



# FINANCIAL SYSTEM ENHANCEMENTS

## CASUAL USER SYSTEMS TRAINING



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# AGENDA

- Introduction
- General Ledger Account Structure
- Grants Account Structure
- Conversion and Reporting Tools
- Third Party Systems
- Next Steps



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# COURSE OBJECTIVES

By the end of this session you will be able to:

- Define concepts and terms of the Chart of Accounts
- Determine Hierarchies & Reporting
- Describe the General Ledger and Grants Account Structures
- How to find and use tools for the new Chart of Accounts
- How to use the new Chart to code transactions



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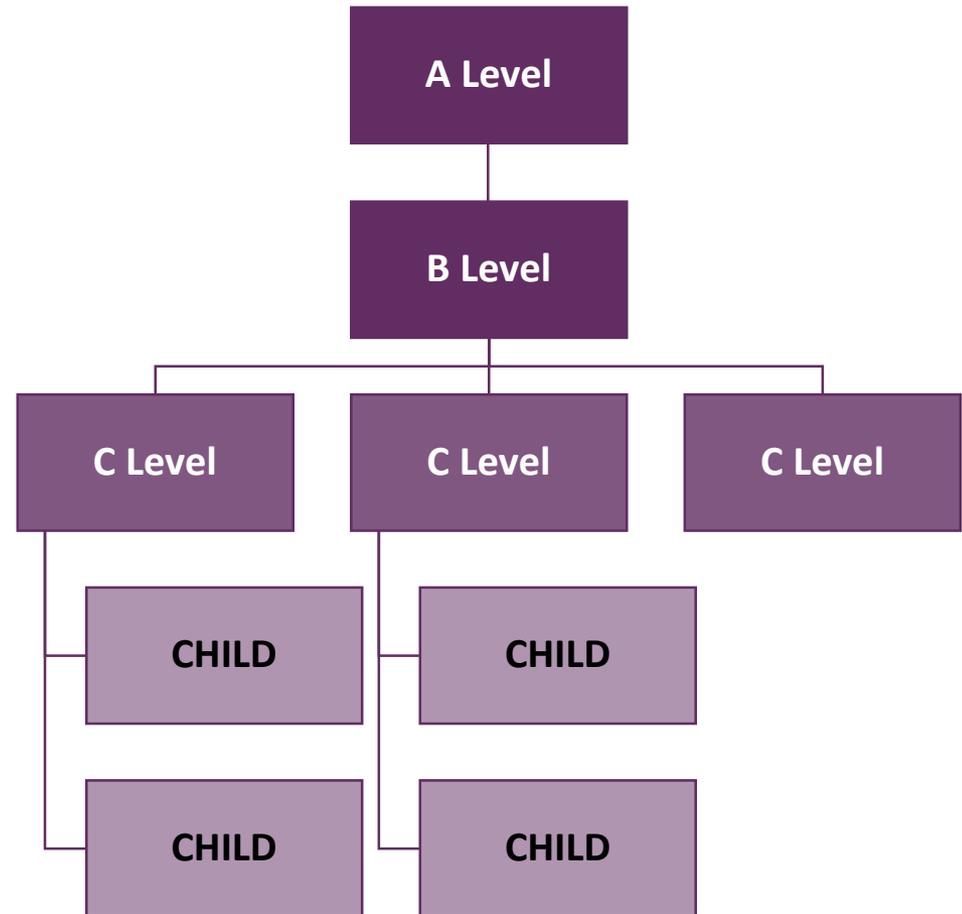
# KEY TERMS & CONCEPTS

- **General Ledger (GL):** System of record for all financial transactions
- **Chart of Accounts Structure:** The COA Structure identifies how you will account for transactions
- **Cost Center:** Segment values used together in a transaction (excludes natural account/object code)
  - Existing: Fund Type – Fund – Organization – Project
- **Segments:** Segments are components of cost center, intended to track different information
- **Values:** the range of numbers defined for each segment



# WHAT IS A HIERARCHY?

- **Hierarchies:** structure for summarizing segment values.
- **Parent values** summarize child values for reporting purposes. Values begin with a letter followed by numbers but length varies depending on segment length.
  - These can only be used for reporting
- **Child values** are used for posting transactions and entering budgets and are always numbers, but length varies depending on segment length.





# General Ledger Chart of Accounts



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# LESSON OBJECTIVES

By the end of this lesson you will be able to:

- Define each Segment in General Ledger Structure
- Determine how each Segment is used and why it exists



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# GENERAL LEDGER ACCOUNT STRUCTURE



**How** is the transaction summarized?

**Example:**  
*Ohio University,  
OU Foundation*

**How** is the transaction funded?

**Example:**  
*Unrestricted,  
Sponsored  
Projects, etc.*

**Who** administers the funds?

**Example:**  
*Organization  
in a  
department/  
planning unit.*

**What** is the internal purpose of the transaction

**Example:**  
*Defined by  
Planning Unit  
for tracking  
purposes*

**Why** is the transaction occurring (govt or accounting purpose)?

**Example:**  
*Instruction,  
Public Service  
Fundraising*

**What** kind of transaction is taking place?

**Example:**  
*Tuition & Fees,  
Salaries, etc.*



# CHART OF ACCOUNTS



Halloween 2017



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## Entity ENT (2)

- Identifies how the transaction is summarized for financial reporting.
- **Represents major components of the University requiring separate balance sheet/external reporting (e.g. legal entities, auxiliary operations, etc.) such as Ohio University or OU Foundation.**
- Values will be the same across all Planning Units.

Examples:

Segment Value	Associated Entity
10	General
20-24	Auxiliaries
50	OUF General



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## Source SOURCE (6)

- Identifies how the transaction is funded.
  - **Identifies the source of funds classified by restrictions.**
  - Values will be the same across all Planning Units.
- 
- Source values used by Planning Units will generally belong to one of two categories: **Unrestricted Operations** and **Restricted Expendable**
    - **Unrestricted Operating:** University funds from operations that have no “external” restrictions that limit spending
      - Designated funds are unrestricted operating funds that departments chose to internally designate for specific spending **Designated** purposes
    - **Restricted Expendable:** funds received from external parties with specific spending restriction
      - Restrictions are imposed by sponsors and donors



# MOST COMMONLY USED SOURCE VALUES

Examples:

Unrestricted Source Values Example	
<b>100000</b>	Unrestricted
<b>100600</b>	PACE
<b>140000</b>	Auxiliaries
<b>113600</b>	Federal Work Study Cost Share

Examples:

Restricted Source Value Examples	
<b>42xxxx</b>	Restricted Gifts
<b>43xxxx</b>	Endowment Distribution



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- **Identifies who administers the funds, such as a Planning Unit or department within Planning Unit.**
  - Organization is the lowest level value of University structure.
  - Planning Units can consist of multiple Departments and Departments can consist of multiple organizations.
- Values will be different in each Planning Unit.
- Financial Approvers: Specify approvers by Organization values or parent values, which will align the approval for spending with the organization that is authorized to administer the funds

### 6 digit value defined as:

— —

**Planning unit = first 2 digits**

Examples:

- 10 – A&S
- 14 – Engineering
- 25 - HCOM

—

**Location = third digit**

- 0 – Athens
- 1 – Dublin
- 2 – Cleveland
- 9 – Regionals
- Primarily tracks activities of extension campuses

— — —

**Department & orgs = last 3 digits**

- Numbered and summarized by planning units



# ACTIVITY & FUNCTION SEGMENTS

Both the Activity Segment and the Function Segment track the purpose of the spending

- **ACTIVITY** allows planning units to define purposes of spending related to their specific needs.
- **FUNCTION** tracks high level spending classification as defined by the government or accounting standards (e.g., instruction, research, etc.).



# Activity

## ACTV (4)

- Describes the internal purpose of the transaction.
- **Allows departments to identify internal purposes for spending and associated revenues.**
- Shared values are defined at the University level.
- Each Planning Unit has a unique range of values to define.
- Added to assist in reducing “shadow” systems for monitoring and reporting.

Examples:

Segment Value	Activity Range/Definition
0000	Unspecified
1000 - 1199	Shared University defined codes (e.g., Homecoming, Halloween, Graduation, Recruiting-Faculty, Recruiting-Staff, Recruiting-Students, etc.)
1200 - 1399	Arts & Sciences
1400 - 1599	College of Business



# Function

## FNC (2)

- Defines why the transaction is occurring (Gov't or Accounting).
- **Defines government and accounting purposes for spending.**
- Only used with expense object codes
  - Required for each expense transaction on both University and Foundation accounts.
  - Function is a required value for balance sheet and revenue accounts it will be 00.
- Values are the same across all Planning Units.

Examples:

Segment Value	Function Description
10	Instruction
25	Sponsored Research
30	Public Service
00	Revenue Accounts



# Object

## OBJ (6)

- **Defines the what kind of transaction is taking place and delineates the values by account type for Assets, Liabilities, Fund Balance, Revenues, Expenses and Transfers.**
- Used to further define the nature of a transaction; for expenses it is what is purchased while revenues define the activity that generates the income
- Values are the same across all Planning Units.
- Formerly “Natural Account.”



# HOW OBJECT IS STRUCTURED

The first digit of the Object represent the major groupings for Assets, Liabilities, Fund Balance, Revenue, Transfers and Expenses.

Examples:

Segment Value	Type of Account
<i>Balance Sheet</i>	
<b>1xxxxx</b>	Assets
<b>2xxxxx</b>	Liabilities
<b>3xxxxx</b>	Fund Balances
<i>Income Statement</i>	
<b>4xxxxx</b>	Revenues
<b>6xxxxx</b>	Funding Transfers
<b>7xxxxx</b>	Expenses
<b>8xxxxx</b>	Investment Transfers



# INTERNAL CHARGES

To provide better visibility into internal charges (IC), better-defined Object segments have been created for internal charges (IC).

Examples:

Expense Account	Revenue Account	Segment Descriptions
782020	482020	IC Postage
780085	480085	IC Printing Services
780295	480295	IC Equipment Rentals

**IC codes always start with 78 or 48 and will roll to appropriate parent (revenue or expense).**



# TRAVEL OBJECT CODES

Examples:

OBJECT CODE	OBJECT DESCRIPTION
718110	Airfare - Domestic
718115	Charter - Air Transportation - Domestic
718120	Ground Transportation - Domestic
718125	Charter - Ground Transportation - Domestic
718150	Lodging - Domestic
718160	Meals & Incidentals - Domestic
<b>718380</b>	<b>Travel (Conversion Only)</b>

Note: 400000 is no longer travel expense. In the new chart, 400000 is classified as a revenue code.



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# LESSON SUMMARY

- Terms and definitions under current and new charts
- Hierarchies
  - Each segment has a unique hierarchy
  - Parent and child values within the hierarchy and how they are used for reporting and transactions
- Introduced new concept of the GL Chart Structure
- Most commonly used values for each accounting segment.



# Grants Accounting Chart of Accounts



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# LESSON OBJECTIVES

By the end of this lesson you will be able to:

- Describe what the Grants Module is used for
- Define each Segment in the Grants Accounting Structure
- Describe Award Numbering



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# HOW WILL THE GRANTS MODULE BE USED?

- **Sponsored Award:** externally funded sponsored awards.
  - National Science Foundation or National Institute of Health
- **Sponsored Cost Share Award:** internally and externally funded, both mandatory and voluntary committed.
  - Mandatory: Salaries and wages, and benefits
  - Voluntary Committed: Equipment
- **Capital Projects:** internal and externally funded and allow different project funding options.
  - Construction projects for buildings, other infrastructure and capital improvements
- **Internal Awards:** managed by the Planning Units for internally funded awards.
  - Research incentives, start ups, research challenge, departmentally funded for research supplements, professional development for faculty, honors tutorial



# PROJECT-TASK-AWARD (PTA) STRUCTURE

The new Grants Accounting Chart of Accounts (COA) structure will be comprised of four segments, each with a defined segment length and set of possible values.

The project number is sequentially assigned.

## Grants COA Structure



**For activity tracked in Grants, you will ONLY use the PTA structure when charging transactions.**



# AWARD SEGMENT: SMART NUMBER

- Project numbers in the current chart used prefixes to identify types of funds
- In the new Chart, the Award is seven digits and the first number identifies the type of award:

Examples:

Sponsored	1 or 2
Sponsored Cost Share	3
Internal Award	4
Capital	9



# LESSON SUMMARY

- Terms and definitions used in the Grants Module
- Introduced new concept of Project-Task-Award structure
- Award segment smart numbering



# Conversion and Reporting Tools



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# LESSON OBJECTIVES

By the end of this lesson you will be able to:

- Define Dashboards and Hierarchies
- Describe the support tools available: Conversion Look up, Object code look up and Account Validation tool
- Describe cross validation rule



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# ORACLE BUSINESS INTELLIGENCE (OBI) DASHBOARDS

- Using OBI Dashboards to simplify reporting and campus access to data
- Each dashboard contains multiple dashboard pages (tabs) to meet the variety of user needs
  - Reporting
  - Inquiry access
  - Ability to export both reports as well as report and transactional data
- Developed “tools” to assist in using the COA
  - Conversion look-up
  - Cost Center and Object Code Look-ups
- Financial data in OBI is refreshed at 1:00 a.m. each day



Oracle Business  
Intelligence (OBI)



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# LOGIN TO OBI

- To login to OBI, using Mozilla Firefox, Internet Explorer, or Google Chrome, visit <https://www.ohio.edu/finance>

- Click the OBI icon



- Enter your **OHIO ID** and **Password**

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WARNING: MICROSOFT EDGE IS NOT COMPATIBLE WITH OBI.

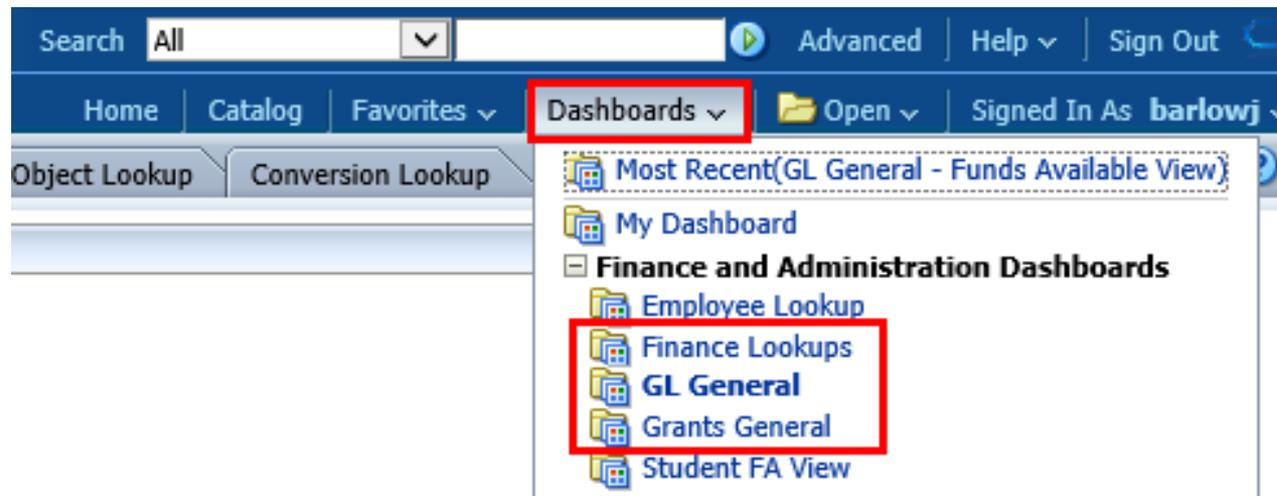
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# NAVIGATE TO DASHBOARDS

When you login to OBI, click **Dashboards** (top right corner).



# OBI FINANCIAL DASHBOARDS & PAGES

## Finance Lookups

- GL Funds Available
- Grants Funds Available
- Cost Center Lookup
- Object Lookup
- Conversion Lookup
- PO Summary
- Payments
- Equipment Inventory (formerly Fixed Assets)

*Available to all Faculty & Staff*

## GL General

- GL Funds Available
- Income Statement by Org Level
- Monthly Income Statement by Org Level
- Transaction Export
- Cost Center Lookup
- Object Lookup
- Conversion Lookup
- Reports

*Access determined by Planning Unit CFAO*

## Grants General

- Grants Funds Available
- Summary Reports
- Expenditure Inquiry (Transaction Export)
- Reports

*Access determined by Planning Unit CFAO*



# ELEMENTS OF A DASHBOARD

1

Finance Lookups

Home Catalog Favorites Dashboards New Open Signed In As richarr3

GL Funds Available Grants Funds Available Object Lookup **Conversion Lookup** Cost Center Lookup PO Summary Payments Equipment Inventory

2

Prompts

Old Fund Type 010 New Entity New Project  
 Old Fund 0000 New Source New Task  
 Old Organization 20015 New Organization New Award  
 Old Project 000000000 New Activity Chargeable Flag --Select Value--  
 Old Task New Function  
 Old Org Lvl2 Planning Unit --Select Value-- New Org Lvl C --Select Value--  
 Old Org Lvl6 Planning Unit Dtl --Select Value-- New Org Lvl E --Select Value--

3

Apply Reset

Prompts

Old Natural Account New Object  
 Old Natural Account Desc contains any

Apply Reset

4

Cost Center Conversion Lookup

Old Cost Center	Old Fund Type W Desc	Old Fund W Desc	Old Organization W Desc	Old Project W Desc	Old Task	Old Org Lvl2 Planning Unit	Old Org Lvl6 Planning Unit Dtl	New Cost Center	New Entity W Desc	New Source W Desc	New Organization W Desc	New Activity W Desc	New Function W Desc	New Project W Desc	New Task	New Award W Desc	Chargeable Flag	CC Start	CC End
010-0000-20015-000000000	010 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	20015 BUDGET ANALYSIS PLANNING	000000000 NULL PROJECT		VP Finance & Administration	Finance	10-100000-830100-0000-80	10 GENERAL	100000 UNRESTRICTED	830100 BUDGET OFFICE	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION				Y	01/01/10	12/31/4712

5

Refresh - Print - Export

1. Dashboard Name
2. Dashboard pages used to access different datasets
3. Each dashboard has prompts at the top
4. Data is displayed at the bottom after Applied
5. Export feature appears below data



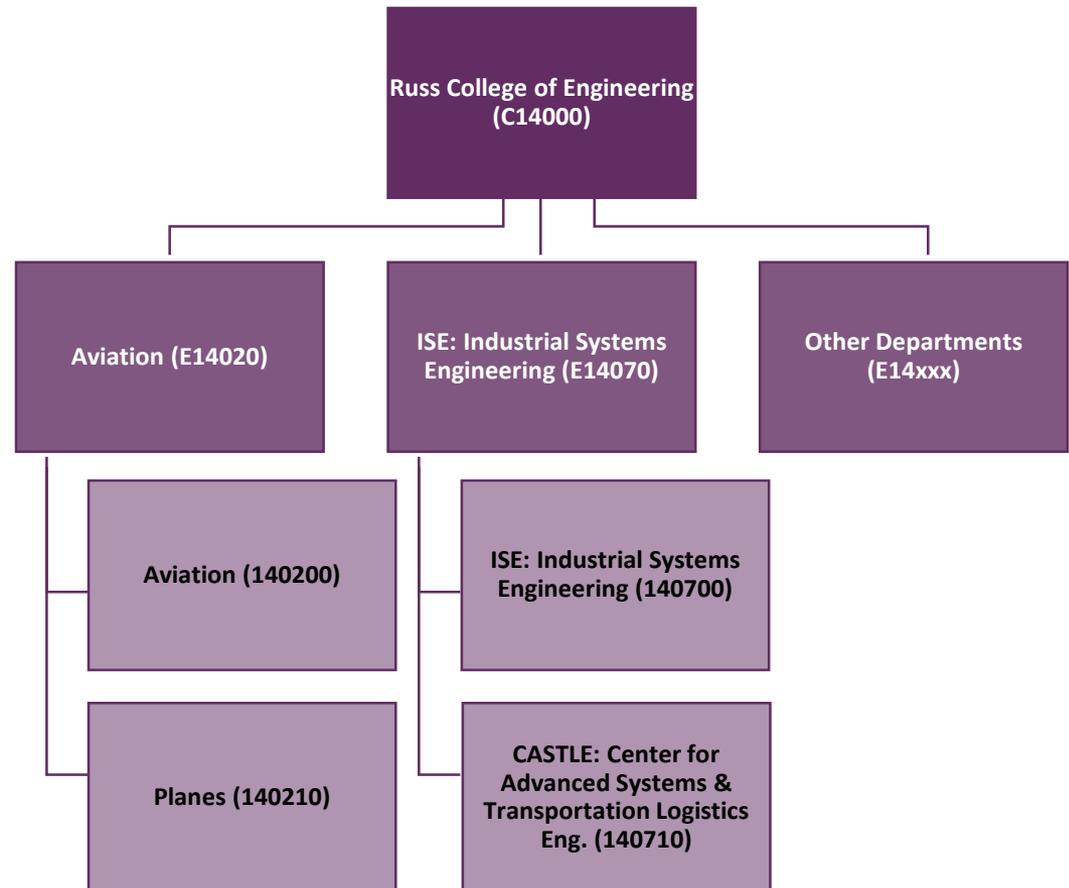
# THE POWER OF DASHBOARDS

- Drilldown: [blue text](#) indicates a hyperlinked drilldown for further detail
- Breadcrumbs: allow navigation to the previous screens
- Export reports and transactional data in a variety of formats



# HOW IS THE HIERARCHY STRUCTURED?

- Planning Unit (C Level)
- Extension Campus (D Level)
  - *If applicable*
- Departments (E level)
- Organization values



# CONVERSION LOOKUP DEFINED

- The Conversion Lookup is a crosswalk from the old Chart of Accounts to the New Chart of Account using any segment value(s) from either old or new.
  - One-to-one conversion of the old to new Cost Center.
- The Conversion Lookup identifies whether the old account string mapped to a GL string or a PTA string.



# CONVERSION LOOKUP LAYOUT

Old Cost Center	Old Fund Type W Desc	Old Fund W Desc	Old Organization W Desc	Old Project W Desc	Old Task	Old Org Lv2 Planning Unit	Old Org Lv6 Planning Unit	New Cost Center	New Entry W Desc	New Source W Desc	New Organization W Desc	New Activity W Desc	New Function W Desc	New Project W Desc	New Award W Desc	Chargeable Flag	CC Start	CC End
910-0000-10010-000000000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	000000000 NULL PROJECT		VP of Research	VP of Research	10-100000-530100-0000-00	10 GENERAL	100000 UNRESTRICTED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	00 NOT SPECIFIED			Y	01/01/10	12/31/1712
910-0000-10010-000000000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	000000000 NULL PROJECT		VP of Research	VP of Research	10-100000-530100-0000-00	10 GENERAL	100000 UNRESTRICTED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION			Y	01/01/10	12/31/1712
910-0000-10010-000000000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	CF0000000 CARRYFORWARD		VP of Research	VP of Research	10-115000-530100-0000-00	10 GENERAL	115000 OPERATING RESERVES	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	00 NOT SPECIFIED			Y	01/01/10	12/31/1712
910-0000-10010-000000000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	CF0000000 CARRYFORWARD		VP of Research	VP of Research	10-115000-530100-0000-00	10 GENERAL	115000 OPERATING RESERVES	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION			Y	01/01/10	12/31/1712
910-0000-10010-FM1950174	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FM1950174 THE JOHN J KOPCHICK PHD TRANSLATIONAL RESEARCH ENDOWMENTS		VP of Research	VP of Research	10-420301-530100-0000-00	50 OUP GENERAL	420301 PSP THE JOHN J KOPCHICK TRANSLATIONAL RESEARCH AWARDS	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	00 NOT SPECIFIED			Y	01/01/10	12/31/1712
910-0000-10010-FM1950174	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FM1950174 THE JOHN J KOPCHICK PHD TRANSLATIONAL RESEARCH ENDOWMENTS		VP of Research	VP of Research	10-420301-530100-0000-20	50 OUP GENERAL	420301 PSP THE JOHN J KOPCHICK TRANSLATIONAL RESEARCH AWARDS	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-FN2101507	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FN2101507 1804 BOOSTING NURSING STUDENTS CONFIDENCE AND MARKETABILITY WITH PEDIATRIC SIMULATION		VP of Research	VP of Research	10-100500-530100-0000-20	10 GENERAL	100500 PSP OU FOUNDATION UNR UNDESIGNATED	530100 RESEARCH COMMUNICATIONS	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-FN2101585	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FN2101585 1804 LIBERIA MICROFINANCE POVERTY REDUCTION WORKSHOP		VP of Research	VP of Research	10-100500-530100-0000-00	10 GENERAL	100500 PSP OU FOUNDATION UNR UNDESIGNATED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	00 NOT SPECIFIED			Y	01/01/10	12/31/1712
910-0000-10010-FN2101585	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FN2101585 1804 LIBERIA MICROFINANCE POVERTY REDUCTION WORKSHOP		VP of Research	VP of Research	10-100500-530100-0000-20	10 GENERAL	100500 PSP OU FOUNDATION UNR UNDESIGNATED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-FN2101580	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	FN2101580 1804 WATCHOUT THEATRICAL PROJECTION EQUIPMENT PACKAGE		VP of Research	VP of Research	10-100500-530100-0000-80	10 GENERAL	100500 PSP OU FOUNDATION UNR UNDESIGNATED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION			Y	01/01/10	12/31/1712
910-0000-10010-060014620	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	060014620 CALIBRATION NEUTRON DETECTORS		VP of Research	VP of Research	10-100000-530100-0000-25	10 GENERAL	100000 UNRESTRICTED	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	25 SPONSORED RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-1A1005915	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	1A1005915 INACTIVE 110205 SEA DRAKE C VISUAL COMMUNICATIONS		VP of Research	VP of Research	10-112100-530100-1190-20	10 GENERAL	112100 INTERNAL AWARDS	530100 VICE PRESIDENT RESEARCH	1196 CONVERSION - INTERNAL AWARDS	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-1A1006023	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	1A1006023 INACTIVE 072127 STUDENT RESEARCH SUPPORT SHIELDS		VP of Research	VP of Research	10-112100-530100-0000-00	10 GENERAL	112100 INTERNAL AWARDS	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	00 NOT SPECIFIED			Y	01/01/10	12/31/1712
910-0000-10010-1A1006023	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	1A1006023 INACTIVE 072127 STUDENT RESEARCH SUPPORT SHIELDS		VP of Research	VP of Research	10-112100-530100-0000-20	10 GENERAL	112100 INTERNAL AWARDS	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-1A1011000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	1A1011000 INACTIVE 010107 STUDENT ENHANCEMENT AWARD		VP of Research	VP of Research	10-112100-530100-0000-20	10 GENERAL	112100 INTERNAL AWARDS	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-1A1006023	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	RC2006301 INACTIVE 032107 OURC CHAIRMANS DISCRETION		VP of Research	VP of Research	10-112200-530100-0000-20	10 GENERAL	112200 RESEARCH INCENTIVE	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-000000000	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	000000000 INTERNALLY REST RESEARCH INCENTIVE BUDGET ONLY		VP of Research	VP of Research	10-112200-530100-0000-20	10 GENERAL	112200 RESEARCH INCENTIVE	530100 VICE PRESIDENT RESEARCH	0000 UNSPECIFIED	20 UNIVERSITY RESEARCH			Y	01/01/10	12/31/1712
910-0000-10010-1A1006023	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	R1006191 RES INCENT ORITE		VP of Research	VP of Research	-530100-		530100 VICE PRESIDENT RESEARCH			1250 ORITE (140953)	13	4140001 ENG RESCH INCENTIVE - AWARD 1	Y	10/01/2017	06/30/2020
910-0000-10010-R11001929	910 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	10010 VICE PRESIDENT RESEARCH	R11001929 RES INCENT INST SUSTAIN		VP of Research	VP of Research	-530360-		530360 INSTITUTE FOR			12439 INST SUSTAIN	13	4140001 ENG	Y	10/01/2017	06/30/2020

Old COA – Cost Center and Planning Unit Information

NEW COA – GL Mapping

NEW COA – Grants Mapping

NEW COA – Charging Info



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# CONVERSION LOOKUP – ENTIRE STRING OLD TO NEW

- Old Cost Center and Natural Account for Budget Office Admin Salaries
- Return two sets of results:
  - Cost Center for Budget Office
  - Appropriate Object Code

Finance Lookups

Home Catalog Favorites Dashboards New Open Signed In As richarr3

GL Funds Available Grants Funds Available Object Lookup **Conversion Lookup** Cost Center Lookup PO Summary Payments Equipment Inventory

**Prompts**

Old Fund Type: 010 New Entity: New Project: New Source: New Task: New Organization: New Award: New Activity: New Function: Chargeable Flag: --Select Value-- Account Type:  Expense Only

Old Fund: 0000 Old Organization: 20015 Old Project: 000000000 Old Task: Old Org Lvl2 Planning Unit: --Select Value-- New Org Lvl C: --Select Value-- Old Org Lvl6 Planning Unit Dtl: --Select Value-- New Org Lvl E: --Select Value--

Old Natural Account: 111900 New Object: Old Natural Account Desc contains any: Apply Reset

Apply Reset

**Cost Center Conversion Lookup**

Old Cost Center	Old Fund Type W Desc	Old Fund W Desc	Old Organization W Desc	Old Project W Desc	Old Task	Old Org Lvl2 Planning Unit	Old Org Lvl6 Planning Unit Dtl	New Cost Center	New Entity W Desc	New Source W Desc	New Organization W Desc	New Activity W Desc	New Function W Desc	New Project W Desc	New Task	New Award W Desc	Chargeable Flag	CC Start	CC End
010-0000-20015-000000000	010 UNRESTRICTED EDUCATIONAL AND GENERAL	0000 GENERAL OPERATING	20015 BUDGET ANALYSIS PLANNING	NULL PROJECT	VP Finance & Administration	Finance	10-100000-830100-0000-80	10 GENERAL UNRESTRICTED	100000 BUDGET OFFICE	830100 BUDGET OFFICE	0000 UNSPECIFIED	80 GENERAL ADMINISTRATION					Y	01/01/10	12/31/4712

Refresh - Print - Export

**Object Conversion Lookup**

Old Natural Account	Old Natural Account Desc	New Object	New Object Desc
111900	SEVERANCE SALARIED	707015	SEVERANCE PAY

Refresh - Print - Export

# OBJECT LOOKUP DEFINED

- Object Lookup details available Object Codes, their Description and uses. You may prompt by Object Code or any part of the Description.
- If you search for a word in the Description, it will search the parent values.

**ORACLE** Business Intelligence Search All

**Finance Lookups** Home Catalog Favorites

GL Funds Available Grants Funds Available **Object Lookup** Conversion Lookup Cost Center Lookup PO Summary Payments Equipment Inventory

**Prompts**

Object Code  Description contains any

Object Category

**Object Lookup**

OBJ LVL A Desc/#	OBJ LVL B Desc/#	OBJ LVL C Desc/#	OBJ LVL D Desc/#	OBJ LVL E Desc/#	OBJ LVL F Desc/#	Object	OBJ Desc
EXPENSES (A70000)	SUPPLIES AND SERVICES (B71000)	TRAVEL & ENTERTAINMENT (C71800)	TRAVEL - DOMESTIC (D71810)			718110	AIRFARE - DOMESTIC



# OBJECT LOOKUP

If you enter a word in the Description, it will search the object description and all parent level object descriptions.

**ORACLE Business Intelligence** Search All  Advanced

Finance Lookups Home Catalog Favorites Dashboards Open

GL Funds Available Grants Funds Available **Object Lookup** Conversion Lookup Cost Center Lookup PO Summary Payments Equipment Inventory

**Prompts**

Object Code  Description contains any   
 Object Category EXPENSES

Apply Reset

**Object Lookup**

OBJ LVL A Desc/#	OBJ LVL B Desc/#	OBJ LVL C Desc/#	OBJ LVL D Desc/#	OBJ LVL E Desc/#	OBJ LVL F Desc/#	Object	OBJ Desc			
EXPENSES (A70000)	SUPPLIES AND SERVICES (B71000)	TRAVEL & ENTERTAINMENT (C71800)	TRAVEL - DOMESTIC (D71810)			718110	AIRFARE - DOMESTIC			
						718115	CHARTER - AIR TRANSPORTATION - DOMESTIC			
						718120	GROUND TRANSPORTATION - DOMESTIC			
						718125	CHARTER - GROUND TRANSPORTATION - DOMESTIC			
						718130	RENTAL CAR - DOMESTIC			
						718140	OTHER TRAVEL - DOMESTIC			
						718150	LODGING - DOMESTIC			
						718160	MEALS & INCIDENTALS - DOMESTIC			
						718210	AIRFARE - FOREIGN			
						718215	CHARTER - AIR TRANSPORTATION - FOREIGN			
			718220	GROUND TRANSPORTATION - FOREIGN						
			718225	CHARTER - GROUND TRANSPORTATION - FOREIGN						
					TRAVEL - FOREIGN (D71820)					



# GL FUNDS AVAILABLE DEFINED

- See Cost Center level summary of Income Statement Activity
- See Cost Center level summary of Income Statement Activity compared to Budget
- Allows drilling to financial activity details



# FA: SPECIFIC STRING: REVENUE EXPENSE VIEW

Income statement activity for the cost center for the chosen period

Finance Lookups Home Catalog

GL Funds Available | Grants Funds Available | Object Lookup | Conversion Lookup | Cost Center Lookup | PO Summary | Payments | Equipment Inventory

**Prompts**

* Period	NOV 2017-18	ENT Parent Level	R	ENT Parent #/Desc	RO OPERATING ENTITIES	Entity Between	10	-	10
		SRC Parent Level	--Select Value--	SRC Parent #/Desc	--Select Value--	Source Between	100000	-	100000
		ORG Parent Level	--Select Value--	ORG Parent #/Desc	--Select Value--	Organization Between	830100	-	830100
		ACTV Parent Level	--Select Value--	ACTV Parent #/Desc	--Select Value--	Activity Between	0000	-	0000
		OBJ Parent Level	--Select Value--	OBJ Parent #/Desc	--Select Value--	Object Between		-	

**GL Funds Available**

Select View Revenue Expense

Period NOV 2017-18

Cost Center	Entity	ENT Desc	Source	SRC Desc	Organization	ORG Desc	Activity	ACTV Desc	YTD Revenues	YTD Expenses	YTD Transfers	Net Activity	Beg Balance	Ending Bal
10-100000-830100	10	GENERAL	100000	UNRESTRICTED	830100	BUDGET OFFICE	0000	UNSPECIFIED	0.00	147,402.38	0.00	147,402.38	0.00	147,402.38
									<b>0.00</b>	<b>147,402.38</b>	<b>0.00</b>	<b>147,402.38</b>	<b>0.00</b>	<b>147,402.38</b>

**Period:** NOV 2017-18   
 **ENT Parent Level:** R   
 **ENT Parent #/Desc:** RO OPERATING ENTITIES   
 **Entity:** 10,10  
**SRC Parent Level:** Not Selected   
 **SRC Parent #/Desc:** Not Selected   
 **Source:** 100000,100000  
**ORG Parent Level:** Not Selected   
 **ORG Parent #/Desc:** Not Selected   
 **Organization:** 830100,830100  
**ACTV Parent Level:** Not Selected   
 **ACTV Parent #/Desc:** Not Selected   
 **Activity:** 0000,0000  
**OBJ Parent Level:** Not Selected   
 **OBJ Parent #/Desc:** Not Selected   
 **Object:** Not Selected

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# FA SPECIFIC STRING: TRADITIONAL VIEW

Net Income statement activity for a cost center for a chosen period compared to budget

1. Remaining balance: Budget – YTD Actuals
2. Click Cost Center to drill down

**Funds Available View**

Select View Traditional ▼

Period NOV 2017-18 1

Cost Center	Organization	ORG Desc	Entity	ENT Desc	Source	SRC Desc	Activity	ACTV Desc	Current Budget	PTD Actuals	YTD Actuals	Remaining Balance
10-100000-830100	830100	BUDGET OFFICE	10	GENERAL	100000	UNRESTRICTED	0000	UNSPECIFIED	511,194.00	0.00	147,402.38	363,791.62
									<b>511,194.00</b>	<b>0.00</b>	<b>147,402.38</b>	<b>363,791.62</b>

Cost Center Income Statement 2

Object Summary

Period: NOV 2017-18

ENT Parent #/Desc: RO OPERATING ENTITIES    Entity: 10,10

SRC Parent Level: Not Selected    SRC Parent #/Desc: Not Selected    Source: 100000,100000

ORG Parent Level: Not Selected    ORG Parent #/Desc: Not Selected    Organization: 830100,830100

ACTV Parent Level: Not Selected    ACTV Parent #/Desc: Not Selected    Activity: 0000,0000

OBJ Parent Level: Not Selected    OBJ Parent #/Desc: Not Selected    Object: Not Selected



# DRILL DOWN: OBJECT SUMMARY

1. Ability to drilldown to transactions (blue text)
  1. Whole Cost Center OR Single Object Code
2. Use breadcrumbs to navigate back

Object Summary

Object Summary

Period NOV 2017-18 1

Cost Center W Actv <span style="font-size: small;">▲▼</span>	Object	OBJ Desc	Current Budget	PTD Actuals	YTD Actuals	Open Encumbrances	YTD Available Balance	Remaining Balance
10-100000-830100-0000	703110	ADMINISTRATIVE SALARIES	362,809.00	0.00	105,819.28	0.00	256,989.72	256,989.72
	706210	STUDENT HOURLY	18,098.00	0.00	0.00	0.00	18,098.00	18,098.00
	709100	HEALTH BENEFIT STANDARD RATE	65,270.00	0.00	19,030.55	0.00	46,239.45	46,239.45
	709200	MEDICARE (ER)	5,524.00	0.00	1,468.31	0.00	4,055.69	4,055.69
	709510	RETIREMENT CONTRIBUTIONS	53,327.00	0.00	14,814.73	0.00	38,512.27	38,512.27
	709610	WORKERS COMPENSATION	2,816.00	0.00	781.97	0.00	2,034.03	2,034.03
	711310	COPYING AND REPRODUCTION SVCS EXTERNAL	0.00	0.00	1,087.15	0.00	(1,087.15)	(1,087.15)
	711320	PRINTING & PUBLISHING EXTERNAL	0.00	0.00	4,314.05	0.00	(4,314.05)	(4,314.05)
	711510	OFFICE SUPPLIES	50.00	0.00	0.00	0.00	50.00	50.00
	711580	SUPPLIES (CONVERSION ONLY)	50.00	0.00	0.00	0.00	50.00	50.00
	713180	COMPUTING SUPPLIES (CONVERSION ONLY)	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
718380	TRAVEL - OTHER (CONVERSION ONLY)	1,250.00	0.00	86.34	0.00	1,163.66	1,163.66	
<b>Grand Total</b>			<b>511,194.00</b>	<b>0.00</b>	<b>147,402.38</b>	<b>0.00</b>	<b>363,791.62</b>	<b>363,791.62</b>

Edit - Refresh - Print - Export - Add to Briefing Book - Copy

Finance Lookups: GL Funds Available > Object Summary 2

# TRANSACTION DETAILS

1. Account – Will take user to PEDS data (with permission)
2. JE Header Name – Will take user to JE

## Funds Available View XLA Details Export

Period JUL 2017-18 Cost Center 10-100000-830100 Cost Center Desc GENERAL - UNRESTRICTED - BUDGET OFFICE - UNSPECIFIED - GENERAL ADMINISTRATION

Account	OBJ #/Desc	Effective Date	JE Header Name	JE Source Name	JE Category Name	Description
10-100000-830100-0000-80-703110	703110 ADMINISTRATIVE SALARIES	07/15/2017	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD	PAYEXP	INTERFACE	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17
10-100000-830100-0000-80-703110	703110 ADMINISTRATIVE SALARIES	07/31/2017	PAYEXP 25-JUL-2017 03:40:29 777; Pay Ending 31-JUL-17 INTERFACE USD	PAYEXP	INTERFACE	PAYEXP 25-JUL-2017 03:40:29 777; Pay Ending 31-JUL-17
10-100000-830100-0000-80-709100	709100 HEALTH BENEFIT STANDARD RATE	07/15/2017	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD	PAYEXP	INTERFACE	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17
10-100000-830100-0000-80-709100	709100 HEALTH BENEFIT STANDARD RATE	07/31/2017	PAYEXP 25-JUL-2017 03:40:29 777; Pay Ending 31-JUL-17 INTERFACE USD	PAYEXP	INTERFACE	PAYEXP 25-JUL-2017 03:40:29 777; Pay Ending 31-JUL-17
10-100000-830100-0000-80-709200	709200 MEDICARE (ER)	07/15/2017	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD	PAYEXP	INTERFACE	PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17



# DRILL DOWN: TRANSACTIONS

Funds Available View XLA Details Export New ▾ Open ▾ Signed In

Period OCT 2016-17 Cost Center 10-100000-830100 Cost Center Desc GENERAL - UNRESTRICTED - BUDGET OFFICE - UNSPECIFIED - GENERAL ADMINISTRATION

Account	OBJ #/Desc	Effective Date	JE Header Name	JE Source Name	JE Category Name	Description	Accounted Net
10-100000-830100-0000-80-713180	713180 COMPUTING SUPPLIES (CONVERSION ONLY)	10/31/2016	BA021116.1054G04423 Internal Billing USD	Spreadsheet	Internal Billing	Bobcat Depot MBS Billings - October 2016 - DELL COMPUTERS	1,129.78
							<b>1,129.78</b>

**Fiscal Year:** Not Selected    **ENT Parent Level:** Not Selected    **ENT Parent #/Desc:** Not Selected    **Entity:** Not Selected    **JE Category Name:** Not Selected  
**Period:** Not Selected    **SRC Parent Level:** Not Selected    **SRC Parent #/Desc:** Not Selected    **Source:** Not Selected    **JE Source Name:** Not Selected  
**ORG Parent Level:** Not Selected    **ORG Parent #/Desc:** Not Selected    **Organization:** Not Selected    **Description:** Not Selected  
**ACTV Parent Level:** Not Selected    **ACTV Parent #/Desc:** Not Selected    **Activity:** Not Selected    **Vendor Name:** Not Selected  
**FNC Parent Level:** Not Selected    **FNC Parent #/Desc:** Not Selected    **Function:** Not Selected  
**OBJ Parent Level:** Not Selected    **OBJ Parent #/Desc:** Not Selected    **Object:** Not Selected

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Copy](#)

- Users can export data in various ways
- PDF and Excel
  - Export will look just like the screen (formatting and layout)
- .CSV
  - Raw data for further analysis
  - Removes formatting



# GRANTS FUNDS AVAILABLE DEFINED

- Grants Funds Available shows totals by Project, Task and Award (PTA) combination with drilldowns to Project and Award summaries with additional drilldowns to transaction detail.
  - Period is required
  - Multiple combination options
  - Drilldown by Project, Task or Award for more details



# GRANTS FUNDS AVAILABLE

**Filters**

\* Period: NOV 2017-18

Project Number: 11248

Task Number:

Award Number:

Project Status: --Select Value--

Task Organization: --Select Value--

Award Status: --Select Value--

Project Type: --Select Value--

Task ORG Parent Level: --Select Value--

Award Type: --Select Value--

Project Organization: --Select Value--

Task ORG Parent #/Desc: --Select Value--

Award Organization: --Select Value--

Award/Project Member: --Select Value--

Apply | Reset

**Award Status**

Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Agncy Name	Task Org #/Name	PTA Start	PTA End	PTA Chargeable	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance	Fin % Cmpld ITD	Revenue ITD
11248	LIGHTS	10	PROJECT COSTS	1131772	LIGHTS	APPALACHIAN REGIONAL COMMISSION	530300 INNOVATION CENTER	10/1/2016	12/30/2019	Y	2,000,000.00	2,000,000.00	534,608.59	613,064.42	852,327.00	27%	519,071.13
11248	LIGHTS	10	PROJECT COSTS	3833601	VPR - SPON PUBLIC SRV CST SHR	INTERNAL FUNDING SOURCE	530300 INNOVATION CENTER	10/1/2016	12/30/2019	Y	27,230.15	27,230.15	0.01	0.00	27,230.14	0%	0.00
											<b>2,027,230.15</b>	<b>2,027,230.15</b>	<b>534,608.60</b>	<b>613,064.42</b>	<b>879,557.13</b>	<b>26%</b>	<b>519,071.13</b>

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# GRANTS FA: EXPENDITURE CATEGORY

- Will return expenditure detail for every Task and Award for selected Project

ORACLE Business Intelligence

Search All

Grants General

Home Ca

Period SEP 2017-18  
 Proj # 11248 Proj Short Name LIGHTS Proj Status Approved Proj Start 10/01/2016 Proj End 12/30/2019  
 Task # 10 Task Name PROJECT COSTS Task Chg Flag Y Task Start 10/01/2016 Task End 12/30/2019 Task Org #/Name 530300 INNOVATION CENTER  
 Awd # 1131772 Awd Full Name Leveraging Innovation Gateways and Hubs Toward Sustainability (LIGHTS) Awd Status Active Awd Start 10/01/2016 Awd End 12/30/2019 Agency Name APPALACHIAN REGIONAL COMMISSION

Exp Category	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance	Fin % Cmplt ITD	Revenue ITD
SALARIES AND WAGES	0.00	792,887.00	261,359.13	0.00	531,527.87	33%	0.00
BENEFITS	0.00	243,280.00	79,444.30	0.00	163,835.70	33%	0.00
PROFESSIONAL SERVICES	0.00	0.00	104.84	0.00	(104.84)	0%	0.00
OTHER PERSONNEL COSTS	0.00	90,000.00	318.84	0.00	89,681.16	0%	0.00
SUPPLIES	0.00	45,996.00	15,419.80	0.00	30,576.20	34%	0.00
TRAVEL	0.00	50,000.00	20,278.02	0.00	29,721.98	41%	0.00
OCCUPANCY & MAINTENANCE COSTS	0.00	38,575.00	12,834.00	0.00	25,741.00	33%	0.00
OTHER OPERATING COSTS	0.00	21,000.00	3,663.11	0.00	17,336.89	17%	0.00
SUBCONTRACTS	0.00	718,262.00	115,692.41	0.00	602,569.59	16%	0.00
	<b>0.00</b>	<b>2,000,000.00</b>	<b>509,114.45</b>	<b>0.00</b>	<b>1,490,885.55</b>	<b>25%</b>	<b>0.00</b>

Period SEP 2017-18  
 Proj # 11248 Proj Short Name LIGHTS Proj Status Approved Proj Start 10/01/2016 Proj End 12/30/2019  
 Task # 10 Task Name PROJECT COSTS Task Chg Flag Y Task Start 10/01/2016 Task End 12/30/2019 Task Org #/Name 530300 INNOVATION CENTER  
 Awd # 3833601 Awd Full Name VP RESEARCH - SPONSORED PUBLIC SERVICE COST SHARE Awd Status Active Awd Start 10/01/2016 Awd End 12/30/2019 Agency Name INTERNAL FUNDING SOURCE

Exp Category	Funding Amt	Budget ITD	Expense ITD	Commitment Amt	Avail Balance	Fin % Cmplt ITD	Revenue ITD
SALARIES AND WAGES	0.00	20,930.48	20,601.30	0.00	329.18	98%	0.00
BENEFITS	0.00	6,299.67	6,193.02	0.00	106.65	98%	0.00
TRANSFERS	0.00	0.00	(27,230.15)	0.00	27,230.15	0%	0.00
	<b>0.00</b>	<b>27,230.15</b>	<b>(435.83)</b>	<b>0.00</b>	<b>27,665.98</b>	<b>-2%</b>	<b>0.00</b>



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# GRANTS FA: EXPENSE TRANSACTION

- Drilldown to Expense Transaction from Expense Category

ORACLE Business Intelligence

Search All

Home Catalog Favorites Dashboards

Expenditures by Category

Proj # 11248 Task # 10 Task Org #/Name 530300 INNOVATION CENTER Awd # 1131772

Period	Exp Category	Exp Type	Exp PA Date	Exp Item	Trans ID	Exp Comment	Supplier Name	Supplier #	INV Date	INV #	INV Comment	Exp Cost
JUN 2017-17	SUBCONTRACTS	726500 SUBCONTRACTS	06/01/2017	03/31/2017	2346810	MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19						18,402.17
				04/19/2017	2347981	ZANE STATE COLLEGE - Blanket PO for the attached agreement from 10/1/16 through 9/30/19				15,734.48		
				06/24/2017	1989767	PO #30066 - Zane State College				9,265.52		
				06/24/2017	1989768	PO #30066 - Zane State College				11,072.42		
<b>SUBCONTRACTS Total</b>												<b>54,474.59</b>
AUG 2017-18	SUBCONTRACTS	726500 SUBCONTRACTS	08/01/2017	07/13/2017	2526364	ZANE STATE COLLEGE - Blanket PO for the attached agreement from 10/1/16 through 9/30/19						9,265.20
					2526365	ZANE STATE COLLEGE - Blanket PO for the attached agreement from 10/1/16 through 9/30/19				11,072.74		
				08/05/2017	2525637	PO #30066 - Zane State College				(9,265.52)		
					2525638	PO #30066 - Zane State College				(11,072.42)		
<b>SUBCONTRACTS Total</b>												<b>(0.00)</b>
SEP 2017-18	SUBCONTRACTS	726500 SUBCONTRACTS	09/14/2017	09/14/2017	2534284	MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19						6,597.83
					2534285	MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19				6,832.18		
				09/20/2017	2534657	ULTIMATE RECYCLING CENTER DBA REUSE INDUSTRIES - Blanket PO for the attached agreement from 10/1/16 through 9/30/19				25,000.00		
					2534658	ULTIMATE RECYCLING CENTER DBA REUSE INDUSTRIES - Blanket PO for the attached agreement from 10/1/16 through 9/30/19				22,787.81		
<b>SUBCONTRACTS Total</b>												<b>61,217.82</b>
<b>Grand Total</b>												<b>115,692.41</b>

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# OTHER DASHBOARD PAGES INCLUDE

- PO Summary
  - Details Purchase Order (PO) and their associated Invoices
  - View Information about PO and payment
- Payments
  - Details for payments made to suppliers
  - [Video](#)
  - [Quick Reference Guide](#)
- Equipment Inventory (formerly Fixed Assets)
  - Details University fixed assets



# HOW DO SEGMENTS WORK TOGETHER?

**Validation rules** control and limit how segment values can be combined in forming an account string

Examples:

- Culinary org must be used with Entity 21 (Culinary Svcs)
- Source 140000 (Auxiliaries) must be used by Auxiliaries
- Scholarship object codes must use Function 72 (Scholarships, Discounts & Allowances)
- Planning Unit can only use their Activity Code range



# ACCOUNT VALIDATION TOOL

Interactive tool that allows the user to validate a group of cost centers (via an Excel upload) or a single cost center via the screen.

The screenshot shows the Ohio University Account Validation Tool interface. The header is dark green with the Ohio University logo and the text "OHIO" on the left, and a user profile icon on the right. Below the header is a grey bar with the text "Account Validation Tool — Validation".

The main content area is divided into two columns. The left column contains the text "Validate your XLSX account file below: (Get an XLSX Template: [↓](#))". Below this text are two buttons: "CHOOSE FILE" and "No File Chosen". Below these buttons is a "VERIFY" button.

The right column contains the text "This side is for singular accounts formatted as shown:". Below this text is a box containing three lines of text: "GL Format: XX-XXXXXX-XXXXXX-XXXX-XX-XXXXXX", "GRANTS Format: XXXXX-XX-XXXXXXXX-XXXXXX", and "GRANTS Format: XXXXX-XX.XX-XXXXXXXX-XXXXXX". Below this box is a text input field labeled "Account Costcenter and Object \*". Below the input field is another text input field labeled "Effective Date" with a calendar icon to its right. At the bottom of the right column are two buttons: "VERIFY" and "RESET".



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# LESSON SUMMARY

- An **OBI Dashboard** is a set of pages/tabs used to simplify reporting and campus access to data
  - **Conversion LookUp** in OBI will allow you to view old strings to new strings.
  - **Object Code LookUp** will aid in finding the appropriate object code by name, description of category.
- **Validation rules** control and limit how segment values can be combined in forming an account string
- The **Account Verification Tool** will tell you if your account string is valid or not and why (if not valid)



# Third Party Systems



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# LESSON OBJECTIVES

By the end of this lesson you will be able to:

- Code transactions in third party systems: Bobcat*BUY*, Concur, and Workforce.



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# Bobcat*BUY*



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# BOBCATBUY: SELECT ACCOUNT TYPE

## General Ledger

**Accounting Codes** ? X

Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	add split
General Ledger <a href="#">Select from all values...</a>	10-100000-140800 <a href="#">Select from all values...</a>	10 <a href="#">Select from all values...</a>	100000 <a href="#">Select from all values...</a>	140800 <a href="#">Select from all values...</a>	 <a href="#">Select from all values...</a>	 <a href="#">Select from all values...</a>	
						<a href="#">recalculate / validate values</a>	

[Save](#) [Cancel](#)

## Grants

**Accounting Codes** ? X

Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	add split
Grants <a href="#">Select from all values...</a>	11564-20-4140001 <a href="#">Select from all values...</a>	11564 <a href="#">Select from all values...</a>	20 <a href="#">Select from all values...</a>	140800 <a href="#">Select from all values...</a>	4140001 <a href="#">Select from all values...</a>		
						<a href="#">recalculate / validate values</a>	

[Save](#) [Cancel](#)



# BOBCATBUY (CONTINUED)

- Split costs between General Ledger and Grants:

Requisition							
View Approvals		Comments		Attachments		History	
Summary		Shipping		Billing		<b>Cost Center</b>	
Object Code		Supplier Info					
Cost Center							
These values apply to all lines unless specified by line item							
Account Type	Entity Source Org /PTA	Entity / Project	Source / Task	Organization / Task Org	Activity/Award	Function	% of Price
General Ledger General Ledger	10-10000-140800 ME - MECHANICAL ENGINEERING	10 OU GENERAL	100000 UNRESTRICTED	140800	0000 NOT SPECIFIED	10 INSTRUCTION AND DEPARTMENTAL RESEARCH	50%
Grants Grants	11564-20-4140001 117386 TREMBLY, JASON-PU STARTUP- ENGINEERING STARTUP FUNDS	11564 117386 TREMBLY, JASON	20 PU STARTUP	140800	4140001 ENGINEERING STARTUP FUNDS	<i>no value</i>	50%

- Purchase Requisition Validation will continue to validate General Ledger and Grants strings
- Approvals will be based on Organization values



# OBJECT CODE LOOK UP IN BOBCATBUY

- The term natural account has been replaced with Object Code. The functionality for entering an object code has not changed.

Object Code ?
Object Code
711510 OFFICE SUPPLIES
<a href="#">View/edit by line item...</a>



# BOBCATBUY PURCHASE ORDERS

- Bobcat*BUY* POs are not being converted, all POs in the old Chart will be closed.
- No change orders can be done for POs with the old Chart account string, even if we could the POs are closed.
- Old numbers will be searchable in Bobcat*BUY* but any old account number will have an X at the end.



# THINGS YOU NEED TO DO BEFORE YOU USE THE SYSTEM

## BobcatBUY

- Delete any Draft Carts created prior to the COA implementation
- Delete any Assigned Carts not approved prior to COA implementation
- Remove/Add new Custom Field and Accounting Code Defaults in your profile
- You can't submit draft carts unless you go back and edit the accounting information

Note: Only copy new carts after the COA implementation



# Concur



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# CONCUR

- First we select Policy:

Manage Expenses Cash Advances ▾

## Create a New Expense Report

Report Header

Report Name	Start Date	End Date	Business Purpose	Comment	Policy	Grants
TRFACULTY-20170801	07/27/2017	07/27/2017	IUC MEETING IN COLUMBUS		*OHIO GRANTS General Policy	1 Grant

Project	Task	Task Organization	Award	Not Used
2 11094	3 03	4 100250	5 1112700	6

For Grants: Produces narrowing list of values: select Project> shows Tasks on Project> shows Task Organization on Task> shows Awards funding the selected Project/Task

Manage Expenses Cash Advances ▾

## Create a New Expense Report

Report Header

Report Name	Start Date	End Date	Business Purpose	Comment	Policy	GL
TRFACULTY-20170801	07/27/2017	07/27/2017	IUC MEETING IN COLUMBUS		*OHIO GL General Policy	1 GL

Entity	Source	Organization	Activity	Function
2 (10) 10 OHIO U GENERAL	3 100000 GENERAL FUND (UNF	4 (140800 ME - MECHANICAL E	5 0000 NOT SPECIFIED	6 10 INSTRUCTION

For GL: Allows you to select values for each segment.



# CONCUR (CONTINUED)

- The system continues to display lists of cost centers that the user has previously used. If you select one, the system will populate the individual segments.

Create a New Expense Report

Report Header

Report Name: TRFACULTY-20170801    Start Date: 07/27/2017    End Date: 07/27/2017    Business Purpose: IUC MEETING IN COLUMBUS    Comment:    Policy: \*OHIO GL General Policy    GL: 1 GL

Entity: 2    Source: 3    Organization: 4    Activity: 5    Function: 6

Type to search by:  
 Text     Code  
(Code) Text  
(GL-10-100000 GENERAL FUND (UNR)-809999-1000-20) 20

- Approvals will be based on Organization values.
- You can't self approve, Concur will escalate to your supervisor for approval.
- If a transaction is split between multiple orgs, all org approvals are required.



# CONCUR EXPENSE TYPES

## All Expense Types

### CAPITALIZED EXPENSES

CAPITALIZED COSTS

### CLEARING

TRAVEL & PROGRAM ADVANCE CLEARING

### DEPARTMENTAL ADJUSTMENTS

DEPARTMENTAL ADJUSTMENT

### EMPLOYEE BENEFITS EXPENSE

EMPLOYEE BENEFITS

### INCOME

REVENUE

### INFORMATION & COMMUNICATION EXPENSE

INFORMATION & COMMUNICATION

### INVENTORY EXPENSE

INVENTORY

### MAINTENANCE & REPAIRS EXPENSE

MAINTENANCE & REPAIRS

RENTALS & LEASES

### MISCELLANEOUS EXPENSE

GIFTS & PRIZES

MISCELLANEOUS

### PROFESSIONAL SERVICE EXPENSE

PROFESSIONAL SERVICES

### PURCHASES FOR RESALE EXPENSE

PURCHASES FOR RESALE

### SUPPLIES EXPENSE

SUPPLIES

### TRAVEL & ENTERTAINMENT

ATHLETIC EVENTS

### ...TRAVEL & ENTERTAINMENT

AVIONICS DATA COLLECTION

CONFERENCE REGISTRATION

DOMESTIC TRAVEL

DOMESTIC TRAVEL-DEVELOPMENT

FIELD TRIP

FOREIGN TRAVEL

FOREIGN TRAVEL-DEVELOPMENT

FOREIGN TRAVEL-STUDENT

INTERVIEW STAFF/FACULTY

MEETINGS & ENTERTAINMENT

MOVING EXPENSES

PERSONAL VEHICLE MILEAGE

RECRUITING STUDENTS

Travel & Entertainment

Travel Domestic  
Travel Foreign  
Travel Other  
Business Expenses  
Entertainment  
Participant Support



# THINGS YOU NEED TO DO BEFORE YOU USE THE SYSTEM

## Concur

- Any reports that were not processed proper to conversion have been forced through to your default cost center with a object code of 777900.
- You will have to complete an accounting correction to move the transaction to the correct account and add supporting documentation to Concur.



# Workforce



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# WORKFORCE

- To Charge to GL, populate Entity – Source – Organization – Activity – Function – Object
- To charge to Grants, populate Object: Project/Task/Award
- Overrides to costing for non-student employees still happens directly on the timesheet in the provided fields.

Save More Table View Data saved.

Time Sheet 40.00 total hours

S M T W T F S S M T W T F S Jun 25, 2017 to Jul 1, 2017  Show All Weeks

Wed 06/28	Thu 06/29	Fri 06/30	Sat 07/01	COMMENTS	Entity	Source	Organization	Activity	Function	Object	Project/Task...	Total
	08:00 am 05:00 pm	08:00 am 05:00 pm			10 OHIO U GENERAL	100000 GENERAL FUND (UNR)	250620 OH MUSCULOSKELETAL AND NEUROLOGICAL INSTITUTE	0000 NOT SPECIFIED	10 INSTRUCTION	703310 ADMIN HOURLY WAGES		16.00
0.00	8.00	8.00	0.00									16.00
Wed 07/05	Thu 07/06	Fri 07/07	Sat 07/08	COMMENTS	Entity	Source	Organization	Activity	Function	Object	Project/Task...	Total
	08:00 am 05:00 pm	08:00 am 05:00 pm								703310 ADMIN HOURLY WAGES	10291-03-1114464 HEALTHCARE ACCESS INIT #4-03- HEALTHCARE ACCESS INIT #4	16.00
0.00	8.00	8.00	0.00									8.00
												24.00



# WORKFORCE (CONTINUED)

- The “new hire” process for a student in Workforce will now look like this.

Assignment (OU NEW HIRE ASSN STU)	
Assignment Name *	<input type="text"/>
Beginning on *	<input type="text" value="10/15/2017"/>
Entity	<input type="text"/>
Source	<input type="text"/>
Organization	<input type="text"/>
Activity	<input type="text"/>
Function	<input type="text"/>
Object	<input type="text"/>
Project/Task /Award	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>	



# WORKFORCE (CONTINUED)

- The “default” costing will be in the same “Exceptions” area of the Workforce timesheet

Date	Exception Message
+ Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	Acct:10-100000-840100-0000-80-704110- Job:3895 Grade:

- For split costed non-student employees. Grant funded is only Project, Task, Award and Object code

Date	Exception Message
+ Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	SPLIT ACCOUNTS: (10.0%) 11162-10-1131961-704110 (35.0%) 12523-13-4100001-704110 (30.0%) 11346-10-1130683-704110 (25.0%) 11109-14.01-1119520-704110 Job:12907 Grade:

- Operating accounts

Date	Exception Message
+ Sun 10/15 - Sat 10/28 (2)	Worked less than scheduled.
Sun 10/15 - Sat 10/28	SPLIT ACCOUNTS: (12.5%) 10-100000-100185-0000-10-704110 (12.5%) 10-100000-100050-0000-42-704110 (5.0%) 50-432033-100181-0000-10-704110 (70.0%) 10-100000-100100-0000-10-704110 Job:3861 Grade:

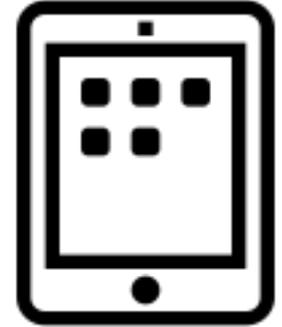


# LESSON SUMMARY

- The only change in process within **BobcatBUY, Concur, and Workforce** is entering a General Ledger string or a Project-Task-Award (Grants) String



# NEXT STEPS



- System Go Live: December 12
- Pop Up Sessions:
  - Wednesday, 12/13, 11:00 AM – 12:00 PM WUSOC 302
  - Friday, 12/15, 1:00 PM – 3:00 PM, Baker 240/242
  - Monday, 12/18, 10:00 AM – 12:00 PM, HRTC 141-145
  - Wednesday, 12/20, 9:00 AM – 12:00 PM, HRTC 141-145
- For Help: Contact Planning Unit CFAO/Change Network Representative or Finance Customer Care
- Email Updates from FinanceNews



# QUESTIONS?

[coa@ohio.edu](mailto:coa@ohio.edu)

[FSE Change Network](#)

## Reference Materials

1. [COA Quick Reference Guide](#)
2. [COA Website](#)

**Additional quick reference guides and training support materials will be distributed between now and go-live. Your Planning Units CFAOs and Change Network Representatives will be communicated new account numbers as appropriate.**



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