Cal State Fullerton Philanthropic Foundation

UA Administration and Finance

Financial Reports Portal Training
July 2022

Anh Chen

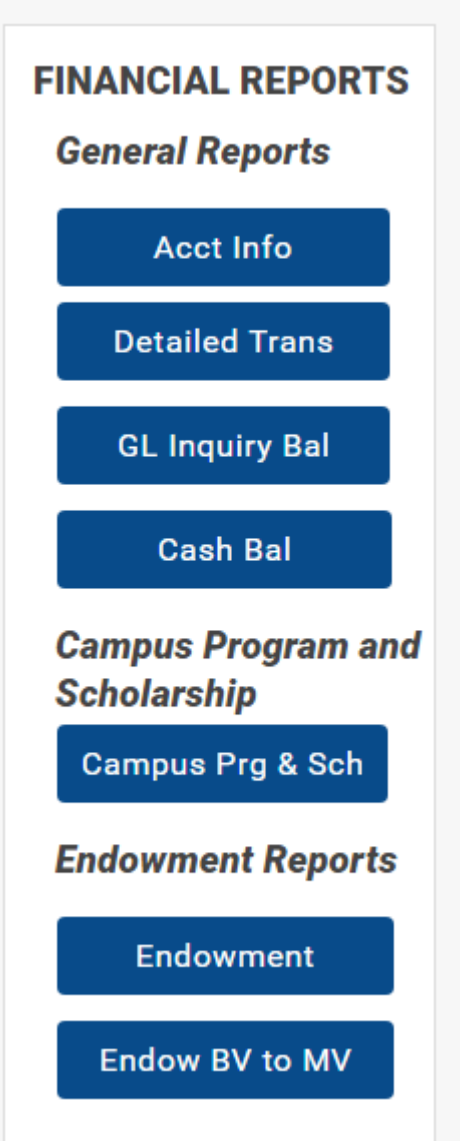
Getting to the Reports Portal

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

- *Click on Reports tab*

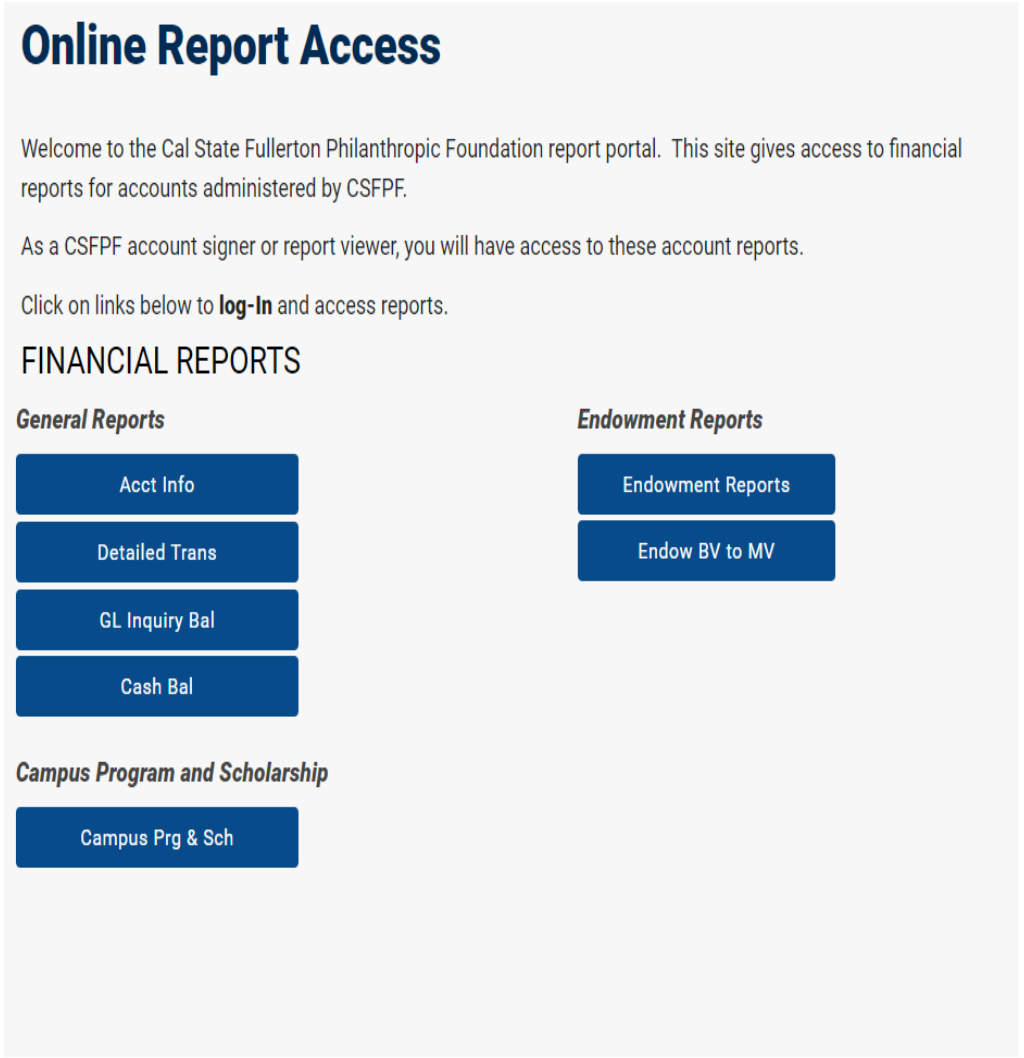
Report Description

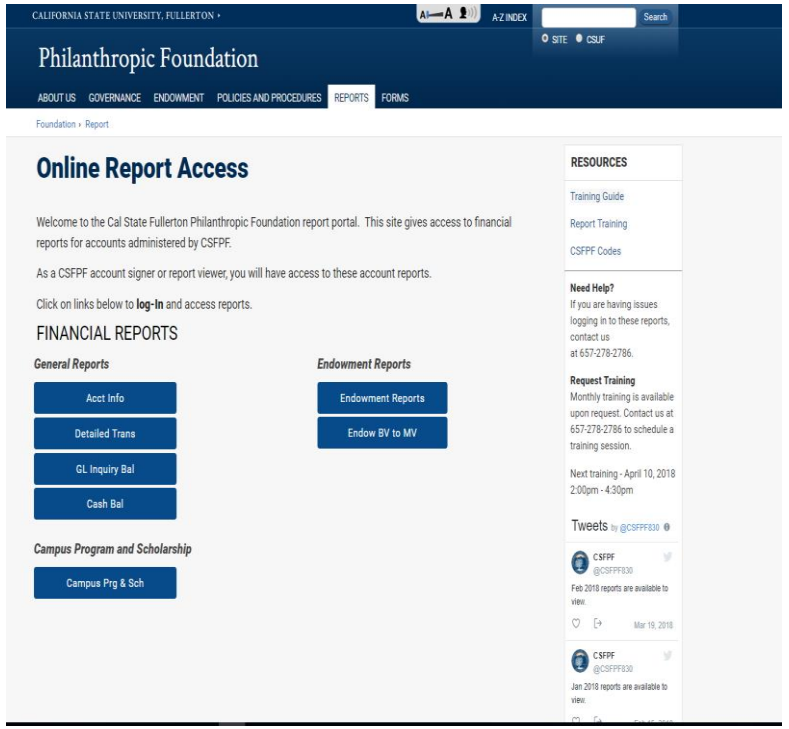
Acct Info:	Account/Project name and number, Authorized signers, view only reports, Purpose of Account, if Endow, includes Dist #
Detailed Trans:	Revenue and expense detailed, Date , Invoice, Description, Amount, Balance of Object Code
Gl Inquiry Bal:	Project, Project Title, Authorized Signers, Object 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

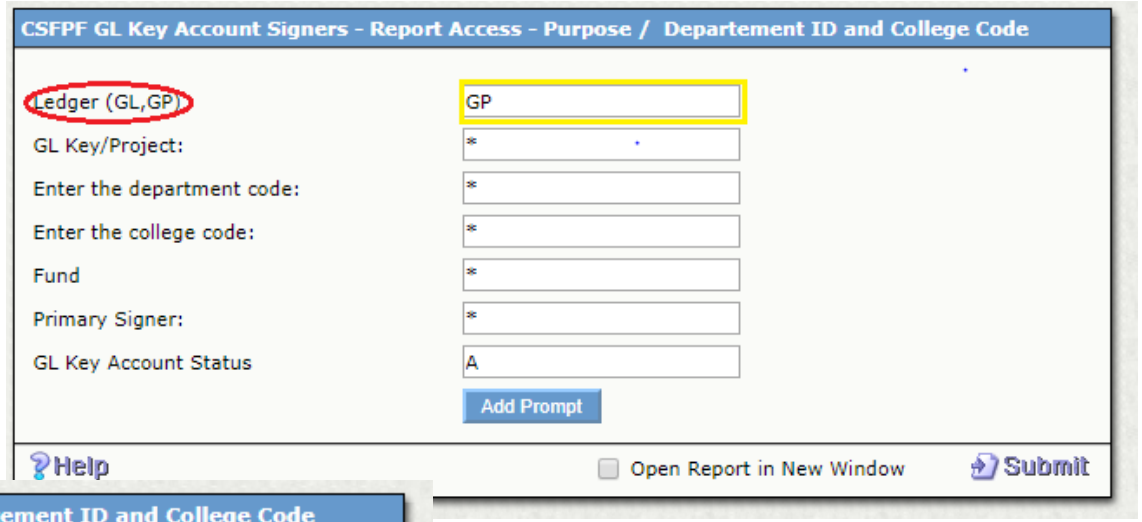
- *Click report type*
- *Enter ad\campus username and password once*

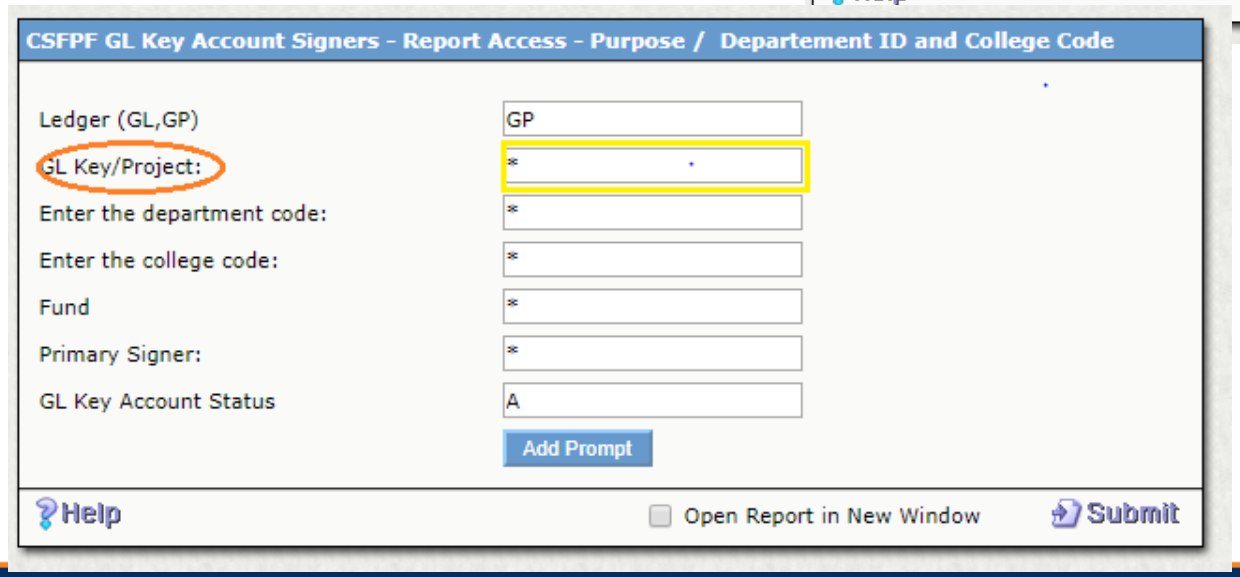




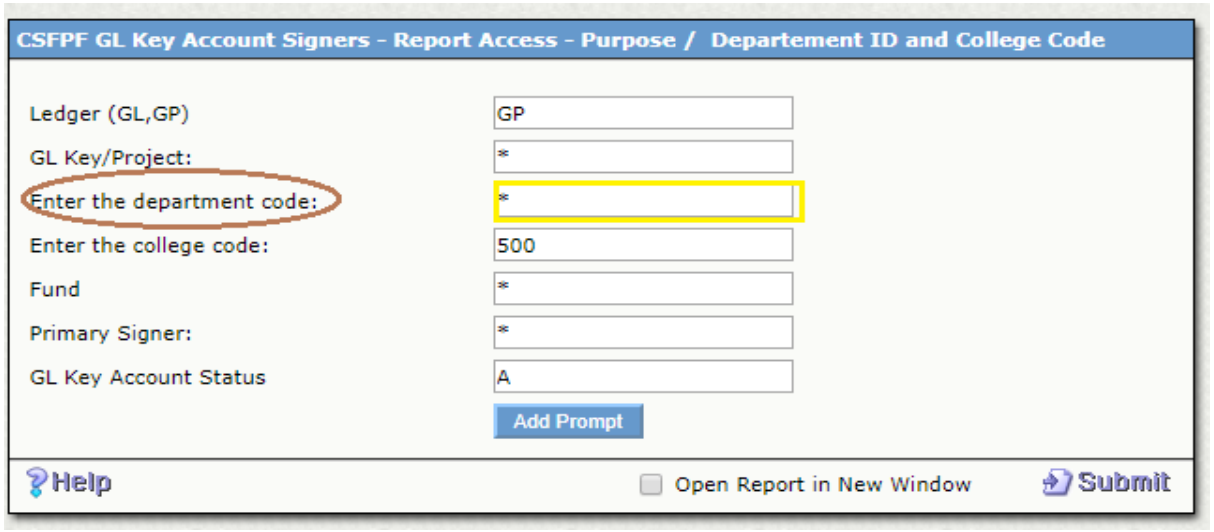
Account Info : GL_KEY

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



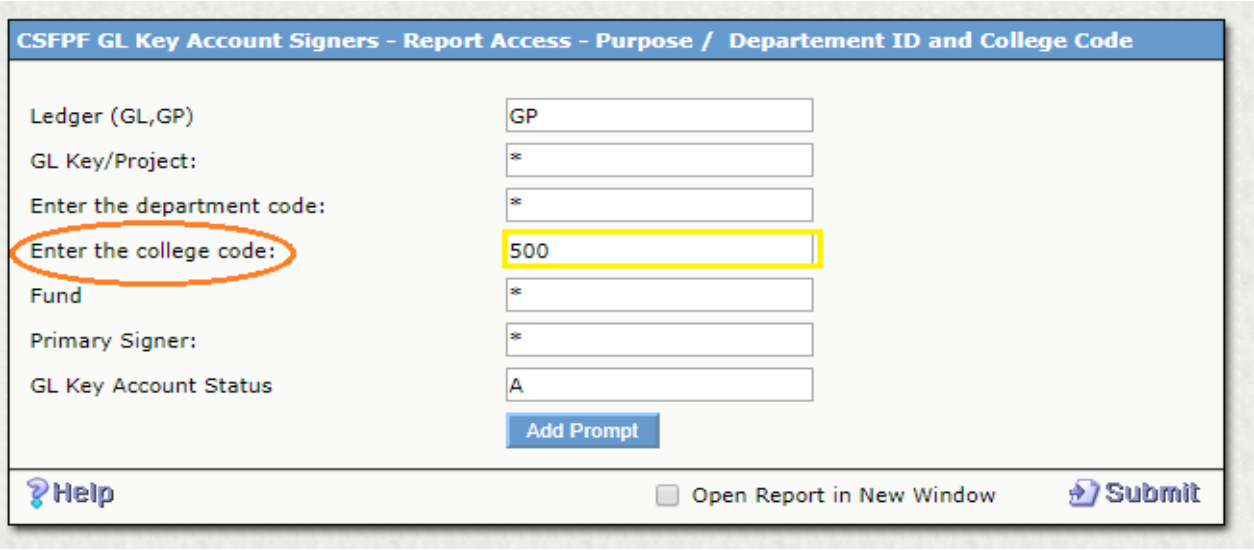


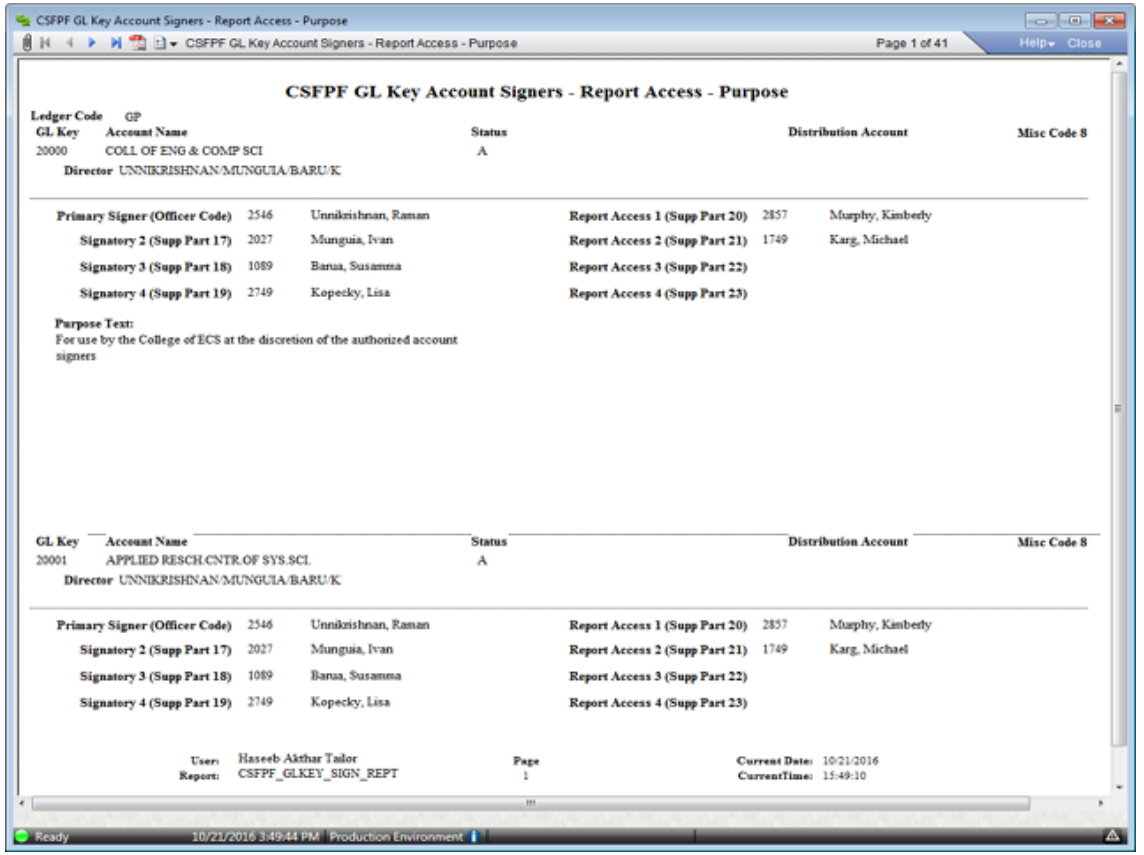
Account Info : GL_KEY



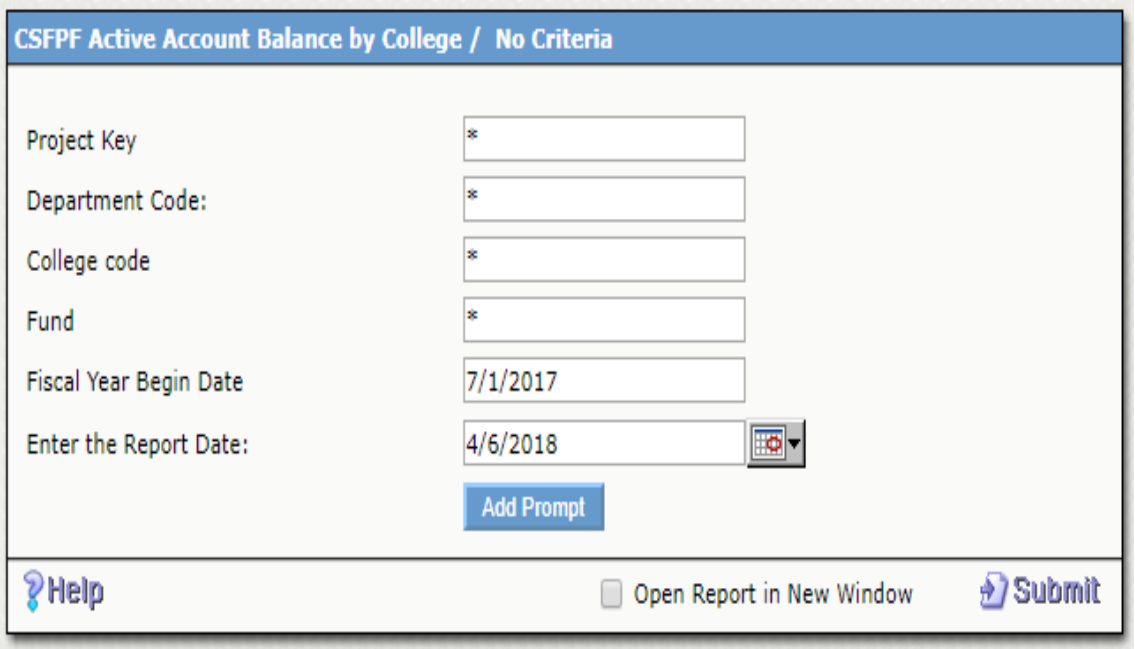
Use Department Code if available within College

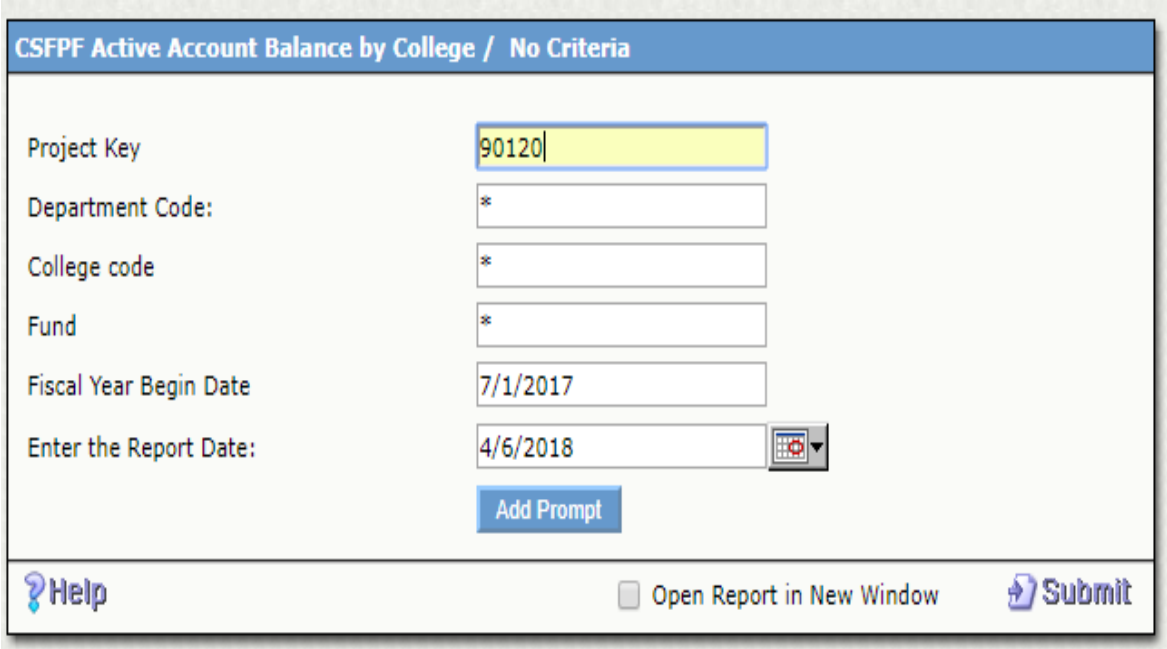
Use College Code for all college accounts





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

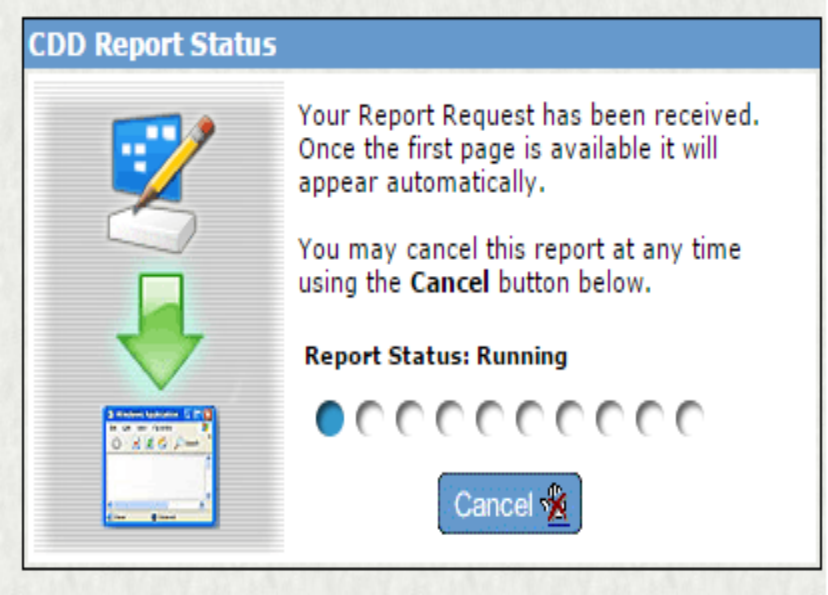


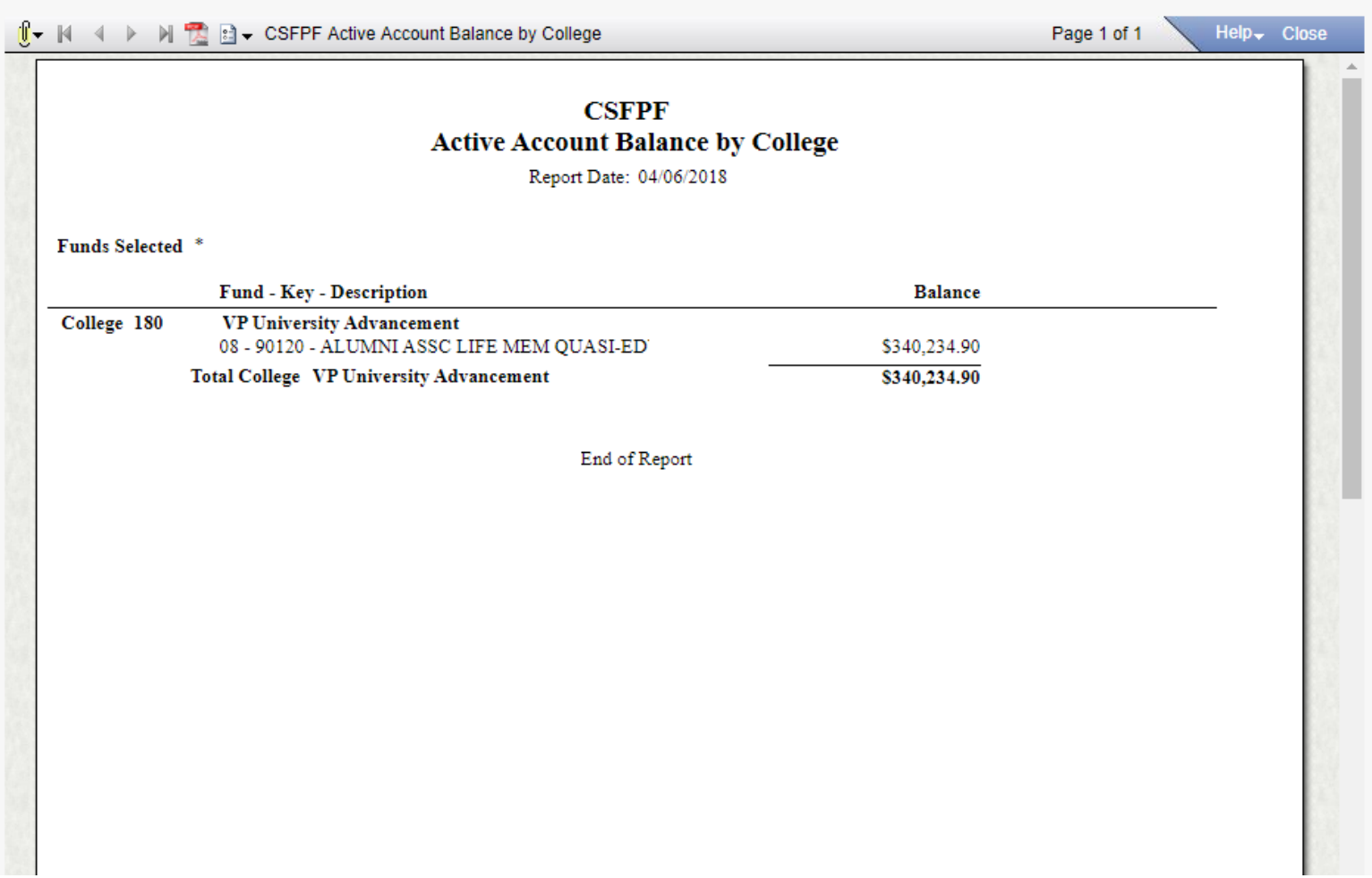


From above given options Project Key/Department Code/College Code/Fund you can choose any option depending on requirements.

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

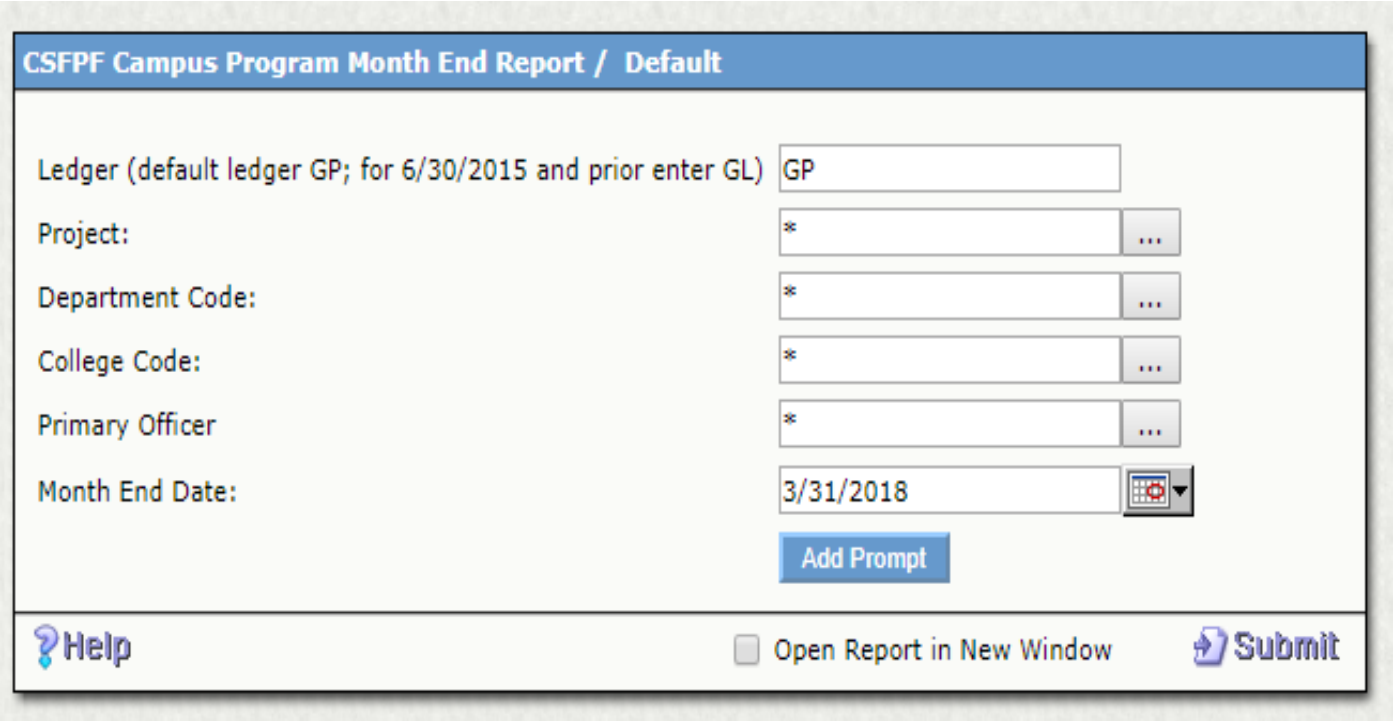
After Entering Project Key it will direct to following window.





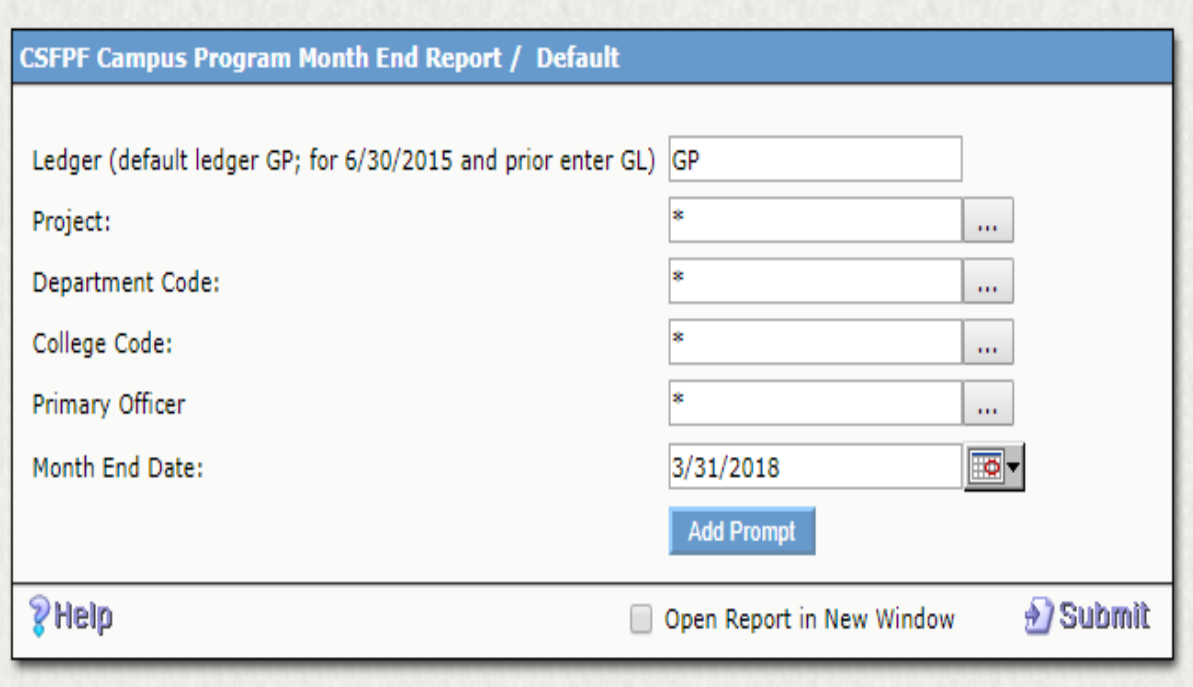
CSFPF Campus Program/Scholarship Report

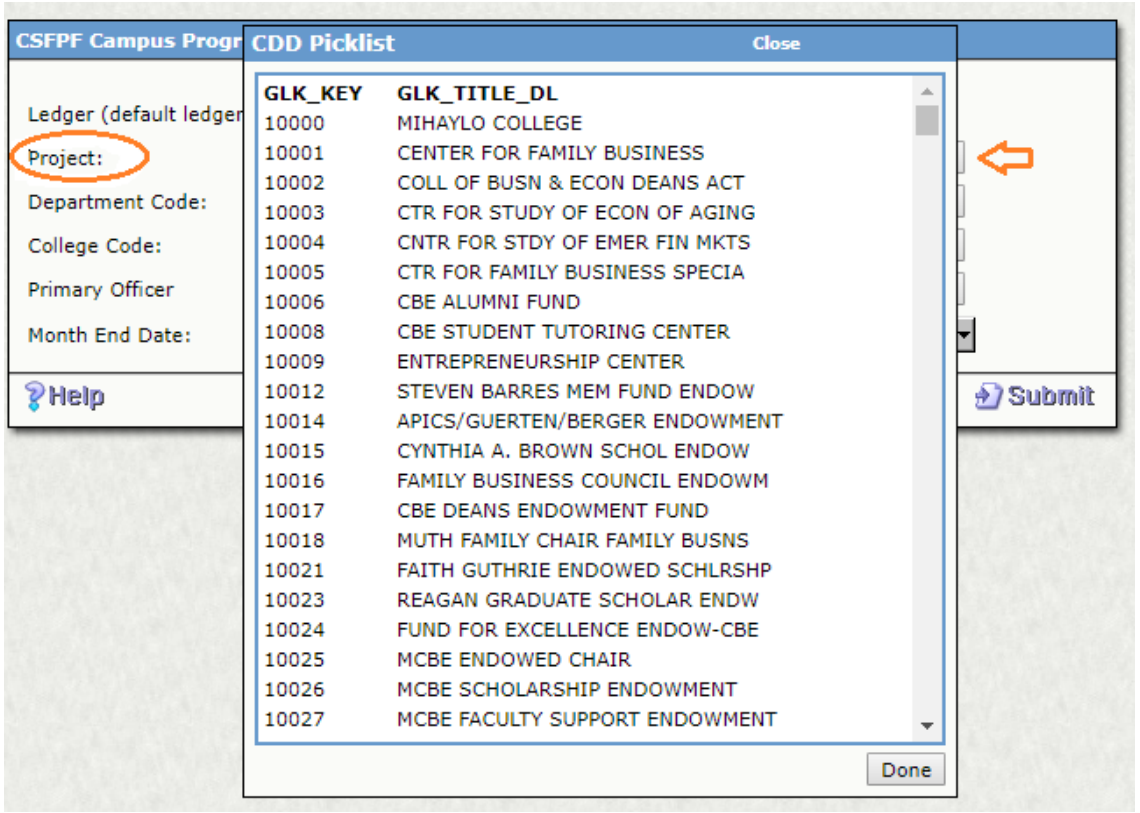
- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use Project for individual account
- If available …, use drop down to select



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

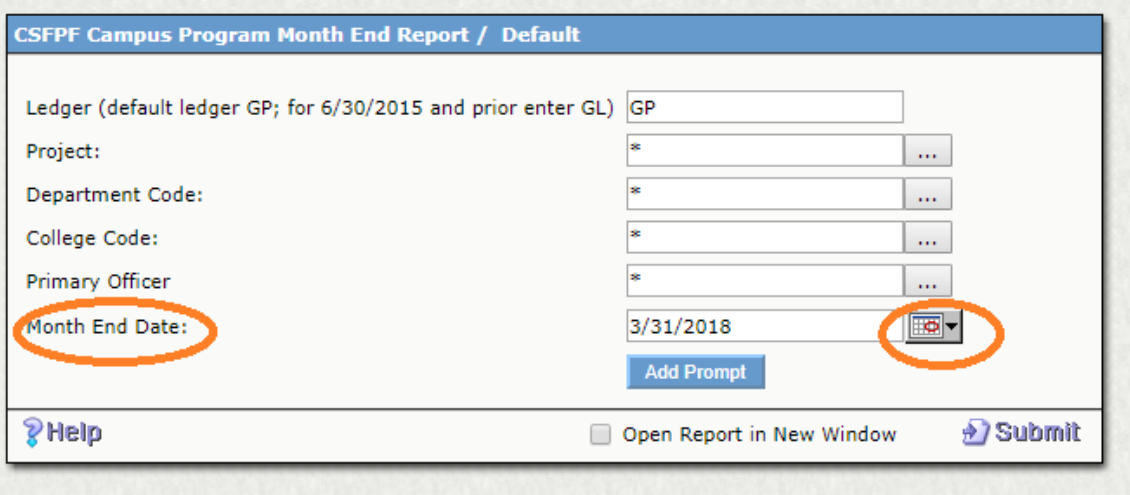
Object Code 1025 is Cash Balance

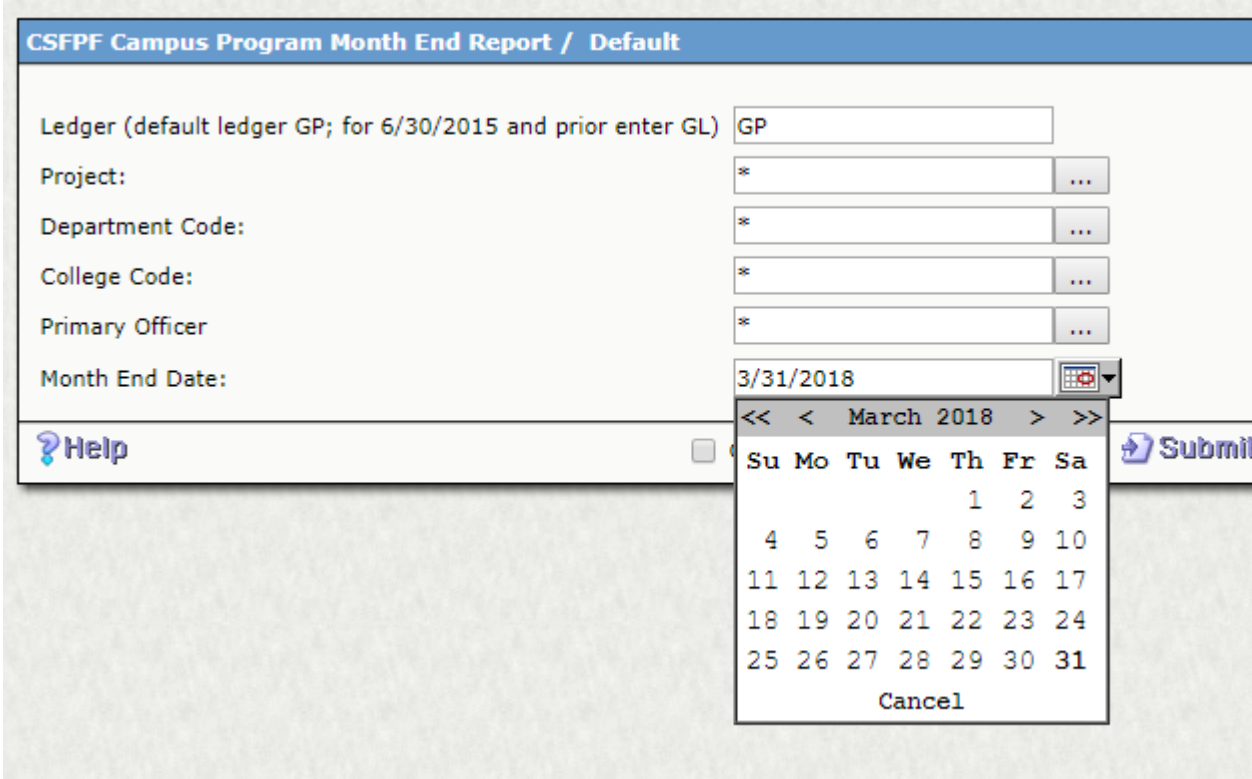
Available Cash Net of Expenditure Encumbrances: 1025 minus PO

Cal State Fullerton Philanthropic Foundation
Campus Program Report
Reporting Month: March 2018

		Month To Date Trans Tdl	Fiscal Year To Date Actual	FYTD Encumbrances	FYTD Actual + YTD Encmb
10000	**MIHAYLO COLLEGE**				
Assets					
1025	Cash (excluding encumbrances)	(4,712.76)	522,478.39		522,478.39
	Total Assets	**(4,712.76)**	**522,478.39**		**522,478.39**
Revenues					
6507	Gifts-Individuals-Other	2,840.11	35,911.68		35,911.68
6008	Administrative Services	(275.50)	(2,036.00)		(2,036.00)
6517	Premiums (Benefits Received)	16.93	901.53		901.53
	Total Revenues	**2,581.54**	**34,777.21**		**34,777.21**
Transfers In (Out)					
9690	Campus Prog 9000-Intrafund Tsf	(6,400.00)	16,650.00		16,650.00
	Total Transfers In (Out)	**(6,400.00)**	**16,650.00**		**16,650.00**
Expenditures					
Personnel Expenses					
8170	Employee Text Incentive		43.35		43.35
	Total Personnel Expenses		**43.35**		**43.35**
Materials and Services					
8117	Dues/ Membership/ Subscription		5,000.00		5,000.00
8148	Public Relations	877.25	1,174.05	4,500.00	5,674.05
8151	Program/Event Costs		7,500.00		7,500.00
8153	Rental-Building/Space			750.00	750.00
8184	Parking Expense		300.00		300.00
8200	Honorariums/ Prize/ Award		(1,000.00)		(1,000.00)
8205	Promotional Items		1,712.60		1,712.60
8276	CSFPF Credit Card Fees	17.05	362.55		362.55
8740	Catering/Receptions		250.46		250.46
	Total Materials and Services	**894.30**	**15,299.66**	**5,250.00**	**20,549.66**
	Total Expenditures	**894.30**	**15,343.01**	**5,250.00**	**20,593.01**
			Available Cash Net of Expenditure Encumbrances		**517,228.39**

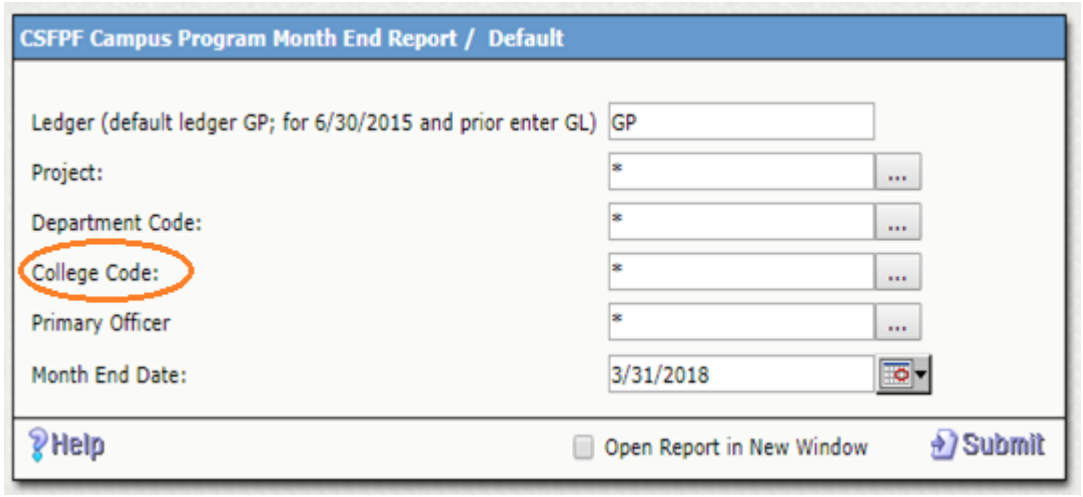
CSFPF Campus Program/Scholarship Report(CONT.)

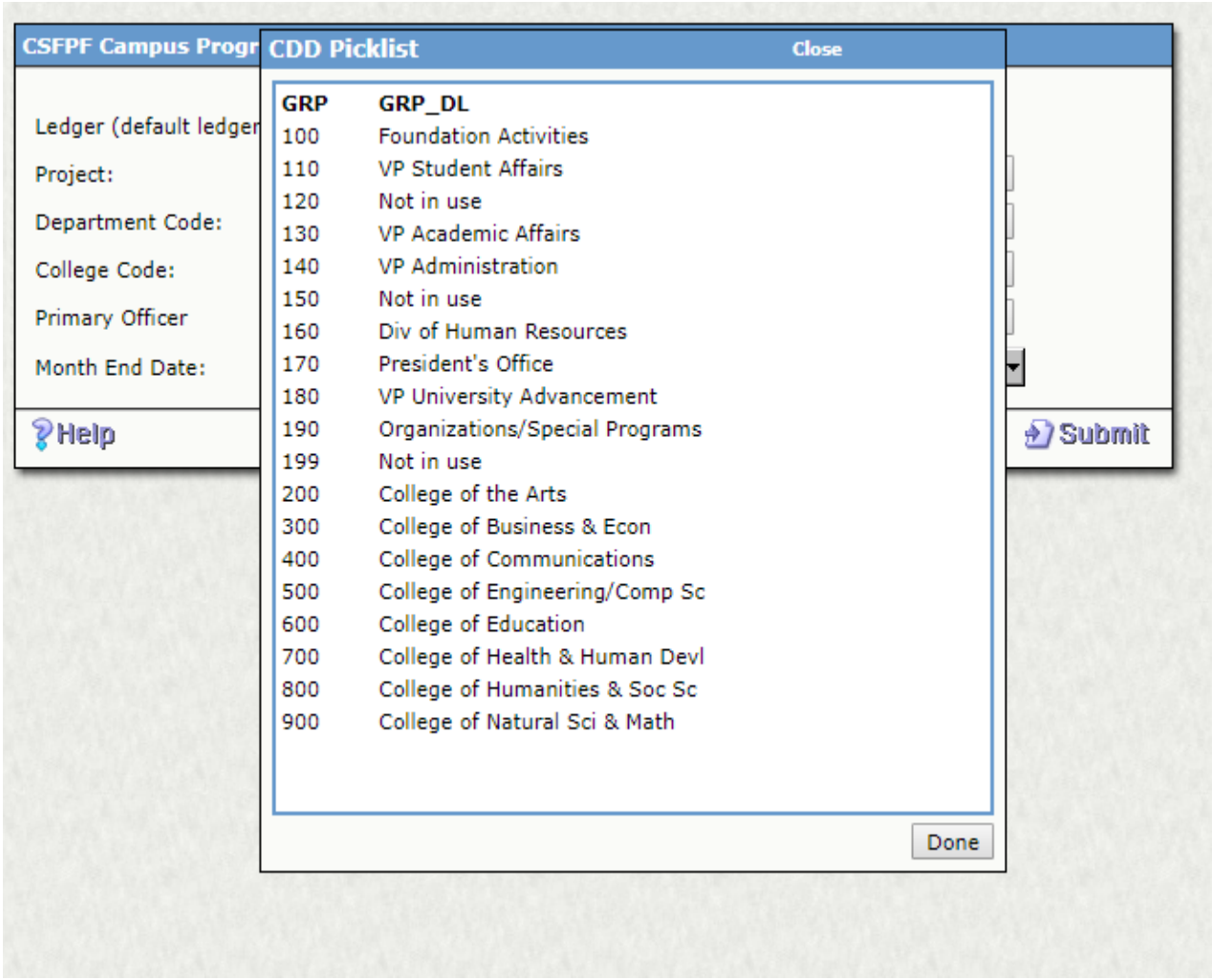




CSFPF Campus Program/Scholarship Report(CONT.)

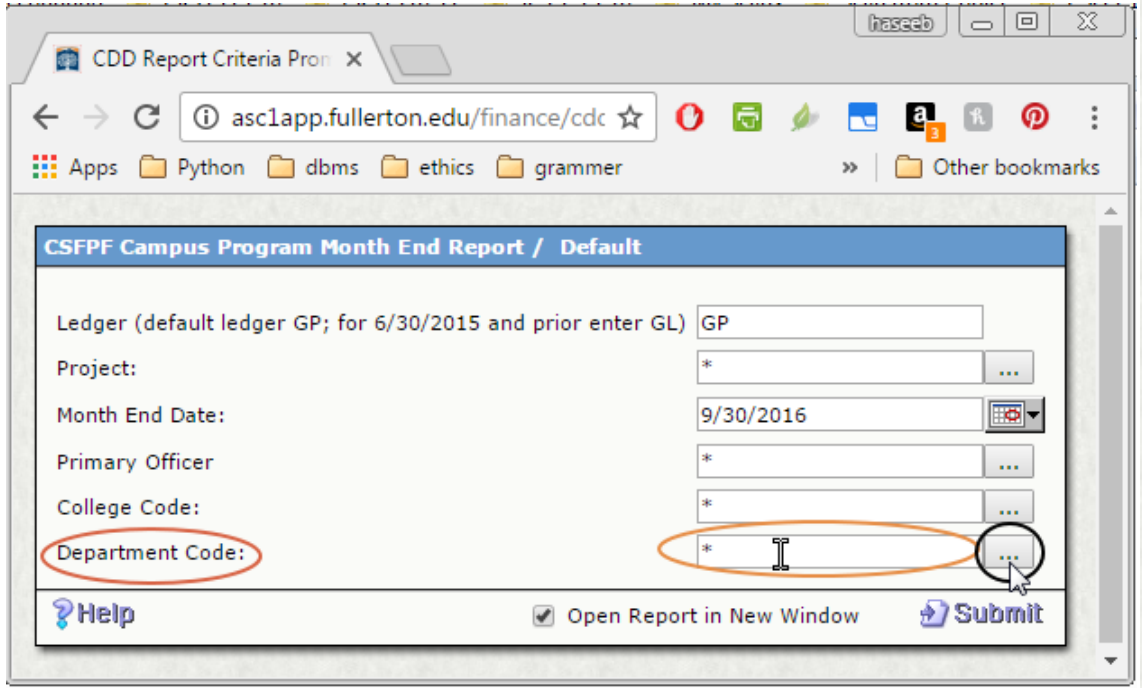
Generating report using College code as a parameter

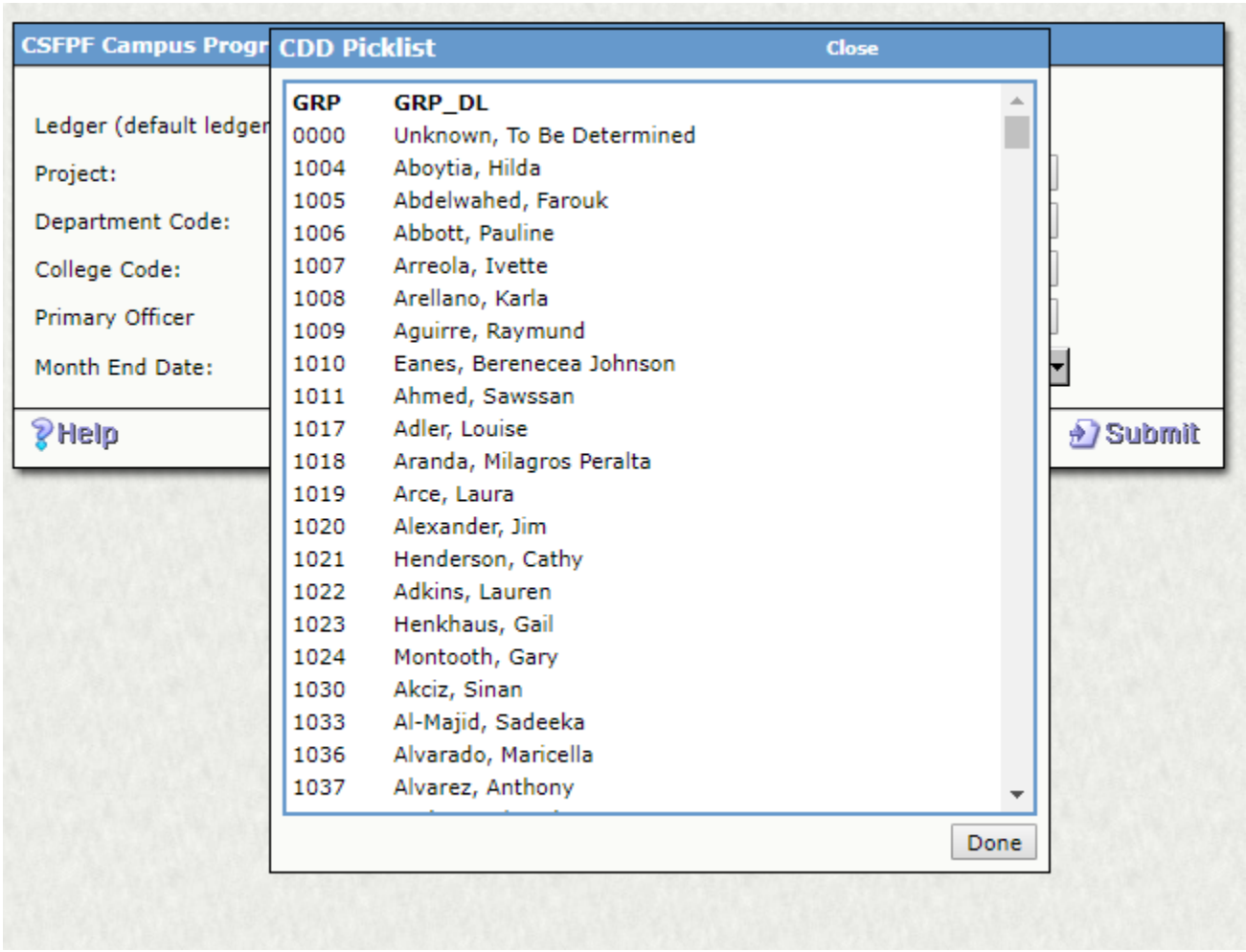




CSFPF Campus Program/Scholarship Report(CONT.)

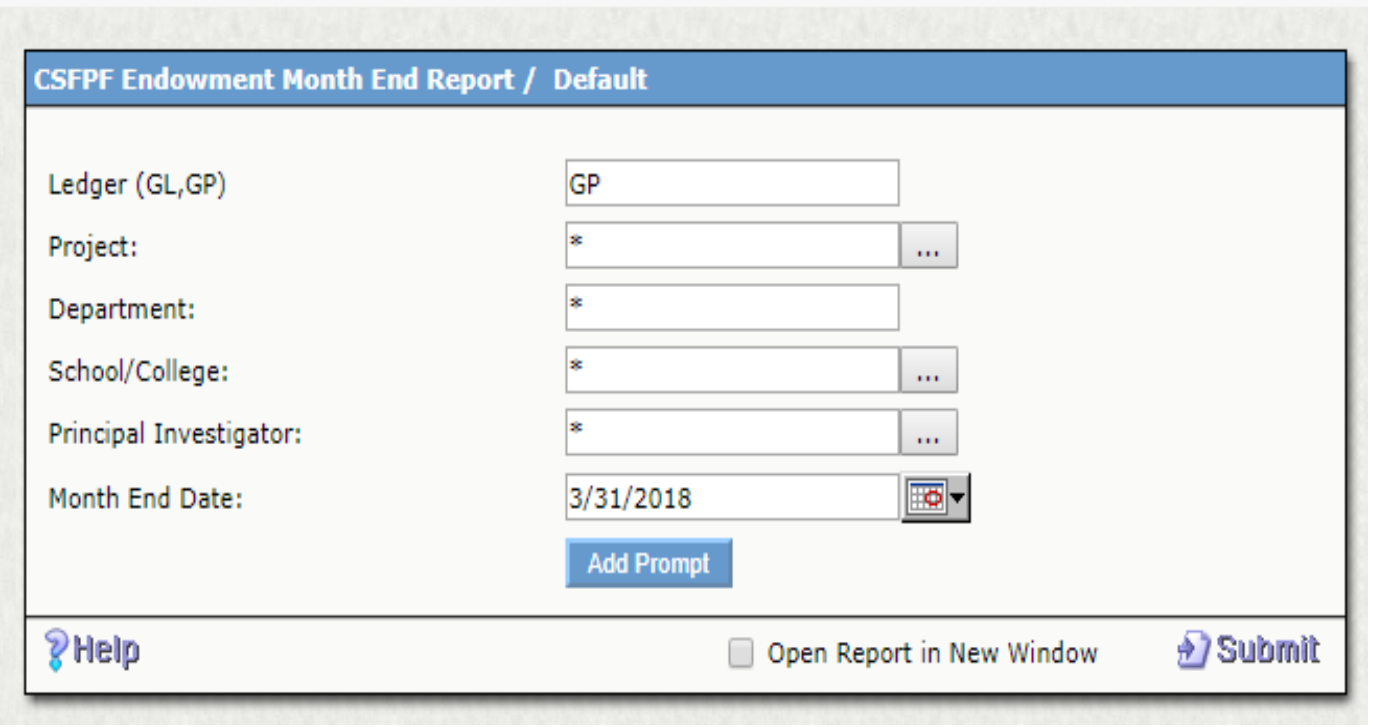
Generating report using Department Code as a parameter





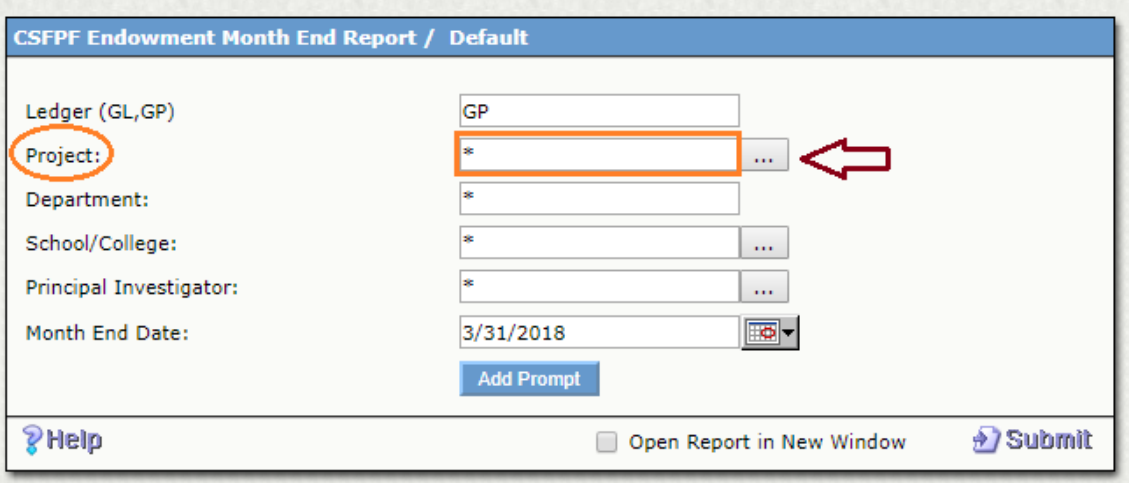
Endowment Report

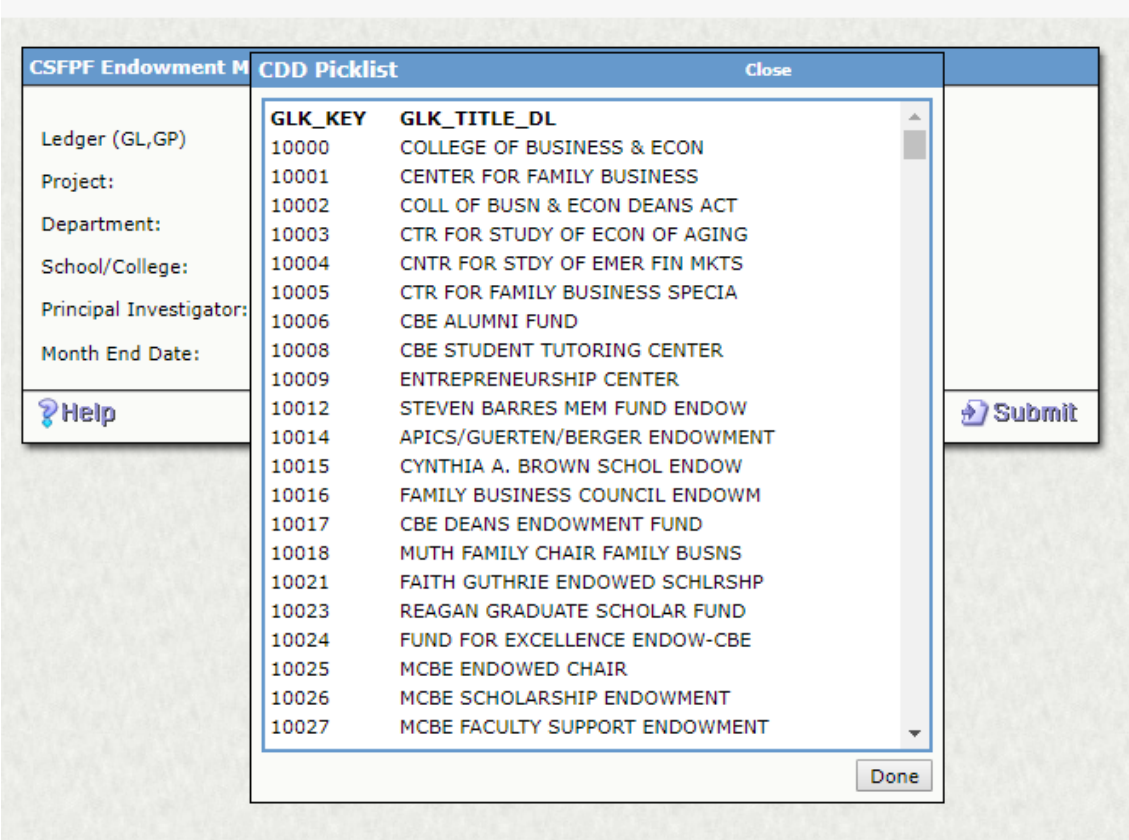
- Ledger default: GP
- Use GL if retrieval data for 6/30/15 and prior
- Use Project for individual account
- If available …, use drop down to select
- School for College Code
- Check Open Report for new window



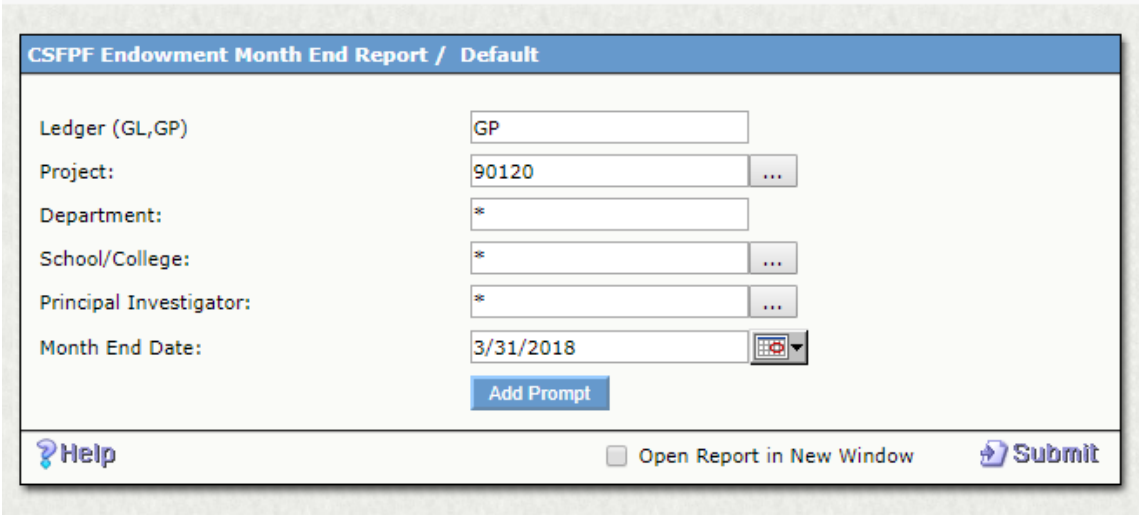
Endowment Report (CONT.)

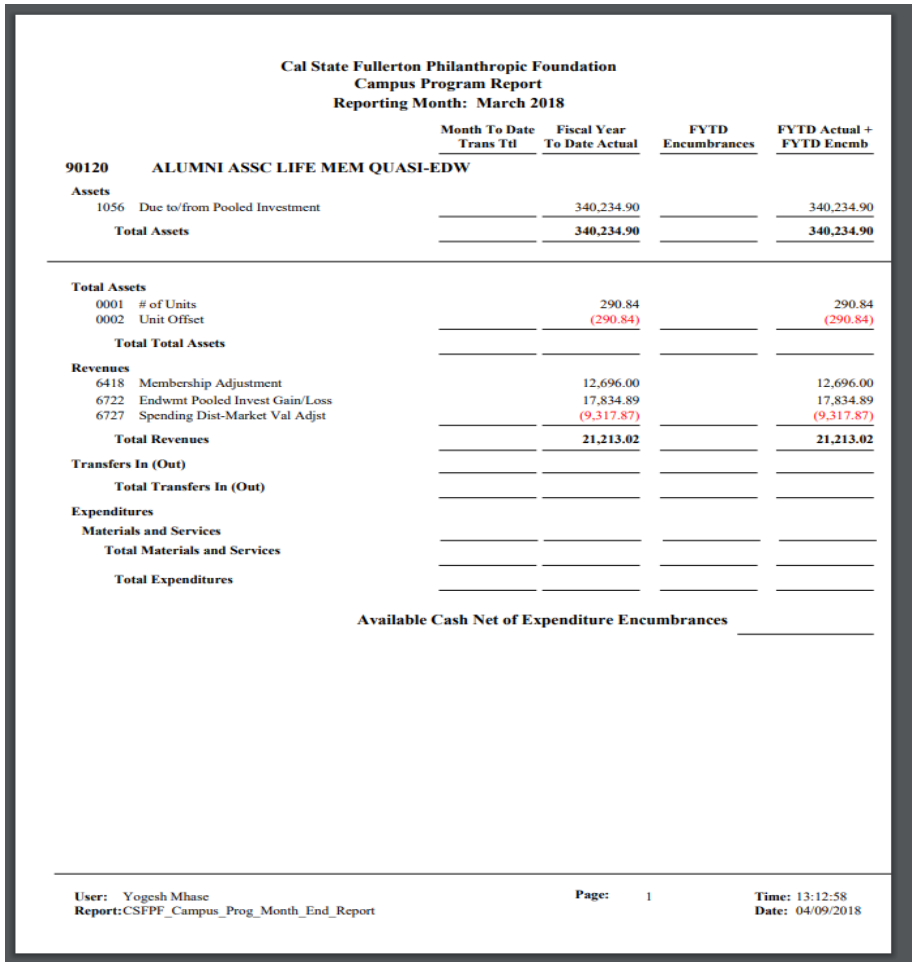
Generating report using Project code as a parameter





Endowment Report (CONT.)





Cal State Fullerton Philanthropic Foundation
Campus Program Report
Reporting Month: March 2018

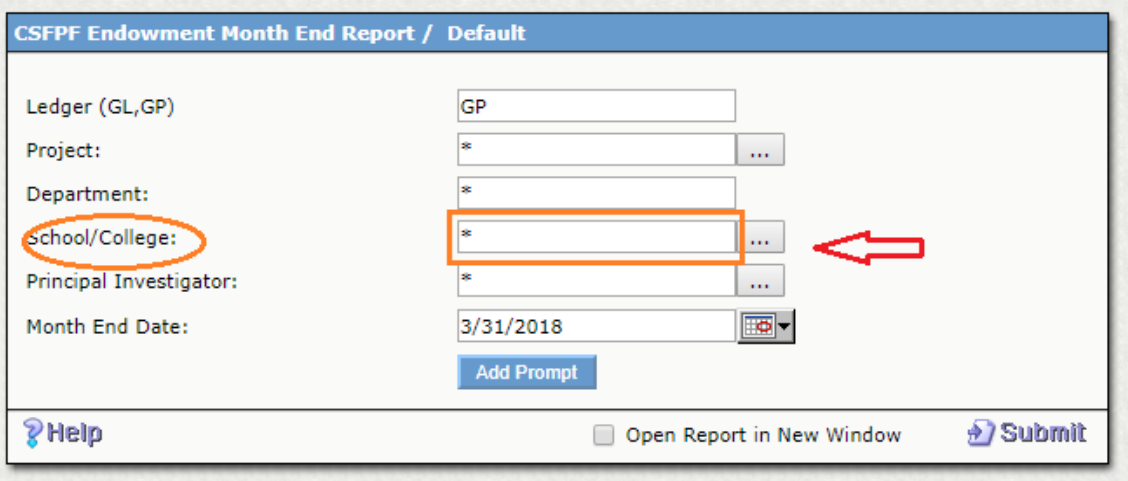
		Month To Date Trans Ttl	Fiscal Year To Date Actual	FYTD Encumbrances	FYTD Actual + FYTD Encmb
90120	**ALUMNI ASSC LIFE MEM QUASI-EDW**				
Assets					
1056	Due to/from Pooled Investment		340,234.90		340,234.90
	Total Assets		**340,234.90**		**340,234.90**
Total Assets					
0001	# of Units		290.84		290.84
0002	Unit Offset		(290.84)		(290.84)
	Total Total Assets				
Revenues					
6418	Membership Adjustment		12,696.00		12,696.00
6722	Endwmt Pooled Invest Gain/Loss		17,834.89		17,834.89
6727	Spending Dist-Market Val Adjst		(9,317.87)		(9,317.87)
	Total Revenues		**21,213.02**		**21,213.02**
Transfers In (Out)					
	Total Transfers In (Out)				
Expenditures					
	Materials and Services				
	Total Materials and Services				
	Total Expenditures				

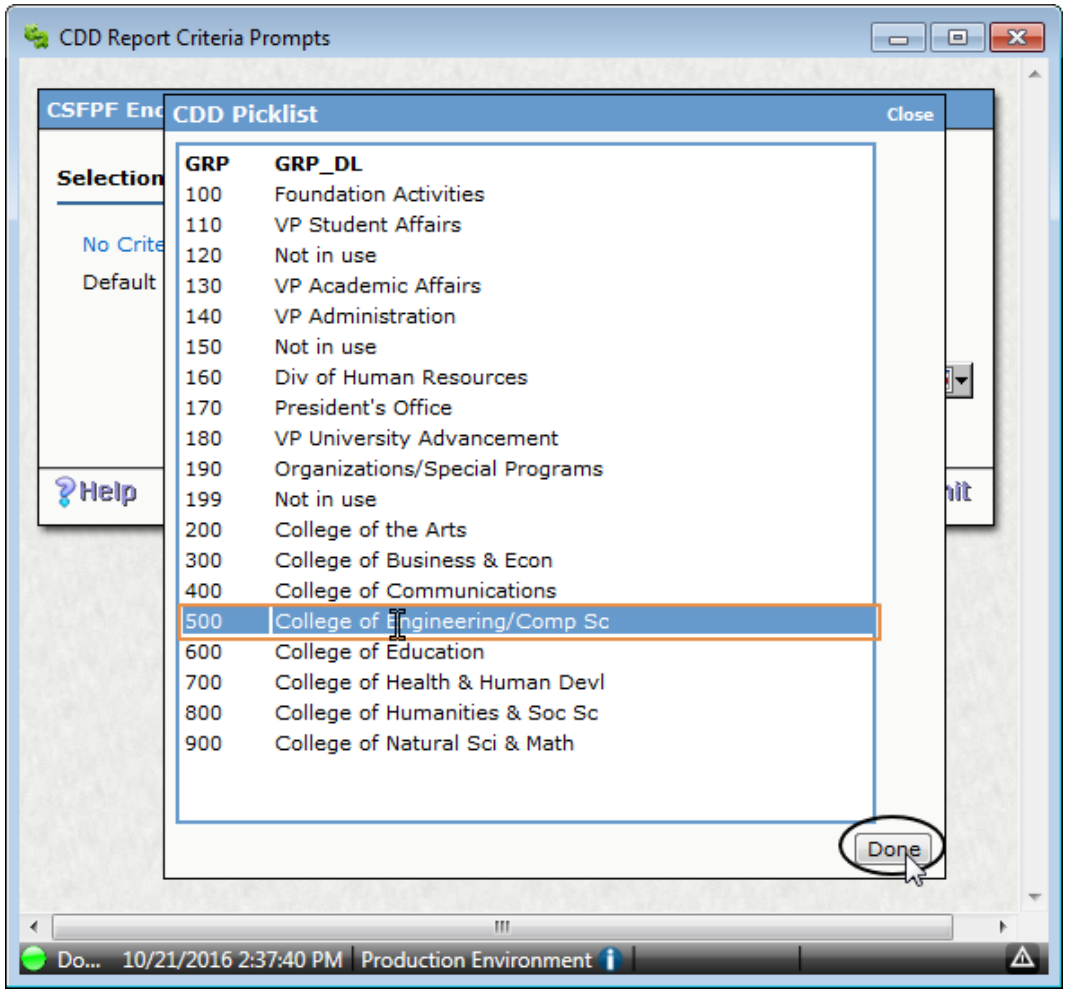
Available Cash Net of Expenditure Encumbrances

User: Yogesh Mhase
Report: CSFPF_Campus_Prog_Month_End_Report
Page: 1
Time: 13:12:58
Date: 04/09/2018

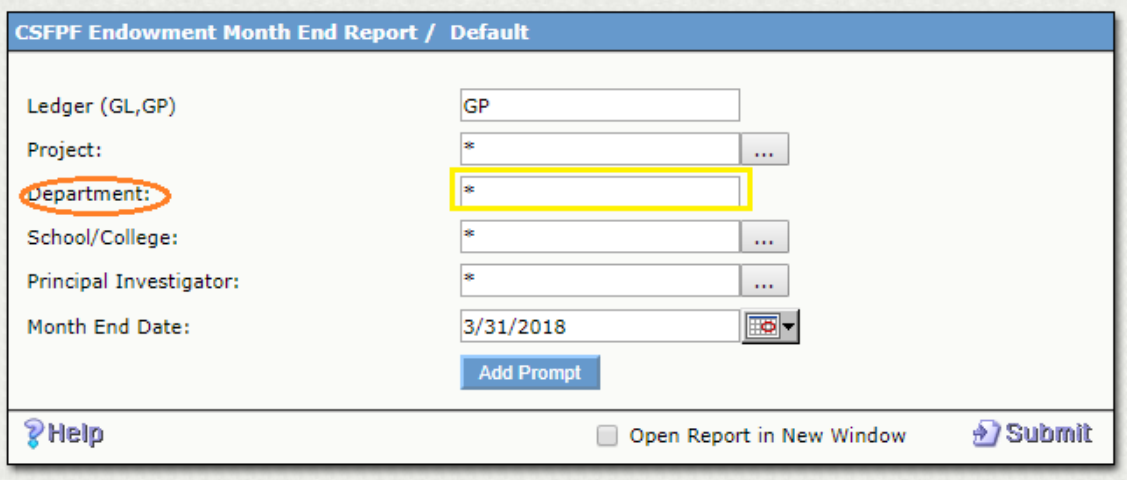
Endowment Report (CONT.)

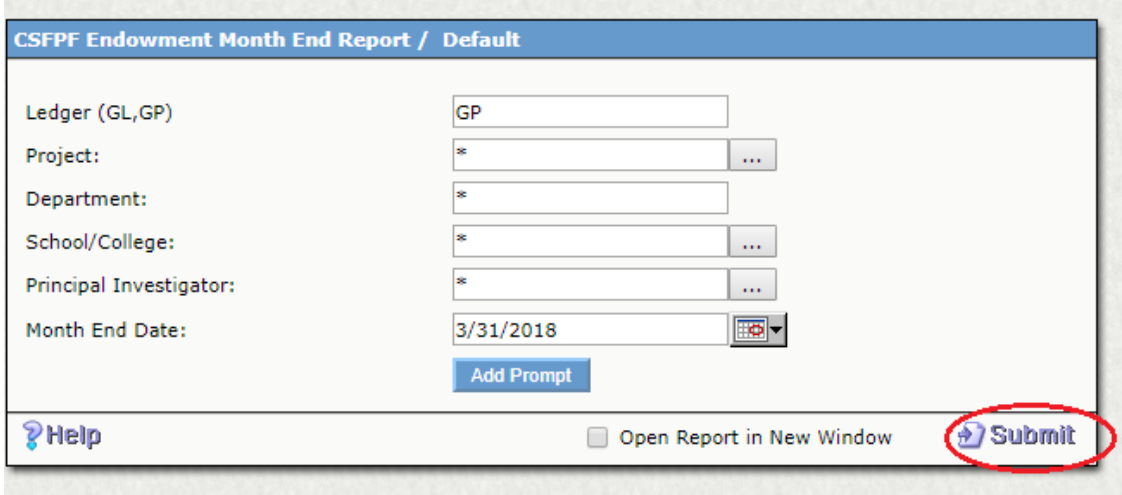
Generating report using School code as a parameter



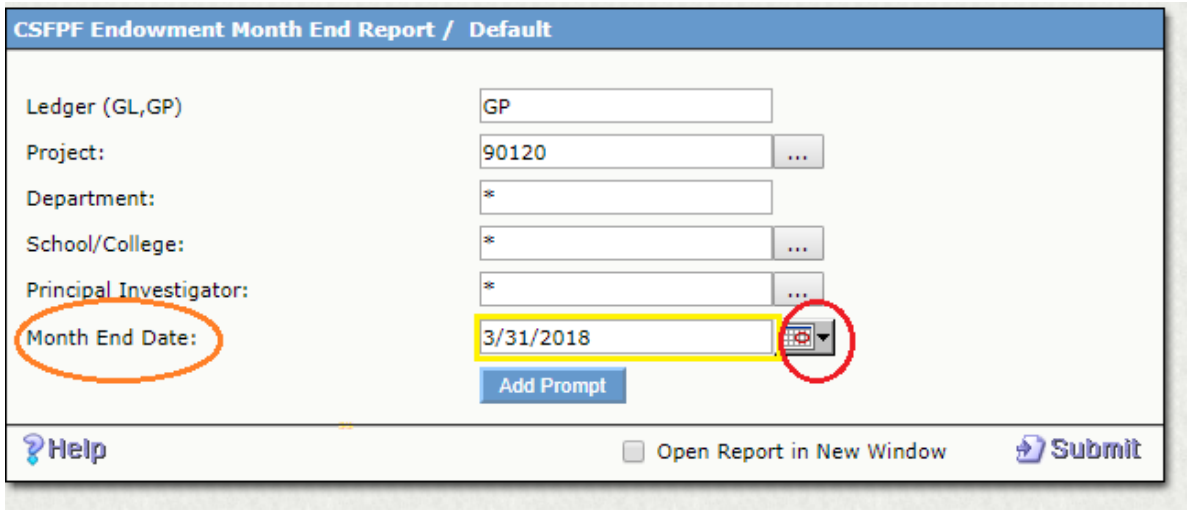


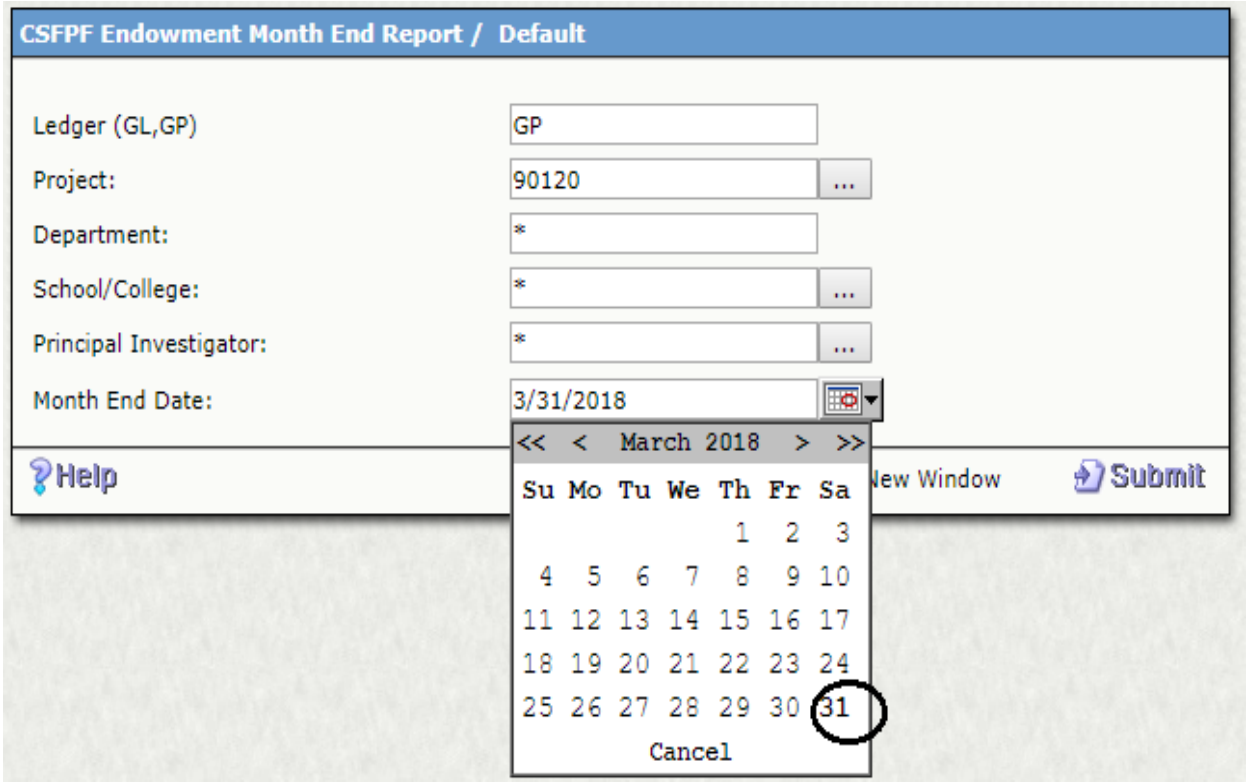
Endowment Report (CONT.)





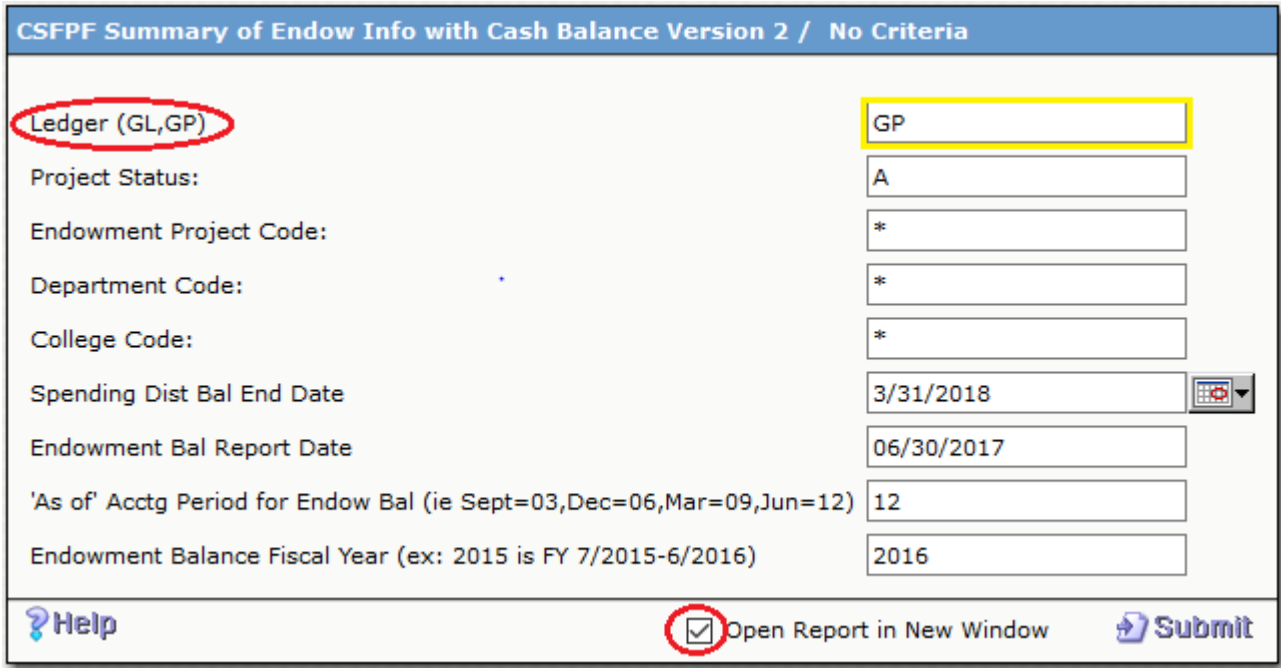
Endowment Report (CONT.)





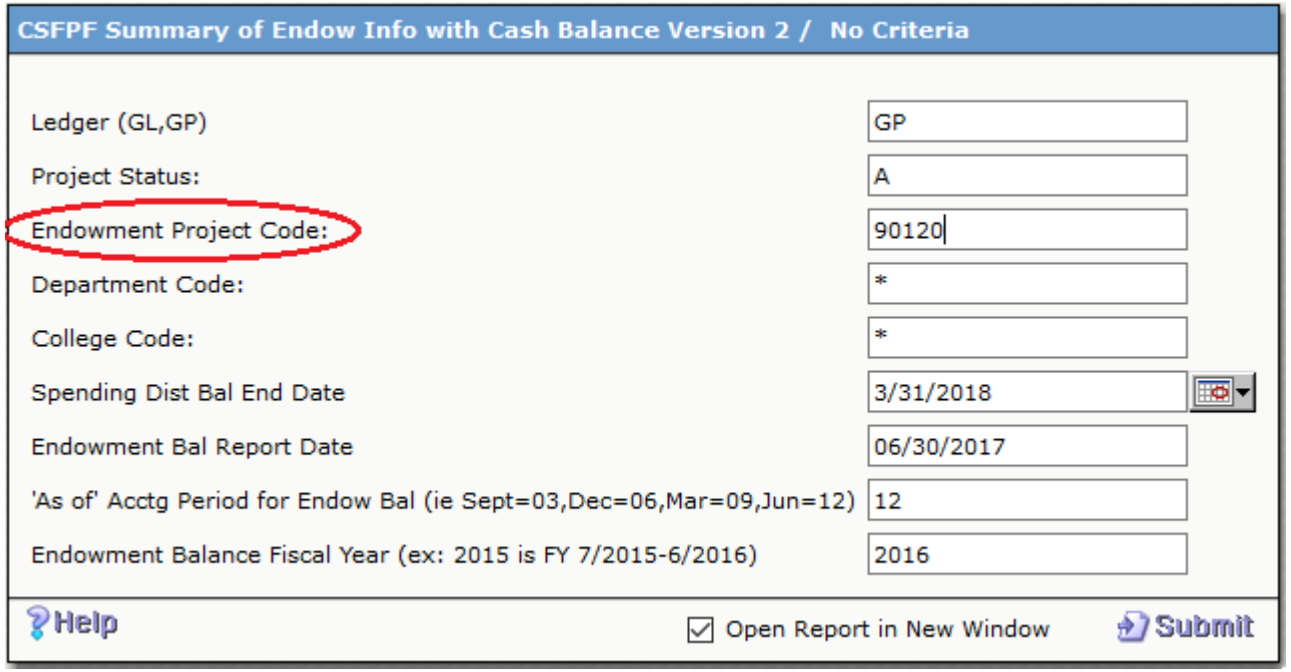
Endowment BV to MV (CONT.)

- 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: 07/01/2016- 06/30/2017 Use 2016



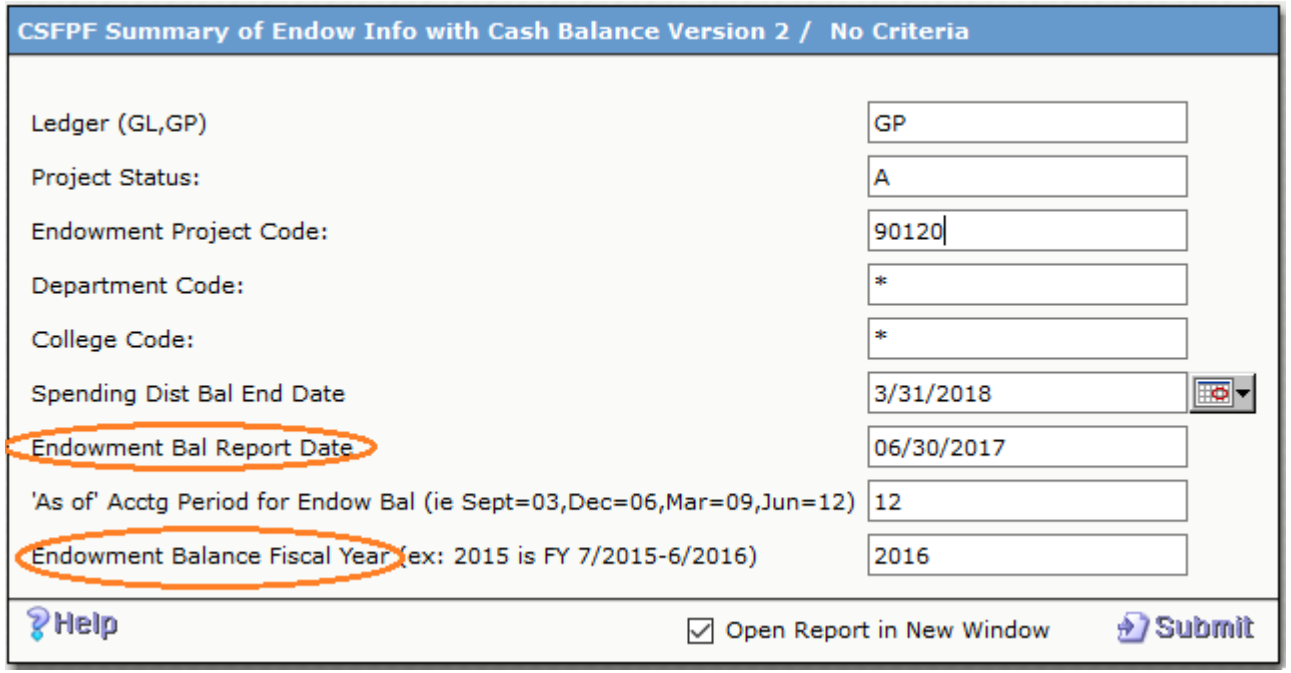
Endowment BV to MV (CONT.)

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

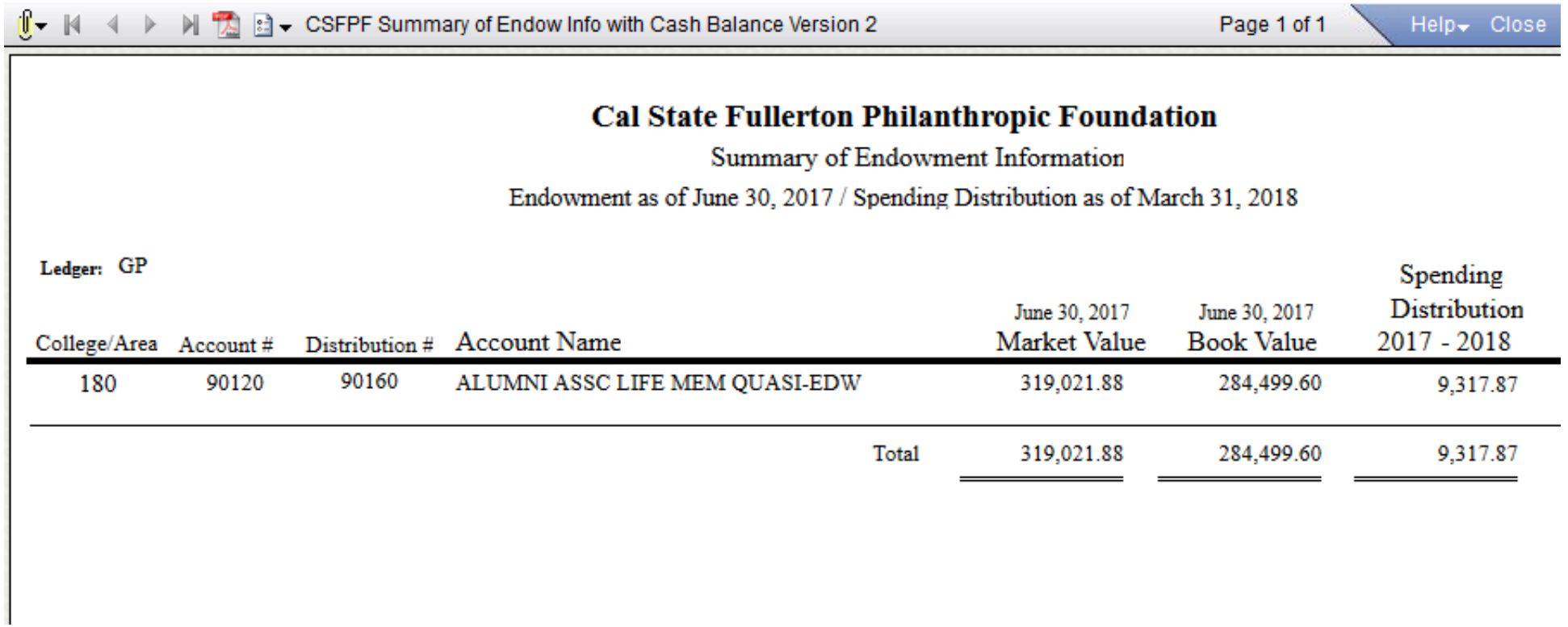


Endowment BV to MV (CONT.)

- Spending Dist Bal End Date: Use Qtr End
- Endowment Bal Report Date- 06/30/2017 -Acctg Period Endow for Jun= 12
- Endow Bal FY: 07/01/2016- 06/30/2017 Use 2016



Endowment BV to MV (CONT.)


CSFPF Summary of Endow Info with Cash Balance Version 2 Page 1 of 1 Help Close

Cal State Fullerton Philanthropic Foundation

Summary of Endowment Information

Endowment as of June 30, 2017 / Spending Distribution as of March 31, 2018

Ledger: GP

College/Area	Account #	Distribution #	Account Name	June 30, 2017 Market Value	June 30, 2017 Book Value	Spending Distribution 2017 - 2018
180	90120	90160	ALUMNI ASSC LIFE MEM QUASI-EDW	319,021.88	284,499.60	9,317.87
			Total	319,021.88	284,499.60	9,317.87

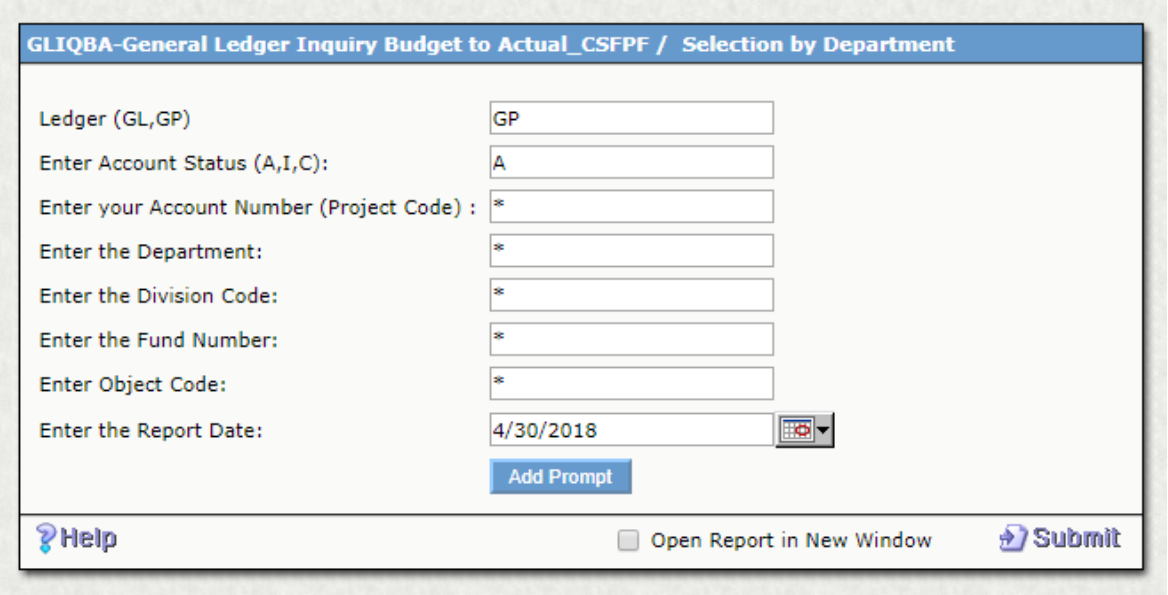
Endowment Report Ver. II

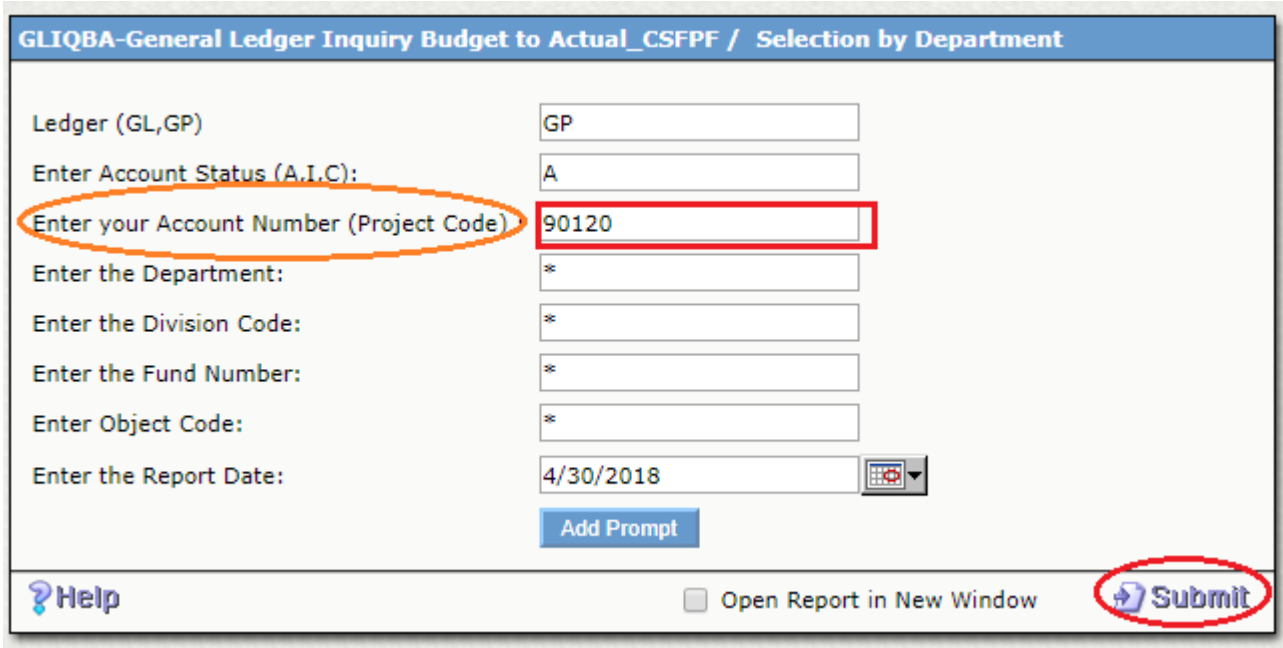
Provide Total market value and book value of endowments for your college

Spending Distribution if available

Cash balance for spending account

GLIQBA: GL Inquiry Bal





GLIQBA: GL Inquiry Bal(CONT.)

Ledger Code: GP
Entity Code: 30
Entity Name: CSF Philanthropic Foundation

CSFPF General Ledger Inquiry - Budget to Actual

As of 04/30/2018 Fiscal Year 2017

Project	Title	Primary/Additional Signers
90120	ALUMNI ASSC LIFE MEM QUASI-EDW	FSHR/GRBC/MTCHL/ALGRN-CHV/LCSN

Object Code	Description	Budget	Actual	Encumbrance	Budget Variance
0001	# of Units	0.00	290.84	0.00	(290.84)
0002	Unit Offset	0.00	(290.84)	0.00	290.84
1025	Due to/from Other Funds	0.00	0.00	0.00	0.00
1056	Due to/from Pooled Investment	0.00	340,234.90	0.00	(340,234.90)
3012	Restricted Fund Balance	0.00	284,499.60	0.00	(284,499.60)
3018	Gain/Loss Fund Balance	0.00	34,522.28	0.00	(34,522.28)
6408	Alumni Memberships	0.00	0.00	0.00	0.00
6418	Membership Adjustment	0.00	12,696.00	0.00	(12,696.00)
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	17,834.89	0.00	(17,834.89)
6727	Spending Dist-Market Val Adjst	0.00	(9,317.87)	0.00	9,317.87
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
9790	Trans from Campus Prog-9000s	0.00	0.00	0.00	0.00

User: Yogesh Mhase **Page:** 1 04/09/2018 **:Current Date**
Report ID: GLIQBA_CSFPF 12:55:31 **:Current Time**

GLIQBA: GL Inquiry Bal(CONT.)

Ledger Code: GP
Entity Code: 30
Entity Name: CSF Philanthropic Foundation

CSFPF General Ledger Inquiry - Budget to Actual

As of 04/30/2018 Fiscal Year 2017

Project	Title	Primary/Additional Signers
90120	ALUMNI ASSC LIFE MEM QUASI-EDW	FSHR/GRBC/MTCHL/ALGRN-CHV/LCSN

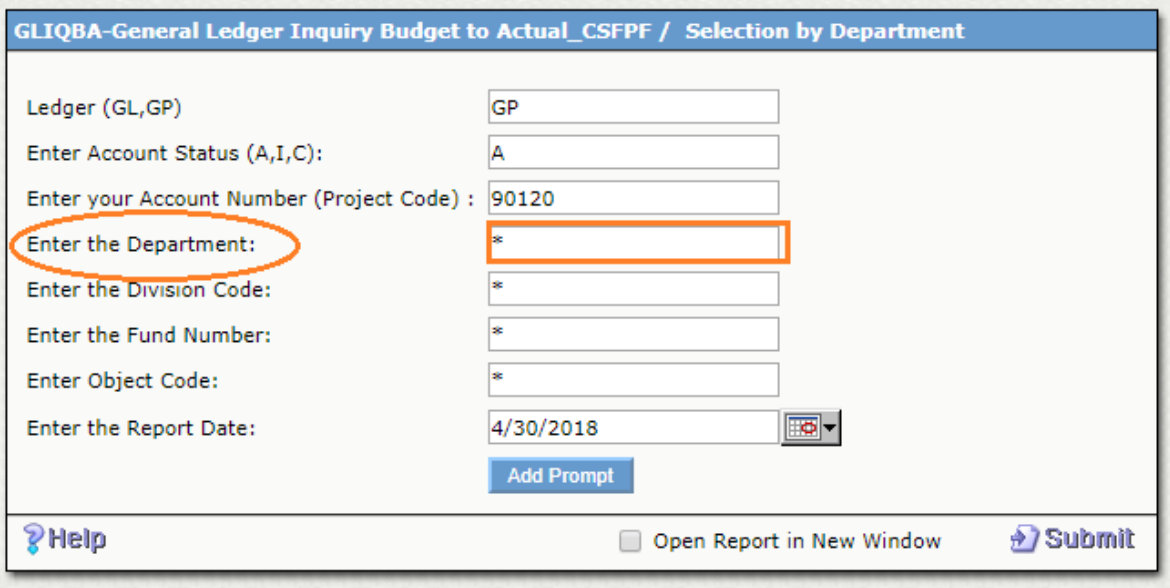
Object Code	Description	Budget	Actual	Encumbrance	Budget Variance
	Total Revenue	0.00	21,213.02	0.00	(21,213.02)
	Total Expense	0.00	0.00	0.00	0.00
	Net Revenue (Revenue minus Expense)	0.00	21,213.02	0.00	(21,213.02)
	Net Transfers In/Out		0.00		
	Beginning Fund Balance		319,021.88		
	Ending Fund Balance		340,234.90	*Note: Ending Fund Balance = Net Revenue plus Net Transfers In/Out plus Beginning Fund Balance*	
	Total Assets		340,234.90		
	Total Liabilities		0.00		
	Assets minus Liabilities		340,234.90	*Note: Assets minus Liabilities = Ending Fund Balance*	

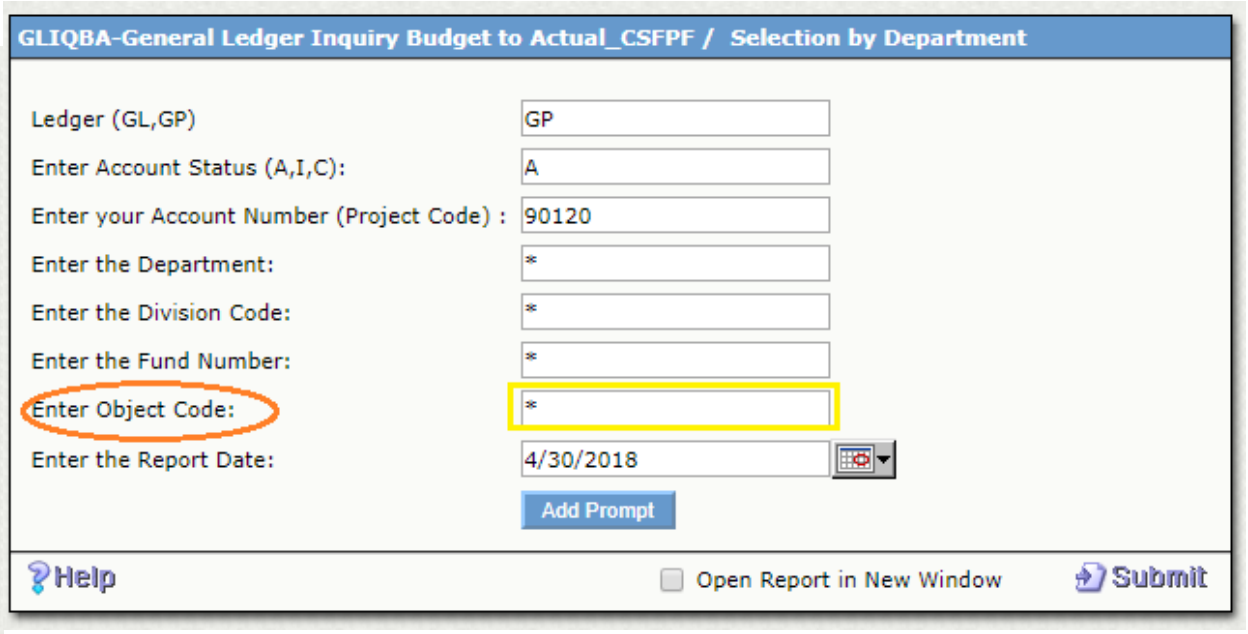
User: Yogesh Mhase **Page:** 2 04/09/2018 **:Current Date**
Report ID: GLIQBA_CSFPF 12:55:31 **:Current Time**

GLIQBA: GL Inquiry Bal(CONT.)

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*)

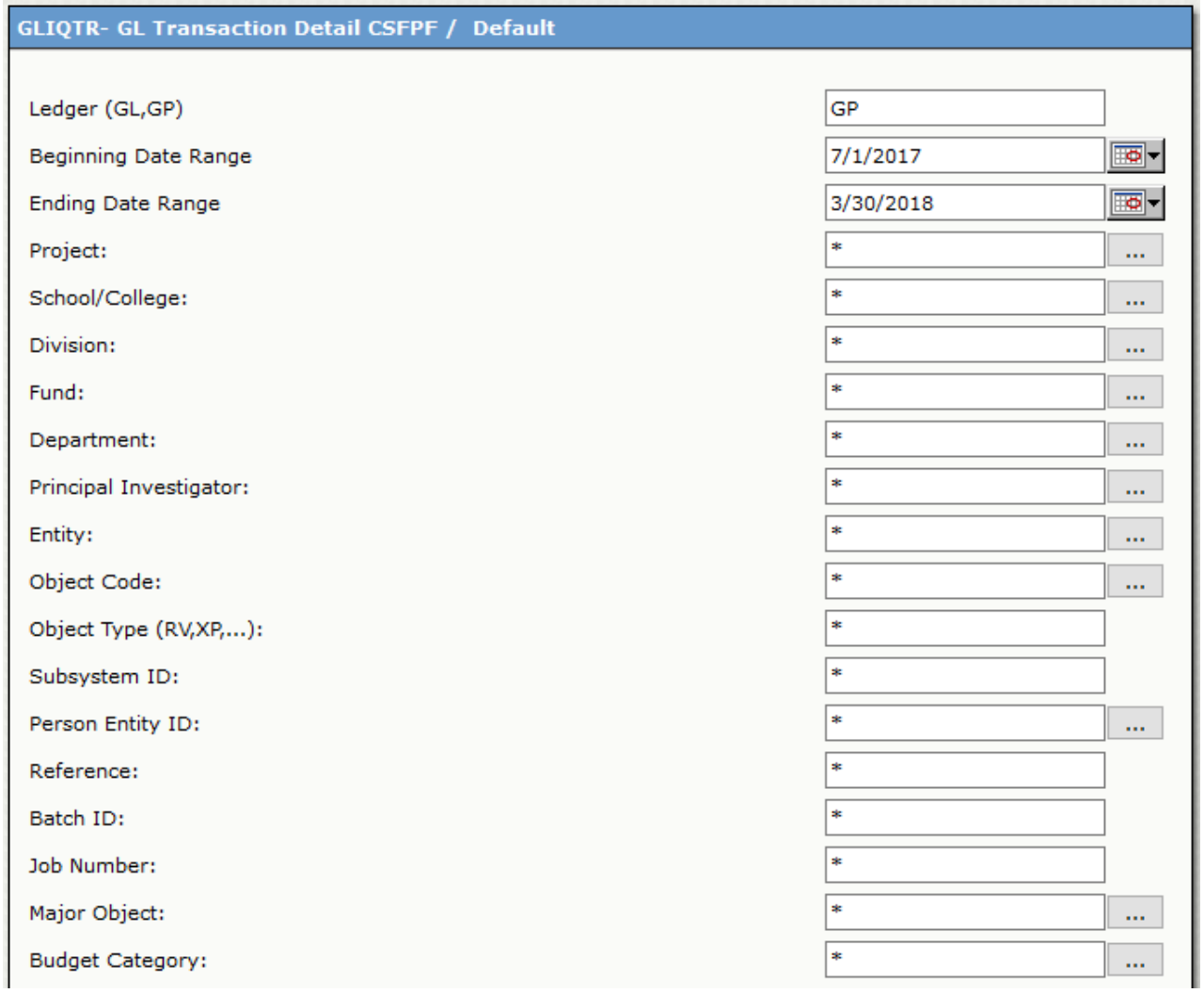
Income

6507	Gifts
6500	non-gifts
6517	benefits

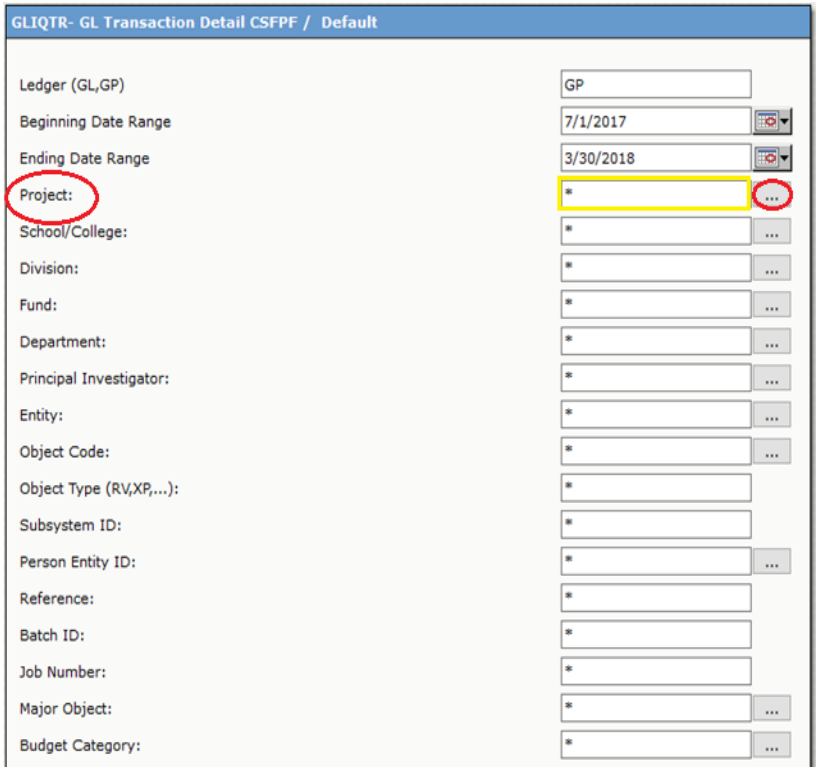
Expense

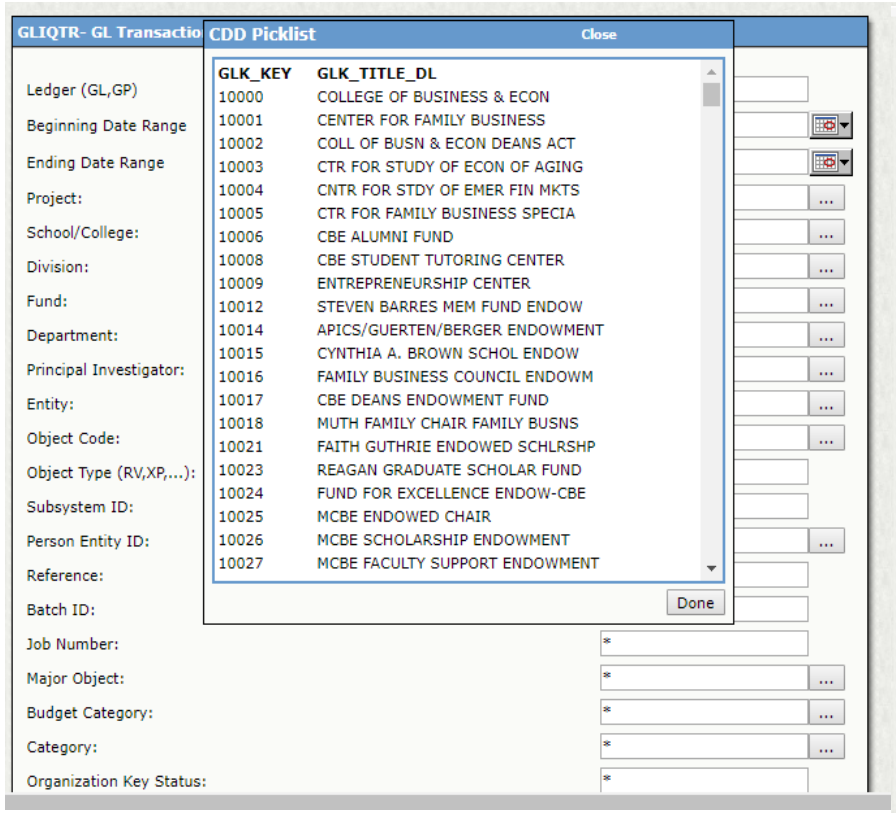
8110	Advertising
8112	Telephone
8116	Conference expense
8117	Dues/Subscriptions/Memberships
8118	Board Relations
8120	Services
8123	Printing
8142	Repairs and Maintenance
8143	Supplies
8146	Office Supplies
8148	Public Relations (guests/faculty/staff)
8151	Event Attendance
8153	Room Rentals
8155	Equipment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

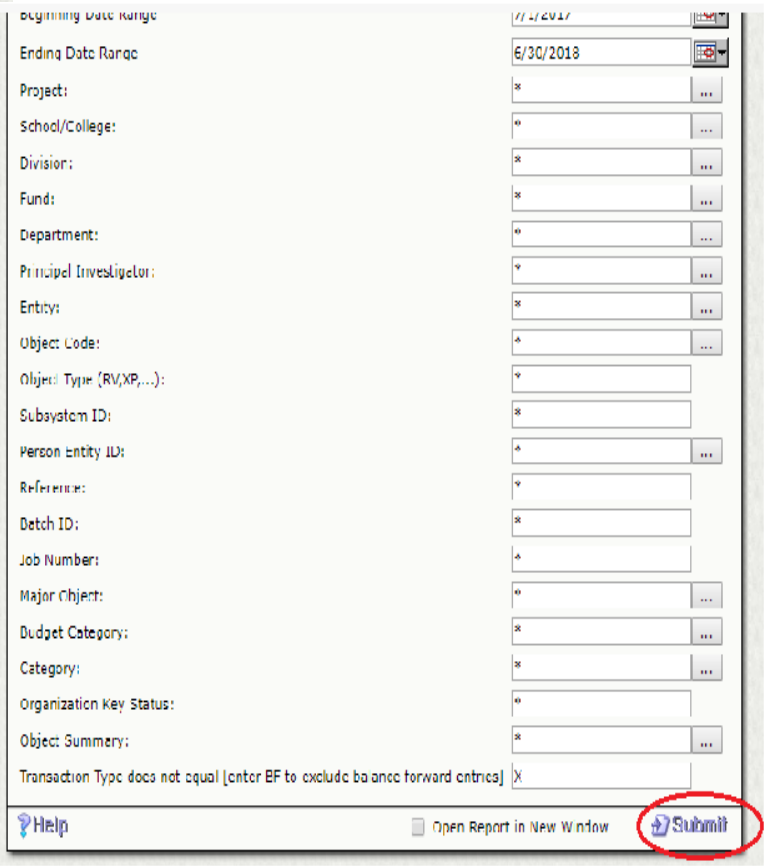
GLIQTR: Detailed Transactions



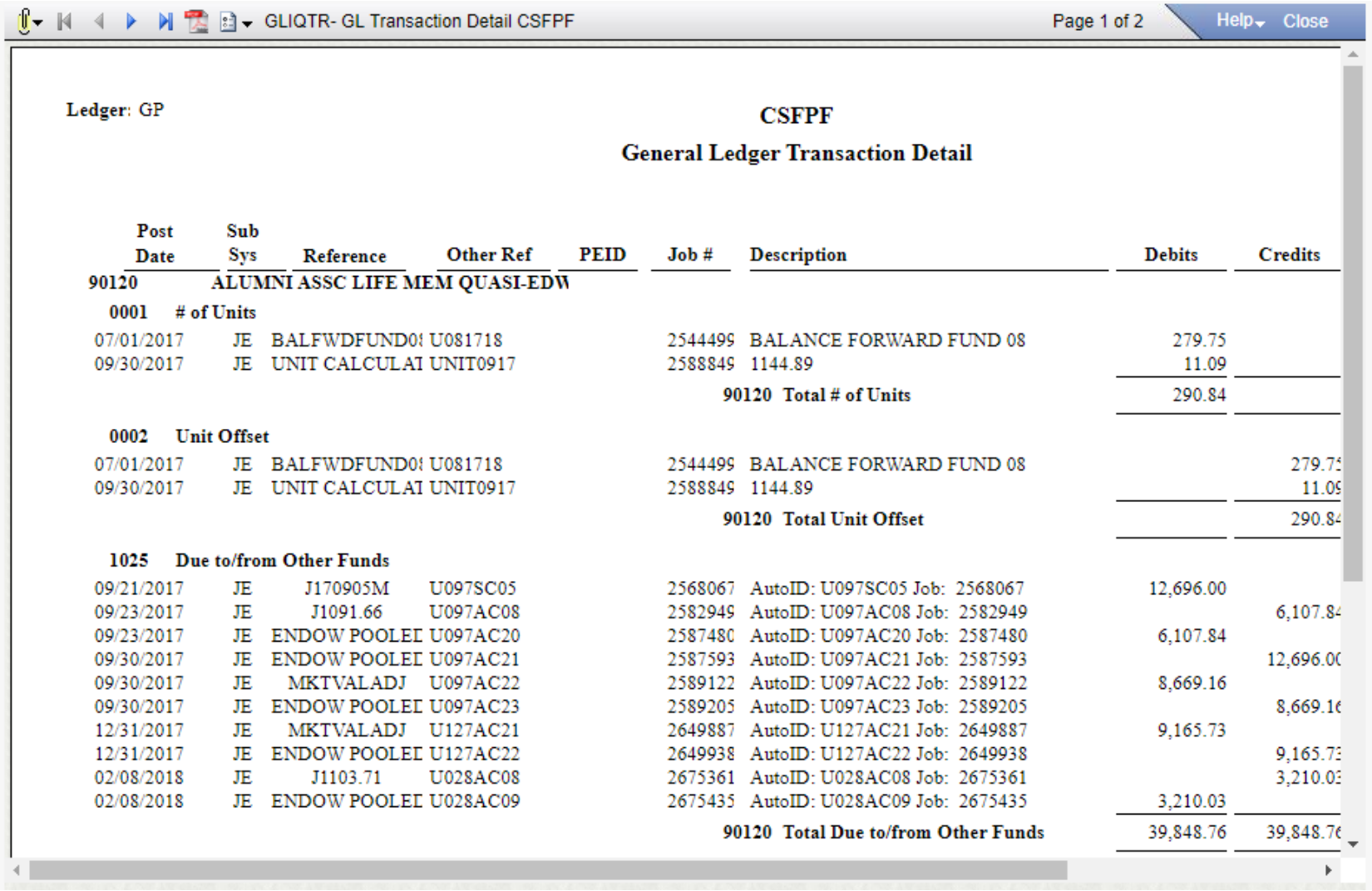
GLIQTR: Detailed Transactions (CONT.)







GLIQTR: Detailed Transactions(CONT.)


GLIQTR- GL Transaction Detail CSFPF Page 1 of 2 Help Close

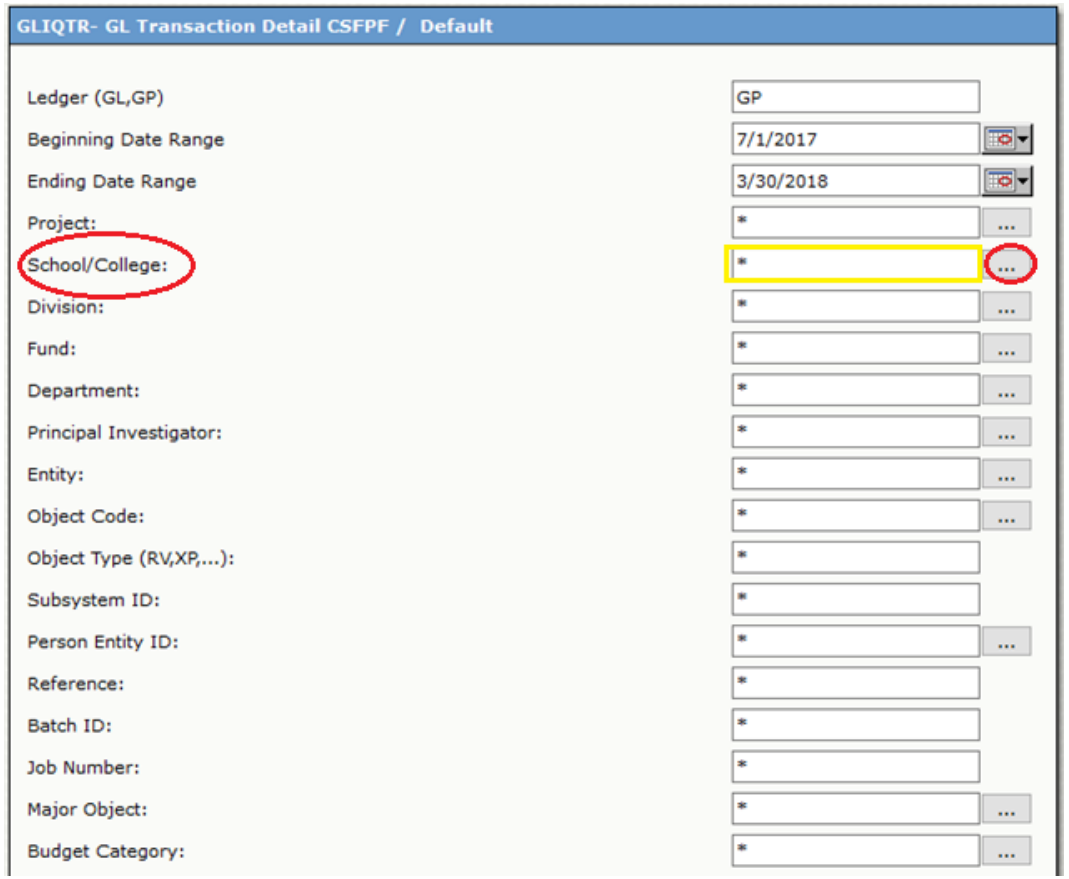
Ledger: GP

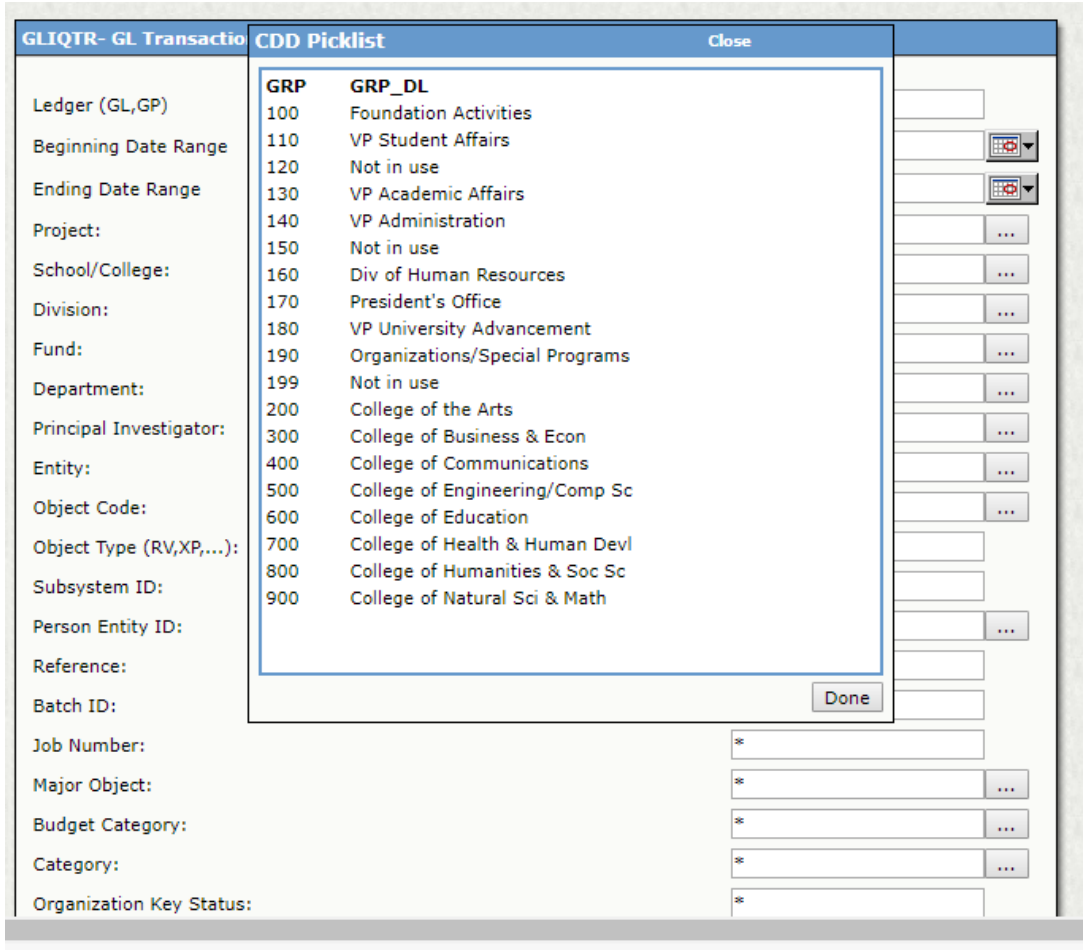
CSFPF

General Ledger Transaction Detail

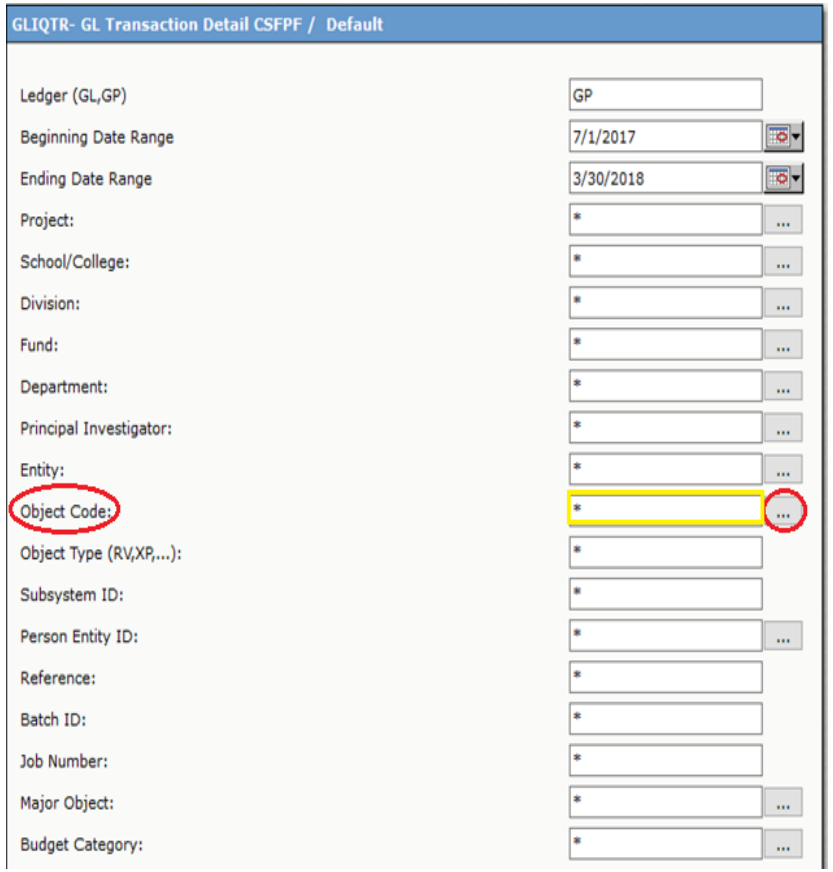
Post Date	Sub Sys	Reference	Other Ref	PEID	Job #	Description	Debits	Credits
90120		**ALUMNI ASSC LIFE MEM QUASI-EDW**						
0001	**# of Units**							
07/01/2017	JE	BALFWDFUND0(	U081718		2544499	BALANCE FORWARD FUND 08	279.75	
09/30/2017	JE	UNIT CALCULAI	UNIT0917		2588849	1144.89	11.09	
					90120	**Total # of Units**	290.84	
0002	**Unit Offset**							
07/01/2017	JE	BALFWDFUND0(	U081718		2544499	BALANCE FORWARD FUND 08		279.75
09/30/2017	JE	UNIT CALCULAI	UNIT0917		2588849	1144.89		11.09
					90120	**Total Unit Offset**		290.84
1025	**Due to/from Other Funds**							
09/21/2017	JE	J170905M	U097SC05		2568067	AutoID: U097SC05 Job: 2568067	12,696.00	
09/23/2017	JE	J1091.66	U097AC08		2582949	AutoID: U097AC08 Job: 2582949		6,107.84
09/23/2017	JE	ENDOW POOLEI	U097AC20		2587480	AutoID: U097AC20 Job: 2587480	6,107.84	
09/30/2017	JE	ENDOW POOLEI	U097AC21		2587593	AutoID: U097AC21 Job: 2587593		12,696.00
09/30/2017	JE	MKTVALADJ	U097AC22		2589122	AutoID: U097AC22 Job: 2589122	8,669.16	
09/30/2017	JE	ENDOW POOLEI	U097AC23		2589205	AutoID: U097AC23 Job: 2589205		8,669.16
12/31/2017	JE	MKTVALADJ	U127AC21		2649887	AutoID: U127AC21 Job: 2649887	9,165.73	
12/31/2017	JE	ENDOW POOLEI	U127AC22		2649938	AutoID: U127AC22 Job: 2649938		9,165.73
02/08/2018	JE	J1103.71	U028AC08		2675361	AutoID: U028AC08 Job: 2675361		3,210.03
02/08/2018	JE	ENDOW POOLEI	U028AC09		2675435	AutoID: U028AC09 Job: 2675435	3,210.03	
					90120	**Total Due to/from Other Funds**	39,848.76	39,848.76

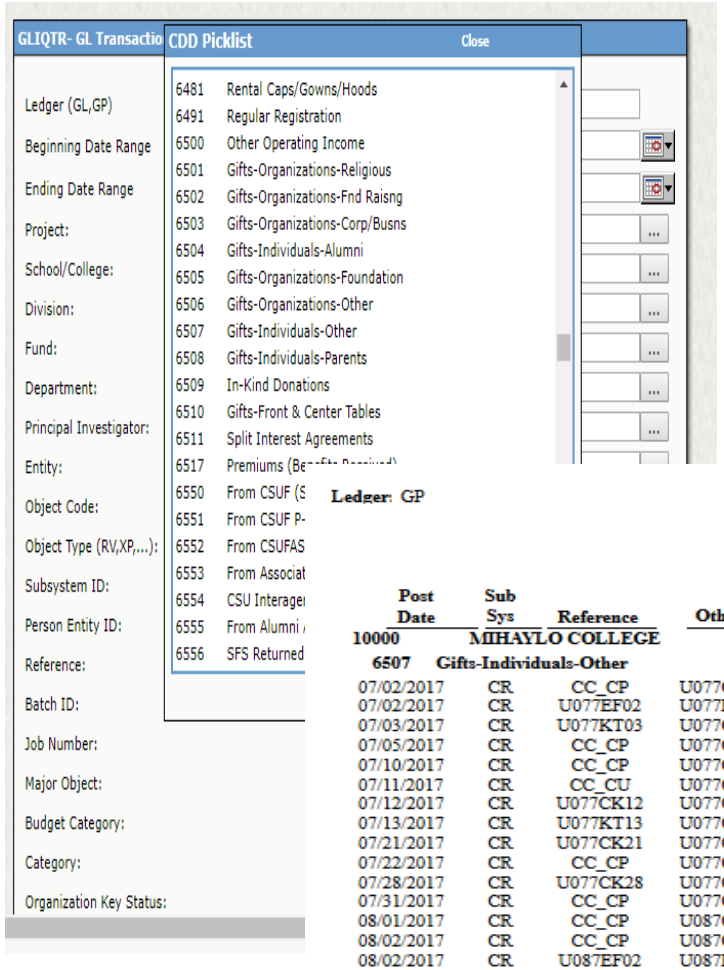
GLIQTR: Detailed Transactions (CONT.)





GLIQTR: Detailed Transactions (CONT.)



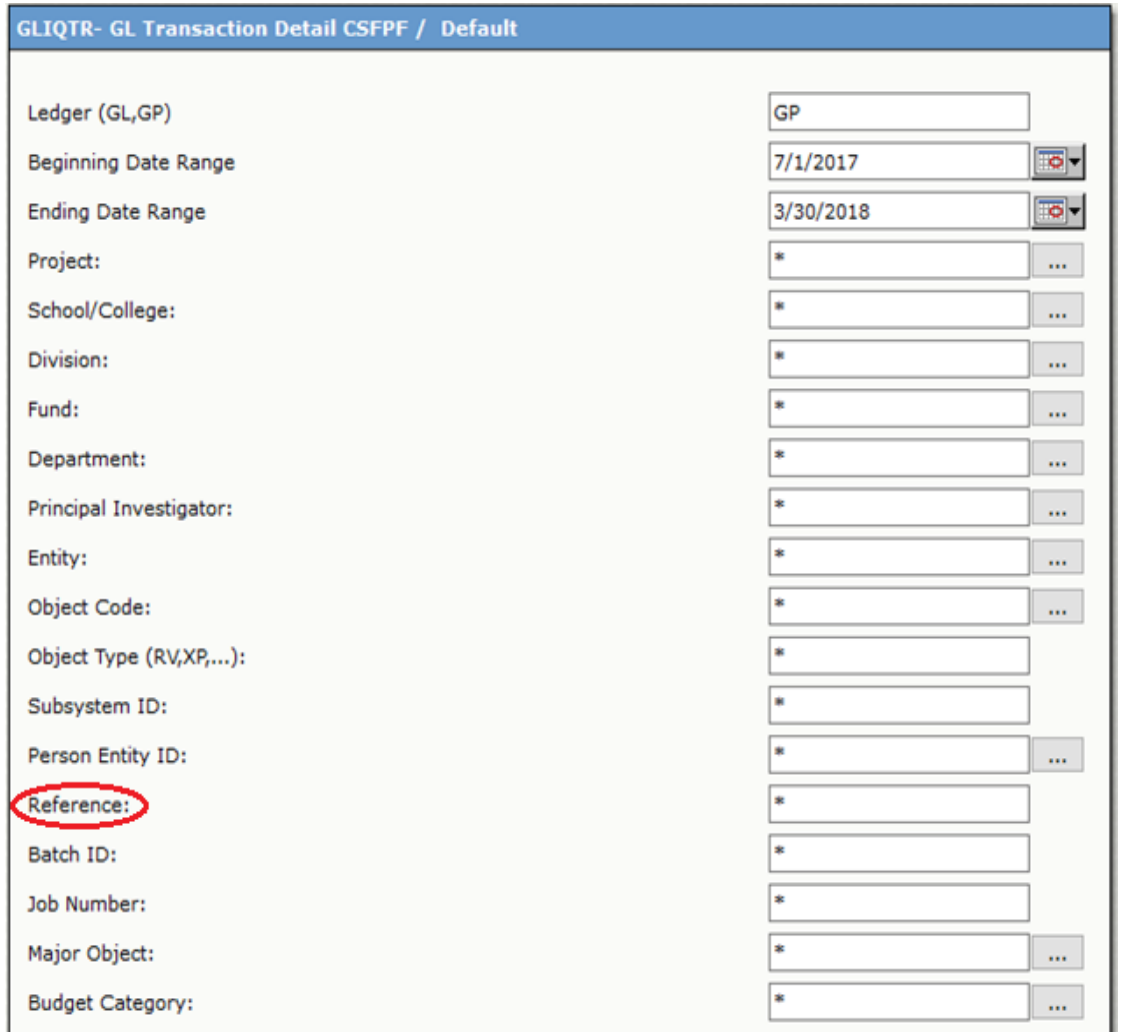


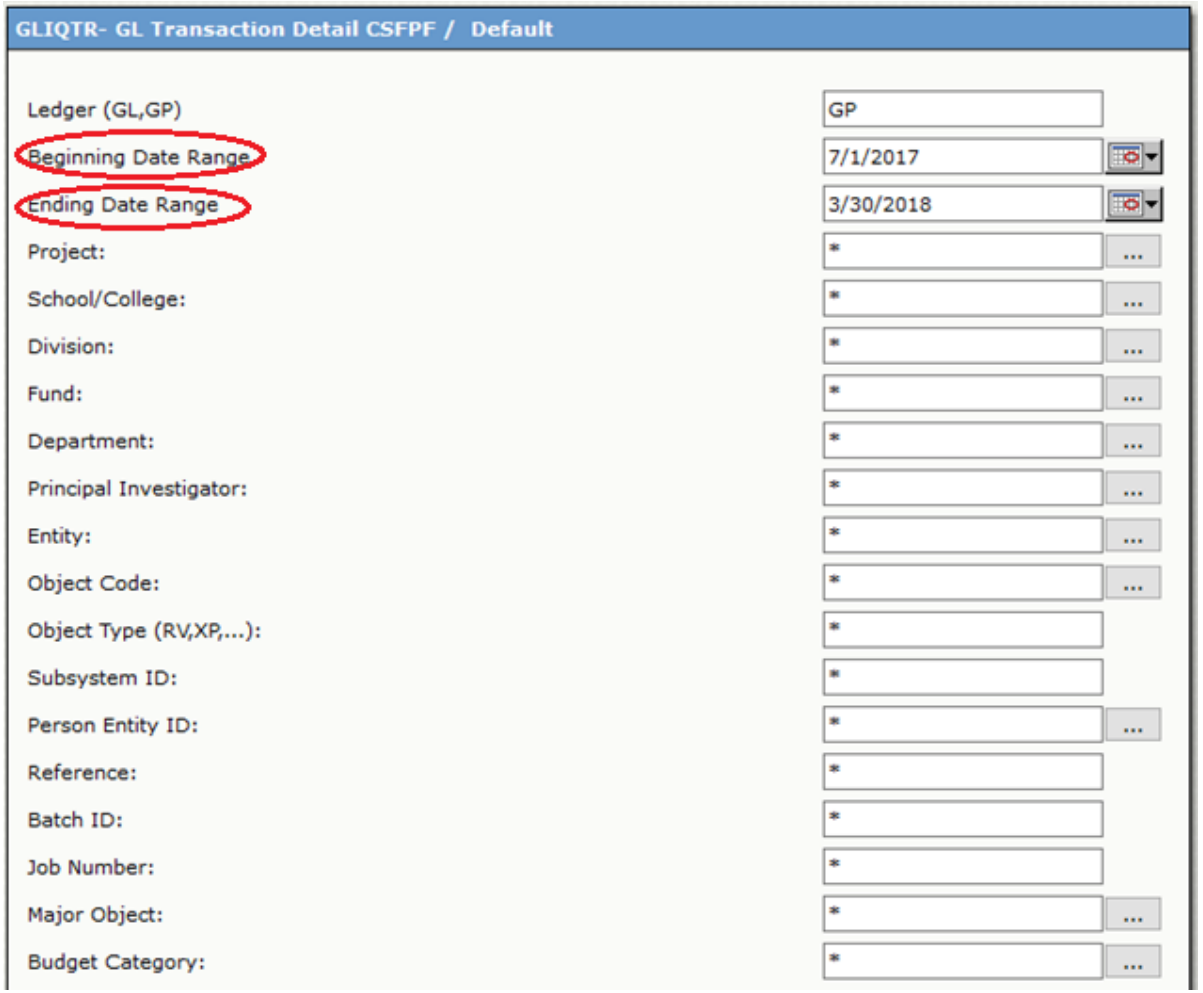
Used to request from Advancement services gift receipt information

Ledger: GP — **CSFPF** — **General Ledger Transaction Detail**

Post Date	Sub Sys	Reference	Other Ref	PEID	Job #	Description	Debits	Credits	Balance
10000	MIHAYLO COLLEGE								
6507	Gifts-Individuals-Other								
07/02/2017	CR	CC_CP	U077CP01	CSFPF	2511815	CR 8182C10000		10.00	(10.00)
07/02/2017	CR	U077EF02	U077EF02	CSFPF	2513046	CR IOU/PAYROLL DEDUCTION		50.00	(60.00)
07/03/2017	CR	U077KT03	U077CR03	CSFPF	2511935	CR 8184T10000		170.00	(230.00)
07/05/2017	CR	CC_CP	U077CP05	CSFPF	2511881	CR 8186C10000		10.00	(240.00)
07/10/2017	CR	CC_CP	U077CP10	CSFPF	2514302	CR 8191C10000		85.00	(325.00)
07/11/2017	CR	CC_CU	U077CR11	CSFPF	2514486	CR 8192U10000		20.00	(345.00)
07/12/2017	CR	U077CK12	U077CR12	CSFPF	2514441	CR 8193A10000		150.00	(495.00)
07/13/2017	CR	U077KT13	U077CR13	CSFPF	2517416	CR 8194T10000		300.00	(795.00)
07/21/2017	CR	U077CK21	U077CK21	CSFPF	2522153	CR 8202A10000		350.00	(1,145.00)
07/22/2017	CR	CC_CP	U077CP22	CSFPF	2524972	CR 8203C10000		25.00	(1,170.00)
07/28/2017	CR	U077CK28	U077CR28	CSFPF	2528382	CR 8209A10000		134.13	(1,304.13)
07/31/2017	CR	CC_CP	U077CP31	CSFPF	2531789	CR 8212C10000		100.00	(1,404.13)
08/01/2017	CR	CC_CP	U087CP01	CSFPF	2532773	CR 8213C10000		160.00	(1,564.13)
08/02/2017	CR	CC_CP	U087CP02	CSFPF	2532776	CR 8214C10000		60.00	(1,624.13)
08/02/2017	CR	U087EF02	U087EF02	CSFPF	2536470	CR IOU/PAYROLL DEDUCTION		50.00	(1,674.13)

GLIQTR: Detailed Transactions (CONT.)





CALIFORNIA STATE UNIVERSITY FULLERTON
Philanthropic Foundation

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