

ONESOLUTION

FINANCIAL INQUIRY SYSTEM

USER GUIDE

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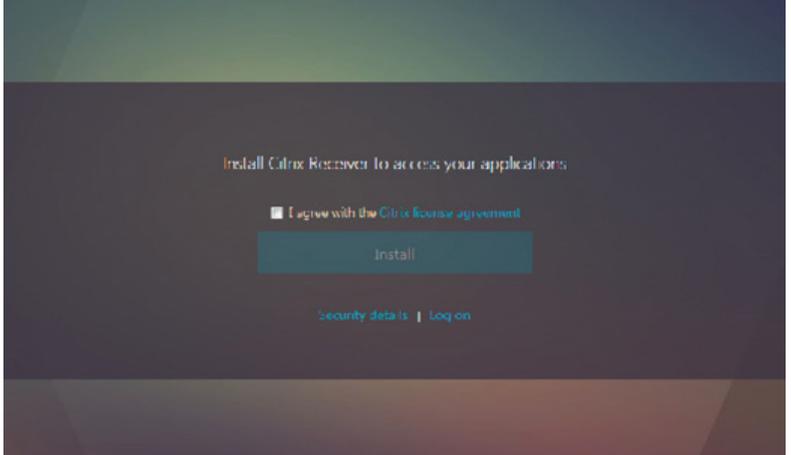
Installing Citrix

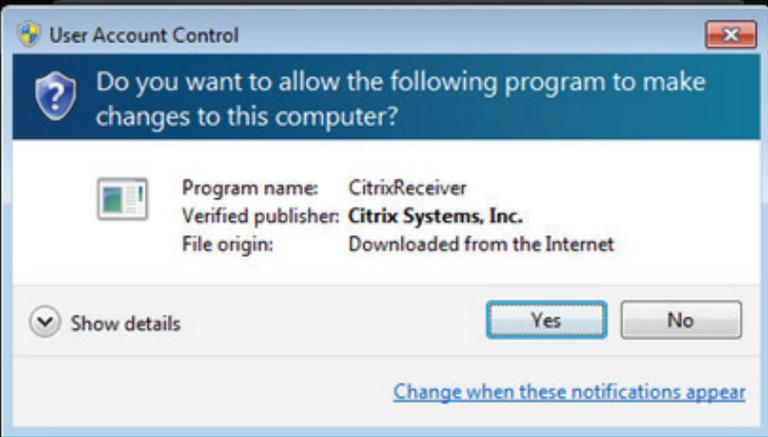
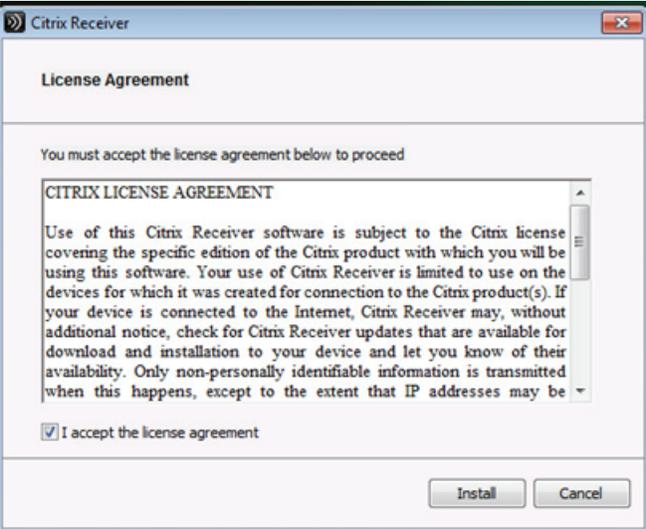
Citrix Receiver is an app that makes a secure connection from your computer to the Onesolution environment. The first time you utilize OneSolution, you must install Citrix Receiver.

Below are the instructions on installing Citrix Receiver to your computer. Most modern browsers can be used when connecting to Citrix XenApp.

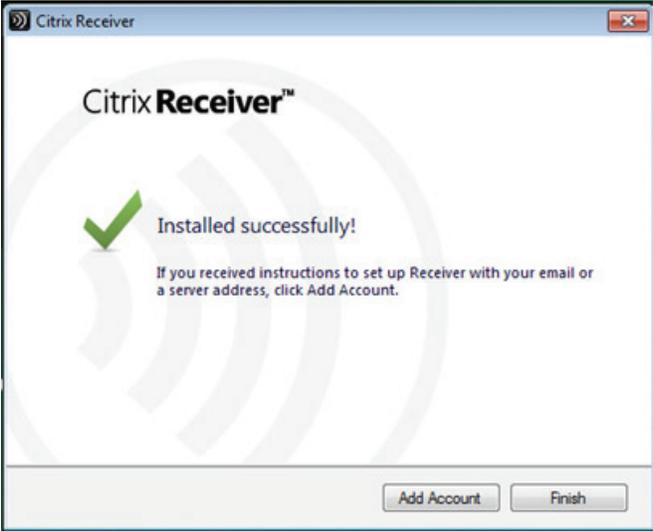
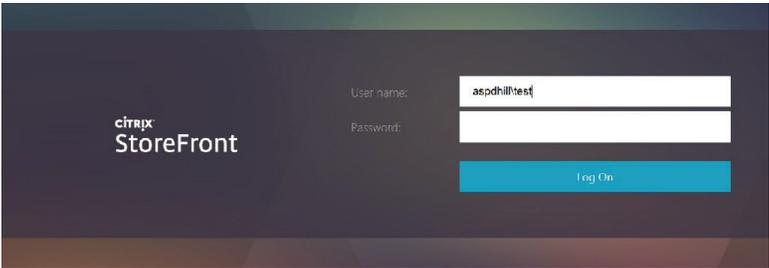
Note: To complete the installation you must have admin rights on your workstation.

If you do not have admin rights on your workstation, please contact campus IT to have them assign you as an admin.

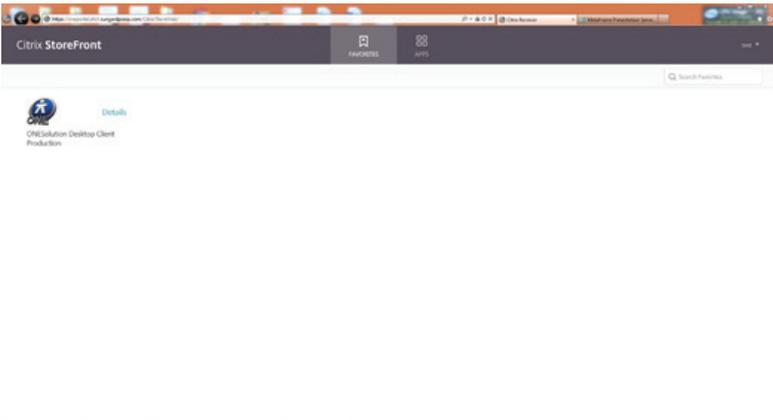
Step	Action / Description	Visual
1.	Navigate to the Onesolution login page: http://www.csudh.edu/onesolution	
2.	<p>Click the check box to “Agree with the Citrix license agreement”</p> <p>Click the “Install” button</p>	
3.	<p>When prompted, either “Run” or “Save” the CitrixReceiver.exe installation program.</p> <p>Note: If you choose “Save”, you will have to manually browse to the location on your computer where you saved it, and run the file.</p>	

Step	Action / Description	Visual
4.	<p>If prompted, Click “Yes” at the User Account Control prompt.</p>	 <p>The image shows a Windows User Account Control dialog box. The title bar reads "User Account Control". The main text asks, "Do you want to allow the following program to make changes to this computer?". Below this, it lists: "Program name: CitrixReceiver", "Verified publisher: Citrix Systems, Inc.", and "File origin: Downloaded from the Internet". At the bottom, there are "Yes" and "No" buttons, and a "Show details" link. A link at the very bottom says "Change when these notifications appear".</p>
5.	<p>Click “Next”</p> <p>Note: On occasion, this first screen opens up BEHIND other open programs. If it does not display immediately, minimize your other applications or look for it open on your task bar.</p>	 <p>The image shows the "Citrix Receiver" setup window. The title bar says "Citrix Receiver". The main area has the text "Welcome to Citrix Receiver Setup" and "Click Next to setup Citrix Receiver on your computer." Below this is the Citrix Receiver logo. At the bottom right, there are "Next" and "Cancel" buttons.</p>
6.	<p>Accept the License Agreement and Click Install.</p>	 <p>The image shows the "Citrix Receiver" setup window displaying the "License Agreement". The title bar says "Citrix Receiver". The main area has the text "License Agreement" and "You must accept the license agreement below to proceed". Below this is a scrollable text area containing the "CITRIX LICENSE AGREEMENT" text. At the bottom, there is a checked checkbox labeled "I accept the license agreement" and "Install" and "Cancel" buttons.</p>

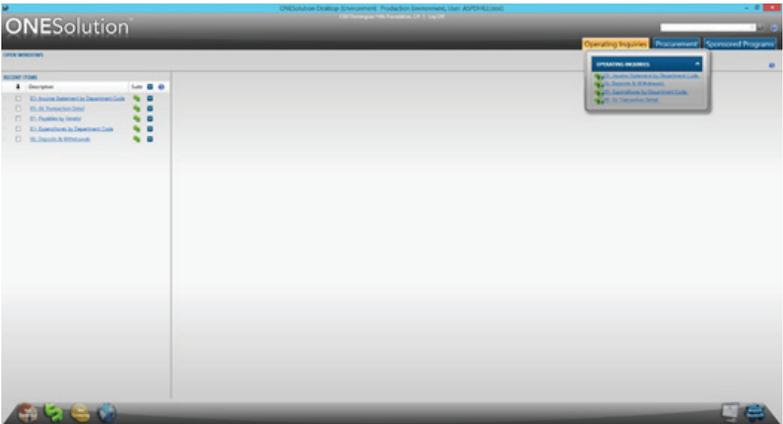
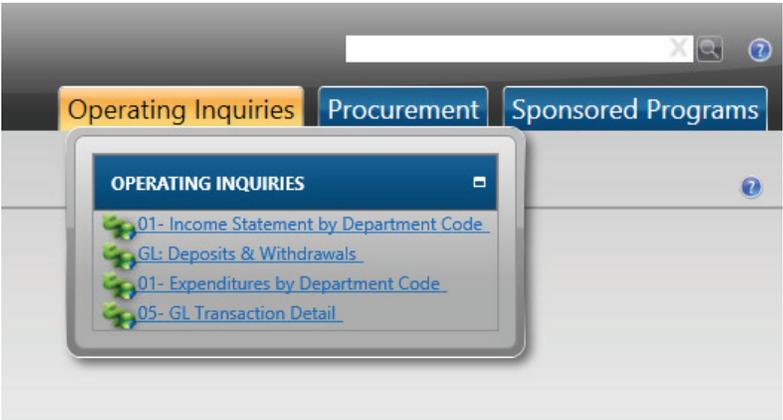
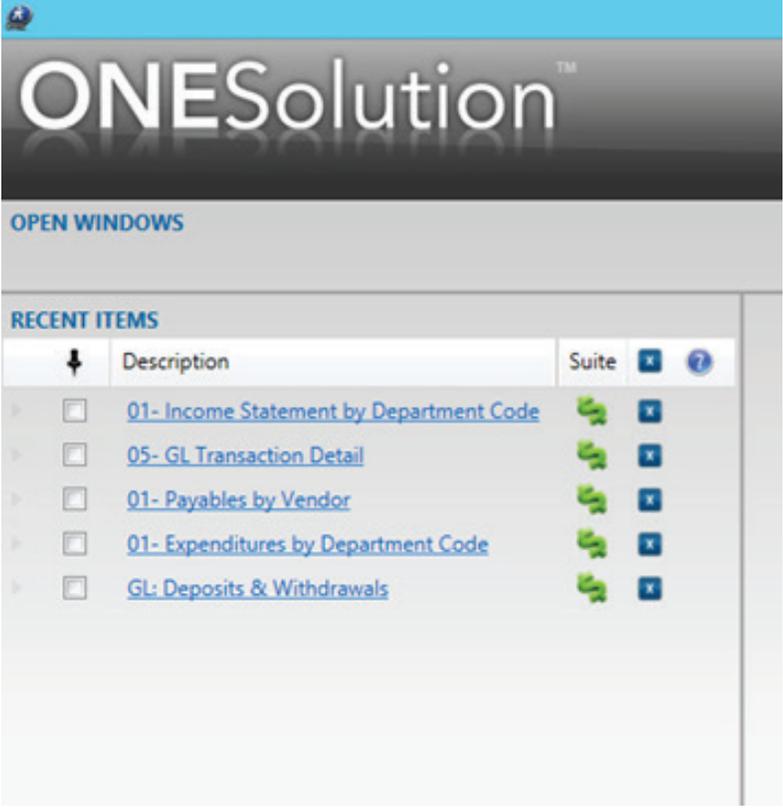
Installing Citrix

Step	Action / Description	Visual
7.	<p>Click Finish.</p> <p>Note: It is NOT necessary to click "Add Account".</p>	 A screenshot of the Citrix Receiver application window. The window title is "Citrix Receiver". The main content area features a large green checkmark on the left and the text "Installed successfully!" on the right. Below this, a smaller line of text reads: "If you received instructions to set up Receiver with your email or a server address, click Add Account." At the bottom right of the window, there are two buttons: "Add Account" and "Finish".
8.	<p>Login to Citrx. You must type in your username in this format (note the aspdhill):</p> <p>dhillcd(yourusername)</p>	 A screenshot of the Citrix StoreFront login interface. The background is dark with the "Citrix StoreFront" logo on the left. On the right, there are two input fields: "User name:" with the text "aspdhilltes" entered, and "Password:". Below the fields is a blue "Log On" button.
9.	<p>If prompted, check the box for "Do not show me the warning for this program again"</p> <p>Click "Allow" to continue.</p>	 A screenshot of an Internet Explorer Security warning dialog box. The title bar says "Internet Explorer Security". The main message is "A website wants to open web content using this program on your computer". Below this, it explains: "This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program." It lists the publisher as "Citrix Systems, Inc." and has a checked checkbox for "Do not show me the warning for this program again". At the bottom right are "Allow" and "Don't allow" buttons.

Launching Onesolution

Step	Action / Description	Visual
10.	If you are successful in logging in, you will be presented with the following page.	
11.	Launch OneSolution by clicking on the Onesolution icon.	
12.	<p>If prompted, check the box for “Do not ask me again for this site”.</p> <p>Click “Permit use” to continue.</p> <p>This will allow the system to save reports on your desktop computer.</p>	

Launching Onesolution

Step	Action / Description	Visual
13.	You will be taken to the new Onesolution desktop.	
14.	In the upper right hand corner of the desktop you will find three tabs; Operating, Procurement and Sponsored Programs. Under each tab are various reports of which can be run for your accounts.	
15.	On the left side of the OneSolution desktop you will find a recent item list. This list works in the same fashion as an internet browser history list. From here you can open report your previous ran.	

To access Trust Accounts

- ◆ Under "Operating Inquires," select "Deposits and Withdrawals" or another desired option.

To access Grant Accounts

- ◆ Under "Sponsored Programs," select "Grants Budget to Actual by Object" or another desired option.

01- Expenditures by Department Code / Default

Report Date: 3/31/2015

Department Code: * [button with three dots]

Fund: * [button with three dots]

Officer: * [button with three dots]

Division: * [button with three dots]

Function: * [button with three dots]

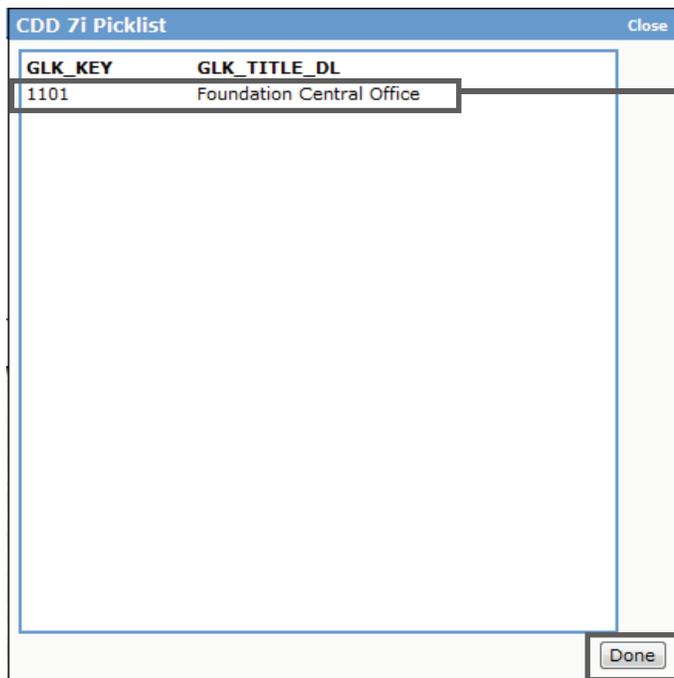
Help Submit

Once you've made a selection, a new window will pop up. For each selection, the window will have similar information.

By default, the date will always be set to the last accounting period, however, you can change it to any date you would like by clicking on the calendar button next to the date field.

- To view the account you have access to, click on the button with the three dots inside of it (ellipsis) next to the empty field for Department Code.

Generating Reports



After selecting the button with the three dots, a new window will pop up that will list all accounts you have access too.

- ◆ Note: For this guide, the demo account used in the image only has access to one account

Once you've selected the account you want to generate a report for, click done. The window will close and you will be taken to the previous window. Click Submit.

01- Expenditures by Department Code - Windows Internet Explorer

https://dhllprod.dhillsungardpsasp.com/fas7/CDD/ReportFrame.aspx?Report={8CB6C712-237D-49FA-A446-F8F0C4F1E900}&Storage=dhllprod.dhillsungardpsasp.com&Page=1 SunGard Public Sector, Inc. [US]

01- Expenditures by Department Code Page 1 of 2 Help Close

California State University, Dominguez Hills Foundation
1101 - Foundation Central Office
Budget to Actual with Encumbrances
For the Period Ending March 31, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Salaries and Benefits						
8183 Fringe Benefits - Ret. Health		(496.61)	5,442.07		(5,442.07)	⊗
8185 Fringe Benefits - FICA	38,200	3,398.27	31,228.70		6,971.30	81.8%
8186 Fringe Benefits - Dental	9,500	677.10	5,993.60		3,506.40	63.1%
8187 Fringe Benefits - Health	95,500	5,554.12	59,953.08		35,546.92	62.8%
8188 Fringe Benefits - Retirement	49,900	5,298.51	37,419.87		12,480.13	75.0%
8189 Fringe Benefits - Vision	1,300	104.88	846.28		453.72	65.1%
8190 Fringe Benefits - Workers Comp	3,300	630.97	3,481.57		(181.57)	105.5%
8191 Fringe Benefits - Life Ins.	3,800	516.40	3,178.82		621.18	83.7%
8192 Fringe Benefits - SUI	5,000	287.70	5,130.05		(130.05)	102.6%
8194 Post Retirement Health Benefit	443,500	22,970.00	318,400.60		125,099.40	71.8%
8553 Salaries - Student Assistants			1,377.00		(1,377.00)	⊗
8561 Salaries - Staff	516,800	45,368.72	433,746.40		83,053.60	83.9%
Total Salaries and Benefits	1,166,800	84,110.06	906,178.04		260,621.96	77.7%
Services and Supplies						
7003 Supplies - Operating			173.71		(173.71)	⊗
8005 Administrative Fees		.60	2.40		(2.40)	⊗
8010 Advertising			805.00		(805.00)	⊗
8025 Audit and Tax Preparation Fees	24,200	1,780.00	24,262.00		(62.00)	100.3%
8035 Board Meeting Expense	1,800		717.27		1,082.73	39.8%
8065 Cash Over/Short		.78	.48		(.48)	⊗
8070 Commissions			1,742.72		(1,742.72)	⊗
8079 Contracted Services	42,500	10,676.29	24,654.97		17,845.03	58.0%
8103 Taxes and Licenses			23.00		(23.00)	⊗
8115 Depreciation		258.36	2,141.80		(2,141.80)	⊗
8130 Dues and Subscriptions	5,000		195.00		4,805.00	3.9%
8160 Equipment > 5500			1,950.00		(1,950.00)	⊗
8170 Fees and Service Charges	85,000	5,333.01	62,788.70		22,211.30	73.9%
8171 Other Fees	4,000	67.00	1,890.27		2,109.73	47.3%
8175 Program Meeting Expense			693.97		(693.97)	⊗
8195 Tuition Reimbursement	15,300		13,940.48		1,359.52	91.1%
8270 Insurance Expense	30,000	2,266.53	20,398.77		9,601.23	68.0%
8275 Interest Expense		54.14	54.14		(54.14)	⊗

User: DEMO Page 1 Time: 09:51:55
Report: GL_Expenditures_by_Organization_Key Date: 04/28/2015

After the process has been completed, your report will appear in a new window, which you can print if needed.

Using the Drill-Down Functionality

OneSolution has a special feature known as a “drill-down.” Drill-Down gives the user the ability to click on an item to get more details within a report.

\$115	Depreciation		238.30	2,141.80
\$130	Dues and Subscriptions	5,000		195.00
\$160	Equipment > \$500			1,950.00
\$170	Fees and Service Charges	85,000	5,333.01	62,788.77
\$171	Other Fees	4,000	67.00	1,890.20
\$175	Program/Meeting Expense			693.97
\$195	Tuition Reimbursement	15,300		13,940.48
\$270	Insurance Expense	30,000	2,266.53	20,398.77
\$275	Interest Expense		54.14	54.14

To activate the drill-down, all you have to do is hover over appropriate items and your cursor will turn into a drill icon. In the image above, the user has hovered over the total under “Fiscal Year to Date” for “8160 Equipment > \$500”.

California State University, Dominguez Hills Foundation
General Ledger Transaction Detail
For the Period Ending March 31, 2015

Post Date	Sub-System Reference	Secondary Reference	PEID	Description	Debits	Credits	Balance
1101	Foundation Central Office						
	8160 Equipment > \$500						
07/22/2014	AP	0005033	60024	CSUDH CASHIER'S OFFICE	1,950.00		1,950.00
				Total Equipment > \$500	1,950.00		1,950.00
				Total Foundation Central Office	1,950.00		1,950.00
				Grand Total	1,950.00		1,950.00

User: DEMO
 Report: GL_Trans
 Page: 1
 Time: 10:48:59
 Date: 04/28/2015

By drilling-down “Fiscal Year to Date” for “8160 Equipment > \$500,” the user is taken to a new window displaying the “General Ledger Transaction Detail” report for “8160 Equipment > \$500.”

- From here, you can continue to find items to drill-down on. For example, you can drill-down on Accounts Payable or “AP” under Sub-System; doing so will take you to “Payable Transactions by Vendor.”

Using the Drill-Function

California State University, Dominguez Hills Foundation
Payable Transactions by Vendor
Includes Transactions From 4/28/2015 Through 3/31/2015

Invoice Number	Invoice Date	Post Date	Due Date	Description	PR #	PO #	Check #	Check Date	Status	Origin	Amount
60024	CSUDH CASHIER'S OFFICE										
0005033	07/21/2014	07/22/2014	07/21/2014	F13-061			00252511	07/22/2014	PD	Open Hold	1,950.00
										Total CSUDH CASHIER'S OFFICE	1,950.00
										Grand Total	1,950.00

● From here, you can click on check # to check the status of the check in the transaction.

Viewing Check Status

There are two ways to get to check status screen:

- 1) By using the drill-down feature; or
- 2) By Selecting "Check Status" under Procurement on the Home Screen.

By selecting "Check Status" under Procurement on the Home Screen, a new window will pop up. In order for the system to find a check, you must have the **Check Stock ID** and **Check Number**. **The Check Stock ID will always be FP.**

Enter the **date**, and then click submit.

California State University, Dominguez Hills Foundation
Check Status Inquiry
 As of Tuesday, March 31, 2015

Account ID	Check Number	Status
FP	00252511	Cleared

Payee	Dates
60024 CSUDH CASHIER'S OFFICE 1000 E VICTORIA ST CARSON, CA 90747	Issued 07/22/2014 Review Hold Mail Release Stop Payment Stale Reverse
Subsystem: OH Open Hold	Escheat
Process Type: MW Machine Written	Cleared 07/24/2014
Document Type: CHK Check	Last Update 09/05/2014

Check Details	
Invoice #	Amount
0005033	1,950.00
Total Check Amount	1,950.00

Once the system has found the check you want to view, it will open up in a new window.

When a check has been **cashed by the Payee**, the status will read "Cleared."

When a check has **not been cashed**, the status will read "Outstanding."

Further Information

Getting Help

For issues and help, contact us at:

310-243-2099, FoundationHelp@csudh.edu

The foundation is working constantly to add new features to the system.

Please contact us if you have feedback, or to request a specific feature.

