OBIEE

Oracle Business Intelligence

Enterprise Edition

Rensselaer Business Intelligence

Finance Summary and Transaction Detail,

Unrestricted Funds

TABLE OF CONTENTS

INTRODUCTION

Oracle Business Intelligence Enterprise Edition (OBIEE) is a web-based Business Intelligence tool that provides a full range of reporting and analytics capabilities that allow you to:

- *Collect up-to-date data from your organization*
- *Present the data in easy-to-understand formats*
- *Deliver data in a timely fashion*

These capabilities enable better decisions, informed actions, and the ability to implement more-efficient business processes.

USER INTERFACE

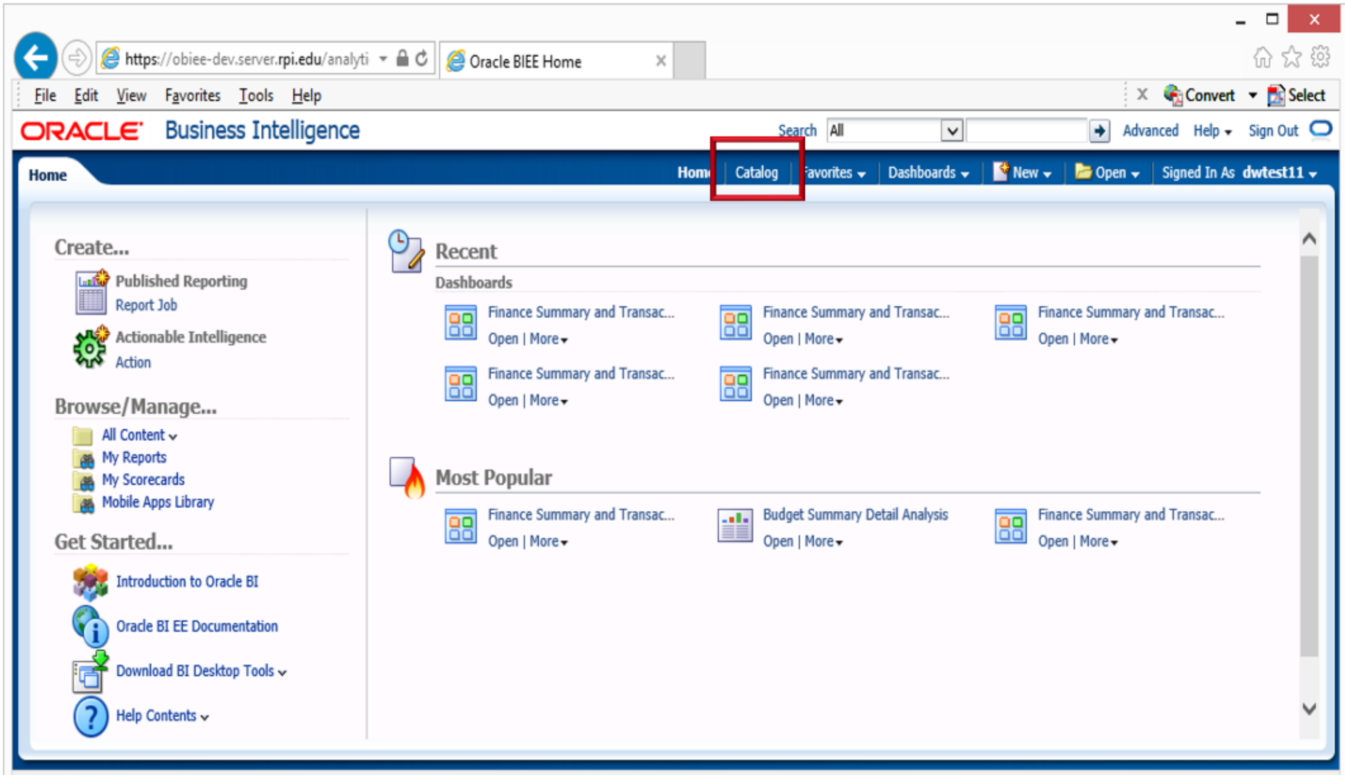
- Web-based application
- Works from all browsers (IE, Chrome, Firefox, Safari)
- Allow pop-ups from rpi.edu (see Browser Settings section for more information)

HOW TO LAUNCH OBIEE

- Web Application (no installation or special setup required)
- URL: https://obiee.server.rpi.edu/analytics/
- Sign In (RCS User ID and RCS password)

HOW TO NAVIGATE

- Will open to this page, select Catalog

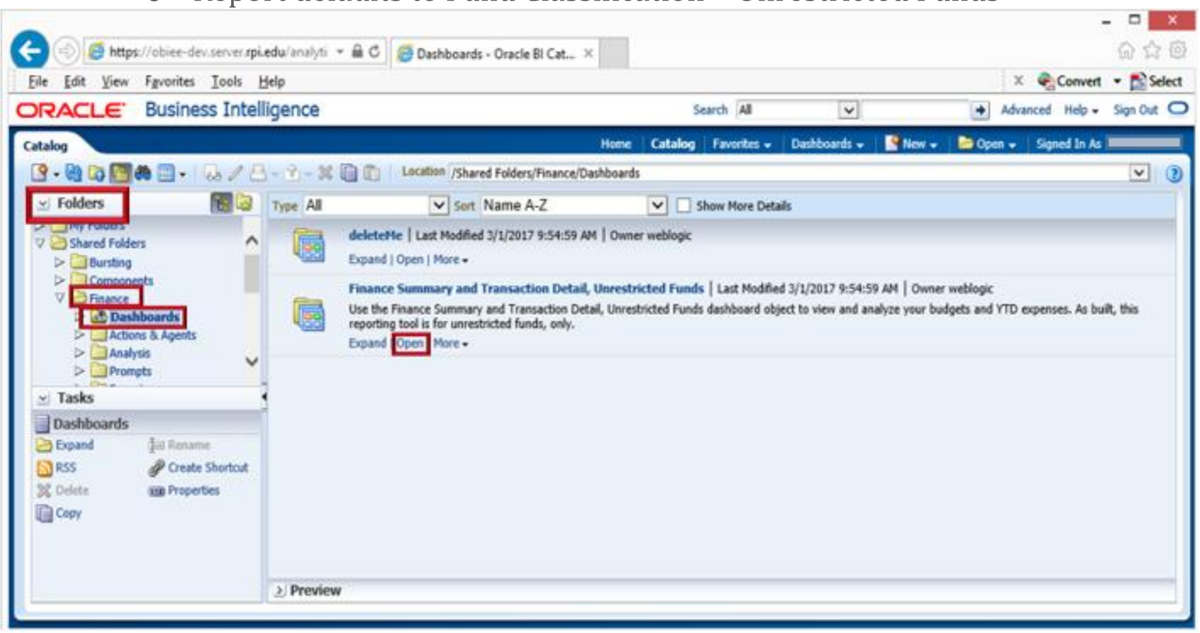


SUBJECT AREAS

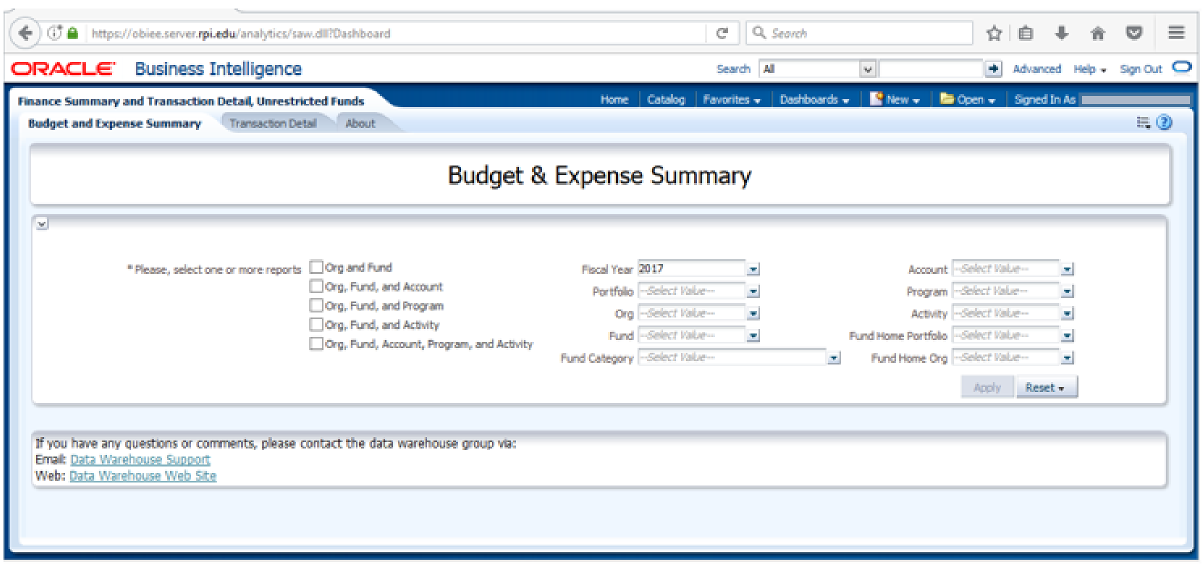
- Finance
- Advancement
- Student
- Research
- Position Control
- Admissions

Finance Subject Area

- Open Dashboard named: Finance Summary and Transaction Detail, Unrestricted Funds
    - From Folders, open Shared Folders, Finance, and select the Dashboards folder
    - Select Open from the options below the Finance Summary and Transaction Detail, Unrestricted Funds dashboard
    - Report: Finance Summary and Transaction Detail, Unrestricted Funds
    - Report Purpose: To replace published EPM Budget Summary and Expense
    - Most frequently processed by EPM users
    - Operating Ledger Monthly & Operating Ledger Transaction
    - Report defaults to Fund Classification = Unrestricted Funds

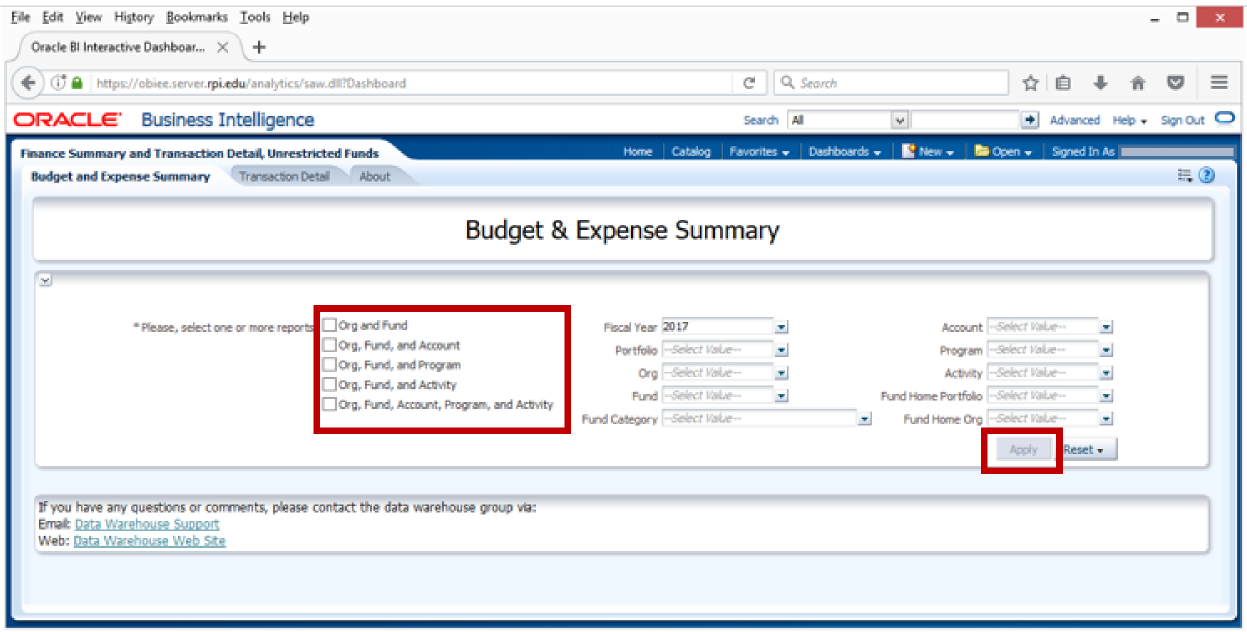


The report will open as:

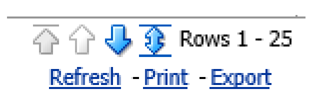


Budget & Expense Summary

- Tab named Budget & Expense Summary is the summary-level report
- Select All Reports
- Select one portfolio from drop down or type it directly in the box
- Select Apply (this will return all funds/orgs that you have permissions to view or what you selected in the prompts)

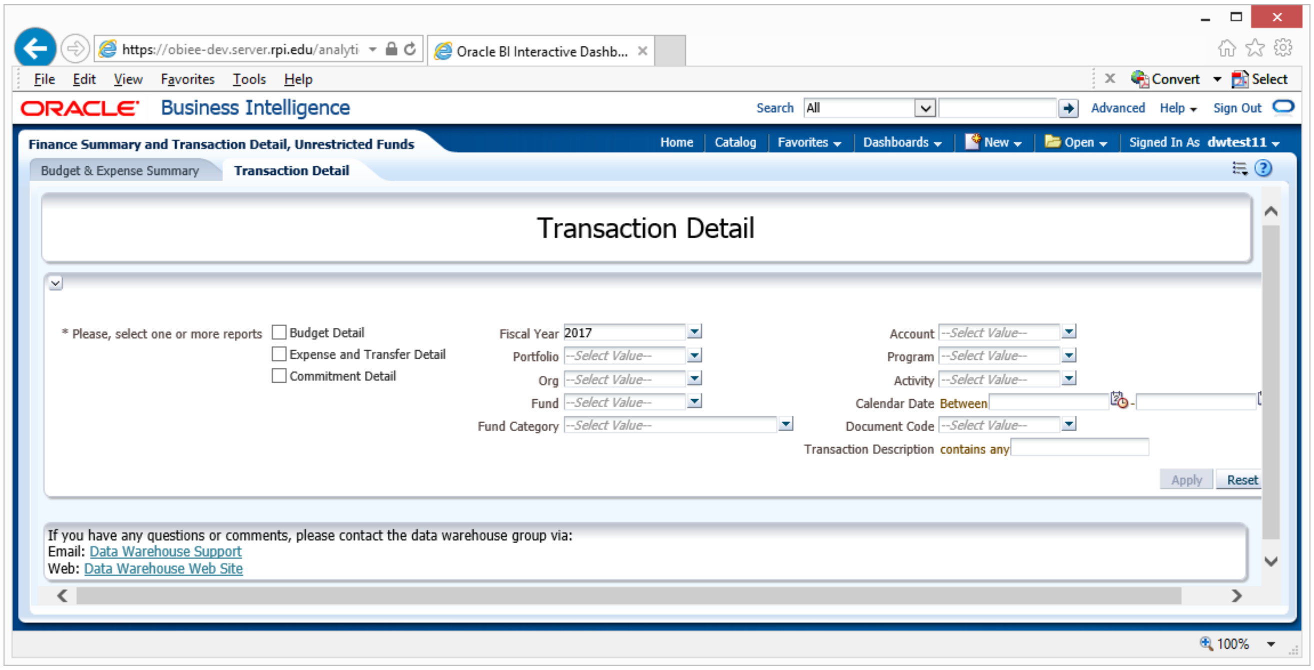


- Each report will be listed below the prompt (drop down list) section
- At the bottom of each report, you will see options to Refresh, Print or Export. By default, only a certain number of rows will be visible. If there are additional rows available, you will see the arrows below. Select the double arrow to view the next 500 rows of data.



- Drill to Detail:
  - If a field in a report is blue (amount and fund fields), there is additional transaction detail available. Click on the amount or fund and a new window will open. (this is where the pop-up must be enabled to open a new window)

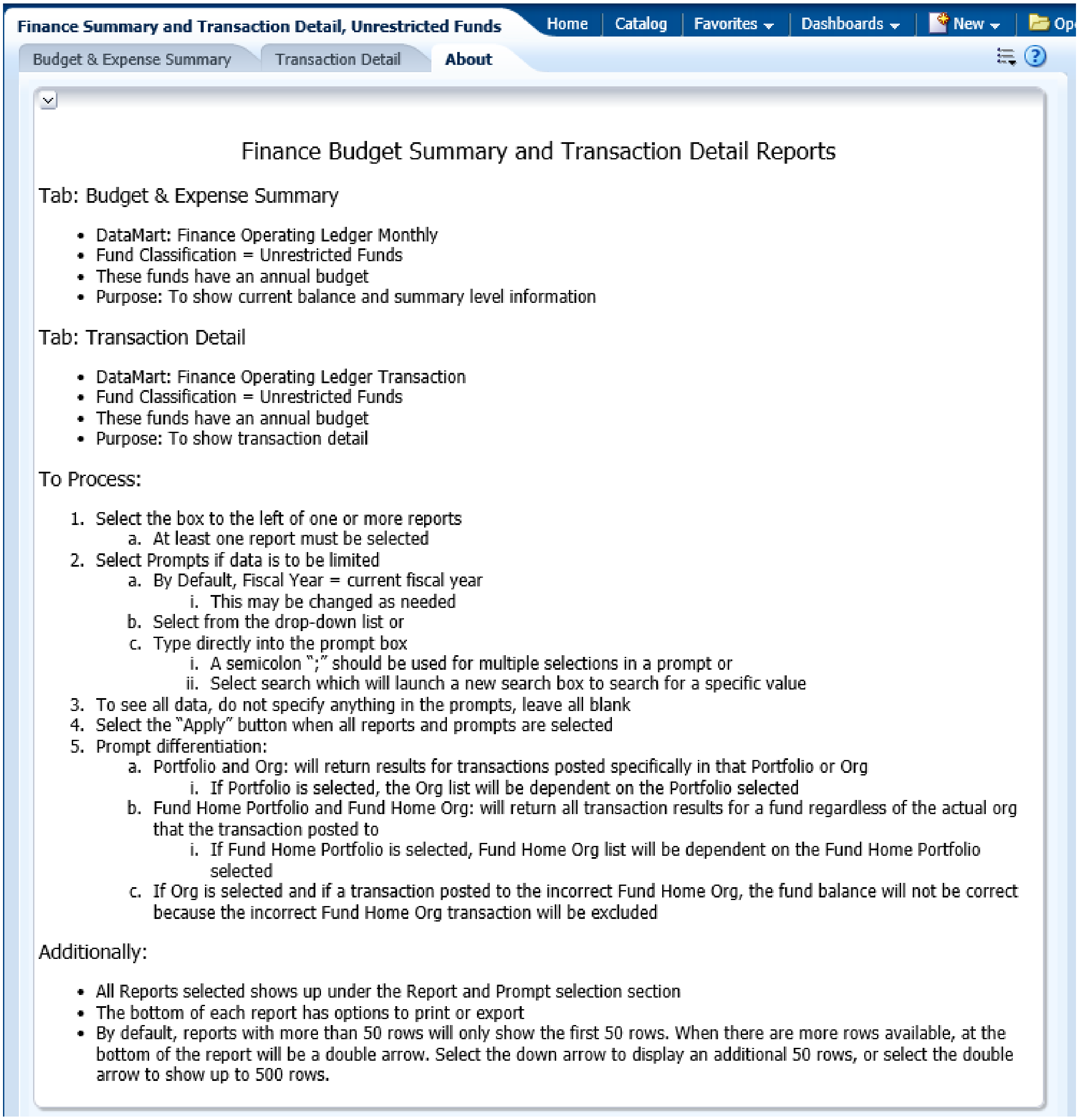
Transaction Detail



- Tab named Transaction Detail is the detail-level report
- Select All Reports
  - Select one portfolio from drop down or type it directly in the box
  - *Note: Unrestricted users, be sure to select one portfolio from drop down or type it directly in the box, otherwise there may be too many transactions to return results*
- Select Apply (this will return all funds/orgs that you have permissions to view or what you selected in the prompts)
- Each report will be listed below the prompt (drop down list) section
- At the bottom of each report, you will see options to Refresh, Print or Export. By default, only a certain number of rows will be visible. If there are additional rows available, you will see the arrows below. Select the double arrow to view the next 500 rows of data.

About tab

- The About tab is included in the dashboard to explain the purpose and how to use the reports



Finance Summary and Transaction Detail, Unrestricted Funds | Home | Catalog | Favorites | Dashboards | New | Op

Budget & Expense Summary | Transaction Detail | About

Finance Budget Summary and Transaction Detail Reports

Tab: Budget & Expense Summary

- DataMart: Finance Operating Ledger Monthly
- Fund Classification = Unrestricted Funds
- These funds have an annual budget
- Purpose: To show current balance and summary level information

Tab: Transaction Detail

- DataMart: Finance Operating Ledger Transaction
- Fund Classification = Unrestricted Funds
- These funds have an annual budget
- Purpose: To show transaction detail

To Process:

1. Select the box to the left of one or more reports
   a. At least one report must be selected
2. Select Prompts if data is to be limited
   a. By Default, Fiscal Year = current fiscal year
      i. This may be changed as needed
   b. Select from the drop-down list or
   c. Type directly into the prompt box
      i. A semicolon ";" should be used for multiple selections in a prompt or
      ii. Select search which will launch a new search box to search for a specific value
3. To see all data, do not specify anything in the prompts, leave all blank
4. Select the "Apply" button when all reports and prompts are selected
5. Prompt differentiation:
   a. Portfolio and Org: will return results for transactions posted specifically in that Portfolio or Org
      i. If Portfolio is selected, the Org list will be dependent on the Portfolio selected
   b. Fund Home Portfolio and Fund Home Org: will return all transaction results for a fund regardless of the actual org that the transaction posted to
      i. If Fund Home Portfolio is selected, Fund Home Org list will be dependent on the Fund Home Portfolio selected
   c. If Org is selected and if a transaction posted to the incorrect Fund Home Org, the fund balance will not be correct because the incorrect Fund Home Org transaction will be excluded

Additionally:

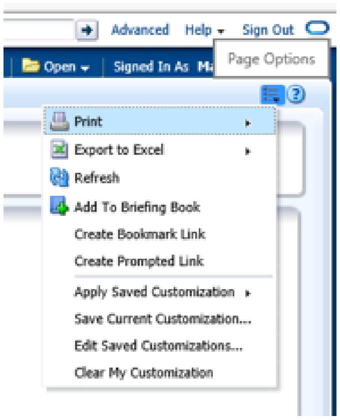
- All Reports selected shows up under the Report and Prompt selection section
- The bottom of each report has options to print or export
- By default, reports with more than 50 rows will only show the first 50 rows. When there are more rows available, at the bottom of the report will be a double arrow. Select the down arrow to display an additional 50 rows, or select the double arrow to show up to 500 rows.

TOOLS AND MENUS

Prompts (drop down lists)

- Select one or more values from the drop-down list or
- Type directly into the drop-down box or
- Search for something specific (at the bottom of the drop down list is a search box)
- Select Apply (this will process the report based on what you selected in the prompts)

Page Options



Print and Export

- Dashboard (will print or export entire dashboard, all pages)
- Page (will print or export the current page you are on)
- Report (will print or export only the report section you have selected)
- Print
    - Printable PDF
    - Printable HTML (includes more options for resizing, headers and footers)
- Export
    - PDF
    - Excel 2007+ (formatted data, totals are static)
    - PowerPoint 2007+
    - Web Archive (.mht)
    - Data
        - CSV Format (raw, unformatted data, no totals)
        - Tab delimited Format
        - XML Format

Rows Visible (how to view all rows of data)

- By default, only a certain number of rows will be visible. If there are additional rows available, you will see the arrows below. Select the double arrow to view the next 500 rows of data.

Drill to Detail

- If a field in a report is blue, there is additional detail available. Click on the field and a new browser window will open.

Add Column

- Right click on a column name, select Include Column, then select from the available columns

Move Column

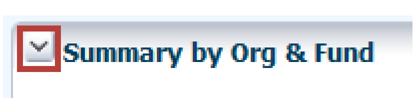
- Hover cursor over a column name until you see the double arrow cross icon 
- Then left click to select and drag column below the column name until you see a highlighted area where you want to drag it to
- Or, right click and select Move Column, then select Left or Right

Remove Column

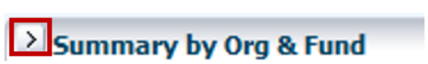
- Right click on a column name, select Exclude Column

Hide/Unhide Sections

- Select the down arrow at the top left of the section to hide

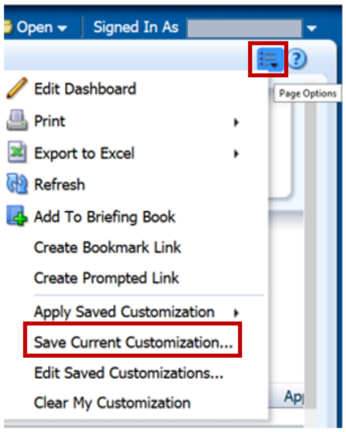


- Select the right arrow at the top left of the section to unhide

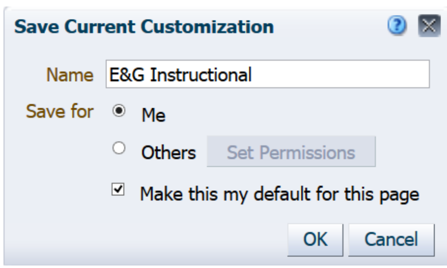


Save Current Customization

- From the Page Options menu (upper right), select “Save Current Customizations…”

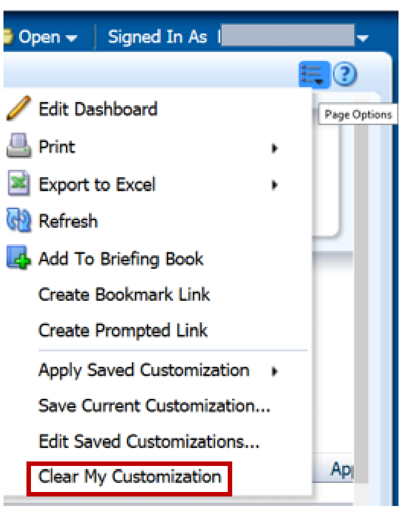


- Then add a meaningful name
- To apply this customization to this dashboard each time you open it, select “Make this my default for this page”



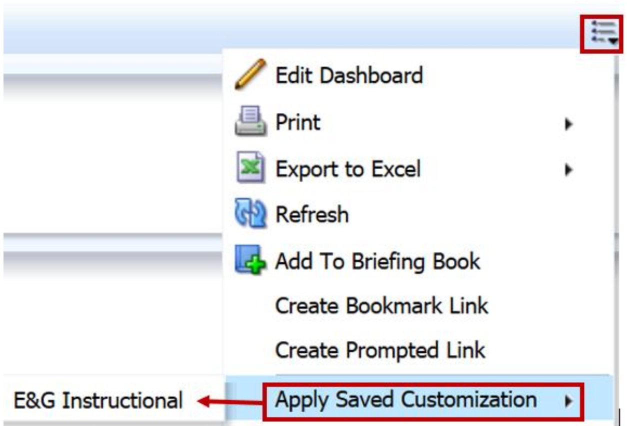
Clear Customization

- From the Page Options menu (upper right), select “Clear My Customization”



Open Custom report

- To view reports that have been saved as customizations
- The newly created customization, plus any others you have available to you, will now be accessible from the Page Options menu
- Select "Apply Saved Customization" and select customization from the list

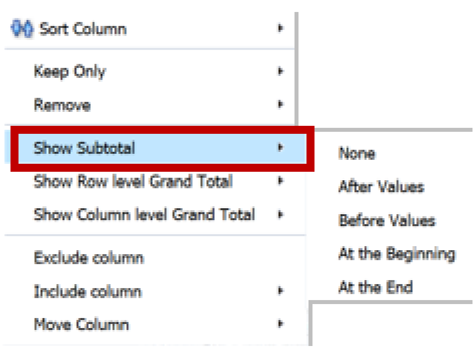


Keep Only

- To view only Encumbrances with balances:
  - Select the Encumbrance Number column
  - Right click on column name
  - Select Keep Only, Members where encumbrance amount is greater than, A Value…, type in "0"(the number zero) in the box

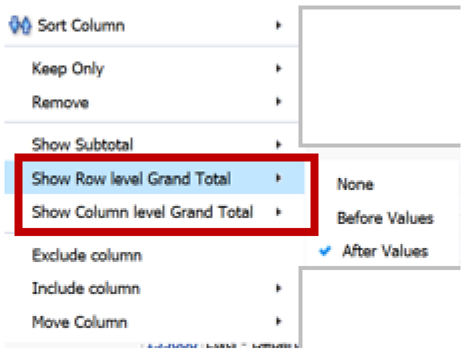
Subtotal

- Right click on a column name, select "Show Subtotal", then select location

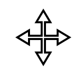


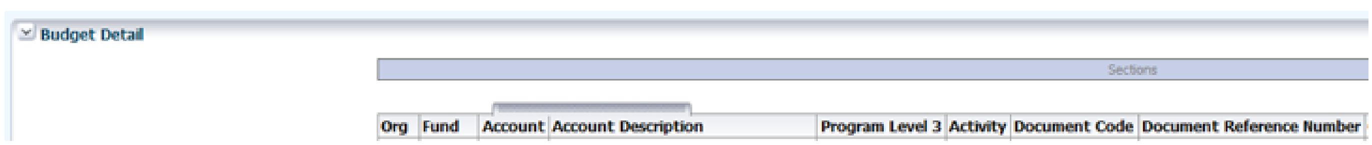
Grand Total

- Right click on a column name, select “Show Row level Grand Total”, or “Show Column level Grand Total”, then select location



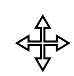
Add Pivot Table Section

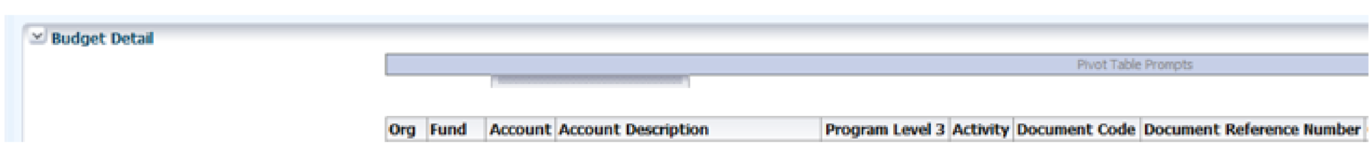
- Hover cursor over a column name until you see the double arrow cross icon 
- Then left click to select and drag column above the column name until you see a highlighted area named “Sections”
    - This will move the column above the report



- Or, right click and select Move Column, To Sections

Add Pivot Table Prompt

- Hover cursor over a column name until you see the double arrow cross icon 
- Then left click to select and drag column above the column name until you see a highlighted area named “Pivot Table Prompts”
    - This will move the column above the report as a prompt (drop-down list)

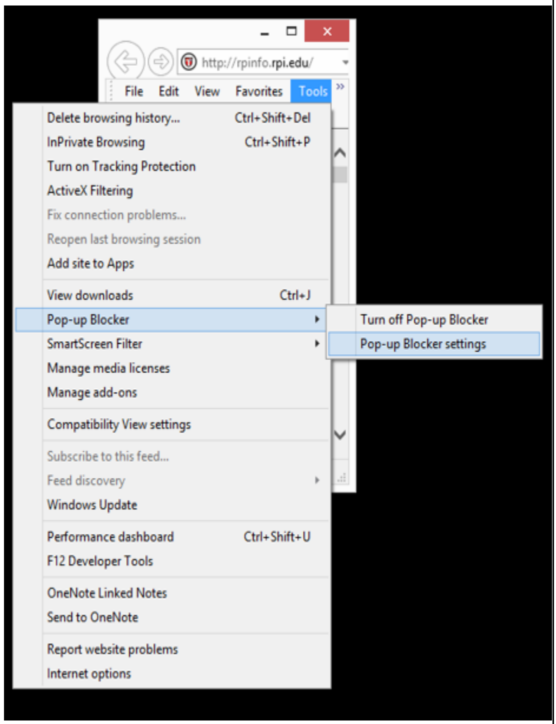


- Or, right click and select Move Column, To Prompts

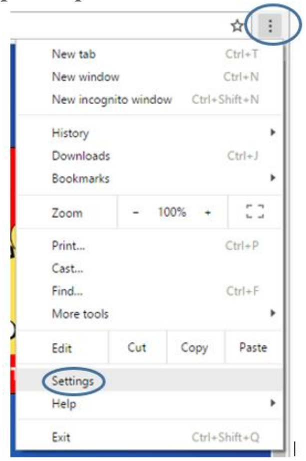
Browser Settings

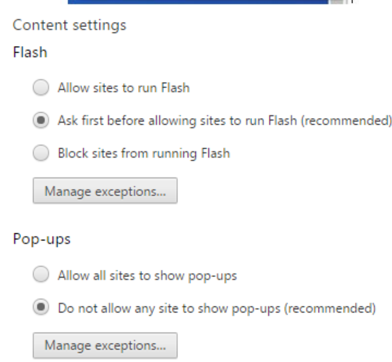
Pop-Up Blocker

<table>
<tr><th>Internet Explorer</th><th>Chrome</th><th>Mozilla Firefox</th></tr>
<tr>
<td>From the Tools Menu, hover over the Pop-up Blocker item, and select “Pop-up Blocker settings” option in the fly-out menu. Add *.rpi.edu to the list of Allowed sites

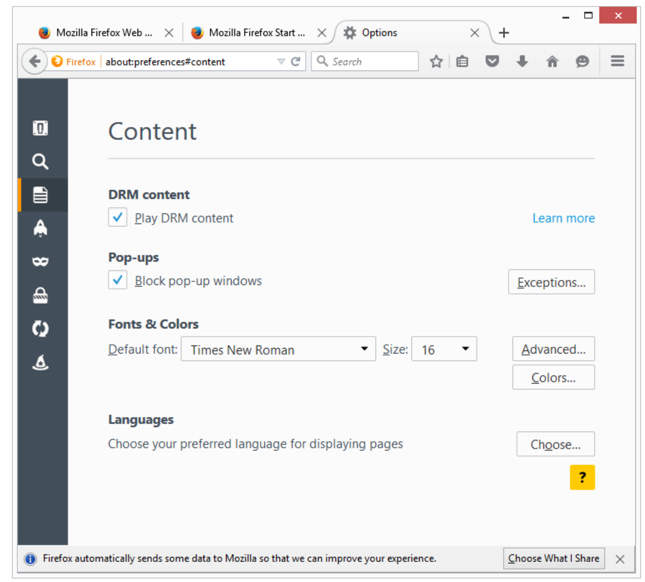


</td>
<td>Settings, select “show advanced settings…” at the bottom, under Privacy select content settings, under Pop-ups select manage exceptions, type *.rpi.edu, select Allow





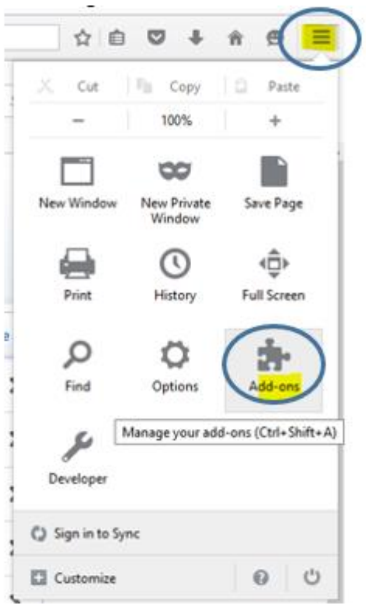
</td>
<td>Options, content, exceptions, add https://obiee.server.rpi.edu



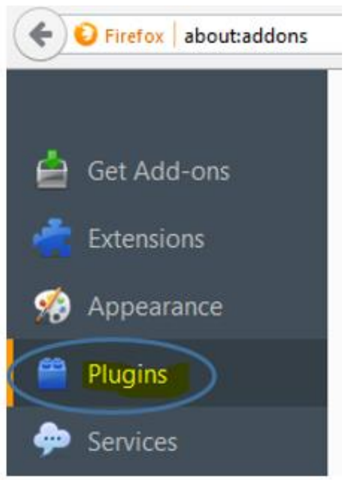
</td>
</tr>
</table>

Mozilla Firefox: Adobe Flash (Shockwave Flash) must be enabled (to view graphics like charts)

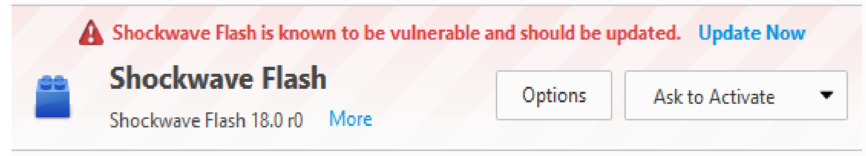
1. Top Right of screen, will open menu of options. Select "Add-ons".



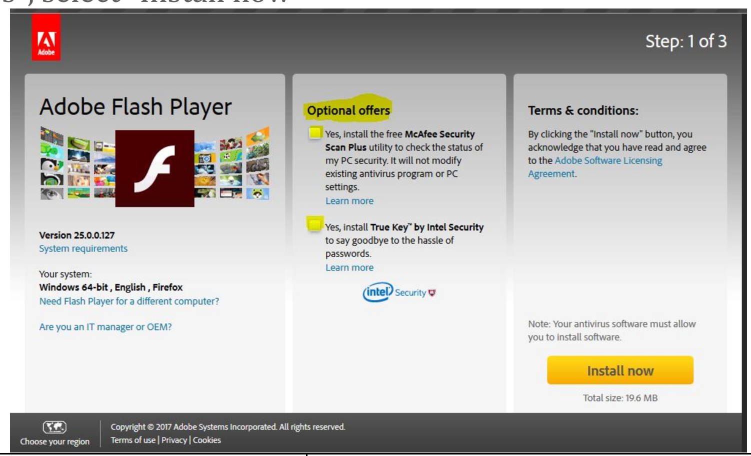
2. From top left, select Plugins



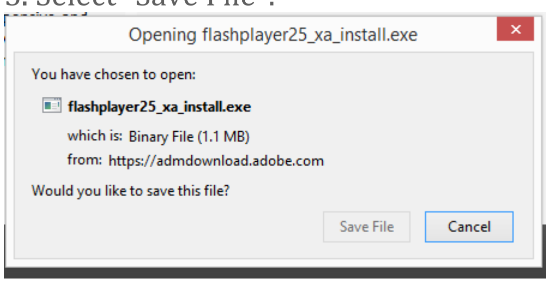
3. Select "Update Now":



4. Recommend, do not leave boxes checked under "Optional offers", select "Install now"

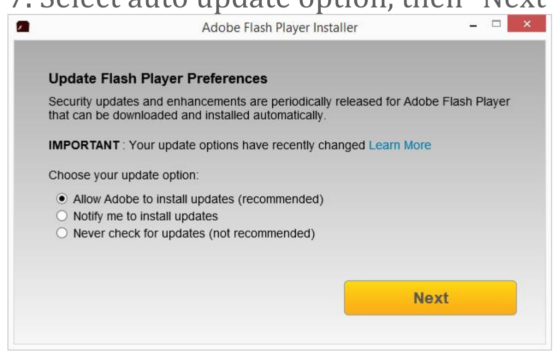


5. Select "Save File":



6. It will ask do you want to install, answer yes

7. Select auto update option, then "Next"

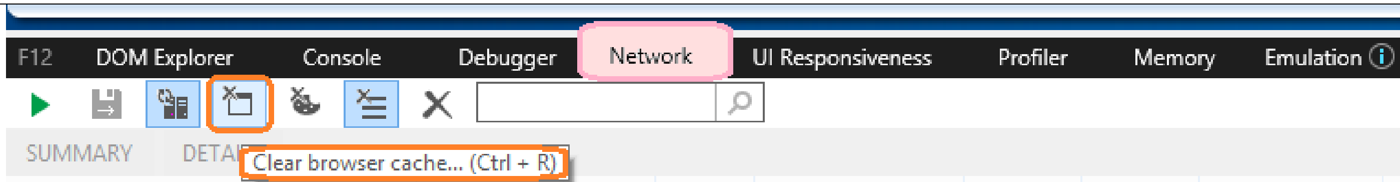


8. Select "Finish" and restart browser

Internet Explorer, Clear Cache

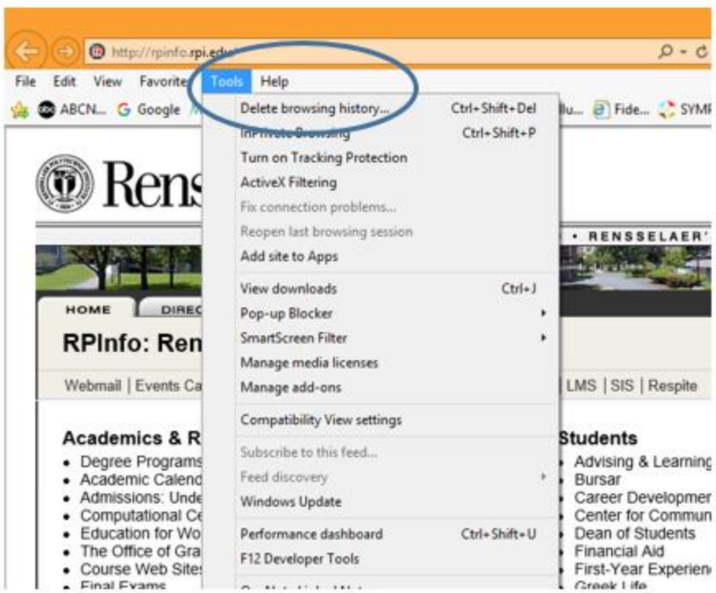
(If menu in isn't visible or there is no content, in IE, the cache may need to be cleared)

1. *Hit F12 (on your keyboard) to display developer tools (or from the menu bar, select Tools, then F12 Developer Tools*
2. *Select the "Network" tab*
3. *Click the "Clear Browser Cache" button (4th from the left)*
4. *Restart browser*



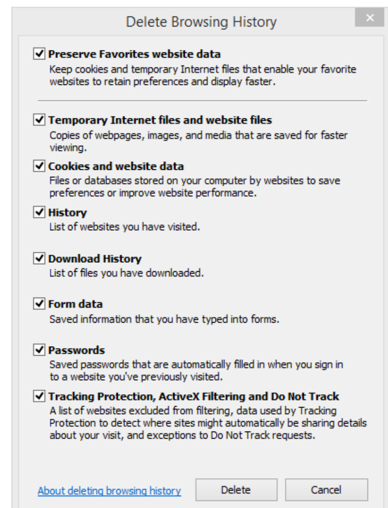
and / or

Under Tools, Delete browsing history…

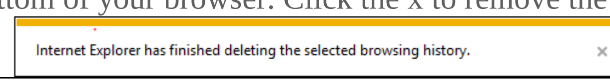


Check all of the boxes in the Delete Browsing History window

Click **Delete** on the bottom of the window



You will eventually after a short period of time, depending on your personal amount of history since the last cache clear, see a pop-up on the bottom of your browser. Click the x to remove the pop-up.



CONTACT INFORMATION

If you have any questions or comments,

please E-mail the data warehouse group:

Email: Data Warehouse Support

iacs-dw-sup@lists.rpi.edu

NOTES

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