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Log In, Navigate to Dashboard

ACTION Login to MicroStrategy by going to http://reporting.gmu.edu

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

ACTION To open the Reconciliation Dashboard, select the Administrative project

ACTION Click on Shared Reports
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 Revenue and Expense Dashboard

Run Dashboard, Answer Prompts

RESULT: You will now see a prompt page. You can select one or more Orgs and/or Funds. In the ‘Available’ window highlight the Orgs, Fund L5s, and/or Fund L6s you need and move them to the ‘Selected’ window using the blue arrows. If you have access to specific multiple Orgs and Funds, only those will display in the prompt answers. Leave the Selected prompt window blank to view and be able to switch between all Orgs and Funds you can access.

NOTE1: Only Active Orgs with Default Funds (hereafter referred to as Active Orgs) will be returned in the data set as these are reconcilable Orgs. Only Active Orgs with transactions Year to Date (revenue and/or expense) will be displayed. There is a button to display a listing of Active Orgs with without transactions Year To Date (see the section Display Active Orgs without Transactions YTD below).
NOTE2: Orgs are often, but not always, departments. For example, in each academic department, you will see lots of Orgs that begin with “IND.” These Orgs are associated with each research faculty member indirect research account – discretionary funds that s/he can use for any research related activity.

When finished with your selections, click on Run Document to run the report.

Review Budget in Dashboard
RESULT The Reconciliation Revenue and Expense Dashboard displays your budget, defaulted to view the most recent completed month and corresponding fiscal year actuals. All Active Orgs with Default Funds with transactions Year to Date will be displayed on the grid. The Dashboard is defaulted to the Expense View.
**Toggle Between Expense, Revenue Net Budget Data**
You can toggle between Revenue, Expense, and Net by clicking on the tabs.

**Switch Org L4 Dept, Fund L5, Fund L6**
To change the Org L4 Dept, Fund L5, Fund L6 data you see displayed in the grid, click the down arrow and select from the listing.

**Display Active Orgs Without Transactions YTD**
All Active Orgs with transactions YTD are displayed on the grid. To see All Active Orgs without transactions YTD, click on the white button.
You will then see a listing of all Orgs without transactions Year to Date

**Re-Prompt Dashboard**

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

**RESULT** You will see the same prompt page with Orgs and Funds, but you will also see prompts for Fiscal Year and 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.

**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.

Sample browser Excel download message:

```
Report name: Initial View - Revenue and Expense
Current status: Report ready
Report description: Download Dataset for Labor and DE Drill - Revenue and Expense
You may safely close this window once your results have come back.
```

ACTION Click the browser Excel icon

Sample browser Excel download icon:

RESULT Current Summary view budget data loads in Excel. Note: there are three tabs in this Excel export: Revenue, Expense, and Net, and the Excel Export is defaulted to Revenue.

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

**ACTION** Left click the **Reconciliation** icon to reconcile and produce the Sign-Off Sheets.

**RESULT** A pop-up menu displays.

![Reconciliation Menu](image)

To Reconcile ALL Org L5 Dept Programs at the Summary Level - Excel

**ACTION** To reconcile ALL Org L5 Dept Programs at the Summary level, leave Total as the Org L5 selected. Click on the **Summary Reconciliation for Org L5 Total in Excel** button.

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

![Excel Link](image)
Sample Excel Summary page showing All Org L5 Dept Programs:

<table>
<thead>
<tr>
<th>Org</th>
<th>DeptProg</th>
<th>Org Default Land</th>
</tr>
</thead>
<tbody>
<tr>
<td>42110</td>
<td>Admin Police Department</td>
<td>1111</td>
</tr>
<tr>
<td>42102</td>
<td>Emergency Student Loans</td>
<td>4120</td>
</tr>
<tr>
<td>42103</td>
<td>dive Loan</td>
<td>1111</td>
</tr>
<tr>
<td>42105</td>
<td>Lynn-Knight La Emergency Student Lns</td>
<td>4121</td>
</tr>
<tr>
<td>42689</td>
<td>Management I. Adv</td>
<td>2010</td>
</tr>
<tr>
<td>42110</td>
<td>Office of the President</td>
<td>1111</td>
</tr>
<tr>
<td>42112</td>
<td>Office of the Superintendent</td>
<td>1111</td>
</tr>
<tr>
<td>42113</td>
<td>College of Education</td>
<td>1111</td>
</tr>
<tr>
<td>42115</td>
<td>Steven R. Caneen Memorial Loan</td>
<td>4123</td>
</tr>
<tr>
<td>42116</td>
<td>Fiscal Services Office</td>
<td>1111</td>
</tr>
<tr>
<td>42117</td>
<td>Regents</td>
<td>201111</td>
</tr>
<tr>
<td>42118</td>
<td>General Accounting Department</td>
<td>1111</td>
</tr>
<tr>
<td>42119</td>
<td>Purchasing Office</td>
<td>1111</td>
</tr>
<tr>
<td>42132</td>
<td>Central Receiving</td>
<td>1111</td>
</tr>
<tr>
<td>42134</td>
<td>Office of the Comptroller</td>
<td>1111</td>
</tr>
<tr>
<td>42135</td>
<td>SmithKline B 320</td>
<td>1371</td>
</tr>
<tr>
<td>42137</td>
<td>Finance Administration Systems Office</td>
<td>1111</td>
</tr>
</tbody>
</table>

Sample Excel tabs showing all Org L6s that fall under all selected Org L5 Dept Programs:

**ACTION** click on an Excel tab to reconcile an Org, view Sign-Off sheet, and add notes

**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

To Reconcile ALL Org L5 Dept Programs at the Summary Level - PDF

ACTION To reconcile ALL Org L5 Dept Programs at the Summary level, leave Total as the Org L5 selected. Click on the Summary Reconciliation for Org L5 Total in PDF button.

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

Sample PDF Summary page showing All Org L5 Dept Programs:

![Sample PDF Summary page showing All Org L5 Dept Programs](image)

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

To Reconcile ONE Org L5 Dept Program at the Summary Level – Excel or PDF

To reconcile one Org L5 Dept Program at the Summary level, click on the drop-down arrow next to ‘Org L5 Total.’ Select a specific Org L5 Dept Program. Then click the Summary Reconciliation for Org L5 XXXXX in Excel or Summary Reconciliation for Org L5 XXXXX in PDF button.

RESULT A new tab opens in your browser, exporting the data for that specific Org L5 Dept to either PDF or Excel. Click the resultant link to open the data in Excel or PDF.

Sample – NOTE data are now limited to only one Org L5 Dept Program
Sample - Tabs display data for all Org L6s within that selected Org L5 Dept Program

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

To Reconcile one Org L6 at the Detail Level - Excel

ACTION To reconcile one Org (L6) at the Detail Level, highlight the specific Org you want to reconcile. Click the Detail Reconciliation for Org YYYYYY in Excel button.

RESULT A new tab opens in your browser. Click the resultant link to open the data in Excel. The spreadsheet is defaulted to the data tab. Financial data for specific funds/orgs are listed on separate tab(s).

The Excel file loads for one Org which includes tabs for:

- Data (all Orgs, Dept Pros, Org L5)
- Org L6
- Revenue Detail
- Labor Encumbrances
- Labor Detail
- Direct Exp Detail

ACTION Choose the tab(s) at the bottom of the spreadsheet that indicates the Org or Detail to be reconciled.

RESULT Fund/Org financial data will appear. Actual Charges Between Month and Month will reflect the month range selected in the prompt.

Sample Data tab
### Sample Org Tab

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Account</th>
<th>Description</th>
<th>Original Budget</th>
<th>Actual Budget</th>
<th>Actual Expense</th>
<th>Available Balance</th>
<th>Open</th>
<th>Projected Balance</th>
<th>Adjustments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LN01</td>
<td>LN01</td>
<td>LN01</td>
<td>12345.67</td>
<td>89012.34</td>
<td>56789.10</td>
<td>23456.78</td>
<td>9012</td>
<td>34567.89</td>
<td>12345.67</td>
<td></td>
</tr>
<tr>
<td>LN02</td>
<td>LN02</td>
<td>LN02</td>
<td>67890.12</td>
<td>45678.90</td>
<td>34567.89</td>
<td>23456.78</td>
<td>9012</td>
<td>89012.34</td>
<td>56789.10</td>
<td></td>
</tr>
</tbody>
</table>

### Sample Revenue Detail Tab

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Account</th>
<th>Description</th>
<th>Original Budget</th>
<th>Actual Budget</th>
<th>Actual Expense</th>
<th>Available Balance</th>
<th>Open</th>
<th>Projected Balance</th>
<th>Adjustments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN01</td>
<td>RN01</td>
<td>RN01</td>
<td>12345.67</td>
<td>89012.34</td>
<td>56789.10</td>
<td>23456.78</td>
<td>9012</td>
<td>34567.89</td>
<td>12345.67</td>
<td></td>
</tr>
<tr>
<td>RN02</td>
<td>RN02</td>
<td>RN02</td>
<td>67890.12</td>
<td>45678.90</td>
<td>34567.89</td>
<td>23456.78</td>
<td>9012</td>
<td>89012.34</td>
<td>56789.10</td>
<td></td>
</tr>
</tbody>
</table>

### Sample Labor Encumbrances Tab

<table>
<thead>
<tr>
<th>Account Group</th>
<th>Account</th>
<th>Description</th>
<th>Original Budget</th>
<th>Actual Budget</th>
<th>Actual Expense</th>
<th>Available Balance</th>
<th>Open</th>
<th>Projected Balance</th>
<th>Adjustments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LN01</td>
<td>LN01</td>
<td>LN01</td>
<td>12345.67</td>
<td>89012.34</td>
<td>56789.10</td>
<td>23456.78</td>
<td>9012</td>
<td>34567.89</td>
<td>12345.67</td>
<td></td>
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<tr>
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<td>LN02</td>
<td>67890.12</td>
<td>45678.90</td>
<td>34567.89</td>
<td>23456.78</td>
<td>9012</td>
<td>89012.34</td>
<td>56789.10</td>
<td></td>
</tr>
</tbody>
</table>
Sample Labor Detail Tab

Sample Direct Exp Detail Tab

ACTION Close the 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.

![Image of Excel spreadsheet showing reconciliation process](image)

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

*Sample* Labor Detail Tab

![Image of Excel spreadsheet showing labor detail tab](image)
Sample Labor Encumbrances Tab

View Labor and DE Drill Document

To view One Organization

**ACTION** To view the Labor and DE Drill – Revenue and Expense Document for one organization at a time, on the Reconciliation Revenue and Expense Dashboard left click on an Organization.

**RESULT** The Labor and DE Drill – Revenue and Expense 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 – Revenue Accounts
- Summary – Expense Accounts
- Summary – Net
- Revenue Detail
- Labor Encumbrances
- Labor Detail
- Direct Exp Detail

**Note:** If there’s no non-zero related transactions (such as no Revenue on the Revenue tab) then the data grid will not be shown (as in the below example)
To view One Org L4 Dept and all Organizations

**ACTION:** To view the *Labor and DE Drill – Revenue and Expense Document* for one Org L4 Dept (and all Organizations which fall under that Org L4 Dept) click on the **Drill to Labor and DE** button. Whatever Org L4 Dept, Fund L5 AND Fund L6 selected on the Dashboard will display in the Document. In the below example, one Org L4 is selected and all (Total) Funds.

**RESULT:** The *Labor and DE Drill – Revenue and Expense Document* will populate in a new tab.

Sample Labor and DE Drill – Revenue and Expense Document for Org L4 Dept, Fund L5, Fund L6 showing all underlying Orgs

**ACTION Optional** Switch the Grouping (the Org L4 Dept, Org, Fund L5 and Fund L6 you are viewing) by clicking the down arrow next to these fields and selecting a different value. Once you make a different selection, this new value will populate across all tabs (such as Revenue, Labor Summary, Labor Detail, etc.)
ACTION Click the tabs above the Summary to populate labor, revenue, and expense details.

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 – Revenue and Expense 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.
Create a Shortcut to Reconciliation Welcome Page

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

**ACTION** Right-click on Reconciliation Welcome Page. Click Create Shortcut

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

**ACTION** Change the 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.

Change Default Home Page to Reconciliation Welcome Page
Navigate to the Reconciliation folder

ACTION Click on the MicroStrategy starburst
**ACTION** Click on Preferences

**ACTION** Change the Default start page radio button from Home to Last folder: Reconciliation

**ACTION** Scroll down and select Apply

**ACTION** Click the starburst, then Home to test.

You will now see the Reconciliation folder as your Home page