

# East Stroudsburg University Business Intelligence Manual

**NOTE:** Updates occur once per day between 3 and 6 AM. Any transactions posted in SAP today will not appear in these reports until the next update. Friday transactions are updated by Monday morning.

## Report Access

[Go to the same place where you log into ESS \(https://portal.passhe.edu/iri/portal\)](https://portal.passhe.edu/iri/portal). Then click on the 'Business Intelligence' tab.

From here you will see a breakdown of report areas depending on the portal roles assigned to you. At a minimum, you will see Campus Budgets and Manage Saved Views which are available to all users. Each tab then contains individual reports developed for those business areas.



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## Variable Screen

Current fiscal year: which will be as of the close of business yesterday.

After clicking on the report link, a variable screen will appear. Each user has been personalized to the funds center(s) that they are responsible for. This particular user is responsible for 3011215200. Please contact the Budget Director if a discrepancy is found in what is listed for you.

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## Campus Reports

### V 3.5 reports

Status

- **Budget Status Summary** → Allows you to view current budget, encumbrances, actuals, encumbrances & actuals (total of two), and remaining (balance)

Allotment

- **Budget Allotment Details** → Allows you to view all budget transaction details in regards to your assigned funds center(s). Items available include transaction type, document, date, and/or document text.

Encumbrances

- **Encumbrance Details** → Allows you to view all encumbrance details in regards to vendor, posting date, req/reserve number, document, and/or document text for your assigned funds center(s).

3 separate tabs

- **Actual Operating/Transfers/Capital** → Allows you to view all operating and capital expenses independently as well as transfers. Each tab includes the line item detail in regards to posting date, PO document number, vendor, and/or document text if applicable.

Travel

- **Travel Expenditure Details** → Contains the line item detail of all travel expenses incurred so far this fiscal year by your assigned funds center(s). Travel expenses are defined as the 615 (travel & transportation) and 616 (professional development) portions of the CI hierarchy.

Personnel

- **Student Employment (PPE Detail)** → Contains the line item detail of all student expenses incurred so far this fiscal year by your assigned funds center(s). Student expenses are defined as the 510 (student employment), 540580 (students medicare), and 541580 (students social security) portions of the CI hierarchy.

NEW

- **Actuals Trend** → Five-year trend on the actual expenses for a closed fiscal year on your assigned fund center(s) with the exception of the current fiscal year which will be as of the close of business yesterday. Also contains the Original Budget of the current fiscal year for comparison purposes.

NEW

- **Budget Trend** → Five-year trend on the budget transactions for a closed fiscal year on your assigned fund center(s) with the exception of the current fiscal year which will be as of the close of business yesterday.

Checks

- **Accounts Payable Payments** → Shows the detail of every single check that hits each of your assigned funds center(s) such as if it was cashed, when it was cashed, and any text available.
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## Report Icons

Hover over icon to get description



A. OPEN - Access and open any previously saved used-defined views.

B. SAVE - Save a user-defined View after implementing formatting and criteria changes.

C. BOOKMARKING – Save a link to your browser’s favorites or copy a link to your clipboard.

D. UNDO - Undo last navigation change. Each click will back out another step / change. Allow time for each screen refresh.

E. RESET - This will undo all user navigation, filter changes, and return the view to the way it was delivered.

F. VARIABLE SCREEN - This will return the user to the Initial Variable Screen to change his or her selections.

G. FILTERS DISPLAY – Hide/Display Variable (report-wide) and Dynamic (tab only) Filter Values. The report defaults to display variable and filter values.

H. DROPDOWN FILTERS & MENUS – Hide/Display fast filter dropdowns and menus. The report defaults to display fast filter dropdowns and menus.

I. FILTER PANE - This will allow the user full access to apply / remove filters on the data. Toggle on / off.

J. EXCEL - This will allow the user to export the current view to Excel for further processing.

K. PDF PRINT - This will convert the current view to a pdf format to allow the user to either print the view or save the pdf file.

L. NAVIGATION PANE - This will allow the user full access to the building blocks of the current view. Toggle on / off.

M. FULL WINDOW VIEW - Open the report detail or chart in a full window to aid scrolling.

N. PROPERTIES - This will display the properties of the current view. Toggle on / off.

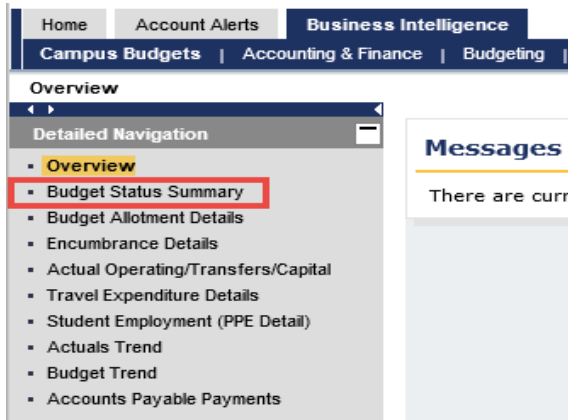
O. DOCUMENTATION - Access the report documentation and/or tab specific notes.

P. ADVANCED OPTIONS - Gives users the ability to activate/create exceptions and conditions, save global views, create/edit a report broadcast, export with various formatting options, and/or display system messages. Toggle on / off.

Q. NAVIGATION MANUAL – Provides a link to the general navigation manual surrounding BI.

## Budget Status Summary

Begin by selecting the Budget Status Summary report link - it will open in a new window.



Enter fiscal year

Preselected fund centers will be listed

You can enter one select just one if that is all you want

Fund Center - single or multiple values

OK

Default View

Budget Status Summary

East Stroudsburg Budget Status Summary Last Data Update: 03/13/2017 06:03:24

\* Status Summary

Fund  Funds Center  Commitment Item  Fiscal Period  Citem Category

Variable Filters  
 Fiscal Year:   
 Fund Centers - Single or Multiple Values ( ; ):   
 Budget Version (BCS):

Dynamic Filters  
 Budget Summary Structure (Version Option):   
 CI Category (SE):

Funds Center		Commitment Item	Current Budget	Actuals	Encumbrances + Actuals	Remaining
			\$	\$	\$	\$
3011215200	Mathematics Dept	COMMITMENT ITEM HIERARCHY	928,694.95	885,902.85	885,902.85	42,792.10
		2-EXPENSES	928,694.95	885,902.85	885,902.85	42,792.10
		PERSONNEL	923,095.37	882,814.31	882,814.31	40,281.06
		SALARIES_&_WAGES	641,594.44	647,390.32	647,390.32	-5,795.88
		INCREMENTAL_BENEFITS	118,331.20	107,284.79	107,284.79	11,046.41
		FIXED_RATE_BENEFITS	163,169.73	128,139.20	128,139.20	35,030.53
		NON-PERSONNEL	5,599.58	3,088.54	3,088.54	2,511.04
		OPERATING	5,599.58	3,088.54	3,088.54	2,511.04

Select commitment item you want to view

Select Citem Category

Triangle at end of box to display dropdown

- Options: Student Employment
- Student Employment & Operating
- Overall Combined (default)
- Capital
- Operating
- Operating & Transfers
- Personnel
- Revenue

To delete the "Commitment Item Hierarchy"

Click on the title at the top of the column

Hold down and drag off of the sheet until you see an X

Release

You will see one line for the fund center (or multiple fund centers if more than one is selected)  
 This will display the balance in the Operating Line

**Budget Status Summary**  
 East Stroudsburg Budget Status Summary  
 Last Data Update: 03/13/2017 06:03:24

\* Status Summary

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | Item Category: **Operating**

Variable Filters: Fiscal Year: 2017 | Fund Centers - Single or Multiple Values ( ; ): 3011215200 Mathematics | Budget Version (BCS): 0

Dynamic Filters: Budget Summary Structure (Version Option): Remaining | CI Category (SE): Operating

		▶ Current Budget <sup>±</sup>	▶ Actuals <sup>±</sup>	▪ Encumbrances <sup>±</sup> + Actuals	▪ Remaining <sup>±</sup>
Funds Center ±		\$	\$	\$	\$
3011215200	Mathematics Dept	5,599.58	3,088.54	3,088.54	2,511.04

## Budget Allotment Details

### Budget Transactions

**Current Budget is the sum of all the budget transactions that have occurred throughout the fiscal year.**

- **CF from Prior FY** → Budget to cover commitment items that are from a prior fiscal year
- **Original** → Funds center approved budget for the fiscal year (ENTER)
- **Transfers Receive** → Funds center received budget from another funds center
- **Transfers Send** → Funds center sent budget to another funds center
- **Supplements** → Additional budget received
- **Returns** → A budget is removed from a funds center if a commitment from a prior year is cancelled or if the university implements budgetary restrictions
- **CF to Next FY** → Budget that is carry forward to the new fiscal year to cover commitments that were not received

# Encumbrance Details

- Begins with**
- Doc # 1 Purchase Requisition
  - 2 Funds Reservation
  - 40 Service Purchase Contract
  - 45 Purchase Order
- Status Options**
- Not Complete (Default)
  - Complete
  - Reduced
  - All Status

**East Stroudsburg Encumbrance Details** Last Data Update: 03/13/2017 06:03:24

Open Encumbrance Details

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Transaction Type: Show All Values | Status: All Status

Variable Filters: Fiscal Year: 2017 | Status: All Status  
 Dynamic Filters: Fund Centers - Single or Multiple Values (,): 3011215200 Mathematics | Key Figures: Remaining %

*The Status categories may include detail lines for both Purchase Requisition and resulting Purchase Order documents, these are not intended to be reviewed as a summarized total.*

											All Status									
											Original & Carryforward	Reductions & Adjustments								
											\$	\$								
Funds Center	3011215200	Mathematics Dept	Commitment Item	615100	General Travel	Vendor	#	Not assigned	Posting Date	12/20/2016	Req/Reserve Number	#	Document Number	200183100	Item	1	Text	TRR_JONATHAN KEITER ATLANTA GA 1/5-7/2016	500.00	-500.00
														200183566		1	TRV_YEVGENY GALPERIN UNIV OF MARYLAND 2/15-17	200.00	-200.00	
			660215	Computer Comp/Suppl	1071341	IT SAVVY LLC			02/01/2017				10571936		1	FELLOWS AUTOMAX 130C SHREDDER	298.48	-298.48		
									02/02/2017				4500520605		1	FELLOWS AUTOMAX 130C SHREDDER	298.48	-298.48		

## Actual Operating/Transfers/Capital

Three separate tabs (were individual reports in old version of BI)

Operating tab

Funds Center	Fund	Commitment Item	Posting Date	PO Doc #	Vendor	Doc Text		
3011215200 Mathematics Dept	3011000000 E&G Fund	605100 Postage/Freight/Ship	07/31/2016	#	Not assigned	JULY 2016 POSTAGE CHGBK-MATH		
			08/31/2016	#	Not assigned	AUG 2016 POSTAGE CHGBK-MATH		
			09/30/2016	#	Not assigned	SEPT 2016 POSTAGE CHGBK-MATH		
			10/31/2016	#	Not assigned	OCT 2016 POSTAGE CHGBK-MATH		
			11/30/2016	#	Not assigned	NOV 2016 POSTAGE CHGBK-MATH		
			12/31/2016	#	Not assigned	DEC 2016 POSTAGE CHGBK-MATH		
		Result						
				610100 Printing/Duplicating	10/20/2016	#	FIVE THOUSAND FORMS	BUSINESS CARDS
		Result						
				615100 General Travel	01/23/2017	#	KEITER, JONATHAN	TRV-ATTEND JOINT MATHEMATICS CONFERENCE
					03/09/2017	#	GALPERIN, YEVGENIY	TRV- ATEND FEB FOURIER TALKS
		Result						

Capital tab (no Capital expenses)

No transfers to display - same message

**No Data Available**

Could not find any data to display. This might be due to the current selection of variable or filter values

## Revenue Details

**Revenue**

**East Stroudsburg Revenue** Last Data Update: 10/25/2017 06:02:40

\* Funds Center Detail

Fund: Funds Center: Commitment Item: Fiscal Period: Citem Category:

Show All Values Show All Values Show All Values Show All Values Revenue & CB Rev

Variable Filters: Fiscal Year: 2017  
 Dynamic Filters: CI Category: Revenue & CB Rev  
 Funds Center (BCS) Group: SSHE/3013215202 St. Croix-Psychology

							Revenue & CB Rev	
							Amount <sup>±</sup>	
Funds Center	Fund	Commitment Item	Posting Date	FI Doc #	Vendor	Document Text	\$	
3013215202	St.Croix-Psychology	St. Croix-Psychology	431000	Gifts And Bequest	06/30/2017	103234615 # Not assigned	SAA 51660 DEPT SPON STUD CONF 5/18-5/26	-560
<b>Result</b>							<b>-560</b>	
		469000	Sales And Services	11/29/2016	103118683 # Not assigned	MISCREVCES 11/29/16-ST CROIX TRIP	-2,190	
				11/30/2016	103118687 # Not assigned	MISCREVCES 11/30/16-ST CROIX TRIP	-730	
				12/05/2016	103120705 # Not assigned	MISCREVCES 12/5/16-ST CROIX TRIP	-2,190	

## Travel Expenditure Details

**Travel**

**East Stroudsburg Travel** Last Data Update: 03/13/2017 06:...

\* Employee Vendor Details

Fund: Funds Center: Commitment Item: Fiscal Period: Vendor:

E&G Fund Show All Values Show All Values Show All Values JANE EHEMANN - 00059...

Employee Vendors Only Top 10 Vendors

Variable Filters: Fiscal Year: 2017  
 Dynamic Filters: Vendor: JANE EHEMANN - 00059...  
 Fund Centers - Single or Multiple Values ( ; ) : 3011215200 Mathematics Budget Summary Structure (Version Option) : Actuals  
 Budget Version (BCS) : 0

					Travel
					Actuals <sup>±</sup>
Vendor	Posting Date	Funds Center	Mathematics Dept	Doc Text	\$
GALPERIN, YEVGENY	03/09/2017	3011215200	Mathematics Dept	TRV- ATEND FEB FOURIER TALKS	158.99
KEFER, JONATHAN	01/23/2017	3011215200	Mathematics Dept	TRV-ATTEND JOINT MATHEMATICS CONFERENCE	500.00
<b>Overall Result</b>					<b>658.99</b>



## Student Employment (PPE Detail)

Student Employment is by pay period ending (PPE) date only

**Note:** Budget for student employment is for "University Funded Student Employment" and "Federal Work Study"  
 Graduate Assistants budgeted under the Graduate College will be listed here, but the budget is centrally located

Student Employment (PPE Detail)										
East Stroudsburg Student Employment										Last Data Update: 03/13/2017 06:03:24
* Funds Center Detail										
Fund	Funds Center	Commitment Item		Fiscal Period						
Show All Values	Show All Values	Show All Values		Show All Values						
Variable Filters					Dynamic Filters					
Fiscal Year	2017			None						
Fund Centers - Single or Multiple Values ( ; )	3011215200 Mathematics									
Budget Version (BCS)	0									
Funds Center	Fund	Commitment Item		Posting Date	Vendor	Doc Text				Actuals
										\$
3011215200	Mathematics Dept	3011000000	E&G Fund	510580	Univ Funded Std Empl	09/02/2016	Not assigned	BA0030 PPE 09/02/2016 PAY	201619 PAID 09/16/2016	114.21
						09/16/2016	Not assigned	BA0030 PPE 09/16/2016 PAY	201620 PAID 09/30/2016	210.29
						09/30/2016	Not assigned	BA0030 PPE 09/30/2016 PAY	201621 PAID 10/14/2016	253.80
						10/14/2016	Not assigned	BA0030 PPE 10/14/2016 PAY	201622 PAID 10/28/2016	204.84
						10/28/2016	Not assigned	BA0030 PPE 10/28/2016 PAY	201623 PAID 11/11/2016	331.71
						11/11/2016	Not assigned	BA0030 PPE 11/11/2016 PAY	201624 PAID 11/25/2016	337.14

## Actuals Trend

- **Actuals Trend** → Five-year trend on the actual expenses for a closed fiscal year on your assigned fund center(s) with the exception of the current fiscal year which will be as of the close of business yesterday. Also contains the Original Budget of the current fiscal year for comparison purposes.

### Default View

**FY Actuals Trend**

**East Stroudsburg Expenditure Trend Analysis** Last Data Update: 03/13/2017 06:03:24

\* Funds Center Trend

Fund  Funds Center  Commitment Item  Fiscal Period  Citem Category

Show All Values  Show All Values  Show All Values  Show All Values  Overall Combined

Variable Filters Dynamic Filters

Fund Centers - Single or Multiple Values ( ; )  Fiscal Year Structure

Budget Version (BCS)  CI Category (SE)

			Overall Combined							
			Fiscal Year <sub>△</sub> 2012	Fiscal Year <sub>△</sub> 2013	Fiscal Year <sub>△</sub> 2014	Fiscal Year <sub>△</sub> 2015	Fiscal Year <sub>△</sub> 2016	Current Fiscal Year <sub>△</sub> 2017	Original Budget <sub>△</sub> 2017	
			\$	\$	\$	\$	\$	\$	\$	
Funds Center <sub>△</sub>		Commitment Item <sub>△</sub>								
3011215200	Mathematics Dept	▶ SALARIES_&_WAGES	Salaries & Wages	970,274	983,617	919,123	902,917	893,795	647,390	641,594.44
		▶ INCREMENTAL_BENEFITS	Incremental Benefits	153,223	167,718	149,214	146,975	147,650	107,285	118,331.20
		▶ FIXED_RATE_BENEFITS	Fixed Rate Benefits	160,454	168,962	168,229	162,215	190,601	128,139	163,169.73
		▲ PERSONNEL	Personnel	1,283,951	1,320,298	1,236,566	1,212,107	1,232,046	882,814	923,095.37
		▶ OPERATING	Operating	8,166	5,788	5,245	6,256	5,024	3,089	5,599.58
		▲ NON-PERSONNEL	Non-Personnel	8,166	5,788	5,245	6,256	5,024	3,089	5,599.58
		▲ 2-EXPENSES	Expenses	1,292,118	1,326,086	1,241,810	1,218,363	1,237,070	885,903	928,694.95
		▲ COMMITMENT ITEM HIERARCHY	COMMITMENT ITEM HIER	1,292,118	1,326,086	1,241,810	1,218,363	1,237,070	885,903	928,694.95

Select commitment item you want to view

Select Citem Category

Triangle at end of box to display dropdown

Options: Student Employment

Student Employment & Operating

Overall Combined (default)

Capital

Operating

Operating & Transfers

Personnel

Revenue

To delete the "Commitment Item Hierarchy"

Left click on the "Commitment Item" characteristic heading  
Hierarchy  
Deactivate

Operating & Transfers

FY Actuals Trend

East Stroudsburg Expenditure Trend Analysis Last Data Update: 03/13/2017 06:03:24

\* Funds Center Trend

Fund: Show All Values | Funds Center: Show All Values | Commitment Item: Show All Values | Fiscal Period: Show All Values | Citem Category: Operating & Transfers

Variable Filters: Fund Centers - Single or Multiple Values ( ; ) 3011215200 Mathematics | Budget Version (BCS) 0

Dynamic Filters: Fiscal Year Structure !Prior 2 FYVariance; !Prior 2 FYVariance | CI Category (SE) Operating & Transfers

			Operating & Transfers						
			Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Current Fiscal Year 2017	Original Budget 2017
Funds Center	Commitment Item		\$	\$	\$	\$	\$	\$	\$
3011215200 Mathematics Dept	605100	Postage/Freight/Ship	187	168	159	133	126	61	
	610100	Printing/Duplicating	84					162	
	615100	General Travel	533	537	1,392	1,645	900	659	
	616000	Confer/Seminar Reg						225	
	660100	Office Supplies	4,129	4,127	3,527	4,307	3,249	1,663	
	660125	Noncapital Equip			83		430		
	660215	Computer Comp/Suppl	3,234	956	83	171		319	
	665110	Contractor Food Svcs					320		
	OTHER_EXPENSES	Other Expenses							5,599.58
	<b>Result</b>		<b>8,166</b>	<b>5,788</b>	<b>5,245</b>	<b>6,256</b>	<b>5,024</b>	<b>3,089</b>	<b>5,599.58</b>

### Budget Trend

- **Budget Trend** → Five-year trend on the budget transactions for a closed fiscal year on your assigned fund center(s) with the exception of the current fiscal year which will be as of the close of business yesterday.

Same functionality as Actuals Trend

## Accounts Payable Payments

Displays all checks/ACH issued for all cost center preselected

View Payee - adds payee to column before "Invoice Amount" (usually same as Vendor in first column)

Display Outstanding Checks only

Accounts Payable Payments

East Stroudsburg Payments Last Data Update: 03/13/2017 03:02:40

\* Payment Details

Vendor  Document #

Show All Values  Show All Values

Variable Filters Dynamic Filters

Fiscal Year

Fund Centers - Single or Multiple Values ( ; )

*Please note that the invoice amount may differ from check amount as multiple payments to a vendor in the same check run will usually result in one check to a vendor for the combined amount.*

Vendor <input type="text"/>	Posting Date <input type="text"/>	Invoice Date <input type="text"/>	Invoice <input type="text"/>	Payment Method <input type="text"/>	Payment Date <input type="text"/>	Check # <input type="text"/>	Check Cleared <input type="text"/>	Line Item Text <input type="text"/>	Invoice Amount <sup>h=</sup> <input type="text"/>
FIVE THOUSAND FORMS	10/20/2016	10/10/2016	L68435	Check	10/25/2016	1000166409	10/28/2016	BUSINESS CARDS	161.70
GALPERIN, YEVGENIY	03/09/2017	03/09/2017	2/15-17/2017	Check	03/09/2017	1000170760	#	TRV- ATEND FEB FOURIER TALKS	158.99
ITSAVVY LLC	02/22/2017	02/13/2017	00934491	Not assigned	#	#	#	FELLOWES AUTOMAX 130C SHREDDER	298.48
KEITER, JONATHAN	01/23/2017	01/20/2017	1/5-7/2017	Check	01/24/2017	1000169111	01/26/2017	TRV-ATTEND JOINT MATHEMATICS CONFERENCE	500.00
MATRAS, MARY ANN	01/30/2017	01/12/2017	01122017	Bank transfer (ACH-CTX)	01/31/2017	#	#	REIMBURSEMENT-MATH 090 TEXTBOOK	20.30
OFFICE MAX	01/20/2017	12/07/2016	485551	Check	01/24/2017	1000169095	01/30/2017	OFFICE SUPPLIES	197.76
		01/06/2017	773985	Check	01/24/2017	1000169095	01/30/2017	OFFICE SUPPLIES	288.21
	12/15/2016	12/02/2016	484501	Check	12/16/2016	1000167814	12/27/2016	OFFICE SUPPLIES	181.77
	10/03/2016	09/12/2016	738675	Check	10/04/2016	1000165890	10/11/2016	OFFICE SUPPLIES	148.81