1 Dashboard – contains data summarized to a high level enabling the users to quickly view the available balance for the department, project or fund code. Dashboard was customized and organized based on the following fund types: Capital Outlay\(^4\), General Fund\(^2\), Grants and Contracts\(^3\) and Trust Funds\(^4\). For the University Corporation and SF State Foundation trust fund, a separate dashboard\(^5\) was created. Also, an Ad Hoc\(^6\) dashboard is available for users to create customized report to a user’s particular requirements.

2 Reports – Available reports

A. General Fund and Capital Outlay Dashboards: grouped and sorted by DEPTId/s

   *Cabinet\(^4\)*, *Division\(^2\)*, *Department Group\(^3\)* and *Department\(^4\)* Financial summary grouped by department/s

   *Financial Summary Report*\(^5\) – Report grouped and sorted by PS Account and other PS Chartfield; equivalent to Revenue and Expenditure Summary Report

   *GL Detail Activity Report MTD*\(^6\) – Detail listing of all transactions (revenue and/or expenses) posted in the ledger for the selected accounting period

   *GL Detail Activity Report YTD*\(^7\) / *PTD*\(^7\) – Detail listing of all transactions (revenue and/or expenses) posted in the ledger up to the selected accounting period within the chosen fiscal year

   *Open Commitment*\(^8\) – List of all requisitions and/or purchase orders with un-liquidated balances

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General Fund Dashboard for Business Units: SFCMP, SFASI, SFCSC, SFPFD and SFFDN (UCorp)
B. **Grants and Contracts Dashboard** – grouped and sorted by ProjectID/s

- **Available Balance Overview**¹ - Financial Summary Report grouped by project_id to show the available balance for Direct and Indirect costs
- **Financial Summary Report**² – Financial Report grouped and sorted by PS Account and other PS Chartfield for selected projects; equivalent to Revenue and Expenditure Summary Report by Project
- **GL Detail Activity Report MTD**³ – Detail listing of all transactions (revenue and/or expenses) posted in the ledger for the selected accounting period for selected project_id/s
- **GL Detail Activity Report PTD**⁴ – Detail listing of all transactions (revenue and/or expenses) posted in the ledger up to the selected accounting period within the chosen fiscal year for selected project_id/s; PTD (project-to-date) column includes period 0 (prior year cumulative balance)
- **Open Commitment**⁵ – List of all requisitions and/or purchase orders with un-liquidated balances
- **Payroll Report**⁶ – Payroll transactions for the selected period grouped/sorted by Employee Name
- **Expense Account Grouping**⁷ – Project expenses grouped by Direct and Indirect Costs
- **Expense Summary Report**⁸ – Financial summary grouped by project_id to show the up-to-date expense total for Direct and Indirect cost accounts
C. Trust Fund (BU=SFCMP) Dashboard – grouped and sorted by FUND_CODE/s; DEPTID grouping is also available

Effective July 1, 2011, the available balance calculation was modified to make it similar to other dashboards. The Current (Revised) Budget column was added. The types of accounts included in the report remains the same, i.e. Equity Account 305002 (beginning balance), Revenue (5#####) and Expenditure accounts (6#####);

Overview1 – Financial Summary Report grouped by project_id(default) and by department to show the available balance
Financial Summary Report2 – Financial Report grouped and sorted by PS Account and other PS Chartfield for selected funds and/or projects; equivalent to Revenue and Expenditure Summary Report by Project
GL Detail Activity Report MTD3 – Detail listing of all transactions (revenue and/or expenses) posted in the ledger for the selected accounting period for selected funds and/or projects
GL Detail Activity Report YTD4 – Detail listing of all transactions (revenue and/or expenses) posted in the ledger up to the selected accounting period within the chosen fiscal year for selected funds and/or projects
Open Commitment5 – List of all requisitions and/or purchase orders with un-liquidated balances
Payroll Report6 – Payroll transactions for the selected period grouped/sorted by Employee Name
Account Grouping7 – Project expenses grouped by Beginning Balance (305002), Revenue and Expenditure accounts

D. UCorp/SF State FDN Dashboards – grouped and sorted by PROJECTID/s; DEPTID grouping also available

The balance calculation is based on PTD Revenue (5#####) collections and PTD Expenditure accounts (6#####)

Overview1 – Financial Summary Report grouped by project_id(default) and by department to show the available balance
Financial Summary Report2 – Financial Report grouped and sorted by PS Account and other PS Chartfield for selected funds and/or projects; equivalent to Revenue and Expenditure Summary Report by Project
GL Detail Activity Report MTD3 – Detail listing of all transactions (revenue and/or expenses) posted in the ledger for the selected accounting period for selected funds and/or projects
GL Detail Activity Report PTD4 – Detail listing of all transactions (revenue and/or expenses) posted in the ledger up to the selected accounting period within the chosen fiscal year for selected funds and/or projects
Open Commitment5 – List of all requisitions and/or purchase orders with un-liquidated balances
Payroll Report6 – Payroll transactions for the selected period grouped/sorted by Employee Name
Account Grouping7 – Project expenses grouped by Revenue and Expenditure account types
3 Page Option - the Dashboard Page Options menu currently allow users to **save current selection** and capture the prompts/values of the current page.

The saved selection can then be **applied** for future used.

For instructions, click [here](#).

4a **Criteria/Filter** (also known as **Prompts**) Level 1 – Columns used to filter the results on the current Dashboard page; must click “Go” when changes are made to the default criteria/filter values

4b **Criteria/Filter** (also known as **Prompts**) Level 2 – Columns used to further filter the results on the report/s within the current dashboard page; you must click “Go” after entering/updating the additional filter

5 **Drop Down List** - Allows the user to select one, and only one selection per prompt.
Multi-Select Box - Multi-select option opens a browse window allowing the user to make multiple selection.

Double click your selection to add or remove it from your “selected” box. Or you can click the arrows to add or Remove one or more of your selected values after highlighting them.

a) Using the **Match** Options – Use the match options to filter the values in the Match Selection box.

If you choose ‘begins with” and enter ‘20’ in the box and click Go, only the values that begin with 20 will be displayed.

If you choose ‘ends with’ and enter ‘65’ in the box and click Go, only the values that end with 65 will be displayed.
If you choose ‘contains’ and enter ‘70’ in the box and click Go, only the values that contain 70 will be displayed.

If you choose ‘is LIKE (pattern match)’ and enter ‘%047%’ in the box and click Go, the % sign is a wildcard character so the search will return values with any characters in place of the % signs. If you enter %047, any values ending in 047 would be returned. If you enter 047%, any values beginning with 047 would be returned.
7 Delivery Options

Report Delivery Options - The BI Publisher delivery manager enables users to set up connections to support the following delivery channels:

8 Other Icons
Department / Project Financial Status

Expenditures within/less than budgeted or revenue collections; there is money left

Expenditures greater than budgeted or revenue collections; in deficit