SIRI Financial Dashboard Crosswalk

Purpose

The new SIRI Financial Dashboard consolidates the information found on four dashboards that will soon be retired: Money, Strategic Financial, Account Management and Money Management. This document aims to make the transition from using four dashboards down to one easier. This document outlines where you can find information from the old dashboards on the new dashboard. Keep in mind, this may not be a direct one to one view and may take some customization on the user's end. These customization steps are outlined here.

Document Structure

This document is broken down into four sections coinciding with the four dashboards that were consolidated. Refer to the table of contents beginning on page 4 to easily find the section you need in this document. The table of contents shows all dashboards, tab and report names found on the old dashboards. Find the report or tab you are trying to recreate, click the name and you will be brought to the page with the crosswalk instructions.

Need Help?

If you cannot find what you are looking for, please find information on how to contact the SIRI team on the Financial Dashboard Home Page.

How to Customize Reports in SIRI

Adding Columns

1. Right click on any column in the report.
2. Go down the list to Include Column.
3. Select the column from the list that you would like to add.

Excluding Columns

1. Right click on the column in the report you would like to exclude.
2. Click on Exclude Column.

Reordering Columns

Option A: Hovering

1. Hover over the column you wish to move.
2. A small rectangle with some vertical lines will appear at the top.
3. Hove over that rectangle and when the cursor turns into 4 arrows pointing outwards click and drag the column to where you want it to be.

Option B: Right clicking

1. Right click on the column you wish to move.
2. Select Move Column.
3. Select whether you would like to move this column to the Right or to the Left.
4. Repeat this until your column is where you would like it to be.

Sorting Columns

Option A: Hovering

1. Hover over the column name you would like to sort by.
2. Small arrows pointing up and down will appear on the right of the box with the column name.
3. Click on the up arrow to sort ascending. Click on the down arrow to sort descending.

Option B: Right clicking

1. Right click on the column you would like to sort.
2. Go to Sort Column.

3. Select which type of sort you would like to perform.
   *Using this method allows you to sort on multiple columns. You will choose to add ascending or descending sort to sort by multiple columns.

*Note: to clear all sorting you have in the view, use option B and choose Clear All Sorts in View from the list that comes up when you click on Sort Column.

Showing Subtotals

1. Right click on the column you would like to show subtotals by. For example, if I want to show subtotals by entity number, right click on the base entity column.
2. Select Show Subtotal.
3. Select After Values.
   *This will show subtotals for each grouping at the level you selected.

Showing Row level Grand Totals

1. Right click on any column in the report.
2. Select Show Row level Grand Total.
3. Select After Values.
   *This will show the grand total at the bottom of your report.

Moving Columns to Other Areas

1. Right click on the column you would like to move.
2. Select Move Column.
   a. Left – This will move the column over to the left one column.
   b. Right – This will move the column over to the right one column.
   c. To Prompts – This will move the column to the prompts section of that report only. This is a good feature to use if you want to filter on a column that isn't available as a filter in the selections section of the dashboard tab.
   d. To Sections – This feature will break up your report into sections with each value from the column you selected being its own section. Keep in mind that if you have one row per value in this column, this may not be helpful.

Important UB Foundation Note

Please note that in compliance with our data retention policy, any reports for UB Foundation for accounts 2015-2016 and Prior have not been migrated to the new dashboard.

Contents

Money Dashboard

Account Tab

State Accounts Report

Allocation Based section Path: State Funds > State – Summary > State Summary.

Most columns from the old report are available in the new report by default. Refer to the instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

Research Foundation Accounts Report

Path: Research Foundation Funds > RF Summary > RF Grants.

Most columns from the old report are available in the new report by default. Refer to the instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

UB Foundation Accounts Report

Path: UB Foundation Funds > UBF – Summary > UB Foundation Funds.

Most columns from the old report are available in the new report by default. Refer to the instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

Sources and Uses Tab

Account Summary Sub Page

State Accounts Report

Path: State Funds > State – Summary.

There is no customization required to see the reports as they were on the old dashboard.

Research Foundation Accounts Report

Path: Research Foundation Funds > RF – Summary.

There is no customization required to see the reports as they were on the old dashboard. Note that you may need to update the filters found in the Selections section to see the same accounts you saw previously.

UB Foundation Accounts Report

Path: UB Foundation Funds > UBF – Summary.

There is no customization required to see the reports as they were on the old dashboard.

Fund Summary Sup Page

All Funds Summary Report

Top Report and Graphs

Path: Fund Summary > Fund – Funding Source > Fund Summary by Funding Source.

There is no customization required to see the report and graph as they were on the old dashboard. Some changing of the filters in the Selections section may be necessary – for example, including all Trial Balances except for Capital Accounts.

Bottom Report

Path: Account Summary > Account Summary – Summary.

There is no customization required to see the report as it was on the old dashboard. Some changing of the filters in the Selections section may be necessary – for example, including all Trial Balances except for Capital Accounts.

Fund Tab

Fund Report

This report is now split up to show each funding source separately. Find the paths for each funding source below.

State: State Funds > State – Summary > State Trial Balance Summary.

Research Foundation: Research Foundation Funds > RF – Summary > Research Foundation Trial Balance Summary.

UB Foundation: UB Foundation Funds > UBF – Summary > UBF Account Trial Balance Summary.

Most columns from the old report are available on these new reports by default. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Line Tab

Line Report

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Line Detail Report

Path: State Funds > State – Personal Service > State Personal Service Transactions.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Budget Revisions Tab

Applied Budget Revisions Report

Path: State Funds > State – Allocation Transfers > Allocation Transfers.

Select a Process Status of Applied.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add columns and any other steps for customization you wish to perform.

Unapplied Budget Revisions Report

Path: State Funds > State – Allocation Transfers > Allocation Transfers.

Select a Process Status of Unapplied.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add columns and any other steps for customization you wish to perform.

OEC and FTE Tab

State OEC Summary Report

Path: State Funds > State – Account Summary > State – Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Research Foundation Summary Report

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

There is no customization required to see the reports as they were on the old dashboard. Follow instructions on pages 2 and 3 if there is any customization you wish to perform.

FTE Summary Report

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

There is quite a bit of customization that needs to be done here to see the same information available on the old report. Follow the steps below.

1. Follow instructions on pages 2 and 3 to add and remove columns to have only Trial Balance, Minor Object, Employee Status and FTE.
2. Click the Blue arrow at the bottom of the report (see image below), if your report shows more than 25 rows. This will load all rows. The value at the Grand Total for FTE is equivalent to Grand Total for FTE – Total on the old report.

3. Right click on Employee Status and move it to Sections. This will show the FTE amounts by status.

4. Right click next to one of the statuses and move that back to Columns. Right click on Trial Balance and move it to Status. This will show you the breakdown of active and vacant lines by trial balance.

Follow instructions on pages 2 and 3 for how to do any other customization you wish.

Fees Tab

Fees Charged Report

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Source and Uses.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and grand totals and any other steps for customization you wish to perform.

IFR Salary Recovery Tab

Account Summary Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Account.

There is no customization required to see the report as it was on the old dashboard. Follow instructions on pages 2 and 3 if you wish to customize the report in any way.

Person Summary Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Person.

There is no customization required to see the report as it was on the old dashboard. Follow instructions on pages 2 and 3 if you wish to customize the report in any way.

Transactions Detail Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery Transactions.

There is no customization required to see the report as it was on the old dashboard. Follow instructions on pages 2 and 3 if you wish to customize the report in any way.

Reports Tab

Reports Section

Path: Financial Home Page > Reports.

All reports from the old dashboard should be available in this folder on the new dashboard.

Information Tab

Path: Financial Home Page.

This is where you can find all the general information about the new dashboard.

Strategic Financial Management Dashboard

Summary Tab

All Funds Summary by Unit Report

Path: Fund Summary > Fund – Funding Source > Fund Summary by Funding Source.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

All Funds Summary by Unit, Funding Source and Trial Balance Report

Path: Fund Summary > Fund – Funding Source > Fund Summary by Funding Source.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add columns and any other steps for customization you wish to perform.

Campus Financial Plan – Pending Delivery Report

This report was not carried over to the new Financial Dashboard. It can be found on the Commitment Management dashboard moving forward.

Trend Tab

Financial Trend by Funding Source Report

Path: Trend > Trend – Fund > Trend by Fund.

Most columns from the old report are available by default in the new report. Note that in the old report, each column (e.g. Carry Forward, Source, Uses, Encumbrances, etc.) is on its own table. In the new report, these will now be viewed as columns on one table. Follow instructions on pages 2 and 3 to add additional columns and any other steps for customization you wish to perform.

Financial Trend by Unit Report

Path: Trend > Trend – Organization > Trend by Organization.

Most columns from the old report are available by default in the new report. Note that in the old report, each column (e.g. Carry Forward, Source, Uses, Encumbrances, etc.) is on its own table. In the new report, these will now be viewed as columns on one table. Follow instructions on pages 2 and 3 to add additional columns and any other steps for customization you wish to perform.

Unit Profile Tab

Unit Profile by Funding Source Report

Path: Fund Summary > Fund – UB Code > Fund Summary by UB Code.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Unit Profile by Function Report

Path: Fund Summary > Fund – UB Code > Fund Summary by UB Code.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Unit Profile by Organizational Structure Report

Path: Fund Summary > Fund – Funding Source > Fund Summary by Funding Source.

Some of the columns from the old report are available on the new report by default. Follow instructions on pages 2 and 3 for how to add columns and any other steps for customization you wish to perform.

Expenditure Tab

Unit Expenditure Summary by Funding Source (All Funds) Report

Path: Fund Summary > Fund – UB Code > Fund Summary by UB Code.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 on how to add additional columns and any other steps for customization you wish to perform. You want to have Funding Source, Trial Balance, Major Category, Category and Expenditure for the new report to fully match the old report. You will also want to add subtotals for Major Category, Trial Balance and Funding Source to fully match the old report.

Unit Expenditure Summary by Entity (All Funds) Report

Path: Fund Summary > Fund – UB Code > Fund Summary by UB Code.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 on how to add additional columns and any other steps for customization you wish to perform. You want to have Functional Role, Department, Base Entity, Major Category, Category and Expenditure for the new report to fully match the old report. You will also want to add subtotals for Functional Role, Department and Major Category to fully match the old report.

Fees Tab

Fees Report

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Source and Uses.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and grand totals and any other steps for customization you wish to perform.

Operating Reports Tab

Operating Statements Report

Path: Operating Reports > Operating Statements > Operating Statements Report.

There is no customization required to see the report as it was on the old dashboard. Follow instructions on pages 2 and 3 if you wish to make any customizations.

UB Code – Operating Revenues by Category Report

Path: Operating Reports > Operating Sources > Operating Sources Report.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add columns and any other steps for customization you wish to perform. Since this report is set up as a pivot table you can move columns between the rows and columns. To have this report match exactly to the old one, once you add Funding Source and Trial Balance, right click on each of them > Move To > To Columns. This will make the values appear at the top of the report.

UB Code – Operating Expenditures by NACUBO Report

Path: Fund Summary > Fund – NACUBO > Fund Summary by NACUBO.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

UB Code – Operating Expenditures by Category Report

Path: Operating Reports > Operating Uses > Operating Uses Report.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform. Since this report is set up as a pivot table you can move columns between the rows and columns. To have this report match exactly to the old one, once you add Funding Source and Trial Balance, right click on each of them > Move To > To Columns. This will make the values appear at the top of the report.

UB Code – Revenues Trend by Trial Balance Report

Path: Operating Reports > Operating Sources > Operating Source Report.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add columns, add subtotals and any other steps for customization you wish to perform.

UB Code – Expenditures Trend by Trial Balance Report

Path: Operating Reports > Operating Uses > Operating Uses Report.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add columns, add subtotals and any other steps for customization you wish to perform.

Information Tab

Path: Financial Home Page.

This is where you can find all the general information about the new dashboard.

Money Management Dashboard

Information Tab

Reports Section

RF Summary by Account

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

RF Summary by Entity

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

IFR Report of Receipts

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Line Summary by Account

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Line Summary by Entity

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Payroll Earnings Code Matrix

This information was not carried over to the new Financial Dashboard. It will need to be accessed using one of the HR Dashboards.

State OTPS Transactions by Account

Path: State Funds > State – Non-Personal Service > State Non-Personal Service Transactions.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State Summary by Account

Path: State Funds > State – Account Summary > State – Account Summary.

The columns from the old report are all available by default in the new report. Follow instructions on pages 2 and 3 if there is any other customization you wish to perform.

State Summary by Entity

Path: State Funds > State – Account Summary > State – Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

UBF Summary by Account

Path: UB Foundation Funds > UBF – Fund Summary > UBF Fund Summary.

The columns from the old report are all available by default on the new report. Follow instructions on pages 2 and 3 if there is any other customization you with to perform.

UBF Summary by Entity

Path: UB Foundation Funds > UBF – Fund Summary > UBF Fund Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Contact Information Section

Path: Financial Home Page.

This is where you can find all the general information about the new dashboard.

Current Condition Tab

State Allocation Based Report

This report has not been carried over to the new Financial Dashboard.

Cash Based (IFR/SUTRA) Report

This report has not been carried over to the new Financial Dashboard.

Pending Budget Revisions Report

This report has not been carried over to the new Financial Dashboard.

Pending eReqs Report

eReq information was not carried over to the new Financial Dashboard. This information will be accessible on the Procurement dashboard.

Unrecalled P-Card Activity Report

P-Card information was not carried over to the new Financial Dashboard. This information will be accessible on the Procurement Dashboard.

Unposted Cash Receipts Report

This report has not been carried over to the new Financial Dashboard.

State Summary Tab

Organizational Summary Report

Path: State Funds > State – Account Summary > State Account Summary.

The columns from the old report are all available by default on the new report. Follow instructions on pages 2 and 3 to remove unwanted columns, add subtotals if desired and perform any other customizations you wish.

Organizational Summary by Trial Balance Report

Path: State Funds > State – Account Summary > State Account Summary.

The columns from the old report are all available by default on the new report. Follow instructions on pages 2 and 3 to remove unwanted columns, add subtotals if desired and perform any other customizations you wish.

Organizational Summary by Entity Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Account Detail Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Entity and Major Object Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Account and Major Object Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State Allocation Tab

State Operating Allocation Trend Report

Path: State Funds > State – Account Summary > State Account Summary (Trend).

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, move columns, add subtotals and any other steps for customization you wish to perform.

State Expenditures Tab

State Expenditure Summary by Major Object and Minor Object Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State Expenditure Summary by Object of Expenditure Tab

Path: State Funds > State – Account Summary > State – Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State Expenditure Trend by Major Object Report

Path: State Funds > State – Account Summary > State – Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.. Note that this new report will show information for one Fiscal Year at a time.

State Expenditure Summary by Entity Report

Path: State Funds > State – Account Summary > State Account Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State PSR Tab

State PSR by Account and Line Report

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Department Summary Report

Path: State Funds > State – Personal Service > State Personal Service OEC Summary.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Personal Service, so this is one column you will want to move to prompts and filter on.

Person and Title Summary Report

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

State Temporary Service Tab

Line Summary Report

Path: State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on.

Department Summary Report

Top Report

Path: State Funds > State – Personal Service > State Personal Service OEC Summary.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on.

Bottom Report

Path: State Funds > State – Personal Service > State Personal Service Payroll Transactions.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on.

Person and Title Summary Report

Top Report:

State Funds > State – Personal Service > State Personal Service Line Detail.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on.

Bottom Left Report:

State Funds > State – Personal Service > State Personal Service Payroll Transactions.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on.

Bottom Right Report:

State Funds > State – Personal Service > State Personal Service Payroll Transactions.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals, move fields to prompts and any other steps for customization you wish to perform. In the old report, it only shows Major Objects of Temporary Service, so this is one column you will want to move to prompts and filter on. The old report also allows you to filter by Name, so that is another column you will want to move to prompts.

State IFR Summary Tab

Revenue by Source Report

This report was not carried over to the new Financial Dashboard. Similar information can be found at State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions or in the Trend reports.

Revenue Trend by Source Report

This report was not carried over to the new Financial Dashboard. Similar information can be found at State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions or in the Trend reports.

Expenditures by Type Report

This report was not carried over to the new Financial Dashboard. Similar information can be found at State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions or in the Trend reports.

Expenditures Trend by Type Report

This report was not carried over to the new Financial Dashboard. Similar information can be found at State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions or in the Trend reports.

Account Summary by Entity Report

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Sources and Uses.

Most columns from the old report are available by default in the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

IFR Salary Recovery Tab

Salary Recovery by Entity Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Account.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

Salary Recovery by Entity and Account Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Account.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, add subtotals and any other steps for customization you wish to perform.

Salary Recovery by Employee Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Person.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

Salary Recovery by Principal Account Owner Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery by Person.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform. Note that this report was not carried over exactly as it was previously, but the report above will provide similar information.

Employee Detail Report

Path: State Funds > State – IFR Salary Recovery > State IFR Salary Recovery Transactions.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns and any other steps for customization you wish to perform.

State Checkbook Tab

State Checkbook Report

Path: State Funds > State Checkbook > State Checkbook.

There is no customization required for this report. Follow instructions on pages 2 and 3 if there is any customization you with to perform.

RF Summary Tab

Organization Summary Report

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Organization Summary by Trial Balance Report

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Organization Summary by Entity Report

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organization Summary by Account Report

Path: Research Foundation Funds > RF – Grant Summary > Research Foundation Grant Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

RF Expenditures Tab

Expenditure Summary by Entity Report

Path: Research Foundation Funds > RF – Grant Expenditures > Research Foundation Grant Expenditure Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that filters in the selections section of this tab may need to be adjusted to see the exact same data you saw before.

Expenditure Summary by Entity and Expenditure Category Report

Path: Research Foundation Funds > RF – Grant Expenditures > Research Foundation Grant Expenditure Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that filters in the selections section of this tab may need to be adjusted to see the exact same data you saw before.

Expenditure Summary by Expenditure Category Report

Path: Research Foundation Funds > RF – Grant Expenditures > Research Foundation Grant Expenditure Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that filters in the selections section of this tab may need to be adjusted to see the exact same data you saw before.

Expenditure Summary by Expenditure Category and Expenditure Type Report

Path: Research Foundation Funds > RF – Grant Expenditures > Research Foundation Grant Expenditure Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that filters in the selections section of this tab may need to be adjusted to see the exact same data you saw before.

Expenditure Summary by Entity and Account Report

Path: Research Foundation Funds > RF – Grant Expenditures > Research Foundation Grant Expenditure Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that filters in the selections section of this tab may need to be adjusted to see the exact same data you saw before.

UBF Summary Tab

Organizational Summary by Entity Report

Path: UB Foundation Funds > UBF – Summary > UBF Account Trial Balance Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Trial Balance Report

Path: UB Foundation Funds > UBF – Summary > UBF Account Trial Balance Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Entity and Fund Report

Path: UB Foundation Funds > UBF – Summary > UBF Account Trial Balance Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Organizational Summary by Fund Report

Path: UB Foundation Funds > UBF – Summary > UBF Account Trial Balance Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

UBF Expenditures Tab

Expenditure Summary by Expense Description Report

Path: UB Foundation Funds > UBF – Expenses > UB Foundation Fund Expense Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that Net Amount will be equivalent to the Expense Amount found in the old report.

Expenditure Summary by Entity Report

Path: UB Foundation Funds > UBF – Expenses > UB Foundation Fund Expense Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that Net Amount will be equivalent to the Expense Amount found in the old report.

Expenditure Summary by Entity and Fund Report

Path: UB Foundation Funds > UBF – Expenses > UB Foundation Fund Expense Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that Net Amount will be equivalent to the Expense Amount found in the old report.

Expenditure Summary by Entity and Expense Description Report

Path: UB Foundation Funds > UBF – Expenses > UB Foundation Fund Expense Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that Net Amount will be equivalent to the Expense Amount found in the old report.

Expenditure Summary by Entity, Fund and Expense Description Report

Path: UB Foundation Funds > UBF – Expenses > UB Foundation Fund Expense Summary.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform. Note that Net Amount will be equivalent to the Expense Amount found in the old report.

Account Management Dashboard

Action Tab

Action Items Section

Path: Financial Home Page > Alerts > Closed RF Accounts with Available Balance.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Links Section

Path: Financial Home Page > Forms and Links.

All links from the old dashboard are available here on the new dashboard. Note that some form names may have changed and there are additional links and forms that were not present previously.

Percent of Allocation Report

Path: Financial Home Page > Supplemental Reports > Projected Percent of State Fiscal Allocation and RF Budget Remaining.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Projected Accounts in the Red Report

Path: Financial Home Page > Alerts > Accounts with a Negative Available Balance.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Budget Status Tab

Budget Status Summary Report

This report is now split up to show each funding source separately. Find the paths for each funding source below.

State: State Funds > State – Summary > State Trial Balance Summary.

Research Foundation: Research Foundation Funds > RF – Summary > Research Foundation Trial Balance Summary.

UB Foundation: UB Foundation Funds > UBF – Summary – UBF Account Trial Balance Summary.

Most columns from the old report are available on these new reports by default. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

*Note that this information is not found the same in the new report as it was in the old report, but it provides similar information after customization.

Budget Status by Entity Report

This report is now split up to show each funding source separately. Find the paths for each funding source below.

State: State Funds > State – Summary > State Trial Balance Summary.

Research Foundation: Research Foundation Funds > RF – Summary > Research Foundation Trial Balance Summary.

UB Foundation: UB Foundation Funds > UBF – Summary – UBF Account Trial Balance Summary.

Most columns from the old report are available on these new reports by default. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

*Note that this information is not found the same in the new report as it was in the old report, but it provides similar information after customization.

Budget Revisions Tab

Net Change Revisions Report

Path: State Funds > State – Allocation Transfers > Net Allocation Transfers.

All columns from the old report are available by default in the new report with some additional columns. Follow instructions on pages 2 and 3 to remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

PSR Balance Tab

PSR Expected Free Balance Over/Under Funded Report

Path: Financial Home Page > Alerts > State PSR Expected Free Balance Over/Under Funded by +/- $100.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

PSR Annual Allocation Over/Under Funded Report

Path: Financial Home Page > Alerts > State PSR Annual Allocation Over/Under Funded by +/- $100.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Revenue Tab

IFR/SUTRA Fiscal Year Trend Report

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Sources Trend and

State Funds > State – IFR / SUTRA > State IFR and SUTRA Fees and Fringes Trend.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to remove columns, reorder columns and any other steps for customization you wish to perform.

IFR/SUTRA Monthly Revenue Analysis Report

This report was not carried over to the new Financial Dashboard. Similar information can be found in the Fund Summary or Account Summary by month views.

IFR/SUTRA Revenue Source Distribution Report

Path: State Funds > State – IFR / SUTRA > State IFR and SUTRA Transactions.

Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns and any other steps for customization you wish to perform.

Open Encumbrances Tab

State Open Encumbrance Report

This report was not carried over to the new Financial Dashboard. The SIRI team is looking at adding these reports to the Procurement Dashboard.

RF Open Encumbrance Report

This report was not carried over to the new Financial Dashboard. The SIRI team is looking at adding these reports to the Procurement Dashboard.

Payroll Audit Tab

PSR Expenditures by Pay Period Report

Path: Financial Home Page > Alerts and Supplemental Reports.

Note that this report shows up under Alerts – for when you need to be notified of something – and under Supplemental Reports – for when you want to see this data without having an issue that needs to be called out. Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Temp Service Expenditures by Pay Period Report

Path: Financial Home Page > Alerts and Supplemental Reports.

Note that this report shows up under Alerts – for when you need to be notified of something – and under Supplemental Reports – for when you want to see this data without having an issue that needs to be called out. Most columns from the old report are available by default on the new report. Follow instructions on pages 2 and 3 to add and remove columns, reorder columns, add subtotals and any other steps for customization you wish to perform.

Line Maintenance Tab

Lines Scheduled for Return to the Vacant Line Pool Report

This information was not carried over to the new dashboard. This information should be accessed using HR dashboards.

Information Tab

Path: Financial Home Page.

This is where you can find all the general information about the new dashboard.