DPA OBIEE REPORTS USER GUIDE

Oracle Reports for Department Property
Log into reports at: https://bi.stanford.edu/analytics/saw.dll?bieehome and select the report you wish to run from the catalog.

Expand Property Management Office Folder (other folders may be visible based on Authority). Expand the PMO_DPA Folder to see the list of reports. Report 286 and 288 are the most frequently used.
PMO_DPA_286_Comprehensive_Report: A report providing physical information on assets or group of assets recorded in the property management system (Sunflower) and/or reconciled in the Oracle Fixed Asset application.

Clear the 99999 from the SUID Tag field and insert %. Next you can pull down the Org Code Search box and click “search”. Note: All of the fields that have a down arrow box are searchable. The more criteria you select, the narrower your search will become.

Above, the Org Code drop down is open to search. To open the search and select box, click the blue Search field.
Here is the search and select box, you can repeat these steps if you wish to run the report for multiple org codes.

Below: Enter Org Code>Search, Highlight result Value and click >Move arrow and click OK to enter the results into your report criteria.
In this example the Custodian name has been added with %, as well as a Quad number, to narrow the report criteria to that Custodian’s assets in that Quad location. Click Apply to run the report. You will see a little clock on the right spinning while it runs.

The report displays the top left section of the report in the window. Scroll right to view additional columns. Click in the report and scroll down to view additional rows. You may wish to download your report results to Excel in order to edit or manipulate data.
To download, click the small lined icon, [ ] on the right side of the report. You select Export and it will display your choices. Select the Export format and click. You can then manipulate the report once exported, as needed.
**FIN_PMO_296_Award_Management_Report**: A report providing physical information on assets or groups of assets recorded in the property management system (Sunflower) and/or reconciled in the Oracle Fixed Asset application.

The 296 is used to provide asset funding information, above using the Agreement Number. The list of assets purchased on that Agreement can be narrowed by using additional criteria, such as the Project Number. Note: results may include multiple lines for a single SUID tag#. If you want to run the report for a Department enter the Org Code (without %) in the Admin Code field.
**FIN_PMO_288_Unmatched_Report:** A report to determine invoice lines in FA Mass Additions, with no corresponding PO recorded in Sunflower and Sunflower records created by not reconciled in Oracle FA. Based on all FA Mass Addition lines with Queue Name of NEW or ON HOLD.

You can run the unmatched by Org Code, or if you are responsible for a department with multiple Org Codes, you can select by DPA Name and the report will display all Org Codes associated with that DPA. This report is used by PMO to identify all Capital Equipment received in the system, which does not have a SUID tag number and record. This information is entered into the Google Drive Sheets every month to provide easy access and updates between Departments and PMO.
FIN_PMO_294_Stanford_Equipment_Record: A report providing all physical and financial information on an asset recorded in the property management system (Sunflower).

Provides a formatted record of a single Asset if created with a SUID Tag number.
FIN_PMO_292_Equipment_Depreciation_Forecast_Report: A report to forecast capital asset depreciation by fiscal year. Primarily for use by service centers in order to better estimate charge rates, but can provide snapshot forecast estimates of equipment depreciation in any given fiscal year.

To run, Search and Select the Org Code and fiscal year > Apply