

# Finance Portal Introduction and Navigation Guide

## Table of Contents

BIS Reporting Finance Home .....	2
Finance Home Page Features –.....	2
Top Ribbon Containing Links to other Portal Locations.....	2
Reports by Category.....	2
My Top FS Reports .....	3
Key FS Reports .....	3
Search Reports .....	3
Resources.....	3
Running a Report .....	4
Information Regarding Reports .....	5
Submitting a Report Related Request.....	5

## BIS Reporting Finance Home

Here is a link to the [Finance Reporting Home page](#). From this link you can view all of the available reporting for both Finance and Human Resources.

In this document you will find an overview summarizing the functionality, navigation, and key features of the Finance Reporting Portal starting at the home page.

**BIS Reporting** Finance Home

MY DASHBOARD | HR HOME | **FS HOME** | SEARCH REPORTS | RESOURCES | **SUBMIT REQUEST**

**Reports by Category**

Accounts Payable	Daily Admin
Enterprise Management	Finance and Planning
Financial Reporting	Grants
Office of the Controller	Payroll
Strategic Sourcing	Tuition Billing

**My Top FS Reports**

- 8102 GL Transactions
- 6243 PM-Project Summary - Budget to Actual
- 6419 AP - Process Hold Report
- 6420 AP-Service PD Unapproved
- 6131 EM-Payroll Field Journal by AcctUnit and Activity
- 6132 EM-Payroll Field Journal by Employee
- 6008 AC-Transaction Detail (With Contract)
- 6212 GL-GL Transaction - Summary
- 6415 US-Payment Net CIA
- 6380 PR-Teachers with DCTA Dues Not Taken

**Key FS Reports**

- 6007 AC-Budget to Actual (With Contract)
- 6008 AC-Transaction Detail (With Contract)
- 6055 AP-Invoice Status Report
- 6131 EM-Payroll Field Journal by AcctUnit and Activity
- 6132 EM-Payroll Field Journal by Employee
- 8102 GL Transactions
- 6203 GL-Capital Asset Summary
- 6243 PM-Project Summary - Budget to Actual

## Finance Home Page Features –

### Top Ribbon Containing Links to other Portal Locations

- The links on this ribbon allow navigation to:
  - HR Home (formatted identically to the Finance home but containing HR specific reports)
  - Search Reports - A feature allowing users to search the entire inventory of Finance and HR reports (additional information later in the document)
  - Resources – Here you can find links previously available through the LBI Dashboard (The Commons, ICA Web form, Department Pages, etc.)
  - Submit Requests – This allows users to submit support requests to BIS Reporting and Analytics on a variety of topics from new development to security.

### Reports by Category

- These report categories parallel the tabs of the LBI dashboard. Clicking on a category will show you the associated subset of reports for that category. Strategic Sourcing shown below as an example.

#### Strategic Sourcing Reports

6501 PO - ICA Status Report  
6253 PO-Amts By Buyer  
6246 PO-Approver By Location  
6404 PO-Count By Buyer  
6255 PO-Detail By Location  
7424 PO-High Value PO's  
6259 PO-Line Item History (PO64.1)  
6260 PO-Line Open Amount by BR  
6261 PO-Line Remaining Balance  
6262 PO-POs Missing Link to Requisition Item Change  
6263 PO-POs With Over Received Quantity  
6264 PO-Purchase Order Activity Detail (Non-Svc PO)  
6265 PO-Purchase Order Amounts Under 5000  
6266 PO-Purchase Order Retamage  
6267 PO-Receiving Follow Up Report  
6423 PO-SC Dashboard  
6422 PO-Tags/Inventory/Spend  
6271 PO-Unapproved Reqz Auto Reject after 30 Days  
6272 PO-UnReleased PO's and PO Revisions  
6273 PO-UnReleased Received Trns  
6274 PO-UnReleased Receiving Adjustments  
6275 PO-Wks Approved My Requisition

#### My Top FS Reports

8102 GL Transactions  
6243 PM-Project Summary - Budget to Actual  
7420 PM-Scope Summary - Budget to Actual(PM11)  
6419 AP - Process Hold Report  
7421 GL-Budget to Actual  
6420 AP-Service PO Unapproved  
6131 EM-Payroll Field Journal by AcctNet and Activity  
6132 EM-Payroll Field Journal by Employee  
6415 US-Payment.net COA

#### Key FS Reports

6007 AC-Budget to Actual (With Contract)  
6008 AC-Transaction Detail (With Contract)  
6055 AP-Invoice Status Report  
6130 EM-FTS  
6131 EM-Payroll Field Journal by AcctNet and Activity  
6132 EM-Payroll Field Journal by Employee  
8102 GL Transactions  
7421 GL - Budget to Actual  
6203 GL-Capital Asset Summary  
6243 PM-Project Summary - Budget to Actual  
7420 PM-Scope Summary - Budget to Actual(PM11)

## My Top FS Reports

- As a convenience the portal identifies the reports individual users run most frequently and automatically presents those reports for use.

## Key FS Reports

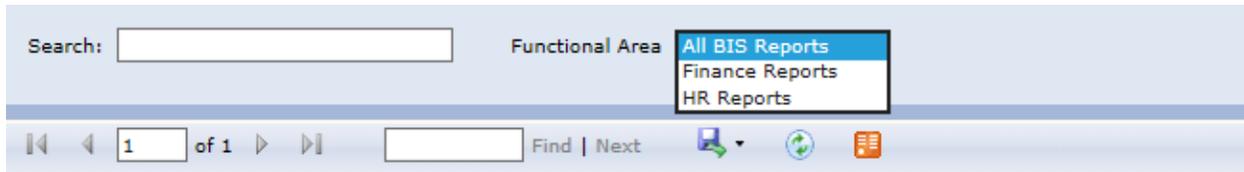
- Displays reports identified as key Financial Services reports (reports that are utilized most frequently across the district.)

## Search Reports

The search reports page allows users to do just that with a flexible search criteria. You can search the entire inventory of BIS reports (Both Finance and HR or limit to just Finance or HR by changing the functional area selection to the right.

In the search criteria you can search by:

- Report ID (The number associated with each report. You will see this number to the left of report name in the portal)
- All or a portion of the Report Name
- A related keyword (PM-11, PM-12 etc.)



## Resources

As mentioned above, this a centralized repository of both Finance and HR links. A sample of those links is shown below:

## Training, Guides, and Other Resources

---

[Budget Transfer Forms](#)  
[EON Office Link](#)  
[FileNexus](#)  
[General Accounting](#)  
[HR Reporting - Quick Start Guide](#)  
[ICA Webform](#)  
[Instructions for Accessing Cubes](#)  
[Journal Entry Forms](#)  
[Master School List - User Guide](#)  
[National Education Statistics](#)  
[Payment Net](#)  
[RICOH Service Center](#)  
[Strategic Sourcing Department Website](#)  
[Tech Purchasing Calculator \(DOTS\)](#)  
[The Commons](#)

## Running a Report

Running a report in the Portal simply requires you to click the link of the report title. After clicking the report title, the report will display for you.

## My Top FS Reports

---

8102 GL Transactions

7420 PM-Scope Summary - Budget to Actual(PM11)

7423 RAC-Bond Raw Data Report

6243 PM-P

6022 Active

6419 AP - F

6008 AC-Tr

7421 GL-Bu

6415 US-Pa

6131 EM-P

Report View: Detail

BR: [ ]

Select Fiscal Year(s): [ ]

Enter Starting Period: 1

Enter End Period: 12

Select Account(s): 1110 - Property Tax, 1120 - Sp

Select Company(s): [ ]

Location: 0028, 0104, 0105, 0107, 0112

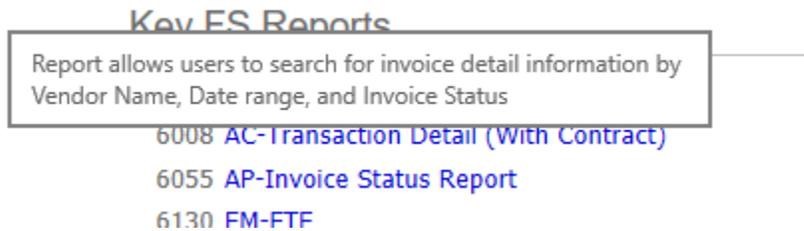
Type: 10, 11, 12, 20, 21, 22, 23, 30,

Program: 0, 10, 18, 20, 30, 40, 41, 50, 5

Note: Reports will default to opening in the same window. However, holding down the Control key and clicking the report will open it in a new window.

## Information Regarding Reports

Hovering over a report link will show you any additional supporting information regarding that report. The below screenshot shows an example for report 6055 – AP-Invoice Status Report.



\*Due to the volume of reports available this option not available for all reports, but the information is available for all reports in the Key Reports section. (High Volume Reports)

## Submitting a Report Related Request

The submit request button in the top right of the portal links to the BIS Reporting and Analytics request form, shown below:

Request Type - Reporting \*

Security

Reporting Request Class \*

Finance

Reporting - Security Groups \* ⓘ

They type of reporting data access needed.

- FIN - Accounts Payable
- FIN - Payroll
- FIN - Finance
- FIN - Purchasing
- FIN - Student
- FIN - GL Summary Cube
- FIN - Cube Other

This is the formal ticketing request required to:

- Initiate a new report request or enhancement
- Resolve report issues
- Approve and provide cube access
- Grant additional report access.

Note: You will see reports through the portal that you may not have access to. When you click on a report you may receive an “Insufficient Security” message when the report runs.

## **INSUFFICIENT SECURITY**

If you require access please use the submit request link to request access. To do this you will:

1. Select "Security" as the Request Type
2. Select 'Finance" as the Reporting Request Class
3. Select the Security Groups you need in the Reporting – Security Groups

The request will be routed appropriately for approval and, if approved, BIS Reporting and Analytics will grant you access.