Job Aid: Faculty Financial Summary (Staff Version)

Purpose:
The Faculty Financial Summary is a dashboard in EBI created to allow faculty to access their complete sponsored and non-sponsored portfolio on-demand. While specifically geared toward faculty use, this job aid is provided to administrative staff in the event that they wish to:

- Assist faculty with setup or inquiries related to the dashboard
- Utilize the dashboard to monitor portfolios of faculty they support

Where can I find the Faculty Financial Summary?
1. Log in to EBI: https://dwbi.emory.edu/analytics
2. Click on the Dashboards menu in the upper right
3. Faculty Financial Summary appears in the FMS – Management folder
How does the Faculty Financial Summary work?

1. Prompt: The only prompt is the Faculty member’s name.
   a. NETID is inherited upon login
   b. Upon navigation to the Dashboard, if a faculty member has been assigned responsibility for any projects, their name will automatically populate in the prompt and begin to run the dashboard
   c. Alternatively, any EBI user can use the prompt, as normal, to select a faculty member’s name to view their portfolio
   d. If a faculty member’s name does not appear in the prompt, their portfolio has not been assigned.
      i. Note: EBI is working with units/departments to collect roles assignments based on a pre-determined rollout schedule. If you have not been contacted by your Unit/EBI to assign roles and your faculty are interested in using the Faculty Financial Summary, please contact EBI via Salesforce.

2. Content included in the report:
   a. The portfolio for the faculty member is comprised of Awards and projects based on roles assigned.
      i. Sponsored Projects
         1. Award PI is pulled directly from Compass
         2. Project PI has been assigned by RAS unit supporting the Award
      ii. Non-Sponsored Projects
         1. Faculty are assigned by department in which the project resides
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How does the Faculty Financial Summary work? (cont’d)

b. Each section contains a row of performance tiles accompanied by a tabular report
   i. Performance Tiles – high level indicators. Faculty can click on a performance tile to drill to details

ii. Tabular Reports – more detailed information related to the section’s content.

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Begin Date</th>
<th>Project End Date</th>
<th>FTE Rate</th>
<th>Award</th>
<th>Award Principal Investigator</th>
<th>Award Begin Date</th>
<th>Award End Date</th>
<th>Budget ($)</th>
<th>Expenses ($)</th>
<th>Encumbrance ($)</th>
<th>Balance ($)</th>
<th>Active Projects Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001.000 - CPAR Core A (ABD)</td>
<td>08/01/12</td>
<td>07/31/13</td>
<td>0.50</td>
<td>00001.000 - CPAR Core A (ABD)</td>
<td>08/01/12</td>
<td>07/31/13</td>
<td>30,284.03</td>
<td>33,358.48</td>
<td>0.00</td>
<td>5,175.37</td>
<td>6,175.37</td>
<td></td>
</tr>
<tr>
<td>00001.001 - CPAR Core B (ABD)</td>
<td>08/01/12</td>
<td>07/31/13</td>
<td>0.50</td>
<td>00001.001 - CPAR Core B (ABD)</td>
<td>08/01/12</td>
<td>07/31/13</td>
<td>140,949.00</td>
<td>142,185.15</td>
<td>0.00</td>
<td>3,927.85</td>
<td>3,927.85</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>184,977.05</strong></td>
<td><strong>175,343.63</strong></td>
<td><strong>0.00</strong></td>
<td><strong>5,648.22</strong></td>
<td><strong>5,648.22</strong></td>
<td></td>
</tr>
</tbody>
</table>

iii. View Selectors – drop down menus that allow users to select different views of the data (available on tabular reports)

Select Your View Here: Project Summary

How can I help my faculty member customize the Faculty Financial Summary?

Note: to assist faculty in customizing the Faculty Financial Summary, please have the faculty member log in to EBI

1. Collapsing sections: The ability to collapse any section on the dashboard to remove that data from view
   a. Collapsing sections is useful if there is a section of the report that does not pertain to a faculty member’s portfolio, to remove items such as Prompt selections from view, or to remove views of data that are not preferable (ie – your faculty member does not like to view performance tiles).
   b. To collapse a section, simply click on the down arrow that is seen in the upper left corner of any section:
How can I help my faculty member customize the Faculty Financial Summary? (cont’d)

c. Once collapsed, the section will not be readily visible, but can be expanded at any time by clicking the same arrow.
   i. *Note: you can collapse the prompt section and the note above in order to save screen space.*

2. View Selectors: View selectors allow a user to select from a variety of views that display similar information in a different format (eg: summary view vs. detail view).
   a. To select the preferred view for your faculty member, click on the drop down menu for the selector and click on the view that is preferred. The table will automatically update with the selected view once a selection has been made.

3. Common EBI Customizations: Tabular reports on the Faculty Financial Summary can be customized in the same ways as any other EBI report, including:
   a. Custom sorting
   b. Adding and removing subtotals
   c. Moving columns
   d. Excluding and including columns
   e. For further instruction on these customization methods, please visit our eLearning series in ELMS and view the eLearning on customizations.
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How do I save the customization once it meets the faculty member’s needs?

1. While still logged in under the faculty member’s name, and without navigating away from the Faculty Financial Summary, click on the Page Options menu in the upper left-hand corner of EBI.

2. Select the option for Save Current Customization.

3. A dialogue box will appear.
   a. Provide a name for the customization. The customization will only exist on this dashboard, for this faculty member. It is only important that the name of the customization makes sense to the faculty member.
   b. Check the box next to “Make this my default for this page”. This means that whenever the faculty member navigates to this dashboard, the report will begin running using the version customized to meet their needs.
   c. Click OK
How can I set the Faculty Financial Summary to be the home screen for my faculty when they log in to EBI?

*Note: to set the Faculty Financial Summary as the faculty member’s home screen, please have the faculty member log in to EBI*

1. Click on the faculty member’s name in the upper right-hand corner of EBI

2. On the preferences tab of the dialogue box, click on the drop down menu next to “Starting Page”
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How can I set the Faculty Financial Summary to be the home screen for my faculty when they log in to EBI? (cont’d)

3. From the drop down menu, select FMS – Management: Faculty Financial Summary and click OK.
Need additional help?

- For additional assistance please contact EBI via the Financial Support Center.
  - Choose Emory Business Intelligence as your ticket category
- Visit the faculty-centered Faculty Financial Summary website
- View our recorded training video