

Caltech | Data Warehouse

OBI News

In This Issue

- Featured Report
- User Corner
- OBI Resources and Tips
- Upcoming Training Sessions

Featured Report

The *LD That May Hit Suspense* report provides information about the labor distributions that will hit suspense if a payroll were to be run today. This report is also designed for drill-through integration.

The report includes any assignment that is linked to an active payroll, including those employees that are *Occasional*. To help you determine which assignments and LD schedule lines you need to review, we recently added the column *Assg Category*, which lets you know if the assignment is Full-time, Part-time, or Occasional.

Tip: Sort on *Assg Category* so you can visually focus on those assignments that are most likely to go to suspense.

User Corner

Each newsletter, we highlight a common user question. In this newsletter, we look at the *Actuals vs Roll-ups* concept in the FY and ITD Summaries (Export).

Background: Project tasks can be setup in Oracle with a work breakdown structure (WBS) of parent (RU) tasks and child tasks. Budgets can be entered at any level of the WBS, but costs can only be at the lowest level tasks.

In the *Summaries (Export)* reports there are two distinct sets of columns for the financial information, *Actuals* and *Roll-ups*.

Actuals are the amounts (budgets, costs, commitments, and balances) that are entered at the individual task in Oracle.

Roll-ups are the summary of the *Actuals* for the parent and its child tasks. You can identify roll-up columns in reports by the - *RU* at the end of the column name. The amounts you see in the roll-up columns are part of the nightly load logic. As shown in the example below, if a project has parent and child tasks and you summarize on the *roll-up* columns, you may get totals that are not correct.

Task #	Budget	Budget - RU	Costs	Costs - RU	Commits	Commits - RU	Balance	Balance - RU
1	100,000	100,000	0	75,000	0	15,000	100,000	10,000
1.1	0	0	50,000	50,000	5,000	5,000	55,000	55,000
1.2	0	0	25,000	25,000	10,000	10,000	35,000	35,000
2	100,000	100,000	60,000	60,000	20,000	20,000	20,000	20,000
3	0	100,000	0	20,000	0	5,000	0	75,000
3.1	50,000	50,000	10,000	10,000	5,000	5,000	35,000	35,000
3.2	50,000	50,000	10,000	10,000	0	0	40,000	40,000
Totals	300,000	400,000	155,000	250,000	40,000	60,000	105,000	90,000

Tip: For projects with parent and child tasks, include *all* tasks when running the *Summaries (Export)* reports.

OBI Resources and Tips

The [IMSS website](#) offers users guides on everything from data logic to customizing a report.

Our latest Quick Guide, [Customizing Pivot Tables](#) has been added to both the Report Listing's *Help* tab and to the IMSS website.

Tip of the Newsletter!

An important thing to note about the *LD Schedule Lines* report:

- If a schedule line's PTA has an end-date that is before the end date of the *Pay Period*, then that portion of the pay will go to *Suspense* because the expenditure item date will be greater than the *PTA End Date*.

Upcoming Training Sessions

All training sessions are listed on the [IMSS website](#). Training is offered remotely via Zoom, with one exception being our recorded *OBI Introduction to Financials* class. Please see the website prior to attending any class to check for any last-minute changes and that you have the correct Meeting ID.

OBI Introduction

- [Available via Video](#)

Costs & Commitments

- Thursday, 11/4, 2:00 pm to 3:00 pm

Virtual Office Hours

- Tuesday, 11/9, 2:00 pm to 3:00 pm

Summaries & Award Installments

- Wednesday, 11/10, 10:00 am - 11:00 am

Virtual Office Hours

- Tuesday, 11/6, 10:00 am - 11:00 am

Labor Distribution

- Thursday, 11/18, 2:00 pm - 3:30 pm

Do you have an OBI issue or question?

Please send any OBI issues or questions to OBHelp@caltech.edu rather than to individuals within IMSS. A member of our team will get back to you as soon as possible.

