College Financial System User Procedure

Title:
CFS Web Financials

Description:
The CFS Web Financials offer an alternate view of your budget balances as presented in the CFS Funds Available Inquiry. The Web Financials is actually a view that is created from CFS data; the information presented in a different way, but the detail and amounts are the same as those found in CFS. This CFS web form combines information from: CFS General Ledger; CFS Purchasing; and CFS Accounts Payable systems, so you can easily navigate to get the detail of specific balances presented.

Additionally, the Web Financials reporting tool also includes translation of the Legacy FRS system account values to CFS segment values.

College Financial System (CFS) Prerequisites:
- *You need to have a unique CFS Username and Password to access this information. For this, you should contact your Fiscal Agent.*
- *You also need an internet Browser, such as Netscape or Internet Explorer.*

There are several ways to access CFS Web Financials:

Menu Path
• Copy and paste the following url into your web browser http://cfs1.dist.maricopa.edu:8000/pls/htmldb/f?p=101
• From the Maricopa Community Colleges Home Page, select EMPLOYEES > BUSINESS SERVICES > CFS Web Financials
• From the District Office Home Page, select INFORMATION TECHNOLOGIES > Business & Financial Systems > College Financial Systems > Applications & Downloads > Web Financials

Window Name:

Maricopa District Office Homepage

There are several ways to access the CFS Web Financials.

Field Name	**Description/Action**
1. Web Financials Link	If you don't have Web Financials bookmarked, you can access it through the District Office homepage.

Window Name:

Login Screen

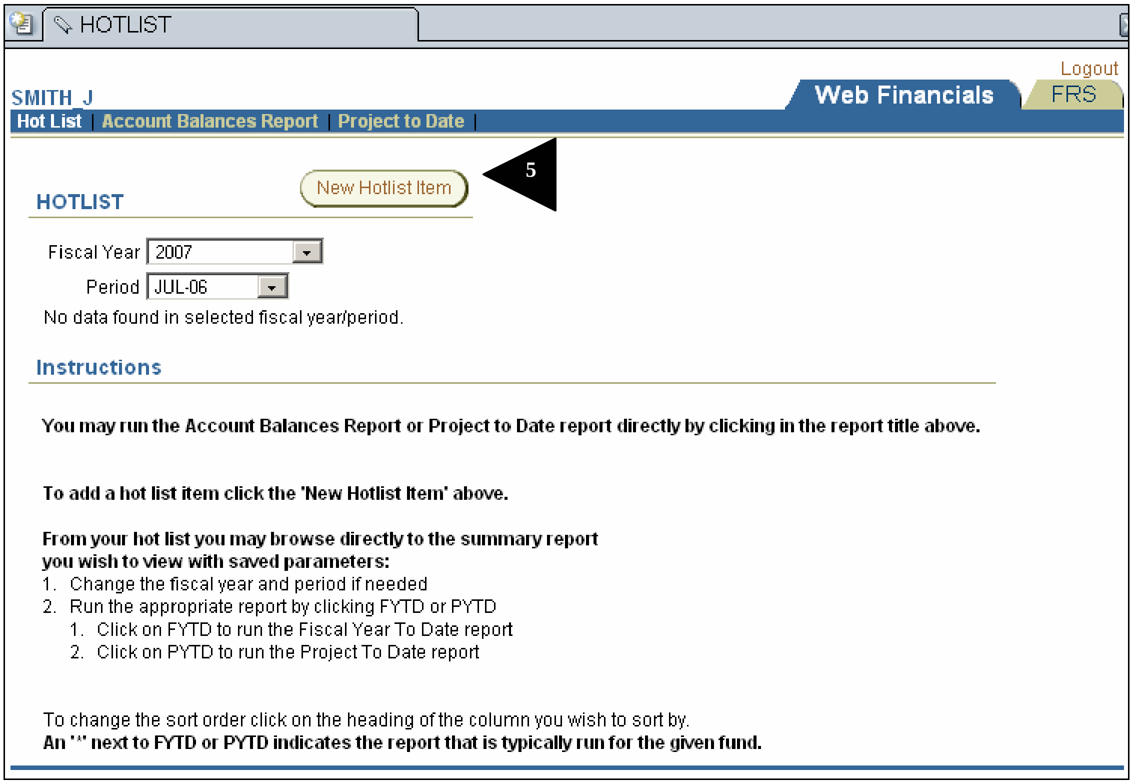
Field Name	Description/Action
2. User Name	Enter your CFS User Name.
3. Password	Enter your CFS Password

Note: You must get this user name and password from your college Fiscal Agent. It is the same user name and password used to access CFS.

4. Click the **Login** button**.**

Window Name:

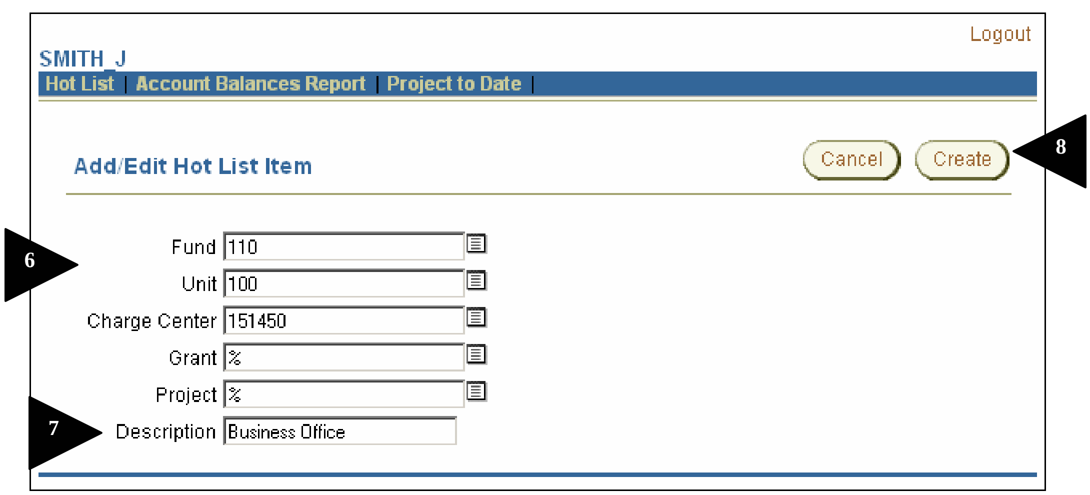
Web Financials - *Hot List*



The Hot List page is optional. You can run reports from the Hot List page or go directly to a summary report by clicking either the Account Balances Report or Project to Date tab at the top of the page. Following are instructions on how to create Hot List items from this page:

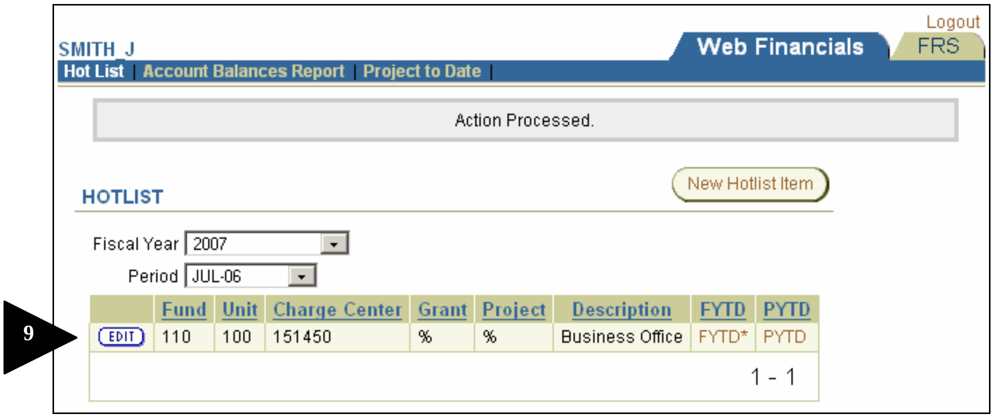
Field Name **Description/Action**

5. Click the **New Hotlist Item** button**.**



Field Name	**Description/Action**
6. Fund, Unit, Charge Center, Grant, Project	Enter any valid combination of values in the account segment fields. See section on **Search Feature** below
7. Description	Enter a description up to 25 characters in length

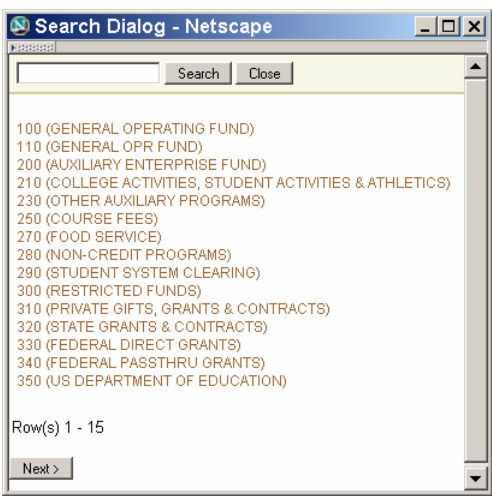
8. Click the **Create** button.



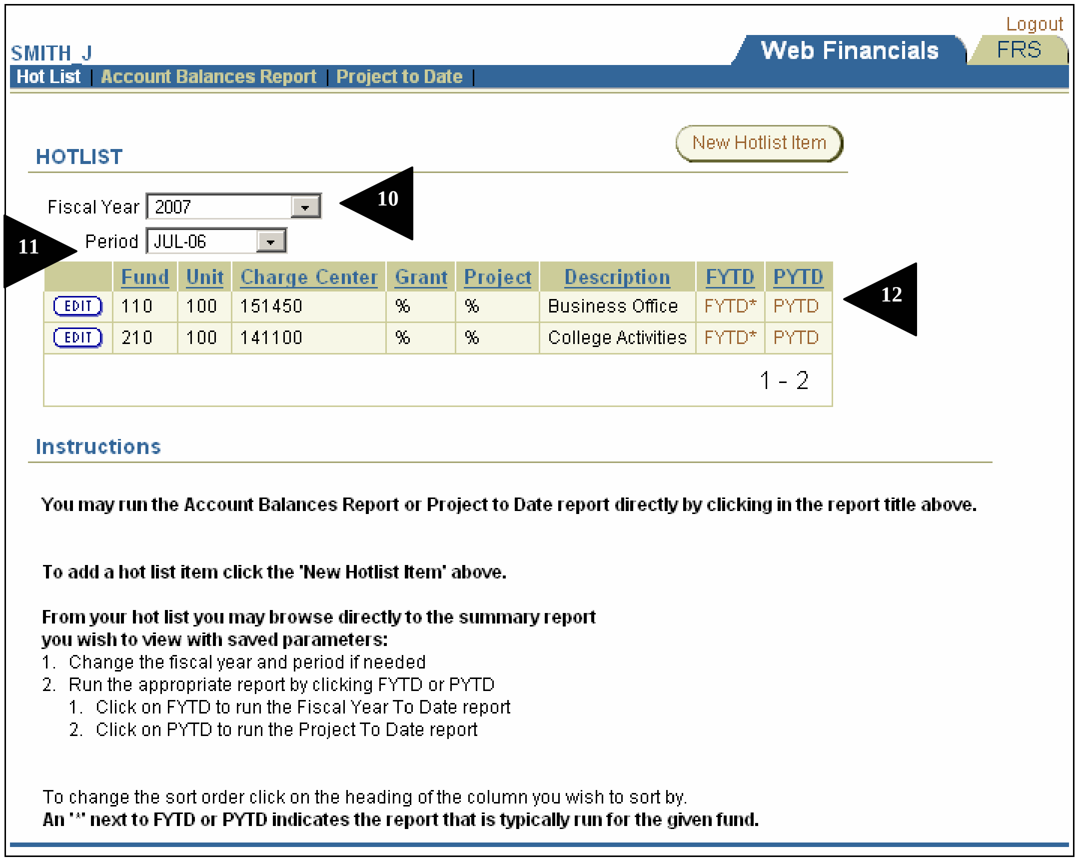
Field Name	**Description/Action**

9. Click the **Edit** button to change or delete a Hot List item

Search Feature: This updated version of the Web Financials includes a Search option on the segment value fields (Fund, Unit, Charge-Center, Object, Grant and Project). To use the feature, click on the search button to the right of the segment value field.



When searching on an account segment, **only the first 15 results will be returned**. Narrow your search criteria to find the value you need. Use the % sign as a wildcard. Multiple wildcards can be used as well as combinations of numbers and letters to narrow the search criteria.



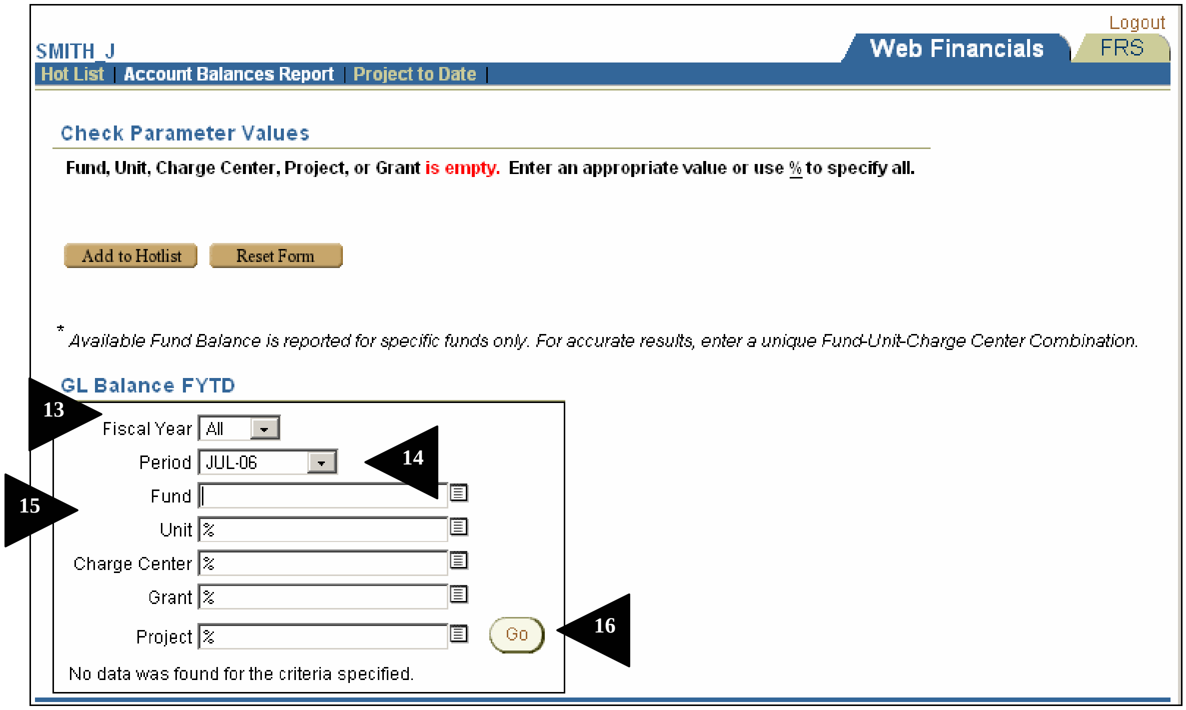
Field Name	**Description/Action**
10. Fiscal Year	Use the drop down list to select a different fiscal year (defaults to the current fiscal year)
11. Period	Use the drop down list to select the report Period (defaults to the current month)

12. Click the **FYTD** or **PYTD** button next to the Hot List item to run the report by fiscal year to date or project year to date, respectively. An asterisk (*) indicates the type of report that is normally run for the Fund selected.

☞ Note: You can sort the Hot List items by clicking the column heading of the field you wish to sort by.

Window Name:

Web Financials - *Account Balances Report*



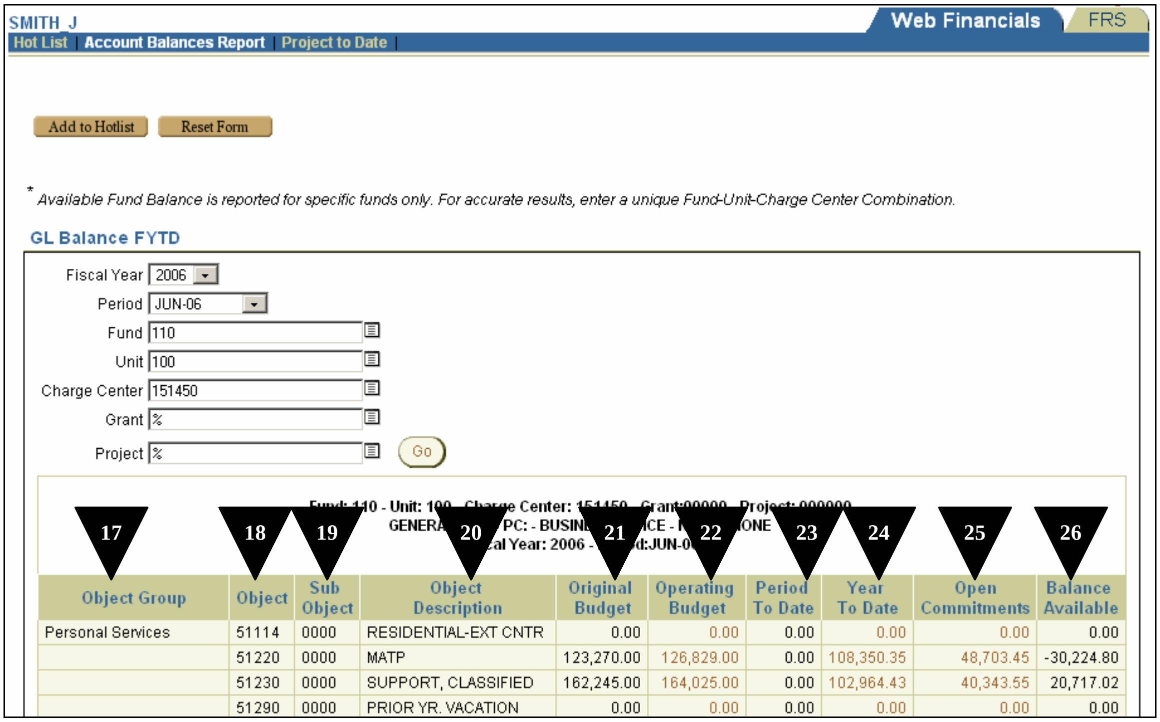
Field Name	**Description/Action**
13. Fiscal Year	Use the drop down list to select the fiscal year
14. Period	Use the drop down list to select the Period
15. Fund, Unit, Charge Center, Grant, Project	Enter any valid combination of values in the account segment fields; no field can be left blank so enter a % sign as a wildcard as needed. Note: When tabbing through the account selection fields, tab twice to get to the next field. One tab takes you to the Search button.

16. Click the **Go** button to run the report

Note: If you use the % as a wildcard in your account selection, a separate report will be generated for each valid combination of Fund – Unit – Charge-Center – Grant – Project that has had any activity, even if the current balances are zero

Note: Use the **Add to Hotlist** button to include the account segment combination on the Hotlist page

Note: Use the **Reset Form** button to clear the selected account segment combinations



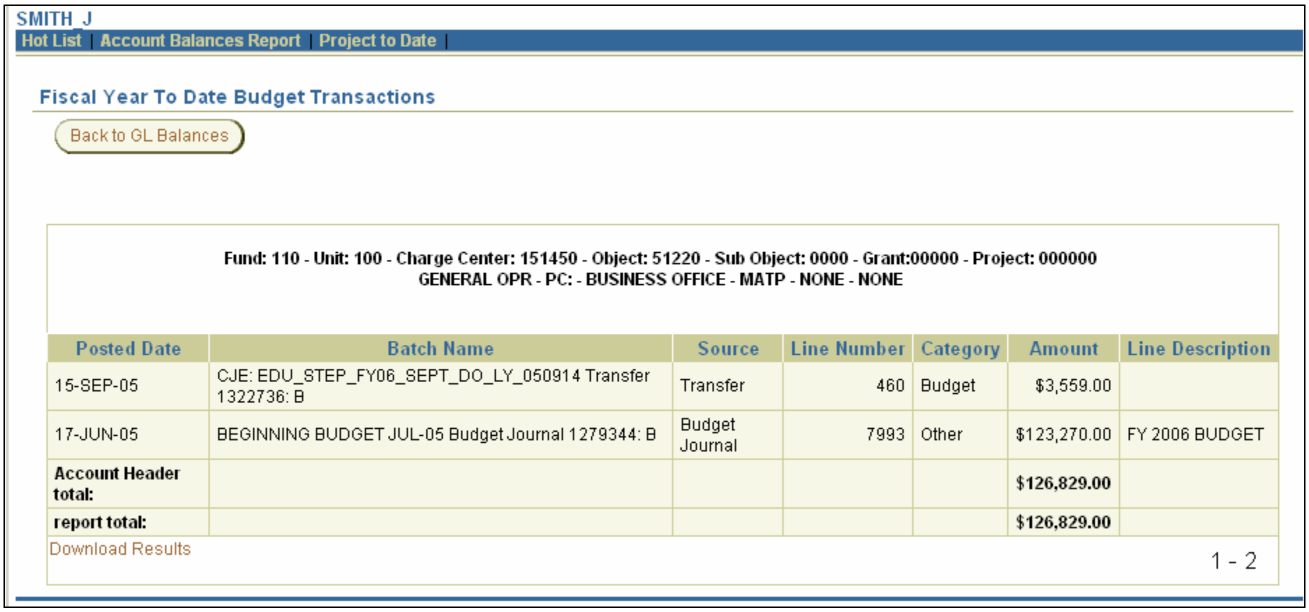
Field Name	**Description/Action**
17. Object Group	Displays the major category of revenues or budget/expense items
18. Object	Displays the Object code (e.g. expense type) of a particular budget line item.
19. Sub Object	Displays the sub-object of a budget item.
20. Object Description	Displays the description of the budget item (revenue or expense)
21. Original Budget	Displays the Original Budget (this is frozen as of July 1st.)
22. Operating Budget	Displays the current (revised) budget for a particular expense code.
23. Period to Date	Displays the amounts expended this month.
24. Year to Date	Displays the amounts expended this year.
25. Open Commits	Displays the amounts of encumbered transactions including Requisitions, Purchase Orders, and other encumbrances.
26. Balance Available	Displays the budget balance available for the line item.

Links on CFS Web Financials

If you run the cursor over the lighter colored amounts displayed on the Account Balances Report, you'll notice that the font changes to underlined red. These amounts have "links" that allow you to "drill down" to detailed information about the balance amount selected. Following are samples of the detail provided when you click on a balance in the various amount columns of the report.

Window Name:

Fiscal Year To Date Budget Transactions



SMITH_J

Hot List | Account Balances Report | Project to Date |

Fiscal Year To Date Budget Transactions

Back to GL Balances

Fund: 110 - Unit: 100 - Charge Center: 151450 - Object: 51220 - Sub Object: 0000 - Grant:00000 - Project: 000000
GENERAL OPR - PC: - BUSINESS OFFICE - MATP - NONE - NONE

Posted Date	Batch Name	Source	Line Number	Category	Amount	Line Description
15-SEP-05	CJE: EDU_STEP_FY06_SEPT_DO_LY_050914 Transfer 1322736: B	Transfer	460	Budget	$3,559.00	
17-JUN-05	BEGINNING BUDGET JUL-05 Budget Journal 1279344: B	Budget Journal	7993	Other	$123,270.00	FY 2006 BUDGET
Account Header total:					**$126,829.00**	
report total:					**$126,829.00**	

Download Results

1 - 2

This page is returned if you click on an amount in the ***Operating Budget*** column.

Budget Transactions: Includes the BEGINNING BUDGET entry that posts the line item budget to the ***Operating Budget***. Budget transfer journal entry transactions show monies transferred in and out of your account and are the reason ***Operating Budget*** differs from the ***Original Budget*** amount.

Notice that in this screen, you cannot see both sides of the journal transaction. You can only see the side that affects your account. To see both sides of a journal transaction, you need to write down the entire Batch Name, and research the details of this JE in the ***Account Inquiry*** form in the CFS system.

To return to the Account Balances Report, click the Back To GL Balances button at the top of the page.

Window Name:

Fiscal Year To Date Expenditure Transactions

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Hot List | Account Balances Report | Project to Date |

Fiscal Year To Date Expenditure Transactions

Back To GL Balances

Fund: 110 - Unit: 100 - Charge Center: 151450 - Object: 56100 - Sub Object: 0000 - Grant:00000 - Project: 000000
GENERAL OPR - PC: - BUSINESS OFFICE - COMMUNICATIONS - NONE - NONE

Posted Date	Batch Name	Vendor Name	Req Num	Po Num	Invoice	Line Num	Amount	Description
28-FEB-06	AP	ALLTEL COMMUNICATIONS INC	348893	266985	PX36C7V/2/2006	1	4.29	Increase PO#266985
02-FEB-06	AP	ALLTEL COMMUNICATIONS INC	348893	266985	PX36C7V/01/2006	1	58.67	Increase PO#266985
31-JAN-06	AP	ALLTEL COMMUNICATIONS INC	348893	266985	PX36C7V/1/2006	1	58.67	Increase PO#266985
06-JAN-06	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/12/2005	1	43.84	Blkt PO FY05/06 for cell phone service.
06-JAN-06	AP	ALLTEL COMMUNICATIONS INC	348893	266985	PX36C7V/12/2005	2	26.28	Increase PO#266985
16-DEC-05	PC_DEP1:051209	PC_DEP1:051209	Recurring	Receipts		40	-76.80	WZ59290 PO#266985 - TO REDUCE AN EXPENSE PAUL DEROSE CK#2393
05-DEC-05	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/11/2005	1	136.25	Blkt PO FY05/06 for cell phone service.
01-NOV-05	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/10/2005	1	24.45	Blkt PO FY05/06 for cell phone service.
04-OCT-05	PC_DEP1:050929	PC_DEP1:050929	Recurring	Receipts		280	-81.26	WZ58293 PAUL DEROSE CK 2375 P.O. 266985 REDUCE EXPENSE
04-OCT-05	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/9/2005DEROSE	1	399.30	Blkt PO FY05/06 for cell phone service.
29-AUG-05	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/8/2005PAUL	1	47.48	Blkt PO FY05/06 for cell phone service.
03-AUG-05	AP	ALLTEL COMMUNICATIONS INC	330282	266985	PX36C7V/7/2005PAUL DEROSE	1	48.68	Blkt PO FY05/06 for cell phone service.
Account Header total:							**689.85**	
report total:							**689.85**	

Download Results

1 - 12

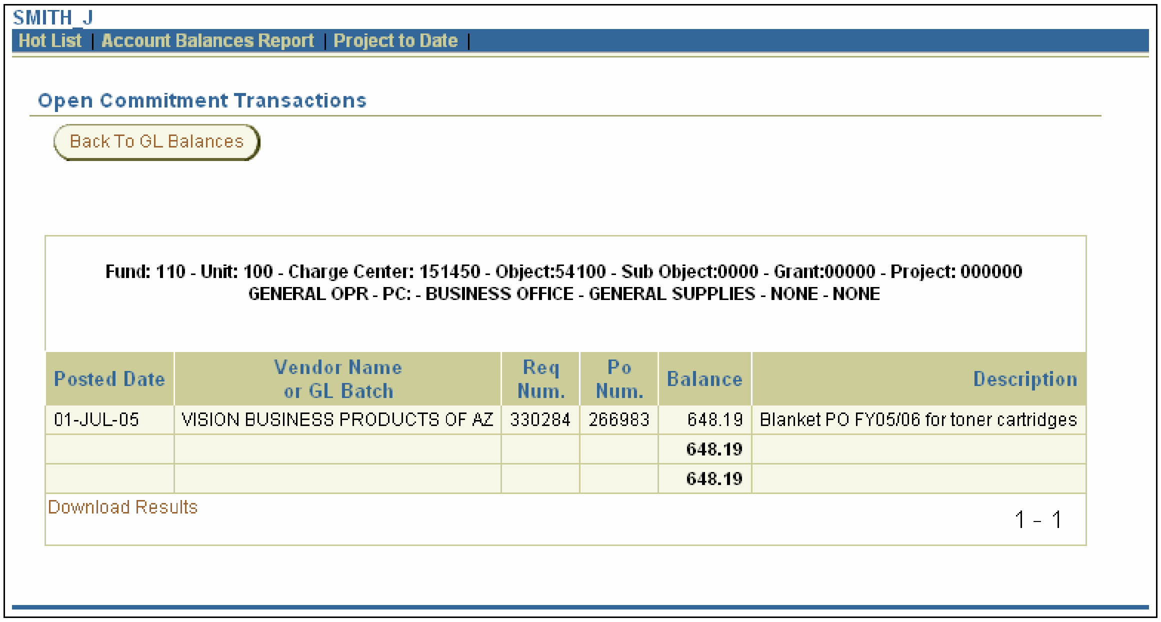
This page is returned if you click on an amount in the ***Year To Date*** column.

Year to Date Expenditures: the detail of all the monies spent for the entire fiscal year through the Period selected. Purchase detail includes the vendor, requisition number, purchase order number, invoice number, item description, and amount paid. Adjusting journal entry (JE) detail includes the CFS Batch Name, Source (under Req Num), Category (under PO Num), and the JE Line Description.

To return to the Account Balances Report, click the Back To GL Balances button at the top of the page.

Window Name:

Open Commitment Transactions


SMITH_J

Hot List | Account Balances Report | Project to Date |

Open Commitment Transactions

Back To GL Balances

Fund: 110 - Unit: 100 - Charge Center: 151450 - Object:54100 - Sub Object:0000 - Grant:00000 - Project: 000000
GENERAL OPR - PC: - BUSINESS OFFICE - GENERAL SUPPLIES - NONE - NONE

Posted Date	Vendor Name or GL Batch	Req Num.	Po Num.	Balance	Description
01-JUL-05	VISION BUSINESS PRODUCTS OF AZ	330284	266983	648.19	Blanket PO FY05/06 for toner cartridges
				648.19	
				648.19	

Download Results

1 - 1

This page is returned if you click on an amount in the ***Open Commitments*** column.

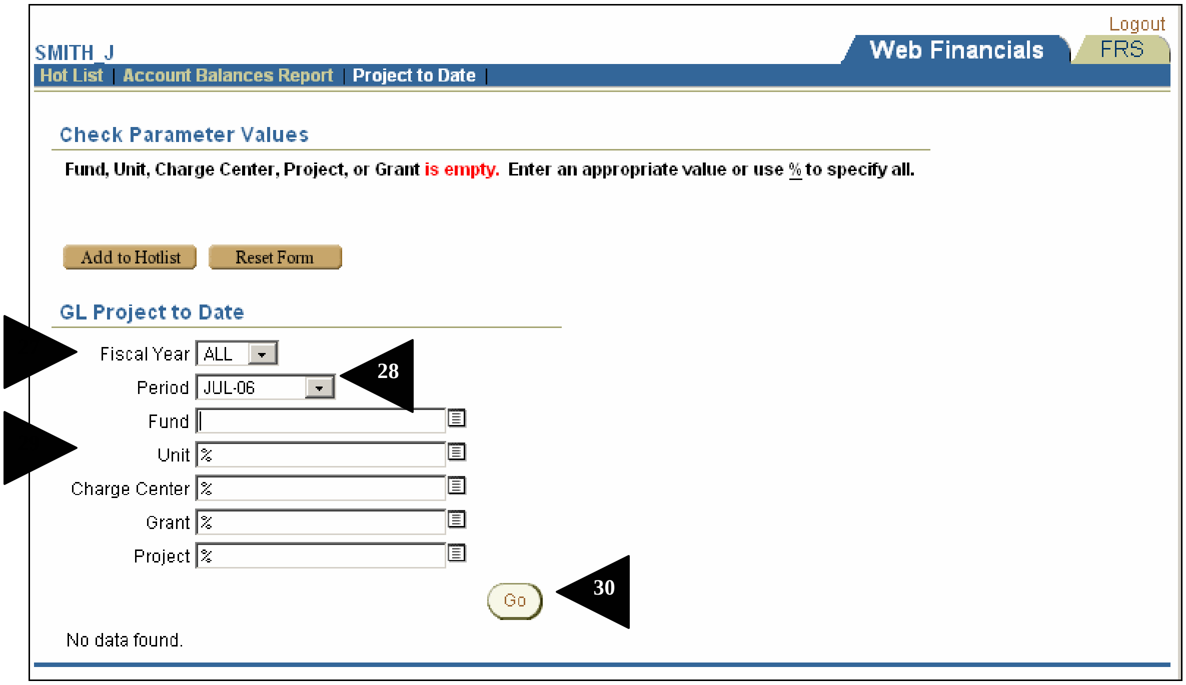
Open Commitment Transactions: the detail of any open purchase orders (POs) or requisitions (Reqs) that have a line item charged to the selected account code combination. Detail includes the vendor name, Req number, PO number, item description, and amount. Manual encumbrance entries also appear on this page and are reported for the selected fiscal year only.

To return to the Account Balances Report, click the Back To GL Balances button at the top of the page.

These reports may be printed by clicking the (Print) button in the toolbar.

Window Name:

Web Financials - *Project to Date*



Field Name	**Description/Action**
27. Fiscal Year	Use the drop down list to select the fiscal year
28. Period	Use the drop down list to select the Period
29. Fund, Unit, Charge Center, Grant, Project	Enter any valid combination of values in the account segment fields; no field can be left blank so enter a % sign as a wildcard as needed

30. Click the **Go** button to run the report

Note: If you use the % as a wildcard in your account selection, a separate report will be generated for each valid combination of Fund – Unit – Charge-Center – Grant – Project that has had any activity, even if the current balances are zero

Note: Use the **Add to Hotlist** button to include the account segment combination on the Hotlist page

Note: Use the **Reset Form** button to clear the selected account segment combinations

The resulting report is a summary by revenue and expense category for the selected account code combination **<u>since the charge center was put into use.</u>**

SMITH_J

Hot List | Account Balances Report | Project to Date |

Web Financials | FRS

Add to Hotlist | Reset Form

GL Project to Date

Fiscal Year: 2006

Period: JUN-06

Fund: 730

Unit: 100

Charge Center: 750010

Grant: %

Project: %

Go

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant:00000 - Project: 000000

GO BO… - PC: : - LIFE WIT… OND … NONE …

31 32 33 34 35 36 37 38 39 40

Object Group	Object	Sub Object	Obj Desc	Operating Budget	Period To Date	Year To Date	Project To Date	Open Commitments	Balance Available
Capital	57005	1000	CAPITAL BUDGET	807,104.25	0.00	0.00	0.00	0.00	807,104.25
	57620	1000	AUDIO/VISUAL EQUIPME	0.00	0.00	0.00	0.00	3,271.10	-3,271.10
	57700	1000	DESKTOP SYSTEMS	0.00	0.00	0.00	65,543.12	51,534.49	-117,077.61
	57720	1500	OTHER COMPUTER COMPO	0.00	0.00	1,674.61	1,674.61	0.00	-1,674.61
	57750	1000	PRINTER	0.00	0.00	0.00	1,374.38	0.00	-1,374.38
	58305	1000	LIBRARY COLLECTION	0.00	0.00	0.00	0.00	12,004.00	-12,004.00
Account total:				**807,104.25**	**0.00**	**1,674.61**	**68,592.11**	**66,809.59**	**671,702.55**

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant:00000 - Project: 700555
GO BONDS : : - PC: : - LIFE WITHOUT BOND - GO IN - NONE - DEAN OF INSTRUCTION

Object Group	Object	Sub Object	Obj Desc	Operating Budget	Period To Date	Year To Date	Project To Date	Open Commitments	Balance Available
Capital	57005	1000	CAPITAL BUDGET	103,089.85	0.00	0.00	0.00	0.00	103,089.85
	57640	1000	PROJECTORS	0.00	0.00	0.00	50,412.44	0.00	-50,412.44
	57655	1000	MISC. AUDIO VISUAL E	0.00	0.00	0.00	2,999.78	0.00	-2,999.78
	57655	1500	MISC. AUDIO VISUAL E	0.00	0.00	0.00	26,899.81	43.72	-26,943.53
	57700	1000	DESKTOP SYSTEMS	0.00	0.00	0.00	22,734.10	0.00	-22,734.10
	57950	1500	MISC. FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
Account total:				**103,089.85**	**0.00**	**0.00**	**103,046.13**	**43.72**	**0.00**

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant:00000 - Project: 700578
GO BONDS : : - PC: : - LIFE WITHOUT BOND - GO IN - NONE - HOME ECONOMICS

Object Group	Object	Sub Object	Obj Desc	Operating Budget	Period To Date	Year To Date	Project To Date	Open Commitments	Balance Available
Capital	57005	1000	CAPITAL BUDGET	10,701.90	0.00	0.00	0.00	0.00	10,701.90
	57705	1500	SOFTWARE	0.00	0.00	0.00	10,701.90	0.00	-10,701.90
Account total:				**10,701.90**	**0.00**	**0.00**	**10,701.90**	**0.00**	**0.00**

Fund: 730 - Unit: 100 - Charge Center: 750010 - Grant:00000 - Project: 700874
GO BONDS : : - PC: : - LIFE WITHOUT BOND - GO IN - NONE - PC NEW NORTHWEST PAR

Object Group	Object	Sub Object	Obj Desc	Operating Budget	Period To Date	Year To Date	Project To Date	Open Commitments	Balance Available
Capital	57005	1000	CAPITAL BUDGET	200,000.00	0.00	0.00	0.00	0.00	200,000.00
	57110	1000	SITE DEVELOPMENT-LND	0.00	0.00	99,420.00	107,660.00	0.00	-107,660.00
	57120	1000	PARKING, PARKING STR	0.00	0.00	3,100.00	3,100.00	0.00	-3,100.00
	57240	1500	FP&D REIMBURSABLE-BL	0.00	0.00	103.98	103.98	0.00	-103.98
ObjectGroup total:				**1,120,896.00**	**0.00**	**104,298.59**	**293,204.12**	**66,853.31**	**760,838.57**
Account total:				**200,000.00**	**0.00**	**102,623.98**	**110,863.98**	**0.00**	**89,136.02**
Report Total				**1,120,896.00**	**0.00**	**104,298.59**	**293,204.12**	**66,853.31**	**760,838.57**

Download Results

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Field Name	Description/Action
31. Object Group	Displays the major category of revenues or budget/expense items
32. Object	Displays the Object code (e.g. expense type) of a particular budget line item.
33. Sub Object	Displays the sub-object of a budget item.
34. Object Desc	Displays the description of the budget item (revenue or expense)
35. Operating Budget	Displays the combined total revised budget for all fiscal years up to and including the selected fiscal year.
36. Period To Date	Displays the amounts expended in the selected month.
37. Year To Date	Displays the amounts expended in the selected fiscal year.
38. Project To Date	Displays the amounts expended since the charge center was established.
39. Open Commitments	Displays the amounts of encumbered transactions including Requisitions, Purchase Orders, and other encumbrances.
40. Balance Available	Displays the budget balance available for the line item.

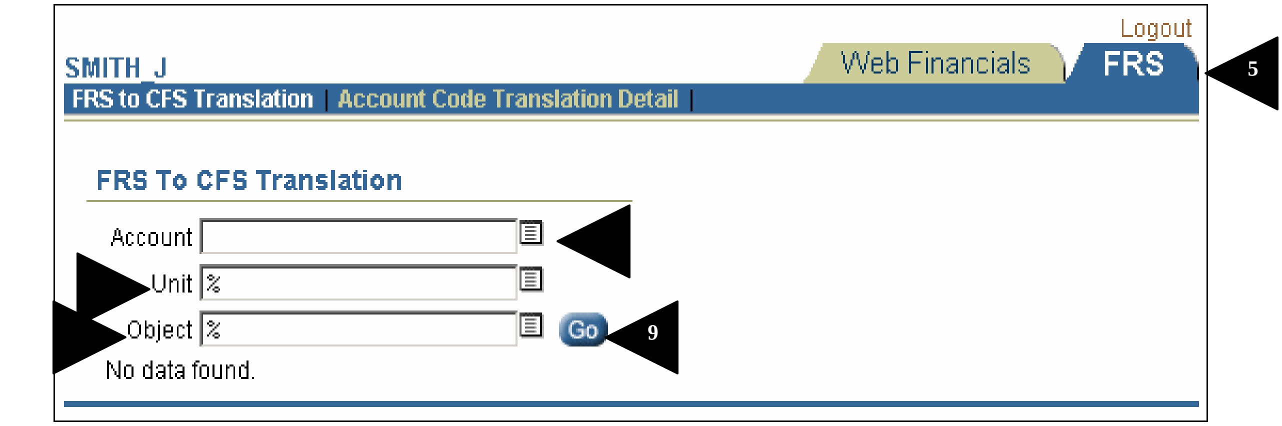
Links on CFS Web Financials

Links to drill down information are available on the Project To Date reports as previously described in the Account Balances Reports section above. The only difference is that the drill down will include detail for all of the fiscal years that the charge center has been in use.

Window Name:

FRS – *FRS To CFS Translation*

Follow procedures 1-4 to log into the CFS Web Financials reporting tool.



Field Name **Description/Action**

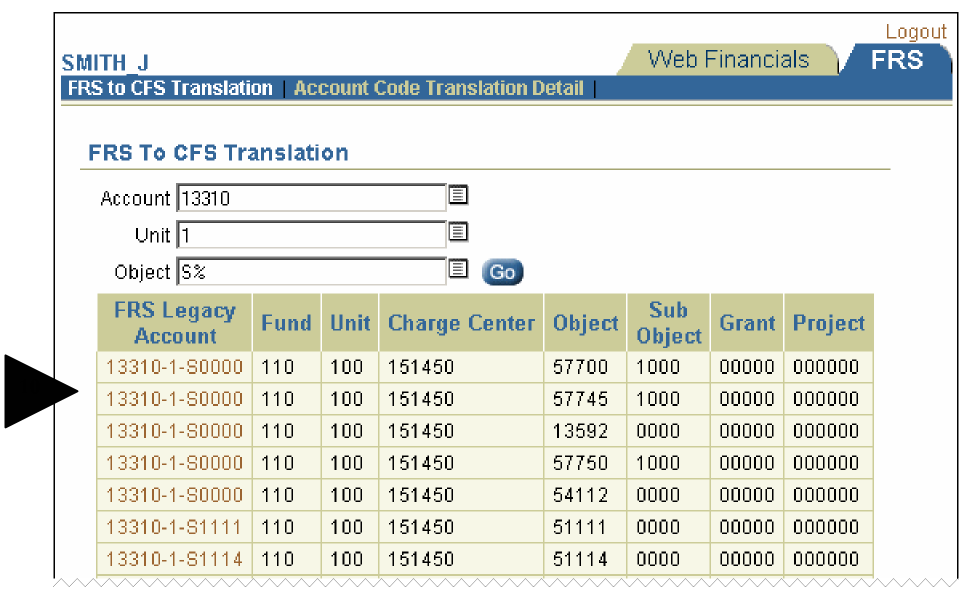
5. Click the **FRS** tab at the top of the page.

6. Account Enter a Legacy account number – this field pertains to the first 5-digits of the legacy account representing the department. Note that Search options are available. Use the % as a wildcard.

7. Unit Enter a Legacy unit number – 1-digit

8. Object Enter a Legacy object code – for revenue and expense codes, begin with "S"; for asset/liability codes, begin with "G". Ex: Supplies expense object would be entered as S4100

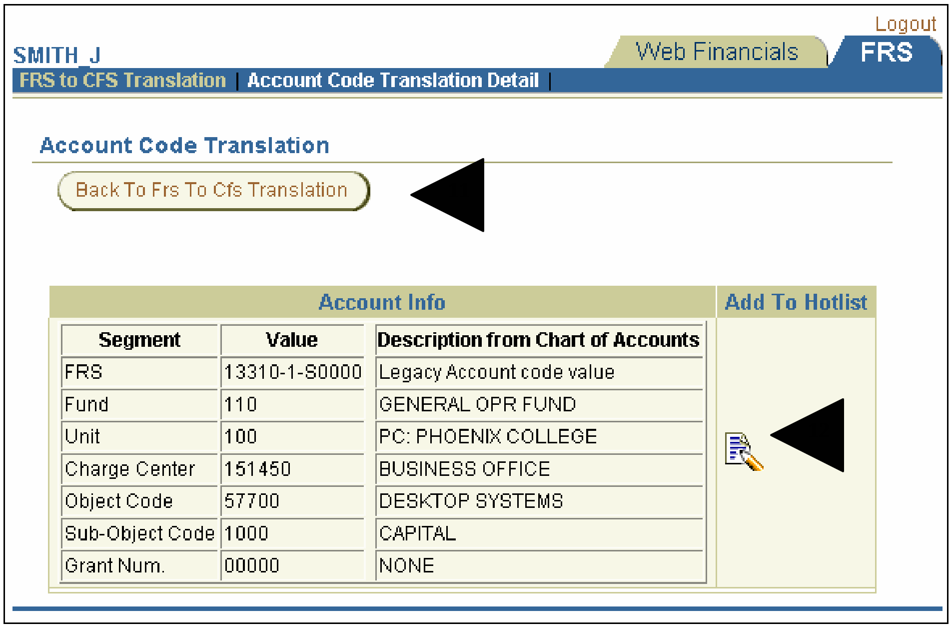
9. Click the **Go** button.



FRS Legacy Account	Fund	Unit	Charge Center	Object	Sub Object	Grant	Project
13310-1-S0000	110	100	151450	57700	1000	00000	000000
13310-1-S0000	110	100	151450	57745	1000	00000	000000
13310-1-S0000	110	100	151450	13592	0000	00000	000000
13310-1-S0000	110	100	151450	57750	1000	00000	000000
13310-1-S0000	110	100	151450	54112	0000	00000	000000
13310-1-S1111	110	100	151450	51111	0000	00000	000000
13310-1-S1114	110	100	151450	51114	0000	00000	000000

Field Name **Description/Action**

10. Click on an **FRS Legacy Account** value to drill down to detailed CFS segment value information.



Field Name **Description/Action**

11. Click the Back To Frs To Cfs Translation button to return to the *FRS To CFS Translation* page

12. Click on the  button to add the code combination to your Hot List.

End of procedure