	American University of Beirut
Title:	OBIEE Funds Available Inquiry User Guide
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www.aub.edu.lb/it

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1. Purpose

The Funds Available Inquiry report caters to all the GL combinations available on GL on PJTD, PTD, YTD and QTD basis.

2. Definitions

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

- Prompts: provide filtering parameters for the data in a report
- Project to Date (PJTD): Sum of the roll over amount from start of the fund to the selected date activities i.e. Period 0 plus all previous periods till selected date.
- Period to Date (PTD): Sum of the Journal activities in the Period selected from beginning of period to end of the period ie start of the month to the end of the selected month
- Year to Date (YTD): Sum of the journal activities from Period 1 (July) up to the selected Accounting Period in the prompted fiscal year
- Quarter to Date (QTD): Sum roll over amount of every three months in the fiscal year starting from Period 1,4,7, or 10 depending on the selected period position in each Quarter.
- Period Name: is the Month in the Fiscal Accounting Year
- Fund Class (FC): Unique Identifier that represents the categories in which the Fund is classified i.e. Unrestricted, Restricted, and Permanently Restricted etc....
- Fund Source (FS): Unique Identifier that represents the source of Money be it AUB or outside sources.
- Account: Unique Identifier that represents the nature of the accounting transaction be it expenditure, revenue, asset, liability etc...
- Organization: Unique Identifier that represents the lowest level at the organization where a head count is assigned otherwise known as the department
- Function: Unique Identifier that represents the purpose of the Fund Source, what is it functioning as i.e. sponsored research, sponsored programs, scholarship etc...
- Program: Unique Identifier that represents unite ongoing/indefinite cross-department/cross-project activities
- Activity: Unique Identifier that represents specific types of effort or objectives within individual departments or across departments
- Segment Group: Unique identifier that acts as a parent and summarizes/groups other identifiers of the same nature under it.

Example:

Summary Group Account 543BU(Groups all Foreign Travel accounts 543XX)

3. Target Audience

This report is for all GL users to inquire about the available funds.

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 certain Restricted Fund Source on GL it requires an access form to be filled for the related fund sources

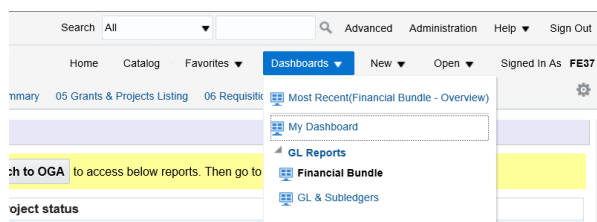
In case of Problems or further information kindly contact it.helpdesk@aub.edu.lb or log in an incident on: <https://ithelpdesk.aub.edu.lb/SitePages/Service%20Catalog.aspx>

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.

ORACLE AUB Analytics Reporting

Search: All [v] [x] Advanced Administration Help [v] Sig

Financial Bundle Home Catalog Favorites Dashboards New Open Signed In As

Overview 01 YTD Operational Financial Activity 02 Funds Available Inquiry 03 Restricted PJTD Balance Available 04 Grants and Projects Financial Summary 05 Grants & Projects Listing 06 Requisition Tracking

Overview Financial Reports

Warning: **Switch to GL** to access below GL reports. Then go to Financial Bundle on top of page.

01 YTD Operational Financial Activity
 Open This report displays Year To Date (YTD) Budget, Encumbrances, Actuals and Funds Available. Sections 1 to 5 displays YTD data at summary level, then Section 6 displays monthly data for Actuals & Encumbrances with the ability to drill down. Lastly, section 7 displays summary account grouping with the ability to drill down. Help ?

02 Funds Available Inquiry
 Open This report displays a summary of all activities on a given account or summary combination. In addition the ability to drill down into the related Summary combination accounts is available. The data is run on Year to Date, Period to Date, Project to Date or Quarter to Date amount type bases. Help ?

03 Restricted PJTD Balance Available
 Open This Report displays a summary of all Budgets, Actuals, Encumbrances entries, and Funds Available on Project to Date basis. In addition the report provides the ability to drill down into the Monthly transaction of the selected PJTD to the level of the Invoice, Request, Po, etc. Help ?

Use this report for the following Restricted Fund Sources:
 o MPP 3XXXXX
 o Designated 5XXXXX
 o Gifts 6XXXXX
 o Endowments 7XXXXX
 o Agencies & Clubs 9XXXXX

04 Grant or Project status
 Open This report shows your Grant or Project's financial balance status. It gives you the option to drill down on the details of the actual, commitments or Expense reports. Help

05 Grant or Project Listing
 Open This report shows a listing of your Grants or Projects with project members. You may select to view the report by Award, Project or Tasks. Financial balance status for each project/award/task is shown and it gives you the option to drill down on the details of the actual, commitments or Expense reports.

6. The report will open and the different parameters will appear. Parameters allow you to constrain a request (filter results). Click on the [v] or [***] next to each parameter to specify the values to use when applying filters.

Financial Bundle Home Catalog Favorites Dashboards

Overview 01 YTD Operational Financial Activity 02 Funds Available Inquiry 03 Restricted PJTD Balance Available 04 Grants and Projects Financial Summary 05 Grants & Projects Listing 06 Requisition Tracking

Funds Available Inquiry Screen

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

Filters:

Ledger AUB BEIRUT LED	Budget Name AUB OPN BUD	Amount Type Year To Date E	Period Name Choose Period
Fund Class --Select Value--	Fund Source --Select Value--		
Account --Select Value--	Organization --Select Value--	Function --Select Value--	
Program --Select Value--	Activity --Select Value--		

Apply Reset

7. You can select the Amount Type, Period Name, Fund Class and all other fields from the drop down list as per below:

Funds Available Inquiry Screen

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

The screenshot displays the 'Funds Available Inquiry Screen' with the following fields and options:

- Ledger:** AUB BEIRUT LED
- Budget Name:** AUB OPN BUD
- Amount Type:** Year To Date E
- Period Name:** Choose Period (dropdown menu showing Jun-11, Adj-11, Jul-12, Aug-12, Sep-12, Oct-12, and a Search... field)
- Fund Class:** --Select Value--
- Fund Source:** --Select Value--
- Account:** --Select Value--
- Organization:** --Select Value--
- Function:** --Select Value--
- Program:** --Select Value--
- Activity:** --Select Value--

Buttons: Apply, Reset

8. Once you select values for the parameters, you can generate the report by clicking on **“Apply”**.

The screenshot displays the 'Funds Available Inquiry Screen' with the following fields and values:

- Ledger:** AUB BEIRUT LED
- Budget Name:** AUB OPN BUD
- Amount Type:** Year To Date E
- Period Name:** Adj-19
- Fund Class:** --Select Value--
- Fund Source:** --Select Value--
- Account:** --Select Value--
- Organization:** --Select Value--
- Function:** --Select Value--
- Program:** --Select Value--
- Activity:** --Select Value--

Buttons: Apply, Reset

9. The results are displayed as follows:

Funds Available Inquiry Screen
American University of Beirut (AUB/AUBMC)
Time run: 11/8/2019 3:21:00 PM

Fund Class : 11-Current Unrestricted (Operations)
Fund Source : 1110BU - OPERATING NOT DESIGNATED
Organization : XXXXXXXXXX
Function : 110-Instruction and Departmental Research
Program : 0000-DEFAULT
Activity : 00BU-PARENT DEFAULT

Full GL Account▲	Account Description	Budget \$	Encumbrance \$	Actual \$	Funds Available \$
11.1110BU.520BU.11110.110.0000.00BU	GENERAL SUPPLIES	34,117.60	3,381.16	30,803.48	(67.04)
11.1110BU.531BU.11110.110.0000.00BU	REPAIR AND MAINTENANCE	33,977.00	3,545.20	27,708.61	2,723.19
11.1110BU.543BU.11110.110.0000.00BU	FOREIGN TRAVEL	56,500.00	110.00	17,014.72	39,375.28
11.1110BU.573BU.11110.110.0000.00BU	TANGIBLE EQUIPMENT	107,340.44	22,481.00	104,513.50	(19,654.06)
11.1110BU.552BU.11110.110.0000.00BU	PROFESSIONAL SERVICES	15,000.00	5,570.00	14,276.00	(4,846.00)
11.1110BU.541BU.11110.110.0000.00BU	LOCAL TRAVEL	3,042.35	0.00	3,012.61	29.74
11.1110BU.544BU.11110.110.0000.00BU	TRANSPORTATION OF GOODS	1,200.00	225.25	168.55	806.20
11.1110BU.572BU.11110.110.0000.00BU	NON TANGIBLE EQUIPMENT	12,600.00	0.00	1,746.70	10,853.30
11.1110BU.528BU.11110.110.0000.00BU	PETROLEUM SUPPLIES	0.00	0.00	0.00	0.00
11.1110BU.5224B.11110.110.0000.00BU	ADVERTISEMENT SUPPLIES	5,930.00	269.75	1,362.21	4,298.04

6. Report Layout and Components

The report is made of two main sections: Natural Combinations and Summary Template Combinations.

Section A

- Natural Combinations: are combinations of Natural accounting segments , against which transactions are directly recorded
Example Accounts: Liabilities, Expenses, Revenues etc..

Section B

- Summary Template Combinations: Unique Summary Segments that summarize a group of seven segments combinations and control the funds against them on the Group segment level

Example:

**Summary Account 543BU(Groups all Foreign Travel accounts 543XX)
D.1110BU.543BU.D.D.D.00BU**

Section A: Natural Combinations

I. Natural Combinations “Funds Available Inquiry Screen” Main Report

a) Funds Available Inquiry Screen
b) American University of Beirut (AUB/AUBMC)
c) Time run: 11/8/2019 3:21:00 PM

d) Fund Class : 11-Current Unrestricted (Operations)					
e) Fund Source : 1110BU- OPERATING NOT DESIGNATED					
f) Organization : [REDACTED]					
g) Function : 110-Instruction and Departmental Research					
h) Program : 0000-DEFAULT					
i) Activity : 00BU-PARENT DEFAULT					
j) Full GL Account▲▼	Account Description	Budget \$	Encumbrance \$	Actual \$	Funds Available \$
11.1110BU.520BU.11110.110.0000.00BU	GENERAL SUPPLIES	34,117.60	3,381.16	30,803.48	(67.04)
11.1110BU.531BU.11110.110.0000.00BU	REPAIR AND MAINTENANCE	33,977.00	3,545.20	27,708.61	2,723.19
11.1110BU.543BU.11110.110.0000.00BU	FOREIGN TRAVEL	56,500.00	110.00	17,014.72	39,375.28
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11.1110BU.552BU.11110.110.0000.00BU	PROFESSIONAL SERVICES	15,000.00	5,570.00	14,276.00	(4,846.00)
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11.1110BU.5224B.11110.110.0000.00BU	ADVERTISEMENT SUPPLIES	5,930.00	269.75	1,362.21	4,298.04

- (a) The title of the Report **Funds Available Inquiry Screen**
- (b) The Institution that owns the report
- (c) The Time and date the report is being run
- (d) The Fund Class Returned
- (e) The Funs Source Returned
- (f) The Organization Returned
- (g) The Function Returned
- (h) The Program Returned
- (i) The Activity Returned
- (j) **GL Combination:** is the seven segment combination the transaction is being locked against
Account Description: is the description of the account being transacted against.
Budget: is the amount that has been budgeted for 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 fund
Funds Available: is the sum of the Budget, Encumbrances and Actuals against each combination

Note:

- ❖ Zero balances will return you no results

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

Section B : Summary Template Combinations

I. Summary Template Combinations “Funds Available Inquiry Screen” Main Report

a) Funds Available Inquiry Screen
b) American University of Beirut (AUB/AUBMC)
c) Time run: 11/8/2019 3:21:00 PM

d) Fund Class : 11-Current Unrestricted (Operations)
e) Fund Source : 1110BU - OPERATING NOT DESIGNATED
f) Organization :
g) Function : 110-Instruction and Departmental Research
h) Program : 0000-DEFAULT
i) Activity : 00BU-PARENT DEFAULT

Full GL Account	Account Description	Budget \$	Encumbrance \$	Actual \$	Funds Available \$
11.1110BU.520BU.11110.110.0000.00BU	GENERAL SUPPLIES	34,117.60	3,381.16	30,803.48	(67.04)
11.1110BU.531BU.11110.110.0000.00BU	REPAIR AND MAINTENANCE	33,977.00	3,545.20	27,708.61	2,723.19
11.1110BU.543BU.11110.110.0000.00BU	FOREIGN TRAVEL	56,500.00	110.00	17,014.72	39,375.28
11.1110BU.573BU.11110.110.0000.00BU	TANGIBLE EQUIPMENT	107,340.44	22,481.00	104,513.50	(19,654.06)
11.1110BU.552BU.11110.110.0000.00BU	PROFESSIONAL SERVICES	15,000.00	5,570.00	14,276.00	(4,846.00)
11.1110BU.541BU.11110.110.0000.00BU	LOCAL TRAVEL	3,042.35	0.00	3,012.61	29.74
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11.1110BU.572BU.11110.110.0000.00BU	NON TANGIBLE EQUIPMENT	12,600.00	0.00	1,746.70	10,853.30
11.1110BU.528BU.11110.110.0000.00BU	PETROLEUM SUPPLIES	0.00	0.00	0.00	0.00
11.1110BU.5224B.11110.110.0000.00BU	ADVERTISEMENT SUPPLIES	5,930.00	269.75	1,362.21	4,298.04

- (a) The title of the Report **Funds Available Inquiry Screen**
- (b) The Institution that owns the report
- (c) The Time and date the report is being run
- (d) The Fund Class Returned
- (e) The Funs Source Returned
- (f) The Organization Returned
- (g) The Function Returned
- (h) The Program Returned
- (i) The Activity Returned
- (j) **Full GL Account:** is the seven segment combination the transaction is being locked against
Account Description: is the description of the account being transacted against.
Budget: is the amount that has been budgeted for 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 fund
Funds Available: is the sum of the Budget, Encumbrances and Actuals against each combination

II. Summary Template Combinations “Summary Detailed Accounts” (Report Drill down 1)

- Drilling-down to the Details: After you click on any value in the “ **Full GL**

Account” column, the following screen will appear:

(a) **Summary Detailed Accounts**

(b) Time run: 8/26/2013 12:36:18 PM

(c)

Full GL Account	Account Description	Budget \$	Encumbrance \$	Actual \$	Funds Available \$
11.111000.52110.XXXXX.110.0000.0000	Stationery	2,950.00	0.00	277.37	2,672.63
11.111000.52111.XXXXX.110.0000.0000	Standard Forms & Labels	0.00	0.00	4.00	(4.00)
11.111000.52116.XXXXX.110.0000.0000	Papers Letterheads & Envelopes	0.00	0.00	169.17	(169.17)
11.111000.52151.XXXXX.110.0000.0000	General Kitchen Wear	0.00	0.00	17.05	(17.05)
11.111000.52160.XXXXX.110.0000.0000	Class Room Educational Items	450.00	0.00	0.00	450.00
11.111000.52215.XXXXX.110.0000.0000	Tissues & Papers	0.00	0.00	6.40	(6.40)
11.111000.52315.XXXXX.110.0000.0000	Maintenance Repair Supplies Building Ground and Fixtures	0.00	0.00	39.99	(39.99)
11.111000.52320.XXXXX.110.0000.0000	Maintenance Repair Supplies for Office Equipment	450.00	0.00	0.00	450.00
11.111000.52511.XXXXX.110.0000.0000	Beverages	0.00	0.00	137.27	(137.27)
11.111000.52512.XXXXX.110.0000.0000	Coffee Tea Sugar & Sweets	0.00	0.00	193.26	(193.26)
(e) Grand Total		3,850.00	0.00	844.51	3,005.49

- (a) The title of the Report **Summary Detailed Accounts** shows all the accounts that make up the summary account
- (b) The Time and date the report is being run
- (c) **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
Funds Available: is the sum of the Budget, Encumbrance and Actual against each account
- (d) The sum of the Budget , Encumbrances , Actuals and Funds Available against each account

Note:

- ❖ Zero balances will return you no results
- ❖ Print and Download options are available at the bottom of every report