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Caltech Financials
Data Warehouse
Labor Distribution (LD)

9/21/2021

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Agenda

- LD Row-Level Security
- Data Design, Concepts, and Logic
- LD Reports
- Accessing the Reports

LD Row-Level Security

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LD Row-Level Security

- OBI utilizes Oracle's LD Security.
- Access to an *Assignment* based on your access to the combination of Orgs and Person Types.
 - You might not have access to all assignments for one person.
 - **NOTE:** Some access based on specific individuals.
- **Exception:** *NIH Salary Cap Campus* report security is at the PTA-level, i.e., not LD Security.
 - Report only includes percentages, no distributions.
- LD Access handled by *IMSS Info Security*.

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LD Row-Level Security

- OBI utilizes the same security used for Oracle's LD Security.
- Access to an *Assignment* based on your access to the combination of Orgs and Person Types.
 - ✓ People can have more than one assignment number.
 - ✓ You might not have access to all assignments for one person.
 - ✓ **NOTE:** Some access based on specific individuals.
- **Exception:** *NIH Salary Cap Campus* report security is at the PTA-level, i.e., not LD Security.
 - ✓ Report only includes percentages, no distributions.
- LD Access handled by *IMSS Info Security*.

Data Design, Concepts, and Logic

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Data Design, Concepts, and Logic

- Integrated with *Costs & Commitments*.
- Design based on campus users' data needs.
- Designed for drill-through integration.
 - *LD That May Hit Suspense to LD Schedule Lines*
 - *Effort Commitment Scheduling to LD Schedule Lines*
 - *Cost Details (Drill) to LD Query (Export)*

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Data Design, Concepts, and Logic

- Labor Distribution data is integrated with the *Costs & Commitments* data.
- The overall design was based on the data needs and business processes of the campus users.
- The overall Financials Data Mart design rests on the ability to drill from one report to another for more information. For example:
 - ✓ *LD That May Hit Suspense to LD Schedule Lines*
 - ✓ *Effort Commitment Scheduling to LD Schedule Lines*
 - ✓ *Cost Details (Drill) to LD Query Export* (must have LD access, of course)

Data Design, Concepts, and Logic

- Lived Name
 - *Common* name rather than formal name
 - ✓ *Elion, Trudy B* instead of *Elion, Gertrude Belle (Trudy)*
 - Used on all reports
 - ✓ Employee Name, Supervisor Name
 - ✓ Award, Project, and Task Managers
 - ✓ Costs and Commitments: Cost Incurred For
 - Updates Throughout When Changed in Oracle
 - ✓ When using the copy/paste functionality for entering a parameter, best to use the UID or Assignment #

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Data Design, Concepts, and Logic

- Common Name is a person's preferred name and is used rather than the formal/legal name.
 - ✓ *Elion, Trudy B* instead of *Elion, Gertrude Belle (Trudy)*
- Common Name is used on all reports
 - ✓ Employee Name, Supervisor Name
 - ✓ Award, Project, and Task Managers
 - ✓ Cost Incurred for within the Costs and Commitments
- When a name is changed in Oracle, it will also update throughout the OBI reports.
 - ✓ If you are using the copy/paste functionality for entering a parameter it is better to use the UID (Caltech ID #) or Assignment # rather than the name.

Data Design, Concepts, and Logic

- OBI includes all distributions, including those LDA transactions that zero out.
 - *LD Query (Export)* has both Batch Name *and* Comments.
- Lots of PTA information available.
 - Customizing your report enables you to include fields supporting your business procedures, including:
 - ✓ Funding Source Award #, Award Name, and Award End
 - ✓ Project Name and Project End
 - ✓ PTA Status and PTA End
 - ✓ Task Name

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Data Design, Concepts, and Logic

- OBI includes all distributions, including those LDA transaction that zero out and LD Adjustments (LDAs) that have been submitted but not yet approved.
 - ✓ *LD Query (Export)* also includes both the *Batch Name* and *Batch Comments*.
- There is a lot of PTA information available for you to customize your report.
 - ✓ Customizing your report enables you to include fields that support your business procedures.

Data Design, Concepts, and Logic

- Certain columns are calculated.
 - OBI uses logic similar to the logic used when costing LD pay distributions in Oracle Grants Accounting.
- *Amt Grp for Calc* - Amount Group for Calculation
 - Summary of distributions by *Assg #* and *Pay Period*.
 - May or may not match the actual check amount.
 - ✓ Amount used for calculating *Assg %* for *Pay Period*.
- Exp Item Date (calculated field)
 - Does *not* always match *Exp Item Date* in Cost Details.

NOTE: Logic isn't magic

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Data Design, Concepts, and Logic

Pay Distributions are stored in Oracle day-by-day. These daily distributions are summarized when they move from the Labor Distribution module into Grants Accounting for the costing process.

- Certain columns are calculated during the nightly load to OBI.
 - ✓ OBI uses logic similar to the logic used when costing LD pay distributions in Oracle Grants Accounting.
- *Amt Grp for Calc* – Amount Group for Calculation
 - ✓ This is a calculated field that is the summary of distributions by Assignment # and Pay Period.
 - ✓ This calculation may or may not match an employee's check amount.
 - ✓ This is the amount that is used for calculating the assignment percentage (*Assg %*) for the Pay Period, assignment, PTA, element, expenditure type, and expenditure item date.
- Exp Item Date is also a calculated field and will not always match the *Exp Item Date* that is in Cost Details.

NOTE: The Logic is not magic. While the overall amounts match between LD and Cost Details, there may be discrepancies for data such as expenditure item date.

Data Design, Concepts, and Logic

- Pay Period Name
 - *Pay Period* similar to the *Reference #* in Cost Details.
 - ✓ LD Query Pay Period: 16 2021 Bi-Week
 - ✓ Cost Detail Ref #: 2021 Bi-Week 16
- New Column: Pay Period Sort
 - Reorders the CY, Payroll Type, and Payroll #.
 - ✓ 2 2021 Calendar Month vs 2021 Monthly 02
- FY Period
 - Assists in comparing LD to Cost Details

NOTE: Logic isn't magic

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Data Design, Concepts, and Logic

Following is some additional information about specific fields.

- Pay Period
 - ✓ The LD *Pay Period* is similar to the *Reference #* in Costs Details
 - 16 2021 Bi-Week in LD and 2021 Bi-Week 16 for Ref #
 - ✓ Users had wanted the ability to sort in Cost Details on the Pay Period.
- In support of the desire to sort by Pay Period after exporting to Excel, the column *Pay Period Sort* was added to the LD Query.
 - ✓ Reorders the CY, Payroll Type, and Payroll # in the Pay Period Name.
 - ✓ For example: 2 2021 Calendar Month vs 2021 Monthly 02
- FY Period is also available to help compare distributions to cost details

NOTE: The Logic is not magic.

LD and Cost Details: Comparison

| Pay Period | OBI Cost Details Ref # | OBI LD Dist Amt | OBI Cost Detail Amt | OBI Dist - OBI Cost Detail |
|------------------------|------------------------|--------------------|------------------------|-------------------------------|
| 19 2019 Bi-Week | 2019 Bi-Week 19 | 7,162,966.08 | 7,162,966.08 | 0.00 |
| 20 2019 Bi-Week | 2019 Bi-Week 20 | 7,710,701.38 | 7,710,701.38 | 0.00 |
| 21 2019 Bi-Week | 2019 Bi-Week 21 | 7,387,756.86 | 7,387,756.86 | 0.00 |
| 10 2019 Calendar Month | 2019 Calendar Month 10 | 15,249,567.83 | 15,249,567.83 | 0.00 |
| 22 2019 Bi-Week | 2019 Bi-Week 22 | 7,423,695.23 | 7,423,695.23 | 0.00 |
| 23 2019 Bi-Week | 2019 Bi-Week 23 | 7,454,174.17 | 7,454,174.17 | 0.00 |
| 11 2019 Calendar Month | 2019 Calendar Month 11 | 15,166,718.20 | 15,166,718.20 | 0.00 |
| 24 2019 Bi-Week | 2019 Bi-Week 24 | 7,416,846.87 | 7,416,846.87 | 0.00 |
| 25 2019 Bi-Week | 2019 Bi-Week 25 | 7,976,063.24 | 7,976,063.24 | 0.00 |
| 12 2019 Calendar Month | 2019 Calendar Month 12 | 15,547,347.49 | 15,547,347.49 | 0.00 |
| 26 2019 Bi-Week | 2019 Bi-Week 26 | 7,470,776.83 | 7,470,776.83 | 0.00 |

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While individual detail may have differences between the LD Query and Cost Details, the overall summary amounts are correct.

In other words, the Expenditure Item Date may not match perfectly, but the overall summary totals over time will match.

LD Reports

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LD Reports

- LD Schedule Lines
 - Information about employee labor distribution schedules.
- LD To Hit Suspense
 - Information about pay distributions that may hit suspense in the next payroll periods.
- LD Query (Export)
 - Daily distributions summarized by Assg #, Pay Period, Element, Exp Type.
 - Several available versions to select for customizations.

LD Reports

- Award Effort Commitment - Background
 - In a grant proposal a commitment of effort is made for each key personnel on that proposal.
 - If the proposal is awarded, then that commitment is entered at the award level.
 - Differences over a certain percentage require approval from the funding agency.
- Employee's effort is the sum of effort across all awards with the same Funding Source Award #.

LD Reports

- Effort Commitment Balance
 - Compares percentage of effort committed to the actual distribution percentage, including cost share.

| Commit Start | Commit End | Effort Committed | Cost Share Effort Committed | Actual Award Effort | Actual Cost Share Effort | Reduction >25%? |
|--------------|------------|------------------|-----------------------------|---------------------|--------------------------|-----------------|
| 01-Jan-20 | 31-Mar-20 | 12.50% | 0.00% | 7.06% | 5.44% | N |
| 01-Apr-20 | 31-Dec-23 | 10.00% | 0.00% | 5.81% | 4.19% | N |

- Effort Commitment Scheduling
 - Shows the percentage of effort committed and the current percentage scheduled across Oracle Awards with the same Funding Source Award Number.

LD Reports

- NIH Salary Cap - Background
 - Congress voted in legislation that, starting in 1990, no person paid on an NIH award could be paid more than an *Executive Level II* salary, i.e., the amount members of congress are paid.
 - People are still paid their full salary, however, so the amount over the Salary Cap must be paid with other non-federal funds.
 - Amount changes each federal fiscal year and people's salaries also change each year. For this reason, compliance should be managed month-by-month.

LD Reports

- NIH Salary Cap reports compare employee's Caltech pay proposal to NIH Salary Cap and includes the amounts to use for LD Adjustment.
- *Help* tab of these two reports includes NIH Salary Cap-specific user guides.
 - Includes step-by-step instructions on using report data for entry into the Oracle LD Adjustment forms.

| NIH Salary Cap User Documentation | |
|-----------------------------------|--|
| User Guide and FAQs | |
| NIH Salary Cap Reports | Caltech's NIH Salary Cap FAQs |
| Quick Guides | |
| LD Before You Start | Customizing Reports and Saving Prompts |
| Exporting Reports | Financial Data Access |

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LD Reports

- NIH Salary Cap Campus (PTA Security)
 - Only LD report that uses PTA-level security.
 - Does not include distribution amount or salary information.
- NIH Salary Cap Detail (LD Security)
 - Includes distribution amount and salary information.

LD Reports – College Work Study

- Used by Financial Aid Office.
 - Requires *Financial CWS User* role.
- CWS Distributions
 - Distributions made to students with CWS Awards.
 - Includes credit amount to the PTAs for distributions.
- CWS Student Awards
 - Information about the award made to each student.
 - Contains running summary total of distributions made on the student's award.

Accessing the Reports

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Accessing the Reports

- OBI is Part of access.caltech Single Sign-On
 - Link: *Data Warehouse (OBI)*

✔ **Data Warehouse (OBI)**
Newer campus reporting tool for administrative systems (replaces Cognos)

- VPN is Required
- Pop-up Windows Must be Allowed for OBI
 - *obi-proxy-prod-a.caltech.edu*

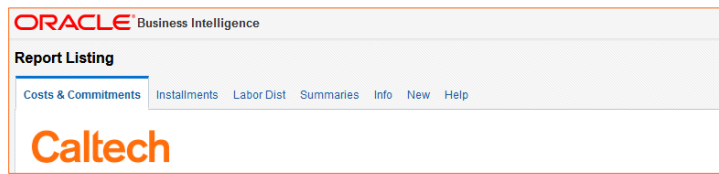
To access OBI go to access.caltech, login, scroll down to *Data Warehouse (OBI)*, and click on the link, which will open a new browser tab.

NOTE: In order to use OBI you must either be on the Caltech internet OR use VPN.

In addition, your browser must allow pop-up windows for OBI, i.e., for *obi-proxy-prod-a.caltech.edu*.

Accessing the Reports

- To access the reports, click on a role under *MY DASHBOARDS*.
- In the Report Listing each *Subject Area* has a tab.



- For this training we will be using the *Labor Dist* tab.

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Accessing the Reports

- To access the reports, click on a role under *MY DASHBOARDS* on the OBI home page. This will open the *Report Listings*.
- Each of the first few tabs represent a Financials *Subject Area*. These subject areas include:
 - Costs & Commitments: A list of reports that are based upon the *Costs and Commitments* detail.
 - Installments: A list of reports based upon *Award Installments* detail.
 - Labor Distribution: A list of reports based upon data from the Oracle Labor Distribution module.
 - Summaries: A list of reports based upon PTA financial *Budget* and *Cost* information.

The remaining tabs are for other reports and information not specifically for one of the *Subject Areas*

The Info tab lists reports that are about data not specific to each of the Subject Areas, for example, information about Awards, Exp Categories and Types, and Funding Sources.

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OBHelp@caltech.edu

[OBI Training Documentation](#)

[OBI Training Schedule](#)

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For more information about OBI please see the user documentation on the *Help* tabs or go to:

Questions, issues, and requests for enhancements may be sent to OBHelp@caltech.edu

OBI User Documentation: <http://imss.caltech.edu/services/administrative-applications/data-warehouse-obi/obi-userguides>

OBI Training: <http://www.imss.caltech.edu/services/administrative-applications/data-warehouse-obi/obi-training-schedule>

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