

LOGGING ON TO NOETIX



Noetix Web Query (NWQ) is a browser-based reporting tool that allows the querying of Oracle financial information. NWQ uses a set of pre-defined, comprehensive reports designed by the Accounting Office. Noetix reports supplement the existing Oracle Project Accounting query tools already in use. Noetix reports introduce an alternate view of the same Oracle financial data you are accustomed to seeing.

Noetix reports can only be accessed by computers tied to the university network.

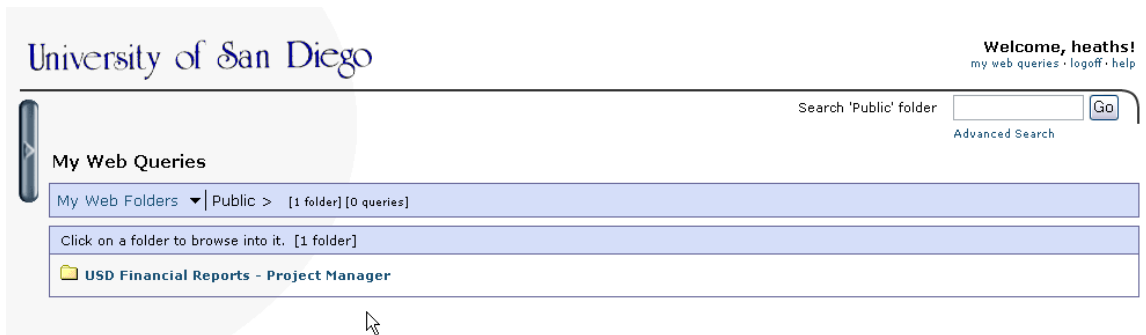
Logging On

Log on to Noetix through Internet Explorer using the same user name and password as those used in accessing the Oracle applications.

The image shows two overlapping windows. The background window is the Noetix Web Query login page, which includes the University of San Diego logo and a "Noetix Web Query" title. It has input fields for "user name" (containing "heaths") and "password" (masked with dots), and a "Login" button. The foreground window is a "Please choose a responsibility" dialog box with a list of roles: Inventory, Payables Manager, Project Billing Super User, Purchasing Inquiry, USD General Ledger Super User, USD Noetix Report User (highlighted), USD Procurement Authorized Signers Read-Only, and USD Project Maintenance. It has "Continue" and "Cancel" buttons at the bottom.

Choose the *USD Noetix Report User* and click ‘**Continue.**’

REPORT DEFINITIONS



My Web Queries will appear with a default USD Financial Reports public folder designed for either a Project Manager or Project Maintenance user. **Click once on the folder** to view a list of available reports.

* Sample Report *

100 GLUSD – Operational Summary (modified 6/21/2004 1:35 PM)

- This report provides a budget-to-actual summary of expenditures and revenues (where applicable) in a given period for your assigned operational projects. Operational projects have 10000 or 20000 source codes.

Reports are listed numerically with a reference indicating the generating Oracle module (i.e., GLUSD or PAUSD). The report titles and descriptions are provided. All reports fall within the following series:

- **100 Series - Operational and Auxiliary Reports.** Pertain to projects using a 10000 or 20000 source code.
- **200 Series - Budget Detail Reports.** Pertain to projects using a 10000 or 20000 source code.
- **300 Series - Sponsored Program Reports.** Pertain to projects using a source code that begins with the letter “S.”
- **400 Series - Restricted Gift Reports.** Pertain to sources codes that begin with the letter “N.”
- **500 Series – Endowment Reports.** Pertain to source codes that begin with the letter “E.”
- **600 Series - Agency Fund Reports.** Pertain to source codes that begin with the letter “A.”

EXECUTING QUERIES

To execute a Noetix report, **double-click on the query** you wish to run.

Enter the parameters as requested by the query. Parameters are *case and format sensitive*. Be sure to enter the parameters in the exact format provided.

Fields marked by a * are required!

When finished entering the parameters, click on **Continue Executing Query**. Results similar to the figure below will appear.

Project	Line Type	Acct	Account Name	Revised Budget	YTD Actual	Variance	%	Type	I
CONT00000	I Non-Discretionary	50000	Administrative Salary	208,232	17,353	190,879	8.3	Non	CONT
CONT00000	I Non-Discretionary	50200	Staff Salary	121,551	5,083	116,468	4.2	Non	CONT
CONT00000	I Non-Discretionary	50210	Overtime Premium	12,230	507	11,723	4.1	Non	CONT
CONT00000	I Non-Discretionary	50301	Student Wages FWS CWO	2,800	0	2,800	0.0	Non	CONT
CONT00000	I Non-Discretionary	51000	Benefits Burden	99,017	6,636	92,381	6.7	Non	CONT
Sum:				443,830	29,578	414,252			
CONT00000	II Discretionary	51800	Contract Services	11,000	150	10,850	1.4	Dis	CONT
CONT00000	II Discretionary	51900	Copying and Duplicating	2,500	0	2,500	0.0	Dis	CONT
CONT00000	II Discretionary	52100	Entertainment and Promoti	1,000	-97	1,097	-9.7	Dis	CONT
CONT00000	II Discretionary	52600	Miscellaneous	1,200	0	1,200	0.0	Dis	CONT
CONT00000	II Discretionary	52800	Postage	1,092	7	1,085	0.6	Dis	CONT
CONT00000	II Discretionary	52900	Prof Development Admin an	6,500	0	6,500	0.0	Dis	CONT
CONT00000	II Discretionary	53100	Printing	300	36	264	12.0	Dis	CONT
CONT00000	II Discretionary	53500	Repairs and Maintenance	1,000	0	1,000	0.0	Dis	CONT
CONT00000	II Discretionary	53800	Supplies	6,766	29	6,737	0.4	Dis	CONT
CONT00000	II Discretionary	53900	Telephone	2,000	144	1,856	7.2	Dis	CONT
CONT00000	II Discretionary	54000	Travel	3,770	0	3,770	0.0	Dis	CONT
CONT00000	II Discretionary	55170	Overages and Shortages	0	-54	54	0.0	Dis	CONT
Sum:				37,128	215	36,913			
T:				480,958	29,793	451,164			

EXECUTING QUERIES

Click on Options and highlight Re-execute to run your report again!

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Data Rows: 17
Report Lines: 20 Displaying: 1 to 20

	type	Acct	Acc
CO	etionary	50000	Administr:
CO	etionary	50200	Staff Sala
CO	etionary	50210	Overtime
CO	etionary	50301	Student V
CO	etionary	51000	Benefits P
CO	nary	51800	Contract :
CO	nary	51900	Copying a
CONT00000	II Discretionary	52100	Entertainr

To re-execute your report with different parameters, click on **Options** and highlight **Re-execute**.

To enter multiple project numbers use a vertical bar to separate project numbers in the **Enter Project Number** parameter box. The vertical bar is located on your keyboard above the forward slash character (i.e., press **Shift “/”**). You may enter unlimited project numbers in the parameter box separated by vertical bars with no spaces. Noetix will return data only for those projects to which you have controlled security access.

Vertical bars separate multiple parameters. Press **Shift “/”** to display a vertical bar.

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Search 'USD

ENTER PARAMETERS

DNICHOLS.100 GLUSD - Operational Summary - choose which data will be
[This report provides a budget-to-actual summary of expenditures and revenues (where appl
Operational projects have 10000 or 20000 source codes.)

*Enter Period (example: JUL-04) Include null values

Enter Project Number Include null values

Fields marked by * are required

[Continue Executing Query](#)

After you have finished entering the parameters, click **Continue Executing Query**.

EXECUTING QUERIES

You can view all rows by clicking **Options** → **View All Rows**

Revenue should display with a “-“ sign in front.

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Search 'USD Financial Reports - Project Manager' folder Advanced Se

100 GLUSD - Operational Summary
For JUL-03, Project(s): CONT00000,BANQ00000

Data Rows: 40
Report Lines: 47 Displaying: 1 to 20

Options ↑ ↓ ↺ ↻

Project	Line Type	Acct	Account Name	Revised Budget	YTD Actual	Variance	%	Type
BANQ00000	Revenue	45300	Dining Serv Sales	0	389	-389	0.0	BA
BANQ00000	Revenue	45350	Dining Serv Summer Conf	0	-25,841	25,841	0.0	BA
BANQ00000	Revenue	45360	Dining Serv Non Acct Sale	0	-2,324	2,324	0.0	BA
Sum: 0				Sum: -27,775	Sum: 27,775			
BANQ00000	I Non-Discretionary	50000	Administrative Salary	144,000	12,000	132,000	8.3	Non BA
BANQ00000	I Non-Discretionary	50200	Staff Salary	246,579	6,966	239,613	2.8	Non BA
BANQ00000	I Non-Discretionary	50201	Staff Salary Part Time	160,120	4,501	155,619	2.8	Non BA
BANQ00000	I Non-Discretionary	50210	Overtime Premium	300	548	-248	182.8	Non BA
BANQ00000	I Non-Discretionary	51000	Benefits Burden	120,463	6,056	114,407	5.0	Non BA
BANQ00000	I Non-Discretionary	52200	Equipment	15,655	0	15,655	0.0	Non BA
Sum: 687,117				Sum: 30,072	Sum: 657,045			
BANQ00000	II Discretionary	51200	Automotive	1,350	0	1,350	0.0	Dis BA
BANQ00000	II Discretionary	51800	Contract Services	153,000	46,378	106,622	30.3	Dis BA
BANQ00000	II Discretionary	51900	Copying and Duplicating	820	31	789	3.8	Dis BA
BANQ00000	II Discretionary	52000	Cost of Sales	311,000	49,247	261,753	15.8	Dis BA
BANQ00000	II Discretionary	52100	Entertainment and Promoti	1,000	0	1,000	0.0	Dis BA
BANQ00000	II Discretionary	52800	Postage	40	5	35	11.4	Dis BA
BANQ00000	II Discretionary	53100	Printing	2,000	0	2,000	0.0	Dis BA
BANQ00000	II Discretionary	53500	Repairs and Maintenance	5,000	1,169	3,831	23.4	Dis BA
BANQ00000	II Discretionary	53800	Supplies	31,700	10,461	21,239	33.0	Dis BA

Don't worry!

*Revenue and expense credit balances will always appear with a minus sign in front.
In this case, a minus is a good thing!*

Return to list of Noetix reports by clicking **my web queries**.

Welcome, heaths!
my web queries · logoff · help

reports - Project Manager' folder

Advanced Search

Return to the list of reports by clicking ‘**my web queries**’ in the upper right corner of the Noetix screen. **Do not use your internet browser “BACK” button!**

PARAMETERS

Report parameters control the data presented in any query. Thus, it is important you pay close attention to the parameter format accuracy. Following is a list of the various parameter types you will run across with Noetix reports:

Enter Period (example: JUL-04)

Enter in *MMM-YY* format (Jul-04 will not bring back results due to CAPS sensitivity!)

Enter Fiscal Year (For the 2004-05 fiscal year ending June 30, 2005, enter parameter as 2005) :

Be sure to enter in *YYYY* format!

Enter Beginning Period (example: July = 1)

Enter numbers between 1 and 12.

Enter Ending Period (example: June = 12)

Enter numbers between 1 and 12.

Enter Ending Date (example: 30-SEP-2004)

(300 Series reports only). Dates must be entered in *DD-MMM-YYYY* format.

Enter Task Number

Notice CAPS, usually an optional field.

Enter Project Number

Nine character project number – pay attention to CAPS!

Enter Source Number

Enter full five-character source code, usually an optional field.

Enter Last 4 Digits of Source (example: E6099 = 6099)

(500 Report only). Enter only the last four digits with no ‘P’ or ‘E’ in front of source code.



Troubleshooting Questions

1. ***Am I running the correct query?***
For example, am I running a “**100 GLUSD - Operational Summary**” when I’m actually looking for endowment information? Check report descriptions to ensure you are using the correct query.
2. ***Are my parameters correct?***
Check for CAPS and correct date entry.
3. ***Have I been granted security access to the project I am attempting to query?***
If you are not a key member on a project in Oracle Project Accounting, you will not be able to query that project using Noetix.