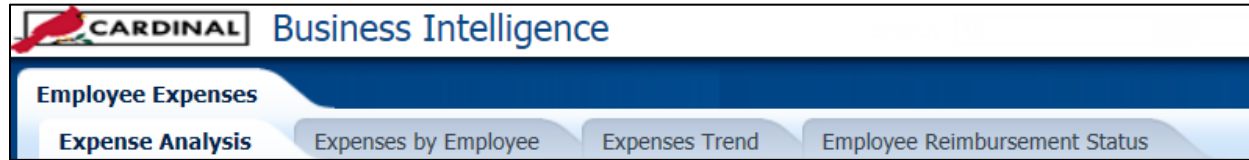




Business Intelligence

Employee Expenses Dashboard Job Aid

DASHBOARD AND DASHBOARD PAGES:



DASHBOARD: Employee Expenses

DATA: The data in the Employee Expenses dashboard is from the Cardinal Financial System Employee Expenses Module. The data represents state employee's expenses which include expenses related to travel (lodging, meals, airfare, etc.), conferences, education reimbursement, registration fees etc. which have been approved and paid. This dashboard also shows the status of employee expenses whether the expense has been submitted or approved.

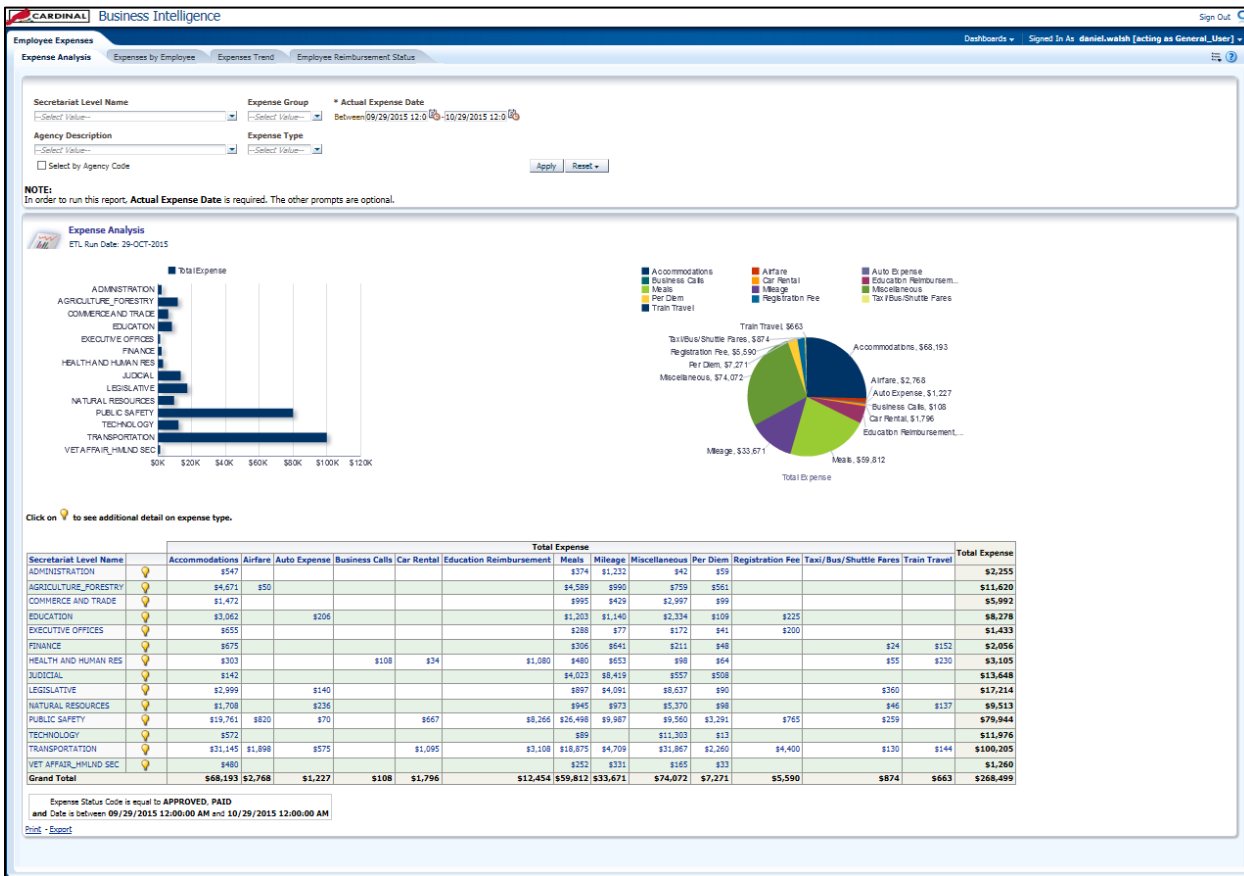
Agencies which interface expense transactions into Cardinal Financial System will be recorded and displayed as expense type "Miscellaneous".

The Employee Expenses dashboard contains four dashboard pages and ten reports:

1. **Expense Analysis** (dashboard page)
 1. **Expense Analysis** (report)
 2. **Expense Analysis by Department** (report)
2. **Expenses by Employee** (dashboard page)
 3. **Expenses by Employee** (report)
 4. **Employee Expense by Expense Group** (report)
 5. **Employee Expense by Department** (report)
 6. **Employee Expense by Agency** (report)
 7. **Employee Expense Summary** (report)
 8. **Employee Expense Detail** (report)
3. **Expenses Trend** (dashboard page)
 9. **Expenses Trend** (report)
4. **Employee Reimbursement Status** (dashboard page)
 10. **Employee Reimbursement Status** (report)

DASHBOARD PAGE: Expense Analysis

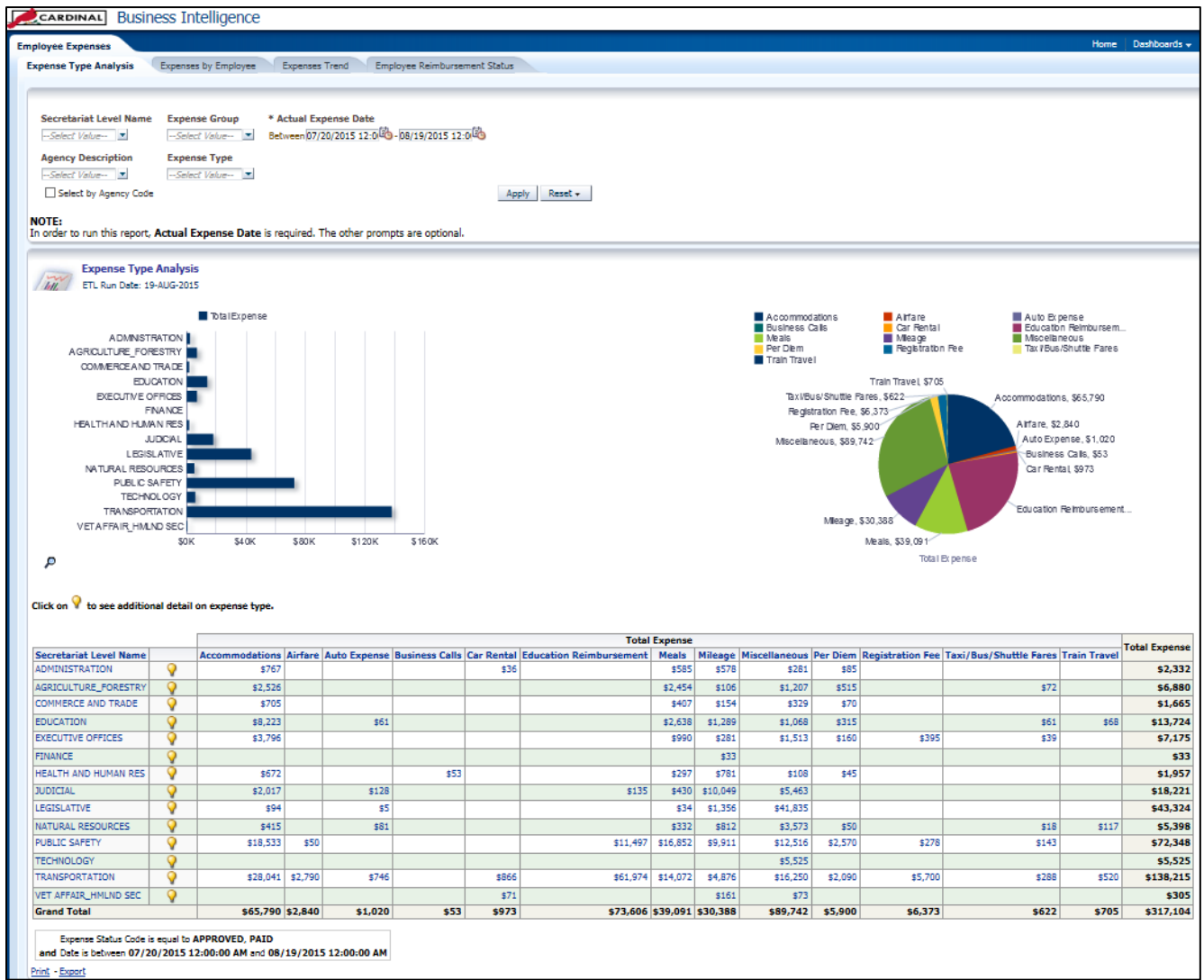
REPORTS: Expense Analysis Expense Analysis by Department



REPORT/LINKS/VISUALIZATION: Expense Analysis

REPORT ID: BI-R.EE.0003

LAST REVISION: 08/11/2015



DESCRIPTION:

The Expense Analysis report displays a bar chart showing secretariat and employee expense amount, a pie chart showing employee expense for each expense group, and a table with secretariat as rows and expense group as columns summed to total employee expense amount. By applying additional prompts users can get a single secretariat level and by using the light bulb get detail information by department and expense groups.

PURPOSE / USE:

- Identify expenses by Secretariat Level, Agency, Expense Group, Expense Type and Department.

PROMPTS:

- Secretariat Level Name (optional) – Defaults to *blank* for all.
- Agency Description/Agency Code (optional) - Defaults to *blank* for all.
- Expense Group (optional) – Defaults to *blank* for all.
- Expense Type (optional) – Defaults to *blank* for all.
- Actual Expense Date Between (required) - Defaults to last 30 days.

DRILLDOWNS TO:

- This report also allows user to drilldown to get more detail within the same report. By clicking/drilling on expense type column header the same report will be displayed with more detail such as; drill on Expense Group “Meals” and the data will be displayed for the different type of “Meals”, such as “Breakfast – NonTravel Day” and “Breakfast – Travel Day”, etc.

GUIDED NAVIGATION TO:

- When user clicks on an amount in the data table/report an option to move to report BI-R.EE.0004 Expenses by Employee is available.

LIGHT BULB NAVIGATION TO:

- The light bulb will take the user to the BI-R.EE.0011 Expense Analysis by Department report. This report is at the bottom of the Expense Analysis dashboard page.

DATA:

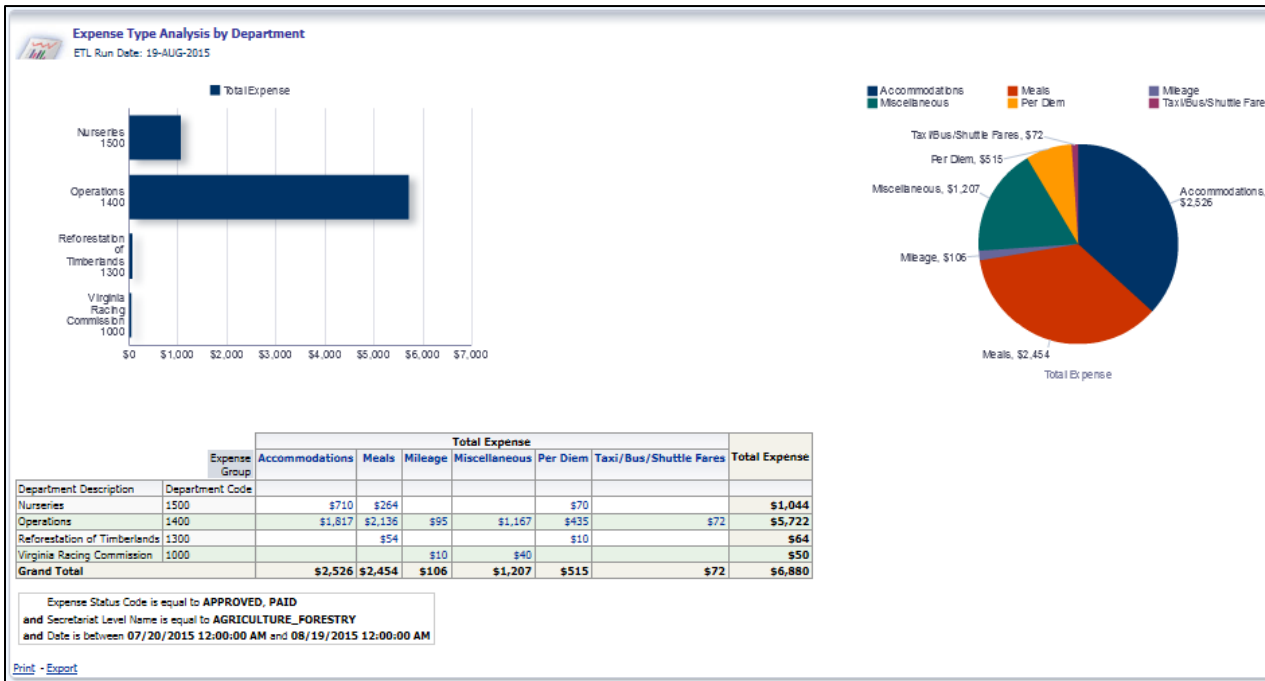
- The data included in this report is approved and paid.

ADDITIONAL INFO:

REPORT/LINKS/VISUALIZATION: Expense Analysis by Department

REPORT ID: BI-R.EE.0011

LAST REVISION: 08/11/2015



DESCRIPTION:

The Expense Analysis by Department report is generated via the Light Bulb on the BI-R.EE.0003 Expense Analysis report. This report displays a bar chart showing department and employee expense amount, a pie chart showing employee expense for each expense group, and a table with department as rows and expense group as columns summed to total employee expense amount.

PURPOSE / USE:

- Identify expenses by Secretariat Level, by expense group, by expense type, by department.

PROMPTS: None

DRILLDOWNS: None

GUIDED NAVIGATION TO:

- By clicking on an amount field the user can move to the BI_R.EE.0004 Expenses by Employee report.

LIGHT BULB FROM:

- BI-R.EE.0003 Expense Analysis
- BI-R.EE.0011 Expense Analysis by Department


DATA:

- The data included in this report is approved and paid.

ADDITIONAL INFO:

DASHBOARD PAGE: Expenses by Employee

- REPORTS:**
- Expenses by Employee
 - Employee Expense by Agency
 - Employee Expense by Department
 - Employee Expense by Expense Group
 - Employee Expense Summary
 - Employee Expense Detail



Employee Expenses
Expense Analysis
Expenses by Employee
Expenses Trend
Employee Reimbursement Status

Secretariat Level Name
--Select Value--

Agency Description
--Select Value--

Select by Agency Code

Expense Group
--Select Value--

Expense Type
--Select Value--

Employee Name
--Select Value--

Employee Number
--Select Value--

Department Code
--Select Value--

* Actual Expense Date
Between 09/29/2015 12:00:00 AM - 10/29/2015 12:00:00 AM

NOTE:
In order to run this report, **Actual Expense Date** is required. The other prompts are optional.

Expenses by Employee
ETL Run Date: 29-OCT-2015

Click on to see additional detail on employee's expenses.

Employee Name	Employee Number	# of Approved Expense Reports	Total Expense
ADAMS Junior,EUGENE R	00232430100	1	\$191
ADAMS,ELIZABETH	00478236700	1	\$314
ADDINGTON,TIMOTHY	00174994800	1	\$341
ADKINS,TROY	00160726100	1	\$1,222
ADKINS,WANDA	00034928800	2	\$23
AHMED,AMR	00563588300	1	\$183
AHMED,EHAB E	00643116100	1	\$143
AKUMAH,ELINOR	00653085000	1	\$129
ALEXANDER,KENNETH	00322369300	2	\$230
ALLISON,COREY P	00646167000	1	\$677
ALTIZER Junior,F C	00052670800	1	\$158
ALTIZER,CHARLES	00054557000	1	\$1,291
AMIN,DASHEEN	00289674600	2	\$306
ANDERSON II,JAMES	00386831000	1	\$32
ANDERSON,JOSHUA	00447448000	1	\$214
ANDERSON,KENNETH	00512368900	1	\$45
ANYADIKE,BARNA	00230050300	1	\$51
AREIZAGA,JAIME	00496490100	1	\$212
AREY,ANTHONY C	00354749800	2	\$422
ARNN,DONALD	00264101000	1	\$68
ARRIAGA,JENNIFER	00500375100	1	\$24
ASHBY,SHERRON	00591754200	1	\$68
ATKINS,CAROLINE	00567731200	1	\$464
ATKINS,JESSIE	00192255500	1	\$30
ATKINSON,AMY	00240905700	1	\$50
AUSTIN,ALAN	00384947800	1	\$261
AUSTIN,JEFFREY L	00164836600	1	\$145
AUSTIN,WILLIAM	00358550500	1	\$200
AVERY,MONIQUE	00301091000	1	\$141
AWBREY,DAVID	00476949100	1	\$41

Rows 1 - 30

Expense Status Code is equal to **APPROVED, PAID**
and Date is between **09/29/2015 12:00:00 AM** and **10/29/2015 12:00:00 AM**

Print - Export

REPORT/LINKS/VISUALIZATION: Expenses by Employee

REPORT ID: BI-R.EE.0004

LAST REVISION: 10/20/2015

Expenses by Employee
ETL Run Date: 19-AUG-2015

Click on to see additional detail on employee's expenses.

Employee Name	Employee Number	# of Approved Expense Reports	Total Expense
ABBAMIN, MOHAMED	00590455900	1	\$197
ABDUSSALAAM, MUHAMMADBARAKAT I	00636415900	1	\$127
ADAMS, ELIZABETH	00478236700	2	\$243
ADAMS, HAROLD	00859620000	1	\$417
ADAMS, MICHAEL	00525858300	2	\$1,660
ADKINS, TROY	00160726100	1	\$1,263
ADKINS, WANDA	00034928800	1	\$27
AIKEN, TOWANA	00524748200	1	\$60
AKERS, JANICE	00274566500	1	\$18
ALLEY, MICHAEL H	00294300100	1	\$160
ALLISON, JEFFREY	00255155000	1	\$40
ALTIZER, CHARLES	00054557000	2	\$298
ALTIZER, SCOTT	00517819800	1	\$153
AMBROZY, KAREN	00160324300	1	\$178
ANDES, OLAN	00257326000	2	\$375
ANDREWS Junior, DAVID P	00060107000	1	\$84
APPEL, RICHARD E	00228578200	1	\$159
APPIAH, AMMA E	00463439100	1	\$275
ARABIA, CHRISTOPHER	00364881300	1	\$526
ARAUJO, JOSE S	00286090900	1	\$270
ARCHER-BROWNLEE, LYNNETTE	00366177500	1	\$979
AREIZAGA, JAIIME	00496490100	1	\$7
ARMES, CHRISTOPHER J.	00273800400	1	\$93
ARMISTEAD, SARAH	00399767400	1	\$1,526
ARNTSEN, GARY	00216693800	1	\$194
ATKINS, WILLIAM H	00284093500	1	\$140
ATKINSON, AMY	00240905700	1	\$793
AXSELLE, LAUREN	00522570000	1	\$16
Adams, John	00445749300	1	\$105
Afentakis, George	00638629500	1	\$82

Expense Status Code is equal to **APPROVED, PAID**
and Date is between **07/20/2015 12:00:00 AM** and **08/19/2015 12:00:00 AM**

DESCRIPTION:

The Expenses by Employee report displays a table showing Employee Name, Employee Number, Number of Approved Employee Expense Reports and Total Expense Amount. By applying additional prompts users can get a single secretariat level, agency, expense group, expense type, employee and/or department information for a specific Actual Expense Date range.

PURPOSE / USE:

- Identify expenses by Secretariat Level, Agency, Expense Group, Expense Type, Employee Name, Employee Number or Department Code.

PROMPTS:

- Secretariat Level Name (optional)
- Agency Description/Agency Code (optional)
- Expense Group (optional)
- Expense Type (optional)
- Employee Name (optional)
- Employee Number (optional)
- Department Code (defaults to last 30 days)
- Actual Expense Date Between (required)

DRILLDOWNS: None

GUIDED NAVIGATION TO:

- Click on Total Expense amount related to an employee and it will take the user to the BI-R.EE.0009 Employee Expenses Summary report or to the BI-R.EE.0010 Employee Expenses Detail report.

GUIDED NAVIGATION FROM:

- BI-R.EE.0003 Expense Type Analysis

LIGHT BULB TO:

- The light bulb will take the user to another report, the BI-R.EE.0008 Expenses by Employee report.

DATA:

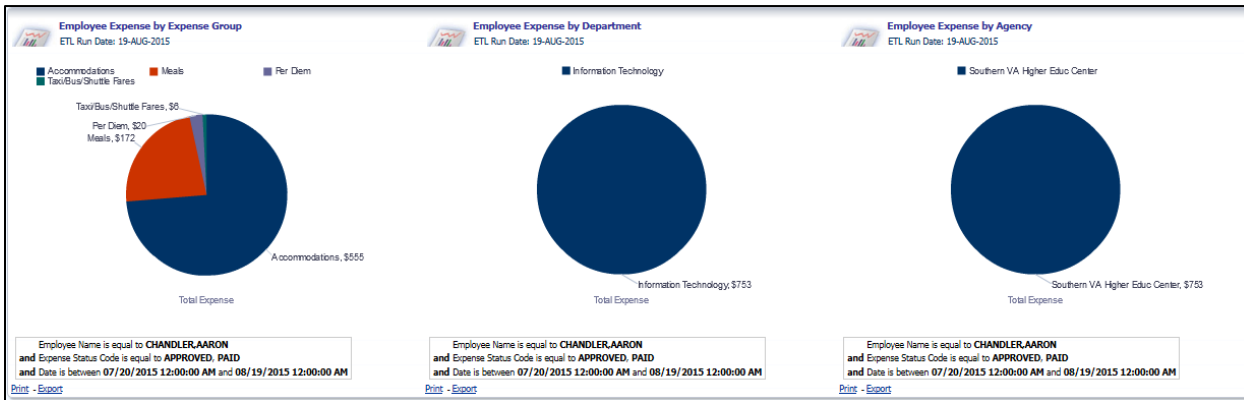
- The data included in this report is approved and paid.

ADDITIONAL INFO:

REPORT/LINKS/VISUALIZATION: Employee Expense by Expense Group, by Department by Agency

REPORT ID: BI-R.EE.0006, 0007, 0008

LAST REVISION: 10/20/2015



DESCRIPTION:

The Employee Expense by Expense Group, Department and Agency report displays a pie chart that shows Employee Expense by Expense Group, Department and Agency.

PURPOSE / USE:

- Identify employee expenses by expense group, department and agency.

PROMPTS: None

DRILLDOWNS: None

GUIDED FROM: None

GUIDED NAVIGATION TO:

- User can click on an amount in the data table/report and navigate to the following report(s).
 1. Employee Expense Summary
 2. Employee Expense Detail

LIGHT BULB FROM:

- Expenses by Employee

DATA:

- The data included in this report is approved and paid.

ADDITIONAL INFO:

REPORT/LINKS/VISUALIZATION: Employee Expenses Summary

REPORT ID: BI-R.EE.0009

LAST REVISION: 10/20/2015

Employee Expenses Summary
ETL Run Date: 19-AUG-2015

Employee Name	Employee Number	Expense Report Number	Submit Date	Source Expense Reason Name	Total Expense	
					Miscellaneous	Total Expense
MITCHELL,JENNIFER	00354071600	RPT2049788	6/3/2015	Other	\$2,729	\$2,729
MITCHELL,JENNIFER	00354071600	RPT2049800	6/5/2015	Other	\$551	\$551
MITCHELL,JENNIFER	00354071600	RPT2049801	6/5/2015	Other	\$288	\$288
MITCHELL,JENNIFER	00354071600	RPT2049807	6/5/2015	Other	\$517	\$517
MITCHELL,JENNIFER	00354071600	RPT2049808	6/5/2015	Other	\$853	\$853
MITCHELL,JENNIFER	00354071600	RPT2050098	7/14/2015	Other	\$2,472	\$2,472
Grand Total					\$7,411	\$7,411

Employee Name is equal to / is in **MITCHELL,JENNIFER**
and Employee Number is equal to / is in **00354071600**
and Expense Status Code is equal to **APPROVED, PAID**
and Date is between **01/01/2015 12:00:00 AM** and **08/19/2015 12:00:00 AM**

[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

DESCRIPTION:

The Employee Expense by Summary report displays Employee Name, Employee Number, Expense Report Number, Submit Date, Source Expense Reason Name, Total Expense Amount by Expense Group and Total Expense.

PURPOSE / USE:

- Identify employee expenses.

PROMPTS: None

DRILLDOWNS: None

GUIDED NAVIGATION TO:

- Click on Total Expense amount related to an employee and it will take the user to the BI-R.EE.0010 Employee Expenses Detail report.

GUIDED NAVIGATION FROM:

- BI-R.EE.0004 Expenses by Employee

LIGHT BULB: None

DATA:

- The data included in this report is approved and paid.

ADDITIONAL INFO:

REPORT/LINKS/VISUALIZATION: Employee Expenses Detail

REPORT ID: BI-R.EE.0010

LAST REVISION: 10/20/2015

Employee Expenses Detail
ETL Run Date: 19-AUG-2015

Employee Name	Employee Number	Agency Description	Agency Code	Department Description	Department Code	Submit Date	Expense Approval Date	Expense Report Number	Expense Report Line Number	Actual Expense Date	Expense Group	Expense Type	Expense Status Description	Total Expense
ADAMS,MICHAEL	00525858300	Senate	10000	Clerk's Administration	1100	8/17/2015	8/17/2015	0000067934	3	7/26/2015	Miscellaneous	Other Employee Reimbursements	Paid	\$18
ADAMS,MICHAEL	00525858300	Senate	10000	Clerk's Administration	1100	8/18/2015	8/18/2015	0000068085	3	8/1/2015	Miscellaneous	Other Employee Reimbursements	Paid	\$1,642
Grand Total														\$1,660

Employee Name is equal to / is in **ADAMS,MICHAEL**
and Employee Number is equal to / is in **00525858300**
and Date is between **01/01/2015 12:00:00 AM** and **08/19/2015 12:00:00 AM**
and Expense Status Code is equal to **APPROVED, PAID**

[Return](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#)

DESCRIPTION:

The Employee Expense by Detail report displays Employee Name, Employee number, Agency Description, Agency Code, Department Description, Department Code, Submit Date, Expense Approved Date, Expense Report Number, Actual Expense Date, Expense Group, Expense Status Description, and total Expense Amount.

PURPOSE / USE:

- Identify employee expense detail.

PROMPTS: None

DRILLDOWNS: None

GUIDED NAVIGATION FROM:

- BI-R.EE.0004 Expenses by Employee
- BI-R.EE.0009 Employee Expenses Summary

LIGHT BULB: None

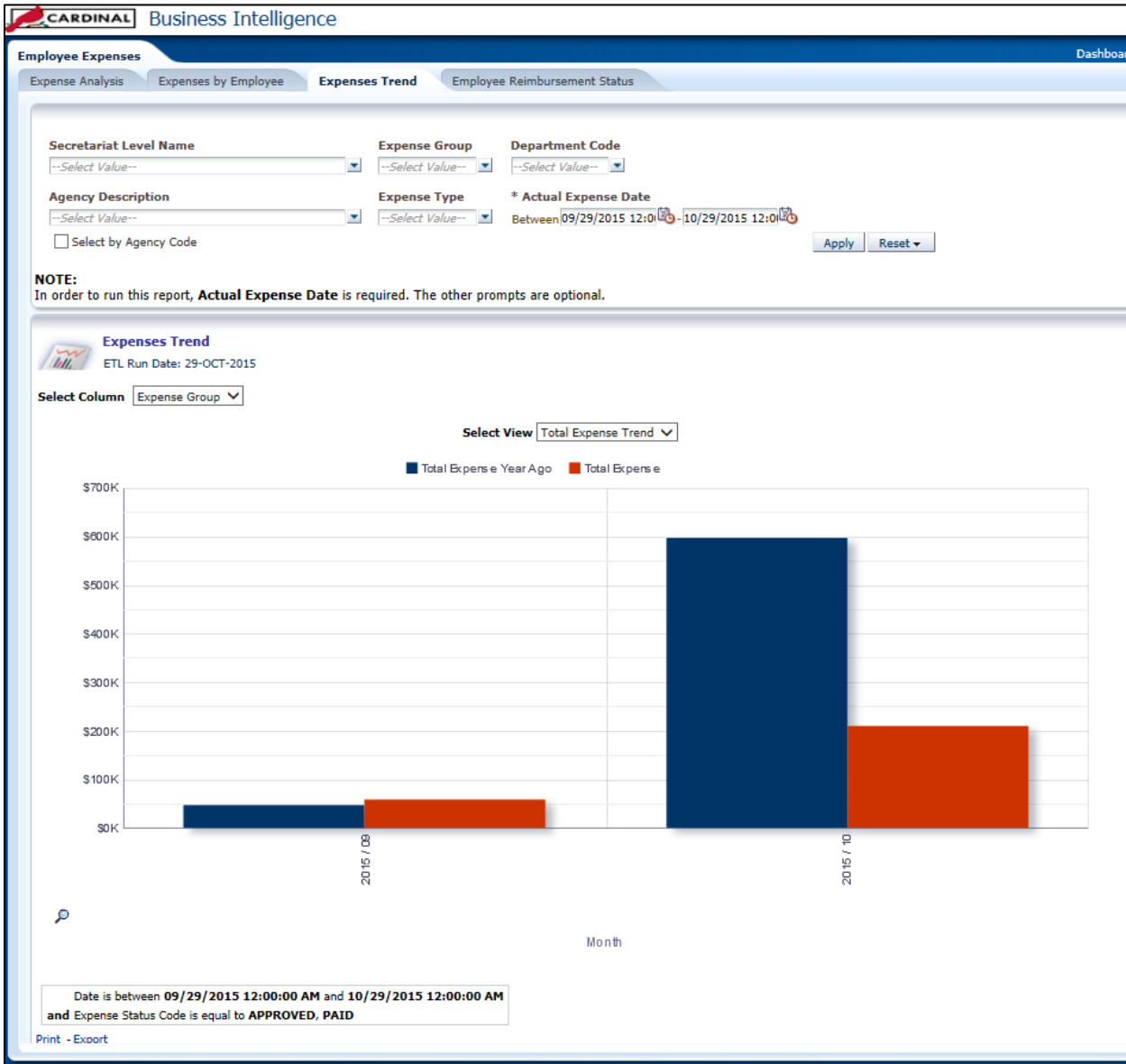
DATA:

- The data included in this report is approved and paid.

ADDITIONAL INFO:

DASHBOARD PAGE: Expenses Trend

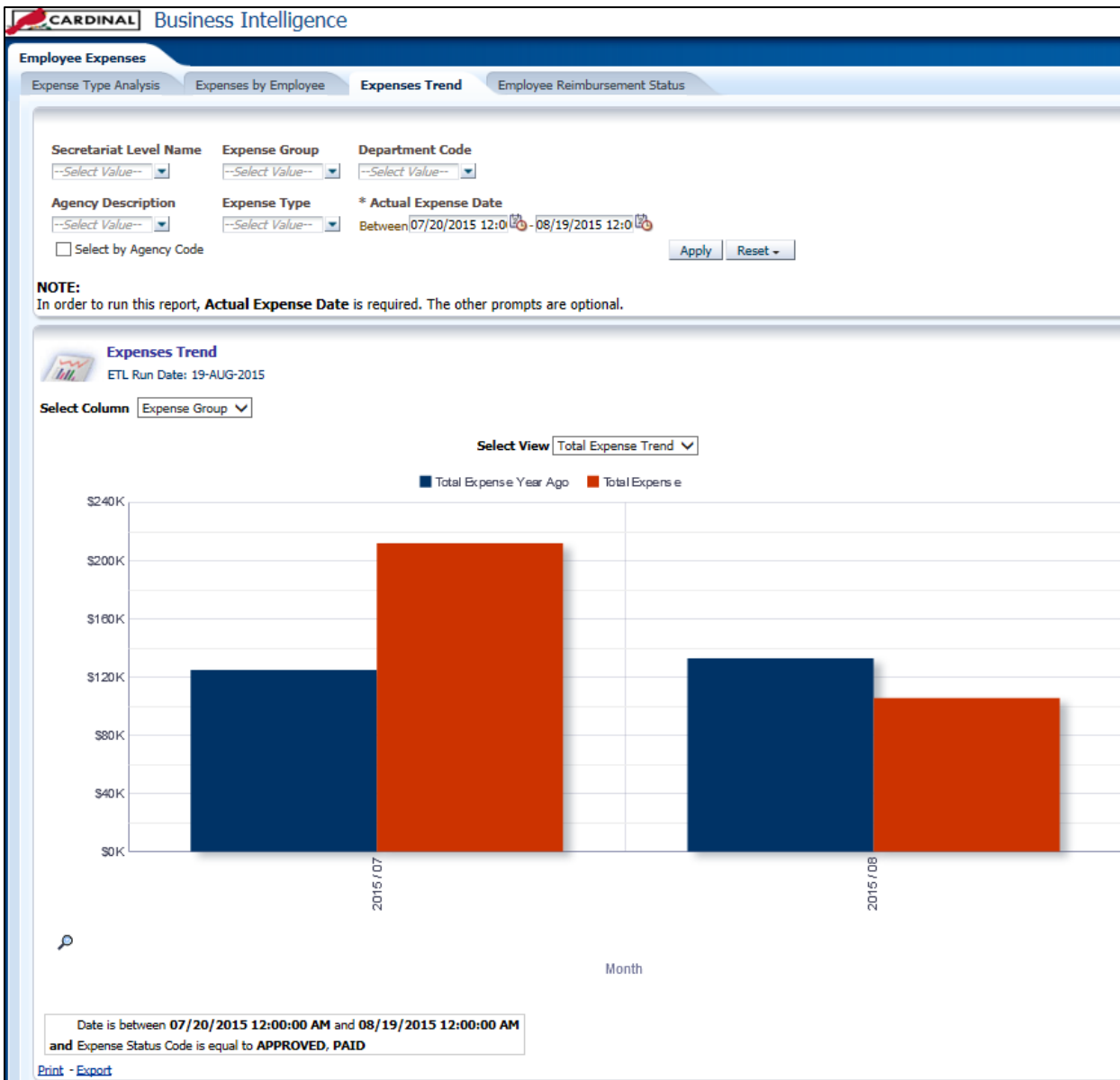
REPORTS: Expenses Trend



REPORT/LINKS/VISUALIZATION: Expenses Trend

REPORT ID: BI-R.EE.0005

LAST REVISION: 10/20/2015



DESCRIPTION:

The Expenses trend report displays multiple views to analyze and compare employee expenses. For example based on the actual expense date entered the graph will compare the data to the same time frame in the prior year.

PURPOSE / USE:

- Identify expenses by Secretariat Level, agency, by expense group, expense type, employee and/or department id and compare to other time frames.

PROMPTS:

- Secretariat Level Name (optional)
- Agency Description/Agency Code (optional)

- Expense Group (optional)
- Expense Type (optional)
- Department Code (optional)
- Actual Expense Date Between (required)

DRILLDOWNS: None

GUIDED NAVIGATION: None

LIGHT BULB: None

DATA:

- The data included in this report is approved and paid.

ADDITIONAL INFO:

DASHBOARD PAGE: Employee Reimbursement Status

REPORTS: Employee Reimbursement Status

The screenshot shows the 'Employee Reimbursement Status' report interface. At the top left is the 'CARDINAL Business Intelligence' logo. Below it is a navigation bar with tabs for 'Expense Analysis', 'Expenses by Employee', 'Expenses Trend', and 'Employee Reimbursement Status'. A 'Dashboards' dropdown menu is visible in the top right. The main form area contains three input fields: '* Employee Number' with a dropdown menu showing '--Select Value--', '* Employee Name' with a dropdown menu showing '--Select Value--', and '* Submit Date' with a date range selector set to 'Between 09/29/2015 12:00' and '10/29/2015 12:00'. There are 'Apply' and 'Reset' buttons to the right of the date range. Below the form is a 'NOTE' section stating: 'In order to run this report, Employee Name, Employee Number and Submit Date are required.' At the bottom of the form area, there is a message: 'Please select valid prompt values to view report.' with a 'Refresh' link.

REPORT/LINKS/VISUALIZATION: Employee Reimbursement Status

REPORT ID: BI-R.EE.0002

LAST REVISION: 10/20/2015

The screenshot shows the 'Employee Reimbursement Status' report in the Cardinal Business Intelligence system. The interface includes a header with the Cardinal logo and 'Business Intelligence'. Below the header are navigation tabs: 'Expense Analysis', 'Expenses by Employee', 'Expenses Trend', and 'Employee Reimbursement Status'. The main area contains search filters for Employee Number, Employee Name, and Submit Date, with a date range set to 'Between 09/29/2015 12:00:00 - 10/29/2015 12:00:00'. A note states that Employee Name, Employee Number, and Submit Date are required. Below the filters is a table titled 'Employee Reimbursement Status' with columns for Employee Name, Employee Number, Expense Report Number, Submit Date, Source Expense Reason Name, Approval Status, Expense Payment Date, Requested Expense Amount, and Reimbursement Amount. The table lists six rows of data for MCCABE, LEWIS R, with a Grand Total of \$348. A filter box at the bottom of the table specifies: Employee Name is equal to MCCABE, LEWIS R and Submit Date is between 01/01/2015 12:00:00 AM and 08/19/2015 12:00:00 AM and Employee Number is equal to 00154331300. There are 'Print' and 'Export' links at the bottom left.

Employee Name	Employee Number	Expense Report Number	Submit Date	Source Expense Reason Name	Approval Status	Expense Payment Date	Requested Expense Amount	Reimbursement Amount
MCCABE, LEWIS R	00154331300	0000051357	1/22/2015	Meeting	Approved	1/26/2015	\$62	\$62
MCCABE, LEWIS R	00154331300	0000054333	3/10/2015	Meeting	Approved	3/16/2015	\$49	\$49
MCCABE, LEWIS R	00154331300	0000058496	4/23/2015	Meeting	Approved	4/29/2015	\$20	\$20
MCCABE, LEWIS R	00154331300	0000060610	5/18/2015	Meeting	Approved	5/21/2015	\$142	\$142
MCCABE, LEWIS R	00154331300	0000064400	6/26/2015	Meeting	Approved	6/30/2015	\$75	\$75
Grand Total							\$348	\$348

Employee Name is equal to MCCABE, LEWIS R
and Submit Date is between 01/01/2015 12:00:00 AM and 08/19/2015 12:00:00 AM
and Employee Number is equal to 00154331300

[Print](#) - [Export](#)

DESCRIPTION:

The Employee Reimbursement Status Report displays employee information related to expense report numbers, submitted dates, approval status, payment dates and amounts.

PURPOSE / USE:

- Identify employee expense report status.

PROMPTS:

- Employee Number (required)
- Employee Name (required)
- Submitted Date Between (required)

DRILLDOWNS: None

GUIDED NAVIGATION: None

LIGHT BULB: None

DATA:

- The data included in this report is can be posted to the ledger or waiting to be approved etc.

ADDITIONAL INFO: