

# Caltech | Data Warehouse

## OBI News

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## NIH Salary Cap Reports

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Two NIH Salary Cap Reports have been rolled-out in OBI:

- NIH Salary Cap - Campus (PTA Security)
- NIH Salary Cap - Finance (LD Security)

Since 1990 Congress has legislatively mandated a limitation on direct salary for individuals under NIH Awards. These reports assist in monitoring these awards and provide the data needed to create Labor Distribution Adjustments.

The report guide [NIH Salary Cap](#) provides an overview and step-by-step instructions for using the reports while creating the LD Adjustment in Oracle.

Since Labor Distribution is the source of the data in the NIH Salary Cap reports, you can access the reports from the *Labor Dist* tab in the OBI Report Listing.

Additional reports will be added in the coming weeks, e.g., Cost Transfer and ITD Commitment Balance. Check the **New** tab in the *Report Listing* for the latest updates.

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## New Training Sessions Added

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All training sessions are listed on the [IMSS Website](#). Training is offered remotely via Zoom. Please see the website prior to attending any class to make sure you have the correct Meeting ID and any last-minute changes.

### **OBI Introduction**

- Monday, 2/8, 10:30 am - 12:00 pm
- Wednesday, 2/10, 3:00 pm - 4:30 pm
- Wednesday, 2/17, 10:30 am - 12:00 pm
- Monday, 2/22, 3:00 pm - 4:30 pm

### **Costs and Commitments**

- Tuesday, 2/9, 2:00 pm - 3:30 pm
- Tuesday, 2/16, 10:30 am - 12:00 pm
- Thursday, 2/25, 10:00 am - 11:30 am

### **Summaries and Award Installments**

- Wednesday, 2/10, 10:00 am - 11:30 am
- Wednesday, 2/17, 2:00 pm - 3:30 pm
- Tuesday, 2/23, 10:00 am - 11:30 am

### **Labor Distribution**

- Thursday, 2/11, 2:00 pm - 3:30 pm
- Thursday, 2/18, 10:00 am - 11:30 am
- Wednesday, 2/24, 10:00 am - 11:30 am

### **NIH Salary Cap Reports – New!**

- Wednesday, 2/24, 3:00 pm - 4:30 pm

### **Virtual Office Hours**

- Friday, 2/19, 11:00 am - 12:00 pm
- Tuesday, 2/23, 2:00 pm - 3:00 pm

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## OBI Resources and Tips

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The IMSS Website offers users guides on everything from data logic to customizing a report.

In addition, the *Report Listing* and each report in OBI have a **Help** tab that provides links relevant to the data warehouse and reports.

### Tip of the Day!

The list of available columns to *Include* in a report can be overwhelming to peruse. Wondering what columns are available?

1. Run the report for limited parameters, e.g., *Current Period* and one *PTA*.
2. Select the *Version* that includes all the available columns.

Select Version

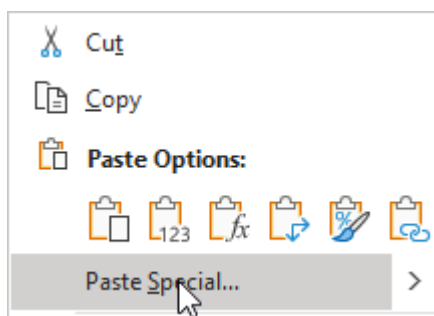
3. Export the results to Excel. All of the available columns will be included in the in the header.

A	B	C	D	E	F	G	H	BN
FY	FY Period	FY MO	Project #	Task #	Award #	Expenditure Category	...	Task Description

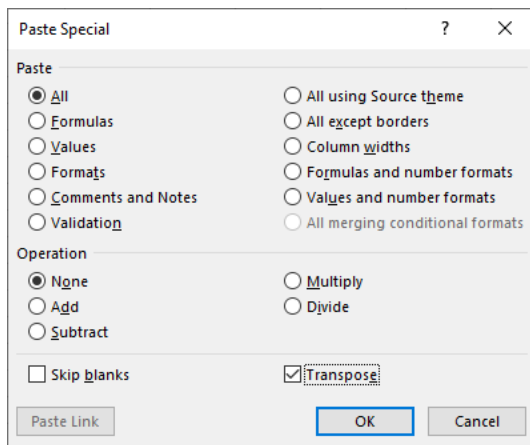
4. Highlight the header and copy.

FY	FY Period	FY MO	Project #	Task #	Award #	Expenditure Category	...	Task Description
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5. Click on an open cell, right click, and select *Paste Special*.



6. Check the *Transpose* box in the lower right corner and click *OK*.



7. All of the report's columns will now be displayed in the column.

FY
FY Period
FY MO
Project #
Task #
Award #
Expenditure
Category
Expenditure Type

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Do you have a question or would like to unsubscribe?  
Send an email to [help-datawarehouse@caltech.edu](mailto:help-datawarehouse@caltech.edu)