## Finance Mart 2.0 – Power BI Reporting Guide

#### **University of South Florida**

### 1. Introduction

Finance Mart 2.0 is the University of South Florida's official financial reporting platform, developed within Microsoft Power BI. It replaces the legacy Finance Mart system and serves as the university's centralized, authoritative source for financial data. This platform supports enhanced accuracy, transparency, and efficiency in financial reporting and reconciliation across all academic and administrative units.

## 2. Purpose

The primary objectives of Finance Mart 2.0 are to:

- Facilitate accurate and timely financial reporting.

- Support departmental reconciliation processes.

- Enable comprehensive tracking of revenue, expenditures, payroll, encumbrances, and budget.

- Provide a consistent framework for strategic financial decision-making.

## 3. System Navigation

#### 3.1 Accessing the Platform

Users access Finance Mart 2.0 through the Power BI service. Upon entry, the Navigation Page serves as the central hub for report selection.

### 3.2 Report Categories

The Navigation Page presents three primary report categories:

- Project Reports – Financial data related to sponsored projects, grants, construction, and capital initiatives.

- Non-Project Reports – Operational financial data not associated with specific projects.

- Balance Sheet Reports – Consolidated financial position reports including assets, liabilities, and equity.

Users may also utilize the Power BI navigation pane on the left to access reports directly.



# 4. Report Types and Definitions

Report Name	Description
RSA (Budget Report)	Displays remaining spending authority. RSA Formulas: RSA = Budget – Requisition – Encumbrance – Pending Actual – Actual % of RSA = RSA / Budget Amt * 100
Financial Summary	Provides high-level revenue and expense (same as RSA) insights, including budget variance and utilization percentage. Revenue formulas: Variance = Budget Amt – Actual Amt % of used Budget = Actual Amt / Budget Amt
Balance Sheet	Presents a snapshot of financial position, including assets, liabilities, and equity.
Encumbrance Summary	Summarizes outstanding financial commitments.
Encumbrance Detail	Details encumbrances at the purchase order level.

Payroll Detail	Displays payroll transactions by employee.
Expense Detail	Lists individual expense transactions.
Revenue Detail	Lists individual revenue transactions.
Budget Detail	Displays budget entries at the journal level.

# 5. Report Configuration

## 5.1 Parameter Selection

Each report requires users to define parameters using dropdown menus. Available filters include:

- College/Unit
- Operating Unit
- Department
- Fund
- Product
- Initiative
- Fiscal Year
- Reporting Period

Sort Options:

- Selection – Used for RSA Summary and Financial Summary reports (Chartfields are hidden).

- Chartfield – Used for all other reports (Chartfields are displayed).

Tip: Use the search bar within each dropdown to quickly locate values.

## 5.2 Project Reports – Special Considerations

- Project ID is mandatory. Do not use "Select All" for Project ID; this may cause the report to become unresponsive.

- For Life-to-Date (LTD) reports, select "Select All" for both Fiscal Year and Reporting Period.

- When Fiscal year and Reporting period is "select all" REQ/PO/TAR amounts will only reflect the current fiscal year in LTD mode; prior years will display \$0.

- Displays Project Account IDs from ledgers: CC\_GMC\_BUD, CC\_PRC\_BUD and CC\_CPC\_BUD for both Project entries and Cost Share entries.

- Accounting Period 0 is not included.
- Includes both restricted fund codes and non-restricted fund codes (Cost Share)
- Capital Asset entries are included in all expense-type reports.

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Finance Mart 2.0 UAT	Departmen	t		Fund	Required		Product	Required	
Navigation Page	Initiative			Fiscal Year	Required	$\sim$	Reporting Period		
Non-Project Reports									
Project Reports	Report Type	e Required	$\sim$	Sort By	Chartfield	$\sim$			
Balance Sheet									

### 5.3 Non-Project Reports – Special Considerations

- Excludes restricted fund codes such as 20000 (grants) and 50000 (construction).
- Displays Budget Account IDs from ledgers, CC\_ORG\_BUD, CC\_DRG\_BUD and CC\_ORG\_BD.
- Accounting Period 0 is not included.
- Capital Asset entries are included in expense-type reports.

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Finance Mart 2.0 UAT	Fund	Required V	Product	Required ~	Initiative	Required $\checkmark$
Navigation Page	Fiscal Year	Required V	Reporting Period			
Non-Project Reports						
Project Reports	Report Type	Required 🗸	Sort By	Chartfield ~		
Balance Sheet						

#### 5.4 Balance Sheet Reports – Special Considerations

- Use "Select All Project IDs" instead of "Select All" for the Project parameter.
- Accounting Period 0 (AP 0) is used to represent beginning balances.

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Finance Mart 2.0 UAT	Fiscal Year	Required	$\sim$	Reporting Period	Required				
Navigation Page	Report Type	Required	~						
Non-Project Reports		Required							
Project Reports									
Balance Sheet									

# 6. Report Execution

Step-by-Step Instructions:



#### 1. Select a Report Category from the Navigation Page.

#### 2. Define Parameters using the dropdown filters.

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FINANCE	co <sup>ll</sup> روe/Unit	Required	$\sim$	Operating Unit			Department		
Finance Mart 2.0 UAT	Fund	Required		Product	Required		Initiative	Required	~
Navigation Page	Fiscal Year	Required	~	Reporting Period	Required				
Non-Project Reports	Report	Required	~	Sort By	Chartfield	~			
Project Reports									
Balance Sheet									
Balance Sheet									

3. Choose the Report Type from the Report Type dropdown.

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Finance Mart 2.0 UAT	Fund	Required		Product	Required		Initiative	Required	
Navigation Page	Fiscal Year	Required	~	Reporting Period	Required				
Non-Project Reports	Report Type	Required	~	Sort By	Chartfield	~			
Project Reports		RSA Summary	_						
Balance Sheet		Financial Report Summary							
		Encumbrance Summary							
		Payroll Detail							
		Expense Detail							
		Revenue Detail							
		Budget Detail							
		Encumbrance Detail							

4. Click "View Report" to generate the report.

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FINANCE	College/Unit	Required	$\sim$	Operating Unit		$\sim$	Department		~	View report
Finance Mart 2.0 UAT	Fund	Required		Product	Required		Initiative	Required		
Navigation Page	Fiscal Year	Required	~	Reporting Period						
Non-Project Reports						Matthew Fisher JR. (mfisher8@	usf.edu) is signed in			
Project Reports	Report Type	Required	$\sim$	Sort By	Chartfield	~				
Balance Sheet	4								•	

Note: If the report fails to load, verify that all required parameters are selected correctly and avoid using "Select All" for Project ID.

# 7. Report Interaction and Export

### 7.1 Drill-Down Functionality

Click on underlined terms (Account ID or Employee ID) in summary reports to access detailed transaction data.

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	College/Unit Academic Affairs - Cybers 🗸	Operating Unit $TPA$ - TAMPA $\lor$	Department 020600 - UNIVERSITY COI $\vee$
	Fund 10000 - GENERAL REVENI V	Product 000000 - DEFAULT PRODL $\vee$	Initiative 0000000 - DEFAULT INITIA $$
Navigation Page	Fiscal Year 2025		
Non-Project Reports			
Project Reports	Report Type RSA Summary V	Sort By Chartfield $\checkmark$	
Balance Sheet	SOUTH FLORIDA	University of South Florida RSA Summary For Month Ended May 2025	Run Date: 05/28/2025
	Account	Budget Encumbrance Pending Actuals Act	tuals RSA % Of RSA
	OU: TPA Fund: 10000 GENERAL REVENUE Dept: 020600 UNIVERSITY CONTROLL	ER\$ OFFICE Product: 000000 Initiative: 0000000	
	88021 - ADMINISTRATION	178,378.00	
	Total	178,378.00 0.00 0.00	0.00 178,378.00 100%
	88023 - STAFF	27.222.22	
	Total	35,398.00 0.00 0.00	0.00 35.398.00 100%
	88027 - FRINGE - MATCHING	0.00 0.00	0.00 00,000.00 100 M
	88027 - FRINGE - MATCHING	84,805.00	

## 7.2 Exporting Reports

- 1. Click the "Export" button.
- 2. Select the desired format: PDF, Excel, or CSV.
- 3. Download the file for distribution or archival.

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Finance Mart 2 0 LIAT	College/Unit Academic Affairs - Cybers 🗸	Operating Unit TPA - TAMPA V	Department 020600 - UNIVERSITY COI V
	Fund 10000 - GENERAL REVENI V	Product 000000 - DEFAULT PRODL $\sim$	Initiative 0000000 - DEFAULT INITIA $\checkmark$
Navigation Page	Fiscal Year	Reporting Period 2025001 2025002 202501 X	
Non-Project Reports	2023	2025001, 2025002, 202501 >	
Project Reports	Report Type RSA Summary $\checkmark$	Sort By Chartfield $\checkmark$	
Balance Sheet	South Florida	University of South Florida RSA Summary For Month Ended May 2025	Run Date: 05/28/2025
	Account	Budget Encumbrance Pending Actuals A	ictuals RSA % Of RSA
	OU: TPA Fund: 10000 GENERAL REVENUE Dept: 020600 UNIVERSITY CONTROLLE	RS OFFICE Product: 000000 Initiative: 0000000	
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### 7.3 Layout Options

- Web Layout Optimized for on-screen viewing.
- Print Layout Adjusted for printing with appropriate formatting.

### 8. Troubleshooting and Best Practices

Issue	Recommended Action

Report not loading	Avoid using "Select All" for Project ID.
REQ/PO/TAR amounts show \$0	Ensure LTD mode is selected correctly.
Balance Sheet not generating	Use "Select All Project IDs" instead of "Select All".
Missing data	Confirm Fiscal Year and Reporting Period selections are accurate.

# 9. Transaction detail glossary

DocCode1	B for Budget, Q for Requisition, O for PO and TRAVEL AUTH, V for AP, X for Travel Expense, D or I for AR and Billing, J for Journal, D for Banner, F for Payroll
DocCode2	O for PO and TRAVEL AUTH, V for AP, X for Travel Expense, R for AR, Billing, and Banner, K for AP or EX Cash Account (10XXX), and Payroll

	This field displays REQ ID, or POID
DocNum1	or Voucher ID, or TRAVEL AUTH ID, or Travel EX Doc ID (Sheet ID or Advance ID), or AR Deposit number, or AR ITEM number or Billing Invoice number, or Journal ID, or Banner Deposit Number, or Payroll Pay End Date
DocNum1Rpt	This field display DoCode1 DocNum1: B Journal_ID, Q REQ_ID, O PO, O TA, V Voucher ID, X Travel EX_Doc ID (Sheet ID or Advance ID), D AR Deposit ID, I Billing Invoice number or ITEM number, J Journal ID, D Banner Deposit number, F Pay End Date
DocNum2	This field displays POID, or Voucher ID, or Travel AUTH ID, or Travel EX Sheet ID, or Payment (PYMNT) ID, or DOC_REF_NUM (Receipt number), or Paycheck Number

	This field display DoCode2 DocNum2: O PO ID,
DocNum2Rpt	O Travel AUTH ID,
	V Voucher ID,
	X Travel EX Sheet ID,
	KIPYMNT ID (AP and Travel EX),
	K Paycheck Number (Payroll),
	R Payment ID (AR Billing),
	R DOC_REF_NUM (Receipt number from Banner)

ClientName	This field displays Employee name for travel and payroll, vendor name for Requisition, PO and AP, customer name for AR and billing, or Spriden first and last name for Banner
ClientNum	This field displays Employee ID for travel and payroll, Vendor ID for Requisition, PO and AP, Customer id for AR and Billing, or PIDM number for Banner
ClientRpt	This field displays E Employee ID for travel and payroll, S Vendor ID or M Vendor for PO and AP. (M stands for PCARD merchants), C Customer ID for AR and Billing, or P PIDM for Banner
PCard	The voucher line number is appended to the end of Transaction Description.
Travel Authorization	The Archivum ID is prefixed to the Transaction Description