



SANTA CLARA UNIVERSITY  
THE JESUIT UNIVERSITY IN SILICON VALLEY

# Instructions for Running Operational Summary Report (SCUFM500)

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## Table of Changes to Document

Date	Change/Update	Initials
07/21/2014	Manual Created	MD

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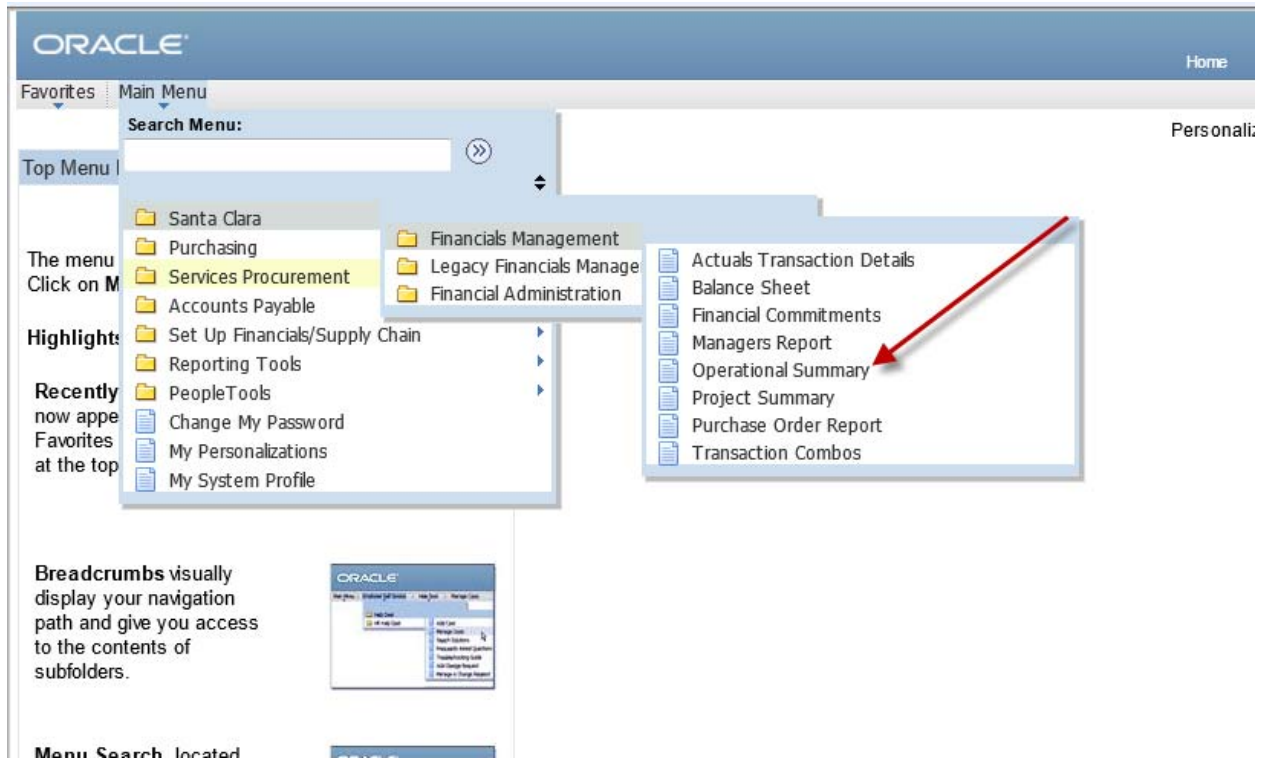
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## Running the Operations Summary Report

Users have been broken into 2 separate roles – those who can run reports containing payroll summary data (unrestricted role), and those who have no access to payroll information (restricted role). If you are in the restricted role, payroll dollars will be excluded from reports run under your User ID.

### The Basics

- 1) Log into the [PeopleSoft Financials System](#)
- 2) Click the Main Menu drop down in the top left portion of the screen and navigate to: Santa Clara>Financials Management>Operational Summary



The screenshot displays the Oracle PeopleSoft Financials System interface. At the top, the Oracle logo is on the left, and 'Home' is on the right. Below the logo, there are 'Favorites' and 'Main Menu' tabs. A 'Search Menu:' field is visible. The 'Main Menu' is expanded, showing a list of folders: Santa Clara, Purchasing, Services Procurement, Accounts Payable, Set Up Financials/Supply Chain, Reporting Tools, PeopleTools, Change My Password, My Personalizations, and My System Profile. The 'Financials Management' folder is highlighted, and its sub-menu is displayed, listing: Actuals Transaction Details, Balance Sheet, Financial Commitments, Managers Report, Operational Summary, Project Summary, Purchase Order Report, and Transaction Combos. A red arrow points to the 'Operational Summary' report. On the left side of the screen, there are sections for 'Top Menu', 'The menu Click on M', 'Highlights', and 'Recently now appe Favorites at the top'. At the bottom, there is a 'Breadcrumbs' section with a small thumbnail image and a 'Menu Search located' section.

You will see the following page:

ORACLE

Favorites > Main Menu > Santa Clara > Financials Management > Operational Summary

### Operational Summary FM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Find an Existing Value | [Add a New Value](#)

- 3) a) If you have an existing Run Control, click Search.
- b) If you don't have an existing Run Control, click the Add a New Value tab on the top portion of the page. *When in doubt, click Search. If you see "No matching values" click the Add a New Value hyperlink or click the Add a New Value tab.*
5. You can use UPPERCASE letters, lowercase letters, numbers or any combination of the 2. If you run multiple versions of the report for different organizations under your purview you may want to use something meaningful to you so you can distinguish one run control from another to avoid having to reselect all of your parameters every time you run this report.
6. Click Add or simply hit the enter key on your keyboard after typing a value for the run control. Keep it relatively simple and short.

### Operational Summary FM

Find an Existing Value

Add a New Value

Run Control ID:

Add

Enter a value here then click the Add button

[Find an Existing Value](#) | [Add a New Value](#)

7. If your ID is in the unrestricted role you will see the following page that offers a list of 5 SCU Account Run Control Option choices on the lower left portion of the screen, and 1 Detail Account Selection (on the lower left portion of the page).

ORACLE

Home | Add to Favorites | Sign out

Favorites | Main Menu > Santa Clara > Financials Management > Operational Summary

New Window ? Help Personalize Page http

Scu Run Fm500

Run Control ID: OPSUM721 [Report Manager](#) [Process Monitor](#) [Run](#)

**Reporting Levels**  
 Department  Activity  Class

**Time Span**  
Fiscal Year:  As Of Period:

**Fund Selection**  
Fund Code:

**Department Selection**  
Department:  Tree Node:   
 Show Individual Departments

**Activity Selection**  
OneActivity  Activity:

**Class Selection**  
Single Cis  Class Field:

**SCU Account Run Control Option**  
 All Accounts  
 All Accounts Excluding Faculty & Staff Payroll  
 Expense  
 Expense Excluding Faculty & Staff Payroll  
 Revenue

**Detail Account Selection**  
 Show Transaction Accounts

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

If your ID is in the restricted role you will see the screen below with 3 Account Selection options, and 1 Detail Account Selection option (lower right portion of the page).

The screenshot shows the Oracle Financials Management Operational Summary report configuration interface. At the top, the Oracle logo is visible, followed by a breadcrumb trail: Favorites | Main Menu > Santa Clara > Financials Management > Operational Summary. A 'Run' button is located in the top right corner. Below the breadcrumb, the 'Run Control ID' is set to 'OPSUM0721', with links for 'Report Manager' and 'Process Monitor'. The interface is divided into several sections for configuration:

- Reporting Levels:** Includes checkboxes for 'Department' (checked), 'Activity', and 'Class'.
- Time Span:** Includes 'Fiscal Year' and 'As Of Period' fields with search icons.
- Fund Selection:** Includes a 'Fund Code' field with 'ALL' selected and a search icon.
- Department Selection:** Includes a 'Department' dropdown, a 'Department' text field with a search icon, and a 'Tree Node' text field.
- Activity Selection:** Includes a 'OneActivity' dropdown and an 'Activity' text field.
- Class Selection:** Includes a 'Single Cls' dropdown and a 'Class Field' text field.
- Account Selection:** Includes three radio button options: 'All Accounts Excluding Faculty & Staff Payroll', 'Expense Excluding Faculty & Staff Payroll' (selected), and 'Revenue'.
- Detail Account Selection:** Includes a checked checkbox for 'Show Transaction Accounts'.

At the bottom left, there are 'Save' and 'Notify' buttons.

Identify which combination of options you wish to use to generate your report. The process will generate a printable pdf report.

8. Choose the reporting levels you want on the report if you want something other than just department.
  - a) Selecting Activity will activate the Activity selection on the bottom left half of the screen selection below.
  - b) Choosing Class will activate the lower right portion of the page. You can select Activity, Class, both, or neither. If you select either Activity or Class you get the option to select all values or specify the individual activity, class or combination of the 2.

The screenshot shows a web-based reporting interface. At the top left, there is a 'Reporting Levels' section with three checkboxes: 'Department' (checked), 'Activity', and 'Class'. A red arrow points to the 'Activity' checkbox. To the right is a 'Time Span' section with 'Fiscal Year' and 'As Of Period' input fields, each with a search icon. Below these are three main sections: 'Fund Selection' with a 'Fund Code' dropdown set to 'ALL'; 'Department Selection' with a 'Department' dropdown, a 'Department' text input with a search icon, a 'Tree Node' text input, and a checked 'Show Individual Departments' checkbox; and 'Activity Selection' with a 'OneActivity' dropdown and an 'Activity' text input. To the right of these is a 'Class Selection' section with a 'Single Cls' dropdown and a 'Class Field' text input.




9. Fiscal years run from July 1<sup>st</sup> of 1 year – June 30<sup>th</sup> of the following year. The fiscal year is the calendar year corresponding to June 30, so if you want data as of a period between July 1, 2012 and June 30, 2013, enter 2013 as the Fiscal Year.
10. The **As of Period** corresponds to the month of the fiscal year beginning with July (period 1), to June (period 12). Enter an accounting period. This is a **required** field.



11. **Fund Code** – you can select ALL to retrieve data on all funds that have activity related to the combination of department, activity, and class that you have selected, or you may select an individual fund, if you are only interested in data for one fund. If you are not certain of the fund number, you can type part of the fund number and click the magnifying glass icon next to the field to search for the exact value you need.

**Fund Selection**  
Fund Code:   

12. Choose the drop down arrow in the Department Selection section of the page to choose one department, all departments, one tree node, or all tree nodes. The choices of nodes and departments will vary depending on the department level security that has been granted to your User ID.


**Department Selection**  
Department:   Tree Node:   
 Show Individual Departments  
Activity:   Single Cls:  Class Field:    
Account Selection:  Detail Account Selection:

If you choose Department you will be able to search for an individual department. You will only see departments to which you have been granted access. If you choose tree node, and click the magnifying glass next to Tree Node, you will see the highest level tree node to which you have been granted access, and any or all tree nodes directly beneath that node.

**Department Selection**  
TreeNode:  Department:  Tree Node:     
 Show Individual Departments

If you have chosen a tree node and want to see detailed breakouts by department, click the Show Individual Departments checkbox as show above under the Tree Node: box.

13. After you have entered/selected all the parameters you wish to use, click the Run button..

Favorites | Main Menu > Santa Clara > Financials Management > Operational Summary  
**Operation Summary**  
Run Control ID: OPSUM721 [Report Manager](#) [Process Monitor](#)  

14. On the next page click OK to launch the report.

### Process Scheduler Request

User ID: EDO Run Control ID: OPSUM721

Server Name:  Run Date: 07/22/2014

Recurrence:  Run Time: 8:20:56AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Operational Summary	SCUFM500	SQR Report	Web	PDF	<a href="#">Distribution</a>

15. After clicking OK you will be returned to the page where you clicked Run. Underneath the word Run you will see Process Instance followed by a system assigned number.

Favorites Main Menu > Santa Clara > Financials Management > Operational Summary

Operation Summary

Run Control ID: OPSUM721 [Report Manager](#) [Process Monitor](#)

Process Instance: 1051355

## Retrieving your reports/Downloading .csv files

16. After you have submitted your report, wait at least 5 minutes then click the Report Manager hyperlink.

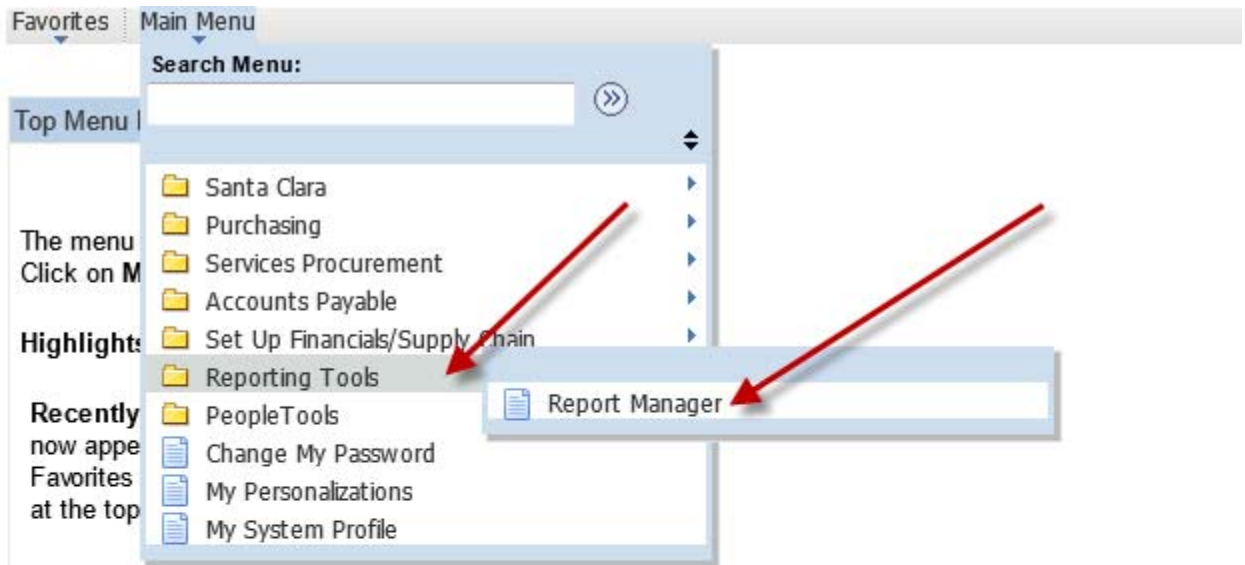
Operation Summary

Run Control ID: OPSUM721 [Report Manager](#) [Process Monitor](#)

Reporting Levels:  Department  Activity  Class

Time Span: Fiscal Year: 2014 As Of Period: 6

17. If you had to navigate away from this page, or your session was timed out, after logging back in navigate to Reporting Tools/Report Manager to retrieve the output of your report.



**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.



**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.



18. You will see a display similar to the display below. To open the printable pdf version of the report click the hyperlink in the middle of the screen as illustrated below:

Favorites | Main Menu > Santa Clara > Financials Management > Operational Summary > Report Manager

Administration

View Reports For

User ID:  Type:  Last  Days  Refresh

Status:  Folder:  Instance:  to:

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	912627	1051355	<a href="#">Operational Summary</a>	07/22/2014 8:21:52AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	912592	1051320	<a href="#">Operational Summary</a>	07/17/2014 4:57:40PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

Click the delete button to delete the selected report(s)

[Go back to Operational Summary FM](#)