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Log In, Navigate to Dashboard

**ACTION** Login to MicroStrategy by going to [http://reporting.gmu.edu](http://reporting.gmu.edu)

![Login to MicroStrategy](image)

**ACTION** Enter User name and Password. Leave LDAP Authentication selected. Click **Login**.

![Login Page](image)

**ACTION** To open the Reconciliation Dashboard, select the **Administrative** project.

![Administrative Project](image)

**ACTION** Click on **Shared Reports**

![Shared Reports](image)
ACTION Click on the Reconciliation folder (show in Icon and List Views)

Icon View

List View

ACTION Click on Reconciliation Welcome Page

ACTION Click on the Reconciliation Expense Dashboard
**Review Budget in Dashboard**

**RESULT** The **Reconciliation Expense Dashboard** displays your budget, defaulted to view the most recent completed month and corresponding fiscal year actuals.

![Image of Reconciliation Expense Dashboard]

**Re-Prompt Dashboard**

**ACTION Optional** you can change the fiscal year and/or month range by clicking the **RE-PROMPT** icon. By re-prompting you can reconcile one or multiple months simultaneously.

![Image of Re-Prompt Dashboard]

**RESULT** You will see a prompt page with Fiscal Year, and Start/End Months.

**ACTION Optional** The Fiscal Year and Start/End Month(s) can be changed by selecting the year and month from the drop down menu in each category. Prompts include: 1. Fiscal Year, 2. Start Fiscal Month Name, 3. End Fiscal Month Name.

![Image of Re-Prompt Dashboard with prompts]

**ACTION** Click on **Run Document** to run the report.
Export Summary Budget to Excel

ACTION Click Export Current View to Excel

Depending on your browser and settings, the Excel export may load in different ways. Typically, a new browser tab will open and you will be prompted to click on a new icon to load the Summary budget in Excel.

RESULT Current Summary view budget data loads in Excel

Close the Excel document and the browser window to return to the Dashboard.
Open Reconciliation with Approver Sign-Off Sheets

To Reconcile Total (All) Programs - Excel

**ACTION** To reconcile ALL Programs in Excel, leave the Program drop-down as Total. Click on the **Reconciliation for Program Total in Excel** button. Data will be exported for the specific Department (Org L4) and all Programs (Org L5) that fall under the selected Department.

**RESULT** A new tab opens in your browser. Click the resultant link to open the data in Excel.

*Sample Excel Summary page showing Department with Total Programs:*

*Sample Excel tabs showing all Orgs that fall under Department with Total Programs:*

**ACTION** Choose the tab(s) at the bottom of the spreadsheet that indicates the fund/org to be reviewed and reconciled.

**RESULT:** Fund/Org financial data will appear. Actuals Between Month and Month will reflect the month range selected in the prompt.
ACTION Scroll down to view the Sign-Off portion of the sheet

ACTION Close the Excel document and the Excel export browser window to return to the Dashboard

Note: The financial data (Labor expense) listed on the Reconciliation Expense report should be reconciled against the Permanent Roster – Salaried report for each employee in your department.

To Reconcile Total (ALL) Programs - PDF

ACTION To reconcile ALL Programs in PDF, leave the Program drop-down as Total. Click on the Reconciliation for Program Total in PDF button. Data will be exported for the specific Department (Org L4) and all Programs (Org L5) that fall under the selected Department.

RESULT A new tab opens in your browser. Click the resultant link to open the data in PDF. Sample PDF Summary page showing All Programs:

ACTION Close the PDF document and the PDF browser window to return to the Dashboard

To Reconcile ONE Program – Excel or PDF

ACTION To reconcile one Program, click on the drop-down arrow next to ‘Program Total.’ Select a specific Program. Then click the Reconciliation for Program XXXXX in Excel or Reconciliation for Program XXXXX in PDF button.
Note: Dashboard data is also filtered to the specific Department and Program you have selected

RESULT A new tab opens in your browser, exporting the data for that specific Department and Program combination to either PDF or Excel. Click the resultant link to open the data in Excel or PDF.

NOTE: data are now limited to only one Department and Program

Sample Tabs display data for all Org L6s within that Department and Program

ACTION Close the PDF or Excel document and browser windows to return to the Dashboard

Reconciliation Procedures
In reviewing whichever Reconciliation with Approver Sign-Off sheets document you choose to open, make sure you follow these procedures and tips:

ACTION Scroll down to view the reconciler/approver certification signature fields.

ACTION The financial data (Labor Encumbrances and Labor Detail) listed on the Dashboard should be reconciled against the Permanent Roster – Salaried report for each employee in your department.
View Labor and DE Drill Document

ACTION To view the Labor and DE Drill Document, on the Reconciliation Expense Dashboard left click on an Organization.

RESULT The Labor and DE Drill Document will populate in a new browser tab.

This document will display these tabs. Click on any tab to switch to that data view:

- Summary – Expense Accounts
- Labor Encumbrances
- Labor Detail
- Direct Exp Detail

Note: If there’s no non-zero related transactions then the data grid will not be shown (as in the below example)

Sample Labor and DE Drill Document

ACTION Click the tabs above the Summary to populate labor and expense details.
Note: The financial data (Labor expense) listed on the Reconciliation Expense report should be reconciled against the Permanent Roster –Salaried report for each employee in your department.
Export Labor and DE Drill to PDF or EXCEL

**ACTION:** To print or export the Labor and DE Drill Document, choose the appropriate icon from the menu options.

Export options and display may vary depending on your browser (IE, Chrome, Firefox, etc.).

When selecting print, the Labor and DE Drill Document will typically export first in a new browser tab to PDF. Print the document using your browser print tools. Close the tab to return to the Document.

Within the print menu, select the All Layouts radio button to print all tabs, e.g. Summary – Expense Accounts, Labor Summary, Labor Detail, etc., or select Current Layout to print the tab you are currently viewing.

When selecting Export to Excel, the document will typically export first in a new browser tab. Follow the directions of your browser to export to Excel. Close the tab to return to the Document.

Within the Excel export menu, select the All Layouts radio button to print all tabs, e.g. Summary – Expense Accounts, Labor Summary, Labor Detail, etc., or select Current Layout to print the tab you are currently viewing.
ACTION: Choose the MicroStrategy back icon to return to the Dashboard.

Switch Departments and/or Programs on the Dashboard

ACTION: On the Reconciliation Expense Dashboard, you can choose a Department and/or Program from the drop-down menus. Your selection will change the data displayed on the Initial View Summary budget.

Create a Shortcut to Reconciliation Welcome Page Dashboard

If you want to more quickly run the Reconciliation Expense Dashboard, navigate to Shared Reports and then click on the Reconciliation folder.

ACTION: Right click on the Reconciliation Welcome Page folder
**ACTION** Click Create Shortcut

**RESULT** A pop-up window will appear.

**ACTION** Change folder location from Reconciliation Datasets to My Reports.
ACTION Select OK

ACTION On the Left-hand Navigation Bar select My Reports. Your newly created Shortcut should be located in that folder. The next time you log in to MicroStrategy you can either open Reconciliation through the Welcome Page or you can click on My Reports instead.