Cal State Fullerton Philanthropic Foundation
Financial Reports Portal Training
February 2016
CSFPF Financial Reports Portal

The CSFPF is the 501(c)(3) non-profit auxiliary organization responsible for the investment, and management of philanthropic gifts designated for the University.

• Financial Reports vs. Gift Reports

• **NEW ***Reports Portal
  • Real time campus program/scholarship
  • Endowment
  • [http://foundation.fullerton.edu/services/monthly-reports.asp](http://foundation.fullerton.edu/services/monthly-reports.asp)
NEW REPORTS

Campus Program / Scholarship Account Report
• Real time report reflecting summary and detail on account transactions
• Available any time via the accounting system directly
• Much like the campus OBIEE- transactions reflected after posted to the accounting system

Endowment Report
• Reflects endowment and distribution account numbers
• Book value of endowment
• Total distribution amount to date (distributions are made 2x per year)
• Total available balance in distribution account
• Available any time via the accounting system directly

Monthly Report
• Reflects all transactions in a given month by object code (checking account stmt.)
• Useful for reconciliation on a monthly basis
• Full report available after month end close
WE APPRECIATE YOUR FEEDBACK

**Training & Go Live**

- We are testing with specific groups and asking for feedback by March 11th.
- Once all training is complete, the website will go live with this reports page and instructions to all users on March 31st.

  - Division Finance Managers
  - Development Coordinators
  - College Fiscal Coordinators

**Other Changes Coming**

- NEW and improved CSFPF Website including messages on reports available and other updates within the foundation.
- Updated clear policies and procedures and training pages.
- New CSFPF forms.
- Account purpose and signer report.
Getting to the Reports Portal

• From the main Philanthropic Foundation page click on Reports
• You will be redirected to the reports portal page
• Click the log in button where you will be redirected to the ASC Online Finance Reports login page
• You must log on before you can access CSFPF reports. Use ad\ username
• Once you are logged in you will be redirected to the CSFPF Report Portal Page where you will select the report you would like to view
• You can move from report to report once logged in
Reports Portal

• Once you are logged in you can choose the account reports that you want to view
  – Campus Program/Scholarship
  – Endowment
  – Monthly Reports
• Be sure to enable pop-ups
• Keep in mind that the accounting period is not closed until after month end reconciliation is complete.
CSFPF Campus Program/Scholarship Report

Selecting the Report Parameters

**IMPORTANT**=Always Click on the Open Report In New Window
## Report View

**Campus Program Report**  
**Reporting Month:** December 2015

### ORAL HISTORY PROGRAM

<table>
<thead>
<tr>
<th>30400</th>
<th>ORAL HISTORY PROGRAM</th>
<th>Month To Date</th>
<th>Fiscal Year To Date Actual</th>
<th>FYTD Encumbrances</th>
<th>FYTD Actual + Encumb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>Cash (excluding encumbrances)</td>
<td>(5,647.91)</td>
<td>24,533.28</td>
<td></td>
<td>24,533.28</td>
</tr>
<tr>
<td>Total Assets</td>
<td></td>
<td>(5,647.91)</td>
<td>24,533.28</td>
<td></td>
<td>24,533.28</td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th>Total Liabilities</th>
<th></th>
</tr>
</thead>
</table>

### Revenues

| 6507 | Gifts-Individuals-Other | 620.23 | 840.23 | | 840.23 |
| 6552 | From CSUFASC | (4,922.31) | 856.00 | | 856.00 |
| Total Revenues | (3,872.08) | 1,696.23 | | 1,696.23 |

### Transfers In (Out)

| Total Transfers In (Out) | |

### Expenditures

<table>
<thead>
<tr>
<th>Personal Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8269</td>
<td>Reimbursed Wages</td>
</tr>
<tr>
<td>8270</td>
<td>Reimbursed Benefits/Taxes</td>
</tr>
<tr>
<td>Total Personal Expenses</td>
<td>1,718.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials and Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8120</td>
<td>Services-Contracted</td>
</tr>
<tr>
<td>8123</td>
<td>Printing</td>
</tr>
<tr>
<td>8142</td>
<td>Repairs &amp; Maintenance</td>
</tr>
<tr>
<td>8143</td>
<td>Materials</td>
</tr>
<tr>
<td>8212</td>
<td>Postage and Delivery</td>
</tr>
<tr>
<td>8276</td>
<td>CSPPF Credit Card Fees</td>
</tr>
<tr>
<td>Total Materials and Services</td>
<td>339.18</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>1,755.53</td>
</tr>
</tbody>
</table>

### Available Cash Net of Expenditure Encumbrances | 10,592.00 |
Object Codes

**Income**

- 6507 Gifts
- 6500 non-gifts
- 6517 benefits

**Expense**

- 8110 Advertising
- 8112 Telephone
- 8116 Conference expense
- 8117 Dues/Subscriptions/Memberships
- 8118 Board Relations
- 8120 Services
- 8123 Printing
- 8142 Repairs and Maintenance
- 8143 Supplies
- 8146 Office Supplies
- 8148 Public Relations (guests/faculty/staff)
- 8151 Event Attendance
- 8153 Room Rentals
- 8155 Equipment Rentals
- 8168 Student Scholarships
- 8170 food/beverages faculty and staff only
- 8173 Staff Travel
- 8174 Student Travel
- 8175 Guest Travel
- 8184 Parking
- 8273 Mileage
- 8205 Promotional Items
- 8212 Postage
- 8246 Cultivation (gifts to donors)
- 8269 Salary
- 8270 Benefits
- 8731 Facility Rentals/Golf Course Payments
- 8740 Catering/Receptions
Drilling In

- Click on any number from the main report page to drill into the detail

<table>
<thead>
<tr>
<th>Post Date</th>
<th>Sub-System Reference</th>
<th>Secondary Reference</th>
<th>PEID</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/2015</td>
<td>CR</td>
<td>CC</td>
<td>CSFPF</td>
<td>CR 6183B30000</td>
<td>35.00</td>
<td></td>
<td>(35.00)</td>
</tr>
<tr>
<td>07/02/2015</td>
<td>CR</td>
<td>U075KT02</td>
<td>CSFPF</td>
<td>CR 6183T30000</td>
<td>150.00</td>
<td></td>
<td>(185.00)</td>
</tr>
<tr>
<td>07/06/2015</td>
<td>CR</td>
<td>U075KT06</td>
<td>CSFPF</td>
<td>CR 6187T30000</td>
<td>25.00</td>
<td></td>
<td>(210.00)</td>
</tr>
<tr>
<td>07/07/2015</td>
<td>CR</td>
<td>CC</td>
<td>CSFPF</td>
<td>CR 6188B30000</td>
<td>5.00</td>
<td></td>
<td>(215.00)</td>
</tr>
<tr>
<td>07/08/2015</td>
<td>CR</td>
<td>U075CK08</td>
<td>CSFPF</td>
<td>CR 6189A30000</td>
<td>20.00</td>
<td></td>
<td>(235.00)</td>
</tr>
<tr>
<td>07/09/2015</td>
<td>CR</td>
<td>U075KT09</td>
<td>CSFPF</td>
<td>CR 6190T30000</td>
<td>35.00</td>
<td></td>
<td>(270.00)</td>
</tr>
<tr>
<td>07/09/2015</td>
<td>CR</td>
<td>U075KT15</td>
<td>CSFPF</td>
<td>CR 6190T30000</td>
<td>100.00</td>
<td></td>
<td>(370.00)</td>
</tr>
</tbody>
</table>

Used to request from Advancement services gift receipt information
Endowment Report

Selecting the Report Parameters

IMPORTANT=Always Click on the Open Report In New Window

CSFPF Account Holder Summary of Endowment Information / Default

Ledger Code (GP-after 7/1/2015 or GL-prior to 7/1/2015): GP
Report Date (end of month date): 2/29/2016
Endowment Project Code: account number
College Code: place college code here if viewing all college accounts
Project Status: A

can change date if applicable

IMPORTANT=Always Click on the Open Report In New Window
A market value report can be generated upon request at foundation@fullerton.edu. Report may take 24-48 hours to process.
Monthly Reports

• When the month closes and all transaction are posted for that month, CSFPF will notify (via the website) that this monthly report is ready to view

Selecting the Report Parameters

![Screenshot of report parameters]

- **Ledger (default ledger GP; for 6/30/2015 and prior enter GL)**: GP
- **College Code**: *
- **Department Code**: *
- **Project Code**: * (account number)
- **Object Code**: *
- **Enter the Start Date**: 2/1/2016
- **Enter the Report Date**: 2/29/2016

Select the full month you want to view.
Cal State Fullerton Philanthropic Foundation
General Ledger Transaction Detail
Includes Transactions From 11/1/2015 Through 11/30/2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Sub-System</th>
<th>Reference</th>
<th>PEID</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/17/2015</td>
<td>AP</td>
<td>TTLOH</td>
<td></td>
<td>AutoID:U115SA05 Job:2080825</td>
<td></td>
<td>246.86</td>
<td>(246.86)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Due to/from Other Funds</td>
<td></td>
<td>246.86</td>
<td>(246.86)</td>
</tr>
<tr>
<td>11/17/2015</td>
<td>AP</td>
<td>CR51671</td>
<td>ZW 0010268 Z011015</td>
<td>MASTER RECORDIN 62088</td>
<td>246.86</td>
<td></td>
<td>246.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Materials</td>
<td>246.86</td>
<td></td>
<td>246.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total ORAL HISTORY PROGRAM</td>
<td></td>
<td>246.86</td>
<td>246.86</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grand Total</td>
<td>246.86</td>
<td>246.86</td>
<td></td>
</tr>
</tbody>
</table>

Note: Click yellow paperclip in upper left corner for excel output.
Be sure to page through to “End of Report” for all data.
THANK YOU!

CSFPF Contact

FOUNDATION@FULLERTON.EDU
(657) 278-2786

Tara Garcia ext. 5312

Anh Chen ext. 8387

Erika Garcia ext. 3413