



# Accessing Financial Information (OBIEE 12-Dashboard)

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DECEMBER 6, 2023  
1:30 PM TO 3:00 PM  
VIRTUAL PRESENTATION VIA ZOOM



# Agenda

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1. Introduction
2. General Overview
  - ✓ Accessing Financial Information (OBIEE 12-Dashboard)
  - ✓ Tips & Tricks
  - ✓ Rev/Exp (CFS)
    - Revenue/Expense Summary Report
    - Actuals Detail (between Accounting Periods) Report
  - ✓ Liability Accounts
    - 25xxxx Liab Summary
    - 25xxxx Actuals Detail (Between Accounting Periods)
  - ✓ My Queries > Chargebacks
  - ✓ Delegation of Authority
3. Announcements
4. Questions



# Accessing Financial Information (OBIEE BI-Dashboard)

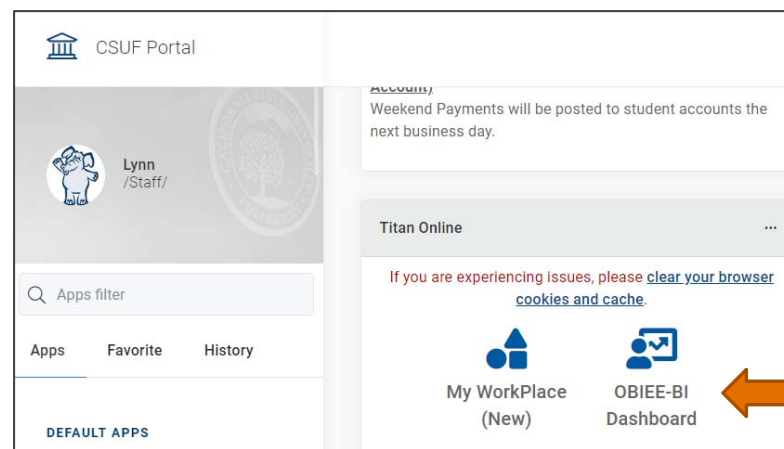
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# OBIEE BI- Dashboard



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

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



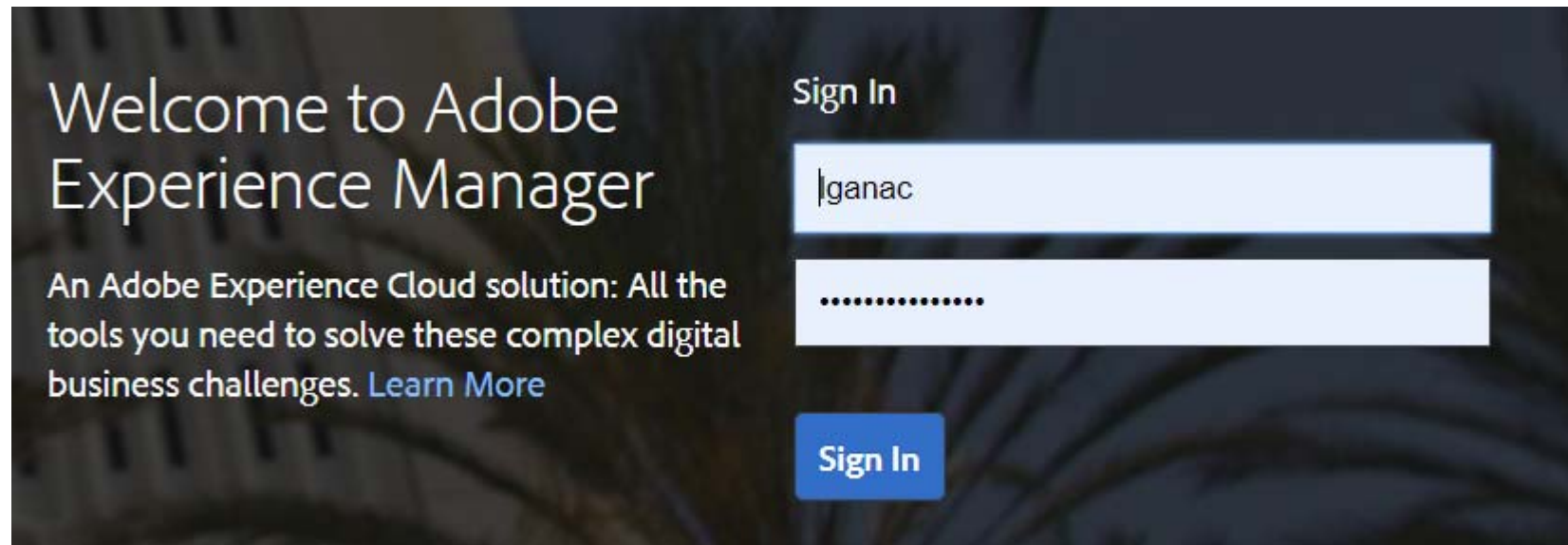


# Requesting Access to OBIEE

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<https://hr.fullerton.edu/forms/aem-forms.php>

<https://myforms.fullerton.edu/content/csu/us/en/forms-catalog0.html>







# Requesting Access to OBIEE

 **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	

# Finance System Access Request Form

**Important:**  
When requesting access for a new employee, must have a CWID and must have been added by Payroll in the system.

**Need Help:**  
Email  
[cmssecurity@fullerton.edu](mailto:cmssecurity@fullerton.edu)



**Finance System Access Request Form**

[Access and Compliance Form](#)

[Role Description Reference](#)

Approval Status
Form ID

<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 <input type="text" value="mm/dd/yyyy"/>	* Account Action Request <input type="radio"/> New User <input type="radio"/> Existing User <input type="radio"/> Change Department(s) <input type="radio"/> Remove All Access	

Generate PDF
Reset
Submit



# Data Refresh

**CALIFORNIA STATE UNIVERSITY FULLERTON** Business Intelligence

Rev/Exp (CFS) [Home](#)

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

Fiscal Year: (All Column Val) Accounting Period: (All Column Val)

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

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

**Error**  
**View Display Error**  
Error generating view. Error getting cursor in GenerateHead  
[Error Details](#)

Error typically means data refresh is not yet done





# OBIEE Dashboards

The screenshot shows the OBIEE Business Intelligence interface. The top navigation bar includes 'Home', 'Favorites', 'Dashboards', 'Open', and 'Signed In As Ganac, Lynn'. The 'Dashboards' menu is highlighted with a red box. The main content area is divided into sections: 'Get Started...' with user guides for Data Warehouse, Finance Reports, and Student Administration; 'Recent Dashboards' with items like 'Rev/Exp (CFS) - Actuals Detail' and 'Delegation of Authority - De...'; 'Most Popular' with items like 'Rev/Exp (CFS) - Revenue/E...' and 'Purchasing - Requisitions'; and a right-hand sidebar with a 'My Dashboard' section containing 'CSU Reports', 'Fullerton', and 'Security'. Several items in the sidebar are highlighted with red boxes: 'Delegation of Authority', 'Liability Accounts', 'My Queries', and 'Rev/Exp (CFS)'.



# Tips and Tricks

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# Report Criteria

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

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

Fiscal Year: 2020 | Accounting Period: 11

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

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

Apply | Reset

Budget Detail | **Actuals Detail (between Accounting Periods)** | Encumbrance Detail | Pre-Encumbrance Detail | Available Balance

Fiscal Year: 2020 | Accounting Period: Between 10 - 11 | Account Type: --Select Value-- | Account Category: 660 - Misc. Ope

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

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

Apply | Reset



# Accounting Terminology

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## Fiscal Year

- one-year period used for financial reporting
- begins 07/01 and ends 06/30
- denoted by the first calendar year of the one-year period  
FY 2023 = 07/01/**2023** – 06/30/2024

## Accounting Period

- period of time reflected in the financial statements
- CSUF follows the calendar month (ex. DEC is from 12/1 to 12/31)

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

## Account Type

50 – Revenues (Income)

60 - Expenses



# Account Category

First 3 characters of the account with the exception of transfers in/out

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

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



# Chartfields

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Account - used to record the nature of the campus' financial transactions (ex. 660825 General Supplies)

Fund - placeholder for the money made available for a department or college

Department - organizational structure of the campus

Program & Class - used by departments to track specific expenditures and revenues; 7xxx are billable program codes that will automatically generate an invoice to Auxiliary Organizations (ASC, ASI or CSFPF)

Project - used to track capital expenditures or non-recurring repairs & maintenance



# Organizational Structure

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

- FLCMP - ALL UNIVERSITY
  - +
  - HUMAN\_RESOURCES - Human Resources
  - +
  - STUDENT\_AFFAIRS - Student Affairs
  - +
  - PRESIDENT - President
  - +
  - UNIV\_ADVANCEMENT - University Advancement
  - +
  - ACADEMIC\_AFFAIRS\_DIV - Academic Affairs Division
  - +
  - INFORMATION\_TECH\_DIV - Information Technology Div
  - +
  - ADMIN\_FINANCE - Administration and Finance
  - +
  - UNIVERSITY\_WIDE - University Wide

- ACADEMIC\_AFFAIRS\_DIV - Academic Affairs Division
  - +
  - INSTITUTIONAL\_EFFECT - Assessment&Institution\_Effect
    - +
    - INSTITUTIONAL\_EFFEC\_ - Institutional Effectiveness
      - [10140] - INACT I.R. &Analytical Studies
      - [10374] - Assess & Inst Effectiveness
      - [10404] - WASC Operations

**Division:**  
Academic Affairs Division

**Sub-Division/College:**  
Assessment&Institution\_Effect

**Master Department:**  
Institutional Effectiveness

**Department:**  
10404 – WASC Operations

*Tree used for department security*



# Criteria Selection

- Select/Unselect Value one by one

**Project**

--Select Value--

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

More/Search...





# Criteria Selection

## ➤ Use More/Search

**Project**

--Select Value--

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

**More/Search...**

**Select Values**

**Available**

Name Starts

Match Case

- 
- 28170008 - DO NOT USE
- 55000055 - Grants
- 55000081 - Outreach Comm Colleges
- 55000082 - Outreach High School
- 55000211 - Acad Advisement Support Svcs
- 55000403 - Recruitment GraduateEnrollment

Choices Returned: 1 - 256 +

**Selected**



# Criteria Selection


**Select Values**

**Available**

Name **Starts**  
Contains  
Ends  
is Like (pattern match)

Match Case

**Select Values**

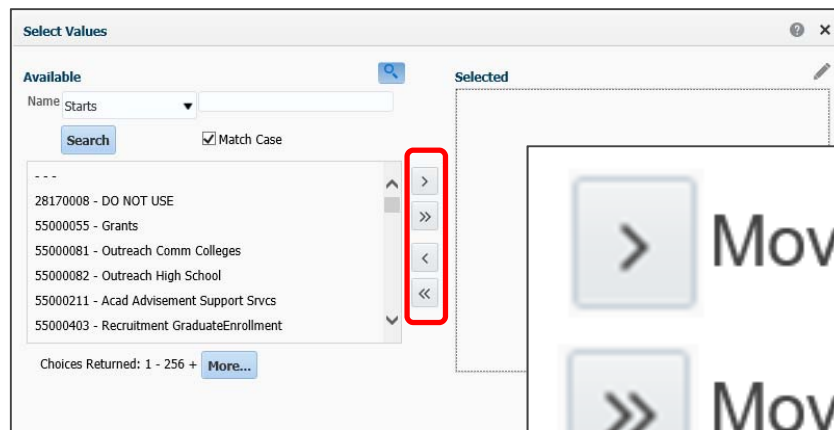
**Available** 

Name **Starts**

Match Case



# Criteria Selection



Move from left to right



Move All from left to right



Remove from right to left



Remove All from right to left



# Criteria Selection

**Select Values**

**Available**

Name Starts

Search  Match Case

Move

---

28170008 - DO NOT USE

55000003 - Administration

55000055 - Grants

55000081 - Outreach Comm Colleges

55000082 - Outreach High School

55000211 - Acad Advisement Support Svcs

Choices Returned: 1 - 256 + **More...**

**Selected**

**Selected**

55000003 - Administration

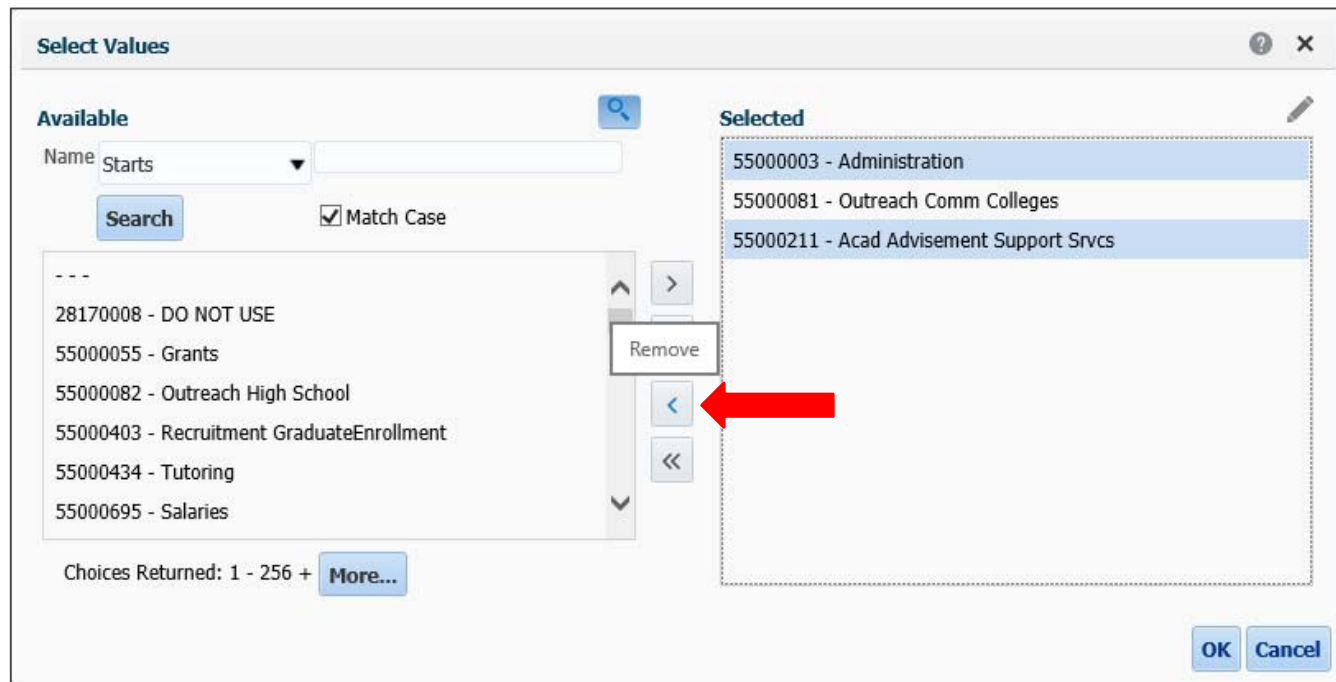
55000081 - Outreach Comm Colleges

55000211 - Acad Advisement Support Svcs

Select Values from the left, use **Control** button to select several values; click > to Move to the right; click >> to Move All to Selected



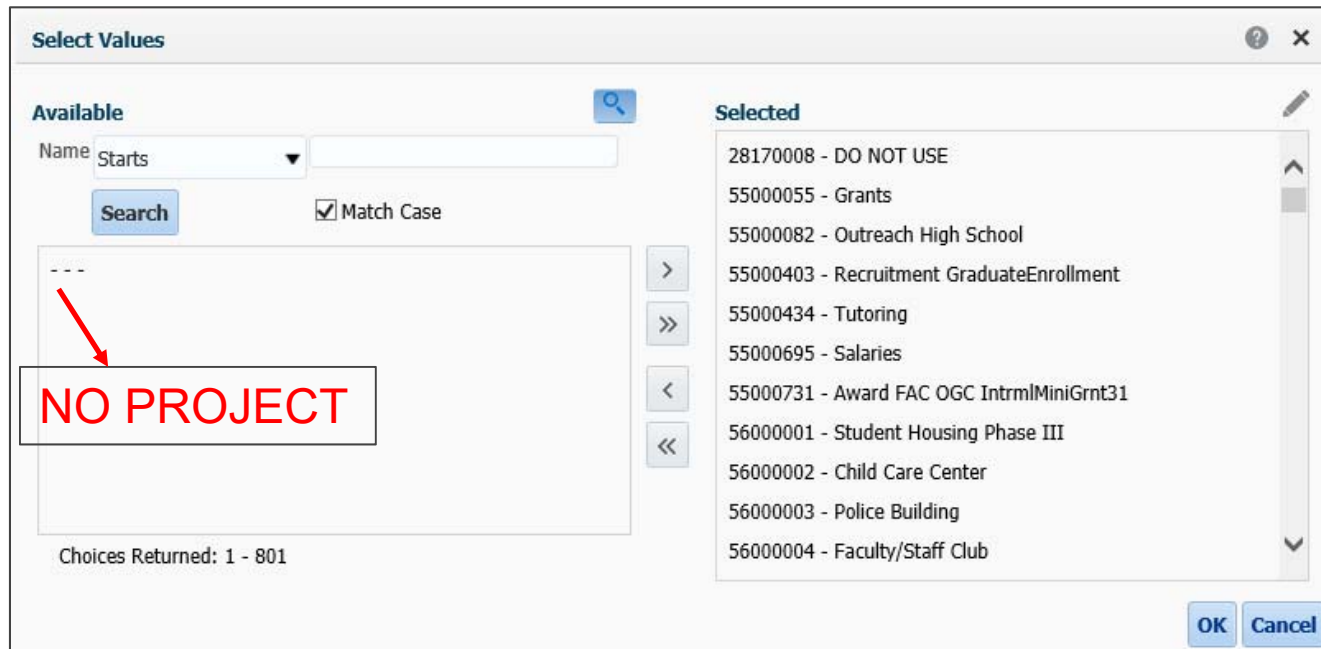
# Criteria Selection



Select Values from the right, use **Control** button to select several values; click < to Move to the left; click << to Remove All from Selected



# Criteria Selection



To select ALL projects, click >> to Move All, continue to click >> until all projects are on the right; select - - - then click < to Remove



# Criteria Selection

Further summarize report by changing report fields then exclude columns

Rev/Exp (CFS) Home | Favorites ▾ | Dashboards ▾ | Open ▾ | Signed In As Ganac, L

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

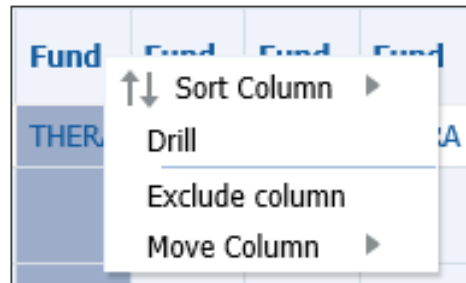
**Revenue/Expense Summary Report**  
 Business Unit = FLCMP , Fiscal Year = 2020 , YTD Period = 11  
 Total Number of Records Retrieved = 3

Dept ID ▾ Fund ▾ Fund ▾ Fund ▾ Fund ▾ Fund ▾ Fund ▾

Dept ID	Fund	Fund	Fund	Fund	Fund	Fund	Baseline Budget	Revised Budget	Current Period Actuals	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	THARF	THARF	THARF	THARF	THARF	0.00		0.00		0.00	0.00	
		<b>THARF Total</b>					<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>THARF Total</b>						<b>0.00</b>		<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
	THEFD	THEFD	THEFD	THEFD	THEFD	THEFD			0.00		0.00	0.00	
		<b>THEFD Total</b>							<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
	<b>THEFD Total</b>								<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	
	THERA	THERA	THERA	THERA	THERA	THERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>THERA Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>THERA Total</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# Criteria Selection



Excluded other report fields except for Dept ID and Fund

**Revenue/Expense Summary Report**  
 Business Unit = FLCMP , Fiscal Year = 2020 , YTD Period = 11  
 Total Number of Records Retrieved = 3

Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	0.00			0.00	0.00	
	THEFD				0.00	0.00	
	THERA	0.00	0.00	0.00	0.00	0.00	0.00
<b>10065 Total</b>					<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	

Refresh - Print - Export





# Reset Report Criteria

**Fiscal Year** 2020 **Accounting Period** 11

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

**Division** Academic Affairs Division **Sub-Division/College** Assessment&Institution\_Effect **Master Department** Institutional Effectiveness **Department** 10404 - WASC Operations **Apply** **Reset**

**Revenue/Expense Summary Report**  
Business Unit = FLCMP, Fiscal Year = 2020, YTD Period = 11  
Total Number of Records Retrieved = 16,826

Dept ID Fund Account Acct Descr Program Class Project

- Reset to last applied values
- Reset to default values
- Clear All

**Apply** **Reset**

- Reset to last applied values
- Reset to default values
- Clear All



# Print Options

Refresh - Print - Export

Printable PDF

Printable HTML

## Printable PDF

Actuals Detail Report  
Business Unit = FLCMP, Fiscal Year = 2020, Period = Period 10 to Period 10  
Total Number of Records Retrieved = 3

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Document Date	Doc Number	Doc Type	Doc Name	Reference	Reference	Reference	Fiscal Year	Period	Actuals
10005	THEFD	660001	Postage and Freight	-	-	-	VCH	00235464	03/05/2021	APV1760353	04/05/2021	1	DP200000	729719193	0000000033	2020	10	9.98	
								00235694	04/09/2021	APV1764936	04/14/2021	1	DP200000	733475754	0000000033	2020	10	10.10	
		660002	Printing	-	-	-	CSU	CHBK135718	04/30/2021	COP1771645	04/30/2021	341	-	-	-	2020	10	3.93	
		<b>THEFD Total</b>																	23.42
		<b>10005 Total</b>																	23.42
		<b>Grand Total</b>																	23.42

Navigation icons: Print, Refresh, Previous, Next, Page 1 / 1, Home, Search

## Printable HTML

CSUF Portal - Home Employee-facing registry cont... Oracle BI Interactive Dashboar... Period\_Actuals\_Detail (betw... X

File Edit View Favorites Tools Help

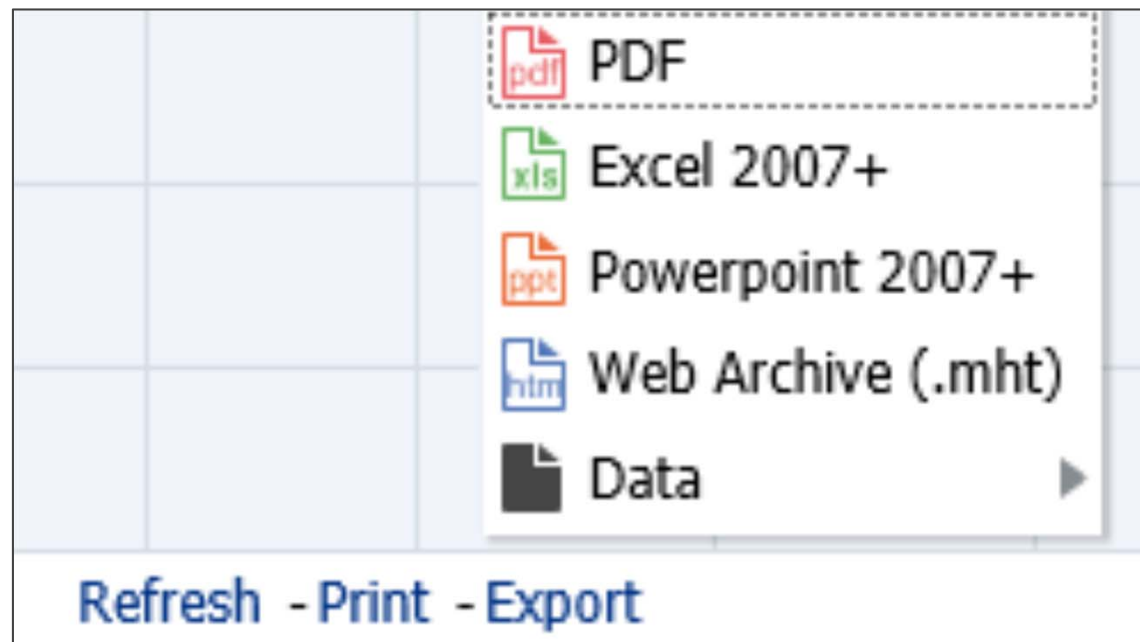
Actuals Detail Report  
Business Unit = FLCMP, Fiscal Year = 2020, Period = Period 10 to Period 10  
Total Number of Records Retrieved = 3

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
10005	THEFD	660001	Postage and Freight	-	-	-	VCH	00235464	03/05/2021	APV1760353	04/05/2021	1	DP200000	729719193	0000000033
								00235694	04/09/2021	APV1764936	04/14/2021	1	DP200000	733475754	0000000033
		660002	Printing	-	-	-	CSU	CHBK135718	04/30/2021	COP1771645	04/30/2021	341	-	-	-
		<b>THEFD Total</b>													
		<b>10005 Total</b>													
		<b>Grand Total</b>													



# Export Options

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# Export: PDF

Internet Explorer

What do you want to do with Untitled Analysis.pdf?

Size: 2.34 KB  
From: mycsufbi.fullerton.edu

→ Open  
The file won't be saved automatically.

→ Save

→ Save as

RevenueExpense\_Summary.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Document

**Revenue/Expense Summary Report**

Business Unit = FLCMP , Fiscal Year = 2020 , YTD Period = 11  
Total Number of Records Retrieved = 3

Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	0.00			0.00	0.00	176,024.44
	THEFD				0.00	0.00	174,621.22
	THERA	0.00	0.00	0.00	0.00	0.00	0.00
<b>10065 Total</b>					<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	



# Export: Excel 2007+

## Revenue/Expense Summary Report

Business Unit = **FLCMP** , Fiscal Year = **2020** , YTD Period = **11**

Total Number of Records Retrieved = **3**

Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget Balance Available
10065	THARF	0.00			0.00	0.00	
	THEFD				0.00	0.00	
	THERA	0.00	0.00	0.00	0.00	0.00	0.00
<b>10065 Total</b>					<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	



# Export: Powerpoint 2007+

RevenueExpense\_Summary.pptx [Protected View] - PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View ACROBAT Tell me what you want to do...









**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

1

Dept ID	Fund	Baseline Budget	Revised Budget	Current Year Actuals	Encumbrances	Pre-Encumbrances	Budget Balance Available
10066	THEPP	0.00			0.00	0.00	
	THEPFD				0.00	0.00	
	THEPFA	0.00	0.00	0.00	0.00	0.00	0.00
<b>10066 Total</b>					<b>0.00</b>	<b>0.00</b>	
<b>Grand Total</b>					<b>0.00</b>	<b>0.00</b>	

# Export: Data

Current Year Actuals	Encumbrance	Pre-Encumbrance	Budget
(123,536)		0.00	
230,359		0.00	
		0.00	
106,822		0.00	
106,822		0.00	

-  PDF
-  Excel 2007+
-  Powerpoint 2007+
-  Web Archive (.mht)
-  Data
  -  CSV Format
  -  Tab delimited Format
  -  XML Format

[Refresh](#) - [Print](#) - [Export](#)



# Export: Data – CSV Format

RevenueExpense\_Summary.csv - Excel

File Home Insert Page Layout Formulas Data Review View Developer ACROBAT QuickBooks Tell me what you want

Clipboard Font Alignment Number Styles

N14

	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Fund	Fund	Fund	Fund	Fund	Baseline E	Revised B	Current P	Current Y	Encumbra	Pre-Encur	Budget Balance	Available	
2	THARF	THARF	THARF	THARF	THARF	0		0		0	0			
3	THEFD	THEFD	THEFD	THEFD	THEFD			0		0	0			
4	THERA	THERA	THERA	THERA	THERA	0	0	0	0	0	0	0		
5														
6														
7														





# Excel Tips (Debits and Credits)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	How do we move the debits and credits side by side? Please use a new blank Excel workbook, do not use the actual ETR form.												
2	Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount		Step 1	Step 2	Step 3
3	660003	THEFD	10005				LINE 1		10.00	1	=1		
4	660003	THEFD	10005				LINE 2		20.00	3		=J3+2	
5	660003	THEFD	10005				LINE 3		30.00	5		=J4+2	
6	660003	THEFD	10005				LINE 4		40.00	7		=J5+2	
7	660003	THEFD	10005				LINE 5		50.00	9		=J6+2	
8	660003	THEFD	10005				LINE 6		60.00	11		=J7+2	
9	660003	THEFD	10005				LINE 7		70.00	13		=J8+2	
10	660003	THEFD	10005				LINE 8		80.00	15		=J9+2	
11	660003	THEFD	10005				LINE 9		90.00	17		=J10+2	
12	660003	THEFD	10005				LINE 10		100.00	19		=J11+2	
13	660003	THEFD	10005				LINE 11		110.00	21		=J12+2	
14	660003	THEFD	10005				LINE 12		120.00	23		=J13+2	
15	660003	THEFD	10005				LINE 1		(10.00)	2		=J14+2	=2
16	660003	THEFD	10005				LINE 2		(20.00)	4		=J15+2	
17	660003	THEFD	10005				LINE 3		(30.00)	6		=J16+2	
18	660003	THEFD	10005				LINE 4		(40.00)	8		=J17+2	
19	660003	THEFD	10005				LINE 5		(50.00)	10		=J18+2	
20	660003	THEFD	10005				LINE 6		(60.00)	12		=J19+2	
21	660003	THEFD	10005				LINE 7		(70.00)	14		=J20+2	
22	660003	THEFD	10005				LINE 8		(80.00)	16		=J21+2	
23	660003	THEFD	10005				LINE 9		(90.00)	18		=J22+2	
24	660003	THEFD	10005				LINE 10		(100.00)	20		=J23+2	
25	660003	THEFD	10005				LINE 11		(110.00)	22		=J24+2	
26	660003	THEFD	10005				LINE 12		(120.00)	24		=J25+2	
27													
28	1. In Cell J3, type 1							4. Copy Paste Special Values Column J					
29	2. In Cell J4, add formula =J3+2 and copy down until Cell J26							5. Sort Rows 3 to 26 by Column J					
30	3. In Cell J15 where the credit starts, type 2												



# Excel Tips (Debits and Credits)

**RESULT:**

Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. * (10)	Amount
660003	THEFD	10005				LINE 1		10.00
660003	THEFD	10005				LINE 1		(10.00)
660003	THEFD	10005				LINE 2		20.00
660003	THEFD	10005				LINE 2		(20.00)
660003	THEFD	10005				LINE 3		30.00
660003	THEFD	10005				LINE 3		(30.00)
660003	THEFD	10005				LINE 4		40.00
660003	THEFD	10005				LINE 4		(40.00)
660003	THEFD	10005				LINE 5		50.00
660003	THEFD	10005				LINE 5		(50.00)
660003	THEFD	10005				LINE 6		60.00
660003	THEFD	10005				LINE 6		(60.00)
660003	THEFD	10005				LINE 7		70.00
660003	THEFD	10005				LINE 7		(70.00)
660003	THEFD	10005				LINE 8		80.00
660003	THEFD	10005				LINE 8		(80.00)
660003	THEFD	10005				LINE 9		90.00
660003	THEFD	10005				LINE 9		(90.00)
660003	THEFD	10005				LINE 10		100.00
660003	THEFD	10005				LINE 10		(100.00)
660003	THEFD	10005				LINE 11		110.00
660003	THEFD	10005				LINE 11		(110.00)
660003	THEFD	10005				LINE 12		120.00
660003	THEFD	10005				LINE 12		(120.00)

<https://financialservices.fullerton.edu/controller/asfr/documents/sorting.xlsx>



# Rev/Exp (CFS)

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# Revenue/Expense Summary

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

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

Fiscal Year: 2020 Accounting Period: 11

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

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

Apply Reset

**Revenue/Expense Summary Report**  
 Business Unit = FLCMP, Fiscal Year = 2020, YTD Period = 11  
 Total Number of Records Retrieved = 16,955

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

(Blue arrows from Baseline Budget and Revised Budget) → **Periods 1 to 11**  
 (Purple arrow from Current Period Actuals) → **Period 11 only**  
 (Blue arrow from Current Year Actuals) → **Periods 1 to 11**  
 (Green arrow from Encumbrance) → **Periods 0 to 11**  
 (Blue arrow from Pre-Encumbrance) → **Periods 1 to 11**



# Revenue/Expense Summary

Rev/Exp (CFS) Home Favorites Dashboards Open Sk

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

**Revenue/Expense Summary Report**  
 Business Unit = FLCMP, Fiscal Year = 2018, YTD Period = 9  
 Total Number of Records Retrieved = 7

Dept ID Fund Account Acct Descr Class Program Class Project

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)
		<b>660001 Total</b>			<b>0.00</b>	<b>102.54</b>	<b>0.00</b>	<b>0.00</b>	<b>(102.54)</b>
		660002	Printing	-	0.00	223.48	0.00	0.00	(223.48)
		<b>660002 Total</b>			<b>0.00</b>	<b>223.48</b>	<b>0.00</b>	<b>0.00</b>	<b>(223.48)</b>
		660003	General Services	-	7,000.00	0.00	0.00	0.00	7,000.00
		<b>660003 Total</b>			<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>

## 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

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



# Actuals Detail (between Accounting Periods)

Rev/Exp (CFS) Home | Favorites | Dashboards | Open | S

Revenue/Expense Summary | All University Benefits Pool | Budget Detail | **Actuals Detail (between Accounting Periods)** | Encumbrance Data

Fiscal Year: 2020 | Accounting Period: Between 10 - 11 | Account Type: --Select Value-- | Account Category: 660 - Misc. Ope

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

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

Apply | Reset

**Actuals Detail Report**  
Business Unit = FLCMP, Fiscal Year = 2020 | **Period = Period 10 to Period 10**  
Total Number of Records Retrieved = 3

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

**Report Filter:** Accounting Periods Between 10 and 11

There is no data in Period 11 for Account Category 660 and Dept 10005 so Report Header shows Period = Period 10 to 10



# Actuals Detail (between Accounting Periods)

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

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

Fiscal Year: 2020 | Accounting Period: Between 10 - 11 | Account Type: --Select Value-- | Account Category: 660 - Misc. Ope  
 Fund: --Select Value-- | Account: --Select Value-- | Program: --Select Value-- | Class: --Select Value-- | Project: --Select Value--  
 Division: --Select Value-- | Sub-Division/College: --Select Value-- | Master Department: --Select Value-- | Department: 10005 - Accoun  
Apply | Reset

---

**Actuals Detail Report**  
 Business Unit = FLCMP , Fiscal Year = 2020 , Period = Period 10 to Period 10  
 Total Number of Records Retrieved = 3

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

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
-	-	-	VCH	00235464	03/05/2021	APV1760353	04/05/2021	1	DP200000	729719193	0000000033	FEDEX	0000018109	-	-	2020	10	9.98
-	-	-	VCH	00235694	04/09/2021	APV1764936	04/14/2021	1	DP200000	733475754	0000000033	FEDEX	0000018136	-	-	2020	10	10.10
-	-	-	CSU	CHBK135718	04/30/2021	COP1771645	04/30/2021	341	-	-	-	-	ACTFINRPT	AE9560213 588 BW Prints	-	2020	10	3.35
<b>23.43</b>																		



# Actuals Detail (between Accounting Periods)

## Report Fields and Sample Data

<b>Dept ID</b>	10005
<b>Fund</b>	THEFD
<b>Account</b>	660001
<b>Acct Descr</b>	Postage and Freight
<b>Program</b>	-
<b>Class</b>	-
<b>Project</b>	-
<b>Doc Src</b>	VCH
<b>Document ID</b>	235464
<b>Document Date</b>	3/5/2021
<b>Journal ID</b>	APV1760353
<b>Journal Date</b>	4/5/2021

<b>Ln Number</b>	1
<b>Ln Descr</b>	DP200000
<b>Invoice ID</b>	729719193
<b>Vendor/Customer ID</b>	33
<b>Vendor/Customer Name</b>	FEDEX
<b>Reference</b>	18109
<b>Reference 1</b>	-
<b>Reference 2</b>	-
<b>Fiscal Year</b>	2020
<b>Period</b>	10
<b>Actuals</b>	9.98





# Actuals Detail (between Accounting Periods)

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

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, CASHNet 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
Actuals	Transaction amount



# Actuals Detail (between Accounting Periods)

LIST OF DESCRIPTIONS AND DATA SOURCES			
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



# Actuals Detail (between Accounting Periods)

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	Jenny Huynh Ext. 5380
CSU	Various	Service Providers' chargeback transactions (COP, PCD, PHY, etc.)	<a href="#">Service Provider Contact List</a>
	CRS	Deposits fed from CASHNet system	<a href="mailto:asfr@fullerton.edu">asfr@fullerton.edu</a>
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	<a href="mailto:ap@fullerton.edu">ap@fullerton.edu</a>
	APC	Closure of an "APV" voucher (invoice)	



# Required Backup When Submitting ASFR Forms

**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							
				<b>THEFD Total</b>																			<b>20.00</b>
				<b>10005 Total</b>																			<b>20.00</b>
				<b>Grand Total</b>																			<b>20.00</b>

} \$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.



# Additional Reports

Rev/Exp (CFS) Home | Favorites ▾ | Dashboards ▾

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

Fiscal Year: 2020 | Accounting Period: 11

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

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

Apply | Reset ▾

Report Name	Contact
All University Benefits Pool	Resource Planning & Budget
Budget Detail	Resource Planning & Budget
Encumbrance Detail	Contracts & Procurement
Pre-Encumbrance Detail	Contracts & Procurement
Available Balance	Resource Planning & Budget



# Liability Accounts

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# Liability Accounts

University Controller  
**Accounting Services and Financial Reporting**

SERVICES FORMS POLICIES TAX COMPLIANCE ANNOUNCEMENTS CONTACT US

[Home](#) > [AFSR Services](#) > [Finance Data Warehouse \(OBIEE\)](#)

## Finance Data Warehouse (OBIEE)

A data warehouse is 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.

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



The screenshot shows a grid of application tiles. The top-left tile is labeled 'CSUF Portal'. Below it are three tiles: 'Lynn /Staff/' with a person icon, 'My WorkPlace (New)' with a house icon, and 'OBIEE-BI Dashboard' with a person and chart icon. The 'OBIEE-BI Dashboard' tile is highlighted with a red border.

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

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



# 25xxxx Liab Summary

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

Fiscal Year: 2020 | Accounting Period: 11

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

Apply | Reset

**25XXXX Liability Summary Report**  
 Business Unit = FLCMP, Fiscal Year = 2020, YTD Period = 11  
 Total Number of Records Retrieved = 1

Fund | Fund Descr | Account | Account Descr | Acct Fdescr

Fund	Fund Descr	Account	Account Descr	Acct Fdescr	Beginning Balance	Current Year Actuals	Liability Balance
TAD01	PaCE Operations	250815	HS Scholars Clearing Account	250815 - HS Scholars Clearing Account	(7.00)	0.00	(7.00)
<b>Grand Total</b>					<b>(7.00)</b>	<b>0.00</b>	<b>(7.00)</b>

Refresh - Print - Export

**Accounting Period: Between 0 and 11**





# 25xxxx Liab Summary Fields

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**Beginning Balance** – carry forward balance from previous year or years

**Current Year Actuals** – total activity for the current Fiscal Year

**Liability Balance** - Beginning Balance plus Current Year Actuals

**Negative Liability Balance** – underspent

**Positive Liability Balance** – overspent

Click [Amount](#) hyperlink to drill down to Actuals Detail Report



# 25xxxx Actuals Detail (Between Accounting Periods)

**25XXXX Actuals Detail Report**  
 Business Unit = FLCMP, Fiscal Year = 2020, Period = Period 0 to Period 0  
 Total Number of Records Retrieved = 1

App BU Fund Fund Descr Account Acct Descr

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Vendor/Customer Name	Vendor/Customer ID	Invoice ID	Fund	Fund Descr	Reference	Journal Date	Document Date	Ln Descr	Ln Number	Journal ID	Document ID	Reference 1	Reference 2	Actuals
2020	0	250815	HS Scholars Clearing Account	-	PYB	-	-	0	TAD01	PaCE Operations	-	08/08/1988	08/08/1988	-	0	-	-	-	-	(7.00)
<b>Grand Total</b>																				<b>(7.00)</b>

Fiscal Year	Period	Account	Acct Descr	App BU	Doc Src	Journal Date	Document Date
2020	0	250815	HS Scholars Clearing Account	-	PYB	08/08/1988	08/08/1988

Fields that indicate activity is from prior Fiscal Year(s)



# My Queries > Chargebacks

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# My Queries > Chargebacks

My Queries Home | Favorites | Dashboards | Open | Signed In As Ganac, Lynn

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

Fiscal Year: 2020 | Period: Between 10 - 11 | Service Providers: --Select Value--

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

**Service Provider Data Inquiry**

Total Number of Records Retrieved = 5

Jrnl Template	Doc ID	Jrnl ID	Journal Date	CSU Descr	CSU Ref 1	CSU Ref 2	Amount	Account	Fund	Dept ID	Program	Class	Project	Fiscal Year	Period
COP	CHBK135718	COP1771645	4/30/2021	-	ACTFINRPT	AE9560213 588 BW Prints	3	660002	THEFD	10005	-	-	-	2020	10
						AE9560213 Xerox-5335 CP363	155	613850	THEFD	10005	-	-	-	2020	10
TEL	CHBK135752	TEL1773827	4/30/2021	-	ACTFINRPT	-	12	604001	THEFD	10005	-	-	-	2020	10
						-	45	604090	THEFD	10005	-	-	-	2020	10
						-	64	604802	THEFD	10005	-	-	-	2020	10

Refresh - Print - Export

Restricted by user's department security

For information on Chargebacks

<https://financialservices.fullerton.edu/controller/asfr/services/Chargebacks.php>



# My Queries > Chargebacks

Service Provider Data Inquiry			
Jrnl Template	Doc ID	Jrnl ID	Journal Date
COP	CHBK135718	COP1771645	4/30/2021
TEL	CHBK135752	TEL1773827	4/30/2021

Jrnl Template represents the Service Provider that billed the department

For a list of Service Providers and contact information:

<https://financialservices.fullerton.edu/controller/asfr/documents/ServiceProviderList.pdf>



# Delegation of Authority

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# Delegation of Authority

**DOA Type**

Check Request ▼

Travel Claim

Requisition/Expense Transfer

Check Request

Budget

Reporting

Search...

DOA Type	Used By
Check Request	Accounts Payable/Travel Accounting Services & Financial Reporting
Travel Claim	Accounts Payable/Travel
Requisition/Expense Transfer	Contracts & Procurement Accounting Services & Financial Reporting
Budget	Resource Planning & Budget
Reporting	



# Delegation of Authority

**Delegation Of Authority** Procurement Card Travel Request FS Travel Request Directive 11

DOA Type: Requisition/Exp  
 Division: --Select Value--  
 Sub-Division/College: --Select Value--  
 Dept ID: 10005  
 Dept Name: --Select Value--  
 Employee Name: --Select Value--  
 Effective Date As of: <= 05/18/2021 12:00  
 Status: (All Column Val) [APP]

**Delegation of Authority Status Report**

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

Short Description	Division	Sub-Division/College	Department ID	Operator ID	Operator Name	Effective Date	Status
Check Request	Administration and Finance	University Controller	10005	800545014	Approver	12/30/2019	Inactive
				892399965	Approver	02/25/2021	Inactive
				892788431	Approver	01/01/2013	Active
				892790213	Approver	07/01/2012	Active
				892855990	Approver	02/25/2021	Inactive
Requisition/Expense Transfer	Administration and Finance	University Controller	10005	800545014	Approver	12/30/2019	Inactive
				892399965	Approver	02/04/2014	Inactive
				892790213	Approver	07/01/2012	Active


Export

Change Report Header from Operator ID to Operator Name







# Requesting Delegation of Authority (DOA) 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	

**Questions:**  
Administrative Systems (AFIT)  
[afitsupport@fullerton.edu](mailto:afitsupport@fullerton.edu)  
657-278-3737



# Announcements

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- Accounting Updates Email Subscription

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



**Coming Soon:** Automation of Request for Invoice (RFI) Form with Workflow

**Status:** Planning stage

**Tentative Timeline:** Jan 2024 with Go-Live Date of 07/01/2024



Justin, Jane, Tony, Winnie, Estrella, Dawit, Lynn, Michael (Controller),  
Betty, Jenny (moved to the CO)

# Thank you!

QUESTIONS?

CONTACT: [ASFR@FULLERTON.EDU](mailto:ASFR@FULLERTON.EDU)

