	American University of Beirut

Title:	OBIEE Restricted PJTD Inquiry User Guide
Revision:	1.0
Owner:	Business Process and Solutions (BPS)

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1. Purpose

The Restricted Project to Date (PJTD) Inquiry report caters to the restricted on GL fund sources providing the opening balances, budgets, actuals and encumbrances on project to date basses. The report also has interactive reporting and ability to drill down to the details level in addition to the export/download option.

2. Definitions

Within the framework of this user guide, the following definitions apply.

- Project to Date (PJTD): roll over amount from start of the fund to the selected date activities i.e. Period 0 plus all previous periods till selected date.
- Prompts: provide filtering parameters for the data in a report
- Period Name: is the Month in the Fiscal Accounting Year
- Fund Source (FS): Unique identifier for the source of Money be it AUB or outside sources
- Function: Represents the purpose of the Fund Source, what is it functioning as i.e. sponsored research, sponsored programs, scholarship etc…
- Organization: is the lowest level at the organization where a head count is assigned otherwise known as the department

3. Target Audience

This report is for Principle Investigators (PI), Research Assistants and Financial Officers that are in charge of restricted Fund Sources operated on GL

4. Access and Security

To access OBIEE GL the following responsibilities should be granted to the user:

- **OBIEE GL USER**

To access these responsibilities the Oracle Access Request Form, which is available on Oracle EBS webpage needs to be filled.
After accessing the OBIEE, the following rules apply to each responsibility:

- **OBIEE GL USER**: By default, a user can only view information relating to his organization. An employee is assigned to an organization by the Human Resources department. Users can request access to other accounts (organizations) by specifying the desired 7 Segments Account Combination on the Oracle Access Request Form, which is available on Oracle EBS webpage. Access to additional organizations needs to be approved by the department head in charge of those organizations.

Accordingly to access the **Restricted Fund Source on GL Inquiry statement (PJTD)** requires an access form to be filled for the related fund sources

In case of Problems or further information kindly contact it.helpdesk@aub.edu.lb or log in an incident on https://servicedesk.aub.edu.lb

5. How to Navigate the Report

1. Log in to the ORACLE E-Business R12 with the user name and password provided by the system administrator.

2. Click on the OBIEE GL USER responsibility

3. Navigate to Oracle BI Dashboards.

4. Once the Oracle BI Dashboards are selected, the personal dashboard *My Dashboard* will appear (screen below). Notice that another dashboard is available: the Financial Bundle shared dashboard. Click on Financial Bundle to open it.
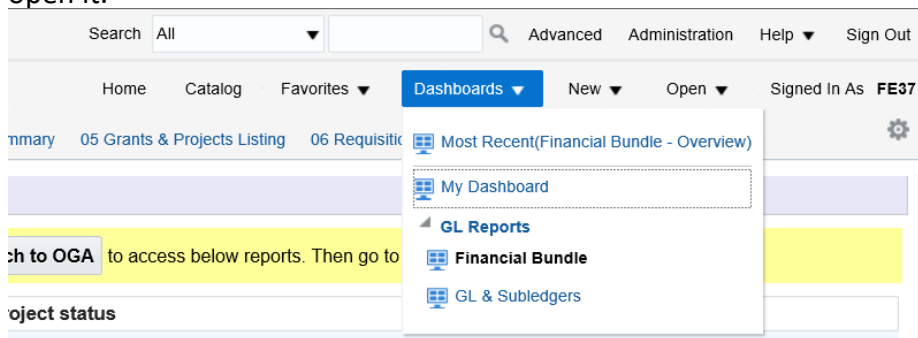
5. A list of the available reports is displayed. Click on the report name to select it.
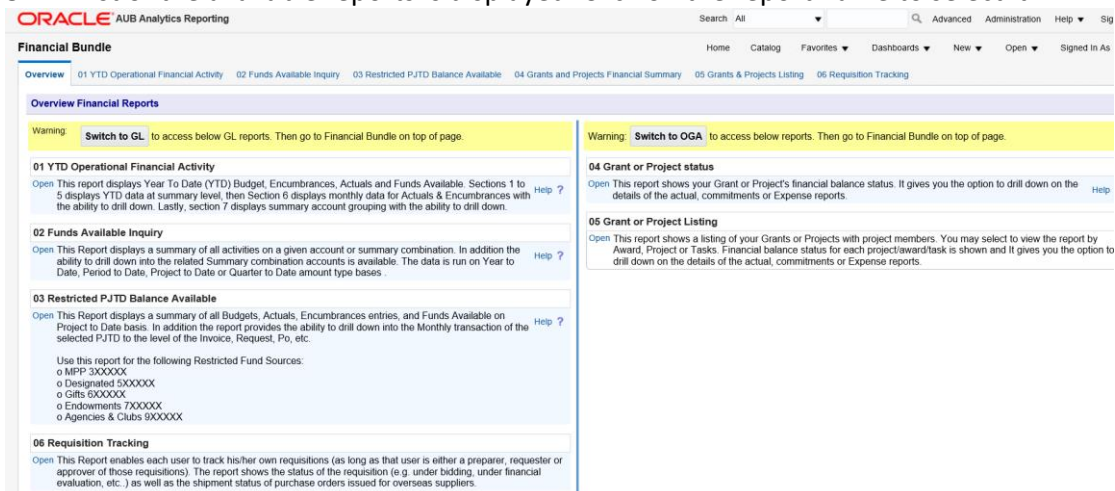
6. The report will open and the different parameters will appear. Parameters allow you to constrain a request (filter results). Click on the ⏷ next to each parameter to specify the values to use when applying filters.

Restricted Fund Sources on GL Inquiry Statement (Project to Date - PJTD)

Data on this report is refreshed on daily basis and has a gap of one day with the General Ledger.
(User Guide Link)

Period Name	Fund Source	Program		
Choose Period ⏷	Choose Fund Source ⏷	Choose Program ⏷	**Apply**	**Reset** ⏷

7. Once you enter values for the parameters, you can generate the report by clicking on "**Apply**"
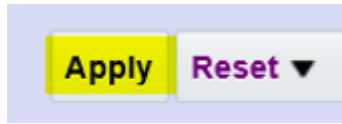
6. Report Layout and Components

The report is made of two main sections: Revenue Based and Budget Based Restricted Fund Sources.

Section A

- Revenue Based Fund Sources: are fund sources that operate against actual revenues allocated to those fund sources (usually these funds are contributions or gifts given from outside donors or activities that generate money)

Section B

- Budget Based Fund Sources: are fund sources that operate Budget amounts allocated to those fund sources (usually these funds are funded and budgeted by AUB and known as designated funds)

Section A : Revenue Based FS

Restricted Revenue Based Fund Source on GL Inquiry statement (PJTD)

The following Fund sources will be reported in the below report format:
o MPP 3XXXXX
o Released from Restriction Funds 52XXXX
o Administration Development and Contingency
551XXX o Royalties 552XXX
o Research and development 554XXX
o Activity Replenishment 56XXXX
o Gifts 6XXXXX
o Endowments 7XXXXX
o Agencies 9XXXXX

     I.   Revenue Based FS "Restricted Fund Source on GL Inquiry statement (PJTD)" Main Report

(a) ➡ **Restricted Fund Sources on GL Inquiry Statement (Project to Date - PJTD)**

(b) ➡ American University of Beirut (AUB/AUBMC)
(c) ➡ Time run: 8/1/2013 3:42:47 PM

(d) ➡ Period Selected : Jul-13
(e) ➡ Fund Source : XXXXXXXXX Default
(f) ➡ Function : 121-Sponsored Programs

(g) ➡ 11110   Dean's Office - Arts and Sciences

	Account	Account Description	Encumbrance $	Actual $	Total $
(h) ➡	39910	Retained Earnings	-	(467,785.95)	(467,785.95)
	79910	Retained Earnings Offset	-	(152,603.78)	(152,603.78)
(i) ➡		A - Opening Balance Total	-	(620,389.73)	(620,389.73)
	45510	Endowment Income	-	(291,324.00)	(291,324.00)
(j) ➡		B - Additions Total	-	(291,324.00)	(291,324.00)
	17323	Advance Official Travel	-	12,000.00	12,000.00
	57370	Office Furniture	-	4,700.00	4,700.00
(k) ➡		C - Expense Transactions Total	-	16,700.00	16,700.00
(l) ➡		Available Balance PJTD Total	-	(928,413.73)	(928,413.73)

(a) The title of the Report **Restricted Fund Sources on GL Inquiry Statement (PJTD)**
(b) The Institution that owns the report in this case American University of Beirut
(c) The Time and date the report is being run
(d) The Fiscal Period that has been selected to run the report for
(e) The Fund Source Selected
(f) The Function of the Fund Source (the purpose of the fund)
(g) The Organization the fund is operated against

(h) Account: is the code the transaction is being locked against

Account description: is the description of the account being transacted against.

Encumbrance: is the commitments/obligations reserved against that fund but that have not yet been actualized

Actual: are transactions that have met their obligation and have been recorded against the fund

Total: is the sum of the Encumbrances and Actuals against each account

(i) Opening Balance Total: is the total original balance that the fund started with

(j) Additions Totals: is the total revenues that were added to the funds.

(k) Expense Transaction Totals: is the total expenses charged against that fund.

(l) Available Balance Total : is made up of the following formula

Opening Balance Total + Additions Total + Expenses Total = Available Balance Total

Negative Balance (o) => Funds Available

Positive Balance => Funds Not Available

II.   Revenue Based FS "Account Activities PJTD" (Report Drill down 1)

-    Drilling-down to the Sub ledgers: After you click on any value in the "**Account**" column, the following screen will appear:

(e) Full GL Account	Account Description	Period Name	Encumbrance $	Actual $	Total
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	11-Jun	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	Adj-11	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Jul	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Aug	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Sep	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Oct	0	225	225
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Nov	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Dec	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Jan	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Feb	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Mar	0	4,475.00	4,475.00
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Apr	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-May	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	12-Jun	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	Adj-12	0	0	0
11.XXXXXX.57370.11110.121.9999.0000	Office Furniture	13-Jul	0	0	0
(f) Total			**0**	**4,700.00**	**4,700.00**

(a) The title of the Report **Account Activity PJTD** shows the prior periods detail sum from the selected period (inclusive) as far back as the start of the fund source on GL

(b) The Time and date the report is being run

(c) The Fund Source Selected

(d) The Function of the Fund Source (the purpose of the fund)

(e) Full GL Account: is the full seven segments combination being viewed
Account Description: the account purpose and function
Period Name: is the related period name within the PJTD selected
Encumbrance: is the commitments/obligations reserved against that combination but that have not yet been actualized
Actual: are transactions that have met their obligation and have been recorded against the combination
Total: is the sum of the Encumbrances and Actuals against each account

(f) The sum of the Encumbrances and Actuals against each account

III.   Revenue Based FS "Account Monthly Transactions" (Report Drill down 2)

-    Drilling-down to the Sub ledgers: After you click on any value in the "**Period Name, Encumbrance, or Actual**" column, the following screen will appear:

(a) The title of the Report **Account Monthly Transactions** shows the selected period Name periods detail. Selecting the **Period Name** will show all types of transactions (Encumbrance + Actuals if there is any) while selecting the **Encumbrance** or **Actuals** the data returned will be for the selected transaction type only

(b) The Time and date the report is being run

(c) The Funs Source Selected

(d) The Function of the Fund Source (the purpose of the fund)

(e) The account being Viewed

(f) Period Name: the period being viewed

Category: the transactions classification entry (useful in analysis and tracking of the transaction)
Description : The header transaction description **(Invoice #, Req#, etc..)**
Line Description : Details description of the transaction

Drill Down Hint: is a hint of which sub ledger to select to further view

Drilldown Hint
AP Invoice
AP Invoice
AP Invoice
AP Invoice
AP Invoice

details of the transaction selected.

By clicking on the following icon a list will appear:

From which to select example the drill down hint in the report above shows AP invoices then you can select AP invoice and another screen will open to show the invoice details and so forth.

(g) The sum of the Encumbrances and Actuals against each account

Note:

❖ Zero balances will return you no results

❖ Print and Download options are available at the bottom of every report

Section B : Budget Based FS

Restricted Budget Based Fund Source on GL Inquiry statement (PJTD)

The following Fund sources will be reported in the below report format:
- o Freshmen advising 51XXXX
- o OGC overhead 541XXX
- o REP Overhead 542XXX
- o Deans Contingency 553XXX

I. Budget Based FS "Restricted Fund Source on GL Inquiry statement (PJTD)" Main Report

(a) → **Restricted Fund Sources on GL Inquiry Statement (Project to Date - PJTD)**

(b) → American University of Beirut

(c) → Time run: 8/2/2013 12:19:45 PM

(d) → **Period Selected : Jul-13**

(e) → **Fund Source : XXXXXX - Budget Based Fund Source**

(f) → **Function : 110-Instruction and Departmental Research**

(g) → 11510   Dean's Office Health Sciences

Account	Account Description	Budget $	Encumbrance $	Actual $	Total $
50010	Budget Original	31,824.25	0	0	31,824.25
Budget Total		**31,824.25**	**0**	**0**	**31,824.25**
51110	Academic Full Time Regular with Benefits	0.00	0	1,600.00	(1,600.00)
51111	Academic Full Time less than 12, Part Time Regular with No Benefits	0.00	0	500	(500.00)
51112	Academic Full Time Regular Non US with Benefits	0	0	0	-
51114	Academic Full Time RA Grants Benefit Plan	0	0	0	-
51115	Academic Full Part Time sp. Contract Grants with Benefits	0	0	0	-
51116	Academic Full Time grants with benefits	0	0	0	-
51212	Academic Benefits	0.00	1500	410	(1,910.00)
52236	Uniforms Lab Coats & Shoes	0	0	1,100.00	(1,100.00)
52797	Recovery of Cost, Medical Photography	0	0	50	(50.00)
55201	Consultation Fees	0	0	0	-
55337	Research Publication Fees	0	0	0	-
55390	Misc	0	0	330	(330.00)
(j) → **Expenses Total**		**0.00**	**0**	**3,990.00**	**(5,490.00)**
(k) → **Available Balance Total**		**31,824.25**	**0**	**3,990.00**	**26,334.25**

(h) → Account | Account Description row header

(a) The title of the Report **Restricted Fund Sources on GL Inquiry Statement (Project to Date – PJTD)**
(b) The Institution that owns the report
(c) The Time and date the report is being run
(d) The Period that has been selected to run the report for
(e) The Funs Source Selected
(f) The Function of the Fund Source (the purpose of the fund)
(g) The Organization the fund is operated against

(h) Account: is the code the transaction is being locked against

Account Description: is the descriptiee of the account being transacted against.

Budget: is the amount that has been budgeted for that fund

Encumbrance: is the commitments/obligations reserved against that fund but that have not yet been actualized

Actual: are transactions that have met their obligation and have been recorded against the fund

Total: is the sum of the Budget, Encumbrances and Actuals against each account

(i) Budget Total: is the total budgeted balance that the fund has PJTD

(j) Expense Transaction Totals: is the total expenses charged against that fund.

(k) Available Balance Total : is made up of the following formula

Budget Total + Expenses Total = Available Balance
Total Negative Balance (o) => Funds Not Available
Positive Balance => Funds Available

II.   Budget Based FS "Account Activities PJTD" (Report Drill down 1)

- Drilling-down to the Sub ledgers: After you click on any value in the "**Account**" column, the following screen will appear:

(a) **Account Activities PJTD**

(b) Time run: 8/2/2013 1:10:27 PM

(c) **Fund Source : XXXXXX- Budget Based Fund Source**
(d) **Function : 110-Instruction and Departmental Research**

(e)

Full GL Account	Account Description	Period Name	Budget $	Encumbrance $	Actual $	Total
11.XXXXXX.52236.11510.110.9999.0000	Misc	11-Jun	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	Adj-11	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Jul	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Aug	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Sep	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Oct	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Nov	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Dec	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Jan	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Feb	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Mar	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Apr	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-May	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	12-Jun	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	Adj-12	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Jul	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Aug	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Sep	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Oct	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Nov	0.00	1100.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Dec	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Jan	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Feb	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Mar	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Apr	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-May	0.00	0.00	0.00	0.00
11.XXXXXX.52236.11510.110.9999.0000	Misc	13-Jun	0.00	0.00	0.00	0.00
(f) **Total**			**0.00**	**1,100.00**	**0.00**	**1,100.00**

(a) The title of the Report **Account Activity PJTD** shows the prior periods detail sum from the selected period (inclusive) as far back as the start of the fund source on GL

(b) The Time and date the report is being run

(c) The Funs Source Selected

(d) The Function of the Fund Source (the purpose of the fund)

(e) **Full GL Account:** is the full seven segments combination being viewed
Account Description: the account purpose and function
Period Name: is the related period name within the PJTD selected
Budget: is the Budget allocated against that combination
Encumbrance: is the commitments/obligations reserved against that combination but that have not yet been actualized
Actual: are transactions that have met their obligation and have been recorded against the combination
Total: is the sum of the Encumbrances and Actuals against each account

(f) The sum of the Budget - Encumbrances – Actuals = Total against each account

III.   Budget Based FS "Account Monthly Transactions" (Report Drill down 2)

- Drilling-down to the Sub ledgers: After you click on any value in the "**Period Name, Budget, Encumbrance, or Actual**" column, the following screen will appear:

(a) The title of the Report **Account Monthly Transactions** shows the selected period Name periods detail. Selecting the **Period Name** will show all types of transactions (Encumbrance + Actuals if there is any) while selecting the **Budget** , **Encumbrance** or **Actuals** the data returned will be for the selected transaction type only

(b) The Time and date the report is being run

(c) The Funs Source Selected

(d) The Function of the Fund Source (the purpose of the fund)

(e) The account being Viewed

(f) **Period Name:** the period being viewed

Category: the transactions classification entry (useful in analysis and tracking of the transaction)

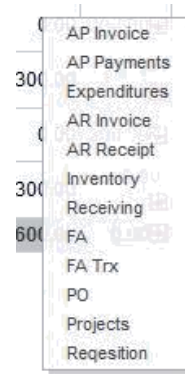Description : The header transaction description **(Invoice #, Req#, etc..)**

Line Description : Details description of the transaction

Drill Down Hint: is a hint of which sub ledger to select to further view

details of the transaction selected.

By clicking on the following icon a list will appear:

From which to select example the drill down hint in the report above shows AP invoices then you can select AP invoice and another screen will open to show the invoice details and so forth.

(h) The sum of the Encumbrances and Actuals against each account

Note:

❖
Zero balances will return you no results

❖
Print and Download options are available at the bottom of every report