Running the Month-End Dashboard

General tips

- All reports should be run for the same period.
- Always click the Prepare button before opening the XL Connect “Refresh” window.
- A number of reports show a snapshot in time on the date that they are run. They cannot be backdated. It is therefore important to run the Dashboard as close to month end as possible and at approximately the same date each month.
- When entering dates and other parameters it is best to select data from the list of values rather than typing into the field. This allows the system to validate the value and avoids problems on submission.
- We do not recommend using the cascade parameters function. It will not cascade the parameters across all reports.
- It is possible to submit the reports and close the dashboard while they run. These can then be left to run overnight if you wish.
- To operate correctly, the dashboard needs all attached reports to complete. If any reports have failed to complete, please check and amend the parameters and run these reports again.

Only enter the parameters shown in the section below for each report. The reports will not run if additional parameters are added.

Please note: if you are using a version of the dashboard that you have not previously updated, you may need to refresh the responsibilities.

Please see Working with the Month-End Dashboard (pdf) for using the dashboard and interpreting data.

Users with access to multiple departments

If you are a member of a sub-division (e.g. RDM), or you are a divisional user (e.g. divisional finance manager), you may want to run the Month-End Dashboard for each of your units separately, or run a combined version. Both are possible and depend on information added in the department parameters.

Please note: if you want to run the Month-End Dashboard for multiple units, the name of each unit has to be added in the department parameter (you can add multiple departments). If you only add the overarching subdivision (e.g. RDM 131), the reports only return transactions processed through the sub-divisional code. They do not consolidate all the units.

If you have access to multiple departments and regularly report on a combination of these we would recommend saving a version of the dashboard for each combination.

Running the Dashboard: quick guide

- Save dashboard file to your folders.
- Open dashboard file and ensure macros/content are enabled.

1. Prepare the dashboard

- Click “Prepare” button in Finance Division ribbon – the dashboard will now contain zero values and formulae are set to manual calculation.

2. Refresh the reports

- Log in to XL Connect using Oracle credentials. Close the initial report window.
- Navigate to the XL Connect ribbon and click “Refresh” to open the refresh window.
- If this is the first time you have used this dashboard, update your responsibilities and parameters (click the torch to the right of responsibilities) in all reports; otherwise just update the parameters in all reports (click the torch to the right of parameters) (see guidance below).
- **Note: it is important that all parameters are entered exactly as specified in the tables below.**
- Check the reports that you want to submit are ticked, then click “Resubmit”.
- Either:
    - Wait for the reports to run. While the refresh window is open, you cannot use excel for other work. When the first report completes it will automatically download that report only and close the refresh window. **Note**: **following a recent update to XL Connect leaving the refresh window open when running the reports does not download all reports.** Reopen the refresh window and wait; or
    - If you wish to use excel for other work, close the refresh window once all reports have been submitted, save the Dashboard and close Excel entirely. You can then open and work on other workbooks.

3. Download the reports

- Open dashboard file (if required).
- Click “Prepare” button in Finance Division ribbon.
- Navigate to the XL Connect ribbon and click “Refresh” to open the refresh window.
- Check all reports have completed (marked “Completed” or “Downloaded” in the status box).
- Ensure all reports are selected and click “Download” button.
- Wait for reports to download (the refresh window will disappear once done).

4. Update the dashboard and charts

- Click “Update Dashboard” button in Finance Division ribbon.
- Check that period in dashboard header is correct.
- Check that benchmark figures in Charts Data worksheet are correct (red cells, changing them at this point will only affect the current and future periods, see Amending Benchmark Data section for changing benchmark for previous periods).
- Click “Trends” button in Finance Division ribbon.

Amending benchmark data

- If you wish to change the benchmark value across all charted periods (**Note:** this should be agreed with your DFC):
    - Type in the required benchmark values on the Charts Data worksheet (red cells)
    - Click “Benchmark” button in Finance Division ribbon

Creating a snapshot copy of dashboard

- Click “Snapshot” button in Finance Division ribbon.

Updating responsibilities

If you need to update the responsibilities (when it is the first time you have used the worksheet), click the torch to the right of the responsibility listing, then select the relevant responsibility from the drop-down list in line with the details below for each report. Once you have selected a responsibility, you will be taken to the parameters listing for that report.

Report Name	Parameters	Sheet Name	Module	Responsibility	Rows	Status	Output
UO Purchase to Pay Audit	Buyer=='Mathematical Instit	P2P Audit	Purchasing	UO User Access Reports(	9	Downloaded	
UO Open PO Report	PO Creation Date Low==1-	Open POs	Purchasing	UO Purchase Order Enqui	31	Downloaded	
UO Invoices On Hold Requ	Invoice Batch==^^Invoice	Invoices On Hold	Payables	UO Payables Enquiry(OU	0	Downloaded	
UO Journal Activity Report	Organisation=='Mathematic	Journals	Projects	UO Projects Departmental	6	Downloaded	
UO Transfer Activity	Project Number==^^Project	Transfer	Projects	UO Projects Departmental	61	Downloaded	
Requisition Details	Operating Unit==^^Date Fr	Requisitions	Purchasing	UO Purchase Order Enqui	57	Downloaded	
UO AR Aged Debtors Repc	Customer Number==^^Cust	Aged Debtors	Receivables	UO Receivables Enquiry(	43	Downloaded	
UO Trial Balance - Detailed	Ledger Name=='UO Ledger	Trial Balance	General Ledger	BK General Ledger Sal(Ac	3000	Downloaded	
UO Incomplete Invoices Lis	Operating Unit=='University	AR Incomplete	Receivables	BK Receivables(OU => U	0	Downloaded	
UO Project Portfolio with Sp	Project Type==^^Project St	Portfolio	Projects	UO Projects Departmental	1331	Downloaded	
UO New Supplier Requests	Buyer Department=='MATH	New Suppliers	Purchasing	UO Purchase Order Enqui	46	Downloaded	
UO AP Metrics Overview	Operating Unit=='University	AP Metrics	Payables	UO Payables Enquiry(OU	454	Downloaded	

Updating parameters

Once your responsibilities have been updated at initial setup, you should only need to update your parameters on a monthly basis. Click the torch to the right of the parameters listing, and follow the guidance below to ensure you update the parameters correctly.

Report Name	Parameters	Sheet Name	Module	Responsibility	Rows	Status	Output
UO Purchase to Pay Audit	Buyer=='Mathematical Instit	P2P Audit	Purchasing	UO User Access Reports((	9	Downloaded	
UO Open PO Report	PO Creation Date Low==1-	Open POs	Purchasing	UO Purchase Order Enquiry	31	Downloaded	
UO Invoices On Hold Requ	Invoice Batch==^^Invoice	Invoices On Hold	Payables	UO Payables Enquiry(OU =	0	Downloaded	
UO Journal Activity Report	Organisation=='Mathematic	Journals	Projects	UO Projects Departmental I	6	Downloaded	
UO Transfer Activity	Project Number==^^Project	Transfer	Projects	UO Projects Departmental I	61	Downloaded	
Requisition Details	Operating Unit==^^Date Fr	Requisitions	Purchasing	UO Purchase Order Enquiry	57	Downloaded	
UO AR Aged Debtors Repc	Customer Number==^^Cust	Aged Debtors	Receivables	UO Receivables Enquiry(C	43	Downloaded	
UO Trial Balance - Detailed	Ledger Name=='UO Ledger	Trial Balance	General Ledger	BK General Ledger Sal(Ac	3000	Downloaded	
UO Incomplete Invoices Lis	Operating Unit=='University	AR Incomplete	Receivables	BK Receivables(OU => Ur	0	Downloaded	
UO Project Portfolio with Sp	Project Type==^^Project St	Portfolio	Projects	UO Projects Departmental I	1331	Downloaded	
UO New Supplier Requests	Buyer Department=='MATH	New Suppliers	Purchasing	UO Purchase Order Enquiry	46	Downloaded	
UO AP Metrics Overview	Operating Unit=='University	AP Metrics	Payables	UO Payables Enquiry(OU =	454	Downloaded	

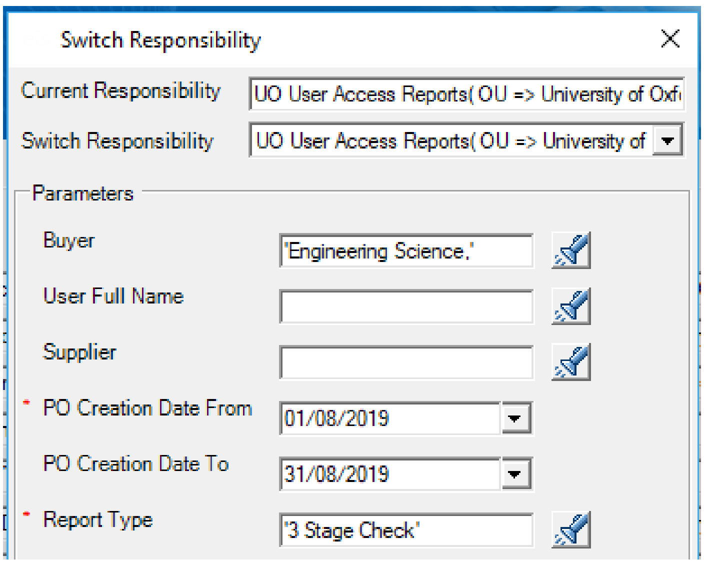
1. UO Purchase to Pay Audit Report

Key Responsibility: UO User Access Reports

Could also use: UO Buyer Work Centre

The data from this report is stored on the **P2P Audit** worksheet

Parameter	Comment	Value
Buyer	The name of your department *Please note: this will identify activity undertaken under the departmental buyer responsibility (believed to be the majority of activity) but will not include activity undertaken under individual buyer responsibilities; all individual departmental buyers can also be added here if desired.*	e.g. 'Engineering Science,'
User Full Name	Leave blank	
Supplier	Leave blank	
PO Creation Date From	The start of the month for which you are running the report.	e.g. 01/08/2019
PO Creation Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Report Type	'3 Stage Check' *Note: selecting 3 Stage Check will return all transactions where the same user has completed three steps and four steps. Selecting 4 Stage Check will only return transactions where the user has completed all four steps.*	'3 Stage Check'



2. UO Open PO Report

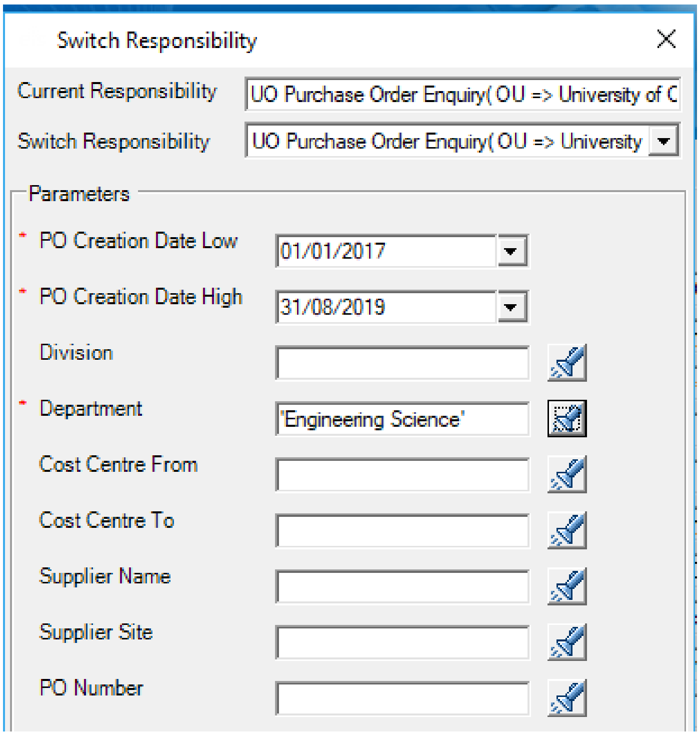
Key Responsibility: UO Purchase Order Enquiry

Could also use: UO iProcurement - Finance Preparer, UO iProcurement - Goods in, UO Buyer Work Centre

The data from this report is stored on the **Open POs** worksheet

Parameter	Comment	Value
PO Creation Date Low	A date early enough to capture all open purchase orders (note: you may have blanket orders crossing multiple financial years). As you tidy old open POs this date can be shifted to the date of the oldest known open PO.	e.g. 01/01/2017
PO Creation Date High	The end of the month for which you are running the report.	e.g. 31/08/2019
Division	Leave blank	
Department	The name of your department	e.g. 'Engineering Science'
Cost Centre From	Leave blank	
Cost Centre To	Leave blank	
Supplier Name	Leave blank	
Supplier Site	Leave blank	
PO Number	Leave blank	

Please note: you cannot backdate this report. It will give you all POs currently open that were created in the specified date range, but will not report POs that were open at a previous point in time.



3. UO Invoices On Hold Require Approval Report

Key Responsibility: UO Payables Enquiry

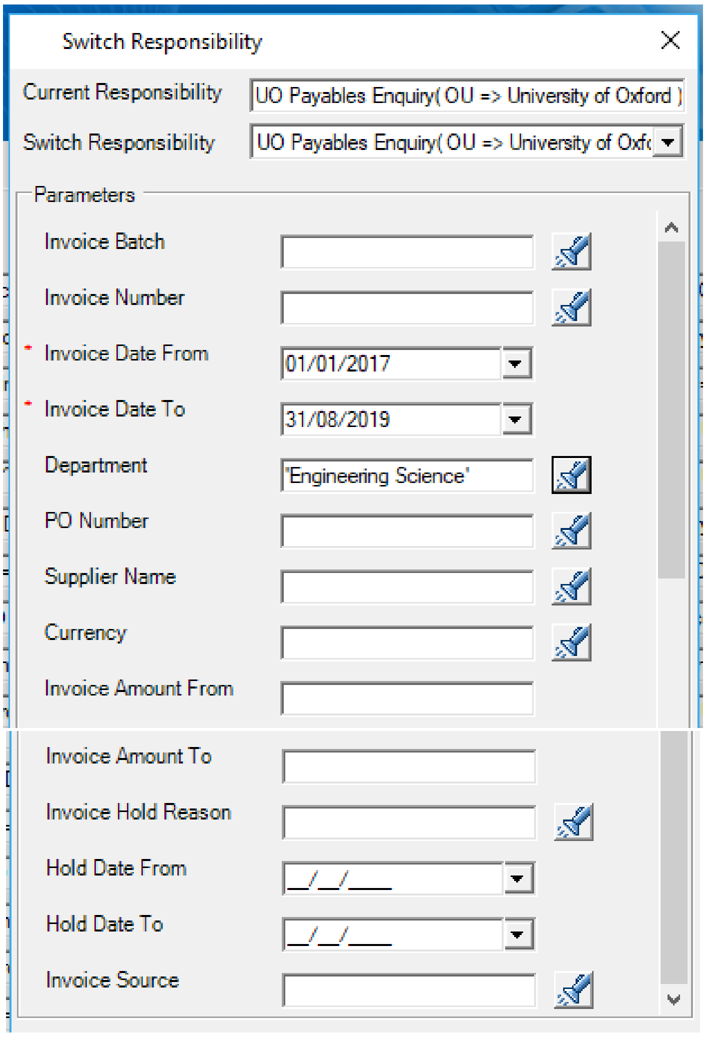
Could also use: XX Payables, XX Payables No Release Holds

The data from this report is stored on the **Invoices On Hold** worksheet

Parameter	Comment	Value
Invoice Batch	Leave blank	
Invoice Number	Leave blank	
Invoice Date From	A date early enough to capture all invoices on hold. As you tidy old invoices on hold, this date can be shifted to the date of the oldest known held invoice.	e.g. 01/01/2017
Invoice Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Department	The name of your department	e.g. 'Engineering Science'
PO Number	Leave blank	
Supplier Name	Leave blank	
Currency	Leave blank	
Invoice Amount From	Leave blank	
Invoice Amount To	Leave blank	
Invoice Hold Reason	Leave blank	
Hold Date From	Leave blank	
Hold Date To	Leave blank	
Invoice Source	Leave blank	

Please note: you cannot backdate this report. It will give you all invoices currently on hold in the specified date range, but will not report invoices that were on hold at a previous point in time.

3. UO Invoices On Hold Require Approval Report (continued)



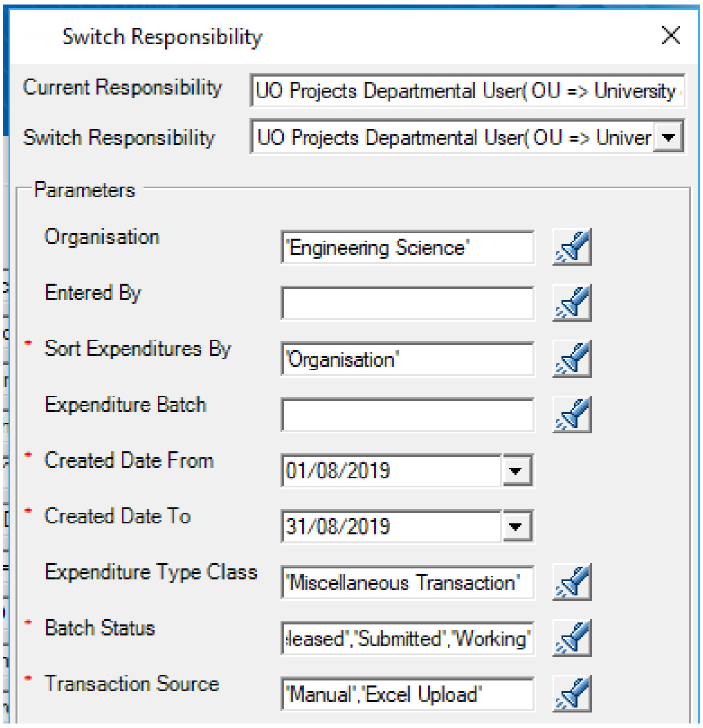
4. UO Journal Activity Report

Key Responsibilities: UO Projects Departmental Enquiry, UO Projects Central User Enquiry

Could also use: UO Projects Departmental User, UO Projects Central User

The data from this report is stored on the **Journals** worksheet

Parameter	Comment	Value
Organisation	The name of your department	e.g. 'Engineering Science'
Entered By	Leave blank	
Sort Expenditures By	'Organisation'	'Organisation'
Expenditure Batch	Leave blank	
Created Date From	The start of the month for which you are running the report.	e.g. 01/08/2019
Created Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Expenditure Type Class	'Miscellaneous Transaction'	'Miscellaneous Transaction'
Batch Status	'All Unreleased', 'Released', 'Submitted', 'Working'	'All Unreleased', 'Released', 'Submitted', 'Working'
Transaction Source	'Manual', 'Excel Upload'	'Manual', 'Excel Upload'



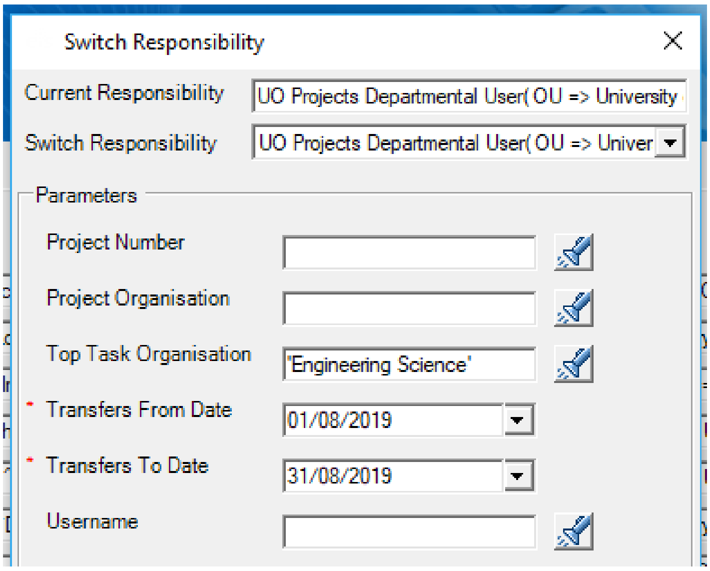
5. UO Transfer Activity

Key Responsibilities: UO Projects Departmental Enquiry, UO Projects Central User Enquiry

Could also use: UO Projects Departmental User, UO Projects Central User

The data from this report is stored on the **Transfer** worksheet

Parameter	Comment	Value
Project Number	Leave blank	
Project Organisation	Leave blank	
Top Task Organisation	The name of your department	e.g. 'Engineering Science'
Transfers From Date	The start of the month for which you are running the report.	e.g. 01/08/2019
Transfers To Date	The end of the month for which you are running the report.	e.g. 31/08/2019
Username	Leave blank	



6. Requisition Details

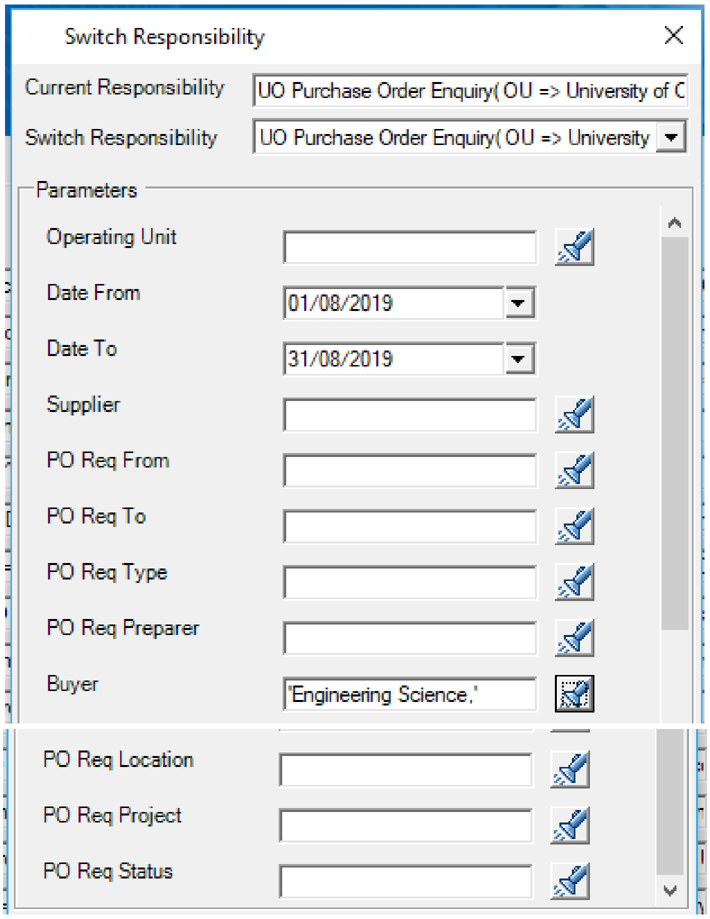
Key Responsibility: UO Purchase Order Enquiry

Could also use: UO Buyer Work Centre

The data from this report is stored on the **Requisitions** worksheet

Parameter	Comment	Value
Operating Unit	Leave blank	
Date From	The start of the month for which you are running the report.	e.g. 01/08/2019
Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Supplier	Leave blank	
PO Req From	Leave blank	
PO Req To	Leave blank	
PO Req Type	Leave blank	
PO Req Preparer	Leave blank	
Buyer	The name of your department *Please note: this will identify activity undertaken under the departmental buyer responsibility (believed to be the majority of activity) but will not include activity undertaken under individual buyer responsibilities; all individual departmental buyers can also be added here if desired.*	e.g. 'Engineering Science,'
PO Req Location	Leave blank	
PO Req Project	Leave blank	
PO Req Status	Leave blank	

6. Requisition Details (continued)



7. UO AR Aged Debtors Report

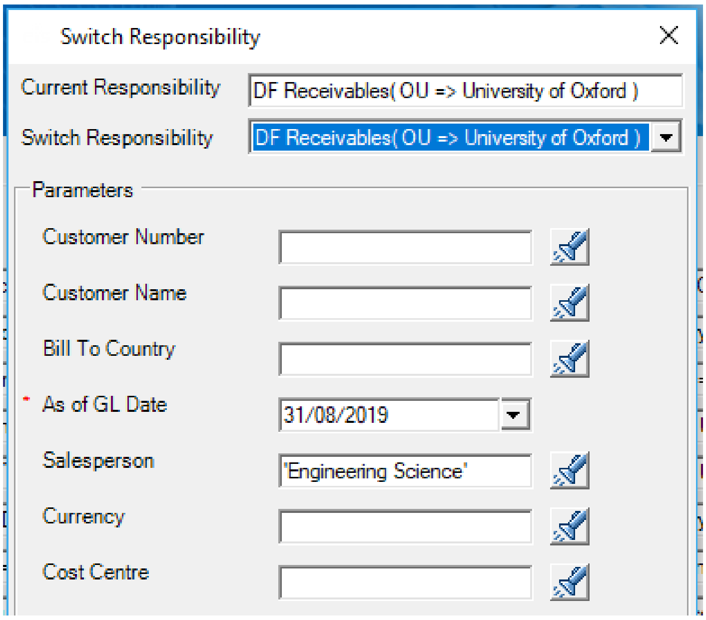
Key Responsibility: UO Receivables Enquiry

Could also use: XX Receivables

The data from this report is stored on the **Aged Debtors** worksheet

Parameter	Comment	Value
Customer Number	Leave blank	
Customer Name	Leave blank	
Bill To Country	Leave blank	
As of GL Date	The end of the month for which you are running the report.	e.g. 31/08/2019
Salesperson	The name of your department	e.g. 'Engineering Science'
Currency	Leave blank	
Cost Centre	Leave blank	

Please note: you cannot backdate this report. It will give you all debt currently outstanding, but will not report debt that was outstanding at a previous point in time.



8. UO Trial Balance - Detailed New

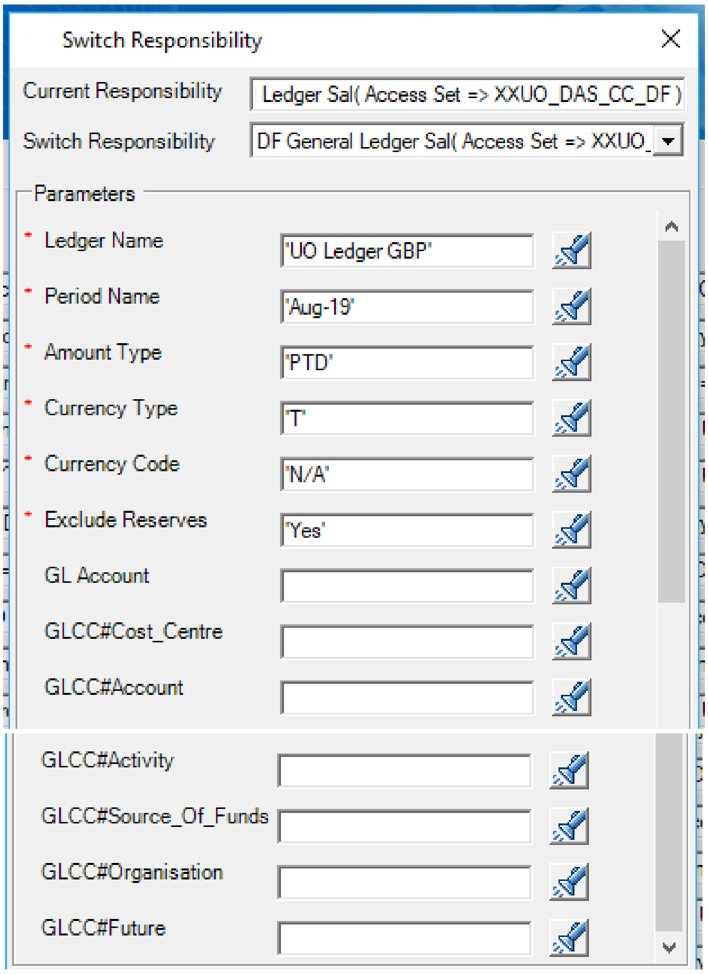
Key Responsibility: XX General Ledger Enquiry

Could also use: XX General Ledger, XX General Ledger Sal, UO General Ledger Divisional Finance Teams

The data from this report is stored on the **Trial Balance** worksheet

Parameter	Comment	Value
Ledger Name	'UO Ledger GBP'	'UO Ledger GBP'
Period Name	The period on which you are reporting. This is case sensitive.	e.g. 'Aug-19'
Amount Type	'PTD'	'PTD'
Currency Type	'T'	'T'
Currency Code	'N/A'	'N/A'
Exclude Reserves	'Yes'	'Yes'
GL Account	Leave blank	
GLCC#Cost_Centre	Single-department users: leave blank	
	Multi-department users: use range for required department	*Multi-department users: e.g. 'DF0000':'DF9999'*
GLCC#Account	Leave blank	
GLCC#Activity	Leave blank	
GLCC#Source_Of_Funds	Leave blank	
GLCC#Organisation	Leave blank	
GLCC#Future	Leave blank	

8. UO Trial Balance - Detailed New (continued)



9. UO Incomplete Invoices Listing

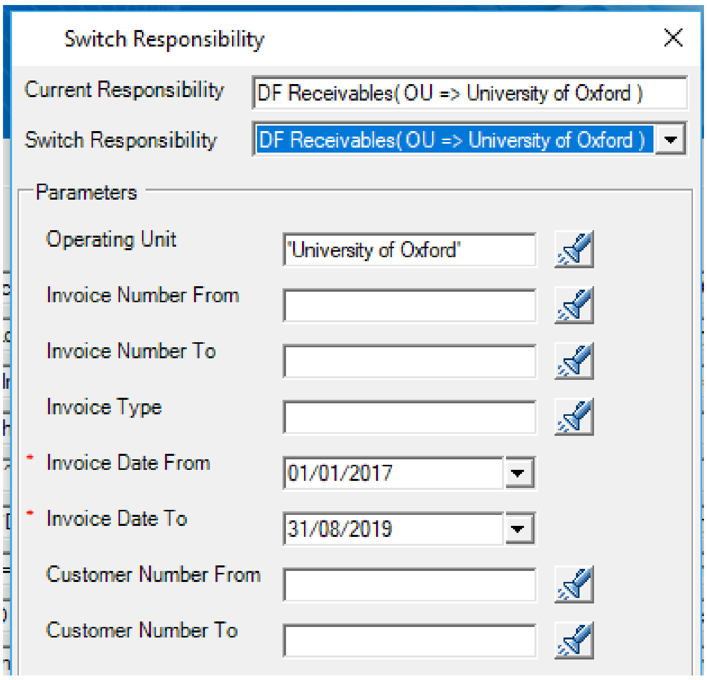
Key Responsibility: XX Receivables (this is the only way to restrict output to department XX)

The data from this report is stored on the **AR Incomplete** worksheet

Note: We generally do not recommend that edit access is provided for the purpose of running reports, and will be amending this report so it can be run from Receivables Enquiry. In the interim, we suggest you consider whether you could run the dashboard without this card or ask a team member with XX Receivables access to run the report outside the dashboard and paste the data in as alternatives to requesting additional edit access.

Parameter	Comment	Value
Operating Unit	'University of Oxford'	'University of Oxford'
Invoice Number From	Leave blank	
Invoice Number To	Leave blank	
Invoice Type	Leave blank	
Invoice Date From	A date early enough to capture all incomplete invoices	e.g. 01/08/2017
Invoice Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Customer Number From	Leave blank	
Customer Number To	Leave blank	

Please note: you cannot backdate this report. It will give you all invoices currently incomplete, but will not report invoices that were incomplete at a previous point in time.



10. UO Project Portfolio with Spend – NEW

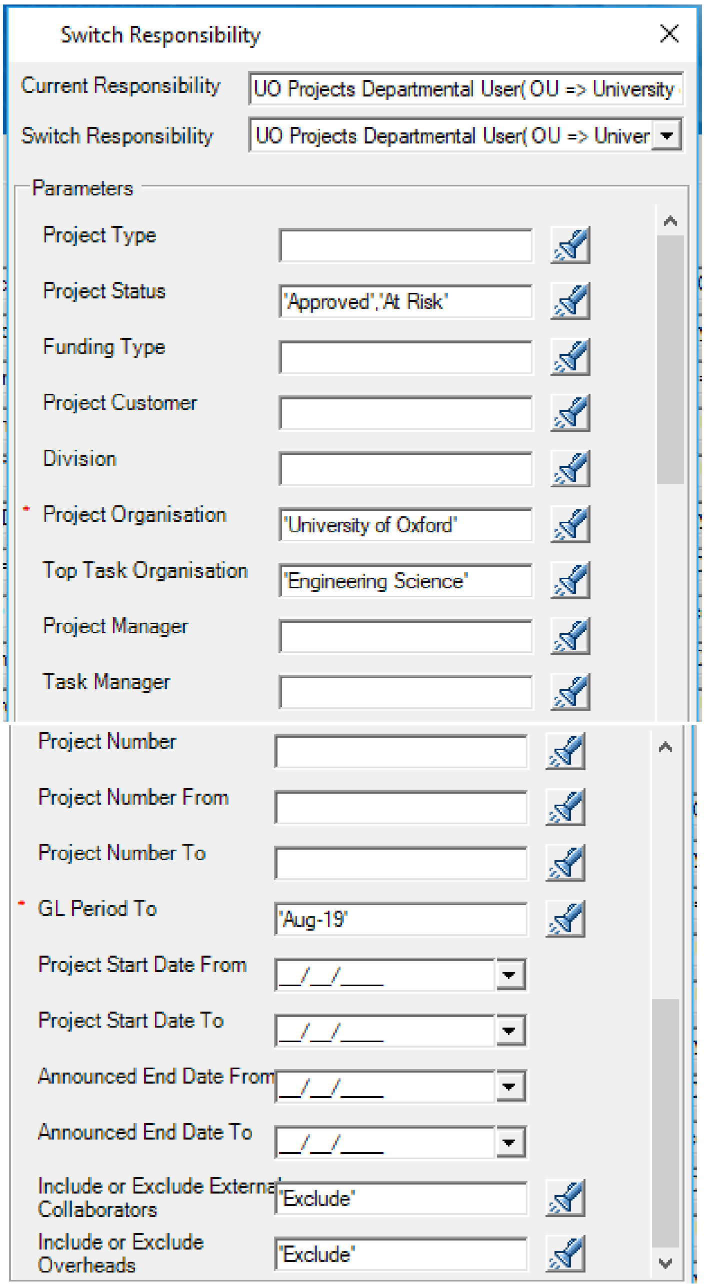
Key Responsibilities: UO Projects Departmental Enquiry, UO Projects Central User Enquiry

Could also use: UO Projects Departmental User, UO Projects Central User

The data from this report is stored on the **Portfolio** worksheet

Parameter	Comment	Value
Project Type	Leave blank	
Project Status	'Approved','At Risk'	'Approved','At Risk'
Funding Type	Leave blank	
Project Customer	Leave blank	
Division	Leave blank	
Project Organisation	'University of Oxford'	'University of Oxford'
Top Task Organisation	The name of your department	e.g. 'Engineering Science'
Project Manager	Leave blank	
Task Manager	Leave blank	
Project Number	Leave blank	
Project Number From	Leave blank	
Project Number To	Leave blank	
GL Period To	The period on which you are reporting. This is case sensitive.	e.g. 'Aug-19'
Project Start Date From	Leave blank	
Project Start Date To	Leave blank	
Announced End Date From	Leave blank	
Announced End Date To	Leave blank	
Include or Exclude External Collaborators	'Exclude'	'Exclude'
Include or Exclude Overheads	'Exclude'	'Exclude'

10. UO Project Portfolio with Spend – NEW (continued)



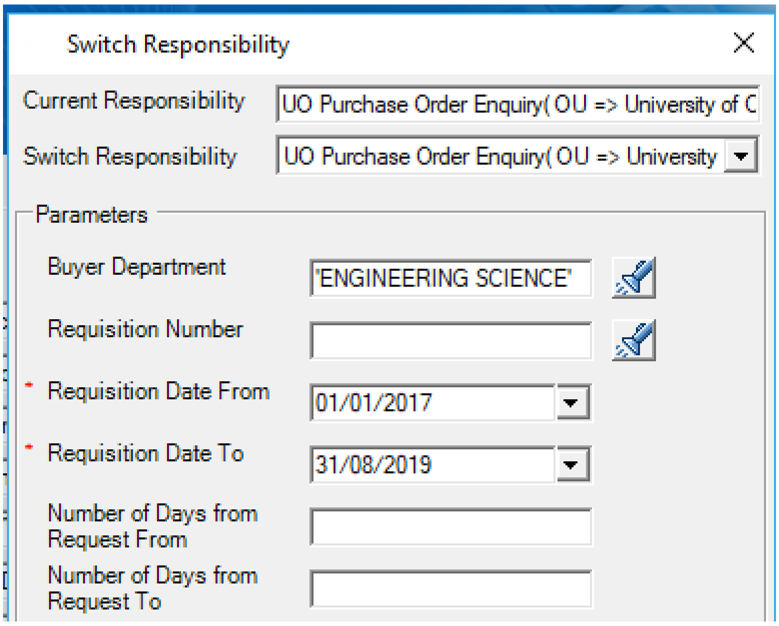
11. UO New Supplier Requests

Key Responsibility: UO Purchase Order Enquiry

Could also use: UO iProcurement - Finance Preparer, UO iProcurement - Goods in, UO Buyer Work Centre

The data from this report is stored on the **New Suppliers** worksheet

Parameter	Comment	Value
Buyer Department	The name of your department	e.g. 'ENGINEERING SCIENCE'
Requisition Number	Leave blank	
Requisition Date From	A date early enough to capture all new supplier requests	e.g. 01/01/2017
Requisition Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Number of Days from Request From	Leave blank	
Number of Days from Request To	Leave blank	



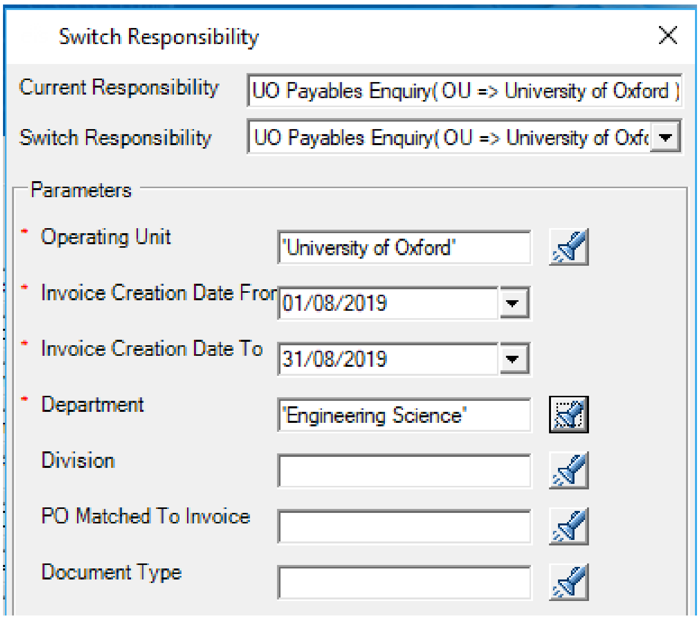
12. UO AP Metrics Overview

Key Responsibility: UO Payables Enquiry

Could also use: XX Payables, XX Payables No Release Holds

The data from this report is stored on the **AP Metrics** worksheet

Parameter	Comment	Value
Operating Unit	'University of Oxford'	'University of Oxford'
Invoice Creation Date From	The start of the month for which you are running the report.	e.g. 01/08/2019
Invoice Creation Date To	The end of the month for which you are running the report.	e.g. 31/08/2019
Department	The name of your department	e.g. 'Engineering Science'
Division	Leave blank	
PO Matched To Invoice	Leave blank	
Document Type	Leave blank	



13. UO Retrospective Purchase Orders

Key Responsibility: UO Purchase Order Enquiry

Could also use: UO Buyer Work Centre

The data from this report is stored on the **Retro POs** worksheet

Parameter	Comment	Value
Department Name	The name of your department	e.g. 'Engineering Science'
Division	Leave blank	
Supplier	Leave blank	
Invoice Amount From	Leave blank	
Invoice Amount To	Leave blank	
Invoice Creation Date From	The start of the month for which you are running the report.	e.g. 01/08/2019
Invoice Creation Date To	The end of the month for which you are running the report.	e.g. 31/08/2019