
2. Click the report link in the Directory to select report to run. There are currently three Reporting Dashboards:
   
a. **Department Fund Management**
   
b. **Salary Management**
   
c. **Spending At-a-Glance**

### H&S Financial Dashboard Directory

#### H&S Financial Dashboard Directory (Portal)

<table>
<thead>
<tr>
<th>Department Fund Management</th>
<th>Report links</th>
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</thead>
<tbody>
<tr>
<td>Fund Balance Review</td>
<td></td>
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<tr>
<td>OB</td>
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<tr>
<td>Non-OB</td>
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<tr>
<td>Department Reserve Reports</td>
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</table>

#### Salary Management

<table>
<thead>
<tr>
<th>Faculty Salary Actuals and Variance</th>
<th>Provides faculty salary data for all H&amp;S faculty with academic year changes to grants and contracts in detailed and summary views. The report is the basis for determining salary savings amounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary G&amp;C Savings</td>
<td>The Organization Suspense Account balance report shows the payroll distributions that charge to the Org Suspense PTA due to missing Labor Distribution or invalid PTAs used in the Labor Schedule. The balance in the Org Suspense account needs to be cleared by quarter.</td>
</tr>
<tr>
<td>OSA Balance</td>
<td></td>
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</table>

#### Spending At-a-Glance

<table>
<thead>
<tr>
<th>OB Variance and Burn Rate</th>
<th>The Operating Budget and Burn Rate reports provide a high level Fiscal YTD analysis of the Budget vs Actual expenditures and expenditures burn rate.</th>
</tr>
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<tbody>
<tr>
<td>Credit Card Aging</td>
<td>The report provides detail on undeclared purchase and travel card transactions to support the reconciliation of aging credit card transactions.</td>
</tr>
</tbody>
</table>
3. On the Department Fund Management Dashboard:

a. Select **OB** or **Non-OB** Report, and specify the selection criteria.

b. To view results, filter by **ONE** of the following values:

- Organization: Type in your four-letter Org code (you may choose to run by the Parent Org), or use the drop down Search menu to look up Org Name.
- Project or Award Owner/Manager
- Project or Award Number/Name

c. **ALWAYS** specify the Fiscal Year-to-Date GL Period

d. Other prompts available are (optional):

- Project School Freeform Text: Select an OB Project group, for example, 0_Faculty Salary; 1_Operations; 3_Grad Aid, and 4_Non Base, etc.
- Task School Freeform Text: for example, select Task freeform text “GRAD-DIVERSITY”.

e. Click “Apply” to run report.

f. When viewing results, click the blue “hyperlink” to drill into transaction details.
g. Select **Department Reserve Reports** and click the tab to run “Reserves”, “Student Support”, “Non-Reserves”, or “Totals” report.

h. Select **Award Org Name** by using the drop down Search menu.

i. The “Fiscal Year Between” range is default to the last five fiscal years. Use the drop down Search menu or type in the specific year range as desired.

j. Click “Apply” to run reports.

4. On the **Salary Management** Dashboard:

a. Select **Faculty Salary Actuals and Variance** report to run. Follow the instructions on the tab to view results.

b. Select **Faculty Salary G&C Savings** report to run. Follow the instructions on the tab to view results.

c. Select **Organization Suspense Accounts Review**, and specify the selection criteria.

   - Select the Budget Unit “School of Humanities and Sciences” (optional).
   - Use the drop down Search menu or type in the 4-letter Org Code for specific Department.
   - Click Apply to run report.
The report displays the current balances of the Org Suspense Account.

5. On the Spending At-a-Glance Dashboard:

   a. Select **Budget Variance and Burn Rate** report, and specify the selection criteria.
      - **Organization Perspective**: Default value = Task Org. Select Award Org if you only want to view the OB accounts that you budget for.
   b. **Budget Unit**: Select “School of Humanities and Sciences” (optional).
   c. To view results, filter by **ONE** of the following values:
      - **Org Code**: Type in your four-letter Org code (you may choose to run by the Parent Org), or use the drop down Search menu to look up Org Code.
      - **Project or Award Number**
      - **Award Type Code**: for example, select “GEN_OB” from the drop down list to view Budget vs. Actuals variance of your OB Award.
      - Click “Apply” to run reports
   d. There are **three** reports on this tab:
      - **Budget Variance** report provides the YTD variance and projected fiscal year-end balances by Project group (Project Freeform text) or Project number.
      - **Burn Rate Graph** provides a graphical representation of the variance of YTD Cumulative Budget amount and Cumulative YTD Actual Expenditure amount.
      - **Burn Rate Report** provides the total running sum of expenditures by month.
e. Select **Credit Card Aging** Report, and specify the selection criteria.

- Expense Incurred Date between specify a date range “From” and “To”, or leave the “From” date field blank to capture all outstanding credit card transactions through the “To” date.
- To view results, filter by **ONE** of the following values:
  i. SU Credit Card Holder Name
  ii. Guarantee Award Org Code
  iii. Guarantee Award Number
  iv. Guarantee Project Number

6. Click Apply to run the reports

7. There are **two** reports on this tab:
   a. TCard Aging Analysis
   b. PCard Aging Analysis