

Procurement Tableau Dashboards ^[1]

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 ^[2] 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](#) ^[3].

Commonly Used Dashboards

Title	Description	Data Refresh
<u>Procurement Spend Dashboard</u> ^[4]	View department-level spend across purchasing channels, including Marketplace invoices and Concur expense reports. Identify commonly used suppliers and purchasing activity by employee.	Monthly
<u>PCard IT Spend</u> ^[5]	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
<u>Commercial Cardholder Dashboard</u> [6]	Review campus and department-level details on active cardholders and approving officials.	Weekly
<u>Travel Dashboard</u> [7]	Analyze air travel activity, booking details, and travel expenses at the campus and department level.	Monthly
<u>Unused Tickets</u> [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

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

[5] http://viz.cu.edu/#/site/S_PSC/workbooks/4932 [6] http://viz.cu.edu/#/site/S_PSC/workbooks/6289

[7] http://viz.cu.edu/#/site/S_PSC/workbooks/22/views

[8] http://viz.cu.edu/#/site/S_PSC/workbooks/6400/views