Watts R&D Finance Dashboard—User Manual

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1. Overview

There was a need for an on-demand financial reporting dashboard to keep a track of performance and re-align to budgets/targets for a given period.

The high-level requirements were:

- To compare actual vs. budgeted data for pre-defined financial and operational metrics.
- To be able to spot red flags and drill-down to find the reason why there are red flags.

Therefore, the RDLT (R&D Leadership Team) decided to create a dashboard with the following objectives:

- **Meeting in-house reporting needs instead of depending on updates from the Finance team.**
  Due to certain limitations of MBRs such as unavailability of in-depth view of the dataset, through which the outliers can be detected, and occasional delays, need for an on-demand self-service dashboard surfaced. A reporting application, which can help these business leaders and their corresponding team members to instantly view their periodical (MTD, QTD, YTD) performance data such as actual financial expenses against the target (budgeted), latest outlook, and latest forecast numbers.

- **Easy access to the information on multiple devices.**
  The information can be easily accessed on multiple devices such as desktop/laptop, iPad, and iPhone. It can be viewed through **Reporting Levels** and **GL Accounts** and can be further drilled down to the transactional levels, as it will be reported and refreshed monthly. Role-based data access will be provided to restrict the users to view data of their respective functions only.

This dashboard will primarily present **Core Operating Income/Expenses**, **Total FTEs**, **Personnel Costs**, and **CapEx**, which can be further viewed by Reporting levels as well as by the accounts. This would help various business heads to understand how they are performing (i.e., actual) against their budgets, easily spot trends, identify performance gaps, and stay ahead of business problems.

Access Levels:

Two levels of user access will be defined for the R&D Finance Dashboard:

Level 1—Power Users*:* Should be able to view all the tabs in the dashboard with access to data of all the functions.

Level 2—Functional Users: Should be able to view all the tabs in the dashboard with a limitation to view data for their corresponding function only.

2. Scope of the Dashboard

The dashboard will focus on **Core Operating Income/Expenses**, **Total FTEs**, **Personnel Costs**, and **CapEx** as well as the comparisons to and variances from Targets, Latest Outlook and Latest Forecast levels of each metric.

In Scope:

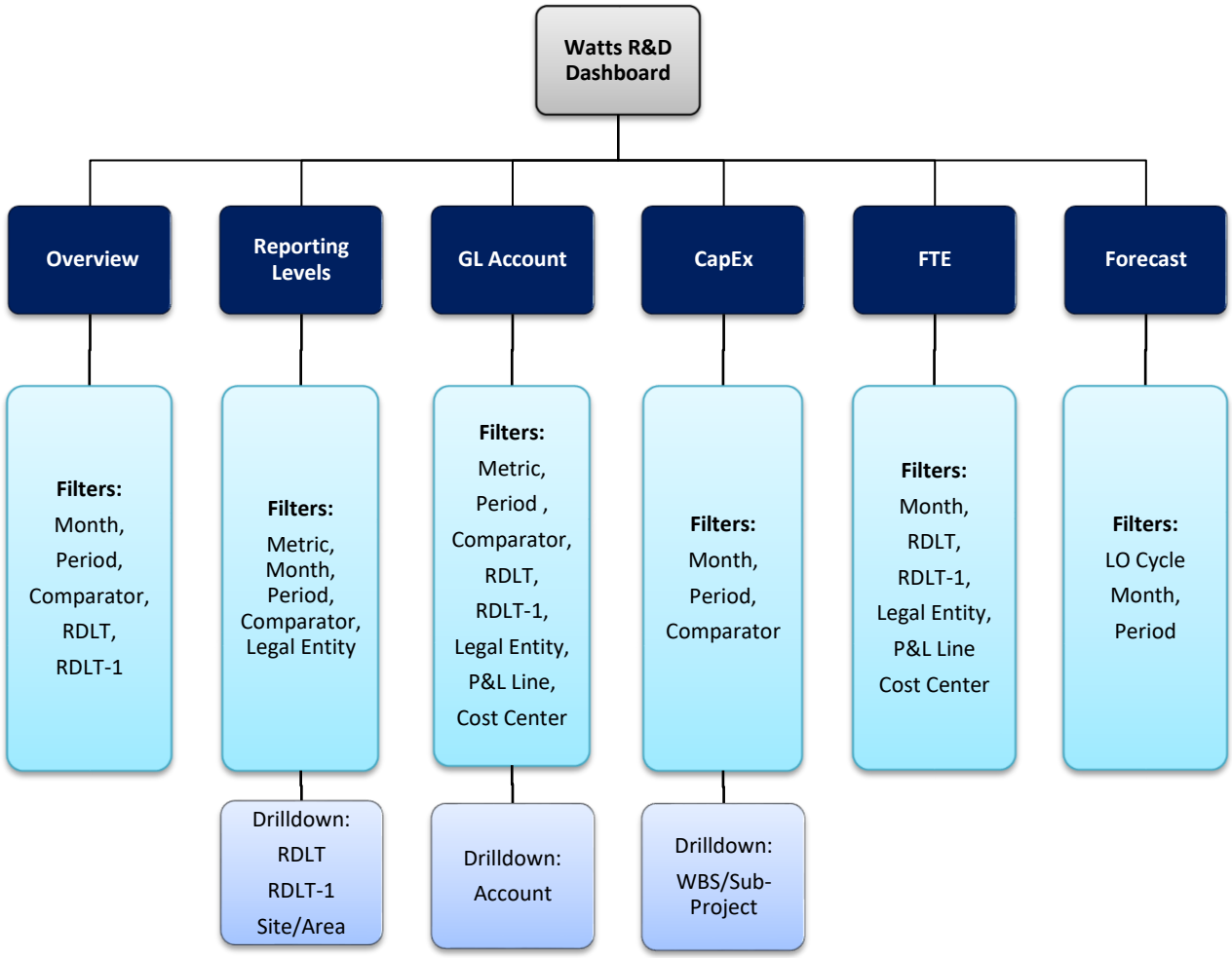
- The dashboard will be developed using datasets/Alteryx workflows shared by the XYZ team.
- The actual vs. budgeted performance will be calculated for month-to-date and year-to-date.
- Monthly and yearly trends and forecasts will be calculated.
- The report will be published and updated monthly.

Out of Scope (Current PoC):

Few metrics as highlighted during the interviews, require a different level of reporting which is not currently available, such as:

- Individual project-wise or study-level data
- Individual transaction-level data
- Number of open positions
- Regulatory fees
- Insights based on data on the dashboard

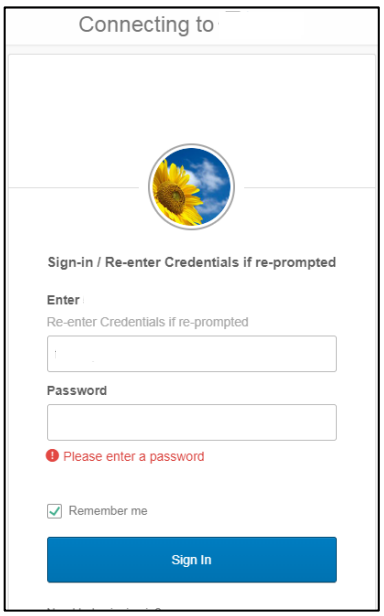
3. Dashboard Components



4. Dashboard Login

Users can launch Watts R&D Finance dashboard using the below given URL.

https://laaaabbeianaxs.caogpxpwpgakgm8t0uMeK4357/sso/saml

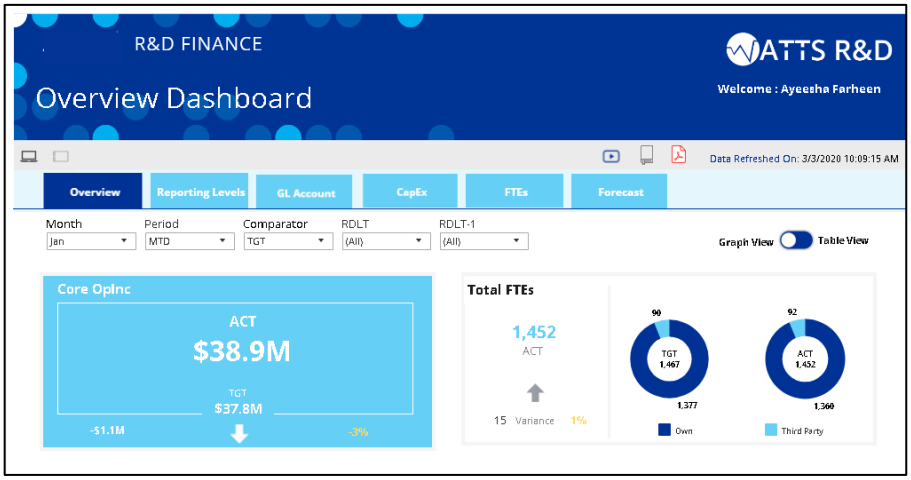


Note: Google Chrome is the preferred browser for Watts R&D Finance dashboard.

Login Screen

Once users have launched the URL, they will be redirected to the login screen as shown above. The dashboard access is restricted to a set of users that is set-up and controlled using their **ABC** credentials.

On entering a wrong user name or password, the user will not be allowed to login and an error message will be displayed asking the user to enter a valid user name and password.



After a successful login, the user will be able to see his/her full name at the top-right side of the banner.

If the application is launched on a laptop or an iPad, the respective icon will be highlighted on the left side just below the banner.

The **Video** icon below the banner allows the user to launch a video session on the features of Watts R&D Finance dashboard.

On clicking the **PDF** icon below the banner, the users can view the PDF snapshot of the dashboard.

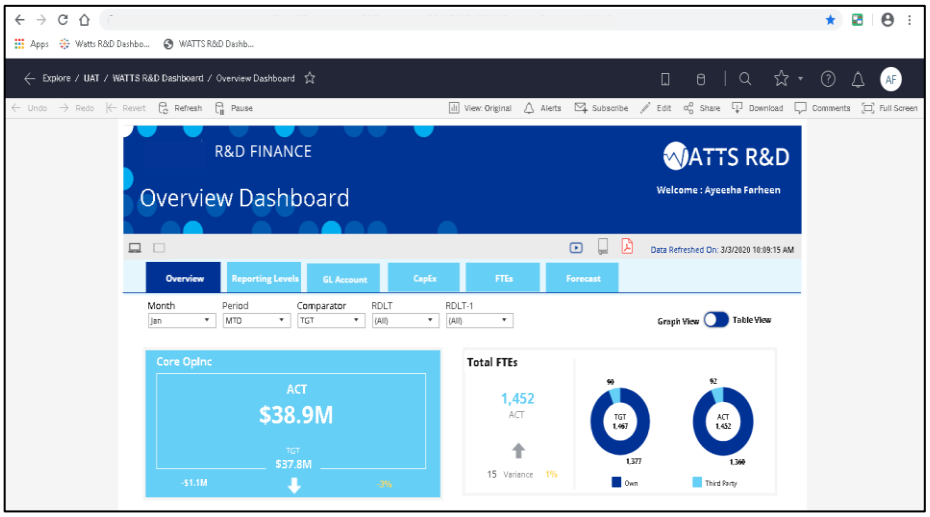
Next to the **PDF** icon, date and time of the last refreshed data will be shown.

Steps to save the dashboard link as favorite on your iOS device

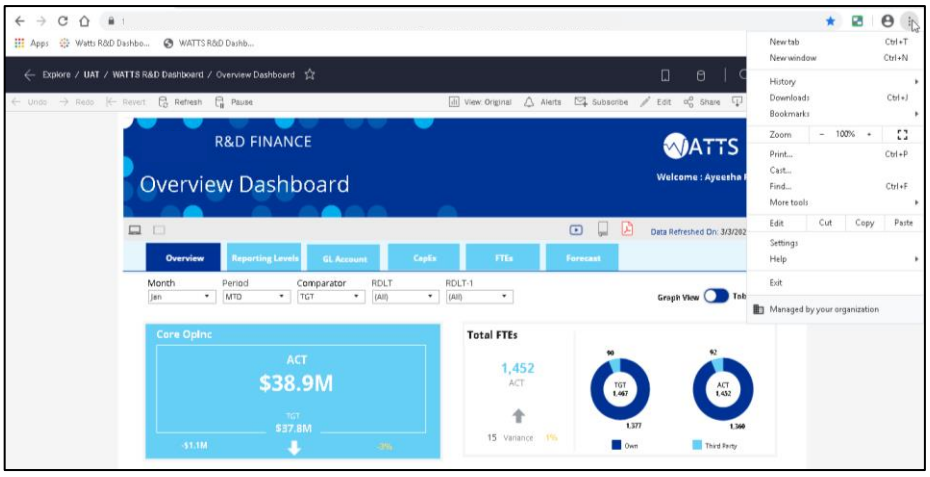
- Open **Safari** and visit the dashboard link.
- Click the **Action** button.
- Select **Add to Home Screen**.
- Rename it as **Watts R&D** or a text of your choice.
- Access it from your screen.

Steps to save the dashboard link as bookmark on Chrome

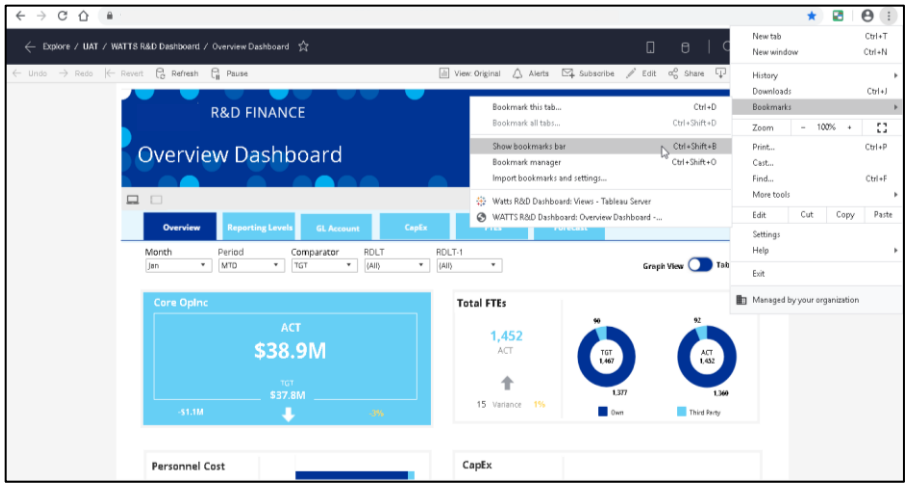
- Open **Chrome** and visit the dashboard link.



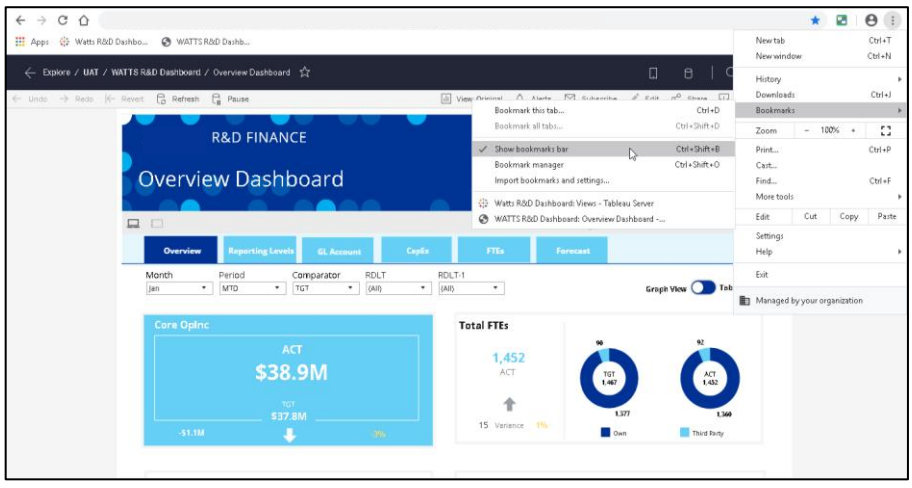
- Click the **Customize and Control Google Chrome** button.



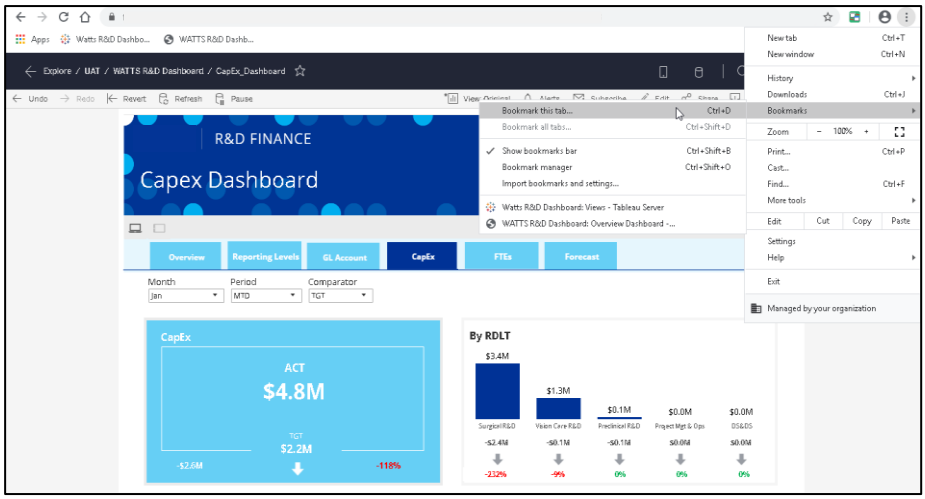
- Click **Bookmarks**.

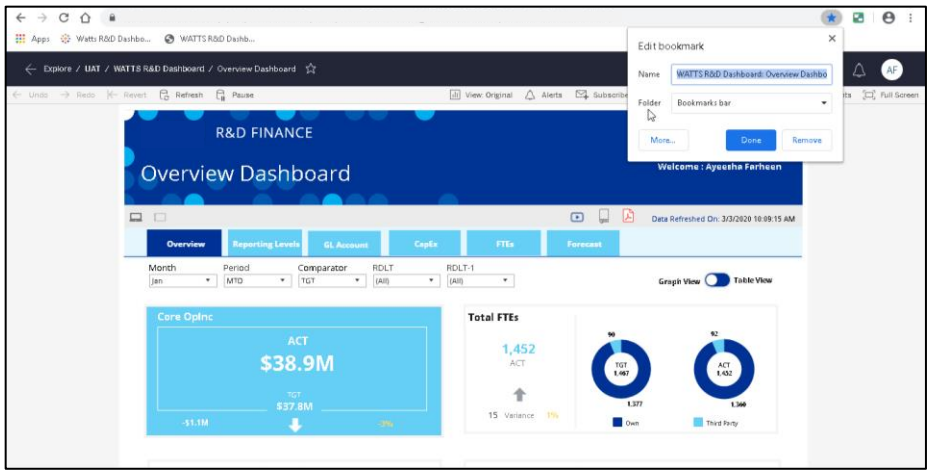


- Click **Show Bookmarks Bar** or press **CTRL+SHIFT+B**.



- Click **Bookmarks** again.
- Click **Bookmark this tab** or press **CTRL+D**.





- After completing the above steps, the dashboard link can be accessed on Google Chrome anytime.

5. Dashboards and Components Descriptions

The six tabs of Watts R&D Finance dashboard are as follows:

- Overview
- Reporting Levels
- GL Account
- CapEx
- FTEs
- Forecast

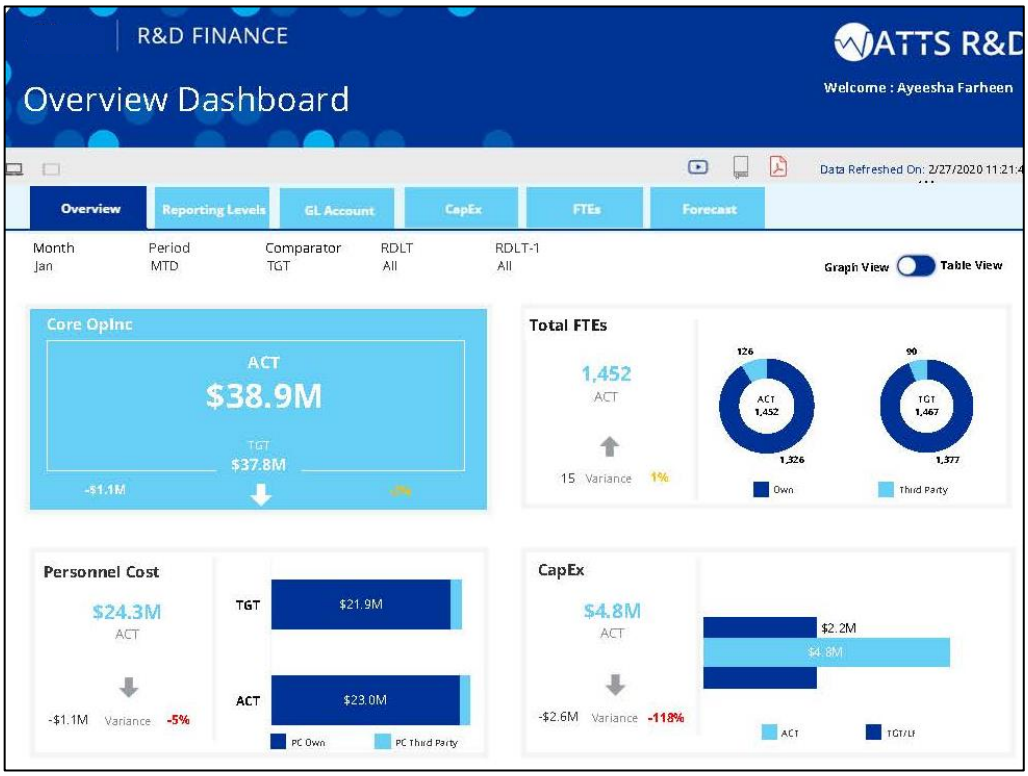
Note: The **Overview** tab will be active by default.

1.) Overview Tab:

This tab covers four KPIs and their distribution geographically and monthly.

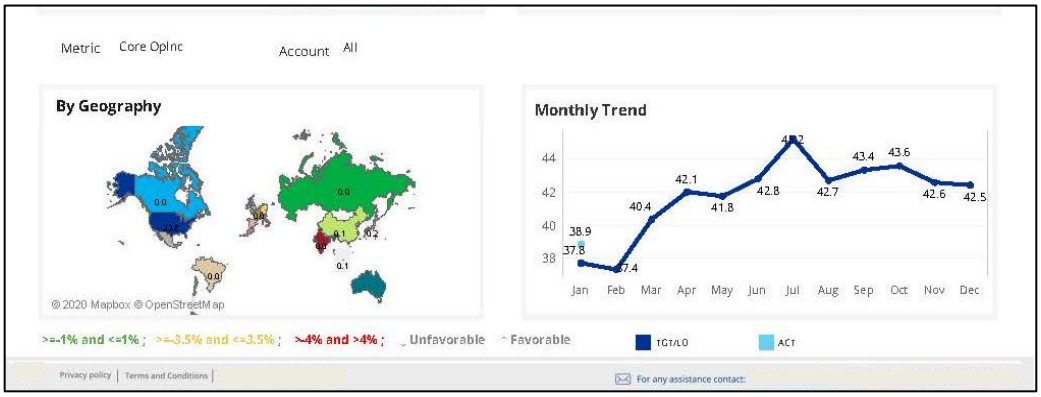
- Core OpInc (Core Operational Income)

- FTEs
- Personnel Cost
- CapEX



The two quadrants indicating the geographical distribution and monthly trends for three KPIs, i.e., **Core Operating Income**, **FTEs**, and **CapEx** are given below:

- By Geography
- Monthly Trend



Note: All the five remaining quadrants (except the "**By Geography**" quadrant) will show the comparison of numbers between Actual (ACT) and Target (TGT) or Latest Outlook (LO).

The values for all the tabs are driven by the selection done through the below five filters, which are positioned under the six tabs. In the below snapshot, you can view it under the **Overview** tab.

Filters

Month: It allows the user to select the month (Jan-Dec) till which he/she wants to view the data. By default, it will be the latest month for which the data has been loaded.

Period: It allows the user to select the period **YTD/QTD/MTD**. If **YTD** is selected, data will be displayed from the beginning of the current year till the month selected from the Month filter. If **QTD** is selected, the data will be displayed from the beginning of the quarter in which the month selected from the Month filter falls till the selected month. If **MTD** is selected, the data will be displayed only for the month selected from the Month filter. By default, it will be **YTD**.

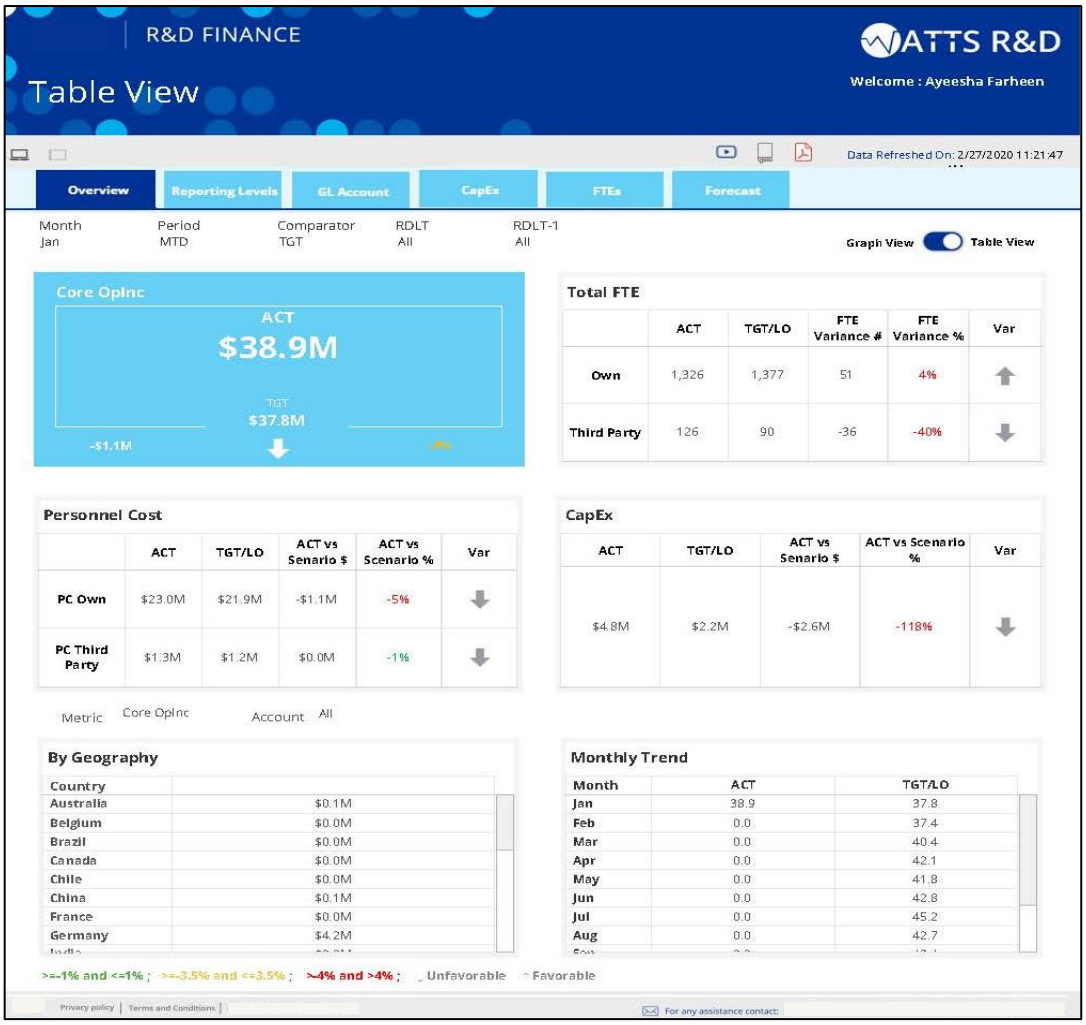
Comparator: It allows the user to select **Target** (**TGT**) or **Latest Outlook** (**LO**) against which the **Actual** (**ACT**) numbers will be compared in the below quadrants. By default, it will be **TGT**.

RDLT: It allows the user to select one, more, or All RDLT functions from the list. By default, it will be (**All**).

RDLT-1: It allows the user to select one, more, or All RDLT sub functions. **RDLT-1** is filtered based on the selections done in **RDLT**. By default, it will be (**All**).

Graph View / Table View Toggle

By clicking the **Toggle** button highlighted above, users are provided with an option to visualize all the quadrants' data, except **Core OpInc**, in a tabular format as shown below:



Variance Legends & Footer

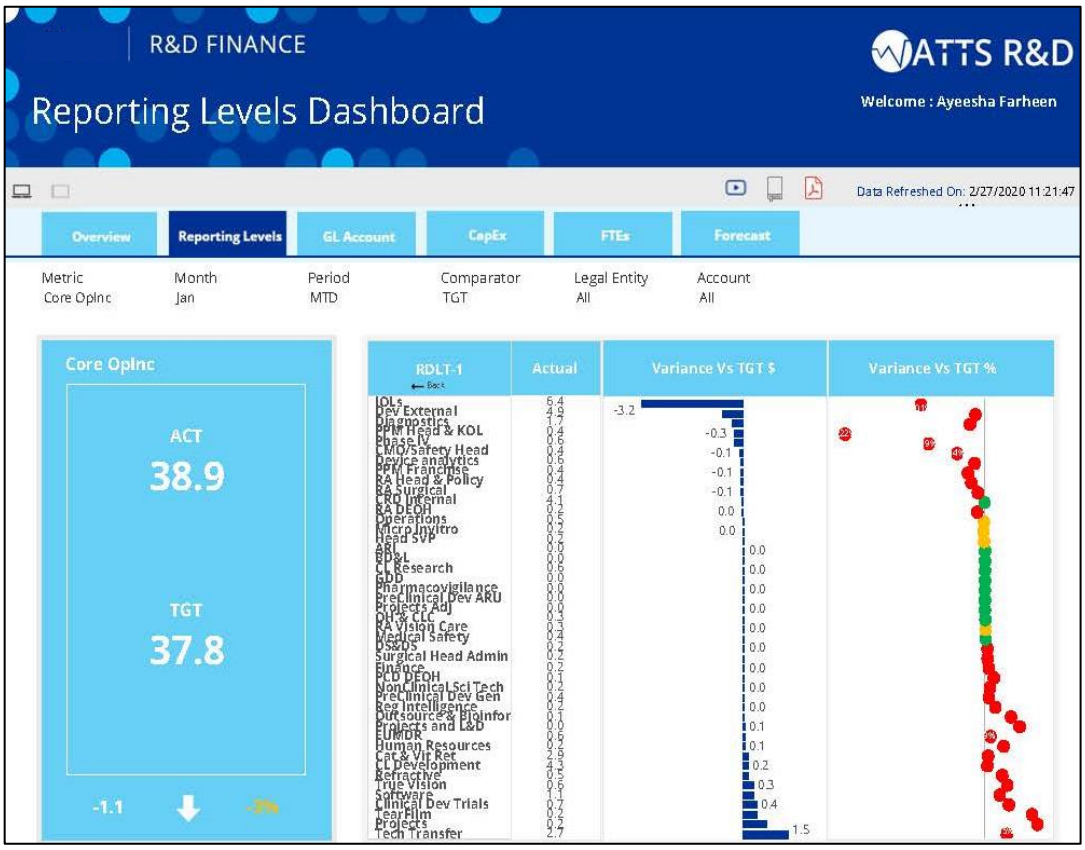
The footer legends are displayed at the bottom of the screen to help the users understand the meaning of the font color and direction of the arrows for variance.

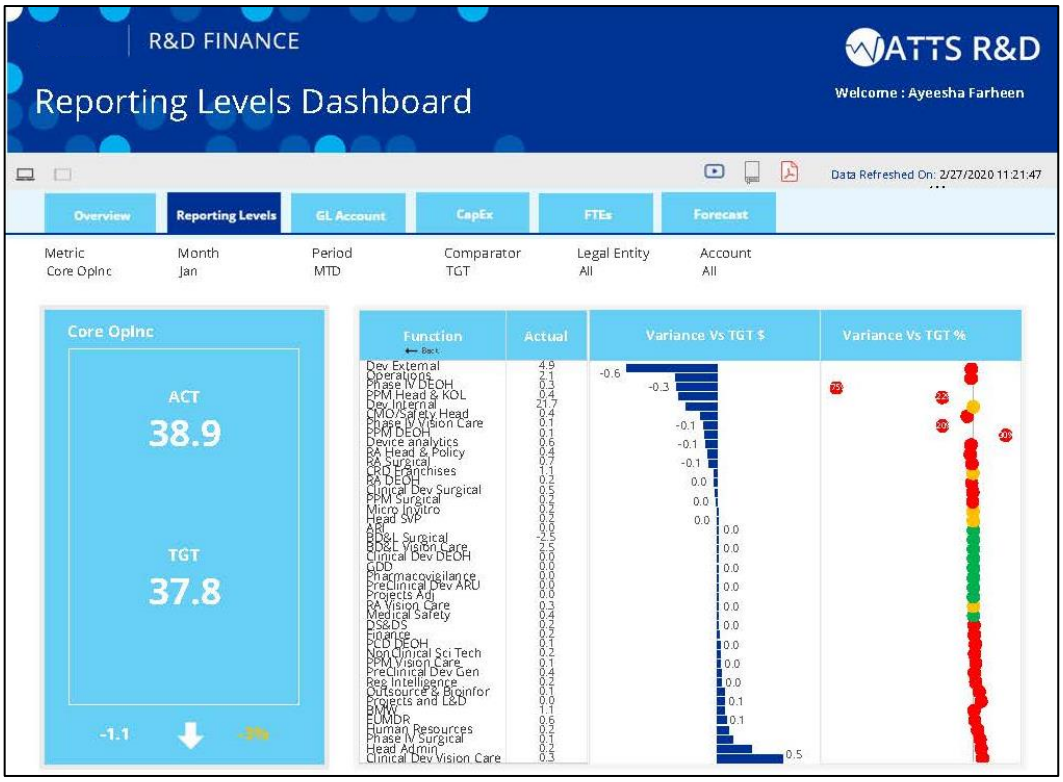
It also displays the contact details (name and e-mail ID) for further assistance.

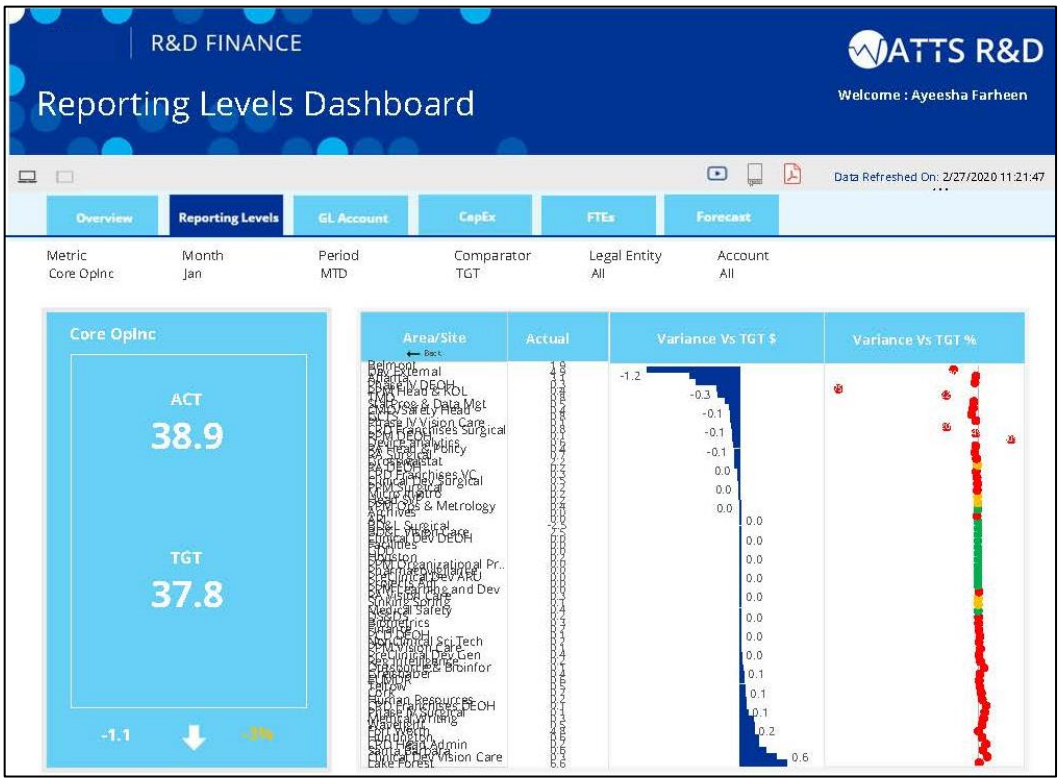
2.) Reporting Level Tab:

The **Reporting Level** tab consists of two different sections covering the overall Core Operating Income and a comparison of actual vs. targeted data for the selected metrics as well as their variances by Reporting Level. It can be further drilled down to RDLT, RDLT-1, and Site/Area and can be filtered by Metric, Month, Period, Comparator, Legal Entity, and Account.

R&D FINANCE
ATTS R&D
Reporting Levels Dashboard
Welcome : Ayeesha Farheen
Data Refreshed On: 2/27/2020 11:21:47
Overview
Reporting Levels
GL Account
CapEx
FTEs
Forecast
Metric
Core OpInc
Month
Jan
Period
MTD
Comparator
TGT
Legal Entity
All
Account
All
Core OpInc
ACT
38.9
TGT
37.8
-1.1
-3%
RDLT
Actual
Variance Vs TGT $
Variance Vs TGT %
Surgical R&D 20.2 -0.7
Vision Care R&D 5.8 -0.5
Project Mgt & Ops 1.3 -0.3
Chief Medical Offi.. 0.8 -0.2
Regulatory Affairs 1.7 -0.1
BD&L 0.0 0.0
GDD 0.0 0.0
Projects Adj 0.0 0.0
DS&DS 0.2 0.0
Preclinical R&D 1.5 0.0
EUMDR 0.6 0.1
HQ 0.7 0.1
Clinical R&D 5.4 0.1
True Vision 0.6 0.3

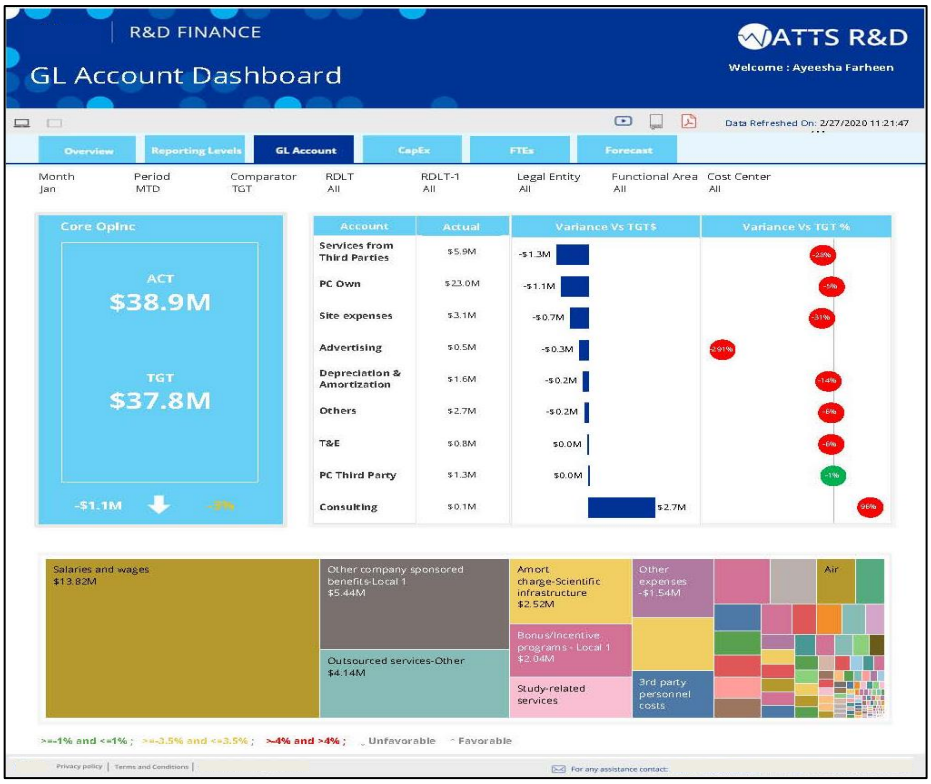

R&D FINANCE
ATTS R&D
Reporting Levels Dashboard
Welcome : Ayeesha Farheen
Data Refreshed On: 2/27/2020 11:21:47
Overview
Reporting Levels
GL Account
CapEx
FTEs
Forecast
Metric
Core OpInc
Month
Jan
Period
MTD
Comparator
TGT
Legal Entity
All
Account
All
Core OpInc
ACT
38.9
TGT
37.8
-1.1
-3%
RDLT-1
Actual
Variance Vs TGT $
Variance Vs TGT %
IOLs 6.4 -3.2
Dev External 4.9
Diagnostics 1.7
PPH Head & KOL 0.4 -0.3
Phase IV 0.6
CMO/Safety Head 0.4 -0.1
Device analytics 0.6
PPH Franchise 0.4 -0.1
RA Head & Policy 0.4
RA Surgical 0.7 -0.1
CRO Internal 4.1
RA DEOH 0.1 0.0
Operations 0.5 0.0
Micro Invitro 0.2
Head SVP 0.2
ABL 0.0 0.0
BD&L 0.0
CL Research 0.6 0.0
GDD 0.0
Pharmacovigilance 0.0 0.0
Preclinical Dev ARU 0.0
Projects Adj 0.0 0.0
QH & CLC 0.3
RA Vision Care 0.3 0.0
Medical Safety 0.4
DS&DS 0.2 0.0
Surgical Head Admin 0.2
Finance 0.2 0.0
SCD DEOH 0.1
NonClinical Sci Tech 0.2 0.0
Preclinical Dev Gen 0.4
Reg Intelligence 0.2 0.0
Outsource & Bioinfor 0.1
Projects and L&D 0.0 0.1
EUMDR 0.6
Human Resources 0.2 0.1
Cat & Vit Ret 2.5
CL Development 0.3 0.2
Refractive 0.5
True Vision 0.6 0.3
Software 1.1
Clinical Dev Trials 0.7 0.4
TearFilm 0.4
Projects 0.7
Tech Transfer 2.7 1.5





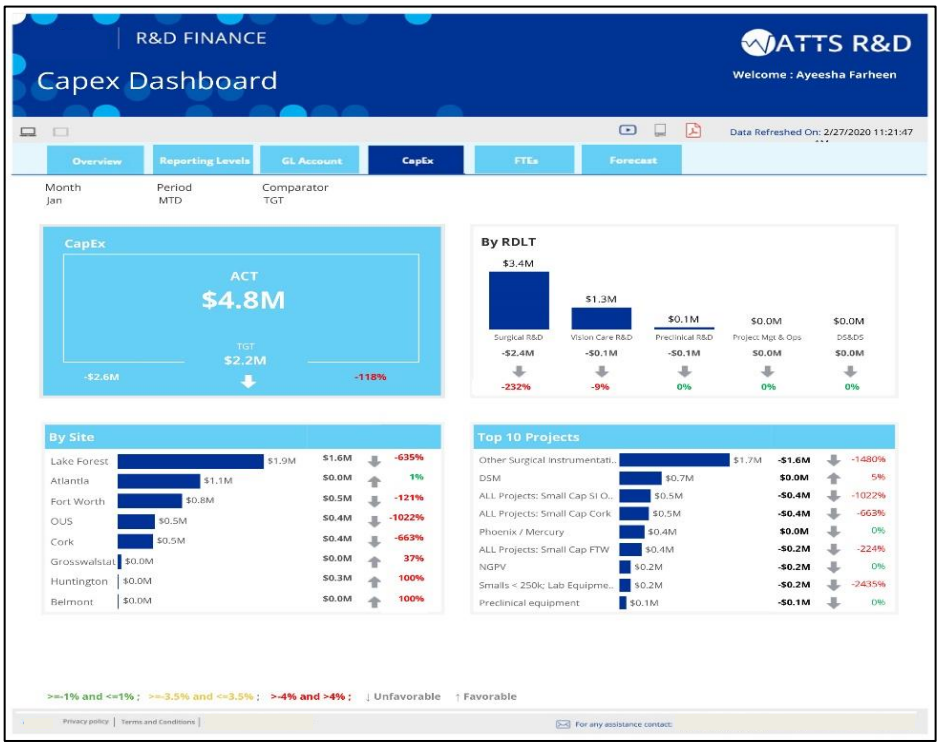
3.) GL Account Tab:

The **GL Account** tab has three different sections covering the overall Core Operating Income, a comparison of actual vs. targeted data for the selected metrics as well as their variances by GL Account Level, and a tree map that drills down to the Account Level. It can be filtered by Metric, Period, Comparator, RDLT, RDLT-1, Legal Entity, Functional Area, and Cost Center.



4.) CapEx Tab:

The **CapEx** tab consists of four quadrants covering the Core OpInc (Core Operating Income, and the capital expenditures and variance (month, YTD, MTD, and QTD) by Reporting Levels, By Site, and By Project. The data for this dashboard is created manually every month. It can be drilled down to sub-project level and can be filtered by Month, Period, and Comparator.

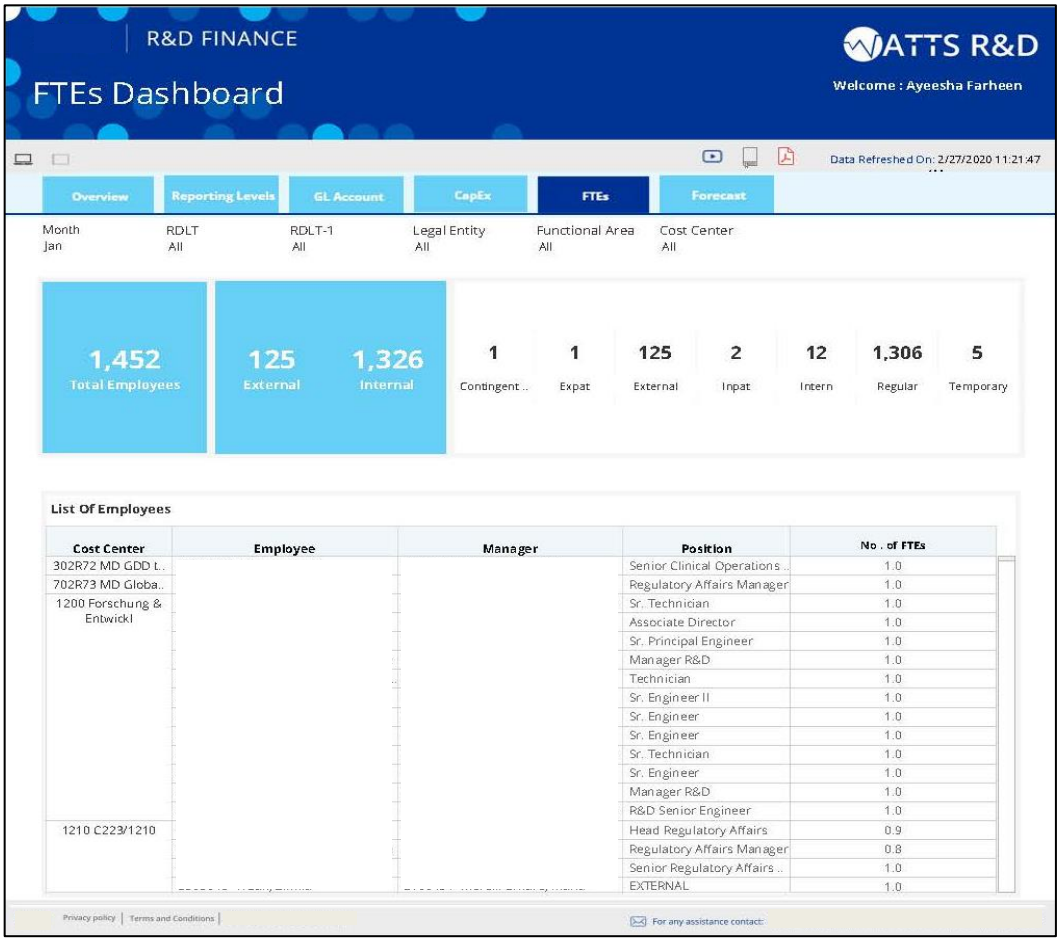


5.) FTE Tab:

The **FTE** tab has two major sections covering:

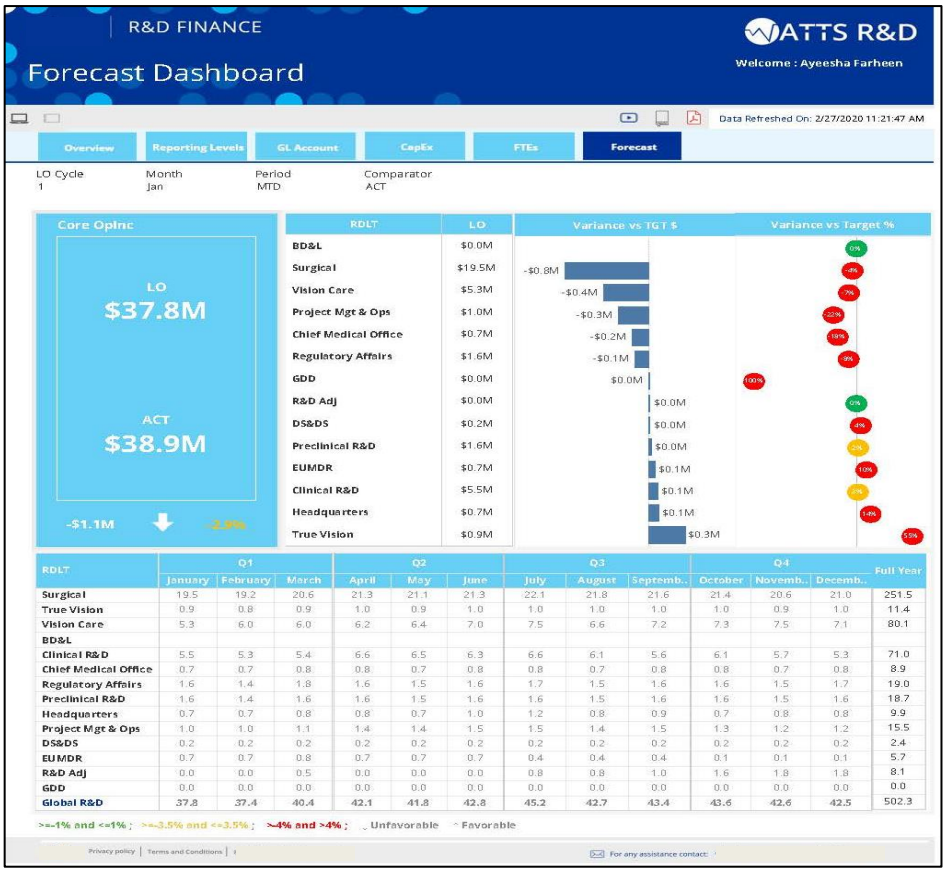
- Total FTEs and their breakup as Internal and External as well as a further breakdown of External employees as Inpat, Expat, Intern, and Temporary.
- A list of all the employees.

It can be filtered by Month, RDLT, RDLT-1, Legal Entity, Functional Area, and Cost Center.



6.) Forecast Tab:

The **Forecast** tab has three different sections covering the overall Core Operating Income, a comparison of yearly data for the selected metrics as well as their variances, and a monthly/quarterly forecast by Reporting level. It can be filtered by LO Cycle, Month, Period, and Comparator.



6. Dashboard Functionalities

- **PDF export**: All views can be exported to pdf.
- **Data/chart export**: All charts and underlying data of the charts are exportable either in the form of chart picture or data table.
- Data drill-down feature is given for insights and deep diving into the underlying data.
- **Visualization toggle** is available for selecting a tabular or a visual view.
- **User Manual** and **Video** is available at one click.
- Email connectivity is available in case of any queries/issues.
- Dashboard supports mobile device compatibility.
- Connectivity to user is provided (SSO).
- Login page is tied with SSO.