

Accessing Financial Information (OBIEE-BI Dashboard)

TUESDAY, JANUARY 28, 2025

10:00 AM TO 11:30 AM

VIRTUAL PRESENTATION VIA ZOOM

Presenters

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Agenda

1. Introduction

2. General Overview

- ✓ Accessing Financial Information (OBIEE-BI Dashboard)
- ✓ OBIEE Basics
- ✓ Rev/Exp (CFS) Dashboard
 - Revenue/Expense Summary Report
 - Actuals Detail (between Accounting Periods) Report
 - Other Reports
- ✓ Liability Accounts Dashboard
- ✓ My Queries Dashboard > Chargebacks
- ✓ Delegation of Authority

3. Announcements

4. Questions



TitanInsights

Our New Campus Data Warehouse

AA-IT Announcement: - TitanInsights: Our New Campus Data Warehouse

We are excited to announce the modernization of our campus data warehouse, now powered by advanced cloud technology! This initiative will revolutionize our data utilization, promoting a culture of data-driven decision-making that empowers us to better support our students and the entire campus community.

The new data warehouse features a cloud-agnostic solution that minimizes administrative overhead, enhances scalability, and ensures system stability. It will serve as a centralized, easily accessible repository for a diverse range of campus data, providing faculty and staff with improved access to critical information. You can look forward to faster, more efficient reporting and analysis capabilities that will facilitate data-driven decisions across all departments.

When Will This Happen?

TitanInsights is now available through TITAN Online! Simply click the TitanInsights link to login to the NEW campus data warehouse. Both the OBIEE BI/Dashboards and TitanInsights will be accessible for comparison, with the OBIEE BI/Dashboards set to retire in Summer 2025.

- **Dashboards Availability:**
 - Student and HR Dashboards: Available in both TitanInsights and OBIEE BI/Dashboards.
 - Finance Dashboards (Revenue Expense, Purchase Order, Budgeting): Currently available only in OBIEE BI/Dashboards. These will be accessible in TitanInsights starting Spring 2025.

Training Resources

User guides and training classes are available using the links below and offer guidance on logging into TitanInsights via Titan Online and utilizing the new TitanInsights dashboard tool.

- [TitanInsights \(QuickSight\) user guides](#)
- [IT Training Class Calendar](#)

Questions?

For assistance or inquiries, please reach out to the ERP Data Warehouse Team at TitanInsights@fullerton.edu or contact the IT Help Desk at 657-278-7777.

Thank you,

Joseph Luzzi

Assistant Vice President for Information Technology Services/



Home



Library

Training
Transcript

Filters



COURSE

IT: ERP CFS REVENUE/EXPENSE REPORTS (ONLINE)**WAIVED****START**Attempt History

Waived

IT: ERP CFS Revenue/Expense Reports (O...

DETAILS

ACTIVITIES

SIMILAR ACTIVITIES

▼ **Full Description**

This course covers how to access and run the Revenue/Expense Reports for the CFS system in OBIEE Data Warehouse.

▶ **Additional Information**▶ **Notes**

Available in Titan Training Hub: [IT: ERP CFS Revenue/Expense Reports \(Online\)](#).

IT's OBIEE CFS Revenue/Expense Reports Training

Accessing Financial Information (OBIEE BI-Dashboard)

OBIEE BI-Dashboard

Finance Data Warehouse (OBIEE)

- an online repository for information. The Finance Data Warehouse contains data from the PeopleSoft Common Financial System (CFS) and allows end users to view, filter and search for information.

OBIEE is refreshed nightly, providing data current as of close of business (COB) the night before.



CSUF Portal



/Staff/Alu...

Q Apps filter

Apps

Favorite

History

Titan Online



If you are experiencing issues, please [clear your browser cookies and cache](#).



My
WorkPlace



My
WorkPlace
(New)



OBIEE-BI
Dashboard



OBIEE-BI Dashboard in CSUF Portal

Requesting Access to OBIEE

Sign in to [Adobe Experience Manager \(AEM\)](#).

Complete [Finance System Access Request Form](#).

Important:

When requesting access for a new employee, the employee must have a CWID and must have been added by Payroll into the system.

Need Help?:

Email cmssecurity@fullerton.edu.



Sign in to Adobe Experience Manager (AEM)

Finance

Form Name

Actions

Finance DOA Access Request Form



Finance System Access Request Form



Search for Finance System Access Request Form

[Access and Compliance Form](#)

[Role Description Reference](#)

Approval Status

Form ID

In Progress

Employee Information	Employee Information			
Finance Roles	* Employee ID (CWID)	* Campus Email	* First Name	* Last Name
Signatures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Department Name	* Department ID	* Title	* Campus Extension
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Division	* Campus Location	* Appropriate Administrator	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Management <input type="radio"/> Student			<input type="text"/>
	<input type="radio"/> Other			
	<input type="radio"/> Permanent <input type="radio"/> Temporary	If Temporary, List Appointment End Date <input type="text" value="mm / dd / yyyy"/>	* Account Action Request <input type="radio"/> New User <input type="radio"/> Existing User <input type="radio"/> Change Department(s) <input type="radio"/> Remove All Access	

Generate PDF

Reset

Submit

Complete Finance System Access Request Form

Revenue/Expense Summary

All University Benefits Pool

Budget Detail

Actuals Detail (between Accounting Periods)

Encumbrance Detail

Pre-Encur

Fiscal Year

(All Column Val ▼

Accounting Period

(All Column Val ▼

Fund

--Select Value-- ▼

Account

--Select Value-- ▼

Program

--Select Value-- ▼

Class

--Select Value-- ▼

Project

--Select Value-- ▼

Division

--Select Value-- ▼

Sub-Division/College

--Select Value-- ▼

Master Department

--Select Value-- ▼

Department

--Select Value-- ▼



Error

View Display Error

Error generating view. Error getting cursor in GenerateHead

[Error Details](#)

Errors such as this typically mean that the data refresh is not done yet.

[Refresh](#)

Data Refresh

Get Started...

Data Warehouse Basics User Guides & Tutorials



Data Warehouse Overview

Logging into Data Warehouse

Using Filters to Search Information

Using Page Options to Save Filters and Create Bookmark Links

Downloading Information from Data Warehouse

Using Action Links: Print, Refresh, and Return

Finance Reports User Guides



Purchasing Reports User Guide



Recent

Dashboards



Rev/Exp (CFS) - Revenue/...

Open More



Rev/Exp (CFS) - Budget De...

Open More

More Dashboards

Others



Period_Budget_Detail

Open More



Period_Encumbrance_Detail

Open More



Most Popular

Most Recent(Rev/Exp (CFS) - Revenue/Expense Summary)

My Dashboard

CSU Reports

Continuing Education Enrollment

Student Tuition Fee

Fullerton

Delegation of Authority

Financial Trends

Liability Accounts

My Queries

Purchasing

Rev/Exp (CFS)

Rev/Exp (Legacy)

OBIEE Dashboards

OBIEE Basics

Accounting Terminology

Fiscal Year

- One-year period used for financial reporting
- Begins July 1st (07/01) and ends June 30th (06/30)
- Denoted by the first calendar year of the one-year period
- FY 2024 = 07/01/2024 – 06/30/2025

Accounting Terminology (continued)

Accounting Period

- Period of time reflected in the financial statements
- CSUF follows the calendar month (ex. DEC is from December 1st to December 31st)

Period	Month
01	JUL
02	AUG
03	SEP
04	OCT
05	NOV
06	DEC
07	JAN
08	FEB
09	MAR
10	APR
11	MAY
12	JUN

Chartfield Definitions

- **Account** – used to record the nature of the campus's financial transactions
- **Fund** – represents the source of money
- **Department** – organizational structure of the campus
- **Program & Class** – used by departments to track specific expenditures and revenues
 - 7xxx are billable program codes that will automatically generate an invoice to Auxiliary Organizations (ASC, ASI or CSFPF)
- **Project** – used to track capital expenditures or non-recurring repairs & maintenance

Chartfield Examples

Chartfield	Example	Description
Account	660825	General Services
Fund	THEFD	CSU Operating Fund
Department	10065	Controller
Program (non-billable)	6863	Men's Water Polo
Program (billable)	7806	PH Philanthropic Foundation
Class	20364	Consolidated Course Fee
Project	56220002	Student Housing Phase 5

Organizational Structure

Division:

Administration and Finance

Sub-Division/College:

Financial Services

Master Department:


University Controller








Department:


10065 – Controller







Tree used for department security.

Division	Sub-Division/College	Master Department	Department
--Select Value--▼	--Select Value--▼	--Select Value--▼	--Select Value--▼

 **FLCMP - ALL UNIVERSITY**

-  HUMAN_RESOURCES - Human Resources
-  STUDENT_AFFAIRS - Student Affairs
-  PRESIDENT - President
-  UNIV_ADVANCEMENT - University Advancement
-  ACADEMIC_AFFAIRS_DIV - Academic Affairs Division
-  ADMIN_FINANCE - Administration and Finance
 -  UNIVERSITY_WIDE - University Wide

 ADMIN_FINANCE - Administration and Finance

-  FINANCIAL_SERVICES - Financial Services
 -  **UNIV_CONTROLLER - University Controller**
 -  [10005] - Accounting & Financial Rptg
 -  [10006] - Accounts Payable
 -  [10065] - Controller
 -  [10215] - Student Business Services

Additional Chartfield Information

<https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4957-a8df-d31e92-1>

Chartfield values can be viewed in the Campus Portal: **Titan Online > FIS Resources**



Report Criteria

Each report has filters which allow the user to refine data by multiple criteria in order to narrow down what data is displayed.

The screenshot displays the Business Intelligence interface for California State University Fullerton. The top navigation bar includes the university logo, the title "Business Intelligence", and links for "Help" and "Sign Out". Below this is a "Rev/Exp (CFS)" section with a navigation menu containing "Home", "Favorites", "Dashboards", "Open", and "Signed In As".

The main content area shows two report views. The first view, "Revenue/Expense Summary", has tabs for "All University Benefits Pool", "Budget Detail", "Actuals Detail (between Accounting Periods)", "Encumbrance Detail", "Pre-Encumbrance Detail", and "Available Bz". The filter criteria for this view are:

- Fiscal Year: 2024
- Accounting Period: 7
- Fund: --Select Value--
- Account: --Select Value--
- Program: --Select Value--
- Class: --Select Value--
- Project: --Select Value--
- Division: --Select Value--
- Sub-Division/College: --Select Value--
- Master Department: --Select Value--
- Department: --Select Value--

The second view, "Actuals Detail (between Accounting Periods)", has tabs for "Revenue/Expense Summary", "All University Benefits Pool", "Budget Detail", "Actuals Detail (between Accounting Periods)", "Encumbrance Detail", "Pre-Encumbrance Detail", and "Available Bala". The filter criteria for this view are:

- Fiscal Year: 2024
- Accounting Period: Between 6 - 7
- Account Type: --Select Value--
- Account Category: --Select Value--
- Fund: --Select Value--
- Account: --Select Value--
- Program: --Select Value--
- Class: --Select Value--
- Project: --Select Value--
- Division: --Select Value--
- Sub-Division/College: --Select Value--
- Master Department: --Select Value--
- Department: --Select Value--

Both views include "Apply" and "Reset" buttons. A "Sign Out" button is also visible on the right side of the interface.

Criteria Selection

- Select / Unselect Value, one by one.
- Use **More/Search**.

Project

--Select Value--

- ☐ ---
- ☐ 28170008 - DO NOT USE
- ☒ 55000003 - Administration
- ☐ 55000055 - Grants
- ☐ 55000081 - Outreach Comm Colleges

More/Search...

Select Values

Available

Name Starts

☒ Match Case


-
- 28170008 - DO NOT USE
- 55000003 - Administration
- 55000055 - Grants
- 55000081 - Outreach Comm Colleges
- 55000082 - Outreach High School
- 55000211 - Acad Advisement Support Svcs


Choices Returned: 1 - 256 +

Selected

Criteria Selection: Search

Select Values

Available 


Name Starts 


- Starts
- Contains
- Ends
- is Like (pattern match)

Match Case

2817

Select Values

Available 

Name Starts 

☒ Match Case

Criteria Selection: Move / Remove Values

Select Values

Available

Name Starts

Search

☒ Match Case

28170008 - DO NOT USE
55000003 - Administration
55000055 - Grants
55000081 - Outreach Comm Colleges
55000082 - Outreach High School
55000211 - Acad Advisement Support Svcs

Choices Returned: 1 - 256 + More...

Selected

OK Cancel

Button

Function



Move from left to right



Move All from left to right



Remove from right to left



Remove All from right to left

Criteria Selection: Move / Move All

- Select Values from the left; use **Ctrl** button to select several values.
- Click **>** to **Move** to Selected on the right.
- Click **>>** to **Move All** to Selected on the right.

Select Values

Available

Name Starts

Search

☒ Match Case

28170008 - DO NOT USE
55000003 - Administration
55000055 - Grants
55000081 - Outreach Comm Colleges
55000082 - Outreach High School
55000211 - Acad Advisement Support Srvcs

Choices Returned: 1 - 256 + More...

Selected

OK Cancel

Selected

55000003 - Administration
55000081 - Outreach Comm Colleges
55000211 - Acad Advisement Support Srvcs

Criteria Selection: Remove / Remove All

- Select Values from the right; use **Ctrl** button to select several values.
- Click **<** to **Remove** from Selected to the left.
- Click **<<** to **Remove All** from Selected on the left.

Select Values

Available

Name Starts

Search

☒ Match Case

28170008 - DO NOT USE
55000055 - Grants
55000082 - Outreach High School
55000403 - Recruitment GraduateEnrollment
55000434 - Tutoring
55000695 - Salaries

Choices Returned: 1 - 256 + More...

Selected

55000003 - Administration
55000081 - Outreach Comm Colleges
55000211 - Acad Advisement Support Svcs

< Remove <<

OK Cancel

Selected

55000081 - Outreach Comm Colleges

Criteria Selection: Move All (Example)

- To select ALL projects, click >> to **Move All**.
- Continue to click >> until all projects are on the right.
- Select - - - on the right, then click < to **Remove** from Selected.

The screenshot shows a 'Select Values' dialog box with two main sections: 'Available' and 'Selected'.

Available Section:

- Search criteria: 'Name Starts' with a dropdown arrow.
- A 'Search' button.
- A checked checkbox for 'Match Case'.
- A list area containing '---' and a blue box with the text 'NO PROJECT'. A blue arrow points to the '---' text.
- At the bottom, it says 'Choices Returned: 1 - 1445'.

Selected Section:

- A list of selected items: 28170008 - DO NOT USE, 55000003 - Administration, 55000055 - Grants, 55000081 - Outreach Comm Colleges, 55000082 - Outreach High School, 55000211 - Acad Advisement Support Svcs, 55000403 - Recruitment GraduateEnrollment, 55000434 - Tutoring, 55000695 - Salaries, 55000731 - Award FAC OGC IntrnlMiniGrnt31, and 56000001 - Student Housing Phase III.

Navigation Buttons:

- Between the lists: >, >>, <, <<.
- At the bottom right: OK, Cancel.

Revenue/Expense Summary

All University Benefits Pool | Budget Detail | Actuals Detail (between Accounting Periods) | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Fiscal Year

Accounting Period

Fund

Account

Program

Class

Project

Division

Sub-Division/College

Master Department

Department

Apply

Reset

Revenue/Expense Summary Report

Business Unit = FLCMP , Fiscal Year = 2024 , YTD Period = 7

Total Number of Records Retrieved = 3

Dept ID | Fund | Account | Acct Descr | Program | Class | Project

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	580094	Cost Recovery Within 0948	-	-	-							
		580094 Total											
		660952	CARRY FORWARD	-	-	-							
		660952 Total											
	THARF Total												
	THEFD	660952	CARRY FORWARD	-	-	-							
		660952 Total											
	THEFD Total												
10065 Total													
Grand Total													

Revenue/Expense Summary Report

Business Unit = FLCMP , Fiscal Year = 2024 , YTD Period = 7

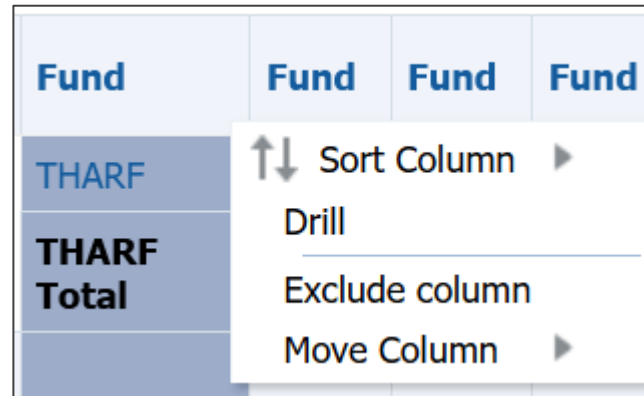
Total Number of Records Retrieved = 2

Dept ID | Fund | Fund | Fund | Fund | Fund | Fund

Dept ID	Fund	Fund	Fund	Fund	Fund	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Enc
10065	THARF	THARF	THARF	THARF	THARF	THARF						

Criteria Selection: Report Fields (continued)

- Further summarize report by changing report fields, then excluding columns.



Rev/Exp (CFS)

Home | Favorites | Dashboards | Open | Signed In As Lin, Winnie

Revenue/Expense Summary | All University Benefits Pool | Budget Detail | Actuals Detail (between Accounting Periods) | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Revenue/Expense Summary Report
Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 7
Total Number of Records Retrieved = 2

Dept ID ▼ Fund ▼ Fund ▼ Fund ▼ Fund ▼ Fund ▼

Exclude other fields except for Dept ID and Fund.

Dept ID	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF							
	THARF Total							
	THEFD							
	THEFD Total							
10065 Total								
Grand Total								

Refresh - Print - Export

Revenue/Expense Summary [All University Benefits Pool](#) Budget Detail Actuals Detail (between Accounting Periods) Encumbrance Detail Pre-Encumbrance Detail Available Balance

Fiscal Year: 2023 Accounting Period: 12

Fund: --Select Value-- Account: --Select Value-- Program: --Select Value-- Class: --Select Value-- Project: --Select Value--

Division: --Select Value-- Sub-Division/College: --Select Value-- Master Department: --Select Value-- Department: 10404 - WASC

Apply Reset

Reset to last applied values
Reset to default values
Clear All

Revenue/Expense Summary Report
Business Unit = FLCMP, Fiscal Year = 2023, YTD Period = 12
Total Number of Records Retrieved = 8

Dept ID Fund Account Acct Descr Program Class Project

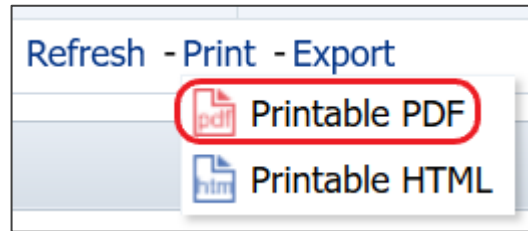
Fiscal Year
2024

Accounting Period
7

Fund: --Select Value-- Account: --Select Value-- Program: --Select Value-- Class: --Select Value-- Project: --Select Value--

Division: --Select Value-- Sub-Division/College: --Select Value-- Master Department: --Select Value-- **Department**: --Select Value--

Reset Report Criteria



Untitled Analysis.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Document

1 / 1

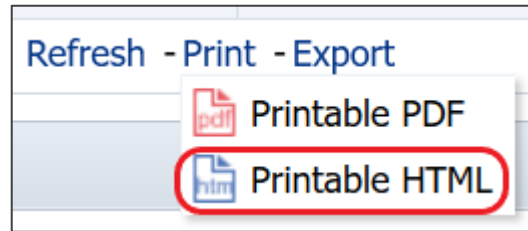
100%

Actuals Detail Report

Business Unit = **FLCMP** , Fiscal Year = **2024** , Period = **Period 7 to Period 7**
Total Number of Records Retrieved = **4**

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	660001	Postage and Freight	-	-	-	VCH	00281603	12/27/2024	APV2468957	01/15/2025	1	DP230000	872479613	0000000033	FEDEX	0000024126	-	ONL	2024	7	12.36
								00281604	11/08/2024	APV2468957	01/15/2025	1	DP230000	867541195	0000000033	FEDEX	0000024126	-	ONL	2024	7	57.10
								00281608	12/13/2024	APV2468957	01/15/2025	1	DP230000	871086287	0000000033	FEDEX	0000024126	-	ONL	2024	7	11.72
								00281725	11/29/2024	APV2470282	01/17/2025	1	DP230000	869676862	0000000033	FEDEX	0000024134	-	ONL	2024	7	36.47
		THEFD Total																				117.65
10005 Total																						117.65
Grand Total																						117.65

Print Options → Printable PDF



File Edit View History Bookmarks Tools Help

CSUF Portal Oracle BI Interactive Dashboards - R X Period_Actuals_Detail (between peri X +

https://mycsufbi.fullerton.edu/analytics/saw.dll?Go

Actuals Detail Report










Business Unit = **FLCMP** , Fiscal Year = **2024** , Period = **Period 7 to Period 7**
Total Number of Records Retrieved = **4**

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/ Customer ID	Vendor/ Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	660001	Postage and Freight	-	-	-	VCH	00281603	12/27/2024	APV2468957	01/15/2025	1	DP230000	872479613	0000000033	FEDEX	0000024126	-	ONL	2024	7	12.36
								00281604	11/08/2024	APV2468957	01/15/2025	1	DP230000	867541195	0000000033	FEDEX	0000024126	-	ONL	2024	7	57.10
								00281608	12/13/2024	APV2468957	01/15/2025	1	DP230000	871086287	0000000033	FEDEX	0000024126	-	ONL	2024	7	11.72
								00281725	11/29/2024	APV2470282	01/17/2025	1	DP230000	869676862	0000000033	FEDEX	0000024134	-	ONL	2024	7	36.47
	THEFD Total																					117.65
10005 Total																						117.65
Grand Total																						117.65

Print Options → Printable HTML

RevenueExpense_Summary.pdf - Adobe Acrobat Pro DC






File Edit View Window Help

Home Tools **Document**     |   1 / 1   

Revenue/Expense Summary Report

Business Unit = **FLCMP** , Fiscal Year = **2024** , YTD Period = **7**
Total Number of Records Retrieved = **10**

Dept ID	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF							
	THARF Total							
	THEFD							
	THEFD Total							
10065 Total								
Grand Total								

 PDF
 Excel
 Powerpoint
 Web Archive
 Data

Refresh - Print - Export

Export Options → PDF

RevenueExpense_Summary.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help ACROBAT Analytic Solver

Paste Font Alignment Number Styles

Y24

Revenue/Expense Summary Report

Business Unit = FLCMP , Fiscal Year = 2024 , YTD Period = 7

Total Number of Records Retrieved = 10

Dept ID	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF							
	THARF Total							
	THEFD							
	THEFD Total							
10065 Total								
Grand Total								

Sheet1

Ready

- PDF
- Excel
- Powerpoint
- Web Archive
- Data

Refresh - Print - Export

Export Options → Excel

RevenueExpense_Summary.pptx - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View Recording Help ACROBAT

Paste New Slide Layout Reset Section

Clipboard Slides Font Paragraph Drawing

1

Revenue/Expense Summary Report

Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 7
Total Number of Records Retrieved = 10

Dept ID	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF							
	THARF Total							
	THEFD							
	THEFD Total							
10065 Total								
Grand Total								

Click to add notes

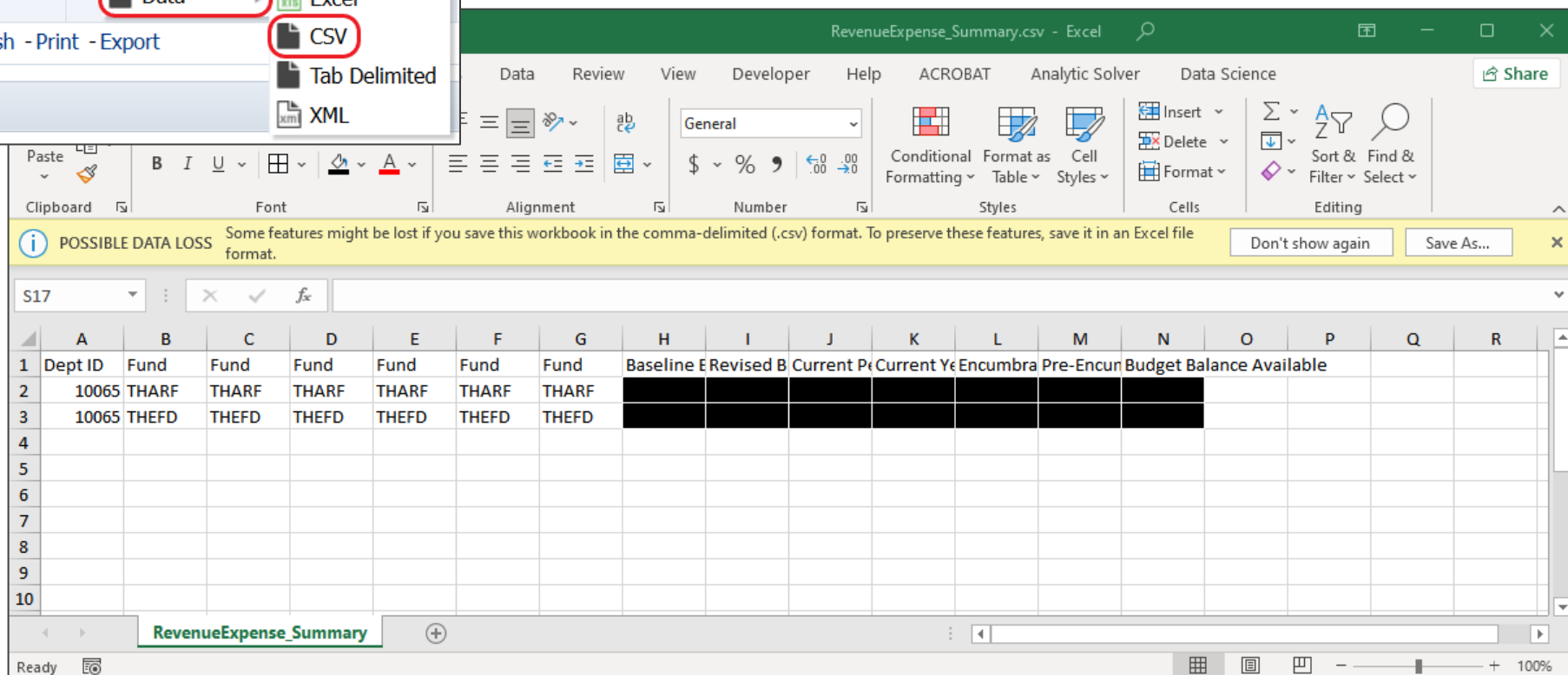
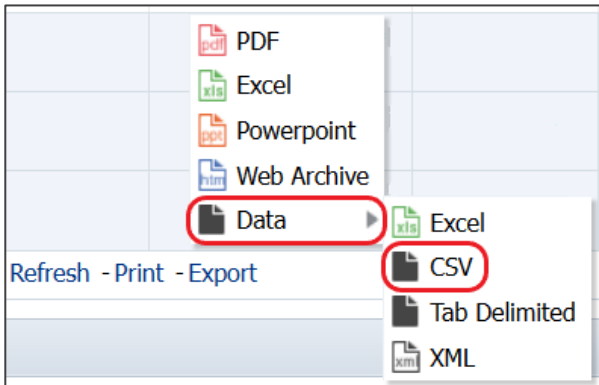
Slide 1 of 1 Accessibility: Investigate Notes Comments

- PDF
- Excel
- Powerpoint
- Web Archive
- Data

Refresh - Print - Export

Export Options → PowerPoint

*CSV Format is recommended when exporting to Excel.



Export Options → Data → CSV
Format

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	How do we move the debits and credits side by side?												
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount		Step 1	Step 2	Step 3
3	660003	THEFD	10065				LINE 1		10.00	1	=1		
4	660003	THEFD	10065				LINE 2		20.00	3		=J3+2	
5	660003	THEFD	10065				LINE 3		30.00	5		=J4+2	
6	660003	THEFD	10065				LINE 4		40.00	7		=J5+2	
7	660003	THEFD	10065				LINE 5		50.00	9		=J6+2	
8	660003	THEFD	10065				LINE 6		60.00	11		=J7+2	
9	660003	THEFD	10065				LINE 7		70.00	13		=J8+2	
10	660003	THEFD	10065				LINE 8		80.00	15		=J9+2	
11	660003	THEFD	10065				LINE 9		90.00	17		=J10+2	
12	660003	THEFD	10065				LINE 10		100.00	19		=J11+2	
13	660003	THEFD	10065				LINE 11		110.00	21		=J12+2	
14	660003	THEFD	10065				LINE 12		120.00	23		=J13+2	
15	660003	THEFD	10005				LINE 1		(10.00)	2		=J14+2	=2
16	660003	THEFD	10005				LINE 2		(20.00)	4		=J15+2	
17	660003	THEFD	10005				LINE 3		(30.00)	6		=J16+2	
18	660003	THEFD	10005				LINE 4		(40.00)	8		=J17+2	
19	660003	THEFD	10005				LINE 5		(50.00)	10		=J18+2	
20	660003	THEFD	10005				LINE 6		(60.00)	12		=J19+2	
21	660003	THEFD	10005				LINE 7		(70.00)	14		=J20+2	
22	660003	THEFD	10005				LINE 8		(80.00)	16		=J21+2	
23	660003	THEFD	10005				LINE 9		(90.00)	18		=J22+2	
24	660003	THEFD	10005				LINE 10		(100.00)	20		=J23+2	
25	660003	THEFD	10005				LINE 11		(110.00)	22		=J24+2	
26	660003	THEFD	10005				LINE 12		(120.00)	24		=J25+2	
27													
28	1. In Cell J3, type 1												
29	2. In Cell J4, add formula =J3+2 and copy down until Cell J26												
30	3. In Cell J15 where the credit starts, type 2												
31	4. Copy Paste Special Values Column J												
32	5. Sort Rows 3 to 26 by Column J												

Excel Tips – Debits and Credits

	A	B	C	D	E	F	G	H	I	J
1	Result									
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount	
3	660003	THEFD	10065				LINE 1		10.00	1
4	660003	THEFD	10005				LINE 1		(10.00)	2
5	660003	THEFD	10065				LINE 2		20.00	3
6	660003	THEFD	10005				LINE 2		(20.00)	4
7	660003	THEFD	10065				LINE 3		30.00	5
8	660003	THEFD	10005				LINE 3		(30.00)	6
9	660003	THEFD	10065				LINE 4		40.00	7
10	660003	THEFD	10005				LINE 4		(40.00)	8
11	660003	THEFD	10065				LINE 5		50.00	9
12	660003	THEFD	10005				LINE 5		(50.00)	10
13	660003	THEFD	10065				LINE 6		60.00	11
14	660003	THEFD	10005				LINE 6		(60.00)	12
15	660003	THEFD	10065				LINE 7		70.00	13
16	660003	THEFD	10005				LINE 7		(70.00)	14
17	660003	THEFD	10065				LINE 8		80.00	15
18	660003	THEFD	10005				LINE 8		(80.00)	16
19	660003	THEFD	10065				LINE 9		90.00	17
20	660003	THEFD	10005				LINE 9		(90.00)	18
21	660003	THEFD	10065				LINE 10		100.00	19
22	660003	THEFD	10005				LINE 10		(100.00)	20
23	660003	THEFD	10065				LINE 11		110.00	21
24	660003	THEFD	10005				LINE 11		(110.00)	22
25	660003	THEFD	10065				LINE 12		120.00	23
26	660003	THEFD	10005				LINE 12		(120.00)	24

Excel Tips – Debits and Credits (continued)

Rev/Exp (CFS) Dashboard

Revenue/Expense Summary

All University Benefits Pool | Budget Detail | Actuals Detail (between Accounting Periods) | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Fiscal Year
2024

Accounting Period
7

Fund
--Select Value--

Account
--Select Value--

Program
--Select Value--

Class
--Select Value--

Project
--Select Value--

Division
--Select Value--

Sub-Division/College
--Select Value--

Master Department
--Select Value--

Department
--Select Value--

Apply

Reset

Revenue/Expense Summary Report

Business Unit = **FLCMP**, Fiscal Year = **2024**, YTD Period = **7**
Total Number of Records Retrieved = **16,509**

Dept ID | Fund | Account | Acct Descr | Program | Class | Project

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
							Periods 1 to 7	Period 7 <u>only</u>	Periods 1 to 7	Periods 0 to 7	Periods 1 to 7		

Revenue/Expense Summary

Revenue/Expense Summary

All University Benefits Pool

Budget Detail

Actuals Detail (between Accounting Periods)

Encumbrance Detail

Pre-Encumbrance Detail

Available Balance

Fiscal Year

2024

Accounting Period

7

Fund

--Select Value--

Account

660001 - Posta

Program

--Select Value--

Class

--Select Value--

Project

--Select Value--

Division

--Select Value--

Sub-Division/College

--Select Value--

Master Department

--Select Value--

Department

10005 - Accoun

Apply

Reset

Revenue/Expense Summary Report

Business Unit = FLCMP , Fiscal Year = 2024 , YTD Period = 7

Total Number of Records Retrieved = 9

Dept ID

Fund

Account

Acct Descr

Program

Class

Project

Dept ID

Fund

Account

Acct Descr

Program

Class

Project

Baseline Budget

Revised Budget

Current Period Actuals

Current Year Actuals

Encumbrance

Pre-Encumbrance

Budget Balance Available

10005

THEFD

660001

Postage and Freight

-

-

-

0.00

0.00

117.65

221.44

0.00

0.00

(221.44)

660001

Total

0.00

0.00

117.65

221.44

0.00

0.00

(221.44)

660002

Printing

-

-

-

0.00

0.00

0.00

9.53

0.00

0.00

0.00

(9.53)

660002

Total

0.00

0.00

0.00

9.53

0.00

0.00

(9.53)

REQ → PO → Invoice

Pre-Encumbrance = Requisition

Encumbrance = Purchase Order

Current Year Actuals = Invoice

Revenue/Expense Summary

Revenue/Expense Summary

(continued)

Revenue/Expense Summary Report													
Business Unit = FLCMP , Fiscal Year = 2024 , YTD Period = 7													
Total Number of Records Retrieved = 9													
<div> Dept ID <input type="text"/> Fund <input type="text"/> Account <input type="text"/> Acct Descr <input type="text"/> Program <input type="text"/> Class <input type="text"/> Project <input type="text"/> </div>													
Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10005	THEFD	660001	Postage and Freight	-	-	-	0.00	0.00	117.65	221.44	0.00	0.00	(221.44)
		660001 Total					0.00	0.00	117.65	221.44	0.00	0.00	(221.44)
		660002	Printing	-	-	-	0.00	0.00	0.00	9.53	0.00	0.00	(9.53)
		660002 Total					0.00	0.00	0.00	9.53	0.00	0.00	(9.53)

Accounts

5xxxxx = Revenues (normal balance is negative)

6xxxxx = Expenses (normal balance is positive)

Budget Balance Available (BBA) = Revised Budget -
Current Year Actuals - Encumbrance - Pre-Encumbrance

Positive BBA = funds available to spend

Negative BBA = overspent

Rev/Exp (CFS)

Home | Favorites | Dashboards | Open | Signed In As

Revenue/Expense Summary | All University Benefits Pool | Budget Detail | **Actuals Detail (between Accounting Periods)** | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Fiscal Year: 2024 | Accounting Period: Between 7 - 7 | Account Type: --Select Value-- | Account Category: --Select Value--

Fund: --Select Value-- | Account: --Select Value-- | Program: --Select Value-- | Class: --Select Value-- | Project: --Select Value--

Division: --Select Value-- | Sub-Division/College: --Select Value-- | Master Department: --Select Value-- | Department: 10005 - Account

Apply | Reset

Actuals Detail Report
Business Unit = FLCMP , Fiscal Year = 2024 , Period = Period 7 to Period 7
Total Number of Records Retrieved = 4

Dept ID | Fund | Account | Acct Descr | Program | Class | Project

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/ Customer ID	Vendor/ Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals							
10005	THEFD	660001	Postage and Freight	-	-	-	VCH	00281603	12/27/2024	APV2468957	01/15/2025	1	DP230000	872479613	0000000033	FEDEX	0000024126	-	ONL	2024	7	12.36							
								00281604	11/08/2024	APV2468957	01/15/2025	1	DP230000	867541195	0000000033	FEDEX	0000024126	-	ONL	2024	7	57.10							
								00281608	12/13/2024	APV2468957	01/15/2025	1	DP230000	871086287	0000000033	FEDEX	0000024126	-	ONL	2024	7	11.72							
								00281725	11/29/2024	APV2470282	01/17/2025	1	DP230000	869676862	0000000033	FEDEX	0000024134	-	ONL	2024	7	36.47							
THEFD Total																						117.65							
10005 Total																						117.65							
Grand Total																						117.65							

Refresh - Print - Export

*Often required as backup documentation when submitting ASFR forms.

Actuals Detail (between Accounting Periods)

Actuals Detail Report

Business Unit = **FLCMP** , Fiscal Year = **2017** , Period = **Period 5 to Period 8**
Total Number of Records Retrieved = **80**

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals		
10005	THEFD	606002	Travel-Out of State	AJC	0001212165	02/28/2018	0001212165	02/28/2018	2	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)		
									4	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)		
									6	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)		
									8	Kelly England Lodging	-	-	-	-	-	-	2017	8	(14.75)		
									10	Kelly England Hotel Fee	-	-	-	-	-	-	2017	8	(49.00)		
				CSU	CHBK131079	10/25/2017	PCD1161157	11/01/2017	5,057	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB,P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75		
									5,059	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB,P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75		
									5,061	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB,P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75		
									5,063	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB,P-Card Travel NOV 2017 (DH); Lodging; 08/31/2017	LYNN GANAC	2017	5	14.75		
									5,065	LYNN GANAC	-	-	-	Exp ID: 584	HILTON GRAND VAC CLUB,P-Card Travel NOV 2017 (DH); Hotel Fees; 08/31/2017	LYNN GANAC	2017	5	49.00		
				VCH	00193407	12/01/2017	APV1199981	02/12/2018		Day Meal Expense(s)											
									19	Actual Per Day Meal Expense(s)	966	0000016615	EVAJOY TITO	0000014341	-	-	2017	8	10.00		
									20	Actual Per Day Meal Expense(s)	966	0000016615	EVAJOY TITO	0000014341	-	-	2017	8	10.00		
				THEFD Total																	
10005 Total																			20.00		
Grand Total																			20.00		

\$0.00

You can no longer submit an ETR to adjust \$49.00 cause it's already been done (0001212165 02/28/18); total department expense is only \$20.00.

Example of Actuals Detail Report

Fields that are Specific to the Actuals Detail Report

(Between Accounting Periods)

Fields on the OBIEE Actuals Detail Report

Field	Description
Doc Src	Identifies the source of the transaction
Journal ID	Identification number associated with the accounting transaction; the first few characters or prefix further identifies the source of the transaction
Reference	Line reference for the transaction if entered; may denote a Purchase Order or Work Order number, CASHNet Item Code, or other identifying information
Reference 1	Additional references information for the transaction; for HCM transactions, this includes FTE statistics amounts, if applicable; for Accounts Payable transactions (Doc Src = VCH), this includes the PO ID associated with the transaction
Reference 2	Additional reference information for the transaction
Fiscal Year	Financial year (July 1st to June 30th); denoted by the first calendar year of the fiscal period during which the transactions occurred (Ex. 2024 - 2025 = Fiscal Year 2024)
Accounting Period	Period for which financial statements are prepared; CSUF follows the calendar month 1 - July 2 - August 3 - September 4 - October 5 - November 6 - December 7 - January 8 - February 9 - March 10 - April 11 - May 12 - June
Actuals	Transaction amount

Actuals Detail Report Fields

Doc Src	Journal ID Prefix	Journal Description & Source of Data	Contact
ABN	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Betty Neri Ext. 4485
ADH	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Dawit Haile Ext. 4244
AEM	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Estrella Mangahas Ext. 5386
AJC	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Justin Chan Ext. 8371
ALG	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Lynn Gañac Ext. 8474
ANL	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Nathan Le Ext. 4524
ASN	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Sarah Nguyen Ext. 7756
ATL	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Tony Lee Ext. 2044
AWL	000 (no prefix)	<p>Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests)</p> <p>Sxx = Entries originating in Student Business Services</p> <p>Last 2 characters of Doc Src represents the initials of the accountant who processed the entry</p>	Winnie Lin Ext. 4246

Actuals Detail Report Data Sources

List of Descriptions and Data Sources

OBIEE Information by Doc Src

Doc Src	Journal ID Prefix	Journal Description & Source of Data	Contact
ALO	ALO	Allocations are sytem-generated entries that distribute monetary amounts across departments or any other chartfield defined in PeopleSoft General Ledger (CFS)	Lynn Gañac Ext. 8474
BIL	BI	Amounts invoiced to outside entities or CSU Fullerton Auxiliary Organizations	Nathan Le Ext. 4524
CSU	Various	Service Providers' chargeback transactions (COP, PCD, PHY, etc.)	Service Provider Contact List
CSU	CRS	Deposits fed from CASHNet System	asfr@fullerton.edu
HCM	HRA	Salary adjustments (LCD) fed from the Human Resources PeopleSoft system	ASFR will coordinate with the appropriate department
HCM	HRL	Salary expenses (LCD) fed from the Human Resources PeopleSoft system	ASFR will coordinate with the appropriate department
OBL	OBL	Obligation (accrual entry that is usually reversed on the first day of the following month)	asfr@fullerton.edu
SFS	SFS	Fees, other revenues and refunds fed from the Student Administration PeopleSoft system	ASFR will coordinate with the appropriate department
VCH	APV	Amounts invoiced by vendors and of travel charges	ap@fullerton.edu
VCH	APC	Closure of an "APV" voucher (invoice)	ap@fullerton.edu

OBIEE - Actuals Detail Report Data Sources (continued)

Account Type

--Select Value--

(All Column Values)

50 - Revenues

60 - Expenditures

Search...

Account Category

--Select Value--

☐ 501 - Higher Education Fees

☐ 502 - PaCE Fees

☐ 503 - Gifts Grants and Contracts

☐ 504 - Sales and Services of Auxiliary Enterprises

☐ 505 - Reimbursements

Search...

Account Type

- 50 – Revenues (Income)
- 60 – Expenses

Account Category

- The first three characters of the account, with the exception of transfers in / out

Account Type and Category

Account Category (Revenue)

Account Prefix	Account Category	Account Category Description
501	501	Higher Education Fees
502	502	PaCE Fees
503	503	Gifts Grants and Contracts
504	504	Sales and Services of Auxiliary Enterprises
505	505	Reimbursements
506	506	Transfers In From Other Funds/Appropriations
570	506	Transfers In From Other Funds/Appropriations
571	506	Transfers In From Other Funds/Appropriations
572	506	Transfers In From Other Funds/Appropriations
507	507	Revenue from Interest
508	508	Revenue from Investments
580	580	Other Financial Sources
590	590	Revenue Adjustments

Account Category (Expense)

Account Prefix	Account Category	Account Category Description
601	601	Regular Salaries and Wages
602	602	Work Study
603	603	Benefits Group
604	604	Communications
605	605	Utilities Group
606	606	Travel
607	607	Capital Outlay Projects
608	608	Library Acquisitions
609	609	Financial Aid
610	610	Non-Expenditure Disbursement
612	612	State Pro Rata Charges Group
613	613	Contractual Services Group
616	616	Information Technology Costs
617	617	Services from Other Funds/Agencies Group
619	619	Equipment Group
623	623	SP – Materials & Supplies
660	660	Misc. Operating Expenses
670	680	Operating Transfers Out
671	680	Operating Transfers Out
680	680	Operating Transfers Out
690	690	Expenditure Adjustments

Ex	Dept ID	Fund	Account	Acct Descr	Program	Class	Doc Src	Document ID	Document Date	Journal ID	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor/Customer Name	Reference	Fiscal Year	Period	Actuals
A	10005	TS032	580090	Other Operating Revenues	-	-	BIL	ASR26468	12/4/2024	BI02449986	580090-TS032-10016	-	10002	ASC - Auxiliary Services Corp.	AUX Reimb	2024	6	(2,475.00)
B	10005	THEFD	617101	Svc Between Campuses & CO	5976	20708	ASN	0002451995	12/5/2024	0002451995	ENTRY FEE LBSU GOFT TOURNAMENT	-	-	-	IFT240720	2024	6	2,500.00
C	10005	THEFD	660001	Postage and Freight	-	-	VCH	00281603	12/27/2024	APV2468957	DP230000	872479613	0000000033	FEDEX	24126	2024	7	12.36
D	10005	THEFD	660822	Business-Related Food	-	-	ASN	0002470910	1/10/2025	0002470910	P-CARD REIMB 10073	-	-	-	P25-0484	2024	7	(431.74)

Ex	Source of Transaction	OBIEE Header Fields
A	Request for Invoice (RFI)	Doc Source: BIL (Billing) Doc ID starts with ASR (referring to an ASFR invoice)
B	Interagency Financial Transaction (IFT)	Doc Source: ASN (Accounting + Sarah Nguyen) Reference starts with IFT
C	Accounts Payable Invoice	Doc Source: VCH (Voucher) Journal ID starts with APV
D	Expenditure Transfer Request (ETR)	Doc Source: ASN (Accounting + Sarah Nguyen) Journal ID starts with 000

Sample Transactions

Ex	Dept ID	Fund	Account	Acct Descr	Program	Doc Src	Document ID	Document Date	Journal ID	Ln Descr	Vendor / Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
E	10005	THEFD	660825	General Supplies	-	CSU	CHBK141213	12/21/2024	STP2469395	HARRY POTTER	-	-	7648050416	571863:PURE LIFE .5L WATER 24/CT DEP:12/17/2024	HARRY POTTER	2024	7	35.01
F	10005	THEFD	660898	Disallowed-P-Card Expense	-	CSU	CR65780107	1/7/2025	CRS2463914	MISC	-	-	S7050	8915554	QATAR AIRLINES /S	2024	7	(50.00)
G	10005	THEFD	660899	Rech Ctr Billble(Acct Use Only	7806	BIL	ASR26649	1/14/2025	BI02467895	601303-Student Assistant	10003	CSUPF - Philanthropic Foundation - 7806	HRL2467623-94	7806	DR	2024	7	(759.00)

Ex	Source of Transaction	OBIEE Header Fields
E	Service Provider Chargeback	Doc ID starts with CHBK Journal ID starts with STP (Staples Service Provider)
F	CASHNet Deposit	Journal ID starts with CRS (CASHNet transaction) Reference S7050 (CASHNet item code)
G	Billable LCD (Payroll)	Doc Source: BIL (Billing) Doc ID starts with ASR (referring to an ASFR invoice) Reference: HRL (original transaction came from LCD) Program 7806 → billable to CSFPP Philanthropic Foundation Account 660899 (account for month-end billing)

Sample Transactions (continued)

Actuals Detail Report – ETR Example

Expenditure Transfer Request (ETR) Form

II. Reason for Request										
REQ ID: 3460 - Remove class code from expense										
III. Authorizing Signature(s) (must be setup as a REQ approver)							Reviewed By: (ASFR use only)			
Print/Type Name:	Harry Porter		Auth'd Signer of Accts	Harry Porter			Date:	12/11/2024		
IV. Transfer Information								Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference	Amount		
660043	THEFD	10325		20545		DP240325 CTC INV 4539	APV2438110	-7,940.00		
660043	THEFD	10325				DP240325 CTC INV 4539	APV2438110	7,940.00		

Actuals Detail Report – OBIEE

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10325	THEFD	660043	-	20545	-	VCH	00279003	08/01/2024	APV2438110	11/08/2024	DP240325	4539	0000006948	CA COMMISSION ON TEACHER CREDENTIALING	0000023771		ONL	2024	5	7,940.00

Actuals Detail Report – OBIEE (after ETR processing)

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10325	THEFD	660043	-	-	-	ASN	0002455465	12/11/2024	0002455465	12/11/2024	DP240325 CTC INV 4539	-	-	-	APV2438110		-	2024	6	7,940.00
10325	THEFD	660043	-	20545	-	ASN	0002455465	12/11/2024	0002455465	12/11/2024	DP240325 CTC INV 4539	-	-	-	APV2438110		-	2024	6	(7,940.00)

Actuals Detail Report – RFI (Revenue) Example

Request for Invoice (RFI) Form

For New Customer Only						
Name:	Bilden Education Inc			Contact:	xyz	
Address 1:	2261 Market Street			E-mail:	xyz@gmail.com	
Address 2:				Phone:		Fax:
City:	San Francisco	State:	CA	Zip Code:	94111	
V. Bill Line Information						
Invoice Type (select from drop down list)	Expense Type (select from drop down list)	Description (30 characters)	PO Number (required for ASC, ASI and Philanthropic Foundation)	Amount (USD)		
Revenue	Room Rental	2024 Summer Conference		\$	4,592.00	
VI. Credit Information						
Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount
504802	THOPR	10388				\$ 4,592.00

Actuals Detail Report – OBIEE (after billing)

Actuals Detail Report																						
Business Unit = FLCMP , Fiscal Year = 2024 , Period = Period 1 to Period 5																						
Total Number of Records Retrieved = 19																						
Dept ID Fund Account Acct Descr Program Class Project Document ID Document Date Journal ID Journal Date Ln Number Ln Descr Invoice ID Vendor/Customer ID Vendor/Customer Name Reference Reference 1 Reference 2 Fiscal Year Period Actuals																						
10388	THOPR	504802	Housing-Non Std Rm Rnt-No Food	-	-	-	ASR26448	11/15/2024	BI02441610	11/15/2024	1	504802-THOPR-10388	-	00011020	Bilden Education Inc	Revenue	-	-	2024	5	(4,592.00)	
Credit Chartfield THOPR Total			Invoice Number				Billing Journal ID				Customer ID & Customer Name				Invoice Type				Billing Amount			

Actuals Detail Report – RFI (Expense Abatement) Example

Request for Invoice (RFI) Form

Customer ID: (if known)		Name:	Auxiliary Services Corp		
For New Customer Only					
Name:			Contact:		
Address 1:			E-mail:		
Address 2:			Phone:		Fax:
City:		State:		Zip Code:	
V. Bill Line Information					
Invoice Type (select from drop down list)	Expense Type (select from drop down list)	Description (30 characters)	PO Number (required for ASC, ASI and Philanthropic Foundation)	Amount (USD)	
Reimbursement	Misc: Other	Passage tablecloth	245PO856	\$ 230.36	
VI. Credit Information					
Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Amount
660002	THEFD	10322	2073	20345	\$ 230.36

Actuals Detail Report – OBIEE

Actuals Detail Report

Business Unit = FLCMP , Fiscal Year = 2023 , Period = Period 12 to Period 12
Total Number of Records Retrieved = 2

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10322	THEFD	660002	2073	20345	-	CSU	CHBK140294	05/28/2024	PCD2355412	06/01/2024	3,495	HARRY PORTER	-	-	-	Exp ID: 62149		HARRY PORTER	2023	12	230.36
							Credit Chartfield														
							Transaction Type														

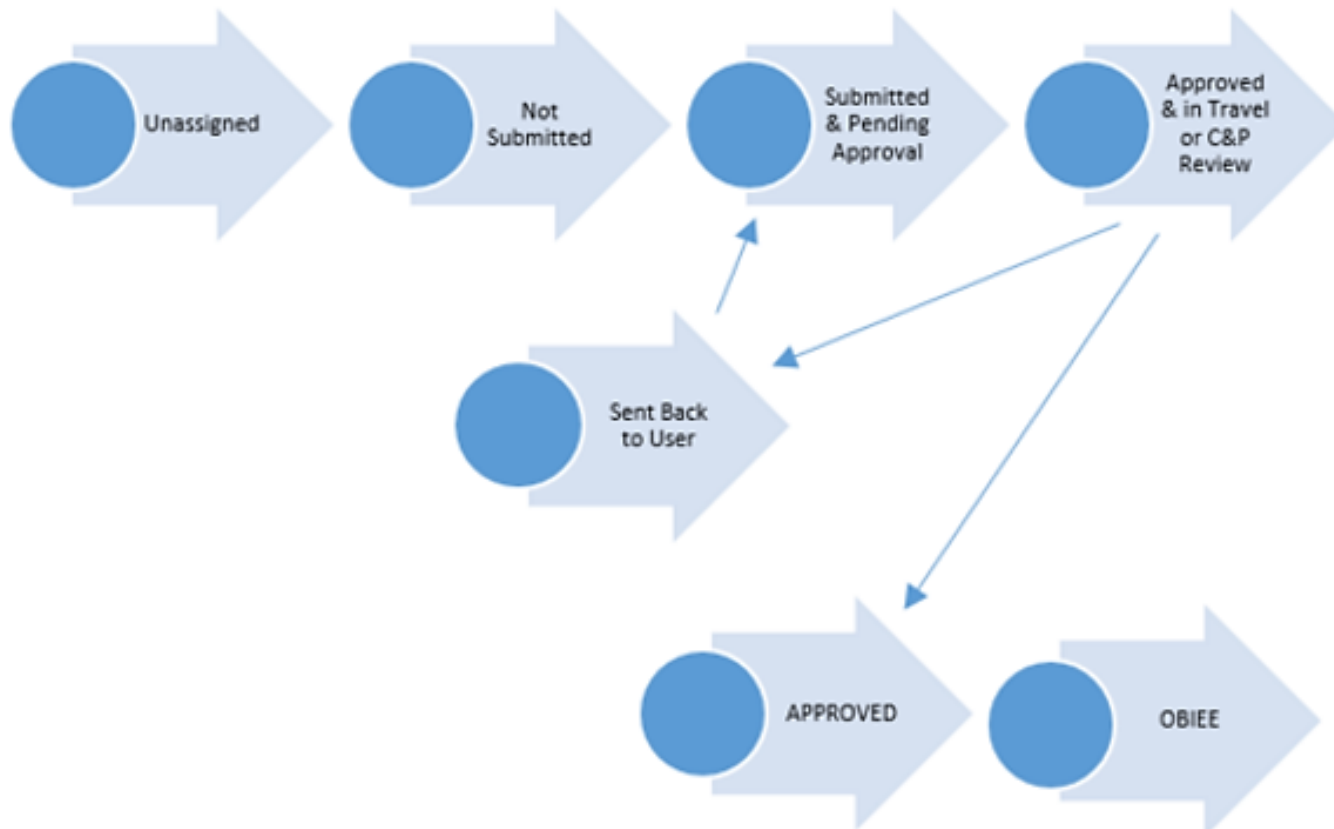
Actuals Detail Report – OBIEE (after billing)

Dept ID	Fund	Account	Program	Class	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10322	THEFD	660002	2073	20345	BIL	ASR26111	06/30/2024	BI02369125	06/30/2024	660002-THEFD-10322-2073-20345	10002	ASC - Auxiliary Services Corp. - 7998	AUX Reimb		-	2023	12	(230.36)
						Invoice Number		Billing Journal ID				Customer Name	Invoice Type					Billing Amount

P-Card (PCD) Monthly Accrual Process

- Source Code: **OBL**
- Account: **660997** – Concur Not Approved Trans
 - Used to record P-Card (PCD) Expense Reports that are not in Approved Status in Concur
 - Balance must be \$0.00 at year-end (June 30th)
- For August 2024 to May 2025 P-Card billing cycles
- Accrual entry (ex. posted on August 1st) is reversed the following month (September 1st)
- Accrual entries will continue to be posted until Concur Expense Report is in APPROVED status

NOTE: 660997 = \$0.00 balance at 06/30/2024



P-Card (PCD) Monthly Accrual Process (continued)


Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00



Journal ID	Journal Date	
0002010842	8/1/2022	For 660997, ignore the Journal Entries that have 2 dates (these are accruals and reversals that net to zero)
0002010842	9/1/2022	
0002023982	9/1/2022	
0002023982	10/1/2022	
0002037487	10/1/2022	
0002037487	11/1/2022	
0002059058	11/1/2022	
0002059058	12/1/2022	
0002064481	12/1/2022	
0002064481	1/1/2023	
0002076529	1/1/2023	Use this one
0002076529	2/1/2023	
0002094355	2/1/2023	

P-Card (PCD) Monthly Accrual Process (continued)

Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREVW		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00
10005	THEFD	660997	0002094355	3/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	9	(15.00)
TOTAL FOR 660997										0.00
CONCUR EXPENSE REPORT IS FINALLY IN "APPROVED" STATUS										
10005	THEFD	606001	PCD2064354	4/1/2023	AMELIA LEWIS	Exp ID: 50940	CSULB PARKING; Blanket Travel July22; Parking; 07/14/2022	2022	10	15.00
TOTAL FOR 606001										15.00



Period	Total
2	15.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	(15.00)
660997 TOTAL	0.00
10	15.00
606001 TOTAL	15.00

P-Card (PCD) Monthly Accrual Process (continued)

Revenue/Expense Summary

All University Benefits Pool

Budget Detail

Actuals Detail (between Accounting Periods)

Encumbrance Detail

Pre-Encumbrance Detail

Available Balance

Fiscal Year

2024

Accounting Period

7

Fund

--Select Value--

Account

--Select Value--

Program

--Select Value--

Class

--Select Value--

Project

--Select Value--

Division

--Select Value--

Sub-Division/College

--Select Value--

Master Department

--Select Value--

Department

--Select Value--

Apply

Reset

Revenue/Expense Summary Report

Business Unit = **FLCMP**, Fiscal Year = **2024**, YTD Period = **7**

Total Number of Records Retrieved = **16,488**

Dept ID

Fund

Account

Acct Descr

Program

Class

Project

Other Reports in Rev/Exp (CFS) Dashboard

Other Reports in Rev/Exp (CFS) Dashboard (continued)

➤ **Budget Detail Report**

➤ **Encumbrance Detail Report**

➤ **Pre-Encumbrance Detail Report**

Questions? Contact:

Resource Planning &
Budget

budget@fullerton.edu

Questions? Contact:

Contracts & Procurement

[DL-
C_and_P@fullerton.edu](mailto:DL-C_and_P@fullerton.edu)

Other Reports – Budget Detail

- Filter by Scenario (Ex. BTR_1TIME, BTR_BASE, PY_CRYFWD, PY_ENC, PY_PTD, etc.)
- Accounting Period 7 → Periods 1 (JUL) to 7 (JAN)

Rev/Exp (CFS) Home | Favorites | Dashboards | Open | Signed In As

Revenue/Expense Summary | All University Benefits Pool | **Budget Detail** | Actuals Detail (between Accounting Periods) | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Fiscal Year: 2024

Accounting Period: 7

Scenario: --Select Value--

Fund: --Select Value--

Account: --Select Value--

Program: --Select Value--

Class: --Select Value--

Project: --Select Value--

Division: --Select Value--

Sub-Division/College: --Select Value--

Master Department: --Select Value--

Department: 10005 - Account

Apply Reset

Budget Detail Report

Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 7
Total Number of Records Retrieved = 62

Dept ID Fund Account Acct Descr Program Class Project Scenario Journal ID Jnl Ln Descr Doc Ln Descr Jnl Ln Ref Journal Date Fiscal Year Period Baseline Budget Revised Budget

Other Reports – Encumbrance Detail

Doc Src:

- ENC = Encumbrance or Purchase Order (PO)
- PYB = Prior Year Balance or Beginning Balance (Document Date 08/08/1988)

Accounting Period 7 → Periods 0 (Beginning Balance) to 7 (JAN)

The screenshot shows the 'Rev/Exp (CFS)' interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'Open', and 'Signed In As'. The main menu has tabs for 'Revenue/Expense Summary', 'All University Benefits Pool', 'Budget Detail', 'Actuals Detail (between Accounting Periods)', 'Encumbrance Detail' (highlighted with a red box), 'Pre-Encumbrance Detail', and 'Available Balance'. Below the tabs, there are several dropdown menus for configuration: 'Fiscal Year' (2024), 'Accounting Period' (7, highlighted with a red box), 'Fund', 'Account', 'Program', 'Class', 'Project', 'Division', 'Sub-Division/College', 'Master Department', and 'Department'. There are 'Apply' and 'Reset' buttons. Below the configuration section, the 'Encumbrance Detail Report' is displayed, showing 'Business Unit = FLCMP', 'Fiscal Year = 2024', 'Period = 7', and 'Total Number of Records Retrieved = 8,831'. At the bottom, there is a table with columns: 'Dept ID', 'Fund', 'Account', 'Acct Descr', 'Program', 'Class', 'Project', 'Doc Src' (highlighted with a red box), 'PO ID', 'PO Ln', 'PO Ln Descr', 'Voucher ID', 'Document Date', 'Beginning Encumbrance', 'Current Encumbrance', and 'Ending Encumbrance'.

Other Reports – Pre-Encumbrance Detail

Doc Src:

- ENC = Encumbrance or Purchase Order (PO)
- REQ = Pre-Encumbrance or Requisition

Accounting Period 7 → Periods 1 (JUL) to 7 (JAN)

Note: No PYB transactions, all Requisitions must be sourced to a PO or closed by year-end (June 30th)

The screenshot displays the 'Rev/Exp (CFS)' system interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'Open', and 'Signed In As'. The main menu has tabs for 'Revenue/Expense Summary', 'All University Benefits Pool', 'Budget Detail', 'Actuals Detail (between Accounting Periods)', 'Encumbrance Detail', 'Pre-Encumbrance Detail' (highlighted with a red box), and 'Available Balance'. The 'Pre-Encumbrance Detail' section shows filters for 'Fiscal Year' (2024), 'Accounting Period' (7, highlighted with a red box), 'Fund', 'Account', 'Program', 'Class', 'Project', 'Division', 'Sub-Division/College', 'Master Department', and 'Department'. Below the filters are 'Apply' and 'Reset' buttons. The report title is 'Pre-Encumbrance Detail Report' with details: 'Business Unit = FLCMP, Fiscal Year = 2024, Period = 7' and 'Total Number of Records Retrieved = 4,699'. The report table has columns: 'Dept ID', 'Fund', 'Account', 'Acct Descr', 'Program', 'Class', 'Project', 'Doc Src' (highlighted with a red box), 'Req ID', 'Req Date', 'Req Ln', 'Req Ln Descr', 'PO ID', 'Supplier', 'Supplier Descr', 'Beginning Pre-Encumbrance', and 'Current Period Pre-Encumbrance'.

Liability Accounts Dashboard

Liability Accounts Core Guide – Desk Manual

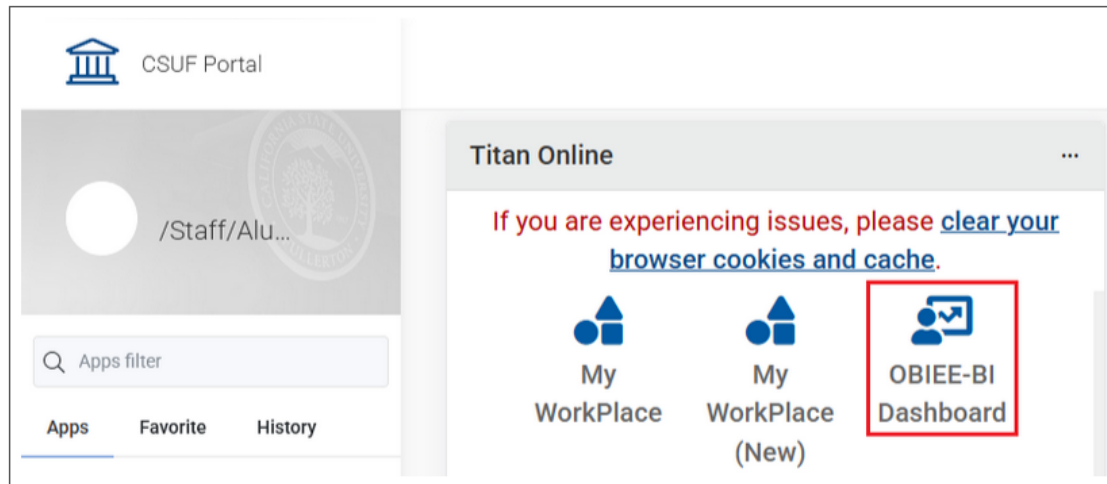
<https://financialservices.fullerton.edu/controller/asfr/services-forms-policies/?itemID=4957-a8df-d31e165-4>

Services

Finance Data Warehouse (OBIEE)

A data warehouse is an online repository for information. The Finance Data Warehouse contains data from the PeopleSoft Common Financial system (CFS) and allows end users to view, filter and search for information. It is updated nightly and provides data current as of close of business (COB) the night before.

Financial data from fiscal year 2007 onwards can be accessed in the Campus Portal: Titan Online > OBIEE-BI Dashboard.



➔ [Liability Accounts Core Guide - Desk Manual](#)

[Accessing Financial Information \(OBIEE-BI Dashboard\) - Presentation](#)

Actuals Detail (between Accounting Periods) Report has [Account Category](#) as one of the report filters; Account Category groups accounts with the same first three characters with the exception of transfers accounts.

25xxxx Liab Summary

Liability Accounts Home | Favorites | Dashboards | Open | Signed In As

25xxxx Liab Summary | 25xxxx Actuals Detail (Between Accounting Periods)

Fiscal Year: 2024 | Accounting Period: 7

Fund: --Select Value-- | Account: 250815 - HS Sc | Apply | Reset

25XXXX Liability Summary Report
Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 7
Total Number of Records Retrieved = 1

Fund | Fund Descr | Account | Account Descr | Acct Fdescr | Beginning Balance | Current Year Actuals | Liability Balance

TAD01	PaCE Operations	250815	HS Scholars Clearing Account	250815 - HS Scholars Clearing Account	(7.00)	0.00	(7.00)
Grand Total					(7.00)	0.00	(7.00)

Refresh - Print - Export

Beginning Balance: carry forward balance from previous year(s)

Current Year Actuals: total activity for the current Fiscal Year

Liability Balance = Beginning Balance + Current Year Actuals

➤ **Negative Liability Balance = underspent**

➤ **Positive Liability Balance = overspent**

25xxxx Liab Summary (continued)

Liability Accounts Home | Favorites | Dashboards | Open | Signed In As

25xxxx Liab Summary | 25xxxx Actuals Detail (Between Accounting Periods)

Fiscal Year: 2024 | Accounting Period: 7 | Fund: --Select Value-- | Account: 250815 - HS Sc | Apply | Reset

25XXXX Liability Summary Report
Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 7
Total Number of Records Retrieved = 1

Fund | Fund Descr | Account | Account Descr | Acct Fdescr | Beginning Balance | Current Year Actuals | Liability Balance

TAD01	PaCE Operations	250815	HS Scholars Clearing Account	250815 - HS Scholars Clearing Account	(7.00)	0.00	(7.00)
Grand Total					(7.00)	0.00	(7.00)

Refresh - Print - Export

Accounting Period: Between 0 and 7

Click the [Amount](#) hyperlink on the 25XXXX Liability Summary Report to drill down to the Actuals Detail Report.

25xxxx Actuals Detail (Between Accounting Periods)

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Vendor/Customer Name	Vendor/Customer ID	Invoice ID	Fund	Fund Descr	Reference	Journal Date	Document Date	Ln Descr	Ln Number	Journal ID	Document ID	Reference 1	Reference 2	Actuals
2023	7	250943	CBE MGN	FLCMP	CSU	-	-	-	THEXT	Cost Recovery-Th	\$2401	01/23/2024	01/23/2024	POTTER	203	CR52271269	CR63280123	08734530	000000000008734530	(500.00)
	11	250943	CBE MGN	FLCMP	VCH	AMER COLLEGE OF THE MEDITERRANEAN	0000021542	041324	THEXT	Cost Recovery-Third Party	0000022694	05/06/2024	04/13/2024	DP231401	1	APV2329325	00271943	-	ONL	13,357.20

Liability Accounts

[Home](#) | [Favorites](#) | [Dashboards](#) | [Open](#) | [Signed In As](#)

25xxxx Liab Summary

25xxxx Actuals Detail (Between Accounting Periods)

Fiscal Year

2023

Accounting Period

Between

--Select--

--Select--

Fund

--Select Value--

Account

250943 - CBE M

Apply

Reset

25XXXX Actuals Detail Report

Business Unit = FLCMP, Fiscal Year = 2023, Period = Period 0 to Period 12

Total Number of Records Retrieved = 55

App BU

Fund

Fund Descr

Account

Acct Descr

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Vendor/Customer Name	Vendor/Customer ID	Invoice ID	Fund	Fund Descr	Reference	Journal Date	Document Date	Ln Descr	Ln Number	Journal ID	Document ID	Reference 1	Reference 2	Actuals
2023	0	250943	CBE MGMT 340 Study Abroad	-	PYB	-	-	0	THEXT	Cost Recovery-Third Party	-	08/08/1988	08/08/1988	-	0	-	-	-	-	(7,865.00)

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Vendor/Customer Name	Vendor/Customer ID	Invoice ID	Fund	Fund Descr	Reference	Journal Date	Document Date
2023	0	250943	CBE MGMT 340 Study Abroad	-	PYB	-	-	0	THEXT	Cost Recovery-Third Party	-	08/08/1988	08/08/1988

These fields are indicating that the transaction activity is from prior Fiscal Year(s).

My Queries Dashboard > Chargebacks

My Queries

Home
Favorites
Dashboards
Open
Signed In As

Budget Allocation
Budget Allocation by Tree
Salary and Benefits
Salary & Benefits by Tree
Chargebacks
Athletic Fees
Service Provider Chargebacks

Fiscal Year
2024
Period
Between 6 - 7
Service Providers
--Select Value--

Account
--Select Value--
Fund
--Select Value--
Dept
10005
Program
--Select Value--
Class
--Select Value--
Project
--Select Value--
Apply
Reset

Service Provider Data Inquiry

Total Number of Records Retrieved = 7

Jrnl Template	Doc ID	Jrnl ID	Journal Date	CSU Descr	CSU Ref 1	CSU Ref 2	Amount	Account	Fund	Dept ID	Program	Class	Project	Fiscal Year	Period
COP	CHBK141169	COP2465258	12/31/2024	-	ACTFINRPT	AE9560213 43 BW Prints	0	660002	THEFD	10005	-	-	-	2024	6
						AE9560213 Xerox-5335 CP363	155	613850	THEFD	10005	-	-	-	2024	6

*Restricted by user's department security.

Chargebacks in OBIEE

Chargebacks in OBIEE (continued)

- Jrnl Template represents the Service Provider that charged the department
- [Information on chargebacks](#)
- [List of Service Providers and contact information](#)

Service Provider Data Inquiry			
Jrnl Template	Doc ID	Jrnl ID	Journal Date
COP	CHBK141169	COP2465258	12/31/2024

Delegation of Authority Dashboard

Delegation Of Authority

Procurement Card | Travel Request | FS Travel Request | Directive 11



DOA Type Check Request ▾ **Division** --Select Value-- ▾ **Sub-Division/College** --Select Value-- ▾ **Dept ID** 10005 ▾ **Dept Name** --Select Value-- ▾ **Employee Name** --Select Value-- ▾ **Effective Date As of** <= 01/24/2025 11:00 AM **Status** (All Column Vali ▾ **Apply** **Reset** ▾

Delegation of Authority Status Report

Short Description ▾ Division ▾ Sub-Division/College ▾ Department ID ▾ Operator ID ▾

Short Description	Division	Sub-Division/College	Department ID	Operator ID	Operator Type	Effective Date	Status
Check Request	Administration and Finance	Financial Services	10005		Approver	12/30/2019	Inactive
					Approver	06/30/2022	Inactive
					Approver	02/25/2021	Inactive
					Approver	01/01/2013	Active
					Approver	12/31/2021	Inactive
					Approver	02/25/2021	Inactive
					Approver	05/01/2023	Active
					Approver	12/31/2022	Inactive

Export

*Change Operator ID to Operator Name in the report headers.

Delegation of Authority (DOA)

Delegation of Authority (DOA)

(continued)

DOA Type	Used By
Budget	➤ Resource Planning & Budget
Reporting	N/A
Requisition/ Expense Transfer	➤ Contracts & Procurement ➤ ASFR
Check Request	➤ Accounts Payable / Travel ➤ ASFR
Travel Claim	➤ Accounts Payable / Travel



Finance

Form Name

Actions

Finance DOA Access Request Form



Finance System Access Request Form



Questions? Contact:

Administrative Systems (AFIT)

afitsupport@fullerton.edu

(657) 278-3737

Requesting Access to or Updating Delegation of Authority (DOA)

Acronyms and Abbreviations

Acronym / Abbreviation

Description

ASFR

Accounting Services & Financial Reporting

BBA

Budget Balance Available

BTR

Budget Transfer Request

CFS

Common Financial System

COB

Close of Business (end of day)

CRYFWD

Carry Forward

CSV

Comma Separated Values (file)

CWID

Campus Wide Identification Number

Dept ID

Department ID

DOA

Delegation of Authority

Doc Src

Document Source

Acronym / Abbreviation

Description

ENC

Encumbrance (Purchase Order)

Exp

Expense

FY

Fiscal Year

Liab

Liability

OBIEE

Oracle Business Intelligence Enterprise Edition

PCD

Procurement Card or P-Card

PO

Purchase Order (Encumbrance)

PY

Prior Year

PYB

Prior Year Balance

REQ

Requisition (Pre-Encumbrance)

Rev

Revenue

Announcements

➤ Accounting Updates Email Subscription



Announcements (continued)

- Congratulations Justin Chan, new Associate Director of Accounting Services & Financial Reporting
- Request for Invoice (RFI) / Interagency Financial Transaction (IFT) automation is on-going
- IT will be implementing TitanInsights, the new campus data warehouse
- ASFR News:

<https://financialservices.fullerton.edu/controller/asfr/>



ASFR News



January 2025 Month-End Close

02/01/2025

Announcements (continued)

➤ Upcoming Trainings:

<https://financialservices.fullerton.edu/controller/asfr/training/>



OBIEE CFS Revenue/Expense Reports Training is available in the Titan Training Hub:

[IT: ERP CFS Revenue/Expense Reports \(Online\)](#)

Announcements (continued)

Need a refresher? Missed the trainings?

<https://financialservices.fullerton.edu/controller/asfr/training/>

Previous Trainings

Explore our collection of previous training recordings and resources for CSUF Accounting Services & Financial Reporting. These valuable sessions are available in YouTube format, providing you with the flexibility to learn at your own pace.

Search:



Showing 2 items

Clear Search

Open All

Close All

Accounting Services Basics

Accounting Services Forms

Training Recordings and Events

Access our media files for past training sessions, events, and more. Stay informed and enhance your knowledge with our comprehensive resources.

The screenshot shows a training event poster for 'Accounting Services & Financial Reporting Forms'. The poster is blue and orange. It includes the CSUF logo, the title of the event, the date 'Tuesday, January 21, 2025', and the time '10:00AM - 11:30AM'. It also states 'Designed for all campus employees' and lists the topics: 'Participants will understand the proper use and correct usage of the various accounting forms: 1. Expenditure Transfer Request Form (ETR) 2. Deposit or Reimbursement to University Account form 3. Request for Invoice (RFI) / Interagency Financial Transaction (IFT) form'. There is a 'Register on Zoom' button and a 'Watch on YouTube' button. A red play button icon is overlaid on the poster. The poster is displayed on a mobile device interface with a 'Copy link' button and a '1/2' indicator.



Thank you!

Nathan, Michael (Controller), Justin, Dawit, Tony
Winnie, Lynn, Estrella, Sarah, Betty

QUESTIONS?

CONTACT: ASFR@FULLERTON.EDU

[HTTPS://FINANCIALSERVICES.FULLERTON.EDU/CONTROLLER/ASFR/CONTACT-US/](https://financialservices.fullerton.edu/controller/asfr/contact-us/)

Training Survey

<https://app.smartsheet.com/b/form/e1ec853cfa914c2582610026b68b9fe9>

**Financial Services
Spring 2025 Training Survey**



Select the training you attended and complete survey questions.

Thank you from Financial Services!