



Accessing Financial Information (OBIEE 12c – BI/Dashboards)

Lynn A Gañac, Director, Accounting Services & Financial Reporting



Justin Chan, Accountant III
Winnie Lin, Accountant II

MAY 21, 2021
10:00 AM TO 12:00 PM
VIRTUAL PRESENTATION VIA ZOOM



Agenda

1. Introduction
2. General Overview
 - ✓ Accessing Financial Information (OBIEE 12c - BI/Dashboards)
 - ✓ 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



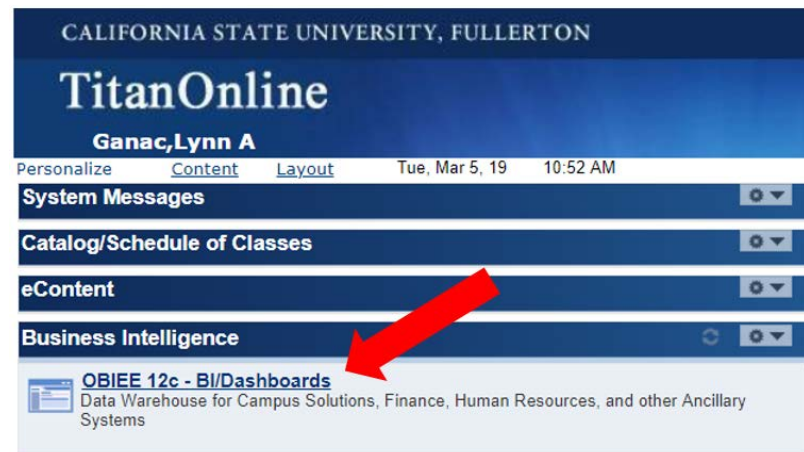
Accessing Financial Information (OBIEE 12c – BI/Dashboards)

OBIEE 12c – BI/Dashboards



<https://adminfin.fullerton.edu/finance/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

Navigation: Titan Online > My Workplace > IT 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.

Use Internet Explorer, other browsers not supported.

Need Help:
Email
cmssecurity@fullerton.edu

The screenshot shows a web browser window displaying the 'California State University, Fullerton Finance System Access Request Form'. The form is titled 'Employee Information' and includes fields for Employee ID (CWID), Campus Email, First Name, Last Name, Department Name, Department ID, Title, and Division. There are checkboxes for Permanent, Temporary, Faculty, Staff, Management, Student, and Other. Below these are radio buttons for Request Action: Renewal Request (Accesses exp), New User, Existing User, Change Department(s), and Inactivate. There are buttons for 'Go to Security Page' and 'Access and Compliance Form'. Two certification checkboxes are present: 'I certify that I have read, understood and agree to follow the Access and Compliance.' and 'I certify that this access is appropriate for this individual's role and responsibilities.' Below these are fields for Employee Name, Administrative Name, Initiator, Business Analyst, Trainer, DSO Admin Analyst, and Security Admin, each with a Name and Date sub-field. At the bottom, there are 'Comments' and 'Approval Status' sections, and a 'CSD Signature' field with a 'Click Here To Sign' button and a 'Signature Details' field.



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

Refresh



OBIEE Dashboards

Business Intelligence

Home | Favorites | **Dashboards** | Open | Signed In As Ganac, Lynn

Get Started...

- Data Warehouse Basics User Guides & Tutorials**
 - Data Warehouse Overview
 - Logging into Data Warehouse
 - Using Filters to Search Information
 - Using Page Options to Save Filters and Create Bookmark Links
 - Downloading Information from Data Warehouse
 - Using Action Links: Print, Refresh, and Return
- Finance Reports User Guides**
 - Purchasing Reports User Guide
 - Revenue/Expense Reports User Guide
- Student Administration Reports User Guides**
 - Admissions Reports User Guide
 - Degrees Reports User Guide

Recent Dashboards

- Rev/Exp (CFS) - Actuals Det...
Open More
- Delegation of Authority - De...
Open More
- Rev/Exp (CFS) - Revenue/E...
Open More
- Rev/Exp (CFS) - Budget Detail
Open More

More Dashboards

Others

- Period_Actuals_Detail
Open More
- RevenueExpense_Summary...
Open More

Most Popular

- Rev/Exp (CFS) - Revenue/E...
Open More
- Purchasing - Requisitions
Open More
- Period_Actuals_Detail
Open More
- Period_Encumbrance_Detail
Open More

Right-hand List:

- Most Recent(Rev/Exp (CFS) - Actuals Detail (between Accounting Periods))
- My Dashboard
- CSU Reports**
 - Continuing Education Enrollment
 - Self-Support Course Enrollment
- Fullerton**
 - Asset Management
 - Budget Management
 - Delegation of Authority**
 - Extended Ed
 - Financial Trends
 - Liability Accounts**
 - My Queries**
 - Purchasing
 - Rev/Exp (CFS)**
 - Rev/Exp (Legacy)
 - Security



Tips and Tricks



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

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 2020 = 07/01/**2020** – 06/30/2021

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

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-- ▼



Division:

Academic Affairs Division

Sub-Division/College:

Assessment&Institution_Effect

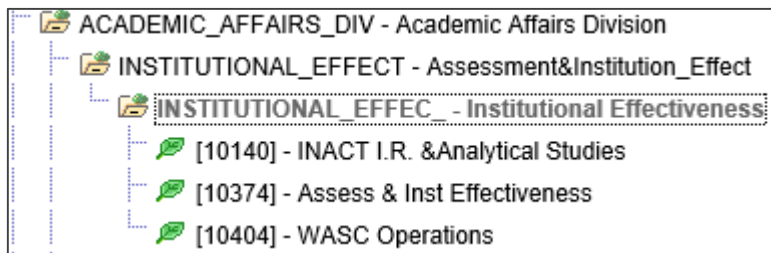
Master Department:

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

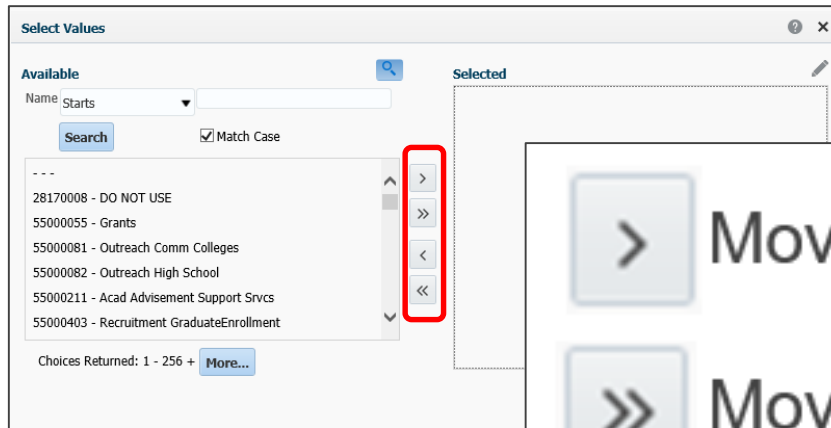
Select Values

Available 

Name **Starts**

Match Case

Criteria Selection



Move from left to right



Move All from left to right

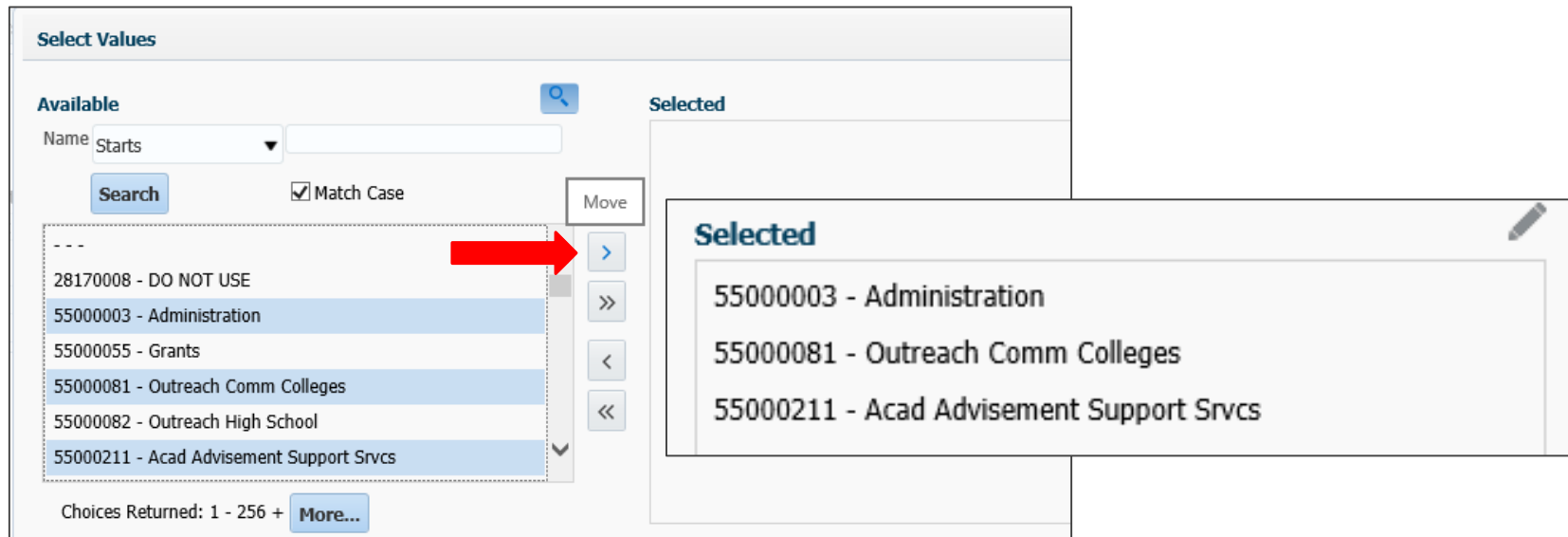


Remove from right to left



Remove All from right to left

Criteria Selection



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

Available Section:

- Search bar: Name: Starts
- Buttons: Search, Match Case (checked)
- Move button: Move
- Available list:
 - (highlighted)
 - 28170008 - DO NOT USE
 - 55000003 - Administration (highlighted)
 - 55000055 - Grants
 - 55000081 - Outreach Comm Colleges (highlighted)
 - 55000082 - Outreach High School
 - 55000211 - Acad Advisement Support Svcs (highlighted)
- Bottom: Choices Returned: 1 - 256 + More...

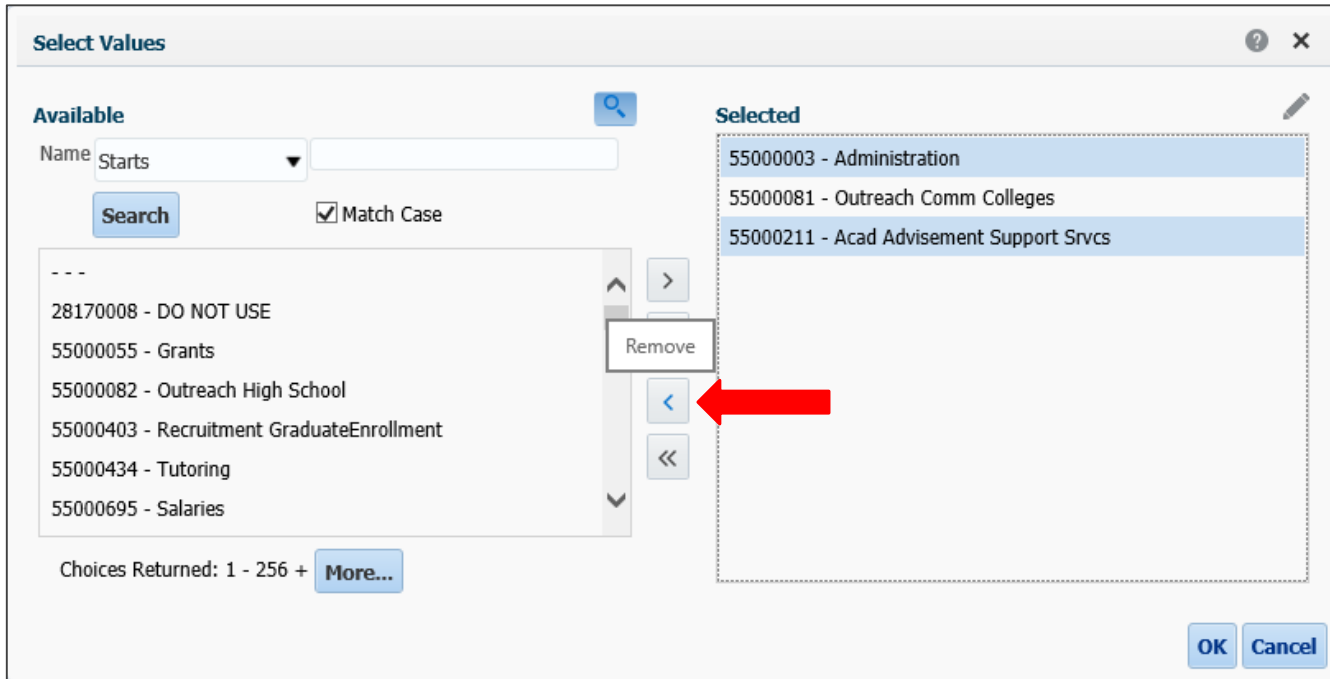
Selected Section:

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

A red arrow points from the '55000003 - Administration' item in the 'Available' list to the right arrow button (>).

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

Available

Name: Starts

Match Case

Search

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

Choices Returned: 1 - 256 + [More...](#)

Selected

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

Remove

<

<<

OK Cancel

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

Select Values

Available

Name: Starts

Search

Match Case

NO PROJECT

Choices Returned: 1 - 801

Selected

- 28170008 - DO NOT USE
- 55000055 - Grants
- 55000082 - Outreach High School
- 55000403 - Recruitment GraduateEnrollment
- 55000434 - Tutoring
- 55000695 - Salaries
- 55000731 - Award FAC OGC IntrnlMiniGrnt31
- 56000001 - Student Housing Phase III
- 56000002 - Child Care Center
- 56000003 - Police Building
- 56000004 - Faculty/Staff Club

OK Cancel

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

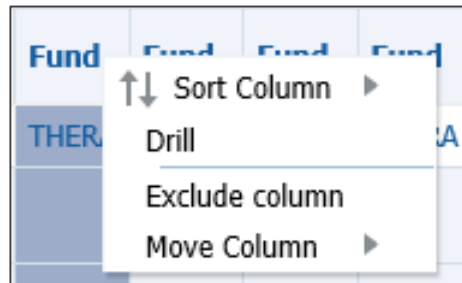
Revenue/Expense Summary All University Benefits Pool Budget Detail Actuals Detail (between Accounting Periods) Encumbrance Detail Pre-Encumbrance Detail Available Balance

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		
		THARF Total					0.00		0.00		0.00	0.00		
	THARF Total						0.00		0.00		0.00	0.00		
	THEFD	THEFD	THEFD	THEFD	THEFD	THEFD			0.00		0.00	0.00		
		THEFD Total							0.00		0.00	0.00		
	THEFD Total								0.00		0.00	0.00		
	THERA	THERA	THERA	THERA	THERA	THERA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		THERA Total					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	THERA Total						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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 ▼ Fund ▼ Fund ▼ Fund ▼ Fund ▼

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
10065 Total					0.00	0.00	
Grand Total					0.00	0.00	

Refresh - Print - Export



Reset Report Criteria

Fiscal Year 2020 **Accounting Period** 11

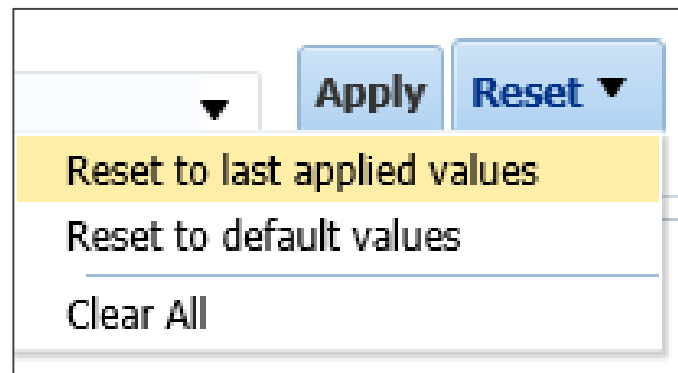
Fund --Select Value-- **Account** --Select Value-- **Program** --Select Value-- **Class** --Select Value-- **Project** --Select Value--

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

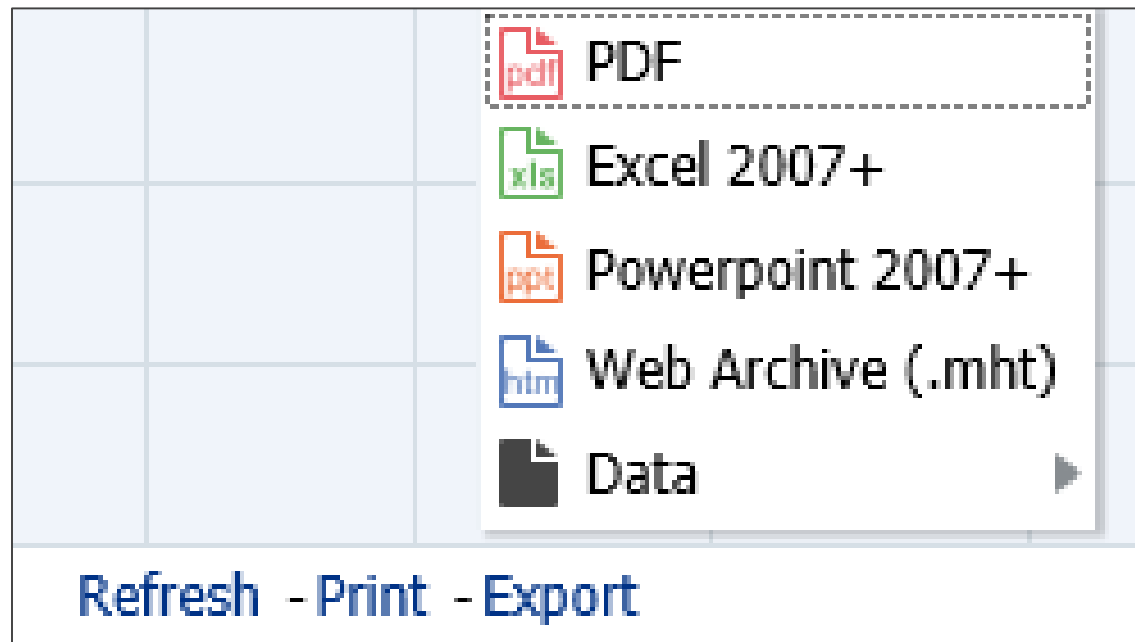
Revenue/Expense Summary Report
Business Unit = FLCMP , Fiscal Year = 2020 , YTD Period = 11
Total Number of Records Retrieved = 16,826

Dept ID Fund Account Acct Descr Program Class Project

Reset to last applied values
Reset to default values
Clear All



Export Options





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
10065 Total					0.00	0.00	
Grand Total					0.00	0.00	



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
10065 Total					0.00	0.00	
Grand Total					0.00	0.00	



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









Revenue/Expense Summary Report

Business Unit = FLCMI*, 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
10066	THEAPP	0.00			0.00		0.00
	THEEPS				0.00		0.00
10065 Total	THEEPA	0.00	0.00	0.00	0.00	0.00	0.00
					0.00	0.00	
Grand Total					0.00	0.00	

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: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, \$, %, .00, .0

Styles: Conditional Formatting, Format as Table

Formula Bar: N14, fx

	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 Ye	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														



Rev/Exp (CFS)



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



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

REQ -> PO -> Invoice

Pre-Encumbrance = Requisitions

Encumbrance = Purchase Order

Current Year Actuals = Invoice

Accounts

5xxxxx = Revenues (negative 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)

The screenshot shows the 'Rev/Exp (CFS)' system interface. The 'Actuals Detail (between Accounting Periods)' report is selected. The filter configuration is as follows:

- 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

The 'Actuals Detail Report' header shows: Business Unit = FLCMP, Fiscal Year = 2020, Period = Period 10 to Period 10. Total Number of Records Retrieved = 3.

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
23.43																		



Actuals Detail (between Accounting Periods)

Report Fields and Sample Data

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

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



Actuals Detail (between Accounting Periods)

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.)	Service Provider Contact List
	CRS	Deposits fed from CASHNet system	asfr@fullerton.edu
HCM	HRA	Salary adjustments (LCD) fed from the Human Resources PeopleSoft system	ASFR will coordinate with the appropriate department
	HRL	Salary expenses (LCD) fed from the Human Resource Peoplesoft system	
SFS	SFS	Fees, other revenues, and refunds fed from the Student Administration PeopleSoft system	
VCH	APV	Amounts invoiced by vendors and travel charges	ap@fullerton.edu
	APC	Closure of an "APV" voucher (invoice)	



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								
				THEFD Total																			20.00
				10005 Total																			20.00
				Grand Total																			20.00

\$0.00

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



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: Accounting Period:

Fund:
 Account:
 Program:
 Class:
 Project:

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

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



Liability Accounts

CALIFORNIA STATE UNIVERSITY, FULLERTON

Financial Services and Administrative Systems

Accounting Services and Financial Reporting

SERVICES FORMS POLICIES TAX COMPLIANCE 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 12c - BI/Dashboards.

Business Intelligence

OBIEE 12c - BI/Dashboards
Data Warehouse for Campus Solutions, Finance, Human Resources, and other Ancillary Systems

Liability Accounts Core Guide - Desk Manual

https://adminfin.fullerton.edu/finance/asfr/documents/OBIEE_Liability_Accounts.pdf



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

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

Refresh - Print - Export

Accounting Period: Between 0 and 11



25xxxx Liab Summary Fields

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)
Grand Total																				(7.00)

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



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://adminfin.fullerton.edu/finance/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://adminfin.fullerton.edu/finance/asfr/documents/ServiceProviderList.pdf>



Delegation of Authority



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: | Status: (All Column Val | App

Delegation of Authority Status Report

Short Description | Division | Sub-Division/College | Department ID | Operator ID | Operator Name | Effective Date | Status

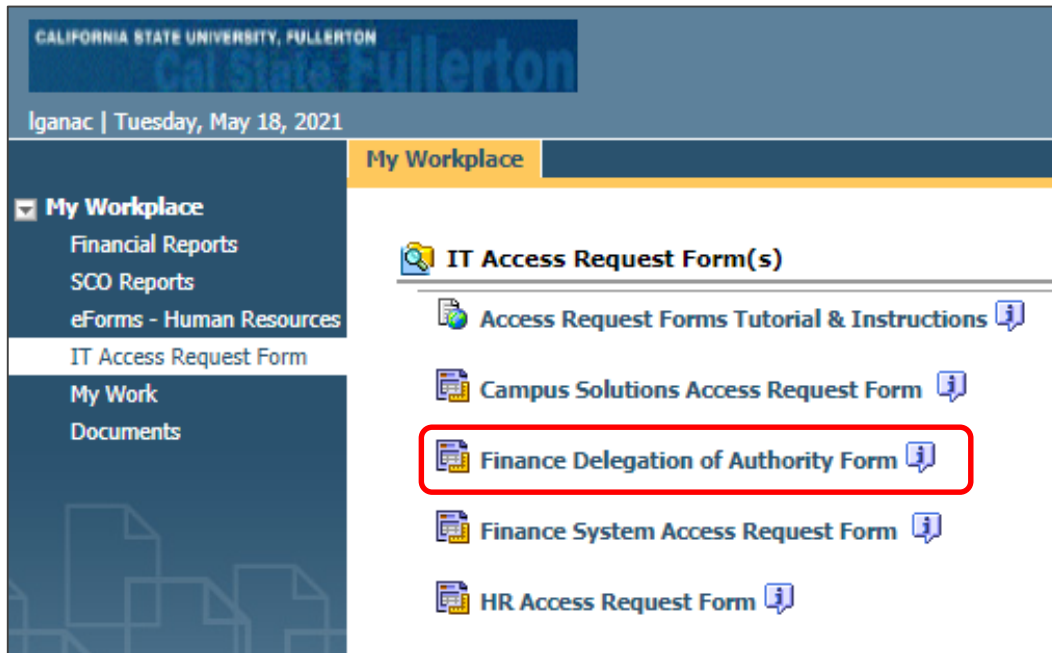
Short Description	Division	Sub-Division/College	Department ID	Operator ID	Operator Name	Effective Date	Status
Check Request	Administration and Finance	University Controller	10005	800545014	Approver	12/30/2019	Inactive
				892399965	Approver	02/25/2021	Inactive
				892788431	Approver	01/01/2013	Active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



Delegation of Authority



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



QUESTIONS????

Email: ASFR@fullerton.edu



Announcements

➤ Accounting Updates Email Subscription

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



Coming Soon: ETR Approval Workflow

Financial Services and Administrative Systems
Accounting Services and Financial Reporting

ETR - Upload

Expenditure Transfer Request (ETR) DRAFT

CSUF Journal Entry Upload Form

Requester Information | Transfer Information | Attach Backups

Requester's Department* [1000-Accounting & Financial Rptg] Requester's Email* [lpernell@fullerton.edu] Requester's Phone & Ext.* [951-279-8474]

Optional CC Email Addresses: (separate by semicolon and no spaces) [lpernell@fullerton.edu]

Reason for Request*

Approver's Department* [Select] Select Approver* [Select]

Requestor Signature* [Lynn Gomez] Request Date* [10/28/2021]

Requester Comment:

Save Clear Fields Cancel Request

Tentative Timeline:

Department Testing OCT 2021

Go-Live DEC 2021



Estrella, Justin, Tony, Lynn, Dawit, Betty, Winnie, EJ, Jenny

Thank you!

QUESTIONS?

CONTACT: ASFR@FULLERTON.EDU

