

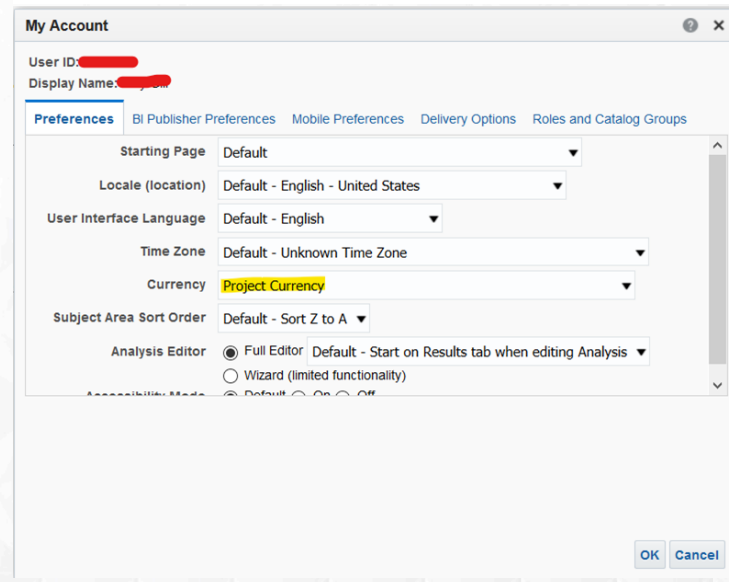
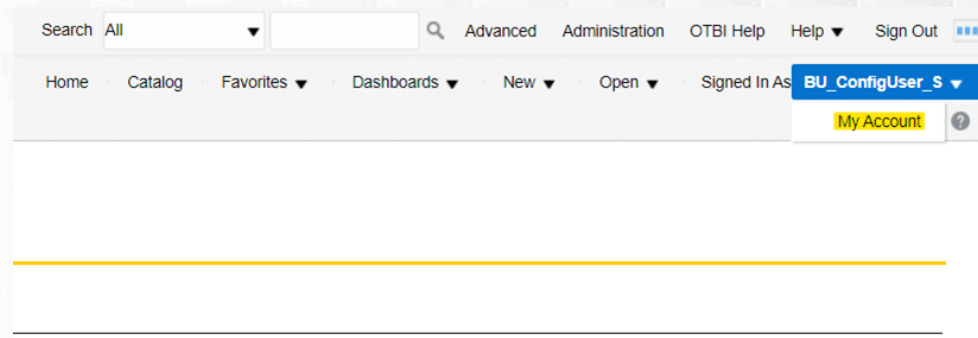
Financial Management Data Portal Training



Enabling Project Currency



- In order to see budget and expense data in Ignite, you must change your Currency to 'Project Currency'
- To do this, go to the top right corner of the screen and click on 'My Account'
- Then, select 'Project Currency' from the Currency dropdown and click OK



- | | | | | | | | | |
|--------|--------------------|----------|-----------------------|-----------------------|-------------------|-------------------------------|---------|-------------|
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
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| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | PDF | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | Excel 2007+ | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | Powerpoint 2007+ | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| Assets | Web Archive (.mht) | Addition | General Institutional | General Institutional | Invested in Plant | Property, Plant and Equipment | Default | Unspecified |
| | Data | | | | | | | |
- Rows 1 - 30

Exporting Data (Data Flavor 2)



- To export data from this type of report, navigate to the top right corner and selecting the 'View Report' button

Account Apply

- Interactive
- HTML
- PDF
- RTF
- Excel (*.xlsx)
- PowerPoint (*.pptx)

Department	Fund	Designation	Account			Project
General Institutional	Operating	Personnel Cost Distributions	PPM-Labor	Unspecified	Default	Bryan
General Institutional	Operating	Personnel Cost Distributions		Unspecified		
General Institutional	Operating	Personnel Cost Distributions		Unspecified		




Exporting Data (Data Flavor 3)

- To export data from this type of report, navigate to the top left and click the dropdown arrow next to 'HTML Preview'
- There you can choose your export options

HTML Preview ▼

Future1: Future1

Future2: Future2



Trial Balance - Only non-operational funds included
 Entity = 00C-Baylor University
 Department = 1000E-BAYLOR UNIVERSITY
 Period = May 2019 - YTD
 Report Run Date = 05/05/2020

Expand All

			May 2019
	Month Beginning Balance	MTD Debit	MTD Credit

HTML Preview ▼

HTML Preview

PDF Preview

Export to Excel

Export In Query-Ready Mode

Export to Word

Export to Powerpoint

Show Annotations

Refresh

Preview User Point of View

Respond to Prompts



Tips for Using Prompts (Data Flavor 3)



- For this type of reports, you will have to open a folder tree to select your desired prompt value
- Once you have found your desired value, select it and click the arrow to move it to the 'Selected' column
- Do not forget to select the default value and move it back to the 'Available' column

Respond to Prompts - Google Chrome

ejof-dev2.fa.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr_id=-1809883...

Members

Available: AccountingPeriod (1-14 of 14)

Find: Name ☒ Use Wildcards ☐ Case-Sensitive

Selected: 1 of 1

Rows Per Page: 20

[AccountingPeriod].[Not Specified]		Not Specified
2018	2018	
2019	2019	
Qtr1-19	Qtr1-19	
Qtr2-19	Qtr2-19	
Qtr3-19	Qtr3-19	
Qtr4-19	Qtr4-19	
Mar-19	March 2019	
Apr-19	April 2019	
May-19	May 2019	
13_May-19	13_May-19	
2020	2020	
2021	2021	

Selected: 1 of 1

Name
May-19

Help



QRG's



Main Data

COA Segment Lookup



Business Case

Quick lookup for segment description and code.

Questions Answered

- What is the description and/or code for any given COA segment (Entity, Department, Fund, Designation, Account, Purpose or Activity)
- What are the departments and/or designations which have been transacted with an Entity.

Instructions/ Expectations

- Quick lookup reference to any of the seven segments in the new COA
- Search for partial segment description or code to obtain a list of all matches to the search.

Location

Tools > Financial Management Data Portal
Tools > Central Finance Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- The search is built on top of existing transactions in the database.
Example: When filtering by Entity, you will see all designations transacted with the specified Entity
- If a value has not been transacted against, it will not display in the list of values in the table, however, you can still use the search feature to find the value.



Budget to Actuals



Business Case

View of budget, commitments, actuals and remaining by Entity, Department, and Account to monitor financial health in your area.

Questions Answered

- What is my remaining budget overall for my department?
- What is the available balance for specific designations in my Entity or Department?
- What was the period activity for specific funds in my Entity or Department?

Instructions/ Expectations

- Review monthly or as needed to monitor real time status of your remaining budget.
- Prompt by Entity or Department to view the financials that pertain to your area.
- Drill into hyperlinked values to see what comprises the totals.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

-



Budget Detail Adjustment Report



Business Case

Operating Budget balance breakdown between initial balance and subsequent adjustments

Questions Answered

- What are the budget adjustments for a given COA string?
- Which entries affected the budget (increase and decrease) for a given adjustment period?

Instructions/ Expectations

- Ensure Entity prompt is selected prior to running the report. The prompts available will allow selection for any of the segments in the COA (Entity, Department, Fund, Designation, Account, Purpose and Activity)

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

There are 3 embedded reports: 1st tab – Top report has COA string total balance and Bottom report has breakdown of same COA string for each adjustment by date with subtotal. 2nd tab is a COA reference list for all segment codes and description based on prompt selection (the code/description displayed are based on segments with Actual balance, not budget)



Account Detail



Business Case

View Beginning Balance, Period Activity, and Ending Balance by CoA segment values with flexible CoA segment query capability.

Questions Answered

- What is the ending balance in a particular CoA string?
- How much period activity was there in a particular CoA string?

Instructions/ Expectations

- Use as needed to query balances or activity in specific CoA account strings.
- Use to investigate specifics that make up totals found in other data outputs.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- Beginning balance will reflect the balance at the beginning of the period selected
- Ending balance will reflect the balance at the end of the period selected
- The balances follow accounting concepts (i.e. revenue increases with a credit which has a negative sign by nature. Expenses increases with a debit which has a positive sign by nature). Consequently an expense with a negative net activity balance, indicates cost has been reduced. A revenue with a positive net activity balance indicates it has been reduced which is not good, businesswise.



GL Transaction



Business Case

View debits and credits by CoA segment by Journal Source with segment, Transaction Source and Debit and Credit query capability

Questions Answered

- What are the debits or credits by Journal Source and Category in a particular CoA string?
- How much period activity, by debit and credits, was there in a particular CoA string from subledger Receivables, Projects, etc?

Instructions/ Expectations

- Use as needed to query lowest entry level to debits and credits in specific CoA account strings.
- Use to investigate specifics, including data source, that make up totals found in other data outputs.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions



GL Transaction with JE Drilldown



Business Case

View debits and credits by CoA segment by Journal Source with segment query capability as well as drilldown to specific Journal Entry.

Questions Answered

- What are the debits or credits by source in a particular CoA string?
- How much period activity, by debit and credits, was there in a particular CoA string and what was the source of the activity?

Instructions/ Expectations

- Use as needed to query lowest entry level to debits and credits in specific CoA account strings.
- Use to investigate specifics, including data source, that make up totals found in other data outputs.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- Journal sources identify the origin of your journal entries. Some examples are Payables, Receivables and Projects
- Drill into journal source transactions by clicking the blue links



Trial Balance



Business Case

View MTD and YTD beginning balance, debit, credit, net change and current balance by account rollups

Questions Answered

- What is my MTD Revenue?
- What is my net change for the month in a given account?
- What is the Balance of all Assets in my Entity?

Instructions/ Expectations

- Review as needed to monitor activity and ending balances in Accounts and Account Rollups.
- Prompt by Entity or Department to view the financials that pertain to your area.
- Expand Account Rollups to see details that make up each total.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions



Fund Balance



Business Case

View of beginning balance, period activity, and ending balance by fund and designation to monitor financial health in your area. Provides an overview of resources available across all funding sources.

Questions Answered

- What is the accumulated fund balance in each of my department funds?
- What is the ending balance for specific designations in my Entity or Department?
- What was the period activity for specific funds in my Entity or Department?

Instructions/ Expectations

- Review monthly or as needed to monitor activity and ending balances
- Prompt by Entity or Department to view the financials that pertain to your area
- Expand Fund and Designation hierarchies to see balances at lower levels of the hierarchies

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- This report includes only non-operating funds.



Endowment Fund Balance – By Fund



Business Case

View of beginning balance, period activity, and ending balance for a particular designation to monitor endowments in your area. View the breakdown by endowment fund.

Questions Answered

- How much money is in all endowment funds in my department?
- What are the permanent endowment, board designated endowment and spending funds for specific endowments in my Entity or Department?
- What was my endowment revenue for a specific period?

Instructions/ Expectations

- Review monthly or as needed to monitor activity and ending balances for endowments.
- Prompt by Entity or Department to view the financials that pertain to your area.
- Expand Fund hierarchies to see balances at lower levels of the hierarchies.
- Prompt by one designation to view it's breakdown by fund.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- Similar to 'Endowment Fund Balance – By Designation' but rows are at Fund hierarchy levels rather than Designation hierarchy levels.



Endowment Fund Balance – By Designation



Business Case

View of beginning balance, period activity, and ending balance by endowment designations to monitor endowments your area.

Questions Answered

- How much money is in a particular endowment designation in my department?
- What is the ending balance for specific endowments in my Entity or Department?
- What was a particular endowment's revenue for a specific period?

Instructions/ Expectations

- Review monthly or as needed to monitor activity and ending balances for endowments.
- Prompt by Entity or Department to view the financials that pertain to your area.
- Expand designation hierarchies to see balances at lower levels of the hierarchies.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

- Similar to 'Endowment Fund Balance – By Fund' but rows are at Designation hierarchy levels rather than Fund hierarchy levels.



Monthly Data

Salary Costing & Commitment



Business Case

View salary costing string and percentage split by employee and assignment. View the projected salary costs to be spent before the end of the budget period.

Questions Answered

- What is the costing split for a particular employee?
- Who is costed to my Department?
- Who is costed to my Award/ Project?
- What is the projected salary costs for a particular employee this year?

Instructions/ Expectations

- Review monthly or as needed to monitor personnel costing in your area
- Prompt by Entity or Department to view the people fully or partially costed to your area
- Prompt by Person Number or Person Name to view costing for an employee
- Prompt by project end dates to ensure employees will not be costed to an inactive project – enter a date to see the Project End Dates that are to happen before that date.

Location	Audience	
Tools > Financial Management Data Portal Tools > HCM Management Data Portal	- Business Officers (Entity Data) - HCM Specialists (All Data) - URAs (Entity Data)	- Central Finance (All Data) - Central HR (All Data)

Additional Notes

- Costing data reflects real time changes
- Projected salary costs will be the most accurate the beginning of the month after monthly Payroll has been paid for the previous month. Formula is as follows: Monthly Salary * Months left to be paid in budget period
- Employees with separation dates prior to the end of the budget period will have committed salary up to the month of separation



Salary Budget Summary



Business Case

View the Salary budget, projections, actuals and remaining by Entity, Department, Account and Designation to evaluate a more accurate picture of salary funding.

Questions Answered

- How much salary funding remains uncommitted in all my departments combined?
- How much funding is committed in a particular department for the remainder of the budget year?
- How much money is left for me to allocate to fill a position?

Instructions/ Expectations

- Review monthly or as needed to monitor remaining funding that may be allocated to a position.
- Prompt by Entity or Department to view the financials that pertain to your area.
- Prompt by an account or designation to see the totals remaining in those segment values.

Location	Audience	
Tools > Financial Management Data Portal	<ul style="list-style-type: none">- Business Officers (Entity Data)- HCM Specialists (All Data)- URAs (Entity Data)	<ul style="list-style-type: none">- Central Finance (All Data)- Central HR (All Data)

Additional Notes/ Instructions

- This report summarizes the data from the Salary Costing and Commitment Details. View that data by employee to understand the breakdown of data in this output.
- Projected salary costs will be the most accurate the beginning of the month after monthly Payroll has been paid for the previous month.



Open Positions



Business Case

View of open Positions by Entity or department to know where available money may be allocated. Includes counts by Full Time and Part Time.

Questions Answered

- How many Full-Time positions are open in my entity?
- What specific Positions in my Department are currently not filled?

Instructions/ Expectations

- Review monthly or as needed to monitor open positions so that they may be filled in a timely manner or closed if not needed.
- Use with Salary Budget Summary to know how much and where available money lives so that Positions may be strategically filled.
- Prompt by Entity or Department to view the positions that pertain to your area

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (Entity data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes/ Instructions

-



Additional Compensation and Benefits Costing



Business Case

View costing string and percentage split by additional pay or benefits for an employee.

Questions Answered

- What is the costing split for a faculty overload for a particular employee?
- What additional pay or benefits are costed to my Award/ Project?
- Where were an employee's benefits previously costed?

Instructions/ Expectations

- Review monthly or as needed to monitor personnel costing in your area
- Prompt by Entity or Department to view the additional compensation and benefits fully or partially costed to your area
- Prompt by Person Number or Person Name to view all costing for an employee's additional compensation and benefits
- Prompt by date to view compensation costing for a certain time period

Location

Tools > Financial Management Data Portal
Tools > HCM Management Data Portal
Tools > Project Management Data Portal

Audience

- Business Officers (Entity Data)
- HCM Specialists (All Data)
- URAs (Entity Data)

- Central Finance (All Data)
- Central HR (All Data)

Additional Notes

-



Procurement & Expense Data

Purchasing Queue



Business Case

Queue showing the transactions that require action by the department approvers

Questions Answered

- What Requisitions have been submitted but not fully approved?
- What Purchase Orders have been submitted but not fully approved?

Instructions/ Expectations

- Prompt by Entity and Department to view transactions applicable to your area.
- Review weekly to act on requisitions and purchase orders that have been in the submission process for an extended time.
- View the department of the transaction to understand who should be reached out to for continuing the approval process.
- Monitor for transactions that were approved by the employee who submitted.
- See the sequence of actions that took place on a transaction to understand the workflow history.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes

Select the Requisitions tab to view Requisition data and Purchase Order tab to view Purchase Orders data.



Spend by Vendor



Business Case

Report to show all spend by vendors with prompt capability to see by category.

Questions Answered

- How much was spent with a particular supplier?
- How much was spent on a specific procurement category with a specific vendor or for all vendors?

Instructions/ Expectations

- Review monthly or as needed to monitor spending by supplier in your area
- Prompt by Entity or Department and date to view the spend that pertain to your area in a chosen time frame

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes



Purchasing Monitor



Business Case

View purchase orders by Entity, Department, to monitor spending in your area.

Questions Answered

- What purchases were made in the last month in my Department?
- What purchase orders exceed \$25,000 in my Department?

Instructions/ Expectations

- Review monthly or as needed to monitor spending by purchase orders in your area
- Prompt by Entity or Department and date to view the purchase orders that pertain to your area in a chosen time frame
- Prompt by total cost amount to view large purchases or purchases that are below the workflow threshold

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes

Only Requisitions that have become Purchase Orders will appear in the data.
Purchase Orders that have become Invoices will continue to be displayed.



Expense & Reimbursement Details



Business Case

Report detailing employee expenses made with Pcard vs personal reimbursements. Includes detail by expense type.

Questions Answered

- What was the overall spend by Cash or Credit Card?
- What was the spend by category (airfare, advertising, etc.) in a particular Entity?
- Who was reimbursed for Travel in a given time frame?

Instructions/ Expectations

- Review monthly or as needed to monitor spend on employee expenses in your area
- Prompt by Entity or Department and date to view the expenses that pertain to your area in a chosen time frame
- Prompt by expense category to view a desired subset of data.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes



Expense Report Status & Workflow



Business Case

Report detailing expense report and their status with drillable capabilities to expense workflow steps. Includes the timing and actor for each step that has occurred

Questions Answered

- What expense reports are in the approval process and what is their status?
- Who has submitted an expense report in a given time frame?

Instructions/ Expectations

- Review as needed to monitor expense reports submitted in your area.
- Prompt by Entity or Department and date to view the expense reports that pertain to your area in a chosen time frame.
- Prompt by Expense Report Total to view large expense reports submitted.

Location

Tools > Financial Management Data Portal

Audience

- Business Officers (all data)
- Department Approvers (all data)
- Central Finance (all data)

Additional Notes



Cross Module

Employee Detail



Business Case

View a variety of details about employee assignment by Entity, Division, Unit, or Department
Ex. Shows snapshot of employee detail; can filter down by department to get full picture.

Questions Answered

- How many FTEs do I have?
- What is Bruiser Bear's pay grade and salary? Is there room for an increase in their pay grade?
- What is Bruiser's performance appraisal score?

Instructions/ Expectations

- Review as needed to view a snapshot of the personnel in your area
- Prompt by Division Unit or Department to view snapshot of an organization and details on personnel in your area
- Prompt by employee number to view desired details for a chosen employee

Location

Tools > HCM Management Data Portal
Tools > Financial Management Data Portal

Audience

- Business Officers (entity data)
- Department Approvers(all data)
- Central Finance (all data)

Additional Notes

-Entity code refers to the finance chart of account value assigned to the department. Will primarily be used by Business Officers.



PPM to GL – Revenue and Cost Reconciliation



Business Case

View various Cost and Revenue buckets of data in the PPM module.
View Revenue and Cost data by CoA as interfaced to the GL.
Drilldown to the next level of detail available in the PPM module

Questions Answered

- What are the sources of cost charged to my projects?
- Which employees have charged Travel expenses to my projects and how much?
- What is the cost breakdown to my Sponsored projects between External and Internal Funds

Instructions/ Expectations

- Review as needed to view the components of Cost charged to projects (Conversion, Banner, Cost Transfer, Oracle projects for FA rates, Payables for Vendor and employee expenses and Payroll)
- Select desired Filter for Accounting Period, Project Organization and/or Project Type
- The “Cost and Revenue Trans Source” tabs will allow drilldown to detail by clicking on amount by each project

Location

Tools > Central Finance Data Portal
Tools > Financial Management Data Portal

Audience

- Business Officers (entity data)
- URA's(all data)
- Central Finance (all data)

Additional Notes

Download the Cost and Revenue Trans Source tabs from the PPM module for use in the Oracle Financial Reporting and PPM module



Appendix

