

CFS **Common Financial System**

California State University, Chico

Insight Reporting Service

Accessing Reports

Business Process Guide

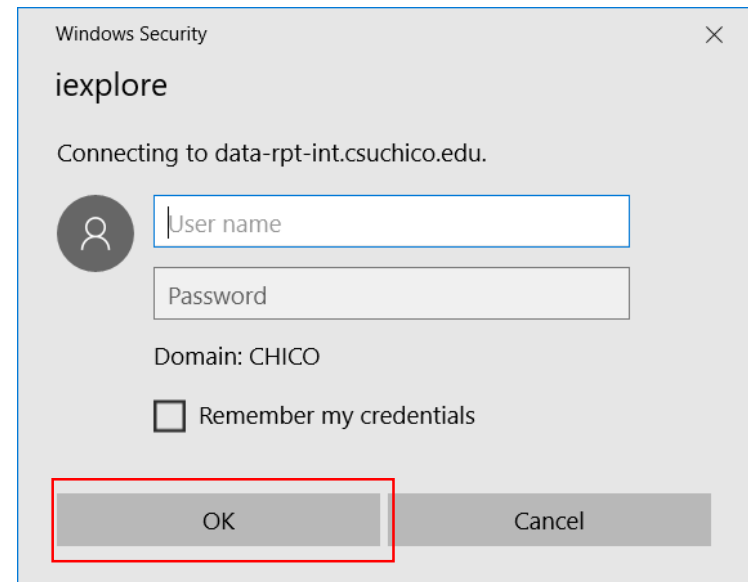
Direct questions to Financial Accounting and Reporting, x5103

Access Insight Reporting

Internet Explorer is the preferred browser, however, Chrome, Safari and Firefox can also be used.

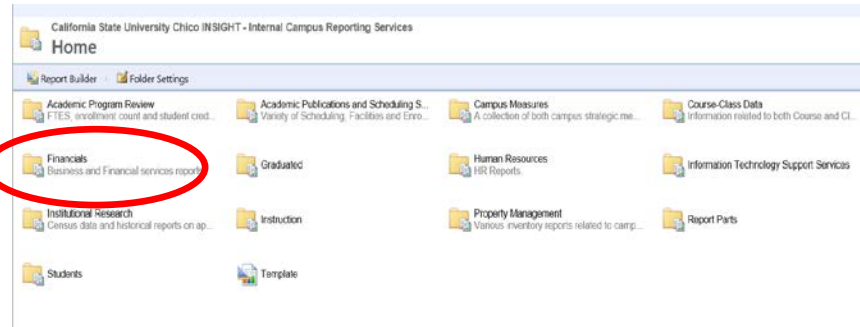
- Type **//Insight** in the browser URL and press the Enter key.
- Enter **Username** and **Password** on the Login page.
- Click **OK**.

Note: Username and Password are the same as the Domain.

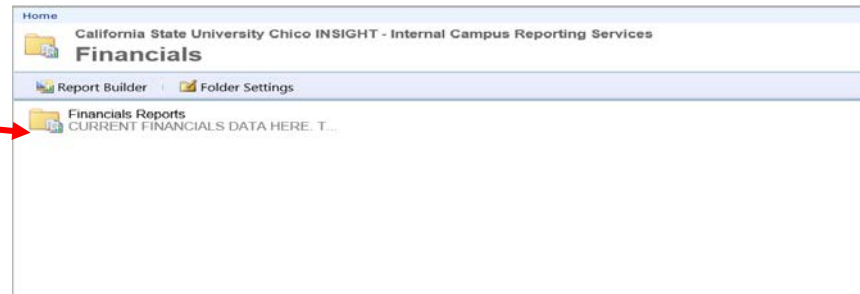


Access Insight Reporting (cont.)

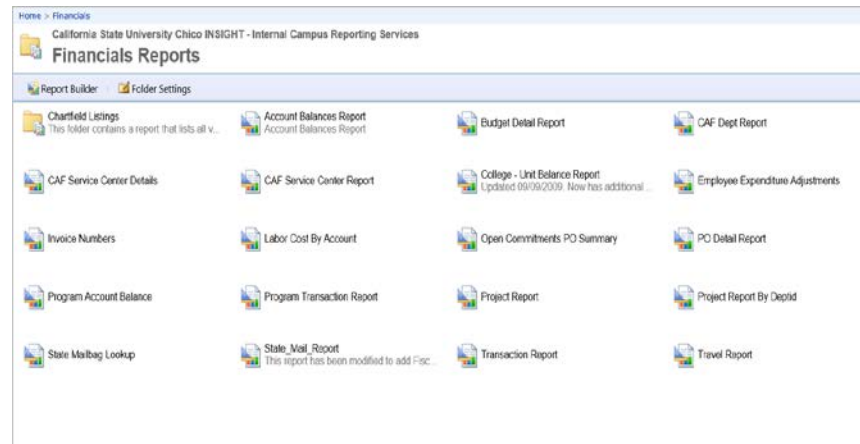
- Open the **Financials** folder.



- Click the **Financials Reports** to open the folder.

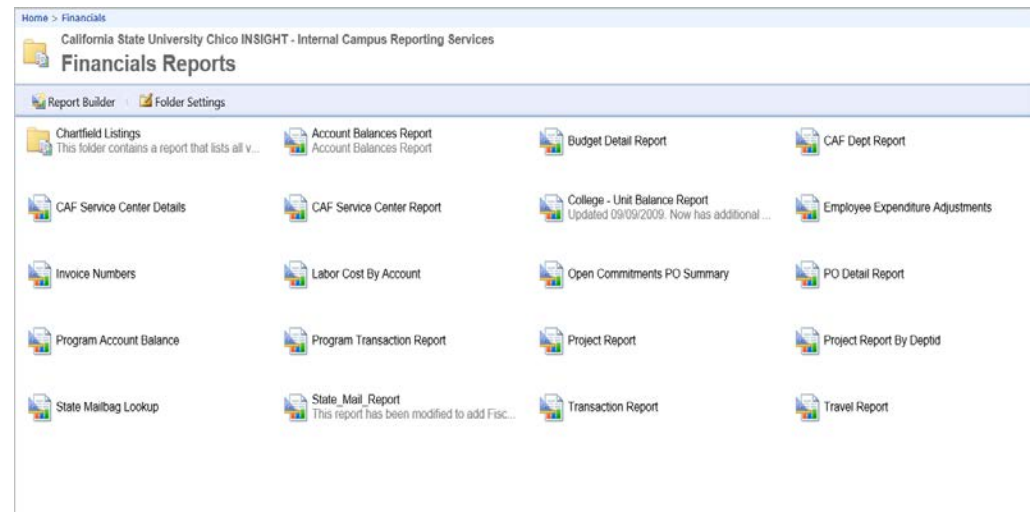


- Click the financial report you would like to process.



Access Insight Reporting (cont.)

- Click the report to be processed.



Setting Report Parameters

- Once a report is open, use the down arrow to open the box and select parameters for each category. The categories will vary with the report selected.

Home > Financials > Financials Reports > Account Balances Report

Select Fiscal Year: 2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006

Select Max Accounting Period: <Select a Value>

Or Enter Deptid(s) or N/A: D02200, D02300, D02301, D02

Select Fund(s): G1006, GP016, K1700, P3302,

Select Program(s): N/A, , 46005, 46022, 5CE35, 5

Select Class(es): N/A,

Note: When setting the Deptid parameter there are two options:

- Select from the list;

OR

- Select N/A and select the Deptid.

Home > Financials > Financials Reports > Account Balances Report

Select Fiscal Year: 2018

Select Deptid(s) or Enter N/A: D12402, D12403, D12404
D12300
D12400
D12401
D12402
D12403
D12404

Select Max Accounting Period: 3

Or Enter Deptid(s) or N/A: D02200, D02300, D02301, D02

Select Fund(s): G1006, GP016, K1700, P3302,

Select Program(s): N/A, , 5FM04, 5FM05, 5FM06,

Select Class(es): N/A,

Home > Financials > Financials Reports > Account Balances Report

Select Fiscal Year: 2018

Select Deptid(s) or Enter N/A: N/A

Select Max Accounting Period: <Select a Value>

Or Enter Deptid(s) or N/A: D02200, D02300, D02301, D02

Select Fund(s): D02200, D02300, D02301, D02400, D02401, D02402

Select Program(s):

Select Class(es):

Processing a Report & Accessing Results

Process a Report

- Once the parameters have been selected, click the **View Report** button to process the report.

Home > Financials > Financials Reports > Account Balances Report

Select Fiscal Year: 2018 Select Max Accounting Period: 3

Select Deptid(s) or Enter N/A: N/A Or Enter Deptid(s) or N/A: D02200, D02300, D02301, D02302

Show Project Funds? No Select Fund(s): G1006, GP016, K1700


Select Account(s): 601201, 601300, 601301 Select Program(s): N/A

Select Project(s): N/A Select Class(es): N/A

Select Benefits or No Benefits: Standard

View Report

Results

- The first page of the results will display below the parameters.
- The page number and number of pages in the report are listed on the left side of the tool bar.
- Use the  arrows to move through the report.

Home > Financials > Financials Reports > Account Balances Report

Account Balances Report

1 of 2 ? 100%

| D02200 STAFF DEVELOPMENT | | Manager: STIVERS,ROBBI | | | |
|---------------------------------|------------------------|------------------------|-------------|---------------|------------------|
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
| 601300 | Support Staff Salaries | 16,068.00 | 0.00 | 723.06 | 15,344.94 |
| | | 16,068.00 | 0.00 | 723.06 | 15,344.94 |

| D02300 PAYROLL SERVICES | | Manager: CAGLE,REBECCA | | | |
|---------------------------------|----------------------------|------------------------|-------------|------------------|-------------------|
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
| 601201 | Management And Supervisory | 118,080.00 | 0.00 | 30,406.50 | 87,673.50 |
| 601300 | Support Staff Salaries | 128,371.00 | 0.00 | 35,292.91 | 93,078.09 |
| 601301 | Overtime | 0.00 | 0.00 | 177.92 | -177.92 |
| | | 246,451.00 | 0.00 | 65,877.33 | 180,573.67 |

| D02301 HUMAN RESOURCES INFO SYSTEMS | | Manager: CAGLE,REBECCA | | | |
|-------------------------------------|------------------------|------------------------|-------------|------------------|-------------------|
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
| 601300 | Support Staff Salaries | 163,510.00 | 0.00 | 40,875.00 | 122,635.00 |
| | | 163,510.00 | 0.00 | 40,875.00 | 122,635.00 |

| D02400 HUMAN RESOURCES SERVICE CENTER | | Manager: WOODWARD,SHERYL | | | |
|---------------------------------------|----------------------------|--------------------------|------------|------------|------------|
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
| 601201 | Management And Supervisory | 474,852.00 | 0.00 | 122,277.00 | 352,575.00 |

Searching the Results

Use the Find | Next box to search the report for specific information.

Home > Financials > Financials Reports > Account Balances Report

1 of 2 ? 100% 601301 Find | Next

Account Balances Report

D02200 STAFF DEVELOPMENT

G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
|---------|------------------------|------------------|-------------|---------------|------------------|
| 601300 | Support Staff Salaries | 16,068.00 | 0.00 | 723.06 | 15,344.94 |
| | | 16,068.00 | 0.00 | 723.06 | 15,344.94 |

D02300 PAYROLL SERVICES Manager: CAGLE,REBECCA

G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
|---------|----------------------------|-------------------|-------------|------------------|-------------------|
| 601201 | Management And Supervisory | 118,080.00 | 0.00 | 30,406.50 | 87,673.50 |
| 601300 | Support Staff Salaries | 128,371.00 | 0.00 | 35,292.91 | 93,078.09 |
| 601301 | Overtime | 0.00 | 0.00 | 177.92 | -177.92 |
| | | 246,451.00 | 0.00 | 65,877.33 | 180,573.67 |

D02301 HUMAN RESOURCES CCA

G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
|---------|------------------------|-------------------|-------------|------------------|-------------------|
| 601300 | Support Staff Salaries | 163,510.00 | 0.00 | 40,875.00 | 122,635.00 |
| | | 163,510.00 | 0.00 | 40,875.00 | 122,635.00 |

D02400 HUMAN RESOURCES SERVICE CENTER Manager: WOODWARD,SHERYL


G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
|---------|----------------------------|------------|------------|------------|------------|
| 601201 | Management And Supervisory | 474,852.00 | 0.00 | 122,277.00 | 352,575.00 |

Type specific information in the box and click [Find](#).

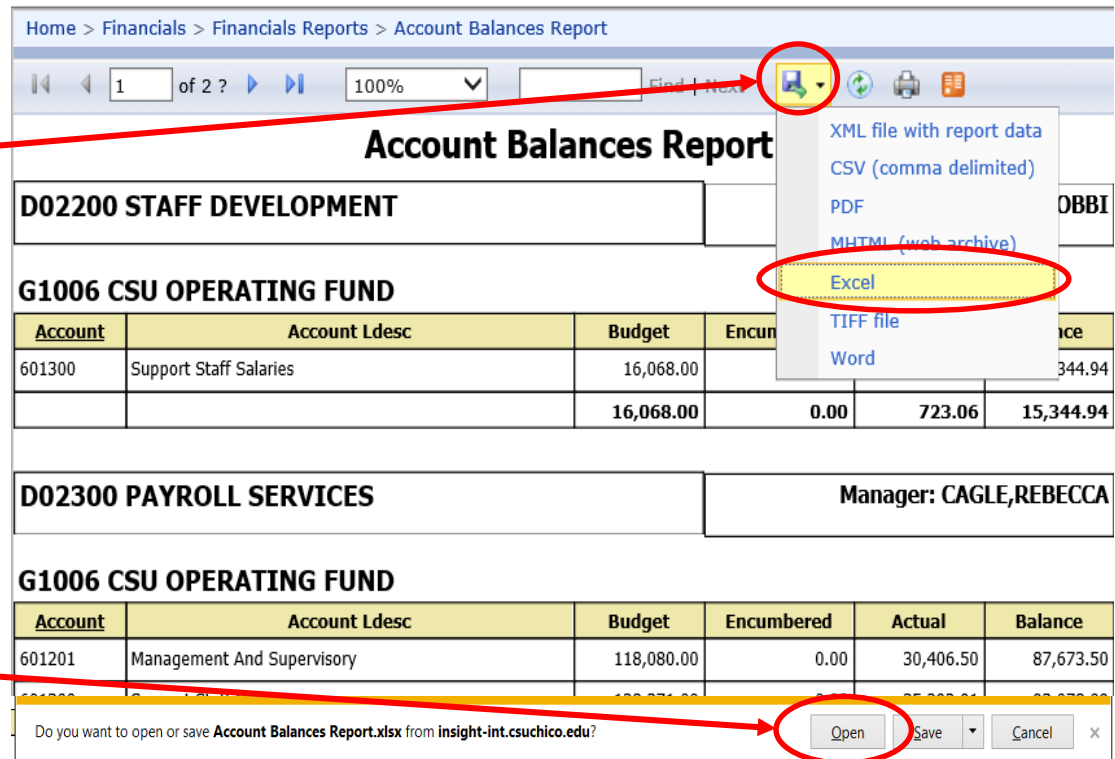
If the information is contained in the report it will be located and highlighted. Click [Next](#) to find other occurrences.

Exporting to Excel

- Click the  down arrow in the **Save As** box.

- Select **Excel**.

- Click **Open**.



Home > Financials > Financials Reports > Account Balances Report

Account Balances Report

D02200 STAFF DEVELOPMENT

G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encum | | | |
|---------|------------------------|------------------|-------------|---------------|------------------|--|
| 601300 | Support Staff Salaries | 16,068.00 | | | | |
| | | 16,068.00 | 0.00 | 723.06 | 15,344.94 | |

D02300 PAYROLL SERVICES

Manager: CAGLE,REBECCA

G1006 CSU OPERATING FUND

| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
|---------|----------------------------|------------|------------|-----------|-----------|
| 601201 | Management And Supervisory | 118,080.00 | 0.00 | 30,406.50 | 87,673.50 |

Do you want to open or save **Account Balances Report.xlsx** from **insight-int.csuchico.edu**?

Open Save Cancel x

Exporting to Excel (cont.)

- An Excel document will open containing the information from the Insight report.

The screenshot shows an Excel spreadsheet with the following data:

| Account Balances Report | | | | | |
|--|----------------------------|-------------------|-------------|------------------|-----------------|
| D02200 STAFF DEVELOPMENT | | | | | Manager: Jea |
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | |
| 601300 | Support Staff Salaries | 16,068.00 | 0.00 | 723.06 | |
| | | 16,068.00 | 0.00 | 723.06 | |
| D02300 PAYROLL SERVICES | | | | | Manager: CAGLE, |
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | |
| 601201 | Management And Supervisory | 118,080.00 | 0.00 | 30,406.50 | |
| 601300 | Support Staff Salaries | 128,371.00 | 0.00 | 35,292.91 | |
| 601301 | Overtime | 0.00 | 0.00 | 177.92 | |
| | | 246,451.00 | 0.00 | 65,877.33 | |
| D02301 HUMAN RESOURCES INFO SYSTEMS | | | | | Manager: CAGLE, |
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | |
| 601300 | Support Staff Salaries | 163,510.00 | 0.00 | 40,875.00 | |
| | | 163,510.00 | 0.00 | 40,875.00 | |

Printing a Report

- Do not use the printer icon in Insight to print the document.
- Use the **File** button on the Excel Worksheet to access the print function.
- Select **Print**.

Home > Financials > Financials Reports > Account Balances Report

1 of 2 ? 100% Find | Next

Account Balances Report

| D02200 STAFF DEVELOPMENT | | | | Manager: STIVERS,ROBBI | |
|---------------------------------|------------------------|------------------|-------------|------------------------|------------------|
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |
| 601300 | Support Staff Salaries | 16,068.00 | 0.00 | 723.06 | 15,344.94 |
| | | 16,068.00 | 0.00 | 723.06 | 15,344.94 |
| D02300 PAYROLL SERVICES | | | | Manager: CAGLE,REBECCA | |
| G1006 CSU OPERATING FUND | | | | | |
| Account | Account Ldesc | Budget | Encumbered | Actual | Balance |

Account Balances Re

Print

Copies: 1

Print

Printer: fin-kndi210 on mfp-printers Ready Printer Properties

Settings

Print Active Sheets: Only print the active sheets

Pages: to

Print on Both Sides: Flip pages on long edge

Collated: 1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter 8.5" x 11"

Custom Margins

No Scaling: Print sheets at their actual size Page Setup

| D02200 | STAFF |
|---------------|-----------------|
| G1006 | CSU OP |
| Account | Support Staff S |
| 601300 | |
| D02300 | PAYRO |
| G1006 | CSU OP |
| Account | Management A |
| 601201 | |
| 601300 | Support Staff S |
| 601301 | Overtime |
| D02301 | HUMAP |
| G1006 | CSU OP |
| Account | Support Staff S |
| 601300 | |

Account Balances Data Summary by Dept Fund