OBI Financial Reporting

Authority Model

August 11, 2017
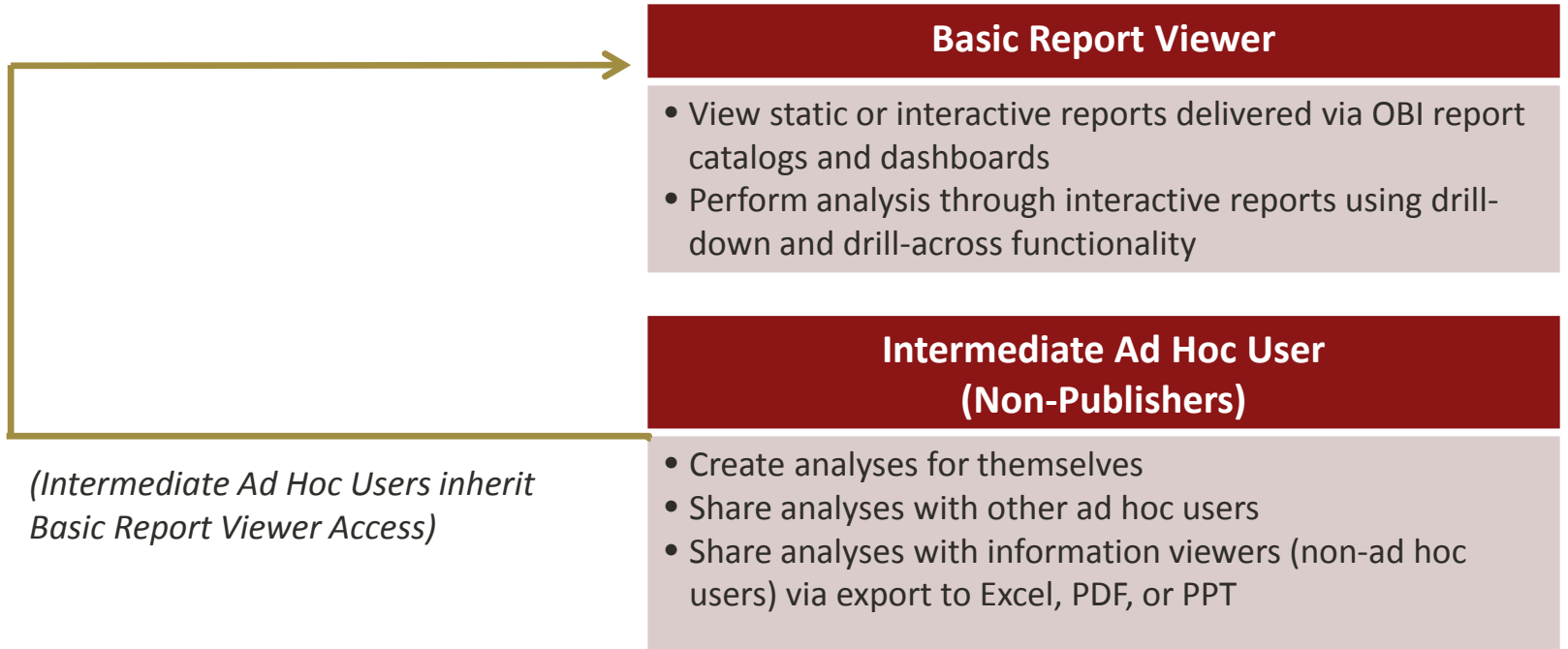
OBI Financial Reporting Authority

Grant Enterprise Reporting Authority:

1. Assign Business Function	2. Assign a Privilege	3. Define Organization Scope	4. Define Limits for PTA or Principal Owner Scope	5. Define Limits for Data Access	6. Define Limits for Subject Areas
Financial Reporting	Basic Report Viewer OR Intermediate Ad Hoc User[1]	Assign parent or specific child organization	Options include: • all projects and awards • specific projects[2] • specific awards[2] • specific principal owner[3]	Options include: • Salary Data [4] • Timecard Data [5] • Basic Data	Options include: • Payroll and Labor Management • Payments and Expenditures

Notes:

1. Intermediate Ad Hoc users inherit Basic Report Viewer access.
2. If you define organizational scope at the school/business unit level (e.g., Law School), specific project and award options are not available.
3. The grantee will be able to see all accounts owned by the principal owner regardless of the organization scope defined.
4. Timecard Data and Basic Data limits are inherited when you receive Salary Data.
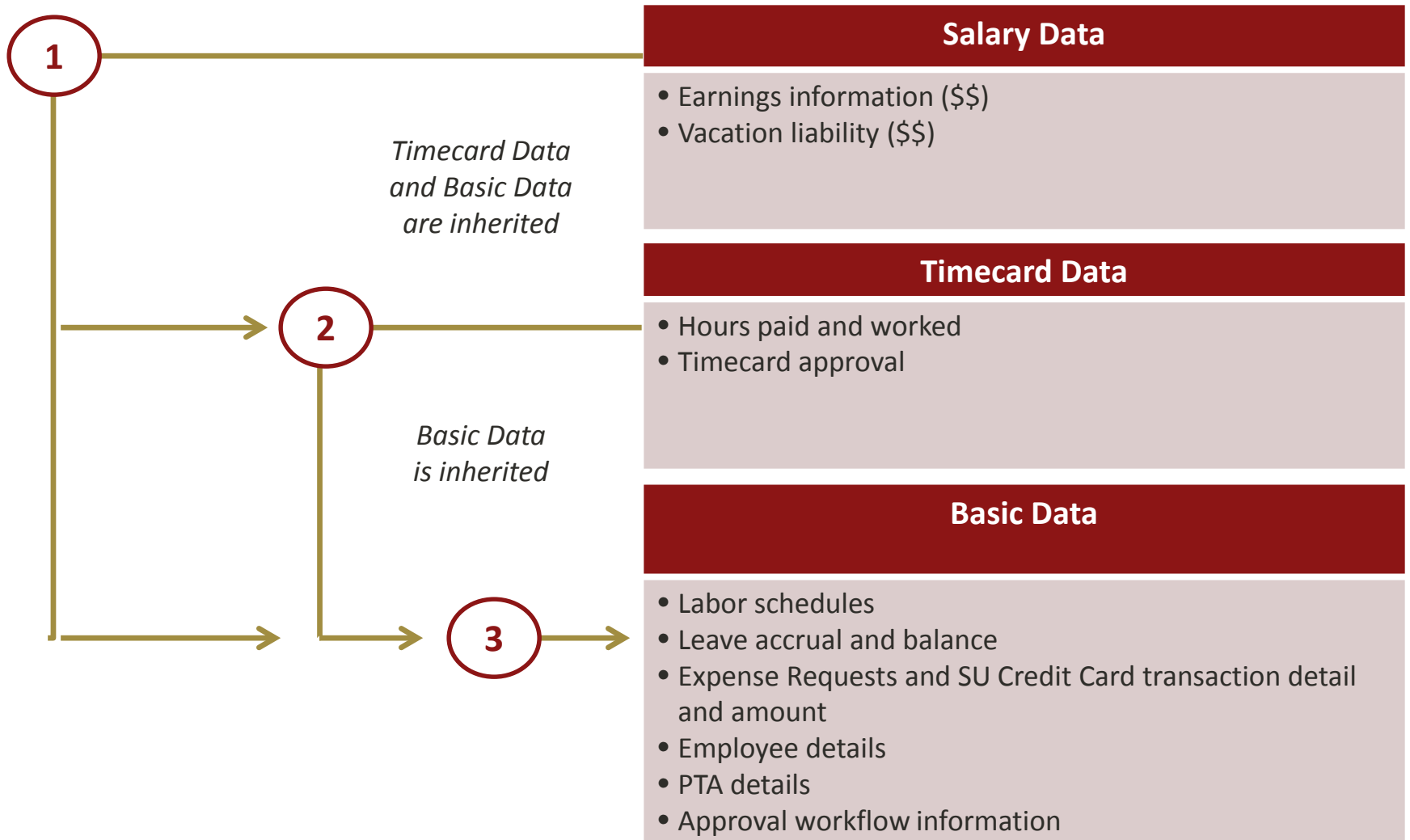5. Basic Data limit is inherited when you receive Timecard Data.

A OBI Tool Access: Two Privileges

Basic Report Viewer

- View static or interactive reports delivered via OBI report catalogs and dashboards
- Perform analysis through interactive reports using drill-down and drill-across functionality

Intermediate Ad Hoc User (Non-Publishers)

(Intermediate Ad Hoc Users inherit Basic Report Viewer Access)

- Create analyses for themselves
- Share analyses with other ad hoc users
- Share analyses with information viewers (non-ad hoc users) via export to Excel, PDF, or PPT

Authority may look like this:

Enterprise Reporting						
Stanford University (AA00)			Limits & Conditions	Status	Grantable	Revoke
Financial Reporting	Intermediate Ad Hoc User ⓘ Granted On: 09-Dec-2015 Edited By:	Limits:	Scope: All projects and tasks Scope: All awards Data Access: Basic Data, Central Data, Salary Data, Timecard Data Subject Areas: Funds and Expenditures, Payroll and Labor, iOU Historical	active	✔	
		Conditions:	While at Stanford			
	Report Viewer ⓘ Granted On: 08-Feb-2016 Edited By:	Limits:	Scope: All projects and tasks Scope: All awards Data Access: Basic Data, Central Data, Salary Data, Timecard Data Subject Areas: Funds and Expenditures, Payroll and Labor, iOU Historical	active	✔	
		Conditions:	While at Stanford			

B Data Access: Three Limits

1

Timecard Data
and Basic Data
are inherited

2

Basic Data
is inherited

3

Salary Data

- Earnings information ($$)
- Vacation liability ($$)

Timecard Data

- Hours paid and worked
- Timecard approval

Basic Data

- Labor schedules
- Leave accrual and balance
- Expense Requests and SU Credit Card transaction detail and amount
- Employee details
- PTA details
- Approval workflow information

C Subject Areas Limits

Subject Area	Description
Payroll and Labor Management	Payroll and labor adjustments, labor schedules, labor schedule vs. actual, timecard and leave balances
Funds and Expenditures (includes what was called Payments and Expenditures)	• Expense Requests system transaction details and Stanford credit card transaction details • Consolidated expenditures (budget, actuals and commitments; iJournals) • Procure to Pay reporting (e.g., purchase requisitions, purchase orders, and invoice payments) • Beginning fund balance, activity (e.g., receipts, transfers, expenses) and fund balance. *Release Date August 11, 2017*

Available Resources

Step-by-step instructions for granting authority are available on the OBI Financial Reporting web site:

- Identify OBI Financial Reporting Authority Assignments within an Organization
- Grant Authority for OBI Financial Reporting Based on Organization, Project and/or Award, or Principal Owner