INSTRUCTIONS FOR
MANAGER/DIRECTOR REPORTS VIA
THE ASI WEBSITE

Monitor your Financial Activity and Access your Manager/Director Reports online: asi.fullerton.edu

Simply click on the Accounting tab in the Services section of the website. A link to access your financial reports can be found at the bottom of the page. Don't forget to use Microsoft's Internet Explorer (IE) 10 whenever accessing your reports!

Prior to accessing and utilizing your reports it is important to be sure your system is set up properly for good ONE Solution reporting.

In order to fully utilize the "Report Online" features on the new accounting please system please check the following:

1) **You are using Microsoft's IE web browser, version 10 or lower.**
   If you are running Explorer 11 please contact ASI IT and IT team will come and roll it back to Explorer 10.

   You can check the version by opening the web browser and clicking on the question mark icon in the upper right selecting "About Internet Explorer".
   (Not all functionality is available in IE version 11 or Chrome browsers).

2) **Make sure that your browser is running in "Compatibility mode".**
   If you do not see the "Report Tree" when you log in, then you will need to set your web browser to be in "compatibility mode".
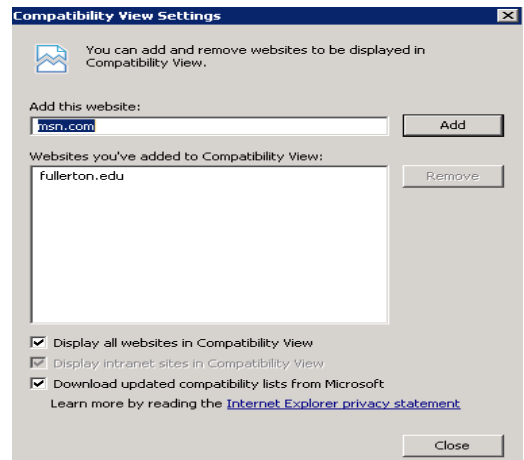
There are several ways to set it:

   1) Just at end of the browser's URL bar there is a "compatibility view" icon. Click on this icon and your report tree should appear.
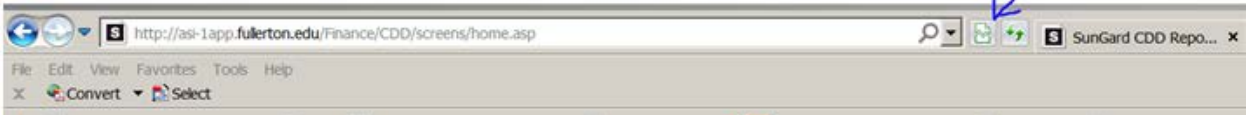
   2) Change your browser Compatibility View settings:
      a) Open IE web browser.
      b) Select Tools\Compatibility View Settings\
      c) Make sure that "Display all websites in Compatibility View" box is selected
      d) Click "Close" button.

STEP 1
Visit http://asi.fullerton.edu/services/accounting.asp. Go to the "**Financial Reports**"
section near the bottom of the page and click on **"Manager/Director Reports"**.

Financial Reports
Student Club Reports
Instructions for Student Club Reports 📕
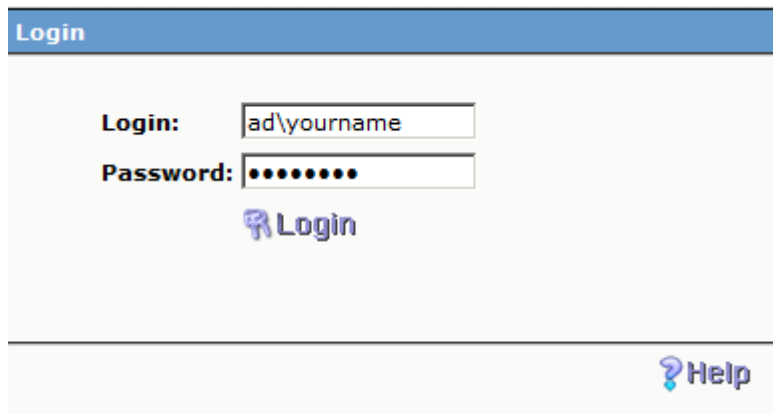Manager/Director Reports (ASI/TSC/IRA)
Instructions for Manager/Director Reports 📕

Login is the same as your user desktop and always begins with "AD\" followed with your
first initial and your last name (commonly used).

Password is your desktop password.

Login

Login:	ad\yourname
Password:	••••••••

🕮 Login

❓Help

STEP 2

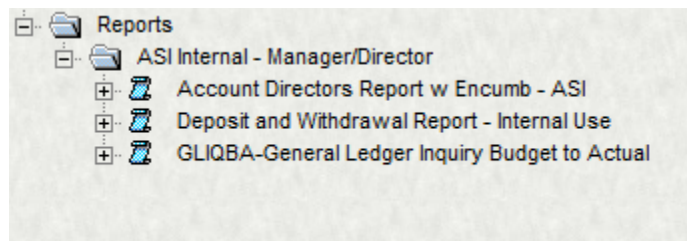⊟ 📂 Reports
   ⊞ 📁 ASI Internal – Manager/Director

STEP 3
Expand the "+" sign and you will have three different reports.

Choose your report type by clicking the "+" sign next to the report you desire.

In any report type, review the date range.
Either utilize the default dates or select the
drop down dates for the date interval you
are reviewing.

⊟ 📂 Reports
   ⊟ 📁 ASI Internal – Manager/Director
      ⊞ 📄 Account Directors Report w Encumb – ASI
      ⊞ 📄 Deposit and Withdrawal Report – Internal Use
      ⊞ 📄 GLIQBA-General Ledger Inquiry Budget to Actual

Account Directors Report w Encumbrance

The "Account Directors Report with Encumbrance" provides detail transactions within actual expenses, encumbrances, overall Budget and % of Annual Budget information.

General Ledger Inquiry Budget to Actual

The "General Ledger Inquiry Budget to Actual" provides summary information for each revenue and expense account and remaining balance information.

Deposit and Withdrawal Report

The "Deposit and Withdrawal Report" provides transaction detail within revenue and expenses.

ACCOUNT DIRECTORS REPORT

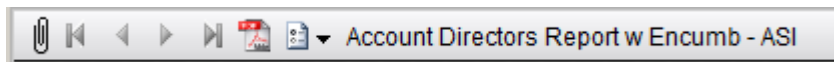## GENERAL LEDGER INQUIRY BUDGET TO ACTUAL

DEPOSIT AND WITHDRAWAL REPORT

STEP 4
Click "Submit" button

Use the navigation toolbar (upper left) to print, print preview, export, etc. See PDF icon for additional function in ADOBE.

Use arrow to page forward and backward, and to navigate to begin and end of any report.

Still need help?

**Please contact ASI Accounting at (657)278-2404
or visit the ASI Accounting office in TSU -224**

Thank You!