FINANCIAL SYSTEM ENHANCEMENTS
REPORT FUNDAMENTALS

Please select the interactive polling option you would like to use:

From your laptop: Navigate to PollEv.com/chartofaccou508
From your cell: Send a text message to 37607 with the message CHARTOFACCOU508
AGENDA

• OBI Key Terms
• Overview of Finance Lookups Dashboard
• Overview of GL General Dashboard
• Overview of Grants General Dashboard
COURSE OBJECTIVES

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

• Login to OBI and navigate to Dashboards

• Recognize the purpose and uses of:
  • Finance Lookups Dashboard
  • GL General Dashboard
  • Grants General Dashboard

• Utilize Dashboard Functionality
WHAT IS OBI?
LESSON OBJECTIVES

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

• Define OBI
• Differentiate between a Report and a Dashboard
• Recognize the benefits of a Dashboard
• Recognize Hierarchy
• Login to OBI and navigate to Dashboards
Oracle Business Intelligence (OBI) is a web-based reporting tool used to support the campus community’s academic and administrative offices.

In OBI, you can pull data in a dashboard or in a prebuilt report:
- View data within OBI
- Export the data in a variety of formats for analysis

Financial data in OBI is refreshed at 1:00 a.m. each day:
- PeopleSoft is real time
TRANSITION FROM REPORTS TO DASHBOARDS

- OHIO’s previous roll out of OBI was through reports accessed via folders in the catalog
- Reports are static
  - You must reselect prompts each time
- In June 2017, the most popular HR reports were moved to an HR Dashboard format
  - Institutional Research (IR) and the PeopleSoft team have been using dashboards for years
OBI DASHBOARDS USES

• Leveraged to simplify reporting and access to data for campus
• Each dashboard contains multiple dashboard pages (tabs) to meet the variety of user needs
• Developed “tools” to assist in using the new COA
  • Cost Center Lookup
  • Object Lookup
  • Conversion Lookup
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

• Dashboards are dynamic
• Ability to save a customization
• 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
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.
• Executive/University (A and B level)
• Planning Unit (C Level)
• Extension Campus (D Level)
  • *If applicable*
• Departments (E level)
• Organization values
### SEGMENT HIERARCHY EXAMPLE

Salaries and Wages at the Planning Unit Level:
- ORG Level Parent: C14000 ENGINEERING
- OBJ Level Parent: C70000 SALARIES & WAGES
LOGIN TO OBI

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

• Click the OBI icon

• Enter your OHIO ID and Password
LESSON SUMMARY

• OBI is a web-based reporting tool
  • Data can be viewed within OBI or exported for further analysis
  • Financial data in OBI is refreshed daily at 1:00 a.m.

• Dashboards are dynamic
  • Save a Customization
  • Drill down to view further detail
  • Breadcrumbs allow navigation back to the summary level
  • Export data for further analysis
NAVIGATING OBI
NAVIGATE TO DASHBOARDS

When you login to OBI, click **Dashboards** (top right corner).
## OBI FINANCIAL DASHBOARDS & PAGES

<table>
<thead>
<tr>
<th>Finance Lookups</th>
<th>GL General</th>
<th>Grants General</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Funds Available</td>
<td>GL Funds Available</td>
<td>Grants Funds Available</td>
</tr>
<tr>
<td>Grants Funds Available</td>
<td>Income Statement by Org Level</td>
<td>Summary Reports</td>
</tr>
<tr>
<td>Cost Center Lookup</td>
<td>Monthly Income Statement by Org Level</td>
<td>Expenditure Inquiry (Transaction Export)</td>
</tr>
<tr>
<td>Segment Lookup</td>
<td>Transaction Export</td>
<td>Reports</td>
</tr>
<tr>
<td>Object Lookup</td>
<td>Cost Center Lookup</td>
<td></td>
</tr>
<tr>
<td>Conversion Lookup</td>
<td>Object Lookup</td>
<td></td>
</tr>
<tr>
<td>PO Summary</td>
<td>Conversion Lookup</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>Equipment Inventory (formerly Fixed Assets)</td>
<td></td>
<td>Available to all Faculty &amp; Staff</td>
</tr>
</tbody>
</table>

*Access determined by Planning Unit CFAO*
FINANCE LOOKUPS DASHBOARD
**OBI FINANCIAL DASHBOARDS & PAGES**

<table>
<thead>
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<th>Grants General</th>
</tr>
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<td>Reports</td>
</tr>
<tr>
<td>Conversion Lookup</td>
<td>Cost Center Lookup</td>
<td>Access determined by Planning Unit CFAO</td>
</tr>
<tr>
<td>PO Summary</td>
<td>Object Lookup</td>
<td></td>
</tr>
<tr>
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<td>Conversion Lookup</td>
<td></td>
</tr>
<tr>
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<td>Reports</td>
<td></td>
</tr>
</tbody>
</table>

*Available to all Faculty & Staff*

*Access determined by Planning Unit CFAO*
LESSON OBJECTIVES

By the end of this lesson you will be able to recognize the following Finance Lookups Dashboard pages:

- GL Funds Available
- Grants Funds Available
- Object Lookup
- Conversion Lookup
- Cost Center Lookup
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.

EXAMPLES: Old to new: GL to GL, GL to PTA & Project to PTA, New to Old, and Hierarchy Summaries
<table>
<thead>
<tr>
<th>Old COA – Cost Center and Planning Unit Information</th>
<th>NEW COA – GL Mapping</th>
<th>NEW COA – Grants Mapping</th>
<th>NEW COA – Charging Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONVERSION LOOKUP LAYOUT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Old COA</th>
<th>New COA</th>
<th>Old Description</th>
<th>New Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Old COA** - Cost Center and Planning Unit Information

**NEW COA** - GL Mapping

**NEW COA** - Grants Mapping

**NEW COA** - Charging Info
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
HC EXAMPLE – PROJECT TO PROJECT-TASK-AWARD (PTA)

- HC1200002 – Honors Tutorial Funds
- In new COA: HC accounts will be internal awards and set up as PTAs
PROJECT-AWARD TO PROJECT-TASK-AWARD

- GR007895A: Grant with current task 01
- Conversion only shows new ORG (140000) and PTA
HIERARCHY: NEW SOURCE BY PLANNING UNIT

- New Source by Planning Unit
- 100600 PACE for C15000 FINE ARTS
NATURAL ACCOUNT PROMPTS

- Will only show old NAC and Description with New Object Code and Description
EXPORTING CONVERSION DATA

• Export link at bottom and middle of all dashboard pages

• Various options
  • Excel will export what is shown on the screen, with formatting
  • .CSV will export raw data with additional hidden fields without formatting
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.
OBJECT LOOKUP

• If you enter a word in the Description, it will search the Object Description and all parent level Object Descriptions.
COST CENTER LOOKUP DEFINED

• Shows all utilized Cost Centers
  • Does NOT show valid Cost Center if it has not been used

• Prompt by Cost Center segment values or any part of the segment Description to see related Cost Center information.

• Cost Center Lookup does not contain financial data.
COST CENTER LOOKUP IN USE

- **SOURCE:** 113600
- Shows full Cost Center with value and description for every Cost Center where:
  - Source = 113600
  - There has been financial activity
SEGMENT LOOKUP DEFINED

• Segment values list
• Choose one segment at a time
• Ability to refine results for each segment
SEGMENT LOOKUP – NOT TIED TO PLANNING UNITS

- Entity, Source, Function, Object, Expenditure Type
- Ability to refine results based on ranges, descriptions, etc...
SEGMENT LOOKUP – TIED TO PLANNING UNITS

• Organization and Activity
• Ability to refine results based on ORG LVL C
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 drilldown to financial activity details

• Examples: Specific String, Segment Ranges, Using the Hierarchy Prompts
FA: SPECIFIC STRING: REVENUE EXPENSE VIEW

- Income statement activity for the Cost Center for the chosen Period
1. Net Activity: Revenue + Expenses + Transfers
2. Beginning Balance: Beginning Fund Balance
3. Ending Balance: Net result for a Cost Center including Fund Balance
Net Income statement activity for a Cost Center for a chosen period compared to budget

1. Remaining Balance: Budget - YTD Actuals
2. Click blue text (Cost Center) to drilldown
FA SPECIFIC STRING: DRILL TO COST CENTER INCOME STATEMENT

Income Statement for Cost Center

1. Drilldown to transaction level detail by clicking blue text
2. Use breadcrumbs to navigate back
FA: OBJECT SUMMARY

- View Encumbrances at Object Level
- Drilldown to transaction detail by Object by clicking blue text (Object)
- Drilldown to the transaction detail for whole Cost Center by clicking blue text (Cost Center)
### TRANSACTION DETAILS

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

---

<table>
<thead>
<tr>
<th>Period</th>
<th>Cost Center</th>
<th>Cost Center Desc</th>
<th>Account</th>
<th>OBJ #/Desc</th>
<th>Effective Date</th>
<th>JE Header Name</th>
<th>JE Source Name</th>
<th>JE Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 2017-18</td>
<td>10-100000-830100-0000-80-703110</td>
<td>GENERAL - UNRESTRICTED - BUDGET OFFICE - UNSPECIFIED - GENERAL ADMINISTRATION</td>
<td>10-100000-830100-0000-80-703110</td>
<td>703110 ADMINISTRATIVE SALARIES</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
<tr>
<td>JUL 2017-18</td>
<td>10-100000-830100-0000-80-709100</td>
<td>GENERAL - UNRESTRICTED - BUDGET OFFICE - UNSPECIFIED - GENERAL ADMINISTRATION</td>
<td>10-100000-830100-0000-80-709100</td>
<td>709100 HEALTH BENEFIT STANDARD RATE</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
<tr>
<td>JUL 2017-18</td>
<td>10-100000-830100-0000-80-709200</td>
<td>GENERAL - UNRESTRICTED - BUDGET OFFICE - UNSPECIFIED - GENERAL ADMINISTRATION</td>
<td>10-100000-830100-0000-80-709200</td>
<td>709200 MEDICARE (ER)</td>
<td>07/15/2017</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17 INTERFACE USD</td>
<td>PAYEXP</td>
<td>INTERFACE</td>
<td>PAYEXP 10-JUL-2017 06:00:37 737; Pay Ending 15-JUL-17</td>
</tr>
</tbody>
</table>
FA: COST CENTER BY ORG RANGE

- Can use ranges in any prompt on the left
- ORG: 11000-11999 (College of Business) Range
- Ability to use the Hierarchies
FA: HIERARCHY BY PLANNING UNIT

- ORG Hierarchy: C11000 Business
- Returns same results as using range
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

• Examples: PTA by Project Member, Project with multiple Task Organizations, Project with multiple awards, Utilizing Task ORG Hierarchy
# Grants Funds Available

## Filters

- **Period**: Nov 2017-18
- **Project Number**: 11248
- **Task Number**: 
- **Task Organization**: 
- **Task ORG Parent Level**: 
- **Task ORG Parent #:Desc**: 
- **Award Number**: 
- **Award Status**: 
- **Award Type**: 
- **Award Organization**: 
- **Award/Project Member**: 

## Award Status

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

**Total**

$2,027,230.15$  $2,027,230.15$  $534,608.60$  $613,064.42$  $879,557.13$  $26%$  $519,071.13$
GRANTS FA: RESULTS

- Provides “snapshot” of funds available by PTA for the individual/department.
- PTA Start and PTA End – identify the valid expenditure item dates for that PTA
- PTA Chargeable – identifies if the PTA is currently able to be charged
- Ability to drilldown to Project, Task or Award detail by Expenditure Category

<table>
<thead>
<tr>
<th>Proj #</th>
<th>Proj Short Name</th>
<th>Task #</th>
<th>Task Name</th>
<th>Awd #</th>
<th>Awd Short Name</th>
<th>Agency Name</th>
<th>Task Org #/Name</th>
<th>PTA Start</th>
<th>PTA End</th>
<th>PTA Chargeable</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
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<td>APPALACHIAN REGIONAL COMMISSION</td>
<td>530300 INNOVATION CENTER</td>
<td>10/1/2016</td>
<td>12/30/2019</td>
<td>Y</td>
<td>0.00</td>
<td>2,000,000.00</td>
<td>509,114.45</td>
<td>0.00</td>
<td>1,490,885.55</td>
<td>25%</td>
<td>0.00</td>
</tr>
<tr>
<td>11248</td>
<td>LIGHTS</td>
<td>10</td>
<td>PROJECT COSTS</td>
<td>3833601</td>
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<td>INTERNAL FUNDING SOURCE</td>
<td>530300 INNOVATION CENTER</td>
<td>10/1/2016</td>
<td>12/30/2019</td>
<td>Y</td>
<td>0.00</td>
<td>27,230.15</td>
<td>435.83</td>
<td>0.00</td>
<td>27,665.58</td>
<td>-2%</td>
<td>0.00</td>
</tr>
</tbody>
</table>
GRANTS FA: PROJECT MEMBER

• Award/Project Member: Person assigned to ANY role for a project
SAVING CUSTOM PROMPTS

• Ability to save prompts in OBI Dashboards
• Period will save as well, and will need to be changed
GRANTS FA: SINGLE PROJECT WITH MULTIPLE TASK ORGANIZATION

• Search for GQ0018638 in Conversion Lookup
• PTA Project Value: 11319
• Single Project has two Task ORGs
**GRANTS FA: SINGLE PROJECT WITH MULTIPLE AWARDS**

- PTA Project Value: 11568
- Single Project has two Awards

<table>
<thead>
<tr>
<th>Award Status</th>
<th>Proj #</th>
<th>Proj Short Name</th>
<th>Task #</th>
<th>Task Name</th>
<th>Awd #</th>
<th>Awd Short Name</th>
<th>Agency Name</th>
<th>Task Org #/Name</th>
<th>PTA Start</th>
<th>PTA End</th>
<th>PTA Chargeable</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance</th>
<th>Pin % Cmpl ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>11568</td>
<td>VISION 2020: CENTRAL OH EXT</td>
<td>10</td>
<td>1517696</td>
<td>FY17 VISION 2020: OHF</td>
<td>OSTEOPATHIC HERITAGE FOUNDATION</td>
<td>251100 DUBLIN OPERATIONS</td>
<td>7/1/2016</td>
<td>10/21/2017</td>
<td>N</td>
<td>2,452,948.38</td>
<td>2,452,948.38</td>
<td>1,530,965.05</td>
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<td>921,983.33</td>
<td>62%</td>
<td>1,530,965.05</td>
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<td></td>
</tr>
<tr>
<td>11568</td>
<td>VISION 2020: CENTRAL OH EXT</td>
<td>10</td>
<td>1517703</td>
<td>FY18 VISION 2020: OHF</td>
<td>OSTEOPATHIC HERITAGE FOUNDATION</td>
<td>251100 DUBLIN OPERATIONS</td>
<td>7/1/2016</td>
<td>6/30/2020</td>
<td>Y</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
</tbody>
</table>
GRANTS FA: UTILIZING TASK ORG HIERARCHY

- Task ORG Parent Level = C
- Task ORG Parent #/Desc = C14000 ENGINEERING
- Will return every PTA where the Task ORG is under Engineering
GRANTS FA: UTILIZING TASK ORG HIERARCHY

- Task ORG Parent Level = E
- Task ORG Parent #/Desc = E14050 EECS: ELECTRICAL ENGINEERING AND COMPUTER SCIENCE
- Will return every PTA where the Task ORG is EECS: ELECTRICAL ENGINEERING AND COMPUTER SCIENCE
### Grants General

**Period**: SEP 2017-18

**Project**: LIGHTS

**Task**: PROJECT COSTS

**Award**: 1131772

**Award Full Name**: Leveraging Innovation Gateways and Hubs Toward Sustainability (LIGHTS)

**Award Status**: Active

**Award Start**: 10/01/2016

**Award End**: 12/30/2019

**Task Code Flag**: Y

**Task Status**: Approved

**Task Start**: 10/01/2016

**Task End**: 12/30/2019

**Task Org #/Name**: S30300 INNOVATION CENTER

**Agency Name**: APPALACHIAN REGIONAL COMMISSION

#### Expenditure Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance</th>
<th>Fin % Cmplt ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>0.00</td>
<td>792,887.00</td>
<td>261,359.13</td>
<td>0.00</td>
<td>531,527.87</td>
<td>33%</td>
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<tr>
<td>Benefits</td>
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<td>79,444.30</td>
<td>0.00</td>
<td>163,835.70</td>
<td>33%</td>
<td>0.00</td>
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<tr>
<td>Professional Services</td>
<td>0.00</td>
<td>104,84</td>
<td>104,84</td>
<td>0.00</td>
<td>0.00</td>
<td>0%</td>
<td>0.00</td>
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<tr>
<td>Other Personnel Costs</td>
<td>0.00</td>
<td>90,000.00</td>
<td>318,84</td>
<td>0.00</td>
<td>89,681.15</td>
<td>0%</td>
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<tr>
<td>Supplies</td>
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<td>45,956.00</td>
<td>15,419.80</td>
<td>0.00</td>
<td>30,536.20</td>
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<td>0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>0.00</td>
<td>50,000.00</td>
<td>20,278.02</td>
<td>0.00</td>
<td>29,721.98</td>
<td>41%</td>
<td>0.00</td>
</tr>
<tr>
<td>Occupancy &amp; Maintenance Costs</td>
<td>0.00</td>
<td>38,575.00</td>
<td>12,834.00</td>
<td>0.00</td>
<td>25,741.00</td>
<td>33%</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Operating Costs</td>
<td>0.00</td>
<td>21,000.00</td>
<td>3,663.11</td>
<td>0.00</td>
<td>17,336.89</td>
<td>17%</td>
<td>0.00</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>0.00</td>
<td>718,262.00</td>
<td>115,862.41</td>
<td>0.00</td>
<td>602,399.59</td>
<td>16%</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0.00</td>
<td>2,000,000.00</td>
<td>509,114.45</td>
<td>0.00</td>
<td>1,490,885.55</td>
<td>25%</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

### Grants General

**Period**: SEP 2017-18

**Project**: LIGHTS

**Task**: PROJECT COSTS

**Award**: 3883681

**Award Full Name**: VP Research - Sponsored Public Service Cost Share

**Award Status**: Active

**Award Start**: 10/01/2016

**Award End**: 12/30/2019

**Task Code Flag**: Y

**Task Status**: Approved

**Task Start**: 10/01/2016

**Task End**: 12/30/2019

**Task Org #/Name**: S30300 INNOVATION CENTER

**Agency Name**: INTERNAL FUNDING SOURCE

#### Expenditure Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Funding Amt</th>
<th>Budget ITD</th>
<th>Expense ITD</th>
<th>Commitment Amt</th>
<th>Avail Balance</th>
<th>Fin % Cmplt ITD</th>
<th>Revenue ITD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>0.00</td>
<td>20,930.48</td>
<td>20,861.30</td>
<td>0.00</td>
<td>329.18</td>
<td>98%</td>
<td>0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>0.00</td>
<td>6,229.67</td>
<td>6,193.02</td>
<td>0.00</td>
<td>166.58</td>
<td>98%</td>
<td>0.00</td>
</tr>
<tr>
<td>Transfers</td>
<td>0.00</td>
<td>0.00</td>
<td>(27,230.15)</td>
<td>0.00</td>
<td>27,230.15</td>
<td>0%</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0.00</td>
<td>27,230.15</td>
<td>(435.83)</td>
<td>0.00</td>
<td>27,665.98</td>
<td>-2%</td>
<td>0.00</td>
</tr>
</tbody>
</table>
## Grants FA: Drilldown Expenditure Category

### Expenditures by Category

<table>
<thead>
<tr>
<th>Period</th>
<th>Exp Category</th>
<th>Exp Type</th>
<th>Exp PA Date</th>
<th>Exp Desc</th>
<th>Trans ID</th>
<th>Exp Comment</th>
<th>Supplier Name</th>
<th>Supplier #</th>
<th>INV #</th>
<th>INV Date</th>
<th>INV Cost</th>
<th>Exp Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN 2017-17</td>
<td>SUBCONTRACTS</td>
<td>726500 SUBCONTRACTS</td>
<td>05/01/2017</td>
<td>MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2294610</td>
<td>03/31/2017 04/19/2017 06/24/2017 07/03/2017 08/08/2017 09/30/2019</td>
<td>ZANE STATE COLLEGE - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2337981</td>
<td>#30066</td>
<td>-</td>
<td>-</td>
<td>18,402.17</td>
<td>15,734.48</td>
</tr>
<tr>
<td>AUG 2017-18</td>
<td>SUBCONTRACTS</td>
<td>726500 SUBCONTRACTS</td>
<td>09/14/2017</td>
<td>MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2534284</td>
<td>09/14/2017 09/20/2017 09/30/2017</td>
<td>ZANE STATE COLLEGE - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2534285</td>
<td>#30066</td>
<td>-</td>
<td>-</td>
<td>6,597.83</td>
<td>6,832.18</td>
</tr>
<tr>
<td>SEP 2017-18</td>
<td>SUBCONTRACTS</td>
<td>726500 SUBCONTRACTS</td>
<td>09/14/2017</td>
<td>MUSKINGUM COUNTY BUSINESS INCUBATOR - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2534284</td>
<td>09/14/2017 09/20/2017 09/30/2017</td>
<td>ULTIMATE RECYCLING CENTER DBA REUSE INDUSTRIES - Blanket PO for the attached agreement from 10/1/16 through 9/30/19</td>
<td>2534285</td>
<td>#30066</td>
<td>-</td>
<td>-</td>
<td>25,000.00</td>
<td>22,767.81</td>
</tr>
</tbody>
</table>

**Grand Total**

- **SUBCONTRACTS Total**
  - **Total**
    - 61,217.82
    - 115,692.41
GRANTS FA: DRILLDOWN FROM TASK OR AWARD

• Will return same expenditure detail, but only for selected Task or Award
• Ability to drilldown on Expenditure Category for additional detail
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

• Equipment Inventory (formerly Fixed Assets)
  • Details University fixed assets
LESSON SUMMARY

• Finance Lookups are available to all faculty and staff
• Finance Lookups contains multiple Dashboard Pages
  • Conversion Tools
    • Conversion Lookup
    • Object Lookup
    • Cost Center Lookup
  • Funds Available (GL and Grant)
• Current finance dashboards will still exist
GL GENERAL DASHBOARD
AVAILABLE AT GO LIVE
LESSON OBJECTIVES

By the end of this lesson you will be able to recognize the following GL Dashboard pages:

• Income Statement by Org Level
• Monthly Income Statement by Org Level
• Transaction Export
<table>
<thead>
<tr>
<th>Finance Lookups</th>
<th>GL General</th>
<th>Grants General</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Funds Available</td>
<td>✓ GL Funds Available</td>
<td>Grants Funds Available</td>
</tr>
<tr>
<td>Grants Funds Available</td>
<td>Income Statement by Org Level</td>
<td>Summary Reports</td>
</tr>
<tr>
<td>Cost Center Lookup</td>
<td>Monthly Income Statement by Org Level</td>
<td>Expenditure Inquiry (Transaction Export)</td>
</tr>
<tr>
<td>Object Lookup</td>
<td>Transaction Export</td>
<td>Reports</td>
</tr>
<tr>
<td>Conversion Lookup</td>
<td>✓ Cost Center Lookup</td>
<td></td>
</tr>
<tr>
<td>PO Summary</td>
<td>✓ Object Lookup</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>✓ Conversion Lookup</td>
<td></td>
</tr>
<tr>
<td>Equipment Inventory (formerly Fixed Assets)</td>
<td>Reports</td>
<td></td>
</tr>
</tbody>
</table>

Available to all Faculty & Staff

Access determined by Planning Unit CFAO
INCOME STATEMENT BY ORG LEVEL

• Ability to use the same prompts as the GL Funds Available
• Returns the annual income statement activity as of the selected period
INCOME STATEMENT BY ORG LEVEL

- By changing the view selector, it allows you to expand to lower level parents
MONTHLY INCOME STATEMENT BY ORG LEVEL

- Ability to use the same prompts as the GL Funds Available
- Returns the Current Budget, Total Actuals, and Monthly Income Statements
TRANSACTION EXPORT

• Shows transaction level detail based on selected prompts
• Same prompts as GL Funds Available and Income Statements
• Ability to drilldown to PEDS (with permission)
• Additional Prompts:

  - JE Category Name contains any
  - JE Source Name contains any
  - Description contains any
  - Vendor Name contains any

• Examples: Transactions for ORG and OBJ, Transactions by Description, Transactions by Vendor Name
TRANSACTION EXPORT: ORG & OBJ COMBINATION

• ORG Parent #/Desc: C15000 FINE ARTS
• OBJ Parent #/Desc: B71000 SUPPLIES AND SERVICES
• Returns transactions separated by Period and Cost Center
TRANSACTION EXPORT: DESCRIPTION

• Keep prior prompts
• Description contains any: Bobcat Depot
• Returns transactions where Description contains the words “Bobcat Depot”
TRANSACTION EXPORT: VENDOR NAME

• Keep prior prompts
• Vendor Name contains any: Office Depot
• Returns transactions where Vendor Name has OFFICE DEPOT
TRANSACTION EXPORT: EXPORTING OPTIONS

• 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
LESSON SUMMARY

• GL General Dashboard access is determined by Planning Unit CFAO

• Income Statement by Org Level
  • Returns the YTD Actual Activity

• Monthly Income Statement by Org Level
  • Returns the Current Budget, Total Actuals, and Monthly Income Statements

• Transaction Export
  • Shows transaction level detail based on selected prompts
  • Ability to drilldown to PEDS (with permission)
GRANTS GENERAL DASHBOARDS
AVAILABLE AT GO LIVE
LESSON OBJECTIVES

By the end of this lesson you will be able to recognize and access the following Grants General Dashboard pages:

- Summary Reports
- Expenditure Inquiry (Transaction Export)
# OBI FINANCIAL DASHBOARDS & PAGES

<table>
<thead>
<tr>
<th>Finance Lookups</th>
<th>GL General</th>
<th>Grants General</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Funds Available</td>
<td>GL Funds Available</td>
<td>Grants Funds Available</td>
</tr>
<tr>
<td>Grants Funds Available</td>
<td>Income Statement by Org Level</td>
<td>Summary Reports</td>
</tr>
<tr>
<td>Cost Center Lookup</td>
<td>Monthly Income Statement by Org Level</td>
<td>Expenditure Inquiry (Transaction Export)</td>
</tr>
<tr>
<td>Object Lookup</td>
<td>Transaction Export</td>
<td>Reports</td>
</tr>
<tr>
<td>Conversion Lookup</td>
<td>Cost Center Lookup</td>
<td></td>
</tr>
<tr>
<td>PO Summary</td>
<td>Object Lookup</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>Conversion Lookup</td>
<td></td>
</tr>
<tr>
<td>Equipment Inventory (formerly Fixed Assets)</td>
<td>Reports</td>
<td></td>
</tr>
</tbody>
</table>

*Available to all Faculty & Staff*  
*Access determined by Planning Unit CFAO*
EXPENDITURE INQUIRY

- No required prompts
- Will return every transaction that meets the selected criteria
- Designed for exporting (no drilldown)
SUMMARY REPORTS

• Gives Budget to Actual Report for PTA
• Ability to drilldown to details by Expenditure Category, but no further
  • Use Grants Funds Available if expenditure type detail is needed
LESSON SUMMARY

• Grants General Dashboard access is determined by Planning Unit CFAO

• Summary Reports
  • Budget to Actual Report for PTA
  • Drilldown to Expenditure Category

• Expenditure Inquiry (Transaction Export)
  • Will return every transaction that meets the selected criteria
  • Designed for exporting (no drilldown)
# 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*
QUESTIONS?

• Regarding Oracle Business Intelligence (OBI) contact Finance Customer Care Center, 740-597-6446 or financecustomercare@ohio.edu

• Training materials are available at: https://www.ohio.edu/finance/systems/oracle-business-intelligence