

Standard Finance Reports

A suite of standardized financial and operational reports is available in Power BI to provide consistent and accessible information across CSU.

Access Requirements

Access to [ODS](#) Finance data is required to view the reports. If you do not currently have access, submit the [ODS User Data Access Request Form](#).

Reports Available

1. **[Budget Based Report](#)** - The Budget Based Report provides budget, actuals, encumbrances, and available balance information based on user-selected criteria. It is designed to support financial monitoring, budgeting, and account review for units across the University. This report only shows accounts withing the Sub Funds that have the designated spending authority of budget.
2. **[Cash or Self-Funded Report](#)** - Provides a summary view of balances and financial activity for cash-funded accounts, including beginning balance, revenues, expenses, encumbrances, net assets and available balances. This report helps users monitor available cash balances and manage cash-funded operations effectively. This report only shows accounts withing the Sub Funds that have the designated spending authority of cash.
3. **[Charges without Fiscal Officer Approval](#)** - Identifies transactions processed without fiscal officer approval, enabling users to review unapproved documents and confirm they are accurate and appropriately allocated.
4. **[PCard Transactions Report](#)** - Provides visibility into PCard transaction activity, including identification of auto-approved and approved transactions. This report supports monitoring, review, and reconciliation of procurement card activity.
5. **[Receivables and Prepaids Report](#)** - Provides a review of assets and liabilities (object codes 1XXX-2XXX), showing beginning balances and monthly changes, to help ensure receivables and prepaids are cleared in a timely manner rather than carrying over year to year.
Please work with your business officer on any questions you have related to object codes that are reconciled centrally or by another area (e.g. 2100, 1410, and 1415).
6. **[Summary by Account with Object Level Code Report](#)** - Provides detailed financial reporting for both budget and cash accounts at the object level code (e.g. faculty salary, travel). This report supports detailed analysis, reconciliation, and review of financial activity across accounts and object level code classifications.
7. **[Transaction Report](#)** - Provides a detailed listing of financial transactions related to income statements and balance sheet activity. Users can filter transactions by sub-fund, RC Name (Division Name), organization, account, project code, and other dimensions to support transaction-level analysis and review. The report has two tabs for this report. One tab shows the Expenses and



Office of Budgets

Revenue (object codes 4XXX-9XXX), and the other tab shows the Balance sheet (assets and liabilities, object codes 1XXX2XXX).

8. **Combined Budget and Cash Balance Report** - Provides a consolidated view of budget and cash balances by division, sub-fund and organization for Primary Business Officers. The report automatically calculates balances based on the applicable spending authority, helping simplify financial analysis across both budget-based and cash-funded accounts. This report has two tabs. One tab is by Organization code and other by Sub fund. This report includes all sub-funds, including SPONPR (grants). When assessing available funds, consider excluding this sub-fund. This Report is available for Primary Business Officers only. Please reach out to qb_budget_office_helpdesk@colostate.edu for access to this report.

Signing In

If prompted, sign in using your CSU NetID in the format netid@colostate.edu (not your CSU email address), enter your CSU password, and complete [Duo verification](#).