OAKS FIN Reporting

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Queries and Reports can be in OAKS FIN and OAKS BI (Cognos). The information can be analyzed at a detail level for day-to-day activities or at a higher level to report trends, exceptions, and performance. For example:

- Use purchasing (i.e., procure to pay) information to report on requisitions, purchase orders, purchase order status, quantities and amounts received or open, and supplier information.
- Use AP information to report summary to detailed voucher information, Pcard, information, payments, supplier spend, etc. The information can be analyzed at a detail level for day to day activities or at a higher level to report trends, exceptions, and performance.

What would you like to do?

- Access OAKS FIN Inquires
- Run OAKS FIN Queries
- Run OAKS FIN Reports
- Narrow Search Results

Accessing OAKS FIN Inquiries

Inquiries are informal reports that can provide up to the second transactional detail. As a result, they are most useful as a part of day-to-day transactional processing. Inquiries are embedded within specific OAKS FIN modules and are not pre-formatted.

- Inquiries may look different for different users due to the security access of the user.

Accounts Payable

Reviewing Voucher Information

- **Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**
- Use voucher information to access payment details
- Search for vouchers by Suppler and Supplier invoice number
- Drill down to Schedule Payment Inquiry page to view the scheduled payment details for the vouchers.
- Drill down to the Voucher Payment Detail page to access detail on the payment itself.
- Drill down to the Voucher Detail Lines Display pages to view invoice and distribution line level detail for the vouchers.

Reviewing Posted Accounting Entries

- **Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries**
- Review voucher accounting entries.
- Use the Voucher Accounting Entries page to review the results of the Voucher Posting Application Engine process.

Reviewing Journal Detail for a GL Journal

- **Accounts Payable > Review Accounts Payable Info > Vouchers > Journal Drill Down**

- View journal detail by journal line including Voucher ID, Voucher Description, and Voucher Accounting Entries.

Reviewing Voucher Document Status

- **Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status**
- Inquire and cross-reference related documents across the procure-to-pay business cycle.
- Provides quick access to requisitions, PO's, receivers, and vouchers/payments.

Performing Payment Inquiry

- **Accounts Payable > Review Accounts Payable Info > Payments > Payment**
- Use payment inquiry to review information such as Supplier info, payment method, payment status, and payment details.
- Payment information details can only be viewed after payments have been made and posted.

Reviewing Supplier Aging

- **Accounts Payable > Review Accounts Payable Info > Supplier > Aging**
- Review the aging of different payments for a Supplier or a group of Suppliers.

Reviewing Scheduled Payments on Hold

- **Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payments on Hold**
- Display detailed information on vouchers that are on hold.

Reviewing Scheduled Payment Information

- **Accounts Payable > Review Accounts Payable Info > Supplier > Scheduled Payment**
- Review scheduled payments.

- Search using Supplier ID, Supplier SetID, Remit Supplier SetID or Bank SetID.

Reviewing Current Supplier Balances

- **Accounts Payable > Review Accounts Payable Info > Supplier > Current Balance**

- Review the current payables balance for a Supplier or a group of Suppliers.

Accounts Receivable

Reviewing Customer Accounts

- **Accounts Receivable > Customer Accounts > Customer Information > Account Overview**

- Balances
- Profile
- Customer Action
- Customer trends

Reviewing Account Overview

- **Accounts Receivable > Customer Accounts > Customer Information > Account Overview**

- Determine placement for collections.
- Determine placement for disputes.

Asset Management

Reviewing Asset Physical Information

- **Asset Management > Financial Management > Owned Assets > Basic Add**

- Physical information includes: location, comments, description, manufacturer, tag number, serial ID, and custodian.
- Never use the Asset Basic Information page to verify the cost of an asset.

Billing

Setting Up a Billing Inquiry Phone Number

- **Set up Financials/Supply Chain > Product Related > Billing > Setup > Bill Inquiry Phone**

- Define bill inquiry phone numbers to be printed on invoices for customers to call.

Budget Planning Module

Review Online Security Form

- See who is assigned to a certain planning center.
- Look up with employee ID which planning centers a person can access.

General Ledger

Reviewing Journal Entries

- **General Ledger > Review Financial Information > Journals**

- Review the status of journal entries.

Purchasing

Reviewing Purchase Orders

- **Purchasing > Purchase Order > Review PO Information > Purchase Orders**

- Header Details
- Line Items
- Shipping Information
- Accounting Information
- Asset Information

Reviewing Budget Check and Threshold Validation

- **Purchasing > Purchase Order > Buyer's Workbench**

- Ensure that ChartField strings on distribution lines are valid
- Ensure sufficient appropriation to cover PO costs
- Review if requisition or purchase order exceeds maximum amount the state allows

Travel and Expense

Checking the Status of Travel Authorizations

- **Main Menu > Employee Self-Service > Travel and Expense Center**

- View the status of the travel authorization at any time.

- Statuses: Approved, Denied, Pending, Submitted, Closed

Checking Travel Expense Report Status

- **Main Menu > Employee Self-Service > Travel and Expense Center**

- Check the status of reimbursements.
- Statuses: Pending, Submitted, Approved, On Hold, Denied, Approved for payment, Staged, Paid, Closed

Checking Non-Travel Expense Report Status

- **Main Menu > Employee Self-Service > Travel and Expense Center**

- Check the status of reimbursements.
- Statuses: Pending, Submitted, Approved, On Hold, Denied, Approved for payment, Staged, Paid, Closed

Running OAKS Financials (FIN) Queries

OAKS PS Queries

PeopleSoft (PS) Queries are searches on a wide range of data within PeopleSoft. Queries can be used to manage the day-to-day operations of an agency. OAKS FIN queries are tailored for specific business purposes and the framework is built into the OAKS FIN query application.

Users can modify the query results by selecting different criteria within that framework.

Advantages	Disadvantages
Real-time data (on-demand).	Prebuilt format limits data combinations.
Prebuilt for most common scenarios to assist user in quickly gathering information.	Data views limited to assigned OAKS security.
Run “on-demand” as needed. No need to wait for information to be “delivered.”	

PS Queries built into OAKS and allows for basic data gathering and reporting. For a much more robust tool, use OAKS BI (Cognos) for BI Reporting which allows for analysis and customization. Use of either tool depends upon where data is being accessed—from the production environment (“live”) or from the Data Warehouse. For more information about OAKS BI (Cognos) for BI reporting see the **BI Home** page on MyOhio.

When accessing data in the production environment only PS Query is available but the information is real-time. In the Data Warehouse there are two reporting tools used to access data in OAKS: PS Query or OAKS BI (Cognos) (the tool used for BI reporting). The information in the Data Warehouse is day-old. These applications retrieve, filter, and present data in the form of reports, queries, or inquiries. However, OAKS BI (Cognos) is a much more robust reporting tool.

Pre-formatted queries are available in OAKS Query Viewer.

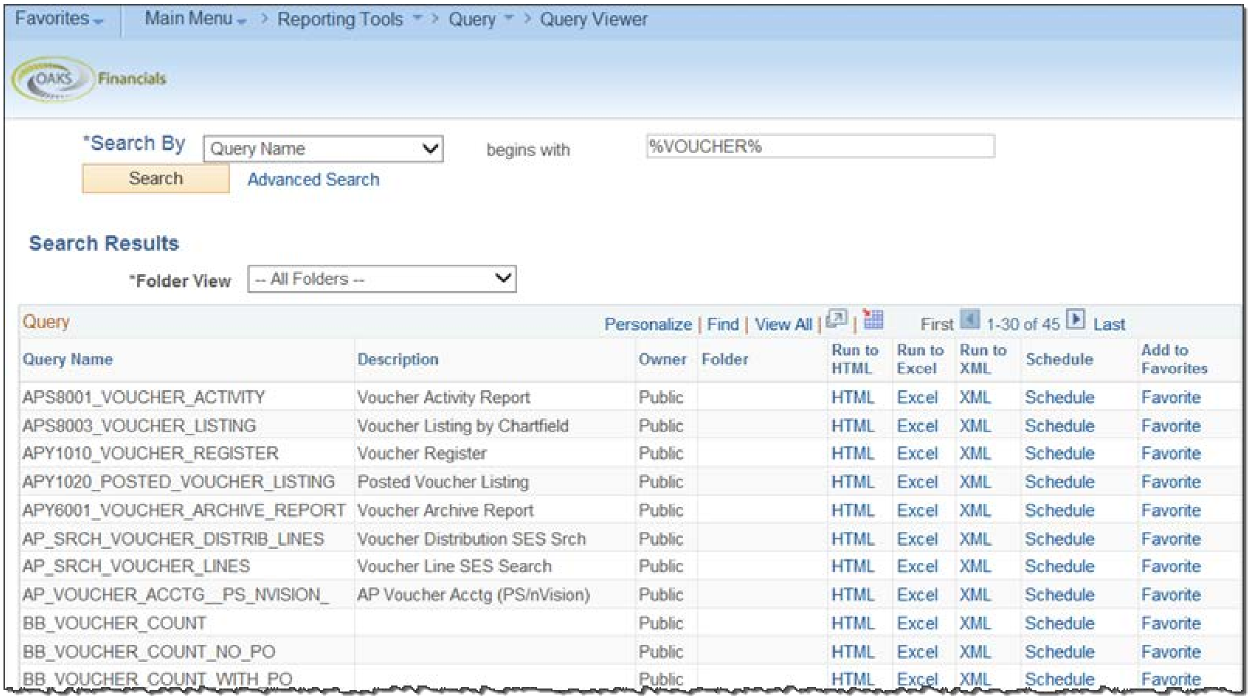
- **Main Menu > Reporting Tools > Query > Query Viewer**

1. For this example, search for the query by **name**.

- Simply clicking “Search” without any value in the **begins with** field will bring up a very large and incomplete list.

2. Enter a term to narrow the search in the **begins with** field.
    - Narrow the search by using the percent sign **(%)** as a wildcard. This acts as a placeholder for data when conducting a search.
    - The **Advanced Search** can also refine your search results by selecting **contains** and your search description.

- The search results display query names that contain "voucher."



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
APS8001_VOUCHER_ACTIVITY	Voucher Activity Report	Public		HTML	Excel	XML	Schedule	Favorite
APS8003_VOUCHER_LISTING	Voucher Listing by Chartfield	Public		HTML	Excel	XML	Schedule	Favorite
APY1010_VOUCHER_REGISTER	Voucher Register	Public		HTML	Excel	XML	Schedule	Favorite
APY1020_POSTED_VOUCHER_LISTING	Posted Voucher Listing	Public		HTML	Excel	XML	Schedule	Favorite
APY6001_VOUCHER_ARCHIVE_REPORT	Voucher Archive Report	Public		HTML	Excel	XML	Schedule	Favorite
AP_SRCH_VOUCHER_DISTRIB_LINES	Voucher Distribution SES Srch	Public		HTML	Excel	XML	Schedule	Favorite
AP_SRCH_VOUCHER_LINES	Voucher Line SES Search	Public		HTML	Excel	XML	Schedule	Favorite
AP_VOUCHER_ACCTG__PS_NVISION_	AP Voucher Acctg (PS/nVision)	Public		HTML	Excel	XML	Schedule	Favorite
BB_VOUCHER_COUNT		Public		HTML	Excel	XML	Schedule	Favorite
BB_VOUCHER_COUNT_NO_PO		Public		HTML	Excel	XML	Schedule	Favorite
BB_VOUCHER_COUNT_WITH_PO		Public		HTML	Excel	XML	Schedule	Favorite

3. Click on the appropriate link to run the query to **HTML, Excel, or XML**.
4. Add the query to **My Favorite Queries** if planning to use often by clicking on the **Favorite** link.
5. Enter the **parameters** for the query.
6. Click **View Results**.

- The query results display.

- OAKS Financials users have the option of running a query to view results quickly or to **Schedule** a query to get results delivered later. The primary reason for scheduling is to allow the query to run during a time when the application is not so busy. If running queries during primary use time, the job may time-out before completed.

OAKS Module Level Inquiries

Inquiries provide real-time transactional level details and are used to monitor day-to-day operations.

- **Navigation varies by module and task.**

For example, the Supplier Threshold Stat Information Inquiry is located at **Main Menu > Suppliers > Supplier Information > Maintain > Threshold Stat Information**

1. Enter the **Search Criteria** (Business Unit, Fiscal Year, and Supplier ID).
2. Click **Search** to view results.

The dollars obligated to a particular vendor by a business unit displays.

- This inquiry provides a view of an agency's accumulated open encumbrances and amounts spent with a particular supplier for a given fiscal year. Dollar amount thresholds ($50,000 for each agency per vendor) are validated in OAKS as part of the editing process. Current dollar amounts that are included in the threshold calculation against encumbrances and vouchers are displayed. Dollar amounts displayed, but not counted toward the threshold amount, are Controlling Board Waiver amounts, Term Contract amounts, and Bid amounts. This summarized view of dollar amounts provides the user with a means to analyze and review any document threshold limitations an agency might be encountering.

Running OAKS Financials (FIN) Reports

Overview

There are two reporting tools used to access data in OAKS: PS Query or OAKS BI (Cognos). Please refer to the **BI Report Book**; accessible through the **BI Quick Links** pagelet on MyOhio, to view information about the BI reports available using OAKS BI (Cognos).

Some reports are created and "delivered" to users on a daily, weekly, and monthly basis. Those reports can be retrieved in the **Report Manager** under **Reporting Tools** in OAKS FIN. Some reports are embedded in each module. The user sets the parameters, and the report can be run on demand by the user. The only reporting tool available in the production environment is PS Query.

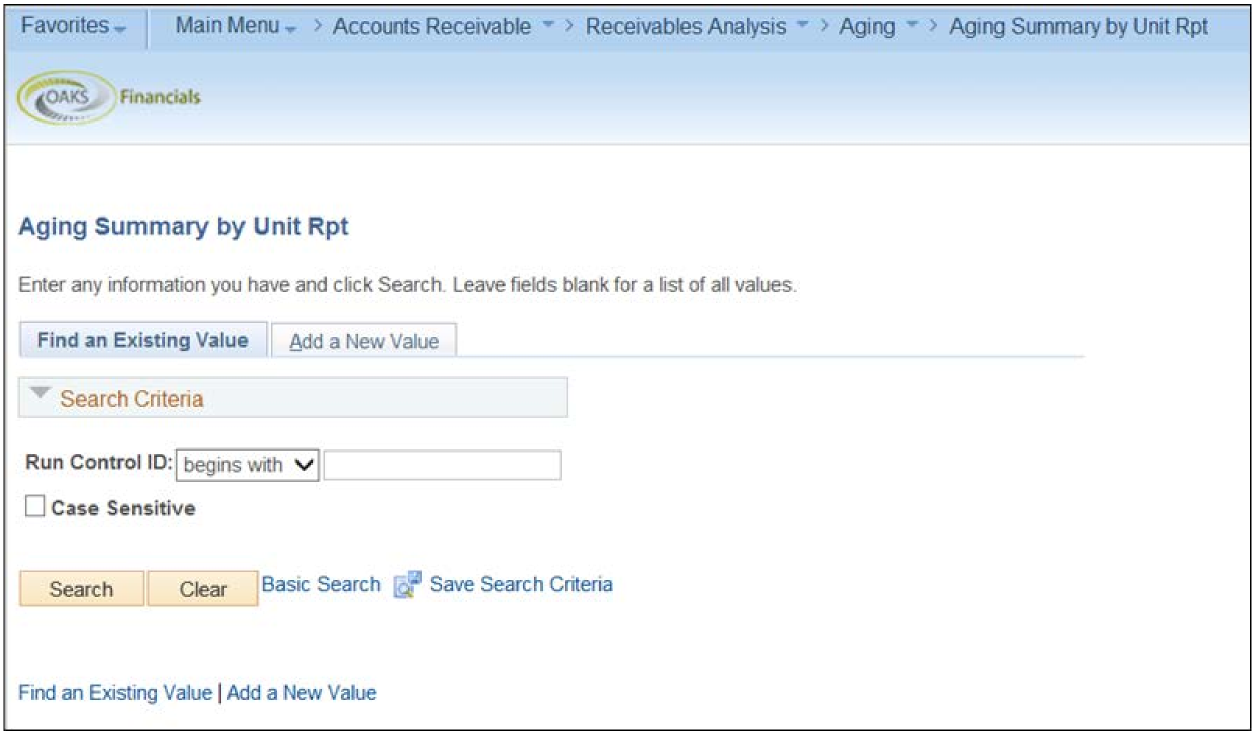
When a report needs to be run in the OAKS FIN production environment use the procedure described in this section.

- Not all reports are available on an ad hoc basis. Users can only navigate to ad hoc reports for which they have appropriate security permissions.

Steps

- **Navigation varies by report.**

For example, the Aging report is located at **Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt.**



- Run Control IDs consist of up to 30 alphanumeric characters with no spaces or special characters.

After the process is run, check the **Process List** tab to track the status of the process running and to access the resulting file(s). The page lists the **Process Instance** number in the **Instance** column, the name of the process selected, the **Run Status** and the **Distribution Status.**

1. Create a new Run Control ID.
   a. Click the **Add a New Value** tab.
   b. Enter a descriptive **Run Control ID** that can be easy to identify and reuse.
   c. Click **Add**.

   1.
   - Run Control IDs are tied to the creator's user ID. They can be up to 30 alphanumeric characters with no spaces.

- When a report is run in OAKS, the user will need to work with a Run Control ID. A Run Control ID is simply a name assigned to a report run request so it can quickly be retrieved when the user needs to reference it again. It is recommended that a single Run Control ID is created and reused each time similar reports are run, changing the parameters as necessary. Therefore, the same Run Control ID can be used for multiple reports. A new Run Control ID can also be created using the **Add a New Value** tab.

-- OR --

2. Use an existing Run Control ID.

    a. Click the **Find an Existing Value** tab.

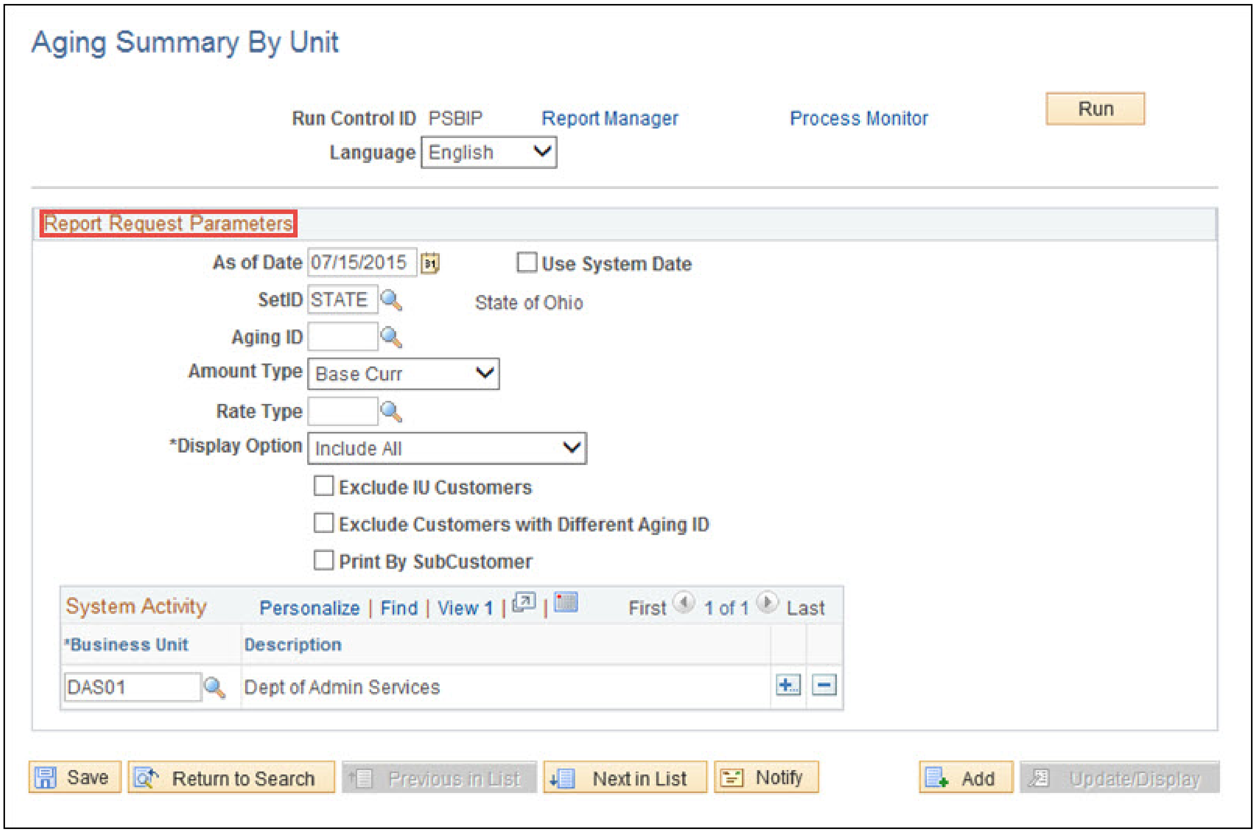
    b. Enter the name of the **Run Control ID** that will be used.

    1.
    - Leave this field blank to **view all**.

1.

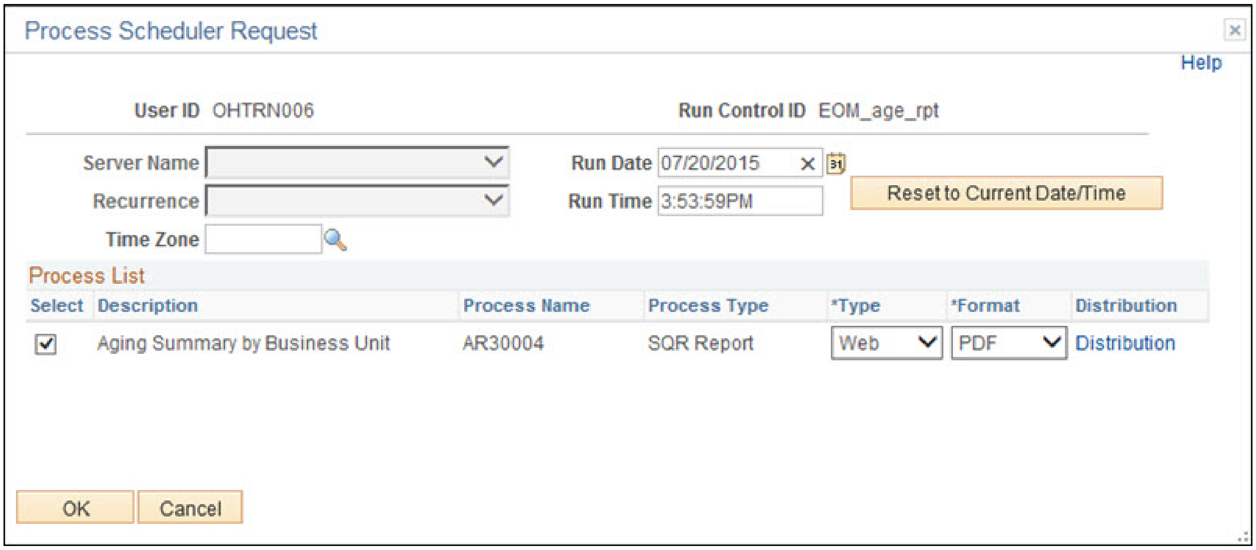
    c. Click **Search**.

- The **Report Request Parameters** display.



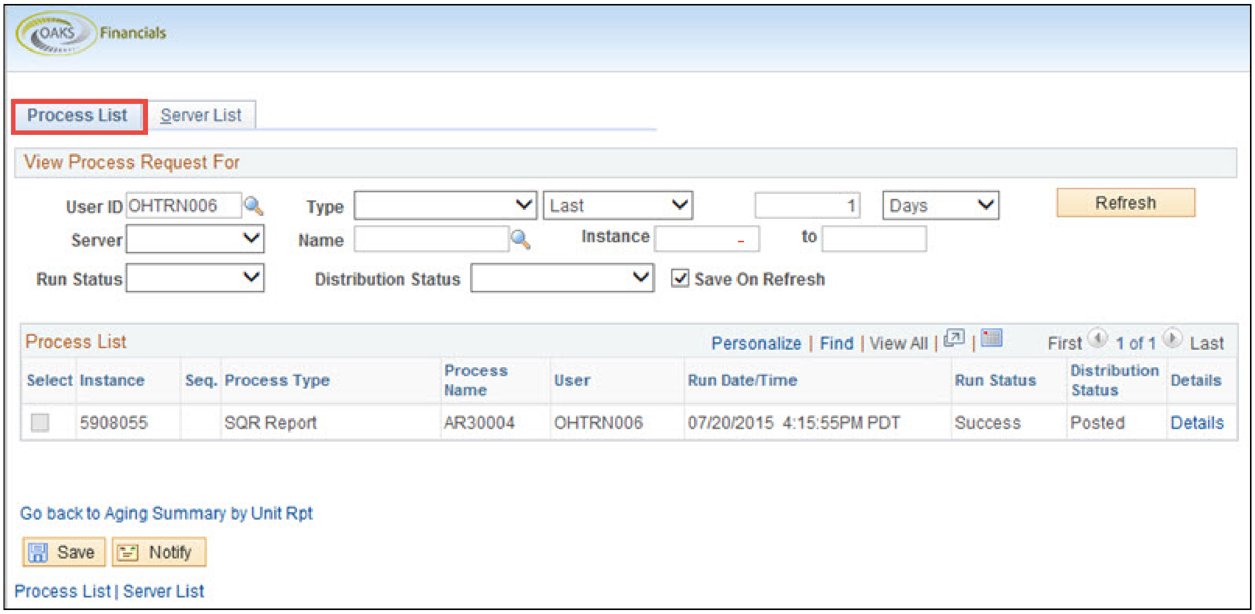
3. Enter or modify the desired report criteria.
4. Click **Save**.
5. Click **Run**.

- The **Process Scheduler Request** page displays.



- The **Process Scheduler Request** page lists the different processes under the **Process List** section that can be selected to run on a specific server.

7. If necessary, select the checkbox to the left of the process to be run, in the **Process List** section.
   - It is a good idea to make a note of the related **Process Name** selected.
8. Choose the **Type** of report using the drop-down list.
   - The default "**Web**" is typically ideal.
9. Select a file **Format**.
   - "PDF" is usually ideal; however, CSV should be selected instead of PDF if the information retrieved should be loaded into a spreadsheet.
10. Click **OK**.
    - The **Process Instance** number is generated and displays beneath the **Process Monitor** link. Write down this number for tracking reference.
11. Click the **Process Monitor** link**.**
    - The **Process List tab** displays.



- The Process List tab lists all the processes that OAKS is running for a specific user on a specific server in the Process List section.

12. Click the **Refresh** button on the page every 30 seconds or so until the **Process** displays "Success" and the **Distribution Status** is "Posted."
    - If OAKS displays several rows, use the process instance number to find the process.

- This is not the browser's refresh button, but a button on the page. Avoid clicking it impatiently, as this can overload the server.

12. Click the **Details** link.
13. Click the **View Log/Trace** link.
    - If View Log/Trace does not show on the page, access the report in Report Manager (Main Menu > Reporting Tools > Report Manager).
14. Click the **file** link in the list of processes displaying the file type chosen (e.g., CSV). Locate the correct item by looking for the process name noted when selecting the process to run, and the process instance number created when running the report. The CSV opens in a separate window.

- If PDF was chosen as the format, look for a pdf file rather than a CSV.

15. **Open** the file to view.

State of Ohio
AGING SUMMARY BY BUSINESS UNIT
as of 30-SEP-2015

Report ID: AR30004
Aging Id: STATE/STAND
Currency Base Currency
Rate Type:
Business Unit: [illegible]1

Page No. 1
Run Date 09/30/2015
Run Time 11:30:32

Cust ID	Name	Cur	Amount	Future	Current	31-45	46-60	61-90	91-120
OBM01	Office of Budget & Mgmt								
[illegible]01	[illegible]OL COMMISSION	USD	1,920.75				1,920.75		
[illegible]01	[illegible] Riffe Bldg Floor [illegible]	USD	12,748.50				12,748.50		
[illegible]01	[illegible]-Ohio	USD	542.50			542.50			
[illegible]1	[illegible] Mail Room	USD	28,375.85	28,375.85					
Total	C[illegible]t		43,587.60	28,375.85		542.50	14,669.25		

16. Optional: save a copy - Select File > **Save**.
17. Browse to the desired save location.
18. Name the file.
19. Click **Save.**

Narrowing Search Results

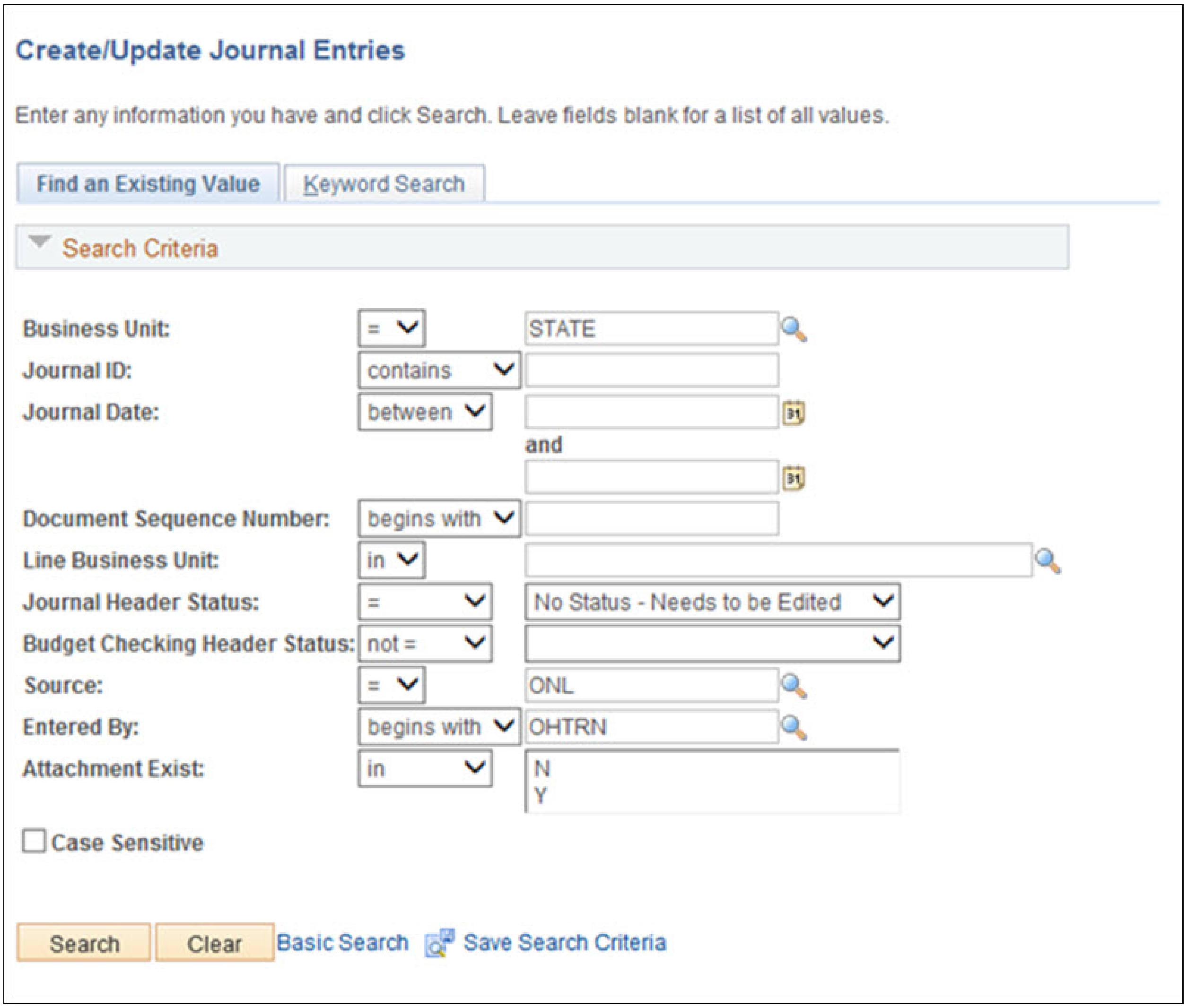
Overview

If the criteria for a search matches more than 300 results, not all results will be displayed. In general, the more specific the criteria, the narrower the search results will be. This topic provides strategies for narrowing searches so that it is easier to spot the item being searched.

Before beginning, determine the best words for getting a specific answer to the search.

This information can be used for any OAKS Financials search. In this scenario, the user will look up a business unit from the Bill Entry search page.

Some search fields have a drop-down field prior to the criteria field. This field allows the user to select the operator. Use this field to specify where in the field the criteria entered will be found.



- **begins with** - The string to enter is at the beginning of the field. If the string entered appears after other characters, this option will prevent it from being displayed. Use the **begins with** operator if the full name or number isn't known, but the letter(s) or number(s) it begins with are known. For example, to search for JFS01, type “J”. Remember that many item numbers start with a string of zeros.
- **contains** - The string to enter may be anywhere in the field. For example, search criteria of "contains 5361" would find "0005361614", "5361", "536102", "6425361", etc.

- **=** - The string to enter **exactly** matches the field. Only items matching exactly will be displayed.
- **not =** - The search results will include only items that do not match the search criterion.
- **<** - Only items of lesser value than the criterion entered will be displayed. For numbers, this means lower numerical value. For letters, a is low and z is high.
- **<=** - Only items of lesser or equal value than the criterion entered will be displayed. For numbers, this means lower numerical value. For letters, a is low and z is high.
- **>** - Only items of greater value than the criterion entered will be displayed. For numbers, this means lower numerical value. For letters, a is low and z is high.
- **>=** - Only items of greater or equal value than the criterion entered will be displayed. For numbers, this means lower numerical value. For letters, a is low and z is high.
- **between** - Only items in the range between two criteria entered will display in the search results. When you select this operator, a second search criteria field displays.
- **in** - Several criteria are entered when using "in", and the result that appears may be in, for example, one of two or three statuses. Use commas to separate the criteria.