

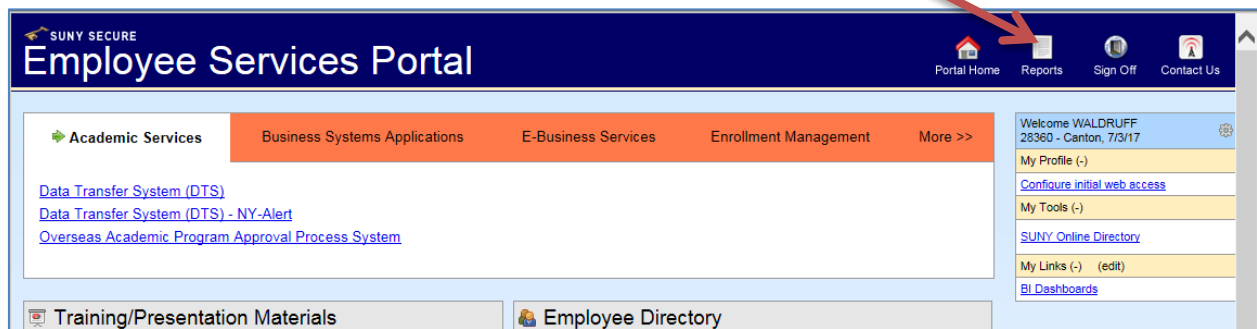
SUNY BUSINESS INTELLIGENCE DASHBOARDS

Business Intelligence (BI) has replaced SMRT for account viewing. The steps below show how to login to BI through the SUNY Portal.

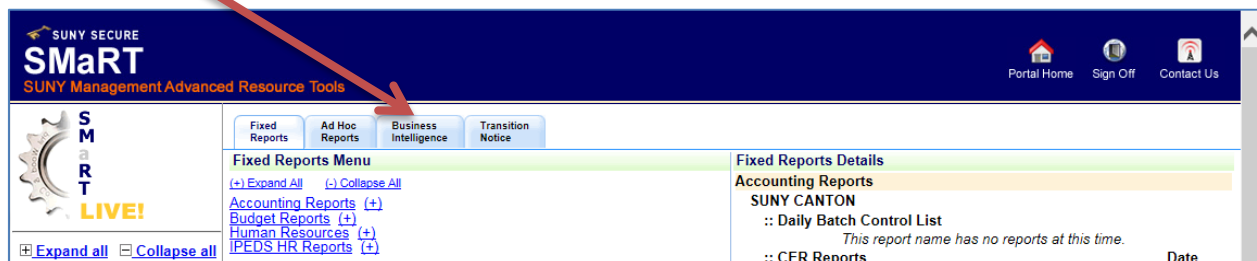
You will only get information for accounts that you have access to.

Getting to SUNY BI:

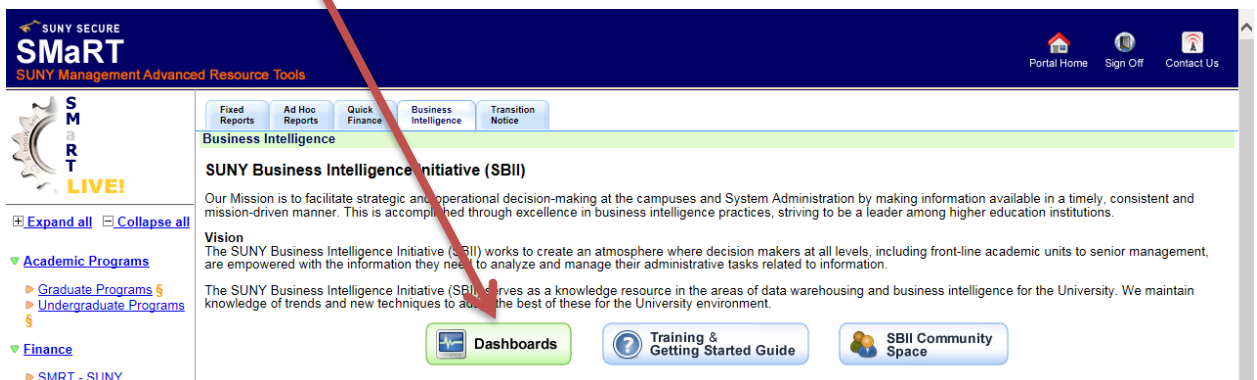
Log on to SUNY employee portal through SUNY website - Click on reports



Click on Business Intelligence tab:

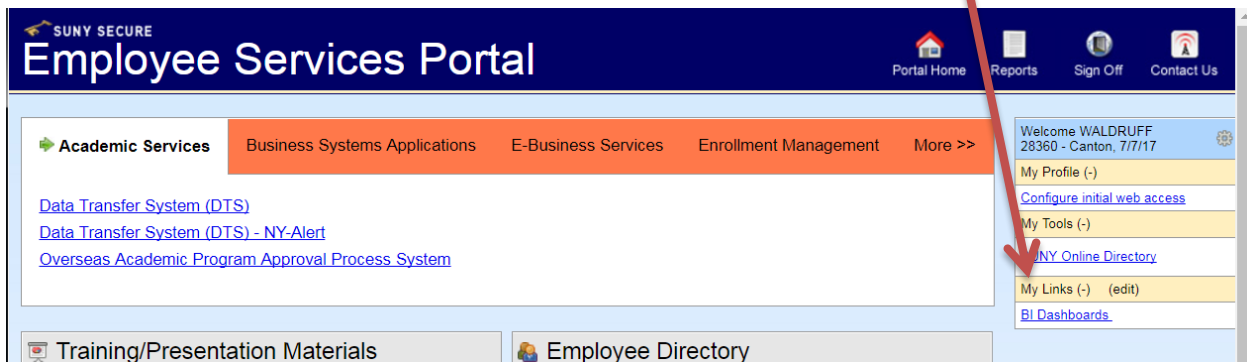


Click on Dashboards box:

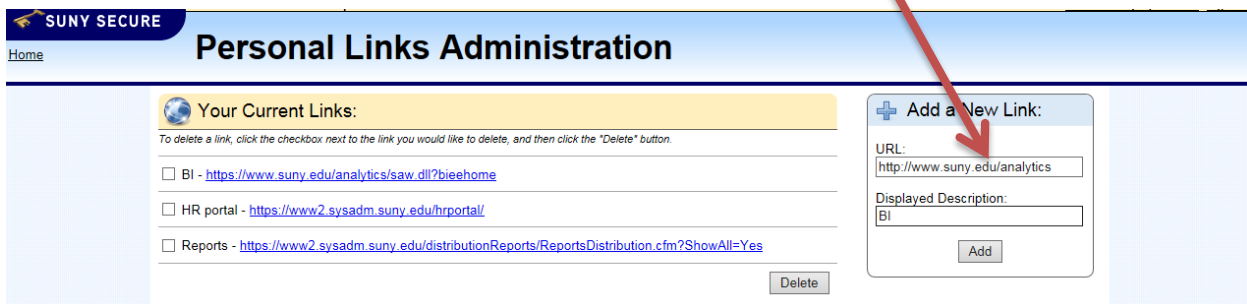


BI Dashboards

To set-up access directly (one-click) to BI, on portal homepage click edit in “My Links”

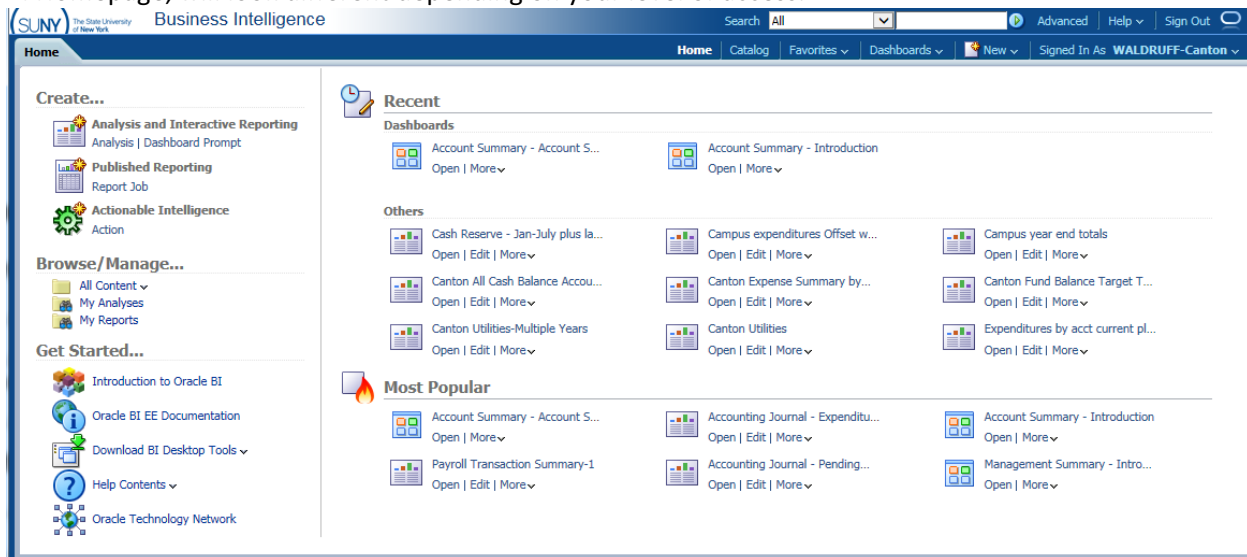


Type the following address in URL: <https://www.suny.edu/analytics/saw.dll?bieehome>



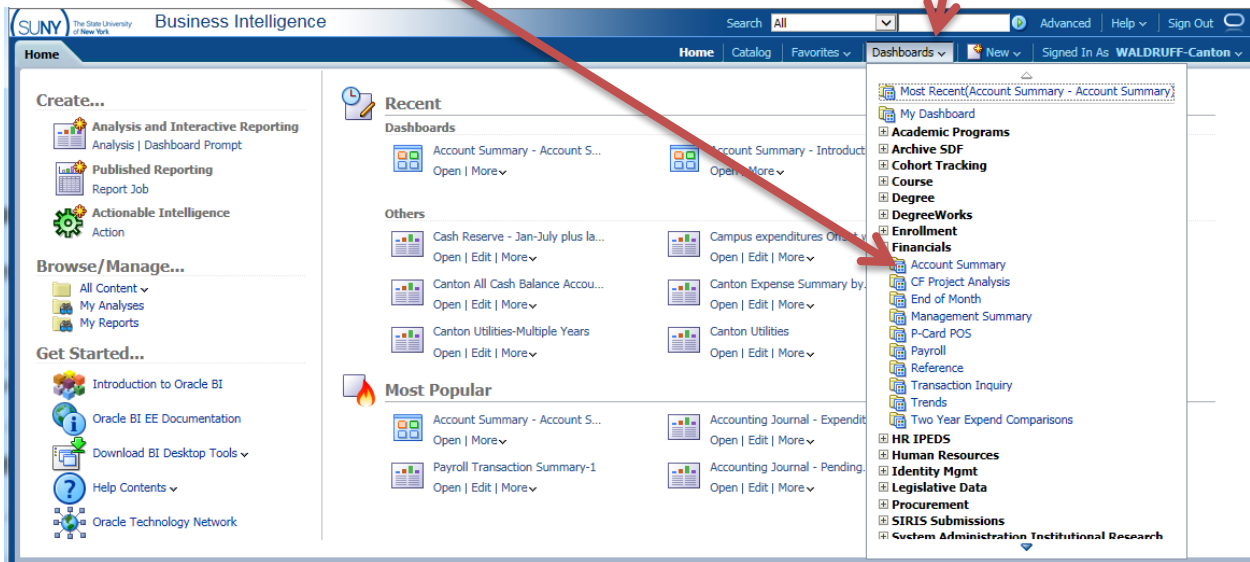
Account Summary Dashboard

BI Homepage, will look different depending on your level of access.

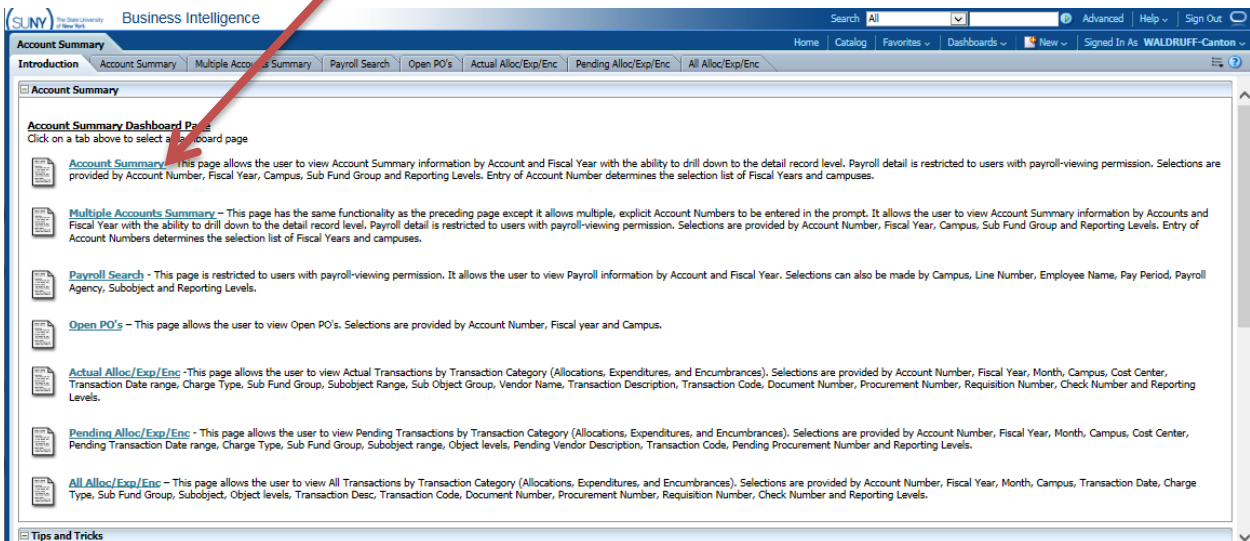


BI Dashboards

For most users, the Account Summary will be the dashboard used. This dashboard is designed to “mimic” SMRT finance. To get to Account Summary Dashboard, click on Dashboard drop down menu: The click on “Account Summary”



Click on Account Summary tab:



BI Dashboards

Click in Account begins with box, the default is always all zeros. This keeps the system from searching for account data when you first open the page:

Account Summary

Selections

Account begins with Fiscal Year

Campus Cost Center Month Desc Sub Fund Group

Reporting Level 1 Reporting Level 2 Reporting Level 3 Reporting Level 4 Reporting Level 5

Account Summary

No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selections that are too restrictive or that contain incorrect values. Please check your Analysis Filters and try again. The filters currently being applied are shown below.

Account begins with 000000
and Fiscal Year is equal to 16-17

[Analyze](#) - [Refresh](#)

Type in 6 digit account code, if you are looking at an account with subs, you need to use the 8 digit codes as such: 900760-45, the “dash” must be included if you are looking at a sub account. Tab to Fiscal year, default is current year, but can be changed via drop-down (arrow).

Account begins with Fiscal Year (Blank for CF)

Campus Cost Center Month Desc Sub Fund Group

Reporting Level 1 Reporting Level 2 Reporting Level 3 Reporting Level 4 Reporting Level 5

Enter does not work in BI, must click “APPLY” button

Result from BI defaults to “SUMMARY OF MAJOR OBJECTS”

Account Summary

Selections

Account begins with Fiscal Year

Campus Cost Center Month Desc Sub Fund Group

Reporting Level 1 Reporting Level 2 Reporting Level 3 Reporting Level 4 Reporting Level 5

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860760	PURCHASING	28-436366-1R-16	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View:

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with 860760
and Fiscal Year is equal to 16-17
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

BI Dashboards

Drop down menu for “Select View” as three options

- 1) Summary by Major Object (default)
- 2) Summary by Object
- 3) Summary by Detailed Object (most closely reflects look of SMRT)

Summary by Object

SUNY The State University of New York **Business Intelligence** Search All

Account Summary Introduction **Account Summary** Multiple Accounts Summary Payroll Search Open PO's Actual Alloc/Exp/Enc Pending Alloc/Exp/Enc All Alloc/Exp/Enc

Selections

Account begins with Fiscal Year

Campus Cost Center Month Desc Sub Fund Group

Reporting Level 1 Reporting Level 2 Reporting Level 3 Reporting Level 4 Reporting Level 5

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860760	PURCHASING	28-436366-1R-16	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View:

Charge Agency Name	Fiscal Year	Major Object	Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	PSR Non-Instructional	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		PSR Total			95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	TS Non-Instructional	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		TS Total			0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	OTPS	Canton	1,700.00	0.00	2,329.57	1,319.32	0.00	0.00	-1,948.89	214.6
		Recharges	Recharges	Canton	650.00	0.00	294.65	0.00	0.00	0.00	355.35	45.3
		OTPS Total			2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with **860760**
and Fiscal Year is equal to **16-17**
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Summary by Detailed Object:

SUNY The State University of New York Business Intelligence

Search All

Home Catalog Favorites Dashboards Signed In As WALDRUFF-Canton

Introduction **Account Summary** Multiple Accounts Summary Payroll Search Open PO's Actual Alloc/Exp/Enc Pending Alloc/Exp/Enc All Alloc/Exp/Enc

Selections

Account begins with Fiscal Year

Campus Cost Center Month Desc Sub Fund Group

Reporting Level 1 Reporting Level 2 Reporting Level 3 Reporting Level 4 Reporting Level 5

Account Summary

Account: 860760 Account Local Desc: PURCHASING Cost Center: 28-436366-1R-16 Account Manager: [blank]

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: **Summary by Detailed Object**

Charge Agency Name	Fiscal Year	Object	Detailed Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR Non-Instructional	PSR Non-Instructional	Canton	95,712.00	0.00	89,513.97	0.00	0.00	143.58	6,054.45	93.7
			PSR Unassigned	Canton	0.00	0.00	550.61	0.00	0.00	0.00	-550.61	
			PSR Non-Instructional Total		95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS Non-Instructional	Other TS Non-Instructional	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
			TS Non-Instructional Total		0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Supplies	Canton	200.00	0.00	-496.90	327.32	0.00	0.00	369.58	-84.8
			Travel	Canton	1,000.00	0.00	938.47	0.00	0.00	0.00	61.53	93.8
			Contractual	Canton	500.00	0.00	1,888.00	992.00	0.00	0.00	-2,380.00	576.0
			OTPS Total		1,700.00	0.00	2,329.57	1,319.32	0.00	0.00	-1,948.89	214.6
		Recharges	Postage Recharge	Canton	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.0
			Central Dup & Print Recharge	Canton	500.00	0.00	13.00	0.00	0.00	0.00	487.00	2.6
			Automotive Recharge	Canton	100.00	0.00	281.65	0.00	0.00	0.00	-181.65	281.7
			Recharges Total		650.00	0.00	294.65	0.00	0.00	0.00	355.35	45.3

Account begins with **860760**
and Fiscal Year is equal to **16-17**
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" =

To look at expenditure detail, click on amount, menu will pop-up

Account Summary

Account: 860760 Account Local Desc: PURCHASING Cost Center: 28-436366-1R-16 Account Manager: [blank]

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: **Summary by Detailed Object**

Charge Agency Name	Fiscal Year	Object	Detailed Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR Non-Instructional	PSR Non-Instructional	Canton	95,712.00	0.00	89,513.97	0.00	0.00	143.58	6,054.45	93.7
			PSR Unassigned	Canton	0.00	0.00	550.61	0.00	0.00	0.00	-550.61	
			PSR Non-Instructional Total		95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS Non-Instructional	Other TS Non-Instructional	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
			TS Non-Instructional Total		0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Supplies	Canton	200.00	0.00	-496.90	327.32	0.00	0.00	369.58	-84.8
			Travel	Canton	1,000.00	0.00	938.47	0.00	0.00	0.00	61.53	93.8
			Contractual	Canton	500.00	0.00	1,888.00	992.00	0.00	0.00	-2,380.00	576.0
			OTPS Total		1,700.00	0.00	2,329.57	1,319.32	0.00	0.00	-1,948.89	214.6
		Recharges	Postage Recharge	Canton	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.0
			Central Dup & Print Recharge	Canton	500.00	0.00	13.00	0.00	0.00	0.00	487.00	2.6
			Automotive Recharge	Canton	100.00	0.00	281.65	0.00	0.00	0.00	-181.65	281.7
			Recharges Total		650.00	0.00	294.65	0.00	0.00	0.00	355.35	45.3

Account begins with **860760**
and Fiscal Year is equal to **16-17**

BI Dashboards

Document Detail: anytime lettering is in Blue, it is a drillable field

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Search: All [v] [p] Advanced Help Sign Out

Account Summary Home Catalog Favorites Dashboards New v Signed In As WALDRUFF-Canton v

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											1,888.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7002730	SUNY PURCHASING ASSOCIATION	8429720	8429720	05325274	860760	5003	210.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7002731	SUNY PURCHASING ASSOCIATION	8429719	8429719	05325274	860760	5003	210.00
Canton	12/14/2016	304A	NATIONAL ASSOCIATION OF EDUCAT	7001877	NATIONAL ASSOCIATION OF EDUCAT	112116M	112116M	3441012	860760	5006	735.00
Canton	12/06/2016	319J	MCAFFEE INTEL SECURITY	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED MCAFFEE INTEL SE	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED UPS 1ZCF657T1520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 1ZCGT3081520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	SEC CRED UPS 29590006125	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	UPS 1ZCF657T1520017210	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 1ZCGT3081520006017	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	6.70
Canton	12/06/2016	319J	UPS 29590006125	W283946	NO VENDOR				860760	5601	6.70
Canton	11/09/2016	319J	NATIONAL ASSOCIATION OF E	W249161	NO VENDOR				860760	5006	538.00
Canton	10/14/2016	304A	SUNY PURCHASING ASSOCIATION	7001126	SUNY PURCHASING ASSOCIATION	9132016	9132016	04921070	860760	5006	195.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

Return - Analyze - Refresh - Print - Export - Create Bookmark Link

Click on Procurement Number or Requisition Number, takes you to PO Summary in pop-up window.

Requisition Summary

Document Information

Requisition Number: 112116M

Date Created: 11/21/2016 Date: 11/21/2016

Created By: BARNE168 Last Updated: 11/21/2016

Total Encumbrance: \$735.00 Updated By: BARNE168

Voucher Amount: \$735.00 Document Status: SUNY Only

Budget Requisition: N

Comments: NAEP Membership Renewal Invoice # 300002491

Item Information

Item Description	Item Amt
NAEP membership dues, 2017 Invoice # 300002791	\$735.00

Account Information

Account Information	Fiscal Year	Sub-Object	Amount
8607600000	2016	550080	\$735.00

Vendor Information

Vendor Name: NATIONAL ASSOCIATION OF EDUCATIONAL

Vendor Name Additional: PROCUREMENT

Vendor Address Line: 8840 STANFORD BLVD SUITE 2000

City: COLUMBIA

State: MD

Zip: 21045

Country: USA

BI Dashboards

Click on Document Number:

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Account Summary Home Catalog Favorites Dashboards New Signed In As WALDRUFF-Canton

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											1,888.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7001877	SUNY PURCHASING ASSOCIATION	8429720	8429720	05325274	860760	5003	210.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7001877	SUNY PURCHASING ASSOCIATION	8429719	8429719	05325274	860760	5003	210.00
Canton	12/14/2016	304A	NATIONAL ASSOCIATION OF EDUCAT	7001877	NATIONAL ASSOCIATION OF EDUCAT	112116M	112116M	3441012	860760	5006	735.00
Canton	12/06/2016	319J	MCAFEEL INTEL SECURITY	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED MCAFEEL INTEL SE	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED UPS 1ZCF657T1520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 1ZCGT3081520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	SEC CRED UPS 29590006125	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	UPS 1ZCF657T1520017210	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 1ZCGT3081520006017	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	6.70
Canton	12/06/2016	319J	UPS 29590006125	W283946	NO VENDOR				860760	5601	6.70
Canton	11/09/2016	319J	NATIONAL ASSOCIATION OF E	W249161	NO VENDOR				860760	5006	538.00
Canton	10/14/2016	304A	SUNY PURCHASING ASSOCIATION	7001126	SUNY PURCHASING ASSOCIATION	9132016	9132016	04921070	860760	5006	195.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

[Return](#) - [Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Get the Voucher Summary:

Voucher Summary

Document Information

Voucher Number: 7001877
 Total Voucher Amount: \$735.00
 Items Amount: \$735.00
 Funding Amount: \$735.00
 Invoice Amount: \$735.00
 Invoice Number(s): 300002791
 Payee: NATIONAL ASSOCIATION OF EDUCATIONAL

Document Status: Matched
 Payment Date: 12/15/2016
 Voucher Created Date: 12/13/2016
 Voucher Updated Date: 12/13/2016
 Created By: KEITH
 Last Updated: 12/17/2016
 Voucher Updated By: VoucherReconciliation

Payee Information

Payee Name: NATIONAL ASSOCIATION OF EDUCATIONAL
 Payee Name Additional: PROCUREMENT
 Payee Address Line: 8840 STANFORD BLVD SUITE 2000
 City: COLUMBIA
 State: MD
 Zip: 21045
 Country: USA

Check: 3441012
 Check Date: 12/19/2016
 Check Amount: 735.0

Account Information

Account #	Fiscal Year	Sub Object	Amount
8807800000	2016	550060	\$735.00

Invoice Information

Invoice #	Invoice Date	Receipt Date	MIR Date	Invoice Amount
300002791	11/14/2016	12/05/2016	12/05/2016	\$735.00

BI Dashboards

To return to previous page, always click return, do not use “back” button on browser

SUNY Business Intelligence Search: All Advanced Help Sign Out

Account Summary Home Catalog Favorites Dashboards New Signed In As WALDRUFF-Canton

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total											1,888.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7002730	SUNY PURCHASING ASSOCIATION	8429720	8429720	05325274	860760	5003	210.00
Canton	03/17/2017	304A	SUNY PURCHASING ASSOCIATION	7002731	SUNY PURCHASING ASSOCIATION	8429719	8429719	05325274	860760	5003	210.00
Canton	12/14/2016	304A	NATIONAL ASSOCIATION OF EDUCAT	7001877	NATIONAL ASSOCIATION OF EDUCAT	112116M	112116M	3441012	860760	5006	735.00
Canton	12/06/2016	319J	MCAFEEL INTEL SECURITY	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED MCAFEEL INTEL SE	W283946	NO VENDOR				860760	5005	-48.59
Canton	12/06/2016	319J	SEC CRED UPS 12CF657T1520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 12CGT3081520	W283946	NO VENDOR				860760	5601	-144.92
Canton	12/06/2016	319J	SEC CRED UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	SEC CRED UPS 29590006125	W283946	NO VENDOR				860760	5601	-6.70
Canton	12/06/2016	319J	UPS 12CF657T1520017210	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 12CGT3081520006017	W283946	NO VENDOR				860760	5601	144.92
Canton	12/06/2016	319J	UPS 294904LQKQ3	W283946	NO VENDOR				860760	5601	6.70
Canton	12/06/2016	319J	UPS 29590006125	W283946	NO VENDOR				860760	5601	6.70
Canton	11/09/2016	319J	NATIONAL ASSOCIATION OF E	W249161	NO VENDOR				860760	5006	538.00
Canton	10/14/2016	304A	SUNY PURCHASING ASSOCIATION	7001126	SUNY PURCHASING ASSOCIATION	9132016	9132016	04921070	860760	5006	195.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

Return - Analyze - Refresh - Print - Export - Create Bookmark Link

Charge Type:

Account Summary

Account: 860760 Account Local Desc: PURCHASING Cost Center: 28-436366-1R-16 Account Manager:

Analyze - Refresh - Print - Export

Select View: Summary by Detailed Object

Charge Agency Name	Fiscal Year	Object	Detailed Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total					98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR Non-Instructional	PSR Non-Instructional	Canton	95,712.00	0.00	89,513.97	0.00	0.00	143.58	6,054.45	93.7
			PSR Unassigned	Canton	0.00	0.00	550.61	0.00	0.00	0.00	-550.61	
PSR Non-Instructional Total					95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS Non-Instructional	Other TS Non-Instructional	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
TS Non-Instructional Total					0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Supplies	Canton	200.00	0.00	-496.90	327.32	0.00	0.00	369.58	-84.8
			Travel	Canton	1,000.00	0.00	938.47	0.00	0.00	0.00	61.53	93.8
			Contractual	Canton	500.00	0.00	1,319.32	0.00	0.00	0.00	-2,380.00	576.0
OTPS Total					1,700.00	0.00	2,329.47	0.00	0.00	0.00	-1,948.89	214.6
		Recharges	Postage Recharge	Canton	50.00	0.00	0.00	0.00	0.00	0.00	50.00	0.0
			Central Dup & Print Recharge	Canton	500.00	0.00	13.00	0.00	0.00	0.00	487.00	2.6
			Automotive Recharge	Canton	100.00	0.00	281.65	0.00	0.00	0.00	-181.65	281.7
Recharges Total					650.00	0.00	294.65	0.00	0.00	0.00	355.35	45.3

Account begins with **860760**
 and Fiscal Year is equal to **16-17**

SUNY Business Intelligence Search: All Advanced Help Sign Out

Account Summary Home Catalog Favorites Dashboards New Signed In As WALDRUFF-Canton

Charge Type	Campus	Amount
Journal Voucher - Charge	Canton	538.00
Standard Voucher - Purchase Order	Canton	1,350.00
Grand Total		1,888.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

Return - Analyze - Refresh - Print - Export - Create Bookmark Link

BI Dashboards

Click on blue clickable number:

Account Summary

Charge Type	Campus	Amount
Journal Voucher - Charge	Canton	538.00
Standard Voucher - Purchase Order	Canton	1,350.00
Grand Total		1,888.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

[Return](#) - [Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

Results: can drill down on Document Number & Procurement Number from here as well:

Account Summary

Campus	Transaction Date	Transaction Code	Check Number	Document Number	Vendor	Procurement Number	Transaction Desc	Account	Subobject	Amount
Grand Total										1,350.00
Canton	03/17/2017	304A	05325274	7002730	SUNY PURCHASING ASSOCIATION	8429720	SUNY PURCHASING ASSOCIATION	860760	5003	210.00
Canton	03/17/2017	304A	05325274	7002731	SUNY PURCHASING ASSOCIATION	8429719	SUNY PURCHASING ASSOCIATION	860760	5003	210.00
Canton	12/14/2016	304A	3441012	7001877	NATIONAL ASSOCIATION OF EDUCAT	112116M	NATIONAL ASSOCIATION OF EDUCAT	860760	5006	735.00
Canton	10/14/2016	304A	04921070	7001126	SUNY PURCHASING ASSOCIATION	9132016	SUNY PURCHASING ASSOCIATION	860760	5006	195.00

Charge Agency Name is equal to / is in **Canton**
 and Transaction Category is equal to / is in **Expenditure**
 and Fiscal Year is equal to / is in **16-17**
 and Object is equal to / is in **OTPS**
 and Detailed Object is equal to / is in **Contractual**
 and Charge Type is equal to / is in **Standard Voucher - Purchase Order**
 and Account begins with **860760**
 and Originating Agency is equal to / is in **Canton**

[Return](#) - [Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

To save information, you can use print

Account Summary

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with **860760**
 and Fiscal Year is equal to **16-17**
 and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Printable PDF](#) - [Printable HTML](#)

BI Dashboards

Or Export:

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860760	PURCHASING	28-436366-1R-16	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with **860760**
and Fiscal Year is equal to **16-17**
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ('Res Hall Rehab and', 'Cash', 'Capital Projects Bonded', 'Comm. Projects Fund')) or ("Charge Agency", "Campus" = 'Construction Fund')

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

- PDF
- Excel
- Powerpoint
- Web Archive (.mht)
- Data

Several options exist for export including PDF, Excel (2003 or 2007), Powerpoint (2003 or 2007), data (includes CSV, Tab Delimited, or XML). If you would like to keep all formatting, use Excel, if you want data only, use CSV format:

Excel download:

Finance Summary Detail by Object- IFR Cash.xls [Read-Only] - Excel

File Home Insert Page Layout Formulas Data Review View QuickBooks Tell me... Waldruff, Terry Share

Clipboard Font Alignment Number Styles Cells Editing

K14

Charge Agency Name	Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with 860760
and Fiscal Year is equal to 16-17

Page 1 7/3/2017 10:04

Finance Summary Detail by Object

Ready 80%

CSV is data only, none of the above formatting

What if you only have one account and don't want to have to go through the steps every time to access your account: once you've displayed your account the way you want to see it, click on box in right hand corner next to question mark:

Account Summary

Search: All | Advanced | Help | Sign Out

Home | Catalog | Favorites | Dashboards | New | Signed In As: WALDRUFF-Canton

Introduction | **Account Summary** | Multiple Accounts Summary | Payroll Search | Open PO's | Actual Alloc/Exp/Enc | Pending Alloc/Exp/Enc | All Alloc/Exp/Enc

Selections

Account begins with: 860760 | Fiscal Year: 16-17

Campus: --Select Value-- | Cost Center Month Desc: --Select Value-- | Sub Fund Group: --Select Value--

Reporting Level 1: --Select Value-- | Reporting Level 2: --Select Value-- | Reporting Level 3: --Select Value-- | Reporting Level 4: --Select Value--

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860760	PURCHASING	28-436366-1R-16	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with **860760**
and Fiscal Year is equal to **16-17**
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Choose "Save Current Customization"

Account Summary

Search: All | Advanced | Help | Sign Out

Home | Catalog | Favorites | Dashboards | New | Signed In As: WALDRUFF-Canton

Introduction | **Account Summary** | Multiple Accounts Summary | Payroll Search | Open PO's | Actual Alloc/Exp/Enc | Pending Alloc/Exp/Enc | All Alloc/Exp/Enc

Selections

Account begins with: 860760 | Fiscal Year: 16-17

Campus: --Select Value-- | Cost Center Month Desc: --Select Value-- | Sub Fund Group: --Select Value--

Reporting Level 1: --Select Value-- | Reporting Level 2: --Select Value-- | Reporting Level 3: --Select Value-- | Reporting Level 4: --Select Value--

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860760	PURCHASING	28-436366-1R-16	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton Total				98,062.00	0.00	104,206.66	1,319.32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	1,319.32	0.00	0.00	-1,593.54	167.8

Account begins with **860760**
and Fiscal Year is equal to **16-17**
and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

BI Dashboards

Name your customization in popup window and click “OK”

The screenshot shows the SUNY Business Intelligence Account Summary dashboard. A red arrow points from the text instruction to the 'Save Current Customization' popup window. The popup has a 'Name' field containing 'My Test Account', a 'Save for' section with 'Me' selected, and 'OK' and 'Cancel' buttons. The background dashboard shows various selection filters and a table of financial data.

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocat	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
Grand Total				98,	32	0.00	143.58	-7,607.56	107.8
Canton Total				98,	32	0.00	143.58	-7,607.56	107.8
Canton	16-17	PSR	Canton	98,	00	0.00	143.58	5,503.84	94.2
		TS	Canton		90	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00		0.00	2,624.22	1,319.32	0.00
						0.00	0.00	-1,593.54	167.8

To open new customized page, go to account summary dashboard, click on customization toolbar
Then click on Apply Saved Customization / your customized dashboard

The screenshot shows the SUNY Business Intelligence Account Summary dashboard with a 'No Results' message. A red arrow points from the text instruction to the customization toolbar, which includes options like 'Print', 'Export to Excel', 'Refresh', 'Create Bookmark Link', 'Create Prompted Link', 'Apply Saved Customization', 'Save Current Customization...', 'Edit Saved Customizations...', and 'Clear My Customization'. Another red arrow points to the 'Apply Saved Customization' option.

Your customized report will appear.

Other selections on selection box in Account Summary:

The screenshot shows the SUNY Business Intelligence Account Summary dashboard with the selection box. The selection box includes fields for 'Account begins with', 'Fiscal Year', 'Campus', 'Cost Center Month Desc', 'Sub Fund Group', 'Reporting Level 1', 'Reporting Level 2', 'Reporting Level 3', 'Reporting Level 4', and 'Reporting Level 5'. The 'Account begins with' field is set to '860760' and the 'Fiscal Year' is set to '16-17'.

1) *Fiscal Year* – multiple years can be selected at the same time

Account Summary

Account begins with: 860760 Fiscal Year: 14-15:15-16:16-17

Campus: --Select Value-- Cost Center Month Desc: --Select Value-- Sub Fund Group: --Select Value--

Reporting Level 1: --Select Value-- Reporting Level 2: --Select Value-- Reporting Level 3: --Select Value-- Reporting Level 4: --Select Value-- Reporting Level 5: --Select Value--

Account Summary

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				288,013.00	0.00	294,159.70	183.50	0.00	143.58	-6,471.78	102.2
Canton Total				288,013.00	0.00	294,159.70	183.50	0.00	143.58	-6,471.78	102.2
Canton	14-15	PSR	Canton	88,434.00	0.00	88,433.50	0.00	0.00	0.00	0.50	100.0
		TS	Canton	2,999.00	0.00	3,000.00	0.00	0.00	0.00	-1.00	100.0
		OTPS	Canton	4,441.00	0.00	4,440.65	0.00	0.00	0.00	0.35	100.0
	15-16	PSR	Canton	87,597.00	0.00	87,596.97	0.00	0.00	0.00	0.03	100.0
		TS	Canton	2,869.00	0.00	2,868.60	0.00	0.00	0.00	0.40	100.0
		OTPS	Canton	3,613.00	0.00	3,613.32	0.00	0.00	0.00	-0.32	100.0
	16-17	PSR	Canton	95,712.00	0.00	90,064.58	0.00	0.00	143.58	5,503.84	94.2
		TS	Canton	0.00	0.00	11,517.86	0.00	0.00	0.00	-11,517.86	
		OTPS	Canton	2,350.00	0.00	2,624.22	183.50	0.00	0.00	-457.72	119.5

Account begins with 860760 and Fiscal Year is equal to 14-15, 15-16, 16-17 and ("Cost Center Time", "Cost Center Year 4" >= 2008) or ("Fund Identifier", "Sub Fund Group" IN ("Res Hall Rehab and Repair Cash", "Capital Projects Bonded", "Comm. Projects Fund")) or ("Charge Agency", "Campus" = "Construction Fund")

Select View: Summary by Major Object

2) *Campus* will always be Canton so can be left blank3) *Cost Center Month Desc* - can choose a month end during the year to get a point-in-time snapshot for account4) *Sub Fund Group* - can choose all accounts under a specific funding source (depends on your access)

- Revenue Offset Fund – state operating accounts (prior to 2012, State Purpose Regular should be used)
- General IFR – state IFR accounts
- SUTRA – Summer accounts
- Dormitory Operations – Res Hall accounts
- Dormitory Sponsored – Res Hall IFR accounts

Account Summary

Account begins with: 860720 Fiscal Year (Blank for CF): 11-12

Campus: --Select Value-- Cost Center Month Desc: --Select Value-- Sub Fund Group: State Purpose Regu

Reporting Level 1: --Select Value-- Reporting Level 2: --Select Value-- Reporting Level 3: --Select Value-- Reporting Level 5: --Select Value--

Account Summary

Account: 860720 Account Local Desc: FINANCE & ADMINISTRATION

Select View: Summary by Detailed Object

- 5) **Reporting Level 1** - can choose all accounts under a specific Vice President (depends on your access)

The screenshot shows the SUNY Business Intelligence Account Summary dashboard. The 'Reporting Level 1' dropdown menu is open, displaying a list of options: NULL, President, VP for Academic Affairs, VP for Admin Services, Student Affairs, VP for Advancement / Alumni, U-Wide Accounts, and Capitol Projects. The 'Account begins with' field is set to '000000' and the 'Fiscal Year' is '16-17'. The 'No Results' message is displayed below the selection area.

- 6) **Reporting Level 2** – can choose all accounts under a specific Director, AVP, or Dean (depends on your access)

The screenshot shows the SUNY Business Intelligence Account Summary dashboard. The 'Reporting Level 2' dropdown menu is open, displaying a list of options: Diversity, VP for Academic Affairs, School Bus & Liberal Arts, School of Engineer Tech, Science, Health, CJ, Institutional Research, Office of the Registrar, and Academic Support. The 'Account begins with' field is set to '000000' and the 'Fiscal Year' is '16-17'. The 'No Results' message is displayed below the selection area.

- 7) **Reporting Level 3** – can choose all accounts under a specific Department (depends on your access)

The screenshot shows the SUNY Business Intelligence Account Summary dashboard. The 'Reporting Level 3' dropdown menu is open, displaying a list of options: Diversity, VP for Academic Affairs, Enrollment Initiatives, Training & Development, Partnership Initiatives, Honors Program, Faculty Senate, and ROSES. The 'Account begins with' field is set to '000000' and the 'Fiscal Year' is '16-17'. The 'No Results' message is displayed below the selection area.

- 8) **Reporting Level 4 & Reporting Level 5** - are currently not utilized

BI Dashboards

To utilize reporting level alone (no account), you can pull all accounts together in one report (summarize all accounts together). Account number must be blank so remove all zeros from account # or the query will not run. Choose the department under Reporting Level 3, you would like to see, then click “apply”

Selections

Account begins with: Fiscal Year: 14-15

Campus: Cost Center Month Desc: Sub Fund Group:

Reporting Level 1: Reporting Level 2: Reporting Level 3: Reporting Level 4: Reporting Level 5:

Account Summary

No Results

The specified criteria didn't result in any data. This is often caused by applying filters or Analysis Filters and try again. The filters currently being applied are shown below.

Shows all accounts associated with department, summarizes IFR accounts separately and summarizes all expenditures, allocation, etc together:

Account Summary

Account: Account Local Desc: Cost Center: Account Manager:

630040-02 BIOLOGY 28-436366-10-14

910040-02 BIOLOGY LAB FEE 28-436366-08-14

[Analyze](#) [Refresh](#) [Print](#) [Export](#)

Fiscal Year	Beginning Cash Balance (+)	Prior Yr Disbursements (-)	Prior Yr Encumbrances (-)	Adjusted Beg Cash	Revenue (+)	Fringe & O/H Assessments (-)	Expenditures (-)	Ending Cash Balance (+)	Encumbrances (-)	Fringe & O/H Encumbrances (-)	Cash Bal less Encumbr (-)
14-15	3,831.38	0.00	0.00	3,831.38	7,145.00	1,024.61	7,062.47	2,889.30	0.00	0.00	2,889.30

[Analyze](#) [Refresh](#) [Print](#) [Export](#)

Assessments	Rate	Expenditure	Encumbrance	Total
Administrative O/H	5.60%	401.25	0.00	401.25
Fringe Benefits	56.88%	0.00	0.00	0.00
Maintenance O/H	8.75%	623.36	0.00	623.36
Grand Total		1,024.61	0.00	1,024.61

[Analyze](#) [Refresh](#) [Print](#) [Export](#)

Select View:

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				412,894.00	0.00	412,890.18	0.00	0.00	0.00	3.82	100.0
Canton Total				412,894.00	0.00	412,890.18	0.00	0.00	0.00	3.82	100.0
Canton	14-15	PSR	Canton	349,125.00	0.00	349,124.84	0.00	0.00	0.00	0.16	100.0
		TS	Canton	46,443.00	0.00	46,442.92	0.00	0.00	0.00	0.08	100.0
		OTPS	Canton	17,326.00	0.00	17,322.42	0.00	0.00	0.00	3.58	100.0

Fiscal Year is equal to 14-15
and Reporting Level 3 is equal to Biology
and ("Cost Center Time" "Cost Center Year 4" >= 2008) or ("Fund Identifier" "Sub Fund Group" IN ('Res Hall Rehab and Repair Cash', 'Capital Projects Bonded', 'Comm. Projects Fund')) or ("Charge Agency" "Campus" = 'Construction Fund')

[Analyze](#) [Refresh](#) [Print](#) [Export](#)

BI Dashboards

Account can be added to the summarized display by clicking on the header. Click on "Include column" for the Account column to be added.

The screenshot displays the 'Account Summary' dashboard with several data tables and a context menu.

Account Summary Header:

Account	Account Local Desc	Cost Center	Account Manager
630040-02	BIOLOGY	28-436366-1R-14	
630040-02	BIOLOGY LAB FEE	28-436366-GR-14	

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Fiscal Year Summary:

Fiscal Year	Beginning Cash Balance (+)	Prior Yr Disbursements (-)	Prior Yr Encumbrances (-)	Adjusted Beg Cash	Revenue (+)	Fringe & O/H Assessments (-)	Expenditures (-)	Ending Cash Balance	Encumbrances (-)	Fringe & O/H Encumbrances (-)	Cash Bal less Encumbr (-)
14-15	3,831.38	0.00	0.00	3,831.38	7,145.00	1,024.61	7,062.47	2,692.30	0.00	0.00	2,889.30

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Assessments:

Assessments	Rate	Expenditure	Encumbrance	Total
Administrative O/H	5.60%	401.25	0.00	401.25
Fringe Benefits	56.86%	0.00	0.00	0.00
Maintenance O/H	8.70%	623.36	0.00	623.36
Grand Total		1,024.61	0.00	1,024.61

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

Select View: Summary by Major Object

Charge Agency Name Fiscal Year: 14-15

Charge Agency Name	Fiscal Year	View	Minor Object	Disbursement Amount	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total					17,894.00	0.00	412,890.18	0.00	0.00	0.00	3.82	100.0
Canton Total					2,894.00	0.00	412,890.18	0.00	0.00	0.00	3.82	100.0
Canton	14-15		Keep Only	>	49,125.00	0.00	349,124.84	0.00	0.00	0.00	0.16	100.0
			Remove	>	46,443.00	0.00	46,442.92	0.00	0.00	0.00	0.08	100.0
			Show Subtotal	>	17,336.00	0.00	17,322.42	0.00	0.00	0.00	3.58	100.0
			Show Row level Grand Total	>								
			Show Column level Grand Total	>								

Context Menu:

- Exclude column
- Include column**
- Hide Column
- Move Column
- Account
- Account Local Desc
- Object
- Object Sort
- Detailed Object Sort
- Sub Fund Group

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#)

The Account Summary for IFRs

This Dashboard attempts to recreate the cash balance IFR pages in SMRT, although visually it is very different. Output is horizontal instead of vertical as in SMRT. This is a limitation of BI and cannot be changed.

Account Summary

Account begins with 900760-45 Fiscal Year (Blank for CF) 14-15

Campus --Select Value-- Cost Center Month Desc --Select Value-- Sub Fund Group --Select Value--

Reporting Level 1 --Select Value-- Reporting Level 2 --Select Value-- Reporting Level 3 --Select Value-- Reporting Level 4 --Select Value-- Reporting Level 5 --Select Value-- Apply Reset

Account Summary

Account	Account Local Desc	Cost Center
900760-45	MARKETING INITIATIVES IFR	28-321210-OR-14

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Beginning Cash Balance (+)	Prior Yr Disbursements (-)	Prior Yr Encumbrances (-)	Adjusted Beg Cash	Revenue (+)	Fringe & O/H Assessments (-)	Expenditures (-)	Ending Cash Balance (=)	Encumbrances (-)	Fringe & O/H Encumbrances (-)	Cash Bal less Encumbr (=)
252,012.86	42,741.23	0.00	209,271.63	143,000.00	0.00	128,357.05	223,914.58	109,589.96	0.00	114,324.62

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Assessments	Rate	Expenditure	Encumbrance	Total
Fringe Benefits	56.86%	0.00	0.00	0.00
Administrative O/H	0.00%	0.00	0.00	0.00
Maintenance O/H	0.00	0.00	0.00	0.00
Grand Total		0.00	0.00	0.00

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Select View: Summary by Major Object

Charge Campus	Major Object	Originating Agency	Allocation To	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used
Grand Total				121,300.92	7,056.13	99,646.09	9,943.87	122,312.99	66.05
New Paltz Total				121,300.92	7,056.13	99,646.09	9,943.87	122,312.99	66.05
New Paltz	OTPS	New Paltz	360,260.00	121,300.92	7,056.13	99,646.09	9,943.87	122,312.99	66.05

1 Year is equal to 14-15 and Account begins with 900760-45

SMRT output

28210 SUNY NEW PALTZ - IFR Year to Date Cash Balance
900760 45 MARKETING INITIATIVES IFR Fiscal Year 14 - 15

Description	Cash Basis YTD	Pending	Available YTD
Beginning Cash Balance	\$ 252,012.86		\$ 252,012.86
Prior Yr Disb/Exp	42,741.23		42,741.23
Prior Yr Encumbered	0.00		0.00
Adjusted Beg Cash	209,271.63		209,271.63
Revenue			
YTD Program Revenue	143,000.00		143,000.00
YTD Revenue Transfers	0.00		0.00
Total Revenue	143,000.00		143,000.00
Gross Cash Available	352,271.63		352,271.63
Affected By:			
Fringe Benefits (56.86%)	0.00	0.00	0.00
Administrative O/H (0.00%)	0.00	0.00	0.00
Maint O/H (0.00%)	0.00	0.00	0.00
Net Available for Operations	352,271.63	0.00	352,271.63
Current Year:			
PSR	0.00	0.00	0.00
TS	0.00	0.00	0.00
OTPS	360,260.00	128,357.05	237,947.01
Total	360,260.00	128,357.05	237,947.01
Ending Cash Balance	\$ 223,914.58	\$ - 109,589.96	\$ 114,324.62

IFR Reserve Accounts:

910740 - 00 Equipment Replacement and Repair	0.00
910741 - 00 Facility Renovation and Rehab	0.00
910742 - 00 Budget Stabilization	0.00

There are timing differences between BI and SMRT, typically there is a day or two lag between SMRT and BI. Again, it's a system limitation at the time. We are no longer able to view accounts in Real Time.

As you begin to use Business Intelligence, if you notice issues or problems with the data, please contact Office of Procurement & Travel Services, so System can be notified and corrective action can take place.

Tips & Tricks:

Browser/Error Resolution

- Firefox is the desired browser
- If BI stops working due to inactivity, hit F5 to refresh or click the clockwise circular arrow at the top of the screen
- If you are experiencing problems, clear your browser cache before you do anything else

Editing

- Click Return to get back to the previous page after you have drilled down. Don't use the back button
- Always use the 6 digit Account Number unless want to view a specific Sub Account, then enter 6 + 2 digits in format 999999-99
- It is not necessary to populate every parameter before clicking on Apply
- Hit Tab after entering or blanking out Account Number. This will populate the Fiscal Year and Campus fields for choices if necessary
- When drilling to details, you can drag a column (when getting crosshairs on top of column) to the top and create a section or pivot table
- You can save Prompt values by clicking on the 3-line icon to the left of the question mark and click Save Current Customization
- Click on the up/down arrow at the end of a list to return all rows

Exporting

- If you experience problems exporting to Excel 2007, export to Excel 2003
- When exporting, if you want values to populate on all rows then export to CSV not Excel
- You can export or print all sections of a dashboard page by clicking on the 3-line icon to the left of the question mark and clicking Print or Export