Account Management & Reporting Tools

Financial Services
Division of Administration & Finance
Agenda

1. Financial Management Roles and Delegation of Authority
2. Managing Departmental Financial Activities
3. Chart of Accounts & Definitions
4. Budget Setup & Adjustments
5. Accounting Entries & Adjustments
6. Accessing Financial Information
   – Monitoring balances (monthly, quarterly, year end)
   – Reporting Tools for data access & analysis
7. Questions & Answers
Financial Management Roles

1. Financial Management Responsibility
2. Delegation of Authority
Financial Management Roles

• **Approver (Expenditures & Budget)**
  
  - **CMS Distributed Role**
    - Approve Budget Transfers
    - Approve Requisitions
    - Approve User Security
    - Review and Validate Financial Transactions and Balances
  
  - **Forms**
    - Approve payment of invoices
    - Approve Direct Expense Check Requests
    - Approve Account Corrections
    - Approve Travel Authorizations
    - Approve Change Orders
    - Approve Travel Claims on Approved Travel Authorizations

• **Preparer (Data Entry - Expenditures & Budget)**
  
  - **CMS Distributed Role**
    - Requisition Data Entry
    - Budget Transfers Data Entry
    - Inquiry & Reporting

- Authority may be delegated by the appropriate administrator
Managing Departmental Funds

- What do we mean by an Account or chart fields?
- How do I setup my departmental chartfields?
- Which transactions flow into my department?
- How do I monitor and reconcile my financial activities?
- How do I validate and obtain my balances?
Chart of Accounts & Definition of Cost Center

- Chart of Accounts
  - What is a Chartfield String?
  - Differences Between Various Types of Chart Fields
  - Organizational Structure
  - Department Tree Structure
Chart of Accounts

✓ Chartfields

   – Account (6 characters numeric)
   – Fund (5 characters alphanumeric)
   – Department ID (5 characters numeric)
   – Program (4 numeric)
   – Class (5 alphanumeric)
   – Project (8 numeric)

Chartfield String

Chartfield String = Account + Fund + Department + Program + Class + Project
Chartfield Definitions

- **Account**
  - Captures the nature of financial transactions. It provides detail breakdown of Revenues and Expenditures.

- **Fund**
  - Represents the source of money related to financial transactions.

- **Department ID**
  - Identifies the organizational structure identified by campus.

- **Program**
  - A set of ongoing general activities that need to be tracked. Values are assigned by the campus.

- **Class**
  - Provides for any special cost reporting needs a division, department or other organizational unit may have that are not met by the campus-wide reporting values in other chartfields.

- **Project**
  - Identifies a discrete set of activities. Further breakdown of Class or Account. Values are defined by division, department or other organizational units.
Differences Between Various Chart Fields

• Mandatory chartfields
  – Account (6 characters numeric)
  – Fund (5 characters alphanumeric)
  – Department ID (5 characters numeric)

• Optional chartfields
  – Program (4 numeric) – Leave Blank
  – Class (5 alphanumeric) – Extension of Dept
  – Project (8 numeric)

**Departmental Financial Management Responsibility:**

Balancing at Department + Fund + Account level
Budget Setup & Adjustments

Process & Forms

- Requesting New/Existing Departments/Class/Projects
- Budget Allocations
- Budget Transfers
- Payroll Expense Transfers
- Adjustments/Corrections
Organizational/Departmental Tree Structure

FIS Department Level Security

FINANCE_AVP - AVP Finance
- [10005] - Accounting & Financial Rpting
- [10006] - Accounts Payable
- [10033] - AVP Finance
- [10037] - Budget Operations
- [10064] - Contracts & Procurement
- [10065] - Controller
- [10215] - Student Financial Services

UNIV_POLICE_CHIEF - University Police Chief
- [10110] - Administrative Services
- [10101] - Emergency Preparedness
- [10146] - Investigations/Crime Prev
- [10178] - University Police Operations
- [10235] - University Police

Need to know more:

Contact your Division Finance Coordinator
Accounting Entries & Adjustments

Accounting Process

– Requesting New/Existing Funds/Accounts/Projects
– Expenditure Adjustments/Corrections/Transfers
– Recharges
Reporting Tools

Accessing Financial Information

– Fiscal Calendar
– Reporting Tools
  • Reviewing Monthly Standard Reports
  • Ad-hoc Analysis
Fiscal Calendar

It is important to become familiar with the fiscal year and accounting periods for each month

<table>
<thead>
<tr>
<th>Month</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>1</td>
</tr>
<tr>
<td>August</td>
<td>2</td>
</tr>
<tr>
<td>September</td>
<td>3</td>
</tr>
<tr>
<td>October</td>
<td>4</td>
</tr>
<tr>
<td>November</td>
<td>5</td>
</tr>
<tr>
<td>December</td>
<td>6</td>
</tr>
<tr>
<td>January</td>
<td>7</td>
</tr>
<tr>
<td>February</td>
<td>8</td>
</tr>
<tr>
<td>March</td>
<td>9</td>
</tr>
<tr>
<td>April</td>
<td>10</td>
</tr>
<tr>
<td>May</td>
<td>11</td>
</tr>
<tr>
<td>June</td>
<td>12</td>
</tr>
</tbody>
</table>
Monthly Standard Reports

CMS Training Documentation and Tutorials

http://www.fullerton.edu/cms/Training/docs/finance.html

List of Distributed Reports

– Requisitions/P.O. Report
– Expenditure Summary & Detail
– Budget Allocation/Transfer
– Budget Balance Available Report
– Open Commitments
– Security by Employee
– Security by Department
Access to Distributed Reports

Portal Log In
e-Content Tab

WARNING: Protect your confidential information! Be sure to logout and exit the browser when leaving your computer.

Documents/Reports/Forms Web Portal
Access to Distributed Reports

Distributed Reports

- Budget Allocation & Transfer Reports
- Budget Balance Available Report
- Commitments Report
- Encumbrance/Expenditure Reports
- Security Reports
Encumbrance/Expenditure Reports

Requisition/P.O. Detail Report and Requisition/P.O. Summary Report: Allows the department to view detailed or summarized information about Purchase Requisitions and Purchase Orders as of the reporting date.

Expenditure Detail Report and Expenditure Summary Report: Allows the department to view detailed or summarized financial transactions by account code, fund code, program, class or project as of the reporting date.
# Requisition/P.O. Summary Report

<table>
<thead>
<tr>
<th>Requisition/P.O. Summary Report</th>
<th>Expenditure Detail Report</th>
</tr>
</thead>
</table>

---

# Expenditure Detail Report

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Reference</th>
<th>Vendor/Customer</th>
<th>Date</th>
<th>Type</th>
<th>Price</th>
<th>Class</th>
<th>Project</th>
<th>Class/Project Description</th>
<th>Budget</th>
<th>Actual Income</th>
<th>Expenditures</th>
<th>Actual Expenses</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>D-6000152</td>
<td>Acme, Inc.</td>
<td>J.K.00000015</td>
<td>Acme</td>
<td>04/15</td>
<td>MTEC</td>
<td>1,234.56</td>
<td>1234</td>
<td>Project 1</td>
<td>Project 1 Description</td>
<td>1,000.00</td>
<td>800.00</td>
<td>200.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D-6000153</td>
<td>Acme, Inc.</td>
<td>J.K.00000016</td>
<td>Acme</td>
<td>05/15</td>
<td>MTEC</td>
<td>2,345.67</td>
<td>3456</td>
<td>Project 2</td>
<td>Project 2 Description</td>
<td>2,000.00</td>
<td>1,500.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>D-6000154</td>
<td>Acme, Inc.</td>
<td>J.K.00000017</td>
<td>Acme</td>
<td>06/15</td>
<td>MTEC</td>
<td>3,456.78</td>
<td>4567</td>
<td>Project 3</td>
<td>Project 3 Description</td>
<td>3,000.00</td>
<td>2,500.00</td>
<td>500.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

California State University, Fullerton
Expenditure Detail Report
End of Report for Department: 2012 - University Counsel
Query Tools

My Queries – Ad-hoc (available only to Division Finance Coordinators)
Questions & Answers

Financial Services

- Budget
- Accounting
- Reports