# Agency Accounts

(Student Club/Organization)

# Online Access & Reports

**ASSOCIATED STUDENTS INC., CSUF**

# Agency Account Online Access & Reports

- Allows officers to review the account balance at any time

- Allows officers to review deposits and disbursements/expenditures

# How to Access Agency Accounts Online

- Go to the ASI website: asi.fullerton.edu

- Under the SERVICES tab, select: **Accounting**

- Expand: **+** Reports

- Select: Student Club Reports

# HOW TO SIGN IN

- **USER NAME** = Your club number

- **PASSWORD** = Your password

  - *Your password must be at least 8 characters long and contain 3 character categories:  number, lowercase, uppercase, and/or special characters.*

  - *After your password has been determined by the club officers, please email it to asifinancialservices@fullerton.edu to be set up in the system.*

Fullerton ONESolution Login
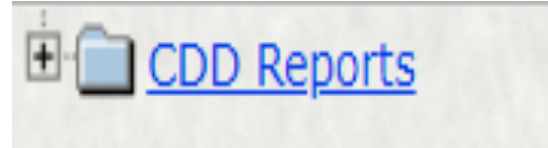
**Sign in to continue**

User Name

Password

**Submit**
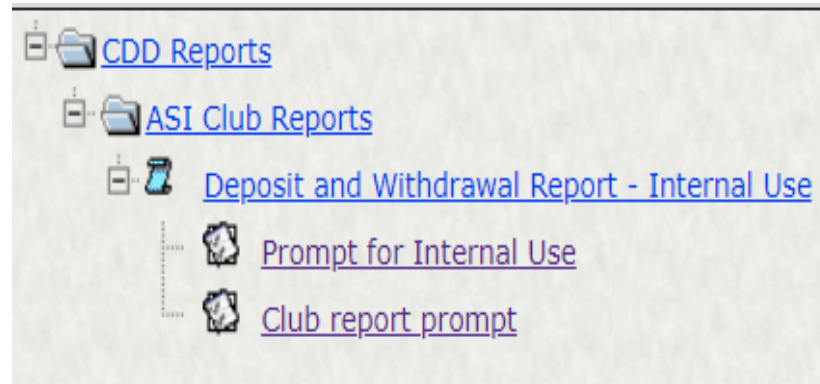
Help

# CDD (Click Drag Drill) Report

Expand:  +CDD report



Expand:  +ASI Club Reports, then

Expand:  +Deposit and Withdrawal Report, then

Select:  Club report prompt

# Enter Begin Date and End Date

**BEGIN DATE**: Always put the first date of fiscal year, example: 07/01/20

**END DATE**: It is best use today's date, but can be any date before the end of the fiscal year, example: 6/30/21

**CLUB NUMBER**: Enter your club/ organization account number: the four-digit number that starts with 4, example: 4000 **OR** leave the asterisk (*) and click **SUBMIT**



Deposit and Withdrawal Report - Internal Use / Club report prompt

| Enter Begin Date | 7/1/2018 |
| Enter End Date | 7/31/2018 |
| Enter Your Club number: | * |
| Enter Desired Object Code: | * |
| Enter Your Director Code: | * |

Help

# DEPOSIT AND WITHDRAWALS REPORT

Your report will appear like this example.

# QUESTIONS

FOR SUPPORT, QUESTIONS, OR PASSWORD RESET
Contact ASI Financial Services
(657) 278 – 2404
asifinancialservices@fullerton.edu