

Principal Investigator Dashboard & Research Project Statement Business Intelligence User Guide

*Institutional
Research & Analysis*



Welcome

This user guide serves as an introduction to the Principal Investigator (PI) Dashboard and Research Project Statement in McMaster's Business Intelligence Portal.

The PI Dashboard and Research Project Statement were developed by Institutional Research and Analysis in close coordination with stakeholders across the Faculties, including McMaster Research Finance, FHS Research Finance and Financial Affairs. In addition to this introduction, an FAQ is available to guide users through common questions, and video tutorials are available on the IRA website to demonstrate how to log in and generate reports in BI.

We hope you find the content of this guide and the dashboard relevant, useful, clear and easy-to-use.



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What's New in the PI Dashboard and Research Project Statement

The new dashboard incorporates many changes and improvements requested as a result of the Functional Review of McMaster Financial Support Activities and much consultation and feedback from stakeholder and user groups. The new dashboards include the following enhancements and features:

- A new summary report that makes it easy to view balances for all your projects at once.
- Labour Distribution reports to allow users to easily understand who they are paying and from which projects.
- A re-creation of the current Research Project Statement with enhancements, such as additional information on expenses on drilling down.
- The ability to track sponsor funding that has been invoiced but not yet received using the Accounts Receivable Billing module.
- The ability to customize reports by applying filters or changing the layout of tables.
- An easy save feature and the option to set your own defaults. For example, you can customize and save your preferences for a selected group of principal investigators or projects.
- Easy export functionality to download reports to Excel, CSV, PDF and more.
- Emailed monthly summary reports to PI's.

Dashboard Pages

There are five dashboard pages available on the Principal Investigator Dashboard:

- Research Accounting Summary
- Labour Distribution
- All Project Balances
- All Transactions
- Glossary

Dashboard Pages: Research Accounting Summary

- The Research Accounting Summary page shows high-level project balances (Funding, Transfers, Expenditures, Cash Balance, Commitments) for all of a Principal Investigator's projects at once.

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Principal Investigator Dashboard

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Research Accounting Summary Labour Distribution All Project Balances All Transactions Glossary

Project Department: ENG Civil Engineer
Project Department ID: --Select Value--
Principal Investigator: --Select Value--
Project Status: OPEN
Project Number: --Select Value--
Sponsor Name: --Select Value--
Apply Reset

[Export this report](#)

PI - Details - Total Research Project Balances
(includes both internal and external funding)
Time run: 5/31/2019 10:06:09 AM

Andree Wiebe, Lydell

Sponsor Name	Project Description	Project Number	Award Start Date	Award End Date	Award Amount	Funding	Transfers	Expenditures	Cash Balance	Commitments	Cash Balance w/ Commitments
[Redacted]											

Dashboard Pages: Labour Distribution

- The Labour Distribution dashboard page displays the labour distribution of employees paid from research projects. Users can break down salary expenditures into Earnings and Benefits.

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Principal Investigator Dashboard Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Research Accounting Summary **Labour Distribution** All Project Balances All Transactions Glossary

Please note that users will only be able to see the Labour Distribution reports for projects and Departments to which they have been granted access in Mosaic.

Labour Distribution security is separate from the Research Project Statement security and must be requested by contacting Financial Affairs (Chris Sylvester, sylvest@mcmaster.ca). Please provide your McMaster User ID (MacID), the complete chart field for which you need access (Fund Code, Department Code, Project Number), and copy the Principal Investigator of the project on the email.

* Period Start Date	Project Department	Sponsor Name	Expenditure Category
04/01/2019	ENG Civil Enginee	--Select Value--	--Select Value--
* Period End Date	Project Department ID	Project Status	Employee Full Name
05/31/2019	--Select Value--	OPEN	--Select Value--
Principal Investigator	Project Number		
--Select Value--	--Select Value--	Apply Reset	

Now displaying transactions for the period starting 04/01/2019 and ending 05/31/2019.

Labour Distribution Actuals Summary

Select View Total Earnings and Benefits Summary

Dashboard Pages: All Project Balances

- The All Projects Balances dashboard page displays summary project balances (similar to the Research Accounting Summary page). The purpose of this page is to allow users to choose a specific time period and view additional fields and breakdowns in a summary format.

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Principal Investigator Dashboard Home Catalog Favorites Dashboards New Open Signed In As C.R. Ferguson

Research Accounting Summary Labour Distribution **All Project Balances** All Transactions Glossary

* Period Start Date: 04/01/2018 Project Department: ENG Civil Enginee Sponsor Name: --Select Value--

* Period End Date: 04/30/2019 Project Department ID: --Select Value-- Project Status: OPEN

Principal Investigator: --Select Value-- Project Number: --Select Value-- [Apply] [Reset]

Now displaying transactions for the period starting 04/01/2018 and ending 04/30/2019.

Research Accounting Summary Table
(includes both internal and external funding)
Time run: 5/31/2019 10:11:19 AM

Principal Investigator	Sponsor Name	Project Number	Status	Award Start Date	Award End Date	Award Amount	Cash Balance - Start of Period	Current Period Funding	Current Period Transfers	Current Period Expenditures	Cash Balance - End of Period	Commitments	Cash Balance w/ Commitments - End of Period
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Dashboard Pages: All Transactions

- The All Transactions dashboard page allows users to lookup transactions from multiple research projects as they would appear on the Research Project Statement Current Period Transactions tab and apply multiple filters, including Account, Expenditure Category or Principal Investigator.

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Principal Investigator Dashboard Home Catalog Favorites Dashboards New Oper

Research Accounting Summary Labour Distribution All Project Balances **All Transactions** Glossary

* Period Start Date: 04/01/2019
 Principal Investigator: Alexopoulou, Ial
 Project Status: OPEN
 Expenditure Category: --Select Value--
 Account Description: --Select Value--

* Period End Date: 05/31/2019
 Sponsor Name: --Select Value--
 Project Number: --Select Value--
 Funding Category: --Select Value--
 Account Code: --Select Value--

Now displaying transactions for the period starting 04/01/2019 and ending 05/31/2019.

All Transactions
 Time run: 5/31/2019 10:13:26 AM

Switch View

Project Number	Transaction Type	Node	Account	Account Descr	Transaction Description	Acctg Date	Amount (CDN)
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Dashboard Pages

There are six dashboard pages available on the Research Project Statement:

- Research Project Statement
- Current Period Transactions
- Commitments
- Labour Distribution & Salary Journal Entries
- All Transactions Details
- Glossary & Contacts

Dashboard Pages: Research Project Statement

- The Research Project Statement in BI is a recreation of the current Research Project Statement in Mosaic. The statement in BI includes the same information and is displayed in the same format as the current statement in Mosaic. Additional functionality is available, including drilling-in on salary accounts to view the Labour Distribution.

Please select a project to view the Project Statement

PI Name Project Number * Period Start Date * Period End Date

Sponsor	
PI Name	
Project #	
Sponsor Award #	
Title	
Award Start Date	
Award End Date	
Award Amount	



Switch View

		Cumulative Prior from SOP to 04/01/2019	Current Period Actuals From 04/01/2019 to 05/31/2019	Project-to-Date	Commitments	Project to Date and Commitments
FUNDS AVAILABLE	Transfers					
FUNDS AVAILABLE Total						

Dashboard Pages: Current Period Transactions

- The Current Period Transactions dashboard page lists all the transactions for the selected project with an accounting date falling within the selected period. Additional fields can be viewed by switching between the Summary View and the Details View. This page can be used to understand the project balances as displayed on the Research Project Statement.

▲
All Transactions
 Time run: 5/31/2019 10:32:29 AM

Switch View Summary ▼

Transaction Type	Node	Account	Account Descr	Transaction Description	Acctg Date	Amount (CDN)
Expenditures	5. Materials and Supplies	600001	Materials & Supplies			
	5. Materials and Supplies	600001 Total				
	5. Materials and Supplies Total					
	6. Travel	650007	Travel - Transportation			
	6. Travel	650007	Travel - Transportation			
	6. Travel	650007 Total				
	6. Travel	650015	Travel - Parking			
	6. Travel	650015 Total				
	6. Travel Total					
Expenditures Total						

[Export](#)
▲
[Refresh](#)

Dashboard Pages: Commitments

- The Commitments dashboard page lists all the commitment transactions for the selected project with an accounting date earlier than the selected Period End Date. Additional fields can be viewed by switching between the Summary View and the Details View. This page can be used to manage and track future project commitments.

Commitments
Time run: 5/31/2019 10:35:23 AM

Switch View Summary ▼

Node	Account Code	Account Descr	Acctg Date	Transaction Description	Amount (CDN)
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			
2.3 Master - Cdn/PermRes	501005	Salary Masters Student Can			

Dashboard Pages: Labour Distribution & Salary Journal Entries

- The Labour Distribution & Salary Journal Entries page shows the Labour Distribution for the selected project during the selected period alongside a list of all the journal entries made to the salary accounts for the selected project during the selected period. All Labour Distribution reports show what was paid through the HR Payroll system and do not include journal entries made to the accounts after the payment has been made. Using the Labour Distribution & Salary Journal Entries report you can understand both what was paid through HR and the journal entries that were made on the relevant accounts.

Labour Distribution - Earnings & Benefits

Time run: 5/31/2019 10:39:39 AM

Project Number [REDACTED]

					2019	2020	Grand Total
Full Name	Employee Number	Fund Code	Account Code	Account Description	April	May	
[REDACTED]	[REDACTED]	50	501007	Salary PostDoc Fellows	[REDACTED]	[REDACTED]	[REDACTED]
			511003	FB PT PostDoc Fellow - CDN			
Aithal, Srivatsa Total	Amount						
[REDACTED]	[REDACTED]	50	501011	Salary PostDoc Fellows Foreign			
			511007	FB PT PostDoc Fellow - Foreign			
Sahu, Rakesh Total	Amount						
Amount							

[Edit](#) - [Refresh](#) - [Export](#)

Summary of Salary Journals

Time run: 5/31/2019 10:39:39 AM

[REDACTED]

Transaction Description	Long Description	Journal ID	Fund Code	Account Code	Account Description	Fiscal Year	Period	Acctg Date	Amount (CDN)
Startup to SQL Transfer- Salar	[REDACTED]	[REDACTED]	50	511003	FB PT PostDoc Fellow - CDN	2019	[REDACTED]	[REDACTED]	[REDACTED]
Startup to SQL Transfer- Salar	[REDACTED]	[REDACTED]	50	501007	Salary PostDoc Fellows	2019	[REDACTED]	[REDACTED]	[REDACTED]
Startup to SQL Transfer- Salar	[REDACTED]	[REDACTED]	50	511007	FB PT PostDoc Fellow - Foreign	2019	[REDACTED]	[REDACTED]	[REDACTED]

Dashboard Pages: All Transactions Details

- The All Transactions Details dashboard page allows users to lookup specific transactions for a project using a specific date range. All other reports in BI limit users to selected full months as a time period.

PI Name: Puri, Ishwar | * Project Number: 10586539 | Account Code: --Select Value-- | Accounting Date: Between [] - [] | Reset

Description	Long Description	Amount (CDN)	Group Type	Unit	Project Number	Journal ID	Source	Fiscal Year	Period	Dept	Dept Descr	Fund	Analysis Type
[Redacted Content]													

Important Notes: Security

- The Principal Investigator Dashboard and Research Project Statement in BI follow the same security rules and roles as in Mosaic. Users will have access to all the same projects as they do currently in Mosaic and can request access to new projects following the same process (contact your Research Accountant).
- Labour Distribution security in BI also follows the same rules as the Labour Distribution report in Mosaic. The only exception is that Principal Investigators are now automatically granted Labour Distribution access to their own projects. All other users must request Labour Distribution access by contacting Financial Affairs (**Chris Sylvester, sylvest@mcmaster.ca**). Please provide your McMaster User ID (MacID), the complete chart field for which you need access (Fund Code, Department Code, Project Number), and copy the Principal Investigator of the project on the email.



Training & Support

In addition to the overview provided in this document, the following training materials are available on the [IRA website](#):

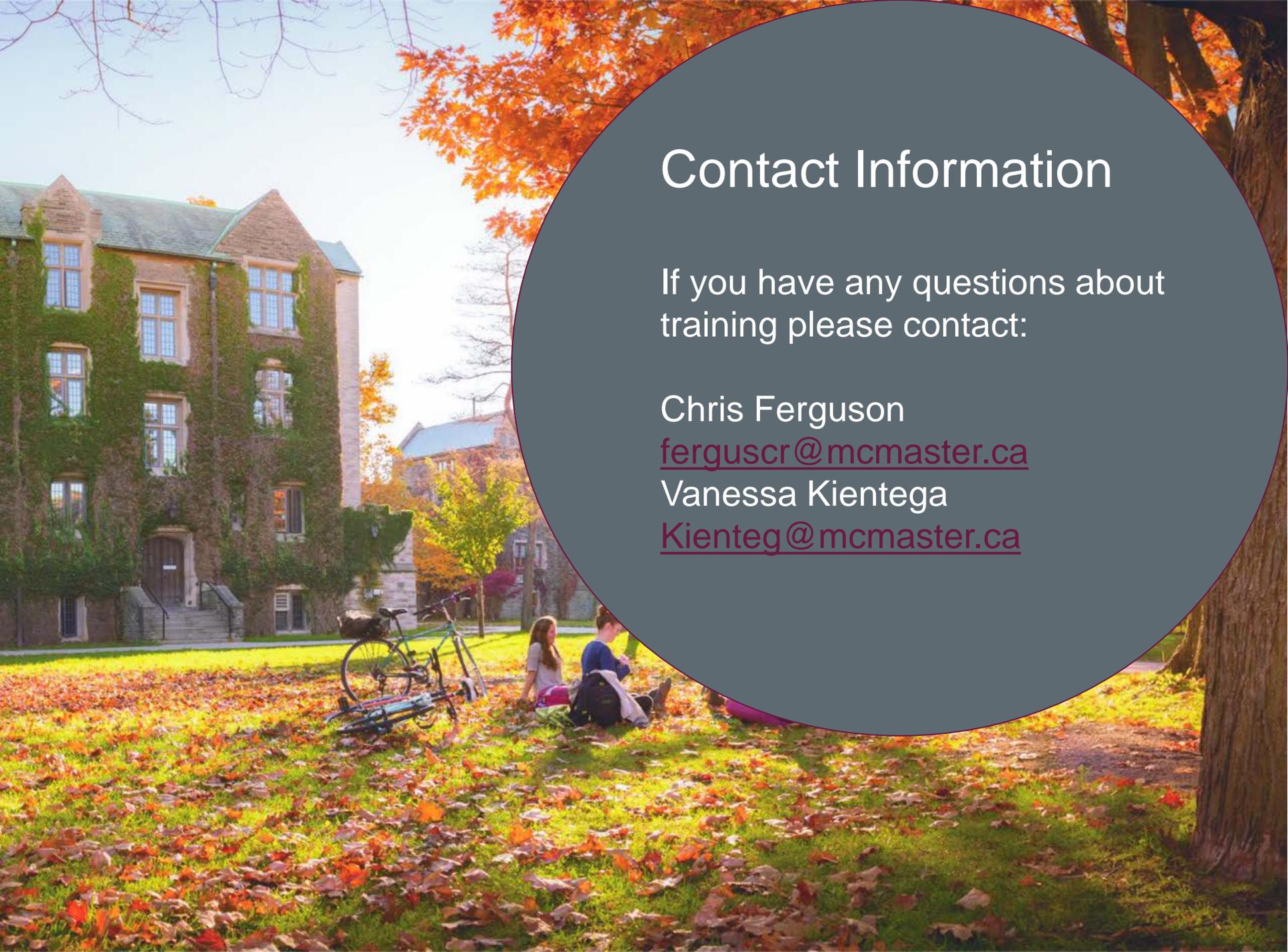
- An [FAQ](#) to help guide you through common questions (attached)
- [Video tutorials](#) to help you get started.

Research Project Enquiries

For questions related to your research project(s), [please contact your senior research accountants](#) (if you are from the Faculty of Health Sciences) and Dave Reinhart at reinhard@mcmaster.ca (for all other Faculties).

Access and Technical Support

If you have any technical related or access issues, please contact Sam Petryk at petrykss@mcmaster.ca.



Contact Information

If you have any questions about training please contact:

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ferguscr@mcmaster.ca

Vanessa Kientega

Kienteg@mcmaster.ca