OBIEE

Oracle Business Intelligence
Enterprise Edition

Rensselaer Business Intelligence

Finance Summary and Transaction Detail,

Restricted and 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*

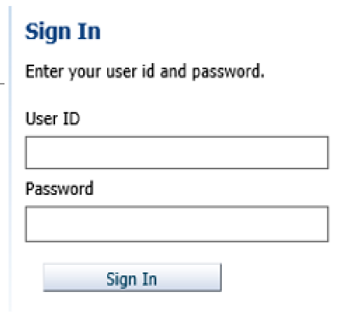
These capabilities enable better decisions, informed actions, and the ability to implement more-efficient business processes.

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)

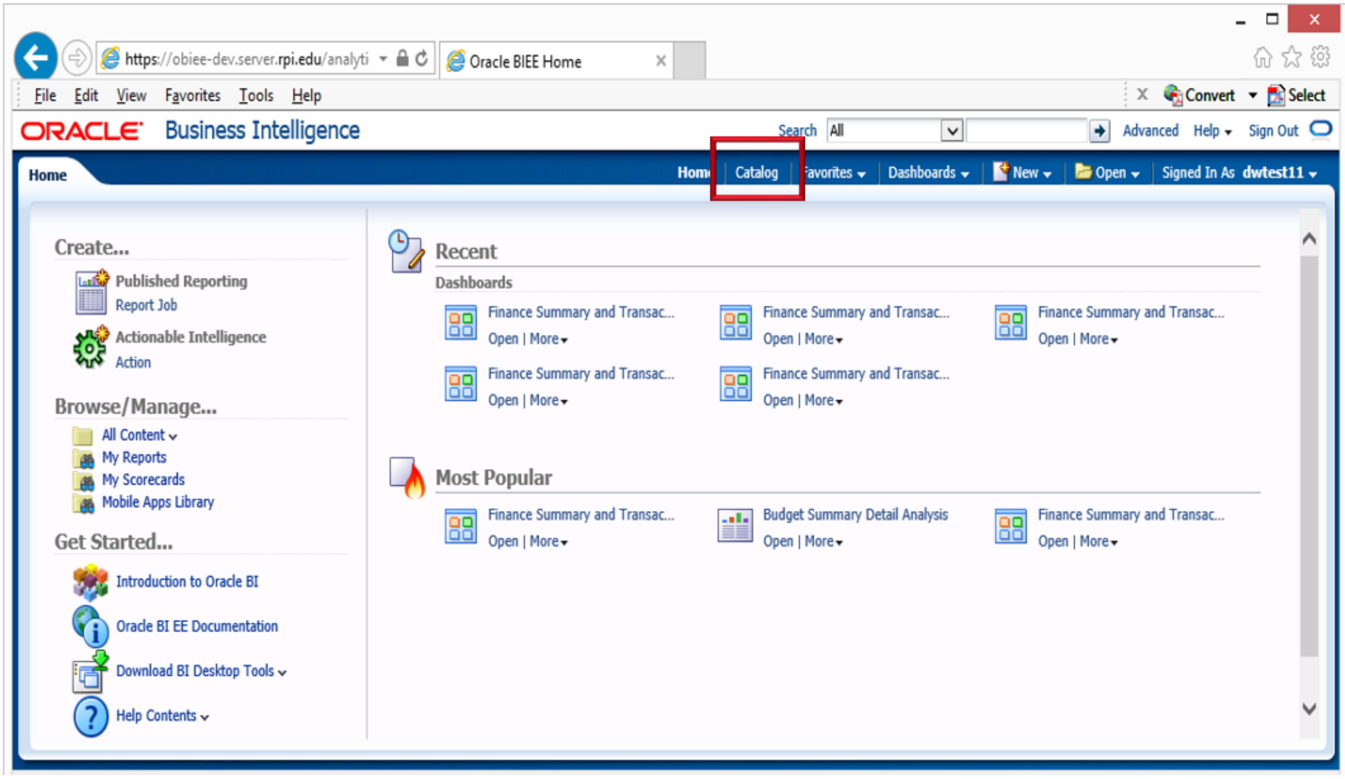
HOW TO LAUNCH OBIEE

- 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 the Home page, from here, select Catalog

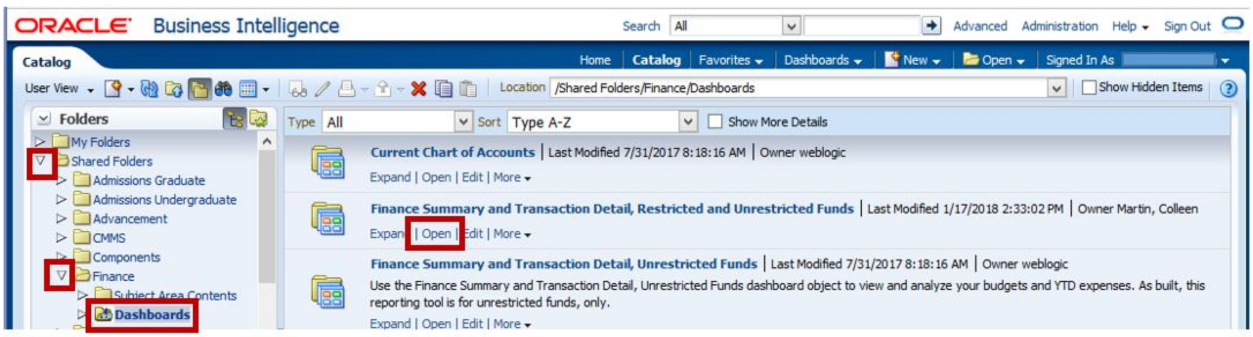


SUBJECT AREAS

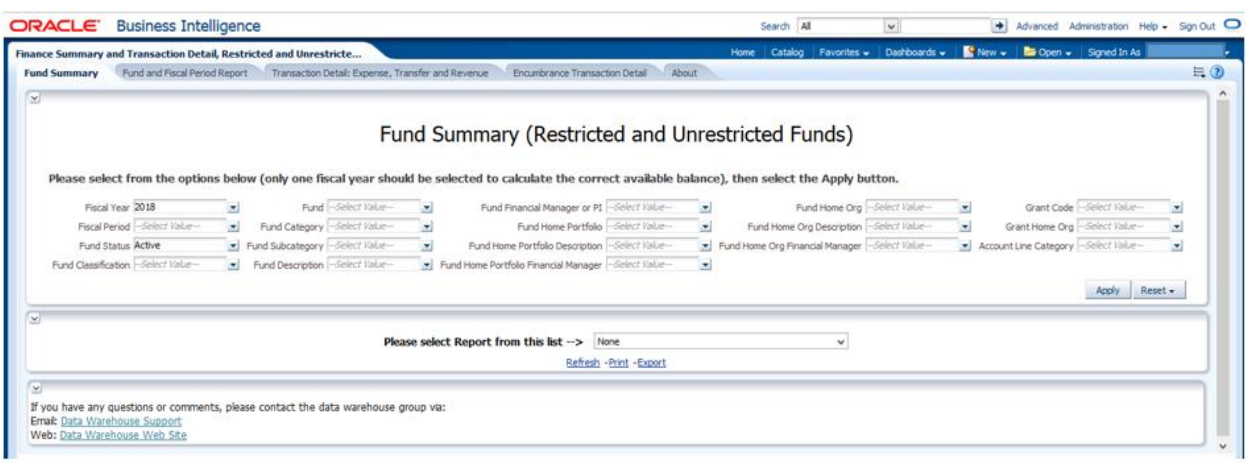
- Finance
- Advancement
- Student
- Research
- Position Control
- Admissions

Finance Subject Area

- Open Dashboard named: Finance Summary and Transaction Detail, Restricted and 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, Restricted and Unrestricted Funds dashboard
  - Report Purpose: To replace published EPM Fund Summary reports (with transaction detail reports added)
  - Subject Area: Finance Operating Ledger Monthly & Operating Ledger Transaction



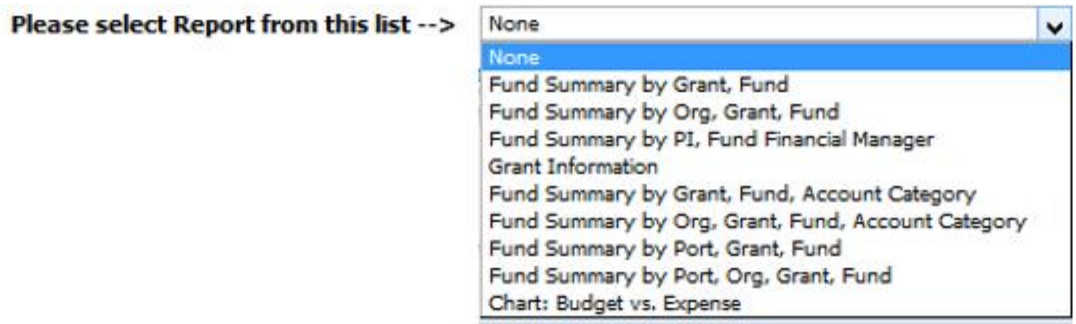
The dashboard will open as:



- There are four different report tabs:
  - Fund Summary
  - Fund and Fiscal Period Report
  - Transaction Detail: Expense, Transfer and Revenue
  - Encumbrance Transaction Detail

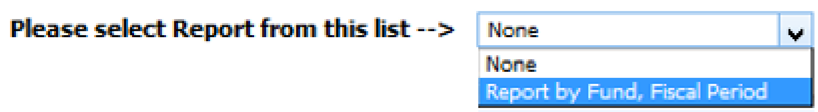
Fund Summary

- Select options from the prompts (only one fiscal year should be selected to calculate the correct available balance), then select the Apply button
- Select a report from the drop down list



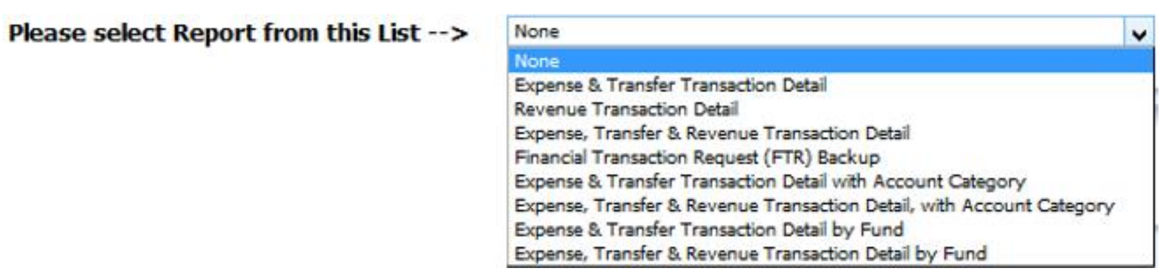
Fund and Fiscal Period

- Select options from the prompts (only one fiscal year should be selected to calculate the correct available balance), then select the Apply button
    - Results are limited to 75 rows on this report, so edit prompts as needed so row limit is not exceeded
- Select the report from the drop down list



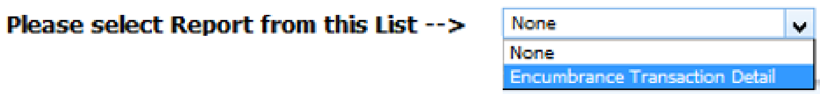
Transaction Detail: Expense, Transfer and Revenue

- Select options from the prompts (only one fiscal year should be selected to calculate the correct available balance), then select the Apply button
- Select a report from the drop down list



Encumbrance Transaction Detail

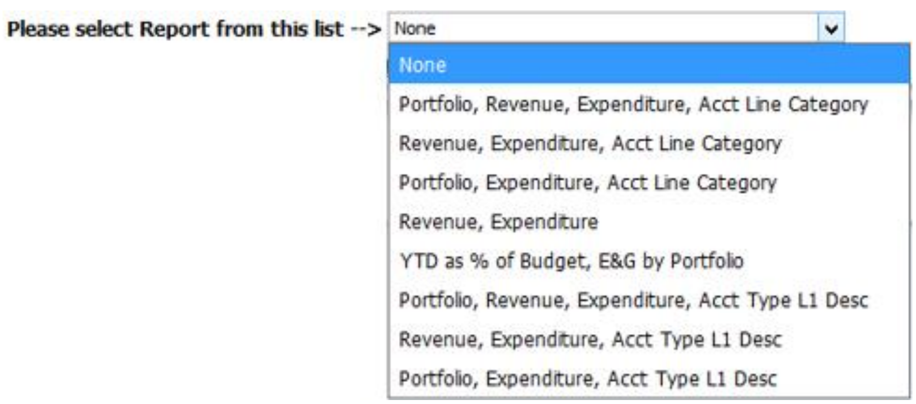
- Select options from the prompts (only one fiscal year should be selected to calculate the correct available balance), then select the Apply button
- Select the report from the drop down list



- 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

Full Funds

- Select options from the prompts, then select the Apply button
- Select the report from the drop down list

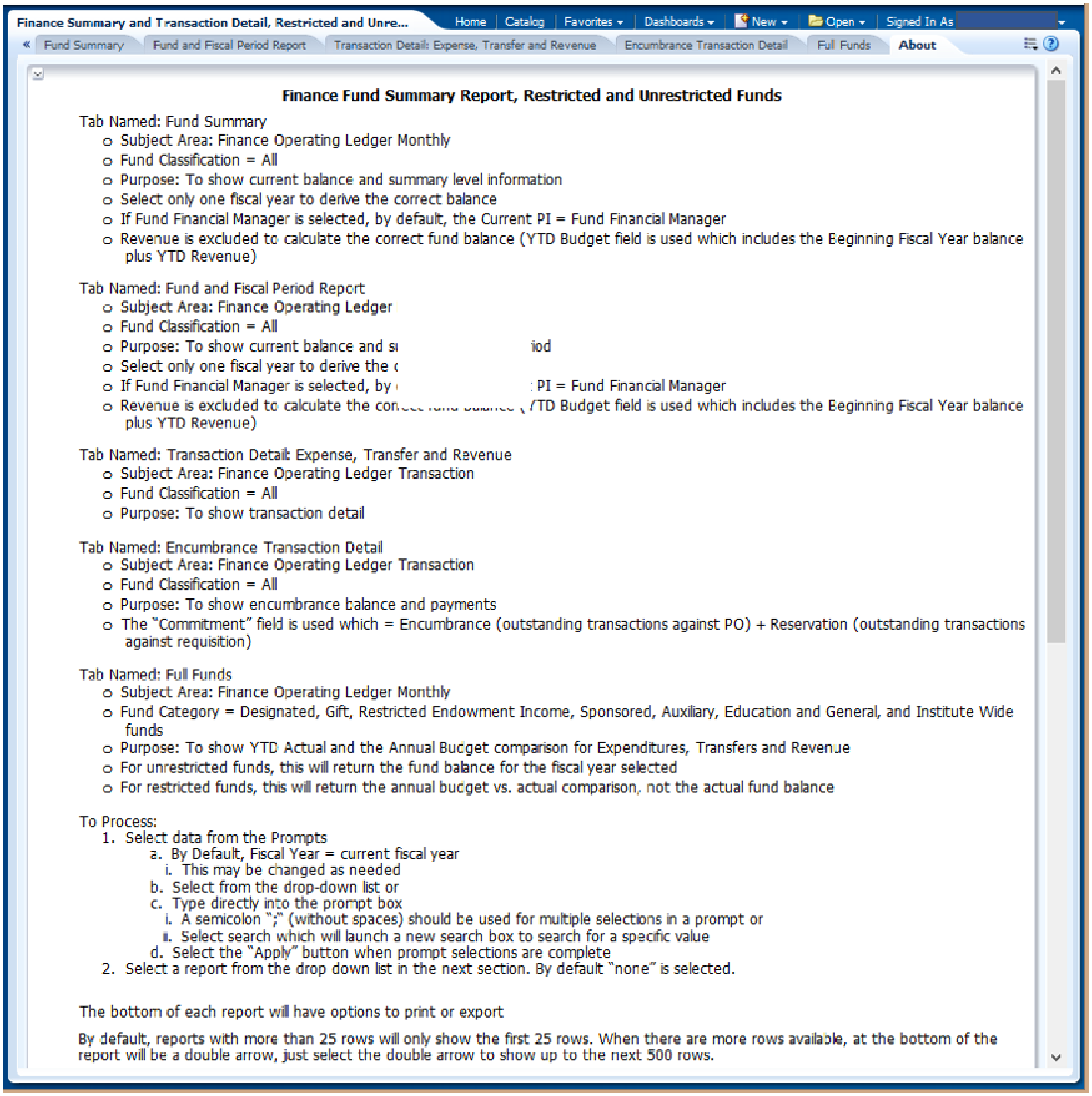


- These reports will show Year to Date (YTD) actuals and the Annual Budget
  - For restricted funds, this will return the annual budget vs. actual comparison (it will not calculate the actual fund balance)

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, Restricted and Unre... | Home | Catalog | Favorites | Dashboards | New | Open | Signed In As

Fund Summary | Fund and Fiscal Period Report | Transaction Detail: Expense, Transfer and Revenue | Encumbrance Transaction Detail | Full Funds | About

Finance Fund Summary Report, Restricted and Unrestricted Funds

Tab Named: Fund Summary
- Subject Area: Finance Operating Ledger Monthly
- Fund Classification = All
- Purpose: To show current balance and summary level information
- Select only one fiscal year to derive the correct balance
- If Fund Financial Manager is selected, by default, the Current PI = Fund Financial Manager
- Revenue is excluded to calculate the correct fund balance (YTD Budget field is used which includes the Beginning Fiscal Year balance plus YTD Revenue)

Tab Named: Fund and Fiscal Period Report
- Subject Area: Finance Operating Ledger
- Fund Classification = All
- Purpose: To show current balance and su iod
- Select only one fiscal year to derive the
- If Fund Financial Manager is selected, by PI = Fund Financial Manager
- Revenue is excluded to calculate the co YTD Budget field is used which includes the Beginning Fiscal Year balance plus YTD Revenue)

Tab Named: Transaction Detail: Expense, Transfer and Revenue
- Subject Area: Finance Operating Ledger Transaction
- Fund Classification = All
- Purpose: To show transaction detail

Tab Named: Encumbrance Transaction Detail
- Subject Area: Finance Operating Ledger Transaction
- Fund Classification = All
- Purpose: To show encumbrance balance and payments
- The "Commitment" field is used which = Encumbrance (outstanding transactions against PO) + Reservation (outstanding transactions against requisition)

Tab Named: Full Funds
- Subject Area: Finance Operating Ledger Monthly
- Fund Category = Designated, Gift, Restricted Endowment Income, Sponsored, Auxiliary, Education and General, and Institute Wide funds
- Purpose: To show YTD Actual and the Annual Budget comparison for Expenditures, Transfers and Revenue
- For unrestricted funds, this will return the fund balance for the fiscal year selected
- For restricted funds, this will return the annual budget vs. actual comparison, not the actual fund balance

To Process:
1. Select data from the Prompts
   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 ";" (without spaces) 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
   d. Select the "Apply" button when prompt selections are complete
2. Select a report from the drop down list in the next section. By default "none" is selected.

The bottom of each report will have options to print or export

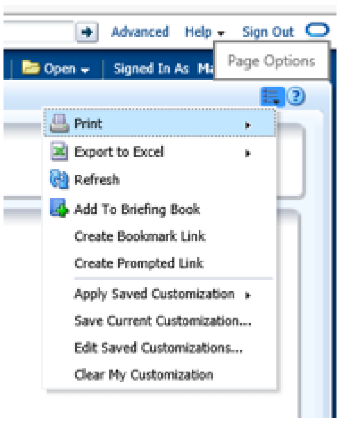
By default, reports with more than 25 rows will only show the first 25 rows. When there are more rows available, at the bottom of the report will be a double arrow, just select the double arrow to show up to the next 500 rows.

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

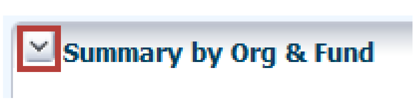
- Hover cursor over a column name until you see the double arrow cross icon 
- Then left click to select and drag column below the column name until you see a highlighted area where you want to drag it to
- Or, right click and select Move Column, then select Left or Right

Remove Column

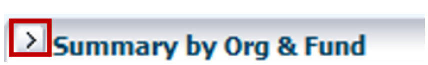
- Right click on a column name, select Exclude Column

Hide/Unhide Sections

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

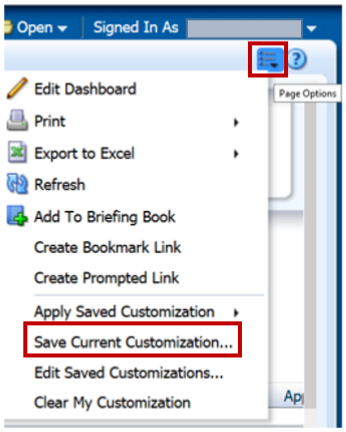


- Select the right arrow at the top left of the section to unhide

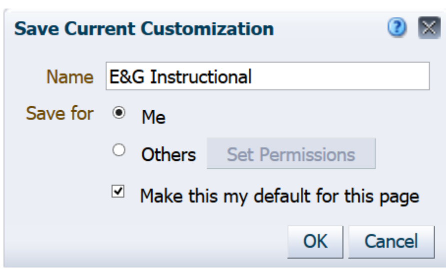


Save Current Customization

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

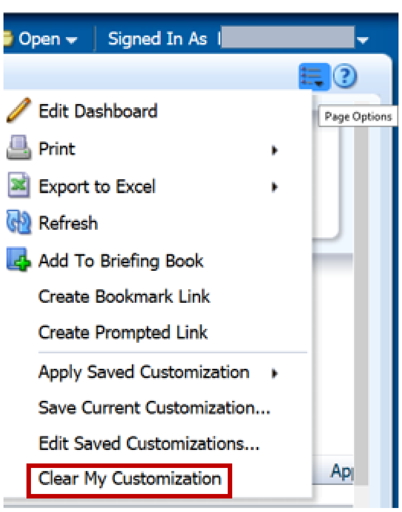


- Then add a meaningful name
- To apply this customization to this dashboard each time you open it, select “Make this my default for this page”



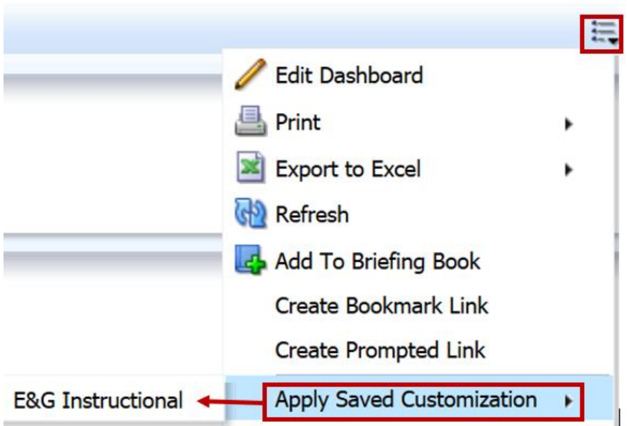
Clear Customization

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



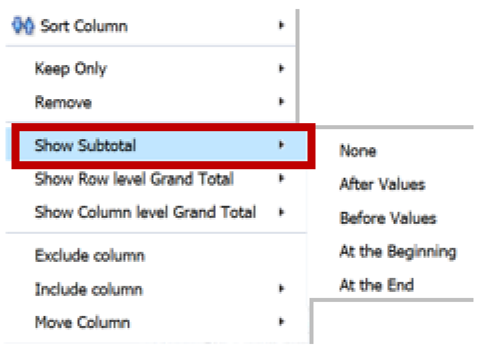
Open Custom report

- 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



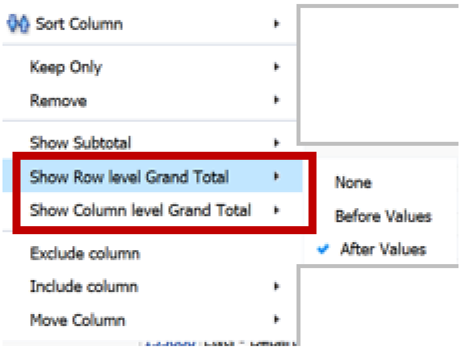
Subtotal

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

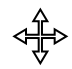


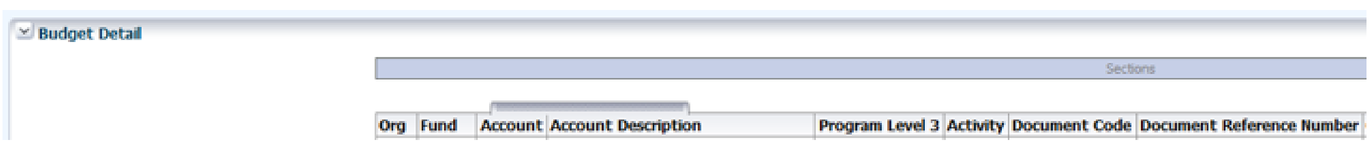
Grand Total

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



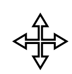
Add Pivot Table Section

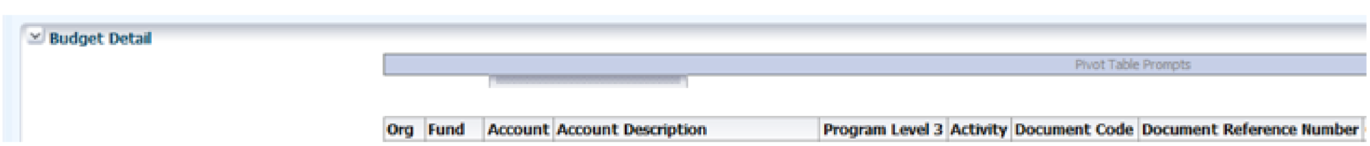
- Hover cursor over a column name until you see the double arrow cross icon 
- Then left click to select and drag column above the column name until you see a highlighted area named “Sections”
  - This will move the column above the report



- 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)

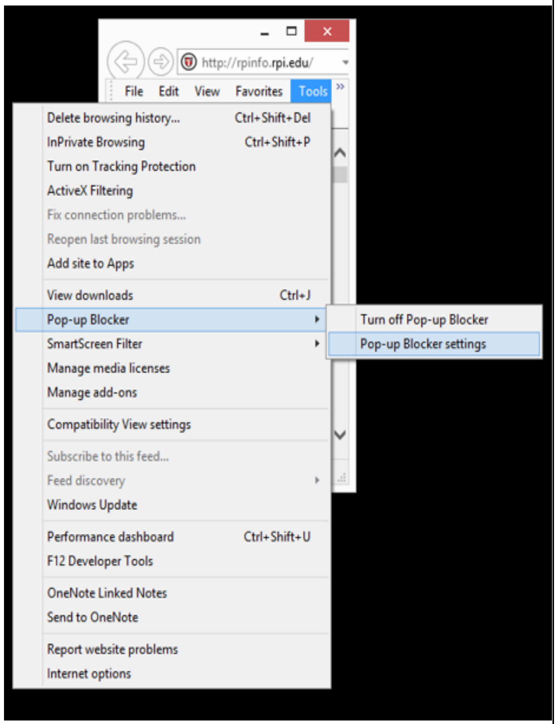


- Or, right click and select Move Column, To Prompts

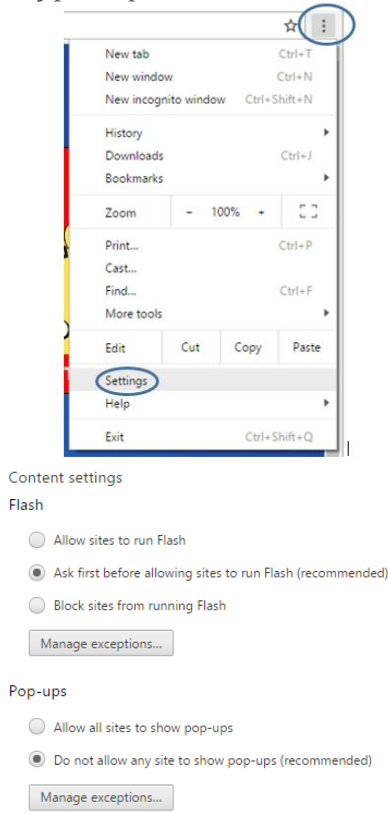
Browser Settings

Pop-Up Blocker

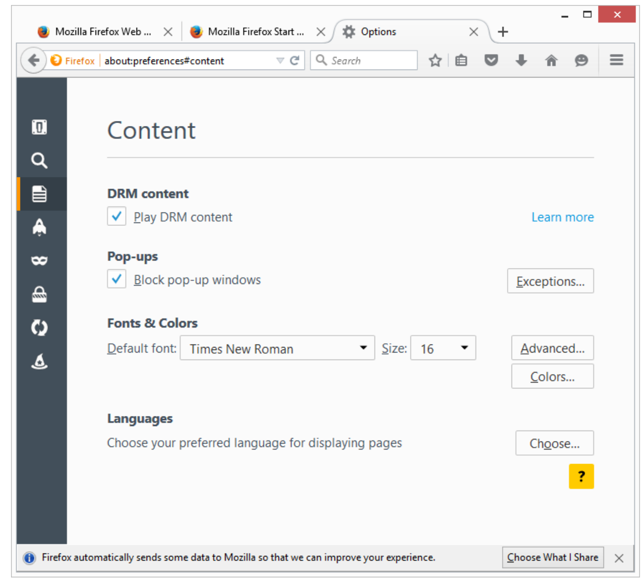
<table>
<tr><th>Internet Explorer</th><th>Chrome</th><th>Mozilla Firefox</th></tr>
<tr>
<td>From the Tools Menu, hover over the Pop-up Blocker item, and select “Pop-up Blocker settings” option in the fly-out menu. Add *.rpi.edu to the list of Allowed sites



</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



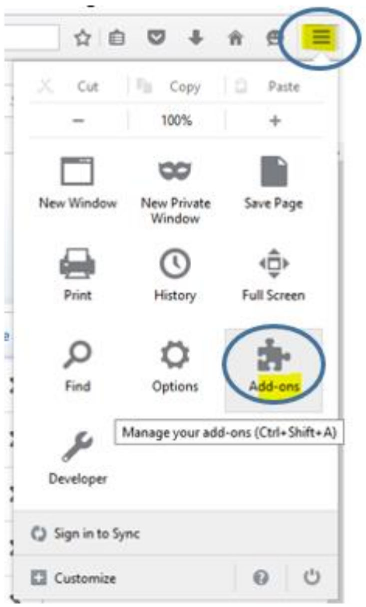
</td>
<td>Options, content, exceptions, add https://obiee.server.rpi.edu



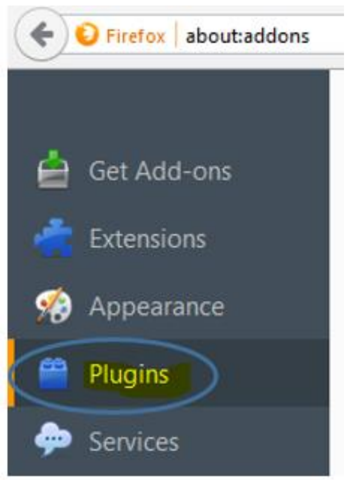
</td>
</tr>
</table>

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

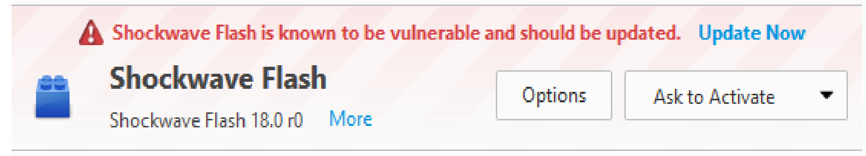
1. Top Right of screen, will open menu of options. Select “Add-ons”.



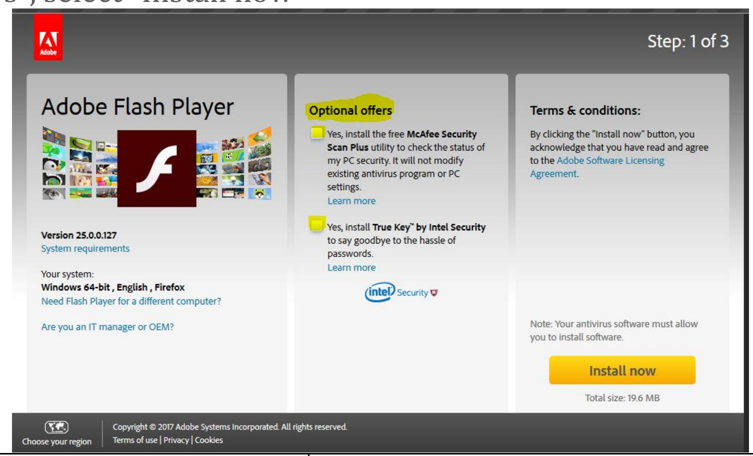
2. From top left, select Plugins



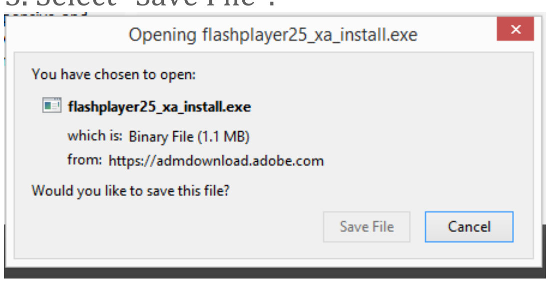
3. Select “Update Now”:



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

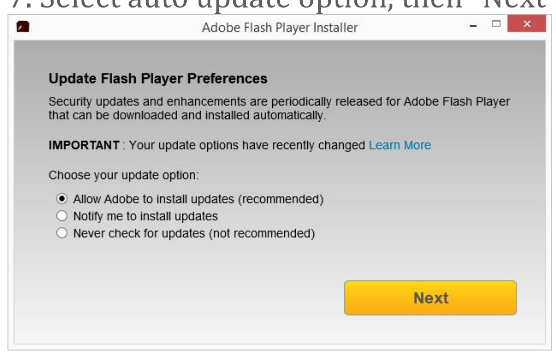


5. Select “Save File”:



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

7. Select auto update option, then “Next”

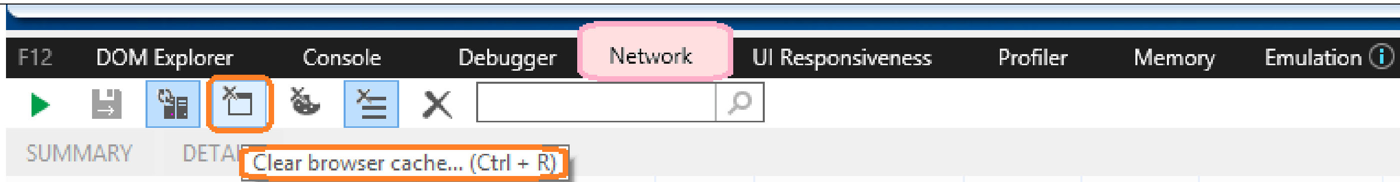


8. Select “Finish” and restart browser

Internet Explorer, Clear Cache

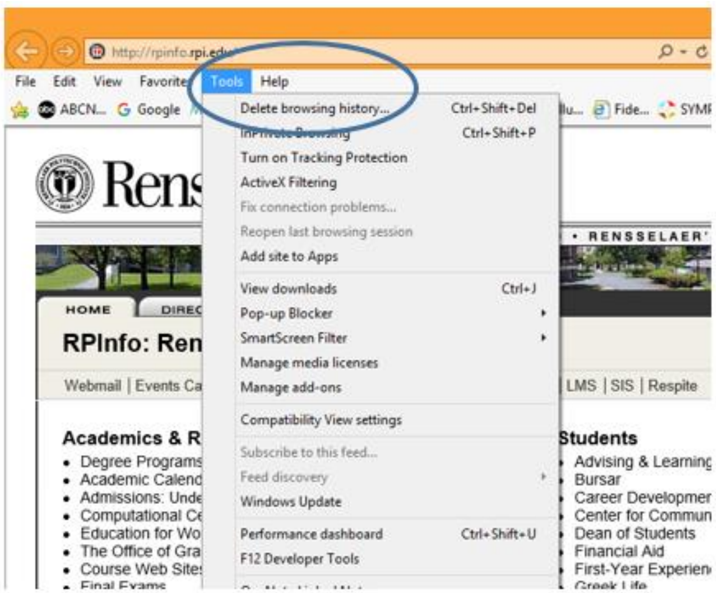
(If menu in isn't visible or there is no content, in IE, the cache may need to be cleared)

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*



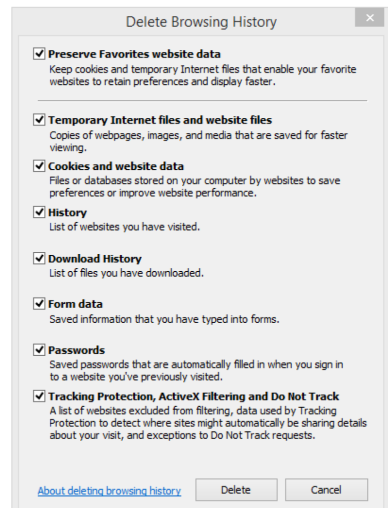
and / or

Under Tools, Delete browsing history…

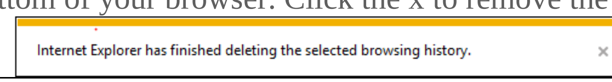


Check all of the boxes in the Delete Browsing History window

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