

**CALIFORNIA STATE UNIVERSITY, FULLERTON**  
UNIVERSITY ADVANCEMENT

Cal State Fullerton Philanthropic Foundation  
Financial Reports Portal Training  
February 2016



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

# 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>

# 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 11<sup>th</sup>
- 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

## Report Portal

Welcome to the Cal State Fullerton Philanthropic Foundation report portal. This site gives access to financial reports for accounts administered by CSFPF. YOU MUST BE **LOGGED IN** to properly access the reports. As a CSFPF account signer or report viewer, you will have access to these account reports.

If you are having any issues logging into these reports, please contact us at (657) 278-2786.

[Report Training](#)

[CSFPF Codes](#)

**LOG IN**

## Welcome to CSU Fullerton ASC Online Financial Reports

Use your campus username and password  
Please include ad\ in front of your username

Login

Login:

Password:

Login

Help

OneSolution 15.1

# 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.

## Financial Reports

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Campus Programs and Scholarships Accounts

Endowment Account Report

Monthly Reports

# CSFPF Campus Program/Scholarship Report

## Selecting the Report Parameters

CSFPF Campus Program Month End Report / Default

Ledger (default ledger GP; for 6/30/2015 and prior enter GL)

Month End Date:   **can change date if applicable**

Project: **account number**  

Primary Officer  

School: **place college code here if viewing all college accounts**  

 Help  Open Report in New Window  Submit



IMPORTANT=Always Click on the Open Report In New Window

# Report View

Campus Program Report  
Reporting Month: December 2015

		Month To Date Trans. Bl	Fiscal Year To Date Actual	FYTD Encumbrances	FYTD Actual + FYTD Encumb
<b>30400</b>	<b>ORAL HISTORY PROGRAM</b>				
<b>Assets</b>					
1025	Cash (excluding encumbrances)	(5,647.91)	24,533.28		24,533.28
<b>Total Assets</b>		<b>(5,647.91)</b>	<b>24,533.28</b>		<b>24,533.28</b>
<b>Liabilities</b>					
<b>Total Liabilities</b>					
<b>Revenues</b>					
6507	Gifts-Individuals-Other	620.23	840.23		840.23
6552	From CSUFASC	(4,492.31)	856.00		856.00
<b>Total Revenues</b>		<b>(3,872.08)</b>	<b>1,696.23</b>		<b>1,696.23</b>
<b>Transfers In (Out)</b>					
<b>Total Transfers In (Out)</b>					
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
8269	Reimbursed Wages	1,436.65	2,320.15	8,500.00	10,820.15
8270	Reimbursed Benefits/Taxes		282.10	2,760.00	3,042.10
<b>Total Personnel Expenses</b>		<b>1,436.65</b>	<b>2,602.25</b>	<b>11,260.00</b>	<b>13,862.25</b>
<b>Materials and Services</b>					
8120	Services-Contracted		368.88		368.88
8123	Printing	36.22	118.72	2,681.28	2,800.00
8142	Repairs & Maintenance	261.81	261.81		261.81
8143	Materials	19.43	339.16		339.16
8212	Postage and Delivery	19.22	19.22		19.22
8276	CSFFP Credit Card Fees	2.50	2.50		2.50
<b>Total Materials and Services</b>		<b>339.18</b>	<b>1,110.29</b>	<b>2,681.28</b>	<b>3,791.57</b>
<b>Total Expenditures</b>		<b>1,775.83</b>	<b>3,712.54</b>	<b>13,941.28</b>	<b>17,653.82</b>
<b>Available Cash Net of Expenditure Encumbrances</b>					<b>10,592.00</b>

Total Assets

Revenue Detail

Transfer Detail

Expense Details

Encumbrance Detail

Total with Encumbrance

# Object Codes

## Income

- 6507 Gifts
- 6500 non-gifts
- 6517 benefits

## Expense

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

# Drilling In

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

Ledger GF

**Cal State Fullerton Philanthropic Foundation  
General Ledger Transaction Detail  
Reporting Month: December 2015**

Used to request from Advancement services gift receipt information

Post Date	Sub-System	Reference	Secondary Reference	PEID	Description	Debits	Credits	Balance
<b>30000</b>	<b>COLL OF HUMANITIES &amp; SOC SCI</b>							
<b>6507</b>	<b>Gifts-Individuals-Other</b>							
07/02/2015	<a href="#">CR</a>	<a href="#">CC</a>		CSFPF	CR 6183B30000		35.00	(35.00)
07/02/2015	<a href="#">CR</a>	<a href="#">U075KT02</a>		CSFPF	CR 6183T30000		150.00	(185.00)
07/06/2015	<a href="#">CR</a>	<a href="#">U075KT06</a>		CSFPF	CR 6187T30000		25.00	(210.00)
07/07/2015	<a href="#">CR</a>	<a href="#">CC</a>		CSFPF	CR 6188B30000		5.00	(215.00)
07/08/2015	<a href="#">CR</a>	<a href="#">U075CK08</a>		CSFPF	CR 6189A30000		20.00	(235.00)
07/09/2015	<a href="#">CR</a>	<a href="#">U075KT09</a>		CSFPF	CR 6190T30000		35.00	(270.00)
07/15/2015	<a href="#">CR</a>	<a href="#">U075KT15</a>		CSFPF	CR 6196T30000		100.00	(370.00)

# Endowment Report

## Selecting the Report Parameters

CSFPF Account Holder Summary of Endowment Information / Default

Ledger Code (GP-after 7/1/2015 or GL-prior to 7/1/2015):	<input type="text" value="GP"/>	
Report Date (end of month date):	<input type="text" value="2/29/2016"/>	 can change date if applicable
Endowment Project Code: <u>account number</u>	<input type="text" value="*"/>	
College Code: place college code here if	<input type="text" value="*"/>	
Project Status: viewing all college accounts	<input type="text" value="A"/>	

 

 Help  Open Report in New Window 

IMPORTANT=Always Click on the Open Report In New Window

# Report View

## Cal State Fullerton Philanthropic Foundation

Account Holder Summary of Endowment Information

01/31/2016

Ledger: GP

College/Area	Account #	Distribution #	Account Name	Endowment Book Value	Current Spending Distribution 2015 - 2016	Distribution Account Cash Balance
110	91914	91944	SANDBERG GUARDIAN SCHOL ENDOW	60,000.00	986.26	1,083.97
Total				60,000.00	986.26	

A market value report can be generated upon request at [foundation@fullerton.edu](mailto:foundation@fullerton.edu).  
Report may take 24-48 hours to process.

# Monthly Reports

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

## Selecting the Report Parameters

CSFPF Ledger Transaction Detail / No Criteria

Ledger (default ledger GP; for 6/30/2015 and prior enter GL)

College Code

Department Code

Project Code **account number**

Object Code

Enter the Start Date: **select the full month you want to view**  

Enter the Report Date:  

 Help  Open Report in New Window  Submit



# Report View


 CSFPF Ledger Transaction Detail

Note: Click yellow paperclip in upper left corner for excel output.  
 Be sure to page through to "End of Report" for all data

**Cal State Fullerton Philanthropic Foundation**  
**General Ledger Transaction Detail**  
**Includes Transactions From 11/1/2015 Through 11/30/2015**

Post Date	Sub-System	Reference	Secondary Reference	PEID	Description	Debits	Credits	Balance
<b>30400</b>	<b>ORAL HISTORY PROGRAM</b>							
<b>1025</b>	<b>Due to/from Other Funds</b>							
11/17/2015	AP	TTLOH			AutoID:U115SA05 Job:2080825		246.86	(246.86)
					<b>Total Due to/from Other Funds</b>		246.86	(246.86)
<b>8143</b>	<b>Materials</b>							
11/17/2015	AP	CR51671	ZW 0010268	Z0110150	MASTER RECORDIN 62088	246.86		246.86
					<b>Total Materials</b>	246.86		246.86
					<b>Total ORAL HISTORY PROGRAM</b>	246.86	246.86	
					<b>Grand Total</b>	246.86	246.86	

# THANK YOU!

CSFPF Contact

[FOUNDATION@FULLERTON.EDU](mailto:FOUNDATION@FULLERTON.EDU)

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