Caltech | Data Warehouse OBI News

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New Report

LD Non-Zero Suspense Balance

LD Non-Zero Suspense Balance is a new set of reports that will assist in managing the labor distributions remaining on your organization(s) suspense PTAs. There are two versions of the report in the dashboard:

- *By Pay Period*
  - ✓ Summarizes the non-zero balances by Assg # and Pay Period.
- *By Assignment*
  - ✓ Summarizes the non-zero balances by Assg # so you can quickly see all assignments that still have a balance in the suspense account.

The same set of parameters are used for both versions with *Suspense PTA* as the only required parameter. In addition, both versions of the reports enable you to drill to more detail about the non-zero suspense balance.

Like other reports based on labor distribution data (i.e., those reports on the *Labor Dist* tab in the *Report Listing*), these reports utilize the Oracle LD security. In other words, you must have LD access to use these reports, and are not related to the PTA-level security used for the other OBI Financial reports.

Additional reports will be added in the coming weeks. Check the **New** tab in the *Report Listing* for the latest updates.

Enhanced Report

You can now drill from the *Outstanding Commitments* report to more detail. For example, clicking on the links in the *Ref #* column for a PO # will open a new tab with the PO Detail report for that commitment.

Additionally, the number of rows that appear before you have to page down has been increased from 15 to 100.

User Corner

Each newsletter, we highlight a common user question. This newsletter's question is, *Why is this commitment still showing up on my report?*

There are a couple of possible reasons that a commitment is still showing up on your *Cost Detail* or *Outstanding Commitments* report.

1. You are running the *Cost Detail* report for the *Previous Period* rather than the *Current Period*. The *Previous Period* commitments are a snapshot of the commitments at the end of the period. If the commitment has changed since then, it will show that change in the *Current Period*.

    Note: *Outstanding Commitments* **only** runs for the *Current Period.*

2. Check the *Reference #* - Is the number prefaced with *Inv #*? If so, that means that the commitment is for an Invoice that has erred out during the interface between Oracle Accounts Payable and Oracle Grants. Please contact Procurement about getting this invoice error resolved.

OBI Resources and Tips

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

Tip of the Newsletter!

Just a reminder that LD access, unlike the other financial subject areas is by Oracle Labor Distribution access.

What that means is that a user's access to an employee's *Assignment* is based on the user's access to the combination of *Orgs* and *Person Types*. Employees can have more than one assignment. Because of this, a user may have access to one of an employee's assignments, but not all of them. In addition, the access is to the assignment, *not* to the PTA.

For example, user Bucky Beaver has access to all assignments within EAS as well as all PTAs "owned" by EAS. Ellie Engineer has an assignment in EAS but is paid on a PTA owned by PMA. Therefore, Bucky will be able to see Ellie in the *LD Query* report but will not see the payroll costs for Ellie in the *Cost Detail* report.

Training Sessions

All training sessions are listed on the IMSS website.

Training Videos

To make training available when you need it, we are transitioning the basic training classes to video. The following training is now available via video, and will no longer be offered in person:

- Getting Started with OBI
- Introduction to Financials
- Award Installments and Summaries

Virtual Office Hours

- Thursday, February 17th at 11:00 a.m. with Meeting ID: 854 5670 8199
- Monday, February 27th at 2:30 p.m. with Meeting ID: 810 9583 0414

Costs & Commitments

- Wednesday, March 9th at 11:00 a.m. with Meeting ID: 870 9137 0469

Labor Distribution

- Wednesday, March 23rd at 10:00 a.m. with Meeting ID: 834 1436 4413

Do you have an OBI issue or question?

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