

OBIEE Reports Quick Guide

This guide explains the search criteria (dashboard prompts) needed to run any report from the Finance Subject area.

Navigation: Galaxy > Business Intelligence Reports > Finance

Dashboard Prompt

Report: Awards and Projects

* Will need the Project Code to run the report.

Dashboard Prompt

Report: Fund Balance by Dept

* Will need the Project Code to run the report.

Dashboard Prompt

Report: Fund Balance by Fund

Example Report

Fund Balance
Time run: 6/16/2011 1:59:27 PM

Fund Group	PY Balance	Revenue Budget - Original	Revenue Budget - Adjustments	Revenue Actuals	Expense Budget - Original	Expense Budget - Adjustments	Expense Actuals	Transfer Actuals	Outstanding Commitments	Current Fund Balance
Education and General	944,182.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	944,182.89
Designated and Service	69,115,722.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,115,722.82
Auxiliary Enterprises	14,168,890.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,168,890.40
Restricted Expendable	46,791,304.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,791,304.75
Loan Funds	3,459,751.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,459,751.74
Endowment & Similar Funds	229,176,294.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	229,176,294.81
Annuity & Life Income Funds	53,908.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,908.00
Unexpended Plant	41,140,316.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,140,316.80
Investment in Plant	499,277,626.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	499,277,626.66
Agency Funds	397,073.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	397,073.72

Report: Object Expense

Report: Operating Cost Center Revenue

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Fiscal Year * **Period End Date ***
 2011 9/30/2010
Department * **Cost Center**

Report: Operating Cost Center Expense

The Job Information page is used to

Fiscal Year * **Through Period ***
 <=
Expense Purpose *

Fund Group *

Fund Sub Group

Report: Project Cost Center Expenses

Report: Expenditures by Expense Purpose

Fiscal Year * **Through Period ***
 <=
Expense Purpose *

Fund Group **Department**

Report: Expenditures by Expense Purpose & Dept

Lists all expenses for a specific Fiscal Period and Fiscal Year.

Expense Purpose include:

- All choices
- Academic Support
- Auxiliary
- Depreciation and Amortization
- Institutional Support
- Instruction
- Non-Applicable
- Operations & Maintenance Plant
- Public Service
- Research
- Scholarships & Fellowships
- Student Services

Fiscal Year * **Period End Date *** **Department *** **Cost Center *** **Account**

Report: Monthly Transactions

Lists all transactions (expenses and revenue) for the Period End Date and Fiscal Year.

Department Id **Department Desc**

Cost Center Id **Cost Center Desc**

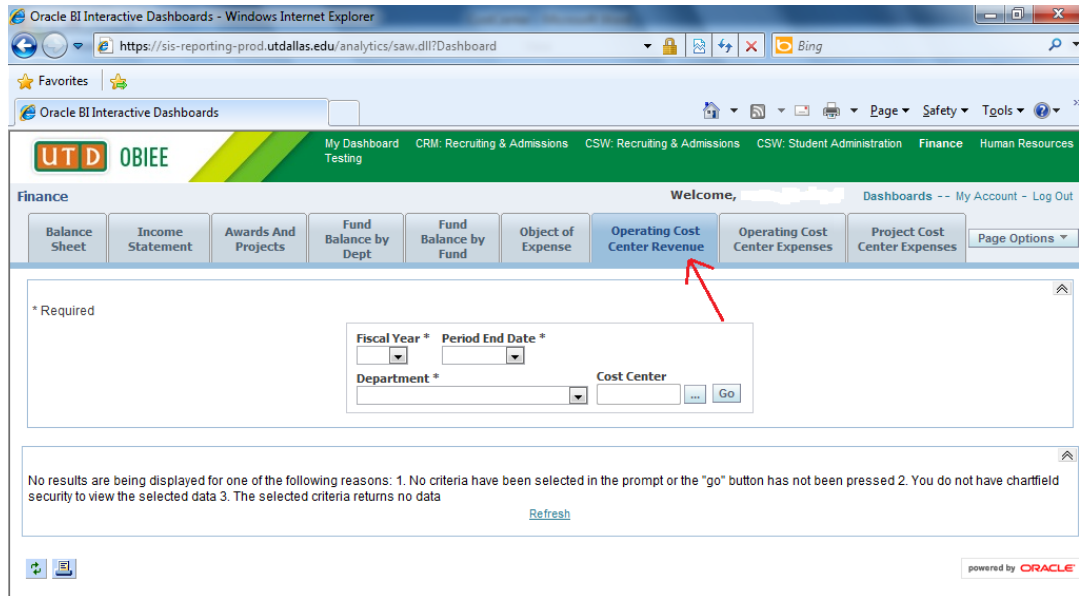
Report: Cost Center Listing

Lists all Cost Center details including department id, department name, cost center id and cost center name.

OBIEE Reports Quick Guide

Run Cost Center Report

1 Click the tab for the desired report. In this example, **Operating Cost Center Revenue** is selected.



2 In order to run these reports, certain fields must be selected. These are indicated with an asterisk. It is important to note that these must be selected in order: **Fiscal Year** → **Period End Data** → **Department**. Please wait between selections as each field is filtered based on the previous field selections.

1.) At this point you can click the **Go** button to run the report for all cost centers in the selected department, or you can select specific cost centers by clicking the **...** button and adding the desired cost centers in the multi-select tool. When you have made your final selections, click **OK** then



Please wait through this symbol Searching... To cancel, click [here](#) for the table to populate.

3 Once the table is up, you can select a specific cost center for further detail.

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Operating Cost Center Revenue

Cost Center ID	Cost Center Desc	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
31021001	AH FS - ACAD TERM	0.00	0.00	1,536.20	495.06	1,536.20
31021006	A H HRS FACULTY	0.00	0.00	939.49	290.07	939.49
31021007	AH ADMIN STAFF SAL	0.00	0.00	893.69	305.79	893.69
31021019	NEA COST SHARE	0.00	0.00	131.40	43.80	131.40
31022002	AH DEANS OFFICE SAL	0.00	0.00	65.98	21.94	65.98
31030003	THEATER AND DANCE	0.00	0.00	950.00	100.00	950.00
31030007	A H DEANS OPERATING	0.00	0.00	3.46	2.13	3.46
31030011	A H TAS	0.00	0.00	330.60	110.20	330.60
31031001	UGS ADVISING FEE-A H	0.00	0.00	392.44	129.99	392.44
31031004	INFRASTR FEE - A H	0.00	0.00	(965.00)	(965.00)	(965.00)
31037001	UTSW PARTNERSHIP	0.00	0.00	0.00	0.00	0.00
31039004	CV4 SALES REVENUE	0.00	0.00	2,375.00	0.00	2,375.00
31050002	FRIENDS OF THE ARTS	15,000.00	15,000.00	10,372.66	(175.00)	(4,627.34)
31050003	GRADUATE STUDENT TRA	0.00	0.00	0.00	0.00	0.00
31050004	SOJOURN	50.00	50.00	0.00	0.00	(50.00)
31050006	PERF INNOVATIONS RES	0.00	0.00	0.00	0.00	0.00
31050008	JOTTERAND-UT SW MED	0.00	0.00	0.00	0.00	0.00
31050010	COUNCIL FOR A H	10,000.00	10,000.00	18,359.84	45.04	8,359.84
31050012	HAMBLY HIST FUND	0.00	0.00	0.00	0.00	0.00
31050014	A H SCHOLARSHIPS FEL	500.00	500.00	2,020.00	0.00	1,520.00
31050015	HISTORICAL STUDIES	100.00	100.00	0.00	0.00	(100.00)
31050018	GLOBAL COMM LDRSHP	0.00	0.00	28.32	9.44	28.32
31050019	COLE DOWNEY FUND	0.00	0.00	0.00	0.00	0.00
31050020	A H IN-KIND-RESEARCH	0.00	0.00	0.00	0.00	0.00
31050021	IN-KIND NONRESEARCH	0.00	0.00	0.00	0.00	0.00

Records 1 - 25
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4 You can then select a specific account to view more details.

Operating Account Revenue

Cost Center ID	Cost Center Desc	Budget Roll Account	Description	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	0.00	0.00	1,353.71	434.23	1,353.71
31021001	AH FS - ACAD TERM	A4830	BUDGET OTHER SERVICES	0.00	0.00	182.49	60.83	182.49
31021001	Total			0.00	0.00	1,536.20	495.06	1,536.20

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5 You now see the current view of Cost Center Expenses.

Operating Account Revenue Detail

Cost Center ID	Cost Center Desc	Budget Roll Account	Description	Account	Account Desc	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	43800	GREEN PERMIT	0.00	0.00	1,353.71	434.23	1,353.71
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	A4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	B4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	Total					0.00	0.00	1,353.71	434.23	1,353.71

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6 To Download the report to excel, click the **Download** link.

Operating Account Revenue Detail

Cost Center ID	Cost Center Desc	Budget Roll Account	Description	Account	Account Desc	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	43800	GREEN PERMIT	0.00	0.00	1,353.71	434.23	1,353.71
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	A4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	B4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	Total					0.00	0.00	1,353.71	434.23	1,353.71

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7 To Print the report, click the **Print** link.

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Operating Account Revenue Detail

Cost Center ID	Cost Center Desc	Budget Roll Account	Description	Account	Account Desc	Original Revenue Budget	Revised Revenue Budget	Fiscal Year Revenue Actuals	MTD Revenue Actuals	Available Budget
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	43800	GREEN PERMIT	0.00	0.00	1,353.71	434.23	1,353.71
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	A4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	AH FS - ACAD TERM	A4000	BUDGET TUITION/FEES	B4000	BUDGET TUITION/FEES	0.00	0.00	0.00	0.00	0.00
31021001	Total					0.00	0.00	1,353.71	434.23	1,353.71

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OBIEE Reports Quick Guide

Report Subject Area

Reports Tab

My Dashboard Admission and Recruiting CRM: Recruiting & Admissions CSW: Recruiting & Admissions CSW: Student Administration Campus Community Central Administration Finance Human Resources ISSO Student Financials Student Records Testing

Finance Welcome, Letitia Andrews! Dashboards - Answers - My Account - Log Out

Data Load Status Balance Sheet Income Statement Awards And Projects Fund Balance by Dept Fund Balance by Fund Object of Expense Operating Cost Center Revenue Operating Cost Center Expenses Project Cost Center Expenses Expenditures by Expense Purpose Expenditures by Expense Purpose & Dept Monthly Transactions Cost Center Listing Page Options

ETL Status Report

Module Name	Last Update Date Time	ETL Status
CS ADMISSIONS AND RECRUITING MART	6/30/2011 7:52:55 AM	Finished OK
CS CAMPUS COMMUNITY MART	6/30/2011 7:54:24 AM	Finished OK
CS STUDENT FINANCIAL AID MART	6/30/2011 7:54:52 AM	Finished OK
CS STUDENT FINANCIALS MART	6/30/2011 9:40:41 AM	Finished OK
CS STUDENT RECORDS MART	6/30/2011 9:47:04 AM	Finished OK
FIN ESA MART	6/30/2011 7:32:42 AM	Finished OK
FIN GL AND PROFITABILITY MART	6/30/2011 9:05:46 AM	Finished OK
FIN PAYABLES MART	6/30/2011 9:06:59 AM	Finished OK
FIN RECEIVABLES MART	6/30/2011 11:57:16 AM	Finished OK
HR COMPENSATION MART	6/30/2011 7:41:44 AM	Finished OK
HR LEARNING AND DEVELOPMENT MART	6/30/2011 7:42:52 AM	Finished OK
HR RECRUITING MART	6/30/2011 7:42:59 AM	Finished OK
HR WORKFORCE PROFILE MART	6/30/2011 7:44:52 AM	Finished OK

Report Results

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