



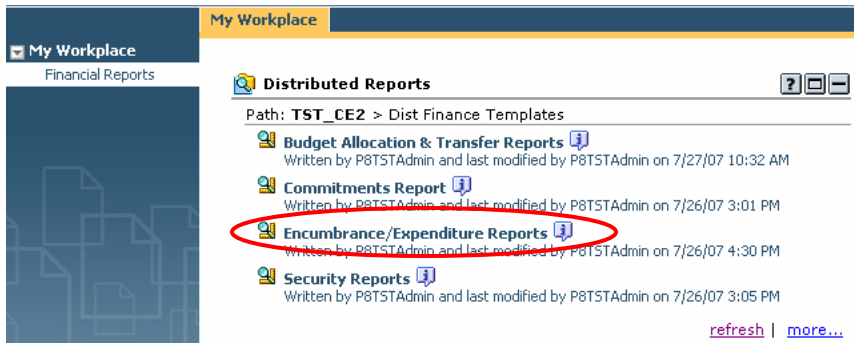
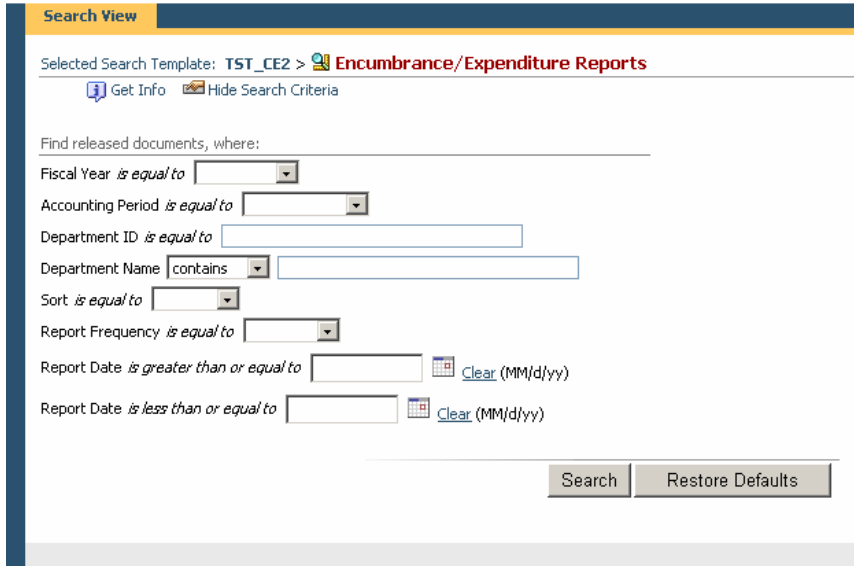
To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

Two reports are available for identified users to view monthly expenditure data:

1. **Expenditure Detail Report:** Allows the department to view detailed financial transactions by account code, as of the reporting date.
2. **Expenditure Summary Report:** Allows the department to view a summary, by account code, of all financial activities, as of the reporting date.

Access to these reports and specific CMS departments are defined by the user's security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b></p> <p>From the My Workplace homepage navigate to the <a href="#">Encumbrance/Expenditure Reports</a> link.</p> <p><i>Note: Requisition/P.O. Summary and Detail Reports are also found here.</i></p> <p>A new window opens.</p>	
<p><b>Step 2a:</b></p> <p>Click <input type="button" value="Search"/> to receive a list of all the commitments reports you have access to.</p>	



<p><b>Step 2b:</b></p> <p>To filter your reporting results, enter any of the following criteria:</p> <ul style="list-style-type: none"> <li>• Fiscal Year</li> <li>• Accounting Period</li> <li>• Department ID</li> <li>• Department Name</li> <li>• Sort</li> <li>• Report Frequency</li> <li>• Report Date</li> </ul> <p>Then click <input type="button" value="Search"/>.</p>	<p>Find released documents, where:</p> <p>Fiscal Year <i>is equal to</i> <input type="text"/></p> <p>Accounting Period <i>is equal to</i> <input type="text"/></p> <p>Department ID <i>is equal to</i> <input type="text" value="10011"/></p> <p>Department Name <i>contains</i> <input type="text"/></p> <p>Sort <i>is equal to</i> <input type="text"/></p> <p>Report Frequency <i>is equal to</i> <input type="text"/></p> <p>Report Date <i>is greater than or equal to</i> <input type="text"/> <input type="button" value="Clear (MM/d/yy)"/></p> <p>Report Date <i>is less than or equal to</i> <input type="text"/> <input type="button" value="Clear (MM/d/yy)"/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Restore Defaults"/></p>																								
<p><b>Step 3</b></p> <p>A list of available reports is displayed.</p> <p>Click on the report name <a href="#">EXPENDITURE DETAIL REPORT</a> or <a href="#">EXPENDITURE SUMMARY REPORT</a> to retrieve the report.</p> <p><b>Note:</b> The report will open in a new window.</p>	<table border="1"> <thead> <tr> <th>Title</th> <th>Fiscal Year</th> <th>Accounting Period</th> <th>Department ID</th> <th>Department Name</th> <th>Sort</th> <th>Report Frequency</th> <th>Report Date</th> </tr> </thead> <tbody> <tr> <td> <a href="#">EXPENDITURE DETAIL REPORT</a></td> <td>2006/2007</td> <td>April-10</td> <td>10011</td> <td>Admission to Teacher Ed Account</td> <td>Account</td> <td>Monthly</td> <td>7/23/07 12:00 AM</td> </tr> <tr> <td> <a href="#">EXPENDITURE SUMMARY REPORT</a></td> <td>2006/2007</td> <td>April-10</td> <td>10011</td> <td>Admission to Teacher Ed Account</td> <td>Account</td> <td>Monthly</td> <td>7/23/07 12:00 AM</td> </tr> </tbody> </table>	Title	Fiscal Year	Accounting Period	Department ID	Department Name	Sort	Report Frequency	Report Date	<a href="#">EXPENDITURE DETAIL REPORT</a>	2006/2007	April-10	10011	Admission to Teacher Ed Account	Account	Monthly	7/23/07 12:00 AM	<a href="#">EXPENDITURE SUMMARY REPORT</a>	2006/2007	April-10	10011	Admission to Teacher Ed Account	Account	Monthly	7/23/07 12:00 AM
Title	Fiscal Year	Accounting Period	Department ID	Department Name	Sort	Report Frequency	Report Date																		
<a href="#">EXPENDITURE DETAIL REPORT</a>	2006/2007	April-10	10011	Admission to Teacher Ed Account	Account	Monthly	7/23/07 12:00 AM																		
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The Expenditure Detail Report is displayed:

California State University, Fullerton												Page No. 1		
EXPENDITURE DETAIL REPORT												Run Date 07/23/2007		
Sort - Account, Report Frequency - Monthly												Run Time 02:44:02_PM		
Fiscal Year 2006/2007, Period March-09 thru April-10														
Report ID: FUL00004														
Operator: gwarby														
Database: FIFULLCW														
Dept Mgr: Santillan,Sandy														
Department: 10011 - Admission to Teacher Ed														
Document	Description	Reference	Vendor/Customer	Date	Fund	Acct	Class	Project	Class/Project Description	Budget	Pre-Budget	Encumbrance	Actual Expense	Available
<b>603300 - Support Staff Salaries</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	0.00	0.00	0.00	22,240.00	
Total 603300 - Support Staff Salaries										0.00	0.00	0.00	22,240.00	
										Ending Balance.	0.00	0.00	0.00	-22,240.17
<b>603303 - Student Assistant</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	0.00	0.00	0.00	800.41	
Total 603303 - Student Assistant										0.00	0.00	0.00	800.41	
										Ending Balance.	0.00	0.00	0.00	-800.41
<b>603301 - OASDI</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	816.84	0.00	0.00	816.84	
Total 603301 - OASDI										0.00	0.00	0.00	816.84	
										Ending Balance.	816.84	0.00	0.00	-816.84
<b>603302 - Dental Insurance</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	210.92	0.00	0.00	210.92	
Total 603302 - Dental Insurance										0.00	0.00	0.00	210.92	
										Ending Balance.	210.92	0.00	0.00	-210.92
<b>603304 - Health and Welfare</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	191.03	0.00	0.00	191.03	
Total 603304 - Health and Welfare										0.00	0.00	0.00	191.03	
										Ending Balance.	191.03	0.00	0.00	-191.03
<b>603305 - Retirement</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	2,250.41	0.00	0.00	2,250.41	
Total 603305 - Retirement										0.00	0.00	0.00	2,250.41	
										Ending Balance.	2,250.41	0.00	0.00	-2,250.41
<b>603311 - Life Insurance</b>														
J-EMPL0000046	Payroll - Mar 2007			03/31	THEFC				Beginning Balance.	0.00	0.00	0.00	0.00	0.00
J-EMPL0000047	Payroll - Apr 2007			04/30	THEFC				Period Activity.	8.15	0.00	0.00	8.15	
Total 603311 - Life Insurance										0.00	0.00	0.00	8.15	
										Ending Balance.	8.15	0.00	0.00	-8.15

\*\*Refer to Sample Report attached\*\*



The following table lists CMS field names and their definitions used for the Expenditure Detail Report.

<b>Field</b>	<b>Definition</b>
Document	This field identifies the document type (ie. Journal, PO, Req) and CMS ID number.
Description	This field provides additional information about the document type.
Reference	The reference number assigned by the preparer in CMS.
Vendor / Customer	This field provides the vendor/customer name for the transaction.
Date	This field identifies the date the transaction was entered in CMS.
Fund	This field identifies the funding source for the transaction.
Prog	This field is used by Accounting Services for reporting purposes at the Chancellor's Office.
Class	This field is an extension of the department number. Information in this column only appears if applicable.
Project	This field is an extension of the account. Departments use this field to track expenditures at a very specific level.
Class / Project Description	This field gives a detailed description of Class and Project
Budget	This field identifies the original budgeted amount for the transaction.
Pre-Encum	This field identifies the pre-encumbered amount for the transaction.
Encumbrance	This field identifies the encumbered amount for the transaction.
Actual Expense	This field identifies the actual amount expensed from the department.
Available	This field identifies the available balance in the department's budget (Budget minus Actual Expense).



The Expenditure Summary Report is displayed:

California State University, Fullerton														
EXPENDITURE SUMMARY REPORT														
Sort - Account, Report Frequency - Monthly														
Fiscal Year 2006/2007, Period March-09 thru April-10														
Page No. 1														
Run Date 07/23/2007														
Run Time 03:44:03_PM														
Report ID: FULCR004														
Operator: gmagby														
Database: FSPOLC001														
Dept Mgr: Santillan,Sandy														
Department: 10011 - Admission to Teacher Ed														
Fund	Prog	Class	Project	Class/Project Description	Budget	Pre-Rtnm	Encumbrance	Actual Expense	Available	% Year	% Used	Open Commit	LOC Pending	Projected Av
00100				Student Assistant ( )	Beginning Balance.	0.00	0.00	0.00	0.00	0.00				
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										
					Beginning Balance.	0.00	0.00	0.00	0.00					
					Period Activity.	0.00	0.00	0.00	0.00					
					Ending Balance.	0.00	0.00	0.00	0.00					
				<b>Total 001000 - Student Assistant</b>										

\*\*Refer to Sample Report attached\*\*



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Encumbrance	This field identifies the encumbered amount for the transaction.
Actual Expense	This field identifies the actual amount expended from the department.
Available	This field identifies the available balance in the department's budget (Budget minus Actual Expense).
% Year	This field identifies the remaining percentage of the budget year.
% Used	This field identifies the percentage of the budget expended for the year.
Open Commit	This field identifies the total dollar amount of open commitments entered in CMS by the preparer.
LCD Pending	This field identifies the payroll projected amount (ie. salary, benefits).
Projected Av	This field identifies the projected available balance. This amount includes pre-encumbered, encumbered, open commitments and LCD pending amounts.