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## Overview

Business Central Awards Dashboard is a financial reporting tool that allows you to access your University of Winnipeg Awards online. This tool has been designed to provide you with:

- Access to your current Award balances
- Access to information about your Awards such as start and end dates, funder information, award estimates (if applicable), etc.
- The ability to export transaction history into Excel for analytical purposes



## 1. How to access Business Central Awards Dashboard

The link to the new online system will be emailed to you.

WINNIPE	EG Business Central Awards Dashboard									Hello, 🖾 👘
	Q Search Awards								± DOV	VNLOAD
	No Name	FundersReferenceNo	AllowPostingTo	StartDate	EndDate	FundNo	UwSectorCode	UwDeptCode	UwSubDeptCode	UwProj

If you cannot access the dashboard, please contact Research Accounting at <u>researchaccounting@uwinnipeg.ca</u>.

The dashboard will show a list of all the active awards that you are currently responsible for or administer:

Items to note:

- The FundersReferenceNo is the funders grant ID number or the Research Start Here (RSH) number.
- The fund, sector, dept and subdept information has been assigned based on the home dept of the person who has primary responsibility for the Award. Please let us know if this information is not accurate



### 2. Viewing your Award Balances

There are two ways to view your award balance.

**Method #1:** To view your award balance you can download the award list by clicking on the **button** button located on the top left of the screen.

	HE UNIVERSITY OF WINNIPEG	Business Central Awards Da	Hello,		
Q	69997			→ <mark> </mark>	DOWNLOAD
	No	Name	FundersReferenceNo	AllowPostingTo	StartDate
:	69997	Finance Conference - Fernandez, C.		03-31-2099	10-01-2016

• Click on YES to include the award balance.



• A box will appear indicating the download progress.



• Once the download is complete, the file "Awards (##). csv" will be available in the Downloads folder.





### **Business Central Awards Dashboard**

Method #2: Click on the 3 dots beside the award number.

9	UNIVERSITY OF Business Central Awards Dashboard Hello,								
Q	69997							<b>DOWNLOAD</b>	
	No	Name	FundersReferenceNo	AllowPostingTo	StartDate	EndDate	FundNo	UwSectorCode	
-	69997	Finance Conference - Fernandez, C.		03-31-2099	10-01-2016	03-31-2099	320	325	

#### • The balance can be found on the top left section.

ward 69997 -	- Finance Confer	ence - Fernande	ez, C.						2
Q Search Tran	nsactions								
PostingDate	DocumentNo	Description	Amount	AwardCode	GLAccountNumber	GLAccountName	ExtDocumentNo	GlRegisterNo	TransactionType
10-15-2016	KHV07-004	REV Finance Conference - Ticket Sales	2500	69997	66820	Events - Ticket Sales		14493	Actual
10-15-2016	KHV07-004	REV Finance Conference - Hall Rental	-1500	69997	76135	Events - Hall Rental		14493	Actual

#### Additional Information

- Balance field
  - A negative number means that the Award has funds remaining
  - A positive number means the Award is overspent or has not yet received all its revenue

*Tip: Click on the X to go back to the award list.* 



### 3. Exporting Transaction Entries List to Excel

Business Central Awards Dashboard provides the ability to export the detailed transaction entires making

up the balance to Excel. To do so, click on the 3 dots located on the left side of the award number.

💩 🖥	INNIPEG	Business Central Awards Da	ashboard	
Q 6	9997			
4	No	Name	FundersReferenceNo	AllowPostingTo
1	69997	Finance Conference - Fernandez, C.		03-31-2099
				0

• Click on the **DOWNLOAD** button.

Award 69997	- Finance Confer	ence - Fernande	z, C.						×
Balance: \$ 0 Q. Search Tra	nsactions								J DOWNLOAD
PostingDate	DocumentNo	Description	Amount	AwardCode	GLAccountNumber	GLAccountName	ExtDocumentNo	GIRegisterNo	TransactionType
10-15-2016	KHV07-004	REV Finance Conference - Ticket Sales	2500	69997	66820	Events - Ticket Sales		14493	Actual
10-15-2016	KHV07-004	REV Finance Conference - Hall Rental	-1500	69997	76135	Events - Hall Rental		14493	Actual
10-15-2016	KHV07-004	REV Finance Conference - Food Costs	-900	69997	76140	Events - Food Costs		14493	Actual
10-15-2016	KHV07-002	Finance Conference - Ticket Sales	-2500	69997	66820	Events - Ticket Sales		12217	Actual
10-15-2016	KHV07-002	Finance Conference - Hall Rental	1500	69997	76135	Events - Hall Rental		12217	Actual
10-15-2016	KHV07-002	Finance Conference - Food Costs	900	69997	76140	Events - Food Costs		12217	Actual

• Once the download is complete, the file "Award Entries - xxxxx. csv" will be available in the Downloads folder.





Items to note about the Balance:

- A negative number means that the Award has funds remaining
- A positive number means the Award is overspent or has not yet received all its revenue
- The balance is comprised of not only Actual transactions, but also Commitments and Encumbrances. This means that the cost of an item is recorded at the point of being requested, as opposed to waiting for when it is received
- By including these transactions, the balance field more accurately reflects what is remaining to be spent on the award and also helps to prevent overspending
- Definitions:
  - **Commitments** are recorded when a purchase requisition is received and recorded by the Purchasing department
  - **Encumbrances** are recorded when the purchase requisition becomes a Purchase Order. The commitment is reversed at this point and will now be reflected as an encumbrance
  - Actuals are recorded when the item is received and invoice is paid. The encumbrance will be reversed at this stage and the expense will be recorded as an actual expense
- Commitments and Encumbrances are ONLY recorded for items purchased through the Purchasing Department (i.e. does not apply to payroll or other charges)
- The transaction type is noted in the transaction type field as highlighted below:

alance: 0	nsactions								
PostingDate	DocumentNo	Description	Amount	AwardCode	GLAccountNumber	GLAccountName	ExtDocumentNo	GIRegisterNo	TransactionTy
0-15-2016	KHV07-004	REV Finance Conference - Ticket Sales	2500	69997	66820	Events - Ticket Sales		14493	Actual
0-15-2016	KHV07-004	REV Finance Conference - Hall Rental	-1500	69997	76135	Events - Hall Rental		14493	Actual
0-15-2016	KHV07-004	REV Finance Conference - Food Costs	-900	69997	76140	Events - Food Costs		14493	Actual
0-15-2016	KHV07-002	Finance Conference - Ticket Sales	-2500	69997	66820	Events - Ticket Sales		12217	Actual
0-15-2016	KHV07-002	Finance Conference - Hall Rental	1500	69997	76135	Events - Hall Rental		12217	Actual
0-15-2016	KHV07-002	Finance Conference - Food Costs	900	69997	76140	Events - Food Costs		12217	Actual



## 4. Additional Information

- Closed Awards
  - Closed awards will be removed from your Business Central Awards Dashboard Awards list. If you require any information about a closed award, please contact Research Accounting
- Missing/Incorrect Awards
  - Please contact Research Accounting if there are any Awards missing from your Awards list that you are responsible for or ones that are on your list that should not be



### 5. Tips and Tricks

- Maximize the screens in Business Central Awards Dashboard to make it easier to see full account names and descriptions
- You can lookup multiple Awards by manually typing either ranges or a series of individual Awards into the search field:
  - To lookup a range of Awards (i.e. consecutively numbered Awards), use two periods to separate the first and last number of the range:

<b>Ø</b> ;	WINNIPEG Business Central Awards Dashboard									
Q	100001001	0								OWNLOAD
	No	Name	FundersReferenceNo	AllowPostingTo	StartDate	EndDate	FundNo	UwSectorCode	UwDeptCode	UwSubDej

• To lookup a group of non-consecutive awards, type in the Award numbers you want separate by the pipe symbol, which is created by clicking the shift and backslash buttons at the same time:

<u>ي</u>	e usiversity o /INNIPEC	; Business Cent	tral Awards Dashboard						Hello,	
Q	10000[1000	5(10010								DOWNLOAD
	No	Name	FundersReferenceNo	AllowPostingTo	StartDate	EndDate	FundNo	UwSectorCode	UwDeptCode	UwSubDej

tsc ]		F12
		-]
	, , , , , , , , , , , , , , , , , , ,	
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Ctri [] (		Ztri



• Filter Function

The filter function allows you to filter based on criteria you define.

• You can filter the Award list by clicking on the three dots beside the column name.

9	WINNIPEG	Business Central Awards	Dashboard				He	Ro.
۵,	Q. 69997							2 DOWNLOAD
	No	Name	FundarsReferenceNo	AllowPustingTo	StartDate	EndData	FundNo	UwSectorCode
- 1	63997	Pasance Conference - Fernandez,	Silter	03-31-2099	10-01-2016	03/31-2099	329	315

A pop-up window will appear where you can enter the desired criteria.

	No Y	Name	FundersReferenceNo	AllowPostingTo	StartDate	EndDate	FundNo	UwSectorCo
~	Column NO	Operator - contains	Value ▼ Filter value	2099	10-01-2016	03-31-2099	320	325

In the following example the Name filter is used to return all records containing "NSERC" in the award name.





• You can filter the transaction entries list by clicking on the three dots beside column name.

Award 6999	7 - Finance Confer	ence - Fernande	z, C.								×
Balance: \$ 0											
Q Search	Q Search Transitions								👲 DOWNLOAD		
PostingDate	DocumentNo	Description	Amount	AwardCode	GLAccountNumber	GLAccountName	ExtDocumentNo	GIRegisterNo	TransactionType	FundNo	Uw!
10-15-2016	Unsort Filter	REV Finance Conference - Ticket Sales	2500	69997	66820	Events - Ticket Sales		14493	Actual	320	325
10-15-2016	KHV07-004	REV Finance Conference - Hall Rental	-1500	69997	76135	Events - Hall Rental		14493	Actual	320	325
10-15-2016	KHV07-004	REV Finance Conference - Food Costs	-900	69997	76140	Events - Food Costs		14493	Actual	320	325
10-15-2016	KHV07-002	Finance Conference - Ticket Sales	-2500	69997	66820	Events - Ticket Sales		12217	Actual	320	325
10-15-2016	KHV07-002	Finance Conference - Hall Rental	1500	69997	76135	Events - Hall Rental		12217	Actual	320	325

A pop-up window will appear where you can enter the desired criteria.

Award 69997	- Finance Conf	erence - Fernand	ez, C.						×
Balance:									
Q Search Tra	nsactions	Distriction		Augusta da			5.00-companying		DOWNLOAD
PostingDate	Documentino	Description	Amount	AwardCode	GLACCOUNTNUMDER	GLACCOUNTNAME Y	ExtDocumentNo	GIREGISTERNO	Transactic
X GLAccou	untName	operator - contains	Value + Filter value	9	66820	Events - Ticket Sales		14493	Actual
+ ADD FILTER	- CLEAR				76135	Events - Hall Rental		14493	Actual

In the following example the GLAccountName filter is used to return all records containing "food" in the GLAccountName field.

Award 69997 -	Finance Confe	erence - Fernande	ez, C.						×
Balance: \$ 0									
Q Search Tran	isactions								👲 DOWNLOAD
PostingDate	DocumentNo	Description	Amount	AwardCode	GLAccountNumber	GLAccountName	ExtDocumentNo	GIRegisterNo	TransactionType
Column X GLAccou	ntName	Operator - contains	Value value		76140	Events - Food Costs		14493	Actual
+ ADD FILTER	- CLEAR	Food Costs			76140	Events - Food Costs		12217	Actual



- You can pin the webpage to your Windows taskbar using the following instructions.
  - 1. Open Edge and navigate to the webpage you want to add to the Windows Taskbar.
  - 2. At the top right of the Edge window, click on the Ellipses icon.
  - 3. From the pop-up menu click on "More tools"
  - 4. From the cascading menu select "Pin to taskbar"





## **Questions?**

If you have any questions or concerns about Business Central Awards Dashboard, please contact Research Accounting at:

- <u>researchaccounting@uwinnipeg.ca</u>
- Melannie Soukhalom
  - m.soukhalom@uwinnipeg.ca