Binghamton University Business System (BUBS)
Business Intelligence
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**Business System Portal**
Website: [http://www.binghamton.edu/business-office/](http://www.binghamton.edu/business-office/) (Firefox browser is preferred)

Use this link to access information on:
- System availability
- System hours of operation
- System sign on links
- Links to Business Office, Budget and HR related websites, forms, and procedures

**Sub Accounting Highlights**
1. Sub accounts can be created at any time during the year. However, it is strongly encouraged to set them up only as needed. Contact Scott Hatch in the Business Office if you have any questions on whether to set one up or not.
2. To request a sub account, send an email to Scott Hatch in the Business Office stating the desired account and sub account. Be sure to copy the finance representative in your Vice Presidential area on the email.
3. If an account is sub accounted, then the -00 becomes the rollup and is no longer used for transactions; instead -01 through -98 are used. -99 is only used for revenue and allocation and should not be used for any other transactions. If an organization wants a budget allocation moved to a -01 through -98 sub account, contact the financial representative for your VP area to make the move.
4. If an account is sub accounted, then revenue will be entered to the -99 default sub account.
5. To see the total balance for an account, ALWAYS enter just the first six digits.
6. If labor expenditures default to -99 then transfers to a specific sub account will not be completed until the employee has been successfully coded and charged directly to the specific sub account.

**Types of Funds**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Purpose</strong></td>
<td>Sub Fund Group = Revenue Offset Fund</td>
</tr>
<tr>
<td>State Purpose</td>
<td>86XXXXX or anything other than below</td>
</tr>
<tr>
<td>DIFR</td>
<td>Dormitory Income Fund Reimbursable</td>
</tr>
<tr>
<td>DIFR</td>
<td>Sub Fund Group = Dormitory</td>
</tr>
<tr>
<td>IFR</td>
<td>Income Fund Reimbursable</td>
</tr>
<tr>
<td>IFR</td>
<td>Sub Fund Group = General IFR</td>
</tr>
<tr>
<td>SUTRA</td>
<td>State University Tuition Reimbursable Acct</td>
</tr>
<tr>
<td>SUTRA</td>
<td>Sub Fund Group = SUTRA</td>
</tr>
<tr>
<td>DIFR-IFR</td>
<td>Dormitory Income Fund Reimbursable</td>
</tr>
<tr>
<td>DIFR-IFR</td>
<td>Income Fund Reimbursable</td>
</tr>
<tr>
<td>DIFR-IFR</td>
<td>Sub Fund Group = Dormitory Sponsored</td>
</tr>
<tr>
<td>DIFR-IFR</td>
<td>9009XX</td>
</tr>
</tbody>
</table>
**Sign-On**

Log into Business Intelligence using the Business System Portal. In the Business Intelligence module, click Reporting System Sign-on.

Sign in using Binghamton as the Campus and then click Login. Login using your PODS username and password.

This is the Business Intelligence Home page. Depending on your level of access, it may look different.
Dashboard Descriptions

Dashboards are located at the top right of the page. *Not everyone has access to all dashboards.*

Account Summary

(Account Summary) – This page will allow the user to view Account Summary information by Account and Fiscal Year with the ability to drill down to the detail record level. Selections are provided by Account Number, Fiscal Year, Sub Fund Group and Reporting Levels. Default selections are current Fiscal Year.

(Multiple Accounts Summary) – This page has the same functionality as Account Summary except it allows multiple, explicit Account Numbers to be entered in the prompt. It will allow the user to view Account Summary information by Accounts and Fiscal Year with the ability to drill down to the detail record level. Selections are provided by Account Number, Fiscal Year, Sub Fund Group and Reporting Levels. Default selections are current Fiscal Year.

Payroll Search – This page allows the user to view Payroll information by Account and Fiscal Year. Selections can also be made by Campus, Line Number, Employee Name, Pay Period, Payroll Agency, Sub Object and Reporting Levels.

Open PO’s – This page allows the user to view Open PO’s. Selections are provided by Account Number, Fiscal year and Campus.

Actual Alloc/Exp/Enc - This page will allow the user to view Actual Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Account Number, Fiscal Year, Month, Campus, Cost Center, Transaction Date range, Charge Type, Sub Fund Group, Sub Object Range, Sub Object Group, Vendor Name, Transaction Description, Document Number, Procurement Number, Requisition Number, Check Number and Reporting Levels.

Pending Alloc/Exp/Enc - This page will allow the user to view Pending Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Account Number, Fiscal Year, Month, Campus, Cost Center, Pending Transaction Date range, Charge Type, Sub Fund Group, Sub Object range, Object levels, Pending Vendor Description, Pending Procurement Number and Reporting Levels.

All Alloc/Exp/Enc - This page will allow the user to view All Transactions by Transaction Category (Allocations, Expenditures, and Encumbrances). Selections are provided by Account Number, Fiscal Year, Month, Transaction Date, Charge Type, Sub Fund Group, Sub Object, Object levels, Vendor Name, Transaction Desc, Document Number, Procurement Number, Requisition Number, Check Number and Reporting Levels.

Expenditure Inquiry

Payroll Search - This page will allow the user to view payroll information by Account and Fiscal Year. Selections can also be made by Line Number, Employee Name, Pay Period, Payroll Agency, Sub Object and Reporting Levels. The ability to drill down to the detail record level is provided.

Expenditure Search – This page shows individual expenditure records and the transaction amount. Selections are provided by Fiscal Year and Month, Transaction Date range, Account Number, Charge Type, Sub Fund Group, Sub Object, Sub Object Group, Vendor Name, Transaction Description, Document Number, Procurement Number, Requisition Number, Check Number and Reporting Levels.
Income Fund Reimbursable (IFR) Cash

IFR Account List – This page will allow the user to view IFR Cash information by Account and Fiscal Year with the ability to drill down to the detail record level by individual. Selections are provided by Account Number, Fiscal Year, Sub-Fund Group, and Reporting Levels. Default selections are current Fiscal Year.

IFR Master Account Rollup List - This page will allow the user to view IFR Cash information, by Fiscal Year, rolled up to a single line account total. The ability to drill down to the detail record level is available. Selections are provided by Account Number, Fiscal Year, Sub-Fund Group, and Reporting Levels. Default selections are current Fiscal Year.

Management Summary

Management Summary – This page will allow the user to view Management Summary information by Account Number and Major Object. Selections are provided by Fiscal Year Sub Fun Group, Sub Object Group and Reporting Levels. Default selections are current Fiscal Year.

IFR Summary - This page will allow the user to view IFR Summary information by Account Number and Major Object. Selections are provided by Fiscal Year, Sub Fund Group, Sub Object Group and Reporting Levels. Default selections are current Fiscal Year.

Reference

Reporting Structure – This is a reference page for the Account Group Reporting Level structure. Selections are provided for Reporting Levels 1 – 5 (typically Level 5 is used) and Account Number. The results will show the Account Numbers associated with the Reporting Levels.

Training Modules – For Binghamton University Training videos, go to http://uctd.binghamton.edu/uctd. On the left side, click on Business Systems, scroll down to Business Intelligence and click on Video.

State and Dormitory Income Fund Reimbursable (DIFR) Account List

State and DIFR Account List – This page will allow the user to view State Purpose and DIFR summary information by Reporting Level at the sub account level. Default selections are current Fiscal Year.

State and DIFR Master Account List – This page will allow the user to view State Purpose and DIFR summary information by Reporting Level at the master account level. Default selections are current Fiscal Year.
Reporting Structure

Reporting Structure is the University hierarchy which is broken into Levels 1 – 5. Reporting Structure will show you all accounts associated under a specific department. To get to the Reference dashboard, click the Dashboard pull-down menu and in the Financials group, click on Reference.

**Financials**

- Account Summary
- Expenditure Inquiry
- IFR Cash
- Management Summary
- Reference
- State and DIFR Account List

**Reporting Structure screen:**

Reporting Level 1 – can choose all accounts under a specific Vice President.
Reporting Level 2 – can choose all accounts under a specific School/Dean, Director, etc.

Reporting Levels 3 & 4 – are used to further define the org chart which is used uniquely for each area.

Reporting Level 5 – can choose all accounts under a specific Department (depends on your access).
Account Summary Dashboard
For most users, Account Summary will be the dashboard most used. To get to the Account Summary dashboard, click the Dashboard pull-down menu and in the Financials group, click on Account Summary.

Account Summary screen:

Search Criteria
Click in the Account begins with field and type in the 6 digit account code; the default is always all zeros. (This keeps the system from searching for account data when you first open the page).

If you are looking for a sub-account, you will need to use the 8 digit code, including the dash (ex: 999999-99). Tab to Fiscal year, default is current year, but can be changed via pull-down.

Sub Fund Group
A Sub Fund Group shows you the different accounts you can search for:
- **Revenue Offset Fund**: this is your state purpose account
- **General IFR**: Income Fund Reimbursable (IFR)
- **SUTRA**: State University Tuition Reimbursable Account
- **Dormitory Operations**: Dormitory Income Fund Reimbursable (DIFR)
- **Dormitory Sponsored**: Dormitory Income Fund Reimbursable Income Fund Reimbursable (DIFR-IFR)

Click Apply to complete the search.
**Account Summary**

Pull-down menu for **Select View** has three options:

1) Summary by Major Object (default)
2) Summary by Object
3) Summary by Detailed Object (gives details of account)

**Summary by Major Object screen:**

**Summary by Object screen:**
Summary by Detailed Object screen:

1. **Allocation Total**: this is the amount a department is given
2. **Expenditure Total**: this is the amount a department has used
3. **Encumbrance Total**: this is the amount that is in the process of being spent
4. **Red**: greater than allocated (over budget)
   - **Yellow**: within 10% of allocation total
   - **Green**: under 90% spent
5. **Search Parameters**: this shows you what your search criteria was
6. **Refresh**: refresh results
   - **Print**: print results
   - **Export**: exports results into Excel

**Document Detail**

To look at expenditure detail, click on the amount in the **Total Expenditure Total** column. A menu will appear with either **Document Detail** (detailed information for expenditure) or **Charge Type** (information about the type of charge). Any number in **blue** is a drillable field.
Document Detail screen:

Click on **Procurement Number** – this takes you to **Purchase Order Summary** in a separate pop-up window.

Purchase Order Summary window:
Click on **Document Number** – this takes you to **Voucher Summary** in a separate pop-up window.

**Voucher Summary** window:

Click on **Requisition Number**, this takes you to **Requisition Summary** in a separate pop-up window.
**Requisition Summary window:**

To return to the previous page, always click **Return** on the bottom left of the page. **Do not use the back button on your browser.** If you use the Back button on your browser, you will lose all your search criteria.

**Insert Columns**

To **Insert** a column, right click on the heading, click **Include column**, then select any of the options in the menu. **Transaction Desc**, **Transaction Type Desc**, and **Sub Object Desc** will show a more detailed description of what each column means.
**Move Columns**
To move columns of data, move the cursor to the headers until a crosshairs appears. This will allow you to move columns.

**Charge Type**
To look at expenditure detail, click on the amount in the **Total Expenditure Total** column. A menu will appear with either **Document Detail** (detailed information for expenditure) or **Charge Type** (information about the type of charge).

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**Charge Type** screen:

When you click on **Amount**, a menu will appear with **Expenditure Detail Records**. This will bring you to the **Document Detail** screen.
**Payroll Search**
This allows the user to look up payroll information by account and fiscal year. You can also access this in the **Expenditure Inquiry** dashboard.

**Open PO's**
Based on account number, this shows any open PO's.
**Actual Alloc/Exp/Enc**
Shows actual transactions by Transaction Category (Allocation, Expenditures and Encumbrances).

**Pending Alloc/Exp/Enc**
Shows pending transactions by Transaction Category (Allocation, Expenditures and Encumbrances).
All Alloc/Exp/Enc
Shows all transactions by Transaction Category (Allocation, Expenditures and Encumbrances).

Expenditure Inquiry Dashboard
The Expenditure Inquiry Dashboard is primarily used to look up Purchase Order payment information. To get to the Expenditure Inquiry dashboard, click the Dashboard pull-down menu and in the Financials group, click on Expenditure Inquiry.