SUNY Business Intelligence Dashboards

Finance Basics

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Table of Contents

Overview:

SUNY Business Intelligence (BI) is the system provided for campus use in obtaining financial data on the operating accounts of the campus. This system provides dashboards created through collaboration with SUNY Finance, SUNY IT, and SUNY campuses. These dashboards provide a platform to view financial information in multiple formats.

Various resources are available to aid in learning the BI system including training manuals and modules. These are available through the SUNY Portal, and on the Reference and Training Dashboard within the BI Tool.

The Finance Data Warehouse for BI contains data starting with the Cost Center Fiscal Year 2008-2009 through the most recent data load. **BI data loads happen nightly.

Finance Dashboards currently available in SUNY BI:

***Not everyone has access to all dashboards. The campus security administrator sets up access on an individual level. Permissions are granted based on job duties and responsibilities.*

Account Summary Dashboard:

Account Summary – This page will allow the user to view Account Summary information by Account and Fiscal Year with the ability to drill down to the detail record level. Selections are provided by Account Number, Fiscal Year, Campus, Sub Fund Group and Reporting Levels. Entry of Account Number determines the selection list of Fiscal Years and campuses.

Multiple Accounts Summary – This page has the same functionality as the preceding dashboard except it allows multiple, explicit Account Numbers to be entered in the prompt. It will allow the user to view Account Summary information by Accounts and Fiscal Year with the ability to drill down to the detail record level. Selections are provided by Account Number, Fiscal Year, Campus, Sub Fund Group and Reporting Levels. Entry of Account Numbers determines the selection list of Fiscal Years and campuses.

Payroll Search – This page allows the user to view Payroll information by Account and Fiscal Year. Selections can also be made by Campus, Line Number, Employee Name, Pay Period, Payroll Agency, Subobject and Reporting Levels.

Actual Alloc Exp Enc – This page allows the user to view actual transactions by transaction category (Allocations, Expenditures, and Encumbrances). Selections are provided by Account Number, Fiscal Year, Month, Campus, Cost Center, Transaction Date Range, Document Number, Procurement Number, Pending Procurement Number, PO Line Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, Trans Desc/Vendor, Sub Fund Group, Subobject Range, Sub Object Group, Major Object, Object, Detailed Object, and Reporting Levels.

Pending Exp Enc – This page will allow the user to view Pending Transactions by Transaction Category (Expenditures and Encumbrances). Selections are provided by Accounts Number, Campus, Cost Center, Fiscal Year, Month, Pending Transaction Date, Pending Document Number, Pending Procurement Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, PND Trans/Desc/Vendor, Sub Fund Group, Sub Object Range, Major Object, Object, Detailed Object, and Reporting Levels.

All Alloc Exp Enc – This page allows the user to view transactions (Actual, Pending, All) by transaction category (Allocations, Expenditures, and Encumbrances). Selections are provided by Account Number, Fiscal Year, Month, Campus, Cost Center, Transaction Date Range, Document Number, Procurement Number, Pending Procurement Number, PO Line Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, Trans Desc/Vendor, Sub Fund Group, Subobject Range, Sub Object Group, Major Object, Object, Detailed Object, and Reporting Levels.

Budget Dashboard:

Trends – This page will show Form1 Allocation, Actual Allocation, and Expenditures for three completed Fiscal Years and the current Fiscal Year. The user can select to view the data by Reporting Level 1, Sub Fund Group, Account, Detailed Object, and NACUBO Function Description. Selections are provided by Campus, Account, Fiscal Year, Sub Fund Group, Major Object, Object, Detailed Object, NACUBO Function Code, NACUBO Function Description, and Reporting Levels.

FORM1 Alloc Exp – This page will compare FORM1 Allocation, Actual Allocation, and Expenditures for two completed Fiscal Years and the current Fiscal Year. The user can select to view the data by Reporting Level 1, Sub Fund Group, Account, Detailed Object, and NACUBO Function Description. Selections are provided by Campus, Account, Fiscal Year, Sub Fund Group, Major Object, Object, Detailed Object, NACUBO Function Code, NACUBO Function Description, and Reporting Levels.

Reporting Level 1 Graph – This page will show a line graph of FORM1 Allocation, Actual Allocation, and Expenditures for two completed Fiscal Years and the current Fiscal Year by Reporting Level 1. Selections are provided by Campus, Reporting Level 1, and Fiscal Year.

Cash Reporting Dashboard:

Cash Flow Yearly – This page will display cash flow data (Beginning Cash Balance, Receipts, Disbursements, Receipt Transfers, Disbursement Transfers, and Ending Cash Balance) by Sub Fund Group and SUNY 12 Month FY. Selections are provided by Campus, Sub Fund Group, and SUNY 12 Month FY. Data is also displayed for Receipts by Major Receipt Group and Disbursements by Object. Pie charts are displayed with Ending Cash Balance data by SUNY 12 Month FY.

Cash Flow Monthly – Similar to Cash Flow Yearly, except data will be displayed by Month rather than by Year. Selections are provided by Campus, Sub Fund Group, SUNY 12 Month FY and Month. Monthly Receipt and Disbursement totals are drillable to the detail transactions.

Cash Flow Daily – Similar to Cash Flow Yearly and Cash Flow Monthly, except data will be displayed by individual Date rather than by Year or Month. Selections are provided by Campus, Sub Fund Group, SUNY 12 Month FY, Month, and Posted Date. Daily Receipt and Disbursement totals are drillable to the detail transactions.

Receipts – This page will allow the user to view all Revenue by Fund Transactions. Selections are provided by Campus, State Fiscal Year, SUNY 12 Month FY, Month, Sub Fund Group, Receipt Group, Document Number, Transaction Code, Revenue Fund Code, SFS Fund Code, Revenue Class, SUNY Revenue Class Description, and Posted Date.

Disbursements – This page will allow the user to view all Disbursement transactions. Selections are provided by Campus, SUNY 12 Month FY, Sub Fund Group, Document Number, Expenditure Fund Code, Posted Date range, Account Number, Month, Transaction Code, SFS Document Number, Charge Type, Sub object Range, Cost Center, Current or Lapsed Indicator, Major Object, Object Detailed Object, Sub object Desc, and Reporting Levels.

Cash Balance History – This page will display graphs of Ending Cash Balances by Fund for completed years. Line and bar graphs, as well as a data table.

Receipts by Group – This page will display summary data for Receipts by Major Receipt Group, Receipt Group, and Sub Receipt Group, by Month. Selections are provided by Campus, SUNY 12 Month FY, Month, Sub Fund Group, Major Receipt Group, Receipt Group, Sub Receipt Group, and Revenue Class. Monthly Receipt amounts are drillable to the detail transactions.

Disbursements by Group– This page will display summary data for Disbursements by Major Object, Object, and Detailed Object, by Month. Selections are provided by Campus, SUNY 12 Month FY, Month, Sub Fund Group, Major Object, Object, Detailed Object, and Sub object Range. Monthly Disbursement amounts are drillable to the detail transactions.

Projections – This page will display Projected and Actual Receipts by Major Receipt Group and Disbursements by Major Object, as well as a calculation of the Variance between Actual and Projected. Projected amounts are from the Web Cash Projections Tool. Selections are provided by Campus, Projections FY, Projection Month, Sub Fund Group, and Type Desc.

Cash by Account – This page will allow the user to view IFR account Cash Balances by Fiscal Year. Selections are provided by Account, Fiscal Year, Campus, Sub Fund Group, IFR Restricted Flag, and Reporting Levels.

IFR Billing – This page displays Revenue and Disbursement activity by IFR Account and estimated Accruals for Fringe Benefits, Administrative Overhead, and Maintenance & Operations based on current assessment rates on the Chart of Accounts. Selections are provided by Account, SUNY 12 Month FY, Sub Fund Group, Calendar Month, and BI Posted Date.

CF Project Analysis

CF Project Analysis – This page will allow the user to view Construction Fund information by SUCF Project with the ability to drill down to the detail record level. Selections are provided by SUCF Project.

End of Month

"Current" refers to the reporting levels at the time the query is run.
"Snapshot" refers to the reporting levels at the time of the YearMonth that is queried.

Current Account Summary EOM – This page will allow the user to view Fiscal Year-to-Month-End Account Summary information by YearMonth (yyyymm), Account and Fiscal Year with a current view for reporting levels. Fiscal Year and YearMonth are required fields. Selections are provided by Account Number, Campus, YearMonth (yyyymm), Fiscal Year, Sub Fund Group, and Current Reporting Levels.

Current Management EOM Summary – This page will allow the user to view Fiscal Year-to-Month-End Management Summary information by YearMonth (yyyymm), Account and Fiscal Year with a Current view for reporting levels. Fiscal Year and YearMonth are required fields.

Selections are provided by YearMonth (yyyymm), Fiscal Year, Sub Fund Group, Object levels, Account Number, and Current Reporting Levels.

Cash by Account EOM – This page will allow the user to view Year-to-Date Month-Cash Balances by IFR account. Fiscal Year and YearMonth (yyyymm) are required fields. Selections are provided by Account, Fiscal Year, YearMonth (yyyymm), Campus, Sub Fund Group, IFR Restricted Flag, and Reporting Levels.

Snapshot Account Summary EOM – This page will allow the user to view Fiscal Year-to-Month-End Account Summary information by YearMonth (yyyymm), Account and Fiscal Year with a Current view for reporting levels. Fiscal Year and YearMonth are required fields. Selections are provided by Account Number, Campus, Snapshot YearMonth (yyyymm), Fiscal Year, Sub Fund Group, and Snapshot Reporting Levels.

Snapshot Management EOM Summary – This page will allow the user to view Fiscal Year-to-Month-End Management Summary information by YearMonth (yyyymm), Account and Fiscal Year with a Snapshot view for reporting levels. Fiscal Year and YearMonth are required fields. Selections are provided by Snapshot YearMonth (yyyymm), Fiscal Year, Sub Fund Group, Object levels, Account Number, and Snapshot Reporting Levels.

Expenditures and Disbursements

Expenditures and Disbursements – This page will allow the user to view Expenditure and Disbursement information by various perspectives. Selections are by Campus, SUNY 12 Month FY, State Fiscal Year (with Lapsing), YearMonth (yyyymm) Range, Cost Center Month, Calendar Year, Calendar Month, Sub Fund Group, Expenditure Fund Code, Subobject Range, and Object Levels.

Expenditures – This page will allow the user to view Expenditure information by various perspectives. Selections are provided by Campus, SUNY 12 Month FY, State Fiscal Year, Fiscal Year (with Lapsing), YearMonth (yyyymm) Range, Cost Center Month, Calendar Year, Calendar Month, Sub Fund Group, Expenditure Fund Code, Subobject Range, and Object Levels.

Disbursements – This page will allow the user to view Disbursement information by various perspectives. Selections are provided by Campus, SUNY 12 Month FY, State Fiscal Year, Fiscal Year (with Lapsing), YearMonth (yyyymm) Range, Cost Center Month, Calendar Year, Calendar Month, Sub Fund Group, Expenditure Fund Code, Subobject Range, and Object Levels.

Financial Statements (GL)

GL Function Details – This page reports SUNY FMS expenditures posted to the General Ledger/Financial Statements, summarized in multiple views by GL Function code, Fund, and Sub Object Groupings. Selections are provided by Campus, SUNY 12 Month FY, Calendar Month, GL Fiscal Year, GL Month.

Transfer Objects by Campus – This page shows all the transfer objects. Selections are provided by Campus, SUNY 12 Month FY, Calendar Month, GL Fiscal Year, and GL Month.

GL Fringe Benefits – This page reports the Fringe Benefit costs being paid by the State on behalf of the State University at a fringe benefit rate determined by the State. Selections are provided by Campus, SUNY 12 Month FY, Calendar Month, GL Fiscal Year, and GL Month.

GL Expenditures – This page reports the daily expenditure transactions that impact the General Ledger. Selections are provided by Campus, Account Number, GL Month, SUNY 12 Month FY, Calendar Month, Trans Desc/Vendor, Document Number, Work of Date range, Effective Date range, GL Function Desc, Fund, Sub Object Code range, and Amount range.
along with your campus.

Management Summary

Management Summary – This page will allow the user to view Management Summary information by Account Number and Major Object. Selections are provided by Fiscal Year, Sub Fund Group, Object levels, Account Number and Reporting Levels. Default selections are current Fiscal Year along with your campus.

Cash by Account Summary – This page will allow the user to view IFR Summary information by Account Number. Selections are provided by Fiscal Year, Sub Fund Group, Account Number, IFR Restricted Flag and Reporting Levels. Default selections are current Fiscal Year along with your campus.

Payroll

Payroll Transaction Summary – This page will allow the user to view payroll information by Account and Fiscal Year with the ability to drill down to the detail record level by individual. Selections are provided by Account Number, Fiscal Year, Campus, Sub Fund Group, Object Levels, Employee Name, and NYS EMPL ID.

Payroll Detail Transactions – This page will allow the user to view detail level payroll information by individual payroll period, including Payroll Journals. Selections are provided by Account Number, Fiscal Year, Campus, Employee Name, Line Number, Subobject and Description, Payroll Period Range, Payroll Agency Desc, Sub Fund Group, Distribution Code, NYS EMPL ID, Object Levels, Subobject Range, and Reporting Levels.

Payroll Detail Distribution – This page will allow the user to view detail level payroll information by individual payroll period, excluding Payroll Journals. Selections are provided by Account Number, Cost Center, Fiscal Year, Campus, Line number, Employee Name, Pay Period Range, Payroll Agency Desc, Sub Fund Group, Distribution Code, NYS EMPL ID, Subobject and Description, Object Levels, Subobject Range, and Reporting Levels.

Distribution Discrepancies – This page will allow the user to view payroll distribution discrepancies between SUNY and OSC by pay period. Selections are provided by Fiscal Year, Campus, Pay Period, NYS EMPL ID, and Line Number.

Parking Services – NRA Scholarships – This page will allow the user to view the Payroll Deductions for SUNY Parking Services and SUNY NRA Scholarships from February 2020 through the most recent data load. Selections are provided by Campus, Check Date, Month, Fiscal Year, Pay Period Number, Deduction Code, and Deduction Description.

Procurement

PO Summary – This page will display summary and detailed views of Purchase Orders. Matched, Change, and Change Notice Transmitted Status POs are available. To view Incomplete and Completed Status PO's and Requisitions use the Finance and Management System. Selections are provided by Campus, Account, Cost Center, Fiscal Year, PO Number, Requisition Number, SFS PO Number, Document Status, Vendor Name, SFS Vendor ID, State Contract, PSP Method, Item Doc Line Number, Funding Doc Line Number, Created Date Range, PO Created by, Req Created by, Sub object Range, Object, Detailed Object, and Sub Fund Group.

Requisition Summary – This page will display a detailed view of SUNY Only Requisitions. This page displays only SUNY Only Requisitions. To view requisitions tied to PO'S use PO Summary. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Req Only Number, Created Date Range, Created By, Misc. Reg Flag, Item Reg Vendor, SFS Vendor ID, Misc. Req Vendor, Sub object Range, Object, Detailed Object, and Sub Fund Group.

Contract Summary – This page will display summary date of Contracts, with the ability to drill into the Contract Number to detailed Version information. Matched, Change, Change Notice Transmitted Status Contracts are available. To view Incomplete and Completed Status Contracts use the Finance and Management System. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Contract Number, SFS PO Number, Created By, Document Status, Vendor Name, SFS Vendor ID, PSP Method, Created Date Range, Begin Date Range, End Date Range, Subobject Range, Object, Detailed Object, and Sub Fund Group.

Created Per Day – This page will display four reports showing how many procurement documents a user created in a day. Each type of document has its own report on the page. Selections are provided by Campus, Account, Cost Center, Fiscal Year, PO Created Date Range, PO Created By, PO Req Created Date Range, PO Req Created By, Req Only Created Date Range, Req Only Created By, Contract Created Date Range, Contract Created Aby, Subobject Range, Object, Detailed Object, and Sub Fund Group.

Open Enc PO – This page will display POs with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does no report incomplete PO's. Selections are provided by Campus, Account, Fiscal Year, PO Number, SFS PO Number, PO Created By, Cost Center, Funding Doc Line Number, and Sub Fund Group.

Open Enc Req – This page will display Requisitions only with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does not report incomplete Reqs. Selections are provided by Campus, Account, Fiscal Year, Req Only Number, Created By, Funding Line Number, Cost Center, and Sub Fund Group.

Open Enc Contract – This page displays Contracts with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does not report incomplete Contracts. Selections are provided by Campus, Account, Fiscal Year, Contract Number, SFS PO Number, Created By, Cost Center, Funding Line Number, and Sub Fund Group.

Property Control

Property Control - Vouchers – This page will allow the user to view Vouchers by Procurement document for equipment transactions by various selections. Query is limited to document status: Check/ACH Issued and Check/ACH Reconciled. Users can drill in on the procurement document linked to the FMS document. Selections are provided by Campus, Account, SUNY 12 Month FY, Month, Document Type, Voucher Number, Contract Number, Purchase Order Number, SUNY Only Req Number, Invoice Number, Vendor Name, Item Desc, Created By, SUCF Project, Create Date, Invoice Date, Merchandise Received Date, Subobject, and Voucher Amount.

Property Control – P-Card – This page will allow the user to view the P-Card Journals for equipment transactions by various selections. Selections are provided by Campus, Account, SUNY 12 Month FY, Month, Document Number, Line Number, SUCF Project, Vendor Name, Journal Name, Journal Funding Desc, Transaction Date, Subobject, and Amount.

Reference

Training Modules and Documents – General training modules are provided to familiarize users with some of the features and characteristics of the Oracle Business Intelligence (OBI) Dashboards. The general training modules are not specific to the Finance Data Warehouse. However, you will find links to finance-oriented BI Training Manual here too. There are 8 manuals: a "General How-to Manual" for the BI Finance Dashboards created in 2017; a "Cash Reporting Dashboard," "Procurement Dashboard," "Data Dictionary," "List of Available BI Finance Dashboards and Pages," and a "Stars and Dimensions" training, all created in 2018; a "Property Control" focus and an "HR Pending Payroll Encumbering Process" created in 2019; and lastly a "BI Finance Dashboards Basics Training WebEx" created in 2020.

Tips and Tricks – This page (duplicated on the Account Summary introduction page) provides general data, browser, editing, and exporting helpful hints.

Transaction Codes – This is a reference page for Transaction Codes including Transaction Category and Charge Type.

Expenditure Fund Groups and Codes – Expenditure Fund Groups by Fund Name with Fund Codes can be found here.

Sub-Objects – The Finance Data Warehouse uses various Support Tables. Included here is the Sub-Object table with its various hierarchies and groupings.

Revenue Fund Groups and Codes – Revenue Fund Groups by Fund Name with Fund Codes can be found here.

Revenue Classes – This is a reference page for Revenue Classes and Descriptions as well as Receipt Groups for all campuses. Selections are provided for Revenue Fund Code, Revenue Class, and Receipt Group.

Reporting Structure –This is a reference page for the Account Group Reporting Level structure for your campus. Selections are provided for Reporting Levels 1 – 5 and Account Number. The results will show the Account Numbers associated with the Reporting Levels.

IFR Assessment Rates – This is a reference page for a campus's Chart of Accounts. Selections are provided by Charge Agency Campus, Cost Center, Fiscal Year, Chart Status, Account Number and Description, Open Date, Modify Date, various flags, Sub Fund Group, NACUBO Function Desc and Reporting Levels 1-5.

Chart of Accounts – This is a reference page for a campus' Chart of Accounts. Selections are provided by Charge Agency Campus, Cost Center, Fiscal Year, Chart Status, Account Number and Description, Open Date, Modify Date, Various Flags, Sub Fund Group, NACUBO Function Desc, and Reporting Levels 1-5.

Transaction Inquiry

Transactions – This page will allow the user to view Transactions by Transaction Category (Allocations, Expenditures, Encumbrances, Disbursement and Revenue). Selections are provided by Campus, Account Number, Cost Center, Fiscal Year, Month, Transaction Date Range, Document Number, Procurement Number, Requisition Number, PO Line Number, Check Number, BI Posted Date, SFS Document Number, Transaction Category, Charge Type, Transaction Code, Vendor Name, Transaction Description, Batch Number, Allocation Type, Sub Fund Group, Expenditure Fund Code, Subobject Range, Object Levels, Revenue Sub Fund, Revenue Fund Code, Revenue Class and Reporting Levels.

Pending Transactions – This page will allow the user to view Pending Transactions by Transaction Category (Allocations, Expenditures, Encumbrances and Revenue). Selections are provided by Campus, Account Number, Cost Center, Fiscal Year, Month, Transaction Date Range, Document Number, Procurement Number, Procurement Line Number, Transaction Category, Charge Type, Transaction Code, PND Trans Desc/Vendor, Sub Fund Group, Expenditure Fund Code, Subobject Range, Object Levels, Revenue Fund Group, Revenue Fund Code, Revenue Class and Reporting Levels.

Accounting Control – This page allows lookups of 000Y00's, replacing SCOR. Selections are provided by Campus, Fiscal Year, Cost Center, Transaction Date Range, BI Posted Date Range, Document Number, Procurement Number, Requisition Number, SFS Document Number, Major Object, Sub object Range, Transaction Code, and Sub Fund Group.

Trends

Yearly Totals – This page will allow the user to view a month-end analysis of their current budget progress by either Total Annual Budget or Year to Date Expenditures. Year Ago Expenses are included with the Year-to-Date Expenditures analysis. Selections are provided by Account, Charge Agency Name, Fund levels, Object levels, and Campus Organizational Reporting Levels.

Monthly Expenditures – This page includes a multi-year line graph of Monthly Expenditures by Fiscal Year along with its associated detail. Selections are provided by Account, Fiscal Year, Charge Agency Name, Fund Levels, Object levels, and Campus Organizational Reporting levels.

Two Year Expend Comparisons

Campus to Campus Comparison – This page will allow the user to compare Expenditures at any two SUNY campuses for two years. In addition, these comparisons can be limited by fund categories. Default selections are prior and more recent complete Fiscal Years along with your campus.

Campus to Sector Comparison – This page will allow the user to compare Expenditures at any SUNY campus to any SUNY Sector for two selected years. In addition, these comparisons can be limited by fund categories. Default selections are prior and most recent complete Fiscal Years along with your campus and its sector.

Sector to Sector Comparison – This page will allow the user to compare Expenditures at any two SUNY sectors for two years. In addition, these comparisons can be limited by fund categories. Default selections are prior and most recent complete Fiscal Years along with your sector.

Campus to Total University Comparison – This page will allow the user to compare Expenditures at any SUNY campus to Total University Expenditures for two selected years. In addition, these comparisons can be limited by fund categories. Default selections are prior and most recent complete Fiscal Years along with your campus.

URAS

Status Report – This page will provide the approval statuses for a SUNY Quarter End Date. Selections are provided by Campus, SUNY Quarter End Date, Approval Requested, and Approved Flag.

Trial Balance – This page will display URAS Account Balances by Entity. Selections are provided by Campus, SUNY Quarter End Date, and Account Range.

Receipts by Rev Class – This page will display summary data for receipts by revenue class, by month. Selections are provided by Campus, SUNY 12 Month FY, Month, Sub Fund Group, Revenue Fund Code, Revenue Class, and SUNY Rev Class Desc.

Transfers – This page will report quarter ending balances for transfer accounts. Selections are provided by Campus, SUNY Quarter End Date, and Entity.

Fluctuation Analysis – This page will show the change of an account with activity at a point in time compared to the same time period one year prior. Selections are Campus, SUNY Quarter End Date, Entity, and Account Range.

Other Information:

URAS Crosswalk – This file contains a crosswalk between URAS accounts and the corresponding revenue class.

Voucher Inquiry

Standard Voucher – This page will allow the user to view Standard Vouchers by various selections. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Cost Center Month Desc, Document Status, Payment Type, Document Type, Voucher Number, SFS Voucher Number, Contract Number, Purchase Order Number, SUNY Only Req Number, Invoice Number, Payee Name 1, SFS Vendor ID, Discretionary Indicator, Create Date, Check Date, Check Number, Created By, IRS Code, OSC Route Code, Subobject, Object, Detailed Object, Sub Fund Group, Expenditure Fund Code, Voucher Amount Range, and Reporting Levels.

Employee Reimbursement – This page will allow the user to view Employee Reimbursement vouchers by various selections. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Cost Center Month Desc, Voucher Number, SFS Voucher Number, Document Status, Business Purpose, Expense Description, Create Date, Check Date, Check Number, Created By, IRS Code, Subobject, Object, Detailed Object, Sub Fund Group, Expenditure Fund Code, Voucher Amount Range, and Reporting Levels.

Refund Vouchers – This page will allow the user to view Refund vouchers for Standard and Employee Reimbursement vouchers. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Refund Number, Original Voucher Number, SFS Refund Number, Cost Center Month Desc, Vendor SFS ID, Refund Reason, Refund Amount range, Refund Date, Check Date, Check Number, Expenditure Fund Code, Subobject, Object, Detailed Object, and Sub Fund Group.

Voucher Processing Performance – This page will allow the user to view the days to complete the process for Standard Vouchers from MIR date to Check Date. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Cost Center Month Desc, Document Status, Voucher Number, SFS Voucher Number, Contract Number, Purchase Order Number, SUNY Only Req Number, Invoice Number, Payee Name 1, SFS Vendor ID, Check Number, Interest Eligible Flag, Created By, Invoice MIR Date, Check Date, Invoice Received Date, Merchandise Received Date, Days to Complete Process Range, Subobject, Object, Detailed Object, Sub Fund Group, Expenditure Fund Code, and Reporting Levels.

Vouchers Per Day – This page will allow the user to view how many Standard Vouchers/Employee Reimbursements a user created in a day. Selections are provided by

Campus, Account, Cost Center, Fiscal Year, Create Date, Invoice Date, Created By, Cost Center Month Desc, Subobject, Object, Detailed Object, Sub Fund Group, and Expenditure Fund Code.

Vendor – This page will allow the user to view vendor information for Standard Vouchers. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Cost Center Month Desc, Payment Type, Voucher Number, SFS Voucher Number, Contract Number, Purchase Order Number, SUNY Only Req Number, Invoice Number, Payee Name 1, SFS Vendor ID, Create Date, Check Date, Check Number, State Code, City, Subobject, Detailed Object, Sub Fund Group, Expenditure Fund Code, and Reporting Levels.

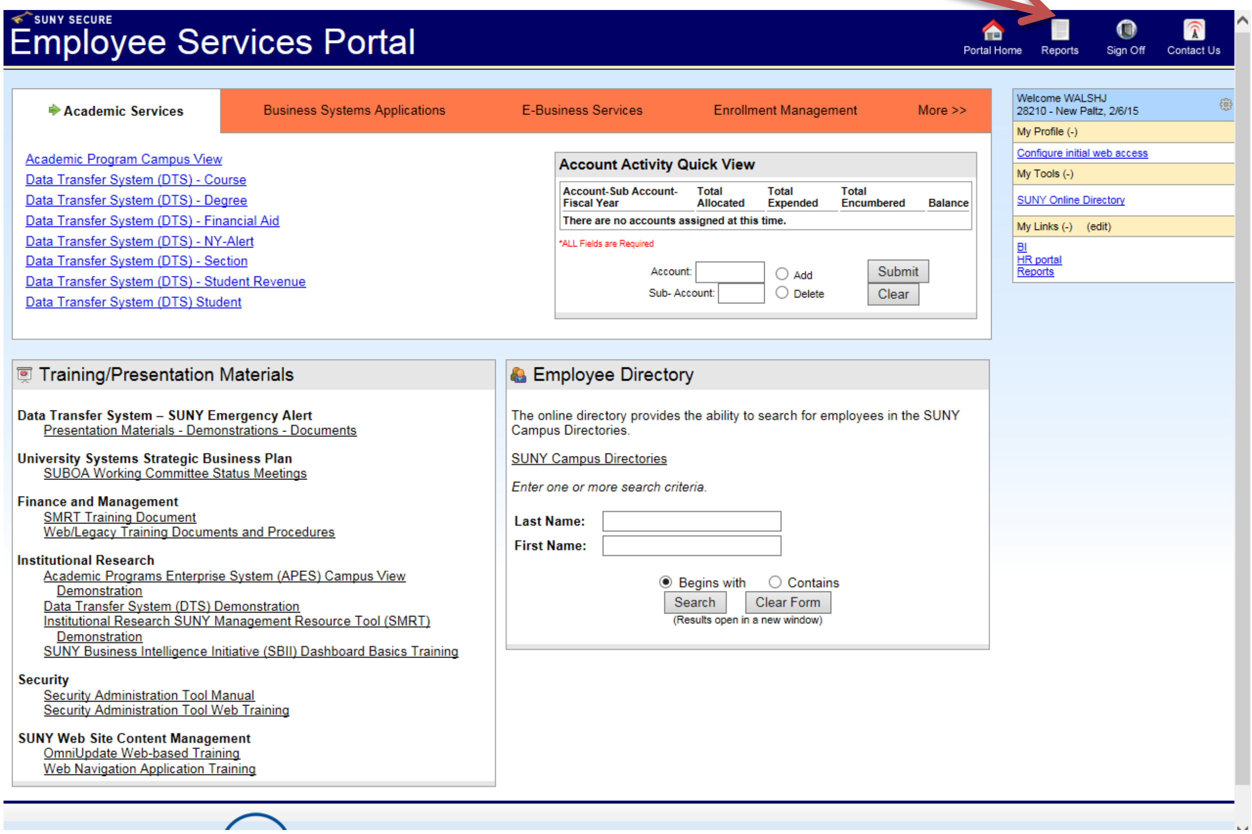
Top 'N' Vendors – This page will allow the user to view the Vendors, in descending order by dollar amount, for which the highest voucher payments were incurred by your campus in a given Fiscal Year. Selections are provided by Campus, Fiscal Year, Payment Type, Top 'N' Entry, Certified Vendor, Certified SDVOC, Certified Minority, and Certified Women. Employee reimbursement vouchers are excluded from this report. Default selections include you sign-in campus, current Fiscal Year, Vendor Payment Type, and 10 as the Top 'N' entry.

Getting to SUNY BI:

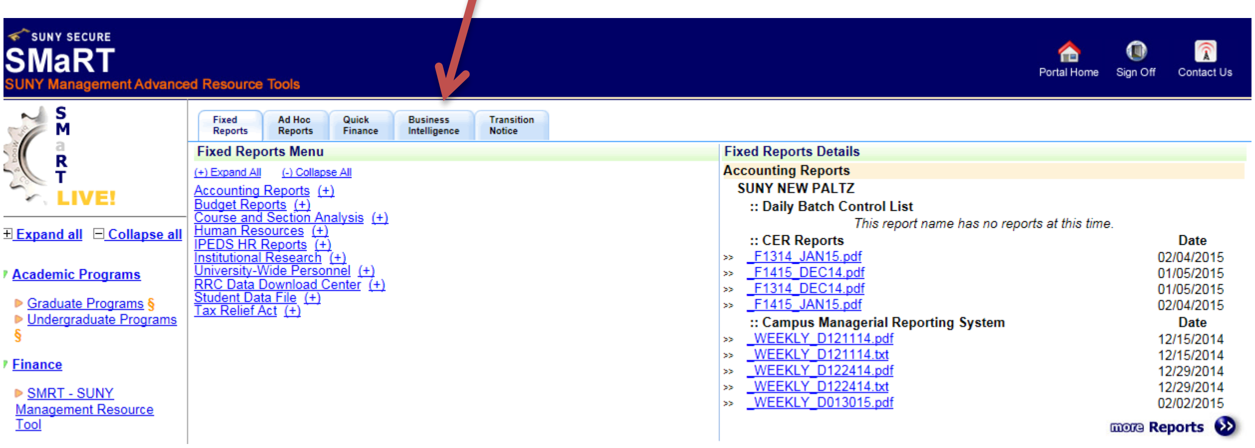
Option 1: Go to Firefox and type in the following web address: www.suny.edu/analytics/

- Sign-in using your Brockport netID / Password.

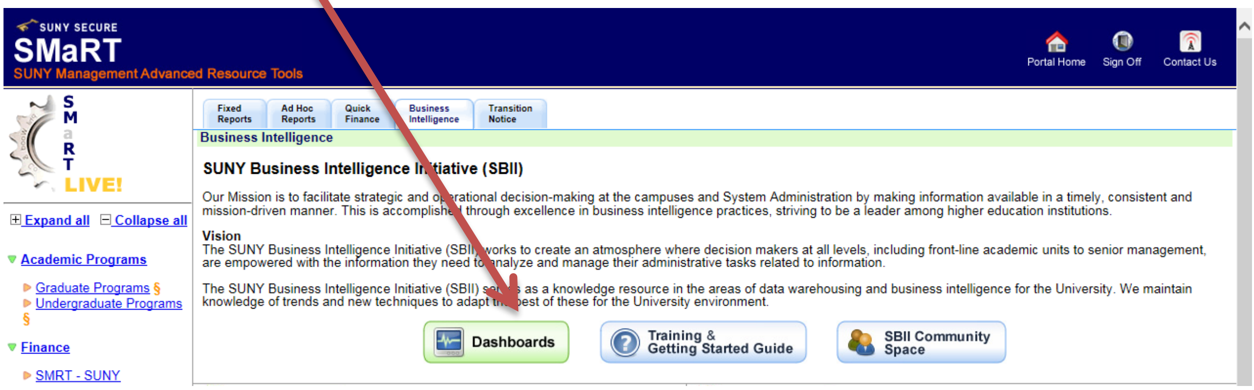
Option 2: Log on to the SUNY employee portal. Click on reports.



- Click on the Business Intelligence tab.

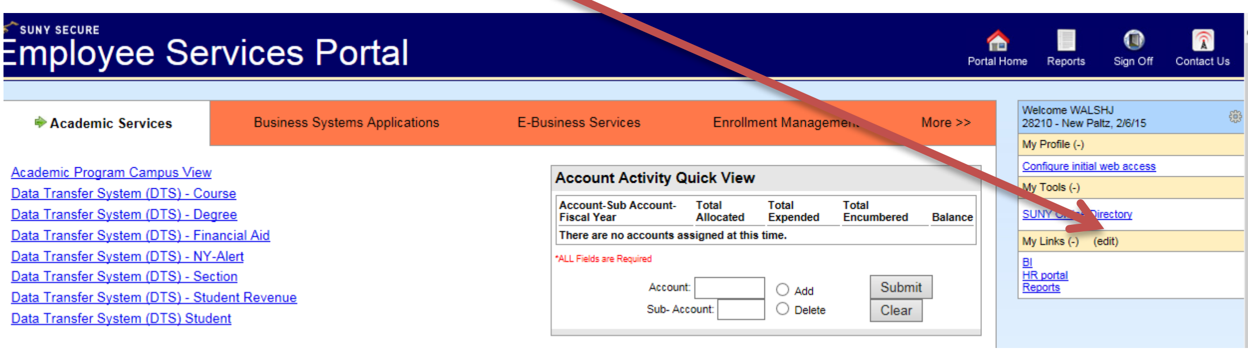


- Click on the Dashboards box, which will take you directly into BI.



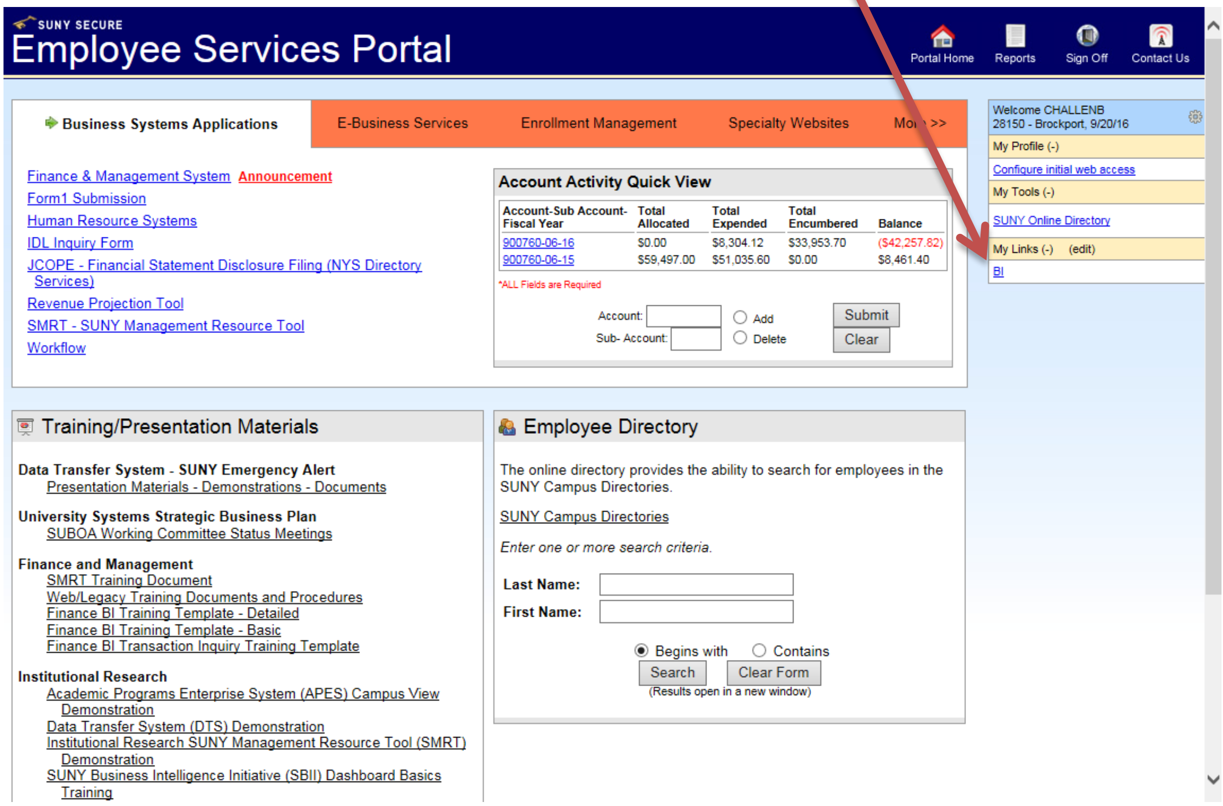
Option 3: Set-up access directly (one-click) to BI on the portal homepage.

- Log on to the SUNY employee portal. To find the SUNY employee portal, go to https://www.suny.edu/ , scroll to the last section of the page, and select "SUNY Portal" in the third column of links.
- Click edit in "My Links."



- Type the following address in the URL box: https://www.suny.edu/analytics
- Type "BI Sign-on" in the Displayed Description box.

- This will create a shortcut you can use to log into BI under “My Links” in your SUNY Portal.



Once in BI, every user should have access to the following dashboards:

- **Financials – Account Summary**
- **Financials – End of Month**
- **Financials – Management Summary**
- **Financials – Payroll**
- **Financials – Reference**

***Certain users may have access to additional dashboards and as SUNY develops new dashboards this general listing may change.*

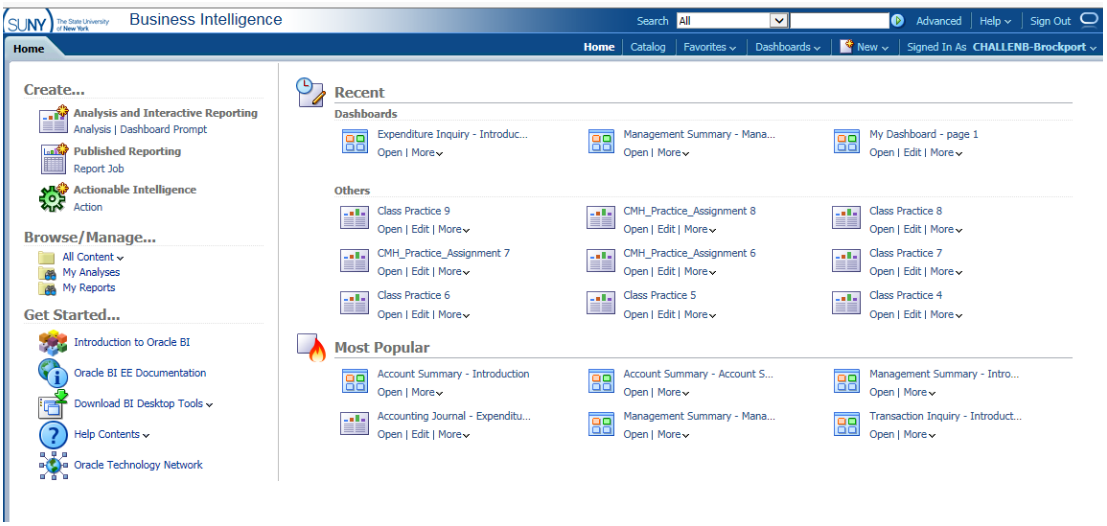
- **Contact the campus Security Administrator if you do not have this basic access.**

Accessing/Using the Account Summary Dashboard:

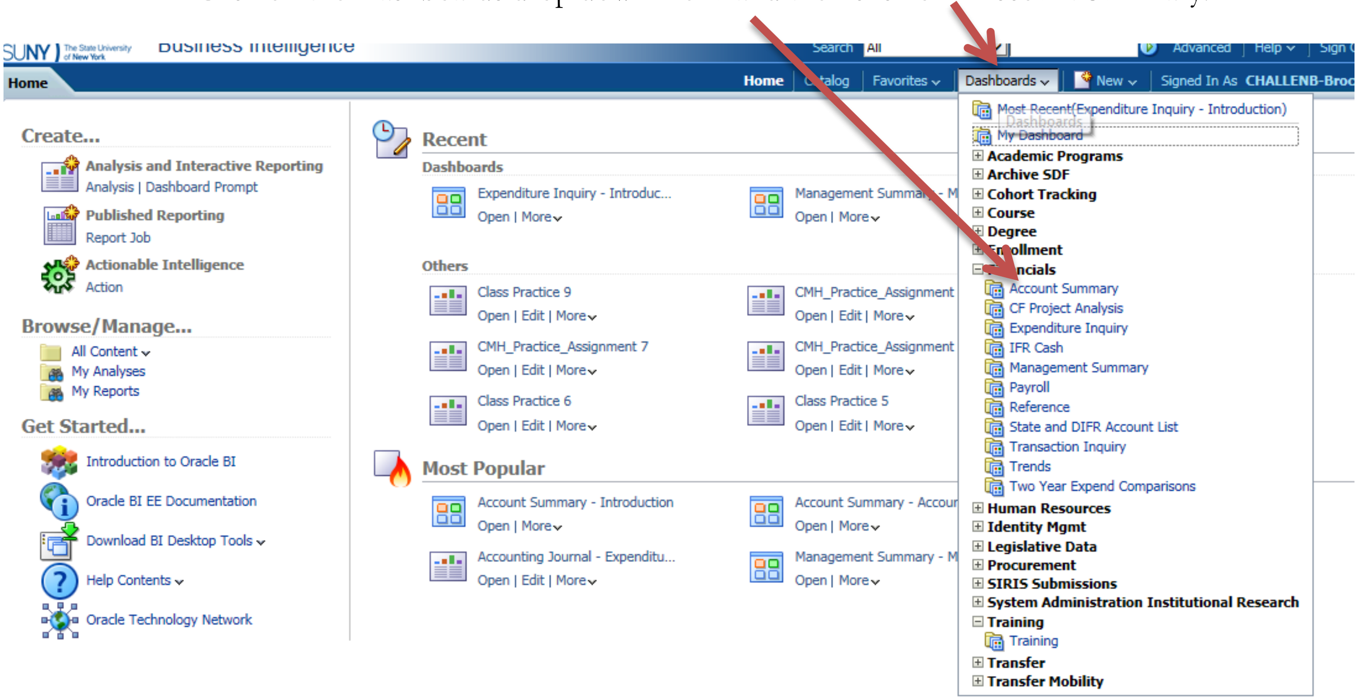
For most users, the Account Summary will be the main dashboard used. To find/use this dashboard, follow these steps:

***If a user has requested one-on-one BI training, the Account Summary may have been selected to be the default starting page. The following two bullets may not be necessary.*

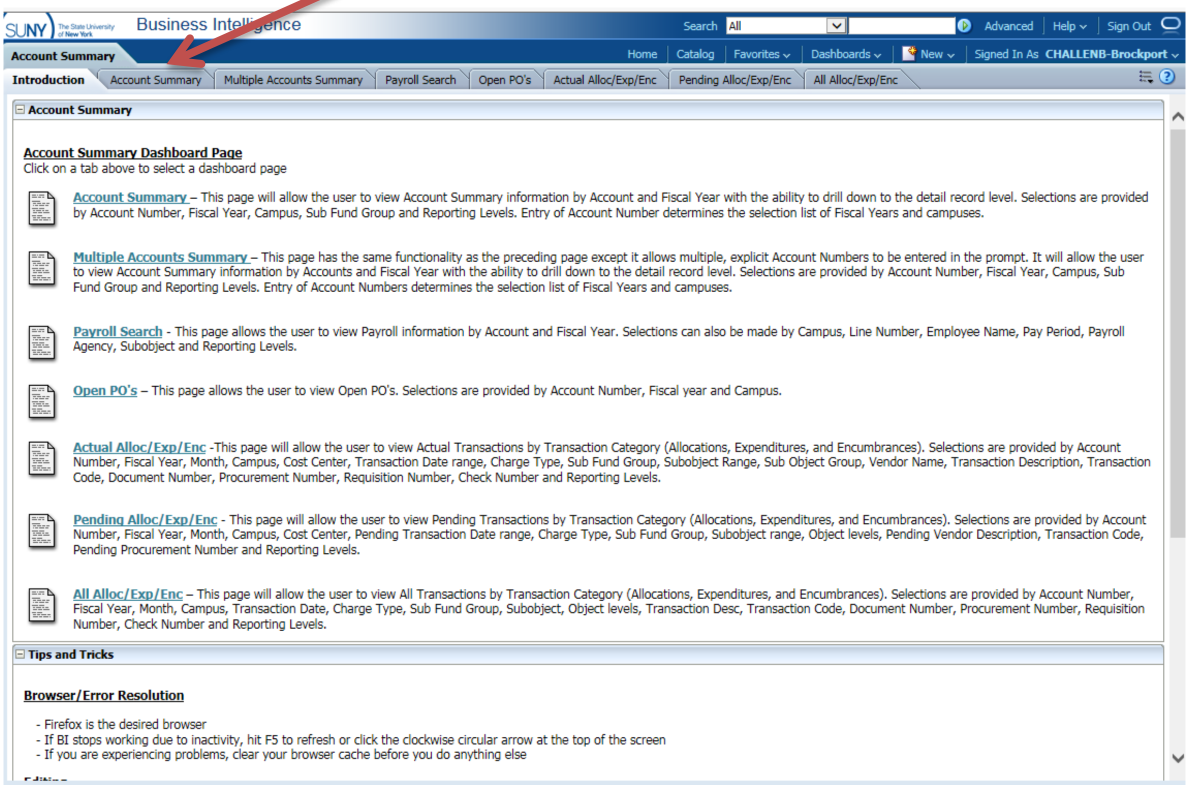
- Access the BI Homepage. (This will look different for each user depending on your level of access).



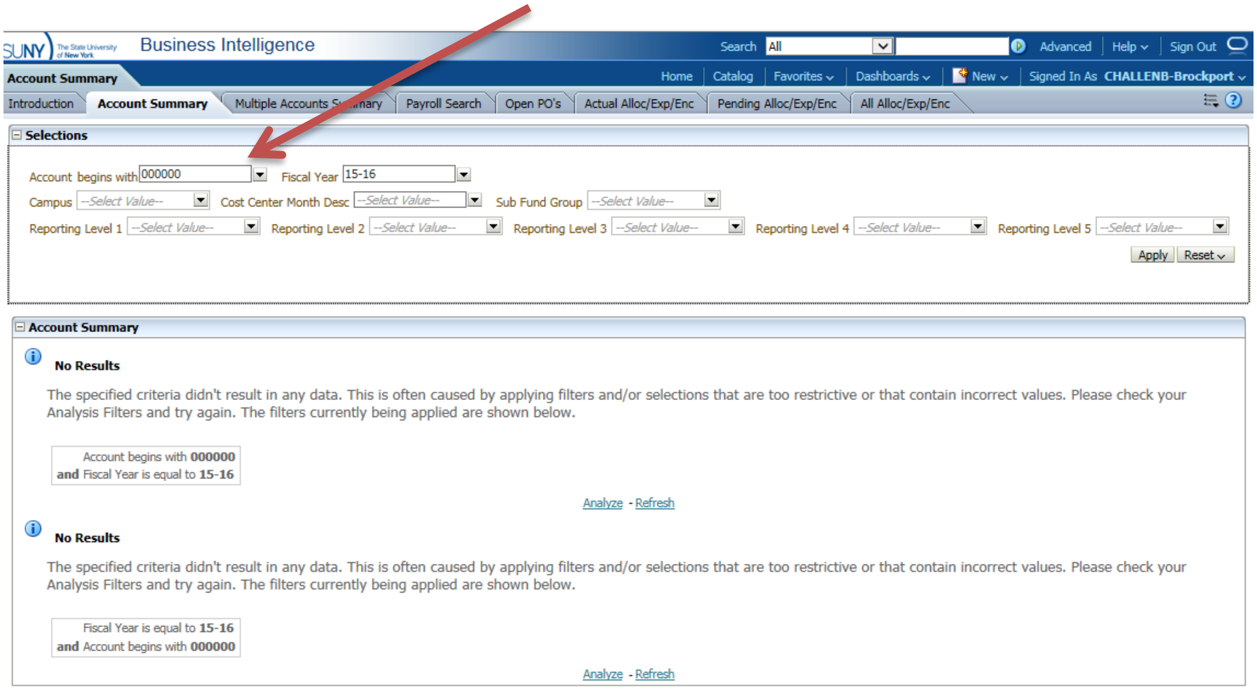
- Click on the Dashboards drop down menu and then click on "Account Summary."



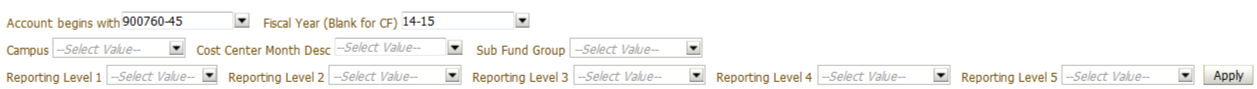
- Click on the Account Summary tab.



- Click in the Account begins with box. The default will always be zeros. This keeps the system from searching for account data when you first open the page:



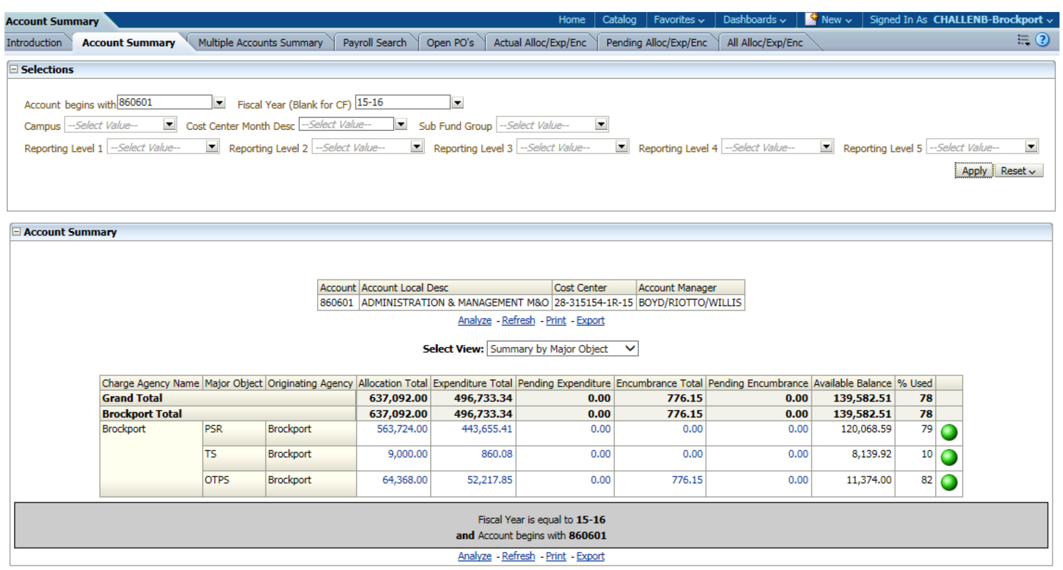
- Type in the 6-digit account code.
    - If you wish to look at a subaccount, you will need to input the 8-digit code i.e., 900760-01. A "dash" must be included before the subaccount's last two digits versus a space, period, etc.
    - You may also select the drop-down (arrow) function and select an account. You will only have access to your department accounts.
- Tab to Fiscal year. The default here is the current fiscal year, but this can be changed via the drop-down (arrow) menu. The account number determines which fiscal years are available.
- Enter does not work in BI. Instead, click the "APPLY" button to generate your results.



There are three different views for the query results:

1) Summary by Major Object (default)
2) Summary by Object
3) Summary by Detailed Object (Suggested View)

Example - Account Summary default, *Summary by Major Object*



Account	Account Local Desc	Cost Center	Account Manager
860601	ADMINISTRATION & MANAGEMENT M&O	28-315154-1R-15	BOYD/RIOTTO/WILLIS

Analyze - Refresh - Print - Export

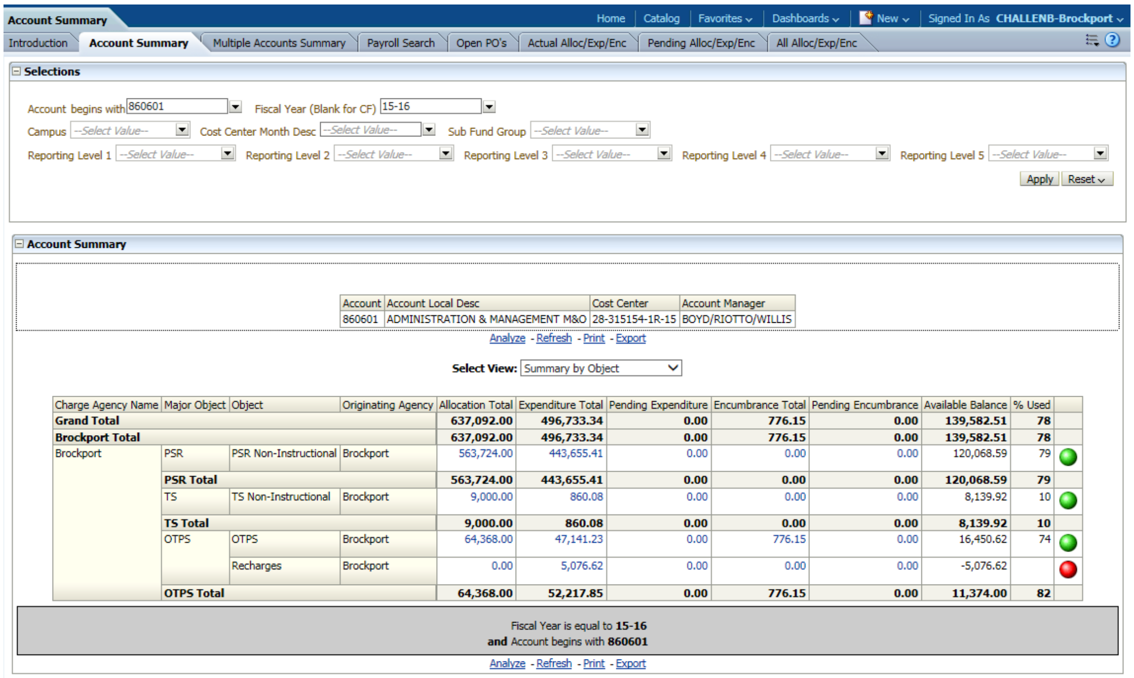
Select View: Summary by Major Object

Charge Agency Name	Major Object	Originating Agency	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
Grand Total			**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**	
Brockport Total			**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**	
Brockport	PSR	Brockport	563,724.00	443,655.41	0.00	0.00	0.00	120,068.59	79	
	TS	Brockport	9,000.00	860.08	0.00	0.00	0.00	8,139.92	10	
	OTPS	Brockport	64,368.00	52,217.85	0.00	776.15	0.00	11,374.00	82	

Fiscal Year is equal to **15-16**
and Account begins with **860601**

Analyze - Refresh - Print - Export

Example – Account Summary, *Summary by Object*



Account	Account Local Desc	Cost Center	Account Manager
860601	ADMINISTRATION & MANAGEMENT M&O	28-315154-1R-15	BOYD/RIOTTO/WILLIS

Analyze - Refresh - Print - Export

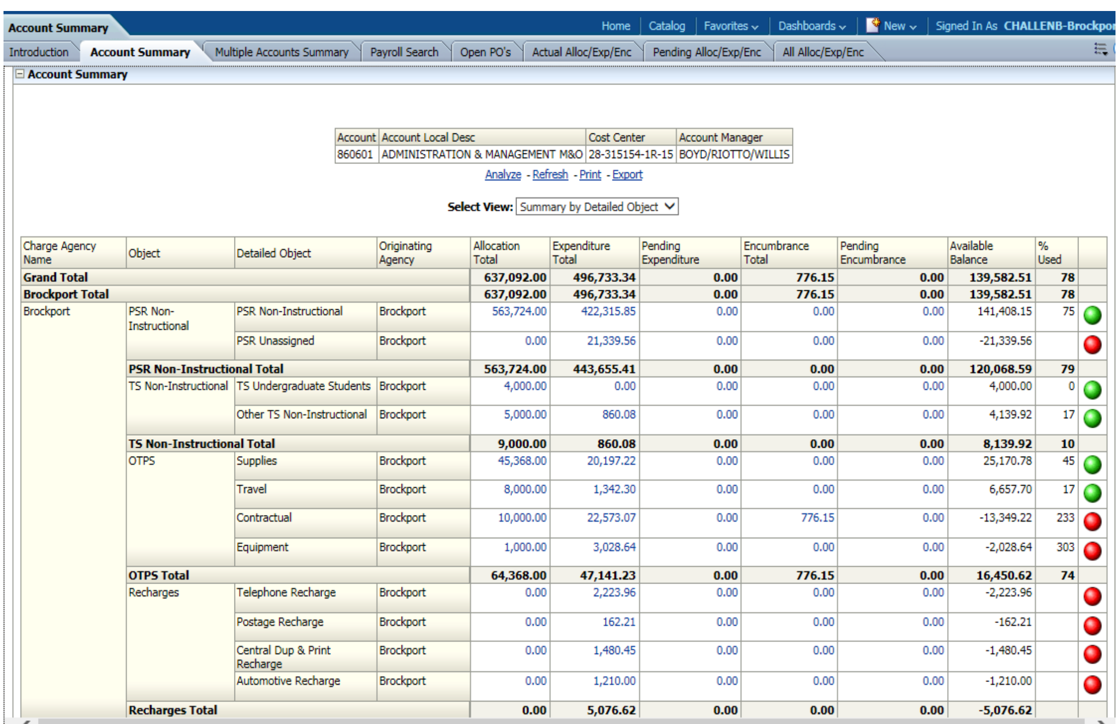
Select View: Summary by Object

Charge Agency Name	Major Object	Object	Originating Agency	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport	PSR	PSR Non-Instructional	Brockport	563,724.00	443,655.41	0.00	0.00	0.00	120,068.59	79
	PSR Total			**563,724.00**	**443,655.41**	**0.00**	**0.00**	**0.00**	**120,068.59**	**79**
	TS	TS Non-Instructional	Brockport	9,000.00	860.08	0.00	0.00	0.00	8,139.92	10
	TS Total			**9,000.00**	**860.08**	**0.00**	**0.00**	**0.00**	**8,139.92**	**10**
	OTPS	OTPS	Brockport	64,368.00	47,141.23	0.00	776.15	0.00	16,450.62	74
		Recharges	Brockport	0.00	5,076.62	0.00	0.00	0.00	-5,076.62	
	OTPS Total			**64,368.00**	**52,217.85**	**0.00**	**776.15**	**0.00**	**11,374.00**	**82**

Fiscal Year is equal to **15-16**
and Account begins with **860601**

Analyze - Refresh - Print - Export

Example – Account Summary, *Summary by Detailed Object* *(Recommend this as the view you use.)*



Account	Account Local Desc	Cost Center	Account Manager
860601	ADMINISTRATION & MANAGEMENT M&O	28-315154-1R-15	BOYD/RIOTTO/WILLIS

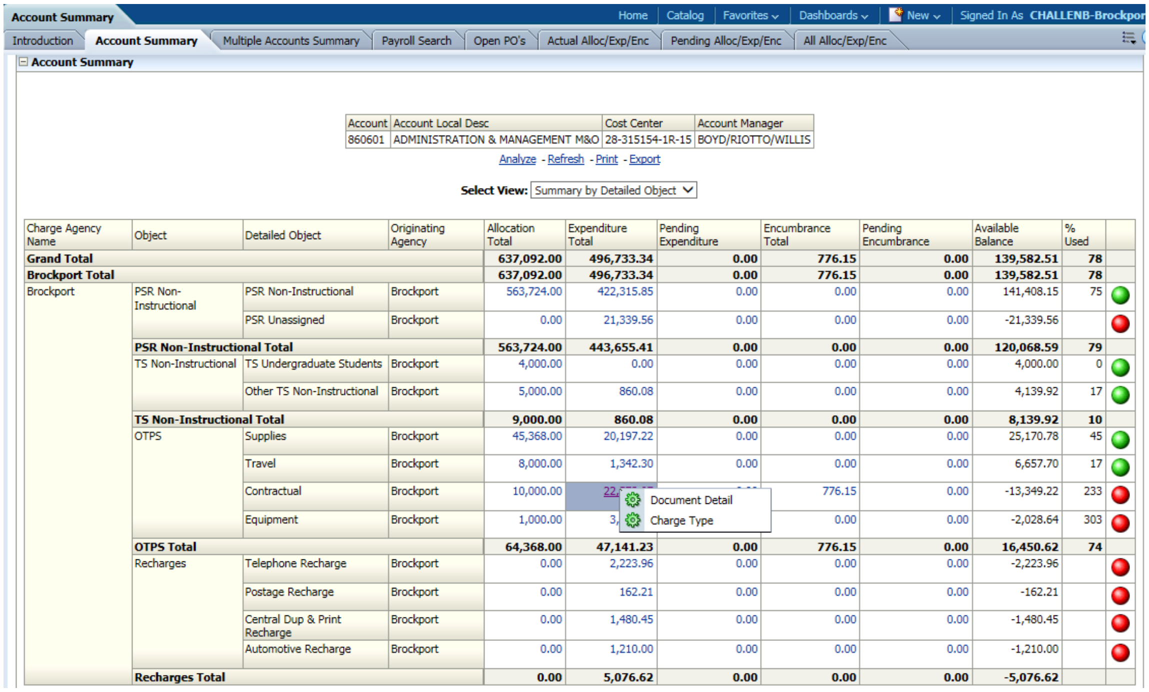
Analyze - Refresh - Print - Export

Select View: Summary by Detailed Object

Charge Agency Name	Object	Detailed Object	Originating Agency	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport	PSR Non-Instructional	PSR Non-Instructional	Brockport	563,724.00	422,315.85	0.00	0.00	0.00	141,408.15	75
		PSR Unassigned	Brockport	0.00	21,339.56	0.00	0.00	0.00	-21,339.56	
	PSR Non-Instructional Total			**563,724.00**	**443,655.41**	**0.00**	**0.00**	**0.00**	**120,068.59**	**79**
	TS Non-Instructional	TS Undergraduate Students	Brockport	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
		Other TS Non-Instructional	Brockport	5,000.00	860.08	0.00	0.00	0.00	4,139.92	17
	TS Non-Instructional Total			**9,000.00**	**860.08**	**0.00**	**0.00**	**0.00**	**8,139.92**	**10**
	OTPS	Supplies	Brockport	45,368.00	20,197.22	0.00	0.00	0.00	25,170.78	45
		Travel	Brockport	8,000.00	1,342.30	0.00	0.00	0.00	6,657.70	17
		Contractual	Brockport	10,000.00	22,573.07	0.00	776.15	0.00	-13,349.22	233
		Equipment	Brockport	1,000.00	3,028.64	0.00	0.00	0.00	-2,028.64	303
	OTPS Total			**64,368.00**	**47,141.23**	**0.00**	**776.15**	**0.00**	**16,450.62**	**74**
	Recharges	Telephone Recharge	Brockport	0.00	2,223.96	0.00	0.00	0.00	-2,223.96	
		Postage Recharge	Brockport	0.00	162.21	0.00	0.00	0.00	-162.21	
		Central Dup & Print Recharge	Brockport	0.00	1,480.45	0.00	0.00	0.00	-1,480.45	
		Automotive Recharge	Brockport	0.00	1,210.00	0.00	0.00	0.00	-1,210.00	
	Recharges Total			**0.00**	**5,076.62**	**0.00**	**0.00**	**0.00**	**-5,076.62**	

To look at expenditure detail, click on any hyperlinked (blue) amount. (These represent drillable fields.)

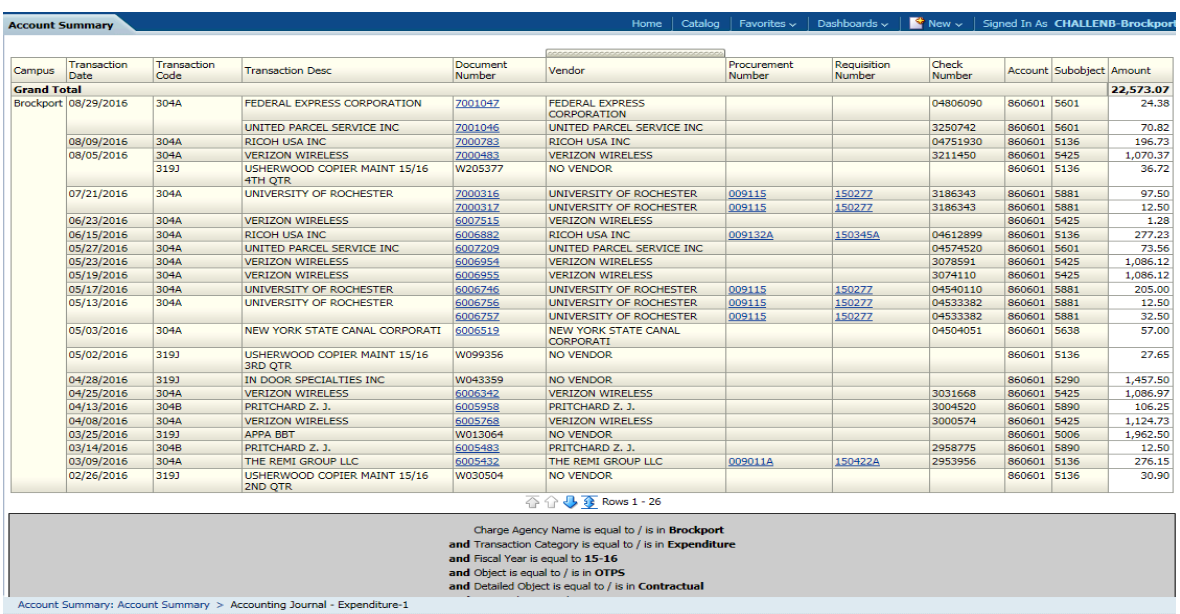
- The menu below will pop-up.



Account	Account Local Desc	Cost Center	Account Manager
860601	ADMINISTRATION & MANAGEMENT M&O	28-315154-1R-15	BOYD/RIOTTO/WILLIS

Charge Agency Name	Object	Detailed Object	Originating Agency	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport Total				**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
Brockport	PSR Non-Instructional	PSR Non-Instructional	Brockport	563,724.00	422,315.85	0.00	0.00	0.00	141,408.15	75
		PSR Unassigned	Brockport	0.00	21,339.56	0.00	0.00	0.00	-21,339.56	
	PSR Non-Instructional Total			**563,724.00**	**443,655.41**	**0.00**	**0.00**	**0.00**	**120,068.59**	**79**
	TS Non-Instructional	TS Undergraduate Students	Brockport	4,000.00	0.00	0.00	0.00	0.00	4,000.00	0
		Other TS Non-Instructional	Brockport	5,000.00	860.08	0.00	0.00	0.00	4,139.92	17
	TS Non-Instructional Total			**9,000.00**	**860.08**	**0.00**	**0.00**	**0.00**	**8,139.92**	**10**
	OTPS	Supplies	Brockport	45,368.00	20,197.22	0.00	0.00	0.00	25,170.78	45
		Travel	Brockport	8,000.00	1,342.30	0.00	0.00	0.00	6,657.70	17
		Contractual	Brockport	10,000.00	22,[illegible]	[illegible]	776.15	0.00	-13,349.22	233
		Equipment	Brockport	1,000.00	3,[illegible]	[illegible]	0.00	0.00	-2,028.64	303
	OTPS Total			**64,368.00**	**47,141.23**	**0.00**	**776.15**	**0.00**	**16,450.62**	**74**
	Recharges	Telephone Recharge	Brockport	0.00	2,223.96	0.00	0.00	0.00	-2,223.96	
		Postage Recharge	Brockport	0.00	162.21	0.00	0.00	0.00	-162.21	
		Central Dup & Print Recharge	Brockport	0.00	1,480.45	0.00	0.00	0.00	-1,480.45	
		Automotive Recharge	Brockport	0.00	1,210.00	0.00	0.00	0.00	-1,210.00	
	Recharges Total			**0.00**	**5,076.62**	**0.00**	**0.00**	**0.00**	**-5,076.62**	

- To see line-item expenditure detail, click "Document Detail". The Document Detail will appear. For Payroll (PSR & TS), click Payroll Info.
    - Again, anytime lettering is in Blue, it is a drillable field, and you can review more detail.



Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											**22,573.07**
Brockport	08/29/2016	304A	FEDERAL EXPRESS CORPORATION	7001047	FEDERAL EXPRESS CORPORATION			04806090	860601	5601	24.38
			UNITED PARCEL SERVICE INC	7001046	UNITED PARCEL SERVICE INC			3250742	860601	5601	70.82
	08/09/2016	304A	RICOH USA INC	7000783	RICOH USA INC			04751930	860601	5136	196.73
	08/05/2016	304A	VERIZON WIRELESS	7000483	VERIZON WIRELESS			3211450	860601	5425	1,070.37
		319J	USHERWOOD COPIER MAINT 15/16 4TH QTR	W205377	NO VENDOR				860601	5136	36.72
	07/21/2016	304A	UNIVERSITY OF ROCHESTER	7000316	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	97.50
				7000317	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	12.50
	06/23/2016	304A	VERIZON WIRELESS	6007515	VERIZON WIRELESS				860601	5425	1.28
	06/15/2016	304A	RICOH USA INC	6006882	RICOH USA INC	009132A	150345A	04612899	860601	5136	277.23
	05/27/2016	304A	UNITED PARCEL SERVICE INC	6007209	UNITED PARCEL SERVICE INC			04574520	860601	5601	73.56
	05/23/2016	304A	VERIZON WIRELESS	6006954	VERIZON WIRELESS			3078591	860601	5425	1,086.12
	05/19/2016	304A	VERIZON WIRELESS	6006955	VERIZON WIRELESS			3074110	860601	5425	1,086.12
	05/17/2016	304A	UNIVERSITY OF ROCHESTER	6006746	UNIVERSITY OF ROCHESTER	009115	150277	04540110	860601	5881	205.00
	05/13/2016	304A	UNIVERSITY OF ROCHESTER	6006756	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	12.50
				6006757	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	32.50
	05/03/2016	304A	NEW YORK STATE CANAL CORPORATI	6006519	NEW YORK STATE CANAL CORPORATI			04504051	860601	5638	57.00
	05/02/2016	319J	USHERWOOD COPIER MAINT 15/16 3RD QTR	W099356	NO VENDOR				860601	5136	27.65
	04/28/2016	319J	IN DOOR SPECIALTIES INC	W043359	NO VENDOR				860601	5290	1,457.50
	04/25/2016	304A	VERIZON WIRELESS	6006342	VERIZON WIRELESS			3031668	860601	5425	1,086.97
	04/13/2016	304B	PRITCHARD Z. J.	6005958	PRITCHARD Z. J.			3004520	860601	5890	106.25
	04/08/2016	304A	VERIZON WIRELESS	6005768	VERIZON WIRELESS			3000574	860601	5425	1,124.73
	03/25/2016	319J	APPA BBT	W013064	NO VENDOR				860601	5006	1,962.50
	03/14/2016	304B	PRITCHARD Z. J.	6005483	PRITCHARD Z. J.			2958775	860601	5890	12.50
	03/09/2016	304A	THE REMI GROUP LLC	6005432	THE REMI GROUP LLC	009011A	150422A	2953956	860601	5136	276.15
	02/26/2016	319J	USHERWOOD COPIER MAINT 15/16 2ND QTR	W030504	NO VENDOR				860601	5136	30.90

Charge Agency Name is equal to / is in **Brockport**
and Transaction Category is equal to / is in **Expenditure**
and Fiscal Year is equal to **15-16**
and Object is equal to / is in **OTPS**
and Detailed Object is equal to / is in **Contractual**

- Clicking on Procurement Number takes you to the PO Summary in pop-up window.
    - *To exit this view, close the browser tab. This will take you back to the account expenditure detail.*

P.O. Summary

Document Information

P.O. Number:	009115	Date :	07/23/2015
Document Status :	M	Date Created:	2015-07-23 11:06:23.0
Encumbrance Total:	$515.00	Created By:	RWILSON
Outstanding Amount:	$0.00	Last Updated:	08/04/2016
Voucher Amount:	$515.00	Updated By:	SUPO_POST
Item Amount:	$515.00	Receiving Status :	
Requisition Numbers:	150277	Last Receipt Date :	
Comments:		Budget Purchase Order :	N

Item Information

Item #	Item Description	Item Amt
1	Blanket order for Occupational Medicine Services for period of 7/1/15 thru 6/30/16, to include: respirator fit tests, audiograms, Hepatitis B vaccinations and titers, drug and alcohol testing. **Please reference PO # on all invoices*** Vendor please provide a consolidated monthly bill for all purchases or transactions made against this PO. Price per quote #150277 by Debbie Klein on 7/20/15. Use: C.Bazzie, Facilities & Planning, Env. Health, F001 Commissary.	$515.00

Account Information

Account Information	Fiscal Year	Sub-Object	Amount
8606010000	2015	558810	$360.00
8709010000	2015	558810	$155.00

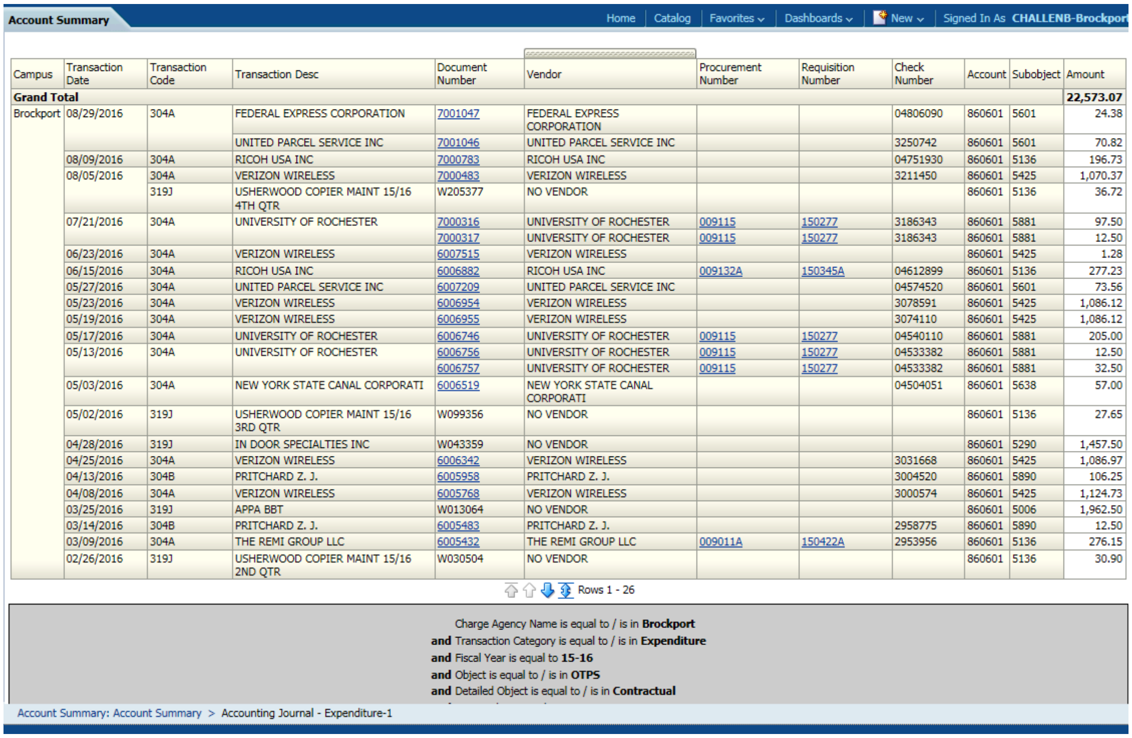
Vendor Information

Vendor Name: UNIVERSITY OF ROCHESTER

Vendor Address Line: UNIVERSITY OF ROCHESTER GENERAL ACCOUNTING

Vendor Address Line 2: 910 GENESEE ST. SUITE 200

- Clicking on Document Number takes you to the Voucher Summary.



Account Summary | Home | Catalog | Favorites | Dashboards | New | Signed In As **CHALLENB-Brockport**

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											**22,573.07**
Brockport	08/29/2016	304A	FEDERAL EXPRESS CORPORATION	7001047	FEDERAL EXPRESS CORPORATION			04806090	860601	5601	24.38
			UNITED PARCEL SERVICE INC	7001046	UNITED PARCEL SERVICE INC			3250742	860601	5601	70.82
	08/09/2016	304A	RICOH USA INC	7000783	RICOH USA INC			04751930	860601	5136	196.73
	08/05/2016	304A	VERIZON WIRELESS	7000483	VERIZON WIRELESS			3211450	860601	5425	1,070.37
		319J	USHERWOOD COPIER MAINT 15/16 4TH QTR	W205377	NO VENDOR				860601	5136	36.72
	07/21/2016	304A	UNIVERSITY OF ROCHESTER	7000316	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	97.50
				7000317	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	12.50
	06/23/2016	304A	VERIZON WIRELESS	6007515	VERIZON WIRELESS				860601	5425	1.28
	06/15/2016	304A	RICOH USA INC	6006882	RICOH USA INC	009132A	150345A	04612899	860601	5136	277.23
	05/27/2016	304A	UNITED PARCEL SERVICE INC	6007209	UNITED PARCEL SERVICE INC			04574520	860601	5601	73.56
	05/23/2016	304A	VERIZON WIRELESS	6006954	VERIZON WIRELESS			3078591	860601	5425	1,086.12
	05/19/2016	304A	VERIZON WIRELESS	6006955	VERIZON WIRELESS			3074110	860601	5425	1,086.12
	05/17/2016	304A	UNIVERSITY OF ROCHESTER	6006746	UNIVERSITY OF ROCHESTER	009115	150277	04540110	860601	5881	205.00
	05/13/2016	304A	UNIVERSITY OF ROCHESTER	6006756	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	12.50
				6006757	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	32.50
	05/03/2016	304A	NEW YORK STATE CANAL CORPORATI	6006519	NEW YORK STATE CANAL CORPORATI			04504051	860601	5638	57.00
	05/02/2016	319J	USHERWOOD COPIER MAINT 15/16 3RD QTR	W099356	NO VENDOR				860601	5136	27.65
	04/28/2016	319J	IN DOOR SPECIALTIES INC	W043359	NO VENDOR				860601	5290	1,457.50
	04/25/2016	304A	VERIZON WIRELESS	6006342	VERIZON WIRELESS			3031668	860601	5425	1,086.97
	04/13/2016	304B	PRITCHARD Z. J.	6005958	PRITCHARD Z. J.			3004520	860601	5890	106.25
	04/08/2016	304A	VERIZON WIRELESS	6005768	VERIZON WIRELESS			3000574	860601	5425	1,124.73
	03/25/2016	319J	APPA BBT	W013064	NO VENDOR				860601	5006	1,962.50
	03/14/2016	304B	PRITCHARD Z. J.	6005483	PRITCHARD Z. J.			2958775	860601	5890	12.50
	03/09/2016	304A	THE REMI GROUP LLC	6005432	THE REMI GROUP LLC	009011A	150422A	2953956	860601	5136	276.15
	02/26/2016	319J	USHERWOOD COPIER MAINT 15/16 2ND QTR	W030504	NO VENDOR				860601	5136	30.90

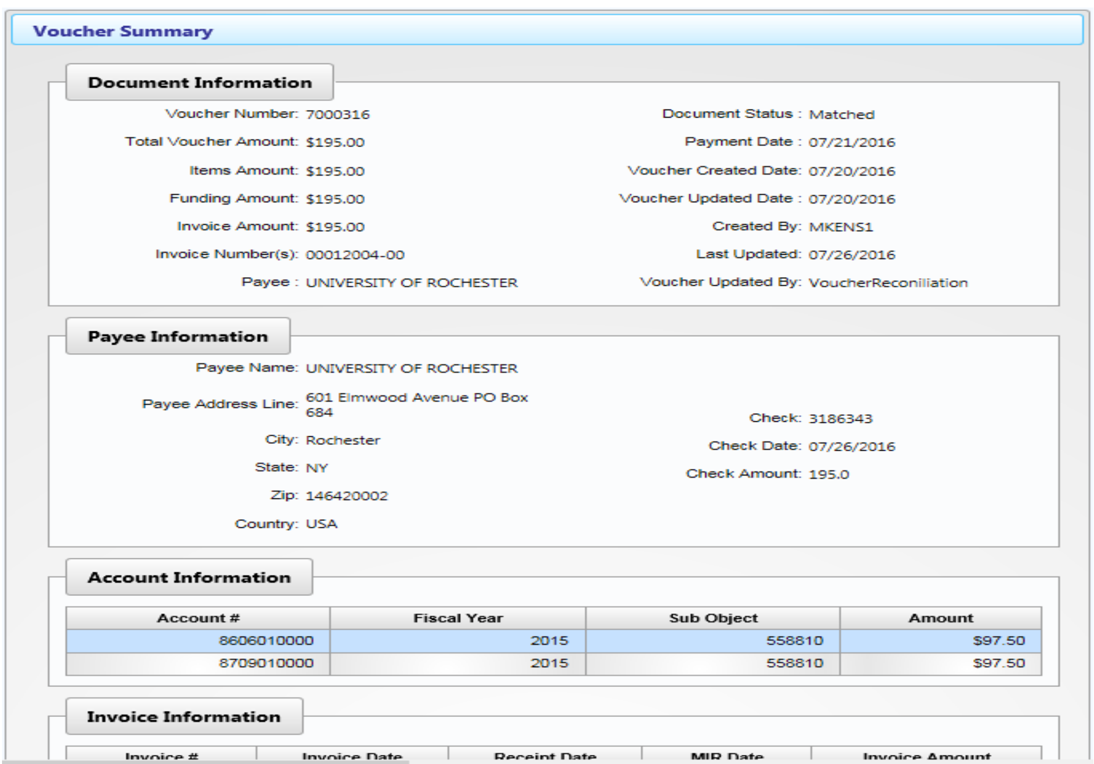
Rows 1 - 26

Charge Agency Name is equal to / is in **Brockport**
and Transaction Category is equal to / is in **Expenditure**
and Fiscal Year is equal to **15-16**
and Object is equal to / is in **OTPS**
and Detailed Object is equal to / is in **Contractual**

Account Summary: Account Summary > Accounting Journal - Expenditure-1

Example - *Voucher Summary*:

- *To exit this view, close the browser tab. This will take you back to the account expenditure detail.*



Voucher Summary

Document Information

Voucher Number:	7000316	Document Status :	Matched
Total Voucher Amount:	$195.00	Payment Date :	07/21/2016
Items Amount:	$195.00	Voucher Created Date:	07/20/2016
Funding Amount:	$195.00	Voucher Updated Date :	07/20/2016
Invoice Amount:	$195.00	Created By:	MKENS1
Invoice Number(s):	00012004-00	Last Updated:	07/26/2016
Payee :	UNIVERSITY OF ROCHESTER	Voucher Updated By:	VoucherReconiliation

Payee Information

Payee Name:	UNIVERSITY OF ROCHESTER		
Payee Address Line:	601 Elmwood Avenue PO Box 684	Check:	3186343
City:	Rochester	Check Date:	07/26/2016
State:	NY	Check Amount:	195.0
Zip:	146420002		
Country:	USA		

Account Information

Account #	Fiscal Year	Sub Object	Amount
8606010000	2015	558810	$97.50
8709010000	2015	558810	$97.50

Invoice Information

Invoice #	Invoice Date	Receipt Date	MIR Date	Invoice Amount

- Clicking on Requisition Number takes you to the Requisition Summary.

Account Summary | Home | Catalog | Favorites | Dashboards | New | Signed In As **CHALLENB-Brockport**

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											**22,573.07**
Brockport	08/29/2016	304A	FEDERAL EXPRESS CORPORATION	7001047	FEDERAL EXPRESS CORPORATION			04806090	860601	5601	24.38
			UNITED PARCEL SERVICE INC	7001046	UNITED PARCEL SERVICE INC			3250742	860601	5601	70.82
	08/09/2016	304A	RICOH USA INC	7000783	RICOH USA INC			04751930	860601	5136	196.73
	08/05/2016	304A	VERIZON WIRELESS	7000483	VERIZON WIRELESS			3211450	860601	5425	1,070.37
		319J	USHERWOOD COPIER MAINT 15/16 4TH QTR	W205377	NO VENDOR				860601	5136	36.72
	07/21/2016	304A	UNIVERSITY OF ROCHESTER	7000316	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	97.50
				7000317	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	12.50
	06/23/2016	304A	VERIZON WIRELESS	6007515	VERIZON WIRELESS				860601	5425	1.28
	06/15/2016	304A	RICOH USA INC	6006882	RICOH USA INC	009132A	150345A	04612899	860601	5136	277.23
	05/27/2016	304A	UNITED PARCEL SERVICE INC	6007209	UNITED PARCEL SERVICE INC			04574520	860601	5601	73.56
	05/23/2016	304A	VERIZON WIRELESS	6006954	VERIZON WIRELESS			3078591	860601	5425	1,086.12
	05/19/2016	304A	VERIZON WIRELESS	6006955	VERIZON WIRELESS			3074110	860601	5425	1,086.12
	05/17/2016	304A	UNIVERSITY OF ROCHESTER	6006746	UNIVERSITY OF ROCHESTER	009115	150277	04540110	860601	5881	205.00
	05/13/2016	304A	UNIVERSITY OF ROCHESTER	6006756	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	12.50
				6006757	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	32.50
	05/03/2016	304A	NEW YORK STATE CANAL CORPORATI	6006519	NEW YORK STATE CANAL CORPORATI			04504051	860601	5638	57.00
	05/02/2016	319J	USHERWOOD COPIER MAINT 15/16 3RD QTR	W099356	NO VENDOR				860601	5136	27.65
	04/28/2016	319J	IN DOOR SPECIALTIES INC	W043359	NO VENDOR				860601	5290	1,457.50
	04/25/2016	304A	VERIZON WIRELESS	6006342	VERIZON WIRELESS			3031668	860601	5425	1,086.97
	04/13/2016	304B	PRITCHARD Z. J.	6005958	PRITCHARD Z. J.			3004520	860601	5890	106.25
	04/08/2016	304A	VERIZON WIRELESS	6005768	VERIZON WIRELESS			3000574	860601	5425	1,124.73
	03/25/2016	319J	APPA BBT	W013064	NO VENDOR				860601	5006	1,962.50
	03/14/2016	304B	PRITCHARD Z. J.	6005483	PRITCHARD Z. J.			2958775	860601	5890	12.50
	03/09/2016	304A	THE REMI GROUP LLC	6005432	THE REMI GROUP LLC	009011A	150422A	2953956	860601	5136	276.15
	02/26/2016	319J	USHERWOOD COPIER MAINT 15/16 2ND QTR	W030504	NO VENDOR				860601	5136	30.90

Rows 1 - 26

Charge Agency Name is equal to / is in **Brockport**
and Transaction Category is equal to / is in **Expenditure**
and Fiscal Year is equal to **15-16**
and Object is equal to / is in **OTPS**
and Detailed Object is equal to / is in **Contractual**

Account Summary: Account Summary > Accounting Journal - Expenditure-1

Example - *Requisition Summary*:

- *To exit this view, close the browser tab. This will take you back to the account expenditure detail.*

Requisition Summary

Document Information

Requisition Number: 150277
Date Created: 07/23/2015
Created By: RWILSON
Total Total: $515.00
Voucher Amount: $515.00
Comments:

Date : 07/23/2015
Last Updated: 08/04/2016
Updated By: SUPO_POST
Document Status : Matched
Budget Requisition : N

Item Information

Item #	Item Description	Item Amt
1	Blanket order for Occupational Medicine Services for period of 7/1/15 thru 6/30/16, to include: respirator fit tests, audiograms, Hepatitis B vaccinations and titers, drug and alcohol testing. **Please reference PO # on all invoices*** Vendor please provide a consolidated monthly bill for all purchases or transactions made against this PO. Price per quote #150277 by Debbie Klein on 7/20/15. Use: C.Bazzie, Facilities & Planning, Env. Health, F001 Commissary.	$515.00

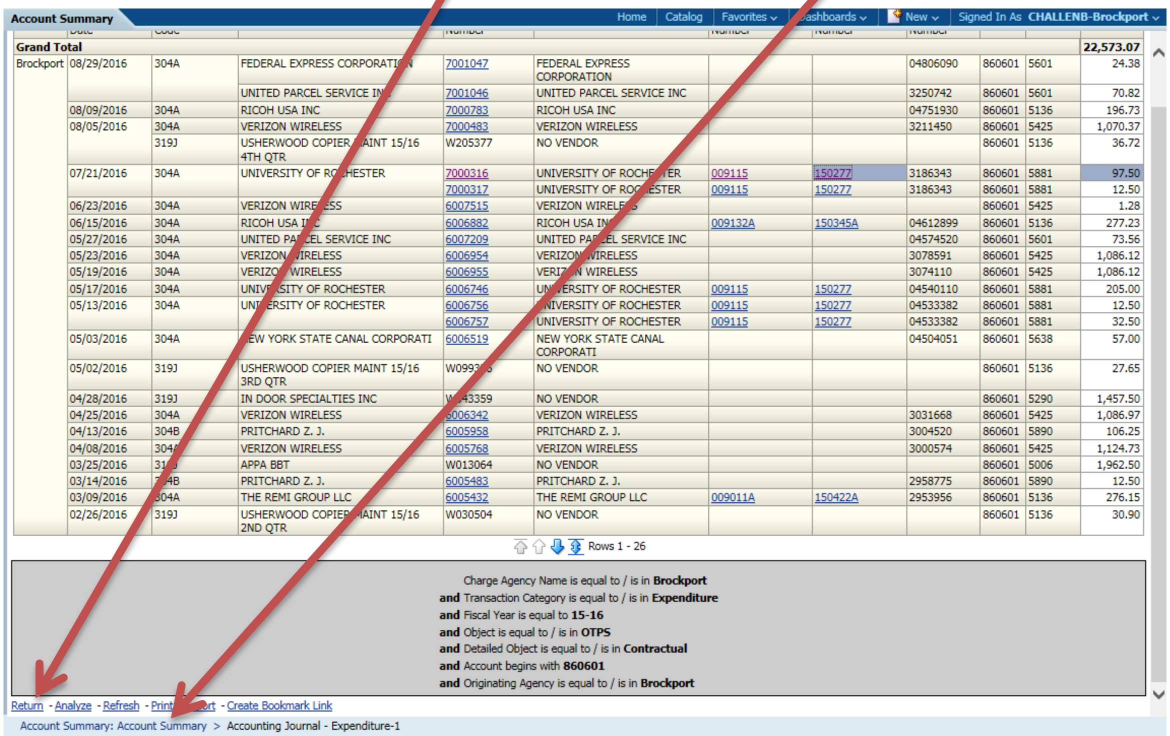
Account Information

Account Information	Fiscal Year	Sub-Object	Amount
8606010000	2015	558810	$360.00
8709010000	2015	558810	$155.00

Vendor Information

Vendor Name:	UNIVERSITY OF ROCHESTER
Vendor Address Line:	UNIVERSITY OF ROCHESTER GENERAL ACCOUNTING
Vendor Address Line 2:	910 GENESEE ST. SUITE 200
City:	ROCHESTER
State:	NY
Zip:	14611
Country:	USA

To return to the previous page, always click return, or use the navigation bar at the bottom of the page. **Do NOT** use the back button on the browser to return to last page. It will cause an error and you will need to log back in.



Account Summary — Home | Catalog | Favorites | Dashboards | New | Signed In As **CHALLENB-Brockport**

Grand Total											**22,573.07**
Brockport	08/29/2016	304A	FEDERAL EXPRESS CORPORATION	7001047	FEDERAL EXPRESS CORPORATION			04806090	860601	5601	24.38
			UNITED PARCEL SERVICE INC	7001046	UNITED PARCEL SERVICE INC			3250742	860601	5601	70.82
	08/09/2016	304A	RICOH USA INC	7000783	RICOH USA INC			04751930	860601	5136	196.73
	08/05/2016	304A	VERIZON WIRELESS	7000483	VERIZON WIRELESS			3211450	860601	5425	1,070.37
		319J	USHERWOOD COPIER MAINT 15/16 4TH QTR	W205377	NO VENDOR				860601	5136	36.72
	07/21/2016	304A	UNIVERSITY OF ROCHESTER	7000316	UNIVERSITY OF ROCHESTER	009115	150277	3186343	860601	5881	97.50
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	06/15/2016	304A	RICOH USA INC	6006882	RICOH USA INC	009132A	150345A	04612899	860601	5136	277.23
	05/27/2016	304A	UNITED PARCEL SERVICE INC	6007209	UNITED PARCEL SERVICE INC			04574520	860601	5601	73.56
	05/23/2016	304A	VERIZON WIRELESS	6006954	VERIZON WIRELESS			3078591	860601	5425	1,086.12
	05/19/2016	304A	VERIZON WIRELESS	6006955	VERIZON WIRELESS			3074110	860601	5425	1,086.12
	05/17/2016	304A	UNIVERSITY OF ROCHESTER	6006746	UNIVERSITY OF ROCHESTER	009115	150277	04540110	860601	5881	205.00
	05/13/2016	304A	UNIVERSITY OF ROCHESTER	6006756	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	12.50
				6006757	UNIVERSITY OF ROCHESTER	009115	150277	04533382	860601	5881	32.50
	05/03/2016	304A	NEW YORK STATE CANAL CORPORATI	6006519	NEW YORK STATE CANAL CORPORATI			04504051	860601	5638	57.00
	05/02/2016	319J	USHERWOOD COPIER MAINT 15/16 3RD QTR	W0993[illegible]	NO VENDOR				860601	5136	27.65
	04/28/2016	319J	IN DOOR SPECIALTIES INC	W[illegible]43359	NO VENDOR				860601	5290	1,457.50
	04/25/2016	304A	VERIZON WIRELESS	6006342	VERIZON WIRELESS			3031668	860601	5425	1,086.97
	04/13/2016	304B	PRITCHARD Z. J.	6005958	PRITCHARD Z. J.			3004520	860601	5890	106.25
	04/08/2016	304A	VERIZON WIRELESS	6005768	VERIZON WIRELESS			3000574	860601	5425	1,124.73
	03/25/2016	319J	APPA BBT	W013064	NO VENDOR				860601	5006	1,962.50
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	02/26/2016	319J	USHERWOOD COPIER MAINT 15/16 2ND QTR	W030504	NO VENDOR				860601	5136	30.90

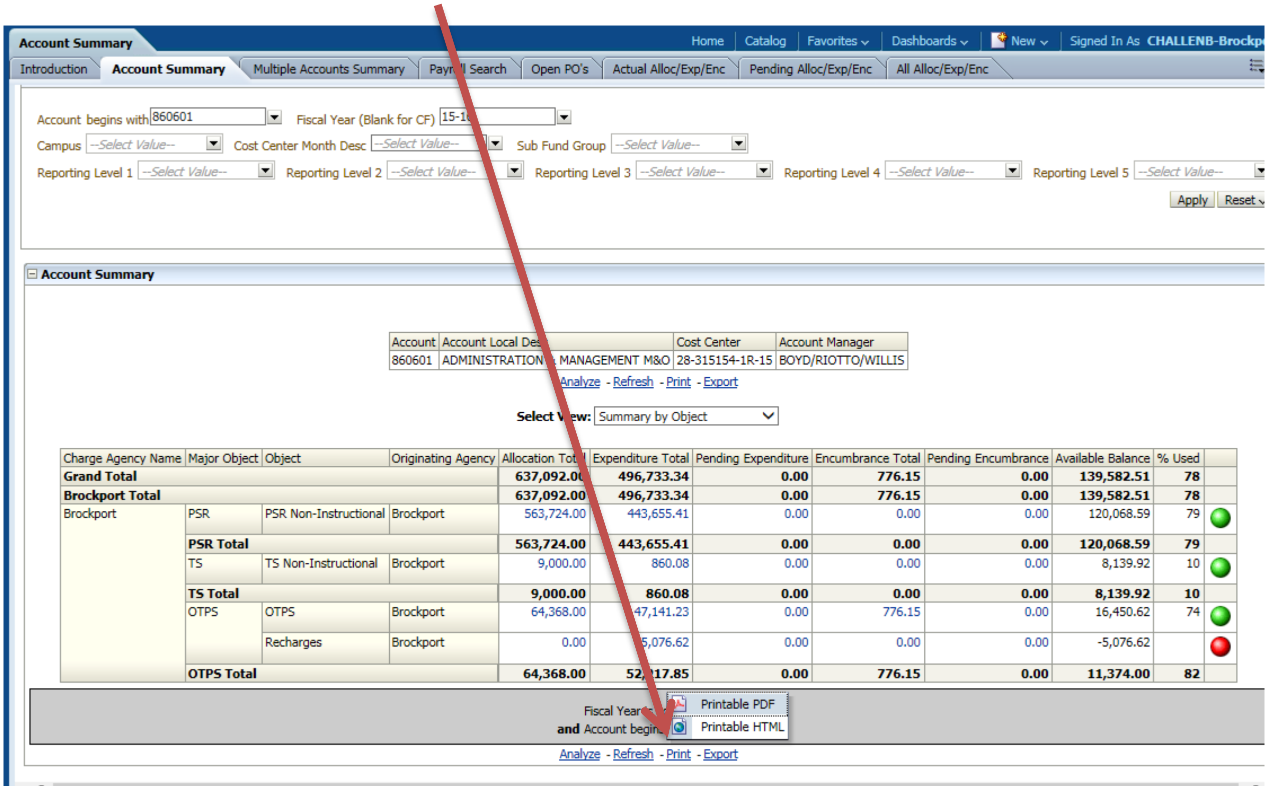
Rows 1 - 26

Charge Agency Name is equal to / is in **Brockport**
and Transaction Category is equal to / is in **Expenditure**
and Fiscal Year is equal to **15-16**
and Object is equal to / is in **OTPS**
and Detailed Object is equal to / is in **Contractual**
and Account begins with **860601**
and Originating Agency is equal to / is in **Brockport**

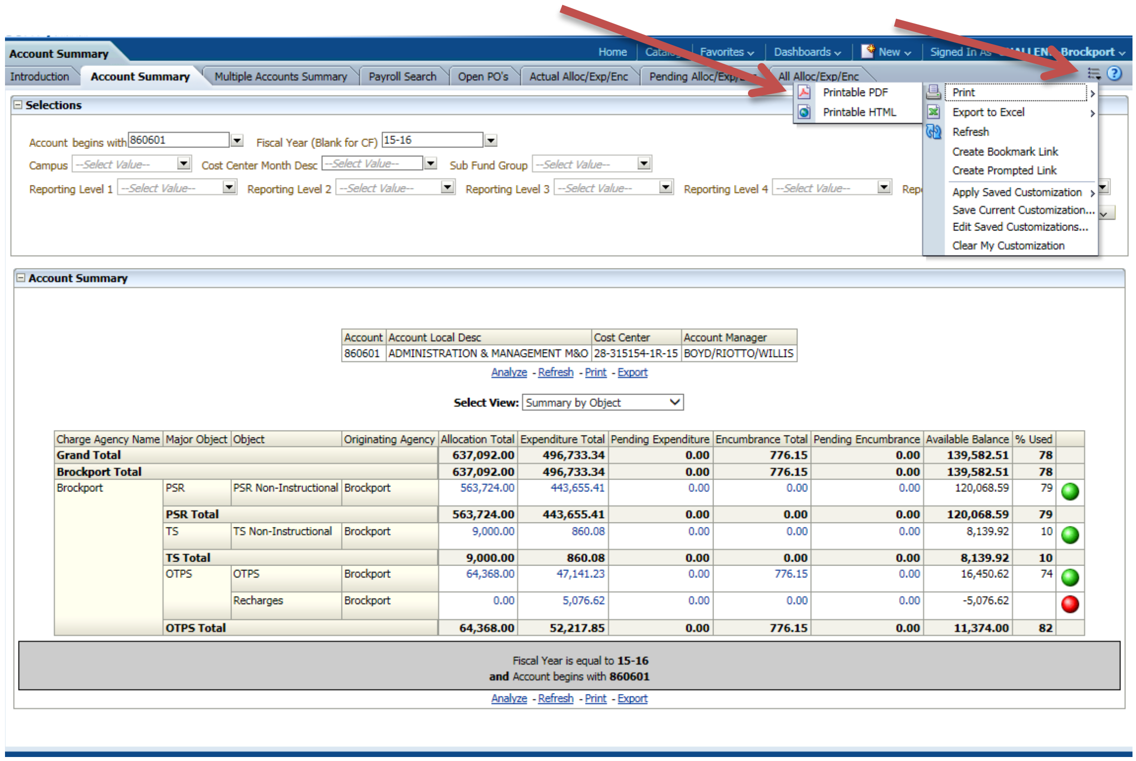
Return - Analyze - Refresh - Print - Export - Create Bookmark Link

Account Summary: Account Summary > Accounting Journal - Expenditure-1

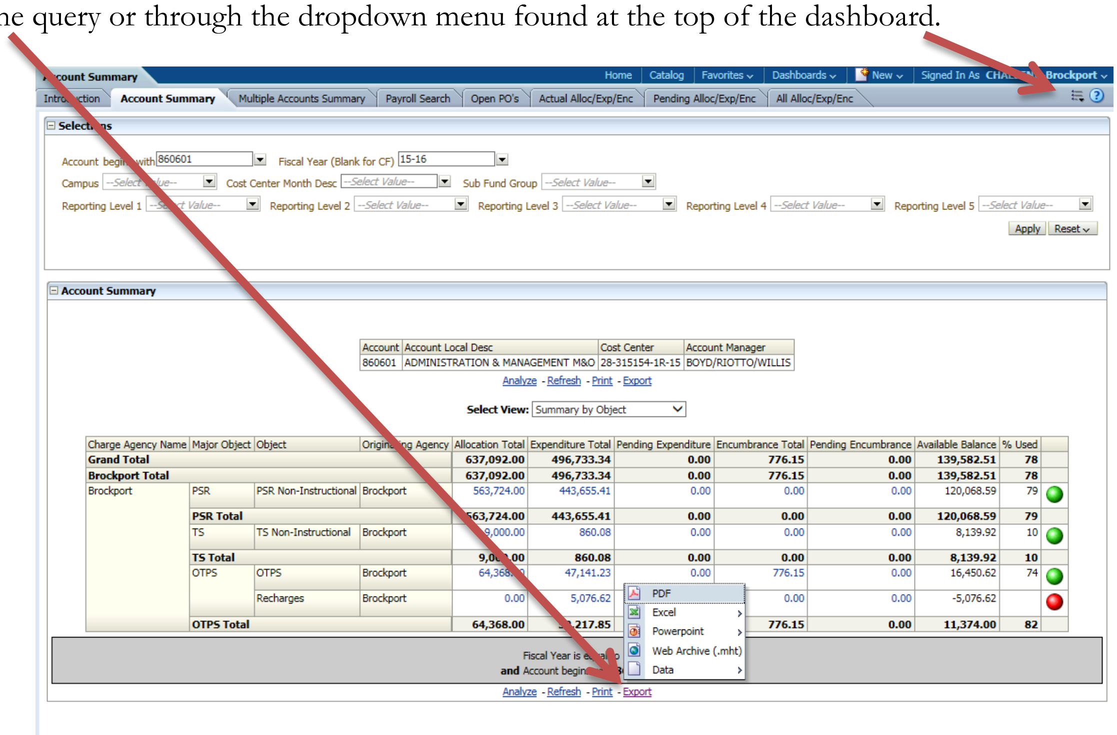
To save information on the Account Summary dashboard or on the new dashboards that come up by clicking on a drillable field, you can use the print button.



NOTE: If you use the print option within the dashboard, you will not get all information; only the section of the dashboard directly above the print button will print. A better option is to use the dropdown menu at the top of the dashboard (3 lines next to question mark). Choose Print and then Printable PDF.



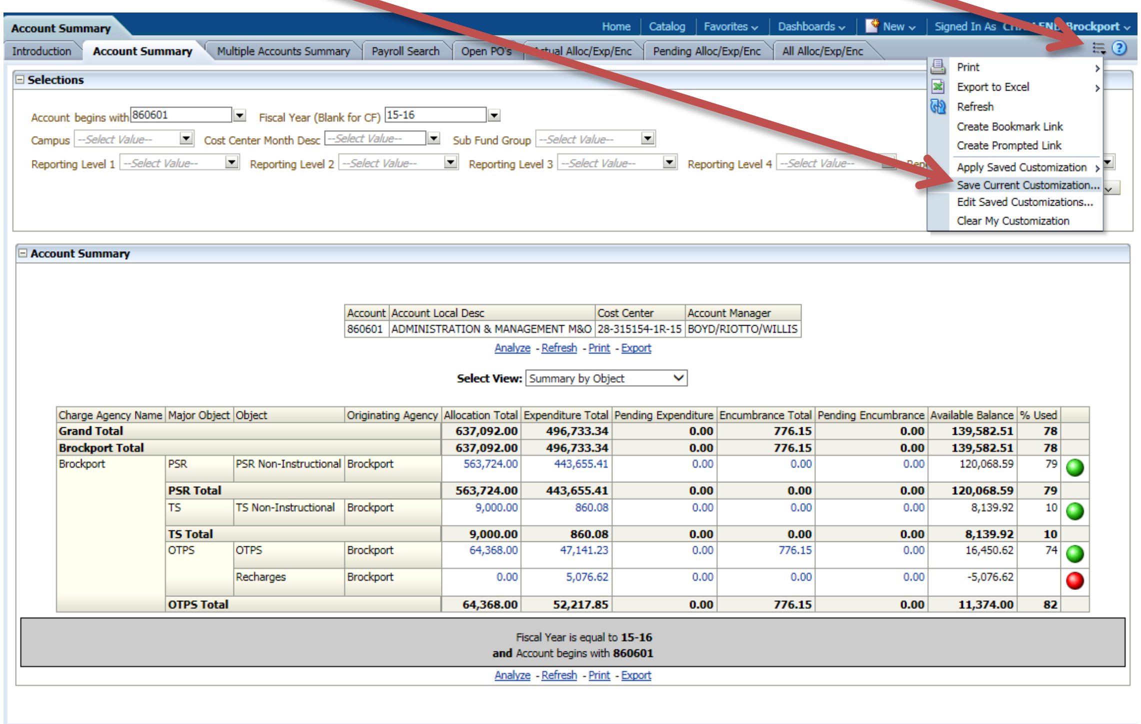
Another option is to Export the data. This can be done through either the Export link at the bottom of the query or through the dropdown menu found at the top of the dashboard.



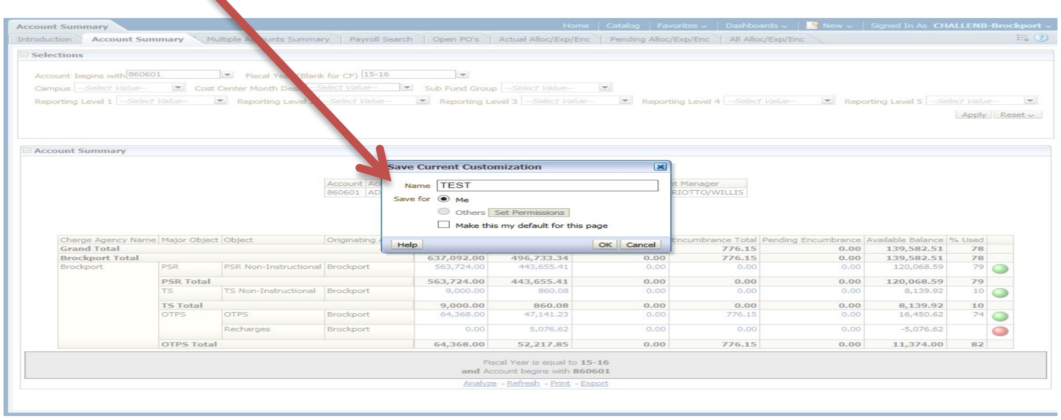
- Several options exist for export including PDF, Excel, Powerpoint, data (includes CSV, Tab Delimited, or XML). ***If you would like to keep all formating, use Excel, if you want data only, use CSV format.*

What's an easy way to access my account without going through all these steps each time I log-in?

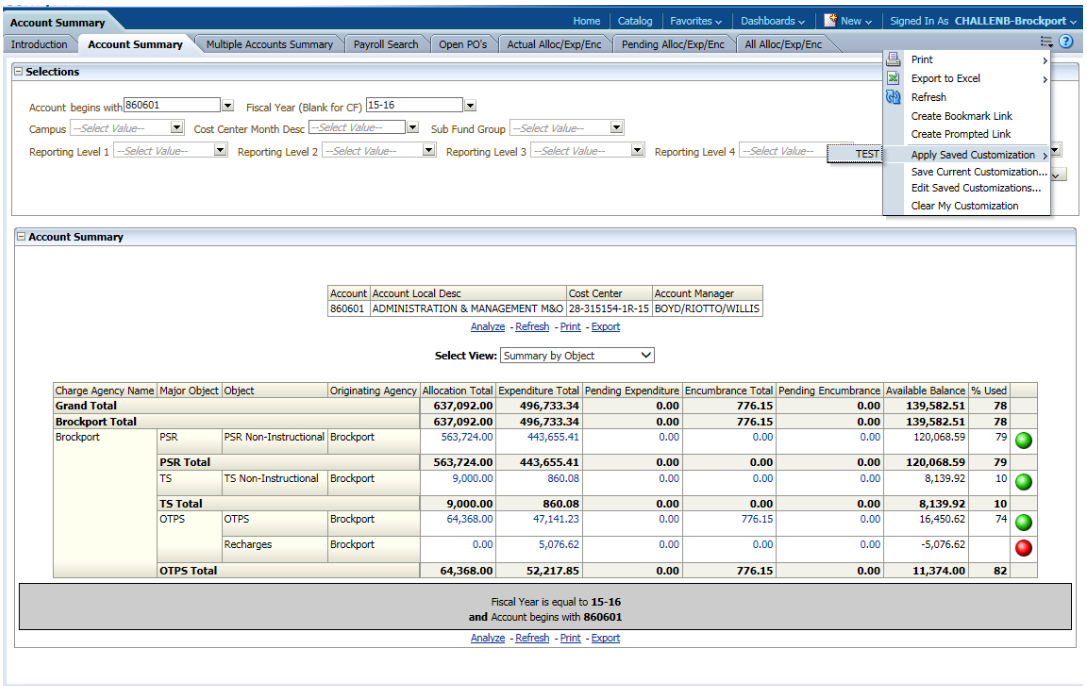
- Once you've displayed your account the way you want to see it, it is possible to save your view settings.
- Click on the dropdown menu in the right-hand corner next to the question mark.
- Select "Save Current Customization."



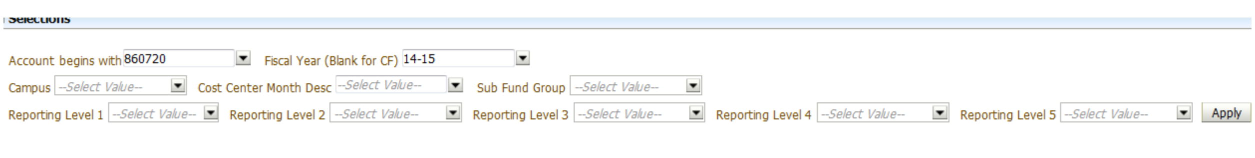
- A box will appear for you to name your customization. Enter the name and click "OK."



- To open a customized page, go to the account summary dashboard and click on the dropdown menu.
    - Click on "Apply Saved Customization."
    - Click on the name of the file you saved.
    - Your customized settings should appear.



Account Summary Dashboard – Additional Information:



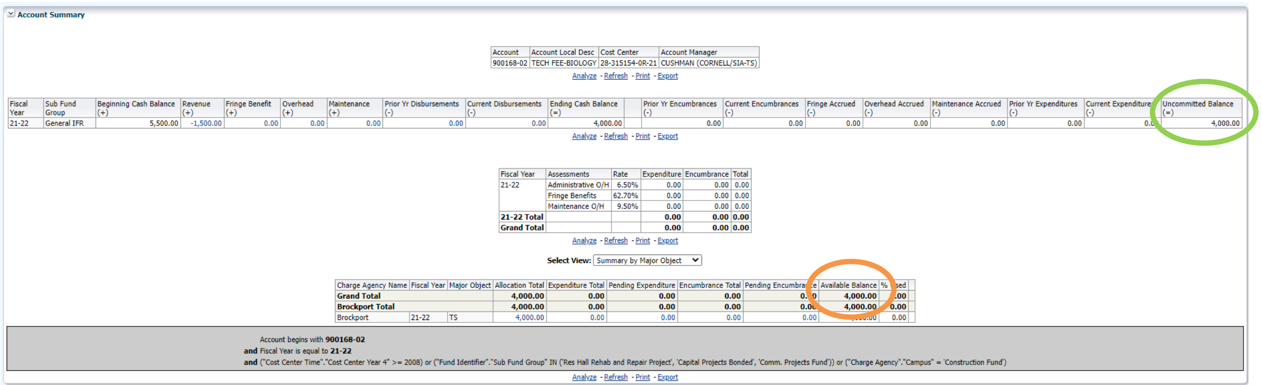
The dashboard parameters:

- Due to security setup *Campus* will automatically default to Brockport. Because of this, this field can be left blank.
- *Cost Center Month Desc* - By selecting a month in this field, you will get a point-in-time snapshot for the selected account.
- *Sub Fund Group* – Using this parameter you can choose all accounts under a specific funding source.
    - Revenue Offset Fund – state operating accounts.
    - General IFR – state IFR accounts
    - SUTRA – Summer accounts
    - Dormitory Operations – Res Hall accounts

- *Reporting Levels* – These give different viewing options for the data based on the BI account structure. Queries can be run on each level.
    - To utilize reporting level alone, account number must be blank. Remove all zeros from the account box or the query will not run. Choose the Reporting Level you would like to see and click "apply." All accounts related to this selection should appear.

Account Summary & IFR account lookup –

BI Output:

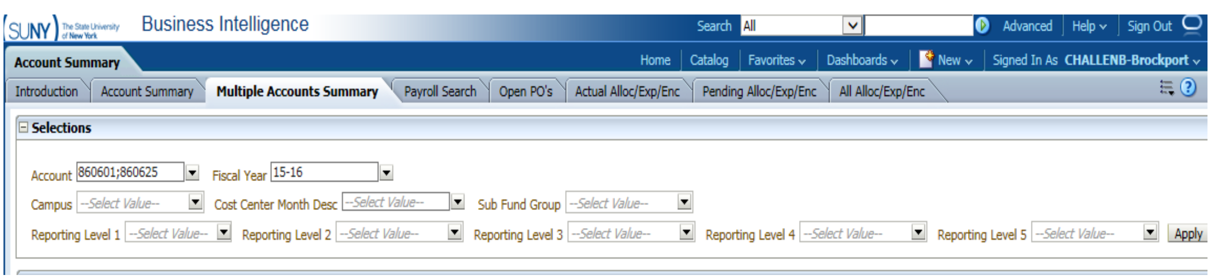


The green circled item on the BI Screen is your actual cash balance. The orange circled item is your allocation balance. ***Remember you need to have a dollar of allocation for every dollar of cash you want to spend.***

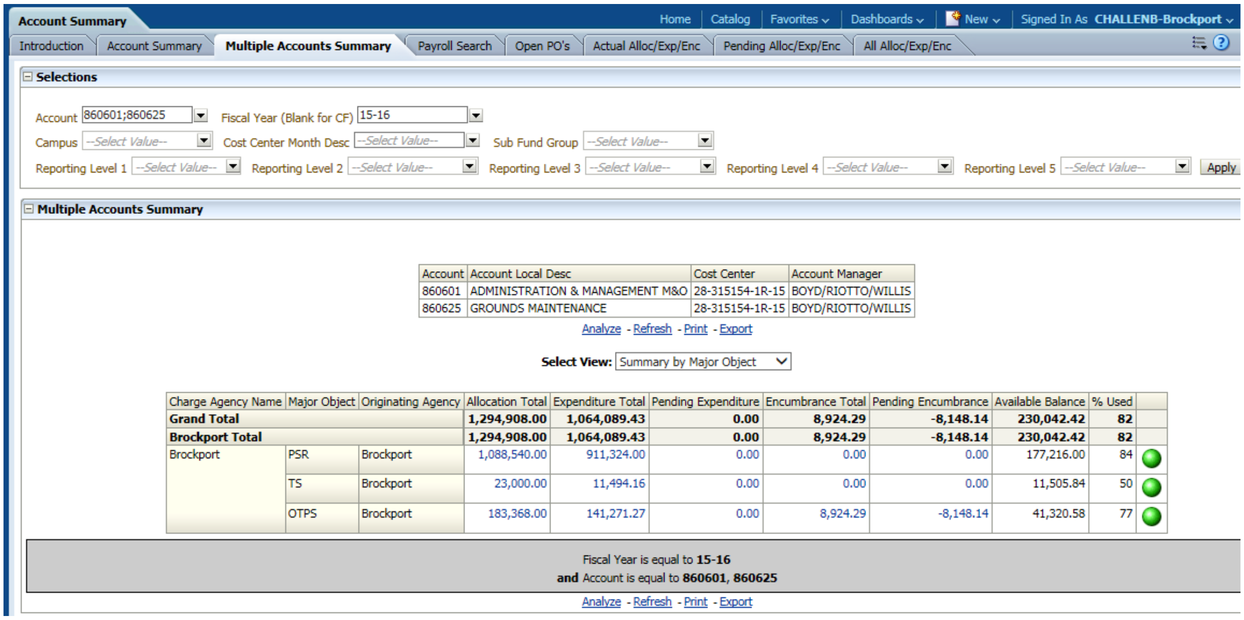
Multiple Accounts Summary Dashboard:

This dashboard allows you to pick and view multiple accounts at once.

- Enter the desired accounts in the Account box (each account must be separated by a semicolon.)
- Enter any other desired parameters and hit "Apply."

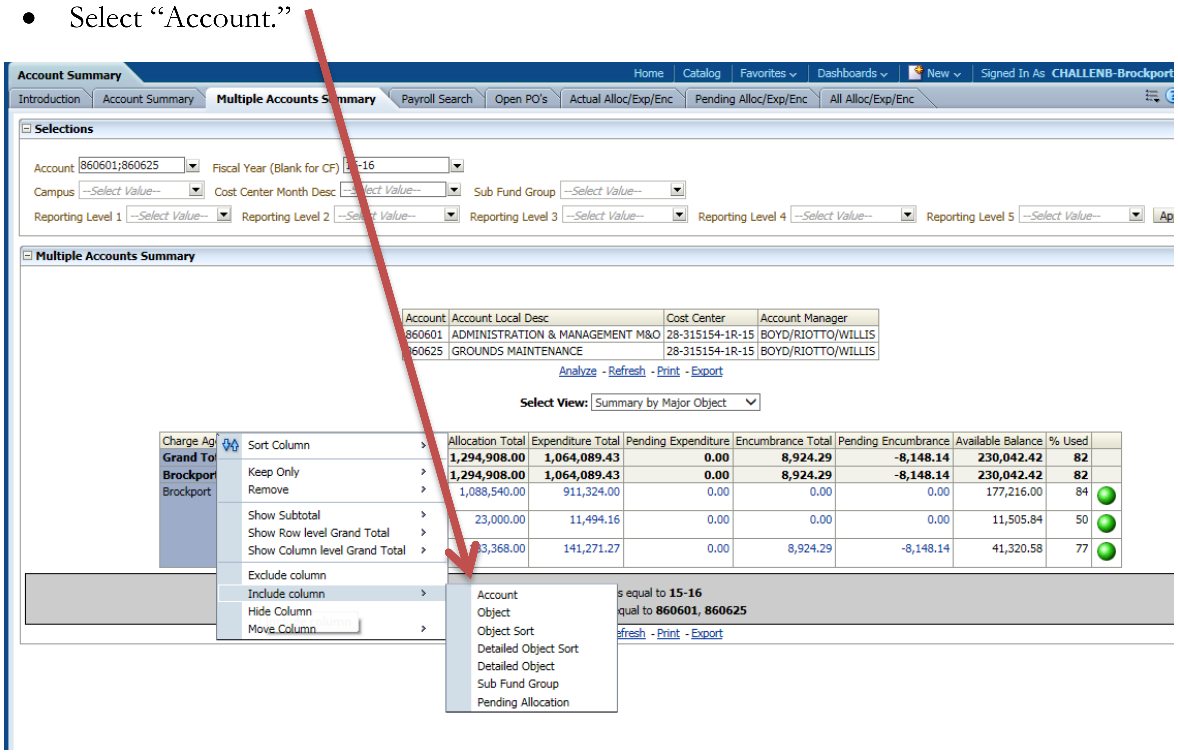


The result will summarize all accounts together:

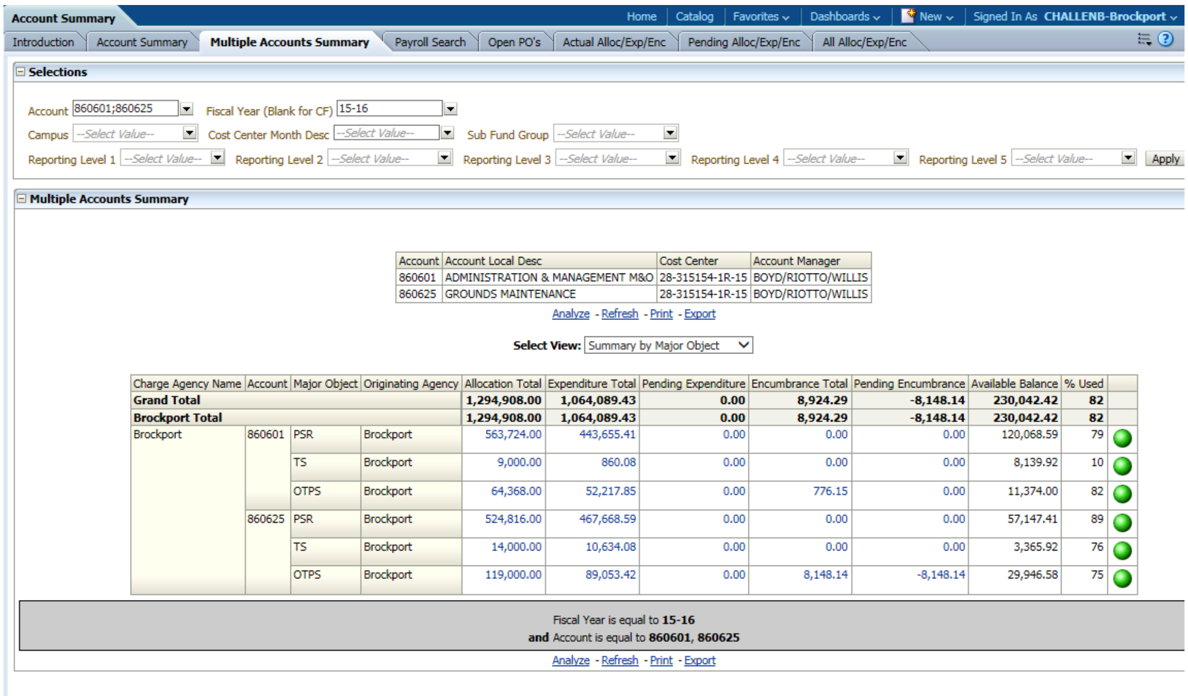


To get separated view of the accounts, you can add a column that includes account number.

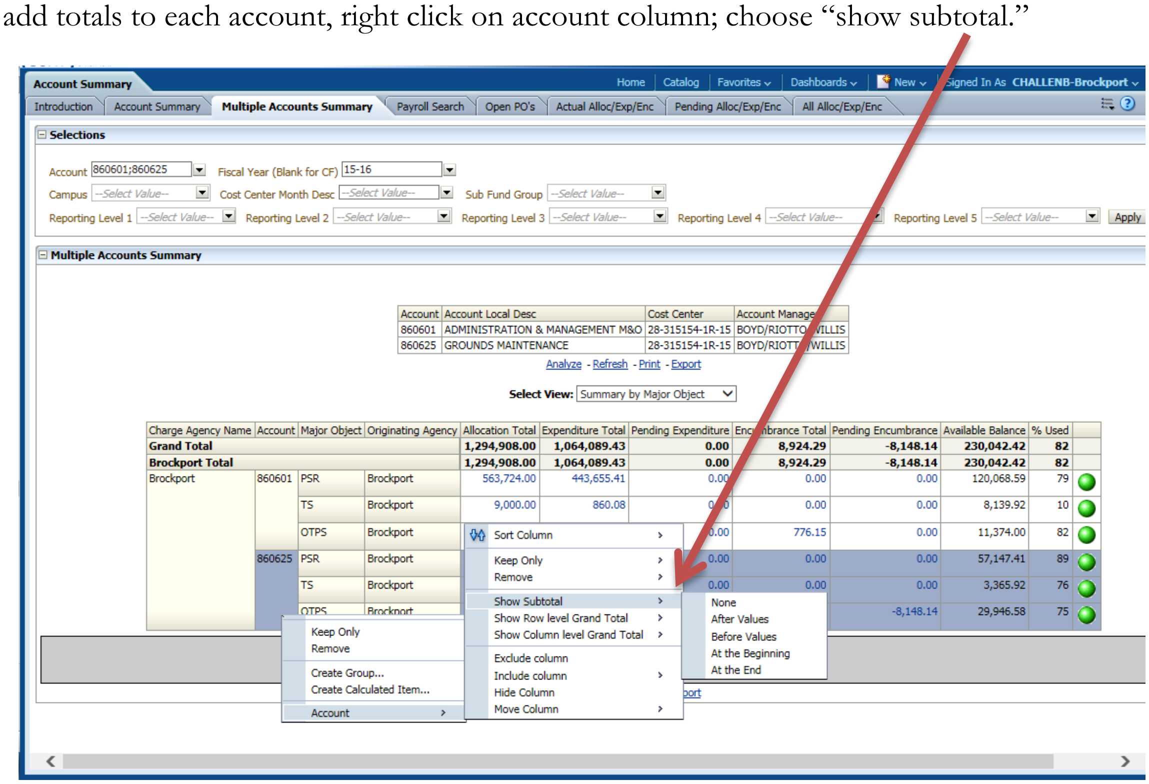
- Right click on the first column of the results.
- Choose "Include Column."
- Select "Account."



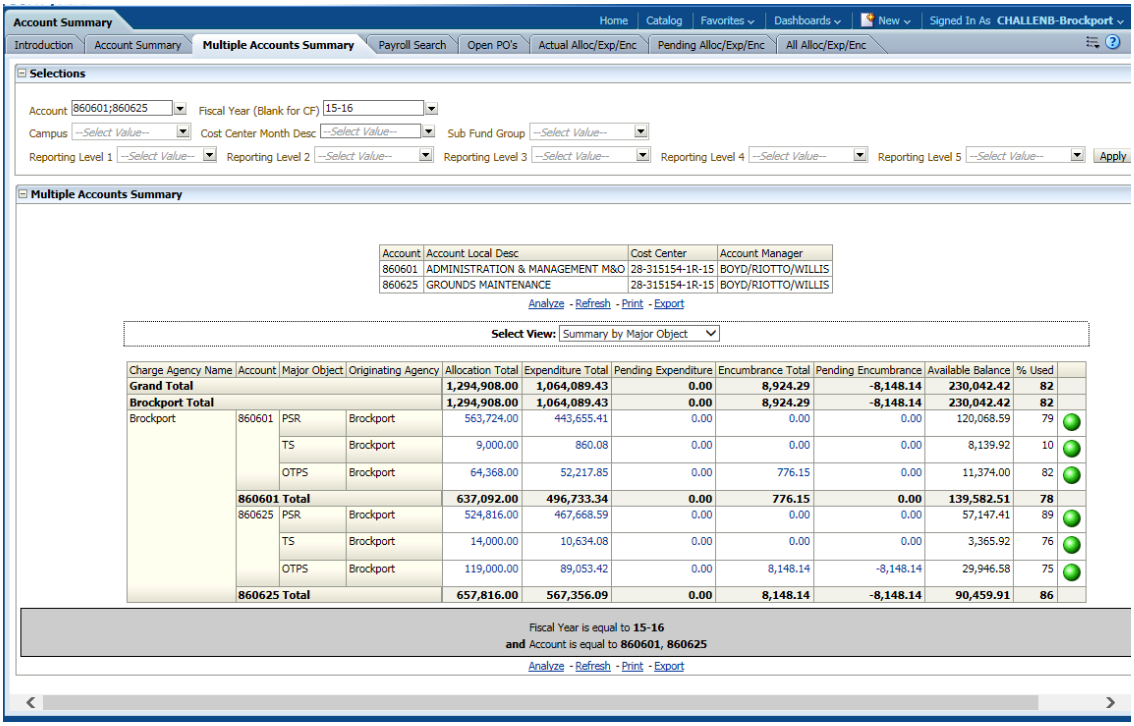
New Resulting View:



To add totals to each account, right click on account column; choose "show subtotal."



Choose how you want to see the results; in the example below, "after values" was selected:



Account	Account Local Desc	Cost Center	Account Manager
860601	ADMINISTRATION & MANAGEMENT M&O	28-315154-1R-15	BOYD/RIOTTO/WILLIS
860625	GROUNDS MAINTENANCE	28-315154-1R-15	BOYD/RIOTTO/WILLIS

Select View: Summary by Major Object

Charge Agency Name	Account	Major Object	Originating Agency	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**1,294,908.00**	**1,064,089.43**	**0.00**	**8,924.29**	**-8,148.14**	**230,042.42**	**82**
Brockport Total				**1,294,908.00**	**1,064,089.43**	**0.00**	**8,924.29**	**-8,148.14**	**230,042.42**	**82**
Brockport	860601	PSR	Brockport	563,724.00	443,655.41	0.00	0.00	0.00	120,068.59	79
		TS	Brockport	9,000.00	860.08	0.00	0.00	0.00	8,139.92	10
		OTPS	Brockport	64,368.00	52,217.85	0.00	776.15	0.00	11,374.00	82
	860601 Total			**637,092.00**	**496,733.34**	**0.00**	**776.15**	**0.00**	**139,582.51**	**78**
	860625	PSR	Brockport	524,816.00	467,668.59	0.00	0.00	0.00	57,147.41	89
		TS	Brockport	14,000.00	10,634.08	0.00	0.00	0.00	3,365.92	76
		OTPS	Brockport	119,000.00	89,053.42	0.00	8,148.14	-8,148.14	29,946.58	75
	860625 Total			**657,816.00**	**567,356.09**	**0.00**	**8,148.14**	**-8,148.14**	**90,459.91**	**86**

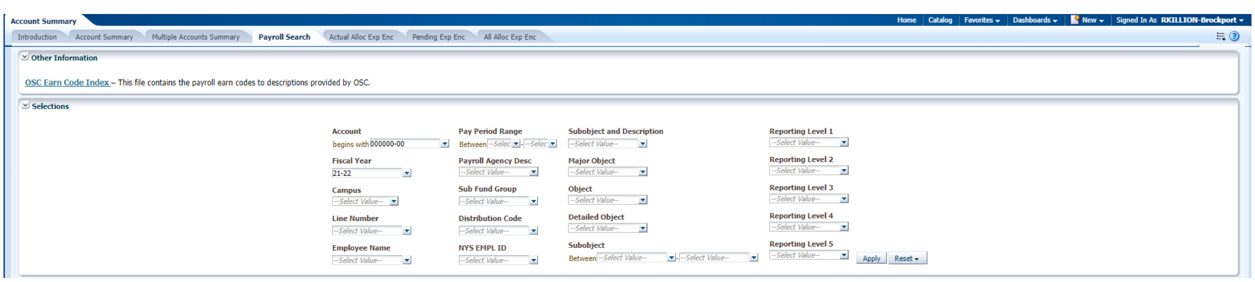
Fiscal Year is equal to **15-16**
and Account is equal to **860601, 860625**

Analyze - Refresh - Print - Export

Everything you can do on the Account Summary Dashboard can be done on the Multiple Account Summary Dashboard (drill down, set-up as customized dashboard, etc.). Follow the directions from above under Account Summary.

Subtotals can also be a handy tool in the Transactions Dashboard under Transaction Inquiry. Subtotals (found the same way as shown above here) can be found by the Transaction Code and therefore will give a subtotal for each type of transaction.

Payroll Search Dashboard:



This dashboard can be used to identify payroll transactions that have posted to an account. This can be done by inputting an account number and hitting apply.

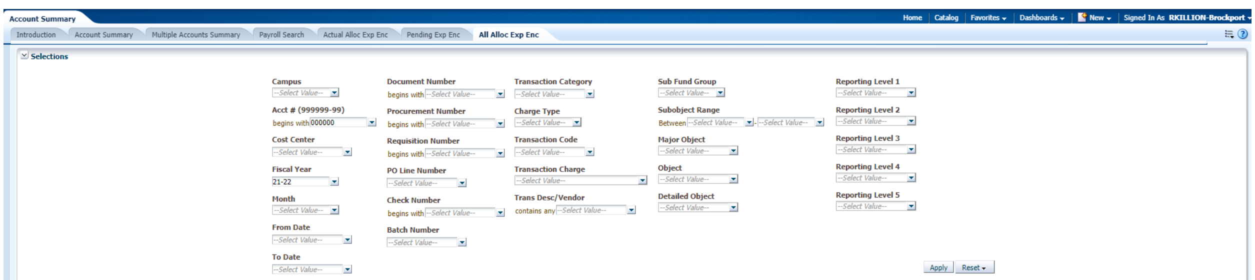
- Other queries can be run based on employee line number or employee name. This will generate data specific to a single employee.

- Another option is to run this query for a certain pay period. This can be done on its own or in conjunction with an account number, line number, etc.
- The same is true for subobject. Subobject (codes for PSR, TS, STS) can be selected on its own or can be run in conjunction with other available dashboard items.

Dashboard results will vary depending on the criterion selected. As with the other dashboards, anything in blue font is drillable and more data is available if desired. Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

All Alloc Exp Enc Dashboard:

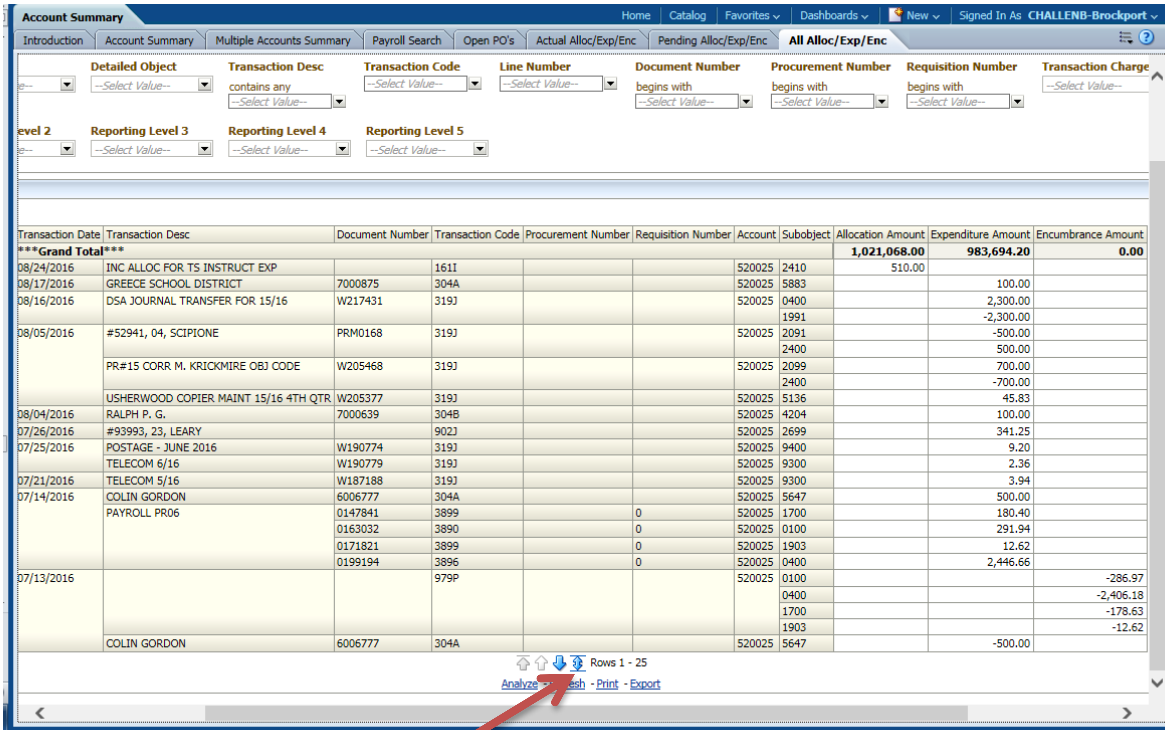
- Many options are available to you on these dashboards.
- Selecting the "All" dashboard is inclusive of both pending and actual (posted) transactions. The "Pending" and "Actual" dashboards only show the information corresponding to their titles.
  - The results generated by any of these dashboards are not drillable. If further detail is needed, you will want to return to the Account Summary Dashboard.



For this dashboard, use the available selections to narrow the data to the results you want. You can stay general (just account number and fiscal year) or be a little more specific and add other criterion (account number, fiscal year, month, and major object). There are no limits to the number of parameters you can set here. Just be careful to not select conflicting data (i.e., PSR Major Object, a Subobject range that falls outside of this major object). **Your query will not work/will not be accurate if there are selections that are not in agreement.**

- Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Example of an All Alloc/Exp/Enc Dashboard query using Account and Fiscal Year:



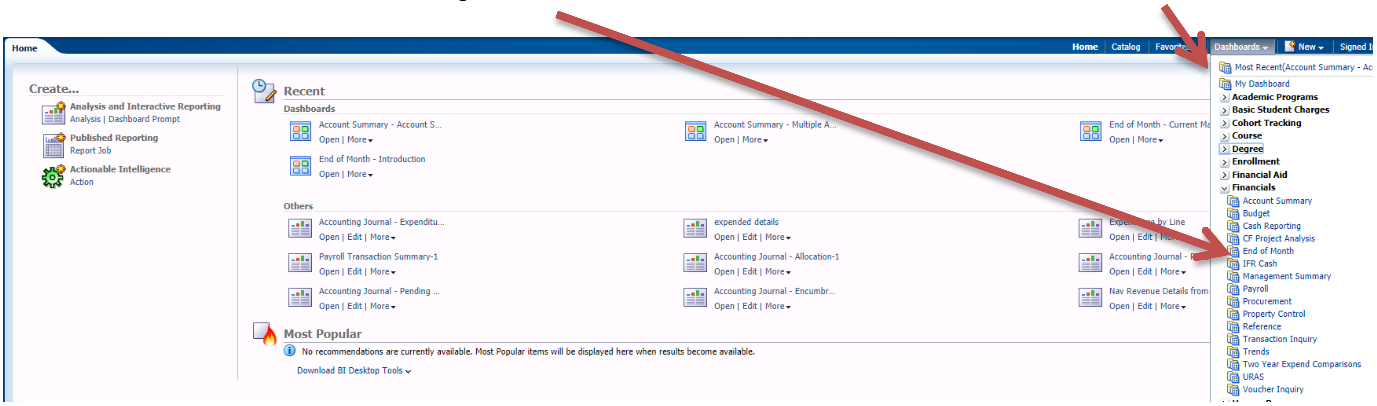
Transaction Date	Transaction Desc	Document Number	Transaction Code	Procurement Number	Requisition Number	Account	Subobject	Allocation Amount	Expenditure Amount	Encumbrance Amount
Grand Total								1,021,068.00	983,694.20	0.00
08/24/2016	INC ALLOC FOR TS INSTRUCT EXP		161I			520025	2410	510.00		
08/17/2016	GREECE SCHOOL DISTRICT	7000875	304A			520025	5883		100.00	
08/16/2016	DSA JOURNAL TRANSFER FOR 15/16	W217431	319J			520025	0400		2,300.00	
							1991		-2,300.00	
08/05/2016	#52941, 04, SCIPIONE	PRM0168	319J			520025	2091		-500.00	
							2400		500.00	
	PR#15 CORR M. KRICKMIRE OBJ CODE	W205468	319J			520025	2099		700.00	
							2400		-700.00	
	USHERWOOD COPIER MAINT 15/16 4TH QTR	W205377	319J			520025	5136		45.83	
08/04/2016	RALPH P. G.	7000639	304B			520025	4204		100.00	
07/26/2016	#93993, 23, LEARY		902J			520025	2699		341.25	
07/25/2016	POSTAGE - JUNE 2016	W190774	319J			520025	9400		9.20	
	TELECOM 6/16	W190779	319J			520025	9300		2.36	
07/21/2016	TELECOM 5/16	W187188	319J			520025	9300		3.94	
07/14/2016	COLIN GORDON	6006777	304A			520025	5647		500.00	
	PAYROLL PR06	0147841	3899		0	520025	1700		180.40	
		0163032	3890		0	520025	0100		291.94	
		0171821	3899		0	520025	1903		12.62	
		0199194	3896		0	520025	0400		2,446.66	
07/13/2016			979P			520025	0100			-286.97
							0400			-2,406.18
							1700			-178.63
							1903			-12.62
	COLIN GORDON	6006777	304A			520025	5647		-500.00	

NOTE: In any of the results, the double arrow means there is more data to be viewed. To view this data, use the arrows located at the bottom of the screen or use the print/export options.

- Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Accessing/Using the End of Month Dashboard:

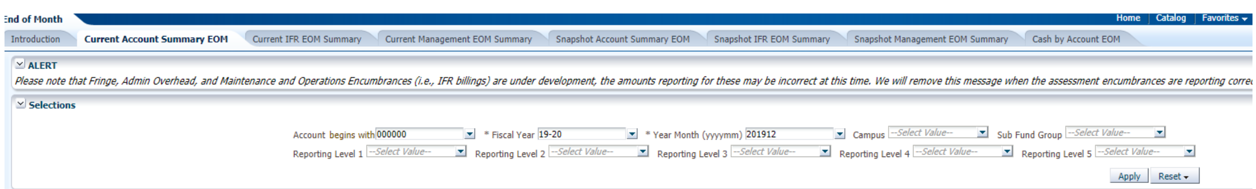
- Click on the Dashboards drop down menu and then click on “End of Month.”



While there are multiple dashboard options here, a few will be most beneficial.

Current Account Summary EOM :

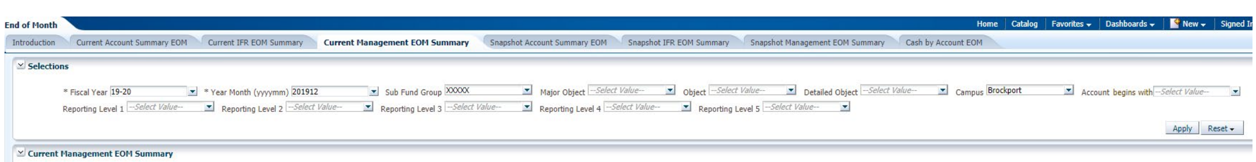
- This dashboard can be used to view a cumulative month end summary of a single account. Search by account, month, and reporting levels. Note: this is an overview of information and the data fields will not be drillable.



- Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Current Management EOM Summary :

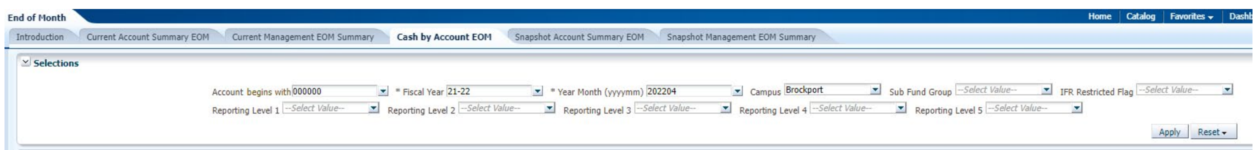
- This dashboard can be used to view a cumulative month end summary of multiple or all accounts depending on the query. Search by Sub Fund Group, Major/Object/Detailed Object or leave blank in order to run for all accounts and information. The XXXXX will need to be removed from Sub Fund Group in order to run all accounts for all information. This is an overview of information, the data fields will not be drillable.



- Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Cash by Account EOM :

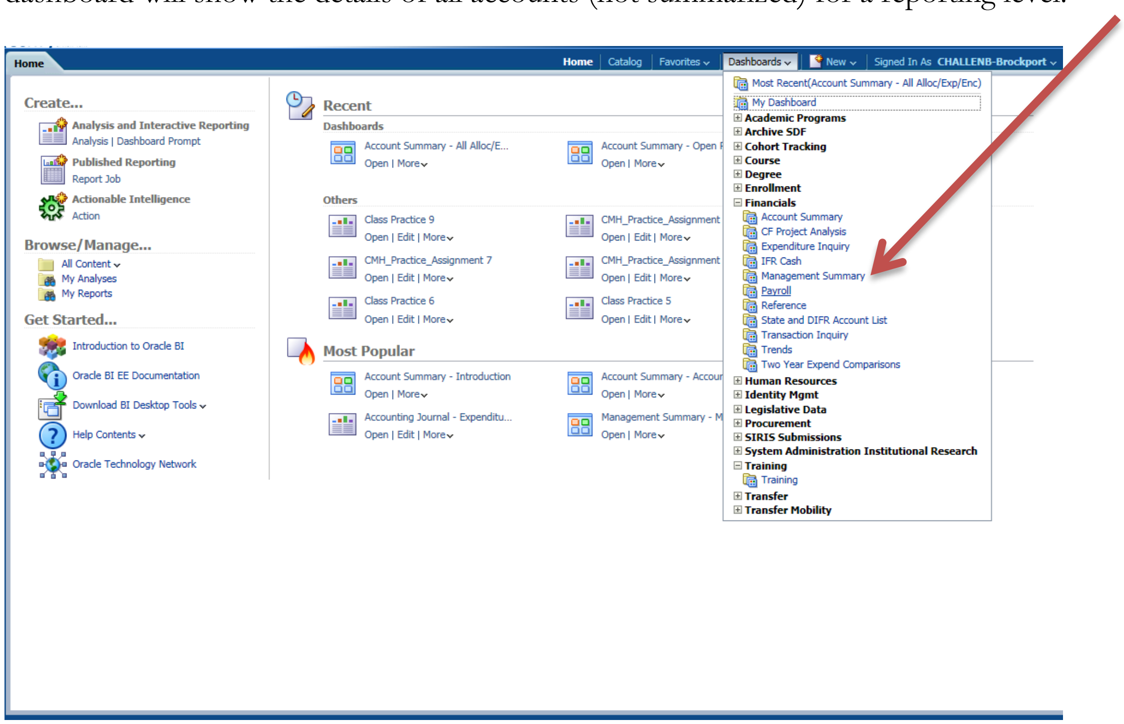
- This dashboard can be used to view a cumulative available cash balance by IFR account. Search by account. The data presented here will be an overview and is not drillable to access detailed information.



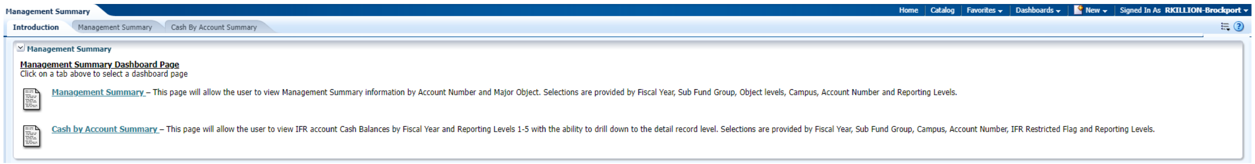
- Saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Accessing/Using the Management Summary Dashboard:

For some users, the Management Summary will be more useful than Account Summary. This dashboard will show the details of all accounts (not summarized) for a reporting level.

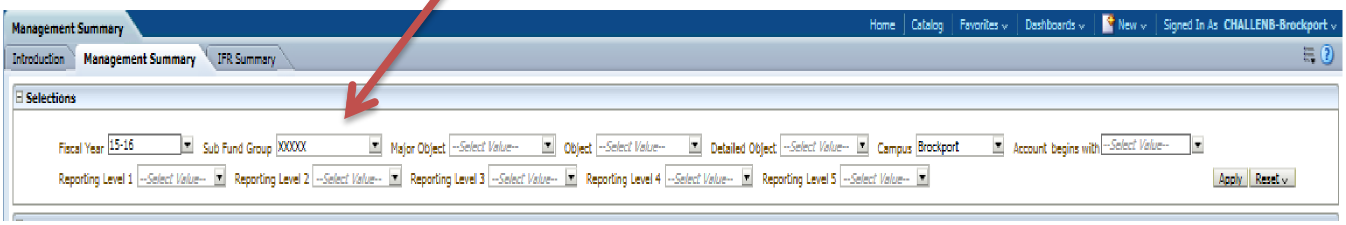


There are two options for dashboards here: Management Summary and Cash by Account Summary.

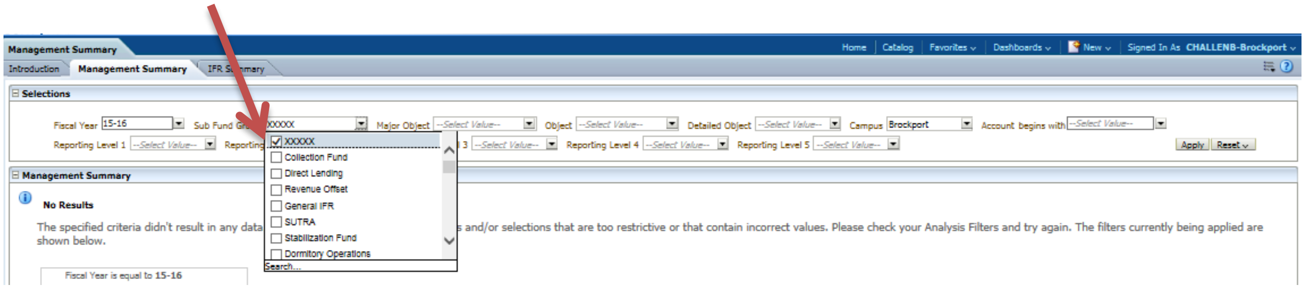


Management Summary -

The system will automatically default to XXXX in Sub Fund Group. This is to keep the query from running before selections are made:



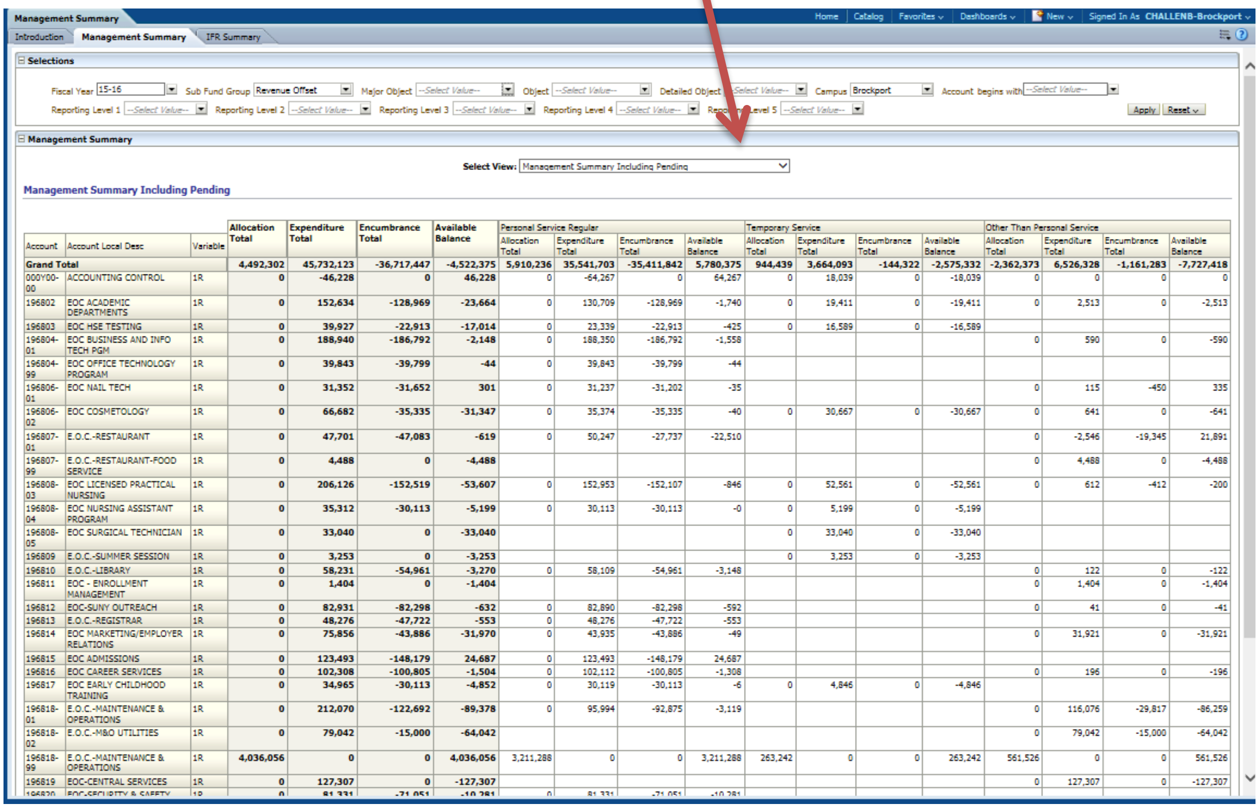
To run this query, you can either choose a sub-fund group (see page 30 for explanation) or just uncheck the XXXX under sub-fund group. Other fields, such as Major Object (PSR, TS, etc.) and Reporting Level can also be selected. It all depends on the results you are hoping to get.



- Once all selections are made, click "Apply."

An example of results is included below.

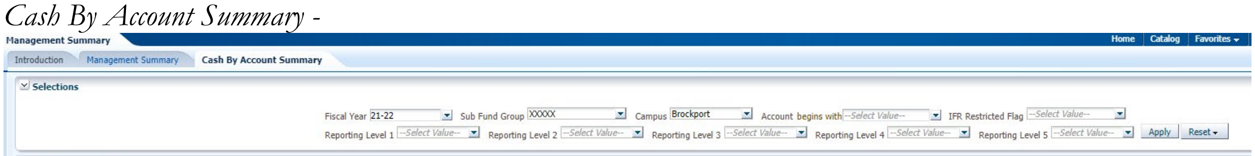
- Different views are available. Click on the dropdown menu to explore options.
    - "Rollup" views return 1 line for accounts that are subbed.



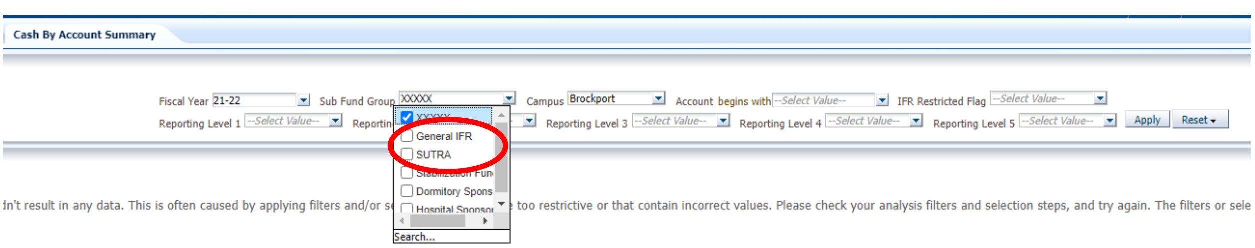
Management Summary Including Pending

Account	Account Local Desc	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
Grand Total			4,492,302	45,732,123	-36,717,447	-4,522,375	5,910,236	35,541,703	-35,411,842	5,780,375	944,439	3,664,093	-144,322	-2,575,332	-2,362,373	6,526,328	-1,161,283	-7,727,418
000Y00-00	ACCOUNTING CONTROL	1R	0	-46,228	0	46,228	0	-64,267	0	64,267	0	18,039	0	-18,039	0	0	0	0
196802	EOC ACADEMIC DEPARTMENTS	1R	0	152,634	-128,969	-23,664	0	130,709	-128,969	-1,740	0	19,411	0	-19,411	0	2,513	0	-2,513
196803	EOC HSE TESTING	1R	0	39,927	-22,913	-17,014	0	23,339	-22,913	-425	0	16,589	0	-16,589				
196804-01	EOC BUSINESS AND INFO TECH PGM	1R	0	188,940	-186,792	-2,148	0	188,350	-186,792	-1,558					0	590	0	-590
196804-99	EOC OFFICE TECHNOLOGY PROGRAM	1R	0	39,843	-39,799	-44	0	39,843	-39,799	-44								
196806-01	EOC NAIL TECH	1R	0	31,352	-31,652	301	0	31,237	-31,202	-35					0	115	-450	335
196806-02	EOC COSMETOLOGY	1R	0	66,682	-35,335	-31,347	0	35,374	-35,335	-40	0	30,667	0	-30,667	0	641	0	-641
196807-01	E.O.C.-RESTAURANT	1R	0	47,701	-47,083	-619	0	50,247	-27,737	-22,510					0	-2,546	-19,345	21,891
196807-99	E.O.C.-RESTAURANT-FOOD SERVICE	1R	0	4,488	0	-4,488									0	4,488	0	-4,488
196808-03	EOC LICENSED PRACTICAL NURSING	1R	0	206,126	-152,519	-53,607	0	152,953	-152,107	-846	0	52,561	0	-52,561	0	612	-412	-200
196808-04	EOC NURSING ASSISTANT PROGRAM	1R	0	35,312	-30,113	-5,199	0	30,113	-30,113	-0	0	5,199	0	-5,199				
196808-05	EOC SURGICAL TECHNICIAN	1R	0	33,040	0	-33,040					0	33,040	0	-33,040				
196809	E.O.C.-SUMMER SESSION	1R	0	3,253	0	-3,253					0	3,253	0	-3,253				
196810	E.O.C.-LIBRARY	1R	0	58,231	-54,961	-3,270	0	58,109	-54,961	-3,148					0	122	0	-122
196811	EOC - ENROLLMENT MANAGEMENT	1R	0	1,404	0	-1,404									0	1,404	0	-1,404
196812	EOC-SUNY OUTREACH	1R	0	82,931	-82,298	-632	0	82,890	-82,298	-592					0	41	0	-41
196813	E.O.C.-REGISTRAR	1R	0	48,276	-47,722	-553	0	48,276	-47,722	-553								
196814	EOC MARKETING/EMPLOYER RELATIONS	1R	0	75,856	-43,886	-31,970	0	43,935	-43,886	-49					0	31,921	0	-31,921
196815	EOC ADMISSIONS	1R	0	123,493	-148,179	24,687	0	123,493	-148,179	24,687								
196816	EOC CAREER SERVICES	1R	0	102,308	-100,805	-1,504	0	102,112	-100,805	-1,308					0	196	0	-196
196817	EOC EARLY CHILDHOOD TRAINING	1R	0	34,965	-30,113	-4,852	0	30,119	-30,113	-6	0	4,846	0	-4,846				
196818-01	E.O.C.-MAINTENANCE & OPERATIONS	1R	0	212,070	-122,692	-89,378	0	95,994	-92,875	-3,119					0	116,076	-29,817	-86,259
196818-02	E.O.C.-M&O UTILITIES	1R	0	79,042	-15,000	-64,042									0	79,042	-15,000	-64,042
196818-99	E.O.C.-MAINTENANCE & OPERATIONS	1R	4,036,056	0	0	4,036,056	3,211,288	0	0	3,211,288	263,242	0	0	263,242	561,526	0	0	561,526
196819	EOC-CENTRAL SERVICES	1R	0	127,307	0	-127,307									0	127,307	0	-127,307

Cash By Account Summary -



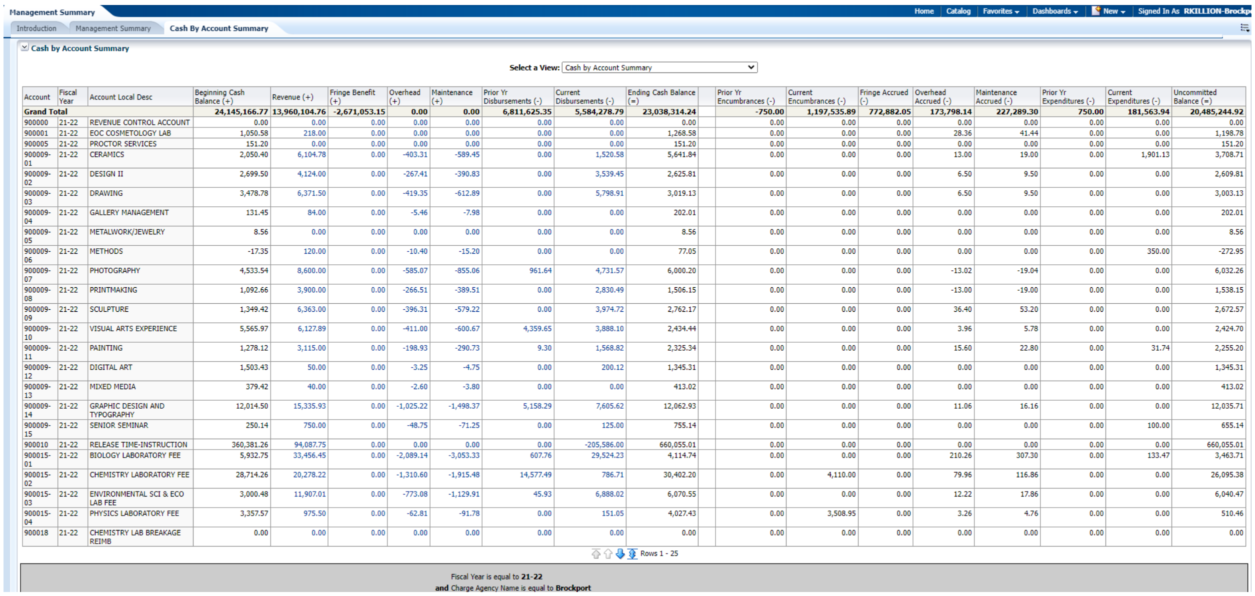
To run this query, you can either choose a sub-fund group (in this case you will want to select General IFR or SUTRA) or just uncheck the XXXX under sub-fund group. Other fields, such as Major Object (PSR, TS, etc.) and Reporting Level can also be selected. It all depends on the results you are hoping to get.



- Once all selections are made, click "Apply."

An example of results is included below.

- Different views are available. Click on the dropdown menu to explore options.
    - The “Master” view does not display sub accounts.



Account	Fiscal Year	Account Local Desc	Beginning Cash Balance (+)	Revenue (+)	Fringe Benefit (+)	Overhead (+)	Maintenance (+)	Prior Yr Disbursements (-)	Current Disbursements (-)
Grand Total			24,145,166.77	13,960,104.76	-2,671,053.15	0.00	0.00	6,811,625.35	5,584,278.79
900000	21-22	REVENUE CONTROL ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900001	21-22	EOC COSMETOLOGY LAB	1,050.58	218.00	0.00	0.00	0.00	0.00	0.00
900005	21-22	PROCTOR SERVICES	151.20	0.00	0.00	0.00	0.00	0.00	0.00
900009-01	21-22	CERAMICS	2,050.40	6,104.78	0.00	-403.31	-589.45	0.00	1,520.58
900009-02	21-22	DESIGN II	2,699.50	4,124.00	0.00	-267.41	-390.83	0.00	3,539.45
900009-03	21-22	DRAWING	3,478.78	6,371.50	0.00	-419.35	-612.89	0.00	5,798.91
900009-04	21-22	GALLERY MANAGEMENT	131.45	84.00	0.00	-5.46	-7.98	0.00	0.00
900009-05	21-22	METALWORK/JEWELRY	8.56	0.00	0.00	0.00	0.00	0.00	0.00
900009-06	21-22	METHODS	-17.35	120.00	0.00	-10.40	-15.20	0.00	0.00
900009-07	21-22	PHOTOGRAPHY	4,533.54	8,600.00	0.00	-585.07	-855.06	961.64	4,731.57
900009-08	21-22	PRINTMAKING	1,092.66	3,900.00	0.00	-266.51	-389.51	0.00	2,830.49
900009-09	21-22	SCULPTURE	1,349.42	6,363.00	0.00	-396.31	-579.22	0.00	3,974.72
900009-10	21-22	VISUAL ARTS EXPERIENCE	5,565.97	6,127.89	0.00	-411.00	-600.67	4,359.65	3,888.10
900009-11	21-22	PAINTING	1,278.12	3,115.00	0.00	-198.93	-290.73	9.30	1,568.82
900009-12	21-22	DIGITAL ART	1,503.43	50.00	0.00	-3.25	-4.75	0.00	200.12
900009-13	21-22	MIXED MEDIA	379.42	40.00	0.00	-2.60	-3.80	0.00	0.00
900009-14	21-22	GRAPHIC DESIGN AND TYPOGRAPHY	12,014.50	15,335.93	0.00	-1,025.22	-1,498.37	5,158.29	7,605.62
900009-15	21-22	SENIOR SEMINAR	250.14	750.00	0.00	-48.75	-71.25	0.00	125.00
900010	21-22	RELEASE TIME-INSTRUCTION	360,381.26	94,087.75	0.00	0.00	0.00	0.00	-205,586.00
900015-01	21-22	BIOLOGY LABORATORY FEE	5,932.75	33,456.45	0.00	-2,089.14	-3,053.33	607.76	29,524.23
900015-02	21-22	CHEMISTRY LABORATORY FEE	28,714.26	20,278.22	0.00	-1,310.60	-1,915.48	14,577.49	786.71
900015-03	21-22	ENVIRONMENTAL SCI & ECO LAB FEE	3,000.48	11,907.01	0.00	-773.08	-1,129.91	45.93	6,888.02
900015-04	21-22	PHYSICS LABORATORY FEE	3,357.57	975.50	0.00	-62.81	-91.78	0.00	151.05
900018	21-22	CHEMISTRY LAB BREAKAGE REIMB	0.00	0.00	0.00	0.00	0.00	0.00	0.00

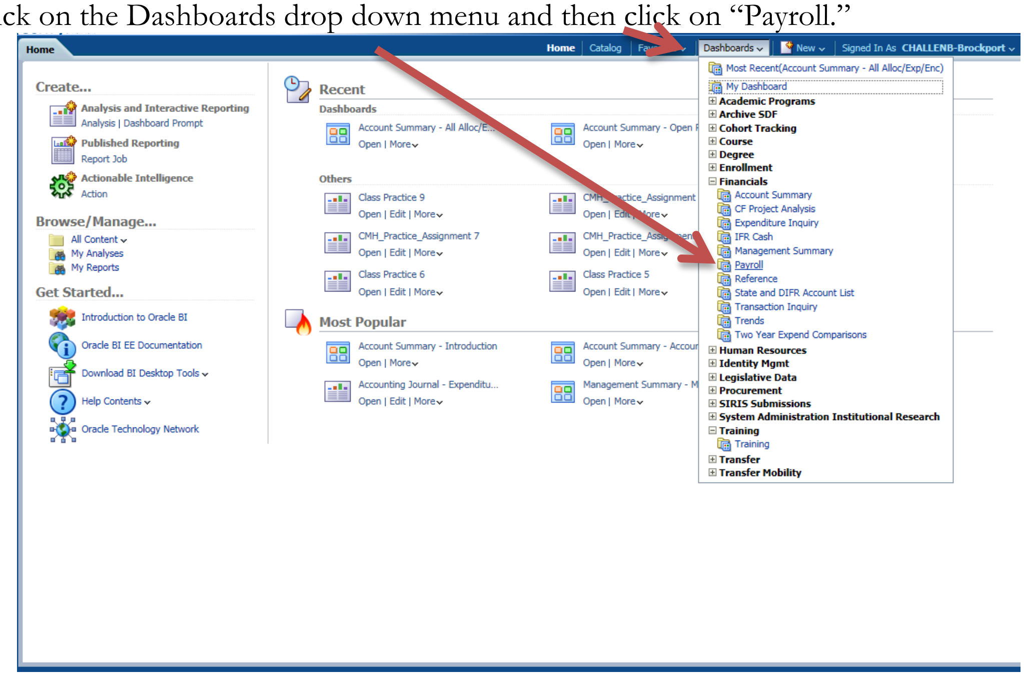
Account	Ending Cash Balance (=)	Prior Yr Encumbrances (-)	Current Encumbrances (-)	Fringe Accrued (-)	Overhead Accrued (-)	Maintenance Accrued (-)	Prior Yr Expenditures (-)	Current Expenditures (-)	Uncommitted Balance (=)
Grand Total	23,038,314.24	-750.00	1,197,535.89	772,882.05	173,798.14	227,289.30	750.00	181,563.94	20,485,244.92
900000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900001	1,268.58	0.00	0.00	0.00	28.36	41.44	0.00	0.00	1,198.78
900005	151.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.20
900009-01	5,641.84	0.00	0.00	0.00	13.00	19.00	0.00	1,901.13	3,708.71
900009-02	2,625.81	0.00	0.00	0.00	6.50	9.50	0.00	0.00	2,609.81
900009-03	3,019.13	0.00	0.00	0.00	6.50	9.50	0.00	0.00	3,003.13
900009-04	202.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.01
900009-05	8.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.56
900009-06	77.05	0.00	0.00	0.00	0.00	0.00	0.00	350.00	-272.95
900009-07	6,000.20	0.00	0.00	0.00	-13.02	-19.04	0.00	0.00	6,032.26
900009-08	1,506.15	0.00	0.00	0.00	-13.00	-19.00	0.00	0.00	1,538.15
900009-09	2,762.17	0.00	0.00	0.00	36.40	53.20	0.00	0.00	2,672.57
900009-10	2,434.44	0.00	0.00	0.00	3.96	5.78	0.00	0.00	2,424.70
900009-11	2,325.34	0.00	0.00	0.00	15.60	22.80	0.00	31.74	2,255.20
900009-12	1,345.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,345.31
900009-13	413.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	413.02
900009-14	12,062.93	0.00	0.00	0.00	11.06	16.16	0.00	0.00	12,035.71
900009-15	755.14	0.00	0.00	0.00	0.00	0.00	0.00	100.00	655.14
900010	660,055.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	660,055.01
900015-01	4,114.74	0.00	0.00	0.00	210.26	307.30	0.00	133.47	3,463.71
900015-02	30,402.20	0.00	4,110.00	0.00	79.96	116.86	0.00	0.00	26,095.38
900015-03	6,070.55	0.00	0.00	0.00	12.22	17.86	0.00	0.00	6,040.47
900015-04	4,027.43	0.00	3,508.95	0.00	3.26	4.76	0.00	0.00	510.46
900018	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rows 1 - 25

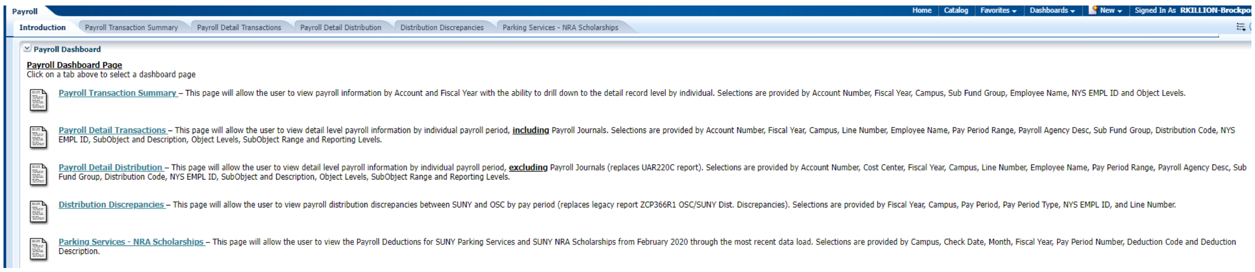
Fiscal Year is equal to **21-22**
and Charge Agency Name is equal to **Brockport**

Accessing/Using the Payroll Dashboard:

- Click on the Dashboards drop down menu and then click on “Payroll.”

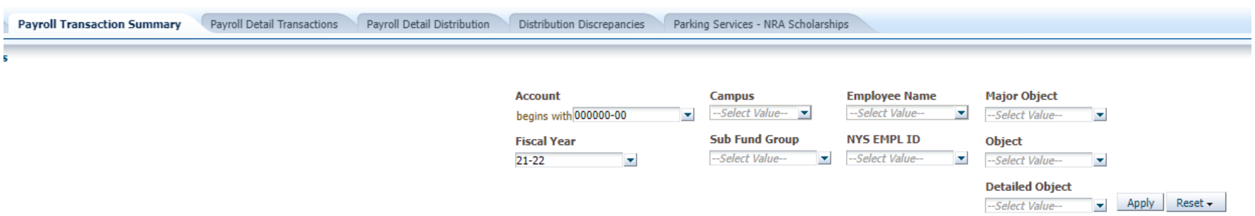


There are five options for dashboards here: Payroll Transaction Summary, Payroll Detail Transactions, Payroll Detail Distribution, Distribution Discrepancies, Parking Services – NRA Scholarships. The most commonly used are Payroll Transaction Summary and Payroll Detail Transactions with details below.



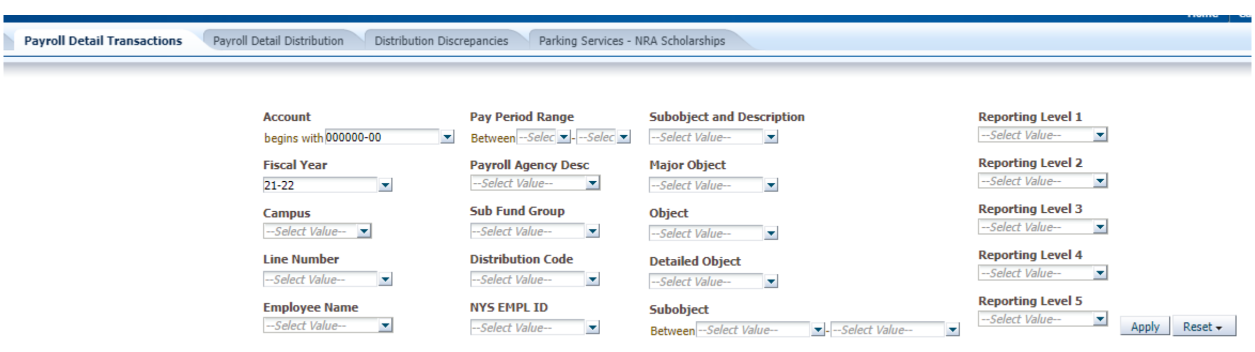
Payroll Transaction Summary :

- This dashboard can be used to generate payroll information by account number. Results generate drillable lump sum salary payments by employee. Clicking on the lump sum amount, will make an option for Expenditure by Line appear. Selecting this option will give you the breakdown of that employee's expense by payroll distribution code.



Payroll Detail Transactions :

- This dashboard provides more options than the previous for querying data. Results are not lump sums, but rather a breakdown of the payroll transaction by payroll date and employee. There are no drillable fields within the results, as all data is displayed.

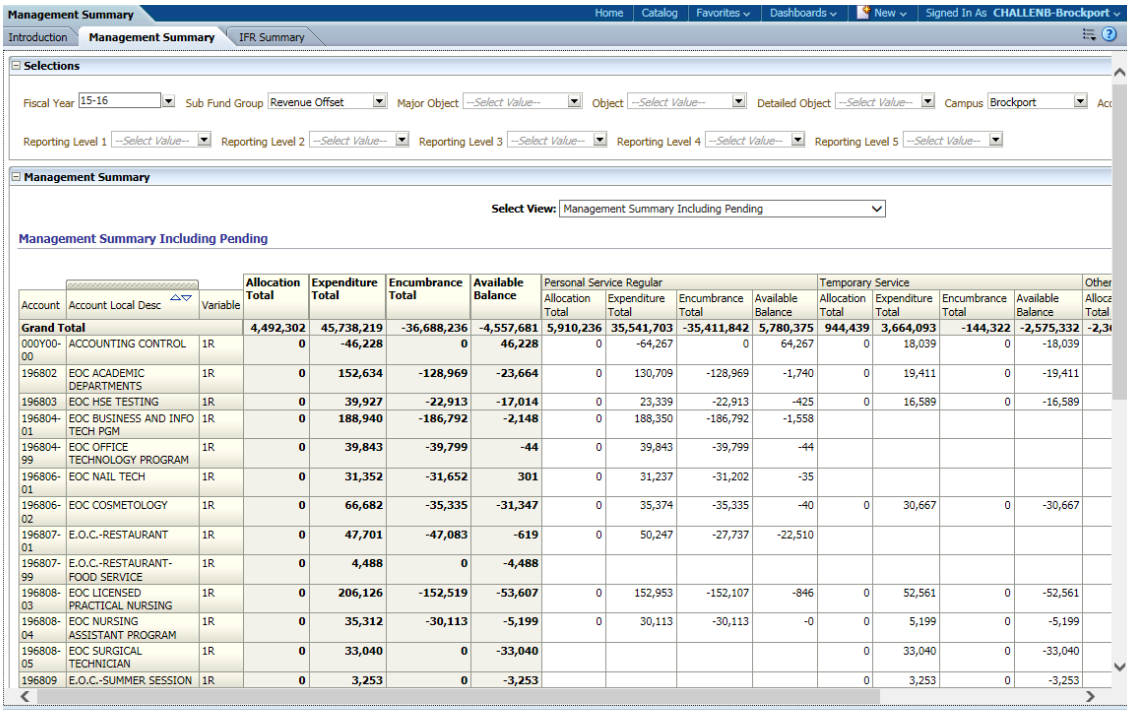


For both dashboards, saving, printing, and exporting options are all the same as in the Account Summary Dashboard above.

Other Functions in BI:

One of the benefits of BI is being able to customize your dashboards by moving columns, removing, and adding columns.

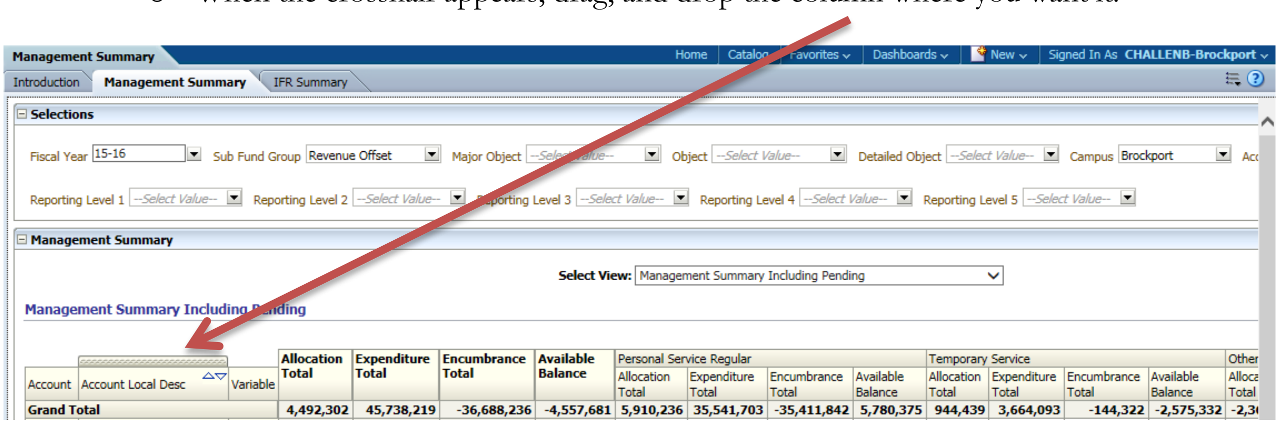
The following uses Management Summary as an example.



Account	Account Local Desc	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Alloca Total
Grand Total			**4,492,302**	**45,738,219**	**-36,688,236**	**-4,557,681**	**5,910,236**	**35,541,703**	**-35,411,842**	**5,780,375**	**944,439**	**3,664,093**	**-144,322**	**-2,575,332**	**-2,3**
000Y00-00	ACCOUNTING CONTROL	1R	0	-46,228	0	46,228	0	-64,267	0	64,267	0	18,039	0	-18,039	
196802	EOC ACADEMIC DEPARTMENTS	1R	0	152,634	-128,969	-23,664	0	130,709	-128,969	-1,740	0	19,411	0	-19,411	
196803	EOC HSE TESTING	1R	0	39,927	-22,913	-17,014	0	23,339	-22,913	-425	0	16,589	0	-16,589	
196804-01	EOC BUSINESS AND INFO TECH PGM	1R	0	188,940	-186,792	-2,148	0	188,350	-186,792	-1,558					
196804-99	EOC OFFICE TECHNOLOGY PROGRAM	1R	0	39,843	-39,799	-44	0	39,843	-39,799	-44					
196806-01	EOC NAIL TECH	1R	0	31,352	-31,652	301	0	31,237	-31,202	-35					
196806-02	EOC COSMETOLOGY	1R	0	66,682	-35,335	-31,347	0	35,374	-35,335	-40	0	30,667	0	-30,667	
196807-01	E.O.C.-RESTAURANT	1R	0	47,701	-47,083	-619	0	50,247	-27,737	-22,510					
196807-99	E.O.C.-RESTAURANT-FOOD SERVICE	1R	0	4,488	0	-4,488									
196808-03	EOC LICENSED PRACTICAL NURSING	1R	0	206,126	-152,519	-53,607	0	152,953	-152,107	-846	0	52,561	0	-52,561	
196808-04	EOC NURSING ASSISTANT PROGRAM	1R	0	35,312	-30,113	-5,199	0	30,113	-30,113	-0	0	5,199	0	-5,199	
196808-05	EOC SURGICAL TECHNICIAN	1R	0	33,040	0	-33,040					0	33,040	0	-33,040	
196809	E.O.C.-SUMMER SESSION	1R	0	3,253	0	-3,253					0	3,253	0	-3,253	

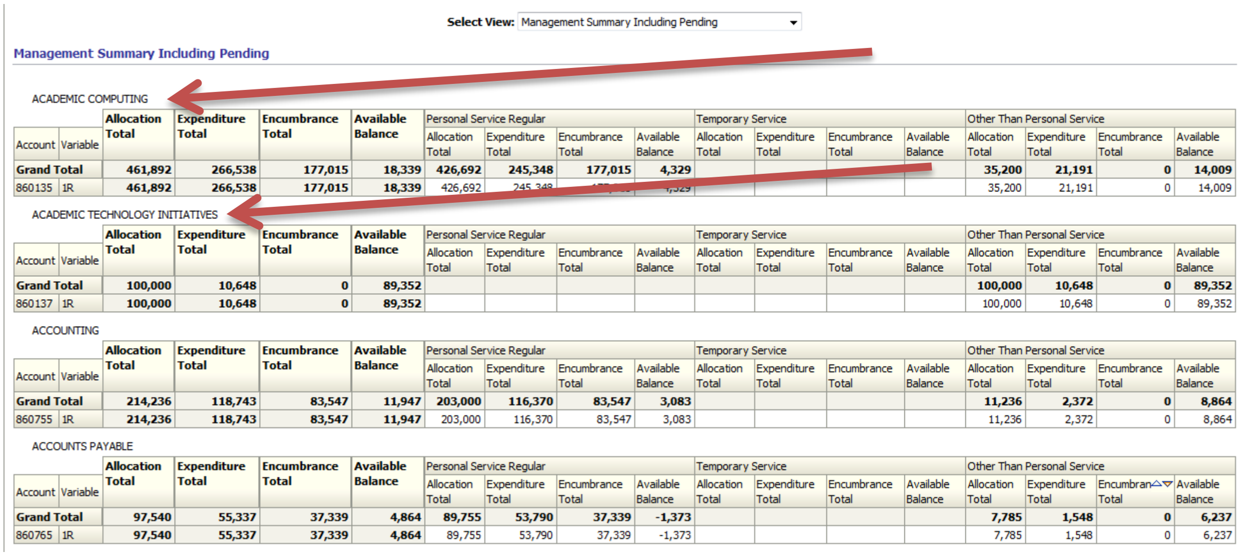
What if you wanted to break the report up by account description?

- Using the up/down arrows that appear, you can sort the data.
- Another option is to move the column.
  - Hover over the top of "Account Local Desc" until you see a gray box above it.
  - When the crosshair appears, drag, and drop the column where you want it.



Example – *dragging it above to the Sections area:*

- Now each acount by name is broken out as a separate line item.



ACADEMIC COMPUTING

Account	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
Grand Total		**461,892**	**266,538**	**177,015**	**18,339**	**426,692**	**245,348**	**177,015**	**4,329**					**35,200**	**21,191**	**0**	**14,009**
860135	1R	**461,892**	**266,538**	**177,015**	**18,339**	426,692	245,348	[illegible]	4,329					35,200	21,191	0	14,009

ACADEMIC TECHNOLOGY INITIATIVES

Account	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
Grand Total		**100,000**	**10,648**	**0**	**89,352**									**100,000**	**10,648**	**0**	**89,352**
860137	1R	**100,000**	**10,648**	**0**	**89,352**									100,000	10,648	0	89,352

ACCOUNTING

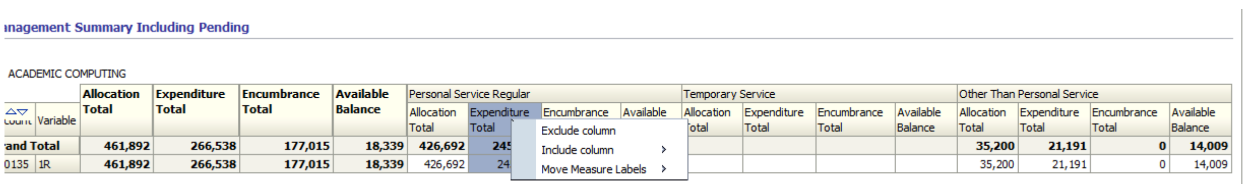
Account	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
Grand Total		**214,236**	**118,743**	**83,547**	**11,947**	**203,000**	**116,370**	**83,547**	**3,083**					**11,236**	**2,372**	**0**	**8,864**
860755	1R	**214,236**	**118,743**	**83,547**	**11,947**	203,000	116,370	83,547	3,083					11,236	2,372	0	8,864

ACCOUNTS PAYABLE

Account	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance Total	Personal Service Regular Available Balance	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
Grand Total		**97,540**	**55,337**	**37,339**	**4,864**	**89,755**	**53,790**	**37,339**	**-1,373**					**7,785**	**1,548**	**0**	**6,237**
860765	1R	**97,540**	**55,337**	**37,339**	**4,864**	89,755	53,790	37,339	-1,373					7,785	1,548	0	6,237

Right clicking on column - a column will give you more editing options.

- You can Exclude the column, include new columns, or move measurement labels.

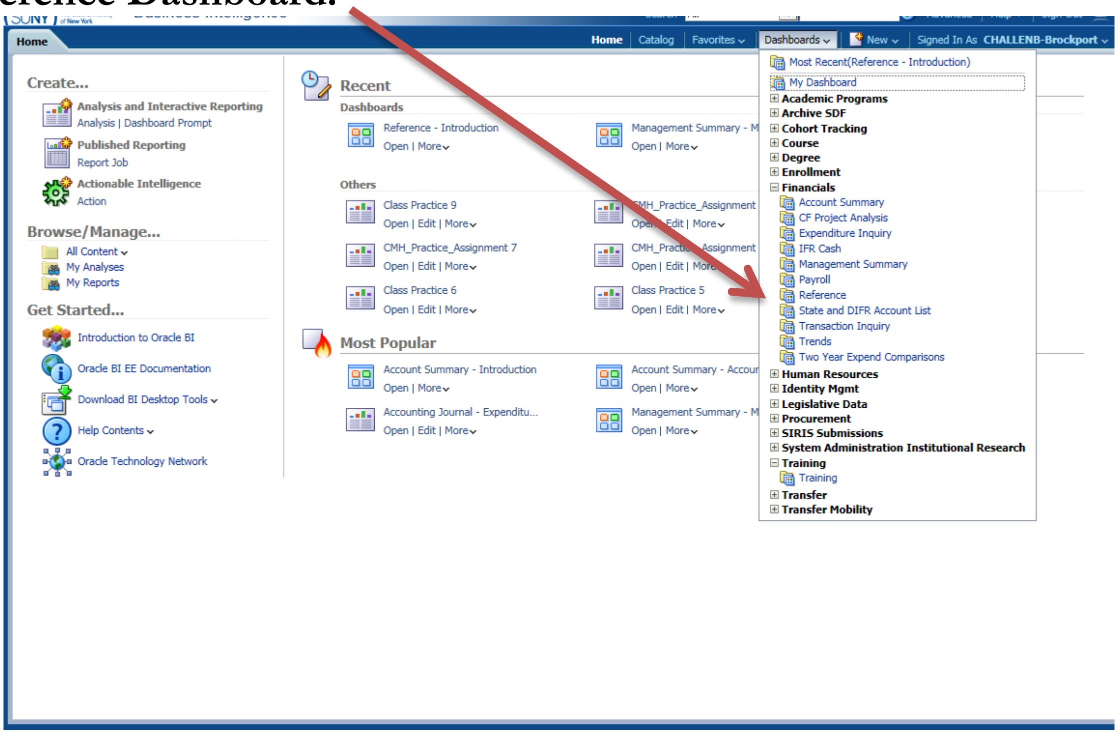


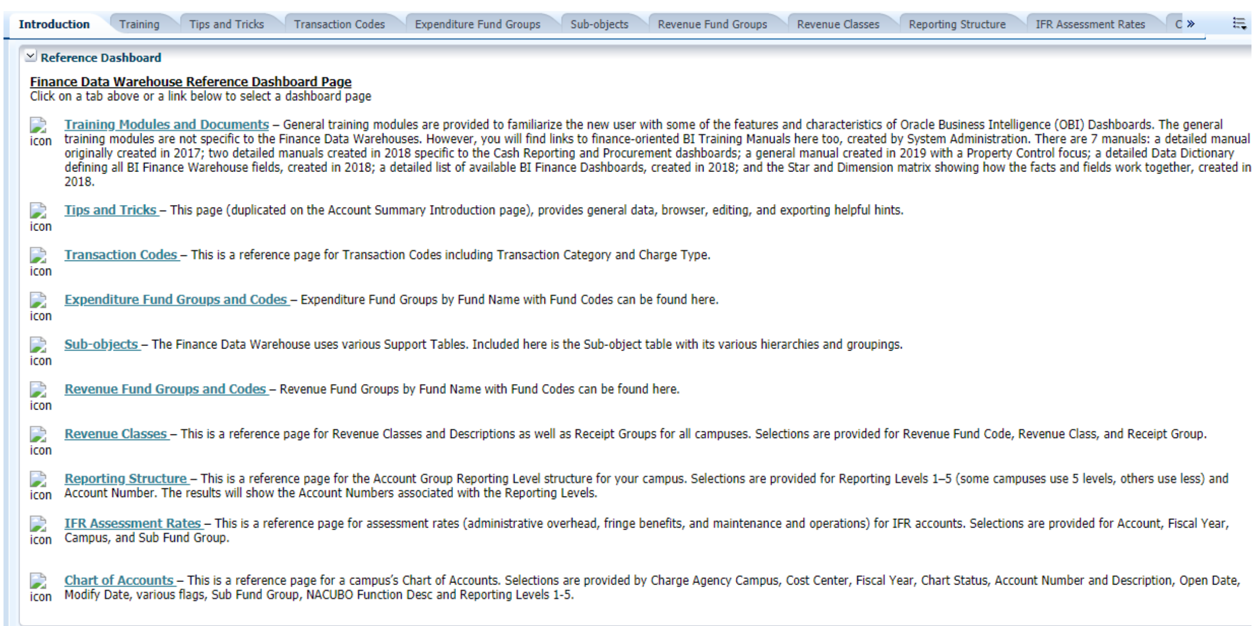
ACADEMIC COMPUTING

ccount	Variable	Allocation Total	Expenditure Total	Encumbrance Total	Available Balance	Personal Service Regular Allocation Total	Personal Service Regular Expenditure Total	Personal Service Regular Encumbrance	Personal Service Regular Available	Temporary Service Allocation Total	Temporary Service Expenditure Total	Temporary Service Encumbrance Total	Temporary Service Available Balance	Other Than Personal Service Allocation Total	Other Than Personal Service Expenditure Total	Other Than Personal Service Encumbrance Total	Other Than Personal Service Available Balance
rand Total		**461,892**	**266,538**	**177,015**	**18,339**	**426,692**	**245**							**35,200**	**21,191**	**0**	**14,009**
0135	1R	**461,892**	**266,538**	**177,015**	**18,339**	426,692	24							35,200	21,191	0	14,009

These are just a few ways to manipulate the data. There are many more, so feel free to explore. All information contained in BI is query only, meaning you cannot do anything to permanently change the data.

Reference Dashboard:




Introduction | Training | Tips and Tricks | Transaction Codes | Expenditure Fund Groups | Sub-objects | Revenue Fund Groups | Revenue Classes | Reporting Structure | IFR Assessment Rates | C

Reference Dashboard

Finance Data Warehouse Reference Dashboard Page
Click on a tab above or a link below to select a dashboard page

icon Training Modules and Documents – General training modules are provided to familiarize the new user with some of the features and characteristics of Oracle Business Intelligence (OBI) Dashboards. The general training modules are not specific to the Finance Data Warehouses. However, you will find links to finance-oriented BI Training Manuals here too, created by System Administration. There are 7 manuals: a detailed manual originally created in 2017; two detailed manuals created in 2018 specific to the Cash Reporting and Procurement dashboards; a general manual created in 2019 with a Property Control focus; a detailed Data Dictionary defining all BI Finance Warehouse fields, created in 2018; a detailed list of available BI Finance Dashboards, created in 2018; and the Star and Dimension matrix showing how the facts and fields work together, created in 2018.

icon Tips and Tricks – This page (duplicated on the Account Summary Introduction page), provides general data, browser, editing, and exporting helpful hints.

icon Transaction Codes – This is a reference page for Transaction Codes including Transaction Category and Charge Type.

icon Expenditure Fund Groups and Codes – Expenditure Fund Groups by Fund Name with Fund Codes can be found here.

icon Sub-objects – The Finance Data Warehouse uses various Support Tables. Included here is the Sub-object table with its various hierarchies and groupings.

icon Revenue Fund Groups and Codes – Revenue Fund Groups by Fund Name with Fund Codes can be found here.

icon Revenue Classes – This is a reference page for Revenue Classes and Descriptions as well as Receipt Groups for all campuses. Selections are provided for Revenue Fund Code, Revenue Class, and Receipt Group.

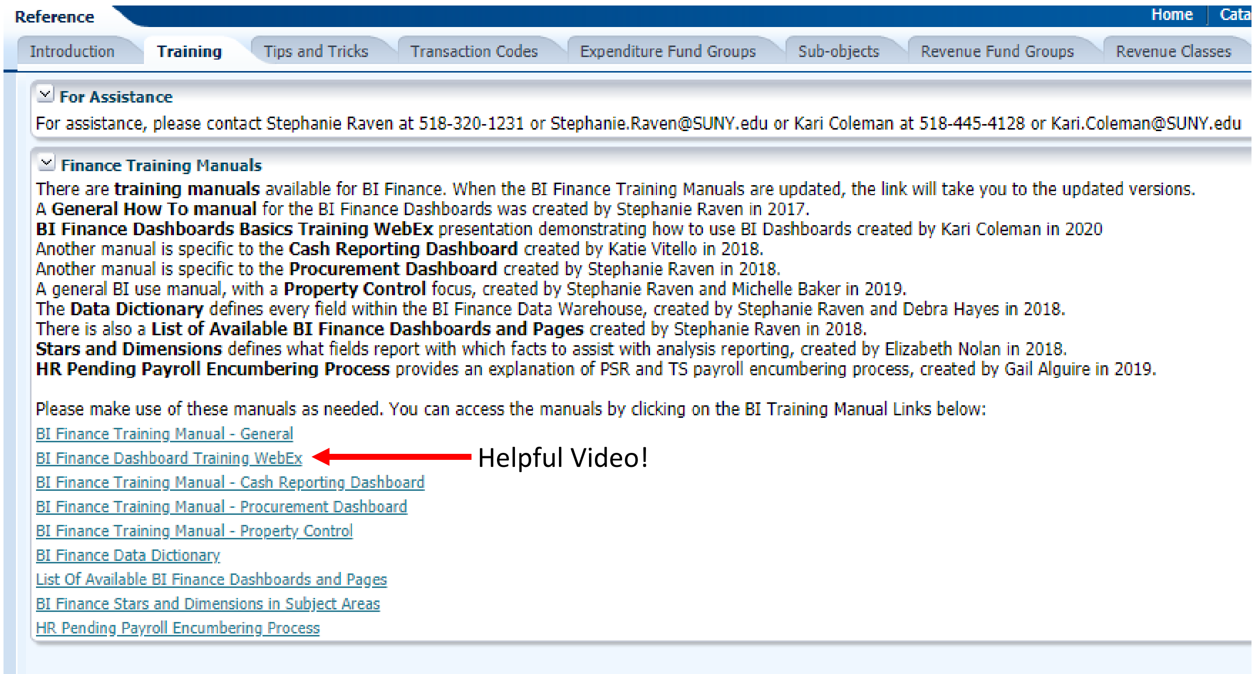
icon Reporting Structure – This is a reference page for the Account Group Reporting Level structure for your campus. Selections are provided for Reporting Levels 1–5 (some campuses use 5 levels, others use less) and Account Number. The results will show the Account Numbers associated with the Reporting Levels.

icon IFR Assessment Rates – This is a reference page for assessment rates (administrative overhead, fringe benefits, and maintenance and operations) for IFR accounts. Selections are provided for Account, Fiscal Year, Campus, and Sub Fund Group.

icon Chart of Accounts – This is a reference page for a campus's Chart of Accounts. Selections are provided by Charge Agency Campus, Cost Center, Fiscal Year, Chart Status, Account Number and Description, Open Date, Modify Date, various flags, Sub Fund Group, NACUBO Function Desc and Reporting Levels 1-5.

Training Modules and Documents:

This dashboard provides training modules for the BI System. May deliver further detailed information if needed.



- BI Finance Dashboard Training WebEx: SUNY's 26-minute video demonstrating some basic "How-To's" in BI. This could be a very helpful tool.

Tips and Tricks:

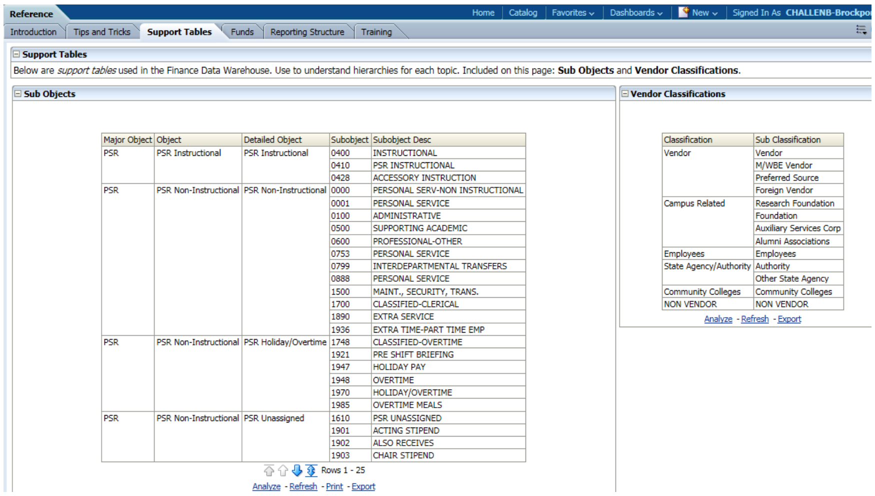
This page includes helpful pointers for the BI System (see pages 49 & 50 of this manual).

Transaction Codes – Report Structure:

These dashboards will help you understand the hierarchies for each topic (Sub Objects, Vendor Classification, Funds, and Reporting Levels).

Support Table Example:

- For instance, on the Support Table Dashboard you will see PSR Instructional is Subobject 0400 / Subobject Desc is Instructional.



Major Object	Object	Detailed Object	Subobject	Subobject Desc
PSR	PSR Instructional	PSR Instructional	0400	INSTRUCTIONAL
			0410	PSR INSTRUCTIONAL
			0428	ACCESSORY INSTRUCTION
PSR	PSR Non-Instructional	PSR Non-Instructional	0000	PERSONAL SERV-NON INSTRUCTIONAL
			0001	PERSONAL SERVICE
			0100	ADMINISTRATIVE
			0500	SUPPORTING ACADEMIC
			0600	PROFESSIONAL-OTHER
			0753	PERSONAL SERVICE
			0799	INTERDEPARTMENTAL TRANSFERS
			0888	PERSONAL SERVICE
			1500	MAINT., SECURITY, TRANS.
			1700	CLASSIFIED-CLERICAL
			1890	EXTRA SERVICE
			1936	EXTRA TIME-PART TIME EMP
PSR	PSR Non-Instructional	PSR Holiday/Overtime	1748	CLASSIFIED-OVERTIME
			1921	PRE SHIFT BRIEFING
			1947	HOLIDAY PAY
			1948	OVERTIME
			1970	HOLIDAY/OVERTIME
			1985	OVERTIME MEALS
PSR	PSR Non-Instructional	PSR Unassigned	1610	PSR UNASSIGNED
			1901	ACTING STIPEND
			1902	ALSO RECEIVES
			1903	CHAIR STIPEND

Rows 1 - 25
Analyze - Refresh - Print - Export

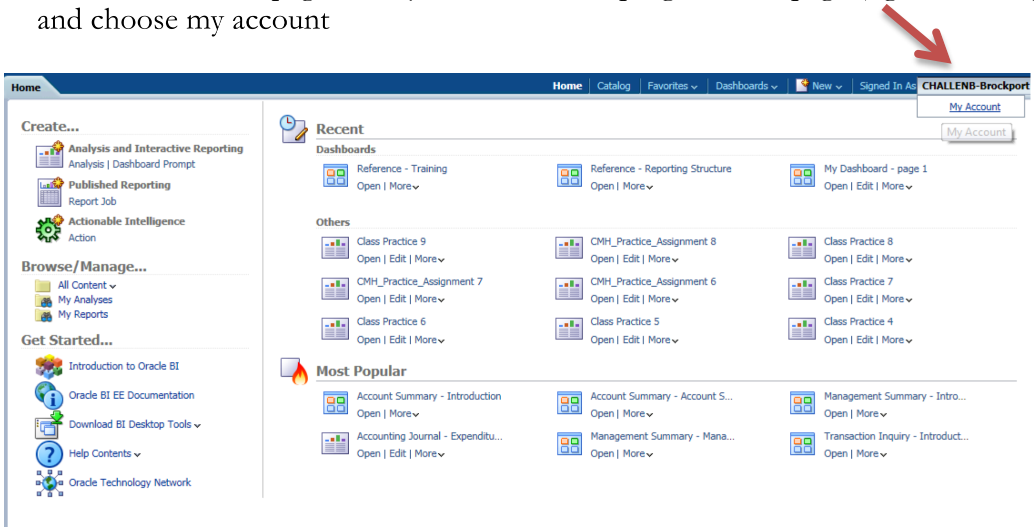
Classification	Sub Classification
Vendor	Vendor
	M/WBE Vendor
	Preferred Source
	Foreign Vendor
Campus Related	Research Foundation
	Foundation
	Auxiliary Services Corp
	Alumni Associations
Employees	Employees
State Agency/Authority	Authority
	Other State Agency
Community Colleges	Community Colleges
NON VENDOR	NON VENDOR

Analyze - Refresh - Export

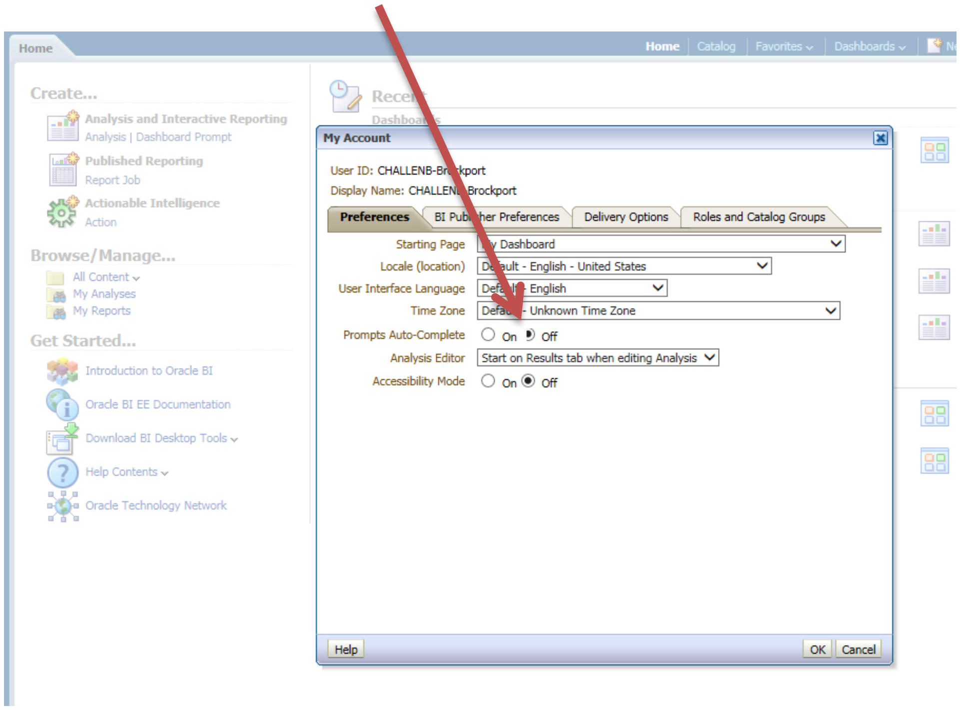
Changing your BI profile:

It is recommended that you change your profile with the following settings to allow for quicker use of the account summary tab. If you decide not to make these changes, the auto-fill functions may cause your page to run slowly.

- From the BI homepage, click your ID at the top right of the page (right under sign out) and choose my account

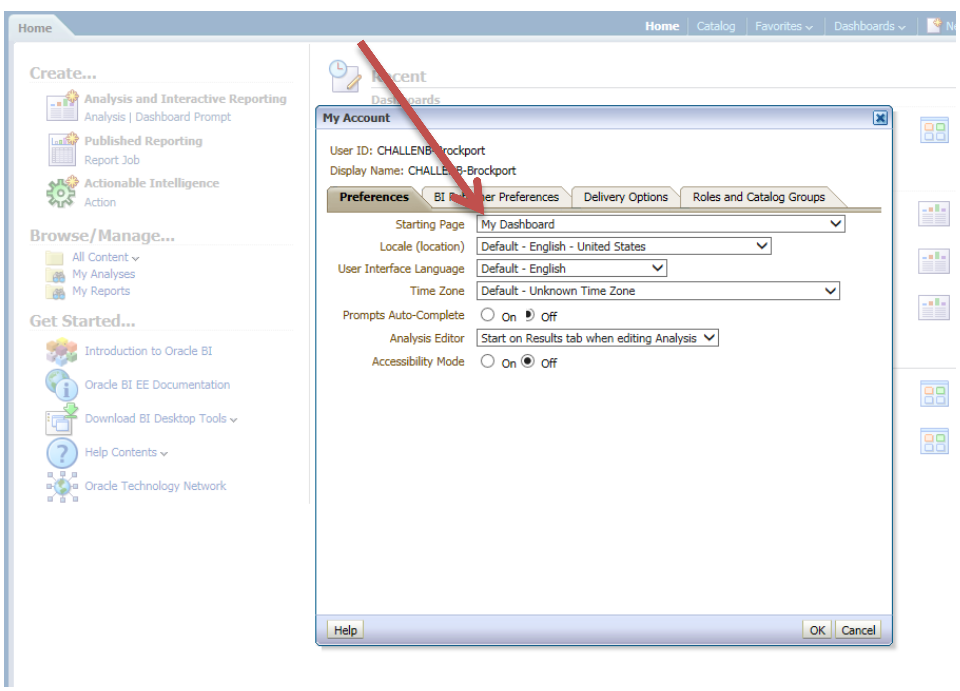


- Change Auto Complete too “Off”.



From this same menu, you can also change your BI homepage (the first page seen when logging in).

- Using the dropdown menu next to “Starting Page,” select what you would like to be your homepage (i.e., account summary).
- Changes will take effect the next time you logon to the system.



Tips & Tricks:

Browser/Error Resolution

- Mozilla Firefox is the desired browser.

- If BI stops working due to inactivity, hit F5 to refresh or click the clockwise circular arrow at the top of the screen.

- If you are experiencing problems, clear your browser cache.

Editing

- Navigating through the dashboards: Click Return (located at the bottom of the dashboard) or use the page path at the bottom of the screen to get back to the first or previous page after you have drilled down. DO NOT use the browser's back button.

- The default Fiscal Year selection will update to the current fiscal year around September 1st of each year. From July 1st to September 1st, the default Fiscal Year will be the lapsing year.

- Fiscal Year, Campus, and Account Number are linked fields. If an account is entered that only applies to one fiscal year, only that fiscal year will show in the selection prompt.

- When searching by Account Number, always use the 6-digit Account Number unless you want to view a specific Sub Account. In this case, enter 6 + 2 digits in format 999999-99.

- In a Range Prompt (i.e., Transaction Date or Sub Object), you can enter only a 'from' value to effectively change the operator to 'greater than or equal to' or only a 'to' value to effectively change the operator to 'less than or equal to'. Also, in most Date Range prompts you can type the dates directly into the prompt, as an alternative to using the calendar date selector.

- It is not necessary to populate every parameter before clicking Apply. Keep in mind that too broad a selection could create a data max error.

- A default value for either Account Number (000000) or Sub Fund Group (XXXX) has been set for each page to prevent automatic running of long, unnecessary queries. These fields need to be blanked out or replaced with selections for the query to return data.

- Hit Tab after entering or blanking out Account Number. This will populate the Fiscal Year and Campus fields for choices if necessary.

- When drilling to details, you can drag a column (when getting crosshairs on the top of the column) to the top and create a section, pivot table or to move the column to change the field order.

- You can save Prompt values by clicking on the 3-line icon to the left of the question mark and click Save Current Customization.

- Right Click on column headings to include more fields (field will include to the right of clicked column) or exclude the selected column from the report.

- Right Click on column heading to add/remove Subtotal or Grand Total to the report.

- Click on the up/down arrow at the end of a list to return all rows.

- All required Prompt fields are prefixed by an asterisk (*). The Apply button will not be available unless required fields are filled in.

Exporting

- When exporting, if you want values to populate on all rows then export to CSV not Excel.

- You can also get all values to populate on all rows when you view and export by 'including' a unique field (e.g., Account Group) toward the left of your spreadsheet.

- When exporting with CSV, the results will include all columns, even the 'Include Fields' that you might or might not have explicitly 'included.'

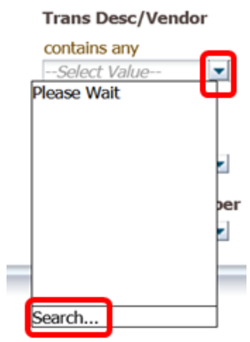
- You can export or print all sections of a dashboard page by clicking on the 3-line icon to the left of the question mark and clicking Print or Export.

Tips & Tricks Provided by the SUNY BI-Finance Team:

Tip#1: How to use the Search Feature in BI:

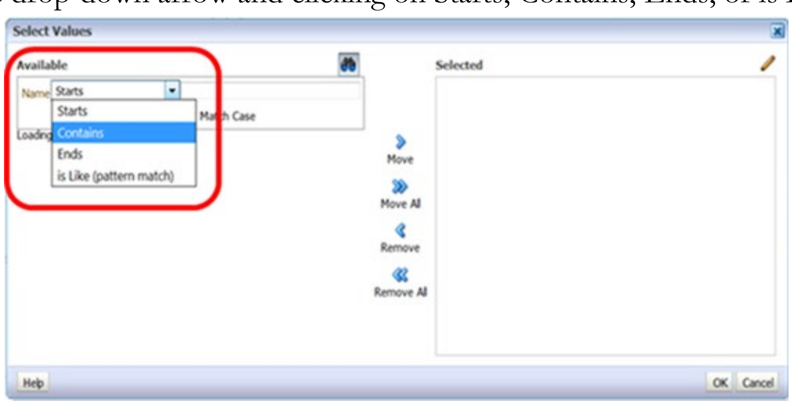
When searching through a large list of items, for example a vendor in the "Trans Desc/Vendor" selection, the Search Feature comes in handy.

1. To use the search feature, click the drop-down arrow and click on Search.

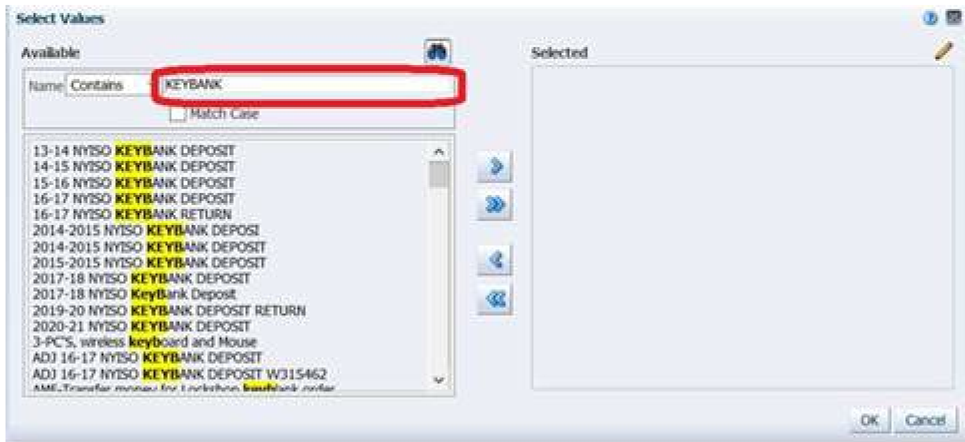


2. Note that BI is case sensitive, so if you are unsure of the capitalization, unmark the Match Case box by clicking on the check mark.

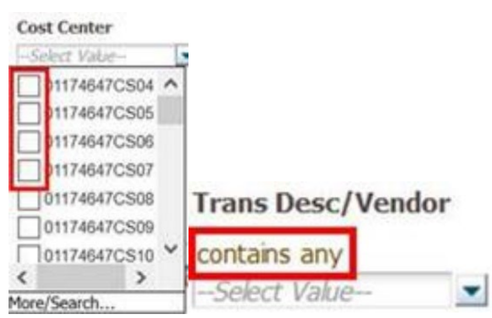
3. Choose how you want BI to search for the transaction Description/Vendor name by clicking on the drop-down arrow and clicking on Starts, Contains, Ends, or is Like.

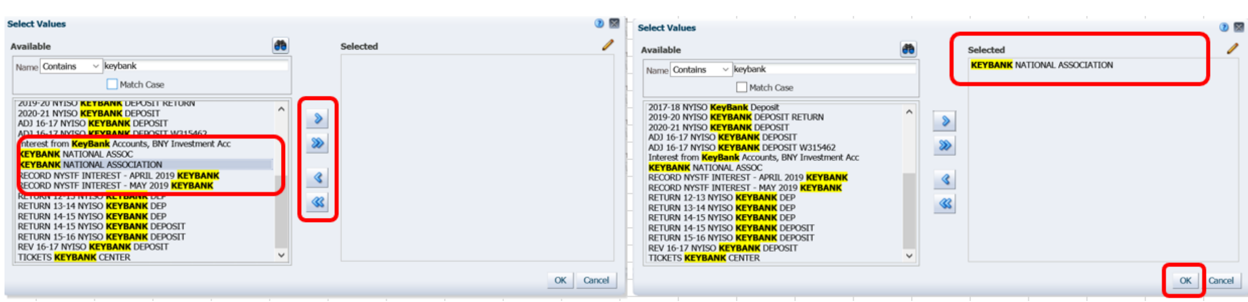


4. Next, type in what you want to search for in the box indicated.

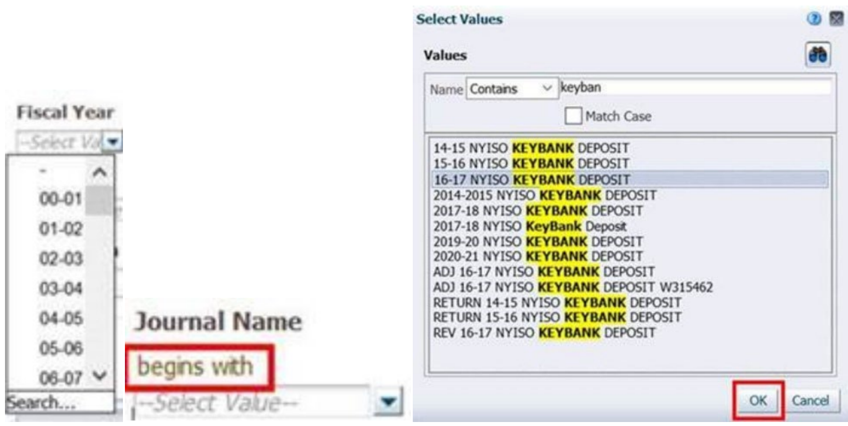


5. To select the search criteria that will be used for the selection there are two ways depending on the selection operator being 'is equal to'/'contains any' or 'begins with.'
   a. For selections that allow multiple values to be selected, these are selections that require an exact match or 'contains any' there are Move, Move All, Remove, and Remove All arrows, these will move item(s) between 'Available' and 'Selected.' Click on the item(s) you want to query, BI will highlight it in light blue, and click the Move arrow. Click OK when the item(s) you want to query are in the Selected area.



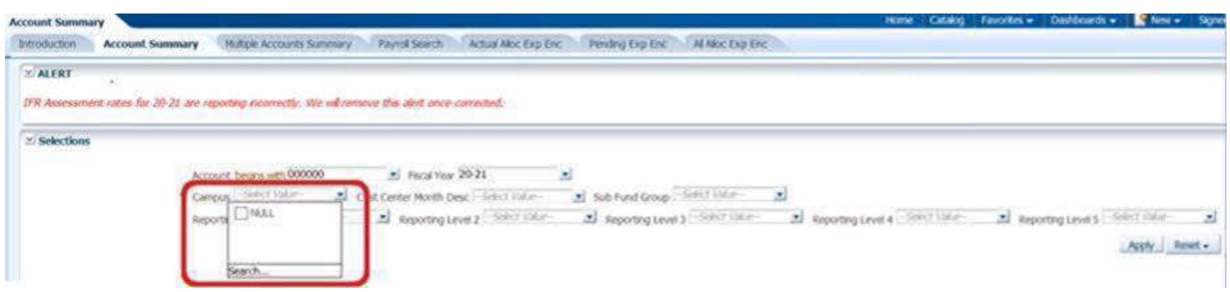


   b. For selections that use a 'begins with' operator or are limited to single selection exact match, the search box limits you to only select one value. Click on the item you want to query, BI will highlight it in light blue, and click OK.

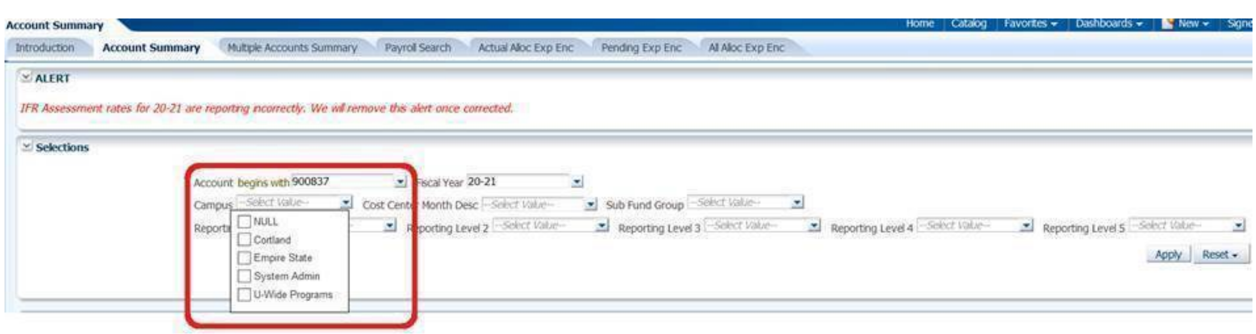


Tip#2: What to do if Campus Name is Null in a BI-Finance Dashboard:

First note that since the Campus, Account Number, and FY are linked and the '000000' account is not a valid account, the Campus field will return only the "Null" option. The default value for either Account Number (000000) of Sub Fund Group (XXXXX) has been set for each page to prevent automatic running of long, unnecessary queries.



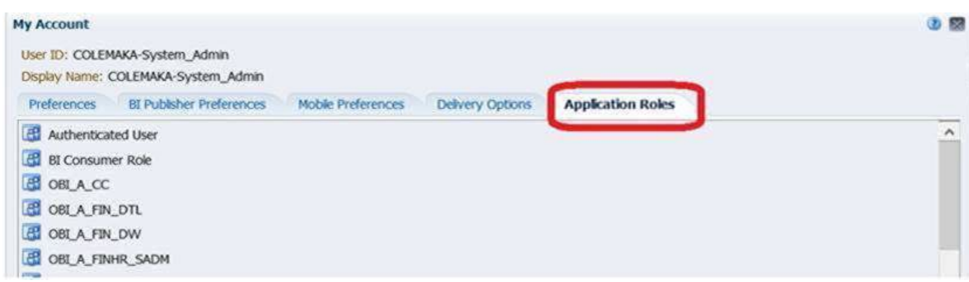
1. Either remove the '000000' from account or replace with a valid account and the Campus name will appear.



2. If these is a valid account in the Account Field or the field is blank and the campus is still 'NULL', ask your campus security administrator to check your permissions and accounts assigned and update if necessary. If your permission should be:

a. Account Level Users, the account needs to be assigned to your user id. To add an account to a user the campus security administrator uses the 'SUNY FMS and BI Account Security' link.

b. Campus-Wide Level Users, you were assigned OBI_FIN_ACCT by mistake, your campus security administrator needs to remove this permission. To check your permissions for 'OBI_FIN_ACCT', click on your user id in the upper right-hand corner, click on 'My Account', click on 'Application Roles'.



<u>Tip#3: How to use the Include and Exclude Column Feature:</u>

The user can change the display of the output of a dashboard by including or excluding columns available in the dashboard. This is done by using the <u>include column or exclude column</u> feature.

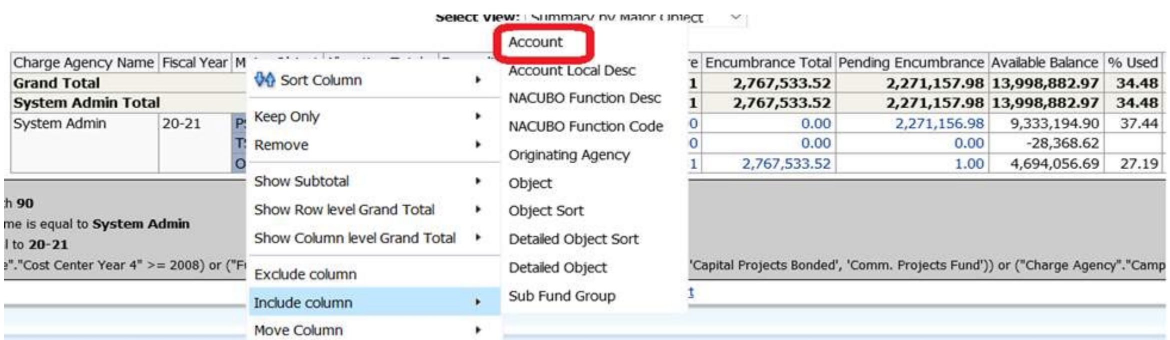
1. To Include a column: Hover over any column heading (the new column will be inserted to the right of the column you are on) then right mouse button click on a column heading, a menu will appear. Hover over the 'include column' option and click on the name of the column you wish to include.
2. To Exclude a column: Right mouse button click on the column you wish to exclude, a menu will appear. Click the 'exclude column' option.

Example: To include the Account and Account Description, and exclude the Fiscal Year from the default display of Account Summary>Account Summary Dashboard Page:

Default Display:

Charge Agency Name	Fiscal Year	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total			**21,366,430.00**	**2,306,224.22**	**22,631.31**	**2,767,533.52**	**2,271,157.98**	**13,998,882.97**	**34.48**
System Admin Total			**21,366,430.00**	**2,306,224.22**	**22,631.31**	**2,767,533.52**	**2,271,157.98**	**13,998,882.97**	**34.48**
System Admin	20-21	PSR	14,919,234.00	3,314,882.12	0.00	0.00	2,271,156.98	9,333,194.90	37.44
		TS	0.00	28,368.62	0.00	0.00	0.00	-28,368.62	
		OTPS	6,447,196.00	-1,037,026.52	22,631.31	2,767,533.52	1.00	4,694,056.69	27.19

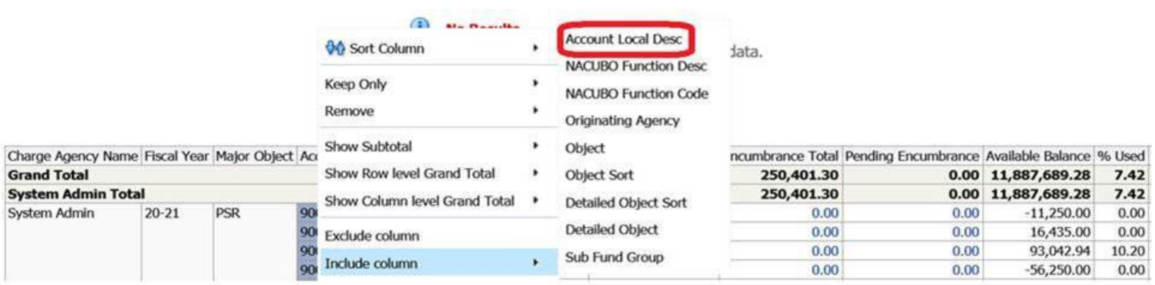
1. Include the Account column by hovering over a column (in this example we will hover over Major Object), click the right mouse button, hover over include column, click on Account.



2. Account number is displayed to the right of the Major Object column.

Charge Agency Name	Fiscal Year	Major Object	Account	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**12,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin Total				**12,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin	20-21	PSR	900300-02	-11,250.00	0.00	0.00	0.00	0.00	-11,250.00	0.00
			900533	16,435.00	0.00	0.00	0.00	0.00	16,435.00	0.00
			900632	103,616.00	10,573.06	0.00	0.00	0.00	93,042.94	10.20
			900640	-56,250.00	0.00	0.00	0.00	0.00	-56,250.00	0.00
			900650-01	3,393.00	3,866.66	0.00	0.00	0.00	-473.66	113.96
			900650-02	-159,000.00	0.00	0.00	0.00	0.00	-159,000.00	0.00
			900650-03	136,775.00	20,048.24	0.00	0.00	0.00	116,726.76	14.66
			900650-04	-4,500.00	0.00	0.00	0.00	0.00	-4,500.00	0.00
			900650-15	144,965.00	17,941.46	0.00	0.00	0.00	127,023.54	12.38
			900650-20	-26,250.00	0.00	0.00	0.00	0.00	-26,250.00	0.00
			900650-80	-24,000.00	0.00	0.00	0.00	0.00	-24,000.00	0.00
			900660-01	-30,000.00	0.00	0.00	0.00	0.00	-30,000.00	0.00
			900704-01	163,324.00	16,665.68	0.00	0.00	0.00	146,658.32	10.20

3. Repeat the process to add the account local description.



4. Now the display includes the Account and Account Description.

Charge Agency Name	Fiscal Year	Major Object	Account	Account Local Desc	llocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					**2,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin Total					**2,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin	20-21	PSR	900300-02	CONFERENCES	-11,250.00	0.00	0.00	0.00	0.00	-11,250.00	0.00
			900533	OASAS COLLEGE ENV PREV GRANT	16,435.00	0.00	0.00	0.00	0.00	16,435.00	0.00
			900632	CAPITAL FACILITIES PSR W FB	103,616.00	10,573.06	0.00	0.00	0.00	93,042.94	10.20
			900640	WAREHOUSE RENT	-56,250.00	0.00	0.00	0.00	0.00	-56,250.00	0.00
			900650-01	OPERATIONS MGMT	3,393.00	3,866.66	0.00	0.00	0.00	-473.66	113.96
			900650-02	BUILDING CONTRACTS	-159,000.00	0.00	0.00	0.00	0.00	-159,000.00	0.00
			900650-03	CUSTODIAL	136,775.00	20,048.24	0.00	0.00	0.00	116,726.76	14.66
			900650-04	BUILDING MODIFICATIONS	-4,500.00	0.00	0.00	0.00	0.00	-4,500.00	0.00
			900650-15	MAINTENANCE	144,965.00	17,941.46	0.00	0.00	0.00	127,023.54	12.38
			900650-20	ENGINEERING	-26,250.00	0.00	0.00	0.00	0.00	-26,250.00	0.00
			900650-80	423 OPERATIONS	-24,000.00	0.00	0.00	0.00	0.00	-24,000.00	0.00
			900660-01	RESIDENCE OPS & MAINTENANCE	-30,000.00	0.00	0.00	0.00	0.00	-30,000.00	0.00

5. Exclude a column by hovering over the column heading and clicking the right mouse button, then click on Exclude Column.

6. Display now includes the Account and Account Local Description and excludes the Fiscal Year.

Charge Agency Name	Major Object	Account	Account Local Desc	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				**12,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin Total				**12,839,998.00**	**701,907.42**	**0.00**	**250,401.30**	**0.00**	**11,887,689.28**	**7.42**
System Admin	PSR	900300-02	CONFERENCES	-11,250.00	0.00	0.00	0.00	0.00	-11,250.00	0.00
		900533	OASAS COLLEGE ENV PREV GRANT	16,435.00	0.00	0.00	0.00	0.00	16,435.00	0.00
		900632	CAPITAL FACILITIES PSR W FB	103,616.00	10,573.06	0.00	0.00	0.00	93,042.94	10.20
		900640	WAREHOUSE RENT	-56,250.00	0.00	0.00	0.00	0.00	-56,250.00	0.00
		900650-01	OPERATIONS MGMT	3,393.00	3,866.66	0.00	0.00	0.00	-473.66	113.96
		900650-02	BUILDING CONTRACTS	-159,000.00	0.00	0.00	0.00	0.00	-159,000.00	0.00
		900650-03	CUSTODIAL	136,775.00	20,048.24	0.00	0.00	0.00	116,726.76	14.66
		900650-04	BUILDING MODIFICATIONS	-4,500.00	0.00	0.00	0.00	0.00	-4,500.00	0.00
		900650-15	MAINTENANCE	144,965.00	17,941.46	0.00	0.00	0.00	127,023.54	12.38
		900650-20	ENGINEERING	-26,250.00	0.00	0.00	0.00	0.00	-26,250.00	0.00
		900650-80	423 OPERATIONS	-24,000.00	0.00	0.00	0.00	0.00	-24,000.00	0.00
		900660-01	RESIDENCE OPS & MAINTENANCE	-30,000.00	0.00	0.00	0.00	0.00	-30,000.00	0.00
		900704-01	UNIVERSITY AUDIT	163,324.00	16,665.68	0.00	0.00	0.00	146,658.32	10.20
		900707	GOVERNMENT RELATIONS PSR W FB	21,350.00	0.00	0.00	0.00	0.00	21,350.00	0.00

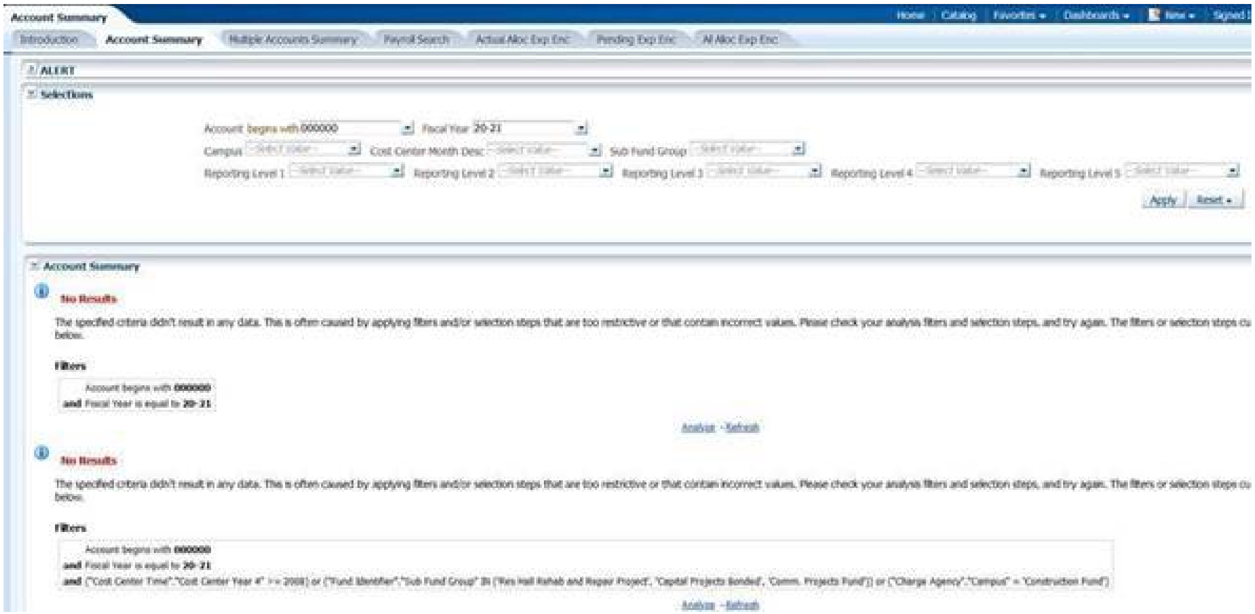
The ‘include’ and ‘exclude column’ feature works great with the customization and setting a default customization. See Tip#4.

<u>Tip#4: Customization and Setting a Default Customization (display):</u>

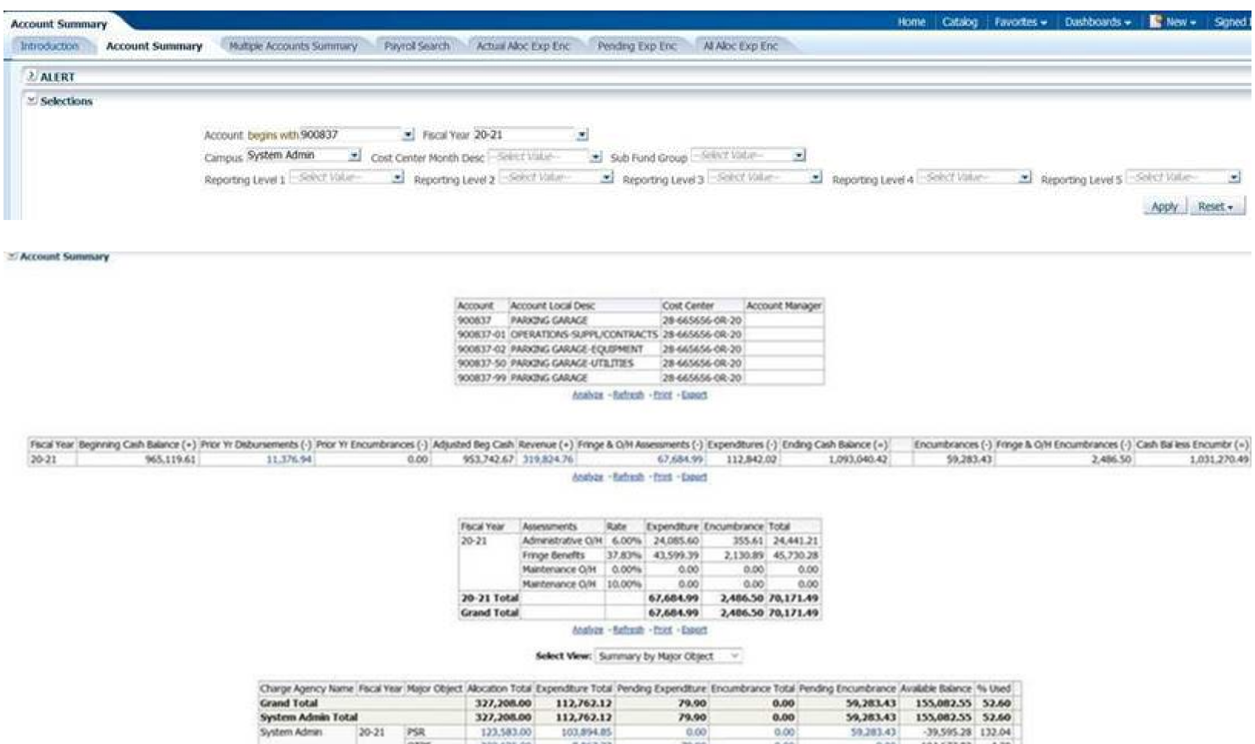
Saved customizations allow users to save and view later dashboard pages in their current state with their most frequently used items such as filters and column sorts. By saving customizations, users do not need to make these choices manually every time they access the dashboard page. To use the Customization Feature, first set up the dashboard page the way you want to view it. Put in your selections, click apply, edit display (include/exclude columns, move columns, add subtotals, etc.). Next, save the customization and apply the customization at any time. You can also set the customization to be your default display each time you go into that dashboard page.

How to use the customization feature:

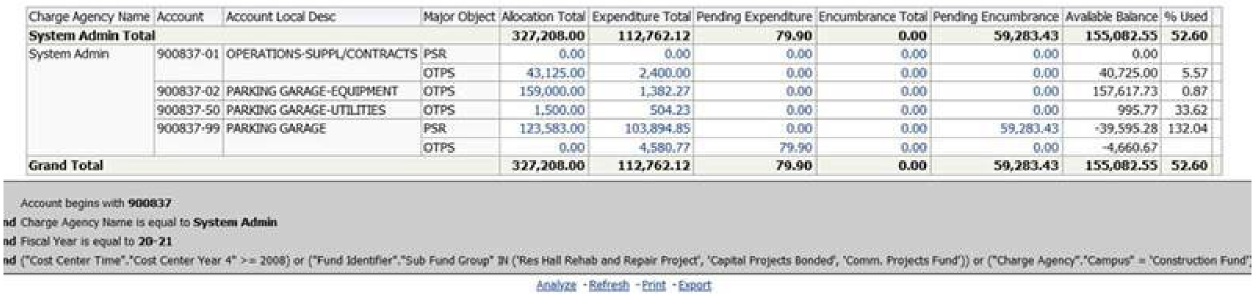
1. First, choose the dashboard. We will use Account Summary>Account Summary for this example. Below is the default display when the dashboard page is open.



2. Input your selections, click apply. For this example, account 900837, fiscal year 20-21 and campus System Administration are used.



3. Edit the display (include/exclude columns, move columns, add subtotals, etc.). For this example, the account number and account local description are included, and the fiscal year is excluded.

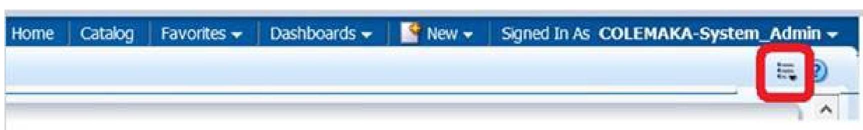


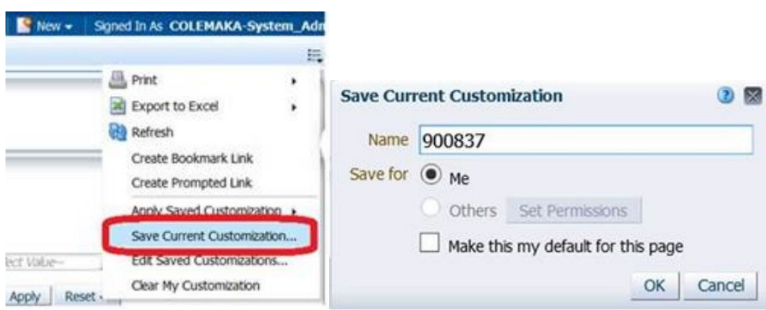
Charge Agency Name	Account	Account Local Desc	Major Object	Allocation Total	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
System Admin Total				**327,208.00**	**112,762.12**	**79.90**	**0.00**	**59,283.43**	**155,082.55**	**52.60**
System Admin	900837-01	OPERATIONS-SUPPL/CONTRACTS	PSR	0.00	0.00	0.00	0.00	0.00	0.00	
			OTPS	43,125.00	2,400.00	0.00	0.00	0.00	40,725.00	5.57
	900837-02	PARKING GARAGE-EQUIPMENT	OTPS	159,000.00	1,382.27	0.00	0.00	0.00	157,617.73	0.87
	900837-50	PARKING GARAGE-UTILITIES	OTPS	1,500.00	504.23	0.00	0.00	0.00	995.77	33.62
	900837-99	PARKING GARAGE	PSR	123,583.00	103,894.85	0.00	0.00	59,283.43	-39,595.28	132.04
			OTPS	0.00	4,580.77	79.90	0.00	0.00	-4,660.67	
Grand Total				**327,208.00**	**112,762.12**	**79.90**	**0.00**	**59,283.43**	**155,082.55**	**52.60**

Account begins with **900837**
nd Charge Agency Name is equal to **System Admin**
nd Fiscal Year is equal to **20-21**
nd ("Cost Center Time"."Cost Center Year 4" >= 2008) or ("Fund Identifier"."Sub Fund Group" IN ('Res Hall Rehab and Repair Project', 'Capital Projects Bonded', 'Comm. Projects Fund')) or ("Charge Agency"."Campus" = 'Construction Fund'

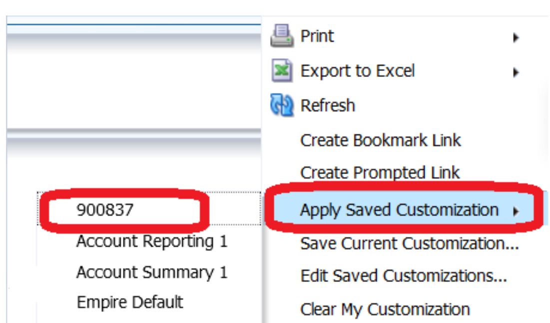
Analyze - Refresh - Print - Export

4. To save the current display, click on the three lines in the upper right-hand corner of your screen under your user id. A menu appears, click on Save Current Customization. A pop-up box appears, type in a name for your customization. For this example, the account number is the name of the customization.

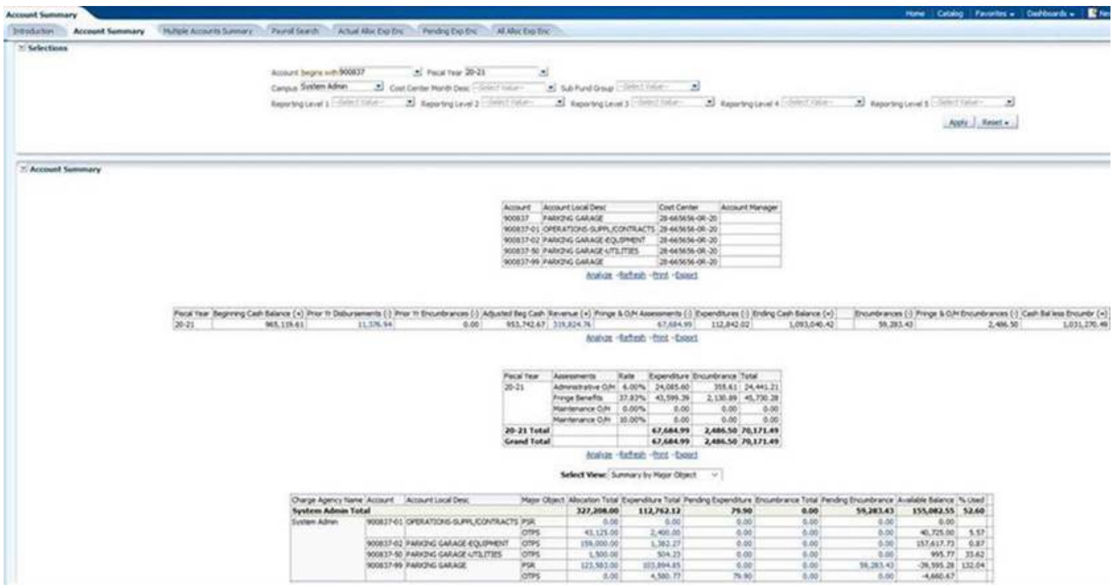




5. Next time you are on this dashboard page and you want to do the same query, in the upper right-hand corner of your screen, click on the three lines below your user id. Hover over Apply Saved Customization, a menu of your customizations will appear. Click on the one you want the dashboard to display.

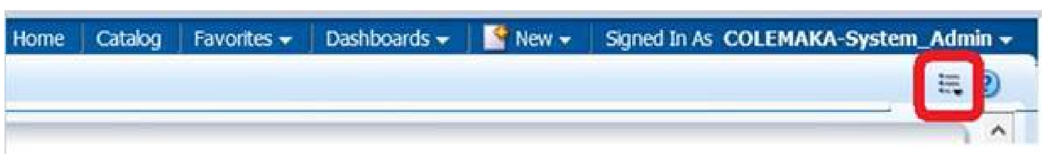


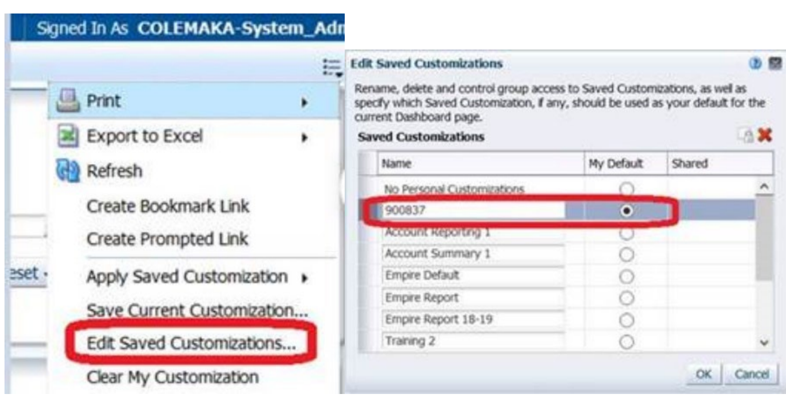
6. The preset display you customized will display.



How to set a Default Customization (default display):

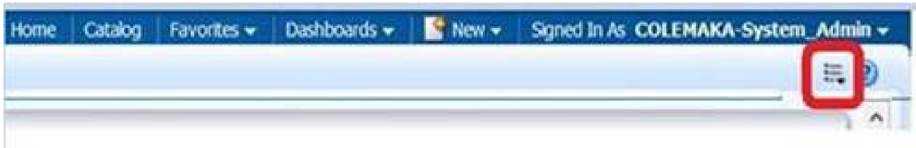
1. Click on the three lines in the upper right-hand corner of your screen, under your user id. A menu appears, click on Edit Saved Customizations. A pop-up box appears, click the button next to the Name of the Saved Customization you would like to set as your default. Click OK. Now, each time you go to that dashboard page the customization query will display.

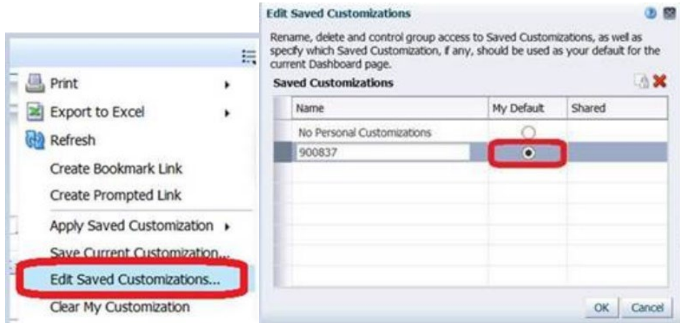




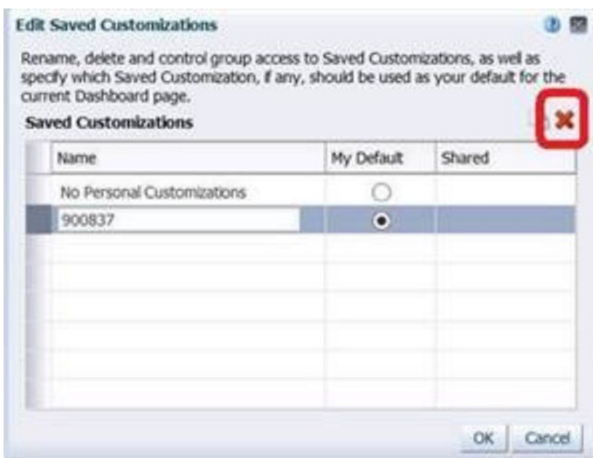
How to Delete Saved Customization:

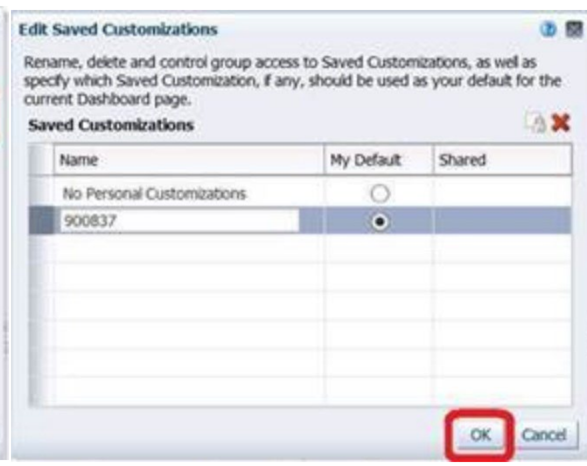
1. Click on the three lines in the upper right-hand corner of your screen, under your user id. A menu appears, click on Edit Saved Customizations. A pop-up box appears, click the button next to the Name of the Saved Customization you would like to delete.





2. Then click on the RED X (the delete button), this will delete the selected customization. Do not close out the pop-up box. This will not save the deleted action. Make sure to click the OK button after you delete the customization.





3. After this is done, you can create a new customization with the new fiscal year and make that your default.

Tip#5: Moving a Column from Table to Pivot Table Prompt or Sections:

When reviewing larger sets of data, the 'move column' to pivot table prompts and to sections options can be a very useful tool to help sort and easily view data. For fields that are category based and can have many lines of data associated with one category, (e.g., Campus, Fiscal Year, Transaction code, Transaction category, document type, date, etc.) moving the column to a pivot table prompt or sections can allow the user to group and view data by an individual value in that field without having to filter on value at a time. When a field has many unique values/results and only a few lines of data associated with it, moving a column to prompt of sections is not as useful of a tool as you will have to switch or scroll more to view the data or could cause the report to error.

Example: Used Transaction Inquiry>Transactions Dashboard, with the selections: Campus – System Admin, Acct.# - 900837, Fiscal Year – 19-20, and them move transaction category column to pivot table prompt.

1. When initially queried, the data results as the image below.

Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**1,354,165.07**
System Admin Total									**1,354,165.07**
System Admin	10/21/2020	204E	Encumbrance	NATIONAL GRID-UPSTATE UTILITY	190135	General IFR	900837-50	5551	-629.57
System Admin	08/17/2020	399	Disbursement	RYAN BIGGS CLARK DAVIS ENGINEERING &	EX46532	General IFR	900837-99	5855	7,995.00
System Admin	08/14/2020	203V	Encumbrance	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	900837-99	5855	-7,995.00
System Admin	08/14/2020	304A	Expenditure	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	900837-99	5855	7,995.00
System Admin	08/14/2020	319	Disbursement	JUN'20 Cell Phone Recharges	WX49141	General IFR	900837-99	5425	101.99
System Admin	08/14/2020	319	Disbursement	V#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	900837-99	5425	92.82
System Admin	08/14/2020	319J	Expenditure	JUN'20 Cell Phone Recharges	WX49141	General IFR	900837-99	5425	101.99
System Admin	08/14/2020	319J	Expenditure	V#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	900837-99	5425	92.82
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	3300	14.97
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	3562	52.12
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	3600	145.00
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	3600	71.19
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	5137	96.89
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/10/2020	319J	Expenditure	BECKERS FARM	WW34748	General IFR	900837-99	3600	71.19
System Admin	07/10/2020	319J	Expenditure	GRASSLAND EQUIPMENT & IRR	WW34748	General IFR	900837-99	5137	96.89
System Admin	07/10/2020	319J	Expenditure	JIFFY LUBE #453	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/10/2020	319J	Expenditure	JIFFY LUBE #453	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/10/2020	319J	Expenditure	THE HOME DEPOT #1263	WW34748	General IFR	900837-99	3300	14.97
System Admin	07/10/2020	319J	Expenditure	VALLEY GREEN - ALBANY	WW34748	General IFR	900837-99	3600	145.00
System Admin	07/10/2020	319J	Expenditure	ZORO TOOLS INC	WW34748	General IFR	900837-99	3562	52.12
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	0600	1,058.30

Rows 1 - 25

2. Moving to pivot table prompts allows the user to quickly toggle between the resulting values, and see all data associated with an individual value in the prompted field. This is like applying a filter or selection on a dashboard, but the data for all other resulting values in the prompted field are loaded and easily switched between.

Transaction Category: Allocation

- Allocation
- Disbursement
- Encumbrance
- Expenditure
- Revenue - by Account

ampus	Transacti		ans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
rand Total								**319,702.00**
ystem Admin Total								**319,702.00**
ystem Admin	02/06/2C		366 6560R19	4059558	General IFR	900837-01	3000	45,000.00
ystem Admin	02/06/2C		366 6560R19	4059558	General IFR	900837-01	5000	12,500.00
ystem Admin	02/06/2C		366 6560R19	4059558	General IFR	900837-02	7200	53,000.00
			56560R19	4059558	General IFR	900837-50	5500	2,000.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	0000	189,022.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	1970	13,180.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	2610	5,000.00

Charge Agency Name is equal to **System Admin**
and Account begins with **900837**
and Fiscal Year is equal to **19-20**

Analyze - Refresh - Print - Export

3. Moving to sections allows the user to continue to view all data at once and on one page but organizes by the sectioned field into separate tables.

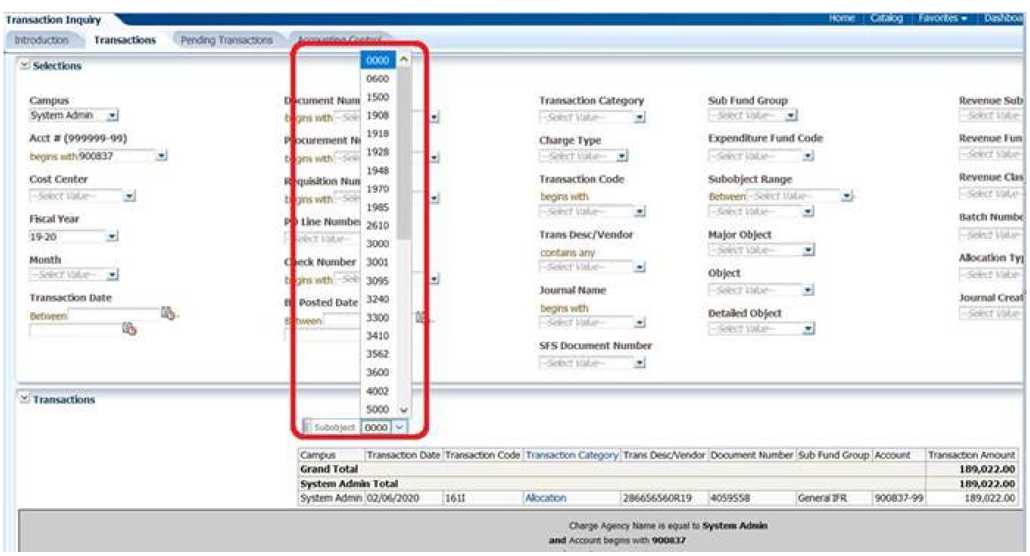
Allocation

Campus	Transaction Date	Transaction Code	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total								**319,702.00**
System Admin Total								**319,702.00**
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-01	3000	45,000.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-01	5000	12,500.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-02	7200	53,000.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-50	5500	2,000.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	0000	189,022.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	1970	13,180.00
System Admin	02/06/2020	161I	286656560R19	4059558	General IFR	900837-99	2610	5,000.00

Disbursement

Campus	Transaction Date	Transaction Code	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total								**249,812.75**
System Admin Total								**249,812.75**
System Admin	08/17/2020	399	RYAN BIGGS CLARK DAVIS ENGINEERING &	EX46532	General IFR	900837-99	5855	7,995.00
System Admin	08/14/2020	319	JUN'20 Cell Phone Recharges	WX49141	General IFR	900837-99	5425	101.99
System Admin	08/14/2020	319	JV#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	900837-99	5425	92.82
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	3300	14.97
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	3562	52.12
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	3600	145.00
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	3600	71.19
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	5137	96.89
System Admin	07/10/2020	319	BECKERS FARM	WW34748	General IFR	900837-99	5137	21.00
System Admin	07/06/2020	389		P062420	General IFR	900837-99	0600	1,058.30
System Admin	07/06/2020	389		P062420	General IFR	900837-99	1500	1,697.84
System Admin	07/06/2020	389		P062420	General IFR	900837-99	1908	8.82
System Admin	06/30/2020	399	NATIONAL GRID-UPSTATE UTILITY	EW60418	General IFR	900837-50	5551	24.52
System Admin	06/24/2020	319	AMAZON.COM MY45M4NQ2 AMZN	WV96469	General IFR	900837-99	3095	8.98
System Admin	06/24/2020	319	AMAZON.COM MY45M4NQ2 AMZN	WV96469	General IFR	900837-99	3410	74.95

4. As seen above, the rows of data show the same data, but now are grouped by Transaction Category and totals between categories are easily identifiable.
5. When a field has many unique values/results and only a few lines of data associated with it, moving a column to pivot table prompt or sections is not as useful of a tool as you will have to switch or scroll more to view the data. If there are too many unique values using the pivot table prompt or section, it could cause an error on the report. If this occurs, go to another dashboard, and then go back to the dashboard you were using. This will reset the page to the default display.



How to Move Column to Pivot Table Prompt or Sections – 2 ways:

1. Click – hold – drag by the column Heading: This is like moving columns to the left or right.

a. Left click when the column heading has a bar across the top and your cursor changes to a double arrowed cross.

Campus	Transaction Date	Transaction Cod	Transaction Cat...	ans Desc/Vendor	Document Number	Sub Fund Group	Subobject	Account	Transaction Amount
Grand Total									**1,354,165.07**
System Admin Total									**1,354,165.07**
System Admin	10/21/2020	204E	Encumbrance	NATIONAL GRID-UPSTATE UTILITY	190135	General IFR	5551	900837-50	-629.57
System Admin	08/17/2020	399	Disbursement	RYAN BIGGS CLARK DAVIS ENGINEERING &	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	203V	Encumbrance	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	-7,995.00
System Admin	08/14/2020	304A	Expenditure	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	319	Disbursement	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99
System Admin	08/14/2020	319	Disbursement	JV#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	5425	900837-99	92.82
System Admin	08/14/2020	319J	Expenditure	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99
System Admin	08/14/2020	319J	Expenditure	JV#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	5425	900837-99	92.82
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	3300	900837-99	14.97
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	3562	900837-99	52.12
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	3600	900837-99	145.00
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	3600	900837-99	71.19
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	5137	900837-99	21.00
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	5137	900837-99	96.89
System Admin	07/10/2020	319	Disbursement	BECKERS FARM	WW34748	General IFR	5137	900837-99	21.00
System Admin	07/10/2020	319J	Expenditure	BECKERS FARM	WW34748	General IFR	3600	900837-99	71.19
System Admin	07/10/2020	319J	Expenditure	GRASSLAND EQUIPMENT & IRR	WW34748	General IFR	5137	900837-99	96.89
System Admin	07/10/2020	319J	Expenditure	JIFFY LUBE #453	WW34748	General IFR	5137	900837-99	21.00
System Admin	07/10/2020	319J	Expenditure	JIFFY LUBE #453	WW34748	General IFR	5137	900837-99	21.00
System Admin	07/10/2020	319J	Expenditure	THE HOME DEPOT #1263	WW34748	General IFR	3300	900837-99	14.97
System Admin	07/10/2020	319J	Expenditure	VALLEY GREEN - ALBANY	WW34748	General IFR	3600	900837-99	145.00
System Admin	07/10/2020	319J	Expenditure	ZORO TOOLS INC	WW34748	General IFR	3562	900837-99	52.12
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	0600	900837-99	1,058.30

b. Drag the column to the white space above the Table and look for a blue highlighted bar indicating to 'let go' of column. The blue highlighted bar will say Pivot Table Prompt, or Sections. To place into pivot table prompt, drag the column slightly higher in the white space, to place into section, drag the column slightly lower in the white space. This area can be sensitive and can easily miss the correct area to drop the column into. As you drag your mouse you will see the blue bar pop-up and as used more often, the user will be able to better place the column.

Pivot Table Prompts

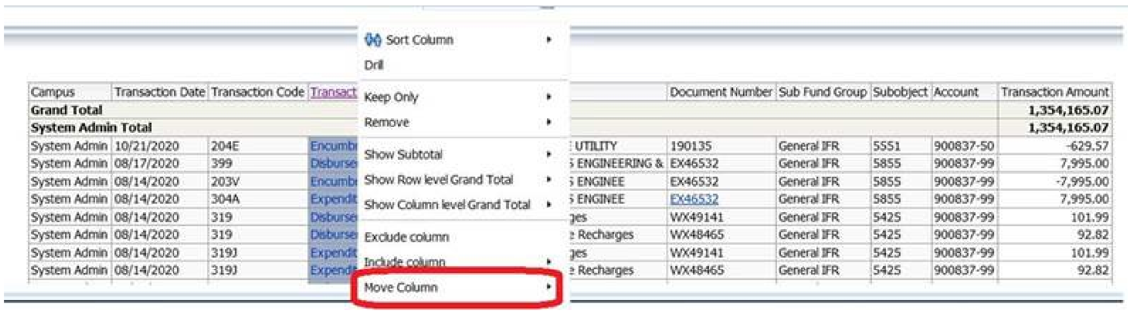
Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Subobject	Account	Transaction Amount
Grand Total									**1,354,165.07**
System Admin Total									**1,354,165.07**
System Admin	10/21/2020	204E	Encumbrance	NATIONAL GRID-UPSTATE UTILITY	190135	General IFR	5551	900837-50	-629.57
System Admin	08/17/2020	399	Disbursement	RYAN BIGGS CLARK DAVIS ENGINEERING &	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	203V	Encumbrance	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	-7,995.00
System Admin	08/14/2020	304A	Expenditure	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	319	Disbursement	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99
System Admin	08/14/2020	319	Disbursement	JV#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	5425	900837-99	92.82
System Admin	08/14/2020	319J	Expenditure	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99

c. Release your mouse to put the column into prompts or sections.

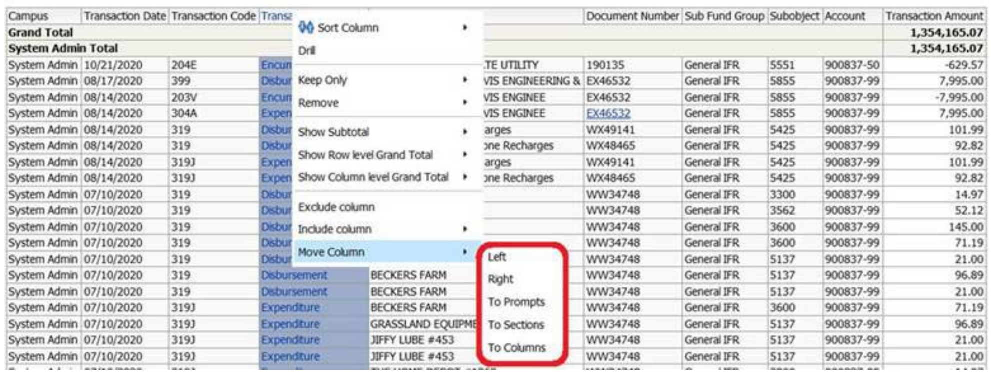
Sections

Campus	Transaction Date	Transaction Code	Transact	dor	Document Number	Sub Fund Group	Subobject	Account	Transaction Amount
Grand Total									**1,354,165.07**
System Admin Total									**1,354,165.07**
System Admin	10/21/2020	204E	Encumbrance	NATIONAL GRID-UPSTATE UTILITY	190135	General IFR	5551	900837-50	-629.57
System Admin	08/17/2020	399	Disbursement	RYAN BIGGS CLARK DAVIS ENGINEERING &	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	203V	Encumbrance	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	-7,995.00
System Admin	08/14/2020	304A	Expenditure	RYAN BIGGS CLARK DAVIS ENGINEE	EX46532	General IFR	5855	900837-99	7,995.00
System Admin	08/14/2020	319	Disbursement	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99
System Admin	08/14/2020	319	Disbursement	JV#402 MAY'20 Cell Phone Recharges	WX48465	General IFR	5425	900837-99	92.82
System Admin	08/14/2020	319J	Expenditure	JUN'20 Cell Phone Recharges	WX49141	General IFR	5425	900837-99	101.99

2. Right-Click on column heading and select 'Move Column' on drop down.
   a. Right-Click on column heading to open drop down menu.



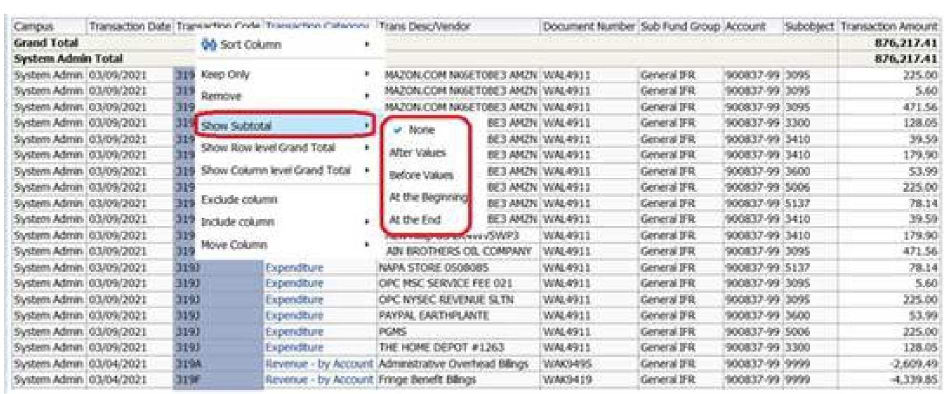
b. Hover over 'Move Column' to show drop down list of options and left click on where you would like to move your column to.



Tip#6: Subtotal and Grand Total Features:

When working in BI dashboards, you have the option to add a subtotal on any chosen field. You also have the option to add a grand total to the query. This will allow you to display totals the way it should be shows according to the user's preferences.

1. Right click on the column header of the field you would like to subtotal. Hover over subtotal, and the options show to place the subtotal 'after values,' 'before values,' 'at the beginning,' or 'at the end.' Subtotals can be changed at any time by repeating these steps and selecting a different totaling option.



a. Example of subtotals 'Before Values':

Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**876,217.41**
System Admin Total									**876,217.41**
System Admin	03/09/2021	**319 Total**							**1,406.83**
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	**319J Total**							**1,406.83**
System Admin	03/09/2021	319J	Expenditure	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319J	Expenditure	AMZN Mktp US ZR4WVSWP3	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319J	Expenditure	MAIN BROTHERS OIL COMPANY	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319J	Expenditure	NAPA STORE 0508085	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	OPC MSC SERVICE FEE 021	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319J	Expenditure	OPC NYSEC REVENUE SLTN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319J	Expenditure	PAYPAL EARTHPLANTE	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319J	Expenditure	PGMS	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319J	Expenditure	THE HOME DEPOT #1263	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/04/2021	**319A Total**							**-2,609.49**
System Admin	03/04/2021	319A	Revenue - by Account	Administrative Overhead Billings	WAK9495	General IFR	900837-99	9999	-2,609.49
System Admin	03/04/2021	**319F Total**							**-4,339.85**

b. Example of subtotals 'At the Beginning':

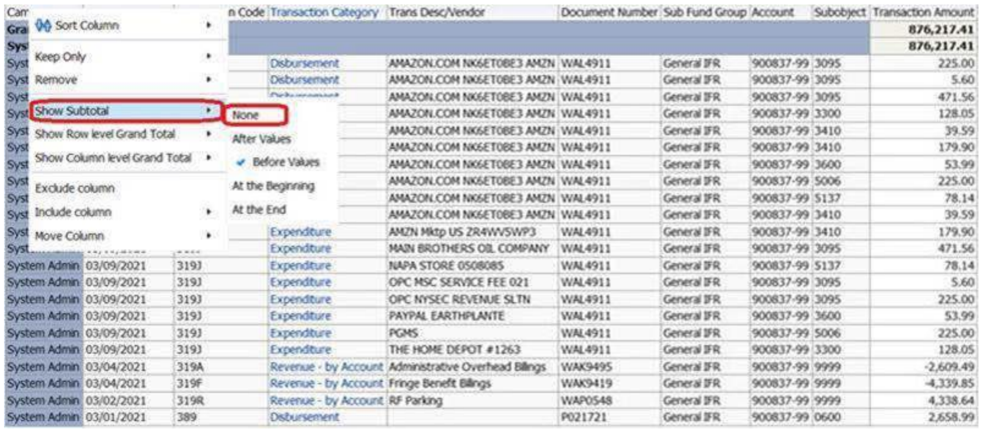
Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
System Admin Total									**876,217.41**
System Admin	03/09/2021	**319 Total**							**1,406.83**
System Admin	03/09/2021	**319J Total**							**1,406.83**
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319J	Expenditure	AMZN Mktp US ZR4WVSWP3	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319J	Expenditure	MAIN BROTHERS OIL COMPANY	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319J	Expenditure	NAPA STORE 0508085	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	OPC MSC SERVICE FEE 021	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319J	Expenditure	OPC NYSEC REVENUE SLTN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319J	Expenditure	PAYPAL EARTHPLANTE	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319J	Expenditure	PGMS	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319J	Expenditure	THE HOME DEPOT #1263	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/04/2021	**319A Total**							**-2,609.49**
System Admin	03/04/2021	**319F Total**							**-4,339.85**
System Admin	03/04/2021	319A	Revenue - by Account	Administrative Overhead Billings	WAK9495	General IFR	900837-99	9999	-2,609.49
System Admin	03/04/2021	319F	Revenue - by Account	Fringe Benefit Billings	WAK9419	General IFR	900837-99	9999	-4,339.85

Rows 1 - 25

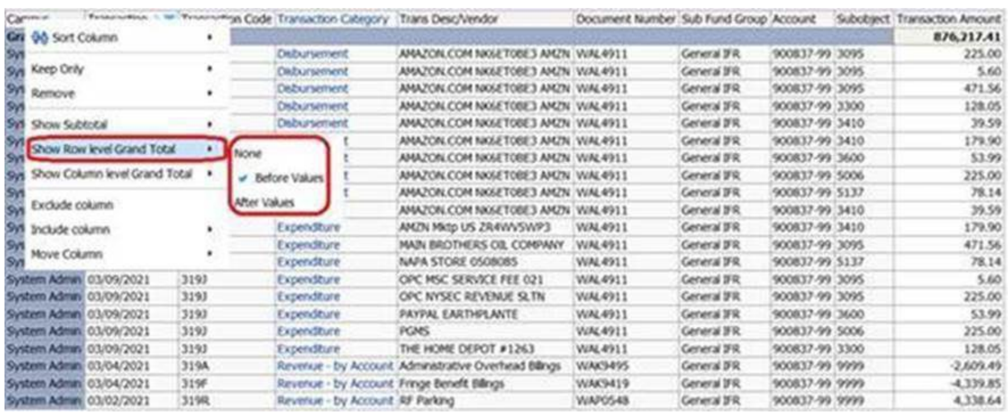
c. Please note that on some queries, subtotals or grand totals are already included in the default display.

Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**876,217.41**
System Admin Total									**876,217.41**
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	AMAZON.COM NK6ETOBE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319J	Expenditure	AMZN Mktp US ZR4WVSWP3	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319J	Expenditure	MAIN BROTHERS OIL COMPANY	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319J	Expenditure	NAPA STORE 0508085	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	OPC MSC SERVICE FEE 021	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319J	Expenditure	OPC NYSEC REVENUE SLTN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319J	Expenditure	PAYPAL EARTHPLANTE	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319J	Expenditure	PGMS	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319J	Expenditure	THE HOME DEPOT #1263	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/04/2021	319A	Revenue - by Account	Administrative Overhead Billings	WAK9495	General IFR	900837-99	9999	-2,609.49

d. To remove subtotals, right click on the column header of the field that is subtotaled. Hover over subtotal and click 'None'.



2. To add Grand Total, right click on any field's column header, and hover over 'Show Row Level Grand total' or 'Show Column level Grand Total'. The user can choose 'Before Values'. Grand Totals can be changed at any time by repeating these steps and selecting a different totaling option.



   a. Example of Grand total by Row 'Before Values':

Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**876,217.41**
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319	Disbursement	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	AMAZON.COM NK6ET0BE3 AMZN	WAL4911	General IFR	900837-99	3410	39.59
System Admin	03/09/2021	319J	Expenditure	AMZN Mktp US ZR4WV5WP3	WAL4911	General IFR	900837-99	3410	179.90
System Admin	03/09/2021	319J	Expenditure	MAIN BROTHERS OIL COMPANY	WAL4911	General IFR	900837-99	3095	471.56
System Admin	03/09/2021	319J	Expenditure	NAPA STORE 0508085	WAL4911	General IFR	900837-99	5137	78.14
System Admin	03/09/2021	319J	Expenditure	OPC MSC SERVICE FEE 021	WAL4911	General IFR	900837-99	3095	5.60
System Admin	03/09/2021	319J	Expenditure	OPC NYSEC REVENUE SLTN	WAL4911	General IFR	900837-99	3095	225.00
System Admin	03/09/2021	319J	Expenditure	PAYPAL EARTHPLANTE	WAL4911	General IFR	900837-99	3600	53.99
System Admin	03/09/2021	319J	Expenditure	PGMS	WAL4911	General IFR	900837-99	5006	225.00
System Admin	03/09/2021	319J	Expenditure	THE HOME DEPOT #1263	WAL4911	General IFR	900837-99	3300	128.05
System Admin	03/04/2021	319A	Revenue - by Account	Administrative Overhead Billings	WAK9495	General IFR	900837-99	9999	-2,609.49
System Admin	03/04/2021	319F	Revenue - by Account	Fringe Benefit Billings	WAK9419	General IFR	900837-99	9999	-4,339.85
System Admin	03/02/2021	319R	Revenue - by Account	RF Parking	WAP0548	General IFR	900837-99	9999	4,338.64
System Admin	03/01/2021	389	Disbursement		P021721	General IFR	900837-99	0600	2,658.99
System Admin	03/01/2021	389	Disbursement		P021721	General IFR	900837-99	1500	2,965.00
System Admin	03/01/2021	389	Disbursement		P021721	General IFR	900837-99	1908	22.05

Rows 1 - 25

b. Example of Grand total by Column 'Before Values': (From Cash Reporting Dashboard)

20-21

				2020						Receipt Amount
Sub Fund Group	Major Receipt Group	Receipt Group	Sub Receipt Group	July	August	September	October	November	December	
Grand Total				**1,715,499.65**	**26,774,734.33**	**-14,396,835.96**	**-15,405,443.85**	**-742,304.72**	**1,604,911.83**	**-449,438.72**
Collection Fund-Campus Total				**1,715,499.65**	**26,774,734.33**	**-14,396,835.96**	**-15,405,443.85**	**-742,304.72**	**1,604,911.83**	**-449,438.72**
Collection Fund-Campus	Undistributed	Undistributed	Undistributed	1,715,499.65	26,774,734.33	-14,396,835.96	-15,405,443.85	-742,304.72	1,604,911.83	**-449,438.72**

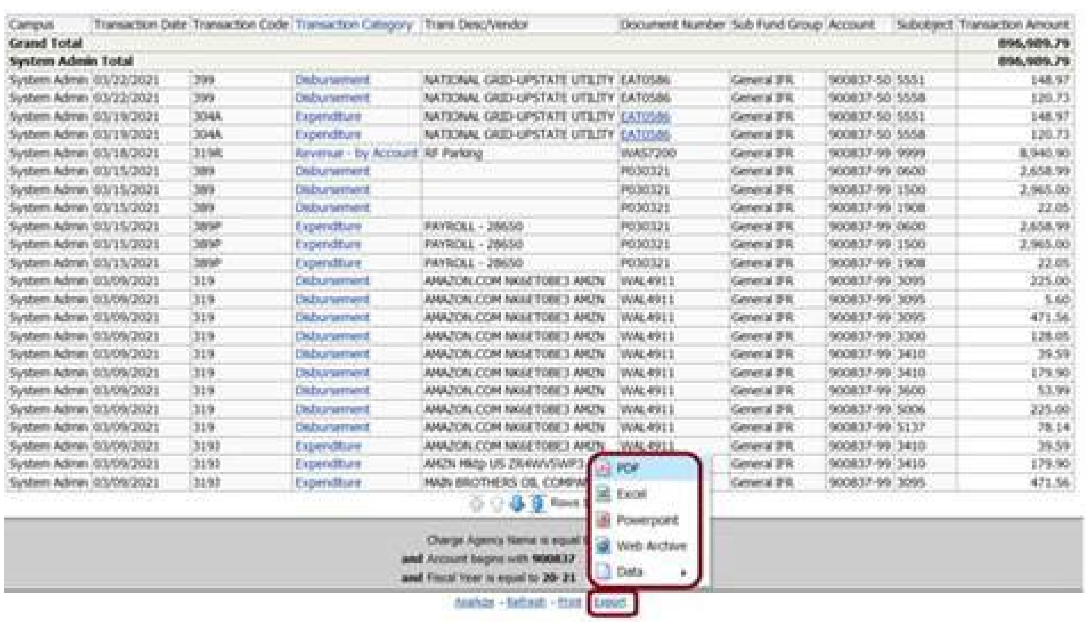
c. To remove Grand Total, right click on the column header of the field that is Grand Totaled. Hover over Grand Total and click 'None'.

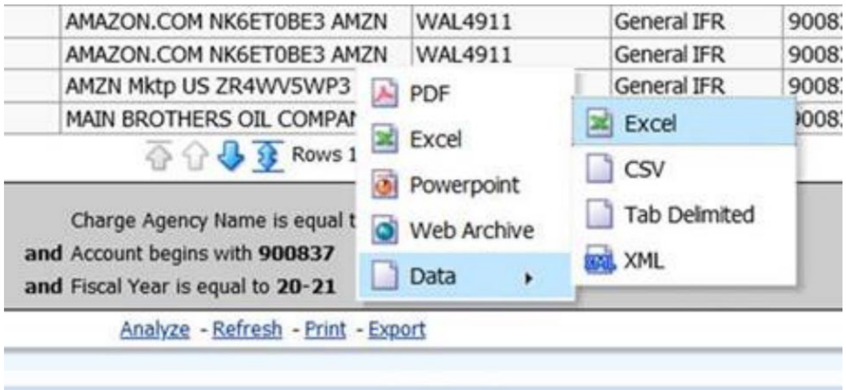
<u>Tip#7: Export and Print Feature:</u>

When working in BI dashboards, you have the option to export and print the data you are working with. The export feature allows you to send the data to a different application for further reporting. The print feature allows you to print the data that you need to present of file for reporting purposes. Both features would be useful when presenting on this data to others.

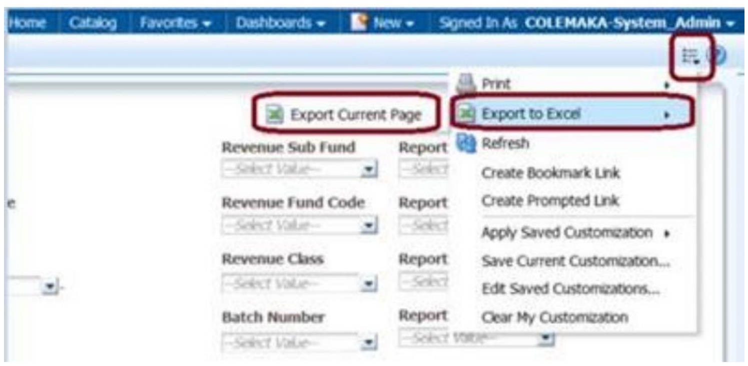
Export Feature:

1. The User has data pulled that need to be exported into Excel, the user has two options.
   a. Click on the Export button on the bottom of the dashboard, which gives you a couple different ways to export the data. PDF, Excel, PowerPoint, Web Archive, and More Data. More data opens to more options to export to Excel, CSV, Tab Delimited and XML options. This option will only export the report immediately above the Export button.





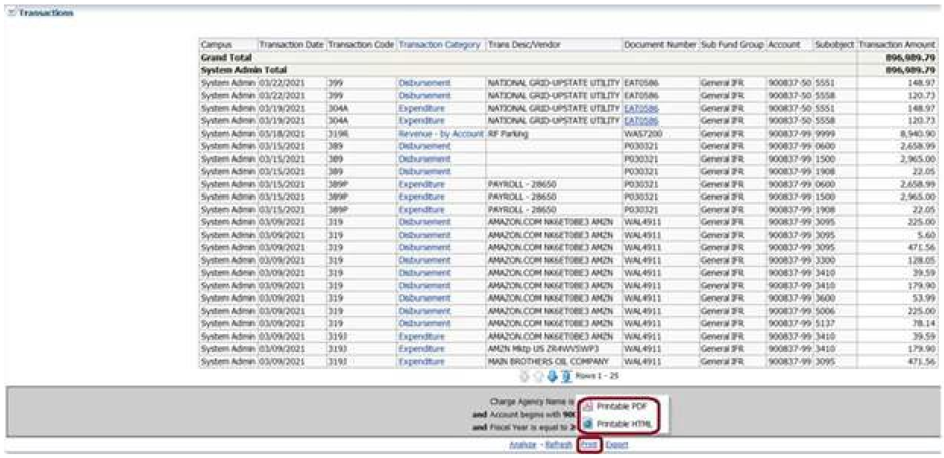
b. You can select the three lines 'Page Options' in the top right corner and get to export from there. This option will export the entire page including selection prompts. This is a good option for pages that have multiple reports such as Account Summary where there are four queries on the page.



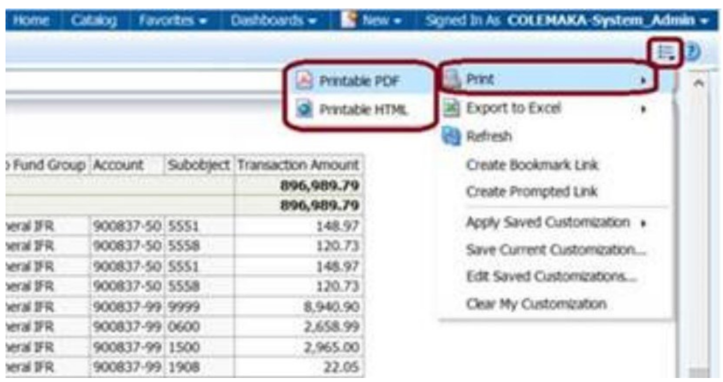
c. These is an option to export the data and get every field of information available. If you click the 'Export' button, go to the 'Data' option, and select CSV. This will download every field within the report including all fields that are available for inclusion.

Print Feature:

2. If the user would like to Print, you also have two options for this as well.
   a. The user can click the 'Print' button on the bottom of the screen, which asks if you would like to 'Printable PDF' or 'Printable HTML'. This option will only print the report immediately above the Print button.

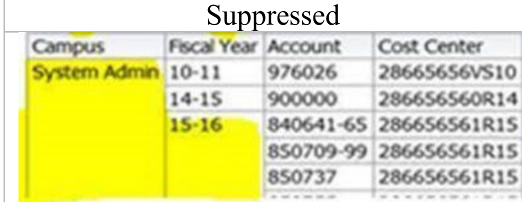
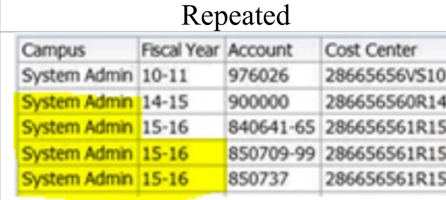


b. The user can also access the print option from the three lines 'Page Options' in the top right corner and print from there. This option will print the entire page including selection prompts. This is a good option for pages that have multiple reports such as Account Summary where there are four queries on the page.



<u>Tip#8: How to repeat data on each row when in Analysis (trick to quickly do it in Table view):</u>

When reporting in Analysis, the columns will default to suppressed. In other words, the data is not repeating on each row. This is how to get the data to repeat on every row with a quick trick to do it in table view. Data repeating on each row is helpful when exporting the data to excel for further review and analysis.

Suppressed	Vs.	Repeated
		

Suppressed:

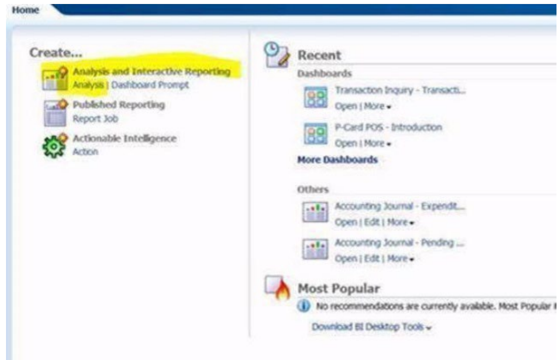
Campus	Fiscal Year	Account	Cost Center
System Admin	10-11	976026	28665656VS10
	14-15	900000	286656560R14
	15-16	840641-65	286656561R15
		850709-99	286656561R15
		850737	286656561R15

Repeated:

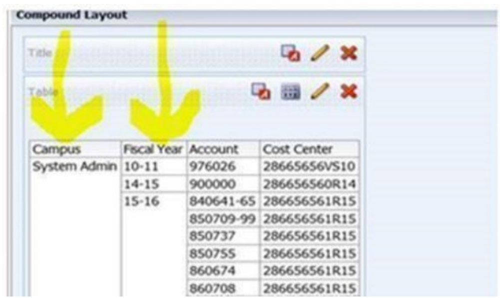
Campus	Fiscal Year	Account	Cost Center
System Admin	10-11	976026	28665656VS10
System Admin	14-15	900000	286656560R14
System Admin	15-16	840641-65	286656561R15
System Admin	15-16	850709-99	286656561R15
System Admin	15-16	850737	286656561R15

How to get the data to repeat on every row:

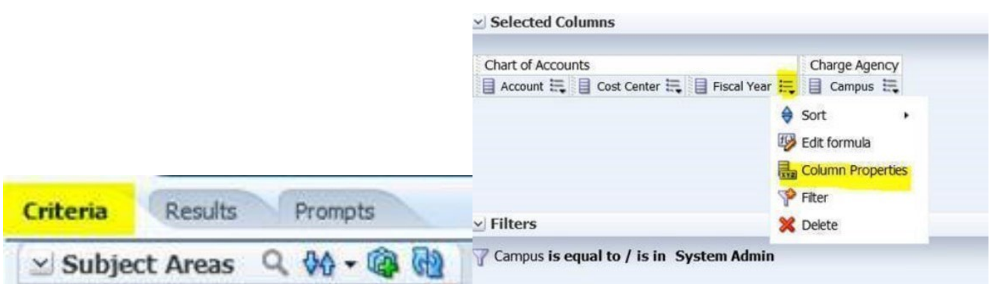
1. Go to Analysis from the home page or through the current dashboard you are in:

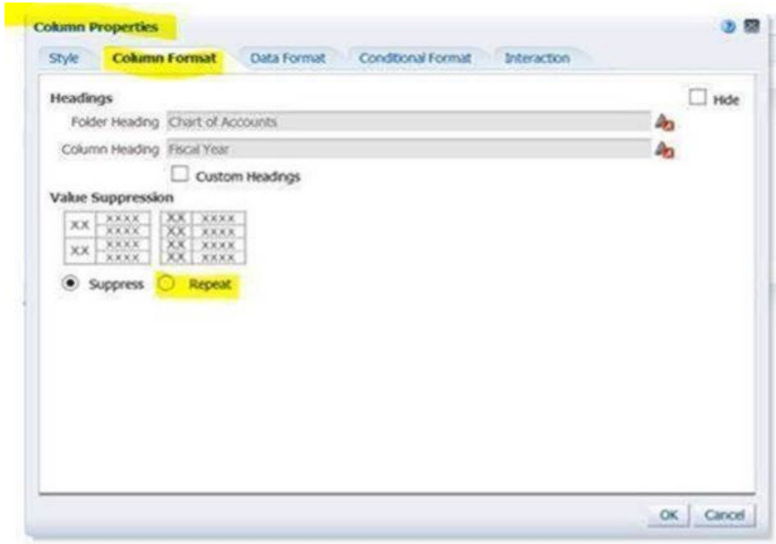


2. Select whatever fields you need for a query, example:

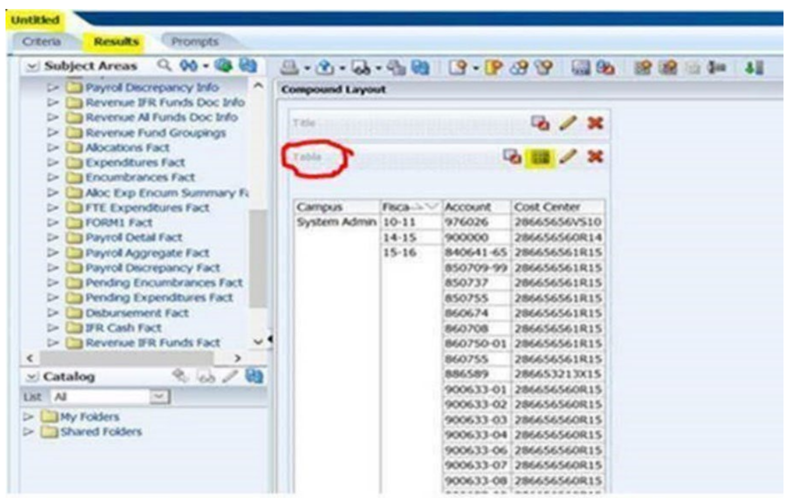


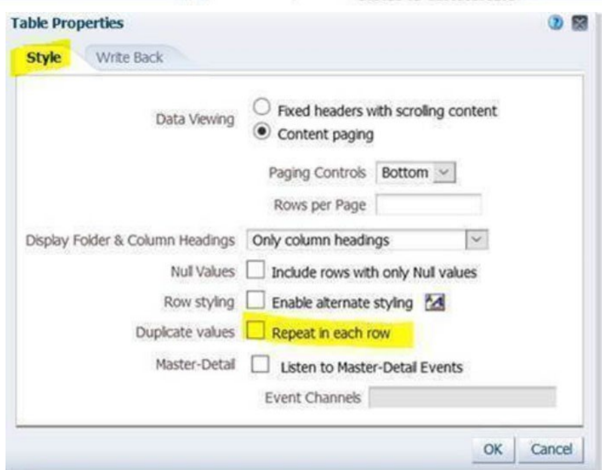
3. Notice how Campus and FY do not repeat on every line. When exporting in excel, it would be nice to have the lines repeating. Go to the criteria tab, on each selection hover over the 'three lines', click on the 'column properties' line, and the Column Properties box opens. Choose the 'Column Format' tab, then click on Repeat. You will need to do this for each selection you want repeated.



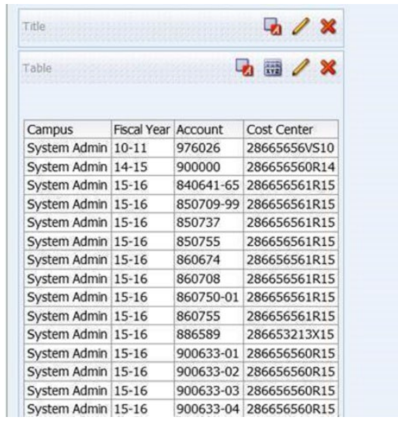


4. When the user is doing a table view, the user can stay in the results tab and click the XYZ button. In the style tab, choose the 'repeat in each row' option. As shown below:





5. Now all the columns are repeating the data in each row, making it easier to export and manipulate the data in Excel.



Title

Table

Campus	Fiscal Year	Account	Cost Center
System Admin	10-11	976026	28665656VS10
System Admin	14-15	900000	286656560R14
System Admin	15-16	840641-65	286656561R15
System Admin	15-16	850709-99	286656561R15
System Admin	15-16	850737	286656561R15
System Admin	15-16	850755	286656561R15
System Admin	15-16	860674	286656561R15
System Admin	15-16	860708	286656561R15
System Admin	15-16	860750-01	286656561R15
System Admin	15-16	860755	286656561R15
System Admin	15-16	886589	286653213X15
System Admin	15-16	900633-01	286656560R15
System Admin	15-16	900633-02	286656560R15
System Admin	15-16	900633-03	286656560R15
System Admin	15-16	900633-04	286656560R15

Tip#9: Graphing in BI Analysis:

When working in BI analysis, you have the option to place the data into a graph. The graph allows the data to present in another format rather than just the simple query. This would be useful when presenting on this data to others.

Graphing in BI:

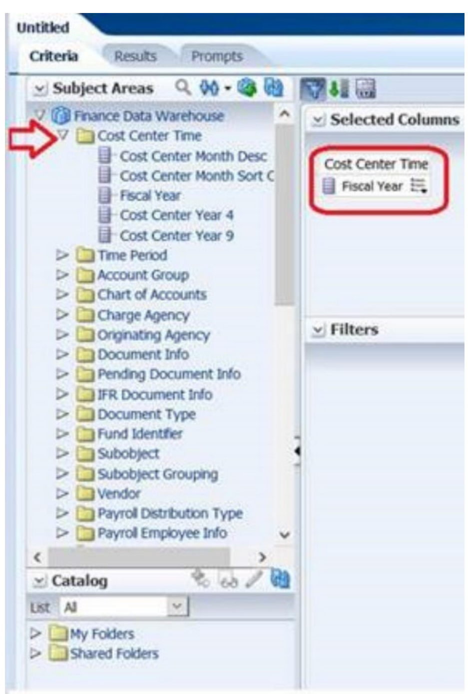
1. Tips on Graphing:
    a. Have a clear idea what information the graph should give.
        i. Identify which Data warehouse would best report the information needed.
    b. Keep the data fields simple.
    c. Use the BI Finance Stars and Dimensions document as reference.
    d. Use the BI Finance Data Dictionary for definitions of available fields.

Create a new Analysis:

1. At the top right of your screen, go to ‘New’ then click on ‘Analysis’. Select the data warehouse that you would like to use. You can also access ‘Analysis’ from the left of your screen under ‘Create’ and click on ‘Analysis’ under Analysis and Interactive Reporting.

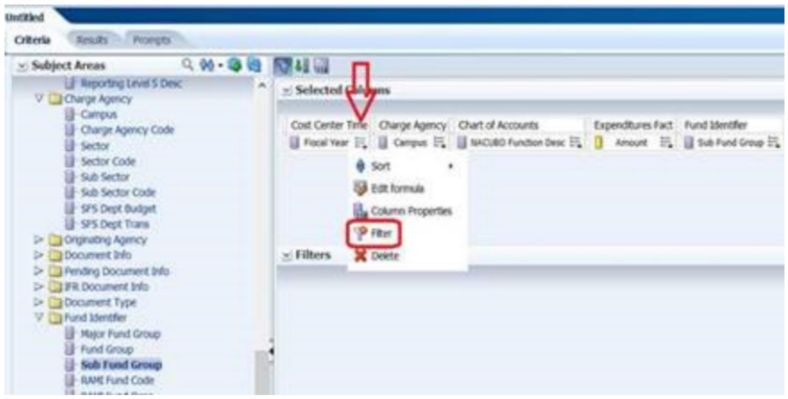
2. Select the data warehouse that you would like to use. We are going to use the Finance data warehouse. Start on the 'Criteria' Tab.

3. Find the Subject area menu on the left to find the fields needed to add to the report. Click the arrows to expand Dimension tables. Then Click and drag the field into 'Selected Columns' pane, you can also double click on the selected field and that will add it to the Selected Columns area.



Create New Filters

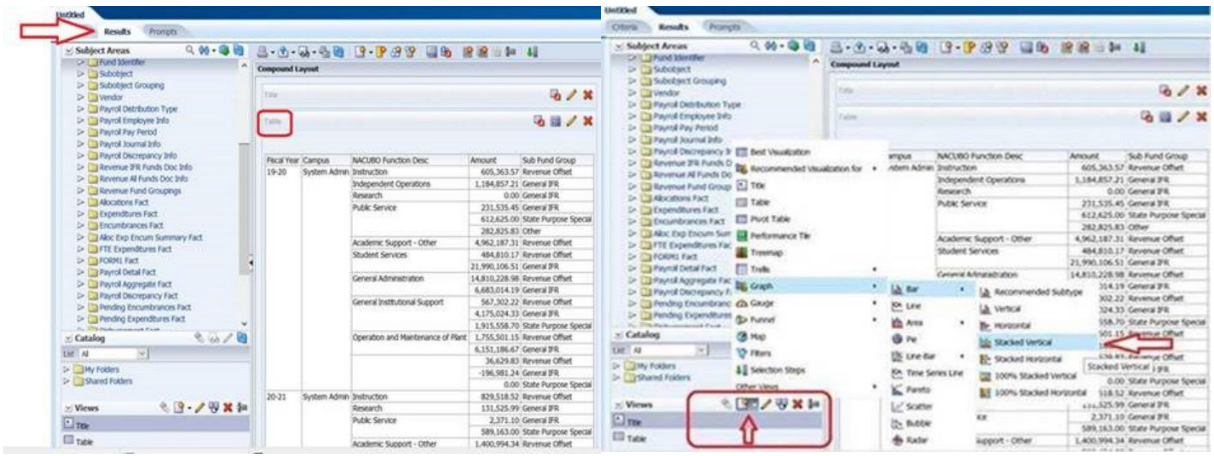
4. Apply filters to prevent larger queries from running. Click on the three bards on the right side of the field. Click filter, and a text box will appear. Select an operator for the filter to be applied. Select values for the operator to apply to, then view the applied filters in the 'Filters' pane.



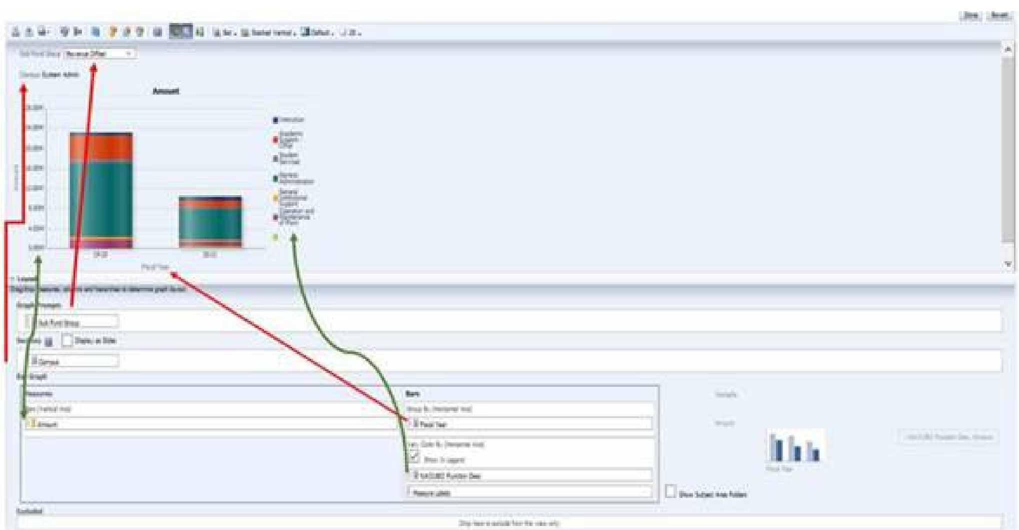
a. To edit a filter, hover over the filter, click the . To delete a filter, click the .

Results

5. To run the query, click on the 'Results' tab. The default view is a data table layout. To create a graph, go to 'New View' pane on the bottom left of the screen. Select the graph style.



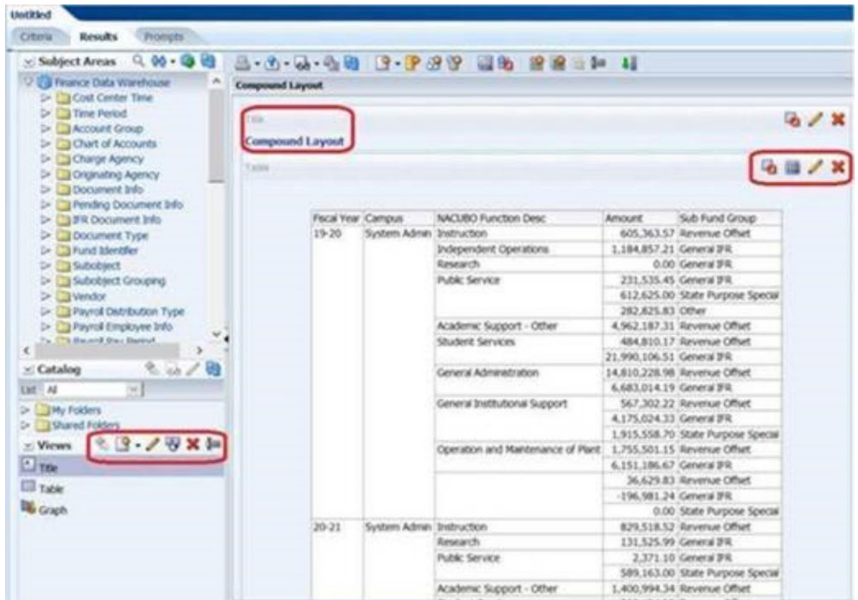
6. The 'Layout' pane will appear. BI will guess how you want to graph. Moving fields around and the layout pane will change the display of the graph. Work in the layout pane until your desired display is showing. Click 'Done' to save any changes. Click 'revert' to return to the original layout.



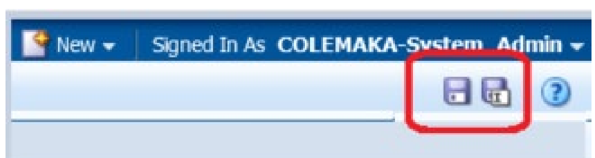
Compound Layout

7. The new view is not automatically added to the compound view layout. Click on the view name to select, then click on the  to add view into Compound layout. Click on the  in the compound layout to remove view from the report. Click on the  in the 'Views'

pane to delete the view completely. Click on the  to customize the layout name, and then click on the  to edit the layout.



8. Always remember to save your report to your catalog.



<u>Tip#10: Column Sort Feature:</u>

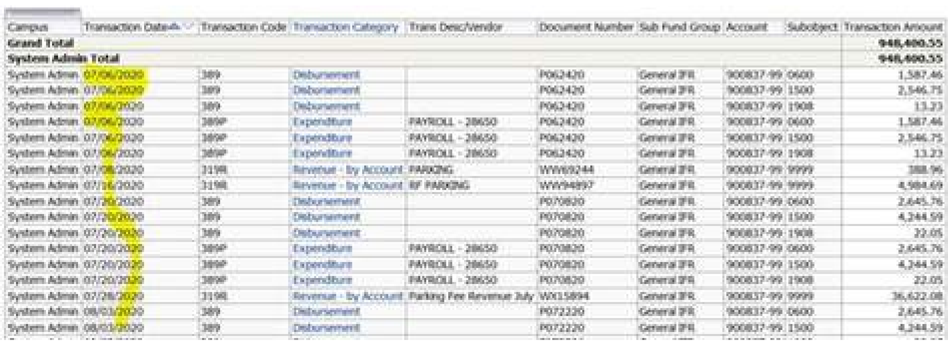
When working in BI dashboards, you have the option to sort the column so the data you are working with reports in an ascending or descending order. **This can be done on any column in every dashboard.

Column Sort Feature:

1. The user has the option to sort a column in an ascending order, on any column of data.
    a. Hover over the field column header you would like to sort ascending and select the up arrow next to the field name.

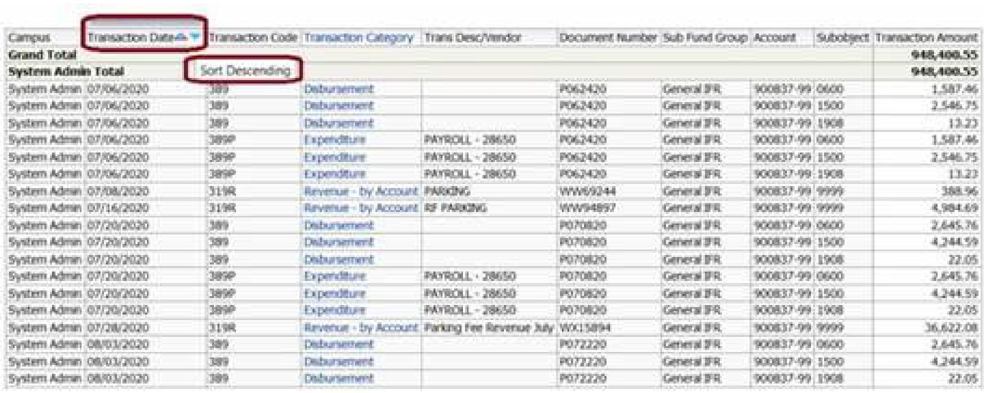
Campus	Transaction	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**948,400.55**
System Admin Total	Sort Ascending								**948,400.55**
System Admin	04/08/2021	319R	Revenue - by Account	Administrative Overhead Billings	WAQ1446	General IFR	900837-99	9999	-796.77
System Admin	04/08/2021	319F	Revenue - by Account	Fringe Benefit Billings	WAQ1493	General IFR	900837-99	9999	-6,407.70
System Admin	04/05/2021	319R	Revenue - by Account	CF pays Jan - Mar 2021 parking	WAV0170	General IFR	900837-99	9999	5,250.96
System Admin	04/05/2021	319R	Revenue - by Account	FOLEY FEDERAL COURTHOUS	WAV3396	General IFR	900837-99	9999	583.44
System Admin	04/05/2021	319R	Revenue - by Account	NYS Sales Tax	WAV3396	General IFR	900837-99	9999	-9,976.08
System Admin	04/05/2021	319R	Revenue - by Account	Parking Fee Revenue March	WAV2037	General IFR	900837-99	9999	47,512.96
System Admin	04/05/2021	319R	Revenue - by Account	RF PARKING	WAV3396	General IFR	900837-99	9999	3,951.87
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	0600	2,658.99
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	1500	2,965.00
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	1908	22.05
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	0600	2,658.99
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	1500	2,965.00
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	1908	22.05
System Admin	03/22/2021	399	Disbursement	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5551	148.97
System Admin	03/22/2021	399	Disbursement	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5558	120.73
System Admin	03/19/2021	304A	Expenditure	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5551	148.97
System Admin	03/19/2021	304A	Expenditure	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5558	120.73

b. The data will report with the oldest data first.



Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**948,400.55**
System Admin Total									**948,400.55**
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	0600	1,587.46
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	1500	2,546.75
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	1908	13.23
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	0600	1,587.46
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	1500	2,546.75
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	1908	13.23
System Admin	07/08/2020	319R	Revenue - by Account	PARKING	WW69244	General IFR	900837-99	9999	388.96
System Admin	07/16/2020	319R	Revenue - by Account	RF PARKING	WW94897	General IFR	900837-99	9999	4,984.69
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	0600	2,645.76
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	1500	4,244.59
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	1908	22.05
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	0600	2,645.76
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	1500	4,244.59
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	1908	22.05
System Admin	07/28/2020	319R	Revenue - by Account	Parking Fee Revenue July	WX15894	General IFR	900837-99	9999	36,622.08
System Admin	08/03/2020	389	Disbursement		P072220	General IFR	900837-99	0600	2,645.76
System Admin	08/03/2020	389	Disbursement		P072220	General IFR	900837-99	1500	4,244.59

2. To sort descending, the user would hover over the field column header and select the down arrow.



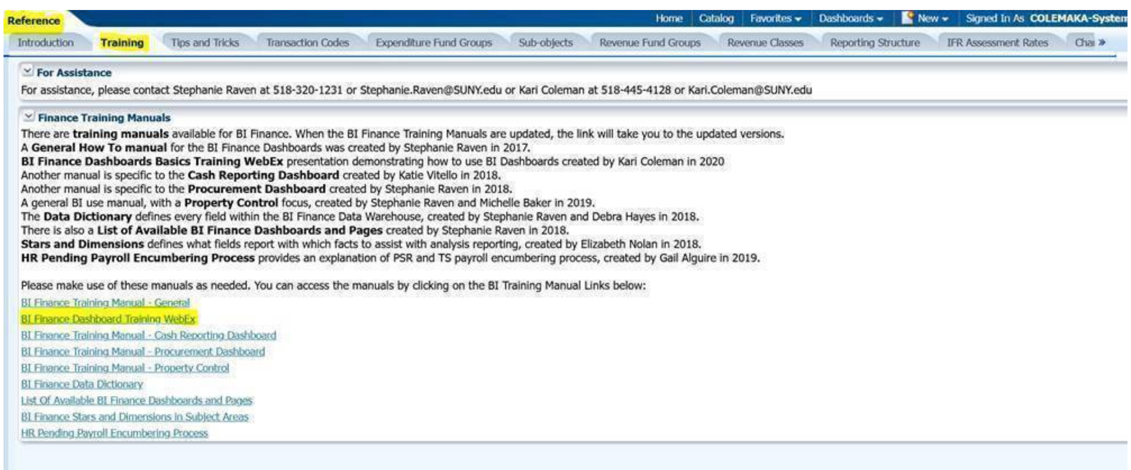
Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**948,400.55**
System Admin Total		Sort Descending							**948,400.55**
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	0600	1,587.46
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	1500	2,546.75
System Admin	07/06/2020	389	Disbursement		P062420	General IFR	900837-99	1908	13.23
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	0600	1,587.46
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	1500	2,546.75
System Admin	07/06/2020	389P	Expenditure	PAYROLL - 28650	P062420	General IFR	900837-99	1908	13.23
System Admin	07/08/2020	319R	Revenue - by Account	PARKING	WW69244	General IFR	900837-99	9999	388.96
System Admin	07/16/2020	319R	Revenue - by Account	RF PARKING	WW94897	General IFR	900837-99	9999	4,984.69
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	0600	2,645.76
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	1500	4,244.59
System Admin	07/20/2020	389	Disbursement		P070820	General IFR	900837-99	1908	22.05
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	0600	2,645.76
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	1500	4,244.59
System Admin	07/20/2020	389P	Expenditure	PAYROLL - 28650	P070820	General IFR	900837-99	1908	22.05
System Admin	07/28/2020	319R	Revenue - by Account	Parking Fee Revenue July	WX15894	General IFR	900837-99	9999	36,622.08
System Admin	08/03/2020	389	Disbursement		P072220	General IFR	900837-99	0600	2,645.76
System Admin	08/03/2020	389	Disbursement		P072220	General IFR	900837-99	1500	4,244.59
System Admin	08/03/2020	389	Disbursement		P072220	General IFR	900837-99	1908	22.05

a. This will show the data with the most recent data in the beginning of the query.

Campus	Transaction Date	Transaction Code	Transaction Category	Trans Desc/Vendor	Document Number	Sub Fund Group	Account	Subobject	Transaction Amount
Grand Total									**948,400.55**
System Admin Total									**948,400.55**
System Admin	04/08/2021	319A	Revenue - by Account	Administrative Overhead Billings	WAQ1446	General IFR	900837-99	9999	-796.77
System Admin	04/08/2021	319F	Revenue - by Account	Fringe Benefit Billings	WAQ1493	General IFR	900837-99	9999	-6,407.70
System Admin	04/05/2021	319R	Revenue - by Account	CF pays Jan - Mar 2021 parking	WAV0170	General IFR	900837-99	9999	5,250.96
System Admin	04/05/2021	319R	Revenue - by Account	FOLEY FEDERAL COURTHOUS	WAV3396	General IFR	900837-99	9999	583.44
System Admin	04/05/2021	319R	Revenue - by Account	NYS Sales Tax	WAV3396	General IFR	900837-99	9999	-9,976.08
System Admin	04/05/2021	319R	Revenue - by Account	Parking Fee Revenue March	WAV2037	General IFR	900837-99	9999	47,512.96
System Admin	04/05/2021	319R	Revenue - by Account	RF PARKING	WAV3396	General IFR	900837-99	9999	3,951.87
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	0600	2,658.99
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	1500	2,965.00
System Admin	03/29/2021	389	Disbursement		P031721	General IFR	900837-99	1908	22.05
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	0600	2,658.99
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	1500	2,965.00
System Admin	03/29/2021	389P	Expenditure	PAYROLL - 28650	P031721	General IFR	900837-99	1908	22.05
System Admin	03/22/2021	399	Disbursement	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5551	148.97
System Admin	03/22/2021	399	Disbursement	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5558	120.73
System Admin	03/19/2021	304A	Expenditure	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5551	148.97
System Admin	03/19/2021	304A	Expenditure	NATIONAL GRID-UPSTATE UTILITY	EAT0586	General IFR	900837-50	5558	120.73

<u>Tip#11: BI Finance Dashboard Training WebEx:</u>

When working in BI go to the Reference>Training page, you will see the BI Finance Dashboard Training WebEx link as well as several other training manuals. This WebEx link will take you to the recorded session of How-to-Use BI Finance Dashboards Basic Training that is offered by UCO on a semiannual basis. This recorded training allows you to go at your own pace and reference it anytime you need.



This recorded training reviews the Reference, Account Summary, and Transaction Inquiry dashboards.

It also demonstrates how to use the following features on any dashboard:

a. Default Home/Start Page
b. Selections (begins with, contains, search, etc.)
c. Include/Exclude/Move Columns
d. Pivot Table Prompts/Sections
e. Subtotal/Grand Totals
f. Dashboard Customizations
g. Reset Button
h. Export/Print Options.

Problems/Questions:

It is highly encouraged that you explore the BI system and continue to develop the dashboard queries into tools that are most useful for you. If you run into any issues, have any questions, or notice any data discrepancies, please contact:
Crystal Hallenbeck, Director of Budgeting, at x2393 or via email at challenb@brockport.edu;
or
Rachael Killion, Budgeting Financial Analyst, at x2565 or via email at rkillion@brockport.edu.