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.
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 WITHDRAWALS REPORT

Your report will appear like this example.

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DESCRIPTION</th>
<th>WITHDRAWAL</th>
<th>DEPOSIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6901</td>
<td>Beginning Balance</td>
<td>0.00</td>
<td>1,250.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>6901</td>
<td></td>
<td>$0.00</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
</tbody>
</table>

TOTAL PROJECT

$0.00 $1,250.00 $1,250.00
QUESTIONS

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