

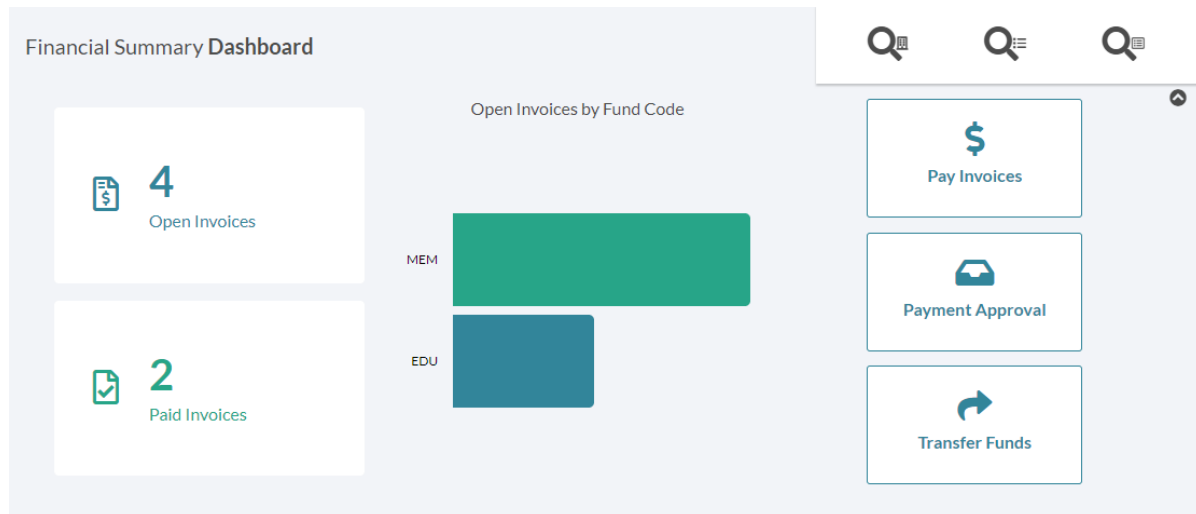


Julep – Financial Summary Dashboard

The Julep **Financial Summary Dashboard** provides an overview of your invoice data, gives you access to the **Reconciliation** tool, and the **Payment Request** module.

- There is a **Dashboard Navigation Bar** at the top right corner of the page where you can access the:
 - **Payee Search**
 - **Invoice Search**
 - **Expenditure Search**
- There are **Dashboard Action Buttons** on the dashboard such as:
 - **Pay Invoices**
 - **Payment Approval**
 - **Transfer Funds**

For more information about invoices, see the [Julep – Financial Summary – Invoices and Payments](#) guide on the HelpDesk. For more information about the Payment Approval, see the [Julep – Treasury – Payment Requests Treasury Staff](#) guide on the HelpDesk. For more information about internal bank transfers, see the [Julep – Accounts - Transfer Funds](#) guide on the HelpDesk.



- When you select a fund code in the **Open Invoices by Fund Code** bar graph or you click on the total number of **Open Invoices** in the green card or **Paid Invoices** in the blue card, search results from the **Invoice Search** that make up that number will be generated.
- The **Reconciliation tool** allows you to identify which transactions have cleared the bank and easily run report data to see which transactions have not within a selected period of time. To



Julep – Financial Summary Dashboard

use this tool, you are required to record **Expenditures** and **Other Receipts** using the appropriate bank **account** codes associated with them. For more information about the Reconciliation tool, see the **Julep – Financial Summary – Reconciliation** guide on the HelpDesk.

Cash Balances

N/A	\$2,630,036
Local Bank	\$222,850
National Bank	-\$8,009

Account Register - N/A (\$2,630,036) Reconcile

Vendor: From Date:

Transaction Type: To Date: Reset Search Export

	Payment Type	Check	Date	Vendor Name	Receipt	Disbursement	Balance	
<input checked="" type="checkbox"/>	Check	7788	6/25/22	Sunshine Catering	\$0	\$5,000	\$2,630,036	
<input checked="" type="checkbox"/>			6/22/22	Annette D Burt	\$0	\$50	\$2,635,036	X
<input checked="" type="checkbox"/>	Check		6/15/22	CMDI	\$0	\$2	\$2,635,036	
<input checked="" type="checkbox"/>	Check		6/15/22	CMDI	\$0	\$1	\$2,635,038	
<input checked="" type="checkbox"/>			6/4/22	Smith Conferencing	\$0	\$500	\$2,635,039	
<input checked="" type="checkbox"/>			3/31/22	CMDI	\$0	\$10	\$2,635,539	
<input checked="" type="checkbox"/>			3/31/21	CMDI	\$0	\$20	\$2,635,549	
<input checked="" type="checkbox"/>			6/5/20	Bank & Trust	\$25,000	\$0	\$2,635,569	
<input checked="" type="checkbox"/>			6/5/20	Bank & Trust	\$50,000	\$0	\$2,610,569	
<input checked="" type="checkbox"/>			4/22/20	Smith Conferencing	\$524	\$0	\$2,560,569	

« < 1 2 > » 11 items per page 1-10 of 18 items