University of Hawaii

eThority DataBooks

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Contents

How To Use This Guide:

The information that follows is distinguished or separated into three categories: Section 1 contains both KFS DataBooks and KFS Templates primarily used by FAs and others in the field. A detailed explanation of the distinction between a Template and a DataBook is provided on the next page. The global DataBooks in Section 1 were created to enable FAs and others in the field to produce reporting for their functional area. Advanced users may use the KFS Templates in Section 1 to create specialized DataBooks.

Section 2 contains KFS DataBooks that are primarily used by central offices such as General Accounting and Loan Collection (GALC) and Office of Research Services (ORS).

Section 3 contains KFS DataBooks / Templates Currently Not Being Used by UH but that remain accessible to eThority users. Each section displays the hierarchical eThority groupings or topics such as KFS AR DataBooks (or KFS Contracts + Grants DataBooks) and is followed by the table listing of DataBooks contained in that grouping.

Each section contains a listing of DataBooks or Templates in table form. The tables have three column headings “DataBook Name”, “Contents” and “Potential Uses”. The “DataBook Name” column shows the name of the DataBook or Template that displays in eThority. The “Contents” column displays some of the column headings in the resulting eThority report output. The Contents column also contains any Control Value filters that users may be prompted for when running the DataBook. The “Potential Uses” column provides the purpose for the DataBook or possible uses for the DataBook and indicates how the data in the DataBook is grouped and/or summarized.

The Difference between a Template and a DataBook:

eThority **Templates** are core datasets based on commonly referenced functional needs that are not grouped, sorted or filtered in any way. Templates contain a large amount of data presented in a listing that has no structure. An eThority Template is used as a starting point to create DataBooks. Templates cannot be merged or joined which means that fields from one Template cannot be used in conjunction with fields from another Template. All Templates are DataBooks.

A **DataBook** (or report) is a visual representation of data that may contain a combination of sorting, grouping and calculated totals of your data. Global DataBooks were created from Templates, representing output that has been manipulated into a meaningful structure for reporting and distribution. Global DataBooks have been created by central office staff and shared with all eThority users. Global DataBooks may not be edited by general eThority users. All DataBooks are not Templates.

As an example: the GL Financial Transactions – Template (page 52-53) contains over 300 columns and 30 million rows of data. This Template was used to create the FBMR090 (Income Statement) – Non-CG Account Summary by Account DataBook (page 22-23) that contains groupings, sort sequences, control value filters and provides data totals.

In this guide, the DataBooks are listed separately from the Templates but in eThority, they are listed together and categorized by commonly referenced functional needs such as AR, Capital Assets, Contracts and Grants, GL, Labor and PurAP. The distinction is made here to emphasize to the user, that there is a vast difference between a Template and a DataBook. Also, users who choose to create their own customized DataBooks can easily refer to the latter half of Section 1 as a starting point for User DataBook creation.

	0" and must be changed to a valid payee filter id to get results (e.g., "12345-1"). • Check Date From [Required]: The default value is "Jan 01, 2012" and must be changed to get results for the proper period (e.g., "07/20/2016"). • Check Date to [Required]: The default value is "Dec 31, 2012" and must be changed to get results for the proper period (e.g., "07/20/2016").	

TEMPLATES:

These templates include all data pertinent to the respective area and can be used to create specialized DataBooks by users or data architects. The data contained in these templates are the basis for all DataBooks in eThority for the respective areas: AR, Capital Assets, Contracts & Grants, GL, Labor Ledger and PurAP.

KFS AR DataBooks:

DATABOOK NAME	CONTENTS	POTENTIAL USES
AR Consolidated Template	**Some of the more important Information that can be seen in this DataBook**: • Document Create Date • Document Number • Document Initiator • Document Type • Org Document Number • Chart Code • Account Number • Object Code • Customer Name • AR Processing Organization • Invoice Document Type • Fund Group Name • Fund Group Code	This template provides a listing of all transaction eDocs in the KFS AR Module for all chart codes, all accounts, both contracts and grants and non-contracts and grants. This template contains 132 columns and over 150,000 rows of data. This template includes one record for every transaction in the KFS AR module for the Invoice (INV/CGIN), Payment Application (APP) and Cash Control (CTRL) eDocs. This template contains 132 columns including fields from the account, object, organization and related tables.

	Control Value Filters: None	
Customer Listing w/ Addresses – Template	**Information that can be seen in this DataBook**: • Customer Name • Customer Number • Customer Address 1 • Customer City • Customer State • Customer Postal Code • Customer Country • Customer Email Address • Customer Phone Number • Customer Type Description • Customer Tax Exempt Indicator • Customer Tax Number Type • Customer Credit Limit Amount **Control Value Filters:** None	This template contains over 35 columns of information that lists all customers in the KFS AR Module. This template includes one record for every customer in the KFS AR. This template contains over 35 columns of information.

KFS Capital Assets DataBooks:

DATABOOK NAME	CONTENTS	POTENTIAL USES
CAM Location Template	**Examples of information included in this template**: • Asset Bldg Campus Code • Asset Bldg Code • Asset Bldg Room • Asset Description • Asset Number • Asset Representative Name • Asset Serial Number • Asset Tag Number • Off Campus Location Address • Off Campus Location City • Off Campus Location State • Off Campus Location Country	This template includes one record for every asset's location in Capital Asset Management (CAM). There are 91 available data fields in this template This template can be used to create a DataBook to identify all assets in a particular building • Does not include asset FO code • Includes all asset statuses (active, retired, non-capital active, non-capital retired, under construction) • Includes all asset acquisition types (capital, controlled property, non-capital)
CAM Payments Template	**Examples of information included in this template:** • Agency Award Number • Award Account Proposal Number	This template includes one record for every payment for each asset in Capital Asset Management (CAM). There are 327 available data fields in this template

	• Asset FO Code • Asset Number • Asset Org Owner Account Number • Asset Org Owner Chart Code • Asset Tag Number • Asset Total Cost • Asset Pymt Account Charge Amount • Asset Pymt Account Number • Asset Pymt Object Code • Asset Pymt Document Number • Asset Pymt Fiscal Year • Asset Payment Depreciation Amount • Asset Representative Name	This template can be used to create a DataBook of all payments made under a specific account number and object code or to create a DataBook of federal and/or agency owned assets or to create a DataBook of assets and their payment history including payment posting date, asset payment type and asset payment document number by FO code and asset representative • Includes all asset statuses (active, retired, non-capital active, non-capital retired, under construction) • Includes all asset acquisition types (capital, controlled property, non-capital)
CAM Transfers Template	**Examples of information included in this template:** • Asset Description • Asset Transfer Asset Number • Asset Transfer Bldg Campus Code • Asset Transfer Bldg Room • Asset Transfer Document Number • Asset Transfer FO Code • Asset Transfer Off Campus Address • Asset Transfer Off Campus City • Asset Transfer Off Campus State • Asset Transfer Off Campus Country • Asset Transfer Org Owner Account Number • Asset Transfer Representative Name	This template includes one record for every asset transfer in Capital Asset Management (CAM). There are 318 available data fields in this template This template can be used to create a DataBook of all assets that have been transferred into or out of an FO code • Includes all asset statuses (active, retired, non-capital active, non-capital retired, under construction) • Includes all asset acquisition types (capital, controlled property, non-capital) • Contains document numbers that initiated the transfer but does not have transfer date information
Capital Assets Template	**Examples of information included in this template:** • Asset Accumulated Depreciation • Asset Bldg Campus Code • Asset Bldg Code • Asset Bldg Room • Asset Book Value • Asset Description • Asset Federal Contribution • Asset FO Code • Asset Number • Asset Representative Name	This template includes one record for every asset in Capital Asset Management (CAM). There are 130 available data fields in this template This template is used to create the annual verification DataBook and provides basic capital asset information or to create a DataBook of assets that are missing information such as manufacturer, model number and serial number by FO code and asset representative • Includes all asset statuses (active, retired, non-capital active, non-capital retired, under construction)

	• Asset Retired Document Number • Asset Retired Date • Asset Retired Reason Name • Asset Tag Number • Asset Vendor Name	• Includes all asset acquisition types (capital, controlled property, non-capital) • Does not contain account number or object code information

KFS Contracts + Grants DataBooks

DATABOOK NAME	CONTENTS	POTENTIAL USES
Account & Award Attribute – Template	**Some of the more important information that can be seen in this template:** • Account Number • Agency Award Number • Award Document Number • Award Proposal Number • Agency Full Name • Account Manager • Account Status (open closed) • FO Code	This template provides a listing of Accounts and Award attributes for all accounts (CG and Non-CG). Pulling every award attribute in KFS, it contains approximately 250 columns of information. It includes one record for each CG account with associated award information.
Account Attribute – Template	**Some of the more important information that can be seen in this template:** • Account name • Account Number • Chart Code • Fund Group Code • Funding Year • FO Code • Program ID Code	This template provides account attributes information for CG accounts only and can be used to create an account listing. It does not contain award information. This template contains approximately 200 columns of information. . It includes one record for each CG account.
Award Organizations – Template	**Information that can be seen in this template**: • Agency Award Number • Award Project Title (i.e., Learning to Grow 2012-2013) • Award Org Proposal Number (i.e. 30180) • Award Org Chart Code (i.e.MA) • Award Org Code (i.e., COF) • Award Org Name (i.e. Center of the Family) • Award Org Primary Ind (i.e., Yes)	This template can be used to create an award listing with the associated organization code. This template contains approximately 7 columns and over 7000 rows of data. It includes one record for each award.
Award Project Directors – Template	**Information that can be seen in this template**:	This template can be used to create an award listing with the

	• Agency Award Number • Award Project Title (i.e., Learning to Grow 2012-2013) • Award Project Dir Proposal Number (i.e. 30180) • Award Project Dir Name • Award Project Dir Primary Ind (i.e., Yes) • Award Project Dir Title (i.e. Principal Investigator) • Award Project Dir Username	associated project director. This template contains approximately 7 columns and over 7000 rows of data. It includes one record for each project director by award.
CG Financial Transactions – Template	**Some of the more important information that can be seen in this template:** • Actual Transaction • Budget Transaction • Credit Transaction • Encumbrance Transaction • Agency Award Number • Calendar Month • Calendar Quarter • Transaction Date • Account Number • Object Code • Award Document Number • Balance Amount • Account Manager Name • Account Supervisor Name • Award Status Code • FO Code	This template provides a transaction history DataBook that include accounts from the GL Financial Transactiosn Template with award data added. It can be used for creating DataBooks that require transaction amounts, balances and budgets on CG accounts. This template contains approximately 27 million rows of data. It includes one record for every transaction on a CG account.
Proposals – Template	**Information that can be seen in this DataBook**: • Proposal Grant Number • Proposal Number • Proposal Total Amount • Proposal Start Date • Proposal Stop Date • Proposal Indirect Cost Amount • Proposal Direct Cost Amount • Proposal Total Amount • Proposal Primary Org Chart Code • Proposal Primary Project Dir Name	This template provides a listing of Proposal and Agency Information. It can be used to create a DataBook of proposals by sponsoring agency. . This template contains approximately 42 columns and over 6000 rows of data. It includes one record for every proposal.

KFS GL DataBooks

DATABOOK NAME	CONTENTS	POTENTIAL USES
Account Attribute - Template	• Account Information • Associated Org Code information for the account	• Contains all account attribute information This template provides account attribute information for all accounts and can be used to create an account listing with demographic information. This template contains approximately 200 columns and over 65,000 rows of data. It includes one record for each account.
Account Delegate – Template	**Some of the more important Information that can be seen in this DataBook**: • FO Code • Org Chart Code • Account Number • Account Delegate Document type Name • Account Delegate Username • Account Delegate Start Date • Account Delegate Approval to This Amount • Account Delegate active Code	• There are 15 columns of information in this template • Create a listing of account delegates, type of delegation (Primary or Secondary) and the types of accounts delegates have approval authority. This template also contains delegation start date and approval amount limits. This template provides account delegate information. It includes one record for each delegation and includes both active and inactive delegations.
GL Financial Transaction (Advanced Deposits) – Template	**Some of the more important Information that can be seen in this template:** • Transaction Date • Campus Code • FO Code • Fund Group Code • Funding Year • Higher Education Function Code • User Rollup Code • Account Number • Amount • Balance Type • Deposit Type	• There are 250 columns and over 25 million rows of information in this template • This template contains detailed information about General Ledger financial transactions involving Advanced Deposits. This template includes one record for each Advanced Deposit (AD) transaction including fields from the account, object, organization and related tables.
GL Financial Transactions – Template	**Some of the more important Information that can be seen in this template:** • Ledger information • Associated account information • Associated object code information	• There are 300 columns and over 30 million rows of information in this template • Useful for creating a transaction history DataBook that lists all transactions

	• Associated Org Code information • Associated project Information	• Useful for creating DataBooks that require transaction amounts, balances and budgets. This template includes one record for each General Ledger transaction including fields from the account, object, organization and related tables.
GL Summary – Template	**Some of the more important Information that can be seen in this template:** • Associated account information • Associated object code information • Associated Org Code information • Associated project Information • Associated account balances by sub account/object code/sub object/balance type (as applicable) by fiscal period	• There are 300 columns and almost 3 million rows of information in this template • Contains the same fields as the GL Financial Transactions template but the data is summarized at the account balance level. • Transaction detail is not available. • Useful for creating DataBooks where transaction detail is not required. • Useful for creating DataBooks comparing or monitoring account balances. This template includes one record for an account balance summarized at the sub account/object code/sub object/balance type level by fiscal year with separate columns for each fiscal period.
Object Code Attributes - Template	**Some of the more important Information that can be seen in this template:** • Object Chart Code • Object Code • Object Active indicator • Object Code Name • Object Type Code	• There are 52 columns of information in this template • Useful for creating an object code listing This template includes one record for each object code by chart code.

KFS Labor Ledger DataBooks

DATABOOK NAME	CONTENTS	POTENTIAL USES
DAGS Labor Ledger - Template	**Some of the more important information that can be seen in this template:** • Fiscal Year • Chart Code • Account Number • Object Code	Labor Ledger Data viewable only to those with labor access. This template provides a transaction history DataBook that lists all DAGS labor transactions. This template contains over 50 columns and approximately 600,000 rows of data. It includes one record for every payroll transaction by employee.

	• Balance Type Code • Object Type Code • University Fiscal Period • Origin Code • Document Number • UH Number • Employee Record Number • Warrant Distribution Code • Bargaining Unit	
Labor Ledger - Template	**Some of the more important information that can be seen in this template:** • Fiscal Year • Chart Code • Account Number • Object Code • Sub Object Code • Balance Type Code • Document Type Code • Document Number • Position Number • Project Code • Fund Group Code • Higher Education Function Code • Employee Name	Labor Ledger Data viewable only to those with labor access. This template provides a transaction history DataBook that lists all labor transactions. This template contains over 150 columns and approximately 30 million of data. It includes one record for every payroll transaction by employee.

KFS PurAP DataBooks

DATABOOK NAME	CONTENTS	POTENTIAL USES
AP Documents – Detail TEMPLATE	**Information that can be found in this template:** • Payee Name • PurAP Document Number • Document Date • Document Amount • Document Category • Document Status • Fiscal Year	This creates a detail listing of Accounts Payable Documents, contains approximately 2.5 million rows

	• PO Number • Document Number • Document Type • Total without Tax • Total Tax • Total with Tax • Funding Source Code • Requestor Name	
AP Documents Summary - Template	**Information that can be seen in this template:** • Vendor Number • Vendor Name • Document Amount • Document Date • Document Type • PurAP Document Number • Document Category • Document Type Code • Total without Tax • Total Tax • Total with Tax • DV Campus Name • Fiscal Year	This creates a summary listing of Accounts Payable Documents containing approximately 900,000 rows of data
Credit Memo - TEMPLATE	**Information that can be seen in this template:** • Vendor Credit Memo Number • Credit Memo Amount • Credit Memo Date • Document Status • Process Timestamp • Credit Hold Indicator • Credit Memo Extract Date • Vendor Name • Vendor Customer Number • Document Number • Document Category • Total without Tax • Total Tax • Total with Tax	This creates a detail listing to the item level of Credit Memo Documents, contains approximately 2500 rows

	• Fiscal Year	
Credit Memo Summary - TEMPLATE	**Information that can be seen in this template:** • Vendor Credit Memo Number • Credit Memo Amount • Document Date • Document Category • Document Status • Process Timestamp • Credit Hold Indicator • Vendor Number • Vendor Customer Number • Vendor Name • Credit Memo Extract Date • Document Number • Total without Tax • Total Tax • Total with Tax • Fiscal Year	This creates a summary listing Credit Memo Documents, contains approximately 1500 rows
Disbursement Summary - TEMPLATE	**Information that can be seen in this template:** • Document ID • Check Date • Document Status • Document Fiscal Period Posted • DV Due Date • DV Payment Method Code • DV Check Number • DV Doc Location Name • DV Campus Name • Payee Number • Payee Number (1) • Total without Tax • Total with Tax • Fiscal Year	This creates a summary listing DV Payments, contains approximately 125,000 rows of data
Disbursement Voucher - TEMPLATE	**Information that can be seen in this template:** • Check Date • Document Fiscal Period Posted • DV Due Date	This creates a summary listing DV Payments with Payee, contains approximately 125,000 rows of data

	• DV Payment Method Code • DV Check Number • DV Campus Name • Payee Number • Payee Name • Total without Tax • Total with Tax • Fiscal Year	
Payment Request - TEMPLATE	**Information that can be seen in this template:** • Payment Request Number • Invoice Date • Vendor Name • Vendor Number • Vendor Customer Number • Vendor Invoice Amount • Payment Request Pay Date • Invoice Number • PO Number • Payment Term Code • Total without Tax • Total with Tax • Paid Date • Payment Request Status • Fiscal Year • Bank Code • Payment Method	This creates a listing of Payment Requests, contains approximately 300,000 rows of data
Payment Request Detail – TEMPLATE	**Some of the more important Information that can be seen in this template:** • Chart Code • FO Code • Account Number • Payment Request Number • PO Number • Disbursement Number • Document Number • Total Amount • Disbursement Type Desc	This template creates a detail listing of Payment Requests, and contains approximately 350 columns and 125,000 rows of data

	• Program ID Description • Fund Group Code • Funding Year	
Payment Request Summary – TEMPLATE	**Information that can be seen in this template:** • Payment Request Number • Invoice Date • Payment Request Status • Vendor Name • Vendor Number • Vendor Customer Number • Alternate Vendor Number • Invoice Number • Vendor Invoice Amount • Payment Request Pay Date • Payment Term Code • PO Number • Total without Tax • Total Tax • Total with Tax • Paid Date • Fiscal Year • Bank Code • Payment Method	This creates a summary listing of Payment Requests, contains approximately 300,000 rows of data
PDP Vendor Summary - TEMPLATE	**Information that can be seen in this template:** • Payee Number • Payee Name • Total with Tax • Payment Date • Disbursement Number • Disbursement Timestamp • Payment Status Name • Payee Address 1 • Payee Address 2 • Payee City • Payee State • Payee Zip • Payee Country	This creates a listing of Payments, grouped by Payee and contains approximately 400,000 rows of data

	• Customer	
PDP with Account - TEMPLATE	**Information that can be seen in this template:** • Payee Number • Payee Name • Payee Type • Document Date • Payment Status Code • Customer Number for Institution • Payment Status Name • Total with Tax • Disbursement Timestamp • Account Number • Fin Chart of Accts Code – AP Item • Customer	This creates account level detail listing of Payments, contains approximately 620,000 rows of data
PDP with Line Item Detail - TEMPLATE	**Information that can be seen in this template:** • Payee Number • Payee Name • Total with Tax • Disbursement Number • Disbursement Timestamp • Payment Status Name • Payment Group ID • Payment Date • Invoice Date • Original Invoice Amt • Net Payment Amount • Invoice Total Ship Amount • Invoice Total Discount Amount • Invoice Total Other Debit Amount • Invoice Total Other Credit Amount • Customer	This creates a line item detail listing of Payments, contains approximately 400,000 rows of data
Purchase Orders with Line Item Detail - TEMPLATE	**Information that can be seen in this template:** • Vendor Name • Create Date • Purchase Order Number • Quantity • Unit Cost	This creates a listing of line item details of Purchase Orders, grouped by Vendor Name and contains approximately 70,000 rows of data

	• Grand total • Outstanding Encumbered Quantity • PO Received Total Quantity • PO Invoice Total Amount • Outstanding Encumbered Amount • Purchase Order Status • Item Unit of Measure • Item Type • Item Description • PO Number • Vendor Customer Number • Document Type • Document Category **No Prompt for the following Control Values to create the DataBook:** • Vendor Name is not empty • Purchase Order Status is not “Closed” • Item Type = Quantity	
Purchase Requisition - TEMPLATE	**Information that can be seen in this template:** • Requisition Number • PO Number • PO Created Date • Document Number • Document Status • Document Category • Fiscal Year • Item Description • Paid Date • Requestor Name • Requisition Source Description • Total with Tax • AP Approval Date • Vendor Restricted Indicator • Vendor Name • Vendor Number	This creates a listing of Purchase Requisitions, contains approximately 500,000 rows of data