Basic ODS for Financial Management

Presented by Campus Services
ODS – Discoverer Plus

- This training and our goal is to provide the basics for using ODS – Discoverer Plus as a tool to retrieve financial information.
WHAT IS – ODS & DISCOVER PLUS
and
WHY SHOULD I USE IT?
ODS – Discoverer Plus

- ODS – Operational Data Store - The ODS data warehouse contains data stored in views.

- Discoverer is a powerful end-user query tool used to create reports and downloadable files. It uses the data in the Operational Data Store (ODS).
Why would/should I use it?

- User does not have to know anything about databases.
- User does not have to wait a long time to get information.
- User does not have to use another application to analyze your data.
Benefits/Capabilities

- Find data that you know is in the database
- Access data quickly without waiting for the computer to search through the entire database
- View data in a familiar spreadsheet-style format that is easy to read and understand
- Analyze data using a variety of powerful techniques including:
  - Drilling up and down through data
  - Finding data that meets certain conditions or that falls within ranges that you specify
  - Sorting data
- Prepare reports showing the results of your analysis
- Share data with other people, and in other applications (e.g. Microsoft Excel)
WHERE IS – ODS & DISCOVER PLUS
Before you can begin you need access – Request an ODS – Discoverer Plus password from IT Scheduling
Excellent resource for user information and tips
HOW DO I FIND WHAT I NEED AND WHICH TABLE / REPORT CONTAINS THE INFORMATION NEEDED
ODS Dictionary provides definitions of the views by ODS subject area:

- Finance
- Human Resources
- Financial Aid
- Student
- Accounts Receivable
- Common
- RamCT
Click on the **+** to view the reports (tables) available and a description of the report.
To see what fields are in the report, click on the +

### FINANCE VIEWS

<table>
<thead>
<tr>
<th>Schema</th>
<th>View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUKFS</td>
<td>CSUF_ACCOUNT_EXT</td>
<td>Base Table - Additional account attributes. These are CSU specific attributes.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_ACCOUNT_EXT_YR</td>
<td>Base Table - Additional account attributes. These are CSU specific attributes.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_ACCOUNT_MONTHLY_SNAP</td>
<td>Base Table -</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_ACCOUNT</td>
<td>Base Table - Attributes associated with an account. These are the base attributes of the KFS.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_ACCOUNT_YR</td>
<td>Base Table - Attributes associated with an account. These are the base attributes of the KFS.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_BALANCE_TYPE</td>
<td>Base Table - Different types of balances supported in the system. Posted transactions are assigned a balance type. This facilitates reporting and queries. The majority of transactions will be recorded with a balance type of AC, actual.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_CHART</td>
<td>Base Table - Master table for the chart of accounts and related default values.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_FUND_GRP</td>
<td>Base Table - A categorization of the constraints and limitations placed on the resources recorded in accounts, based on fund accounting guidelines.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_HGH_ED_FUNC</td>
<td>Base Table - Indicates the specific purpose of the activities recorded in an account.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_CA_OBJECT_CODE</td>
<td>Base Table - Object Codes represent all income, expense, asset, liability and fund balance.</td>
</tr>
</tbody>
</table>
| CSUKFS | CSUF_GL_ENTRY_ACTUAL       | ARVID View  
ARVID View  
ARVID View  
GL_ENTRY_ACTUAL  
GL_ENTRY_BUDGET  
GL_ENTRY_ENCUMB |
HOW DO I GET STARTED
Log in with your eName and ePassword, click ok
Access Discoverer Plus by clicking on Discover Plus from either tab - ODS or Discoverer in the Campus Administrative Portal (CAP)
Create a Connection to the ODS System so that you do not need to log in each time
Name your connection something that is easy to remember. This connection is just for you.

Complete your Account Details by completing the * items – Once completed be sure you ‘Apply’ the Create Connection

odsprod
Use the Connection you created (fill in your information once upon setup) or Connect Directly by filling in each time: your User Name, Password, and Data base: odsprod
If you have already saved workbooks you would simply check "Open an existing workbook". To create a new workbook, you would determine if you want a Title, Page Items, Crosstab, or Table, Graph, and Text.

As this is a ‘BASIC’s Training - Let’s go into a basic table with a title. Un-click the green check marks for the other items - then click on Next >.
Suggestion: use the ‘ARVID Views’
ARVID – Advanced Reporting Views in Discoverer

Workbook Wizard – Step 2
Select Items

Click on the (+) next to any folder to reveal all the fields available
Click on the (+) next to the folder GL Balance Summary Adj—this will open up and reveal all the fields of data contained in that view.
Select the items you wish to have in the worksheet. Hold down the CTRL key on your keyboard, highlight the items desired and send them to the workbook using the arrow. You can also deselect items to take them off the worksheet.

To move ALL items highlight the folder and then the ➔ or select only certain items and then ➔.

Arrows move items selected to and from the workbook. When you have all the items you want selected, click Next. 

The annual fiscal period for which the Object Code is valid.
Move the ‘Fin Coa Cd’ column before ‘Univ Fiscal Yr’
By clicking on the column title ‘Fin Coa Cd’ and drag the column heading to the left side of ‘Univ Fiscal Yr’

To change the layout of information in your worksheet, click and drag the column headings to the location you want. To change format settings, click the ‘Properties…’ button.

You can choose to hide duplicate rows

Let’s look at the details of the ‘Properties…’ button
Worksheet Properties, General Tab use to Name the Worksheet

‘Table Format’ tab changes / shows gridlines or to show column headings and or row numbers
To proceed to the next step in the Workbook Wizard, click on "Next >".
Sort Options: Add, Delete, Move Up, Move Down, & Format. Once you have them listed above (added), you can re-arrange them by sort preference. Highlight the item and click either ‘Move Up’ or ‘Move Down’

To proceed to the next step in the Workbook Wizard, click on Next >
Parameters are the selection criteria, such as selecting one to all departments, selecting on certain accounts or certain object codes, etc. Parameters keep the data set to just what you need, not everything available.

To add a parameter click on ‘New’.
Parameter: What do you want to see (account, object code, division, department)?

Condition: Do you want a single item, a range, and/or to exclude an item or a range of items?

Allow different parameter values for each worksheet - You can have more than one worksheet in a workbook.
If the ‘Require users to enter a value’ box is checked, when you finish the Workbook Wizard, a prompt will show up asking you to fill in values.

Most queries involve a range of information so you will want to have ‘Enable users to select multiple values’ checked.

If you type in a default it will show on the users prompt at the end.

Click ‘OK’ when finished.
Edit an existing Parameter

Once you have created a Parameter, you can edit by clicking on that Parameter and clicking ‘Edit’.

Click ‘OK’ when finished making changes.

Click ‘Finish’ to Complete the Workbook Wizard.
If you choose ‘Require users to enter a value’ when you set up your parameter this is the prompt they get before the query runs.

Click on ‘OK’
ONCE THE DATA IS IN A WORKBOOK – HOW CAN IT BE CHANGED, ADJUSTED, OR CALCULATIONS ADDED?
Once you have completed the Workbook Wizard you can access the Toolbar items – The items circled can be accessed in each of these areas. Below is a listing of the toolbar items:

<table>
<thead>
<tr>
<th>Available Items</th>
<th>Toolbar Items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Creates New Workbook</td>
</tr>
<tr>
<td></td>
<td>Saves the Open Workbook</td>
</tr>
<tr>
<td></td>
<td>Reviews the Printed Worksheet</td>
</tr>
<tr>
<td></td>
<td>Edits the Current Worksheet</td>
</tr>
<tr>
<td></td>
<td>Changes Graph Properties</td>
</tr>
<tr>
<td></td>
<td>Sorts from Low to High</td>
</tr>
<tr>
<td></td>
<td>Group Sort</td>
</tr>
<tr>
<td></td>
<td>Create a new Percentage</td>
</tr>
<tr>
<td></td>
<td>Create a new Condition</td>
</tr>
<tr>
<td></td>
<td>Export to HTML format</td>
</tr>
</tbody>
</table>

This sheet currently contains no data.
To add additional conditions: Click on conditions to highlight and then click on the filter icon. The screen above will appear - enter a new condition and then click ‘OK’ to continue.

If your condition includes a range, or multiple values, click on ‘Advanced’.
This condition will put a range on your object codes.

Type a name or Generate a name for the condition

Add a description to the condition: Obj Codes 6618 - 6621 Phone Charges

Click OK to continue
You can always, remove, edit or delete a condition by right clicking on the condition name or using the icons above.

**Remember...**
Removing from Worksheet allows you to keep the condition and choose to use it again, **DELETE**, removes it from your worksheet.

Click **OK** to continue.
Use "Totals" to get the sums, averages, counts, etc from the data

Use "Calculations" to add, subtract, multiply, or divide

Use the buttons at the top of the screen or the Available items section for:
1. New Totals
2. New Percentages
3. New Calculations

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Calculations</td>
<td></td>
</tr>
<tr>
<td>My Percentages</td>
<td></td>
</tr>
<tr>
<td>My Totals</td>
<td></td>
</tr>
<tr>
<td>New Totals</td>
<td></td>
</tr>
<tr>
<td>New Percentages</td>
<td></td>
</tr>
<tr>
<td>New Calculations</td>
<td></td>
</tr>
</tbody>
</table>

### Available Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List</td>
<td></td>
</tr>
<tr>
<td>All Items</td>
<td></td>
</tr>
</tbody>
</table>
To create a New Total, click on the New total icon at the top of the screen or the top of the Available items section.

Choose the field to total on:
- Sum
- Count
- Average
- Sub totals and/or Grand total

Select the item you would like to create a total on, and choose the type of total you want. Set where you would like your total to be shown (Grand total at bottom, Subtotal at each change in:), whether to display the total for a single row, and the label to use. Generate the label automatically or format the data.
### Formatting ‘New Total’

#### Available Items

- Add Total
- Add My Calculations
- Add My Percentages
- Add My Totals

#### Conditions

- Show All Items

#### Calculations

<table>
<thead>
<tr>
<th>Univ fiscal yr</th>
<th>Fund code</th>
<th>Fund dept code</th>
<th>Fund obj code</th>
<th>Fund sub obj code</th>
<th>Fund sub obj code</th>
<th>Fund sub obj code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>5864</td>
<td></td>
<td>1100</td>
<td></td>
<td></td>
<td>NULL</td>
<td>Credit Card Clearing</td>
</tr>
<tr>
<td>2010</td>
<td>1100</td>
<td></td>
<td>1100</td>
<td></td>
<td></td>
<td>NULL</td>
<td>Claim on Cash</td>
</tr>
<tr>
<td>2010</td>
<td>5111</td>
<td></td>
<td>1100</td>
<td></td>
<td></td>
<td>NULL</td>
<td>Admin Pro Salary</td>
</tr>
</tbody>
</table>

#### Format Data

- **Format**
  - **Style**: Dialog
  - **Font**: Dialog
  - **Size**: 11

- **Data**
  - Example:
    - M1
    - M2
    - n1
    - n2

- **Alignment**
  - Wrap words in cell
  - Show Actual font size

- **Options**
  - Don’t display total for a single row
  - Calculate totals within each page
  - Generate label automatically

The example above shows a Sum total calculated from sample data.
If something seems amiss...you may need to refresh your query.

Here is the result of the 'New Total' we created:
The Sum of the field 'Trn Ldgr Entr Amt SUM', sub-totaled at each change in object code.

Here is the 'New Total' in Available items, use the icons at the top, to edit, remove or delete the Total.
You can always, remove or delete a calculation by right clicking on the calculation name or using the icons above.

Remember...
Removing from Worksheet allows you to keep the calculation and choose to use it again, DELETE, removes it PERMANENTLY from your worksheet.
Add or Edit title of your Workbook

Double-click to bring up edit Title box

Different options you can insert
You can drag columns to reposition them or use the Move To if you are moving it several columns.

Remember you can also use the items in the toolbar above, such as highlighting a column and choosing “Left Align” or “Center Align”.

Right click in a column heading and the available action options are listed.

Column Formatting or Moving
Move To option if you are moving several columns
Because of joining properties, only folder and items in full color can be added or removed. Other items cannot be joined on this table.

Right Click on any item to display options as shown.

Items with a blue check are included on the worksheet you can remove it or add it, if it is unchecked.

Click the (+) signs to drill down details.
Go to Tools, choose options

- Click on the advanced tab
- Check 'Show Joins'
- Click 'OK'
Click the (+) signs to drill down details.

Where you will see joining properties

Items with this icon: Indicate a join can be created
The Stoplight format allows you to color code various ranges in your worksheet.
Useful Tip: avoid the temptation to use the Export to Excel button in the Oracle Discoverer toolbar. This does NOT give you the option to specify the directory to which you wish to save your file.

If you have more than one worksheet in a workbook, you can choose to export entire workbook, or just the current displayed worksheet.
1. Choose the format

2. Choose the destination of the export and the name of the file

Click Next >
If you set up parameters in your workbook, you will see this as your step 3.
Choose supervised or unsupervised export process. Always opt for supervised as this allows you to see if there are any problems encountered while exporting the results.
Export Log – Successful or Unsuccessful

Export complete
Files exported to: C:\Users\crhas\Desktop\Documents

<table>
<thead>
<tr>
<th>Sheet Name</th>
<th>File Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheet 1</td>
<td>HEFACodes.xls</td>
<td>Sheet exported successfully</td>
</tr>
</tbody>
</table>

Open the first exported sheet

Click OK
Choose to Open or Save File

File Download

Do you want to open or save this file?

- Name: HEFACodes.xls
- Type: Microsoft Office Excel 97-2003 Worksheet, 65.0KB
- From: C:\Users\chastin\Documents

- Open
- Save
- Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentialy harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Set up the workbook once – then share it with others in your area. They can use the workbook, but will not be allowed to save the changes, in your workbook. It can be saved as a new workbook.
Drop down: Starts with, Contains, or Ends With.
Highlight the individual by clicking on the name and then use the arrow to send the name to ‘Shared’.
Under ‘File’, choose ‘Save As…’

Click (+) sign next to your name, give the file a name, and click ‘Save’
Under ‘Edit’, choose ‘Duplicate Worksheet, As Table’

You can view and/or change the items on the specific tabs, just like when you create a new table but you do not have to start from scratch when using duplicate as Table.

Click ‘OK’ when ready.
CONTACT YOUR CAMPUS SERVICES REPRESENTATIVE FOR ANY QUESTIONS ON THIS OR ANY OTHER QUESTIONS AND / OR CONCERNS

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Ready?
Let’s create a Workbook!