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

| COLGATE UNIVERSITY | Sign in |
|--|---|
| Welcome | |
| - WELCOME | COLGATEALERT |
| Welcome to Colgate's Portal | ColgateAlert ColgateI to add and/or update your contact information. |
| Faculty, Staff, and Students will find dashboards and links to help you manage your daily tasks. (Sign in to the portal) | V LINKEDIN LEARNING AT COLGATE |
| RESOURCE LINKS Resource Links | LInkedIn Learning offers over 5000 tutorials on professional development, G Suite, Microsoft Office, Adobe Creative Cloud, Security, Technology, and more! New content Is added weekly! WITH LVINGACONTCONTENT Sign in to LinkedIn Learning |

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

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| Welcome | Home | Student Employment | View Book | |
| | | | | |
| BANNER SELF-S | ERVICE | | | |
| Self-Service | | | | |
| All Banner Self- | Service Links | | | |
| Health & Safety | / | | | |
| COVID-19 Vac | cination Statu | IS | | |
| COVID-19 Vac | cination Boos | ter Status | | |
| Budget & Finar View Budget in | |) | | |

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 from your preferred browser.

2. The Colgate Budgets Dashboards

The 'View Budget in Tableau' link takes you here:

| Q | . ∎* | 0 | 4 SF |
|-----------------|---------------------|-------------|-----------------|
| ah v | ₽. | | ∝ Share |
| | | | |
| | | | |
| | | | |
| to | tch - ty Port | tch • @ • | tch v Q v (D) |

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.

| Operating I | Budget 🛛 | | | | | Colgate U Office of Budget and De | |
|----------------------|---|---------------------------------------|--|-----------------------|--------------------|--------------------------------------|------------------------------|
| scal Year | Sort By | Manager | Fund | Organization | 😨 🔻 Account | Master Pe | ermissions |
| 3 | Organization | Plumley, Brittany | 100000: Current Unrestrict | 46050: Office of Act | countin 🔻 (AII) | ▼ On | |
| My Budget as of I | Mar 8 2023 4:18AM | | | | | | |
| 46050: Office of Acc | ounti Plumley, Brittany | | | | | | |
| | | \$0.00 \$10,000.00 | \$20,000.00 \$30,000.00 | \$40,000.00 \$50,0 | 0.00 \$60,000.00 | \$70,000.00 \$80,000.00 | \$90,000.00 |
| | | φ0.00 φ10,000.00 | \$20,000.00 \$00,000.00 | Total Spent (Actual | | \$10,000.00 \$00,000.00 | \$00,000.00 |
| | | | | | | | |
| | | Approved Budget | Adjusted Budget | Actual Spent | Encumbered | Total Spent | Balar |
| 16050: Plumley, | 122: Overtime | \$6,000.00 | \$6,000.00 | \$9,289.57 | \$0.00 | \$9,289.57 | (\$3,289. |
| Office of Brittany | 141: Casual Wages | \$1,000.00 | \$1,000.00 | \$5,610.00 | \$0.00 | \$5,610.00 | (\$4,610. |
| countin | 143: Cell Phone/Data Serv | \$1,104.00 | \$1,104.00 | \$414.00 | \$0.00 | \$414.00 | \$690 |
| | 151: Student Wages | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000 |
| | 166: FICA | \$76.50 | \$76.50 | \$1,157.29 | \$0.00 | \$1,157.29 | (\$1,080. |
| | 176: Unemployment Insur | \$23.50 | \$23.50 | \$129.97 | \$0.00 | \$129.97 | (\$106. |
| | 229: Repairs - General | \$200.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$200 |
| | 255: Copy Charges | \$1,000.00 | \$1,000.00 | \$977.72 | \$0.00 | \$977.72 | \$22 |
| | 257: Dues | \$2,000.00 | \$2,000.00 | \$725.00 | \$0.00 | \$725.00 | \$1,275 |
| | 259: Entertainment | \$2,600.00 | \$2,600.00 | \$2,816.39 | \$0.00 | \$2,816.39 | (\$216. |
| | 262: Program Support | \$0.00 | \$0.00 | \$40.46 | \$0.00 | \$40.46 | (\$40. |
| | 275: Contract Maintenance | \$5,000.00 | \$5,000.00 | \$5,539.36 | \$0.00 | \$5,539.36 | (\$539. |
| | 283: Professional Fees | \$20,000.00 | \$20,000.00 | \$3,097.02 | \$0.00 | \$3,097.02 | \$16,902 |
| | 299: General Operating 301: Books | \$6,000.00 \$100.00 | \$6,000.00 \$100.00 | \$7,186.77 \$38.86 | \$0.00 \$0.00 | \$7,186.77 \$38.86 | (\$1,186. \$61 |
| | 310: Minor Equipment | \$4,750.00 | \$100.00 | \$0.00 | \$5,645.00 | \$5,645.00 | (\$895. |
| | 311: Minor Computer Equi | \$1,500.00 | \$1,500.00 | \$142.00 | \$0.00 | \$142.00 | \$1,358 |
| | 316: Postage Charges | \$7,500.00 | \$7,500.00 | \$5,544.92 | \$0.00 | \$5,544.92 | \$1,955 |
| | 317: Outside Mailing Servi | \$49.50 | \$49.50 | \$11.95 | \$0.00 | \$11.95 | \$37 |
| | 321: Printing Charges | \$4,750.00 | \$4,750.00 | \$1,574.31 | \$0.00 | \$1,574.31 | \$3,175 |
| | 338: Software (less than \$ | \$1,000.00 | \$1,000.00 | \$10,250.00 | \$0.00 | \$10,250.00 | (\$9,250. |
| | 344: Training & Developm | \$500.00 | \$500.00 | \$876.00 | \$0.00 | \$876.00 | (\$376. |
| | 347: Subscriptions | \$475.00 | \$475.00 | \$315.00 | \$0.00 | \$315.00 | \$160 |
| | 361: Telephone Tolls | \$100.00 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100 |
| | 366: Internet Connections | \$20.00 | \$20.00 | \$0.00 | \$0.00 | \$0.00 | \$20 |
| | 374: Travel-Employee | \$12,280.00 | \$12,280.00 | \$2,349.62 | \$0.00 | \$2,349.62 | \$9,930 |
| | 386: Air Travel | \$3,800.00 | \$3,800.00 | \$866.05 | \$0.00 | \$866.05 | \$2,933 |
| | 387: Mileage Reimbursem | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$500 |
| | 452: Concur Travel & Exp | \$0.00 | \$0.00 | \$14,355.33 | \$0.00 | \$14,355.33 | (\$14,355. |
| | 196: Office Supplice | \$6,500.00 | \$6,500.00 \$50.00 | \$4,090.41 \$0.00 | \$281.09 \$0.00 | \$4,371.50 \$0.00 | \$2,128 \$50 |
| | 486: Office Supplies | ¢E0.00 | | a0.00 | | | |
| | 511: Cash Over & Short | \$50.00 | | \$1.282.13 | 00.02 | \$1 282 12 | ¢1 217 |
| | 511: Cash Over & Short 539: Forms | \$2,600.00 | \$2,600.00 | \$1,282.13 | \$0.00 | \$1,282.13 | |
| | 511: Cash Over & Short 539: Forms 699: Nonrecurring Expense | \$2,600.00 \$0.00 | \$2,600.00 \$0.00 | (\$15,184.05) | \$0.00 | (\$15,184.05) | \$1,317 \$15,184 \$500 |
| Total | 511: Cash Over & Short 539: Forms | \$2,600.00 | \$2,600.00 | | | | |

Filters across the top of the page include:

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

g. Master $\operatorname{Permissions}-\operatorname{this}$ only applies if you have access to any and all funds/organizations

Interacting with the dashboard

a. 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.

| Operating | Budget 🛛 | | | | | Colgate University of Budget and Decision Support |
|----------------------|---|------------------------------|--------------------------------------|---------------------------------------|---|--|
| iscal Year | Sort By | Manager Plumley, Brittany | Fund ▼ 100000: Current Unrestrict | Organization 46050: Office of Acc | Account | Master Permissions |
| Wy Budget as of | Mar 8 2023 4:18AM | | | | | |
| , , | | | | | | |
| 46050: Office of Ace | counti Plumley, Brittany | | | | Keep Only 🖉 Exclude 💷 | |
| | | \$0.00 \$10,000.00 | \$20,000.00 \$30,000.00 | Total Spent (Act To | justed Budget: \$92,978.50 cal Spent: \$69,422.17 lance: \$23,556.33 | |
| | | | | | Org | n Code / Fiscal Year 46050 |
| | | | | | 80.0% 78.2% | 74.7% |
| | | | | toop | 60.0% 52.2% | |
| | | Approved Budget | Adjusted Budget | Actual Spent | 40.0% | 35.1% |
| 6050: Plumley, | 122: Overtime | \$6,000.00 | \$6,000.00 | \$9,289.57 | | 31.3% |
| office of Brittany | 141: Casual Wages | \$1,000.00 | \$1,000.00 | \$5,610.00 | 20.0% | |
| | | \$1,104.00 | \$1,104.00 | \$414.00 | | |
| | 143: Cell Phone/Data Serv | \$1,104.00 | \$1,104.00 | φ+1+.00 | | |
| Accountin g | 143: Cell Phone/Data Serv 151: Student Wages | \$1,104.00 | \$1,000.00 | \$0.00 | 0.0% | |
| | | | | | 0.0% | 20 21 22 23 |

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

| scal Year | ▼ Sort By ▼ Organization | Manager Plumley, Brit | | Fund 100000: Current Unrestrict | Organization | Account | Master Pern On | lissions |
|-----------------|--|--------------------------|-------------|------------------------------------|--------------|---------------------|-------------------|----------|
| y Budget as | of Mar 8 2023 4:18AM | | | | | | | |
| 6050: Office of | Accounti Plumley, Brittany | | | | | | | |
| | | \$0.00 | \$20,000.00 | \$40,000.00 | \$60,000.00 | \$80,000.00 \$100,0 | \$120,000.00 | \$140,00 |

| | | | Approved Budget | Adjusted Budget | Actual Spent | Encumbered | Total Spent | Balance |
|-----------|----------|---------------------------|-----------------|-----------------|--------------|------------|-------------|--------------|
| 46050: | Plumley, | 122: Overtime | \$6,000.00 | \$6,000.00 | \$8,876.91 | \$0.00 | \$8,876.91 | (\$2,876.91) |
| Office of | Brittany | 141: Casual Wages | \$1,000.00 | \$1,000.00 | \$315.00 | \$0.00 | \$315.00 | \$685.00 |
| Accountin | | 143: Cell Phone/Data Serv | \$1,104.00 | \$1,104.00 | \$949.90 | \$0.00 | \$949.90 | \$154.10 |
| g | | 151: Student Wages | \$1,000.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 |
| | | 166: FICA | \$76.50 | \$76.50 | \$751.88 | \$0.00 | \$751.88 | (\$675.38) |
| | | 176: Unemployment Insur | \$23.50 | \$23.50 | (\$1.50) | \$0.00 | (\$1.50) | \$25.00 |
| | | | | | | | | |

Looking at Detail

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

| Operatin | g Budget 🛛 😨 | | | | | Colgate U Office of Budget and Do | |
|-------------------|--|--|--|---|--|--|---|
| cal Year | Sort By | Manager Plumley Brittany | Fund | Organization | Account | Master P | ermissions |
| | Organization of Mar 8 2023 4:18AM | Plumley, Brittany | 100000: Current Unrestr | 46050: Office of Ac | countin 🔻 (AII) | | |
| 6050: Office of / | Accounti Plumley, Brittany | | | | | | |
| | | \$0.00 \$10,000.00 | \$20,000.00 \$30,000.0 | 0 \$40,000.00 \$50,0 Total Spent (Actual | 00.00 \$60,000.00 + Encumbered) | \$70,000.00 \$80,000.00 | \$90,000.00 |
| | | Approved Budget | Adjusted Budget | Actual Spent | Encumbered | Total Spent | Balanc |
| 6050: Pluml | lev. 122: Overtime | \$6.000.00 | \$6.000.00 | \$9,289.57 | \$0.00 | \$9,289.57 | |
| ffice of Brittar | | | \$1,000.00 | | | | |
| ccountin | 143: Cell Phone/Data Serv. | \$1,104.00 | \$1,104.00 | \$414.00 | | \$414.00 | |
| | 151: Student Wages | | | | | | |
| | 166: FICA | \$76.50 | \$76.50 | \$1,157.29 | \$0.00 | \$1,157.29 | (\$1,080.7 |
| | 176: Unemployment Insur | | | | | | |
| | 229: Repairs - General | \$200.00 | \$200.00 | \$0.00 | \$0.00 | \$0.00 | \$200. |
| | 255: Copy Charges | | | | | | |
| | 257: Dues | \$2,000.00 | \$2,000.00 | \$725.00 | \$0.00 | \$725.00 | \$1,275. |
| | 259: Entertainment | | | | | | |
| | 262: Program Support | \$0.00 | \$0.00 | \$40.46 | \$0.00 | \$40.46 | |
| | 275: Contract Maintenance | | | | | | |
| | 283: Professional Fees | \$20,000.00 | \$20,000.00 | \$3,097.02 | \$0.00 | \$3,097.02 | \$16,902. |
| | | \$6,000.90 | \$6,000.00 | \$7,186.77 | \$0.00 | \$7,186.77 | (\$1,186.7 |
| | 299: General Operating | +0,00010 | | | | | \$61. |
| | 301: Bo Keep Only & Ex | | \$100.00 | | \$0.00 | \$38.86 | |
| | 301: BC ✓ Keep Only ⊘ Ex 310: Mi | clude III | \$100.00 \$4,750.00 | | | | |
| | 301: Bo ✓ Keep Only ⊘ Ex 3 0: Mi 311: Mi 6 items selected · SL | | \$100.00 \$4,750.00 \$1,500.00 | \$38.86 \$0.00 \$142.00 | \$5,645.00 \$0.00 | \$5,645.00 \$142.00 | \$1,358. |
| / | 301: B0 ✓ Keep Only ⊘ Ex 310: Mi 311: Mi 316: Po 299: General Operati | clude IIII IM of Measure Values: 25,187 | \$100.00 \$4,750.00 \$1,500.00 \$1,500.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 | \$5,645.00 \$0.00 \$0.00 | | \$1,358. \$1,955. |
| / | 301: D0 310: Mi 311: Mit 316: P0 317: OL 299: General Operati 01. View Account Det | clude IIII IM of Measure Values: 25,187 ng ail | \$100.00 \$4,750.00 \$1,500.00 \$1,500.00 \$49,50 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 | \$5,645.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 | \$1,358. \$1,955. \$37. |
| (| 301: Bd 310: Mi 311: Mii 316: Po 299: General Operati 317: Ou 321: Pri 02. View Account Det 02. View July Expensi- | clude IIII IM of Measure Values: 25,187 ng ail es | \$100.00 \$4,750.00 \$1,500.00 - \$500.00 \$49.50 \$4,500 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 | \$1,358. \$1,955. \$37. \$3,175. |
| (| 301: Bd ✓ Keep Only ⊘ Ex 310: Mi 6 items selected · SL 316: Po 299: General Operati 317: Ou 299: General Operati 317: Pri 0.1 View Account Det 321: Pri 0.1 View Account Det 338: So 0.3 View August Expe | clude IIII IM of Measure Values: 25,187 ng ail es es eses | \$100.00 \$4,750.00 \$1,500.00 \$49.50 \$49.50 \$4,40.00 \$1,00.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.0 |
| (| 301: Bd ✓ Keep Only ⊘ Ex 310: Mi 6 items selected · SL 316: Pd 299: General Operati 317: OL 1 View Account Det 321: Pri 0.1 View Account Det 338: So 03. View August Expe 344: Trr 05. View October Exp | clude IIII M of Measure Values: 25,187 ng ail es snses Expenses enses | \$100.00 \$4,750.00 \$1,500.00 \$49.50 \$4.7.0.00 \$1,0.0.00 \$1,0.0.00 \$2,0.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.0 (\$376.0 |
| (| 301: bd ✓ Keep Only ⊘ Ex 310: Mii 6 items selected - SL 311: Mii 6 items selected - SL 316: Po 299: General Operati 317: Ou 299: General Operati 321: Pri 01. View Account Det 338: So 03. View August Expe 344: Tr 04. View September 347: Su 05. View Account Det | clude IIII M of Measure Values: 25,187 ng ail es enses Expenses enses expenses penses | \$100.00 \$4,750.00 \$1,500.00 \$60.00 \$49.50 \$4,30.00 \$1,00.00 \$1,00.00 \$51.00 \$15.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.0 (\$376.0 \$160. |
| | 301: bd ✓ Keep Only ⊘ Ex 310: Mii 6 items selected - SL 311: Mii 6 items selected - SL 316: Po 299: General Operati 317: Ou 299: General Operati 321: Pri 22 View July Expens 338: So 04. View September 344: Trr 04. View September 347: Su 05. View August Expens 347: Su 06. View November E 361: Tei 08. View January Exp | clude IIII M of Measure Values: 25,187 ng ail es nnses Expenses enses xpenses enses enses | \$100.00 \$4,750.00 \$1,500.00 \$600.00 \$49.50 \$41,10.00 \$1,00.00 \$1,00.00 \$1,5.00 \$1,5.00 \$1,5.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11,95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.(\$376.(\$160. \$100. \$100. |
| | 301: Bd ✓ Keep Only ⊘ Ex 310: Mii 6 items selected - SL 311: Mii 6 items selected - SL 317: Ou 299: General Operati 317: Ou 0.1 View Account Det 321: Pri 0.1 View Account Det 338: So 0.3 View August Expe 344: Tri 05. View October Exp 361: Te 07. View December E 361: Te 08. View January Exp 366: Int 99. View February Exp | clude IIII M of Measure Values: 25,187 ng ail es Expenses Expenses expess expenses enses enses enses enses | \$100.00 \$4,750.00 \$1,500.00 \$49.50 \$4,760.00 \$49.50 \$4,760.00 \$1,00.00 \$1,00.00 \$1,00.00 \$4,75.00 100.00 \$20.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$315.00 \$0.00 \$0.00 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11,95 \$1,574.31 \$10,250.00 \$876.00 \$375.00 \$315.00 \$0.00 \$0.00 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.(\$376.(\$376.) \$160. \$100. \$20. |
| | 301: bd ✓ Keep Only ⊘ Ex 310: Mi 6 items selected · SL 311: Mi 6 items selected · SL 316: Po 299: General Operati 317: Ou 0. View Account Det 321: Pri 0. View August Expe 338: So 03. View August Expe 347: SU 04. View September: 361: Tei 07. View November: 366: Int 09. View Horember: 366: Int 09. View Herbrurgt Expe 374: Tri 10. View March Exper | clude IIII M of Measure Values: 25,187 ng ail es screases kopenses enses xpenses enses enses enses enses enses enses enses enses enses enses enses enses | \$100.00 \$4,750.00 \$1,500.00 \$49,50 \$40,500 \$40,5000\$40,5000\$400\$4000\$400\$400\$400\$400\$400\$400\$40 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 \$0.00 \$0.00 \$2,349.62 | \$5,845.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 \$0.00 \$0.00 \$2,349.62 | (\$895.0 \$1,358. \$1,955. \$37. \$3,175. (\$9,250.0 (\$376.0 \$160. \$100. \$200. \$9,930. \$2,933. |
| (| 301: bd ✓ Keep Only ⊘ Ex 311: Mii 6 items selected - SL 311: Mii 6 items selected - SL 316: Pri 299: General Operati 317: Ou 01. View Account Det 321: Pri 02. View July Expens 338: So 03. View August Expens 338: So 04. View September 344: Trr 04. View November E 361: Tei 07. View December E 366: Int 09. View February Ex 366: Art 10. View March Expens 366: Art 10. View March Expens 366: Art 11. View April Expens 366: Art 12. View March Expens 366: Art 12. View March Expens | clude III M of Measure Values: 25,187 ng ail es inses Expenses enses enses enses enses penses penses jess ses ss | \$100.00 \$4,750.00 \$1,500.00 \$49.50 \$449.50 \$449.50 \$449.50 \$449.50 \$419.50 \$1,500 \$1,500 \$1,500 \$1,500 \$1,500 \$220.00 \$12,280.00 \$3,800.00 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$315.00 \$0.00 \$0.00 \$2,349.62 \$866.05 | \$5,645.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11,95 \$1,574.31 \$10,250.00 \$315.00 \$315.00 \$0.00 \$0.00 \$2,349.62 \$866.05 | \$1,358. \$1,955. \$37. \$3,175. (\$9,250.(\$376.) \$160. \$100. \$20. \$20. \$9,930. \$2,933. |
| | 301: bd ✓ Keep Only ⊘ Ex 310: Mi 6 items selected · SL 311: Mi 6 items selected · SL 316: Po 299: General Operati 317: Ou 0. View Account Det 321: Pri 0. View August Expe 338: So 03. View August Expe 347: SU 04. View September: 361: Tei 07. View November: 366: Int 09. View Horember: 366: Int 09. View Herbrurgt Expe 374: Tri 10. View March Exper | clude III M of Measure Values: 25,187 ng ail es inses Expenses enses enses enses enses penses penses jess ses ss | \$100.00 \$4,750.00 \$1,500.00 \$49,50 \$40,500 \$40,5000\$40,5000\$400\$4000\$400\$400\$400\$400\$400\$400\$40 | \$38.86 \$0.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 \$0.00 \$0.00 \$2,349.62 | \$5,845.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 | \$5,645.00 \$142.00 \$5,544.92 \$11.95 \$1,574.31 \$10,250.00 \$876.00 \$315.00 \$0.00 \$0.00 \$0.00 \$2,349.62 | \$1,358 \$1,955 \$3,175 (\$9,250.) (\$376.) \$160 \$100 \$20 \$9,930 |

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

| Account | Document # | Reference # | Month, Day, Year of Date = | Description Notes | Actual Spent |
|----------------------|------------|-------------|-------------------------------|--|--------------|
| 299: | 11090092 | | March 31, 2023 | Chartwell's | \$43.95 |
| General Operating | J0256274 | 104845 | January 24, 2023 | Valentine-Nov & Dec 2022 Expenses/D | \$12.50 |
| | | | | Valentine-Nov & Dec 2022 Expenses/S | \$60.45 |
| | J0256204 | 104993 | January 20, 2023 | Lundrigan-JP Morgan - last report/O | \$59.97 |
| | | | | | \$74.64 |
| | FM003655 | WO512981 | December 31, 2022 | NEW EMPLOYEE JOINING THE ACCOUNTING | \$22.79 |
| | | WO513548 | December 31, 2022 | PICK UP STANDING DESK AND TRASH | \$32.34 |
| | FM003635 | WO511539 | November 30, 2022 | RELOCATE FILING CABINET | \$32.34 |
| | J0255108 | 103790 | November 17, 2022 | Blinebry-August Expense/Lowe's | \$18.77 |
| | 11074206 | | October 28, 2022 | Chartwell's | \$12.50 |
| | J0254511 | 103068 | October 15, 2022 | Plumley-Fall 2022/PRESTWICK GROUP | \$6,498.37 |
| | 11074192 | | October 10, 2022 | Chartwell's | \$124.11 |
| | FM003555 | WO503425 | July 31, 2022 | PICK UP BOXES FOR SHREDDING | \$194.04 |
| Grand Total | | | | | \$7,186.77 |

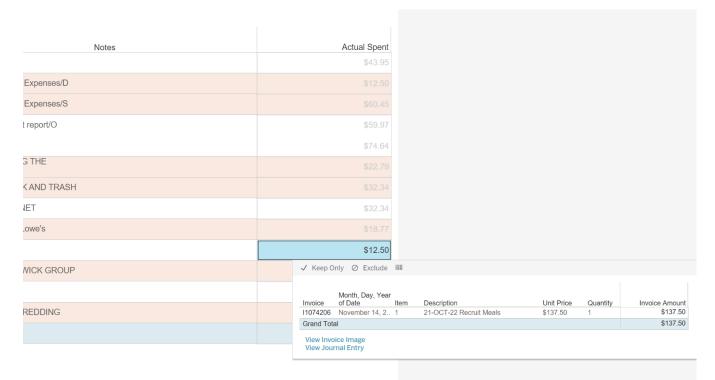
Encumbrance Detail

Budget Detail

| Account | Document # | Reference # | Month, Day, Year of Date | Description | Notes | Budget Amount |
|---------------------------|------------|-------------|--------------------------|----------------------|-------|---------------|
| 299: General Operating | L0000054 | | July 1, 2022 | FY23 Approved budget | | \$6,000.00 |
| Grand Total | | | | | | \$6,000.00 |

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.



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:

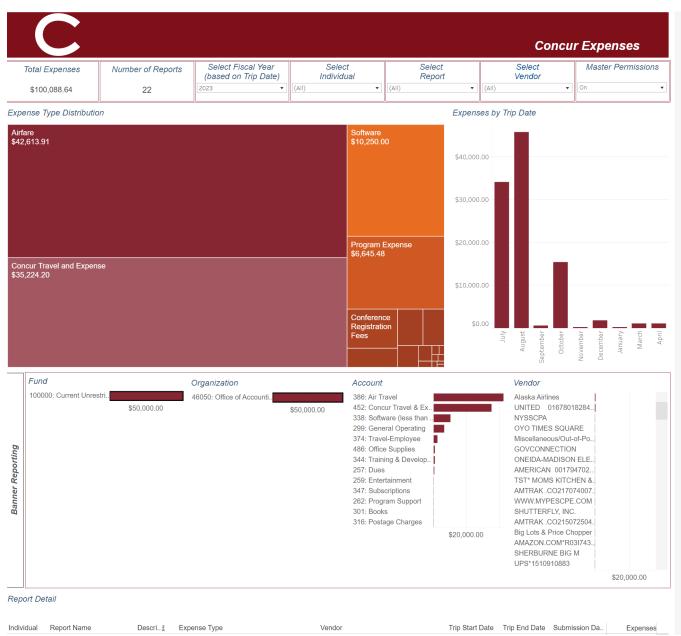
1. Budget Performance Report

| | | Vente Det ** | | | e 1 | A Operantia (| 1 | | | land Amar(a) | | | | faataa Daamii ii | | | |
|------------------------|---------------------------------------|------------------------------|-----------------------|------------------|---|--|---------------|---------------|---------------|-----------------------|---------------|------------|---------------|------------------|---------|-----------------------|---------------------|
| elect Fiscal Year 3 | Selec | t Year to Date Mo | onth | | | t Organization(s)): Office of Accounting | | | | lect Area(s) | | | | faster Permissio | ons | | |
| | Door | | | | + | , once of Accounting | g und control | | | Juint. | | | · | 011 | | | |
| | | | | | | | | | Fiscal | Voor | | | | | | | |
| | | | | | 22 | | | | r isuai | Teal | | | 23 | 3 | | | |
| | | | | | Total | | | Difference in | Difference in | | | | Total | | | Difference in | D.// |
| Irganization | Account | Adjusted Budget | Expenses | Encumbered | Expenses | Balance | Percent | Total | Percent | Adjusted Budget | Evnenses | Encumbered | Expenses | Balance | Percent | Total | Difference Perci |
| 6050: Office of | 122: Overtime | \$6,000.00 | \$444.11 | \$0.00 | \$444.11 | \$5,555.89 | 7.4% | Evnens | T Groom | \$6.000.00 | \$6.328.00 | \$0.00 | \$6,328.00 | (\$328.00) | 105.5% | Expens \$5,883.89 | 98. |
| ccounting and Control | 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 | |
| | 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) | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 262: Program Support | 32,000.00 | \$200.50 | \$0.00 | \$200.00 | \$1,755.50 | 13.370 | | | \$2,000.00 | \$40.46 | \$0.00 | \$40.46 | (\$40.46) | 30.378 | \$40.46 | |
| | 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) | |
| | 283: Professional Fees | \$37.000.00 | \$5,677.10 | \$0.00 | \$0,077.10 | \$37.000.00 | 0.0% | | | \$20.000.00 | \$3,047.92 | \$0.00 | \$3,047.92 | \$1,152.08 | 15.0% | \$3.000.00 | |
| | 289: Other Fees/Contractual | \$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 | |
| | 299: General Operating | \$5,000.00 | (\$249.21) | | (\$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 | |
| | 301: Books | \$100.00 | (\$249.21) \$0.00 | \$0.00 \$0.00 | (3249.21) \$0.00 | \$100.00 | -5.0% | | | \$100.00 | \$38.86 | \$0.00 | \$0,935.20 | \$61.14 | 38.9% | \$38.86 | |
| | 310: Minor Equipment | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | 0.0% | | | \$100.00 | \$30.00 | \$0.00 | \$30.00 | \$4,750.00 | 0.0% | \$30.00 | |
| | 311: Minor Computer Equipment | \$4,750.00 | \$0.00 | \$0.00 | \$14.85 | \$4,750.00 | 1.1% | | | \$4,750.00 | \$0.00 | \$0.00 | \$0.00 | \$4,750.00 | 0.0% | | |
| | 316: Postage Charges | \$1,400.00 | \$14.85 \$1,319.30 | \$0.00 | \$14.85 \$1,319.30 | \$1,385.15 \$6,180.70 | 1.1% | | | \$1,500.00 | \$0.00 | \$0.00 | \$1.919.42 | \$1,500.00 | 25.6% | (\$14.85) \$600.12 | |
| | 317: Outside Mailing Service | | | | | \$6,180.70 | 0.0% | | | \$7,500.00 \$49.50 | | | | \$5,580.58 | | | |
| | | \$49.50 | \$0.00 | \$0.00 | \$0.00 | | 12.2% | | | | \$0.00 | \$0.00 | \$0.00 | | 0.0% | \$0.00 | |
| | 321: Printing Charges | \$4,750.00 | \$578.71 | \$0.00 | \$578.71 | \$4,171.29 | | | | \$4,750.00 | \$792.30 | \$0.00 | \$792.30 | \$3,957.70 | 16.7% | \$213.59 | |
| | 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% | \$5,184.56 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 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 | |
| | 452: Concur Travel & Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.0.4 | \$0.00 | |
| | 486: Office Supplies | \$6,500.00 | \$1,868.05 | \$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 | |
| | 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 | |
| | 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) | |
| | 699: Nonrecurring Expense | \$0.00 | (\$637.83) | \$0.00 | (\$637.83) | \$637.83 | | | | | (\$15,374.65) | \$0.00 | (\$15,374.65) | \$15,374.65 | | (\$14,736.82) | |
| | 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 | |
| Grand Total | Total | \$104,175.45 \$104,175.45 | \$16,265.79 | \$93.19 | \$16,358.98 \$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 | 5 | | | |
|-------------------------------------|---------------------------|-----------------------|----------------------------|--------------------|
| Banner Organization A | lccess | | Off | Colgate University |
| rganization Search 😨 🔻 | Manager | Authorized User(s) | Include 'P'ost Permissions | Master Permissions |
| 46050: Office of Accounting and C 🔻 | Plumley, Brittany | ▼ (AII) ▼ | No | On |
| Organization | Manager | Manager Email Address | s Authorized User(s) | Access Indicato |
| 46050: Office of Accounting and | Control Plumley, Brittany | bplumley@colgate.edu | AFAGON | В |
| | | | BPLUMLEY | В |
| | | | CMARSHALL | В |
| | | | DJOSHI | В |
| | | | DLUNDRIGAN | В |
| | | | JSHUMAKER | В |
| | | | LVALENTINE | В |
| | | | PBLINEBRY | В |
| | | | TOGREN | В |

3. Concur



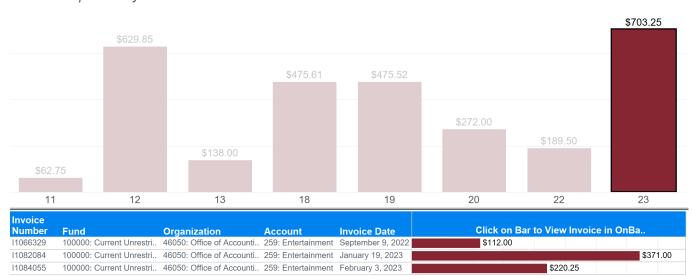
4. Invoice/Vendor Search

| Invoice Search Invoices by Vendor Search | | | | |
|--|-----------------------------|-------------|--|---|
| Invoice Search | | | Colgate University Office of Accounting & Control | |
| Enter Invoice Number 1073631 × | Fiscal Year | 23 | Master Permissions | • |
| Fund | | | | |
| 100000: Current Unrestricted Fund | | | | |
| Organization | | | | |
| 46050: Office of Accounting and Cont | rol | | | |
| Account | | | | |
| | | | | |
| 283: Professional Fees | | | | |
| Invoice Amount | Click Button to View Invoic | e in OnBase | | |
| | \$3,000.00 | | | |

Have any questions? Please contact the Accounting Office at x7413.

Search by Vendor

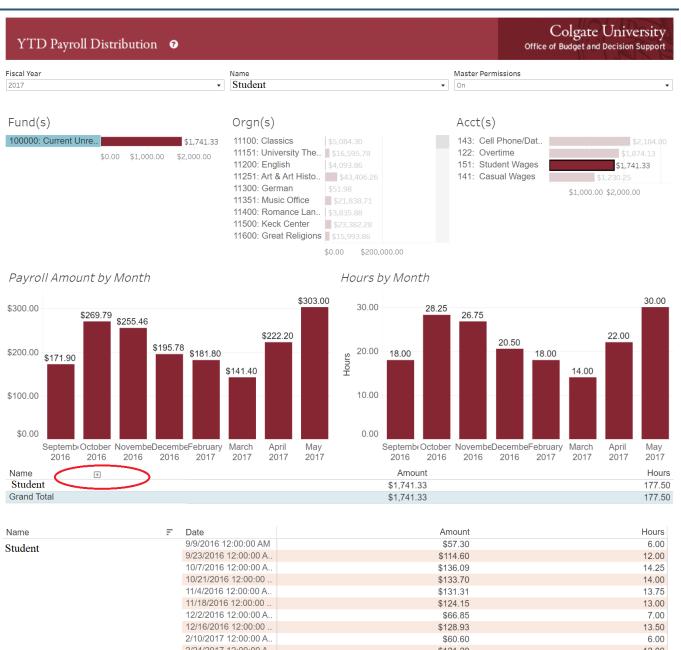
| Invoice Search | | Colgate University Office of Accounting & Control |
|-------------------------------|--------------------|--|
| /endor | Master Permissions | |
| Gigliotti Cheese Factory Inc. | | • |



Invoiced Expenses by Fiscal Year

5. YTD Payroll Distribution

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



| | Z/10/2017 12.00.00 A | \$60.60 | 6.00 |
|-------------|----------------------|------------|--------|
| | 2/24/2017 12:00:00 A | \$121.20 | 12.00 |
| | 3/10/2017 12:00:00 A | \$101.00 | 10.00 |
| | 3/24/2017 12:00:00 A | \$40.40 | 4.00 |
| | 4/7/2017 12:00:00 AM | \$101.00 | 10.00 |
| | 4/21/2017 12:00:00 A | \$121.20 | 12.00 |
| | 5/5/2017 12:00:00 AM | \$202.00 | 20.00 |
| | 5/19/2017 12:00:00 A | \$101.00 | 10.00 |
| | Total | \$1,741.33 | 177.50 |
| Grand Total | | \$1,741.33 | 177.50 |