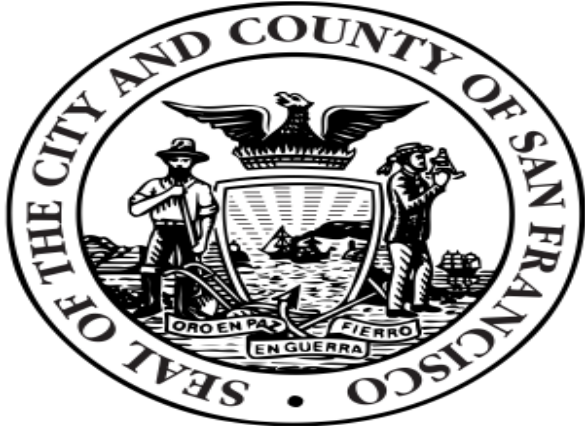# City-Wide Reporting Workshop

June 3, 2019

Questions

For WebEx Users

If you have any questions during the presentation, please e-mail:

**Raymond.Liu@sfgov.org**

City-Wide Reporting Workshop

Agenda

- Closing process overview

- Review report categories

- Review & compare reporting tools

- Operational Queries & Reports by Module

- Exception Reports – Preparing for Year-End

- Reconciliation Reports

- Questions

High-Level Process Period/Year End Close Process Overview

PeopleSoft is an integrated system in which activity from one module flows to another. As a result, period end closing activities must occur in each module in order to provide complete results for financial reporting purposes
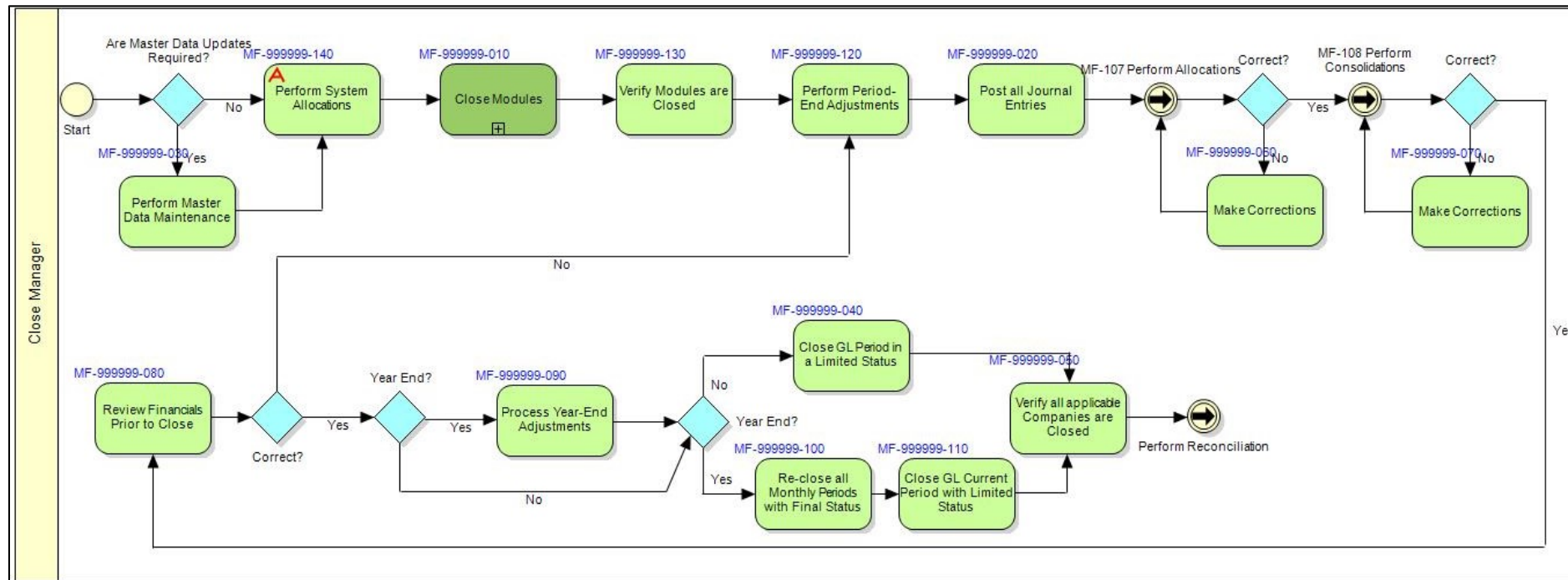
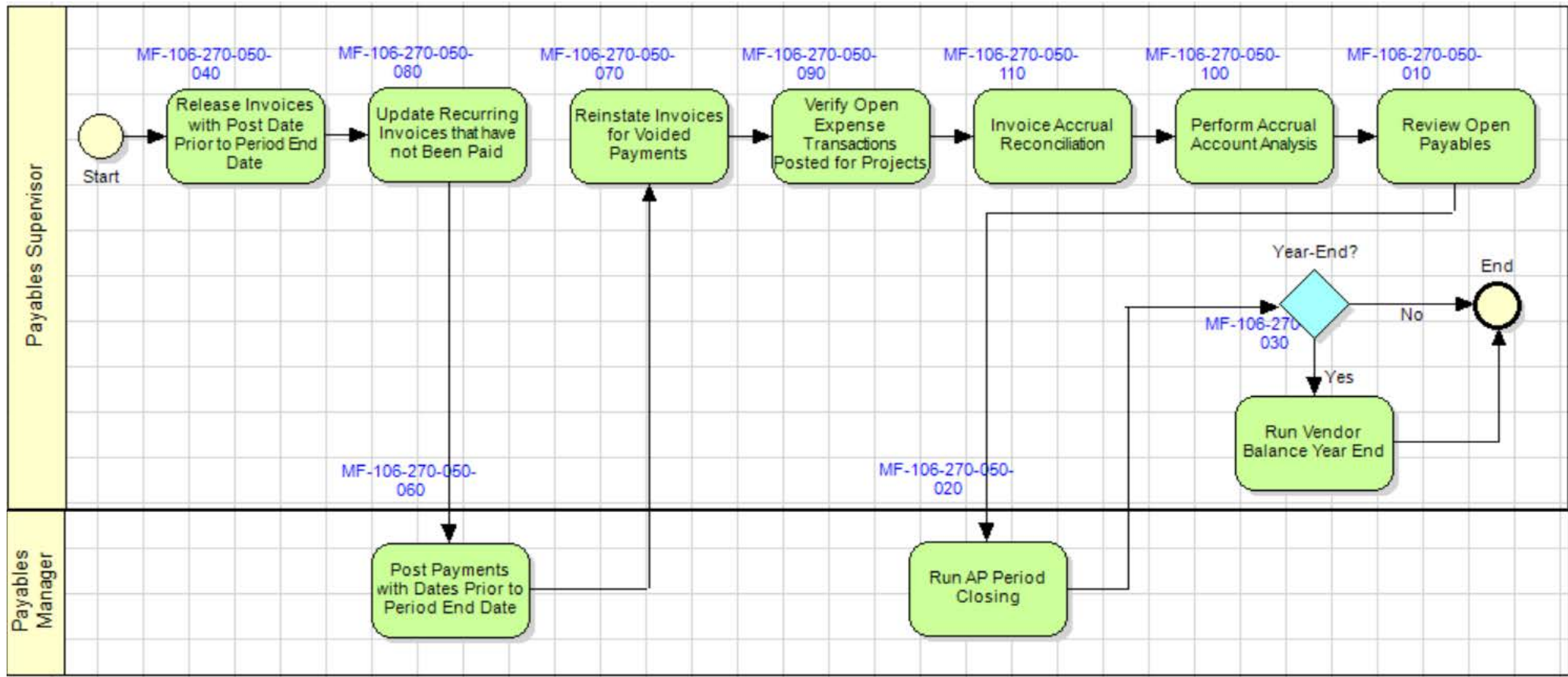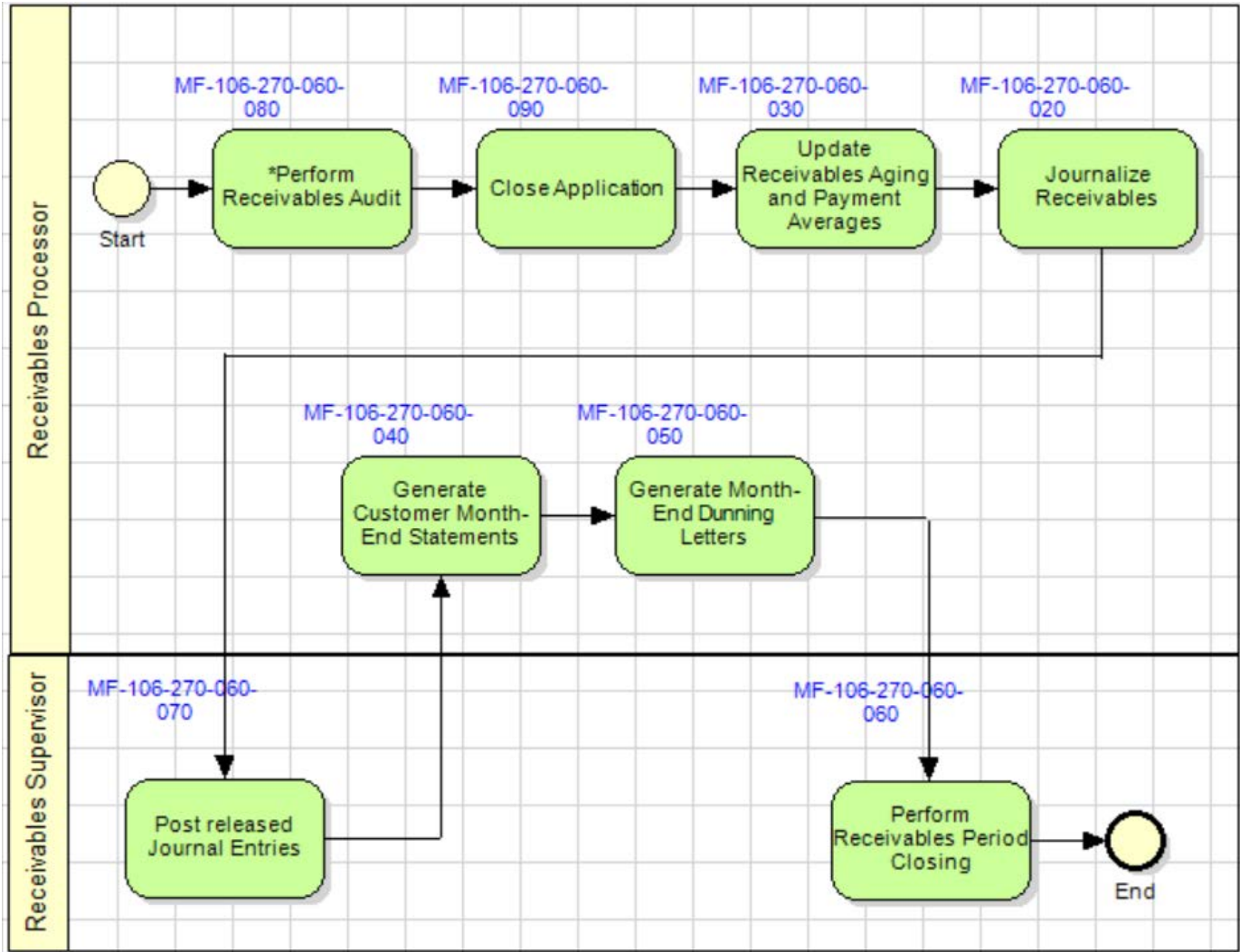Different reporting types are used throughout the closing process.
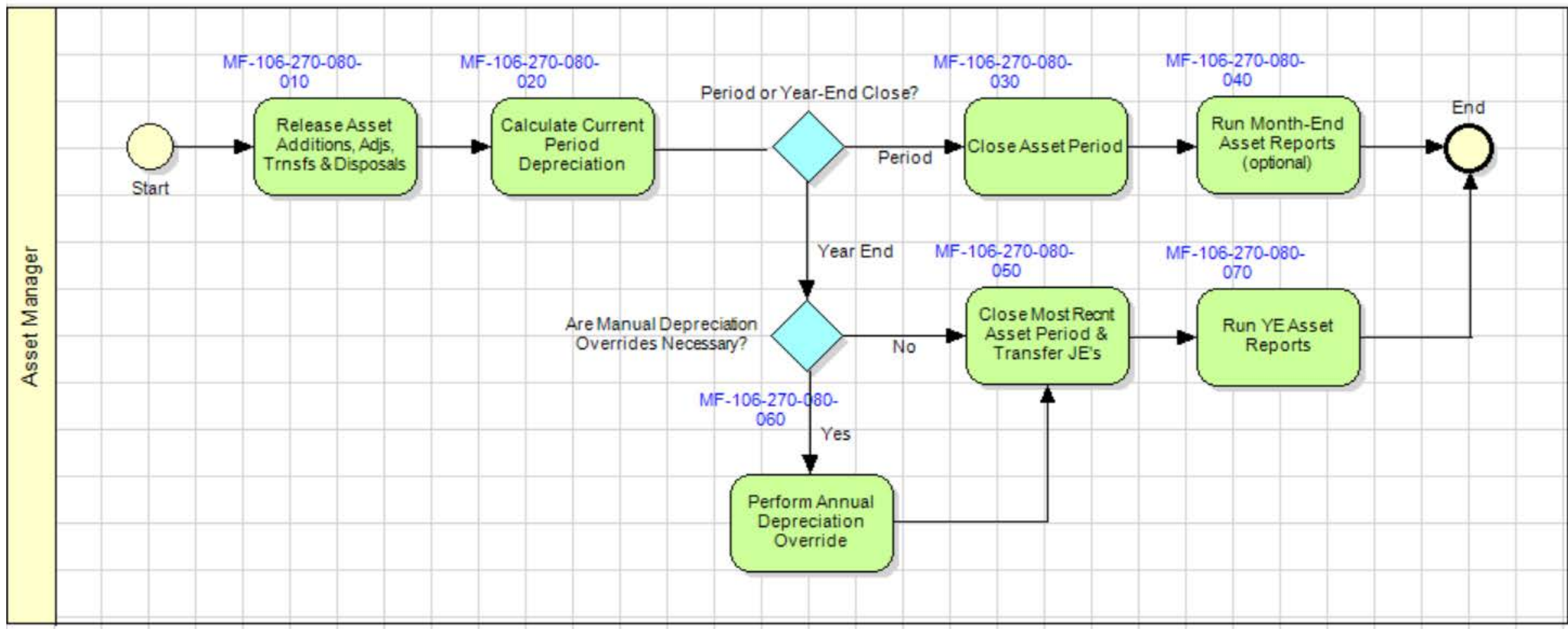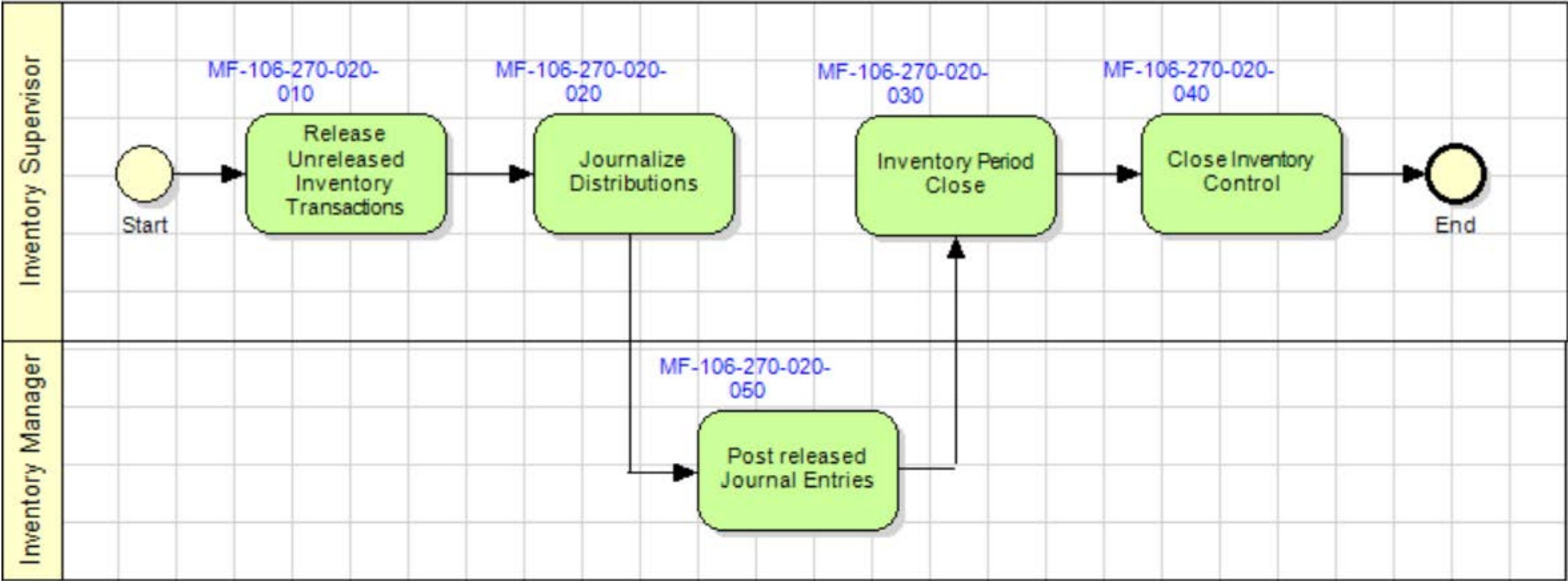
Purchasing Close Process
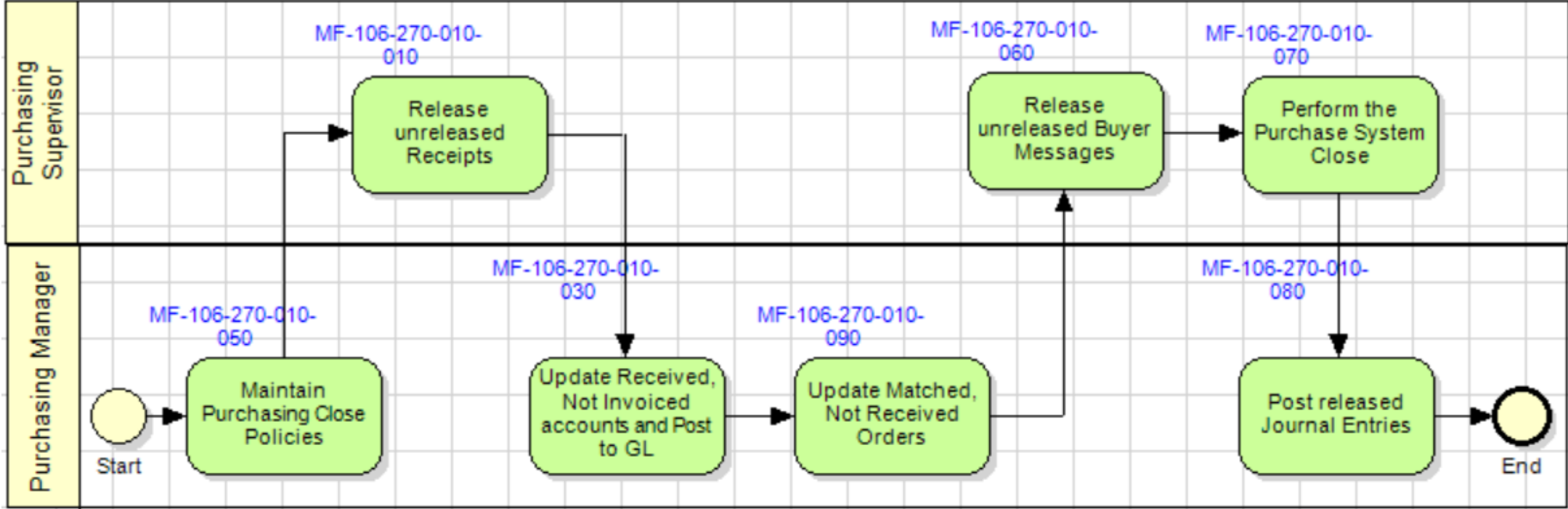
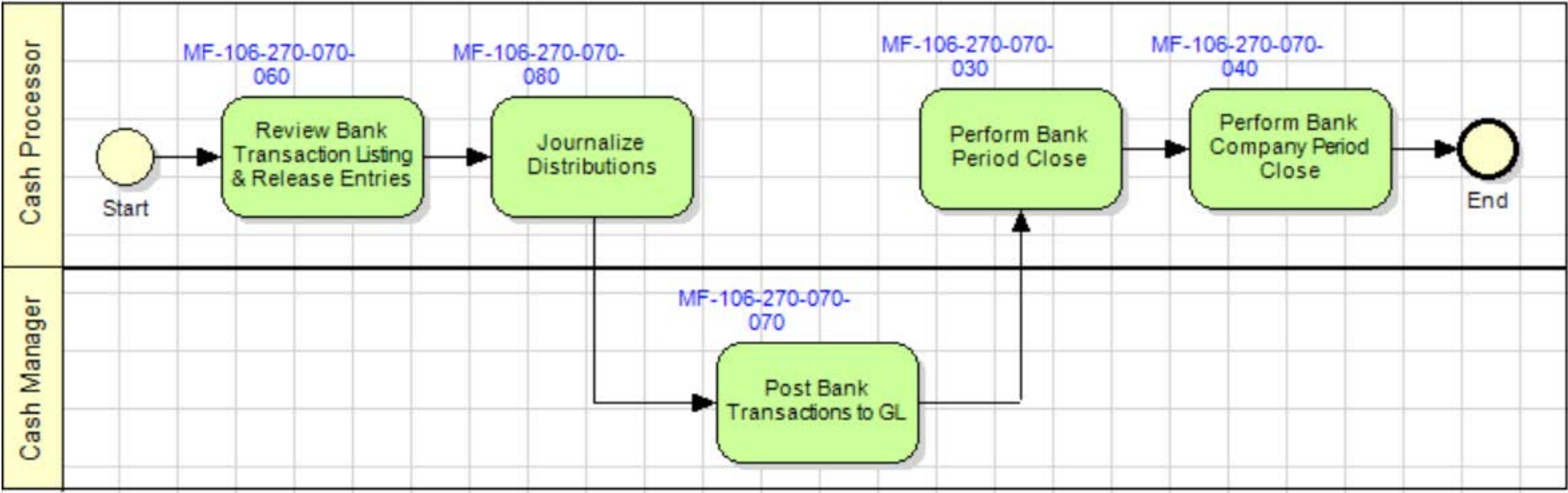# AP Close Process

AR Close Process
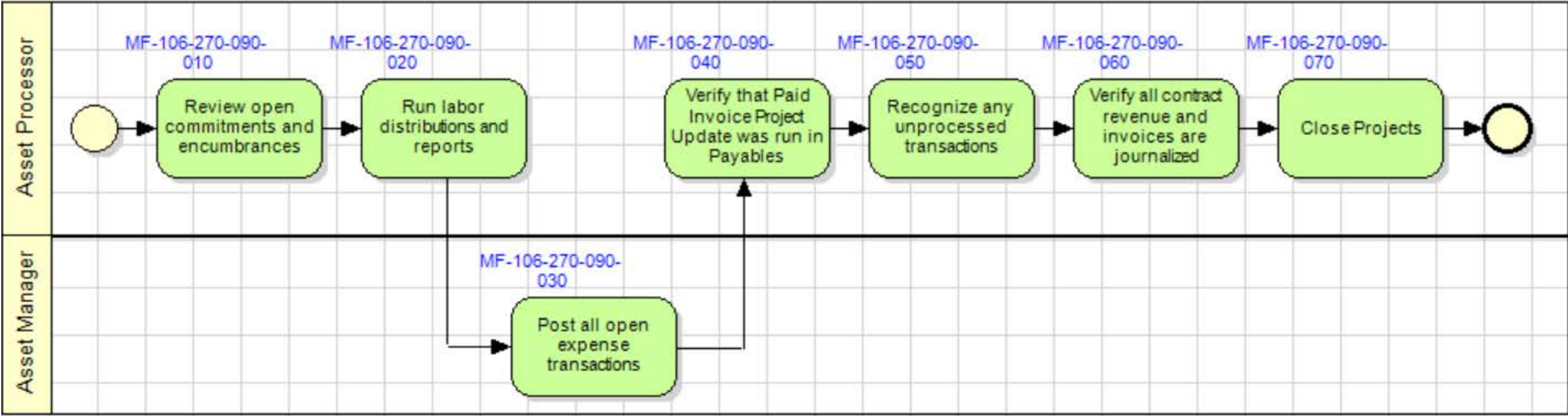
Asset Management Close Process

Inventory Close Process

Cash Management Close Process

Projects Close Process

CCSF Report Types

All CCSF reports and inquiries are categorized into one of the four types described below.

Report Type	Definition	Data Source	Examples
Financial Statements	Standard, structured, hierarchical reports run as of the end of a period for a specific organizational unit	PeopleSoft (PS) Ledger Balances	Trial Balance, Balance Sheet, Statement of Net Position
Reconciliation	Standard, transactional reports run as of the end of a period comparing activity in PS submodules to PS general ledger or PS GL to external accounts activity	PS submodule accounting tables and PS GL tables or external account data	Accounts Payable to GL reconciliation External bank reconciliation
Operational	Combination of standard and ad-hoc transactional reports used to support periodic activities	PS submodules primarily	Outstanding payments Open PO
Exception	Primarily ad-hoc, transactional reports used to facilitate analysis and research reconciling items	PS submodules transaction tables and GL transaction and ledger tables	Departmental queries and online PS inquiries

Reporting Tool Selection

Use of the appropriate reporting tool for a given report type will improve reporting efficiency and reduce system maintenance

Tool	Definition	Report Type Enabled	Navigation
PS Query	CCSF developed inquiries that are run directly against the PeopleSoft database; Multiple database tables can be joined to provide additional transaction details; inquiry prompts enable the user to select their relevant data set for the inquiry; can include both transactional data and ledger balances	Reconciliation reports Exception reports Operational reports	PeopleSoft Reporting Tools>Query> Query Viewer
PS Reports	PeopleSoft delivered standard reports and online inquires available in all modules; includes CCSF customized versions of delivered reports; report criteria enable user to refine the scope of the data returned	Exception report Operational reports Trial balance	PeopleSoft Varies by module
nVision	Delivered PeopleSoft reporting tool that retrieves data directly from the PeopleSoft database on request and places it in a CCSF developed excel spreadsheet; utilizes PeopleSoft chartfield hierarchies (trees) to structure the report; allows user to drill back to source transaction from ledger balance	Financial statements	PeopleSoft Reporting Tools>PS/nVision> Define Report Book/Request
BI	Oracle business intelligence platform that uses extracts of PeopleSoft data and provides dashboards, standard reports and the ability to do ad-hoc inquires against the tool's database; tool retrieves data from Peoplesoft nightly and places it into its own database	Financial statements Operational reports	Employee Portal

Reporting Tool Selection (Continued)

The table below compares the key characteristics of each reporting tool.

Tool	Real Time	PeopleSoft Primary Source	Structured Hierarchical Output	Delivered vs. User Defined	Drill Back to Source Transactions	Supports User Defined Reporting
PS Query	X	X		User Defined		X
PS Reports	X	X	X	Delivered		
nVision	X	X	X	User Defined	X	X
BI	Nightly update	PS extract mapped to internal database	X	Both	Not enabled at this time	X

Reporting Goals/Objectives

To address the reporting challenges encountered during FY18, our goal is to have a consistent approach to reporting across all CCSF departments.

- Developing and implementing an agreed reporting strategy for CCSF will improve the timeliness of financial reporting and improve the efficiency of the financial reporting process.

- The reports and reporting tools used need to be consistent across the city
  - The same tool should be used by each department for similar reports
  - The same hierarchies and/or attributes should be used by each department for similar reports

- Reports should be re-usable from year-to-year
  - Updates should be made to address mandated changes to report information and to accommodate new city activities

- Financial statement reports should tie back directly to the PeopleSoft database to support year-end audits

As a step forward toward these goals/objectives it is recommended that PS nVision be used for financial statement reporting. An nVision trial balance report will be made available to all departments to support financial statement preparation for FY19

AOSD must approval all reports prior to submission to external auditors

Operational Reports – Delivered/Custom Reports

To support day-to-day and period end activities, PeopleSoft provides a variety of delivered reports.

- CCSF has customize several of these reports.

- Reports are available in each PeopleSoft module.

- Reports can be output in a variety of formats including PDF & Excel

- Reports reflect real-time results and can be run on an ad hoc basis

Additional Operational reports are available in BI.

- These reports are similar to the PeopleSoft reports and queries but may consolidate information from additional data tables.

- BI reports have been created across all PeopleSoft modules

- Report data can be downloaded for further analysis

- Reports reflect PeopleSoft data; the BI database is loaded on a nightly basis

Operational Reports

PeopleSoft

- There are two types of reports in PeopleSoft: delivered and custom.

- Delivered reports are those that designed by Oracle/PeopleSoft developers and come as a standard part of the package.

- You will find delivered reports throughout the database under various menu items.

- Custom reports are those written and designed by and for CCSF

- You will find the custom reports interspersed across all modules.

- Users have the ability to specify report parameters appropriate for the report.

- Parameters include date or date range, chartfield value(s), module-specific parameters such as Voucher number or Vendor ID.

- Parameters available for selection vary by report

Operational Reports

PeopleSoft – Report Examples*

Report ID/Name	Description	Navigation
APX1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID.	Accounts Payable, Reports, Vouchers, Voucher Register, Voucher Register
AP-RPT-004 Upcoming Payments	Lists vouchers to be paid through a specified payment date	Accounts Payable, Reports, Upcoming Payments
POPO008 Close Purchase Order	Provides information about purchase orders that have been closed by the last run of the Close Purchase Order Application Engine process. (SQR)	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders
AR20002 Payment Detail	Lists detailed information for all payments within a deposit, in either the business unit base currency or the entry currency. The payment details are unavailable if the posting status is Not Posted. (SQR)	Accounts Receivable, Payments, Reports, Payment Detail, Payment Detail
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Travel and Expense Center, Travel Authorization, Print

* Additional PeopleSoft delivered reports are listed by module in the appendix to this presentation

Operational Reports

PeopleSoft – Close Purchase Order Report

Operational Reports

PeopleSoft – Close Purchase Order Report

```
Report ID: POPO008                          PeopleSoft Purchasing                          Page No.: 1
                                     PURCHASE ORDER RECONCILIATION REPORT                   Run Date: 06/01/2019
                                                                                            Run Time: 16:42:16

Business Unit: SFGOV

PO Id       PO Date     PO Status  Budget Status Line   Line Status Sched Sched Status   Dist     Dist Status   Budget Ln Status
----------  ----------  ---------- -------------- ------ ----------- ----- -------------- -------  ----------    ----------------
0000225361  09/10/2018  Compl      Valid          1      Closed      1     Closed         1        Complete      Valid
0000225361  09/10/2018  Compl      Valid          2      Closed      1     Closed         2        Complete      Valid
0000225361  09/10/2018  Compl      Valid          2      Closed      1     Closed         1        Complete      Valid
0000225361  09/10/2018  Compl      Valid          1      Closed      1     Closed         2        Complete      Valid

END-BUSINESS UNIT
```

	PeopleSoft Purchasing										
Report ID:	POPO008		PURCHASE	Page No.:	1						
				Run Date:	6/1/2019						
				Run Time:	16:52:48						
Business U	SFGOV										
PO Id	PO Date		PO Status	Budget Sta	Line	Line Statu	Sched	Sched Stat	Dist	Dist Status	Budget Ln Status
----------	----------		----------	--------------	-------	----------	-------	----------	-------	----------	----------------
225361	9/10/2018		Compl	Valid	1	Closed	1	Closed	1	Complete	Valid
225361	9/10/2018		Compl	Valid	2	Closed	1	Closed	2	Complete	Valid
225361	9/10/2018		Compl	Valid	2	Closed	1	Closed	1	Complete	Valid
225361	9/10/2018		Compl	Valid	1	Closed	1	Closed	2	Complete	Valid
END-BUSINESS UNIT											

Operational Reports

Report Inventory

- An inventory of available reports and queries has been compiled

- The inventory includes both PeopleSoft and Oracle BI reports

- Reports for all modules are included in this inventory

- Delivered PeopleSoft reports are not included in this inventory

- All reports included in this inventory can be used to meet the reporting needs of each department

- Report Inventory:
  - https://sfemployeeportalsupport.sfgov.org/solution/categories/11000049609/folders/11000075762/articles/11000023156-reports-and-queries-catalog

For all questions and problems, contact the User Support Team at
sfemployeeportalsupport@sfgov.org

BI Job Aids

CON Reports Inventory List
BI Consumer Training
FLEX User Guide
BI Webinar
BI Dashboards & Reports Job Aid
BI Navigation & How to Guide
BI Authors Development Guide

Operational Reports

BI – Budget vs. Actuals (BvA) Reports

- BvA reports (budget vs. actual operational reports) have been out there for people to use, with one more fiscal year data in the view, we will have some changes that would think we should inform users as users do use these reports for reporting full year's activities to grantors, etc.:

- BvA prior year report and continuing fund all year report will be able to select fiscal year

- This year's we are addressing people's need on getting continuing fund yearend encumbrance balance in BvA prior year report

Exception Reports

Preparing for Year End

Exception Reports

Preparing for Year End – Purchase Order Roll

- Departments should run the PO encumbrance balance reports to ensure that all open POs are needed in the new year, and close all POs not needed.
  - **FSP_PO_ENC_DTL_W_DTL_CF**
  - **FSP_PO_ENC_DTL_W_APRO_CF**

- Departments should run the following reports to ensure all POs that needed to roll are in valid status.
  - **FSP_AP_UNPOSTED_NOT_PAID_VCHRS (Unposted Vouchers Against POs)**
  - **FSP_POROLL_RECEIPT_PARTIAL_MAT (PO Lines with Partially Vouchered Receipts)**

- A report of all POs that rolled and did not roll will be provided on July 1, 2019
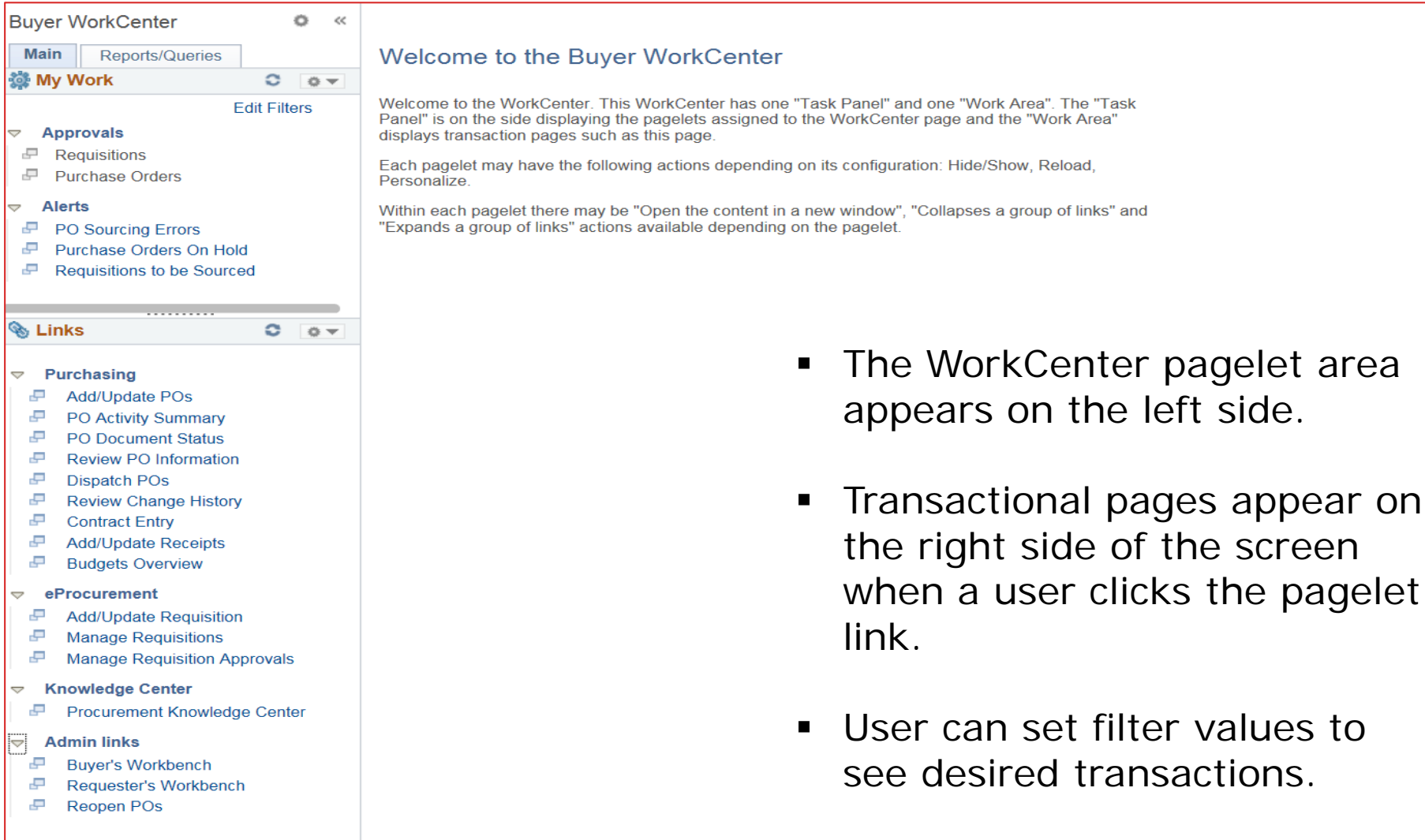
Exception Reports

Preparing for Year End – Buyer WorkCenter

- Buyer WorkCenter helps users become more efficient by providing a variety of pages and information to perform daily tasks without navigating between different menus.

- Buyer WorkCenter will be an important tool for Year End processing

- Buyer WorkCenter provides easy access to your queries and reports

- Job aid and PO Admin training will cover Buyer WorkCenter functionality.

Exception Reports

Preparing for Year End – Buyer WorkCenter

- The WorkCenter pagelet area appears on the left side.

- Transactional pages appear on the right side of the screen when a user clicks the pagelet link.

- User can set filter values to see desired transactions.

Exception Reports

Preparing for Year End – Buyer WorkCenter

Buyer WorkCenter ⚙ «

| Main | Reports/Queries |

🔍 **Queries** 🔄 ⚙▾

⊡ Query Manager

▽ **PO Query**
 ⊡ Purchase Order by Buyer
 ⊡ Purchase Order by Dept
 ⊡ Purchase Orders by Oprid
 ⊡ POs without valid budget check

▽ **PO Roll Query**
 ⊡ Invalid Voucher Budget Status
 ⊡ Partially Matched Receipts
 ⊡ POs with negative distrib line
 ⊡ % Calc for POROLL1 fail
 ⊡ POs without valid budget check

▽ **Year End Query**
 ⊡ Req PreEncumbrance Balance CF

▽ **Encumbrance Query**
 ⊡ Encumbr Rpt - Budg Analysis
 ⊡ PO Encumbrance Balance CF
 ....

📊 **Reports/Processes** 🔄 ⚙▾

▽ **Reports**
 ⊡ Dispatch POs

Welcome to the Buyer WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Exception Reports

Preparing for Year End – PeopleSoft Buyer WorkCenter Queries

Query Name	Query Details
FSP_PO_LIST_BY_BUYER	Purchase Order details by Buyer
FSP_PO_LIST_BY_DEPT	Purchase Order details by Department
FSP_PO_BY_OPRID	Purchase Order details by OPRID entered by
FSP_POROLL_PO_NO_VALID_BUDGET	Purchase Orders without valid budget check
FSP_POROLL_PO_VCHR_NO_BUDGET	Purchase Orders with Invalid voucher budget status
FSP_POROLL_RECEIPT_PARTIAL_MAT	Receipts with partially matched status
FSP_REQ_PREENC_DTL_W_APRO_CF	Requisition Pre-Encumbrance balance
FSP_PO_ENC_DTL_W_DTL_CF	PO Encumbrance balance report by detail budget (by default)
FSP_PO_ENC_DTL_W_APRO_CF	PO Encumbrance balance report by Approp budget (by default)

Reconciliation Reports

Reconciling PeopleSoft Sub-Modules to the General Ledger

- Systems team is completing development of queries to reconcile the PeopleSoft subsystems, including Accounts Payable, Accounts Receivable and Billing, to the General Ledger.
- The queries will compare accounting transactions that have been posted in each subsystem with General Ledger balances.
- Difference can be caused by the following:
  - Accounting entries posted in subsystems and not distributed in General Ledger.
  - Accounting entries posted in subsystems, distributed in General Ledger but not posted because of various statuses such as errors, posting incomplete, not edited, or hold.
- Reconciliation queries will be communicated after development and testing are complete.

Appendix

Additional Operational Reports by Module

- Accounts Payable

- Accounts Receivable

- Purchasing

- Expenses

Operational Reports

Accounts Payable – PeopleSoft

Report ID/Name	Description	Navigation
APX1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID.	Accounts Payable, Reports, Vouchers, Voucher Register, Voucher Register
APX1020 Posted Voucher Listing	Lists all posted vouchers for a given business unit and date range.	Accounts Payable, Reports, Vouchers, Posted Voucher, Posted Voucher Listing
APX1090 Match Detail Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	Accounts Payable, Reports, Vouchers, Match Exceptions, Match Exceptions
AP-RPT-001 Outstanding Balances for Retention	Lists retention by vendor	Accounts Payable, Reports, Outstanding Balances for Retention
AP-RPT-004 Upcoming Payments	Lists vouchers to be paid through a specified payment date	Accounts Payable, Reports, Upcoming Payments
AP-RPT-005 Credit Vouchers	List credit memos by vendor	Accounts Payable, Reports, Credit Vouchers

Operational Reports

Purchasing- PeopleSoft

Report ID/Name	Description	Navigation
POPO008 Close Purchase Order	Provides information about purchase orders that have been closed by the last run of the Close Purchase Order Application Engine process. (SQR)	Purchasing, Purchase Orders, Reconcile POs, Close Purchase Orders
POPO009 PO Activity	Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables that you to perform comparisons and resolve discrepancies proactively. (SQR)	Purchasing, Purchase Orders, Reports, Activity, PO Activity
PORC700 Receipt Accrual	Lists all received items (sorted by ChartFields) that have been posted but not fully invoiced. It can help with monitoring and maintaining monthly budgets. You can run this report for inventory items, expense items, or both. It might also include landed costs. (SQR)	Purchasing, Receipts, Reports, Receipt Accrual
POROL001 Open Purchase Order	Review open purchase orders for the budget year-end process. The information for the purchase order distribution lines appear in this report if their encumbrances still remain on the KK_ LIQUIDATION table. (SQR)	Purchasing, Purchase Orders, Budget Year End Processing, Open Purchase Order Report, Open Purchase Order
POX4010 PO Listing by PO Date	Provides purchase order information sorted by purchase order date. (BI Publisher)	Purchasing, Purchase Orders, Reports, Listings, PO Listings

Operational Reports

Receivables - PeopleSoft

Report ID/Name	Description	Navigation
ARX11003 Item Detail	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount. (BI Publisher)	Accounts Receivable, Pending Items, Reports, Item Detail, Item Detail
AR20001 Deposit Summary	Lists detailed information for deposits, in either the business unit base currency or the entry currency. (SQR)	Accounts Receivable, Payments, Reports, Deposit Control by Entry Date, Deposit Control by Entry Date
AR20002 Payment Detail	Lists detailed information for all payments within a deposit, in either the business unit base currency or the entry currency. The payment details are unavailable if the posting status is Not Posted. (SQR)	Accounts Receivable, Payments, Reports, Payment Detail, Payment Detail

Operational Reports

Expenses - PeopleSoft

Report ID/Name	Description	Navigation
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Travel and Expense Center, Travel Authorization, Print