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:

At this point, you can click on any highlight Organization and drill down to more detail.
Here are a few examples of the detail.
At this point, you can click on any organization highlighted to drill down to more information.
### Report Parameters

**Organization Budget Status Report**

**By Account Type**

**Period Ending Sep 30, 2002**

**As of Nov 28, 2009**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>FY03/P003 Budget Adjustment</th>
<th>FY03/P003 Year to Date</th>
<th>FY03/P003 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>Revenues</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>60</td>
<td>Salaries &amp; Wages</td>
<td>0.00</td>
<td>674.12</td>
<td>(674.12)</td>
</tr>
<tr>
<td>70</td>
<td>Gen. &amp; Admin. Expenditures</td>
<td>10,000.00</td>
<td>23,132.42</td>
<td>58.57</td>
</tr>
</tbody>
</table>

### Report Parameters

**Organization Budget Status Report**

**By Account Type**

**Period Ending Sep 30, 2002**

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<table>
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<th>Account Type</th>
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<th>FY03/P003 Year to Date</th>
<th>FY03/P003 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71</td>
<td>Commodities</td>
<td>0.00</td>
<td>1,230.92</td>
<td>1,021.15</td>
</tr>
<tr>
<td>72</td>
<td>Contractual</td>
<td>10,000.00</td>
<td>15,522.03</td>
<td>(711.36)</td>
</tr>
<tr>
<td>73</td>
<td>Operation Of Auto Equipment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
To view budget transfers, check the following boxes:
Adopted Budget, Budget Adjustment, and Adjusted Budget
To view Revenue Accounts, click the include Revenue Accounts button.

To a specific organization or account (1200, 1290, 1300, 1400, 1500) do the 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 your 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:
Any questions?

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