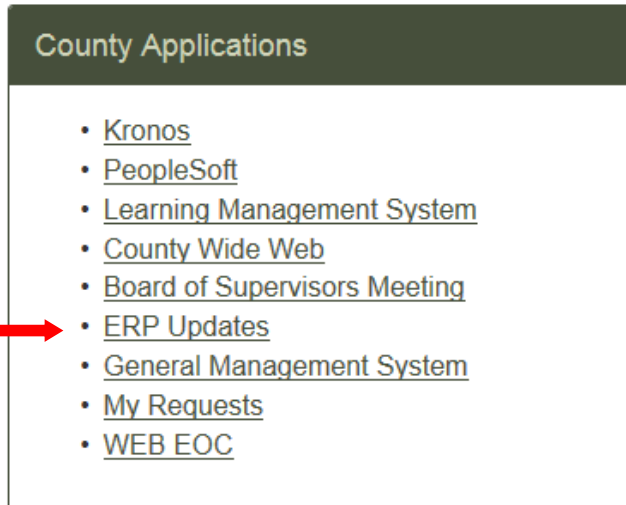


## [Section 5 - Running PNG Reports](#)

Running a [Project Expenditure Transaction](#) report will help identify expenditures that have been processed.

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

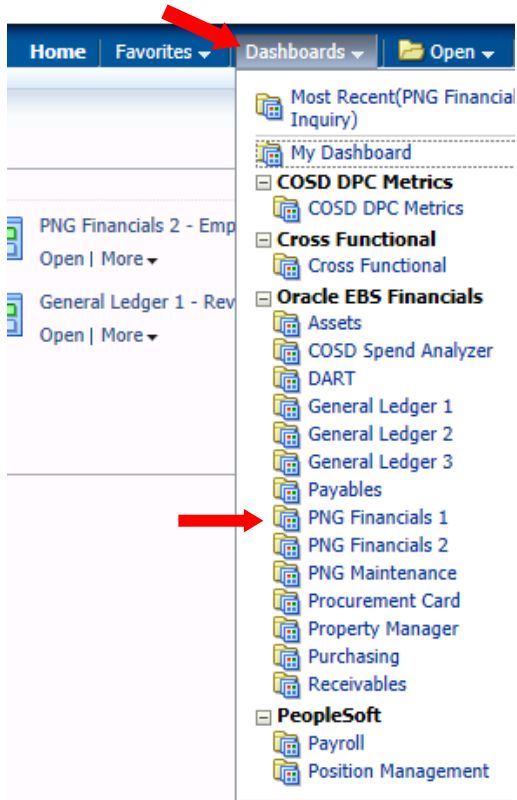


- 2) From the ERP website, click on OBIEE (ERP Data Warehouse) for **Sheriff Employees**.

### **Courts, DA, SDCERA, and Sheriff Employees (still enter credentials)**

- APIIS
  - [DA and SHF Users - eScan](#)
  - [DA and SHF Users - Viewer](#)
- [OBIEE \(ERP Data Warehouse\)](#)
- [Oracle EBS Financials R12](#)
- [OID Password Reset](#)

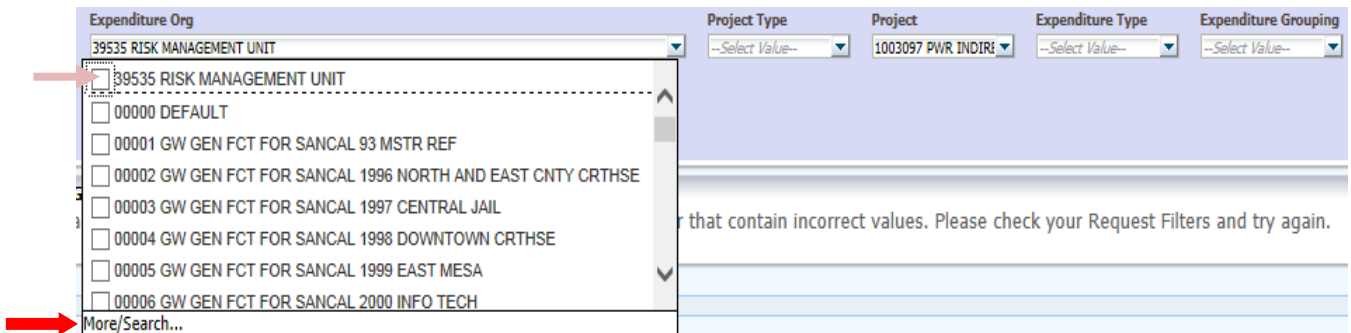
- 3) From the toolbar, go to Dashboards and click on PNG Financials 1.



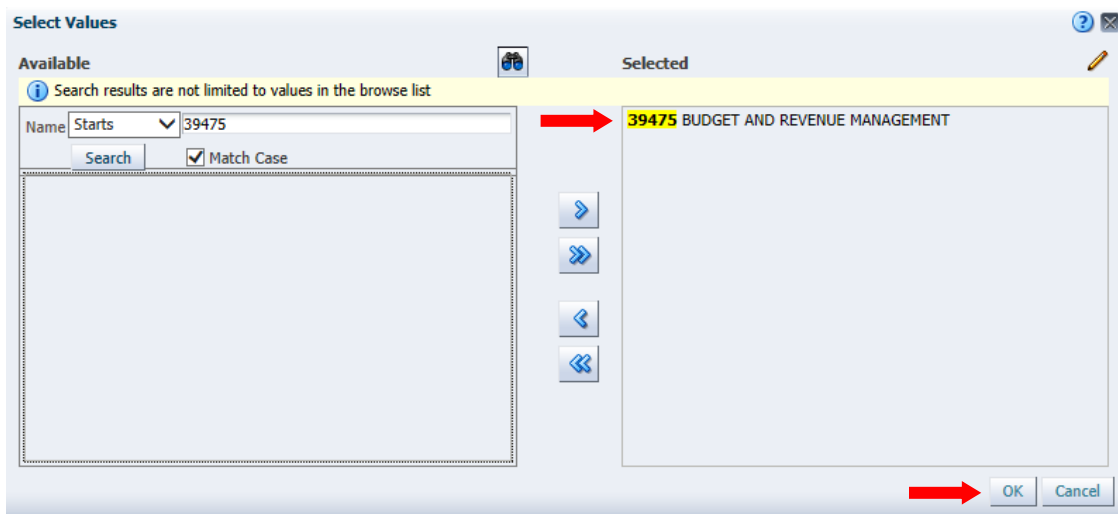
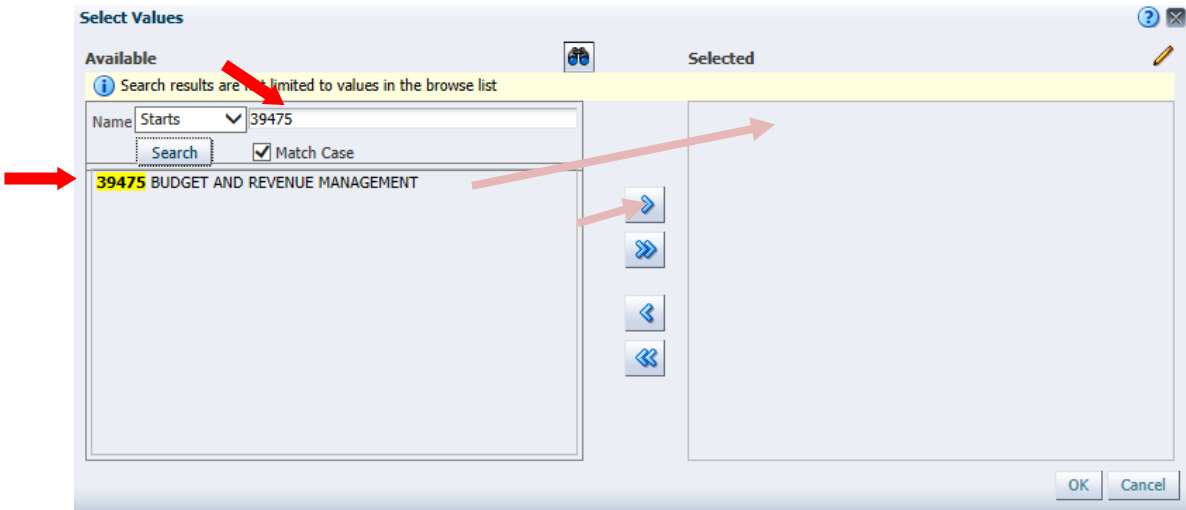
4) Choose Project Expenditure Inquiry



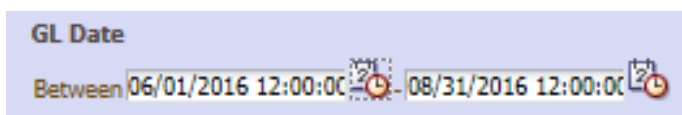
5) Click on the dropdown fields and unselect the default POETA information. To select the POETA you need, click on More/Search at the bottom of the dropdown box.



- 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.




- 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.
- 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.



Once selected, click Apply to run the expenditure report.

Department: --Select Value-- Division: --Select Value-- Section: --Select Value-- Expenditure Org: 39535 RISK MANAGE Project Type: --Select Value-- Project: --Select Value-- Expenditure Type: --Select Value-- Expenditure Grouping: --Select Value-- Purchase Order Number: --Select Value--

GL Date: Between 06/01/2016 12:00:00 - 08/31/2016 12:00:00

 **Apply**





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.

**COSD Project Expenditure Inquiry by GL Date Report**  
Time run: 8/29/2016 9:11:23 AM

Department	Division	Section	Program	Project Number	Project Name	Task Number	Task Name	Award Number	Award Name	Low Organization	Expenditure Grouping	Expenditure Type	Burdened Cost	Expenditure Item Date	GL Date
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	346.88	5/13/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	529.04	5/13/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	323.76	5/13/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	220.96	5/13/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	346.88	5/16/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	595.17	5/16/2016	6/1/2016
A4980 SHERIFF	D4986 HUMAN RESOURCE SERVICES	00000 DEFAULT	12002 CENTRAL SERVICES	1003568	SHF HUMAN RESOURCES	001.001	HRSB ADMIN N OPS	100598	SHF GEN FUND	39535 RISK MANAGEMENT UNIT	LABOR COSTS	110 REG REGULAR HOUR WRKD PERM	481.90	5/16/2016	6/1/2016

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.

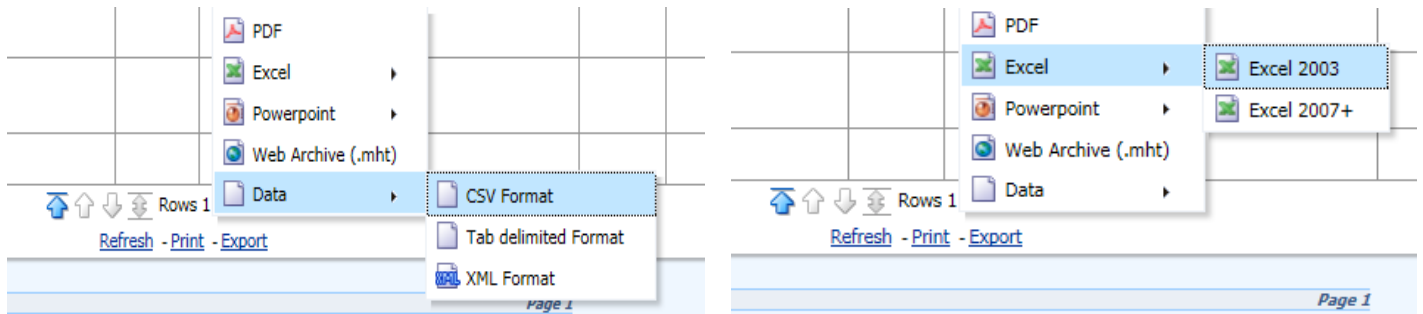
4246044555616022-PCARD-4980-05223588724	001.001	MSB ADMIN N OPS	100598	SHF GEN FUND	39475 BUDGET AND REVENUE MANAGEMENT	SERVICES AND SUPPLIES	52550 SPECIAL DEPARTMENTAL EXP	5/12/2014
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 Rows 1 - 20  
[Refresh](#) - [Print](#) - [Export](#)

**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.



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.

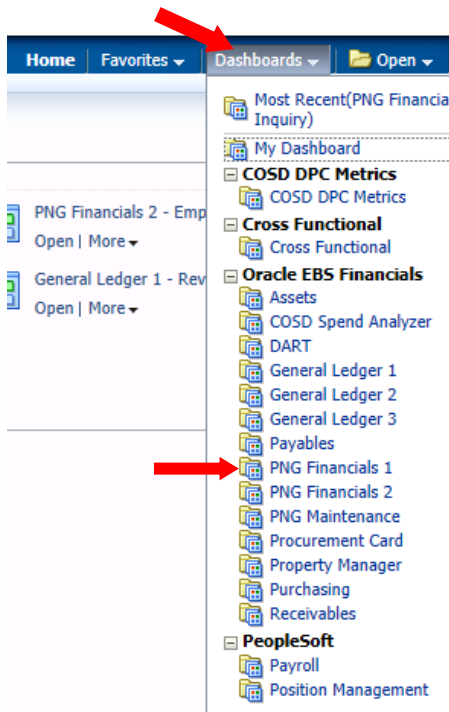


15) The data will open in a new Excel window.

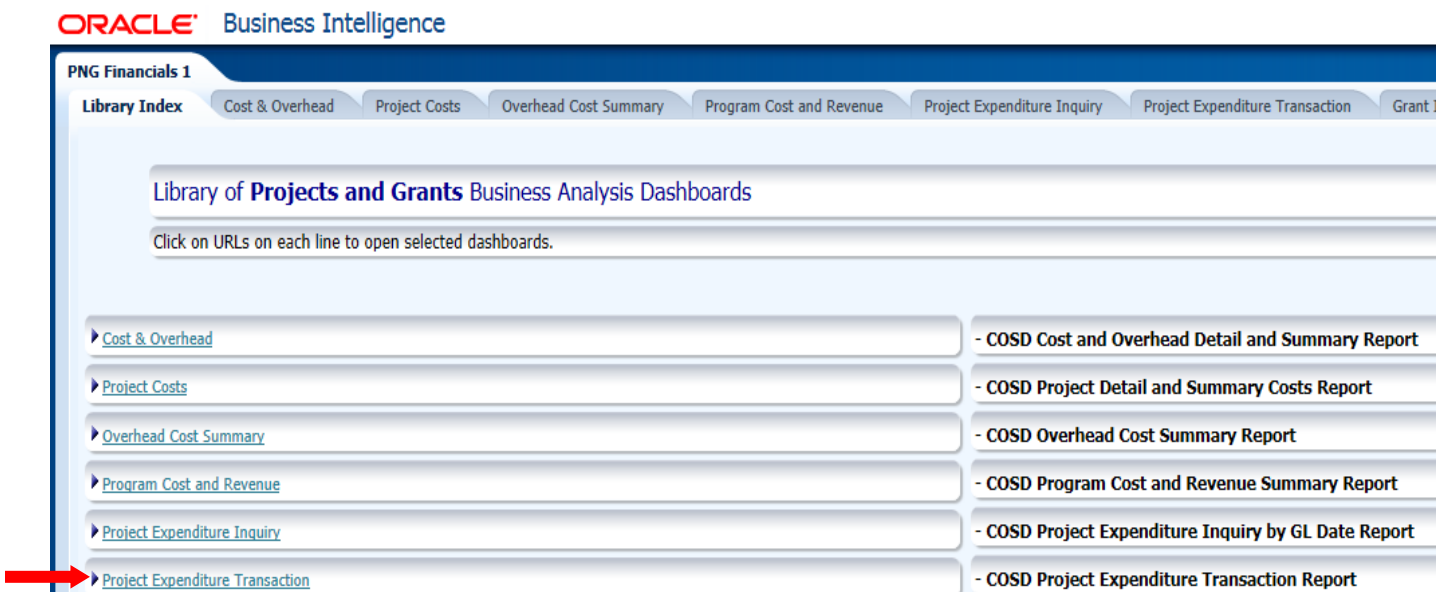
To search expenditures by Task Number:

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.



2) Choose **Project Expenditure Transaction**



- 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.

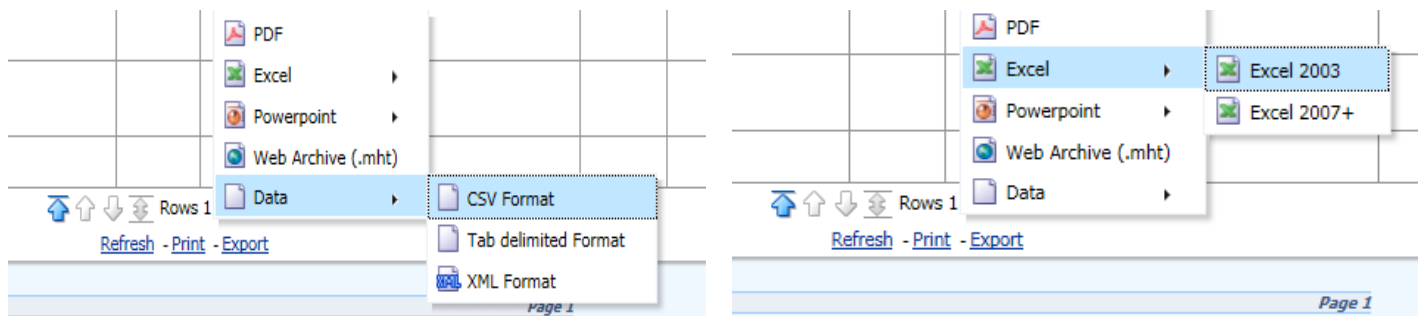
- 4) The results will have various columns with information. You will have to scroll across the browser window in order to view all the values. In the Comments field, you can click the dropdown and select "Expenditure Comments" to see more information on the transactions.

*COSD Project Expenditure Transaction Report*  
Time run: 8/30/2016 8:53:48 AM

Comments

Project Manager Name	Project Number	Project Name	Project Long Name	Award Number	Award Name	Purchase Order 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	CC TRAFFIC	39730 CONTRACT CITIES-REVENUE	52608 OUT-OF-CO TRAVL TRNS LDG	AP: SHFTAM07AUG2016	1240790	MURPHY, TODD A	8/7/2016	986.93	986.93
SALUNGA,AVA T	1003569	<b>SHF LAW ENFORCEMENT Total</b>													986.93	986.93
<b>SALUNGA,AVA T Total</b>															986.93	986.93
<b>Grand Total</b>															986.93	986.93

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



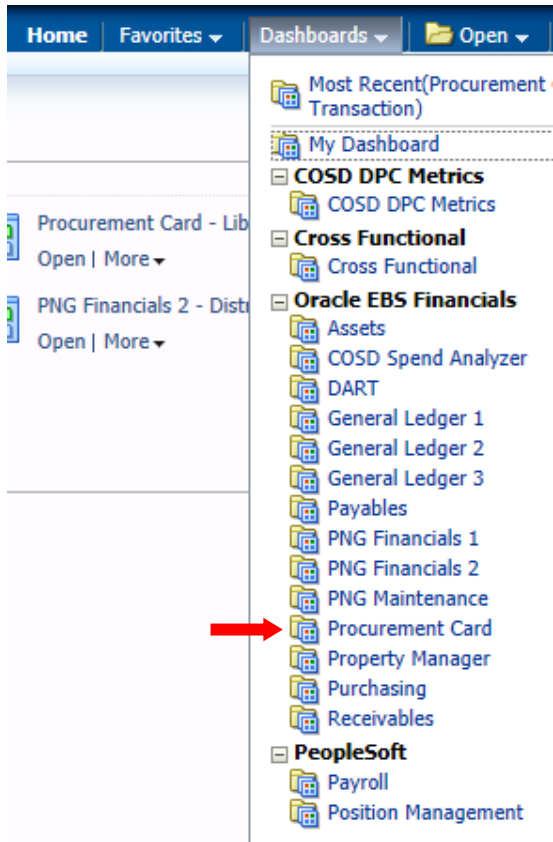
- 6) To export into Excel - select Data then CSV Format to copy all the unformatted data. Depending on the data generated, there may be merged cells, which will only be kept by exporting as Excel 2003 or 2007+.

- 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.

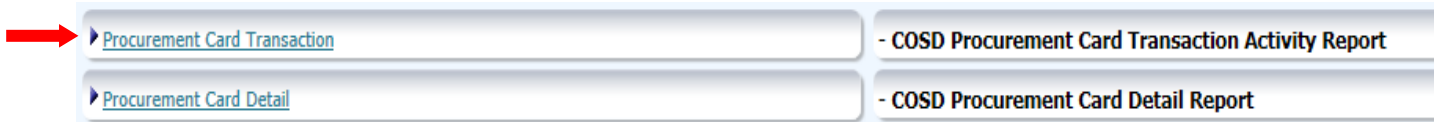


For P-card users to view **P-card transactions**:

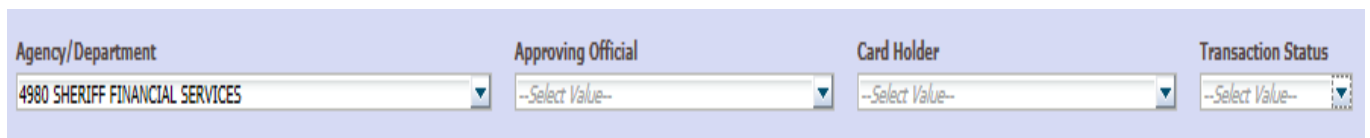
1) Go to Dashboards and click on Procurement Card



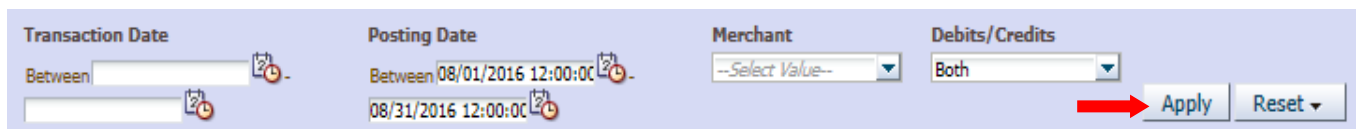
2) Click on Procurement Card Transaction



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.





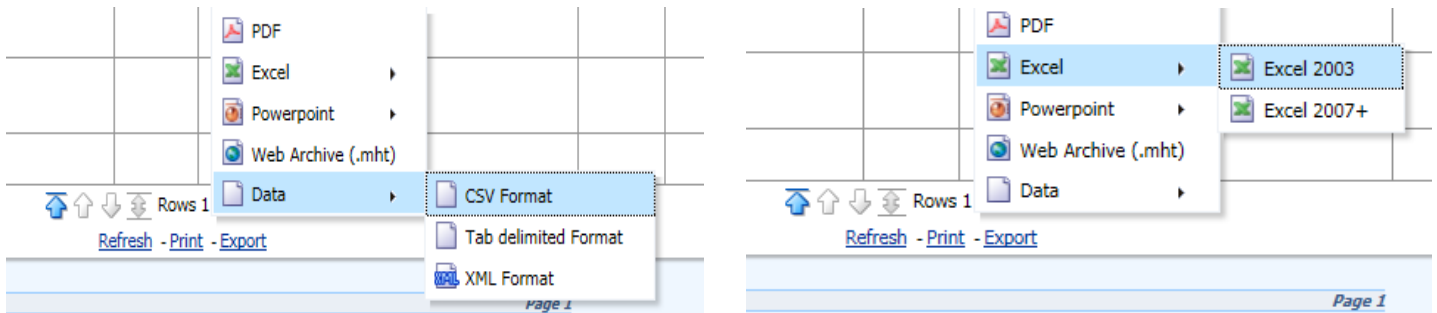
- 5) The results will have various columns with information. You will have to scroll across the browser window in order to view all the values.

**COSD Procurement Card Transaction Activity Report**  
 Time run: 8/29/2016 9:39:20 AM

Status	Approving Official	Agency/Department	Card Holder	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	<b>ELY,SHERWIN L Total</b>						
APPROVED	NIEBLA,MAURO	<b>4980 SHERIFF FINANCIAL SERVICES Total</b>							
APPROVED	<b>NIEBLA,MAURO Total</b>								
<b>APPROVED Total</b>									
<b>Grand Total</b>									

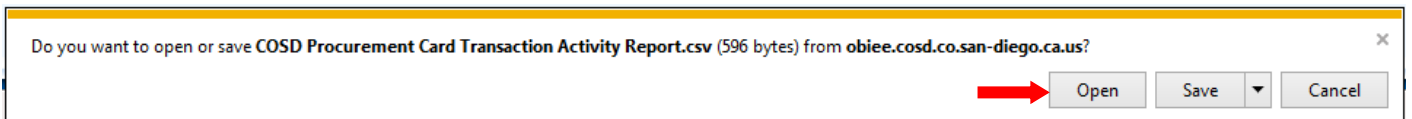
[Refresh](#) - [Print](#) - [Export](#)

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



- 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.



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