

Statement of Operations Dashboard

Business Intelligence User Guide



September 2022

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.



Table of Contents

What's New in BI Statement of Operations Dashboard	4
Dashboard Pages	5
Fiscal Yr Stmt	6
Stmt by Date Range	7
Multi Yr Stmt	9
GL Transactions	10
Labour Distribution	11
Labour Distribution & Salary JEs	13
Access & Security	14
Training & Support	15

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
- GL transactions includes various details from submodules (accounts receivable, travel & expense, etc.) for applicable journal lines (e.g. voucher ID, invoice ID, supplier)

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.

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 or using the preset views/formats located in “Switch View” menu, 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.

Measure 1: Adjusted Budget
 Measure 2: Adjusted Balance Available
 Measure 3: No Selection
 Measure 4: No Selection

Account Column 1: Account Level 1
 Account Column 2: No Selection
 Account Column 3: No Selection
 Account Column 4: No Selection
 Account Column 5: No Selection

Filters Selected

Fiscal Year: 2021
 Fiscal Period: 5
 Framework Group: -
 Envelope: -
 Sub Envelope: -
 Business Unit: MAC01
 Fund Code: 20
 Dept: 1
 Program: -

Switch View By Account

Fund
20

Dept	Program	Account Level 1	Account Code	Account Description	Month To Date (MTD)	Year to Date	Encumbrance	Budget	Balance Available	Adjusted Budget	Adjusted Balance Available
	30000	Net Income									
		Total Revenue	480000	Rev Transf - Oper Alloc	\$0.00	(\$378,999.96)	\$0.00	(\$378,999.96)	\$0.00	\$0.00	\$378,999.96
		Total Revenue Total			\$0.00	(\$378,999.96)	\$0.00	(\$378,999.96)	\$0.00	\$0.00	\$378,999.96
		Expenses									
			500101	Teaching Release	\$0.00	\$0.00	\$0.00	\$48,000.00	\$48,000.00	\$0.00	\$0.00
			500111	Academic Admin Stipend	\$2,874.78	\$10,721.93	\$0.00	\$39,000.00	\$28,278.07	\$0.00	(\$10,721.93)
			500801	Recov Acad Sal External	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			510001	Benefits Academic FT	\$56.07	\$213.95	\$0.00	\$1,290.00	\$1,076.05	\$0.00	(\$213.95)
			540001	Support Salaries FT	\$32,396.13	\$106,597.11	\$0.00	\$220,000.00	\$113,402.89	\$0.00	(\$106,597.11)

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](#)

Dashboard Pages: Stmt by Date Range

- Statement of Operations by Date Range displays revenue and expenses, encumbrances, budget, and adjusted budget for the selected date range.
- Information can be viewed at various levels of detail using the preset views/formats located in “Switch View” menu, with the ability to drill down to the transaction level.
- The different account levels are based on the roll up account sections of the Hyperion Statement of Operations.

Filters Selected

Start Date: 05/01/2022
 End Date: 09/30/2022
 Framework Group: -
 Envelope: -
 Sub Envelope: -
 Business Unit: MAC01
 Fund Code: 20
 Dept: Deputy Provost
 Program: 30000

Switch View All Account Levels ▼

Fund	Dept	Program	Account Level 1	Account Level 2	Account Level 3	Account Description	Account Code	Current Period	Encumbrance	Budget	Balance Available	Adjusted Budget	Adjusted Balance Available
20		30000	Net Income	Total Revenue	Other Revenue	Transfers	Int Rev Trnsfr-within FUND	480050	(\$2,500.00)	\$0.00	\$0.00	\$2,500.00	\$2,500.00
						Transfers Total			(\$2,500.00)	\$0.00	\$0.00	\$2,500.00	\$2,500.00
						Other Revenue Total			(\$2,500.00)	\$0.00	\$0.00	\$2,500.00	\$2,500.00
				Operating Allocation	Framework Allocation	Rev Transf - Oper Alloc	480000	(\$420,000.00)	\$0.00	(\$175,000.00)	\$245,000.00		\$420,000.00
						Framework Allocation Total		(\$420,000.00)	\$0.00	(\$175,000.00)	\$245,000.00		\$420,000.00
				Operating Allocation Total				(\$420,000.00)	\$0.00	(\$175,000.00)	\$245,000.00		\$420,000.00
				Total Revenue Total				(\$422,500.00)	\$0.00	(\$175,000.00)	\$247,500.00		\$422,500.00
			Expenses	Salary and Benefits	Net Acad Salaries and Benefits	Academic Admin Stipend	500111	\$4,807.70	\$0.00	\$10,540.86	\$5,733.16	\$0.00	(\$4,807.70)
						Benefits Academic FT	510001	\$197.10	\$0.00	\$423.75	\$226.65	\$0.00	(\$197.10)
						FB Honorarium PT	511010	\$812.64	\$0.00	\$0.00	(\$812.64)	\$0.00	(\$812.64)
						Honorarium PT	501002	\$4,350.00	\$0.00	\$0.00	(\$4,350.00)	\$0.00	(\$4,350.00)
						Teaching Release	500101	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00
						Net Acad Salaries and Benefits Total		\$10,167.44	\$0.00	\$30,964.61	\$20,797.17	\$0.00	(\$10,167.44)
				Net Non-Acad Salary & Benefits	Benefits Support Full Time	550001	\$10,158.64	\$0.00	\$47,680.58	\$37,521.94	\$0.00	\$0.00	(\$10,158.64)
					Default FB invalid combo codes	551099	\$22.00	\$0.00	\$0.00	(\$22.00)			(\$22.00)
					Default Sal invalid combo code	541099	\$94.82	\$0.00	\$0.00	(\$94.82)			(\$94.82)
					Support Salaries FT	540001	\$26,958.90	\$0.00	\$263,532.50	\$236,573.60	\$0.00	\$0.00	(\$26,958.90)
				Net Non-Acad Salary & Benefits Total				\$37,234.36	\$0.00	\$311,213.07	\$273,978.71	\$0.00	(\$37,234.36)

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 or using the preset views/formats located in “Switch View” menu, 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: 9/14/2022 10:50:45 AM

Column 1: Account Level 1 | Column 2: No Selection | Column 3: No Selection | Column 4: No Selection | Column 5: No Selection [OK]

Filters Selected

Fiscal Year: 2021,2022
 Fiscal Period: -
 Framework Group: -
 Envelope: -
 Sub Envelope: -
 Business Unit: MAC01
 Fund Code: 20
 Dept: []
 Program: 30000

Switch View By Account []

Fund
20

Dept	Program	Account Level 1	Account Code	Account Description	Actuals		Budget	
					2021	2022	2021	2022
	30000	Net Income	480000	Rev Transf - Oper Alloc	(\$378,999.96)	(\$400,000.00)	(\$378,999.96)	(\$400,000.00)
				Total Revenue Total	(\$378,999.96)	(\$400,000.00)	(\$378,999.96)	(\$400,000.00)
		Expenses	500101	Teaching Release	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00
			500111	Academic Admin Stipend	\$25,095.83	\$35,964.32	\$39,000.00	\$25,000.00
			500801	Recov Acad Sal External	\$0.00		\$0.00	
			510001	Benefits Academic FT	\$1,017.26	\$2,547.65	\$1,290.00	\$457.00
			540001	Support Salaries FT	\$266,146.72	\$223,860.89	\$220,000.00	\$288,230.31
			550001	Benefits Support Full Time	\$67,353.27	\$87,324.30	\$59,000.00	\$79,667.00
			590010	MPDA	\$0.00	\$164.72	\$0.00	\$0.00
			590088	PDA Year End Offset	\$0.00	(\$164.72)	\$0.00	\$0.00
			590099	PDA Allocation	\$0.00	\$164.72	\$0.00	\$0.00

Dashboard Pages: GL Transactions (Summary View)

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

Switch View **Summary** ▼

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: GL Transactions (Details View)

- GL Transactions (Details View) displays any available/applicable Accounts Payable, Purchasing, Travel and Expense and Accounts Receivable details for the journal line. This additional information is located to the right of the journal entry fields

Accounts Payable								Travel & Expense								Accounts Receivable (including Direct Journal Deposits)							
Voucher ID	Invoice	Voucher Line Description	Supplier Name	Supplier Name (One-Time)	Purchase Order ID	Invoiced Fiscal Date	Submitted by	Expense Report ID	Employee ID	Employee Name	Sheet Name	Business Purpose	Exp Line Descr	Expense Date	Submitted By	Invoice ID	Line Description	Customer	Received From	Received For	Deposit ID	Payment ID	
0093401	MAC011-IN027488	PHCNP Transfer Payment Aug 22	COU Holding Association Inc			8/31/2022																	
0093401	MAC011-IN027469	PHCNP Transfer Payment July 22	COU Holding Association Inc			7/31/2022																	
0093401	MAC011-IN027374	PHCNP Transfer Pymnt June 2022	COU Holding Association Inc			6/30/2022																	
0093401	MAC011-IN027274	PHCNP xfer Pymnt Apr/May 22	COU Holding Association Inc			5/31/2022																	
																	ILO-001317	McMaster Psychiatry Handbook	Apple Inc.				
																	ILO-001317	GMFM App+	Apple Inc.				
																	ILO-001318	Online Sales	Stripe Inc.				

Dashboard Pages: Labour Distribution

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

72

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

Dashboard Pages: Labour Distribution

- Salary and Benefit Commitments 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

72 [REDACTED]

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

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

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.

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 Ilkay Sakir (sakiri@mcmaster.ca) or Stevan Pantic (pantics@mcmaster.ca).

Access & Technical Support

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