

Finance and Budget Office Dashboards

The following dashboards are automatically updated every morning by 9:00am.

Only the Library Finance and Budget Office members have access to view these data dashboards.

Accessing and Using Data Dashboards - Detailed Instructions

Description	Tableau Dashboard	Instructions
This dashboard was created to assist the Finance and Budget Office team with Daily Reconciliation. It provides the total amount of vouchers for the most recent day of approvals. It also splits the total amount of vouchers approved sent to KFS and the ones approved manually. It also provides the YTD transactions amount. Search vouchers and paid invoices by date range is also available. Downloads to add to KFS Distribution of Income and Expense documents can be performed.	FBO Daily Reports	FBO Daily Reports - Tableau Dashboard Instructions. pptx
This dashboard was created to assist the Finance and Budget Office team with gathering information about invoices in reviewed status. It also provides the list of invoices in reviewed status for which no fund and/or expense class have been selected in Folio. Search for invoice lines and adjustments data can also be performed.	FBO Invoices in Reviewed Status	FBO Invoices in Reviewed Status - Tableau Dashboard Instructions. pptx
This dashboard was created to assist the Finance and Budget Office team with Reconciliation. This dashboard is similar to the FBO Daily Reports dashboard, but only provides vouchers information searchable by voucher approval date. This dashboard will be useful for late process of KFS Distribution of Income and Expense documents and to verify voucher amounts from previous dates.	FBO Vouchers Date Range	