Accounting Services Basics

ACCOUNTING SERVICES & FINANCIAL REPORTING (ASFR)

Lynn Gañac, Director
Jane Zacchia, Associate Director
Betty Neri, Accountant III
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Winnie Lin, Accountant III

NOVEMBER 15, 2023
1:30 PM TO 3:00 PM
VIRTUAL PRESENTATION VIA ZOOM

Agenda

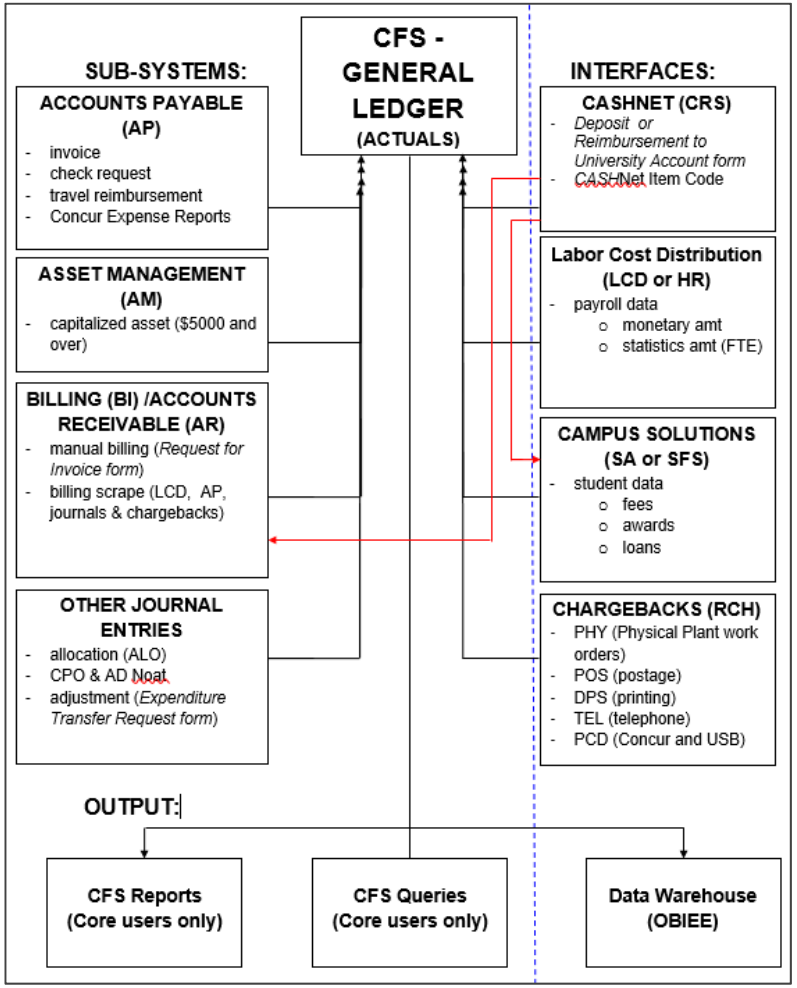
1. Introduction

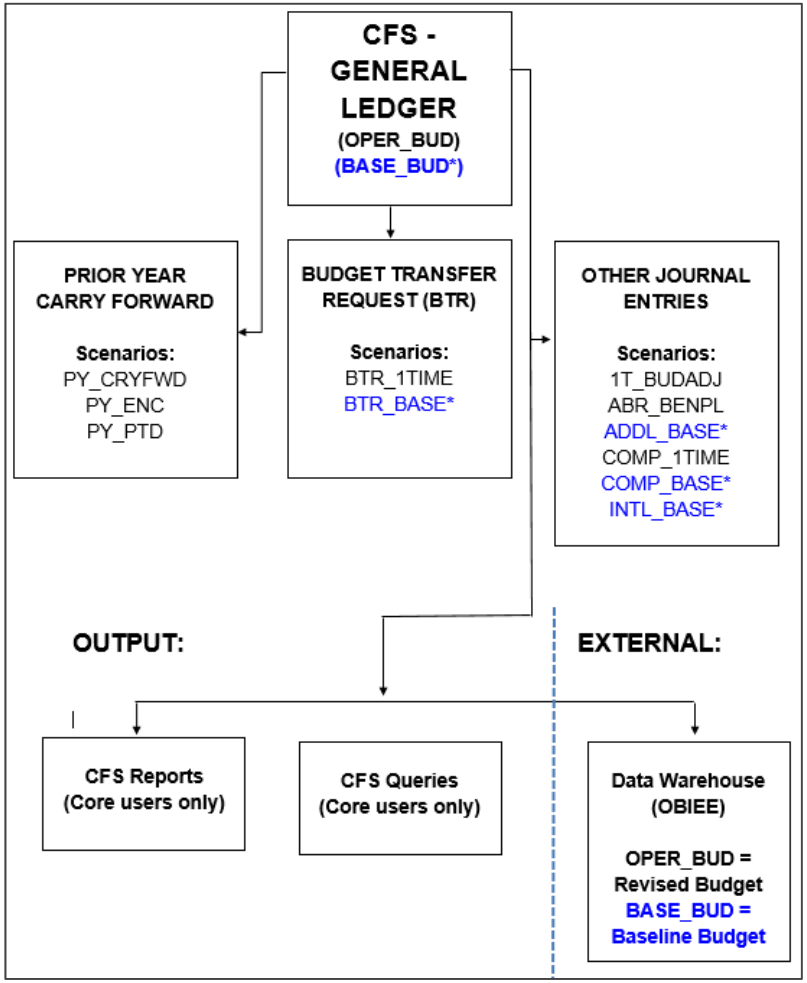
2. General Overview
   - ✓ ACTUALS Transactions
   - ✓ Chartfields Definition & Setup
   - ✓ Accounting Services & Financial Reporting (ASFR) Forms
   - ✓ Accessing Financial Information (OBIEE-BI Dashboard)
   - ✓ Month/Year-End Close

3. Questions

ACTUALS Transactions

ACTUALS
NOT
the same as BUDGET





Chartfields Definition & Setup

Chartfields

https://financialservices.fullerton.edu/controller/asfr/services/Chartfields.php

Definition: The backbone of the PeopleSoft Financial system (CFS). These are the fields and values that provide a common language for classifying an organization's business transactions.

- Account (6 characters numeric)
- Fund (5 characters alphanumeric)
- Department ID (5 characters numeric)
- Program (4 characters numeric)
- Class (5 characters numeric)
- Project (8 characters numeric)

Chartfield String : **Account + Fund + Department (MANDATORY)**

PLUS: Program + Class + Project (OPTIONAL)

Departmental Financial Management Responsibility:

Balancing at **Department** + **Fund** (at minimum)

Chartfield Setup

Name	Description
Chartfield Request Form Revised 07/2023	Request a new chartfield (i.e., account, fund, department, program, class, project) or modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms .

https://financialservices.fullerton.edu/controller/asfr/forms/

https://financialservices.fullerton.edu/budget/forms/

Fund Management

Things to Consider:

- Funding source
- Funding restrictions (appropriate usage)
- Department restrictions
- Fund balance (BBA)
- Matching revenues earned to expenses in the same Fiscal Year

CFS FUND	DESCRIPTION	INFORMATION
THEFD	CSU Operating Fund	Used as the primary operating fund of the CSU. Student fees are recorded in this fund; cannot be used by self-support auxiliary enterprise departments such as Housing, Parking and Extension and International Programs (EIP)
THEXT	Cost Recovery-Third Party	Revenues received from outside organizations (such as Chancellor's Office, another CSU campus or external entity)
SSFGF	Student Success Fee - GF	The fee supports goals consistent with the University's strategic plan, and help take the University to the next level while bolstering student success. Program codes 8100 to 8106 are required.
SW001	RMP SWAT	Additional state appropriations (non-CSUPERB/COAST) processed via IFT (Interagency Financial Transactions); IFT is posted to 506100-SW001-90002; BTR is posted by budget to allocate funds to the department
TAD01	PaCE Operations	Used to record all revenues and operating costs related to Extension and International Programs (EIP).
THD01	Parking Rev Fund	Used to record all revenues and operating costs related to the parking program.

Fund Management

Auxiliary Services Activity:

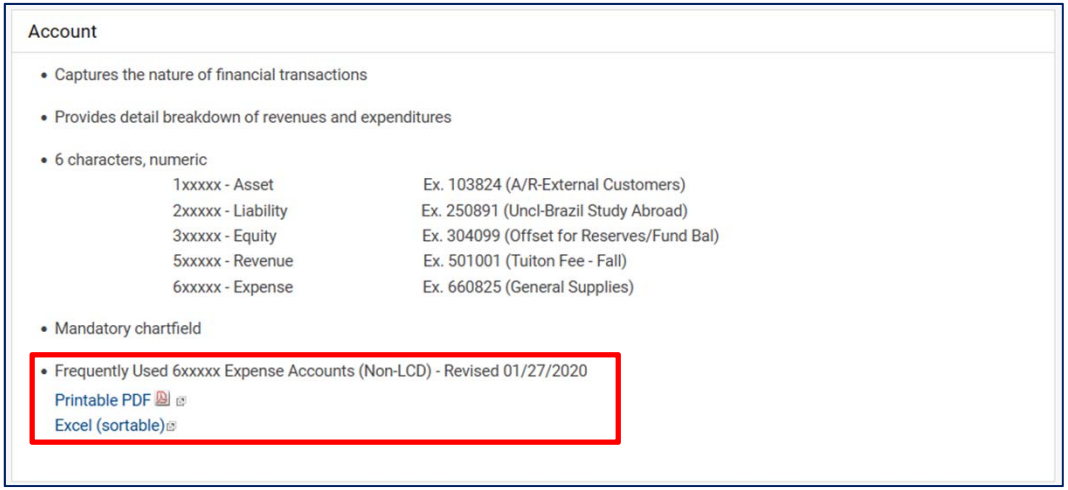
✓Auxiliary Services Corp (ASC)
- department 10297
- all billable, use 7xxx program code and Fund THEFD

✓Philanthropic Foundation (CSFPF)
- department 11244
- all billable, use 7xxx program code and Fund THEFD

✓ Associated Students, Inc. (ASI)
- department 10021
- not all billable (TA002, TCUOP, TCUCE, TCUMR)
- billable only in THEFD, use 7xxx program code

Frequently Used Expense Accounts (Non-LCD)

https://financialservices.fullerton.edu/controller/asfr/services/Chartfields.php



ASFR Forms

ASFR Forms

https://financialservices.fullerton.edu/controller/asfr/forms/

LIST OF FORMS

Name	Description
Chartfield Request Form Revised 07/2023	Request a new chartfield (i.e., account, fund, department, program, class, project) or modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms.
CSU Chargebacks Template *Revised 09/2019*	Upload chargeback transactions into the PeopleSoft Financial system (CFS); for Service Provider use only. For more information: About Chargebacks.
Expenditure Transfer Request (ETR) App (New - launched 12/15/2021) *Revised 12/2021*	Process expenditure corrections (ACTUALS transactions only). For more information: About ETRs and ETR examples. **Reminder:** The ETR web application replaces the process of using Excel with macros. All ETR requests using the Excel file with macros are NO LONGER ACCEPTED after December 31st, 2021.
Deposit or Reimbursement to University Account *Revised 11/2022*	Deposit funds at the Cashier's Office.
Deposit or Reimbursement to University Account (PCD) *Revised 02/2022*	Reimburse the University for disallowed purchase [illegible] transaction must be posted to account 660898 in Concur or US Bank [illegible] Online).
New Trust Account Agreement *Revised 01/2020*	Establish new trust fund. For more information about New Trust Accounts.
Petty Cash / Change Funds Custodian Transfer Receipt *Revised 08/2012*	Transfer custodian of petty cash or change fund. For more information: About Petty Cash.
Request for Invoice *Revised 03/2019*	On-demand request to record (1) expense reimbursement that's already been made (abatement) or (2) accounts receivable (revenue). For more information: About Request for Invoice. *When submitting form, please provide customer's email address; we will only be emailing PDF invoices during the Covid-19 pandemic.*
Service Provider Agreement *Revised 03/2013*	Request to be a new Service Provider. For more information: About Chargebacks.

LATEST VERSION

Expenditure Transfer Request (ETR) App

https://financialservices.fullerton.edu/controller/asfr/services/ETR.php

Expenditure Transfer Request (ETR)

Form: Expenditure Transfer Request (ETR) App (NEW - launched 12/15/2021)

Last Revision Date: 12/15/21

DETAILS BELOW

Usage

Requirements

Process

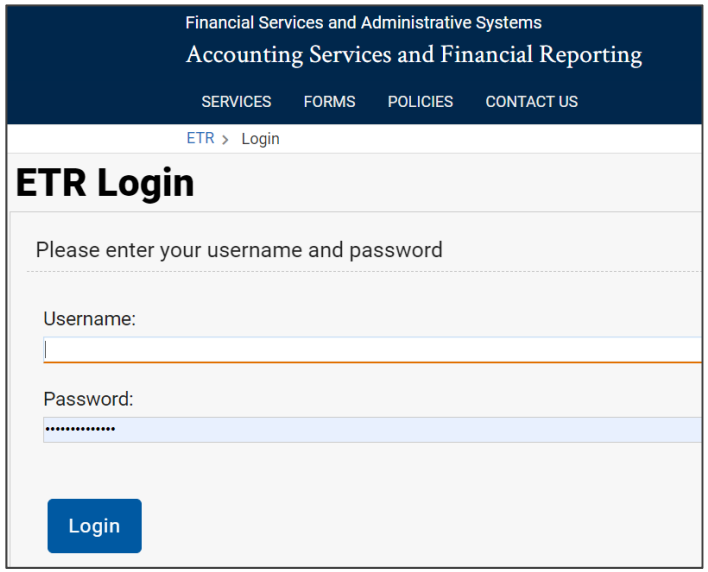
Sample Transactions

- Sample Transactions

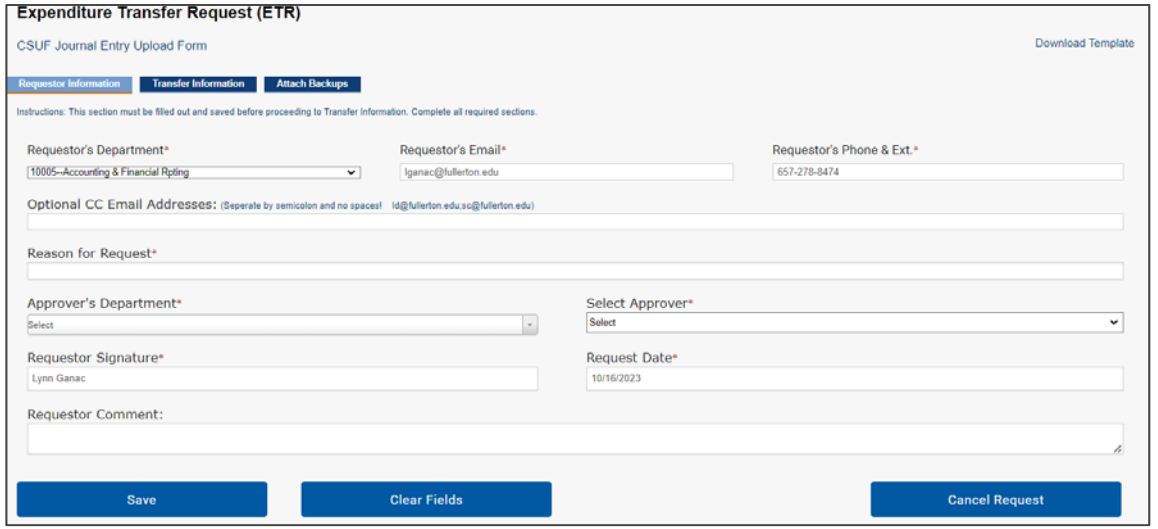
ETR Notes

Instructional Materials

Expenditure Transfer Request (ETR) App



https://afapps.fullerton.edu/ETR/Login.aspx



CALIFORNIA STATE UNIVERSITY FULLERTON
ADMINISTRATION AND FINANCE
Paving the Road for Student Success

Reason for Request: Reclassify travel expenses paid by p-card for Amy Jones from department 10005 to 10118

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1627	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	596.00
10005	THEFD	606001	Travel-In State	CSU	CHBK137408	7/25/2022	PCD2002723	8/1/2022	1629	AMY JONES	Exp ID: 50518	MARRIOTT FULLERTON;P-Card Travel May 2022; Lodging Tax; Hotel stay for Commencement 04/27/2022	AMY JONES	2022	2	68.25

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
606001	THEFD	10005	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		-596.00
606001	THEFD	10118	0	0	0	Amy Jones MARRIOTT FULLERTON	PCD2002723		596.00

Reason for Request: Bill Philanthropic Foundation (CSFPF) $8.86 for FEDEX charges

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor / Customer ID	Vendor / Customer Name	Reference	Fiscal Year	Pd	Actuals
10005	THEFD	660001	VCH	231093	8/14/2020	APV1671732	8/26/2020	DP20000	709425766	33	FEDEX	17567	2020	2	8.86
10005	THEFD	660001	VCH	231528	9/4/2020	APV1680353	9/16/2020	DP200000	711365276	33	FEDEX	17623	2020	3	8.86
10005	THEFD	660001	VCH	231815	9/18/2020	APV1686016	10/1/2020	DP200000	712616478	33	FEDEX	17674	2020	4	8.93
															26.65

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660899	THEFD	11244	7806	0	0	V#231093 FEDEX	P20-626		8.86
660001	THEFD	10005	0	0	0	V#231093 FEDEX	P20-626		-8.86

Reminder:

Department must request Purchase Order (PO) from Auxiliary Organization before submitting ETR

Chartfields to use to bill Auxiliary Organizations (billable goods only)

ASI: use 660899-THEFD-10021-7xxx

ASC: use 660899-THEFD-10297-7xxx

CSFPF: use 660899-THEFD-11244-7xxx

Reason for Request: Add program code 5459 to H Huynh's travel reimbursement

OBIEE Actuals Detail Report

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 2	Fiscal Year	Period	Actuals
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	1	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00
10005	THEFD	606001	Travel-In State	VCH	261160	4/27/2023	APV2173181	6/30/2023	2	Parking	55379	1216	HUYEN HUYNH	20875	EXT	2022	12	20.00

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181		20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181		20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181		-20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181		-20.00

OR

Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference	Amount
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00
606001	THEFD	10005	5459	0	0	H Huynh Parking Inv #55379	APV2173181	20.00
606001	THEFD	10005	0	0	0	H Huynh Parking Inv #55379	APV2173181	-20.00

Reason for Request: Add class code 20002 to IFT 23-0037

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Class	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Reference	Fiscal Year	Period	Actuals
10005	THEFD	660848	Registration Fee	-	AEM	0002180716	7/19/2023	2180716	7/19/2023	1	JUNE23 EFO/DFO MTG-J HUYNH	IFT230037	2023	1	175.00
10005	THEFD	660848	Registration Fee	-	AEM	0002212295	9/15/2023	2212295	9/15/2023	7	Leadership Acad: J Ramirez	IFT230287	2023	3	1,000.00

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
660848	THEFD	10005	0	20002	0	IFT 23-0037 J Huynh	0002180716		175.00
660848	THEFD	10005	0	0	0	IFT 23-0037 J Huynh	0002180716		-175.00

Reason for Request: Move prior year expenses from THEFD to SW001

OBIEE Actuals Detail Report

Dept ID	Fund	Account	Acct Descr	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Descr	Invoice ID	Vendor/Customer Name	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660003	General Services	VCH	00251611	3/31/2022	APV2024246	9/28/2022	1098T Services including proc	2203S1F	EDUCATIONAL COMPUTER SYSTEMS INC	19837	PO 0000025629	2022	3	6.10
10005	THEFD	660003	General Services	VCH	00258499	7/1/2022	APV2128556	4/27/2023	Service Order: Armored Car Tra	22070551	SECTRAN SECURITY INC	20540	PO 0000026698	2022	10	740.72

ETR Section IV (Transfer Information)

IV. Transfer Information							Check/Total:	0.00	0.00
Acct.	Fund.	Dpt.	Program	Class	Project	Line Description	Reference		Amount
690002	SW001	10005	0	0	0	660003 Educ Computer I#2203S1F	APV2024246		6.10
690002	THEFD	10005	0	0	0	660003 Educ Computer I#2203S1F	APV2024246		-6.10
690002	SW001	10005	0	0	0	660003 Sectran Sec I#22070551	APV2128556		740.72
690002	THEFD	10005	0	0	0	660003 Sectran Sec I#22070551	APV2128556		-740.72

Request for Invoice (RFI) Form

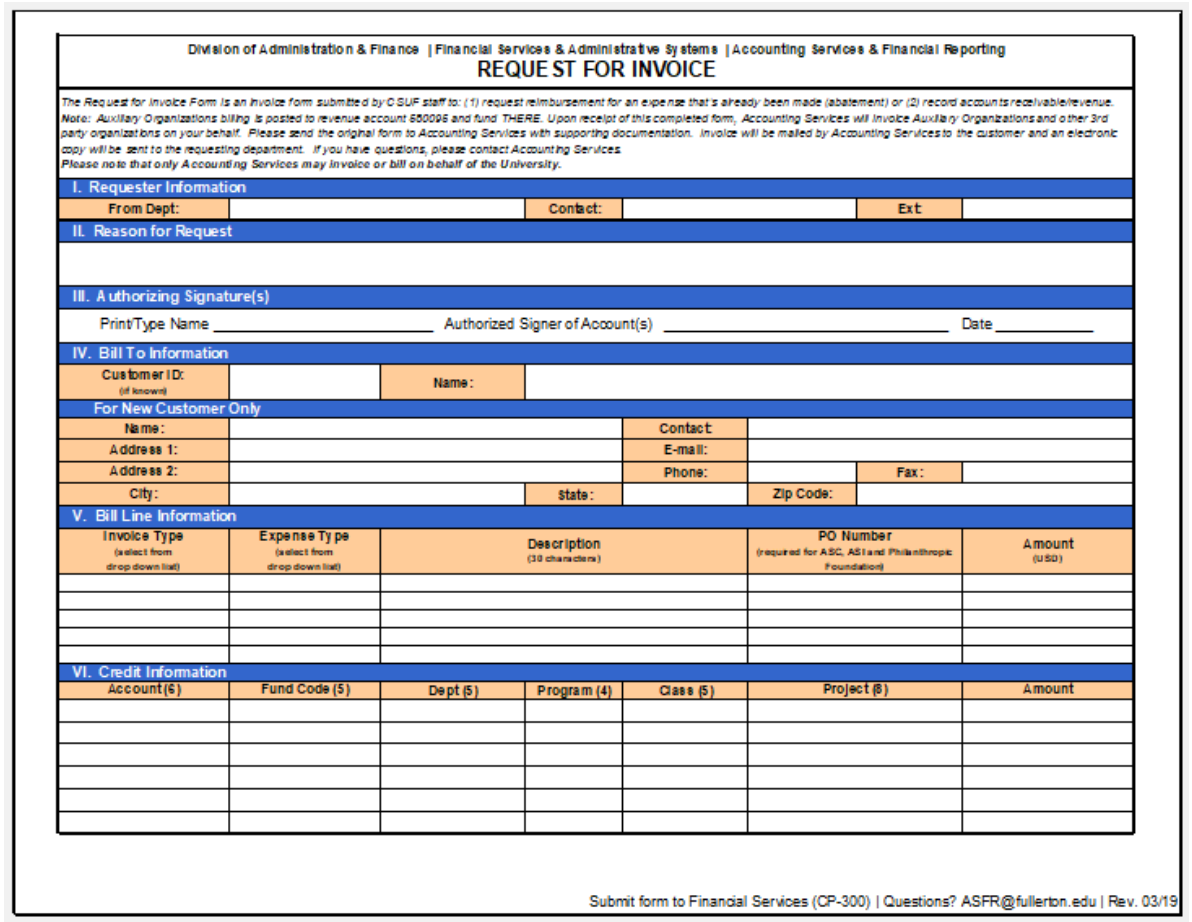
- Billing AUX ORG or an External Entity

https://financialservices.fullerton.edu/controller/asfr/services/InvoiceBilling.php

Request for Invoice (RFI) Form

- Billing AUX ORG or an External Entity

https://financialservices.fullerton.edu/controller/asfr/forms/



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

REQUEST FOR INVOICE

The Request for Invoice Form is an invoice form submitted by CSUF staff to: (1) request reimbursement for an expense that's already been made (abatement) or (2) record accounts receivable/revenue. Note: Auxiliary Organizations billing is posted to revenue account 650095 and fund THERE. Upon receipt of this completed form, Accounting Services will invoice Auxiliary Organizations and other 3rd party organizations on your behalf. Please send the original form to Accounting Services with supporting documentation. Invoice will be mailed by Accounting Services to the customer and an electronic copy will be sent to the requesting department. If you have questions, please contact Accounting Services.
Please note that only Accounting Services may invoice or bill on behalf of the University.

I. Requester Information

From Dept:		Contact:		Ext:	

II. Reason for Request

III. Authorizing Signature(s)

Print/Type Name _____ Authorized Signer of Account(s) _____ Date _____

IV. Bill To Information

Customer ID: (if known)		Name:	

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)

VI. Credit Information

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount

Submit form to Financial Services (CP-300) | Questions? ASFR@fullerton.edu | Rev. 03/19

Cash Posting Order (CPO) -> Interagency Financial Transactions (IFT)

- Billing the Chancellor's Office or Another CSU Campus

https://financialservices.fullerton.edu/controller/asfr/services/CashPostingOrder.php

Cash Posting Order (CPO) -> Interagency Financial Transactions (IFT)

To bill another campus or the Chancellor's Office, contact ASFR to process a Cash Posting Order (CPO)/Interagency Financial Transactions (IFT). An IFT is a mechanism to facilitate the movement of funds between campuses, the Chancellor's Office, and other members within the Consolidated Investment Pool (CIP). This is the required method to collect and disburse funds between CSU members.

Please email ASFR@fullerton.edu to request an IFT; CO will only process IFTs submitted by authorized Campus Requestors and approved by authorized Campus DOA.

Note: Campus that holds the Accounts Receivable (AR)/provided the service usually initiates the IFT

Deposit or Reimbursement to University Account

Deposit or Reimbursement to University Account *Revised 02/2020*	Deposit funds at the Cashier's Office.
Deposit or Reimbursement to University Account (PCD) *Revised 02/2020*	Reimburse the University for disallowed purchases (PCD transaction must be posted to account 660898 in Concur)

Important:

Each CASHNet transaction requires an Item Code which associates the payment with a predefined chartfield string (account, fund, department, program, class or project).

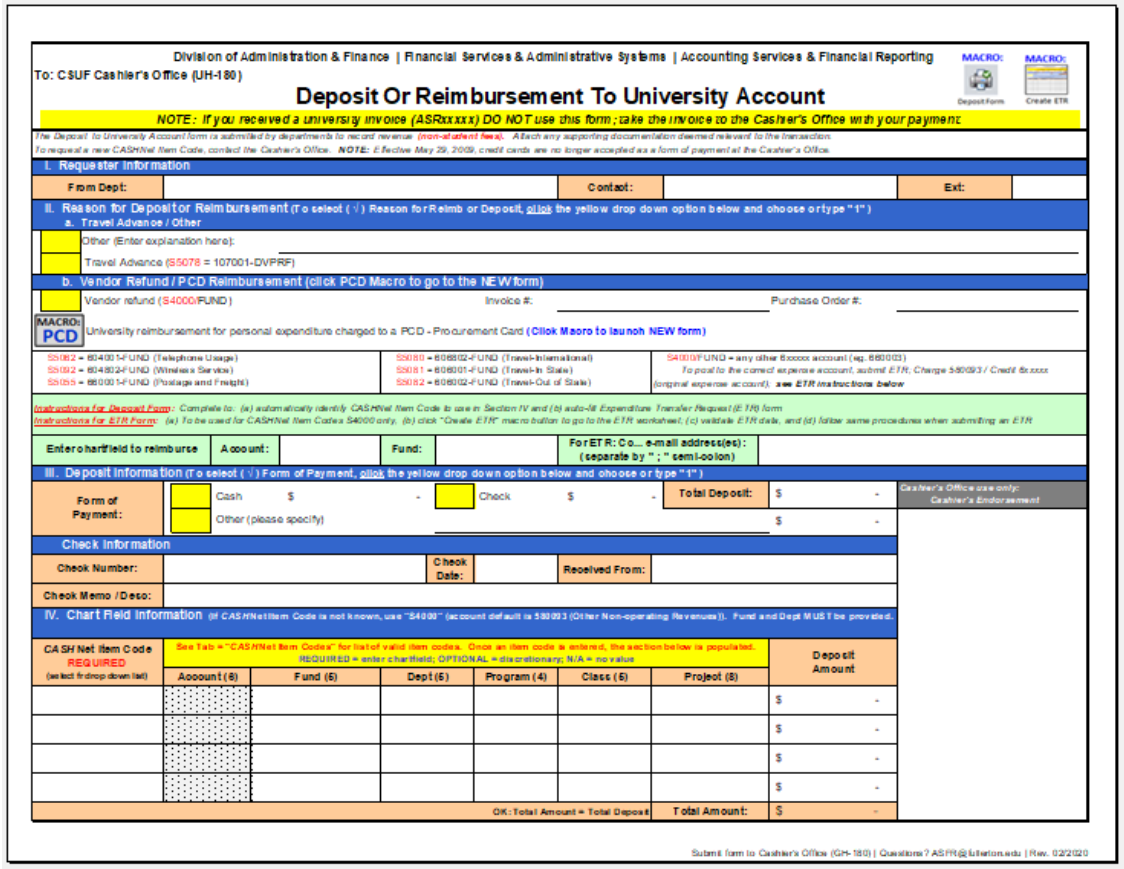
Deposit or Reimbursement to University Account

Item Code	Description	Account	Fund	Dept	Program	Class	Project
S5092	Wireless Service	604802	Required	Required	Optional	Optional	Optional
S5081	Travel - In State	606001	Required	Required	Optional	Optional	Optional
S5082	Travel - Out of State	606002	Required	Required	Optional	Optional	Optional
S5080	Travel - International	606802	Required	Required	Optional	Optional	Optional
S5055	Postage and Freight Reimb	660001	Required	Required	Optional	Optional	Optional
S7050	Unreconciled P-Card Expense	660898	Required	Required	Optional	Optional	Optional
S4000 *	Various 6xxxxx expense acoounts other than 604802, 606001, 606002, 606802, 660001, 660898	580093	THEXT	Required	Optional	Optional	Optional

* Expenditure Transfer Request Form required to offset 580093-THEXT against original expense

Deposit or Reimbursement to University Account

https://financialservices.fullerton.edu/controller/asfr/forms/



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

To: CSUF Cashier's Office (UH-180)

MACRO: Deposit Form | MACRO: Create ETR

Deposit Or Reimbursement To University Account

NOTE: If you received a university invoice (ASRxxxxx) DO NOT use this form; take the invoice to the Cashier's Office with your payment.

The Deposit to University Account form is submitted by departments to record revenue (non-student fees). Attach any supporting documentation deemed relevant to the transaction.
To request a new CASHNet Item Code, contact the Cashier's Office. NOTE: Effective May 29, 2009, credit cards are no longer accepted as a form of payment at the Cashier's Office.

I. Requester Information

From Dept: | Contact: | Ext:

II. Reason for Deposit or Reimbursement (To select (√) Reason for Reimb or Deposit, click the yellow drop down option below and choose or type "1")

a. Travel Advance / Other

Other (Enter explanation here):

Travel Advance (S5078 = 107001-DVPRF)

b. Vendor Refund / PCD Reimbursement (click PCD Macro to go to the NEW form)

Vendor refund (S4000/FUND) | Invoice #: | Purchase Order #:

MACRO: PCD — University reimbursement for personal expenditure charged to a PCD - Procurement Card (Click Macro to launch NEW form)

S5082 = 604001-FUND (Telephone Usage)
S5092 = 604802-FUND (Wireless Service)
S5055 = 660001-FUND (Postage and Freight)

S5080 = 606802-FUND (Travel-International)
S5081 = 606801-FUND (Travel-In State)
S5082 = 606802-FUND (Travel-Out of State)

S4000/FUND = any other 6xxxxx account (eg. 660003)
To post to the correct expense account, submit ETR; Charge 5-60093 / Credit 6xxxxx (original expense account). see ETR instructions below

Instructions for Deposit Form: Complete to: (a) automatically identify CASHNet Item Code to use in Section IV and (b) auto-fill Expenditure Transfer Request (ETR) form
Instructions for ETR Form: (a) To be used for CASHNet Item Codes S4000 only, (b) click "Create ETR" macro button to go to the ETR worksheet; (c) validate ETR data, and (d) follow same procedures when submitting an ETR

Enter chartfield to reimburse | Account: | Fund: | For ETR: Co... e-mail address(es): (separate by " ; " semi-colon)

III. Deposit Information (To select (√) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment: Cash $ - | Check $ - | Total Deposit: $ - | Cashier's Office use only: Cashier's Endorsement
Other (please specify) $ -

Check Information

Check Number: | Check Date: | Received From:
Check Memo / Desc:

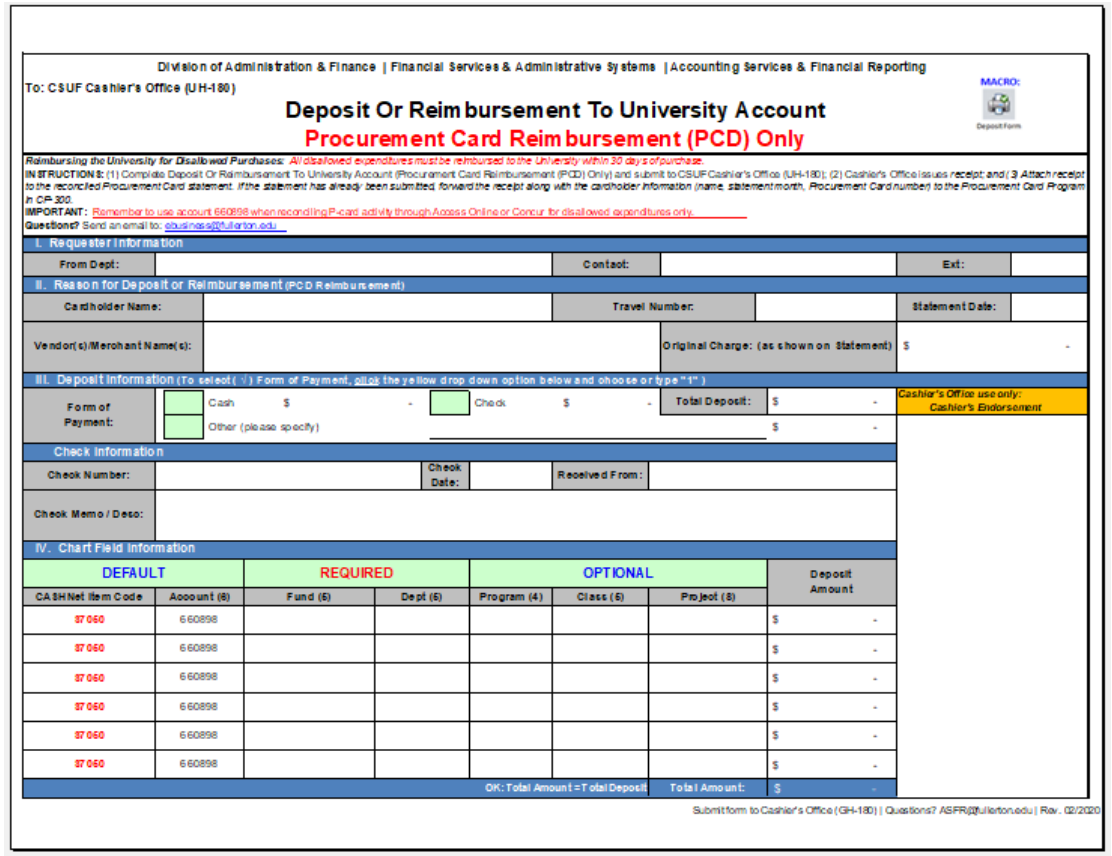
IV. Chart Field Information (If CASHNet Item Code is not known, use "S4000" (account default is 530003 (Other Non-operating Revenues)). Fund and Dept MUST be provided.

CASHNet Item Code REQUIRED (select fr drop down list)	See Tab = "CASHNet Item Codes" for list of valid item codes. Once an item code is entered, the section below is populated. REQUIRED = enter chartfield; OPTIONAL = discretionary; N/A = no value						Deposit Amount
	Account (6)	Fund (6)	Dept (5)	Program (4)	Class (5)	Project (8)	
							$ -
							$ -
							$ -
							$ -
				OK: Total Amount = Total Deposit		Total Amount:	$ -

Submit form to Cashier's Office (GH-180) | Questions? ASFR@fullerton.edu | Rev. 02/2020

Deposit or Reimbursement to University Account (PCD)

https://financialservices.fullerton.edu/controller/asfr/forms/



Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

To: CSUF Cashier's Office (UH-180)

MACRO:

Deposit Or Reimbursement To University Account

Procurement Card Reimbursement (PCD) Only

Reimbursing the University for Disallowed Purchases: All disallowed expenditures must be reimbursed to the University within 30 days of purchase.

INSTRUCTIONS: (1) Complete Deposit Or Reimbursement To University Account (Procurement Card Reimbursement (PCD) Only) and submit to CSUF Cashier's Office (UH-180); (2) Cashier's Office issues receipt; and (3) Attach receipt to the reconciled Procurement Card statement. If the statement has already been submitted, forward the receipt along with the cardholder information (name, statement month, Procurement Card number) to the Procurement Card Program in CP-300.

IMPORTANT: Remember to use account 660898 when reconciling P-card activity through Access Online or Concur for disallowed expenditures only.

Questions? Send an email to: sbusiness@fullerton.edu

I. Requester Information

From Dept:		Contact:		Ext:	

II. Reason for Deposit or Reimbursement (PCD Reimbursement)

Cardholder Name:		Travel Number:		Statement Date:	
Vendor(s)/Merchant Name(s):		Original Charge: (as shown on Statement)	$ -		

III. Deposit Information (To select (√) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment:	☐ Cash $ -	☐ Check $ -	Total Deposit:	$ -	Cashier's Office use only: Cashier's Endorsement
	☐ Other (please specify)			$ -	

Check Information

Check Number:		Check Date:		Received From:	
Check Memo / Desc:					

IV. Chart Field Information

DEFAULT		REQUIRED		OPTIONAL			Deposit Amount
CASH Net Item Code	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	
87050	660898						$ -
87050	660898						$ -
87050	660898						$ -
87050	660898						$ -
87050	660898						$ -
87050	660898						$ -
					OK: Total Amount = Total Deposit	Total Amount:	$ -

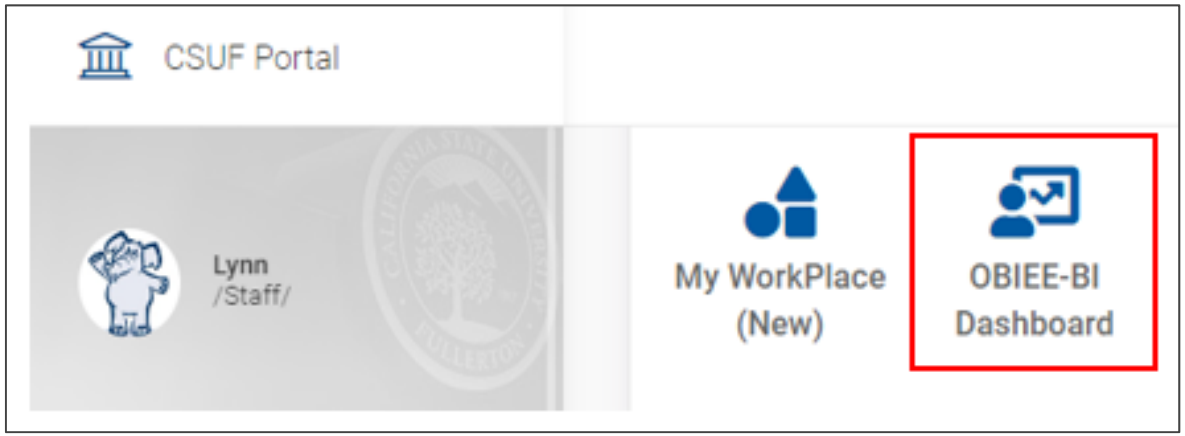
Submit form to Cashier's Office (GH-180) | Questions? ASFR@fullerton.edu | Rev. 02/2020

Accessing Financial Information (OBIEE-BI Dashboard)

OBIEE-BI Dashboard

https://financialservices.fullerton.edu/controller/asfr/services/FinanceDataWarehouse.php

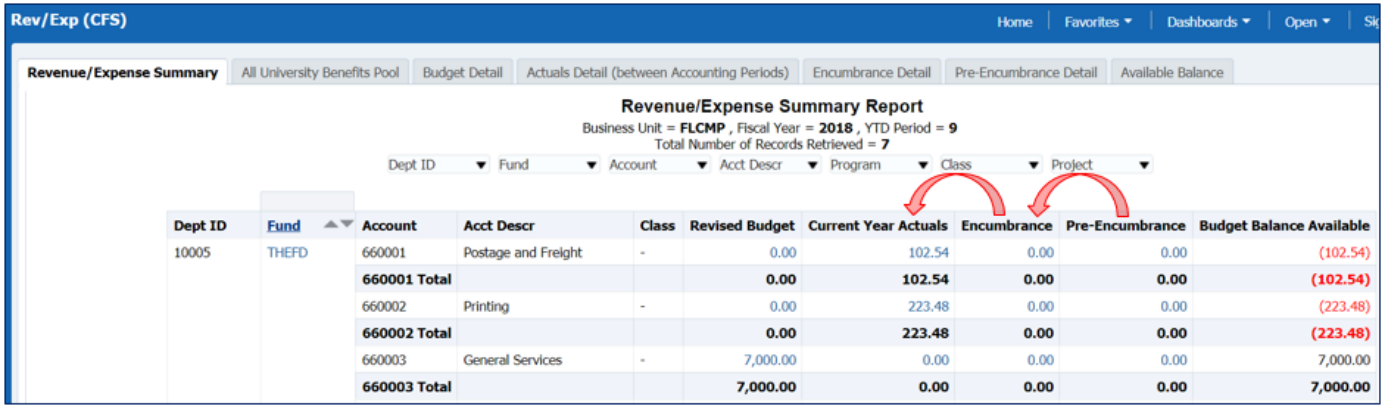
Finance Date Warehouse (OBIEE) - an online repository for information. The Finance Data Warehouse contains data from the PeopleSoft Financial system (CFS) and allows end users to view, filter and search for information. *It is updated nightly, providing data current as of close of business (COB) the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



OBIEE-BI Dashboard

Revenue/Expense Summary Report

Revenue/Expense Summary Report



Dept ID	Fund	Account	Acct Descr	Class	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10005	THEFD	660001	Postage and Freight	-	0.00	102.54	0.00	0.00	(102.54)
		660001 Total			**0.00**	**102.54**	**0.00**	**0.00**	**(102.54)**
		660002	Printing	-	0.00	223.48	0.00	0.00	(223.48)
		660002 Total			**0.00**	**223.48**	**0.00**	**0.00**	**(223.48)**
		660003	General Services	-	7,000.00	0.00	0.00	0.00	7,000.00
		660003 Total			**7,000.00**	**0.00**	**0.00**	**0.00**	**7,000.00**

REQ -> PO -> Invoice

Pre-Encumbrance = Requisitions

Encumbrance = Purchase Order

Current Year Actuals = Invoice

Accounts

5xxxxx = Revenues (negative)

6xxxxx = Expenses (positive)

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

Positive BBA = funds available to spend **Negative BBA = overspent**

OBIEE-BI Dashboard

Actuals Detail (between Accounting Periods) Report

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Actuals Detail (between Accounting Periods) Report

Fields That Are Specific To The Actuals Detail Report
(Between Accounting Periods)

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, *CASH*Net Item Code, or other identifying information		
Reference 1	Additional references information for the transaction; for HCM transactions, this includes FTE statistics amount 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 (07/01 to 06/30); denoted by the first calendar year of the fiscal period during which the transactions occured (Ex. 2012 - 2013 = Fiscal Year 2012)		
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 (between Accounting Periods) Report

Doc Src	Journal ID Prefix	Journal Description & Source of Data	Contact
ABN	0000 (no prefix)	Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests) Sxx = Entries originating in Student Financial Services Last 2 characters of Doc Src represent the initials of the accountant who processed the entry	Betty Neri Ext. 4485
ADH			Dawit Haile Ext. 4244
AEM			Estrella Mangahas Ext. 5386
AET			Evajoy Tito Ext. 8356
AJC			Justin Chan Ext. 8371
AJH			Jenny Huynh Ext. 5380
ALG			Lynn Gañac Ext. 8474
ATL			Tony Lee Ext. 2044
AWL			Winnie Lin Ext. 4246

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 CSUF Auxiliary Organizations	Winnie Lin Ext. 4246
CSU	Various	Service Providers' chargeback transactions (COP, PCD, PHY, etc.)	Service Provider Contact List
	CRS	Deposits fed from *CASH*Net system	asfr@fullerton.edu
HCM	HRA	Salary adjustments (LCD) fed from the Human Resources PeopleSoft system	ASFR will coordinate with the appropriate department
	HRL	Salary expenses (LCD) fed from the Human Resource Peoplesoft system	
SFS	SFS	Fees, other revenues, and refunds fed from the Student Administration PeopleSoft system	
VCH	APV	Amounts invoiced by vendors and travel charges	ap@fullerton.edu
	APC	Closure of an "APV" voucher (invoice)	

OBIEE Backup

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																		**20.00**
10005 Total																			**20.00**
Grand Total																			**20.00**

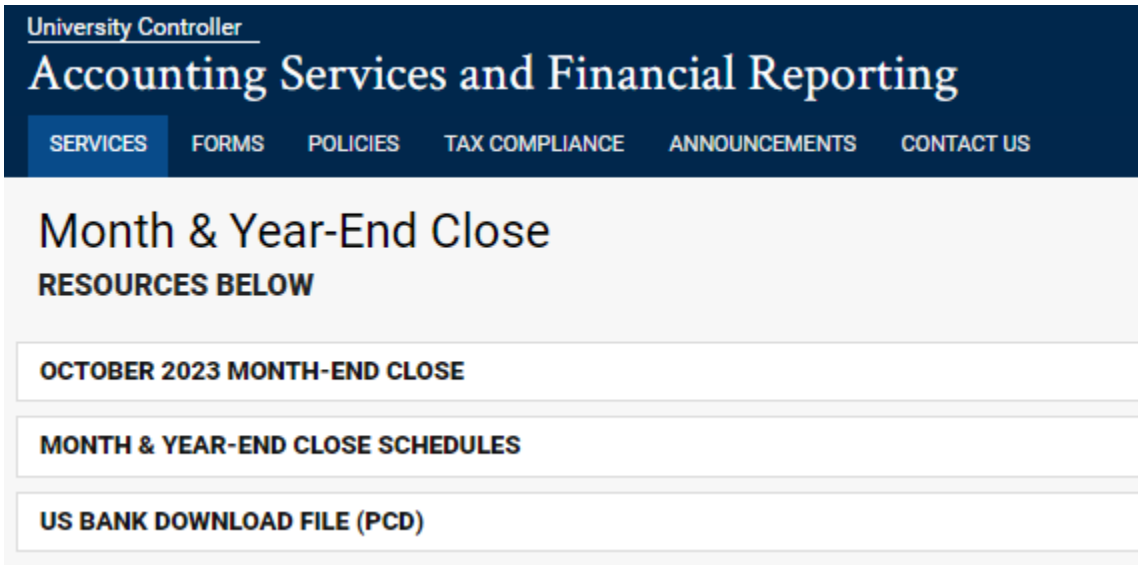
$0.00

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.

Month/Year-End Close

Month/Year-End Close

https://financialservices.fullerton.edu/controller/asfr/services/MonthEndClose.php



Month-End Close

MONTH & YEAR-END CLOSE SCHEDULES

FY 2022 (07/01/2022 TO 06/30/2023) YEAR-END CLOSE

GUIDELINES

MATRIX (Summary - PDF)

MATRIX (Detail - Excel)

PROPOSED MONTH-END CLOSE SCHEDULE FY 2023/2024 (posted 06/26/2023)

PROPOSED MONTH-END CLOSE SCHEDULE FY 2022/2023 (posted 02/28/2022)

Month-End Close: 7th business day of the month (except for SEP, DEC, MAR & JUN)

- Official month-end reports should be printed after the fiscal month has been closed
- Division Finance Managers will be notified monthly via e-mail
- DL-Accounting Updates will also be notified

Legal Year-End Close

Year-End Close: Last day of Fiscal Year (June 30th)

GOAL = Revenues & Expenses MUST be recorded in the correct Fiscal Year in which they occur

Financial Data submitted to:

- Chancellor's Office (CO)
- State Controller's Office (SCO)
- State Treasurer's Office

GAAP Year-End Close

CSUF is one of six campuses that is considered full scope for Student Financial Aid (Single Audit) and Financial Statements Audit.

Duration: July until November (sometimes longer)
As of 11/15/2023, FY 2022 GAAP Year-End Close is not yet done

Completely different set of chartfields:

	Account	Fund	Dept	Program	Class	Project
Legal	613001	TNRM1	10450	5667	20667	58210022
GAAP	722004	881	n/a	07	486	n/a

Announcements

- Accounting Updates Email Subscription

  https://finance.fullerton.edu/Controller/Accounting/

- Automation of Request for Invoice Form (with workflow) is ongoing

- Open Recruitments: Accounting Clerk and Accountant II

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Thank you!

QUESTIONS?

CONTACT: ASFR@FULLERTON.EDU