Foundation Workshop Series

E1 Navigation

Post Award Team
Foundation Financial Services

FRESNO STATE | Auxiliary Services

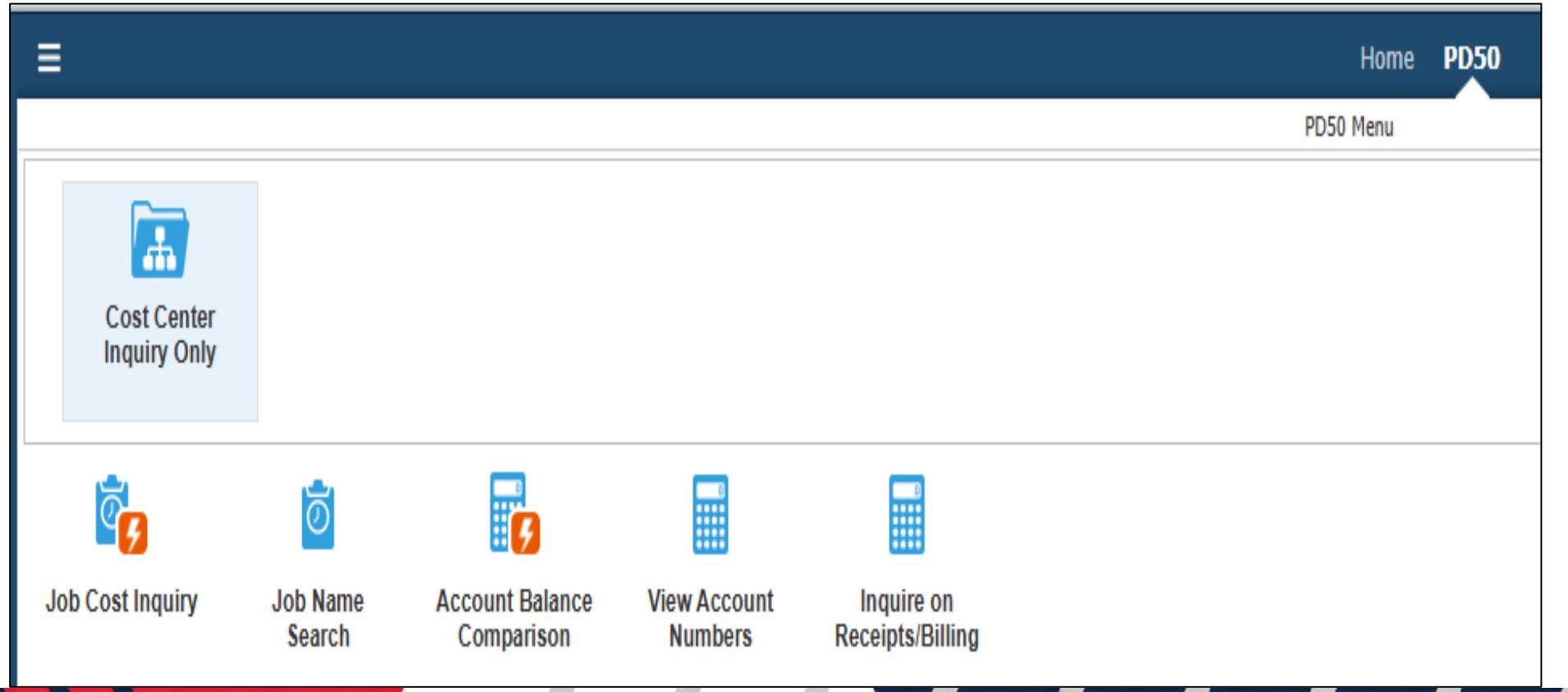
Overview of How To:

- View Job Cost Inquiry
- Review Activity and Expenses in a Line Item
- Export Data from E1 to an Excel Spreadsheet
- Print Reports from E1
- Job Name Search
- View Open Purchase Orders
- Create “Favorites”
- View Account Numbers
- Inquire on Receipts/Billings
- Search Open and Closed Invoices



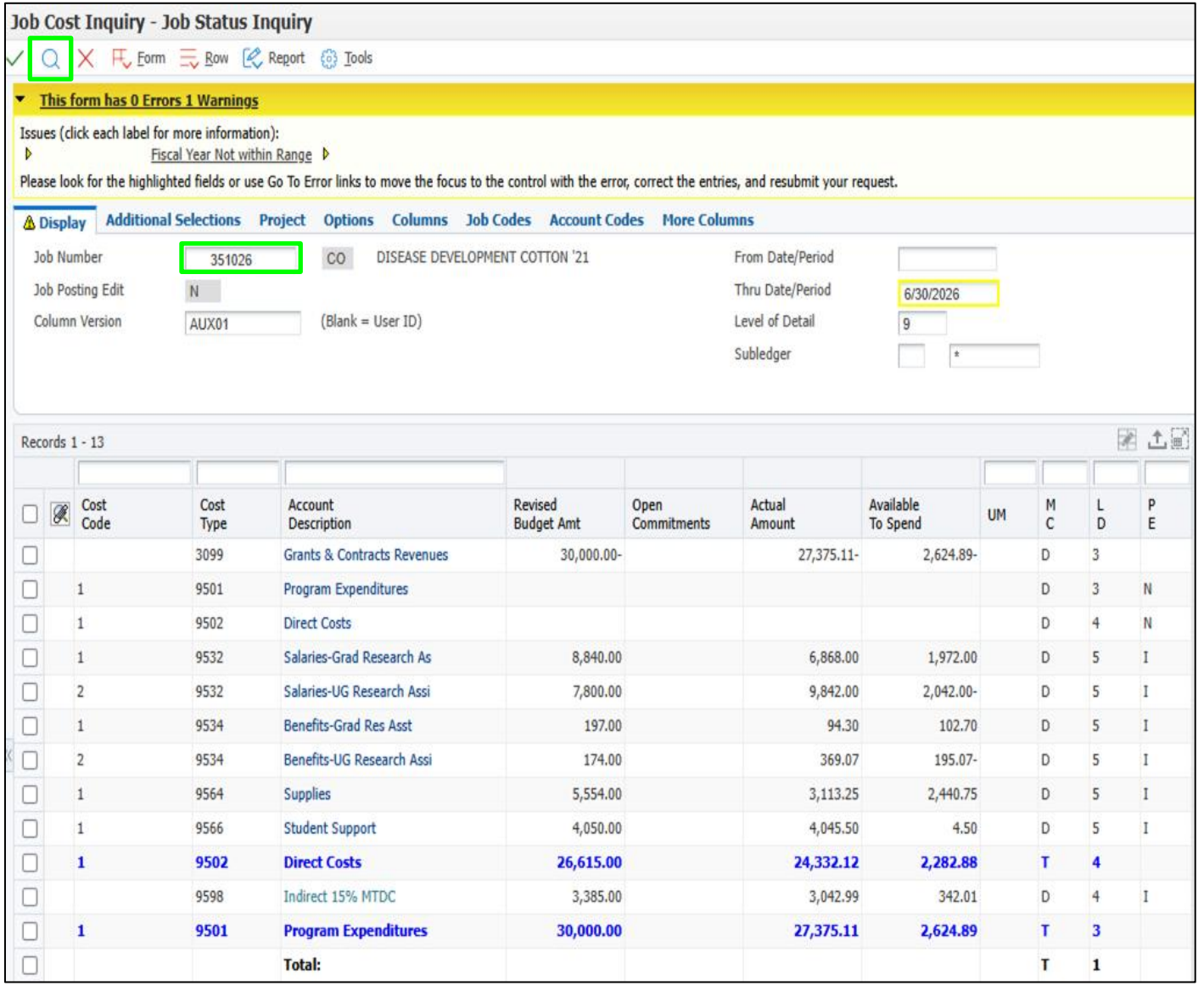
Logging in to E1

- PD50 main screen home page



Job Cost Inquiry

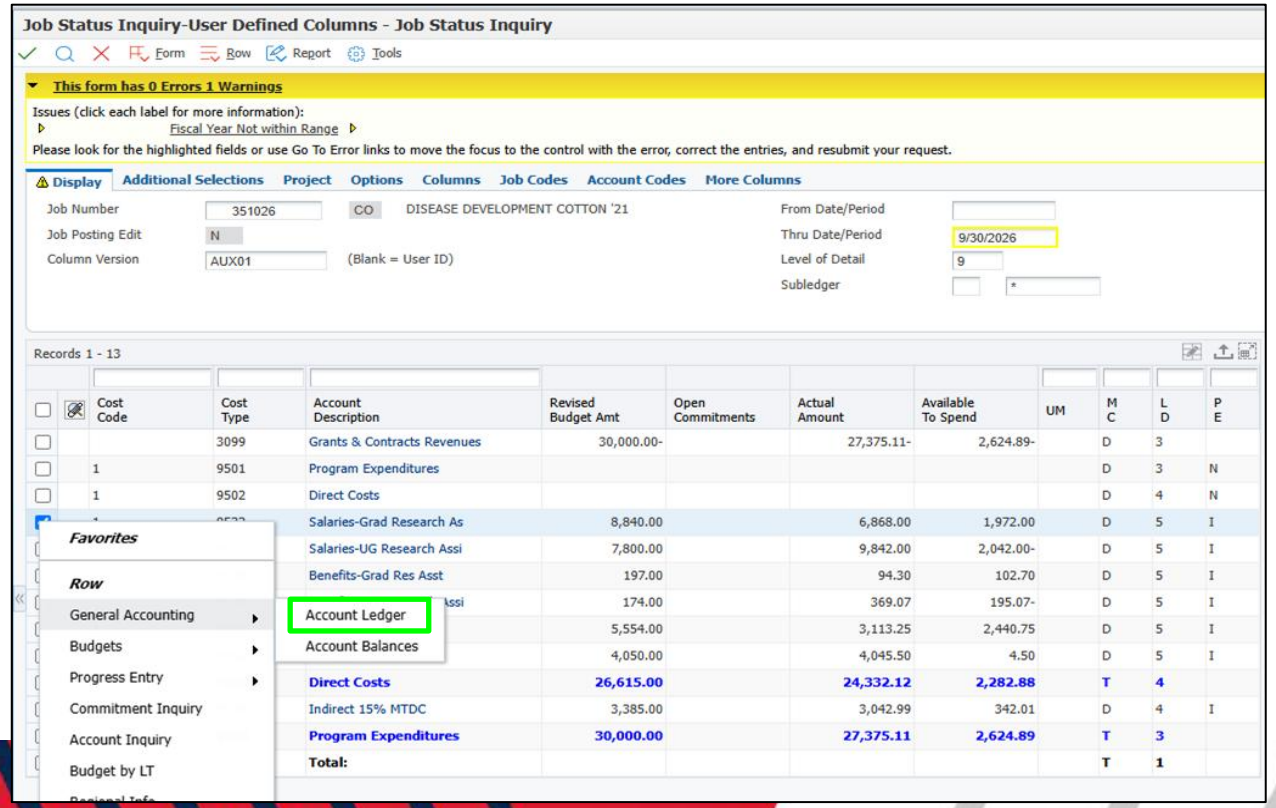
- Click On The Display Tab.
- Job Number = Cost Center Number.
- Enter your Cost Center Number in the Job Number box. Click the magnifying glass to search. This will display the chart of accounts, budget, expenditures (Actual Amount),and available balance.
- It is important to confirm that the Thru Date/Period reflects the current month (or previous month if it is within the first 7–10 days of current month) when reviewing the posted expenditures.
- Click >I expand button to show all account lines.

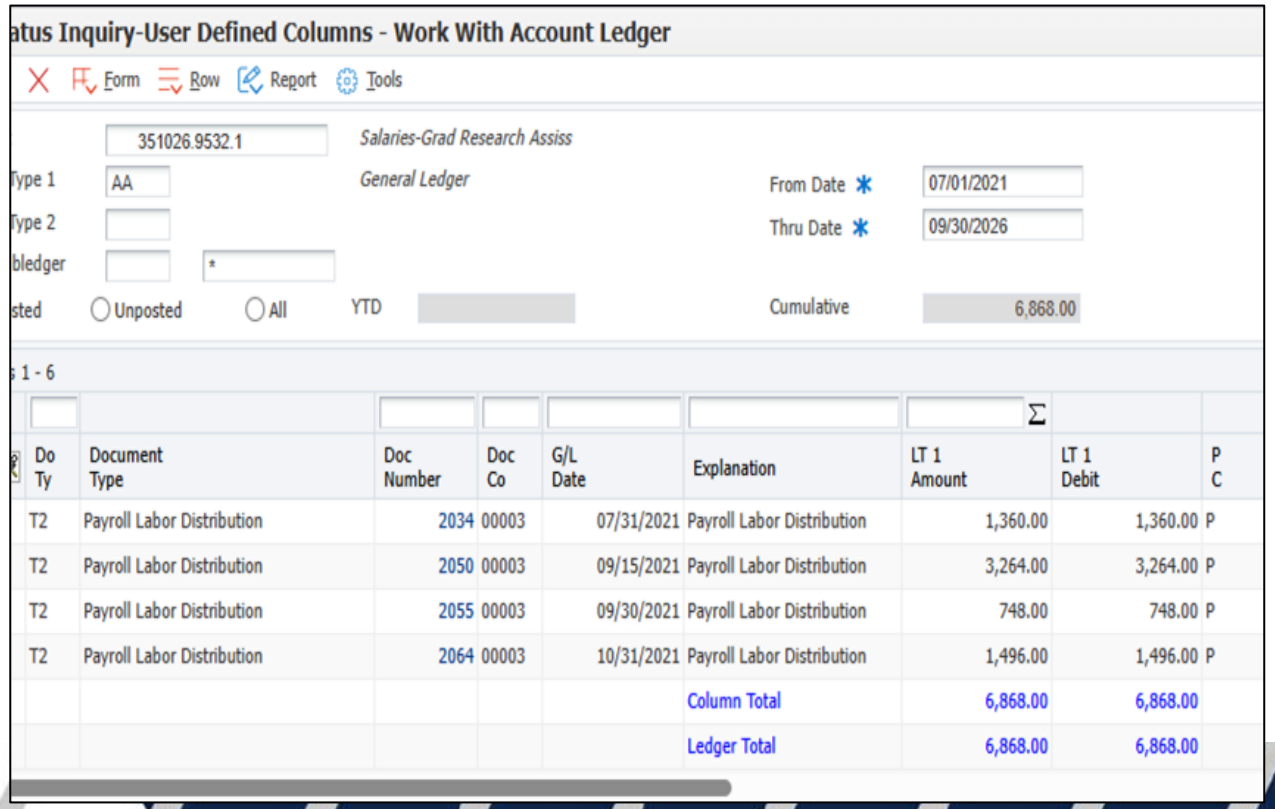


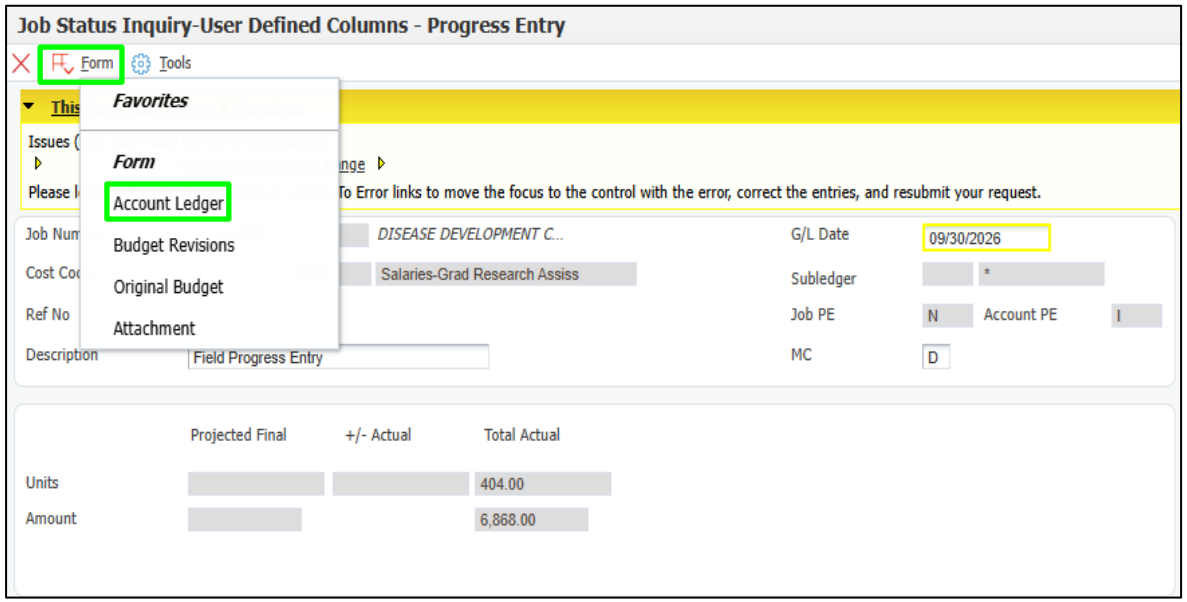
Cost Code	Cost Type	Account Description	Revised Budget Amt	Open Commitments	Actual Amount	Available To Spend	UM	M C	L D	P E
	3099	Grants & Contracts Revenues	30,000.00-		27,375.11-	2,624.89-		D	3	
1	9501	Program Expenditures						D	3	N
1	9502	Direct Costs						D	4	N
1	9532	Salaries-Grad Research As	8,840.00		6,868.00	1,972.00		D	5	I
2	9532	Salaries-UG Research Assi	7,800.00		9,842.00	2,042.00-		D	5	I
1	9534	Benefits-Grad Res Asst	197.00		94.30	102.70		D	5	I
2	9534	Benefits-UG Research Assi	174.00		369.07	195.07-		D	5	I
1	9564	Supplies	5,554.00		3,113.25	2,440.75		D	5	I
1	9566	Student Support	4,050.00		4,045.50	4.50		D	5	I
1	**9502**	**Direct Costs**	**26,615.00**		**24,332.12**	**2,282.88**		**T**	**4**	
	9598	Indirect 15% MTDC	3,385.00		3,042.99	342.01		D	4	I
1	**9501**	**Program Expenditures**	**30,000.00**		**27,375.11**	**2,624.89**		**T**	**3**	
		Total:						**T**	**1**	

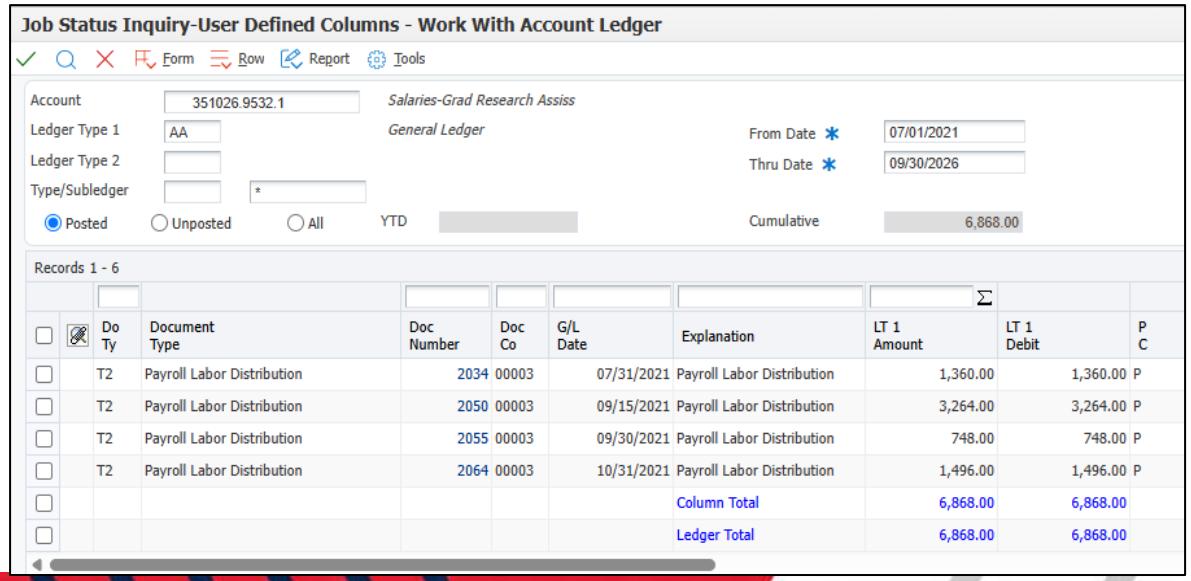
Job Cost Inquiry

- Choose a particular budget line item, check the box and right-click.
- Then choose General Accounting and click Account Ledger to drill into a budget line item to access and view the specific expenditures.



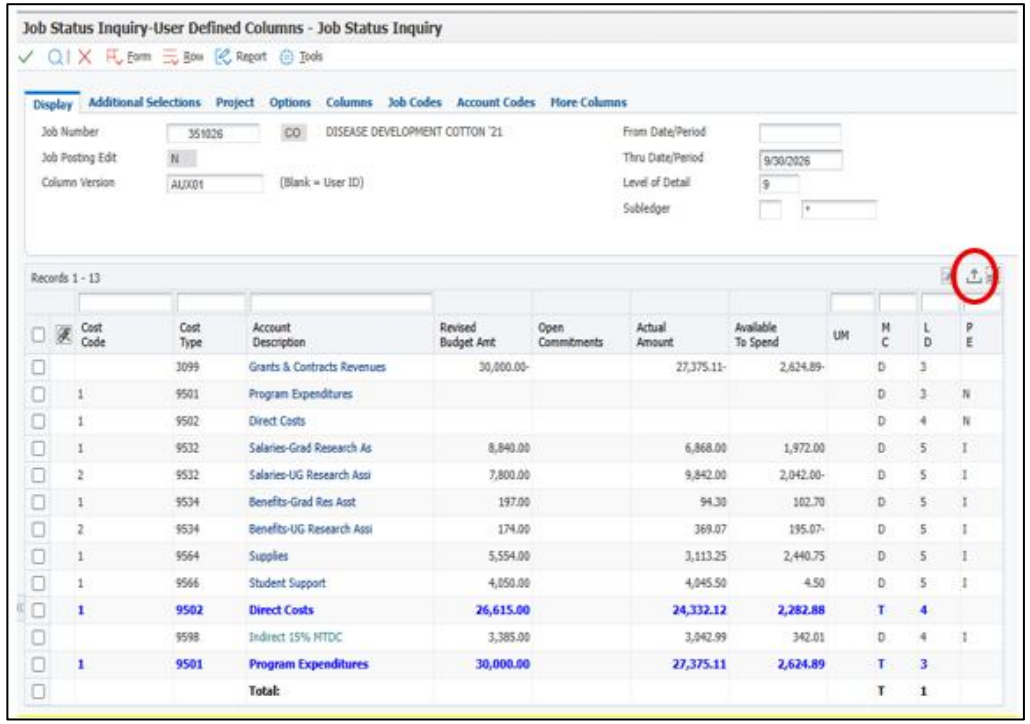


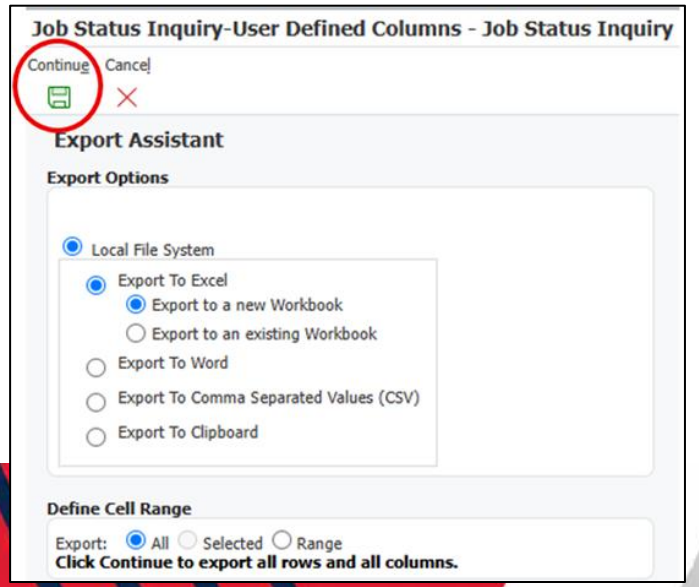




Reviewing Activity and Expenses in a Line Item

- An alternative approach involves utilizing your mouse to select the account description title, for instance “Salaries-Grad Research Assistant”, to access and view the specific expenditures.
- Then click “Form” from the toolbar and select Account Ledger.



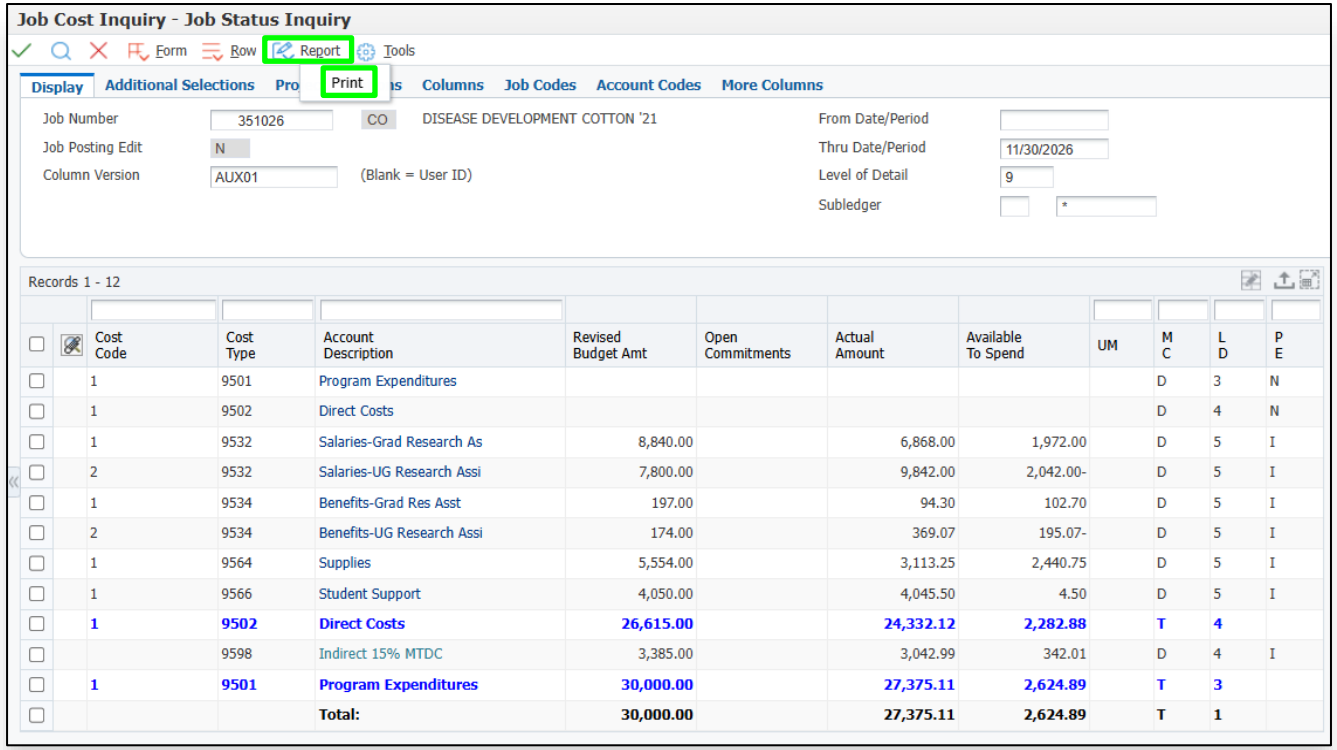


Converting the Job Status Inquiry Page Into an Excel Spreadsheet

- Click on the “up arrow” circled in red on the right-hand side of the screen.
- Scroll down to Local File System. Select “Export To Excel” and “Export to a new Workbook”.
- Then click on the Continue button circled in red.
- The Excel Workbook will open for you.
- It is necessary for you to format the columns in the Excel Spreadsheet.

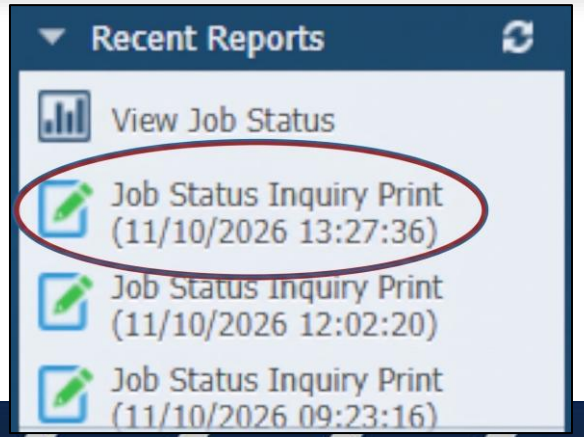
Report and Print (Part 1)

- From the top menu bar, select Report, then choose Print from the drop-down menu.
- In the left navigation bar, the Report will populate in the Recent Reports window.
- Click refresh
- Click on Report listed as Job Status Inquiry Print



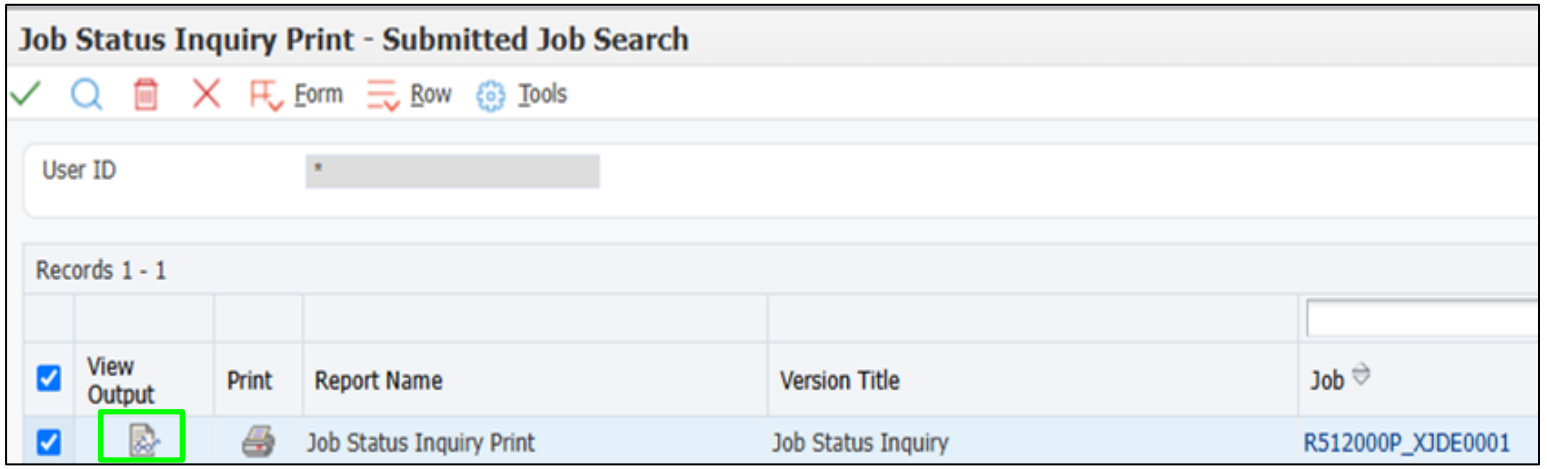
Cost Code	Cost Type	Account Description	Revised Budget Amt	Open Commitments	Actual Amount	Available To Spend	UM	M C	L D	P E
1	9501	Program Expenditures						D	3	N
1	9502	Direct Costs						D	4	N
1	9532	Salaries-Grad Research As	8,840.00		6,868.00	1,972.00		D	5	I
2	9532	Salaries-UG Research Assi	7,800.00		9,842.00	2,042.00-		D	5	I
1	9534	Benefits-Grad Res Asst	197.00		94.30	102.70		D	5	I
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1	**9502**	**Direct Costs**	**26,615.00**		**24,332.12**	**2,282.88**		**T**	**4**	
	9598	Indirect 15% MTDC	3,385.00		3,042.99	342.01		D	4	I
1	**9501**	**Program Expenditures**	**30,000.00**		**27,375.11**	**2,624.89**		**T**	**3**	
		Total:	**30,000.00**		**27,375.11**	**2,624.89**		**T**	**1**	

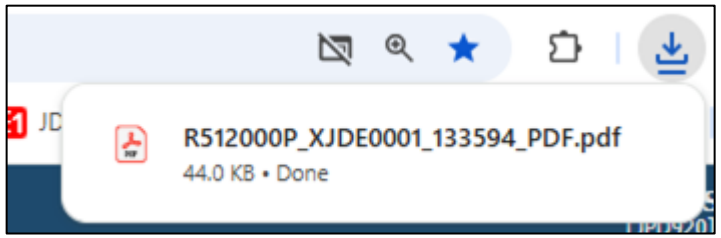


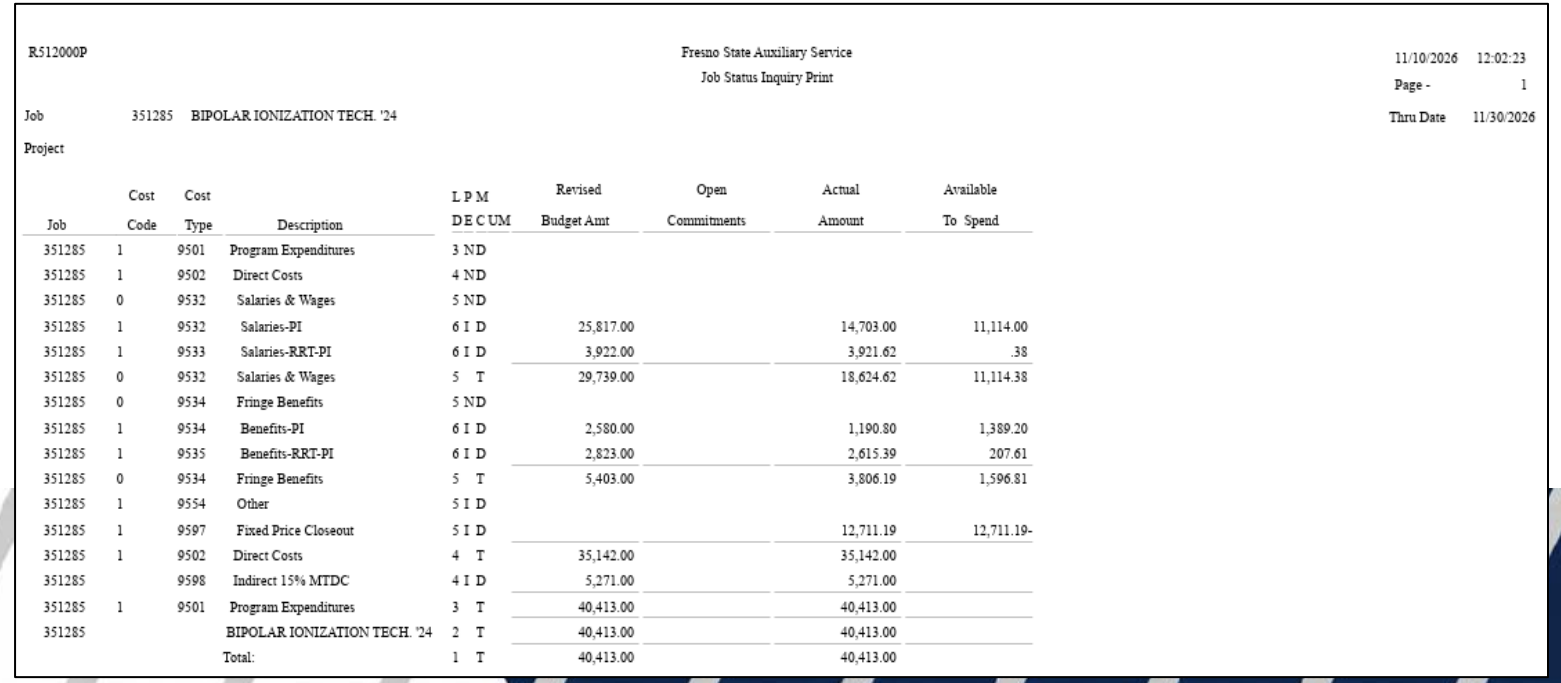


Report and Print (Part 2)

- Click on View Output and it will go to your downloads
- Click on Report downloaded
- View Report and Print (Looks like the Job Inquiry Screen in JDE E1)







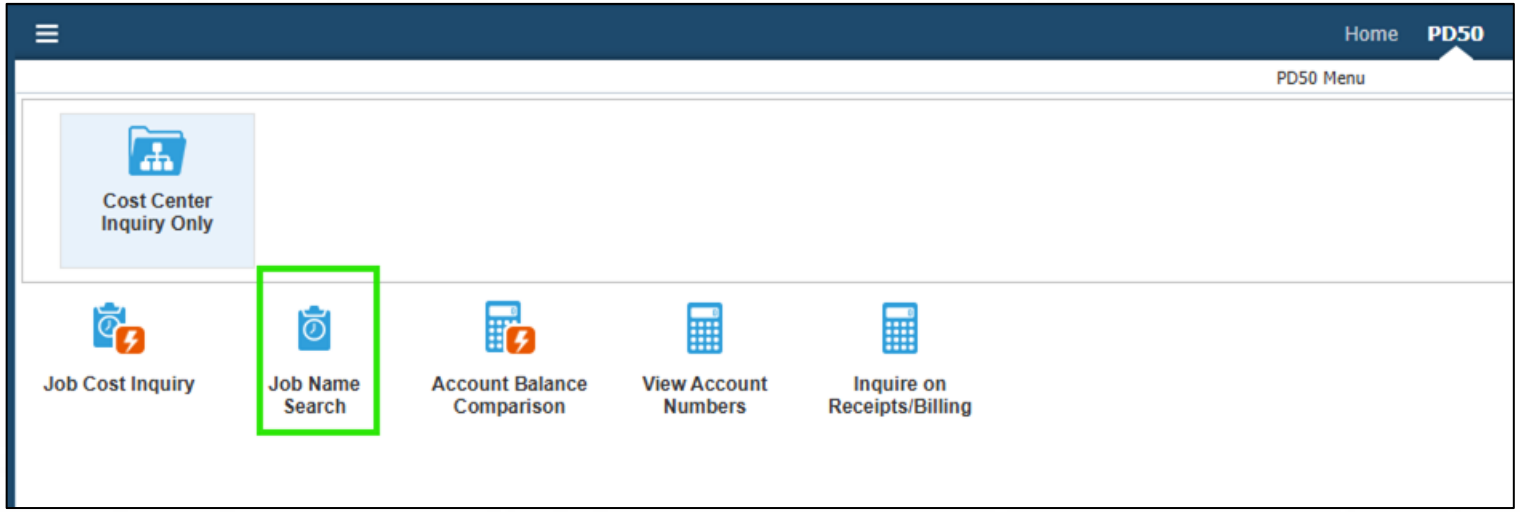
R512000P — Fresno State Auxiliary Service — Job Status Inquiry Print — 11/10/2026 12:02:23 — Page - 1

Job 351285 BIPOLAR IONIZATION TECH. '24 — Thru Date 11/30/2026

Project

Job	Cost Code	Cost Type	Description	L P M DE C UM	Revised Budget Amt	Open Commitments	Actual Amount	Available To Spend
351285	1	9501	Program Expenditures	3 ND				
351285	1	9502	Direct Costs	4 ND				
351285	0	9532	Salaries & Wages	5 ND				
351285	1	9532	Salaries-PI	6 I D	25,817.00		14,703.00	11,114.00
351285	1	9533	Salaries-RRT-PI	6 I D	3,922.00		3,921.62	.38
351285	0	9532	Salaries & Wages	5 T	29,739.00		18,624.62	11,114.38
351285	0	9534	Fringe Benefits	5 ND				
351285	1	9534	Benefits-PI	6 I D	2,580.00		1,190.80	1,389.20
351285	1	9535	Benefits-RRT-PI	6 I D	2,823.00		2,615.39	207.61
351285	0	9534	Fringe Benefits	5 T	5,403.00		3,806.19	1,596.81
351285	1	9554	Other	5 I D				
351285	1	9597	Fixed Price Closeout	5 I D			12,711.19	12,711.19-
351285	1	9502	Direct Costs	4 T	35,142.00		35,142.00	
351285		9598	Indirect 15% MTDC	4 I D	5,271.00		5,271.00	
351285	1	9501	Program Expenditures	3 T	40,413.00		40,413.00	
351285			BIPOLAR IONIZATION TECH. '24	2 T	40,413.00		40,413.00	
			Total:	1 T	40,413.00		40,413.00	

Job Name Search

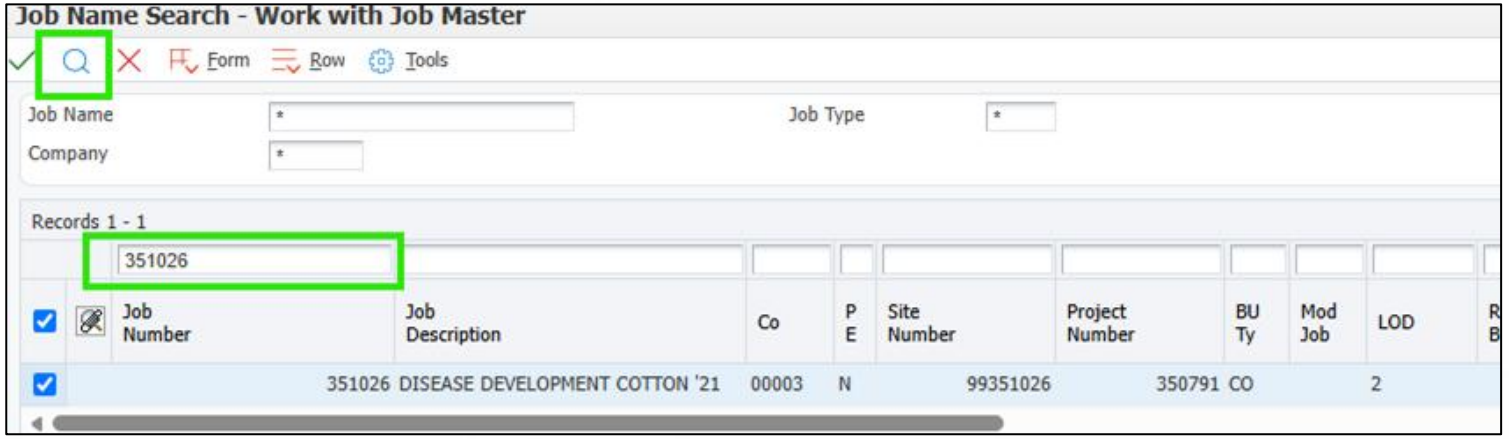


Utilized for:

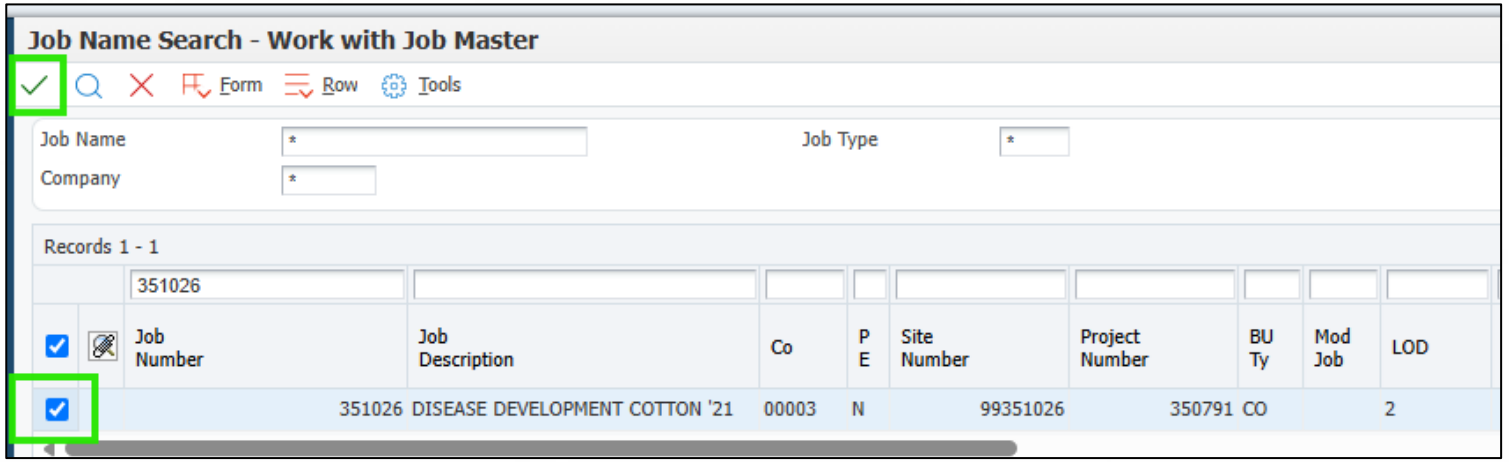
- Cost Signer Authorization
- Grant Award Status (Awarded or Closed)
- Grant Analyst Assigned
- Grant Start and End Dates

Job Name Search (Part 1)

- Enter the Cost Center Number in the Job Number Box and click blue magnifying glass to search.



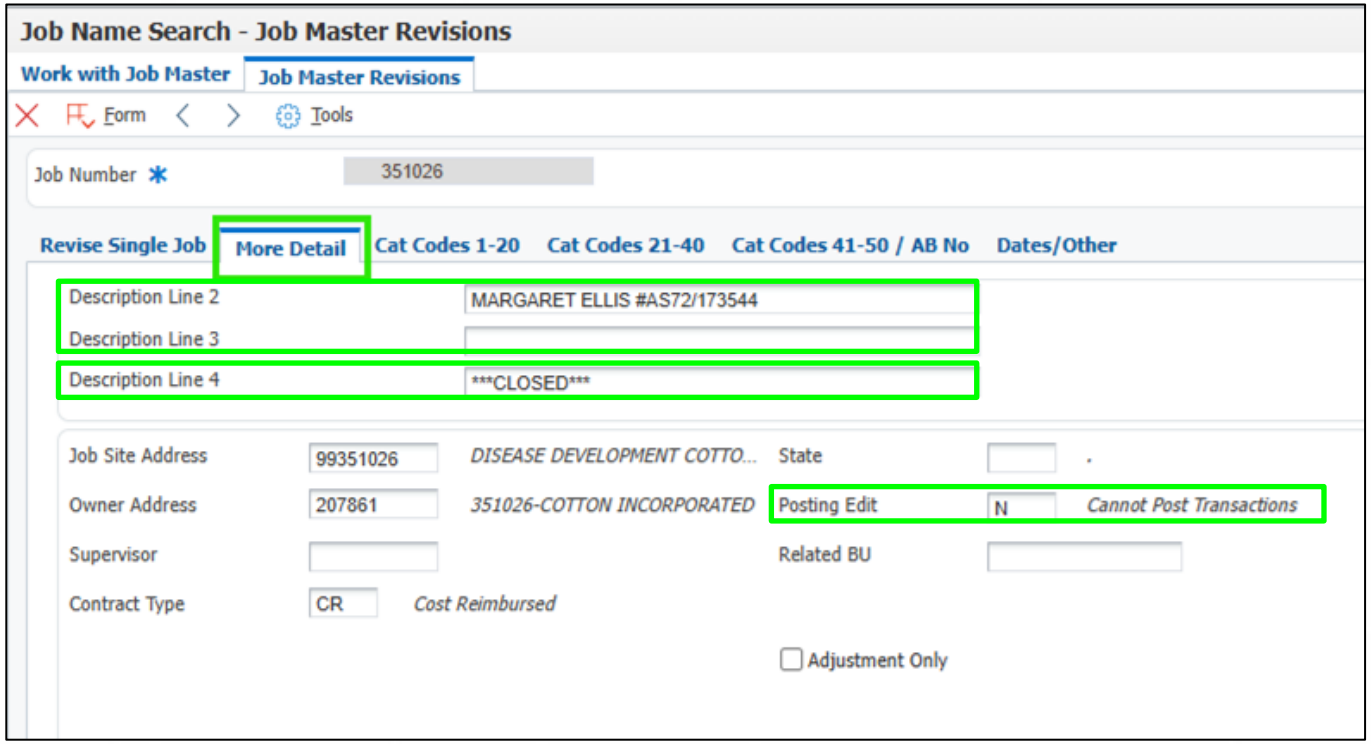
- Check the check mark box and click the green check mark near the search icon.



Job Name Search (Part 2)

More Detail tab:

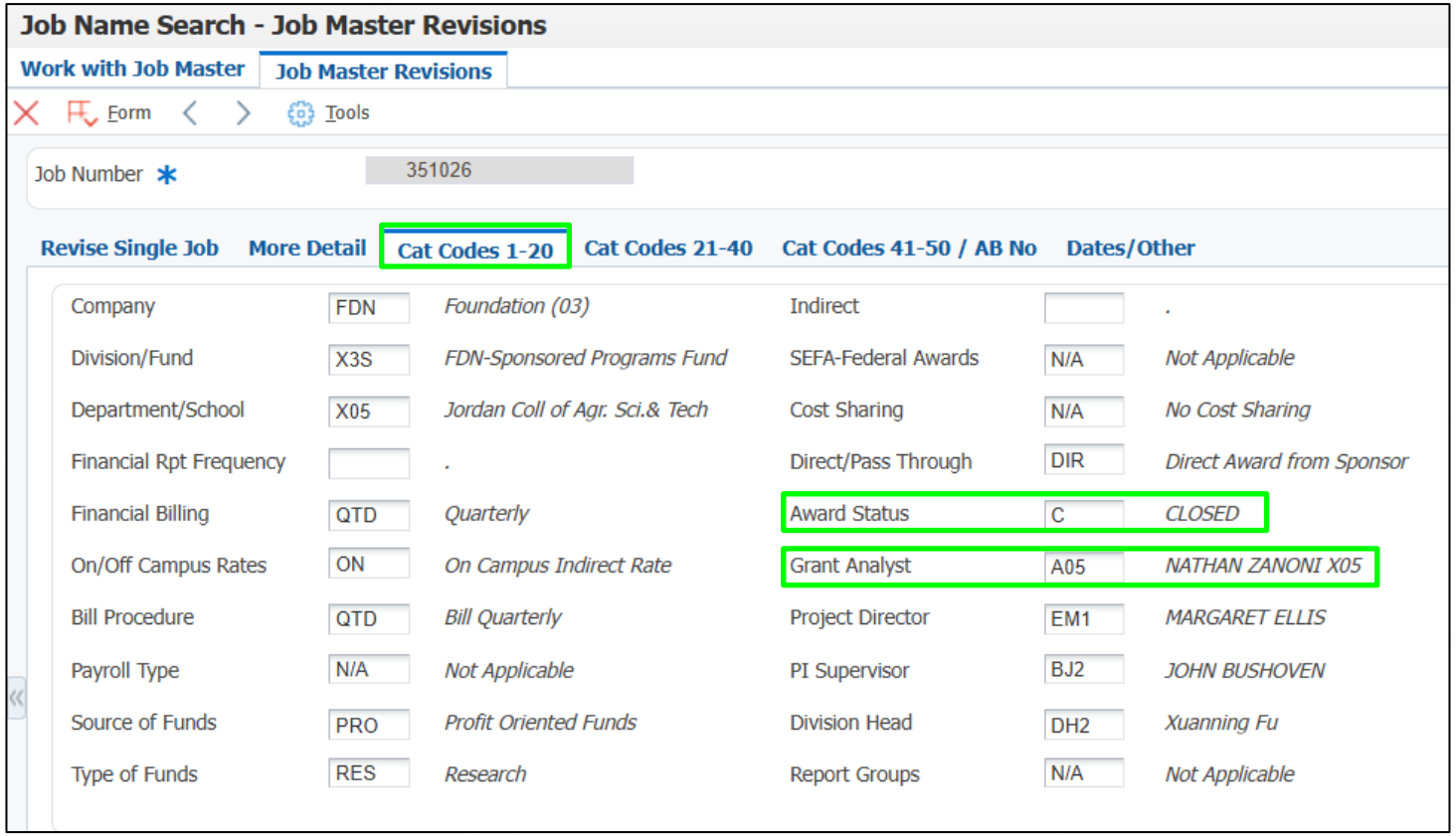
- Line 2 and 3 are utilized for Authorized Signers for Cost Center
- Line 4 can show “Closed” status when grant has ended
- Posting Edit code N = Cannot Post Transactions when closed



Job Name Search (Part 3)

Cat Codes 1-20 to locate:

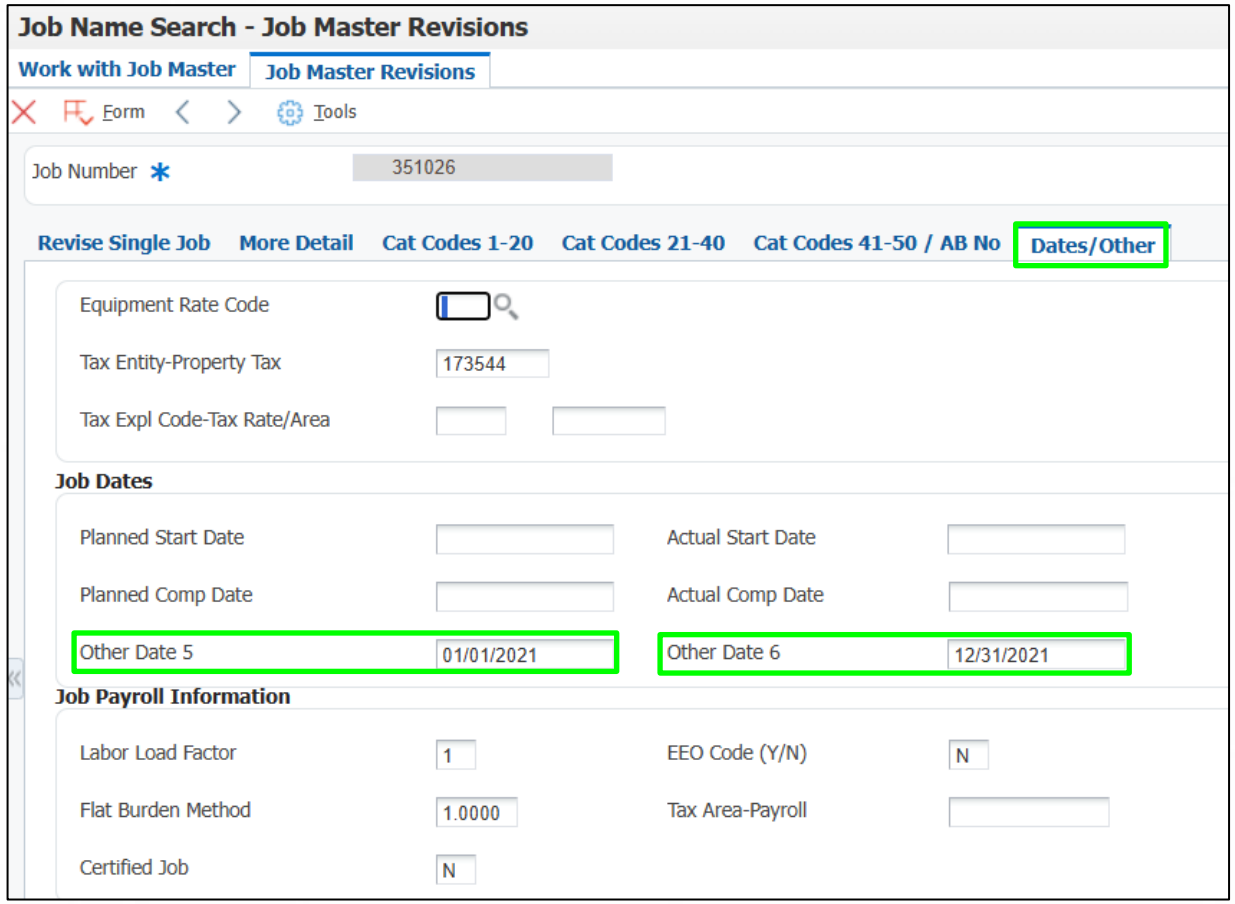
- Award Status (Awarded or Closed)
- Grant Analyst Assigned



Job Name Search (Part 4)

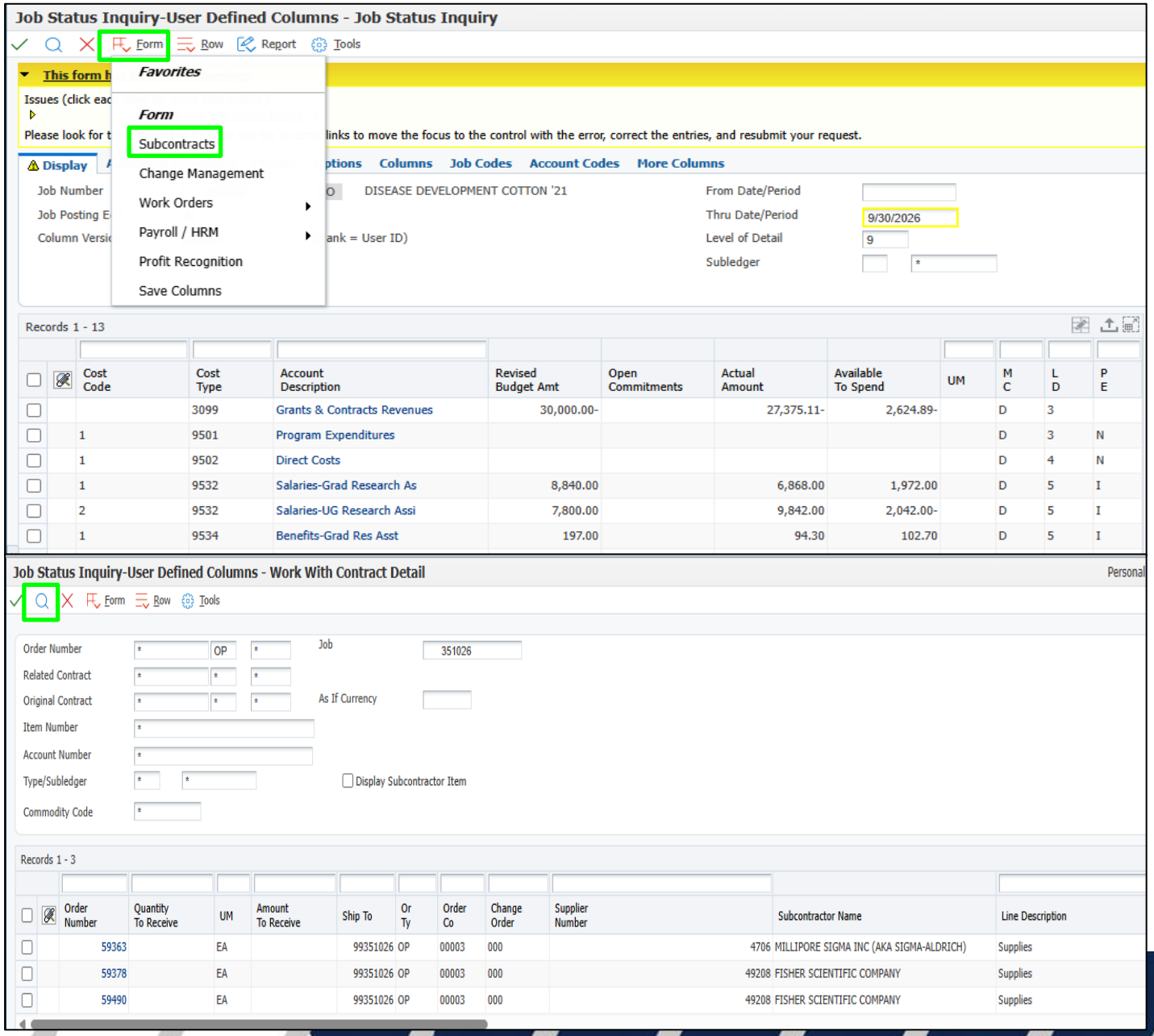
Dates/Other tab to locate:

- Start Date in the Other Date 5 box
- End Date in the Other Date 6 box



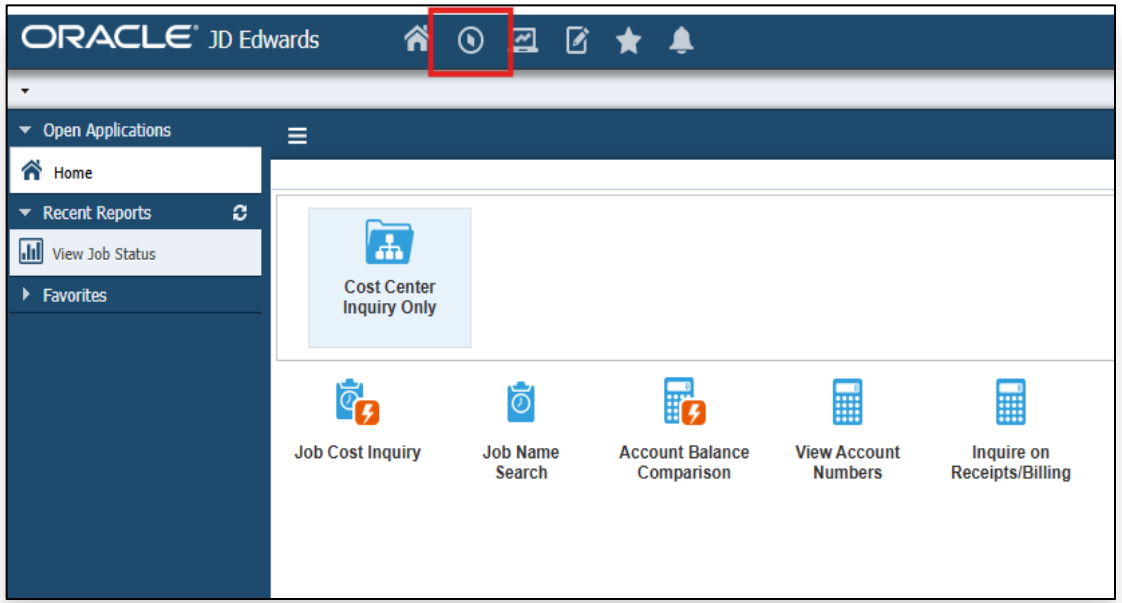
Purchase Orders & Open Commitments

- Navigate to the toolbar, select Form, and click “Subcontracts” from the menu.
- On the next page click Search (the magnifying glass to the right of the green check mark in the toolbar).
- This will allow you to view your open purchase orders (POs) or commitments.

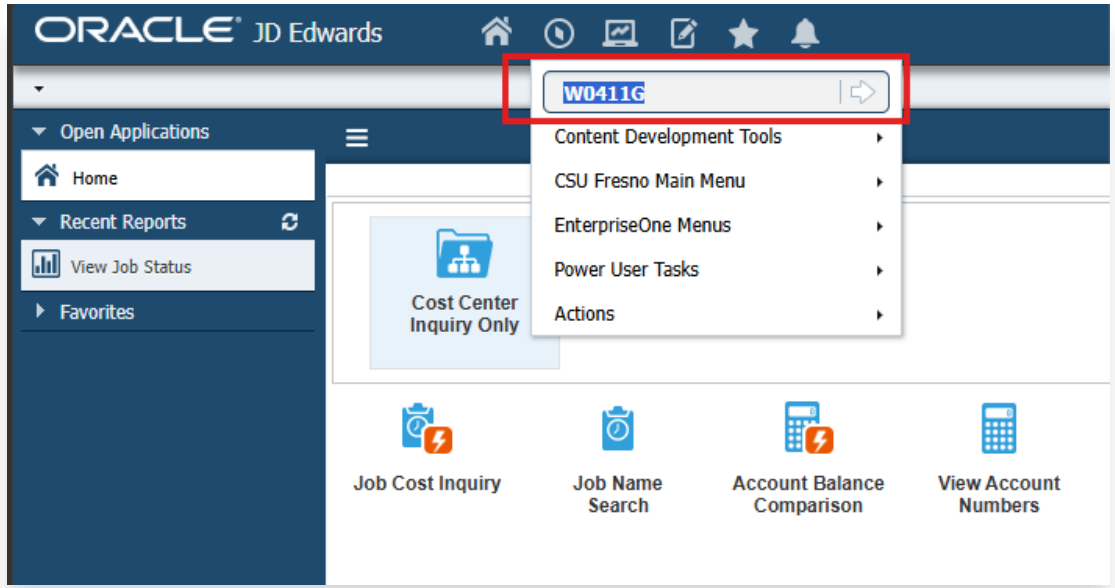


How to View Open POs & What Invoices Have Been Applied (Part 1)

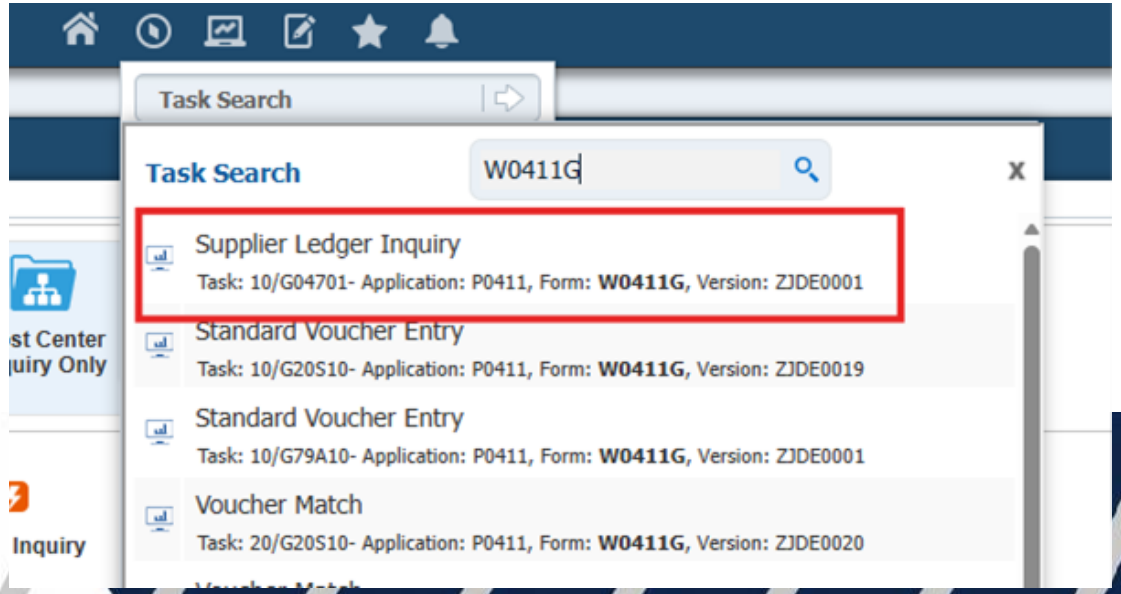
1. Start with the home page and click the compass icon at the top:



2. Type in the Task Search box: W0411G and hit enter to search

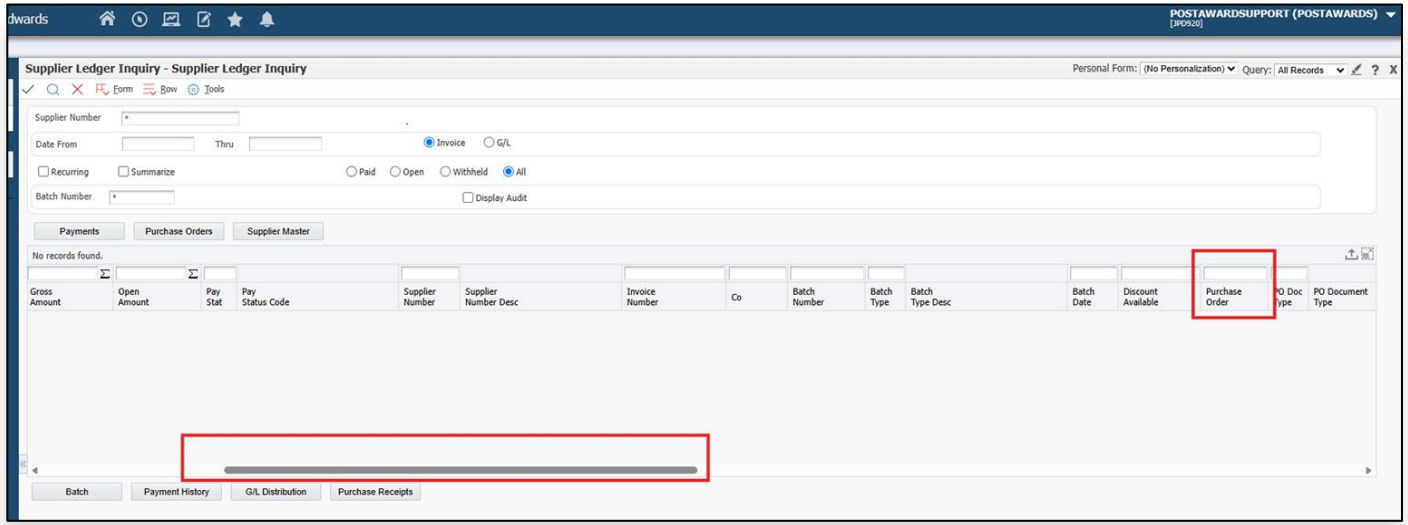


3. Select the first option

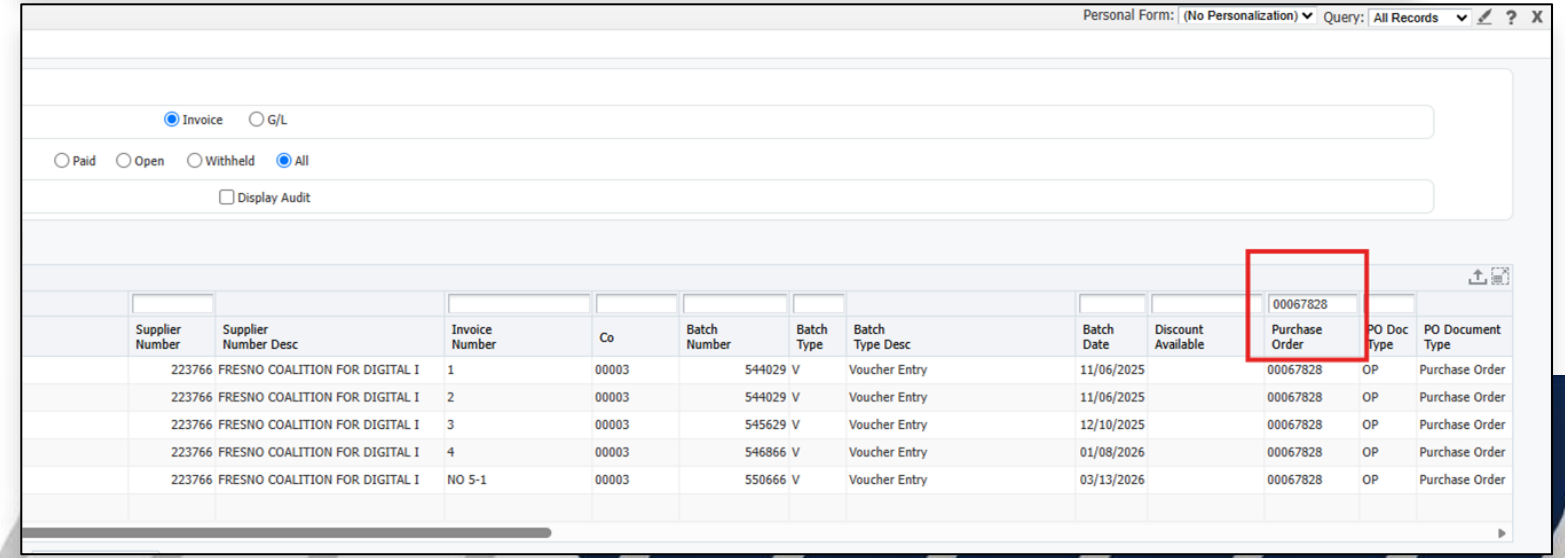


How to View Open POs & What Invoices Have Been Applied (Part 2)

4. Move the scroll bar to the right until the Purchase order box is visible

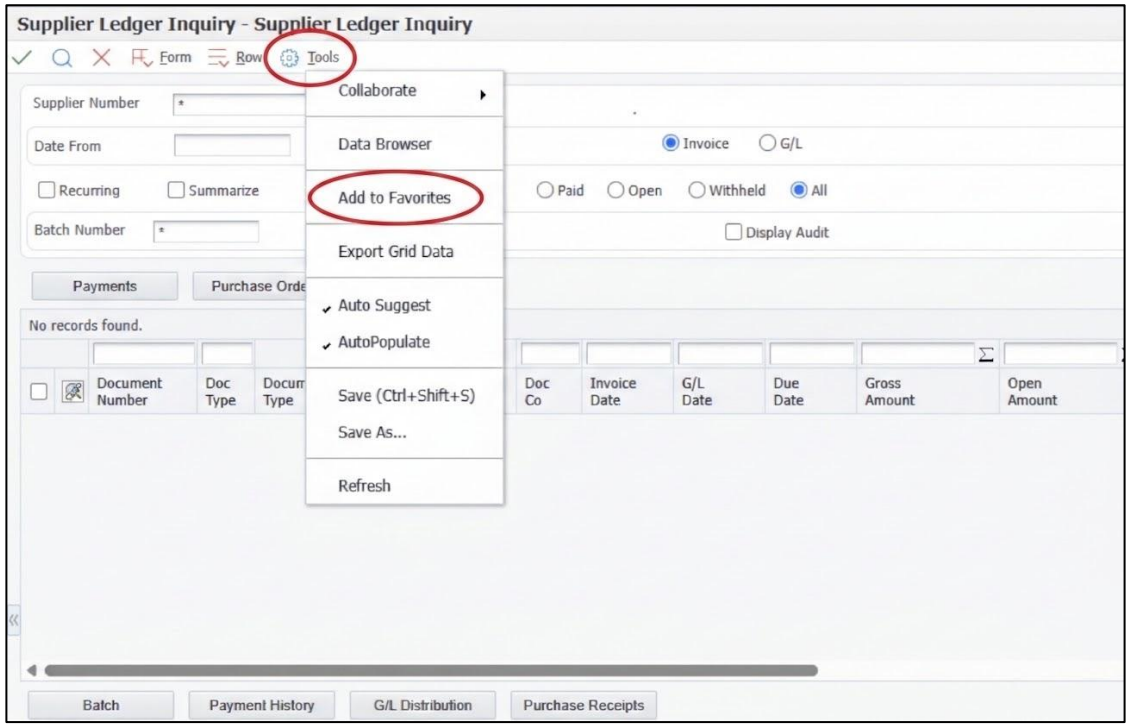


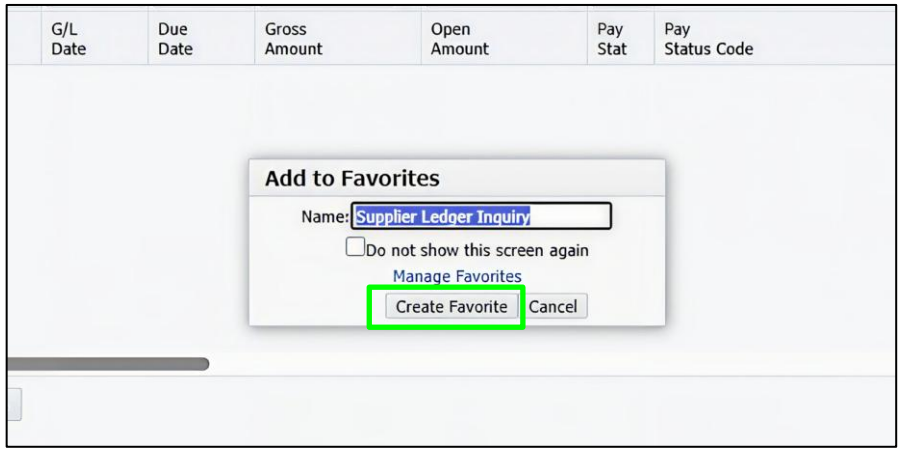
5. Type in your open Purchase Order number starting with three zeros, e.g., 00067828 and hit enter



Creating Favorites

- Go to “Tools” in top menu bar
- Select “Add to Favorites”
- Now you may rename it or assign it to a folder using “Manage Favorites”
- Now select Create Favorite
- Access your favorites on the left sidebar “Favorites”

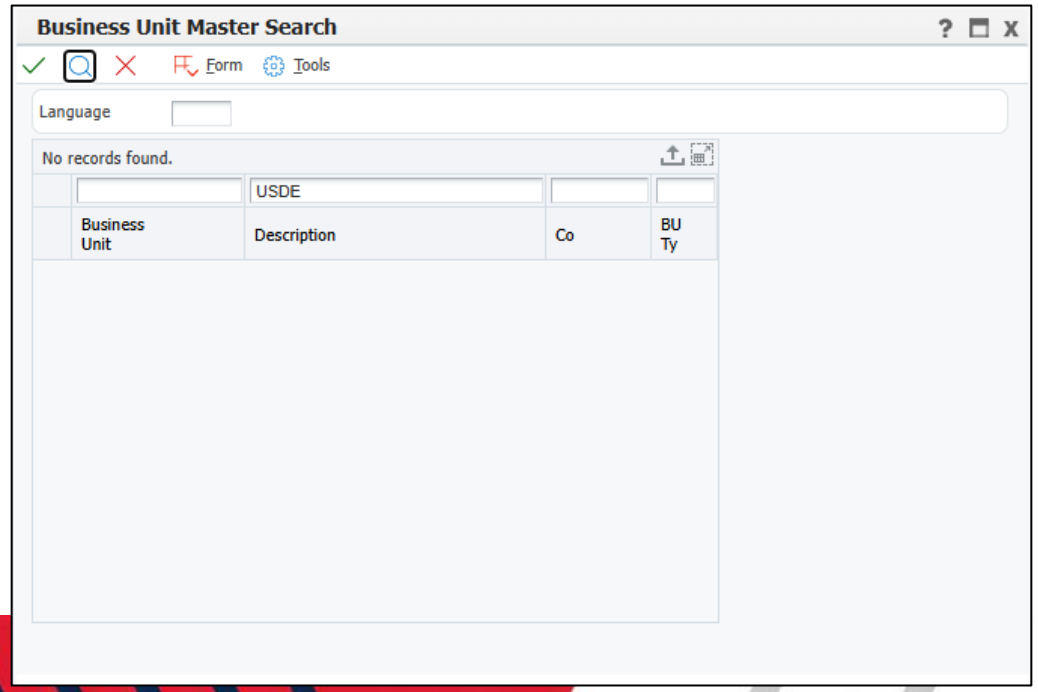




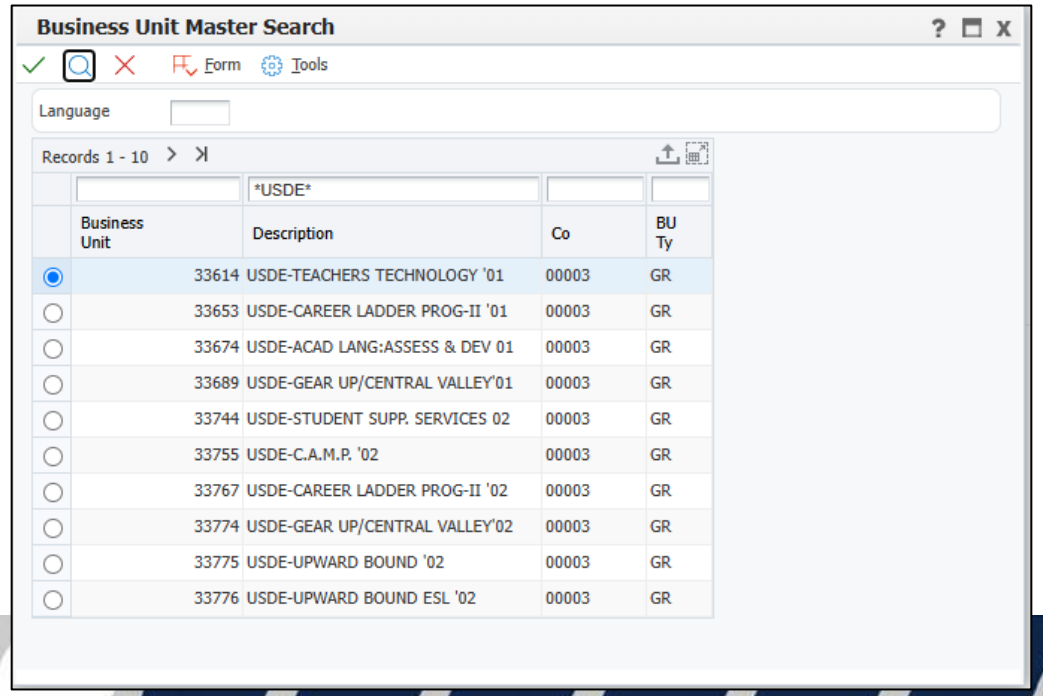
Helpful Search Tip

- Throughout E1 the use of "*" before or after your search inquiry can help you find the results you are looking for.
- This can be particularly helpful if you lost or are unsure of your Cost Center Number.

Without *

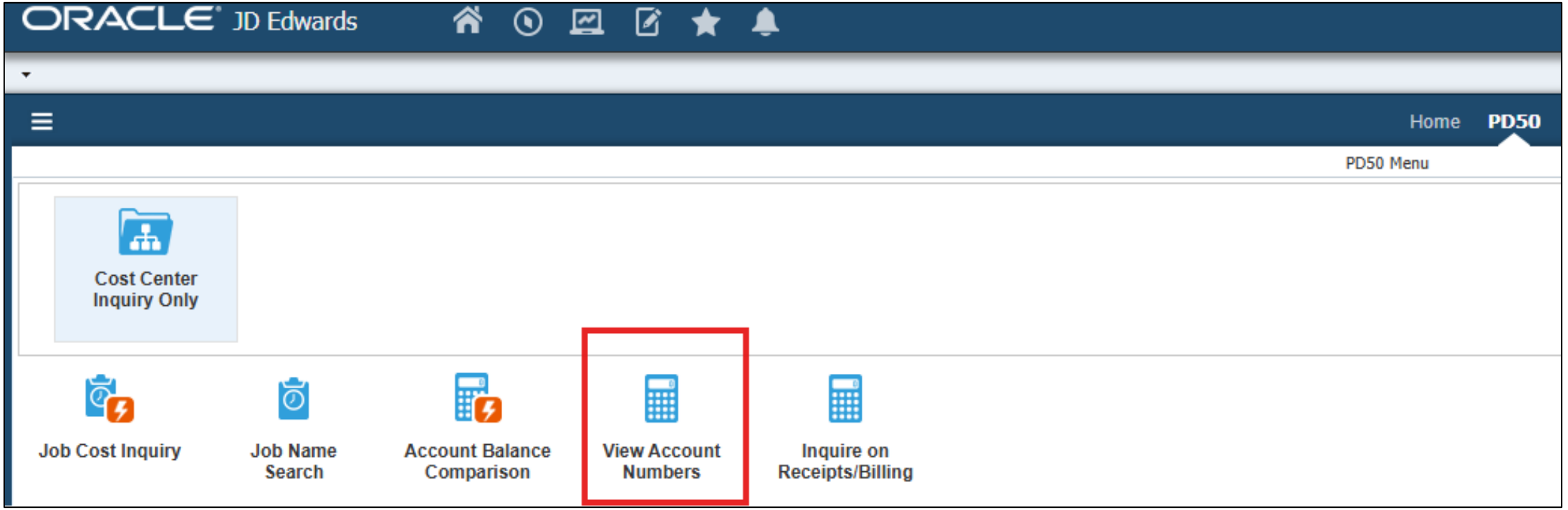


With *



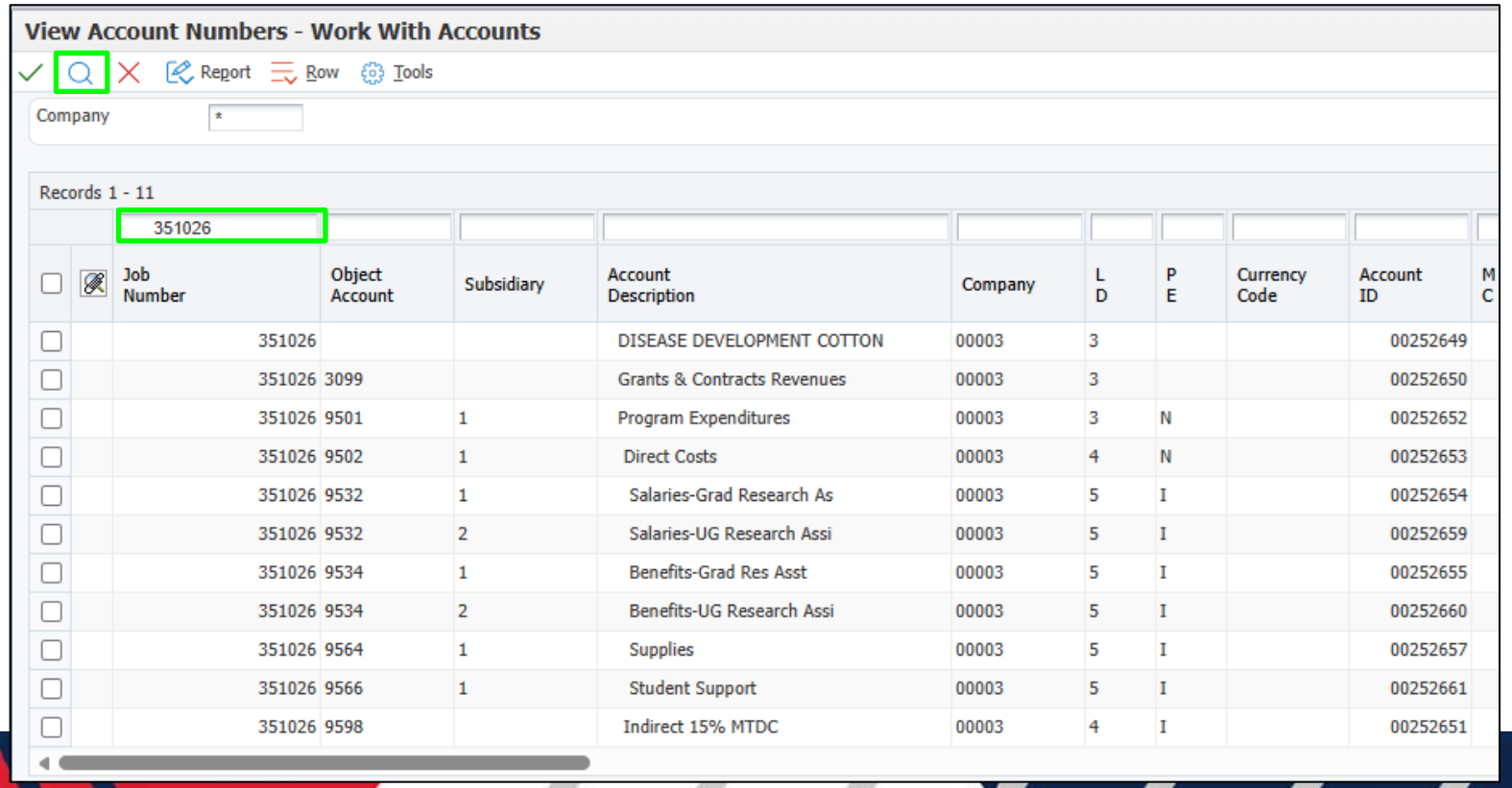
View Account Numbers

- Can be used as a Chart of Accounts



View Account Numbers

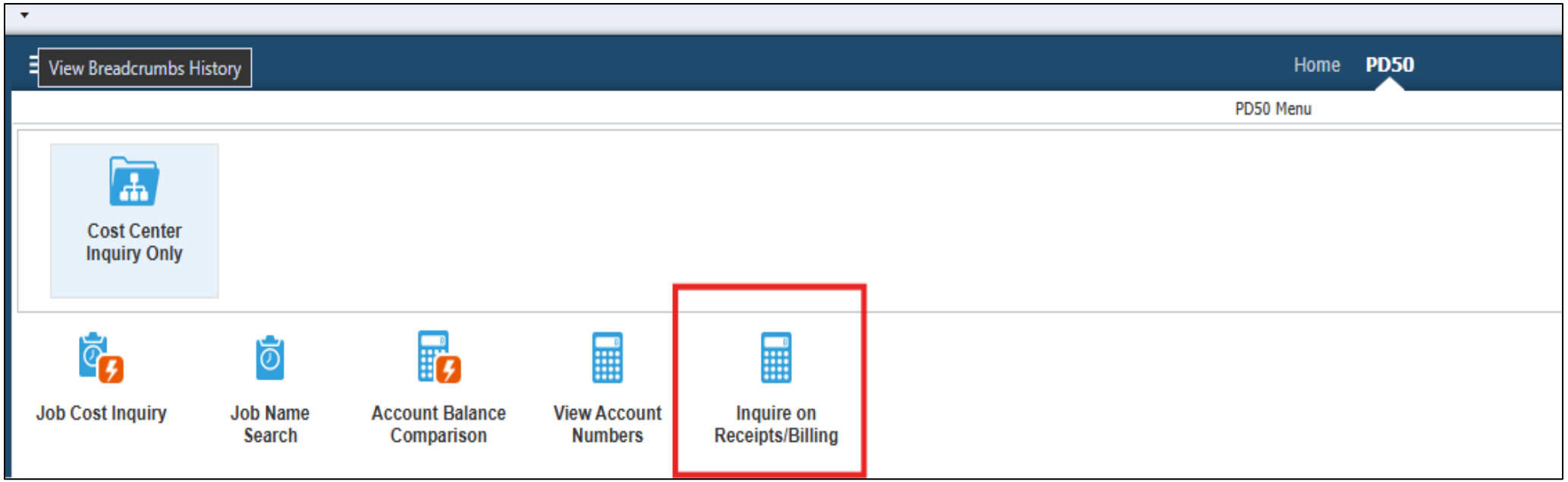
- Type your Cost Center Number in the Job Number box and click magnifying glass to search.
- This will show a list of account numbers for your reference.



Job Number	Object Account	Subsidiary	Account Description	Company	L D	P E	Currency Code	Account ID	M C
351026			DISEASE DEVELOPMENT COTTON	00003	3			00252649	
351026	3099		Grants & Contracts Revenues	00003	3			00252650	
351026	9501	1	Program Expenditures	00003	3	N		00252652	
351026	9502	1	Direct Costs	00003	4	N		00252653	
351026	9532	1	Salaries-Grad Research As	00003	5	I		00252654	
351026	9532	2	Salaries-UG Research Assi	00003	5	I		00252659	
351026	9534	1	Benefits-Grad Res Asst	00003	5	I		00252655	
351026	9534	2	Benefits-UG Research Assi	00003	5	I		00252660	
351026	9564	1	Supplies	00003	5	I		00252657	
351026	9566	1	Student Support	00003	5	I		00252661	
351026	9598		Indirect 15% MTDC	00003	4	I		00252651	

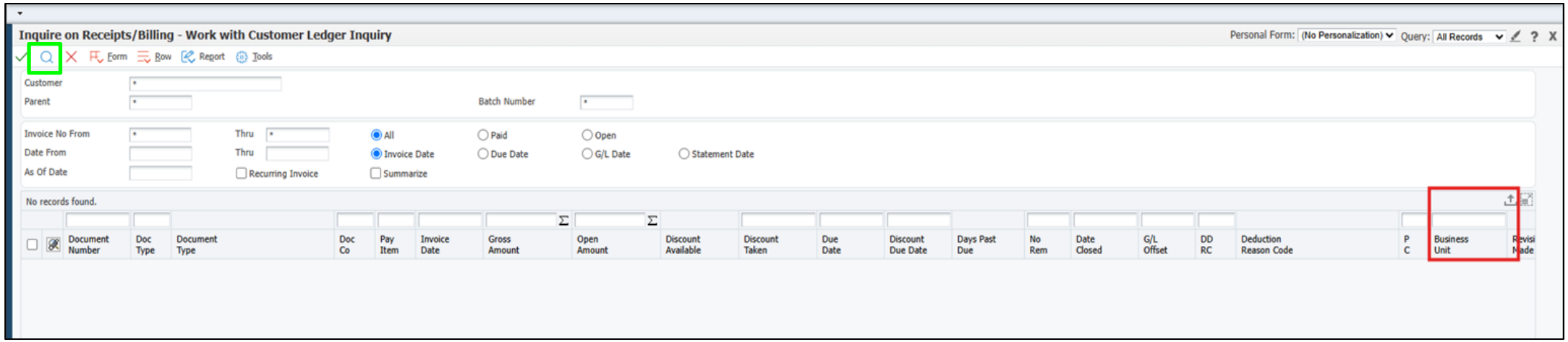
Inquire on Receipts/Billing

- Can be used to track open and closed invoices.
- Helpful for fee for service contracts, invoicing per payment deliverables.



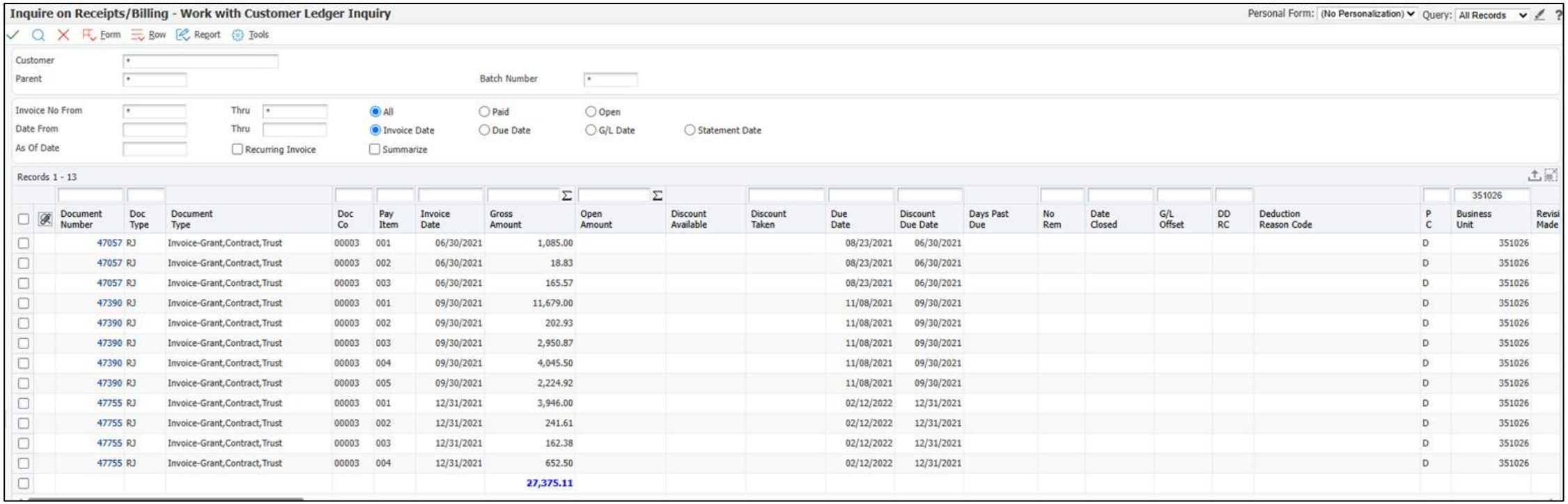
How to Search for Open and Closed Invoices per Cost Center (Part 1)

- Type your Cost Center Number into the Business Unit box.
- Click the search button.
- Any created invoices will be shown indicating if open or closed.



How to Search for Open and Closed Invoices per Cost Center (Part 2)

- Any created invoices will be shown indicating if its open or closed.



Document Number	Doc Type	Document Type	Doc Co	Pay Item	Invoice Date	Gross Amount	Open Amount	Discount Available	Discount Taken	Due Date	Discount Due Date	Days Past Due	No Rem	Date Closed	G/L Offset	DD RC	Deduction Reason Code	P C	Business Unit	Revisi Made
47057	RJ	Invoice-Grant,Contract,Trust	00003	001	06/30/2021	1,085.00				08/23/2021	06/30/2021							D	351026	
47057	RJ	Invoice-Grant,Contract,Trust	00003	002	06/30/2021	18.83				08/23/2021	06/30/2021							D	351026	
47057	RJ	Invoice-Grant,Contract,Trust	00003	003	06/30/2021	165.57				08/23/2021	06/30/2021							D	351026	
47390	RJ	Invoice-Grant,Contract,Trust	00003	001	09/30/2021	11,679.00				11/08/2021	09/30/2021							D	351026	
47390	RJ	Invoice-Grant,Contract,Trust	00003	002	09/30/2021	202.93				11/08/2021	09/30/2021							D	351026	
47390	RJ	Invoice-Grant,Contract,Trust	00003	003	09/30/2021	2,950.87				11/08/2021	09/30/2021							D	351026	
47390	RJ	Invoice-Grant,Contract,Trust	00003	004	09/30/2021	4,045.50				11/08/2021	09/30/2021							D	351026	
47390	RJ	Invoice-Grant,Contract,Trust	00003	005	09/30/2021	2,224.92				11/08/2021	09/30/2021							D	351026	
47755	RJ	Invoice-Grant,Contract,Trust	00003	001	12/31/2021	3,946.00				02/12/2022	12/31/2021							D	351026	
47755	RJ	Invoice-Grant,Contract,Trust	00003	002	12/31/2021	241.61				02/12/2022	12/31/2021							D	351026	
47755	RJ	Invoice-Grant,Contract,Trust	00003	003	12/31/2021	162.38				02/12/2022	12/31/2021							D	351026	
47755	RJ	Invoice-Grant,Contract,Trust	00003	004	12/31/2021	652.50				02/12/2022	12/31/2021							D	351026	
						27,375.11														

Financial Accounting



Elizabeth Sinor
Director of Finance



Michelle Garcia
Staff Accountant



Nikki Harrison
Front Desk



Pam Woody
Accounting Technician



Crystal Perez
Trust Accountant



Becky Martinez
Accounting Analyst/
Travel



Marian Federoff
Accounting Assistant



Jose Coatepotzo
PO Processing/
Ordering



Sergio Martinez
PO Payment
Processing

Post Award Administration



Esther Kim
Director Post Award Administration



Linda Christian
Associate Director Post Award Administration



Nathan Zanoni
Grant Analyst III
JCAST/Lyles Center/ LOCE/ARI



Gardenia Morales
Grant Analyst II
KSOEHD/Office of the President/CAH



Casey Harris
Grant Analyst II
SAEM/OCED/ORSP



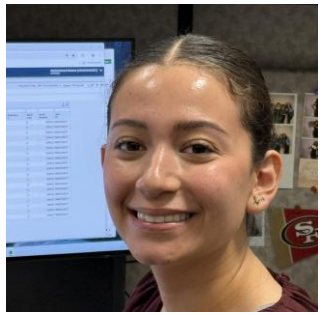
Charles Flood
Grant Analyst II
Provost/AA/CSM



Arturo Garcia
Grant Analyst II
CHHS/Library



Josiah Walsh
Grant Analyst I



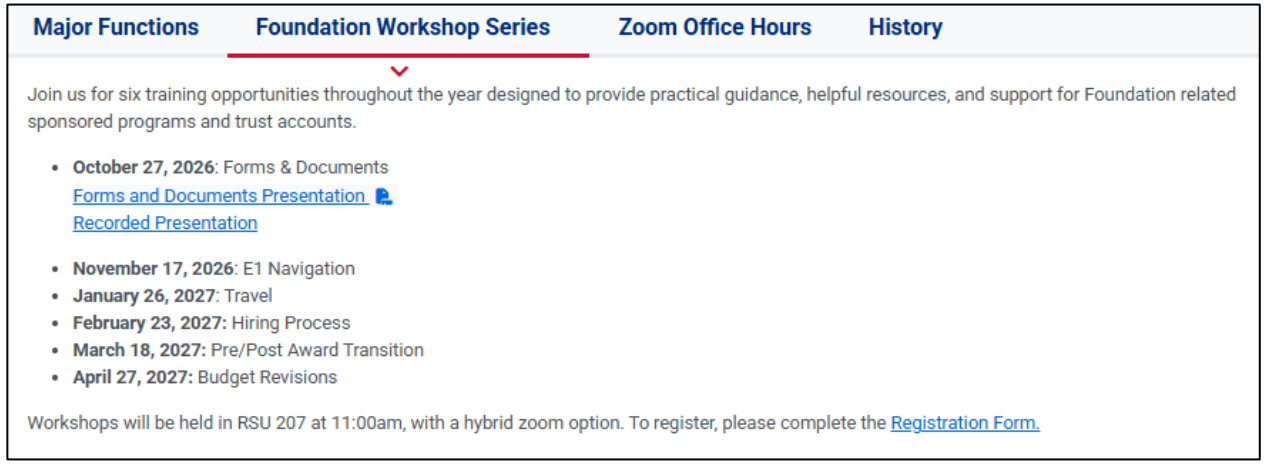
Marissa Estrada
Grant Analyst I



Aracely Perez
Contracts

Resources

- **Website:** auxiliary.fresnostate.edu/foundation/index.html



Major Functions | Foundation Workshop Series | Zoom Office Hours | History

Join us for six training opportunities throughout the year designed to provide practical guidance, helpful resources, and support for Foundation related sponsored programs and trust accounts.

- **October 27, 2026**: Forms & Documents
  Forms and Documents Presentation
  Recorded Presentation
- **November 17, 2026**: E1 Navigation
- **January 26, 2027**: Travel
- **February 23, 2027:** Hiring Process
- **March 18, 2027:** Pre/Post Award Transition
- **April 27, 2027:** Budget Revisions

Workshops will be held in RSU 207 at 11:00am, with a hybrid zoom option. To register, please complete the Registration Form.

- **Phone:** 559-278-0850

- **Documents email:** fdndocuments@mail.fresnostate.edu
  - *Add this email as a CC recipient in Adobe Sign*

- **Zoom Office Hours:**
  - **Financial Services** (Travel, Trust Accounts, Purchase Orders, Payment Status, etc.)
    Wednesdays 10:30 -11:30am
    https://fresnostate.zoom.us/j/87451482637

  - **Post Award Administration**
    Thursdays 9:00-10:00am
    https://fresnostate.zoom.us/j/81256410239