

Instructions for Online-Reports

Basic Instructions:

On-line Access to your account information is available from the CSU Fullerton ASC web site at <http://www.csufasc.org> . Reports are available under the Sponsored Programs Account Access page. You can also directly link to the reports server at <http://bitechwp.fullerton.edu/ifa7/cdd> . The reports server is password protected. The user name and password will provided to you by ASC MIS staff.

System Requirements:

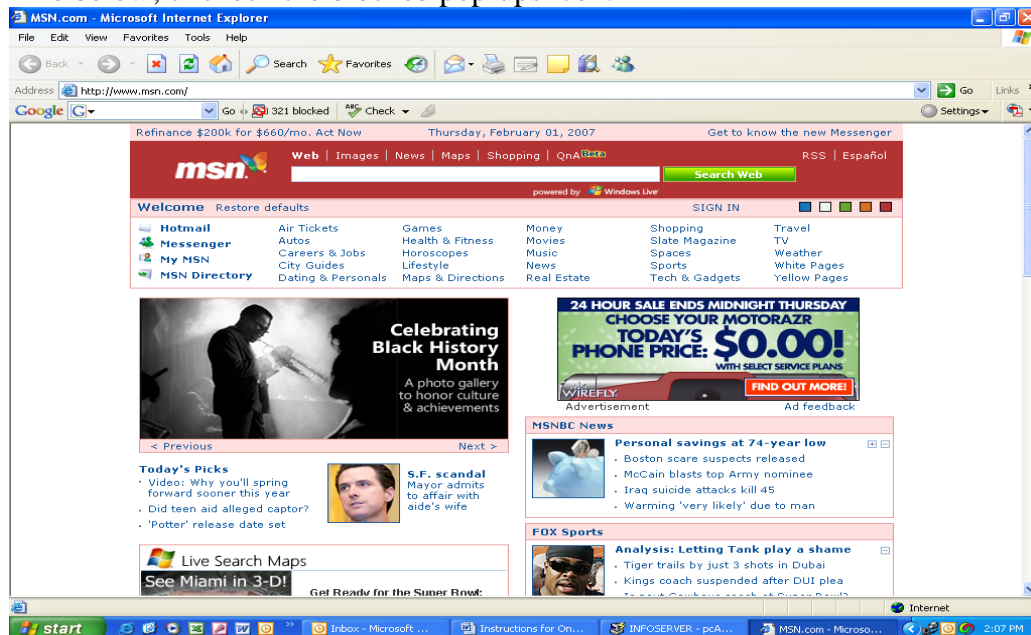
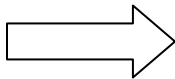
Operating System – Windows XP, Vista, Apple

Browser Version - Internet Explorer 6 - 8 for Windows, Firefox and Safari

The first time you run a report on a Windows computer, you might be asked to install a small program called “Sungard Bi-Tech Printing Service”. Accept the installation of the program by clicking on “Yes”. This program formats the printing of your report by stripping out the headers and footers.

Pop-Up Blockers:

Pop-up blockers will not let you run reports online. If you have a toolbar on your Internet Browser like below; uncheck the blocked pop-ups icon.



On that same toolbar there should be the word **Settings** → under Settings, Go to **Options**. In Options you must **disable** your pop-up blocker. (To disable it, there is usually a check box to disable it or a check box to uncheck the enable pop-up blockers; it all depends on what type of

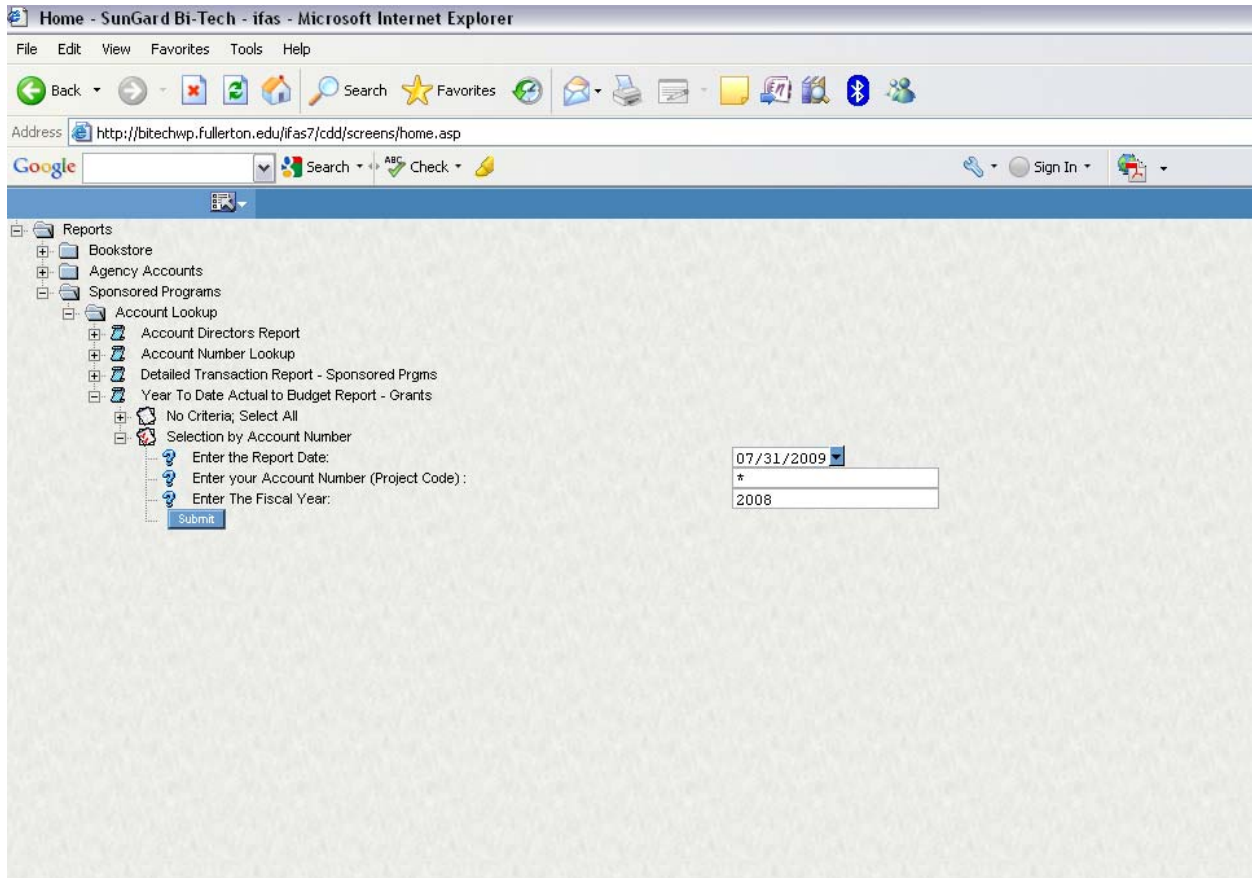
Pop-Up Blocker Toolbar you have). Your report opens up in a new window and pop-up blockers interfere with this function.

Instructions for Internet Explorer 6.x – 8.x on Windows

1. Sponsored Program Reports.

YTD Actual vs. Budget Report - Grants

This report is designed to give you a summary of your Year-To-Date account balances, with encumbrances. Once you log in, open up the **Sponsored Programs** folder. A second folder will appear called **Account Lookup**. The actual report is located in this folder. Click on the Plus (+) sign to open your report selection criteria. This report comes with 3 selection criteria. Your browser should look like the picture below:



ENTER THE REPORT DATE: The report date is the ending date for transactions on the reports. This defaults to the end of the current month. You can change that to any other month in the current Fiscal year.

ENTER THE FISCAL YEAR: This is the current fiscal year. The ASC fiscal year runs from July 1st to June 30th. The default is the current fiscal year and in most cases this does not need to be changed.

ENTER YOUR ACCOUNT NUMBER (PROJECT CODE): This prompt is for your ASC assigned account number, also known as the Project Code. The default on this is a “*”, which will run all the accounts that you are responsible for. If you want to run the report for a specific account, just enter that information in this space. If you want to run 2 or more accounts, these

can be entered separated by a comma. For example if you want to run this for account number 03250 and 04230, then you would enter **03250, 04230**. (Note: All Project numbers need to 5 digit long numbers).

Once your criterion is entered, the report can be run by clicking on the **Submit** button. Once the report is submitted you will see a small window that gives you a progress report on your job. Once complete, the report will open in a new Explorer window.

Your report window should look like the picture below:

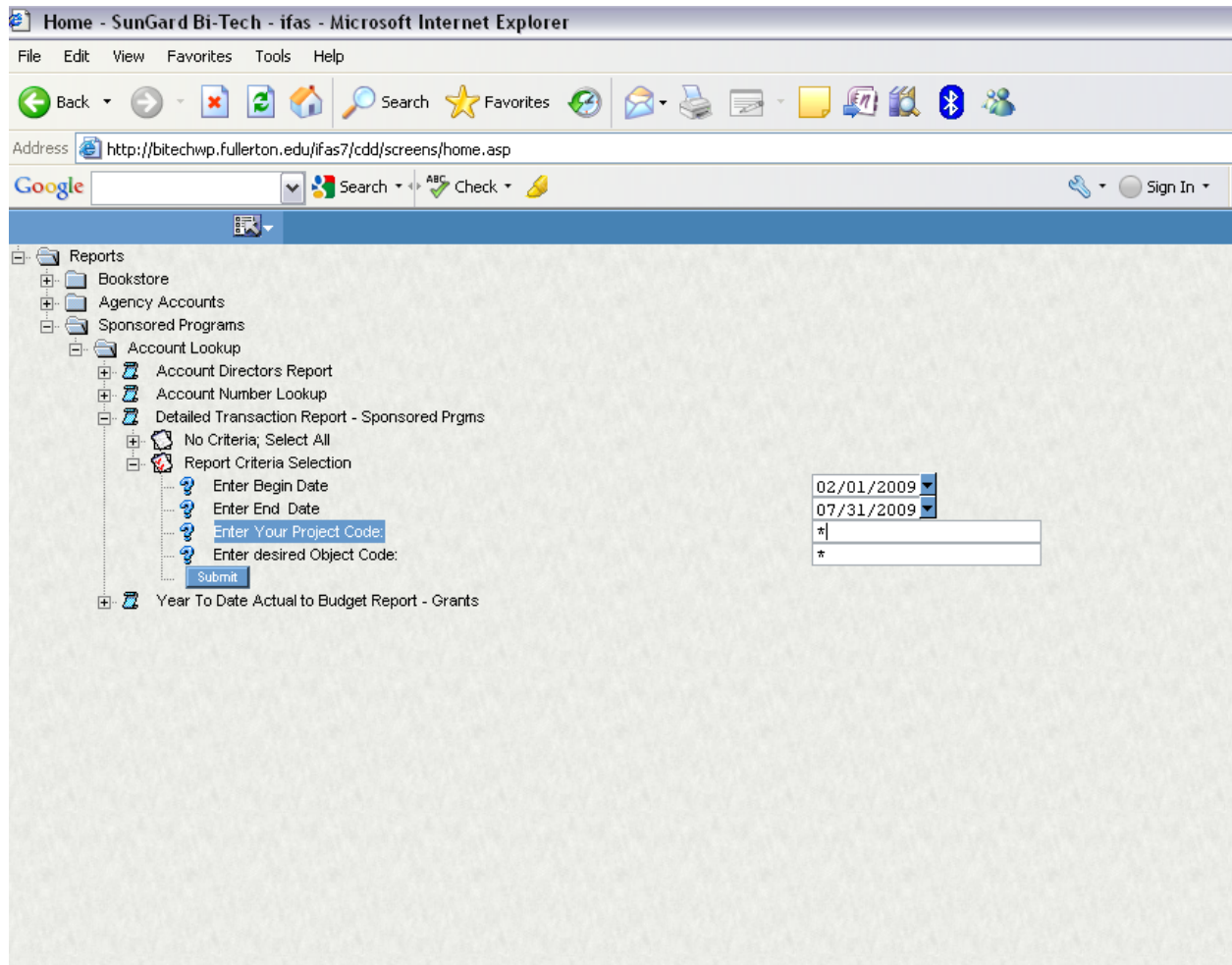
CSU Fullerton ASC		YTD Actual To Annual Budget			
		07/01/2003 To 12/31/2003			
PROJECT	TITLE	DIRECTOR			
01151	MIS DEPARTMENT	IFTIKHAR/MUMFORD			
OBJECT	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCE	BA
8001	FUNDING AGENCY	0.00	0.00	\$0.00	
8099	MISC BENEFITS/ACCRUAL	64,806.00	-2,446.40	\$0.00	
8103	TAXES & LICENSES	0.00	0.00	\$0.00	
8112	TELEPHONE	4,476.00	677.02	\$0.00	
8113	COMPUTER COSTS	4,000.00	533.57	\$0.00	
8114	CONSULTANTS	0.00	0.00	\$0.00	
8116	CONFERENCE EXPENSE	7,915.00	4,229.58	\$0.00	
8117	DUES & SUBSCRIPTIONS	150.00	0.00	\$0.00	
8120	CONTRACTED SERVICES	0.00	0.00	\$0.00	
8122	DEPRECIATION	80,178.00	29,611.02	\$0.00	
8123	PRINTING	240.00	0.00	\$0.00	
8124	EQUIPMENT	0.00	0.00	\$0.00	
8130	EXPENDABLE EQUIPMENT EXPENSE	7,000.00	3,579.74	\$0.00	
8132	INSURANCE	540.00	280.00	\$0.00	
8134	INTEREST EXPENSE	0.00	0.00	\$0.00	
8135	COMPUTER PAPER	4,960.00	2,612.99	\$0.00	
8137	REFERENCE MATERIALS	0.00	0.00	\$0.00	
8140	MAGNETIC TAPES AND CARTRIDGES	15,636.00	5,424.54	\$0.00	
8142	REPAIRS & MAINTENANCE	3,500.00	2,715.24	\$0.00	
8144	EMPLOYEE DEVELOPMENT	0.00	375.00	\$0.00	

PRINTING/SAVING YOUR REPORT

All report printing is done using the Options  icon on the top menu bar. In addition to allowing you to print a report to your local printer, you can also export your report to Excel and PDF formats.

Detailed Transaction Report:

This report is designed to give you a detailed listing of the transactions posted to your account. Once you log in, open up the **Sponsored Programs** folder. A second folder will appear called **Account Lookup**. The actual report is located in this folder. Click on the Plus (+) sign to open your report selection criteria. This report comes with 4 selection criteria. Your browser should look like the picture below:



ENTER THE BEGIN DATE: The Begin date is start date for transactions on the reports. This defaults to the first day of the current month. You can change that to any desired begin date.

ENTER THE End DATE: The End Date is the end date for transactions on the report. This default to the last day of the current month but can be changed to any desired End date.

ENTER YOUR PROJECT NUMBER (ACCOUNT CODE): This prompt is for your ASC assigned account number, also known as the Project Code. The default on this is a “*”, which will run all the accounts that you are responsible for. If you want to run the report for a specific account, just enter that information in this space. If you want to run 2 or more accounts, these need to be entered separated by a comma. For example if you want to run this for account number 03250 and 04230, then you would enter **03250, 04230**.

ENTER THE DESIRED OBJECT CODE: This prompts you for a specific Object code within the project or account code. If unchanged from the default “*”, the report will run for all object codes within the Project code. Just like Project code above, you can also run multiple object codes by separating them with a comma sign.

Once your criteria is entered, the report can be run using by clicking on the **Submit** button. Once the report is submitted you will see a small window that gives you a progress report on your job. Once complete the report will open in a new Explorer window.

Your report window should look like the picture below:

http://bittechwp.fullerton.edu - Detailed Transaction Report - Microsoft Internet Explorer

Detailed Transaction Report

CSUF ASC
Account Transaction Details
12/01/2002 THRU 12/31/2002

Fiscal Year: 2002

ORG KEY: 01151 MIS DEPARTMENT

OBJECT 1300 PREPAID EXPENSES

POST DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	NET
12/31/2002	12-17	ACCR EATEC INVENTORY SYS MAINT	0.00	858.33	-858.33
SUBTOTAL	OBJECT	1300	0.00	858.33	-858.33

OBJECT 8112 TELEPHONE

POST DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	NET
12/31/2002	CK2400	CSUF CASHIER 971117998/00771 N	93.00	0.00	93.00
12/31/2002	CK2401	CSUF CASHIER 971117998/00771 N	33.22	0.00	33.22
12/31/2002	CK2376	COMPAQ COMPUTER 00003951X00010	39.99	0.00	39.99
12/31/2002	12-17	ACCR PHONE EXP - COLLEGE PARK	278.00	0.00	278.00
12/31/2002	12-19	REV ACCRED PHONE - NOV 02	0.00	278.00	-278.00
SUBTOTAL	OBJECT	8112	444.21	278.00	166.21

OBJECT 8122 DEPRECIATION


POST DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	NET
12/31/2002	12-16	DEPRECIATION EXPENSE	9,145.44	0.00	9,145.44
SUBTOTAL	OBJECT	8122	9,145.44	0.00	9,145.44

OBJECT 8123 PRINTING

POST DATE	REFERENCE	DESCRIPTION	DEBIT	CREDIT	NET
12/31/2002	CK2348	TRI FORM COMPAN 8125	12.76	0.00	12.76
12/31/2002	CK2349	TRI FORM COMPAN 8124	34.67	0.00	34.67
SUBTOTAL	OBJECT	8123	47.43	0.00	47.43

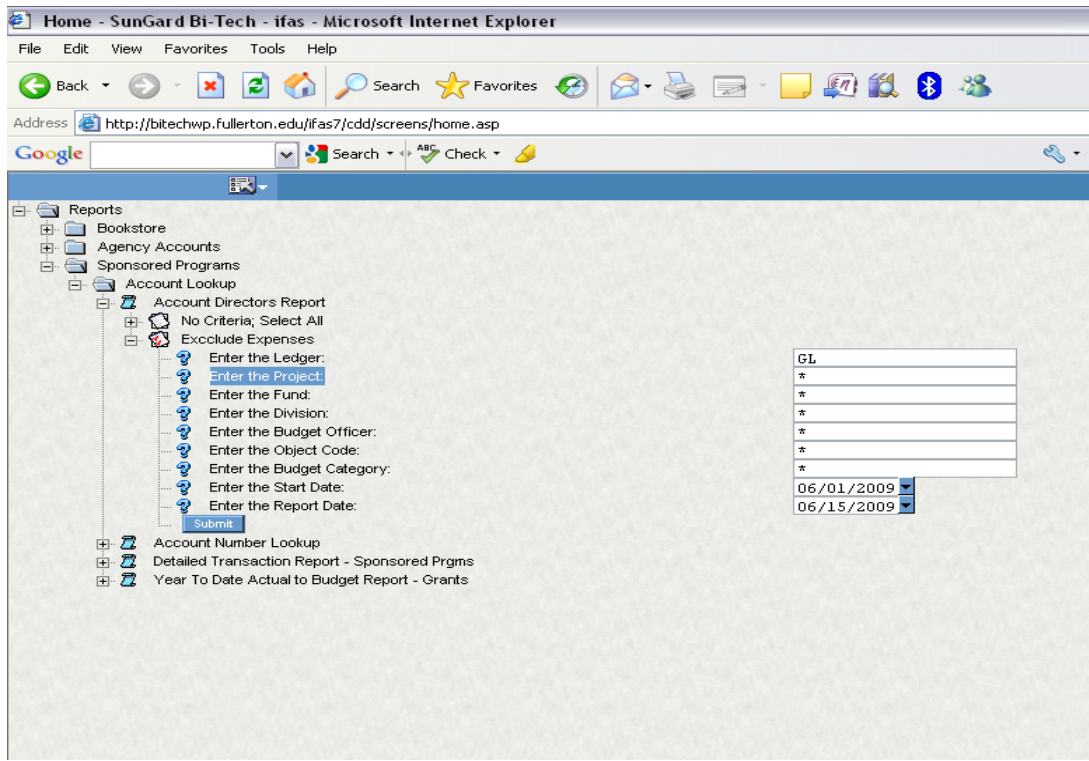
Done Internet

PRINTING/SAVING YOUR REPORT

All report printing is done using the Options  icon on the top menu bar. In addition to allowing you to print a report to your local printer, you can also export your report to Excel and PDF formats.

Account Directors Report:

This report is designed to give you a detailed report of expenses posted to your account. Once you log in, open up the **Sponsored Programs** folder. A second folder will appear called **Account Lookup**. The actual report is located in this folder. Click on the Plus (+) sign to open your report selection criteria. This report comes with 9 selection criteria. Your browser should look like the picture below:



For this report you are only required input the four following criteria, Project Code, Report Date, Start Date and Object Code (only if you want to run a particular object code).

ENTER THE START DATE: The Start Date is the starting date for transactions on the report. This default to the first day of the current month but can be changed to any desired starting date.

ENTER THE REPORT DATE: The report date is the ending date for transactions on the reports. This defaults to the end of the current month. You can change that to any other month-ending date is so desired.

ENTER YOUR ACCOUNT NUMBER (PROJECT CODE): This prompt is for your ASC assigned account number, also known as the Project Code. The default on this is a “*”, which will run all the accounts that you are responsible for. If you want to run the report for a specific account, just enter that information in this space. If you want to run 2 or more accounts, these need to be entered separated by a comma. For example if you want to run this for account number 03250 and 04230, then you would enter **03250, 04230**.

ENTER THE DESIRED OBJECT CODE: This prompts you for a specific Object code within the project or account code. If unchanged from the default “*”, the report will run for all object codes with your Project code. Just like Project code above, you can also run multiple object codes by separating them with a comma sign.


Once your criteria has been entered, the report can be run using by clicking on the **Submit** button. Once the report is submitted you will see a small window that gives you a progress report on your job. Once complete the report will open in a new Explorer window.

Selection Criteria:
 Project: 01151 Ledger: GL
 Fund: * Fiscal Year: 2009-10
 Division: * Object: *
 Officer: * Budget Category: *

CSUF AUXILIARY SERVICES
Account Director's Report
7/1/2008 through 7/31/2009

Project	Project Title	Director	Budget Officer	Division	Fund						
Object	Object / Trans. Description	Date	Reference	2nd Ref or PO #	Actual	Encumbrances	Acct To Date	Annual Budget	Budget Minus Acct To Date	% of Annual Budget:	
01151	MIS DEPARTMENT	IFTIKHAR/MUMFORD	1660	10	10						
8001	FUNDING AGENCY										
8099	MISC BENEFITS/ACCRUAL										
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	67,158	67,158		
	Balance as of 7/31/2009				0.00	0.00	0.00	67,158	67,158		
8103	TAXES & LICENSES										
8112	TELEPHONE										
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	5,256	5,256		
	Balance as of 7/31/2009				0.00	0.00	0.00	5,256	5,256		
8113	COMPUTER COSTS										
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	5,040	5,040		
	Balance as of 7/31/2009				0.00	0.00	0.00	5,040	5,040		
8114	CONSULTANTS										

PRINTING/SAVING YOUR REPORT

All report printing is done using the Options  icon on the top menu bar. In addition to allowing you to print a report to your local printer, you can also export your report to Excel and PDF formats.

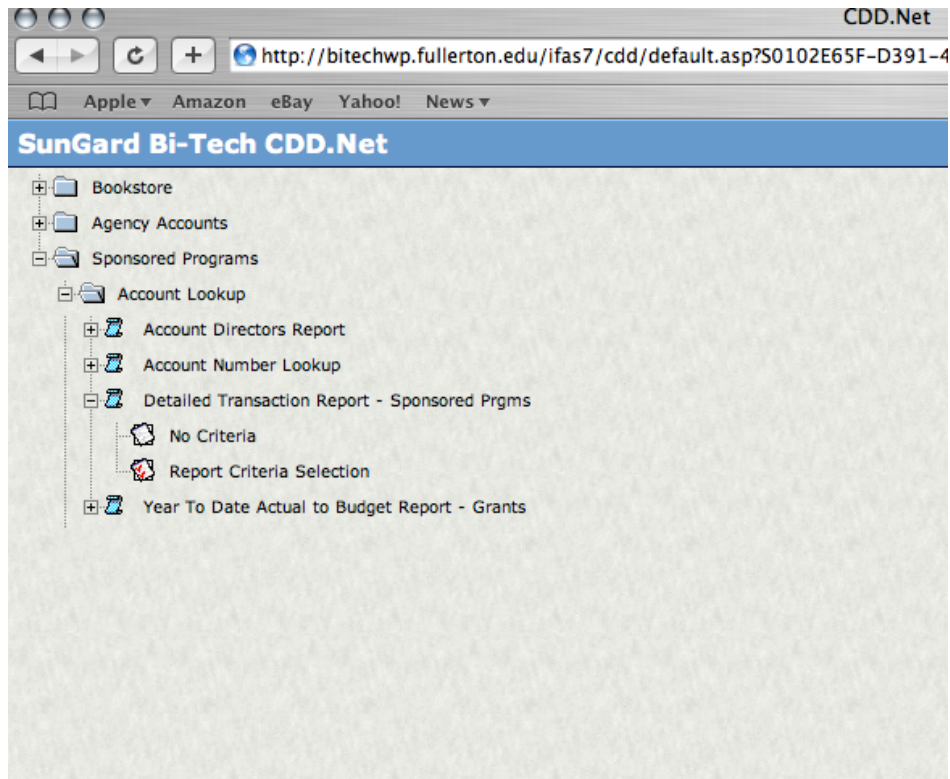
LOGGING OFF

If you are done running reports, log off by going to the top menu and selecting **LOG OUT**. This will return you a log off screen where you can close the window to Complete the process.

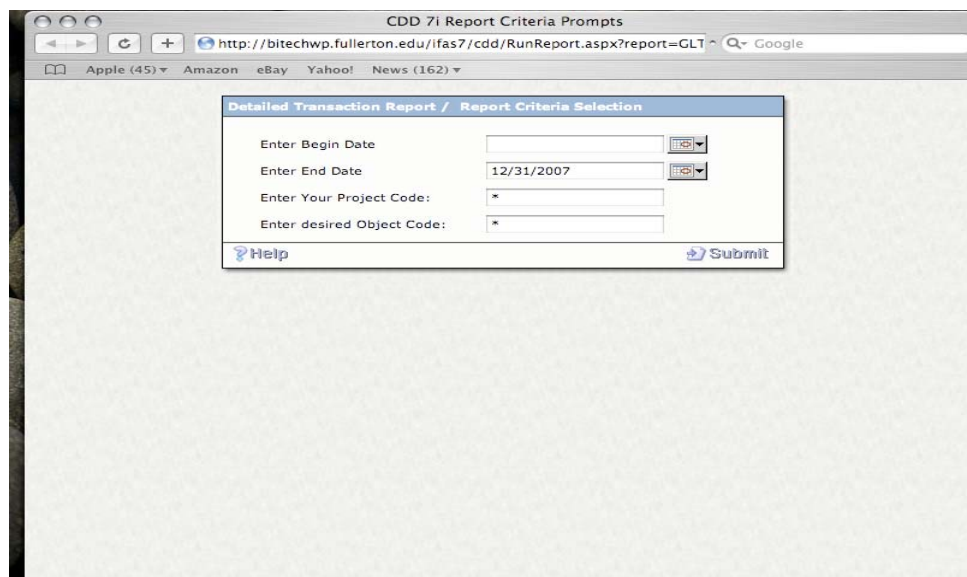
Instructions for Firefox, Safari and Chrome users for Mac and Windows:

Detailed Transaction Report

The Report Selection page will look different on a Mac than a PC. Your initial screen will look similar to the one shown below.



To enter your report parameters, select the Report Criteria Selection link, shown in the image above. This will open a new window, similar to the one below, where you can enter the desired report parameters.



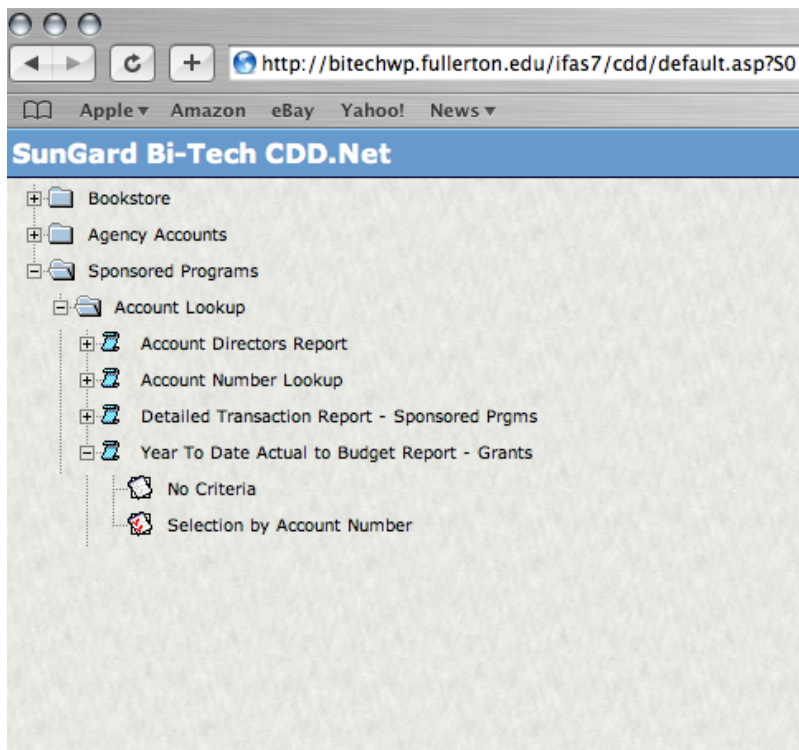
As you can see this window provides you the option of entering a beginning date and an end date for your report, as well as your project code (account number) and object code. Once these options have been entered in, the user may hit the submit button on the right hand corner. It will then process and bring you another window that will show your report.

PRINTING YOUR REPORT

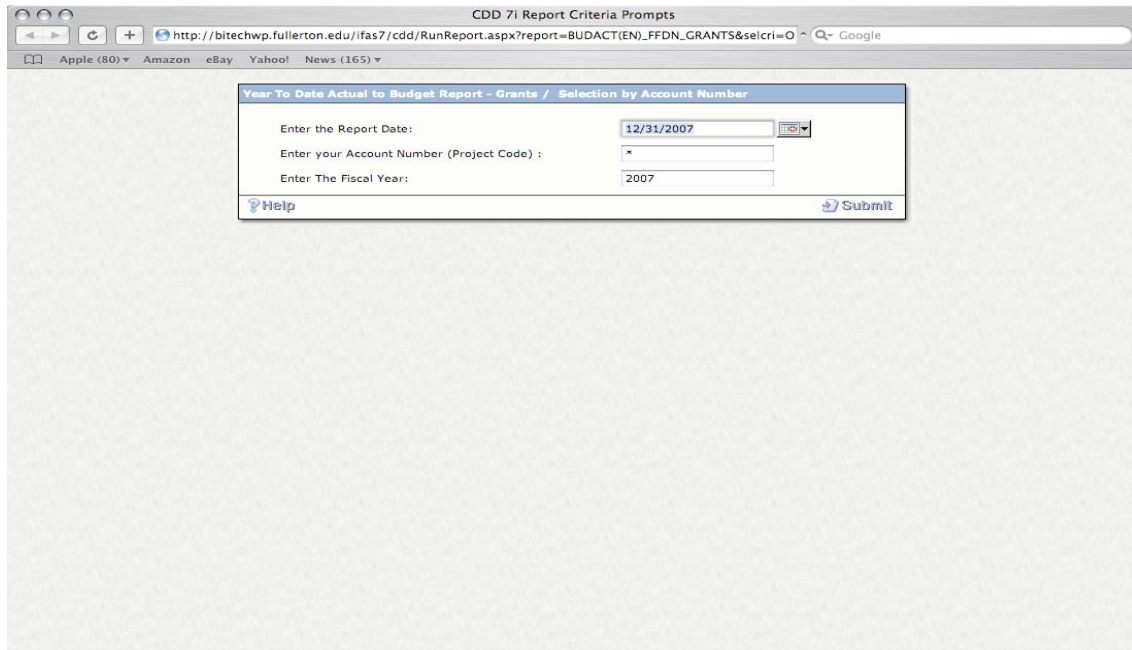
To print your report on a Mac, click on the PDF  icon on the top menu bar. This will allow you to save or print a formatted version of your report.

Year to Date Actual Budget Report

When running a year to date report a Mac user will also see a difference. See below for the difference:



Same as the Detailed Transaction Report, to enter your report parameters, select the Selection by Account Number Criteria, shown in the image above. This will open a new window, similar to the one below, where you can enter the desired report parameters.



On this window you have three options, enter the date you want the report to start running and then the account number and also the fiscal year. Once you have entered all three options click on the submit button. Below you can see a sample of how your report will look like:

CSU Fullerton ASC		YTD Actual To Annual Budget			
		07/01/2002 To 12/31/2002			
PROJECT	TITLE	DIRECTOR			
01151	MIS DEPARTMENT	IFTIKHAR/MUMFORD			
OBJECT	DESCRIPTION	BUDGET	ACTUAL	ENCUMBRANCE	BALANCE
8001	FUNDING AGENCY	0.00	0.00	\$0.00	\$0.00
8099	MISC BENEFITS/ACCRUAL	41,660.00	-1,137.40	\$0.00	\$42,797.40
8103	TAXES & LICENSES	0.00	0.00	\$0.00	\$0.00
8112	TELEPHONE	4,128.00	3,057.65	\$0.00	\$1,070.35
8113	COMPUTER COSTS	3,500.00	414.39	\$0.00	\$3,085.61
8114	CONSULTANTS	0.00	0.00	\$0.00	\$0.00
8116	CONFERENCE EXPENSE	0.00	720.00	\$0.00	(\$720.00)
8117	DUES & SUBSCRIPTIONS	0.00	0.00	\$0.00	\$0.00
8120	CONTRACTED SERVICES	0.00	0.00	\$0.00	\$0.00
8122	DEPRECIATION	106,619.00	59,479.01	\$0.00	\$47,139.99
8123	PRINTING	180.00	0.00	\$0.00	\$180.00
8124	EQUIPMENT	0.00	0.00	\$0.00	\$0.00
8130	EXPENDABLE EQUIPMENT EXPENSE	6,300.00	4,741.68	\$0.00	\$1,558.32
8132	INSURANCE	552.00	252.00	\$0.00	\$300.00
8134	INTEREST EXPENSE	0.00	0.00	\$0.00	\$0.00
8135	COMPUTER PAPER	5,580.00	2,819.78	\$0.00	\$2,760.22
8137	REFERENCE MATERIALS	0.00	0.00	\$0.00	\$0.00
8140	MAGNETIC TAPES AND CARTRIDGES	11,400.00	7,983.21	\$0.00	\$3,416.79
8142	REPAIRS & MAINTENANCE	3,300.00	1,424.29	\$0.00	\$1,875.71
8144	EMPLOYEE DEVELOPMENT	3,456.00	1,870.51	\$0.00	\$1,585.49
8146	OFFICE SUPPLIES	240.00	39.85	\$0.00	\$200.15

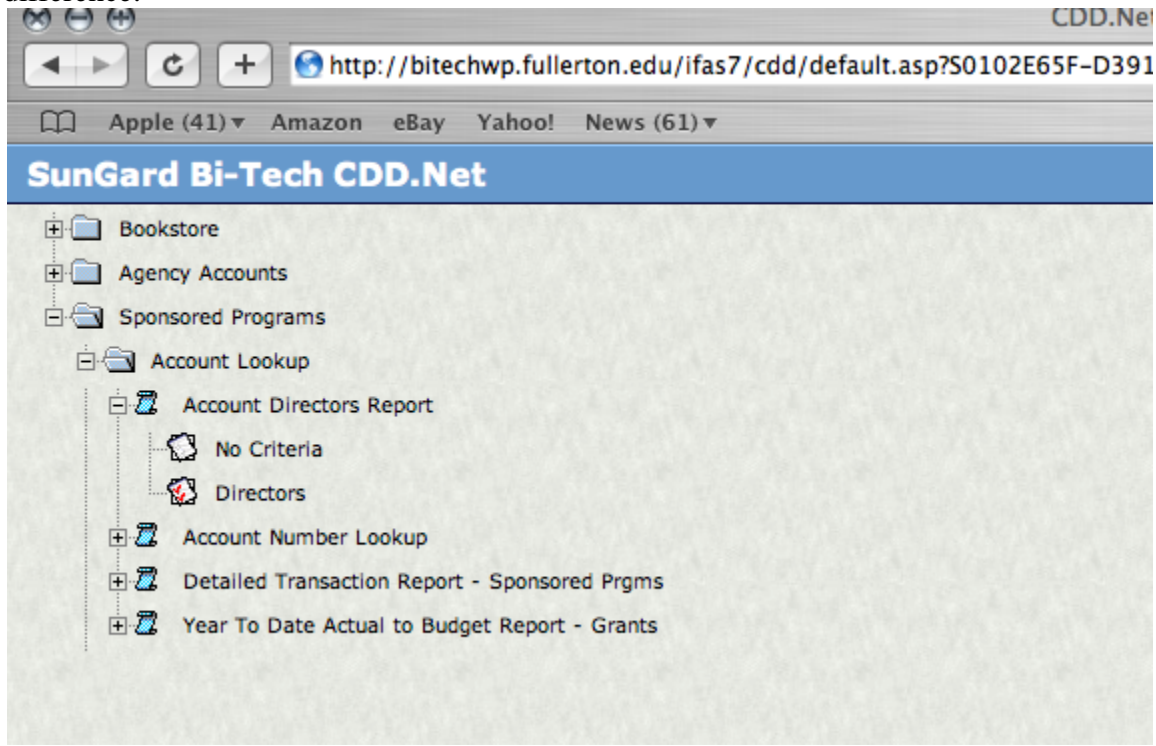
PRINTING YOUR REPORT



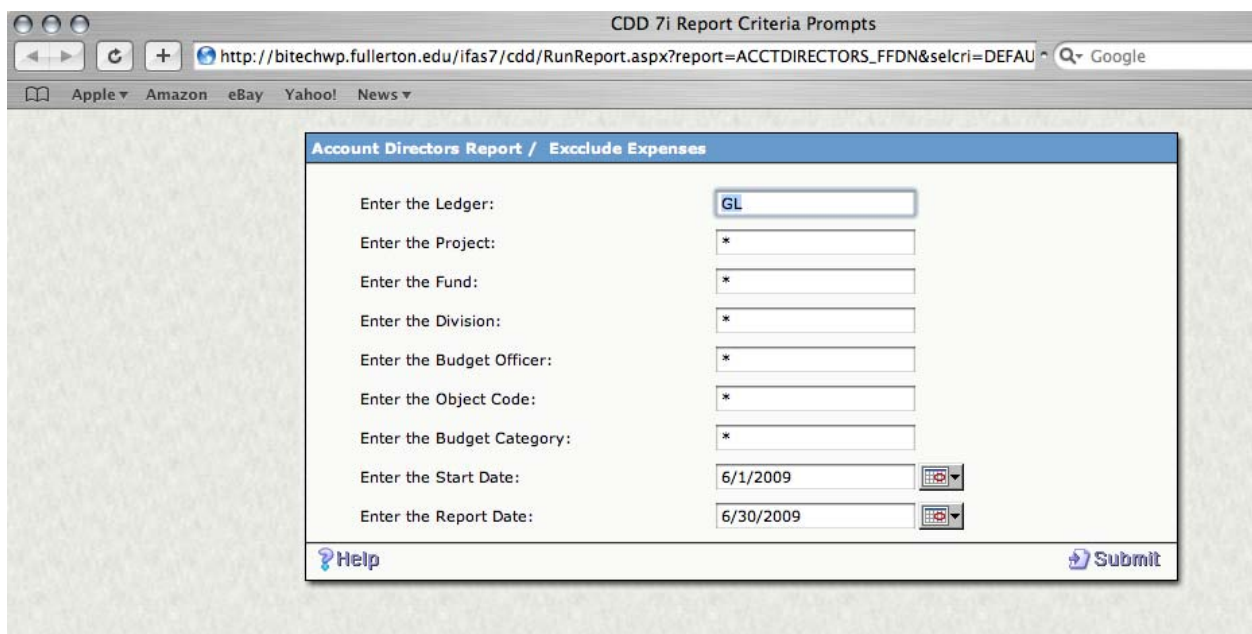
To print your report on a Mac, click on the PDF icon on the top menu bar. This will allow you to save or print a formatted version of your report.

Account Directors Report

When running an Account Directors Report a Mac user will also see a difference. See below for the difference:



Once you have selected Directors Option and the Following Window will pop open. In this Window the only fields that need to be filled out are Project Number and Date Range. Everything else can be ignored. Once the information you desired to run has been fill out, hit the submit button on the right hand corner.

A screenshot of a web browser window showing a form titled "Account Directors Report / Exclude Expenses". The form contains the following fields:

- Enter the Ledger:
- Enter the Project:
- Enter the Fund:
- Enter the Division:
- Enter the Budget Officer:
- Enter the Object Code:
- Enter the Budget Category:
- Enter the Start Date:
- Enter the Report Date:

At the bottom left of the form is a "Help" link, and at the bottom right is a "Submit" button.

Your report should look something similar to the below:

Selection Criteria:
 Project: 01151 Ledger: GL
 Fund: * Fiscal Year: 2009-10
 Division: * Object: *
 Officer: * Budget Category: *

CSUF AUXILIARY SERVICES
Account Director's Report
7/1/2008 through 7/31/2009

Project	Project Title	Director	Budget Officer	Division	Fund					
01151	MIS DEPARTMENT	IFTIKHAR/MUMFORD	1660	10	10					
Object	Object / Trans. Description	Date	Reference	2nd Ref or PO #	Actual	Encumbrances	Acct To Date	Annual Budget	Budget Minus Acct To Date	% of Annual Budget
8001	FUNDING AGENCY									
8099	MISC BENEFITS/ACCRUAL									
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	67,158	67,158	
	Balance as of 7/31/2009				0.00	0.00	0.00	67,158	67,158	
8103	TAXES & LICENSES									
8112	TELEPHONE									
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	5,256	5,256	
	Balance as of 7/31/2009				0.00	0.00	0.00	5,256	5,256	
8113	COMPUTER COSTS									
	Starting Balance as of 7/1/2008				0.00	0.00	0.00	5,040	5,040	
	Balance as of 7/31/2009				0.00	0.00	0.00	5,040	5,040	
8114	CONSULTANTS									

PRINTING YOUR REPORT



To print your report on a Mac, click on the PDF icon on the top menu bar. This will allow you to save or print a formatted version of your report.

Being a Mac User, you do not have the option of Log Off like Window users. To log out, just close your browser windows.