

Keeping The Budget Holder Informed



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Key Questions

- Who Can be a Budget Holder?
- Why Keeping Budget Holders Informed is more important than ever?
- How can we Keep them Informed easily and quickly using basic functionality?



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There is additional functionality and there are also third party enquiry tools but often people do not have the time or the money to invest in them. The aim of this presentation is to look at how we can keep the budget holders informed with a minimum of set up and training.

Who are the Budget Holders?

- Can be any Person, Job, Role, Position.
- Ultimately responsible for purchasing within their cost centre.
- Control expenditure within the Purchasing cycle.



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A budget Holder could be anyone not necessarily someone who knows anything about finance. It could be a School Bursar, Head Teacher, departmental manager or worst of all a finance director!!!

More important than ever?

- The movement from Cash Accounting to Accrual Accounting and Encumbrance Accounting.
- Stop spending over Budget!
- Cannot hold them responsible if they have not got access to the information.



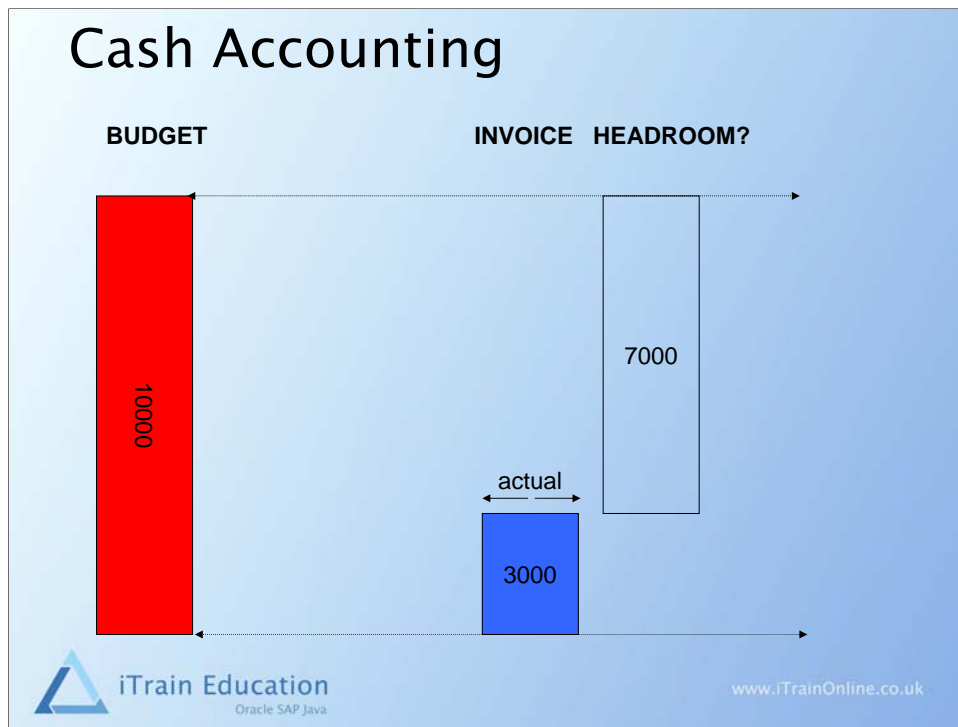
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Using Cash Accounting we only record the expenditure in the accounts at the time it is paid. Considering that there may be payment terms and invoices on hold, there is no visibility of transactions in the pipeline.

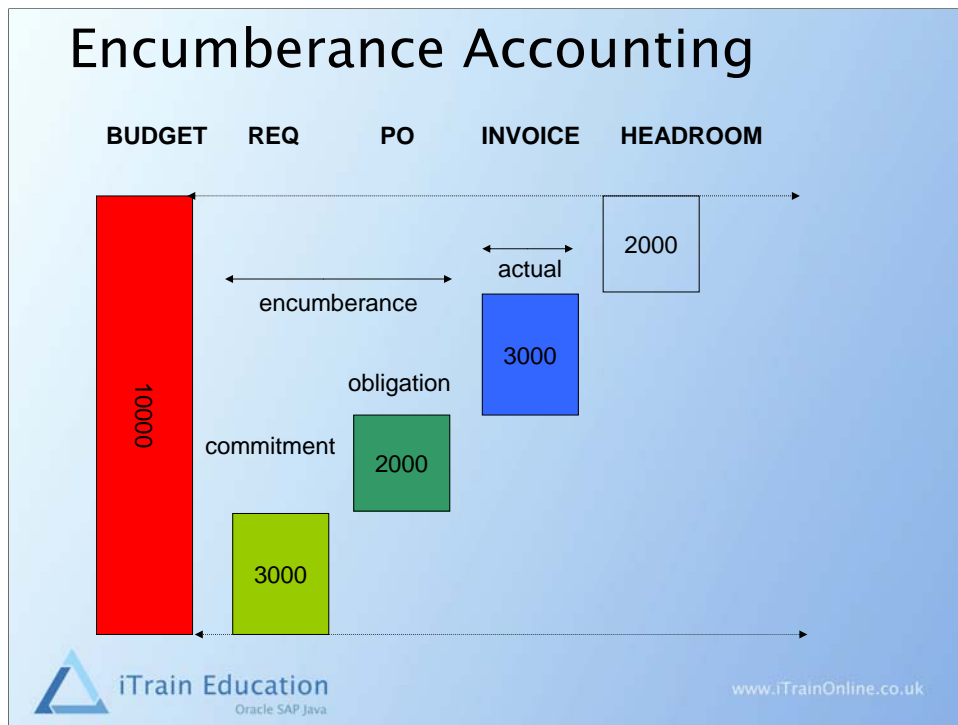
Accrual accounting matches expenditure to the appropriate period. Linked to accrual accounting is the idea of tracking items of expenditure from the time it is approved by a budget holder. This system is called 'Commitment accounting' and within Oracle 'Encumbrance Accounting', when pre-expenditure is approved at either requisition or PO stage.

Keeping the Budget Holder Informed



Headline figure Indicates what is left in the budget.

Keeping the Budget Holder Informed



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How to keep the Budget Holder Informed?

- Inquiry and Drilldown within the Core Application
- FSGs
- FSGs in ADI with Drilldown
- Standard Reports
- Discoverer
- Security



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Journal

A Journal is a form used to update accounts in the General Ledger.

Ledger

A Ledger is an accounting book of final entry where transactions are listed in separate accounts.

Subledger

A Subledger is a ledger that feeds into the General Ledger.

Drilldown

Drilldown refers to leaving the General Ledger to view transactions in a Subledger. If Subledger information has been fed into the General Ledger, you can drilldown to the original transactions that created that information. Budget

Define a budget to represent specific estimated cost and revenue amounts for a range of accounting periods. You can use these estimated amounts to compare actual balances with projected results or to control actual and anticipated expenditures.

Actual

The total balance of all actual expenditure and revenue transactions, e.g. cash spent in a specific period, quarter or financial year

Encumbrance

Any pre-expenditure, such as a purchase order, which will lead to a charge against an account.

Commitment

requisition.

A journal entry you make to record an anticipated expenditure, as indicated by approval of a

Obligation

An encumbrance you record when you turn a requisition into a purchase order.

Financial Statement Generator (FSG)

A flexible tool used to define customised reports, with complete control over the rows, columns and contents of the report

Inquiry

- Perform an account enquiry for a range of periods

View Detail and Summary balances for the selected period(s), currency, balance type and account.

- Viewing Actuals to Budget Variance

Use the Primary and Secondary Balance Type tabs to compare two different account balances.



Drilldown

- Drilling down into Journals
- Drilling down into a Subledger (AP)
- Viewing T-accounting



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Funds Available inquiry

- Run a Funds Available Inquiry
- Exporting data to an Excel Spreadsheet
- Financial Reports



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Introduction to Financial Statement Generator

- Is designed as an end user report generator.
- Enable users to define and run their own finance reports without technical assistance.
- FSG Security prevents users from viewing data for accounts to which they have no access.

The Basics of a Report

- There are only 3 things that are necessary in report creation:
- Source
 - This requires knowing where the Data is coming from?
How to ensure that we are looking at the right information.
- Structure
 - How the report is Organised how rows relate to columns
- Format
 - How columns and rows are laid out on paper.



- Built on two premises
 - Reports only on Data in GL
 - It only goes as far as giving account balances per Accounting Flexfield combination

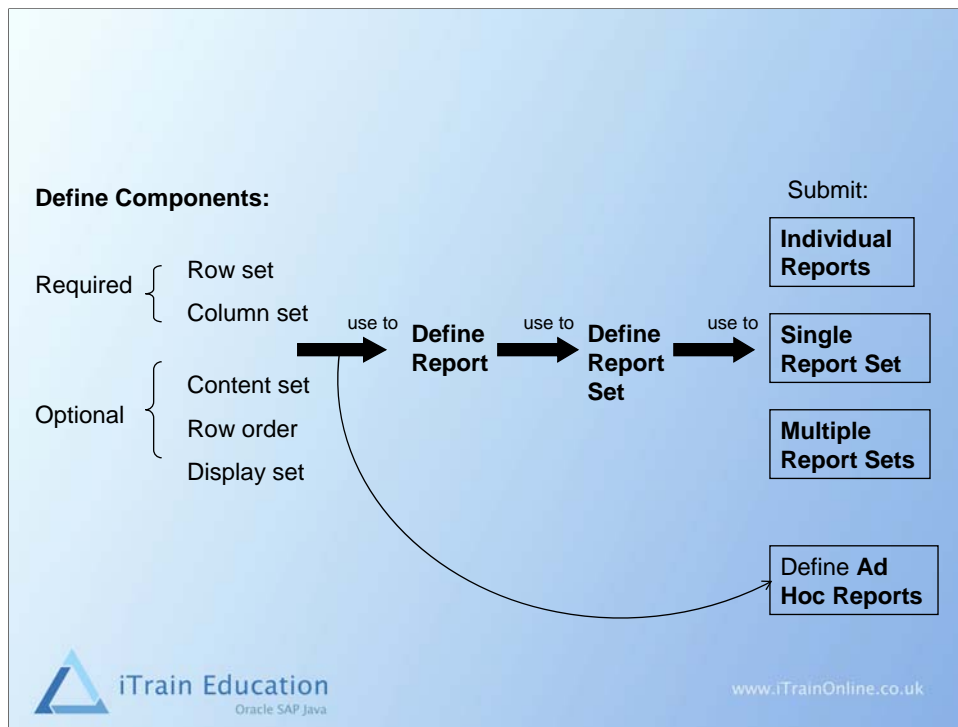


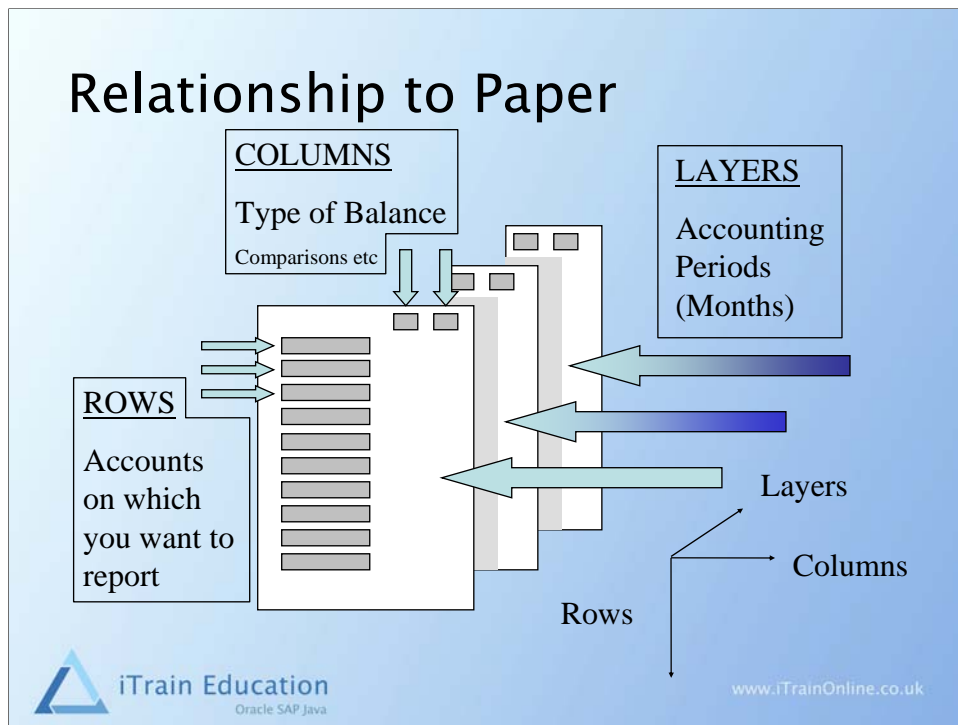
Limitations

- The FSG Concept
 - A tool for reporting on account balances by period
 - It cannot report on individual journal entries in General Ledger
 - It cannot report on periods of a week or a day, only on General Ledger end-of-month account balances.



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5 mouse clicks

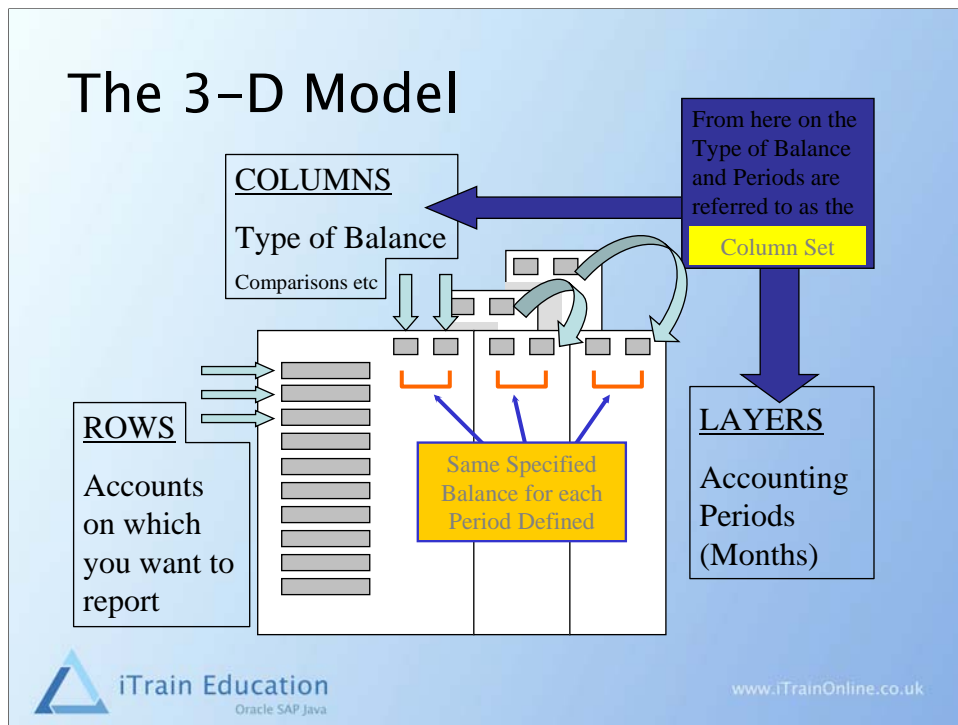
1st click: Main report paper

2nd click: rows appear on the front page then arrows, and Rows legend

3rd click Titles of columns appear with arrows and Columns legend

4th click columns behind slide in to illustrate the reporting on different accounting periods followed by arrows and Layers legend

5th click Vector arrows with rows columns and layers appear to reinforce three dimensional aspect of reporting



5 mouse clicks

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Defining Reports – Rows and Columns

- Notice that this single page simple report is built using:
 - One Row Set
 - containing many row definitions

Option to use account definitions

						Date: JAN-20-1996 13:32:55		Page: 2	
						LISTING		Column Set	
						DEC-95		Columns	
						(Periods)			(Calculated)
						ATD-Actual	ATD-Actual	DIFFERENCE	
Co.	Cont.	Plant	Prod P/L	Sub		DEC-95	DEC-94		
01	000	5630	000	00	00	7,596	8,423	(827)	(9.26%)
01	000	5599	000	00	00	159	321	(162)	(50.47%)
01	000	5600	000	00	00	84,532	81,238	3,294	4.05%
01	000	5610	000	00	00	652			
01	000	5620	000	00	00	23,456			
01	000	5630	000	00	00	23,152			
01	000	5640	000	00	00	42,350			
01	000	5700	000	00	00	72,354			
01	000	5710	000	00	00	23,659			
01	000	5720	000	00	00	9,452			
01	000	5800	000	00	00	95,325			
01	000	5810	000	00	00	1,242			
01	000	5910	000	00	00	4,523			
01	000	5900	000	00	00	4,213			
01	000	5920	000	00	00	8,523			
01	000	5930	000	00	00	3,334			
01	000	5940	000	00	00	4,523			
01	000	5950	000	00	00	12,564			
01	000	5999	000	00	00	1,532			
Row(Calculated)						757,874			

- One Column Set
 - containing four column definitions.

Defining Reports – Calculations

- You can assign accounts or calculations to a row or column.
- Calculations are useful for:
 - creating totals,
 - subtotals,
 - variances, and
 - percentages on your reports.



Defining Reports – Amount Types

- You can assign **amount types** to a Row or Column. Amount types determine whether you report includes:
 - **Actual**
 - **Budget**
 - **Encumbrance amounts**
 - Quarter-to-date, (QTD)
 - Period-to-date, (PTD)
 - Year-to-date, or (YTD)
 - Project-to-date account balances. (Project - Actual)



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Defining Reports – Predefined Column Sets

- **Standard Reusable Column Sets**
 - There are **fourteen predefined standard column sets**
 - You may be able to build many of your financial reports by using these:
 - e.g.: Monthly comparative year-to-date
 - Period-to-date variance For more complex reports you can customise your own Column Sets



Defining Reports – Column Sets

- **Defining Rows and Row Sets, and Assigning Accounts**
 - Rows are subcomponents of row sets--they are defined when you create a new row set.
 - Each **row definition** for a simple report includes, at a minimum:
 - **A Sequence Number**
 - **An Account Assignment**

Defining Reports – Display Types

- **Display Types**

- When you make an account assignment to a row definition, you also specify one of three **display types** for each segment of the account structure. The display type controls the level of detail FSG will show on your report for individual report lines:

- E = Expand
 - T = Total
 - B = Both (Expand and Total)



Content Sets

- Define content sets that can limit reports to particular account ranges.

e.g. Define a content set for each cost centre which the budget holder can use when running the FSG.



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Summary

- Build own custom reports without programming
- Define reports with reusable report objects
 - i.e. custom defined
 - Row Sets
 - Column Sets
 - Content Sets which you 'Autocopy' and reuse.

ADI

- Report Wizard to build reports.
- ADI Publishes FSG reports in excel so they can easily be manipulated.
- Allows drilldown into the Sub-ledgers to query individual transactions using the Analysis wizard.



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The Analysis Wizard combines multidimensional analysis with report drilldown, completely within Excel. You can select amounts from spreadsheet reports and drill into the underlying financial information within Oracle Applications. The Analysis Wizard presents the complete range of accounts that support a particular reported amount. You can select an individual account and drill into its summary balances, detail balances, journal lines, down to Payables and Receivables subledger details.

During drilldown you can use drag-and-drop capabilities to pivot accounting dimensions, quickly reorganizing financial data to perform "what-if" and "what-happened" analysis of both summary and detail financial information. The versatility of the Analysis Wizard helps you quickly detect trends and exceptions in the financial data that supports your reported amounts.

Reports Wizard

- With the Applications Desktop Integrator (ADI) Report Wizard you can :
 - Define reports graphically in Microsoft Excel
 - Upload the report definitions to General Ledger as Financial Statement Generator (FSG) report objects.
 - You can also download existing FSG report.
 - Modify them in Report Wizard, then save the modified definition to General Ledger.



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Report Wizard

With the Applications Desktop Integrator (ADI) Report Wizard, you can define reports graphically in Microsoft Excel, then upload the report definitions to General Ledger as Financial Statement Generator (FSG) report objects. You can also download existing FSG reports, modify them in Report Wizard, then save the modified definition to General Ledger.

From the Report Wizard, you can directly access the Request Centre's Report Submission and Publishing window to submit your report. You can also choose to download, format, and publish your report output as a spreadsheet, web page, or text file.

You can save reports or report output to a file, which can then be transferred to another PC for further changes or review, even while disconnected from your General Ledger database.

The Report Wizard guides you step by step through the process of creating a report worksheet. Once you tell Report Wizard what task you want to accomplish, the wizard asks you a series of questions related to that task. Once it has all of the information it needs, Report Wizard creates, then displays, your report worksheet in Excel.

With the Report Wizard, you can create a report from existing FSG report objects, or you can create new report objects.

Publish Reports to Excel

- From the Report Wizard
 - Directly access the Request Centre's Report Submission and Publishing window to submit your report.
 - Choose to download, format, and publish your report output as a spreadsheet, web page, or text file.
 - You can save reports or report output to a file
 - This can be transferred to another PC for further changes or review, even while disconnected from your General Ledger database.



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Analysis Wizard

- The Analysis Wizard combines:
 - Multidimensional analysis with report drilldown, completely within Excel.
 - You can select amounts from spreadsheet reports and drill into the underlying financial information within the Sub Ledgers.



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Discoverer

Discover allows the end user to build advanced reports, without any programming requirements.



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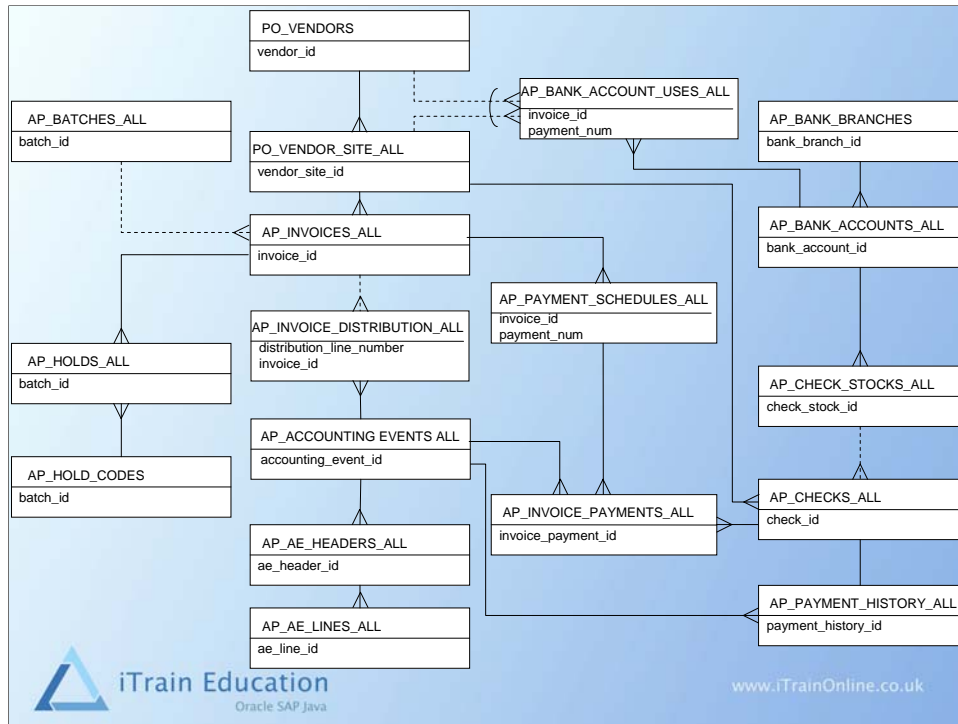
an administrator has to define all of the default settings in the Administration Edition. Part of this involves creating an area known as the EUL or End User Layer. The EUL is an interpretation layer, which converts the user's selections into SQL to allow the relevant data to be retrieved.

Using Discoverer with Financials

- Create EUL (interpretation area).
- Define Business Areas.
- Create folders (views).
- Create reports.
- Assign discoverer viewer responsibilities.
- Define row level security .



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This is just an extract of the entity diagram that relates to payables, to set up business areas just within payables it is necessary to understand the relationships between these tables and their columns and content.

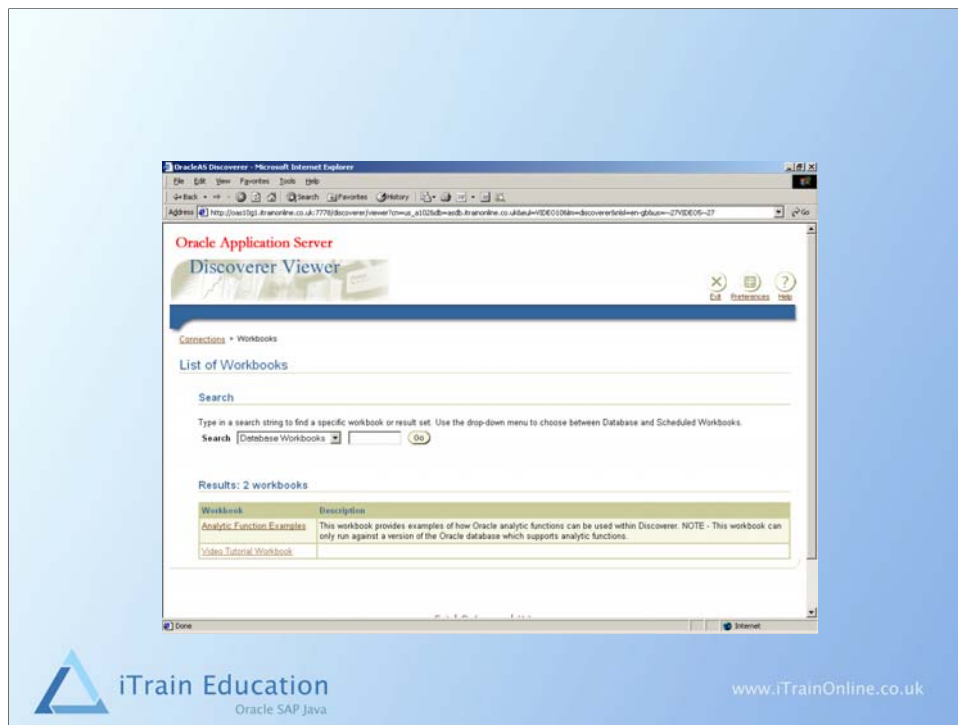
Discover Viewer

- Oracle Discoverer Viewer:
 - Used to view reports stored on the database through any browser.
 - Cannot be used to create or edit reports, but is an ideal way to allow anyone to view reports.



The Viewer is a great way of allowing people access to reports – a link over an intranet would be ideal, far superior to exporting, as the report will need to be reformatted, and re-exported if there are any changes; but there are limitations. A lot of work needs to go on in the set up of the application server, as well as the extra time required to actually run the reports. (Not only does the report need to be run, it also has to travel across the internet – time outs can become a problem)

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As this product cannot be used to create or edit reports, on its own it is not much use, but if reports are built using either Desktop or builder, and then saved to the database, all that would be needed to view these reports is a browser and a connection to the database.

Security

- Create Security rules to limit access to 'cost centres'.
- Profile options to limit functionality and Access.

Limit what Budget Holders Can See!

1. Define a responsibility with a meaningful name for a purchasing group (cost centre).
2. Define a security rule to restrict access to only this cost centre.
3. Assign the rule to the responsibility.



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Navigation

Logged in as sysadmin Navigate:Security>responsibility>value set>define.

Query value set for cost centre.

Relevant Profile Options

- GLDI:Report wizard Privileges.
 - To make sure budget holder can only view reports not define or amend them.
- FSG:Enforce Segment Value Security.
 - To enable the security rules to apply to the FSG reports.



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Report wizard privileges ;

None

Define

Submit

Define and submit

Segment value security ;

Yes

no

Questions?

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