



State of Ohio Business Intelligence Enhancement Release Notes – September 2015

The State of Ohio Business Intelligence is pleased to announce the enhancements for the month of September, 2015. These enhancements were all requested by users, approved by the Business Intelligence Shared Council (BISC) where applicable, built, tested, and validated. Because of the OAKS FIN upgrade and the retirement of certain OAKS and PS Query reports, almost all of this month’s enhancements are all on the Finance side of the house. There is one new Security report that can be used by both Finance and HCM users.

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1 – FIN Enhancements

1.1 A new Accounts Receivable report – *AR-0001 Open Receivables Revenue* – has been added to the *Item* folder. This report provides revenue amounts associated with open receivables, grouped by month-to-date and year-to-date amounts providing a summarization of current Accounts Receivable balances and the associated revenues that have been recognized. The report is part of the month end close reporting process. Amounts are provided at the BU, fund, department, account, ISTV, item, and customer level.

1.2 A new General Ledger report – *GL-0076 Monthly Expenditure Report* – has been added to the *Actuals* folder. This report shows expenditure amounts by month as well as providing a year to date amount. Via a prompt, the user

has the option of selecting which chartfields to display in the report output, providing the ability to view monthly and YTD expenditure amounts by any chartfield summarization level.

- 1.3** A new General Ledger report – *GL-0077 Monthly Revenue Report* – has been added to the *Actuals* folder. This report shows revenue amounts by month as well as providing a year to date amount. Via a prompt, the user has the option of selecting which chartfields to display in the report output, providing the ability to view monthly and YTD expenditure amounts by any chartfield summarization level.
- 1.4** A new General Ledger report – *GL-0078 Budget Variance Report* – has been added to the *Budget* folder. This report is used to identify by the various reporting categories within the General Revenue Fund (GRF), expenditures for this month as well as year to date (expenditures and intrastate transfers). The report includes estimates for this month's and year to date expenditures. Transfers in and out of the Fund are also provided. Each agency produces a monthly budget variance report where they provide narrative explanations of the agreed upon items. This information is used in the monthly Governor's report.
- 1.5** A new General Ledger report – *GL-0079 Monthly Fund Activity* – has been added to the *Actuals* folder. Used for month-end close, this report shows the financial condition of a fund and associated budget fund group by month. This report reflects balances for cash; revenue; change in receivables; cash revenue net of receivables; transfers in; amount of cash received; expenses; changes in payables; expenses net of payables; transfers out; amount of cash used; and ultimately, the ending cash amount.
- 1.6** A new Procure-to-Pay Report – *PC-0007 Pcard With Voucher Chartfield* – has been added to the *PCARD* folder. This report provides Pcard information along with the chartfields on the voucher associated with the Pcard transaction. This report provides data which can assist with the Pcard reconciliation process.
- 1.7** A new Procure-to-Pay Report – *VA-0009 Controlling Board Threshold Report* – has been added to the *Vendor Analytics* folder. This report provides the information in BI that is housed on the Threshold Stat Information page in OAKS FIN. This page displays the open encumbrances and voucher amounts for a specified agency by Vendor ID, and separate the amounts into 3 categories: spending against Term Contract, against Controlling Board, and others.
- 1.8** A new Procure-to-Pay Report – *VAP-0008 Contract Expenditure Report* – has been added to the *Voucher AP* folder. This report provides voucher spend that is associated to a contract. The information is summarized by contract ID and contract index number.
- 1.9** A new Procure-to-Pay Report – *VAP-0009 Unpaid Invoices* – has been added to the *Voucher AP* folder. This report provides a list of vouchers which have been entered but not yet paid. This allows for the monitoring of aging invoices. The report excludes vouchers in a paid or prepaid status and provides groupings of vouchers by different categories which may be preventing them from being paid such as match exceptions, not approved, or budget errors.
- 1.10** An update has been made to the *PC-0002 Payment Card Accounting Detail Report*. A prompt was added which will allow users to search for P-Card purchases by Term Contract ID.

1.11 A new *Billing* folder has been created, and with it the new *BI-0001 Billing Summary Inquiry Report*. This report provides visibility into the net adjusted amount for a billing invoice listing this amount by customer, by invoice number. See *Figure 1* below.



Figure 1

1.12 A new *Chartfields* folder has been created within the *General Ledger* reports folder, and in the *Chartfields* folder is a new report, *CF-0001 Speedchart Lookup*. This flexible report provides speedchart values along with the chartfields associated with the speedchart.

1.13 We would like to clarify that 8 of the decommissioned PS queries did not have sufficient run volume to initially justify becoming BI Standard Reports. Although they are not considered Standard Reports, to make it easier for users to find and review them, these reports were placed in a separate *FIN Legacy PSQuery Reports* folder along with the FIN Standard Reports.

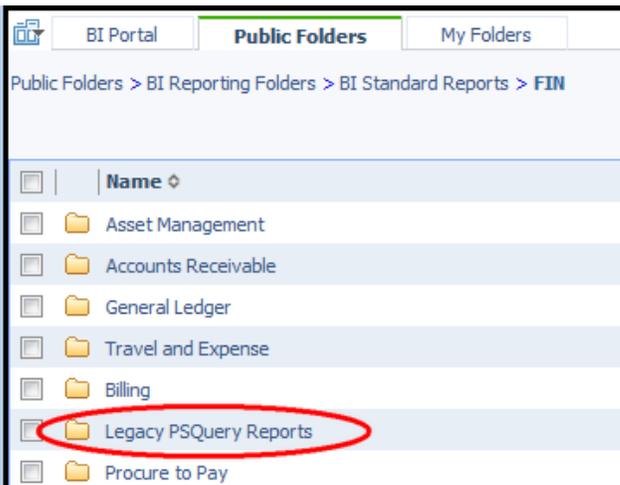


Figure 2



Figure 3

These reports will remain in this location for several months. Upon review, if the BISC determines a report should become a Standard Report, it will be moved to the normal BI Standard Reports directory. If a report does not

become a Standard Report, agency BI users who want to use it will need to copy the report to their agency folder or their My Folders if they are interested in retaining the report.

2 – OTHER Enhancements

2.1 A new BI Standard Reports folder called *Security* has been created. This folder is available to all BI users, and in it users will find the *SEC-0001 Security Role Lookup* report. This flexible report provides the ability to look up which OAKS roles a specific user has, as well as the ability to look up all users who have a specific role.

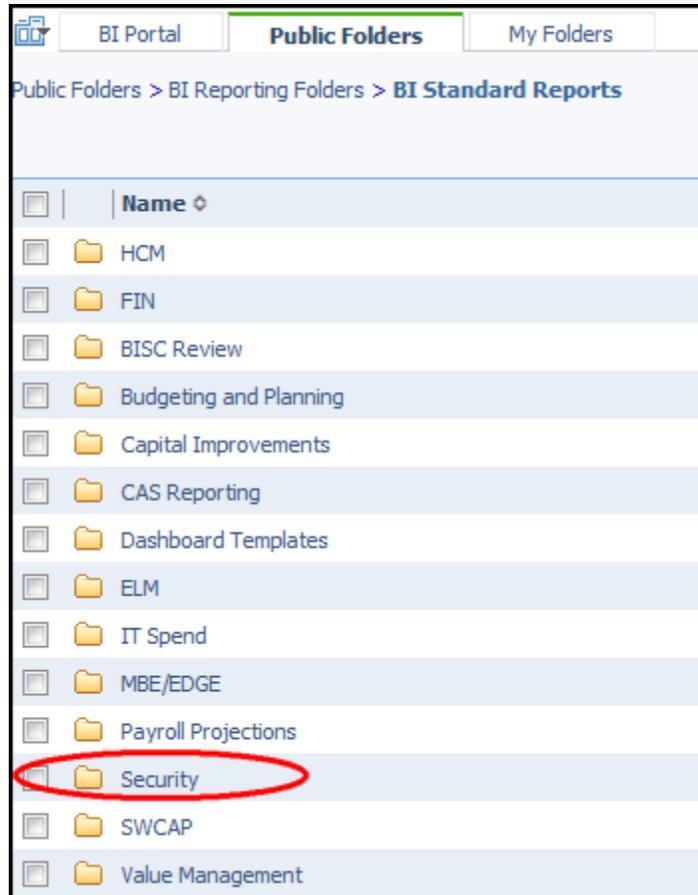


Figure 4

If you have any questions about these enhancements, please contact the Business Intelligence team at Business.intelligence@das.ohio.gov. If you would like to request an enhancement, whether it is a new field or table for reporting, a modification to an existing Standard Report, or even an entirely new Standard Report, please contact the OAKS Help Desk.