Introduction to OBI Financials Dashboards

ASAP Team

Summer/Fall 2017
Agenda

Project Overview
Tool Benefits
Preferred Browsers and Log In Details
Overview of Dashboards:

  Transaction Listing
  Budget and Actuals Comparison
  GL Account Monitoring
  Fund Management
  Help Resources
Project Overview

**Project Objective:** Rebuild CREW financial reports* in Oracle Business Intelligence (OBI) and retire all corresponding CREW reports

- Student Financials – Live in June 2014 with 100 users
- CAPS – Live in November 2014 with 250 users
- Cash Management – Live in February 2015 with 600 users
- Procure to Pay – Live in March 2015 with 900 users
- Accounts Receivable – Live in April 2015 with 200 users
- Grants – Live in December 2016 with 700 users
- **Finance (GL/Budget)** – targeted for Summer/Fall 2017 with 2,000+ users

Where possible we have included enhancements to the Financial dashboards’ content beyond straight CREW replacement. These changes are highlighted on the individual dashboard slides.

*CREW HR reports are not included in the scope of this project*
Tool Benefits

OBI is an analytics tool offering many benefits over the legacy CREW reporting system, including:

- Improved run times – average dashboard renders in < 1 minute
- Export directly to Excel (no more dropping of leading zeroes)
- Every dashboard has a Wiki page with information specific to dashboard features
- Dashboard specific enhancements
  - Added calculations that were consistently used in CREW Reports
  - Added additional columns not currently available in CREW
  - Corrected errors on some reports found in CREW
- Ability to create customizations by including or excluding columns, filter and sort data directly in dashboard
  - Share customizations you create with others
Why OBI?

- Saves development time for bug fixes, enhancements, etc.
- More cost effective than CREW
- Offers many more interactive features than CREW
- Can accommodate ad hoc reporting in the future

Considerations:

- Scheduling: currently not in scope for the current project implementation; is expected to be implemented in the future
- There are some notable differences between the reports in CREW and the dashboards in OBI
- Time Out: After 30 minutes of inactivity, OBI will time out. You are not warned by the system and, when you try to do anything, the system will simply spin. Click sign out and sign in again.
Preferred Browsers and Log In Details

The preferred web browsers for OBI are:

- Firefox
- Internet Explorer

Log In to OBI:

- Direct URL: https://obi-prod.cadm.harvard.edu
- From the Financial Applications page: https://fss.finance.harvard.edu/applications
OBI FIN Folders

Your User Security Determines Your Access

FIN-CIP- Access for Tub Finance Officers
FIN-Core- Access to TFO, Department Administrators
FIN-Core only: Users must declare their Role
FIN-Disable Impact-Access for Tub Finance Officers
FIN-Journals General- Access for Financial Managers
FIN-Journals General Central- Access for FAR
FIN-Management- Access for Tub Finance Officers
FIN-Management- Access for Tub Finance Officers
Dashboard Overviews
Transaction Listing Design

Three Different Dashboards

- **TL All**: Provides detailed transaction information, including compensation at an individual level.

- **TL Summary Comp**: Provides detailed transaction information but compensation is summarized.

- **TL Limited Comp**: Provides detailed transaction information but suppresses sensitive compensation information. The list of object codes available can be found on our [wiki site](#).

Your security access determines what dashboard(s) you will see.
Role Selection

➢ To meet dashboard security requirements, most of the dashboards we will be using today will require a user to select their role.

➢ In order to allow for multi-role we have modified every dashboard in the FIN-Core folder to have a “role selection” page. This will NOT be required for other financial dashboards outside of this folder.

➢ Users will need to select a role and click the Apply button and then navigate to a dashboard page(s)

➢ If users do not select a role and click Apply they will get “no results”
## Transaction Listing Overview

- The Transaction Listing (TL) Dashboard displays all transactions entered in Oracle General Ledger (GL). By looking at the individual transaction lines, a user can determine if all charges are accurate and appropriate. Individual lines within the report can be sorted and subtotaled in many ways, which allows for easy comparison to other reports and facilitates analysis and reconciliation.

- Some of the questions it answers are:
  - What transactions posted to my tub in a particular period?
  - What is the transaction line description for a journal entry?
  - Who was paid for a particular expense amount?
  - What was the salary adjustment recorded for a particular department or individual?
  - What were the purchase order number and invoice number related to a payables transaction?
  - What is the customer name and address for the receivables journal entry?
  - What individual transactions make up the cost I am seeing for a particular object code in my department?
  - Who posted the entry to the internal billing?
  - What staff received overtime for the fiscal year to date?
Key Differences Between OBI and CREW

- OBI includes the created by HUID and name so you can see who posted the transaction.
- OBI includes the PCard reviewer HUID so that you can confirm that the reviewer and the purchaser are different.
- The CREW Report contains Balance Forward Amounts if it is run with a start date of July 1st; OBI does not. If a user needs to see Balance Forward amounts in OBI then they need to run the Balance Forward dashboard. If you are trying to compare CREW and OBI results, you must eliminate the "Balance Forward" amounts in the CREW report. Otherwise, they will not tie out.
- The Description 1/2/3 columns from CREW report are broken out into 31 columns in the OBI dashboard (mainly in the right-clicks).
- TL Limited Compensation page excludes the following object code ranges: 6001-6099, 6130-6130, 6178-6259, 6270-6299, 6310-6399
Transaction Listing with Balance Forward Design

Two Dashboard Pages

- **TL All**: Provides information on Beginning Balances and Journal Entries for all GL journal sources as in Oracle GL. For PeopleSoft, Receivables and Procurement Card journal entries, the dashboard displays the detailed journal information (stored in the Harvard Data warehouse) instead of the corresponding aggregate amount posted in Oracle GL.

- **TL Summary Comp**: Provides information on Beginning Balances and Journal Entries for all GL journal sources as in Oracle GL. For PeopleSoft, Receivables and Procurement Card journal entries, the dashboard displays the corresponding aggregate amount posted in Oracle GL.

Depending on your security access, you may see one or both of these dashboards.
The Balance Forward dashboard provides users with lists of Balance Forwards Amounts at the beginning of the Fiscal year selected (Beginning Balances), and a detail listing of transactions occurring between the from/to period selected.

Some of the questions it answers are:

- What is the beginning Balance for the FY?
- What are the activities associated with a balance during a specific period of time?
Transaction Listing with Balance Forward

Key Differences Between OBI and CREW

- OBI includes the created by HUID and name so you can see who posted the transaction.
- OBI includes the PCard reviewer HUID and name so that you can confirm that the reviewer and the purchaser are different.
- The Description 1/2/3 columns from CREW report are broken out into 31 columns in the OBI dashboard (mainly in the right-clicks).
Dashboard Overview (cont.)
This dashboard is used by budget managers and planners to identify and manage income, expense and non-operating account variances as compared to the developed budget or forecast throughout the fiscal year.

Some of the questions it answers are:

- What variances exist in both dollar and percentage between actuals and budget for the following scenarios?
  - Current year-to-date actual to current year-to-date budget or forecast.
  - Current year-to-date actual to current full year budget or forecast.
- What amount of the budget remains unexpended or has been overspent?
- How does the current YTD actuals income and expenditures compare to prior year actuals at this same point-in-time?
- For the last closed month do income and expense actuals deviate from budgeted activity for this month?
- What areas of the organization are contributing most significantly to the variances that exist?
Budget and Actuals Comparison

Five Dashboard Pages (first 3 tabs):

- **Budget and Actual Summary** - A summary view of recent two years information on Operating Budget, Actuals and their variance at Tub/Org/Tera Object level.

- **Budget and Actual Detail - Org and Object** - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Org/Object level.

- **Budget and Actual Detail - Activity and Object** - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Activity/Object level.

All users will see data on all tabs
Budget and Actuals Comparison

Five Dashboard Pages (final two tabs):

- **Budget and Actual Detail - Fund and Object** - View of recent two years information on Operating Budget, Actuals and their variance at Tub/Fund/Object level.

- **Budget and Actual Detail by All CoA Segments** - View of recent two years information on Operating Budget, Actuals and their variance at all CoA level.

All users will see data on all tabs.
Key Differences Between OBI and CREW

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- This dashboard is designed to calculate the "Prior FY" and "FY-2" columns for End Period Prompt selection from the current and prior fiscal years only. A user is still able to enter a period earlier than those from the selections by clicking “Search” button, but by doing so, the user will get incorrect value for some columns, so it is highly recommended to select a period from the dropdown list.
- CREW included T951 Endowment Object Codes, the Budget Subcommittee decided to exclude these in OBI. Therefore, if comparing CREW to OBI you will need to exclude these amounts from CREW.
Budget and Actuals Comparison- Org and Object

Key Differences Between OBI and CREW

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- This dashboard is designed to calculate the "Prior FY" and "FY-2" columns for End Period Prompt selection from the current and prior fiscal years only. A user is still able to enter a period earlier than those from the selections by clicking “Search” button, but by doing so, the user will get incorrect value for some columns, so it is highly recommended to select a period from the dropdown list.
- CREW included T951 Endowment Object Codes, the Budget Subcommittee decided to exclude these in OBI. Therefore, if comparing CREW to OBI you will need to exclude these amounts from CREW.
Key Differences Between OBI and CREW

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- This dashboard is designed to calculate the "Prior FY" and "FY-2" columns for End Period Prompt selection from the current and prior fiscal years only. A user is still able to enter a period earlier than those from the selections by clicking “Search” button, but by doing so, the user will get incorrect value for some columns, so it is highly recommended to select a period from the dropdown list.
- CREW included T951 Endowment Object Codes, the Budget Subcommittee decided to exclude these in OBI. Therefore, if comparing CREW to OBI you will need to exclude these amounts from CREW.
**Key Differences Between OBI and CREW**

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- This dashboard is designed to calculate the "Prior FY" and "FY-2" columns for End Period Prompt selection from the current and prior fiscal years only. A user is still able to enter a period earlier than those from the selections by clicking “Search” button, but by doing so, the user will get incorrect value for some columns, so it is highly recommend select a period from the dropdown list.
- CREW included T951 Endowment Object Codes, the Budget Subcommittee decided to exclude these in OBI. Therefore, if comparing CREW to OBI you will need to exclude these amounts from CREW.
Budget and Actuals Detail by All CoA Segments

Key Differences Between OBI and CREW

- This dashboard replaces the CREW Budget Variance Report.
- There are other columns that can be added to this dashboard by using the right-click.
- This dashboard is designed to calculate the "Prior FY" and "FY-2" columns for End Period Prompt selection from the current and prior fiscal years only. A user is still able to enter a period earlier than those from the selections by clicking “Search” button, but by doing so, the user will get incorrect value for some columns, so it is highly recommended to select a period from the dropdown list.
- CREW included T951 Endowment Object Codes, the Budget Subcommittee decided to exclude these in OBI. Therefore, if comparing CREW to OBI you will need to exclude these amounts from CREW.
This dashboard is used to provide the ability for budget managers and planners to identify and manage income, expense (excluding certain salary related objects) and non-operating account variances as compared to the developed budget or forecast throughout the fiscal year. Further information related to Limited Comp can be found on page: Limited Compensation.

Some of the questions it answers are:

- What variances exist in both dollar and percentage between actuals and budget for the following scenarios?
  - Current year-to-date actual to current year-to-date budget or forecast.
  - Current year-to-date actual to current full year budget or forecast.

- What amount of the budget remains unexpended or has been overspent?

- How does the current YTD actuals income and expenditures compare to prior year actuals at this same point-in-time?

- For the last closed month do income and expense actuals deviate from budgeted activity for this month?

- What areas of the organization are contributing most significantly to the variances that exist?
Budget and Actuals Comparison-Limited Compensation

Four Dashboard Pages:

- **Budget and Actual Detail – Org & Object** - View of recent two years’ information on Operating Budget, Actuals and their variance at Tub/Org/Object level.
- **Budget and Actual Detail – Activity & Object** - View of recent two years’ information on Operating Budget, Actuals and their variance at Tub/Activity/Object level.
- **Budget and Actual Detail - Fund & Object** - View of recent two years’ information on Operating Budget, Actuals and their variance at Tub/Fund/Object level.
- **Budget and Actual Detail by All CoA Segments** - View of recent two years’ information on Operating Budget, Actuals and their variance at all CoA level.

All users will see data on all tabs.
The prompts are identical across the dashboard pages.
Prompts are “sticky” and will populate across the dashboard pages.
Output is identical to the BAC, but excludes certain salary object codes.

Key Differences Between OBI and CREW
- Only Expense and Revenue object codes (T400, T600, T901) are displayed on the dashboard.
- Only Operating and Forecast Budgets are available on the dashboard because Corporation is redundant to Operating, and Preparation and Target are no longer populated. Forecast Budget displays Q2 Forecast.
- To view the list of salary object codes that are excluded from this dashboard, see the dashboard wiki page.
GL Accounting Monitoring

Two Dashboard Pages

- **GL Actual Balances**: Provides high level information at the 7 segments by allowing the user to select any of the object code levels or groups such as Revenue, Expense, Non-Operating, Assets, etc.

- **GL Actual and Budget Balances**: Provides high level actual and budget information aggregated by Org/Activity at the 7 segments for specific object code levels or groups of Revenue, Expense, and/or Non-Operating.

All users will see data on both tabs.
GL Account Monitoring Overview

- This Dashboard focuses on providing the user with summary balances for Actual amounts for a specific range of periods during a Fiscal Year for all 7 Chart of Account (CoA) segments. The user has the option of selecting which of the CoA segments should be displayed.

- Some of the questions it answers are:
  - What is the summary view of expenses for specific combinations of the selected chart of account segments for a requested period?
  - What are my balances for the child and/or roll-up level for specific objects?
  - What are my variances and comparisons of actuals to a budget type for the selected period?
Key Differences Between OBI and CREW

• This page of the dashboard replaces the CREW Summary Actuals Report
• Enter ranges by selecting the prompt, then Search, then selecting the values.
• There are other columns that can be added to this dashboard by using the right-click.
• OBI combines the Summary Actuals and Summaries Actual and Budget into a single multi-tabbed dashboard
• The Tera Object value defaults to T400 Total Revenue; T600 Total Expense; and/ or T901 Non-Oper GOA Change in Net Assets.
GL Account Monitoring-GL Actuals and Budget Balances Tab

Two views of the dashboard data:

Key Differences Between OBI and CREW

- This page of the dashboard replaces the CREW Summary Actuals and Budget Report.
- Enter ranges by selecting the prompt, then Search, then selecting the values.
- There are other columns that can be added to this dashboard by using the right-click.
- OBI combines the Summary Actuals and Summaries Actual and Budget into a single multi-tabbed dashboard
- The Tera Object value defaults to **T600 Total Expense**.
GL Account Monitoring-GL Actuals and Budget Balances Tab

Budget View:

Forecast View:
Fund Management

Three Dashboard Pages:

- **Fund Summary**: Provides fund information at a very high level.

- **Org and Activity Detail**: Provides fund information aggregated either by Org, Activity or Org and Activity.

- **Student Loan Funds Detail**: Provides information by Student Loan Fund, Object and Activity.

All users will see data on all tabs.
This dashboard is used to provide a high level view of fund/s at a specific month end or as of yesterday’s data for Department Administrators to Tub-Level Financial Personnel. It displays a complete picture of the financial status of a fund or funds requested, by showing the beginning balance, total operating income, total operating expense, total non-operating activity, and ending balance. It also provides details for orgs and activities.

Some of the questions it answers are:

- What are the University's non-sponsored Fund totals?
- What are the University Income, Expense and Non-Operating by non-sponsored Funds?
- How are the non-sponsored Funds grouped by the different attributes?
- What is the expected Change in Net Assets for the non-sponsored Funds?
Key Differences Between OBI and CREW

- This dashboard now includes Org information in a format similar to the CREW FGUUBR. This is an enhancement.
- The dashboard is also enhanced to include several right-click columns which allow users to bring in Fund Attributes as well as Super Object information on Total Income.
- Funds in deficit are immediately identifiable in the Deficit column.
- Predefined filters exist in this dashboard on the Fund Summary & Org and Activity detail pages that exclude Fund Type Codes FG & NE (refer to the Sponsored Segment Dashboard); all other fund types are included. The FGUUB retrieves data for Funds between ('250000' AND '699999') or BETWEEN ('000001' AND '054999').
- This dashboard retrieves data for Object Codes T400; T600; T901, & G370. FGUUB does not have filter on object code.
Fund Management-Org and Activity Detail Tab

Three views of the dashboard data:

Key Differences Between OBI and CREW
- If you add values to the first tab, they will carry forward to this tab.
- Predefined filters exist in this dashboard on the Fund Summary & Org and Activity detail pages that exclude Fund Type Codes FG & NE (refer to the Sponsored Segment Dashboard); all other fund types are included. The FGUUB retrieves data for Funds between ('250000' AND '699999') or BETWEEN ('000001' AND '054999').
Fund Management-Org and Activity Detail Tab

Org Detail View:

Activity Detail View:

Org and Activity Detail View:
Key Differences Between OBI and CREW

- The Student Loans Funds Detail contains predefined filters making sure to include only Fund Type Code of SL and Object Code 0850 and Object Type Codes E, O, and R (Expenses, Net Assets and Revenue).
Help Resources
OBI Wiki Pages

Each Dashboard has its own wiki page

- Access Information
- Dashboard Description
- Prompt Definitions
- Executing the Dashboard
- Output column
- Definitions
- Other
- Data Access Control
- Data Source & Freshness
- Additional Help

How Do I Access This Dashboard?

From the Dashboards drop down menu, select **Dashboards -> FIN - Core -> Transaction Listing (TL)**.
Resources

- OBI Production URL: https://obi-prod.cadm.harvard.edu
- OBI FAQ: https://wiki.harvard.edu/confluence/display/OBIEEProject/FAQs
- OBI Job Aids: https://wiki.harvard.edu/confluence/display/OBIEEProject/Job+Aids
- OBI Financial Dashboards Catalog: https://wiki.harvard.edu/confluence/display/OBIEEProject/Financial+Catalog
- OBI Simulations: https://wiki.harvard.edu/confluence/display/OBIEEProject/OBI+Simulations
Questions?

➢ Check our wiki site:

https://wiki.harvard.edu/confluence/display/OBIEEProject/Modernizing+Financial+Reporting+Program+Home

➢ Contact ithelp@harvard.edu or call 617-496-2001.