OAKS Financials Agency Report Inventory
01/28/08

Module	Report ID	Report	Report Description	Similar to CAS Report	Report Usage	Navigation	System Frequency	Recommended Use
AP	APS8001	Voucher Activity	Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.		Voucher Activity	Accounts Payable> Reports> Vouchers> Voucher Activity> Voucher Activity Report	Ad-hoc	As Needed
AP	APS8003	Voucher Listing by Chartfield	Allows users to report on vouchers based on Accounting Date, Business Unit, Account, Fund, ALI, Department, Program, or any other ChartFields.		Vouchers by Chartfield	Accounts Payable> Reports> Vouchers> Voucher Activity> Voucher Activity Report	Ad-hoc	As Needed
AP	APY1011	Control Group Register	Lists vouchers entered into Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria by their Date Entered. For each Voucher, the report lists Voucher Header Information, Voucher Line Information, and Distribution Line Information.		Vouchers by Date Entered	Accounts Payable> Reports> Vouchers> Control Group Register> Control Group Register	Ad-hoc	As Needed
AP	OHAP033	Aging of unpaid invoices	This state-required report is used to monitor aging of unpaid invoices. Report selection criteria include Business Unit, department and origin. Fields displayed are department, voucher id, vendor id, vendor name, entered date, scheduled due date, and gross amount. The report is sorted by status and lists all vouchers that are match exceptions, matched but not approved, no match (no encumbering document) and not approved, and with budget errors.		The report identifies vouchers that have matching errors, budget check errors or are not yet approved.	Accounts Payable > Reports > Vouchers > Aging Invoice Report	Ad-hoc	WEEKLY
AP	OHAPQ045	Totals by vendor by commodity/service category	This query provides total spending by item category by vendor for a specific business unit. DAS runs this query for all business units. The information is used to analyze what is being purchased and if better pricing could be realized with contracts.		Spending by item category	Reporting Tools > Query > Query Viewer	Ad-hoc	As Needed
AP	OHGL047	Expenditure report	This state-required report runs against production data on expenditures for any selected chartfield criteria, Business Unit, entry or accounting date range, and voucher style with an option to include accounting date.		Expenditure by chartfield	Accounts Payable > Reports > Vouchers > Expenditure Reports	Ad-hoc	As Needed
AR	AR01002	Entry Type/Entry Reason	Lists valid automatic entry information as of a specified effective date.		Entry Types/Reason	Entry Type/Entry Reason> Set up Financial/Supplies Chain> Product Related> Receivables> Reports> Entry Type Entry Reason	Ad-hoc	As Needed
AR	AR11002P	Pending Items	Lists all pending items within a group, in either the business unit base currency or the entry currency. Specify a point in time when you run the report.		Pending item activity analysis	Accounts Receivable > Pending Items > Reports > Pending Item-Point in Time	Ad-hoc	DAILY
AR	AR11003	Item Detail	Shows item detail by line item, accounting date, entry type, description, terms, due date, and amount.		Item line item detail	Accounts Receivable> Pending Items> Reports> Item Detail	Ad-hoc	As Needed
AR	AR20001	Deposit Summary	Lists detailed information for deposits, in either the business unit base currency or the entry currency.		Deposit activity analysis	Accounts Receivable > Payments > Reports > Deposit Control by Entry Date	Ad-hoc	DAILY
AR	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.		Deposit Payments detail	Accounts Receivable> Payments> Reports> Payment Detail	Ad-hoc	As Needed
AR	AR20002P	Payment Detail Point-In-Time	Lists detailed information for all payments within a deposit, in either the business unit base currency or the entry currency. Specify a point in time when you run the report.		Deposit Payments detail	Accounts Receivable> Payments> Reports> Payment Detail - Point in Time	Ad-hoc	As Needed
AR	AR20003	Payment Summary	Lists status for all payments within a deposit, in either the business unit base currency or the entry currency.		Payment Summary	Accounts Receivable> Payments> Reports> Payment Summary	Ad-hoc	As Needed
AR	AR20003P	Payment Summary Point-In-Time	Lists the status for all payments within a deposit, in either the business unit base currency or the entry currency. Specify a point in time when you run the report.		Payment Summary	Accounts Receivable> Payments> Reports> Payment Summary - Point in Time	Ad-hoc	As Needed
AR	AR21001	Payment Predictor Detail	Lists predicted payments. If a remit from setID and customer are associated with the payment, it is listed. If more than one remit from setID and customer are associated with the payment, only one is listed.		Payment predictor analysis	Accounts Receivable > Payments > Reports > Payment Predictor Detail	Ad-hoc	WEEKLY
AR	AR21002	Payment Predictor	Lists Payment Predictor results by status and predictor method/algorithm. The number of payments is listed as a percentage of total number of payments predicted. A summary at the end of the report provides the number of payments predicted, number of payments not predicted, and each as a percentage of the total.		Payment predictor analysis	Accounts Receivable > Payments > Reports > Payment Predictor Summary	Ad-hoc	WEEKLY

OAKS Financials Agency Report Inventory
01/28/08

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AR	AR30003	Aging Detail by Business Unit	Lists aged open balances for every item. Balances may be reported in entry or base currency. When the currency amount type is base currency, a rate type may be provided. When a rate type is provided, the applicable rates from the rate table are applied to the entry amounts on the open items, giving run-time generated base amounts. If no rate type is provided, the base item amounts are reported.		Open balances	Accounts Receivable> Receivables Analysis> Aging> Aging Detail by Unit Rpt	Ad-hoc	As Needed
AR	AR30004	Aging Summary by Business Unit	Lists aged open balances for every customer. Balances may be reported in entry or base currency. When the currency amount type is base currency, a rate type is provided, the applicable rates are taken from the rate table and applied to the entered amounts on the open items, giving run-time generated base amounts. If not rate type is provided the base item amounts are included in the customer balances.		Managing receivable turnover and determine delinquent customers	Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Report	Ad-hoc	WEEKLY
AR	AR30007	Summary Aged Report by Reason Code	Shows a summarized total of all deductions, items in collection, or disputed items by reason in either the base currency of the unit or the entry currency.		Managing receivable turnover by reason code determine delinquent customers	Accounts Receivable > Receivables Analysis > Aging > Aging by Reason Report	Ad-hoc	DAILY
AR	AR31002	Business Unit Customers	Lists all customers and customer addresses within a business unit.		Customer List	Accounts Receivable> Customer Accounts> Customer Reports> Customers by Unit	Ad-hoc	As Needed
AR	AR31004	Business Unit Contacts	Lists all customers and customer contacts within a business unit.		Contact List	Accounts Receivable> Customer Accounts> Customer Reports> Contacts by Unit	Ad-hoc	As Needed
AR	AR32000	Open Item Statement	A customer statement model that you may modify as necessary. It lists all open items for the customer, the total amount open, and an aging of open items.		Customer Statements	Accounts Receivable> Customer Interactions> Statements> Print Statements	Ad-hoc	As Needed
AR	AR33000	All Levels Dunning Letter	A dunning letter model that you may modify as necessary. It contains all past due items regardless of their age. The text that prints before the open items depends on your specifications on the Dunning Letter-Parameters page.		Dunning Letters	Accounts Receivable> Customer Interactions> Dunning Letters> Print Letter	Ad-hoc	As Needed
AR	AR33001	Level 1 Dunning Letter	Dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level one.		Dunning Letters	Accounts Receivable> Customer Interactions> Dunning Letters> Print Letter	Ad-hoc	As Needed
AR	AR33002	Level 2 Dunning Letter	Dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level two.		Dunning Letters	Accounts Receivable> Customer Interactions> Dunning Letters> Print Letter	Ad-hoc	As Needed
AR	AR33003	Level 3 Dunning Letter	A dunning letter model that you may modify as necessary. As delivered with the system, this letter includes only items in the age range for dunning level three.		Dunning Letters	Accounts Receivable> Customer Interactions> Dunning Letters> Print Letter	Ad-hoc	As Needed
AR	AR33004	Customer Follow-Up Letter	The SQR scans the Customer Conversation table for rows that contain letter codes, creates a record for each type of letter to be printed, and updates the table to indicate and prints follow up letter.		Follow up	Accounts Receivable> Customer Interactions> Customer Follow Up Letter	Ad-hoc	As Needed
AR	AR33005	Dunning Letter Control	Shows the dunning letters that were printed from all dunning runs. For example, use to see which letter was last sent to a customer.		List of letters sent to customer	Accounts Receivable> Customer Interactions> Dunning Letters> Preview Letter	Ad-hoc	As Needed
AR	AR33006	Dunning Letter Preview	Provides a preview of which dunning letters will print.		Preview printouts	Accounts Receivable> Customer Interactions> Dunning Letters> Preview Letter	Ad-hoc	As Needed
AR	AR34003	AR Customer Item Inquiry	Lists detailed item information by customer, including entry type, balance, reference, disputes, terms, and discount date.		Customer Item Inquiry	elect Generate an Open Item Report in the Item Action field and click Go on the Item List page.	Ad-hoc	As Needed
AR	AR60001	Unit Activity	Shows a summarized picture of system activity. Presents the information in different ways depending on the sort options you select. The report always shows a beginning balance for a business unit, but it summarizes the activity for the period by entry type, entry type and entry reason, group type and origin, or activity and origin.		Invoice activity analysis	Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity	Ad-hoc	MONTHLY
AR	EP130	Aged Receivable Balances	This query provides a list of open receivables for a particular agency or agencies by Chart of Accounts fields (fund, department, program, account, etc.), broken out by aging and by service provided. It is scheduled to run monthly after AR_AGING is complete and on an ad hoc basis (if so, it still reflects the aging category as of the beginning of the month for items that are still open).		Managing receivable turnover and determine delinquent customers	Cognos	Ad-hoc	MONTHLY
AR	EP131	OAKS AR AGO Certification	This query selects open AR items flagged as 'Collection' with a collection code of AGO, using the business unit and collection date as the selection criteria. The data generated includes customer name, address, item number, original date and amount.		Open AG Collection items	Cognos	Ad-hoc	As Needed

OAKS Financials Agency Report Inventory
01/28/08

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AR	GL045b	ISTV Receivable Invoice	This report creates an ISTV document. This single ISTV replaces both VIS and VIP ISTVs. The ISTV includes only open receivables for state agencies for the time period selected. The Item Entry Type (IST) determines if an invoice is an ISTV. To print ISTVs four prompts are entered: Business Unit, "to and from" Accounting Date, and Item ID. The ISTV document displays the revenue coding lines for the selling agency with space for the buying agency to enter the disbursement coding lines.		ISTV invoice	Account Receivable >AR Custom Reports > ISTV Receivable Invoice	Ad-hoc	As Needed
AR	OHQAR001	Holding Fund Query	This query provides an extract of all items posted to the holding fund for a selected accounting period. It selects all items processed in PS AR utilizing the Direct Journal method and displays all chartfield values in transaction date order. The query should be run after items are posted but also on an ad hoc basis.		Analysis and reconciliation of holding funds.	Reporting Tools > Query Viewer > Query Viewer	Ad-hoc	WEEKLY
BI	BIAART01	AR Pending Items (accounts receivable pending items)	A reprint that displays all of the pending items that are processed in a specified accounts receivable (AR) entry date range. For example, you may want to regenerate lost reports that previous Load AR processes created.		This report lists the AR pending items generated	Non-Consolidated: Billing> Generate Invoices> Reproduce Reports> AR Pending Item Report Consolidated: Billing> Generate Invoices> Reproduce Reports> Consol AR Pending Item Report> Consolidated AR Pending Item	Ad-hoc	As Needed
BI	BIIFD001	Interface Detail Summary by Interface ID	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.		Details billing interface activity	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIFD002	Interface Detail Summary by Business Unit	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.		Details billing interface activity	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIFD003	Interface Summary by Interface ID	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.		Summarizes billing interface activity	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIFD004	Interface Summary by Business Unit	A summary of the Detail report. This report summarizes the total number of lines and total dollars by load status for both processed and unprocessed transactions.		Summarizes billing interface activity	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIFE001	Interface Error Summary by Interface ID	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.		Identifies errors to billing interface lines	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIFE002	Interface Error Summary by Business Unit	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.		Identifies errors to billing interface lines	Billing> Interface Transactions> Create Billing Intrfc Report> Billing Interface	Ad-hoc	As Needed
BI	BIIVC002	Invoice Register by Invoice Number	Lists all invoices according to selected parameters, sorted by invoice number.		Invoice Register	Billing> Generate Invoices> Reports> Invoice Register	Ad-hoc	As Needed
BI	BIIVC003	Invoice Register by Customer Name	Lists all invoices according to selected parameters, sorted by customer name.		Invoice Register	Billing> Generate Invoices> Reports> Invoice Register	Ad-hoc	As Needed
BI	BIIVC004	Invoice Register for Consolidated Invoices	Lists all consolidated invoices according to selected parameters. Displays all consolidated headers and their attached bills.		Consolidated Invoice Register	Billing> Generate Invoices> Reports> Consolidated Register> Consolidation Invoice Register	Ad-hoc	As Needed
BI	BIIVCPC	STD Print Portrait Consol Inv	Consolidated Invoice - Portrait Orientation. All bills that are attached to a consolidated header must have the same orientation layout as the consolidated header, although they may have different forms. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than INV and prints invoices only for bills with a status of RDY.		Consolidated Invoice	Final Invoice: Billing> Generate Invoices> Consolidated> Finalize and Print Invoices> Consolidated Final and Print Pro Forma: Billing> Generate Invoices> Consolidated> Print Consolidated Pro Forma> Consolidated Pro Forma Reprint: Billing> Generate Invoices> Consolidated> Reprint Invoices> Consolidated Reprint Invoices	Ad-hoc	As Needed

OAKS Financials Agency Report Inventory
01/28/08

Module	Report ID	Report	Report Description	Similar to CAS Report	Report Usage	Navigation	System Frequency	Recommended Use
BI	BIIVCPN	Pro forma or Invoice	Regular Invoice - Portrait Orientation. This program prints either a pro forma or an invoice, depending on which menu option you select. This program prints pro formas only for bills with a status other than INV and prints invoices only for bills with a status of RDY.		Non-Consolidated Invoice	Final Invoice: Billing> Generate Invoices> Non-Consolidated> Finalize and Print Invoices> Finalize and Print Pro Forma: Billing> Generate Invoices> Non-Consolidated> Print Pro Forma> Pro Forma Reprint: Billing> Generate Invoices> Non-Consolidated> Reprint Invoices	Ad-hoc	As Needed
BI	BIIVCSTS	Invoice Status Change Report	Displays the Invoice Status Change process results.		This report is used after changing the status of a	Billing> Maintain Bills> Change Status of Bills> Status Change	Ad-hoc	As Needed
BI	OHQBI005	Net Adjustment Query	This query returns the total net amount owed by a customer for a particular invoice.		Billing adjustments	Reporting Tools > Query > Query Viewer	Ad-hoc	As Needed
GL	EP132	OAKS GL Agency Account Balances	This report provides agencies with their cash, and other account activity in the specified ledger according to accounting period, fund and department. Can drill to all related transactions for the ledger balances.	RCAS04A/R	Use to obtain GL transaction detail for specified agency, fund and account combination.	Cognos	Ad-hoc	MONTHLY
GL	EP133	OAKS GL Grants Report	This report is used for the oversight and management of federal grants. It provides a list of data drawn from the custom grant table and the Actuals ledger in EPM. Federal grants are sorted by the Catalog of Federal Domestic Assistance (CFDA) number. The report includes the CFDA, grant number and name, beginning and ending dates of the grant period, department number, fund, total amount, lifetime receipts, lifetime disbursements, cash match amount and percentage, and in-kind amount and percentage. Subtotals are provided by CFDA and grant. It keys on the grants included in the master grant table and reports lifetime data for each of those regardless of the current state fiscal year activities in the Actuals ledger.	RGRNT03S	Grants information	Cognos	Ad-hoc	As Needed
GL	EP134	OAKS GL Report All Journals by Chartfield	This query displays all the detailed journal transactions generated to the General Ledger for a particular chartfield combination as requested. The results also include the status of the journals (budget check as well as edit/post status.)		Use to obtain GL transaction detail for specific chartfield combinations and status of journals.	Cognos	Ad-hoc	BALANCING TROUBLESHOOTING
GL	EP136	OAKS GL Lifetime Expenditure and Revenues	This report allows for the agency selection of chartfields including fund, reporting, account, appropriation line item (ALI), department subdetail, service location, chartfield 3, and budget reference fields. It includes open encumbrances, open vouchers, lifetime disbursements, open accounts receivables and lifetime receipts. Because much of grants reporting is on a cash basis, the report provides the grants disbursements and receipts on a cash basis through a calculation to remove the accrued expenditures and revenues from the OAKS records.	RGRNT11A/12 A	Grants Dispursement and receipts	Cognos	Ad-hoc	As Needed
GL	EP137	OAKS GL Federal Attachment A	This report provides grant disbursement and receipts data for agency grant information for the Federal Schedule, Attachment A during a selected state fiscal year timeframe. Allows chartfield selection including fund, reporting, account, ALI, department subdetail, service location, chartfield 3, and budget reference fields.	Grants Federal Attachment A	Attachment A	Cognos	Ad-hoc	As Needed
GL	EP138	OAKS GL Detail Journals For Agencies	This query allows agencies to extract data from the GL journal header (PS_JRNL_HEADER) and journal lines (PS_JRNL_LN) tables to a file. The agencies can then load that file into their agency sub-systems for reconciliation purposes. This runs by Business Unit, Ledger, range of Departments (Agency) and From/To Date (journal posted date).		Use to reconcile or troubleshoot GL balancing.	Cognos	Ad-hoc	BALANCING TROUBLESHOOTING
GL	EP139	OAKS GL Budget Ledger	The query produces an extract file containing budget to actuals information from the Budget Ledger (LEDGER_KK). In this file, chartfield information is displayed at the budget level for the specified ledger. A second query program (INFO10B) produces a file containing detailed actuals ledger information extracted from the State's primary accounting ledger.		Budget to actuals	Cognos	Ad-hoc	As Needed

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GL	EP140	OAKS GL Actuals Ledger	The query produces an extract file containing accounting information from the Actuals Ledger (LEDGER) from the beginning fiscal year balance to a specific accounting period. In this file, chartfield information is displayed at the level in which agencies transact. This file contains no budget information as it is included in the file produced by interface program INFO10A GL Journal query (appropriation).		Actuals FY balance to a specific accounting perio	Cognos	Ad-hoc	As Needed
GL	EP141	OAKS GL Query on Expenditures	Query of commitment control data to retrieve detailed transactional information related to expenditures that hit the commitment control ledgers.		Detailed expenditures	Cognos	Ad-hoc	As Needed
GL	EP142	OAKS GL Query on Encumbrances	Query of commitment control data to retrieve detailed transactional information related to encumbrances that hit the commitment control ledgers.		Detailed encumbrances	Cognos	Ad-hoc	As Needed
GL	OHGL002a	OBM Monthly Budget Variance Report EPPS02	The report will be by Agency for all Funds. The line items of the report will be the ALI's with their descriptions. The columns of the report will be the Monthly Budget Estimate (from the Budget on LEDGER_KK), Monthly Actual (from the Expenditures on LEDGER_KK), a Variance Amount and a Variance Percent for the month the report is run for. There will be totals of the columns by Fund within the Agency.		Use to compare budgeted to actual expenditures and compute variances. Data is from the commitment control ledgers.	Cognos	Ad-hoc	MONTHLY
GL	OHGL015	Summary Trial Balance by Fund	This report is used to determine activity per month and year-to-date for each account grouping by fund (overall financial position). It reflects monthly and year-to-date balances for all financial activities including Cash, Revenues, Expenditures, Fund Transfers In and Out, IntraState transactions, and liability and receivables accounts.	RTRBL01S	Use for daily reconciliation of fund activity. Can also be used to validate the cash disbursements and cash receipts on the Daily Cash Balance Report (OHGLR052)	Report Tools > Report Manager	Daily	DAILY
GL	OHGL026	Appropriation Report and Track Adjustments By Type (Executive Reduction, Legislative Adj., etc.)	This report is used to monitor budgetary and accounting activity for appropriation line items (ALIs) within a given fund and agency by budget year/fiscal year. The columns of the reports are: Original Appropriation, Adjustments, Transfers, Executive Order Reduction, Adjusted Appropriation (calculation of previous columns), Expenditures, Encumbrances, Unallotted and Unassigned, and Remaining Balance (calculation of previous columns).	RAPPR06/RAPPR17S	Weekly tracking of available appropriation budget and YTD expenditures and encumbrance balances.	Report Tools > Report Manager	Weekly	WEEKLY
GL	OHGL027	Summary of Expenditures by Fund, Object Report - RSPND22S	This report displays the month-to-date, as well as year-to-date, financial condition for a specific fund by account and account category for the posting fiscal year.	RSPND22S/A	Use to obtain monthly expenditure summary by fund and account Expenditures are subtotaled by expense category.	Report Tools > Report Manager	Monthly	MONTHLY
GL	OHGLR052	Daily Cash Balance by Agency by Fund	This is a trial balance report for each agency containing the funds that belong to that agency. It is a daily report that reflects cash activity on month-to-date basis for cash receipts and cash disbursements. It also reflects cash activity on a year-to-date basis for payroll, accounts payable, receivables balance, and closing cash balance.	RTRBL07A	Use to validate YTD general ledger Cash balance and monthly cash disbursement and receipt activity by fund.	Report Tools > Report Manager	Daily	DAILY
GL	OHGLR054	Summarized Revenue by Fund by Month Report	This report provides an overview of revenue actuals for each agency and fund. Revenue account class and expenditure account category are the levels of detail displayed by month and fiscal year-to-date. The report also shows encumbrances. This report is also used for the State Wide Cost Allocation Plan (SWCAP) purposes.	RRVSM09A	Revenue actuals by agency and fund	Report Tools > Report Manager	Monthly	MONTHLY
GL	OHGL072	Expenditure by Fund by ALI by Account	This report displays the month-to-date, as well as year-to-date, financial condition for a specific fund by ALI and account for the posting fiscal year. The report reflects monthly expenditures and year-to-date expenditures for detailed department level(s).		Use to obtain monthly expenditure summary by fund, ALI and account Expenditures are subtotaled by ALI.	Report Tools > Report Manager	Monthly	MONTHLY
GL	GLS7011	Journal Edit Errors	Provides detailed information about journal edit errors: period, journal ID, date, source, reference number, error type, line, line description, field name, and error message.		Use to monitor status of agency GL journals journal generated from HCM, AP or AR. Small agencies should monitor weekly and larger agencies on a daily basis.	General Ledger > Journals > Process Journals > Journal Edit Errors Report	Ad-hoc	DAILY WEEKLY dependent on agency size
GL	GLS8020	Budget Status Report	Displays all Commitment Control ledger amounts (budgeted, encumbrance, expense, collected, recognized) and the available balance for the budgets you select. This report can be run Ad-Hoc with the appropriate security role tied to creating and/or processing budget journals.		Use for weekly status of allotment balances, expenses and encumbrances. Reported by fund, ALI, expense category and budget period. This report is also available on an ad-hoc basis for other budget ledger groups.	Report Tools > Report Manager	Weekly	WEEKLY
GL	GL013	OBM Monthly Revenue Budget	Displays all Commitment Control ledger amounts (budgeted, encumbrance, expense, collected, recognized) and the available balance for the budgets you select.		Use for weekly status of allotment balances, expenses and encumbrances.	Cognos	Ad-hoc	WEEKLY

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GL	OHGL070	OAKS Revenue By Agency By Fund and Revenue Source	This report is grouped by Agency by Fund and Account (Revenue Source Code). It details total receipts for the current month, as well as receipts for the current year to date. The report is organized by agency.	RRVSM02S/RRVSM03S	This report presents revenue activity by account for each fund. Monthly and YTD activity is presented.	Cognos	Ad-hoc	MONTHLY
GL		OAKS GL Report Journals By Agency By Day	This report will provide a list of all General Ledger journals (posted and not posted) for a particular agency for a particular time period as specified, regardless of source system. It should be run on an ad-hoc basis by the agencies, but available on a daily basis after batch processing and available for agency access.		Use to view all General Ledger Journals by specified parameters.	Cognos	Ad-hoc	As Needed
PO	OHQAP001	Thresholds (OH_BU_VNDR_SPEND)	This query displays dollar amounts obligated or spent by an agency by vendor during a fiscal year, with the spend categorized by BID/Term Contract, Controlling Board, Other, and Totals. Encumbrances and Vouchers further break each of those categories down.	QVNDR10	Spend by agency	Vendors > Maintain > Threshold Stat Information	Every Two Hours	As Needed
PO	OHGL022	Online-Encumbrance Balance by Fund - RSPND04	This report satisfies the requirements for open encumbrance reporting by Business Unit. It includes the following data: budget date, PO ID, Ln/Sch/Dst, Vendor, Vendor Name, Original PO Amt, Liquidated Amt, Un-liquidated Bal, Vouchered Amt, Amt to Voucher, and dynamic list of Chartfields selected by the user at run time. The report sorts the data by Chartfields selected in ascending order, sub-total calculated each time Chartfields change, and a grand total is calculated for all amounts in the report.	RSPND04	Use to monitor open PO's and reconcile to budget ledgers.	Report Tools > Report Manager	Weekly	WEEKLY
PO	OHQPO019	Blanket Approvals (OH_RP_OIT)	This query uses a date range and returns the OIT R&P number, Business Unit, PO Date, PO ID, PO Line ID, PO Line Description, Amount on PO line, Vendor ID, and Vendor name for all Purchase Orders with a PO Date within the user specified date range. Requisitions are not included in this query as requested by OIT.		Blanket Approvals	Reporting Tools > Query > Query Viewer	Ad-Hoc	As Needed
PO	OHRPO048	Re-Design Printed PO	This purchase order (PO) is a redesigned version of the delivered PS PO that will meet State of Ohio PO needs. Key modifications include: adding State of Ohio in the PO header; removing BU and BU location information from top left corner and only print the BU description; changing the vendor ID to the vendor TIN; adding an Attention To in the ship to address, when applicable; removing Tax Exempt; removing Replenishment Option; removing Release; rearranging line item information; removing the trailing zeros from the price and quantity field; allowing the 254 character description in place of the Item Description with 30 characters; adding a statement regarding fund balance; changing the "Authorized Signature" to "Department Head" and replacing the blank signature block with the name of the Department Director.		Purchase order	Purchasing > Purchase Orders > Dispatch POs	Ad-Hoc	As Needed
PO	OHQPO049a	DAS Release and Permit	This query allows users to review DAS Release and Permit information. A query can run on the following fields: DAS Release & Permit number, Blanket or Special or both, Approved or Denied or both, Agency (Business Unit), Institution (Department), Vendor ID, and Expiration Date.		DAS Relase and Permit information	Reporting Tools > Query > Query Viewer	Ad-Hoc	As Needed
PO	OHQPO049b	OIT Release and Permit (OH_RP_OIT_TRANS)	This query reports on all Purchase Orders using an OIT Release and Permit. The query displays the following fields given an OIT Release and Permit number and a Business Unit: OIT Release & Permit number, blanket indicator, business unit, vendor ID, vendor name, purchase order ID, PO status, PO date, PO line identifier, PO line description, and PO line amount.		OIT Relase and Permit information	Reporting Tools > Query > Query Viewer	Ad-Hoc	As Needed
PO	POROL001	Open Purchase Order	Review open POs for the budget year-end process. The information for the PO distribution lines appear in this report if their encumbrances still remain on the KK_LIQUIDATION table.		Use to inventory open PO's at year-end and assist in identifying PO's that can be closed.	Purchasing > Purchase Orders > Budget Year End Processing > Open Purchase Order Report > Open Purchase Order	Ad-hoc	YEAR-END
PO	POROL002	PO Rollover	Review the four different roll statuses (Pre Roll, Rolled, Mid Roll, and Error) of the POs during the budget year-end process.		Review status or roll	Purchasing > Purchase Orders > Budget Year End Processing > PO Rollover Activity Report > PO Rollover	Ad-hoc	As Needed
PO	PORQ010	Requisition Print SQR	Provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions.		Requisitions	Purchasing > Requisitions > Reports > Print Requisition > Requisition > Print	Ad-hoc	As Needed
PO	POY1100	Requisition to PO XREF	Provides information about selected requisitions and the POs that have been created from them.		Requisitions and PO cross references	Purchasing > Requisitions > Reports > PO/Requisition Xref > Requisition to PO XREF	Ad-hoc	As Needed
PO	POY3031	Contract Activities	Displays line level information about procurement documents associated with a contract.		Contract lines	Purchasing > Procurement Contracts > Reports > Activities Report > Contract Activities Report	Ad-hoc	As Needed

Module	Report ID	Report	Report Description	Similar to CAS Report	Report Usage	Navigation	System Frequency	Recommended Use
PO	POY4011	PO Listing By Vendor	Provides PO information sorted by vendor.		PO summary by vendor	Purchasing > Purchase Orders > Reports > Listings > PO Listings	Ad-hoc	As Needed
PO	POY4031	PO Detail Listing BY Vendor	Provides detailed PO information sorted by vendor.		PO Detail by vendor	Purchasing > Purchase Orders > Reports > Detail Listings > PO Detail Listings	Ad-hoc	As Needed
PO	POY4100	PO to Requisition XREF	Provides a cross-reference between requisitions and the POs created from those requisitions.		PO and requisitions cross reference	Purchasing > Purchase Orders > Reports > Requisition/PO Xref, PO to Requisition Xrefs	Ad-hoc	As Needed
AM	EP612	Asset List Report	This report lists the following information about active, on-hand assets: Business Unit, Asset ID, Tag Number, Asset Description, Asset Status, Asset Category, Asset Class, Profile ID, Profile ID Description, Location, Location Description, Address, City, State, Postal, Document ID (Floor/Room), Department, Department Description, Custodian, Serial Number, Manufacturer, Model, Square Feet, Length (Acreage), Length Unit of Measure (ACR for Acreage), Acquisition Date, and Production Date (Last Inventory Date), Quantity, Total Cost, and Asset Book. The report is sorted by Business Unit, Asset Category (e.g., Buildings, Land), Location, and Asset ID. In addition to providing information about an agency's active assets, this report can be used by agencies to conduct a physical inventory.		Use this report to provide a list of active assets sorted by Business Unit, Asset Category, Location and Asset ID.	Cognos Public Folders > OAKS FIN Operational Reporting Warehouse (ORW) > OAKS Asset List Report	Ad-hoc	As Needed
AM	EP601	Asset Management Catastrophic Insurance Report	This report displays the following data about buildings and land improvements that are reportable to the DAS Office of Risk Management: Business Unit, Building Group ID, Asset ID, Tag Number, Asset Description, Asset Status, Asset Status Description, Condition Code Description, Building, Location Code, Address, City, State, Postal, County, Latitude, Longitude, Building Use, Construction Type, Year Built, Stories Above Ground, Sprinkler System Description, Alarm System Description, Square Feet, and Replacement Cost. The report displays records with the Report to Risk Management field selected in OAKS Asset Management.		Use this report to view asset records with missing information needed by the DAS Office of Risk Management for the Catastrophic Insurance Program.	Cognos Public Folders > OAKS FIN Operational Reporting Warehouse (ORW) > OAKS Asset Management Catastrophic Insurance	Ad-hoc	As Needed
AM	EP602	Asset Management Available Assets Report	This report will display active assets that have been marked as available using the "Asset is Available" field in OAKS Asset Management. Agencies can mark an asset as available in Asset Management when they retain ownership of it but it is not being used. This report gives visibility into available property so that it can potentially be repurposed. Users will be able to see available assets across all State agencies.		Use this report to determine if assets are available for use before purchasing new assets.	Cognos Public Folders > OAKS FIN Operational Reporting Warehouse (ORW) > OAKS Asset Management Available Assets	Ad-hoc	As Needed
AM	OHQAM06A, OHQAM06B	AM Integration Queries (Query of Pre-AM Table, Query of the AM Interface Tables)	These queries can be used to display data sent to Asset Management from the Purchasing and Accounts Payable modules.		Use these queries to search for asset load lines in the Pre-AM table and Interface tables.	Reporting Tools > Query > Query Viewer	Ad-hoc	As Needed
AM	AMAS2100	Asset Acquisition Detail by Chartfield	This report displays asset information such as Cost, Year to Date Depreciation, Net Book Value with ChartFields and In Service Date.		Use this report to view asset acquisition details.	Asset Management > Financial Reports> Asset Details > Acquisition	Ad-hoc	As Needed
AM	AMAS2200	Asset List by Location	This report displays asset information by location.		Use this report to view asset information by location.	Asset Management > Financial Reports> Asset Details > By Location	Ad-hoc	As Needed
AM	AMLE2000	Lease Information	This report displays lease information at a summary or detail level.		Use this report to view lease information at a summary or detail level.	Asset Management > Financial Reports> Leased Assets > Summary or Detail	Ad-hoc	As Needed
AM	AMLE2300	Lease Footnote Disclosure	This report displays lease information for all outstanding lease commitments for the next five years and provides the monthly lease payment and yearly totals.		Use ths report to view lease information at the end of a fiscaly year for all outstanding lease commitments for the next five years.	Asset Management > Financial Reports> Leased Assets > Footnote Disclosure	Ad-hoc	As Needed
AM	AMLE2400	Lease Expiration	This report displays information for leases that expire as of the current date, after a certain number of days from a specified date, or within a date range.		Use this report to view lease informaiton that expires as of a specific date, duration of days or within a date range.	Asset Management > Financial Reports> Leased Assets > Lease Expiration	Ad-hoc	As Needed
BD	BD002	FUND ACTIVITY SUMMARY REPORT (Table 6)	This report shows expenses, revenue, transfers in and out, and cash balances for each fund, and it shows encumbrances for each year by fund. The report includes the prior year encumbrance amount as a fund use.	BUGS-E Table 6	Biennial Budget Planning	Main Menu > Planning and Budgeting > Analysis and Reporting > Reports > Fund Activity Summary Report	Ad-hoc	As Needed during Biennial Budget Process
BD	BD013	EXECUTIVE AGENCY BUDGET REQUEST REPORT—SUMMARY (Table 1)	This report shows a summarized view of the budget request broken down first by Fund Group, then by Account Expense Category or Class for 6 years of data; the prior biennium, current biennium, and the budgeted biennium.	BUGS-E Table 1	Biennial Budget Planning	Main Menu > Planning and Budgeting > Analysis and Reporting > Reports > Executive Agency Budget Request	Ad-hoc	As Needed during Biennial Budget Process

OAKS Financials Agency Report Inventory
01/28/08

Module	Report ID	Report	Report Description	Similar to CAS Report	Report Usage	Navigation	System Frequency	Recommended Use
BD	BD014	EXECUTIVE AGENCY BUDGET REQUEST REPORT—DETAIL	The submitted agency budget request to OBM will include a hard copy of this report. This report shows the information from the agency's budget request first at a high level view by Account Expense Category or Class, then a more detailed view by Fund Group, Fund, ALI, and Account Expense Category/Class.	BUGS-E Table 2	Biennial Budget Planning	Main Menu > Planning and Budgeting > Analysis and Reporting > Reports > Executive Agency Budget Request	Ad-hoc	As Needed during Biennial Budget Process
BD	BD010	SIX-YEAR SUMMARY REPORT	This report shows a summary view of line items for a six year period. It shows summary data at either the line item, account expense category or account expense class level.	BUGS-E Line Item Summary	Biennial Budget Planning	Main Menu > Planning and Budgeting > Analysis and Reporting > Reports > Six-Year Report	Ad-hoc	As Needed during Biennial Budget Process
BD	BD015	SIX-YEAR SUMMARY REPORT—LEGISLATIVE	This report will show the same information as the Six-Year Summary Report but is needed for the legislative versions. The report lets agencies and OBM review the different versions of the budget created during the biennial budget process. Security determines which budget versions a user can access through the Six-Year Legislative Report. Agencies can only see their own budget data when running the report.		Biennial Budget Planning	Main Menu > Planning and Budgeting > Analysis and Reporting > Reports > Six-Year Report Legislative	Ad-hoc	As Needed during Biennial Budget Process