OBI Financial Reporting Authority Model

August 11, 2017
# OBI Financial Reporting Authority

## Grant Enterprise Reporting Authority:

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Financial Reporting</td>
<td>Basic Report Viewer</td>
<td>Assign parent or specific child organization</td>
<td>Options include:</td>
<td>Options include:</td>
<td>Options include:</td>
</tr>
<tr>
<td>OR</td>
<td>Intermediate Ad Hoc</td>
<td></td>
<td>• all projects and awards</td>
<td>• Salary Data</td>
<td>• Payroll and Labor Management</td>
</tr>
<tr>
<td>User¹</td>
<td></td>
<td></td>
<td>• specific projects²</td>
<td>• Timecard Data</td>
<td>• Payments and Expenditures</td>
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<td></td>
<td></td>
<td></td>
<td>• specific awards²</td>
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<td>• specific principal owner³</td>
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**Notes:**
1. Intermediate Ad Hoc users inherit Basic Report Viewer access.
2. If you define organizational scope at the school/business unit level (e.g., Law School), specific project and award options are not available.
3. The grantee will be able to see all accounts owned by the principal owner regardless of the organization scope defined.
4. Timecard Data and Basic Data limits are inherited when you receive Salary Data.
5. Basic Data limit is inherited when you receive Timecard Data.
OBI Tool Access: Two Privileges

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

**Intermediate Ad Hoc User (Non-Publishers)**
- Create analyses for themselves
- Share analyses with other ad hoc users
- Share analyses with information viewers (non-ad hoc users) via export to Excel, PDF, or PPT

(Intermediate Ad Hoc Users inherit Basic Report Viewer Access)

Authority may look like this:
Data Access: Three Limits

1. Timecard Data and Basic Data are inherited

2. Basic Data is inherited

3. Salary Data
   - Earnings information ($$)
   - Vacation liability ($$)

4. Timecard Data
   - Hours paid and worked
   - Timecard approval

5. Basic Data
   - Labor schedules
   - Leave accrual and balance
   - Expense Requests and SU Credit Card transaction detail and amount
   - Employee details
   - PTA details
   - Approval workflow information
### Subject Areas Limits

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

*Includes what was called Payments and Expenditures*
Available Resources

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

- **Identify OBI Financial Reporting Authority Assignments within an Organization**
- **Grant Authority for OBI Financial Reporting Based on Organization, Project and/or Award, or Principal Owner**
Stanford Financial Management Services
Streamlined solutions. Stellar support.