Running the User Access Dashboard

General tips

- The User Access Dashboard should primarily be used to understand the current user access position, not a historic position. The PO Hierarchy Report only shows the current snapshot on the date it is run, and cannot be backdated. Therefore, to ensure data are comparable, reports should be run to the current date (with the exception of user access report showing the previous position).

- Always click the Prepare button before opening the XL Connect "Refresh" window.

- 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 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 User Access 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 User Access Dashboard for each of your units separately, or run a combined version. Both are possible and depend on information added in the department parameters.

If you leave the department parameter blank in reports 1 to 5 below, the reports will return data for all departments for which you have access. To report on a single unit or a subset of units, add the relevant department name(s) in the parameters. It is possible to add multiple departments in each report, but please ensure you include the SAME departments in ALL reports.

Please note: 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. You can then simply change the dates parameters for reports 1 to 3 each time each dashboard is run.

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

- Click "Update Dashboard" button in Finance Division ribbon.

Creating a snapshot copy of the 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.

Updating parameters

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

1. UO User Access (New) Report

Key Responsibility: UO User Access Reports

The data from this report is stored on the **User Access_Current** worksheet

Parameter	Comment	Value
Department	Single-department users: leave blank	
	Multi-department users reporting on sub-set of unit(s): add department name(s)	*e.g. Pharmacology and MRC BNDU*
User Name	Leave blank	
Responsibility Name	Leave blank	
Responsibility Active At	Today's date	Today's date e.g. 20/08/2019
Users Active At	Today's date	Today's date e.g. 20/08/2019

2. UO User Access (New) Report

Key Responsibility: UO User Access Reports

The data from this report is stored on the **User Access_Previous** worksheet

Parameter	Comment	Value
Department	Single-department users: leave blank	
	Multi-department users reporting on sub-set of unit(s): add department name(s)	*e.g. Pharmacology and MRC BNDU*
User Name	Leave blank	
Responsibility Name	Leave blank	
Responsibility Active At	Today's date	Today's date e.g. 20/08/2019
Users Active At	The end of the previous period for which you ran the report. If running the report for the first time, one quarter, or one month prior to today's date	e.g. 20/05/2019 – if running quarterly; 20/07/2019 – if running monthly

3. UO General Ledger User Access

Key Responsibility: UO User Access Reports

The data from this report is stored on the **GL User Access** worksheet

Parameter	Comment	Value
Ledger	'UO Ledger GBP'	'UO Ledger GBP'
Department	Single-department users: leave blank	
	Multi-department users reporting on sub-set of unit(s): add department name(s)	*e.g. Pharmacology and MRC BNDU*
GL Supervisor	Leave blank	
User Name	Leave blank	
Users Active At	Today's date	Today's date e.g. 20/08/2019
Responsibility Active At	Today's date	Today's date e.g. 20/08/2019

4. UO PO Hierarchy Report

Key Responsibility: UO User Access Reports

The data from this report is stored on the **PO Hierarchy** worksheet

Parameter	Comment	Value
User Name	Leave blank	
Organisation	Single-department users: leave blank	
	Multi-department users reporting on sub-set of unit(s): add department name(s)	*e.g. Pharmacology and MRC BNDU*

Please note: you cannot backdate this report. It is only possible to run it to give a snapshot of the purchasing hierarchy as of today's date.

5. UO Department P2P Segregation of Duties

Key Responsibility: UO User Access Reports

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

Parameter	Comment	Value
Select Organization	Single-department users: leave blank	
	Multi-department users reporting on sub-set of unit(s): add department name(s)	*e.g. Pharmacology and MRC BNDU*
Select User Name	Leave blank	

6. UO Project Approvers

Key Responsibility: UO User Access Reports

The data from this report is stored on the **Project Approvers** worksheet

Parameter	Comment	Value
Project Number	Leave blank	
Requisition Approver	Leave blank	
Project Organisation	Leave blank	
Task Organisation	The name of your department(s)	*e.g. Pharmacology and MRC BNDU*

Entering your department(s) name(s) in Task Organisation will only return the project tasks where your department, and your department's users, are responsible for the budget, this includes those where the Project Organisation is not your department (for example where another department is lead but your department has a task). Leaving this parameter blank will return all of your department's project tasks, including those which other departments and their users are responsible for (e.g. where you are lead but have collaborators in other departments responsible for managing their own tasks).

It is recommended that you add your department name in order to pull through only those tasks for which your department is responsible rather than including tasks managed by other departments.

Additionally the dashboard pulls through the name of your department from this parameter to the front page, so we do recommend that this parameter is completed.