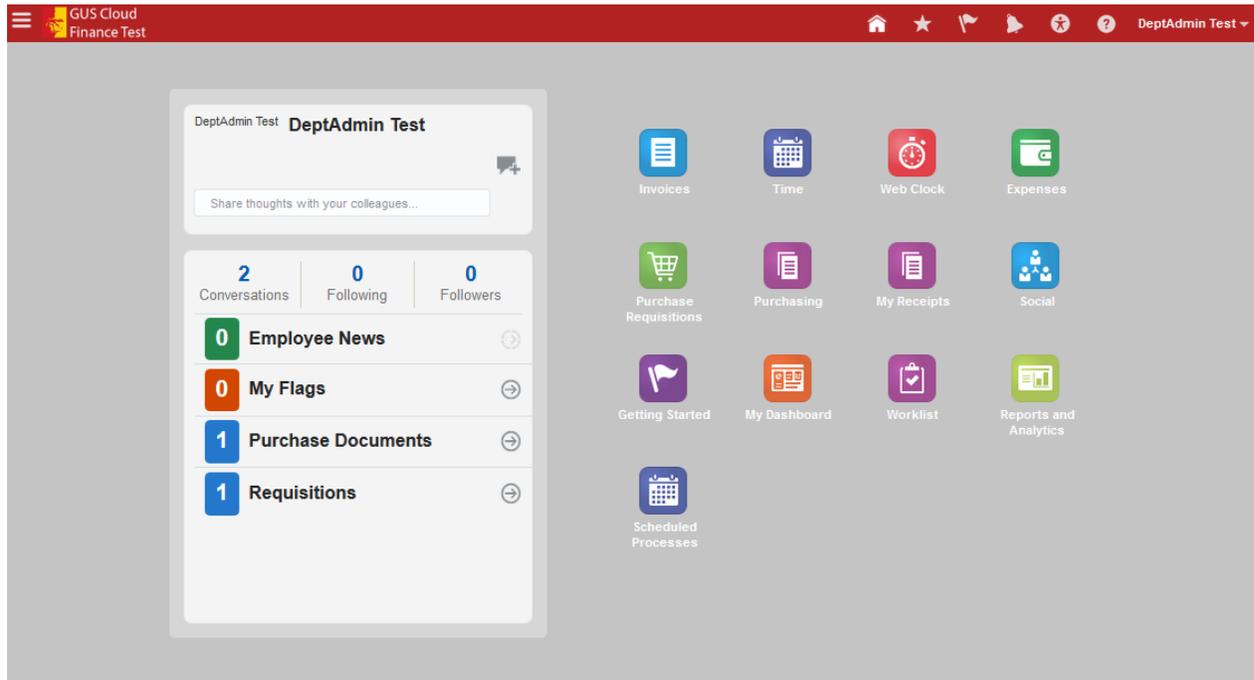


Job Aid

Department Dashboard



This Job Aid walks through the process of running various financial reports on the Department Dashboard.

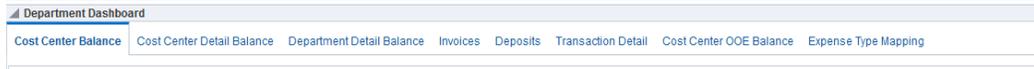
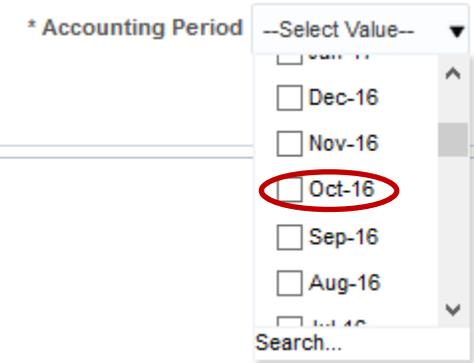
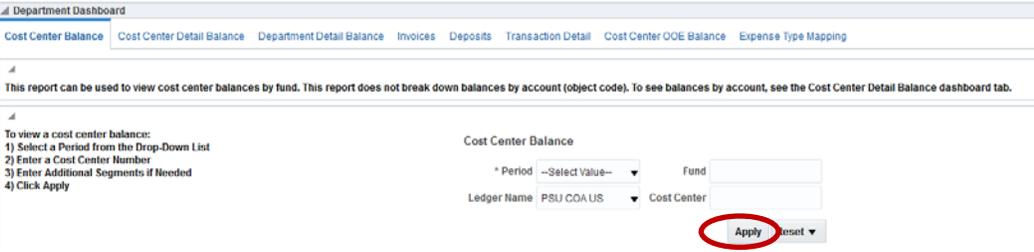


Step	Action
1.	Click the Home icon at the top right of the screen to access the Gus Cloud Springboard . 
2.	Navigate to My Dashboard by choosing the link in the navigator, or clicking on the icon from the Springboard.  

Job Aid

Department Dashboard

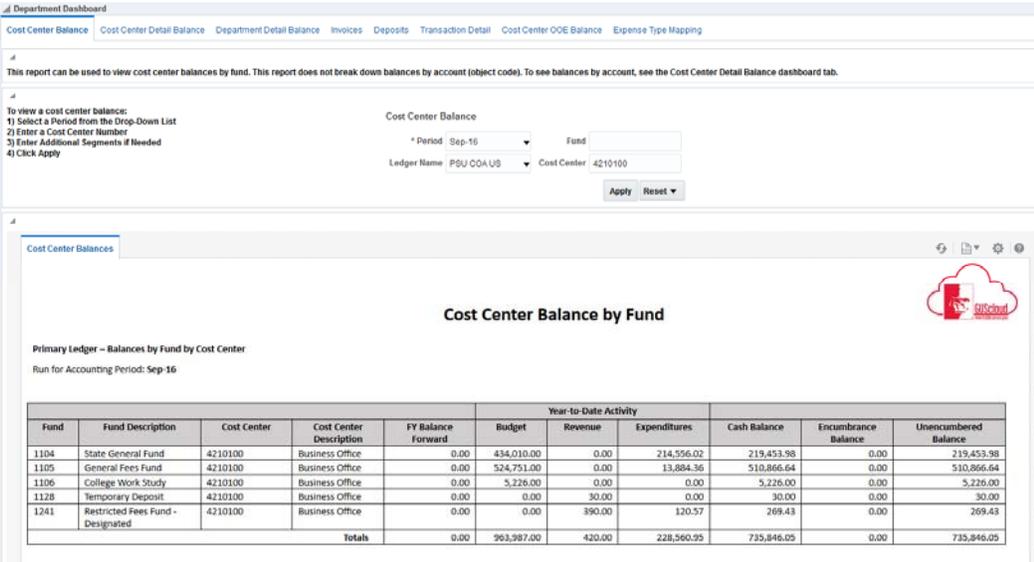


Step	Action
3.	<p>The reports available are located in tabs under the Department Dashboard heading</p> 
4.	<p>Select the tab for the report you wish to view</p> 
5.	<p>Select an Accounting Period from the Drop-Down List. <i>Note you can only select one Accounting Period at a time.</i></p> 
6.	<p>Enter other parameters to filter your report results, such as Cost Center number and/or Fund.</p>
7.	<p>Click the Apply button</p> 

Job Aid

Department Dashboard

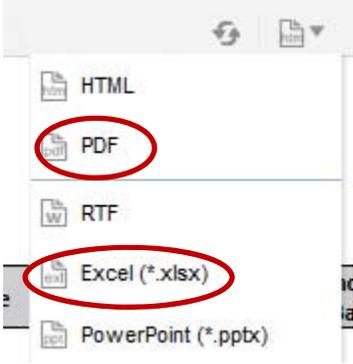
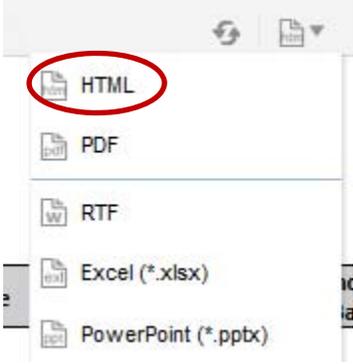


Step	Action
8.	<p>The report will process</p> <p> Processing..... To cancel, click here</p> <p>Then display on screen</p>  <p>Tip: A report can sometimes have multiple tabs. These tabs are generally just different layouts of the same report, so the data can be presented differently.</p>
9.	<p>To export the report to another format, click on the View Report button in the top right corner of the report</p> 

Job Aid

Department Dashboard



Step	Action
10.	<p>Select an output format, such as a printable PDF or Excel file</p> 
11.	<p>Depending on your choice and the internet browser settings, the file will be downloaded or displayed on screen.</p>
12.	<p>To return to viewing the report on screen, choose HTML from the View Report list</p> 
13.	<p>You have reached the end of the Department Dashboard Job Aid. See the attached summary for a listing and brief description of all the Department Dashboard reports available.</p>

Job Aid

Department Dashboard



Dashboard Report Summary

1. **Cost Center Balance by Fund** – This dashboard report provides a quick ‘at-a-glance’ cost center balance. The balances reflected are fiscal year to date.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *Enter other parameters to filter your report results, such as Fund.*
- *The Ledger Name will automatically fill correctly with PSU COA US.*
- *Click Apply*

Cost Center Balance by Fund

Primary Ledger – Balances by Fund by Cost Center
Run for Accounting Period: Sep-16

Fund	Fund Description	Cost Center	Cost Center Description	FY Balance Forward	Year-to-Date Activity			Cash Balance	Encumbrance Balance	Unencumbered Balance
					Budget	Revenue	Expenditures			
1104	State General Fund	4210100	Business Office	0.00	434,010.00	0.00	214,556.02	219,453.98	0.00	219,453.98
1105	General Fees Fund	4210100	Business Office	0.00	524,751.00	0.00	13,884.36	510,866.64	0.00	510,866.64
1106	College Work Study	4210100	Business Office	0.00	5,226.00	0.00	0.00	5,226.00	0.00	5,226.00
1128	Temporary Deposit	4210100	Business Office	0.00	0.00	30.00	0.00	30.00	0.00	30.00
1241	Restricted Fees Fund - Designated	4210100	Business Office	0.00	0.00	390.00	120.57	269.43	0.00	269.43
Totals				0.00	963,987.00	420.00	228,560.95	735,846.05	0.00	735,846.05

2. **Cost Center Detail Balance** - This dashboard report provides the details for a cost center balance by Account code. The balances reflected are fiscal year to date.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *Enter other parameters to filter your report results, such as Fund and/or Account.*
- *The Ledger Name will automatically fill correctly with PSU COA US.*
- *Click Apply*

Job Aid

Department Dashboard



Department Dashboard

Cost Center Balance **Cost Center Detail Balance** Department Detail Balance Invoices Deposits Transaction Detail Cost Center OOE Balance Expense Type Mapping

Cost Center Balance

* Period: Sep-16 Fund: Account: Ledger Name: PSU COA US Cost Center: 4210100

Apply Reset

Cost Center Balance Det.

Cost Center Detail Balance

Run for Accounting Period: Sep-16

Fund	Cost Center	Account	Account Description	FY Balance Forward	Year to Date Activity			Cash Balance	Encumbrance Balance	Unencumbered Balance
					Budget	Revenue	Expenditures			
1104	4210100	510110	Temp USS Salaries	0.00	720.00	0.00	1,449.00	-729.00	0.00	-729.00
1104	4210100	511100	UNC & USS Salaries Reg	0.00	416,181.00	0.00	143,972.95	272,208.05	0.00	272,208.05
1104	4210100	511140	UNC & USS Salaries Holiday Time Off	0.00	0.00	0.00	4,419.78	-4,419.78	0.00	-4,419.78
1104	4210100	511160	UNC & USS Salaries Longevity	0.00	0.00	0.00	473.20	-473.20	0.00	-473.20
1104	4210100	512000	Stud Hourly Salaries	0.00	16,124.00	0.00	10,249.72	5,874.28	0.00	5,874.28
1104	4210100	51201G	Stud Hourly Salaries CWS	0.00	985.00	0.00	0.00	985.00	0.00	985.00
1104	4210100	517600	Leave Assessment	0.00	0.00	0.00	1,204.24	-1,204.24	0.00	-1,204.24

3. **Department Detail Balance** - This dashboard report provides the details for a cost center balance by Account code, and by Department Cost Center and Department Account. The balances reflected are fiscal year to date.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *Enter other parameters to filter your report results, such as Fund, Account, Department Cost Center, or Department Account.*
- *The Ledger Name will automatically fill correctly with PSU COA US.*
- *Click Apply*

Department Dashboard

Cost Center Balance Cost Center Detail Balance **Department Detail Balance** Invoices Deposits Transaction Detail Cost Center OOE Balance Expense Type Mapping

Cost Center Balance

* Period: Sep-16 Fund: Department Cost Center: Ledger Name: PSU COA US Cost Center: 4210100 Department Account: Account:

Apply Reset

Department Detail Balan. **Department Accounts**

Department Detail Balance

Run for Accounting Period: Sep-16

Fund	Cost Center	Account	Account Description	Department Cost Center	Department Account	FY Balance Forward	Year to Date Activity			Cash Balance	Encumbrance Balance	Unencumbered Balance
							Budget	Revenue	Expenditures			
1104	4210100	510110	Temp USS Salaries	0	0	0.00	720.00	0.00	1,449.00	-729.00	0.00	-729.00
1104	4210100	511100	UNC & USS Salaries Reg	0	0	0.00	416,181.00	0.00	143,972.95	272,208.05	0.00	272,208.05
1104	4210100	511140	UNC & USS Salaries Holiday Time Off	0	0	0.00	0.00	0.00	4,419.78	-4,419.78	0.00	-4,419.78
1104	4210100	511160	UNC & USS Salaries Longevity	0	0	0.00	0.00	0.00	473.20	-473.20	0.00	-473.20
1104	4210100	512000	Stud Hourly Salaries	0	0	0.00	16,124.00	0.00	10,249.72	5,874.28	0.00	5,874.28
1104	4210100	51201G	Stud Hourly Salaries CWS	0	0	0.00	985.00	0.00	0.00	985.00	0.00	985.00

Job Aid

Department Dashboard



4. **Invoices** - This dashboard report provides a quick glance at Invoices meeting your search criteria. Once the results of your search are displayed, you can see the invoice details, approval status, and payment status. This report is helpful when trying to determine the status of a payment to a Supplier.

- *Enter search parameters to filter your report results, such as Cost Center, Requester, Invoice Number, Supplier, Payment Status or Accounting Period.*
- *Click OK*

Accounting Date	Cost Center Code	General Ledger Journal	Deposit Description	Debit	Credit
10/24/16	6500010	C2101980*1.339079.01.0061633 PSU Cashiers 16/WF CashNet INF06 CR	EXPENSE REIMBURSEMENT gen rev corp		90.00
Grand Total					90.00

Note that this dashboard report can also be printed and/or exported. The report will display only 25 rows by default. To view more rows, click the double blue arrow. If you have more than 500 rows, you will need to export the analysis to Excel or PDF to view the entire list.

5. **Deposits** – This dashboard report provides a listing of all deposits processed by the Cashiers and Student Accounts Office in the CashNet cashiering system.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *The Ledger Name will automatically fill correctly with PSU COA US.*
- *Click OK*

Accounting Date	Cost Center Code	General Ledger Journal	Deposit Description	Debit	Credit
10/24/16	6500010	C2101980*1.339079.01.0061633 PSU Cashiers 16/WF CashNet INF06 CR	EXPENSE REIMBURSEMENT gen rev corp		90.00
Grand Total					90.00

Note that this dashboard report can also be printed and/or exported. The report will display only 25 rows by default. To view more rows, click the double blue arrow. If you have more than 500 rows, you will need to export the analysis to Excel or PDF to view the entire list.

Job Aid

Department Dashboard



6. **Transaction Detail** – This dashboard report provides a listing of all transactions in a chosen accounting period for a specific cost center.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *Enter other parameters to filter your report results, such as Fund*
- *The Ledger Name will automatically fill correctly with PSU COA US.*
- *Click Apply*

Department Dashboard

Cost Center Balance Cost Center Detail Balance Invoices Deposits **Transaction Detail**

Transaction Details

* Cost Center Ledger Name PSU COA US

* Period --Select Value--

Apply Reset

Date	Invoice Date	Invoice Type	Invoice Description	Invoice Number	Supplier	Invoice Type
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	11" , 500 Sheets/Ream
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	Staples Steno Notebooks, Green Tint, 6" x 9", Gregg Ruling, 80 Sheets/Book, 12/Pk Staples Steno Notebooks, Green Tint, 6" x 9", Gregg Ruling, 80 Sheets/Book, 12/Pk
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	Post-it Super Sticky Notes, 4" x 4", Rio de Janeiro Collection, Lined, 6 Pads/Pack Post-it Super Sticky Notes, 4" x 4", Rio de Janeiro Collection, Lined, 6 Pads/Pack
Oct-16	10/26/2016	Purchase Invoices	05-10-2016Purchase Invoices	Invoice Description : OFFICE SUPPLIES-TAX EXEMPT , Supplier : STAPLES CONTRACT & COMMERCIAL INC 0000002571 , Supplier Site : CHK14_001 , Invoice Type : Standard	3317330881	Sharpie Pen, Fine Point Pens, Black, Dozen Sharpie Pen, Fine Point Pens, Black, Dozen
Oct-16	11/2/2016	Purchase Invoices	01-10-2016Purchase Invoices	Invoice Description : PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016. , Supplier : EDUCATIONAL COMPUTER SYSTEMS INC 000017082 , Supplier Site : EFT2_003 , Invoice Type : Standard	160955L	PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016.
Oct-16	11/2/2016	Purchase Invoices	01-10-2016Purchase Invoices	Invoice Description : PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016. , Supplier : EDUCATIONAL COMPUTER SYSTEMS INC 000017082 , Supplier Site : EFT2_003 , Invoice Type : Standard	160755L	PAYMENT FOR STATE CONTRACTED SERVICING OF THE NURSING AND PERKINS LOAN ACCOUNT FOR SEPTEMBER 2016.

7. **Cost Center OOE Balance** – This dashboard report provides the cost center balance by budget category. This report would break down your budget and expenditures so you can track costs for OOE or payroll category.

- *Select a Period from the drop down list (only 1 period at a time)*
- *Enter a Cost Center Number*
- *Click Apply*

Job Aid

Department Dashboard



Department Dashboard

Cost Center Balance Cost Center Detail Balance Department Detail Balance Invoices Deposits Transaction Detail **Cost Center OOE Balance** Expense Type Mapping

Cost Center Details

* Cost Center: 4210100 * Accounting Period: Oct-16

Apply Reset

Cost Center OOE Report

General Use Funds by Division by Budget Category by Cost Center

Run for Accounting Period: Oct-16

Cost Center: 4210100

Cost Center Description: Business Office

Parent Account Description	Balance Forward	Budget	Revenue	Expenditures	Cash Balance	Encumbrances	Unencumbered Balance
Fringes - All Employees	0.00	0.00	0.00	68,055.94	-68,055.94	0.00	-68,055.94
Other Operating Expense	0.00	192,500.00	0.00	20,932.61	171,567.39	34.83	171,532.56
UNC & USS Salaries	0.00	734,782.00	0.00	194,288.75	540,493.25	0.00	540,493.25
STUCWS	0.00	6,965.00	0.00	0.00	6,965.00	0.00	6,965.00
STUHRY	0.00	28,468.00	0.00	13,159.37	15,308.63	0.00	15,308.63
Temp Salaries and Wages	0.00	1,272.00	0.00	2,217.60	-945.60	0.00	-945.60

8. **Expense Type Mapping** – This dashboard provides users who prepare Expense Reports in the Expense module with a mapping of the account code that is assigned to an Expense Type.

Department Dashboard

Cost Center Balance Cost Center Detail Balance Department Detail Balance Invoices Deposits Transaction Detail Cost Center OOE Balance **Expense Type Mapping**

Expense Type Accounts

Expense Type	Account Code
Accountants and Auditors	527800
Accrued Interest Purchased	570300
Advance For Imprest	572500
Advance For Petty Cash	572400
Advertising (Classified Ads, Radio/Television Time)	522400
Advertising And Marketing	527500
Agency Moving	521200
Agricultural Equipment And Machinery Non Cap	540100
Agricultural Materials, Parts, and Supplies	539100
Aircraft Fuel	535500

Accounting Footnote: With conversion to the new GUS Cloud financial system, prior year encumbrance balance carryovers are reflected in the FY Balance Forward column in your Cost Center Balances dashboard reports. The encumbrances and/or the expenditures from those encumbrances are also reflected in the balances. There is no longer a breakdown of the cost center balances by fiscal year.