Department Manager Dashboard

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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 1st

- 1st 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

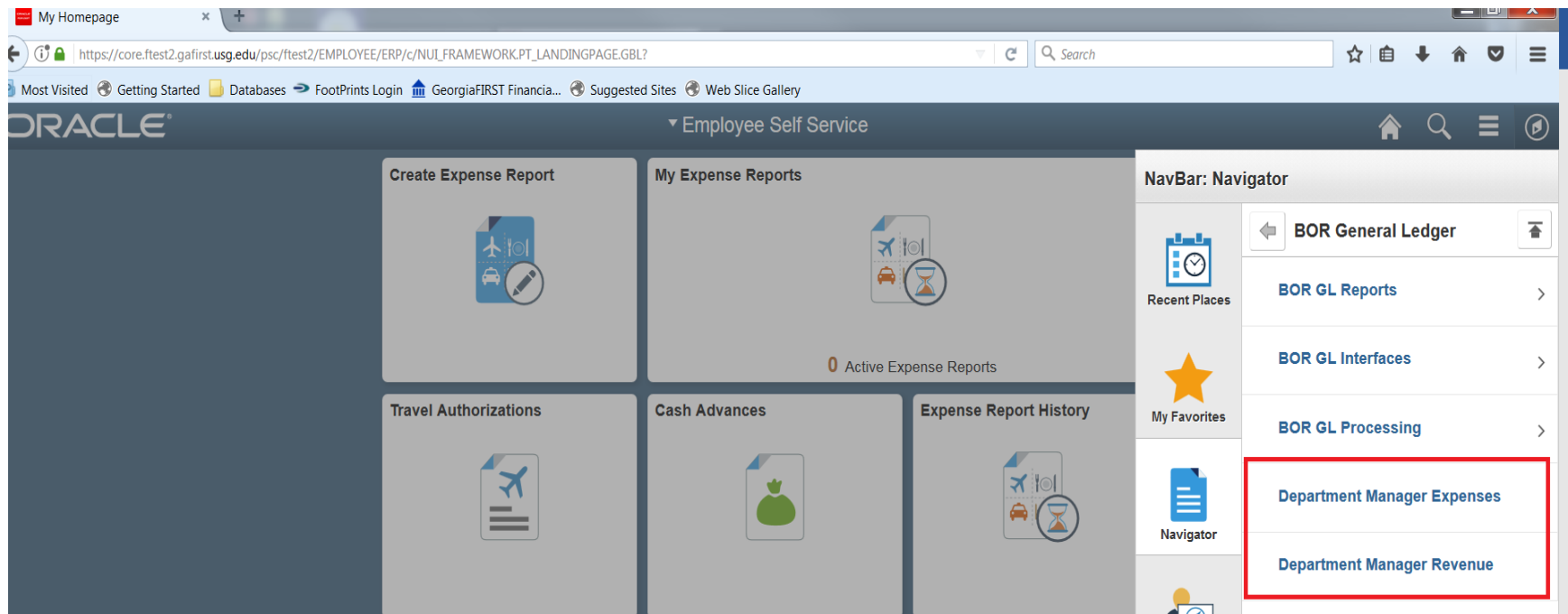- iStrategy currently refreshes nightly and doesn't provide real-time data

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.

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Department Manager Dashboard

- Navigation: BOR Menus > BOR General Ledger

Dashboard Preview

- APPROP Budget data displays on the Department Manager Expense Dashboard

Dashboard Preview

- PROJ_GRT Budget data displays on the Department Manager Expense Dashboard

Dashboard Preview

- Revenue Budget data displays on the Department Manager Revenue Dashboard

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

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:

Drilldown Capability

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

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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

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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

Parent Budget Options

☐ Generate Parent Budget(s)   Budget Type Expense

☐ Use Default Entry Event

    Parent Budget Entry Type

Attachments (0)

Long Description

BP Export Financials

234 characters remaining

Alternate Description

150 characters remaining

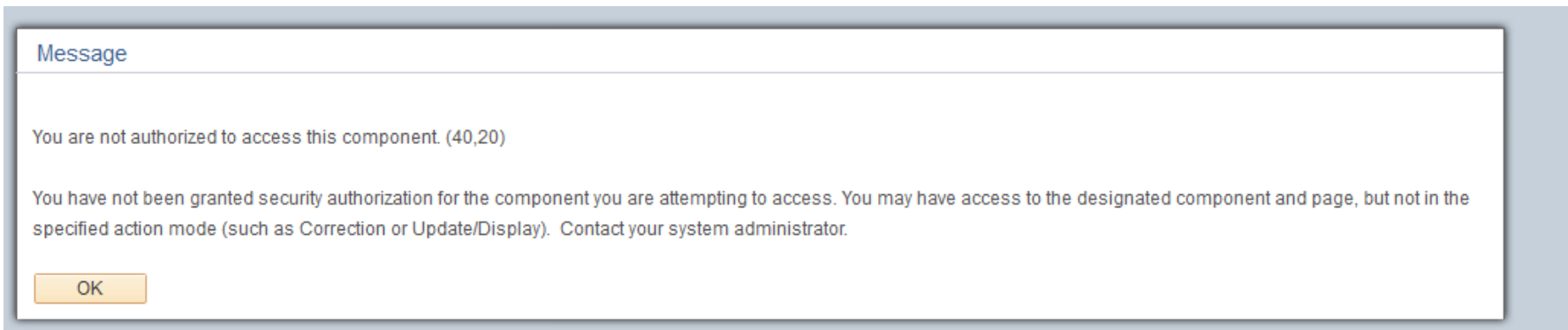| Save	Return to Search	Notify	Refresh		Add	Update/Display

Budget Header | Budget Lines | Budget Errors

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Drilldown Capability

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

Message

You are not authorized to access this component. (40,20)

You have not been granted security authorization for the component you are attempting to access. You may have access to the designated component and page, but not in the specified action mode (such as Correction or Update/Display). Contact your system administrator.

OK

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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

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Drilldown Capability

- Click link to view requisition inquiry page:

Drilldown Capability

- Requisition inquiry:

- Click link to view requisition detail page:

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**

Header Details Activity Summary	**Merchandise** 5,000.00
All RTV Header Comments...	**Freight/Tax/Misc.** 0.00
Matching Document Status	**Total** 5,000.00 USD
▼ Actions	**Encumbrance Balance** 4,644.76 USD

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

Business Unit 53000

Voucher ID 05329473

Voucher Style Regular

Supplier Name Anderson Feed & Supply, Inc.
88 Millies Place
Dahlonega, GA 30533

Invoice Date 07/11/2017

Invoice No 33669, 33670

Invoice Total 355.24   USD

Entry Status Postable

Match Status Matched   Preview Approval

Approval Status Approved

Post Status Posted

Pay Terms Due Now

Voucher Source Online

Origin ONL

Created On 07/13/2017 11:20AM

Created By kmwaters

Doc Tol Status Valid

Budget Status Valid

Last Update 07/13/2017 11:27AM

Modified By kmwaters

ERS Type Not Applicable

Budget Misc Status Valid

*View Related Payment Inquiry ▼   Go

Close Status Open

[Return to Search] [Notify] [Refresh]   [Add] [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   ☐ **Auto Generate Lines**

☐ **Save Journal Incomplete Status**

SJE Type ▼   ☐ **Autobalance on 0 Amount Line**

Currency Defaults: USD / / 1

Attachments (0)   ☐ CTA

Reversal: Do Not Generate Reversal   Commitment Control
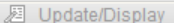
Entered By DONNA   Caldwell,Donna

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

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

[Save] [Return to Search] [Notify] [Refresh]   [Add] [Update/Display]

Header | Lines | Totals | Errors | Approval

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Export to Excel

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

Export to Excel

Option to Save Search Criteria

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

Option to Save Search Criteria

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

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

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Option to Save Search Criteria

Sorting Options

Option to Save Search Criteria

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

Option to Save Search Criteria

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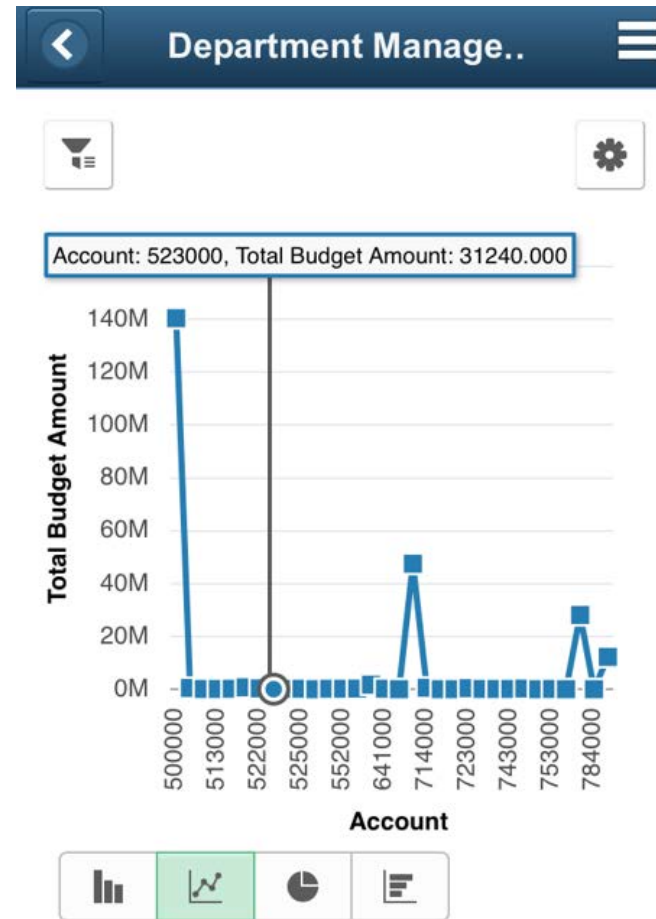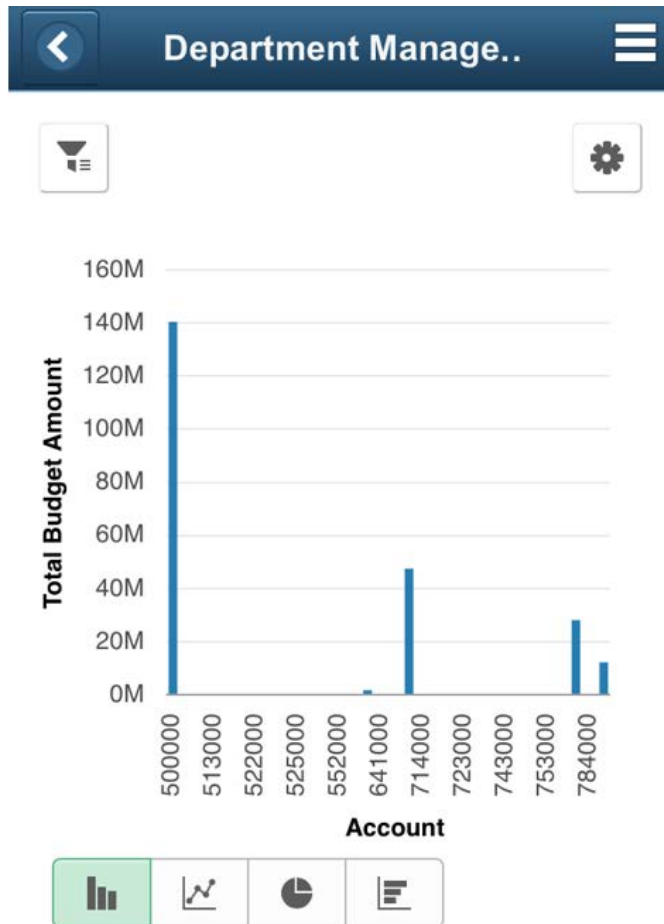
Option to Save Search Criteria

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

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

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

98000   🔍

Budget Reference

2017

[Search]   [Clear]

▾ **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

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Questions