OBI – PTA Balance Look-up

How do I look up the House PTA Account transaction list? By running a *Cost Detail (Export)* report.

Here is how to do that:

1. Log into *Access*

   ![Access Login](image)

2. Under *Administrative Services* click on *Data warehouse (OBI)*

   ![Administrative Services](image)

3. Click on *Financials*

   ![Data Warehouse Status](image)

   **DATA WAREHOUSE STATUS**

<table>
<thead>
<tr>
<th>Data Mart</th>
<th>Last Loaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance</td>
<td>4/4/2022</td>
</tr>
<tr>
<td>Pinnacle</td>
<td>4/4/2022</td>
</tr>
</tbody>
</table>

   **ANNOUNCEMENTS**
4. Find and click on **Cost Detail (Export)** – Fill in the appropriate information for the * items which are the required fields (Cost Detail Report = detailed transaction list)
   a. **FY Period** - Pick the month or months you want to look at (you can click on multiple)
      i. **Current Period** = current month (i.e. April 2022)
      ii. **Previous Period** = previous month (i.e. March 2022)
   b. **FY** – Which year you want to look at (i.e. 2022)
   c. **PTA** – Input your House PTA
5. Once you input all your parameters. Click **Continue** which is on the far right.

6. Report will generate within browser and will look like this.

7. You will want to export the data to excel. You do this by clicking on the **Export** button and selecting Excel from the drop-down menu.
   a. Once the excel spread sheet has downloaded, you can now manipulate the spreadsheet the way you want to view the data. The spreadsheet will look like the below image.
   b. Make sure to Enable Editing at the top of the page.

8. Important things to note:
   a. Red amounts or amounts in () are credits to the account
   b. Cost commitments are charges that will but haven’t hit the account yet, which are usually pcard charges
How do I look up the House PTA Account general balance? By running a **ITD Summaries (Export)** Report.

Here is how to do that:

1. Log into *Access* (same as above)
2. Under *Administrative Services* click on *Data warehouse (OBI)* (same as above)
3. Click on *Financials* (same as above)
4. Click on Summaries and then choose ITD Summaries (Export). This report will provide a summary of transactions/a general balance of the account.

   ![Caltech Business Intelligence Report](image)

   **Report Listing**
   
   Costs & Commitments  | Installs  | Labor Cost  | **Summaries**  | Info  | New  | Help

   **Caltech Reports for Financial Summaries**

   **PTA Summary - Comparison of Budget and Spend**
   
   In Oracle Grants Accounting budgets are entered at the Expenditure Category while spending is done at the Expenditure Type. Most of the OBI summary reports are at the Expenditure Category level. However, this report brings together the budget and balance, which is at the Expenditure Category, with the costs and commitments totaled at the Expenditure Type. In addition, clicking on the non-zero Period Costs or Commitments will take you to more information about the amounts. For PTA's managed on a Fiscal Year (FY) basis, please use the PTATab, and for Inception-to-Date PTAs use the ITD Tab. Please Note: For performance reasons, only the Current Period and Previous Period are available for this report.

   **FY Summary Over Time**
   
   This report provides FY summary information along with the period costs over time. This report can only be run for one fiscal year at a time because running it for multiple years causes issues with the summary data. If you would like costs over time for more than one fiscal year, please see the Cost Details (Pivot) report on the Costs & Commitments tab. Note: This report can only be run for Awards that are managed on an FY basis, e.g., General Budget awards.

   **ITD Summaries (Export)**
   
   ITD Summaries provides several different versions of the Inception-to-Date (ITD) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. ITD Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See Quick Guide - Customizing Reports on the Help tabs for more information.

   **FY Summaries (Export)**
   
   FY Summaries provides several different versions of the Fiscal Year (FY) summary-level data for budgets, costs, and balances. The versions are designed for exporting to Excel and they vary in available columns and grouping of summary data. FY Summaries is ideal for customizations, e.g., saving prompt values, including/excluding columns, etc. See Quick Guide - Customizing Reports on the Help tab for more information.

   **PTA Summary - ITD (Drill)**
   
   This report provides a summary-level Inception-to-Date (ITD) view of a PTA's financial status at the expenditure category level. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.

   **PTA Summary - FY (Drill)**
   
   This report provides a summary-level Fiscal Year (FY) view of a PTA's financial status at the expenditure category level. Only activity for the Fiscal Year of the Period selected is included. Clicking on the Period Costs will give you the option to go to the Cost Detail (Drill) or Cost Detail (Export) for more details about the PTA's costs for the FY Period.

   **Awards for Consideration**
   
   This report returns a list of awards that meet the criteria entered in the prompts. This report is ideal for finding awards that have a balance less than $X amount. Tip: Enter a date in the second Award End Date Between field and leave the first one blank to find only those awards that end before a certain date.

   ![PTA Summary - ITD (Drill)](image)

   ![PTA Summary - FY (Drill)](image)

   a. Fill out the required fields and click *Continue* to the far right.
   
   i. **FY Period** - Pick the month or months you want to look at (you can click on multiple)
      1. **Current Period** = current month (i.e. April 2022)
      2. **Previous Period** = previous month (i.e. March 2022)
   
   i. **PTA** – In put your House PTA

5. Report will generate within the browser as other report (same as above).
6. Export the report to Excel (same as above).
**Glossary of Report Headings Terms and/or Important Information**

**Transactions and reports close at the end of each month so to have the most accurate account balance, try and run reports at the end of the month.**

**Fiscal Year** = FY = Sept 21 to Aug 22

**FY Period** = month and year the transaction charged account

**Project** = part of the PTA code

**Task** = part of the PTA code

**Award** = part of the PTA code

**Exp. Item Date** = Date of the transaction hitting the account

**Expenditure Category** = Materials and Supplies (almost always), Agency Transaction (Dues from Institute), Credit Expenditures (Type of Money transfer like a WIC usually from ORE or ASCIT), Revenue (Type of Money Transfer like Dues, etc.),

**Expenditure Type** = Supplies-Allocable

**Exp Comment** = Sort description of item (if a pcard transaction it is the short business description)

**Full Exp Comment** = Business Justification (if a pcard transaction it is the long business description)

**Supplier** = who charged the account

**Provider** = who is providing the services (sometimes will be the same as Supplier)

**Cost Incurred for** = person who make the purchase or requested the transaction

**Inv Description** = Invoice Description (often left blank)

**Reference #** = transaction ID/reference number

**Req #** = internal requisition number (usually blank unless it is an internal charge or purchased through procurement)

**PO #** = internal PO number (usually blank unless it is an internal charge or purchased through procurement)

**Inv #** = Invoice number

**WO #** - Work Order Number (usually blank unless it is an internal charge or purchased through procurement)

**Cost** = Transaction cost

  Negative or () numbers are credits

**Commitments** = Costs that have not charged to the PTA/account but will at some point in the future

  Usually, a pcard charge that has not been approved or processed