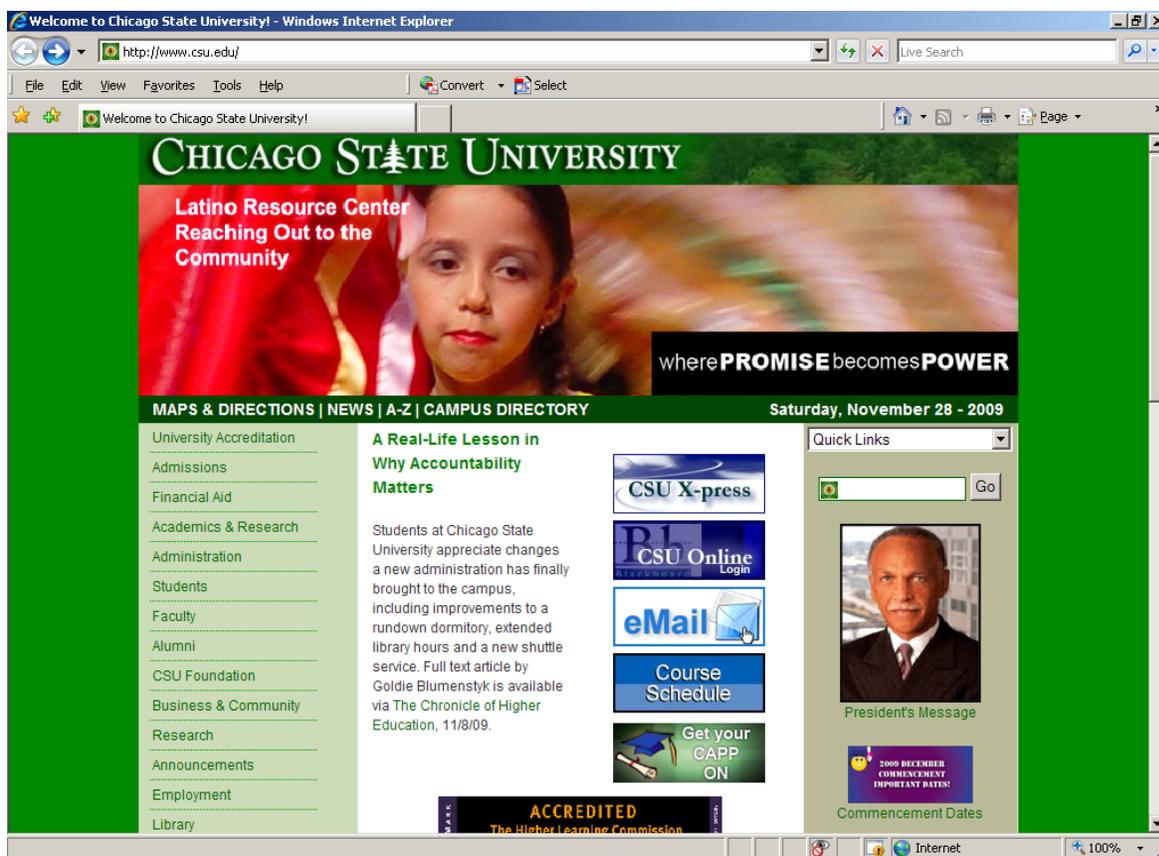


Fiscal Officer's Training

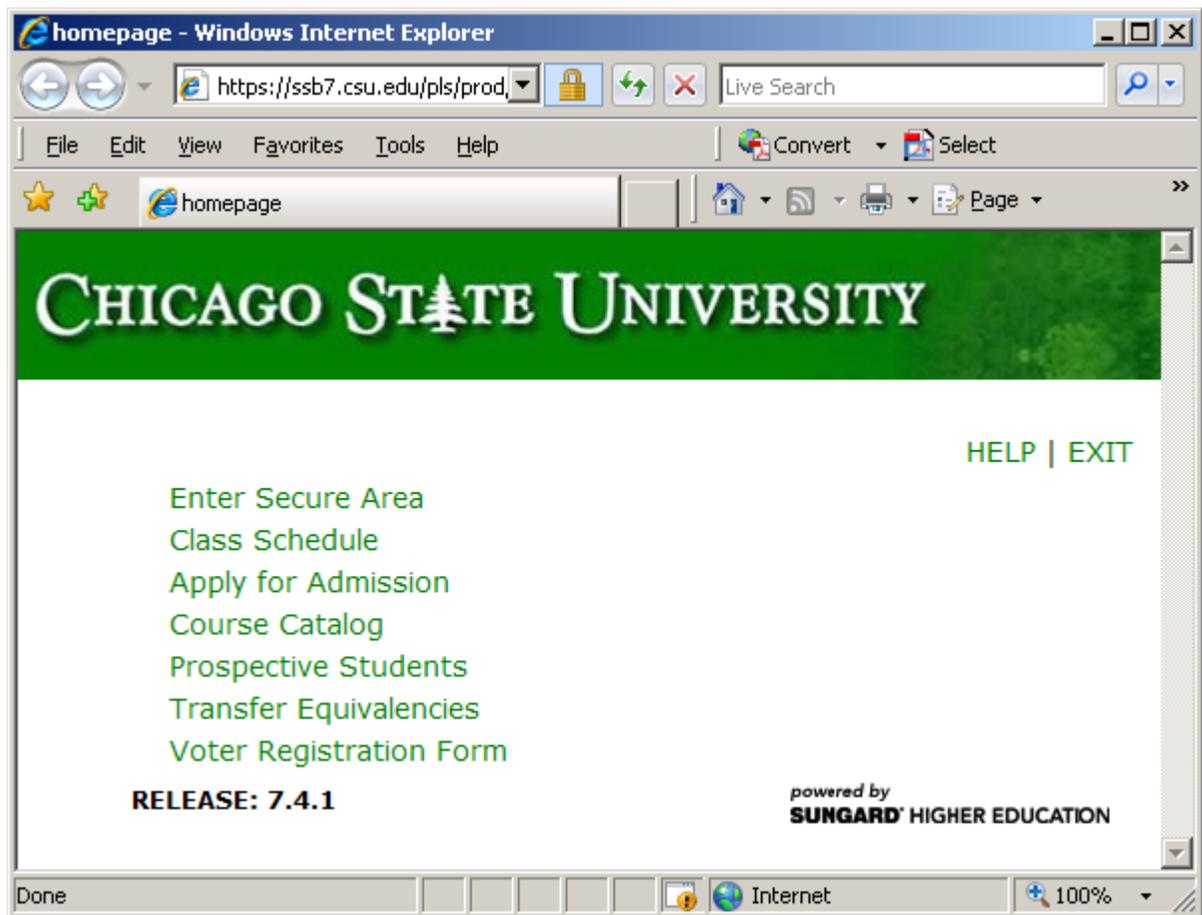
Click on your Internet Icon or Browser and the following screen should appear:



Click in the CSU X-Press Area or

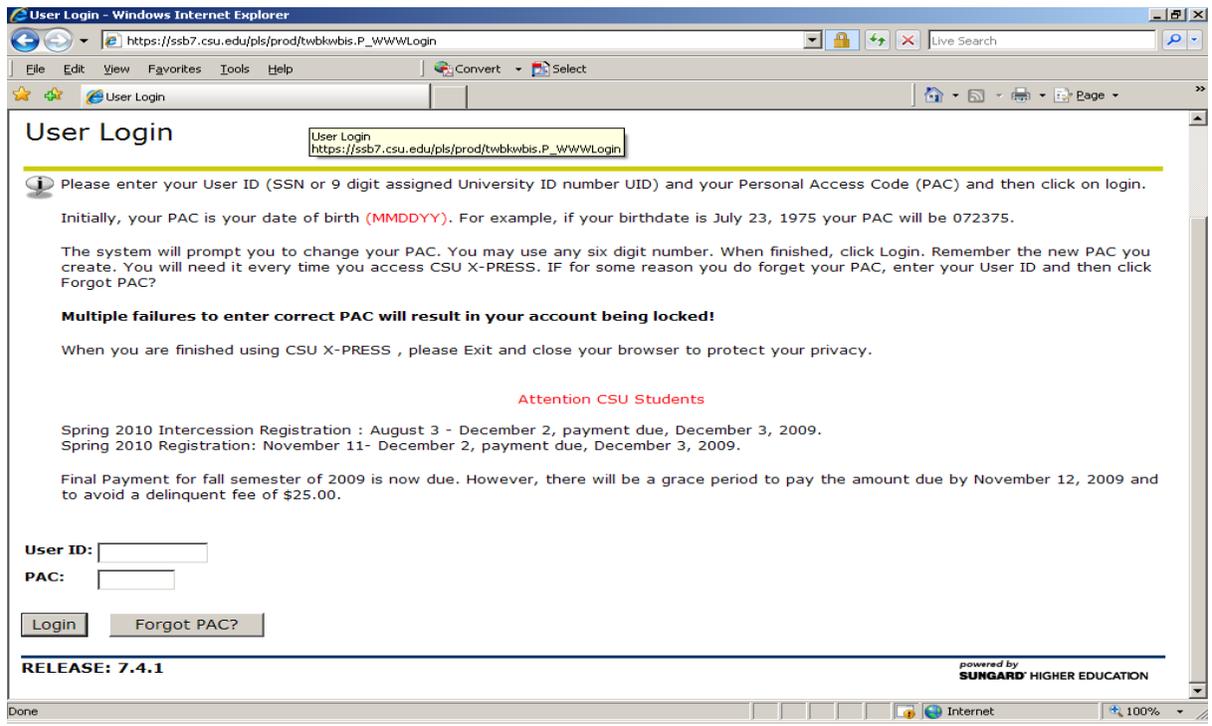
If the above screen did not appear, in the Address Window of the WEB, type <https://ssb7.csu.edu> and hit enter.

The following screen should appear:



Click on Login into Secure Area.

This will allow you to see the following screen:

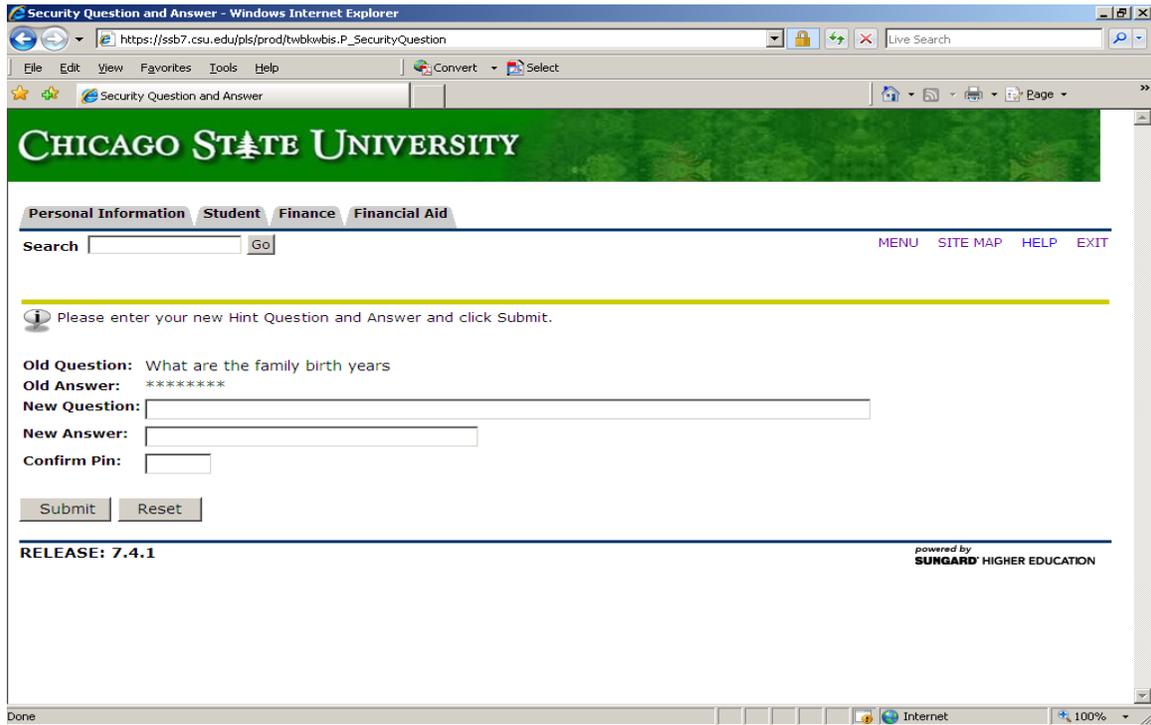


Click in the User ID box and put in your 9-digit user id number.

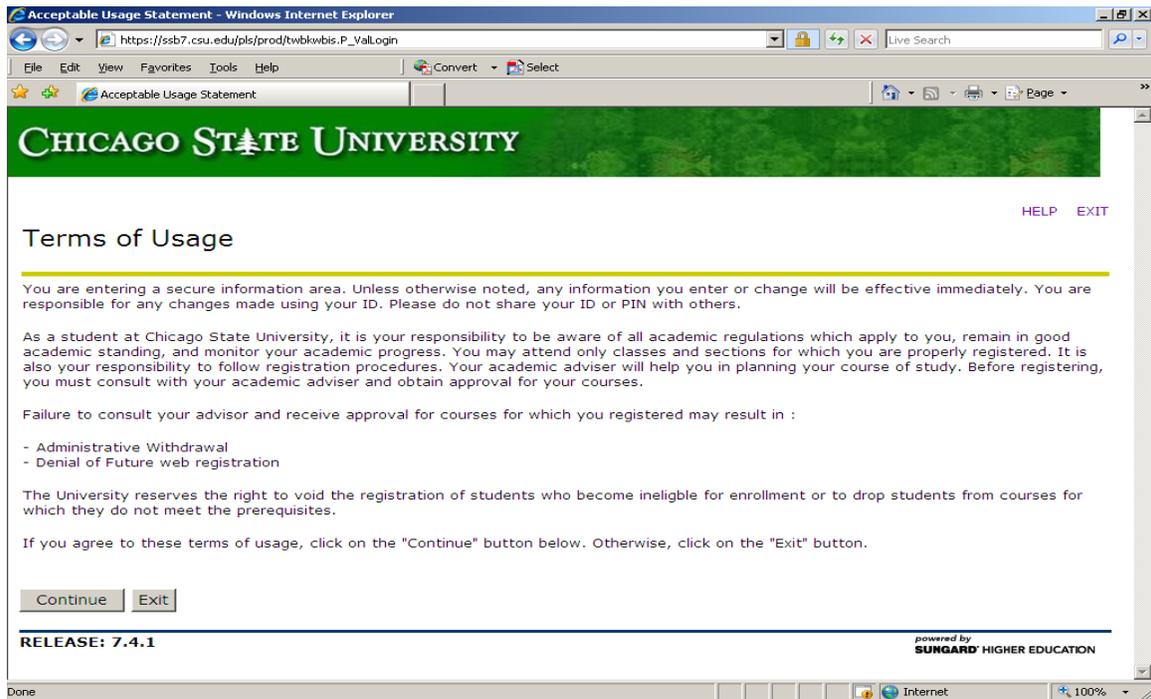
Tab to PAC box and type in your 6-digit PAC number.

Hit Logon. The following screen will appear.

If this is your first time logging in, you will be required to provide a question and an answer related to your password. All initial passwords will expire immediately.

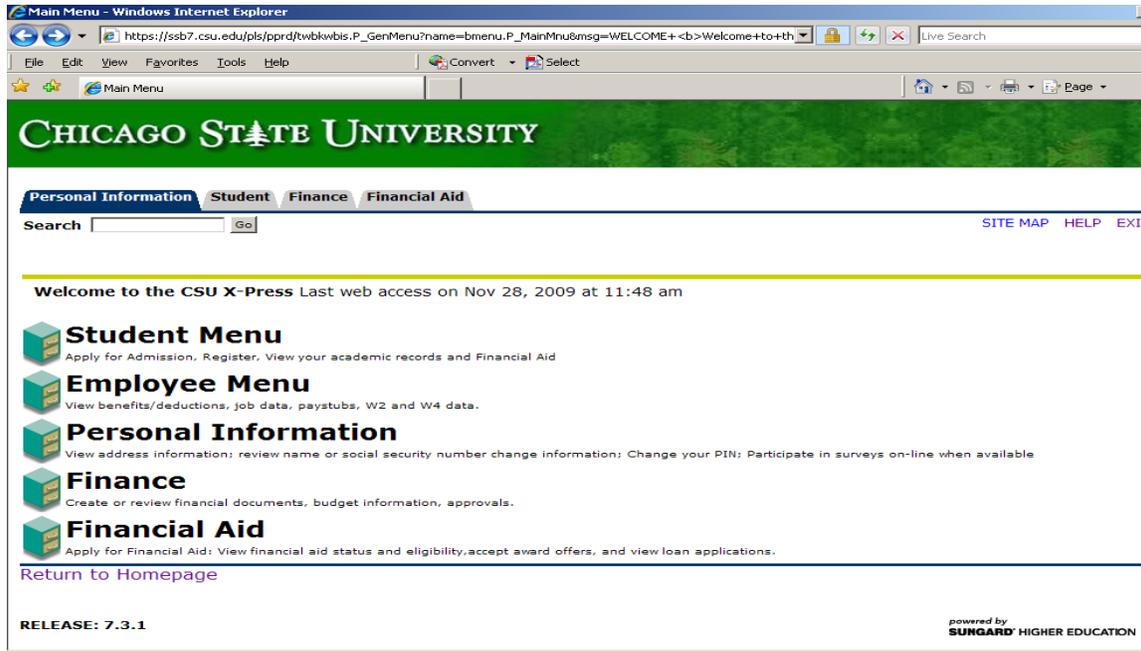


Then the following screen will appear.

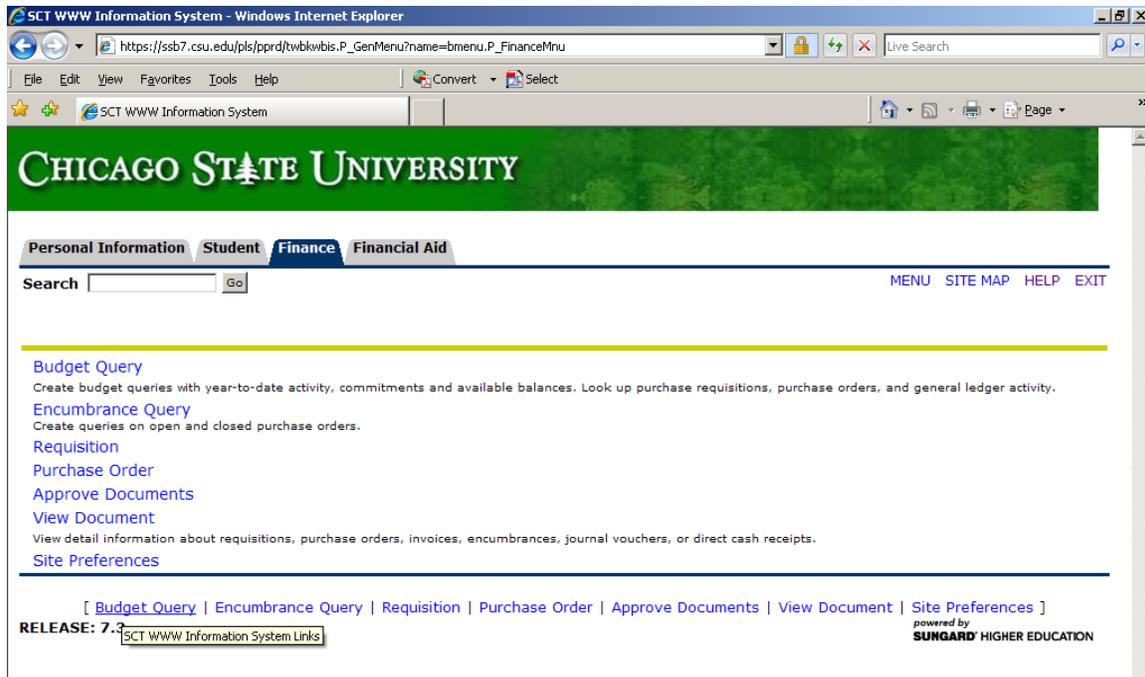


Read disclosure and click continue.

The following screen will appear:



Click on Finance box. The following screen will appear:



Click on any one of the above menu items:

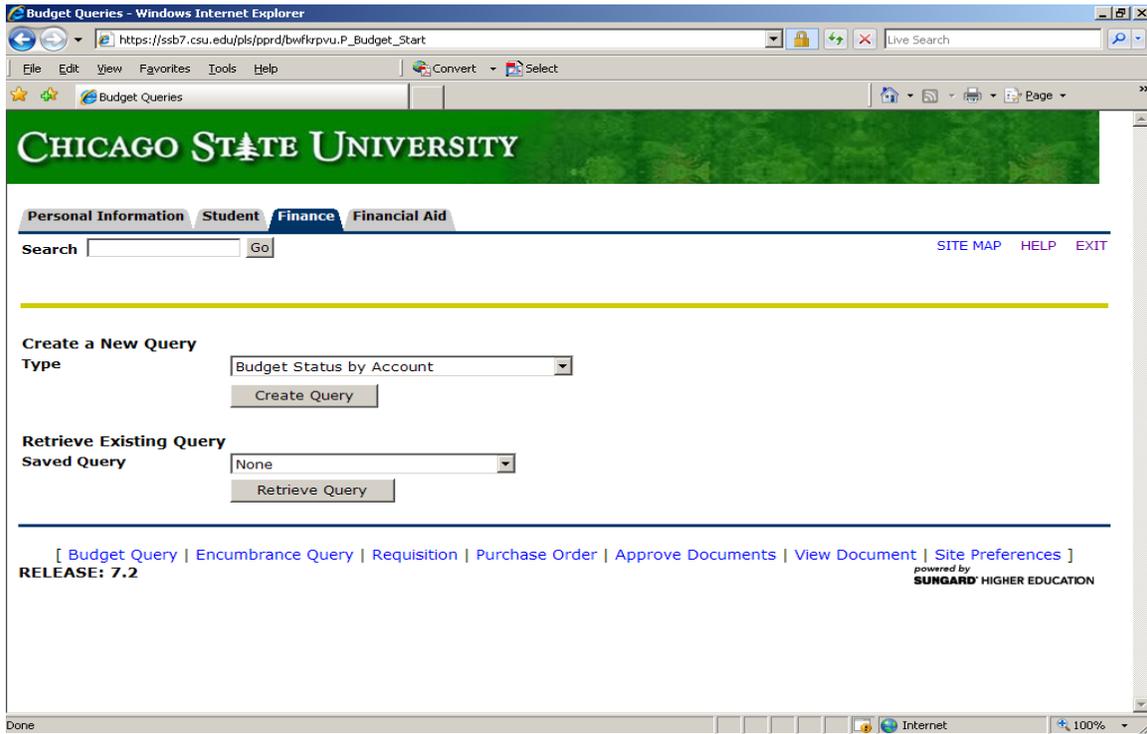
Budget Queries – to review existing account balances and verify and budget transfers.

Encumbrance Query – to view all purchase orders that have been encumbered.

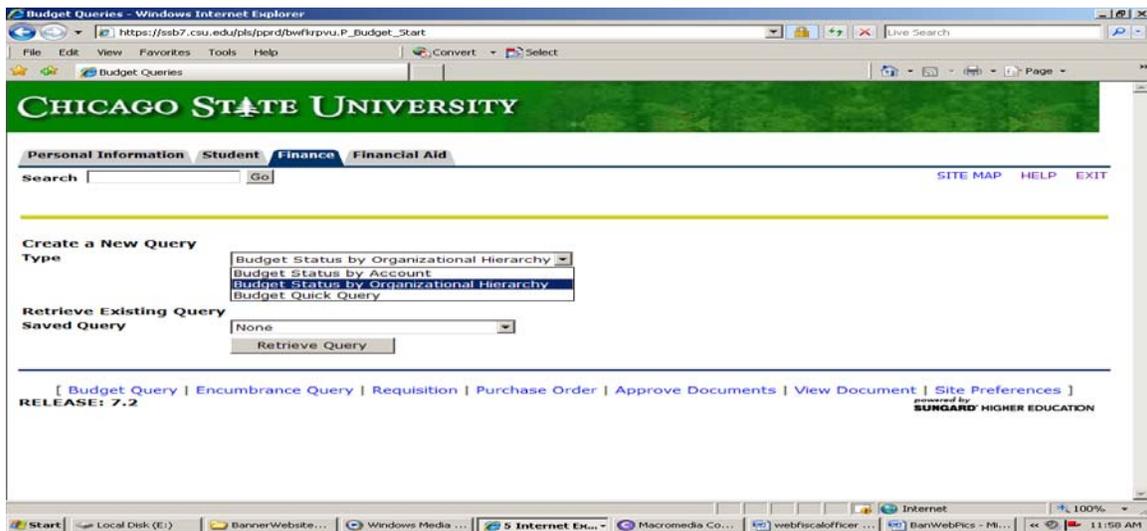
Requisition – to view a specific requisition or range or requisitions.

Purchase Order – to view a specific purchase order or a range of purchase orders.

For illustration purposes, we will click on the Budget Queries menu and following screen will appear:



Click on the arrow on the right side of the Create Query Frame and the following will appear:

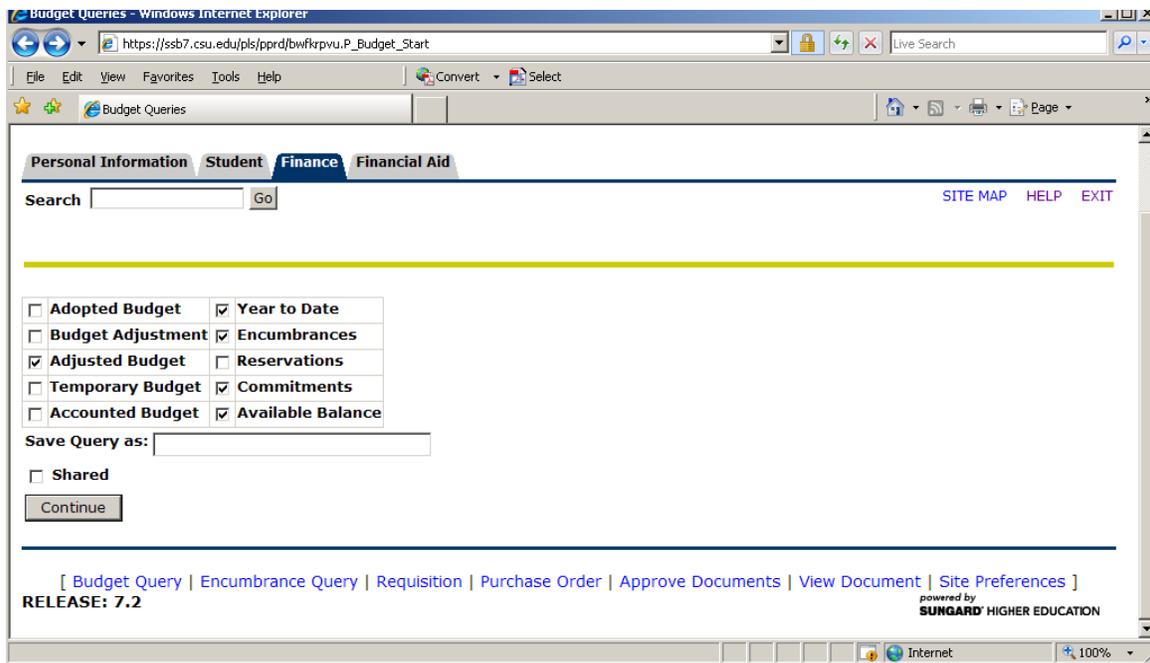


If you are the President, or a Vice President, Assistant/Associate Vice President, Director, or Administrative Assistant, or Fiscal Officer with multiple organizations/departments, highlight the Budget Status by Organizational Hierarchy from the drop down menu and click on Create Query. If you are none of the above or have only one organization/department under your responsibility, highlight the Budget Status by Account.

Examples of Organizations/Departments, four-digit number that follows LI:
0207 0210 0215 0318 0601 0253
0260 0405 0409 0414 0417 0423

The following screen will appear:

Adopted Budget – The initial university budget, prior to any adjustments.



Budget Adjustment – Any adjustments to the adopted budget via budget transfers.

Adjusted Budget – Any changes in the budget via budget transfers, the difference between the adopted budget and budget adjustments.

Temporary Budget – Developed for a specific purpose or reason for a specific timeframe.

Year to date – This reflects expenditures paid to date.

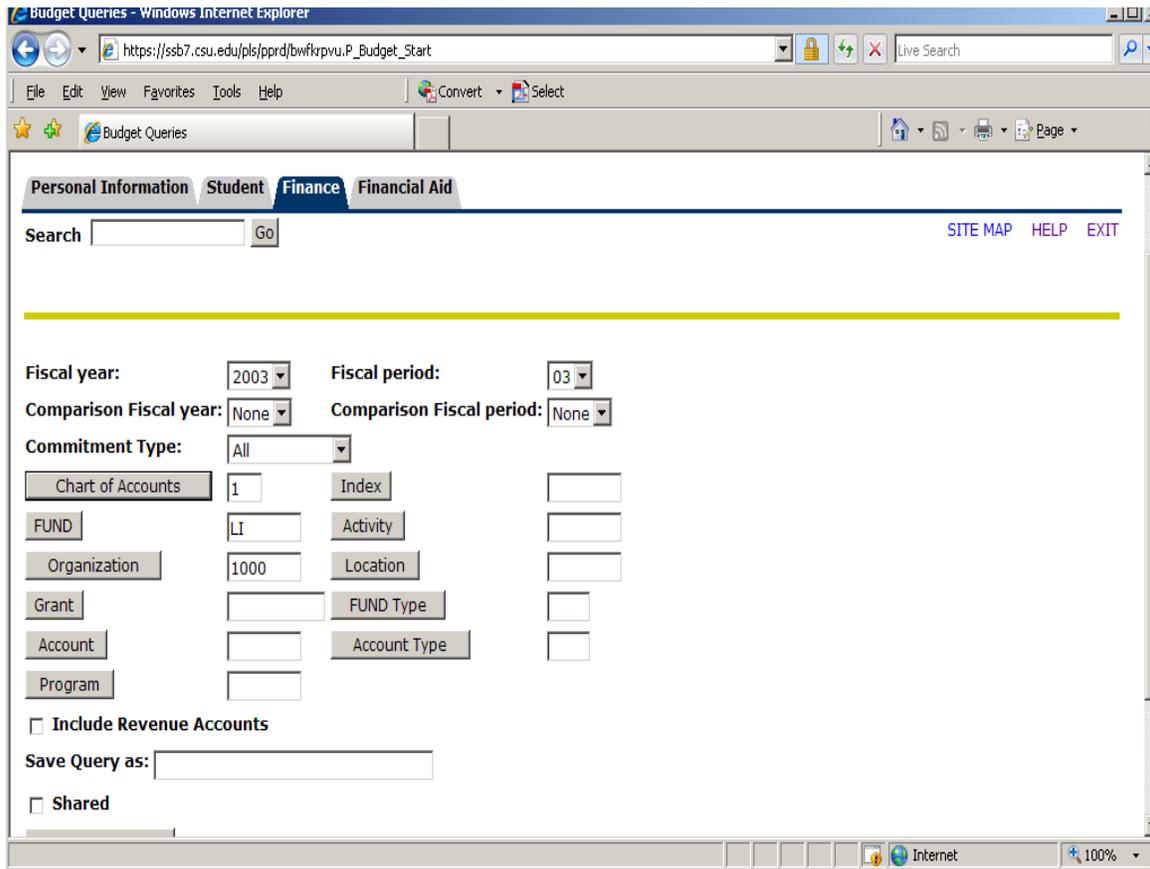
Encumbrances/Reservations/Commitments – This reflects items that have been obligated for payment and have been subtracted from your available balance.

Available Balance – The amount of your budget remaining after all budget adjustments, year to date expenditures, and enc./res./commitments have been subtracted.

Click on any of the boxes within the Select the Operating Ledger Data to Display as a Column on your query.

For illustration purposes, we will create a query on the how to view your Adjusted Budget, Year to date expenditures, Encumbrances/Reservations/Commitments and Available Balance.

These are the same one's checked above, and then click on Continue, and the following screen will appear:



Click in the Fiscal year box and type in the current fiscal year (2003), and then click in the Fiscal period (03 – first quarter budget) and type in the period you want to see. Tab to Chart of Accounts – should always be 1, tab to Fund – LI (Capital Letters – Local Income Fund), SG – (Capital Letters – State General Revenue Fund) and tab to Organization and type one of the following:

The President and Vice Presidents have access to these Hierarchy Organizations:

- 1000 – Limited to President and Board of Directors
- 1100 – Division I
- 1200 - Division II
- 1300 – Division III
- 1400 – Division IV
- 1500 – Division V
- 1600 – Division VI – Legal – Has yet to be established.

The Assistant/Associate V.P., Directors, and Administrative Assistants have Access to the following Hierarchy Organizations:

0200C, 0209C, 0211C and etc.

After you enter the Organization, click Submit Query and the following screen will appear:

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	1000 President and Board	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
1000	President and Board			
1100	Division I - President	232,700.25	131,777.62	224,661.21
1200	Division II - Academic Affairs	85,030.28	1,107,539.77	(686,044.19)
1300	Division III - Admin. Affairs	368,683.49	321,085.79	12,869.55
1400	Division IV - Student Affairs	9,443.50	209,412.47	(107,787.37)
1500	Division V - Planning Research & SP	170,646.75	229,318.38	229,973.34
1600	Division VI - Labor & Legal Affairs	34,000.00	27,944.39	(9,390.24)

At this point, you can click on any highlight Organization and drill down to more detail.

Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrpou.P_ReportA?coas=1&fund=L1&program=&indrev=&adoptedbudget=&ytd=on&

File Edit View Favorites Tools Help Convert Select

Report A

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	1100 Division I - President	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
1100	Division I - President			
0200C	President' Office	13,900.00	56,229.69	(14,302.09)
0207C	Office Of Budget	184,812.00	5,169.09	183,754.07
0210C	Internal Auditor	37,731.50	624.39	23,648.36
0220C	CSU Board Secretary			

Internet 100%

Here are a few examples of the detail.

Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrpou.P_ReportA?coas=1&fund=L1&program=&indrev=&adoptedbudget=&ytd=on&

File Edit View Favorites Tools Help Convert Select

Report A

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	1100 Division I - President	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
1100	Division I - President			
0200C	President' Office	13,900.00	56,229.69	(14,302.09)
0207C	Office Of Budget	184,812.00	5,169.09	183,754.07
0210C	Internal Auditor	37,731.50	624.39	23,648.36
0220C	CSU Board Secretary			

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Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrpou.P_ReportA?coas=1&fund=LI&program=8&incrv=8&adoptedbudget=&ytd=on&...

Report A

Personal Information Student **Finance** Financial Aid

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	0200C President' Office	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
0200C	President' Office			
0200D	President' Office	10,000.00	23,806.54	(615.55)
0205D	Technology			
0206D	Economic Development			

At this point, you can click on any organization highlighted to drill down to more

Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrpou.P_ReportA?coas=1&fund=LI&program=8&incrv=8&adoptedbudg...

Report A

Personal Information Student Finance **Financial Aid**

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Organization

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	0200D President' Office	Activity	All
Account	All	Location	All

Query Results

Organization	Organization Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Encumbrances	FY03/PD03 Commitments	FY03/PD03 Available Balance
0200D	President' Office					
0200	President' Office	10,000.00	23,806.54	12,734.51	12,734.51	(615.55)
0200GR	Grants - President Office					
50200	CWS - Office of the President					
0200D Rollup		10,000.00	23,806.54	12,734.51	12,734.51	(615.55)

Download All Ledger Columns Download Selected Ledger Columns

Save Query as

Shared

information.

Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrkpou.P_ReportA?coas=1&fund=LI&program=8&incrv=&adoptedbudget=&ytd=on&l

File Edit View Favorites Tools Help Convert Select

Report A

Personal Information Student **Finance** Financial Aid

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Account Type

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	0200 President' Office	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
50	Revenues	0.00	0.00	0.00
60	Salaries & Wages	0.00	674.12	(674.12)
70	Gen. & Admin. Expenditures	10,000.00	23,132.42	58.57

Internet 100%

Report A - Windows Internet Explorer

https://ssb7.csu.edu/pls/pprd/bwfrkpou.P_ReportA?coas=1&fund=LI&program=8&incrv=&adoptedbudget=&ytd=on&l

File Edit View Favorites Tools Help Convert Select

Report A

Personal Information Student **Finance** Financial Aid

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Account Type

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	0200 President' Office	Activity	All
Account	All	Location	All

Query Results

Account Type	Account Type Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
71	Commodities	0.00	1,230.92	1,021.15
72	Contractual	10,000.00	15,522.03	(711.36)
73	Operation Of Auto Equipment	0.00	0.00	0.00

Internet 100%

Report A

https://ssb7.csu.edu/pls/pprd/bwfrpou.P_ReportA?coas=1&fund=LI&program=&incdev=&adoptedbudget=&ytd=on&l

Report A

Personal Information Student **Finance** Financial Aid

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Report

By Account

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	LI Local - Income Fund	Program	All
Organization	0200 President' Office	Activity	All
Account	All	Location	All
Account Type	72 Contractual		

Query Results

Account	Account Title	FY03/PD03 Budget Adjustment	FY03/PD03 Year to Date	FY03/PD03 Available Balance
1200	Contractual Services	10,000.00	0.00	22,893.25
1205	Freight, Express And Drayage	0.00	0.00	0.00
1221	R&M Furniture & Office Equip	0.00	1,925.00	(2,225.00)

Report DE

https://ssb7.csu.edu/pls/pprd/bwfrpxu.P_ReportE?coas=1&fund=LI&program=&incdev=&atyp=72&ftyp=&orgn=0200

Report DE

Personal Information Student **Finance** Financial Aid

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Detail Report

Summary Year to Date Transaction Report

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts:	1 CSU Chart	Commitment Type:	All
FUND:	LI Local - Income Fund	Program:	All
Organization:	0200 President' Office	Activity:	All
Account:	1221 R&M Furniture & Office Equip	Location:	All
FUND Type:	All	Account Type:	72 Contractual

Document List

Transaction Date	Activity Date	Document Code	Vendor/ Transaction Description	Amount	Rule Class Code
Aug 14, 2002	Oct 04, 2002	10018703	Martin Whalen Company	1,925.00	INEI
Report Total (of all records):				1,925.00	

Available Budget Balance: (2,225.00)

To view budget transfers, check the following boxes:
 Adopted Budget, Budget Adjustment, and Adjusted Budget

To view Revenue Accounts, click the include Revenue Accounts

The screenshot shows a web browser window with the URL https://ssb7.csu.edu/pls/pprd/bwfrpvu.P_Budget_Start. The page has a navigation menu with tabs for Personal Information, Student, Finance (selected), and Financial Aid. Below the menu is a search bar and links for SITE MAP, HELP, and EXIT. The main content area contains several form fields for query configuration:

- Fiscal year: 2003
- Fiscal period: 03
- Comparison Fiscal year: None
- Comparison Fiscal period: None
- Commitment Type: All
- Chart of Accounts: 1
- Index: [empty]
- FUND: LI
- Activity: [empty]
- Organization: 1000
- Location: [empty]
- Grant: [empty]
- FUND Type: [empty]
- Account: [empty]
- Account Type: [empty]
- Program: [empty]

The **Include Revenue Accounts** checkbox is checked. Below the form fields are fields for "Save Query as:" and "Shared" (unchecked), and a "Submit Query" button. At the bottom, there are navigation links: [Budget Query | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Site Preferences].

To a specific organization or account (1200,1290, 1300, 1400, 1500) do the

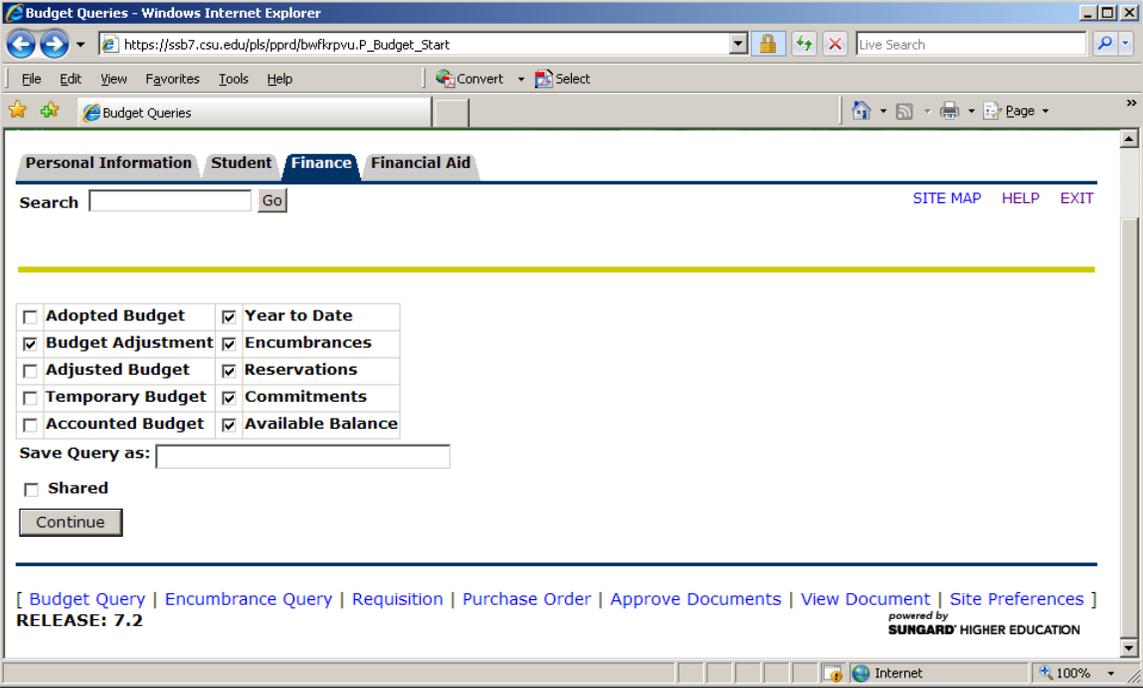
The screenshot shows the same web browser window. The page now displays the "CHICAGO STATE UNIVERSITY" logo at the top. The navigation menu remains the same. The main content area has changed to show options for creating or retrieving queries:

- Create a New Query**
 - Type: Budget Status by Account
 - Create Query button
- Retrieve Existing Query**
 - Saved Query: None
 - Retrieve Query button

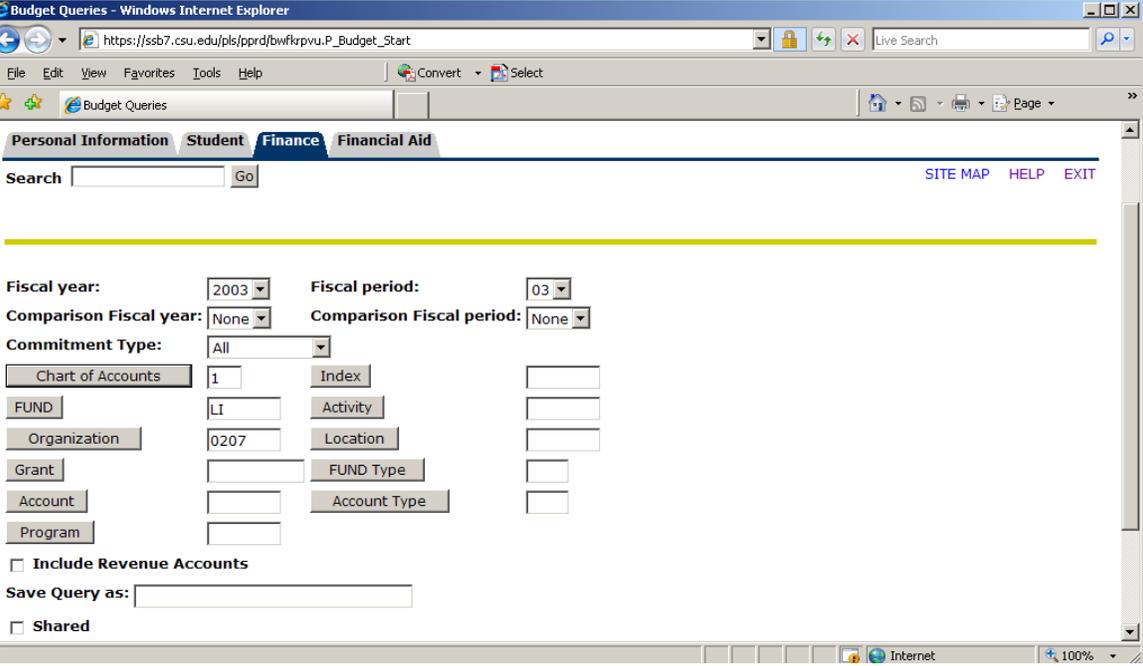
At the bottom, there are navigation links: [Budget Query | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Site Preferences]. Below the links, it says "RELEASE: 7.2" and "powered by SUNGARD HIGHER EDUCATION".

following:

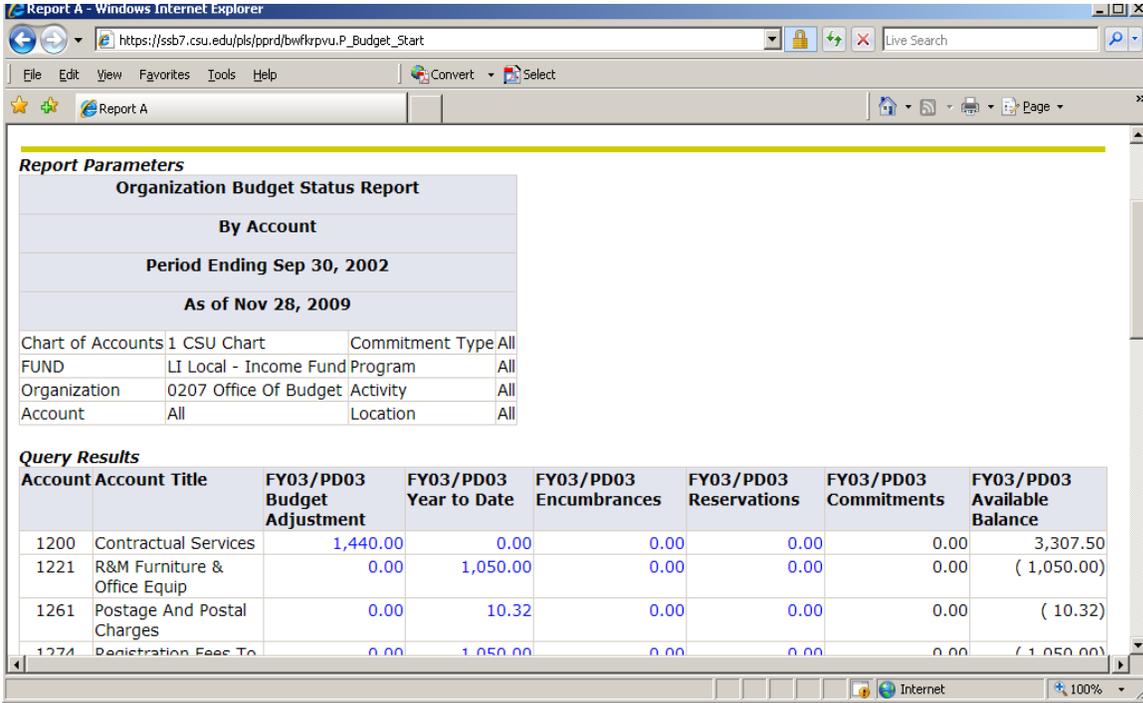
Select Budget Status By Account, the click on Create Query and the following screen will appear:



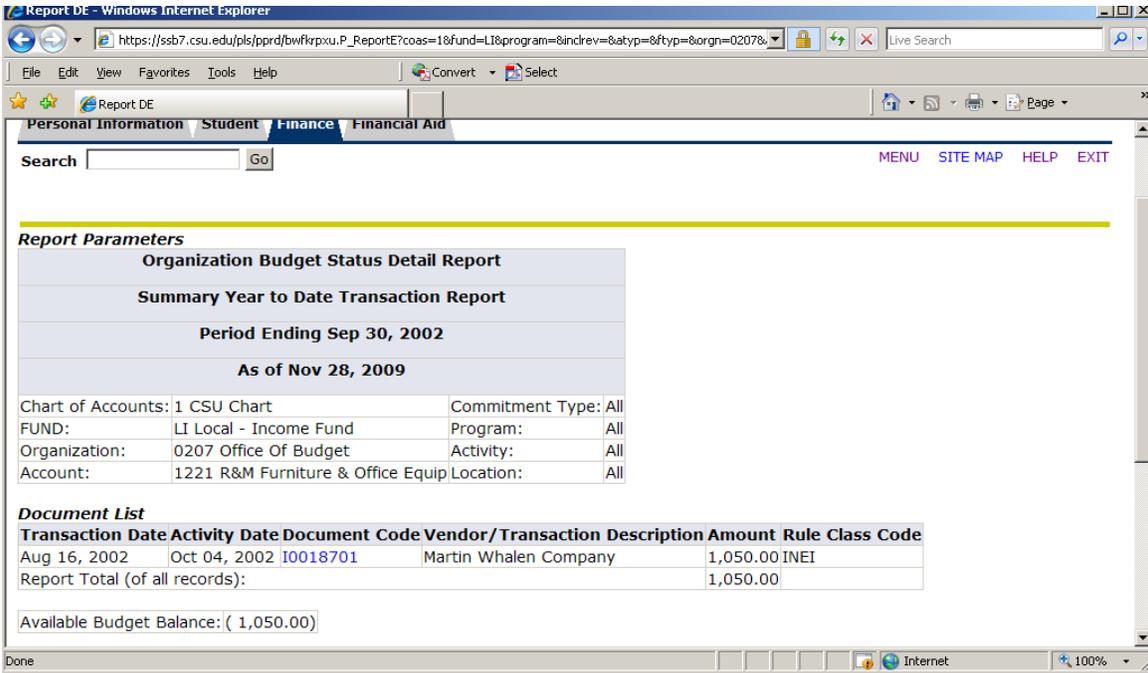
Select the area you would like to view and click on Continue and the following will appear:



Fill in the Fiscal Year, Fiscal Period, Chart of Accounts, Fund, and Organization and click on Submit Query at the bottom of the form and the following screen will appear.



Click on the highlighted amount and the following screen will appear:



This concludes this training from ITD, Financial Affairs will be providing you with additional information and training in the future that will help you to utilize this tool more effectively and efficiently for you particular use.

Now let’s see how we can look at individual categories and determine our remaining balance:

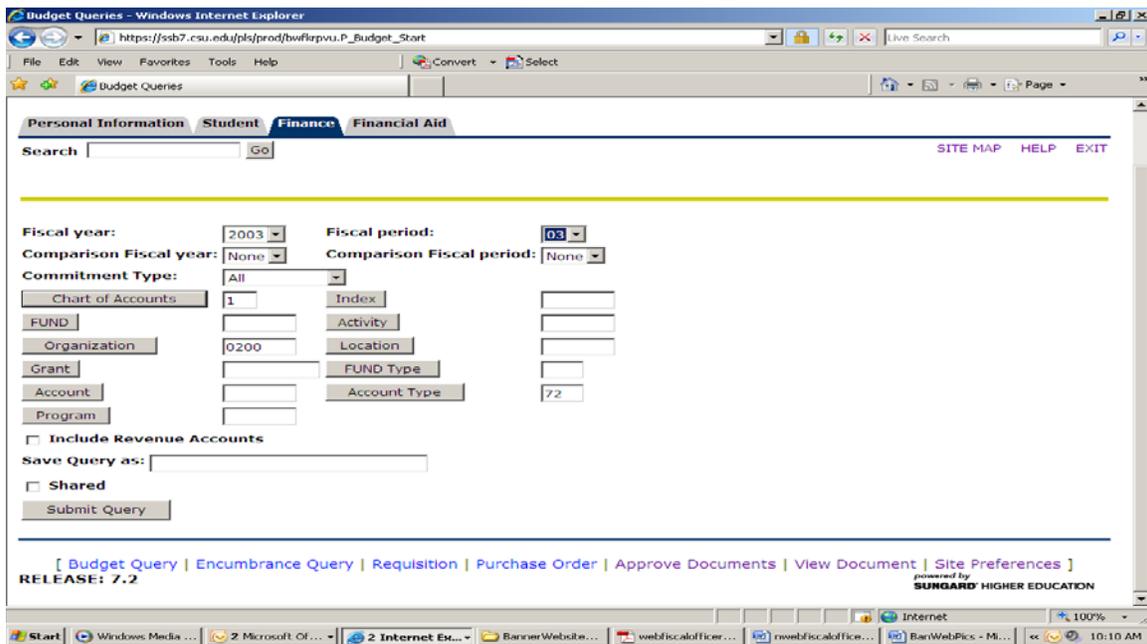
Check the boxes as indicated below:

- Adjusted Budget
- Year to date
- Encumbrances
- Commitments
- Available balance

Then Click on Continue



And the following screen will appear:



Enter the Fiscal Year, Fiscal period, Chart of Accounts, Organization and Account Type:

Account Types are as follows:

Commodities	71
Contractual	72
Operation of Auto Equipment	73
Travel	74
Permanent Improvement	75
Equipment And Library Books	76
Telecommunications	77

Then click on continue.

The following screen will appear:

Report A - Windows Internet Explorer

https://srb7.csu.edu/pls/pprd/bwifypou.P_ReportA?coas=1&fund=@program=@increv=@adoptedbudget=@ytd=on&bu

File Edit View Favorites Tools Help Convert Select

Report A MENU SITE MAP HELP EXIT

Personal Information Student Finance Financial Aid

Search Go

Report Parameters

Organization Budget Status Report

By Account

Period Ending Sep 30, 2002

As of Nov 28, 2009

Chart of Accounts	1 CSU Chart	Commitment Type	All
FUND	All	Program	All
Organization	0200 President' Office	Activity	All
Account	All	Location	All
Account Type	72 Contractual		

Query Results

Account	Account Title	FY03/PD03 Adjusted Budget	FY03/PD03 Year to Date	FY03/PD03 Encumbrances	FY03/PD03 Commitments	FY03/PD03 Available Balance
1200	Contractual Services	22,893.25	0.00	0.00	0.00	22,893.25
1205	Freight, Express And Drayage	0.00	0.00	0.00	0.00	0.00

Internet 100%

Any questions?

Revised 11/30/2009 10:55 A.M.