Dear Faculty,

The Faculty Member Dashboard can be found at,

[https://ecbg.fa.us2.oraclecloud.com/analytics/saw.dll?Portal&PortalPath=%2Fshared%2FCustom%2FRU%20Saved%20Queries%2FProjects%2FFaculty%20Member%20Dashboard](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fecbg.fa.us2.oraclecloud.com%2Fanalytics%2Fsaw.dll%3FPortal%26PortalPath%3D%252Fshared%252FCustom%252FRU%2520Saved%2520Queries%252FProjects%252FFaculty%2520Member%2520Dashboard&data=04%7C01%7Cnacevedo%40rutgers.edu%7C6392377e336e485a025508d9af6c4b28%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637733701915617548%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=IIgFlHwP%2FNY%2B%2BanKqlDtDoZ7P7gUuLGuhnDH%2FSgPe0Y%3D&reserved=0)

Please bookmark this site for future visits.

Log in Instructions:

1. Sign in using your netid and password
2. One left side, select your name and hit apply
3. Summary sheet should change to only show your financial information
4. Choose the gear icon on top right of the screen:

Graphical user interface, application

Description automatically generated

1. Choose Save Current Customization
2. Assign it a meaningful name
3. Check “Make this my default for this page”
4. Hit OK

Understanding the financial report:

**Summary section:**

* Shows a quick summary of each of your projects/tasks.
* The numbers under the Budget, Revenue, Raw Cost, Burden Cost, Cost, and Commitments are hyperlinked. This allows you to see the transactions that comprise that number.
* To see the transactions that comprise the hyperlinked number,
  + Click on the number
  + Click on Drill to <specific> Detail
  + New window opens up with detail of all transactions that add up to that number.
* The highlighted columns direct you to the correct columns to see your available balance with or without commitments (see definition below).
* Choose Export to export the summary in one of the different formats provided so that you can manipulate the data in any way you like.

**Cost Detail section:**

* Allows you to only look at that cost transactions in four different ways.
* Choose Export to export the cost detail in one of the different formats provided so that you can manipulate the data in any way you like.

**Committment Detail section:**

* Allows you to only look at that commitment transactions.
* Choose Export to export the cost detail in one of the different formats provided so that you can manipulate the data in any way you like.

**Project Budget Report section:**

* Allows you to only look at that budget for those projects that were budgeted (primarily grant accounts) by project number.
* Choose Export to export the cost detail in one of the different formats provided so that you can manipulate the data in any way you like.

Here is a screen shot of the columns found on the financial report with the definitions below:

* **Project Number:** This is basically your account number.
* **Project Name:** Name of project. Unless a grant, this is usually the faculty member’s name
* **Task Number:** If you have different sources of funds (e.g. start-up funds, research funds, Byrne funds, etc.) the task number is how we separate the different sources of funds.
* **Task Name:** Identifies the specific source of funds.
* **Project Status:** This indicates the status of that task. Those with grants may see “pending close” as the grant is coming to an end.
* **Project start date:** Date project was created
* **Project Finish Date:** Date project is scheduled to end at the university (takes into account the 90 days provided to close our grant projects.
* **Sponsor End Date:** Date project is scheduled to end with sponsor (normally grants)
* **Award Burden Schedule:** This is the F&A rate for the grant.
* **Project Organization:** This is used to identify what unit these funds fall under (28067506435=SCI Dean’s Office)
* **Location:** identifies the area for which you are providing service (2110 = New Brunswick NonHealth Sciences Campus)
* **Fund Type:** Identifies the funding source used to acquire goods and services (Unrestricted, Restricted, Endowment).
* **Business Line:** Identifies the specific line of business (or mission) being offered.
* **Principal Investigator:** Person responsible for the research and fund management (normally grants)
* **Project Manager:** Staff responsible for administrative tasks for project.
* **Faculty Member:** Faculty member responsible for this account/project in question.
* **Budget:** Funds enter in system as budget.
* **Revenue:** Funds received from outside sources
* **Raw Cost:** Direct expenses charged to project.
* **Burden Cost:** Indirect expenses charged to project (F&A expenses normally charged to grants)
* **Cost:** Sum of both direct and indirect expenses
* **Commitments:** purchase orders created, but not yet paid out to vendor.
* **Budget Minus Cost:** Remaining balance of budget reduced by sum of cost (GRANTS).
* **Budget Minus CostMinus Commitments:** Remaining balance of budget reduced by sum of both cost and commitments (GRANTS).
* **Revenue Minus Cost:** Remaining balance of project (unbudgeted) reduced by sum of cost (FACULTY FUNDS).
* **Revenue Minus Cost Minus Commitments:** Remaining balance of project (unbudgeted) reduced by sum of cost and commitments (FACULTY FUNDS).