

**PEOPLESOFT FINANCIAL REPORTS
AND THE DATA WAREHOUSE**
A Training Guide



<http://go.tufts.edu/finportal>

FINANCE DIVISION
Updated November 2012

PeopleSoft Reports and the Data Warehouse Sign-in & Navigation

❶ From the portal click Data Warehouse Login





Data Warehouse
Login



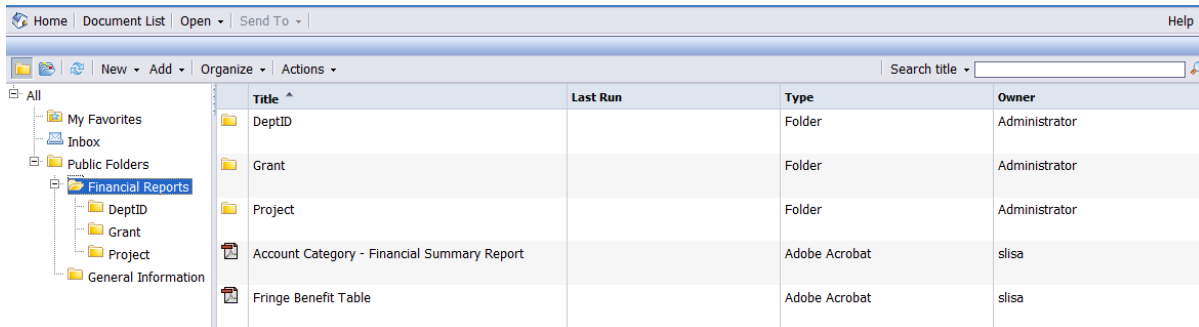
❷ Use your Tufts Username (UTLN) and Password.

❸ Select

Navigate

-  Document List
-  My Favorites
-  My Inbox
-  Help

❹ Expand Public Folders  Public Folders with the {+} then choose Financial Reports to reveal...



Title	Last Run	Type	Owner
DeptID		Folder	Administrator
Grant		Folder	Administrator
Project		Folder	Administrator
Account Category - Financial Summary Report		Adobe Acrobat	slisa
Fringe Benefit Table		Adobe Acrobat	slisa

❺ Select what type of funding source you want to review

❻ Choose a report from the inventory, such as:

Note: the same reports exist for grants and projects, with different "FIN" #s.

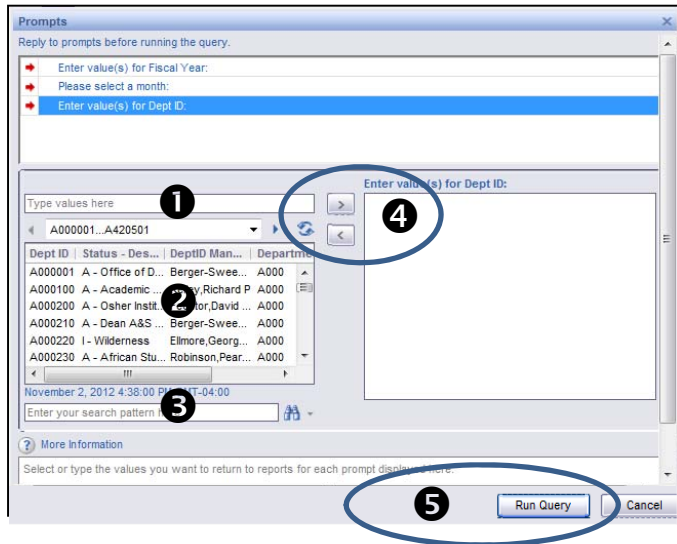
	FIN001 - Comparative Financial Summary Report by DeptID
	FIN002 - DeptID Trending Report by Account Category
	FIN003 - Labor Report by DeptID
	FIN004 - Open Commitment Report by DeptID

PeopleSoft Reports and the Data Warehouse

Report Features: FIN001- Financial Summary/Transaction Detail

Prompts: select the criteria to design what you wish to see!

Note: You will only see values you have access to



Select criteria by either :

- ❶ Typing values in open space
- ❷ Select values from list
- ❸ Search for values

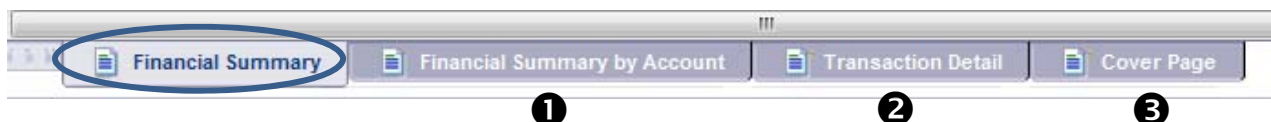
❹ Then double click on a value or use arrow keys to move from left to right window

❺ When done selecting values for FY, Month and Deptid, **click Run Query.**

Note: The Deptid prompt window shows **Active (A)** and **Inactive (I)** Status, **Manager Name** and **Department**. Any of these columns can be used to **sort by clicking on the column name**.

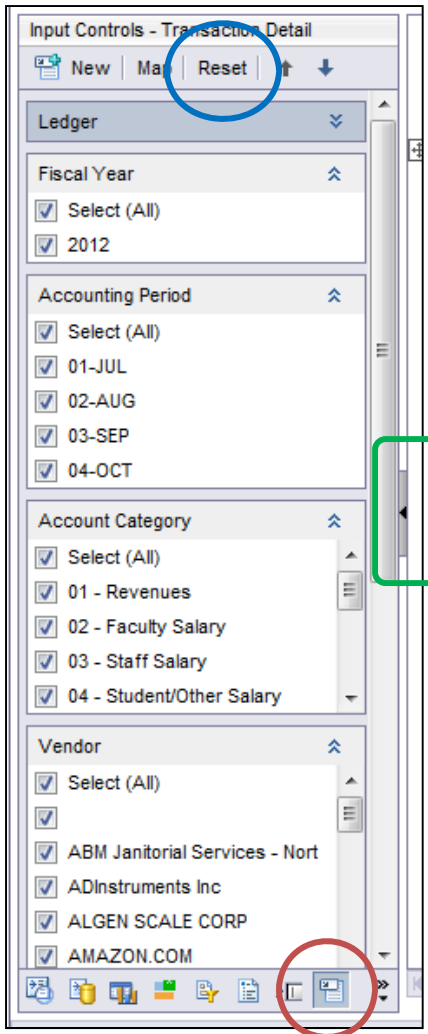
Dept ID	Status - Des...	DeptID Man...	Departme
A000001	A - Office of D...	Berger-Swee...	A000
A000100	A - Academic ...	Kelley,Richard P	A000
A000200	A - Osher Instit...	Fechtor,David ...	A000
A000210	A - Dean A&S ...	Berger-Swee...	A000
A000220	I - Wilderness	Ellmore,Georg...	A000
A000230	A - African Stu...	Robinson,Pear...	A000

Upon opening FIN001, the default view is the Financial Summary worksheet. At the bottom of the report you will see three (3) other choices: ❶ Financial Summary by Account, ❷ Transaction Detail and ❸ Cover Page



PeopleSoft Reports and the Data Warehouse

Report Features: FIN001- Financial Summary/Transaction Detail



Input controls allow a user to filter data, thus specifying the report view.

NOTE: To use the Input Controls menu, you may need to select the input control icon, as circled in **red** below. The small black arrow circled in **green** hides the input control toolbar. Use the reset button, circled in **blue** to return to the default of 'all checked'.

Various input controls exist, including Accounting Period, Fiscal Year, Vendor, and more. The input controls for the labor reports include part-time/full time, job description and salaried versus hourly.

Vendor Name	PO #	Invoice	Voucher	Journal ID
Vendor 67*****	EP00000353	Invoice 49	01307283	AP00239202
Vendor 86*****	EP00000375	Invoice 52	01315052	AP00239509
Vendor 67**	-	Invoice 75xxxx	-	CC00239005
Vendor 83*****	-	Invoice 51	01248464	AP00238535
Vendor 83*****	-	Invoice 51	01249503	AP00238537
Vendor 83*****	-	Invoice 51	01249504	AP00238537

On the transaction detail report the **PO and Voucher** values have **hyperlinks to Tufts' document imaging system**. Clicking the link will open a new browser window, displaying an image of the PO or Voucher (Invoice).

PeopleSoft Reports and the Data Warehouse

Report Features: FIN002- Trending by Account Category

Prompts

- Enter value(s) for Deptid:
- Enter value(s) for Fiscal Year:
- Enter Account Category:

Refresh Values Enter Account Category:

Account Category

- Administrative Costs
- Allocations (IDRs)
- Carry Fwd (Budget)
- Faculty Salary
- Full Time Benefits
- Indirect Costs
- Materials & Supplies
- Part Time Benefits
- Purchased Services
- Revenues

May 2, 2012 10:58:39 AM GMT-04:00

Enter your search pattern here

More Information

Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

The purpose of this report is to focus on a particular category of expenses for one or more funding sources, for one or more years. An additional prompt will ask for the account category to be reviewed.

After running the query, your results will appear in table format and in the form of a graph. Use input controls on the left to further 'drill down' to a particular sub-category, e.g. foreign travel piece of all travel.

Input Controls - Financial Summary

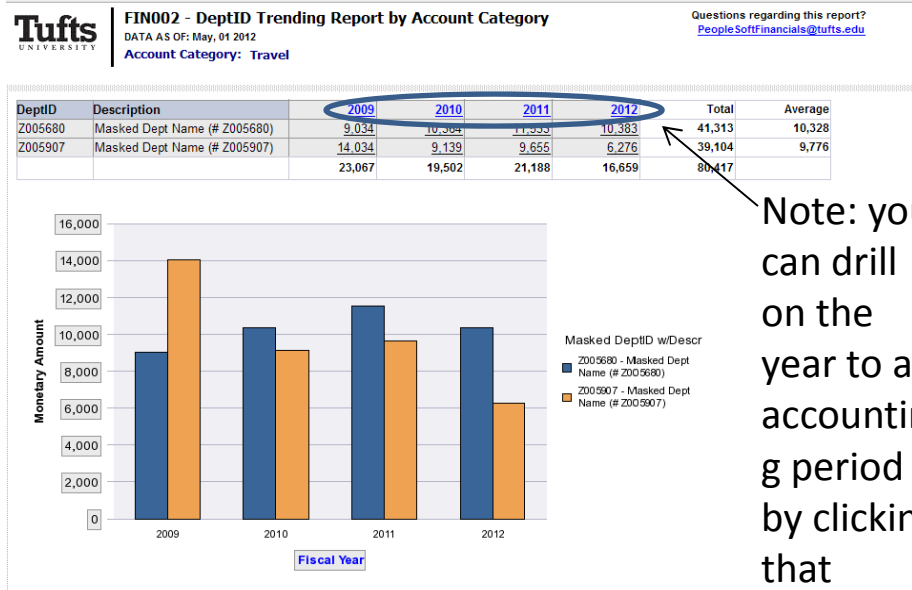
Map Reset

Accounting Period

- Select (All)
- 01-JUL
- 02-AUG
- 03-SEP
- 04-OCT
- 05-NOV
- 06-DEC
- 07-JAN
- 08-FEB
- 09-MAR
- 10-APR

Account

- Select (All)
- 5301 - Domestic Travel
- 5302 - Foreign Travel
- 5304 - Local(Auto,Bus,Taxi)
- 5307 - Business Trip Expense



Note: you can drill on the year to an accounting period by clicking that hyperlink.

PeopleSoft Reports and the Data Warehouse

Report Features: FIN003- Labor Report



FIN003 - Labor Report by DeptID (Summary by Account)
 DATA AS OF: April, 30 2012
 DEPTID: A130200

Account	Name	EmplID	Labor Type	01-JUL	02-
5003	Baker, Samantha	3971655	S	8,225.02	8,22
	Bennett, Paul	3963552	S	8,117.04	8,11
	Chan, Steven	3972585	S	7,515.88	7,51
	Cheng, Lisa	4038279	S	6,349.04	6,34
	Greenberg, Jennifer	4014387	S	6,451.76	6,45
	Green, William	3965580	S	9,388.98	9,38
	Harris, Amy	4070870	S	6,075.00	6,07
	Kennedy, Alyce	3967155	S	7,979.20	7,97
	Levine, Virginia	3965332	S	8,329.22	8,32
	Levy, Abraham	4066011	S		
	Morris, Samantha	3971820	S	7,741.80	7,74

FIN003 is a labor report. Once the report query is run, three tabs or views are available.

Labor summary by account is the default. Labor summary by employee is an alphabetical roster. The labor detail tab provides information per individual, per paycheck.

A reminder to use **input controls** to further enhance your analysis. Codes such as Earnings Codes, Job Descriptions, Full/Part-Time and more!

HR Earn Code Description ⌵

- Holiday Add to Regular
- Hourly student
- Jury Duty Add to Regular Staff
- Not Benefit Elig. CST/TMP
- Personal Add to Regular

Jobcode Description ⌵

- Assistant Professor
- Associate Professor
- Associate Professor & Chair
- Center Administrator
- Department Manager

PeopleSoft Reports and the Data Warehouse

Report Features: FIN004- Open Commitment Report

The open commitment report has one prompt to complete when it is selected: Deptid or Grant. A user can select one or multiple deptids or grants.

FIN004 - Open Commitment Report by DeptID
DATA AS OF: June, 11 2012

Account	Account Descr	PO Number	PO Date	Vendor Name	Remaining Commitment
5425	Minor Computer Equip	EP0020639	5/7/12	Dell Marketing L.P.	\$0.41
5456	Lab Consumables	EP0021040	5/16/12	Boston Sullivan & Co	\$0.00
5561	Equipment Repair & Services	EP0008208	2/3/11	Specialty Underwriters LLC	\$1,844.00
Total:					\$1,844.41

Input controls, on left, can be used at any time. Hyperlinks for PO# are linked to Xythos. Use these to retrieve a copy of the purchase order.

Tufts
UNIVERSITY

PURCHASE ORDER

Purchasing Department
169 Holland St
Somerville MA 02144
Tax Exempt ID: E042103634

Page 1	Date 05/07/2012	Revision	Purchase Order EP0020639
The Above Purchase Order Number Must Appear on All Paperwork			
Payment Terms Net 30	Freight Terms FOB DESTINATION	Ship Via UPS	
Buyer Rufo, Dolores T	Phone: 617/627-3225	Currency USD	Fax: 617/627-3081

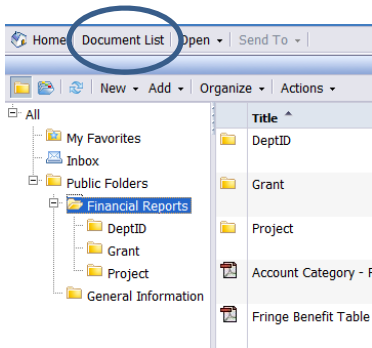
Vendor: 000000675
Dell Marketing L.P.
One Dell Way
ATTN: Mario Perez
Round Rock TX 78664
Fax: 512 283-1111

Ship To:
Tufts University
165 Packard Ave
Biology - A&S
Dana Hall 120
ATTN: Anthony Keevan
Medford MA 02155

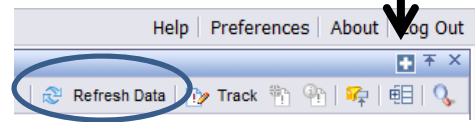
Invoices Must Be Sent to:
Tufts University
Accounts Payable
169 Holland St
Somerville MA 02144
Phone: 617/627-2130
Fax: 617/627-3879

PeopleSoft Reports and the Data Warehouse

Tips to Remember!

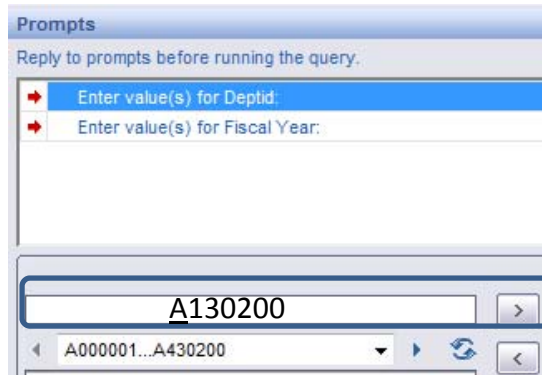


Use the Document List button to be returned to the list of report options



On the right side of the tool bar, use the refresh data button to allow the prompt window to reappear, should you wish to select different years or funding sources.

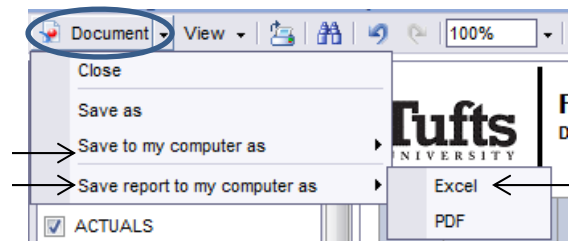
If typing deptids in lieu of selecting from a list, be sure to use an Upper Case letter. It will not recognize a lower case letter, such as a130110.



Click on the + button to open multiple data warehouse reports at the same time. (see above)



Pay particular attention to the page # section. If a 1+ appears, more than one page of data exists. Navigate with the arrows. With the TD report, it can be quite lengthy!

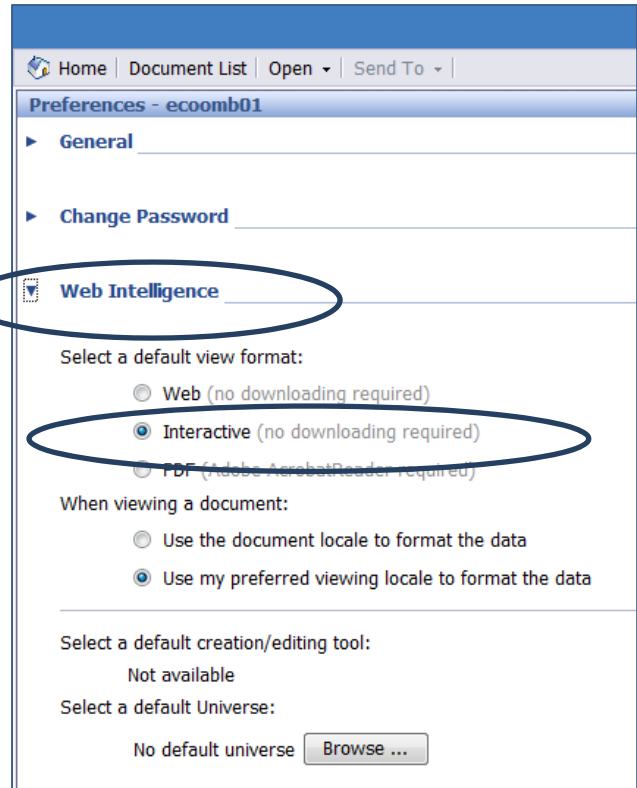
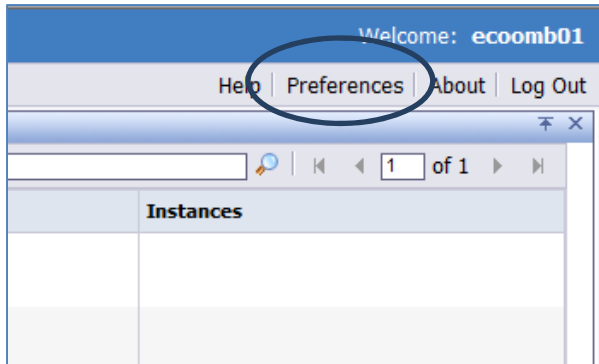


To download a file, click on Document. "Save to my computer as" will save all tabs within an open document. "Save report to my computer as" will save only the report (tab) being viewed. Save as an excel or PDF document.

PeopleSoft Reports and the Data Warehouse

Interactive Data Warehouse Features

Another feature of the DW is the ability to **ADD or REMOVE** fields from reports. To enable this feature you need to click on **PREFERENCES > WEB INTELLIGENCE > INTERACTIVE** then click the **OK** button to save your preferences. (NOTE: The OK button is found in the bottom right hand side of the preferences screen)

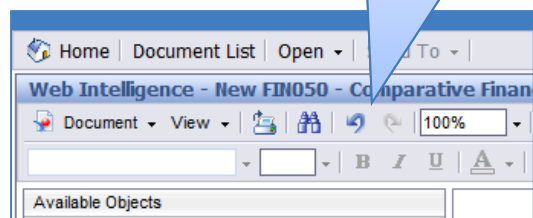


To **REMOVE** a column or field, simply right-click on a column or field heading and click **REMOVE > COLUMN**

0 - Comparative Financial Summary Report by Grant (Detail)
OF: October 30, 2012

Acct	Account Descr	Journal Date	Journal Line De
5004	Staff-Benefits Eligib	09/07/2012	
5004	Staff-Benefits Eligib	09/14/2012	
5004	Staff-Benefits Eligib	09/21/2012	
5004	Staff-Benefits Eligib	09/28/2012	
5005	Post Doc - Benefit E	07/13/2012	
5005	Post Doc - Benefit E	07/30/2012	
5005	Post Doc - Benefit E	08/15/2012	
5005	Post Doc - Benefit E	08/30/2012	
5005	Post Doc - Benefit E	09/14/2012	
5005	Post Doc - Benefit E	09/28/2012	
5011	Student-Academic	09/28/2012	
5013	Contract Stud Aced	09/14/2012	
5013	Contract Stud Aced		
5013	Contract Stud Acedm Yr Non B	572.91	09/28/2012
5013	Contract Stud Acedm Yr Non B	572.91	09/28/2012

Note: On the toolbar there is an **Undo** icon if you make a mistake

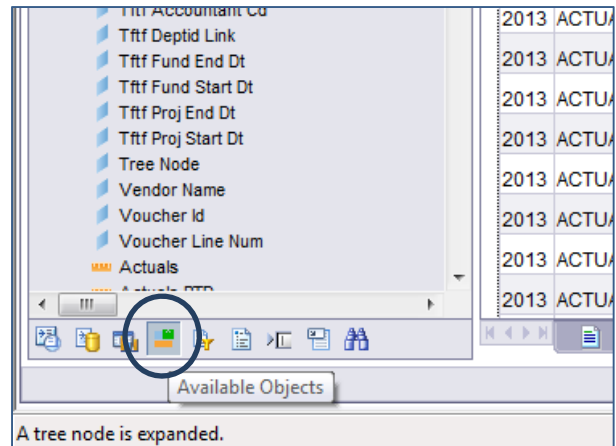


PeopleSoft Reports and the Data Warehouse

Interactive Data Warehouse Features

To **ADD** a column or field, click on the **“Available Objects”** icon found at the bottom left hand side of the toolbar

(Note: This is the same area used for “Input Controls”).



Then you can click and drag fields into the report (Example: Drag “Project/Grant Descr” next to the Grant)

NOTE: Due to the formatting within some reports it may be difficult to add fields.

FY	Ledger	Grant	Acct	Account Descr	Am
2013	ACTUALS	HS2333	5004	Project/Grant Descr	89.
2013	ACTUALS	HS2333	5004	Staff Benefits Eligible	34.
2013	ACTUALS	HS2333	5004	Staff-Benefits Eligible	34.
2013	ACTUALS	DOE180	5005	Post Doc - Benefit Eligible	172.
2013	ACTUALS	DOE180	5005	Post Doc - Benefit Eligible	172.
2013	ACTUALS	DOE180	5005	Post Doc - Benefit Eligible	172.
2013	ACTUALS	DOE180	5005	Post Doc - Benefit Eligible	172.
2013	ACTUALS	DOE180	5011	Student-Academic Year	
2013	ACTUALS	DOE155	5013	Contract Stud Acadm Yr Non B	
2013	ACTUALS	DOE155	5013	Contract Stud Acadm Yr Non B	
2013	ACTUALS	DOE180	5013	Contract Stud Acadm Yr Non B	
2013	ACTUALS	SU0033	5013	Contract Stud Acadm Yr Non B	
2013	ACTUALS	SU0033	5013	Contract Stud Acadm Yr Non B	
2013	ACTUALS	SU0033	5014	Contract Student Summ Ben E	
2013	ACTUALS	SU0033	5014	Contract Student Summ Ben E	
2013	ACTUALS	DOE155	5020	Faculty Supplementl-BenesEligi	
2013	ACTUALS	DOE155	5020	Faculty Supplementl-BenesEligi	
2013	ACTUALS	HS2333	5052	Sponsored Benefits	
2013	ACTUALS	HS2333	5052	Sponsored Benefits	

FY	Ledger	Grant	Project/Grant Descr	Acct	Acco
2013	ACTUALS	HS2333	Bioinformatics Inquiry	5004	Staff-
2013	ACTUALS	HS2333	Bioinformatics Inquiry	5004	Staff-
2013	ACTUALS	HS2333	Bioinformatics Inquiry	5004	Staff-
2013	ACTUALS	HS2333	Bioinformatics Inquiry	5004	Staff-
2013	ACTUALS	DOE180	BiomimeticGreenOxid.Cata	5005	Post
2013	ACTUALS	DOE180	BiomimeticGreenOxid.Cata	5005	Post
2013	ACTUALS	DOE180	BiomimeticGreenOxid.Cata	5005	Post