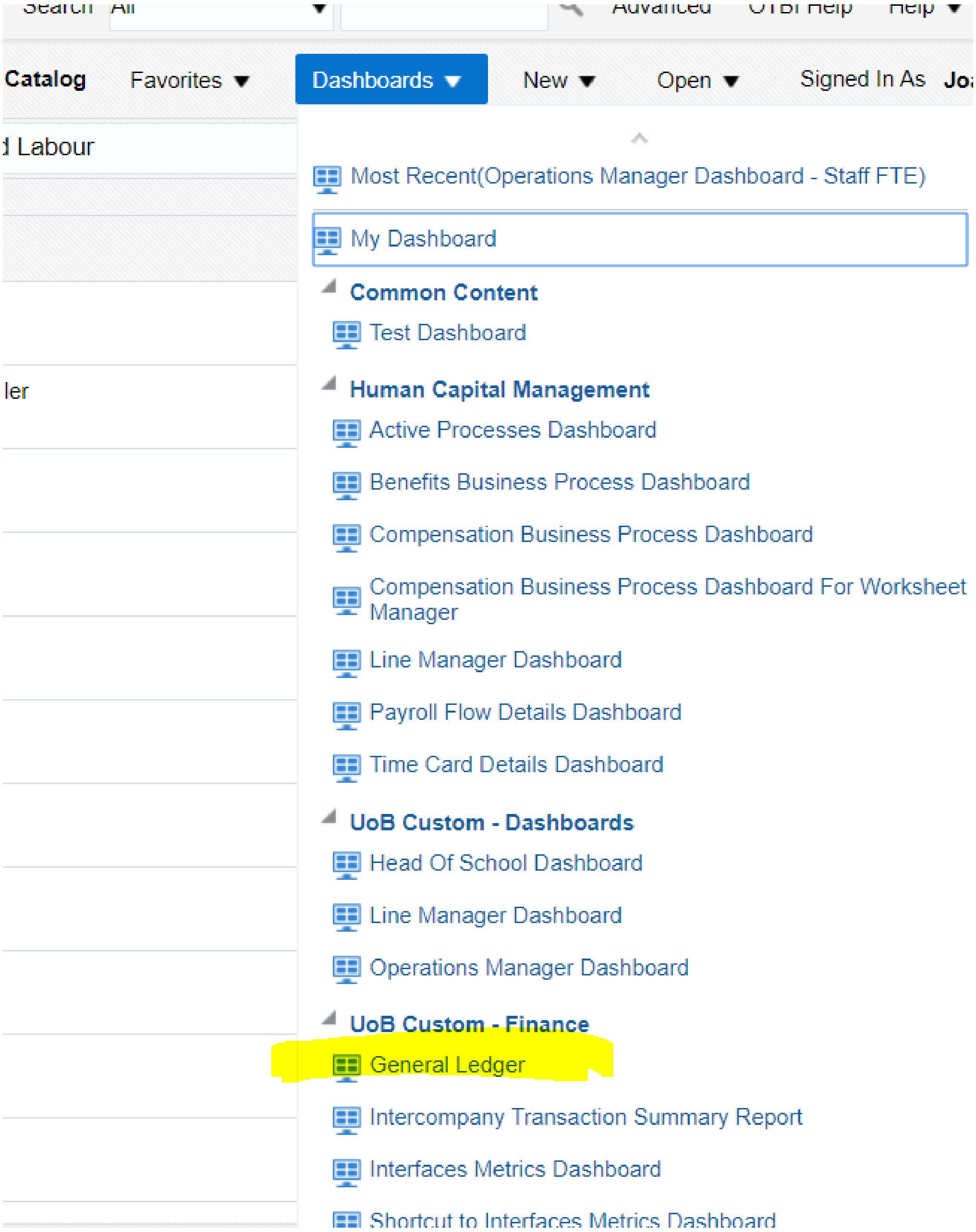
Notes regarding Reporting for General Ledger accounts

The financial analyst role is required for you to access the reports. If you do not have the general ledger on your dashboard (see below) you will need to ask IT to set you up. In LES I have asked for core funded academic staff and those needing reporting to be set up with this permission.


Advanced
OTBI Help
Help
Catalog
Favorites
Dashboards
New
Open
Signed In As
Labour
ler
Most Recent(Operations Manager Dashboard - Staff FTE)
My Dashboard
Common Content
Test Dashboard
Human Capital Management
Active Processes Dashboard
Benefits Business Process Dashboard
Compensation Business Process Dashboard
Compensation Business Process Dashboard For Worksheet Manager
Line Manager Dashboard
Payroll Flow Details Dashboard
Time Card Details Dashboard
UoB Custom - Dashboards
Head Of School Dashboard
Line Manager Dashboard
Operations Manager Dashboard
UoB Custom - Finance
General Ledger
Intercompany Transaction Summary Report
Interfaces Metrics Dashboard
Shortcut to Interfaces Metrics Dashboard

Receipting - creates accruals which is a revenue or expense - these will appear on the budget report as actuals
Actuals appear on reports the next day, so whatever you receipt becomes the actual.
PO/commitments get updated immediately so always run your reports in the morning so you are seeing the right information.
Project reporting is always live and up to date.

Delivery date is the basis for receipting notifications and escalations, if you don't want to receive them when not necessary, change the default. If receipts don't get dealt with they get escalated to the line manager.

Receipting - makes sure the receipt is done, otherwise the supplier will not be paid. You have the ability to amend receipts if you make a mistake.

For General Ledger – the code structure is 7 segments
10 - UOB automatically populated
Analysis - is generated from the category codes is PO, science warehouse is hardcoded
Category, there is a list of these on CANVAs plus the procurement website, it will show you how the codes also get mapped together, so don't try to manipulate the analysis code as it will flip back to the default if it doesn't follow the right mapping
Cost centre - Is your local area, will be C with Colleges, the old element 2 code
Activity - there will be default codes so you need to make sure that you pick the right code, the source of funds could be individual e.g. bench fee accounts if you enter segment 5 code then segment 4 will be automatically populated.
Individual source of funds (such as bench fees) will normally start with a 6.

Reports - Tool/reports and analytics
If the reports doesn't appear after it has been asked for clear your cache/or use the link on canvas to reports if it doesn't appear

When you log in to reports a blank page will appear first because you can then set favourites which will then appear. Click Browse Catalogue

Actuals and commitments vs budget - is the most comprehensive report with the transactions, commitments. Note transactions are called journals.

Journals you have an option to run via a range of dates - so these are transactions

The others are tabs of the main report above.

Actuals & commitments vs budget – Parameters to set
Top line leave as it is on the parameters
Don't touch the analysis codes - leave it as it is to capture everything that you want otherwise it may not bring up everything and you won't get an accurate picture.

Click drop down, click search, make sure you click the cost centre you want don't leave it because it is too large. Remove all then search for your cost centre. Can add more cost centres if you want.

Can change the activity of source of funds e.g. for bench fees you could just change your source of funds for your bench fee account.
Period/year - 2020 default, then the period name – it will run up to the end of that period from start of financial year. If you want a date range it would be the journal report. Click apply.

If there are issues - there is a time out, if it takes the system more than 1500 seconds the report will timeout. Output is an excel document so it has a limit on lines can only be 65,000 lines so keep it brief.
If you really must run report and there are timeouts you can use the scheduling function. It is in the cog on the right hand corner

Scheduling – parameters

If you are having difficulties because of time outs run this via the scheduling function as it should bring up a report. Note if you want to schedule you need to follow the instructions in the next paragraph/
General - parameters that you had chosen
Schedule - make sure frequency is once and run now is selected, then submit. A window will pop up and you will need to give the report/job a name. Need to retrieve it so click return, back to the cog and click on job history. Then there will be no time out. Status will change to success, is a refresh button at the top on the job history title if you want to make sure, then can download.

Can run report regularly etc each month to your email. Set parameters, go to output, click add destination and put the email address. Then click on schedule, change to specific dates. DO not be tempted to click monthly, select specific dates. Each month is closed on the 5th working day of each month for the previous month period so always pick the 6th day so it will be the most accurate.

4 tabs
Parameters on 1
Activity is on tab 1 - so general tabs is to give totals based on whatever segment
SOF - will give totals on tab 2
Analysis - tab 3 - similar to old E1
PO tab - are commitments - these will be open Pos so ones that are not receipted,

Requisitions - will be listed as the person who raised the requisition, if you are raising on behalf of others then you would need to put their name on the description on the line of the requisition.

JOURNALS - mean all transaction in this system although journals where you are moving money around accounts still has the same name.

Transaction number - is invoice number
Invoice status so you can see if it has been paid.
Can also see the totals for payroll, but there won't be names on there. If you need to see it speak to your Finance Business Partner and they can provide if appropriate.

Income - all codes start with a 1 for income on analysis but it could appear as a credit, but if the account has a budget that it might not be loaded.

Purchasing card requisitions - the commitments match the process so you need to raise a requisition then the details of the line and the need to be entered on to the system for local Card holders.