

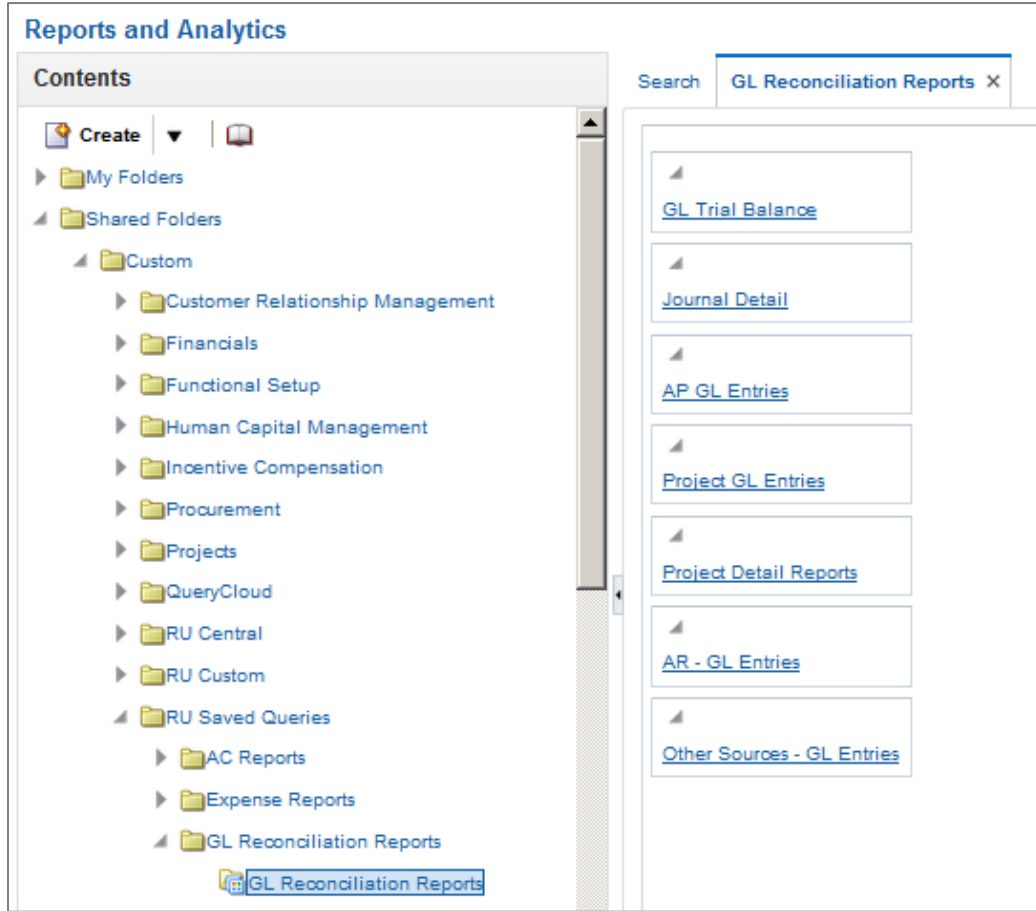
The following Oracle Transactional Business Intelligence (OTBI) queries will help you see transactional information in the financial management system (Oracle). The folders contain queries that are grouped by function:

- [GL Reconciliation Reports folder](#) has queries to help reconcile the general ledger
- [GL and Projects folder](#) has queries that display detailed transactions in the GL and Projects module
- [IPO folder](#) has queries to show details for IPO suppliers
- [Projects Reconciliation](#) folder has queries to help reconcile projects to GL from a projects perspective
- [RU Saved Queries](#) folder has queries to show Purchasing and Payables transaction details

To run an OTBI analysis in the RU Saved Query folder, you will need to perform a one-time default currency change in your account settings to show dollar amount data. Please refer to the "[JOB AID – Default Currency](#)" instructions.

As you run the reports and become more familiar with how to use them to view your data, please advise the project team what is working and what can be improved upon.

## GL Reconciliation Reports Folder

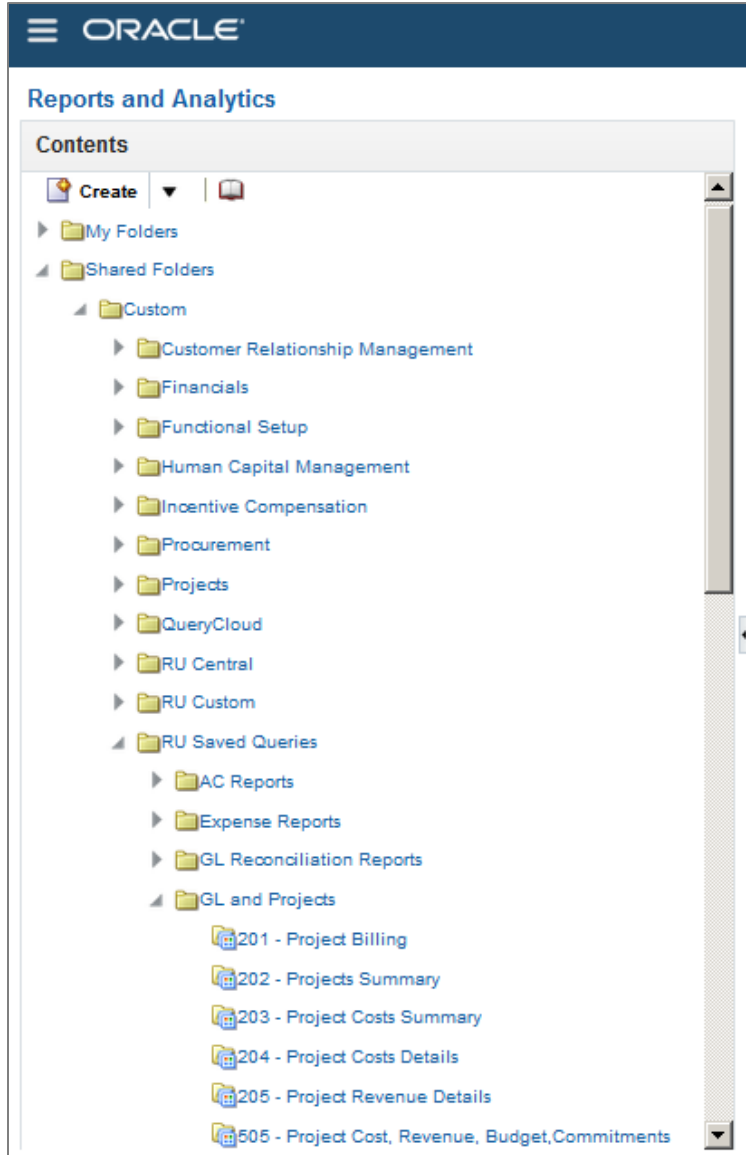


Queries in this folder will display all transactions that have posted to the general ledger by Unit-Division-Organization (UDO). This series of queries begins with the account balance, and allows you to report on the details that comprise the balances in the detailed report.

Start with the GL Trial Balance and Journal Detail queries to find the account balances in your UDO that you need to details for, by source (Accounts Payable, for example). Then, use the other reports to examine details as needed.

Query Name	Query Purpose
GL Trial Balance	Beginning balance, activity and ending balance by UDO
Journal Detail	Journals details by UDO
AP GL Entries	Entries from Accounts Payable that have posted to the general ledger
Project GL Entries	Entries from Projects that have posted to the general ledger
Project Detail Reports	Project cost details
AR GL Entries	Entries from Accounts Receivable that have posted to the general ledger
Other Sources – GL Entries	All other sources that have posted to the general ledger (i.e. spreadsheet journals)

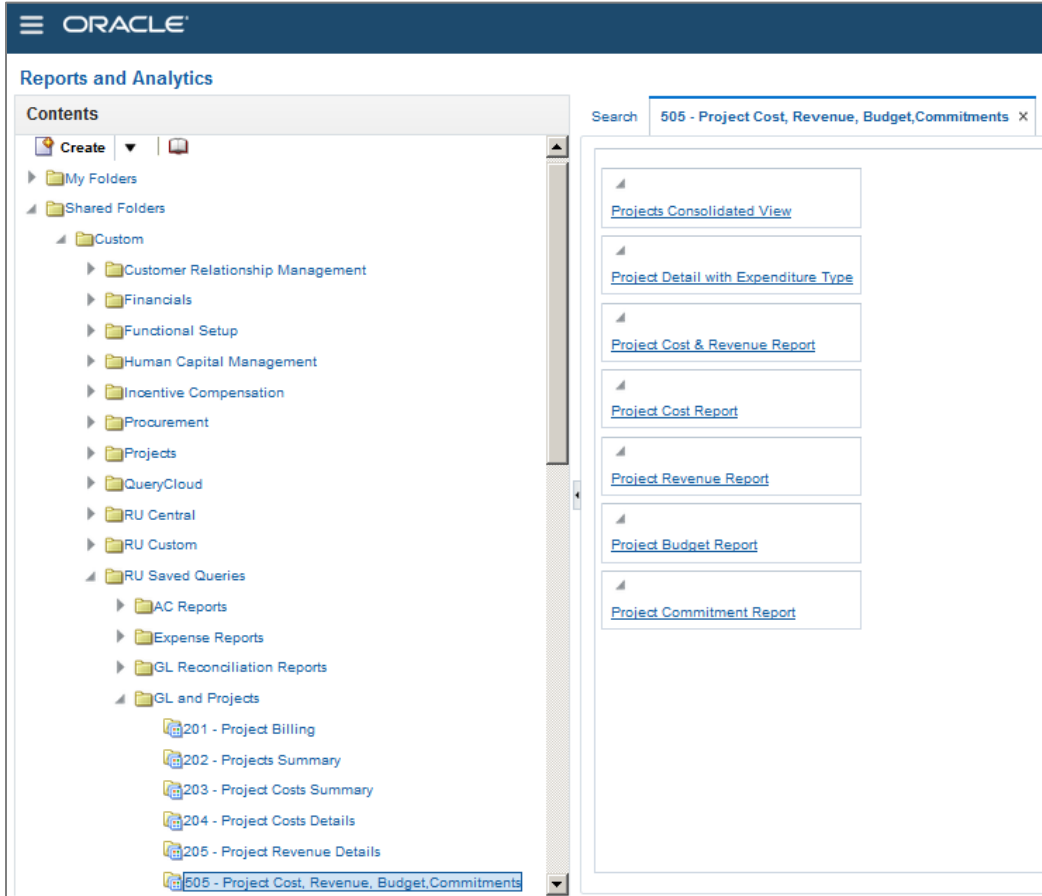
## GL and Projects Folder



Query Name	Query Purpose
201 – Project Billing	Grant invoice details (for Grant and Contract Accounting
202 – Projects Summary	Revenues and costs by project
203 – Project Cost Summary	Project cost summary by project
204 – Project Cost Details	Project cost details by project
205 – Project Revenue Details	Project revenue details by project
505 – Project Cost, Revenue, Budget, Commitments	Series of queries – see below

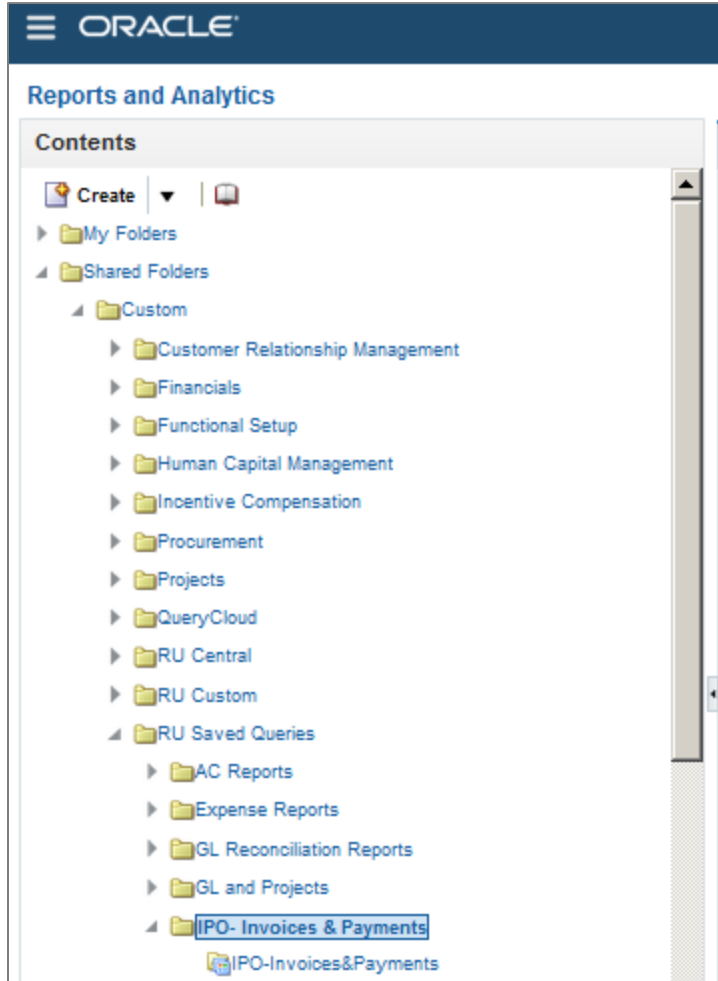
## 505 – Project Cost, Revenue, Budget, Commitments Dashboard

The following reports should be used to help you manage projects. These reports display balances and activity, by project, and supplement other reports, and display project costs, revenues, budget, and commitments.



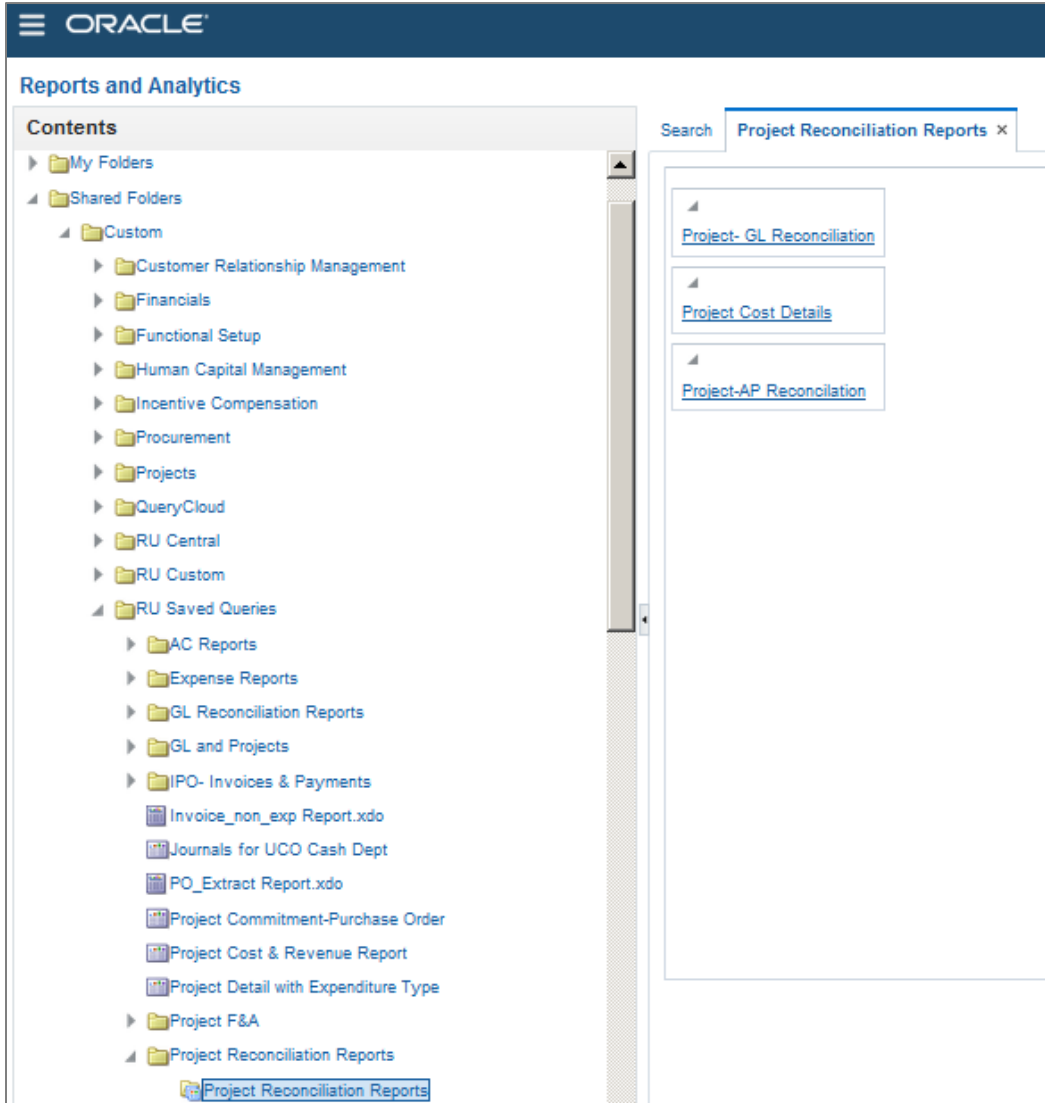
Query Name	Query Purpose
Project Consolidated View	Project categories in summary
Project Detail with Expenditure Type	Project details with expenditure type
Project Cost & Revenue Report	Costs and revenues by project
Project Cost Report	Costs by project
Project Revenue Report	Revenues by project
Project Budget Report	Budgets by project
Project Commitment Report	Commitments by project

## IPO (Internal Purchase Order) – Invoices & Payments Folder



Query Name	Query Purpose
IPO – Invoices & Payments	Details for IPO transactions

## Project Reconciliation Folder



Query Name	Query Purpose
Project – GL Reconciliation	Project balances, by month and by project, that have posted to the general ledger
Project Cost Details	Project details, by month and by project, with details (including supplier)
Project – AP Reconciliation	Accounts Payable transactions that have transferred to projects

## RU Saved Queries Folder

The screenshot displays the Oracle Reports and Analytics interface. At the top, the Oracle logo is visible. Below it, the page title is "Reports and Analytics". A "Contents" section is shown, which is a tree view of folders and files. The tree structure is as follows:

- Contents
  - Create
  - My Folders
  - Shared Folders
    - Custom
      - Customer Relationship Management
      - Financials
      - Functional Setup
      - Human Capital Management
      - Incentive Compensation
      - Procurement
      - Projects
      - QueryCloud
      - RU Central
      - RU Custom
    - RU Saved Queries
      - AC Reports
      - Expense Reports
      - GL Reconciliation Reports
      - GL and Projects
      - IPO- Invoices & Payments
        - Invoice\_non\_exp Report.xdo
      - Journals for UCO Cash Dept
      - PQ\_Extract Report.xdo
      - Project Commitment-Purchase Order
      - Project Cost & Revenue Report
      - Project Detail with Expenditure Type
      - Project F&A
      - Project Reconciliation Reports
      - Projects All
      - Projects Consolidated View
      - Projects F&A
    - RU Saved Queries
      - 401 - AP Invoice Register
      - 402 - AP Payment Register
      - 403 - Invoice Register for AP
      - 404 - Payment Register for AP
      - 405 - Invoices and Payments for AP
      - 412 - AP Payment Register - IPO IP&O
      - 501 - Purchase Orders
      - 502 - Purchase Orders with Status

Query Name	Query Purpose
401 – AP Invoice Register	Invoice detail by supplier, invoice date, and UDO
402 – AP Payment Register	Payment detail by supplier, payment date, and UDO
403 – Invoice Register for AP	Invoice details for all UDOs to be used by AP
404 – Payment Register for AP	Payment details for all UDOs to be used by AP
405 – Invoices and Payments for AP	Invoice and payment details for all UDOs to be used by AP
601 – Purchase Orders	Purchase order details, used to reconcile to RU Marketplace (mainly used by University Procurement Services and the Controller’s Office)
602 – Purchase Orders with Status	Purchase order details with status, used to reconcile to RU Marketplace (mainly used by University Procurement Services and the Controller’s Office)