Agenda

1. General Overview
   - User/Account Management Roles & Responsibilities
   - System Access
   - Basic Navigation - PS Modules
   - Chart of Accounts & Definitions

2. Account Management
   - Maintaining organization Budget
   - Accounting Transactions - Actual
   - Accessing Financial Information to Review Transactions & Monitor Balances

3. Questions & Answers
Account Management Responsibility

1. How to Access the system
2. Knowledge of financial structure for your organization (Chart of Accounts Structure)
3. Setting up required security including approving authority and/or delegating approvals to other users in the organization
4. Review, adjust & reconcile your organization’s budget
5. Review accounting (Revenue & Expense Actual) transactions
6. Fix transaction errors that effect your balances
7. Access the system to report and reconcile departmental balances
1. Go to CSUF Main Page
2. Type ‘portal’
3. Select Titan Online
1. Go to CSUF Main Page
2. Type 'portal'
3. Select Titan Online
4. Finance Main Page

Note: Training Guides for Finance Main Page.
CMS/Peoplesoft Finance System Access

1- Select: Fullerton Customizations

Access Types

1. Core User Access
2. Distributed (Budget, Requisition/PO, Reporting) User Access
Peoplesoft security is based on each user being assigned to an appropriate role(s).

Within each module, the roles provide users with different types of capabilities within the system:
CMS Distributed User Roles

To use each of the modules, you must assign individuals to certain roles:

• **Approver (Expenditures & Budget)**
  - CMS Distributed Role
    - Approve Budget Transfers
    - Approve Requisitions
    - Approve User Security
    - Review and Validate Financial Transactions and Balances

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

- Budget Transfer
- Budget Inquiry

For more information related to Budget Module go to:

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

Requisition
- REQ Data Entry
- REQ Inquiry

Commitment Entry
- Commitment Data Entry

For more information related to PO Module go to:

http://www.fullerton.edu/cms/Training/docs/finance.html
# Chart of Accounts

- **What is Chart of Accounts?**
  
  - **Example of a Chart of Accounts Listing**

<table>
<thead>
<tr>
<th>Department</th>
<th>Fund</th>
<th>Account</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>COU Operating Fund</td>
<td>00100 Academic Salaries</td>
<td>7001</td>
<td>2003</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>TAD01</td>
<td>001103 Graduate Assistant</td>
<td>7026</td>
<td>2004</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Academic Senate</td>
<td>THERA</td>
<td>001201 Management and Supervisory</td>
<td>7792</td>
<td>2005</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Accounting</td>
<td>RFA</td>
<td>001300 Support Staff Salaries</td>
<td>7793</td>
<td>2006</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Accounting &amp; Financial Reporting</td>
<td>THDR</td>
<td>001301 Overtime</td>
<td>7805</td>
<td>2007</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>THHPR</td>
<td>001302 Temporary Help</td>
<td>7806</td>
<td>2008</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>IT</td>
<td>THINT</td>
<td>001303 Student Assistant</td>
<td>7807</td>
<td>2009</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>IT</td>
<td>JF</td>
<td>001304 Teaching Associates</td>
<td>7808</td>
<td>2010</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Administration</td>
<td>Part Time Faculty</td>
<td>0018000</td>
<td>7829</td>
<td>2011</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Librarian Replacement</td>
<td>001801</td>
<td>7831</td>
<td>2012</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Admissions</td>
<td>Night Shift Differential</td>
<td>001802</td>
<td>7833</td>
<td>2013</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Advancement Operations</td>
<td>Student Assistant w/benefits</td>
<td>001803</td>
<td>7835</td>
<td>2014</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Afro-Ethnic Studies</td>
<td>Faculty Settlements</td>
<td>001804</td>
<td>7837</td>
<td>2015</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Summer Session Faculty</td>
<td>001805</td>
<td>7839</td>
<td>2016</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>American Studies</td>
<td>HDI/DL</td>
<td>001806</td>
<td>7841</td>
<td>2017</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Anthropology</td>
<td>Faculty Special Consultants</td>
<td>001807</td>
<td>7843</td>
<td>2018</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Biology</td>
<td>Work Study-On Campus</td>
<td>002001</td>
<td>7845</td>
<td>2019</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Work Study-Off Campus</td>
<td>002002</td>
<td>7847</td>
<td>2020</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Communication</td>
<td>Travel-In State</td>
<td>002003</td>
<td>7849</td>
<td>2021</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Travel-Out-of-State</td>
<td>002004</td>
<td>7851</td>
<td>2022</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Engineering</td>
<td>Travel-International</td>
<td>002005</td>
<td>7853</td>
<td>2023</td>
<td>Admissions Program</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Office Supplies</td>
<td>006000</td>
<td>7000</td>
<td>2024</td>
<td>Admissions Program</td>
</tr>
</tbody>
</table>

*Note: Do not use unless instructed by the Budget.*

- *Annual Banklet*
- *Annual Report*
- *Annual Report*
- *Annual Report*
- *Annual Report*
Chartfield String in Peoplesoft

![Image of Peoplesoft screenshot]

- **Header Information**: Req ID, Req Date, Status, Requestor, Req Type, Preparer, Vendor ID
- **Line Information**: Line Description, Req Qty, UOM, Unit Price, Allocate Exp, Ext Price, Taxable
- **Distribution Information**: Line, Quantity, Amount, Percent, Account, Fund, Dept, Program, Class, Project, Deliver To
- **REQ Total**: Total Ext Price, Total Tax Amount, Total REQ Amount
- **Comment Information**:
Chartfields

- Department ID (5 characters numeric)
- Fund (5 characters alphanumeric)
- Account (6 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 Account
  - Project (8 numeric)

**Departmental Financial Management Responsibility:**

Balancing at Department + Fund + Account level
Chartfield Usage

Business Rules

- **Chartfield Combination/Division Chart of Accounts**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Department Name</th>
<th>Class Code</th>
<th>Class Description</th>
<th>Project Code</th>
<th>Project Description</th>
<th>PS Account</th>
<th>Account Title</th>
</tr>
</thead>
</table>
| THEFD | 10184 | Physical Plant | 20160 | Utilities & Energy | 55000501 | Utilities - Commodities | 605001 | Expenditures - 605001 = Electricity
|       |      |                 |           |                   |              |                     | 605002 | 605002 = Gas, 605003 = Oil, 605004 = Water, 605090 = Other Utilities |

- Contact your Division’s Finance Coordinator for a complete listing of your organization’s Chart of Accounts
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 Rptng
  - [10006] - Accounts Payable
  - [10039] - AVP Finance
  - [10037] - Budget Operations
  - [10064] - Contracts & Procurement
  - [10065] - Controller
  - [10215] - Student Financial Services

- UNIV_POLICE_CHIEF - University Police Chief
  - [10101] - 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
Distributed Reports & Query Module

Accessing Financial Information

– Fiscal Calendar

– Reporting Tools
  • Reviewing Monthly Standard Reports
  • Ad-hoc Analysis
It is important to become familiar with the fiscal year and accounting periods for each month.

<table>
<thead>
<tr>
<th>Month</th>
<th>Period</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>

Different than calendar year
Reflects Fiscal Year
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

Select My WorkPlace

e-Content Section
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

## Expenditure Detail Report

### California State University, Fullerton

### Report Type: Expenditure Detail Report

### Requisition/P.O. Summary Report

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office Supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Office Furniture Unlimited</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Maintenance Engineering</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Maintenance, Facility Services</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

### Summary of Expenditures

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office Supplies</td>
<td>Office Supplies</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Maintenance Engineering</td>
<td>Maintenance</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Office Furniture Unlimited</td>
<td>Furniture</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

### End of Report for Department: 2331 - University Counsel
Query Tools

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

Financial Services

- Budget
- Accounting
- Reports