

Dallas County Oracle Reports
Updated 2/12/2021

This document is a work in progress as commonly used reports are addressed this document will grow. Some additional reports are addressed in the advanced Topics Training.

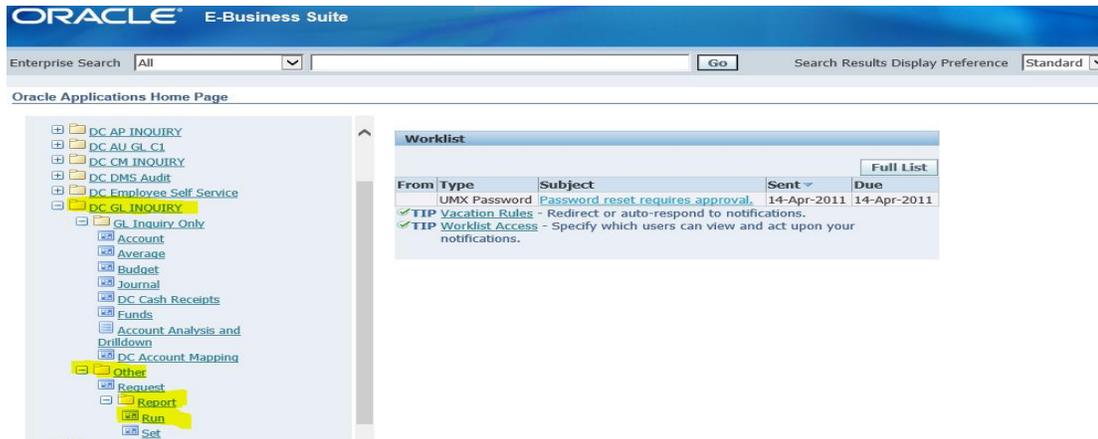
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General Ledger - Reports

How to Navigate to General Ledger Reports

From the Oracle Applications home page, click the (+) before **DC GL Inquiry** responsibility, **Other**, and then **Report** to expose the **Run** action. Click Run.



Oracle will be opening forms this might take a minute. When complete you will see this dialog box.



Please see **Oracle Navigation** training under Oracle Financials for more on running and submitting reports. This can be found on the website: <https://www.dallascounty.org/departments/auditor/> Look for the Training button on the left hand side of the page.

DC GL Actuals with Invoice Details Excel

Purpose: To report on **General Ledger actual** detail activity for your defined account and date range. The *special* thing about this report apart from other general ledger reports is that it goes directly to Accounts Payable for invoice expense accounting replacing the typical general ledger journal information. This was done to obtain a significant amount of detail about those expenses for operational reporting purposes. This concurrent request will produce an Excel file. Excel has great filtering and sorting features that are worth learning.

Performance Tip: ***This report can be long running if you are seeking a large account range or date range schedule your request to run after hours.***

Responsibilities: DC GL INQUIRY, DC AU GL Super, DC AU GL S1, DC AU GL C1

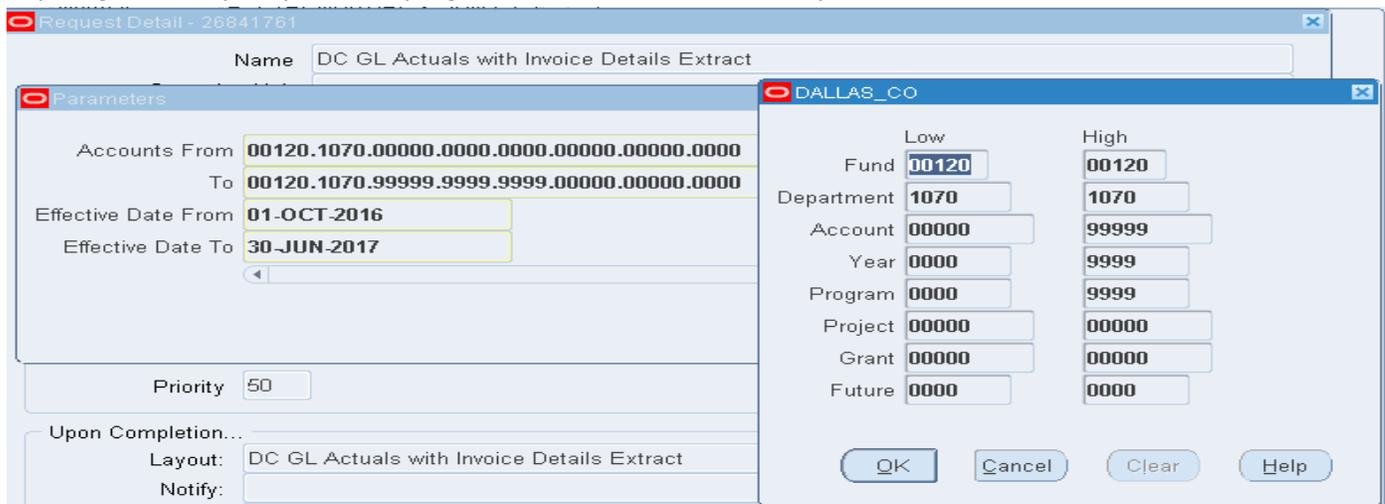
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From the Submit Request screen, select the **DC GL Actuals with Invoice Details Excel** report in the Report Name field.

Parameters:

Accounts From – To: Click on the entry field and the Low and High ranges for each segment will be provided. They default to 0's and 9's which will bring all account combinations into the report. You should adjust the range to your needs. You do NOT have to change every segment. In fact I would recommend that you always leave the Program with the default values 0000-9999. This segment has little to do with operational reporting but you don't want to miss anything because you specified a program code. Click OK when complete.



Effective Date From and Effective Date To: Enter your start and stop dates using the Oracle format: DD-MON-YYYY.

Options Button: Unlike other file based reporting processes you will not be able to change the file format.

View Output Button: Be aware of excel messages that must be responded to before the file will open. You may have to click excel to see the message if it was open before opening the report.

Since Oracle is unable to perform certain excel formatting we can provide the "Auditor Oracle Excel Reports FORMAT MACROS.xlsm" workbook. This workbook contains a macro that will format this report to prepare it for print readiness. Follow instructions on the first tab.

Report Notes:

- Report data is summarized. You will see multiple journal lines or invoice distributions when you look at Oracle directly.
- Only invoice distributions that have been posted to the General Ledger are presented on this report.\
- Column names and usages. This report pulls data from two modules and the columns will have different information depending on the Source // Category column. This symbol " //" means that the column contains to pieces of information.

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Column Name	Information is pulled from the General Ledger – Journal Entries (JEs)	Information is pulled directly from Accounts Payable
Source // Category	Will equal something other than “Payables // Invoices”	Will only have “Payables // Invoices” in this column
Account Combination	General Ledger account combination	Invoice distribution account combination
JE Batch Name // JE Journal Name or Invoice Description	Reflects the JE’s batch and journal names.	Reflects the description of the invoice. Information that typically applies to entire invoice.
JE Line Description or Invoice Distribution Description	JE Line description	Invoice distribution description. Most likely to tell you what exactly was paid for.
Effective Date	General ledger date	Invoice distribution GL date also known as the accounting date.
Amount	JE Amount (Combination of Debit and Credit)	Invoice distribution amount amount that applies to the account combination.
Invoice Number	Not applicable	Invoice number
Invoice Date	Not applicable	Invoice date
Vendor Name	Not applicable	Invoice vendor name
PO Number	Not applicable	Invoice distribution PO number
Invoice Amount	Not applicable	Total Invoice amount
Status	Not applicable	Paid = Distributions has been paid Accounted = Expense is recognized but payment not issued yet. Canceled = Invoice has been canceled. If accounted and canceled in same months the amount should be 0.
Unit Price	Not applicable	Unit Price of the item being purchased. This can be used to calculate how many items were paid for or if the item is a fixed asset.
Vendor Number	Not applicable	Vendor Number to be paid – Number is assigned in Oracle.
Atty Bar No*	Not applicable	This will display the bar number of attorneys. This is populated to support tracking of attorney payments made within County courts.
Fund – Future*	Account Combination segments: Use these fields for sorting and filtering.	Account combination segments: Use these fields for sorting and filtering.
<ul style="list-style-type: none"> Use Excel’s Format Cells - Custom Format to pad “0” to left of the number for proper presentation. Custom format 00000 when applied to a cell with 120 will display 00120 The numeric formats allows you to use more excel functions. 		

General Ledger – Splash BI

DC GL Combination Listing

This report can give you a listing of General Ledger combinations with descriptions of segment values for account, fund etc. You can also see the status of the combination and if it can be used for certain activities like changing budgets.

Parameters:

Responsibility: DC GL Inquiry

As Of: This will default to the current date and will ensure that you see only combinations that are currently active. If you are looking for an historical combination delete the date and choose some other parameters to filter the results.

Who Changed: Use this parameter if you want to find out if a person was the last person to add or changed a combination.

Start & End Dates: Use if you are trying to filter by when a combination was changed or added.

FUND-GRANT: Use these parameters if you want to limit the list by specific GL segments. You can pick more than one value at a time.

The screenshot shows the 'Parameters' section of the 'DC GL Combination Listing' report. The form includes the following fields:

- Responsibility:** DC GL INQUIRY (dropdown menu)
- As Of:** 08/17/18 (text input with calendar icon)
- Account Type:** (dropdown menu)
- Who Changed:** (text input with a blue pencil icon)
- Start Date:** (text input with calendar icon)
- End Date:** (text input with calendar icon)
- FUND:** (dropdown menu)
- DEPT:** (dropdown menu)
- ACCT:** (dropdown menu)
- YEAR:** (text input)
- PROG:** (dropdown menu)

Payroll

How to Navigate to DC HR REP1 Reports

From the Oracle Applications home page, select the DC HR REP1 responsibility, select Processes and Reports, then select Submit Reports.

The screenshot shows the Oracle Applications Home Page. At the top, there is an Enterprise Search bar with a dropdown menu set to 'All' and a 'Go' button. To the right, there is a 'Search Results Display Preference' dropdown menu set to 'Standard'. Below the search bar, the page title is 'Oracle Applications Home Page'. On the left side, there is a tree view of responsibilities. The 'DC HR REP1' responsibility is selected and highlighted in yellow. Under 'DC HR REP1', the 'Processes and Reports' folder is expanded and highlighted in yellow. Under 'Processes and Reports', the 'Submit Reports' option is highlighted in yellow. On the right side, there is a 'Worklist' window. The 'Worklist' window has a 'Full List' button and a table with the following data:

From	Type	Subject	Sent	Due
UMX Password		Password reset requires approval.	14-Apr-2011	14-Apr-2011
		✓ TIP Vacation Rules - Redirect or auto-respond to notifications.		
		✓ TIP Worklist Access - Specify which users can view and act upon your notifications.		

Oracle will be opening forms this might take a minute. When complete you will see this dialog box.

The screenshot shows a dialog box titled 'Submit a New Request'. The dialog box asks 'What type of request do you want to run?'. There are two radio button options: 'Single Request' and 'Request Set'. The 'Single Request' option is selected. Below the options, there is a description for each: 'This allows you to submit an individual request.' for 'Single Request' and 'This allows you to submit a pre-defined set of requests.' for 'Request Set'. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Please see **Oracle Navigation** training under Oracle Financials for more on running and submitting reports. This can be found on the website: <https://www.dallascounty.org/departments/auditor/> Look for the Training button on the left hand side of the page.

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DC PR Costing Hours XML

This report will help you analyze your actual payroll expenses for a range of GL combinations and GL effective dates or a specific employee(s). It does this by selecting detail activity from the payroll sub-ledger. This report will replace the use of Discover2.

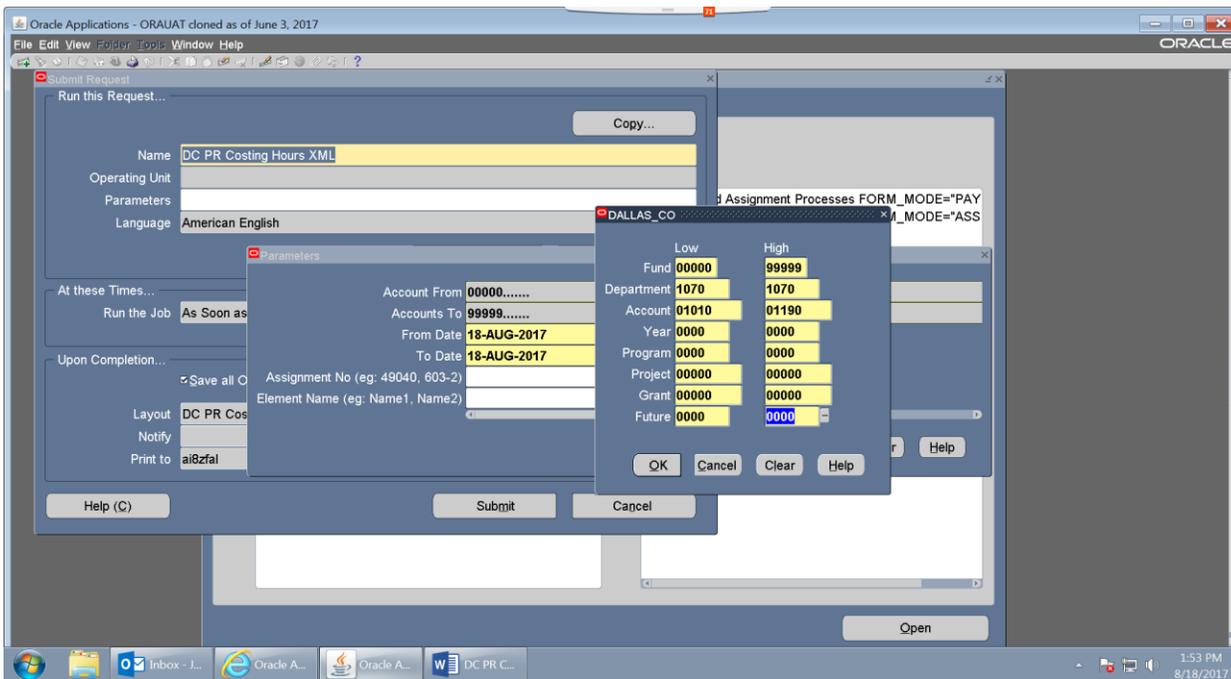
Responsibilities: DC HR REP 1 and other Payroll responsibilities.

Submit this report as a single request. Provide a range for the GL combination and a range for the dates. You will need to provide a range for each segment of the combination separately.

The example here shows how to pull the payroll expenses for the County Auditor. The report can be run for a specific (or multiple) assignment number or specific element (or multiple) element name.

Select DC PR Costing Hours XML report, and then select OK.

Enter the parameters (account code combinations; dates) that is needed.



Options Button: Unlike other file based concurrent processes you will not be able to change the file format on this request it defaults to Excel.

View Output Button: Be aware of excel messages that must be responded to before the file will open. You may have to click excel to see the message if it was open before opening the report.

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Once the report is opened in Excel be sure to review the amounts related to Credits to convert them to negative numbers before summarizing the report. All numbers are stored as positive, therefore, without the conversion your totals will not be accurate.

1	Full Name	Assignment Number	Tot Hrs	Tot Val	Debit Or Credit	Fund	Dept	Acct	Year	Prgm	Proj	Grnt	Futr	Element Name	Dt Earned	Costed Dt
2	ARREGUIN, PATRICIA	34804	7.6	232.45	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
3	CARDOZO, IJUZ	48163	1.5	30.75	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
4	IBARRA, JOSE	19168	24	347.28	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
5	KAKEMBO, BARBARA	47982	8	179.04	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
6	SIMON, DANIEL	18729	2.6	100.19	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
7	TAHOUN, DIAA	51217	20.6	581.49	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017
8	TILLERY, MACIE	43238-3	8	173.6	D	00120	1070	01020	0000	0000	00000	00000	0000	DC SICK PAY	5/26/2017	6/1/2017

Purchasing

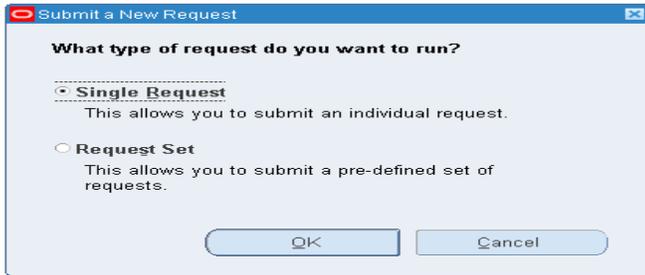
How to Navigate to Purchasing Reports

From the Oracle Applications home page, click the (+) before **DC PO Inquiry** responsibility, **Purchasing Inquiry**, and then **Report** to expose the **Run** action. Click Run.



Oracle will be opening forms this might take a minute. When complete you will see this dialog box.

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Please see **Oracle Navigation** training under Oracle Financials for more on running and submitting reports. This can be found on the website: <https://www.dallascounty.org/departments/auditor/> Look for the Training button on the left hand side of the page.

DC Encumbrance Detail Data(XML)

Copied from Encumbrance Detail Report (XML) provided by Oracle.

Purpose: The Encumbrance Detail Report can be used to review requisition and purchase order encumbrances for a range of accounts. This will include balances of 0 if the purchase order is not final closed.

Encumbrances move from type to type as steps are completed in the “Procure to Pay” process for more on encumbrances please see the training on **Oracle Advanced Topics** training found on the website: <https://www.dallascounty.org/departments/auditor/> Look for the Training button on the left hand side of the page.

Enhancements: Single line per encumbrance supporting Excel’s data functionality and additional columns to support research.

Parameters:

Title: Allows you to customize a title for this report

Accounts From – To (required field): Enter segment ranges for the accounting you are seeking. Use 0s and 9s to pull up all values for a segment. Do not run this report open ended where all segments are 0s and 9s.

Cost Centers: A configurable designation for Oracle using the department segment of the account should be adequate.

Encumbrance Dates From – To: If you are managing encumbrances once older encumbrance are resolved use the range to avoid reviewing encumbrance activity that is no longer of interest.

Document Type: Choose Purchase Order or Requisition or leave blank for both.

Vendors From – To: Vendor names can be used to restrict the list.

Dynamic Precision Option: Enter the decimal precision for quantities on the report. Letting this default is recommended.

Column Name	Description
Doc Number	Purchase Order or Requisition number depending on the source
Source	Tells you if the encumbrance belongs to a PO or Requisition
Reserved Date	Encumbrance creation date

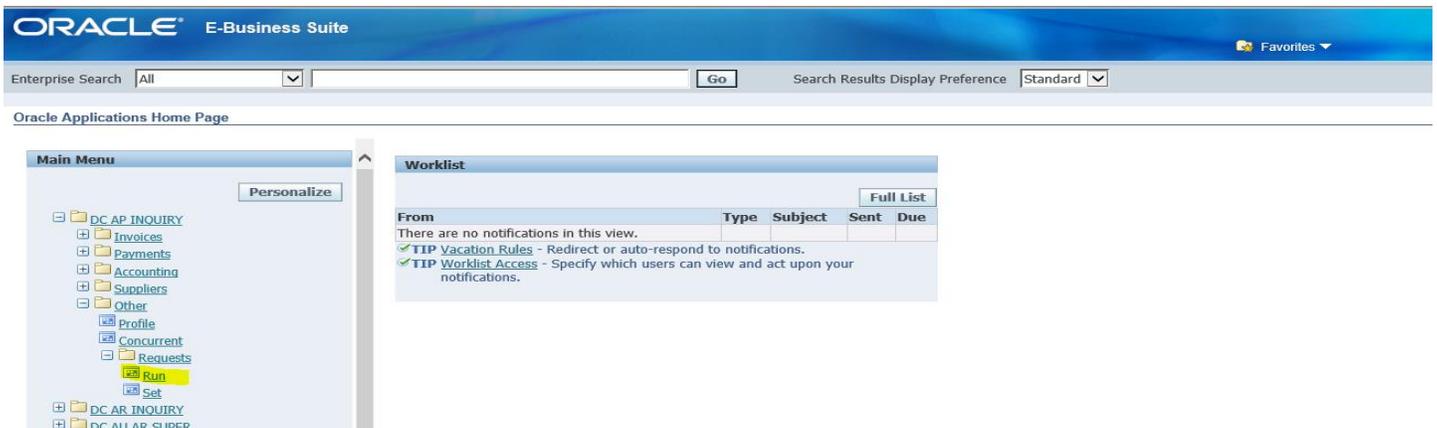
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Document Amount	Total for the entire Requisition or Purchase Order
Document Matched Amount	Invoices are matched to lines on a PO. This tells you how much of the entire PO has been addressed by Accounts Payable
Document Description	Description from the header of the document
Vendor Name	Optional on requisitions and required on Purchase Orders
Line/ Shipment/ Distribution	These are navigation numbers to help you find the detail of the purchase order/Requisition. Shipments are only on Purchase Orders. The detail level for both document types is the distribution.
Detail Description	The description that most closely identifies the good/service being purchased
Charge Account	The proposed expense/charge account combination
Encumbered Amount	This is the remaining encumbrance for the detail distribution.
Matched Amount	PO distributions matched with and invoice. The matched amount indicates this distribution is active.
Invoiced Not Validated	This is a stage when an invoice has been matched but because the validation of the invoice hasn't occurred the expense is not recognized and the encumbrance on the PO is still active. When an invoice is validated the related encumbrances will be removed from the PO that evening.

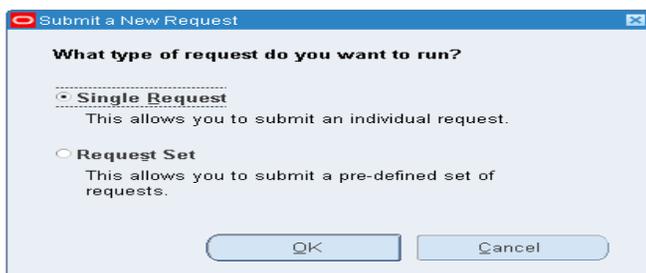
Accounts Payable (AP)

How to Navigate to Accounts Payable (AP) Reports

From the Oracle Applications home page, click the (+) before **DC AP Inquiry** responsibility, **Other**, and then **Requests** to expose the **Run** action. Click Run.



Oracle will be opening forms this might take a minute. When complete you will see this dialog box.



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DC AP Invoices with Payments Excel

Purpose: This shares many columns with the **DC GL Actuals with Invoice Details Excel** report so it could be appended to the end of that report. This include Oracle Payment information. If you use Invoice Accounting you should be able to look at Status of the payment to see if there are pending invoices or invoices that were entered and canceled after or before payment. The Payment Accounting is payment only with related invoices. This concurrent request will produce an Excel file. Excel has great filtering and sorting features that are worth learning.

Performance Tip: ***This report can be long running if you are seeking a large account range or date range schedule your request to run after hours.***

Responsibilities: DC AP INQUIRY or DC GL INQUIRY

From the Submit Request screen, select the **DC AP Invoices with Payments Excel** report in the Report Name field.

Parameters: Parameters can be layered to filter your results.

Parameter Name	Parameter description
Accounts From	Click on the entry field and the Low and High ranges for each segment will be provided. They default to 0's and 9's which will bring all account combinations into the report. You should adjust the range to your needs. You do NOT have to change every segment.
To	
Effective Date From	Enter your start and stop dates using the Oracle format: DD-MON-YYYY
To	
Report Type	INVOICE ACCOUNTING - This will produce the same invoices as the GL Actuals. PAYMENT ACCOUNTING - This will pull payments and related invoices no matter how old. Where the Last payment date is in the date range
Supplier Name Contains	No need to use wild cards you can put Brown and it will filter all suppliers that have BROWN in the name.
Supplier Number	Also known as the Vendor Number
Distribution Description Contains	At Dallas County this is usually the same as the Line Description. No need for wild cards here either.
Payment Amount From	Lets you specify a payment amount range
Payment Amount To	

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Column Name	Column Description
Source // Category	Will only have "Payables // Invoices" in this column
Account Combination	Invoice distribution account combination
JE Batch Name // JE Journal Name or Invoice Description	Reflects the description of the invoice. Information that typically applies to entire invoice.
JE Line Description or Invoice Distribution Description	Invoice distribution description. Most likely to tell you what exactly was paid for.
Effective Date	Invoice distribution GL date also known as the accounting date.
Amount	Invoice distribution amount that applies to the account combination.
Invoice Number	Invoice number
Invoice Date	Invoice date
Vendor Name	Invoice vendor name
PO Number	Invoice distribution PO number
Invoice Amount	Total Invoice amount
Status	Paid = Distributions has been paid Accounted = Expense is recognized but payment not issued yet. Canceled = Invoice has been canceled. If accounted and canceled in same months the amount should be 0.
Unit Price	Unit Price of the item being purchased. This can be used to calculate how many items were paid for or if the item is a fixed asset.
Vendor Number	Vendor Number to be paid – Number is assigned in Oracle.
Atty Bar No*	This will display the bar number of attorneys. This is populated to support tracking of attorney payments made within County courts.
Fund – Future*	Account combination segments: Use these fields for sorting and filtering.

Payment Information that is only on this report.

Column Name	Column Description
Invoice Received	The Date the invoice was received by Accounts Payable
Invoice Created	The Date the invoice was created in Accounts Payable
Service Start	The start date that the goods were receipted, the service provided or the effective date for an obligation to pay
Service End	The end date that the goods were receipted, the service provided or the effective date for an obligation to pay
Payee Name	This is the name printed/applied to the payment
Payment Amount	Total Amount of the payment
Payment Count	Oracle can void and re-issue payments for the same invoice. This is the total number of times that the Issue activity happened for this payment.
First Pay Activity	Date of the first issued payment.
Last Pay Activity	Date of last payment issue or void.
First Payment Number	First Payment number for this invoice
Last Payment Number	Last Payment number for this invoice
Last Payment Status	Current Status of the Payment (VOID without an Invoice Status of Canceled indicates the payment maybe re-issued.)