



American University of Beirut

Title: YTD Operational Financial Activity Report User Guide

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Owner: Business Process and Solutions (BPS)



[www.aub.edu.lb/it](http://www.aub.edu.lb/it)

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## 1. Purpose

The Year to Date (YTD) Operational Financial Activity Report provides the Budget, Encumbrance, Actual, and available funds per Organization. The report also has an interactive reporting and ability to drilling 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.

- Prompts: provide filtering parameters for the data in a report
- Year to Date (YTD): Financial activity from the first month of the fiscal year up to the month selected
- Period Name: Month in the Fiscal Accounting Year
- Organization: known as the Department

## 3. Target Audience

This report is for Department Heads, Managers, and Financial Officers that are in charge of an Organization.

## 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/her 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 **YTD Operational Financial Activity Report** requires an access form to be filled for the related organization.

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

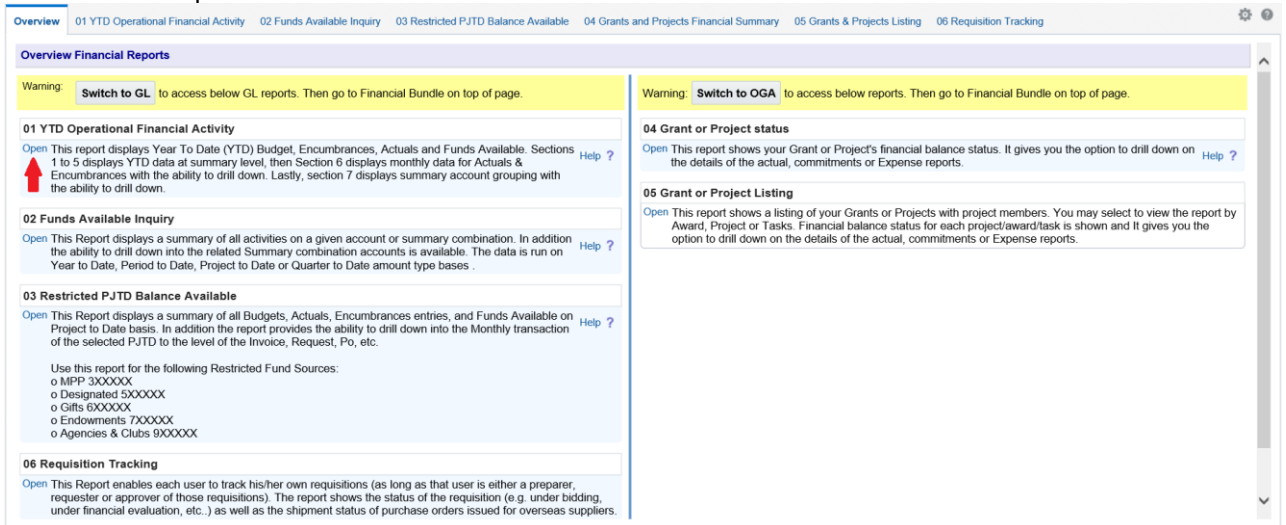
## 5. How to Navigate the Report

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.

 [Oracle BI Answers](#)

 [Oracle BI Dashboards](#)

4. A list of the available reports is displayed. Click on the [Open](#) link to open the report.



**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

**06 Requisition Tracking**

[Open](#) This Report enables each user to track his/her own requisitions (as long as that user is either a preparer, requester or approver of those requisitions). The report shows the status of the requisition (e.g. under bidding, under financial evaluation, etc.) as well as the shipment status of purchase orders issued for overseas suppliers.

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


**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.

5. 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.

- You can select the Period Name and Organization from the drop down list as per below:

**Year to Date (YTD) Operational Financial Activity**

Parameters for this report are:  
Fund Class = 11  
Fund Source = From: 111000 to 119999 / From: 512000 to 513999 / From: 540000 to 549999 / From: 572000 to 573999  
Organization = As selected  
Account = 4XXXX & 5XXXX (except 49910, 49911, 45220, 59914)  
Function = All  
Program = All  
Activity = All

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  
Choose Period

Organization  
Choose Organization

Fund Source Type (Optional)  
--Select Value--

Apply

Reset



- For the Period Name, drop down list will pop up, choose the period name needed and report will display YTD as of the month selected in the fiscal year. For the Organization, multi-select window will pop up, wait for the values to populate in right pane, and then select an organization by double clicking on it. This will move it to the "Selected" pane on the left side. The values appearing in the "Selected" pane (left pane) will be considered for filtering results. Then, click "OK" to finalize selection of your parameters.

- Once values for the parameters are entered, click on the "GO" and report will be displayed.

Note: The **Clear Prompts** button will clear all the prompts and allows you to generate the report for new parameters.

## 6. Report Layout and Components

- This report is composed of seven sections:

### *Section 1: Per Summary Account Level*

- This displays financial data at summary account level. Click on the blue highlighted figure in the first column "Account". Then continue to drill down by clicking on the blue highlighted figures in each of the pages until the data needed is displayed.

#### YTD Operational Financial Activity Per Organization

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:20:06 PM

Per Summary Account Level (Click on Summary Account to drill down)

Period Selected: Adj-20 YTD

Account	Account Description	Budget \$	Actual \$	Encumbrance \$	Funds Available \$
500BU	PARENT EXPENSES EXCEPT PRL	473,758.00	72,656.08	1,316.60	399,785.32
520BU	GENERAL SUPPLIES	41,161.00	2,145.60	16,900.25	22,115.15
5224B	ADVERTISEMENT SUPPLIES	16,900.00	0.00	269.75	16,630.25
528BU	PETROLEUM SUPPLIES	0.00	0.00	0.00	0.00
531BU	REPAIR AND MAINTENANCE	34,486.00	5,300.15	2,527.00	26,658.85
5413B	COURSE COSTS	11,250.00	0.00	0.00	11,250.00
541BU	LOCAL TRAVEL	1,750.00	76.99	0.00	1,673.01
543BU	FOREIGN TRAVEL	55,000.00	345.00	1,318.42	53,336.58
544BU	TRANSPORTATION OF GOODS	888.42	0.00	472.31	416.11
552BU	PROFESSIONAL SERVICES	24,400.00	200.00	1,000.00	23,200.00
572BU	NON TANGIBLE EQUIPMENT	12,600.00	0.00	0.00	12,600.00
573BU	TANGIBLE EQUIPMENT	215,261.00	13,189.96	8,029.54	194,041.50
DBR	DESIGNATED BUDGET & REVENUE	0.00	0.00	0.00	0.00

### *Section 2: Per Account Category*

- This displays a financial summary of the Organization selected at the highest level.

#### **YTD Operational Financial Activity Per Organization**

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:20:06 PM

Per Account Category

Period Selected: Adj-20 YTD

Account Category	Year To Date			
	Budget \$	Encumbrance \$	Actual \$	Available \$
40000 - TOTAL REVENUE	(66,573,619.76)	0.00	(17,887,112.10)	(48,686,507.66)
50000 - TOTAL EXPENSES	8,475,011.74	393,976.12	2,981,841.18	5,099,194.44
Total: (Surplus) or Deficit	(58,098,608.02)	393,976.12	(14,905,270.92)	(43,587,313.22)

### Section 3: Per Account Subcategory

- This displays third level of the Organization financial summary

#### YTD Operational Financial Activity Per Organization

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:20:06 PM

Per Account Subcategory

Period Selected: Adj-20 YTD

Account Sub-Category	Year To Date			
	Budget \$	Encumbrance \$	Actual \$	Available \$
41000 - TUITIONS & FEES	(65,989,619.76)	0.00	(17,607,960.97)	(48,381,658.79)
43000 - SALE OF SERVICES	(4,000.00)	0.00	0.00	(4,000.00)
45000 - RESTRICTED REVENUES	(455,000.00)	0.00	(227,572.32)	(227,427.68)
49000 - OGA SPECIAL REVENUES	(125,000.00)	0.00	(51,578.81)	(73,421.19)
50001 - BUDGET ACCOUNTS	233,500.00	0.00	0.00	233,500.00
51000 - SALARIES	2,638,856.91	58,925.43	1,379,984.70	1,199,946.78
52000 - SUPPLIES & SERVICES	80,661.00	21,316.51	4,241.86	55,102.63
53000 - REPAIRS & MAINTENANCE	314,089.26	12,723.29	93,823.85	207,542.12
54000 - TRAVEL	453,888.42	3,913.36	93,558.61	356,416.45
55000 - GENERAL EXPENSES	5,354,654.49	289,068.00	1,369,918.11	3,695,668.38
57000 - EQUIPMENT PURCHASES	227,861.00	8,029.53	26,891.72	192,939.75
58000 - STUDENT AID	21,500.66	0.00	0.00	21,500.66
59000 - OGA SPECIAL EXPENSE	(850,000.00)	0.00	13,422.33	(863,422.33)
Total: (Surplus) or Deficit	(58,098,608.02)	393,976.12	(14,905,270.92)	(43,587,313.22)

### Section 4: Per Account Sub-Subcategory

- This displays fourth level of the Organization financial summary

#### YTD Operational Financial Activity Per Organization

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:37:46 PM

Per Account Sub-Subcategory

Period Selected: Adj-20 YTD

Account Sub-Sub-Category	Year To Date			
	Budget \$	Encumbrance \$	Actual \$	Available \$
43300 - RENTALS	(73,500.00)	0.00	(24,384.27)	(49,115.73)
50010 - Budget Original	0.00	0.00	0.00	0.00
52100 - OFFICE & GENERAL SUPPLIES	1,500.00	0.00	0.00	1,500.00
52300 - MAINTENANCE REPAIR & SPARE PART SUPPLIES	250.00	0.00	0.00	250.00
53100 - GENERAL REPAIRS & MAINTENANCE SERVICES	0.00	0.00	0.00	0.00
53200 - CONSTRUCTION WORKS	0.00	0.00	0.00	0.00
54100 - LOCAL TRAVEL & CONFRENCES	0.00	0.00	0.00	0.00
55300 - ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00
59900 - Grant Cost	0.00	0.00	0.00	0.00
Total: (Surplus) or Deficit	(71,750.00)	0.00	(24,384.27)	(47,365.73)

### Section 5: Per Account Detail

- This displays last level of the Organization financial summary. Full detail by account.
  - Note: By default salary accounts 51xxx are excluded in OBIEE reports, exceptions to view these accounts can be granted by filing the Access Request Form

**YTD Operational Financial Activity Per Organization**

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:37:46 PM

Per Account Detail

Period Selected: Adj-20 YTD

		Year To Date			
Account	Account Description	Budget \$	Encumbrance \$	Actual \$	Available \$
43330	Parking Revenue	(73,500.00)	0.00	(24,384.27)	(49,115.73)
50010	Budget Original	0.00	0.00	0.00	0.00
52110	Stationery	1,500.00	0.00	0.00	1,500.00
52111	Standard Forms & Labels	0.00	0.00	0.00	0.00
52315	Maintenance Repair Supplies Building Ground and Fixtures	250.00	0.00	0.00	250.00
53110	Maintenance of Building Ground & Fixture	0.00	0.00	0.00	0.00
53136	Maintenance Agreement for Labor	0.00	0.00	0.00	0.00
53210	Civil & Architectural Construction	0.00	0.00	0.00	0.00
54196	Recovery of cost for Parking	0.00	0.00	0.00	0.00
55390	Misc	0.00	0.00	0.00	0.00
59990	Beirut Deficit / Surplus	0.00	0.00	0.00	0.00
Total: (Surplus) or Deficit		(71,750.00)	0.00	(24,384.27)	(47,365.73)



### Section 6: Per Account Detail (With Fund Source, Function, Program, Activity)

- This displays another version of full detail by account. Place cursor on Fund Source, Function, Program and Activity and name will be displayed. Column Summary Account Indicator will tell you if an account has a parent, and if it does then summary parent account will appear (ex: 520BU, 530BU, etc.) If an account has a summary parent, then you can scroll down to last section of report and summary of financials will be displayed to show you what the total Budget and Actual/Encumbrance amounts are and the remaining available funds.

#### YTD Operational Financial Activity Per Organization

American University of Beirut (AUB/AUBMC)

Time run: 11/8/2019 2:37:46 PM

Per Account Detail (With Fund Source, Function, Program, Activity listed)

Period Selected: Adj-20 YTD

Fund Source	Summary Account Indicator	Account	Account Description	Function	Program	Activity	Year To Date			
							Budget \$	Encumbrance \$	Actual \$	Funds Available \$
111000		43330	Parking Revenue	180	0000	0000	(73,500.00)	0.00	(24,384.27)	(49,115.73)
111000	520BU	52110	Stationery	180	0000	0000	1,500.00	0.00	0.00	1,500.00
111000		50010	Budget Original	180	0000	0000	0.00	0.00	0.00	0.00
111000	531BU	53136	Maintenance Agreement for Labor	180	0000	0000	0.00	0.00	0.00	0.00
111000		55390	Misc	180	0000	0000	0.00	0.00	0.00	0.00
111000	531BU	53110	Maintenance of Building Ground & Fixture	180	0000	0000	0.00	0.00	0.00	0.00
111000	520BU	52315	Maintenance Repair Supplies Building Ground and Fixtures	180	0000	0000	250.00	0.00	0.00	250.00
111000	541BU	54196	Recovery of cost for Parking	180	0000	0000	0.00	0.00	0.00	0.00
111015	500BU	54196	Recovery of cost for Parking	180	0000	0000	0.00	0.00	0.00	0.00
111000	520BU	52111	Standard Forms & Labels	180	0000	0000	0.00	0.00	0.00	0.00
111011		50010	Budget Original	180	0000	0000	0.00	0.00	0.00	0.00
111011		53110	Maintenance of Building Ground & Fixture	180	0000	0000	0.00	0.00	0.00	0.00
111011		53210	Civil & Architectural Construction	180	0000	0000	0.00	0.00	0.00	0.00
572000		53210	Civil & Architectural Construction	160	0000	0000	0.00	0.00	0.00	0.00
572000		59990	Beirut Deficit / Surplus	160	0000	0000	0.00	0.00	0.00	0.00
40000 - TOTAL REVENUE Total							(73,500.00)	0.00	(24,384.27)	(49,115.73)
50000 - TOTAL EXPENSES Total							1,750.00	0.00	0.00	1,750.00
Total: (Surplus) or Deficit							(71,750.00)	0.00	(24,384.27)	(47,365.73)

### Section 7: Per Month Level – Actual & Encumbrance

- This displays monthly data by account for the Actual & Encumbrance expenses. The blue highlighted figures give you the ability to drill down into the sub-ledger in the monthly data columns of the Actual & Encumbrance figures. Once you click on the figure, new page opens and then continue into drilling on the blue highlighted figures until the data needed is shown.

**YTD Operational Financial Activity Per Organization**  
American University of Beirut (AUB/AUBMC)  
Time ran: 11/8/2019 2:37:40 PM  
Per Month Level - Actual & Encumbrance (Click on data to drill down)  
Period Selected: Aug-20 YTD

		Actual \$																Encumbrance \$																	
Full GL Account		Account	Account Description	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Adj-20	Actual \$ Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Adj-20	Encumbrance \$ Total				
11.111000.43330.18730.180.0000.0000		43330	Parking Revenue	(8,618.31)	(6,412.43)	(9,353.53)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,384.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.50010.18730.180.0000.0000		50010	Budget Original	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.52110.18730.180.0000.0000		52110	Stationery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.52111.18730.180.0000.0000		52111	Standard Forms & Labels	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.52315.18730.180.0000.0000		52315	Maintenance Repair Supplies Building Ground and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.53110.18730.180.0000.0000		53110	Maintenance of Building Ground & Fixture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.53136.18730.180.0000.0000		53136	Maintenance Agreement for Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.54196.18730.180.0000.0000		54196	Recovery of cost for Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111000.55390.18730.180.0000.0000		55390	Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111011.50010.18730.180.0000.0000		50010	Budget Original	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111011.53110.18730.180.0000.0000		53110	Maintenance of Building Ground & Fixture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111011.53210.18730.180.0000.0000		53210	Civil & Architectural Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.111015.54196.18730.180.0000.0000		54196	Recovery of cost for Parking	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.572000.53210.18730.180.0000.0000		53210	Civil & Architectural Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
11.572000.59990.18730.180.0000.0000		59990	Beirut Deficit / Surplus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
40000 - TOTAL REVENUE Total				(8,618.31)	(6,412.43)	(9,353.53)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,384.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
50000 - TOTAL EXPENSES Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Total: (Surplus) or Deficit				(8,618.31)	(6,412.43)	(9,353.53)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24,384.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

## 7. More help

In case of Problems or further information:

1. Contact: Business Process & Solutions (BPS) Department
2. Contact: [it.helpdesk@aub.edu.lb](mailto:it.helpdesk@aub.edu.lb) or log in an incident on: <https://ithelpdesk.aub.edu.lb/SitePages/Service%2oCatalog.aspx>