

## **Procurement Tableau Dashboards** <sup>[1]</sup>

This site provides instructions for requesting access to interactive dashboards that help you explore procurement data, including spend, travel, suppliers, and more. Whether you need to answer a quick question or analyze trends, these dashboards are designed to help you find the information you need.

### **Dashboard Access Instructions**

A Tableau license is required to view these dashboards.

To request a license or access, email [PSCBusinessIntelligence@cu.edu](mailto:PSCBusinessIntelligence@cu.edu) <sup>[2]</sup> and include:

- The dashboard(s) you would like to access
- Your employee ID
- Your name
- Any org/department nodes you need access to (for restricted dashboards)

Off-campus access:

If you are not connected to a CU campus network, you will need to be connected to Full-Tunnel VPN to view Tableau. If you are unsure how to select Full Tunnel, view the [UIS guide here](#) <sup>[3]</sup>.

## **Commonly Used Dashboards**

<b>Title</b>	<b>Description</b>	<b>Data Refresh</b>
<b><u>Procurement Spend Dashboard</u></b> <sup>[4]</sup>	View department-level spend across purchasing channels, including Marketplace invoices and Concur expense reports. Identify commonly used suppliers and purchasing activity by employee.	Monthly
<b><u>PCard IT Spend</u></b> <sup>[5]</sup>	Explore campus-level IT-related PCard purchases, including top vendors, users, and expense types. Results can be exported to Excel for further analysis.	Monthly

Title	Description	Data Refresh
<b><u>Commercial Cardholder Dashboard</u></b> [6]	Review campus and department-level details on active cardholders and approving officials.	Weekly
<b><u>Travel Dashboard</u></b> [7]	Analyze air travel activity, booking details, and travel expenses at the campus and department level.	Monthly
<b><u>Unused Tickets</u></b> [8]	Identify unused airline ticket credits by department. This dashboard is for information purposes only – coordination with the Travel team is required to redeem funds.	Varies (See dashboard for most up-to-date information)

**Groups audience:**

Procurement Service Center

**Sub Title:**

Start Guide

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**Source URL:** <https://www.cu.edu/psc/about-us/psc-metrics/procurement-tableau-dashboards>

**Links**

[1] <https://www.cu.edu/psc/about-us/psc-metrics/procurement-tableau-dashboards>

[2] <mailto:PSCBusinessIntelligence@cu.edu> [3] <https://www.cu.edu/blog/tech-tips/get-habit-always-connecting-cu%E2%80%99s-vpn> [4] [http://viz.cu.edu/#/site/S\\_PSC/workbooks/13](http://viz.cu.edu/#/site/S_PSC/workbooks/13)

[5] [http://viz.cu.edu/#/site/S\\_PSC/workbooks/4932](http://viz.cu.edu/#/site/S_PSC/workbooks/4932) [6] [http://viz.cu.edu/#/site/S\\_PSC/workbooks/6289](http://viz.cu.edu/#/site/S_PSC/workbooks/6289)

[7] [http://viz.cu.edu/#/site/S\\_PSC/workbooks/22/views](http://viz.cu.edu/#/site/S_PSC/workbooks/22/views)

[8] [http://viz.cu.edu/#/site/S\\_PSC/workbooks/6400/views](http://viz.cu.edu/#/site/S_PSC/workbooks/6400/views)