CSUCI Finance 9.0 User Guide

Last Revised: **01/13/2008**

Password Resets

To have your password reset, please contact the helpdesk at ext 8552 or helpdesk@csuci.edu. Please be sure to include what system (finance or HCM/CS) as well as your user name.

Issue Reporting

To report issues you are experiencing in PS Finance, please contact Marysia Wancewicz, Financial Analyst and/or Missy Jarnagin, Director of Budget, Procurement and Support Services at Marysia.wancewicz@csuci.edu and missy.jarnagin@csuci.edu.
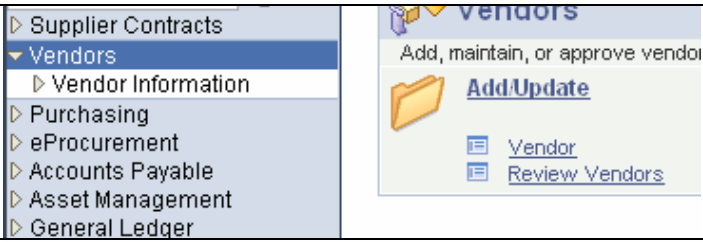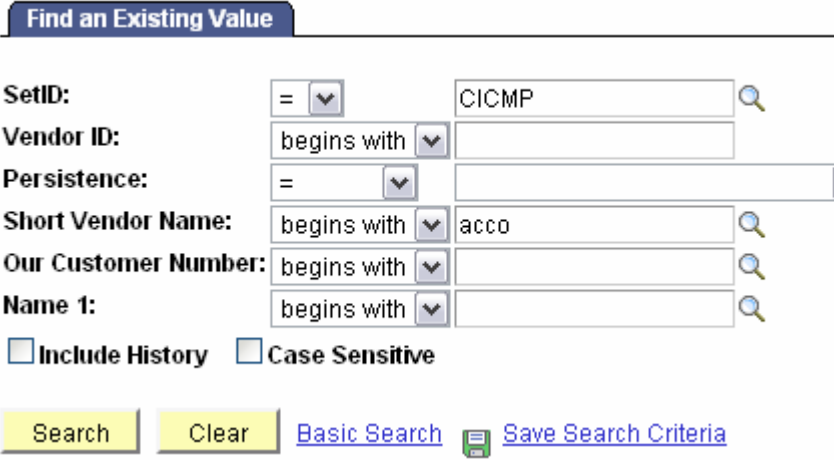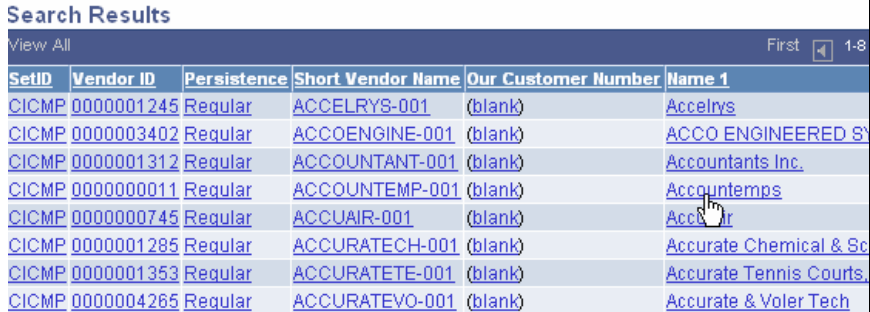
PeopleSoft Access Requests

For new security requests please complete a PeopleSoft Access Request Form www.csuci.edu/cicms/documents/CSUCI_PSoft_SystemAccessRequestForm_20080122.pdf Route this form to the appropriate signatures and forward to the helpdesk where a ticket will be opened for each request

It is NO longer necessary to request specific reports. All users will have access to all financial reports published in the report manager.

Vendors

Vendor Look-Up

Home > Vendor > Add/Update > Vendor	▷ Supplier Contracts ▼ Vendors ▷ Vendor Information ▷ Purchasing ▷ eProcurement ▷ Accounts Payable ▷ Asset Management ▷ General Ledger **Vendors** Add, maintain, or approve vendor **Add/Update** ▤ Vendor ▤ Review Vendors
Use SetID: CICMP and further limit the results by either typing in the Vendor name or by typing in the first few letters of the vendor name. Click "Search"	**Find an Existing Value** SetID: = ▾ CICMP 🔍 Vendor ID: begins with ▾ Persistence: = ▾ Short Vendor Name: begins with ▾ acco 🔍 Our Customer Number: begins with ▾ 🔍 Name 1: begins with ▾ 🔍 ☐ Include History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
A list of vendors who meet the criteria specified will appear. Click on the vendor who you would like to view information on.	**Search Results** View All First 1-8 SetID Vendor ID Persistence Short Vendor Name Our Customer Number Name 1 CICMP 0000001245 Regular ACCELRYS-001 (blank) Accelrys CICMP 0000003402 Regular ACCOENGINE-001 (blank) ACCO ENGINEERED S CICMP 0000001312 Regular ACCOUNTANT-001 (blank) Accountants Inc. CICMP 0000000011 Regular ACCOUNTEMP-001 (blank) Accountemps CICMP 0000000745 Regular ACCUAIR-001 (blank) AccuAir CICMP 0000001285 Regular ACCURATECH-001 (blank) Accurate Chemical & Sc CICMP 0000001353 Regular ACCURATETE-001 (blank) Accurate Tennis Courts, CICMP 0000004265 Regular ACCURATEVO-001 (blank) Accurate & Voler Tech
Information on the vendor will appear. Clicking on each tab at the top will provide additional information for each vendor.	**Summary** Identifying Information Address Contacts Location Custom SetID: CICMP Vendor ID: 0000000011 204 Status: Received Vendor Short Name: ACCOUNTEMP ACCOUNTEMP-001 Vendor Name: Accountemps Order: ACCOUNTEMP-001 Remit To: ACCOUNTEMP-001 300 E Esplanade Dr # 1530 File 73484 Oxnard, CA 93030 San Francisco, CA 94 Status: Approved Last Modified By: brian.berry Persistence: Regular Last modified date: Classification: Supplier Created By: HCM Class: Created Date/time: Open for Ordering: Yes Last Activity Date: 11/09/2007 Withholding: No Hold Payment: N

Review Vendor

Home > Vendor > Add/Update > Review Vendors	Supplier Contracts
	Vendors
	  Vendor Information
	    Add/Update
	      – Vendor
	      – Review Vendors
	Purchasing

Type in criteria to limit the data to the range of data necessary. Click "Search"	**Review Vendors** Search Criteria *SetID: CICMP Vendor ID: Name: Contains / home ShortName: Equal to Withholding Name: Equal to Classification: Vendor Status: Type: Persistence: Address: Equal to City: Customer Number: Country: ID Type: Tax ID State: VAT Registration ID: Postal: Withholding Tax ID: Bank Account #: Search Clear
A list of results that meet the criteria specified will appear.	**Search Results** Customize	Find	View All	First **Main Information** / Additional Vendor Info / Audit Information 	SetID	Vendor ID	Name 1	ShortName	Address	City
---	---	---	---	---	---
CICMP	0000000009	A-1 Home Security Center	A1HOMESECU-001	101 W Palm Dr	Oxnard
CICMP	0000000298	Home Depot	HOMEDEPOT-001	2745 Teller Rd	Thousand Oaks
CICMP	0000000298	Home Depot	HOMEDEPOT-001	401 W Ventura Blvd	Camarillo
CICMP	0000000298	Home Depot	HOMEDEPOT-001	PO Box 9903	Macon
CICMP	0000000298	Home Depot	HOMEDEPOT-001	401 Esplanade Dr	Oxnard
CICMP	0000000298	Home Depot	HOMEDEPOT-001	PO Box 6031	The Lakes
CICMP	0000002107	Home Depot Supply, The	HOMEDEPOTS-001	PO Box 509055	San Diego
CICMP	0000002724	Homeboy Industries	HOMEBOYIND-001	1916 E First St	Los Angeles	
To view all the information on one page, click on the View All Tabs button. ( )	**Search Results** Customize	Find	View All	First 1 of 1 Last **Main Information** / Additional Vendor Info / Audit Information | SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country
---	---	---	---	---	---	---	---
CICMP	0000000542	Target Specialty Products	TARGETSPEC-001	PO Box 3408	Santa Fe Springs	CA	USA	

Purchase Orders

In PeopleSoft, you can view Purchasing information organized in a variety of formats. For example, you can view information for a single purchase order or view all purchase orders for a vendor. You can inquire on purchase order activities and accounting entries.

Purchase orders also are available for printing. The PO print process prints an unauthorized copy of the purchase order. The process does not dispatch the purchase order.

Purchase Orders

Home > Purchasing> Purchase Orders> Review PO Information> Purchase Orders	▽ Purchasing 　▽ Purchase Orders 　　▽ Review PO Information 　　　– Purchase Orders 　　　– Activity Summary 　　　– Print POs 　　　– CSU PO Remaining Balance Inq	
Type in CICMP for your business unit. Enter the information about the purchase order that you know, including PO ID, Vendor ID. You can expand the criteria on these fields to "contains" instead of "begins with" - Only business unit is required. Complete as many fields as possible to narrow the time required to retrieve POs and the number of POs retrieved. Click Search.	**Purchase Order Inquiry** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Business Unit: `=` [　　　] 🔍 PO ID: `begins with` [　　　] 🔍 Contract SetID: `begins with` [　　　] 🔍 Contract ID: `begins with` [　　　] 🔍 Release Number: `=` [　　　] Purchase Order Date: `=` [　　　] 📅 PO Status: `=` [　　　] Short Vendor Name: `begins with` [　　　] 🔍 Vendor ID: `begins with` [　　　] 🔍 Buyer: `begins with` [　　　] 🔍 Buyer Name: `begins with` [　　　] 🔍 PO Type: `=` [　　　] ☐ Case Sensitive [Search] [Clear] 　Basic Search 💾 Save Search Criteria	

Select a PO from the list by clicking on it.	**Search Results** Only the first 300 results can be displayed. Enter more information above and search again to red View All 	Business Unit	PO ID	Contract SetID	Contract ID	Release Number	Purchase Order Date	PO Status	Short Vendor Name
---	---	---	---	---	---	---	---
CICMP	SEHI	CICMP	(blank)	0	06/13/2007	Canceled	SEHICOMPUT-001
CICMP	OJAI	CICMP	(blank)	0	11/26/2007	Canceled	OJAIUNIFIE-001
CICMP	0000006896	CICMP	(blank)	0	08/05/2008	Approved	ARROWHEADM-001
CICMP	0000006895	CICMP	(blank)	0	08/06/2008	Dispatched	PARTYPLEAS-001
CICMP	0000006894	CICMP	(blank)	0	08/12/2008	Dispatched	BKMTOTALOF-001
CICMP	0000006893	CICMP	(blank)	0	11/07/2008	Dispatched	TAFTELECTR-001
CICMP	0000006892	CICMP	(blank)	0	11/07/2008	Dispatched	CYBERCOPYI-001
CICMP	0000006891	CICMP	(blank)	0	11/07/2008	Dispatched	CYBERCOPYI-001
CICMP	0000006890	CICMP	(blank)	0	11/07/2008	Dispatched	AT&T-001
CICMP	0000006889	CICMP	(blank)	0	11/07/2008	Open	AQUAFLOSUP-001
CICMP	0000006888	CICMP	(blank)	0	11/07/2008	Dispatched	3MCOMPANY-001
CICMP	0000006887	CICMP	(blank)	0	11/06/2008	Dispatched	CLARKSPRIN-001	
You will be directed to the PO Summary page.	Purchase Order Inquiry **Purchase Order** Unit: CICMP PO Status: Compl PO ID: 0000006042 Budget Status: Valid ▼ Header PO Date: 02/01/2008 Backorder Status: None Vendor: SEHICOMPUT-001 Receipt: Received Vendor ID: 0000000498 Vendor Details ☐ Hold From Further Processing Buyer: Soto, Ilene **Amount Summary** PO Reference: 735 Merchandise: 1,112.35 Header Details All RTV Matching Freight/Tax/Misc.: 180.65 Header Comments... Document Status Total: 1,293.00 USD Change Order **Select Lines To Display** Lines Customize	Find	View All	First 1 of 1 Last 	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
---	---	---	---	---	---	---	---	---
1		Q5401A: HP LaserJet 4250N Prin	20600	1.0000	EA	1,112.35 USD	Closed		 Return to Search Previous in List Next in List Notify Related Links
Click the Schedule tab to view shipping information for the purchase order.	Customize	Find	View All First 1-2 of 2 Last 		UOM	Amount		Status		
---	---	---	---	---	---	---
000	UNT	45.00	USD	Active		
000	AVC	55.00	USD	Active			 Schedule Related Links
This page displays schedules on a per-line basis. Use the scroll area for the PO Schedule group box to view schedule information for each line of the PO. Click on Return to Main Page to go back to the summary page.	Purchase Order Inquiry **Schedules** Unit: CICMP PO ID: 0000006896 Return to Main Page Lines Find	View All First 1 of 2 Last Line: 1 Gadgets and Gizmos PO Qty: 1.0000 UNT Amount: 45.00 USD Schedules Customize	Find	View All First 1 of 1 Last Details Statuses | Sched		Due Date	Time Due	Revision	Ship To		PO Qty	Price	Amount	Status				
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
1		11/26/2008			RECEIVING		1.0000	45.00000	45.00 USD	Active					 Ship To Comments Return to Search Previous in List Next in List Notify

Activity Summary

Home > Purchasing > Purchase Orders > Review PO Information > Activity Summary Business unit is CICMP Type in any additional information you know about the PO Click Search.	**PO Activity Summary** Enter any information you have and click Search. Leave fields blank for a list of all **Find an Existing Value** Business Unit: = [v] CICMP PO Number: begins with [v] 0000006042 Purchase Order Date: = [v] Purchase Order Reference: begins with [v] Vendor ID: begins with [v] ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
A list of results meeting the criteria will appear. Click on the PO you would like to review information on.	**Search Results** View All First ◄ 1 of 1 ► Last **Business Unit** **PO Number** **Purchase Order Date** **Purchase Order Reference** **Vendor ID** CICMP 0000006042 02/01/2008 735 0000000498
The activity summary displays information on the quantity ordered, amount ordered, receipt, invoicing, matching. To view all the information on one page, click on the View All Tabs button. (▦)	**Activity Summary** Unit: CICMP PO Status: Compl PO ID: 0000006042 Vendor: Sehi Computer Products Lines Customize | Find | View All | ▦ First ◄ 1 of 1 ► Last **Details** Receipt Invoice Matched RTV **Line** **Item** **Item Description** **UOM** **Order Qty** **Amount Ordered** **Currency** **Amount Only** 1 Q5401A: HP LaserJet 4250N Prin EA 1.0000 1,112.350 USD ☐

Print Pos (Department View)

Home > Purchasing > Purchase Orders > Review PO Info > Print POs Click on "Search" to bring up your run control. If there are no results a new run control must be added by clicking on the "Add a New Value" tab. For instructions on adding a new run control open the "creating a run control" process guide found on the budget website	**Purchase Orders Print** Enter any information you have and click Search. Leave fields blank Find an Existing Value | Add a New Value **Run Control ID:** begins with ☐ Case Sensitive Search Clear Basic Search 💾 Save Search Criteria Find an Existing Value | Add a New Value
Using an Existing value run control, certain fields remain saved from the previous run. Business unit must be filled in as well as the status of the POs you would like to be included. Any item with an * is required. Click "Run"	**Purchase Orders Print** Run Control ID: ci Report Manager Process Monitor Run Language: English ⊙Specified ○Recipient's **Report Request Parameters** **Statuses to Include** Business Unit: CICMP To: CICMP ☑Approved ☐Dispatched ☐Canceled PO ID: Select Purchase Order ☐Open ☐Pending ☐Completed Contract SetID: **Miscellaneous Options** Contract ID: 'Hold Status: On Hold AND Not On Hold Release: 'Chartfields: Recycled AND Valid Chartfields From Date: Change Orders: Changed and UnChanged Orders Through Date: ☐Print Changes Only ☑Print PO Item Description Vendor ID: ☐Print Duplicate Buyer: Number Of Copies: 1 Sort By: Line No. 💾Save ↩Return to Search ✉Notify ➕Add Update/Display
Make sure the Server Name is "PSUNX" and the PO Dispatch/Print report is checked. Click "OK"	**Process Scheduler Request** User ID: lindsay.test Run Control ID: ci Server Name: PSUNX Run Date: 01/12/2009 Recurrence: Run Time: 12:22:31PM Reset to Current Date/Time Time Zone: **Process List** Select | Description | Process Name | Process Type | *Type | *Format | Distributio ☑ PO Dispatch/Print POPO005 SQR Report Web PDF Distributio OK Cancel
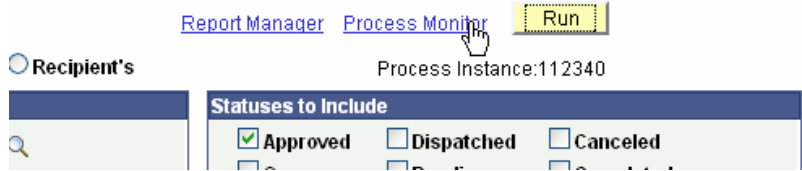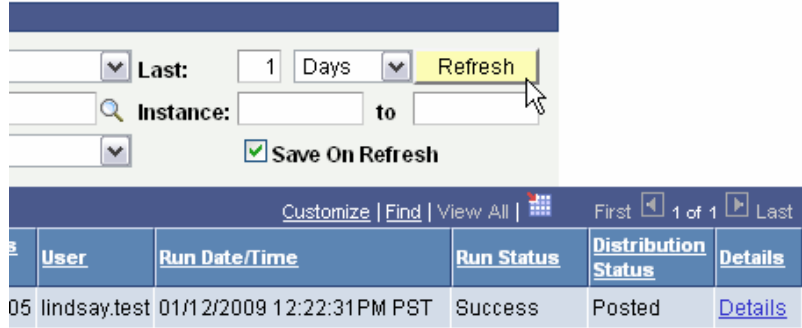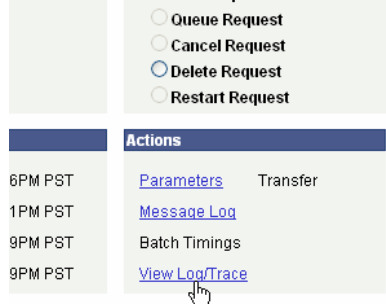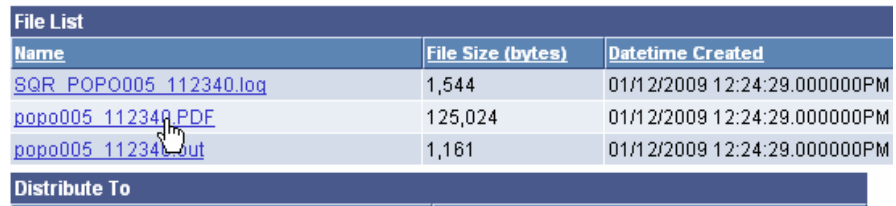
You will be directed back to the run control page and the process instance will appear in the right-hand corner. Click on Process Monitor.	Report Manager Process Monitor Run ○ Recipient's Process Instance:112340 **Statuses to Include** ☑ Approved ☐ Dispatched ☐ Canceled
Click "Refresh" until the Run Status is "Success" and the Distribution Status is "Posted". Click on "Details"	▼ Last: 1 Days ▼ Refresh 🔍 Instance: to ▼ ☑ Save On Refresh Customize | Find | View All | 🌐 First ◀ 1 of 1 ▶ Last **User** | **Run Date/Time** | **Run Status** | **Distribution Status** | **Details** 05 lindsay.test 01/12/2009 12:22:31PM PST | Success | Posted | Details
Click on "View Log/Trace"	○ Hold Request ○ Queue Request ○ Cancel Request ○ Delete Request ○ Restart Request **Actions** 6PM PST Parameters Transfer 1PM PST Message Log 9PM PST Batch Timings 9PM PST View Log/Trace
Click on the PDF link. The PDF file will open	**File List** **Name** | **File Size (bytes)** | **Datetime Created** SQR_POPO005_112340.log | 1,544 | 01/12/2009 12:24:29.000000PM popo005_112340.PDF | 125,024 | 01/12/2009 12:24:29.000000PM popo005_112340.out | 1,161 | 01/12/2009 12:24:29.000000PM **Distribute To**
A report with all of the POs matching the criteria specified will display.	

CSU PO Remaining Balance Inquiry

Home > Purchasing > Purchase Orders > CSU PO Remaining Balance Inq Type in the business unit "CICMP" and the PO number Click Search	**Find an Existing Value** Business Unit: = [CICMP] PO Number: begins with [0000006922] [Search] [Clear] Basic Search Save Search Criteria Search Results
Click on the PO you would like to see the remaining balance for.	**Search Results** View All First 1 of 1 **Business Unit PO Number** CICMP 0000006922
The remaining balance and all vouchers related to the entry will be displayed.	**CSU PO Remaining Balance Inq** Business Unit: CICMP Purchase Order: 0000006922 Process Monitor Vendor ID: 0000003053 VWR SCIENTIFIC Remaining Balance: $0.00 | Line	Schd	Dist	Tran Type	Amount	Sub Total	Reference Reversal ID	Acct	Fund	Dept	Prog	Cl
---	---	---	---	---	---	---	---	---	---	---	---
1	1	1	1 PO_POENC	10,725.00			660003	GD901	230		
2	1	1	1 REVERSAL	-10,725.00	0.00	00044654	660003	GD901	230		
3	2	1	1 PO_POENC	2,681.25			660003	GD901	230		
4	2	1	1 REVERSAL	-2,681.25	0.00	00044655	660003	GD901	230			

Purchase Order: Open PO & Activity Reports

Home > Purchasing > Purchase Order > Reports > CSU PO Detail Activity Report Click Search to bring up your run control. If no run control is available, follow the directions in "Creating a Run Control ID"	**CSU - PO Detail Activity Rpt** Enter any information you have and click Search. Leave fields blank fo **Find an Existing Value** **Add a New Value** Search by: Run Control ID begins with [ci] □ Case Sensitive [Search] Advanced Search

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The business unit will be "CICMP". All * items are required. The more criteria entered the more limited the results, the least amount of information entered the greater the results and the longer the report will run Click "Run"	**PO Activity** Run Control ID: ci Report Manager Process Monitor Enter search criteria and click on Search. Leave blank for all values. **Search Criteria** *Business Unit: CICMP From Purchase Order: To Purchase Order: From Purchase Order Date: To Purchase Order Date: Vendor ID: Buyer: PO Type: **Line Information** From Fund Code: GD901 To Fund Code: From Account: To Account: From Department: 210 To Department: 240 From Program Code: To Program Code: From Project: To Project: From Class: To Class: Amount < =
Select the "PSUNX" as the Server Name (any other servers selected will not run current report) and the report or reports you would like to run are checked. The Open PO report lists all POs that are currently "open" within the criteria selected. The PO Activity Report lists all POs open and closed for the criteria selected as well as the payments made against the POs. Click "OK"	**Process Scheduler Request** User ID: lindsay.test Run Server Name: PSUNX Run Date: 01/13/2 Recurrence: Run Time: 7:27:11 Time Zone: **Process List** | Select	Description	Process Name
---	---	---
☑	Open PO Activity	CSUPO051
☑	PO Activity Report	CSUPO052	 OK Cancel
On the run control page, click on "Process Monitor"	Report Manager Process Monitor Run
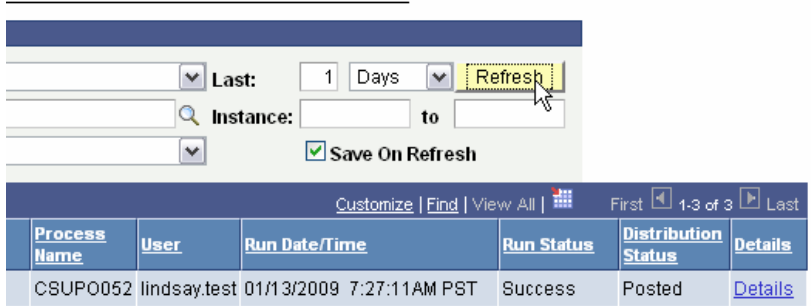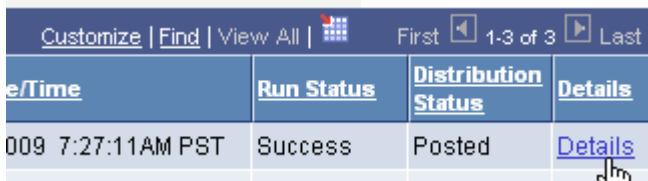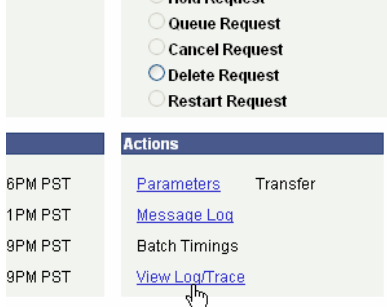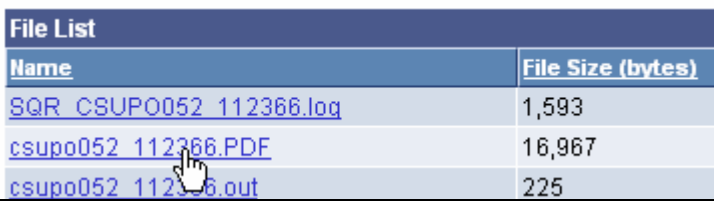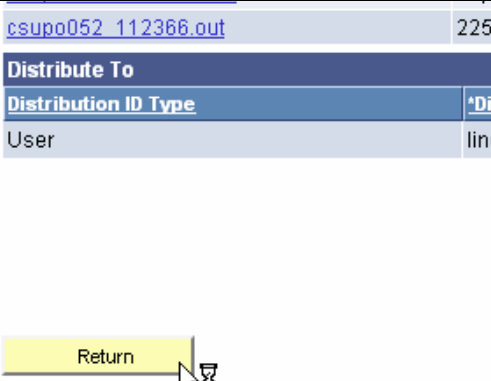
Click Refresh until the Run Status is "Success" and the Distribution Status is "Posted"	
Click on Details.	
Click on View Log/Trace	
Click on the PDF file to view your report. A PDF file will open listing all requested information.	
Click on the return button to go back to process monitor.	

Accounts Payable

Vouchers Lookup

Accounts Payable > Vouchers > Add/Update > Regular Entry Type in the business unit "cicmp" and at least one other criteria.	**Voucher** Enter any information you have and click Search. Leave fields blank for a list of **Find an Existing Value** Business Unit: = CICMP Voucher ID: begins with Invoice Number: begins with Short Vendor Name: begins with csu Vendor ID: begins with Name 1: begins with Voucher Style: = Related Voucher: begins with Entry Status: = Voucher Source: = ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
A list of vouchers which meet the criteria specified will display. Click on the voucher you would like to view information for.	an be displayed. Enter more information above and search again to reduce the number of search results. | ice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Vou Styl
---	---	---	---	---	---	---	---
-Morten-08/08	500	500	08/19/2008	CSULONGBEA-002	0000001859	CSU Long Beach	Reg
1	4977.75	4977.75	07/15/2008	CSURMA-001	0000000175	CSURMA	Reg
-06/08	210	210	06/17/2008	CSULONGBE-001	0000000162	CSU, Long Beach	Reg
-06/08	160	160	06/04/2008	CSULONGBE-001	0000000162	CSU, Long Beach	Reg
3	17325.51	17325.51	05/22/2008	CSURMA-001	0000000175	CSURMA	Reg
-Wilson-04/08	150	150	04/30/2008	CSUCHICO-001	0000001314	CSU Chico	Reg
-125	375	375	04/24/2008	CSUCIFOUND-001	0000000173	CSUCI Foundation	Reg
-Morten-04/08	100	100	04/23/2008	CSULONGBF-001	0000000163	CSU, Long Beach Foundation	Reg	

Information on the voucher will appear. Clicking on each tab at the top will provide additional information for each voucher.	

Review Payment Information

Review AP > Payments > Payment Information

Type in the information you would like to use for your search.

Click "Search". | |
| A list of results that meet your criteria will display. Click on the Show Tabs button to view other information including vendor name. | |

General Ledger

Journals: Journal Entry

Home > General Ledger > Journals > Journal Entry > Create/Update Journal Entries The business unit will be CICMP. Enter any other search criteria, a max of 300 records will be returned Click "Search".	**Create/Update Journal Entries** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Business Unit: `=` `cicmp` Journal ID: `begins with` Journal Date: `=` `07/31/2008` Document Sequence Number: `begins with` Line Business Unit: `=` Journal Header Status: `=` `Posted to Ledger(s)` Budget Checking Header Status: `=` Source: `=` [Search] [Clear] Basic Search Save Search Criteria
Click on the journal ID for the journal you would like to view.	[Search] [Clear] Basic Search Save Search Criteria **Search Results** View All | Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Busine Unit
---	---	---	---	---	---
CICMP	ACC0001435	07/31/2008	0	(blank)	CICMF
CICMP	ACC0001437	07/31/2008	0	(blank)	CICMF
CICMP	ACC0001438	07/31/2008	0	(blank)	CICMF
CICMP	ACC0001439	07/31/2008	0	(blank)	CICMF	
Click on the "Lines" tab.	Header Lines Totals Errors Approval Unit: CICMP Journal ID: 0000000083 Date: 09/30/2002 Long Description: September Procards Ledger Group: ACTUALS ☐ Auto Generate Lines Ledger: Adjusting Entry: Non-Adju Source: UPL Fiscal Year: 2002 Reference Number: Period: 3 SJE Type: ADB Date: 09/30/20 Journal Class: ☐ Save Journal Incomplete St Transaction Code: GENERAL Currency Defaults: USD // 1 Reversal: Do Not Generate Reversal Commitment Control

The journal lines will display 10 lines at a time. To view the next set of lines click the ⬇ button.	Date: 09/30/2002 Process: Edit Journal [Process] ☐ Errors Only ⏫ ⬆ Line: 10 ⬇ ⬇

(table continued:)

...unt	Fund	Dept	Program	Class	PC Bus Unit	Pr...
...03	GFE02	320				
...03	GFE02	320				T0...
...03	GFE02	320				T0...
...03	GFE02	330				
...03	GFE02	330				E0...
...03	GFE02	330				T0...
...03	GFE02	330				T0...

Back up for all non system generated journals are located in Accounting.

Chart of Accounts Look-Up

Home > Set Up Financials/Supply Chain > Common Definitions > Chartfield Values Click on the Chartfield you would like to lookup.	**ChartField Values** You do not have security privileges Account Alternate Account Operating Unit Fund Code Department Program Code Class Field Budget Reference Product Project Book Code Adjustment Type Scenario Statistics Code

Use the criteria above to aid in your search. The SetID will always be CICMP. For example on account, most of the time you will want to look up expenses, so you would use the "begins with" "6" to look up all available accounts.	**Find an Existing Value** SetID: = ∨ cicmp 🔍 Account: begins with ∨ 6 🔍 Description: begins with ∨ 🔍 Account Type: begins with ∨ 🔍 ☐ Include History ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria
You can also look items up based on description. You can change the drop down on description to "contains" and then type in a word you would expect to find in the description.	**Find an Existing Value** SetID: = ∨ cicmp 🔍 Program Code: begins with ∨ 🔍 Description: contains ∨ nautical ☐ Include History ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria
When you have entered all the criteria you would like to use to find the Chartfield, Click "Search." A list of options meeting your criteria will display. Click on your choice to view more information.	**Find an Existing Value**	Add a New Value SetID: = ∨ CICMP 🔍 Account: begins with ∨ 6608 🔍 Description: begins with ∨ Account Type: begins with ∨ 🔍 ☐ Include History ☐ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria **Search Results** View All | SetID	Account	Description	Account Type	Control Flag
---	---	---	---	---
CICMP	660800	Land under $5k	E	N
CICMP	660801	Buildings under $5k	E	N
CICMP	660802	Libraries under $5k	E	N
CICMP	660803	Bld Improvements under $5k	E	N
CICMP	660804	Campus Infrastr under $5k	E	N
CICMP	660805	Non-Bldg Improv under $5k	E	N
CICMP	660806	Furniture/Equipment under $5k	E	N
CICMP	660807	Vehicles under $5K	E	N
CICMP	660808	Computer Networks under $5k	E	N
CICMP	660809	Communications under $5K	E	N
CICMP	660810	Desk/Lap/Peripherals under $5k	E	N	
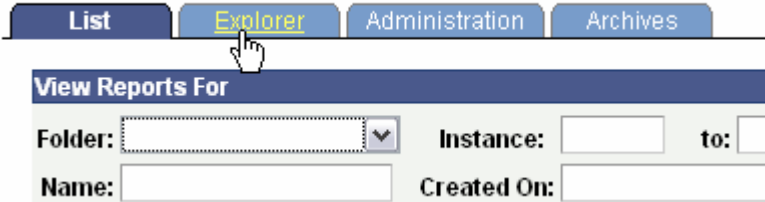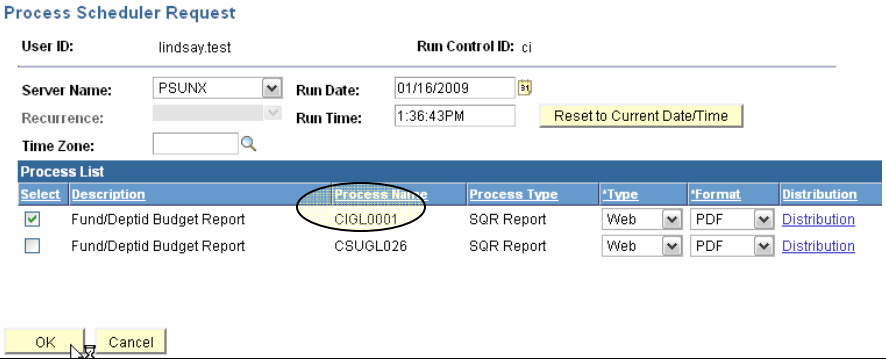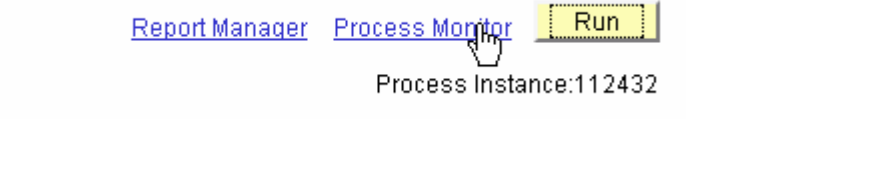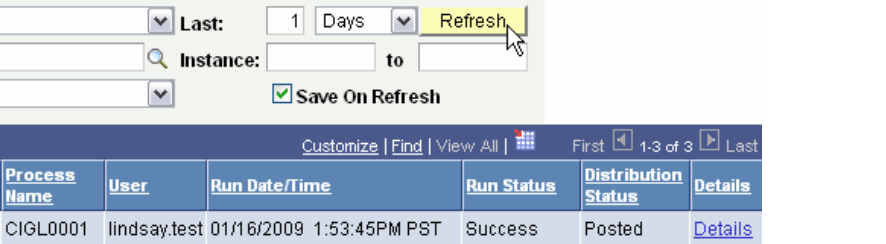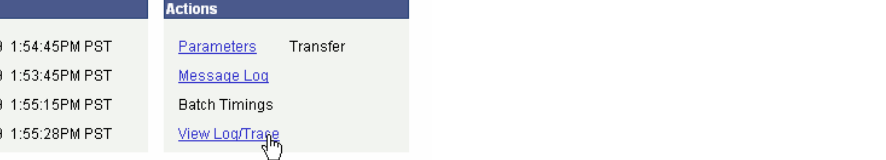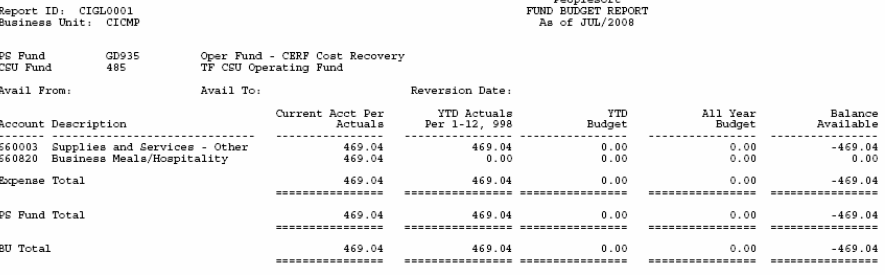
Report Manager: Viewing Reports

Home > Reporting Tools > Report Manager On the Report Manager page click on the "Explorer" tab.	**List**	**Explorer**	**Administration**	**Archives** **View Reports For** **Folder:** [ ] [▼] **Instance:** [ ] **to:** [ ] **Name:** [ ] **Created On:** [ ]
To view reports, click on the folder next to "Financial Reports"	First | Previous | Next | Last | Left | Right ⊞ General ⊞ Financial Reports
The available report types are: Summary: a summary of all charges by division DeptbyFund: All expenses/revenues within a given department Trial Balance: A summary by fund by account Programs: All transactions tied to a given program Projects: All transactions tied to a given project Grants-Classes: All transactions tied to a class	⊞ SUMMARY ⊞ DEPTBYFUND ⊞ TRIAL BALANCES ⊞ PROGRAMS ⊞ PROJECTS ⊞ GRANTS-CLASSES

Click on each folder to open it until you reach the report listing.	📁 Financial Reports
	 ⊞ SUMMARY
	 📂 DEPTBYFUND
	  📂 6
	   📄 [DEPT BY FUND BY ACT FOR 110, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 210, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 211, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 220, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 220, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 225, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 230, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 240, 2 - 2009
	   📄 [DEPT BY FUND BY ACT FOR 310, 2 - 2009

Click on the report you would like to open.	[DEPT BY FUND BY ACT FOR 220, 2 - 2009-01-09-08.57.46.000000] [DEPT BY FUND BY ACT FOR 220, 2 - 2009-01-09-08.33.10.000000] [DEPT BY FUND BY ACT FOR 225, 2 - 2009-01-09-09.03.34.000000] [DEPT BY FUND BY ACT FOR 230, 2 - 2009-01-09-09.10.08.000000]
Click on the report to download the report into excel. Once the report is downloaded, you will be able to do an nVision drill to show the details behind the number.	Dept by Fund by Act for 225, 2008-12-31 **Distribution Details** Distribution Node: FCIPRDNT Expiration Date: 02/23/2009 **File List** Name File Size (bytes) Datetime Created DFA_225, 2008-12-31.xls 52,736 01/09/2009 9:03:34.000000AM PST **Distribute To** Distribution ID Type 'Distribution ID Role 225 Role ALL_DEPARTMENTS

Fund/Dept Id Budget Report

CSU & SW Reporting > Campus Reports > Fund/Deptid Report Click Search to bring up your run control. To add a new run control; follow the directions found in the "Creating a Run Control ID" section.	**Fund/Deptid Budget Report** Enter any information you have and click Search. Leave fields blank for a **Find an Existing Value**	Add a New Value Search by: **Run Control ID** begins with ☐ Case Sensitive Search Advanced Search Find an Existing Value	Add a New Value
On the run control page, set the criteria you would like to use for the report. The business unit will be "CICMP". All * items are required. The more criteria entered the more limited the results, the least amount of information entered the greater the results and the longer the report will run. Click "Run"	**Dept/Fund Budget Rpt** Run Control ID: ci Report Manager Process Monitor Run 'Business Unit CICMP Budget Report Option Fund Rpt From Fund Code GD935 Thru Fund GD935 From CSU Fund Thru CSU Fund 'Fiscal Year 2008 'Period 1 **Budget Ledger** Find	View All First 1 of 1 Last Ledger + − **Scenario** Find	View All First 1 of 1 Last Scenario + − Save Return to Search Notify Add Update/Display

Make sure the Server name is "PSUNX". Check the box for the report with process name "CIGL0001". Click "OK"	**Process Scheduler Request** User ID: lindsay.test Run Control ID: ci Server Name: PSUNX Run Date: 01/16/2009 Recurrence: Run Time: 1:36:43PM Reset to Current Date/Time Time Zone: **Process List** 	Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☑	Fund/Deptid Budget Report	CIGL0001	SQR Report	Web	PDF	Distribution
☐	Fund/Deptid Budget Report	CSUGL026	SQR Report	Web	PDF	Distribution	 OK Cancel
You will be directed back to the run control page. Click on the link to "Process Monitor"	Report Manager Process Monitor Run Process Instance:112432
Click "Refresh" until the run status is "Success" and the distribution status is "Posted".	Last: 1 Days Refresh Instance: to ☑ Save On Refresh Customize	Find	View All	First 1-3 of 3 Last | Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
---	---	---	---	---	---
CIGL0001	lindsay.test	01/16/2009 1:53:45PM PST	Success	Posted	Details	
Click on the "Details" link.	1-3 of 3 Last ribution us	Details ted	Details ted	Det...
Click on "View Log/Trace"	**Actions**)9 1:54:45PM PST Parameters Transfer)9 1:53:45PM PST Message Log)9 1:55:15PM PST Batch Timings)9 1:55:28PM PST View Log/Trace
Click on the PDF file.	**File List** **Name** SQR_CIGL0001_112432.log cigl0001_112432.PDF cigl0001_11243...out **Distribute To** Distribution ID Type
The report will open in a new window. The first page of the report is your run control information, the department or fund report summary can be found on page 2.	PeopleSoft Report ID: CIGL0001 FUND BUDGET REPORT Business Unit: CICMP As of JUL/2008 PS Fund GD935 Oper Fund - CERF Cost Recovery CSU Fund 485 TF CSU Operating Fund Avail From: Avail To: Reversion Date: 			Current Acct Per Actuals	YTD Actuals Per 1-12, 998	YTD Budget	All Year Budget	Balance Available
---	---	---	---	---	---	---
Account Description						
660003	Supplies and Services - Other	469.04	469.04	0.00	0.00	-469.04
660820	Business Meals/Hospitality	469.04	0.00	0.00	0.00	0.00
Expense Total		469.04	469.04	0.00	0.00	-469.04
PS Fund Total		469.04	469.04	0.00	0.00	-469.04
BU Total		469.04	469.04	0.00	0.00	-469.04	

Query Viewer

Reporting Tools > Query > Query Viewer All public queries created at CSU Channel Islands will begin with CI. You can search for queries based on their name, description, and the records and fields they use. Type in your criteria and click "Search"	**Query Viewer** Enter any information you have and click Search. Leave fields blank for a list of all values. Query Name: begins with CI_ Description: contains dept Uses Record Name: begins with Uses Field Name: begins with Access Group Name: begins with Folder Name: begins with Owner: = When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e Search Clear Basic Search
A list of results meeting your criteria will appear. Click on the Excel link for the query you would like to run to download the results directly to Excel.	Folder View: -- All Folders -- **Query** Customize | Find | View All | First **Query Name** **Description** **Owner** **Folder** **Run to HTML** **Run to Excel** Sch CI_DEPT_ACCOUNT specific acct and dept Public HTML Excel Sch CI_DEPT_ACCOUNT_BUDGET specific acct and dept budget Public HTML Excel Sch CI_DEPT_PAYROLL_BY_ACCOUNT Payroll by Dept/Account Public HTML Excel Sch
If there is a prompt, complete the fields in the prompt before clicking on "View results"	**CI_DEPT_ACCOUNT_BUDGET - specific acct and dept budget** Fund Code: GD901 Account: 660837 From Dept: 110 To Dept: 860 Fiscal Year: 2008 From Acctg period: 1 To Acctg Period: 2 View Results
Choose whether to open or save the file.	Opening CI_DEPT_ACCOUNT_BUDGET_5063.xls You have chosen to open CI_DEPT_ACCOUNT_BUDGET_5063.xls which is a: Microsoft Excel Worksheet from: https://cmsdev4.calstate.edu What should Firefox do with this file? ○ Open with Microsoft Office Excel (default) ○ Save File ☐ Do this automatically for files like this from now on. OK Cancel

A report will open with results that meet the criteria specified.	

Process Monitor

To view your current and completed processes go to Peopletools > Process Scheduler > Process Monitor A list of all current processes that have been run will appear along with their run status. You can control the number of days of reports by changing the number and clicking refresh.	

Creating a Run Control ID

In order to run a process, a run control ID must be created.	**CSU - PO Detail Activity Rpt** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value \ Add a New Value **Search by:** Run Control ID begins with [_____] ☐ Case Sensitive [Search] Advanced Search Find an Existing Value | Add a New Value
Move to the "Add a New Value" tab.	**CSU-PO Detail Activit Rpt** Find an Existing Value \ Add a New Value Run Control ID: [_____] [Add] Find an Existing Value | Add a New Value
Type in a Run Control ID that is relevant to the process you are running. For instance in this case, we are running Monthly reports, so I will use the Run Control ID "POREPORTS" (Note: Run Control IDs can have up to 30 characters, but <u>cannot</u> have any spaces.) Click Add.	Find an Existing Value \ Add a New Value Run Control ID: POREPORTS [Add] Find an Existing Value | Add a New Value
Fill in the information requested by the reports.	**Payment History by Vendor** Run Control ID: POREPORTS Report Manager Process Monitor [Run] Language: [English ▼] **Report Request Parameters** **Date Range** From Date: 12/02/2008 Through Date: 12/02/2008 **Print Options** 'Detail or Summary: [Summary ▼] **Selection** Find | View All First ◄ 1 of 1 ► Last 'Remit SetID 'Remit Vendor [___]🔍 [___]🔍 ⊞ ⊟