Section 5 - Running PNG Reports

Running a **<u>Project Expenditure Transaction</u>** report will help identify expenditures that have been processed.

1) Open Sheriff's Intranet and under County Applications, click on **ERP Updates**.

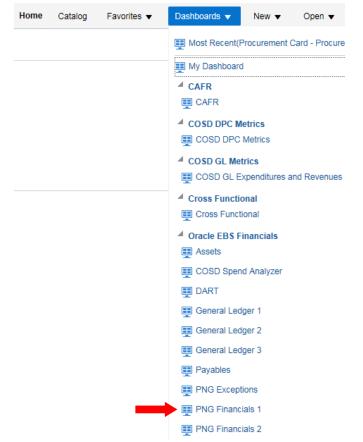


2) From the ERP website, click on OBIEE (ERP Data Warehouse) for Sheriff Employees.

Courts, DA, SDCERA, and Sheriff Employees

- APIIS
 <u>DA and SHF Users ImageTrust</u>
 <u>DA and SHF Users Viewer</u>

 <u>OBIEE (ERP Data Warehouse)</u>
 <u>Oracle EBS Financials R12</u>
 <u>OID Password Reset</u>
- 3) From the toolbar, go to Dashboards and click on PNG Financials 1.



4) Choose Project Expenditure Inquiry

Overhead Cost Summary	- COSD Overhead Cost Summary Report
Project and Expenditure Org Exception	- COSD Project and Expenditure Org Exception Repo
Project Expenditure Inquiry	- COSD Project Expenditure Inquiry by GL Date Repo

5) Click on the dropdown fields and unselect the default POETA information. To select the POETA you need, click on More/Search at the bottom of the dropdown box.

Expenditure Org		Project Type	Project	Expenditure Type	Expenditure Grouping
39535 RISK MANAGEMENT UNIT		Select Value 💌	1003097 PWR INDIRE	Select Value 💌	Select Value 💌
39535 RISK MANAGEMENT UNIT					
00000 DEFAULT	\sim				
00001 GW GEN FCT FOR SANCAL 93 MSTR REF					
00002 GW GEN FCT FOR SANCAL 1996 NORTH AND EAST CNTY CRTHSE					
00003 GW GEN FCT FOR SANCAL 1997 CENTRAL JAIL		that contain incorre	ct values. Please che	ck vour Request Filt	ers and try again
00004 GW GEN FCT FOR SANCAL 1998 DOWNTOWN CRTHSE		chae contain meorre	ce values. Thease ene	ek your request no	cis and dy again.
00005 GW GEN FCT FOR SANCAL 1999 EAST MESA	V				
00006 GW GEN FCT FOR SANCAL 2000 INFO TECH					
More/Search					

6) All available values will populate. For quicker results, type in the value you need, and click on Search. The information will populate on the left side of the pane. To bring that value over to the Selected area (right side), double click on the highlighted value, or click it once to highlight it and then click the single arrow button. To close out the Select Values box, click OK.

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<u> </u>
/ENUE MANAGEMENT

- 7) Repeat steps 6 to 8 on all the fields you wish to enter specific values into. Not all of the fields need to be filled. The more parameters you enter, the more specific your results will be. For FMT purposes, its is recommended to select all Expenditure Grouping options except for Labor Costs.
- 8) Next, choose the period you wish to view. You can select a particular day, a whole month, or even an entire fiscal year. You can either edit the default value, or click on the calendar icon. Keep in mind the system has a specific date & time format.

GL Date		
Between 07/01/2019	07/31/2019	20

Once selected, click Apply to run the expenditure report.

Department	Division	Section	Expenditure Org	Project Type	Project	Award Number	Expenditure Type		Purchase Order Number	
Select Value	Select Value	Select Value	39535 RISK MANAGE	Select Value	Select Value	Select Value	Select Value	EQUIPMENT USAGE;E 💌	Select Value	
	nber Employee/Supplie									
Select Value	Select Value	Between 07/01	2019 2019 2019	19 🖄					Apply	Reset 🗸

9) The results will have various columns with information. You will have to scroll across the browser window in order to view all the values.

Department	Division	Section	Program	Project Number		Task Number		Award Number	Award Name		Expenditure Grouping	Expenditure Type	Burdened Cost			GL Date
SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES		HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	SERVICES AND SUPPLIES	52270 MEMBERSHIPS	390.00	1.00	7/1/2019	7/1/2019
SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES		HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	SERVICES AND SUPPLIES	52330 OFFICE EXPENSE	20.45	1.00	7/26/2019	7/26/2019
	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES		HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	SERVICES AND SUPPLIES	52610 NON- TRAVEL IN-CO TRAVEL	75.00	1.00	7/19/2019	7/19/2019
A4980 SHERIFF Total													485.45			
Grand Total													485.45			

10) Depending on the number of rows in your results, you may have more than one page of data. Scroll down to the very bottom of the screen to check. A row of totals signify the end of the report.

4246044555616022- PCARD-4980-0522 3588724	001.001	MSB ADMIN N OPS	100598	GEN	39475 BUDGET AND REVENUE MANAGEMENT	SERVICES AND SUPPLIES	DEPARTMENTAL	5/12/2014					
	습 🖓 🤩 🗿 Rows 1 - 20												
					Refre	<u>esh</u> - <u>Print</u> -	Export						
: Project Expenditure Inquiry													

- 11) If you only want to view the report, you can click on the right-most arrow to view all results in one page.
- 12) You can also export the results into other formats. Click on Export to view all options.

PDF		PDF
Excel +		Excel Excel
i Powerpoint ►		Powerpoint Excel 2007+
Web Archive (.mht)		Web Archive (.mht)
A C Rows 1 Data	CSV Format	A C A Rows 1 Data
Refresh - Print - Export	Tab delimited Format	Refresh - Print - Export
	🛋 XML Format	
	Page 1	Page 1

- 13) To export into Excel select Data then CSV Format to copy all the unformatted data. Depending on the data generated, there may be merged cells, which will only be kept by exporting as Excel 2003 or 2007+.
- 14) After selecting the export option, a popup window will appear. Click on Open or Save.

Do you want to open or save COSD Project Expenditure Inquiry by GL Date Report.xlsx (10.5 KB) from obiee.cosd.co.san-die	go.ca.us?		х
Open	Save	•	Cancel

15) The data will open in a new Excel window.

Searching Expenditures by Task Number is useful when a unique, identifying task number has been created for a specific grant or job duty. Task is the "T" in the POETA information required for every purchase. In order to run this report, you MUST have the Project number (POETA Project), and the Task number.

1) From the toolbar, go to Dashboards and click on PNG Financials 1.

lome Catalog Favorites ▼	Dashboards ▼ New ▼ Open ▼
	Most Recent(Procurement Card - Procure
	My Dashboard
	✓ CAFR
	CAFR CAFR
	COSD DPC Metrics
	E COSD DPC Metrics
	COSD GL Metrics
	COSD GL Expenditures and Revenues
	Cross Functional
	E Cross Functional
	Oracle EBS Financials
	E Assets
	E COSD Spend Analyzer
	I DART
	General Ledger 1
	📰 General Ledger 2
	General Ledger 3
	E Payables
	PNG Exceptions
	-
	PNG Financials 1

2) Choose Project Expenditure Transaction

ORACLE Business Intelligence	
PNG Financials 1	
Library Index Cost & Overhead Project Costs Overhead Cost Summary Program Cost and	d Revenue Project Expenditure Inquiry Project Expenditure Transaction Grant
Library of Projects and Grants Business Analysis Dashboards	
Click on URLs on each line to open selected dashboards.	
Cost & Overhead	- COSD Cost and Overhead Detail and Summary Report
Project Costs	- COSD Project Detail and Summary Costs Report
Overhead Cost Summary	- COSD Overhead Cost Summary Report
Program Cost and Revenue	- COSD Program Cost and Revenue Summary Report
Project Expenditure Inquiry	- COSD Project Expenditure Inquiry by GL Date Report
Project Expenditure Transaction	- COSD Project Expenditure Transaction Report

3) As an example, we will review the charges for Contract Cities. The project for the Law Enforcement Services Bureau is 1003569. Task number 003.010 (CC Traffic) was created to track traffic-related expenditures. After entering the required information, click on Apply.

Project Type	Project		Item Date			Task Number	Task Name				
Select Value	1003569 SHF LAW ENFORCE	MENT	Between 07/01/2019	07/31/2019	20	003.010 💌	Select Value				
Department	Division	Section	Expenditure Org				Expenditure Category		Supplier Name	Employee Name	
Select Value	 Select Value 	 Select Value 	-Select Value				 -Select Value- 	Select Value	Select Value	Select Value 💌	Apply Reset 🗸

4) The results will have various columns with information. You will have to scroll across the browser window in order to view all the values. In the Comments field, you can click the dropdown and select "Expenditure Comments" to see more information on the transactions.

	COSD Project Expenditure Transaction Report Time run: 8/30/2016 8:53:48 AM															
							Con	nments	V							
	Devient			Award	1	Purchase Order	Tesh		1			Factors (Constitut	Fundame (Complian	Turneting		
Project Manager Name	Project Number	Project Name	Project Long Name	Number	Award Name	Number	Task Number	Task Name	Expenditure Organization Name	Expenditure Type	Document Reference	Employee/Supplier Number	Employee/Supplier Name	Transaction Date	Quantity/Hours	Cost
SALUNGA,AVA T	1003569	SHF LAW ENFORCEMENT	SHF LAW ENFORCEMENT	100598	SHF GEN FUND		003.010			52608 OUT-OF-CO TRAVL TRNS LDG	AP: SHFTAM07AUG2016	1240790	MURPHY, TODD A	8/7/2016	986.93	986.93
SALUNGA,AVA T	1003569	SHF LAW ENFORCEMENT Total													986.93	986.93
SALUNGA,AVA T Total															986.93	986.93
Grand Total															986.93	986.93

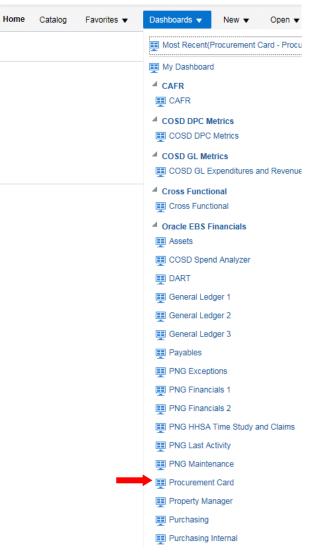
5) You can also export the results into other formats. Click on Export to view all options.

PDF		PDF
Excel +		Excel
j Powerpoint ►		Powerpoint
Web Archive (.mht)		Web Archive (.mht)
A C A Rows 1 Data	CSV Format	The second secon
Refresh - Print - Export	Tab delimited Format	Refresh - Print - Export
	🚮 XML Format	
	Page 1	Page 1

- 6) To export into Excel select Data then CSV Format to copy all the unformatted data. Depending on the data generated, there may be merged cells, which will only be kept by exporting as Excel 2003 or 2007+.
- 7) After selecting the export option, a popup window will appear. Click on Open or Save. The data will open in a new Excel window.

Do you want to open or save COSD Project Expenditure Inquiry by GL Date Report.xlsx (10.5 KB) from obiee.cosd.co.san-diego.ca	1.us?	Х
Open S	Save 🔻	Cancel

1) Go to Dashboards and click on Procurement Card



2) Click on Procurement Card Transaction

Procurement Card Transaction	- COSD Procurement Card Transaction Activity Report
Procurement Card Detail	- COSD Procurement Card Detail Report

3) Select 4980 Sheriff Financial Services under Agency/Department field and your name under the Card Holder field (this might take a while). Please remember you do not have to select a value in all fields.



4) Next, choose the period you wish to view. You can select a particular day, a whole month, or even an entire fiscal year. Click on apply once you are done selecting the fields.

Transaction Date Between	B.	20	Posting Date Between 07/01/2019	07/31/2019	10	
					<u> </u>	Apply Reset -

5) The results will have various columns with information. You will have to scroll across the browser window in order to view all the values.

COSD Procurement Card Transaction Activity Report Time run: 8/29/2016 9:39:20 AM										
Status	Approving Official	Agency/Department	Card Holder $ riangle \nabla$	TXN Date	Posting Date	Transaction Description	Merchant	Project Number	Project Name	
APPROVED	NIEBLA, MAURO	4980 SHERIFF FINANCIAL SERVICES	ELY,SHERWIN L	8/17/2016	8/18/2016	American Planning Assoc. membership Jody L. Mays, #135401	APA-MEMBERSHIP ONLINE	1003570	SHF MANAGEMENT SERVICES	
APPROVED	NIEBLA, MAURO	4980 SHERIFF FINANCIAL SERVICES	ELY,SHERWIN L Total							
APPROVED	NIEBLA, MAURO	4980 SHERIFF FINANCIAL SERVICES Total								
APPROVED	NIEBLA, MAURO Total									
APPROVED Total										
Grand Total							Refresh - Print - Ex			

6) Just like other PNG reports, you can export the results into other formats. Click on Export to view all options.

PDF		PDF
Excel +		Excel
i Powerpoint ►		Powerpoint
Web Archive (.mht)		S Web Archive (.mht)
	CSV Format	The second secon
Refresh - Print - Export	Tab delimited Format	Refresh - Print - Export
	📶 XML Format	
	Page 1	Page 1

- 7) To export into Excel select Data then CSV Format to copy all the unformatted data. Depending on the data generated, there may be merged cells, which will only be kept by exporting as Excel 2003 or 2007+.
- 8) After selecting the export option, a popup window will appear. Click on Open or Save.

Do you want to open or save COSD Procurement Card Transaction Activity Report.csv (596 bytes) from obiee.cosd.co.san-diego.ca.us?							
Open	Save 🔻	Cancel					

9) The data will open in a new Excel window.