

AUTHENTICATION

Step 1

Launch **Internet Explorer**.



Step 2

Go to
<http://auth.fullerton.edu>.

CALIFORNIA STATE UNIVERSITY, FULLERTON •
Division of Information Technology

Client Authentication

Use of the service means that you agree to abide by all applicable state, federal laws, [California State University Acceptable Use Policy](#).

In addition, users also agree to abide by campus network security standards and practices:
Windows users must regularly check that their operating systems are up-to-date on various security patches, see <http://windowsupdate.microsoft.com>.
Macintosh users must do the same by checking <http://www.apple.com/security>.
UNIX/ Linux users must do the same by checking with their OS vendors.

Authenticate from Campus LANs

- To access the Internet, [click here to authenticate](#)
- To access Academic LANs, [click here to authenticate](#)
- To access the Dev LANs, [click here to authenticate](#)
- To anywhere else, [click here to authenticate](#)

Please submit [Service-Now ticket](#) for Firewall authentication issues.

Step 3

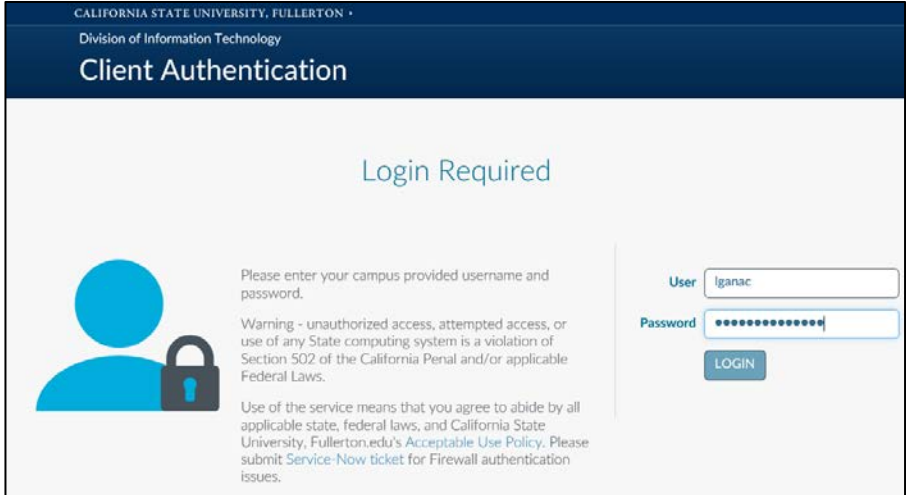
Click
[To anywhere else, click here to authenticate.](#)

Authenticate from Campus LANs


- To access the Internet, [click here to authenticate](#)
- To access Academic LANs, [click here to authenticate](#)
- To access the Dev LANs, [click here to authenticate](#)
- To anywhere else, [click here to authenticate](#)

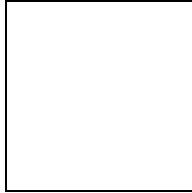
Step 4

Enter network **User ID** and **Password** then click **Login**.



Step 5

Message is displayed.
Click  to close the window.

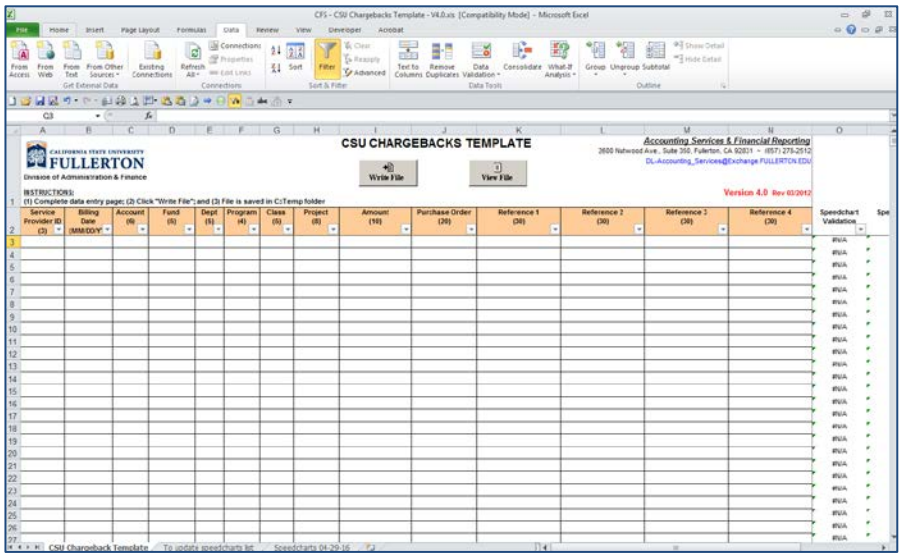



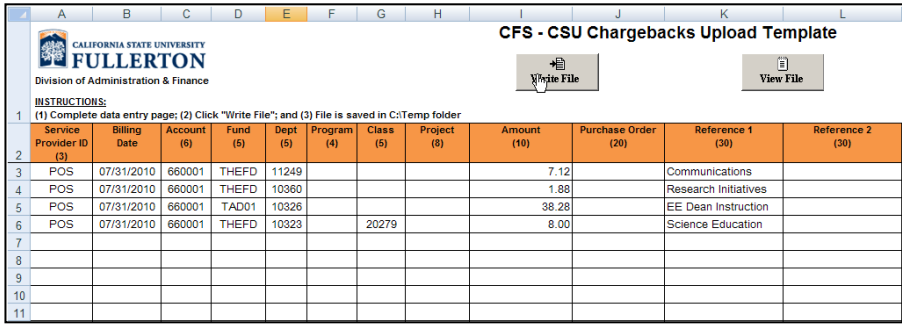

CHARGEBACK DATA ENTRY (using Excel Template)

Step 6

In Excel, open **CFS - CSU Chargeback Template – V4.0.xls**.

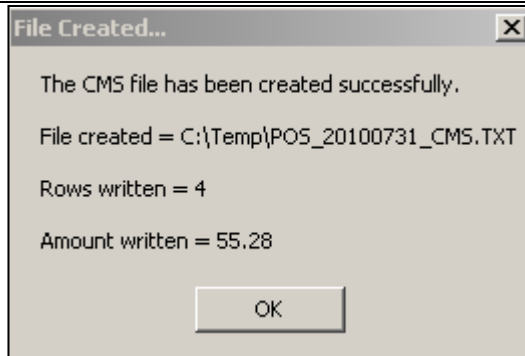
Check for the latest version in <https://adminfin.fullerton.edu/finance/asfr/forms/>.




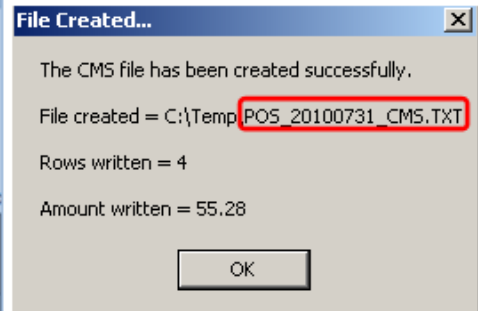
<p>Step 7</p> <p>Starting in row 3, enter the following information:</p> <p>REQUIRED:</p> <ul style="list-style-type: none"> - Service Provider ID - Billing Date (mm/dd/yyyy) - Account - Fund - Dept - Amount (cannot be \$0.00) <p>REQUIRED (only if billable):</p> <ul style="list-style-type: none"> - Program - Purchase Order (required for billing AUX ORG) <p>OPTIONAL:</p> <ul style="list-style-type: none"> - Class - Project - Reference 1 - Reference 2 - Reference 3 - Reference 4 	<table border="1" data-bbox="553 258 1450 384"> <thead> <tr> <th>2</th> <th>Service Provider ID (3)</th> <th>Billing Date</th> <th>Account (6)</th> <th>Fund (5)</th> <th>Dept (5)</th> <th>Program (4)</th> <th>Class (5)</th> <th>Project (8)</th> <th>Amount (10)</th> </tr> </thead> <tbody> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="553 415 1450 541"> <thead> <tr> <th>Purchase Order (20)</th> <th>Reference 1 (30)</th> <th>Reference 2 (30)</th> <th>Reference 3 (30)</th> <th>Reference 4 (30)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2	Service Provider ID (3)	Billing Date	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount (10)	3										4										Purchase Order (20)	Reference 1 (30)	Reference 2 (30)	Reference 3 (30)	Reference 4 (30)					
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<p>Step 8</p> <p>After completing the template, click</p>  <p>to create the CMS file.</p>	 <p>The screenshot shows a spreadsheet titled "CFS - CSU Chargebacks Upload Template" with columns for Service Provider ID, Billing Date, Account, Fund, Dept, Program, Class, Project, Amount, Purchase Order, Reference 1, and Reference 2. It includes instructions and a data table with 11 rows.</p>																																								
<p>Step 9</p> <p>Message is displayed.</p> <p>Click</p> 																																									

IMPORTANT:

- File is saved in **C:\Temp** folder
- Data in cells A3 and B3 are used in the file name




	A	B	C
	 <p>CALIFORNIA STATE UNIVERSITY FULLERTON Division of Administration & Finance</p> <p>INSTRUCTIONS: 1 (1) Complete data entry page; (2) Click</p>		
1	Service Provider ID (3)	Billing Date	Account (6)
2			
3	POS	07/31/2010	660001
4	POS	07/31/2010	660001


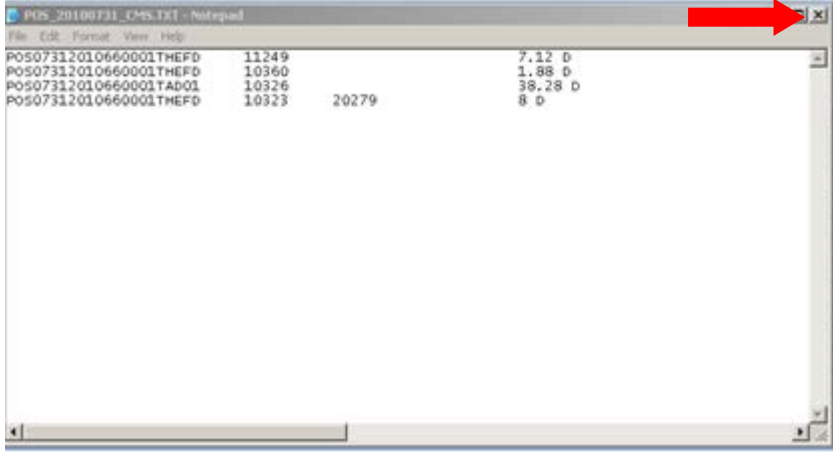
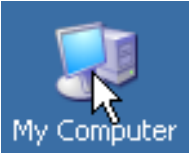
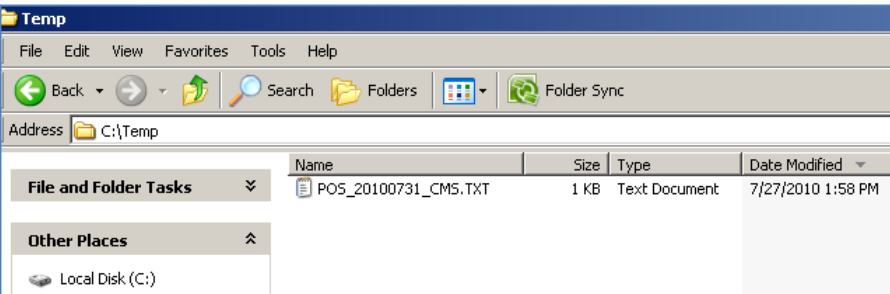


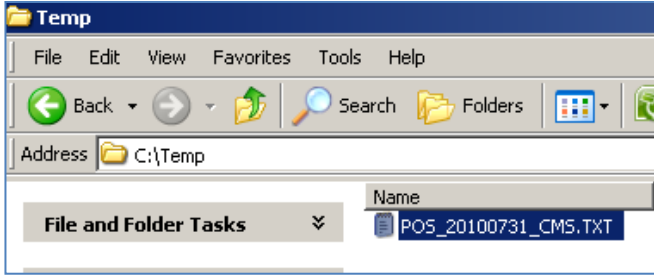
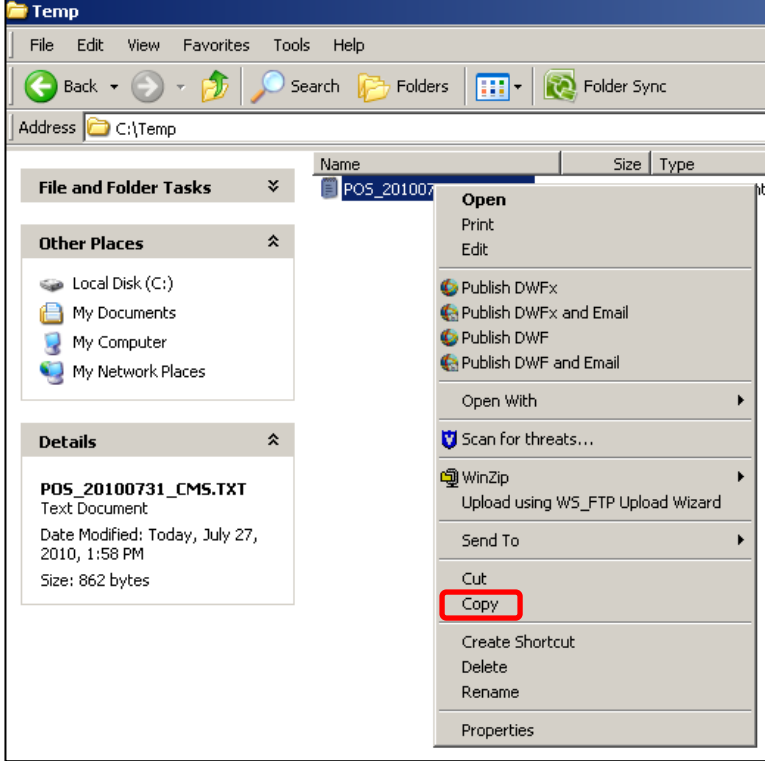

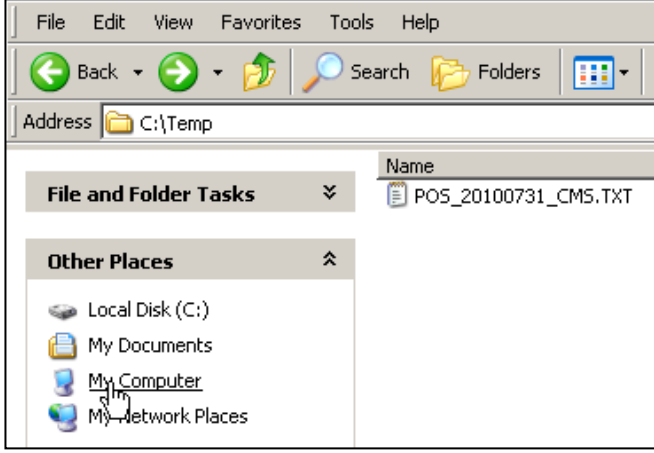
Step 10 (OPTIONAL)

To preview the file, click



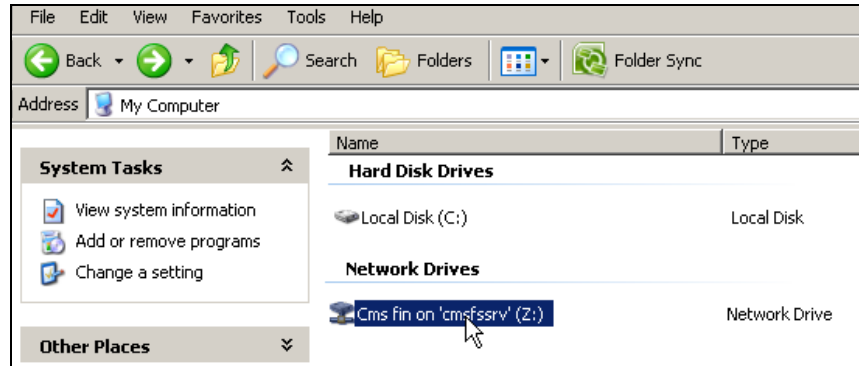
	A	B	C	D	E	F	G	H	J	K	L	
	 <p>CALIFORNIA STATE UNIVERSITY FULLERTON Division of Administration & Finance</p> <p>CFS - CSU Chargebacks Upload Template</p> <p>Write File View File</p> <p>INSTRUCTIONS: 1 (1) Complete data entry page; (2) Click "Write File"; and (3) File is saved in C:\Temp folder</p>											
1	Service Provider ID (3)	Billing Date	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Amount (10)	Purchase Order (20)	Reference 1 (30)	Reference 2 (30)
2												
3	POS	07/31/2010	660001	THEFD	11249				7.12		Communications	
4	POS	07/31/2010	660001	THEFD	10360				1.88		Research Initiatives	
5	POS	07/31/2010	660001	TAD01	10326				38.28		EE Dean Instruction	
6	POS	07/31/2010	660001	THEFD	10323		20279		8.00		Science Education	
7												
8												
9												
10												

<p>Step 11 (OPTIONAL)</p> <p>File is displayed in Notepad.</p> <p>Click  to close Notepad.</p>	
<p>Step 12</p> <p>Do not close the Excel template until after Step 21 is done. You might need to go back to the template to correct errors.</p> <p>Step 22 is the conversion of CMS to CFS with NO ERROR.</p>	
<p>FILE FTP</p>	
<p>Step 13</p> <p>Go to My Computer.</p>	
<p>Step 14</p> <p>Go to C:\Temp.</p>	


<p>Step 15</p> <p>Left click on the file name.</p>	
<p>Step 16</p> <p>Right click then select Copy.</p>	
<p>Step 17</p> <p>Click  My Computer to go to the Z drive.</p>	

Step 18

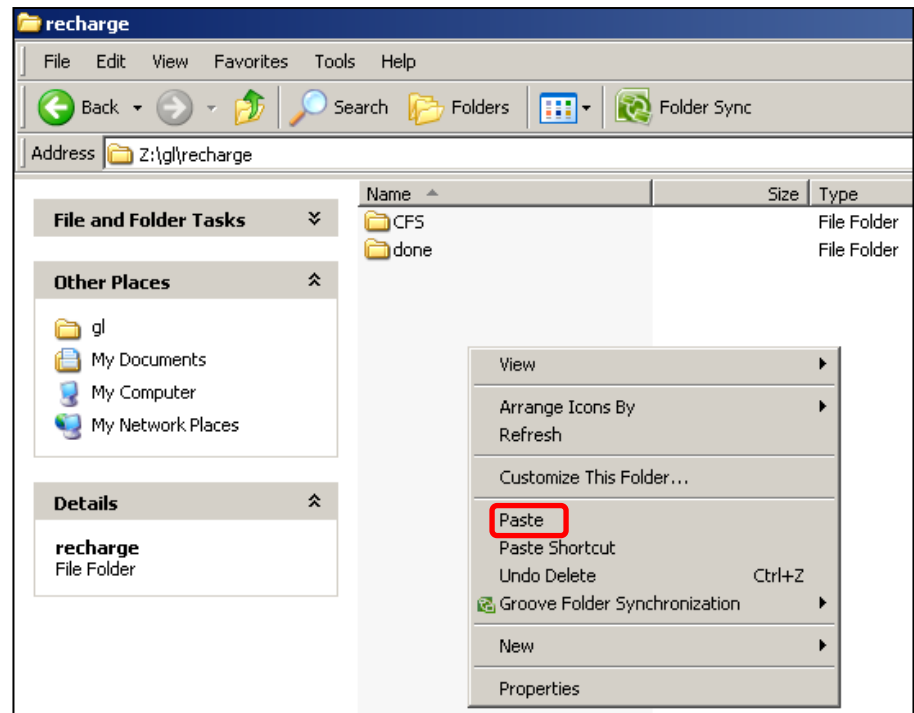
Click the **Z** drive.



Step 19

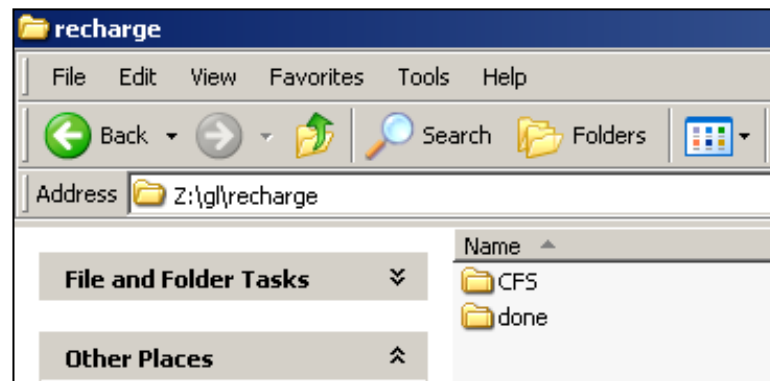
Click  then .

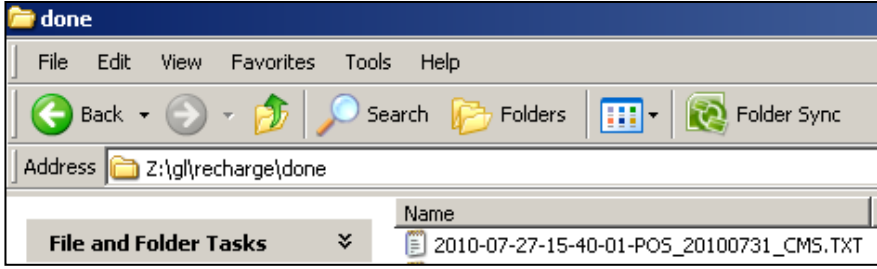
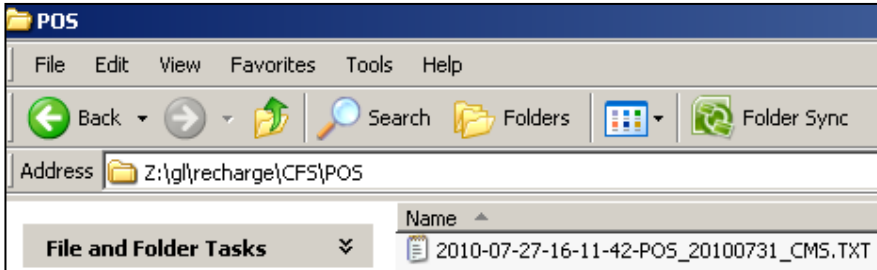

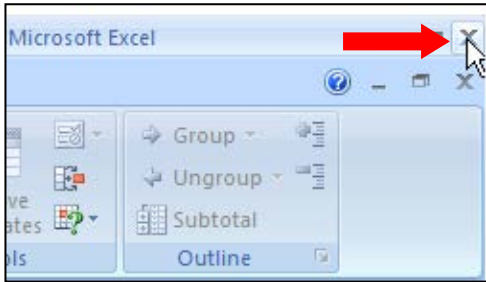
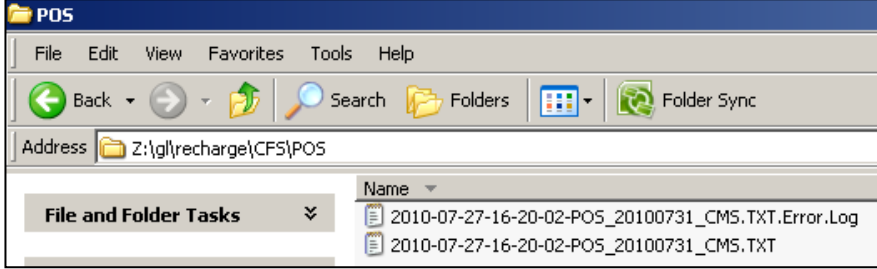
Right click then select .

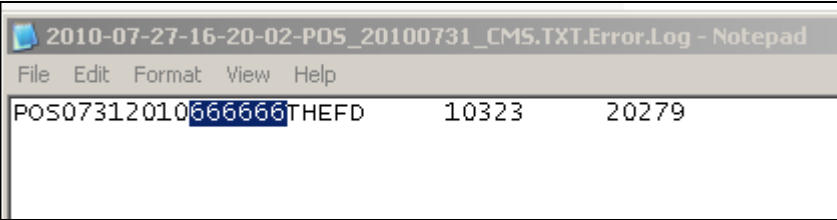


Step 20

Wait for the file to disappear.



<p>Step 21</p> <p>CMS file that was created in Step 10 is moved to the done folder.</p>	
<p>CMS TO CFS CONVERSION (NO ERROR)</p>	
<p>Step 22</p> <p>New CFS file using speedcharts is created and saved in the CFS folder.</p> <p>If the file has no error, only 1 file is created. This file will be loaded into CFS.</p>	
<p>Step 23</p> <p>Go back to the Excel template (click Alt-Tab) and click  to close the Excel template.</p>	
<p>CMS TO CFS CONVERSION (WITH ERROR)</p>	
<p>Step 24</p> <p>If the file has an error, 2 files are created:</p> <ul style="list-style-type: none"> - Error.Log - CFS file 	

<p>Step 25</p> <p>Open the Error.Log to review the error.</p> <p>An error means that a chartfield string does not match to a speedchart.</p>																																																																																					
<p>Step 25a</p> <p>In the example above, account 666666 is not valid.</p> <p>Go back to the Excel template and change the invalid chartfield.</p>	<p>BEFORE CORRECTION:</p> <table border="1" data-bbox="558 613 1390 898"> <thead> <tr> <th>Service Provider ID (3)</th> <th>Billing Date</th> <th>Account (6)</th> <th>Fund (5)</th> <th>Dept (5)</th> <th>Program (4)</th> <th>Class (5)</th> </tr> </thead> <tbody> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>11249</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>10360</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>TAD01</td> <td>10326</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>10323</td> <td></td> <td>20279</td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>666666</td> <td>THEFD</td> <td>10323</td> <td></td> <td>20279</td> </tr> </tbody> </table> <p>AFTER CORRECTION:</p> <table border="1" data-bbox="558 970 1390 1255"> <thead> <tr> <th>Service Provider ID (3)</th> <th>Billing Date</th> <th>Account (6)</th> <th>Fund (5)</th> <th>Dept (5)</th> <th>Program (4)</th> <th>Class (5)</th> </tr> </thead> <tbody> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>11249</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>10360</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>TAD01</td> <td>10326</td> <td></td> <td></td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>10323</td> <td></td> <td>20279</td> </tr> <tr> <td>POS</td> <td>07/31/2010</td> <td>660001</td> <td>THEFD</td> <td>10323</td> <td></td> <td>20279</td> </tr> </tbody> </table>	Service Provider ID (3)	Billing Date	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	POS	07/31/2010	660001	THEFD	11249			POS	07/31/2010	660001	THEFD	10360			POS	07/31/2010	660001	TAD01	10326			POS	07/31/2010	660001	THEFD	10323		20279	POS	07/31/2010	666666	THEFD	10323		20279	Service Provider ID (3)	Billing Date	Account (6)	Fund (5)	Dept (5)	Program (4)	Class (5)	POS	07/31/2010	660001	THEFD	11249			POS	07/31/2010	660001	THEFD	10360			POS	07/31/2010	660001	TAD01	10326			POS	07/31/2010	660001	THEFD	10323		20279	POS	07/31/2010	660001	THEFD	10323		20279
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<p>Step 25b</p> <p>If the chartfield combination is valid but got an error, determine if a new speedchart needs to be created.</p> <p>To request a new speedchart, send an email to DL-ASFR@fullerton.edu.</p> <p>Continue once the speedchart is created.</p>																																																																																					

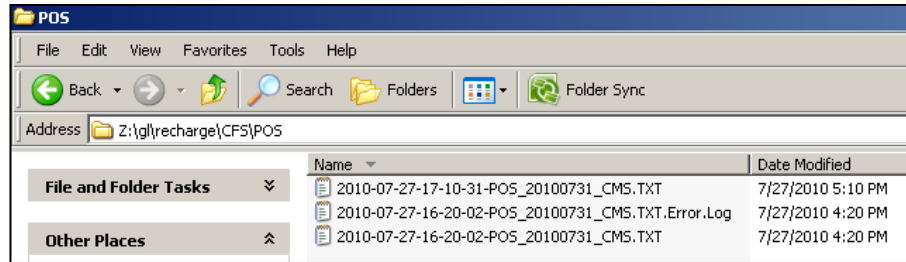
Step 26

Repeat Steps 10 to 21 until all errors are corrected.

IMPORTANT:

There are now 3 files in the **CFS folder**. Sort the file by **Date Modified**. The newest date stamp must not have an **Error.Log**.

AFTER CORRECTING THE ERROR:




USE FILE WITH LATEST DATE STAMP (RESULT OF STEP 27a):

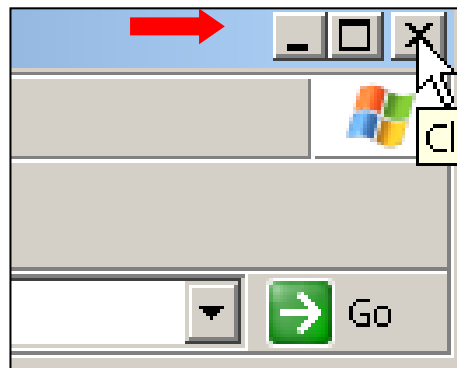
Name	Date Modified
2010-07-27-17-10-31-POS_20100731_CMS.TXT	7/27/2010 5:10 PM

IGNORE FILES WITH OLDER DATE STAMP (RESULT OF STEP 26):

Name	Date Modified
2010-07-27-16-20-02-POS_20100731_CMS.TXT	7/27/2010 4:20 PM
2010-07-27-16-20-02-POS_20100731_CMS.TXT.Error.Log	7/27/2010 4:20 PM

Step 27

Click  to close the Z drive.



CFS CHARGEBACK CREATION PROCESS

Step 28

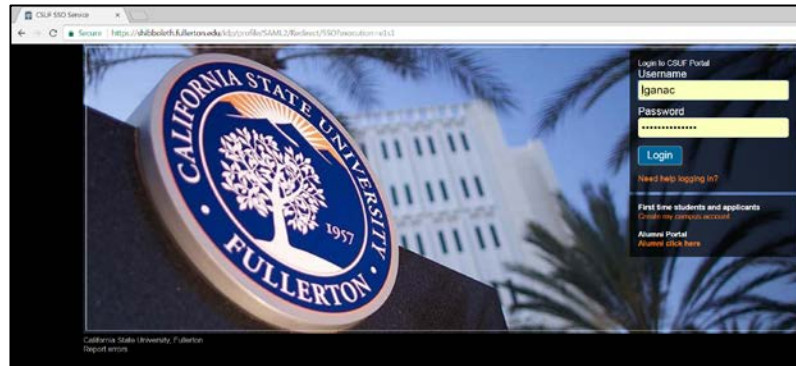
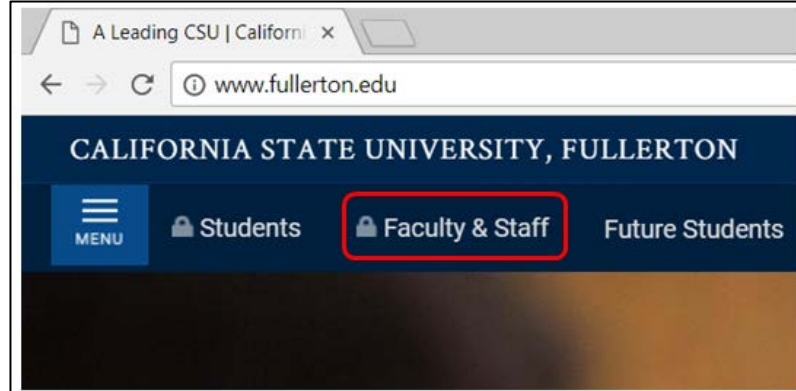
Login to the **Portal**.

<http://www.fullerton.edu/>

Click  **Faculty & Staff**.

Enter **Username** and **Password**.

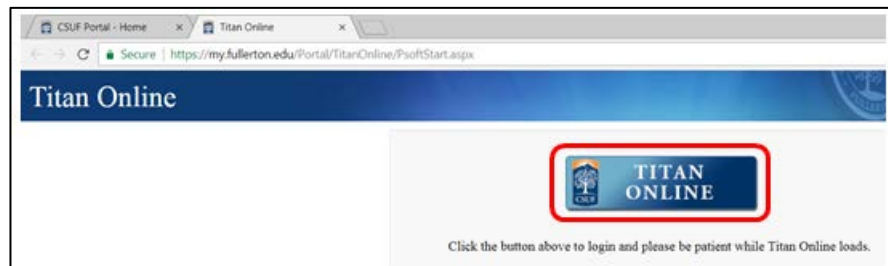
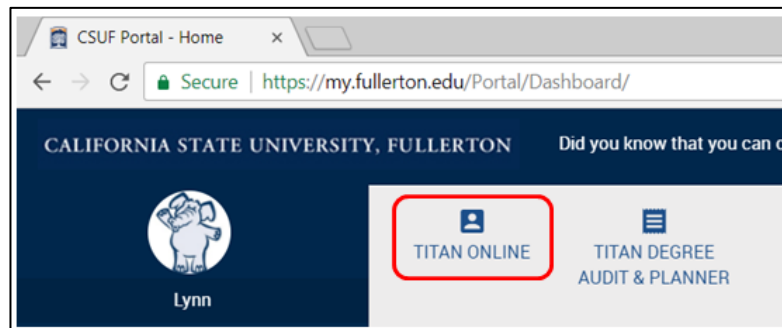
Click .


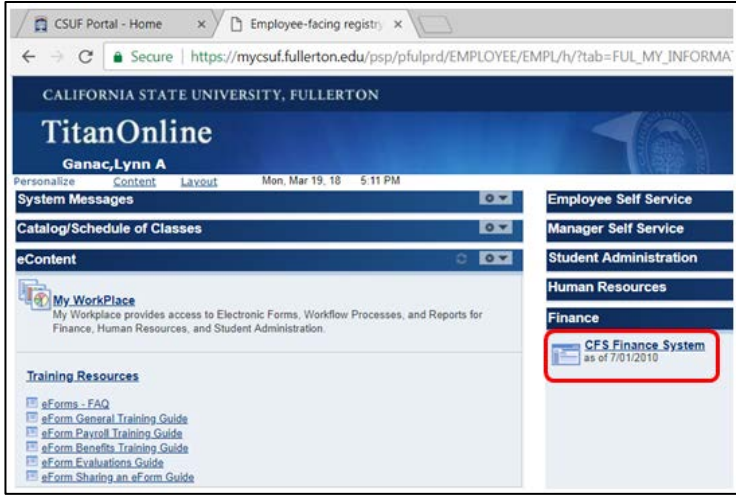
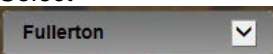

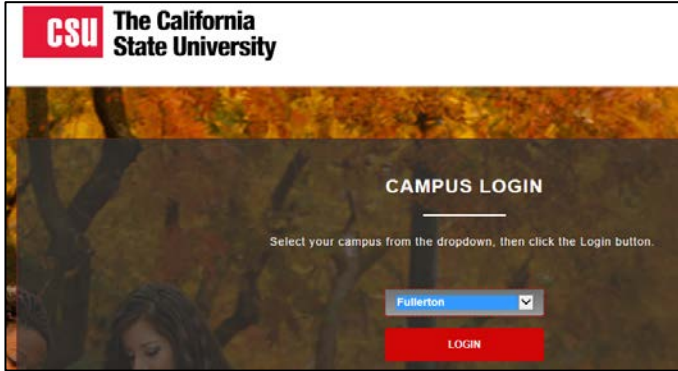


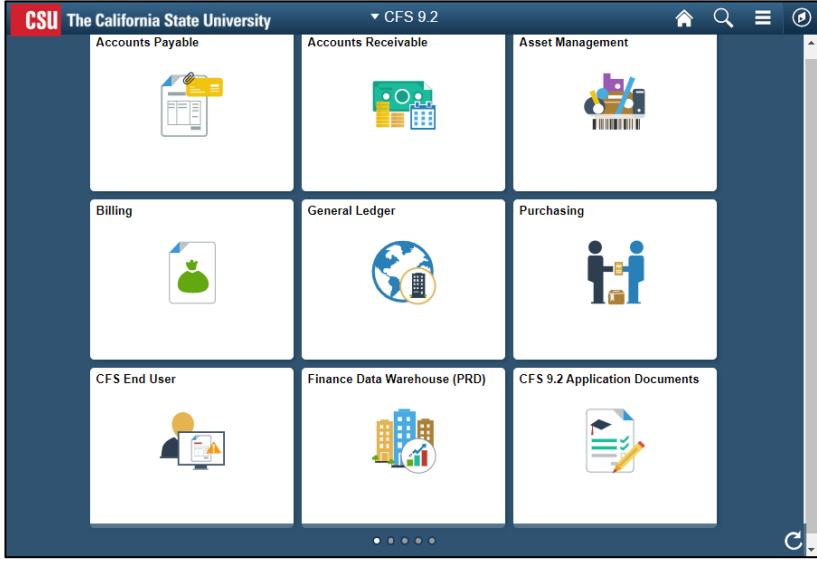


Step 29

Click  **TITAN ONLINE**.

Click .



<p>Step 30</p> <p>Click</p>  <p>CFS Finance System as of 7/1/2010</p>	
<p>Step 31</p> <p>Select</p>  <p>Fullerton</p> <p>campus.</p> <p>Click</p> 	
<p>Step 32</p> <p>CFS 9.2 Homepage is displayed.</p> <p>Click NavBar  to display Navigation Bar.</p> <p>Note: Instead of going to NavBar , Navigation Tiles can be added to CFS Homepage. Click here to add navigation Tiles.</p>	

Step 33

NavBar is displayed.



Note: Classic Home has been phased out.



Step 34

From NavBar, click  Navigator.

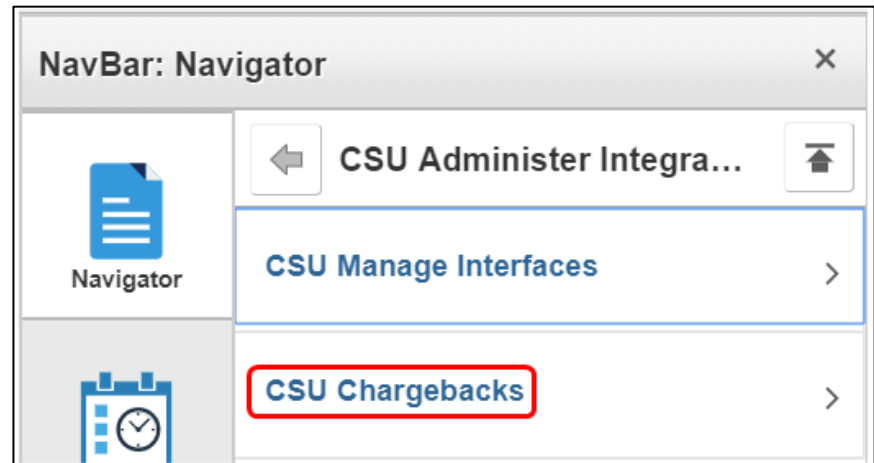
Select


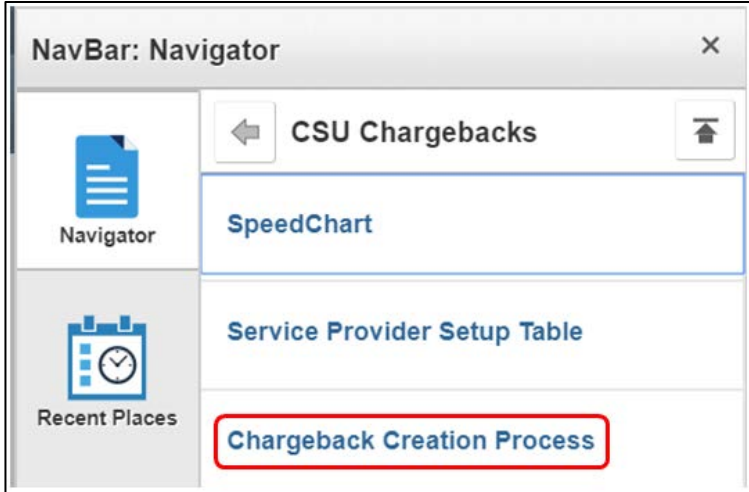
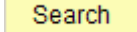
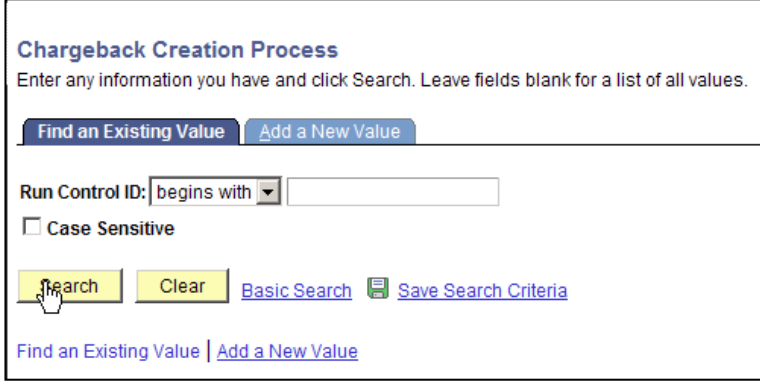
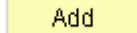
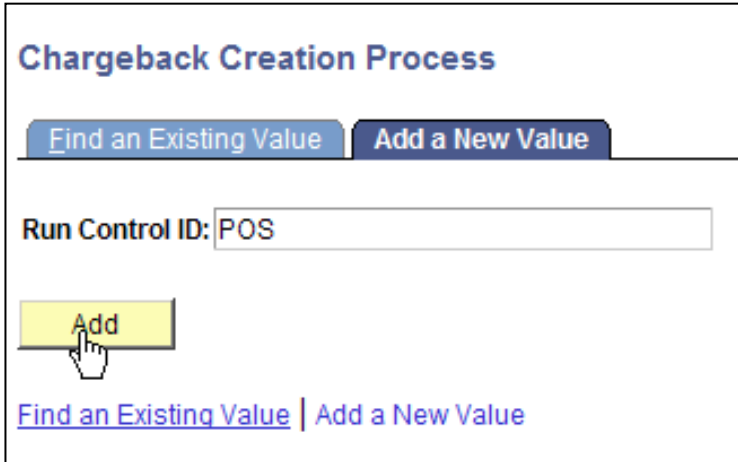
CSU Administer Integration


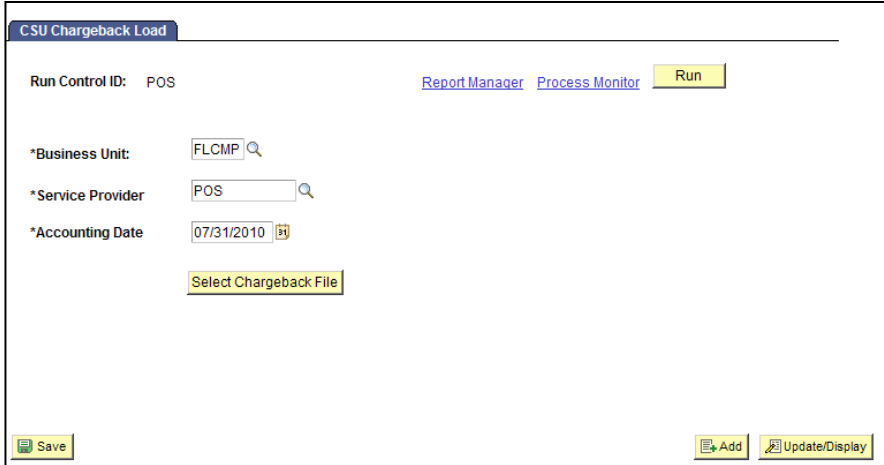
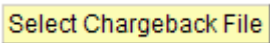
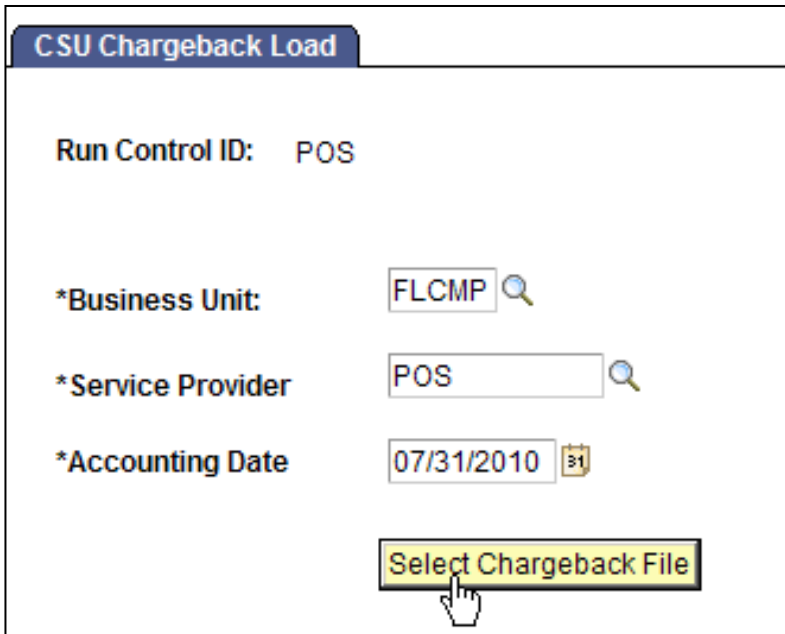
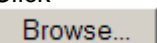
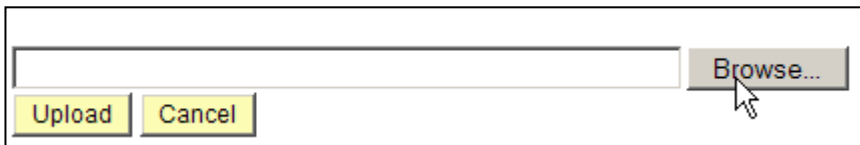


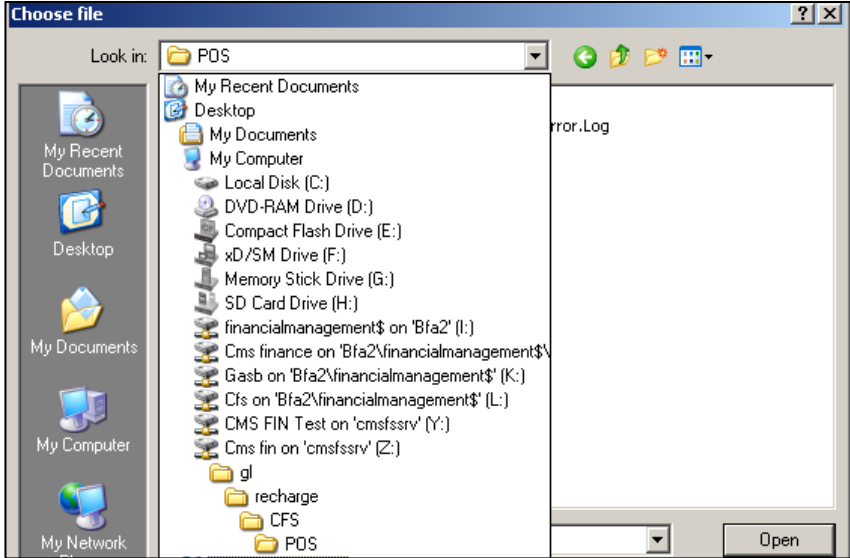
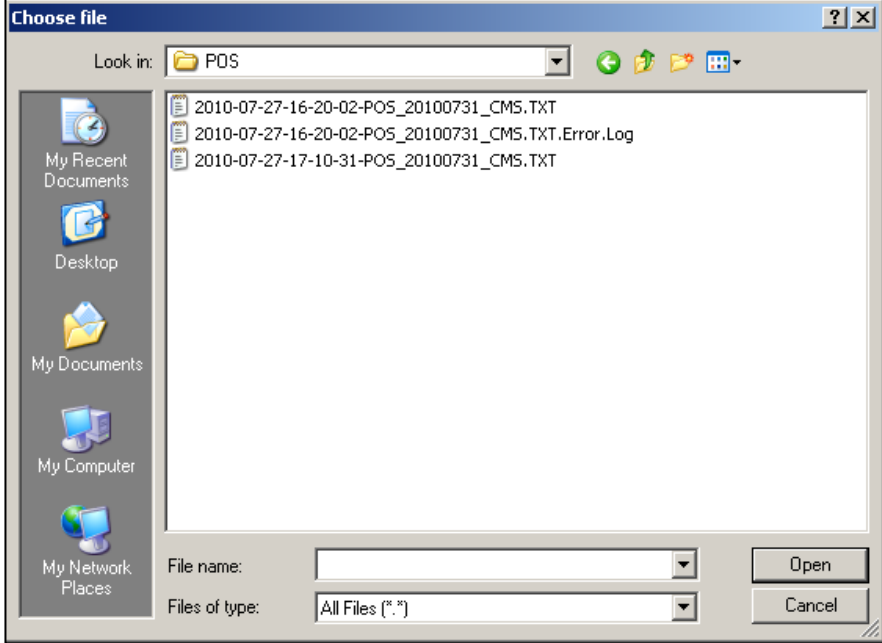


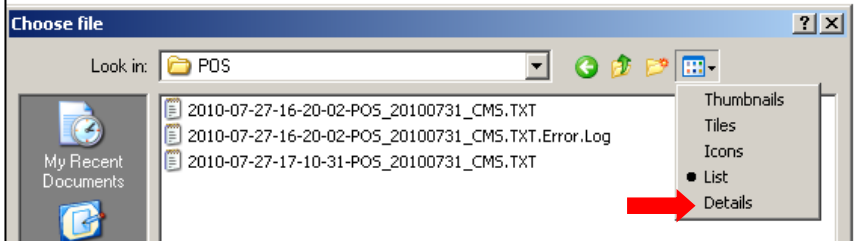
Step 35

Click **CSU Chargebacks**.



<p>Step 36</p> <p>Click </p>	
<p>Step 37</p> <p>Click  to find an existing Run Control ID or click Add a New Value (go to step 38) to create a new Run Control ID.</p>	
<p>Step 38</p> <p>Use the following conventions when naming your Run Control IDs:</p> <ul style="list-style-type: none"> • May be up to 30 characters. • Do not use spaces. Use an underscore instead of a space. • Avoid special characters. <p>Click </p> <p>IMPORTANT: Create a separate Run Control ID for each of the Service Providers that you are in charge of.</p>	

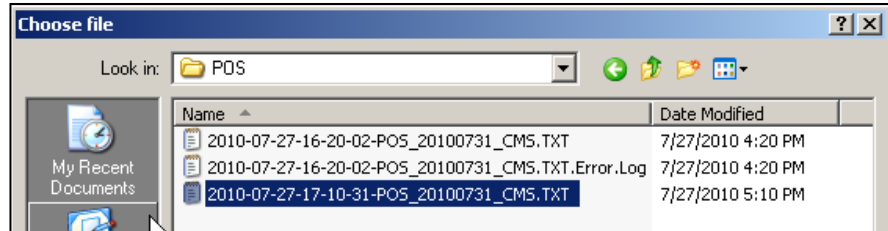
<p>Step 39</p> <p>On the CSU Chargeback Load page, perform the following:</p> <ul style="list-style-type: none"> - Accept Business Unit = FLCMP - Enter Service Provider or click  to select from the Look Up page - Enter Accounting Date (use last day of the month being billed) 	 <p>The screenshot shows the 'CSU Chargeback Load' page. At the top, there is a 'Run Control ID: POS' and a 'Run' button. Below this are three input fields: '*Business Unit' with 'FLCMP' and a magnifying glass icon, '*Service Provider' with 'POS' and a magnifying glass icon, and '*Accounting Date' with '07/31/2010' and a calendar icon. A yellow 'Select Chargeback File' button is positioned below these fields. At the bottom of the page, there are three buttons: 'Save', 'Add', and 'Update/Display'.</p>
<p>Step 40</p> <p>Click .</p>	 <p>This screenshot is similar to the previous one, but a mouse cursor is pointing at the yellow 'Select Chargeback File' button, indicating the next step in the process.</p>
<p>Step 41</p> <p>Click .</p>	 <p>The screenshot shows a file upload dialog box. It features a text input field, a 'Browse...' button with a mouse cursor over it, and two buttons at the bottom: 'Upload' and 'Cancel'.</p>

<p>Step 42</p> <p>Go to Z:\gl\recharge\CFS\ Service Provider folder (in this example = POS).</p>	
<p>Step 43</p> <p>All files in the selected folder are displayed.</p> <p>IMPORTANT: Make sure to select the correct file (see date and time stamp)</p>	
<p>Step 44</p> <p>To display the file properties, click  then select .</p>	

Step 45

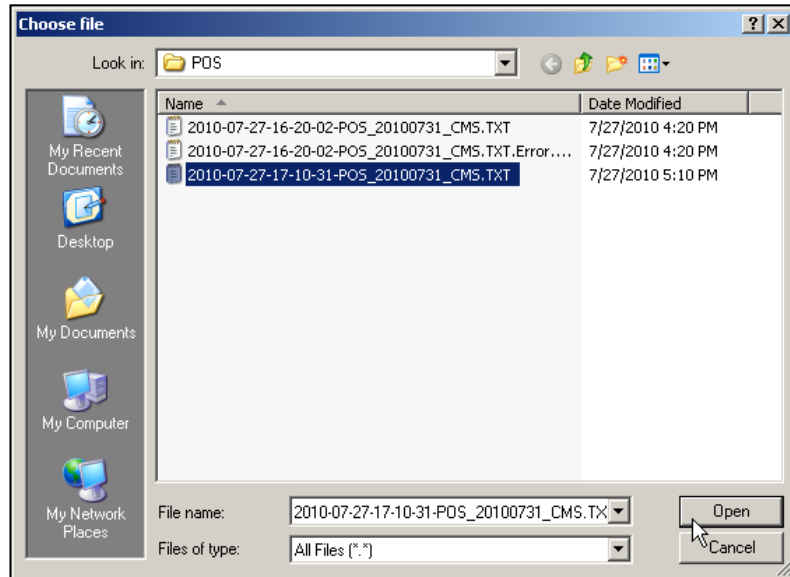
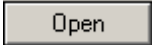
Select correct file (see Step 28).

IMPORTANT:
NEVER load **Error.Log** file.



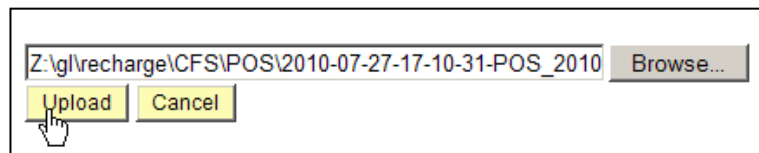
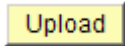
Step 46

Click



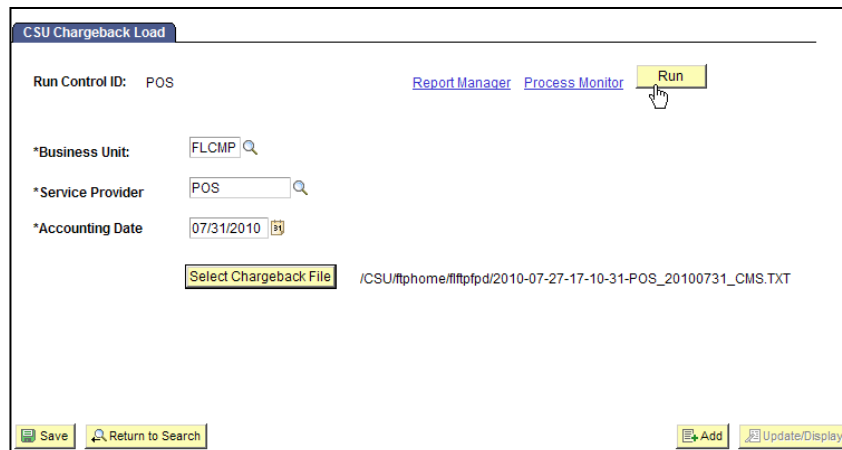
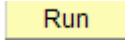
Step 47

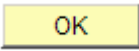
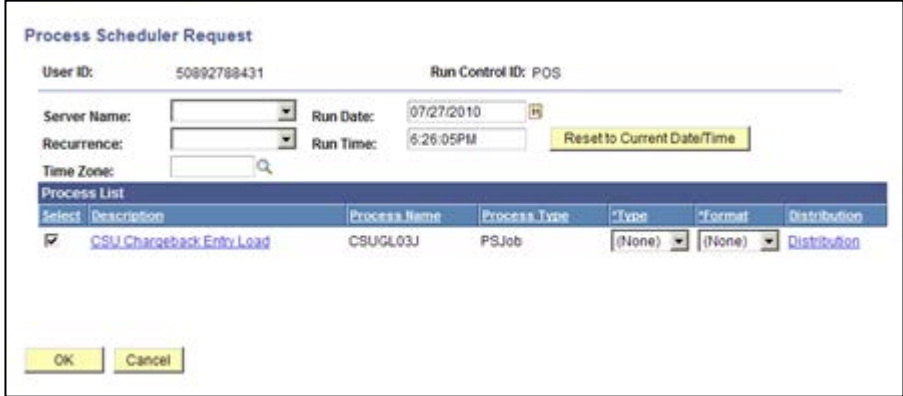
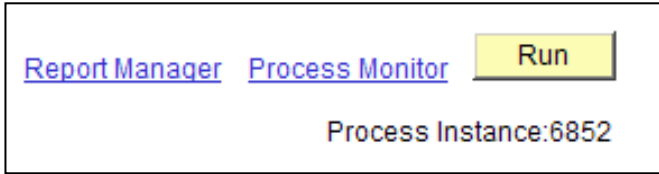
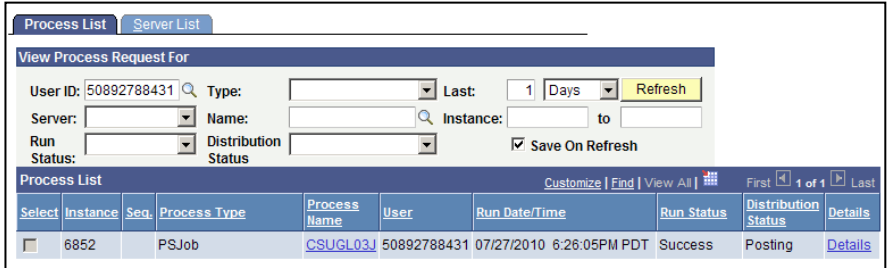
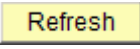
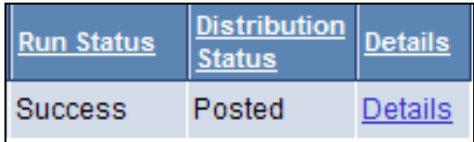
Click

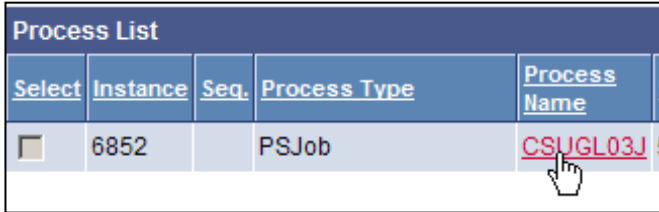
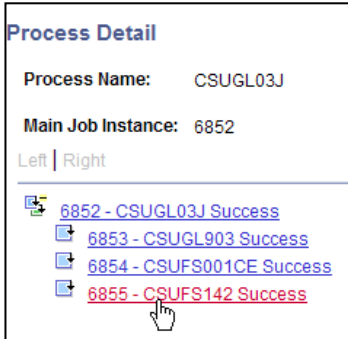

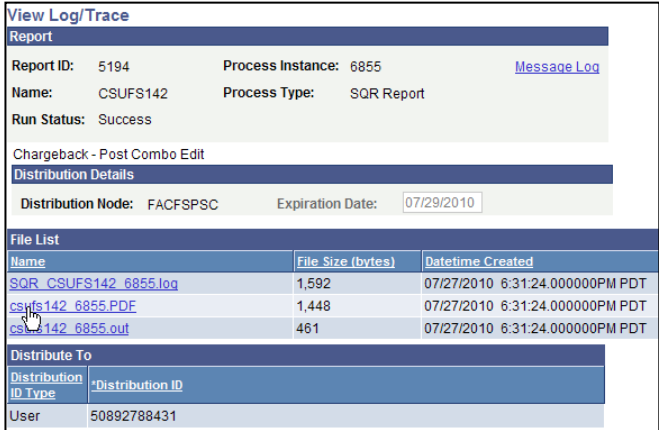


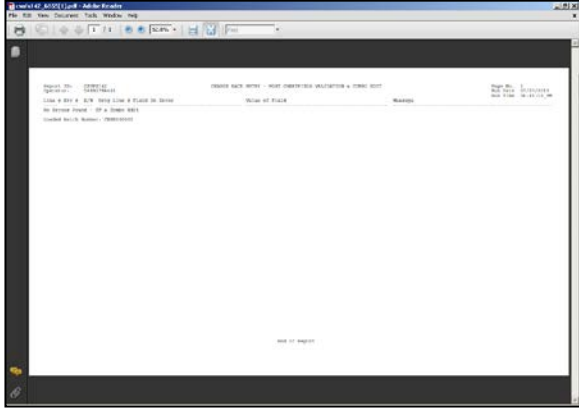

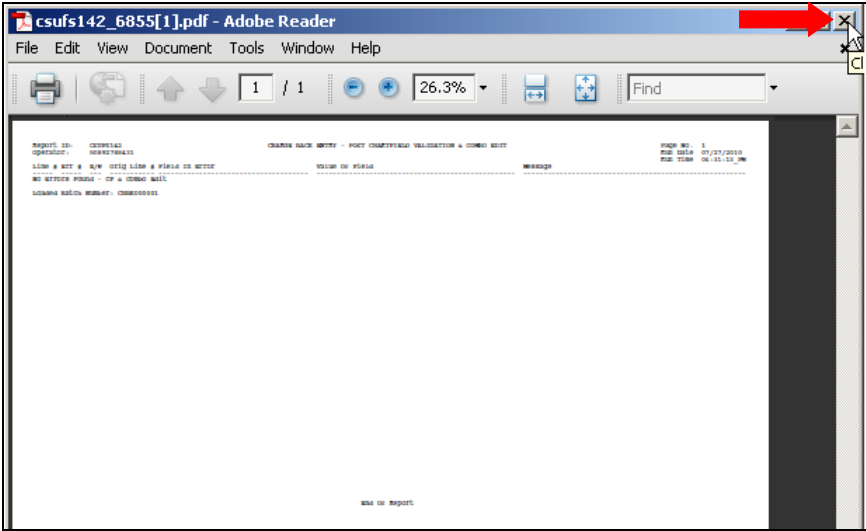
Step 48

Click



<p>Step 49</p> <p>Click</p> <p></p>	 <p>The dialog box is titled "Process Scheduler Request". It contains fields for "User ID" (50892788431) and "Run Control ID" (POS). There are dropdown menus for "Server Name" and "Recurrence", and input fields for "Run Date" (07/27/2010) and "Run Time" (6:26:05PM). A "Reset to Current Date/Time" button is present. Below these fields is a "Process List" table with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. One row is selected with a checkmark: CSU Chargeback Entry Load, CSUGL03J, PSJob, (None), (None), Distribution. At the bottom are "OK" and "Cancel" buttons.</p>						
<p>Step 50</p> <p>Process Instance number is displayed. A Process Instance number is a confirmation that the process has been generated and is processing.</p> <p>Click</p> <p>Process Monitor</p>	 <p>The window shows two blue links: "Report Manager" and "Process Monitor". To the right is a yellow "Run" button. Below the links, the text "Process Instance:6852" is displayed.</p>						
<p>Step 51</p> <p>A new window opens. Select the newest Instance listed in the Process List.</p>	 <p>The window has tabs for "Process List" and "Server List". It contains a "View Process Request For" section with search filters for "User ID" (50892788431), "Type", "Last" (1 Days), "Server", "Name", "Instance" (to), "Run Status", and "Distribution Status". A "Refresh" button and "Save On Refresh" checkbox are also present. Below is a "Process List" table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. One row is selected: 6852, PSJob, CSUGL03J, 50892788431, 07/27/2010 6:26:05PM PDT, Success, Posting, Details.</p>						
<p>Step 52</p> <p>Click  until Run Status = Success and Distribution Status = Posted.</p>	 <p>A snippet of the "Process List" table showing the following data:</p> <table border="1"> <thead> <tr> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Run Status	Distribution Status	Details	Success	Posted	Details
Run Status	Distribution Status	Details					
Success	Posted	Details					

<p>Step 53</p> <p>Click Process Name CSUGL03J</p>	 <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>6852</td> <td></td> <td>PSJob</td> <td>CSUGL03J</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	<input type="checkbox"/>	6852		PSJob	CSUGL03J						
Select	Instance	Seq.	Process Type	Process Name													
<input type="checkbox"/>	6852		PSJob	CSUGL03J													
<p>Step 54</p> <p>Click CSUFS142 Success</p>	 <p>Process Detail</p> <p>Process Name: CSUGL03J Main Job Instance: 6852</p> <p>Left Right</p> <ul style="list-style-type: none"> 6852 - CSUGL03J Success 6853 - CSUGL903 Success 6854 - CSUFS001CE Success 6855 - CSUFS142 Success 																
<p>Step 55</p> <p>Click View Log/Trace</p>	 <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 07/27/2010 6:29:11PM PDT</td> <td>Parameters Transfer</td> </tr> <tr> <td>Run Anytime After: 07/27/2010 6:26:05PM PDT</td> <td>Message Log</td> </tr> <tr> <td>Began Process At: 07/27/2010 6:31:12PM PDT</td> <td>Batch Timings</td> </tr> <tr> <td>Ended Process At: 07/27/2010 6:31:24PM PDT</td> <td>View Log/Trace</td> </tr> </tbody> </table>	Date/Time	Actions	Request Created On: 07/27/2010 6:29:11PM PDT	Parameters Transfer	Run Anytime After: 07/27/2010 6:26:05PM PDT	Message Log	Began Process At: 07/27/2010 6:31:12PM PDT	Batch Timings	Ended Process At: 07/27/2010 6:31:24PM PDT	View Log/Trace						
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Ended Process At: 07/27/2010 6:31:24PM PDT	View Log/Trace																
<p>Step 56</p> <p>Click the PDF file.</p>	 <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 5194 Process Instance: 6855 Message Log</p> <p>Name: CSUFS142 Process Type: SQR Report</p> <p>Run Status: Success</p> <p>Chargeback - Post Combo Edit</p> <p>Distribution Details</p> <p>Distribution Node: FACFSPSC Expiration Date: 07/29/2010</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_CSUFS142_6855.log</td> <td>1,592</td> <td>07/27/2010 6:31:24.000000PM PDT</td> </tr> <tr> <td>csufs142_6855.PDF</td> <td>1,448</td> <td>07/27/2010 6:31:24.000000PM PDT</td> </tr> <tr> <td>csu142_6855.out</td> <td>461</td> <td>07/27/2010 6:31:24.000000PM PDT</td> </tr> </tbody> </table> <p>Distribute To</p> <table border="1"> <thead> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>50892788431</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_CSUFS142_6855.log	1,592	07/27/2010 6:31:24.000000PM PDT	csufs142_6855.PDF	1,448	07/27/2010 6:31:24.000000PM PDT	csu142_6855.out	461	07/27/2010 6:31:24.000000PM PDT	Distribution ID Type	*Distribution ID	User	50892788431
Name	File Size (bytes)	Datetime Created															
SQR_CSUFS142_6855.log	1,592	07/27/2010 6:31:24.000000PM PDT															
csufs142_6855.PDF	1,448	07/27/2010 6:31:24.000000PM PDT															
csu142_6855.out	461	07/27/2010 6:31:24.000000PM PDT															
Distribution ID Type	*Distribution ID																
User	50892788431																

<p>Step 57</p> <p>A new window for the report opens.</p>	
<p>Step 58</p> <p>You have the option to print the report or not.</p> <p>Jot down the Loaded Batch Number .</p>	<pre>Report ID: CSUFS142 Operator: 50892788431 Line # Err # E/W Orig Line # Field In Error ----- No Errors Found - CF & Combo Edit Loaded Batch Number: CHBK000001</pre>
<p>Step 59</p> <p>Click  to close the report.</p>	

Step 60

In the **View/Log Trace** page, click

Return

View Log/Trace

Report

Report ID: 5194 Process Instance: 6855 [Message Log](#)
 Name: CSUFS142 Process Type: SQR Report
 Run Status: Success

Chargeback - Post Combo Edit

Distribution Details

Distribution Node: FACFSPSC Expiration Date: 07/29/2010

File List

Name	File Size (bytes)	Datetime Created
SQR_CSUFS142_6855.log	1,592	07/27/2010 6:31:24.000000PM PDT
csufs142_6855.PDF	1,448	07/27/2010 6:31:24.000000PM PDT
csufs142_6855.out	461	07/27/2010 6:31:24.000000PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	50892788431

Return

Step 61

In the **Process Detail** page, click

OK

Process Detail

Process

Instance: 6855 Type: SQR Report
 Name: CSUFS142 Description: Chargeback - Post Combo Edit
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: POS Hold Request
 Location: Server Queue Request
 Server: PSUNIX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 07/27/2010 6:29:11PM PDT [Parameters](#) [Transfer](#)
 Run Anytime After: 07/27/2010 6:26:05PM PDT [Message Log](#)
 Began Process At: 07/27/2010 6:31:12PM PDT [Batch Timings](#)
 Ended Process At: 07/27/2010 6:31:24PM PDT [View Log/Trace](#)

OK Cancel

Step 62

In the **Process Detail** page, click

Return

Process Detail

Process Name: CSUGL03J

Main Job Instance: 6852

Left | Right

- [6852 - CSUGL03J Success](#)
- [6853 - CSUGL903 Success](#)
- [6854 - CSUFS001CE Success](#)
- [6855 - CSUFS142 Success](#)

Return

DATA VALIDATION

Step 63

At the top right corner of the screen, click



Click

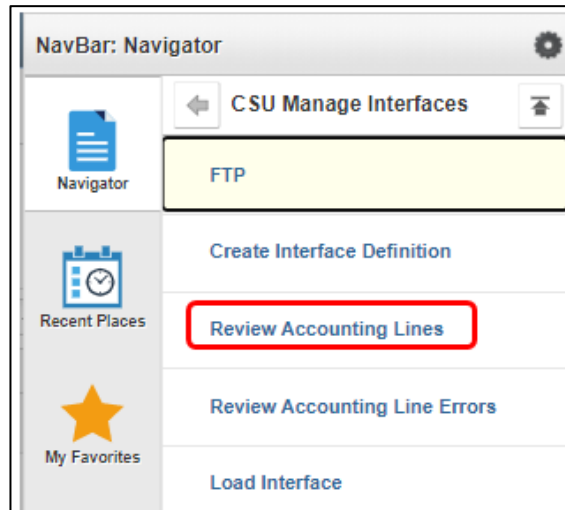
[CSU Manage Interfaces](#)



Step 64

Click

[Review Accounting Lines](#)



Step 65

Accounting Lines page is displayed.

Enter **CSU Batch Number** (Loaded Batch Number from Step 56) then click

[Search](#)

Accounting Lines
Enter any information you have and click Search. Leave fields blank for a list of all values.

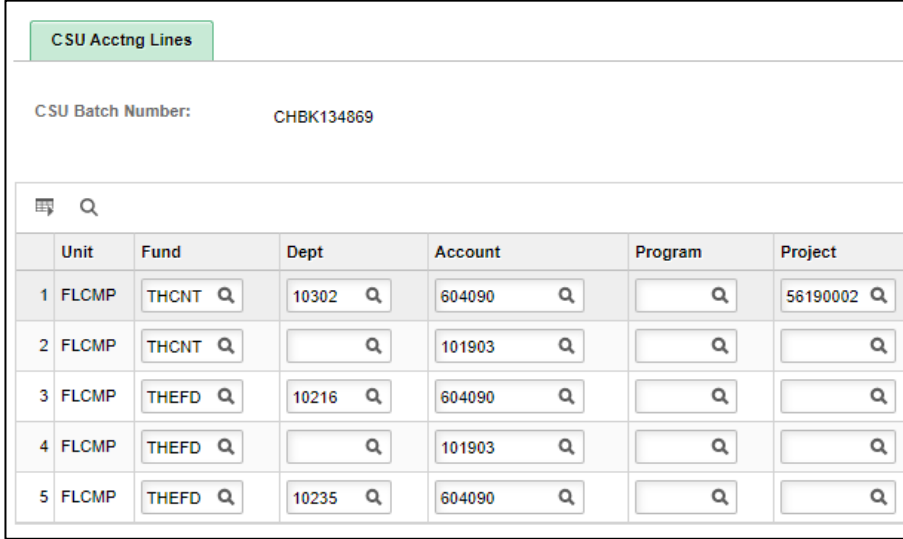

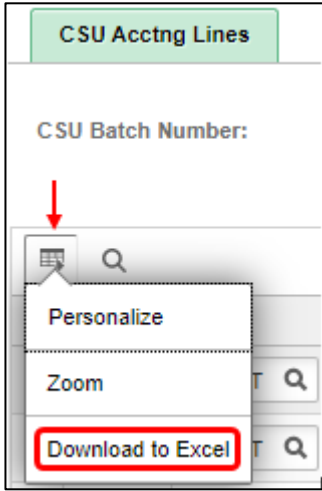
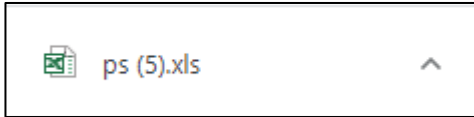
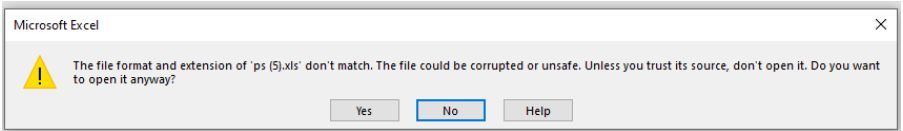
Find an Existing Value

Business Unit: [=] FLCMP

CSU Batch Number: begins with CHBK000001

Include History Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

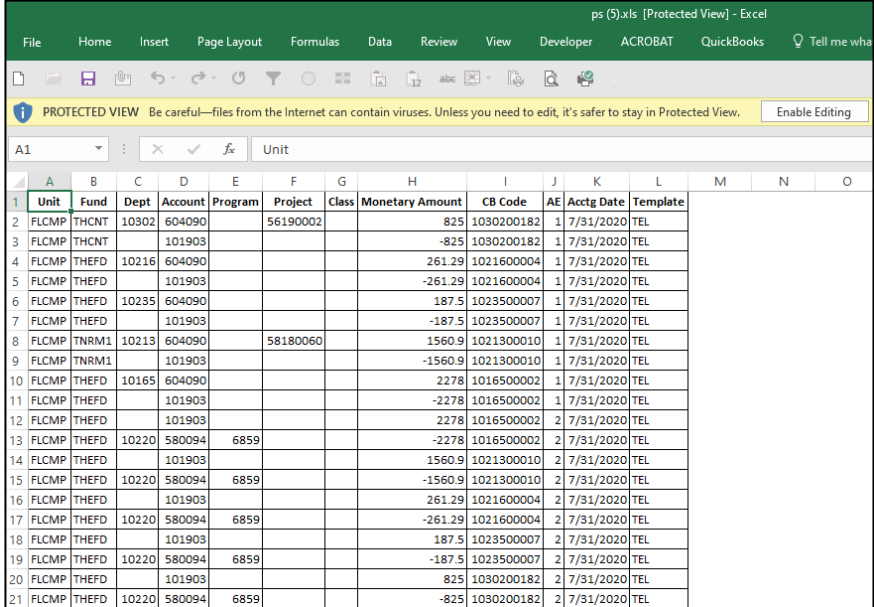
<p>Step 66</p> <p>CSU Acctng Lines page is displayed in display mode only.</p>	 <p>CSU Acctng Lines</p> <p>CSU Batch Number: CHBK134869</p> <table border="1"> <thead> <tr> <th></th> <th>Unit</th> <th>Fund</th> <th>Dept</th> <th>Account</th> <th>Program</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FLCMP</td> <td>THCNT</td> <td>10302</td> <td>604090</td> <td></td> <td>56190002</td> </tr> <tr> <td>2</td> <td>FLCMP</td> <td>THCNT</td> <td></td> <td>101903</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>FLCMP</td> <td>THEFD</td> <td>10216</td> <td>604090</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>FLCMP</td> <td>THEFD</td> <td></td> <td>101903</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>FLCMP</td> <td>THEFD</td> <td>10235</td> <td>604090</td> <td></td> <td></td> </tr> </tbody> </table>		Unit	Fund	Dept	Account	Program	Project	1	FLCMP	THCNT	10302	604090		56190002	2	FLCMP	THCNT		101903			3	FLCMP	THEFD	10216	604090			4	FLCMP	THEFD		101903			5	FLCMP	THEFD	10235	604090		
	Unit	Fund	Dept	Account	Program	Project																																					
1	FLCMP	THCNT	10302	604090		56190002																																					
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4	FLCMP	THEFD		101903																																							
5	FLCMP	THEFD	10235	604090																																							
<p>Step 67</p> <p>Click  and select Download to Excel.</p>	 <p>CSU Acctng Lines</p> <p>CSU Batch Number:</p> <p>Download to Excel</p>																																										
<p>Step 68</p> <p>Downloaded file appears at the bottom right of the screen. Click to open in Excel.</p>	 <p>ps (5).xls</p>																																										
<p>Step 69</p> <p>Click Yes.</p>	 <p>Microsoft Excel</p> <p>The file format and extension of 'ps (5).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?</p> <p>Yes No Help</p>																																										

Step 70

Excel file is opened in Protected View.

Click

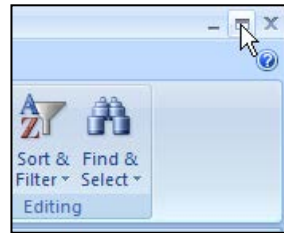
Enable Editing



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Unit	Fund	Dept	Account	Program	Project	Class	Monetary Amount	CB Code	AE	Acctg Date	Template			
2	FLCMP	THCNT	10302	604090		56190002		825	1030200182	1	7/31/2020	TEL			
3	FLCMP	THCNT		101903				-825	1030200182	1	7/31/2020	TEL			
4	FLCMP	THEFD	10216	604090				261.29	1021600004	1	7/31/2020	TEL			
5	FLCMP	THEFD		101903				-261.29	1021600004	1	7/31/2020	TEL			
6	FLCMP	THEFD	10235	604090				187.5	1023500007	1	7/31/2020	TEL			
7	FLCMP	THEFD		101903				-187.5	1023500007	1	7/31/2020	TEL			
8	FLCMP	TNRM1	10213	604090		58180060		1560.9	1021300010	1	7/31/2020	TEL			
9	FLCMP	TNRM1		101903				-1560.9	1021300010	1	7/31/2020	TEL			
10	FLCMP	THEFD	10165	604090				2278	1016500002	1	7/31/2020	TEL			
11	FLCMP	THEFD		101903				-2278	1016500002	1	7/31/2020	TEL			
12	FLCMP	THEFD		101903				2278	1016500002	2	7/31/2020	TEL			
13	FLCMP	THEFD	10220	580094	6859			-2278	1016500002	2	7/31/2020	TEL			
14	FLCMP	THEFD		101903				1560.9	1021300010	2	7/31/2020	TEL			
15	FLCMP	THEFD	10220	580094	6859			-1560.9	1021300010	2	7/31/2020	TEL			
16	FLCMP	THEFD		101903				261.29	1021600004	2	7/31/2020	TEL			
17	FLCMP	THEFD	10220	580094	6859			-261.29	1021600004	2	7/31/2020	TEL			
18	FLCMP	THEFD		101903				187.5	1023500007	2	7/31/2020	TEL			
19	FLCMP	THEFD	10220	580094	6859			-187.5	1023500007	2	7/31/2020	TEL			
20	FLCMP	THEFD		101903				825	1030200182	2	7/31/2020	TEL			
21	FLCMP	THEFD	10220	580094	6859			-825	1030200182	2	7/31/2020	TEL			

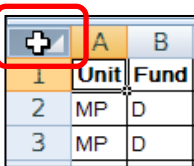
Step 71

Click  to **Maximize** the window.



Step 72

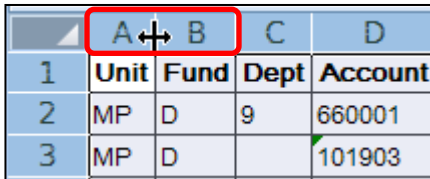
Place the cursor on the top right corner to highlight the entire worksheet.



	A	B
1	Unit	Fund
2	MP	D
3	MP	D

Step 73

Place the cursor between column A and B then left double-click to auto-fit the columns.



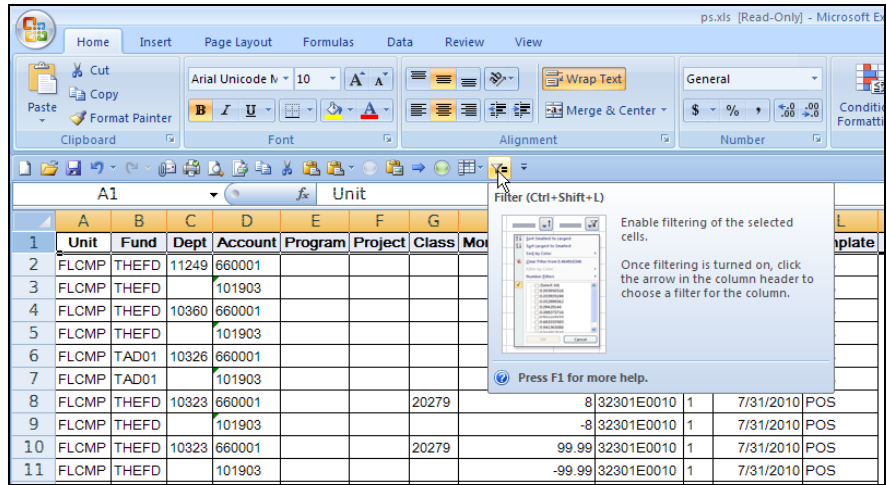
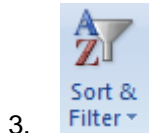
	A	B	C	D
1	Unit	Fund	Dept	Account
2	MP	D	9	660001
3	MP	D		101903

Step 74

Filter by **Account**.

Steps:

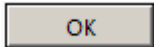
1. Highlight row 1



Step 75

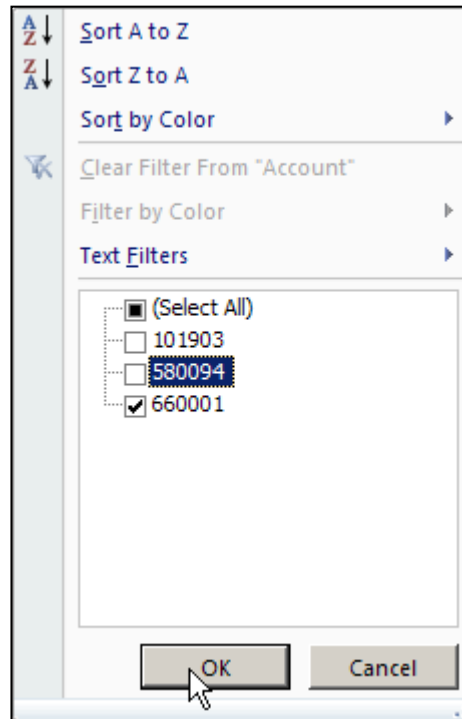
On the **Account** column, select only accounts that start with "6".

Click



NOTE:


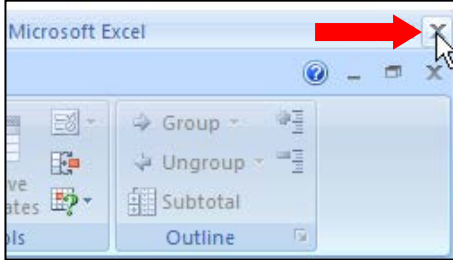
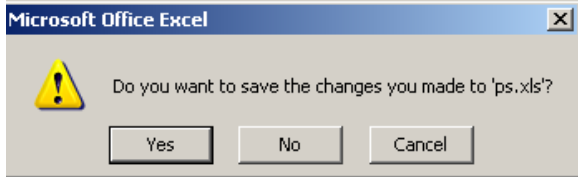
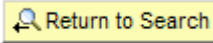
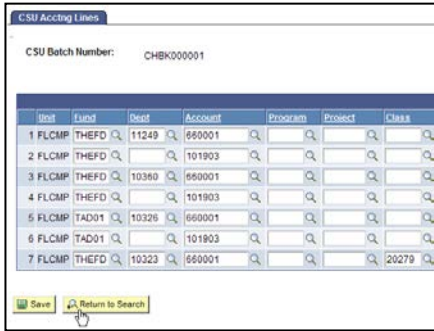
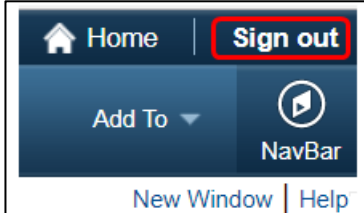
101903 = Cash
580094 = Revenue
6xxxxx = billed to other departments


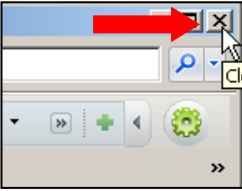
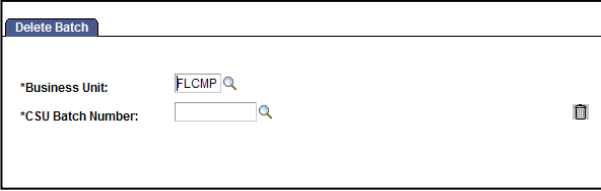


Step 76

Only accounts that start with "6" are displayed.

	A	B	C	D	E	F	G	H	I	J	K	L
	Unit	Fund	Dept	Account	Program	Project	Class	Monetary Amount	CB Code	Acctg Date	Template	
2	FLCMP	THEFD	11249	660001				7.12	A4901E0000	1	7/31/2010	POS
4	FLCMP	THEFD	10360	660001				1.88	36001E0000	1	7/31/2010	POS
6	FLCMP	TAD01	10326	660001				38.28	32623E0000	1	7/31/2010	POS
8	FLCMP	THEFD	10323	660001			20279		8	32301E0010	1	7/31/2010 POS
10	FLCMP	THEFD	10323	660001			20279		99.99	32301E0010	1	7/31/2010 POS

<p>Step 77</p> <p>Put a formula on Monetary Amount.</p> <p>Total Monetary Amount should tie to the total chargeback transactions for the month.</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> <th>I</th> <th>J</th> <th>K</th> <th>L</th> </tr> <tr> <th></th> <th>Unit</th> <th>Fund</th> <th>Dept</th> <th>Account</th> <th>Program</th> <th>Project</th> <th>Class</th> <th>Monetary Amount</th> <th>CB Code</th> <th>AF</th> <th>Acctg Date</th> <th>Template</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FLCMP</td> <td>THEFD</td> <td>11249</td> <td>660001</td> <td></td> <td></td> <td></td> <td>7.12</td> <td>A4901E0000</td> <td>1</td> <td>7/31/2010</td> <td>POS</td> </tr> <tr> <td>4</td> <td>FLCMP</td> <td>THEFD</td> <td>10360</td> <td>660001</td> <td></td> <td></td> <td></td> <td>1.88</td> <td>36001E0000</td> <td>1</td> <td>7/31/2010</td> <td>POS</td> </tr> <tr> <td>6</td> <td>FLCMP</td> <td>TAD01</td> <td>10326</td> <td>660001</td> <td></td> <td></td> <td></td> <td>38.28</td> <td>32623E0000</td> <td>1</td> <td>7/31/2010</td> <td>POS</td> </tr> <tr> <td>8</td> <td>FLCMP</td> <td>THEFD</td> <td>10323</td> <td>660001</td> <td></td> <td></td> <td>20279</td> <td>8.00</td> <td>32301E0010</td> <td>1</td> <td>7/31/2010</td> <td>POS</td> </tr> <tr> <td>10</td> <td>FLCMP</td> <td>THEFD</td> <td>10323</td> <td>660001</td> <td></td> <td></td> <td>20279</td> <td>99.99</td> <td>32301E0010</td> <td>1</td> <td>7/31/2010</td> <td>POS</td> </tr> <tr> <td>20</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>155.27</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	I	J	K	L		Unit	Fund	Dept	Account	Program	Project	Class	Monetary Amount	CB Code	AF	Acctg Date	Template	1	FLCMP	THEFD	11249	660001				7.12	A4901E0000	1	7/31/2010	POS	4	FLCMP	THEFD	10360	660001				1.88	36001E0000	1	7/31/2010	POS	6	FLCMP	TAD01	10326	660001				38.28	32623E0000	1	7/31/2010	POS	8	FLCMP	THEFD	10323	660001			20279	8.00	32301E0010	1	7/31/2010	POS	10	FLCMP	THEFD	10323	660001			20279	99.99	32301E0010	1	7/31/2010	POS	20													21								155.27				
	A	B	C	D	E	F	G	H	I	J	K	L																																																																																																										
	Unit	Fund	Dept	Account	Program	Project	Class	Monetary Amount	CB Code	AF	Acctg Date	Template																																																																																																										
1	FLCMP	THEFD	11249	660001				7.12	A4901E0000	1	7/31/2010	POS																																																																																																										
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<p>Step 78</p> <p>Click  to close Excel.</p>																																																																																																																						
<p>Step 79</p> <p>Save the file at your discretion.</p>																																																																																																																						
<p>SIGNING OUT</p>																																																																																																																						
<p>Step 80</p> <p>On the CSU Acctng Lines page, click .</p>																																																																																																																						
<p>Step 81</p> <p>Click Sign out to close the CFS Finance System.</p>																																																																																																																						

<p>Step 82</p> <p>Click Logout to logout of the CSU Portal.</p>	
<p>Step 83</p> <p>Click X to close the CSU Portal page.</p>	
<h2 style="text-align: center;">DELETE LOADED BATCH</h2>	
<p>Step 84</p> <p>To delete a loaded file, send an e-mail to DL-ASFR@fullerton.edu.</p>	<p>This functionality is for Accounting Services Use Only:</p> 
<h2 style="text-align: center;">ACCOUNTING SERVICES NOTIFICATION</h2>	
<p>Step 85</p> <p>After the batch has been successfully loaded and data has been verified, send an e-mail to DL-ASFR@fullerton.edu.</p>	
<h2 style="text-align: center;">QUESTIONS?</h2>	
<p>E-mail:</p> <p>Contacts:</p> <p>Website:</p>	<p>DL-ASFR@fullerton.edu</p> <p>https://adminfin.fullerton.edu/finance/asfr/contactus/</p> <p>https://adminfin.fullerton.edu/finance/asfr/services/Chargebacks.php</p>