
Accessing SUNY Business Intelligence Financial Dashboards

Requirements

Oracle Business Intelligence system requires the use of specific browser releases in order to function properly. Supported browsers include:

- Mozilla Firefox (all versions)
- Internet Explorer (release 8 and below)
- Google Chrome (release 25 and below)

If you experience browser issues call the Buffalo State Computing Help Desk at ext. 4357.

Security Access

Business Intelligence users require security authorization prior to entering the system.

For security access contact Kelly Ferguson at ext. 5081 or Teresa Poplewski at ext. 3086.

Sign-On

The Business Intelligence system can be entered through:

<https://www.suny.edu/analytics>

Select Buffalo State as the campus during the SUNY Secure Sign On.



The user's standard campus user name and password will allow entry into the Business Intelligence system.



Log in

Type your user name and password.

User name:

Password:

 Sign In

If you have a current Buffalo State network account and you are unable to log in, please contact the Computing Help Desk at chd@buffalostate.edu or 716-878-4357.

For security reasons, please Log Out and Close your Web browser when you have finished accessing services that require authentication.

Buffalo State | 1300 Elmwood Avenue | Buffalo, NY 14222 | voice (716) 878-4000 | [Contact Us](#)

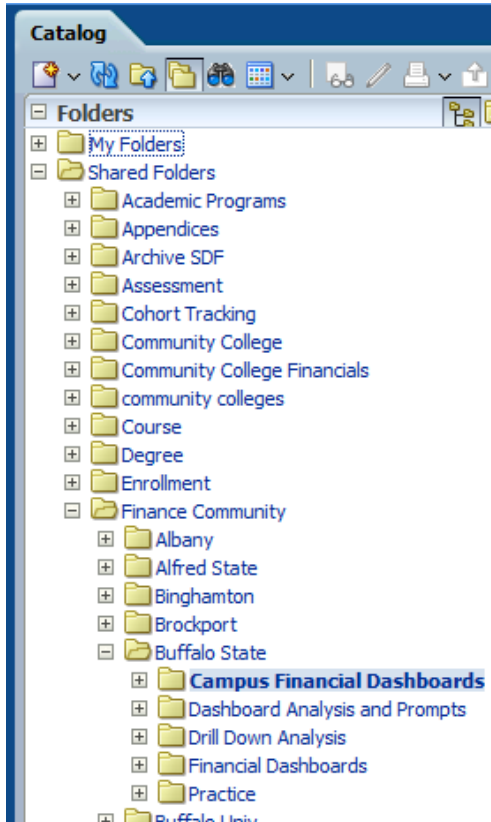
Campus Financial Dashboards

After signing on the system, Buffalo State custom dashboards can be located and opened by selecting:

- Catalog

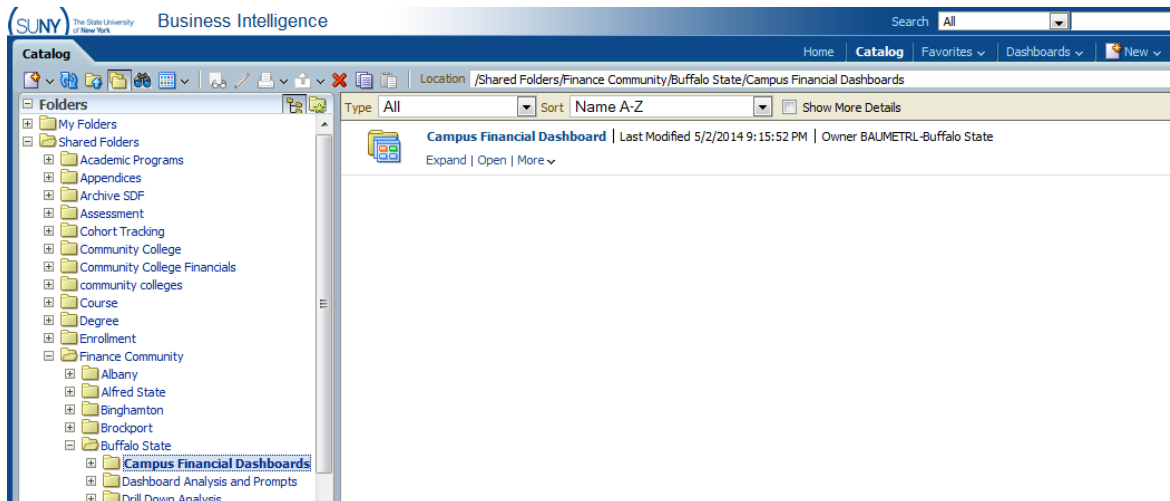


- Catalog - Folders
 - Shared Folders
 - Finance Community
 - Buffalo State
 - Campus Financial Dashboards



Campus Financial Dashboard:

- Open




Campus Financial Dashboard Home Catalog Favorites Dashboards New

State Appropriated Budget and Expenditures State Appropriated Budget and Expenditures by Major Object Grouping

Please check the Fiscal Year from the drop-down option that you would like this dashboard to be generated by. Then select OK in the lower right.
If you have any problems generating this dashboard, please contact R. Baumet at 716-878-5304.

Fiscal Year
13-14 Apply Reset



BUFFALO STATE
The State University of New York

State Appropriated All Funds Summary by Major Area

All Funds View Selector All Funds by Major Area

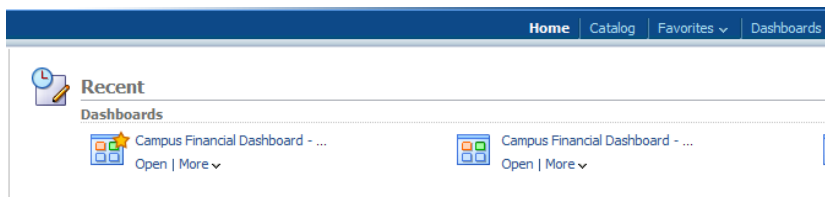
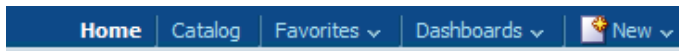
Buffalo State Major Area	Allocation Total	Pending Allocation	Expenditure Total	Pending Expenditure	Encumbrance Total	Pending Encumbrance	Available Balance
Grand Total							
President							
Academic Affairs, Provost							
F & M, VP & Research Found. OM							
ISAS, Chief Information Ofcr.							
Institutional Advancement, VP							
Student Affairs, VP							
General University							
NOT ASSIGNED							

Print Export

State Appropriated Account Analysis

Note:

Once the dashboards have been accessed, per the instructions above, the dashboards can be easily retrieved again through the Home page as a Recent Dashboard.

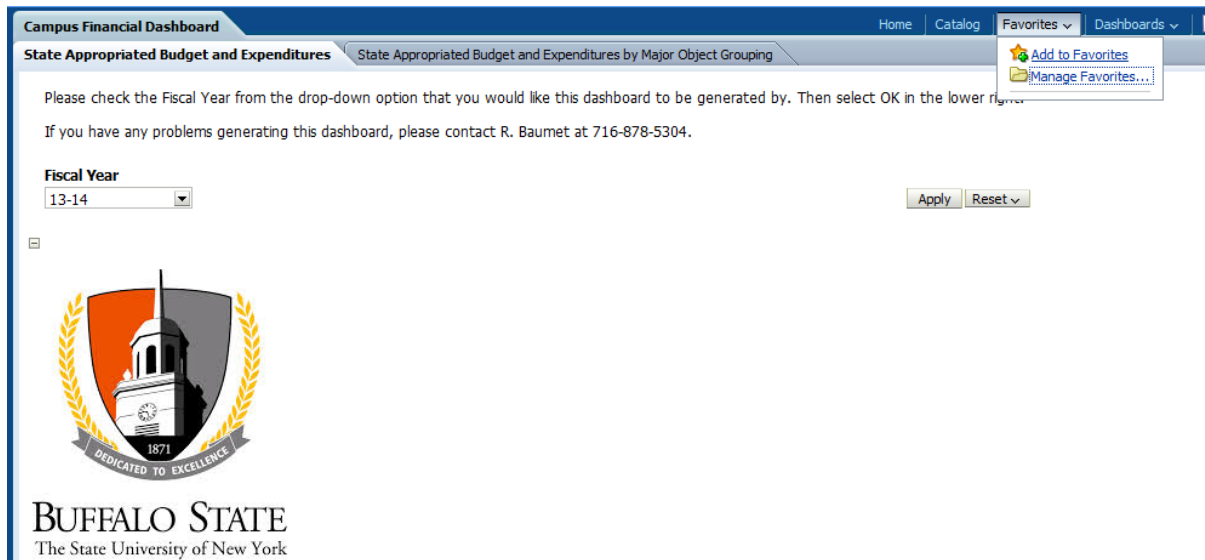


Favorites

Dashboards can be added to a users Favorites.

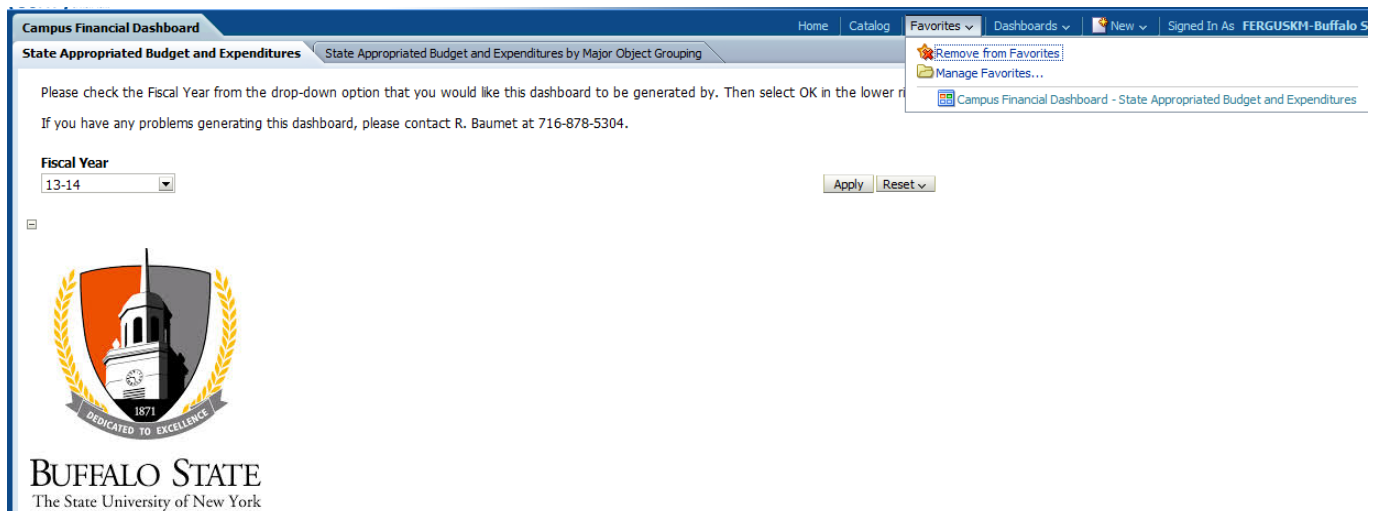
Select Favorites:

- Add to Favorites



The screenshot shows the 'Campus Financial Dashboard' interface. The main content area is titled 'State Appropriated Budget and Expenditures' and contains instructions: 'Please check the Fiscal Year from the drop-down option that you would like this dashboard to be generated by. Then select OK in the lower right corner.' Below this is a 'Fiscal Year' dropdown menu set to '13-14' and 'Apply' and 'Reset' buttons. The Buffalo State logo and name are visible at the bottom. A 'Favorites' dropdown menu is open, showing 'Add to Favorites' and 'Manage Favorites...' options.

Dashboards can also be removed, managed or retrieved via the Favorites tab.



The screenshot shows the same 'Campus Financial Dashboard' interface as above. The 'Favorites' dropdown menu is open, showing 'Remove from Favorites' and 'Manage Favorites...' options. The 'Add to Favorites' option is no longer visible. The rest of the dashboard content remains the same.