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Caltech Financials
Data Warehouse
Costs & Commitments

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Agenda

- OBI Security: Cost Details
- Data Warehouse Redesign
- Financial Subject Areas
- Data Concepts and Logic
- Accessing Reports
- Tips and Hints
- FAQ

OBI Security: Cost Details

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OBI Security: Cost Details

- OBI User *Roles* determine access to reports
- Financial data mart has three main roles
 - Financial Campus User
 - ✓ Access to a specific set of reports
 - Financial Division User
 - ✓ Same access as Campus User, plus additional reports
 - Financial Finance User
 - ✓ Same access as Division User, plus additional reports

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- OBI User *Roles* determine to which reports you will have access
- The Financial data mart has three main roles:
 - ✓ Financial Campus User
 - Majority of users have this role
 - Access to a specific group of reports
 - ✓ Financial Division User
 - Smallest user group
 - Same access as the Campus User, plus additional reports
 - Sees both roles on their dashboard
 - ✓ Financial Finance User
 - Same access as Division User, plus additional reports
 - Sees all three roles on their dashboard
 - Reason: So the Finance Users can go into a report with the same navigation as a Campus User
 - Tip: Use the *Finance* role unless specifically assisting somebody on campus

OBI Security: Cost Details

- Row-level security controls specific data access
- PTA-level access determines to which PTAs a user can see
 - Can be given by Organization, PI, Award, Award-Project, Project, Project-Task, and PTA
 - Specific values can also be *excluded*
- Salary-level access determines if the user can see Expenditure Types flagged in setups as compensation-related
 - Able to mix and match the PTA and Salary access

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While the roles control to which reports you have access, there is additional security on the data itself

- *Row-level* security controls the specific data access
- PTA-level access determines to which PTAs a user can see
 - ✓ Can be given by Organization (Project, Task, and Award Org), PI (Project, Task, and Award Manager), Award, Award-Project, Project, Project-Task, and PTA
 - ✓ Specific values can also be *excluded*, e.g., All BBE PTAs, except for this specific GB award
 - ✓ Tip: Give access at the highest level possible, e.g., Award instead of PTA
- Salary-level access determines if the user can see Expenditure Types that have been flagged in the Oracle setups as compensation-related
 - ✓ The access may be a mix of PTA-level and Salary-level access, e.g., access to these six awards with salary-level, and access to these two other awards, but with no salary-level access, i.e., can only see the costs related to non-salary expenditure types

Data Warehouse Redesign

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Data Warehouse Redesign

- Integrates a comprehensive set of Financials data
- Design based on campus users' data needs
 - *Cost Incurred For* logic
 - *Provider* logic
 - Enhanced *Expenditure Comment*
 - Tax lines linked to item lines
 - Drill to detail (e.g., GA line item to AP/PO detail)
- You will have more information available
 - Less reliant on Finance staff to research items

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The Cognos data design has data segregated by subject area.

- For example, you can not mix Grants Accounting data with Procurement or Labor Distribution data

OBI integrates a comprehensive set of Financials data.

- There is now the ability to connect a cost to the Procurement invoice, see the payment date, and look at details about the PO.

OBI's data design is based on the needs to the campus users and includes new concepts and functionality such as:

- Cost Incurred For (CIF) logic.
 - ✓ Who was that cost for?
- Provider logic.
 - ✓ Who *provided* the cost, e.g., who was the supplier or merchant or IC service organization?
- An expenditure comment that:
 - ✓ Doesn't include all the "noise" of the current full expenditure comment in Cognos.
 - Focuses, for example, just on the comment about an internal charge,

and not on all the other items like service organization, customer, who to contact, etc.

- ✓ Enables the roll-up of the item's cost and its tax lines into a single line.

With all this additional available information in an easy-to-use format you will be less reliant on Finance staff to research questions you might have about a cost.

Financial Subject Areas

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Financial Subject Areas

- Subject Areas represent each group of numbers that you are analyzing
 - Costs and Commitments
 - Award Installments
 - Labor Distribution
 - Summaries
- Today's session covers Costs and Commitments

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- Subject Areas represent each type of numbers that you are analyzing
- OBI Contains four financial subject areas
 - ✓ Costs and Commitments (Cost Details)
 - ✓ Award Installments
 - ✓ Labor Distribution
 - ✓ Summaries (Budget, Costs, Remaining Balance)

This training covers the Costs and Commitments

Financial Subject Areas

- Award Installments
 - Reports related to the full budgeting process
 - ✓ Award Installment **to** Project Funding **to** Budgeting
- Labor Distribution (LD)
 - LD Schedule Lines
 - Labor Distributions (Query and LDAs)
 - Compliance Reports
 - ✓ Effort Commitments and NIH Salary Cap
- Summaries
 - PTA Summaries, both FY and ITD
 - Award Summaries (in testing)

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Award Installments

- Reports that are related to the full budgeting process
 - ✓ Award Installment **to** Project Funding **to** Budgeting

Labor Distribution (LD)

- LD Schedule Lines
- Labor Distributions (Query and Labor Distribution Adjustments or LDAs)
- Compliance Reports
 - ✓ Effort Commitments and NIH Salary Cap

PTA Summaries

- ITD Summaries (Export) *and* FY Summaries (Export)
 - ✓ Both reports are designed for ease of export.
 - ✓ Both reports include several versions for *viewing* the results.
 - ✓ ITD version only includes awards that are managed on an **Inception to Date (ITD)** basis.
 - ✓ FY version only includes awards that are managed on a **Fiscal Year (FY)** basis, e.g., General Budget PTAs
- PTA Summary - ITD (Drill) *and* PTA Summary - FY (Drill)
 - ✓ Both reports enable you to drill to costs for the period.
 - ✓ Both reports include all awards, regardless of the type of ITD or FY basis.

Financial Subject Areas

- Costs and Commitments
 - Cost Details (Drill *and* Export)
 - Cost Transfer
 - Outstanding Commitments
 - GA Invoice Detail *and* GA PO Detail
 - Additional reports based on Expenditure Categories and Types
 - ✓ Endowment Overhead
 - ✓ Equipment Purchases
 - ✓ Fund Transfers

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Costs and Commitments

- Cost Detail (Drill)
 - ✓ You can *drill* to more information about a cost, e.g., to information about the invoice, PO, or WIC
- Cost Detail (Export)
 - ✓ Designed for ease of export
 - ✓ Several different *views* of the data, and alternative prompts for more flexible searches.
- Cost Transfer
- Outstanding Commitments, which quickly lists active commitments based on a variety of search prompts
- Additional reports that are focused on specific expenditure categories and types

Data Concepts and Logic

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What is a Commitment?

- Caltech has its own logic for *commitments*
- Commitment amount includes estimated sales tax
 - May also be a separate line for estimated burden
- Commitments come from two sources
- Oracle
 - Purchase Orders *and* Invoices
- CardQuest
 - Goods and Services *and* Travel

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Commitments have been on our Cost Detail reports since the beginning of this millennium. However, most people don't realize that Caltech has its own logic for *commitments*.

Commitments amounts include the estimated sales tax. In addition, there may be a separate line for the estimated burden (Indirect Cost or Admin Charge) for the item as well.

Commitments come from two sources.

Oracle PO and AP

- Purchase Orders
- Invoices

CardQuest

- Goods and Services
- Travel

What is a Commitment?

- **Purchase Order Commitments**
 - When a *PO Distribution* is created on an Approved PO, it is a commitment
 - Once an invoice is matched to the *PO Line*, the commitment is now associated with the invoice
- **Invoice Commitments**
 - When an Invoice is created and validated it becomes a commitment
 - It remains a commitment until it is accounted and interfaced to Grants and becomes a cost
 - **NOTE:** If there is an error in the interface from AP to Grants, then the Commitment will remain on the Invoice

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Purchase Orders

- Commitments are created when a *PO Distribution* is created on an Approved PO.
 - ✓ PO Distribution Lines are used to indicate how much of a PO Line should be distributed to a specific PTA.
- Once an invoice is matched to the *PO Line*, the commitment is now associated with the invoice.

Invoice Commitments

- When an Invoice is created and validated it becomes a commitment.
 - ✓ This is for all invoices, not just those matched to a PO.
- It remains a commitment until it is accounted and interfaced into Grants Accounting and becomes a *cost* on your PTA.
 - In most cases, invoices are validated and interfaced to Grants Accounting on the same day, so you don't see the *invoice commitment* in the data warehouse.
 - HOWEVER, if there is an error in the interface from AP to Grants, then the *commitment* will be associated with the invoice.
 - Errors can happen during the validation process during that interface.
 - For example, if the invoice was validated at 11 AM, but then the Award of the

PTA was put on hold at 4 PM, the invoice distribution will error during the nightly processing.

- If you have an Invoice commitment, please contact Procurement to get it resolved.

What is a Commitment?

- CardQuest Commitments
 - An allocated line on a Report that is *Not Sent for Payment* is a commitment
 - It remains a commitment until the Report is sent for Payment
 - **NOTE:** If the Report is submitted during the dark period, the allocated lines are no longer commitments
 - This can be an issue for GB PTAs at the end of the fiscal year
- Unlike Cognos, OBI only includes commitment detail for the *Current* and *Previous* periods

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CardQuest

- When a line on a CardQuest report is allocated *AND* the report has not yet been sent for payment, then the allocated line is a commitment.
- The allocated lines remain a commitment until the report is sent for payment.
- NOTE: If the report is submitted during the dark period (the last couple of days of each month), it officially has been *sent for payment*.
 - ✓ Therefore, the allocated lines are no longer commitments.
 - ✓ HOWEVER, they are also not costs because the interface to Grants Accounting doesn't happen during the dark period.
 - ✓ This can be an issue for GB PTAs at the end of the fiscal year.
 - ✓ If it is important to have a commitment remain on a PTA at the end of the fiscal year, DO NOT SEND FOR PAYMENT DURING THE DARK PERIOD.

NOTE: Unlike Cognos, OBI Cost Detail only includes commitment detail for the *Current* and *Previous* periods.

New Data Concepts

- **Cost Incurred For (CIF)**

- Every attempt made to tie each transaction back to an individual or group, for example:

- ✓ Payroll: Person who was paid
- ✓ Internal Charges: Customer Name
- ✓ Manual Invoices: PO's PI or Requestor
- ✓ P-Card: Uses invoice distribution description to get the name between the first and second slash /

131796/*Corey Campbell*/THE HOME DEPOT #6610/Goods (simple)/1/4 x 25ft Air Hose Plumb-Shop

NOTE: Logic isn't magic

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As mentioned earlier, the OBI Financials data mart data model is far more complex than Cognos and has several new data concepts.

One of the new data concepts is **Cost Incurred For (CIF)**.

CIF is the name of a person or entity for whom the cost was incurred. Every attempt is made to tie each transaction back to an individual or group.

If it is possible to link the CIF back to a *single* Caltech employee.

- This is done by comparing combinations of first and last names (e.g., Last, First or First Last).
- The logic does *not* use *First Name Initial* in the logic because this would make the nightly loads too long.
- If a *single* match is found, then the format is the individual's preferred version of *Last Name, First Name MI*.
- Otherwise, the format is as it was entered in the source, with an effort for data clean-up, e.g., removing extra spaces, commas, and periods.

The logic for determining the CIF depends on the source of the transaction. For

example:

- Payroll: Person who was paid.
- Internal Charges: Customer Name
- Manual Invoices: PO's PI or Requestor (same logic for PO commitments)
- CBORD: Uses the invoice distribution description to determine if the purchase was for the Broad Café, Chandler Kitchen, Red Door, etc.
- P-Card: Uses the invoice distribution description to get the name between the first and second slash.

NOTE: The Logic is not magic.

New Data Concepts

- Suppliers and Providers
 - For everything *but* CardQuest, Supplier = Provider
- Values depend on the source of the transaction
 - Internal Charges = IC - ORGANIZATION NAME
 - ✓ For example, IC - Biology Administration
 - Payroll = CALTECH PAYROLL
 - Burdening (e.g., IDC) = CALTECH BURDENING
 - Manual Usages is dependent on the expenditure type
 - Non-CardQuest Invoices = Vendor Name
 - More Info: See user guide *Data Logic Guide - Providers*

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Suppliers and Providers

A *Provider* is the name of an entity (person or organization) that provides goods and/or services to Caltech.

In most cases the *Provider* and the *Supplier* match.

Like the *Cost Incurred For*, the logic for *Provider* depends on the source of the transaction. Following are some examples. For more detail see *Data Logic Guide - Providers*

- Internal Charges = IC - *Service Org Name*, e.g., IC - Office of the CIO.
- Payroll Transactions = Caltech Payroll
- Burdening = Caltech Burdening
- Manual Usages is dependent on the expenditure type
- Non-CardQuest Invoices = Vendor Name
- CardQuest Invoices and Commitments
 - ✓ Supplier = Vendor (e.g., US Bank)
 - ✓ Provider is cleaned up data between the second and the third slash in the Invoice Distribution's description.

New Data Concepts

- Suppliers and Providers
 - P-Card Provider is the *Merchant* for the cost
 - Logic is used to determine after which slash
 - ✓ First determination is if the cost is for *Goods and Services OR Travel*
 - ✓ Second determination is if the item is for sales tax

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Goods (simple)/1/4 x 25ft Air Hose Plumb-Shop

NOTE: Logic isn't magic

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P-Card CardQuest transactions:

- *Supplier* is the name of the bank (e.g., US Bank).
- For the *Provider*, an effort has been made to determine the merchant, based on the Invoice Distribution's description.
 - ✓ First the logic determines if the cost is for Goods and Services *OR* Travel
 - ✓ Second determination by the logic is if the transaction is for sales tax or not

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For more information see *Data Logic Guide – Cost Details*, which is available on the *Help* tabs in OBI or on the IMSS web site at http://www.imss.caltech.edu/documents/9110/Data_Logic_Guide-Cost_Info.pdf

NOTE: The Logic is not magic.

New Data Concepts

Full Exp Comment vs Exp Comment

- *Full Exp Comment* = Cognos Expenditure Comment
- *Exp Comment* logic depends on the source of the cost
 - Internal Charges: Actual IC expenditure comment
 - Payroll: Payroll period name, and, if LDA, the comment
 - CLAS: Characters between *Ref:* and the first pipe (|)
 - KNI Billing = *KNI Service Fee*
 - TechMart Invoices: Sales tax distributions have the same *Exp Comment* as the item that was taxed
 - ✓ When you see *Cost Transfer*- it's a tax line

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Full Exp Comment and Exp Comment

In OBI there are two versions of the expenditure comment.

- One is the *Full Exp Comment* that is the same as the Cognos Expenditure Comment and comes from the Oracle Grants' Expenditure Comment.
- The other, *Exp Comment*, is a shortened version or the same as a related invoice line (e.g., Sales tax lines show the description of the taxed item)
 - ✓ Excludes information from the Full Expenditure Comment that is held in other new data elements, e.g., *Provider*, *CIF*, and *Reference #*.
 - ✓ In addition, there is some data clean-up to remove extra spaces, tabs, carriage returns, and other similar items.
- As with the CIF and Providers, the logic is dependent on the source of the transaction.
 - ✓ Internal Charges = Actual IC Expenditure Comment, e.g., as it is entered in the WIC.
 - ✓ Payroll is usually the Payroll Name + Payroll # +Additional information depending on if it is regular pay or an LD
 - ✓ CLAS = Characters between *Ref:* and the next pipe (|)
 - ✓ KNI Billing = *KNI Service Fee*

- ✓ Sales Taxes = Same *Exp Comment* as the distribution line that is taxed
 - When you see *Cost Transfer*- then you know it is a tax line from the Cost Transfer process

New Data Concepts

- CardQuest / P-Card
 - Which slash? Depends if it is Goods and Services (Tax or Not) or Travel
- 131796/Corey Campbell/THE HOME DEPOT #6610/
Goods (simple)/1/4 x 25ft Air Hose Plumb-Shop
- For more information, see the user guide,
Data Logic Guide - Cost Details

NOTE: Logic isn't magic

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Exp Comment and Full Exp Comment

CardQuest / P-Card

- Which slash is used by the logic? It depends if it is Goods and Services (Tax or Not) or Travel
 - ✓ We wish we could just say, "Hey, get the text after that last slash!", but that doesn't work when the comment contains a slash.
- For more information see *Data Logic Guide – Cost Details*.

NOTE: The Logic is not magic.

New Data Concepts

PTA Cost Detail					
Period Name:	Project Number:	Task Number:	Award Number:		
SEP-FY2019, JAN-FY2019	CCE.01150CCEADMIN	1-10	AE		
PROJECT: CCE.01150CCEADMIN Project Name: CCE DIVISION ADMINISTRATION Proj from: 01-Apr-2019 Proj to: 30-Sep-2019 TASK: 1.10 - Administration AWARD: GB.000110 Award Name: CHEM - GB - 00110 Award from: 01-Aug-1986 Award To: 30-Sep-2019					
			PERIOD: SEP-FY2019		
			For Month Ending: 30-SEP-2019		
			AGENCY AWARD # 9900010		
Expenditure Category	Expenditure Type	Exp Item Date	Supplier Or Employee	Doc Number	Expenditure Comment
Materials and Supplies	Supplies - Allocable	26-Aug-2019	OFFICE DEPOT INC	122429712	US_SALES_USE_TAXES - CITY
		26-Aug-2019	OFFICE DEPOT INC	122429712	US_SALES_USE_TAXES - COUNTY
		26-Aug-2019	OFFICE DEPOT INC	122429712	US_SALES_USE_TAXES - STATE
		26-Aug-2019	OFFICE DEPOT INC	370948257001	Xerox(R) 106R03478 High-Yield Magenta Toner Cartridge
		27-Aug-2019	US BANK	CQP129774/190926	129774/Annette Luymes/AMAZON.COM*M03UY7511 AMZN/Goods (simple)/Toner
		27-Aug-2019	US BANK	CQP129774/190926	129774/Annette Luymes/AMAZON.COM*M03UY7511 AMZN/TAX/Goods (simple)/Toner
		04-Sep-2019	OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - CITY
		04-Sep-2019	OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - COUNTY
		04-Sep-2019	OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - STATE
		04-Sep-2019	OFFICE DEPOT INC	373304634001	EXPO(R) White Board Cleaner, 8 Oz.
		06-Sep-2019	OFFICE DEPOT INC	122787710	US_SALES_USE_TAXES - CITY
		06-Sep-2019	OFFICE DEPOT INC	122787710	US_SALES_USE_TAXES - COUNTY
		06-Sep-2019	OFFICE DEPOT INC	122787710	US_SALES_USE_TAXES - STATE
		06-Sep-2019	OFFICE DEPOT INC	375059373001	Brother(R) M-231 Black-On-White Tape, 0.47 x 26.2
		09-Sep-2019	OFFICE DEPOT INC	122975391	US_SALES_USE_TAXES - CITY
		09-Sep-2019	OFFICE DEPOT INC	122975391	US_SALES_USE_TAXES - COUNTY
		09-Sep-2019	OFFICE DEPOT INC	122975391	US_SALES_USE_TAXES - STATE
		09-Sep-2019	OFFICE DEPOT INC	123005917	US_SALES_USE_TAXES - CITY
		09-Sep-2019	OFFICE DEPOT INC	123005917	US_SALES_USE_TAXES - CITY
		09-Sep-2019	OFFICE DEPOT INC	123005917	US_SALES_USE_TAXES - CITY

This screenshot is from a real Cognos PTA Cost Detail (thank you to CCE for allowing us to use it as an example).

You can see how the number of rows can quadruple for a single transaction when the use taxes are calculated.

In addition, you can see the full expenditure comment for the CardQuest charge, both the item line (Toner) and the tax for the item (next line down).

New Data Concepts

PTA Cost Detail (Drill)
Time run: 10/15/2019 6:17:19 PM

Applied Filters: FY Period LOV is equal to Previous Period
and PTA is equal to CCE.01150CCEADMIN-1.10-GB.000110
and Expenditure Type is equal to Supplies - Allocable
and Active Cost? is equal to Y

CCE.01150CCEADMIN-1.10-GB.000110 SEP-FY2019

Expenditure Category	Expenditure Type	Provider	Reference #	Exp Comment	Cost Incurred For	Exp Item Date
Materials and Supplies	Supplies - Allocable	AMAZON.COM	Inv# CQP129774/190926	Toner	Luymes, Annette H	27-Aug-2019
		OFFICE DEPOT INC	Inv# 370349257001	Xerox(R) 106R03478 High-Yield Magenta Toner Cartridge	Luymes, Annette H	26-Aug-2019
			Inv# 373304634001	EXPO(R) White Board Cleaner, 8 Oz.		04-Sep-2019
			Inv# 375059373001	Brother(R) M-231 Black-On-White Tape, 0.47 x 26.2		06-Sep-2019
			Inv# 375605191001	Xerox(R) 108R01420 Black Drum Unit		09-Sep-2019
			Inv# 375972183001	Xerox(R) 106R03473 Cyan Toner Cartridge		09-Sep-2019
				Xerox(R) 106R03474 Magenta Toner Cartridge		09-Sep-2019
				Xerox(R) 106R03475 Yellow Toner Cartridge		09-Sep-2019
			Inv# 375972184001	Xerox(R) 106R03480 High-Yield Black Toner Cartridge		09-Sep-2019
			Inv# 376047014001	Eight O'clock Original Decaf Coffee K-Cup(R) Pods, 3 Oz, Box Of 24 Pods		09-Sep-2019
				IB Motrin Pain Reliever, 2 Pain Relievers Per Pack, Box Of 50 Packs		09-Sep-2019

Click on blue text to drill

This is the OBI PTA Cost Detail (Drill).

Blue text indicates that the user can drill to more detail.

In addition, the lines are rolled up grouped by PTA + FY Period + Expenditure Type + Provider + Reference Number + Exp Comment + Cost Incurred For + Exp Item Date

- Since the tax lines have the same *Exp Comment* as the invoice distribution upon which the tax is calculated, there is only one line rather than four.
 - ✓ Clicking on the *Exp Comment* will drill to the detail, so you are able to see all individual lines associated with the transaction.
 - ✓ Clicking on the *Reference #* will drill to the detail for *all* transactions for that *Reference #*, *FY Period*, and *PTA* combination.

New Data Concepts

Invoice Detail (Costs)
Time run: 10/16/2019 6:11:36 PM

OFFICE DEPOT INC

Inv #	Inv Date	Supplier #	Inv Source	Inv Type
370349257001	28-Aug-2019	11220	TECHMART	STANDARD

Pay Doc #	Paid On
50208931	9/23/2019

Exp Category	Exp Type	Cost Detail Exp Comment	PO #	WO - Phase	Cost Incurred For	Inv Dist Desc	Line-Dist #	PTA
Materials and Supplies	Supplies - Allocable	Xerox(R) 106R03478 High-Yield Magenta Toner Cartridge	S442615		Luymes, Annette H	Xerox(R) 106R03478 High-Yield Magenta Toner Cartridge	1-1	CCE.011500 GB.000110
						US_SALES_USE_TAXES - CITY	2-1	CCE.011500 GB.000110
						US_SALES_USE_TAXES - COUNTY	3-1	CCE.011500 GB.000110
						US_SALES_USE_TAXES - STATE	4-1	CCE.011500 GB.000110

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This is an example of drilling from one line in the previous slide to the invoice associated with that cost.

When you drill from the *PTA Cost Detail (Drill)* report, which report you drill to is dependent on the source of the transaction. For example:

- PO Commitments drill to *PO Detail (Commitments)*, a report that includes information about the purchase order, such as:
 - ✓ PO #, PO Status, Type, Agreement Type, Contract #, and PO Description.
 - ✓ The distribution section includes the *Indirect Cost* that is calculated on the commitment during the nightly data warehouse load.
- Invoice Costs drill to *Invoice Details (Costs)*, which includes:
 - ✓ Information about the invoice, including date, supplier number, source, and type.
 - ✓ The most recent payment information, e.g., if a check is lost and a new one reissued, this report will show you the information about that reissued check.
 - ✓ Invoice distribution information, including all the lines associated with the rolled-up cost from the report.
- CardQuest Commitments drill to the *CardQuest Detail (Commitments)*.
- CardQuest Costs drill to *CardQuest Detail (Costs)*, which includes:

- ✓ Invoice #, Invoice Date, and CardQuest Report Name
- ✓ The distributions include:
 - Provider
 - Exp Comment from the Cost Detail
 - Inv Distribution Description (i.e., the Full Exp Comment from Cognos)
 - Cost Incurred For
 - WO – Phase
- Web Internal Charges (WIC) and other Internal Charges drill to *Internal Charges Detail (Costs)*.
 - ✓ WIC costs *cannot* be drilled to from the Exp Comment due to performance reasons.
 - ✓ Includes WIC #, WO-Phase, Cost Incurred For (Customer Name), Charged PTA, and IC Contact or Debit PTA

New Data Concepts

- **Active?**
 - Y = ALL costs *and* Current Period commitments
 - N = Commitments from the Previous Period
- **Reference #:** Identifier for a transaction
 - PO # and Invoice # for Procurement
 - WIC # for items entered via the Web Internal Charges
 - Work Order # for items coming from AiM
 - Year, Payroll Name, and Payroll # for Payroll
- **IC Contact or Debit PTA:** One column
 - Credit Transaction = Debit PTA
 - Debit Transaction = IC Contact

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Other New Data Concepts

Active?

- **ONLY use** when exporting multiple periods of Cost Details (*Active?* = Y).
 - If you are running for a single period, there is no reason to use this filter.
- This is a flag that makes it easy to exclude commitments from a previous month.
- Y = ALL costs and *Current Period* commitments.
- N = Commitment is from the *Previous Period*.

Reference

- Identifier for a transaction and based on the source of the transaction.
 - ✓ For procurement costs and commitments, it is *either* the *Invoice #* or the *PO #*.
 - ✓ For Accounts Receivable it is the *Receipt #*.
 - ✓ For internal charges entered via Web Internal Charges (WIC) it is the *WIC #*.
 - ✓ For transactions that come from Facilities AiM it is the *Work Order #*.
 - ✓ For Payroll, regardless if it is a regular pay or an adjustment, it is YEAR Payroll Name Payroll Number, e.g., 2020 Bi-Week 3.

IC Contact or Debit PTA

- Single column with a value depending on if the cost is the charge or the credit.
- For the credit side of the transaction, the value = Debit PTA, i.e., the PTA that was charged.
- For the cost side of the transaction, the value = the IC Contact.

For more information see *Data Logic Guide – Cost Details*.

NOTE: The Logic is not magic.

COGNOS				
Supplier Or Employee	Doc Number	Expenditure Comment		Expenditure Amount
Pauling, Linus		O-PAY:18 2019 Bi-Week:		1,000.00
		Chemistry Administration OFFICE SUPPLIES Ref: WIC-137784 Req: Boon,P Qty: 1 Contact:Armando Villasenor x2745		2.00
		Chemistry Administration OFFICE SUPPLIES Ref: WIC-138247 Req: Boon,, P Qty: 2 Contact:Gregory Rolette x2745		6.00
		Graphic Resources 201691 Ref: WIC-135957 Req: Boon, Priscilla Qty: 1 Contact:Rachel Wallace x6701		85.00
US BANK	CQP129774/190926	129774/Annette Luymes/AMAZON.COM*MO3UY7511 AMZN/Goods (simple)/Toner		140.00
US BANK	CQP129774/190926	129774/Annette Luymes/AMAZON.COM*MO3UY7511 AMZN/TAX/Goods (simple)/Toner		13.00
US BANK	CQP126871/190918	126871/Elisa Brink/AMAZON.COM*MA7EL9SS1/Goods (simple)/Kona Blend for K-Cup Keurig 2.0 Brewers		29.00
US BANK	CQP126871/190918	126871/Elisa Brink/AMZN MKTP US*MA9MG7IC2/Goods (simple)/Eight O'Clock Coffee The Original Decaf		23.00
OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - CITY		1.00
OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - COUNTY		3.00
OFFICE DEPOT INC	122784536	US_SALES_USE_TAXES - STATE		10.00
OFFICE DEPOT INC	373304634001	Xerox(R) 106R03474 Magenta Toner Cartridge		138.00
				1,450.00
OBI				
Provider	Reference #	Exp Comment	Cost Incurred For	Cost
CALTECH PAYROLL	2019 Bi-Week 18	2019 Bi-Week 18 Regular Pay	Pauling, Linus	1,000.00
IC - CHEMISTRY ADMINISTRATION	WIC-137784	OFFICE SUPPLIES	BOON P	2.00
IC - CHEMISTRY ADMINISTRATION	WIC-138247	OFFICE SUPPLIES	BOON P	6.00
IC - GRAPHIC RESOURCES	WIC-135957	201691	Boon, Priscilla	85.00
AMAZON.COM	Inv# CQP129774/190926	Toner	Luymes, Annette H	153.00
AMAZON.COM	Inv# CQP126871/190918	Kona Blend for K-Cup Keurig 2.0 Brewers	Brink, Elisa	29.00
AMAZON MARKETPLACE	Inv# CQP126871/190918	Eight O'Clock Coffee The Original Decaf	Brink, Elisa	23.00
OFFICE DEPOT INC	Inv# 373304634001	Xerox(R) 106R03474 Magenta Toner Cartridge	Luymes, Annette H	152.00
				1,450.00

This screenshot of an Excel spreadsheet shows the mapping of items by color.

The top 2/3s of the picture are line items from Cognos. This data is real EXCEPT for the payroll transaction on the first row.

The *Employee* from the payroll transaction becomes the *Cost Incurred For* in OBI (green text)

- Check out rows 3, 4, and 5 and how Priscilla Boon's customer name entry in the WIC gets translated.
 - ✓ *Boon,P* and *Boon,, P* both become BOON P and could not be matched to her HR record.
 - ✓ *Boon, Priscilla* entry, however, could be matched to her HR record.

The *Supplier* in the first column or information from the *Expenditure Comment* becomes the *Provider* in OBI (maroon text).

- Notice the *Provider* names for the IC Charges, Payroll, and the CardQuest transactions.

The *Doc Number* in the second column or information in the *Expenditure Comment* or

the use taxes associated line's invoice number becomes the *Reference #* in OBI (blue text)

- A prefix is added to some of the reference numbers to make it easier to know if it is a PO or Invoice.
- Note that the *Doc Number* for the tax lines actually is not the correct invoice number for the tax lines.

The *Expenditure Comment* or associated invoice distribution line becomes the *Exp Comment* (purple text).

Accessing the Reports

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Accessing the Reports

- OBI is Part of access.caltech Single Sign-On
 - Link: *Data Warehouse (OBI)*

✔ **Data Warehouse (OBI)**
Newer campus reporting tool for administrative systems (replaces Cognos)

- VPN is Required
- Pop-up Windows Must be Allowed for OBI
 - *obi-proxy-prod-a.caltech.edu*

To access OBI, go to access.caltech, login, scroll down to *Data Warehouse (OBI)*, and click on the link, which will open a new browser tab.

NOTE: In order to use OBI, you must either be on the Caltech internet OR use VPN.

In addition, your browser must allow pop-up windows for OBI, i.e., for *obi-proxy-prod-a.caltech.edu*.

Accessing the Reports

- OBI Home Page has Three Sections
 - Data Warehouse Status at the top-center
 - Scrolling announcements are at the bottom-center
 - User roles under MY DASHBOARDS link to *Report Listings*

The screenshot displays the OBI Home Page interface. On the left is a gray sidebar with the Caltech logo and navigation links under 'MY DASHBOARDS', 'RESOURCES', and 'TIPS & TRICKS'. The main content area features a 'DATA WAREHOUSE STATUS' section with a table of Data Marts. Below this is an 'ANNOUNCEMENTS' section with a central message box.

DATA WAREHOUSE STATUS		
Data Mart		Last Loaded
Advance	●	2/28/2020
Financials	●	2/28/2020

ANNOUNCEMENTS

Questions?
Please Contact
help-datawarehouse@caltech.edu

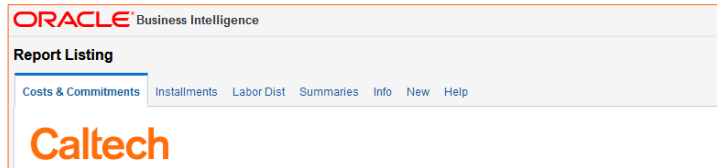
The status of the Data Warehouse loads is in the top-center of the OBI home page.

The bottom-center has scrolling announcements.

In the gray section on the left are links to the dashboards containing the Report Listings to which you have access.

Accessing the Reports

- Clicking on the user role will open the *Report Listing* for that user role



- Each *Report Listing* has several tabs
- Tabs are used to organize the reports and other information

Clicking on a User Role under My Dashboards will navigate to the *Report Listing* dashboard for that user role.

The Report Listings have a series of tabs that are used to organize the reports and other information.

Accessing the Reports

- Each *Subject Area* has a tab
 - Costs & Commitments
 - Summaries
 - Installments
 - Labor Distribution
- Info: Reports about data rather than numbers
 - Awards
 - Exp Categories and Types
 - Funding Sources
 - Future reports will include information about PTAs and HR Organizations

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Each of the first few tabs represent a Financials *Subject Area*. These subject areas include:

- Costs & Commitments: A list of reports that are based upon the *Costs and Commitments* detail.
- Summaries: A list of reports based upon PTA financial *Budget* and *Cost* information.
- Installments: A list of reports based upon *Award Installments* detail.

The remaining tabs are for other reports and information not specifically for one of the *Subject Areas*

The Info tab lists reports that are about data not specific to each of the Subject Areas, for example, information about:

- Awards
- Exp Categories and Types
- Funding Sources

In the future there will be reports with information about PTAs or about HR Organizations.

Accessing the Reports

- **New**
 - List of latest enhancements to OBI Financials
 - New or modified reports
 - New user documentation
- **Help**
 - Training Slides and Video
 - User and Data Logic Guides
 - Quick Guides
 - Report Guides
 - Tips of the Day
 - Troubleshooting Guides

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The New tab lists recent enhancements made to OBI Financials.

- The enhancements are listed by date
- Tip: Click on this tab each week or so to see if there have been new enhancements made since the last time you checked.

The last tab has a list of user guides including:

- *Training Slides and Video*: Includes the slides used for today, complete with notes.
- *User and Data Logic Guides*: Financial User Guide and documents detailing the logic used for transforming the Financial Data Mart data values.
- *Quick Guides*: Short documents on specific topics, many of which are included in the *Financial Data Mart User Guide*.
- *Report Guides*: Documents specific to individual reports.
- *Troubleshooting Guides*: Documents to assist with common issues that users may run into

Tips, Hints, and Frequently Asked Questions

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Tips and Hints

- Embrace the User Documentation
 - For example, learn how to customize your reports
 - This investment could save you time overall
- Explore the *versions* of views within a report
 - Export reports have multiple versions of the data shown
 - Get to know them *before* customizing the report

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Tips and Hints

Embrace the User Documentation

- Challenge your assumptions about the data
- Learn how to customize reports
 - ✓ This investment could seriously save you time

Explore the *versions* of views within a report

- The reports designed for export to Excel have multiple versions each with different columns included, ordered, etc.
- Get to know them *BEFORE* customizing the report

Tips and Hints

- Using Prompts
 - Sometimes Less is More
 - ✓ Searching for a specific PTA? Don't also enter Project #.
 - ✓ Too many prompts can decrease performance with no benefit
 - Use *Search* for the Prompts
- Exporting
 - Stick to Excel or CSV
 - Excel: 2,000,000 cells (# of columns X # of rows)
 - CSV: 500,000 rows

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Tips and Hints

Using Prompts: Sometimes Less is More

- If you are searching for a single PTA there is no reason to enter the Project # or Award # as well
- Entering too much could lead to data entry errors

Using Prompts: Use Search for the Prompts

- The search offers freedom on character case as well as automatically applying a wildcard at the beginning and end
- However, the prompt entered when running the report must be exact, e.g., the correct case, etc.
- You'll also be able to discover alternative versions of values, e.g., BOON P or Boon, Priscilla or Boone Precilla or Preiscilla Boon or Pboon or P Boon, etc.

Exporting

- **Stick to Excel or CSV** because OBI exports the *pixel* size rather than *font* size, which means it will be much smaller than expected
- *Excel*: Max output is 2,000,000 cells (e.g., 200,000 rows with 10 columns)

- ✓ The nice thing is that exporting to Excel keeps all the formatting
- CSV: Max output is 500,000 rows, regardless of number of columns
 - ✓ This type of export includes ALL of the columns in the report – even those that are hidden or excluded

FAQ

- How Do I Save My Prompts/Filters?
 - Please see *Quick Guide - Saving Prompts and Customizing Reports*
 - Available both on the *Help* tabs and IMSS web site
- How Do I Schedule a Report to be Emailed?
 - This functionality is not available in OBI
 - Enhancement request submitted to Oracle

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Frequently Asked Questions (FAQ)

How Do I Save My Prompts/Filters?

- Please see the *Quick Guide – Saving Prompts and Customizing Reports*
 - ✓ Available on the *Help* tab as well as the IMSS web site at <http://www.imss.caltech.edu/services/administrative-applications/data-warehouse-obi/obi-userguides>
 - ✓ Tip: Before you start customizing see the Tip of the Day, *Customizing Your Report* on the *Help* tab as well as the IMSS web site at <http://www.imss.caltech.edu/documents/17895/TOTD-Customizations.pdf>

How Do I Schedule a Report to be Emailed?

- This functionality is not available in OBI
- Enhancement request has been submitted to Oracle, but not likely to happen

FAQ

- What is the Cognos Timeline?
 - GA and LD Reports in Cognos are No Longer Supported
 - ✓ This includes reports such as PTA Cost Details, PTA Summaries, LD Query, and LD Schedule Lines
 - HR and PO/AP Continue to be Supported

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Frequently Asked Questions (FAQ)

What is the Cognos Timeline?

- Reports in the Cognos Grants Accounting (GA) and Labor Distribution data marts are no longer supported
 - This includes reports such as the PTA Cost Details, PTA Summaries, LD Query, and LD Schedule Lines
- HR and PO/AP data marts in Cognos continue to be supported

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Financials Data Warehouse
help-datawarehouse@caltech.edu
[OBI Training Documentation](#)
[OBI Training Schedule](#)

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For more information about OBI please see the user documentation on the *Help* tabs or go to:

Questions, issues, and requests for enhancements may be sent to help-datawarehouse@caltech.edu

OBI User Documentation: <http://imss.caltech.edu/services/administrative-applications/data-warehouse-obi/obi-userguides>

OBI Training: <http://www.imss.caltech.edu/services/administrative-applications/data-warehouse-obi/obi-training-schedule>

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