

# INSTRUCTIONS FOR STUDENT CLUB REPORTS VIA THE ASI WEBSITE

## Monitor your Financial Activity and Access your Student Club Reports online: [asi.fullerton.edu](http://asi.fullerton.edu)

Simply click on the Accounting tab in the Services section of the ASI 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!

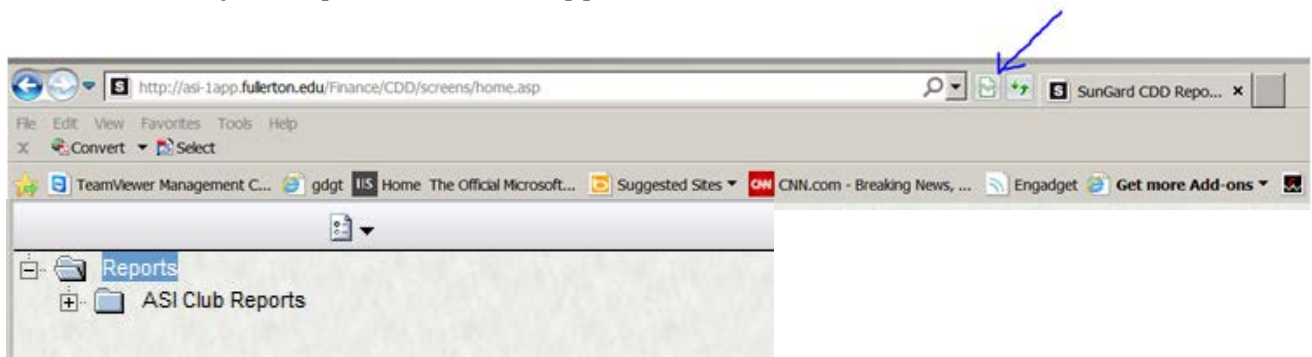
*Prior to accessing and utilizing your reports it is important to be sure your system is set up properly for good ONE Solution reporting.*

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

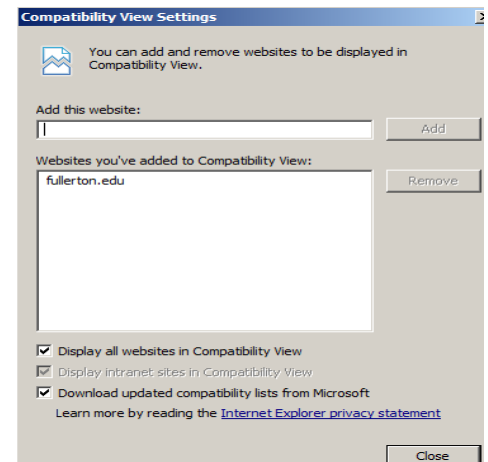
- 1) You are using Microsoft's IE web browser, version 10 or lower.**
- 2) Make sure that your browser is running in "Compatibility mode".**  
If you do not see report "Report Tree" when you log in (instead you might see just the words "club# Production") then you will need to set your web browser to be in "compatibility mode".

There are several ways to set it up:

- 1) Just at end of the browser URL bar there is a "compatibility view" icon. Click on this icon and your report tree should appear.



- 2) Change your browsers Compatibility View settings:
  - a) Open IE web browser.
  - b) Select Tools\Compatibility View Settings\
  - c) A dialog box appears. Make sure that "Display All Websites in Compatibility View" box is selected
  - d) Click "Close" Button



## **Club Account Report Instructions**

### **STEP 1**

Visit [asi.fullerton.edu](http://asi.fullerton.edu) and click on “Services” on the navigation bar.  
Click on the “Accounting” link under “Services” on the left side of the page.

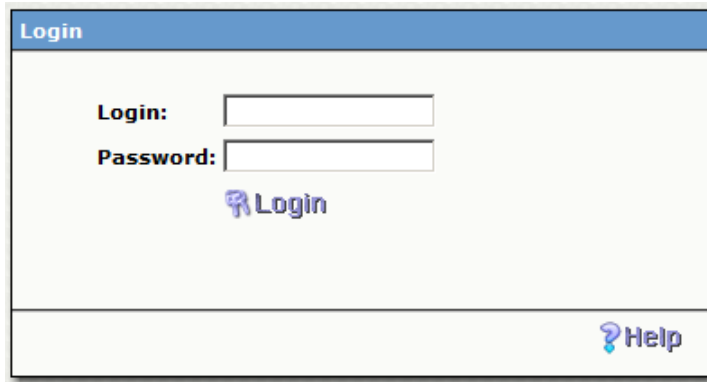
Or go directly to <http://asi.fullerton.edu/services/accounting.asp>.

Go to the “Financial Reports” section near the bottom of the page and click on “Student Club Reports”.

### **STEP 2**

“Login” is your club account number (i.e. 4xxx, 5xxx). If you need assistance obtaining your club account number, please contact your advisor or the ASI Accounting office at (657) 278-2404.

“Password” – To set up password for your club, please contact the Accounting office at (657)278-2404.

A screenshot of a web page titled "Login". It features two input fields: "Login:" and "Password:". Below the fields is a blue "Login" button with a key icon. At the bottom right of the page is a "Help" link with a question mark icon.

*It is the responsibility of the student club and its leadership to control this password and keep it secure.*

*When a student club leader leaves the club, the new incoming leader should contact the former leader or advisor to obtain the current password, select a new password & inform the advisor. Make sure you have the approval of the student club advisor and keep him/her informed of the password and any changes in order to serve as your security backup.*

### **STEP 3**

Open the “+” sign next to **ASI Club Reports**

Open the “+” sign next to  
**Deposit and Withdrawal Report**



#### STEP 4

Student Club Report, Deposit and Withdrawal information is organized by fiscal year.

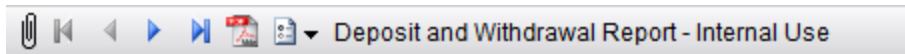
For Example, the current fiscal year is July 1, 20xx to June 30, 20yy (yy = xx+1- i.e. July 1, 2013 to June 30, 2014). Beginning balance are carried forward when each fiscal year is initialized. This is clearly labeled "07/01/xx BALANCE FORWARD" in your report.



Open the ASI Club Reports folder and select Deposit and Withdrawal Report- Internal Use. The date will automatically begin with the beginning of the fiscal year date and end with the ending of the current month.

#### STEP 5

Click "Submit" button



Use and navigate toolbar (upper left) to print, print preview, export, etc.

Additional functions available in ADOBE (see PDF icon)

Use arrows to page forward and backward, and go to report beginning and end.



Below is an example of a student club report:

Deposit and Withdrawal Report - Internal Use

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**ASI** **DEPOSITS AND WITHDRAWALS**  
07/01/2013 THRU 04/30/2014

**Fiscal Year: 2013**

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**ORG KEY:** 4600 International Assoc of Jazz Ed  
**OBJECT** 6901 Deposits

<u>POST DATE</u>	<u>REFERENCE</u>	<u>DESCRIPTION</u>	<u>WITHDRAWAL</u>	<u>DEPOSIT</u>	<u>BALANCE</u>
07/01/2013	JG1307-08	6/30/13 BALANCE FORWARD	0.00	336.64	
<b>SUBTOTAL</b>	<b>OBJECT</b>	<b>6901</b>	<b>\$0.00</b>	<b>\$336.64</b>	<b>\$336.64</b>
<b>TOTAL</b>	<b>PROJECT</b>	<b>4600</b>	<b>\$0.00</b>	<b>\$336.64</b>	<b>\$336.64</b>

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**Still need help?**

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

**Our staff will provide friendly instructions  
while walking you through a first time demonstration.**

**Thank You!**

