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.

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<tr>
<td>1.</td>
<td>Users may access <strong>Campus Transactions Dashboard</strong> by clicking the icon on the <strong>Home Page</strong> or via the <strong>Navigator</strong> menu. To navigate to the <strong>Home Page</strong>, click the house icon in the top right hand corner.</td>
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<td>2.</td>
<td>From the OFC <strong>Home Page</strong>, click the <strong>Reports and Analytics</strong> icon.</td>
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| 3.   | Select the book icon in the top left corner, under Contents 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>
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| 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.  
  *Supplier or Party Name*: Leave blank or search for Supplier/Party to ensure accuracy.  
  *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.  
  *Invoice Number*: Leave blank or enter transaction number.  
  *Supplier/Payee*: Leave blank or search for Supplier/Party to ensure accuracy.  
  *Payment Method*: Leave blank or search for a specific payment method.  
  *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.  
  *Deposit Preparer Group*: Leave blank or enter or select from the drop down menu.  
  *Accounting Date Between*: Enter date parameters for the search. |
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| 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.  
  *Department*: Leave blank or enter a specific department segment value.  
  *Cost Center*: Leave blank or enter a specific cost center segment value.  
  *Account*: Leave blank or enter a specific account segment value.  
  *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.  
  *Department*: Leave blank or enter a specific department segment value.  
  *Cost Center*: Leave blank or enter a specific cost center segment value.  
  *Account*: Leave blank or enter a specific account segment value.  
  *Budget Transaction Type*: Leave blank or select the budget transfer type(s).  
  *Accounting Date Between*: Enter date parameters for the search. |
### Step 13: Expense Reports Query

- **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.

### Step 14: Requisitions Query

- **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

### Step 15: Purchase Orders Query

- **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.
### Step 16. Requisition Lifecycle Query

**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.

### Search Tips

**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 <.

### Step 17. Dashboard Reports may be exported to Excel by selecting  

**Dashboard Reports may be exported to Excel by selecting  in the upper right hand corner, Export to Excel, and choosing either Current Page or Entire Dashboard.**

**Note:** Requisition Lifecycle may be exported using the same icon just above the results and under the Apply button.
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<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>
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<td>20.</td>
<td><strong>End of Procedure.</strong></td>
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