CSU The California State University
COMMON MANAGEMENT SYSTEMS

Finance Data Warehouse User Guide

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About this Document

This Finance Data Warehouse User Guide contains overview and step-by-step information for using the basic features in the Finance Data Warehouse.

Audience

This document is intended for all campus users of the Finance Data Warehouse.

Related Documentation

- Finance Data Warehouse Quick Reference Guide
- Finance Data Warehouse Dashboards and Reports Guide
- Finance Data Warehouse Instructor Training Guide
- Finance Data Warehouse User Activity Guide

Setup / Configuration

Browser Platform Requirements

Oracle Business Intelligence Enterprise Edition supports the web browsers listed below:

Client Operating System	Supported Web Browsers
Microsoft Windows	Microsoft Internet Explorer 6.x Microsoft Internet Explorer 7.0 Firefox 1.5.x Firefox 2.0 Firefox 3.0
Microsoft Windows Vista	Microsoft Internet Explorer 7.0
Microsoft Windows (XP, Windows 2003, and Windows 7)	Microsoft Internet Explorer 8.0
Linux	Firefox 1.5.x Firefox 2.0
Sun Solaris	Firefox 2.0
Apple Mac OS 10.x	Firefox 2.0

Microsoft Office Requirements

Oracle Business Intelligence for Microsoft Office supports the Microsoft Office versions and applications listed below:

Client Operating System	Supported Web Browsers
Excel	2003, 2007
PowerPoint	2003, 2007

Getting Started in the CFS Data Warehouse

The **Finance Data Warehouse** is the term that refers to the new financial reporting system which is comprised of several components. To put it simply, those components are:

2. The data warehouse data tables
3. The report development tool
4. The reports and dashboards

Data Warehouse Tables

Unlike the PeopleSoft transaction system which is designed for the rapid entry and retrieval of transaction data, a data warehouse is optimized for reporting. Every night, specific transaction tables from the PeopleSoft system are copied, combined, and simplified. These “transformed” tables are then loaded into the data warehouse.

OBIEE

The reporting tool used to access data in the warehouse is Oracle Business Intelligence Enterprise Edition (“OBIEE”). OBIEE is a robust report development and delivery tool that contains a range of reporting features.

Finance Dashboards

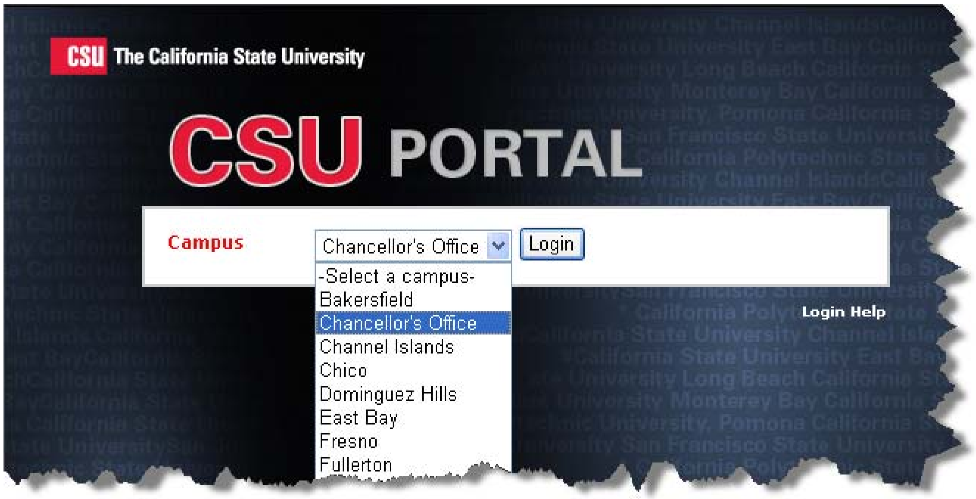
A dashboard is a simple container for reports and other content. Because the “back-end” transformed data and the “front-end” OBIEE are all components of the data warehouse, in this document, the terms **Finance Data Warehouse** or **Finance Dashboards** will be used interchangeably to refer to the entire system.

The area that you, the reporting user, will interact with, is the dashboards and reports. The Finance dashboards and reports are the focus of this Guide.

Examples in this guide are taken from the SLO database, including transactions, department tree, org structure. The transaction numbers are scrambled.

Accessing the Finance Data Warehouse

The CSU Portal is the front end to the Finance Data Warehouse. Security and access issues related to the portal are maintained at the campus level.



For additional information on CSU Portal configuration and maintenance, see ________________________.

Log into the Warehouse

1. Go to the CSU Portal page.
2. From the Campus drop-down, choose your campus. Click Login.
3. Login with your username and password as required.

Dashboard Overview

A dashboard is a simple container for reports and other content. A dashboard allows multiple reports to be displayed in a tabbed interface. Dashboards are sometimes used to provide highly summarized and graphical content. Each dashboard has its own information and purpose representing different functional areas.

CFS Finance Dashboards

The Finance data warehouse contains two dashboards:

Manage My Budget

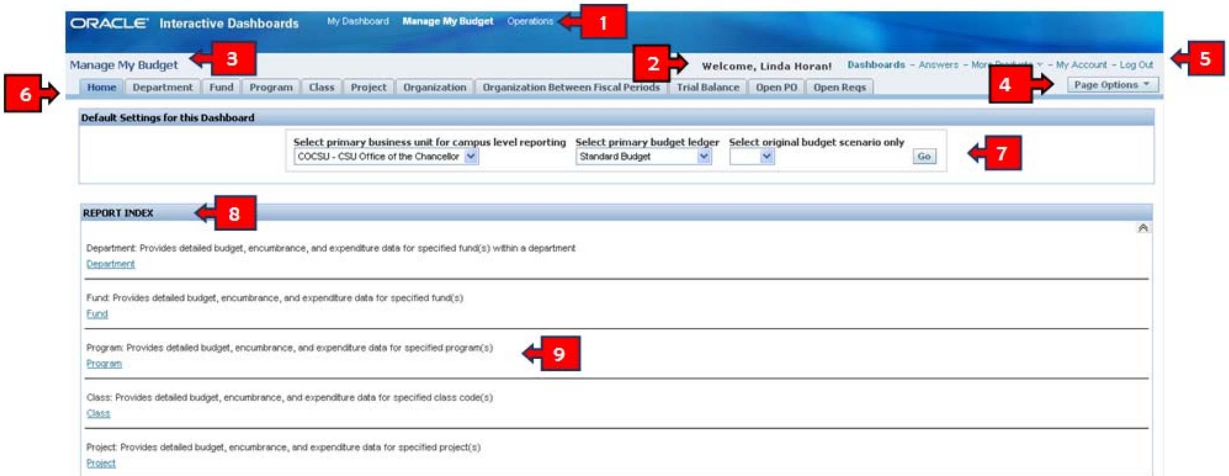
The Manage my Budget dashboard is designed for ease of use by the end user responsible for managing budget against one or more departments. The Manage my Budget dashboard reports against Revenue and Expense data.

Operations

The Operations dashboard is geared toward the Finance power user. The Operations dashboard allows the user to filter reports based on selected fund attributes, account attributes, and campus unique department tree levels.

Navigating Between Dashboards

The first point of entry to the warehouse is the "Home" page for the Manage My Budget dashboard.



1	Available Dashboards	6	Dashboard Pages
2	User Name	7	Dashboard Defaults
3	Active Dashboard	8	Report Index Section
4	Page Options	9	Links to Dashboard Pages
5	Log Out		

Manage my Budget Home Page

Within each dashboard, content is broken up by logical areas referred to as "pages." Pages within a dashboard appear as tabs. Each dashboard contains its own unique pages.

Move through the Dashboards

1. Switch back and forth between Manage My Budget and Operations. Notice that there are unique pages (tabs) in each dashboard.
2. Click on the pages (tabs) within Manage My Budget to move to individual pages.
3. Go to the Home page and move to dashboard pages via the Report Index.

Setting Dashboard Defaults

Dashboard content is automatically associated with a user's login. The available default options are based on a user's security privileges. Settings that control the criteria used to filter report data can be set at the dashboard level and at the page level.

Dashboard defaults are set on the associated dashboard Home page and will apply to ALL pages within a dashboard. Dashboard settings must be set for each available dashboard.

Select Primary Business Unit for Campus Level Reporting

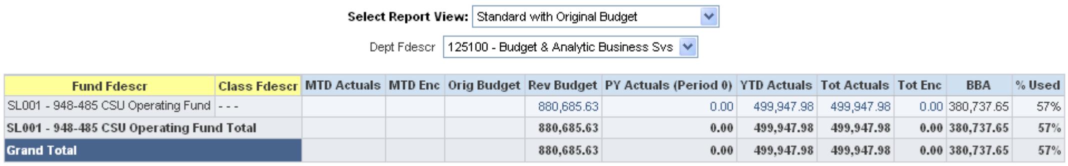
Select the business unit to report against for all pages within the dashboard. If user has access to more than one business unit, all permitted business units will display in the dropdown.

Select Primary Budget Ledger

The primary budget ledger column is used in many reports to determine which budget ledger to run. You can change the budget ledger filter at any time.

Select Original Budget Scenario Only (Optional)

All campuses have many scenarios but campuses do not use the concept of original budget. Enter the name of the original budget scenario at your campus if used. This filter is used to determine what gets summarized in the original budget column on various reports. If your campus does not use an original budget scenario, this filter is ignored.


Select Report View: Standard with Original Budget

Dept Fdescr 125100 - Budget & Analytic Business Svs

Fund Fdescr	Class Fdescr	MTD Actuals	MTD Enc	Orig Budget	Rev Budget	PY Actuals (Period 0)	YTD Actuals	Tot Actuals	Tot Enc	BBA	% Used
SL001 - 948-485 CSU Operating Fund	- - -				880,685.63	0.00	499,947.98	499,947.98	0.00	380,737.65	57%
SL001 - 948-485 CSU Operating Fund Total					**880,685.63**	**0.00**	**499,947.98**	**499,947.98**	**0.00**	**380,737.65**	**57%**
Grand Total					**880,685.63**	**0.00**	**499,947.98**	**499,947.98**	**0.00**	**380,737.65**	**57%**

Standard Report View that Displays Original Budget

Set Dashboard Defaults

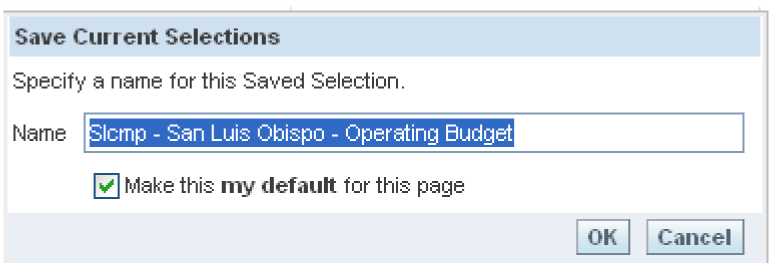
1. Go the Manage My Budget Home page.
2. Select the following values:

Primary business unit	Your primary business unit
Primary budget	Your primary budget
Budget scenario	Scenario, as appropriate

3. Click Go to execute your selection.

Save your Settings as Default

1. Click the **Page Options** button.
2. Click **Save Current Selections** followed by **For Me** . . . By default the name of the selection will include some of the prompt values.
3. Choose **Make this my default for this page**.



4. Click **OK**. These settings are saved as your dashboard defaults.

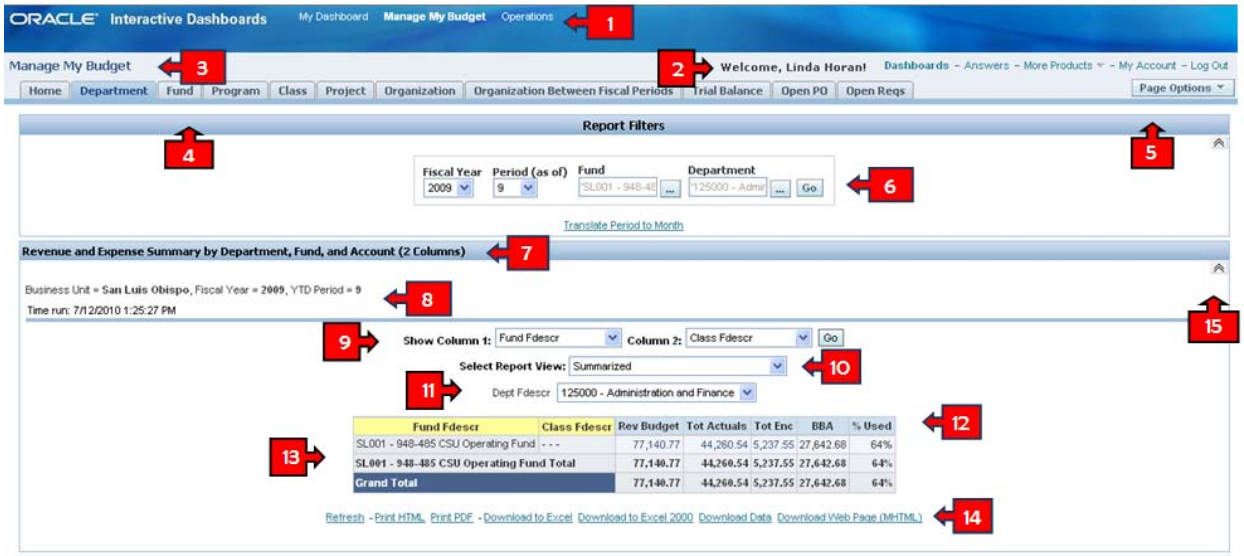
Structure of a Dashboard Page

When you create a query using tools such as PS Query, nVision, or any other query tool, the query results are often referred to by different terms. The following terms are often used interchangeably when talking about dashboard reports:

- Request
- Query
- Results
- Report

A dashboard page can contain multiple reports. You can examine and analyze the reports, save or print them, or download them to a spreadsheet.

Dashboard Roadmap



1	Available Dashboards	9	Column Selectors
2	User Name	10	Report View Selector
3	Active Dashboard	11	Report Section Break
4	Active Page	12	Column Headers (yellow=column selector)
5	Page Options (save page defaults)	13	Report content (hyperlink indicates drillable item)
6	Report Filters (for active page)	14	Action Links (print, download)
7	Section Heading	15	Collapse/Expand Window Icon
8	Report Header		

Fig 3-Dashboard Roadmap

Report Filters

Report filters (item 6 in the Dashboard Roadmap, above) which are sometimes also referred to as page prompts, allow a user to select the actual values that will be used when a request is generated. The default values available for the report filters are based on the user's login ID. For example, reporting users from one campus will only see the funds and departments related to their campus business units.

Within the report filter area are two types of fields:

- Drop-down—Drop-down fields are indicated by the downward arrow. Only one item can be active in a drop-down column.
- Multi-select—Multi-select fields are indicated by an ellipsis (three dots). This type of field can be used to select individual or multiple values within a report filter field.

Fiscal Year/Period (as of)

Period (as of) reflects the current processing month. By default, the report filters will populate the Fiscal Year and Period (as of) boxes with the current fiscal year and accounting period. Period (as of) means period 0 through the indicated period.

Select a Different Accounting Period

The Translate Period to Month hyperlink will display a chart of accounting period/ month associations.

1. Click the Translate Period to Month link to see a translation table for accounting period number to month. This screen is for informational purposes only.
2. Click the Return link to close the Period window.
3. Select a different period from the Period (as of) box, if needed

Selecting Choices in a Multi-Select Field

Use the Multi-Select feature to select individual or multiple values within a multiple-select report filter field. The fields that contain the multi-select feature are indicated by an ellipsis (three dots).

There are six main areas in the multi-select window:

① Selected box—lists the active selections for the associated report filter field

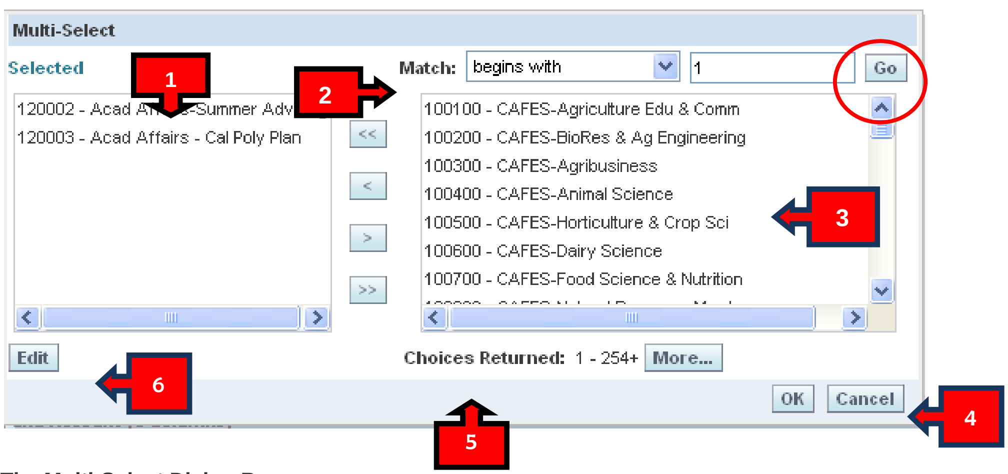
② Match fields—use to filter available choices (begins with, ends with, contains, or matching pattern)

③ Available Choices box—lists all choices related to the current field that are available to the reporting user

④ Choices Returned button (More) —Use to display the next set of available choices (256 items)

⑤ Selection buttons—use to move individual or multiple items in and out of the Selected box

⑥ Edit button—Use to manually enter report filter criteria. Criteria must be entered exactly as listed in available choices, so this option is best used with data copied from spreadsheet or other file.



The Multi-Select Dialog Box

Match

Use Match to limit the list of available selections.

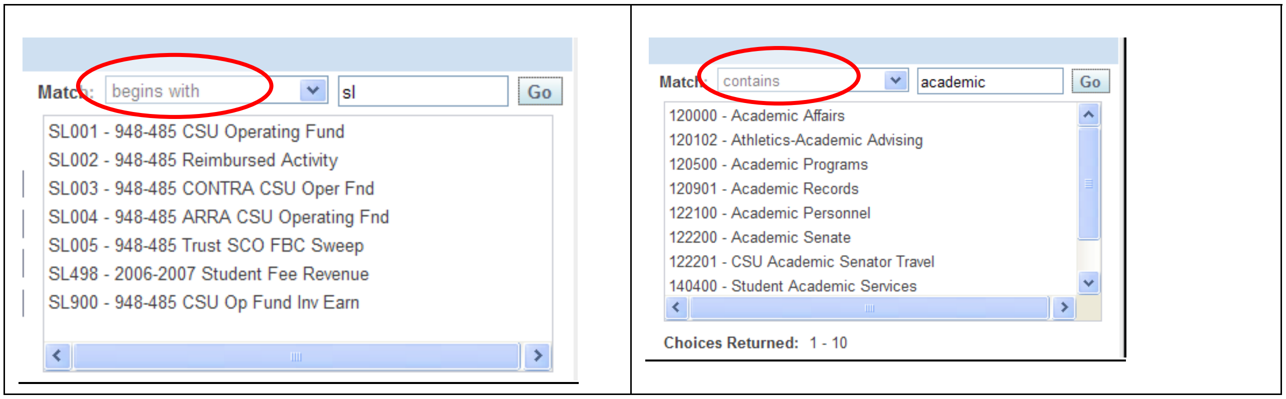
begins with	Finds items that begin with a string of letters, numbers, or symbols
ends with	Finds items that end with a string of letters, numbers, or symbols
Contains	Finds items that contain a string of letters, numbers, or symbols anywhere in the item
Is LIKE (pattern match)	Use % with “is LIKE” to represent one or more characters

Using the Multi-Select Feature

Using the Multi-Select Match feature, select available individual or multiple items to use as report filters.

1 Click the multi-select icon (for example, Department).

2. In the Match field, select the appropriate Match operator. Note that Match is case-sensitive.

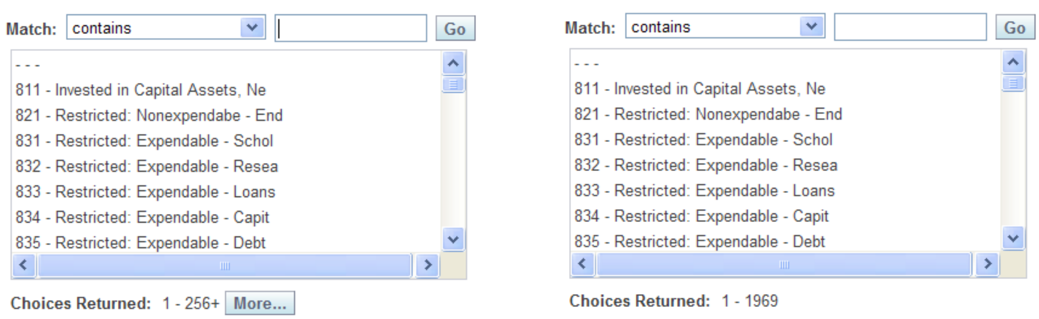


A "begins with" Search on Fund / a "contains" Search on Department

3 Hit "Go" to start the match process. Do not click on anything while Match is gathering choices because you may interrupt the Match process.

Choices Returned

To save on load time, the dashboard will only display the first 256 choices as default. To change this, click on the **More**… button.



Use the More Button to Cycle Through Available Choices

Selection Buttons

<<	Select all items listed
<	Select highlighted item(s)
>	De-select highlighted item(s)
>>	De-select all items

- Double-clicking can also be used to move an individual item into or out of the Selected box
- Use the Shift key to select a continuous range of items
- Non-contiguous items can be selected using the Control key (PC) or the Command key (Mac)

The Edit Tool

Clicking the Edit button in the bottom left of the window will open up the Edit tool which gives you more control over your selected items. You can type in the choices you wish to filter or you can copy and paste content from a Word document or an Excel spreadsheet into the Edit window. This feature requires that you enter items EXACTLY as they are stored in order to produce a match.

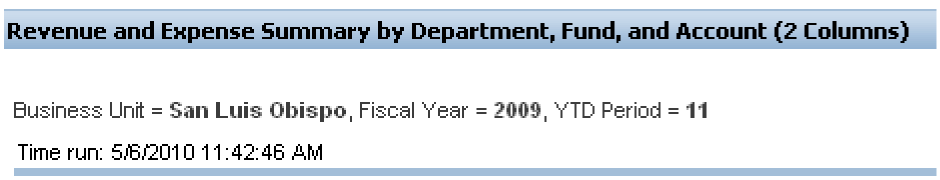
Generate a Report

1. When you are done selecting all desired criteria, hit OK to return to the report filters.
2. In the report filters area, select Go to generate the report.

Report Header

A report header will automatically display above each request. Reports within the Manage My Budget dashboard are formatted to display:

- Business unit
- Fiscal year
- YTD
- Time run



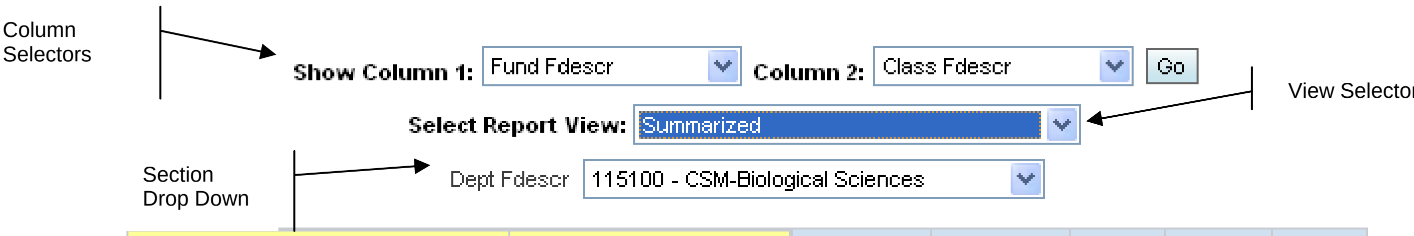
Report Header Information

Column Selector, Report View, and Section Drop Down

The name of the dashboard page indicates the main driver for all requests within that page. So, on the Department page, the department chartfield is the driver. On the Fund page, the fund chartfield is the main driver, and so on.

Once you generate a request, report results are delivered to your screen based on your report filters. From the displayed results, there are a several things that you can do to get a different perspective of the data:

- Use Report Views to display report content in different arrangements
- Use the Section Drop Down to display data related to individual report filter criteria
- Use Column Selectors to arrange (pivot) the data by different fields



Fund Fdescr	Class Fdescr	Rev Budget	Tot Actuals	Tot Enc	BBA	% Used
SL001 - 948-485 CSU Operating Fund	- - -	372,776.59	342,385.99	472.16	29,918.44	92%
	CC008 - Consumables	27.14	0.00	0.00	27.14	0%
	CR002 - Recruitment		82.76	0.00	(82.76)	
	CR003 - Recruitment - Perm		211.90	0.00	(211.90)	
	CU023 - User Defined 023	46.48	38.87	90.23	(82.62)	278%
SL001 - 948-485 CSU Operating Fund Total		**372,850.21**	**342,719.52**	**562.39**	**29,568.30**	**92%**
Grand Total		**372,850.21**	**342,719.52**	**562.39**	**29,568.30**	**92%**

Report View

Report view selectors present report results in different ways or with different formats to display data for a specific purpose. Each report has its own set of views to help organize that report data.

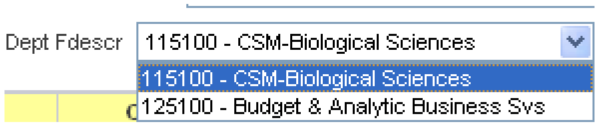
Summarized
Summarized with Pre-Enc
Standard
Standard with Original Budget
Standard with Pre-Enc
Standard with Original Budget & Pre-Enc
Summarized with Budget Detail
Filters

- Not all campuses use pre-encumbrances or original budget scenarios.
- Selecting the Filters Report View reissues the query
- Fdescr is the label given to represent the concatenation of code and description

For a description of Report View formats, see the *Finance Data Warehouse Dashboard Guide*.

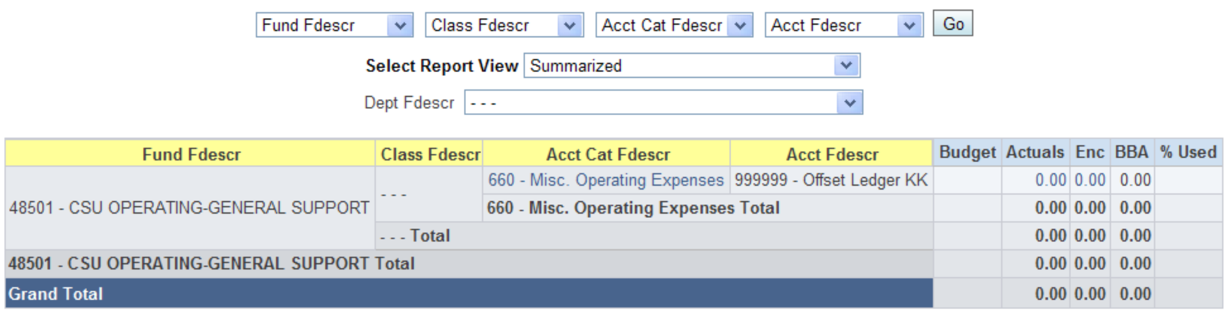
Section Drop Down

If you create a report with multiple report filters within the same attribute (for example, two or more departments, two or more funds), you can use the section selector to display the data related to an individual element. For example, if your report filter included two departments, use the section selector to display the data for one department or the other.



Adding Additional Content with Column Selectors

Certain reports contain the column selector feature. Use the column selector view to dynamically change which columns appear in a request. The user can choose what data to display in a specific column from a pre-defined list of choices. A request can have multiple columns with column selectors – each with its own list of choices.

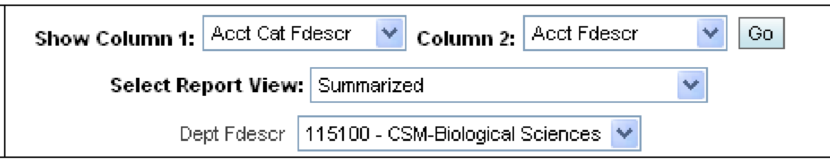


Fund Fdescr	Class Fdescr	Acct Cat Fdescr	Acct Fdescr	Budget	Actuals	Enc	BBA	% Used
48501 - CSU OPERATING-GENERAL SUPPORT	- - -	660 - Misc. Operating Expenses	999999 - Offset Ledger KK		0.00	0.00	0.00	
		660 - Misc. Operating Expenses Total			0.00	0.00	0.00	
	- - - Total				0.00	0.00	0.00	
48501 - CSU OPERATING-GENERAL SUPPORT Total					0.00	0.00	0.00	
Grand Total					0.00	0.00	0.00	

This Request has Four Column Selectors

Change Report Content with Column Selectors

1. Using columns selectors, choose the desired report columns. See example below.

Column Selectors: Column 1 = Acct Cat Fdescr Column 2 = Acct Fdescr	

2. Click Go. The columns you selected will appear on the report.

Drilling through Data

When you place your cursor over and item and it appears as a hyperlink, you are able to drill on that item. There are two types of drills, numeric and hierarchical.

Numeric Drill

Drilling on a hyperlinked numeric value will take you to the details of the selected amount.

Hierarchical Drills

Hierarchical drills (also called H-drills) are based on a pre-defined hierarchical structure of the data. These structures are built on trees. You can drill from the value selected to lower levels in the hierarchy

An example of an Account tree is listed below:

- Account Hierarchy
  - Account Type – Revenue, Expense, Assets, etc
    - Account Cat Type – Salaries, Benefits, O&E, Student
      - Account Cat – Salaries, Communication, Travel, etc
        - FIRMS Object – Account level reported to CSU
        - Account – PeopleSoft Account

Drill through Numeric Data

1. Drill down on a hyperlinked numeric value. See example below.

660 - Misc. Operating Expenses	660001 - Postage and Freight		4,668.52	0.00	(4,668.52)	
	660003 - Supplies and Services		14,336.64	0.00	(14,336.64)	

2. At the bottom of the screen use the icons to move forward and back through the returns results.

3. Click on the **Back** button to drill back up and close the bottom branch.
4. Click on the Return button to drill back to the original request.

Sorting

- Tables can be sorted by any column by selecting the column title. You can sort tables by multiple columns by holding down the control key while selecting the column titles.
- Letting go of the control key will initialize the sorting of the columns.

Using Action Links to Print Reports and Download Data

The term “action link” is used to apply to the icons and hyperlinks that appear at the bottom of a dashboard page or individual reports. The actions that can be performed using action links include:

Request Action Links

- Refresh
- Print HTML
- Print PDF
- Download to Excel
- Download to Excel 2000
- Download Data
- Download Web Page (MHTML)

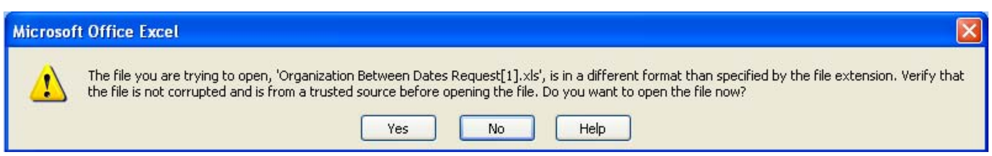
Dashboard Download Options

- Download to Excel and download to Excel 2000 behave a little differently depending on the platform and browser used.
- Recommendation for Firefox users: Use the Excel 2000 link.
- Excel and Excel 2000 file format is really *.mht; *.mhtml though the extension is .xls
- You’ll want to save the file as a Microsoft Excel Workbook before editing the file

Downloading to Excel

Downloads the data from a selected request and saves it to an Excel file with extra visual formatting.

- Formulas are not downloaded. The value in a cell is downloaded as that value, not as a formula
- Monetary columns download as numbers. Values with commas are formatted as numbers and retain formatting that was displayed on the dashboard; that is, if two decimal places are shown, then those appear in Excel.
- Monetary columns without a comma are formatted as general, which is a number but with no specific number format. The value does not change but decimal places are suppressed if zeros appear to the right of the decimal place.
- Columns that are numeric and contain values with leading zeros lose the leading zeros when downloaded to Excel.



Common Excel Error Message. Click the Yes Button to Open File.

Downloading to Excel 2000

Downloads the data from your request and saves it to an older version of an Excel file with extra visual formatting. This version is not only meant for older versions of Excel, but also for Firefox on the Mac.

- Values in resulting cells are not formulas; totals will not change if you change another cell
- Icons and indicators will only be pictures and not data

Downloading Data

Downloads all data in the request, including fields not displayed in the current view, as a Tab Delimited file. This file will open in Excel without any formatting and can then be saved as an Excel file.

Download to data creates a CSV (Comma Separated Values) file, which includes all of the columns included in the Answers request (not just the view displayed on the screen). Formatting from the screen will not be carried over to the file.

Downloading a PowerPoint

Downloads the data from a selected request and saves it to a PowerPoint file.

Downloading to a Web Page (MHTML)

Downloads the data from a selected request and saves it as an HTML file.

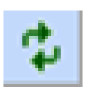
Refresh

Refresh initiates a report request. However, once report data is loaded it remains static until different criteria is entered. So, refresh does create any apparent change. However, the data warehouse is configured to log users out of the system after 30 minutes of inactivity. Clicking the Refresh link or icon will start another activity cycle.

Printing

There are two print action links on every page. One is a hyperlink locate beneath each request. The other is a print icon located at the bottom of every dashboard page.

<u>Page Action Links</u>

	Refresh
	Print (HTML / PDF)

Print Individual Report to PDF

1. Click on the Print hyperlink immediately below the report.
2. Select PDF.
   Another window will open up with the report to be printed.
3. Click on the Print icon at the bottom of the page. Select PDF.
   All page content, including section headings, is included in the full page PDF.

Personalizing Page Options with Saved Selections

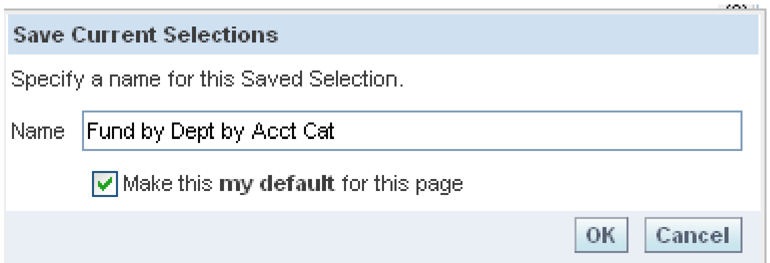
Using the Saved Selection, you can store certain features used to generate the report on a specific page. Report filters, report views, and column selectors can all be stored in a saved selection.

You can save as many different combinations of these items as you want for an individual dashboard page. You can also choose a saved selection as the default for a page. Saved selections can be renamed or deleted, as necessary.

Create a Saved Selection and Save as Page Default

1. Individually set all the items that you want to store in your saved selection.
   - Report Filters (be sure to hit Go after selecting the desired report filters)
   - Column Selectors
   - Report View
2. After the results display, click the **Page Options** button.
3. Click **Save Current Selections** followed by **For Me** . . .

   OBIEE will present a default name based on selected report filter values.
4. If desired, enter a different name for the selection.



5. Choose **Make this my default for this page**.
6. Click **OK**.

Create an Additional Saved Selection

1. Individually set all the items that you want to store in your saved selection.
   - Report Filters (be sure to hit Go after selecting the desired report filters)
   - Column Selectors
   - Report View
2. After the results display, click the **Page Options** button.
3. Click **Save Current Selections** followed by **For Me** . . .
4. If desired, enter a different name for the selection. Do NOT choose the "**my default**" checkbox.
5. Click OK.

Apply Saved Selections

1. Click **Page Options** > **Apply Saved Selections** > **Your Selection Name**

   The selection saved as the page default appears in bold.

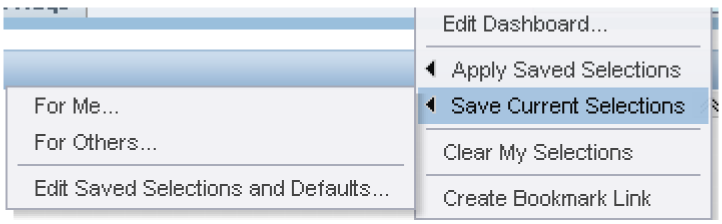
- A default saved selection will be activated the first time that you access a page within an OBIEE session OR when moving back and forth between dashboards.
- Saved selections are specific to an individual dashboard PAGE.
- There is no limit to the number of saved selections per page.

2. Switch back and forth between the two saved selections as needed.

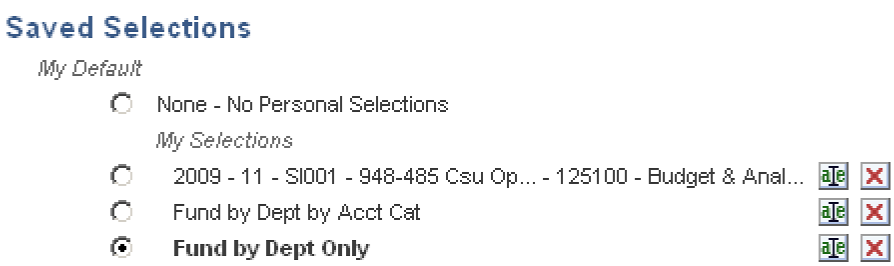
Change Page Default Selection

1. Click the Page Options button.
2. From the Save Current selections option, select Edit Saved Selections and Defaults.

   The Edit Saved Selections and Defaults dialog will display.



3. Change the page default to Fund by Dept Only



4. Click OK to save your changes.

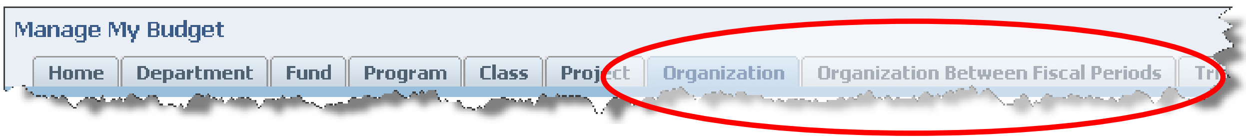
After moving between dashboards it might be necessary to reactivate your business unit and primary budget ledger dashboard settings by clicking Go from the Home page.

At any time, active page selections can be reset to the page default settings. There is however a catch. Choosing Clear My Selections removes the dashboard filters also. If you accidentally clear the default business unit during an OBIEE session, you will need to reissue the dashboard default settings.

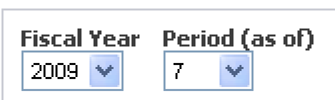
Reporting at the Organization Level

Users who have responsibility for multiple departments require a different type of report. To meet that requirement, the organization page was created. The organization reports are based on campus departmental organization or finance department tree. The organization reports let you report on any combination of chartfields in addition to your department tree levels and CSU fund.

There are three dashboard pages dedicated to Organizational Reporting; two are located in the Manage My Budget dashboard and one is located in the Operations dashboard.



Within both the Manage My Budget dashboard and the Operations dashboard, the Organization page is designed to generate a report from the beginning of the specified fiscal year through the selected period.



The Manage My Budget dashboard has an additional Organization page--Organization Between Fiscal Periods. This page produces reports based on the fiscal year and period range specified in the report filters.

Report at the Organizational Level (Manage My Budget)

1. Go to the Organization page.

   Notice that the Fiscal Year and Period (as of) will automatically default to the current fiscal year and period. If your active saved selection contains a different fiscal year and period, that criteria will display.

2. Set report filters as desired.
3. Click Go to generate the report.

Report on a Specified Range

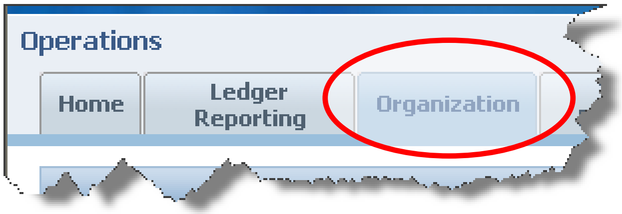
1. Go to the Organization Between Fiscal Periods page.

   By default the Fiscal Year and Period Between filters will default to the current fiscal year, and a range of period 0 through current period.

2. Set report filters as desired.
3. Click Go to generate the report.

Report at the Organizational Level (Operations)

There is an additional page for Organizational reporting located in the Operations dashboard:



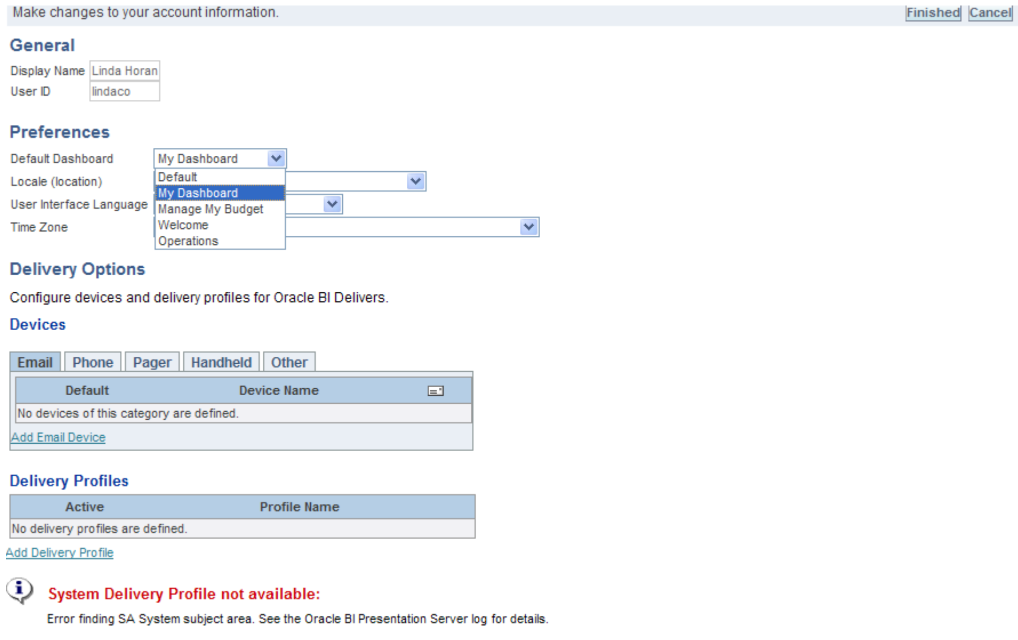
This page allows for the inclusion or exclusion of any of the following chartfields--fund, account, and/or account category

Exclude Funds as Needed

1. Go to the Organization page (Operations dashboard).
2. Set the desired Report Filters.
3. Set any NOT exclusions for Fund, Account Category, and/or Account.
4. Click Go to generate a Ledger Summary by Organization (3 Columns) report.
5. Set the column selectors as desired.
6. Click Go to generate the report.
7. Select desired Report View.

Changing Default Dashboard

You can update your default dashboard by updating the information in “My Account.”



User Account Options

Change Default Dashboard

If you prefer to have a different dashboard display when you first start an OBIEE session, you can change your default dashboard.

1. Select My Account.
2. Select the default dashboard dropdown.
3. Select desired dashboard.
4. Select Finished to save your settings.
5. Log out of OBIEE when finished.

Miscellaneous Topics

Security and Data Access

Presently two user roles: (1) those people that are managing a department budget (Manage my Department) and (2) power users (Operations). There are currently no security restrictions on either of these roles. Depending on data available in the future, it could be advantageous to restrict data access by role.

The data warehouse will support department level security. Campuses will need to set up department level security if campus users are to be secured at the department level.

Threshold

Max Time on Query

Reports are configured to timeout after 3 minutes.

Logout Inactivity

You will be logged out automatically after 45 minutes of system inactivity.

Global Dashboard Features/Issues

Zeroes versus Blanks

A cell that is blank means never at any time was there any transaction for that cell. There is nothing in the database and it returns blank. If the cell has zeroes, it means that there was a project to date actual activity. Netted to zero in current year or netted to zero in prior year.

Dashes in columns

Three dashes in a column indicate that there was no associated value for that column. Example: There was other activity associated with that program; however there was no assigned class code. When that happens, you’ll see dashes (if on the program page).