Statement of Operations Dashboard

Business Intelligence User Guide

June 25, 2020

McMaster University

Welcome

This user guide provides an overview of the Statement of Operations Dashboard in McMaster's Business Intelligence Portal.

The Statement of Operations Dashboard was developed by Institutional Research & Analysis in close coordination with Financial Affairs and stakeholders across Faculties and Ancillaries. 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 BI basics, including logging in and saving customized reports.

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

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What's New in BI Statement of Operations Dashboard

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 re-creation of the current Statement of Operations with enhancements, including the ability to drill down to journal lines and run reports for a custom time period not limited to University fiscal year

- Labour distribution reports to allow users to easily view who is being paid from which programs/departments, including new details such as job title and home department

- The ability to customize reports by applying filters, changing the layout of tables and selecting columns and measures

- An easy save feature and the option to set your own defaults. For example, you can customize and save your preferences for a selected set of programs or departments

Stay tuned for future enhancements and additions to this dashboard including details from other modules including Travel & Expense, Accounts Payable & Accounts Receivable.

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Dashboard Pages

There are 7 pages on the BI Statement of Operations Dashboard:

1. Fiscal Yr Stmt

2. Stmt by Date Range

3. Multi Yr Stmt

4. GL Transactions

5. Labour Distribution

6. Labour Distribution & Salary Journals

7. Glossary & Help

The following slides provide an overview of the dashboard pages.

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Dashboard Pages: Fiscal Yr Stmt

- Created based on the Statement of Operations in both Mosaic and Hyperion.

- Displays actuals, encumbrances, budget, adjusted budget, 5 and 8 month budgets (if applicable) based on the University's fiscal year, May 1 to April 30. Measure selector menus allow users to customize which columns they would like to view.

- Actuals (month and year to date) display information up to selected fiscal period, while budget columns show full fiscal year regardless of fiscal period selected.

- Information can be viewed at various levels of detail using Account column selector menus, from Framework Group (ex. Research Support) to account, with the ability to drill down to the transaction level. The different account levels available are based on the roll up account sections of the Hyperion Statement of Operations.

Statement of Operations
Displays data cumulatively to fiscal period selected for actuals (ex. If you select 2019 and period 2, data from May 1 to June 30, 2018 will be displayed). Budget data is always displayed as annual.
Time run: 6/11/2020 11:49:02 AM

Measure 1	Measure 2	Measure 3	Measure 4
Adjusted Budget ▼	Adjusted Balance Available ▼	8 Month Projection ▼	No Selection ▼

Account Column 1	Account Column 2	Account Column 3	Account Column 4	Account Column 5
Account Level 1 ▼	Account Code ▼	No Selection ▼	No Selection ▼	No Selection ▼

Fund 20

Dept	Program	▲▼	Account Level 1	Account Code	Month To Date (MTD)	Year to Date	Encumbrance	Budget	Balance Available	Adjusted Budget	Adjusted Balance Available	8 Month Projection
	30000	Net Income	Total Revenue	460000	($10.00)	($283.40)	$0.00	$0.00	$283.40	$0.00	$283.40	$0.00
				480000	$0.00	($902,000.00)	$0.00	($902,000.00)	$0.00	($902,000.00)	$0.00	($902,000.00)
			Expenses	540001	$73,938.35	$596,568.73	$0.00	$595,946.24	($622.49)	$595,946.24	($622.49)	$570,606.94
				541001		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,092.00
				541008	$202.80	$12,666.70	$0.00	$0.00	($12,666.70)	$0.00	($12,666.70)	$4,216.59
				550001	$17,186.92	$136,348.26	$0.00	$157,428.21	$21,079.95	$157,428.21	$21,079.95	$157,219.70
				551001		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,785.99

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Dashboard Pages: Stmt by Date Range

- Includes 2 reports – Summary by Date Range & Statement of Operations by Date Range.

- Summary by Date Range is a high-level overview for selected time period, including opening balance at start date, current period revenue, expenses and appropriation transfers, and closing balance at end date.

Summary by Date Range
Displays balance to date for time period.
Time run: 6/9/2020 11:57:00 AM

Dept	Program	Opening Balance	Current Period Revenue	Current Period Expenses	Current Period App. Transfers	Closing Balance
▮	30000	($250,805.62)	($912,414.80)	$825,236.51	$0.00	($337,983.91)
Grand Total		**($250,805.62)**	**($912,414.80)**	**$825,236.51**	**$0.00**	**($337,983.91)**

Edit - Refresh - Export

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Dashboard Pages: Stmt by Date Range

- <u>Statement of Operations by Date Range</u> displays revenue and expenses, encumbrances, budget, and adjusted budget for the selected date range.

- Information can be viewed at various levels of detail using Account column selector menus, from Framework Group (ex. Research Support) to account, with the ability to drill down to the transaction level. The different account levels available are based on the roll up account sections of the Hyperion Statement of Operations.

Statement of Operations by Date Range
Displays balance at start date, revenue and expense activity during time period selected and balance at end date for actuals and budget
Time run: 6/11/2020 11:23:21 AM

Account Column 1	Account Column 2	Account Column 3	Account Column 4	Account Column 5
Account Level 1 ▼	Account Level 2 ▼	Account Level 3 ▼	Account Code ▼	No Selection ▼

Fund
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Dept	Program		Account Level 1 ▲▼	Account Level 2	Account Level 3	Account Code	Current Period	Encumbrance	Budget	Adjusted Budget	Balance Available	Adjusted Balance Available
	30000	Net Income	Total Revenue	Operating Allocation	Framework Allocation	480000	($912,000.00)	$0.00	($912,000.00)	$0.00	$0.00	$912,000.00
				Other Revenue	All Other Revenue	460000	($414.80)	$0.00	$0.00	$0.00	$414.80	$414.80
			Expenses	Salary and Benefits	Net Non-Acad Salary & Benefits	540001	$548,170.93	$0.00	$587,456.63	$0.00	$39,285.70	($548,170.93)
						541008	$8,299.09	$0.00	$0.00	$0.00	($8,299.09)	($8,299.09)
						550001	$144,825.95	$0.00	$170,648.03	$0.00	$25,822.08	($144,825.95)

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Dashboard Pages: Multi Yr Stmt

- Multi Yr Stmt displays comparative actuals and budget data for fiscal year(s) and period(s) selected. To view full fiscal years, including closing balance, either leave Fiscal Period selector blank, or Select All Column Values (periods 1-12).

- Information can be viewed at various levels of detail using Account column selector menus, from Framework Group (ex. Research Support) to account, with the ability to drill down to the transaction level. The different account levels available are based on the roll up account sections of the Hyperion Statement of Operations.

Multi Year Statement of Operations
Displays comparative actual & budget data for selected fiscal year(s) and period(s)
Time run: 6/11/2020 9:53:51 PM

Column 1	Column 2	Column 3	Column 4	Column 5
Account Level 1 ▼	Account Level 2 ▼	Account Code ▼	Account Description ▼	No Selection ▼

Fund
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▲ ▼	Account Level 1	Account Level 2	Account Code	Account Description	Actuals 2018	2019	2020	Budget 2018	2019	2020
Net Income	Total Revenue	Operating Allocation	480000	Rev Transf - Oper Alloc	($1,742,000.00)	($1,906,000.00)	($1,930,000.00)	($1,742,000.00)	($1,906,000.00)	($1,930,000.00)
		Other Revenue	460000	Other Revenue	($833.24)	($283.40)	($414.80)	$0.00	$0.00	$0.00
			480001	Revenue Transfer-Donations				$0.00	$0.00	$0.00
			480050	Int Rev Trnsfr-within FUND	$52,973.03	$221,696.47	$168,625.00	$32,500.00	$32,000.00	$32,000.04
			480700	Trust Fund Transfers		($7,448.57)	($6,279.51)		$0.00	$0.00
			480925	Transfer to&from Research		($18,698.10)	$13,000.00	$20,000.04	$20,000.04	$20,000.04
	Expenses	Salary and Benefits	540001	Support Salaries FT	$898,954.84	$1,059,341.37	$1,022,654.93	$972,285.74	$1,028,529.04	$967,068.97
			541001	Support Salaries Part Time		$600.00			$0.00	

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Dashboard Pages: GL Transactions

- GL Transactions displays all journal lines for the selected time period including useful information such as description, reference, and user.

- Future releases for the Statement of Operations dashboard will include linking to additional details from sub-modules (i.e. AP, AR, T&E).

GL Transactions
Time run: 6/11/2020 12:16:27 PM

Business Unit	Fiscal Year	Period	Journal Date	Account	Account Description	Fund	Dept Description	Dept	Program	Transaction Amount	Journal ID	Description	Line Description	User	Journal Source	Journal Line Ref.
MAC01	2020	2	6/3/2019	460000	Other Revenue	20			30243	$1.11	SFA0333970	Student Adm/Student Financials	Student Adm/Student Financials		SFA	
MAC01	2020	2	6/3/2019	460000 Total						$1.11						
MAC01	2020	2	6/3/2019	480005	UF Allocation Transfers	20			30000	($300,000.00)	0000333411	UF transfer to Faculties: 19/2	ENG: 19/20 Tuition offset		ONL	PROVOST
MAC01	2020	2	6/3/2019	480005 Total						($300,000.00)						
MAC01	2020	2	6/3/2019	600001	Materials & Supplies	20			30000	$1,072.44	AP00335165	Accounts Payable	Bonded leather placemats		AP	00662524
MAC01	2020	2	6/3/2019	600001 Total						$1,072.44						
MAC01	2020	2	6/3/2019	650007	Travel - Transportation	20			30031	$275.69	AP00334914	Accounts Payable	MDM Lukas Baja SAE California		AP	00662586
MAC01	2020	2	6/3/2019	650007 Total						$275.69						
MAC01	2020	2	6/4/2019	460000	Other Revenue	20			30243	$0.00	SFA0334213	Student Adm/Student Financials	Student Adm/Student Financials		SFA	
MAC01	2020	2	6/4/2019	460000 Total						$0.00						
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$5.00	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	
MAC01	2020	2	6/4/2019	610050	Communication Equipment Lease	20			30000	$28.30	0000333698	April 2019 Internal Equipment	Equipment Rental Internal		EXT	

Dashboard Pages: Labour Distribution

- The Labour Distribution page displays two reports: Labour Distribution by Month & Salary and Benefit Commitments.

- <u>Labour Distribution by Month</u> displays monthly labour distribution actuals by employee (similar to the Labour Distribution and Salary Commitment Report in Mosaic).

Labour Distribution by Month
Time run: 6/11/2020 9:41:17 PM

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Name ▲▼	Employee ID	Account Code	Account Description	2020 5	2020 6	2020 7	2020 8	2020 9	2020 10	Amount
		540003	Support Clinical Educ Hospital	$1,012.55	$2,026.10	$2,177.48	$2,045.40	$2,045.40	$2,045.40	**$11,352.33**
		550020	FB Support CS	$359.75	$719.68	$742.48	$715.47	$614.92	$708.29	**$3,860.59**
				$1,372.30	**$2,745.78**	**$2,919.96**	**$2,760.87**	**$2,660.32**	**$2,753.69**	**$15,212.92**
		540003	Support Clinical Educ Hospital	$3,037.64	$2,026.10	$2,177.48	$2,045.40	$2,045.40	$2,045.40	**$13,377.42**
		550020	FB Support CS	$1,124.97	$750.15	$772.96	$745.39	$644.28	$737.65	**$4,775.40**
				$4,162.61	**$2,776.25**	**$2,950.44**	**$2,790.79**	**$2,689.68**	**$2,783.05**	**$18,152.82**
		540001	Support Salaries FT	$6,075.30	$4,052.23	$4,354.97	$4,090.80	$4,090.80	$4,090.80	**$26,754.90**
		550001	Benefits Support Full Time	$2,250.21	$1,500.52	$1,546.07	$1,490.93	$1,288.68	$1,475.45	**$9,551.86**
				$8,325.51	**$5,552.75**	**$5,901.04**	**$5,581.73**	**$5,379.48**	**$5,566.25**	**$36,306.76**
		540003	Support Clinical Educ Hospital	$3,286.50	$2,192.08	$2,355.60	$2,212.69	$2,212.69	$2,212.69	**$14,472.25**
		550020	FB Support CS	$1,195.39	$797.07	$802.42	$769.46	$689.87	$783.41	**$5,037.62**
				$4,481.89	**$2,989.15**	**$3,158.02**	**$2,982.15**	**$2,902.56**	**$2,996.10**	**$19,509.87**

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Dashboard Pages: Labour Distribution

- <u>Salary and Benefit Commitments</u> displays salary commitments remaining to the end of the fiscal year (April 30) by employee.

Salary and Benefit Commitments
Displays salary and benefit commitments remaining to end of fiscal year (April 30)
Time run: 6/11/2020 9:41:17 PM

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Name	Employee ID	Account Code	As of ▲▼	Remaining to Pay
████████	████████	540003	29/02/2020	$2,483.63
			29/02/2020	**$2,483.63**
		540003	29/02/2020	$2,483.63
		550801	29/02/2020	$3,927.58
			29/02/2020	**$6,411.21**
		540001	29/02/2020	$9,934.51
		550001	29/02/2020	$5,481.62
			29/02/2020	**$15,416.13**
		540003	29/02/2020	$2,686.77
		550801	29/02/2020	$4,190.64
			29/02/2020	**$6,877.41**

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Dashboard Pages: Labour Distribution & Salary JEs

- The Labour & Salary JEs page displays KPIs at the top of the page that summarize the two detailed reports below: Labour Distribution - Details & Salary and Benefit Journal Entries.

- Labour Distribution - Details displays the salary and benefits processed through HR by employee, pay period and chartfield, and includes useful information including Job Description, Job Department, and percentage of salary/benefits allocation. The total for the selected time period is displayed at the top of the page in the *"Labour Distribution"* KPI.

- The Salary and Benefit Journal Entries report displays correcting and reallocation journal entry lines through salary or benefit accounts (not including PDA accounts) for the selected time period. The total for the selected time period is displayed at the top of the page in the second *KPI "Salary JEs"*.

- The *"Total Salary & Benefits"* KPI represents the total amount of salary and benefits for the selected time period.

$259,153.71
Labour Distribution
Labour Dist. Transaction from HR

($149,630.03)
Salary JEs
Entries from GL

$109,523.68
Total Salary & Benefits
HR Labour + GL Journals

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Access & Security

- Access to the Statement of Operations dashboard in BI is based on the existing security in Mosaic, specifically, the MCM_GL_NVSUSR security role. Therefore, if you have access to run nVision Statement of Operations nVision reports in Mosaic, you should have access to the BI dashboard. To request access to this dashboard, please contact Sam Petryk (petrykss@mcmaster.ca) and copy your supervisor.

- Labour distribution security in BI is also based on the existing labour distribution security in Mosaic. To request labour distribution access, please contact Chris Sylvester (sylvest@mcmaster.ca) in Financial Affairs, providing your Mac ID, chartfield for which you're requesting access (business unit, fund, dept, program) and copy your supervisor.

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Training & Support

In addition to the overview provided in this document, the following training materials are available on the IRA website:

- [Video tutorials to help you get started](#)

- An [FAQ](#) to help guide you through common questions

For questions about training, please contact Chris Ferguson (ferguscr@mcmaster.ca) or Vanessa Kientega (kienteg@mcmaster.ca).

Access & Technical Support

For technical related or access issues, please contact Sam Petryk at petrykss@mcmaster.ca.

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