

Cal State **Fullerton**

# IRA Information Sessions with Campus Partners

Fall 2024

September 12, 2024

10:00am -12:00 pm

Zoom Session



Cal State **Fullerton**

# Budget Fundamentals and Financial Reporting

Michael Au-Yeung, University Controller, Administration and Finance

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Administration and Finance

Oliver Ravela, Sr. Budget Analyst, Administration and Finance

Donald McDougall, Associate Director, University Advancement



# Financial Reporting (ASFR) Resource Planning & Budget/Accounting Services & Financial Reporting (ASFR)

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## AGENDA

- IRA Chartfields
- Award Amount (Budget)
- Processing IRA Adjustments
- Year End Process
- OBIEE-Business Intelligence Dashboards
  - Monitor Budget and Expenses
  - Central Square (CSFPF and ASC)
- System Access
  - Finance (CFS) System Access Request
- Glossary & Other Resources

# IRA CHARTFIELDS

ACCOUNT (6 digit numerical)	FUND (always TA002)	DEPT ID (5 digit numerical)	PROGRAM (4 digit numerical)
6XXXXX	TA002	1xxxx	3XXX

- Do not use program 7997 (previously used to bill ASI for IRA, no longer active)
- Do not use IRA class codes
- Account 660952 (Carry Forward) and 660950 (Provision for Allocation) can only be used for budget entries. They cannot be used for Expenditure Transfer Request (ETR).
- Use IRA program codes
  - [https://financialservices.fullerton.edu/documents/IRA\\_Program\\_Codes.pdf](https://financialservices.fullerton.edu/documents/IRA_Program_Codes.pdf)
  - <https://financialservices.fullerton.edu/documents/IRAProgramCodes.xlsx>
- Allowed expense accounts matrix
  - [https://financialservices.fullerton.edu/documents/Allowed\\_IRA\\_Expense\\_Accounts.pdf](https://financialservices.fullerton.edu/documents/Allowed_IRA_Expense_Accounts.pdf)



## AWARD AMOUNT (BUDGET)

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- Around March/April, the applicant (faculty) should receive notification that their application has been approved for the following fiscal year.
- The award amount will be posted in CFS around the last week of July.
- Please confirm if the award amount posted in OBIEE matches what was approved. If it doesn't, email the Budget Office at [budget@fullerton.edu](mailto:budget@fullerton.edu). Please include the Program code and the correct amount on the email.

# PROCESSING IRA ADJUSTMENTS

Department	Transaction	Example	Form	Processing Timeline
Budget	Payroll Adjustment	Student was paid using non-IRA	<a href="#">AEM Payroll Expenditure Transfer Form</a>	Within the month if received by the due date (consult the <a href="#">Budget website</a> ).
Budget	Budget Adjustment	Change on type of planned expense (hire additional SA, less supplies)	<a href="#">Line Item Transfer Form</a> and <a href="#">Budget Transfer Request Form</a>	2 to 4 business days once BTR form is received.
ASFR	Expenditure Adjustment	Invoice was charged to non-IRA fund, need to reclassify to IRA (TA002)	<a href="#">Expenditure Transfer Request (ETR) App</a>	2 to 4 business days once ETR is approved.

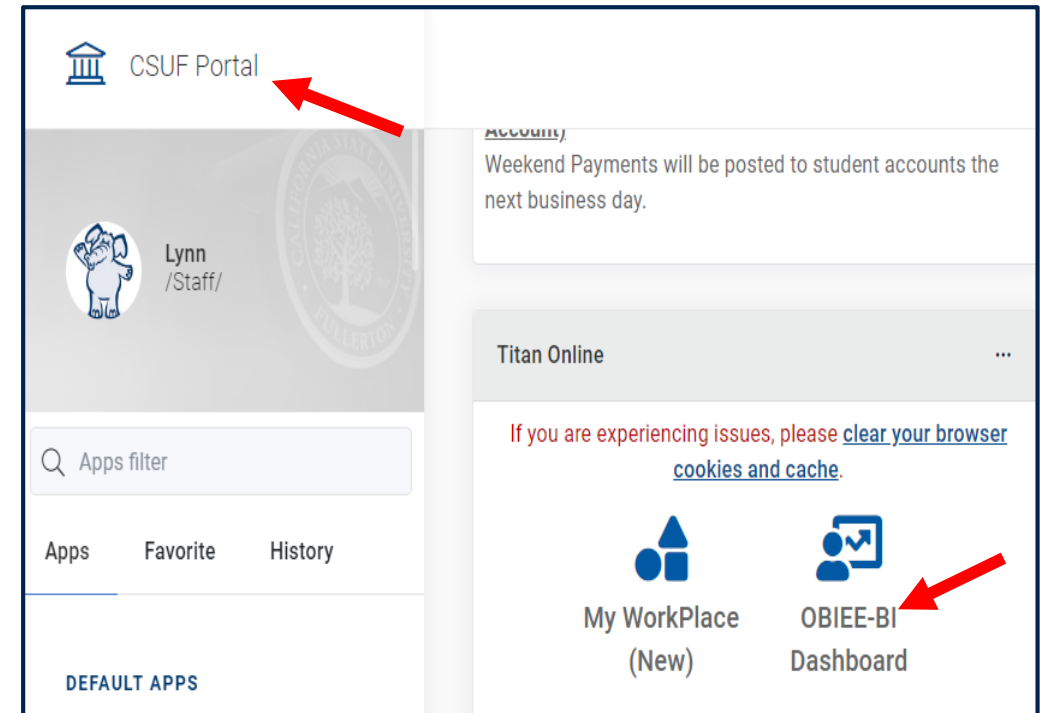
# YEAR END PROCESS

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- At year-end, positive Budget Balance Available (BBA) / unspent funds will be moved to Reserves.
- If BBA is negative (overspent) at year-end, an expense transfer will be processed to the program's THEFD department to make the IRA program's BBA zero.
- Encumbrance (funds earmarked / available on open purchase orders) at year-end will carry-forward to the next fiscal year.

# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

- Finance Data Warehouse (OBIEE) - an online repository for information.
- Contains data from the PeopleSoft Financial system (CFS) and allows end users to view, filter and search for information.
- ***Refresh nightly, providing data current as of close of business (COB) the night before.***
- As a best practice, staff and/or ARM positions run and review reports monthly and report findings to the dean or head of the department.
- OBIEE training: Titan Training Hub (ETC), ASFR and [Resources](#).





# OBIEE: Revenue/Expense Summary

Rev/Exp (CFS) Home Favorites Dashboards Open Signed In As Au-yeung, Michael

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: TA002 - Instruc 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

- Select multiple criteria to refine your data.
- Fund is always TA002

**Revenue/Expense Summary Report**  
Business Unit = FLCMP, Fiscal Year = 2023, YTD Period = 12  
Total Number of Records Retrieved = 828

Dept ID Fund Account Acct Descr Program Class Dept Descr

# OBIEE: Actuals Detail (between Accounting Periods)

The screenshot shows the OBIEE interface for the 'Actuals Detail (between Accounting Periods)' report. The top navigation bar includes 'Rev/Exp (CFS)', 'Home', 'Favorites', 'Dashboards', 'Open', and 'Signed In As Au-yeung, Michael'. Below the navigation bar are tabs for 'Revenue/Expense Summary', 'All University Benefits Pool', 'Budget Detail', 'Actuals Detail (between Accounting Periods)', 'Encumbrance Detail', 'Pre-Encumbrance Detail', and 'Available Balance'. The main content area contains a filter form with the following fields:

Fiscal Year	Accounting Period	Account Type	Account Category	
2013	Between 1 - 12	--Select Value--	--Select Value--	
Fund	Account	Program	Class	Project
TA002 - Instruc	--Select Value--	--Select Value--	--Select Value--	--Select Value--
Division	Sub-Division/College	Master Department	Department	
--Select Value--	--Select Value--	--Select Value--	--Select Value--	

Buttons for 'Apply' and 'Reset' are located at the bottom right of the filter form. A red arrow points from a callout box to the filter form. The callout box contains the following text:

- Select multiple criteria to refine your data.
- Fund is always TA002

Below the filter form, the report title 'Actuals Detail Report' is displayed, followed by the summary: 'Business Unit = FLCMP, Fiscal Year = 2013, Period = Period 1 to Period 12' and 'Total Number of Records Retrieved = 951'. At the bottom, there are dropdown menus for 'Dept ID', 'Fund', 'Account', 'Acct Descr', 'Program', 'Class', and 'Project'.

# OBIEE: LAYOUT CUSTOMIZATION

Customize layout by changing report fields using the dropdown menus

**Revenue/Expense Summary Report**  
Business Unit = FLCMP , Fiscal Year = 2023 , YTD Period = 12  
Total Number of Records Retrieved = 16

Program ▼ Prog Descr ▼ Dept ID ▼ Dept Descr ▼ Account ▼ Acct Descr ▼ Class ▼

**Actuals Detail Report**  
Business Unit = FLCMP , Fiscal Year = 2023 , Period = Period 2 to Period 12  
Total Number of Records Retrieved = 259

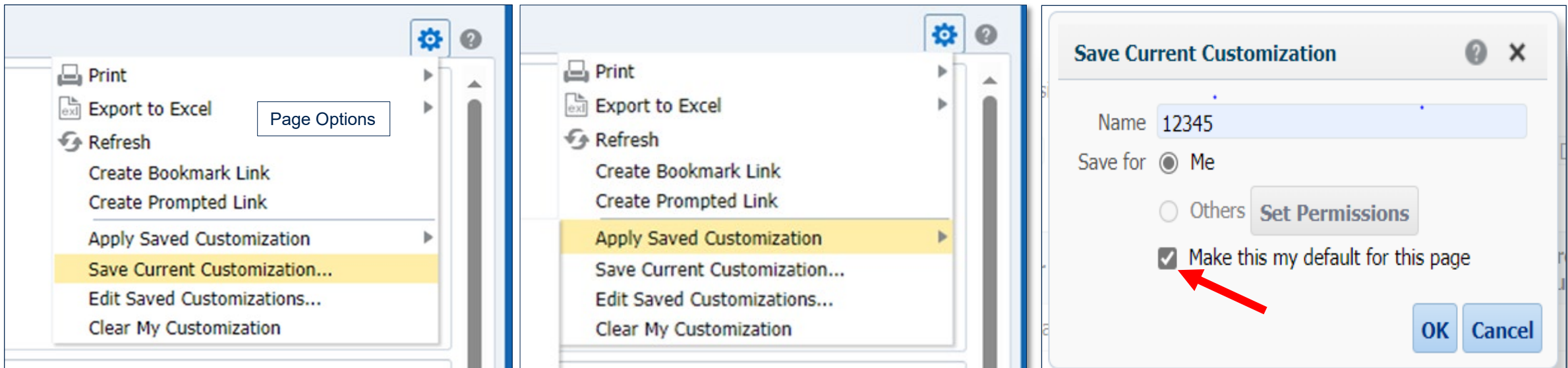
Program ▼ Prog Descr ▼ Dept ID ▼ Dept Descr ▼ Account ▼ Acct Descr ▼ Class ▼

- **Tip** – Select fields ending in “Fdescr” in the dropdown menus to maximize the number of fields in your report, e.g., Prog Fdescr.

Prog Fdescr	Fund	Account	Acct Descr	Class	Dept Descr
3255 - FeatureFilmProduction	TA002	606001	Travel-In State		Cinema ar
<b>606001 Total</b>					
616002		I/T Hardware			Cinema ar
<b>616002 Total</b>					
660003		General Services			Cinema ar
<b>660003 Total</b>					
660808		Special Event Intra			Cinema ar
<b>660808 Total</b>					
660825		General Supplies			Cinema ar
<b>660825 Total</b>					
660829		Facility Rental			Cinema ar
<b>660829 Total</b>					
660950		Provision for Allocat	Project	15	Cinema ar
<b>660950 Total</b>					
<b>TA002 Total</b>					
<b>3255 - FeatureFilmProduction Total</b>					
3526 - Motion Picture Prod. II	TA002	606001	Travel-In State	16	Cinema ar

# OBIEE: LAYOUT CUSTOMIZATION (Cont.)

- Save current report criteria and layout using Page Options.
- Simply go to “Apply Saved Customization” to retrieve the same report on the next log in.
- **Tip:** Click "Save Current Customization" and check "Make this my default for this page" to apply a frequently used customization when log in.



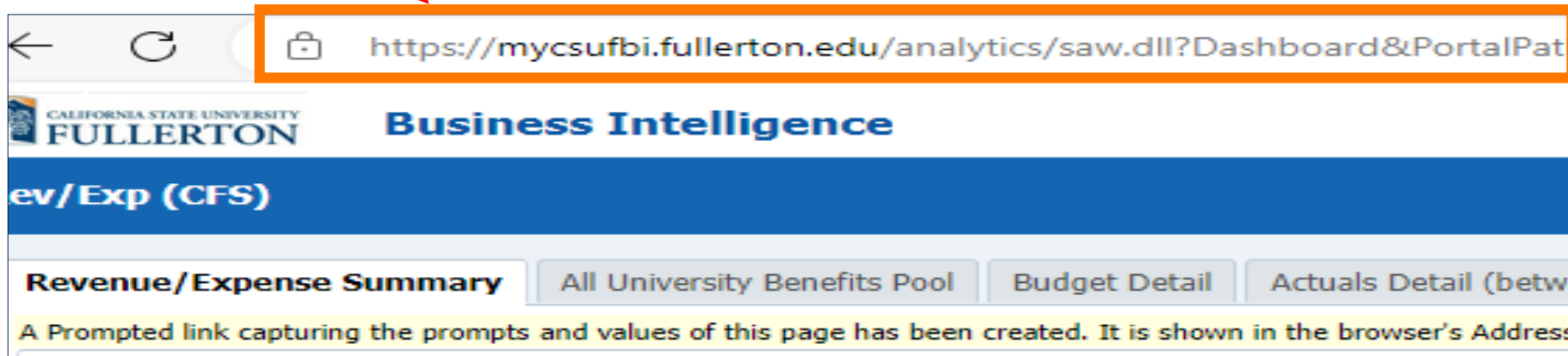
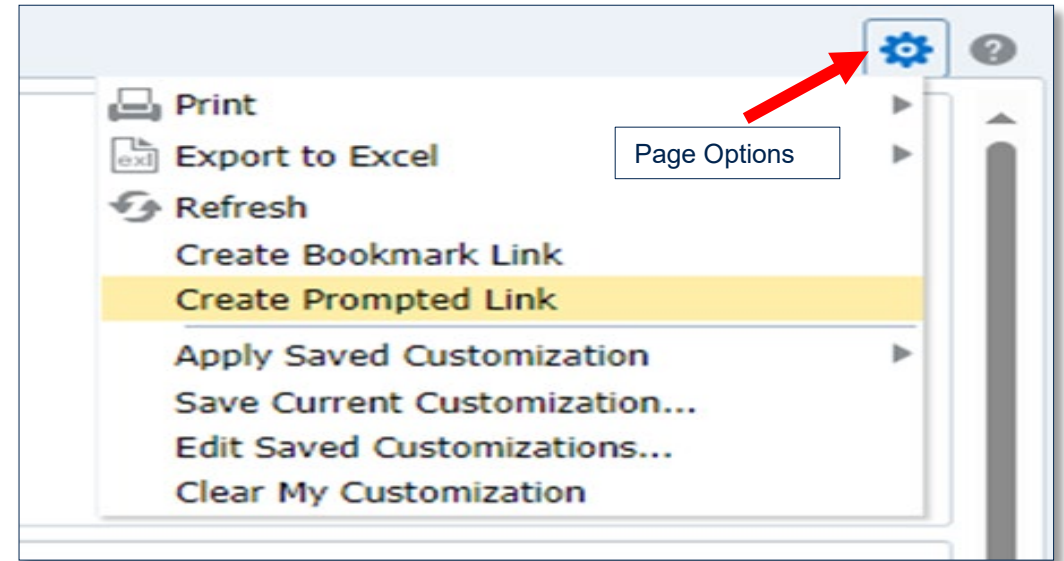
- For more information on Customization, go to [Resources](#).



# OBIEE: LAYOUT CUSTOMIZATION (Cont.)

## Tips:

- Saved reports can be shared via email.
- Click Create Prompted Link and the link will appear in the browser's address bar.
- Right click to copy the link and paste in email.
- Recipients must have access to the department to open the report.



# OBIEE: MONITOR BUDGET & EXPENDITURES

## 1) Revenue/Expense Summary – *for Budget vs Actuals Analysis*

REQ --> PO --> Invoice

- Pre-Encumbrance = Requisitions
- Encumbrance = Purchase Order
- Current Year Actuals = Invoice

Accounts

- 5xxxxx = Revenues (Negative amount)
- 6xxxxx = Expenses (Positive amount)

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

### Revenue/Expense Summary Report

Business Unit = FLCMP, Fiscal Year = 2024, YTD Period = 1  
Total Number of Records Retrieved = 2

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	TA002	606002	Travel-Out of State	3595	-	-	0.00	8,000.00	0.00	0.00	0.00	0.00	8,000.00
		<b>606002 Total</b>					<b>0.00</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>
		660848	Registration Fee	3595	-	-	0.00	500.00	0.00	0.00	0.00	0.00	500.00
		<b>660848 Total</b>					<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
	<b>TA002 Total</b>						<b>0.00</b>	<b>8,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,500.00</b>

**Positive BBA = Funds available to spend**

**Negative BBA = overspent**

# OBIEE: MONITOR BUDGET & EXPENDITURES

## 2) Actual Details (Between Accounting Periods) – *for Expenditure Review*

- Provide details for each transaction.
- Ensure all transactions are properly recorded, chartfields are correct, and no duplicate payments have been processed.

Rev/Exp (CFS) Home | Favorites | Dashboards | Open | Signed In As Au-yeung, Mich

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

**Actuals Detail Report**  
Business Unit = FLCMP, Fiscal Year = 2023, Period = Period 2 to Period 12  
Total Number of Records Retrieved = 259

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

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
10196	TA002	606001	Travel-In State	3526	-	-	VCH	00263954	09/18/2023	APV2221856	10/10/2023	1	Expense Distribution	04676M3	886728773	ANGEL RAMIREZ	0000021359	-	ONL	2023	4	10.00
		616002	I/T Hardware	3255	-	-	AWL	0002366534	06/30/2024	0002366534	06/30/2024	461	Reclassify account to 660825	-	-	-	PCD2212755	-	-	2023	12	(2,025.64)
							CSU	CHBK139044	08/25/2023	PCD2212755	09/01/2023	473	CRYSTAL BARNETT	-	-	-	Exp ID: 56836	AMZN MKTP US**MH1F265B3;June Pcard 2023; (616002) I/T Hardware; IT2223-242867; Portable hard drives for production of films 06/25/2023	CRYSTAL BARNETT	2023	3	2,025.64
		616003	I/T Software-	3526	-	-	AWL	0002366534	06/30/2024	0002366534	06/30/2024	463	Reclassify account to 660825	-	-	-	PCD2282292	-	-	2023	12	(569.52)
							CSU	CHBK139681	01/25/2024	PCD2282292	02/01/2024	959	BARBARA KERR	-	-	-	Exp ID: 59747	NATIVE INSTRUMENTS;JAN 2024 PCARD; (616003) I/T Software; CP2324-262279; IRA#3526 Software for short film 01/11/2024	BARBARA KERR	2023	8	569.52
		660003	General Services	3526	-	-	AEM	0002370840	06/30/2024	0002370840	06/30/2024	7	To Clear Negative BBA in IRA	-	-	-	-	-	-	2023	12	(7,845.67)
							CSU	CHBK138877	07/25/2023	PCD2193318	08/01/2023	75	CRYSTAL BARNETT	-	-	-	Exp ID: 55703	PAYPAL *NEONDIIESELF;45078; (660003) General Services; Q# 22-411; 3526-8074 - Editorial and Finishing 06/09/2023	CRYSTAL BARNETT	2023	2	5,905.20
							CSU	CHBK139432	10/25/2023	PCD2257154	12/01/2023	41	Georgina Medina	-	-	-	FULLERTON IC SUA130	PEERSPACE INC;09/25/2023	Georgina Medina	2023	6	2,457.00

- [How to read Actuals Detail Report](#)

# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

## 3) Download to Excel

Revenue/Expense Summary Report														
Business Unit = FLCMP , Fiscal Year = 2023 , YTD Period = 12														
Total Number of Records Retrieved = 16														
Dept ID	Dept Descr	Program	Prog Descr	Account	Acct Descr	Class	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available	
10196	Cinema and Television Arts	3255	FeatureFilmProduction	606001	Travel-In State	-	0.00	5,524.00	0.00	0.00	0.00	0.00	5,524.00	
				616002	I/T Hardware	-	0.00	0.00	(2,025.64)	0.00	0.00	0.00	0.00	0.00
				660003	General Services	-	0.00	10,127.00	0.00	0.00	0.00	0.00	0.00	10,127.00
				660808	Special Event Insurance Costs	-	0.00	3,683.00	0.00	0.00	0.00	0.00	0.00	3,683.00
				660825	General Supplies	-	0.00	21,175.00	2,025.64	2,025.64	0.00	0.00	0.00	19,149.36
				660829	Facility Rental	-	0.00	48,796.00	0.00	0.00	0.00	0.00	0.00	48,796.00
				660950	Provision for Allocation	-	0.00	(87,279.36)	0.00	0.00	0.00	0.00	0.00	(87,279.36)
		<b>3255 Total</b>			<b>0.00</b>	<b>2,025.64</b>	<b>0.00</b>	<b>2,025.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
		3526	Motion Picture Prod. II	606001	Travel-In State	-	0.00	3,121.00	0.00	10.00	0.00	0.00	0.00	3,111.00
				616003	I/T Software-	-	0.00	0.00	(569.52)	0.00	0.00	0.00	0.00	0.00
				616803	I/T Software Annual Maint/Supp	-	0.00	936.00	0.00	0.00	0.00	0.00	0.00	936.00
				660003	General Services	-	0.00	0.00	(7,845.67)	17,340.65	0.00	0.00	0.00	(17,340.65)
				660808	Special Event Insurance Costs	-	0.00	3,901.00	0.00	0.00	0.00	0.00	0.00	3,901.00
				660822	Business-Related Food	-	0.00	0.00	0.00	413.69	0.00	0.00	0.00	(413.69)
660825	General Supplies			-	0.00	3,121.00	2,398.40	4,235.66	0.00	0.00	0.00	(1,114.66)		
660829	Facility Rental	-	0.00	10,921.00	0.00	0.00	0.00	0.00	0.00	10,921.00				
660997	Concur Not Approved Trans	-	0.00	0.00	(10,352.19)	0.00	0.00	0.00	0.00	0.00	0.00			
<b>3526 Total</b>			<b>0.00</b>	<b>22,000.00</b>	<b>(16,368.98)</b>	<b>22,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Cinema and Television Arts Total</b>			<b>0.00</b>	<b>24,025.64</b>	<b>(16,368.98)</b>	<b>24,025.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>10196 Total</b>			<b>0.00</b>	<b>24,025.64</b>	<b>(16,368.98)</b>	<b>24,025.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>Grand Total</b>			<b>0.00</b>	<b>24,025.64</b>	<b>(16,368.98)</b>	<b>24,025.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

Actuals Detail Report																													
Business Unit = FLCMP , Fiscal Year = 2023 , Period = Period 2 to Period																													
Total Number of Records Retrieved = 259																													
Program	Prog Descr	Dept ID	Dept Descr	Account	Acct Descr	Class	Doc Svc	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	Period	Actuals								
3255	FeatureFilmProduction	10196	Cinema and Television Arts	616002	I/T Hardware	AWL	0002366534	06/30/2024	0002366534	06/30/2024	461	Reclassify account to 660825	-	-	-	-	PCD2121755	-	-	2023	12	(2,025.64)							
								08/25/2023	PCD2121755	09/01/2023	473	CRYSTAL BARNETT	-	-	-	Exp ID: 56836	AMZN MKTP US*MH1F26889;June Peard 2023; (616002) I/T Hardware; IT2235-24287; Portable hard drives for production of films 06/25/2023	CRYSTAL BARNETT	2023	3	2,025.64								
				660825	General Supplies	AWL	0002366534	06/30/2024	0002366534	06/30/2024	462	C BARNETT AMZN MKTP US*MH1F2685	-	-	-	-	-	-	-	PCD2121755	-	-	2023	12	2,025.64				
								<b>FeatureFilmProduction Total</b>																					<b>2,025.64</b>
				<b>3255 Total</b>																						<b>2,025.64</b>			
				3526	Motion Picture Prod. II	10196	Cinema and Television Arts	606001	Travel-In State	VCH	00263954	09/18/2023	APV221856	10/10/2023	1	Expense Distribution	04676A9	886728773	ANGEL RAMIREZ	000021359	-	-	ONL	2023	4	10.00			
												06/30/2024	0002366534	06/30/2024	463	Reclassify account to 660825	-	-	-	PCD2282292	-	-	2023	12	(569.52)				
								616003	I/T Software-	CSU	CHBK139861	01/25/2024	PCD2282292	02/01/2024	959	BARBARA KERR	-	-	-	-	-	-	-	Exp ID: 59747	NATIVE INSTRUMENTS;JAN 2024 PCARD; (616003) I/T Software; CP2324-KERR 262279; IRA#95326 Software for short film 01/11/2024	BARBARA KERR	2023	8	569.52
												06/30/2024	0002370840	06/30/2024	7	To Clear Negative BBA in IRA	-	-	-	-	-	-	2023	12	(7,845.67)				
								660003	General Services	CSU	CHBK138877	07/25/2023	PCD2199318	08/01/2023	75	CRYSTAL BARNETT	-	-	-	-	-	-	-	Exp ID: 55703	PAVPAL *NEONDIESSELF;45078; (660003) General Services; QR 22-411; 3526-9074 - Editorial and Finishing 06/09/2023	CRYSTAL BARNETT	2023	2	5,905.20
10/25/2023	PCD225154	12/01/2023	41									Georgina Medina	-	-	-	FULLERTON IC SU4130	PEERSPACE INC;09/25/2023	Georgina Medina	2023	6	2,457.00								
43	Georgina Medina	FULLERTON IC SU4130	CSUF ARBORETUM;09/25/2023					Georgina Medina	2023	6	175.00																		
												45	Georgina Medina	FULLERTON IC SU4130	THE HOME DEPOT 1845;10/01/2023	Georgina Medina	2023	6	(267.33)										
47	Georgina Medina	FULLERTON IC SU4130	AMZN MKTP US*13KXQOQ09/27/2023					Georgina Medina	2023	6	35.94																		
												49	Georgina Medina	FULLERTON IC SU4130	FILMLA;10/01/2023	Georgina Medina	2023	6	51.80										
51	Georgina Medina	FULLERTON IC SU4130	SQ *PEPE'S FINEST MEXICAN;10/01/2023	Georgina Medina	2023	6	214.17																						
								53	Georgina Medina	FULLERTON IC SU4130	IN N OUT BURGER 066;10/22/2023	Georgina Medina	2023	6	102.22														



# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

## 4) Download to Excel Spreadsheet and Create Pivot Table - *Revenue/Expense Summary*

Program	Prog Descr	Dept ID	Dept Descr	Account	Acct Descr	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Availab
3255	FeatureFilmProduction	10196	Cinema and Television Arts	606001	Travel-In State	0	5524	0	0	0	0	5524
3255	FeatureFilmProduction	10196	Cinema and Television Arts	616002	I/T Hardware	0	0	-2025.64	0	0	0	0
3255	FeatureFilmProduction	10196	Cinema and Television Arts	660003	General Services	0	10127	0	0	0	0	10127
3255	FeatureFilmProduction	10196	Cinema and Television Arts	660808	Special Event Insurance Costs	0	3683	0	0	0	0	3683
3255	FeatureFilmProduction	10196	Cinema and Television Arts	660825	General Supplies	0	21175	2025.64	2025.64	0	0	19149.36
3255	FeatureFilmProduction	10196	Cinema and Television Arts	660829	Facility Rental	0	48796	0	0	0	0	48796
3255	FeatureFilmP	0.00	57.68	4.36	60950	0	-87279.4	0	0	0	0	-87279.4
3526	Motion Pictu	0.00	4.36	06001	Travel-In State	0	3121	0	10	0	0	3111
3526	Motion Pictu	0.00	280.00	6003	I/T Software-	0	0	-569.52	0	0	0	0
3526	Motion Pictu	0.00	280.00	6803	I/T Software Annual Maint/Supp	0	936	0	0	0	0	936
3526	Motion Pictu	0.00	0.00	60003	General Services	0	0	-7845.67	17340.65	0	0	-17340.7
3526	Motion Pictu	0.00	0.00	60808	Special Event Insurance Costs	0	3901	0	0	0	0	3901
3526	Motion Pictu	0.00	0.00	60822	Business-Relatd Food	0	0	0	413.69	0	0	-413.69
3526	Motion Pictu	0.00	0.00	60825	General Supplies	0	3121	2398.4	4235.66	0	0	-1114.66
3526	Motion Picture Prod. II	10196	Cinema and Television Arts	660829	Facility Rental	0	10921	0	0	0	0	10921
3526	Motion Picture Prod. II	10196	Cinema and Television Arts	660997	Concur Not Approved Trans	0	0	-10352.2	0	0	0	0

Filter

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Data  
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# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

Experienced Users Can Create Pivot Table - *Revenue/Expense Summary*

Program	Prog Descr	Dept Fdescr	Account	Acct Descr	Revise Bud	Current Year Actuals	BBA
3255	FeatureFilmProduction	10196 - Cinema and Television Arts	606001	Travel-In State	5,524	-	5,524
			616002	I/T Hardware	-	-	-
			660003	General Services	10,127	-	10,127
			660808	Special Event Insurance Costs	3,683	-	3,683
			660825	General Supplies	21,175	2,026	19,149
			660829	Facility Rental	48,796	-	48,796
			660950	Provision for Allocation	(87,279)	-	(87,279)
3255 Total					2,026	2,026	-
3526	Motion Picture Prod. II	10196 - Cinema and Television Arts	606001	Travel-In State	3,121	10	3,111
			616003	I/T Software-	-	-	-
			616803	I/T Software Annual Maint/Supp	936	-	936
			660003	General Services	-	17,341	(17,341)
			660808	Special Event Insurance Costs	3,901	-	3,901
			660822	Business-Relatd Food	-	414	(414)
			660825	General Supplies	3,121	4,236	(1,115)
			660829	Facility Rental	10,921	-	10,921
			660997	Concur Not Approved Trans	-	-	-
3526 Total					22,000	22,000	(0
Grand Total					24,026	24,026	(0

# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

## 5) Download to Excel Spreadsheet – *Actuals Detail*

Program	Prog Desc	Fund F	Account	Acct Desc	Class	Project	Doc Src	Docum	Docum	Journal	Journal D	Ln Num	Ln Desc	Invoice	Vendor	Vendor	Refere	Refere	Refere	Fiscal Y	Period	Actuals
3255	FeatureFil	TA002 - In	616002	I/T Hardw	-	-	AWL	000236653	6/30/2024	000236653	6/30/2024	461	Reclassify -	-	-	-	PCD22127	-	-	2023	12	-2025.64
3255	FeatureFil	TA002 - In	616002	I/T Hardw	-	-	CSU	CHBK1390	8/25/2023	PCD22127	9/1/2023	473	CRYSTAL E	-	-	-	Exp ID: 56	AMZN MK	CRYSTAL E	2023	3	2025.64
3255	FeatureFil	TA002 - In	660825	General Si	-	-	AWL	000236653	6/30/2024	000236653	6/30/2024	462	C BARNET -	-	-	-	PCD22127	-	-	2023	12	2025.64
3526	Motion Pi	TA002 - In	606001	Travel-In	-	-	VCH	00263954	9/18/2023	APV22218	10/10/2023	1	Expense E	04676M3	886728773	ANGEL RA	000002135	-	ONL	2023	4	10
3526	Motion Pi	TA002 - In	616003	I/T Softwa	-	-	AWL	000236653	6/30/2024	000236653	6/30/2024	463	Reclassify -	-	-	-	PCD22822	-	-	2023	12	-569.52
3526	Motion Pi	TA002 - In	616003	I/T Softwa	-	-	CSU	CHBK1396	1/25/2024	PCD22822	2/1/2024	959	BARBARA -	-	-	-	Exp ID: 59	NATIVE IN	BARBARA	2023	8	569.52
3526	Motion Pi	TA002 - In	660003	General Si	-	-	AEM	000237084	6/30/2024	000237084	6/30/2024	7	To Clear N	-	-	-	-	-	-	2023	12	-7845.67
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1388	7/25/2023	PCD21933	8/1/2023	75	CRYSTAL E	-	-	-	Exp ID: 55	PAYPAL *T	CRYSTAL E	2023	2	5905.2
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	41	Georgina I	-	-	-	FULLERTO	PEERSPAC	Georgina I	2023	6	2457
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	43	Georgina I	-	-	-	FULLERTO	CSUF ARB	Georgina I	2023	6	175
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	45	Georgina I	-	-	-	FULLERTO	SQ *PEPE	Georgina I	2023	6	-267.33
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	47	Georgina I	-	-	-	FULLERTO	AMZN MK	Georgina I	2023	6	35.94
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	49	Georgina I	-	-	-	FULLERTO	FILMLA;10	Georgina I	2023	6	51.8
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	51	Georgina I	-	-	-	FULLERTO	SQ *PEPE	Georgina I	2023	6	214.17
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	53	Georgina I	-	-	-	FULLERTO	IN N OUT	Georgina I	2023	6	102.22
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	55	Georgina I	-	-	-	FULLERTO	THE HOME	Georgina I	2023	6	350
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	57	Georgina I	-	-	-	FULLERTO	ALBERTSO	Georgina I	2023	6	32.49
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	59	Georgina I	-	-	-	FULLERTO	DOMINO'S	Georgina I	2023	6	40.4
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	61	Georgina I	-	-	-	FULLERTO	ARRI RENT	Georgina I	2023	6	3269.03
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	63	Georgina I	-	-	-	FULLERTO	UTRECHT J	Georgina I	2023	6	20.46
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	65	Georgina I	-	-	-	FULLERTO	THE HOME	Georgina I	2023	6	-267.33
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	67	Georgina I	-	-	-	FULLERTO	AMZN MK	Georgina I	2023	6	172.21
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	69	Georgina I	-	-	-	FULLERTO	ARRI RENT	Georgina I	2023	6	905.05
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	71	Georgina I	-	-	-	FULLERTO	ARRI RENT	Georgina I	2023	6	832.6
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	73	Georgina I	-	-	-	FULLERTO	HEROS LIC	Georgina I	2023	6	16.72
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	75	Georgina I	-	-	-	FULLERTO	MCDONAL	Georgina I	2023	6	32.28
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	77	Georgina I	-	-	-	FULLERTO	DOMINO'S	Georgina I	2023	6	79.19
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	79	Georgina I	-	-	-	FULLERTO	RALPHS #C	Georgina I	2023	6	25.16
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	81	Georgina I	-	-	-	FULLERTO	KOTTO MA	Georgina I	2023	6	7.99
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	83	Georgina I	-	-	-	FULLERTO	TARGET	Georgina I	2023	6	30.24
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	85	Georgina I	-	-	-	FULLERTO	SHAREGRI	Georgina I	2023	6	22.28
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	87	Georgina I	-	-	-	FULLERTO	THE HOME	Georgina I	2023	6	350
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	89	Georgina I	-	-	-	FULLERTO	EXXON CC	Georgina I	2023	6	23.68
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	91	Georgina I	-	-	-	FULLERTO	EXXON CC	Georgina I	2023	6	6.5
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	93	Georgina I	-	-	-	FULLERTO	STORE*M	Georgina I	2023	6	18.62
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	95	Georgina I	-	-	-	FULLERTO	TARGET	Georgina I	2023	6	41.11
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	97	Georgina I	-	-	-	FULLERTO	PANDA EX	Georgina I	2023	6	3.31
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	99	Georgina I	-	-	-	FULLERTO	RALPHS #C	Georgina I	2023	6	31.6
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	101	Georgina I	-	-	-	FULLERTO	RALPHS #C	Georgina I	2023	6	44.35
3526	Motion Pi	TA002 - In	660003	General Si	-	-	CSU	CHBK1394	10/25/2023	PCD22571	12/1/2023	103	Georgina I	-	-	-	FULLERTO	BT BAJA C	Georgina I	2023	6	186.13

# OBIEE-BUSINESS INTELLIGENCE DASHBOARDS

## Experienced Users Can Create Pivot Table – *Actuals Detail*

Sum of Ac							Period										Grand Total		
Progra	Prog Des	Dept I	Dept Desc	Account	Acct Desc		2	3	4	5	6	7	8	9	10	11	12	Grand Total	
3255	FeatureFi	10196	Cinema and	616002	I/T Hardware			2,026									(2,026)	-	
				660825	General Supplies												2,026	2,026	
3255 Total								2,026									-	2,026	
3526	Motion Pi	10196	Cinema and	606001	Travel-In State				10									10	
				616003	I/T Software-							570					(570)	-	
				660003	General Services	5,905		37		18,209					1,035		(7,846)	17,341	
				660822	Business-Relatd Food				86		328							414	
				660825	General Supplies			140	179		1,086		431				2,398	4,236	
				660997	Concur Not Approved Trans										10,352	(0)	(10,352)	(0)	
3526 Total							5,905		273	179	18,537	1,086	570	431	11,387	(0)	(16,369)	22,000	
Grand Total							5,905	2,026	273	179	18,537	1,086	570	431	11,387	(0)	(16,369)		24,026



# CENTRAL SQUARE - CSFPF

1. Log onto [Central Square Report Portal – GL Inquiry Balance](#) using ad\your username and campus password.
2. Enter your XXXXX Account Number. Ensure that the report date reflects the most current month. Click Submit.

### FINANCIAL REPORTS

#### General Reports

- Acct Info
- Detailed Trans
- GL Inquiry Bal**
- Cash Bal

GLIQBA-General Ledger Inquiry Budget to Actual\_CSFPF / Selection by Department

Selection Criteria Options	Ledger (GL,GP)	
No Criteria	Ledger (GL,GP)	GP
Selection by Account Number	Enter Account Status (A,I,C):	A
<b>Selection by Department</b>	Enter your Account Number (Project Code) :	*12345
	Enter the Department:	*
	Enter the Division Code:	*
	Enter the Fund Number:	*
	Enter Object Code:	*
	Enter the Report Date:	06/30/2024

**Submit**

# CENTRAL SQUARE – CSFPF (Cont.)

CSFPF General Ledger Inquiry - Budget to Actual					
Ledger Code: GP					
Entity Code: 30					
Entity Name: CSF Philanthropic Foundation		As of 06/30/2024	Fiscal Year 2023		
Project	Title	Primary/Additional Signers			
12345	FOUNDATION EXAMPLE ACCT	TUFFY TITAN			
Object Code	Description	Budget	Actual	Encumbrance	Budget Variance
1025	Due to/from Other Funds	0.00	111,057.40	0.00	(111,057.40)
2101	Accrued Liabilities	0.00	0.00	0.00	0.00
2150	Sales Tax Payable	0.00	0.00	0.00	0.00
3012	Restricted Fund Balance	0.00	106,904.62	0.00	(106,904.62)
6008	Administrative Services	0.00	(3.05)	0.00	3.05
6500	Other Operating Income	0.00	0.00	0.00	0.00
6507	Gifts-Individuals-Other	0.00	82.54	0.00	(82.54)
6553	From Associated Students	0.00	172.90	0.00	(172.90)
8116	Travel/Conference	0.00	0.00	0.00	0.00
8117	Dues/ Membership/ Subscription	0.00	0.00	0.00	0.00
8120	Services-Contracted	0.00	0.00	0.00	0.00
8123	Printing	0.00	0.00	0.00	0.00
8130	Equipment-Expendable	0.00	4,633.25	0.00	(4,633.25)
8143	Materials	0.00	0.00	0.00	0.00
8144	Employee Development	0.00	0.00	0.00	0.00
8146	Supplies-Office	0.00	0.00	0.00	0.00
8148	Public Relations	0.00	0.00	0.00	0.00
8151	Program/Event Costs	0.00	0.00	0.00	0.00
8168	Student Scholarships & Awards	0.00	0.00	0.00	0.00
8170	Employee Text Incentive	0.00	151.90	0.00	(151.90)
8174	Travel-Participants	0.00	4,284.20	0.00	(4,284.20)
8205	Promotional Items	0.00	0.00	0.00	0.00
8224	Student Projects	0.00	80,681.49	0.00	(80,681.49)
8238	Payroll Processing	0.00	94.01	0.00	(94.01)
8269	Reimbursed Wages	0.00	1,500.00	0.00	(1,500.00)
8270	Reimbursed Benefits/Taxes	0.00	66.76	0.00	(66.76)

User: Report ID: GLIQBA CSFPF Page: 1 08/16/2024:Current Date 09:09:13:Current Time

CSFPF General Ledger Inquiry - Budget to Actual					
Ledger Code: GP					
Entity Code: 30					
Entity Name: CSF Philanthropic Foundation		As of 06/30/2024	Fiscal Year 2023		
Project	Title	Primary/Additional Signers			
12345	FOUNDATION EXAMPLE ACCT	TUFFY TITAN			
Object Code	Description	Budget	Actual	Encumbrance	Budget Variance
8273	Travel-Mileage	0.00	0.00	0.00	0.00
8276	CSFPF Credit Card Fees	0.00	0.00	0.00	0.00
9690	Campus Prog 9000-Intrafund Tsf	0.00	95,312.00	0.00	(95,312.00)
		Total Revenue	0.00	252.39	(252.39)
		Total Expense	0.00	91,411.61	(91,411.61)
		Net Revenue (Revenue minus Expense)	0.00	(91,159.22)	91,159.22
		Net Transfers In/Out		95,312.00	
		Beginning Fund Balance		106,904.62	
		Ending Fund Balance		111,057.40	<i>Note: Ending Fund Balance = Net Revenue plus Net Transfers In/Out plus Beginning Fund Balance</i>
		Total Assets		111,057.40	
		Total Liabilities		0.00	
		Assets minus Liabilities		111,057.40	<i>Note: Assets minus Liabilities = Ending Fund Balance</i>

User: Report ID: GLIQBA CSFPF Page: 2 08/16/2024:Current Date 09:09:13:Current Time

# CENTRAL SQUARE - CSFPF (Cont.)

- Download the budget report and export it as an Excel file. The Excel file should contain all information that is present on the reporting portal.

Search icons | Status: **Complete** ... (Click here to Cancel)

Excel Output

Ledger Code: GP  
Entity Code: 30  
Entity Name: CSF Philanthropic Foundation

**CSFPF General Ledger Inquiry - Budget to Actual**  
As of 06/30/2024 Fiscal Year 2023

Project	Title	Primary/Additional Signers
12345	FOUNDATION EXAMPLE ACCT	TUFFY TITAN

AutoSave | {2020E6FB-9EF8-49F1-853C-A91DC9D30335}.xls - Read-Only - Com... | Comments | Share

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Clipboard | Font | Alignment | Number | Conditional Formatting | Format as Table | Cell Styles | Cells | Editing | Sensitivity | Add-ins | Analyze Data

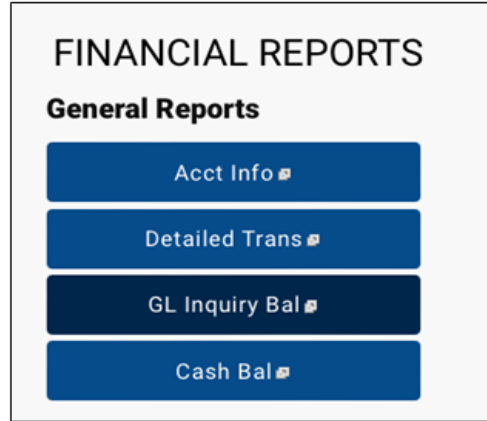
D20 | Student Scholarships & Awards

	A	B	C	D	E	F	G	H	I
	Acct #	Account Name	Object Code	Object Code Description	Budget	Actual	Encumbrance	Budget Variance	
2	12345	FOUNDATION EXAMPLE ACCT	1025	Due to/from Other Funds	-	111,057.40	-	(111,057.40)	
3	12345	FOUNDATION EXAMPLE ACCT	2101	Accrued Liabilities	-	-	-	-	
4	12345	FOUNDATION EXAMPLE ACCT	2150	Sales Tax Payable	-	-	-	-	
5	12345	FOUNDATION EXAMPLE ACCT	3012	Restricted Fund Balance	-	106,904.62	-	(106,904.62)	
6	12345	FOUNDATION EXAMPLE ACCT	6008	Administrative Services	-	(3.05)	-	3.05	
7	12345	FOUNDATION EXAMPLE ACCT	6500	Other Operating Income	-	-	-	-	
8	12345	FOUNDATION EXAMPLE ACCT	6507	Gifts-Individuals-Other	-	82.54	-	(82.54)	
9	12345	FOUNDATION EXAMPLE ACCT	6553	From Associated Students	-	172.90	-	(172.90)	
10	12345	FOUNDATION EXAMPLE ACCT	8116	Travel/Conference	-	-	-	-	
11	12345	FOUNDATION EXAMPLE ACCT	8117	Dues/ Membership/ Subscription	-	-	-	-	
12	12345	FOUNDATION EXAMPLE ACCT	8120	Services-Contracted	-	-	-	-	
13	12345	FOUNDATION EXAMPLE ACCT	8123	Printing	-	-	-	-	
14	12345	FOUNDATION EXAMPLE ACCT	8130	Equipment-Expendable	-	4,633.25	-	(4,633.25)	
15	12345	FOUNDATION EXAMPLE ACCT	8143	Materials	-	-	-	-	
16	12345	FOUNDATION EXAMPLE ACCT	8144	Employee Development	-	-	-	-	
17	12345	FOUNDATION EXAMPLE ACCT	8146	Supplies-Office	-	-	-	-	
18	12345	FOUNDATION EXAMPLE ACCT	8148	Public Relations	-	-	-	-	
19	12345	FOUNDATION EXAMPLE ACCT	8151	Program/Event Costs	-	-	-	-	
20	12345	FOUNDATION EXAMPLE ACCT	8168	Student Scholarships & Awards	-	-	-	-	
21	12345	FOUNDATION EXAMPLE ACCT	8170	Employee Text Incentive	-	151.90	-	(151.90)	
22	12345	FOUNDATION EXAMPLE ACCT	8174	Travel-Participants	-	4,284.20	-	(4,284.20)	
23	12345	FOUNDATION EXAMPLE ACCT	8205	Promotional Items	-	-	-	-	
24	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	-	80,681.49	-	(80,681.49)	

GLIQBA | Accessibility: Unavailable | 100%

# CENTRAL SQUARE - CSFPF

1. Log onto [Central Square Report Portal – Detailed Transaction](#) using ad\your username and campus password.
2. Enter your XXXXX Account Number. Select the beginning and end date ranges.



A screenshot of the "CENTRAL SQUARE TECHNOLOGIES" web application interface. The page title is "GLIQR- GL Transaction Detail CSFPF". The breadcrumb trail shows "GLIQR- GL Transaction Detail CSFPF / Default". On the left, there is a "Selection Criteria Options" panel with a list of options: "No Criteria", "Default" (highlighted in blue), "GLIQR with Misc Code 3", "GLIQR with GASB glupky", "gliqu with Misc Code 6", and "GLIQR with FASB code". On the right, there are several input fields for search criteria: "Ledger (GL,GP)" with value "GP", "Beginning Date Range" with value "07/01/2023", "Ending Date Range" with value "06/30/2024", "Project:" with value "\*12345" (highlighted with an orange border), "School/College:", "Division:", "Fund:", and "Department:", all with asterisk (\*) values and dropdown arrows.

# CENTRAL SQUARE – CSFPF (Cont.)

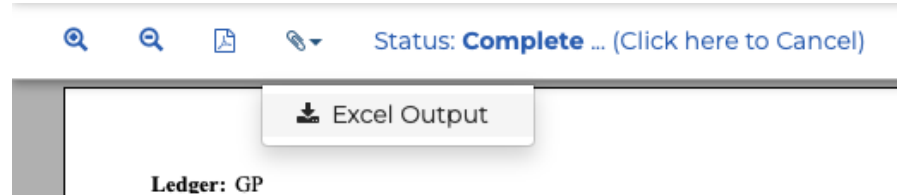
Ledger: GP		CSFPF								
General Ledger Transaction Detail										
Post Date	Sub Sys	Reference	2nd Ref	Other Ref	PEID	Job #	Description	Debits	Credits	Balance
<b>12345 FOUNDATION EXAMPLE ACCT</b>										
<b>8224 Student Projects</b>										
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 STEPPERONLINE	222.91		33,081.82
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 ALLEVI	628.38		33,710.20
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	68.94		33,779.14
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	43.86		33,823.00
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	9.78		33,832.78
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	85.00		33,917.78
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 ALLEVI		38.38	33,879.40
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	62.70		33,942.10
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 AMAZON	33.79		33,975.89
01/31/2024	JE	J240129H		U014SJ29	Z0118278	4045546	KS WF 1223 HOME DEPOT	94.81		34,070.70
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 WALMART	12.80		34,083.50
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 MATTERHACKERS	215.39		34,298.89
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMAZON	13.18		34,312.07
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 3D UNIVERSE	131.40		34,443.47
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMAZON	271.44		34,714.91
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMAZON	37.68		34,752.59
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 REVROBOTICS	448.55		35,201.14
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 HOOSIER TIRE	1,056.71		36,257.85
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 ARDUINO	21.55		36,279.40
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMAZON	19.38		36,298.78
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 ANDY MARK	681.47		36,980.25
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMERICAN SCALE	874.91		37,855.16
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 B&H PHOTO	1,001.00		38,856.16
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 AMERICAN SCALE	437.45		39,293.61
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	KS WF 0124 GRAINGER	73.22		39,366.83
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	SKWF0124 3D UNIV SALES TAX	10.18		39,377.01
01/31/2024	JE	J240129I		U014SJ29	Z0118278	4045546	SKWF0124REVROBOTICS SALES TA	33.48		39,410.49
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 CONDUCTIX	1,333.47		40,743.96
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 AEROTECH	2,505.63		43,249.59
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 STEMFINITY	152.10		43,401.69
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 HORIZON ED	2,267.82		45,669.51
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 AMAZON	19.38		45,688.89
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 CREALITY3DPARTS	79.79		45,768.68
03/29/2024	JE	J240334H		U034SJ34	Z0118278	4073572	KS 0224 AMAZON	18.31		45,786.99



# CENTRAL SQUARE – CSFPF (Cont.)

3. Download the report and export it as an Excel file. The Excel file should contain all information that is present on the reporting portal.

4. Account inquires: [foundation@fullerton.edu](mailto:foundation@fullerton.edu) or 657-278-2786



Ledger: GP

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Project Code	Project Name	Object Code	Object Description	Post Date	Reference	Secondary Ref	Other Ref	PEID	Job Number	Transaction Description	Debit	Credit	Net
61	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	10/31/2023	J231028H		U103SJ28	20118278	3992478	KS WF 1023 AMAZON	26.17	-	29,998.37
62	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	10/31/2023	J231028H		U103SJ28	20118278	3992478	KS WF 1023 HOME DEPOT	73.05	-	30,071.42
63	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	12/21/2023	J231229I		U123SJ29	20118278	4024064	KS WF 1123 MARS SOCIETY	197.00	-	30,268.42
64	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	12/21/2023	J231229I		U123SJ29	20118278	4024064	KS WF 1123 STORE.CREALITY	498.89	-	30,767.31
65	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 STEMFINITY	2,032.36	-	32,799.67
66	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	59.24	-	32,858.91
67	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 STEPPERONLINE	222.91	-	33,081.82
68	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 ALLEVI	628.38	-	33,710.20
69	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	68.94	-	33,779.14
70	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	43.86	-	33,823.00
71	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	9.78	-	33,832.78
72	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	85.00	-	33,917.78
73	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 ALLEVI	-	38.38	33,879.40
74	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	62.70	-	33,942.10
75	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 AMAZON	33.79	-	33,975.89
76	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129H		U014SJ29	20118278	4045546	KS WF 1223 HOME DEPOT	94.81	-	34,070.70
77	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 WALMART	12.80	-	34,083.50
78	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 MATTERHACKERS	215.39	-	34,298.89
79	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMAZON	13.18	-	34,312.07
80	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 3D UNIVERSE	131.40	-	34,443.47
81	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMAZON	271.44	-	34,714.91
82	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMAZON	37.68	-	34,752.59
83	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 REVROBOTICS	448.55	-	35,201.14
84	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 HOOSIER TIRE	1,056.71	-	36,257.85
85	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 ARDUINO	21.55	-	36,279.40
86	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMAZON	19.38	-	36,298.78
87	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 ANDY MARK	681.47	-	36,980.25
88	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMERICAN SCALE	874.91	-	37,855.16
89	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 B&H PHOTO	1,001.00	-	38,856.16
90	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 AMERICAN SCALE	437.45	-	39,293.61
91	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	KS WF 0124 GRAINGER	73.22	-	39,366.83
92	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	SKWF0124 3D UNIV SALES TAX	10.18	-	39,377.01
93	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	1/31/2024	J240129I		U014SJ29	20118278	4045546	SKWF0124REVROBOTICS SALES TAX	33.48	-	39,410.49
94	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	3/29/2024	J240334H		U034SJ34	20118278	4073572	KS 0224 CONDUCTIX	1,333.47	-	40,743.96
95	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	3/29/2024	J240334H		U034SJ34	20118278	4073572	KS 0224 AEROTECH	2,505.63	-	43,249.59
96	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	3/29/2024	J240334H		U034SJ34	20118278	4073572	KS 0224 STEMFINITY	152.10	-	43,401.69
97	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	3/29/2024	J240334H		U034SJ34	20118278	4073572	KS 0224 HORIZON ED	2,267.82	-	45,669.51
98	12345	FOUNDATION EXAMPLE ACCT	8224	Student Projects	3/29/2024	J240334H		U034SJ34	20118278	4073572	KS 0224 AMAZON	19.38	-	45,688.89



# CENTRAL SQUARE - ASC Campus Program

1. Log onto [ASC Campus Program Central Square Report Portal](#) using ad\your username and campus password.
2. Scroll down to find the report you need.

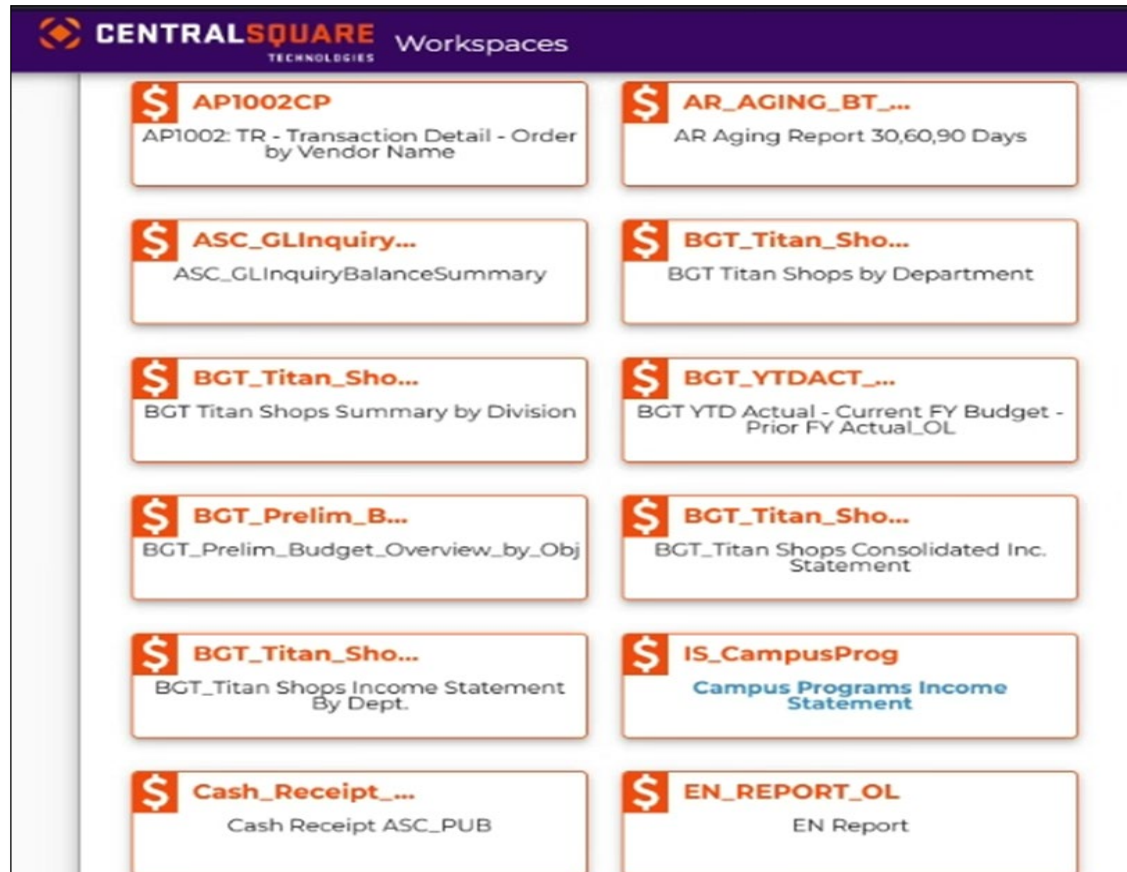
The screenshot displays the Central Square Workspaces dashboard. The interface includes a navigation menu on the left with options for 'CDD Reports (CSUFA...)', 'Task List', and 'Main Menu'. The main content area is divided into several sections:

- College of Health and Human Development:** A tile with a lock icon and the text 'No authorized links.'
- Center for Demographic Research:** A tile with a lock icon and the text 'No authorized links.'
- Extended Education:** A tile with a lock icon and the text 'No authorized links.'
- OGC:** A tile with a lock icon and the text 'No authorized links.'
- ASC Sponsored Programs:** A section containing two report tiles:
  - SP\_ACC\_LOOK...**: Account Number Lookup
  - GLTRNS\_SO\_FF...**: Detailed Transaction Report - Sponsored Prgrms
- Online CSFPF:** A section containing eight report tiles:
  - CSFPF\_ACCT...**: CSFPF Account Holder Summary of Endowment Information
  - CSFPF\_1025\_10...**: CSFPF Active Account Balance by College
  - CSFPF\_Campu...**: CSFPF Campus Program Month End Report
  - CSFPF\_Endow...**: CSFPF Endowment Month End Report
  - CSFPF\_GLKEY...**: CSFPF CL Key Account Signers - Report Access - Purpose
  - CSFPF\_GLKey...**: CSFPF GL Key Account Signers - Report Access Purpose
  - CSFPF\_Ledger...**: CSFPF Ledger Transaction Detail
  - CSFPF\_SUMM...**: CSFPF Summary of Endow Info with Cash Balance Version 2
  - GLIQBA\_CSFPF**: GLIQBA-General Ledger Inquiry Budget to Actual\_CSFPF
  - GLIQR\_CSFPF...**: GLIQR- GL Transaction Detail CSFPF
- Job Statuses:** A table with columns for Desc, Job #, Status, Start, and Type. The table is currently empty, displaying 'No records were found for user' and 'No items to display'. It includes navigation controls and a refresh timestamp: 'Refreshed at Tue Sep 03 2024 11:33:36 GMT-0700 (Pacific Daylight Time)'.

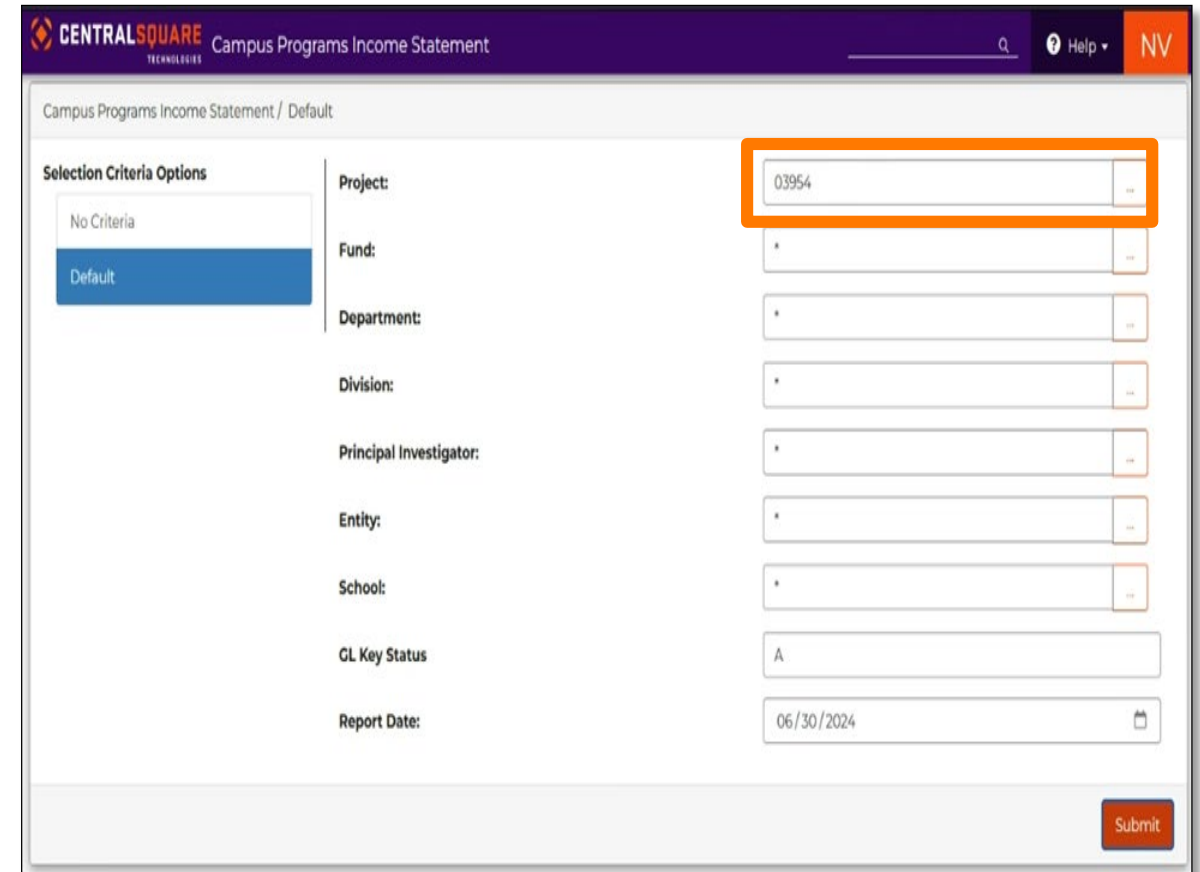
# CENTRAL SQUARE – ASC Campus Program (Cont.)

Select **Campus Programs Income Statement** .

Enter your XXXXX Project Number. Select the report date.



The screenshot shows the 'CENTRAL SQUARE TECHNOLOGIES Workspaces' interface. It features a grid of report selection cards, each with a dollar sign icon and a title. The cards are arranged in two columns. The first column includes: 'API1002CP' (Transaction Detail - Order by Vendor Name), 'ASC\_GLIInquiry...' (Balance Summary), 'BGT\_Titan\_Sho...' (Summary by Division), 'BGT\_Prelim\_B...' (Budget Overview by Object), 'BGT\_Titan\_Sho...' (Income Statement by Department), and 'Cash\_Receipt\_...' (Cash Receipts). The second column includes: 'AR\_AGING\_BT\_...' (Aging Report), 'BGT\_Titan\_Sho...' (Shops by Department), 'BGT\_YTDACT\_...' (YTD Actual vs Budget), 'BGT\_Titan\_Sho...' (Consolidated Income Statement), 'IS\_CampusProg' (Income Statement), and 'EN\_REPORT\_OL' (EN Report). The 'IS\_CampusProg' card is highlighted in blue.



The screenshot shows the 'Campus Programs Income Statement / Default' configuration page. On the left, 'Selection Criteria Options' has 'Default' selected. On the right, a form contains the following fields: 'Project' (03954, highlighted with an orange box), 'Fund' (\*), 'Department' (\*), 'Division' (\*), 'Principal Investigator' (\*), 'Entity' (\*), 'School' (\*), 'GL Key Status' (A), and 'Report Date' (06/30/2024). A 'Submit' button is located at the bottom right.

# CENTRAL SQUARE – ASC Campus Program (Cont.)

CSU Fullerton Auxiliary Services Corporation  
Income Statement  
As of June 30, 2024

Project: ██████████

	Monthly Actual	Monthly Budget	Monthly Budget vs Actual	YTD Actual	YTD Budget	YTD Budget vs Actual	Encumbrances
<b>Revenues</b>							
6403 Nontaxable Sales				862.00		(862.00)	
6440 Program Fee & Support				10,943.64		(10,943.64)	
6712 Program Advertising				50,975.10		(50,975.10)	
<b>Total Revenues</b>				<b>62,780.74</b>		<b>(62,780.74)</b>	
<b>Expenditures</b>							
<b>Personnel Expenses</b>							
<b>Total Personnel Expenses</b>							
<b>Materials and Services</b>							
8105 Administrative Fee				3,316.43		(3,316.43)	
8110 Advertising and Promotion				3,712.93		(3,712.93)	
8112 Telephone and Communication				147.00		(147.00)	
8116 Travel-Conference				1,490.00		(1,490.00)	
8117 Dues, Membership, Subscription				3,936.84		(3,936.84)	
8120 Services-Contracted				4.99		(4.99)	
8123 Printing				305.15		(305.15)	
8132 Insurance-General				1,185.51		(1,185.51)	
8140 Hospitality/Food & Beverages				2,241.34		(2,241.34)	
8143 Materials				866.80		(866.80)	
8146 Supplies-Office				1,890.73		(1,890.73)	
8147 Other Direct Costs							7,000.00
8148 Public Relations				1,946.89		(1,946.89)	
8151 Program/Event Costs				1,252.20		(1,252.20)	
8168 Student Scholarships & Awards				44,321.00		(44,321.00)	
8169 Maintenance-Contracts				3,251.03		(3,251.03)	
8173 Travel				5,949.40		(5,949.40)	
8174 Travel-Participants							12,850.00

CSU Fullerton Auxiliary Services Corporation  
Income Statement  
As of June 30, 2024

Project: ██████████

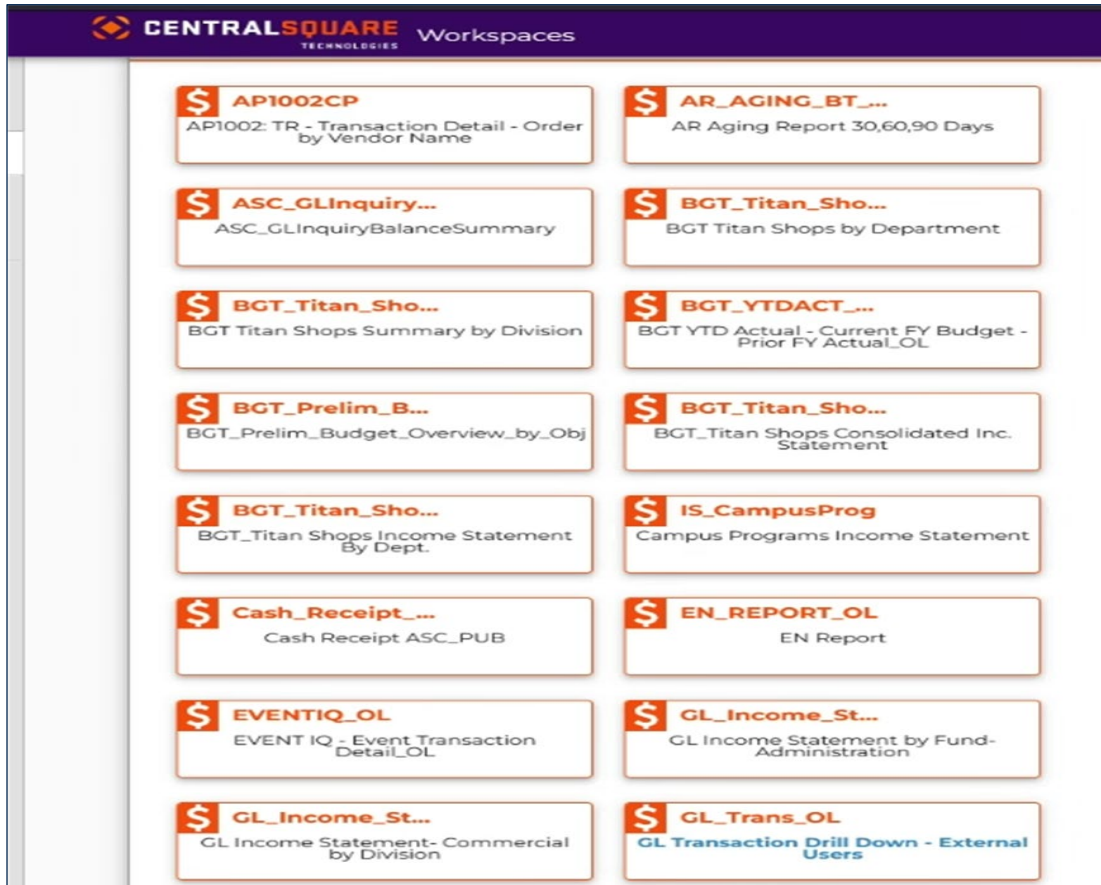
	Monthly Actual	Monthly Budget	Monthly Budget vs Actual	YTD Actual	YTD Budget	YTD Budget vs Actual	Encumbrances
8181 Credit Card Fees				293.65		(293.65)	
8186 Travel-Hotels, Meals & Lodging				2,860.93		(2,860.93)	
8205 Promotional Items				1,020.38		(1,020.38)	
8212 Postage and Delivery				26.81		(26.81)	
<b>Total Materials and Services</b>				<b>80,020.01</b>		<b>(80,020.01)</b>	19,850.00
<b>Total Expenditures</b>				<b>80,020.01</b>		<b>(80,020.01)</b>	19,850.00
<b>Net Surplus (Deficit)</b>				<b>(17,239.27)</b>		<b>17,239.27</b>	

**Available Cash Balance Net of Encumbrances**

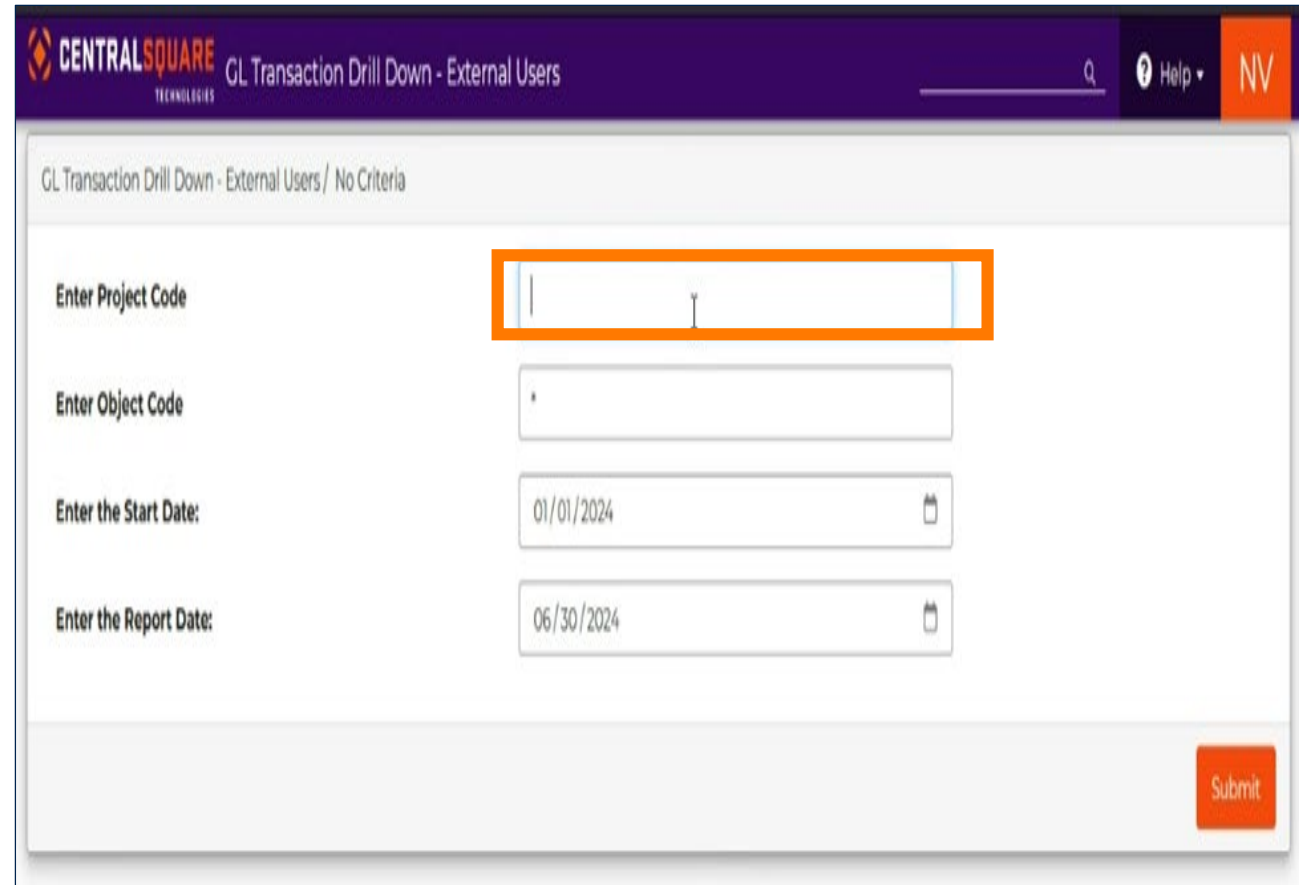
Cash Balance	91,746.57
Encumbrances	(19,850.00)
<b>Available Cash</b>	<b>71,896.57</b>

# CENTRAL SQUARE – ASC Campus Program (Cont.)

Select **GL Transaction Drill Down – External Users**

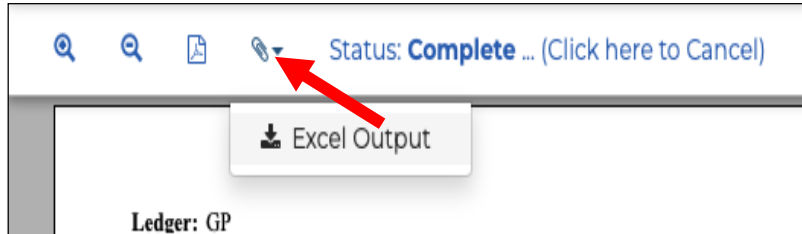


Enter your XXXXX Project Number. Select the beginning and end date ranges.



# CENTRAL SQUARE – ASC Campus Program (Cont.)

## 1. Export to Excel



## 2. Account Inquiries:

Charles Greenwood,  
[cgreenwood@fullerton.edu](mailto:cgreenwood@fullerton.edu)  
 Julie Bernat,  
[jbernat@Fullerton.edu](mailto:jbernat@Fullerton.edu)

06/30/2024

**CSU Fullerton Auxiliary Services Corporation**  
**General Ledger Transaction Detail**  
 Includes Transactions From 1/1/2024 Through 6/30/2024

Post Date	Sub-System	Reference	Secondary Reference	PEID	Description	Debits	Credits	Balance
09457					Due to/from Other Funds			
01/06/2024	3	01001DP			Ctr for Health N REG.		474.08	(474.08)
01/06/2024	3	01001DP			Ctr for Health N GRS.	6,773.07		(7,247.15)
01/06/2024	2	01001DP			Ctr for Health N	3,076.27		(10,323.42)
01/20/2024	3	01002DP			Ctr for Health N REG.		474.08	(10,797.50)
01/20/2024	3	01002DP			Ctr for Health N GRS.	7,594.07		(18,391.57)
01/20/2024	2	01002DP			Ctr for Health N	3,100.05		(21,491.62)
01/31/2024	JE	J0142HEALTHJ0142HEALTH			AutoID: J0142HEA Job: 4030921		469.00	(21,960.62)
01/31/2024	JE	J0142DENTALJ0142DENTAL			AutoID: J0142DEN Job: 4030938	4.60		(21,956.02)
02/03/2024	3	01003DP			Ctr for Health N REG.		474.08	(22,430.10)
02/03/2024	3	01003DP			Ctr for Health N GRS.	7,527.87		(29,957.97)
02/03/2024	2	01003DP			Ctr for Health N	3,095.17		(33,053.14)
02/17/2024	3	01004DP			Ctr for Health N REG.		474.08	(33,527.22)
02/17/2024	3	01004DP			Ctr for Health N GRS.	8,229.14		(41,756.36)
02/17/2024	2	01004DP			Ctr for Health N	37.00		(41,793.36)
02/17/2024	2	01004DP			Ctr for Health N	3,156.62		(44,949.98)
03/02/2024	3	01005DP			Ctr for Health N REG.		474.08	(45,424.06)
03/02/2024	3	01005DP			Ctr for Health N GRS.	8,760.91		(54,184.97)
03/02/2024	2	01005DP			Ctr for Health N	4,108.45		(58,293.42)
03/16/2024	3	01006DP			Ctr for Health N REG.		153.41	(58,446.83)
03/16/2024	3	01006DP			Ctr for Health N GRS.	5,109.78		(63,556.61)
03/16/2024	2	01006DP			Ctr for Health N	2,477.89		(66,034.50)
03/21/2024	AP	TTLOH			AutoID:O032124JG Job:4054567		41.20	(66,075.70)
03/30/2024	3	01007DP			Ctr for Health N REG.		153.41	(66,229.11)
03/30/2024	3	01007DP			Ctr for Health N GRS.	5,110.26		(71,339.37)
03/30/2024	2	01007DP			Ctr for Health N	1,472.88		(72,812.25)
03/31/2024	JE	AFEECP0324NAFEECP0324			AutoID: AFEECP03 Job: 4068557		5.00	(72,817.25)
04/11/2024	3	01144DP			Ctr for Health N GRS.	528.00		(73,345.25)
04/11/2024	2	01144DP			Ctr for Health N	47.00		(73,392.25)
04/13/2024	3	01008DP			Ctr for Health N REG.		153.41	(73,545.66)
04/13/2024	3	01008DP			Ctr for Health N GRS.	13,448.02		(86,993.68)
04/13/2024	2	01008DP			Ctr for Health N	2,251.65		(89,245.33)
04/27/2024	3	01009DP			Ctr for Health N REG.		153.41	(89,398.74)
04/27/2024	3	01009DP			Ctr for Health N GRS.	3,310.41		(92,709.15)

User: NVANDIGGELE  
 Report: GL Trans OL  
 Page: 1  
 Time: 11:49:41  
 Date: 09/03/2024



# CREATE A SINGLE BUDGET WITH MULTIPLE FUNDINGS SOURCES

From OBIEE Revenue/Expense Summary

IRA Budget FY24-25				
Program #:				
Program Name:				
Month:				
Account	Account Description	Budget	YTD Expenses	Budget Balance Available
606001	Travel-In State	\$ 500	\$ 300	\$ 200
616003	I/T Software-	1,000	300	700
616803	I/T Software Annual Maint/Su	2,000	1,500	500
660003	General Services	500	100	400
660808	Special Event Insurance Costs	1,000	800	200
660822	Business-Relatd Food	2,000	900	1,100
660825	General Supplies	1,500	1,000	500
660829	Facility Rental	2,500	1,800	700
		\$ 11,000	\$ 6,700	\$ 4,300

From Central Square GL Inquiry  
Budget to Actual Report \*

CSFPF Budget FY24-25				
Account #:				
Account Name:				
Month:				
Account	Account Description	Budget	YTD Expenses	Budget Balance Available
8116	Travel/Conference	\$ 500	\$ 200	\$ 300
8273	Travel-Mileage	1,000	200	800
8174	Travel-Participants	2,000	600	1,400
8130	Equipment-Expendable	300	100	200
8117	Dues/Membership/Subcription	1,000	800	200
8144	Employee Development	1,900	900	1,000
8146	Supplies	1,500	500	1,000
8148	Public Relations	1,800	1,000	800
		\$ 10,000	\$ 4,300	\$ 5,700


Total – All Fund Sources


FY24-25 Program Budget			
Department Name:			
Department ID:			
Month:			
Funding Source	Total Budget	Total YTD Expenses	Budget Balance Available
IRA	11,000	\$ 6,700	\$ 4,300
CSFPF	10,000	4,300	5,700
	\$ 21,000	\$ 11,000	\$10,000

\* The example shown above is a program with two funding sources. Actual allocations will vary and some will have multiple sources, including supplemental state-side, ASC, grants from the CO, etc. Expand the chart as appropriate for your tracking purposes. May need to manually enter a budget for your auxiliary account.





# SYSTEM ACCESS



CSUF Forms 

HOME MY FORMS MY DRAFTS MY TASKS HELP WHERE IS MY FORM REPORTS ▾

Finance

Form Name	Actions
Finance DOA Access Request Form	
Finance System Access Request Form	

Show 10 ▾ entries Showing 1 to 2 of 2 entries (filtered from 51 total entries)

# FINANCE (CFS) SYSTEM ACCESS REQUEST



## Finance System Access Request Form

[Access and Compliance Form](#)

[Role Description Reference](#)

Approval Status

Form ID

In Progress

<b>Employee Information</b>	<b>Employee Information</b>			
<b>Finance Roles</b>	* Employee ID (CWID)	* Campus Email	* First Name	* Last Name
<b>Signatures</b>	<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="radio"/> Other		<input type="text"/>	
	<input type="radio"/> Permanent <input type="radio"/> Temporary	If Temporary, List Appointment End Date	* Account Action Request	
		<input type="text" value="mm/dd/yyyy"/>	<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

# GLOSSARY AND OTHER RESOURCES

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## GLOSSARY:

- **Revenues** – Money brought in by operations and related activity.
- **Expenses/ Expenditures** – Money paid out to support program activity
- **Budget** – A written plan for Revenues and Expenses within a Fiscal Year. IRA program budgets are typically concerned solely with Expenditures
  - **Base Budget/ Baseline Budget** – Predictable budget that recurs across Fiscal Year.
  - **One-time Budget** – Budget that applies to one Fiscal Year
- **Actuals** – Realized, recorded revenues and expenses attributed to a specific Accounting Period. Actual revenues are monies that have been deposited. Actual expenditures that have been paid out and received by recipient
- **Fiscal Year** – CSUF’s financial activities are organized into a reporting period that spans one year starting July and ending in June
- **Accounting Period** – CSUF’s Fiscal Year is divided into 12 accounting Periods, numbered 1 to 12. Period 1 corresponds to the start of the Fiscal Year in July.
- **Encumbrance** – Budget set-aside to cover confirmed expenditures that have not yet been invoiced. These are legal obligations evidenced by a contract or purchase order representing a future requirement to pay.

# GLOSSARY AND OTHER RESOURCES

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## GLOSSARY:

- **Pre-Encumbrance** – Budget set-aside to cover unconfirmed expenditures that are the result of Requisitions submitted for processing and are in progress
- **Requisitions** – Request to purchase goods and services that are currently in process by Contracts and Procurement but are not yet obligations to pay
- **Purchase Order** – Authorization sent to a vendor to purchase goods and services. These included terms and conditions agreed upon by the university.
- **Invoice** – Once a vendor fulfills their obligation to provide goods and services they submit an invoice to request payment based upon the terms outlined in the purchase order.
- **Voucher** - Authorization to pay an invoice from a vendor. This is generated before payment is remitted to a vendor.
- **Budget Balance Available** –
  - **REVISED BUDGET** (BASELINE BUDGET + ONE-TIME BUDGET) – **ACTUAL EXPENDITURES** – **ENCUMBRANCE** – **PRE-ENCUMBRANCE** = **BUDGET BALANCE AVAILABLE**. Also referred to as BBA.
- **Data Warehouse (OBIEE)** – CSUF’s Business Intelligence tool. Contains various reports including the Revenue/ Expense Report.

# GLOSSARY AND OTHER RESOURCES

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## GLOSSARY:

- **Filter** – Function in MS Excel and in OBIEE to allow users to select data fitting one or more criteria. For example, a filter can be used to retrieve data applicable a single Fiscal Year or a single IRA program code
- **Pivot Table** – Function in MS Excel that allows users to dynamically summarize data. For example, a pivot table can take thousand of individual Actual Expenditure Transaction Detail lines and summarize them into accounting periods and Filtered to a specific IRA program code
- **Chartfields** – Descriptive values or dimensions used to describe financial transaction detail. Chartfield types are described below:
  - **Department** – Academic department or cost center. For example, department 10018 represents Anthropology. These are 5-digit numerical values
  - **Fund** – Funding source. Typically, funding sources are tied to reporting and expenditure requirements. IRA expenditures are recorded in fund TA002
  - **Program** - Descriptive chartfield. Individual IRA programs are tied to specific, 4-digit program codes beginning with 3XXX.
  - **Class** – Optional descriptive chartfield to track specific sub-sets of financial transactions
  - **Account** – Describes the type of activity. These are 6-digit codes and are tied to objective definitions of an activity. These are assigned by the financial system but if there are any questions on the definitions of various accounts, please contact Accounting and Financial Services.

# GLOSSARY AND OTHER RESOURCES

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## Other Resources:

- Revenue/ Expense Report Training Guide: <https://csuf-erp.screenstepslive.com/m/72805/l/948394-revenue-expense-summary-report>
- IRA Financial Services Website: <https://financialservices.fullerton.edu/ira/>



# WHO TO CONTACT

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## Budget Inquiries

- [budget@fullerton.edu](mailto:budget@fullerton.edu)

## Accounting Inquiries

- [asfr@fullerton.edu](mailto:asfr@fullerton.edu)

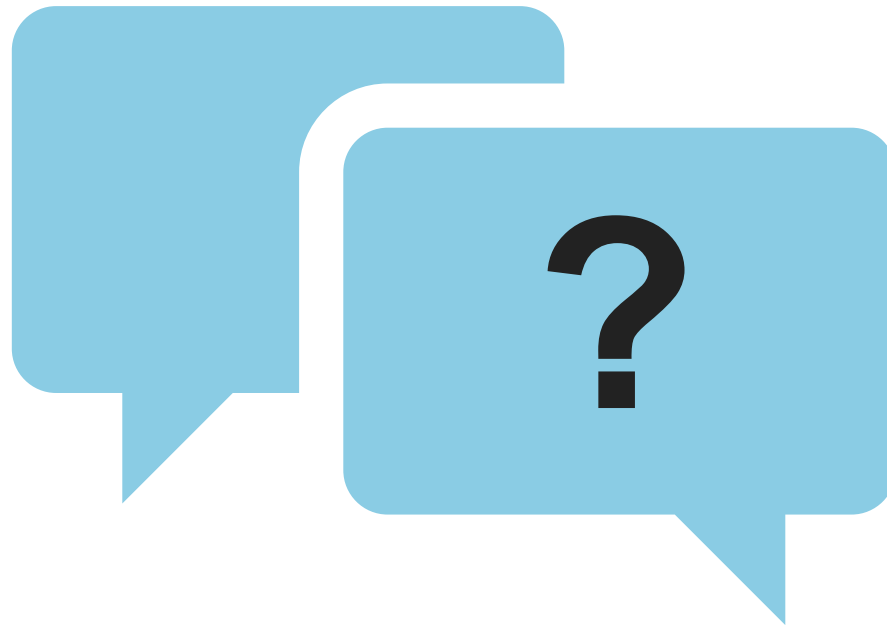
## CSFPF Inquiries

- [foundation@fullerton.edu](mailto:foundation@fullerton.edu) or 657-278-2786
- [CSFPF Online Report Access and Training Guidelines](#)

## ASC Campus Program Inquiries

- [cgreenwood@fullerton.edu](mailto:cgreenwood@fullerton.edu); [jbernat@Fullerton.edu](mailto:jbernat@Fullerton.edu)

# Questions & Answers



Cal State **Fullerton**

**Please complete this short survey.  
Your feedback is instrumental in  
helping us develop value-added  
content for our campus community.**

[Survey Link](#)



# NEXT UP: BREAKOUT INFO SESSIONS

**ALL SESSIONS  
WILL BE  
RECORDED**

with slides uploaded  
to the [IRA Website](#)



## Schedule of Events

**Welcome Session (All) 10:00 am- 10:30 am**

**Break (All) 10:30am- 10:35 am**

**Session 1 (Pre-Assigned) 10:35 am -11:15 am**

**Break (All) 11:15 am -11:20 am**

**Session 2 (Participant Choice, 5 Sessions) 11:20 am- 12:00 pm**

Unlock the power of financial clarity! In this session, you'll delve into the Chart of Accounts, also known as the Chartfield string, and gain an understanding of account, fund, class, and program codes. Discover how these Chartfield strings craft your budget story within OBIEE, CSUF's financial reporting tool. You'll also learn how to efficiently run and interpret revenue and expense reports.

**Budget  
Clarity**



Discover the various methods for procuring goods and services, tailored to meet the unique needs of your program. Learn when to create a Purchase Order, how to obtain IT Authorization, secure a Q Number from E-Business, and effectively use a Procurement Card for seamless transactions.

**Procurement  
Pathways**



Master the essentials for managing these critical aspects of your program. Learn how to efficiently process honorariums, handle check and hospitality requests, coordinate travel, organize field trips, and obtain foreign travel insurance—all while ensuring compliance with university policies. We'll provide you with best practices, practical tips, and the tools you need to streamline these tasks.

**Streamlined  
Success**



Unlock the skills of efficient hiring practices. Whether you're quick-hiring special consultants, hiring student assistants or graduate assistants, setting up position student task profiles, or requesting volunteers, this session will equip you with the knowledge and tools you need. Learn how to navigate each process smoothly and ensure compliance with university guidelines.

**Efficient  
Hiring**



Gain the expertise to navigate study abroad programs effectively. Learn about CSUF's requirements and processes for proposing, coordinating, and leading a department/faculty-led program abroad. Understand how Study Abroad and Global Engagement (SAGE) partners with Risk Management to manage risk, ensure student safety, and follow related university protocols.

**Global  
Journeys**

