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*Statement of Operations Dashboard FAQ*

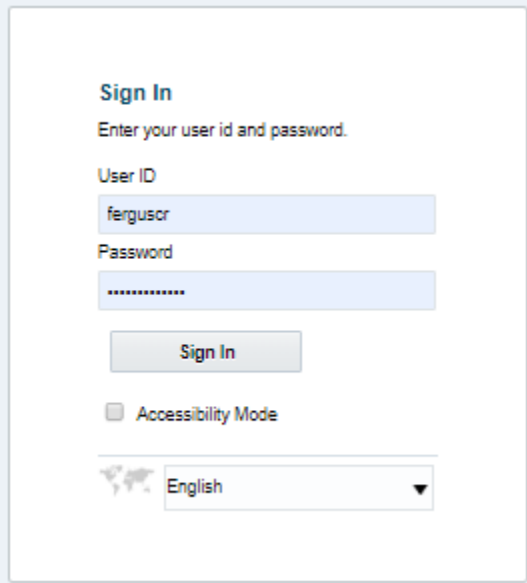
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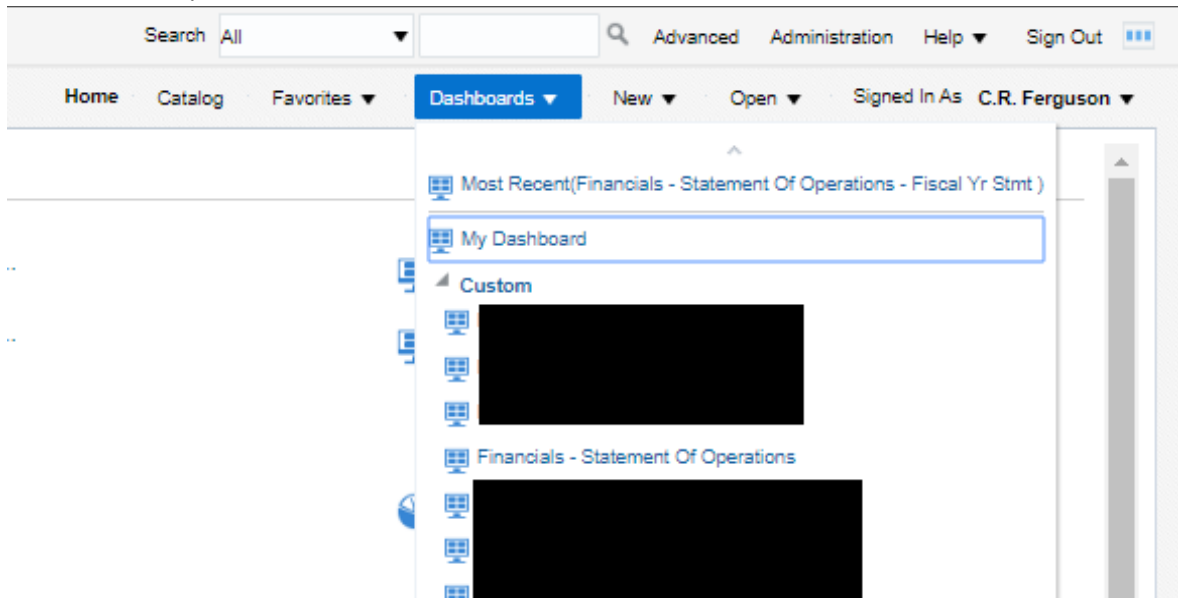
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## How can I access the Financials – Statement of Operations dashboard?

1. Navigate to [bi.mcmaster.ca](https://bi.mcmaster.ca). Do not include 'www' in the URL.
2. Enter your MacID and MacID password:

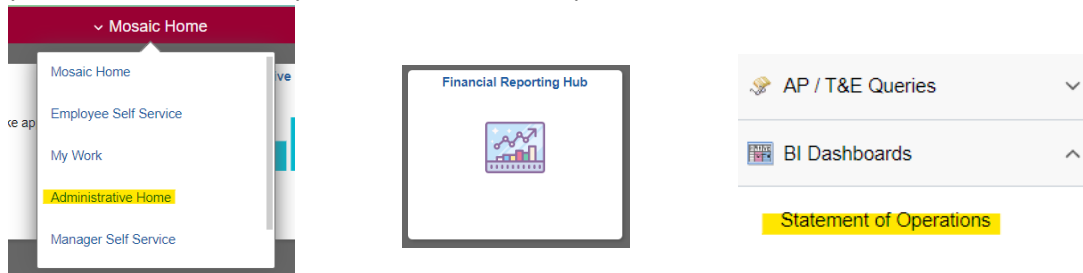


3. If you are unable to sign in, check that you are connected to the McMaster network, either by using Wifi on campus or by using a VPN to connect to the network. If your issue persists, please contact [irahelp@mcmaster.ca](mailto:irahelp@mcmaster.ca).
4. Once logged in, use the 'Dashboard' menu in the top right corner to select the Financials – Statement of Operations dashboard:



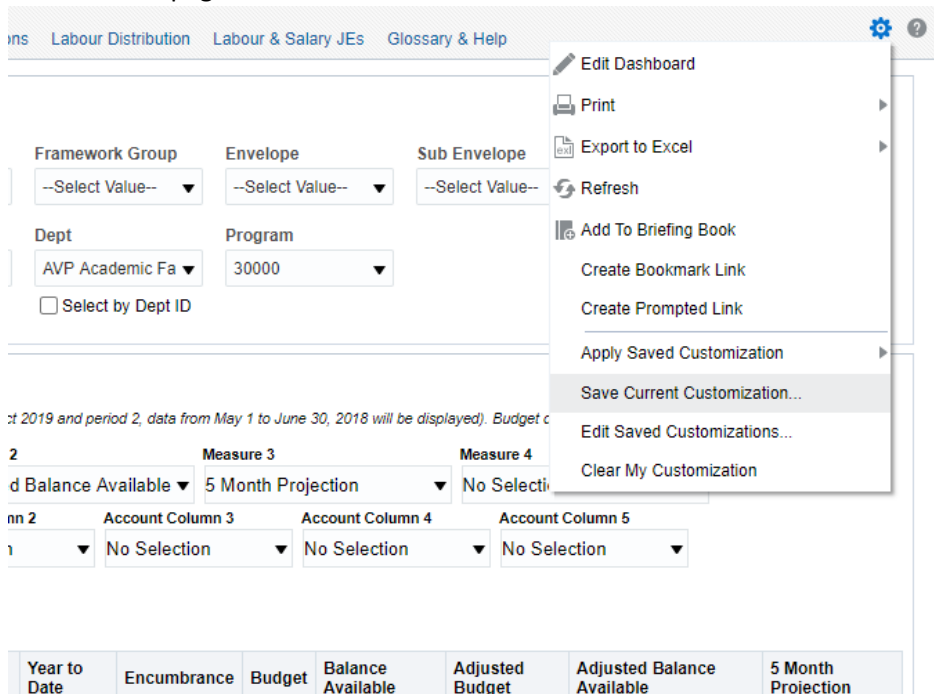
## Can I login to BI via Mosaic?

1. The Statement of Operations dashboard is accessible through the Financial Reporting Hub (from Mosaic homepage, go to Administrative home in top centre drop down menu, then Financial Reporting Hub tile). Under the BI Dashboards section, you will find the Statement of Operations dashboard, which will take you to the BI login page. After entering your Mac ID and password, you will be taken directly to the Statement of Operations dashboard.

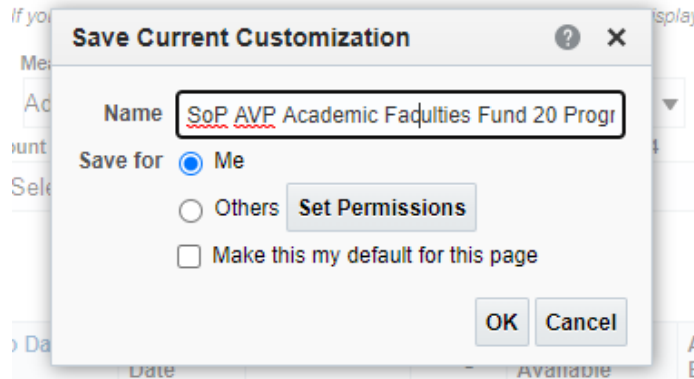


## Can I save the selections I have made so that I do not need to select them again the next time I view the report? (Saved Customizations)

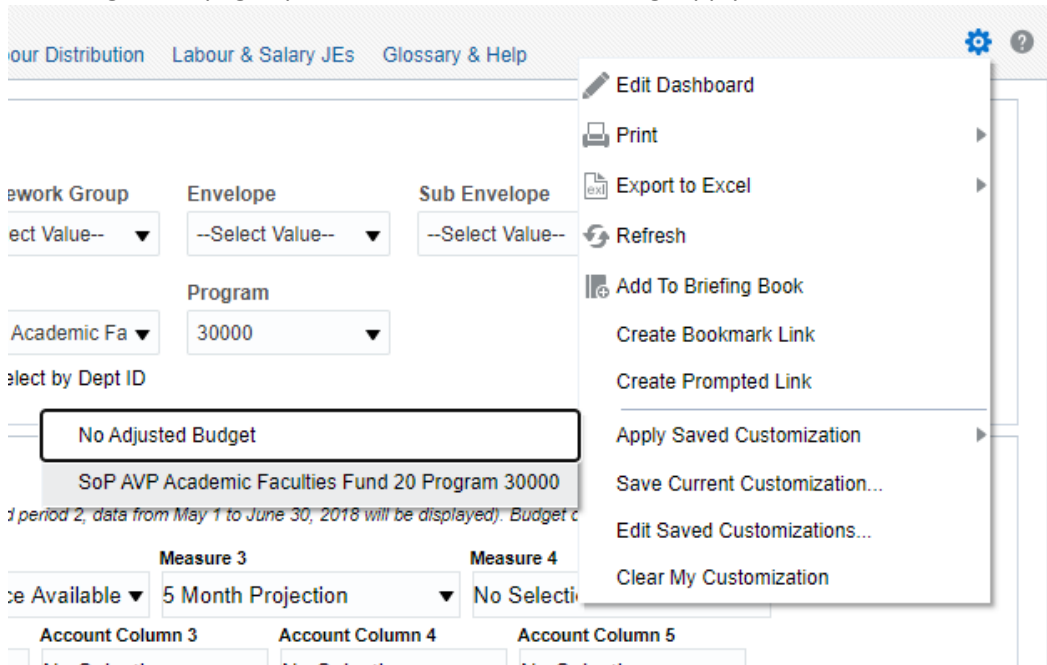
1. Yes, it is possible to save all the selections you have made in the filters as well as any changes you have made to the formatting of the reports. This feature is called 'Saved Customizations'.
2. To save your selections and formatting, click the 'Page Options' click-wheel in the top right-hand corner of the page:



3. Click on 'Save Current Customization...'. A 'customization' is the Oracle terminology for saving all the filters you have applied as well as any formatting changes you have made to the reports. A new dialog box will open prompting you to name your customization. Try to give it a descriptive name so that you remember what you saved.



4. If you wish, you can click 'Make this my default for this page' and the report will run as you have it set-up every time you load the page.
5. If you do not wish to make these settings your default, you can run this customization by returning to the page options click-wheel and selecting 'Apply Saved Customization':



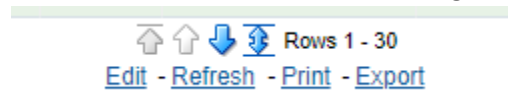
6. You may save as many different customizations for a single page as you wish.

Why do I need to select my filters for each page? Can I just select the correct department, fund, etc. one time and have it applied everywhere?

1. Unfortunately, you need to use the filters to make selections on each dashboard page. For example, if on the 'Fiscal Yr Stmt' page you select a specific Dept and then wish to switch to the 'Multi Yr Stmt' page, you will need to select this Dept again.
2. We strongly recommend that all users take advantage of the 'Saved Customizations' feature to set defaults and to save any commonly generated reports.

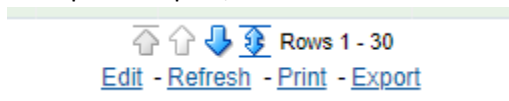
I can only see the Top 30 rows of a table; how can I expand the table to see more rows?

1. If you have generated a report with more than 30 rows, only the first 30 will be displayed by default.
2. To view the other rows, use the arrows at the bottom of the report. You can click the down arrow to view the next 30 rows or the two-sided arrow on the right to show all rows:

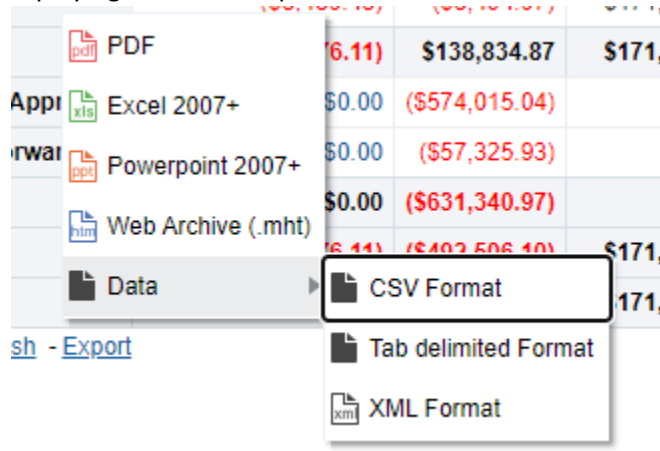


Can I download reports to Excel?

1. All reports in BI can be exported to Excel and other formats.
2. To export a report, scroll to the bottom of the table and click 'Export':



3. A menu will pop up displaying the format options available:



4. If you select Excel as your export format, the report will be downloaded with the same formatting as the displayed report. For example, any cells that appear merged on the dashboard will also be merged in the exported report.

5. In order to download the data with no formatting, we recommend choose 'CSV Format'. This format will export the data that appears in the report without any additional formatting.

### How can I add leading zeros when exporting to Excel/CSV?

1. Sometimes when exporting a report, you may notice that the 'leading zeros' are dropped when you open the report in Excel.
2. To retain the leading zeros, first download the desired report data as a CSV or tab delimited flat file.
3. Next, open a blank Excel sheet before opening the downloaded data. Select the full excel sheet and change the data type on all cells to Text.
4. Next, click the 'Data' tab in Excel and choose to import data 'From Text/CSV'. When you select the downloaded data to import, the data will be retained.

### How can I add or remove columns from my report?

1. You may notice that above many of the reports on the Financials – Statement of Operations dashboard there are drop-down menus labelled 'Measure 1', 'Measure 2', 'Account Column 1', etc.

The image shows a set of column selector controls. At the top, there are four dropdown menus labeled 'Measure 1', 'Measure 2', 'Measure 3', and 'Measure 4', each currently set to 'No Selection'. Below these are five dropdown menus labeled 'Account Column 1' through 'Account Column 5'. 'Account Column 1' is set to 'Account Level 1', 'Account Column 2' is set to 'Account Level 2', and 'Account Column 3' is set to 'Account Level 3'. 'Account Column 4' and 'Account Column 5' are both set to 'No Selection'.

2. These are called Column Selectors. They are there to give you the flexibility to add or remove columns from the table as you see fit.
3. Depending on which report you are viewing, by default the column selectors may be set to a specific column, or they may show 'No Selection'. Clicking on any of them brings up a list of the columns you may add to the table.

The image shows a dropdown menu for 'Measure 1' that is open. The menu is currently set to 'No Selection'. The dropdown list contains the following options: 'No Selection', 'Adjusted Budget', 'Adjusted Balance Available', '5 Month Projection', and '8 Month Projection'. To the right, parts of other dropdown menus for 'Measure 2' and 'Account Column' are visible.

4. To remove a column from the table, you can use the 'No Selection' option in the drop-down menu. Please note that not all columns may be removed from the table in this manner.

I cannot find the value I want in the filter drop-down menu. Can I search for it?

1. When using the filters at the top of each page, you may notice that not all values are listed. For example, when using the 'Dept' filter, the list cuts off at Departments with names starting with the letter 'F'.
2. To see additional values and to search for your desired value, click More/Search at the bottom of the drop-down box.

The screenshot shows a web interface with three filter dropdowns: 'Fund Code' (set to '--Select Value--'), 'Dept' (set to 'IRA'), and 'Program' (set to '30000'). The 'Dept' dropdown is expanded, showing a list of department names. The 'More/Search...' option at the bottom of the dropdown is highlighted with a red box.

3. A new dialog box will appear from which you can search for specific values:

The 'Select Values' dialog box has two main sections: 'Available' and 'Selected'. The 'Available' section has a search filter set to 'Name Contains' and a search button. Below the search filter is a list of department names: NULL, \*Strategy Office (End DateGL) - 10379, AVP Academic Faculty - 10019, AVP Facilities - 10393, AVP and Dean Grad Studies - 10033, Acad Sustainability Operations - 10395, and Academic - 20006. The 'Selected' section contains the text 'IRA - 10005'. Between the two sections are arrow buttons for adding and removing items. At the bottom right are 'OK' and 'Cancel' buttons.

4. Use the arrow buttons to add or remove values from the 'Selected' list on the right-hand side. Click 'OK' when you are finished making selections.

## Can I select by Department ID instead of Department Name?

1. Yes, you can select by Department ID. Below the 'Dept' filter, there is a checkbox that says 'Select by Dept ID':

The screenshot shows a filter interface with the following fields:

- Fiscal Year: 2021
- Fiscal Period: 2
- Framework Group: --Select Value--
- Envelope: (All Column Value:)
- Sub Envelope: (All Column Value:)
- \* Business Unit: MAC01
- Fund Code: --Select Value--
- Dept: IRA
- Program: 30000

Below the 'Dept' field, there is a checkbox labeled "Select by Dept ID" which is highlighted with a red box. To the right of the filters are "Apply" and "Reset" buttons.

2. If you click this box, the list of displayed departments will show Department IDs (followed by the Department Name). You may select from the displayed list, type the desired Department ID, or use the search functionality to lookup the desired Department ID(s).

## How can I view an aggregate Statement of Operations for my whole department, with all programs combined?

1. Navigate to the Fiscal Yr Stmt page of the Financials – Statement of Operations dashboard in BI:



2. Select the desired time period for your report. Use the Dept filter to select the desired department. If a specific Program is selected, clear your selection so that no Program filters are applied. Hit Apply.
3. By default, the Statement of Operations displayed will break down results by Program. To view a statement aggregated for the whole Department, we need to remove the Program column from the table. To do so, right click the column header (or anywhere on the column itself) and select 'Exclude Column':

The screenshot shows a table with a context menu open over the 'Program' column header. The table has the following columns: 'Program', 'Expenses', and 'Total Revenue'. The 'Program' column header is highlighted, and the context menu is open, showing the following options: 'Keep Only', 'Remove', 'Sort Column', 'Appropriation', 'Appropriation', 'Show Subtotal', 'Show Row level Grand Total', 'Show Column level Grand Total', 'Exclude column', and 'Move Column'. The 'Exclude column' option is highlighted.

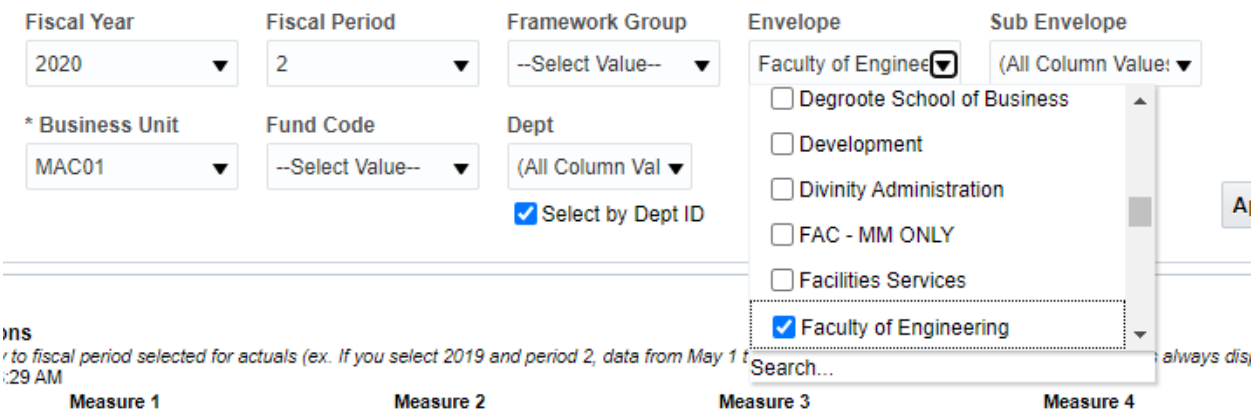


How can I view a Statement of Operations for my whole Faculty, broken down by Program?

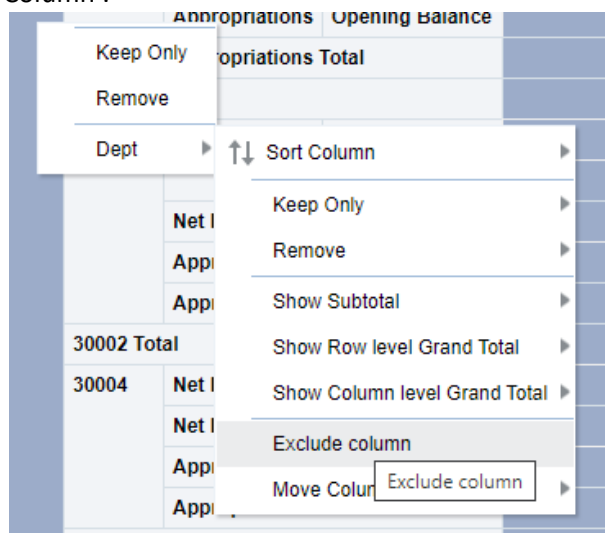
1. Navigate to the Fiscal Yr Stmt page of the Financials – Statement of Operations dashboard in BI:



2. Use the 'Envelope' filter to select the desired Faculty:



3. The default Statement of Operations will break down results by Department and Program. In this example we wish to aggregate all departments while still breaking down results by Program. To do so we must remove the Department column from the report.
4. To remove the Department column, right click anywhere on the column. Select 'Dept'-'>'Exclude Column'.



## How can I easily view the Statement of Operations at the account level?

- There are two options for pre-set reporting formats that will display the data in a statement format by account. Under the 'Switch View' menu, select 'All Account Levels' or 'By Account'.

Switch View By Account

- Summary
- All Account Levels
- By Account

Account Level 1	Account Code	Account Description	Month To Date (MTD)	Year to Date	E
Total Revenue	410150	HSR Admin Income	(\$359.43)	(\$54,360.69)	
	420040	Sales Revenue	(\$9,841.25)	(\$15,219.61)	
	460000	Other Revenue	(\$54.29)	(\$1,896.12)	
	480055	Int Rev Trnfr - Internal Rent	(\$224,852.50)	(\$179,230.00)	
	808015	INT Rec - Ancillary Fees	\$6,265.00	\$75,180.00	
Total Revenue Total			(\$228,842.47)	(\$175,526.42)	
Expenses	540001	Support Salaries FT	\$70,697.64	\$889,536.17	
	541001	Support Salaries Part Time	(\$6,950.31)	\$46,403.80	
	541005	Shift Premiums PT	\$0.00	\$21.00	
	541008	Supp Sal WorkStudy McWork PT	(\$8,425.91)	\$52,079.74	
	550004	Benefits Support Full Time	\$21,000.48	\$251,403.43	

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- Alternatively, you can use the 'Account Column' selectors (the drop-down menus available just above the report) to select 'Account Code' or 'Account Description'. Doing so will add an Account Code/Description column to the table:

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

Account Column 1 Account Level 1 Account Column 2 No Selection Account Column 3 No Selection

- No Selection
- Account Level 1
- Account Level 2
- Account Level 3
- Account Code
- Account Description

Account Level 1	Month To Date (MTD)	Year to Date	Encumbrance	Bu
Total Revenue	(\$228,842.47)	(\$175,526.42)	\$0.00	(\$175,526.42)

Why do I only see a partial list of programs in the Program filter if I select my Department? Why do I see programs listed that should not be used in my Department?

1. If a Department is selected, the Program filter will be restricted to only programs for which there is activity (at any time) under the selected Department. Since the list is filtered, it will not display all programs unless they have been used for a transaction under the selected Department. Likewise, it is possible that some programs are used in error. In this case, the program codes will still appear in the drop-down menu.

Why do I see different budget values on the Stmt by Date Range page compared to the Fiscal Yr Stmt page?

1. The Fiscal Yr Stmt page always displays the full budget amount for the entire fiscal year, regardless of which fiscal period you select.
2. On the Stmt by Date Range page, the budget amounts are calculated by month. So if you select a three-month period starting March 2020 – May 2020 (spanning two fiscal years), the budget amount will be calculated as the budgeted amounts for March, April and May summed together.

What differences are there between the Financials - Statement of Operations dashboard and the previous nVision Statement of Operations?

1. The Financials - Statement of Operations dashboard provides the same information as the previous nVision Statement of Operations, but in a more flexible, easier-to-use format and with additional types of information available to enhance the previous statement.
2. For example, on the Fiscal Yr Stmt page, users are now able to click on the 'Month-to-Date' field to generate a list of transactions corresponding to the displayed figure.

How can I generate a Statement of Operations for non-Fiscal Year ends?

1. Navigate to the 'Stmt by Date Range' page of the Financials – Statement of Operations dashboard in BI:



- Use the Start Date and End Date filter to select the start and end of the desired fiscal year (in the example below we show the calendar year):

Start Date	End Date	Framework Group	Envelope	Sub Envelope
01/01/2019 ▼	12/31/2019 ▼	--Select Value-- ▼	--Select Value-- ▼	--Select Value-- ▼
* Business Unit	Fund	Dept	Program	
MAC01 ▼	--Select Value-- ▼	AVP Academic Fa ▼	30000 ▼	
<input type="checkbox"/> Select by Dept ID				Reset ▼

### Can I view year-over-year trends?

- Yes, reports covering multiple fiscal years are available.
- Navigate to the 'Multi Yr Stmt' page of the Financials – Statement of Operations dashboard:



- Select the Fiscal Years that you would like to compare. If you wish to compare specific Fiscal Periods year-over-year, you can use the 'Fiscal Period' filter as well.
- The resulting report will display both the actuals and budgeted amounts for each fiscal year. If you have selected multiple specific fiscal periods and wish to see them broken out individually instead of aggregated, hover over the displayed Fiscal Years and click the 'Fiscal Year' column header to drill-down one level:

	Actuals			Budget		
Fiscal Year	2018	2019	2020	2018	2019	2020
	2018 Q	2019 Q	2020 Q	2018 Q	2019 Q	2020 Q
Account Level 1	Period 1 - 2017-05-01	Period 1 - 2018-05-01	Period 1 - 2019-05-01	Period 1 - 2017-05-01	Period 1 - 2018-05-01	Period 1 - 2019-05-01

- A new breakdown for 'Fiscal Quarter' will appear. Click this column header as well to drill to the 'Fiscal Period' level.

### Can I compare monthly totals to the same period from previous years?

- Navigate to the 'Multi Yr Stmt' page of the Financials – Statement of Operations dashboard:



- Select the Fiscal Years that you want to compare.
- Use the 'Fiscal Period' selection to select one or more months (fiscal periods) that you wish to compare. Fiscal periods are numbered according to the Fiscal Year. Fiscal Period 1 corresponds to May, 2 corresponds to June, 12 corresponds to April, etc.

- The report will now filter each of the displayed fiscal years for only the selected fiscal periods in each month. Doing so allows comparisons to be made between the same fiscal periods across multiple fiscal years.
- If you select multiple fiscal periods, by default they will be combined in the displayed report. To view each individually, click the column header to drill-down to the fiscal period level.

- Click the column header 'Fiscal Year':

	Actuals			Budget		
Acc	Fiscal Year	2018	2019	2020	2018	2019

- The report drills-down to the 'Fiscal Quarter'. Click the 'Fiscal Quarter' column header:

	Actuals			Budget		
	2018	2019	2020	2018	2019	2020
Fiscal Quarter	2018 Q	2019 Q	2020 Q	2018 Q	2019 Q	2020 Q

- The report now displays the selected fiscal periods separately for each year instead of combined:

Actuals						Budget	
2018		2019		2020		2018	
2018 Q		2019 Q		2020 Q		2018 Q	
Period 2 - 2017-06-01	Period 3 - 2017-07-01	Period 2 - 2018-06-01	Period 3 - 2018-07-01	Period 2 - 2019-06-01	Period 3 - 2019-07-01	Period 2 - 2017-06-01	Period 3 - 2017-07-01

### Is revenue displayed as a positive value or a negative value?

- Revenue is displayed the same as on the Hyperion Statement of Operations. It is accounting-based (credits displayed as negatives, and debits displayed as positives), meaning incoming revenue is displayed as a negative value and expenses are displayed as a positive value.

$$\text{Revenue} - \text{Expenses} + \text{Appropriations} = \text{Grand Total}$$

### Can I view the individual transactions that make up the amounts I see on the Statement of Operations?

- The ability to drill-down from summary reports to individual transactions is one of the key enhancements of the Financials – Statement of Operations dashboard over the previous nVision Statement of Operations report.
- Almost all summary reports on the Financials – Statement of Operations dashboard allow the user to drill-down to view individual transactions. Depending on the type of report, the drill-down options may vary, including:
  - General Ledger transactions, including additional details from other submodules (e.g. accounts receivable, travel and expense), if applicable

- Labour Distribution (Payroll) transactions

3. To access the drill-down reports, simply click on values that are highlighted in blue. A link will appear that says 'Click to view GL transactions':

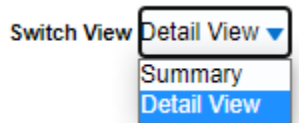
Month To Date (MTD)	Year to Date	Encumbrance	Budget	Balance
\$2,21			\$0.00	
\$2,21			\$0.00	
\$2,219.60	\$2,21			

Why do the totals on the Labour Distribution page not match the totals on salary accounts displayed on the Fiscal Yr Stmt page for the same period?

1. The Labour Distribution page shows only transactions from the Payroll system/processed through HR. It does not include journal entries made to salary and benefit accounts.
2. To reconcile Labour Distribution reports with the Statement of Operations, please use the Labour & Salary JEs page. This page displays the transactions from Payroll alongside any journal entries made to salary and benefit accounts.

How can I get more information on a journal line/amount I see in BI Statement of Operations (e.g. accounts receivable, accounts payable, travel and expense details)?

1. On the GL Transactions tab, use the Switch View menu to select Details View. This will bring up a report including various accounts payable, purchasing, travel and expense, and accounts receivable details for applicable journal lines.



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	

2. Alternatively, when you drill down on an amount from one of the Statement reports, the drill down report will include applicable accounts payable, purchasing, travel and expense, and accounts receivable details.