#### VP & Dean Reporting Dashboard



This Job Aid walks through the process of running the Vice President and Dean reports on the VP & Dean Dashboard. There are four reports on the dashboard:

- 1. **General Use by Budget Category**-this report can be used to view budgeted cost center (funds 1104, 1105, 1106, 1121, 1136) balances sorted by budget category, and cost center for the selected University Division. It provides a high-level overview of year to date revenues and expenditures, compared to the budgeted amount.
- 2. General Use by Cost Center-this report can be used to view budgeted cost center (funds 1104, 1105, 1106, 1121, 1136) balances sorted by cost center and budget category for the selected University Division. It provides a high-level overview of year to date revenues and expenditures, compared to the budgeted amount.
- 3. General Use OOE by Cost Center-this report can be used to view OOE budgeted cost center (funds 1104, 1105, 1106, 1121, 1136) balances sorted by cost center for the selected University Division. It provides a high-level overview of year to date revenues and expenditures, compared to the budgeted amount.
- 4. **Special Use by Cost Center**-this report can be used to view all other cost center (funds 1241, 1351, 432U, etc.) balances sorted by cost center and fund for the selected University Division. It provides a high-level overview of year to date revenues and expenditures.

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Step	Action			
1.	Click the <b>Home</b> icon at the top right of the screen to access the <b>Gus Cloud</b> <b>Springboard</b> .			
2.	Navigate to <b>My Dashboard</b> by choosing the link in the navigator, or clicking on the icon from the Springboard.           Image: My Dashboard         Image: My Dashboard			
3.	The VP & Dean Dashboard is located beneath the Department Dashboard.			



Step	Action			
4.	Select the tab for the report you wish to view			
<	VP & Dean Dashboard General Use by Budget Category General Use by Cost Center General Use OOE by Cost Center Special Use by Cost Center			
5.	Select an Accounting Period from the Drop-Down List. Note you can only select one Accounting Period at a time.			
	* Accounting PeriodSelect Value  Dec-16 Doct-16 Oct-16 Aug-16 Search			
6.	Select a Division from the Drop-Down List.  * DivisionSelect Value  VP University Advancement VP for Administration & Finance Provost and Academic Affairs Arts & Sciences Vice President For Student Life			
	Search			



Step	Action				
7.	Click the Apply button				
	* Accounting Period Nov-16    * Division VP for Administration & Finance				
8.	The report will process				
	Processing To cancel, click here				
	Then display on screen				
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	<b>Tip:</b> 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.				
9.	To export the report to another format, click on the View Report button in the top right corner of the report				
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Step	Action	
10.	Select an output format, such as a printable PDF or Excel file	
11.	Depending on your choice and the internet browser settings, the file will be downloaded or displayed on screen.	
12.	To return to viewing the report on screen, choose HTML from the View Report list HTML PDF Excel (*.xlsx) PowerPoint (*.pptx)	
13.	You have reached the end of the VP & Dean Reporting Dashboard Job Aid.	