

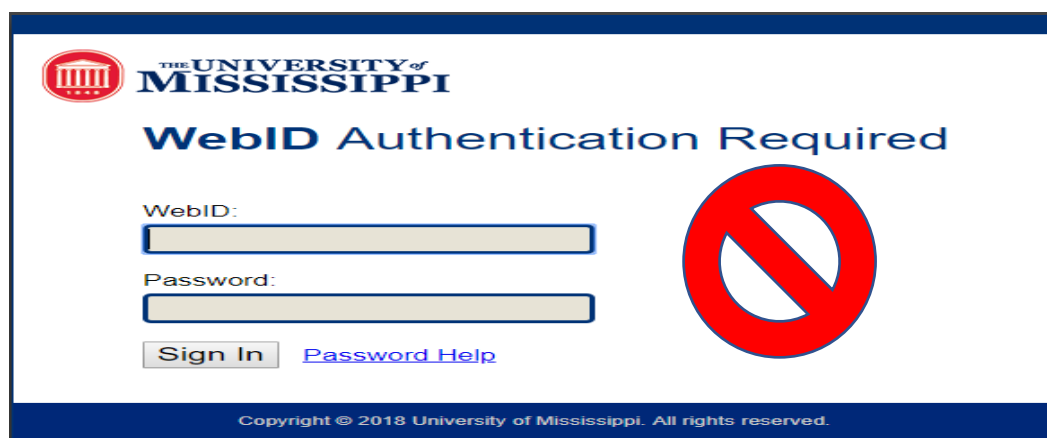
# How to Access Account Balances

## Tutorial

I have gathered instructions for you to access your accounts through Tableau. Although some are familiar with how to do this, not all are. Hope you find this information useful and helpful! Email me at [crisom@olemiss.edu](mailto:crisom@olemiss.edu), if you have questions.

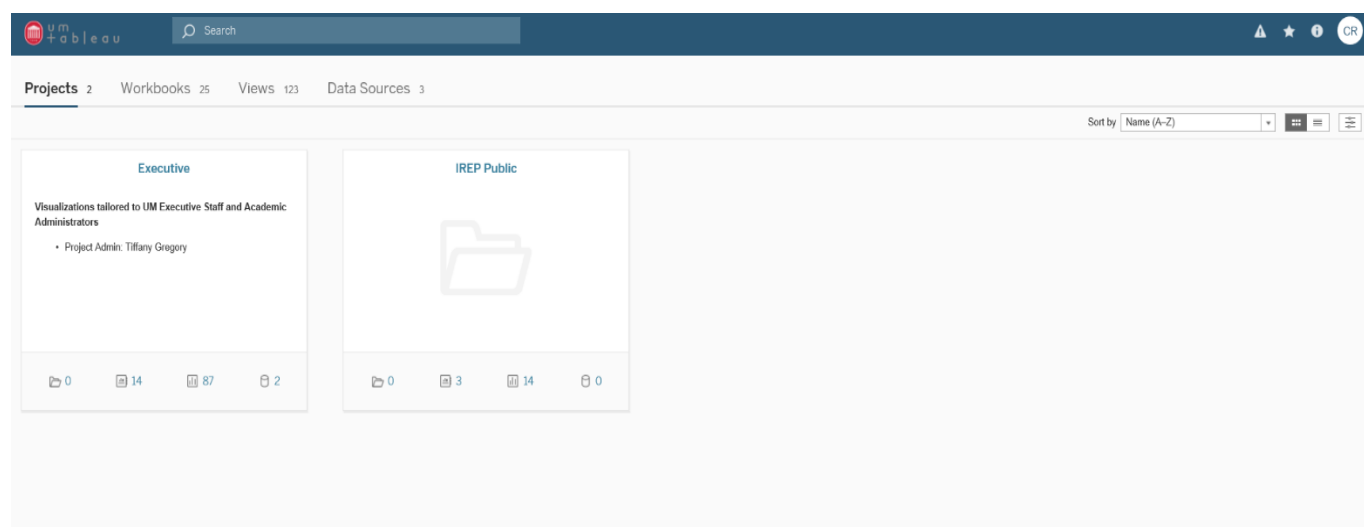
### Steps to Accessing accounts using Tableau (<https://tableau.olemiss.edu>):

1. Click the link above. This is the screen you will see.



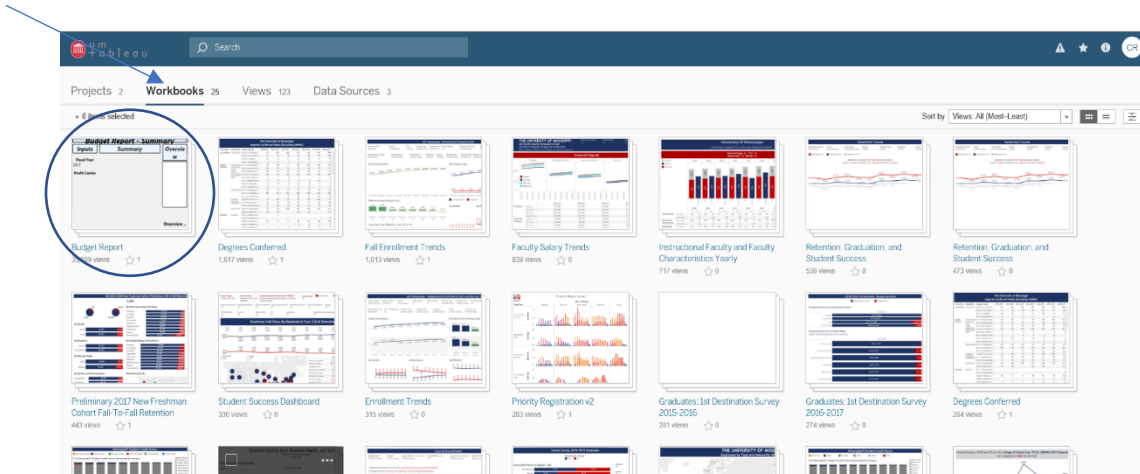
The screenshot shows the University of Mississippi's WebID Authentication Required page. At the top left is the university's logo. The main heading is "WebID Authentication Required". Below this are two input fields: "WebID:" and "Password:". To the right of these fields is a large red prohibition sign (a circle with a diagonal slash). Below the input fields are two buttons: "Sign In" and "Password Help". At the bottom of the page, there is a copyright notice: "Copyright © 2018 University of Mississippi. All rights reserved."

2. Next, type your University issued WebID and Password (same information used through [www.myOlemiss.edu](http://www.myOlemiss.edu)).
3. Once access has been granted, you should see this screen

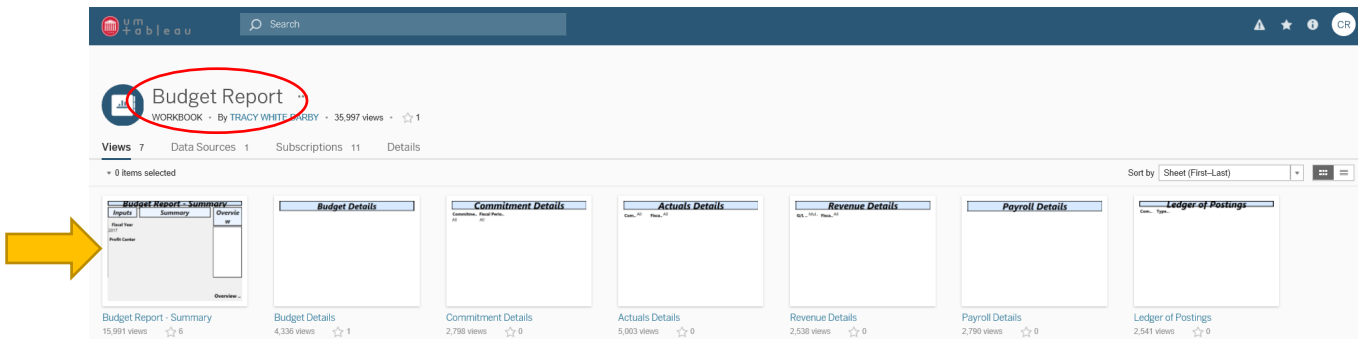


The screenshot shows the Tableau interface after successful authentication. The top navigation bar includes the "um + a b | e a u" logo, a search bar, and utility icons (triangle, star, info, CR). Below the navigation bar, there are tabs for "Projects 2", "Workbooks 25", "Views 123", and "Data Sources 3". On the right side, there is a "Sort by" dropdown menu set to "Name (A-Z)" and icons for grid, list, and refresh views. The main content area displays two project cards. The first card is titled "Executive" and contains the text "Visualizations tailored to UM Executive Staff and Academic Administrators" and a list item "Project Admin: Tiffany Gregory". The second card is titled "IREP Public" and contains a folder icon. At the bottom of each card, there are icons for a folder, a document, a table, and a trash can, with numerical counts next to them.

4. Next, click on the tab labeled, **Workbooks** and this will be the next screen you will see. This tab will allow you to access the *Budget Workbook* needed to retrieve account balances.

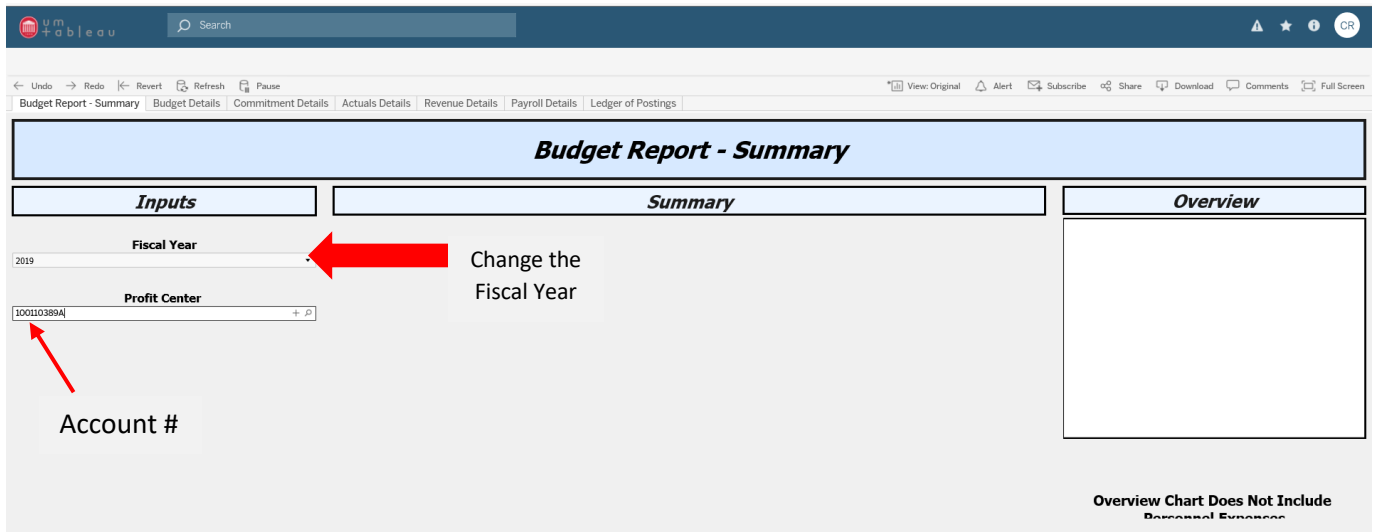


5. After clicking on Budget Report (Budget Report – Summary), you will then find this screen

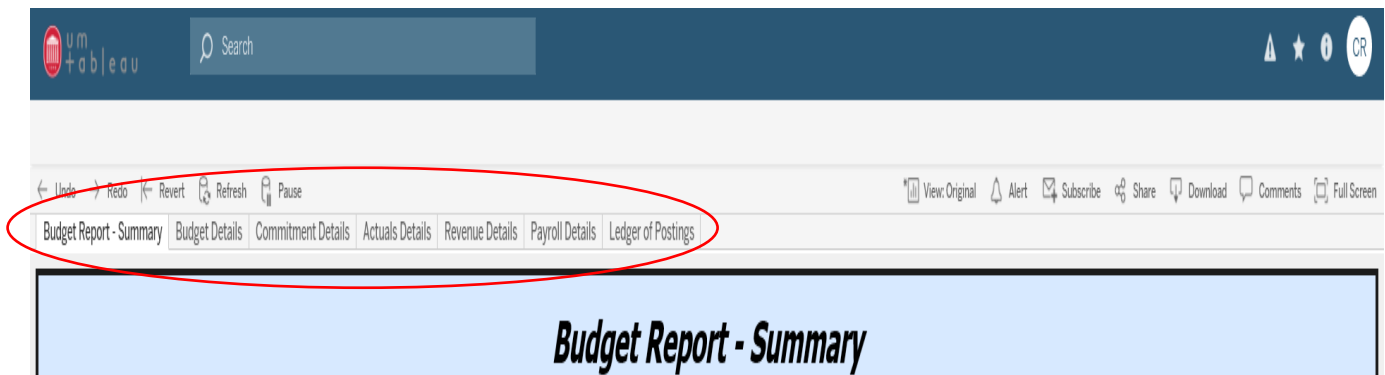


***In this screen, you will have to first access the Budget Report – Summary in order to see details within the account.***

6. Next, in order to retrieve the Budget Report and its details, you will need to type in the account number as shown below, click enter or return and your budget report summary will appear.



7. At the top of the sheet, you will find 6 additional tabs describing the needed information for this account number entered.

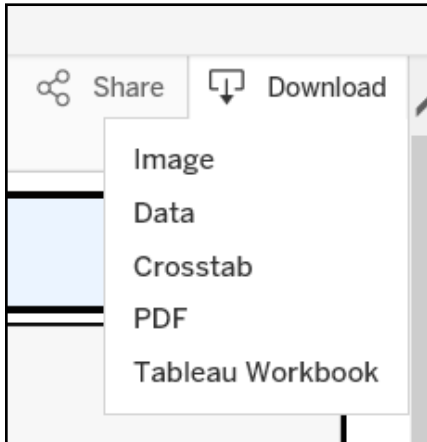


- Budget Details – gives details of what is going in the account (operating and personnel expenses)
- Commitment Details – gives items committed (ex: Travel Authorizations) to the account
- Actual Details – tells what has actually been charged to the account
- Revenue Details – shows monies or funds received (such as transfers or rollover monies)
- Payroll Details – gives a breakdown of funds paid during the pay period
- Ledger of Postings – shows overall postings to the account

8. At present, Grant Accounts are not accessible through Tableau. It is in the process of being added to the system, for those using Analytics.

## Downloading and Printing Views

Below are the options that will display when you choose 'Download'. Depending on the settings for that tab, some options may be grayed out.



### Download Image

Download Image will give you just the image of what you currently see on your screen – if there is data not shown (due to needing to scroll) you will not get this information in the download.

### Download Data

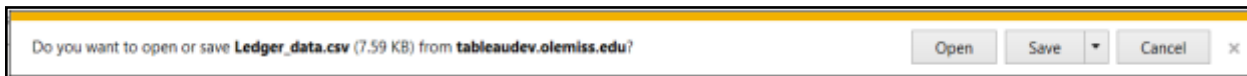
Download Data will create a pop up that gives you the option to download the Summary Data or the Full Data.

### Summary Data

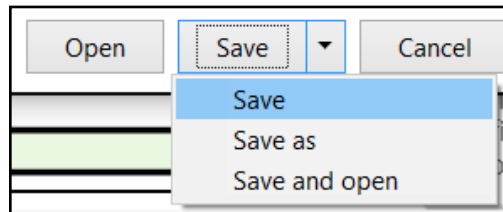


The Summary Data download will give you just the data shown in the report, not the details behind the data (i.e. – Document Number)

Clicking on 'Download all rows as text file' will prompt you to Open or Save the file.



You can choose to save as, or save and open from the drop down on the Save option.



Opening the data (or saving and then opening) will open the file in Excel.

	A	B	C	D	E	F	G
1	Commitment	Profit Cent	Text	Trans Date	Type of Ch	Amount	
2	Equipment	10044300	Latitude 1	#####	Commitment	-1698	
3	Fringe Ben	10044300	Payroll for	#####	Actual	-10870.9	
4	Salaries	10044300	Payroll for	#####	Actual	24450.0	

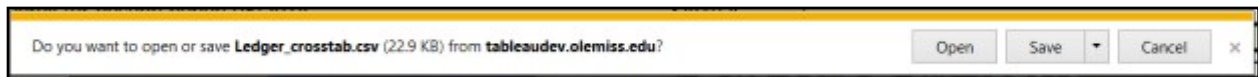
### Full Data



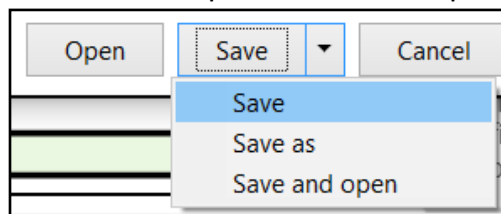
The Full Data download will give you the same options as the Summary Download, except you will be able to see all of the details behind the summary records. You can also choose to 'Show all columns' which will show you columns that are included in the data set, but not related to the current tab.

### Download Crosstab

Download Crosstab exports the data as shown on the screen as a .csv file. This is very useful if you want to do filters or a Pivot Table in Excel. Choosing to Download Crosstab will give you the option to Open or Save.

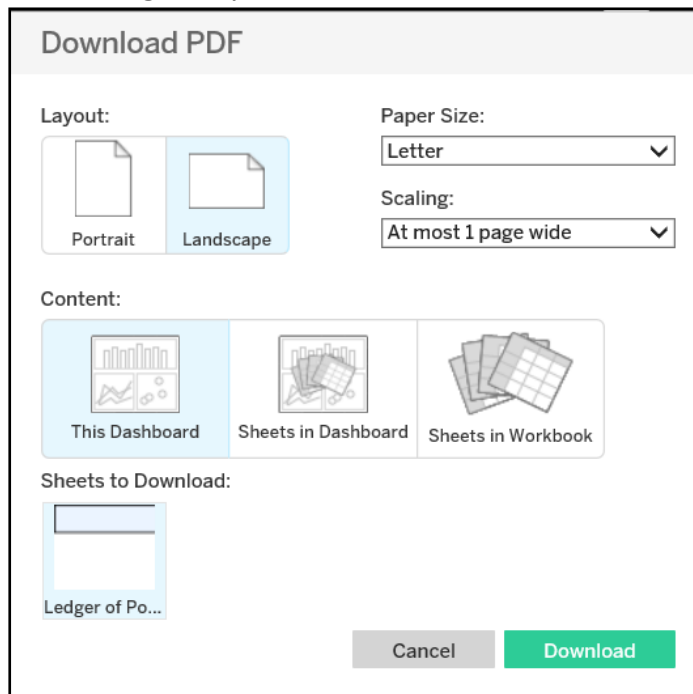


You can choose to save as, or save and open from the drop down on the Save option.



## Download PDF

Download PDF is similar to Download Image except it allows you to download all sheets in the workbook at one time, specific sheets, or just the active sheet. You will only get what you see on the tab – you will not get any information that would need to be scrolled to see.



## Download Tableau Workbook



Download Workbook will prompt you to Open or Save a copy of the workbook file. You will need the Tableau Desktop tools in order to open this file.

# Terminology Appendix

## Actuals

The Actuals column reflects expenses where payment has been issued/funds have left the University

## Available Budget

The Available Budget column represents the funds available to expend or encumber and is calculated by taking the Current Budget column less the Commitments & Actuals columns

## Budget

The Budget column reflects the funds available to expend or encumber for the fiscal year. It includes the budgeted amount for the current FY plus any carry forward funds. Typically, Fund 10 budgets are fixed amounts and will not change during the fiscal year. Whereas, Fund 25 budgets will increase as transfers are received or funds are deposited INTO the account throughout the fiscal year. Fund 30 budgets will vary between fixed and fluctuating depending upon the nature and funding source

## Commitment Item

Commitment items represent the functional grouping within a financial management area. These are the groupings that are also reflected in the financial statements. The rollup of data to these groupings is based on the GL accounts that the transactions post to.

## Commitments

The Commitments column reflects encumbered/committed expenditures for the fiscal year. For example, payroll commitments, purchase orders, and travel authorizations. These funds have been reserved/committed, but the payment has not yet been issued by the University. These items have already been deducted from your available balance to help ensure overspending does not occur.

## Fiscal Period

Also known as an accounting period – as Mississippi’s fiscal year runs July thru June, July is Fiscal Period 001, June would be Fiscal Period 012. *(see fiscal year chart below)*

Fiscal Year	Fiscal period	Accounting Year
2018	07/01/18 – 06/30/19	2018 – 2019
2017	07/01/17 – 06/30/18	2017 - 2018

## Fiscal Year

A 12-month accounting period that may not coincide with the calendar year. The State of Mississippi’s fiscal year is from July 1st to June 30th.

## General Ledger (GL)

A complete record of the financial transactions over the life of a company.

## Order (Internal Order / Profit Center / Cost Object)

At the University – this is commonly referred to as simply an ‘account’. This is the account where your purchases are charged or where your revenue/income is deposited.

## RIB Target

RIB stands for Revenue Increases Budget. As revenues are recorded the budget increases for the corresponding amount.