Faculty Portfolio Reporting & Financial Reporting

March 23, 2023

Maria Aldana
Associate Dean and CFAO SOM

Susana Roddy
Director of Financial and Administrative Services Team

Asirra Suguitan
Impact23 Functional Lead and Assistant Controller

Stephanie Flores
Lead COA/GL/Budget
Executive Director FP&A

Susana Salazar
Budget Director FP&A
BEFORE WE GET STARTED

• This session will be recorded.

• The chat has been disabled, please use the Q&A function to submit questions.

• At the end of the session, time permitting, we will have a Q&A session.

• As a reminder, this preview session is not training. You will be introduced to new terms and concepts and see system sneak peeks!
SESSION TOPICS

Critical Concepts

Oracle Financials Reports

Oracle Budget Reports

Faculty Portfolio
CRITICAL CONCEPTS
Finance reports and data analytics can be accessed through various reporting tools and dashboards!

- **Oracle Financials**: Reports and Dashboards are available directly within Oracle Financials. Many UCR custom reports have been developed and are available within the Reports and Analytics "Catalog."
- **Oracle Budget**: Reports are available directly within Oracle Budget. Department reports are available in various formats to accommodate the ways units view reports. A few examples include:
  - EPM Staffing Summary
  - EPM Corporate Financial By Activity
  - Variance Report for Expense
- **Looker**: Looker is UCR's new data and analytics portal for visualization and reporting. Looker will house three finance datasets for ad hoc reporting and queries, including:
  - Finance
  - Payroll Distribution
  - Banner Student Receivables
- **Google Cloud Platform**: Report repository for vetted, pre-run financial reports. A few examples of pre-run reports to be housed in Google Cloud include:
  - Financial Transaction Detail
  - PO Encumbrance Report
  - Prime PI Summary Report
- **iReport**: Report repository for vetted, pre-run financial reports. A few examples of pre-run reports housed in iReport include:
  - Position Funding Report
  - Banner Billing Receivables - Outstanding
  - Concur Expense Details
The Finance Report catalog provides an easy-to-use tool for accessing go-to financial reports, including the ability to filter, search, and sort reports.

- **Status**
  - A = Active
  - D = In Development
  - G = Available at go-live

- **Link:** [Finance Reports | Impact23 (ucr.edu)](http://Finance Reports | Impact23 (ucr.edu))
ORACLE FINANCIALS REPORTS
From the Oracle Financials homepage, you will navigate to the Reports and Analytics areas via the Infotile.

Or you can navigate using the navigation menu on the top left of your screen.

After your initial navigation you can choose to favorite the Reports & Analytics area for future quick access.
ORACLE FINANCIALS REPORTING: NAVIGATION

There are a range of reports available within the reports folder structure.

This view shows reports within:
Shared Folders > Custom > UCR > Reports > Supply Chain > Procurement > BI

Other common UCR Reports are located at:

- Shared Folders > Custom > UCR > Reports > Financials > General Ledger > BI
- Shared Folders > Custom > UCR > Reports > Financials > Projects > BI
Whether you navigate within the folder structure or use the search bar we recommend that you ‘favorite’ your most frequently used reports. Here are the two views of report favorites:
ORACLE FINANCIALS REPORTS
Sneak Peeks
Let’s watch a brief demo showing the navigation and search function in Reports & Analytics.
Let’s watch a brief demo showing the parameters selection process and send report functionality.
The **PO Encumbrance Report** provides PO encumbrance balances by PO, supplier, and COA.

<table>
<thead>
<tr>
<th>PO</th>
<th>PO Date</th>
<th>Supplier ID</th>
<th>Supplier Name</th>
<th>Entity</th>
<th>Fund</th>
<th>Activity</th>
<th>Account</th>
<th>Funcnt</th>
<th>Program</th>
<th>Project</th>
<th>Flex 1</th>
<th>Flex 2</th>
<th>Encum Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11152885</td>
<td>12-08-2022</td>
<td>0000000124</td>
<td>HISTORIC MISSION INN CORPORATION</td>
<td>1511</td>
<td>19500</td>
<td>A01484</td>
<td>040500</td>
<td>40</td>
<td>00000000</td>
<td>0.00000000</td>
<td>238.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11102872</td>
<td>12-08-2022</td>
<td>000000122</td>
<td>REFREGERATION SUPPLIES DISTRIBUTOR</td>
<td>1511</td>
<td>59734</td>
<td>A02127</td>
<td>024110</td>
<td>54</td>
<td>00000000</td>
<td>0.00000000</td>
<td>1951.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11159151</td>
<td>12-08-2022</td>
<td>000000159</td>
<td>BON SPECIALISTS CORPORATION</td>
<td>1511</td>
<td>61017</td>
<td>A02025</td>
<td>024100</td>
<td>42</td>
<td>00000000</td>
<td>0.00000000</td>
<td>236.04</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11145404</td>
<td>12-08-2022</td>
<td>000000798</td>
<td>BIXM OFFICEWORKS</td>
<td>1511</td>
<td>19900</td>
<td>A01542</td>
<td>024100</td>
<td>40</td>
<td>00000000</td>
<td>0.00000000</td>
<td>1621.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11101498</td>
<td>12-08-2022</td>
<td>0000011824</td>
<td>McKesson Medical-Surgical GOV Solutions</td>
<td>1511</td>
<td>56189</td>
<td>A01848</td>
<td>024140</td>
<td>58</td>
<td>00000000</td>
<td>0.00000000</td>
<td>1613.53</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61044</td>
<td>A01078</td>
<td>024150</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>152.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>40</td>
<td>00000000</td>
<td>0.00000000</td>
<td>36.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11163665</td>
<td>12-08-2022</td>
<td>000001289</td>
<td>CARQUEST AUTO PARTS</td>
<td>1511</td>
<td>61010</td>
<td>A01036</td>
<td>024120</td>
<td>43</td>
<td>00000000</td>
<td>0.00000000</td>
<td>287.27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PO Encumbrance Report**: Displays outstanding encumbrance balances as of the report **Run Date**

A PO with multiple line items charging the same COA are consolidated into one PO encumbrance.
This recording shows you how to use the schedule reports functionality.

This example runs the Financial Transaction Detail report

- BFS will run this report on a monthly basis and publish on the Google Cloud Platform (GCP) by ORG, Division, Dept.

- You should only schedule a run for this specific report on an as needed/ad hoc basis.
This report will be pre-run and published by Dept. in GCP for month end.

Encumbrances will include the PO#/total for reference and +/- lines for paid invoices (similar to current state).

Journal columns will provide identifiers such as boundary system details (WO, SIS, etc.) or Oracle subledgers (PO, Invoice, etc.)

This is the official departmental general ledger; departmental ledger reconciliations must be based on this report. This report provides detailed transactional information on the Budget, Actuals and Encumbrance ledgers for a given COA combination with subtotals at the Budget Category level.
ORACLE BUDGET REPORTS
KEY CONCEPT: DIMENSIONS

Oracle Budget uses the term dimension to view and analyze financial data. You will note there is mapping between COA segments and Oracle Budget dimensions.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>The Fund chart field from the COA identifies the source of funding, tracks spending restrictions and designations. Fund is consistent across all systems</td>
</tr>
<tr>
<td>Activity</td>
<td>The Activity chart field from the COA identifies the academic unit or operating unit responsible for the resources and related financial transactions</td>
</tr>
<tr>
<td>Function-Program</td>
<td>This is a merged field of the Function chart field segment and the Program chart field segment from the COA. Program is being defined by UCOP and the Function portion classifies the purpose of the transaction for reports</td>
</tr>
<tr>
<td>Project</td>
<td>The project chart field from Oracle Financials COA. An informational field being imported for reporting purposes only</td>
</tr>
<tr>
<td>Flex1</td>
<td>Reserved for and established by departments for use in financial management/oversight not achieved by other segments/dimensions</td>
</tr>
<tr>
<td>Flex2</td>
<td>A Faculty identifier to track non-C&amp;G expenses/revenue at the department level and for future combined faculty portfolio reporting</td>
</tr>
</tbody>
</table>

⚠️ Remember, Oracle Financials General Ledger uses the term COA segment, or chartfield segment.
KEY CONCEPT: POINT OF VIEW

Point of View identifies the data that will be pulled into a report. When pulling a report, you will select what data point from a specific dimension you want to view. This is an example of a point of view (POV) pop up you will receive when you select a report to run.

Each report will have point of view options that are defined for that report. You will need to select the dimension data point you want to see in that report.

You will click within these dimensions to select the data point you want. This is called the member selection for that dimension.
ORACLE BUDGET REPORTS
Sneak Peeks
On the left side navigation, you’ll find the UCR Financial Reports in the second option, and then the top folder.

Navigate to the Reports area via the Infotile

You will see this in action in an upcoming demo!
You’ll note there are up to three different ways to pull a report:

1. HTML
   - Gives you a webpage view and, if the report is enabled to do so, you can drill down.
   - For example, if you want to drill down from the top-most account of revenue or expense down to the budget category

2. PDF
   - Static view

3. Excel
   - You can export and download/save
In this video we will:

1. Navigate to Reports
2. Locate EPM Staffing Summary
3. Select the POV for the report
4. Receive report output
Let’s show the process of running the Non-Project Faculty Portfolio Report

- This report has the required POV selection and also has a **required** prompt for Flex2 field
- We will walk through the output of this report later in the session
Variance Report for Expense
Let’s take a moment and look at the output for this report
Corporate Fund Summary

Let’s take a moment to walk through this report.
FACULTY PORTFOLIO
Faculty Funds will be in the two separate modules that we have discussed – Oracle Budget (EPM) and Oracle Financials: Project Portfolio Management (PPM)

- Oracle Financials: PPM will have the C&G balances based on the POETAF and is focused on inception to date reporting rather than fiscal year (note: Oracle Financial GL chart string is fiscal year oriented)
  - Faculty Prime PI Summary Report

The Oracle Budget report will not be beneficial until budgets are established in Flex 2.

- Day 1 activity for academic department staff is to transfer budgets from the default values to Flex2 (and Flex1) values
  - Faculty Non-Project Portfolio Report

Faculty have expressed a desire to have these 2 reports merged into 1, that will be completed after stabilization and possibly in the new data warehouse
Example 2_Prime PI Summary Report: UCR PPM Prime PI Summary Report_Output sample.xlsx
Earlier we watched a recording of pulling the report, selecting the POV and completing the required prompt for Flex2.

Faculty Non Project Portfolio Summary Report

Select a Faculty Name from Flex2

Select the Accounting Period

Flex1 can provide additional details

Generally, Flex2 will only be budgeted for Temp Budget

Total General Ledger (GL) Working Budget = Perm + Temp

Balance w/Encumbrances shows the uncommitted or available balance

All activities and funds will appear where Flex2 has been budgeted and used in expense transactions

EPM Faculty Non-Project Portfolio Summary Report sample.xlsx
Take Action

Today
- Review the new Golden Tree viewer. This tool allows you to search and explore the new COA segments. Understand the hierarchy and valid chartstring combinations.
- Take your most frequently used chartstrings TODAY and use the new Golden Tree viewer to translate your FAUs to valid COAs. Remember, these new segments are also your POV selections in Oracle Budget.
- Unsure of your most frequently used chartstrings? Connect with your financial manager for guidance.

In May
- Review and Update Banner Detail Codes with program, Flex1 and Flex2
- Department access in Oracle COA Management to request new, or modify, Flex1 fields

In July
- Create budgets in Oracle Budget for Flex1 and Flex2 values
  - **Note:** Faculty non-C&G fund sources must be budgeted by Flex2 to facilitate reporting
- Review and Update UCPath position funding with Flex1 and Flex2 values
THANK YOU!

IMPACT23: Modernizing UC Riverside’s Financial Systems