Getting to the Reports Portal

- **URL**: [http://foundation.fullerton.edu/](http://foundation.fullerton.edu/)
- Or go to [www.fullerton.edu](http://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
• 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

<table>
<thead>
<tr>
<th>Fund ID</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>VP University Advancement</td>
<td>$312,945.86</td>
</tr>
<tr>
<td>01-90120</td>
<td>ALUMNIA 6500 1260 MEM QUASI-ED</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>VP University Advancement</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$312,945.86</td>
</tr>
</tbody>
</table>

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
Generating report using Project code as a parameter
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
CSFPF Campus Program/Scholarship Report (CONT.)
Generating report using College code as a parameter
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
Generating report using Project code as a parameter
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
• 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>90120</td>
<td>90160</td>
<td>ALUMNI ASSC LIFE MEM QUASI-EDW</td>
<td>276,726.57</td>
<td>257,613.60</td>
<td>5,455.30</td>
<td>41,752.19</td>
</tr>
</tbody>
</table>

**Total:**
- Market Value: 276,726.57
- Book Value: 257,613.60
- Spending Distribution: 5,455.30
- Cash Balance: 41,752.19
GLIQBA: GL Inquiry Bal
### CSFPF General Ledger Inquiry - Budget to Actual

**As of 10/31/2016**
**Fiscal Year 2016**

<table>
<thead>
<tr>
<th>Project</th>
<th>Title</th>
<th>Primary/Additional Signers</th>
</tr>
</thead>
<tbody>
<tr>
<td>90120</td>
<td>ALUMNI ASSC LIFE MEM QUASI-EDW</td>
<td>FISHER/GARCIA/GERB/ALGRN-CHVA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
<th>Budget</th>
<th>Actual</th>
<th>Encumbrance</th>
<th>Budget Variance</th>
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<tbody>
<tr>
<td>0001</td>
<td># of Units</td>
<td>0.00</td>
<td>269.49</td>
<td>0.00</td>
<td>(269.49)</td>
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<tr>
<td>0002</td>
<td>Unit Offset</td>
<td>0.00</td>
<td>269.49</td>
<td>0.00</td>
<td>269.49</td>
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<td>3015</td>
<td>Due to From Other Funds</td>
<td>0.00</td>
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<tr>
<td>3016</td>
<td>Due to From Pooled Investment</td>
<td>0.00</td>
<td>292,981.80</td>
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<td>(292,981.80)</td>
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<tr>
<td>3012</td>
<td>Restricted Fund Balance</td>
<td>0.00</td>
<td>257,613.60</td>
<td>0.00</td>
<td>(257,613.60)</td>
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<tr>
<td>3018</td>
<td>Gain/Loss Fund Balance</td>
<td>0.00</td>
<td>19,112.97</td>
<td>0.00</td>
<td>(19,112.97)</td>
</tr>
<tr>
<td>6408</td>
<td>Alumni Memberships</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6418</td>
<td>Membership Adjustment</td>
<td>0.00</td>
<td>15,530.00</td>
<td>0.00</td>
<td>(15,530.00)</td>
</tr>
<tr>
<td>6507</td>
<td>Gifts/Individuals Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>6551</td>
<td>From CSUF P-Card</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>6722</td>
<td>Endow Pooled Invest Gain/Loss</td>
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<td>0.00</td>
<td>(6,182.53)</td>
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<tr>
<td>6727</td>
<td>Spending Diet Market Val Adjust</td>
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<td>(5,455.30)</td>
<td>0.00</td>
<td>5,455.30</td>
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<tr>
<td>8117</td>
<td>Other Direct Costs</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>9441</td>
<td>Alumni Membership/Oper Transf</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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 Prompt

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Ledger (GL, GP)</th>
<th>GLIQTR - GL Transaction Detail CSPFP / Default</th>
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</thead>
<tbody>
<tr>
<td>No Criteria</td>
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</tr>
<tr>
<td>Default</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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 Summary:**

[Open Report in New Window] [Submit]
GLIQTR: Detailed Transactions
<table>
<thead>
<tr>
<th>Post Date</th>
<th>Sub Sys</th>
<th>Reference</th>
<th>Other Ref</th>
<th>PEID</th>
<th>Job #</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
<td>07/01/16</td>
<td>JE</td>
<td>BALWFUND08 U581617</td>
<td>2287712</td>
<td>90120</td>
<td>Total # of Units</td>
<td>255.19</td>
<td></td>
<td>255.19</td>
<td></td>
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<tr>
<td>07/01/16</td>
<td>JE</td>
<td>BALWFUND08 U581617</td>
<td>2287712</td>
<td>90120</td>
<td>Total Unit Offset</td>
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<td>255.19</td>
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<tr>
<td>07/26/16</td>
<td>JE</td>
<td>J166713A U3785C12</td>
<td>1025</td>
<td></td>
<td>Due to/from Other Funds</td>
<td>15,530.00</td>
<td>15,530.00</td>
<td></td>
<td></td>
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<tr>
<td>07/31/16</td>
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<td>ENDOW POOLED U581615</td>
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<td>Due to/from Other Funds</td>
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<tr>
<td>08/19/16</td>
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<td>08/19/16</td>
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<td>Due to/from Other Funds</td>
<td>20,945.30</td>
<td>20,945.30</td>
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<tr>
<td>07/01/16</td>
<td>JE</td>
<td>BALWFUND08 U581617</td>
<td>2287712</td>
<td>90120</td>
<td>Total Due to/from Pooled Investment</td>
<td>276,728.57</td>
<td>276,728.57</td>
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<td></td>
</tr>
<tr>
<td>07/31/16</td>
<td>JE</td>
<td>ENDOW POOLED U581615</td>
<td>2287712</td>
<td>90120</td>
<td>Total Due to/from Pooled Investment</td>
<td>11,320.00</td>
<td>11,320.00</td>
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<tr>
<td>08/19/16</td>
<td>JE</td>
<td>ENDOW POOLED U5946AC08</td>
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<td>90120</td>
<td>Total Due to/from Pooled Investment</td>
<td>3,455.30</td>
<td>3,455.30</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>07/01/16</td>
<td>JE</td>
<td>BALWFUND08 U581617</td>
<td>2287712</td>
<td>90120</td>
<td>Total Restricted Fund Balance</td>
<td>257,613.40</td>
<td>257,613.40</td>
<td></td>
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</tr>
<tr>
<td>07/01/16</td>
<td>JE</td>
<td>BALWFUND08 U581617</td>
<td>2287712</td>
<td>90120</td>
<td>Total Gain/Loss Fund Balance</td>
<td>19,112.97</td>
<td>19,112.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/26/16</td>
<td>JE</td>
<td>J166713A U3785C12</td>
<td>6418</td>
<td></td>
<td>Membership Adjustment</td>
<td>15,530.00</td>
<td>15,530.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

User: ZZ.RITAILOR
Report: GLQTR_CSFPP_GL_Trans_jobid_B

Page: 1
Time: 16:09:43
Date: 10/21/2016
GLIQTR: Detailed Transactions
GLIQTR: Detailed Transactions

Used to request from Advancement services gift receipt information
GLIQTR: Detailed Transactions

[Images of GLIQTR interface with selected criteria and dates]
Cal State Fullerton Philanthropic Foundation

Contact:  FOUNDATION@FULLERTON.EDU
(657) 278-2786

UA Administration and Finance Staff
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Anh Chen ext. 8387
Susan Cervantes ext. 4420
Nikki Nguyen ext. 2934