



# Internal Billing System User Manual

Prepared By:



Big enough to know.  
Small enough to know better.



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## ***Overview of the Internal Billing System***

The Internal Billing System is a custom Oracle application developed by OHSU and IMPAC Services consisting of custom tables, forms, procedures, processes, and reports which are integrated with, and registered in the Oracle Financial application.

The system was designed to provide a standardized billing process for OHSU service centers and departments that provide goods and services to other OHSU departments.

The benefits to OHSU of having a standardized Internal billing system for their service centers and departments are:

- Standard billing feeds to the GL & PA/OGA by the different departments.
- Replacement of various accounting feeder systems that are not Y2K compliant.
- GL Code combinations validations before posting the transactions to the GL.
- POETA and transaction control validations before posting the transactions to the PA/OGA.
- With the Internal Billing System (IBS) a department can access the detailed level billing activity that will be a zoom view of the billing summary posted to the GL by the different service centers. It is currently done by manually querying a department by phone, mail etc. for the detail information. With the Internal Billing System a department can browse the detailed level billing at the IBS sub-ledger level corresponding to the GL entries on their account. For instance if an individual or a department desires to know about the billing shown on his/her GL account by the Photography department, he/she can zoom into the IBS application from the GL and browse through the detailed level billing to his/her account posted by the photography department.
- Since the IBS will be centralized and every department will be accessing this repository through their custom forms, it reduces the task of maintaining individual and independent billing activities of the different departments and also standardizes the billing procedures.
- Most of the current billing systems used by the department are not GUI based; the new internal billing system provides GUI interface to users for data entry and reporting.
- The IBS will be based on Oracle database and suite of products for developing the user interface forms and reports. The IBS application will be developed using the 11i architecture.
- The new Internal billing system will avoid any incorrect billing done to the various customers at the GL level because of account validations and access to detailed level billing (actual dollar values of each item and the total dollar value, Instead of number of items as in the case of Oracle PA application used for Internal billing).
- Access to the item masters for the service centers for modifications, so that they can change their item master as more items or services are added, changes in the pricing of item or interdepartmental changes occur.

## **ITEMS**

### **Overview**

The Internal Billing System uses items to keep track of the services and products that are the source of revenue for Service Centers. It also has special items to make it easy to do calculations on your transaction forms such as rush charges. An item is used to record the cost, markup, expense object code, and revenue category for a service or product on a transaction. By using items, a Service Center is able to standardize their billing to internal and external customers by consistently charging each customer the same price for the same service or product. Each Service Center is responsible for creating and maintaining their own set of items. A responsibility is used to limit access to a Service Center's items, customers and transactions.

While providing a quick means of data entry, items, more importantly, handle the behind-the-scenes accounting. When you create an item you link it to an expense object code or expenditure type (for grants) and revenue category, which are then used to build the expense and revenue accounting entries on a transaction line.

The Expense Entry is built using the expense object code define on the item and the fund, org and mission entered by the user in the default account on the transaction.

The Revenue Entry is built using the fund, org & mission from revenue account define in the Service Center setup table. The system derives the object code using the item's revenue category and the fund value from the expense entry to lookup the revenue object code in the Revenue Accounts table by category and fund range. On cash or accounts receivable transactions, the revenue account is built using the cash sales account defined in the Service Center setup form.

While items are easy to set up, you'll want to spend some time deciding how they can best work for you before you start setting them up and using them. Consider how much detail your customers need to see on transactions, and also consider the level of detail you prefer to track revenue. The Internal Billing System provides transaction reports showing detail item information per transaction, and revenue reports showing revenue dollars and quantity by item per GL period.

### Item Form Defined

Use the IBS Items window to perform maintenance activities (Add, Update, Delete or Disable) on standard items or Job items for your service center.

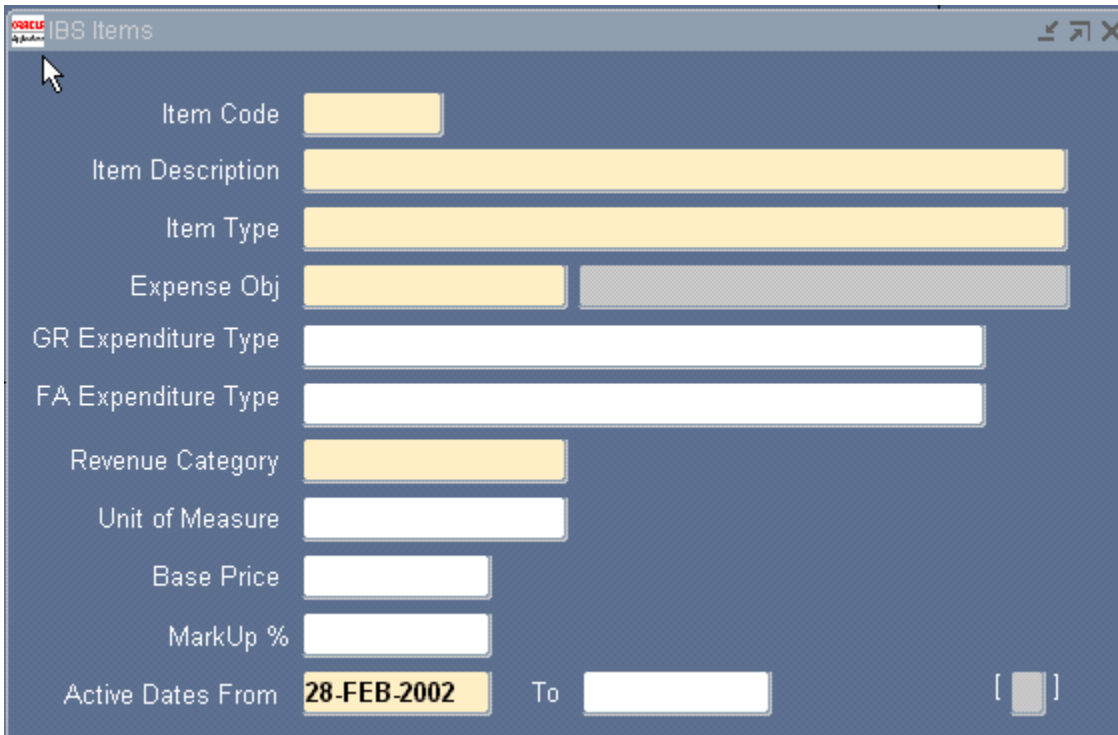
From the Navigator window, select Items from the menu, and click on Open.

This will open the Find Items window. This is the starting point to creating or updating item information. Click on the New button to create a new item, or enter search criteria and click on the Find button to review or modify an existing item.



The screenshot shows a window titled "Find IBS Items" with a dark blue background. It contains two text input fields: "Item Code" and "Item Description". Below these fields are three buttons: "Clear", "New", and "Find".

This will open the IBS Items window displaying the items found from your search criteria, or in insert mode allowing you to enter a new item (as shown below).



The screenshot shows a window titled "IBS Items" with a dark blue background. It contains several input fields: "Item Code", "Item Description", "Item Type", "Expense Obj", "GR Expenditure Type", "FA Expenditure Type", "Revenue Category", "Unit of Measure", "Base Price", "MarkUp %", and "Active Dates From" (with a date value of "28-FEB-2002") and "To".

The following fields are used to define an item:

**Item Code**

A code used to identify a service center service or product. Item codes are unique per service center and are limited to six characters.

**Item Description**

A description of the product or service being provided. Item descriptions are unique per service center to help prevent duplicate items from being created.

**Item Type**

There are four types of items within IBS, standard items, job items, rush items, and deposit items. Setup a Job item when you want to charge the total cost of a service such as catering or print jobs, and do not want your customers to see the detail components or costs. Sub items are used to build the cost of the job item, and have their own unit of measure, base price and markup. The advantage of using job items is that customers only see the total charge for the service, but the service center is still able to track revenue by the components or items involved in providing the service.

**Expense Object**

The expense object code used to charge internal customers for the service or product they purchased.

**GR-Expenditure Type**

The Expenditure Type used to charge Grant customers for the service or product they purchased. The list of values for this field is limited by the object codes selected.

**FA-Expenditure Type**

The Expenditure Type used to charge Facility Projects for the service or product they purchased. The list of values for this field is limited by the object codes selected.

**Revenue Category**

A category used to determine which revenue object code is used to record the revenue generated from the item. Currently there are three revenue categories defined; Service, Supplies and Other.

**Unit of Measure**

The unit of measure use to specify quantities of items that are to be issued. Examples of unit of measures are Each, Box, Sheet, Ream, and Hour. This field is disabled for Job Items.

**Base Price**

The base price or cost of an item. If this field is left blank, than the system will prompt you for the base price when you use the item on a transaction. This field is disabled for Job Items.

Note, if you need to define an item that uses negative amounts, then do not define a base price for the item (leave the field blank), and when the system prompts you for the base price at transaction entry time, you can enter a negative amount at that time.

**Markup %**

The percentage used to markup the base price of the item. The price of an item is calculated by multiplying the base price \* (1+ markup %). This is not a required field and is disabled for job items.

**Active Date From**

The starting date an item is available to be used on transactions. If the transaction date is before the 'Active Date From' date defined on an item, then the item will not be available for that transaction.

**Active Date To**

The ending date an item is available to be used on transactions. If the transaction date is after the 'Active Date To' date (end date) defined on an item, then the item will not be available for that transaction. Note that you are not able to delete an item that has been used in a transaction, you are only able to inactivate the item by placing an "End Date" in the Active Date To field.

## Defining Items

To define a standard item:

1. Open the IBS Items form by double clicking on 'Items' from the Navigator window.
2. Click the New button on the Find Items window.
3. In the Item Code field, enter a unique code up to four characters long to identify the item.
4. In the Description field, enter a description that describes the service or product.
5. In the Item Type field, choose 'Standard' from the list.
6. In the Object field, choose an expense object code appropriate for the type of service or product being billed.
7. In the GR-Expenditure Type field, use the list of values to choose an expenditure type appropriate for the type service or product being billed to a grant. The list of values is limited by the Object code selected.
8. In the FA-Expenditure Type field, use the list of values to choose an expenditure type appropriate for the type service or product being billed to Facility Projects. The list of values is limited by the Object code selected. Optionally you may leave this field blank if you do not plan to charge Facility Projects.
9. In the Revenue Category, choose a category from the list that is appropriate for the type of service or product being billed.
10. In the Unit of Measure field, enter a unit that specifies the item quantity to be issued.
11. In the Base Price field, enter the cost of the service or product. Optionally you may leave this field blank, and the system will prompt you for the base price when you use the item on a transaction.
12. In the Markup % field, enter a percentage by which to markup the base price of the item.
13. Verify that the system date defaults into the Active Date From field. Optionally you may enter a future or prior date to control when this item should be used on transactions.
14. Leave the Active Date To field blank.
15. Save (Ctrl S).

<b>Hint</b>	To create additional Items, select 'New' from the File menu, or use the 'Ctrl +' Down' keys to insert a new record.
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To define a Rush item:

1. Open the IBS Items form by double clicking on 'Items' from the Navigator window.
2. Click the New button on the Find Items window.
3. In the Item Code field, enter a unique code up to four characters long to identify the rush item. It is a good idea to start rush item codes with an 'R' to distinguish rush items from standard items.
4. In the Description field, enter a description that describes the Rush Charge.
5. In the Item Type field, choose 'Rush' from the list.
6. In the Object field, choose an expense object code appropriate for the type of rush charge being billed.
7. In the GR-Expenditure Type field, use the list of values to choose an expenditure type appropriate for the type service or product being billed to a grant. The list of values is limited by the Object code selected.
8. In the FA-Expenditure Type field, use the list of values to choose an expenditure type appropriate for the type service or product being billed to Facility Projects. The list of values is limited by the Object code selected. Optionally you may leave this field blank if you do not plan to charge Facility Projects.
9. In the Revenue Category, choose a 'Service' from the list of values.
10. In the Unit of Measure field, enter a unit that specifies the item quantity to be issued.
11. In the Base Price field, enter the rate that will be used to calculate the rush charge. For example, use .25 for a 25% markup, and 1.0 for 100% markup.
12. Skip the Markup % field, it is disable for Rush Items.
13. Verify that the system date defaults into the Active Date From field. Optionally you may enter a future or prior date to control when this item should be used on transactions.
14. Leave the Active Date To field blank.
15. Save (Ctrl S).

## Finding Items

To find items:

1. Open the IBS Items form by double clicking on 'Items' from the Navigator window.
2. In the Find IBS Items window, enter your search criteria. You are able to search for Items by entering an Item Code or a partial description using wildcards (%).
3. Click on the Find button.
4. Use the Up and Down arrow keys to review the retrieved records.

<b>Hint</b>	If you are already in the IBS Items window, you can open the Find window by clicking on the find icon (flashlight).
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## Modifying Items

To modify an Item:

1. Open the IBS Items form by double clicking on Items from the Navigator window.
2. In the Find IBS Items window, select the item you want to modify from the item code list of values.
3. Click on the Find button.
4. Tab to the field(s) you wish to modify and make the necessary changes.
5. Save (Ctrl S).

<b>Note</b>	The system should allow you to change any field except the Item Code field.
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## Disabling Items

The system should allow you to disable an item by entering an end date in the Active Date To field. You will not be able to select an item on a transaction where the transaction date is greater than the Active Date To date on the item.

To disable an Item:

1. Open the IBS Items form by double clicking on Items from the Navigator window.
2. In the Find IBS Items window, select the item you want to disable from the item code list of values.
3. Click on the Find button.
4. In the Active Date To field, enter an end date.
5. Save (Ctrl S).

## Deleting Items

The system should allow you to delete an Item if it has no sub items defined, and if it has not been used in transactions. If you attempt to delete an item that has been used in a transaction or if it has sub items, the system will provide you with an error message stating that you can not delete this item, and should disable it instead.

To delete an Item:

1. Open the IBS Items form by double clicking on Items from the Navigator window.
2. In the Find IBS window, select the item you want to delete from the item code list of values.
3. Click on the Find button.
4. Choose the Delete Record from the Edit menu or click on the Delete Icon.
5. Save (Ctrl S).

## **Sub Items**

### **Overview**

The purpose of the Enter/Maintain Sub-Items form is to allow a Service Center to enter and update items that are the “children” of items with an item type of “Job”. A Sub-Item has its own unit of measure, base price and markup, and are used to build the cost of the job item. A Sub-Item does not carry accounting information (expense object or revenue category), this information is captured at the Job item level.

Another important note about sub-items is that your customers (GL Users) are not able to see sub-item detail when they drill down from the GL Account Inquiry screen, nor from any of the reports available to them. Sub-item detail is restricted to the Service Center, and is intended to help them break down the costs involved in providing a service.

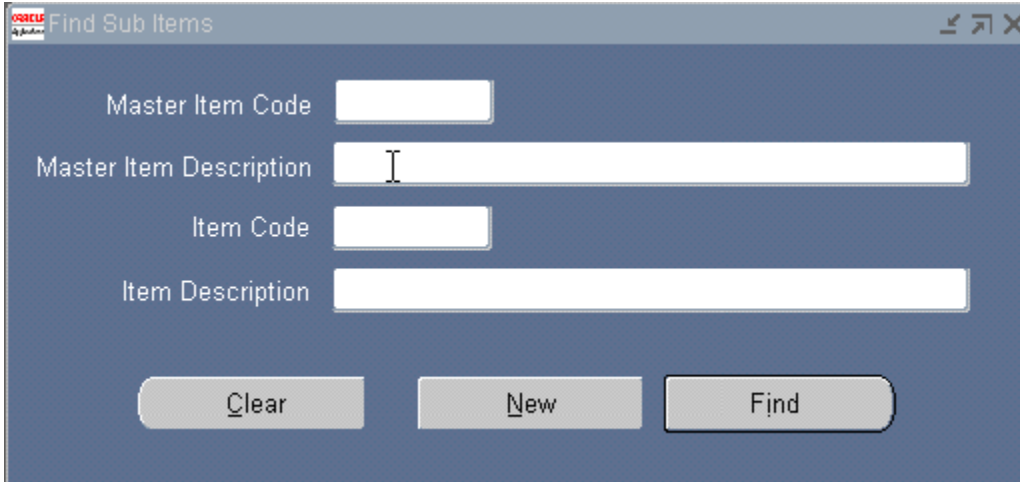
A good example of using sub-items can be found in Printing. Printing has one job item defined called Print Jobs, and has many sub-items defined that build the cost for that job or parent item. Examples of their sub-items are paper, operator press time and binding. Printing decided to use sub-items because they needed to track the revenue being generated at a component or sub-item level, while their customers only needed to know the total cost of the print job.

### Item Form Defined

Use the IBS Sub Items window to perform maintenance activities (Add, Update, Delete or Disable) on sub items for your service center.

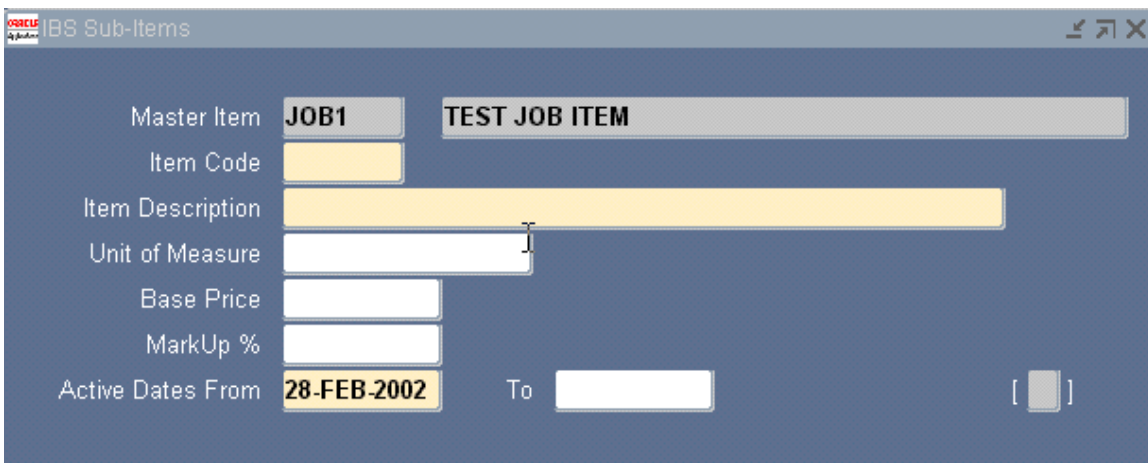
From the Navigator window, select Sub Items from the menu, and click on Open.

This will open the Find Sub Items window. This is the starting point to creating or updating sub-item information. Choose a Job or "Master Item Code" from the list of values, and then click on the New button to create a new sub-item, or enter search criteria and click on the Find button to review or modify an existing sub-item.



The screenshot shows a window titled "Find Sub Items" with a dark blue background. It contains four input fields: "Master Item Code", "Master Item Description", "Item Code", and "Item Description". Below these fields are three buttons: "Clear", "New", and "Find".

This will open the IBS Sub Items window displaying the sub-items found from your search criteria, or in insert mode allowing you to enter a new sub-item for the selected Job Item (as shown below).



The screenshot shows a window titled "IBS Sub-Items" with a dark blue background. It contains several fields: "Master Item" (JOB1), "Item Code", "Item Description", "Unit of Measure", "Base Price", "MarkUp %", and "Active Dates From" (28-FEB-2002). A "TEST JOB ITEM" label is visible next to the Master Item field.

The following fields are used to define a sub-item:

**Item Code**

A code used to identify a service center service or product. Item codes are unique per service center and are limited to four characters. Please note that item codes must also be unique between the both sub-items and standard items.

**Item Description**

A description of the service or product is being provided. Item descriptions are unique per service center to help prevent duplicate items from being created.

**Unit of Measure**

The unit of measure use to specify quantities of sub-items that are to be issued. Examples of unit of measures are Each, Box, Sheet, Ream, and Hour.

**Base Price**

The base price or cost of the sub-item. If this field is left blank, than the system will prompt you for the base price when you use the sub-item on a transaction. A sub-item's base price must be a positive number. Note, if you need to define a sub-item that uses negative amounts, then do not define a base price for this sub-item (leave the field blank), and when the system prompts you for the base price at transaction entry time, you can enter a negative amount at that time.

**Markup %**

The percentage used to markup the base price of the sub-item. The price of a sub-item is calculated by multiplying the base price \* (1+ markup %). This is not a required field.

**Active Date From**

The starting date a sub-item is available to be used on transactions. If the transaction date is before the 'Active Date From' date defined on the sub-item, then the sub-item will not be available for that transaction.

**Active Date To**

The ending date a sub-item is available to be used on transactions. If the transaction date is after the 'Active Date To' date (end date) defined on the sub-item, then the sub-item will not be available for that transaction. Note that you are not able to delete a sub-item that has been used in a transaction, you are only able to inactivate the sub-item by placing an "End Date" in the Active Date To field.

## Defining Sub-Items

To define a sub item:

1. Open the IBS Sub Items form by double clicking on 'Sub Items' from the Navigator window.
2. In the Master Item Code field, choose a Job item from the list that you want to create a sub item for.
3. Click the New button on the Find Items window.
4. In the Item Code field, enter a unique code up to four characters long to identify the item.
5. In the Description field, enter a description that describes the service or product.
6. In the Unit of Measure field, enter a unit that specifies the item quantity to be issued.
7. In the Base Price field, enter the cost of the service or product. Optionally you may leave this field blank, and the system will prompt you for the base price when you use the item on a transaction.
8. In the Markup % field, enter a percentage by which to markup the base price of the item.
9. Verify that the system date defaults into the Active Date From field. Optionally you may enter a future or prior date to control when this item should be used on transactions.
10. Leave the Active Date To field blank.
11. Save (Ctrl S).

## Finding Sub-Items

To find items:

1. Open the IBS Sub Items form by double clicking on Sub Items from the Navigator window.
2. In the Find IBS Sub Items window, choose a Master Item Code and enter your search criteria. You are able to search for sub Items by entering an Item Code or a partial description using wildcards (%).
3. Click on the Find button.
4. Use the Up and Down arrow keys to review the retrieved records.

<b>Hint</b> If you are already in the IBS Sub Items window, you can open the Find window by clicking on the find icon (flashlight).
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## Modifying Sub Items

To modify sub items:

1. Open the IBS Sub Items form by double clicking on Sub Items from the Navigator window.
2. In the Find IBS Sub Items window, select a Master Item Code, and the sub item you want to modify from the item code list of values.
3. Click on the Find button.
4. Tab to the field(s) you wish to modify and make the necessary changes.
5. Save (Ctrl S).

<b>Note</b>	The system should allow you to change any field except the Item Code field.
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## Disabling Sub Items

The system should allow you to disable a sub item by entering an end date in the Active Date To field. You will not be able to select a sub item on a transaction where the transaction date is greater than the Active Date To date on the sub item.

To disable a sub item:

1. Open the IBS Sub Items form by double clicking on Sub Items from the Navigator window.
2. In the Find IBS Sub Items window, select a Master Item Code, and the sub item you want to disable from the item code list of values.
3. Click on the Find button.
4. In the Active Date To field, enter an end date.
5. Save (Ctrl S).

## Deleting Sub Items

The system should allow you to delete sub items that have not been used in transactions. If you attempt to delete a sub item that has been used in a transaction, the system will provide you with an error message stating that you can not delete this sub item, and should disable it instead.

To delete a sub item:

1. Open the IBS Sub Items form by double clicking on Sub Items from the Navigator window.
2. In the Find IBS window, select a Master Item Code, and the sub item you want to delete from the item code list of values.
3. Click on the Find button.
4. Choose the Delete Record from the Edit menu or click on the Delete Icon.
5. Save (Ctrl S).



## TRANSACTIONS

### Overview

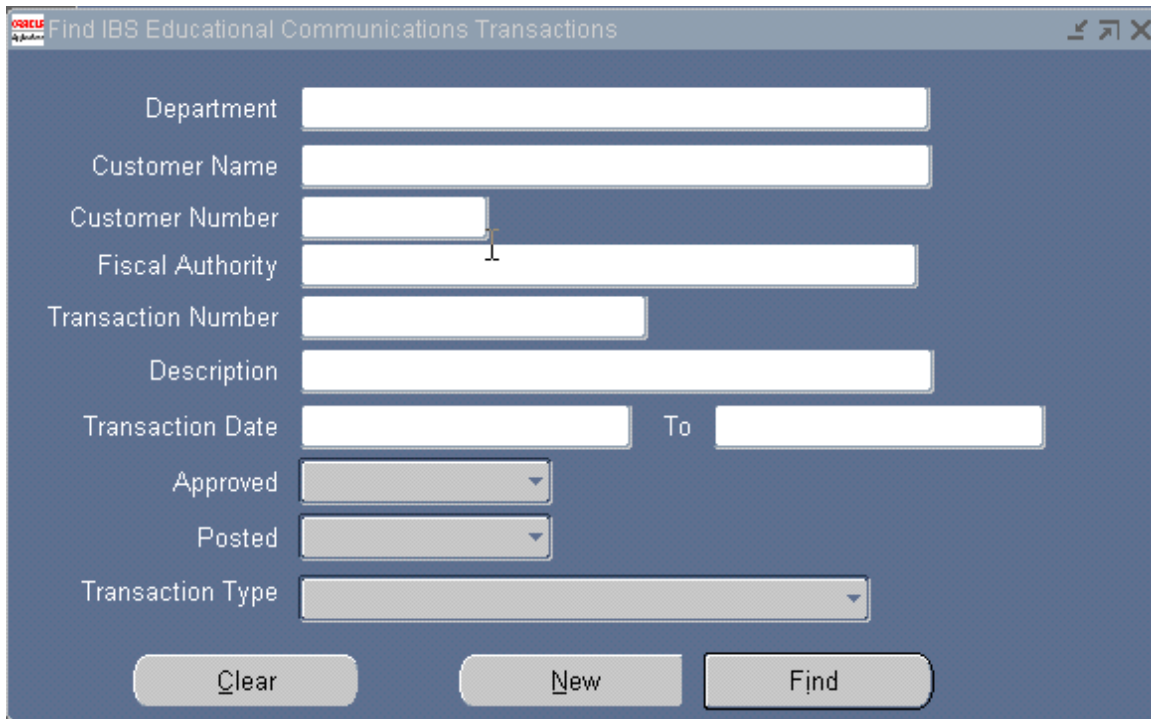
This section provides an overview of the IBS Transaction form, and explains how to create, modify, cancel and reverse posted transactions.

The purpose of the IBS transaction form is to allow Service Centers to enter internal transactions for the services and products they sell to other OHSU departments. In addition to entering internal transactions, this form also allows a Service Center to enter transactions to Non-OHSU departments if the Allow Cash/AR Transaction option is enabled by Corporate Financial Services.

### Entering Transactions

Use the IBS Transaction window to enter, review and modify transactions for your service center.

1. From the Navigator window, select Transactions from the menu, and click on Open.
2. This will open the Find IBS Transactions window. This is the starting point to creating or updating transactions.



The screenshot shows a software window titled "Find IBS Educational Communications Transactions". The window contains the following fields and controls:

- Department: Text input field
- Customer Name: Text input field
- Customer Number: Text input field
- Fiscal Authority: Text input field
- Transaction Number: Text input field
- Description: Text input field
- Transaction Date: Text input field, followed by "To" and another text input field
- Approved: Dropdown menu
- Posted: Dropdown menu
- Transaction Type: Dropdown menu
- Buttons: "Clear", "New", and "Find" at the bottom.

3. Click on the New button to create a new transaction, or enter search criteria and click on the Find button to review or modify existing transaction. This will open the IBS Transactions window displaying the transactions found from your search criteria, or in insert mode allowing you to enter a new transaction (as shown below).

4. In the Transaction Number field, enter a unique number (up to 20 alpha-numeric characters) if your Service Center is setup to do manual numbering, otherwise, skip this field and the system will assign a number when you save.
5. Verify that the Transaction Date is correct. The system date and time is defaulted in.
6. In the Transaction Type field, choose the appropriate type from the list of values. When CFS sets up your Service Center they pre-define which transaction types you are allowed to use and which type should be your default.

The available transaction types are as follows:

- Non-Cash-Charges OHSU accounts and credits Service Center Revenue Account.
- Cash/AR-Charges outside customers by debiting a Cash Clearing account and crediting the Service Center's Revenue account. Service Centers still need to deposit the cash/checks against the cash clearing account with the Cashiers office.
- Pre-Paid/Clearing-Charges OHSU Accounts and Credits Service Center's Clearing Account.
- Deposit External (Library Only)
- Deposit Internal (POS Only)

7. In the Description field, enter a description of the transaction (Optional).
8. In the Last Name field (Customer Tab), choose an employee from the list of values (Ctrl L). By using the list of values the system will populate the customer's Last Name, First Name and Phone Number fields.
9. In the Department field, enter the name of the department for which the transaction is being processed. Optionally you may use the list of values (Ctrl L) to choose a department that has been used on previous transactions.
10. In the Mail Code field, enter the customer's mail code (Optional).
11. In the Phone Number field, enter the customer's phone number if it was not populated from the employee table.

12. Choose either the Account or Project Tab depending whether you are charging a GL or Grant Account, press Ctrl L to open the Alias window, and choose an alias from the list and click Ok.
13. In the flexfield window, verify that the correct account number was chosen, and then click Ok.
14. In the Descriptive flexfield, enter optional information in each service center specific field (i.e. Notes field).
15. In the item field, choose an item from the list. If the item has no base price define, the system will open a popup window to enter the base price of the item.
16. In the Quantity field, enter the quantity of items being sold for supplies, or the number of hours worked or a fixed unit of one for services.
17. The Amount field is calculated by the system.
18. If rush charges apply to this item, then click on the Rush Checkbox for that line.
19. Tab to next line, and enter additional items if needed by repeating steps 13-16.
20. After all items are entered, click on the Apply Rush button to create a new line for the rush charge (if applicable). The system will prompt you to save, and then provide you with a list of values to choose a rush item. Select the appropriate rush item and then click the Ok button to close the window. The system will add a new line and enter the sum of all items marked as rush in the quantity field, and then calculate the amount field by multiplying the quantity by the price field. The price field represents the markup percentage for the rush item.
21. Click the Approve Checkbox. Note that Funds Checking and Fiscal Authority checking are performed during the approval process.
22. Click on the Print Receipt button to print a receipt for the customer (Optional).

<b>Hint</b> If you change the quantity or delete a rush item, then you need to re-click the Apply Rush button to recalculate the rush charge.
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To enter a transaction for external customers (Cash/AR):

1. Open the IBS Transactions form by double clicking on 'Transactions' from the Navigator window.
2. In the IBS Find Transaction window, click the New button.
3. Verify that the Transaction Date is correct. The system date is defaulted in.
4. In the Transaction Type field, chose Cash/AR from the list of values.
5. In the Description field, enter a description of the transaction (Optional).
6. In the Last Name field (Customer Tab), enter the customer's last name.
7. In the First Name field, enter the customer's first name.
8. In the Department field, enter the customer's company name (Optional). Optionally you may use the list of values (Ctrl L) to choose a value that has been used on previous transactions.
9. Skip the Mail Code field.
10. In the Phone Number field, enter the customer's phone number.
11. Skip the Account & Project Tabs, for external transactions these tabs are disabled and the account field is automatically populated with the Cash/AR Sales account, which is defined in the Service Center Setup form.
12. In the Descriptive flexfield, enter optional information in each service center specific field (i.e. Notes field).
13. In the item field, choose an item from the list. If the item has no base price define, the system will open a popup window to enter the base price of the item.
14. In the Quantity field, enter the quantity of items being sold for supplies, or the number of hours worked or a fixed unit of one for services.
15. The Amount field is calculated by the system.
16. If rush charges apply to this item, then click on the Rush Checkbox for that line.
17. Tab to next line, and enter additional items if needed by repeating steps 13-16.
18. After all items are entered, click on the Apply Rush button to create a new line for the rush charge (if applicable). The system will prompt you to save, and then provide you with a list of values to choose a rush item. Select the appropriate rush item and then click the Ok button to close the window. The system will add a new line and enter the sum of all items marked as rush in the quantity field, and then calculate the amount field by multiplying the quantity by the price field. The price field represents the markup percentage for the rush item.
19. Click the Approve Checkbox.
20. Click on the Print Receipt button to print a receipt for the customer (Optional).

<b>Note</b>	After a transaction is saved, the system will not allow you to uncheck the Cash/AR Checkbox to enter a departmental account.
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To enter a transaction with multiple account distributions:

1. Repeat steps 1-16 from previous page.
2. Click on the Distributions button.
3. Change the existing percentage on the existing distribution line.
4. Arrow down to a new line, and enter a new account (Ctrl L will open the Alias window).
5. Enter a percentage for the new line.
6. Close distribution window to return to the main window. The system will save your transaction at this time.

<b>Note</b>	You will not be able to leave the distributions window unless the distribution percent total is equal to 100 percent.
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## Finding Transactions

To find transactions:

1. Open the IBS Transactions form by double clicking on 'Transactions' from the Navigator window.
2. In the Find Transactions window, enter your search criteria. You are able to search for transactions using any combination of the following fields:
  - Department
  - Customer
  - Transaction Number
  - Description
  - Transaction Date range
  - Transaction Type
  - Approved (All, Not Approved or Approved)
  - Posted (All, Not Posted, or Posted)

<b>Note</b>	If you search for transactions using the Cash/AR, Approved or Posted fields, then you must also specify a transaction number or transaction date range.
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3. Click on the Find button.
4. Use the Up and Down arrow keys to review the retrieved records.

<b>Hint</b>	If you are already in the IBS Transaction window, you can open the Find window by clicking on the find icon (flashlight).
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## Modifying Transactions

To modify a transaction:

1. Open the IBS Transactions form by double clicking on 'Transactions' from the Navigator window.
2. In the Find Transactions window, enter your search criteria to find the transaction you want to modify.
3. Click on the Find button.
4. Uncheck the Approved checkbox if it is checked.
5. Tab to the field(s) you wish to modify and make the necessary changes.
6. Save (Ctrl S).

<b>Note</b>	The system allows you to change any field except the item field, as long as the transaction is not posted. On posted transactions you are only able to cancel and reverse account distributions.  If you need to change an item, delete the transaction and select a new item from the list.
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## Deleting Transactions

The system will allow you to delete any unapproved, and unposted transaction. If you attempt to delete a transaction that is approved, the system will provide you with an error message stating that you can not delete an approved transaction, and that you should unapprove it first. If you attempt to delete a posted transaction, the system will provide you with an error message stating that you cannot delete this transaction, and that you should cancel it instead.

To disable a transaction:

1. Open the IBS Transactions form by double clicking on 'Transactions' from the Navigator window.
2. In the Find Transactions window, enter your search criteria to find the transaction you want to delete.
3. Click on the Find button.
4. Choose the Delete Record from the Edit menu or click on the Delete Icon.
5. Save (Ctrl S).

## Reversing Account Distributions

The system will allow you to reverse an account distribution on any posted and non-canceled transaction. If you attempt to reverse an account distribution on a transaction that is not posted, then the system will provide you with an error message stating that you cannot reverse that distribution.

To reverse an account distribution:

1. Open the IBS Transactions form by double clicking on Transactions from the Navigator window.
2. In the Find Transactions window, enter your search criteria to find the transaction you want to correct.
3. Click on the Find button.
4. Click the Distributions button.
5. Click on the Reverse checkbox for the distribution line you want to reverse.
6. Click the Ok button to response to the message confirming you want to reverse this line.
7. Arrow down to a new line and enter a new account distribution.
8. Save (Ctrl S).

<b>Note</b> You will not be able to leave the distributions window unless the distribution percent total is equal to 100 percent.
---

## Canceling Transactions

Canceling a transaction allows a Service Center to completely refund or credit a customer's account by deleting any unposted account distributions, and by reversing any posted account distributions. It is important to remember that canceling a transaction is irreversible.

To cancel a transaction:

1. Open the IBS Transactions form by double clicking on Transactions from the Navigator window.
2. In the Find Transactions window, enter your search criteria to find the transaction you want to cancel.
3. Click on the Find button.
4. Uncheck the approved check box if it is checked.
5. Click on the Cancel check box.
6. Click the Ok button to response to the message confirming you want to cancel the transaction. The system will automatically save your transaction.

<b>Note</b>	You may wish to cancel an unbilled (not posted) transaction if you need to keep a record of the request or order.
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## Importing Transactions

To import Transactions:

1. Copy your import file(s) to the I:\ohsu\ibs\[service center] folder with the following layout:

Column	Type	Size	Required	Notes
Service Center Code	Text	5	Yes	
Transaction Type	Text	1	Yes	A = Prepaid Clearing C = Cash/AR D = Deposit Internal N = Non Cash (OHSU Account or Dept Charge) S = Student Credit X = Deposit External
Transaction Number	Text	20	NO	If left blank system will assign
Transaction Date	Date	8/10	Yes	(Format mm/dd/yy or mm/dd/yyyy with or without the leading zeros)
Transaction Description	Text	60	No	
Customer Last Name	Text	40	Yes	
Customer First Name	Text	20	No	
Fiscal Authority Employee #	Number		Conditional	For Fiscal Authority you can either enter the Employee's Full name or their Employee Number.
Fiscal Authority Name	Text	40	Conditional	Format: Last_Name, First_Name Initial (i.e. "Smith, John Q")
Department	Text	25	No	
Mail Code	Text	20	No	
Phone	Text	30	No	
Item Code	Text	6	Yes	
Quantity	Number	8,2	Yes	
Base Price	Number	9,2	Yes	
Alias	Text	8	Yes	
Distribution Amount	Number	22,2	Yes	

Note: fields must be delimited by commas, if using excel, save the file with a file type of ".csv". Also do not use spaces in the file name.

2. Use Windows Explorer to verify that only the file(s) you want to import are in the import folder I:\ohsu\ibs\[service center], if multiple files exist, the import process will import all files. After the import process is complete, the system will move the file(s) to the backup folder.
3. Log onto Oracle using your IBS responsibility.
4. Navigate to Importing Transactions. (Import Transactions/Importing Transactions)

5. This will open the Submit Request window displaying The “IBS [Service Center Code] Transaction Import” request set.

This set will include four programs:

- IBS Import File Load - Used to copy the file to Unix and to load the import table.
  - IBS Import Process - Checks the records for errors and creates transactions in IBS.
  - IBS Import Accepted Transactions Report – Reports on transactions imported into IBS.
  - IBS Import Errors Report – A report that shows errors on imported transactions.
6. Click the Submit button to start the import process.
  7. This process will complete in 5 to 10 minutes.
  8. To view the process on-line, choose “View My Requests” from the help menu. Remember there will be the Request Set and the four programs list above that need to complete. Use (Alt R) to refresh the screen. If any of the import processes error out, call the Oracle System Annalists supporting IBS for assistance.
  9. The IBS Import Accepted Transactions and Error reports will print automatically.
  10. Review the import error report, and use the Import Correct Alias form to correct records with invalid accounts. Use the Import Correction form to correct non-account errors, such as duplicate transaction numbers, invalid item code or zero amount transactions.
  11. Re-run the import process and correct remaining errors.
  12. Use the IBS Transaction form to make manual adjustments (If needed).
  13. Accounting will transfer the transactions to the GL on the next posting run.

## Types of Transaction Import Errors

The IBS Transaction Interface process will not process a file if one of the following conditions occurs:

- The file is a duplicate, of a file that exists in the backup Unix directory.
- The file is in the wrong format.

A transaction will be marked in error if one or more of the following conditions occurs:

- Duplicate Trx Number – Use the IBS Transaction form to verify that you have not already imported this transaction. If it is a duplicate transaction then use the IBS Import Correction form to delete the transaction. If it is not a duplicate transaction (maybe an adjustment) then use the IBS Import Correction form to change the Transaction Number by appending a value to the end of the number to make it unique.
- Invalid Transaction Type Code -
- Invalid Item – Use the IBS Import Correction form to add a valid item code, you will also have to manually add the expense account. The import process does not build the expense account if the item code is invalid.
- Missing Base Price – Use the IBS Import Correction form to add the base price to the record.
- Item does not have an expenditure type
- Item does not have an expense object
- Line Amount <> Distribution Amount – Use the Import Correction form to adjust the base price or the distribution amount.
- Distributions Percents <> 100%
- Invalid Alias – Use the IBS Correct Alias form to correct invalid aliases.
- Invalid Expense Account – Use the IBS Import Corrections or IBS Correct Alias form to change the invalid expense account to a valid account.
- Invalid Revenue Account - The revenue account in the IBS Service Center setup form may have been disabled. Call the Oracle System Administrator for assistance.
- Missing Expense Account – Use the IBS Import Correction form to add an expense account. Note that the system will not attempt to build the revenue account if expense account is missing or invalid. However, after you add the expense account manually using the correction from the system will build the revenue account automatically.
- Unable to Derive Revenue Account – The system may not be able to build the revenue account if the expense account being charged is not setup in one of the ranges in the IBS Revenue Accounts table. Call the Oracle System Administrator for assistance.
- Invalid value for Project, Task or Award - Use the IBS Import Corrections form to change the invalid POETA account to a valid account.
- Project/Task Validation Error -
- Award Validation Error
- Error generating GL account from Project information
- IBS cannot build account for approval verification
- Approver is not an active employee
- IBS encountered an error in checking Fiscal Authority
- Approver does not have authorization for accounts
- No active assignments for Approver
- No active approval groups or approval group assignments for Approver
- No active positions for Approver
- Line amount is over Approver limit
- Transaction amount is over Approver limit
- Approver is required for Fiscal Authority
- This transaction failed funds check
- Funds Check Error

## **POSTING**

### **Overview**

Corporate Financial Services is responsible for transferring transactions from IBS to the Oracle General Ledger for posting. This section provides an overview of the IBS posting process, and explains how to transfer transaction to the General Ledger.

### **IBS Interface to GL Process**

The purpose of the IBS Interface to GL process is to allow CFS to transfer approved transactions to the General Ledger for posting. This process is ran weekly, except at month end when it is ran on the fourth working day of the next month.

The process selects unposted distribution lines on approved transactions and summarizes the transactions by Service Center then by Account. A single batch will be created every time the process is run, with a separate journal entry for each Service Center. Journal lines are marked with source transaction information to enable the zoom functionality from GL Account Inquiry back to the IBS source transactions.

Journal Naming Conventions:

- The Batch Name is derived using the journal entry source, the Request ID and the Actual Flag (A, B, or E for actual, budget or encumbrance).
- The Journal Name is derived using the journal entry category and the currency code.
- The Journal Source is IBS.
- The Journal Category is defined in the Service Center Setup form. The journal category is the same as the four character Service Center Code.
- The Journal Line is derived using the Service Center Name from the Service Center Setup form.

## IBS Interface to GL Errors

The IBS Interface to GL process will complete with a status of error if one of the following conditions is not met:

- The Post Through Date is not in an open IBS period.
- The Post Through Date is not in an open General Ledger period.

The IBS Interface process will not process transactions for Service Center if any of the selected transactions are locked.

A transaction will be marked in error and not transferred to the General Ledger if one or more of the following conditions occurs:

- A Transaction Distribution line as an invalid Expense Account.
- A Transaction Distribution line as an invalid Revenue Account.
- A Transaction is over 45 days old (Based on Transaction Date).
- Transaction Line amounts that do not match Line Distribution amounts (This is not a very common).
- Transaction Line and Distribution amounts are not equal (This is not a very common, and does not apply to canceled transactions).

## Submitting IBS Transfer to GL Process

Use the IBS Interface to GL program to transfer internal and cash transactions to the general ledger interface table. You can then use your general ledger to post journal entries. Please note this process ran by CFS only.

To transfer transactions to the Oracle General Ledger:

1. Log into Oracle Using the IBS CFS User Responsibility, and navigate to Other/Requests/Run
2. In the Submit Requests window, choose the Request Type, and select IBS Interface to GL.
3. Enter the report parameters.  
Set of Books Name (Hidden Parameter)  
This parameter is used to identify which set of books to use when creating journal entries.

### Service Center

This is an optional parameter. A null value indicates that all active service centers should be processed.

### Validation Only

This is a Yes/No parameter. 'Yes' means that transaction errors will be marked, but valid transactions will not be inserted into GL interface. 'No' means that valid transactions will be inserted into GL Interface, and transaction errors will also be marked.

### Post Through Date

This is a required date parameter. Enter the date through which to transfer transactions to the GL. IBS transfers information for internal and cash transactions with Transaction Dates on or before this date. The Post Through Date becomes the GL Date for transaction distributions. The GL Date determines the accounting period in your general ledger.

4. Choose OK. In the Submit Requests window choose Submit.
5. IBS automatically prints A Batch Report and an Exception Report.
6. Review errors.

## Correcting GL Interface Errors

The purpose of the Review/Correct Distributions form is to allow each Service Center to review transaction distributions and to correct distribution accounting errors. Also, Corporate Finance Services may inquire on any Service Center's distributions and correct errors.

To correct GL interface errors:

1. Open the Review/Correct Distributions form by double clicking on Distribution from the Navigator window.
2. Verify that the Errors radio button in the Status section on the right side of the form is selected.
3. Click the Find button.
4. The Review/Correct Distributions form will open, if it does not, check the message line on the tool bar to see if query caused no records to be found.
5. Check the Error message field at the bottom of the form to see the type of error. There are three types of errors: Invalid expense account, invalid revenue account, and transactions over 45 days old. Service Centers are responsible for correcting transactions with invalid expense account errors, and CFS is responsible for all other errors.
6. Click in the Account field, and make your correction.
7. Save (F9).
8. When CFS runs the interface to GL process again, the correct transactions will be transferred to the GL.

<b>Note</b>	Invalid Revenue Account errors and 45 day old errors are corrected by CFS. If a transaction is out of balance (line amt <> distribution amt), then fix transaction using the transaction form.
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## REPORTING

### Overview

The Internal Billing Systems provides the following Standard Reports:

- **IBS Item Listing:** A reporting listing a Service Center's items.
- **IBS Sub Item Listing:** A report listing a Service Center sub items for a specific Job item.
- **IBS Revenue by Item Report:** Use this report to break down a Service Center's revenue by item. The report lists the amount of revenue generated per item and by general ledger period. Reports on posted transactions only.
- **IBS Revenue Quantity by Item Report:** Use this report to break down a Service Center's revenue quantity by item. The report list the quantity of items sold per item and by general ledger period. Reports on posted transactions only.
- **IBS Revenue by Sub-Item Report:** Use this report to break down a Service Center's revenue by sub item. The report lists the amount of revenue generated per sub item and by general ledger period. Reports on posted transactions only.
- **IBS Revenue Quantity by Sub-Item Report:** Use this report to break down a Service Center's revenue quantity by sub item. The report lists the quantity of items sold per sub item and by general ledger period. Reports on posted transactions only.
- **IBS Transaction Receipt:** A report used to provide an IBS Customer with a receipt of the goods or services the purchased.
- **IBS Transaction Report:** Used to report on summary or detail level transactions for a specific Service Center. This report provides the following options to limit the output of the report; Customer, Department, Transaction Date Range, Transaction Number, Transaction Type, Approved Status, and Posted status.
- **IBS Transaction Distribution Report:** Used to report on transaction distributions (GL accounts) for a specific Service Center. This report provides the following options to limit the output of the report; Customer, Department, Transaction Date Range, Transaction Number, Transaction Type, Approved Status, and Posted status.
- **IBS Account Activity Report:** Used to report on detail IBS transactions by General Ledger account range. This report is available to all General Leger users. Reports on posted transactions only.
- **IBS Project Activity Report:** Used to report on detail IBS transactions by Project (Grant) range. This report is available to all OGA & PA users. Reports on posted transactions only.
- **IBS Transaction Audit Report (Used by CFS Only):** A report used by CFS to review the base price and markup percentage that a Service Center charges for their goods and services.

In addition to the standard reports, each service center may have additional custom reports available to them.



## Submitting reports

To Submit a Request:

1. Navigate to the Submit Requests window.
2. Choose Request from the Type field to run a report or program.
3. Select the Name of the request (report or program) you want to run from the list of available requests.

Note: Your responsibility's request group determines which requests appear in the list.

4. A Parameters window automatically appears if you select a request that requires parameter.

*Enter parameters.*

Some requests require you to enter parameter values so that you can specify the scope of information you want in the request output. Some requests don't have parameters at all. Some parameter fields also have a list of values available to ensure you choose a valid parameter value while other parameters are optional and require no value. Choose List of Values from the Edit menu to display a list of valid values for a parameter.

Note: Default values may be predefined for one or more of the parameters associated with your request. The default values are automatically applied to these parameters when the parameter window is opened. However, if you do not open the parameter window, default values will only be applied to required parameters.

5. Once you enter the values in the required parameter fields and choose OK, the Parameters window closes, and your parameter values are concatenated and displayed in the Parameters field.

Print Options Region

6. Specify the Printer and print Style you wish to use, the number of copies you wish to print, and whether you want to save the output. If you wish to view your output online, you must check the Save Output check box.

If you do not enter or modify any values in this region, Oracle Applications automatically uses the default values determined by your user profile options Printer, Concurrent: Report Copies, and Concurrent: Save Output, or by the program definition.

Note: Some requests may have a required Style or Printer that you cannot change.

Run Options Region

Use the Run Options region to define when you want your request to run.

7. Choose a Resubmit value. You can choose At: to specify resubmission at a specific time, Interval: to specify resubmission at a specific interval of time, or Never to submit the request just once.

When you choose At: a special time field appears that lets you specify the time of day you want to resubmit your request. The field accepts values based on a 24 hour clock using the format HH:MI:SS.

When you choose Interval, several new fields appear that let you specify the interval of minutes, hours, days, or months that you want to wait before resubmitting a request. You can also specify whether to count your interval from the requested start time of the request or from the completion time of the request.

8. Enter a Start Date and time to indicate when to submit the request.

If you do not specify a start time, Oracle Applications uses the value from your user profile option Concurrent: Request Start Time or the current time as the default.

9. Enter an End Date to specify when to end the resubmission of your request, if you choose to resubmit your request.

Whether a request completes successfully or in error, Oracle Applications immediately submits the next run only if the next requested start date and time is on or before the end date and time you specify. If you do not specify an end date, the request or request set repeats indefinitely until you cancel it. See: Canceling Requests.

If you leave resubmit as "Never" in the Run Options region, Oracle Applications assumes that your request should not be resubmitted.

10. When you are done with the Run Options region, choose Submit to submit your request.

Once you submit your request, the Submit Requests block clears and a summary and a request ID assigned to your submitted request appears as a record in the Submission History block.

Oracle Applications assigns a request ID to each request submission so that you can identify the results of the request when it is complete. You can use the request ID to query for your request output in the Concurrent Requests window. Oracle Applications also assigns a new request ID number to each resubmission of a request and displays the request ID in the log file of the previous request.

11. If you wish to submit another request, simply repeat Steps 1 through 9. All the requests that you submit for the current session appear in the Submission History block.

#### *Viewing Report:*

12. Choose "View My Requests" from the Help menu to open the Request window. The Requests window is used to view reports and processes on-line.
13. Click the Reports button. This will open the report in Netscape.

### ***Item Listing Report***

The purpose of this IBS Report is to provide individual Service Centers with a listing of their items.

To submit the Item Listing report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Item Listing' report from the list of values.
3. Enter report parameters:
  - a. **Report Title:** Enter your own report title for the report or use the default setting.
  - b. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - c. **Active Status:** Select an item status from the list of values to limit your report output to items with that status. You may choose to limit the report to only 'Active' or 'Inactive' items, or if you wish to report on all items use the default value of 'Both'.
  - d. **Item Code Range (Low & High):** You may choose to limit the report to a range of items. Choose an item code from the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all items.
  - e. **Display Cost/Markup:** If parameter is set to 'Yes', then the report will not display the base price and markup % columns. If the parameter is set to 'No', then the report will display the base price and markup % columns. This option is useful if you want to provide your customers with a list of your goods or services showing only the selling price and not the base price and markup % of your items.
  - f. **Sort by:** Select a sort by option from the list of values. You may choose to sort the report by Item Code or Item Description.
4. Close the parameter window by clicking the OK button.
5. Change the number of copies to print from 0 to 1.
6. Click the Submit button or press F9 to run the report.

### ***Sub Item Listing Report***

The purpose of this IBS Report is to provide individual Service Centers with a listing of sub items define for a selected Job Item .

To submit the Sub Item Listing report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Sub Item Listing' report from the list of values.
3. Enter report parameters:
  - a. **Report Title:** Enter your own report title for the report or use the default setting.
  - b. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - c. **Active Status:** Select a sub item status from the list of values to limit your report output to items with that status. You may choose to limit the report to only 'Active' or 'Inactive' items, or if you wish to report on all items use the default value of 'Both'.
  - d. **Job Item:** Select the job item from the list of values that you want to run the report for. The report will display the selected job item and its defined sub items.
  - e. **Sub Item Code Range (Low & High):** You may choose to limit the report to a range of sub items. Choose an item code form the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all sub items.
  - f. **Display Cost/Markup:** If parameter is set to 'Yes', then the report will not display the base price and markup % columns for the selected job item. If the parameter is set to 'No', then the report will display the base price and markup % columns. This option is useful if you want to provide your customers with a list of your goods or services showing only the selling price and not the base price and markup % of your items.
  - g. **Sort by:** Select a sort by option from the list of values. You may choose to sort the report by Item Code or Item Description.
4. Close the parameter window by clicking the OK button.
5. Change the number of copies to print from 0 to 1.
6. Click the Submit button or press F9 to run the report.

### ***IBS Revenue by Item Report***

The purpose of this report is to provide Service Centers with the ability to report on IBS Revenue posted to the General Ledger by Item. The report provides 6 months rolling period-to-date (PTD) totals and a year-to-date (YTD) total. A report parameter for Period is used to determine the ending month on the report. Additional parameters are used to limit the report by item range and GL account range. The report restricts the accounts that are reported to only revenue accounts that are within the user entered account range.

The IBS Revenue Quantity by Item report is essentially the same as the IBS Revenue by Item Report, except that item quantities, instead of amounts, are reported.

To submit the Revenue by Item report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Revenue by Item' report from the list of values.
3. Enter report parameters:
  - a. **Report Title:** Enter your own report title for the report or use the default setting.
  - b. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - c. **Ending Period:** Select a general ledger period from the list of values to control the ending period for the report. For example, if you choose 'Dec-99' the report will display period-to-date column of Jul-99 through Dec-99, along with a year-to-date column. If you choose 'Jan-00', then the report will display period-to-date column of Aug-99 through Jan-00, along with a year-to-date column.
  - d. **Flexfield Range:** Enter revenue account range to report on. You may choose to limit the report to a range of revenue accounts or report on all revenue account for your service center. For example, if your account (fund and org) is 0170005-111222 then you would enter the following account range to report on all revenue for your service center:  
  
Fund: 0170005 – 0170005  
Org: 111222 – 111222  
Obj: 400000 – 499999  
Suborg: 000000 - 000000
  - e. **Item Code Range (Low & High):** You may choose to limit the report to a range of items. Choose an item code from the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all items.
4. Close the parameter window by clicking the OK button.
5. Change the number of copies to print from 0 to 1.
6. Click the Submit button or press F9 to run the report.

### ***IBS Revenue by Sub Item Report***

The purpose of this report is to provide Service Centers with the ability to report on IBS Revenue posted to the General Ledger by sub item. The report provides 6 months rolling period-to-date (PTD) totals and a year-to-date (YTD) total. A report parameter for Period is used to determine the ending month on the report. Additional parameters are used to limit the report by item range and GL account range. The report restricts the accounts that are reported to only revenue accounts that are within the user entered account range.

The IBS Revenue Quantity by Sub Item report is essentially the same as the IBS Revenue by Item Report, except that item quantities, instead of amounts, are reported.

To submit the Revenue by Sub Item report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Revenue by Sub Item' report from the list of values.
3. Enter report parameters:
  - a. **Report Title:** Enter your own report title for the report or use the default setting.
  - b. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - c. **Ending Period:** Select a general ledger period from the list of values to control the ending period for the report. For example, if you choose 'Dec-99' the report will display period-to-date column of Jul-99 through Dec-99, along with a year-to-date column. If you choose 'Jan-00', then the report will display period-to-date column of Aug-99 through Jan-00, along with a year-to-date column.
  - d. **Flexfield Range:** Enter revenue account range to report on. You may choose to limit the report to a range of revenue accounts or report on all revenue account for your service center. For example, if your account (fund and org) is 0170005-111222 then you would enter the following account range to report on all revenue for your service center:  
Fund: 0170005 – 0170005  
Org: 111222 – 111222  
Obj: 400000 – 499999  
Suborg: 000000 - 000000
  - e. **Job Item:** Select the job item from the list of values that you want to run the report for. The report will report on sub items for the selected job item.
  - f. **Sub Item Code Range (Low & High):** You may choose to limit the report to a range of sub items. Choose an item code from the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all sub items.
4. Close the parameter window by clicking the OK button.
5. Change the number of copies to print from 0 to 1.
6. Click the Submit button or press F9 to run the report.

## ***IBS Transaction Report***

The purpose of this IBS Report is to provide Service Centers with the ability to report on transactions at a summary level or a detail level. The user is able to limit the report by Transaction Date range, Department, Customer Name, Transaction Number, Item, Cash Transactions, Approved Status, Posting Status, and GL Period range. The user is also able to choose from the following sort by options : Department, Customer Name, Transaction Number.

To submit the IBS Transaction report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Transaction Report' from the list of values.
3. Enter report parameters:
  - a. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - b. **Transaction Date Range (From & To):** You may choose to limit the report to a range of transaction dates by entering a starting date and ending date range. Leave these fields blank if you wish to run the report for transactions dates.
  - c. **Department:** Choose a department from the list of values if you wish to limit the report to a single department. Leave this field blank if you wish to run the report for all departments.
  - d. **Customer:** Choose a customer from the list of values if you wish to limit the report to a single customer. Leave this field blank if you wish to run the report for all customers.
  - e. **Transaction Number:** Choose a transaction number from the list of values if you wish to limit the report to a single transaction. Leave this field blank if you wish to run the report for all transactions.
  - f. **Summary/Detail:** Select which level to report on summary or detail transaction information. If you select summary level, the report output will not include item information and will sum the transaction lines to provide a total transaction amount.
  - g. **Item Code Range (Low & High):** You may choose to limit the report to a range of items. Choose an item code from the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all items.
  - h. **Sort by:** Select a sort by option from the list of values. You may choose to sort the report by Department, Customer Name, Transaction Number.
  - i. **Cash/AR Transactions:** Choose 'Yes' from the list of values if you want to limit the report to only Cash and Accounts Receivable transactions. Choose 'No' from the list of values if you want to exclude Cash and Accounts Receivable transactions. If you wish to report on all transactions use the default value of 'Both'.

- j. **Approval Status:** Choose 'Approved' from the list of values if you want to limit the report to only approved transactions. Choose 'Unapproved' from the list of values if you want to limit the report to only unapproved transactions. If you wish to report on all transactions use the default value of 'Both'.
  - k. **Posted Status:** Choose 'Posted' from the list of values if you want to limit the report to only transactions posted (transferred) to the general ledger. Choose 'Unposted' from the list of values if you want to limit the report to transactions not posted to the general ledger. If you wish to report on all transactions use the default value of 'Both'.
  - l. **GL Period Range:** Choose a GL period range to limit the report to show only posted distribution amounts with in the select GL period range. This parameter does not limit the report output of any other column except the Posted Distribution Amount column.
4. Close the parameter window by clicking the OK button.
  5. Change the number of copies to print from 0 to 1.
  6. Click the Submit button or press F9 to run the report.

<b>Note:</b> This report is useful for running daily totals, or for reviewing unapproved transactions.
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### ***IBS Transaction Distribution Report***

The purpose of this IBS Report is to provide Service Centers with the ability to report on transactions at a distribution level (GL Account). The user is able to limit the report by Transaction Date range, Department, Customer Name, Transaction Number range, Item range, Account range, Transaction Type, Approved Status, Posting Status, and GL Period range. The user is also able to choose from the following sort by options : Department, Customer Name, Transaction Number.

To submit the IBS Transaction Distribution report:

1. Navigate to the Submit Requests window (Other/Requests/Run).
2. In the Name field, select the 'IBS Transaction Distribution Report' from the list of values.
3. Enter report parameters:
  - a. **Service Center:** Accept the default setting for this parameter which is your Service Center Code. Service Center users are only able to run reports against their own data, however CFS users are allowed to override this setting and run the report for any Service Center.
  - b. **Transaction Date Range (From & To):** You may choose to limit the report to a range of transaction dates by entering a from date and to date range. Leave these fields blank if you wish to run the report for transactions dates.
  - c. **Department:** Choose a department from the list of values if you wish to limit the report to a single department. Leave this field blank if you wish to run the report for all departments.
  - d. **Customer:** Choose a customer from the list of values if you wish to limit the report to a single customer. Leave this field blank if you wish to run the report for all customers.
  - e. **Transaction Number range (From & To):** Choose a range of transaction numbers from the list of values if you wish to limit the report to a range of transactions. Leave this field blank if you wish to run the report for all transactions.
  - f. **Item Code Range (Low & High):** You may choose to limit the report to a range of items. Choose an item code from the list values for the low value and another item for the high value. Leave these fields blank if you wish to run the report for all items.
  - g. **Account Range (From & To):** You may choose to limit the report to a range of Account number. Leave these fields blank if you wish to run the report for all accounts.
  - h. **Sort by:** Select a sort by option from the list of values. You may choose to sort the report by Department, Customer Name, Transaction Number.
  - i. **Transaction Type:** Choose a transaction type from the list of values if you wish to limit the report to a single transaction type. The available types are: Cash/AR, Deposit Invoice, Deposit Transaction and Non-Cash (GL Accounts). If you wish to report on all transactions use the default value of 'Both'.

- j. **Approval Status:** Choose 'Approved' from the list of values if you want to limit the report to only approved transactions. Choose 'Unapproved' from the list of values if you want to limit the report to only unapproved transactions. If you wish to report on all transactions use the default value of 'Both'.
  - k. **Posted Status:** Choose 'Posted' from the list of values if you want to limit the report to only transactions posted (transferred) to the general ledger. Choose 'Unposted' from the list of values if you want to limit the report to transactions not posted to the general ledger. If you wish to report on all transactions use the default value of 'Both'.
  - l. **GL Period Range:** Choose a GL period range to limit the report to show only posted distribution amounts with in the select GL period range. This parameter does not limit the report output of any other column except the Posted Distribution Amount column.
4. Close the parameter window by clicking the OK button.
  5. Change the number of copies to print from 0 to 1.
  6. Click the Submit button or press F9 to run the report.

<b>Note:</b> This report is useful for reviewing transactions charged to a specific GL account range.
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## Chart of Accounts

### Overview

The following inquiry forms for the chart of accounts have been added to the IBS menu structure to assist service centers in researching invalid account number.

### View Segments

The purpose of this form is to review chart of account segments, which are the building blocks of your chart of accounts in Oracle General Ledger. Each account is comprised of multiple segments, and at OHSU the following segments are used: Fund, Org, Mission, Program, Provider and Location. Each segment contains segment values, which are the possible values for each segment of the account. For example, the Org segment could have the values 87213, which might represent Finance, and 87601, which might represent Human Resources.

To view segment values:

1. Open the Segment Values window by navigating to Chart of Accounts/View Segments.
2. The Find Value Set window will open first, allowing you to choose which segment to review.
3. In the Name field, select one of the following segments:
  - 'ZGL2\_FUND' to review Fund segment values.
  - 'ZGL2\_ORG' to review Org segment values.
  - 'ZGL2\_MISSION' to review Mission segment values.
  - 'ZGL2\_OBJ' to review Obj segment values.
  - 'ZGL2\_PROGRAM' to review Program segment values.
  - 'ZGL2\_PROVIDER' to review Provider segment values.
  - 'ZGL2\_LOCATION' to review Location segment values.
4. Click the Find button to open the Segment Value window for the select segment.
5. **[Page Down]** to the Values block, and press **[Enter Query/F2]** to enter into query mode.
6. Enter search criteria either in the Value or Description field. If you are searching in the value field, enter a segment value or partial segment value surrounded by the wild card %. If you are searching in the description field, enter your search criteria surrounded by the wild card %.
7. Press **[Run Query/F3]** to execute the query.
8. Tab through the record to review effective dates, hierarchy, posting/budgeting options, and additional attributes defining the segment value. For example if you are viewing a grant fund, you will be able to see additional information about the grant such as the type, function, principle investigator, and fund owner.

## View GL Aliases

A **GL alias** is a shorthand way of entering the segments of an account. For instance, the alias for the fund, org and mission segments 0151-87213-88- -000-0000-000 is 87213000. Aliases are used instead of the fund, org, mission, program, provider and location segments in various subsystems at OHSU.

To View an Alias by its Corresponding Fund/Org Code:

1. Open the Shorthand Alias window by navigating to Chart of Accounts/View GL Aliases.
2. When the form opens, Press **[Ctrl F11]** to query up the Accounting Flexfield structure.
3. Use the **[Down Arrow]** key to cursor down to the alias for the New Chart of Accounts.
4. **[Page Down]** to the Shorthand Aliases block.
5. The cursor will now be in the *Alias* field. Press **[F11]** to enter into query mode.
6. Enter a segment of the Org code followed by the % sign, which is the wildcard in Oracle. It should look like this: 87213%
7. Press **[Ctrl F11]** to execute the query.

To View an Alias by its Description:

1. Complete steps one through four, above.
2. Enter or Tab to move the cursor to the Description field.
3. Entering a department, grant/gift or other account description surrounded by the wild card character %.
4. Press **[Ctrl F11]** to execute the query.

## View Grant Aliases

A **Grant alias** is a shorthand way of entering the project, task and award for a grant account. For instance, the alias for the project, task and award GACAD0001D-1- AACAD0001. Aliases are used instead of entering the full POETA segments in various subsystems at OHSU.

To View an Alias by Project or Award:

1. Open the Grant Alias window by navigating to Chart of Accounts/View Grant Aliases.
2. When the form opens, the cursor will now be in the *Alias* field. Press **[F11]** to enter into query mode.
3. Tab over to either the Project or Award field and enter a value (Note the % sign can be used a wildcard to help with searches).
4. Press **[Ctrl F11]** to execute the query.

To View an Alias by its Description:

1. Complete steps one through two, above.
2. Click in the cursor to the Description field which is located at the bottom of the form.
3. Enter a description surrounded by the wild card character %.
4. Press **[Ctrl F11]** to execute the query.

## View GL Accounts

The purpose of this form is to review general ledger account combinations. A GL Account is a combination of segment values used to record transactions and maintain account balances. This form is useful to check and see if a specific account combination has been disabled. For example, an Alias may be valid (87213000 = 0151-87213-88- - 000-0000-000), but a specific GL Account combination maybe disabled (0151-87213-88-5301-000-0000-000).

To view GL Account combinations:

1. Open the GL Accounts window by navigating to Chart of Accounts/View GL Accounts.
2. When the form opens, Press **[F11]** to enter into query mode and then tab to the Account field.
3. Enter your search criteria. For example, to search for any account using Org 87213, enter %-87213. The "-" is a segment separators and need to be add to your search criteria in conjunction with the wild card % to represent unknown leading segments. To search for any account using Obj 5301, enter %-%-%-5301. In this example the wild card % and a "-" are used to represent the unknown Fund, Org and Mission segment values.
4. Press **[Ctrl F11]** to execute your query.

