Dashboard-in-a-Dash: Transaction Listing

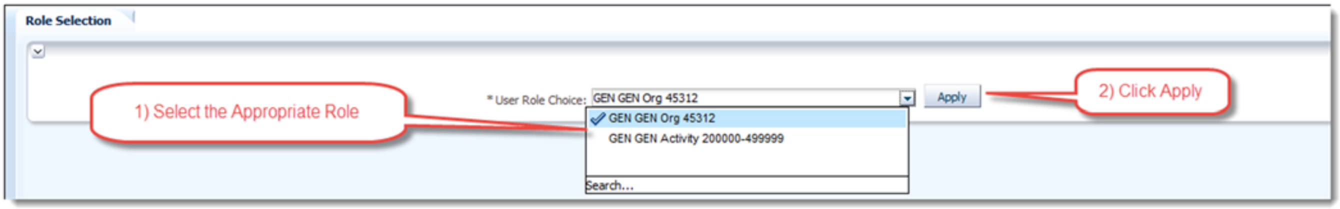
User Roles Department Administrators, Tub Level Administrators, Tub Finance Office Administrators, Central Finance and Reporting (FAR)

Last Updated: June 24, 2017

Purpose	The Transaction Listing (TL) Dashboard is designed to display all journal entries (transactions) entered in Oracle E-Business Suite. These journal entries (transactions) are the actual transactions recorded by the Harvard University in its accounting book (the General Ledger).
Questions Commonly Answered by this Dashboard	• 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 total 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?
Access	Log into OBI at https://obi-prod.cadm.harvard.edu. Select **Dashboards–> FIN-Core> Transaction Listing**.
Dashboard Types	There are three different versions of this dashboard. The differences pertain to the ability to view the transactions at a detailed or summary level. ***Availability of each dashboard is dependent upon individual user security***: • **TL All:** Provides detailed transaction information, including compensation at an individual level. • **TL W Summary Comp:** Provides detailed transaction information but compensation is summarized for the 33-digit account string. • **TL W Limited Comp:** Provides detailed transaction information but suppresses sensitive compensation information. The list of object codes available can be found here.
Tabs found on the chosen dashboard	• **Role Selection:** Select your role in order to rend the dashboard. Then, depending on the dashboard chosen: • **TL All** • **TL W Summary Comp:** • **TL W Limited Comp**

Role Selection

The first tab you will encounter is the Role Selection tab. Select the appropriate role (security profile) you will use to execute the dashboard from the Role Selection page and click the Apply button.



If you do not click the Apply button you will get "No Results" when you attempt to render the dashboard. Please note that if you only have one "User Role Choice" **<u>you must still select it and click Apply</u>**.

Prompts

- *Tub is a required prompt across all dashboard pages.
- The **Period to Period** field will default to the **Current Fiscal Year Current Open Period**
- The **Consolidating Flag** field will default to **All Column Values**.
- Populate only one of the date prompts; populating multiple date prompts will result in inconsistent results.

Sample Output- Default View

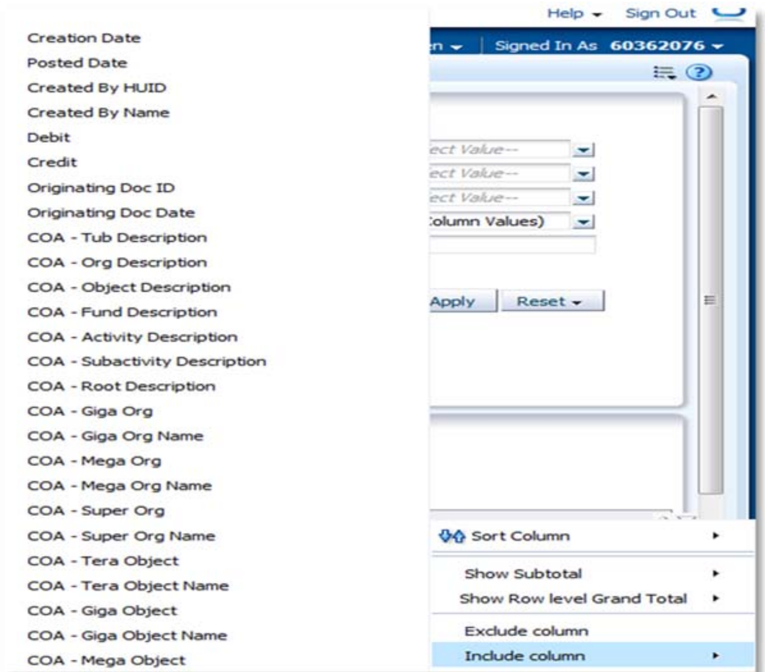
Please Note: this view is still in development and may change. Periodically check back at the [wiki site](#) for an updated version of this job aid.

TL All
Time run: 5/1/2017 5:40:15 PM

Fiscal Year	Period	Tub	Org	Object	Fund	Activity	Subactivity	Root	Effective Date	Transaction Amt	HUID Name	HUID	Line Desc.	Journal Batch	Journal Header
2017	AUG-16	123	12345	1234	123456	123456	0000	12345	08/02/2016	100.00	John Harvard	01802741	Forum Disc. on 07/12-15/2016	XXX AP 016-Concur Entries A XXXXXXX	XXX Purchase Invoices USD
2017	AUG-16	123	12345	1234	123456	123456	1001	12345	08/10/2016	100.00			Expense^7/15/15, Harvard COOP, For gift	expense Spreadsheet XXXXXXX	Expense^7/15/15, Harvard COOP, For gift
2017	SEP-16	123	12345	1234	123456	123456	0000	12345	09/27/2016	100.00	John Harvard	01802741	Meal to discuss Forum 08/07/2016	XXX AP 016-Concur Entries A -XXXXXXX	XXX Purchase Invoices USD

Right-Click Columns

In addition to the columns presented in the Default view, the user has the option of adding several more columns to the display by selecting an existing column, right-clicking, and selecting **Include Column**:



Note: this represents a partial list of all available fields

Global Customizations

In order to facilitate the use of this dashboard, which provides many ways to view data contextually, the dashboard provides "**global customizations**." These views have been built so that users can easily look at dashboard data in several contexts, including:

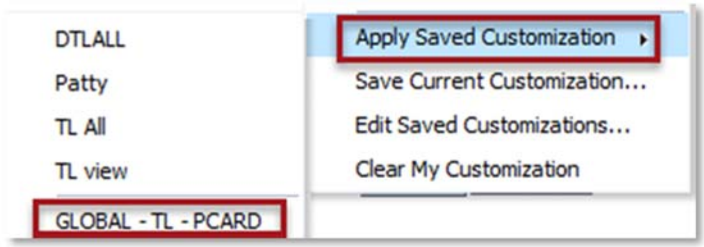
- A view of PCard transactions
- A view of payroll-related transactions
- A printer-friendly "audit view" of the data

There will be additional global customizations developed over time.

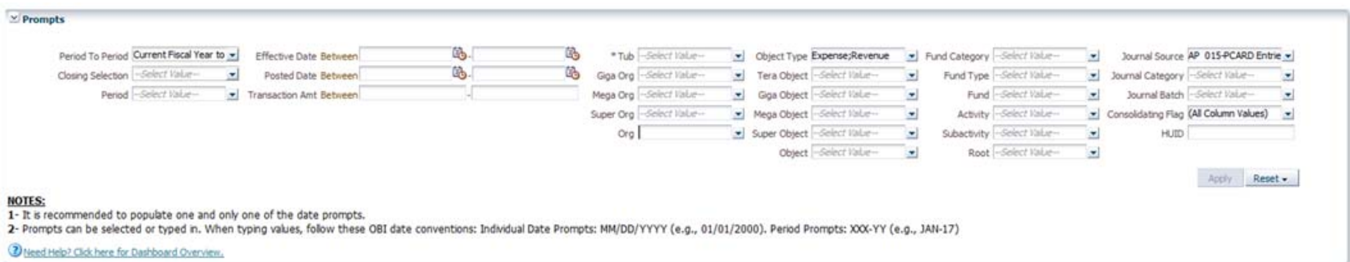
To access a global customization:

1. Select the **Page Options** menu (found at the top right, beneath your HUID).

2. Select **Apply Saved Customization**



3. A Global Customization will begin with the word **GLOBAL** and will be displayed beneath the line separating the user's personal customizations from the global customizations. Select the customization. You will notice that the prompts for the dashboard have changed:



In this example, the **Object Type** has defaulted to **Expense** and **Revenue**, and the **Journal Source** field has defaulted to **AP 015-PCARD Entries**.

4. Add in **Tub** and other relevant prompt information and click **Apply**.
5. The dashboard will render with the appropriate fields relevant to that contextual display:

Fiscal Year	Period	Tub	Org	Object	Fund	Activity	Subactivity	Root	Effective Date	Transaction Amt	AP - Vendor Name	Line Desc.	AP - Pcard - Business Purpose	HUID	HUID Name	AP - Pcard - Transaction Reviewer HUID	Journal Batch
2017	JUL-16	123	12345	1234	000001	123456	0000	12345	07/29/2016	100.00	VENDOR NAME	XXXXXXXX/8/16 / Lunch for team lab meeting	7/8/16 Lunch for team lab meeting	01802741	John Harvard	01802742	PC07291601 AP 015-PCARD Entries A XXXXXXXX
2017	AUG-16	123	12345	1234	000001	123456	0000	12345	08/25/2016	100.00	VENDOR NAME	XXXXXXXX8/5/16 Lunch for team lab meeting	8/5/16 Lunch for team lab meeting	01802741	John Harvard	01802742	PC08251601 AP 015-PCARD Entries A XXXXXXXX

Please Note: this view is still in development and may change. Periodically check back at the wiki site for an updated version of this job aid.

Tips for Using this Dashboard

- Please see the following document that maps CREW Descriptions 1, 2, and 3 to the relevant OBI columns: Mapping CREW Descriptions 1/2/3 to OBI Columns.
- If you choose to add in a number of columns to the dashboard, be sure to save your formatted view as a customization.
- **Important Note**: the more columns you add to the dashboard, the harder it will be to read if you decide to print the dashboard.

- Depending on the prompts you enter and the time period for which to you wish the dashboard to render, you may receive an error that you have attempted to retrieve too many rows. Modify your time period and/or refine your prompts with additional filters to narrow down your results. Be sure to click **Apply** when you change prompts in the dashboard. OBI has a limit of returning 50,000 rows and/or 500,000 cells. Note that the large number of columns found on this dashboard impacts this row/cell limit.
- You can continue to add or exclude columns to global customizations. Simply right-click on a column and select **Exclude Column** to hide a column or select **Include Column** and add in the column(s) you wish to add. After formatting the global customization, be sure to save it as a customization.
- When exporting the dashboard, be sure to select the **Export Current Page** option, as you may receive an error if you attempt to export the entire dashboard.
- If you are responsible for staff running this dashboard, you can format this dashboard as you would like it, and share that customization with your staff. After creating your customization, select Page Options and choose **Create Bookmark** Link. The system will indicate that a URL now appears in the URL address bar of the dashboard suitable for copying. Copy the URL, open your email client, and paste in the URL. Before sending the email to your staff, be sure to tell them to click on the link, add in appropriate data when OBI opens, and then have them save it as a customization. Click here to see an OBI Simulation on creating bookmark links.

Need Additional Help?

- Find out more about this dashboard at our **wiki site.**
- Contact the HUIT Support Center, 617-496-2001, or via email at ithelp@harvard.edu.