

# Department Manager Dashboard

Kelly Saxon

Information Technology Services



# Agenda

- What is the Department Manager Dashboard?
- Target Users
- Dashboard Benefits and Functionality
- Known Issue
- Steps to Implement
- Future Reports & Updates



# Department Manager Dashboard

- New functionality that will allow Department Managers to view financial data, including budgets, pre-encumbrances, encumbrances, expenses, and the detail behind these numbers in one place.
- Dashboards available in the Georgia*FIRST* Financials annual maintenance release scheduled for the weekend of December 1<sup>st</sup>
- 1<sup>st</sup> phase will include:
  1. Department Manager Expense Dashboard
  2. Department Manager Revenue Dashboard



# Target Users

- The Dashboard is geared toward non-traditional financial users such as faculty and department managers
- Users that do not have current access to PeopleSoft Financials
- Current iStrategy users



# Dashboard Benefits

- Real-time data rather than previous day data
- Department Level Security
- Drilldown capability
- Export to Excel
- Option to save search criteria
- Mobile functionality



# Real-Time Data

- Users can view real-time data rather than previous days data
- Reporting Database in previous years would refresh every Sunday.
  - Only a subset of tables would refresh and the process would sometimes cause tables to get behind
- iStrategy currently refreshes nightly and doesn't provide real-time data



# Real-Time Data

- Transactions entered into PeopleSoft with a valid edit and budget check but not posted yet, will reflect in the real-time drilldown activity.
- Transactions entered into PeopleSoft that are posted will reflect in the Dashboard's real-time data calculations.
- Data refreshes with chartfield filter changes or when user clicks the search button.



# Department Manager Dashboard

- Navigation: BOR Menus > BOR General Ledger

The screenshot displays the Oracle Employee Self Service interface. The main content area contains five tiles: 'Create Expense Report', 'My Expense Reports' (with 0 Active Expense Reports), 'Travel Authorizations', 'Cash Advances', and 'Expense Report History'. On the right, the 'NavBar: Navigator' sidebar is visible, showing a menu structure. The 'BOR General Ledger' menu item is selected, and its sub-items are listed below: 'BOR GL Reports', 'BOR GL Interfaces', 'BOR GL Processing', 'Department Manager Expenses', and 'Department Manager Revenue'. The last two items, 'Department Manager Expenses' and 'Department Manager Revenue', are enclosed in a red rectangular box.





# Dashboard Preview

- APPROP Budget data displays on the Department Manager Expense Dashboard

Employee Self Service Department Manager Expenses

98000

Budget Reference: 2017

**Account**

700000 (215)  500000 (85)  600000 (77)  727000 (45) [More](#)

**Fund**

10000 (101)

700000  600000  [Clear All](#)

**Pivot Grid** - Collapse All

Press hold icon and drag and drop to column or row below. [Need help?](#)

Column  Values

Row  Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	2715941257.640	589.170	19765507.600	2655020580.770	41154580.100
600000	1181934.030	0.000	0.000	1131770.130	50163.900
700000	2714759323.610	589.170	19765507.600	2653888810.640	41104416.200



# Dashboard Preview

- PROJ\_GRT Budget data displays on the Department Manager Expense Dashboard

Employee Self Service Department Manager Expenses

784000 (x) 781000 (x) Clear All

Business Unit: 53000  
Budget Reference: 2018

Search Clear

Account: 800000 (29), 784000 (3), 781000 (10), 771000 (2)

Fund: 20000 (13)

Pivot Grid: Press hold icon and drag and drop to column or row below. Need help?

Column: Values  
Row: Account (x)

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	28091741.000	0.000	0.000	-20293.100	28112034.100
781000	28080741.000	0.000	0.000	-20293.100	28101034.100
784000	11000.000	0.000	0.000	0.000	11000.000

- Collapse All



# Dashboard Preview

- Revenue Budget data displays on the Department Manager Revenue Dashboard

Pivot Grid Viewer Department Manager Revenue

10500

Business Unit: 53000  
Budget Reference: 2018

Search Clear

Account

- 401000 (59)
- 402000 (29)
- 409000 (1)

Fund Code

- 12250 (96)
- 10500 (89)

Pivot Grid

Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account

	Total Budget Amount (Sum)	Revenue Amount (Sum)	Remaining Budget (Sum)
- All	74155254.000	30819902.520	43335351.480
401000	69852720.000	28667497.440	41185222.560
402000	4472534.000	2152405.080	2320128.920
409000	-170000.000	0.000	-170000.000



# Known Issue

- Pivot Grid amounts are displayed with three decimal places and without commas.
  - Ticket submitted with Oracle, because formatting of the amounts breaks the ability to drilldown into the data.

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	74155254.000	172894.020	1642017.280	-104149.700	72444492.400
500000	63727723.000	0.000	0.000	-181451.030	63909174.030
600000	637978.000	0.000	0.000	6628.900	631349.100
700000	8210173.000	172894.020	455289.760	35172.430	7546816.790
800000	1579380.000	0.000	1186727.520	35500.000	357152.480

# Department Level Security

- Allows Department Managers to view financial data, including budgets, pre-encumbrances, encumbrances, expenses, and the detail behind these numbers in one place.
- Reduces need for core financial users to email reports daily, weekly, etc. to department managers and faculty, as well as, reduces the need to maintain the recurrence run controls.
- Only have access to the departments they manage



# Department Level Security

- Test User from Business Unit 53000:
- Department Manager for two departments

Employee Self Service | Department Manager Expenses

**Prompts**

Business Unit: 53000

Budget Reference: 2018

**Account**

- 500000 (2)
- 600000 (2)
- 700000 (2)

**Fund**

- 10000 (6)

**Dept**

- 3215000 (3)
- 3215100 (3)

**Pivot Grid**

Press hold icon and drag and drop to column or row below. [Need help?](#) [+ Expand All](#)

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
+ All	260518.000	0.000	0.000	-1735.020	262253.020

# Drilldown Capability

- Allows users to drill into the budget data
- Easily view vouchers, purchase orders, requisition, and journals as it relates to their budget
- Access to transaction pages is determined by user's security roles



# Drilldown Capability

- Test User from Business Unit 53000 with all department access:

700000 ✕

**Prompts**

Business Unit  
53000

Budget Reference  
2018

Search Clear

**Account**

700000 (479)

**Pivot Grid** [+ Expand All](#)

✦ Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account ✕

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
+ All	47522991.000	1097540.220	3032475.640	125645.890	43267329.250



# Drilldown Capability

## Department Manager Expenses


100 rows

Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	9942000	Utilities - Oconee	17400	11000		2018	700000	Operating Supplies & Expenses	333200.000	0.000	0.000	0.000	333200.000
53000	10000	State Appropriations	9942100	Utilities - Oconee Offset	17400	11000		2018	700000	Operating Supplies & Expenses	-8230.000	0.000	0.000	0.000	-8230.000
53000	10000	State Appropriations	9943000	Utilities - Cumming	17400	11000		2018	700000	Operating Supplies & Expenses	74698.000	0.000	0.000	0.000	74698.000
53000	10000	State Appropriations	9943100	Utilities - Cumming Offset	17400	11000		2018	700000	Operating Supplies & Expenses	-1845.000	0.000	0.000	0.000	-1845.000
53000	10000	State Appropriations	9950000	Fac North -Landscape & Grounds	17500	11000		2018	700000	Operating Supplies & Expenses	168616.000	3490.000	44867.760	355.240	119903.000
53000	10000	State Appropriations	9950100	Fac North -Grounds Bdgt Offset	17500	11000		2018	700000	Operating Supplies & Expenses	-64310.000	0.000	0.000	0.000	-64310.000
53000	10000	State Appropriations	9960000	Facilities South-Admin	17100	11000		2018	700000	Operating Supplies & Expenses	162719.000	8700.000	0.000	0.000	154019.000
53000	10000	State Appropriations	9960100	Fac South Admin-Budget Offset	17100	11000		2018	700000	Operating Supplies & Expenses	-4019.000	0.000	0.000	0.000	-4019.000
53000	10000	State Appropriations	9970000	Facilities South - Bldg Mainte	17200	11000		2018	700000	Operating Supplies & Expenses	617651.000	26415.000	0.000	19.280	591216.720



# Drilldown Capability

- Drill to Budget details:




Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	9950000	Fac North -Landscape & Grounds	17500	11000		2018	700000	Operating Supplies & Expenses	168616.000	3490.000	44867.760	355.240	119903.000

## BOR\_GL\_DPT\_EXP\_BD\_DET- CF Balances Budget Detail

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

First 1-1 of 1 Last



	Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Journal ID	Journal Date	UnPost Seq	User ID	Long Description	Budget Amount	Currency Code
1	53000	10000	9950000	17500	11000		2018	700000	B201800531	07/01/2017		0_jconner_45	BP Export Financials	168616.000	USD



# Drilldown Capability

- Click link to view budget journal:


[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit 53000      Journal ID B201800531      Date 07/01/2017

Ledger Group APPROP      Fiscal Year 2018      Period 1

Control ChartField Fund Code      Currency USD

Budget Header Status Posted      Rate Type

Budget Entry Type Original      Exchange Rate 1.00000000 

Cur Effdt 07/01/2017

Budget Type Expense


Attachments (0)

**Parent Budget Options**

Generate Parent Budget(s)


Use Default Entry Event  
Parent Budget Entry Type

Long Description


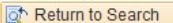



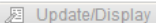
BP Export Financials 

234 characters remaining

Alternate Description



150 characters remaining

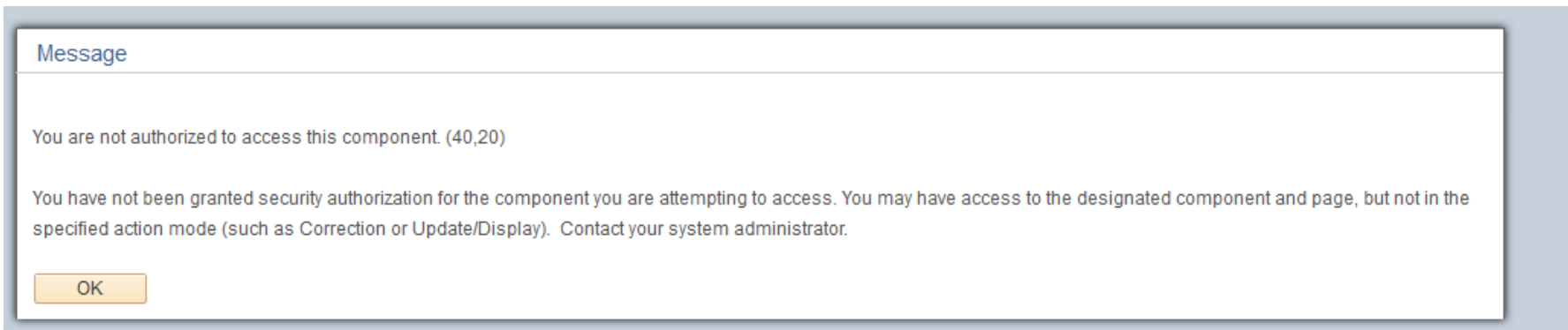
 Save    Return to Search    Notify    Refresh    Add    Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



# Drilldown Capability

- User will receive message stating they do not have access to page if security role is not present.



# Drilldown Capability

- Drill to Pre-Encumbrance details:

Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	9950000	Fac North -Landscape & Grounds	17500	11000		2018	700000	Operating Supplies & Expenses	168616.000	3490.000	44867.760	355.240	119903.000



## BOR\_GL\_DPT\_EXP\_PR\_DET- CF Balances Pre-Encumb Detail

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

View All

First 1-7 of 7 Last

Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Acct Description	Fiscal Year	Accounting Period	PreEncumbrance Amount	Base Currency	Tran ID	Tran Date	Tran Line	Journal ID	Journal Date	Requisition ID	Req Line	PO Number	Travel Auth ID	Report ID	Supplier ID / Employee ID	Supplier Name / Employee Name
1 53000	10000	9970000	17200	11000		2018	714100	Supplies and Materials	2018	1	1738.800	USD	0009450316	07/17/2017	1			0000505988	1				0000004012	McDowells Lock Installation, Inc.
2 53000	10000	9970000	17200	11000		2018	714111	Sup & Mat-Ship/Handl/Freight	2018	1	35.000	USD	0009450316	07/17/2017	2			0000505988	2				0000004012	McDowells Lock Installation, Inc.
3 53000	10000	9970000	17200	11000		2018	715100	Repairs And Maintenance	2018	1	554.400	USD	0009450317	07/17/2017	1			0000505994	1				CAT0000003	Grainger, Inc.
4 53000	10000	9970000	17200	11000		2018	715100	Repairs And Maintenance	2018	1	16000.000	USD	0009450318	07/17/2017	1			0000505999	1				0000003404	Automated Logic Contracting Services,Inc
5 53000	10000	9970000	17200	11000		2018	715100	Repairs And Maintenance	2018	1	450.000	USD	0009450320	07/17/2017	1			0000506002	1				0000002805	American Elevator of Atlanta, Inc.
6 53000	10000	9970000	17200	11000		2018	719100	Rents- Non-Real Estate	2018	1	841.080	USD	0009450322	07/17/2017	1			0000506005	1				0000001779	Ameripride Uniform Services
7 53000	10000	9970000	17200	11000		2018	753100	Contracts	2018	1	6795.720	USD	0009450325	07/17/2017	1			0000506009	1				0000000171	Cascade Water Services, Inc



# Drilldown Capability

- Click link to view requisition inquiry page:

## Requisition Inquiry

Business Unit	<input type="text" value="53000"/>	<input type="button" value="🔍"/>	To Req	<input type="text"/>	<input type="button" value="🔍"/>
Requisition ID	<input type="text"/>	<input type="button" value="🔍"/>	Origin	<input type="text"/>	<input type="button" value="🔍"/>
Requisition Name	<input type="text"/>	<input type="button" value="🔍"/>	To	<input type="text"/>	<input type="button" value="📅"/>
Req Status	<input type="text"/>	<input type="button" value="🔍"/>	Supplier Name	<input type="text"/>	<input type="button" value="🔍"/>
Requester	<input type="text"/>	<input type="button" value="🔍"/>	Item ID	<input type="text"/>	<input type="button" value="🔍"/>
Requester Name	<input type="text"/>	<input type="button" value="🔍"/>	<input type="checkbox"/> Direct Ship		
Requisition Date	<input type="text"/>	<input type="button" value="📅"/>			
Supplier SetID	<input type="text" value="SHARE"/>	<input type="button" value="Supplier Lookup"/>			
Supplier ID	<input type="text"/>	<input type="button" value="🔍 Supplier Details"/>			
Item SetID	<input type="text" value="SHARE"/>				
Item Description	<input type="text"/>	<input type="button" value="🔍"/>			
	254 characters remaining				
Department	<input type="text"/>	<input type="button" value="🔍"/>			
	<input type="button" value="Show Keyword Search"/>				
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>			



# Drilldown Capability

- Requisition inquiry:

## Requisitions

Req Inquiry							
Personalize   Find   View All   [Print]   [Calendar]							
First 1 of 1 Last							
Details   Status   [Filter]							
Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	
53000	0000505988	McDowell's	Approved	Maureen Martin	07/17/2017	1,773.80 USD	

Search

Notify

- Click link to view requisition detail page:

## Requisition Details

Business Unit 53000

Req ID 0000505988

Requester Maureen Martin

Requisition Date 07/17/2017

Merchandise Amount 1,773.80 USD

Req Status Approved

Pre-Encumbrance Balance 1,773.80USD

Requisition Details											
Personalize   Find   View All   [Print]   [Calendar]											
First 1-2 of 2 Last											
Details   More   Contract   [Filter]											
Line	Status	Item ID	Description	Supplier ID	Sup ID Num	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only	
1	Approved		Integra 3 Cylindrical 626 Magn	0000004012		McDowell's Lock Installation, Inc.	6.0000	Each	1,738.80 USD	<input type="checkbox"/>	
2	Approved		Freight	0000004012		McDowell's Lock Installation, Inc.	1.0000	Each	35.00 USD	<input type="checkbox"/>	

Return

# Drilldown Capability

- Drill to Encumbrance details:

Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	9950000	Fac North -Landscape & Grounds	17500	11000		2018	700000	Operating Supplies & Expenses	168616.000	3490.000	44867.760	355.240	119903.000



## BOR\_GL\_DPT\_EXP\_EN\_DET- CF Balances Encumbrance Detail

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

First 1-9 of 9 Last

Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Acct Description	Fiscal Year	Accounting Period	Encumbrance Amount	Base Currency	Tran ID	Tran Date	Tran Line	Journal ID	Journal Date	PO Number	Voucher ID	Report ID	Supplier ID / Employee ID	Supplier Name / Employee Name
1 53000	10000	9950000	17500	11000		2018	715100	Repairs And Maintenance	2018	1	3204.000	USD	0009437675	07/10/2017	1			0000515817			0000003066	Economy Party Tent & Canopy
2 53000	10000	9950000	17500	11000		2018	715100	Repairs And Maintenance	2018	1	519.000	USD	0009437675	07/10/2017	2			0000515817			0000003066	Economy Party Tent & Canopy
3 53000	10000	9950000	17500	11000		2018	714120	Supplies & Matl Exp - Other	2018	1	16000.000	USD	0009440214	07/11/2017	1			0000515852			0000003384	Cowart Mulch Products, Inc.
4 53000	10000	9950000	17500	11000		2018	714100	Supplies and Materials	2018	1	5000.000	USD	0009440589	07/11/2017	1			0000515859			0000002949	Landscapers' Select, Inc
5 53000	10000	9950000	17500	11000		2018	714120	Supplies & Matl Exp - Other	2018	1	2000.000	USD	0009440617	07/11/2017	1			0000515860			0000016340	Stovall & Company Inc
6 53000	10000	9950000	17500	11000		2018	715100	Repairs And Maintenance	2018	1	12000.000	USD	0009440727	07/11/2017	1			0000515869			0000006484	River Sand, Inc.
7 53000	10000	9950000	17500	11000		2018	714100	Supplies and Materials	2018	1	1500.000	USD	0009440987	07/11/2017	1			0000515874			0000014446	Mason Tractor & Equipment Company, Inc.
8 53000	10000	9950000	17500	11000		2018	714100	Supplies and Materials	2018	1	5000.000	USD	0009441007	07/11/2017	1			0000515873			0000000269	Anderson Feed & Supply, Inc.
9 53000	10000	9950000	17500	11000		2018	714100	Supplies and Materials	2018	1	-355.240	USD	0009444750	07/13/2017	1				05329473		0000000269	Anderson Feed & Supply, Inc.





# Drilldown Capability

- Click link to view purchase order inquiry page:

Purchase Order Inquiry

---

**Purchase Order**

Business Unit 53000 PO Status Dispatched  
 PO ID 0000515873 Budget Status Valid

▼ **Header**

PO Date 07/11/2017 Doc Tol Status Valid  
 Supplier Name [ANDERSON-056](#) Backorder Status Not Backordered  
 Supplier ID 0000000269 [Supplier Details](#) Receipt Status Received  
 Buyer Pickel, Sue  Hold From Further Processing  
 PO Reference Online Src From Req 0000505766

**Amount Summary**

Merchandise	5,000.00
Freight/Tax/Misc.	0.00
<b>Total</b>	<b>5,000.00 USD</b>
<b>Encumbrance Balance</b>	<b>4,644.76 USD</b>

[Header Details](#) [Activity Summary](#)  
[All RTV](#) [Header Comments...](#)  
[Matching](#) [Document Status](#)  
 ▼ Actions

**Lines** Personalize | Find | View All | First 1 of 1 Last

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		FY 18 purchases of Fertilizer,	45041	1.0000	LOT	5,000.00 USD	Approved

[View Approvals](#)

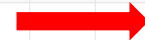
[Return to Search](#) [Notify](#) [Related Links](#)



# Drilldown Capability

- Drill to Encumbrance details:

Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	9950000	Fac North -Landscape & Grounds	17500	11000		2018	700000	Operating Supplies & Expenses	168616.000	3490.000	44867.760	355.240	119903.000



## BOR\_GL\_DPT\_EXP\_EN\_DET- CF Balances Encumbrance Detail

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

First 1-9 of 9 Last

Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Acct Description	Fiscal Year	Accounting Period	Encumbrance Amount	Base Currency	Tran ID	Tran Date	Tran Line	Journal ID	Journal Date	PO Number	Voucher ID	Report ID	Supplier ID / Employee ID	Supplier Name / Employee Name	
1	53000	10000	9950000	17500	11000	2018	715100	Repairs And Maintenance	2018	1	3204.000	USD	0009437675	07/10/2017	1			0000515817			0000003066	Economy Party Tent & Canopy	
2	53000	10000	9950000	17500	11000	2018	715100	Repairs And Maintenance	2018	1	519.000	USD	0009437675	07/10/2017	2			0000515817			0000003066	Economy Party Tent & Canopy	
3	53000	10000	9950000	17500	11000	2018	714120	Supplies & Matl Exp - Other	2018	1	16000.000	USD	0009440214	07/11/2017	1			0000515852			0000003384	Cowart Mulch Products, Inc.	
4	53000	10000	9950000	17500	11000	2018	714100	Supplies and Materials	2018	1	5000.000	USD	0009440589	07/11/2017	1			0000515859			0000002949	Landscapers' Select, Inc	
5	53000	10000	9950000	17500	11000	2018	714120	Supplies & Matl Exp - Other	2018	1	2000.000	USD	0009440617	07/11/2017	1			0000515860			0000016340	Stovall & Company Inc	
6	53000	10000	9950000	17500	11000	2018	715100	Repairs And Maintenance	2018	1	12000.000	USD	0009440727	07/11/2017	1			0000515869			0000006484	River Sand, Inc.	
7	53000	10000	9950000	17500	11000	2018	714100	Supplies and Materials	2018	1	1500.000	USD	0009440987	07/11/2017	1			0000515874			0000014446	Mason Tractor & Equipment Company, Inc.	
8	53000	10000	9950000	17500	11000	2018	714100	Supplies and Materials	2018	1	5000.000	USD	0009441007	07/11/2017	1			0000515873			0000000269	Anderson Feed & Supply, Inc.	
9	53000	10000	9950000	17500	11000	2018	714100	Supplies and Materials	2018	1	-355.240	USD	0009444750	07/13/2017	1						05329473	0000000269	Anderson Feed & Supply, Inc.

# Drilldown Capability

- Click link to view voucher entry page:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 53000		<b>Invoice Date</b> 07/11/2017			
<b>Voucher ID</b> 05329473		<b>Invoice No</b> 33669, 33670			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 355.24 USD			
<b>Supplier Name</b> Anderson Feed & Supply, Inc. 88 Millies Place Dahlonega, GA 30533					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Due Now			
<b>Match Status</b> Matched <a href="#">Preview Approval</a>		<b>Voucher Source</b> Online			
<b>Approval Status</b> Approved		<b>Origin</b> ONL			
<b>Post Status</b> Posted		<b>Created On</b> 07/13/2017 11:20AM			
		<b>Created By</b> kmwaters			
<b>Doc Tol Status</b> Valid		<b>Last Update</b> 07/13/2017 11:27AM			
<b>Budget Status</b> Valid		<b>Modified By</b> kmwaters			
		<b>ERS Type</b> Not Applicable			
<b>Budget Misc Status</b> Valid		<b>Close Status</b> Open			
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>			

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)



# Drilldown Capability

- Drill to Expense details:

Business Unit	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
53000	10000	State Appropriations	1615700	Tutoring Services	14500	11000		2018	500000	Personal Services	1134037.000	0.000	0.000	-3644.610	1137681.610



## BOR\_GL\_DPT\_EXP\_EX\_DET-CF Balances Expense Detail

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

First 1-4 of 4 Last



Business Unit	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Account	Acct Description	Fiscal Year	Accounting Period	Expense Amount	Base Currency	Tran ID	Tran Date	Tran Line	Journal ID	Journal Date	Voucher ID	Report ID	Supplier ID / Employee ID	Supplier Name / Employee Name	Journal Description	Journal Line Description
1 53000	10000	1615700	14500	11000		2018	522100	Salaries-Staff	2018	1	-2989.350	USD	0009430649	07/03/2017	71	P000459531	07/01/2017					June 2017 Monthly	
2 53000	10000	1615700	14500	11000		2018	551100	FICA-Employer	2018	1	-185.340	USD	0009430649	07/03/2017	216	P000459531	07/01/2017					June 2017 Monthly	
3 53000	10000	1615700	14500	11000		2018	551200	FICA-Employer Medicare	2018	1	-43.340	USD	0009430649	07/03/2017	338	P000459531	07/01/2017					June 2017 Monthly	
4 53000	10000	1615700	14500	11000		2018	552100	Retirement Plans - TRS	2018	1	-426.580	USD	0009430649	07/03/2017	459	P000459531	07/01/2017					June 2017 Monthly	



# Drilldown Capability

- Click to view journal entry page:

Header | Lines | Totals | Errors | Approval

Unit 53000      Journal ID P000459531      Date 07/01/2017

Long Description June 2017 Monthly 237 characters remaining

\*Ledger Group ACTUALS      Adjusting Entry Non-Adjusting Entry

Ledger      Fiscal Year 2018

\*Source PAY      Period 1

Reference Number      ADB Date 07/01/2017

Journal Class

Transaction Code DEFAULT

SJE Type

Currency Defaults: USD // 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By DONNA

Entered On 07/03/2017 4:31:28PM

Last Updated On 07/17/2017 2:50:48PM

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Caldwell, Donna

Save    Return to Search    Notify    Refresh    Add    Update/Display

Header | Lines | Totals | Errors | Approval



# Export to Excel

- Results displayed in grid are able to be exported to Excel

## ▼ Pivot Grid

⚡ Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	R
- All	234120585.000	1208028.240	11822808.200	-584433.080	
500000	140426512.000	0.000	0.000	-772743.590	141199255.590
511000	464704.000	0.000	0.000	0.000	464704.000
512000	60000.000	0.000	0.000	0.000	60000.000

Update Filters

**Export Data**

Save

Save As

Saved Views



# Export to Excel

BOR\_GL\_DPT\_EXP\_CF\_BAL\_1797673816.xlsx [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Tell me what you want to do... Kelly Saxon Sha

Clipboard Font Alignment Number Styles Cells Editing WebEx

A1 Department Expense Dashboard

Department	Fund	Fund Description	Dept	Dept Description	Program	Class	Project	Bud Ref	Account	Acct Description	Total Budget Amount	Pre Encumbered Amount	Encumbered Amount	Expense Amount	Remaining Budget
1300															
53000	10000	State Appropriations	0004010	Rev-Master of Arts in History	11100	11000		2018	700000	Operating Supplies & Expenses	125.000	1.000	2.000	0.000	122.000
53000	10000	State Appropriations	0004011	Rev-Mstr of Arts Int'l Affairs	11100	11000		2018	700000	Operating Supplies & Expenses	25.000	6.000	1.000	0.000	18.000
53000	10000	State Appropriations	0004012	Rev-Master of Arts in Teaching	11100	11000		2018	700000	Operating Supplies & Expenses	25.000	6.000	0.000	0.000	19.000
53000	10000	State Appropriations	0004100	eCore	11100	11000		2018	600000	Travel	2500.000	0.000	0.000	0.000	2500.000
53000	10000	State Appropriations	0004208	Rev-Modern Language Fee	11100	11000		2018	700000	Operating Supplies & Expenses	3000.000	0.000	0.000	0.000	3000.000
53000	10000	State Appropriations	0004314	Studies Abroad Panama	11100	11000		2018	700000	Operating Supplies & Expenses	2000.000	0.000	0.000	0.000	2000.000
53000	10000	State Appropriations	0214000	English	11100	11000		2018	500000	Personal Services	5537030.000	0.000	0.000	-1571.200	5538601.200
53000	10000	State Appropriations	0214000	English	11100	11000		2018	600000	Travel	32593.000	0.000	0.000	0.000	32593.000
53000	10000	State Appropriations	0214000	English	11100	11000		2018	700000	Operating Supplies & Expenses	44606.000	0.000	25.000	79.000	44502.000
53000	10000	State Appropriations	0218000	Psychological Science	11100	11000		2018	500000	Personal Services	2391950.000	0.000	0.000	-1672.790	2393622.790
53000	10000	State Appropriations	0218000	Psychological Science	11100	11000		2018	600000	Travel	10900.000	0.000	0.000	0.000	10900.000
53000	10000	State Appropriations	0218000	Psychological Science	11100	11000		2018	700000	Operating Supplies & Expenses	22453.000	0.000	0.000	0.000	22453.000
53000	10000	State Appropriations	0219000	Sociology & Human Services	11100	11000		2018	500000	Personal Services	1502883.000	0.000	0.000	-1079.720	1503962.720
53000	10000	State Appropriations	0219000	Sociology & Human Services	11100	11000		2018	600000	Travel	10210.000	0.000	0.000	0.000	10210.000
53000	10000	State Appropriations	0219000	Sociology & Human Services	11100	11000		2018	700000	Operating Supplies & Expenses	20957.000	0.000	0.000	0.000	20957.000
53000	10000	State Appropriations	0219000	Sociology & Human Services	11100	11000		2018	800000	Purchase / Capital Outlay	1000.000	0.000	0.000	0.000	1000.000
53000	10000	State Appropriations	0311000	Comm, Media Studies, Journalism	11100	11000		2018	500000	Personal Services	1786149.000	0.000	0.000	-1463.040	1787612.040
53000	10000	State Appropriations	0311000	Comm, Media Studies, Journalism	11100	11000		2018	600000	Travel	9308.000	0.000	0.000	0.000	9308.000



# Option to Save Search Criteria

- Save options:
  1. Save
  2. Save As
  3. Saved Views

Department Manager Expenses

▼ Pivot Grid  
✦ Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values  
Row Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)
+ All	234120585.000	1208028.240	11822808.200	-584433.080

Update Filters  
Export Data  
Save  
Save As  
Saved Views



# Option to Save Search Criteria

- User can **save** a home page or additional searches:

The screenshot displays the 'Department Manager Expenses' page in the Employee Self Service system. The interface includes a left-hand navigation pane with filters for Business Unit (53000), Budget Reference (2018), Account, Fund, and Dept. A search button is present. The main area features a 'Pivot Grid' with a table of financial data. A red arrow points to the '+ Expand All' link in the top right corner of the pivot grid area. Another red arrow points to the '+ All' row in the table.

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
+ All	234120585.000	1111040.220	11821377.820	-584433.080	221772600.040

# All budget data viewable to user

▼ Pivot Grid

- Collapse All


✦ Press hold icon and drag and drop to column or row below. [Need help?](#)

Column	Values
Row	Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
- All	234120585.000	1111040.220	11821377.820	-584433.080	221772600.040
500000	140426512.000	0.000	0.000	-772743.590	141199255.590
511000	464704.000	0.000	0.000	0.000	464704.000
512000	60000.000	0.000	0.000	0.000	60000.000
513000	59738.000	0.000	0.000	0.000	59738.000
516000	136737.000	0.000	0.000	0.000	136737.000
521000	738331.000	0.000	0.000	0.000	738331.000
522000	290858.000	0.000	0.000	0.000	290858.000
523000	31240.000	0.000	0.000	0.000	31240.000
524000	65977.000	0.000	0.000	0.000	65977.000
525000	138755.000	0.000	0.000	0.000	138755.000
526000	2428.000	0.000	0.000	0.000	2428.000
551000	192154.000	0.000	0.000	0.000	192154.000
552000	194923.000	0.000	0.000	0.000	194923.000



# Option to Save Search Criteria

12210 ⊗ 12220 ⊗ 12230 ⊗ 12240 ⊗ 12250 ⊗ 12270 ⊗ 12280 ⊗ [Clear All](#) 

**Prompt**

Business Unit  
53000

Budget Reference  
2018

[Search](#) [Clear](#)

**Account**

- 700000 (97)
- 500000 (49)
- 600000 (47)
- 800000 (15)

**Fund**

- 10000 (239)
- 10500 (213)
- 10600 (78)
- 12210 (41)
- 12220 (16)
- 12230 (24)
- 12240 (6)
- 12250 (34)
- 12270 (5)

**Pivot Grid** [- Collapse All](#)

⊕ Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account ⊗ Fund ⊗

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
500000					
- All	7645847.000	0.000	0.000	-70830.470	7716677.470
12210	2568295.000	0.000	0.000	-11663.110	2579958.110
12220	792928.000	0.000	0.000	-4654.360	797582.360
12230	1571339.000	0.000	0.000	-33618.230	1604957.230
12240	647715.000	0.000	0.000	-8424.010	656139.010
12250	1111936.000	0.000	0.000	-11790.320	1123726.320
12270	2925.000	0.000	0.000	0.000	2925.000
12280	950709.000	0.000	0.000	-680.440	951389.440
600000					
- All	223154.000	13500.000	0.000	1264.990	208389.010



# Sorting Options

▼ Fund

Sort by Count

- 13000 (156)
- 10000 (96)
- 10500 (71)
- 12280 (48)

▼ Fund

Sort Ascending

- 10000 (96)
- 10500 (71)
- 10600 (46)
- 12210 (16)

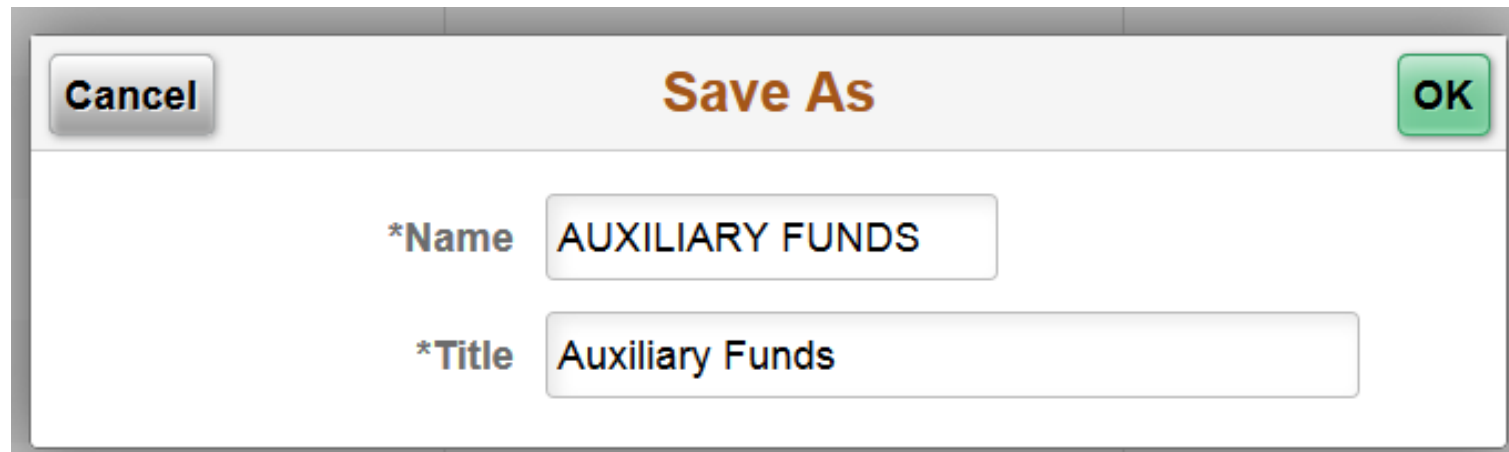
▼ Fund

Sort Descending

- 50000 (7)
- 16000 (1)
- 15000 (1)
- 14000 (4)

# Option to Save Search Criteria

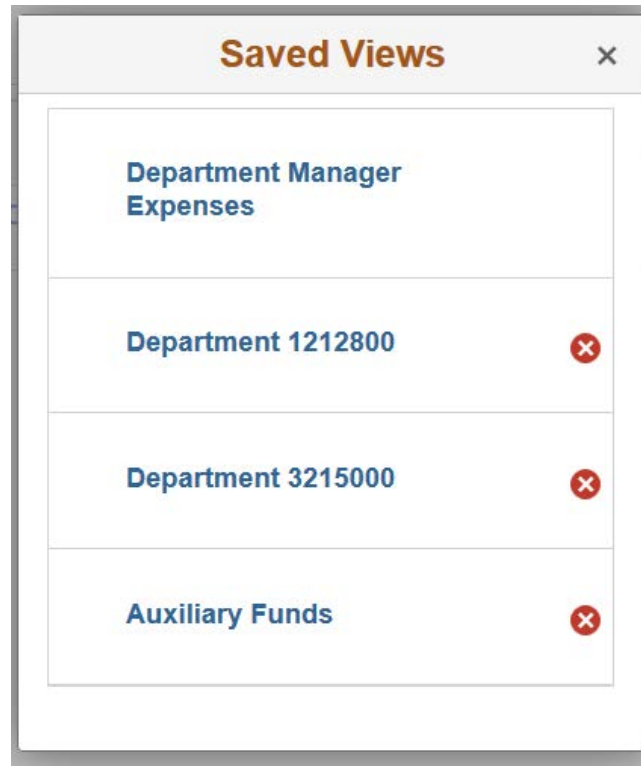
- **Save As** option allows user to save chartfield criteria to access in the future:



The screenshot shows a dialog box titled "Save As". It features three buttons at the top: "Cancel" on the left, "Save As" in the center, and "OK" on the right. Below the buttons, there are two input fields. The first field is labeled "\*Name" and contains the text "AUXILIARY FUNDS". The second field is labeled "\*Title" and contains the text "Auxiliary Funds".

# Option to Save Search Criteria

- **Saved Views** option allows user to view all saved searches and allows for quick access between saved reports



# Option to Save Search Criteria

Employee Self Service Department 1212800

1212800

**Prompts**

Business Unit  
53000

Budget Reference  
2018

Search Clear

**Fund**

10000 (3)

**Dept**

7108008 (15)  
7301008 (15)  
7902012 (15)  
7201001 (14)  
More

**Account**

500000 (1)  
600000 (1)  
700000 (1)

**Pivot Grid** - Collapse All

Press hold icon and drag and drop to column or row below. [Need help?](#)

Column Values

Row Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (Sum)	Expense Amount (Sum)	Remaining Budget (Sum)
+ All	419726.000	0.000	0.000	4113.620	415612.380

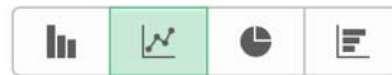
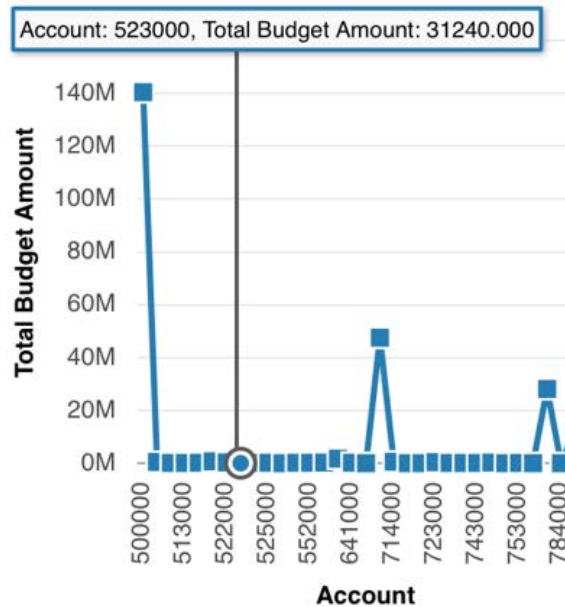
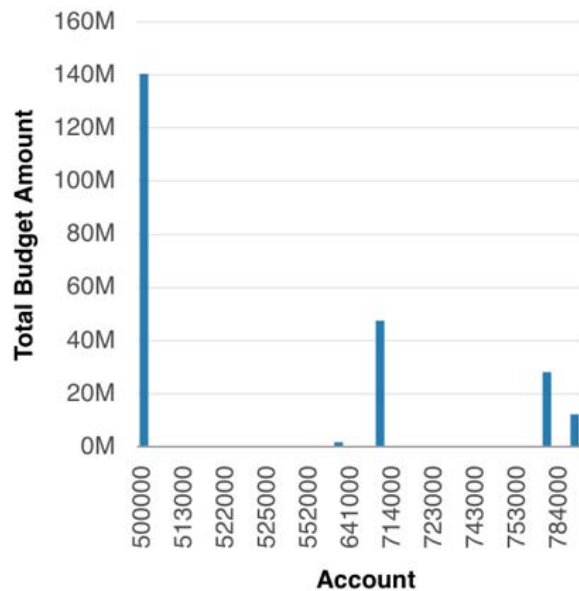
# Mobile Capability

- Dashboard is not available through self-service, but can be accessed on mobile devices.
- How the Dashboard displays may vary across mobile device types and sizes.





# Mobile Capability – iPhone Example



# Mobile Capability – iPad Example

Employee Self Service | Department Manager Expenses

**Prompts**

Business Unit: 53000

Budget Reference: 2018

**Search** **Clear**

**Account**

- 700000 (479)
- 600000 (247)
- 500000 (225)
- 714000 (46)

**Fund**

- 20000 (320)

**Pivot Grid** + Expand All

Press hold icon and drag and drop to column or row below. *Need help?*

Column Values

Row Account

	Total Budget Amount (Sum)	Pre Encumbered Amount (Sum)	Encumbered Amount (S
+ All	234120585.000	1208028.240	11822808.

# Steps to Implement

- Users will need one of these two security roles to access the dashboard:
  1. BOR\_GL\_ALLDEPT\_ACCESS
  2. BOR\_GL\_SELECT\_DEPT\_ACCESS
    - Department level security will also need to be added via PeopleTools > Security > User Profiles > iStrategy Department Security



# Steps to Implement

- Default Business Unit is 98000
- User will need to define their Business Unit before using dashboard

## ▼ Prompts

Business Unit

98000



Budget Reference

2017

Search

Clear

Cancel

Lookup

Search for: Business Unit

▶ Search Criteria

▼ Search Results



Business Unit ◇

Description ◇

45000

University of North Georgia

53000

UNIVERSITY OF NORTH GEORGIA

75000

University of North Georgia

## ▼ Prompts

Business Unit

53000



Budget Reference

2017

Search

Clear



# Steps to Implement

- Release 5.30 Job Aid will be provided with the implementation steps outlined.



# Future Reports & Updates

- Goal is to continue to expand the dashboard features in future releases.
- Future report ideas:
  - Vendor Spend
  - ACTUALS Analysis
- Future update ideas:
  - Fiscal Year criteria
  - Accounting Period criteria



# Questions

