Finance Dashboard User Guide

What is it?   A 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://lts.lehigh.edu/technology/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

After login, the Welcome screen below will appear that includes brief instructions for using the dashboard.
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, 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 an 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.
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 this PDF document with detailed instructions that you can also save.
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 gear icon in the bottom right corner and selecting “Export All to CSV”.

You can access account balances and transaction activity for the current and three prior fiscal years. The Fiscal Year selection box is located at the top center of the dashboard.
Clicking on an **Index** in the first window will display a summary of activity for each **Acct** (Account Code) in the second window...
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.
Below is an example of **Finance Transactions** selected for Account Code 61530, Student Fellowships.

Note the transactions listed are summarized for each pay period.
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.
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.

Click on Close in the upper right hand corner of this window to return to the list of Finance Transactions.
Selecting **Payroll Detail** above will display employee names and amounts paid along with amounts committed. See screen print below.
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.
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.

You do not have access to payroll data for this Index. To request access, email your request to the Controller’s Office at inctr. 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.
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”.

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

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.

If you need any help using this finance tool, please feel free to contact infinsys@lehigh.edu. Suggestions for improvement are always welcome and can be emailed there as well.