FREDONIA

STATE UNIVERSITY OF NEW YORK

SUNY Business Intelligence “BI” Financial Dashboards

Sandy Noble, Director of University Accounting

Overview:

SUNY has been using BI for several years, primarily in Institutional Research & Planning offices. Training videos are available through the Training Dashboard on the BI Tool.

The Finance Data Warehouse has data starting with the Cost Center Fiscal Year 2008-2009 through the most recent data load. SUNY System Administration loads new data nightly.

Financial Dashboards currently available in SUNY BI Finance:

Not everyone has access to all dashboards. A complete list of Dashboards can be found on:

SUNY Portal
Finance & Training Management
BI Finance Training Documents

Campus Security Administrator sets up access on an individual level basis.
Users can only view the accounts that the Director of University Accounting has assigned to them on a group or individual basis.

Please contact University Accounting Director at Ext. 3467 if there is a Dashboard that may be helpful to you.

SUNY SECURE

Employee Services Portal

Business Systems Applications | E-Business Services | Enrollment Management | Specialty Websites | More >>

Finance & Management System **Announcement**

Human Resource Systems

IDL Inquiry Form

JCOPE - Financial Statement Disclosure Filing (NYS Directory Services)

Training/Presentation Materials

Data Transfer System - SUNY Emergency Alert
Presentation Materials - Demonstrations - Documents

University Systems Strategic Business Plan
SUBOA Working Committee Status Meetings

Finance and Management
BI Finance Training Documents and Procedures
Web/Legacy Training Documents and Procedures

Institutional Research
Academic Programs Enterprise System (APES) Campus View Demonstration
Data Transfer System (DTS) Demonstration
Institutional Research SUNY Management Resource Tool (SMRT) Demonstration
SUNY Business Intelligence Initiative (SBII) Dashboard Basics Training

Security
Security Administration Tool Manual
Security Administration Tool Web Training

SUNY Web Site Content Management
OmniUpdate Web-based Training
Web Navigation Application Training

Important Information

SUNY Emergency Contact System | NY-ALERT SEMO

Employee Directory

The online directory provides the ability to search for employees in the SUNY Campus Directories.

SUNY Campus Directories

Enter one or more search criteria.

Last Name:

First Name:

Begins with   Contains

Search   Clear Form

(Results open in a new window)

Business Intelligence (BI) Finance

Document Name	Last Updated
BI Finance Cash Reporting Dashboard Training	10-01-2018
BI Finance Data Dictionary	10-01-2018
BI Finance General How to - Dashboard Training	10-01-2018
BI Finance Procurement Dashboard Training	10-01-2018
List of Available BI- Finance Dashboards and pages	10-01-2018

Dashboards every user has access to:

Account Summary:

Account Summary Dashboard Page
Click on a tab above to select a dashboard page

- Account Summary – This page allows the user to view Account Summary information by Account and Fiscal Year with the ability to drill down to the detail record level. Payroll detail is restricted to users with payroll-viewing permission. Selections are provided by Account Number, Fiscal Year, Campus, Sub Fund Group and Reporting Levels. Entry of Account Number determines the selection list of Fiscal Years and campuses.
- Multiple Accounts Summary – This page has the same functionality as the preceding page except it allows multiple, explicit Account Numbers to be entered in the prompt. It allows the user to view Account Summary information by Accounts and Fiscal Year with the ability to drill down to the detail record level. Payroll detail is restricted to users with payroll-viewing permission. Selections are provided by Account Number, Fiscal Year, Campus, Sub Fund Group and Reporting Levels. Entry of Account Numbers determines the selection list of Fiscal Years and campuses.
- Payroll Search - This page is restricted to users with payroll-viewing permission. It allows the user to view Payroll information by Account and Fiscal Year. Selections can also be made by Campus, Line Number, Employee Name, Pay Period, Payroll Agency, Subobject and Reporting Levels.
- Actual Alloc/Exp/Enc -This page allows the user to view Actual Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Campus, Account Number, Cost Center, Fiscal Year, Month, Transaction Date, Document Number, Procurement Number, Requisition Number, PO Line Number, Check Number, Batch Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, Trans Desc/Vendor, Sub Fund Group, Sub Object Range, Major Object, Object, Detailed Object, and Reporting Levels.
- Pending Alloc/Exp/Enc - This page allows the user to view Pending Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Campus, Account Number, Cost Center, Fiscal Year, Month, Pending Transaction Date, Pending Document Number, Pending Procurement Number, PO Line Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, PND Trans Desc/Vendor, Sub Fund Group, Sub Object Range, Major Object, Object, Detailed Object, and Reporting Levels.
- All Alloc/Exp/Enc – This page allows the user to view All Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Campus, Account Number, Cost Center, Fiscal Year, Month, Transaction Date, Document Number, Procurement Number, Requisition Number, PO Line Number, Check Number, Batch Number, Transaction Category, Charge Type, Transaction Code, Transaction Charge, Trans Desc/Vendor, Sub Fund Group, Sub Object Range, Major Object, Object, Detailed Object and Reporting Levels.

Management Summary:

Management Summary Dashboard Page
Click on a tab above to select a dashboard page

Management Summary – This page will allow the user to view Management Summary information by Account Number and Major Object. Selections are provided by Fiscal Year, Sub Fund Group, Object levels, Account Number and Reporting Levels. Default selections are current Fiscal Year along with your campus.

IFR Summary – This page will allow the user to view IFR Summary information by Account Number. Selections are provided by Fiscal Year, Sub Fund Group, Account Number, IFR Restricted Flag and Reporting Levels. Default selections are current Fiscal Year along with your campus.

Procurement Summary:

Procurement Dashboard Pages
Click on a tab above to select a dashboard page

PO Summary – This page displays summary and detailed views of Purchase Orders. Matched, Change and ChangeNoticeTransmitted Status PO's are available. To view Incomplete and Completed Status PO's and Requisitions use the Finance and Management System. Selections are provided by Campus, Account, Cost Center, Fiscal Year, PO Number, Requisition Number, SFS PO Number, Document Status, Vendor Name, SFS Vendor ID, State Contract, PSP Method, Item Doc Line Number, Funding Doc Line Number, Created Date Range, PO Created by, Req Created by, Subobject Range, Object, Detailed Object and Sub Fund Group.

Requisition Summary – This page displays a detailed view of SUNY Only Requisitions. This page displays only SUNY Only Requisitions. To view requisitions tied to PO's use PO Summary. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Req Only Number, Created Date Range, Created By, Misc Req Flag, Item Req Vendor, SFS Vendor ID, Misc Req Vendor, Subobject Range, Object, Detailed Object and Sub Fund Group.

Contract Summary – This page displays summary data of Contracts, with the ability to drill into the Contract Number to detailed Version information. Matched, Change, ChangeNoticeTransmitted Status Contracts are available. To view Incomplete and Completed Status Contracts use the Finance and Management System. Selections are provided by Campus, Account, Cost Center, Fiscal Year, Contract Number, SFS PO Number, Created By, Document Status, Vendor Name, SFS Vendor ID, PSP Method, Created Date Range, Begin Date Range, End Date Range, Subobject Range, Object, Detailed Object and Sub Fund Group.

Created Per Day – This page displays 4 reports showing how many procurement documents a user created in a day. Each type of document has its own report on the page. Selections are provided by Campus, Account, Cost Center, Fiscal Year, PO Created Date Range, PO Created By, PO Req Created Date Range, PO Req Created By, Req Only Created Date Range, Req Only Created By, Contract Created Date Range, Contract Created By, Subobject Range, Object, Detailed Object and Sub Fund Group.

Open Enc PO – This page displays PO's with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does not report incomplete PO's. Selections are provided by Campus, Account, Fiscal Year, PO Number, SFS PO Number, Vendor Name, PO Created By, Cost Center, Funding Doc Line Number and Sub Fund Group.

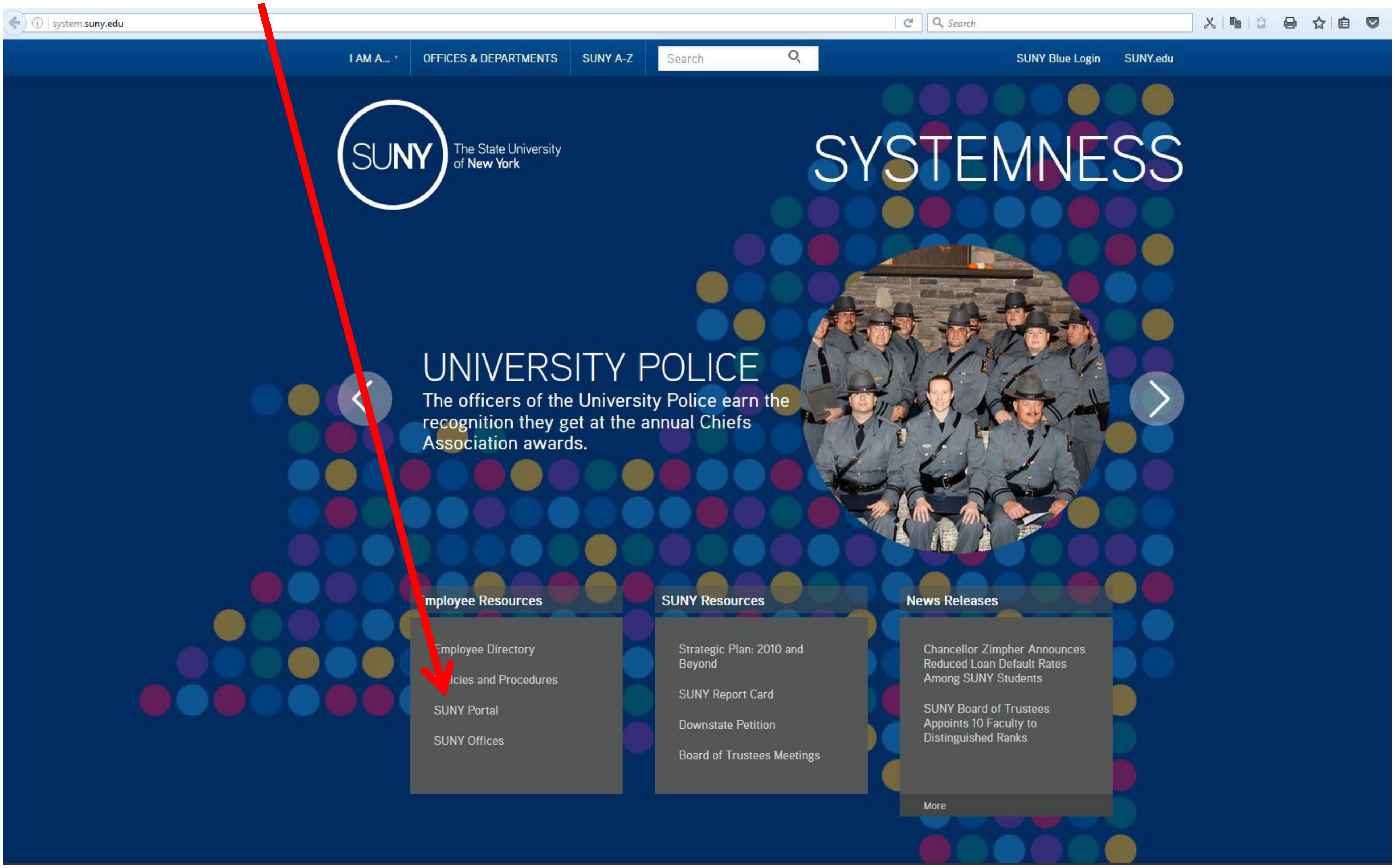
Open Enc Req Only – This page displays Requisitions Only with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does not report incomplete Reqs. Selections are provided by Campus, Account, Fiscal Year, Req Only Number, Created By, Funding Line Number, Item Req Vendor, Misc Req Vendor, Cost Center and Sub Fund Group.

Open Enc Contract – This page displays Contracts with open encumbrance balances. The report is limited to Balance Amounts not equal to 0.00. Note: this is not a true Open encumbrance report as BI does not report incomplete Contracts. Selections are provided by Campus, Account, Fiscal Year, Contract Number, SFS PO Number, Vendor Name, Created By, Cost Center, Funding Line Number and Sub Fund Group.

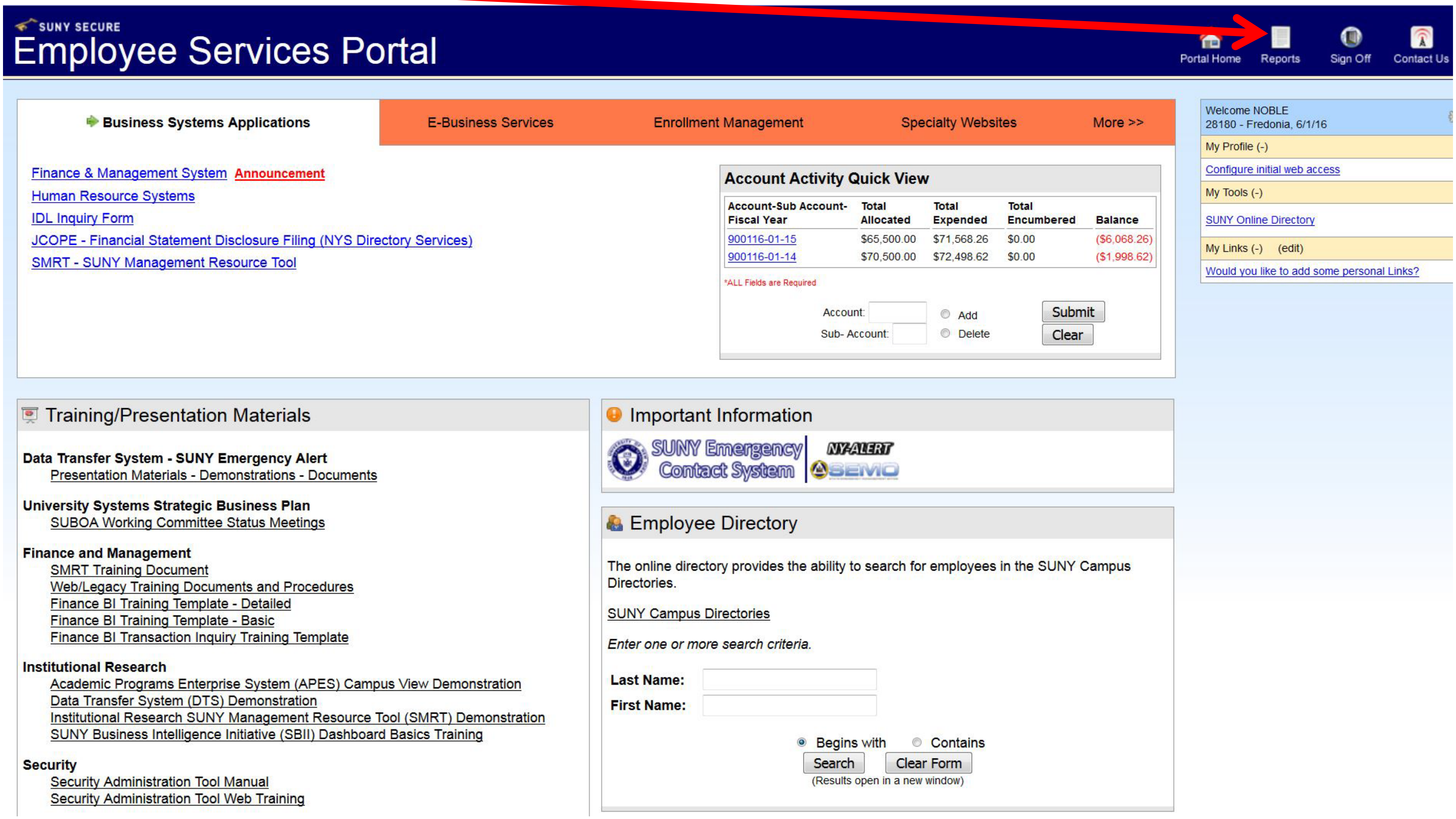
Getting to SUNY BI:

Using Firefox

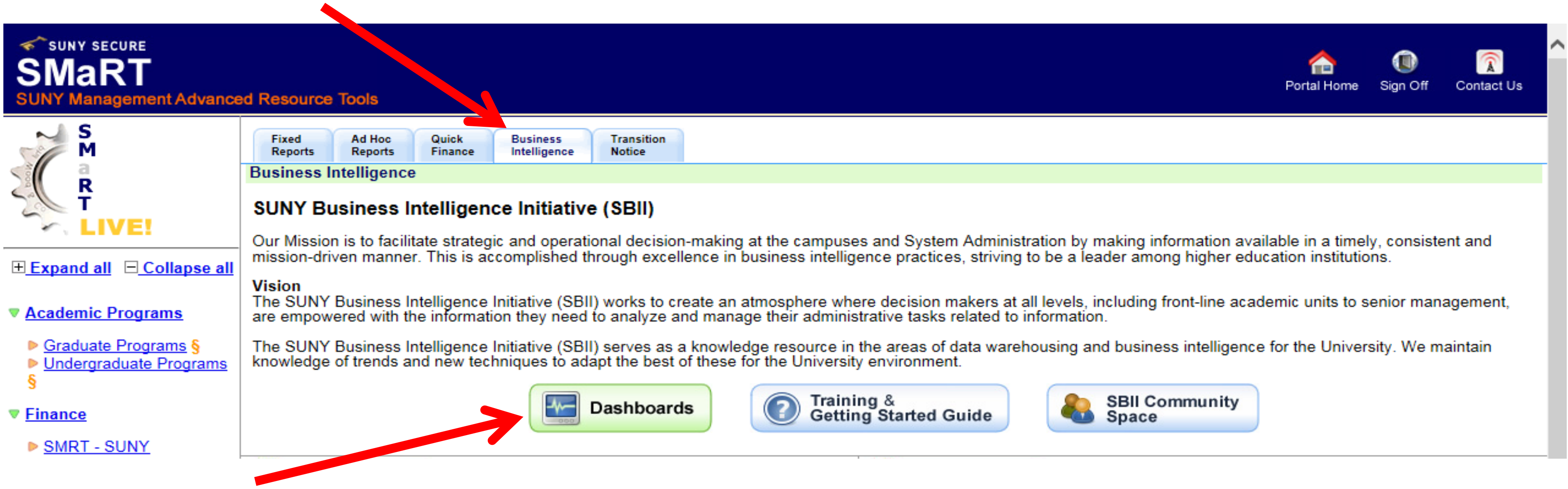
Log on to SUNY Employee Portal at website www.suny.edu Sign-on using eServices ID / Password



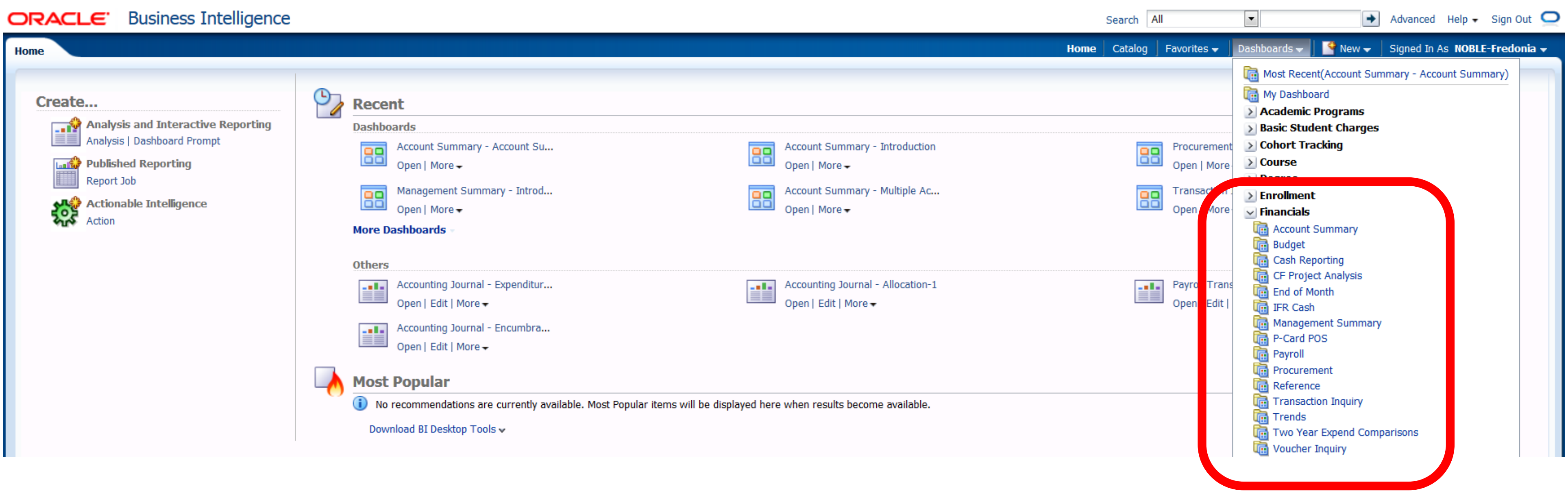
Click on reports



Click on Business Intelligence tab:

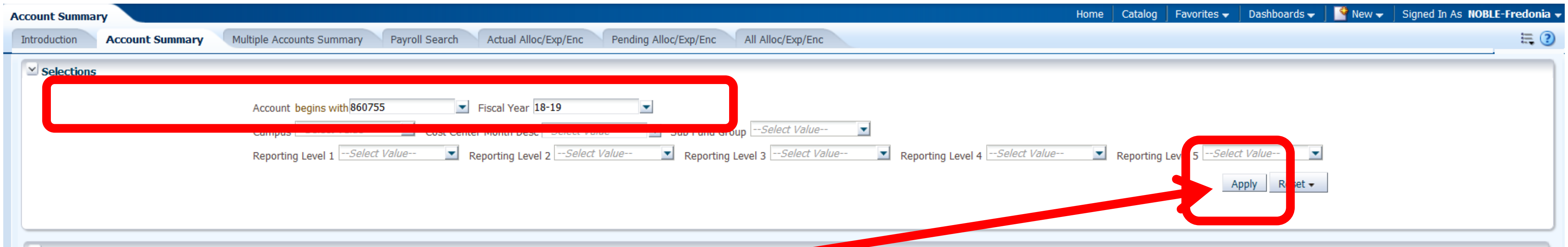


Click on Dashboards box:



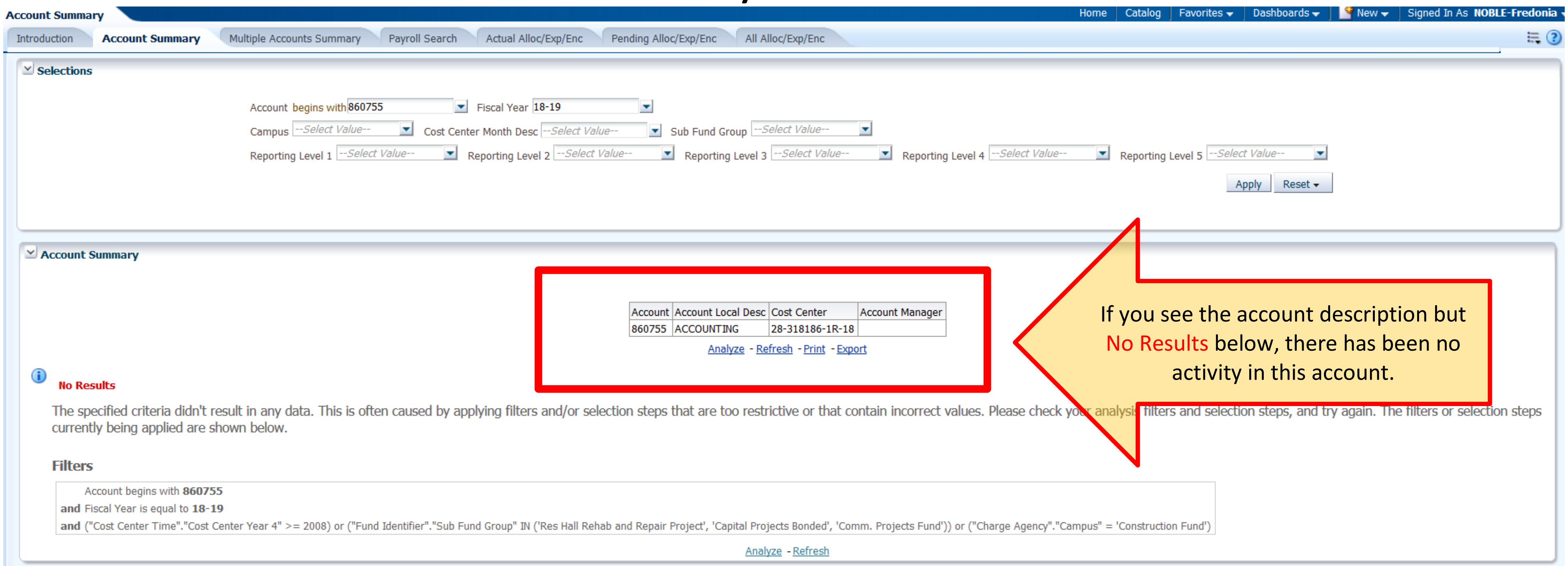
Working with the Account Summary Dashboard:

- Click in Account begins with box; the default is always all zeros. This keeps the system from searching for account data when you first open the page:
  - Type in 6 digit account code, if you are looking for an account WITHOUT subs.
  - Type in 8 digit accounts as such: 900023-01, the **"dash"** must be included if you are looking at a sub account.
- Tab to Fiscal year, default is current year, but can be changed via drop-down (arrow).



Enter does not work in BI, must click "APPLY" button

Know which No Results is an error versus no activity:



Account Summary

Home | Catalog | Favorites | Dashboards | New | Signed In As **NOBLE-Fredonia**

Introduction | **Account Summary** | Multiple Accounts Summary | Payroll Search | Actual Alloc/Exp/Enc | Pending Alloc/Exp/Enc | All Alloc/Exp/Enc

Selections

Account begins with 000000 | Fiscal Year --Select Value--

Campus --Select Value-- | Cost Center Month Desc --Select Value-- | Sub Fund Group --Select Value--

Reporting Level 1 --Select Value-- | Reporting Level 2 --Select Value-- | Reporting Level 3 --Select Value-- | Reporting Level 4 --Select Value-- | Reporting Level 5 --Select Value--

Apply | Reset

Account Summary

No Results

The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that contain incorrect values. Please check your analysis filters and selection steps, and try again. The filters or selection steps currently being applied are shown below.

Filters

Account begins with **000000**
and Fiscal Year is equal to **18-19**

Analyze - Refresh

If you see No Results and no account description, you have input an incorrect identifier.

No Results

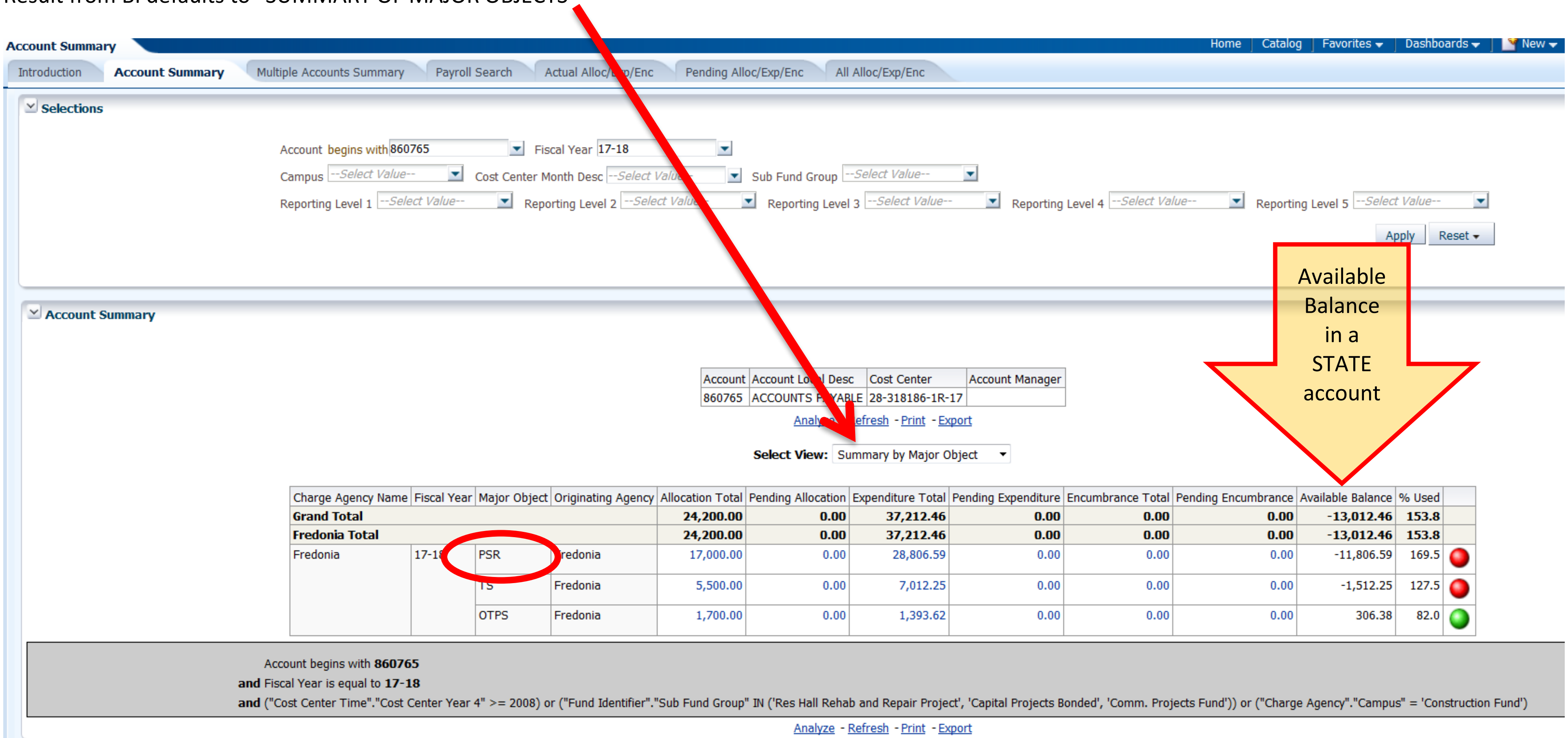
The specified criteria didn't result in any data. This is often caused by applying filters and/or selection steps that are too restrictive or that contain incorrect values. Please check your analysis filters and selection steps, and try again. The filters or selection steps currently being applied are shown below.

Filters

Account begins with **000000**
and Fiscal Year is equal to **18-19**
and ("Cost Center Time"."Cost Center Year 4" >= 2008) or ("Fund Identifier"."Sub Fund Group" IN ('Res Hall Rehab and Repair Project', 'Capital Projects Bonded', 'Comm. Projects Fund')) or ("Charge Agency"."Campus" = 'Construction Fund')

Working with the default State Accounts

Result from BI defaults to "SUMMARY OF MAJOR OBJECTS"



Drop down menu for "Select View" as three options

1) Summary by Major Object (default) – may be your easiest option to use
2) Summary by Object
3) Summary by Detailed Object (most closely reflects look of SMRT)

NOTE: Option 3 calculates Campus Recharges as a separate object in BI. When calculating *Available Balance* the user will have to add in Recharge Totals.

CAUTION: Personal Service (PSR) is included in the default settings. It is highly recommended users utilize the *Customization* feature to remove PSR. PSR is managed centrally at Fredonia, so divisions/departments when calculating balances should NEVER include PSR.

Result from Customized (excludes PSR) Account Summary Dashboard:

Account Summary Home | Catalog | Favorites | Dashboards | New

Introduction | **Account Summary** | Multiple Accounts Summary | Payroll Search | Actual Alloc/Exp/Enc | Pending Alloc/Exp/Enc | All Alloc/Exp/Enc

Selections

Account begins with 860765 Fiscal Year 17-18

Campus --Select Value-- Cost Center Month Desc --Select Value-- Sub Fund Group --Select Value--

Reporting Level 1 --Select Value-- Reporting Level 2 --Select Value-- Reporting Level 3 --Select Value-- Reporting Level 4 --Select Value-- Reporting Level 5 --Select Value--

Apply Reset

Account Summary

Account	Account Local Desc	Cost Center	Account Manager
860765	ACCOUNTS PAYABLE	28-318186-1R-17	

Analyze - Refresh - Print - Export

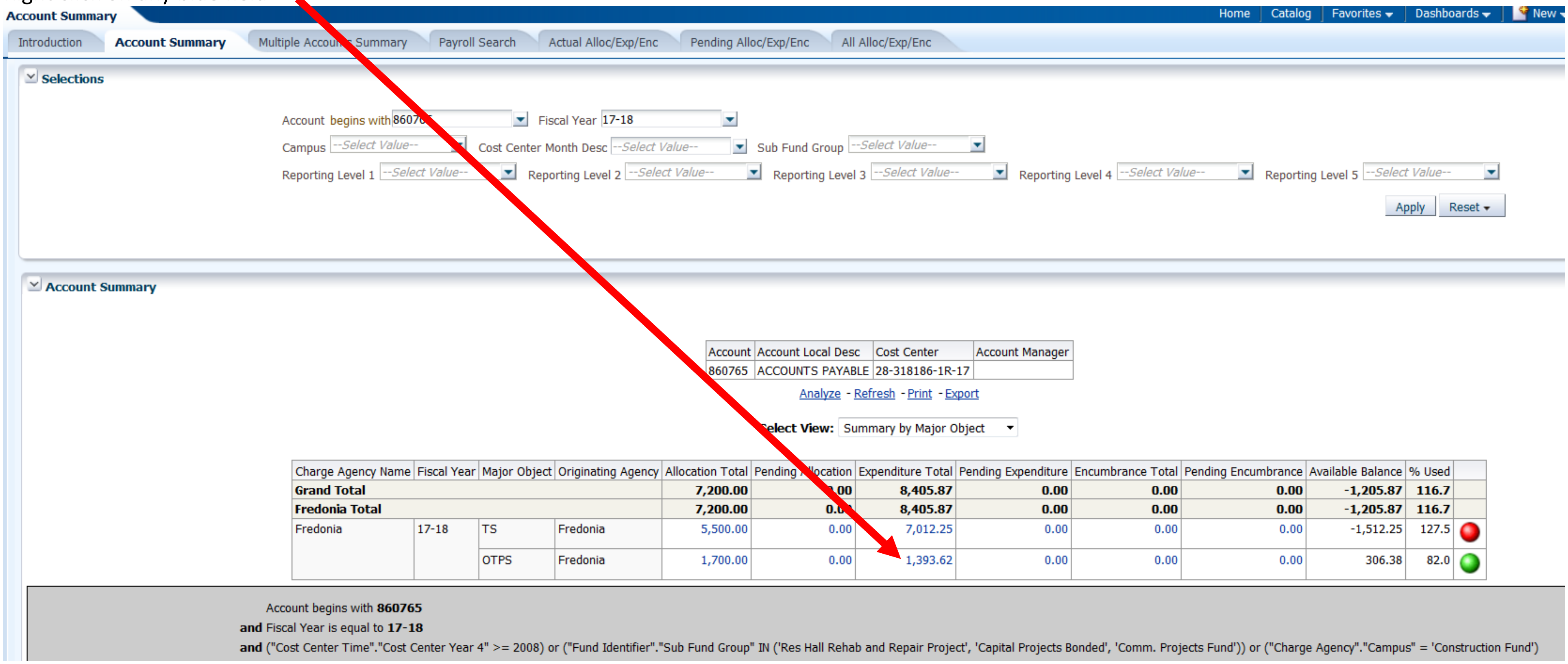
Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
Grand Total				**7,200.00**	**0.00**	**8,405.87**	**0.00**	**0.00**	**0.00**	**-1,205.87**	**116.7**	
Fredonia Total				**7,200.00**	**0.00**	**8,405.87**	**0.00**	**0.00**	**0.00**	**-1,205.87**	**116.7**	
Fredonia	17-18	TS	Fredonia	5,500.00	0.00	7,012.25	0.00	0.00	0.00	-1,512.25	127.5	
		OTPS	Fredonia	1,700.00	0.00	1,393.62	0.00	0.00	0.00	306.38	82.0	

Account begins with **860765**
and Fiscal Year is equal to **17-18**
and ("Cost Center Time"."Cost Center Year 4" >= 2008) or ("Fund Identifier"."Sub Fund Group" IN ('Res Hall Rehab and Repair Project', 'Capital Projects Bonded', 'Comm. Projects Fund')) or ("Charge Agency"."Campus" = 'Construction Fund')

To View Details:

Right click on any blue field



Click on Document Detail

Account	Account Local Desc	Cost Center	Account Manager
860765	ACCOUNTS PAYABLE	28-318186-1R-17	

Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
Grand Total				**7,200.00**	**0.00**	**8,405.87**	**0.00**	**0.00**	**0.00**	**-1,205.87**	**116.7**	
Fredonia Total				**7,200.00**	**0.00**	**8,405.87**	**0.00**	**0.00**	**0.00**	**-1,205.87**	**116.7**	
Fredonia	17-18	TS	Fredonia	5,500.00	0.00	7,012.25	0.00	0.00	0.00	-1,512.25	127.5	
		OTPS	Fredonia	1,700.00	0.00	1,3[illegible]	0.00	0.00	0.00	306.38	82.0	

Document Detail
Charge Type

ccount begins with **860765**
scal Year is equal to **17-18**

Campus	Transaction Date	Transaction Code	Trans Desc/Vendor	Document Number	Procurement Number	Requisition Number	Check Number	Account	Subobject	Amount
Grand Total										**1,393.62**
Fredonia	07/31/2018	319J	JAMES B. SCHWAB CO. INC.	WH02278				860765	7212	83.66
Fredonia	07/06/2018	319J	POSTAGE RECHARGE MAY 18	WG99105				860765	9400	2.09
Fredonia	06/22/2018	319J	STOREHOUSE RECHARGE APRIL 18	WG78675				860765	9200	36.80
Fredonia	05/18/2018	319J	JAMES B. SCHWAB CO. INC.	WF30186				860765	7212	78.28
Fredonia	04/30/2018	319J	POSTAGE RECHARGE MAR 18	WF50836				860765	9400	0.68
Fredonia	03/20/2018	304A	CORPORATE COMPUTER SOLUTIONS I	EE60611	170599		4283750	860765	3061	99.50
Fredonia	03/06/2018	319J	JAMES B. SCHWAB CO. INC.	WD40867				860765	7212	78.68
Fredonia	03/06/2018	319J	LONG DISTANCE RECHARGE JAN 18	WE29451				860765	9300	0.24
Fredonia	03/06/2018	319J	POSTAGE RECHARGE JAN 18	WE29640				860765	9400	2.94
Fredonia	03/06/2018	319J	STOREHOUSE RECHARGE JAN 17	WE29643				860765	9200	36.80
Fredonia	02/21/2018	319J	STAPLS7188959525000001	WC89357				860765	3001	41.99
Fredonia	02/21/2018	319J	STAPLS7188960884000001	WC89357				860765	3001	48.73
Fredonia	02/08/2018	319J	POSTAGE RECHARGE DEC 17	WD75505				860765	9400	0.46
Fredonia	01/03/2018	319J	JAMES B. SCHWAB CO. INC.	WB37854				860765	7212	73.93
Fredonia	12/15/2017	319J	LONG DISTANCE RECHARGE NOV 17	WC65500				860765	9300	11.64
Fredonia	12/15/2017	319J	POSTAGE RECHARGE NOV 17	WC65489				860765	9400	1.55
Fredonia	12/15/2017	319J	STOREHOUSE RECHARGE NOV 17	WC65496				860765	9200	36.80
Fredonia	11/30/2017	319J	AUTO RECHARGE OCT 17	WC31218				860765	9600	329.76
Fredonia	11/30/2017	319J	LONG DISTANCE RECHARGE OCT 17	WC31224				860765	9300	0.11
Fredonia	11/30/2017	319J	POSTAGE RECHARGE OCT 17	WC31234				860765	9400	0.67
Fredonia	11/01/2017	319J	LONG DISTANCE RECHARGE SEPT 17	WB71429				860765	9300	0.91
Fredonia	11/01/2017	319J	POSTAGE RECHARGE SEPT 17	WB71417				860765	9400	2.07
Fredonia	10/23/2017	304B	PARSONS EMILY	K257810			4006085	860765	4201	59.00
Fredonia	10/23/2017	304B	PARSONS EMILY	K257810			4006085	860765	4204	115.00

Rows 1 - 25

Click on blue, underlined fields to see information, such as Check Number and payment date.

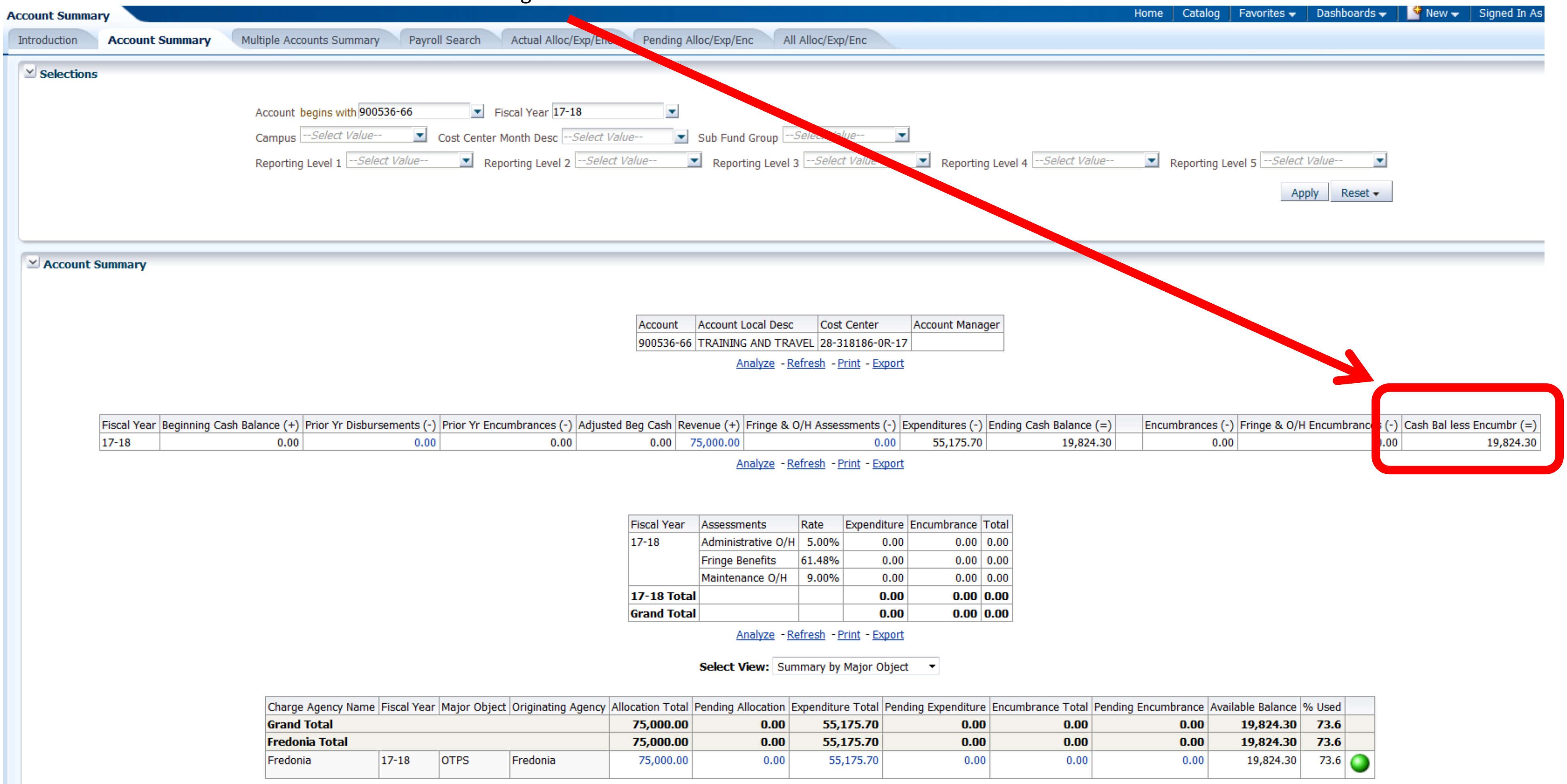
Charge Agency Name is equal to / is in **Fredonia**
and Transaction Category is equal to / is in **Expenditure**
and Fiscal Year is equal to / is in **17-18**
and Major Object is equal to / is in **OTPS**
and Account begins with **860765**
and Originating Agency is equal to / is in **Fredonia**

Return - Analyze - Refresh - Print - Export - Create Bookmark Link

Moving columns is where the fun begins (works like an Excel Pivot Table).
Right click any column to get even more sum, include/exclude options.
To return to previous page, always click return, do not use “back” button on browser.

Working with the default IFR Cash Accounts:

- These are cash accounts (the first digit begins with a "9")
- Their Cash Balances roll forward to the new fiscal year
- ***Cash Bal less Encumbrance*** is the field showing the available cash



Account	Account Local Desc	Cost Center	Account Manager
900536-66	TRAINING AND TRAVEL	28-318186-0R-17	

Analyze - Refresh - Print - Export

Fiscal Year	Beginning Cash Balance (+)	Prior Yr Disbursements (-)	Prior Yr Encumbrances (-)	Adjusted Beg Cash	Revenue (+)	Fringe & O/H Assessments (-)	Expenditures (-)	Ending Cash Balance (=)		Encumbrances (-)	Fringe & O/H Encumbranc (-)	Cash Bal less Encumbr (=)
17-18	0.00	0.00	0.00	0.00	75,000.00	0.00	55,175.70	19,824.30		0.00	.00	19,824.30

Analyze - Refresh - Print - Export

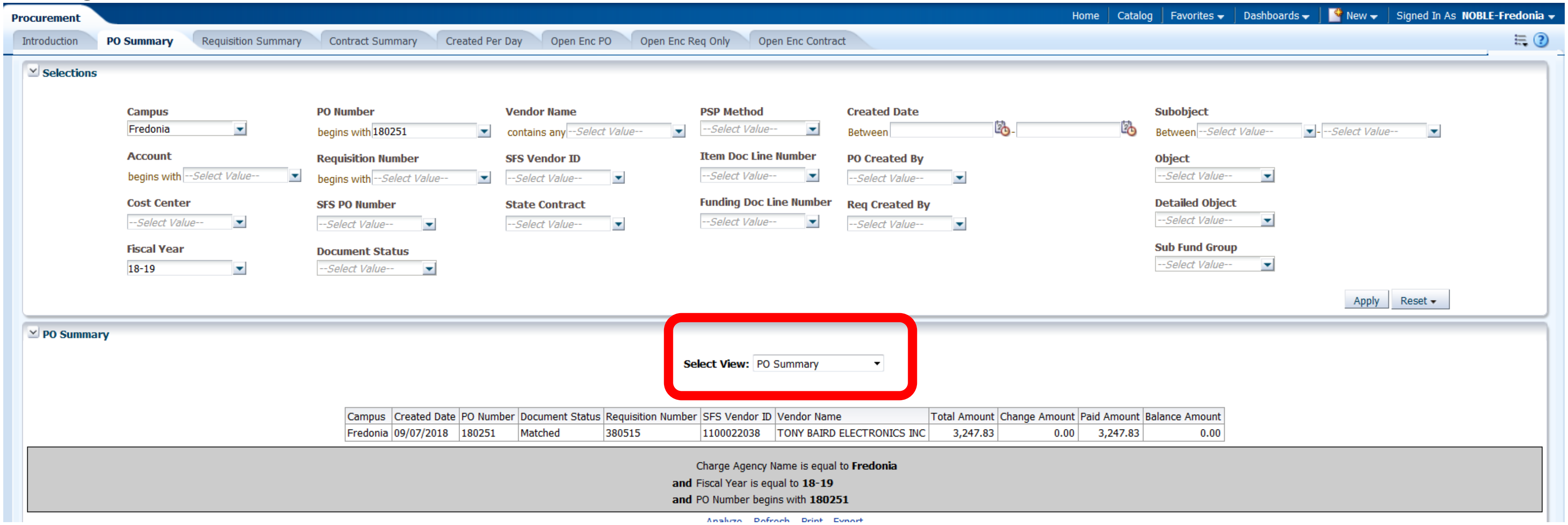
Fiscal Year	Assessments	Rate	Expenditure	Encumbrance	Total
17-18	Administrative O/H	5.00%	0.00	0.00	0.00
	Fringe Benefits	61.48%	0.00	0.00	0.00
	Maintenance O/H	9.00%	0.00	0.00	0.00
17-18 Total			**0.00**	**0.00**	**0.00**
Grand Total			**0.00**	**0.00**	**0.00**

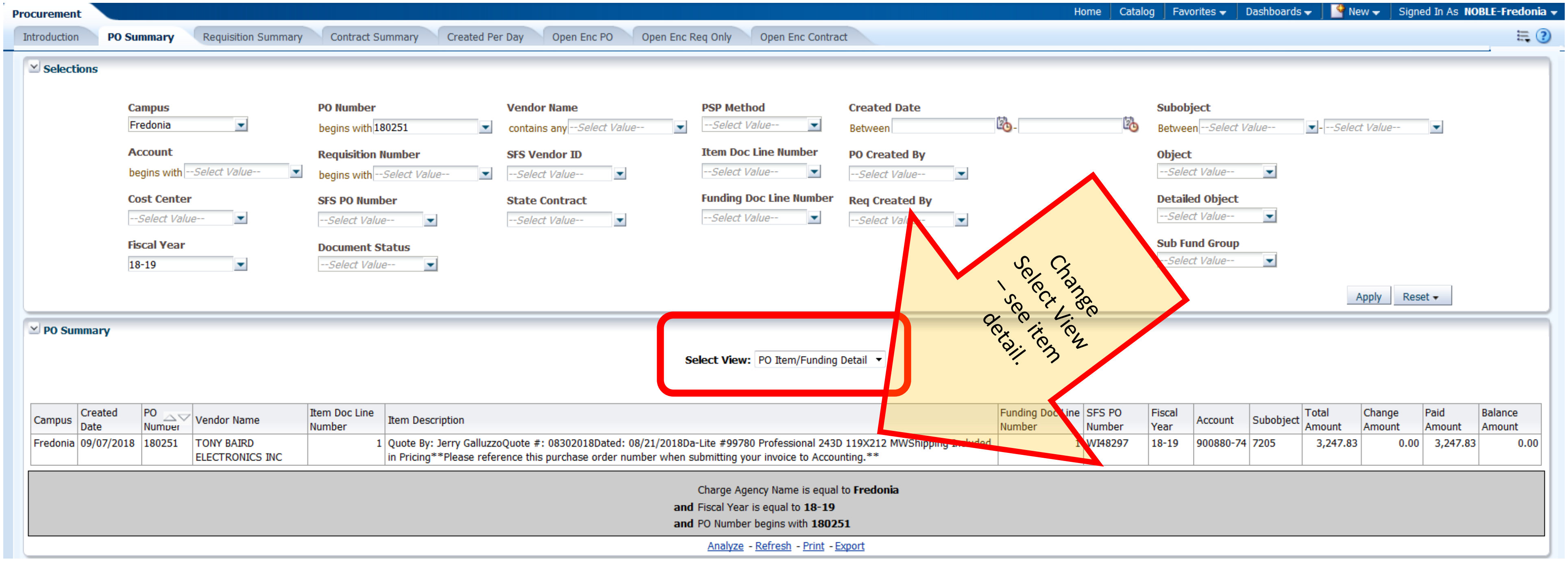
Analyze - Refresh - Print - Export

Select View: Summary by Major Object

Charge Agency Name	Fiscal Year	Major Object	Originating Agency	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance	% Used	
Grand Total				**75,000.00**	**0.00**	**55,175.70**	**0.00**	**0.00**	**0.00**	**19,824.30**	**73.6**	
Fredonia Total				**75,000.00**	**0.00**	**55,175.70**	**0.00**	**0.00**	**0.00**	**19,824.30**	**73.6**	
Fredonia	17-18	OTPS	Fredonia	75,000.00	0.00	55,175.70	0.00	0.00	0.00	19,824.30	73.6	

Working with the Procurement Dashboard:



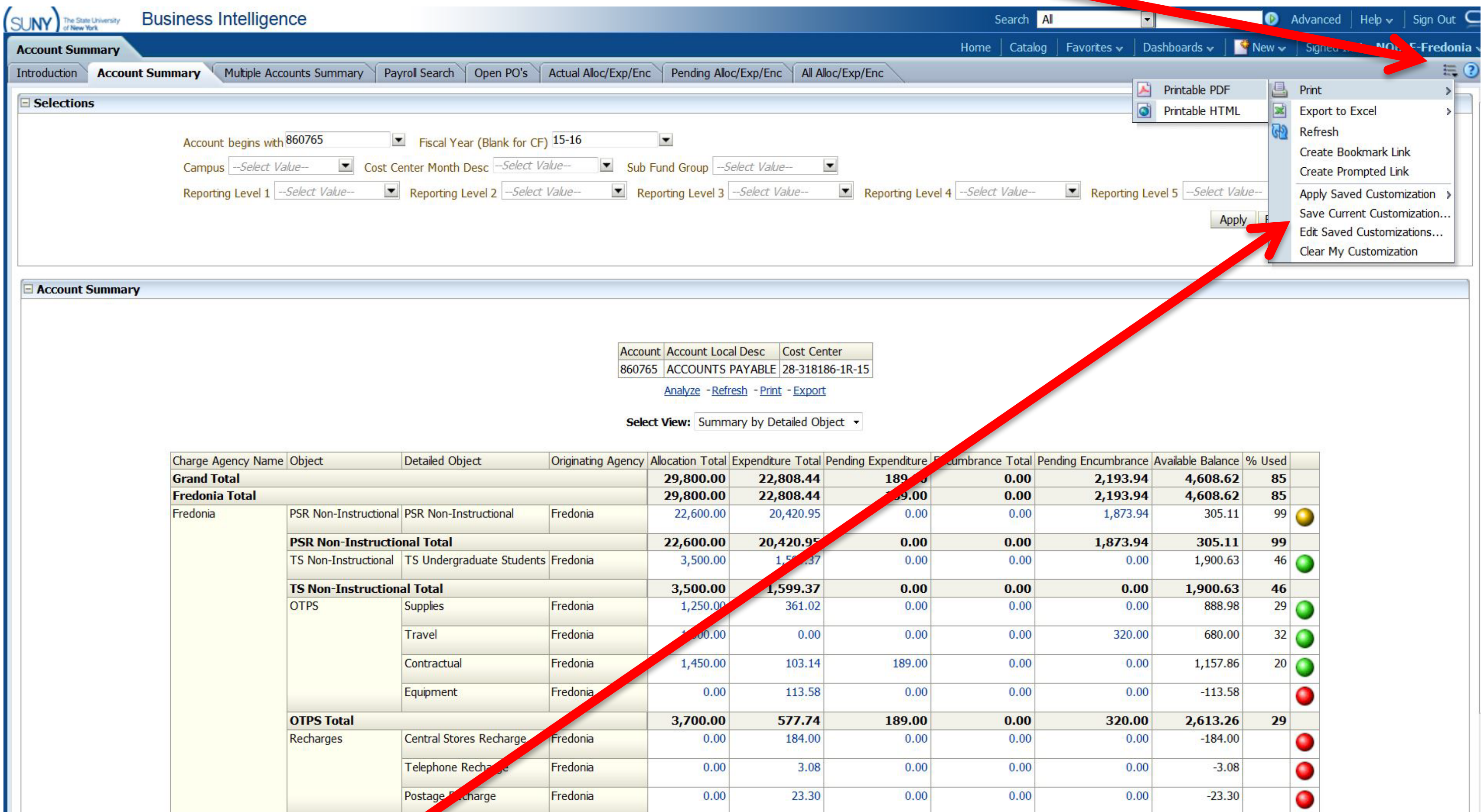


To save information, you can use print

- Information can also be Exported:
  - Several option exist for export including PDF, Excel (2003 or 2007), Powerpoint (2003 or 2007), data (includes CSV, Tab Delimited, or XML).
    - If you would like to keep all formating, use Excel, if you want data only, use CSV format:

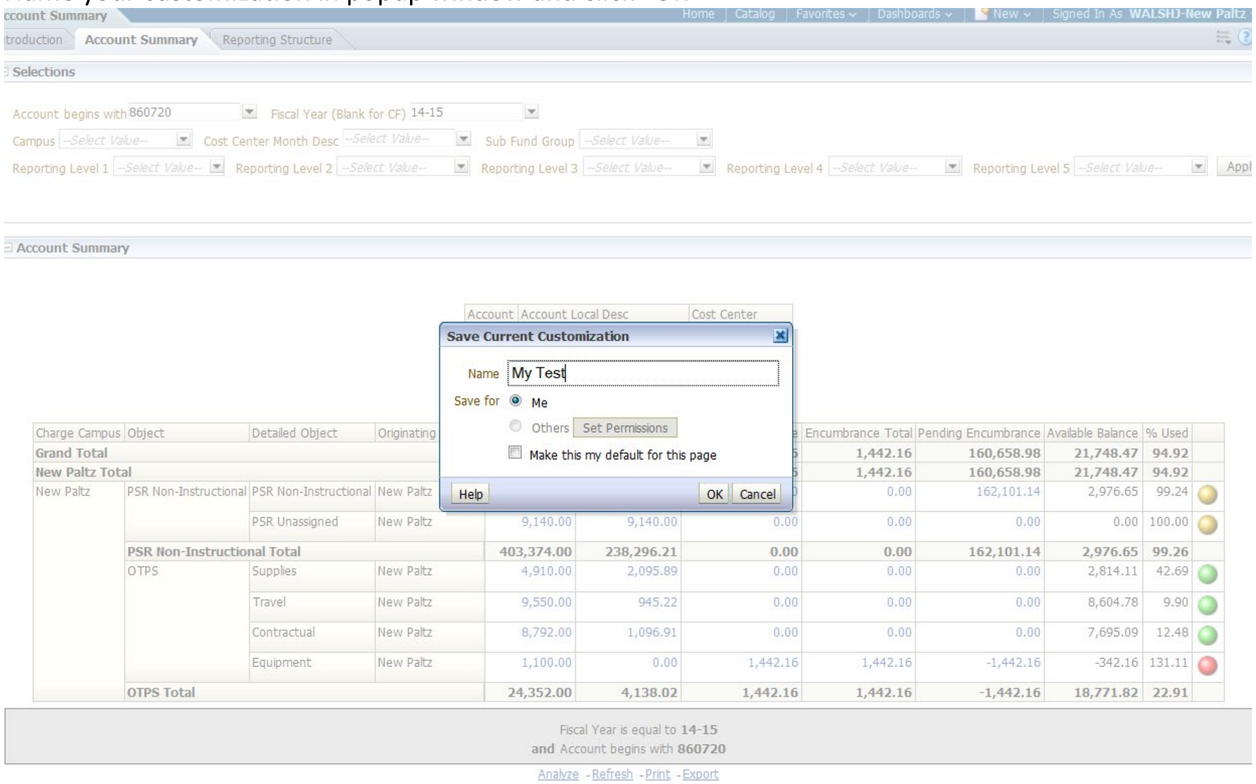
Customizing your dashboards:

Once you have displayed your account the way you want to see it, click on Customization Toolbar [box left of the question mark] located in right hand corner

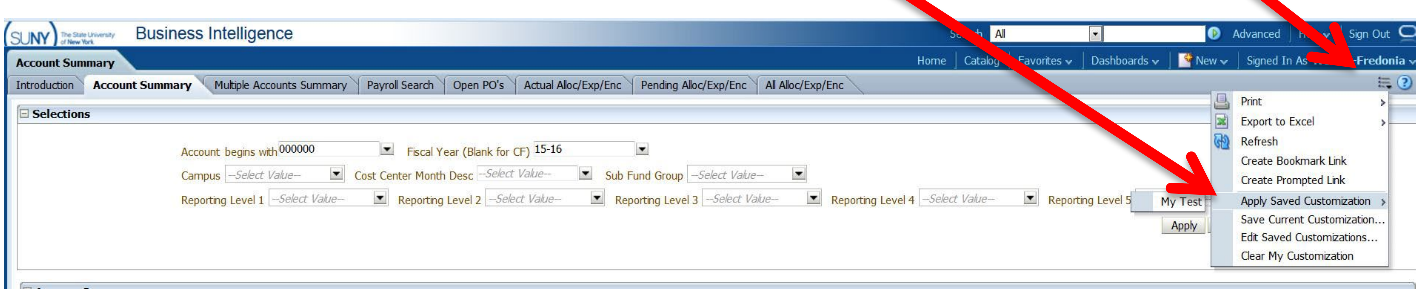


Choose “Save Current Customization”

Name your customization in popup window and click “OK”



To open new customized page, go to account summary dashboard, click on Customization Toolbar
Then click on Apply Saved Customization / your customized dashboard



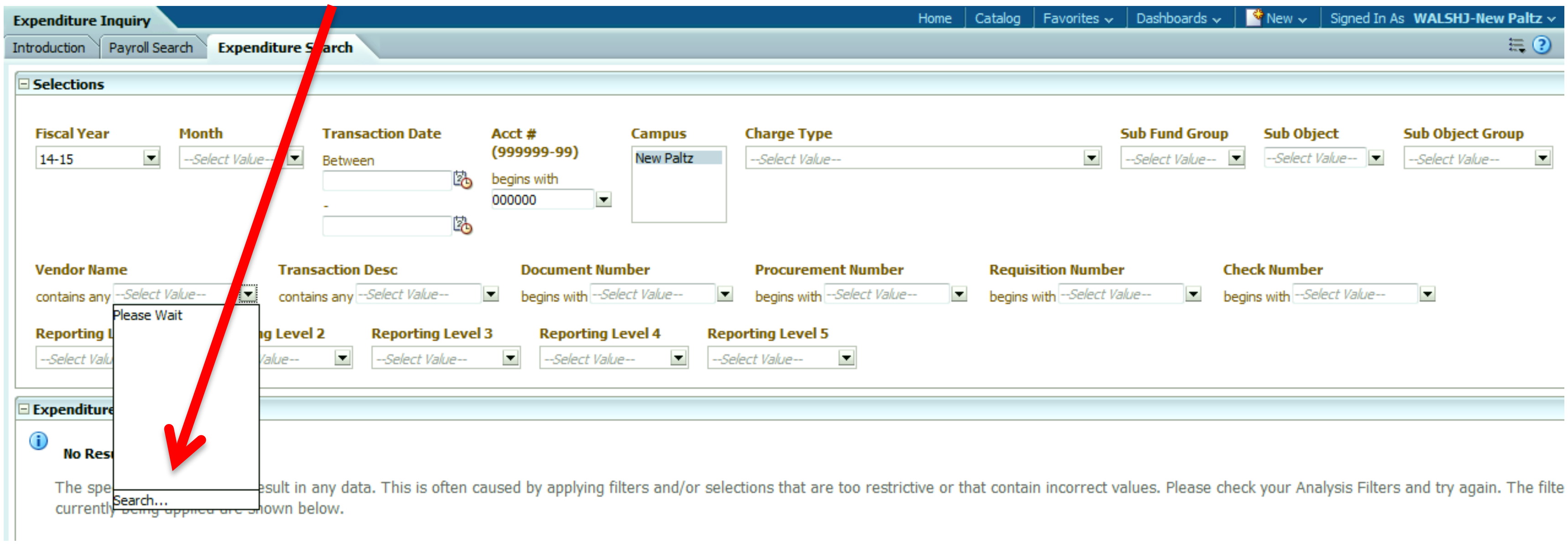
Your customized report will appear.

Other selections on selection box in Account Summary:

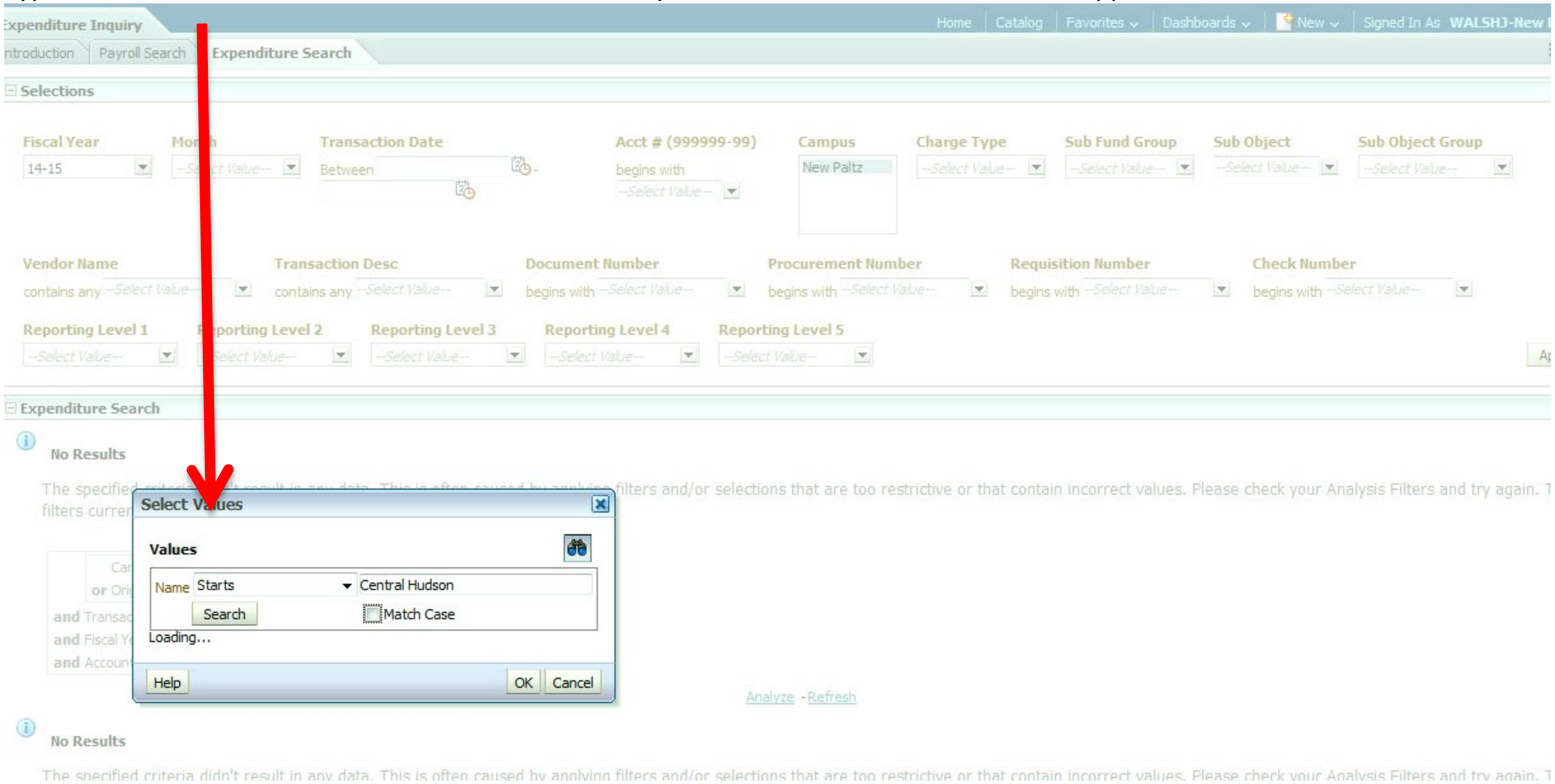
1) *Campus* will always be Fredonia for most users, so field can be left blank
2) *Cost Center Month Desc* - can choose a month end during the year to get a point-in-time snap shot for account
3) *Sub Fund Group* - can choose all accounts under a specific funding source (depends on your access)
   - Revenue Offset Fund – state operating accounts (prior to 2012, State Purpose Regular should be used)
   - General IFR – state IFR accounts
   - SUTRA – Summer accounts
   - Dormitory Operations – Res Hall accounts
   - Dormitory Sponsored – Res Hall IFR accounts
4) *Reporting Level 1* - can choose all accounts under a specific Vice President (depends on your access)
5) *Reporting Level 2 –* can choose all accounts under a specific Director, AVP, or Dean (depends on your access)
6) *Reporting Level 3 –* can choose all accounts under a specific Department (depends on your access)
7) *Reporting Level 4 & Reporting Level 5* - are currently not utilized
   To utilize reporting level alone (no account), you can pull all accounts together in one report (summarize all accounts together). Account number must be blank so remove all zeros from account # or the query will not run. Choose the department under Reporting Level 3, you would like to see, then click "apply"

Account Summary Dashboard

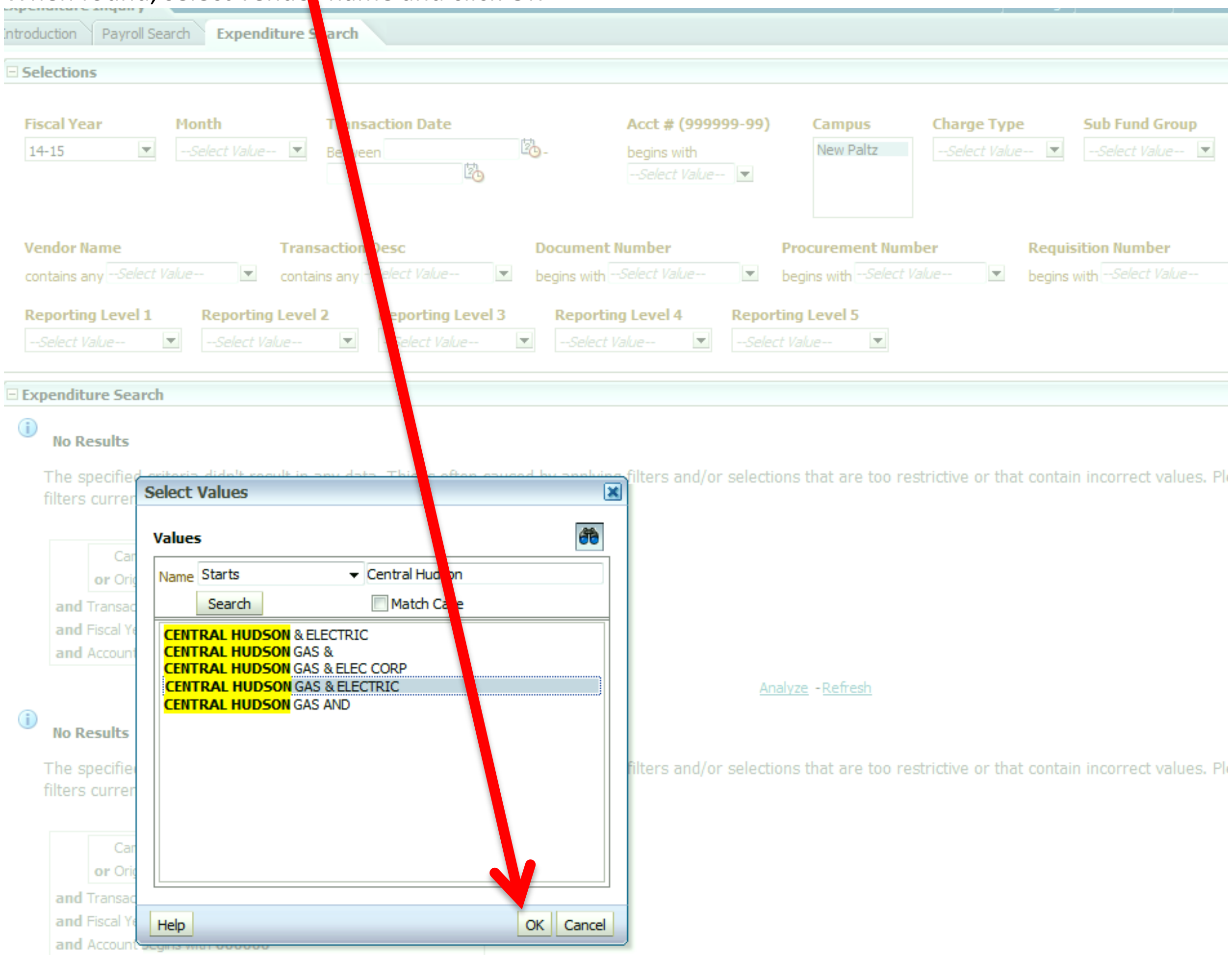
This Dashboard allows user to look for specific expenditures without having to know the account number



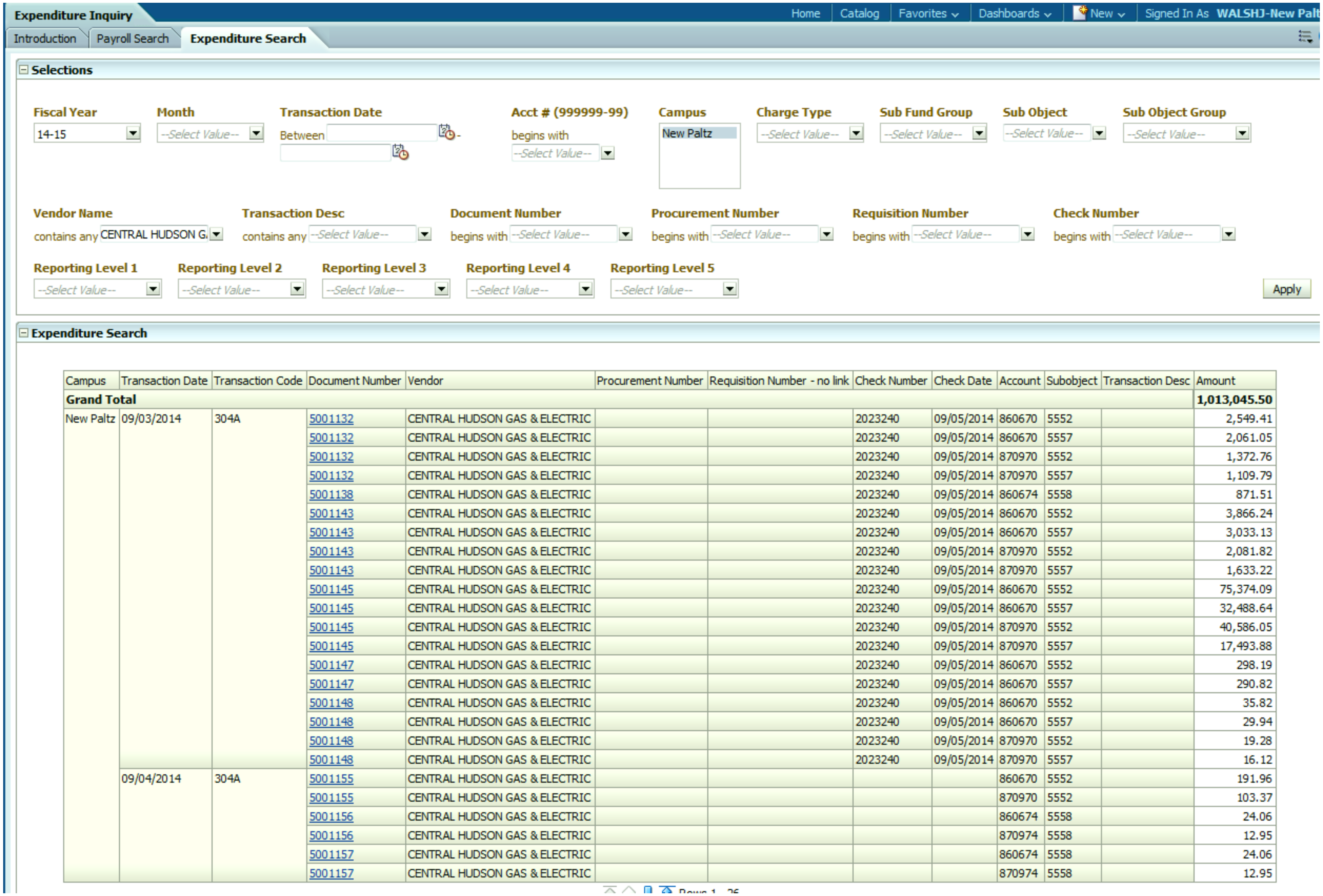
Type in vendor name, it's best to click off Match Case if you don't know if vendor name is in upper-case or not, click search.



When found, select vendor name and click OK

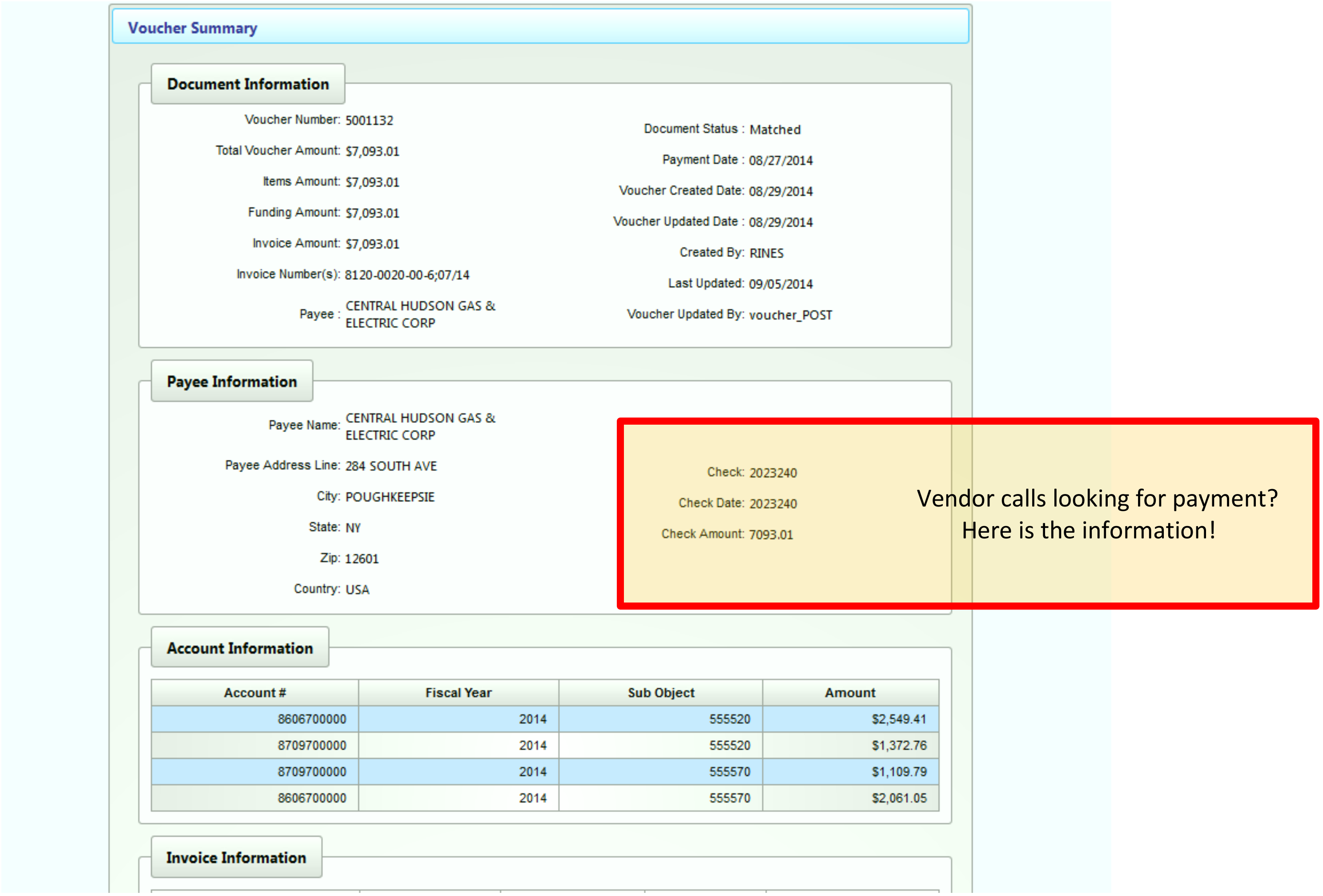


Make sure to clear out account number before hitting apply or your result will be blank.
Click Apply (may have to scroll over to the right to find button)



Campus	Transaction Date	Transaction Code	Document Number	Vendor	Procurement Number	Requisition Number - no link	Check Number	Check Date	Account	Subobject	Transaction Desc	Amount
Grand Total												**1,013,045.50**
New Paltz	09/03/2014	304A	5001132	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5552		2,549.41
			5001132	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5557		2,061.05
			5001132	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5552		1,372.76
			5001132	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5557		1,109.79
			5001138	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860674	5558		871.51
			5001143	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5552		3,866.24
			5001143	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5557		3,033.13
			5001143	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5552		2,081.82
			5001143	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5557		1,633.22
			5001145	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5552		75,374.09
			5001145	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5557		32,488.64
			5001145	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5552		40,586.05
			5001145	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5557		17,493.88
			5001147	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5552		298.19
			5001147	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5557		290.82
			5001148	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5552		35.82
			5001148	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	860670	5557		29.94
			5001148	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5552		19.28
			5001148	CENTRAL HUDSON GAS & ELECTRIC			2023240	09/05/2014	870970	5557		16.12
	09/04/2014	304A	5001155	CENTRAL HUDSON GAS & ELECTRIC					860670	5552		191.96
			5001155	CENTRAL HUDSON GAS & ELECTRIC					870970	5552		103.37
			5001156	CENTRAL HUDSON GAS & ELECTRIC					860674	5558		24.06
			5001156	CENTRAL HUDSON GAS & ELECTRIC					870974	5558		12.95
			5001157	CENTRAL HUDSON GAS & ELECTRIC					860674	5558		24.06
			5001157	CENTRAL HUDSON GAS & ELECTRIC					870974	5558		12.95

Results of search: Document number is drillable, clikc on blue document number to get Vendor Summary:



Voucher Summary

Document Information

Voucher Number: 5001132
Total Voucher Amount: $7,093.01
Items Amount: $7,093.01
Funding Amount: $7,093.01
Invoice Amount: $7,093.01
Invoice Number(s): 8120-0020-00-6;07/14
Payee : CENTRAL HUDSON GAS & ELECTRIC CORP

Document Status : Matched
Payment Date : 08/27/2014
Voucher Created Date: 08/29/2014
Voucher Updated Date : 08/29/2014
Created By: RINES
Last Updated: 09/05/2014
Voucher Updated By: voucher_POST

Payee Information

Payee Name: CENTRAL HUDSON GAS & ELECTRIC CORP
Payee Address Line: 284 SOUTH AVE
City: POUGHKEEPSIE
State: NY
Zip: 12601
Country: USA

Check: 2023240
Check Date: 2023240
Check Amount: 7093.01

Vendor calls looking for payment? Here is the information!

Account Information

Account #	Fiscal Year	Sub Object	Amount
8606700000	2014	555520	$2,549.41
8709700000	2014	555520	$1,372.76
8709700000	2014	555570	$1,109.79
8606700000	2014	555570	$2,061.05

Invoice Information

Management Summary Dashboard:

Great summary tool for high level management, because it allows user to view management summary information by account number and major object.

Some Useful Tips:

- BI sorts data from left to right, so Drag and Drop columns to the left to sort by the most relevant information.
- BI works like an Excel Pivot Table – Drag and Drop any column above the table and then use the down arrow to sort data.
- Right click on ANY column to sub-total figures, remove or exclude other hidden information
    - Right click on *Transaction Desc* column, *Include, Card Holders name* to see who's PCard put the expense in the account.
- If there are *Expenditures* in more than one *Originating Agency*, highlight all the agencies, right click, *Group - Document Detail* for all expenses are now viewable with one click.
- If you are a user with access to many accounts, use the Reporting Level 1, 2, and 3 to narrow down your searches by Department.