Running the OBIEE General Ledger/Commitment Control Reports - Step by Step

Introduction

The first financial reports from the SWIFT Data Warehouse are now available via OBIEE (Oracle Business Intelligence Enterprise Edition), the SWIFT Data Warehouse query and reporting tool. This initial suite of reports (referred to as analyses in OBIEE) is comprised of General Ledger and Commitment Control (GL/KK) data from SWIFT. Users with proper security clearance will access these reports from the *Commitment Control and General Ledger* Statewide OBIEE dashboard. This document provides step by step instructions for accessing the dashboard and finding and running the reports.

Full descriptions of each of the reports are provided in a separate document, *General Ledger and Commitment Control (GL/KK) OBIEE Dashboard and Analysis Report Summary*, available on the SWIFT website:

http://www.swift.state.mn.us/obiee-reports

What is a dashboard?

A dashboard, in OBIEE, is basically a customized page that holds pertinent information. Dashboards typically display reports and/or links to reports. The *Commitment Control and General Ledger* dashboard does just that. (Users may access shared dashboards, such as the *Commitment Control and General Ledger* Statewide dashboard, or they may access and customize their own, known as *My Dashboard*.)

Commitment Control and General Ledger Dashboard

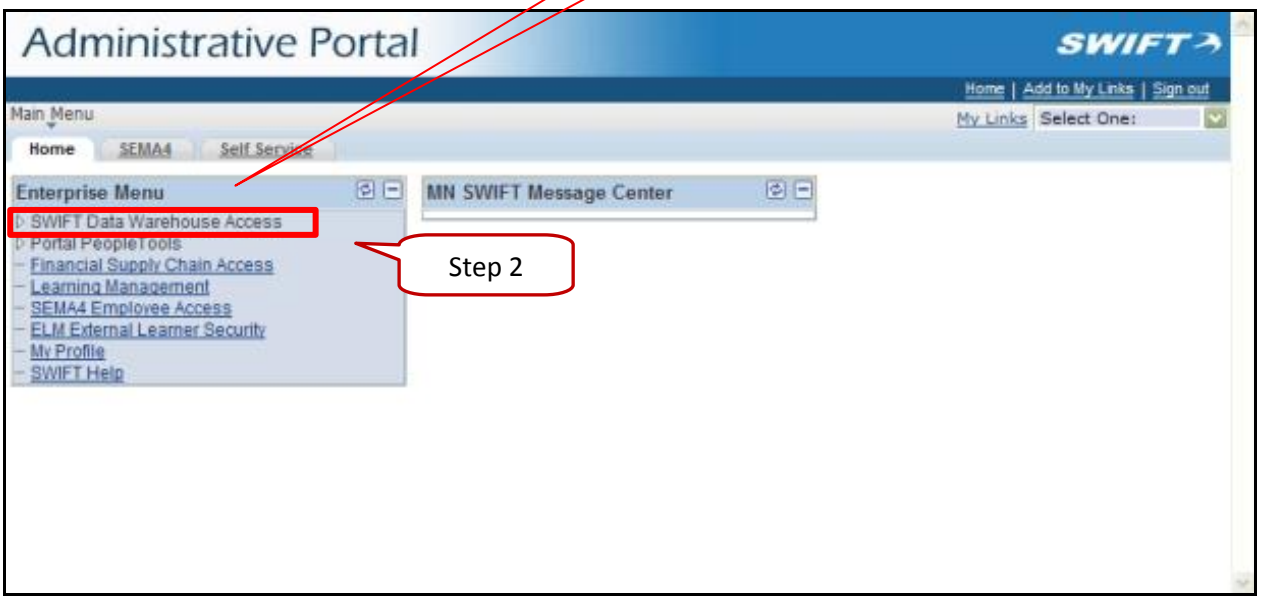
This dashboard, available statewide to all users with security clearance, is the starting point for running the OBIEE General Ledger and Commitment Control reports. The dashboard provides users with selection criteria fields that are pre-loaded with default values that filter the data presented in this suite of connected reports.

Accessing and Running the GL/KK Dashboard and Analyses – Step by Step

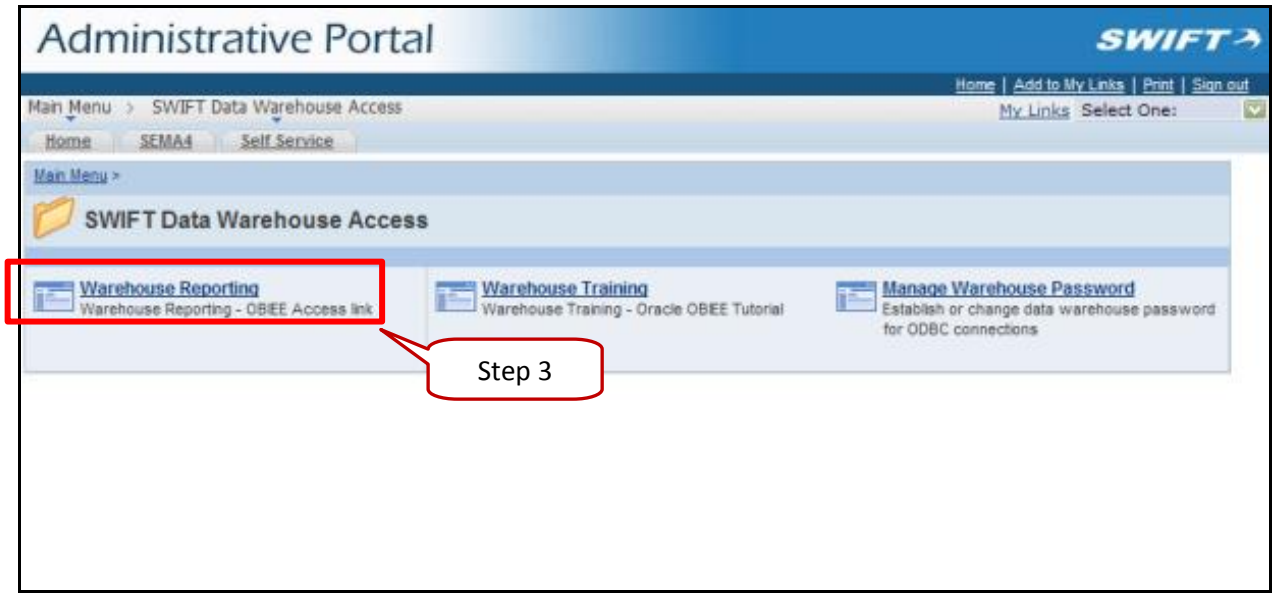
Follow these steps to access the General Ledger and Commitment Control reports:

1. Navigate to the SWIFT Administrative Portal at http://portal.swift.state.mn.us and sign in using the same user ID and password that you use for other applications accessed via the SWIFT Portal such as Financial Supply Chain and Employee Self Service.

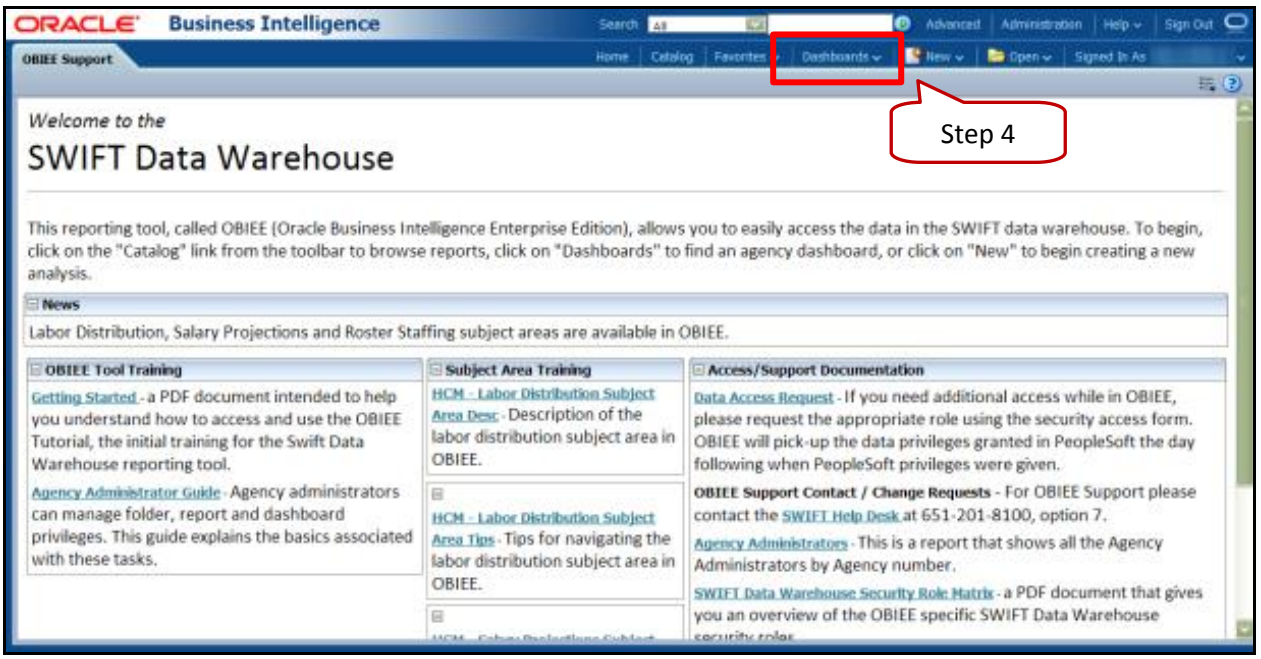
Once you've signed in, the Administrative Portal will appear with links to the applications for which you have security clearance under the Enterprise Menu:



2. Click **SWIFT Data Warehouse Access** to open the SWIFT Data Warehouse Access page.



3. Click **Warehouse Reporting** to launch OBIEE.



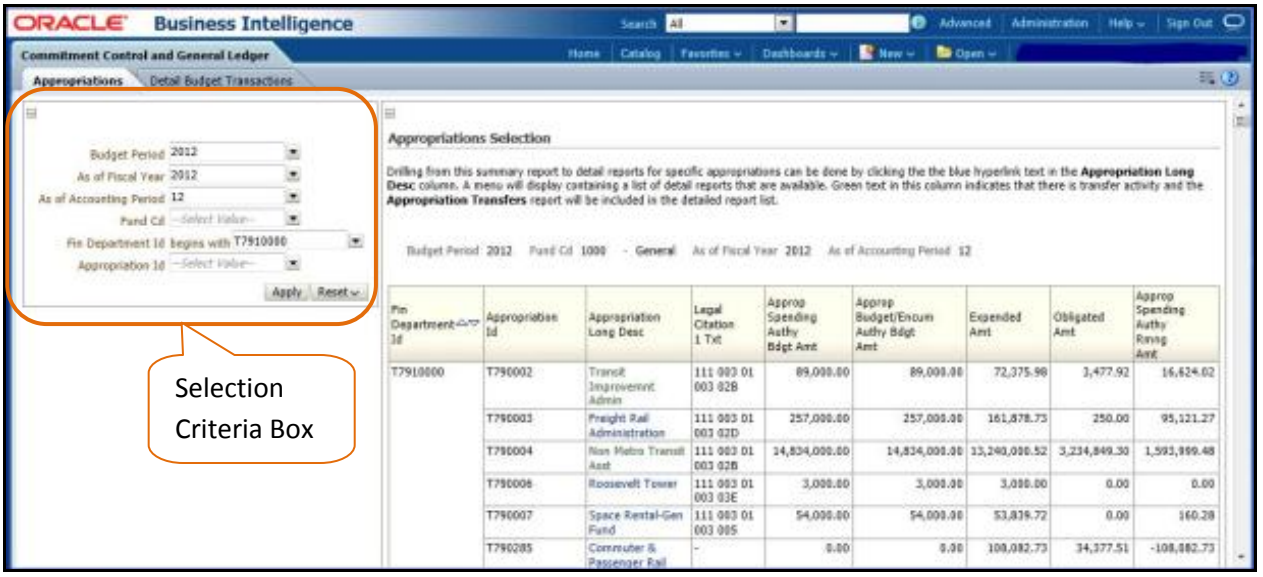
The *OBIEE Support page*, also known as the OBIEE Welcome dashboard, appears by default. At this point, you've accessed OBIEE. *Welcome!*

This page provides news and links to helpful information for SWIFT Data Warehouse users.

4. Click the **Dashboards** link at the top of the page to expand its drop down menu.

The dashboards that you have clearance to are displayed in an expandable tree structure. Look under the Statewide folder for the *Commitment Control and General Ledger* dashboard link.

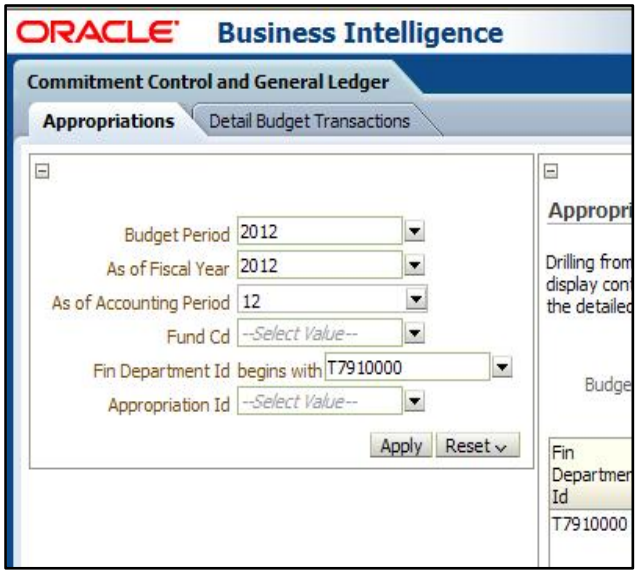
5. Click **Commitment Control and General Ledger** to open the dashboard.



The *Commitment Control and General Ledger* dashboard displays. Note that this dashboard is comprised of two tabbed pages:

- *Appropriations* (displayed in the screen shot above)
- *Detail Budget Transactions* (discussed later on)

The **Appropriations** tabbed page opens by default. It includes a selection criteria box (upper left corner) and the *Appropriations Selection* report, which serves as your gateway to the other General Ledger and Commitment Control reports. The *Appropriations Selection* report runs as soon as you open the dashboard.



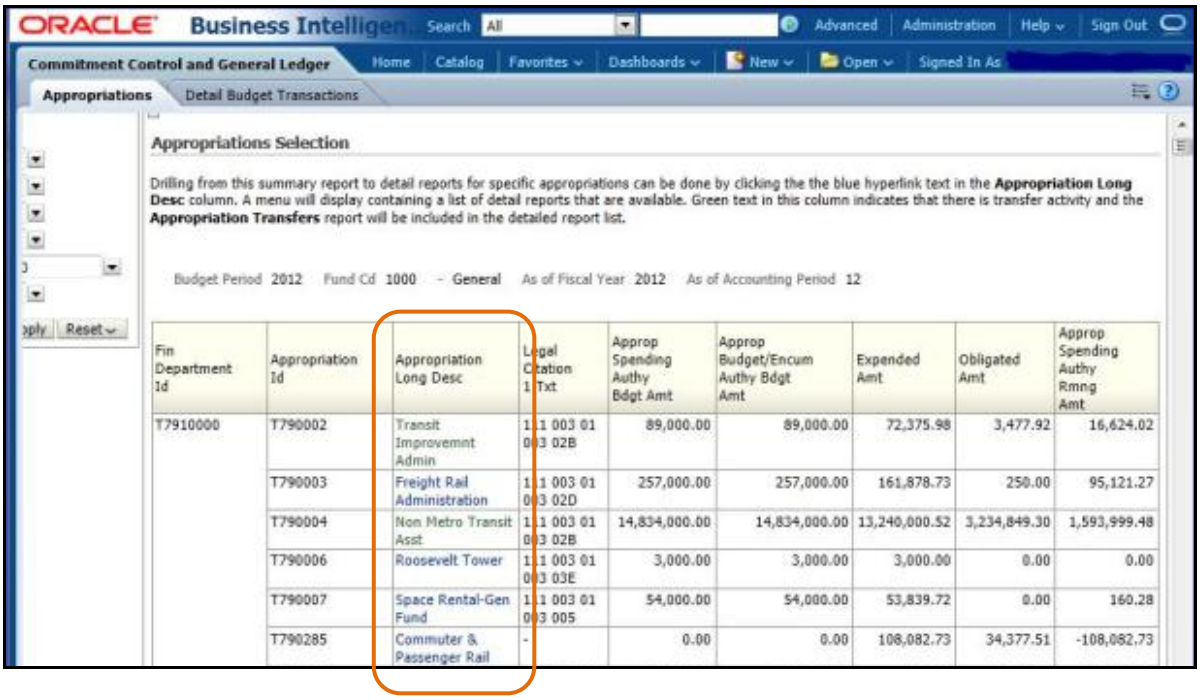
Let's take a look at the Selection Criteria box in the upper left corner:

The selection criteria appearing in this box determine the data that will be returned on the General Ledger and Commitment Control reports that you run. The initial values in these fields are defaulted for you based on the:

- current Budget Period
- current Fiscal Year
- current Accounting Period
- first available Agency Code allowed by your security clearance followed by a 1 in the Fin Department ID

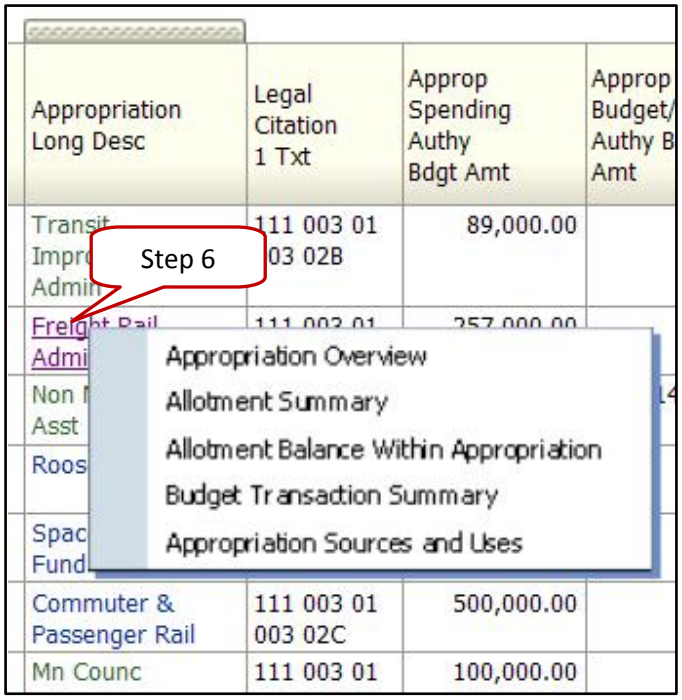
The data displayed on the *Appropriations Selection* report is based on these selection criteria. You may update the criteria indicated as you wish and click the Apply button to rerun the report based on the changed criteria. Please note that any letters in the Financial Department ID or Appropriation ID fields must be entered as **capitals**.

Next, let's turn our attention to the *Appropriations Selection* report.



The values in the **Appropriation Long Desc** column are actually links to other related reports. Let's take a closer look at those.

Notice that the **Appropriation Long Desc** column value may be blue or green. Green indicates the selected appropriation includes transfer activity, and therefore, the *Appropriation Transfers* report will be included in its list of related reports. Descriptions shown in blue do not link to the *Appropriation Transfers* report.



As you hover your mouse over an item in the **Appropriation Long Desc** column, it becomes a hyper link.

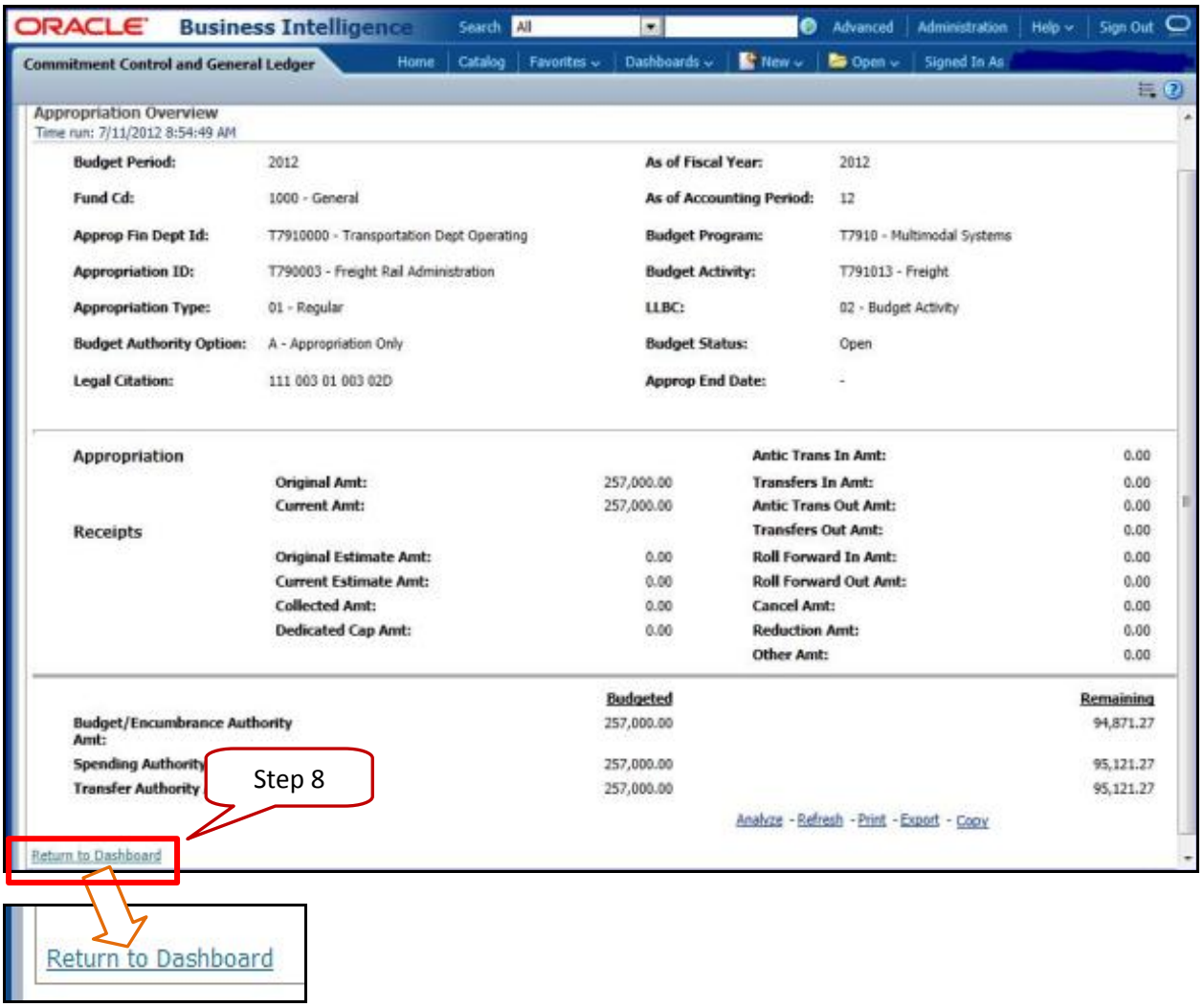
The list of GL/KK reports appears after clicking on the desired appropriation.

6. Click on the **Appropriation Long Desc** link to open the list of reports available for that appropriation.

7. Select the report you'd like to view. Let's click **Appropriation Overview** to open that report.

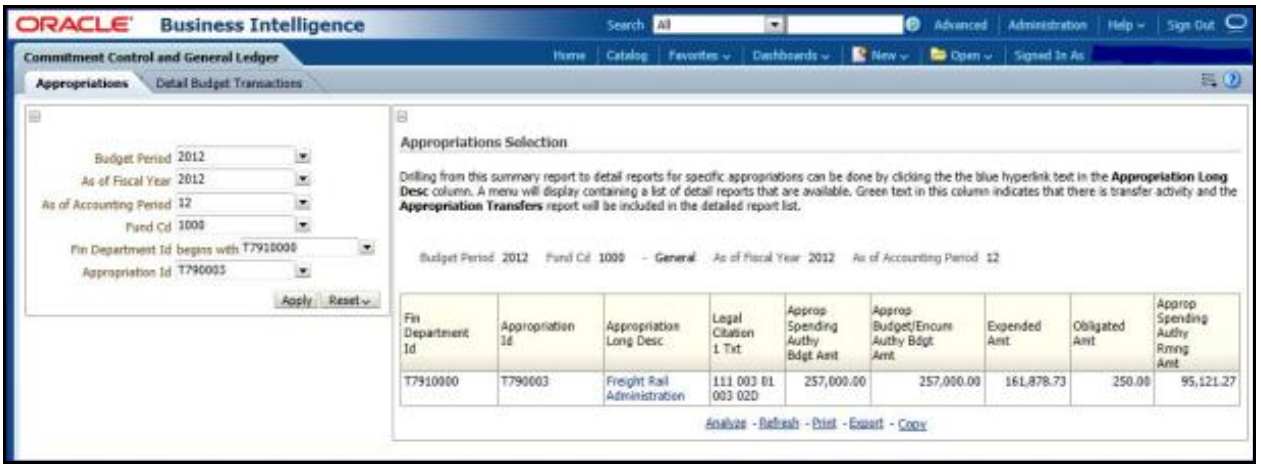
The *Appropriations Overview* Report displays, reflecting data for the selected appropriation:

Reminder: Check the *General Ledger and Commitment Control (GL/KK) OBIEE Dashboard and Analysis Report Summary* document for full descriptions of these reports. http://www.swift.state.mn.us/obiee-reports



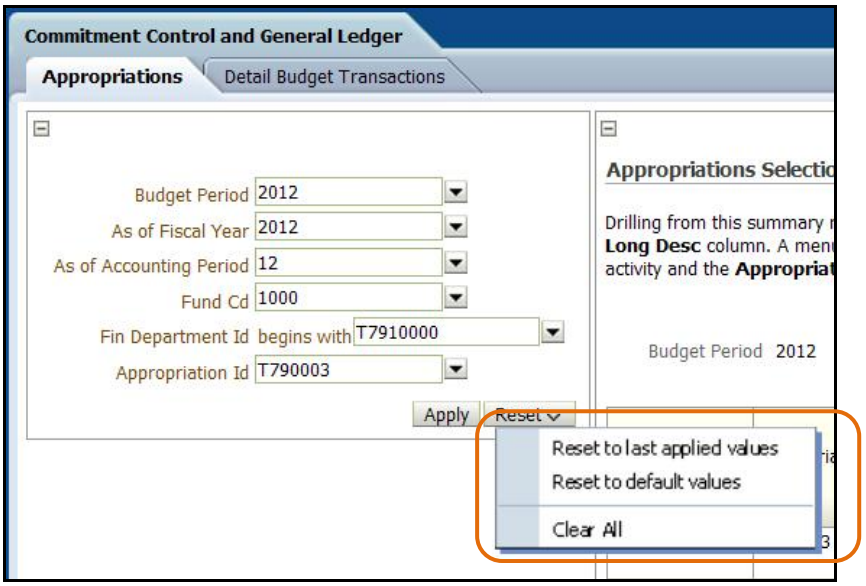
At the bottom of the report is the Return to Dashboard link. This link (or a Return link) appears at the bottom of all of the reports. **It's important to use this link to navigate between the reports and the Appropriations tabbed page**.

8. Click that link to return to the **Appropriations** tabbed page of the *Commitment Control and General Ledger* dashboard.



Notice the appropriation that you selected to report on is now the only one appearing in the list, and the fields in the selection criteria box now reflect the chartfield information for the selected appropriation:

If you wanted to see the entire list of appropriations again, you could click the <u>Reset</u> button in the selection criteria box:



You are presented with three options:

- Reset to the last applied values
- Reset to default values
- Clear All

Next, choose an option and click the Apply button. This causes the *Appropriations Selection* report to run again, based on the updated criteria.

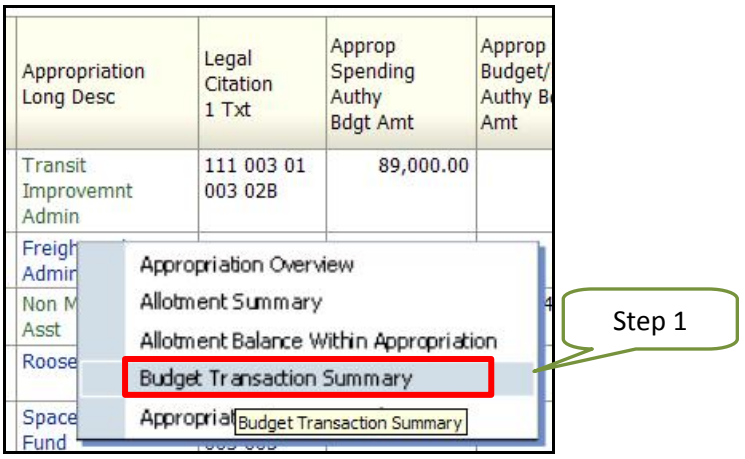
The steps for running the rest of the General Ledger and Commitment Control reports are the same, with one exception: the *Budget Transaction Detail* report.

Running the *Budget Transaction Detail Report*

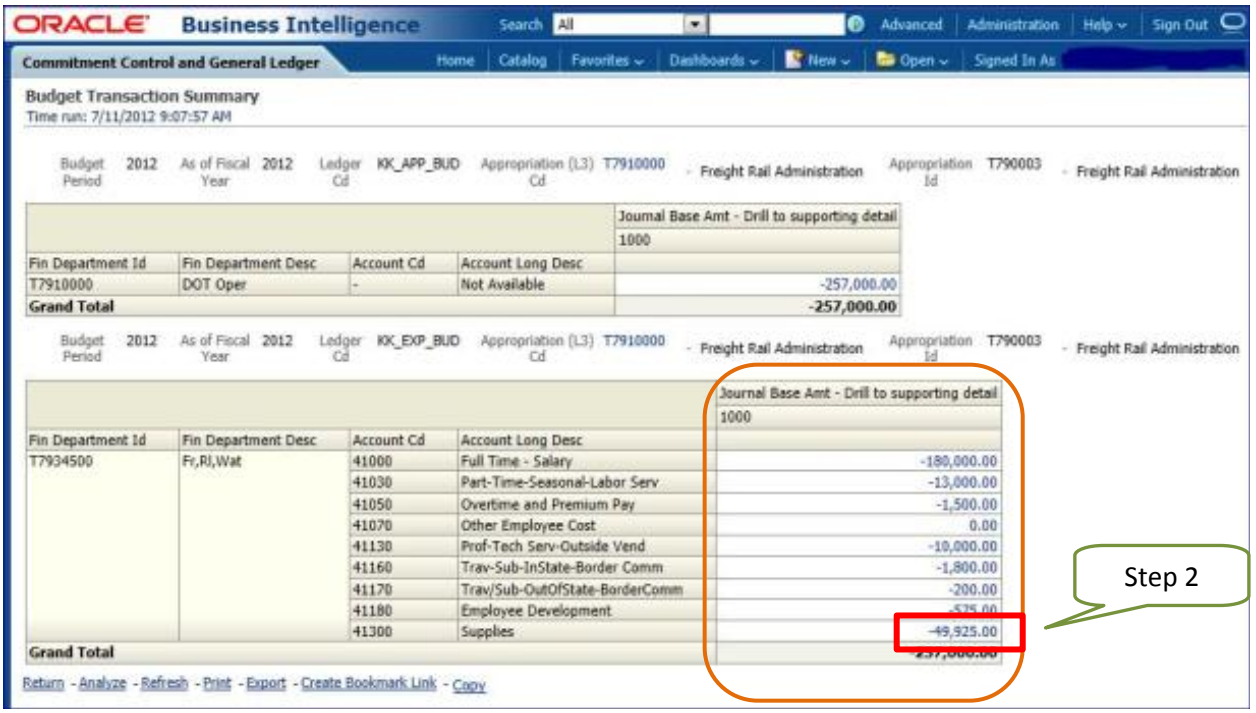
There are a couple of different options available for running this report:

- By drilling to it from the *Budget Transaction Summary* report or;
- By selecting the *Detail Budget Transactions* tab on the Commitment Control and General Ledger dashboard.

Let's start by drilling to the *Budget Transaction Detail* report from the *Budget Transaction Summary* report.



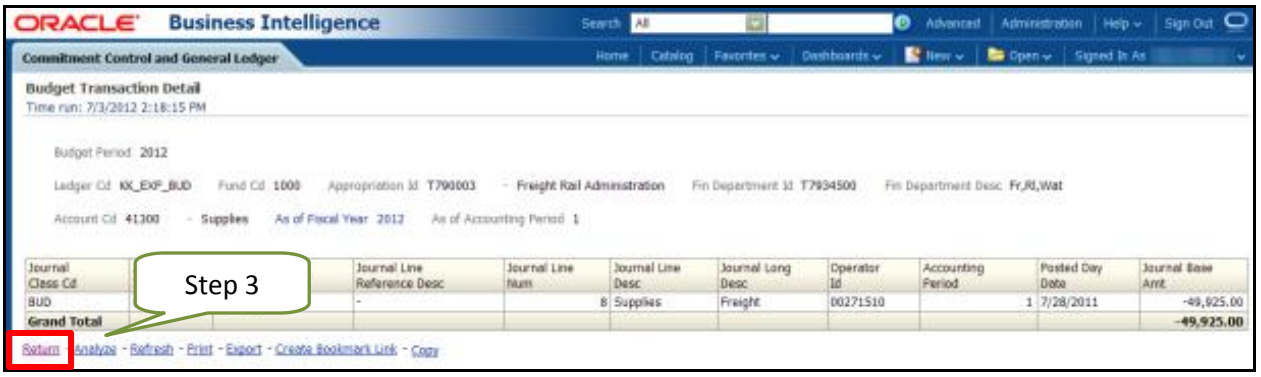
1. Select **Budget Transaction Summary** from the report list.



The *Budget Transaction Summary* report opens, providing detail at the Account level.

Notice that the values in the **Journal Base Amt** column are links, presented in blue. These links drill to the *Budget Transaction Detail* report for the selected Account.

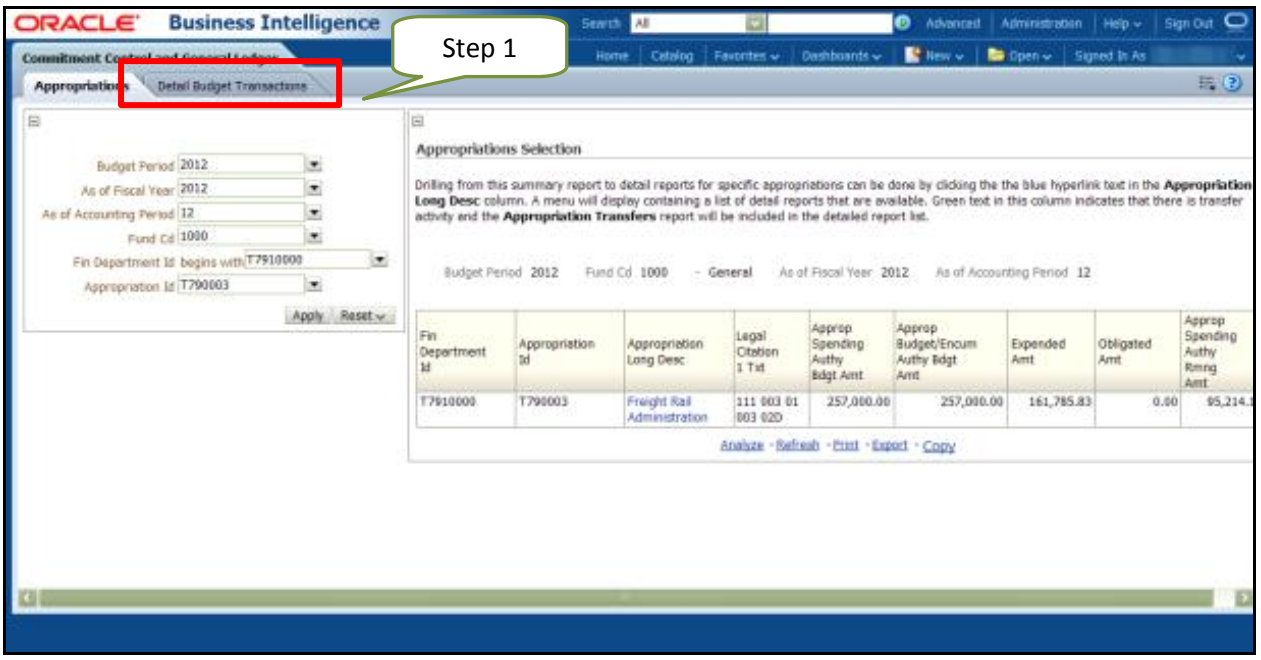
2. Select a value from the **Journal Base Amt** column. In this example, let's click the Journal Base Amt value for Supplies.



The *Budget Transaction Detail* report runs for the selected Journal Base Amt value.

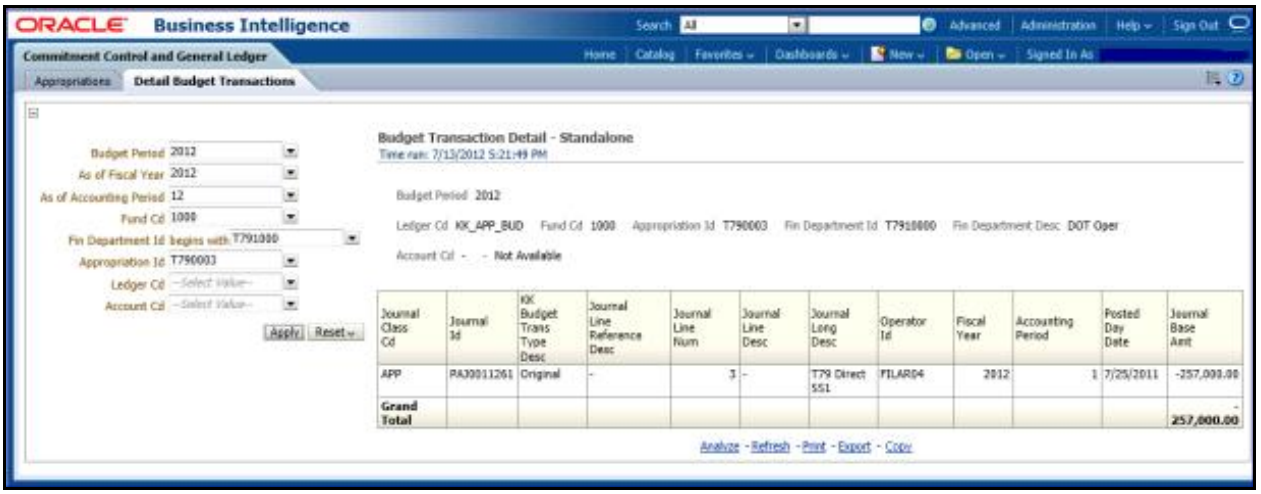
3. Click the **Return** link to return to the **Appropriations** tabbed page of the dashboard.

Next, we'll run the *Budget Transaction Detail* report using its tabbed page. Running the report by this method provides you with the flexibility to use selection criteria to report on data at different budgetary levels.



Notice the **Detail Budget Transactions** tab on this dashboard. The tab provides a direct link to the *Budget Transaction Detail – Standalone* report.

1. Click on the **Detail Budget Transactions** tab. The report will run based on the criteria that was last applied on the **Appropriations** tab.



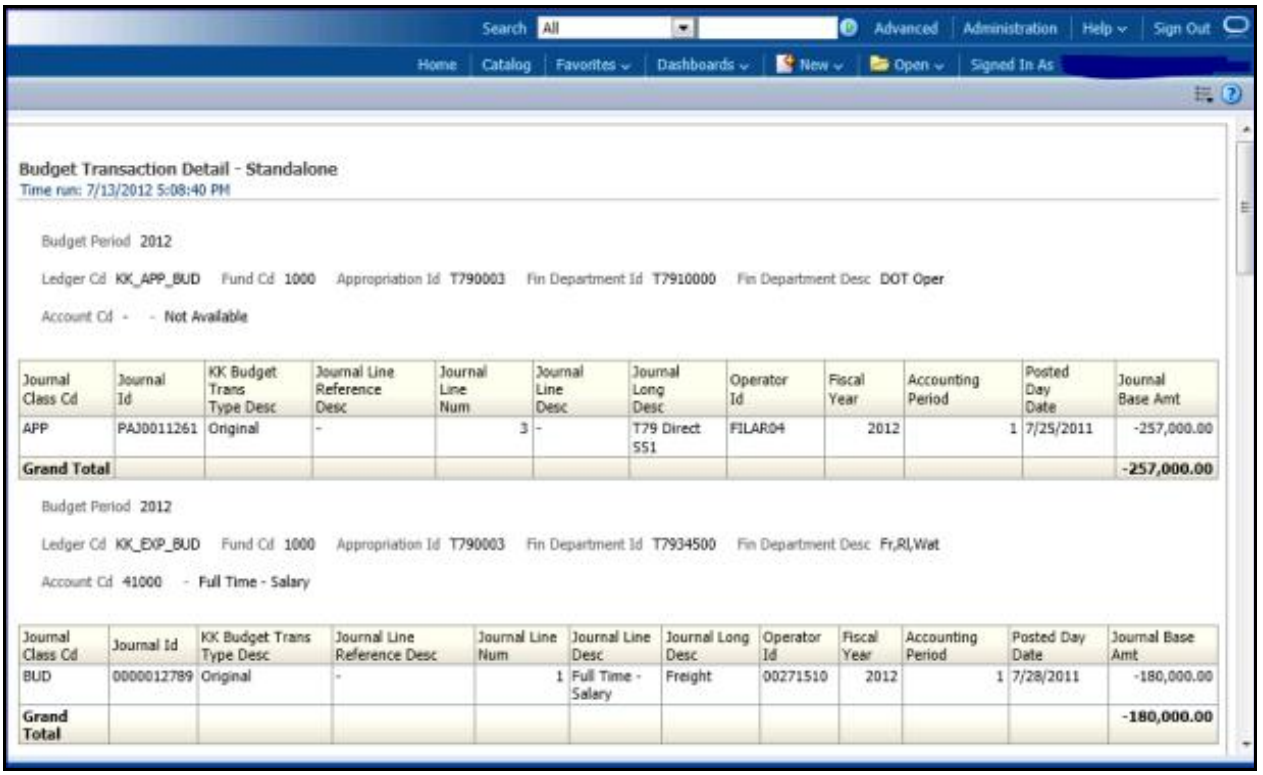
Let's take a look at the Selection Criteria box in the upper left corner:

The selection criteria appearing in this box determine the data that will be returned on the Budget Transaction Detail – Standalone report. The initial values in these fields are defaulted for you based on the:

- current Budget Period
- current Fiscal Year
- current Accounting Period
- first available Agency Code allowed by your security clearance followed by a 1 in the Fin Department ID
- A dash in the Appropriation ID

The initial dash (-) in the Appropriation ID field is used to stop the report from appearing without additional criteria being identified.

The data displayed on the *Budget Transaction Detail-Standalone* report is based on these selection criteria. Update the criteria indicated as you wish and click the Apply button to rerun the report based on the changed criteria. Please note that any letters in the Financial Department ID or Appropriation ID fields must be entered as **capitals**.



Journal Class Cd	Journal Id	KK Budget Trans Type Desc	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Long Desc	Operator Id	Fiscal Year	Accounting Period	Posted Day Date	Journal Base Amt
APP	PAJ0011261	Original	-	3	-	T79 Direct 551	FILAR04	2012	1	7/25/2011	-257,000.00
Grand Total											**-257,000.00**

Journal Class Cd	Journal Id	KK Budget Trans Type Desc	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Long Desc	Operator Id	Fiscal Year	Accounting Period	Posted Day Date	Journal Base Amt
BUD	0000012789	Original	-	1	Full Time - Salary	Freight	00271510	2012	1	7/28/2011	-180,000.00
Grand Total											**-180,000.00**

Wrap-Up

If you are new to OBIEE, additional training material and other resources to help you get started are available on the SWIFT website: http://www.swift.state.mn.us/data-training

- *Introduction to OBIEE: Learning to Access, Navigate, and Find Data in the SWIFT Data Warehouse*

  This 8-lesson series provides the basics of OBIEE for State of Minnesota users. Topics include:

  - SWIFT Data Warehouse Overview
  - How to log in and out
  - Security
  - Navigation
  - How to run an OBIEE analysis (report)
  - How to print and export data from an OBIEE analysis

- *Creating Analyses and Dashboards*

  This self-guided tutorial, provided by Oracle, is designed for users who will be creating and or editing OBIEE analyses and dashboards. Check out the *Getting Started in the SWIFT Data Warehouse* guide on the SWIFT Website for information on how to access and use the tutorial.

Have questions? Before you call the SWIFT Help Desk, please check out the *SWIFT Data Warehouse FAQ and Glossary* on the SWIFT Website: http://www.swift.state.mn.us/doc/data-warehouse/faq.pdf

If you have questions after reviewing the FAQ, contact the SWIFT Help Desk at 651-201-8100, option 7

Help Desk team members log and route all issues and will get back to you as soon as possible.