

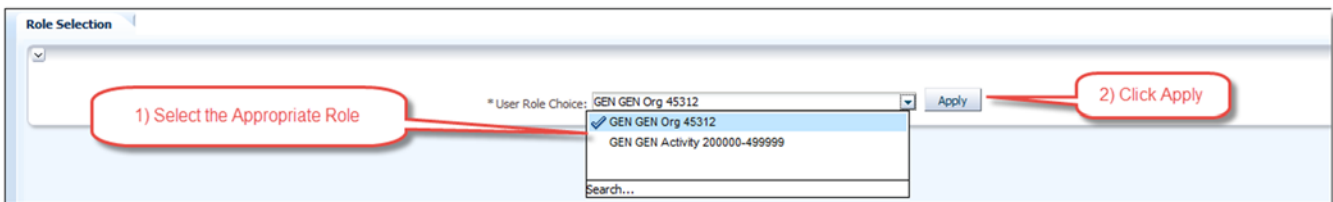
## Dashboard-in-a-Dash: GL Account Monitoring

*User Roles: Financial controllers, Auditors,  
 Finance Administrators and Operations Coordinators  
 Last Updated: June 24, 2017*

<b>Purpose</b>	The GL Account Monitoring Dashboard focuses on providing the user with summary balances for Actual amounts for a specific range of periods during a Fiscal Year for all 7 Chart of Accounts (CoA) segments. The user has the option of selecting one or more of the CoA segments to be displayed in the dashboard output.
<b>Questions Commonly Answered by this Dashboard</b>	<ul style="list-style-type: none"> <li>• What is the summary view of expenses for specific combinations of the selected chart of account segments for a requested period?</li> <li>• What are my balances for the child and/or roll-up level for specific objects?</li> <li>• What are my variances and comparisons of actuals to a budget type for the selected period?</li> </ul>
<b>Access</b>	Log into OBI at <a href="https://obi-prod.cadm.harvard.edu">https://obi-prod.cadm.harvard.edu</a> . Select <b>Dashboards-&gt; FIN-Core&gt; GL Account Monitoring</b> .
<b>Tabs found on this Dashboard</b>	<ul style="list-style-type: none"> <li>• <b>Role Selection:</b> Select your role in order to render the dashboard.</li> <li>• <b>GL Actual Balances:</b> Provides high level information at the 7 CoA segments by allowing the user to select any of the object code levels or groups such as Revenue, Expense, Non-Operating, Assets, etc.</li> <li>• <b>GL Actual and Budget Balances:</b> Provides high level actual and budget information aggregated by Org/Activity at the 7 CoA segments for specific object code levels or groups of Revenue, Expense, and/or Non-Operating.</li> </ul>

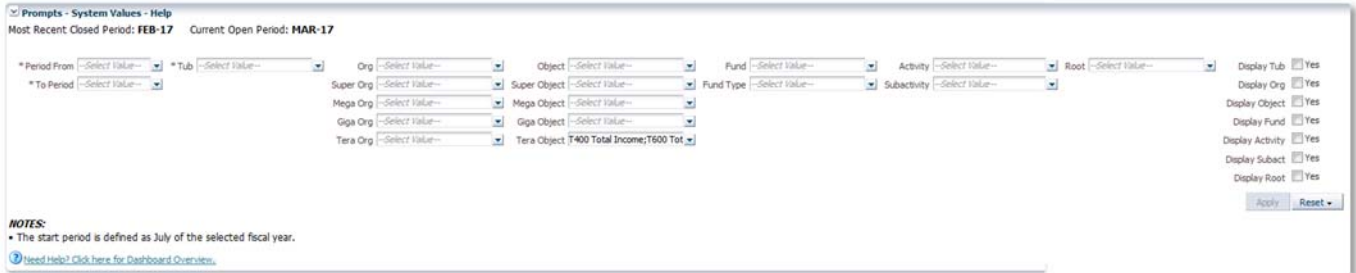
### Role Selection

The first tab you will encounter is the Role Selection tab. Select the appropriate role (security profile) you will use to execute the dashboard from the Role Selection page and click the Apply button.



**If you do not click the Apply button you will get "No Results" when you attempt to render the dashboard.** Please note that if you only have one "User Role Choice" **you must still select it and click Apply.**

## Prompts



- The start period for this dashboard is defined as July of the selected fiscal year.
- \*Period From, \*To Period and \*Tub are required prompts and must be populated before the dashboard can be rendered.
- On the **GL Actuals Balances Tab**, the Tera Object will default to the following values: **T400 Total Income; T600 Total Expenses; T898 Sponsored Budget Only; T901 GOA Non-Operating Changes in N; T951 Endowment Changes in Net Asset; T981 LIF Change in Net Assets.**
- On the **GL Actuals and Budget Balances Tab**, the Tera Object will default to this value: **T600 Total Expenses.**
- Choose which chart segments to display by checking off the appropriate Display checkbox.

## Sample Output-GL Account Balances Tab

**GL Actual Balances**  
 Time run: 3/28/2017 4:55:01 PM

Tub	Org	Object	Fund	Activity	Subact	Root	Amount from JUL-16 to MAR-17	Ending Balance as of MAR-17
---	---	6050	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6052	---	---	---	---	5,000.00	5,000.00
---	---	6054	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6070	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6201	---	---	---	---	5,000.00	5,000.00
---	---	6270	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6271	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6274	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6280	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6281	---	---	---	---	(5,000.00)	(5,000.00)
---	---	6321	---	---	---	---	5,000.00	5,000.00
---	---	8220	---	---	---	---	5,000.00	5,000.00
---	---	8620	---	---	---	---	5,000.00	5,000.00
<b>Grand Total</b>							<b>(15,000.00)</b>	<b>(15,000.00)</b>

Rows of Data Returned 13

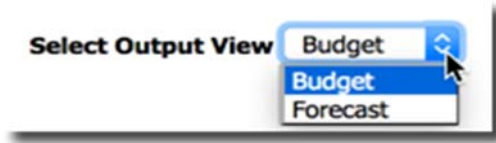
[Export](#)

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### Sample Output-GL Actual and Budgets Tab

There are two views of this dashboard: Budget and Forecast



### Budget View

Select Output View Budget

Tub	Org	Object	Fund	Activity	Subact	Root	Budget Annual Amount	Actual as of MAR-17	Annual Budget \$ Variance	% of Annual Budget
---	---	6050	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6052	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	6054	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6070	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6201	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	6270	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6271	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6274	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6280	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6281	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6321	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	8220	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	8620	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
<b>Grand Total</b>							<b>0.00</b>	<b>(15,000.00)</b>	<b>15,000.00</b>	<b>100.0</b>

Rows of Data Returned 13

### Forecast View

Select Output View Forecast

Tub	Org	Object	Fund	Activity	Subact	Root	Forecast Annual Amount	Actual as of M/...	Annual Forecast \$ Variance	% of Forecast
---	---	6050	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6052	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	6054	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6070	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6201	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	6270	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6271	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6274	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6280	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6281	---	---	---	---	0.00	(5,000.00)	5,000.00	100.0
---	---	6321	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	8220	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
---	---	8620	---	---	---	---	0.00	5,000.00	(5,000.00)	100.0
<b>Grand Total</b>							<b>0.00</b>	<b>(15,000.00)</b>	<b>15,000.00</b>	<b>100.0</b>

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### **Tips for Using this Dashboard**

- Additional columns can be added to this dashboard by selecting column and accessing the right-click menu.
- You can also use the right-click menu to view subtotals and grand totals by chart segment-right-click on the column for which you wish to subtotal.
- Dashboard will only return results if the Period From selection is prior then the To Period selection.
- Dashboard will only return results if the Period From and To Period selections are within the same fiscal year.
- Accounts that have a \$0 or null amount for all data columns included in the dashboard page are excluded.
- The Budget Annual Amount column displays the annualized budget amount. The column will display the full budget for the fiscal year, regardless of the period selected in the prompts.

### **Need Additional Help?**

- Find out more about this dashboard at our [wiki site](#).
- Contact the HUIT Support Center, 617-496-2001, or via email at [ithelp@harvard.edu](mailto:ithelp@harvard.edu).