

Finance Menu of the Admin Panel

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The finance menu of the Admin Panel allows you to create, edit, or delete various Finance-related records (Bank Accounts and Funding Sources) as well as change general finance settings (like the default currency to use in the system).

Before you Begin...

You should understand **how** the WPP uses the **Fluxx** system and how the WPP uses the **WISER** system. Fluxx offers many settings and pieces of functionality (like payments, bank accounts, full accounting etc.) that the WPP does **NOT** make use of because the WPP uses the University's **WISER** Financial System to do accounting and payments instead.

Per the WPP's founding documents, **all financial accounting for the Partnership Program MUST be done via the University's Financial system (AKA WISER)**. So, we **can't** use the payments or Bank Account records available in Fluxx. Therefore, most of these tabs and settings are NOT APPLICABLE for the WPP. Still, there are some settings in this menu that would be useful for a Database Administrator to be aware of.

Bank Accounts Tab

The first tab in the **Finance Menu** of the Admin Panel is the **Bank Accounts tab**. Within this tab, you can create, edit, or delete **Bank Accounts**. As stated above, the WPP does not use these. See the screenshot below for highlighted items from this tab and beneath the screenshot for descriptions of said items.

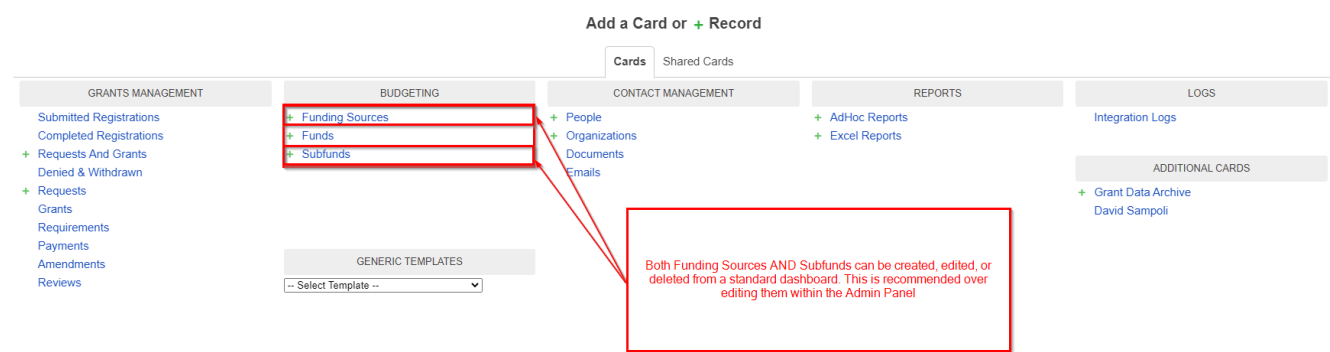
1. **Box # 1:** Shows the **Finance menu** of the Admin Panel as currently selected.
2. **Box # 2:** Shows the **Bank Accounts tab** as currently selected.
3. **Box # 3:** Shows the **Bank Account record** that is currently selected. You can tell which bank account is currently selected NOT ONLY based off of the ID number (match the ID seen at the bottom of the box highlighted in box # 3 with the ID found near the top of box # 4), BUT ALSO based off of the **slim green line** that displays on the left-hand side of the record selected.
4. **Box # 4:** Shows the editable **Attributes** of the bank account record currently selected, such as the Bank Name, bank code, bank street address, etc. WPP does NOT currently use bank accounts, so these are rarely (if ever) filled in.
5. **Box # 5:** Shows the **Delete button**. If you would like to **delete** a bank account record, you can select it from the **Bank Accounts Tab** and then click on the **Delete** button. Please only do this if you **KNOW** that you need to do so.
6. **Box # 6:** Shows the **Save button**. If you made **any changes** to this record that you want to be effectuated, you **MUST** click the **Save** button. Otherwise, any unsaved changes will be **discarded**.
7. **Box # 7:** Shows the **New Bank Account** button. If you need to create a new **Bank Account Record**, you can click this button to create the new record.

Funding Sources

The **Funding Sources Tab** is the second tab within the **Finance Menu**. Within this menu, you can create, edit, and delete **Funding Sources**, which for the WPP generally have a 1:1 correspondence to **subfunds**.

The difference between **Subfunds** and **Funding Sources**? **Subfunds** (within Fluxx) is a way of **grouping grants that are of a similar type/for the same application program** (e.g. we received 5 applications that were awarded for the same 2022 Maternal and Child Health Program Application, so all 5 of those grants will have the **subfund** of 2022 Maternal and Child Health Program). **Funding Sources**, instead, denote on the grant **where the money awarded is coming from**. Luckily from a WPP perspective, money is approved and awarded based off of **subfunds**, so although the **records** are different within Fluxx, their 1:1 correspondence makes it easy to know which Funding Source should be applied to a grant with a specific **subfund**.

Both **Subfunds** AND **Funding Sources** can be created, edited, or deleted from a standard dashboard (i.e. NOT within the Admin Panel). This is generally recommended as the Admin Panel can be quite obtuse, whereas the Standard Dashboard view of these records is slightly more straightforward. See screenshot below for which cards to add to your standard dashboard in order to edit **Funding Sources** and **Subfunds**.



The Funding Sources Tab

The **Funding Sources Tab** can be used to create, edit, or delete **Funding Sources**, as previously stated. Again, **it is generally recommended to do so from a standard dashboard rather than from here in the Admin Panel**. See the screenshot below for highlighted, important items from this screen and beneath the screenshot for descriptions of said items.

The screenshot shows the FLUXX application interface. The top navigation bar includes 'Bank Accounts', 'Funding Sources' (highlighted with a red box and a '1' in the top right corner), and 'Finance Settings'. The left sidebar contains various settings categories. The main content area lists several funding sources, with 'New Investigator Program' selected. A right-hand panel, titled 'Attributes' (with a '3' in the top right corner), displays the details for the selected funding source. This panel includes fields for 'Status' (set to 'Approved'), 'Name' ('New Investigator Program'), 'Start Date', 'End Date', and 'Available To Spend'. There is also a 'Retired' checkbox and a 'Funding Source Notes' section. At the bottom of the interface, there are buttons for 'Delete' (with a '4' in the top right corner), 'Save' (with a '5' in the top right corner), and 'New Funding Source' (with a '6' in the top right corner).

1. **Box # 1:** Shows the **Funding Sources Tab** as currently selected.
2. **Box # 2:** Shows the **Funding Source** that is currently selected. You can tell which bank account is currently selected NOT ONLY based off of the **Funding Source Name** (match the Name seen in the box highlighted in box # 2 with the Name found at the top of box # 3), BUT ALSO based off of the **slim green line** that displays on the left-hand side of the record selected.
3. **Box # 3:** Shows the editable attributes for the currently selected **Funding Source**. Most of these fields are left blank at the WPP (except for **Status**, which should be 'Approved,' and **Name**, which should match the name of the Subfund that this Funding Source corresponds to).
4. **Box # 4:** Shows the **Delete** button which allows you to **delete** the Funding Source currently selected. Please do **NOT** do this unless the Funding Source in question was created **in error**. Deleting Funding Sources that are tied out to an active grant can result in broken links, i.e. a Grant tied back to a Funding Source that doesn't exist any more.
5. **Box # 5:** Shows the **Save** button. If you made **any changes** to this record that you want to be effectuated, you **MUST** click the **Save** button. Otherwise, any unsaved changes will be **discarded**.
6. **Box # 6:** Shows the **New Funding Source** button. Clicking this button will allow you to create a new **Funding Source** and then edit its attributes.

Finance Settings

Before You Go On...

Fluxx has a great article that discusses many of the Finance Settings shown below and gives a more expansive explanation. Before reading below, please check out the Fluxx article here: <https://fluxxdev.atlassian.net/servicedesk/customer/portal/1/article/1795916915?src=602107089>

The Finance Settings Tab

The **Finance Settings Tab** contains a number of toggles and settings which dictate how the **Finance System** works in Fluxx. Please see the screenshot below for highlighted items below and beneath the screenshot for descriptions of said items. **Note:** As previously stated, the WPP does NOT use many (or really any) of these settings.

The screenshot shows the FLUXX Finance Settings interface. The 'Finance Settings' tab is selected. The 'Spending & Payments Report Settings' group is highlighted. The 'Spending & Payment Report Style' dropdown is set to 'Advanced - Roll Up'. The 'States Considered Pipeline' section shows 'LOT Draft' selected. The 'States Considered Pending' and 'States Considered Approved' sections are empty. The 'Cancel' and 'Save' buttons are at the bottom right.

- Box # 1: Shows the **Finance Settings** tab as currently selected.
- Box # 2: Shows the group of settings currently selected. You can tell which bank account is currently selected based off of the **slim green line** that displays on the left-hand side of the group of settings selected. In this example, we're looking at the **Spending and Payments Report Settings**.

- Box # 3: Shows several of the settings that allow you to control how the **Spending and Payments Report** will appear when run.

- The **Spending and Payments Report Style** gives several options for the **style** of the report.

- The options for the **style** are shown below:

Spending & Payment Report Style

The screenshot shows the 'Spending & Payment Report Style' dropdown menu. The options are: Original, Advanced, Original Without Graphs, and Advanced - Roll Up. The 'Advanced - Roll Up' option is highlighted.

- Original:** Explanation of the Original Budgeting Style can be found here: <https://fluxxdev.atlassian.net/servicedesk/customer/portal/1/article/1795916915?src=602107089>. **Note:** If **Original** style is selected, none of the rest of the options from **Box # 3** will appear (i.e. b - g below) NOR will the options in **Box # 4** appear.
 - Advanced:** Explanation of the Advanced Budgeting Style can be found here: <https://fluxxdev.atlassian.net/servicedesk/customer/portal/1/article/1795917463?src=748060891>
 - Original Without Graphs:** See the **Original** style link for further explanation; essentially equivalent to that style, but without the graphs. **Note:** As with the **Original** style, if **Original Without Graphs** is selected, none of the rest of the options from **Box # 3** will appear (i.e. b - g below) NOR will the options in **Box # 4** appear.
 - Advanced - Roll Up:** Explanation of the Advanced Budgeting with Roll Up Style can be found here: <https://fluxxdev.atlassian.net/servicedesk/customer/portal/1/article/1795949725?src=730543791>
 - Under the **Approved Label**, enter the naming convention desired for Approved grants (optional).
 - Under the **Pipeline Label**, enter the naming convention desired for Grants in Pipeline (optional).
 - Under the **Paid Label**, enter the naming convention desired for Paid payments (optional).
 - Under the **Contingent Label**, enter the naming convention desired for Contingent payments (optional).
 - Under the **Scheduled Label**, enter the naming convention desired for Scheduled payments (optional).
 - Under the **Pending Label**, enter the naming convention desired for Pending payments (optional).
- Box # 4: Shows further options for categorizing various grants based off of their statuses.
 - Under "**States Considered Pipeline**", select the workflow states on the grant that represent Requests in the Pipeline
 - Under "**States Considered Pending**", select the workflow states on the grant that represent Pending requests
 - Under "**States Considered Approved**", select the workflow states on the grant that represent Approved Grants
 - Box # 5: Shows the **scroll bar** as there are two more settings options on this page (that won't, however, be covered here as the WPP does NOT use these options).
 - Box # 6: Shows the **Cancel** button. If you have made changes that you do NOT want to be effectuated, you can simply click the **Cancel** button and the settings on this screen will return to how they were set prior to your most recent, unsaved changes.
 - Box # 7: Shows the **Save** button. If you made **any changes** to this record that you want to be effectuated, you **MUST** click the **Save** button. Otherwise, any unsaved changes will be **discarded**.