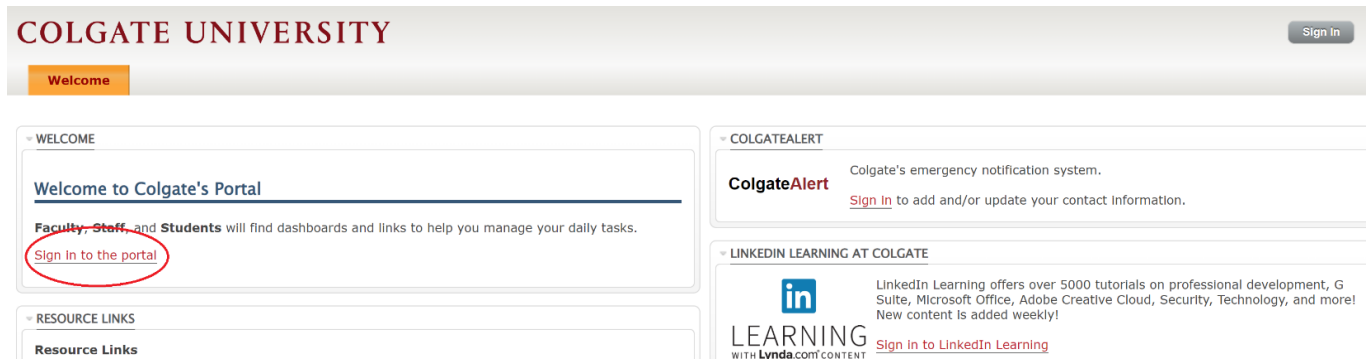


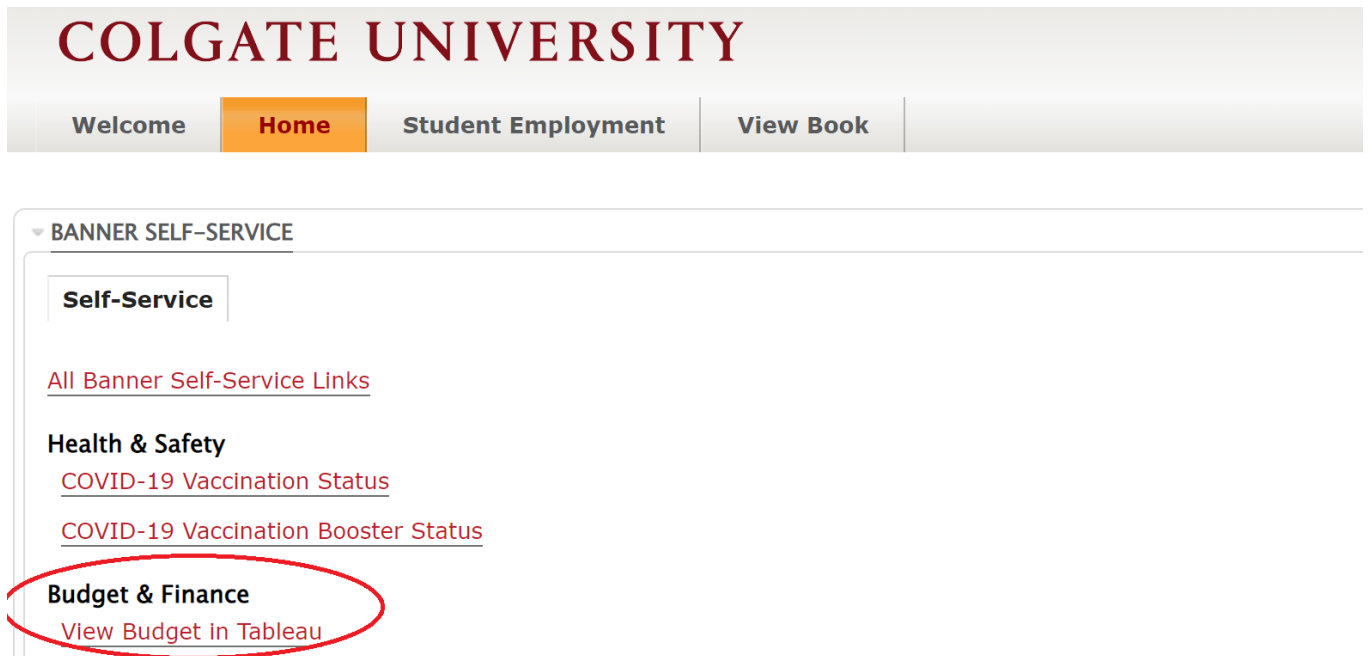
## Budget & Expense in Tableau

### 1. Accessing Tableau

- a. Via the Colgate Portal: open your preferred browser and type in the following address:  
[portal.colgate.edu](http://portal.colgate.edu)



Click 'Sign in to the portal' and enter your network credentials, if prompted.

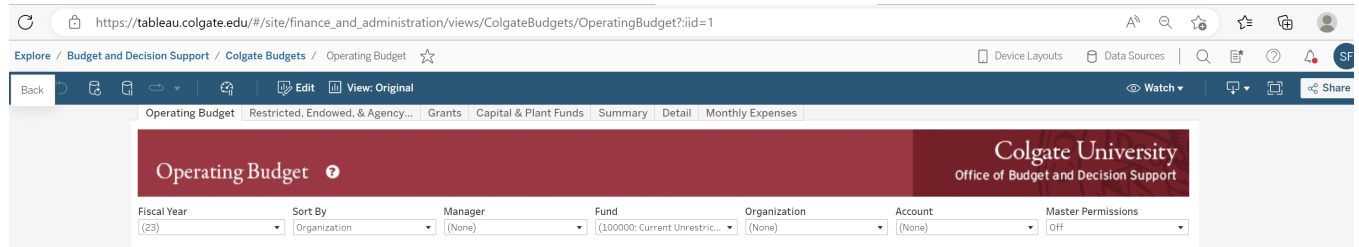


Scroll down to the *Budget & Finance* section and click on the link to 'View Budget in Tableau'. Please note, you may be prompted for your network credentials.

- b. You can also access Tableau directly at [tableau.colgate.edu](http://tableau.colgate.edu) from your preferred browser.

## 2. The Colgate Budgets Dashboards

The ‘View Budget in Tableau’ link takes you here:



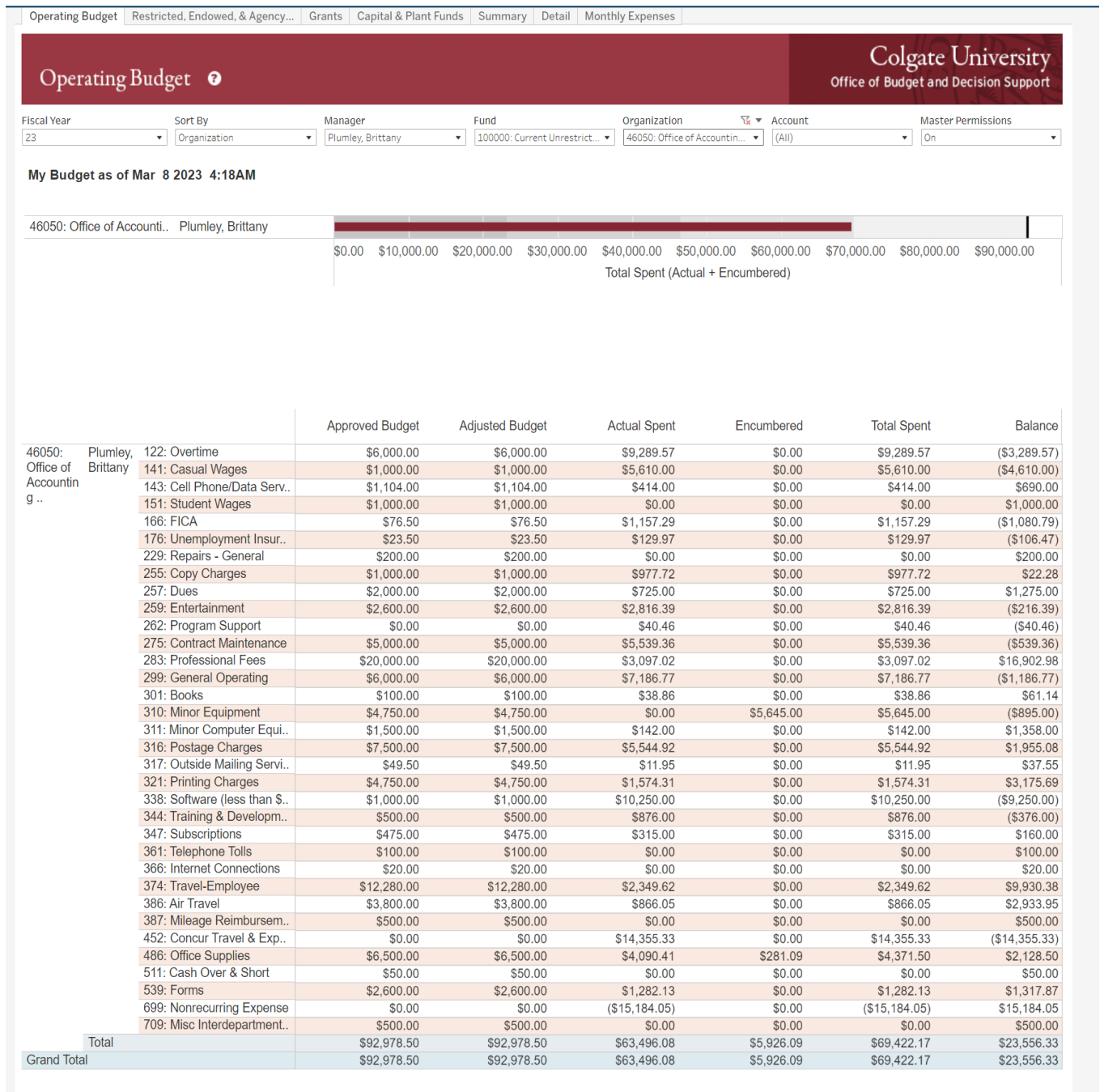
Note the tabs across the top of the dashboard:

- a. Operating Budget
- b. Restricted, Endowed, & Agency Funds
- c. Grants
- d. Capital & Plant Funds
- e. Summary
- f. Detail
- g. Monthly Expenses

For items a – e, you will only see those funds and organizations that you have permission to in Banner. Also, if a fund or organization has no budget and no spending, it will not appear in the list. Please contact the Budget Office with any questions.

Items f and g will populate once you tell the dashboard you want to see the detail for a specific Fund or Organization.

Let's take a look at the Operating Budget for the Accounting Office.



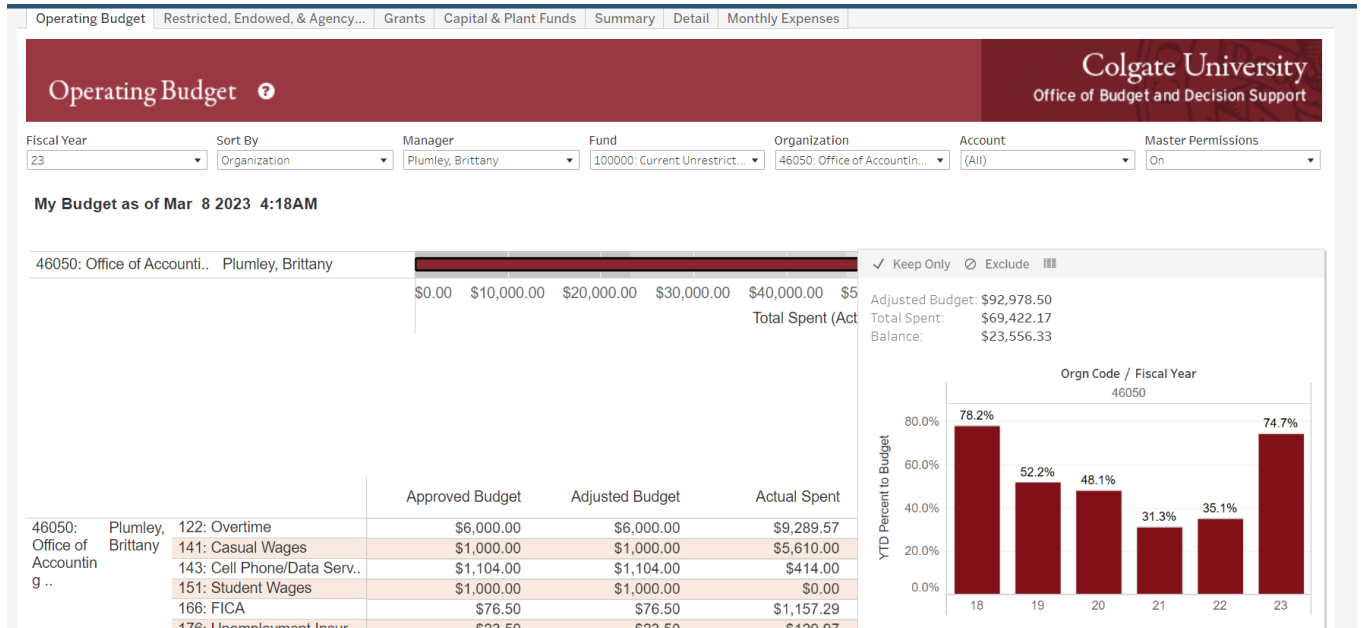
Filters across the top of the page include:

- Fiscal Year – back to FY08
- Sort by – you can sort by Organization or by Budget Manager
- Manager – you can filter your list by Budget Manager
- Fund – defaulted to Fund 100000
- Organization – you can filter a specific Organization from your list
- Account – you can filter an Account across Organizations

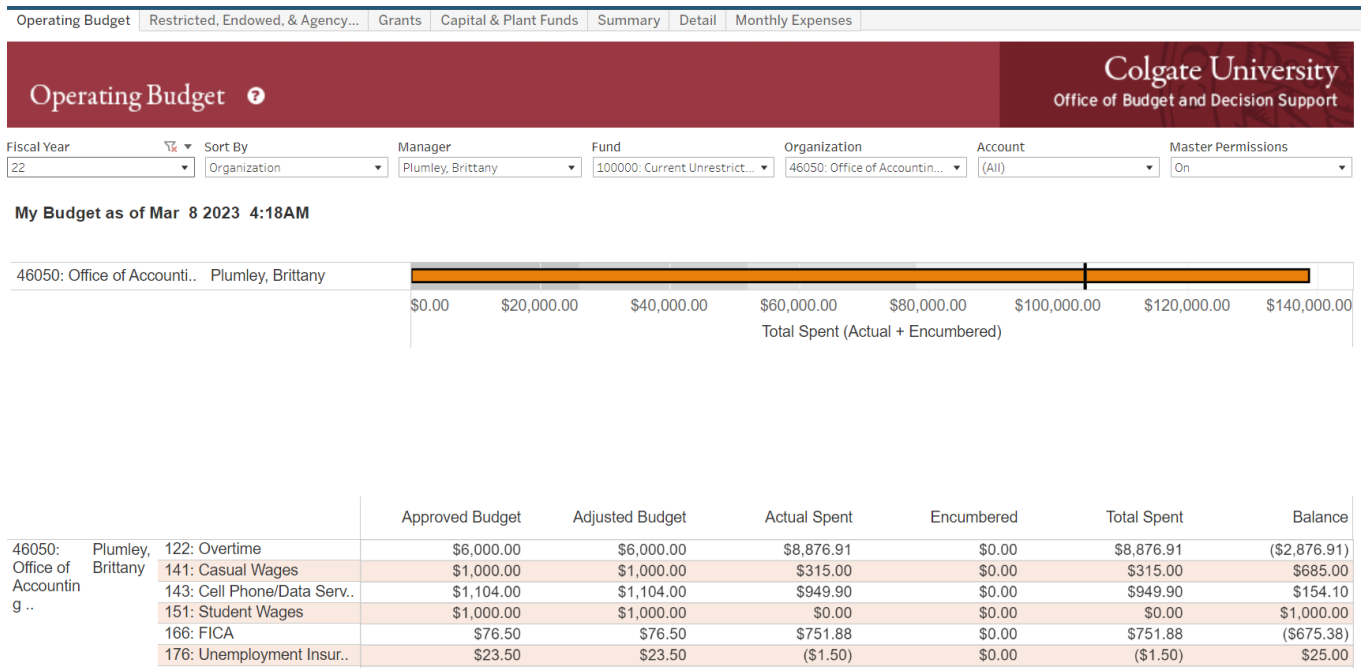
- g. Master Permissions – this only applies if you have access to any and all funds/organizations

## Interacting with the dashboard

- Clicking on a bar filters the data table below and also shows you this pop-up which informs the individual how much of your budget you have spent year-to-date compared with previous years.



- The maroon bar will also change color if you exceed the adjusted budget amount, as the Account Office did last year.



## Looking at Detail

- a. Clicking on an account number (not the dollar amount) brings up the following menu, select '01. View Account Detail'

Operating Budget

Restricted, Endowed, & Agency...

Grants

Capital & Plant Funds

Summary

Detail

Monthly Expenses

Operating Budget ?

Colgate University  
Office of Budget and Decision Support

Fiscal Year

23

Sort By

Organization

Manager

Plumley, Brittany

Fund

100000: Current Unrestrict...

Organization

46050: Office of Accountin...

Account

(All)

Master Permissions

On

My Budget as of Mar 8 2023 4:18AM

46050: Office of Accounti.. Plumley, Brittany

\$0.00

\$10,000.00

\$20,000.00

\$30,000.00

\$40,000.00

\$50,000.00

\$60,000.00

\$70,000.00

\$80,000.00

\$90,000.00

Total Spent (Actual + Encumbered)

	Approved Budget	Adjusted Budget	Actual Spent	Encumbered	Total Spent	Balance
46050: Plumley, Office of Accountin g ..						
122: Overtime	\$6,000.00	\$6,000.00	\$9,289.57	\$0.00	\$9,289.57	(\$3,289.57)
141: Casual Wages	\$1,000.00	\$1,000.00	\$5,610.00	\$0.00	\$5,610.00	(\$4,610.00)
143: Cell Phone/Data Serv..	\$1,104.00	\$1,104.00	\$414.00	\$0.00	\$414.00	\$690.00
151: Student Wages	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
166: FICA	\$76.50	\$76.50	\$1,157.29	\$0.00	\$1,157.29	(\$1,080.79)
176: Unemployment Insur..	\$23.50	\$23.50	\$129.97	\$0.00	\$129.97	(\$106.47)
229: Repairs - General	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
255: Copy Charges	\$1,000.00	\$1,000.00	\$977.72	\$0.00	\$977.72	\$22.28
257: Dues	\$2,000.00	\$2,000.00	\$725.00	\$0.00	\$725.00	\$1,275.00
259: Entertainment	\$2,600.00	\$2,600.00	\$2,816.39	\$0.00	\$2,816.39	(\$216.39)
262: Program Support	\$0.00	\$0.00	\$40.46	\$0.00	\$40.46	(\$40.46)
275: Contract Maintenance	\$5,000.00	\$5,000.00	\$5,539.36	\$0.00	\$5,539.36	(\$539.36)
283: Professional Fees	\$20,000.00	\$20,000.00	\$3,097.02	\$0.00	\$3,097.02	\$16,902.98
299: General Operating	\$6,000.00	\$6,000.00	\$7,186.77	\$0.00	\$7,186.77	(\$1,186.77)
301: Do		\$100.00	\$38.86	\$0.00	\$38.86	\$61.14
310: Mi		\$4,750.00	\$0.00	\$5,645.00	\$5,645.00	(\$895.00)
311: Mi		\$1,500.00	\$142.00	\$0.00	\$142.00	\$1,358.00
316: Po		\$5,500.00	\$5,544.92	\$0.00	\$5,544.92	\$1,955.08
317: Ou		\$49.50	\$11.95	\$0.00	\$11.95	\$37.55
321: Pri		\$4,750.00	\$1,574.31	\$0.00	\$1,574.31	\$3,175.69
338: So		\$1,000.00	\$10,250.00	\$0.00	\$10,250.00	(\$9,250.00)
344: Tra		\$876.00	\$876.00	\$0.00	\$876.00	(\$376.00)
347: Su		\$315.00	\$315.00	\$0.00	\$315.00	\$160.00
361: Tel		\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
366: Int		\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
374: Tra		\$2,349.62	\$2,349.62	\$0.00	\$2,349.62	\$9,930.38
386: Air		\$3,800.00	\$866.05	\$0.00	\$866.05	\$2,933.95
387: Mi		\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
452: Co		\$0.00	\$14,355.33	\$0.00	\$14,355.33	(\$14,355.33)
466: Office Supplies	\$2,500.00	\$2,500.00	\$4,055.44	\$294.00	\$4,349.44	\$2,150.56

6 items selected - SUM of Measure Values: 25,187

01. View Account Detail

02. View July Expenses

03. View August Expenses

04. View September Expenses

05. View October Expenses

06. View November Expenses

07. View December Expenses

08. View January Expenses

09. View February Expenses

10. View March Expenses

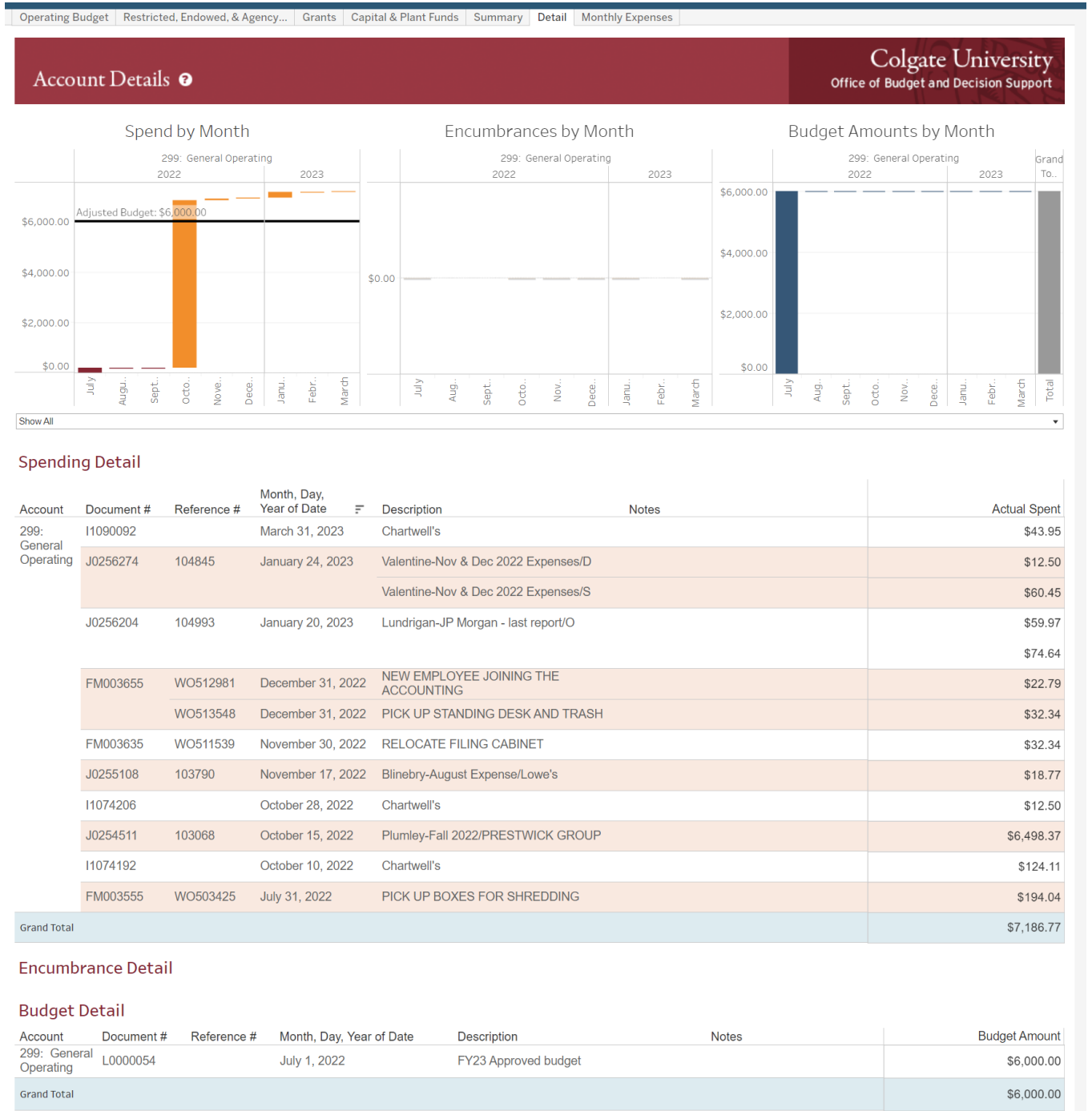
11. View April Expenses

12. View May Expenses

13. View June Expenses

Some things to note, we are now on the Detail tab. There are three waterfall charts across the top showing expenses, encumbrances, and budget adjustments by month.

You will see that the budget for this account is \$6,000 and was exceeded in October. The Spending Detail list can be filtered by clicking on a month in the waterfall chart of Spend by Month.



## Spending Detail – Diving Deeper

Clicking on the dollar amount shows us some additional information about an expense and can allow the user to view invoice or journal images.

Notes	Actual Spent
	\$43.95
Expenses/D	\$12.50
Expenses/S	\$60.45
t report/O	\$59.97
	\$74.64
G THE	\$22.79
K AND TRASH	\$32.34
IET	\$32.34
.owe's	\$18.77
	\$12.50
MICK GROUP	
REDDING	

☒ Keep Only ☐ Exclude

Invoice	Month, Day, Year of Date	Item	Description	Unit Price	Quantity	Invoice Amount
I1074206	November 14, 2022	1	21-OCT-22 Recruit Meals	\$137.50	1	\$137.50
Grand Total						\$137.50

[View Invoice Image](#)  
[View Journal Entry](#)

When finished, click back on the Operating Budget tab or other tab you were working from. Refrain from using the back button on the browser.

Other dashboards of interest:

1. Budget Performance Report

Budget Performance Report												Colgate University Office of Budget and Decision Support									
Select Fiscal Year			Select Year to Date Month			Select Organization(s)			Select Area(s)			Master Permissions									
23			December			46050: Office of Accounting and Control			CONTROL			On									
Organization	Account	Fiscal Year																			
		22					23														
		Adjusted Budget	Expenses	Encumbered	Total Expenses	Balance	Percent	Difference in Total Expenses	Difference in Percent	Adjusted Budget	Expenses	Encumbered	Total Expenses	Balance	Percent	Difference in Total Expenses	Difference in Percent				
46050: Office of Accounting and Control	122: Overtime	\$6,000.00	\$444.11	\$0.00	\$444.11	\$5,555.89	7.4%			\$6,000.00	\$6,328.00	\$0.00	\$6,328.00	(\$328.00)	105.5%	\$5,883.99	98.1%				
	141: Casual Wages	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0%			\$1,000.00	\$3,596.25	\$0.00	\$3,596.25	(\$2,596.25)	359.6%	\$3,596.25	359.6%				
	143: Cell Phone/Data Service Stipend	\$1,104.00	\$552.00	\$0.00	\$552.00	\$552.00	50.0%			\$1,104.00	\$276.00	\$0.00	\$276.00	\$828.00	25.0%	(\$276.00)	-25.0%				
	151: Student Wages	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0%			\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.0%	\$0.00	0.0%				
	166: FICA	\$76.50	\$65.28	\$0.00	\$65.28	\$11.22	85.3%			\$76.50	\$771.51	\$0.00	\$771.51	(\$695.01)	1008.5%	\$706.23	923.2%				
	176: Unemployment Insurance	\$23.50	\$0.00	\$0.00	\$0.00	\$23.50	0.0%			\$23.50	\$84.50	\$0.00	\$84.50	(\$61.00)	359.6%	\$84.50	359.6%				
	229: Repairs - General	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	0.0%			\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.0%	\$0.00	0.0%				
	255: Copy Charges	\$1,000.00	\$437.61	\$0.00	\$437.61	\$562.39	43.8%			\$1,000.00	\$749.04	\$0.00	\$749.04	\$250.96	74.9%	\$311.43	31.1%				
	257: Dues	\$700.00	\$262.00	\$0.00	\$262.00	\$438.00	37.4%			\$2,000.00	\$725.00	\$0.00	\$725.00	\$1,275.00	36.3%	\$463.00	-1.2%				
	259: Entertainment	\$2,000.00	\$266.50	\$0.00	\$266.50	\$1,733.50	13.3%			\$2,600.00	\$1,314.13	\$0.00	\$1,314.13	\$1,285.87	50.5%	\$1,047.63	37.2%				
	262: Program Support									\$0.00	\$40.46	\$0.00	\$40.46	(\$40.46)		\$40.46	0.0%				
	275: Contract Maintenance	\$3,000.00	\$5,677.16	\$0.00	\$5,677.16	(\$2,677.16)	189.2%			\$5,000.00	\$3,847.92	\$0.00	\$3,847.92	\$1,152.08	77.0%	(\$1,829.24)	-112.3%				
	283: Professional Fees	\$37,000.00	\$0.00	\$0.00	\$0.00	\$37,000.00	0.0%			\$20,000.00	\$3,000.00	\$0.00	\$3,000.00	\$17,000.00	15.0%	\$3,000.00	15.0%				
	289: Other Fees/Contractual	\$0.95	\$0.00	\$0.00	\$0.00	\$0.95	0.0%									\$0.00	0.0%				
	299: General Operating	\$5,000.00	(\$249.21)	\$0.00	(\$249.21)	\$5,249.21	-5.0%			\$6,000.00	\$6,935.26	\$0.00	\$6,935.26	(\$935.26)	115.6%	\$7,184.47	120.6%				
	301: Books	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.0%			\$100.00	\$38.86	\$0.00	\$38.86	\$61.14	38.9%	\$38.86	38.9%				
	310: Minor Equipment	\$4,750.00	\$0.00	\$0.00	\$0.00	\$4,750.00	0.0%			\$4,750.00	\$0.00	\$0.00	\$0.00	\$4,750.00	0.0%	\$0.00	0.0%				
	311: Minor Computer Equipment	\$1,400.00	\$14.85	\$0.00	\$14.85	\$1,385.15	1.1%			\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.0%	(\$14.85)	-1.1%				
	316: Postage Charges	\$7,500.00	\$1,319.30	\$0.00	\$1,319.30	\$6,180.70	17.6%			\$7,500.00	\$1,919.42	\$0.00	\$1,919.42	\$5,580.58	25.6%	\$600.12	8.0%				
	317: Outside Mailing Service	\$49.50	\$0.00	\$0.00	\$0.00	\$49.50	0.0%			\$49.50	\$0.00	\$0.00	\$0.00	\$49.50	0.0%	\$0.00	0.0%				
	321: Printing Charges	\$4,750.00	\$578.71	\$0.00	\$578.71	\$4,171.29	12.2%			\$4,750.00	\$792.30	\$0.00	\$792.30	\$3,957.70	16.7%	\$213.59	4.5%				
	338: Software (less than \$5,000)	\$950.00	\$3,914.69	\$0.00	\$3,914.69	(\$2,964.69)	412.1%			\$1,000.00	\$9,099.25	\$0.00	\$9,099.25	(\$8,099.25)	909.9%	\$5,184.66	497.9%				
	344: Training & Development	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0%			\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0%	\$0.00	0.0%				
	347: Subscriptions	\$475.00	\$0.00	\$0.00	\$0.00	\$475.00	0.0%			\$475.00	\$315.00	\$0.00	\$315.00	\$160.00	66.3%	\$315.00	66.3%				
	361: Telephone Tolls	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.0%			\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.0%	\$0.00	0.0%				
	366: Internet Connections	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	0.0%			\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	0.0%	\$0.00	0.0%				
	374: Travel-Employee	\$12,250.00	\$0.00	\$0.00	\$0.00	\$12,250.00	0.0%			\$12,280.00	\$774.62	\$0.00	\$774.62	\$11,505.38	6.3%	\$774.62	6.3%				
	386: Air Travel	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0.0%			\$3,800.00	\$338.45	\$0.00	\$338.45	\$3,461.55	8.9%	\$338.45	8.9%				
	387: Mileage Reimbursement	\$475.00	\$0.00	\$0.00	\$0.00	\$475.00	0.0%			\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0%	\$0.00	0.0%				
	452: Concur Travel & Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.0%				
	489: Office Supplies	\$6,500.00	\$1,068.06	\$93.19	\$1,961.24	\$4,538.76	30.2%			\$6,500.00	\$2,434.49	\$31.12	\$2,465.61	\$4,034.39	37.9%	\$504.37	7.6%				
	511: Cash Over & Short	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0%			\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.0%	\$0.00	0.0%				
	539: Forms	\$2,400.00	\$1,752.57	\$0.00	\$1,752.57	\$647.43	73.0%			\$2,600.00	\$1,282.13	\$0.00	\$1,282.13	\$1,317.87	49.3%	(\$470.44)	-23.7%				
	699: Nonrecurring Expense	\$0.00	(\$637.83)	\$0.00	(\$637.83)	\$637.83				\$0.00	(\$15,374.65)	\$0.00	(\$15,374.65)	\$15,374.65		(\$14,736.82)	0.0%				
	709: Misc Interdepartmental Transfers	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0%			\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.0%	\$0.00	0.0%				
	Total	\$104,175.45	\$16,265.79	\$93.19	\$16,358.98	\$87,816.47	15.7%			\$92,978.50	\$29,287.94	\$31.12	\$29,319.06	\$63,659.44	31.5%	\$12,960.08	15.8%				
Grand Total		\$104,175.45	\$16,265.79	\$93.19	\$16,358.98	\$87,816.47	15.7%			\$92,978.50	\$29,287.94	\$31.12	\$29,319.06	\$63,659.44	31.5%	\$12,960.08	15.8%				

2. Budget Permissions

Organization Access

Fund Access

Banner Organization Access

Colgate University

Office of Budget and Decision Support

Organization Search

46050: Office of Accounting and C...

Manager

Plumley, Brittany

Authorized User(s)

(All)

Include 'Post Permissions

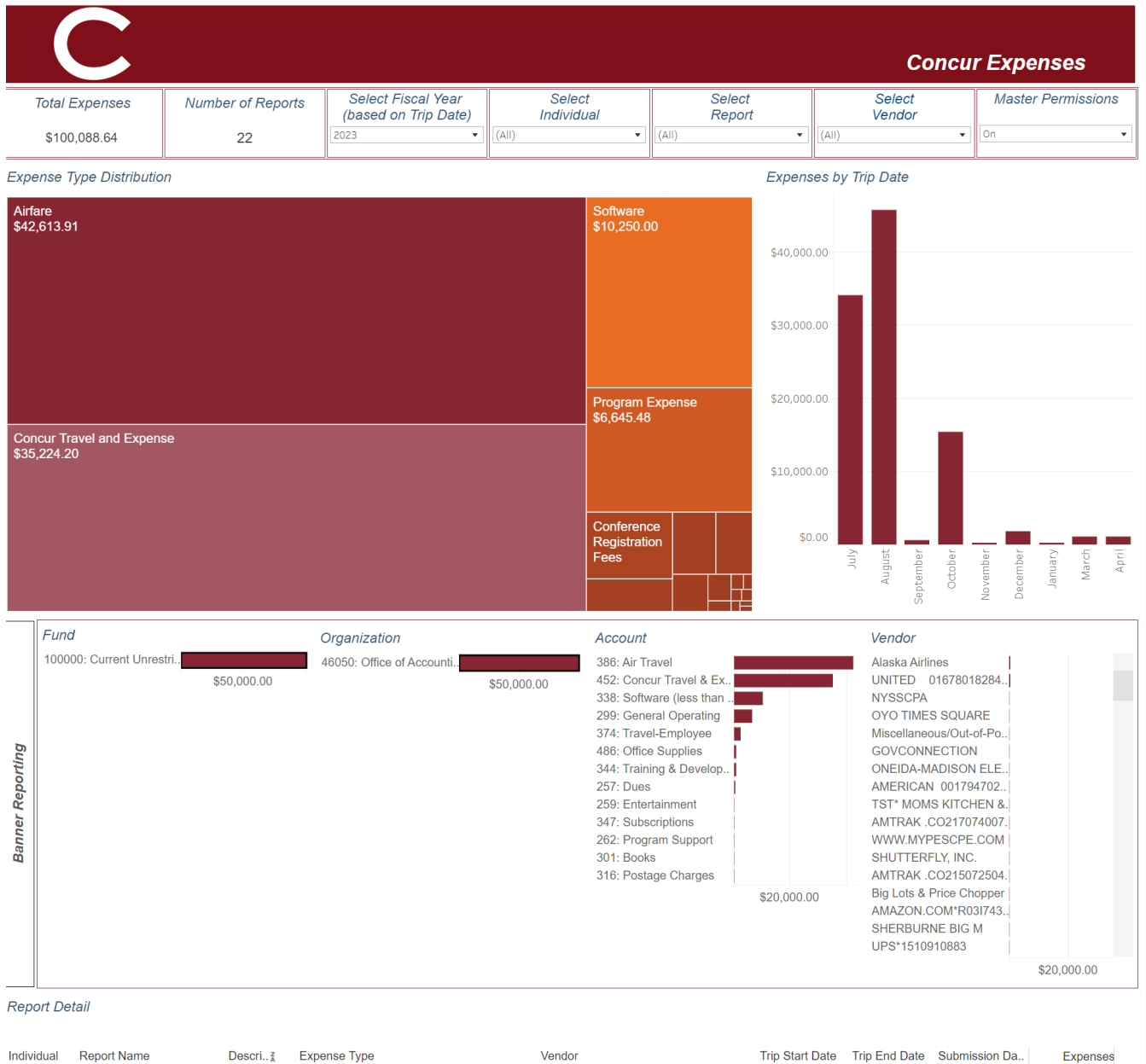
No

Master Permissions

On

Organization	Manager	Manager Email Address	Authorized User(s)	Access Indicator
46050: Office of Accounting and Control	Plumley, Brittany	bplumley@colgate.edu	AFAGON	B
			BPLUMLEY	B
			CMARSHALL	B
			DJOSHI	B
			DLUNDRIGAN	B
			JSHUMAKER	B
			LVALENTINE	B
			PBLINEBRY	B
			TOGREN	B

### 3. Concur



Report Detail

Individual

Report Name

Descri...

Expense Type

Vendor

Trip Start Date

Trip End Date

Submission Da...

Expenses

#### 4. Invoice/Vendor Search

Invoice Search	Invoices by Vendor Search	
<div>Invoice Search<div>Colgate University Office of Accounting &amp; Control</div></div>		
Enter Invoice Number	Fiscal Year	Master Permissions
1073631	23	On
Fund		
100000: Current Unrestricted Fund		
Organization		
46050: Office of Accounting and Control		
Account		
283: Professional Fees		
Invoice Amount	Click Button to View Invoice in OnBase	
\$3,000.00		
Have any questions? Please contact the Accounting Office at x7413.		

Search by Vendor

Invoice Search

Colgate University  
Office of Accounting & Control

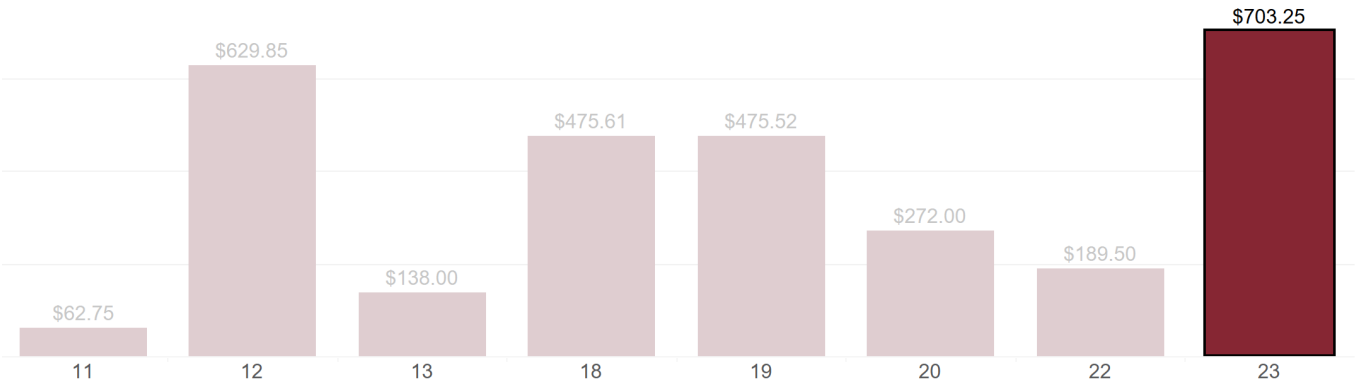
Vendor

Gigliotti Cheese Factory Inc.

Master Permissions

On

Invoiced Expenses by Fiscal Year



Invoice Number	Fund	Organization	Account	Invoice Date	Click on Bar to View Invoice in OnBa..				
I1066329	100000: Current Unrestri..	46050: Office of Accounti..	259: Entertainment	September 9, 2022	\$112.00				
I1082084	100000: Current Unrestri..	46050: Office of Accounti..	259: Entertainment	January 19, 2023	\$371.00				
I1084055	100000: Current Unrestri..	46050: Office of Accounti..	259: Entertainment	February 3, 2023	\$220.25				

## 5. YTD Payroll Distribution

This dashboard contains sensitive payroll information of Colgate students and colleagues. Please treat this information accordingly.

