

DASHBOARD – MONTHLY FINANCIAL REVIEW CHECKLIST

User Guide

Contents

Purpose of the Dashboard	1
How to Run the Dashboard.....	1
Basic Features of the Dashboard	5
Labor Suspense Review.....	6
Non - Labor Suspense Review.....	8
Unapproved Expense Reports.....	9
Unexpensed Credit card transactions >= 45 days.....	10
Notes.....	11

Purpose of the Dashboard

The purpose of dashboard is to give a summarized view of key reports included in the Monthly financial review checklist. Key reports have been filtered to include summary information in an easy to read format. The intent is that a user can view at a high level the areas that should be focused on for the monthly review.

We intend to iteratively add to the dashboard based on user feedback and the roll out of new reports to support the monthly financial review checklist.

How to Run the Dashboard

1. Log into the Workday production environment:
<https://www.myworkday.com/yale/d/home.html>
2. Use your usual netid and password.

Yale Central Authentication Service

Login required

You may establish Yale authentication now in order to access protected services later.

NetID:

Password:

Warn me before logging me in to other sites.

Login

Please note

Before entering your NetID and password, verify that the URL for this page begins with: **https://secure.its.yale.edu**

To protect your privacy, quit your web browser when you are done accessing services that require authentication.

CAS Login

CAS Logout

Help with CAS

Feedback

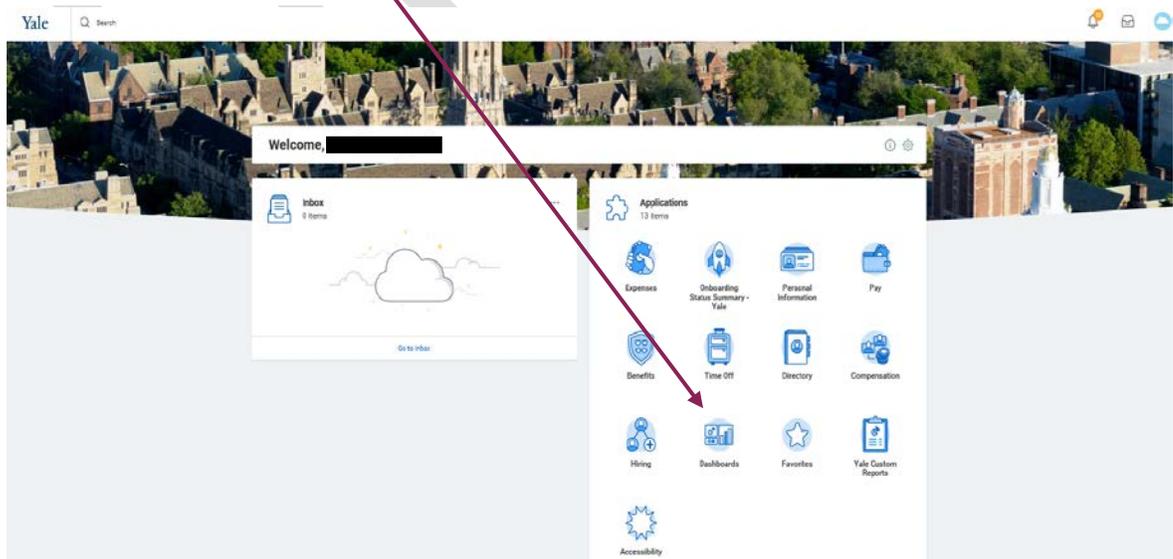
Forgot your password?

Changing your password

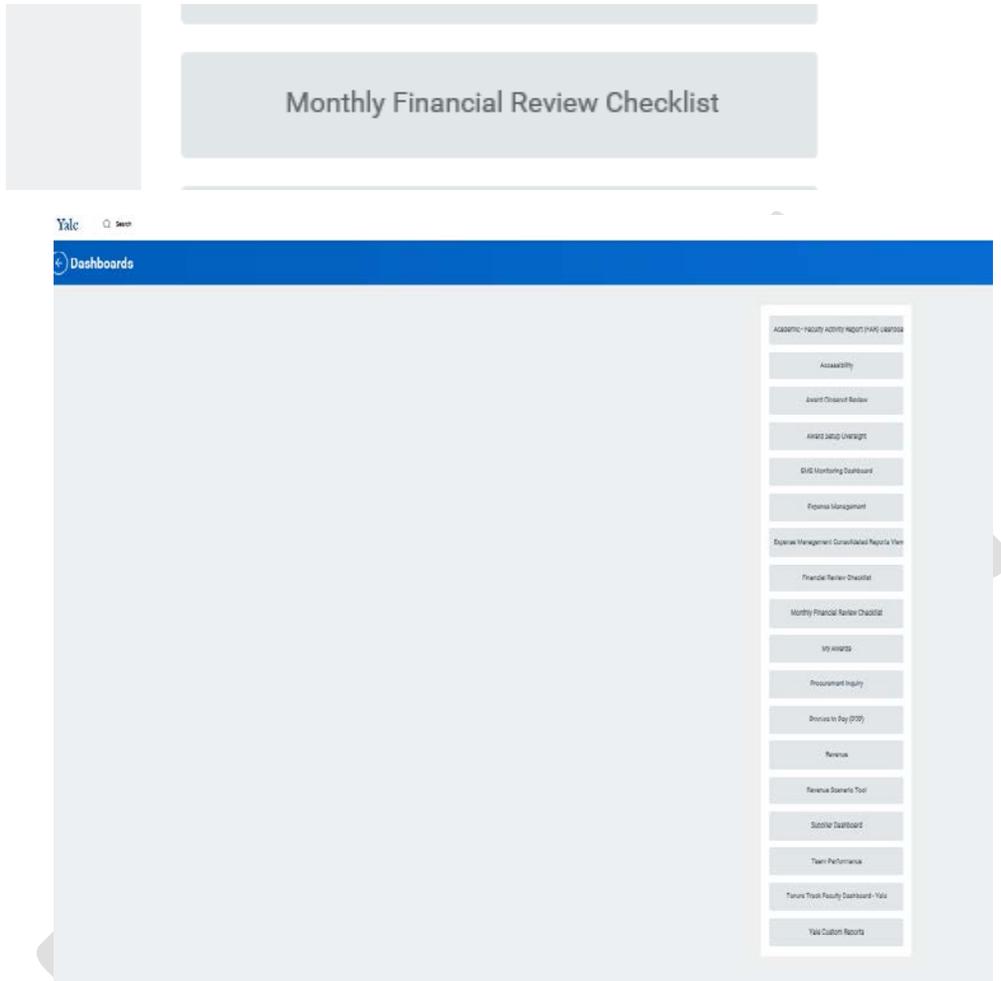
- From the Home page - Click "Dashboards" . Important to not search for Dashboard as you will encounter the sub reports that make up the dashboard in that search. The best way to navigate to the dashboard is to use the Dashboard worklet.



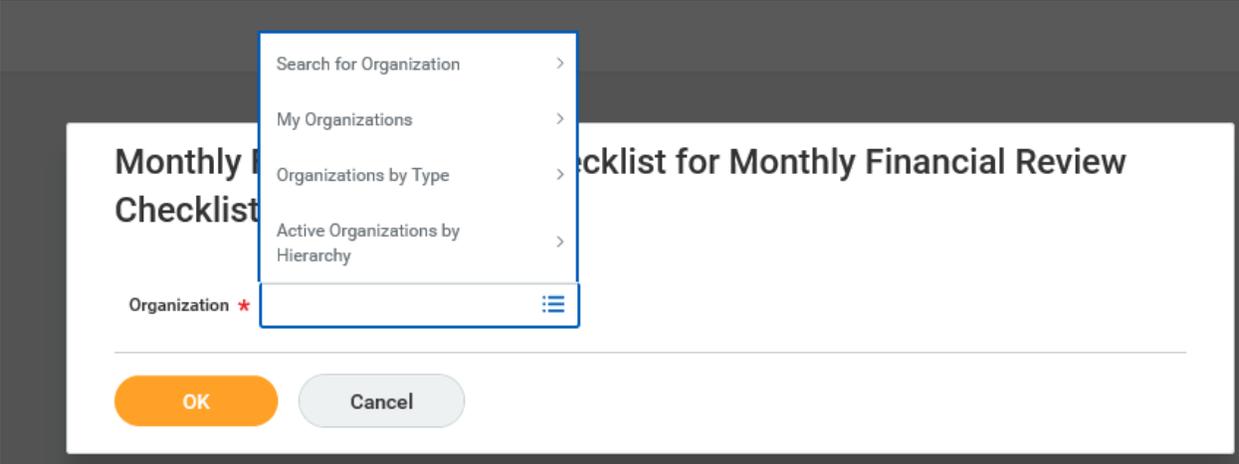
Dashboards



4. Select “Monthly Financial Review Checklist” from the list to launch the dashboard. The other dashboard “Financial Review Checklist” is a list of reports and not the actual dashboard.



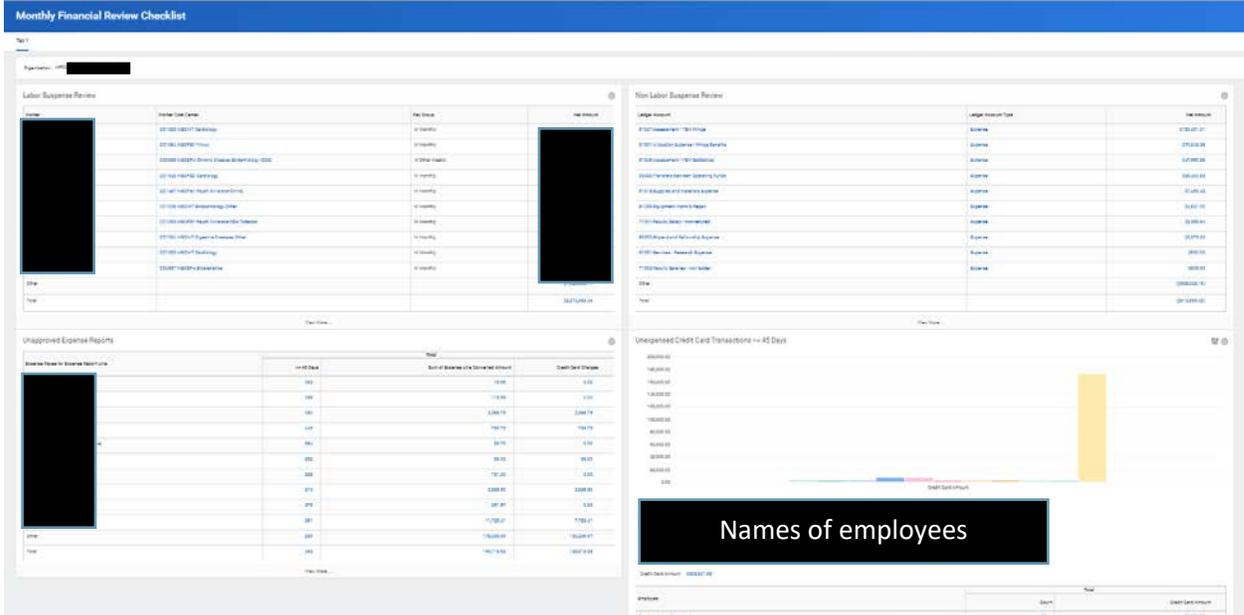
5. Select from menu or Type in Cost Center, Planning unit or organization of your choice and click “OK”



Monthly Financial Review Checklist for Monthly Financial Review Checklist



6. You will see the Monthly Financial Review Checklist Dashboards **“Overview”**



Basic Features of the Dashboard

The summary view results for each report are shown below, the results are summarized in many cases to focus on risk areas or to be able to show a large volume of data in a way that can be interpreted easily. Each report is described below with some key features.

Labor Suspense Review

This report is to be used to assist the users in clearing suspense transactions timely, in accordance with the Yale Accounting Manual: [Suspense Transactions Accounting Manual Guidance](#)

The report is limited to include suspense transactions related to labor. It is summarized by worker at a net amount level. The full labor suspense report has a summary by each worker and includes detail by budget date. This summary is meant to direct attention to the largest net amounts that need attention. In addition, you can drill on the Net Amount and View By “Fiscal Year/Month” to get more detail about the periods that have activity.

The dashboard report contains the following filters (which are also in the full report):

PG999999 – system generated suspense

PJ028458 Temp Charging – Payroll Only – to be Cleared

PJ101291 Temp Charging – Non-Payroll Only – to be Cleared

PJ105201 Cost Transfers denied by OSP – Payroll Only

PJ105202 Cost Transfers denied by OSP – Non-Payroll Only

PJ104818 – This project will be closed however is included in the report output so that it can be cleared prior to closure.

PJ006725 - This project will be closed however is included in the report output so that it can be cleared prior to closure.

To identify the labor related suspense transactions, the report includes data from the following payroll journal sources:

- Payroll Accounting Adjustment
- Payroll Actual Accrual
- Fringe Benefit
- Fringe Benefit Actual Adjustment

Monthly Financial Review Checklist

Organization HPCC40 [REDACTED]

Labor Suspense Review



Worker	Worker Cost Center	Pay Group	Net Amount
[REDACTED]	CC [REDACTED]	M Monthly	\$356,295.63
[REDACTED]	CC [REDACTED] All	M Monthly	\$128,674.05
[REDACTED]	CC [REDACTED]	M Monthly	\$123,969.09
[REDACTED]	CC [REDACTED]	M Monthly	\$41,936.76
[REDACTED]	CC [REDACTED] CPPU	M Monthly	\$41,494.70
[REDACTED]	CC [REDACTED] es	W Other Weekly	\$37,972.98
[REDACTED]	CC [REDACTED]	M Monthly	\$33,032.89
[REDACTED]	CC [REDACTED] ca	M Monthly	\$32,283.34
[REDACTED]	CC [REDACTED] Contracts	M Monthly	\$30,636.66
[REDACTED]	CC [REDACTED]	M Monthly	\$30,609.55
Other			\$503,004.75
Total			\$1,359,910.40

[View More ...](#)

DRAFT

Non - Labor Suspense Review

This report is to be used to assist the users in clearing suspense transactions timely, in accordance with the Yale Accounting Manual: [Suspense Transactions Accounting Manual Guidance](#)

This report is filtered to include all journal sources **except** the below four labor related journal sources;

- Payroll Accounting Adjustment
- Payroll Actual Accrual
- Fringe Benefit
- Fringe Benefit Actual Adjustment

This report is summarized by ledger account at a net amount level to identify where non-labor suspense transactions are recorded that need to be cleared. You can drill on the Net Amount, and either View By “Fiscal Year / Month” or by “Payee” to further research and identify the activity.

In addition, for this view we have excluded Acct. 45023 and 31001 from this analysis. Please note there could be suspense amounts in Acct. 31001 however they are usually due to prior year balances that were not fully cleared. Although those need to be cleared those accounts are not included in this view. Those accounts should be discussed with the general accounting team in the controller’s office.

This view is meant to be monitored frequently as a real time dashboard for clearing of suspense transactions within the fiscal year.

Ledger Account	Ledger Account Type	Net Amount
91047:Assessment - YSM Fringe	Expense	\$83,633.22
91001:Allocation Expense - Fringe Benefits	Expense	\$68,663.40
92020:Transfers between Operating Funds	Expense	\$65,365.96
91046:Assessment - YSM Sabbatical	Expense	\$33,013.17
81018:Supplies and Materials Expense	Expense	\$17,575.12
71001:Faculty Salary - non-tenured	Expense	\$3,359.64
80000:Stipend and Fellowship Expense	Expense	\$2,575.00
92025:GA Sweep Activity - CENTRAL USE ONLY	Expense	\$2,516.49
71002:Faculty Salaries - non-ladder	Expense	\$606.90
81000:Medical Services Expense by YNHH	Expense	\$600.00
Other		(\$492,667.38)
Total		(\$214,758.48)

[View More ...](#)

Unapproved Expense Reports

Unapproved expense reports are required to be approved on a timely basis. They should be approved within the fiscal period that the expenses are incurred.

This report is summarized by person and sorted in descending order by the total expense report lines that are unapproved. The report structure is meant to direct attention to the most complex reports first. The expense line amounts are included as well as the portion of the charges that are on a credit card. In addition, you can drill on any of the numbers and View By the "Business Document", which would show detail by expense report.

Unapproved Expense Reports 

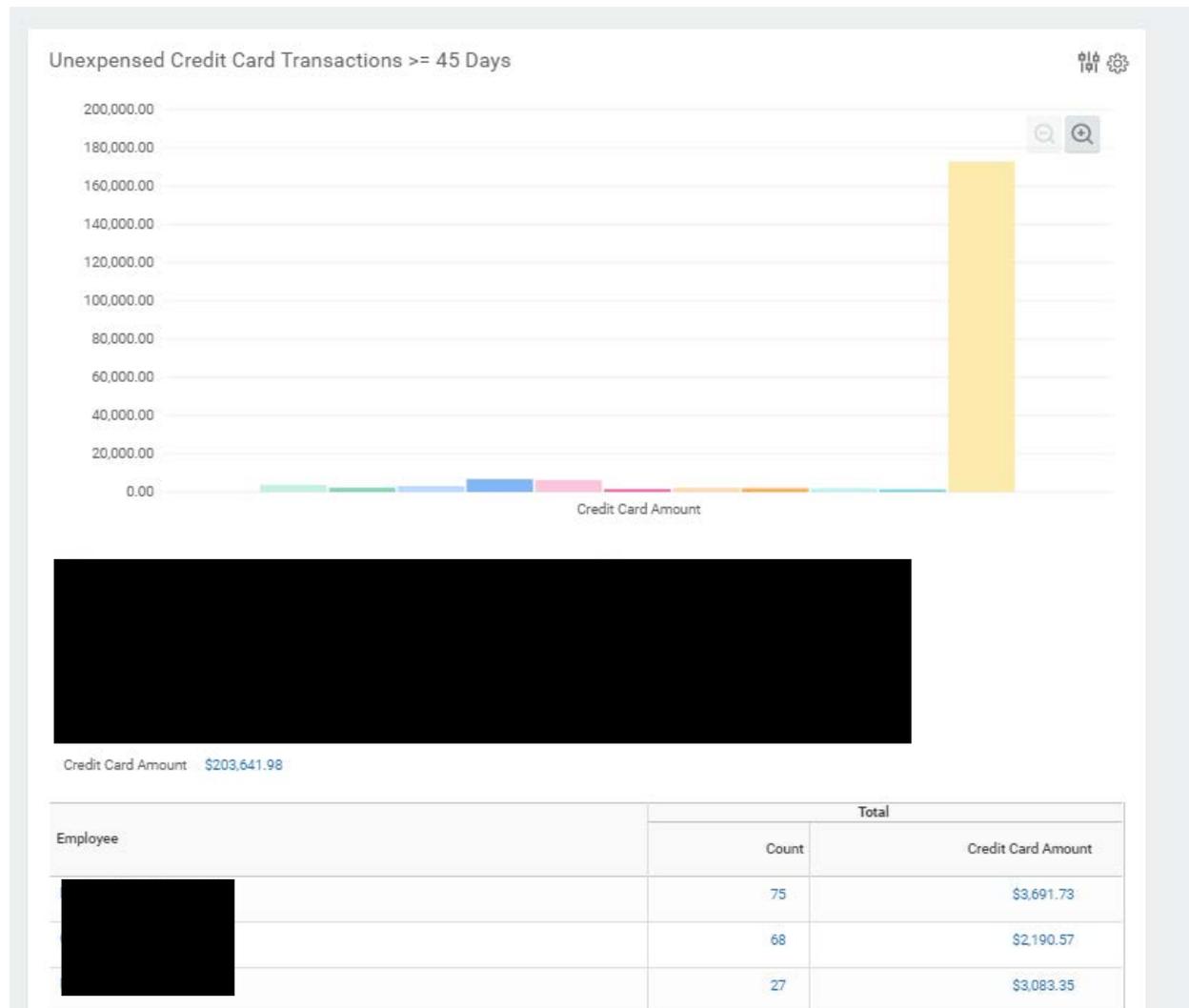
Expense Payee for Expense Report Line	Total		
	Count	Sum of Expense Line Converted Amount	Credit Card Charges
[REDACTED]	189	3,247.93	3,247.93
[REDACTED]	121	17,613.44	13,032.29
[REDACTED]	87	13,494.91	9,634.51
[REDACTED]	65	20,880.79	20,823.49
[REDACTED]	59	9,750.44	7,531.64
[REDACTED]	55	8,170.55	7,745.25
[REDACTED]	55	10,138.46	10,138.46
[REDACTED]	52	7,085.43	7,085.43
[REDACTED]	51	19,869.64	19,869.64
[REDACTED]	51	17,435.96	17,435.96
Other	6,590	1,514,245.58	1,019,175.52
Total	7,375	1,641,933.13	1,135,720.12

[View More ...](#)

Unexpensed Credit card transactions >= 45 days

To further review the higher risk areas, we also included this chart on the dashboard that shows the employees that are over 45 days. This is to align with the policy and give the users time to influence processing before it gets to 60 days. You can also drill on the graph or the data in the table below the graph to see more details about the specific credit card transactions.

This is meant to summarize those credit card transaction expense that are at risk to not be expensed properly in the period incurred.



Notes

You must have Cost Center Payroll Details to use this report most effectively. If you do not have Cost Center Payroll Details, the dollars will display, but without the associated worker name.

DRAFT