Data Miner: Answers to Common Business Questions
How do I check the status of an invoice?

- You can view details for an invoice using the AP Expenditure Detail analysis, which can be found in the **EBO Finance** folder in your Data Miner catalog.
- (You can also search for invoices in the Mountaineer Marketplace Document Search.)

**Filters:**
- * = Required filter
- At least one of the DA filters.
  - If you do not know the DA number, you can enter %% in the DA field, as long as you enter the Supplier field or the PO Number field.
- General Ledger Dates
- Click the Yes radio button for Run Analysis and then click Apply.

**Results:**
- Details will be returned for any invoices matching your filter entries.
- To view the payment status of a particular invoice, look in the Payment Interface Status column.
  - I - Interfaced: The invoice has interfaced with OASIS (received by the state, but not yet processed or rejected)
  - E - Error: The invoice failed to interface with OASIS
  - A - Approved: The invoice has been successfully received and processed in OASIS (approved to be paid, not necessarily paid)
  - R - Re-send: The invoice has been adjusted by WVU and is ready to be resent to the State
  - P - Paid: The invoice has been paid
  - If the cell is blank, then the invoice has not yet interfaced with OASIS
- The Invoice Number column contains the supplier’s invoice number, not the number from Mountaineer Marketplace.

**Voucher Number Example:**

**GAX UGX1 071618 599**

- **GAX** - The first three characters indicate the type of payment. For example, GAX for general or TVE for travel.
- **UGX1** - The next four characters will always be UGX1.
- **071618** - The six digits reflect the date the invoice was keyed into MAP.
- **599** - Unique identifier for the voucher number
How do find a PCard transaction?

- You can view details for Procurement Card transactions using the AP Expenditure Detail analysis, which can be found in the *EBO Finance* folder in your Data Miner catalog.
- The *Supplier Name* column will contain *West Virginia University* for purchases made with the State PCard.
- The *Supplier Name* column will contain *WVU Research Corp* for purchases made with the Research Corporation PCard.

**Filters:**
- * = Required filter
- At least one of the DA filters.
  - If you do not know the DA number, you can enter %% in the DA field, as long as you enter *West Virginia University* or *WVU Research Corp* in the *Supplier* field.
- General Ledger Dates.
- Click the **Yes** radio button for *Run Analysis* and then click **Apply**.

**Results:**
- The *Invoice Number* column contains the PCard number assigned in the PCard processing software.
- The *Description* column contains the vendor name.
- The *Cardholder* column contains the name of the employee whose PCard was charged.
**How Do I Find Fund Balance?**

You can view a fund’s cash-in-hand balance using the *Trial Balance Year to Date (YTD)* analysis, which can be found in the *EBO Finance* folder in your Data Miner catalog.

To view the fund balance complete the following filters:

- Enter a fund number, or a portion of a fund number with the wildcard symbol (%), into the **Fund is Like (pattern match)** filter.
- Click the drop-down arrow beside the **Period Name** filter and select the current period.
- In the DA(s) filter, type 999999999. This DA is WVU’s default DA segment value. For Trial Balance, it is the DA that is associated with line items used primarily by central offices.

Select the **Yes** radio button for **Run Analysis**, and then click **Apply**.

### Viewing Fund Balances

Remove all line items that begin with a 3, 4, or 5. To remove a line item, right-click in the line item's cell, and click **Remove**. You can remove multiple line items at once by holding the shift key while you click each cell.

The **DA Subtotal** amount in the **Ending Balance** column is the cash-in-hand balance for your fund.

**Fund Balance = $8,970,323.10**
Understanding Fund Balance

What’s Trial Balance?

Trial balance is a list of all transactions in a general ledger account, divided into debits and credits. WVU’s practice is to prepare a trial balance at the fund level or at parents of the level. If the fund is balanced, the total debit amounts will equal the total credit amounts.

Trial balance is used internally for the following:

• Preparing financial statements
• Calculating a fund’s cash-in-hand (see “Finding Fund Balance guide below)

Using the Trial Balance Analyses in Data Miner

Data Miner does the work for you by pulling the fund’s transactions out of MAP, recording the amount of debits and credits for each line item, and calculating totals.

You can see a fund’s trial balance using the Trial Balance Period to Date (PTD) analysis or the Trial Balance Year to Date (YTD) analysis. Both analyses can be found in the EBO Finance folder in your Data Miner catalog.

Both trial balance analyses requires you to complete the Fund is LIKE (pattern match) and Period Name filters. Because the Fund filter is a pattern match filter, you can enter a full fund or a portion of the fund with the wildcard (%) symbol. The DA filter is optional.

After you complete the filters, select the Yes radio button for Run Analysis, and then click Apply. Results will return debit amounts and credit amounts for the fund you entered.
**What do the Results Mean?**

Trial balance returns the fund number, DA, line item, line item description, and four sum columns. The sum columns are defined in the table below.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>PTD - The account balance at the beginning of the selected period. This will equal the ending balance from the previous period. YTD - The Account balance at the beginning of the fiscal year.</td>
</tr>
<tr>
<td>Debits</td>
<td>Sum of the debits, including assets and expenses.</td>
</tr>
<tr>
<td>Credits</td>
<td>Sum of the credits, including liabilities, capital, and revenue.</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>The account balance at the end of a period that reflects transactions that occurred during that period.</td>
</tr>
</tbody>
</table>

Trial balance also returns subtotals for each DA and a grand total for the fund.

**The goal in trial balance is for the total debit amounts to equal the total credit amounts.**

If the fund is balanced properly (the total debit amount equals the total credit amount), then the beginning balance and the end balance for the Fund Total will equal $0.00.

\[
\text{Debits} = \text{Credits} \\
$19,946,373.07 = $19,946,373.07
\]

The fund is balanced!
How do I view YTD Summary at DA and Fund Levels?

You can view summary information for your DAs using the YTD Budget Status analysis, which can be found in the EBO Finance folder in your Data Miner catalog.

The YTD Budget Status analysis requires you to complete the following filters:

- **Period Name**
- **Account Type**
- **Budget Name**
- **Departmental Activity (DA)** - See our Searching by Multiple DAs guide to learn the four methods to search for multiple DAs.

The YTD Budget Status analysis requires you to complete the following filters:

<table>
<thead>
<tr>
<th>Filter</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Expense; Revenue</td>
</tr>
<tr>
<td>Budget Name</td>
<td>The current fiscal year (FY) budget</td>
</tr>
<tr>
<td>Ledger Name</td>
<td>WVU General Ledger</td>
</tr>
<tr>
<td>Exclude Fringe</td>
<td>Y (Yes) - by default, the results will not show fringe.</td>
</tr>
<tr>
<td>Exclude Zeroes</td>
<td>Y (Yes) - By default, the results will not show rows with all zeroes.</td>
</tr>
</tbody>
</table>

Search the Yes radio button for Run Analysis, and then click Apply. Results will return summary information based on the criteria you entered.
Can I Get Rid of All These Line Items?

By default, the analysis will return all sections of the general ledger (campus, DA, fund, line item, function, and project) with subtotals for the DAs and funds and a grand total for the account type (expense, revenue, etc.).

If you only need to see totals for the funds and DAs, you can get rid of the other segments. The line items, in particular, can take up a lot of extra space, which uses more paper when printing.

1. To view totals for only the DAs and funds, exclude the following columns:
   - Line Item and Line Item Name
   - Function and Function Name
   - Project and Project Name

To exclude a column, right-click in the column’s header and select Exclude Column.

Note:

You can exclude some of the other columns if you do not want them, but there are a few exceptions:

- Do NOT get rid of the DA and Fund columns if you want to see totals for each DA and fund. (You can get rid of the DA Name and Fund Name columns.)
- If you want to see the expense grand total at the bottom, do not get rid of the Account Type column.

After you exclude the columns, you will see duplicate rows, because the analysis is still showing additional subtotal for each fund.
2. To get rid of the additional subtotals, right-click in the Fund column header and hover the mouse pointer over Show Subtotal.

There will be a check mark in front of After Values. Click None to get rid of the subtotals. If you hover over Show Subtotal now, there should be a check mark in front of None.

The final result will be a summary of your funds and DAs as well as the grand total for all expenses, revenues, and any other account type by which you filtered.

Tip! Save time in the future by saving your customization. The next time you open YTD Budget Status, apply your saved customization, change filters as needed, and run the analysis. Learn more about saving and applying customizations by viewing “Saving Customizations.”
Understanding Expense and Revenue in YTD Budget Status Dashboard

The YTD Budget Status dashboard displays both Expense and Revenue budgets and activity.

**Expense Scenario 1**
A department wants to purchase a copy machine for $4,000. An employee runs the YTD Budget Status dashboard to determine if the department has enough funds for this purchase and gets the following result:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Encumb</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>$410,673.88</td>
<td>$136,886.60</td>
<td>$189,227.35</td>
<td>$84,559.93</td>
</tr>
</tbody>
</table>

- **YTD Budget** column shows the amount allocated for the fiscal year (FY).
- **YTD Actual** column shows the amount actually spent this FY.
- **YTD Encumb** column shows the amount set aside for future expenditures, such as payroll or expenditures on a purchase order for this FY. (Items to be purchased with a PCard cannot be encumbered.)
- **YTD Variance** column shows the amount available, $84,559.93 in this case, for the remainder of the FY.

YTD Budget minus both YTD Actual and YTD Encumb equals YTD Variance

$410,673.88 - $136,886.60 - $189,227.35 = $84,559.93

$84,559.93 is available to spend for the copy machine.

**Expense Scenario 2**
A department is considering purchasing a chair for $800.00. An employee runs the YTD budget Status dashboard to determine if the department has enough funds for this purchase and gets the following result:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Encumb</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense</td>
<td>$2,820.00</td>
<td>$3,060.00</td>
<td>$0.00</td>
<td>($240.00)</td>
</tr>
</tbody>
</table>

The account is overspent by $240.00 and does not have enough funds for the purchase of the chair.
Revenue Scenario 1
A department budgeted the amount of funds it expects to receive from ticket sales for an event. Now the department wants to verify if actual sales to the event have reached the original budgeted amount because the amount budgeted for event expenses was based on the projected revenue from the event expenses. An employee runs the YTD Budget Status dashboard and gets the following result:

$33,003.59 still needs to be received in order to meet the budgeted amount. Because the department has not reached the original budgeted amount of revenue, it should monitor the revenue carefully during the fiscal year to determine if it needs to cut expenses or try to increase ticket sales. If the event continues to generate a deficit, the department will have to cover the deficit using other departmental funds.

Revenue Scenario 2
A department budgeted the amount of funds it expects to receive from conference registration fees. Now the department wants to verify if actual fee receipts have reached the original budgeted amount because the amount budgeted for conference expenses was based on the projected revenue from the conference fees. An employee runs the YTD Budget Status dashboard and gets the following result:

($10,000.00) – ($13,620.00) = $3,620.00

Revenue Scenario 2
The account has received $3,620.00 more than it expected to receive. This conference has generated more than enough revenue to cover expenses for the conference.
How much money is left in a grant?

Understanding the grant account number, POETA
Expenditure activity for sponsored agreements and capital projects is recorded through an account number called POETA.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Purpose</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>What I am doing</td>
<td>10001694</td>
</tr>
<tr>
<td>Organization</td>
<td>Who I am at WVU</td>
<td>IMSE Research</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>What I am buying</td>
<td>BE Faculty Tenured</td>
</tr>
<tr>
<td>Task</td>
<td>What piece of the project I am doing</td>
<td>Environmental Justice</td>
</tr>
<tr>
<td>Award</td>
<td>Who is paying</td>
<td>C100078W</td>
</tr>
</tbody>
</table>

How Do I View Summary Information about my Grant in Data Miner?
You can view summary information about your grant using the Grants EBSR (Expenditure Budget Summary Report) analysis, which can be found in the EBO Grants folder in your Data Miner catalog.

The Grants EBSR analysis requires you to complete the Award Number and/or Project Number, and Period Name.

After entering the filters, select the Yes radio button for Run Analysis, and then click Apply.

Searching for Data
As the analysis searches for the data in MAP, you may see two yellow bars that say Evaluating Conditions and then two clocks with Searching... To cancel, click here.
### Results

The Grants EBSR analysis allows you to see the following for each expenditure category:

- **Current Budget** - The current budget for the award.
- **Encumbrances** - Amount obligated to pay in the future. Encumbrances can be for pay, items purchased through a purchase order, or personnel expenses.
- **Current Month Expenditures** - The current month expenditures for an award.
- **Expenditures to Date** - The current expenditures for an award since begin date.
- **Unobligated Balance** - The portion of budget for the award that has not been spent and is not encumbered.

The analysis provides subtotals for the expenditure category by task and grand totals for the award and project.

### Summary by Project and Task

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Expenditure Category</th>
<th>Current Budget</th>
<th>Encumbrances</th>
<th>Current Month Expenditures</th>
<th>Expenditures to Date</th>
<th>Unobligated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nanotoxicology IPA</td>
<td>Benefit Eligible &amp; Annual Inc</td>
<td>$21,191.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$21,191.12</td>
<td>($0.12)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fringe Benefits</td>
<td>$5,298.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,270.86</td>
<td>$27.14</td>
</tr>
<tr>
<td>Task Total</td>
<td></td>
<td></td>
<td>$26,489.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$26,461.98</td>
<td>$27.02</td>
</tr>
<tr>
<td>2</td>
<td>Nanox IPA 15-16</td>
<td>Benefit Eligible &amp; Annual Inc</td>
<td>$22,674.06</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$22,674.06</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fringe Benefits</td>
<td>$5,555.14</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,535.64</td>
<td>$19.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Travel</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$774.44</td>
<td>$225.56</td>
</tr>
<tr>
<td>Task Total</td>
<td></td>
<td></td>
<td>$29,229.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$28,984.14</td>
<td>$245.06</td>
</tr>
<tr>
<td>3</td>
<td>Nanox IPA 16-17</td>
<td>Benefit Eligible &amp; Annual Inc</td>
<td>$12,551.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,509.65</td>
<td>$41.35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fringe Benefits</td>
<td>$2,949.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,939.76</td>
<td>$9.24</td>
</tr>
<tr>
<td>Task Total</td>
<td></td>
<td></td>
<td>$15,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,449.41</td>
<td>$50.59</td>
</tr>
<tr>
<td>Project Total</td>
<td></td>
<td></td>
<td>$71,218.20</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$70,895.53</td>
<td>$322.67</td>
</tr>
</tbody>
</table>

Always remember to look at the right project and task. You may have access to funds from task 1 but not task 2, or vice versa.

Red values represent budgets that have been overspent. In this case, the expenditures for task 1 exceeded the budget for task 1 by $.12, so this amount appears in red.