

Finance Dashboard User Guide

What is it? A new tool for viewing account balances and transaction activity in Banner Finance.

In addition to this User Guide, you can view a brief training video by clicking on the link below...

<http://www.lehigh.edu/go/financedashboardtrainingvideo>

Will it replace Desktop Finance? No, but for many who need access to financial data, it may be easier to use.

Unlike Desktop Finance...

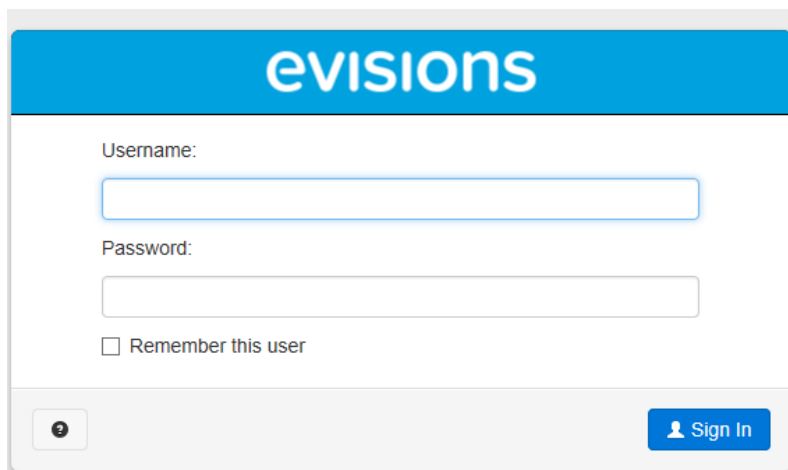
- You don't need a Banner password
- It's a web based tool that can be accessed from anywhere using any browser on a Mac or a pc
- You can access from home after logging into the Lehigh vpn... <https://its.lehigh.edu/services/vpn>
- If you currently have access to payroll data for an Index, you can access it from the dashboard
- It does not provide rollup reporting by department, college or stem, though you can sort by department or financial manager simply by clicking on a column heading

Goals are to provide a simple and user friendly way for faculty and staff to view account balances and transaction activity and to eliminate the need for paper reports.

How do you access it?

Use the link below to access the login form, then enter the Username and Password you use to access Lehigh's network (not your Banner password).

<http://www.lehigh.edu/go/argosfinpaydashboard>


The image shows a login form for a system called "evisions". The form has a blue header with the word "evisions" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the password field, there is a checkbox labeled "Remember this user". At the bottom right of the form, there is a blue button with a white user icon and the text "Sign In". At the bottom left, there is a small grey button with a question mark icon.

After login, the Welcome screen below will appear that includes brief instructions for using the dashboard.

Welcome
Budget Balances
Fund Balances
Grant and Plant Fund Balances
Payroll Detail

Finance Dashboard

RS08 - Robert E. Siegfried



Welcome to ARGOS, Lehigh's Finance and Payroll reporting tool.

This tool is designed to provide an easy way to view account balances and transaction activity.

The clickable buttons below will display either Fund Balances or Budget Balances depending on the type of Index and how they are managed. Note, there are also similar tabs at the top of the form. Simply clicking a button below or tab above will display summary balance information for each of the Indexes you have access to.

Budget Balances
for Indexes 1 or 2

Fund Balances for
Indexes 3, 4, 6 or 9

Grant or Plant Fund Budgets
for Indexes 5 or 7

Payroll Detail

Selecting an Index in the first window will populate the second window with summary data by account code (like 72010 for Supplies or 72610 for Domestic Travel). Selecting an account code in the second window will allow you to select either Finance or Payroll transaction data to display in the third window.

Note, you can select the current or one of two prior fiscal years to view balance or transaction history.

Clicking on any of the column headings in any of the windows will sort the data in that column.

All the data displayed in any of the windows can be exported to Excel for further analysis by clicking on the circle in the lower right hand corner of each window and clicking on Export All to CSV.

Note that balances displayed are net of commitments for purchase orders, salaries and related employee benefits. Balances displayed for Indexes that receive monthly endowment income, include the total income budgeted for the year.

Questions can be directed to Bob Siegfried at 83142 or rs08@lehigh.edu or Walt Conway at 85013 or wac2@lehigh.edu

See Example

See User Guide

The Welcome form above includes clickable orange buttons for accessing balances related to different Banner Indexes.

Clicking on “**Budget Balances for Indexes 1 or 2**” will display the current year activity and budget balance for Indexes that begin with 1 or 2 and are managed against budget.

Clicking on “**Fund Balances for Indexes 3, 4, 6, or 9**” will display the beginning fund balance, current year activity, and the current or projected fund balance after subtracting commitments for salaries, benefits and open purchase orders. Note: Revenues and Balances displayed for funds that receive monthly endowment income, include the total income budgeted for the year.

Clicking on “**Grant or Plant Fund Budgets for Indexes 5 or 7**” will display the current year activity and budget balance for Grant Fund Indexes that begin with 5 and Plant Fund Indexes that begin with 7. Both are managed against budget and amounts displayed are cumulative from the beginning of the grant or plant fund project.

Clicking on “**Payroll Detail**” will provide access to payroll data for and Index. You will be able to run monthly payroll management reports and also query payroll activity for any date range you select.

In addition to the clickable orange buttons, there are also tabs at the top of each form that provide the same access.

Welcome to ARGOS, Lehigh's Finance and Payroll reporting tool.

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Budget Balances
for Indexes 1 or 2

Fund Balances for
Indexes 3, 4, 6 or 9

Grant or Plant Fund Budgets
for Indexes 5 or 7

Payroll Detail

Selecting an Index in the first window will populate the second window with summary data by account code (like 72010 for Supplies or 72610 for Domestic Travel). Selecting an account code in the second window will allow you to select either Finance or Payroll transaction data to display in the third window.

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Note that balances displayed are net of commitments for purchase orders, salaries and related employee benefits. Balances displayed for Indexes that receive monthly endowment income, include the total income budgeted for the year.

Questions can be directed to Bob Siegfried at 83142 or rs08@lehigh.edu or Walt Conway at 85013 or wac2@lehigh.edu

See Example

See User Guide

Click on **See Example** above and the sample form below will provide tips for navigating the dashboard.

Clicking on **See User Guide** above will open a pdf document with more detailed instructions that you can also save.

Welcome Fund Balances Budget Balances Grant and Plant Fund Budgets **Different Tabs**

Finance Dashboard - Fund Balances by Index

PJC3 - Phillip J. Clauser Fiscal Year: 2017

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
423135	Johnson (Geol)	Evenson, Edward B.	28,402	0	6,600	0	0	0	21,802
423845	Fine Arts Purc PR and AW	Chupa, Anna	26,022	0	0	0	0	0	26,022
424012	Ware Gift Account	Ware, Vassie C.	373	0	189	0	2,279	0	-2,095
424032	CAS Stroh	Laura F.	-2,248	0	26,272	0	93,217	0	-121,737
424084	Art and Arch-Gifts	Chupa, Anna	333	0	0	0	0	0	333
424105	Dean of Arts and Science	Clauser, Phillip J.	327,383	7,500	2,577	-15,750	2,411	0	314,145
424108	Bitting Gift-History	Pettegrew, John	5,760	0	0	0	0	0	5,760
424110	Biological Sci Dept	Itzkowitz, Murray	4,609	600	0	0	83	0	5,126
424125	Journ Enrichment Fd	Lule, John F.	65,521	0	55	0	0	0	65,466
424135	Earth and Env Sciences	Anastasio, David J.	140,367	0	0	0	0	0	140,367

477 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	24,810	0	0	0
424032	72630	Foreign Travel	0	1,462	0	0	0

To Populate Data Here

2 items, 1 selected

Select Detail Information Type

Select Information Type: Finance Transactions

Transaction Listing for 61530

Select Finance Transaction, then click button to see Payroll Detail

Index	Acct	Acct Desc	TransDate	Trans Desc	Budget	Actual	Comitted	DocCode	DocRefNumber
424032	61530	Student Fellowships	7/1/2016	Encumbrance Salaries (Orig)	0	0	118,027	F0039517	
424032	61530	Student Fellowships	7/13/2016	Encumbrance Salaries (Adj)	0	0	0	91	
424032	61530	Student Fellowships	7/15/2016	HR Payroll 2016 SM 13 0	0	12,405	0	F0039592	
424032	61530	Student Fellowships	7/27/2016	Encumbrance Salaries (Adj)	0	0	-12,405	F0039682	
424032	61530	Student Fellowships	7/29/2016	HR Payroll 2016 SM 14 0	0	12,405	0	F0039683	

5 items

Export to Excel (in any Window), by Clicking Here

Filter
Order Columns
Export All to CSV

The Indexes displayed on each tab are those for which you are either the Financial Manager or to which you have been given access to view and or manage.

Each tab includes three windows. The first window lists each Index along with a summary of activity and the current Budget or Fund Balance.

You can change the sort sequence by simply clicking on any of the column headings. This can be useful when searching for an Index by Title, or listing Indexes by Financial Manager, Department or Current Balance.

You can easily export the contents of any window by simply clicking on the circle below and selecting "Export All to CSV"

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried Fiscal Year: 2017 **Close**

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal	DeptCode
424371	Community School at Broughn	Herliandez, Carolina A.	237	117,319	99,097	-13,000	0	0	3,009	2011
424372	Chaplain's Office - gifts	Steffen, Lloyd H.	11,960	9,237	7,000	0	0	0	14,196	2005
424373	IC Engines Lab	Harlow, D. Gary	4,092	0	991	0	0	0	3,101	2430
424377	College of Education	Sasso, Gary M.	152,504	169,449	17	-125,000	0	0	196,937	2300
424379	Dupont Schol-PIC	Chaudhury, Manoj K.	16,454	0	0	0	0	0	16,454	CPIF
424383	Band Uniforms and Equipment	Sine, Nadine J.	13,449	4,390	2,848	0	0	0	14,991	2155
424386	Lehigh Silicon Valley	Getzler-Linn, Lisa A.	210,759	15,895	62,371	0	0	0	164,283	CBAK
424388	Cent Sch-Prior Yrs	Fogt, Julie B.	34,979	-6,193	0	0	0	0	28,786	2310
424389	Centennial School	Fogt, Julie B.	0	3,726,290	3,726,290	0	8,692	0	-8,692	2310

5,716 items

Filter
Order Columns
Export All to CSV

Select Information Type: Payroll Detail

FiscalYear	Index	Acct	Position	EmployeeName	JobTitle	YTDActual	Committed
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0 items

You can access account balances and transaction activity for the current and two prior fiscal years. Note the **Fiscal Year** selection box is located at the top center of the dashboard.

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried Fiscal Year: 2018 **Close**

Indexes Managed Against Fund Balance


Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal	DeptCode
424327	ME and MPE Dupont De	Harlow, D. Gary	0	9,700	0	0	0	0	1,039	2430
424328	Victaulic/Mfg Awards	Harlow, D. Gary	0	0	0	0	0	0	46,250	2430
424329	ESC Advancement	Zimmers, Emory W.	228	0	0	0	0	0	228	CESC
424330	ESC Collaboration	Zimmers, Emory W.	2,787	0	1,780	0	1,666	558	-1,217	CESC
424334	Matls Sci-Engr Dept	Misiolek, Wojciech Z.	78,200	43,519	2,920	0	0	0	118,799	2425
424337	ESC Academic Ldshp Initiatives	Zimmers, Emory W.	27,698	35,472	12,097	0	6,665	2,233	42,175	CESC
424344	CPMT Scholarship	Misiolek, Wojciech Z.	0	6,790	3,350	0	3,350	0	90	2425
424346	Physics Reading Room	Dierolf, Volkmar R.	2,963	0	32	0	0	0	2,931	2165

Clicking on an **Index** in the first window will display a summary of activity for each **Acct** (Account Code) in the second window...

Welcome
Fund Balances
Budget Balances
Grant and Plant Fund Balances

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017



Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424020	Caring for Cambodia Partnership	Sasso, Gary M.	146,506	0	17,460	30,000	135,790	42,748	-19,492
424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donnan Elementary Community School	White, George P.	2,341	8,575	13,019	0	47,642	14,967	-59,711

4,986 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	40,943	0	77,084	0
424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items

Select Information Type:

Clicking on an **Acct** (Account Code) in the second window will display the related transactions in the third window, but only after you **Select an Information Type**. You can select Finance Transactions, Payroll Detail or Payroll Budget.

Selecting **Finance Transactions** will display purchase orders, invoices paid, journal entries and summary payroll charges.


Selecting **Payroll Detail** will display employee names and amounts paid.

Selecting **Payroll Budget** will display amounts budgeted by position number.

Welcome
Fund Balances
Budget Balances
Grant and Plant Fund Balances

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017



Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424020	Caring for Cambodia Partnership	Sasso, Gary M.	146,506	0	17,460	30,000	135,790	42,748	-19,492
424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donneran Elementary Community School	White, George P.	2,341	8,575	13,019	0	42,642	14,967	-59,711

4,986 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	40,943	0	77,084	0
424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items, 1 selected

Select Information Type:

Finance Transactions
Payroll Detail
Payroll Budget

Below is an example of **Finance Transactions** selected for Account Code 61530, Student Fellowships.

Note the transactions listed are summarized for each pay period.

Welcome
Fund Balances
Budget Balances
Grant and Plant Fund Balances

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017

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Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424020	Caring for Cambodia Partnership	Sasso, Gary M.	146,506	0	17,460	30,000	135,790	42,748	-19,492
424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donnean Elementary Community School	White, George P.	2,341	8,575	13,019	0	47,642	14,967	-59,711

4,986 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	40,943	0	77,084	0
424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items, 1 selected

Transaction Listing for 61530

Select Information Type: Finance Transactions

Select Finance Transaction, then click button to see Payroll Detail
Payroll Detail

Index	Acct	Acct Desc	TransDate	Trans Desc	Budget	Actual	Committed	DocCode	DocRefNumber
424032	61530	Student Fellowships	7/1/2016	Encumbrance Salaries (Orig)	0	0	118,027	F0039517	
424032	61530	Student Fellowships	7/15/2016	HR Payroll 2016 SM 13 0	0	12,405	0	F0039592	
424032	61530	Student Fellowships	7/13/2016	Encumbrance Salaries (Adj)	0	0	-12,405	F0039591	
424032	61530	Student Fellowships	7/29/2016	HR Payroll 2016 SM 14 0	0	12,405	0	F0039683	
424032	61530	Student Fellowships	7/27/2016	Encumbrance Salaries (Adj)	0	0	-12,405	F0039682	
424032	61530	Student Fellowships	8/15/2016	HR Payroll 2016 SM 15 0	0	10,947	0	F0039768	
424032	61530	Student Fellowships	8/10/2016	Encumbrance Salaries (Adj)	0	0	-10,947	F0039767	
424032	61530	Student Fellowships	8/29/2016	Encumbrance Salaries (Adj)	0	0	-5,187	F0039849	
424032	61530	Student Fellowships	8/31/2016	HR Payroll 2016 SM 16 0	0	5,187	0	F0039850	

9 items

By selecting a single payroll transaction in the third window below, you can now click on **Payroll Detail** in the upper right hand corner of this window to display employee names and amounts paid or committed for the payroll transaction selected.

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Fund Balances
Budget Balances
Grant and Plant Fund Balances

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424020	Caring for Cambodia Partnership	Sasso, Gary M.	146,506	0	17,460	30,000	135,790	42,748	-19,492
424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donnan Elementary Community School	White, George P.	2,341	8,575	13,019	0	47,642	14,967	-59,711

7,986 items, 1 selected

Account Summary for 424032

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424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items, 1 selected

Transaction Listing for 61530

Select Information Type: Finance Transactions

Select Finance Transaction, then click button to see Payroll Detail
Payroll Detail

Index	Acct	Acct Desc	TransDate	Trans Desc	Budget	Actual	Committed	DocCode	DocRefNumber
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424032	61530	Student Fellowships	8/10/2016	Encumbrance Salaries (Adj)	0	0	-10,947	F0039767	
424032	61530	Student Fellowships	8/29/2016	Encumbrance Salaries (Adj)	0	0	-5,187	F0039849	
424032	61530	Student Fellowships	8/31/2016	HR Payroll 2016 SM 16 0	0	5,187	0	F0039850	

9 items, 1 selected

Based on the payroll transaction selected above and clicking on Payroll Detail, the third window below now displays a list of employees and amounts paid or committed for the payroll transaction selected.

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Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017

Indexes Managed Against Fund Balance

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424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donnanan Elementary Community School	White, George P.	2,341	8,575	13,019	0	47,642	14,967	-59,711

4,986 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	40,943	0	77,084	0
424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items, 1 selected

Payroll Detail for Acct: 61530, Doc Code: F0039592

Close

FiscalYear	Index	Acct	Position	EmployeeName	JobTitle	YTDActual	Enc	DocCode	TransDate
2017	424032	61530	G65290	EmployeeName24	Job Title24	1,042	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName35	Job Title35	1,042	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName37	Job Title37	1,042	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName40	Job Title40	600	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName42	Job Title42	750	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName48	Job Title48	800	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName49	Job Title49	1,000	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName58	Job Title58	1,000	0	F0039592	7/15/2016
2017	424032	61530	G65290	EmployeeName63	Job Title63	800	0	F0039592	7/15/2016

16 items

Click on **Close** in the upper right hand corner of this window to return to the list of Finance Transactions.

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. Siegfried

Fiscal Year: 2017

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	3,779	0	0	0	40,571
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	91,029	-228	56,250	0	-149,754
424034	Special Collections Gift Account	Taggart, Bruce	6,366	70	39	0	0	0	6,397
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donegan Elementary Community Sch...	White, George P.	2,341	60,183	23,084	0	34,113	11,974	-6,647
424042	Freeman Asia internships	Ham, Carol S.	11,611	160,000	36,948	0	0	0	134,663
424045	Mountaintop Campus	Buck, Joseph E.	-404,763	14,310	7,556	48,752	0	0	-349,257
424046	MBA General Scholarship Fund	Wood, Andrew J.	411	0	0	578	0	0	989

5,138 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	64,017	0	56,250	0
424032	72020	Educ Supplies	0	887	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72180	Onecard Purchases - Other	0	8	0	0	0
424032	72610	Domestic Travel	0	13,723	0	0	0
424032	72630	Foreign Travel	0	11,392	0	0	0
424032	72650	Confer Registrat Fee	0	235	0	0	0
424032	73443	Bankcard Fees	0	30	0	0	0
424032	73447	Participant Support Costs	0	625	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

11 items, 1 selected

Select Information Type:

- Finance Transactions
- Payroll Detail
- Payroll Budget

Selecting **Payroll Detail** above will display employee names and amounts paid along with amounts committed. See screen print below.

Finance Dashboard - Fund Balances by Index



RS08 - Robert E. Siegfried

Fiscal Year: 2017

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal
424020	Caring for Cambodia Partnership	Sasso, Gary M.	146,506	0	17,460	30,000	135,790	42,748	-19,492
424023	LU-UN Development Account	Matherly, Cheryl A.	2,099	0	0	0	0	0	2,099
424024	TYCO-Coulter-Gift	Coulter, John P.	25,343	0	0	0	0	0	25,343
424027	Acct Dept Strategic Initiatives	Cloyd, Calvin B.	85,390	0	5,000	0	5,000	0	75,390
424030	Strohl Fund	Snyder, Alan J.	412,264	0	0	0	0	0	412,264
424031	Google - Lock Free Linux	Spear, Michael F.	44,350	0	2,525	0	0	0	41,825
424032	CAS Strohl	Chiles, Laura F.	-2,248	0	58,112	0	77,084	0	-137,443
424034	Special Collections Gift Account	Taggart, Bruce	6,366	0	39	0	0	0	6,327
424035	Philosophy Gifts	Dillon, Robin S.	25,240	0	0	0	0	0	25,240
424036	Donnegan Elementary Community School	White, George P.	2,341	8,575	13,019	0	42,642	14,967	-59,711

4,986 items, 1 selected

Account Summary for 424032

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
424032	61530	Student Fellowships	0	40,943	0	77,084	0
424032	72020	Educ Supplies	0	99	0	0	0
424032	72150	Misc Supplies	0	100	0	0	0
424032	72610	Domestic Travel	0	12,268	0	0	0
424032	72630	Foreign Travel	0	4,640	0	0	0
424032	73447	Participant Support Costs	0	50	0	0	0
424032	73470	Freight And Express	0	12	0	0	0

7 items, 1 selected

Payroll Detail for 61530

Select Information Type: Payroll Detail

FiscalYear	Index	Acct	Position	EmployeeName	JobTitle	YTDActual	Committed
2017	424032	61530	G65290	EmployeeName24	Job Title24	3,125	19,792
2017	424032	61530	G65290	EmployeeName35	Job Title35	3,125	19,792
2017	424032	61530	G65290	EmployeeName37	Job Title37	3,125	19,792
2017	424032	61530	G65290	EmployeeName40	Job Title40	1,800	0
2017	424032	61530	G65290	EmployeeName42	Job Title42	1,500	0
2017	424032	61530	G65290	EmployeeName44	JobTitle44	1,042	21,875
2017	424032	61530	G65290	EmployeeName48	Job Title48	2,400	0
2017	424032	61530	G65290	EmployeeName49	Job Title49	3,000	0
2017	424032	61530	G65290	EmployeeName58	JobTitle58	2,000	0
2017	424032	61530	G65290	EmployeeName63	JobTitle63	2,400	0

17 items


Note that Payroll commitments are based on Assignment Appointment Forms submitted to the Payroll Office to pay an employee for a specified period of time.

Selecting **Payroll Budget** will display position numbers and amounts budgeted.

Welcome
Fund Balances
Budget Balances
Grant and Plant Fund Balances

Finance Dashboard - Budget Balances by Index

RS08 - Robert E. Siegfried
Fiscal Year: 2017



Indexes Managed Against Budget

Index	Title	FmgrName	Budget	Expenses	Trfrs(In)Out	Committed	EB Commit	Budget Bal
211105	Biological Sciences	Itzkowitz, Murray	3,102,250	141,482	-59,870	2,790,896	0	229,742
211110	Bioengineering Prog	Jagota, Anand	266,310	3,503	-321	33,295	0	229,834
211111	BioEngineering Salaries	DeWeerth, Stephen P.	57,150	9,525	0	47,625	0	0
211115	English	Keetley, Dawn	2,779,404	43,762	-56,919	2,631,408	0	161,153
211117	Theatre	Hoelscher, Erica	786,110	19,329	-4,600	667,223	0	104,158
211118	Journl & Communicatn	Lule, John F.	752,290	13,935	-5,687	782,460	0	-38,418
211120	Art, Architecture & Design	Chupa, Anna	1,435,404	21,164	-5,961	1,426,276	0	-6,075
211121	Art-Arch Boothe Spec	Boothe, Berrisford W.	7,570	2,400	-10,000	0	0	15,170
211125	Earth & Environ Sci	Anastasio, David L	2,225,770	27,883	-12,782	1,906,676	0	303,993

1,100 items, 1 selected

Account Summary for 211115

Index	Acct	Acct Desc	Budget	Expended	Trfrs(In)Out	Committed	Budget Bal
211115	61010	Professor-Full	1,896,425	2,850	0	1,940,662	-47,087
211115	61060	Faculty-Adjunct	5,000	0	0	73,558	-68,558
211115	61100	Exempt	66,600	11,100	0	55,500	0
211115	61200	Non Exempt	94,420	15,737	0	78,683	0
211115	61510	Ra/Ga/Ta-No Fica	699,700	0	0	482,374	217,326
211115	71000	Office Operations-Budget	21,890	0	0	0	21,890
211115	72010	Office Supplies	0	2,112	0	0	-2,112
211115	72020	Educ Supplies	0	400	0	0	-400
211115	72150	Misc Supplies	0	974	0	0	-974
211115	72320	Metered Service	0	36	0	0	-36

32 items, 1 selected

Transaction Listing for 61010

Select Information Type: Payroll Budget

FiscalYear	Index	Acct	Position	JobTitle	Percent	Budget
2017	211115	61010	F85530	PositionTitle23	100	93,300
2017	211115	61010	F87450	PositionTitle2	100	101,000
2017	211115	61010	F86700	PositionTitle8	100	81,050
2017	211115	61010	FC8920	PositionTitle18	100	2,000
2017	211115	61010	F82500	PositionTitle30	100	80,930
2017	211115	61010	F79320	PositionTitle34	100	82,820
2017	211115	61010	F86900	PositionTitle6	100	87,590
2017	211115	61010	F85880	PositionTitle10	100	91,710
2017	211115	61010	F87350	PositionTitle20	100	73,340
2017	211115	61010	F87720	PositionTitle1	100	83,760

24 items

If you select **Payroll Detail** but have not been given access to payroll information for the Index selected, the dashboard will display the message in the third window below.

If you are the Financial Manager for the Index, you can request access to Payroll Detail by sending an email to the Controller's Office (inctr@lehigh.edu) If you are not the Financial Manager for the Index, the Financial Manager will need to send an email to inctr requesting access for you.

WelcomeBudget BalancesFund BalancesGrant and Plant Fund BalancesPayroll Detail

Finance Dashboard - Fund Balances by Index

RS08 - Robert E. SiegfriedFiscal Year: 2017Close

Indexes Managed Against Fund Balance

Index	Title	FmgrName	Begin Bal	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit	Current Bal	DeptCode
320403	RES Court Admin	Lester Lemmons, Amend ...	0	0	55,009	55,009	0	0	0	2721
423007	Air Prd-Min En 71014	Mertz, Jennifer L.	104,150	0	20,000	0	0	0	84,150	2820
423009	D.W. Botstiber Foundation Schlrs	Mertz, Jennifer L.	0	0	239,090	239,090	0	0	0	2820
423010	Levy International Scholars Program	Mertz, Jennifer L.	348,230	485,000	205,544	-400	0	0	627,286	2820
423011	Scholarship-International Students	Mertz, Jennifer L.	44,976	152,867	31,000	0	0	0	166,843	2820
423013	Ryan Vermooy '09 Memorial Grp Sc...	Mertz, Jennifer L.	2,898	914	2,500	0	0	0	1,312	2820
423014	CBE Group Scholarship	Mertz, Jennifer L.	2,275	1,213	2,500	0	0	0	988	2820
423015	Class of 2013 Scholarship	Mertz, Jennifer L.	845	340	893	0	0	0	291	2820
423016	Gryphon Society Scholarship	Mertz, Jennifer L.	4,989	2,891	5,000	0	0	0	2,879	2820

5,716 items, 1 selected

Account Summary for 423010

Index	Acct	Acct Desc	Revenues	Expenses	TrfrsIn(Out)	Committed	EB Commit
423010	50200	Contributions/Gifts	500,000	0	0	0	0
423010	50223	Gift Admin Support	-15,000	0	0	0	0
423010	61530	Student Fellowships	0	6,670	0	0	0
423010	72610	Domestic Travel	0	3,847	0	0	0
423010	72630	Foreign Travel	0	1,635	0	0	0
423010	73440	Misc Exp	0	500	0	0	0
423010	75810	Tuition-Lehigh	0	192,893	0	0	0
423010	83000	Transfers Out of Dean/VP Unit	0	0	-400	0	0

8 items, 1 selected

Payroll Detail for 61530

Select Information Type: Payroll Detail

You do not have access to payroll data for this Index. To request access, email your request to cmh3 in General Accounting. If you are not the Financial Manager for this Index, they will need to request access for you.

Viewing Payroll Management Reports and Payroll Detail by Date Range

Clicking on the orange button labeled "Payroll Detail" on the Welcome form will open the form below. The results displayed in this window exactly replicate the monthly hard copy reports distributed by the Payroll Office each month. The intent of the form below is to replace the hard copy report distribution.

After selecting a Fiscal Year, Calendar Month and Index on the form below, all three windows will be populated with fiscal year activity through the end of the calendar month selected.

The list of Indexes displayed below are those to which you have been given access to payroll data by the Financial Manager of each Index.

https://evisions1.cc.lehigh.edu:8081/Argos/AWV/#explorer/Finance-Payroll%00Campus Users/Finance Dashboard with Payroll


Root > Finance-Payroll > Campus Users > Finance Dashboard with Payroll - User - Dashboard

Saved Dashboard Settings Reports Run

Welcome Budget Balances Fund Balances Grant and Plant Fund Balances Payroll Detail

Payroll Management Report

Select Fiscal Year, Calendar Month and Index below.
Note, encumbrances will be calculated for the remaining months in the fiscal year.
To create a pdf, click on "Reports" at the top of this form, select "Payroll Management Report", then click "Run".

**LEHIGH**
UNIVERSITY

Close Click here for Payroll Detail by Date Range

Fiscal year: Calendar Month: Index :

Actual Activity

0 items

Job Assigned to Index

0 items

Summary By Position

0 items

The first window will display amounts paid to each employee for the month selected and for the fiscal year.

The second window will display the employee jobs assigned to the Index including: Begin and End dates, Job% or effort, LD% or percent assigned to this Index, Pay Rate or amount paid each pay period, and the remaining Encumbrance or amount to be paid through the end of the current fiscal year or June 30.

Pay ID's are MN for monthly, SM for semi-monthly and BW for biweekly.

The third window displays Employees by Position Number along with the Position Budget, the Monthly pay amount, the YTD (Year to Date) amount paid to the Employee, the remaining Encumbrance or amount to be paid through the end of the current fiscal year or June 30, and the available position budget not yet paid or encumbered.

To create a pdf copy of the report, click on "Reports" below, select "Payroll Management Report", then click on "Run"

The screenshot displays the Lehigh University Payroll Management Report interface. At the top, a navigation bar includes links for 'Root', 'Finance-Payroll', 'Campus Users', and 'Finance Dashboard with Payroll - User - Dashboard'. A 'Reports' dropdown menu is open, showing 'Payroll Management Report' and 'Payroll Detail'. A 'Run' button is also visible. Below the navigation bar, the 'Payroll Management Report' section is active. It includes a 'Select Fiscal Year, Calendar Month and Index below.' instruction, a note about encumbrances, and a 'To create a pdf, click on "Reports" at the top of this form, select "Payroll Management Report", then click "Run".' instruction. The form has three dropdown menus for 'Fiscal year', 'Calendar Month', and 'Index'. There are two orange buttons: 'Close' and 'Click here for Payroll Detail by Date Range'. The main content area is divided into three sections: 'Actual Activity' (showing 0 items), 'Job Assigned to Index' (showing 0 items), and 'Summary By Position'. Each section has a gear icon in the bottom right corner for export options.

Remember that you can easily export the contents of any window to Excel by simply clicking on the circle at the bottom right hand corner and then selecting "Export All to CSV"

Root > Finance-Payroll > Campus Users > Finance Dashboard with Payroll - User - Dashboard > English > Help > Settings > Sign Out

Saved Dashboard Settings > Reports > Run

Welcome Budget Balances Fund Payroll Management Report Payroll Detail

Payroll Management Report

Select Fiscal Year, Calendar Month and Index below.
 Note, encumbrances will be calculated for the remaining months in the fiscal year.
 To create a pdf, click on "Reports" at the top of this form, select "Payroll Management Report", then click "Run".

Fiscal year: Calendar Month: Index:

Actual Activity

Close Click here for Payroll Detail by Date Range

Clicking on the orange button labeled “Click here for Payroll Detail by Date Range” will open the form below.

Welcome Budget Balances Fund Balances Grant and Plant Fund Balances Payroll Detail

Payroll Detail for Date Range

Select Begin and End Dates and an Index from the drop down list, then select either Summary or Transaction Detail to be displayed.
 You can then select an Employee to view job detail information.
 Click on the circle in the lower left corner of each window to export to Excel.

Back Reset All

Begin Date: Index:

End Date:

Please Select Below:

- Summary Data
- Transaction Detail Data

This form will allow you to display either summary or detail payroll activity for employees paid from an Index selected above for a specified period of time based on Begin and End Dates you select also.

This data will be useful for those of you who have to create billings for grants or external funding sources for work performed by employees in your departments. Note that dates entered can overlap fiscal years.

In summary, we hope you find this new tool easy to use and navigate.

And if you currently receive monthly paper reports, we hope you will email Cindy Hickman (cmh3) and let her know that you no longer need them. You will be contributing to Lehigh’s sustainability efforts.

If you need any help using this new reporting tool, please feel free to contact Bob Siegfried at 83142 or Walt Conway at 85013 and we will be happy to walk you through it over the phone. Suggestions for improvement are always welcome and can be emailed to us at rs08 or wac2.

Enjoy!