New Financial Reports

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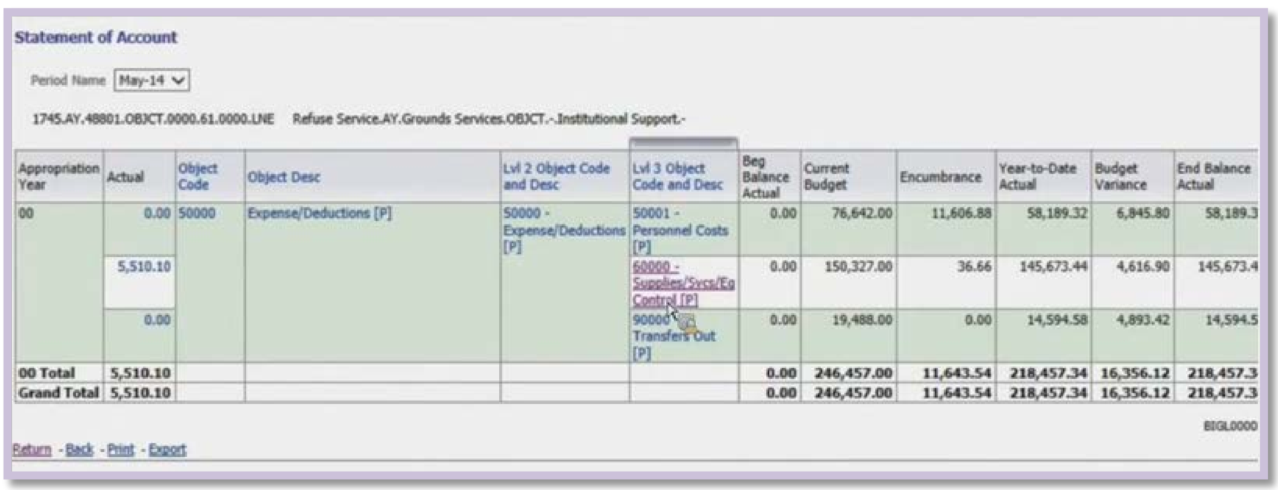
Hi, I'm Tonya Gerbracht and I work in Financial Accounting and Reporting. I'm going to demonstrate our new financial reports. The current reports that we have, we also refer to them as Webfocus reports and they include our Statement of Account, Statement of Account Financial Summary, and your Transaction Detail. There has been some frustration with those reports in the last year. They are taking about 12 hours to update every night. So, we've had to cutback, as some of you may know or have noticed. We're only showing about two years' worth of detail now, because it's taking so long to update you have to start the process at 5:00pm just so it's done in time for the start of the business day the next day. Also, the reliability, you've received some messages that they're down, the reports are not accurate. So, ITS really hasn't worked a whole lot on those, because the University has purchased another tool and so the past 6-9 months, Melanie Abbas and her team have worked a lot on duplicating those Webfocus reports in this new tool called Oracle Business Intelligence. So, I'm going to...



Statement of Account

Period Name May-14

1745.AY.48801.OBJCT.0000.61.0000.LNE Refuse Service.AY.Grounds Services.OBJCT.-.Institutional Support.-

Appropriation Year	Actual	Object Code	Object Desc	Lvl 2 Object Code and Desc	Lvl 3 Object Code and Desc	Beg Balance Actual	Current Budget	Encumbrance	Year-to-Date Actual	Budget Variance	End Balance Actual
00	0.00	50000	Expense/Deductions [P]	50000 - Expense/Deductions [P]	50001 - Personnel Costs [P]	0.00	76,642.00	11,606.88	58,189.32	6,845.80	58,189.3
	5,510.10				60000 - Supplies/Svcs/Eq Control [P]	0.00	150,327.00	36.66	145,673.44	4,616.90	145,673.4
	0.00				90000 - Transfers Out [P]	0.00	19,488.00	0.00	14,594.58	4,893.42	14,594.5
00 Total	**5,510.10**					**0.00**	**246,457.00**	**11,643.54**	**218,457.34**	**16,356.12**	**218,457.3**
Grand Total	**5,510.10**					**0.00**	**246,457.00**	**11,643.54**	**218,457.34**	**16,356.12**	**218,457.3**

BIGL0000

Return - Back - Print - Export

Ok, the new Oracle Business Intelligence is available now. So, all of you, when you go back you can t ry this and maybe some of you have already kind of seen it pop-up in your MyUniverse. It's available now and will be, and actually the Webfocus reports are available now, as well. Because it's the end of the year, we didn't want to just cut something off and say, "You've got use this new tool." So, they are both going to be available until about the end of August. With the new Oracle Business Intelligence reports, you have detail for all transactions going back to July of 2001. What we've done so far is we've just sort of duplicated what we currently have.

There are some new additional features that we've added to the reports, but basically to start off with, we just duplicated the Statement of Account, Statement of Account Financial Summary, and Transaction Detail.

To get into the reports you'll just login to MyUniverse. Then you click on this "Reporting" tab. There's a tab here that says "Reporting," click on that. Then for some of you, this is just going to pop-up. This Financial Reports section right here, this is our new OBIEE, the new financial reports will be in this section. If you do not see that, you can click on "Content" over here, it says "Personalize." That's where you personalize what is showing up on this page. So, if you don't see Financial Reports right in the middle here, click on this "Content" and then right here where it says "Financial Reports," that box needs to be checked. Then when you go back it should be there. So, we're just going to go ahead and...

We also have a couple of reports that I didn't mention. The Funds Available for Viewing and Orgs Available for Viewing. I don't know how many of you used those in the past, but now you'll be able to pull these up right from this tool. Right here you click on the Funds Available for Viewing, those are all of the funds that you have access to. They will be right there for you. The next tab over is your Orgs Available for Viewing. So, again, if you see something there, like you see the President's account and you shouldn't see the President's account, let us know. We have to change something with our security. If you, maybe you changed departments, or you know you're seeing the old department and you shouldn't see that anymore, just let us know and we just need to get some changes made. Right here you can easily flip back and forth and then it will show you what accounts you do have access to.

So, Statement of Accounts. When you click on the Statement of Account, it automatically starts running. In this case since we have the General Fund 0011 up there, it's automatically going to start running and pull up all of your general fund accounts that you have access to. For back-office people who have access to all accounts, you'll get this error message on the bottom. It's just saying that's too much information. We can't show you all of that, it's too much. So you have to limit it, but for most of you, it's going to just kick-off and start running your financial report and pull up your Statement of Account for you. I'm just going to put in a fund number in the high and the low. Here is where you would change the period, you wanted to run it for April, March, February, whatever month, you can just easily change it right here. You may not be able to see all of those numbers, basically, the look of it is the same, it's just a different tool. Like I said, we kind of just duplicated it. There are a few additional enhancements that we made to it. So, in Statement of Account, here you have this top section is your balance sheet and the bottom section would be like your income statement, your revenue and expenses. There are two drill-down features with this report. Some of you may have done this with the current reports and for some of you this may be new.

I know for some of you, what we did is we've been working on this for about a month, month and a half. What we did is we sent it out to, I had about 10 or 15 test people that kind of worked on this and they helped me. Everybody runs it a little differently than I may run it. I never did drill-down on this month, but other people do when they are reconciling their accounts. So it was good for us to have 10-15 people that tested. So, hopefully, we got all of the different ways that people may run this or review this, but if there's something that we missed and you say, "Hey, I did it this way before and it's not working now," just let us know. It's something that we can look at to see if we can get changed. I know some people will click on this, so everything blue here you can drill-down in.

So, if we click on this actual for the month you're going to get just the detail for that month. In this particular case it's your expenses for the month. It's by object code. You can see right here one of the things that we added is check number. So, these are both accounts payable invoices. If there was a requisition number, PO number, an invoice number, check number. So from right here, you can see, yeah that invoice was paid, here's the check number. If you see that one that does not have a check number, it hasn't been paid yet. Get the vendor name and the description there. To go back to the next screen. Sometimes the back button works and sometimes it doesn't, so we are just recommending that everybody use this return down here. This will take you back to the previous screen. So, that's one drill-down feature in this report. The other one is if you click on the expenses or deductions or you can click on the object code. You just keep drilling down and so like in this drill-down you can see it kind of breaks it out into different categories. We have the personnel, supplies and services, and transfers out. So, now drill-down again into just supplies and services. So now I'm getting supplies and services, and equipment or capital assets. This kind of just gives you a summary by what we call parent object codes. You see they all have P's behind them. It kind of rolls-up. All departmental supplies are rolled-up, all the travel codes are rolled-up. So you can kind of see just a summary by object code category. You can then drill-down into the detail again, too. In the current reports, there is a show detail that you click on if you want to see the detail by object code. Now we're just going to click on this other tab. It will automatically pull it up. Instead of clicking that "show detail" above the categories in the balance sheet and income statement, you're just going to click on this other tab. It's just Statement of Account Detail.

Then you can, like I said before, the amount in the blue you can drill-down into. All of these reports can be exported into Excel. You can print, too. You can export it to a print there, you can click on this print down here, and you can put it in a pdf. Right now, we're still working on that feature a little bit just because it's putting it into pdf, but it's really tiny. So, you can't see it very well. So that's one feature they are working on. They will get it resolved, right? Yeah. Just so you know, we know that's a problem. We are working on it. Before in our reports now, you had to get out of a report and then click on another report if you wanted to run a different one. Now you can easily just switch on these tabs up there and keep the account number in there. You don't have to enter it again. So you can easily go back and forth between Statement of Account and then let's see, oh, I want to know my fund balance in the account. You easily just click on this other tab up here, Statement of Account Financial Summary. It keeps the account number in there for you and there you have your fund balance, cash balance.

This one is the Statement of Account Financial Summary. One thing, too, that we are still working on with this report, is if you run it for a range of funds, so if I put in a range here, before you would get a fund balance after each change in fund. Now it's just kind of giving you a fund balance for all of the entire range that you put in. We are working on that. They are hoping to get that resolved so that the fund balance will show up under each change in fund, like you have now. Right now if you want to get that fund balance for just that fund, you can only put in that fund number at the top.

Transaction Detail. Again, it's going to bring up that account number that you've already put in for your parameters. One change with the Transaction Detail from the current report is for the period here, before you would enter a range, like if you wanted it for an entire fiscal year you would put in July through March. Now you click on whatever months that you want. You can cross fiscal years now. So you can put in as many as you want and it's going to bring up all of the detail for the periods that you've selected. You can run a March to, maybe you just want to see March of last year to March of this year. You can do that. It will just bring up whatever boxes that you check here. So, I've selected April and May. It will bring up all of the activity for those two months. Also, with this one I didn't change the parameters. So it's going to bring up because the org value in here is zero through nine, it's going to bring up both sides of the transaction. You're getting like the cash entries, the payable entries, and the revenue and expenses. So you may be confused if you bring this up, because the current version defaults to a org of 001 here. So, you only get your revenue and expenses. Because I didn't change this, I just went from one tab to the next, it's bringing up both sides of the transaction, so I have cash here and I'm also seeing my revenue and expenses, which may be something that you want and maybe it's not. You can just limit this. You can put in an object code range if you just want to see supplies and services. It will limit those transactions to just those object codes.

I kind of mentioned before some hints with these new reports is to use the return instead of the back arrow. Also, if you export to a Excel, there are some columns because of how the reports are written, that will merge. If you're familiar with that term, it will merge them. So when you go to sort it, say you want to sort by vendor, name, it may not sort because these columns are merged together. You just need to highlight the document and then click the "unmerge" up at the top. If you have questions about that, just give me a call. But just unmerge the cells and then you can sort it by whatever vendor name, invoice number description, anything you want. I already mentioned the printing. They are working on that.

Also, the expired. I think it times out in 20 minutes? It's the same as all of MyUniverse. We all know when you timeout, you have to log back in. With this one, what we have found is that it doesn't really tell you that it's timed out. So if you, let's say 20 minutes have passed or whatever and I go in here and I run it. It's just spinning and spinning and spinning. You're like, "Hey, why is this not working?" Well, up here in that first tab, this MyUniverse tab, it will say expired behind here. That's the only way right now that you'll know that it has timed out and you need to log back in. They are working on getting something to pop-up to tell you, but if you run it and it just seems to be spinning, just   remember to check that previous tab, that MyUniverse tab. Check that to see if it says expired back there. That means that it's timed out and you need to login again.

I think that's everything. Anything I've missed? Does anyone have any questions? Yes, this will be updated every night. Just like the current reports, so it's a day old. It will update every night and be available in the morning. Again, you'll have all transactions back to July, 2001, now. Again, you can go back and try this. Right away. IT is ready. If you see something that you'd like changed or maybe added, let us know. Melanie loves it when I send her emails to have her add or change things. So, let me know. I'll do a PAR. Get those changes. I like the feature of going back and forth. It's easy. It's simple to just go between the reports up here and you don't have to re-enter your information.

Question: Bruce, did you say there's going to be a budget tab? Yes. There will be one up on top. It will be so nice that you don't have to re-enter everything.

Question: Transaction Detail. How do you get rid of the total in the Transaction Detail? Detail each line? The Total line? Sounds like a merged cell issue, maybe. Let me go to it. The Total line... They have a question about how to get rid of the Total line on Transaction Detail, so she is getting some clarification. Ok, it's says..."it gives the object code and the amount in and then total, then object code and total." They can just maybe send me an email with the attachment, something that we can look at. Again, like this Total line, well that one shouldn't merge, but if you export this to Excel, you have to unmerge the document in order to get it so that you can sort it.

Question: Can you sort within there, with all of the column headers? No. You have to export it to sort it.

Alright. If there are no more questions, that's all we have. So, just let me know if you have any changes.

Thank you so much for coming.