

# Requirements Document

# **OAKS Requirements**

April 8, 2009

SUPPLEMENT THREE – 0A1056

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## **Purpose**

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The purpose of these high level BI requirements is to collect the information necessary to provide a rough understanding of the proportion of BI needs being currently met and an understanding of the overall scope of the BI requirements associated with OAKS.

# Mission

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The State of Ohio manages more than 1.5 million payments against deposits of more than 50 billion dollars each year. More than 110 agencies employ more than 64,000 people. The information provided by OAKS currently spans PeopleSoft Financials, Budget/Planning and PeopleSoft Human Capital Management (HCM).

- **Provide central store cross departmental financial, employee and budget information that is:**
  - Easily accessible
  - Complete and consistent with respect to the information available from Peoplesoft
  - Usable for a wide variety of reporting needs
  - Reconcilable
- **Provide common tools for reporting that are:**
  - Usable by occasional users with minimal training for fixed reports
  - Usable by non specialist developers and power users to meet more complex reporting requirements
  - Usable by specialist developers (within OAKS or within agencies) to develop sophisticated applications including dashboards
- **Provide a support structure that enables:**
  - Agencies to carry out their own day to day reporting
  - Agencies to develop their own more customized reports based on the provided reports, available data and tools (data dictionaries, report inventories etc.)
  - Agencies to develop sophisticated applications with a minimum of assistance from OAKS staff

# User Community

To facilitate analysis, the assessment team divided the agencies into three groups based on the number of registered Cognos users. This approach worked fairly well and more or less matched an intuitive categorization of the agencies by size. The groupings and some of their characteristics are below:

**Large User Base Agencies (9)**  
10,688 users

**Characteristics:**  
 Only a few agencies  
 Thousands of users  
 Wide variety of requirements  
 Many complex requirements  
 Has own IT capability  
 Already developing custom reports

**Medium User Base Agencies (11)**  
2,526 users

**Characteristics:**  
 Only a few agencies  
 Hundreds of users  
 Many common requirements  
 Some complex requirements  
 May have own IT capability  
 Some developing reports

**Small User Base Agencies (81)**  
1,311 users

**Characteristics:**  
 Many agencies  
 Only a few users each  
 Mostly common requirements  
 A few with complex requirements  
 Do not generally have IT capability

Many of the larger agencies not only have their own IT capabilities and have written their own Cognos reports for OAKS data, but have also integrated OAKS data feeds into their own reporting environment.

The following charts illustrate business requirements by agency group for broad subject areas. They also indicate which agencies have their own financial reporting environment.

## Small Agencies

AGENCY NAME	RESOURCE CAPABILITIES								AGENCY DB USED TO SUPPORT EPM REPORTING
	CASH MGMT	GRANTS	PAYMENTS	PAYROLL	EMPLOYEE	BUDGETS	EXPENSES		
Attorney General(AGO)	N	S	S	S	S	C	S	Oracle	
Board of Nursing(NUR)	N	S	S	S	S	S	S		
Board of Tax Appeals(BTA)	N	S	S	S	S	S	S		
Cultural Facilities Commission(AFC)	N	S	S	S	S	S	S		
Dept of Commerce(COM)	Y	C	S	M	C	M	M	Access	
Legal Rights Service(LRS)	Y	S	S	S	S	S	S		
Office of Consumers' Counsel(OCC)	N	S	S	S	S	S	S	Access	
Ohio Arts Council(ART)	N	S	S	S	S	S	S		

Resource Capabilities Y/N - Does the organization have report development resources  
 Requirements Complexity: S - Simple M - Medium C - Complex  
 Assessed  
 Identified as Somewhat Urgent  
 Identified as Very Urgent

For the smaller agencies that were interviewed, the lack of cash basis reporting was the single biggest issue. There appeared to be several related issues:

1. The familiar CAS cash reports were not available and the agencies lacked the expertise or staff to create their own or determine whether the reports created by other agencies would meet their needs.
2. The change from cash to accrual basis accounting left them unable to get the cash based reports they required for federal reporting and for managing daily expenditures.
3. When they look at cash, they see different numbers from different places in the system and are not able to reconcile those numbers.

## Medium Agencies

AGENCY NAME	RESOURCE CAPABILITIES								AGENCY DB USED TO SUPPORT EPM REPORTING
	CASH MGMT	GRANTS	PAYMENTS	PAYROLL	EMPLOYEE	BUDGETS	EXPENSES		
Dept of MRDD(DMR)	Y	M	S	C	M	S	S	M	SQL Server
Dept of Taxation(TAX)	Y	M	S	C	M	M	C	C	Access
Insurance(INS)	Y	M	S	C	C	M	M	C	Y
Dept of Youth Services(DYS)	Y	M	S	C	C	M	M	M	SQL Server
Rehab Services Commission(RSC)	N	S	S	M	C	C	S	M	
Dept of Development(DEV)	Y	S	S	C	C	M	C	C	Y
Dept of Education(ODE)	Y	S	M	M	C	M	C	M	Oracle
Office of Budget & Mgmt(OBM)	Y	C	S	C	C	M	C	C	
Dept of Aging(AGE)	Y	M	M	C	M	M	M	C	Y
DEPARTMENT OF VETERANS' SERVIC(DVS)	Y	M	M	C	M	M	M	C	SQL Server
Dept of Transportation(DOT)	Declined Interview								

Resource Capabilities Y/N - Does the organization have report development resources  
 Requirements Complexity: S - Simple M - Medium C - Complex  
 Assessed  
 Identified as Somewhat Urgent  
 Identified as Very Urgent

For medium agencies, cash basis reporting no longer appears to be as the primary requirement. Many of these agencies have already begun constructing alternate means of generating the reports they need. These agencies are more concerned with managing the payment process, payroll and expenses (which is what common sense would suggest).

## Large Agencies

AGENCY NAME	RESOURCE CAPABILITIES								AGENCY DB USED TO SUPPORT EPM REPORTING
	CASH MGMT	GRANTS	PAYMENTS	PAYROLL	EMPLOYEE	BUDGETS	EXPENSES		
Job and Family Services(JFS)	Y	M	M	C	M	M	C	C	Oracle
Bur of Workers' Compensation(BWC)	Y	S	M	C	M	C	C	C	Access
Dept of Rehab & Corrections(DRC)	Y	M	S	M	C	C	M	M	Access
Dept of Public Safety(DPS)	N	M	S	C	C	M	C	M	None
Dept of Health(DOH)	Y	S	S	M	M	C	S	C	DB2
Dept of Natural Resources(DNR)	Y	M	M	C	C	M	C	C	SQL Server
Mental Health(DMH)	Y	S	S	C	C	C	M	C	SQL Server
Administrative Services(DAS)	Y	C	S	M	C	C	S	M	None
Environmental Protection Agcy(EPA)	Y	C	C	C	C	C	M	C	Access

Resource Capabilities Y/N - Does the organization have report development resources  
 Requirements Complexity: S - Simple M - Medium C - Complex  
 Assessed  
 Identified as Somewhat Urgent  
 Identified as Very Urgent

Large agencies, like the medium agencies are less concerned generally about cash management reporting provided by OAKS and more concerned about payroll, employee and expense management. All of them have written at least some of their own reports against OAKS data and all of them have internally available alternatives. Their primary concerns actually center on data quality.

## Functional Requirements (100-4999)

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### Certified Daily Cash Balance Report

Name & ID	Certified Daily Cash Balance Report	100
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	The certified daily cash balance report will provide the cash balance available to the agency/business unit/state for disbursement as of the end of the previous day so that the appropriate decision can be made in terms of knowing which items can be paid and confirm what items have been processed.	
Input	Cash balance information and appropriate reporting hierarchies.	
Operations	The process to create this report will have been tested and validated to provide correct amounts. This report process will be tested on a regular basis to ensure correctness. Additional processes may need to be created to enable automatic validation of amounts on a daily schedule.	
Output	Cash balance information for the organizational unit that has the appropriate security to access this data for their organization	
Frequency	Daily	
Constraints/what it does not do	Only provides agency level balance. I.e. OBM can see entire state, all agency, each agency can see their available cash balance. Balances will not be available below the agency level.	
Use case	The user will be able to run the report and see the cash balance available to the agency and be able to determine what can be paid. The state will be able to know the entire balance available for the purpose of 'throttling' what can be paid or should be held. This is very similar to a person's checking account, in that you can tell if a check can be sent or not based on the balance you have.	

## Payroll disbursements journal

Name & ID	Payroll disbursements journal	200
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Replace the functionality of the CAS payroll disbursement journal.	
Input	FIN and HCM data to provide the names and detail for payroll by agency.	
Operations	Obtain a CAS payroll Disbursement Journal report. Map the fields required into a Cognos report and provide the same functionality including columns and rows.	
Output	Payroll Disbursement Journal for an agency.	
Frequency	Bi-weekly, sent once payroll is completed to a designated recipient in each agency.	
Constraints/what it does not do	Agency level reporting only.	
Use case	The user will receive this report approximately the same time payroll runs. It will contain the information necessary for the HR person to review for discrepancies and to know what the payroll consists of each pay period.	

## Payroll Recap report

Name & ID	Payroll Recap report	300
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Report on payroll by fund and account code including subtotals for each grouping.	
Input	FIN and HCM data to provide the names and detail by agency.	
Operations	Get the detailed column / field information from EPA for this report. Create the report with the required data fields, sorts and information by agency.	
Output	Payroll information for an agency.	
Frequency	Bi-weekly, sent once payroll is completed to a designated recipient in each agency.	
Constraints/what it does not do	Agency level reporting only.	
Use case	The user will receive this report approximately the same time payroll runs. It will contain the information necessary for the HR person to review for discrepancies and to know what the payroll consists of each pay period by fund and account code.	

## Open encumbrances vs. expense tracking

Name & ID	Open encumbrances vs. expense tracking	400
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Report on all open encumbrances by Appropriation Line Item (ALI).	
Input	FIN data.	
Operations	Get the detailed column / field information from EPA for this report. Create the report with the required data fields, sorts and information by agency.	
Output	A list of open encumbrances (with detail).	
Frequency	Ad hoc.	
Constraints/what it does not do	Agency level reporting only.	
Use case	When the user wants to see what encumbrances are still open the report can be run to provide that up to the end of the previous day.	

## Actuals vs Budgets spending by fund

Name & ID	Actuals vs Budgets spending by fund	500
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Provide amount spent by fund. Include detail listing of date, amount and vendor.	
Input	FIN data.	
Operations	Obtain the appropriate data for the report.	
Output	Detail listing by fund, date, vendor and amount with totals by fund and by month.	
Frequency	Weekly	
Constraints/what it does not do		
Use case	User can run each week to see what the spending by fund is year-to-date with detail by agency, fund, month, date, vendor and amount. Totals for each fund.	

## Leave balances

Name & ID	Leave balances	600
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Enable agency management and personnel management to review leave balances by employee for their agency.	
Input	HCM	
Operations	Obtain employee leave balances from HCM.	
Output	Report by employee name, sort by employee last name and by type of leave balance remaining, sorted by largest amount of leave descending for each employee.	
Frequency	Weekly	
Constraints/what it does not do		
Use case	User can reference the amount of leave balance remaining to each employee.	

## Intra-agency transfer report

Name & ID	Intra-agency transfer report	700
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Report to enable an agency or OBM to research miss-coded transfers.	
Input	FIN data	
Operations	Enable the user to query on transfers that have their valid chart strings in the transaction regardless of the agency or business unit coding. This will allow agencies to search for transactions that affect them but they cannot see because the current security is set to allow access to only to transactions with their agency code.	
Output	List of transactions, date, amount and chart string for review and possible correction or research.	
Frequency	Ad hoc query.	
Constraints/what it does not do	This would not allow an agency to search for chart strings that are not valid for their agency.	
Use case	A user could search for chart strings valid for their agency but do not have the agency code/business unit.	

## Integration between HCM and FIN data

Name & ID	Integration between HCM and FIN data	800
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Report to compare and contrast earnings by employee to G/L transactions that match to those earnings. This is to validate that all employees transactions are being charged to the correct G/L transaction codes and that all G/L transactions for employees are reflected in the HCM data.	
Input	FIN and HCM data	
Operations	Select all employees for an agency and report on the HCM expenses as well as the matching G/L transactions in FIN.	
Output	List of employees, name, employee ID, amounts from HCM as well as the date, amount, chart string for the matching G/L transaction.	
Frequency	Bi-weekly, after payroll is run	
Constraints/what it does not do	It does not provide other information for reviewing non-payroll information.	
Use case	The user can see the payroll expense in HCM along with the matching G/L transaction data and confirm the amounts and dates and distribution of expenses.	

## Add account class to ACCTNG\_REL\_TBL

Name & ID	Add account class to ACCTNG_REL_TBL	900
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	This enables more complete voucher reporting and research.	
Input	FIN -	
Operations		
Output		
Frequency		
Constraints/what it does not do		
Use case		

## Row level security change to Department ID

Name & ID	Row level security change to Department ID	1000
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Enable users to access data by department ID rather than Business Unit	
Input	Row level information	
Operations	Evaluate the impact of this change. Provide a work-around or other solution to enable the users to access the data they need.	
Output	Applies to all reports	
Frequency	All frequencies.	
Constraints/what it does not do	No other security change	
Use case	The user would be able to access data at a department level.	

## Multi-racial categories

Name & ID	Multi-racial categories	1100
Value to business (critical, mandatory, desirable, optional):	Critical	
Purpose	Enable federal reporting with the categories required by the government.	
Input	HCM	
Operations	HCM application needs to be modified to enable entry of multi-racial categories. This data needs to flow through to EPM	
Output	EPM tables and reports/dimensions with the appropriate multi-racial categories from HCM	
Frequency	All frequencies	
Constraints/what it does not do		
Use case	Users will be able to run reports with that include multi-racial coding.	

## Faster month-end close times

Name & ID	Faster month-end close times	1200
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Provide month-end reports and figures before the middle of the month.	
Input	FIN	
Operations	Create processes that allow the state to complete accounting transactions faster.	
Output	Closed books faster than the current 7-10 business days it takes now. A reasonable goal could be to close in 4-5 days.	
Frequency	Monthly	
Constraints/what it does not do	None	
Use case	The user would be able to run month-end reports prior to the 6th business day of the month and be assured there would be no additional changes to those reports.	

## Update census statistics

Name & ID	Update census statistics	1300
Value to business (critical, mandatory, desirable, optional):	Critical	
Purpose	Government requires DAS workforce report to have the 2000 census categories. Currently that data does not exist in EPM.	
Input	FIN -	
Operations	FIN application and data may both need to be changed to reflect this federal reporting requirement.	
Output	DAS workforce report with 2000 census categories	
Frequency	Unknown, assume monthly.	
Constraints/what it does not do	This would provide reports at the agency and consolidated agency. It would not provide detail down to the department within an agency.	
Use case	User would be able to see DAS workforce report with current data with 2000 census categories.	

## Report Employee Overpayment

Name & ID	Report Employee Overpayment	1400
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Report on supplemental and hazard pay in a manner that would enable the user to validate if those payments were earned or were paid in error.	
Input	FIN & HCM	
Operations	Obtain pay information and status change information by individual. Report to combine the status changes and pay changes to see if they are consistent.	
Output	Employee name, status changes, dates, pay changes, pay amount details and pay dates.	
Frequency	Bi-weekly report after each payroll.	
Constraints/what it does not do	None	
Use case	User can review report and determine if an individual was incorrectly paid.	

## Correct Vacancy reporting

Name & ID	Correct Vacancy reporting	1500
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Current vacancy reporting is incorrect. This requirement is to change the report so that it reports correct amounts.	
Input	HCM data	
Operations	Review current report, research what correct figures should be. Correct the report so that it is accurate.	
Output	Correct vacancy reporting report.	
Frequency	Weekly ad-hoc.	
Constraints/what it does not do	Report by agency.	
Use case	User will be able to run report and see data for vacancies in their agency.	

## Temporary Work Level (TWL) report

Name & ID	Temporary Work Level (TWL) report	1600
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Enables user to compare previous rates to new rates.	
Input	HCM	
Operations	Obtain temporary work level information from CRM and report on results.	
Output	See requester for details	
Frequency	Bi-weekly	
Constraints/what it does not do	None	
Use case	See requestor for detail	

## Top 20 vendor report

Name & ID	Top 20 vendor report	2000
Value to business (critical, mandatory, desirable, optional):	Provide ability for agency to see the vendors that have the highest dollar expenditure, enable the agency to manage their vendors.	
Purpose	Ability to determine where the money is going by vendor. May provide the ability to better manage the top vendors in negotiations on pricing and other delivery conditions.	
Input	FIN	
Operations	Obtain all transactions by vendor, total, sort by total amount descending.	
Output	Display vendor, total amount paid.	
Frequency	Ad hoc	
Constraints/what it does not do	None	
Use case	User will be able to report on their top 20 vendors.	

## Grant Reporting

Name & ID	Grant Reporting	2100
Value to business (critical, mandatory, desirable, optional):	Critical	
Purpose	Accurately track spending on grants to validate request of federal funds.	
Input	FIN	
Operations	Access transaction amounts by agency by grant.	
Output	Transaction listing and totals by grant.	
Frequency	Ad hoc	
Constraints/what it does not do	None	
Use case	User can determine the amount spent in an agency by grant.	

## Report spending by fiscal year/period.

Name & ID	Report spending by fiscal year/period.	2200
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Ability to determine what was allocated to be spent in each fiscal period and what was spent that pertains to that allocation regardless of when it was paid.	
Input	FIN, transactions, purchase orders.	
Operations	Determine which fiscal period a transaction belongs to and allocate that transaction to that fiscal period.	
Output	Transaction amounts by fiscal period.	
Frequency	Ad hoc	
Constraints/what it does not do	None	
Use case	User can see totals for each fiscal period.	

## Daily Journal Reporting

Name	Daily Journal Reporting	2300
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Display daily journal transactions posted to the G/L to enable users to reconcile revenue and expense transactions the day after they occur. This will enable the user to find bad transactions for correction before month end.	
Input	FIN data - Posted G/L transactions with the actual date of the posting, not just the period by agency.	
Operations	The daily journal report will include all transactions posted to the G/L for the agency.	
Output	The daily journal transactions report will include the amount, actual posting date and chart field information as well as any posted adjustments.	
Frequency	Daily	
Constraints/what it does not do	Provide YTD or summarized totals for journal transaction types.	
Use case	Users can report all transactions - expenses and revenues by department or organizational structure by date.	

## Data granularity by dept ID not Business Unit

Name	Data granularity by dept ID not Business Unit	2400
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Provide the ability to generate reports by Department ID instead of Business Unit. The journal information is identified by Business Unit which doesn't provide enough detail to analyze data at a departmental level. For example, the journal entry requires multiple steps and has a journal id and a voucher id but if it isn't coded with the appropriate Business Unit, then the details for that transaction are unavailable. Same case with revenue, if it is passed thru another agency, the transaction detail is unavailable.	
Input	Detail journal transactions by Dept ID that can be linked with the summarized journal information from the General Ledger.	
Operations	For all detail transaction data, include the appropriate Dept ID and the corresponding Business Unit. If the transaction involves some type of transfer or pass through, record a secondary Business Unit and Dept ID.	
Output	Revenue and expense reports can be generated by agencies to consolidate agency operations broken down by departments, divisions or organizational structure.	
Frequency	Daily	
Constraints/what it does not do	The data can be recorded at the Dept ID level and aggregated up to an agency level. This would be the lowest level of granularity available per agency.	
Use case	The agencies would have the capability to monitor spending and revenue within departmental or divisional hierarchies.	

## Basic personnel and fringe reporting

Name	Basic personnel and fringe reporting	2500
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To provide the users with simple employee reporting that details wage expense and fringe benefits such as health insurance, dental insurance, disability and matching retirement contributions. Currently, users must combine multiple reports to gather this information from the EPM DW, HCM data with bi-weekly FIN payroll data	
Input	Need to integrate HCM and FIN data so users can link payroll information with the corresponding employee information	
Operations	Need to integrate HCM and FIN data so users can link payroll information with the corresponding employee information	
Output	Reports detailing wage expense and fringe benefits such as health insurance, dental insurance, disability insurance, life insurance and matching retirement contributions	
Frequency	Bi-weekly	
Constraints/what it does not do	Information would only be available to HR personnel or management with the appropriate security roles. Only employees within the agency, division or department would be available for selection.	
Use case	Management personnel will use the reports for tracking staffing costs within the agency and against budget allocations.	

## Adjustments reporting

Name	Adjustments reporting	2600
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Provide the users with the detail adjustments made regarding revenue and expenses.	
Input	FIN – Daily journal transactions indicated as posted adjustments	
Operations	Code the FIN journal transactions with the adjustment information with links to the original transaction. For example, a voucher adjustment should have the original voucher ID along with the adjustment voucher ID	
Output	A report detailing any types of adjustments regarding revenue and expenses with the original transaction date, account and amount and corresponding adjustment details.	
Frequency	Weekly	
Constraints/what it does not do	Only provides the original transaction information with the corresponding adjustment. No audit trail of any additional adjustments related to the original transaction.	
Use case	The users can track any of the adjustments made to cash, expense, payments etc. allowed within the FIN system. The users are having difficulty finding where the adjustments were made and how to find them.	

## Voucher and encumbrance PO detail report

Name	Voucher and encumbrance PO detail report	2700
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	For the users to reconcile purchase order detail with the summarized voucher entries.	
Input	FIN – Voucher Reporting table	
Operations	Provide the detail information for the summarized voucher data. Users want to be able to report on the voucher detail information with encumbrance data, amounts, etc.	
Output	This report provides the current amount encumbered, amounts paid against and the current open balance of the Purchase Order by the Fund Code	
Frequency	Daily	
Constraints/what it does not do		
Use case		

## Payroll Audit Report

Name	Payroll Audit Report	2800
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To allow HR or management personnel to track changes to employee records.	
Input	HCM – Employee payroll information	
Operations	Record any changes to an employee record such as pay increase/decrease, changes to fringe benefits, employee position, etc. with the corresponding date of change, reason for change, dept ID and user ID and name who authorized the change.	
Output	Provide the user with a report detailing the original employee information, the updated information and the date and authorizer of the change	
Frequency	Weekly	
Constraints/what it does not do	Only provides the current and previous records detailing the employee changes. No history of employee payroll modifications will be available.	
Use case	The users will be able to track changes to employee records by date and user ID.	

## Staffing Levels Report

Name	Staffing Levels Report	2900
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To provide management an annual report to determine staffing levels at year start for resource planning and budget allocation	
Input	HCM Employee Positions	
Operations		
Output	A report detailing agency staffing at the start of the fiscal year. Will include current employees, turnover, future hires, etc. in order to assess cost of employee payroll against projected budgets.	
Frequency	Annual	
Constraints/what it does not do		
Use case		

## Detailed Cash Receipt Report

Name	Detailed Cash Receipt Report	3000
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To provide the users with more complete reporting detailing posted cash receipts from the General Ledger	
Input	FIN – GL	
Operations	Refer to Shared Services objectives	
Output	Refer to Shared Services objectives	
Frequency	Daily	
Constraints/what it does not do		
Use case		

## Lifetime Grant Activity Report

Name	Lifetime Grant Activity Report	3100
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Provide current YTD detail for active grants with summarized totals for prior years to evaluate grant usage and applications.	
Input		
Operations	See Shared Service objectives	
Output	See Shared Service objectives	
Frequency	Monthly	
Constraints/what it does not do		
Use case		

## Open Receivables by Customer

Name	Open Receivables by Customer	3200
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To provide a summary report of open receivables by Customer for operational reporting.	
Input		
Operations	See Shared Service objectives	
Output	See Shared Service objectives	
Frequency		
Constraints/what it does not do		
Use case		

## Open Receivables by Fund

Name	Open Receivables by Fund	3300
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To provide a summary report of open receivables by Fund for business decision use.	
Input		
Operations	See Shared Service objectives	
Output	See Shared Service objectives	
Frequency		
Constraints/what it does not do		
Use case		

## Travel Expense Reports

Name	Travel Expense Reports	3400
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To provide detail for travel expenditures for state agencies.	
Input		
Operations	See Shared Service objectives	
Output	See Shared Service objectives	
Frequency		
Constraints/what it does not do		
Use case		

## List column names alphabetically in the Cognos Report Studio

Name	List column names alphabetically in the Cognos Report Studio tool for EPM tables	3500
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To make it easier to find reporting fields within the EPM tables for report writers.	
Input	Cognos Report Studio database table pane	
Operations	Changes the table creation SQL to alphabetize the column names for all EPM reporting tables	
Output	An alphabetized list of column name for each EPM reporting table	
Frequency	N/A	
Constraints/what it does not do		
Use case		

## Apply consistent naming conventions

Name	Apply consistent naming conventions for column names across reporting environments	3600
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To make it easier to find like reporting fields when using PS Query or Cognos tools.	
Input		
Operations	PS Query tool would provide mapping between PS and Cognos for identifying like columns.	
Output	Users would be able to access the same columns whether using PS Query or Cognos with less effort to identify similar fields in each environment.	
Frequency	N/A	
Constraints/what it does not do	Only provide data mapping or correlation.	
Use case	For reconciliation purposes, users may execute PS Query tool against production and use Cognos tool for verification and data quality.	

## Improved metadata descriptions for widely used chartfields in Cognos

Name	Improved metadata descriptions for widely used chartfields in Cognos	3700
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To make it easier to identify which fields may be applicable for usage within the reporting environment. Metadata descriptions are sometimes too generic and mirror the column name.	
Input	Cognos Report Studio data definitions pane	
Operations	Add more pertinent metadata for the most widely used chartfields. For applicable fields, include possible values and usage criteria.	
Output		
Frequency	N/A	
Constraints/what it does not do		
Use case	With improved metadata descriptions, the users will be able to navigate through the EPM DW and gain an better understanding of the data and how it is structured.	

## Add data explorer functionality in Cognos

Name	Add data explorer functionality in Cognos	3800
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	With data explorer functionality, the users can see the valid values for each column in the EPM DW.	
Input	Cognos Report Studio data definitions pane	
Operations	Add data explorer functionality on applicable columns. Other BI tools have this capability.	
Output	Provide the user with a complete list of values that have been collected for a particular column.	
Frequency	N/A	
Constraints/what it does not do		
Use case	With column values, users will be able to select the appropriate columns for reporting instead of guessing or sifting through data dumps to determine which column looks like the correct one.	

## Publish Cognos Framework Manager models by subject area.

Name	Publish Cognos Framework Manager models by subject area.	3900
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Users can view the tables, relationships, key columns, indexes, etc. by subject area to gain a better understanding of the data in the EPM DW	
Input	Cognos Framework Manager	
Operations	Create business or logical models for EPM data within the Cognos Framework Manager	
Output	A selection of business or logical models for business users to access that will identify the key reporting components needed for their organization.	
Frequency	N/A	
Constraints/what it does not do		
Use case	The data dictionaries may be better understood if the user has a basic understanding of the EPM DW. With logical business models, user can better understand how the data is organized.	

## Improve usability of data dictionaries

Name	Improve usability of data dictionaries	4000
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	To assist the user in determining what information is needed for reporting and how to track data flow from the source systems to the reporting environment	
Input	Data dictionaries for FIN and HCM	
Operations	Make sure the data dictionaries are kept up-to-date. Take the information within the data dictionaries and determine another approach on how to present it. For example, show a link between a data dictionary column to a column in an existing report.	
Output	More organized approach for novice users to understand what information they need.	
Frequency	N/A	
Constraints/what it does not do		
Use case	With enhanced data dictionary examples and tools, the EPM DW will be better understood and the information within more utilized. Better understanding should result in reduced research times and allow user to fully utilize the system.	

## EPM Employee Status Flag

Name	EPM Employee Status Flag	4100
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To allow the users to select only active employee actions when creating reports	
Input	HCM data extract	
Operations	Add an employee status flag to the EPM DW reporting tables similar to the information captured within the HCM application – Dept Budget Earnings screen.	
Output	When generating Employee reports, users can select only the active row per employee. Currently, reports are returning duplicate rows.	
Frequency	Permanent	
Constraints/what it does not do		
Use case	To allow the users to select only active employee actions when creating reports. The current reporting information returns inconsistent results due to duplicate employee rows.	

## Credit card payments reports

Name	Credit card payments reports	4200
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Detail breakdown of total amount so you can reconcile to credit card payments.	
Input	FIN	
Operations		
Output	Detailed listing of credit card payments.	
Frequency	Ad hoc	
Constraints/what it does not do	None	
Use case	User can list credit card payments for reconciliation.	

## Daily Transactions and Balances by Spending Authority Code

Name	Daily Transactions and Balances by Spending Authority Code	4300
Value to business	Mandatory	

(critical, mandatory, desirable, optional):

Purpose	Enable use to track transactions by spending authority code.
Input	FIN – G/L
Operations	Access G/L transactions, match to relevant authority code and total balances.
Output	List of transactions by spending authority code.
Frequency	Daily
Constraints/what it does not do	None
Use case	User can report on daily transactions grouped by Spending Authority Code.

## Performance Requirements (5000-5999)

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### Improved Cognos report execution

Name & ID	Improved Cognos report execution	5000
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	Enable users to run queries faster.	
Input	None	
Operations	Multiple changes required: better queries by knowing data and indexes, set indexes for faster response, change database structure to a dimensional model.	
Output	Faster queries	
Frequency	All	
Constraints/what it does not do		
Use case	Post change queries providing the same information will run faster than pre-change queries. Goal would be to have sub-minute response on longest queries.	



## Usability Requirements (6000-6999)

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### Fewer columns in ORW tables

Name & ID	Fewer columns in ORW tables	6000
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Only display columns that are required for reporting. There are many columns that contain bad/not useful data, these don't need to be in the ORW tables.	
Input	None	
Operations	Review and prioritization of table data / report data.	
Output	Query screens that have just the columns required for reporting	
Frequency	All	
Constraints/what it does not do	None	
Use case	User will be able to query on the data they need without having extraneous data fields displayed.	

## Monetary amounts with too many decimals

Name & ID	Monetary amounts with too many decimals	6100
Value to business (critical, mandatory, desirable, optional):	Desirable	
Purpose	Display dollars and cents, not tenths or hundredths of cents.	
Input	None	
Operations	If calculations require precision beyond currency (cents) then determine the convention you will use for rounding or truncating data for display and apply that across all reports.	
Output	All report displays for monetary amounts should be in cents or whole dollars, not tenths of cents.	
Frequency	All	
Constraints/what it does not do	Does not affect the precision 'behind the scenes', display only.	
Use case	Users will have values that are normal monetary values in their reports.	

## Training Requirements (7000-7999)

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### Effective dating

Name & ID	Effective dating	7000
Value to business (critical, mandatory, desirable, optional):	Mandatory	
Purpose	To provide effective dating understand to users of OAKS reporting environment.	
Input	Understanding of the effective dating business rules.	
Operations	A complete explanation of the effective dating business rules.	
Output	Explanation of effective dating and a module in the Cognos training on reporting with effective dates.	
Frequency	All	
Constraints/what it does not do	None	
Use case	Users will understand and be able to run reports that are correct.	

## **Interviewees** – *Information removed*

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# Appendices

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## Reports

### Department of Mental Health Report List I

Cognos Report Number/Name	Description	Crystal Report Name (if applicable)
HCM105ERNWC - Earnings Report for Worker's Comp	This report lists hourly rate, overtime hours and total gross by pay period for a range of dates for a specific employee.	N/A
HCM105PRANP - Projected Annual Performance Evaluation	This report lists the projected annual performance evaluation for a select department group, or department ID office for a specific range of dates.	N/A
HCM105PROPE - Probation Performance Evaluation	This report lists the probation performance evaluation for a select pay period end date, department group, or department ID office.	N/A
HCM105OTEDJ - Civil Service Payroll Overtime Expenses by Department and Job Code	This report shows Civil Service Payroll overtime expenses by Department Group and Job Code Title for specified pay periods.	OAKS Civil Service Payroll Overtime Expenses by Department and Job Code (IARPEAO2.RPT)
HCM105OTEMP - Civil Service Payroll Overtime Expenses by Employee	This report shows Civil Service Payroll overtime expenses by employee for the specified pay periods.	OAKS Civil Service Payroll Overtime Expenses by Employee (IARPEAOT.RPT)
HCM113EMPCD - Employee Coding Distribution by Department Group and Employee Name	This report displays coding and cost information for Civil Service Employees. Data is ordered by Department Group and Employee Name.	OAKS Employee Coding Distribution by Department Group and Employee Name (IARPEACD.RPT)

Cognos Report Number/Name	Description	Crystal Report Name (if applicable)
HCM113EPGAC - Civil Service Payroll Expenses by Department Group, Pay Period and Account Category	This report summarizes OAKS Civil Service payroll expenses by Department Group, Pay Period Ending Date and Account Category.	OAKS Civil Service Payroll Expenses by Pay Group, Pay Period and Account Category (IARPESUM.RPT)
	This report includes a drill through to HCM113EXASC - Civil Service Payroll Expenses by Department Group, Account Category and Sub Account Detail.	
HCM113EXASC - Civil Service Payroll Expenses by Department Group, Account Category and Sub Account Detail	This report summarizes OAKS Civil Service payroll expenses by Department Group, Account Category and Sub Account.	OAKS Civil Service Payroll Expenses by Pay Group, Pay Period and Account Category (IARPESUM.RPT)
HCM113OCSPC - Civil Service Payroll Costs	This report shows civil service costs by category as downloaded from payroll objects and includes a drill down to individual employees (HCM113PCEMP - Civil Service Payroll Costs by Employee Detail).	OAKS BHO Civil Service Payroll Costs with Drill Down to Employee (IARPEABC.RPT)
HCM113PCCI - Civil Service Payroll Costs by CSN/Inpatient	This report breaks out CSN and Inpatient civil service costs by category as downloaded from payroll objects and includes a drill down to individual employees (HCM113PCEMP - Civil Service Payroll Costs by Employee Detail).	Civil Service Payroll by CSN and Inpatient Services (IARPECSI.RPT)
		And BHO Inpatient / Administration and CSN Civil Service Payroll Expenses by Pay Period (IARPEACS.RPT)
		And

Cognos Report Number/Name	Description	Crystal Report Name (if applicable)
		Civil Service Payroll by CSN and Inpatient Services with Employee Detail (IARPEACN.RPT)
HCM113PCEMP - Civil Service Payroll Costs by Employee Detail	This report shows civil service costs by CSN, employee and category as downloaded from payroll objects.	OAKS BHO Civil Service Payroll Costs with Drill Down to Employee (IARPEABC.RPT)
HCM113RECAP - Payroll Voucher Recapitulation	This report details payroll expenditures by account and combo code. May be used to track costs within a particular activity code (i.e. CSN, unit).	OAKS Payroll Voucher Recapitulation (IARPEPVR.RPT)
	This report contains a drill through to HCM113RECDT - Payroll Voucher Recapitulation Detail.	
HCM113RECDT - Payroll Voucher Recapitulation Detail	This report details payroll expenditures by combo code and account.	OAKS Payroll Voucher Recapitulation (IARPEPVR.RPT)
HCM105CSFOP - Civil Service Seniority Roster Info: FOP	This report lists the seniority roster by union and class number for the requested pay period for FOP union members.	N/A
HCM105CSFTE - Civil Service FTE	This report lists hours worked and FTE's by Department Group and employee for the requested pay period ending date range. Hours worked may not exactly match the hours worked on the Leave Balance Reports. This is because this report uses the Department ID Chartfield while the Leave Balance reports use the Position Department ID.	OAKS Civil Service FTE Report (IARPEAFT.RPT)

Cognos Report Number/Name	Description	Crystal Report Name (if applicable)
HCM105CSIEM - Civil Service Intermittent Employees by Payroll Group and Bargaining Unit Report	This report lists intermittent employees and the number of hours worked for the requested pay period, fiscal and calendar year to date.	OAKS Civil Service Intermittent Employees by Payroll Group and Bargaining Unit (IARPEAIN.RPT)
HCM105HREMP - HR Employee Lookup	This report lists a selected employee or a group of employees compensation, union and service time information. This report is better viewed by exporting to Excel or CSV rather than viewing in PDF or HTML.	N/A
HCM105HREPO - HR Employee Position	This report lists a selected employee or a group of employees and their position.	N/A
HCM105PTHRW - PT Employee Hours Worked by Dept ID	This report lists the part time employee hours worked grouped by Department ID.	N/A
HCM118POSCR - Position Control Roster	This report lists all OAKS active positions within the Department. Note: When an employee is promoted, he/she may appear in both positions for one pay period.	OAKS Position Control Roster (IARPEAPC.RPT)
HCM105CSRUI - Civil Service Seniority Roster by Union and Job Code	This report lists the seniority roster by union and job code for the requested pay period. Currently only OCSEA seniority credits are available. If credits for other unions (e.g. Ohio Health Care Employees, etc.) become available, the report will be modified to show them.	OAKS Civil Service Seniority Roster by Union and Job Code (IARPEASE.RPT)
HCM105DEMOG - Civil Service Staff Demographics	This report lists demographic information by employee for the selected pay period end date.	OAKS Civil Service Staff Demographics by Payroll Group (IARPEADM.RPT)
HCM105ETAPP - Civil Service Established Term Appointment Employees	This report lists Established Term Appointment (ETA) employees for the selected pay period.	OAKS Civil Service Established Term Appointment (ETA) Employees by Payroll Number (IARPEAET.RPT)

Cognos Report Number/Name	Description	Crystal Report Name (if applicable)
HCM105ACLVU - Actual Leave Usage by Employee	This report summarizes the leave used by Department ID, Employee and leave category. Unlike the Leave Balance with Usage/Accrual, this report calculates leave usage using the actual Earning Codes. The Leave Balance report uses OAKS calculated Hours Taken and Hours Sold to determine leave usage.	N/A
HCM105LVBAL - Leave Balances	This report lists leave balances for employees for a specific pay period end date.	OAKS Civil Service Leave Balance Report (IARPEALV.RPT)
HCM105LVBUA - Leave Balances with Usage/Accrual	This report lists leave usage and balances by Department ID and employee for the requested pay period ending date.	OAKS Civil Service Leave Balance Report (IARPEALV.RPT)
HCM105WRKFC - Civil Service Workforce Composition - Employee Counts	This report lists ODMH employee counts (excluding Intermittent and ETA employees) by Department Group, Job Code, sex and race.	OAKS Workforce Composition Report (IARPEAWF.RPT)
HCM105WRKFH - Civil Service Workforce Composition - Hourly Rates	This report lists ODMH average hourly rates (excluding Intermittent and ETA employees) by Department Group, Job Code, sex and race.	OAKS Workforce Composition Report (IARPEAWF.RPT)
HCM105WRKFP - Civil Service Workforce Composition – Percentage	This report lists ODMH percentages (excluding Intermittent and ETA employees) by Department Group, Job Code, sex and race.	OAKS Workforce Composition Report (IARPEAWF.RPT)

## Department of Mental Health Report List 2

Report	Description
FIN103AAALI - Agency Appropriation by ALI	This report displays budgetary information for the selected ledger group. Results are summarized by ledger (i.e. budget, expenditures and encumbrances).

FINI03AAELI - Agency Appropriation and Expenditures by ALI	This report displays budgetary information for the selected ledger group. Results are summarized by Fund and ALI.
FINI04COXEN - Central Office Expenditures and Outstanding Encumbrances	This report separates Miscellaneous, 2 Line, 3 Line and Contract expenditures and encumbrances for Central Office.
FINI04EXENC - IBHS Expenditures and Outstanding Encumbrances by Department Group	This report separates Miscellaneous, 2 Line, 3 Line and Contract expenditures and encumbrances by BHO.
FINI04EXENC - IBHS Expenditures and Outstanding Encumbrances by Department Group - CSN Split	This report separates Miscellaneous, 2 Line, 3 Line and Contract expenditures and encumbrances by BHO. Note: Miscellaneous and Contract expenditures are split by CSN and non-CSN.
FINI28JRNDP - Journal Transactions by Department ID	This report lists all journal transactions for the specified date range. Results are sorted by Department ID.
FINI28JRNLTL - Journal Transactions	This report lists all journal transactions for the specified date range. Results are sorted by journal transaction date.
FINI28TDDEP - Total Disbursements by Department ID and Account	This report summarizes disbursements for the specific date range and Department ID. It contains a drill through to FINI48APDSB - Accounts Payable Disbursement Details.
FINI28TOTDB - Total Disbursements by Department Group and Account	This report summarizes disbursements for the specific date range and Department Group. It contains a drill through to FINI48APDSB - Accounts Payable Disbursement Details.
FINI31DBARR - Disbursements by Administrative Responsibility, Reporting	This report lists vouchered disbursements by Department ID and Reporting ID. It also contains a drill through to FINI31DDBAR - Detail Disbursements by Administrative Responsibility.
FINI31DBDGR - Disbursements by Department Group, Reporting	This report lists vouchered disbursements with all chartfields.

FINI31PAYRE - Payment Listing-Payment Ref Detail	This report lists payments written by Department Group for a specified time period. Please note that there is one payment reference/warrant # to many vouchers for this report. This report is the drill through report for FINI31PAYZZ - Payment Listing.
FINI31PAYVO - Payment Listing-Voucher Detail	This report lists payments written by Department ID for a specified time period. Please note that there is one warrant to many vouchers for this report. This report is the drill through report for FINI31PAYZZ - Payment Listing.
FINI31PWLST – Payment/Warrant Listing	This report list payments made by Department Group for a specified time period. Please note that there is one payment reference/warrant # to many vouchers for this report. This report also contains drill through to FINI31PAYRE - Payment Listing-Payment Ref Detail and FINI31PAYVO - Payment Listing-Voucher Detail.
FINI31YTDGD - YTD Grant Disbursements	This report lists payments by Department, Account, Fund, Grant and vendor.
FINI38OPENC - Open Encumbrance Documents	This report lists Dispatched purchase orders for the specified date range that have an outstanding balance. It contains a drill through to FINI49POVOC - Vouchers By Purchase Order
FINI38POTCN - Potential Contract Cancellations	This report lists all Dispatched contract purchase orders along with the available balance and the potential cancellation (underutilization) amount. It contains a drill through to FINI49POVOC - Vouchers By Purchase Order
FINI38PRORD - Purchase Orders	This report lists all purchase orders, regardless of status, for the specified date range.
FINI48APDSB - Accounts Payable Disbursement Details	This report lists all AP disbursements for the specified date range. Note: Does not include payroll disbursements. This report is also the drill through report for FINI28TOTDB - Total Disbursements by Department Group and Account.
FINI48APDSB - Accounts Payable Disbursement Details – Auditor Version	This report lists all AP disbursements for the specified date range. Note: Does not include payroll disbursements.Note: This report only includes high risk account codes.
FINI49OUTVC - Outstanding Vouchers	This report lists all outstanding vouchers with an accounting date less than the date requested. . It contains a drill through to FINI49VSTAT - Voucher Details By Status.
FINI49POVOC - Vouchers By Purchase Order	This report lists payments posted against purchase orders. This report is also the drill through report for FINI38OPENC - Open Encumbrance Documents.
FINI49VCACC - Vouchers for Specific Account Codes	This report lists vouchers for accounts '514902','514903','514904','514905', and '514906'.

FINI49VOCPY - Voucher/Payment Details	This report lists all payments for the specified date range. It includes vendor and all chartfield information.
FINI49VSTAT - Voucher Details By Status	This report lists vouchers grouped by budget header status. This report is also the drill through report for FINI49OUTVC - Outstanding Vouchers.
FINI27GRANT - Grant Variance	This report lists lifetime grant expenditures, open grant encumbrances and current grant balances.
FINI14ACCNT - DMH Accounts	This report lists data from the OAKS General Ledger Account Configuration Reporting Table.
FINI19REPT - DMH Reporting	This report lists valid DMH Reporting chartfield values.
FINI20AGUSE - DMH Agency Use	This report lists valid DMH Agency Use chartfield values.
FINI20APPLI - DMH Appropriation Line Item	This report lists valid Appropriation Line Item chartfield values.
FINI25PROGM - DMH Program	This report lists valid DMH Program chartfield values.
FINI26GRANT - DMH Project Grant	This report lists valid DMH Grant chartfield values.
FINI28CCBBF - Current Cash Balance by Fund	This report lists beginning cash balance, revenue, disbursements, transfers and ending cash balance for the previous business day by Fund.
FINI31NGPCT - Non-GRF Posted Cash Transaction Listing	This report lists non-GRF revenue and expenditures for the specified date range.
FINI42RBF&D - Revenue by Fund & Dept ID	This report lists revenue for the specified date range by Fund and Department ID. It also contains a drill through to FINI42REVTL - Revenue Transaction Listing.
FINI42RBFDY - Revenue by Fund & Dept ID YTD	This report lists revenue for the specified date range by Fund and Department ID as well as an YTD column. It also contains a drill through to FINI42REVTL - Revenue Transaction Listing.
FINI42REVTL - Revenue Transaction Listing	This report lists revenue for a specified date range, Dept Group, Dept ID and Account ID. This report is the drill through report for FINI42RBF&D - Revenue by Fund & Dept ID.

FINI44INREV - Invoice and Direct Journal Revenue	This report lists revenue matched to invoices (AR Items) including ISTV's and revenue that is direct journaled into the Accounts Receivable module.
FINI40REQPD - Requisition Productivity	This report determines the average processing time for requestor/approval combinations.
FINI48UNVOC - Unpaid Vouchers	This report lists all vouchers that have been budget checked and posted but have not been paid.
FINI31VOIDP - Voided and Stopped Payments	This report lists voided and stopped payments.
FINI48LATEV - Vouchers Over X Days Late	This report lists all vouchers that were paid X days after the invoice date.
FINI42CRBYM - Cash Receipt by Month	This report lists receipts by Fund and month.
FINI42DREVT - Detailed Revenue Transactions	This report lists revenue for the specified date range.

## Department of Jobs and Family Services Report List

Subject Area	Report Name & Last Date updated	Report Outline
Expenses	Summary Expenditures By Grant Id	Summary expenditures filtered by accounting period and fiscal year. Prompted by Grant Id. This report includes Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
	5/16/2008	
Federal Reporting	Summary Expenditures By Grant Id	Summary expenditures filtered by accounting period and fiscal year. Prompted by Grant Id. This report includes Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
	5/16/2008	
Expenses	Detail Expenditures By Grant Id	Detail Voucher Expenditures filtered by accounting period and fiscal year. Prompted by Grant Id. This report does not include Payroll. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
	5/16/2008	
Federal Reporting	Detail Expenditures By Grant Id	Detail Voucher Expenditures filtered by accounting period and fiscal year. Prompted by Grant Id. This report does not include Payroll. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available
	5/16/2008	

Subject Area	Report Name & Last Date updated	Report Outline
		prompt values.
Expenses	Summary Expenditures By Report Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Reporting Id. This report includes Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
Federal Reporting	Summary Expenditures By Report Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Reporting Id. This report includes Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
Expenses	Detail Expenditures By Report Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Reporting Id. This Detail Report does not contain Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
Federal Reporting	Detail Expenditures By Report Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Reporting Id. This Detail Report does not contain Payroll Expenses. This report contains user options for running the report with or without County Advance Account Ids, and for running the Prompt Page with or without a populated available prompt values.
Expenses	Summary Expenditures by Fund Code  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by fund code. This report includes Payroll Expenses.
Expenses	Summary Expenditures by Fund Code  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by fund code. This report includes Payroll Expenses. The user will enter the value(s) desired.
Expenses	Detail Expenditures by Fund Code  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by fund code. This Detail Report does not contain Payroll Expenses.
Expenses	Detail Expenditures by Fund Code  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by fund code. This Detail Report does not contain Payroll Expenses. The user will enter the value(s) desired.
Expenses	Summary Expenditures by Appropriation Line Item  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Appropriation Line Item (ALI). This Summary Report includes Payroll Expenses.

Subject Area	Report Name & Last Date updated	Report Outline
Expenses	Summary Expenditures by Appropriation Line Item by Program Code  8/25/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Appropriation Line Item (ALI) and program Code. This Summary Report includes Payroll Expenses.
Expenses	Detail Expenditures by Appropriation Line Item  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Appropriation Line Item (ALI). This Detail Report does not contain Payroll Expenses.
Encumbrances	OAKS Voucher Drill Down  5/16/2008	Detail Voucher Payments filtered by Purchase Order Identifier.  No prompts as this is a drill down report from the Purchase Order Balance Reports.
JFS Fiscal	OAKS Voucher Counts by employee ID  5/16/2008	Summary Report of Voucher Counts by Employee Id. Prompted by Voucher Entered Date.
Expenses	Summary Expenditures by Account Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Account Id. Report includes Payroll Expenses
Expenses	Summary Expenditures by Account Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Account Id. The user will enter the value(s) desired. Report includes Payroll Expenses
Expenses	Detail Expenditures by Account Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Account Id. This report does not contain Payroll Expenses.
Expenses	Detail Expenditures by Account Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Account Id. This report does not contain Payroll Expenses. The user will enter the value(s) desired.
Expenses	Detail Expenditures by Account Id with a Business Unit Prompt  7/7/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Account Id. This report does not contain Payroll Expenses. The user will enter the value(s) desired.

Subject Area	Report Name & Last Date updated	Report Outline
Expenses	Detail Expenditures by for Taxable Account Ids.  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. This report contains only Taxable Account Ids.
Expenses	Summary Expenditures by Department Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Department Id. Report includes Payroll Expenses
Expenses	Summary Expenditures by Department Id  5/16/2008	Summary expenditures filtered by accounting period and fiscal year. Prompted by Department Id. The user will enter the value(s) desired. Report includes Payroll Expenses
Expenses	Detail Expenditures by Department Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Department Id. This Report does not contain Payroll Expenses.
Expenses	Detail Expenditures by Department Id  5/16/2008	Detail Voucher expenditures filtered by accounting period and fiscal year. Prompted by Department Id. This Report does not contain Payroll Expenses. The user will enter the value(s) desired.
Payments	Payment Report Sorted By Vendor Id and Department Id  5/16/2008	Detail Payments filtered by accounting period and fiscal year. Prompted by Department Id, Account Id and Vendor Id.
Payments	Paid Medicaid HCAP Settlements  7/7/2008	Detail Medicaid Settlements Payments to Hospitals. Filters are Hard Coded.
Payments	Paid Medicaid Refunds  7/7/2008	Detail Medicaid Refund Payments to Hospitals. Filters are Hard Coded.
Payments	Paid Medicaid Settlements  7/7/2008	Detail Medicaid Settlements Payments to Hospitals. Filters are Hard Coded.
Payments	Payment Summary Sorted By Vendor Id and Department Id  5/16/2008	Detail Payments filtered by accounting period and fiscal year. Prompted by Department Id, Account Id and Vendor Id.

Subject Area	Report Name & Last Date updated	Report Outline
Payments	Payment Report Sorted By Department Id and Vendor Id  7/7/2008	Detail Payments filtered by accounting period and fiscal year. Prompted by Account Id, Department Id and Vendor Id.
Payments	Summary of Paid Travel Vouchers  5/16/2008	Cross Tab report of paid travel vouchers.
Payments	Summary of Paid Travel Vouchers  7/7/2008	Cross Tab report of paid travel vouchers, grouped by Department IDs.
JFS Fiscal	Warrant_EFT Voucher Count  5/16/2008	Summary Document Counts filtered by Payment Date and Business Unit. This report is used by Cash Management.
JFS Fiscal	UnPaid Voucher Status Query  5/16/2008	Listing of Un-Paid JFS01 Vouchers. SQL developed by Brad. This report is set up to run automatically daily and e-mailed to a selected group of JFS01 users in a CSV format. A version of this report showing the entire Accounting Coding strip is also available.
JFS Fiscal	UnPaid Voucher Status by Business Units.  5/16/2008	Listing of Un-Paid non JFS01 Vouchers. SQL developed by Brad. Detail report showing Voucher Statuses for all Business Units other than JFS01. This report is in a CSV format.
Encumbrances	Current Balance of a JFS Open Purchase Order  7/9/2008	This report returns the current amount encumbered, amounts paid against and the current open balance of the Purchase Order.
Encumbrances	Current Balance of a PRT Open Purchase Order  7/9/2008	This report returns the current amount encumbered, amounts paid against and the current open balance of the Purchase Order.
Encumbrances	Current Balance of a Range of JFS Open Purchase Orders  7/9/2008	Same as Report# 023, with the user able to enter a range of Purchase Order IDs and an optional ALI value.
Encumbrances	Current Balance of a Range of PRT Open Purchase Orders  7/9/2008	Same as Report# 023, with the user able to enter a range of Purchase Order IDs and an optional ALI value.

Subject Area	Report Name & Last Date updated	Report Outline
Cash Draw	JFS Canceled Warrant/EFT Report with Coding	Detail Payments filtered by Date Cancelled. Prompted by Date Cancelled and Fund Code.
	5/16/2008	
Payments	JFS Canceled Warrant/EFT Report with Coding	Detail Payments filtered by Date Cancelled. Prompted by Date Cancelled and Fund Code. Other Prompts maybe added after End User testing.
	5/16/2008	
Cash Draw	JFS Deleted/Cancelled Voucher Report with Coding	Detail report showing Deleted / Cancelled Vouchers with Chartfield coding.
	5/16/2008	
Payments	Payment Detail by Invoice Number	Detail report showing Payments group by Invoice number and Vendor. Prompts selected are to be displayed in the report header.
	5/16/2008	
Payments	Payments Detail by Voucher Origin	Detail report showing Payments grouped by Voucher Origin. The User will enter the Voucher Origin values on the Prompt Page.
	5/16/2008	
Payments	Travel Mileage Payments	This report displays Travel Mileage payment information for ODJFS staff . This reports also displays the number of miles for each voucher.
	5/16/2008	
Payments	Travel Payments	This report displays Travel payment information for ODJFS staff .
	6/25/2008	
JFS Fiscal	Fiscal Services Payroll Deductions Coding	This report is a Cross Tab report showing the payroll deductions coding for each employee, grouped by the Department ID.
	5/16/2008	
JFS Fiscal	Fiscal Services Payroll Earnings Coding	This report is a Cross Tab report showing the payroll earnings coding for each employee, grouped by the Department ID.
	5/16/2008	
JFS Fiscal	CRIS-E Stop Payment Report	This report is used to produce Warrant/EFT numbers and other data to be used by OBM to perform a stop payment action. This report uses the Invoice Numbers supplied by the CRIS-E system
	5/16/2008	
Budget	Travel Payment Coding Verification	Detail report showing Paid Travel Vouchers for a selected range of Payment Dates. This report is used by Fiscal for coding reviews.
	5/16/2008	

Subject Area	Report Name & Last Date updated	Report Outline
Budget	Payment Card Payment Coding Verification	Detail report showing Paid Payment Card Vouchers for a selected range of Payment Dates. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	Payment Card Voucher Coding Verification revised	Detail report showing Paid Payment Card Vouchers for a selected range of Payment Dates. This report displays more detail than #036. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	Payroll Journal Coding Verification	Detail report showing Payroll Journal Coding for a selected range of Accounting Periods. This report will use the GL Journal Transaction Reporting Table. Prompts are of the Drop Down type. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	Payroll Ledger Balance Coding Verification	Detail report showing Payroll Journal Coding for a selected range of Accounting Periods. This report will use the GL Journal Transaction Reporting Table. Prompt values are User entered. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	General Payment Coding Verification	Detail report showing Paid Vouchers for a selected range of Payment Dates. This report does not include Payment Card, Payroll, Travel or the Advance Account ID of 550301. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	General Payment Coding Verification revised	Detail report showing Paid Vouchers for a selected range of Payment Dates. This report displays more detail than #038. This report is used by Fiscal for coding reviews.
	5/16/2008	
Budget	Budget Status Report	Summary report showing by Department, Agency Control Budget, Total encumbrances, Total Expenditures and Remaining Un-Obligated Budget Amount. Separate reports are built for each Office.
	5/16/2008	
Budget	Budget Status ALI Report	Summary report showing by Department, Agency Control Budget, Total encumbrances, Total Expenditures and Remaining Un-Obligated Budget Amount. Separate reports are built for each Office.
	5/16/2008	
Encumbrances	Current Balance of Open Purchase Orders for a Selected Department	This report returns the current amount encumbered, amounts paid against and the current open balance of the Purchase Order by the Fund Code accounting line for a selected Office
	5/16/2008	
JFS Fiscal	Vendor Lookup	This report can be used to look up the Vendor ID using just the beginning of the Vendor's name.
	5/16/2008	

Subject Area	Report Name & Last Date updated	Report Outline
Payments	Vendor Lookup	This report can be used to look up the Vendor ID using just the beginning of the Vendor's name.
	5/16/2008	
Encumbrances	<b>Paid</b> Vouchers applied against a Purchase Order	This report returns the Basic Voucher information for <b>Paid</b> Vouchers applied towards Purchase Orders.
	5/16/2008	
Encumbrances	Vouchers applied against a Purchase Order	This report returns the Basic Voucher information for Vouchers applied towards Purchase Orders.
	5/16/2008	
General Ledger Balance	Detail General Ledger Posted Journal Transactions	Detail of the JFS General Journal Posted Transaction entries by Journal ID, with many Prompts.
	7/16/2008	
Federal Reporting	General Ledger Balance Report for JFS Posted Transactions by Department Id.	This report contains ALL Cash Deposits posted to the OAKS General Ledger for JFS. Similar to Report# 044m but with less prompts.
	7/17/2008	
General Ledger Balance	General Ledger Balance Report by Department Id	General Ledger Balance report by Department Id. This is a summary report
	7/17/2008	
General Ledger Balance	General Ledger Balance Report	Expenditure report from the OAKS General Ledger Balance Table
	7/16/2008	
General Ledger Balance	GL Journal to Voucher Accounting (Vouchers) by RCF	Detail of the JFS General Ledger Posted Journal Entries in the Voucher Accounting Information Table prompted and grouped by RCF.
	7/16/2008	
General Ledger Balance	GL Journal to Receivable Payments (Miscellaneous Deposits)	Detail of the JFS General Ledger Posted Journal Entries in the Receivable Payment Information Reporting Table
	7/16/2008	

Subject Area	Report Name & Last Date updated	Report Outline
General Ledger Balance	GL Journal to Deposits against a Receivable Item (A/R)	Detail of the JFS General Ledger Posted Journal Entries in the Receivable Items Payment Information Reporting Table
	7/16/2008	
General Ledger Balance	GL Journal to Voucher Accounting by RCF Summary	Summary of the JFS General Ledger Posted Journal Entries in the Voucher Accounting Information Table prompted and grouped by RCF.
	7/16/2008	
General Ledger Balance	GL Journal to Voucher Accounting (Vouchers)	Detail JFS General Ledger Posted Journal Entries in the Voucher Accounting Information Table prompted and grouped by Journal Identifier.
	8/25/2008	
Federal Reporting	Cash Disbursements for the ETA 9130 report.	Summary JFS disbursements/expenditures filtered by accounting period, fiscal year and non Pool Grant Ids. Reporting Chart Fields are 'hard coded' in the filters.
	5/16/2008	
Cash Draw	Miscellaneous Deposit Report	Non_Draw Federal Draw Deposit Transactions posted to the GL. Based upon the Treasurer of State Review date.
	5/21/2008	
Payments	Payment Report By Vendor Id	Detail Payments filtered by Accounting Period and Fiscal Year. Prompted by Vendor Id, Department Id, Reporting ID and Account Id. Other Prompts maybe added after End User testing.
	8/26/2008	
General Ledger Balance	Expenditure by Fund by ALI by Account Id_OHGLR072	This report is a JFS reproduction of the OBM published report OHGLR072 with user prompts. This report shows current month expenses and Year to Date Expensed.
	5/16/2008	
General Ledger Balance	Expenditure by fund by Account_OHGLR027	This report is a JFS reproduction of the OBM published report OHGLR027 with user prompts. This report shows current month expenses and Year to Date Expenses. This report does not include the GRF Fund Code.
	5/16/2008	
Payments	Payments by Fund Code	Detail Payments filtered by accounting period and fiscal year. Prompted by Fund Code.
	5/16/2008	

Subject Area	Report Name & Last Date updated	Report Outline
Payments	Payments by Fund Code	Detail Payments filtered by accounting period and fiscal year. Prompted by Fund Code. The user will enter the value(s) desired.
	5/16/2008	
Payments	Payments by Fund Code	Detail Payments filtered by Accounting Period and Fiscal Year. Prompted by Fund Code. The User will enter the desired Fund Code(s). This report does not contain Payroll Costs and is presented in a CVS format.
	5/16/2008	
JFS Fiscal	Canceled Warrant Cognos Report	This report looks for canceled payments for the JFS01 Business Unit
	5/16/2008	
JFS Fiscal	Canceled Warrant Cognos Report MMIS only	This report looks for canceled payments for the JFS07 Business Unit
	5/16/2008	
JFS Fiscal	Canceled Warrant Cognos Report MMIS only with RCF	This report looks for canceled payments for the JFS07 Business Unit and displays the Reporting Chart Field.
	5/16/2008	
Cash Draw	Deposits against Receivable Items	This report returns all deposits that were applied against a Receivable Item, based upon a Posted Date.
	5/21/2008	
Cash Draw	Misc Cash Deposits - TOS Review Dates	Accounting information from the OAKS Receivables Payment Information Reporting Table for Deposits made against a Receivable Item.
	7/17/2008	
Cash Draw	Cash Draw Enhanced	This report is used by the Cash Draw group in fiscal to gather data to be used in calculating the daily cash draw. Displays Vouchers entered for the JFS01 Business Unit by Date Range.
	5/16/2008	
Cash Draw	JFS08 Cash Draw Enhanced - County finance Payments	This report is used by the Cash Draw group in fiscal to gather data to be used in calculating the daily cash draw. Displays Vouchers entered for the JFS08 Business Unit by Date Range.
	7/17/2008	
JFS Fiscal	Cash Draw Enhanced	This report is used by the Cash Draw group in fiscal to gather data to be used in calculating the daily cash draw. Displays Vouchers entered for the JFS01 Business Unit by Date Range.
	5/16/2008	
Payments	Medicaid JFS07 Payment Report	This report looks for Medicaid payments that have been paid for the JFS07 Business Unit.
	5/16/2008	
JFS Fiscal	Outstanding Requisitions Cognos Report	This report looks for Purchasing requisitions that have not been sourced to a Purchase Order

Subject Area	Report Name & Last Date updated	Report Outline
	5/16/2008	
Payments	Vouchers Paid Cognos Report For JFS01	This report is a straight dump of all payment made to the JFS01 Business Unit.
	5/16/2008	
JFS Fiscal	Vouchers Entered Report by Date Range	This report is used by the Cash Draw group in fiscal to gather data to be used in calculating the daily cash draw.
	5/16/2008	
Cash Draw	JFS Payroll HCM	This report is used by the Cash Draw group in fiscal to gather payroll expense data to be used in calculating the cash draw.
	5/16/2008	
Cash Draw	JFS Payroll HCM – ALI	This report is used by the Cash Draw group in fiscal to gather payroll expense data to be used in calculating the cash draw.
	5/16/2008	
Receivables	Accounts Receivable Aging Report	Unpaid accounts (Accounts Receivable) <b>NOTE:</b> Balance Amounts are not all valid due to errors in the OAKS Receivables Item Information Reporting Table.
	5/16/2008	
General Ledger Balance	Revenue from the OAKS (General) Ledger Balance Reporting Table	This report is a general report that is very easy for the user to modify. The data in this report will contain ALL revenue including any Posted adjustments. This basic report was used in the JFS Cognos Training. The filters may be changed by an experienced Cognos user.
	8/18/2008	
General Ledger Balance	Expenses from the OAKS (General) Ledger Balance Reporting Table	This report is a general report that is very easy for the user to modify. The data in this report will contain ALL revenue including any Posted adjustments. This basic report was used in the JFS Cognos Training. The filters may be changed by an experienced Cognos user.
	8/18/2008	
Expenses	Summary of Expenses by Object Code	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Office level.
	8/18/2008	
Expenses	Summary of Expenses by Object Code	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Department level.
	8/18/2008	
Expenses	Summary of Expenses by Object Code	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Prompts include Fund Code. Sub-Totals are provided at the Office level.
	8/18/2008	

Subject Area	Report Name & Last Date updated	Report Outline
Expenses	Summary of Expenses by Object Code  8/18/2008	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Prompts include Department. Sub-Totals are provided at the Bureau level.
Expenses	Summary of Expenses by Object Code  8/18/2008	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Prompts include Department and Reporting ID. Sub-Totals are provided at the Office level.
Expenses	Summary of Expenses by Object / Sub Object Code  8/18/2008	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Office level.
Expenses	Summary of Expenses by Object / Sub Object Code  8/18/2008	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Department level.
Expenses	Summary of Expenses by Object / Sub Object Code  8/18/2008	This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Bureau level.
JFS Fiscal	Payroll staff coded to a specific coding strip  5/16/2008	This report will return all Employee Names with their Position Numbers for those employees who are coded to the accounting chart field values entered above. This report uses the OAKS HCM Operational Reporting Warehouse (ORW)
Federal Reporting	Summary of Posted Expenditures by Report ID sorted by Budget  Reference - Includes Payroll  5/16/2008	This report will return all Expenditures, including Payroll, for a selected Accounting Period, grouped by Budget Reference, prompted by a Reporting ID.
Federal Reporting	Detail of Posted Vouchers by Report ID sorted by Budget Reference  5/16/2008	This report will return all Expenditures, Excluding Payroll, for a selected Accounting Period, grouped by Budget Reference, prompted by a Reporting ID.

Subject Area	Report Name & Last Date updated	Report Outline
JFS Fiscal	JFS Voucher Counts 5/16/2008	This report will return the number of Vouchers processed by JFS Fiscal, by Voucher Origin by Business Unit during a selected Voucher Accounting Date range.
JFS Fiscal	JFS Voucher Counts Validation 5/16/2008	This report is to used to validate the distinct voucher counts return via report# 087. This report will enable the user to check a specific combination of Business Unit and Voucher Origin, by returning specific voucher IDs which then can be verified in OAKS FIN Production. The issue here is to insure that the reports are actually counting distinct Voucher IDs and not lines of coding.
Payments	CAS Payments Card Payments 5/16/2008	This report is to used to lookup paid Payment Card Vouchers in the OBM CAS Data Warehouse based upon a hard coded Calendar Date range in the filter. The filters may be changed by an experienced Cognos user.
Cash Draw	Cash Draw for JFS Payments GRF Only 5/16/2008	This report is to return all Non GRF payments made during the selected Payment Date range for the Business Units of JFS01 & PRT01.
Cash Draw	Validation for the Cash Draw for JFS Payment Reports 5/16/2008	This report will validate the data on report#s 091 & 092 by totaling the payments made by JFS for the selected Payment Dates. The report#s 091 & 092 will need to be run with out filters.
Cash Draw	Cash Draw for JFS Electronic Payments (EDI Only) 8/25/2008	This report is to return all EDI payments made during the selected Payment Date range for the Business Units of JFS01 and for the Fund Codes that start with 3 (federal funds).
Cash Draw	Cash Draw for Print Order Payments 8/25/2008	This report is to return all Print Order payments made during the selected Payment Date range for the Business Units of PRT01 and for the Fund Codes that start with 3 (federal funds).
Encumbering	Coding used for Selected Requisitions with Prompts 7/17/2008	This report returns the entire Accounting Coding strip for coding validation of SFY09 Purchase Orders. The coding is from the OAKS Purchase Order Reporting Table.
Encumbering	Coding used for SFY 2009 Purchase Orders	This report returns the entire Accounting Coding strip for coding validation of user entered SFY09 Requisition Id numbers. The coding is from the OAKS Purchase Order Reporting Table.

Subject Area	Report Name & Last Date updated	Report Outline
	8/19/2008	This report is scheduled to run daily.
JFS Fiscal	JFS Expenses/Revenue Summary for SFY 2008	This report will return in Reporting Id order, a summary report for Expenses, ( Account IDs that start with 50, 51, 52, or 53) and All Revenue, grouped by SFY Quarters.
	8/19/2008	
JFS Fiscal	JFS Expenses/Revenue Summary for SFY 2009	This report will return in Reporting Id order, a summary report for Expenses, ( Account IDs that start with 50, 51, 52, or 53) and All Revenue, grouped by SFY Quarters.
	8/19/2008	
JFS Fiscal	Coding used for Selected JFS07 Vouchers	This report returns the entire Accounting Coding strip for coding validation of user entered Voucher Id numbers
	7/17/2008	
Payments	Paid Voucher Lookup	This report is to used to lookup paid Vouchers in the OAKS Payment Table to validate that the Voucher was paid. Other Reporting Chart Fields maybe added at the Users request.
	5/16/2008	
JFS Fiscal	Voucher Lookup for Coding Issues	This report is used to look for corrections to vouchers that are identified by the Cash Draw Unit as having incorrect Fund/Grant coding.
	7/17/2008	
Cash Draw	Refunds from the AR Payments Tables	This report displays Refunds ( Account IDs that start with 5) from the A/R <b>Payments</b> Information Table
	7/17/2008	
Cash Draw	Refunds from the OAKS Receivables Item Information Reporting Table	This report displays Refunds ( Account IDs that start with 5) from the A/R <b>Items</b> Information Table
	7/17/2008	
Don's Private Ad-Hoc Folder	Detail for Cash Deposits from the Receivable Items Reporting Table	Detail for Cash Deposits from the Receivable Items Reporting Table
JFS Fiscal	Cash Deposits from the Payment Information Table	This report displays the Deposit detail in the Receivables Payment Information Reporting Table from Fund Codes 1980 & 3D30.
	7/17/2008	

Subject Area	Report Name & Last Date updated	Report Outline
JFS Fiscal	Expense Detail from the Voucher Accounting Information Table	This report will return the Voucher information for Paid Vouchers from Fund Codes 1980 & 3D30
	7/17/2008	
Receivables	Monthly Deposits_Direct Journal 07/07/08	Deposit information from the OAKS Receivables Payment Information Reporting Table
Receivables	Check Payments_Receivable Items 7/7/2008	Check Payment information from the OAKS Receivables Item Information Reporting Table
Receivables	Check Payments_Direct Journal 7/7/2008	Check Payment information from the OAKS Receivables Payment Information Reporting Table
Receivables	Monthly Deposits_Receivable Items 07/07/08	Deposit information from the OAKS Receivables Item Information Reporting Table
Expenses	Payroll Expense Summary by Program Code 8/18/2008	Summary report of a SFY payroll Expenses grouped by Program Code, requested by Budget.
Payments	JFS MBE/EDGE Payment summary 8/18/2008	Vendor name and Voucher ID info for MBE/EDGE payments by Quarter.
Encumbrances	Listing of encumbrances for County Advances 8/18/2008	Annual report requested by the Auditor of State
Expenses	Listing of Vouchers for County Advances 8/20/2008	Annual report requested by the Auditor of State
Don's Private Under Construction Folder	SFY 2008 Federal Disbursements 8/18/2008	Ad-Hoc report for use by Cash Management in Office of fiscal Services
Don's Private Ad-Hoc Folder	SFY 2008 Paid Vouchers for JFS06	This report was requested by the State Auditors to assist in their audit. The filters can be modified by the user .

Subject Area	Report Name & Last Date updated	Report Outline
Don's Private Ad-Hoc Folder	Listing of Purchase Orders issued to a Vendor' ID.	Listing of Purchase Orders issued to a Vendor' ID.
	8/18/2008	
Don's Private Ad-Hoc Folder	Look for Purchase Orders by Grant Number	Look for Purchase Orders by Grant Number
	8/18/2008	
JFS Fiscal	Journal ID Details	Journal ID Details
	8/18/2008	
General Ledger Balance	Journal ID Details	Journal ID Details
	8/18/2008	
Don's Private Ad-Hoc Folder	Detailed Journal ID	Journal ID Details
	8/19/2008	This report contains fewer chart fields than the 207 report, but more filters.
Don's Private Ad-Hoc Folder	Steve's GL Report 8/18/2008	General Ledger Expenses by Department, by Reporting ID
Don's Private Ad-Hoc Folder	Warrant Lookup	Warrant Lookup
	8/18/2008	
Don's Private Ad-Hoc Folder	ISTV Quarterly Listing	ISTV Quarterly Listing requested by Auditors via Margaret Jenkins
	8/20/2008	Grant/Project ID = JFSFPOOL
Don's Private Ad-Hoc Folder	ISTV Quarterly Listing by RCF	ISTV Quarterly Listing requested by Auditors via Margaret Jenkins
	8/20/2008	Reporting ID starts with 'JFSME'
Don's Private Ad-Hoc Folder	Basic CAS Voucher Report	Basic CAS Voucher Report
	8/20/2008	
Don's Private Ad-Hoc Folder	Blank Grant	Looking for non populated Grant/Project ID chart fields in the OAKS??? Reporting Table
	8/20/2008	Also can be used for [Reporting ID] = 'CONV'
Don's Private Ad-Hoc Folder	SFY 2008 Actual Expenditures for Budget by Program Code	This is a report requested by the Bureau Chief of our Budget Bureau
	8/20/2008	
Don's Private Ad-Hoc Folder	CAS Vendor Lookup 8/25/08	This a Lookup tool for finding CAS Vendor IDs

Subject Area	Report Name & Last Date updated	Report Outline
Don's Private Ad-Hoc Folder	CAS Vendor Payments 8/25/2008	CAS Vendor Payments
Don's Private Ad-Hoc Folder	OAKS Employee Lookup 8/25/2008	This report displays some details for an OAKS Employee either by Name or ID.
Don's Private FileNet Folder	FileNet downloads 8/20/2008	Used to reconcile FileNet to OAKS

## Department of Jobs and Family Services Implemented Report Specifications

### Desired Report Name:

046v\_Voucher Accounting Info Detail from GL Journal ID

### Report Outline:

Detail JFS General Ledger Posted Journal Entries in the Voucher Accounting Information Table prompted and grouped by Journal Identifier and other Chart Field prompts.

### Reporting Fields(Sorting Order):

Sr. No.	Field Name	Query Subject	Data Item
1.	Business Unit	OAKS Voucher Accounting Information Reporting Table	Business Unit
2.	Voucher ID	OAKS Voucher Accounting Information Reporting Table	Voucher ID
3.	Accounting Date	OAKS Voucher Accounting Information Reporting Table	Accounting Date
4.	Accounting Period	OAKS Voucher Accounting Information Reporting Table	Accounting Period
5.	Department ID	OAKS Voucher Accounting Information Reporting Table	Department ID
6.	Account ID	OAKS Voucher Accounting Information Reporting Table	Account ID
7.	Fund Code	OAKS Voucher Accounting Information Reporting Table	Fund Code
8.	Reporting ID	OAKS Voucher Accounting Information Reporting Table	Reporting ID
9.	Grant/Project ID	OAKS Voucher Accounting Information Reporting Table	Grant/Project ID
10.	Agency Use	OAKS Voucher Accounting Information Reporting Table	Agency Use
11.	Monetary Amount	OAKS Voucher Accounting Information Reporting Table	Monetary Amount

### Report Grouping Details (in the order parent-child desired):

Sr. No.	Field Name	Query Subject	Data Item
1.	Journal Identifier	OAKS Voucher Accounting Information Reporting Table	Journal Identifier

### Special Consideration:

This is a simple list report. All group total in the group footers.

### Prompts: OAKS Voucher Accounting Information Reporting Table

- |   |                           |          |                      |
|---|---------------------------|----------|----------------------|
| 1 | GL Journal ID             | Filters: | Contained in Prompts |
| 2 | Department ID starts with |          |                      |
| 3 | Account ID starts with    |          |                      |
| 4 | Accounting Periods        |          |                      |
| 5 | Fund Code                 |          |                      |

6 Fiscal Year - Defaults to 2008  
 7 Reporting Id  
 8 Grant/Project Id  
 9 Budget Reference  
 Desired Report Name:  
 065\_Aging Report

**Report Outline:**

Unpaid accounts (Accounts Receivable) NOTE: Balance Amounts are not all valid due to errors in the OAKS Receivables Item Information Reporting Table.

**Reporting Fields (List Order):**

Sr. No.	Field Name	Query Subject	Data Item
1.	Item	OAKS Receivables Item Information Reporting Table	Item
2.	Customer Identification	OAKS Receivables Item Information Reporting Table	Customer Identification
3.	Agency Use	OAKS Receivables Item Information Reporting Table	Agency Use
4.	Item Line	OAKS Receivables Item Information Reporting Table	Item Line
5.	Due Date	OAKS Receivables Item Information Reporting Table	Due Date
6.	Aging Category	OAKS Receivables Item Information Reporting Table	Aging Category
7.	Aging Category Description	OAKS Receivables Item Information Reporting Table	Aging Category Description
8.	Payment Terms ID	OAKS Receivables Item Information Reporting Table	Payment Terms ID
9.	Balance Amount	OAKS Receivables Item Information Reporting Table	Balance Amount

**Report Grouping Details (in the order parent-child desired):**

None.

**Special Consideration:** This is a simple list report.

**Prompts:** None

**Filters:**

```
[Collection Code]<> 'AGO'
[OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Journal Template] <> 'AR_MAINT'
[OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Account ID] = '102900'
[Balance Amount] > 0
[Collection Code - Coded - Total] = 0
```

**Query I**

**For Journal Date I:**

```
maximum([OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Journal Date] for
[Item],[Customer Identification],[Agency Use],[Item Line])
```

**For Collection Code – Coded:**

```

if ([OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Collection Code] = 'AGO')
then (1)
else (0)

```

**For Collection Code – Total:**

```

Total([Collection Code - Coded] for [Item],[Customer
Identification],[Agency Use],[Item Line])

```

**For Balance Amount:**

```

if([Journal Date] = [Journal Date1])
then ([OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Balance Amount])
else (0)

```

**For Balance Amount 1:**

```

[OAKS FIN Reporting Warehouse].[OAKS Receivables Item
Information Reporting Table].[Balance Amount]

```

**Desired Report Name:**

```

071_Summary of Expenses by Object / Sub Object Code

```

**Report Outline:**

This is a cross tab report showing ALL expenses by Fiscal Year/Accounting Period. Sub-Totals are provided at the Office level.

**Report Columns:**

Sr. No.	Field Name	Query Subject	Data Item
1.	Accounting Period	OAKS Ledger Balance Reporting Table	Accounting Period CASE [OAKS FIN Reporting Warehouse].[OAKS Ledger Balance Reporting Table].[Accounting Period] when 1 then '(01) July' when 2 then '(02) August' when 3 then '(03) September' when 4 then '(04) October' when 5 then '(05) November' when 6 then '(06) December' when 7 then '(07) January' when 8 then '(08) February' when 9 then '(09) March' when 10 then '(10) April' when 11 then '(11) May' when 12 then '(12) June' else'0' end

**Report Rows:**

Sr. No.	Field Name	Query Subject	Data Item
---------	------------	---------------	-----------

1.	Department ID – Only first 5 digits shown	OAKS Ledger Balance Reporting Table	Department ID substr([OAKS FIN Reporting Warehouse].[OAKS Ledger Balance Reporting Table].[Department ID],1,5)
2.	Account ID	OAKS Ledger Balance Reporting Table	Account ID
3.	Account Id Description	OAKS Ledger Balance Reporting Table	Account Id Description

**Special Consideration:**

This is a cross tab report.

All group totals in the group footers.

**Prompts:**

Department ID ('starts with' prompt) - Required

Accounting Periods (Select Box) - Required

Fiscal Year ( Defaults to 2008) - Required

**Filters:**

Department ID - Required

Accounting Periods - Required

Fiscal Year ( Defaults to 2008) - Required

Account ID starts with 5 (Expenses)

**Desired Report Name:**

044\_ Detail General Ledger Posted Journal Transactions

**Report Outline:**

Detail of the JFS General Journal Posted Transaction entries with many Prompts.

**Reporting Fields(Sorting Order):**

Sr. No.	Field Name	Query Subject	Data Item
1.	Journal Date	OAKS Journal Transaction Reporting Table	Journal Date
2.	Posted Date	OAKS Journal Transaction Reporting Table	Posted Date
3.	Journal Line	OAKS Journal Transaction Reporting Table	Journal Line
4.	Ledger	OAKS Journal Transaction Reporting Table	Ledger
5.	Accounting Period	OAKS Journal Transaction Reporting Table	Accounting Period
6.	Fiscal Year	OAKS Journal Transaction Reporting Table	Fiscal Year
7.	Account Id	OAKS Journal Transaction Reporting Table	Account Id
8.	Department Id	OAKS Journal Transaction Reporting Table	Department Id
9.	Grant/Project Id	OAKS Journal Transaction Reporting Table	Grant Id
10.	ALI	OAKS Journal Transaction Reporting Table	Appropriation Line Item
11.	Fund Code	OAKS Journal Transaction Reporting Table	Fund Code
12.	Service Location	OAKS Journal Transaction Reporting Table	Service Location
13.	Program Code	OAKS Journal Transaction Reporting Table	Program Code
14.	Budget Reference	OAKS Journal Transaction Reporting Table	Budget Reference
15.	Project Id	OAKS Journal Transaction Reporting Table	Project Id
16.	Reporting Id	OAKS Journal Transaction Reporting Table	Reporting Id
17.	Agency Use	OAKS Journal Transaction Reporting Table	Agency Use
18.	Monetary Amount	OAKS Journal Transaction Reporting Table	Monetary Amount

**Report Grouping Details (in the order parent-child desired):**

Sr. No.	Field Name	Query Subject	Data Item
1.	Journal Identifier	OAKS Journal Transaction Reporting Table	Journal Identifier

**Special Consideration:**

This is a simple list report.

All group total in the group footers.

## Reporting Warehouse Tables

### HCM Operational Reporting Warehouse Tables

Table	Description	Notes	Examples
Employee Information Reporting Table	The Employee Information Reporting data package hold personal information about the employee, as specific information about the employee's current job(s) within the State of Ohio.	<ul style="list-style-type: none"> <li>• Approx. 200 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee Name</li> <li>· Hire Date</li> <li>· Annual Rate</li> <li>· Address</li> </ul>
Health & Life Insurance Reporting Table	The Health & Life Insurance Reporting data package holds personal information about the employee's health benefits coverage.	<ul style="list-style-type: none"> <li>• Approx. 45 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee Name</li> <li>· Plan Type</li> <li>· Coverage Begin Date</li> <li>· Coverage End Date</li> </ul>
Leave Accrual Reporting Table	The Leave Accrual reporting data package holds information about the employee's leave accrual, benefit plan type and program. It also holds the number of hours taken, unprocessed and earned.	<ul style="list-style-type: none"> <li>• Approx. 45 fields</li> <li>• Non-effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Company</li> <li>· Plan Type</li> <li>· Hours of Service</li> <li>· Coverage Election</li> </ul>
Leave Plan Reporting Table	The Leave Plan reporting data package holds information about the employee's benefits plan type and program, as well as the leave balance and carryover.	<ul style="list-style-type: none"> <li>• Approx. 30 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Benefit Plan</li> <li>· Coverage Election</li> <li>· Pay at Termination</li> <li>· Position Number</li> </ul>
Dependent Data Reporting Table	The Dependent Data reporting data package holds personal information about the employee's dependents, if they have any.	<ul style="list-style-type: none"> <li>• Approx. 35 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Dependent/Beneficiary Name</li> <li>· Benefit Program</li> <li>· Dependent's Date of Birth</li> <li>· Relationship to Employee</li> </ul>
Benefit Billing Reporting Table	The Benefit Billing reporting data package holds personal information about the employee's benefit billing, such as status, reason, etc.	<ul style="list-style-type: none"> <li>• Approx. 15 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Plan Type</li> <li>· Billing Status</li> <li>· Rate Percent</li> <li>· Rate Amount</li> </ul>
Billing Activity Reporting Table	The Billing Activity reporting data package holds personal information about the employee's benefit activity, such as charges, adjustments, postings, payments, etc.	<ul style="list-style-type: none"> <li>• Approx. 45 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee Name</li> <li>· Charge Amount</li> <li>· Charge Adjustments</li> <li>· Plan Type</li> </ul>
Time & Labor Employee Information Reporting Table	The Time & Labor Employee Information reporting data package holds information affecting the employee's time reporting capabilities.	<ul style="list-style-type: none"> <li>• Approx. 40 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Name</li> <li>· Position Number</li> <li>· Time Reporter Type</li> <li>· Holiday Schedule</li> </ul>
Time & Labor Payable Time Reporting Table	The Time & Labor Payable Time reporting data package holds a record of all time reported for an employee by date.	<ul style="list-style-type: none"> <li>• Approx. 70 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Bargaining Unit</li> <li>· Scheduled Hours</li> <li>· Estimated Gross</li> <li>· Task Group</li> </ul>
Health & Safety Information Reporting Table	The Health & Safety Information reporting data package holds information relating to incident and injury data, as well as the resulting workers compensation information for the employee.	<ul style="list-style-type: none"> <li>• Approx. 40 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Incident Type</li> <li>· Claim Number</li> <li>· Union Code</li> <li>· Claim Status</li> </ul>

Table	Description	Notes	Examples
FMLA Eligibility Reporting Table	The FMLA Eligibility reporting data package holds combined HR2K and OAKS FMLA usage information.	<ul style="list-style-type: none"> <li>• Approx. 6 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee ID</li> <li>· Pay Period</li> <li>· FMLA Hours Paid this Period</li> </ul>
Employee Master Interface Reporting Table	The Employee Master Outbound Interface reporting data package holds information for employee payroll, benefits enrollment, compensation rates, and leave information for the employees in the agency.	<ul style="list-style-type: none"> <li>• Approx. 920 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee ID</li> <li>· Pay Group</li> <li>· Employee Class</li> <li>· Salary Grade</li> </ul>
Objects of Expense Outbound Interface Deductions Reporting Table	The Objects of Expense Outbound Interface Deductions reporting data package defines the layout of deduction table interface records.	<ul style="list-style-type: none"> <li>• Approx. 40 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Pay Group</li> <li>· Position Number</li> <li>· Union Code</li> <li>· Fund Code</li> </ul>
Objects of Expense Outbound Interface Earnings Reporting Table	The Objects of Expense Outbound Interface Earnings reporting data package defines the layout of earning type interface records.	<ul style="list-style-type: none"> <li>• Approx. 40 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Earnings Code</li> <li>· Department Identifier</li> <li>· Account</li> <li>· Fund Code</li> </ul>
Objects of Expense Outbound Interface Taxes Reporting Table	The Objects of Expense Outbound Interface Taxes reporting data package defines the layout of tax type interface records.	<ul style="list-style-type: none"> <li>• Approx. 40 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Paycheck Name</li> <li>· Jobcode</li> <li>· Salary Grade</li> <li>· Project Identifier</li> </ul>
Position Control Outbound Interface Reporting Table	The OAKS Position Control Outbound Interface reporting data package provides reporting capability for position specific information, information to determine an employee's total rate of pay, the most recent personnel action information, and budgeting information.	<ul style="list-style-type: none"> <li>• Approx. 510 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Position Number</li> <li>· Business Unit</li> <li>· Maximum Head Count</li> <li>· Standard Work Period</li> </ul>
Position Attributes Reporting Table	The Position Attributes Reporting data package holds custom position attributes about the employee as it applies to a position number within the State of Ohio.	<ul style="list-style-type: none"> <li>• Approx. 15 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Position Number</li> <li>· Appointment Type</li> <li>· Bargaining Unit Flag</li> <li>· Certification Status</li> </ul>
Paycheck Messages Reporting Table	The Paycheck Messages reporting data package provides reporting capability to see paycheck messages from the HR department on employee's paycheck.	<ul style="list-style-type: none"> <li>• Approx. 15 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Employee Identifier</li> <li>· Pay Group</li> <li>· Company</li> <li>· Paycheck Number</li> </ul>
Ohio Service Dates and Credits Reporting Table	The Ohio Service Dates and Credits reporting data package holds service information for all active employees.	<ul style="list-style-type: none"> <li>• Approx. 85 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Longevity Service Date</li> <li>· Prior State Service Years</li> <li>· Jobcode</li> <li>· Bargaining Unit</li> </ul>
General Deduction Override Reporting Table	The General Deduction Override reporting data package defines the layout of general deduction data package records. It will provide data related to the employee's deduction set-up in the system.	<ul style="list-style-type: none"> <li>• Approx. 35 fields</li> <li>• Effective dated</li> </ul>	<ul style="list-style-type: none"> <li>· Company</li> <li>· Deduction Code</li> <li>· Payment Method</li> </ul>

## HCM EHOC Reporting Warehouse

Table	Description	Notes
Employee History (EHOC) Reporting Table	The EHOC reporting table combines employee history information from OAKS HCM and the HR Legacy data warehouse. It holds information such as name changes, a new salary step and changes to job code.	<ul style="list-style-type: none"> <li>• Approx. 15 fields</li> <li>• Effective dated</li> </ul>
Employee Names	The Employee Names reporting table contains a combined view of all names and Social Security Numbers from OAKS and the legacy Employee Master file. It also contains the Employee Identification Number from OAKS.	<ul style="list-style-type: none"> <li>• Approx. 3 fields</li> <li>• Not dated</li> </ul>

## HR Legacy Data Warehouse

Table	Description	Notes
Employee Benefit Dependents	The Employee Benefit Dependents reporting table includes information regarding the benefit dependents of employees from the legacy system, including information such as plan code and date of change.	<ul style="list-style-type: none"> <li>• Approx. 25 fields</li> <li>• Effective dated</li> </ul>
Employee Benefits Subscriber	The Employee Benefits Subscriber Information reporting table includes information for all employees who were participants in the state benefits plan at the time of first OAKS HCM release. It holds data such as the plan status, plan type, enrollment date and termination date.	<ul style="list-style-type: none"> <li>• Approx. 20 fields</li> <li>• Effective dated</li> </ul>
Employee Earnings Detail	The Employee Earnings Detail reporting table contains detailed payroll information for employees prior to the first release of OAKS.	<ul style="list-style-type: none"> <li>• Approx. 270 fields</li> <li>• Non-effective dated</li> </ul>
Employee Earnings Summary	The Employee Earnings Summary reporting table includes a complete earnings history for all employees prior to the first OAKS release.	<ul style="list-style-type: none"> <li>• Approx. 35 fields</li> <li>• Non-effective dated</li> </ul> <p>This table has fields such as Federal Withholding Tax, City Tax Code and Disability Hours Used.</p>

Table	Description	Notes
Employee History	The Employee History reporting table contains information on employees, including names and the last type of change>	<ul style="list-style-type: none"> <li>● Approx. 10 fields</li> <li>● Non-effective dated</li> </ul>
Payroll Objects of Expense	The Payroll Objects of Expense table holds data associated with payroll deductions and irregular pay.	<ul style="list-style-type: none"> <li>● Approx. 125 fields</li> <li>● Non-effective dated</li> </ul>
Inactive Employees Payroll	The Inactive Employees Payroll reporting table contains detailed payroll information for employees who are no longer active employees of the Statel	<ul style="list-style-type: none"> <li>● Approx. 360 fields</li> <li>● Non-effective dated</li> </ul>
Position Control Detail	The Position Control Detail reporting table includes information regarding employees and their current positions position.	<ul style="list-style-type: none"> <li>● Approx. 235 fields</li> <li>● Non-effective dated</li> </ul>
Employee Master	The Employee Master reporting table holds detailed information on employees, including information such as tax exemptions and action dates.	<ul style="list-style-type: none"> <li>● Approx. 440 fields</li> <li>● Non-effective dated</li> </ul>
HR2K Comp Time and FMLA Usage	The Compensatory Time & FMLA reporting table contains information about an employee's usage of FMLA time and compensatory time balance and time used.	<ul style="list-style-type: none"> <li>● Approx. 310 fields</li> <li>● Non-effective dated</li> </ul>