

Accessing OBIEE 12c – BI/Dashboards

Step 1

Login to the **Portal**.

<http://www.fullerton.edu/>

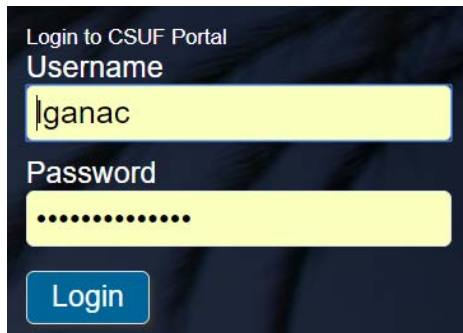
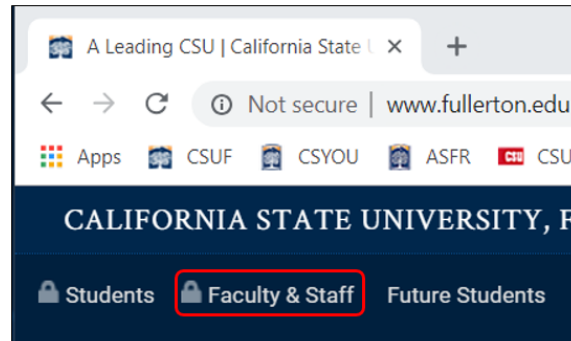
Click



Enter **Username** and
Password.

Click





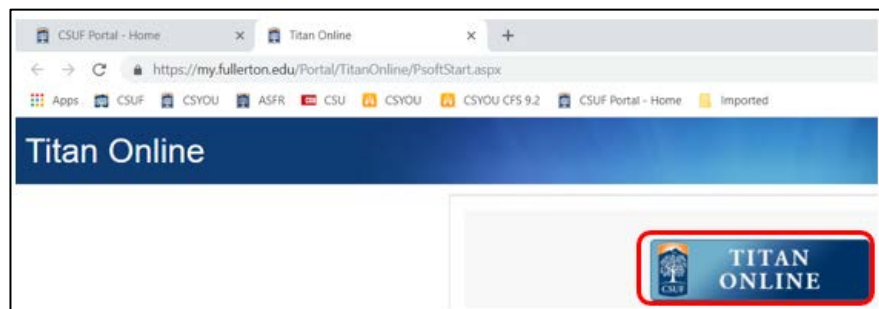
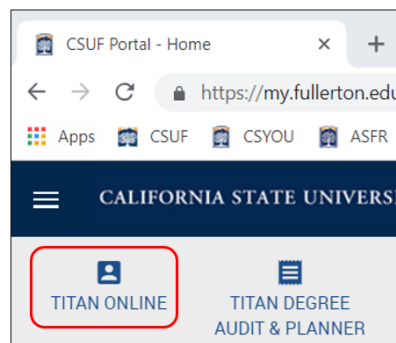
Step 2


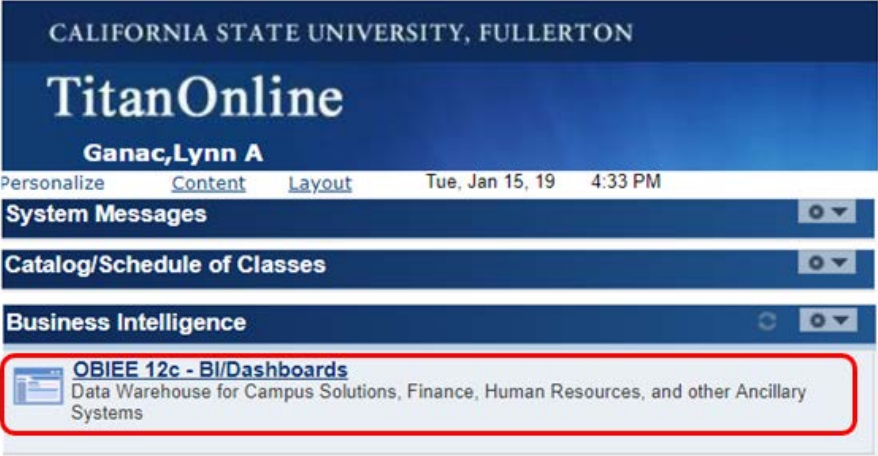



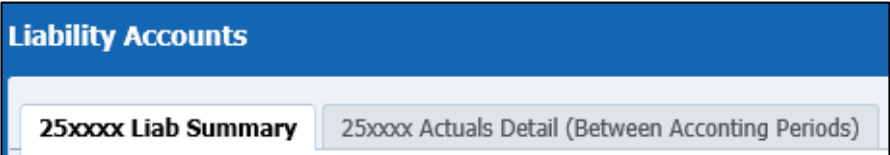
Click



Click





<p>Step 3</p> <p>Click</p>  <p>OBIEE 12c - BI/Dashboards Data Warehouse for Campus Solut Systems</p>	 <p>The screenshot shows the TitanOnline interface for user Ganac, Lynn A. The 'Business Intelligence' section is highlighted with a red box, containing the 'OBIEE 12c - BI/Dashboards' link.</p>
<p>Step 4</p> <p>Click</p>  <p>Select</p> 	 <p>The screenshot shows the 'Dashboards' dropdown menu. The 'Liability Accounts' option is highlighted with a red box.</p>
<p>Step 5</p> <p>Select</p> <input data-bbox="207 1570 483 1612" type="text" value="25xxxx Liab Summary"/> or <input data-bbox="207 1654 483 1696" type="text" value="25xxxx Actuals Detail (Between Accounting Periods)"/>	 <p>The screenshot shows the 'Liability Accounts' dashboard with two tabs: '25xxxx Liab Summary' (active) and '25xxxx Actuals Detail (Between Accounting Periods)'.</p>

<p>Step 6a</p> <p>25xxxx Liab Summary Report</p>	<p>Fields:</p> <p>Beginning Balance – carry forward balance from previous year or years</p> <p>Current Year Actuals – total activity for the current Fiscal Year</p> <p>Fund Balance (BBA) - Beginning Balance plus Current Year Actuals</p> <p>Negative Fund Balance (BBA) – total unspent</p> <p>Positive Fund Balance (BBA) – overspent</p> <p>Click Amount hyperlink to drill down to Actuals Detail Report.</p> <table border="1" data-bbox="555 743 1451 1075"> <thead> <tr> <th>Encumbrance Detail</th> <th>Pre-Encumbrance Detail</th> <th>Available Balance</th> <th>25xxxx Liab Summary</th> </tr> <tr> <th>Acct Fdescr</th> <th>Beginning Balance</th> <th>Current Year Actuals</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>250002 - Uncleared Collections</td> <td>0.00</td> <td>(664.03)</td> <td></td> </tr> <tr> <td>250875 - Financial Aid-Unapplied</td> <td>0.00</td> <td>(2.21)</td> <td></td> </tr> <tr> <td>250801 - Escheat Liability</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>250009 - Esch Liability-Cancel Warrants</td> <td>(66,657.88)</td> <td>0.00</td> <td></td> </tr> <tr> <td>250801 - Escheat Liability</td> <td>(60.00)</td> <td>0.00</td> <td></td> </tr> </tbody> </table>	Encumbrance Detail	Pre-Encumbrance Detail	Available Balance	25xxxx Liab Summary	Acct Fdescr	Beginning Balance	Current Year Actuals	F	250002 - Uncleared Collections	0.00	(664.03)		250875 - Financial Aid-Unapplied	0.00	(2.21)		250801 - Escheat Liability	0.00	0.00		250009 - Esch Liability-Cancel Warrants	(66,657.88)	0.00		250801 - Escheat Liability	(60.00)	0.00	
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<p>Step 6b</p> <p>25xxxx Actuals Detail (Between Accounting Periods)</p>	<p>Positive Actuals Amount – reduction to BBA</p> <p>Negative Actuals Amount – addition to BBA</p> <p>Fields that are Specific to the Actuals Detail Report:</p> <table border="1" data-bbox="555 1335 1443 1858"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Doc Src</td> <td>Identifies the source of the transaction</td> </tr> <tr> <td>Journal ID</td> <td>Identification number associated with the accounting transaction; the first few characters or prefix further identifies the source of the transaction</td> </tr> <tr> <td>Reference</td> <td>Line reference for the transaction if entered; may denote a Purchase Order or Work Order number, CASHNet Item Code, or other identifying information</td> </tr> <tr> <td>Reference 1</td> <td>Additional reference information for the transaction; for HCM transactions, this includes FTE statistics amount if applicable; for Accounts Payable transactions (Doc Src = VCH), this includes the PO ID associated with the transaction</td> </tr> <tr> <td>Reference 2</td> <td>Additional reference information for the transaction</td> </tr> <tr> <td>Fiscal Year</td> <td>Financial year (07/01 to 06/30); denoted by the first calendar year of the fiscal period during which the transaction occurred (Ex. 2012-2013 = Fiscal Year 2012)</td> </tr> <tr> <td>Accounting Period</td> <td>Period for which financial statements are prepared; CSUF follows the calendar month 1 - July 2 - August 3 - September 4 - October 5 - November 6 - December 7 - January 8 - February 9 - March 10 - April 11 - May 12 - June</td> </tr> <tr> <td>Actuals</td> <td>Transaction amount</td> </tr> </tbody> </table>	Field	Description	Doc Src	Identifies the source of the transaction	Journal ID	Identification number associated with the accounting transaction; the first few characters or prefix further identifies the source of the transaction	Reference	Line reference for the transaction if entered; may denote a Purchase Order or Work Order number, CASHNet Item Code, or other identifying information	Reference 1	Additional reference information for the transaction; for HCM transactions, this includes FTE statistics amount if applicable; for Accounts Payable transactions (Doc Src = VCH), this includes the PO ID associated with the transaction	Reference 2	Additional reference information for the transaction	Fiscal Year	Financial year (07/01 to 06/30); denoted by the first calendar year of the fiscal period during which the transaction occurred (Ex. 2012-2013 = Fiscal Year 2012)	Accounting Period	Period for which financial statements are prepared; CSUF follows the calendar month 1 - July 2 - August 3 - September 4 - October 5 - November 6 - December 7 - January 8 - February 9 - March 10 - April 11 - May 12 - June	Actuals	Transaction amount										
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Fields that are Specific to the Actuals Detail Report: (continued):

Doc Src	Journal ID Prefix	Journal Description & Source of Data	Contact		
ABN	0000 (no prefix)	Axx = Entries originating in Accounting Services & Financial Reporting (Expenditure Transfer Requests) Sxx = Entries originating in Student Financial Services Last 2 characters of Doc Src represent the initials of the accountant who processed the entry	Betty Neri ~ Ext. 4485		
ADH			Dawit Haile ~ Ext. 4244		
AEM			Estrella Mangahas ~ Ext. 5386		
AET			Evajoy Tito ~ Ext. 8356		
AJC			Justin Chan ~ Ext. 8371		
ALG			Lynn Gañac ~ Ext. 8474		
ATL			Tony Lee ~ Ext. 2044		
AWL			Winnie Lin ~ Ext. 4246		
ALO			ALO	Allocations are system generated entries that distribute monetary amounts across departments or any other ChartField defined in PeopleSoft General Ledger (CFS)	Lynn Gañac ~ Ext. 8474
BIL			BI	Amounts invoiced to outside entities or CSUF Auxiliary Organizations	Tony Lee ~ Ext. 2044
CSU	Various	Service Providers' chargeback transactions (COP, OFM, PCD, PHY, etc.)	Service Provider Contact List		
	CRS	Deposits fed from CASHNet system	accounting@fullerton.edu		
HCM	HRA	Salary adjustments (LCD) fed from the Human Resources PeopleSoft system	Accounting Services & Financial Reporting will coordinate with the appropriate department		
	HRL	Salary expenses (LCD) fed from the Human Resources PeopleSoft system			
SFS	SFS	Fees, other revenues, and refunds fed from the Student Administration PeopleSoft system			
VCH	APV	Amounts invoiced by vendors and travel charges		AP@fullerton.edu	
	APC	Closure of an "APV" voucher (invoice)			





Step 7


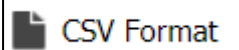

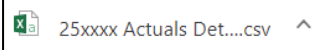
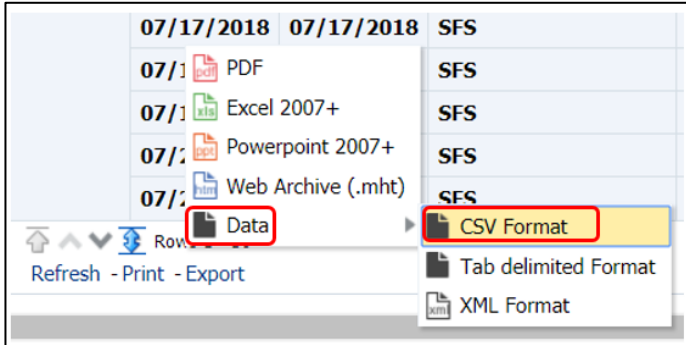
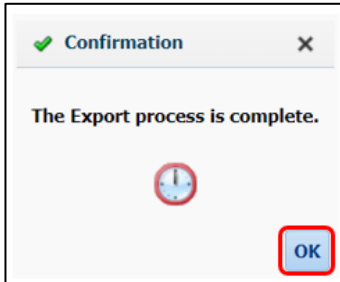

Exporting data to Excel

Scroll to the bottom of the page and select

[Export](#)

		07/10/2018	07/10/2018	SFS
		07/11/2018	07/11/2018	SFS
		07/12/2018	07/12/2018	SFS
		07/13/2018	07/13/2018	SFS
		07/16/2018	07/16/2018	SFS
		07/17/2018	07/17/2018	SFS
		07/18/2018	07/18/2018	SFS
		07/19/2018	07/19/2018	SFS
		07/20/2018	07/20/2018	SFS
		07/23/2018	07/23/2018	SFS




 Rows 1 - 30
[Refresh](#) - [Print](#) - [Export](#)

<p>Select </p> <p>Select </p> <p>Once export process is complete, press </p> <p>CSV file appears at the bottom left corner of screen. Click  to open in Excel.</p>	 <p>The screenshot shows a table with columns for dates and SFS values. A dropdown menu is open over the 'Data' column, listing export options: CSV Format, Tab delimited Format, and XML Format. 'CSV Format' is highlighted.</p>  <p>The dialog box has a green checkmark and the text 'The Export process is complete.' with an 'OK' button highlighted.</p>  <p>The screenshot shows the Windows taskbar with a file named '25xxx Actuals Det...csv' highlighted.</p>
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