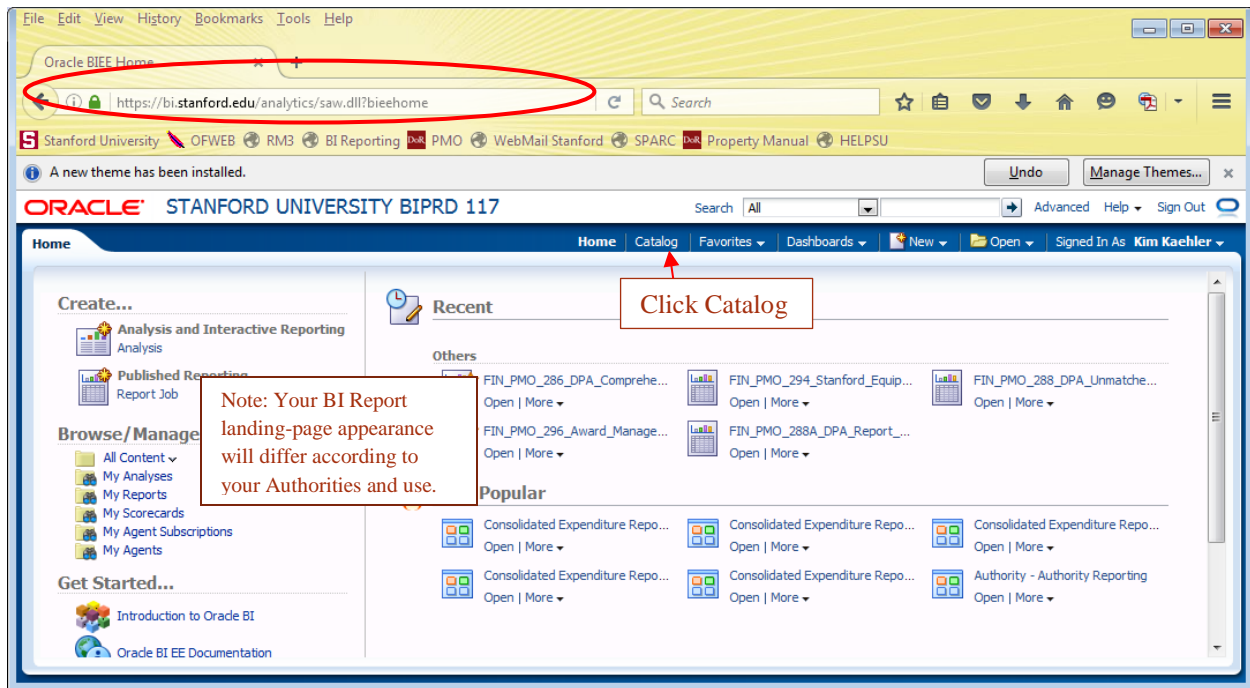


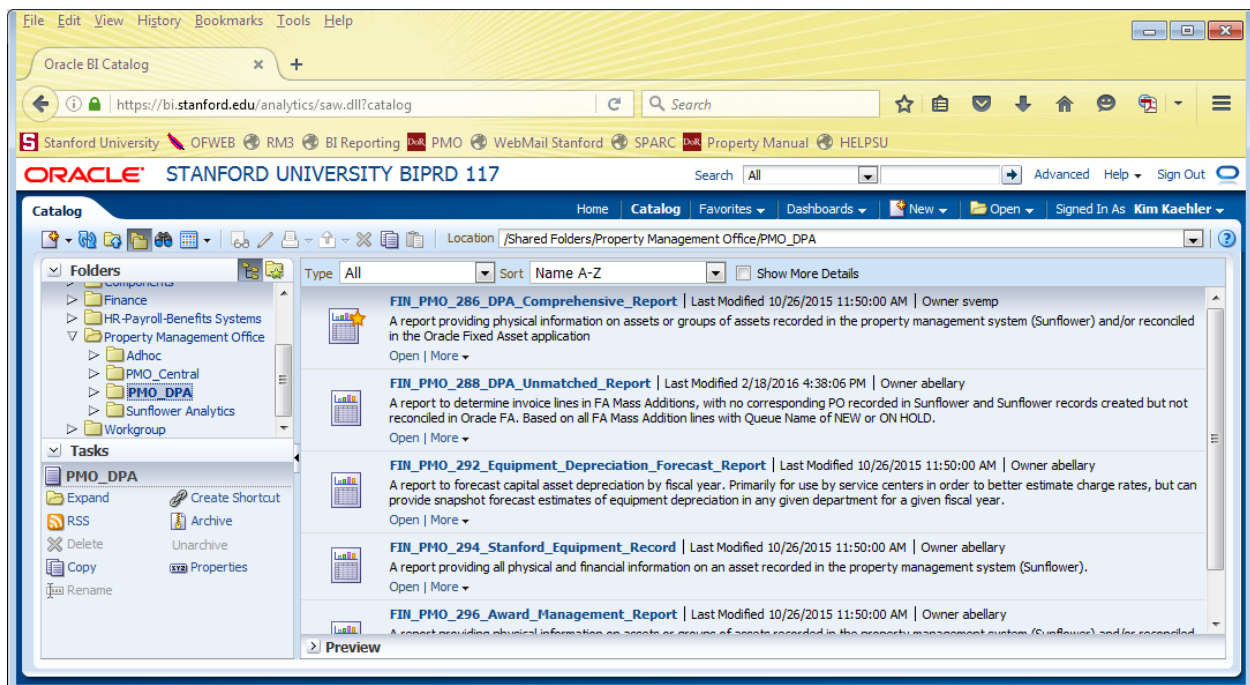
# DPA OBIEE REPORTS USER GUIDE

Oracle Reports for Department Property

# DPA OBIEE Reports User Guide

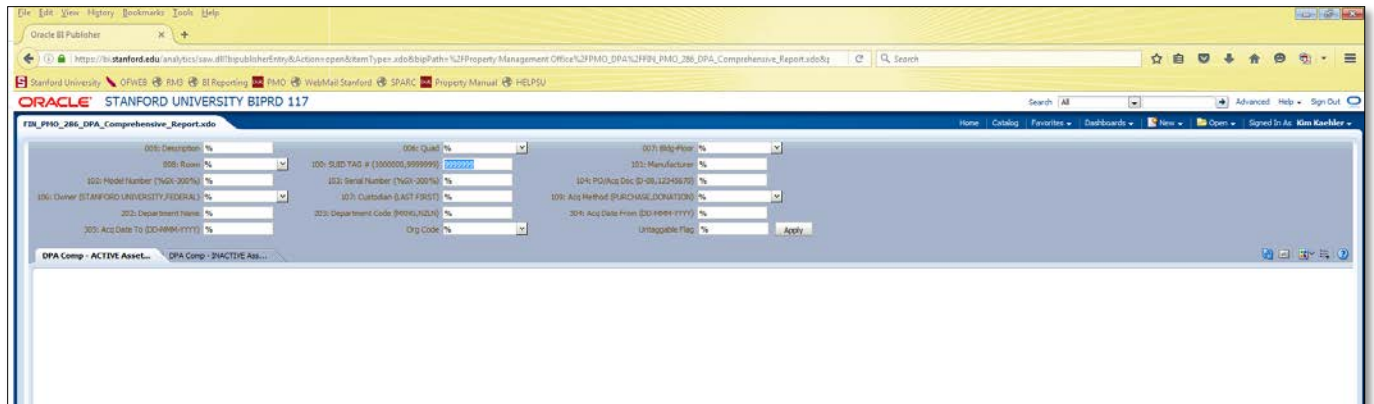


Log into reports at: <https://bi.stanford.edu/analytics/saw.dll?bieehome> and select the report you wish to run from the catalog.

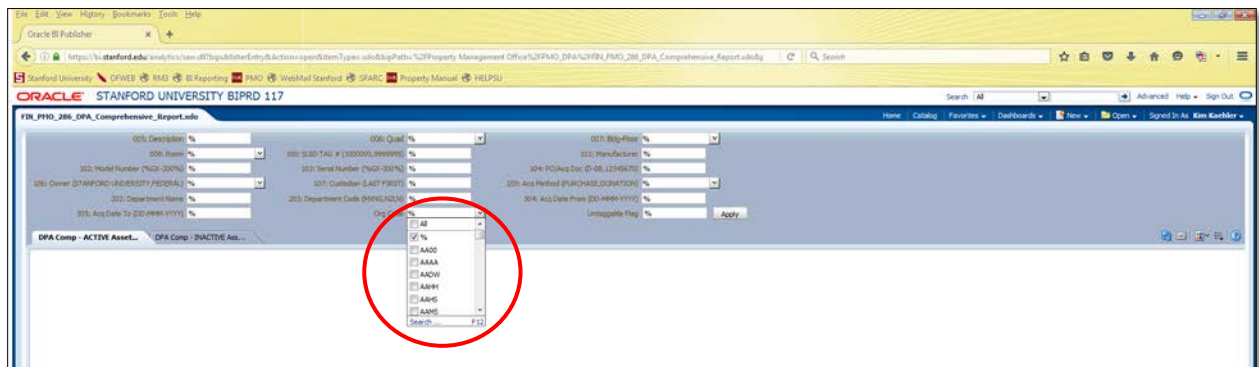


# DPA OBIEE Reports User Guide

**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

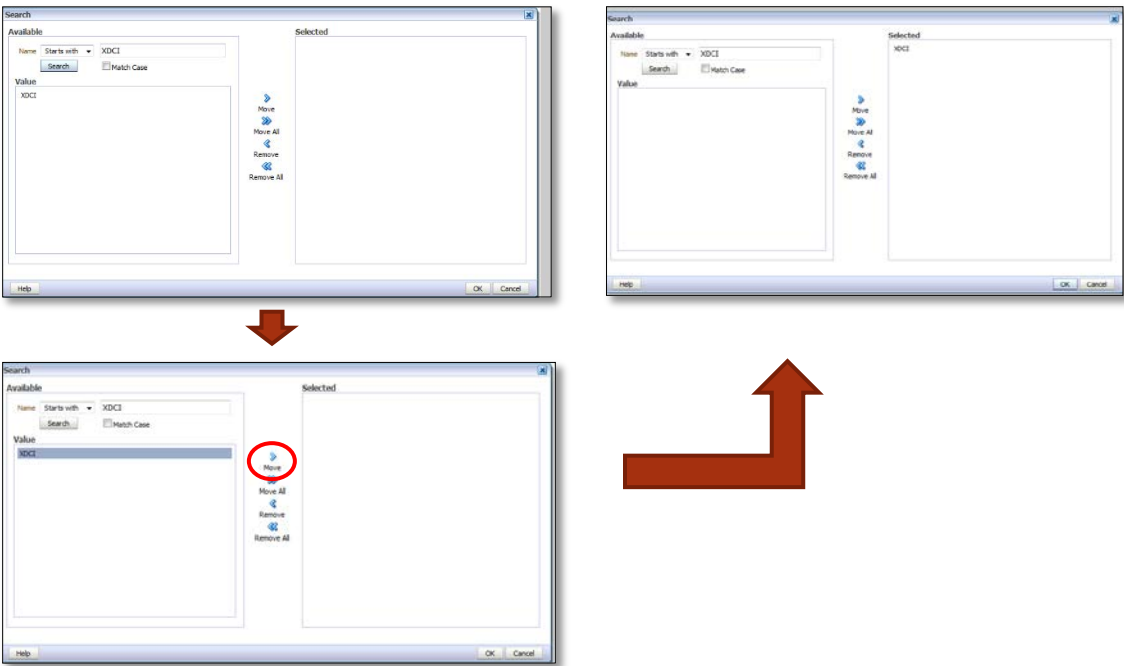
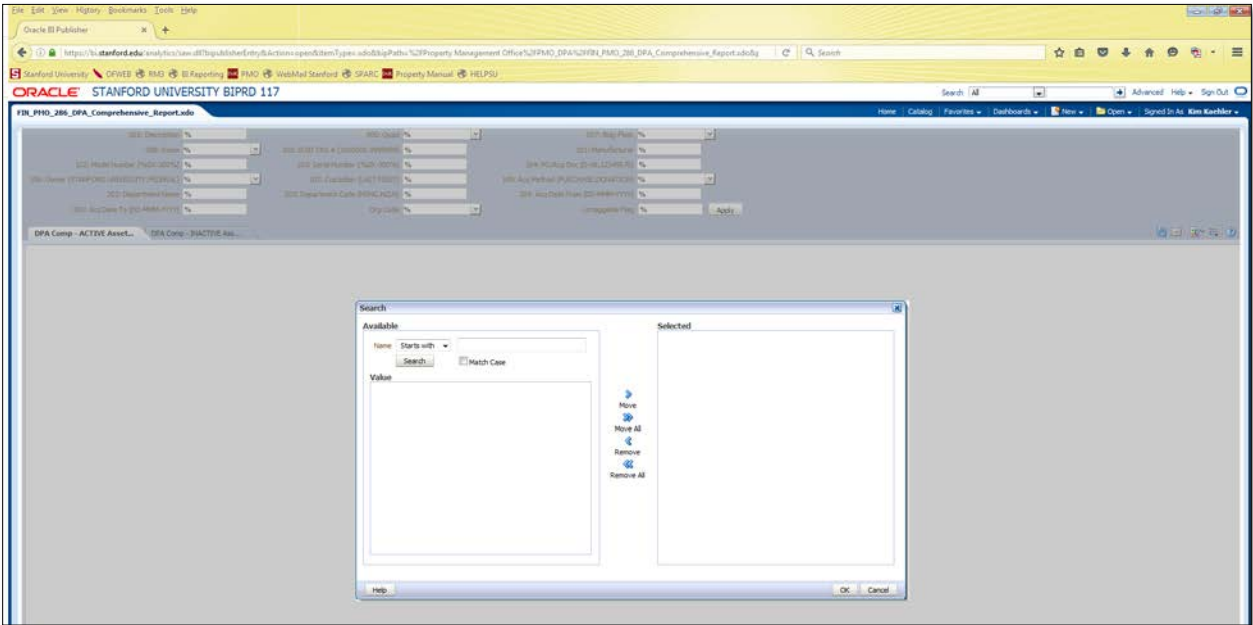


Clear the 99999 from the SUID Tag field and insert %. Next you can pull down the Org Code Search box and click “search”. Note: All of the fields that have a down arrow box are searchable. The more criteria you select, the narrower your search will become.



Above, the Org Code drop down is open to search. To open the search and select box, click the blue Search field.

\_\_\_\_\_



# DPA OBIEE Reports User Guide

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.

Oracle BI Publisher

STANFORD UNIVERSITY BIPRD 117

FIN\_FMO\_286\_DPA\_Comprehensive\_Report.rpt

000: Description: %

006: Room: %

007: Quad: 20

008: Manufacturer: %

009: Model Number (%C%-000%): %

010: Serial Number (%C%-000%): %

011: Custodian (%AST FIST): %Goldberg%

012: Department Code (%NGLN2): %

013: Acquisition Date (%D-YYMM-YYYY): %

014: Acquisition Method (%PURCHASE/DONATION): %

015: Acquisition Date From (%D-YYMM-YYYY): %

016: Untaggable Flag: %

Apply

Oracle BI Publisher

STANFORD UNIVERSITY BIPRD 117

FIN\_FMO\_286\_DPA\_Comprehensive\_Report.rpt

Run Date: 05-Apr-2016 03:12 PM

Page: 1 of 1

User: kvaether

Database:

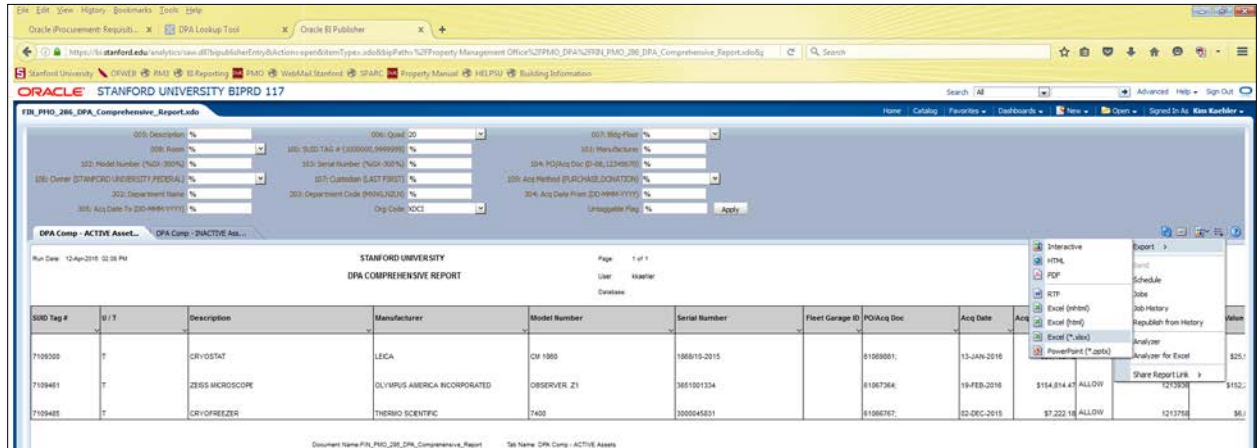
SUB Tag #	U/T	Description	Manufacturer	Model Number	Serial Number	Fleet Garage ID	PO/Acq Doc	Acq Date	Acq Cost	IDC Flag	FA ID Number	Net Book Value
7109300	T	CRYOSTAT	LEICA	CM 1800	108010-2015		01080801	13-JAN-2016	\$26,462.12	ALLOW	1213750	\$26,462.12
7109461	T	ZEISS MICROSCOPE	OLYMPUS AMERICA INCORPORATED	OBSERVER Z1	3851001324		01081364	19-FEB-2016	\$154,814.47	ALLOW	1213830	\$154,814.47
7109485	T	CRYOFREEZER	THERMO SCIENTIFIC	T460	300004501		01080707	02-DEC-2015	\$7,222.16	ALLOW	1213750	\$6,722.16

Document Name: FIN\_FMO\_286\_DPA\_Comprehensive\_Report.rpt

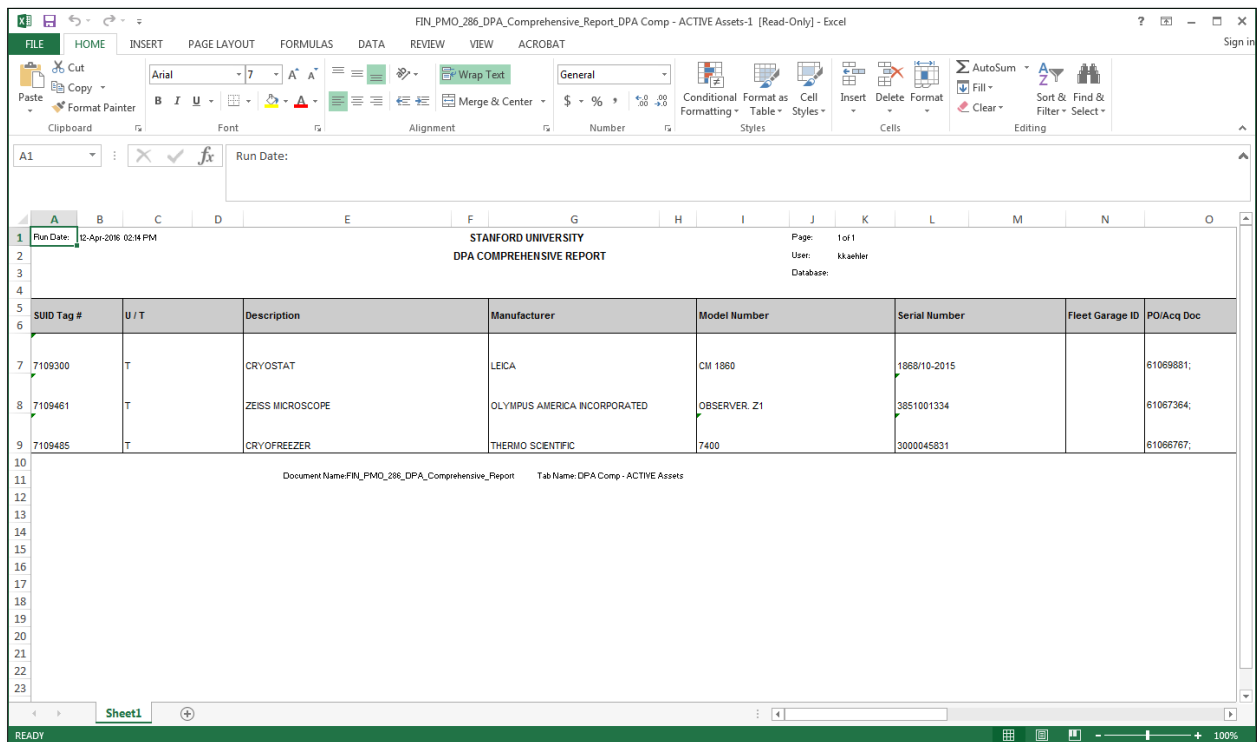
Tab Name: DPA Comp - ACTIVE Assets

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.

# DPA OBIEE Reports User Guide



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.



# DPA OBIEE Reports User Guide

**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.

STANFORD UNIVERSITY  
BIPRD 117

FIN\_PMO\_296\_Award\_Management\_Report.rpt

Run Date: 05-Apr-2016 03:27 PM

Page: 1 of 1  
User: wad@stanford.edu

SUID Tag #	BLZE	FA ID Number	Sponsor Tag	Description	Manufacturer	Model Number	Serial Number	PD Number	FA Date in Service	Acquisition Cost	Cost Distribution	Net Book Value	Project	Task
4026513		1211318		THERMAL CYCLER PLATFORM	BIO-RAD LABORATORIES	C1000 TOUCH	CT511821	60961065	20-JUN-2015	\$5,437.50	\$5,437.50	4,229.18	1148295	100
4026286		1211400		FLUORESCENCE EQUIPMENT	CARL ZEISS MICROSCOPES	X-CITE 120Q RBS	0120-Q-8117	60995872	11-SEP-2015	\$5,195.98	\$5,195.98	7,583.83	1148295	100

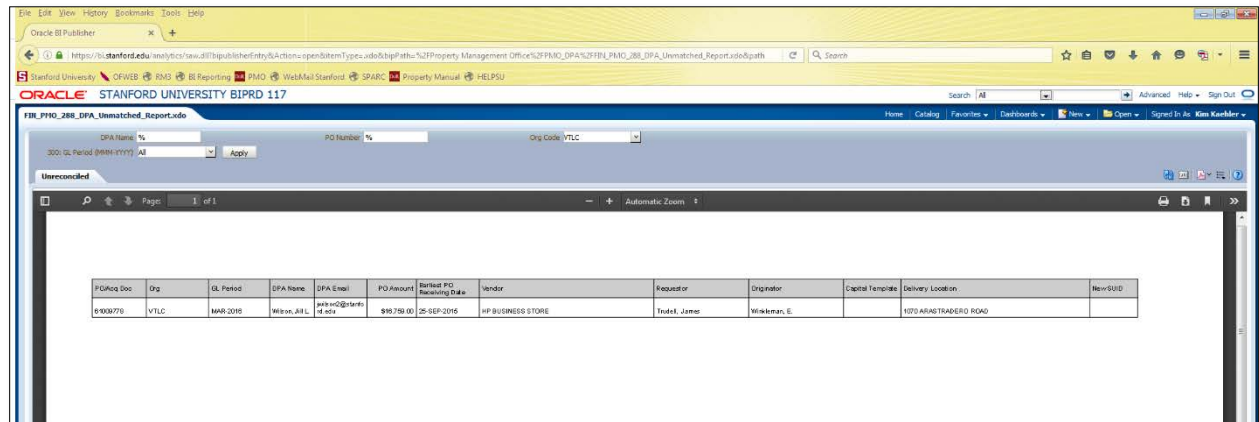
Document Name: FIN\_PMO\_296\_Award\_Management\_Report.rpt    Tab Name: Award Management

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.



# DPA OBIEE Reports User Guide

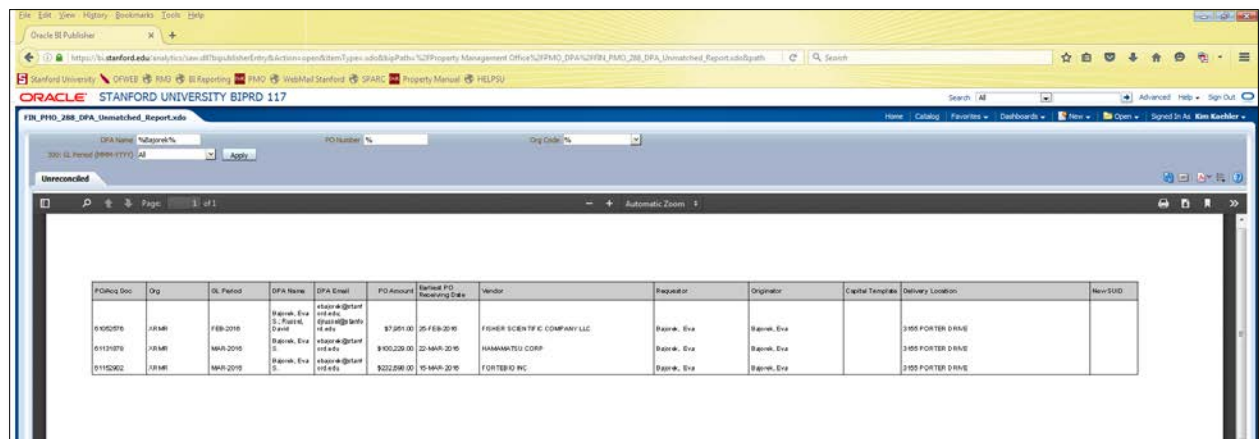
**FIN\_PMO\_288\_Unmatched\_Report:** A report to determine invoice lines in FA Mass Additions, with no corresponding PO recorded in Sunflower and Sunflower records created by not reconciled in Oracle FA. Based on all FA Mass Addition lines with Quiue Name of NEW or ON HOLD.



The screenshot shows the Oracle BI Publisher interface for the report 'FIN\_PMO\_288\_DPA\_Unmatched\_Report.rpt'. The report is titled 'Unreconciled'. The search criteria are: DPA Name: %, PO Number: %, Org Code: VTLC. The results table has the following data:

PO/Inv Doc	Org	GL Period	DPA Name	DPA Email	PO Amount	Revised PO Receiving Date	Vendor	Requestor	Originator	Capital Template	Delivery Location	New-SUID
61608770	VTLC	MAR-2016	Wilson, JILL	jwilson@stanford.edu	\$16,750.00	25-SEP-2016	HP BUSINESS STORE	Tudok, Jamar	Winkelman, E		1070 ARNOLD ROAD	

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.



The screenshot shows the Oracle BI Publisher interface for the report 'FIN\_PMO\_288\_DPA\_Unmatched\_Report.rpt'. The report is titled 'Unreconciled'. The search criteria are: DPA Name: % (all), PO Number: %, Org Code: %. The results table has the following data:

PO/Inv Doc	Org	GL Period	DPA Name	DPA Email	PO Amount	Revised PO Receiving Date	Vendor	Requestor	Originator	Capital Template	Delivery Location	New-SUID
61608770	VTLC	FEB-2016	Rajasek, Eva S. FORTIS	erajasek@stanford.edu	\$7,051.00	25-FEB-2016	FISHER SCIENTIFIC COMPANY LLC	Rajasek, Eva	Rajasek, Eva		3165 PORTER DRIVE	
61610770	VTLC	MAR-2016	Rajasek, Eva S.	erajasek@stanford.edu	\$405,239.00	22-MAR-2016	HANAMATU CORP	Rajasek, Eva	Rajasek, Eva		3165 PORTER DRIVE	
61610802	VTLC	MAR-2016	Rajasek, Eva S.	erajasek@stanford.edu	\$22,286.00	15-MAR-2016	FORTIS INC	Rajasek, Eva	Rajasek, Eva		3165 PORTER DRIVE	



# DPA OBIEE Reports User Guide

**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

The screenshot shows the Oracle BI Publisher interface for the report 'FIN\_PMO\_294\_Stanford\_Equipment\_Record'. The top navigation bar includes links for Home, Catalog, Favorites, Dashboards, and a search bar. Below the navigation bar, there are several filter fields with dropdown menus and text boxes, including '001: Project Number (1000000,9999999)', '002: Task Number (100,200)', '003: Award Number (AAAAA,ZZZZZ)', '004: SUID Tag # (1000000,9999999)', '005: Serial Number (N/A-300%)', '006: PO/Acq Doc (0-08,12345678)', '007: Sponsor Tag Number (9991248,9991287)', and '008: Agreement Number (INVENTORY,EXC200)'. An 'Apply' button is located to the right of these fields. Below the filters, there is a section titled 'Equip Record' which is currently empty.

The screenshot shows the output of the 'FIN\_PMO\_294\_Stanford\_Equipment\_Record' report. The report is titled 'STANFORD UNIVERSITY OFFICIAL STANFORD UNIVERSITY EQUIPMENT RECORD'. It displays a detailed record for a piece of equipment. The report includes the following data:

SUID Tag		Year Mfr		Acq Cost	
4026266		2015		\$8,155.98	
Description		FLUORESCENCE EQUIPMENT		Acq Method	
1: FLUORESCENCE EQUIPMENT		FA ID #		PURCHASE	
Manufacturer		CARL ZEISS INCORPORATED		Acq Date	
1: CARL ZEISS INCORPORATED		NE SC %		11-Sep-2015	
Model Number		X-CITE 1200 RS		Owner	
1: X-CITE 1200 RS		Flags		STANFORD UNIVERSITY	
Serial Number		20125-Q-9117		Net Book Value	
1: 20125-Q-9117		WT		\$7,883.83	
Funding Source		1140395_100_PASUN		PO/Acq Doc	
1: 1140395_100_PASUN		Vehicle ID		60965872	
Department Name		XZNU - UROLOGY - DIVISIONS		Department Code	
1: XZNU - UROLOGY - DIVISIONS		Custodian		XZNU	
1: XZNU - UROLOGY - DIVISIONS		User		IN SERVICE	
1: XZNU - UROLOGY - DIVISIONS		Location		GOOD CONDITION	
1: 87_386_02_5253		Dept Tag		1	
Agreement		Sponsor Tag		Legacy File	
1: 8-AC1151623A		1: 8-AC1151623A		1	
Created		Last Inv		Last Inv Res	
1: 16-Sep-2015		1: 16-Sep-2015		1: 16-Sep-2015	
Last Inv Campaign		Final Event Date		Retirement Date	
1: 16-Sep-2015		1: 16-Sep-2015		1: 16-Sep-2015	
1: 16-Sep-2015		Cost Retired		Final Event Type	
1: 16-Sep-2015		1: 16-Sep-2015		1: 16-Sep-2015	
Comments		Attachments ?		1: 16-Sep-2015	
1: 16-Sep-2015		1: 16-Sep-2015		1: 16-Sep-2015	

\* Note: Acq Cost may need update if no FA ID exists

# DPA OBIEE Reports User Guide

**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.

The screenshot shows the Oracle BI Publisher interface for the report 'FIN\_PMO\_292\_Equipment\_Depreciation\_Forecast\_Report'. The report is for Stanford University, Department of Radiology, and is dated 12-Apr-15. The report displays a table of equipment assets and a depreciation schedule.

SND Tag	PO Acq Doc	Award	Owner	Manufacturer	Description	MDV by Award	Acq Date	Category	Useful Life	Cost by Award
7015816	60051306	DAAGL	STANFORD UNIVERSITY	SOPE BIOSCIENCES	BENCHTOP PET	\$14,937.50	28-JUN-2012	SO TECH	5	\$59,749.99
7015816	60051306	EAFOS	STANFORD UNIVERSITY	SOPE BIOSCIENCES	BENCHTOP PET	\$16,068.95	29-JUN-2012	SO TECH	5	\$64,275.60
7015816	60051306	UBCR	STANFORD UNIVERSITY	SOPE BIOSCIENCES	BENCHTOP PET	\$25,000.00	29-JUN-2012	SO TECH	5	\$100,000.00
7156038	60141951	RHDT	STANFORD UNIVERSITY	ENDRA, INC.	PHOTODIAGNOSTIC TOMOGRAPHY SCANNER	\$82,481.75	23-OCT-2012	SO TECH	5	\$260,468.75
7156472	60067444	EAFOS	STANFORD UNIVERSITY	SELER INSTRUMENTS & MANUFACTURING COMPANY, INC.	SURGICAL MICROSCOPE	\$10,345.35	01-JUN-2015	SO TECH	5	\$12,171.00
7209966	62085709	UBCR	STANFORD UNIVERSITY	VISUAL SONICS	IMAGING SYSTEM (ULTRA SOUND MACHINE)	\$88,187.87	26-MAR-2014	SO TECH	5	\$146,879.81
7267277	61131596	DHBAO	STANFORD UNIVERSITY	SPECTRAL INSTRUMENTS INCORPORATED	MOLECULAR IMAGER	\$57,682.31	23-FEB-2016	SO TECH	5	\$56,049.81
7267277	61131596	HABQ	STANFORD UNIVERSITY	SPECTRAL INSTRUMENTS INCORPORATED	MOLECULAR IMAGER	\$31,751.84	23-FEB-2016	SO TECH	5	\$32,260.01
7267277	61131596	UABTN	STANFORD UNIVERSITY	SPECTRAL INSTRUMENTS INCORPORATED	MOLECULAR IMAGER	\$88,834.18	23-FEB-2016	SO TECH	5	\$90,339.83

Depreciation Schedule											
September	October	November	December	January	February	March	April	May	June	July	August
\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83	\$995.83
\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26	\$1,071.26
\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67	\$1,066.67
\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15	\$4,341.15
\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85	\$202.85
\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66	\$2,449.66
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$967.50	\$967.50	\$967.50	\$967.50	\$967.50	\$967.50
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$538.17	\$538.17	\$538.17	\$538.17	\$538.17	\$538.17

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