BI-Finance

Transaction Inquiry Dashboard
Training Manual

January 2016
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.
Transaction Inquiry>Transactions replaces SCAJ and Transaction Inquiry>Pending Transactions replaces PCAJ

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

*More Enhancements to Come*
To Access Transaction Inquiry

Sign in to BI-Finance:

www.suny.edu/analytics

Click on: Dashboards>Financials>Transaction Inquiry
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 **make additional selections as necessary**. This will return a subset of records from the database.

Selections are organized in columns:

<table>
<thead>
<tr>
<th>Campus/Account/Dates</th>
<th>Document Numbers</th>
<th>Transaction specific fields</th>
<th>Expenditure Coding</th>
<th>Revenue Coding</th>
<th>Reporting Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Intelligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Etymology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Category</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transaction Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue Sub Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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):

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

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