

## Please Note

This Report Guide is specific to the *Cost Detail (Export)* report. For information on OBI functionality (e.g., how to export, customize, and save prompts and customizations) or information on data logic, please see the other guides available on the report's *Help* tab. In addition, for more information about the *Cost Detail (Drill)* report, please see the *Report Guide* for that report.

This report guide includes:

- An overview describing the reports.
- A table listing the fields, their definitions, and the order in which they appear in each version of the Export reports.
- A section as an overview (including tips for usage) of the report prompts.

## Cost Detail (Export)

The *Cost Detail (Export)* report contains several versions of the same analysis all rolled into one single dashboard report. The difference between these versions is the columns that are available.

There are several hundred columns available for doing analysis on Cost Details. It does not, however, make sense to include them all in a single report for a couple of reasons:

1. These columns exist for the purpose of high-level analysis and aren't necessarily useful for the typical review and management of PTA transactions.
  - a. Including all these columns would impact the performance when running the reports.
  - b. In addition, you would then have to go through and delete all the columns not needed.
2. The most important reason is that there is a 2,000,000 limit on the number of cells that can be exported to Excel.
  - a.  $\text{Number of Cells} = \text{Number of Columns} \times \text{Number of Rows Returned}$ .

**NOTE:** There is a 500,000 row limit for exporting to CSV.

Most of the versions included provide a list of costs and commitments that are designed and formatted for exporting to Excel for further analysis.

- Since the reports are designed for exporting, there are no totals or sub-totals.
- Unlike *Cost Detail (Drill)*, the *Export* reports do not roll-up costs but are instead at the individual transaction level.
- Also unlike *Cost Detail (Drill)*, the *Export* reports do not have *drill to more detail* functionality.
- The Financials Data Mart only includes commitments for the *Current* and *Previous* FY Periods
  - ✓ Running *Cost Detail* reports for FY Periods prior to the *Previous* FY Period will contain only costs and no historical commitments.

**TIP:** As you become familiar with each version of the reports, you may find that some of them are not of interest for your reporting purposes. We strongly recommend that you customize your report (e.g., exclude columns, move columns, change sorts, etc.) to fit your specific needs. Please review the [Financial DM User Guide](#) for instructions on how to create, save, and apply these customizations.

## Report Version Columns

The following table maps the available column names to the various versions of the report and the order in which the column appears for the report. For a sortable version of the table, please see the [Cost Details \(Export\) Columns](#) Excel document.

		Number of Columns >>>					
Column Names	Column Definition	16	20	10	20	27	63
		Basic Order	Cognos Order	Small Order	Spon Order	Campus Order	All Order
FY Period	The fiscal year period in which the transaction was costed in Oracle Grants Accounting.	1	1	1	1	1	2
PTA	A combination for Oracle Grants Accounting (GA) account information (Project-Task-Award), which enables a transaction to be posted to GA.			2		24	41
Project #	A project refers to a major activity for which the fiscally-cognizant individual monitors budgets and accumulated costs. It is the P in PTA. The Project # often reflects the PI or Organization/Group responsible for the effort.	2	2		7	2	4
Task #	The unique standard identifier for an accounting task, i.e., the T in PTA.	3	3		8	3	5
Award #	The unique standard identifier for an accounting Award, i.e., the A in PTA. Reflects the funding source of the PTA.	4	4		5	4	6
Expenditure Category	A grouping of <i>Expenditure Types</i> by similar types of costs.	5	6	3	9	5	7
Expenditure Type	A classification of cost that is assigned to each expenditure item. Expenditure types are grouped into cost groups (expenditure categories) and revenue groups (revenue categories).	6	7	4	10	6	8
Provider	The name of an entity, person, or corporation that provides goods and/or services to Caltech. If the transaction is from P-Card then it is the name of the merchant. For all other transactions the Provider is the same as the Supplier. For more information on the logic for the <i>Provider</i> , please see <a href="#">Data Logic Guide - Providers</a> .	7	11	5	11	7	10
Reference #	The unique identifier for transactions originating from an Oracle sub ledger system (e.g., AP, PO, AR) or Caltech feeder system (e.g., AiM, CardQuest, TechMart, WIC). For more information see <a href="#">Data Logic Guide - Cost Details</a> .	8	14	6	12	8	11

Column Names	Column Definition	Basic Order	Cognos Order	Small Order	Spon Order	Campus Order	All Order
Exp Comment	An abbreviated version of the Full Exp Comment that is designed to assist with the grouping of data, pivoting on exported data, and sorting. The logic for determining the abbreviated version is based upon the source of the transaction. For more information see <a href="#">Data Logic Guide - Cost Details</a> .	9	8	7	13	9	12
Cost Incurred For	The name of the person or entity for whom the cost was incurred (CIF). If it is possible to map the value to a single individual with a UID, then the format is LastName, FirstName MI. Otherwise the format is as entered in the source.	10	12		14	11	14
Exp Item Date	The expenditure item date for the original transaction.	11	5	8	15	12	15
Cost	The expenditure amount of the transaction.	12	19	9	16	13	16
Commitment	The amount of all liabilities (i.e., purchase orders, allocated and non-submitted CardQuest expenses, and unapproved invoices) that have yet been recorded as expense.	13	20		17	14	17
Est Total Burden	$Est\ Total\ Burden = Est\ IDC-Adm\ Chg + Est\ Pd\ Lv + Est\ Stf\ Ben + Est\ Tui\ Rem$ for the transaction.	14					33
Exp Item ID	The unique ID for each individual transaction.	15		10	18	15	18
Full Exp Comment	The complete <i>Expenditure Comment</i> from Oracle Grants Accounting.		9			10	13
Supplier	The name of the entity, person, Caltech org, or business that provides goods and/or services to Caltech. For more information on the logic for the <i>Supplier</i> , please see <a href="#">Data Logic Guide - Providers</a> .		10				9
Inv Description	Information related to the invoice that is entered into the Invoice Header. For PCard transactions related to travel it is equal		13			19	26
Req #	The identifier for a TechMart requisition.		15			18	23
PO #	The number assigned by Caltech to a purchase order agreement.		16			17	24
Inv #	Invoice number provided by the supplier.		17				25
WO #	The ticket number of an AiM work order from Facilities.		18			20	27
Funding Source	Entity responsible for the source of the funds for an Award.				2		48
Funding Src Award #	The Funding Source's (aka Sponsor) identifying number for the funding.				3	27	49
Award Manager	The individual currently fiscally responsible for the Oracle Award.				4	26	46
Award End	Date after which transactions may no longer be charged against the Oracle Award.				6		55

Column Names	Column Definition	Basic Order	Cognos Order	Small Order	Spon Order	Campus Order	All Order
GL Obj Code	Four-digit code for the Object Code segment within the General Ledger accounting string.				19		20
Transferred From PTA	The PTA from which a transaction was transferred.				20	16	21
FY	The fiscal year formatted as a number.						1
FY MO	The numeric value of the FY Period's month. For example, for OCT-FY2020 the FY MO = 2.						3
SRC Create Date	The date on which the item was created in Oracle Grants Accounting.						19
IC Contact/ Debit PTA	Only for Internal Charges. For debit side of the cost, it is the contact for the transaction. For credit side of the cost, it is the PTA that was charged.						22
Comp?	Indicates if the transaction's expenditure type has been flagged as a compensation-related expenditure type or not.						28
Freight?	Indicates if the cost was related to freight. Note: Dependent upon the transaction having an invoice line type of FREIGHT.					21	29
Net Zero?	Oracle flag indicating that the transaction has been reversed. Please note that tax lines do not get flagged by Oracle.						30
Direct Cost	If the Expenditure Category and Type are related to either Indirect Costs or Administrative Overhead, then <i>Direct Cost</i> will be \$0. Otherwise the amount equals the item's cost.					22	31
Indirect Cost	If the Expenditure Category and Type are related to either Indirect Costs or Administrative Overhead, then <i>Indirect Cost</i> will be equal to the item's cost. Otherwise the amount will be \$0.					23	32
Est IDC- Adm Chg	The estimated amount of indirect cost or administrative charge applied to the individual transaction.						34
Est Pd Lv	The estimated amount of paid leave applied to the individual transaction.						35
Est Stf Ben	The estimated amount of staff benefits applied to the individual transaction.						36
Est Tui Rem	The estimated amount of tuition remission applied to the individual transaction.						37
Est Sales Tax	The estimated amount of sales tax applied to the individual transaction.						38
Source Group	High-level grouping of similar cost sources, e.g., WEB IC, WIC BATCH, and WEB PIC as WEB IC.						39
Orig PA Sub Source	The specific source of a Cost or Commitment, e.g., CBORD for an invoice, SCIQUEST for a PO, and BOOKSTORE for a SBS Internal Charge.						40

Column Names	Column Definition	Basic Order	Cognos Order	Small Order	Spon Order	Campus Order	All Order
PTA Alias	Unique, abbreviated identifier for the Project, Task, and Award (PTA) combination. Certain sites on campus use business software that cannot accommodate the use of the full PTA so use the PTA Alias instead.						42
PTA Status	Status of a PTA based on the Project Status and the Award Status.						43
PTA End	The earliest end date of the Project, Task, and Award. Transaction's Exp Item Dates must be prior to the PTA End.					25	44
Award Org	The HR organization that "owns" or is fiscally responsible for the Award.						45
Fund Type	A higher level grouping of GL Funding Source segments with logic based on the GL Funding Source value.						47
Awd GL Fund GP	Award's eight-digit code for the top-level (i.e., the grandparent) for the Fund Source segment within the General Ledger accounting string.						50
Awd GL Fund Type	Description of the Award's top-level (i.e., the grandparent) for the Fund Source segment within the General Ledger accounting string.						51
Awd GL Fund	The GL Fund Segment assigned to the Oracle Award at the time the Award was created.						52
Awd GL Fund Name	Description of the Award's Fund Source segment within the General Ledger accounting string.						53
Award Name	The name of the Oracle Award.						54
Project Org	The HR organization that "owns" or is fiscally responsible for the Project.						56
Project Manager	The individual currently fiscally responsible for the project.						57
Project Name	The name of the Project.						58
Proj End	The date on which the Project ends. Costs cannot have an expenditure item date after the end-date of a Project.						59
Task Org	The HR organization that "owns" or is fiscally responsible for the Task. The Task Organization is the organization that maps to the GL Operating Unit Segment.						60
Task Manager	The individual currently fiscally responsible for the task.						61
Task Name	The name of the Task.						62
Task Description	Description of the Task, i.e., the T in PTA.						63

## Report Prompts

Report prompts are identical for all three versions of the *Cost Detail* reports and provide you with many options for filtering, including the cost provider, whom the cost was incurred for, and the cost source. Following are descriptions of each of these prompts and some tips for their use.

Please select a value or values for either FY or FY Period.

* FY Period	Current Period;OC	Award #	--Select Value--	PTA PI	--Select Value--	Provider	IC - CHEMISTRY /
* FY	--Select Value--	Project #	GCF.GREGGS;GC	Awd GL Fund	--Select Value--	Cost Incurred For	--Select Value--
Active?	--Select Value--	PTA	--Select Value--	Exp Category	Materials and Sup	Source Group	--Select Value--
Net Zero?	--Select Value--	PTA Status	--Select Value--	Exp Type	--Select Value--	Orig PA Sub Source	--Select Value--
Compensation?	--Select Value--						

[Reset](#)

### FY and FY Period

You are able to filter by either *FY* (Fiscal Year) or *FY Period*. A value is required for one of these filters, however, it is redundant to enter values into both and may actually return a different set of data than you expect.

### Active?

All costs (regardless of *FY Period*) and commitments for *Current Period* are considered *active*, i.e., *Active?* = *Y*. The commitments from the *Previous Period* are not active and therefore *Active?* = *N*.

**TIP:** *ONLY* select a value (Y) when you are running the report for multiple periods and do not want to include the commitments from the *Previous Period*.

### Net Zero?

Most cost transfer items are flagged in Oracle as *Net Zero* = *Y*. The flag indicates that the item is reversed or is the reversal of another item. For example, if a WIC on your PTA has been transferred off, both the original transaction and the reversed transaction will have *Net Zero* = *Y*. Therefore, running a report with *Net Zero?* = *N* allows you to exclude these transactions from your report results.

This is most useful when reviewing all transactions that have been charged to a PTA for the entire period of performance. If you use the flag while filtering for a subset of *FY Period*, you might not get both sides of the reversal because one side of the transaction may have happened outside of the *FY Periods* chosen.

**NOTE:** Oracle’s *Net Zero* flag does not apply to Labor Adjustments (LDAs) or to AP Invoices’ associated tax lines. These items will be included in your results, even if you filter for *Net Zero?* = *N*.

### Compensation?

Part of the Expenditure Type setup in Oracle is determining if it is compensation-related or not. This determination controls the access to cost details in the data warehouse, i.e., if a person has access to those transactions related to compensation or not. If a user does not have access to compensation, the detail of the compensation-related transactions will still appear in the reports, however, the *Cost* will show as 0.00. If you do not have access to the compensation-related transactions *and* you do not want to see them on the report, then

select the value *N* for the *Compensation?* prompt. If you want to see all transactions, then do not choose a value for the prompt.

### Award #, Project #, PTA

The Cost Detail reports have the flexibility of filtering by Award #, Project #, or full PTA. Like all of these reports' parameters, you may enter more than one value into a single filter, e.g., multiple Award Numbers for *Award #*.

**TIP:** Except in rare cases do not use both Award # and Project # at the same time. In addition, never combine PTA with either Award # or Project #.

### PTA Status

The *PTA Status* enables you to fine-tune your results based on the status of the PTA, e.g., filter out transactions for PTAs that have closed by selecting all the *PTA Status* values *except* for *Closed*.

### PI

This filter takes the value you have selected for *PI* and displays transactions for those PTAs on which the individual is the *Project Manager*, *Task Manager*, and/or *Award Manager*.

Do not combine this filter with *Award #* or *Project #* unless you are only looking for those PTAs in an Award or a Project on which the person is the Task Manager and not the Award Manager or Project Manager.

**TIP:** Combine this filter with *PTA Status*.

### Awd GL Fund

Each time an Award is created in Oracle it is associated with an 8 digit GL Fund Segment. For example, 17240001 is the GL Fund Segment for Oracle Awards funded by the National Institutes of Health. *Awd GL Fund* enables you to search for all transactions related to a specific GL Fund Segment.

**NOTE:** The GL Fund Segment associated with an Award may be different than the debit GL Fund Segment for the actual transaction.

### Exp Category and Exp Type

These filters are especially useful when searching for a specific type of transaction. For example, if you wanted to see all transactions related to foreign travel you would filter by *Travel - Foreign* and *Travel Foreign Unallocable*. If you are filtering by *Exp Type* then you do not need to include values for *Exp Category*.

**TIP:** Expenditure Types ending with -C were used for the Oracle implementation conversion in 1999, so there is usually no reason to include these in your filters.

### Provider

The *Provider* is the name of an entity (person or organization) that provides goods and/or services to Caltech. Filtering on Provider is a great way to find, for example, all transactions charged to your PTAs by Facilities (Provider = *IC - PHYSICAL PLANT*) or all payroll costs for a specific PI (PI = PI's Name and Provider = *CALTECH PAYROLL*).

The logic for determining a transaction’s provider is complex and dependent on the original source of the transaction. For example:

- For Purchase Orders and Accounts Payable invoices that are not CardQuest transactions, the *Provider* is the same as the *Supplier*.
- For P-Card transactions after CardQuest implementation a best attempt was made to derive the *Provider* (i.e., the *Credit Card Merchant*) from the invoice distribution description.
  - ✓ CardQuest transactions are the *only* case in which the *Supplier* and *Provider* are not the same.
- For Internal Charges the *Provider* is based on the area responsible for the transaction, e.g., for transactions charged by IMSS both the *Supplier* and *Provider* are *IC - Office of the CIO*.

**NOTE:** For the full *Provider* logic details, please see the user guide *Data Logic Guide - Providers*.

### Cost Incurred For (CIF)

The *Cost Incurred For (CIF)* is the name of the person or entity for whom the cost was incurred. As a filter it is especially useful for finding all costs that might be associated with a group, e.g., *Pauling Lab*.

If the value can be linked to a *single* Caltech Employee then the format is the individual’s preferred version of *Last Name, First Name MI*. Otherwise the format is as entered in the source, with an effort for data clean-up.

Transactions originate in several different systems, many of which have no direct link to Oracle HR. In these cases an effort has been made to map these entries to an HR record based on combinations of first and last names. In order to map data entry to a record there must be a *single distinct person* with the specific name. If two or more individuals share the same combination of names then the *CIF* cannot be matched to a specific person.

The *CIF* logic is based on the source of the transactions and is complex. For example:

- For payroll transactions, the *CIF* is the employee.
- For Accounts Payable invoices and purchase orders, the *CIF* is determined in the following order:
  1. If the transaction is part of the CBORD system then the *CIF* is based upon the invoice distribution’s description.
  2. If the transaction is from CardQuest then the *CIF* is based on the name within the invoice distribution’s description.
    - ✓ This is the name of the P-Card holder and might not be the same as the name that has been entered into the CardQuest Report.
    - ✓ However, it does enable those monitoring the account to know who to go to with questions about the transaction.
  3. If the invoice has been matched to a PO, then the PO’s PI is the *CIF*.
  4. If the PO has no PI, then the individual named as the Deliver To is the *CIF*.
  5. If the PO has no PI or Deliver To *or* an invoice has not been matched to a PO, then there is no *CIF*.
- For Internal Charges, e.g., a WIC, the *CIF* is based first on valid entry of the UID and then on the entry in the *Customer* field.

- For Benefit Billing it is the name of the person associated with the billing.

**NOTE:** A word of caution when using this prompt as search criteria for transactions. As mentioned in the WIC example above, the naming convention of a person listed in this field can have many variations. Selecting one, from the prompt list of values, will only produce results matching that specific variation of their name.

### Source Group

A *Source Group* is a grouping of similar Oracle Transaction Sources, for example:

- WEB IC is the grouping for WEB IC, GMSA\_WEB IC, and GMSA\_WIC BATCH.
- AP INVOICES groups together the Oracle Transaction Sources used for Accounts Payable invoices, i.e., AP INVOICES, AP NRTAX, and AP VARIANCES.
- PHYSICAL PLANT is the Source Group for both transaction sources PHYSICAL PLANT and GMSA\_PHYSICAL PLANT.

### Orig PA Sub Source

Some Oracle Applications have their own sources of transactions. For example, AP Invoices can be interfaced into Oracle AP from CBORD, VWR, TechMart, P-Card, or entered manually. The source setup value for each of these is Orig PA Sub Source. In some cases the Orig PA Sub Source will be the same as the Source Group.

**TIP:** If you enter a value on the *Orig PA Sub Source* prompt you do **not** need to also enter a filter for the *Source Group* prompt.