

# ONESOLUTION

## FINANCIAL INQUIRY SYSTEM

### USER GUIDE

# Table of Contents

Installing Citrix	2
Launching Onesolution	5
Generating Reports	7
Using the Drill-Down Function	9
Viewing Check Status	11
Further Information	12

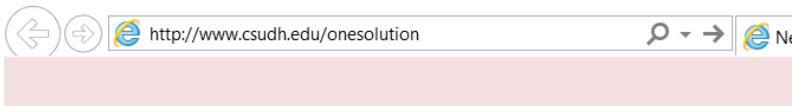
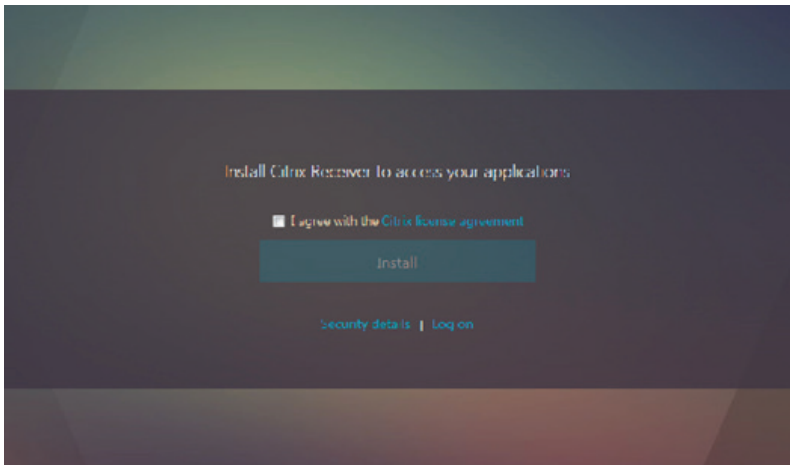

# Installing Citrix

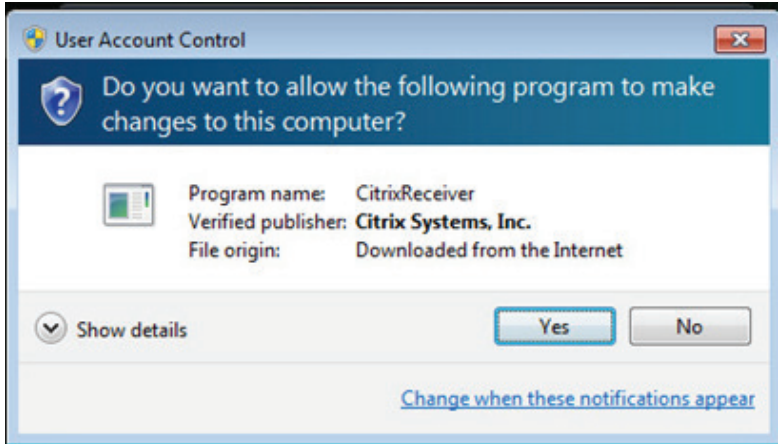

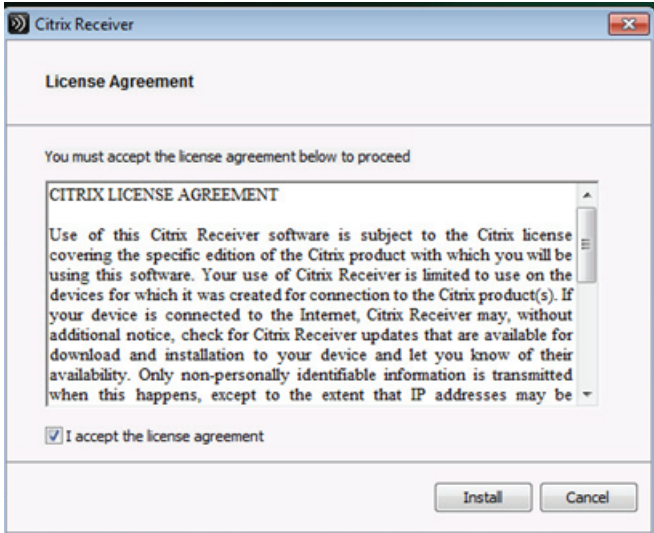
Citrix Receiver is an app that makes a secure connection from your computer to the Onesolution environment. The first time you utilize OneSolution, you must install Citrix Receiver.

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

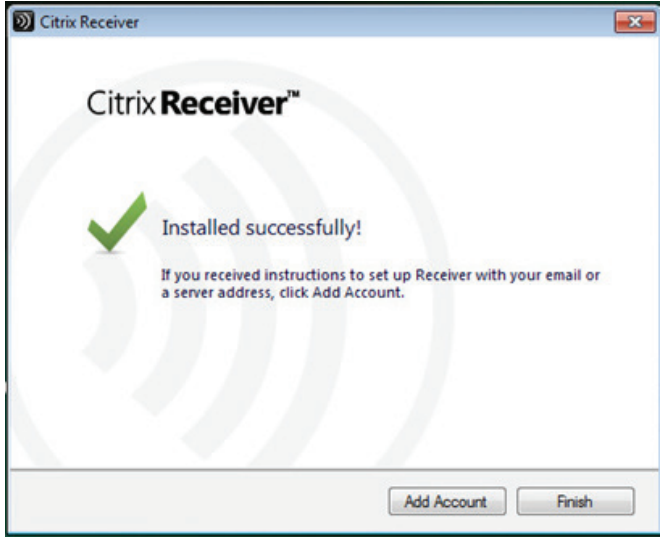
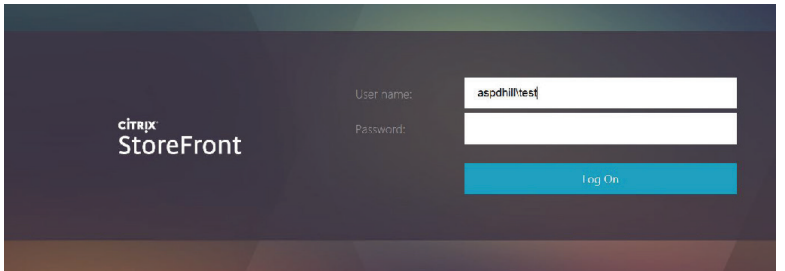
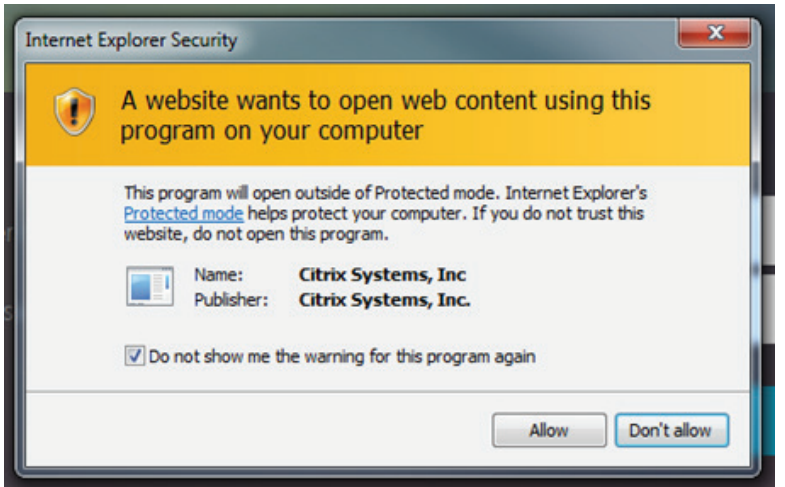
**Note:** To complete the installation you must have admin rights on your workstation.

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

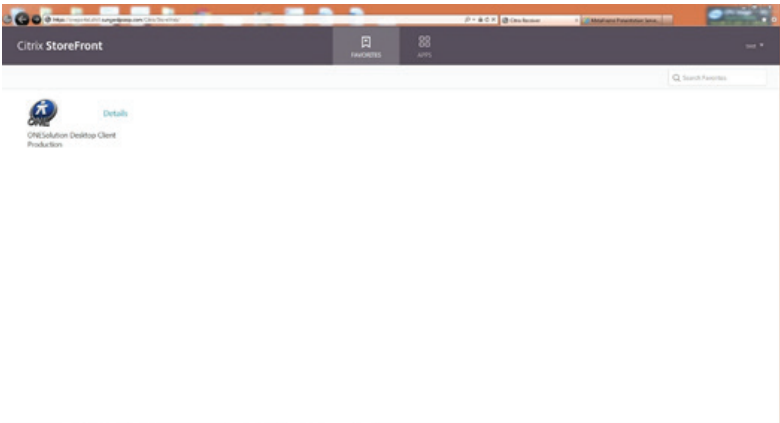
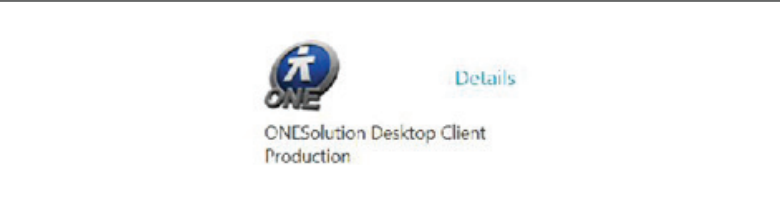

Step	Action / Description	Visual
1.	Navigate to the Onesolution login page: <a href="http://www.csudh.edu/onesolution">http://www.csudh.edu/onesolution</a>	
2.	<b>Click</b> the check box to “Agree with the Citrix license agreement”  <b>Click</b> the “Install” button	
3.	When prompted, either “Run” or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

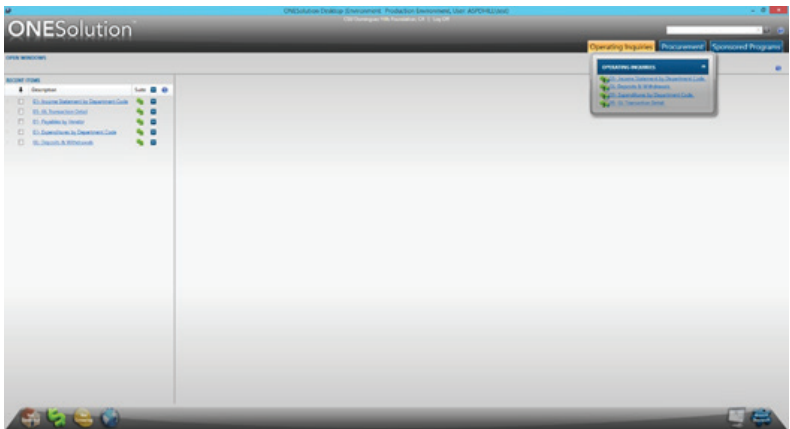
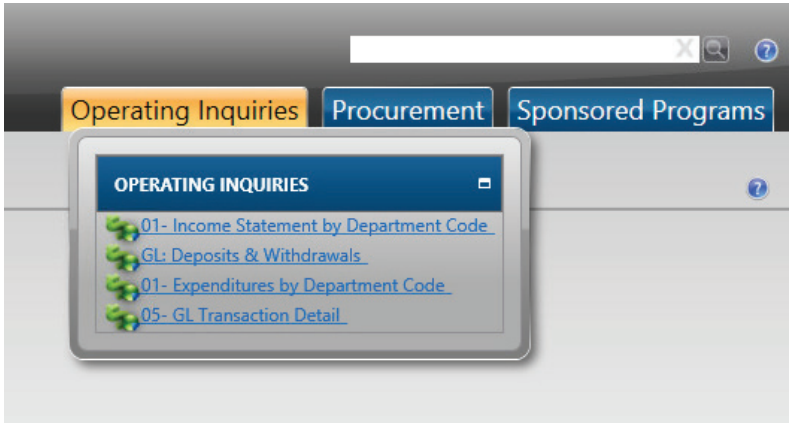
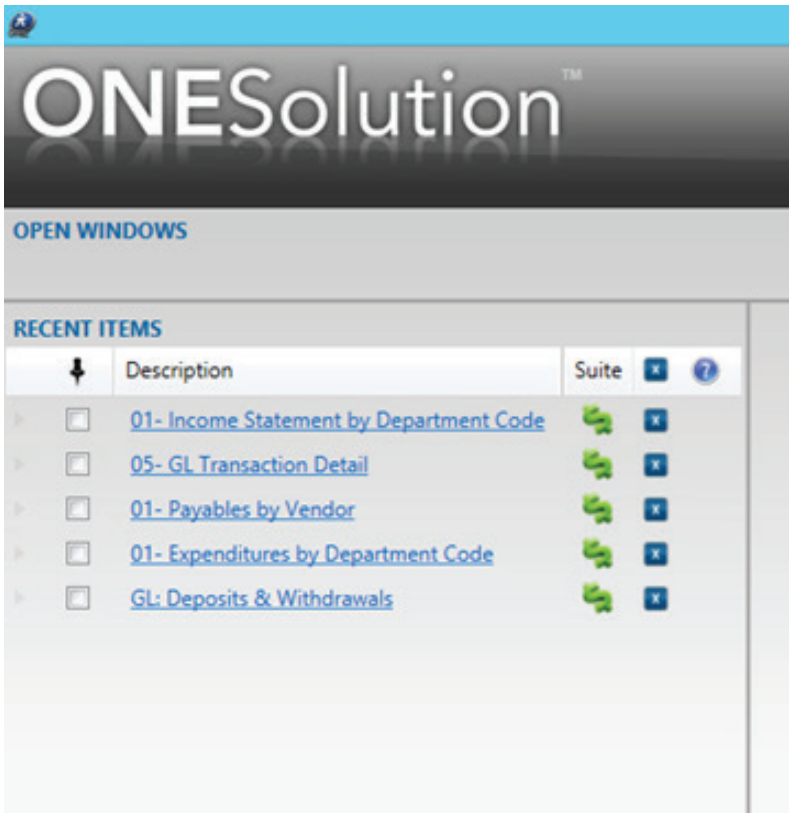
Step	Action / Description	Visual
4.	If prompted, <b>Click</b> "Yes" at the User Account Control prompt.	 <p>A Windows User Account Control dialog box titled "User Account Control". It asks, "Do you want to allow the following program to make changes to this computer?". The program details are: Program name: CitrixReceiver, Verified publisher: Citrix Systems, Inc., File origin: Downloaded from the Internet. There are "Yes" and "No" buttons, and a "Show details" link. A link at the bottom says "Change when these notifications appear".</p>
5.	Click "Next"  <b>Note:</b> 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>The Citrix Receiver Setup Welcome screen. It features the Citrix Receiver logo on the left and the text "Welcome to Citrix Receiver Setup" on the right. Below the text, it says "Click Next to setup Citrix Receiver on your computer." At the bottom right, there are "Next" and "Cancel" buttons.</p>
6.	<b>Accept</b> the License Agreement and <b>Click</b> Install.	 <p>The Citrix Receiver License Agreement screen. It has a title bar "Citrix Receiver" and a subtitle "License Agreement". The text says "You must accept the license agreement below to proceed". Below this is a scrollable text area containing the "CITRIX LICENSE AGREEMENT". At the bottom, there is a checkbox labeled "I accept the license agreement" which is checked, and "Install" and "Cancel" buttons.</p>



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

## 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, <b>check</b> the box for "Do not ask me again for this site".</p> <p><b>Click</b> "Permit use" to continue.</p> <p>This will allow the system to save reports on your desktop computer.</p>	

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

**CDD 7i Picklist** Close

GLK_KEY	GLK_TITLE_DL
1101	Foundation Central Office

Done

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.dhll.sungardpsasp.com/.../CDD/ReportFrame.aspx?Report={8CB6C712-237D-49FA-A446-F8F0C4F1E900}&Storage=dhllprod.dhll.sungardpsasp.com&Page=1

Page 1 of 2

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
<b>Salaries and Benefits</b>						
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 - SCL	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%
<b>Total Salaries and Benefits</b>	<b>1,166,800</b>	<b>84,110.06</b>	<b>906,178.04</b>		<b>260,621.96</b>	<b>77.7%</b>
<b>Services and Supplies</b>						
7003 Supplies - Operating			173.71		(173.71)	⊗
8005 Administrative Fees		.60	2.40		(2.40)	⊗
9010 Advertising			805.00		(805.00)	⊗
9025 Audit and Tax Preparation Fees	24,200	1,780.00	24,262.00		(62.00)	100.3%
9035 Board Meeting Expense	1,800		717.27		1,082.73	39.8%
9065 Cash Over/Short		.78	.48		(.48)	⊗
9070 Commissions			1,742.72		(1,742.72)	⊗
9079 Contracted Services	42,500	10,676.29	24,654.97		17,845.03	58.0%
9103 Taxes and Licenses			25.00		(25.00)	⊗
9115 Depreciation		258.36	2,141.80		(2,141.80)	⊗
9130 Dues and Subscriptions	5,000		195.00		4,805.00	3.9%
9160 Equipment > \$500			1,950.00		(1,950.00)	⊗
9170 Fees and Service Charges	85,000	5,333.01	62,788.70		22,211.30	73.9%
9171 Other Fees	4,000	67.00	1,899.27		2,100.73	47.3%
9175 Program Meeting Expense			693.97		(693.97)	⊗
9195 Tuition Reimbursement	15,300		13,940.48		1,359.52	91.1%
9270 Insurance Expense	30,000	2,266.53	20,398.77		9,601.23	68.0%
9275 Interest Expense			54.14		(54.14)	⊗

User: DEMO  
Report: GL\_Expenditures\_by\_Organization\_Key

Page 1

Time: 09:51:55  
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	\$5,000	5,333.01	62,788.77
\$171 Other Fees	4,000	67.00	1,890.27
\$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	

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										
<a href="#">0005033</a>	07/21/2014	07/22/2014	07/21/2014	F13-061			<a href="#">00252511</a>	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.

04- Check Status / Default

Check Stock ID:

Check Number:

Type:

Check Date:

[? Help](#) [Submit](#)

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 Escheat Cleared 07/24/2014 Last Update 09/05/2014

Subsystem: OH Open Hold
Process Type: MW Machine Written
Document Type: CHK Check

Check Details	
Invoice #	Amount
<a href="#">0005033</a>	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](mailto: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.

