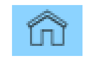
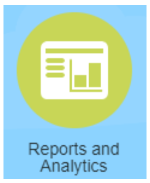
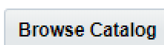
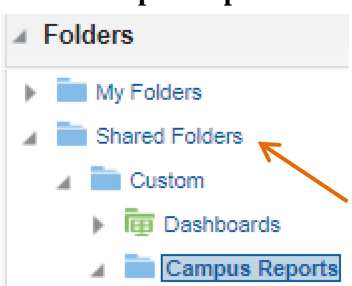
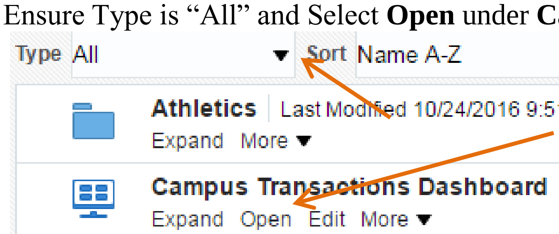
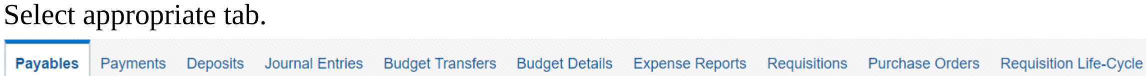
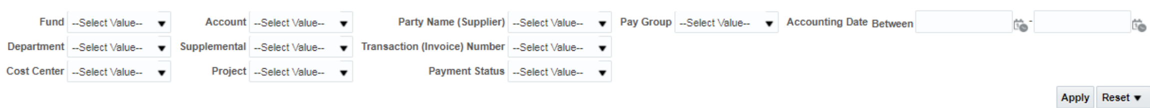
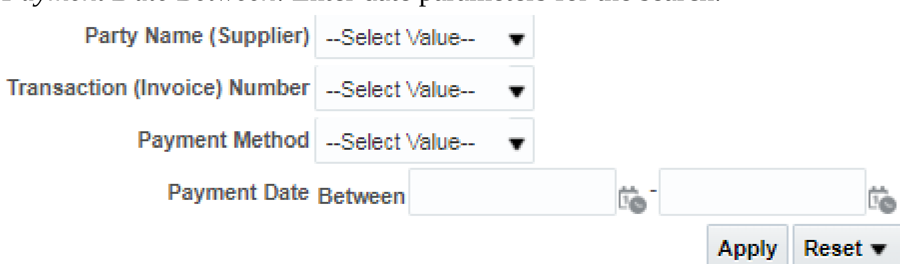
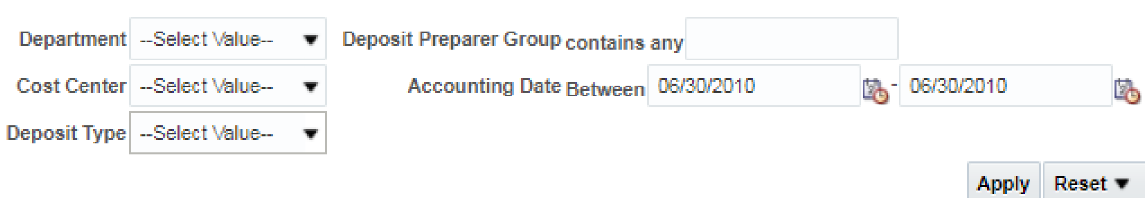
Running a Campus Transaction Dashboard Report

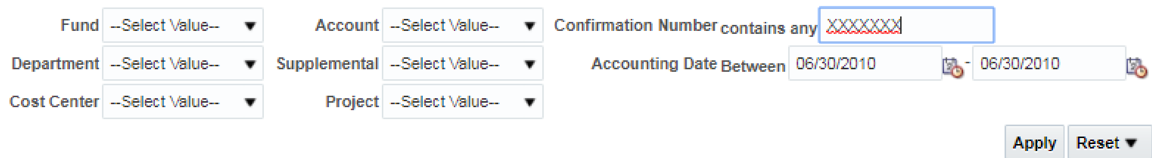
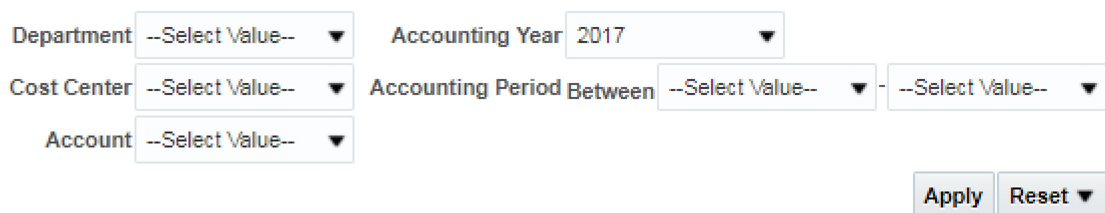
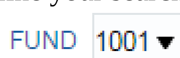
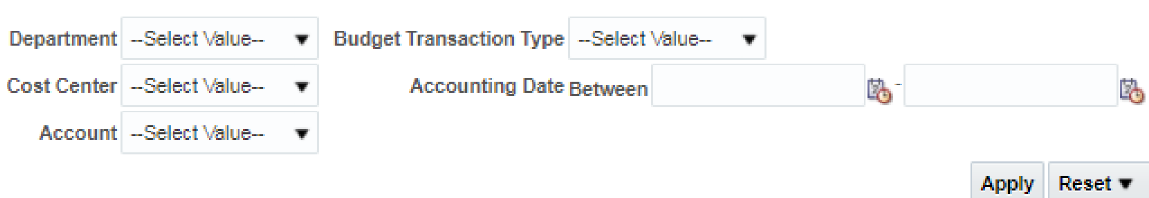
Purpose: Dashboard reports allow the user to quickly search for transactions to determine payment and posting status by funding source data, supplier, and accounting dates.

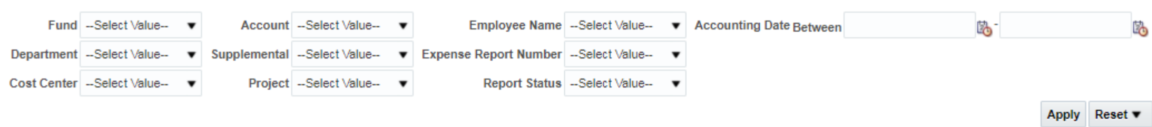
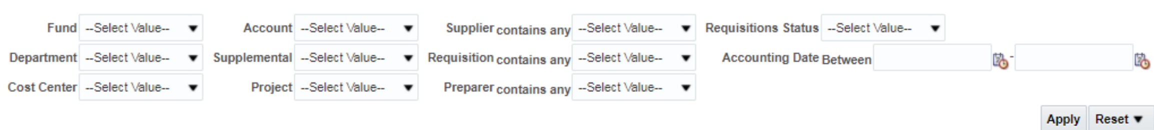
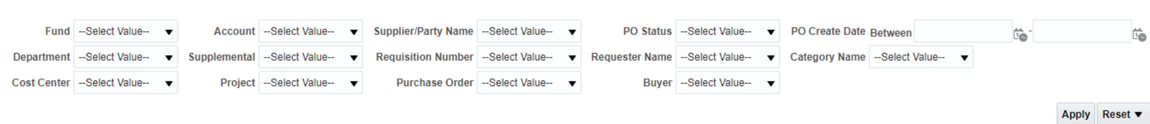
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Users may access Campus Transactions Dashboard by clicking the icon on the Home Page or via the Navigator menu.

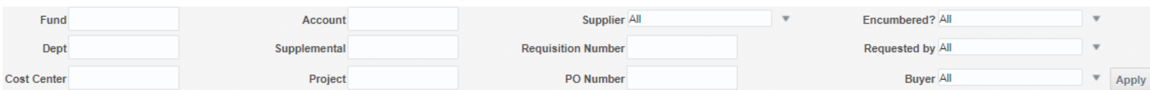
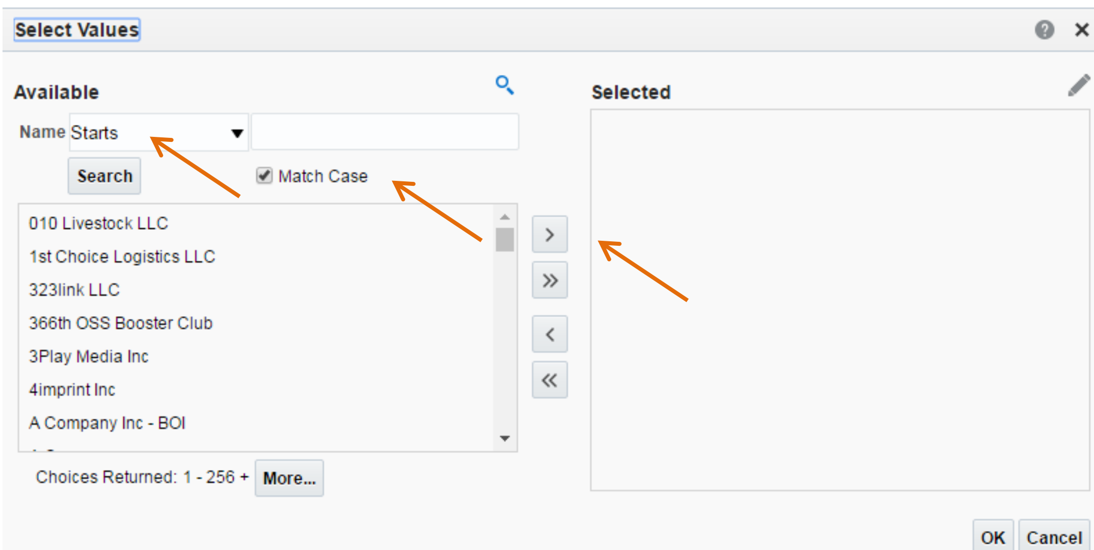
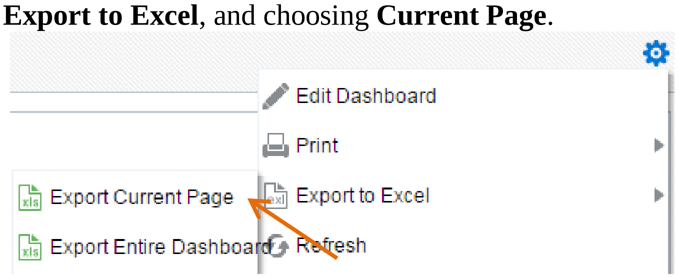
To access the Home Page in OFC, click the house icon at the top of the screen. </td></tr>
<tr><td>2.</td><td>From the OFC Home Page, click the Reports and Analytics icon.

</td></tr>
<tr><td>3.</td><td>Click 
 in the upper right hand corner to open reporting.

Note: A new window will open.</td></tr>
<tr><td>4.</td><td>Navigate to Shared Folders / Custom / Campus Reports by using the chevrons to open each folder. Campus Reports should be highlighted as indicated below.

</td></tr>
<tr><td>5.</td><td>Ensure Type is “All” and Select Open under Campus Transactions Dashboard.

</td></tr>
<tr><td>6.</td><td>Select appropriate tab.

</td></tr>
</table>

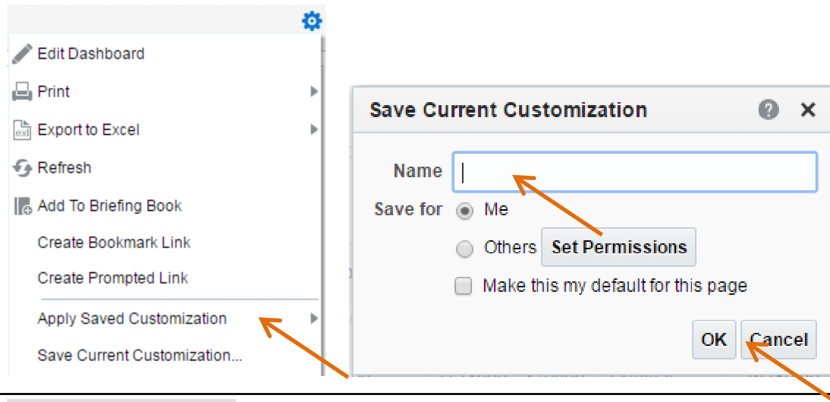
Step	Action
7.	**Payables Query:** Search and view invoiced transactions, identify payment status, and transactions details. *Segment Values*: Leave blank or enter or search for specific values. *Party Name (Supplier)*: Leave blank or search for Supplier/Party to ensure accuracy. *Transaction (Invoice) Number*: Leave blank or enter invoice number. *Payment Status*: Leave blank or select from the drop down menu. *Pay Group*: Leave blank or select from the drop down menu. Note: You may select P-CARD or Internal Payments to identify those specific types of transactions. *Accounting Dates*: Enter date parameters for the search. 
8.	**Payments Query**: Search and view payment information for paid invoices. *Party Name (Supplier)*: Leave blank or search for Supplier/Party to ensure accuracy. *Transaction (Invoice) Number*: Leave blank or enter transaction number. *Payment Method*: Leave blank or search for a specific payment method. *Check Number*: Leave blank or search for a specific check number. *Payment Date Between*: Enter date parameters for the search. 
9.	**Deposits Query**: Search and view deposits that have been submitted and posted to the general ledger. *Segment Values*: Leave blank or enter or search for specific values. *Deposit Type*: Leave blank or select from the drop down menu. *Accounting Date Between*: Enter date parameters for the search. 

Step	Action
10.	**Journal Entries Query**: Allows users to review journal entries, payroll corrections, and interdepartmental charges that have been submitted and posted to the general ledger. *Segment Values*: Leave blank or enter or search for specific values. *Confirmation Number*: Enter number provided by administrative accounting upon confirmation of journal entry completion. *Accounting Date Between*: Enter date parameters for the search. 
11.	**Budget Transfers Query**: Search and view budget transfers that have been submitted and posted to the general ledger. *Segment Values*: Leave blank or enter or search for specific values. *Accounting Year*: Enter a specific fiscal year. *Accounting Date Between*: Enter date parameters for the search.  Once results are reflected, you may select the fund segment value from the drop down to further refine your search.  ***Note***: Ensure that you enter the start and end dates of the fiscal year to ensure a retrieval of year to date budget total.
12.	**Budget Details Query**: Search and view budget transfer details to include journal and line descriptions, posting, and created by that have been submitted and posted to the general ledger. *Segment Values*: Leave blank or enter or search for specific values. *Budget Transaction Type*: Leave blank or select the budget transfer type(s). *Accounting Date Between*: Enter date parameters for the search. 

Step	Action
13.	**Expense Reports Query**: Search and view expense reports, identify status from saved to withdrawn or paid, and additional transaction details. *Segment Values*: Leave blank or enter or search for specific values. *Employee Name*: Leave blank or enter or search for a specific name. *Expense Report Number*: Leave blank or enter or search for specific values. *Report Status*: Leave blank or search for a specific status. *Accounting Date*: Leave blank or enter date paramenters for the search. 
14.	**Requisitions Query**: Search and view requisitions, identify status from saved to withdrawn or paid, and additional transaction details. *Segment Values*: Leave blank or enter or search for specific values. *Supplier*: Leave blank or search for Supplier/Party to ensure accuracy. *Requisition*: Leave blank or enter or search Requisition Number. *Preparer*: Leave blank or enter or search for a specific name. *Requisition Status*: Leave blank or enter or search for a specific status. *Accounting Date*: Leave blank or enter date parameters for the search.  ***Note***: Requisition Types Goods vs Fixed Price Services
15.	**Purchase Orders Query**: Search and view purchase orders, identify status from pending to closed or cancelled, and additional transaction details. *Segment Values*: Leave blank or enter or search for specific values. *Supplier*: Leave blank or search for Supplier/Party to ensure accuracy. *Requisition*: Leave blank or enter or search Requisition Number. *Order*: Leave blank or enter Purchase Order Number. *PO Status*: Leave blank or enter or search for a specific status. *Requester Name*: Leave blank or enter or search for a specific name. *PO Create Date*: Leave blank or enter date parameters for the search. *Category Name*: Leave blank or search for a specific category. 

Step	Action
16.	**Requisition Lifecycle Query**: Search and view requisition, purchase order, and invoices to track encumbrance and expense through the lifecycle of a requisition. *Segment Values*: Leave blank or enter specific value(s). *Supplier*: Leave blank or search for Supplier to ensure accuracy. *Requisition Number*: Leave blank or enter Requisition Number. *PO Number*: Leave blank or enter Purchase Order Number. *Encumbered?*: Leave on All to pull all transactions or change to Yes or No to view only transactions with an outstanding encumbrance or not. *Requested by:* Leave blank or search for a Requester Name. *Buyer:* Leave blank or search for a Buyer Name. 
17.	**Search Tips:** Select the operator Starts, Contains, Ends, or is Like. Uncheck Match Case Highlight value(s) and add and remove values using the > and <. 
18.	Dashboard Reports may be exported to Excel by selecting  in the upper right hand corner, **Export to Excel**, and choosing **Current Page**.  *Note*: Requisition Lifecycle may be exported using the same icon just above the results and under the **Apply** button.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>19.</td><td>
Search Parameters may be saved for Dashboard Reports by entering search values, selecting  in the upper right hand corner, select Save Current Customization, enter a Name for the search, and click OK.



</td></tr>
<tr><td>20.</td><td>End of Procedure.</td></tr>
</table>