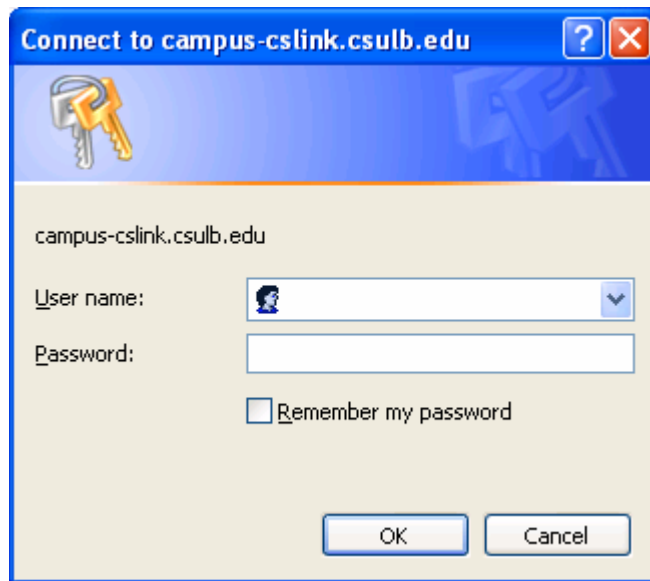

How to Access CSV files in CSLink System

A. Login to the CSLink System

Copy and paste the following Link <https://campus-cslink.csulb.edu> to Internet Explorer



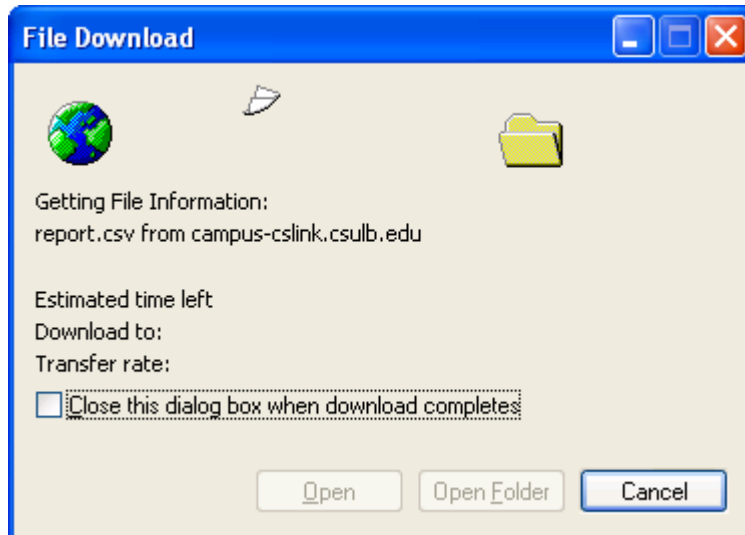
Need Help?

Contact fishelpdesk@csulb.edu for CSLink Financial password reset.

B. Download CSV Report

1. Click on **View Reports** tab to view reports
2. In the Format column, mouse-over CSV link and right-click on the mouse and select **Save Target As...**
(Note: It might take a while to download the file.)

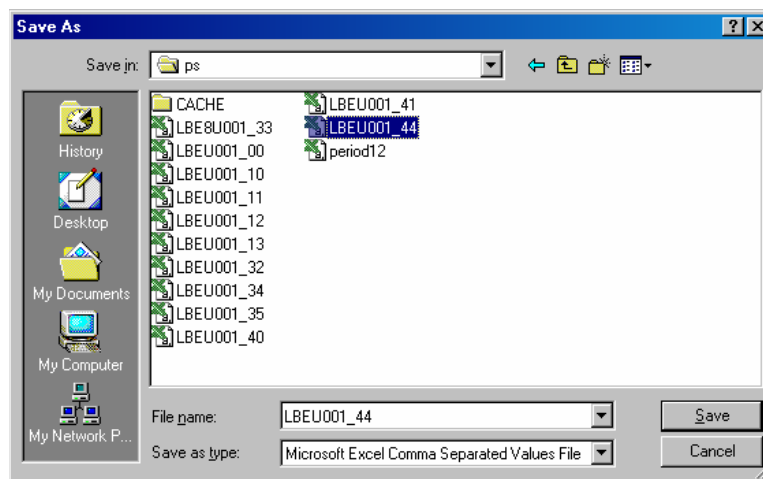
“File Download” dialog box appears



Note: *It is important to save the CSV file in C:\PS folder*

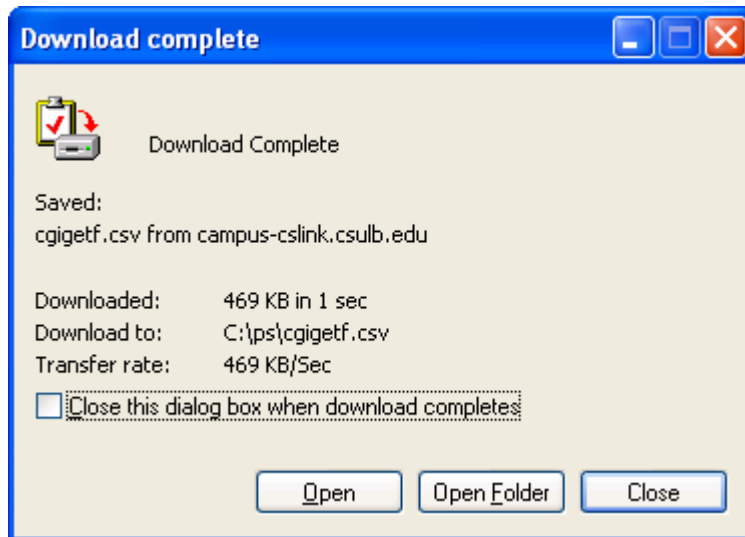
3. Type in the file name as follows, LBEU001_###.csv
(Where ## represents the reports number, like 00, 35, 44, etc)

Click on **Save** in the C:\PS folder (Note: create a new folder if you've never had PS folder)



The “Download Complete’ dialog box appears

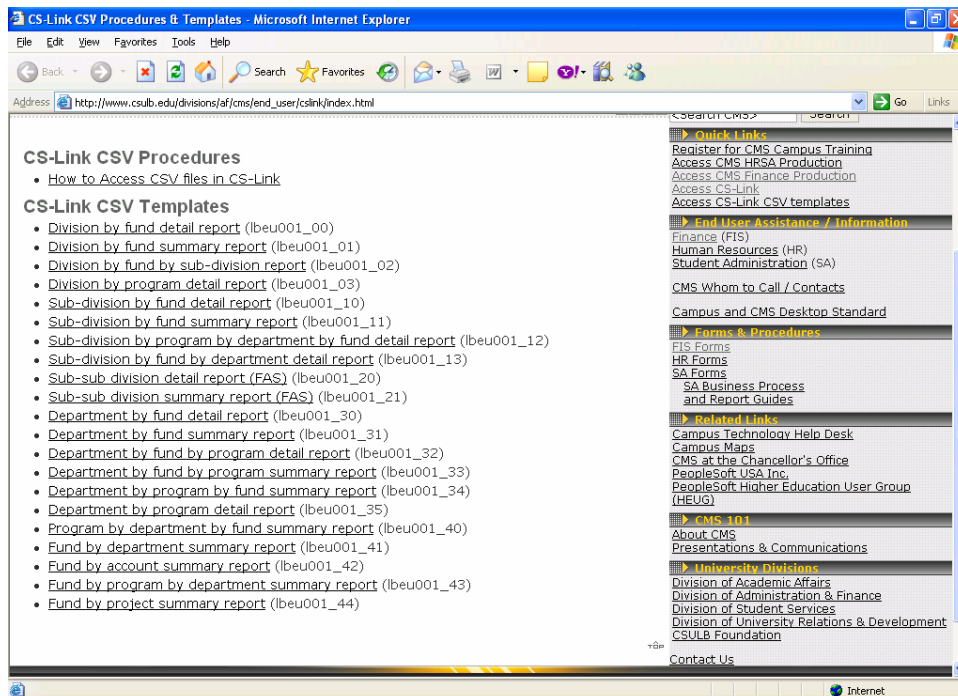
4. Click on **Close** button



C. Access to the CS-Link Templates

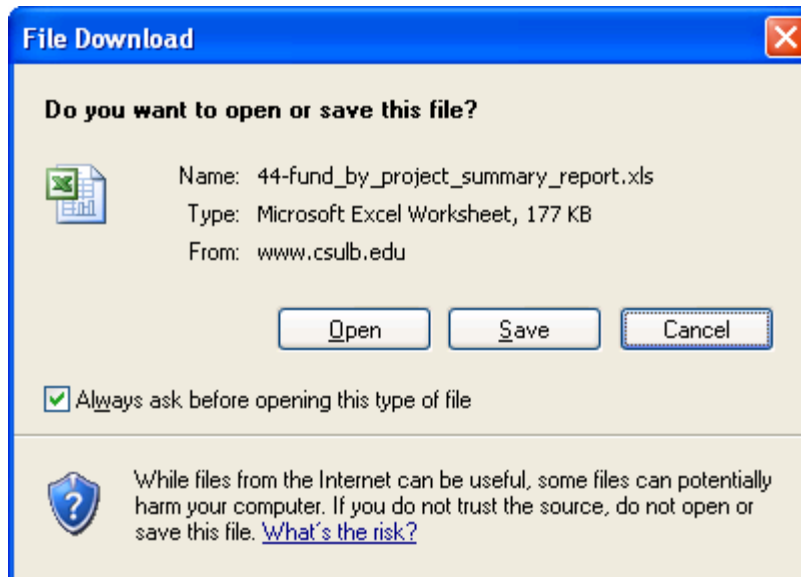
1. Click on **Online Query** tab in CSLink browser, navigate to **PeopleSoft Financials > GL Reports >** and click on **LBEUCSVTMP – CS-Link CSV Templates** link. It will take you to a new browser. A list of templates appears
2. Click on the CSV Template corresponding to the report that you saved to your C:\PS folder.

http://www.csulb.edu/divisions/af/cms/end_user/cslink/index.html

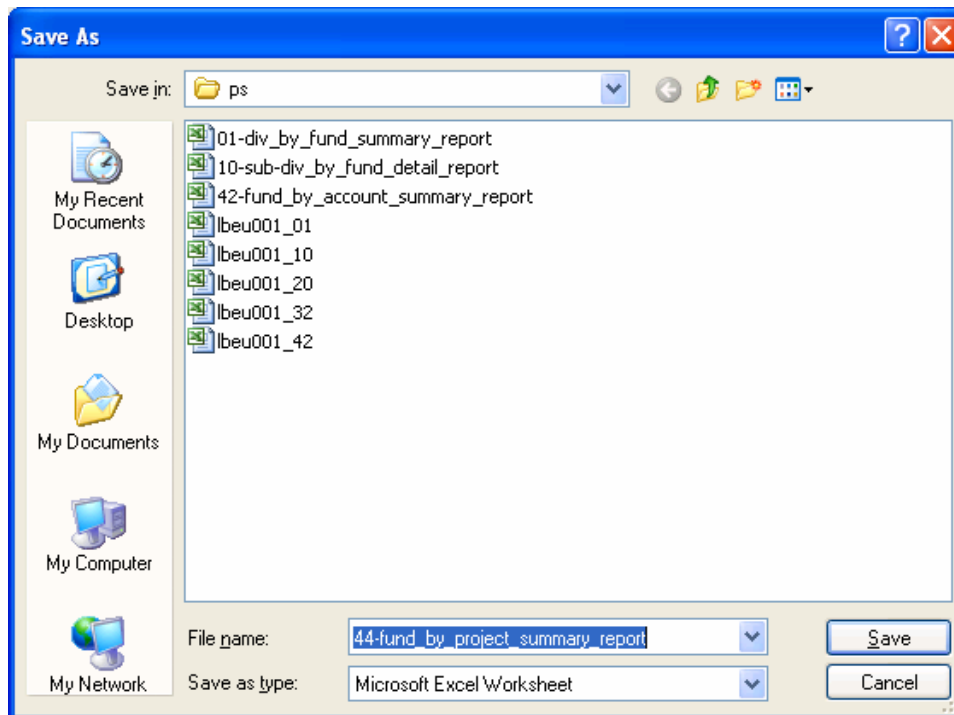


“File Download” dialog box appears

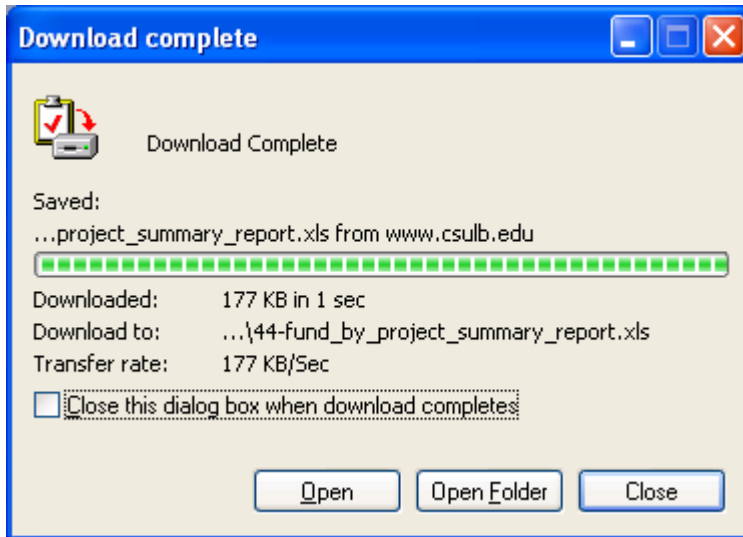
3. Click on **Save** and the name of the report automatically appears on the filename field.



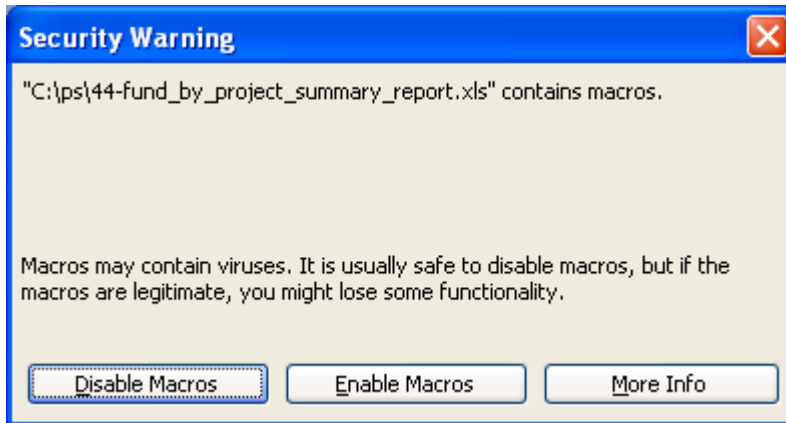
4. Click on **Save** again to confirm the location and filename.



5. When the “Download Complete” dialog box appears, click **Open**



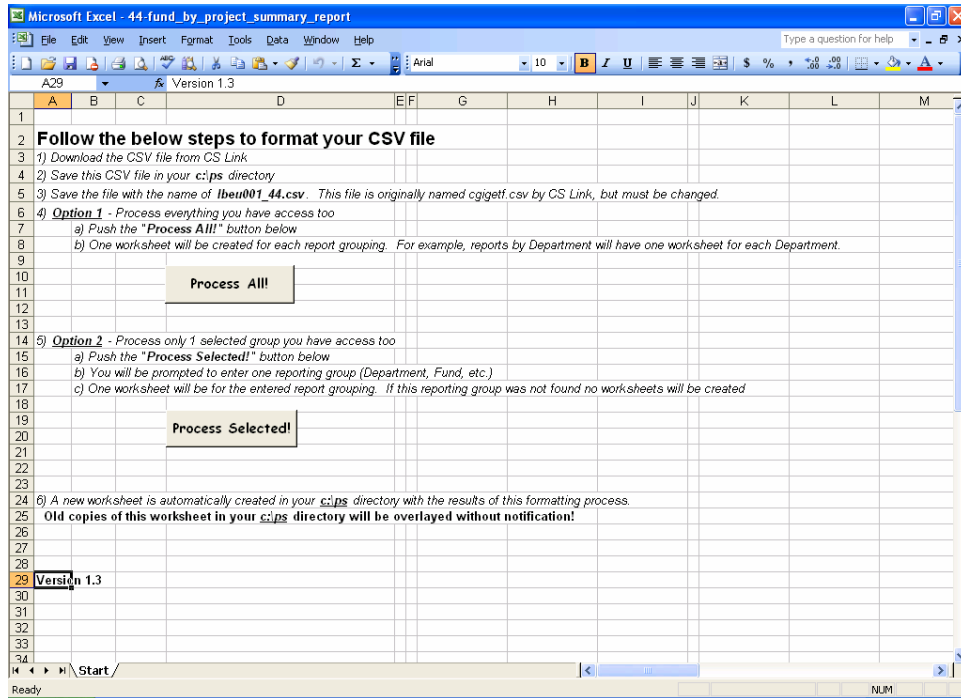
6. When the following dialog box appears, click on **Enable Macros**



Process All Option

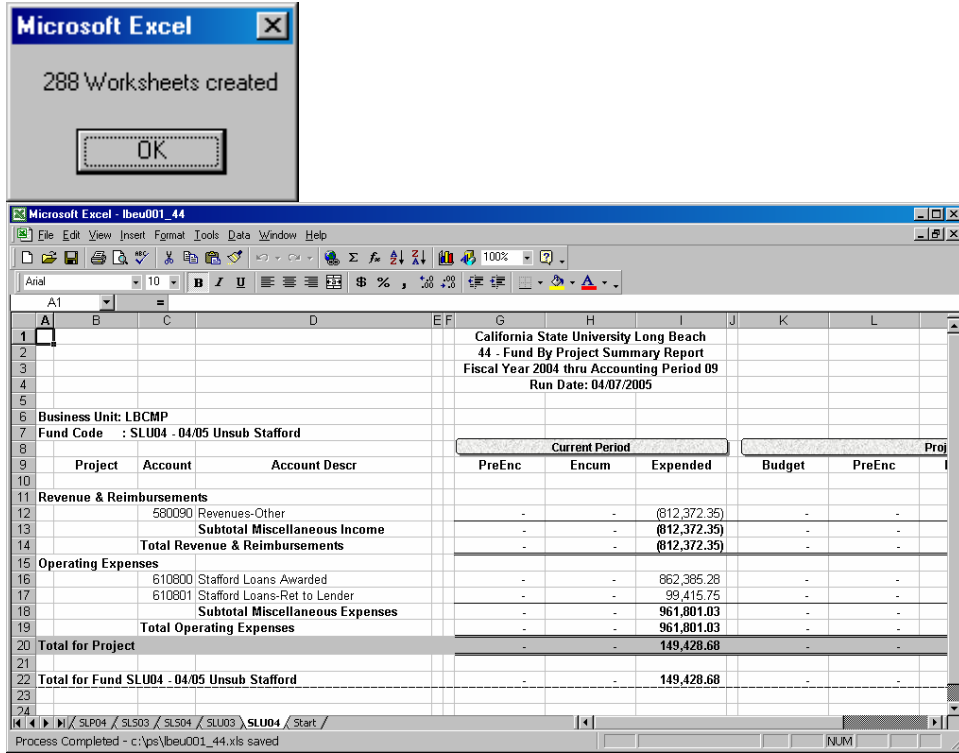
The Workbook opens in MS Excel

You will receive all the chartfields to which you have security access. The Program Chartfields worksheets will all be in one of MS Excel workbook, with each worksheet showing information for each chartfield value. You will receive a message indicating “## worksheets created”. The number of worksheets created will depend on the number of Chartfield values for which you have security.



For example:

In this case, the user has access to 288 Fund chart fields by running a Fund by Project Summary report: LBEU001_44

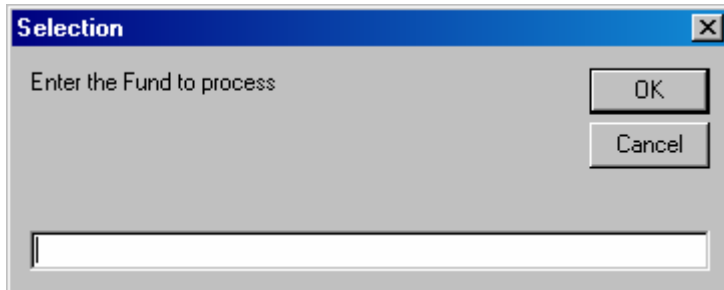


Note: On the lower left-hand corner of the worksheet, it shows a message “Process Completed – c:\ps\lbeu011_44.xls. The report is created and saved in the C:\PS folder as MS Excel with a format .xls

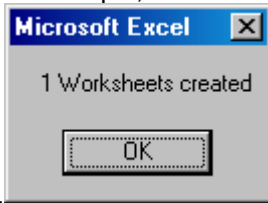
Now, you can view, print, and manipulate each worksheet.

Process Selected option

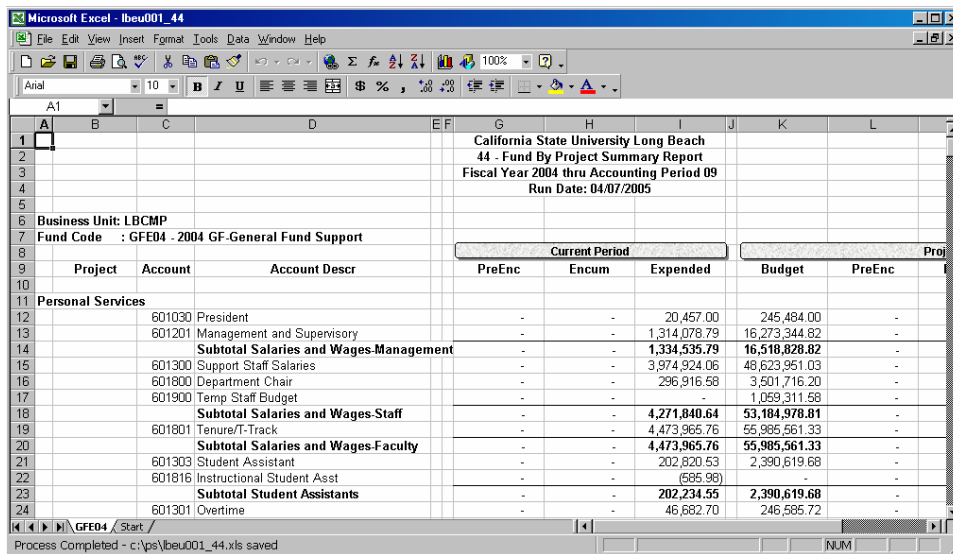
1. Click on “Process Selected” button and enter the Chartfield value. In this case enter the fund to process and click OK



For example, I entered GFE04. A dialog box appears “1 Worksheets created



A worksheet is created. It shows that only one worksheet was created for the Chartfield value=GFE04. It is the value the user entered for “Process Selected” prompt box.



California State University Long Beach 44 - Fund By Project Summary Report Fiscal Year 2004 thru Accounting Period 09 Run Date: 04/07/2005						
Business Unit: LBCMP						
Fund Code : GFE04 - 2004 GF-General Fund Support						
			Current Period		Proj	
Project	Account	Account Descr	PreEnc	Encum	Expended	Budget
Personal Services						
	601030	President	-	-	20,457.00	245,484.00
	601201	Management and Supervisory	-	-	1,314,078.79	16,273,344.82
		Subtotal Salaries and Wages-Management	-	-	1,334,535.79	16,518,828.82
	601300	Support Staff Salaries	-	-	3,974,924.06	48,623,951.03
	601800	Department Chair	-	-	296,916.58	3,601,716.20
	601900	Temp Staff Budget	-	-	-	1,059,311.58
		Subtotal Salaries and Wages-Staff	-	-	4,271,840.64	53,184,978.81
	601801	Tenure/T-Track	-	-	4,473,965.76	65,985,561.33
		Subtotal Salaries and Wages-Faculty	-	-	4,473,965.76	55,985,561.33
	601303	Student Assistant	-	-	202,820.53	2,390,619.68
	601816	Instructional Student Asst	-	-	(695.98)	-
		Subtotal Student Assistants	-	-	202,234.55	2,390,619.68
	601301	Overtime	-	-	46,682.70	246,585.72

Note: On the Lower left-hand corner, the report is created in the same folder C:\PS and named lbeu001_44.xls. If the user had not moved an older file to a different location or network drive, it would be overwritten with the latest worksheet or report.

*** End of the Document ***