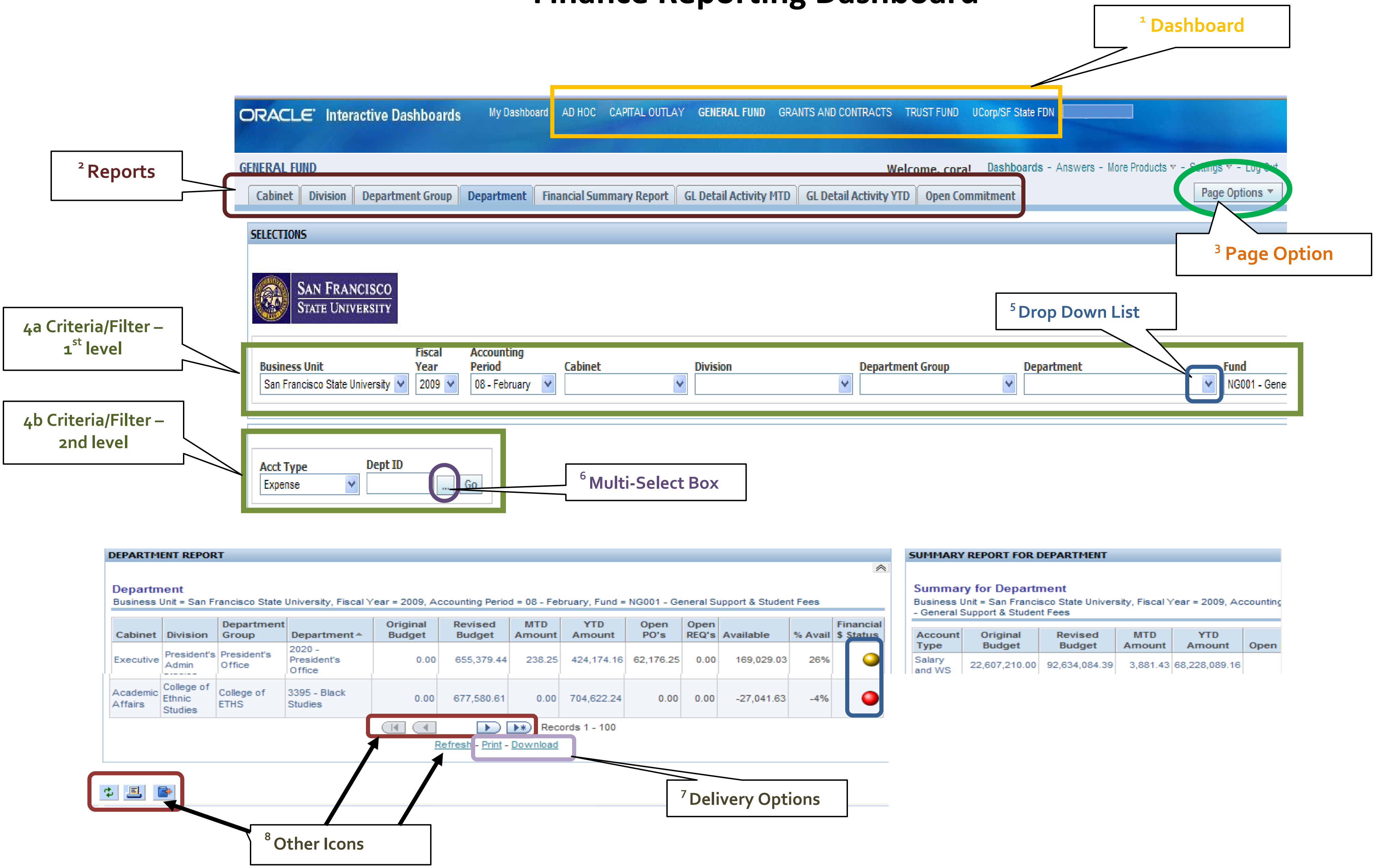
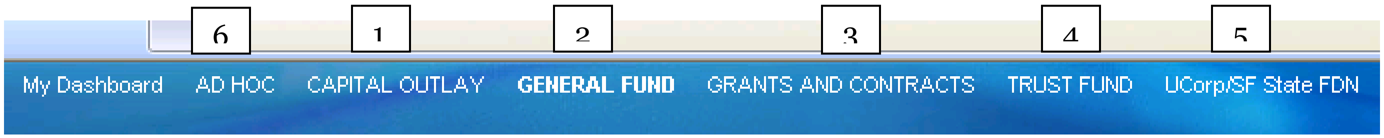
Finance Reporting Dashboard



[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[1], 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

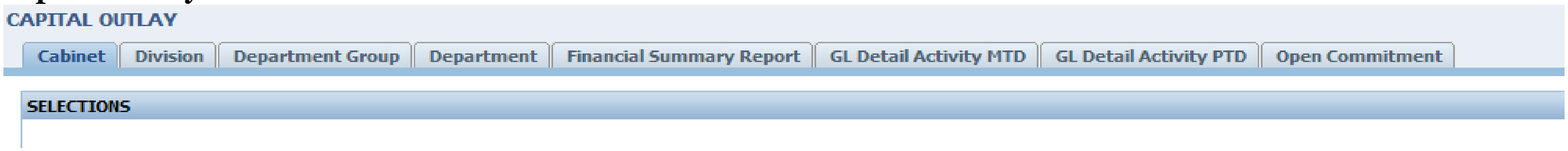
A. **General Fund and Capital Outlay Dashboards** : grouped and sorted by DEPTId/s

Cabinet[1], ***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***[7a]– 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

General Fund Dashboard for Business Units: SFCMP, SFASI, SFCSC, SFPFD and SFFDN (UCorp)

{1} {2} {3} {4} {5} {6} {7} {8}

Capital Outlay Dashboard for Business Unit: SFCMP



{1} {2} {3} {4} {5} {6} {7a} {8}

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)

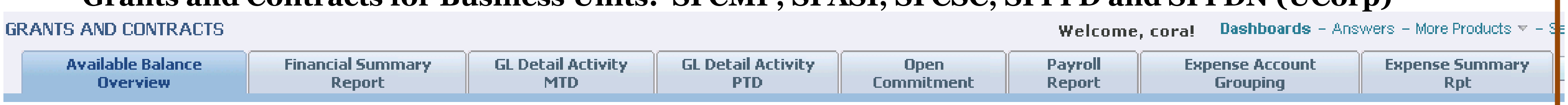
Open Commitment[5] – List of all requisitions and/or purchase orders with un-liquidated balances

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

Grants and Contracts for Business Units: SFCMP, SFASI, SFCSC, SFPFD and SFFDN (UCorp)



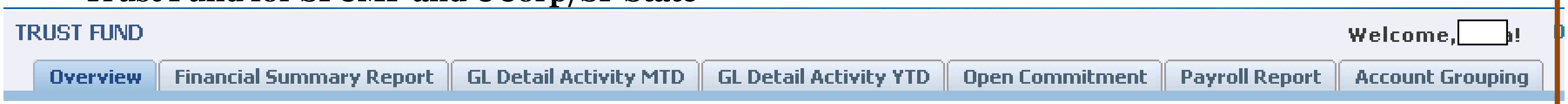
{1} {2} {3} {4} {5} {6} {7} {8}

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, ie. Equity Account **305002** (beginning balance), **Revenue** (5#####) and **Expenditure** accounts (6#####);

Overview[1] - Financial Summary Report grouped by project_id(default) and by department to show the available balance
Financial Summary Report[2] – 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 MTD[3]– 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 YTD[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 funds and/or projects
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
Account Grouping[7] – Project expenses grouped by Beginning Balance (305002), Revenue and Expenditure accounts

Trust Fund for SFCMP and UCorp/SF State

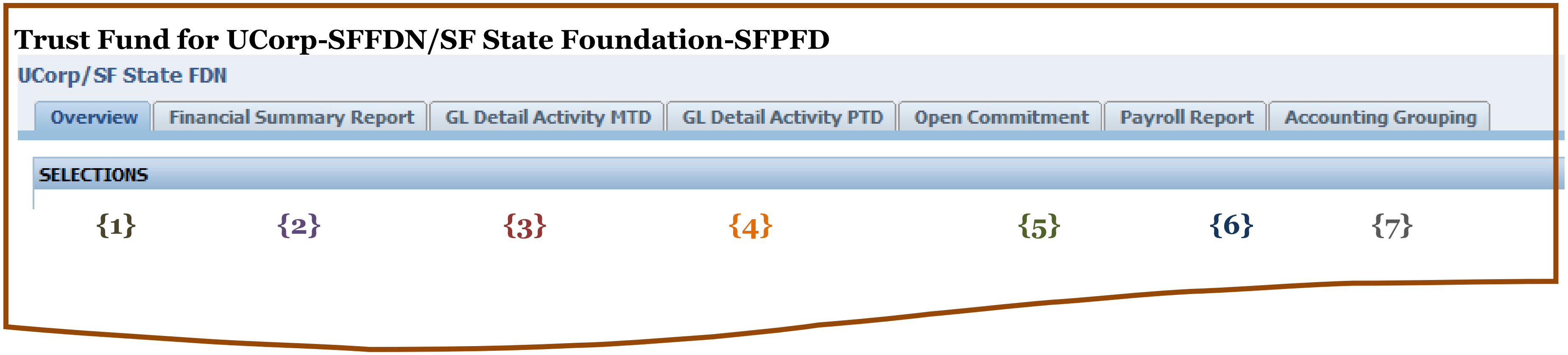


{1} {2} {3} {4} {5} {6} {7}

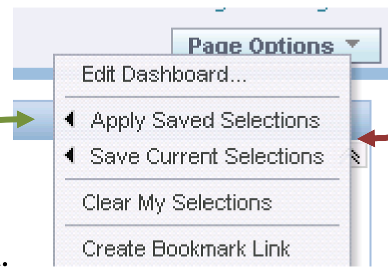
D. UCorp/SF State FDN Dashboards– grouped and sorted by PROJECTID/s; DEPTID grouping also available

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

Overview[1] - Financial Summary Report grouped by project_id(default) and by department to show the available balance
Financial Summary Report[2] – 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 MTD[3]– 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 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 funds and/or projects
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
Account Grouping[7] – 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** - 

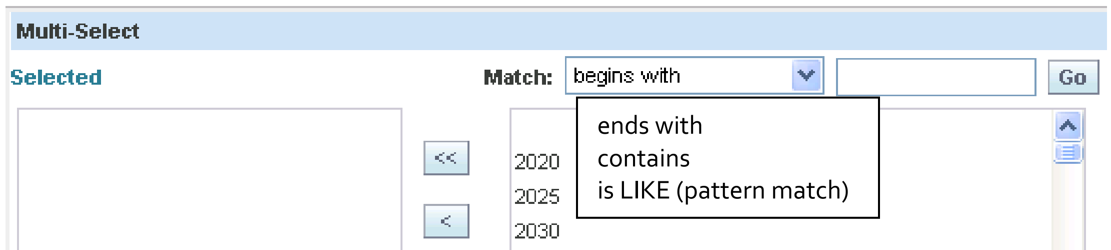
Allows the user to select one, and only one selection per prompt.

6 **Multi-Select Box** - 

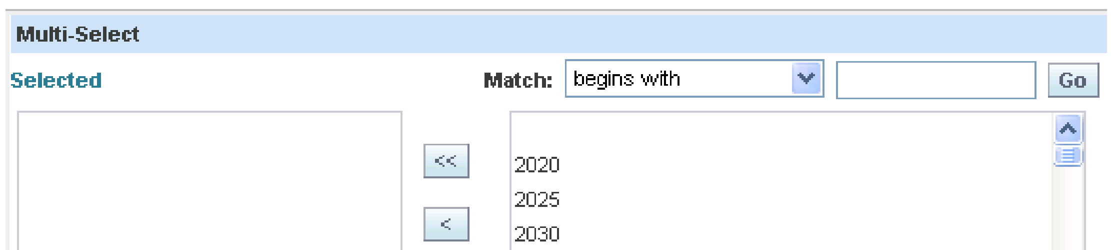
Multi-select option opens a browse window allowing the user to make multiple selection.

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.

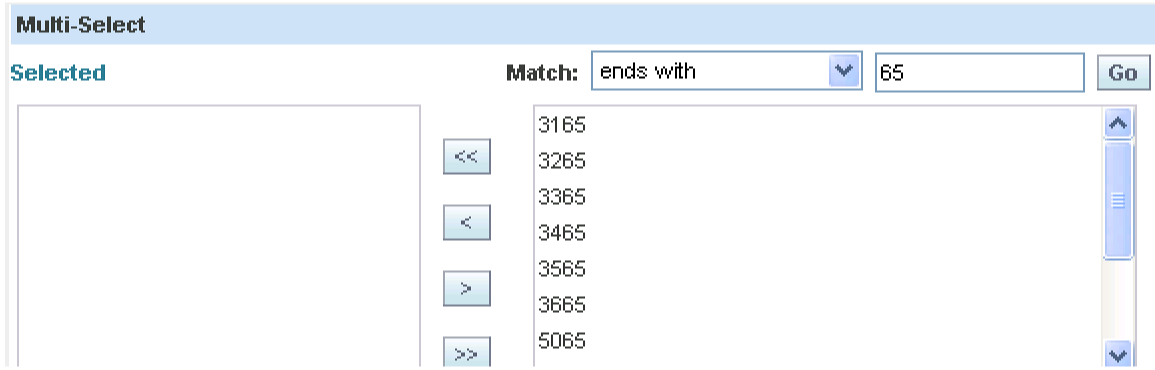
a) Using the **Match** Options – Use the match options to filter the values in the Match Selection box.



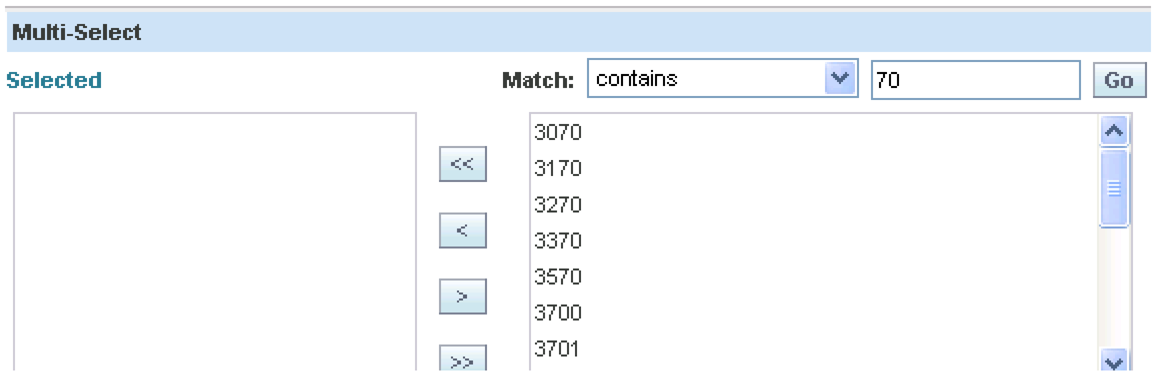
If you choose ‘begins with” and enter ‘20’ in the box and click Go, only the values that begin with 20 will be displayed.



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.

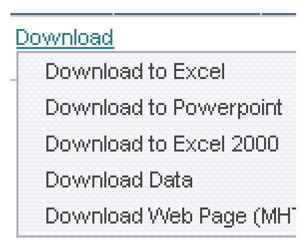


If you choose ‘is LIKE (pattern match)’ and enter ‘%047%’ in the box and click Go, the % sign is a wildcard character so the search will return values with any characters in place of the % signs. If you enter %047, any values ending in 047 would be returned. If you enter 047%, any values beginning with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

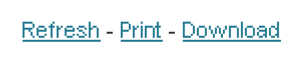
<< moves all the values returned from the Match Selection area to Selected box
< moves only the highlighted values returned from the Match Selection area to Selected box
>> moves all the values from the Selected box to Match Selection box
> moves only the highlighted values from the Selected box to Match Selection box

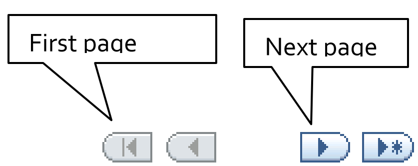
7 Delivery Options

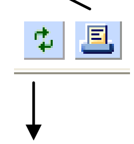
Report Delivery Options - The BI Publisher delivery manager enables users to set up connections to support the following delivery channels:



8 Other Icons







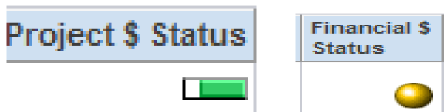
Previous page

Show all pages

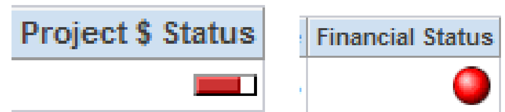
Same as Refresh

Graphics

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