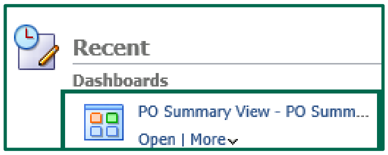
Payments Dashboard - Quick Reference Guide

Accessing OBI

1. Click the link to access the Oracle [Business Intelligence (OBI) Dashboard](#).
2. Enter your log in credentials
3. Select The PO Summary View – PO Summary



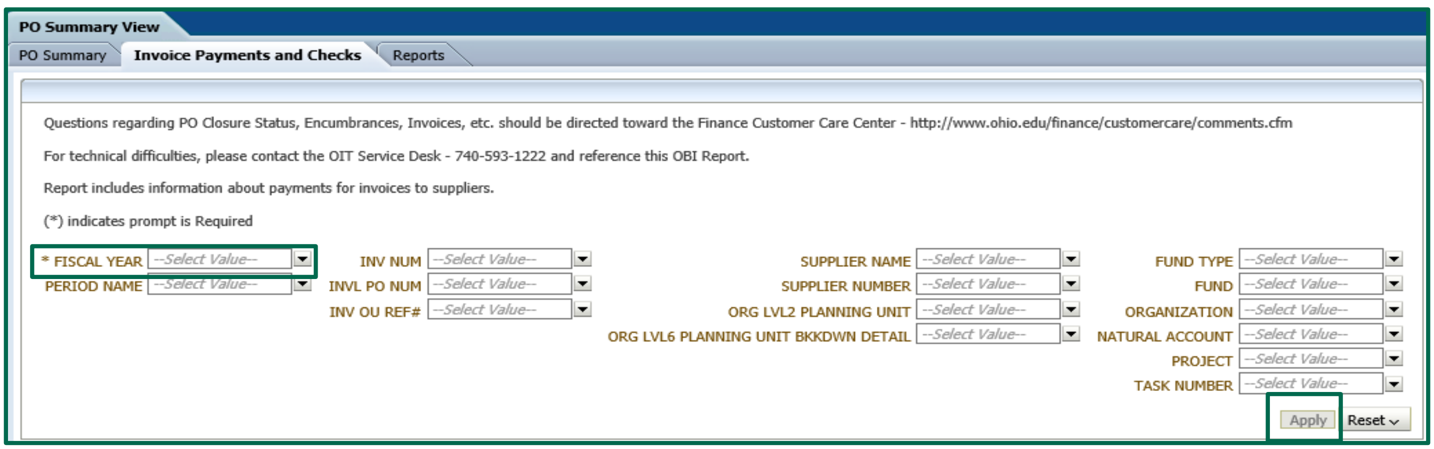
Accessing the Dashboard

You can track the payment status of a payment from the request to the actual payment. Click the Payments Dashboard tab to access the payment dashboard.

Running the Report

Next, you will need to select your dashboard criteria. Enter the information you would like to search for by using the drop down fields or by entering in specific information for example, invoice number, PO number, INV OU Ref# (refer to the table below for field definitions). To search for payments for a specific period of time, select the Period Name and select what best fits your search needs. Once you have selected your criteria, click Apply to execute the report.

NOTE: Any field with an asterisk is a required field. This dashboard only requires the Fiscal Year, but this will return an error, as the report is too large. Please select at least one other field.

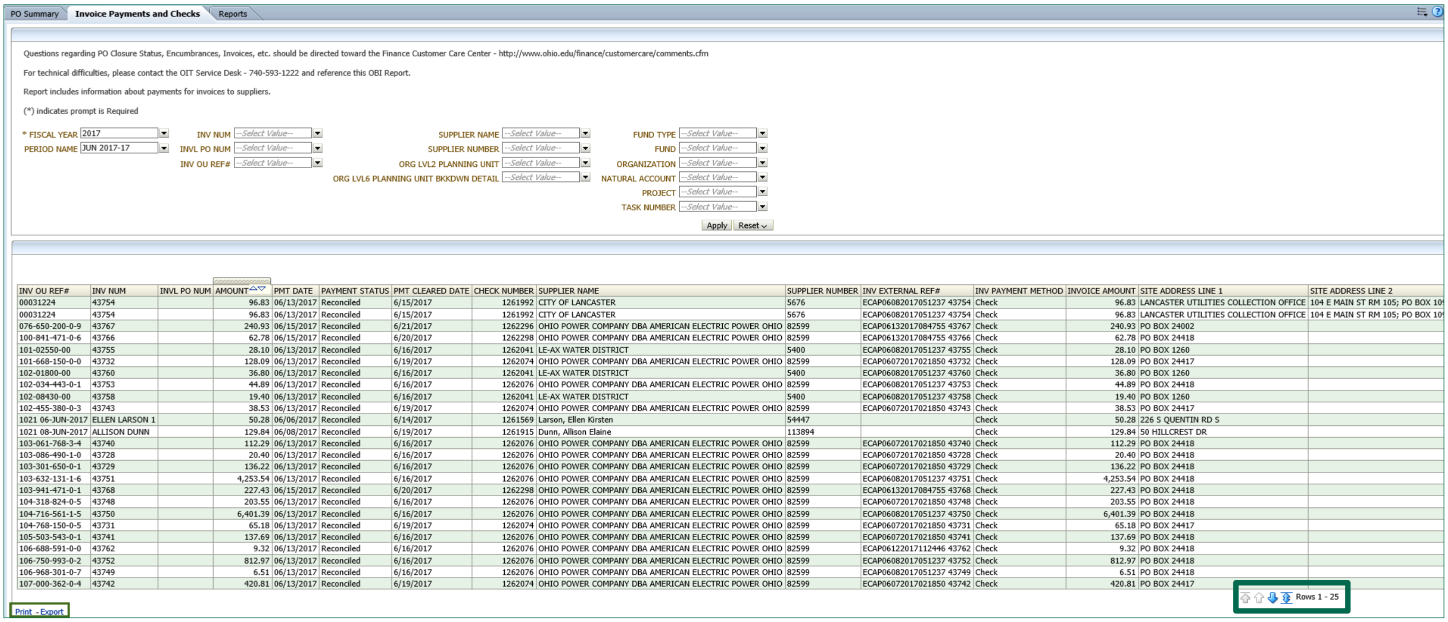


Use the table below for a definition of each search field:

Field Name	Field Description
FISCAL YEAR	Fiscal Year invoice was applied (ex. 2017).
PERIOD NAME	Period invoice was applied (ex. JUL 2016-17). This is how you can search for specific months.
INVOICE NUMBER	Invoice Number - Either assigned by supplier or by AP if none available on invoice. Free text field may have any format.
PO NUMBER	PO number assigned (ex. 232684).
INV OU REF#	Bobcat*BUY* Form Number, DP number for Paper Direct Payment forms (DP260716.0756), PO number for Oracle or BCB POs (277199, OU29111, OUP28469), Report name for Concur transactions (PCDELA071316), DPF number for FoodPro transactions (DPF225038), DPL number for Library system transactions (DPL16B104064), Advance number for travel, program and research advances (TA230616.1417).
SUPPLIER NAME	Supplier name should be all capital letters.
SUPPLIER NUMBER	Number assigned to supplier by Oracle upon supplier account set-up.
ORG LVL2 PLANNING UNIT	ORG LVL2 Planning Unit to which the invoice is charged.
ORG LVL6 PLANNING UNIT BKKDWN DETAIL	ORG LVL6 Planning Unit to which the invoice is charged.
FUND TYPE	Part of the account code structure for a department/program/project.
FUND	Part of the account code structure for a department/program/project.
ORGANIZATION	Organization number to which the invoice is charged.
NATURAL ACCOUNT	Natural account to which the invoice is charged.
PROJECT NUMBER	Project number to which the invoice is charged.
TASK NUMBER	Task number to which the invoice is charged.

Report Results

When the report has run, your results will be listed 25 Rows at a time. Each column can be sorted in ascending and descending order. Scroll to the right to see all available columns. To access additional Rows, select the blue arrow at the bottom right of the screen. To share the report, select Print or Export at the bottom left of the screen to share the report.



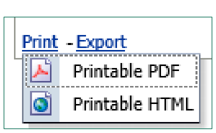
INV OU REF#	INV NUM	INVL PO NUM	AMOUNT	PMT DATE	PAYMENT STATUS	PMT CLEARED DATE	CHECK NUMBER	SUPPLIER NAME	SUPPLIER NUMBER	INV EXTERNAL REF#	INV PAYMENT METHOD	INVOICE AMOUNT	SITE ADDRESS LINE 1	SITE ADDRESS LINE 2
00031224	43754		96.83	06/13/2017	Reconciled	6/15/2017	1261992	CITY OF LANCASTER	5676	ECAP06082017051237 43754	Check	96.83	LANCASTER UTILITIES COLLECTION OFFICE	104 E MAIN ST RM 105; PO BOX 10
00031224	43754		96.83	06/13/2017	Reconciled	6/15/2017	1261992	CITY OF LANCASTER	5676	ECAP06082017051237 43754	Check	96.83	LANCASTER UTILITIES COLLECTION OFFICE	104 E MAIN ST RM 105; PO BOX 10
076-650-200-0-9	43767		240.93	06/15/2017	Reconciled	6/21/2017	1262296	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06132017084755 43767	Check	240.93	PO BOX 24002	
100-841-471-0-6	43766		62.78	06/15/2017	Reconciled	6/20/2017	1262298	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06132017084755 43766	Check	62.78	PO BOX 24418	
101-02550-00	43755		28.10	06/13/2017	Reconciled	6/16/2017	1262041	LE-AX WATER DISTRICT	5400	ECAP06082017051237 43755	Check	28.10	PO BOX 1260	
101-668-150-0-0	43732		128.09	06/13/2017	Reconciled	6/19/2017	1262074	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43732	Check	128.09	PO BOX 24417	
102-01800-00	43760		36.80	06/13/2017	Reconciled	6/16/2017	1262041	LE-AX WATER DISTRICT	5400	ECAP06082017051237 43760	Check	36.80	PO BOX 1260	
102-034-443-0-1	43753		44.89	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06082017051237 43753	Check	44.89	PO BOX 24418	
102-08430-00	43758		19.40	06/13/2017	Reconciled	6/16/2017	1262041	LE-AX WATER DISTRICT	5400	ECAP06082017051237 43758	Check	19.40	PO BOX 1260	
102-455-380-0-3	43743		38.53	06/13/2017	Reconciled	6/19/2017	1262074	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43743	Check	38.53	PO BOX 24417	
1021 06-JUN-2017	ELLEN LARSON 1		50.28	06/06/2017	Reconciled	6/14/2017	1261569	Larson, Ellen Kirsten	54447		Check	50.28	226 S QUENTIN RD S	
1021 08-JUN-2017	ALLISON DUNN		129.84	06/08/2017	Reconciled	6/19/2017	1261915	Dunn, Allison Elaine	113894		Check	129.84	50 HILLCREST DR	
103-061-768-3-4	43740		112.29	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43740	Check	112.29	PO BOX 24418	
103-086-490-1-0	43728		20.40	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43728	Check	20.40	PO BOX 24418	
103-301-650-0-1	43729		136.22	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43729	Check	136.22	PO BOX 24418	
103-632-131-1-6	43751		4,253.54	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06082017051237 43751	Check	4,253.54	PO BOX 24418	
103-941-471-0-1	43768		227.43	06/15/2017	Reconciled	6/20/2017	1262298	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06132017084755 43768	Check	227.43	PO BOX 24418	
104-318-824-0-5	43748		203.55	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43748	Check	203.55	PO BOX 24418	
104-716-561-1-5	43750		6,401.39	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06082017051237 43750	Check	6,401.39	PO BOX 24418	
104-768-150-0-5	43731		65.18	06/13/2017	Reconciled	6/19/2017	1262074	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43731	Check	65.18	PO BOX 24417	
105-503-543-0-1	43741		137.69	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43741	Check	137.69	PO BOX 24418	
106-688-591-0-0	43762		9.32	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06122017112446 43762	Check	9.32	PO BOX 24418	
106-750-993-0-2	43752		812.97	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06082017051237 43752	Check	812.97	PO BOX 24418	
106-968-301-0-7	43749		6.51	06/13/2017	Reconciled	6/16/2017	1262076	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06082017051237 43749	Check	6.51	PO BOX 24418	
107-000-362-0-4	43742		420.81	06/13/2017	Reconciled	6/19/2017	1262074	OHIO POWER COMPANY DBA AMERICAN ELECTRIC POWER OHIO	82599	ECAP06072017021850 43742	Check	420.81	PO BOX 24417	

Use the table below for a definition of each results field:

Field Name	Field Description
INV OU Ref#	Bobcat*BUY* Form Number, DP number for Paper Direct Payment forms (DP260716.0756), PO number for Oracle or BCB POs (277199, OU29111, OUP28469), Report name for Concur transactions (PCDELA071316), DPF number for FoodPro transactions (DPF225038), DPL number for Library system transactions (DPL16B104064), Advance number for travel, program and research advances (TA230616.1417)
INV NUM	Invoice Number - Either assigned by supplier or by AP if none available on invoice.
INVL PO NUM	PO to which the invoice is matched
AMOUNT PAID	Amount paid for invoice. If zero then no payment has been made.
PMT DATE	Date payment was issued to the supplier
PAYMENT STATUS	Negotiable (uncashed), Reconciled (Cashed), Cleared (cancelled or voided at the bank)
CLEARED DATE	Date check/payment was cashed or voided at the bank
CHECK NUMBER	The payment/document number. A seven-digit number indicates a paper check number. An eight-digit number indicates an ACH (electronic) payment number. A fourteen-digit number beginning with 9 indicates a wire payment number. Zero indicates a voided payment
SUPPLIER NAME	Payment issued to. All caps unless employee. Then upper and lower case
SUPPLIER NUMBER	Number assigned to supplier by Oracle upon supplier account set-up.
INV EXTERNAL REF#	Outside bank check number, used by Capital Projects for State of Ohio checks and old Bond series
PAYMENT METHOD	Check, Wire or NACHA (ACH or direct deposit)
INVOICE AMOUNT	Amount of invoice
SITE ADDRESS	Address where check was mailed
ACCOUNT	Fund type, Fund, Org, Project, Task
ORGANIZATION WITH NAME	Org number with Name
NATURAL ACCOUNT WITH NAME	Natural account with name
INVOICE DESCRIPTION	Description entered on the invoice
PERIOD NAME	Period in which invoice was applied (ex. JUL 2016-17)
INV GL DATE	Date invoice was entered into or exported to ORACLE (ex. 06/30/2016)

Printing the Report

When you select the Print option, you will be given the choice to print to PDF or to print to HTML. Select the format you would like to save the report.



Exporting the Report

When you select the Export option, you will be given the choice to export the report to PDF, Excel, PowerPoint, Web Archive or Data. In the Data menu, you have the option of CSV Format, Tab delimited Format or XML Format.