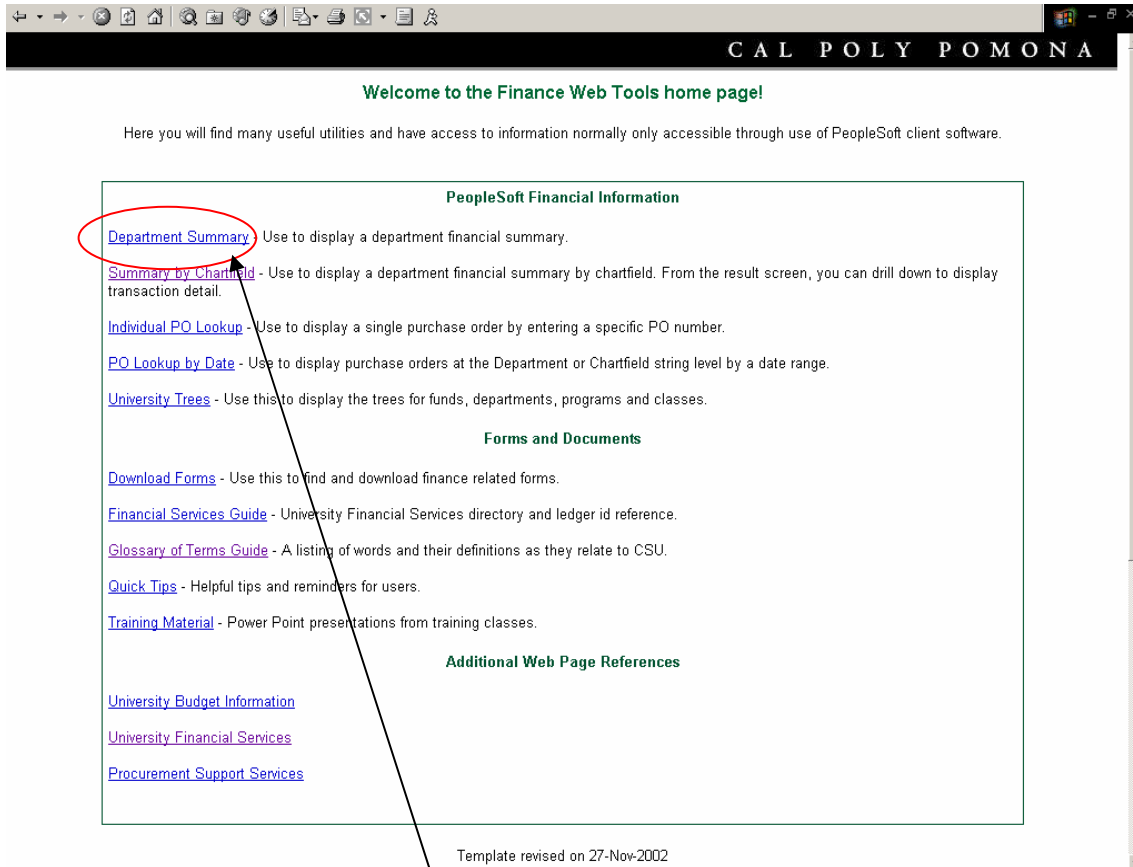


# Guide to Department Summary

This utility allows you to look up department financial summary information by Fund and organizational level. The result of the lookup will show the name of department, account description, account number, budget (original, adjustments, and revised), activity (requisitions, encumbrances, expenditures/revenues, and total), and the funds available.

**Step 1: Log on to Cal Poly Pomona Finance Web Tools** <http://www.csupomona.edu/~psoft/>



**Step 2: Click on Department Summary**

CAL POLY POMONA

**Welcome to the Finance Web Tools home page!**

Here you will find many useful utilities and have access to information normally only accessible through use of PeopleSoft client software.

**PeopleSoft Financial Information**

[Department Summary](#) - Use to display a department financial summary.

[Summary by Chartfield](#) - Use to display a department financial summary by chartfield. From the result screen, you can drill down to display transaction detail.

[Individual PO Lookup](#) - Use to display

[PO Lookup by Date](#) - Use to display p

[University Trees](#) - Use this to display t

[Download Forms](#) - Use this to find and

[Financial Services Guide](#) - University F

[Glossary of Terms Guide](#) - A listing of

[Quick Tips](#) - Helpful tips and reminders for users.

[Training Material](#) - Power Point presentations from training classes.

**Additional Web Page References**

[University Budget Information](#)

[University Financial Services](#)

[Procurement Support Services](#)

Enter Network Password

Please type your user name and password.

Site: www.csupomona.edu

Realm: Cal Poly Pomona Intranet

User Name:

Password:

Save this password in your password list

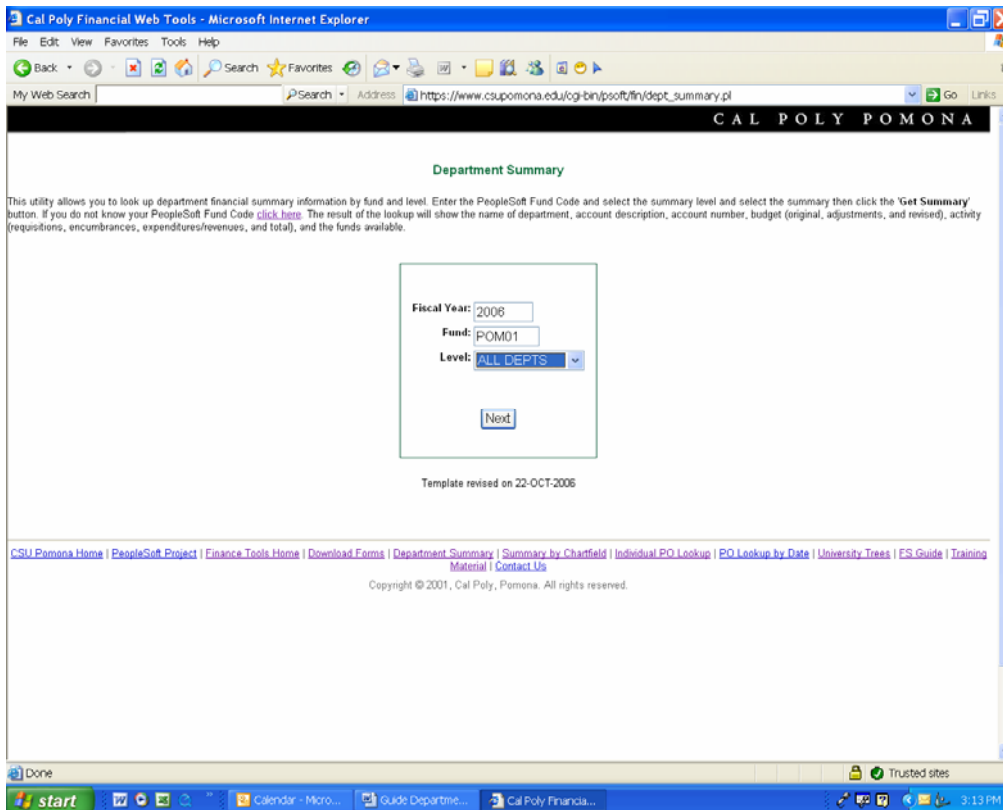
OK Cancel

Microsoft

Template revised on 27-Nov-2002

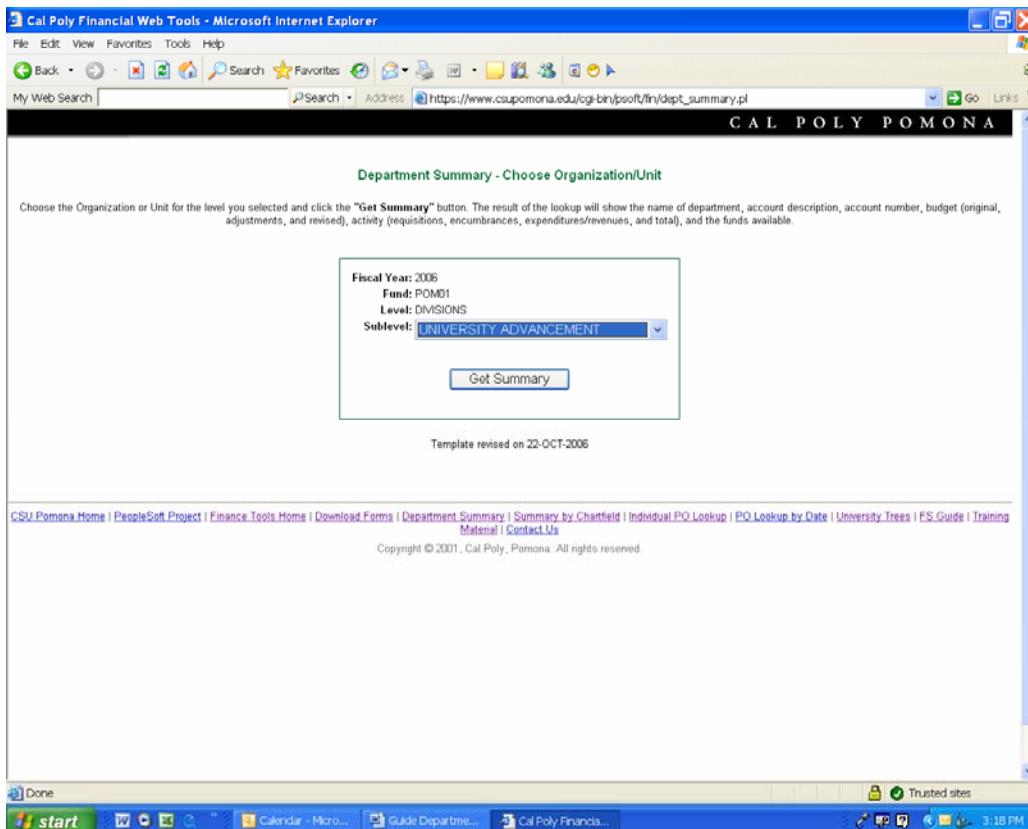
**Step 3: Enter your User Name and Password**

**Step 4: Click OK**



**Step 5: Click on arrow and choose a level**

**Step 6: Click Next**



**Step 7: Click on arrow and choose a sublevel**

**Step 8: Click Get Summary**

## Step 9: Results of Department Summary

**Department Summary Results for**  
**Fiscal Year 2006**  
**POM01 Operating Fund**  
**UNIVERSITY ADVANCEMENT**  
 Print Date: 2007-5-25

Acct Description	PS Acct	BUDGET			EXPENDITURES			Available
		Orig	Adj	Total	Encumbrances	Pmt/Rev	Total	
Management and Supervisory	601201	1,371,281	159,218	1,529,499	0	947,366	947,366	582,133
Support Staff Salaries	601300	1,199,940	4,640	1,204,580	0	769,386	769,386	435,194
Student Assistant	601303	8,000	201,500	209,500	0	92,740	92,740	116,760
Work Study-On Campus	602001	0	0	0	0	132	132	-132
Telephone Usage	604001	14,000	3,000	17,000	0	8,140	8,140	8,860
Wireless Communications	604085	19,500	0	19,500	0	15,136	15,136	4,364
Travel-In State	606001	24,000	15,000	39,000	0	14,903	14,903	24,097
Travel-Out of State	606002	24,000	33,500	57,500	0	28,105	28,105	29,395
State E.O.P. Grant Program	609001	0	0	0	0	0	0	0
Other Equipment	619001	21,000	6,436	27,436	6,564	22,710	29,274	-1,838
Postage and Freight	660001	33,100	10,000	43,100	0	28,946	28,946	14,154
Printing	660002	20,000	0	20,000	27	12,792	12,820	7,181
Supplies and Services	660003	152,539	66,134	218,673	10,671	84,242	94,914	123,759
Membership & Subscriptions	660005	13,500	150	13,650	496	11,155	11,651	1,999
Expenses-Other	660090	0	25,900	25,900	0	0	0	25,900
<b>TOTALS</b>		<b>2,900,860</b>	<b>524,478</b>	<b>3,425,338</b>	<b>17,758</b>	<b>2,035,754</b>	<b>2,053,512</b>	<b>1,371,826</b>

[Printable Summary](#)  
 This link will open a new window displaying the summary in a printable format.

[Export Summary](#)  
 To export summary into Excel, click this link, when data appears do the following: click the edit button on the menu bar, click select all, then click the edit button again and click copy. Open a blank sheet in Excel, click the edit button and click paste special, when box appears, click  Text then OK. If data is not in separate columns, then highlight Column A, click on Data, then click on Text to Columns, delimited should be checked, click on Next and choose Semicolon, then click on Finish. Format data to meet your needs and then save file.

Template revised on 30-APR-2007

[CSU Pomona Home](#) | [PeopleSoft Project](#) | [Finance Tools Home](#) | [Download Forms](#) | [Department Summary](#) | [Summary by Chartfield](#) | [Individual PO Lookup](#) | [PO Lookup by Date](#) | [University Trees](#) | [ES Guide](#) | [Training Material](#) | [Contact Us](#)

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At this point you can choose to export data to Excel using “How to Export Data to Excel” on the Training Guide

### Definition of Terms for Department Summary Results

<b>Budget</b>	Tracks budget transactions in the financial system
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<b>Expenditures</b>	Distribution of monthly expenditures in the financial system
<b>Account Description</b>	Expense accounts
<b>PeopleSoft Account</b>	Classifies assets, liabilities, fund balance, revenues, and expenses
<b>Original</b>	Tracks the permanent base budget for each division and unit
<b>Adjustment</b>	Tracks temporary budget changes to divisions and units
<b>Total</b>	Original budget minus adjustment
<b>Encumbrance</b>	Amount of reserved funds on dispatched (open) Purchase Orders, designated for pending expenses. Encumbrances represent the available balance on Purchase Orders. PO closure will eliminate remaining encumbrances.
<b>Payment/Revenue</b>	Processes invoices and/or payment requests (Direct Pays, Travel etc.), either paid or pending payment, and all received and receipted revenue.
<b>Total</b>	Payment plus/minus encumbrance
<b>Available</b>	Available funds (Budget Total less Encumbrances and Payments)