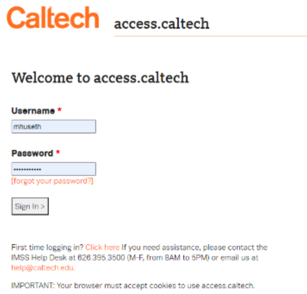
<u>OBI – PTA Balance Look-up</u>

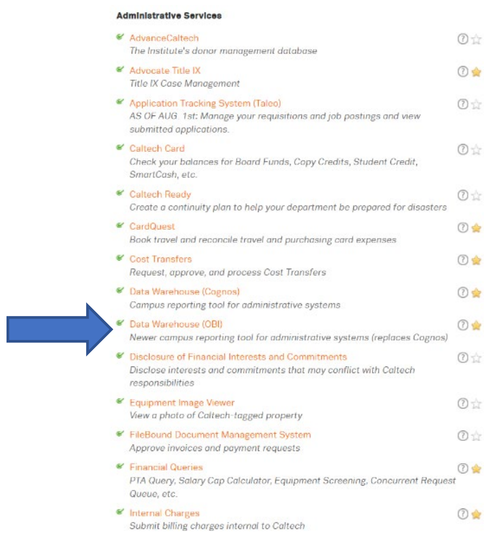
How do I look up the House PTA Account transaction list? By running a *<u>Cost Detail (Export)</u>* report.

Here is how to do that:

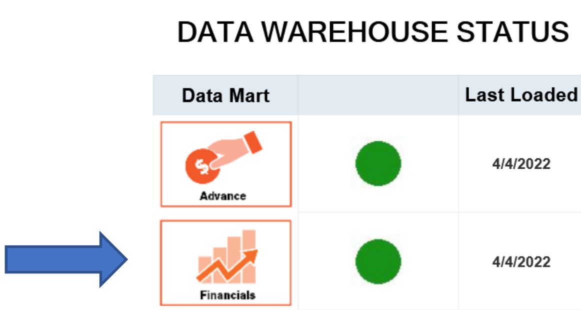
1. Log into *<u>Access</u>*

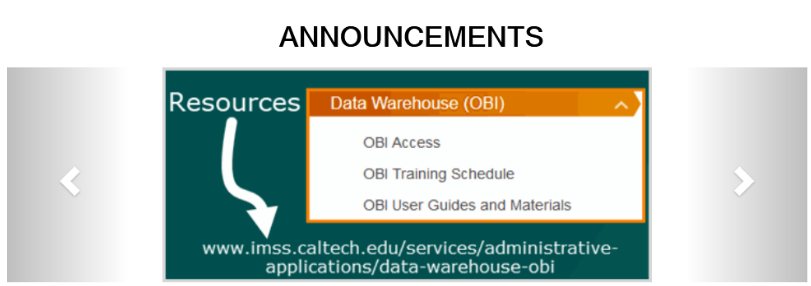


2. Under *<u>Administrative Services</u>* click on *<u>Data warehouse (OBI)</u>*

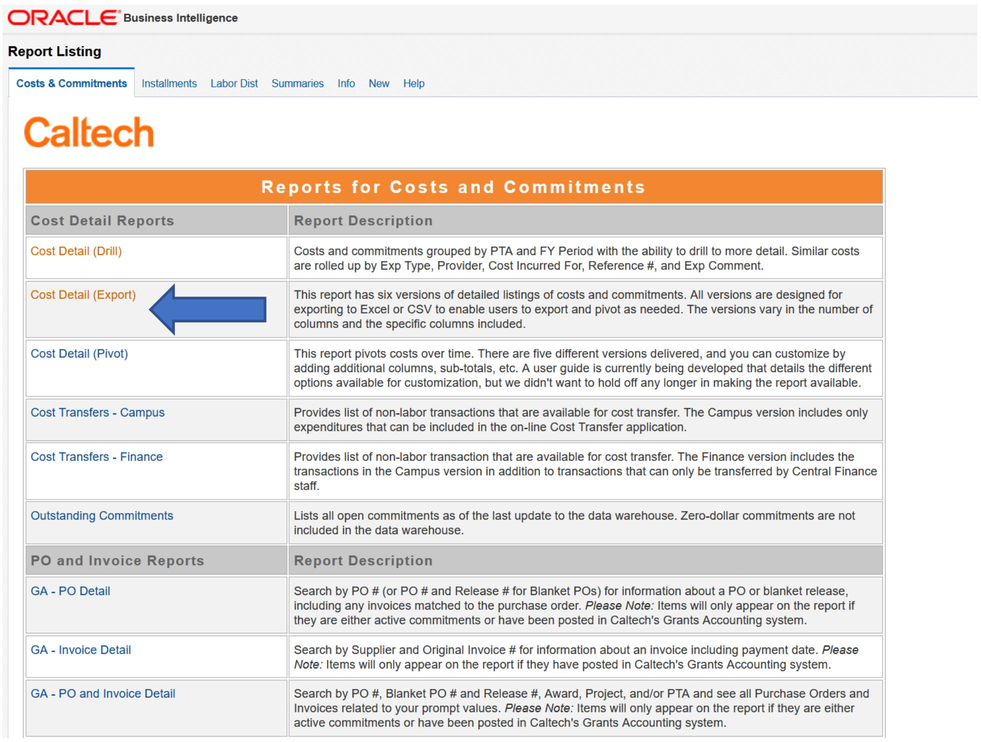


3. Click on *<u>Financials</u>*





4. Find and click on *Cost Detail (Export)* – Fill in the appropriate information for the * items which are the required fields (*Cost Detail Report = detailed transaction list*)
    a. *FY Period* - Pick the month or months you want to look at (you can click on multiple)
        i. *Current Period* = current month (i.e. April 2022)
        ii. *Previous Period* = previous month (i.e. March 2022)
    b. *FY* – Which year you wan to look at (i.e. 2022)
    c. *PTA* – In put your House PTA



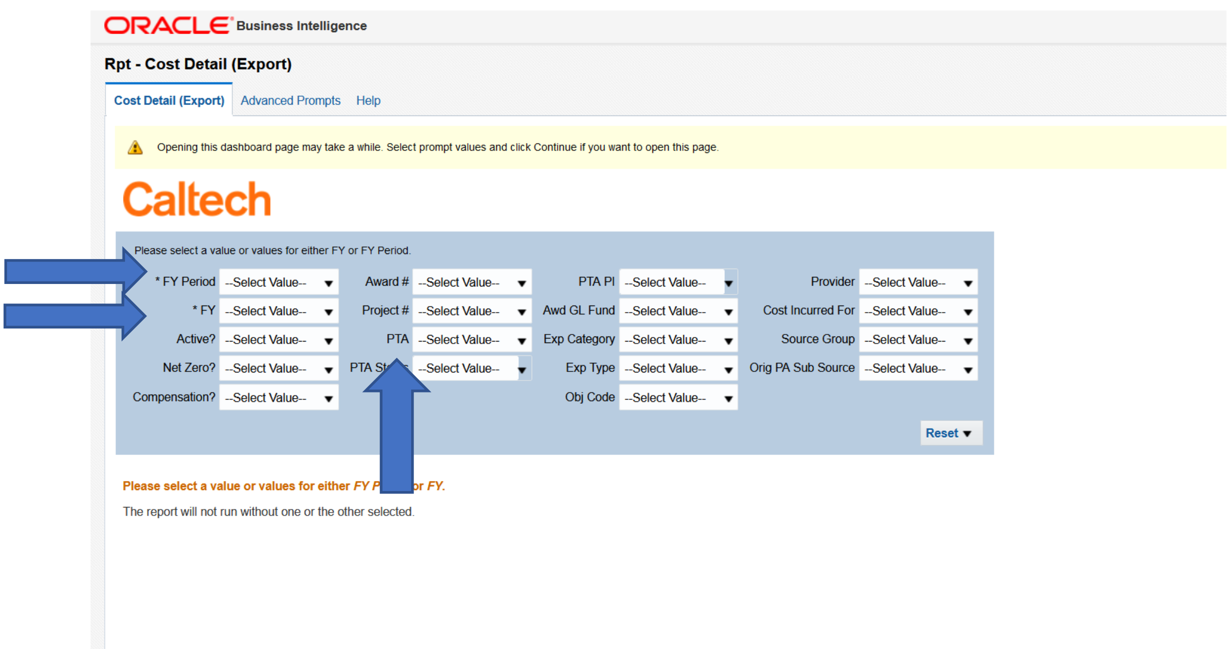
ORACLE Business Intelligence

Report Listing

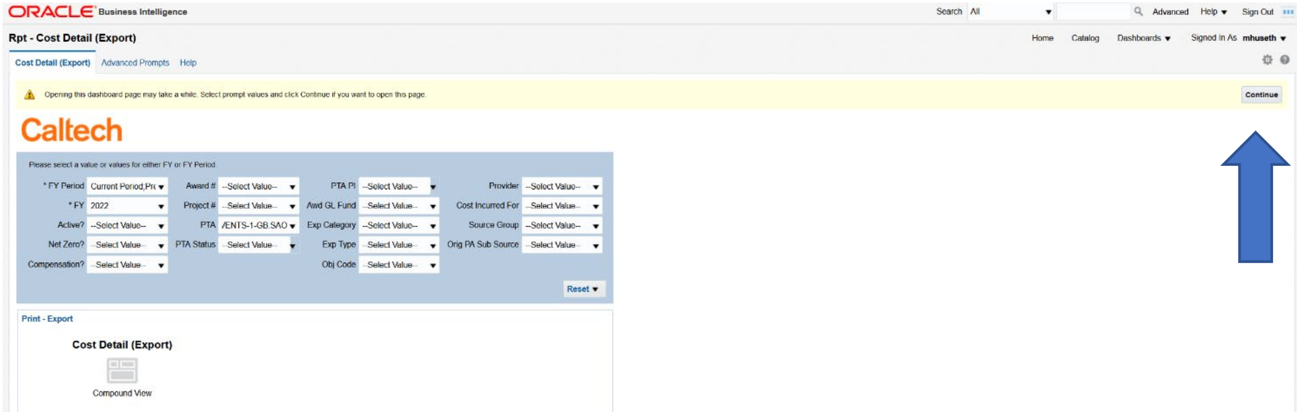
Costs & Commitments | Installments | Labor Dist | Summaries | Info | New | Help

Caltech

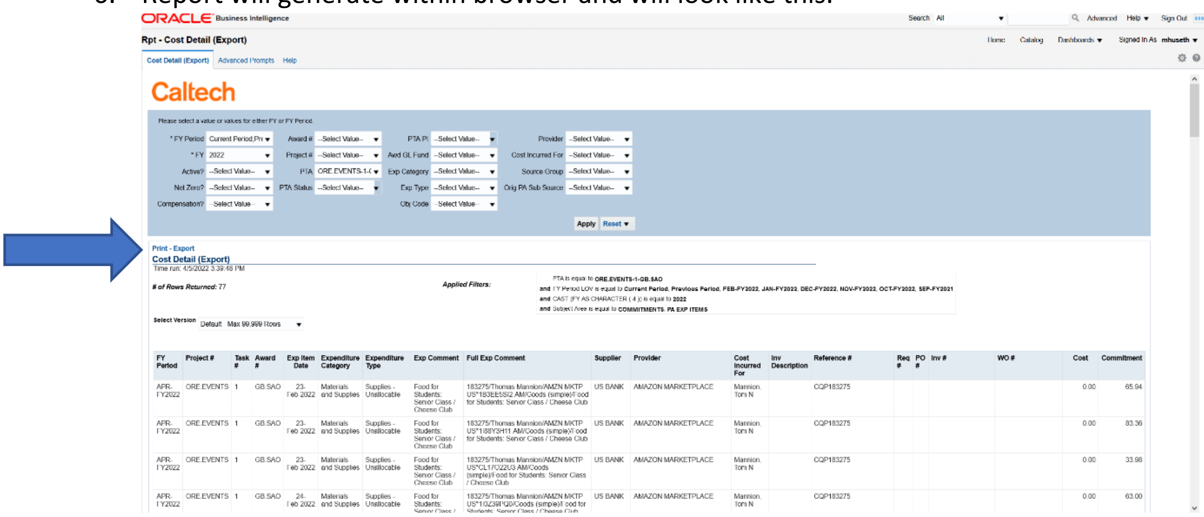
Reports for Costs and Commitments	
Cost Detail Reports	**Report Description**
Cost Detail (Drill)	Costs and commitments grouped by PTA and FY Period with the ability to drill to more detail. Similar costs are rolled up by Exp Type, Provider, Cost Incurred For, Reference #, and Exp Comment.
Cost Detail (Export)	This report has six versions of detailed listings of costs and commitments. All versions are designed for exporting to Excel or CSV to enable users to export and pivot as needed. The versions vary in the number of columns and the specific columns included.
Cost Detail (Pivot)	This report pivots costs over time. There are five different versions delivered, and you can customize by adding additional columns, sub-totals, etc. A user guide is currently being developed that details the different options available for customization, but we didn't want to hold off any longer in making the report available.
Cost Transfers - Campus	Provides list of non-labor transactions that are available for cost transfer. The Campus version includes only expenditures that can be included in the on-line Cost Transfer application.
Cost Transfers - Finance	Provides list of non-labor transaction that are available for cost transfer. The Finance version includes the transactions in the Campus version in addition to transactions that can only be transferred by Central Finance staff.
Outstanding Commitments	Lists all open commitments as of the last update to the data warehouse. Zero-dollar commitments are not included in the data warehouse.
PO and Invoice Reports	**Report Description**
GA - PO Detail	Search by PO # (or PO # and Release # for Blanket POs) for information about a PO or blanket release, including any invoices matched to the purchase order. *Please Note:* Items will only appear on the report if they are either active commitments or have been posted in Caltech's Grants Accounting system.
GA - Invoice Detail	Search by Supplier and Original Invoice # for information about an invoice including payment date. *Please Note:* Items will only appear on the report if they have posted in Caltech's Grants Accounting system.
GA - PO and Invoice Detail	Search by PO #, Blanket PO # and Release #, Award, Project, and/or PTA and see all Purchase Orders and Invoices related to your prompt values. *Please Note:* Items will only appear on the report if they are either active commitments or have been posted in Caltech's Grants Accounting system.



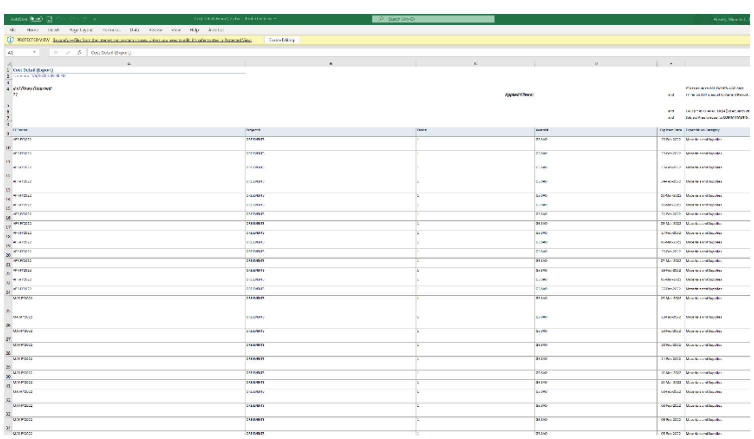
5. Once you input all your parameters. Click *Continue* which is on the far right.



6. Report will generate within browser and will look like this.



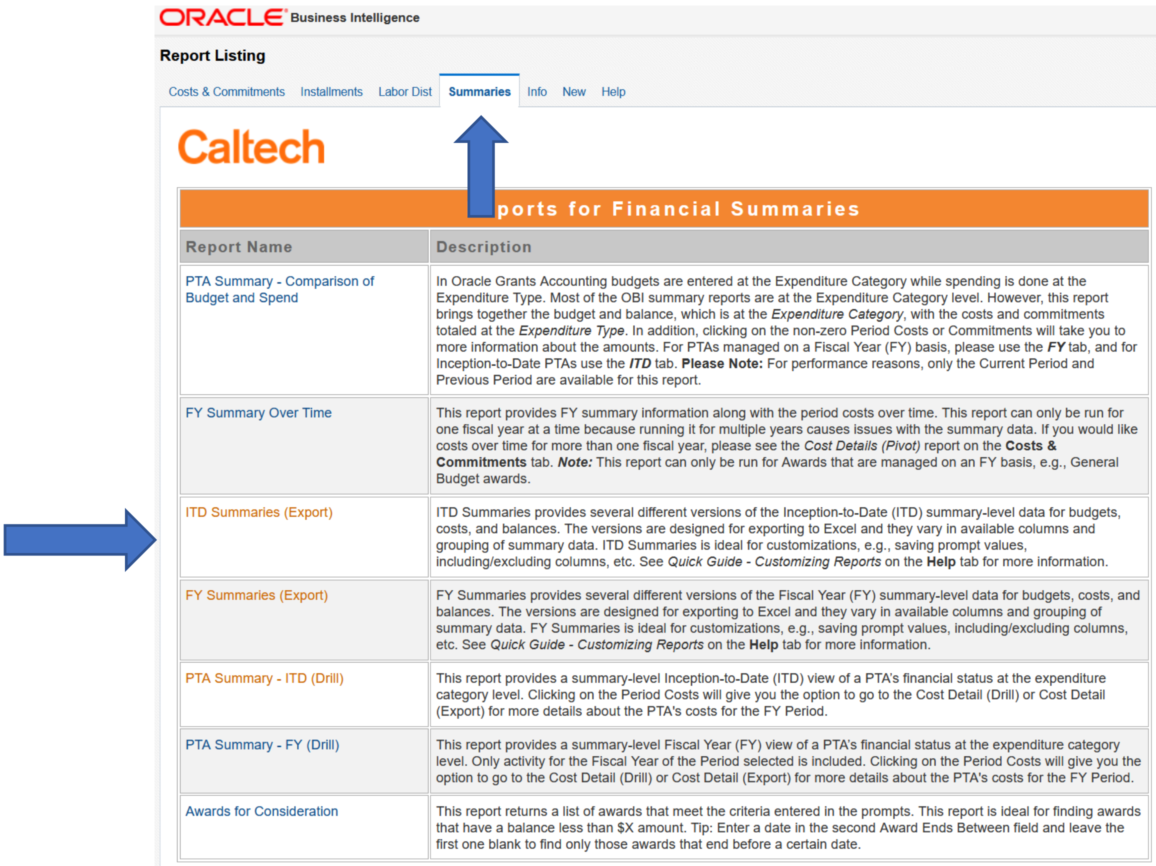
7. You will want to export the data to excel. You do this by clicking on the *Export* button and selecting Excel from the drop-down menu.
   a. Once the excel spread sheet has downloaded, you can manipulate the spreadsheet the way you want to view the data. The spreadsheet will look like the below image.
   b. Make sure to Enable Editing at the top of the page.
8. Important things to note:
   a. Red amounts or amounts in () are credits to the account
   b. Cost commitments are charges that will but haven't hit the account yet, which are usually pcard charges



How do I look up the House PTA Account general balance? By running a *ITD Summaries (Export)* Report.

Here is how to do that:

1. Log into *Access* (same as above)
2. Under *Administrative Services* click on *Data warehouse (OBI)* (same as above)
3. Click on *Financials* (same as above)
4. Click on Summaries and then choose ITD Summaries (Export). This report will provide a summary of transactions/a general balance of the account.



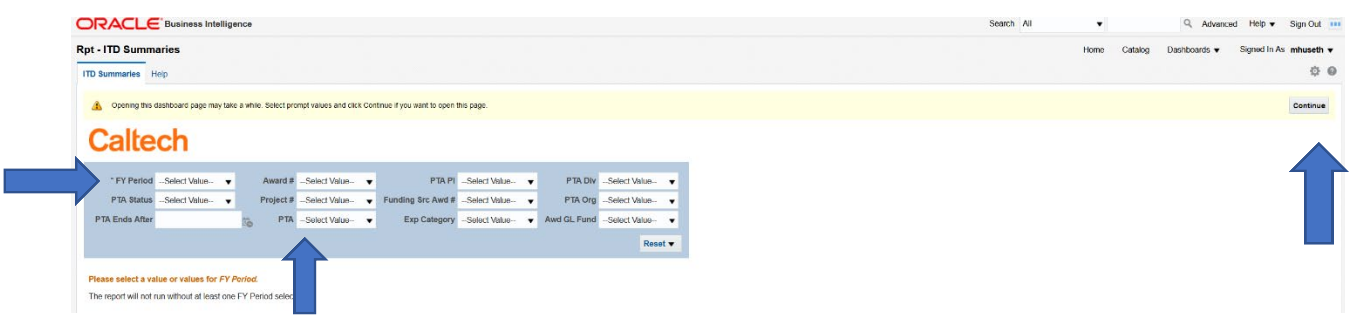
Report Name	Description
PTA Summary - Comparison of Budget and Spend	In Oracle Grants Accounting budgets are entered at the Expenditure Category while spending is done at the Expenditure Type. Most of the OBI summary reports are at the Expenditure Category level. However, this report brings together the budget and balance, which is at the *Expenditure Category*, with the costs and commitments totaled at the *Expenditure Type*. In addition, clicking on the non-zero Period Costs or Commitments will take you to more information about the amounts. For PTAs managed on a Fiscal Year (FY) basis, please use the ***FY*** tab, and for Inception-to-Date PTAs use the ***ITD*** tab. **Please Note:** For performance reasons, only the Current Period and Previous Period are available for this report.
FY Summary Over Time	This report provides FY summary information along with the period costs over time. This report can only be run for one fiscal year at a time because running it for multiple years causes issues with the summary data. If you would like costs over time for more than one fiscal year, please see the *Cost Details (Pivot)* report on the **Costs & Commitments** tab. ***Note:*** This report can only be run for Awards that are managed on an FY basis, e.g., General Budget awards.
ITD Summaries (Export)	ITD Summaries provides several different versions of the Inception-to-Date (ITD) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. ITD Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See *Quick Guide - Customizing Reports* on the **Help** tab for more information.
FY Summaries (Export)	FY Summaries provides several different versions of the Fiscal Year (FY) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. FY Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See *Quick Guide - Customizing Reports* on the **Help** tab for more information.
PTA Summary - ITD (Drill)	This report provides a summary-level Inception-to-Date (ITD) view of a PTA's financial status at the expenditure category level. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.
PTA Summary - FY (Drill)	This report provides a summary-level Fiscal Year (FY) view of a PTA's financial status at the expenditure category level. Only activity for the Fiscal Year of the Period selected is included. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.
Awards for Consideration	This report returns a list of awards that meet the criteria entered in the prompts. This report is ideal for finding awards that have a balance less than $X amount. Tip: Enter a date in the second Award Ends Between field and leave the first one blank to find only those awards that end before a certain date.

a. Fill out the required fields and click *Continue* to the far right.

i. *FY Period* - Pick the month or months you want to look at (you can click on multiple)

1. *Current Period* = current month (i.e. April 2022)
2. *Previous Period* = previous month (i.e. March 2022)

i. *PTA* – In put your House PTA



5. Report will generate within the browser as other report (same as above).
6. Export the report to Excel (same as above).

Glossary of Report HeadingsTerms and/or Important Information

***Transactions and reports close at the end of each month so to have the most accurate account balance, try and run reports at the end of the month.*

Fiscal Year = FY = Sept 21 to Aug 22

FY Period = month and year the transaction charged account

Project = part of the PTA code

Task = part of the PTA code

Award = part of the PTA code

Exp. Item Date = Date of the transaction hitting the account

Expenditure Category = Materials and Supplies (almost always), Agency Transaction (Dues from Institute), Credit Expenditures (Type of Money transfer like a WIC usually from ORE or ASCIT), Revenue (Type of Money Transfer like Dues, etc.),

Expenditure Type = Supplies-Allocable

Exp Comment = Sort description of item (if a pcard transaction it is the short business description)

Full Exp Comment = Business Justification (if a pcard transaction it is the long business description)

Supplier = who charged the account

Provider = who is providing the services (sometimes will be the same as Supplier)

Cost Incurred for = person who make the purchase or requested the transaction

Inv Description = Invoice Description (often left blank)

Reference # = transaction ID/reference number

Req # = internal requisition number (usually blank unless it is an internal charge or purchased through procurement)

PO # = internal PO number (usually blank unless it is an internal charge or purchased through procurement)

Inv # = Invoice number

WO # - Work Order Number (usually blank unless it is an internal charge or purchased through procurement)

Cost = Transaction cost

Negative or () numbers are credits

Commitments = Costs that have not charged to the PTA/account but will at some point in the future

Usually, a pcard charge that has not been approved or processed