UC San Diego

Oracle: Advanced Concepts in the Chart of Accounts and General Ledger

- Major Process Changes
- Chart of Accounts
- Journal Entry/Approval Hierarchy
- Reconciliation Reports
What is MVP?

• Change is Coming!
• Embrace the way Oracle works (WOW)!
• Our credo during this time has been to keep things MVP, which stands for “Minimum Viable Product.”

“We aim to build the foundation within Oracle Cloud that delivers capability that allows us to perform our work, meet compliance requirements and positions us for evolution and growth long into the future.”

• [Link](https://esr.ucsd.edu/news/posts/fis-mvp-mccarroll.html?mc_cid=0c1625622a&mc_eid=b2d411d7cd)
Blink: Finance Training

- Finance Training is your go-to repository for Financial Information System training resources: [https://blink.ucsd.edu/finance/fis-project/fin-training.html#](https://blink.ucsd.edu/finance/fis-project/fin-training.html#)

  - Training Approach and Timeline
  - UC Learning eCourses
  - Live Virtual Instructor Led Classes and Registration
  - Training Office Hours
  - Training Materials and Resources
  - FAQs

- GL training slide decks are saved under Live Virtual Instructor Led Classes and Registration
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENPETS (non-payroll expense transfers)</td>
<td>RACTA (Resource and Capital Transfer Application)</td>
</tr>
<tr>
<td>EPETS (payroll expense transfers)</td>
<td>UCPATH via Direct Retro</td>
</tr>
<tr>
<td>Transfer of Funds</td>
<td>RACTA</td>
</tr>
<tr>
<td>Resource allocations (formally known as permanent and one-time budget transfers)</td>
<td>General Ledger</td>
</tr>
<tr>
<td>Update recurring and one-time budgets</td>
<td>EPBCS (Enterprise Planning and Budget Cloud)</td>
</tr>
<tr>
<td>Budgets for OPAFS funds</td>
<td>PPM (Project Portfolio Management)</td>
</tr>
<tr>
<td>Recharges</td>
<td>PPM</td>
</tr>
<tr>
<td>Depreciation</td>
<td>PPM</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>PPM</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>N/A</td>
</tr>
<tr>
<td>Revenue Transfers</td>
<td>Should not be transferred</td>
</tr>
<tr>
<td>Generate GL Trial Balance Reports</td>
<td>Tools</td>
</tr>
<tr>
<td>Prepare and Approve GL Journals</td>
<td>General Ledger</td>
</tr>
</tbody>
</table>
General Ledger FAQ’s

• **How do I make GL corrections?**
  • GL corrections will be made at the source
  • i.e. If an incorrect project number was used in PPM, it will need to be corrected in PPM in order to reflect on the GL

• **Which module do I use for Recharges?**
  • Recharges will occur in the PPM module
  • i.e. If NGN charges a department that does not have a project, then the department default project will be charged

• **For creating journals, which Category should I select?**
  • For now, use Manual or Accrual
  • i.e. Some categories like Balance Transfers will occur in the PPM module
Major Process Change: 1) Relationship Between Budgets and Allocations

**Current State**
- **Budget Allocations**
  - Allocations are performed with TOFs in budget system
- **Budgets**
  - Budgets are adjusted frequently with TOFs

**Future State in Oracle**
- **Resource Allocations**
  - Allocations are performed with journal transactions in the ledger and are reflected in financial “actuals”
- **Budgets**
  - Budgets are adjusted one or two times annually and drive resource allocation amounts
## Major Process Change: 2) Core Funds Resource Allocation Process

<table>
<thead>
<tr>
<th>Current State</th>
<th>Future State in Oracle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocations take place in the budgets, for both the core recurring budget and operating budget. Budget gets posted to Budget Column of Operating Ledger by TOF or Budget Journal</td>
<td>Allocations will take place in the ledger as actual journal transactions (transfers), not as budget adjustments/TOFs</td>
</tr>
<tr>
<td>Allocations are at sub account level</td>
<td>Allocations completed using series of transfer accounts 7749xx</td>
</tr>
</tbody>
</table>
| All allocations are done annually as lump sum | - Recurring allocations will post monthly throughout the fiscal year (1/12th)  
- One-time allocations will continue as lump sum |
Major Process Change: 3) Carryforward Balances & Re-appropriation Treatment

**Current State**
- Budget – Actuals = CF Balance
- CF Balances are rolled over or re-appropriated to the same index, either by sub account or consolidated to sub 680000

**Future State in Oracle**
- Resources – Expenses = CF Balance
  - Reported in Balance Sheet under Net Position/Fund Balance (Acct# 300000)
  - Not re-appropriated to Operating Budget
Result: New "P&L" Concept

Why are we doing this?

✓ Is a tool to help plan utilization of resources
✓ Gather detailed budget data
✓ Every department (financial unit) can compare their actuals against a plan
✓ Stewardship
✓ Visibility
Training Basics

**Required Course Workbook**
Access Course Workbook: [https://ucsd.co1.qualtrics.com/jfe/form/SV_a2XHUHdJrPQxYVf](https://ucsd.co1.qualtrics.com/jfe/form/SV_a2XHUHdJrPQxYVf)

**Login to Oracle**
Oracle Training Environment: [https://ekgs-dev6.fa.us2.oraclecloud.com/](https://ekgs-dev6.fa.us2.oraclecloud.com/)

**All Participants Muted**
Use ‘Chat’ if experiencing technical difficulties or for periodic instructor led Q&A

**Practice Exercises & Office Hours**
Practice exercises provide step-by-step guidance for users and weekly office hours are available to support learning. Training Resources: [https://blink.ucsd.edu/finance/fis-project/fin-training.html](https://blink.ucsd.edu/finance/fis-project/fin-training.html)

Take 3 minutes to access the course workbook and complete trainee information, then try logging in to the training environment.
GL Module Access

• Oracle Training Environment is in Dev6: [https://ekgs-dev6.fa.us2.oraclecloud.com/](https://ekgs-dev6.fa.us2.oraclecloud.com/)
  • Click on the blue button to sign in with Company Single Sign-On
  
  **Company Single Sign-On**

• Use your UCSD email address / AD account

• Oracle access issues or to request roles: [https://support.ucsd.edu/finance?id=sc_cat_item&sys_id=72944082dbcd985406037a131f9619fd](https://support.ucsd.edu/finance?id=sc_cat_item&sys_id=72944082dbcd985406037a131f9619fd)

• *If you cannot login to Oracle (using the blue 'Company Single Sign-On' link, please submit a case here and indicate SSO is not working.*
Maintaining Chart of Accounts

Maintain chart of accounts
- Create/Update Chart elements (Parent maps to UCOP)
- Create cross validation rule
- Create/Update Segment Value Security
- Create/Update Hierarchy & any Alternate Reporting Hierarchies

Transact
- Create Journal Entry
- Intercampus Transfers
- Third Party GL data integration
- Imported Journal
- Review, Approve, & Post Journal Entry
- Interfund balancing
- Intercompany Segment

Monitor and Reconcile (Controls)
- Financial Management
- Internal Control

Periodic Processing
- Update Fiscal Calendar (annual)
- Open and/or Close Ledger Period
- Manage Soft Close for Year End
- Manage Final Close of Year End by Central Offices
- Process Post Close Adjustments
- Validation of opening balances (annual) reapprop funds bal

Reconcile all audit findings (if applicable)

Reporting
- Send the Ledger File to OP (monthly)
- Reconcile GL with UCOP
- Prepare Requested documentation for External Audit
- Participate in External Financial audit
- Prepare and Submit State Filings
- Prepare and file 990 to IRS
- Prepare and Send Financial Reporting Package to UCOP
- Create UCSD detail financial schedules
COA serves as basis for recording and reporting the day-to-day financial operations of UC San Diego.

There are required and optional COA segments for every transaction.

Chart segments in PPM are known as POETAF.
## New Chart of Accounts

<table>
<thead>
<tr>
<th>IRIS Field Name</th>
<th>NA</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Will change significantly from existing Program field</th>
<th>Optional Chart Elements</th>
<th>Future 1</th>
<th>Future 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ECOA Chart Elements (UCOP)</td>
<td>Entity</td>
<td>Fund</td>
<td>Financial Unit</td>
<td>Account</td>
<td>Function</td>
<td>Program</td>
<td>Project</td>
<td>Location</td>
</tr>
<tr>
<td>Oracle Field Name</td>
<td>Entity</td>
<td>Fund</td>
<td>Financial Unit</td>
<td>Account</td>
<td>Function</td>
<td>Program</td>
<td>Project</td>
<td>Location</td>
</tr>
<tr>
<td>Definition</td>
<td>Identifies the major operational unit with the UC system</td>
<td>Tracks restrictions and designations</td>
<td>Represents the responsible operating unit</td>
<td>Asset, liability, revenue, expense, or fund balance</td>
<td>Designates the NACUBO Higher Ed purpose of an expense</td>
<td>Associates transactions with a formalized set of system-wide or cross campus activities</td>
<td>Tracks financial activity related to a sponsored award, a capital project or “body of work” that has a start and end date, often spanning fiscal years</td>
<td>Classifies transaction by physical location (to replace index use in many cases)</td>
</tr>
<tr>
<td>Current UCSD Field length</td>
<td>1</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Oracle field length &amp; structure</td>
<td>5 numeric</td>
<td>5 alpha numeric</td>
<td>7 numeric</td>
<td>8 numeric</td>
<td>5 alpha numeric (We are using only 3 characters)</td>
<td>7</td>
<td>6 alpha numeric</td>
<td>6 alpha numeric</td>
</tr>
<tr>
<td>Is Oracle field in confirmed?</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Default Value</td>
<td>00000 - No Entity</td>
<td>00000 - No Fund</td>
<td>00000000 - No Financial Unit</td>
<td>none</td>
<td>000 - No Function</td>
<td>000000 - No Program</td>
<td>00000 - No Project</td>
<td>00000 - No Location</td>
</tr>
</tbody>
</table>
The Chart of Accounts (CoA) is the complete set of values used to record financial transactions in the general ledger. UC San Diego’s new chart string consists of twelve segments “chart elements”. This structure assists in the consistent posting and reporting of financial transactions. **The diagram below depicts the twelve segments of the University’s chart string.**

<table>
<thead>
<tr>
<th>Segment</th>
<th>Definition</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity</td>
<td>Identifies the major operational unit with the UC system</td>
<td>5</td>
</tr>
<tr>
<td>Fund</td>
<td>Tracks restrictions and designations</td>
<td>5</td>
</tr>
<tr>
<td>Financial Unit</td>
<td>Represents the responsible operating unit</td>
<td>7</td>
</tr>
<tr>
<td>Account</td>
<td>Asset, liability, revenue, expense or fund balance</td>
<td>6</td>
</tr>
<tr>
<td>Function</td>
<td>Designates the NACUBO Higher Ed purpose of expense</td>
<td>3</td>
</tr>
<tr>
<td>Program</td>
<td>Associates transactions with a formalized set of system-wide or cross campus activities</td>
<td>3</td>
</tr>
<tr>
<td>Location*</td>
<td>Classifies a transaction by physical location or capitalized assets</td>
<td>6</td>
</tr>
<tr>
<td>Project*</td>
<td>Tracks financial activity related to a sponsored award, a capital project or general project that may have a start and end date, often spanning fiscal years</td>
<td>7</td>
</tr>
<tr>
<td>Activity*</td>
<td>Tracks credit card merchant accounts and internal loans</td>
<td>6</td>
</tr>
<tr>
<td>InterEntity</td>
<td>When functionality within OFC uses this element, values will be the same as Entity</td>
<td>5</td>
</tr>
<tr>
<td>Future 1</td>
<td>This segment is reserved for future use</td>
<td>6</td>
</tr>
<tr>
<td>Future 2</td>
<td>This segment is reserved for future use</td>
<td>6</td>
</tr>
</tbody>
</table>

*To replace index use in many cases for department reporting needs*
POETAF

- POETAF is a shorthand for the key fields in PPM.
- It represents a specific instance of an expense.
- PPM is a sub-ledger to the GL ledger. The PPM information can be found at: [https://blink.ucsd.edu/finance/fis-project/fin-training.html#Training-Materials-and-Resource](https://blink.ucsd.edu/finance/fis-project/fin-training.html#Training-Materials-and-Resource)

<table>
<thead>
<tr>
<th>Letter</th>
<th>Stands For</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Project</td>
<td>Project incurring the expense</td>
</tr>
<tr>
<td>O</td>
<td>Expenditure Organization</td>
<td>Department that generated the expense transactions (usually not the same as the one that owns the project)</td>
</tr>
<tr>
<td>E</td>
<td>Expenditure Type</td>
<td>What kind of expense is this? Maps to COA accounts</td>
</tr>
<tr>
<td>T</td>
<td>Task</td>
<td>Task incurring the expense</td>
</tr>
<tr>
<td>A</td>
<td>Award*</td>
<td>Award from KR</td>
</tr>
<tr>
<td>F</td>
<td>Funding Source*</td>
<td>Funding Source (usually not the same as the COA fund)</td>
</tr>
</tbody>
</table>

*only required for sponsored research projects
Examples of Chartstrings

Implementation of the COA in the Oracle GL

Entity/Fund/Financial Unit/Account/Funct/Program/Location/Project/Activity/InterEntity/Future 1/Future 2


16150.13992.5000043.522201.720.000.000000.0000000.00000.000000.000000
Thin GL- Transactions in Subledgers

Modules house the details of financial transactions.

General Ledger summarizes details in an organized manner.

Important Courses

- Oracle: Advanced Concepts for PPM
- Project Billing
- Oracle: Advanced Concepts in General Project Recharges
- University Resource and Cost Transfer Application
Transacting in the General Ledger

Maintain chart of accounts:
- Create/Update Chart elements (Parent maps to UCOP)
- Create cross validation rule
- Create/Update Segment Value Security
- Create/Update Hierarchy & any Alternate Reporting Hierarchies

Transact:
- Create Journal Entry
- Intercampus Transfers
- Third Party GL data integration imported Journal
- Review, Approve, & Post Journal Entry
- Interfund balancing Intercompany Segment

Monitor and Reconcile (Controls):
- Financial Management
- Internal Control
- Reconcile Balance Sheet Accounts (Assets and Liabilities)

Periodic Processing:
- Update Fiscal Calendar (annual)
- Open and/or Close Ledger Period
- Manage Soft Close for Year End
- Manage Final Close of Year End by Central Offices
- Process Post Close Adjustments
- Validation of opening balances (annual) reapprop funds bal
- Allocate Foundation equity to correct buckets

Reporting:
- Send the Ledger File to OP (monthly)
- Reconcile GL with UCOP
- Prepare Requested documentation for External Audit
- Participate in External Financial audit
- Reconcile all audit findings (if applicable)

Create UCSD detail financial schedules
- Prepare and Send Financial Reporting Package to UCOP
- Prepare and file 990 to IRS
- Prepare and Submit State Filings
Oracle Navigation

1. Select General Accounting

2. Select General Accounting Dashboard
OFC Roles

Journal Preparer vs. Journal Approver

- GL Journal Entry Preparer is independent from GL Journal Approver
  - Oracle does not allow both. Departments are encouraged to have at least 2 preparers and 2 approvers
  - Oracle and Concur role request process in UC San Diego Services & Support
DEMO & Practice Exercise

Manual Create Journal
Overview

1. Navigating to General Accounting Dashboard to review journals requiring approval
2. Rejecting a journal
3. Approving a journal for posting
3. Click the Task Pane to open the Journal Menu
Reviewing a journal

Select Manage Approvals
Reviewing a journal

View pending journals under Journals area or click on bell icon to view notifications.

Select journal to review before approving.
Approving a journal

Steps

1. Approver has option to Approve or Reject a journal
2. Rejecting a journal will send an email notification to preparer to review
3. After journal is approved status will change to posted
Rejecting a journal

In the email notification, the preparer can view journal details to correct journal before resubmitting.
Posting a journal

Preparer will receive notification when journal is approved.

Preparer can then search in Manage journals to view journal with posted status.
Overview

1. Navigating to General Ledger Reports in Oracle
2. Generating General Ledger Reports
3. Comparing OFC and IFIS General Ledger Reports

Information you need

- Mapped Index Look Up Tool (Cognos Report) is available to view IFIS indexes with the OFC chart elements
Navigating to General Ledger Reports

1. Select Tools
2. Select Scheduled Processes
Navigating to General Ledger Reports

3. Click ‘Schedule New Process’

4. Click the dropdown arrow in the "Name" field

5. Click ‘Search...’ in the lower left corner
Navigating to General Ledger Reports

6. Enter “General Ledger Trial Balance Report”
7. Click ‘Search’
8. Click report to highlight
9. Click ‘OK’ twice
Generating General Ledger Report

1. Enter report parameters
2. Click the filter icon for Account
3. Click ‘Add Fields’ and select desired field
4. Enter field information and click ‘OK’

Example:
- IFIS Fund 99100A translates to OFC Fund 13991
- OFC FinU 8000025 is for Institute of Engineering In Med
Generating General Ledger Report

5. Finish entering report parameters
6. Click ‘Submit’
7. Receive confirmation number and click ‘OK’
Generating General Ledger Report

8. From the Overview screen, click the circular arrow next to the “View Log” button
9. Repeat previous step until report status is “Succeeded”
10. Click on the report to highlight, scroll down and click ‘Republish’
11. Click the gear icon, click ‘Export’, click ‘PDF’ and allow PDF to download
## General Ledger Trial Balance Report

### With Period Beginning Balance

**Report Date:** 05/27/2020 12:53:59 PM

**Page 1 of 3**

### Company

#### Balancing Segment

16180

---

### Account Segment 100000

<table>
<thead>
<tr>
<th>Account Segment</th>
<th>Account Description</th>
<th>Year Beginning Balances</th>
<th>Net Beginning Balances</th>
<th>Prior Periods</th>
<th>Period Activity</th>
<th>Ending Balances</th>
<th>Net Ending Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Research Affairs University Core Funds Institute of Engineering Interfund Cash Account No Funct. No Program No Location No Project No Activity No Entity No Name No Value**
- **Year Beginning Balances**: 224,497, 70
- **Net Beginning Balances**: 224,497, 70
- **Prior Periods**: 0.00
- **Period Activity**: 0.00
- **Ending Balances**: 224,497, 70
- **Net Ending Balances**: 224,497, 70

---

### Total for OFC Interfund Cash Account 100000

- **Total**: 224,497,70

---

**Note:** The image highlights the total for OFC Interfund Cash Account 100000.
### General Ledger Trial Balance Report

#### With Period Beginning Balance

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Year Beginning Balances</th>
<th>Net Beginning Balances</th>
<th>Prior Periods</th>
<th>Period Activity</th>
<th>Ending Balances</th>
<th>Net Ending Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Debit</td>
<td>Credit</td>
<td>Debit</td>
<td>Credit</td>
<td>Debit</td>
<td>Credit</td>
</tr>
<tr>
<td>Research Affairs, University Core Funds Institute of Engineering Accounts Payable Research No. Program No. Location No. Activity No. Entity No. Value No. Value</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,250.00</td>
<td>2,250.00</td>
</tr>
</tbody>
</table>

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OFC Account 200003 is for Accounts Payable
### General Ledger Trial Balance Report

**With Period Beginning Balance**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Affairs University Core Funds Institute of Engineering Funds Balance No</td>
<td>228,934</td>
<td>453,432</td>
<td>41</td>
<td>11</td>
<td>0.00</td>
<td>224,497</td>
<td>70</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>228,934</td>
<td>453,432</td>
</tr>
<tr>
<td>Program.No Location.No Project.No Activity.No Entity.No Value.No Value</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Total for Account Segment</strong></td>
<td>300000</td>
<td></td>
<td></td>
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<td></td>
<td>228,934</td>
<td>453,432</td>
<td>41</td>
<td>11</td>
<td>0.00</td>
<td>224,497</td>
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<td>228,934</td>
<td>453,432</td>
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<td></td>
<td>453,432</td>
<td>453,432</td>
<td>11</td>
<td>11</td>
<td>0.00</td>
<td>2,250.00</td>
<td>2,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>455,682</td>
<td>455,682</td>
</tr>
<tr>
<td><strong>Total for Balancing Segment</strong></td>
<td></td>
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<td>453,432</td>
<td>453,432</td>
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<td>11</td>
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<td>2,250.00</td>
<td>2,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>455,682</td>
<td>455,682</td>
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<tr>
<td><strong>Total for Company</strong></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>453,432</td>
<td>453,432</td>
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<td>11</td>
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<td>2,250.00</td>
<td>2,250.00</td>
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<td>0.00</td>
<td>455,682</td>
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<td><strong>Total for Report</strong></td>
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<td></td>
<td>453,432</td>
<td>453,432</td>
<td>11</td>
<td>11</td>
<td>0.00</td>
<td>2,250.00</td>
<td>2,250.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>455,682</td>
<td>455,682</td>
</tr>
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</table>

**End of Report**

Total for OFC Fund Balance 300000
OFC vs. IFIS General Ledger Reports

- Compare OFC totals to IFIS Fund Summary Report
- Sum up the balances for all the orgs mapped to the OFC Financial Unit
Oracle: Advanced Concepts in the Chart of Accounts and General Ledger

Quiz & Training Evaluation

8-10 minutes