BI-Finance

Transaction Inquiry Dashboard Training Manual

January 2016

The State University of New York

The purpose of the Transaction Inquiry Dashboard is to provide transactional data and replace SCAJ/PCAJ. It is designed for use by *Finance Personnel*.

The SUNY Chronological Accounting Journal (SCAJ) and Pending Chronological Accounting Journal (PCAJ) allows users to query by various attributes: account, document number, revenue fund, sub object range, and date range

```
SCAJ                        STATE UNIVERSITY OF NEW YORK                        SASID60
11/25/15                  CHRONOLOGICAL ACCOUNTING JOURNAL                      12:59:55
                                PRIMARY OPTION MENU
                   LOCATION                2865   0
                   ACCOUNT NUMBER
                   COST CENTER             28
                   DOCUMENT NUMBER
                   PO/CONT NUMBER                   LINE NUMBER
                   REVENUE FUND
                   REVENUE CLASS
                   CURRENT/LAPSED          C
                   SUB OBJECT RANGE                TO
                   FOR THE PERIOD          110115  TO  112515

                   TRANSACTION TYPE           ALLOCATION
                                              EXPENDITURE
                                              ENCUMBRANCE
                                              DISBURSEMENTS
                                              REVENUE
                                              ALL (ALLOC, ENCUMB, & EXP)
                   TRANSACTION CODES
ENTER AN 'X' NEXT TO TRANSACTION TYPES OR ENTER TRANSACTION CODES
```

```
PCAJ                        STATE UNIVERSITY OF NEW YORK                        SACID00
11/25/15              PENDING CHRONOLOGICAL ACCOUNTING JOURNAL                  13:00:17
                                PRIMARY OPTION MENU
                   LOCATION                2865   0
                   ACCOUNT NUMBER
                   COST CENTER             28
                   DOCUMENT NUMBER
                   PO/CONT NUMBER                   LINE NUMBER
                   REVENUE FUND
                   REVENUE CLASS
                   CURRENT/LAPSED          C
                   SUB OBJECT RANGE                TO
                   FOR THE PERIOD                  TO

                   TRANSACTION TYPE           ALLOCATION
                                              EXPENDITURE
                                              ENCUMBRANCE
                                              REVENUE
                                              ALL (ALLOC, ENCUMB, & EXP)
                   TRANSACTION CODES

ENTER AN 'X' NEXT TO TRANSACTION TYPES OR ENTER TRANSACTION CODES
```

The State University of New York

Transaction Inquiry>Transactions replaces SCAJ and Transaction Inquiry>Pending Transactions replaces PCAJ

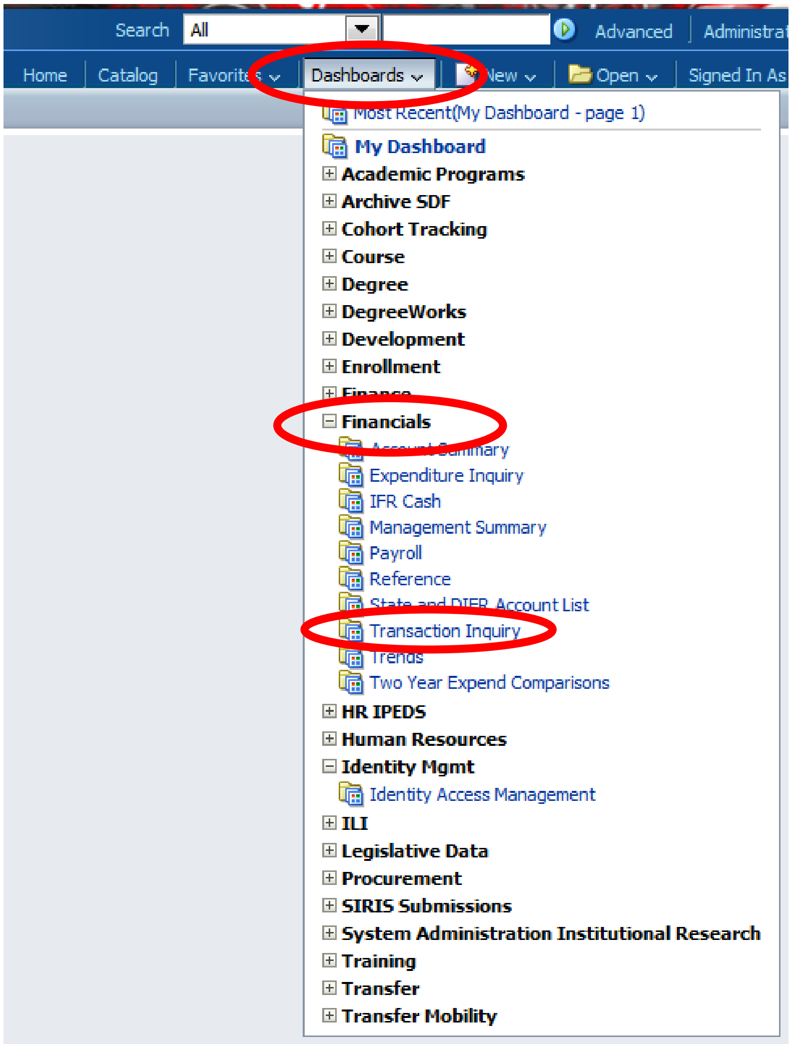
Query	SCAJ/PCAJ	Transaction Inquiry>Transactions Transaction Inquiry>Pending Transactions
Account number, document number, revenue fund, sub object range, date range, etc.	Yes	Yes
Export to Excel, PDF	NA	Yes
Historical data	Lapsed and current FY	2008-09 through present
Personalized custom designed output	NA	Include/Exclude columns Personal Display Defaults (Customization)
Ability to query other data sources not available in the standard query	NA	Allows those who have access to Analysis (BI analytical tool) to add columns and different attributes to the query, etc.
Sub account	1 sub account at a time	All (or 1) sub accounts at once
Revenue	By Fund, Account, or Revenue Class (which requires a fund)	Allows for a Revenue Class only inquiry By fund name or Revenue Fund Code By account
Expenditure Fund	Query by Cost Center	By fund name or SUNY fund number or Cost Center
Sub Objects	Can use sub object ranges	Sub Object Groupings (PSR, TS, OTPS, Supplies, etc) or ranges
Vendor Name	NA	Vendor Name
Transaction Description	NA	Transaction Description
Check Number	NA	Check Number
Requisition Number	NA	Requisition Number
Reporting Levels	NA	Reporting Levels
SFS Document Number	NA	SFS Document Number (Coming Soon)
		More Enhancements to Come

To Access Transaction Inquiry

Sign in to BI-Finance:

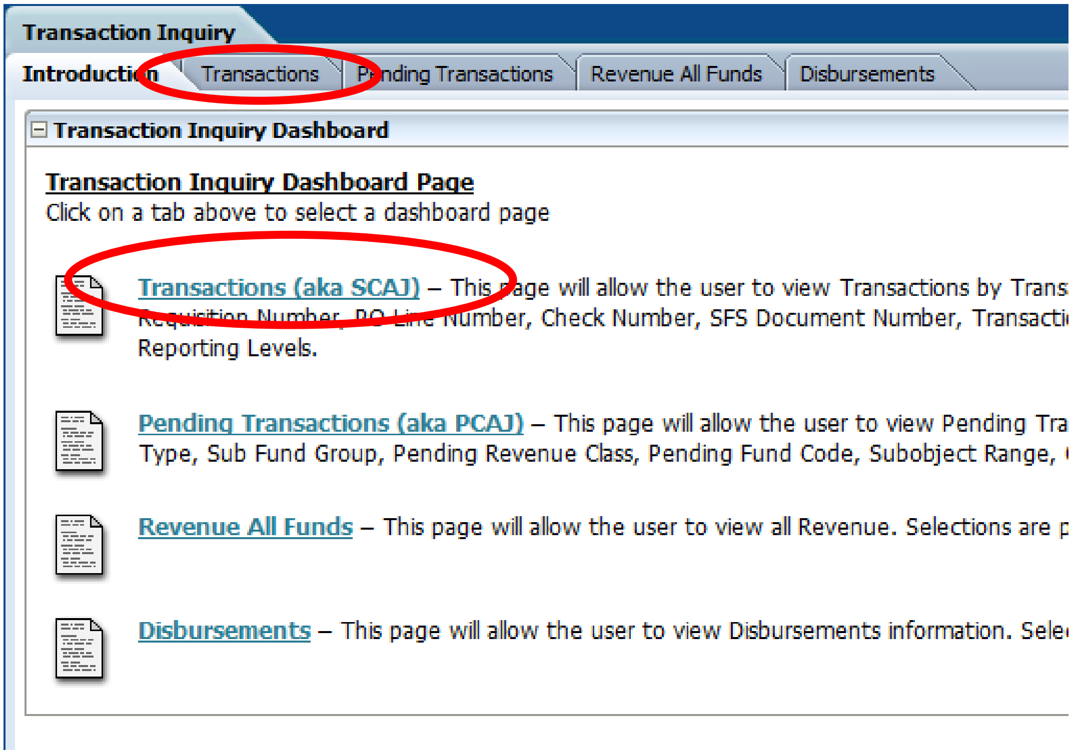
www.suny.edu/analytics

Click on: Dashboards>Financials>Transaction Inquiry



The State University of New York

Click on the Tab or Link to dashboard page you would like to use.

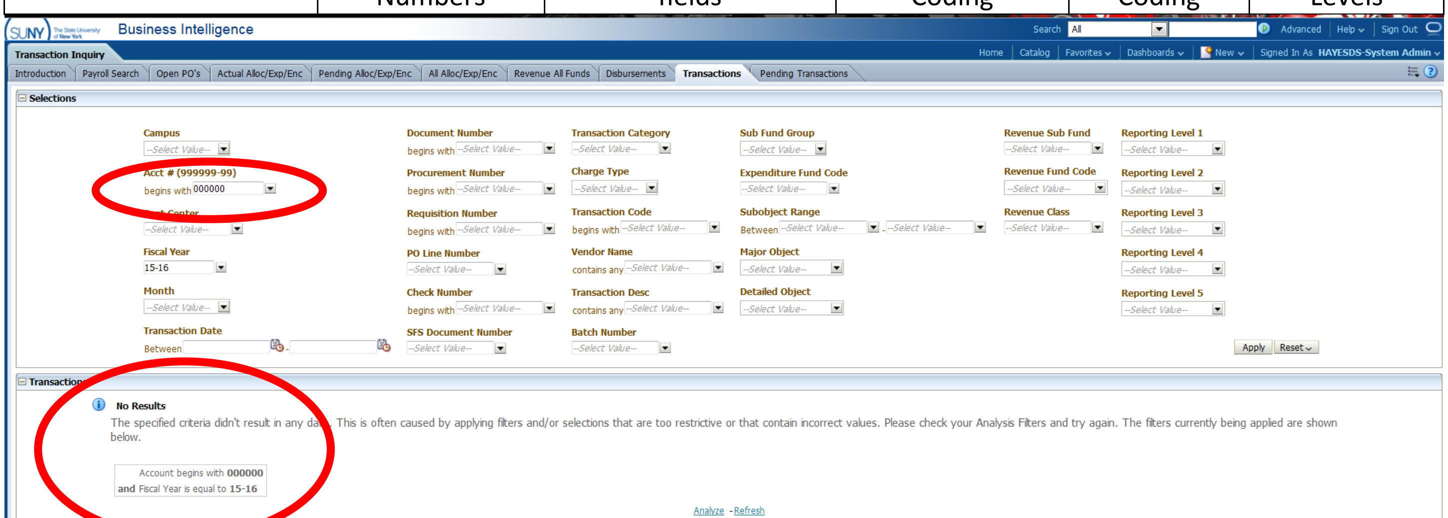


Defaults are set to account "000000" so the query doesn't run when it is first opened. Otherwise the query will attempt to return all records in the database which would exceed BI limits.

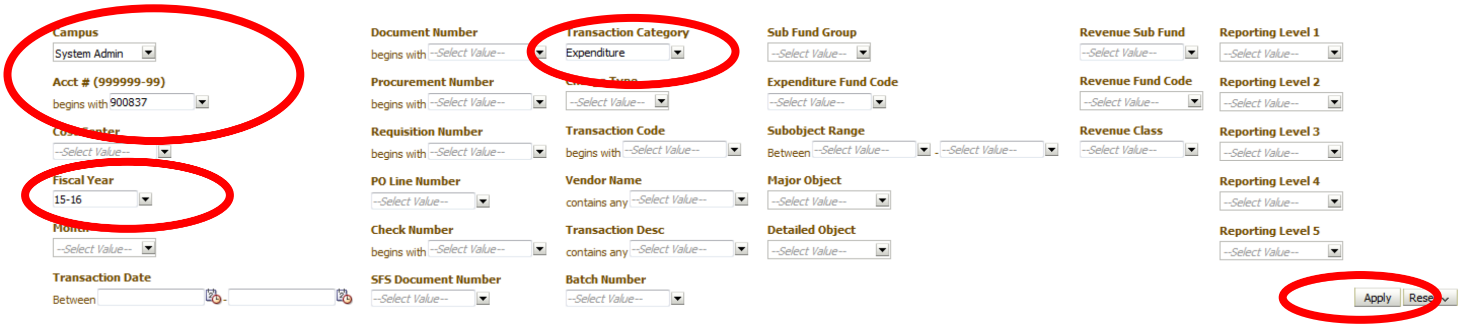
Be sure to delete or change the default account "000000" and <u>make additional selections as necessary</u>. This will return a subset of records from the database.

Selections are organized in columns:

Campus/Account/Dates	Document Numbers	Transaction specific fields	Expenditure Coding	Revenue Coding	Reporting Levels



Input or select appropriate selection criteria based on the query you want to do. Click “Apply” button once all selection criteria is input.

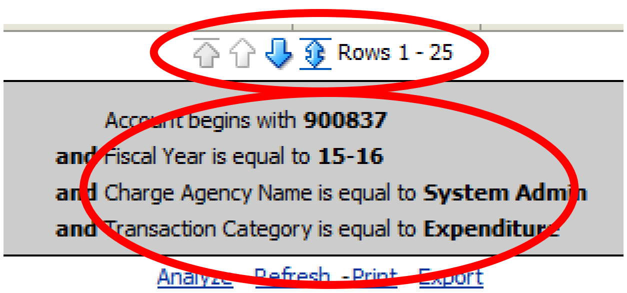


Results will display (default display is set up for expenditure reporting, display can be modified to show revenue data, how to do this is explained later in this document):

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Account	Subobject	Transaction Amount
Grand Total								**106,525.05**
System Admin Total								**106,525.05**
System Admin	12/30/2015	319J	JV#87-October '15 telephone charges	E197206	NO VENDOR	900837-99	5402	18.95
	12/29/2015	3893	PAYROLL PR19	2656088	NO VENDOR	900837-99	1500	4,194.98
				2656088	NO VENDOR	900837-99	1908	21.99
		3894	PAYROLL PR19	8460070	NO VENDOR	900837-99	0600	2,545.76
	12/23/2015	304A	NATIONAL GRID-UPSTATE UTILITY	6003274	NATIONAL GRID-UPSTATE UTILITY	900837-50	5551	23.15

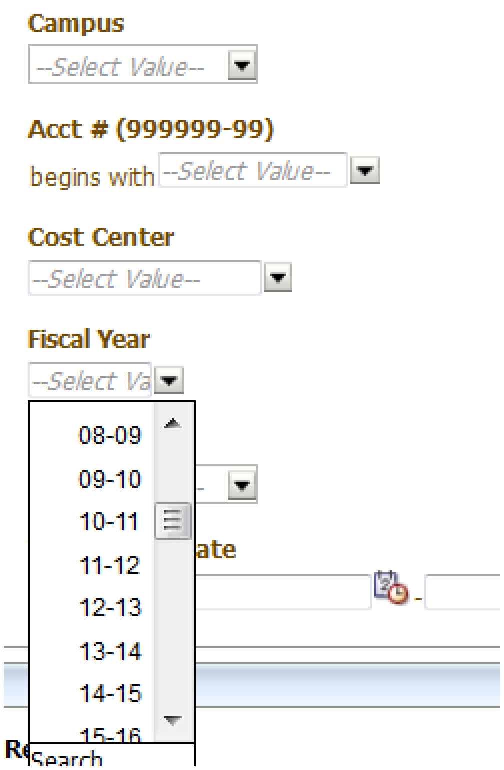
The first 25 lines will display, to see additional lines click the blue arrows at the bottom of the display.

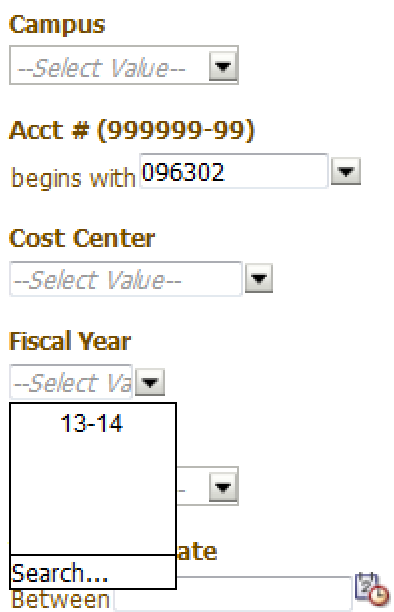
Also, the filters used will be listed at the bottom



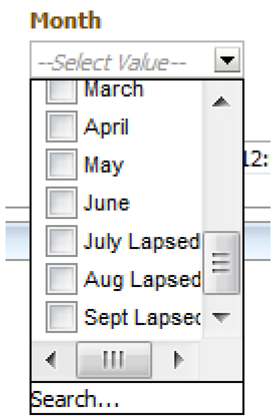
Helpful hints:

1. Choose a “transaction category (ies)” with each query.
    a. Allocation
    b. Expenditures
    c. Encumbrance
    d. Disbursement
    e. Revenue By Account
    f. Revenue By Fund
2. For inquiries for revenue transactions, there are two options:
    a. Revenue – by Account: IFR funds where revenue is recorded by accounts (e.g., General IFR, SUTRA)
    b. Revenue – by Fund: All funds but excludes the account number
3. Selection fields are case sensitive.
4. Account Number, Fiscal Year and Campus fields are “linked” selections, once you input into one of these fields the other fields will filter for the applicable attributes that relate to the original field input.
    a. For example, when there is no account indicated all fiscal years are available to select, but when you add an account that is only related to FY 13-14, only that FY is available to select.

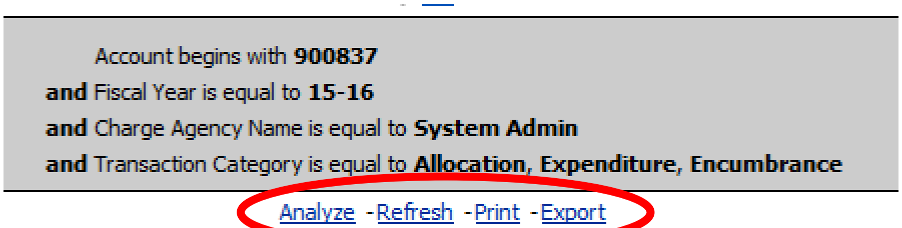




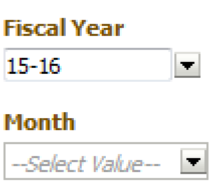
5. When trying to query all lines of a document, remove limiting selection criteria like account or campus so you can view both sides of the transaction.
6. Time Period
    a. When selection criteria "Fiscal Year" is chosen for
        i. Allocation, Expenditure, Encumbrance or Disbursement the dashboard will display transactions for the entire period of the appropriation.
            1. For one year appropriations it would be July 1 through the following September 30
            2. For re-appropriations, it would be for the period the appropriation was valid.
        ii. Revenue By Fund or Revenue By Account it will provide the revenue for the 12 month period (July to June).
    b. Use selection criteria "Transaction Date" to get documents for a specific time period range.
    c. Use the Month Selection to get a specific month
        i. Note there are month options for lapsed periods. Use these for lapsing data.



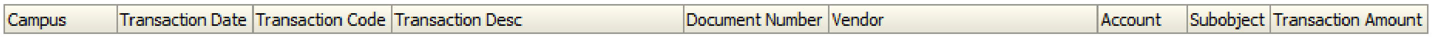
7. User can:
    a. For those users trained in Analysis, click Analyze to access Analysis and edit the dashboard
    b. Click Refresh to rerun the dashboard
    c. Click Print to print the displayed data
    d. Click Export to export displayed data to excel/adobe, etc.



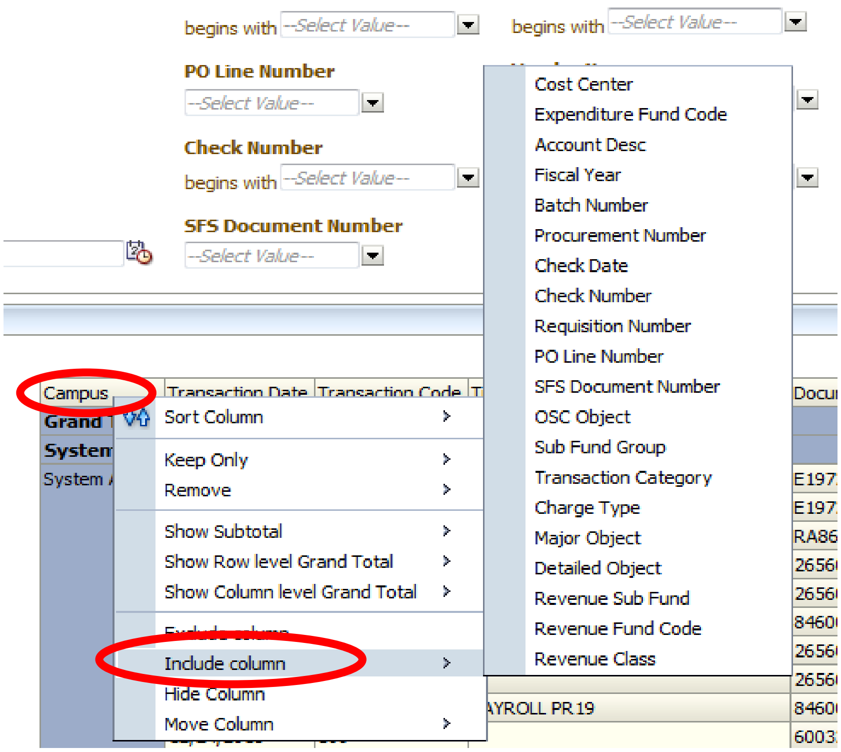
8. To Select "all" items in a selection, leave the field blank. For example if you want it to report every month in the 15-16 fiscal year, leave the month field blank (i.e., "--Select Value—")



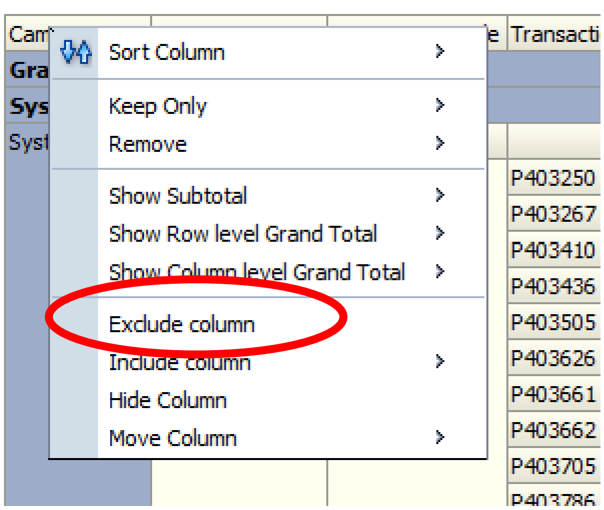
9. Column data defaults to a basic column format that works best for Allocation, Expenditure, Encumbrance, and Disbursement Data.



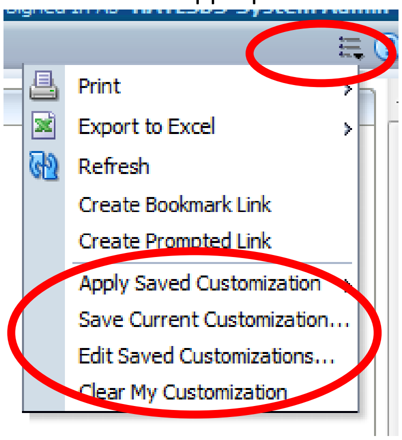
10. The user can include columns or exclude columns as they want.
    a. To include a column:
       Right mouse button click on a column heading
       Click on "include column"
       Click on the column you wish to include
       The column will be added to the right of the column where you clicked



    b. To exclude a column
       Right mouse button click on the column heading
       Click on Exclude Column



11) Customization: The user can customize the dashboard and save the changes they made to be used next time. In the top right corner of BI, there are three lines, click on them and the following drop down box appears. Choose the appropriate "Customization" selection you want.



12) Sort Columns: put cursor over column header, click on arrow to sort. You can also sort by moving the column to the left or right.

13) Move Columns: click column header, hold and drag.

Default display

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Account	Subobject	Transaction Amount
Grand Total								**8,489.47**
Brockport Total								**8,489.47**
Brockport	12/12/2015	304A	AMERICAN ASSOCIATION OF STATE	6003570	AMERICAN ASSOCIATION OF STATE	910553-02	5006	3,817.00
			APOGEE TELECOM INC	6003031	APOGEE TELECOM INC	900309-01	5629	432.00
			BRUCE A LOCKHART	6003599	BRUCE A LOCKHART	900819-01	5638	72.50
			FEDERAL EXPRESS CORPORATION	6003586	FEDERAL EXPRESS CORPORATION	900760-17	5601	101.30
			FRONTIER TELEPHONE OF ROCHESTE	6003601	FRONTIER TELEPHONE OF ROCHESTE	900875-01	5402	75.27
			LEONE TIMING & RESULTS SERVICE	6003572	LEONE TIMING & RESULTS SERVICE	901210-20	5638	1,728.40
			SINCLAIR TELEVISION GROUP INC	6003574	SINCLAIR TELEVISION GROUP INC	900115-02	5883	30.00
			TESTA CONSTRUCTION INC	6003588	TESTA CONSTRUCTION INC	900680	5638	1,780.00
			WMT PUBLICATIONS	6003573	WMT PUBLICATIONS	900115-02	5883	453.00

Fiscal Year is equal to **15-16**
and Charge Agency Name is equal to **Brockport**
and Cost Center Month Desc is equal to **December**
and Transaction Date is between **12/12/2015 12:00:00 AM** and **12/12/2015 12:00:00 AM**
and Transaction Category is equal to **Expenditure**
and Sub Fund Group is equal to **General IFR**
and Major Object is equal to **OTPS**

Analyze - Refresh - Print - Export

For example, click, hold and drag account number, and data is sorted by account number.

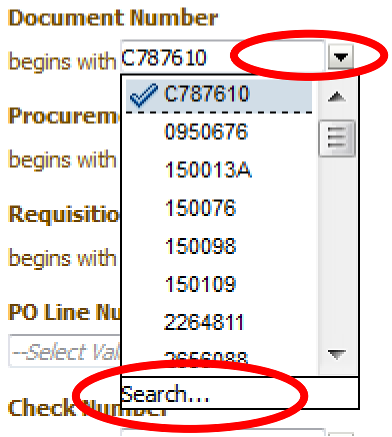
Campus	Account	Transaction Date	Transaction Code	Transaction Desc	Document Number	Vendor	Subobject	Transaction Amount
Grand Total								**8,489.47**
Brockport Total								**8,489.47**
Brockport	900115-02	12/12/2015	304A	SINCLAIR TELEVISION GROUP INC	6003574	SINCLAIR TELEVISION GROUP INC	5883	30.00
				WMT PUBLICATIONS	6003573	WMT PUBLICATIONS	5883	453.00
	900309-01	12/12/2015	304A	APOGEE TELECOM INC	6003031	APOGEE TELECOM INC	5629	432.00
	900680	12/12/2015	304A	TESTA CONSTRUCTION INC	6003588	TESTA CONSTRUCTION INC	5638	1,780.00
	900760-17	12/12/2015	304A	FEDERAL EXPRESS CORPORATION	6003586	FEDERAL EXPRESS CORPORATION	5601	101.30
	900819-01	12/12/2015	304A	BRUCE A LOCKHART	6003599	BRUCE A LOCKHART	5638	72.50
	900875-01	12/12/2015	304A	FRONTIER TELEPHONE OF ROCHESTE	6003601	FRONTIER TELEPHONE OF ROCHESTE	5402	75.27
	901210-20	12/12/2015	304A	LEONE TIMING & RESULTS SERVICE	6003572	LEONE TIMING & RESULTS SERVICE	5638	1,728.40
	910553-02	12/12/2015	304A	AMERICAN ASSOCIATION OF STATE	6003570	AMERICAN ASSOCIATION OF STATE	5006	3,817.00

Fiscal Year is equal to **15-16**
and Charge Agency Name is equal to **Brockport**
and Cost Center Month Desc is equal to **December**
and Transaction Date is between **12/12/2015 12:00:00 AM** and **12/12/2015 12:00:00 AM**
and Transaction Category is equal to **Expenditure**
and Sub Fund Group is equal to **General IFR**
and Major Object is equal to **OTPS**

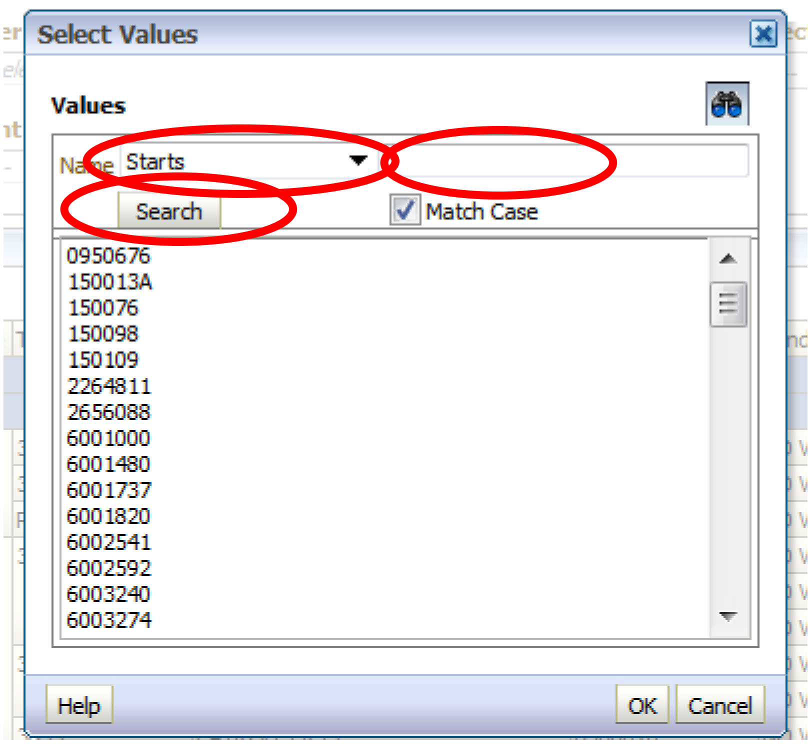
Analyze - Refresh - Print - Export

14) How to input Selection Criteria:

   a. Choose from the drop down box, click appropriate box(es) or selection from the list
   b. Type in the information (note: this is not available for some fields)
   c. Use the search function
      i. Click the drop down arrow, Click “Search”

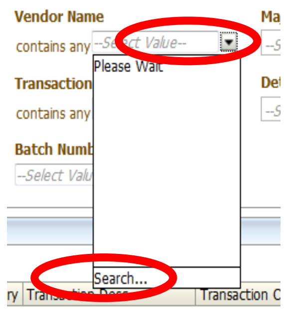


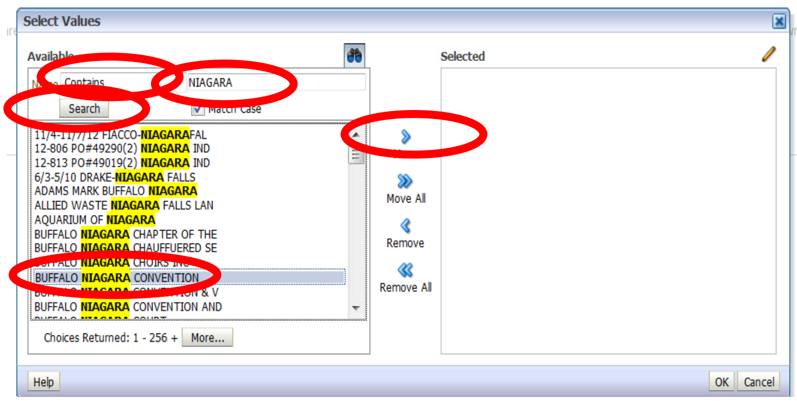
Choose whether the value “starts” or “contains”, type the criteria you are looking for, Click Search, choose the value you want, click okay

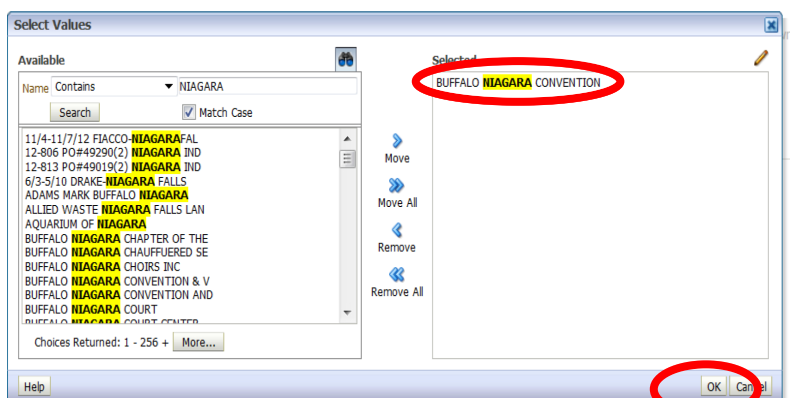


Or, for fields that allow multiple selections:

click drop down arrow,
click search,
choose how you would like to search (starts with, contains, etc.),
Type in search criteria (Note: this is case sensitive),
Click search,
Click on item (s) you want to select,
Click move
Click OK







15) Allocation document number (UA3N number) is located in the Batch Number Field.

Campus	Transaction Date	Transaction Code	Transaction Desc	Document Number	Batch Number	Vendor	Account	Subobject	Transaction Amount
Grand Total									**1,091,543.00**
Brockport Total									**1,091,543.00**
Brockport	10/20/2015	161I	BALNC OVERHEAD ALLOC/CASH 15/1		0142R	NO VENDOR	900760-12	3000	217.00
					0142R	NO VENDOR	900760-14	2000	1,300.00
		162I	BALNC OVERHEAD ALLOC/CASH 15/1		0142R	NO VENDOR	900760-16	3000	-109.00
					0142R	NO VENDOR	900760-18	3000	-15,305.00
	10/14/2015	161I	LEGISLATIVE BUDGET REQUEST	CRT006F	9164NP	NO VENDOR	900760-01	3000	5,000.00
				CRT006F	9165NP	NO VENDOR	900760-03	3000	9,000.00
				CRT006F	9166NP	NO VENDOR	900760-04	3000	12,600.00

SUNY The State University of New York