

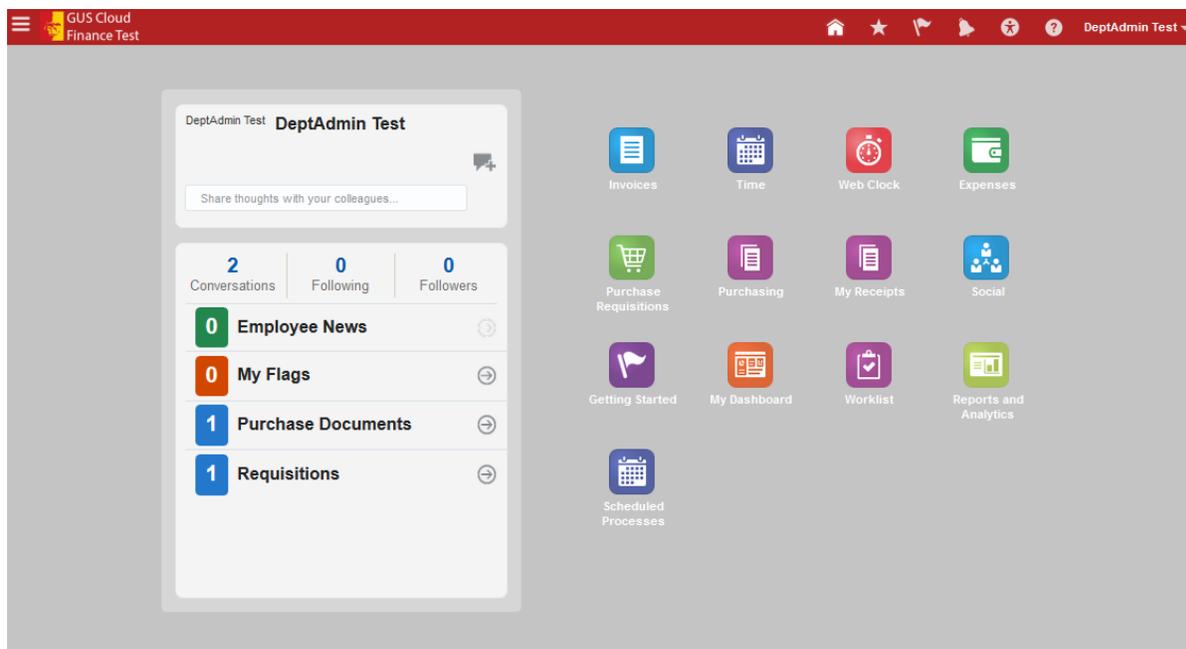
Job Aid

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:

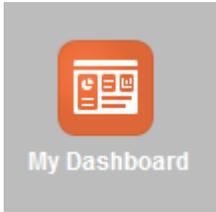
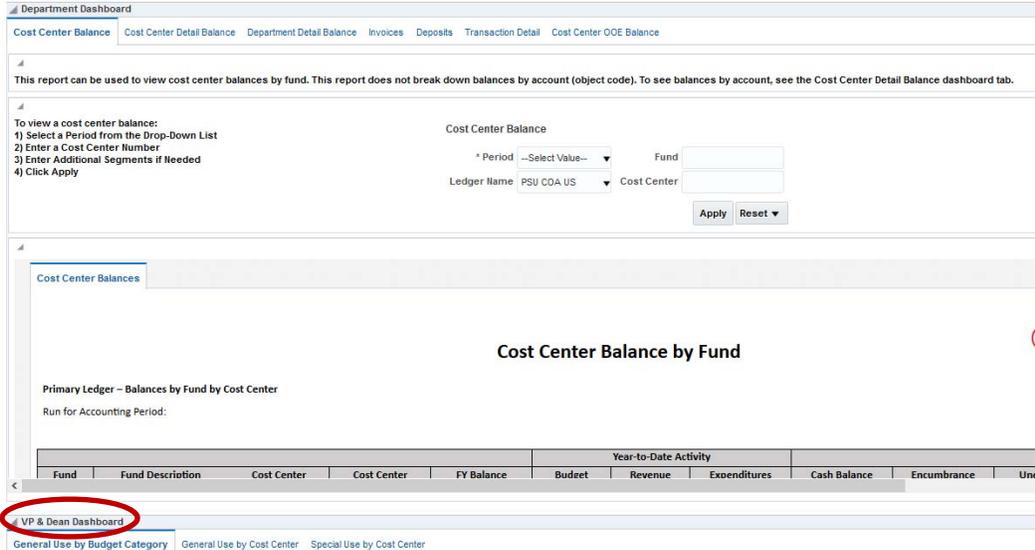
1. **General Use by Budget Category**-this report can be used to view budgeted cost center (funds 1104, 1105, 1106, 1121, 1136) balances sorted by budget category, and cost center for the selected University Division. It provides a high-level overview of year to date revenues and expenditures, compared 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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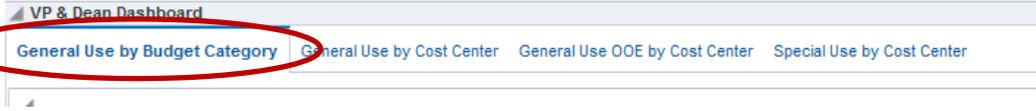
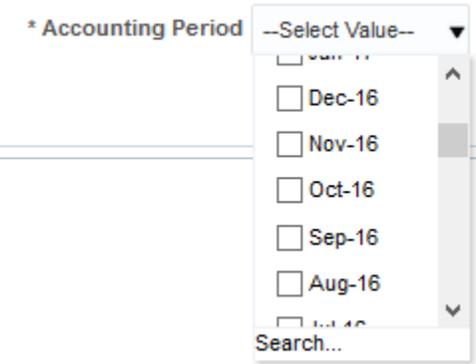
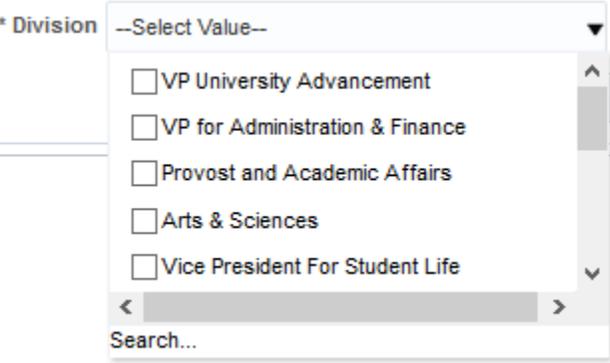


Step	Action
1.	<p>Click the Home icon at the top right of the screen to access the Gus Cloud Springboard.</p> 
2.	<p>Navigate to My Dashboard by choosing the link in the navigator, or clicking on the icon from the Springboard.</p>  
3.	<p>The VP & Dean Dashboard is located beneath the Department Dashboard.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

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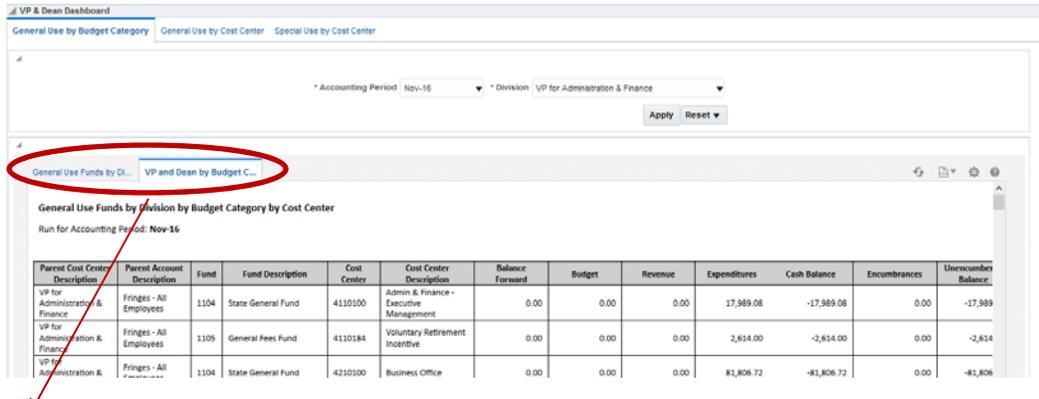


Step	Action
4.	Select the tab for the report you wish to view 
5.	Select an Accounting Period from the Drop-Down List. <i>Note you can only select one Accounting Period at a time.</i> 
6.	Select a Division from the Drop-Down List. 

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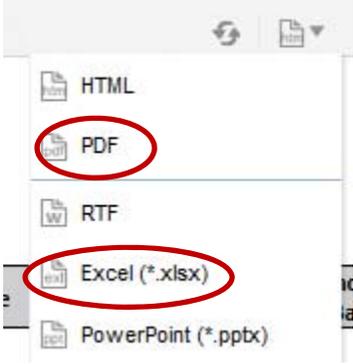
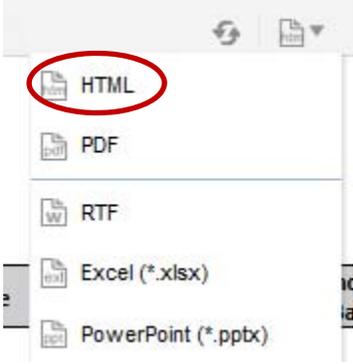


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7.	<p>Click the Apply button</p>  <p>* Accounting Period: Nov-16 * Division: VP for Administration & Finance</p> <p>Apply Reset ▾</p>																																																				
8.	<p>The report will process</p> <p>Processing..... To cancel, click here</p> <p>Then display on screen</p>  <p>General Use Funds by Division by Budget Category by Cost Center Run for Accounting Period: Nov-16</p> <table border="1"> <thead> <tr> <th>Parent Cost Center Description</th> <th>Parent Account Description</th> <th>Fund</th> <th>Fund Description</th> <th>Cost Center</th> <th>Cost Center Description</th> <th>Balance Forward</th> <th>Budget</th> <th>Revenue</th> <th>Expenditures</th> <th>Cash Balance</th> <th>Encumbrances</th> <th>Unencumbered Balance</th> </tr> </thead> <tbody> <tr> <td>VP for Administration & Finance</td> <td>Fringes - All Employees</td> <td>1104</td> <td>State General Fund</td> <td>4110100</td> <td>Admin & Finance - Executive Management</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>17,989.08</td> <td>-17,989.08</td> <td>0.00</td> <td>-17,989</td> </tr> <tr> <td>VP for Administration & Finance</td> <td>Fringes - All Employees</td> <td>1105</td> <td>General Fees Fund</td> <td>4110184</td> <td>Voluntary Retirement Incentive</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2,614.00</td> <td>-2,614.00</td> <td>0.00</td> <td>-2,614</td> </tr> <tr> <td>VP for Administration & Finance</td> <td>Fringes - All Employees</td> <td>1104</td> <td>State General Fund</td> <td>4210100</td> <td>Business Office</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>81,806.72</td> <td>-81,806.72</td> <td>0.00</td> <td>-81,806</td> </tr> </tbody> </table> <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>	Parent Cost Center Description	Parent Account Description	Fund	Fund Description	Cost Center	Cost Center Description	Balance Forward	Budget	Revenue	Expenditures	Cash Balance	Encumbrances	Unencumbered Balance	VP for Administration & Finance	Fringes - All Employees	1104	State General Fund	4110100	Admin & Finance - Executive Management	0.00	0.00	0.00	17,989.08	-17,989.08	0.00	-17,989	VP for Administration & Finance	Fringes - All Employees	1105	General Fees Fund	4110184	Voluntary Retirement Incentive	0.00	0.00	0.00	2,614.00	-2,614.00	0.00	-2,614	VP for Administration & Finance	Fringes - All Employees	1104	State General Fund	4210100	Business Office	0.00	0.00	0.00	81,806.72	-81,806.72	0.00	-81,806
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9.	<p>To export the report to another format, click on the View Report button in the top right corner of the report</p> 																																																				

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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 
13.	You have reached the end of the VP & Dean Reporting Dashboard Job Aid.