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>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. | Users may access **Campus Transactions Dashboard** by clicking the icon on the **Home Page** or via the **Navigator** menu.  
To navigate to the **Home Page**, click the house icon in the top left hand corner. |
| 2. | From the OFC **Home Page**, click the **Reports and Analytics** icon. |
| 3. | Click **Browse Catalog** in the upper right hand corner to open reporting.  
**Note:** A new window will open. |
<p>| 4. | Navigate to Shared Folders / Custom / Campus Reports by using the chevrons to open each folder. <strong>Campus Reports</strong> should be highlighted as indicated below. |
| 5. | Ensure Type is “All” and Select <strong>Open</strong> under <strong>Campus Transactions Dashboard</strong>. |
| 6. | Select appropriate tab. |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 parameters 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. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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 **Export to Excel** 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>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<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 <strong>Save Current Customization</strong>, enter a <strong>Name</strong> for the search, and click <strong>OK</strong>.</td>
</tr>
<tr>
<td>20.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>