ODS Functional Training
Finance Training Workbook

February 2007
Release 3.1

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Table of Contents

Section A: Finance Metadata 4
Overview 4

Section B: Oracle Basic Terms and Concepts 7
Overview 7

Section C: Common Business Concept Diagrams 10
Reporting and Slotted Views 10
Address Views and their Purpose 14

Section D: Common Display Rules 17
Overview 17

Section E: Finance Business Concept Diagrams 18
Budget Availability Ledger Diagram 18
Budget Detail Diagram 19
Budget Detail Summary 20
Encumbrance Diagram 21
Encumbrance Summary 22
Endowment Distribution Diagram 23
Endowment Units Diagram 24
Endowment Units Summary 25
Fixed Assets Diagram 26
Fixed Asset Summary 27
General Ledger Diagram 28
General Ledger Summary 29
Grant and Project Diagram 30
Grant Ledger Diagram 31
Invoice Payable Diagram 32
Operating Ledger Diagram 33
Purchasing Payable Diagram 34
Transaction History 35

Section F: Finance Display Rules 39
Overview 39

Section G: Finance Self Service Reporting Templates 40
Overview 40

Section H: Exercise 43
Run Finance Sample Reports 43

Section I: Appendix 46
55 Reporting and Slotted Common Views 46
64 reporting and slotted Finance Views 47

Section A: Finance Metadata

Lesson: Overview

Jump to TOC

Workbook goal

The goal of this workbook is to provide you the knowledge and practice to run Finance ODS reports.

Workbook objectives

Upon completion of this course, you will be able to:

- define common database and table functionality
- explain the concept, data, frequency and data sources involved in reporting views
- identify primary keys used with specific Finance Entity Relationship Views
- list reporting and slotted views
- describe Finance report templates, including template parameters.

Intended audience

- Department Functional/Technical Staff - Internal designated report writers
- Department Managers, IT Department Support Staff - responsible for report writing

Section A: Finance Metadata

Lesson: Overview (Continued)

Jump to TOC

Description

Finance metadata is information describing the data in tables. Metadata consists of information such as the source and targets of data.

Finance Metadata Reports

An example of Finance metadata reports to choose from are shown below.

Target Reports:

Reporting View	Description	Key & Frequency	Recommended Search Columns
ACCOUNT_ATTRIBUTES	Contains a list of all the set codes, attribute types, attribute values, and attribute values begin and end date associated with an account.	One row per chart of accounts per account code per attribute type per attribute value per set code.	CHART_OF_ACCOUNTS, ACCOUNT, ATTRIBUTE_TYP ATTRIBUTE_TYPE, ATTRIBUTE_VALUE, CHART_OF_A
ACCOUNT_HIERARCHY	Contains a list of all general ledger and operating ledger accounts with associated hierarchy levels, account type, internal account type, account class and account pool. Used to support roll up reporting.	One row per chart of accounts per account.	CHART_OF_ACCOUNTS, ACCOUNT
ACCOUNT_INDEX	Contains a list of all account index codes with their associated chart of accounts, effective dates, next change dates, fund codes, organization codes, account codes	One row per chart of accounts per account index per effective date per next change date.	CHART_OF_ACCOUNTS, ACCOUNT_INDEX, EFFECTI

Section A: Finance Metadata

Lesson: Overview (Continued)

Jump to TOC

Metadata Report

Upon clicking one of the Finance metadata reports, that report will run and appear onscreen. The example below shows the Finance ENCUMBRANCE_LEDGER report.

RETURN TO REPORTING VIEW REPORTS LIST
Finance Reporting View Reports

SGHE Operational Data Store
Reporting View Target: ENCUMBRANCE_LEDGER

Description	Contains encumbrance ledger posted amounts for initial commitments, current adjustments, and current liquidations by fiscal year and period for each individual encumbrance document number and accounting distribution.
Key & Frequency	One row per encumbance document number per item per sequence number for each fiscal year and period.
Recommended Search Columns	ENCUMBRANCE_NUMBER, ITEM, SEQUENCE_NUMBER, FISCAL_YEAR, FISCAL_PERIOD

Target Column	Business Definition	Database Data Type	Source Name	Source Column
ADMINISTRATIVE_GROUP	Organization-oriented identifier for the record used to determine access authorization to this record. Institution defined.	VARCHAR2 (255)	NA	NA
CURR_ADJUSTMENTS	Sum of encumbrance adjustments for a given period.	NUMBER	FGBENCP	FGBENCP_SUM_ENCB_ADJT
CURR_LIQUIDATIONS	Sum of encumbrance liquidation for a given period.	NUMBER	FGBENCP	FGBENCP_SUM_ENCB_LIQ
ENCUMBRANCE_NUMBER	Unique encumbrance code of a document.	VARCHAR2 (63)	FGBENCP	FGBENCP_NUM
FISCAL_PERIOD	Unique identifier for a period within a fiscal year. Generally a fiscal period would be a value between 00 and 14.	VARCHAR2 (63)	FGBENCP	FGBENCP_PERIOD
FISCAL_YEAR	Unique identifier or code for the fiscal year.	VARCHAR2 (63)	FUNCTION	FOFYCNV
ITEM	System-generated line item number that identifies each commodity line item for procurement documents.	NUMBER	FGBENCP	FGBENCP_ITEM
MULTI_SOURCE	Institution value for the record when the optional multi-institution facility feature has been applied.	VARCHAR2 (63)	NA	NA
MULTI_SOURCE_DESC	Institution description when the optional multi-institution facility feature has been applied.	VARCHAR2 (255)	NA	NA
ORIGINAL_AMOUNT	Original amount of the encumbrance.	NUMBER	FGBENCP	FGBENCP_ORIG_ENCB_AMT
PROCESS_GROUP	Process-oriented identifier for the record used to determine access authorization to this record. Institution defined.	VARCHAR2 (255)	NA	NA
SEQUENCE_NUMBER	System-generated one-up number to support split accounting within a document.	NUMBER	FGBENCP	FGBENCP_SEQ_NUM

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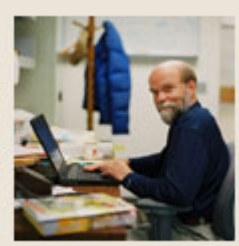

Section B: Oracle Basic Terms and Concepts

Lesson: Overview

Jump to TOC

Oracle Terms and Concepts

1) **Composite and Slotted Tables**
   ODS Composite Table
   - Match element-to-element to the Banner source Composite Views
   - Loaded and refreshed from Banner
   - Represent a conceptual organizational structure such as Student or a Receivable Customer
   - Fine grained access can be applied to them

   ODS Slotted Table
   - Stores data values for a specific code related to a base table such as test scores
   - Used to de-normalize repeating concepts
   - Populated from rules in MGRSDAX
   - Optimizes speed of queries

2) **Views**
   - A view is a virtual table. It does not physically exist. Rather, it is created by a query joining one or more tables.
   - Data from each ODS composite table is presented in one or more reporting views. The ODS reporting views are the views that end users will use to create reports within the ODS. Users will point their report writing tool at these views and build reports.

3) **Joins**
   Inner Join (simple join)
   The most common type of join. Inner joins return all rows from multiple tables where the join condition is met.
   Outer Join
   Returns all rows from one table and only those rows from a secondary table where the joined fields are equal (join condition is met.)

4) **Metadata**
   Tells what data columns are in the ODS, a definition of their business use, the type of data (number, character, date, etc.), how long they are, where they come from (in the source system) and their destination (in the target system.)

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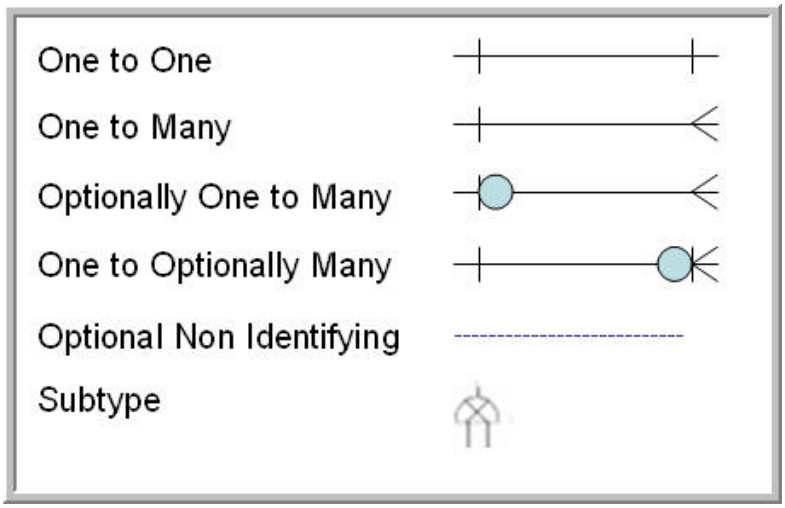
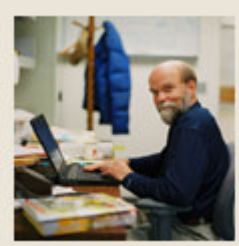
Oracle Terms and Concepts, continued

5) **Display Rules**
   - Enable you to control and customize how data stored in your ODS composite tables is displayed in your Reporting views
   - Determine the positional location of data in a view, or the hierarchical order in which a particular type of data should be retrieved
   - "Positional" display rules are required for all Slotted views
   - "Hierarchical" display rules are required for a sub-set of (non-slotted) Reporting views
   - Also some used to determine a value stored in either an ODS composite table or displayed in an ODS Reporting view
   - Stored in the ODS database table – MGRSDAX

6) **ERD Rules of Cardinality**



Note: SunGard Higher Education refers to ERDs as Business Concept Views

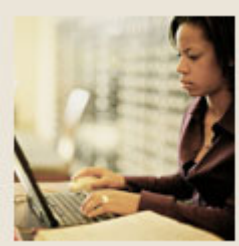


Oracle Terms and Concepts, continued

7) **Primary and Foreign Keys**
   - A **primary** key is a single field or combination of fields that uniquely defines a record. None of the fields that are part of the primary key can contain a null value. A view can have only one primary key.
   - A **foreign** key means that values in one table must also appear in another table. The referenced table is called the parent table while the table with the foreign key is called the child table.

8) **Index**
   - An index is a performance-tuning method of allowing faster retrieval of records
   - An index creates an entry for each value that appears in the indexed columns.

9) **Cartesian Product**
   - A Cartesian join is when you join every row of one view to every row of another view.
   - A Cartesian join is very CPU intensive, and is usually done by mistake.



Section C: Common Business Concept Diagrams

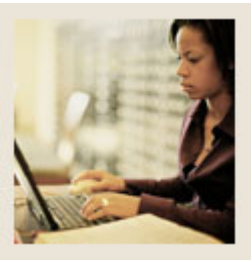
Lesson: Reporting and Slotted Views

Jump to TOC

7 Entity Relationship Views:

1) Event
2) Institution
3) Organization Entity
4) Person Demographic*
5) Person Role*
6) Person Supplemental*
7) Relationship

*Pertain to Financial Aid

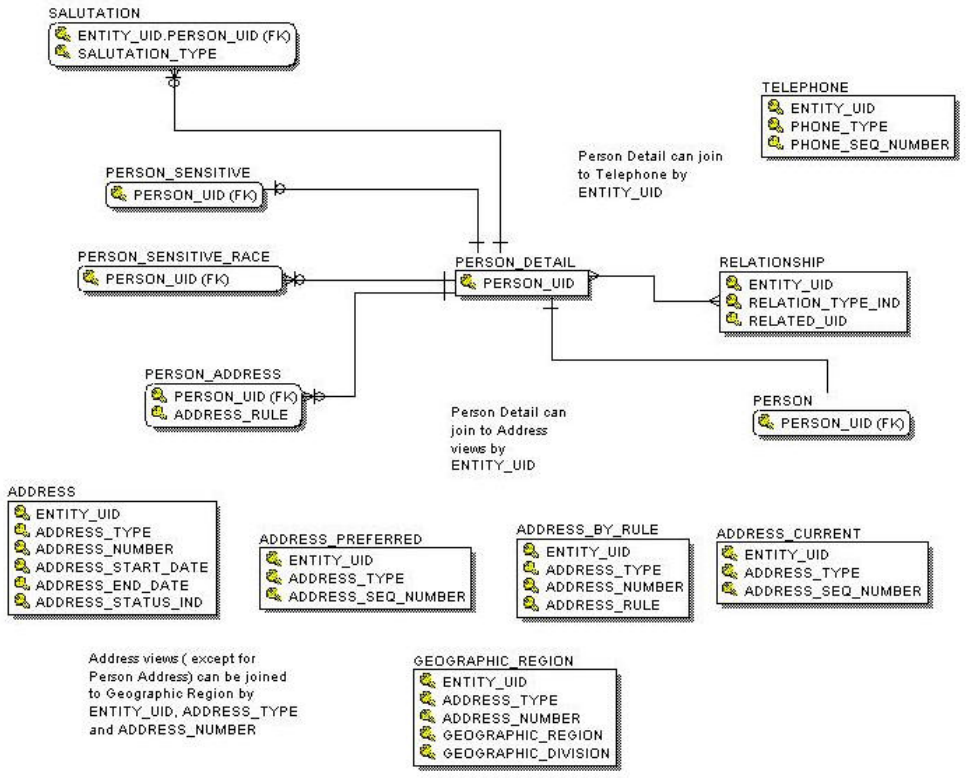


Section C: Common Business Concept Diagrams

Lesson: Reporting and Slotted Views

Jump to TOC

Person Demographic Diagram



Primary View

The PERSON_DETAIL view contains demographic data common to a person across the ODS data model and the institution enterprise. The data is specific to a person independent of whether that person is a student, faculty member, or employee, alumnus, etc. Data reflects only the most current information; changes are not tracked in the ODS.

The data in this view includes current name, Id, gender, birth date, tax id, international details, confidentiality indicator, etc. There is one row per person. Data comes from the person identification (SPRIDEN) and person demographic information (SPBPERS) forms in Banner.

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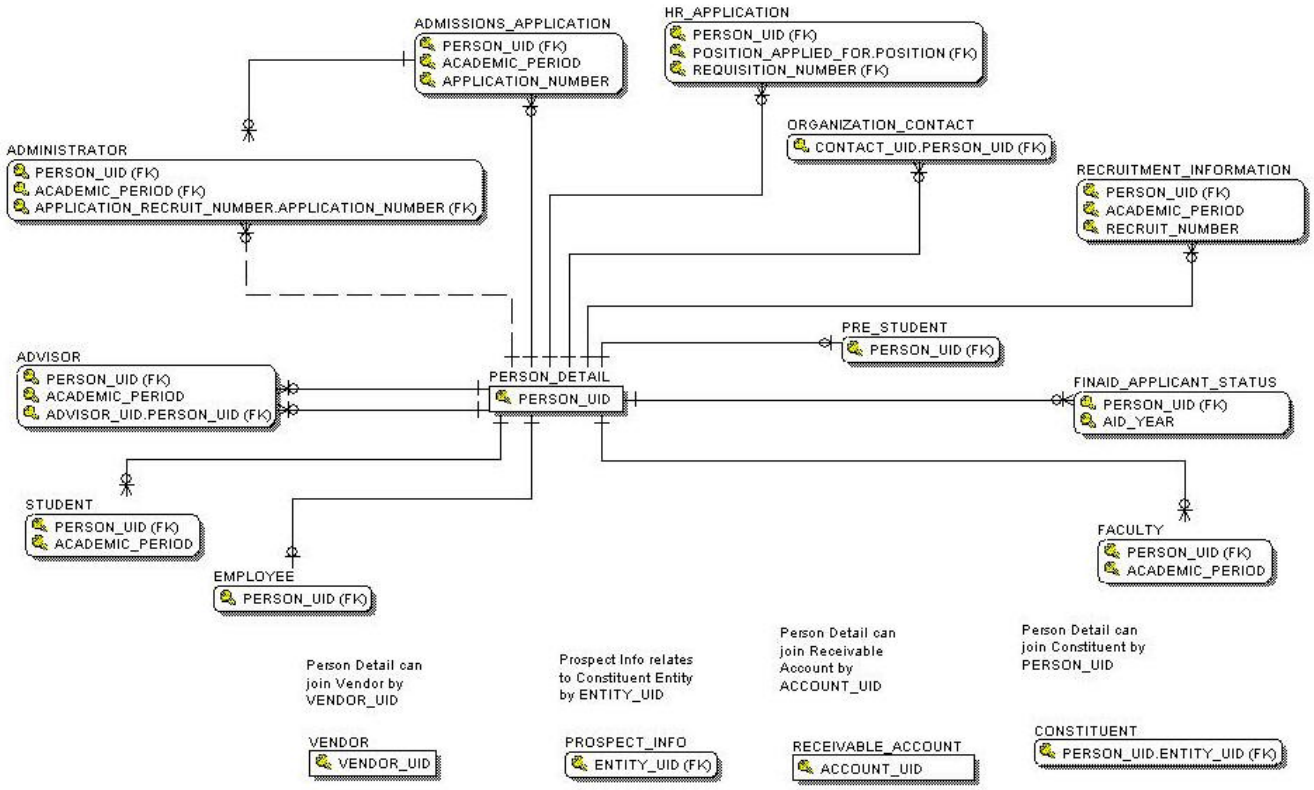
Section C: Common Business Concept Diagrms

Lesson: Reporting and Slotted Views (Continued)

Jump to TOC

Person Role Diagram



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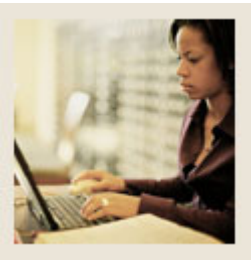
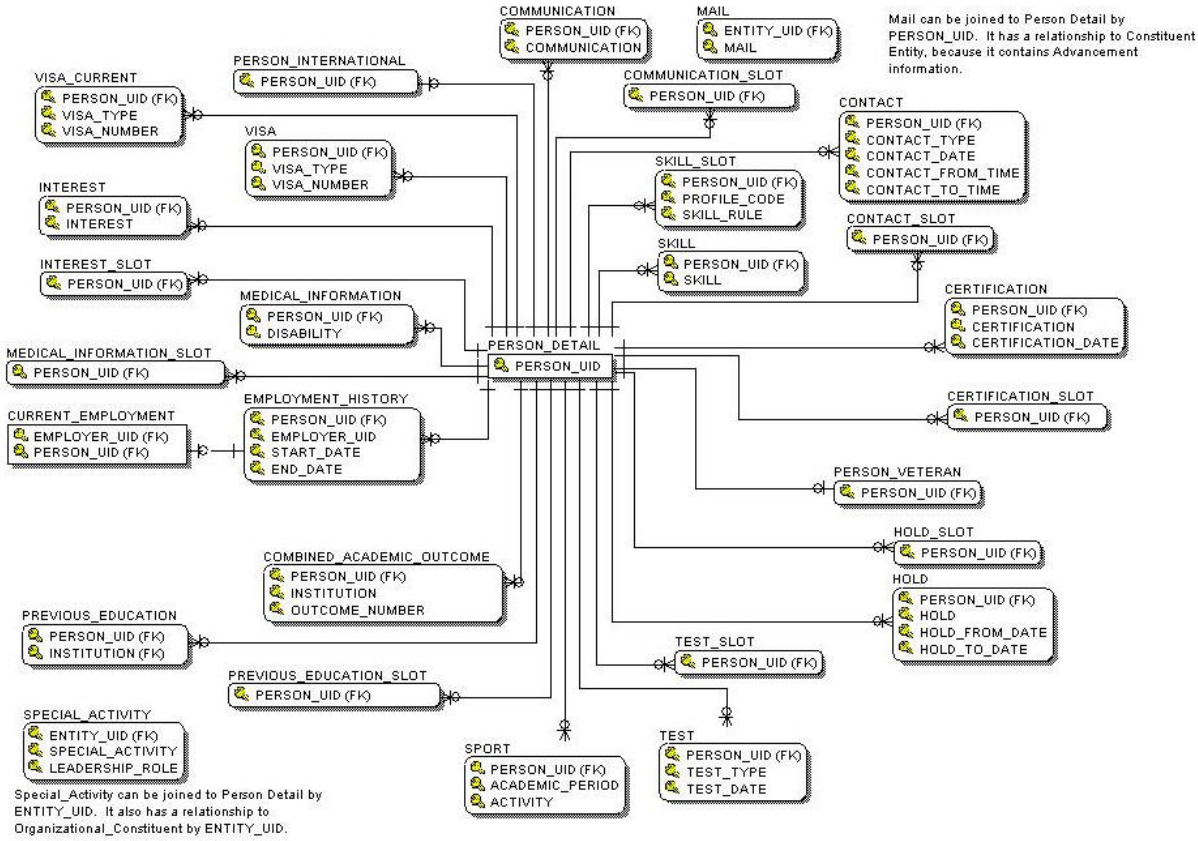


Section C: Common Business Concept Diagrams

Lesson: Reporting and Slotted Views (Continued)

Jump to TOC

Person Supplemental Diagram



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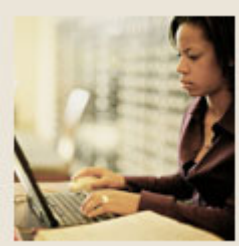

Section C: Common Business Concept Diagrams

Lesson: Address Views and their Purpose

Jump to TOC

Address views

A brief description of the address views is listed below. More detailed descriptions are included on the pages that follow.

a) **Address** contains all addresses for an entity, person, institution, or organization.
b) **Address_By_Rule** contains all addresses for an entity/person, institution, or organization per the display rules.
c) **Address_Current** contains all active addresses for an entity/person, institution, or organization.
d) **Address_Preferred** contains all preferred addresses and the associated primary active telephone data for an entity/person, institution, or organization.
e) **Geographic_Region** contains data about the geographic regions associated with the addresses of an entity.
f) **Person** contains demographic data (including addresses) common to a person across the ODS data model and the institution enterprise.
g) **Person_Address** contains information used to add a mailing address to a report or print a mailing label.

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Address

- Designed to allow the user to apply whatever rules they want to retrieve any address or series of addresses.
- You must understand the rules of selection such as dates and statuses.
- It will return multiple addresses.
- This does not use the address hierarchy approach.
- Advantage - lets you select addresses for future dates (those already coded to return active addresses use the SYSDATE as the date of currency).

Address_By_Rule

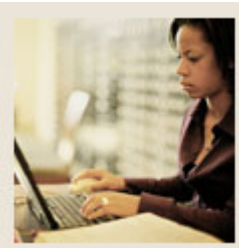
- Designed to be the primary address view for use in day to day reporting.
- Will return one currently active address for entity, based on the current date.
- Utilizes the values defined within the MGRSDAX table to identify a hierarchy of addresses to select from, so that a user can get whichever hierarchy of addresses they choose based on the business need (one hierarchy for Admissions, another for Registrar, etc.).
- Set up to use the ODS profile selection, so that individuals can have their own hierarchy that overrides the address rule provided as the default.
- All addresses retrieved by this view could have the parameter set up in the reports to allow for the hierarchy of 'ADMSADDR", but specific individuals, using their own profile, can get the same report, using the same parameters, but with an overridden address hierarchy.
- Most important and most frequently overlooked, is that the ADDRESS_RULE parameter MUST be supplied (along with the UID) or the resultant retrieval will appear as a Cartesian product.

Address_Current

- Designed to allow user to get only current addresses
- Multiple addresses will be returned
- Does not use the address hierarchy approach.

Address_Preferred

- Designed to return only the preferred, current address for an individual.
- Sets the preferred indicator in Banner, checking first in Advancement for a preferred address type, and then defaulting to a GTVSDAX value.
- Returns all preferred addresses that are active, regardless of address type.



Geographic_Region

- Contains data about the geographic regions associated with the addresses of an entity.

Person

- Contains the Preferred Address of the person as set by the preferred address of the institution.
- Preferred Address of the institution is set in the GTVSDAX table – PREFADDR.

Person_Address

- Contains information used to add a mailing address to a report or print a mailing label. Since the main purpose of this reporting view is to support correspondence, only persons who are not deceased will appear in this reporting view. All organizations and companies that are active will be selected for this reporting view.
- This view is the primary address view indicated on metadata business concept diagrams.

Section D: Common Display Rules

Lesson: Overview

Jump to TOC

Introduction

Display rules enable you to control and customize how data stored in your ODS composite tables is displayed in your Reporting views. Display rules determine the positional location of data in a view, or the hierarchical order in which a particular type of data should be retrieved. “Positional“ display rules are required for all Slotted views while “hierarchical” display rules are required for a sub-set of (non-slotted) Reporting views. There are also a number of display rules used to determine a value stored in either an ODS composite table or displayed in an ODS Reporting view. All display rules are stored in the ODS database table - MGRSDAX.

Procedure

Follow these steps to set up a display rule.

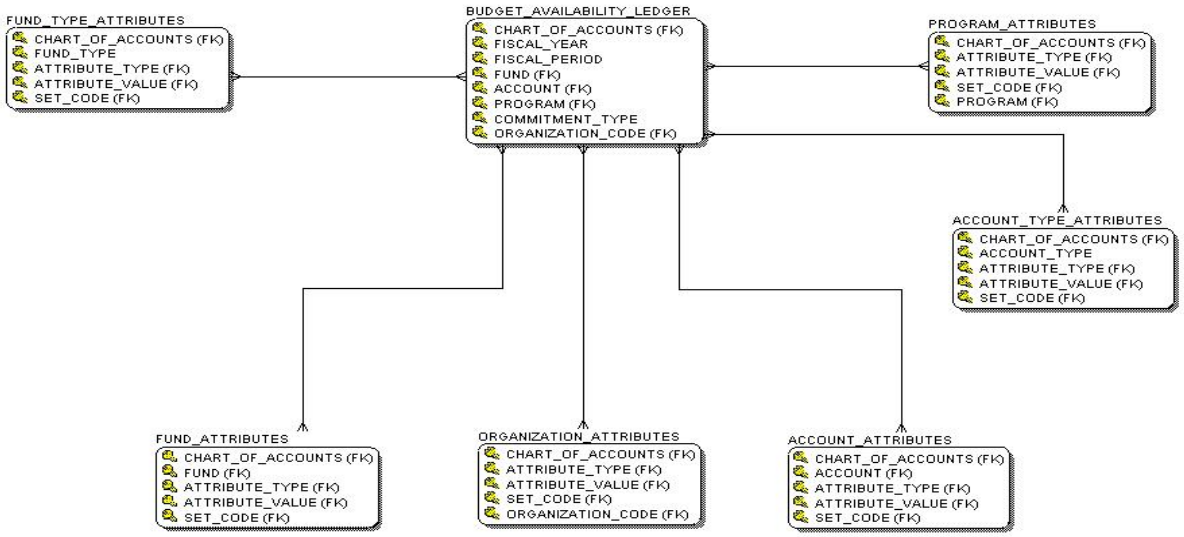
Step	Action
1	From the Information Access Administrative menu, select **Preferences & Security**.
2	Select **Set Up Data Display Rules**. The Set Up a Display Rule page opens.
3	Select **Create from the Set Up a Display Rule page**. The Create a New Display Rule page opens.
4	Enter the information for the new display rule, or select an existing code from one of the drop-down lists.
5	Click the **Save** button. The Update an Existing Display Rule page opens.

Section E: Finance Business Concept Diagrams

Lesson: Budget Availability Ledger Diagram

Jump to TOC

Budget Availability Ledger Diagram



Primary View

The Budget Availablity Ledger view displays the current budget and remaining balances for account distribution at any given point in time, based on the control keys set in Banner Finance. It contains Available Balance Ledger accounting elements with hierarchical data and dollar information. This view retrieves fiscal year, budget, actuals, budget reservations, encumbrances and balance data. There is one row per fiscal year, per budgeting period per unique accounting distribution combination per commitment type. Data on this view comes from the Budget Availability Ledger (FGBBAVL) with hierarchies built in for Fund, Organization, Account, and Program.

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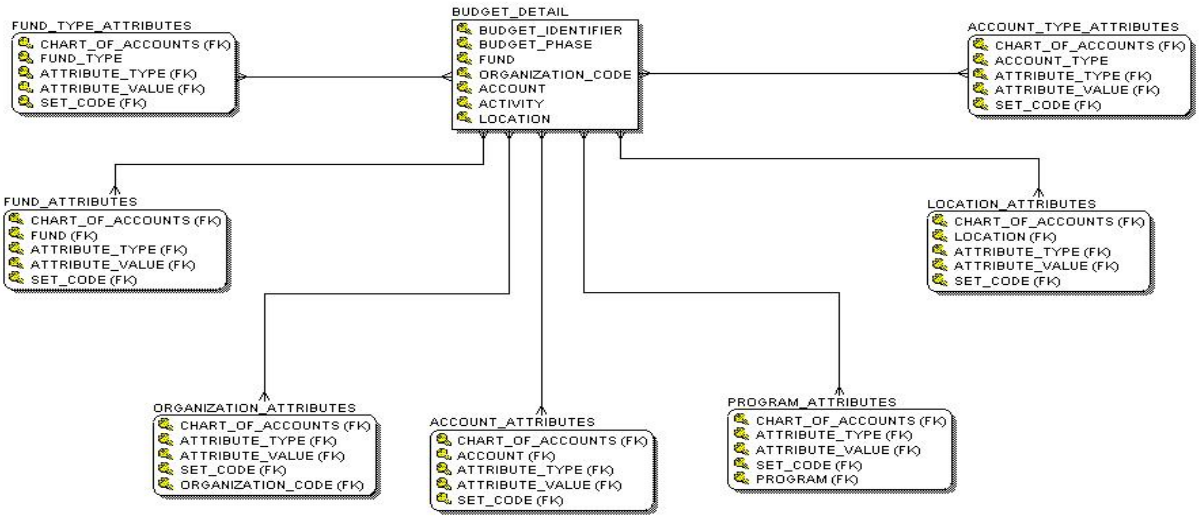
Section E: Finance Business Concept Diagrams

Lesson: Budget Detail Diagram

Jump to TOC

Budget Detail Diagram



Primary View

The Budget Detail view displays budget detail accounting distribution lines items by budget id and budget phase with associated reporting attributes. This view retrieves budgeted line items for a selected accounting distribution combination by budget id and budget phase. Additional reporting can be at the various hierarchy levels for fund, organization code, account, program and location. The data includes budget id and phase, budgeted FOAPAL and fiscal year, base budgeted amounts, current budget amounts and year to date activity, FOAPL hierarchy data and reporting attributes. There is one row per budget ID per budget phase per budgeted line item (chart of accounts, fund, organization code, account, program, activity, location). Data in the view comes from the Budget Detail Line Item (FBBBLIN) and Budget Line Audit History (FBRAUDT) tables.

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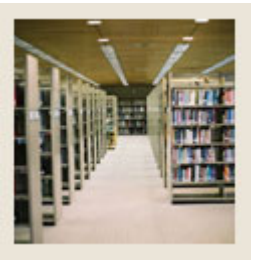

Section E: Finance Business Concept Diagrams

Lesson: Budget Detail Summary

Jump to TOC

Primary View

The Budget Detail Summary view displays budgeted line items for a selected accounting distribution combination by budget id and budget phase. Additional reporting can be at the various hierarchy levels for fund, organization code, account, program and location. This view retrieves budget id and phase, budgeted FOAPAL and fiscal year, base budgeted amounts, current budget amounts and year to date activity, FOAPL hierarchy data and reporting attributes. There is one row per budget ID per budget phase per budgeted line item (chart of accounts, fund, organization code, account, program, activity, location). Data in the view comes from the Budget Detail Line Item (FBBBLIN) and Budget Line Audit History (FBRAUDT) tables.

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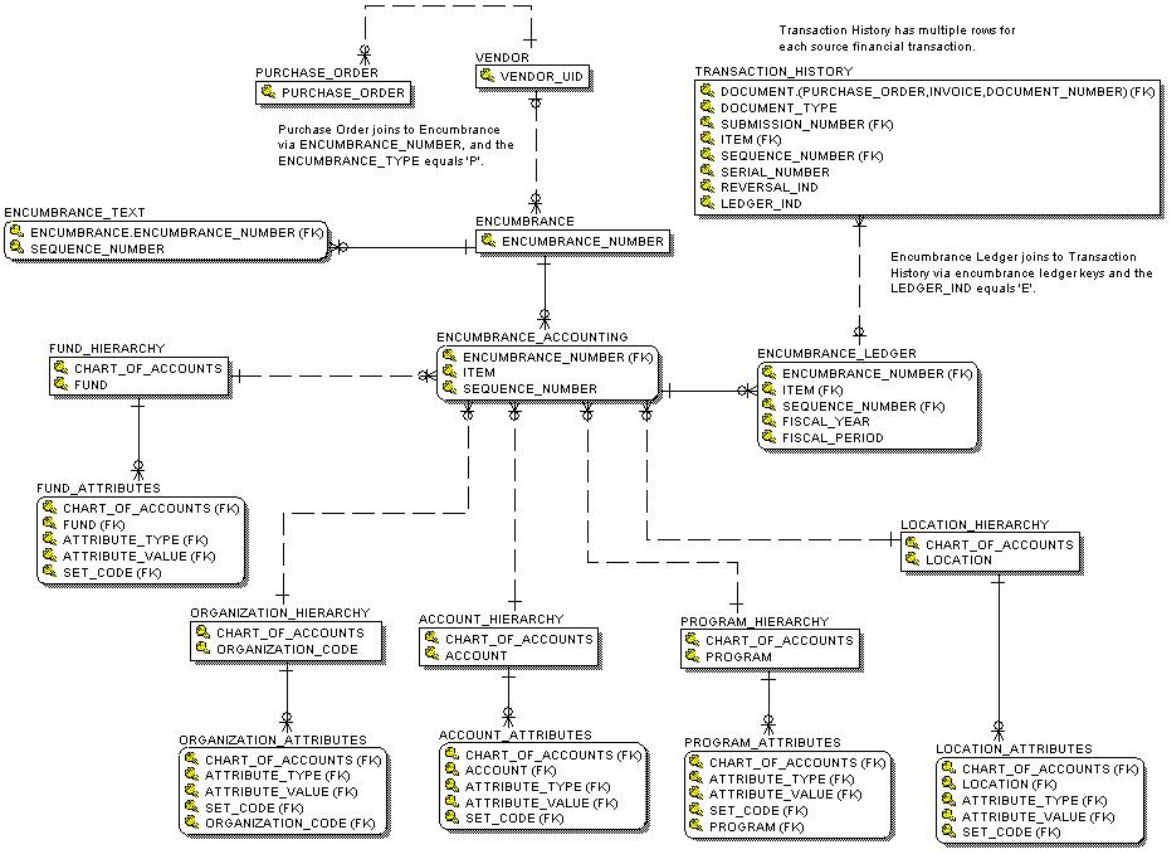
Section E: Finance Business Concept Diagrams

Lesson: Encumbrance Diagram

Jump to TOC

Encumbrance Diagram



Primary View

The Encumbrance view displays items and sequential account information on accounts that have been established, liquidated or adjusted. This view retrieves Encumbrance accounting for purchase orders, requisitions, labor and general encumbrances. It includes encumbrance, item number, sequence, chart of accounts, accounting distribution, and encumbrance status. There is one row per encumbrance document per item per sequence number. Data in this view comes from the Encumbrance Item (FGBENCD) table.

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Section E: Finance Business Concept Diagrams

Lesson: Encumbrance Summary

Jump to TOC

Primary View

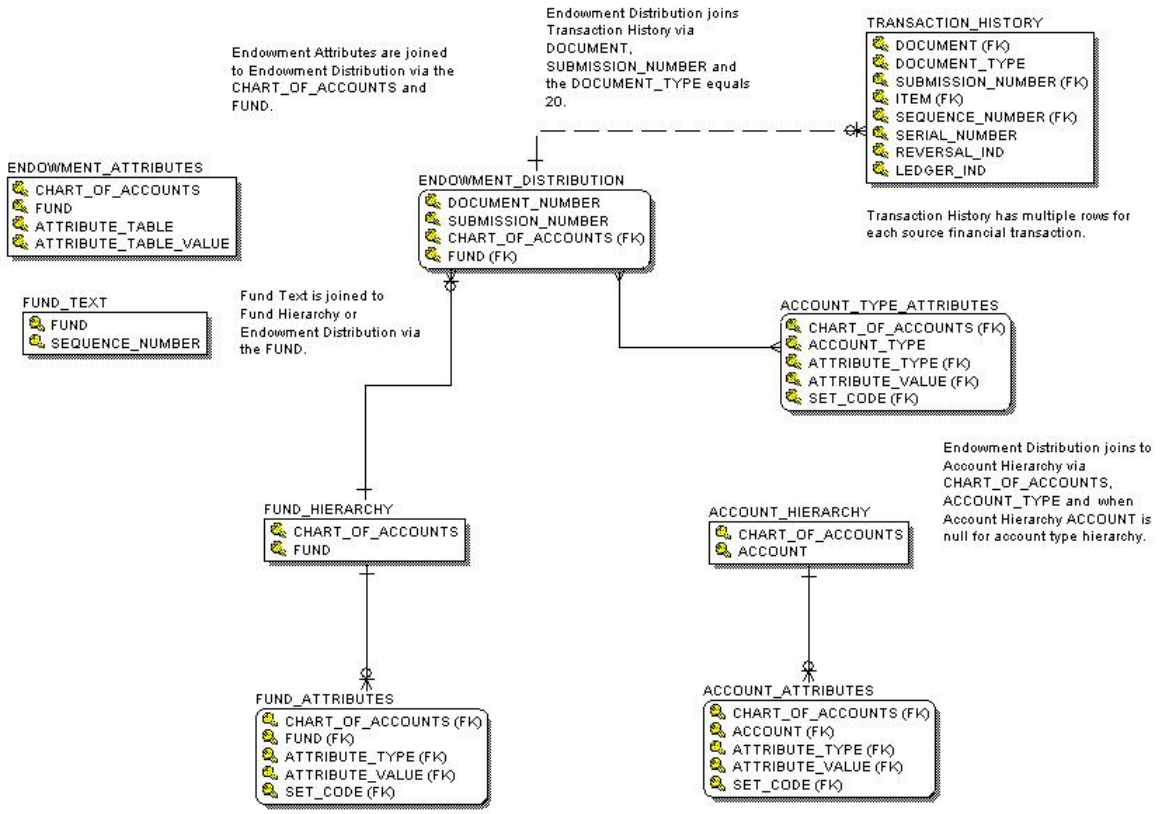
The Encumbrance Summary view displays encumbrance accounting for purchase orders, requisitions, labor and general encumbrances. This view retrieves encumbrance, item number, sequence, chart of accounts, accounting distribution, and encumbrance status. There is one row per encumbrance document per item per sequence number. Data in this view comes from the Encumbrance Item (FGBENCD) table.

Section E: Finance Business Concept Diagrams

Lesson: Endowment Distribution Diagram

Jump to TOC

Endownment Distribution Diagram



Primary View

The Endowment Distribution view displays historical endowment fund distributions with default income accounting distributions, unrealized and realized gain and lost accounting distributions, and variance accounting distributions, reportable by income fund, account and account type hierarchies. This view retrives historical distributed spendable income for endowment funds by document. Data includes income accounting distribution, unrealized gain and loss accounting distribution, and gain and loss accounting distribution with each of their distribution frequencies. Fund hierarchy, account hierarchy, fund attributes, account attributes and endowment attributes. There is one row per document number per submission number per chart of accounts per endowment fund. Data in this view comes from the Endowment Fund (FNVENDW), Endowment Pool (FNVPOOL), Endowment Distribution Process History (FNBDSTH) tables.

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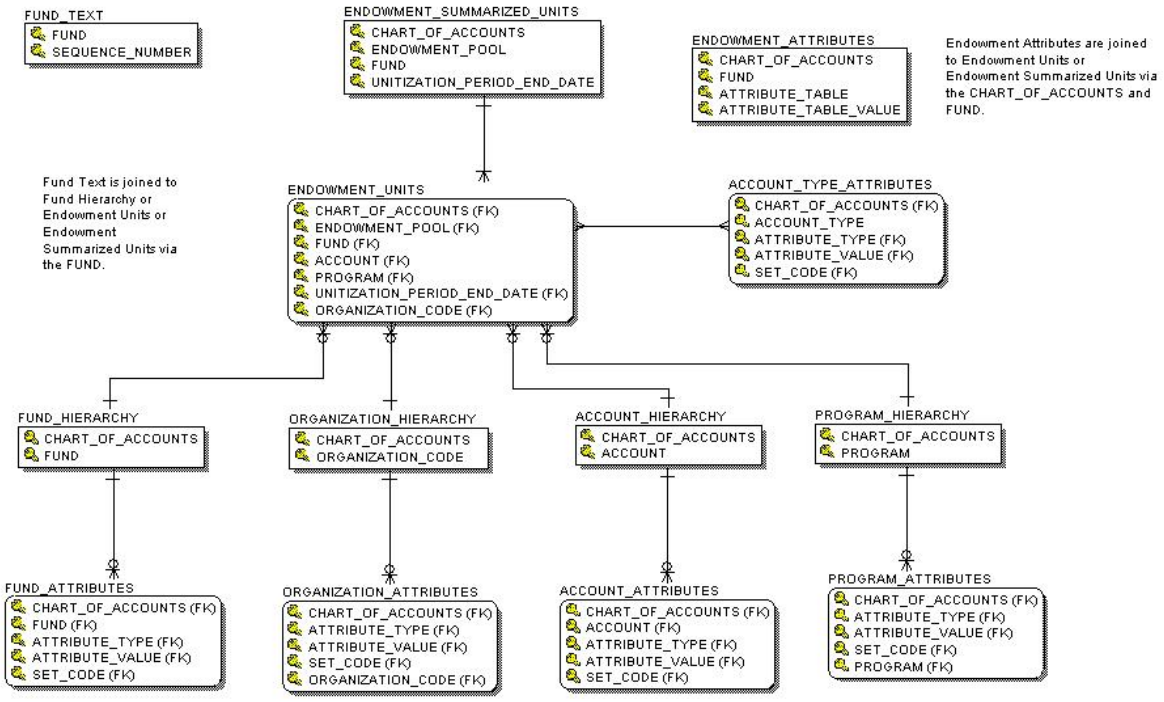
Section E: Finance Business Concept Diagrams

Lesson: Endowment Units Diagram

Jump to TOC

Endowment Units Diagram



Primary View

The Endowment Units view displays Endowment fund units and their value, including gains and losses. This view retrieves unitized endowment funds within a pool for each unitization period end date. Data includes units purchased, unit market value, book amount, chart of accounts, accounting distribution, pool, income accounting distributions, gain or loss accounting distributions, unrealized gain or loss accounting distributions, variance spending accounting distributions. There is one row per unitization period per chart of accounts per endowment pool per unique accounting distribution. Data in this view comes from the Endowment Fund (FNVENDW), Endowment Pool (FNVPOOL), Endowment Unitization History (FNBUNTH) tables.

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Section E: Finance Business Concept Diagrams

Lesson: Endowment Units Summary

Jump to TOC

Primary View

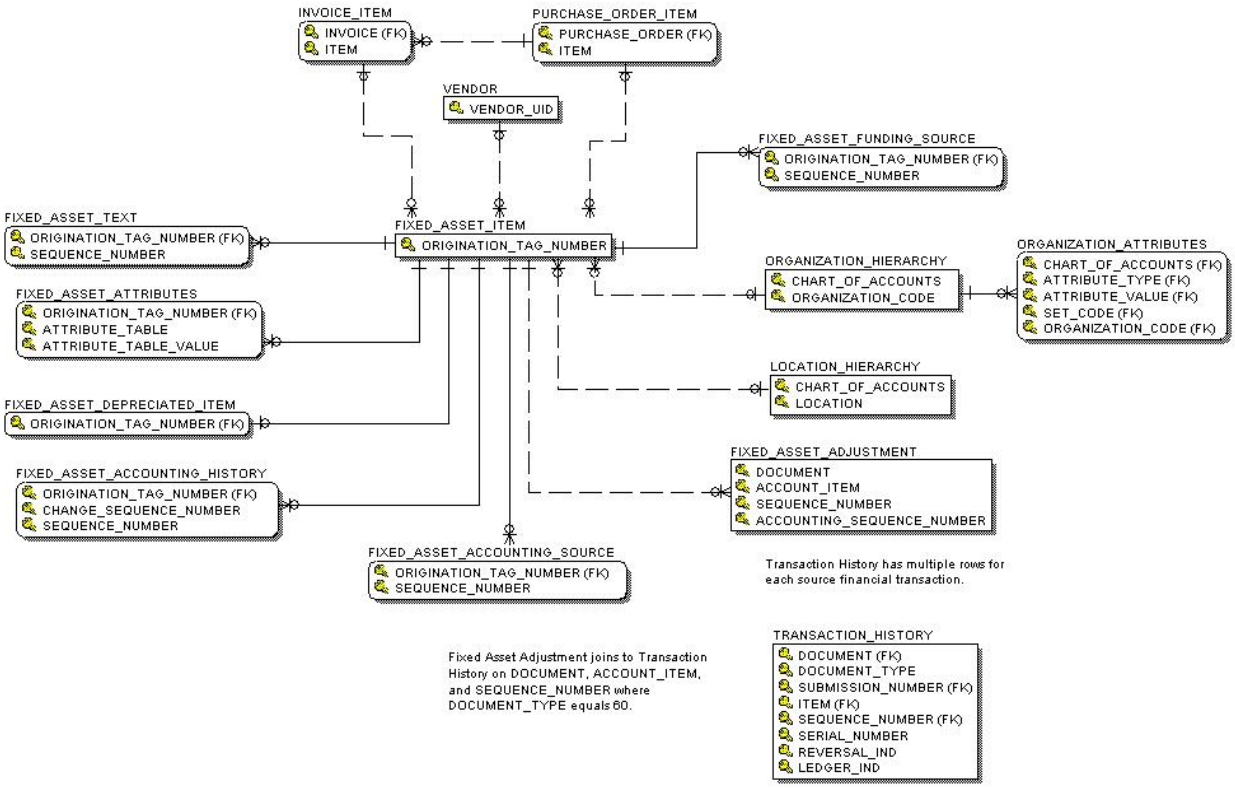
The Endowments Units Summary view displays unitized endowment funds within a pool for each unitization period end date. This view retrieves units purchased, unit market value, book amount, chart of accounts, accounting distribution, pool, income accounting distributions, gain or loss accounting distributions, unrealized gain or loss accounting distributions, variance spending accounting distributions. There is one row per unitization period per chart of accounts per endowment pool per unique accounting distribution. Data in this view comes from the Endowment Fund (FNVENDW), Endowment Pool (FNVPOOL), Endowment Unitization History (FNBUNTH) tables.

Section E: Finance Business Concept Diagrams

Lesson: Fixed Assets Diagram

Jump to TOC

Fixed Assets Diagram



Primary View

The Fixed Assets view shows assets, funding source, account adjustments, capitalization and depreciation information. It displays all fixed assets at the institution. This view retrieves general asset information, tag number, capitalization date, asset type, original cost, source information, general depreciation information. There is one row per fixed asset origination tag Data in this view comes from the Fixed Asset Master (FFBMAST), Capitalization Depreciation Accounting (FFRMASA) tables.

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Section E: Finance Business Concept Diagrams

Lesson: Fixed Asset Summary

Jump to TOC

Primary View

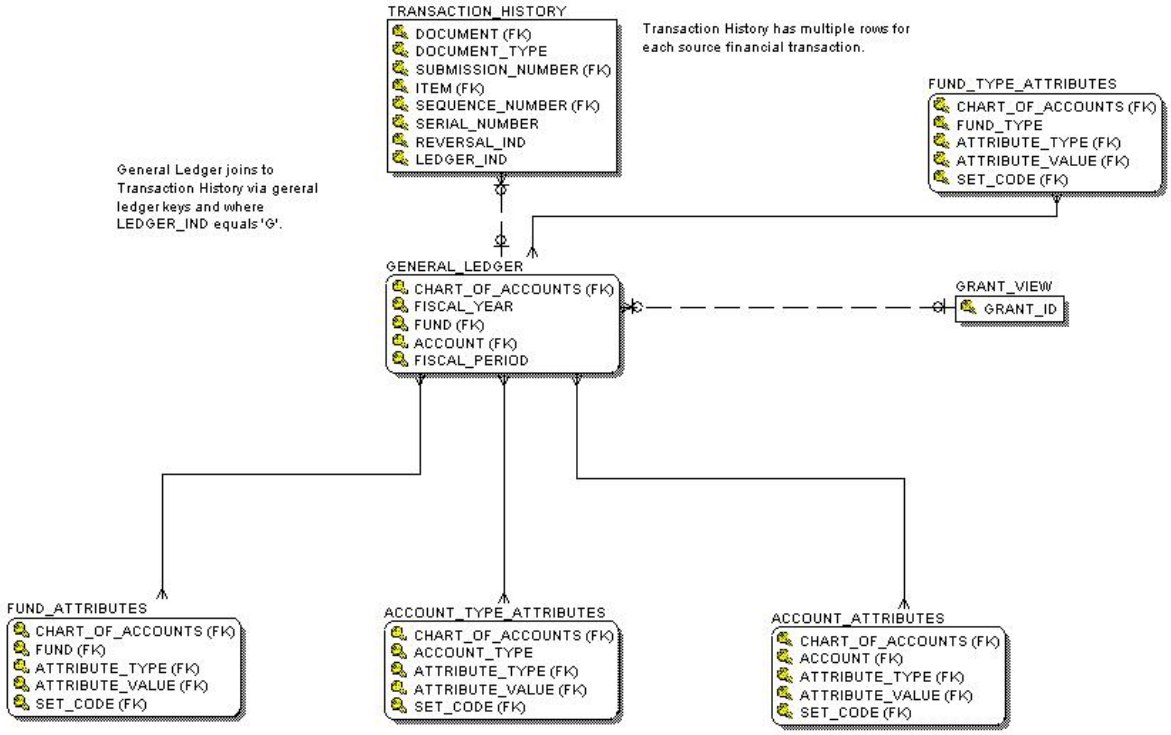
The Fixed Asset Summary view contains all fixed assets at the institution. The view retrieves general asset information, tag number, capitalization date, asset type, original cost, source information, general depreciation information. There is one row per fixed asset origination tag. Data in this view comes from the Fixed Asset Master (FFBMAST) and Capitalization Depreciation Accounting (FFRMASA) tables.

Section E: Finance Business Concept Diagrams

Lesson: General Ledger Diagram

Jump to TOC

General Ledger Diagram



Primary View

The General Ledger view diplays ending and beginning balances of assets, liabilities, fund balances and control accounts for grants and programs. It displays general ledger funds and accounts for asset, liabilities, control accounts and fund balance with hierarchical data and dollar information to report upon any level of fund or account. The view retrieves fiscal year, posting period, beginning balance, actuals, current balance and ending balance. There is one row per fiscal year per period per chart of accounts per fund per account. The data in this view comes from the General Ledger (FGBGENL) with hierarchies built in for Fund and Account.

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Section E: Finance Business Concept Diagrams

Lesson: General Ledger Summary

Jump to TOC

Primary View

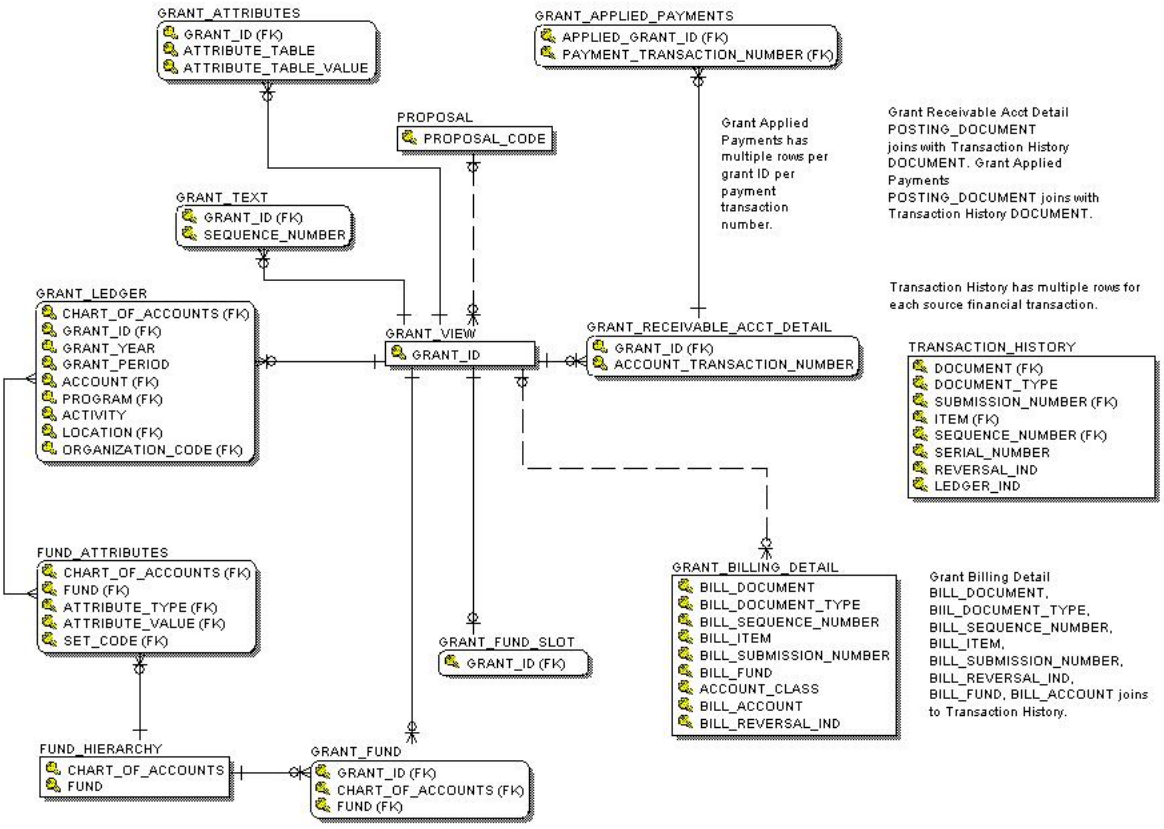
The General Ledger Summary displays general ledger funds and accounts for asset, liabilities, control accounts and fund balance with hierarchical data and dollar information to report upon any level of fund or account. This view retrieves fiscal year, posting period, beginning balance, actuals, current balance and ending balance. There is one row per fiscal year per period per chart of accounts per fund per account. Data in this view comes from the General Ledger (FGBGENL) with hierarchies built in for Fund and Account

Section E: Finance Business Concept Diagrams

Lesson: Grant and Project Diagram

Jump to TOC

Grant and Project Diagram



Primary View

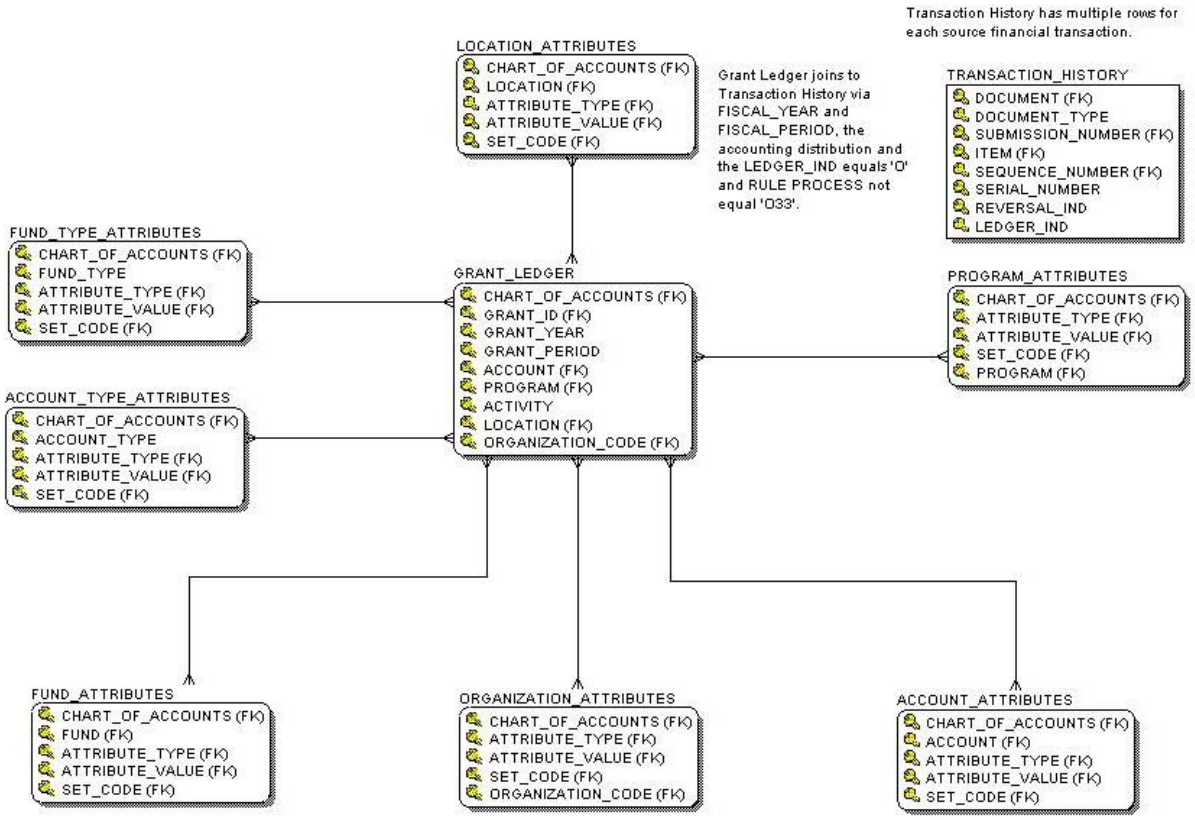
The Grant and Project view contains payments applied, attributes and billing details of grants and projects. It displays all general grant or project data. This view retrieves grant title, principal investigator, agency and agency hierarchy, responsible organization and hierarchy, categories, project start date and end date, originating proposal, indirect cost and cost share codes. There is one row per grant or project. Data in this view comes from the Grant project (FRBGRNT) table.

Section E: Finance Business Concept Diagrams

Lesson: Grant Ledger Diagram

Jump to TOC

Grant Ledger Diagram



Primary View

The Grant Ledger view displays distributions of present and inception to date. It contains grant ledger unique accounting distributions with hierarchical data and inception to date dollar information for revenue, labor, expenses, and transfers. This view retrieves grant title year and period, fiscal year and period, current period amounts and inception to period amounts for budget, budget adjustments, actuals, budget reservations, encumbrances and remaining balance. There is one row per grant per grant year per grant period per unique accounting distribution. The data in this view comes from the Grant Ledger (FRRGRNL) with hierarchies built in for Fund, Organization, Account, Program and Location.

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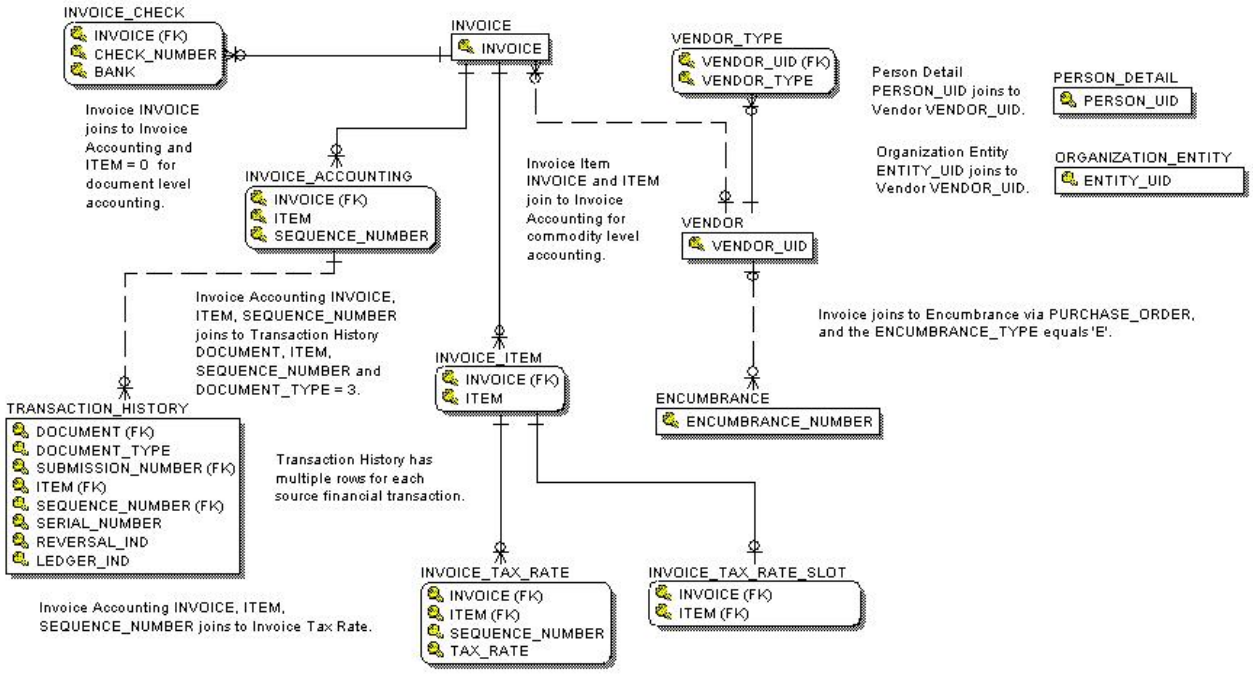
Section E: Finance Business Concept Diagrams

Lesson: Invoice Payable Diagram

Jump to TOC

Invoice Payable Diagram



Primary View

The Invoice Payble view displays invoiced items and sequential accounting information set up as direct pay invoices or invoicing off of General Encumbrances with vendor and check payment relationships. It contains all invoices and checks. This view retrieves invoice items with purchase order, and commodity information. This includes each base and converted amount for unit price, taxes, discounts and additional charges as well as approved quantity. Invoice taxes if applicable and checks. There is one row per invoice item (Invoice_Item). Data in this view comes from the Invoice Item (FARINVC) table.

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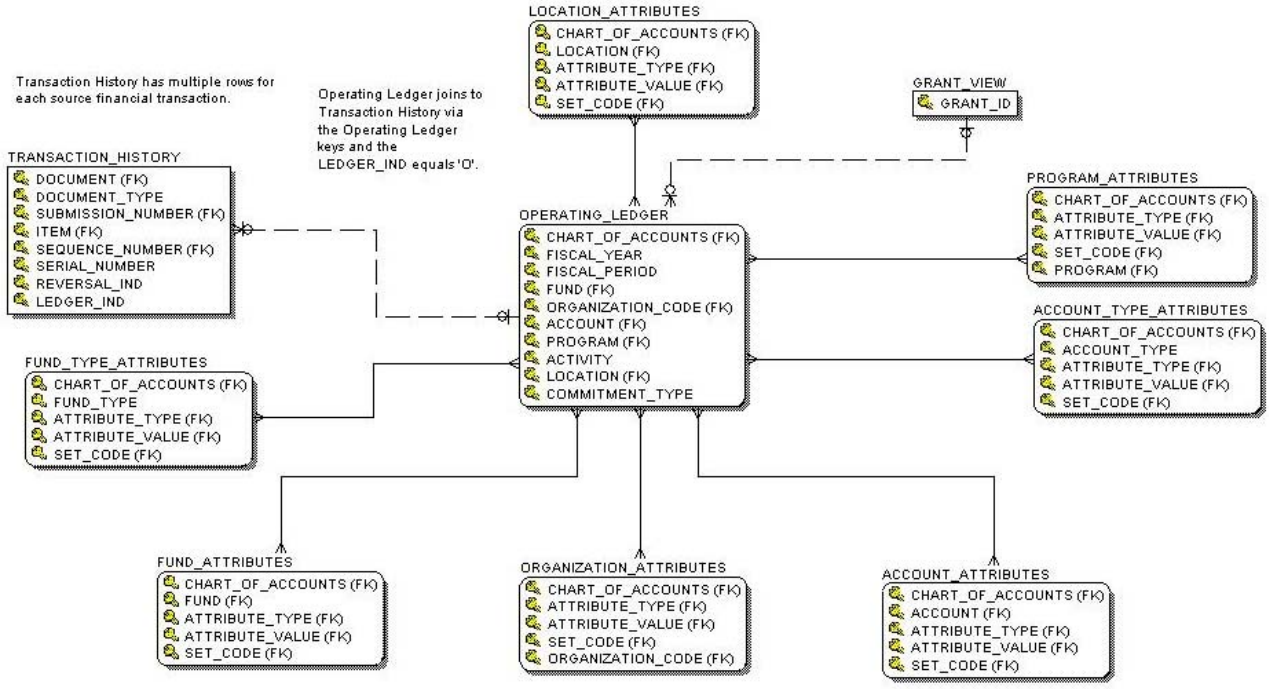
Section E: Finance Business Concept Diagrams

Lesson: Operating Ledger Diagram

Jump to TOC

Operating Ledger Diagram



Primary View

The Operating Ledger view displays labor expenditures, revenue, transfers for fund accounting by fiscal year. It contains operating ledger unique accounting distributions with hierarchical data and inception to date dollar information for revenue, labor, expenses, and transfers. This view retrieves organization financial manager, unique accounting distributions, fiscal year and period, current period amounts and summary amounts for budget, budget adjustments, actuals, budget reservations, encumbrances and remaining balance. There is one row per chart of accounts per fiscal year per fiscal period per fund per organization per account per program per activity per location per commitment type. Data in this view comes from the Operating Ledger (FGBOPAL) with hierarchies built in for Fund, Organization, Account, Program, and Location.

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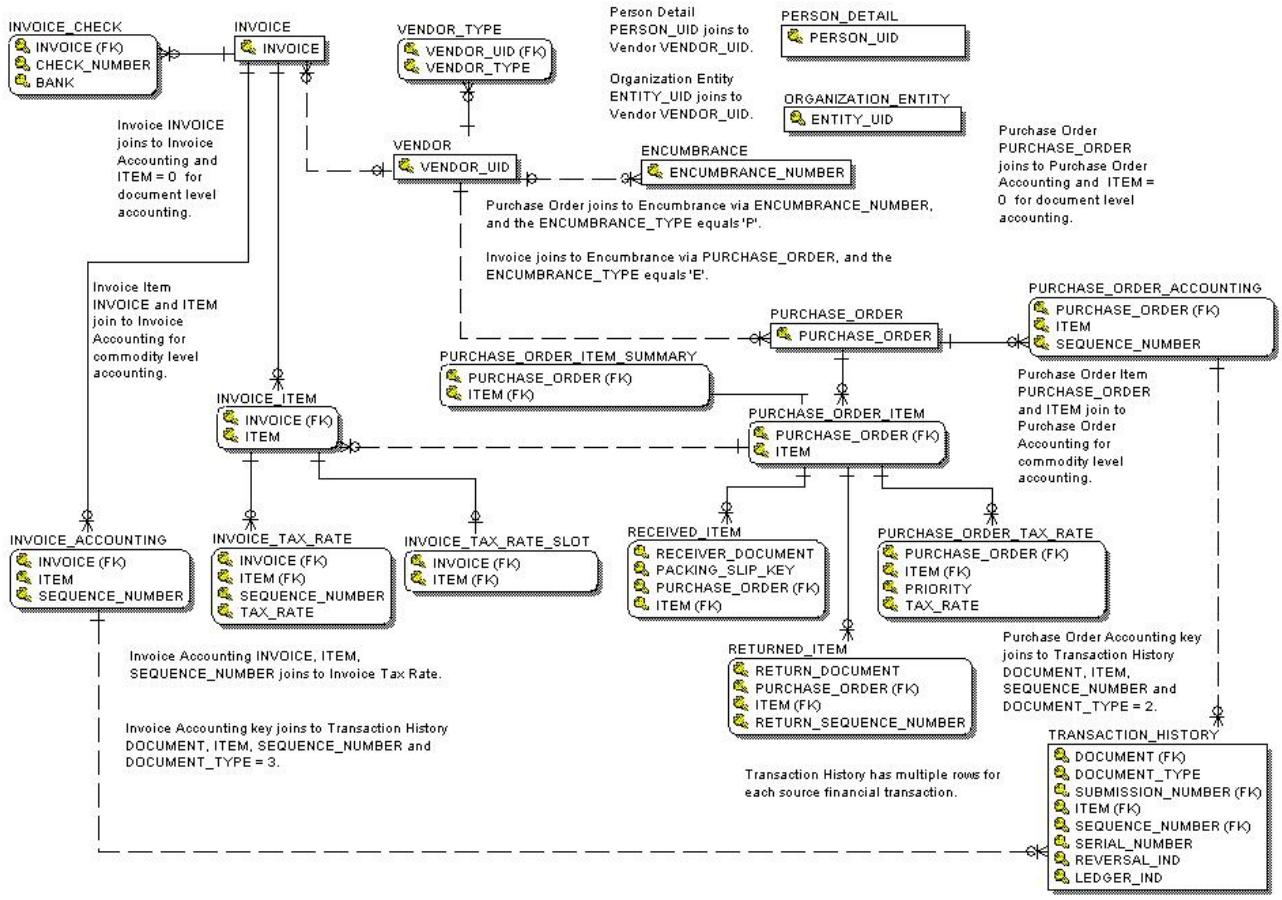
Section E: Finance Business Concept Diagrams

Lesson: Purchasing Payable Diagram

Jump to TOC

Purchasing Payable Diagram



Primary View

The Purchasing Payable view displays purchase order item, checks issued, and invoices tied and not tied to it. It contains current purchase order items. This view retrieves purchase order, item, encumbrance status, commodity, ship destination, unit of measure, unit price, quantity ordered, discount amount, tax amount, additional charges amount, vendor reference number, requisition and bid numbers. There is one row per purchase order and item. Data in this view comes from the Purchase Order Item (FPRPODT) table.

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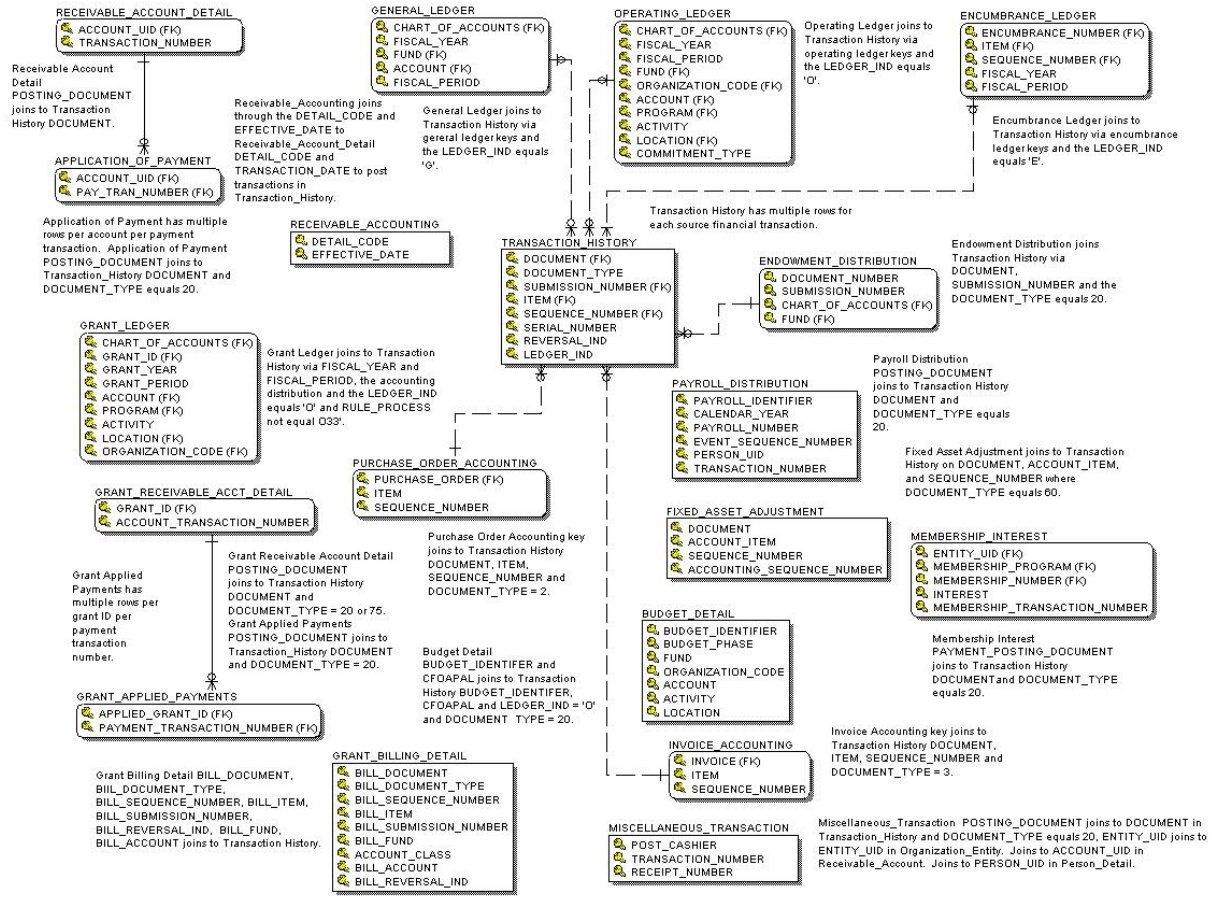
Section E: Finance Business Concept Diagrams

Lesson: Transaction History

Jump to TOC

Transaction History Diagram



Primary View

The Transaction History view displays detail for all ledgers. It is a place to research out-of-balance conditions. It is the largest and most important concept. It contains all posted finance transactions for each true ledger. This view retrieves journal type, accounting distribution, accounting distribution hierarchies, transaction amount and date, document reference number, type of transaction, vendor, bank, deposit number, normal balance, internal account type, internal account type description. There are multiple rows per posted accounting transaction. Data in this view comes from the Transaction History (FGBTRNH) and Transaction Detail (FGBTRND) tables.

Transaction History – Ledger Indicators and Field Codes

Ledger_Ind	Ledger	Field_Code	Amount Field Updated	Description
G	General	01	Sum_Periodic_Debits	Debits
		02	Sum_Periodic_Credits	Credits
O	Operating	01	Curr_Adopted_Budget	Current Period Original Budget
		02	Curr_Budget_Adjustments	Current Period Budget Adjustments
		03	Curr_Year_To_Date_Activity	Current Period Activity
		04	Curr_Encumbrances	Current Period Purchase Order and Genenal Encumbrance
		05	Curr_Budget_Reservation	Current Period Requisition Budger Reservation
		06	Curr_Accumulated_Budget	Current Period Accuonted Budget
		07	Curr_Temporary_Budget	Current Period Temporary Budget
		08	Curr_Grant_Activity	Obsolete
E	Encumbrance	01	Original_Amount	Encumbrance Amount
		02	Curr_Adjustments	Original Encumbrance Adjustments
		03	Curr_Liquidations	Encumbrance Liquidations

Transaction History Sequence Numbers

Sequence Number	Code	Description
1	REQ	Requisition
2	PO	Purchase Order
3	INV	Invoice
4	BID	Request for Bid
5	CCK	Check Cancellation
6	RCN	Reconciliation Items
7	RTN	Returns
8	CHK	Check Disbursement
9	FED	Federal 1099 Disbursement
10	ST	State 1099 Disbursement
11	CM	Credit memo
12	IDR	Indirect Cost Rate
13	AGR	Agreements
14	COM	Commodity
15	PRJ	Project
16	IDC	Indirect Cost Charge
17	IDD	Indirect Cost Distribution
18	CSR	Cost Share Rate
19	CSC	Cost Share Charge
20	JV	Journal Document
21	ISS	Issues
22	RCV	Receiving Documents
23	PAK	Packing Slips for Receiving
24	TRN	Stores Transfers
25	ENC	Encumbrance
26	ADJ	Adjustments to Inventory
27	CSD	Cost Share Distribution
28	BAS	Basis Code
29	PRO	Proposal Code

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Transaction History Sequence Numbers, continued

Sequence Number	Code	Description
30	PRP	Proposal
31	SRQ	Special Requirements
32	EVT	Research Accounting Events
40	STK	Stocks
41	STO	Stock Options
42	BND	Bonds
43	MKT	Money Market
44	CD	Certificate of Deposit
45	PTY	Appreciable Property
50	FND	Fund Records
51	GRT	Research Accounting Grants
52	CIP	Construction Projects
60	FAA	Fixed Assets Accounting Adjustments
61	FAS	Fixed Assets
62	TRF	Transfers
70	IMG	Investment Manager
71	BRQ	Budget Request
72	FTV	FTV Tables
73	FVD	Vendor Table
74	SUM	General Ledger Summary Records
75		Research Accounting Grant Billing
80	DCR	Direct Cash Receipts
90	EOC	Encumbrance Open/Close Document
91	BFM	Grant Billing Format
98	PCD	Purchase Card
99	PMS	Payment Management System code

Section F: Finance Display Rules

Lesson: Overview

Jump to TOC

Rules

The Finance display rules are listed below.

GTVSDAX	MGRSDAX
VENDADDR	ADDRESS

Section G: Finance Self Service Reporting Templates

Lesson: Overview

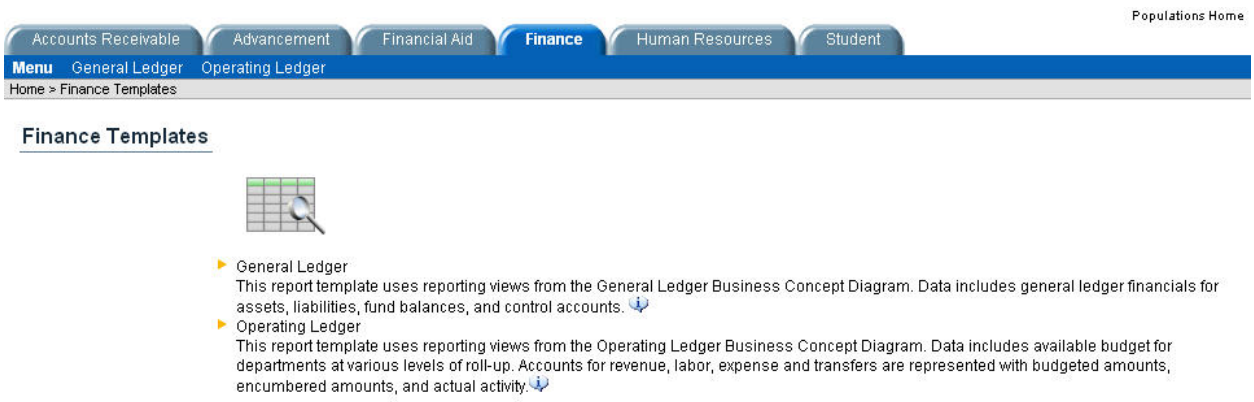
Jump to TOC

Purpose

The Financial Aid Awards Template can be used to search for populations of Financial Aid data. A report will display after you have selected your search criteria and click the **Search** button.

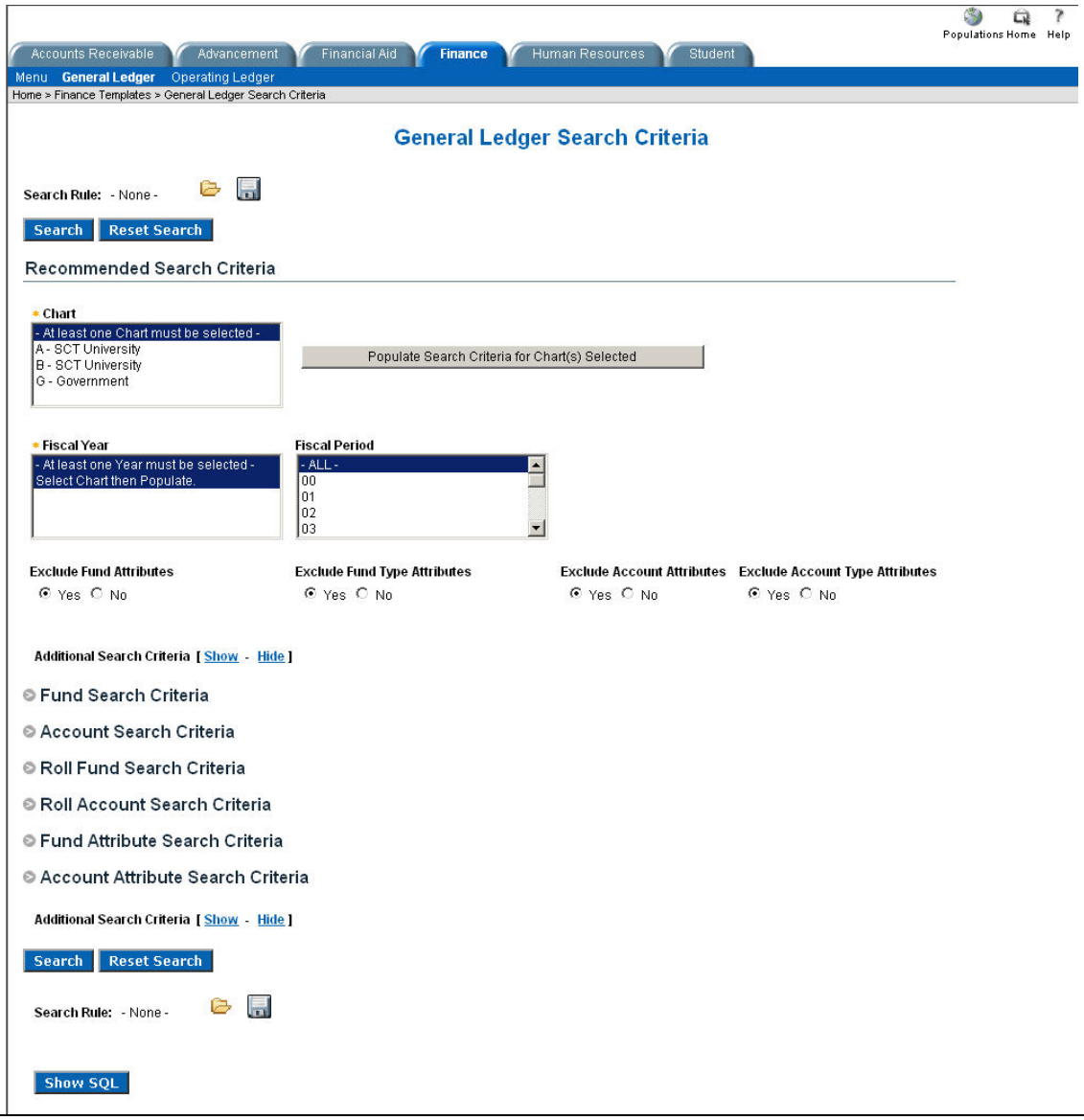
Procedure

Follow these steps to view Financial Aid award data using the template provided.

Step	Action
1	Access the Financial Aid Self Service Reporting application by clicking the **Finance Templates** link.
2	Click the **General Ledger** link. 

Procedure, continued

Step	Action
3	Enter your Search Criteria by clicking the appropriate link.



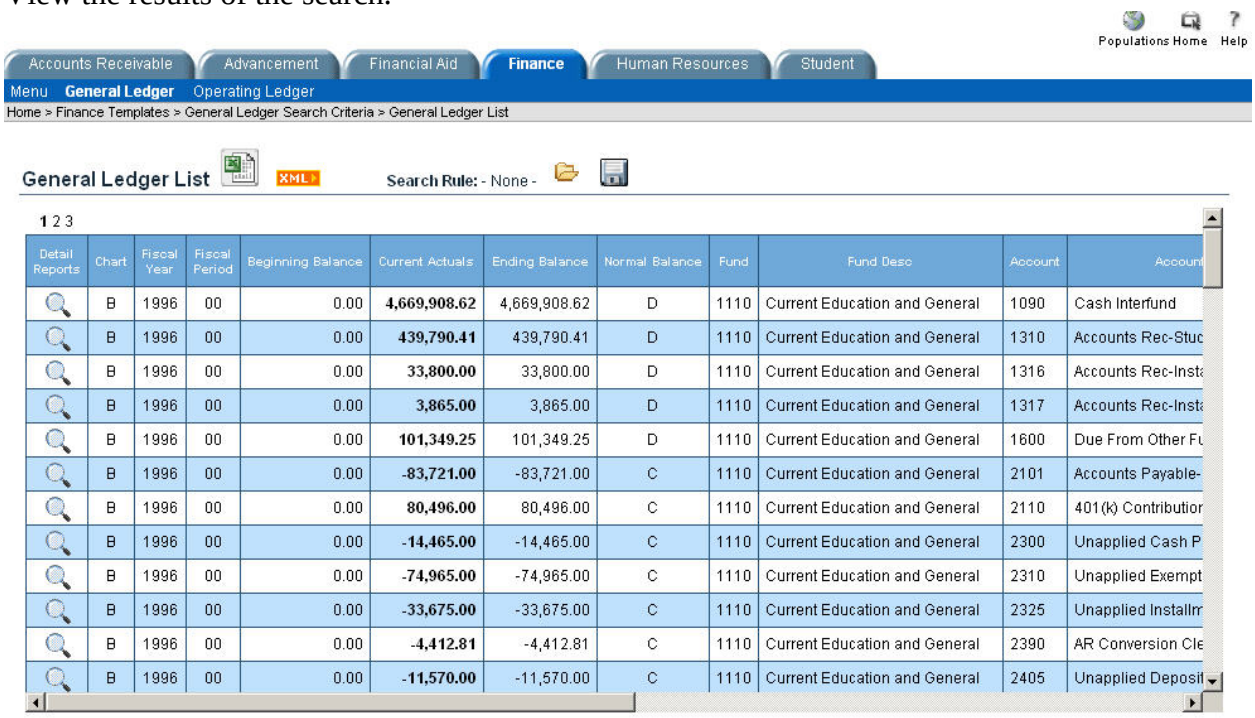
Section G: Finance Self Service Reporting Templates

Lesson: Overview (Continued)

Jump to TOC

Procedure, continued

Step	Action
4	After you have entered your search criteria, click the **Search** button.
5	View the results of the search.



Detail Reports	Chart	Fiscal Year	Fiscal Period	Beginning Balance	Current Actuals	Ending Balance	Normal Balance	Fund	Fund Desc	Account	Account
	B	1996	00	0.00	**4,669,908.62**	4,669,908.62	D	1110	Current Education and General	1090	Cash Interfund
	B	1996	00	0.00	**439,790.41**	439,790.41	D	1110	Current Education and General	1310	Accounts Rec-Stuc
	B	1996	00	0.00	**33,800.00**	33,800.00	D	1110	Current Education and General	1316	Accounts Rec-Insta
	B	1996	00	0.00	**3,865.00**	3,865.00	D	1110	Current Education and General	1317	Accounts Rec-Insta
	B	1996	00	0.00	**101,349.25**	101,349.25	D	1110	Current Education and General	1600	Due From Other Fu
	B	1996	00	0.00	**-83,721.00**	-83,721.00	C	1110	Current Education and General	2101	Accounts Payable-
	B	1996	00	0.00	**80,496.00**	80,496.00	C	1110	Current Education and General	2110	401(k) Contributior
	B	1996	00	0.00	**-14,465.00**	-14,465.00	C	1110	Current Education and General	2300	Unapplied Cash P
	B	1996	00	0.00	**-74,965.00**	-74,965.00	C	1110	Current Education and General	2310	Unapplied Exempt
	B	1996	00	0.00	**-33,675.00**	-33,675.00	C	1110	Current Education and General	2325	Unapplied Installm
	B	1996	00	0.00	**-4,412.81**	-4,412.81	C	1110	Current Education and General	2390	AR Conversion Cle
	B	1996	00	0.00	**-11,570.00**	-11,570.00	C	1110	Current Education and General	2405	Unapplied Deposit

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Section H: Exercise

Lesson: Run Finance Sample Reports

Jump to TOC

Sample Reports Exercise

Run the following sample reports using the Report Name, Business Concept Diagrams and Joins, Views and Data Columns,and Parameters, Groups and Filters.

Report Name	Business Concept Diagram and Joins	Views and Data Columns	Parameters, Groups, Filters, etc.
Fixed Assets Annual Inventory	**Fixed Asset** BCD Join **Fixed_Asset_Item** to **Fixed_Asset_Attributes** (using Origination_Tag_Number) Join **Fixed_Asset_Item** to **Location_Hierarchy** (using Chaart_Of_Accounts and Location)	**Fixed_Asset_Item** Permanent_Tag_Number, Asset_Desc, Location, Manufacturer, Serial_Number, Acquisition_Date, Total_Original_Cost_Amount **Location_Hierarchy** Location_Desc **Fixed_Asset_Attributes** Attribute_Desc	
Grant Finance Summary	**Budget Availability Ledger** BCD	**Budget_Availability_Ledger** Fund, Sum_Budget_Adjustments, Sum_Year_To_Date_Actv, Sum_Encumbrances, Sum_Remaining_Balance, Sum_Reallocated_Budget, Sum_Budget_Reservation	
Outstanding Checks	**Invoice Payable** BCD Join **Invoice** to **Invoice_Check** (using Invoice)	**Invoice** Vendor_Name **Invoice_Check** Check_Number, Bank, Check_Date, Net_Amount, Reconciliation_Ind	**Parameters** Check_Date **Filters** Reconciliation_Ind is missing

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Section H: Exercise

Lesson: Run Finance Sample Reports (Continued)

Jump to TOC

Sample Reports Exercise, continued

Report Name	Business Concept Diagram and Joins	Views and Data Columns	Parameters, Groups, Filters, etc.
Processed POs	**Purchasing Payable** BCD Join **Purchase_Order** to **Purchase_Order_Accounting** (using Purchase_Order) Join **Purchase_Order_Accounting** to **Transaction_History** (using Item, Sequence_Number)	**Purchase_Order** Buyer, Purchase_Order, PO_Change_Order **Transaction History** Transaction_Amount, Transaction_Date, Ledger_Ind, Chart_of_Accounts, Fiscal_Year, Document_Type	**Parameters** Transaction_Date is between a specific "Begin Date" and "End Date" **Filters** Ledger_Ind=O, Chart_of_Accounts=W, Fiscal_Year=(year), PO_Change_Order is missing, Document_Type=2 **Calculated Fields** Total (Transaction_Amount)
Revenue & Expenditures for Select Organizations	**Operating Ledger** BCD	**Operating_Ledger** Organization_Level_5, Account_Level_1, Account Desc_1, Curr_Year_To_Date_Activity, Sum_Year_To_Date_Activity, Sum_Adopted_Budget, Fiscal_Period, Organization_Code, Organization_Code_Desc	**Parameters** Fiscal_Year **Groups** Fiscal_Period, Organization_Level_5, Organization_Desc_5 **Sorts** Account_Level_1 **Filters** Organization_Code in (codes) **New Field** If Sum_Year_To_Date_Activity=C, then *-1, else Sum_Year_To_Date_Activity

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Section H: Exercise

Lesson: Run Finance Sample Reports (Continued)

Jump to TOC

Sample Reports Exercise, continued

Report Name	Business Concept Diagram and Joins	Views and Data Columns	Parameters, Groups, Filters, etc.
Travel Stats	**Invoice Payable** BCD Join **Invoice** to **Invoice_Item, Invoice_Accounting** (using Invoice) Join **Invoice_Accounting** to **Transaction_History** (using Invoice, Item, and Sequence_Number)	**Invoice** Vendor_Name **Invoice_Item** Invoice, Commodity_Desc **Invoice_Accounting** Fund, Account, Approved_Amount, **Transaction_History** Transaction_Date, Document_Type	**Parameters** Transaction_Date, is between specific "Begin Date" and "End Date" **Filters** Invoice in (Travel codes), Document_Type=3

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Section I: Appendix

Lesson: 55 Reporting and Slotted Common Views

Jump to TOC

Purpose

The table below lists the 55 reporting and slotted common views.

Activity	Hold	Person International
Address	Hold_Slot	Person_Sensitive
Address_By_Rule	Institution	Person_Sensitive_Race
Address_Current	Institution_Characteristic	Person_Sensitive_Race_Slot
Address_Preferred	Institution_Demographic	Person_Veteran
Certification	Inst_Characteristic_Slot	Previous_Education
Certification_Slot	Interest	Previous_Education_Slot
Combined_Academic_Outcome	Interest_Slot	Relationship
Communication (Mailing)	Mail	Salutation
Communication_Slot	Mail_Slot	Secondary_School_Subject
Contact	Medical_Information	Skill
Contact_Slot	Medical_Information_Slot	Skill_Slot
Current_Employment	Organization_Entity	Telephone
Cross_Reference_Slot	Organization_Entity_Address	Test
Employment_History	Past_Employment_Slot	Test_Slot
Event	Person	Validation
Geographic_Region	Person_Address	Visa
Geographic_Region_Institution	Person_Detail	Visa_Current
		Year_Type_Definition

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Section I: Appendix

Lesson: 64 reporting and slotted Finance Views

Jump to TOC

Purpose

The table below lists the 64 reporting and slotted Finance views are listed in the table below:

Account_Attributes	Fixed_Asset_Funding_Source	Invoice_Tax_Rate
Account_Hierarchy	Fixed_Asset_Item	Invoice_Tax_Rate_Slot
Account_Index	Fixed_Asset_Text	Location_Attributes
Account_Type_Attributes	FOAPAL_NO_Attributes	Location_Hierarchy
Activity_Attributes	Fund_Attributes	Operating_Ledger
Attribute_Sets	Fund_Hierarchy	Organization_Attributes
Budget_Availability_Ledger	Fund_Text	Organization_Hierarchy
Budget_Detail	Fund_Type_Attributes	Program_Attributes
Chart_Attributes	General_Ledger	Program_Hierarchy
Encumbrance	Grant_Applied_Payments	Proposal
Encumbrance_Accounting	Grant_Attributes	Purchase_Order
Encumbrance_Ledger	Grant_Billing_Detail	Purchase_Order_Accounting
Encumbrance_Text	Grant_Fund	Purchase_Order_Item
Endowment_Attributes	Grant_Fund_Slot	Purchase_Order_Item_Summary
Endowment_Distribution	Grant_Ledger	Purchase_Order_Tax_Rate
Endowment_Summarize_Units	Grant_Receivable_Account_Detail	Received_Item
Endowment Units	Grant_Text	Returned_Item
Fixed_Asset_Accounting History	Grant_View	Transaction_History
Fixed_Asset_Accounting_Source	Invoice	Vendor
Fixed_Asset_Adustment	Invoice_Accounting	Vendor_Type
Fixed_Asset_Attributes	Invoice_Check	
Fixed_Asset_Depreciated_Item	Invoice_Item	

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Release Date

Jump to TOC

This workbook was last updated on 10/15/2007.