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OBI Expense Requests and SU Credit Card Activity Reports - Task Mapping

Business Process	Related Tasks	Related Business Questions	Old RM3 Reports	New OBI Reports	Report Description	Dashboard Tab
Reviewing Expense Request System transaction details	Reconcile all expense request transactions (and iOU historical) that have been submitted for processing and approval workflow.	• What are the reimbursement transactions for my Project, Task, and/or Award, or Organization, and the payee information for those transactions? • What are the reimbursement transaction statuses, details, and amounts for my Project, Task and/or Award? • What are the total transaction amounts for a specific event, for example, an expedition in Turkey, charged to a sponsored project?	• FIN_IOU_265_Reimbursement_Trans • FIN_IOU_266_Other_Check_Trans • FIN_IOU_267_Other_Check_MP_Trans • FIN_IOU_269_Advance_Transaction	• Expense Request Transaction • Expense Request Transaction Summary	• This report displays all expense request transactions that have been submitted for approval workflow. This report also provides transaction and approval details, related to reimbursements (non-PO payments), export reports, cash advances, and petty cash with payment information. • This section depicts a snapshot view of total transaction counts and amounts of all Expense Request transactions as detailed in the first report (Expense Request Transaction).	**Expense Request Transaction Detail**
Managing outstanding advance transactions	Trace un-cleared or partially cleared advance transactions that require expense request processing and approval.	• Who is requesting advances which are still outstanding? • What are the volume and total amounts of aging transactions by your PTA or Organization over a period of time? • Which PCard or TCard transactions are pending verification or approval for your Project, Task and/or Award, or Organization, and whose actions are required?	• FIN_IOU_269_Advance_Transaction	Advance Transaction Detail	This report displays all advance transactions that have been prepaid, but still need clearing in an Expense Report, and expensing in a valid PTA and Expenditure Type.	**Aging - Advances and SU Credit Cards**
Managing outstanding advance transactions	Trace un-cleared or partially cleared advance transactions that require expense request processing and approval.	• Which is the list of Expense Request transactions that have been processed and approved to partially clear the outstanding advance transactions?	• FIN_IOU_269_Advance_Transaction	Advance Transaction Clearing	This report exhibits details of the Advance Number and Expense Transaction Number and amounts that have been applied against a specific Advance Request. The data included in this report correspond with the "Aging Advance Transaction Detail" report, which shows the Expense Request transaction that has been submitted to clear the Advance request transaction listed in the first report.	**Aging - Advances and SU Credit Cards**
Reconciling outstanding SU Credit Cards transactions	• Reconcile outstanding TCard expenses that have not been recorded in an expense report (in Expense Requests system). • Resolve PCard expenses that have not been verified and allocated to an appropriate account (PTA) and Expenditure Type.	• What are the aging of the unprocessed TCard and PCard charges (e.g. length of time being outstanding) by cardholder, card custodian, verifier in my Organization. • What are the volumes of unprocessed credit card transactions by Verifier in my Organization?	• FIN_PCard_189 • FIN_TCard_301	Aging Credit Card Transaction Report	This report displays all outstanding SU Credit Cards (Purchasing card and Travel card) transactions that have been prepaid but still require expense request processing and approval.	**Aging - Advances and SU Credit Cards**
Managing Purchasing Cards and Travel Cards information	Track all the SU credit cards information of your Organization.	• What are the active PCards and TCards for my organization and who are their respective custodians and verifiers?	• FIN_PCard_257_Custodians	SU Credit Card Information	This report displays both the active and inactive (as indicated by the column Credit Card Inactive Date) Purchasing Cards and Travel Cards for your PTA or Organization, and details of their respective Credit Card Holders and Verifiers, daily and monthly charged limits.	**SU Credit Card Transaction**

Business Process	Related Tasks	Related Business Questions	Old RM3 Reports	New OBI Reports	Report Description	Dashboard Tab
Reconciling Stanford University Credit Card expenses	• Manage Purchasing Card and Travel Card transactions. • Resolve all the TCard and PCard transaction statuses, total counts and amounts, and aging status, for your PTA or Organization, over a specific period of time.	• What are the total PCard transaction details, counts and amounts for the PCard Card holders in my Organization for a specific period? • Which PCard transactions are pending verification or approval for my organization and who are the employees whose actions are pending? • What charges are on my Organization's Travel Card? • What transactions are un-cleared on my Organization's Travel Card, and what are the deadlines for clearing any remaining transactions?	• FIN_PCard_187 • FIN_PCard_189 • FIN_TCard_301	SU Credit Card Transaction Report	This report displays all Travel Card and Purchasing Card transactions with merchant, charging and approval details and aging status on transactions that have not been verified and expensed.	**SU Credit Card Transaction**
Managing Petty Cash account	Track Petty Cash Fund information, such as Petty Cash Fund Name, Custodian name and limit amounts available on the fund, for your Project, Task and/or Award, or Organization.	What is detail information of the Petty Cash account for my Organization?	• FIN_IOU_268_Petty_Cash_Replenish	Petty Cash Information	This report depicts Petty Cash account details.	**Petty Cash Replenishment Transaction Detail**
Managing Petty Cash account	Reconcile monthly Petty Cash transaction details.	What are all the replenishment transactions by "Expenditure Category", and what are the transaction amounts expensed on Food, Travel, and general expendable materials and services (EM&S)?	• FIN_IOU_268_Petty_Cash_Replenish	Petty Cash Replenishment Transaction Detail	This report provides details of a list of Petty Cash replenishment requests and payments from the Expense Requests System, with the Expense Request Transaction Type Description under "Petty Cash".	**Petty Cash Replenishment Transaction Detail**