CALIFORNIA STATE UNIVERSITY FULLERTON
Philanthropic Foundation

Cal State Fullerton Philanthropic Foundation

UA Administration and Finance

Financial Reports Portal Training
December 2017

Anh Chen

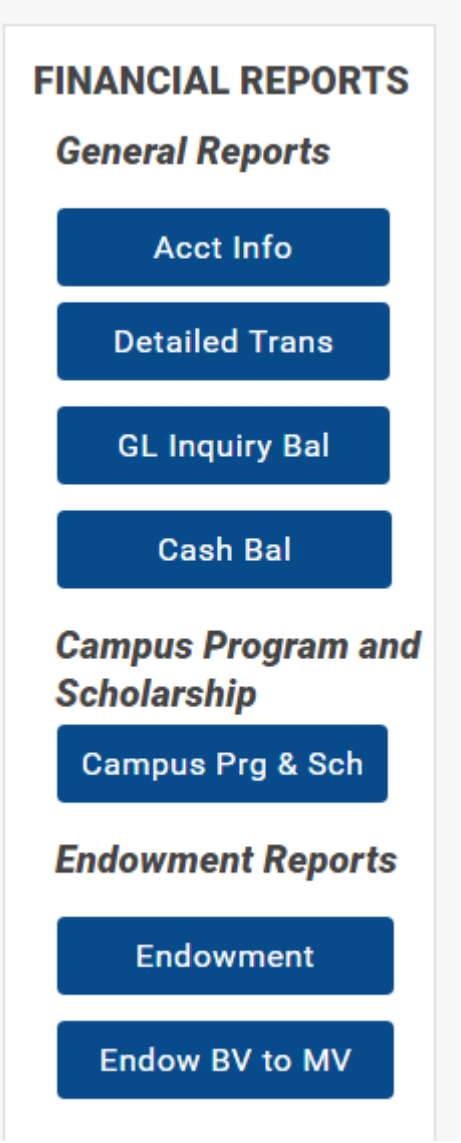
Getting to the Reports Portal

- *URL: http://foundation.fullerton.edu/*
- *Or go to www.fullerton.edu, University Advancement, Foundation tab*

- *Click on Reports tab*

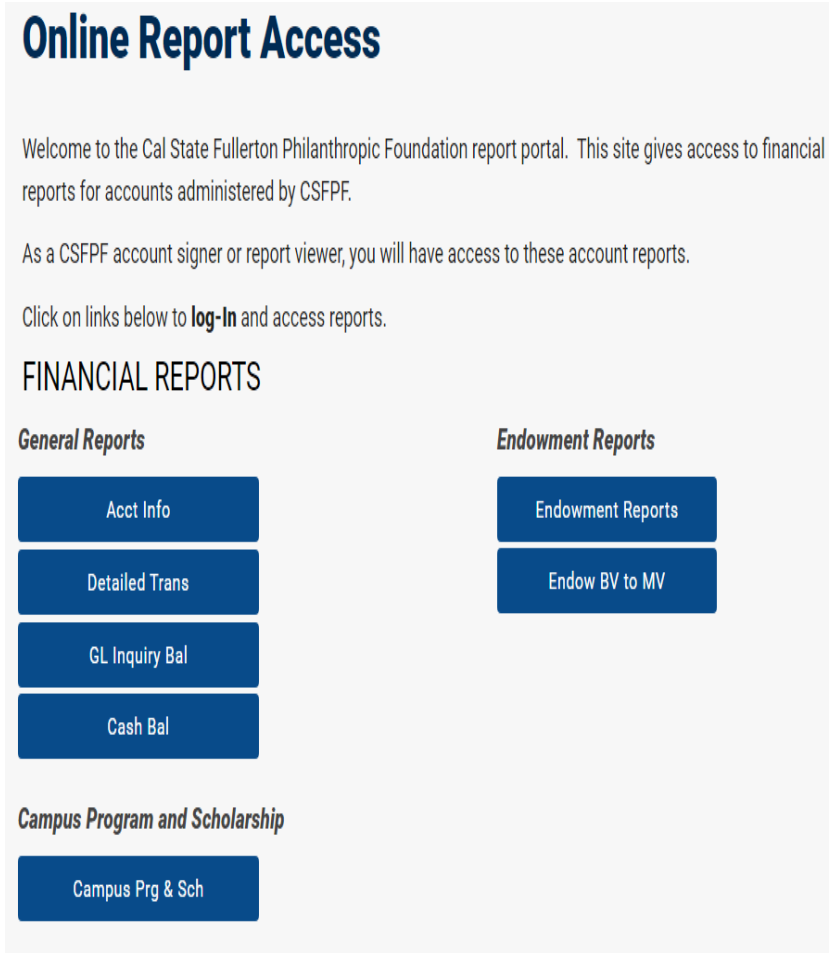
Report Description

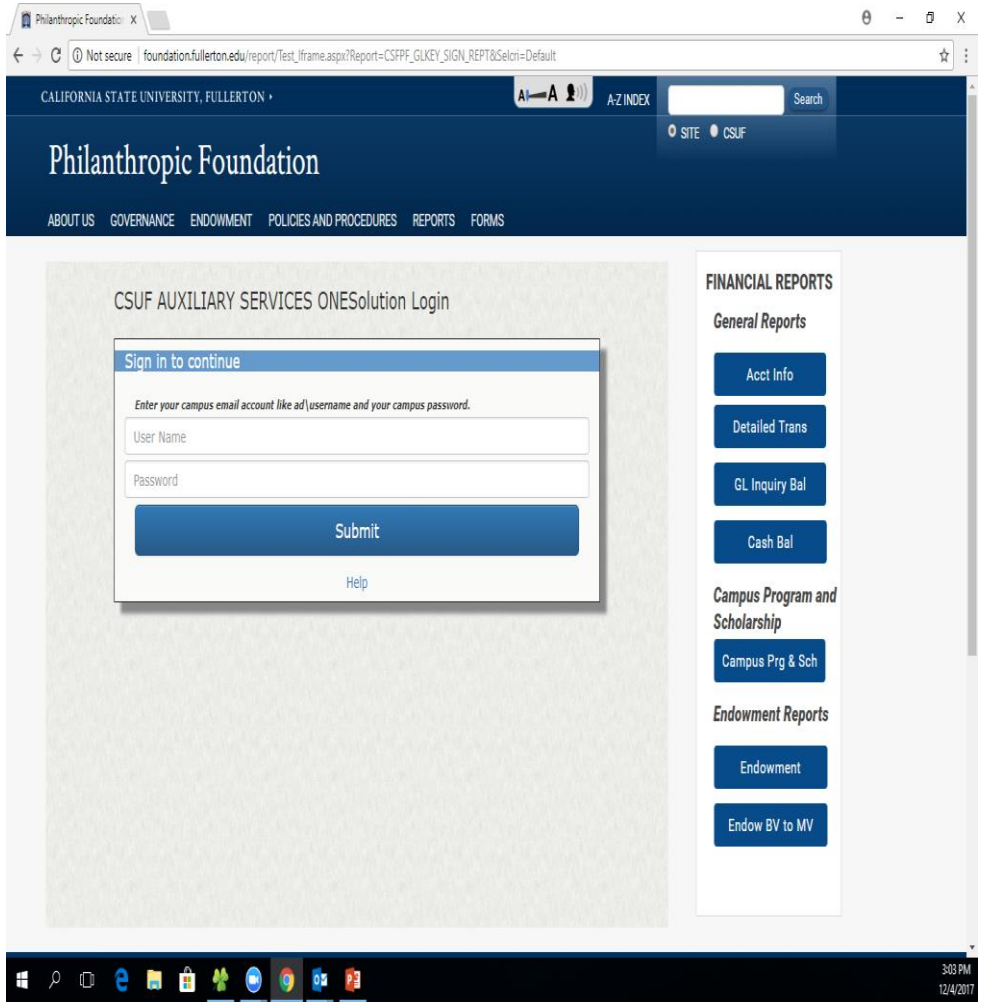
Acct Info:	Account/Project name and number, Authorized signers, view only reports, Purpose of Account, if Endow, includes Dist #
Detailed Trans:	Revenue and expense detailed, Date , Invoice, Description, Amount, Balance of Object Code
Gl Inquiry Bal:	Project, Project Title, Authorized Signers, Object Code and Name, Budget to Actual, Encumbrance,
Cash Bal:	Account/Project name and number, College Code, Fund, Cash balance
Campus Prg & Sch:	Project, Project Title, Month to Date, Fiscal Year to Date Actual, FYTD Encumbrances, Total FYTD Actual + FYTD Encmb,
Endowment:	Project, Project Title, Month to Date Trans Tlt, Fiscal Year to Date Actual, Endowment Inception to Date Summary
Endow BV to MV:	College, Account#, Distribution#, Endowment Account Name, Market Value, Book Value, Spending Distribution, Distribution Cash Balance



Selecting Report Type

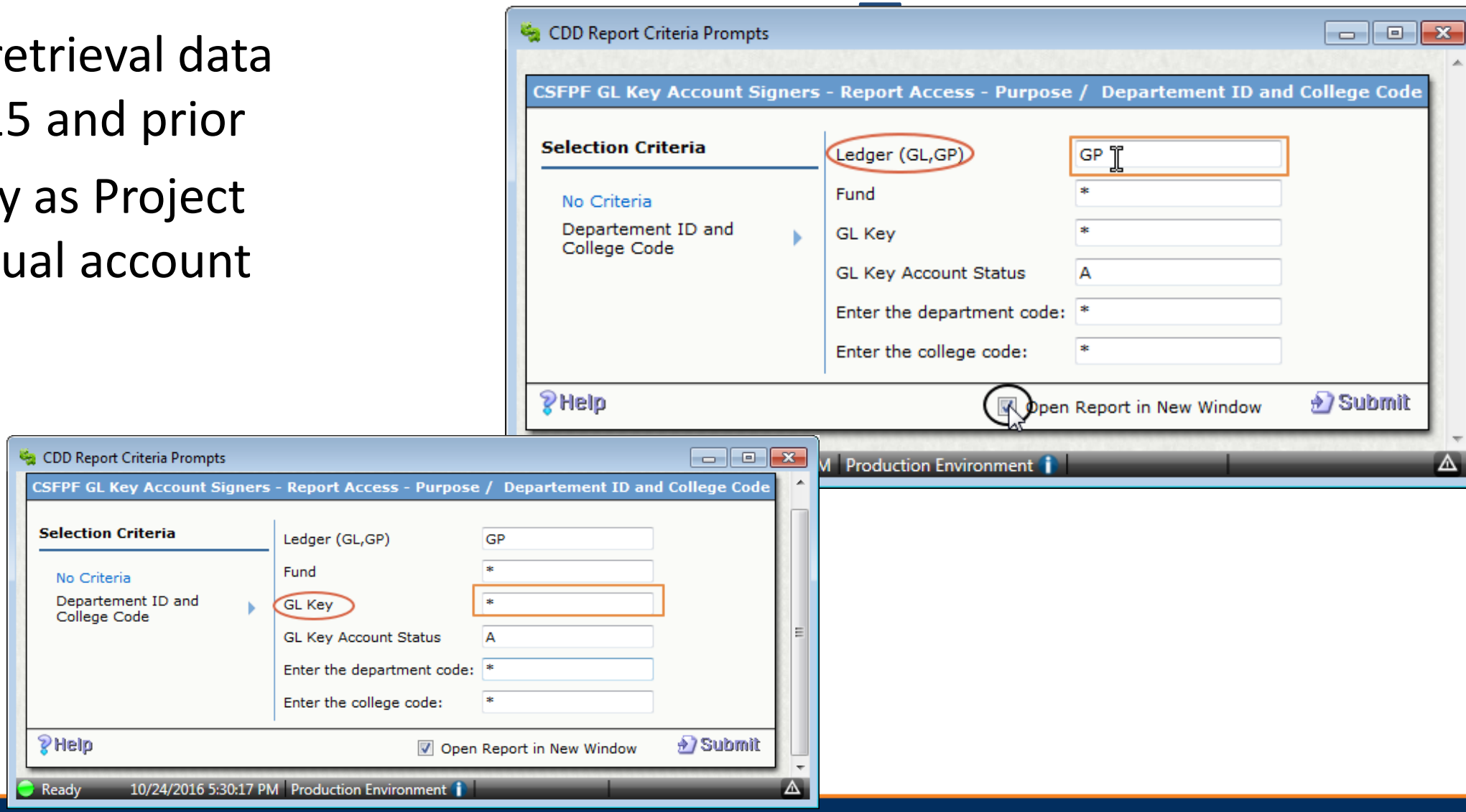
- *Click report type*
- *Enter ad\campus username and password once*



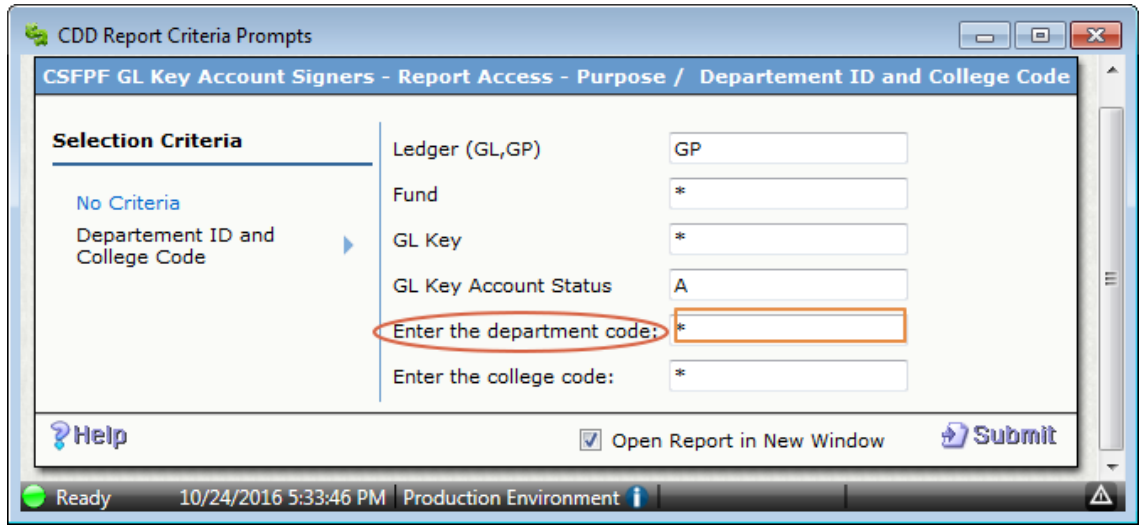


Account Info : GL_KEY

- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use GL Key as Project for individual account

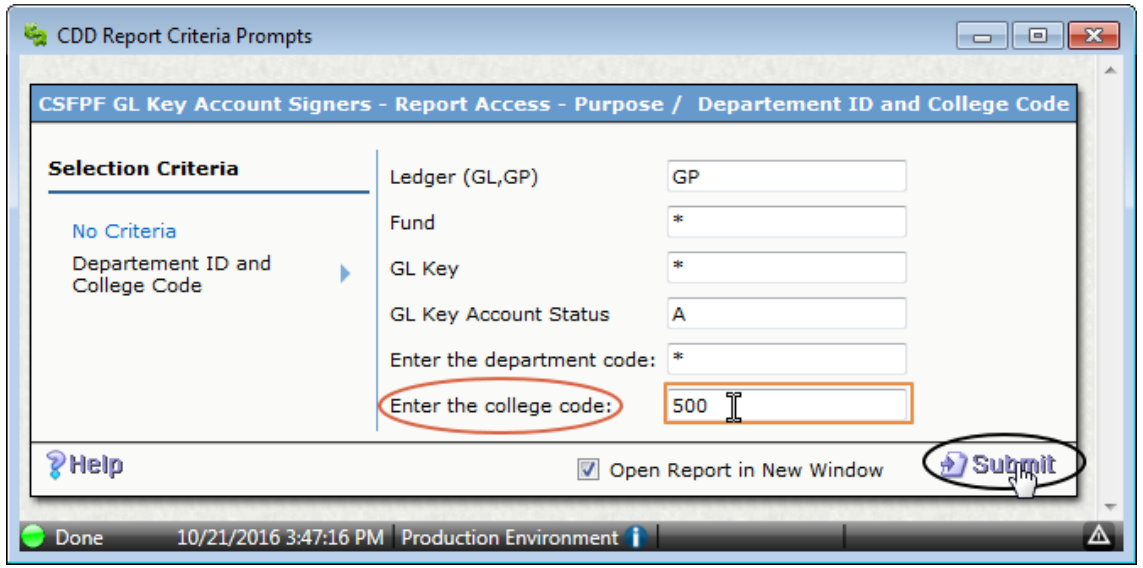


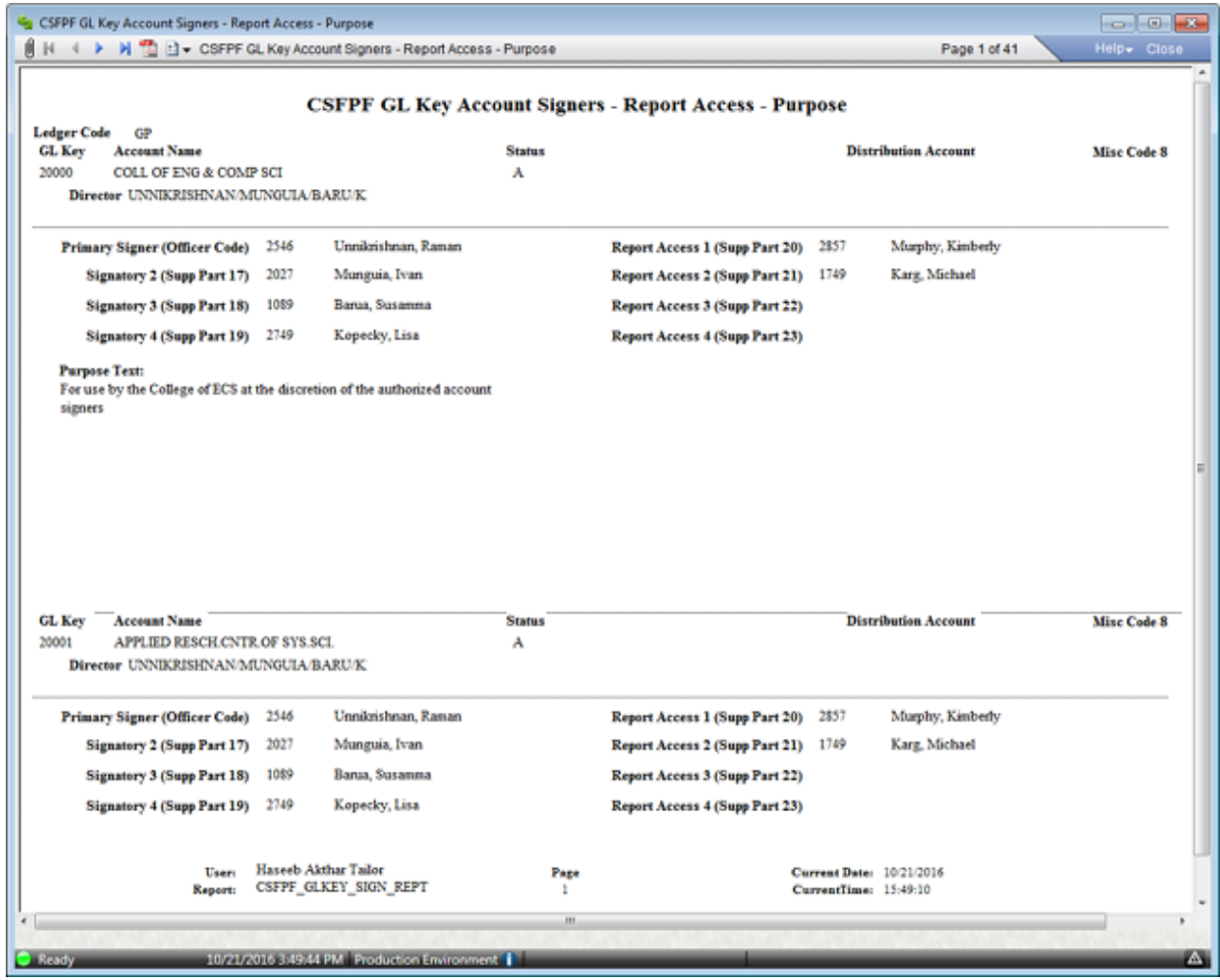
Account Info : GL_KEY



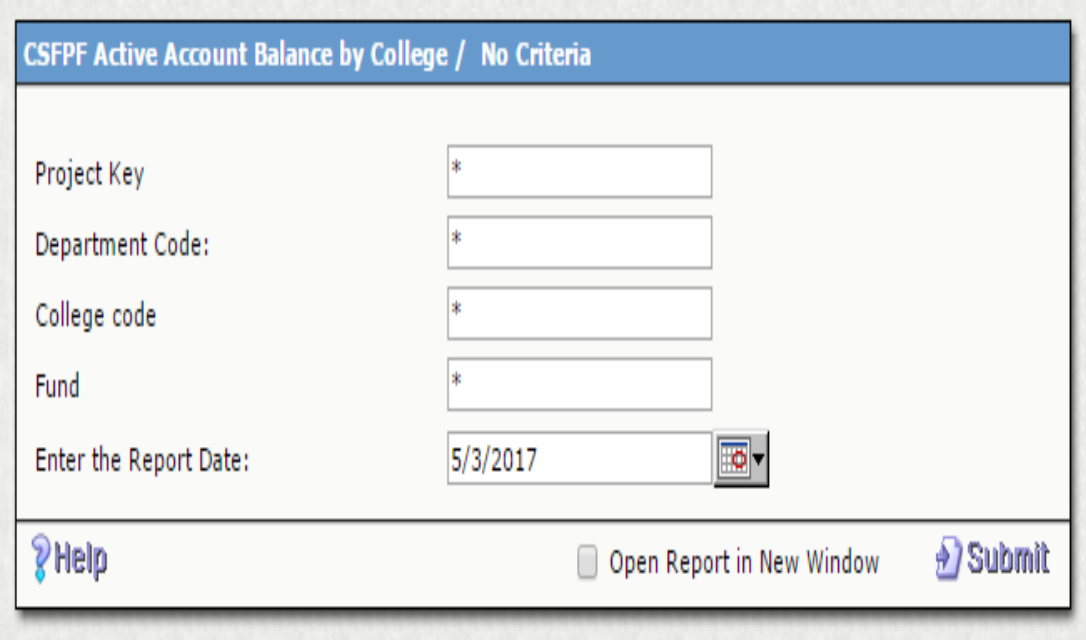
Use Department Code if available within College

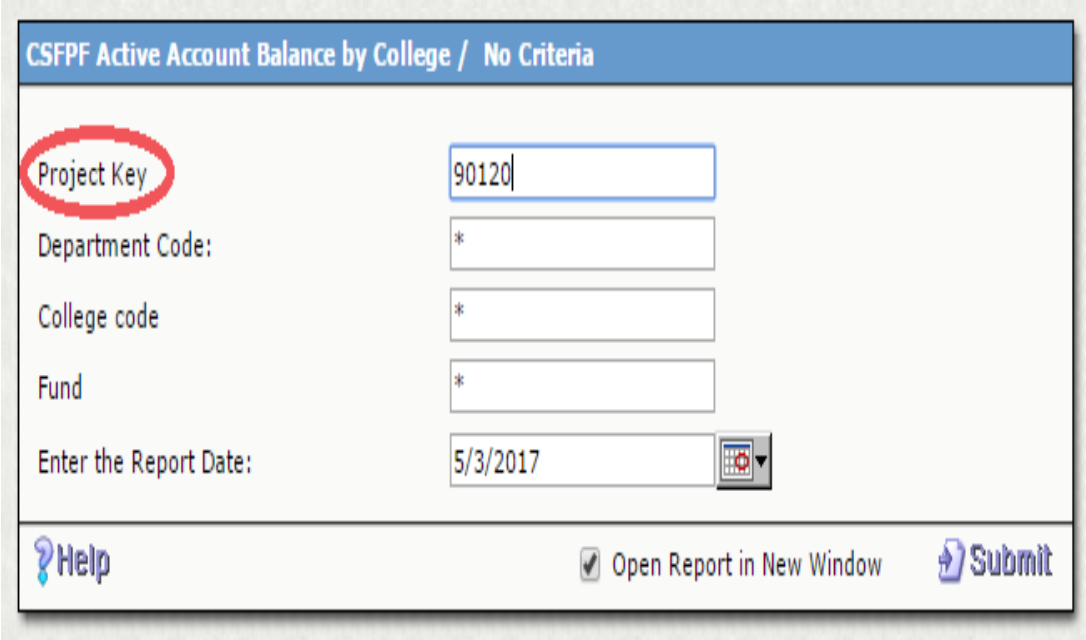
Use College Code for all college accounts





Cash Bal : CSFPF Active Account Balance by College(CONT.)

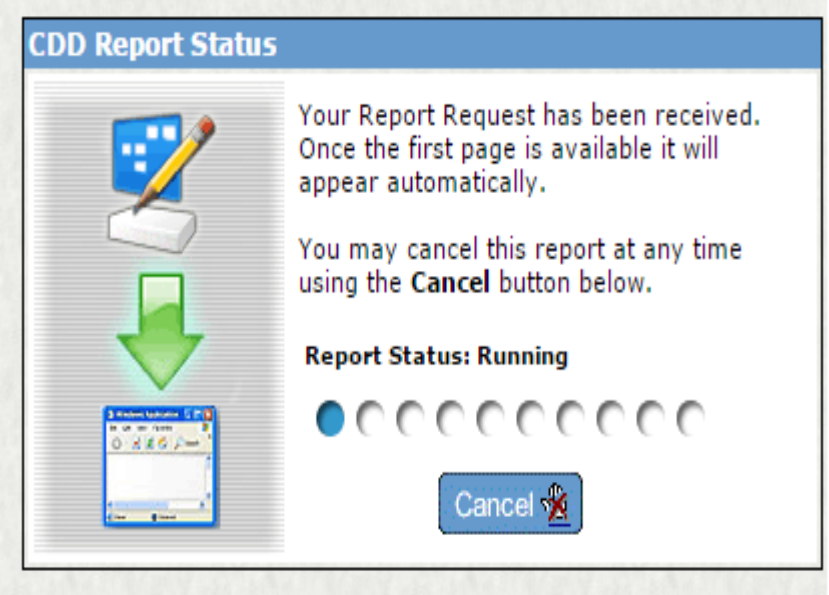




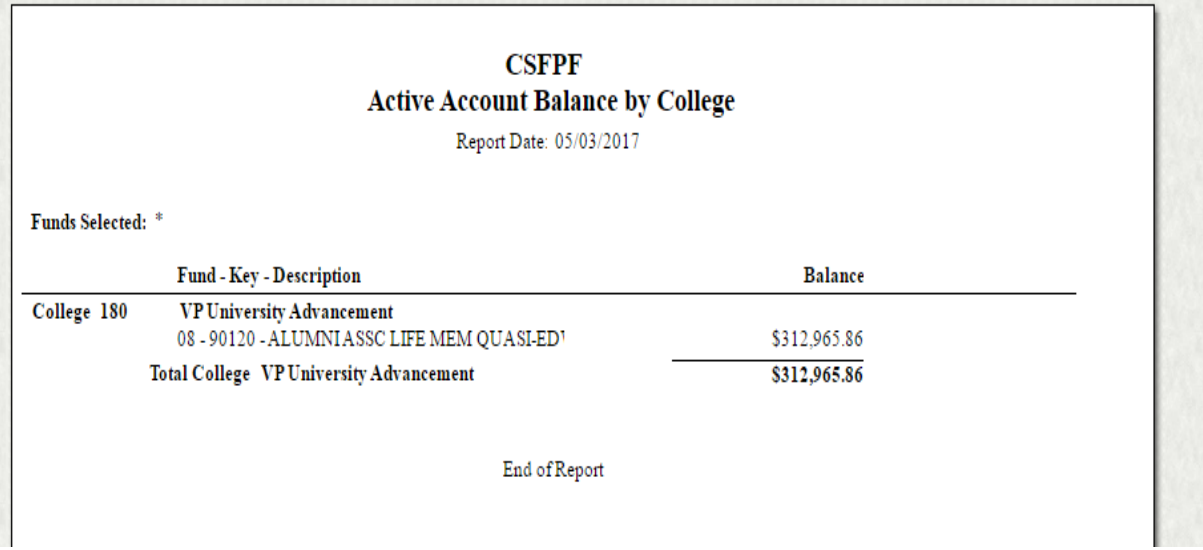
From above given options Project Key/Department Code/College Code/Fund you can choose any option depending on requirements.

Cash Bal : CSFPF Active Account Balance by College(CONT.)

After Entering Project Key it will direct to following window.



Final Report



CSFPF
Active Account Balance by College
Report Date: 05/03/2017

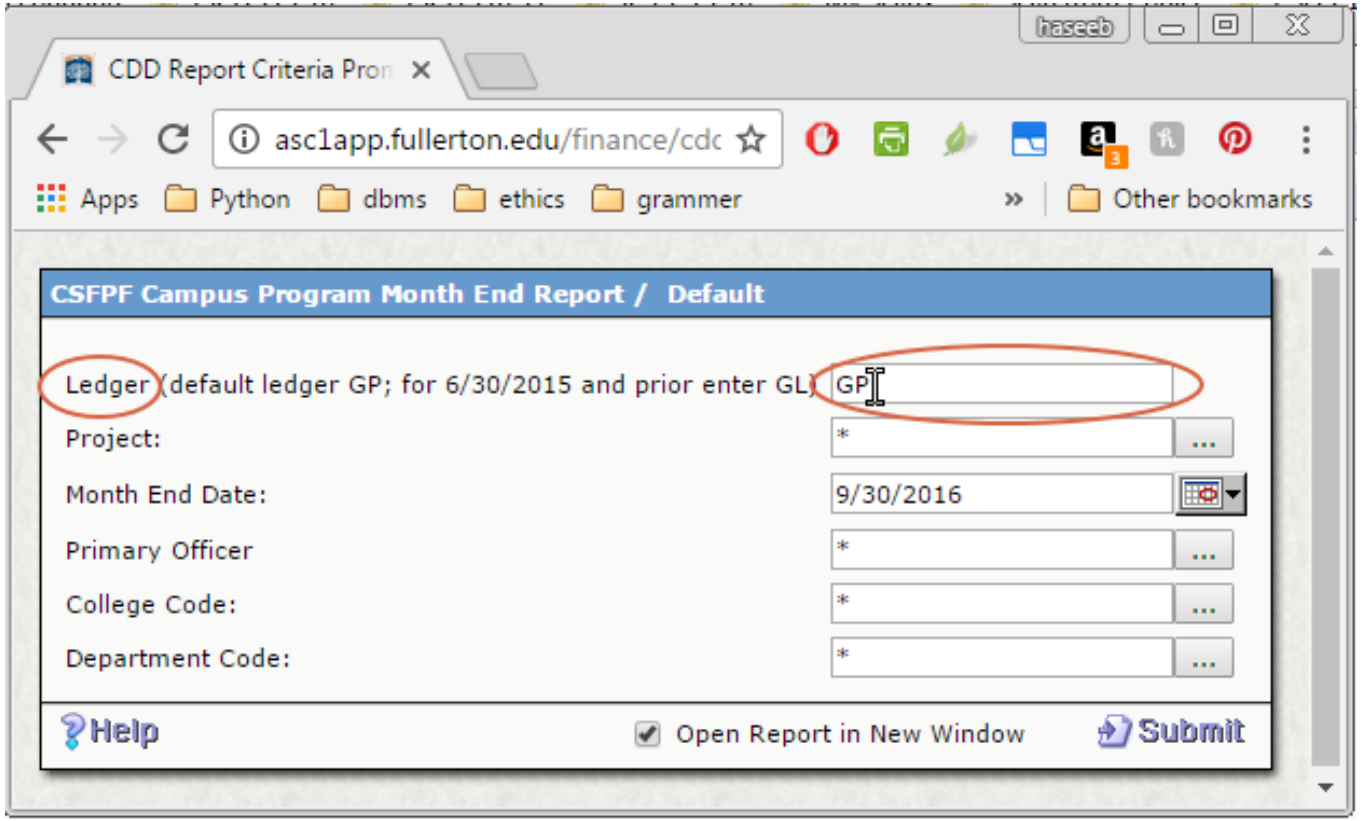
Funds Selected: *

	Fund - Key - Description	Balance
College 180	VP University Advancement	
	08 - 90120 - ALUMNI ASSC LIFE MEM QUASI-ED¹	$312,965.86
	Total College VP University Advancement	$312,965.86

End of Report

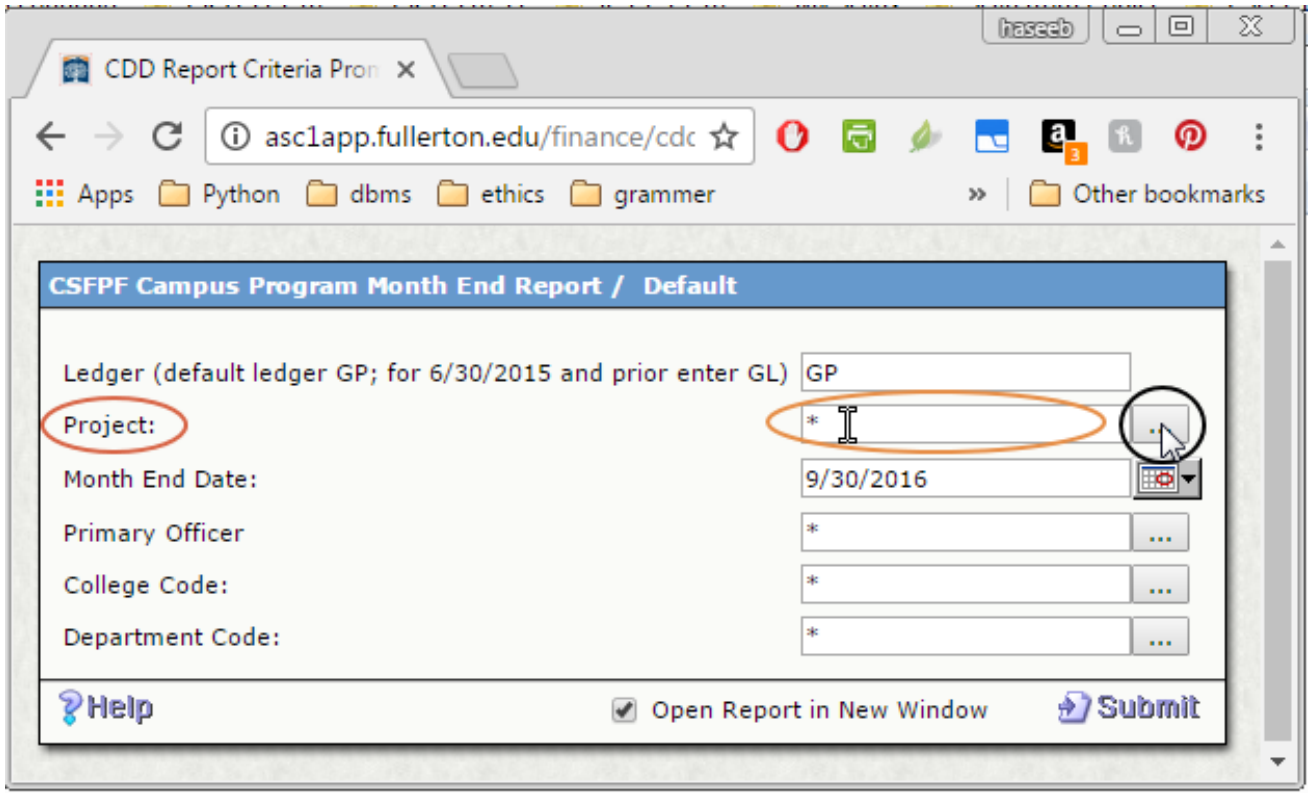
CSFPF Campus Program/Scholarship Report

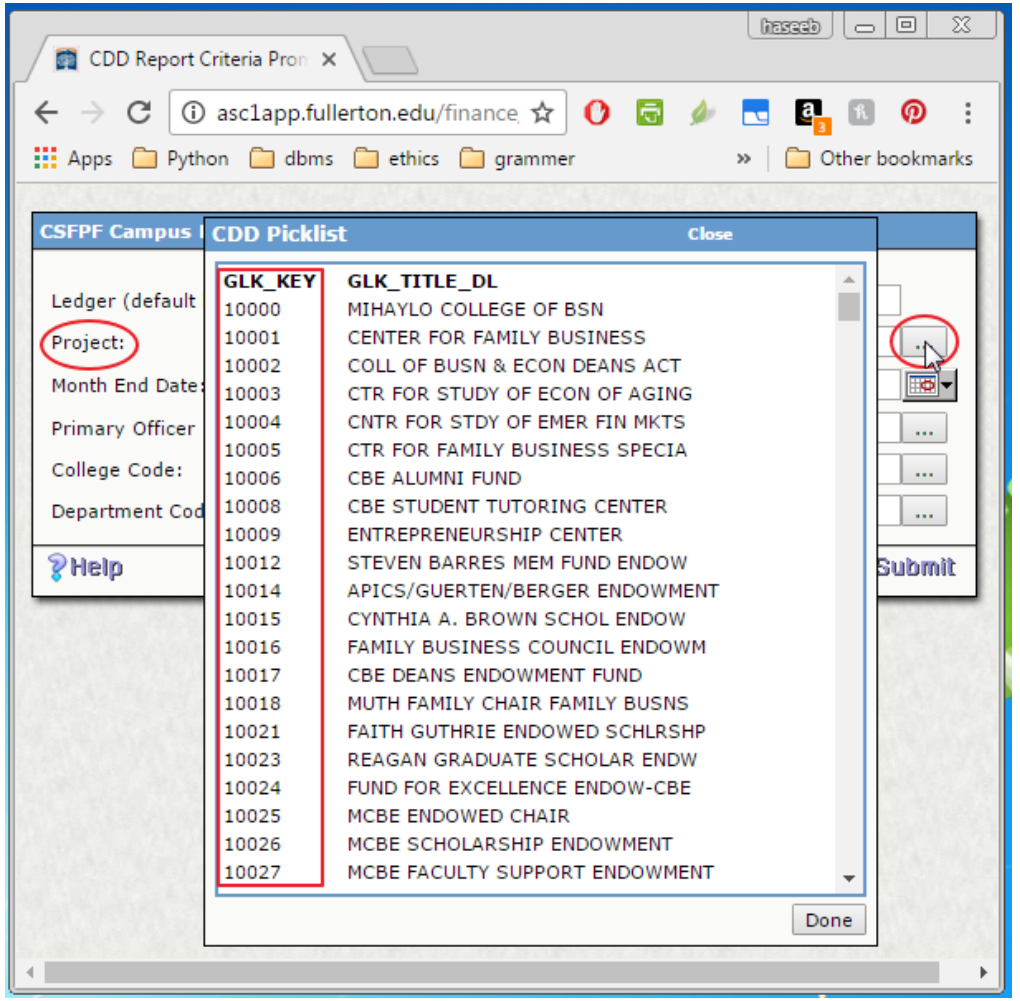
- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use Project for individual account
- If available …, use drop down to select



CSFPF Campus Program/Scholarship Report (CONT.)

Generating report using Project code as a parameter





CSFPF Campus Program/Scholarship Report(CONT.)

Sample report:

Drill down to show detailed

Month to Date- Current month

Fiscal Year to Date Actual will include July, August, Sept for Sept selection

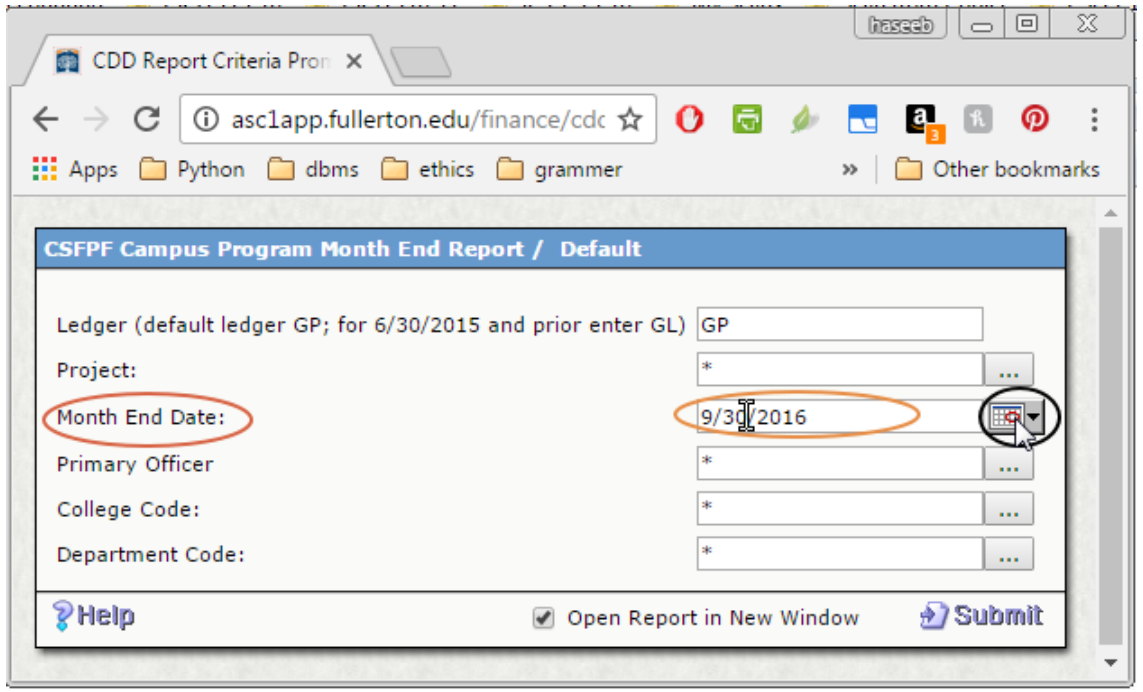
Object Code 1025 is Cash Balance

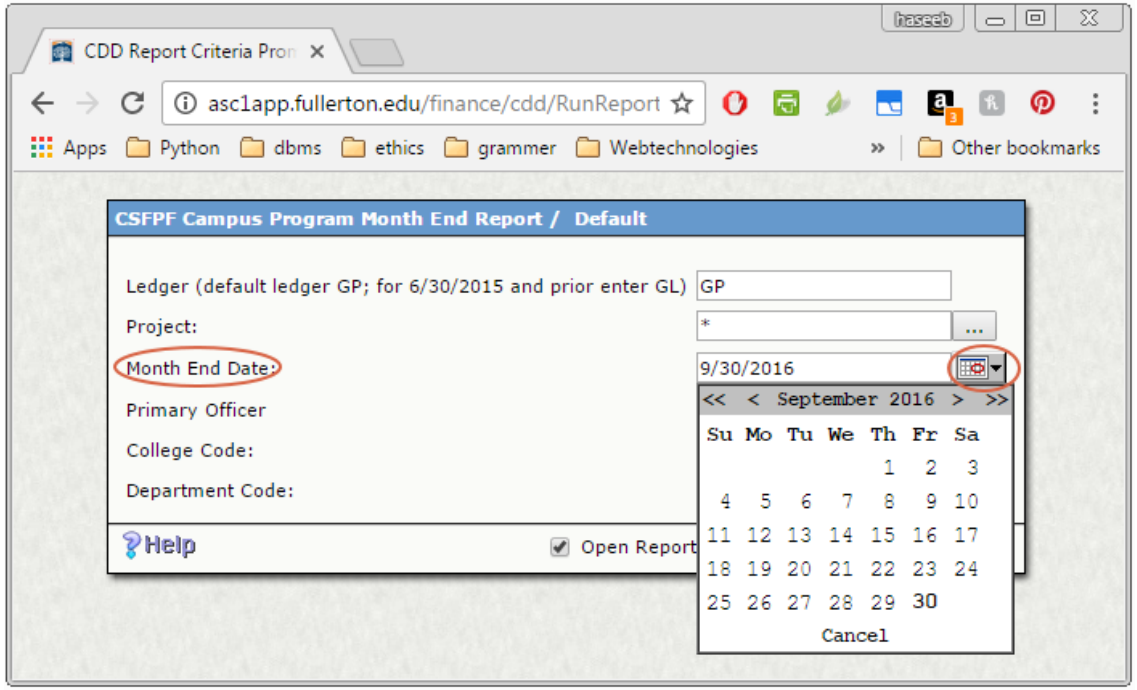
Available Cash Net of Expenditure Encumbrances: 1025 minus PO

Cal State Fullerton Philanthropic Foundation
Campus Program Report
Reporting Month: September 2016

		Month To Date Trans Ttl	Fiscal Year To Date Actual	FYTD Encumbrances	FYTD Actual + FYTD Encmb
90100	**CSUF ALUMNI ASSOCIATION**				
Assets					
1025	Cash (excluding encumbrances)	98,838.56	250,932.93		250,932.93
Total Assets		**98,838.56**	**250,932.93**		**250,932.93**
Liabilities					
2101	Accrued Liabilities		30,000.00		30,000.00
Total Liabilities			**30,000.00**		**30,000.00**
Revenues					
6507	Gifts-Individuals-Other	35.00	180.00		180.00
6312	Merchandise Royalties		7,650.00		7,650.00
6317	Affinity Insurance Revenue	108,000.00	108,000.00		108,000.00
6500	Other Operating Income		100.00		100.00
6550	From CSUF (State of CA)	1,250.00	1,250.00		1,250.00
Total Revenues		**109,285.00**	**117,180.00**		**117,180.00**
Transfers In (Out)					
9441	Alumni Membership/Oper Transfr		50,000.00		50,000.00
9690	Campus Prog 9000-Intrafund Tsf		(124.60)		(124.60)
Total Transfers In (Out)			**49,875.40**		**49,875.40**
Expenditures					
Personnel Expenses					
8170	Employee Text Incentive	29.42	29.42		29.42
8269	Reimbursed Wages			303.55	303.55
Total Personnel Expenses		**29.42**	**29.42**	**303.55**	**332.97**

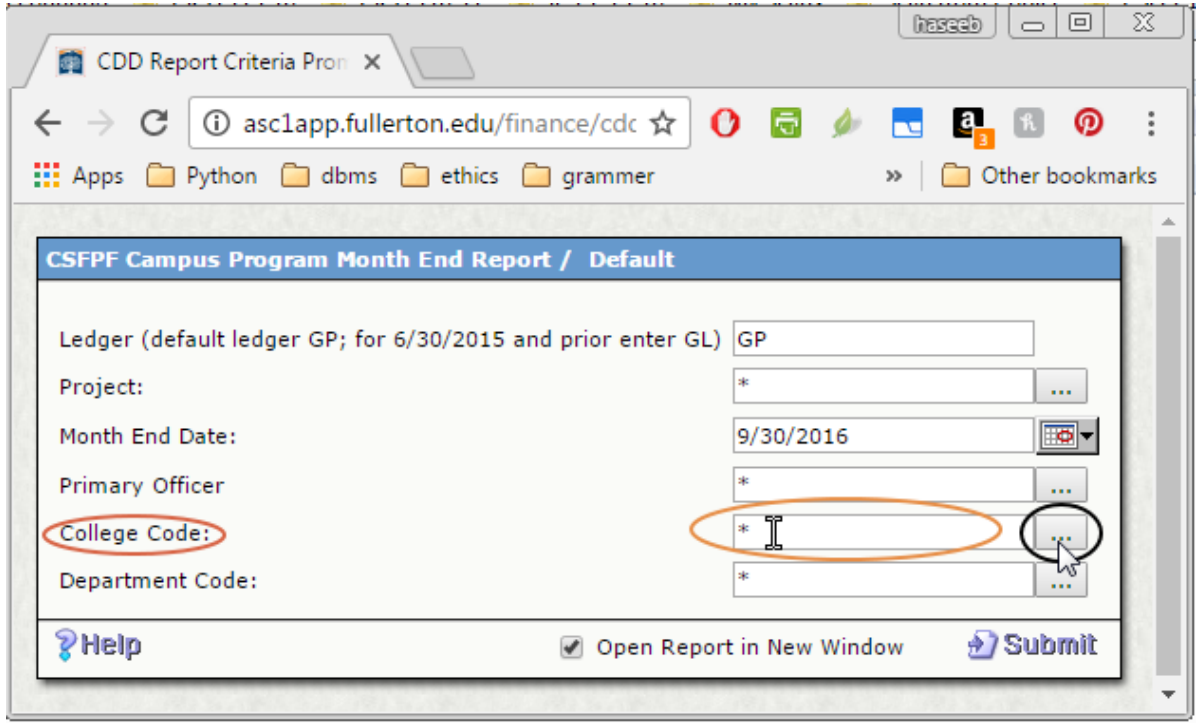
CSFPF Campus Program/Scholarship Report(CONT.)

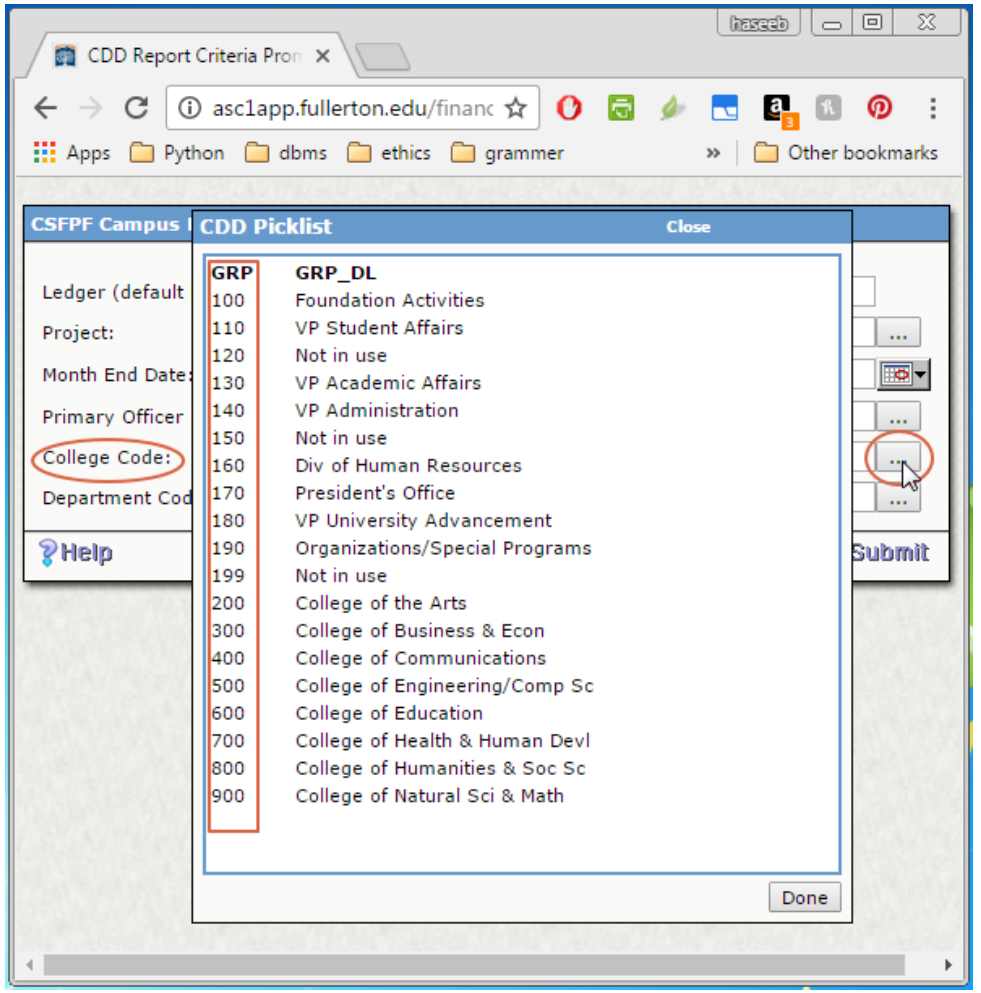




CSFPF Campus Program/Scholarship Report (CONT.)

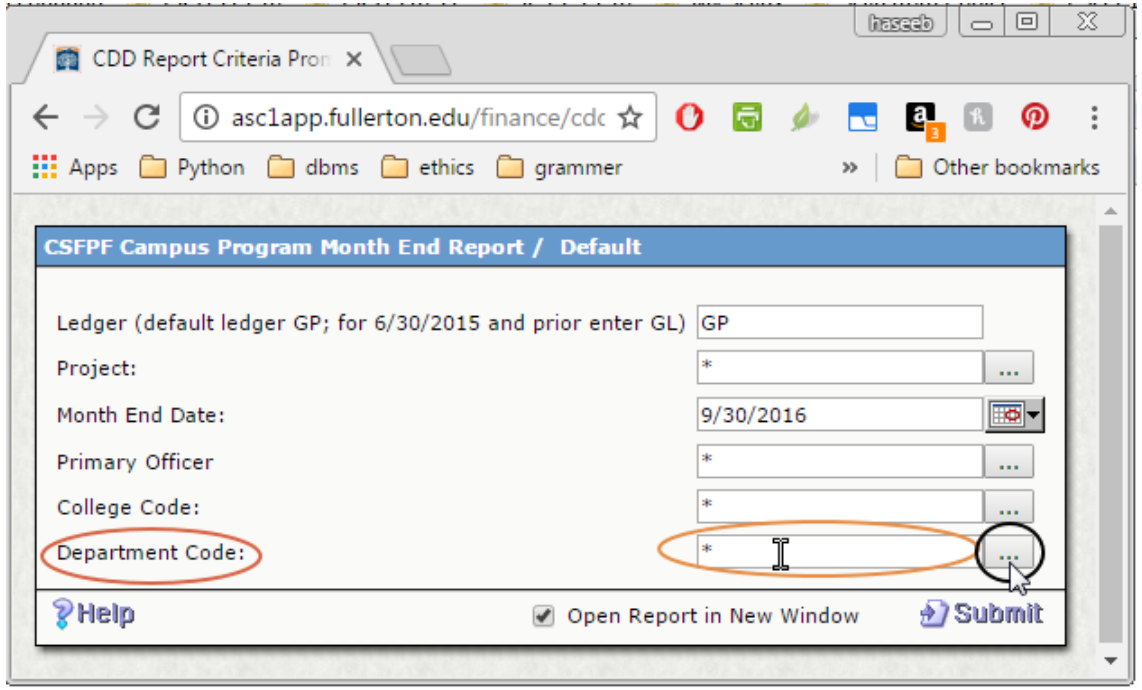
Generating report using College code as a parameter

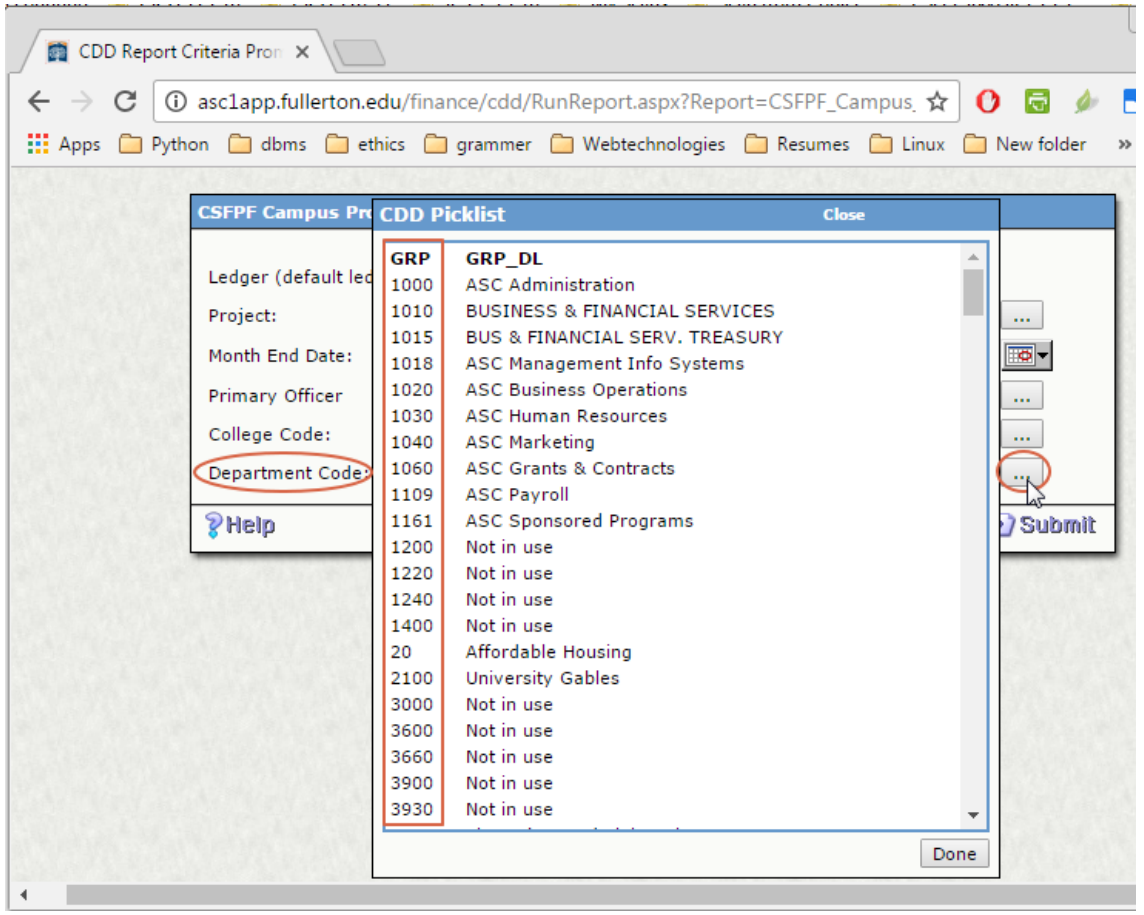




CSFPF Campus Program/Scholarship Report(CONT.)

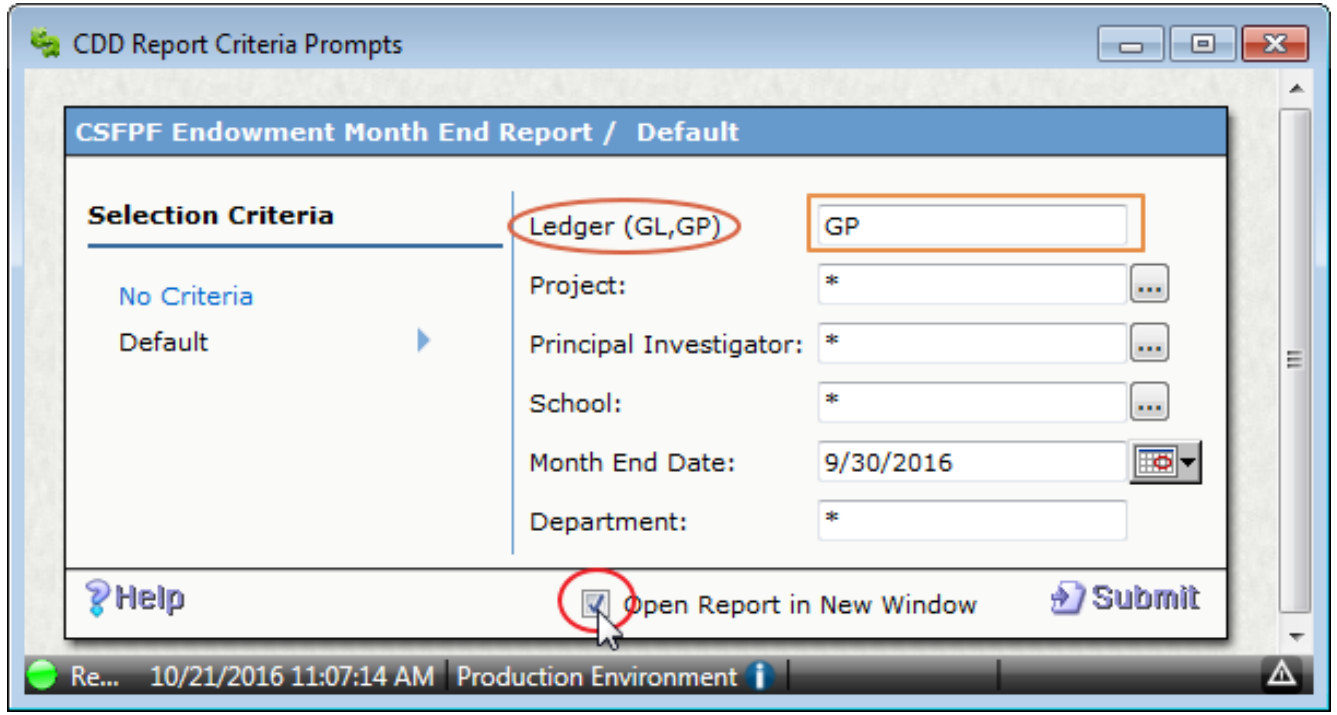
Generating report using Department Code as a parameter





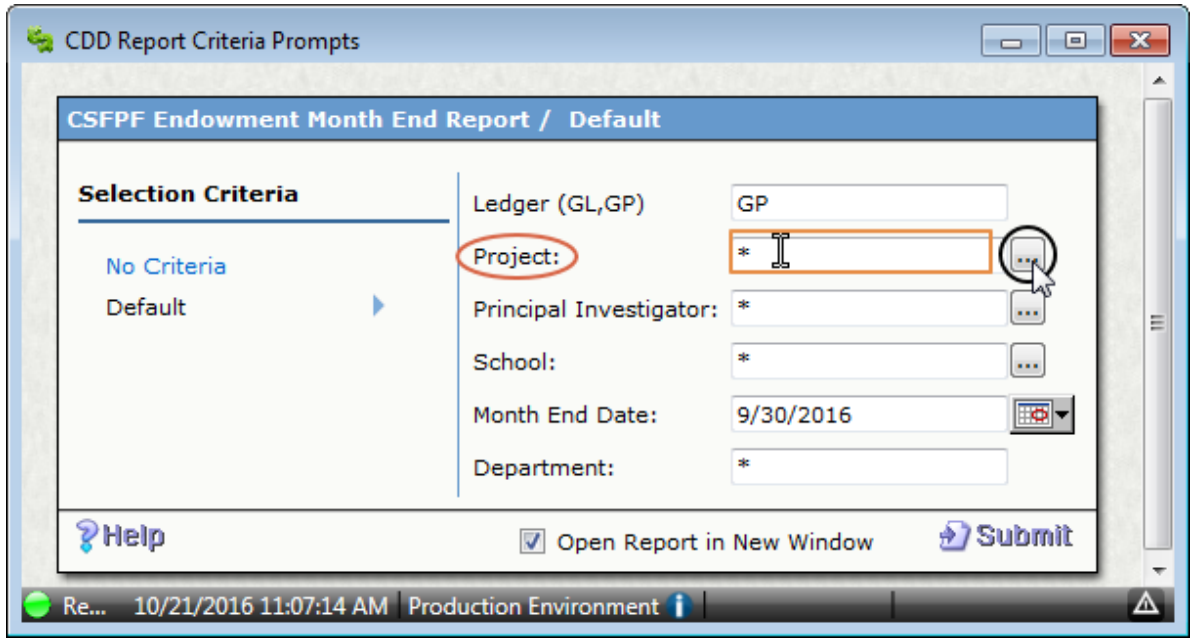
Endowment Report

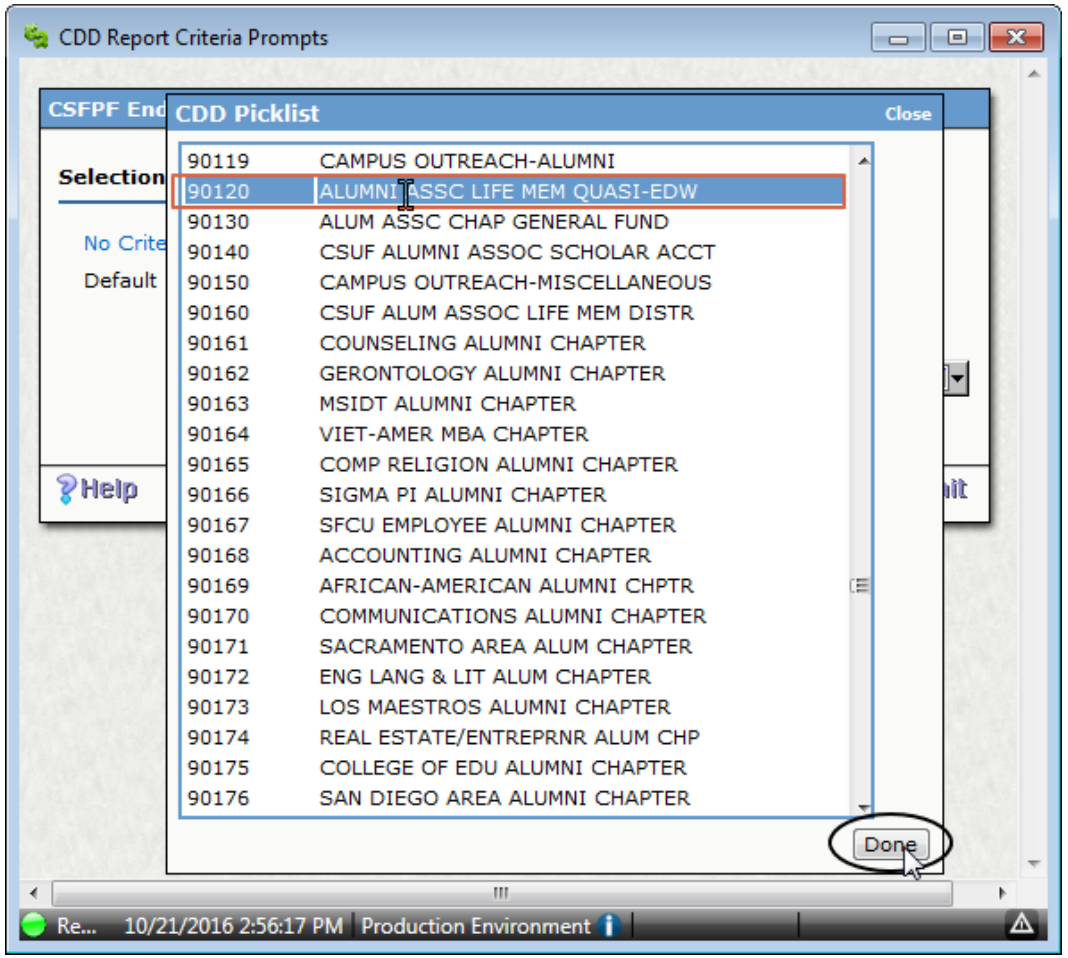
- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use Project for individual account
- If available …, use drop down to select
- School for College Code
- Check Open Report for new window



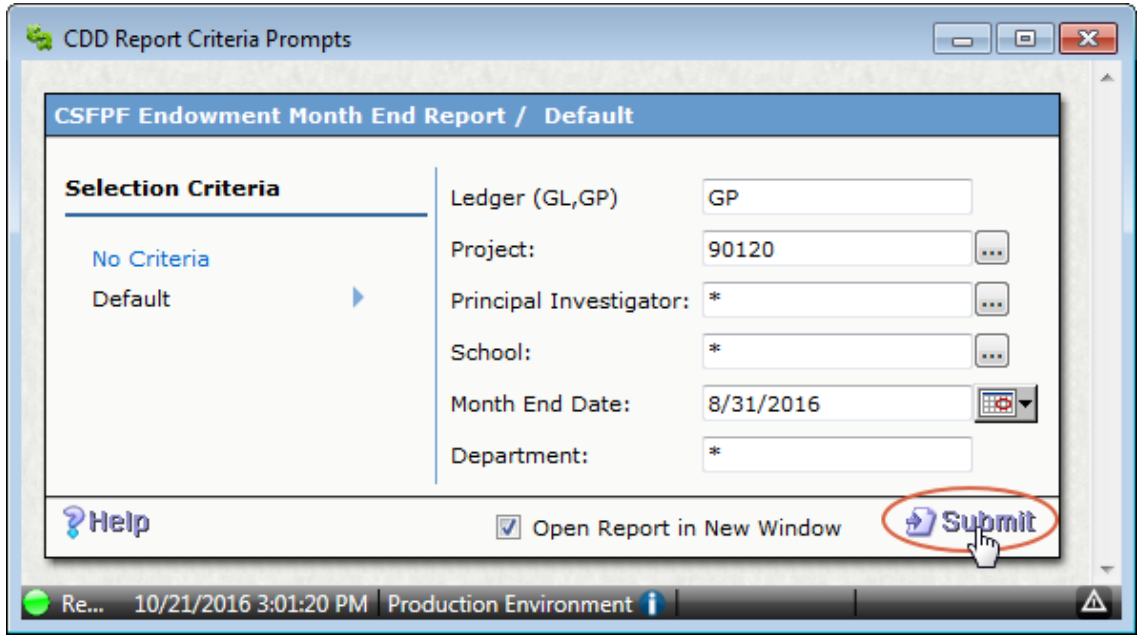
Endowment Report (CONT.)

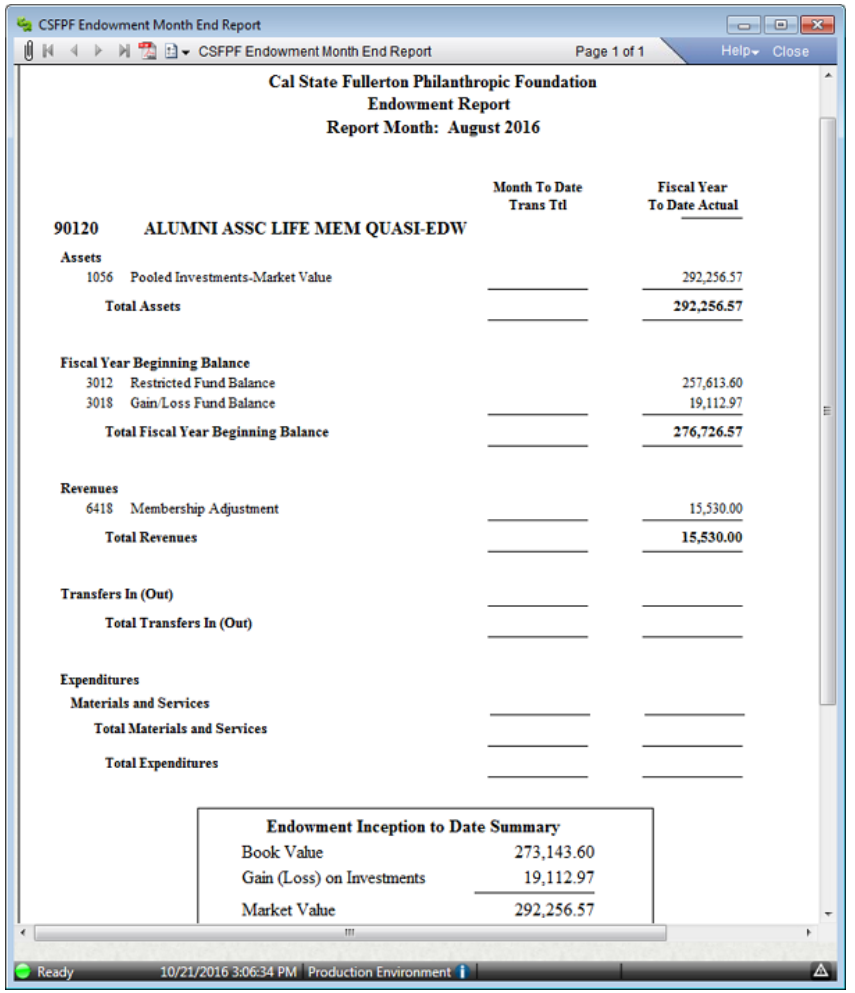
Generating report using Project code as a parameter





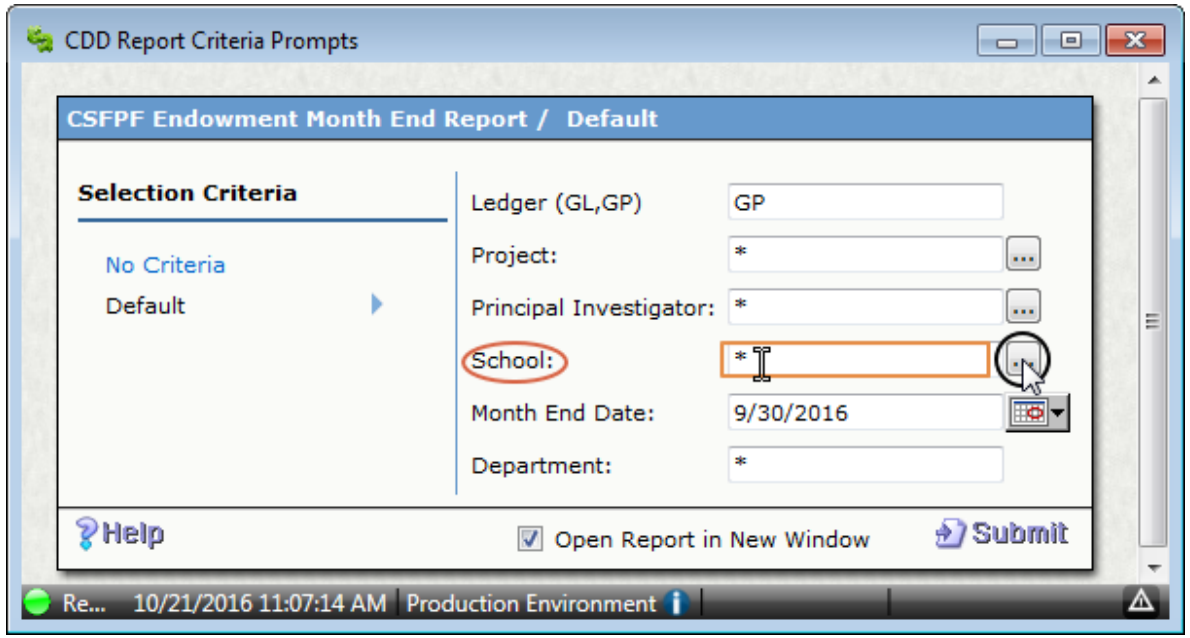
Endowment Report (CONT.)

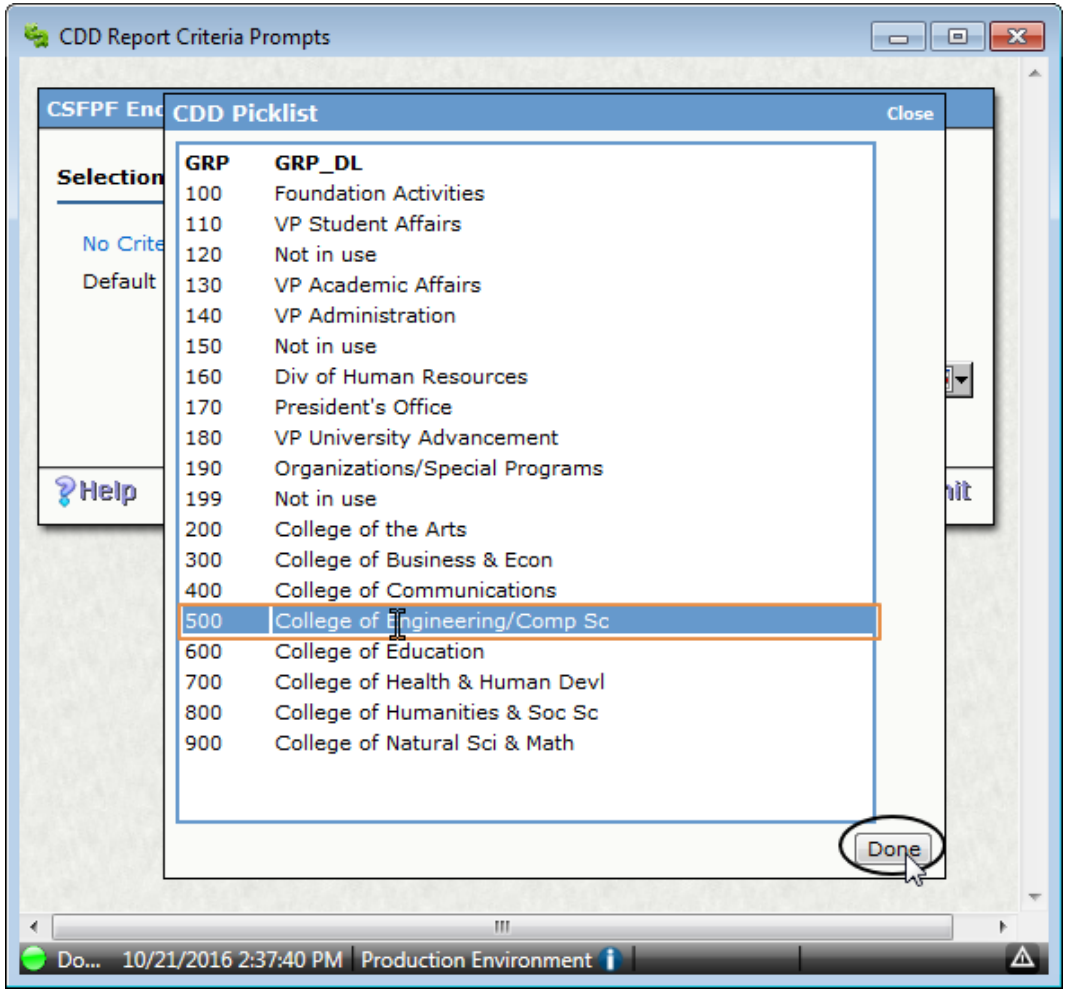




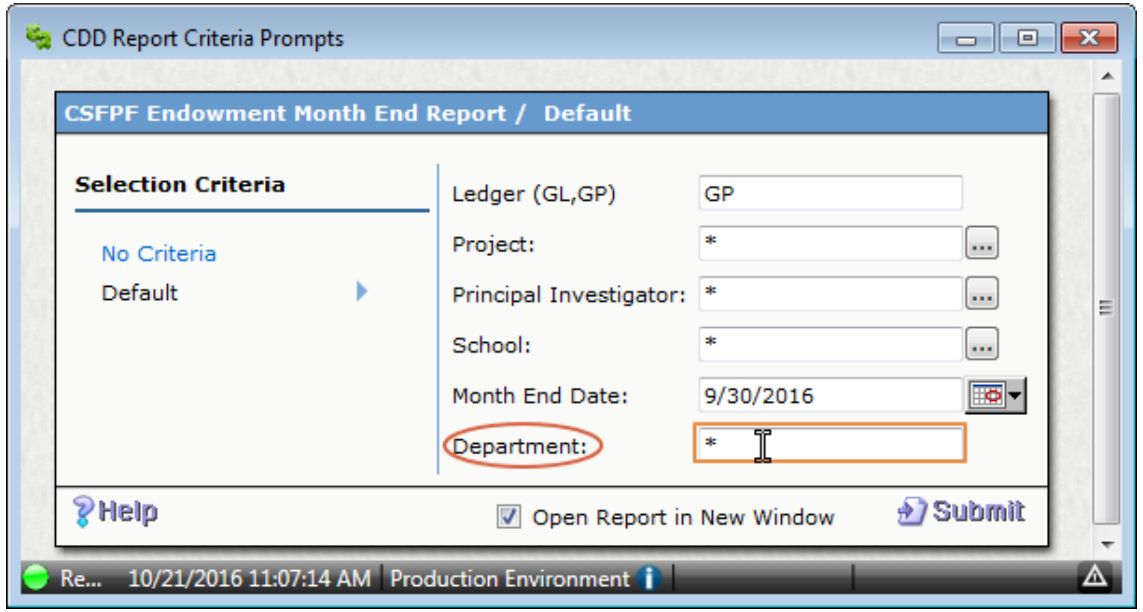
Endowment Report (CONT.)

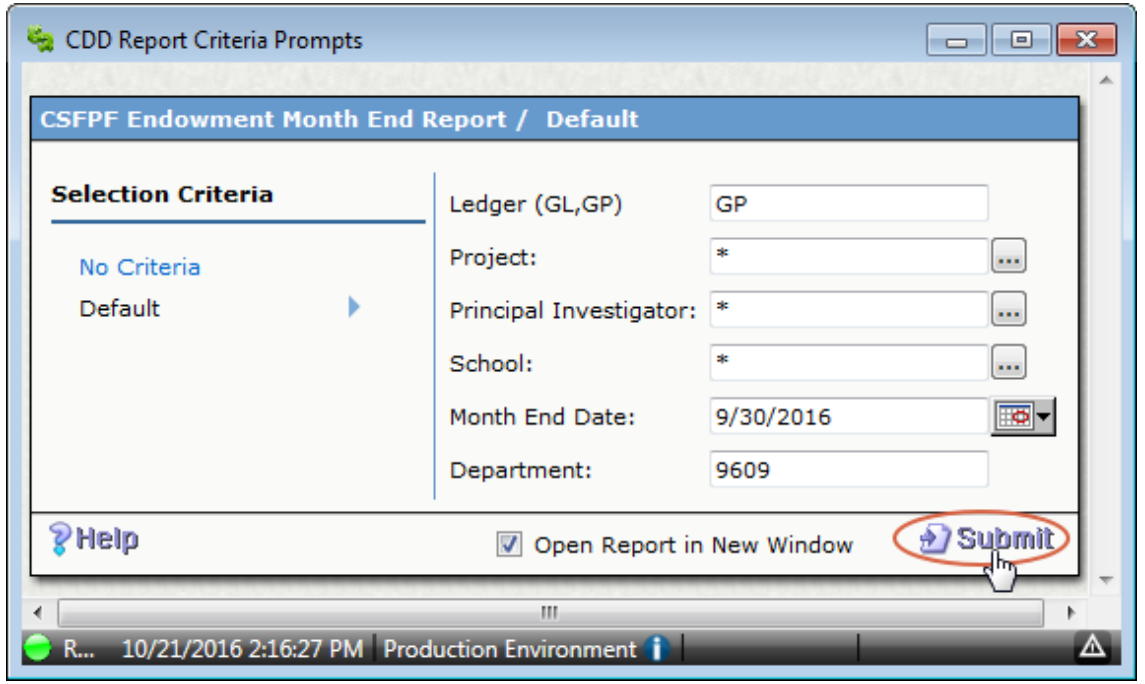
Generating report using School code as a parameter



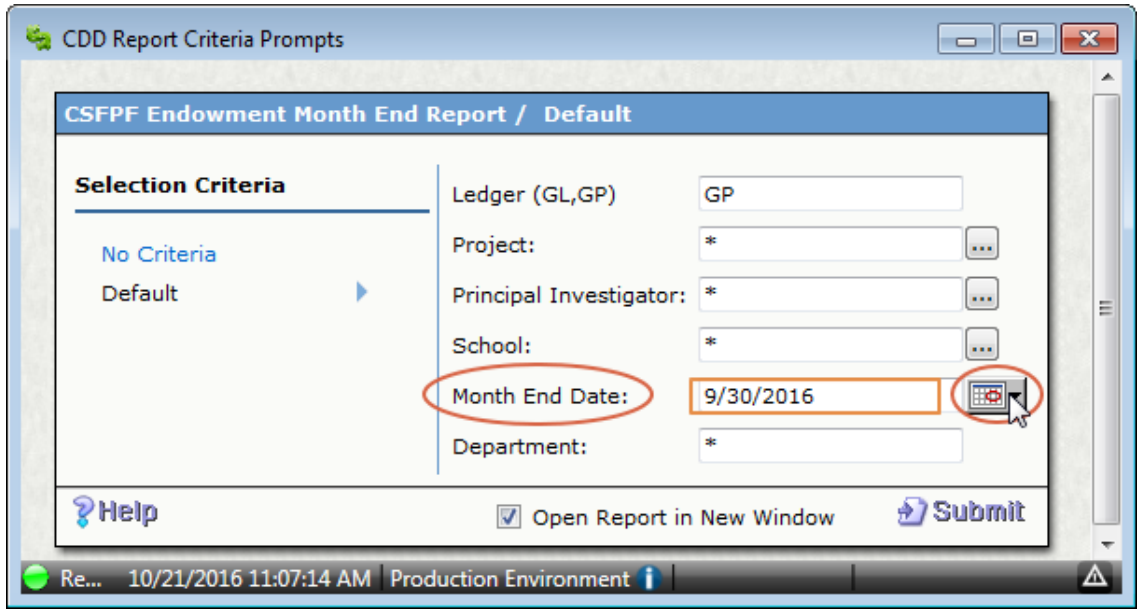


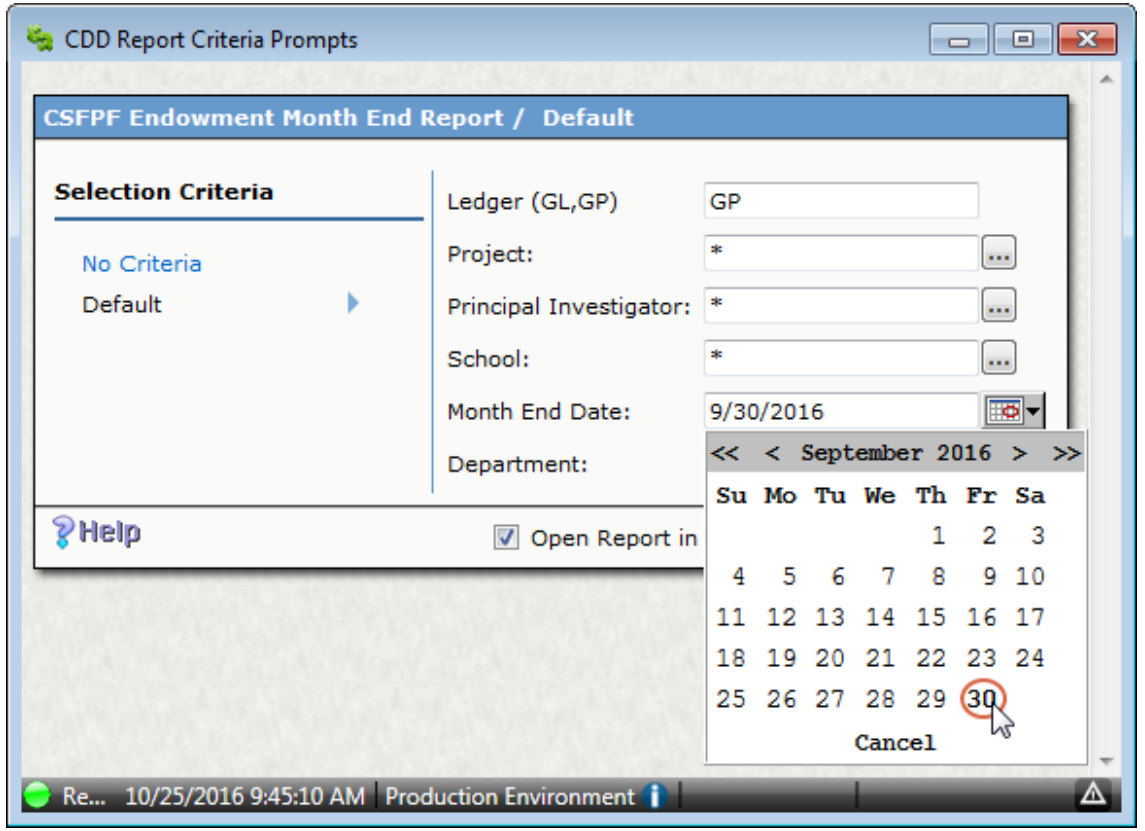
Endowment Report (CONT.)





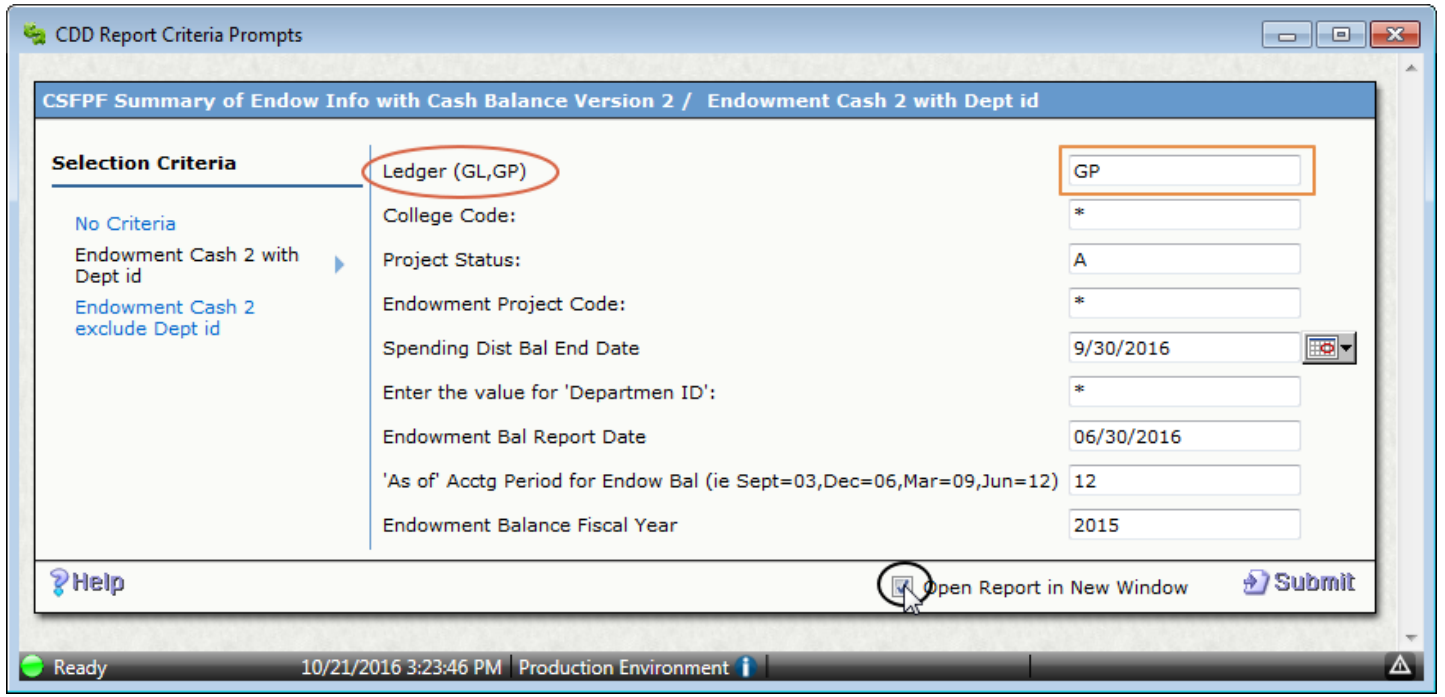
Endowment Report (CONT.)





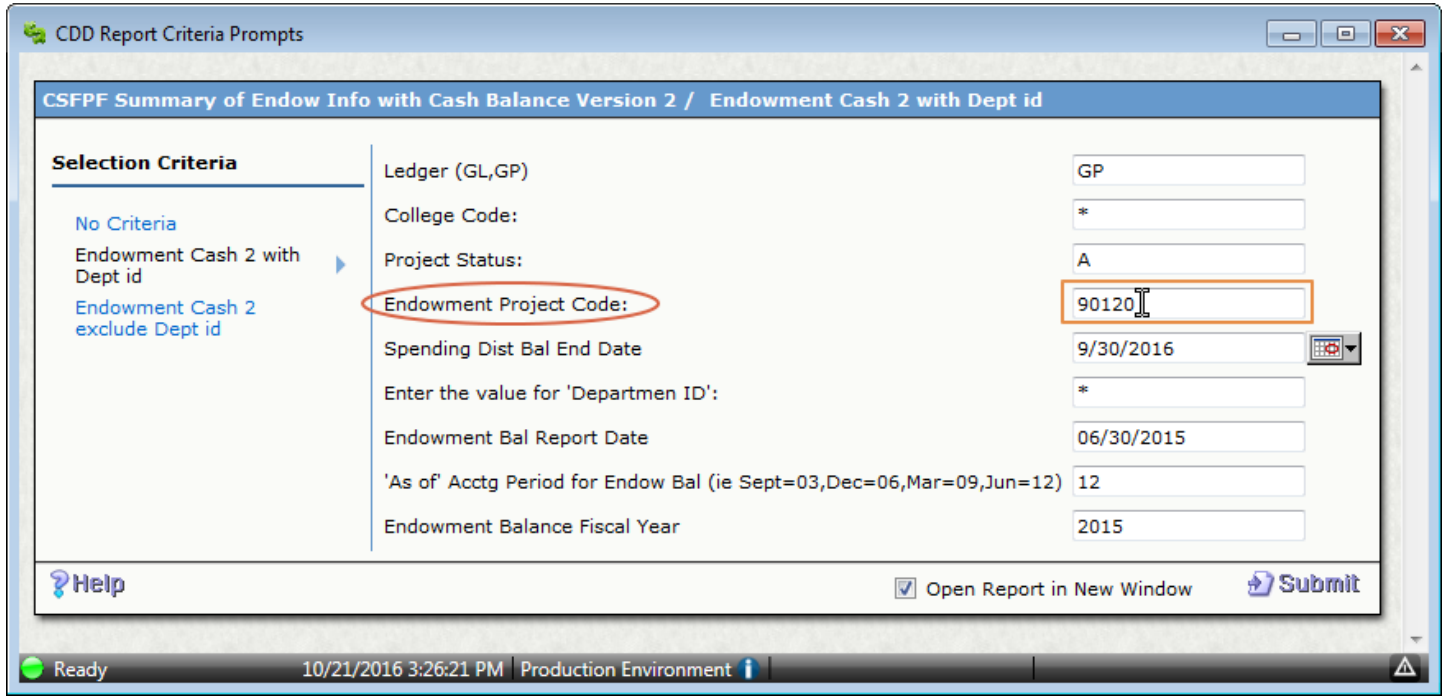
Endowment BV to MV (CONT.)

- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use Project for individual account
- Spending Dist Bal End Date: Use Qtr End
- Endowment Bal Report Date- 06/30/2016 -Acctg Period Endow for Jun= 12
- Endow Bal FY: 07/01/2015- 06/30/2016 Use 2015



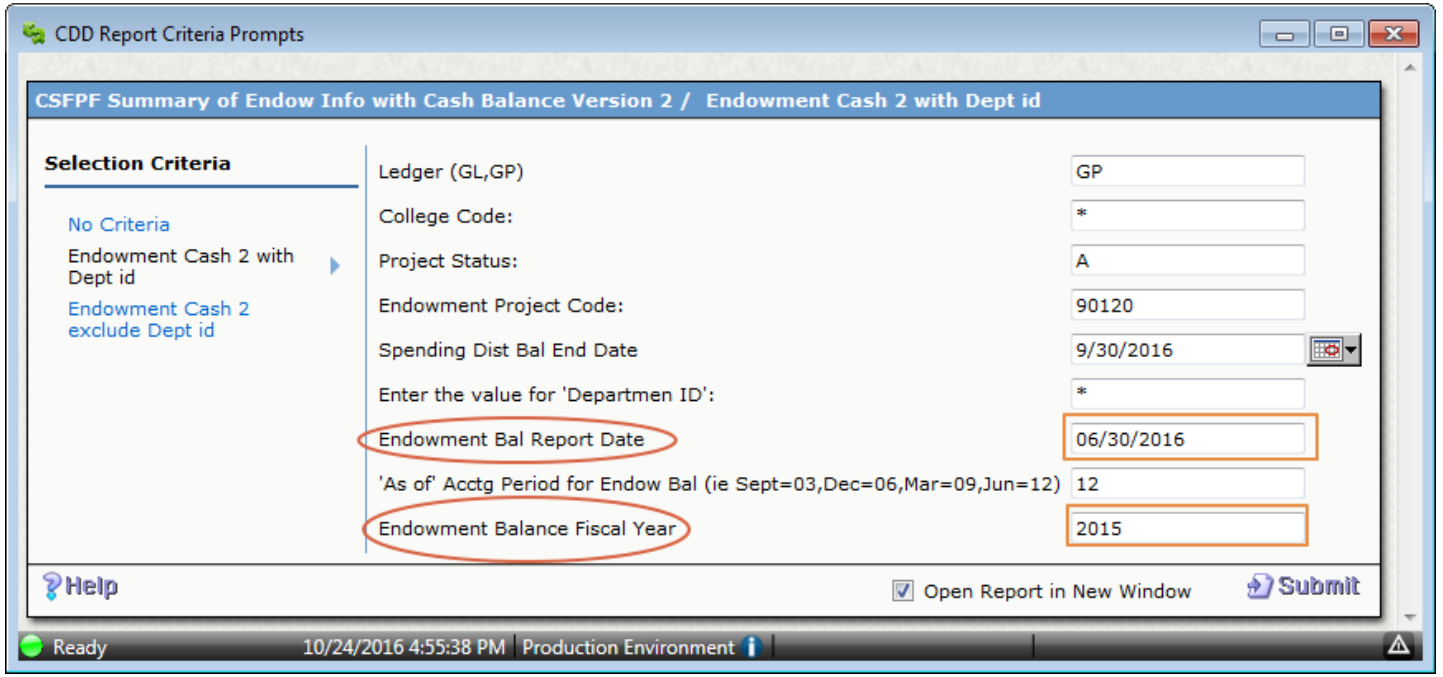
Endowment BV to MV (CONT.)

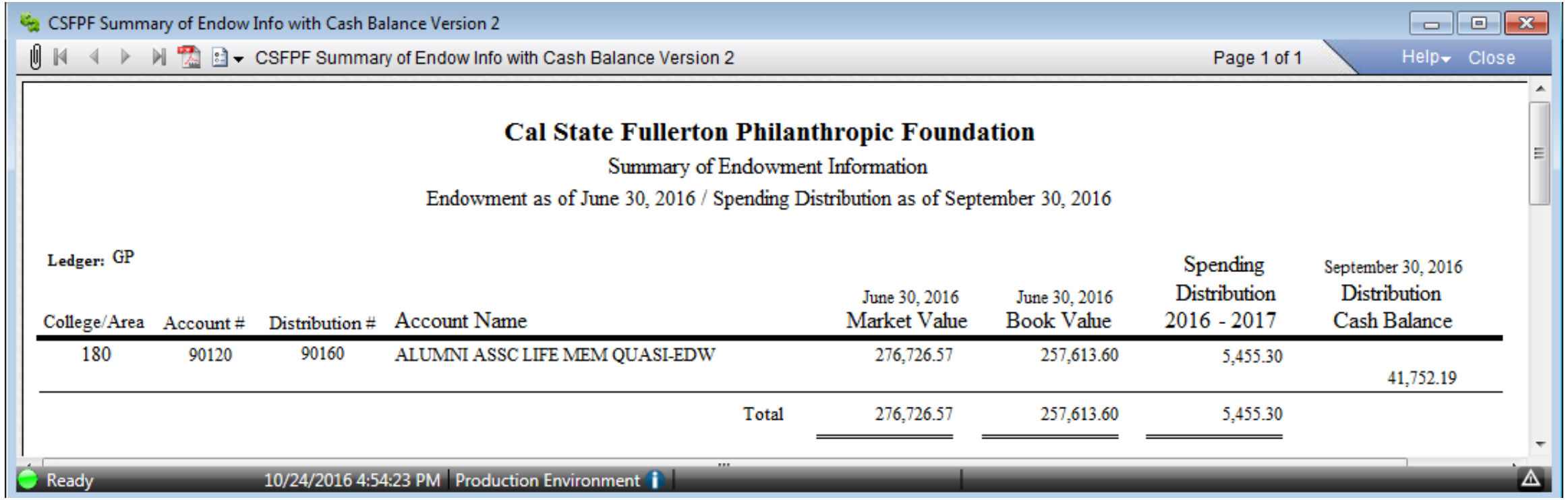
- Use Project for individual account
- Use College Code for all College Accounts
- Use Department ID if available within College



Endowment BV to MV (CONT.)

- Spending Dist Bal End Date: Use Qtr End
- Endowment Bal Report Date- 06/30/2016 -Acctg Period Endow for Jun= 12
- Endow Bal FY: 07/01/2015- 06/30/2016 Use 2015





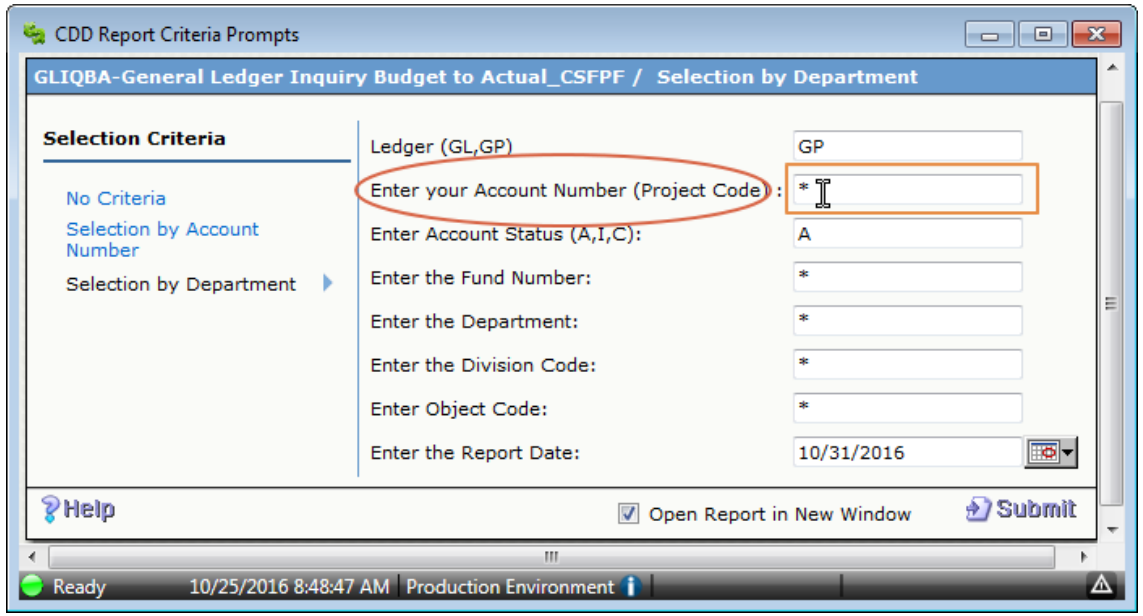
Endowment Report Ver. II

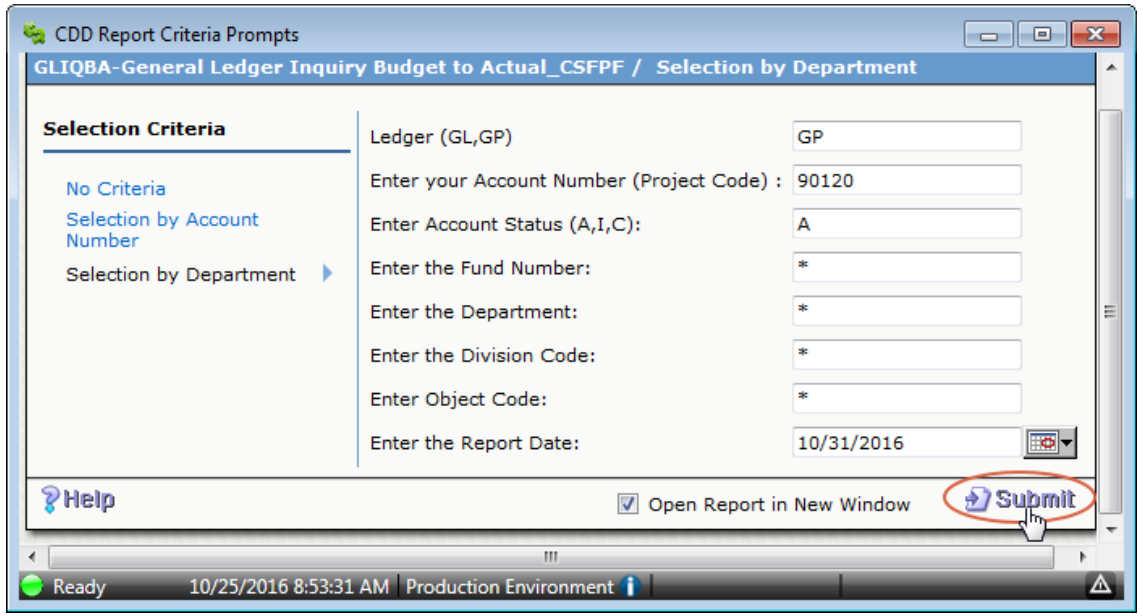
Provide Total market value and book value of endowments for your college

Spending Distribution if available

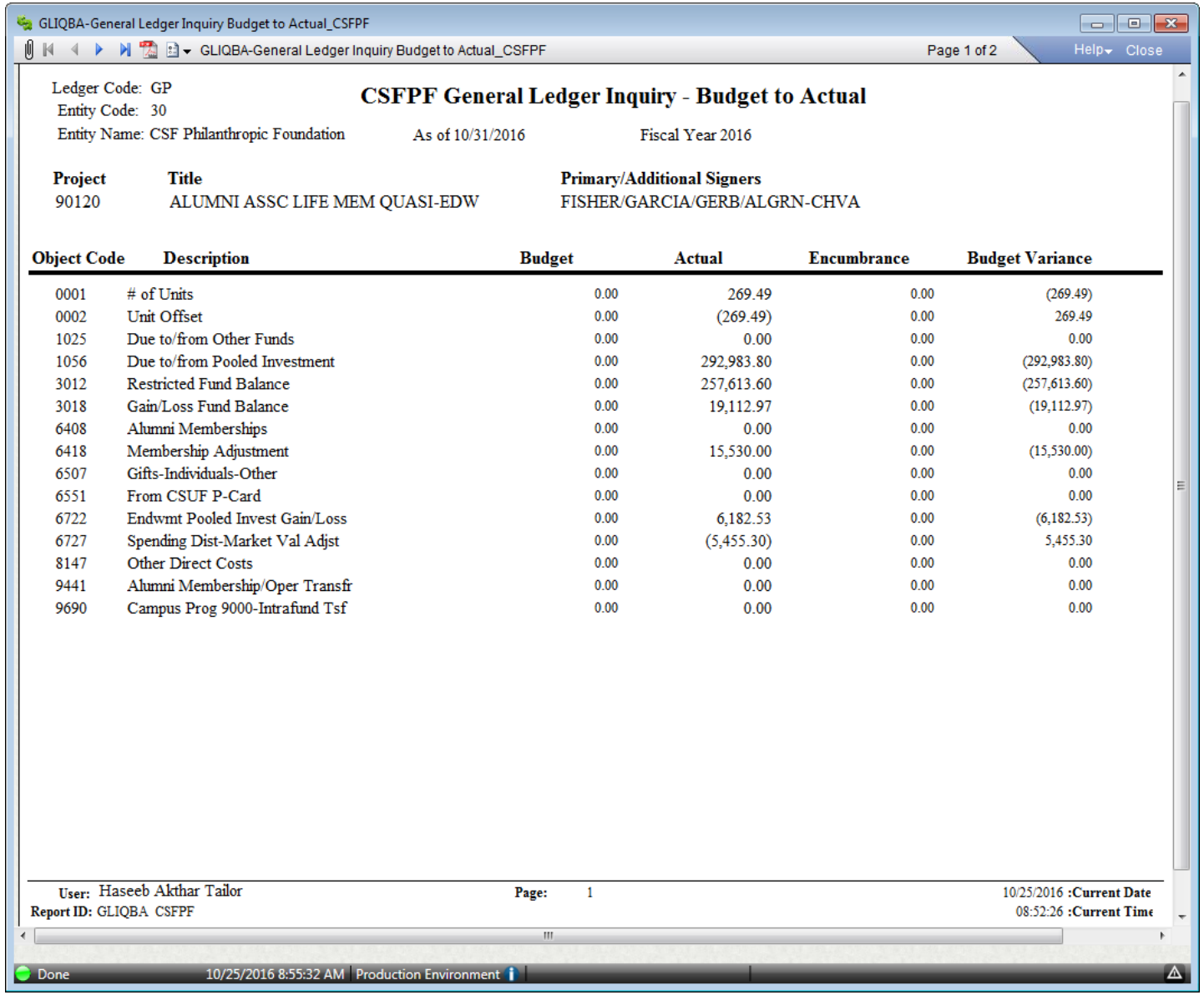
Cash balance for spending account

GLIQBA: GL Inquiry Bal





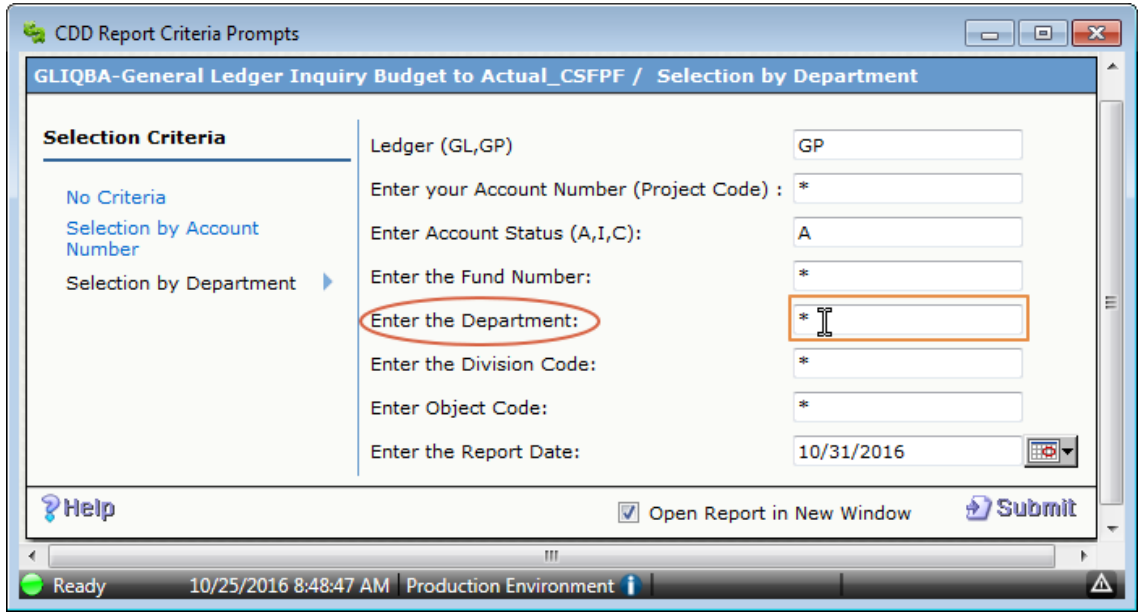
GLIQBA

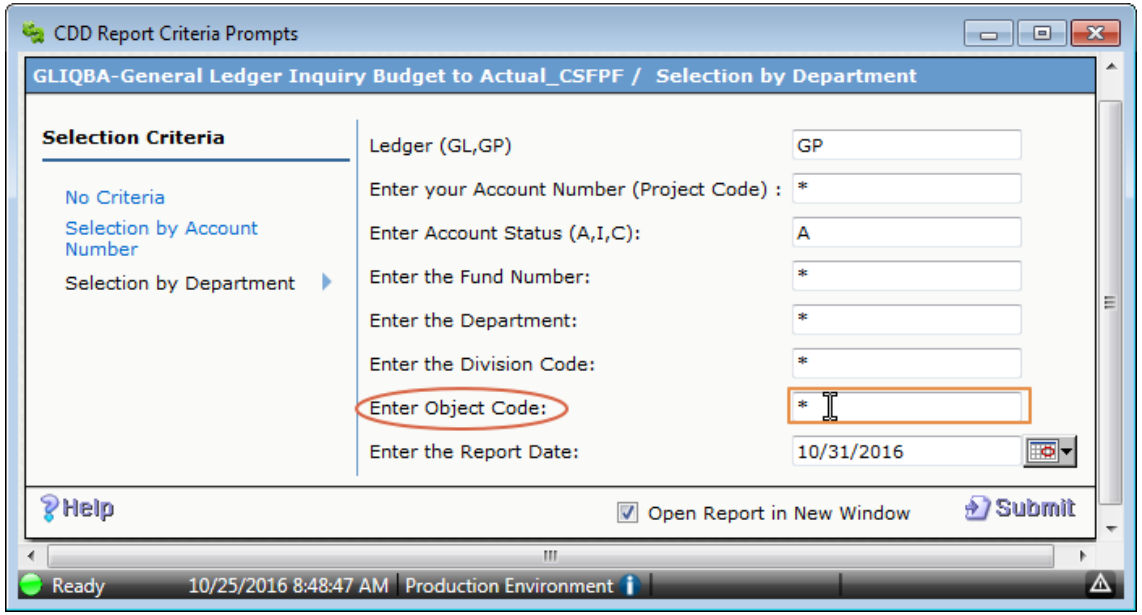

GLIQBA-General Ledger Inquiry Budget to Actual_CSFPF
GLIQBA-General Ledger Inquiry Budget to Actual_CSFPF
Page 1 of 2
Help
Close
Ledger Code: GP
Entity Code: 30
Entity Name: CSF Philanthropic Foundation
CSFPF General Ledger Inquiry - Budget to Actual
As of 10/31/2016
Fiscal Year 2016
Project
90120
Title
ALUMNI ASSC LIFE MEM QUASI-EDW
Primary/Additional Signers
FISHER/GARCIA/GERB/ALGRN-CHVA
Object Code
Description
Budget
Actual
Encumbrance
Budget Variance
0001 # of Units 0.00 269.49 0.00 (269.49)
0002 Unit Offset 0.00 (269.49) 0.00 269.49
1025 Due to/from Other Funds 0.00 0.00 0.00 0.00
1056 Due to/from Pooled Investment 0.00 292,983.80 0.00 (292,983.80)
3012 Restricted Fund Balance 0.00 257,613.60 0.00 (257,613.60)
3018 Gain/Loss Fund Balance 0.00 19,112.97 0.00 (19,112.97)
6408 Alumni Memberships 0.00 0.00 0.00 0.00
6418 Membership Adjustment 0.00 15,530.00 0.00 (15,530.00)
6507 Gifts-Individuals-Other 0.00 0.00 0.00 0.00
6551 From CSUF P-Card 0.00 0.00 0.00 0.00
6722 Endwmt Pooled Invest Gain/Loss 0.00 6,182.53 0.00 (6,182.53)
6727 Spending Dist-Market Val Adjst 0.00 (5,455.30) 0.00 5,455.30
8147 Other Direct Costs 0.00 0.00 0.00 0.00
9441 Alumni Membership/Oper Transfr 0.00 0.00 0.00 0.00
9690 Campus Prog 9000-Intrafund Tsf 0.00 0.00 0.00 0.00
User: Haseeb Akthar Tailor
Page: 1
10/25/2016 :Current Date
Report ID: GLIQBA CSFPF
08:52:26 :Current Time
Done
10/25/2016 8:55:32 AM
Production Environment

GLIQBA: GL Inquiry Bal

Dept ID with your College if available

Revenue Code (6@), Expense Code (8@), Transfer Code (9@)





Object Codes

Revenue Code (6@), Expense Code (8@), Transfer Code (9@)

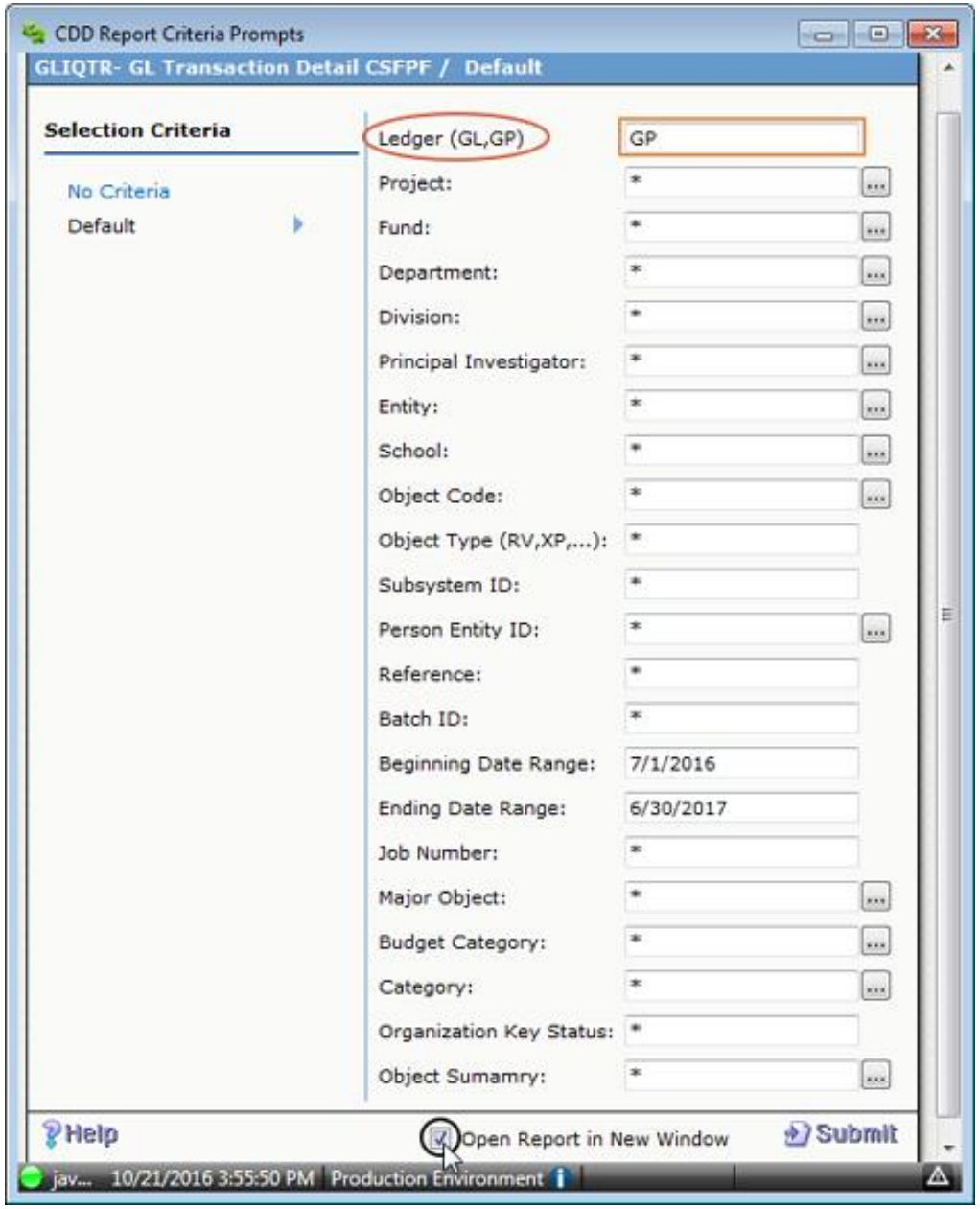
Income

6507	Gifts
6500	non-gifts
6517	benefits

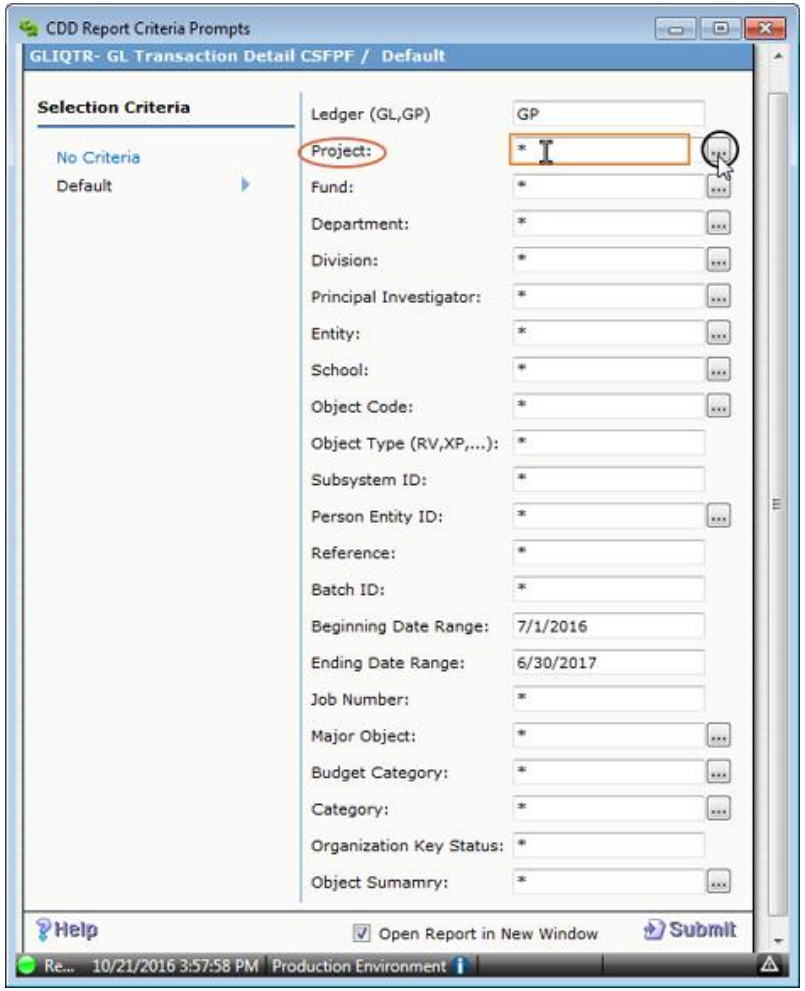
Expense

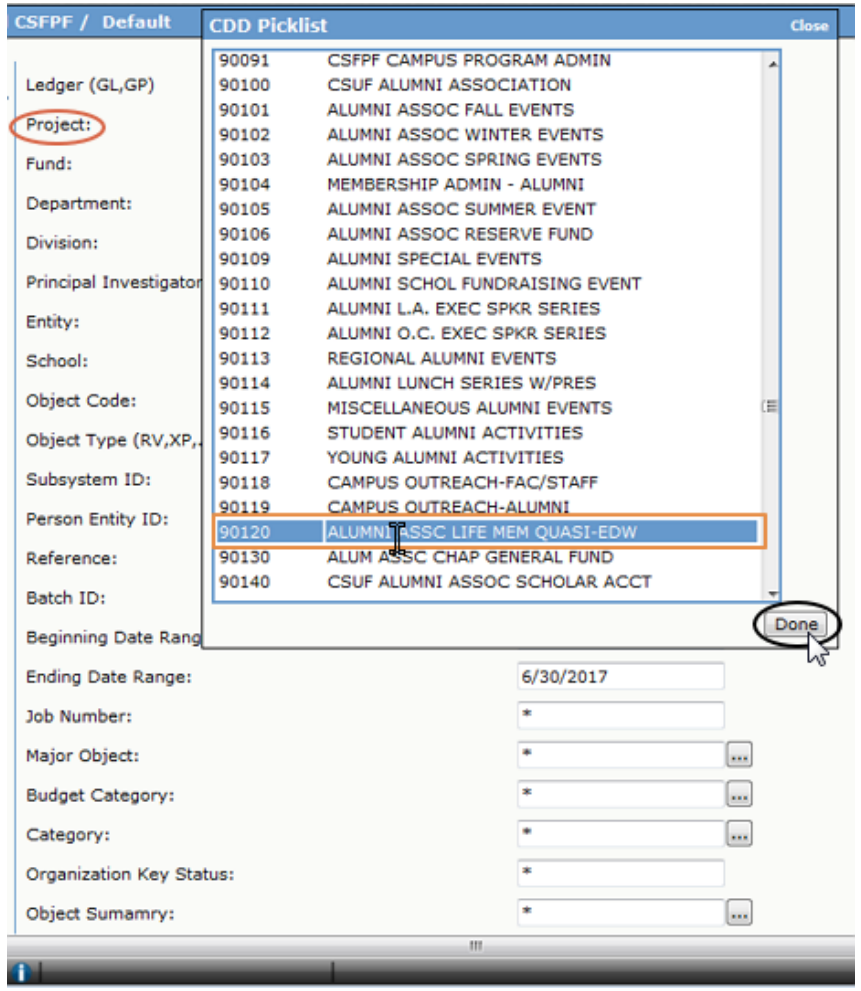
8110	Advertising
8112	Telephone
8116	Conference expense
8117	Dues/Subscriptions/Memberships
8118	Board Relations
8120	Services
8123	Printing
8142	Repairs and Maintenance
8143	Supplies
8146	Office Supplies
8148	Public Relations (guests/faculty/staff)
8151	Event Attendance
8153	Room Rentals
8155	Equipment 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

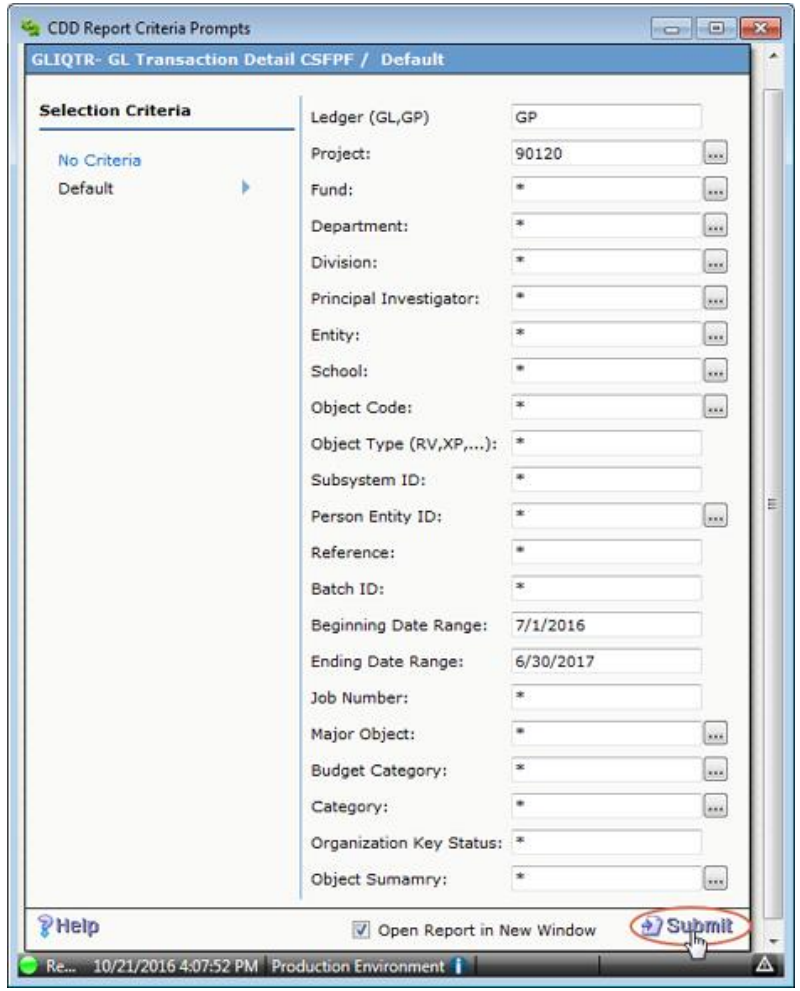
GLIQTR

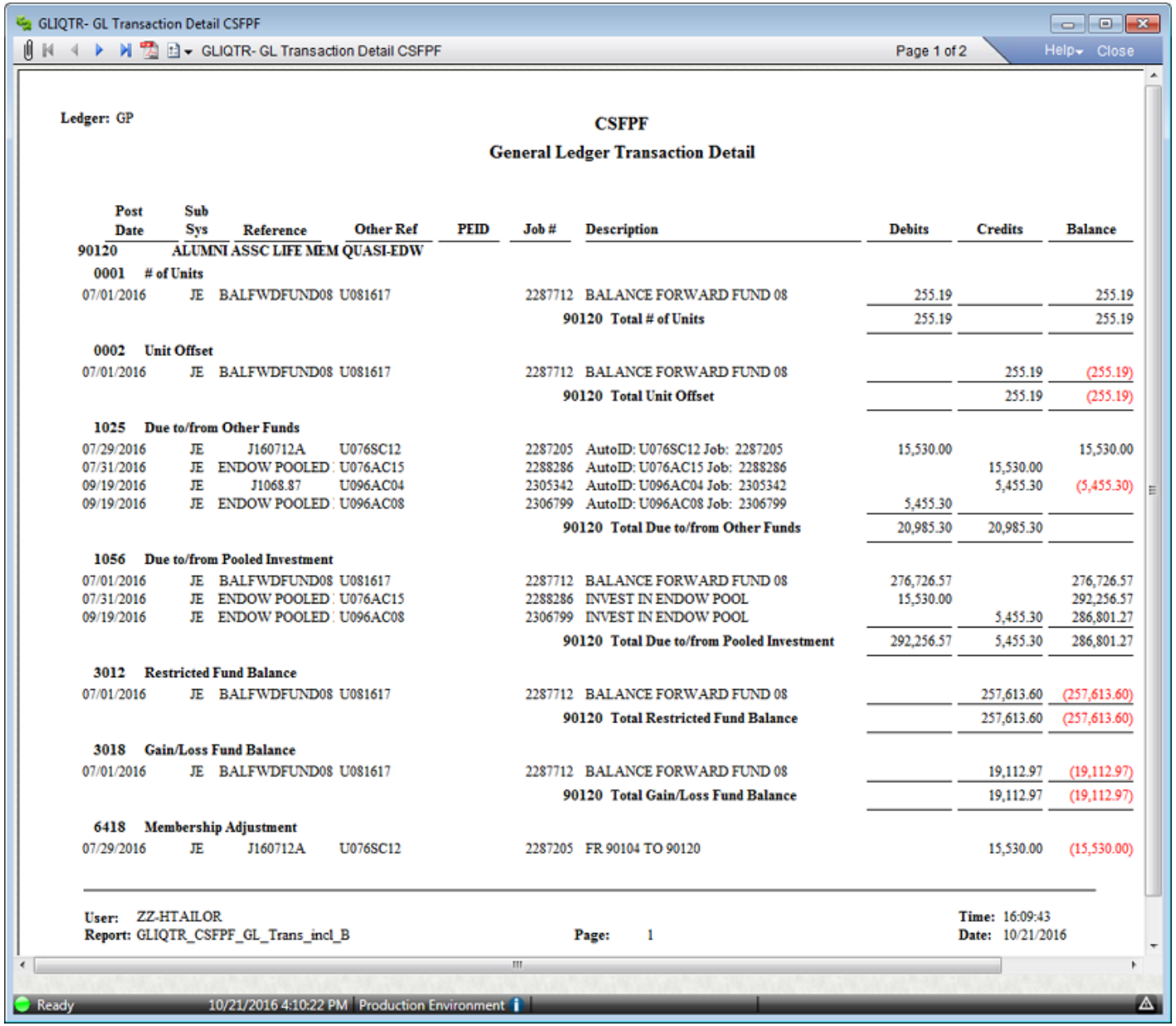

CDD Report Criteria Prompts
GLIQTR- GL Transaction Detail CSFPF / Default
Selection Criteria
No Criteria
Default
Ledger (GL,GP)
GP
Project:
Fund:
Department:
Division:
Principal Investigator:
Entity:
School:
Object Code:
Object Type (RV,XP,...):
Subsystem ID:
Person Entity ID:
Reference:
Batch ID:
Beginning Date Range:
7/1/2016
Ending Date Range:
6/30/2017
Job Number:
Major Object:
Budget Category:
Category:
Organization Key Status:
Object Sumamry:
Help
Open Report in New Window
Submit
jav...
10/21/2016 3:55:50 PM
Production Environment

GLIQTR: Detailed Transactions









Ledger: GP

CSFPF

General Ledger Transaction Detail

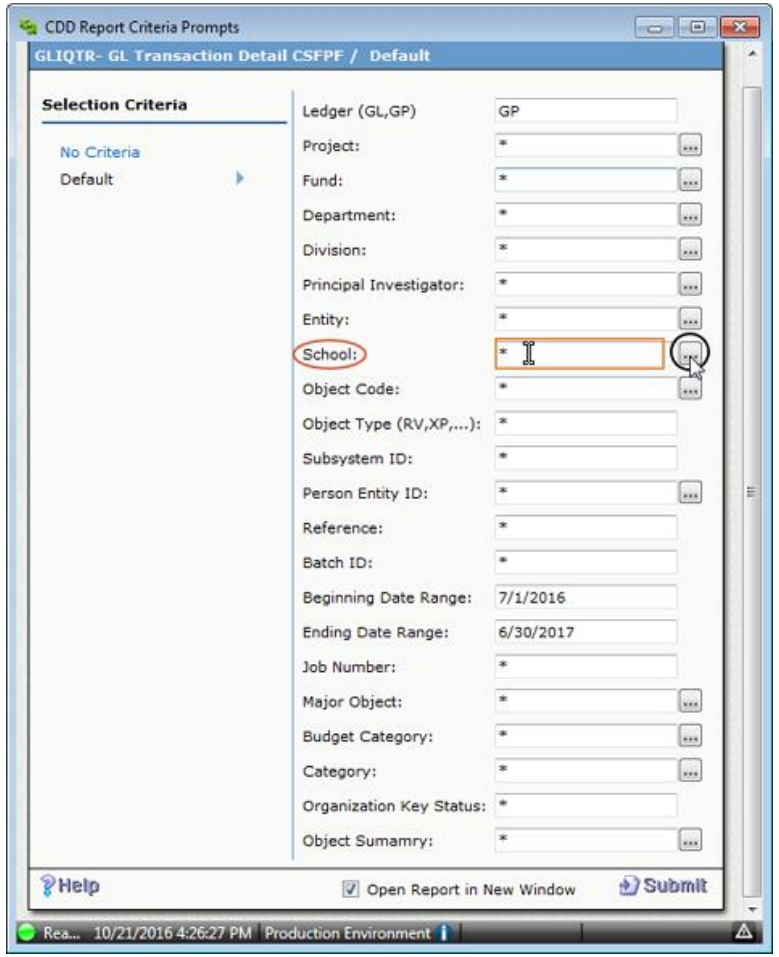
Post Date	Sub Sys	Reference	Other Ref	PEID	Job #	Description	Debits	Credits	Balance
90120		**ALUMNI ASSC LIFE MEM**	**QUASI-EDW**						
0001	**# of Units**								
07/01/2016	JE	BALFWDFUND08	U081617		2287712	BALANCE FORWARD FUND 08	255.19		255.19
					90120	**Total # of Units**	255.19		255.19
0002	**Unit Offset**								
07/01/2016	JE	BALFWDFUND08	U081617		2287712	BALANCE FORWARD FUND 08		255.19	(255.19)
					90120	**Total Unit Offset**		255.19	(255.19)
1025	**Due to/from Other Funds**								
07/29/2016	JE	J160712A	U076SC12		2287205	AutoID: U076SC12 Job: 2287205	15,530.00		15,530.00
07/31/2016	JE	ENDOW POOLED	U076AC15		2288286	AutoID: U076AC15 Job: 2288286		15,530.00	
09/19/2016	JE	J1068.87	U096AC04		2305342	AutoID: U096AC04 Job: 2305342		5,455.30	(5,455.30)
09/19/2016	JE	ENDOW POOLED	U096AC08		2306799	AutoID: U096AC08 Job: 2306799	5,455.30		
					90120	**Total Due to/from Other Funds**	20,985.30	20,985.30	
1056	**Due to/from Pooled Investment**								
07/01/2016	JE	BALFWDFUND08	U081617		2287712	BALANCE FORWARD FUND 08	276,726.57		276,726.57
07/31/2016	JE	ENDOW POOLED	U076AC15		2288286	INVEST IN ENDOW POOL	15,530.00		292,256.57
09/19/2016	JE	ENDOW POOLED	U096AC08		2306799	INVEST IN ENDOW POOL		5,455.30	286,801.27
					90120	**Total Due to/from Pooled Investment**	292,256.57	5,455.30	286,801.27
3012	**Restricted Fund Balance**								
07/01/2016	JE	BALFWDFUND08	U081617		2287712	BALANCE FORWARD FUND 08		257,613.60	(257,613.60)
					90120	**Total Restricted Fund Balance**		257,613.60	(257,613.60)
3018	**Gain/Loss Fund Balance**								
07/01/2016	JE	BALFWDFUND08	U081617		2287712	BALANCE FORWARD FUND 08		19,112.97	(19,112.97)
					90120	**Total Gain/Loss Fund Balance**		19,112.97	(19,112.97)
6418	**Membership Adjustment**								
07/29/2016	JE	J160712A	U076SC12		2287205	FR 90104 TO 90120		15,530.00	(15,530.00)

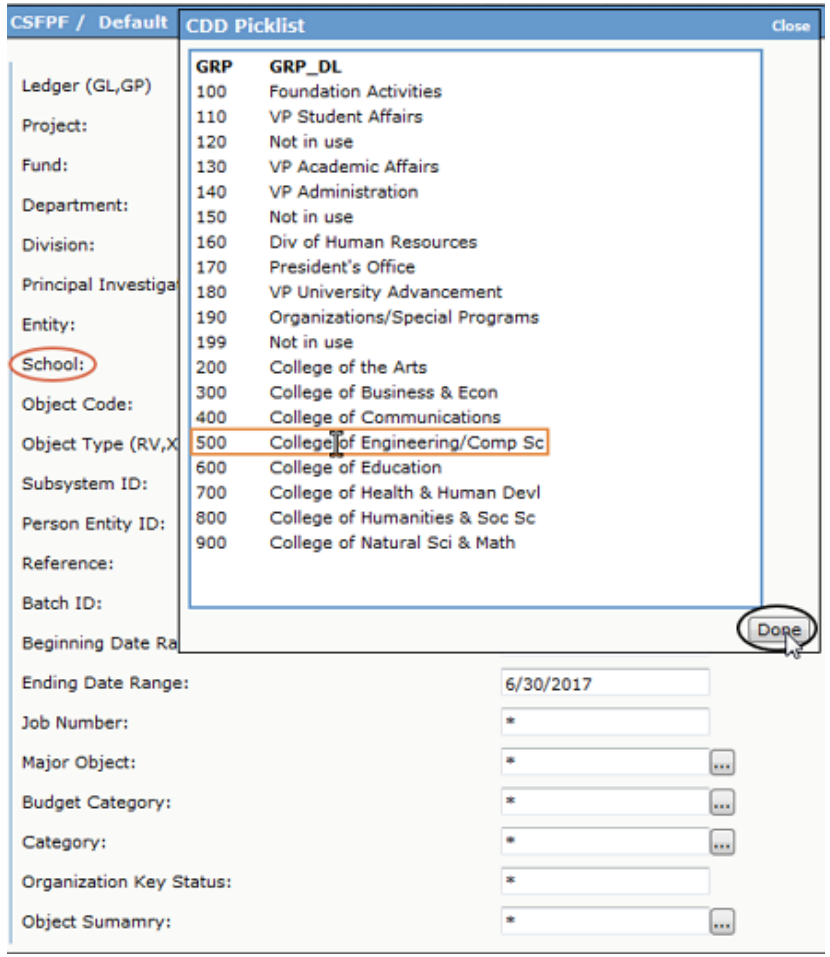
User: ZZ-HTAILOR
Report: GLIQTR_CSFPF_GL_Trans_incl_B

Page: 1

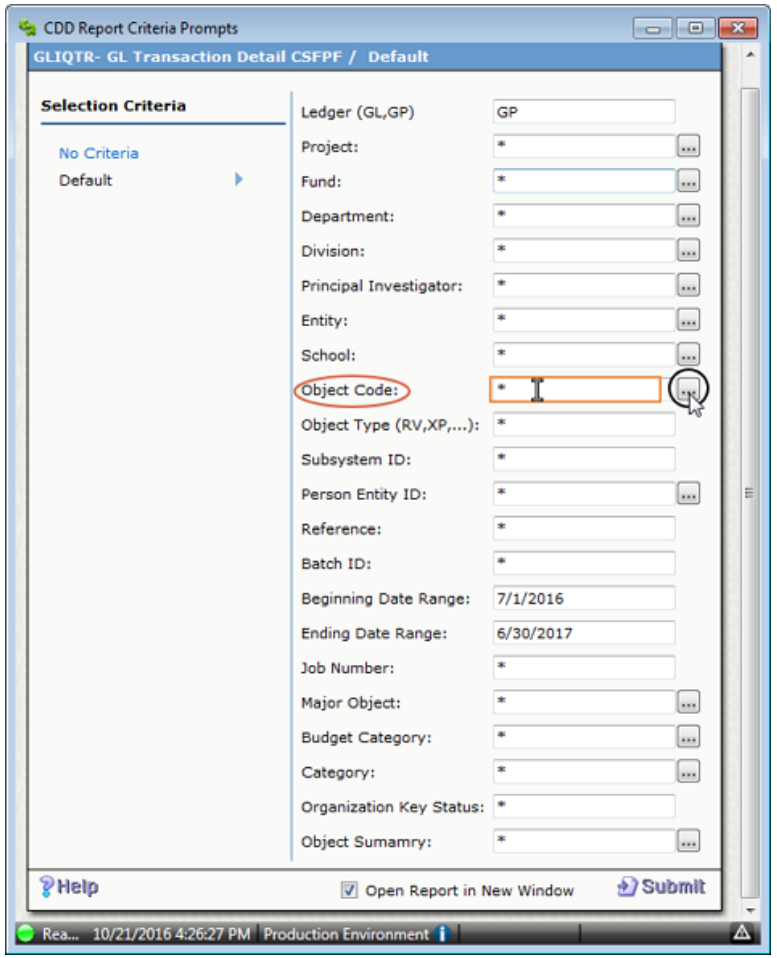
Time: 16:09:43
Date: 10/21/2016

GLIQTR: Detailed Transactions





GLIQTR: Detailed Transactions



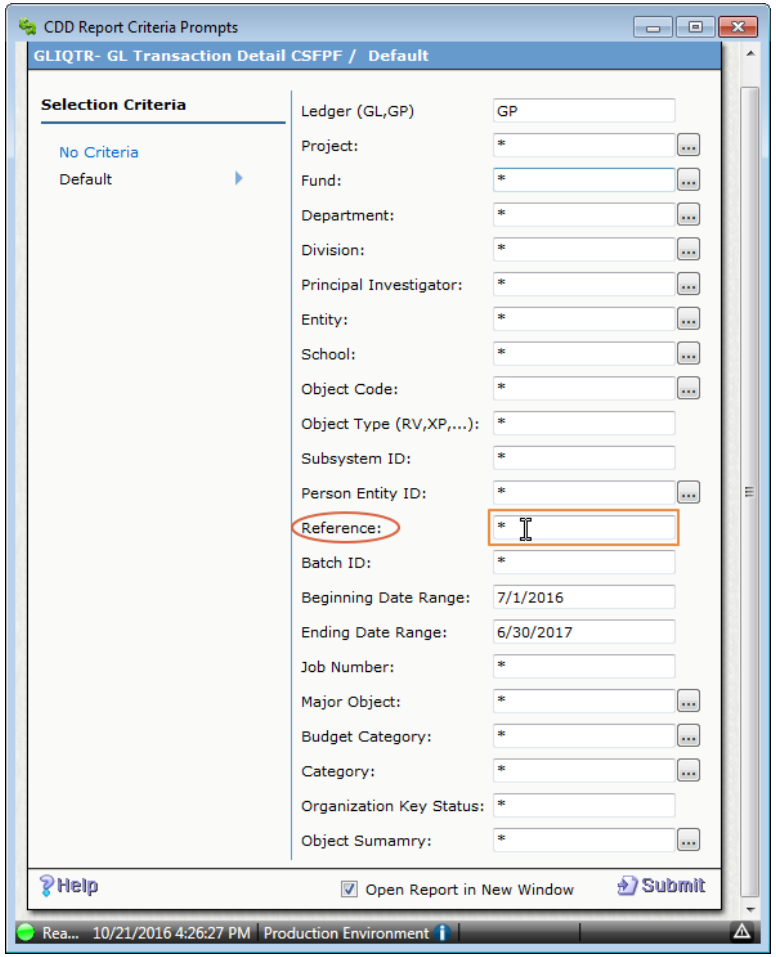
Ledger GF

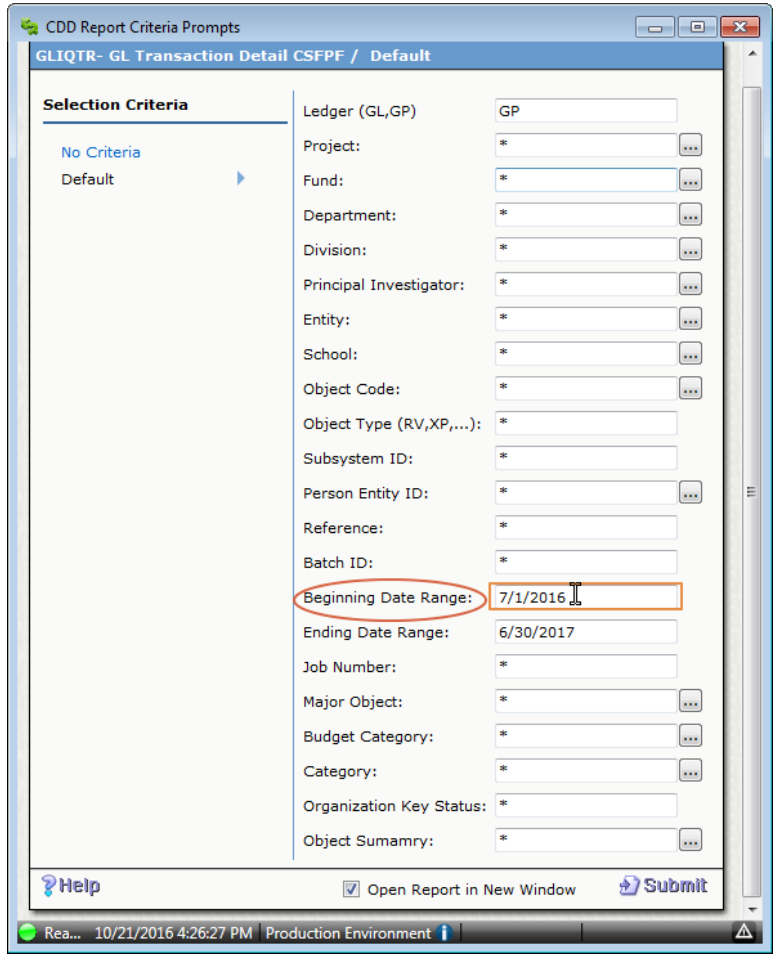
Cal State Fullerton Philanthropic Foundation
General Ledger Transaction Detail
Reporting Month: December 2015

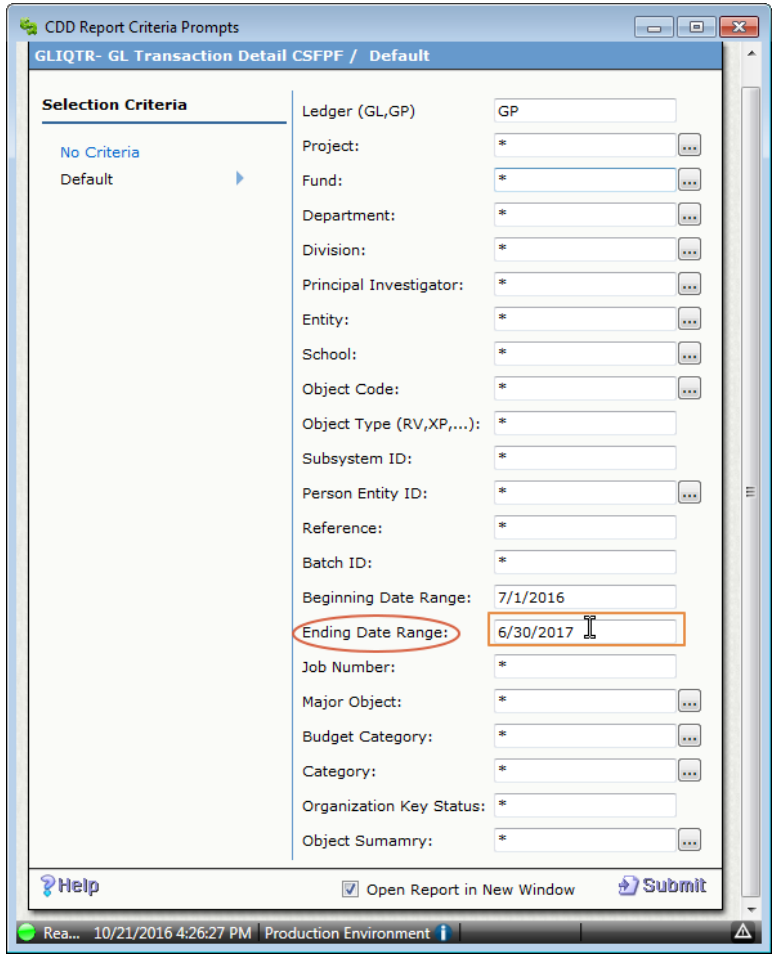
Post Date	Sub-System	Reference	Secondary Reference	PEID	Description	Debits	Credits	Balance
30000	**COLL OF HUMANITIES & SOC SCI**							
6507	**Gifts-Individuals-Other**							
07/02/2015	CR	CC		CSFPF	CR 6183B30000		35.00	(35.00)
07/02/2015	CR	U075KT02		CSFPF	CR 6183T30000		150.00	(185.00)
07/06/2015	CR	U075KT06		CSFPF	CR 6187T30000		25.00	(210.00)
07/07/2015	CR	CC		CSFPF	CR 6188B30000		5.00	(215.00)
07/08/2015	CR	U075CK08		CSFPF	CR 6189A30000		20.00	(235.00)
07/09/2015	CR	U075KT09		CSFPF	CR 6190T30000		35.00	(270.00)

Used to request from Advancement services gift receipt information

GLIQTR: Detailed Transactions







CALIFORNIA STATE UNIVERSITY FULLERTON
Philanthropic Foundation

Cal State Fullerton Philanthropic Foundation

Contact: FOUNDATION@FULLERTON.EDU

(657) 278-2786

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