

# Expense Reporting Business Objects & the Data Warehouse

Chicago Professional Development Conference  
March 2007

# Expense Reporting Review the Options

# Expense Reporting – you have questions

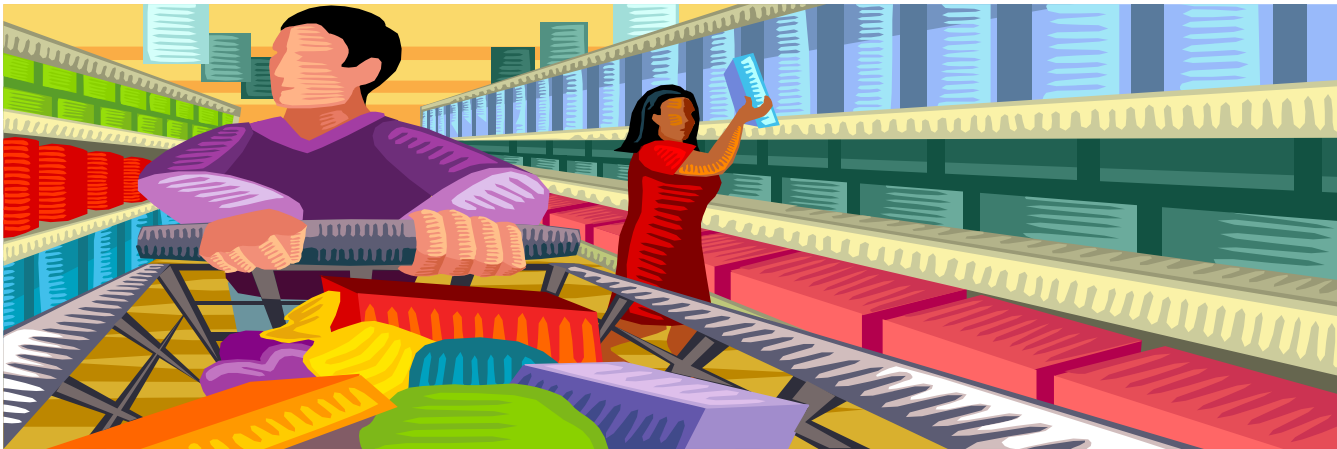
- Every unit has a need to monitor, evaluate, and investigate expenditures (examples: Invoice vouchers, PCard, Payroll)
- Every unit has a need for lists of expenses to review
- Every unit has a related need for summaries of those detailed expenses
- Some units have a desire for more than the standard listings and summaries



# Expense Reporting – you have questions

How do I know if I need the data warehouse ? What options do I have?

- There are a variety of solutions depending on your level of need, the sophistication of your questions, and your ability to dedicate resources to obtaining your answers
- Pick and choose a mix that best meets your need



# Expense Reporting – make your selections

If your primary need is to review a list of expenses and investigate any anomalies, then your needs will likely be met with Banner forms and the standard reports available in EDDIE or View Direct.

- ✓ Banner forms
- ✓ EDDIE reports (refreshable daily)
- ✓ View Direct reports (end of month)
- ⊘ Data warehouse access



# Expense Reporting – make your selections





If your primary need is mostly met by the standard reports, but you have additional questions, need data to sort in a spreadsheet, are feeding a local data set, or want to customize an existing report written by another data warehouse user, then you may need to pursue access to the data warehouse

- Banner forms
- EDDIE reports (refreshable daily)
- View Direct reports (end of month)
- Data warehouse access



# Expense Reporting – make your selections

If your primary need is to answer complex or unique questions through custom report writing, supply data to a local database or you have additional questions which are answered nowhere else **and** you are willing to invest time resources in understanding business processes, data, reporting tools and report writing, then you very likely need to access the data warehouse and the Business Objects report writing tool.

-  Banner forms
-  EDDIE reports (refreshable daily)
-  View Direct reports (end of month)
-  Data warehouse access



# Expense Reporting – Check out

If you've considered the possibilities and added the data warehouse to your selections, let's explore some of the expense reporting solutions the data warehouse has to offer





# Data Warehouse Solution Library and Query Clearinghouse



# What is Solution Library?

## DS Solution Library

- DS Authored step by step instructions and sample Business Objects reports designed to meet specific reporting needs
- Users asked for pre-assembled report samples to use as a starting point for learning and customization
- Solution Library grows based on user feedback




Solution Library link:

<http://www.ds.uillinois.edu/web/Home/SolLib.aspx>

# Accessing Solution Library

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## DECISION SUPPORT

[DS Home](#) | [Contact](#) | [to EDDIE](#) | [Site Map](#)

### WELCOME

Decision Support (DS) is a customer service unit with a focus on data warehousing, business intelligence, and information management. Decision Support is part of the University Office for Planning and Budgeting. Its responsibilities include managing the University's Data Warehouse, providing data access, helping staff create their own reports, and providing data education and general information about University data and reporting.

#### ❖ Get Started

All the information you need to start:

- [Creating Custom Reports](#)
- [Creating Data Downloads](#)
- [Viewing Standard Reports](#)

#### ❖ Assistance & Training

One-stop resource for:

- [Training Sessions, Webcasts, Demos, and Hands-on Assistance](#)
- [Technical Support & Troubleshooting Guides](#)
- [Templates & Solutions](#)

#### ❖ About Data

Dynamic information about:

- [Metadata & Documentation](#)
- [Data & System Availability and Load Status](#)
- [Data Quality Advisories](#)

#### ❖ Benefit

Find out how:

- [The University Benefits from the Data Warehouse](#)
- [Your Unit Can Use Data to Support Business Goals](#)
- [Other Higher Ed Institutions Use Data Warehouses](#)

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# Accessing Solution Library

The screenshot shows the University of Illinois Decision Support website. At the top, the university's name and locations (Chicago, Springfield, Urbana-Champaign) are displayed. A navigation menu includes links for 'Create Reports', 'View Reports', 'Download Data', 'Get Help', 'Get Access', 'About Data', 'DW Changes', 'Benefit', and 'About DS'. A secondary menu contains 'DS Home', 'Contact', 'to EDDIE', and 'Site Map'. The main content area is titled 'DECISION SUPPORT' and 'CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS'. A paragraph of introductory text is followed by two options: 'Query Clearinghouse' and 'Solution Library'. The 'Solution Library' link is circled in blue. A footer contains copyright information for 2006.

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## CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS

Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started.

|                                     |  |
|-------------------------------------|--|
| <a href="#">Query Clearinghouse</a> | <i>User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.</i>     |
| <a href="#">Solution Library</a>    | <i>DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs</i> |

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# Available Solutions on the DS website

|  |  |  |
|--|--|--|
| <p><a href="#">Create Reports Home</a></p> <p><a href="#">Solution Library Home</a></p> <p><b>Employee-Related Solutions</b></p> <p><a href="#">Employee Mailing Labels</a></p> <p><a href="#">Faculty Tenure Track</a></p> <p><a href="#">Current Job Listing</a></p> <p><a href="#">EClass Listing</a></p> <p><a href="#">Job/Job Detail Listing</a></p> <p><a href="#">Extra Help Hours Worked</a></p> <p><a href="#">Employee Leave Balances</a></p> <p><b>Money-Related Solutions</b></p> <p><a href="#">Payroll Listing by Org</a></p> <p><a href="#">Payroll Paying CFOAPs</a></p> <p><a href="#">PCard Listing Outside Org</a></p> <p><a href="#">PCard Unreconciled</a></p> <p><a href="#">Purchase Order Listing</a></p> <p><a href="#">General Ledger Transactions</a></p> <p><a href="#">Detailed Expenditures</a></p> <p><a href="#">Combined Finance &amp;</a></p> | <h2>SOLUTION LIBRARY</h2> <p>The Decision Support Solution Library provides step-by-step instructions for many common reporting needs. Each reporting solution contains:</p> <ul style="list-style-type: none"><li>• A sample report</li><li>• Detailed instructions on how to open, modify, and save the report</li><li>• Business concepts and data rules associated with the report</li><li>• Helpful links to additional Business Objects, Universe, and security information.</li></ul> <hr/> <p>❖ <b>Solutions Now Available:</b></p> <p><b>Employees</b></p> <ul style="list-style-type: none"><li>• <b>Employee Attributes</b><ul style="list-style-type: none"><li>• <a href="#">Employee Mailing Address Labels</a></li><li>• <a href="#">Faculty Tenure Track Information</a></li></ul></li><li>• <b>Position/Job Attributes</b><ul style="list-style-type: none"><li>• <a href="#">Current Job Listing</a></li><li>• <a href="#">Employee Class (E-Class) Listing</a></li><li>• <a href="#">Employee Job/Job Detail Listing</a></li></ul></li><li>• <b>Time/Attendance Recorded</b><ul style="list-style-type: none"><li>• <a href="#">Employee Extra Help Hours Worked</a></li><li>• <a href="#">Employee Leave Balances</a></li></ul></li></ul> <p><b>Money</b></p> <ul style="list-style-type: none"><li>• <b>Accounts Payable/Purchasing</b><ul style="list-style-type: none"><li>• <a href="#">P-Card Transactions Posted by Cardholders Outside an Organization</a></li><li>• <a href="#">P-Card Un-Reconciled Transactions</a></li><li>• <a href="#">Purchase Order Listing</a></li></ul></li></ul> | <h2>Quick Links</h2> <p><a href="#">Query Clearinghouse</a></p> <p><a href="#">Universe Information</a></p> <p><a href="#">Solution Library Home</a></p> <p><a href="#">General Info</a></p> <p><a href="#">BO How To &amp; Tips</a></p> |
|--|--|--|

# Available Solutions on the DS website

## Money-Related Solutions

[Payroll Listing by Org](#)

[Payroll Paying C-FOAPs](#)

[P-Card Listing Outside Org](#)

[P-Card Unreconciled](#)

[Purchase Order Listing](#)

[General Ledger Transactions](#)

[Detailed Expenditures](#)

[Combined Finance & Payroll Expenses](#)

[Rogue C-FOAPALS Funds 1 & 2](#)

[Rogue C-FOAPALS Fund 3](#)

[Rogue C-FOAPALS Funds 4, 5 & 60](#)

[Grant Expenses](#)

[Permanent Original State Fund Budget](#)

[Salary Planner Prep](#)

## Student-Related Solutions

[Informal Class Roster](#)

[Informal Class Roster with Grades](#)

- [Employee Class \(E-Class\) Listing](#)

- [Employee Job/Job Detail Listing](#)

- **Time/Attendance Recorded**

- [Employee Extra Help Hours Worked](#)

- [Employee Leave Balances](#)

## Money

- **Accounts Payable/Purchasing**

- [P-Card Transactions Posted by Cardholders Outside an Organization](#)

- [P-Card Un-Reconciled Transactions](#)

- [Purchase Order Listing](#)

- **Cash and General Ledger**

- [General Ledger Transactions by Fund and Account](#)

- **Expense / Revenue**

- [Detailed Expenditures by C-FOAP](#)

- [Combined Finance & Payroll Expenses](#)

- [Rogue C-FOAPAL Listing for Funds 1 & 2](#)

- [Rogue C-FOAPAL Listing for Fund 3](#)

- [Rogue C-FOAPAL Listing for Funds 4, 5 & 60](#)

- **Grants**

- [Direct & Indirect Expenses for Grant Funds](#)

- [Grants Proposals](#)

- **Payroll**

- [Employee Payroll Listing by Paying Organization \(who am I paying?\)](#)

- [Paying C-FOAPs for Employees in an Organization \(who is paying my employees?\)](#)

- **Salary Planner and Budget**

- [Permanent Original State Fund Budget](#)

- [Salary Planner Preparation](#)

# Expense Solution – finance with payroll detail

BOSEXPENSES (Combined Detailed Monthly Expenses) - Windows Internet Explorer provided by Yahoo!

Address: http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSEXPENSES.aspx

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**Employee-Related Solutions**

- Employee Mailing Labels
- Faculty Tenure Track
- Current Job Listing
- EClass Listing
- Job/Job Detail Listing
- Extra Help Hours Worked
- Employee Leave Balances

**CREATE A DETAILED MONTHLY EXPENSE REPORT COMBINING FINANCIAL & PAYROLL EXPENSES FOR A CHART, ORG, AND FISCAL YEAR/PERIOD**

|                      |   |
|----------------------|---|
| <b>Title</b>         | Detailed Monthly Combined Expenses  |
| <b>Description</b>   | List of combined Finance and Payroll detailed expense transactions by CFOAP. This report is limited by Chart, Org, Fiscal Year and Fiscal Period. |
| <b>Universe(s)</b>   | EDW – HRFIN – BOS Expenses  |
| <b>Authored By</b>   | Decision Support  |
| <b>Sample Report</b> | <a href="#">Detailed_Monthly_Expenses.rep</a>   |

**Expense & Revenue Analysis**

- Ledgers OL/GL Universe
- Posted Transactions Universe
- Similar Templates in QCH
- DS General Info
- BO How To & Tips

**Additional Information**

The BOS Detailed Expense Tracking materials include presentation slides from Decision Support's BOS Expenditures custom reporting lab and web cast sessions. Here you will find

# Expense Solution – finance with payroll detail

**BOSExpenses (Combined Detailed Monthly Expenses) - Windows Internet Explorer provided by Yahoo!**

File Edit View Favorites Tools Help

Address <http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSExpenses.aspx>

**Money-Related Solutions**

- Employee Leave Balances
- Payroll Listing by Org
- Payroll Paying CFOAPs
- PCard Listing Outside Org
- PCard Unreconciled
- Purchase Order Listing
- General Ledger Transactions
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- Rogue CFOAPALS Funds 1 & 2
- Rogue CFOAPALS Fund 3
- Rogue CFOAPALS Funds 4, 5 & 60
- Grant Expenses
- Permanent Original State Fund Budget

**Additional Information**

The BOS Detailed Expense Tracking materials include presentation slides from Decision Support's BOS Expenditures custom reporting lab and web cast sessions. Here you will find additional details on the BOS Expense universe and combined Finance and Payroll Expenditure reports.

**Step-by-Step Instructions**

- Obtain the required security**
  - You must have access to the either the HR or Finance EDW and the EDW - HRFIN - BOS Expenses universe
  - Don't have access, or don't know if you have access? [See Access & Security](#)
- Open the Sample Report**
  - Double click the link to the sample report, [Detailed\\_Monthly\\_Expenses.rep](#)
  - Click **Open**
  - Enter your Business Objects:EDDIE **user name and password.**
    - Don't know your EDDIE login? [Contact DS via the on-line Help Desk.](#)
  - If the Report Wizard opens, click Cancel
- Enter the requested information into the report prompts:**
  - Enter a 1-digit *Chart Code*
    - The chart code refers to a specific campus. Values are '1' - Urbana-Champaign, '2' - Chicago, '4' - Springfield, and '9' - University Administration
  - Enter a single 2-digit *State Fiscal Period(s)*
    - Reported Period is the two digit state fiscal period/month code to which



# Expense Solution – finance with payroll detail

**BOSExpenses (Combined Detailed Monthly Expenses) - Windows Internet Explorer provided by Yahoo!**

File Edit View Favorites Tools Help

Address <http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSExpenses.aspx>

Search Web My Yahoo! Mail LAUNCHcast Maps Fantasy Sports

(13 unread) ATT Yahoo! Mail ... My Station > Recently Played... Search Metadata BusinessObjects InfoView BOSExpenses (Combined Det... Add Tab

- Rogue CFOAPALS Fund 3
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- Salary Planner Prep
- Student-Related Solutions**
- Informal Class Roster
- Informal Class Roster with Grades
- Informal Class Roster in Census
- Deans List
- Student Term GPA
- Student Level GPA
- Student Listing by Attribute
- Awarded Degrees
- Admit/Accept not Registered
- Registered & Enrolled Student Listing

- Enter the requested information into the report prompts:**
  - Enter a 1-digit *Chart Code*
    - The chart code refers to a specific campus. Values are '1' - Urbana-Champaign, '2' - Chicago, '4' - Springfield, and '9' - University Administration
  - Enter a single 2-digit *State Fiscal Period(s)*
    - Posted Period is the two digit state fiscal period/month code to which the Operating Ledger Transaction was posted. Example valid values are 01 = July, 02 = August, 03 = September, etc.
  - Enter a single 4-digit *State Fiscal Year Code*
    - The four-digit state fiscal year code associated with the expenses you wish to view. Examples of fiscal year codes are '2005' for fiscal year 2005, and '2006' for fiscal year 2006.
  - Enter one or more 6-digit *Organization Code(s)*
    - The 6-digit organization code is used to track information by functional unit. Examples of 6-digit organization codes are '448000' - UIC Campus Housing, '448004' - Robinson Residence Halls.
    - If you are entering more than one Organization Code, be sure to separate values with a semi-colon (;).
  - Click "OK" to run the report
  - Expected run time for this report is between 5 and 10 minutes. Please wait at least 10 minutes to receive report results.
  - Your completed report is now available for on-line viewing.
    - Did you receive a blank report, an error message, or a "No data to fetch" [Troubleshooting advice](#).
- Data Rules to Understand when using this report:**

Done Internet

# Expense Solution – finance with payroll detail

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Address <http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSExpenses.aspx> Go

Search Web Search Web My Yahoo! Mail LAUNCHcast Maps Fantasy Sports

(13 unread) ATT Yahoo! Mail ... My Station > Recently Played... Search Metadata BusinessObjects InfoView BOSExpenses (Combined Det... Add Tab

- Student Listing by Attribute
- Awarded Degrees
- Admit/Accept not Registered
- Registered & Enrolled Student Listing
- Registered & Enrolled Student Listing in Census
- Current Program for Previous Students
- Previous Program for Current Students
- Registered Student Mailing Labels
- Awarded Degree Student Mailing Labels

- Expected run time for this report is between 5 and 10 minutes. Please wait at least 10 minutes to receive report results.
- Your completed report is now available for on-line viewing.
  - Did you receive a blank report, an error message, or a "No data to fetch" Troubleshooting advice.
- **Data Rules to Understand when using this report:**
  - Payroll expense transactions are associated with the month when the expenditure hits your CFOAPAL (by operating ledger transaction date) NOT by payroll number (the impacted pay period).
  - Data for BOS Expenses is loaded once per week, on the weekends. The data in this report (and the EDW) is "as of" the previous week. Current day activity will not be included in this report.
  - The BOS Expenses EDW and universe will only contain data for the current fiscal year, and the fiscal year immediately preceding the current fiscal year (e.g., FY07 and FY06). Older fiscal year data will be deleted on September 1 of each year. Reports to return data for fiscal years more than 1 year prior to the current year will not return results.
- **Suggestions for verifying the accuracy of your report data**
  - Select a CFOAP from your report, then look-up this same CFOAP in Banner Finance and Banner Payroll. The CFOAP expenses for the chosen Fiscal Year/Period(s) in your report should match the combined CFOAP expenses in Banner. Keep in mind that your report is "as of" the previous week, therefore, current day activity isn't included.
- Save, Print, or Send your report to another user.

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Done Internet

# Expense Solution – finance with payroll detail

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| <b>Universe(s)</b>   | EDW – HRFIN – BOS Expenses  |
| <b>Authored By</b>   | Decision Support  |
| <b>Sample Report</b> | <a href="#">Detailed_Monthly_Expenses.rep</a>   |

Click Here to open the pre-authored report in the Business Objects report writing tool



# This Expense Solution answers the question:

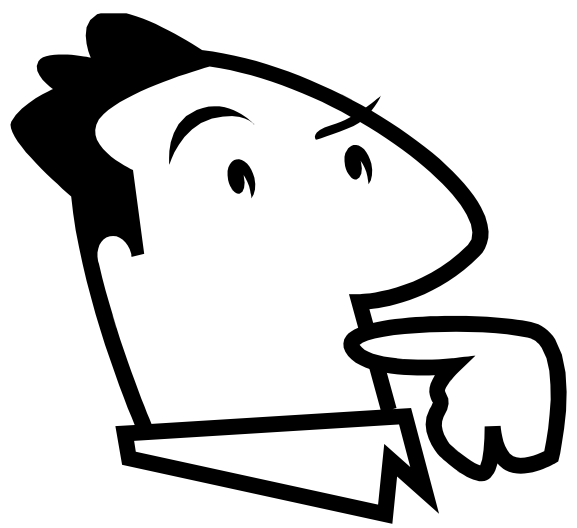
'I' is most likely defined with a Chart and an Organization

When you describe what you spend money on, you will want to see all of the details.

How much did I spend last month on what and whom?

When you use the phrase 'last month', you will most likely need a condition on year and month.

By asking on what AND on whom, the HRFIN - BOS Expenses Universe is the only Universe that contains both sets of detail level data.



# Expense Solution – finance & payroll detail

After opening the solution, a prompt box will come up and you will need to enter your unit's specific values then press OK.

The screenshot shows a dialog box titled "Enter or Select Values" with a close button (X) in the top right corner. The dialog contains four input fields, each with a label above it: "Select 1 digit Chart of Accounts Code", "Select 2 digit State Fiscal Period", "Select 4 digit State Fiscal Year", and "Select 6 digit Organization Code". To the right of the input fields are four buttons: "OK", "Cancel", "Help", and "Values...".

# Expense Solution – finance & payroll detail

The screenshot shows the BusinessObjects interface with a report titled "Report Title". The report displays a table of expense transactions. On the left, a "Variables" pane lists various data fields available for the report.

| CFOAP                         | State Fiscal Year | State Fiscal Period | OL Detail Transaction Date | OL Detail Description     | Original Document Number | OL Expense Amount |
|-------------------------------|-------------------|---------------------|----------------------------|---------------------------|--------------------------|-------------------|
| 9-100006-661000-141500-661001 | 2007              | 01                  | 7/1/2006                   | GPCV: SURVEYMONKEY        | PCAD3TCF                 | \$19.9            |
| 9-100006-661000-146301-661001 | 2007              | 01                  | 7/6/2006                   | Intro to Business Objects | P0005086                 | \$197.4           |
| 9-100006-661000-146301-661001 | 2007              | 01                  | 7/25/2006                  | Formatting in Business Ob | P0005648                 | \$149.9           |
| 9-100006-661000-153800-661001 | 2007              | 01                  | 7/28/2006                  | Computer Associates       | I1509165                 | \$8,390.0         |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,672.7        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$2,995.4        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$5,760.5        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$5,238.1        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,055.5        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$2,619.0        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,130.5        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,241.6        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$4,097.4        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$4,146.4        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,612.1        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$4,136.2        |
| 9-100006-661000-211300-661001 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,225.9        |
|                               |                   |                     | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$2,995.4        |
|                               |                   |                     | 7/1/2006                   | HR Payroll 2006 MN 999 (  | F0070677                 | -\$3,200.0        |

**Results:** a basic report that can be formatted any way you want or downloaded to MS Excel

# Expense Solution – finance & payroll detail

BusinessObjects - Detailed\_Monthly\_Expenses[1].rep - [mpollard@eddie.ds.uillinois.edu]

File Edit View Insert Format Tools Data Analysis Window Help

Arial 1 B U

Variables

- CFOAP
- Employee Name
- OL Detail Description
- OL Detail Transaction Date
- Original Document Number
- Payroll Accounting Category Code
- Payroll Acctg Transaction Date
- Payroll Id
- Payroll Number
- Payroll Year
- Position Number-Job Suffix
- State Fiscal Period
- State Fiscal Year
- UIN

| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$2,380.95         | ---           | 662483126 | U41023-00                  | 2006         | MN         |         |
|----------------------------|-------------------------|--------------------------|--------------------|---------------|-----------|----------------------------|--------------|------------|---------|
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$2,301.59         | ---           | 672552344 | U00548-00                  | 2006         | MN         |         |
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$2,380.95         | ---           | 655761872 | U75489-00                  | 2006         | MN         |         |
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$2,502.70         | ---           | 659718662 | U41021-00                  | 2006         | MN         |         |
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$3,678.57         | ---           | 656366222 | U90429-00                  | 2006         | MN         |         |
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$2,991.29         | ---           | 653236750 | U93116-00                  | 2006         | MN         |         |
| 7/14/2006                  | HR Payroll 2006 MN 7 0  | F0070777                 | \$3,789.78         | ---           | 659366752 | U70701-00                  | 2006         | MN         |         |
|                            |                         |                          | <b>Sum:</b>        |               |           |                            |              |            |         |
|                            |                         |                          | <b>\$81,338.93</b> |               |           |                            |              |            |         |
| OL Detail Transaction Date | OL Detail Description   | Original Document Number | OL Expense Amount  | Employee Name | UIN       | Position Number-Job Suffix | Payroll Year | Payroll Id | Pay Num |
| 7/21/2006                  | HR Payroll 2006 BW 15 0 | F0071813                 | \$1,483.73         | ---           | 650682793 | U86653-00                  | 2006         | BW         |         |
|                            |                         |                          | <b>Sum:</b>        |               |           |                            |              |            |         |
|                            |                         |                          | <b>\$1,483.73</b>  |               |           |                            |              |            |         |

Report1

Page 10 10/11 Last Exec: 12/8/2006 02:45 PM NUM

For example, you can format the report to break and total on each CFOAP

# Expense Solution – finance & payroll detail

|                              |  |  |  |  |      |         |  |  |  |  |  |  |  |  |  |  |
|------------------------------|--|--|--|--|------|---------|--|--|--|--|--|--|--|--|--|--|
|                              |  |  |  |  | COM  |         |  |  |  |  |  |  |  |  |  |  |
| 9-100006-661000-141500-66100 |  |  |  |  | Sum: | \$19.95 |  |  |  |  |  |  |  |  |  |  |

| CFOAP                        | State Fiscal Year | State Fiscal Period | OL Detail Transaction Date | OL Detail Description          | Original Document Number | OL Expense Amount | Employee Name | UIN | Position Number-Job Suffix | Payroll Year | Payroll Id | Payroll Number | Payroll Accounting Category Code | Payroll Acctg Transaction Date |
|------------------------------|-------------------|---------------------|----------------------------|--------------------------------|--------------------------|-------------------|---------------|-----|----------------------------|--------------|------------|----------------|----------------------------------|--------------------------------|
| 9-100006-661000-146301-66100 | 2007              | 01                  | 7/6/2006                   | Intro to Business Objects      | PD005086                 | \$197.40          |               |     | -                          |              |            |                |                                  |                                |
|                              | 2007              | 01                  | 7/25/2006                  | Formatting in Business Objects | PD005648                 | \$149.94          |               |     | -                          |              |            |                |                                  |                                |
| 9-100006-661000-146301-66100 |                   |                     |                            |                                | Sum:                     | \$347.34          |               |     |                            |              |            |                |                                  |                                |

| CFOAP                        | State Fiscal Year | State Fiscal Period | OL Detail Transaction Date | OL Detail Description | Original Document Number | OL Expense Amount | Employee Name | UIN | Position Number-Job Suffix | Payroll Year | Payroll Id | Payroll Number | Payroll Accounting Category Code | Payroll Acctg Transaction Date |
|------------------------------|-------------------|---------------------|----------------------------|-----------------------|--------------------------|-------------------|---------------|-----|----------------------------|--------------|------------|----------------|----------------------------------|--------------------------------|
| 9-100006-661000-153800-66100 | 2007              | 01                  | 7/28/2006                  | Computer Associates   | 11509165                 | \$8,390.00        |               |     | -                          |              |            |                |                                  |                                |
| 9-100006-661000-153800-66100 |                   |                     |                            |                       | Sum:                     | \$8,390.00        |               |     |                            |              |            |                |                                  |                                |

| CFOAP                        | State Fiscal Year | State Fiscal Period | OL Detail Transaction Date | OL Detail Description    | Original Document Number | OL Expense Amount | Employee Name | UIN       | Position Number-Job Suffix | Payroll Year | Payroll Id | Payroll Number | Payroll Accounting Category Code | Payroll Acctg Transaction Date |
|------------------------------|-------------------|---------------------|----------------------------|--------------------------|--------------------------|-------------------|---------------|-----------|----------------------------|--------------|------------|----------------|----------------------------------|--------------------------------|
| 9-100006-661000-211300-66100 | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 0 | F0070677                 | -\$3,672.78       | -----         | 659663794 | U94646-00                  | 2006         | MN         | 999            | A                                | 7/1/2006                       |
|                              | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 0 | F0070677                 | -\$2,995.48       | -----         | 670680107 | U41017-00                  | 2006         | MN         | 999            | A                                | 7/1/2006                       |
|                              | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 0 | F0070677                 | -\$5,760.55       | -----         | 651219957 | U95436-00                  | 2006         | MN         | 999            | A                                | 7/1/2006                       |
|                              | 2007              | 01                  | 7/1/2006                   | HR Payroll 2006 MN 999 0 | F0070677                 | -\$5,238.10       | -----         | 659090206 | U80194-00                  | 2006         | MN         | 999            | A                                | 7/1/2006                       |



# Expense Solution – finance & payroll detail customized

Query Panel - EDW - HRFIN BOS Expenses Universe

Scope of Analysis: None

Classes and Objects

- Operating Ledger Expense
- CFOAPAL Codes
- CFOAPAL Titles
- CFOAPAL Hierarchies
  - Fund
    - Fin Fund Type Level 1 Code
    - Fin Fund Type Level 2 Code
    - Fin Fund Level 4 Code
    - Financial Fund Embedded Dept Code
    - Grant Fund
      - Grant Code
        - Grant Short Title
        - Grant Long Title
        - Grant Start Date
        - Grant End Date
        - Principal Investigator Name
        - Principal Investigator UIN
  - Organization
  - Account
  - Program
  - Location
  - Report Quick Start

Result Objects

- UIN
- Position Nu...
- Payroll Year
- Payroll Id
- Payroll Num...
- Payroll Acco...
- Payroll Acct...

Conditions

- Select State Fiscal Year
- Select State Fiscal Period
- Select Chart of Accounts Code
- Select Organization Code

And

And

And

And

Options...

Save and Close

View...

Run

Cancel

You can also add some Grant information to your report.

# Available Solutions on the DS website

## Money-Related Solutions

[Payroll Listing by Org](#)

[Payroll Paying C-FOAPs](#)

[PCard Listing Outside Org](#)

[PCard Unreconciled](#)

[Purchase Order Listing](#)

[General Ledger Transactions](#)

[Detailed Expenditures](#)

[Combined Finance & Payroll Expenses](#)

[Rogue C-FOAPALs Funds 1 & 2](#)

[Rogue C-FOAPALs Fund 3](#)

[Rogue C-FOAPALs Funds 4, 5 & 60](#)

[Grant Expenses](#)

[Permanent Original State Fund Budget](#)

[Salary Planner Prep](#)

## Student-Related Solutions

[Informal Class Roster](#)

[Informal Class Roster with Grades](#)

- [Employee Class \(E-Class\) Listing](#)

- [Employee Job/Job Detail Listing](#)

- **Time/Attendance Recorded**

- [Employee Extra Help Hours Worked](#)

- [Employee Leave Balances](#)

## Money

- **Accounts Payable/Purchasing**

- [P-Card Transactions Posted by Cardholders Outside an Organization](#)

- [P-Card Un-Reconciled Transactions](#)

- [Purchase Order Listing](#)

- **Cash and General Ledger**

- [General Ledger Transactions by Fund and Account](#)

- **Expense / Revenue**

- [Detailed Expenditures by C-FOAP](#)

- [Combined Finance & Payroll Expenses](#)

- [Rogue C-FOAPAL Listing for Funds 1 & 2](#)

- [Rogue C-FOAPAL Listing for Fund 3](#)

- [Rogue C-FOAPAL Listing for Funds 4, 5 & 60](#)

- **Grants**

- [Direct & Indirect Expenses for Grant Funds](#)

- [Grants Proposals](#)

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- [Paying C-FOAPs for Employees in an Organization \(who is paying my employees?\)](#)

- **Salary Planner and Budget**

- [Permanent Original State Fund Budget](#)

- [Salary Planner Preparation](#)

# Expense Solution – PCard transactions

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**Solution Library**

**DECISION SUPPORT**

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[Create Reports Home](#)  
[Solution Library Home](#)

## CREATE A LISTING OF UN-RECONCILED P-CARD TRANSACTIONS

**Purchasing Analysis**

**Employee-Related Solutions**

[Employee Mailing Labels](#)  
[Faculty Tenure Track](#)  
[Employee Work Mailing Labels](#)  
[Current Job Listing](#)  
[EClass Listing](#)  
[Job/Job Detail Listing](#)  
[Extra Help Hours Worked](#)  
[Employee Leave Balances](#)

|                      |   |
|----------------------|---|
| <b>Title</b>         | P-Card Un-Reconciled Transactions   |
| <b>Description</b>   | List of un-reconciled P-Card transactions for a specific chart, list of funds and list of organizations. The report is grouped by CFOAPAL and sorted by P-Card Purchase Date. |
| <b>Universe</b>      | EDW – Finance – PCard Transactions  |
| <b>Authored By</b>   | Decision Support  |
| <b>Sample Report</b> | <a href="#">Pcard_Unreconciled_Transactions.rep</a>   |

[Purchasing Universe](#)  
[PCard Transactions Universe](#)  
[Similar Templates in OCH](#)  
[DS General Info](#)  
[BO How To & Tips](#)

**Money-Related Solutions**

❖ **Step-by-Step Instructions**

- **Obtain the required security**
  - You must have access to the Finance EDW and the P-Card Transactions universe
  - Don't have access, or not sure if you have access? [See Access & Security](#)

27



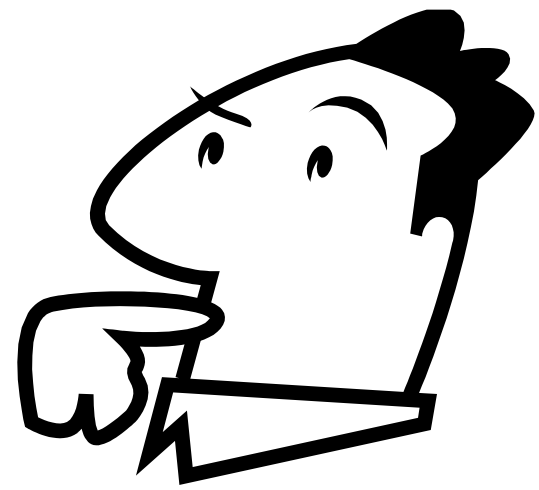
# This Expense Solution answers the question:

'I' is most likely defined with a Chart and an Organization

You may want to include objects for Fund code(s) when looking at specific transactions

Do I have any un-reconciled PCard transactions?

When you use the phrase 'un-reconciled', it generally means a PCard transaction with a status code of zero



# Expense Solution – finance & payroll detail

After opening the solution, a prompt box will come up and you will need to enter your unit's specific values then press OK.

The dialog box has a blue title bar with the text "Enter or Select Values" and a close button (X) in the top right corner. The main area is light beige and contains three numbered instructions, each with a corresponding text input field:

- 1. Enter a 1 digit CHART CODE (1,2,4 or 9)
- 2. Enter 1 or more 6 digit FUND CODES (i.e., 301697;30276...)
- 3. Enter 1 or more 6 digit ORG CODES (i.e., 251000;251002) separate with (;) - no spaces values...

On the right side of the dialog, there are three buttons: "OK", "Cancel", and "Help".

# Expense Solution – finance & payroll detail

Header

## P-Card Un-Reconciled Transactions

Last Refresh: 3/1/2007

Chart Code(s): 7  
 Fund Code(s): 100007  
 Org Code(s): 123456

1-100007-123456-123456-123456

| Cardholder Name | P-Card Card Number Last 4 | P-Card Requestor Name | User Log Number | P-Card Purchase Date | P-Card Item Description | Auto Reconcile Date | P-Card Comments            | Document Number | P-Card Item Price | P-Card Item Quantity | P-Card Transaction Amount |
|-----------------|---------------------------|-----------------------|-----------------|----------------------|-------------------------|---------------------|----------------------------|-----------------|-------------------|----------------------|---------------------------|
| ---             | 9182                      |                       |                 | 2/20/2007            | -----                   | 3/7/2007            | AMTRAK<br>INT0511129175622 | PCA0BEE1        | 66.00             | 1.0000               | 66.00                     |
| ---             | 9182                      |                       |                 | 2/20/2007            | -----                   | 3/7/2007            | AMTRAK<br>INT0511129173098 | PCA0BEE0        | 33.00             | 1.0000               | 33.00                     |
| ---             | 9182                      |                       |                 | 2/25/2007            | -----                   | 3/12/2007           | AMTRAK<br>INT0561127374982 | PCA0BLYG        | 45.00             | 1.0000               | 45.00                     |
| ---             | 9182                      |                       |                 | 2/27/2007            | -----                   | 3/13/2007           | CITRIX ONLINE.COM          | PCA0BM0X        | 899.50            | 1.0000               | 899.50                    |

# Available Solutions on the DS website

## Money-Related Solutions

[Payroll Listing by Org](#)

[Payroll Paying CFOAPs](#)

[PCard Listing Outside Org](#)

[PCard Unreconciled](#)

[Purchase Order Listing](#)

[General Ledger Transactions](#)

[Detailed Expenditures](#)

[Combined Finance & Payroll Expenses](#)

[Rogue CFOAPALS Funds 1 & 2](#)

[Rogue CFOAPALS Fund 3](#)

[Rogue CFOAPALS Funds 4, 5 & 60](#)

[Grant Expenses](#)

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- [Permanent Original State Fund Budget](#)

- [Salary Planner Preparation](#)

# Expense Solution – Payroll transactions

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[Current Job Listing](#)

[EClass Listing](#)

[Job/Job Detail Listing](#)

[Extra Help Hours Worked](#)

[Employee Leave Balances](#)

**Money-Related Solutions**

**DECISION SUPPORT**

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**CREATE AN EMPLOYEE PAYROLL LISTING FOR A PAYING ORGANIZATION AND FISCAL YEAR**

|                      |  |
|----------------------|--|
| <b>Title</b>         | Employee Payroll Listing by Paying Organization  |
| <b>Description</b>   | List of employee payroll transactions for a paying organization, for a fiscal year. The report is sorted by paying CFOAP and employee name. The report includes payroll expense sub-totals by CFOAP and a grand total for the entire organization. |
| <b>Universe(s)</b>   | EDW – HR – Payroll (HR_PAY)  |
| <b>Authored By</b>   | Decision Support   |
| <b>Sample Report</b> | <a href="#">Payroll_Listing_Paying_Org</a>   |

**❖ Additional Information**

The HR Payroll Custom Lab presentation materials includes presentation slides from Decision Support's HR Payroll custom reporting lab. Here you will find additional details on the HR Payroll Universe and HR Payroll reports.

**Payroll Analysis**

[HR Payroll Universe](#)

[HRFIN BOS Payroll Universe](#)

[Similar Templates in QCH](#)

[DS General Info](#)

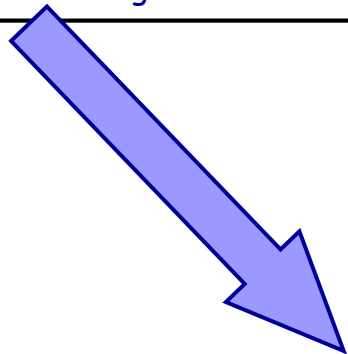
[BO How To & Tips](#)





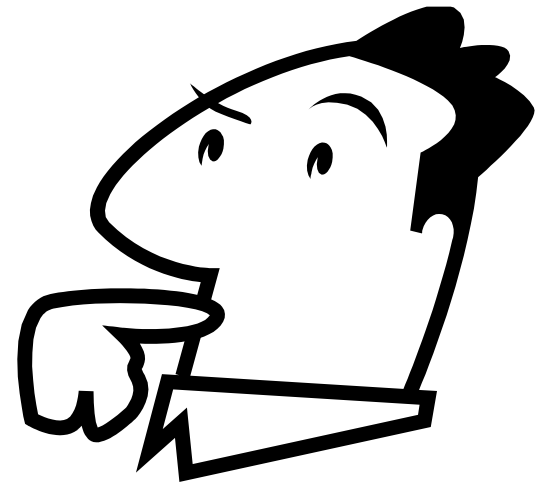
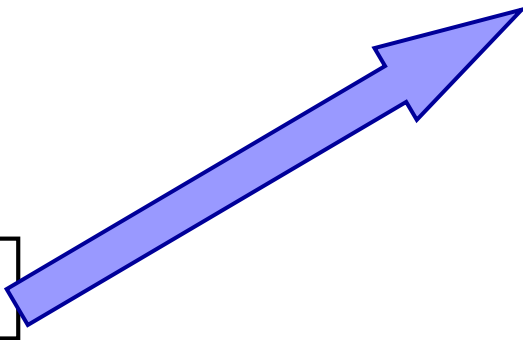
# This Expense Solution answers the question:

'I' is most likely defined with a Chart and an Organization



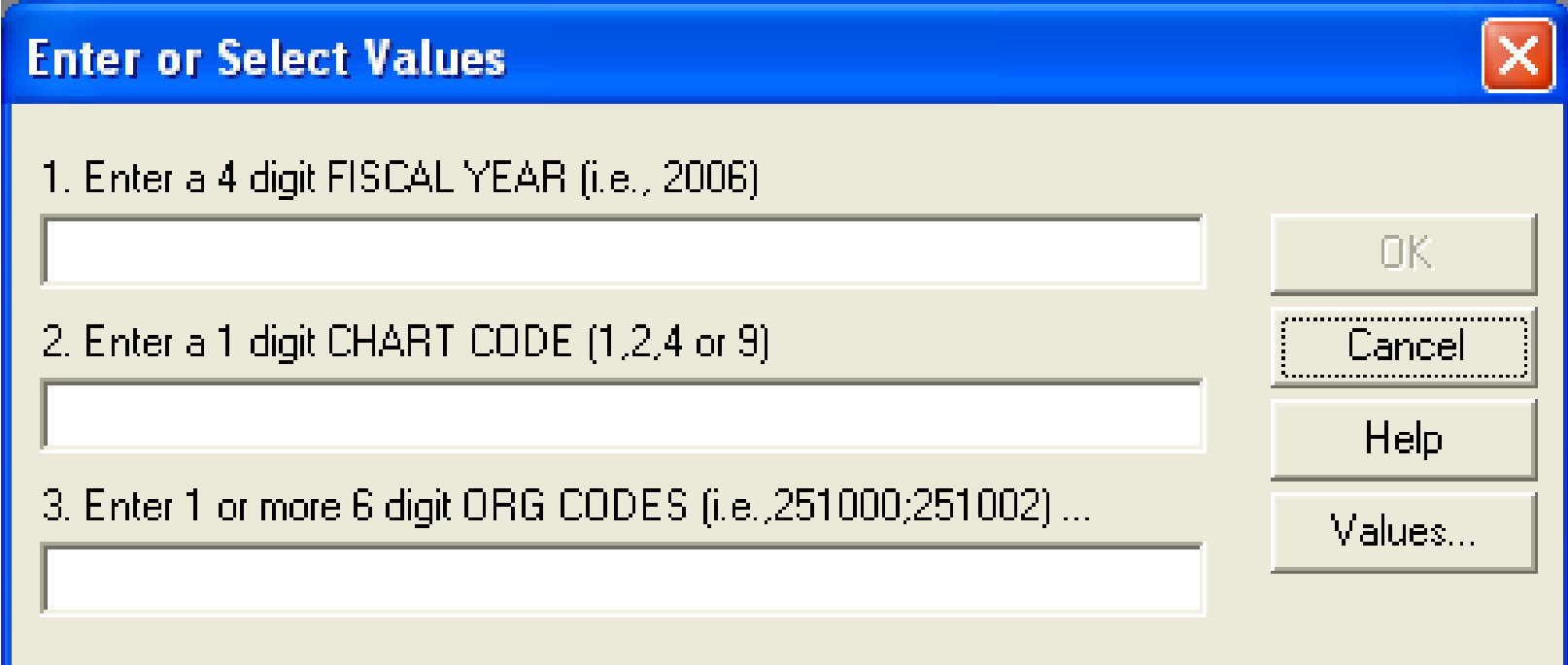
Who am I paying this fiscal year?

Indicates a list of transactions within a specified four digit fiscal year



# Expense Solution – payroll transactions by CFOAP

After opening the solution, a prompt box will come up and you will need to enter your unit's specific values then press OK.



The dialog box has a blue title bar with the text "Enter or Select Values" and a red close button (X) in the top right corner. The main area is light beige and contains three numbered instructions, each followed by a text input field:

1. Enter a 4 digit FISCAL YEAR (i.e., 2006)
2. Enter a 1 digit CHART CODE (1,2,4 or 9)
3. Enter 1 or more 6 digit ORG CODES (i.e.,251000;251002) ...

On the right side of the dialog box, there are four buttons stacked vertically: "OK", "Cancel" (with a dashed border), "Help", and "Values..."

# Expense Solution – payroll transactions by CFOAP

Header

## Employee Payroll Listing by Paying Organization

Last Refresh: 3/1/2007

Fiscal Year: 2006

Chart:

Paying Org Code(s):

| Acctg Detl CFOAP              | Employee Name | Employee UIN | Position Number | Job Suffix | Payroll ID | Payroll Year | Payroll Number | Sequence Number | Acctg Detl Event Desc | Acctg Detl Expense Amount |
|-------------------------------|---------------|--------------|-----------------|------------|------------|--------------|----------------|-----------------|-----------------------|---------------------------|
| 1-100006-123456-123456-123456 | --            | --           | U22004          | 00         | MN         | 2005         | 10             | 0               | Original Action       | 3,452.38                  |
| 1-100006-123456-123456-123456 | --            | --           | U22004          | 00         | MN         | 2005         | 10             | 1               | Void                  | -3,452.38                 |
| 1-100006-123456-123456-123456 | --            | --           | U22004          | 00         | MN         | 2005         | 11             | 0               | Original Action       | 4,833.33                  |
| 1-100006-123456-123456-123456 | --            | --           | U22004          | 00         | MN         | 2005         | 11             | 1               | Void                  | -4,833.33                 |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 7              | 0               | Original Action       | 3,403.72                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 8              | 0               | Original Action       | 6,807.44                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 9              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 10             | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 11             | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2005         | 12             | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 1              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 2              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 3              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 4              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 5              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 6              | 0               | Original Action       | 7,011.67                  |
| 1-100006-123456-123456-123456 | --            | --           | U94646          | 00         | MN         | 2006         | 999            | 0               |                       | 3,672.78                  |



# What is QCH?

## DS Query Clearinghouse

- A place for users to share report templates
- Any data warehouse user can post Business Objects files for others to use as a starting point
- Share and work together!



- Query Clearinghouse link:  
<https://www.ds.uillinois.edu/Reports/Authentication/Login.aspx?ReturnUrl=%2freports%2fQCH%2fQCHBrowser.aspx>

# Accessing Query Clearing House

The screenshot shows the University of Illinois Decision Support website. At the top left is the university logo: "UNIVERSITY OF ILLINOIS CHICAGO • SPRINGFIELD • URBANA-CHAMPAIGN". To the right is a photograph of a modern building at night. Below the logo is a navigation bar with links: "Create Reports", "View Reports", "Download Data", "Get Help", "Get Access", "About Data", "DW Changes", "Benefit", and "About DS".

The main content area has a dark blue header with "DECISION SUPPORT" in white text and "DS Home | Contact | to EDDIE | Site Map" on the right. Below this is a red banner with the text "CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS".

The left sidebar is dark blue with white text, listing various report creation steps: "Create Reports Home", "Getting Started", "Get Access", "Define Your Report", "Report Development Steps", "Tool Options", "Report Developer Responsibilities", "Support & Training", "Templates & Solutions", "Creating Business Objects Reports", "Creating ODBC Reports", "Using Custom Reports", and "Login to EDDIE".

The main content area contains a paragraph: "Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started."

Below the paragraph are two links, each with a description:

- [Query Clearinghouse](#) | *User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.*
- [Solution Library](#) | *DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs*

At the bottom of the page is a copyright notice: "© Copyright 2006 The Board of Trustees of the University of Illinois | Web Privacy Statement".

# Press on the "Login Using Bluestem"



## Standard Report Directory

[Reporting Central](#)

[Standard Report Directory](#)

[Query Clearinghouse](#)

### Authentication

**Please Login**

Access to this page is restricted. Authorized users may gain access by providing their University NetID and password using Bluestem.



Having trouble? Check out CITES password information

[To Decision Support Home](#)

[To EDDIE Login](#)

# Query Clearinghouse



## Query Clearinghouse

- Reporting Central
- Standard Report Directory
- Query Clearinghouse**

Browse Search

- Finance (59)
- Human Resources (57)
- Student (134)
- Other (3)

[? Get Help Using this Form](#)

- Browse
- Search
- Post to QCH
- Help

**Warning:**

Users in the University of Illinois reporting community have s queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised. Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

Query Clearinghouse should not be used to publish completed reports for distribution to others. Contact Decision Support for additional information about publishing reports to other University users.

Don't show this message again

| Category Name                   | Documents |
|---------------------------------|-----------|
| <a href="#">Finance</a>         | 59        |
| <a href="#">Human Resources</a> | 57        |
| <a href="#">Student</a>         | 134       |
| <a href="#">Other</a>           | 3         |

[To Decision Support Home](#) | [To EDDIE Login](#)

# Query Clearinghouse – Finance or HR

Browse Search

- [-] Finance (59)
  - [-] Accounts Payable (1)
  - [-] Accounts Receivable (3)
  - [-] CFOAPAL Listings (4)
  - [-] Custom Year Funds (0)
  - [-] Encumbrances (0)
  - [-] Federal Agriculture (0)
  - [-] Finance Other (2)
  - [-] Fixed Assets (4)
  - [-] General Ledger (7)
  - [-] Grants (7)
  - [-] **Operating Ledger (19)**
  - [-] Purchasing (6)
  - [-] Budget (5)
  - [-] Budget Operating Statement (1)
- [+] Human Resources (57)
- [+] Student (134)
- [-] Other (3)

[? Get Help Using this Form](#)

Documents for **Operating Ledger** (19).

| Posted     | File Type | File Name                                      | Short Description  |                            |
|------------|-----------|--|--|----------------------------|
| 1/31/2005  |           | <a href="#">Subquery JV's.rep</a>              | This Si report includes a subquery that uses Org conditions to return all transactions on a JV where a specific Organization was utilized            | <a href="#">Details...</a> |
| 3/8/2005   |           | <a href="#">I&amp;E-by-Month - 05.rep</a>      | Income & Expense by Month with Carryover Balance - Si  | <a href="#">Details...</a> |
| 10/11/2005 |           | <a href="#">SingleFYExpenseswithGraphs.rep</a> | Summary of Fiscal Year non-payroll expenses with graphs  | <a href="#">Details...</a> |
| 3/24/2005  |           | <a href="#">ExpensesbyOrgFYFP.rep</a>          | Expense detail & Fiscal Period and YTD Expenses by 3 digit organization  | <a href="#">Details...</a> |
| 5/12/2005  |           | <a href="#">Rogue CFOPs Fund Type.rep</a>      | Returns Rogue CFOPs by Year and Fund Code Type   | <a href="#">Details...</a> |
| 5/17/2005  |           | <a href="#">FOAPAL Rollup.xls</a>              | Excel application for Expense rollup by college, dept, org and fund. If you have questions, email OBFBSIEnterpriseSupport@uillinois.edu.             | <a href="#">Details...</a> |
| 12/16/2005 |           | <a href="#">roqueFOAPmatchDefault.rep</a>      | Gets records from CFOAP that match the parameter, then queries the OL for all funds returned from CFOAP, lists unmatched org and/or program records. | <a href="#">Details...</a> |
| 12/20/2005 |           | <a href="#">roqueFOAPmatchTrans.rep</a>        | Gets records from OL that match the parameter, then lists those records where the fund does not match the default fund.                              | <a href="#">Details...</a> |
| 3/14/2006  |           | <a href="#">ExpensesbyChart6DigitOrg.rep</a>   | Expense transactions, Expense by month, Expense YTD by a single Chart & 6 Organization   | <a href="#">Details...</a> |
| 3/23/2006  |           | <a href="#">Detail Expenses - 4 tabs.rep</a>   | This document contains 4 report tabs to list expenses by Chart & 6 digit organization, by State, ICR, Revolving. & Grant/other                       | <a href="#">Details...</a> |
|            |           |  | that rolls up balance data by organization code.   | <a href="#">Details...</a> |
|            |           |  | Expense transactions, Expense by month, Expense  |                            |

Visit Query Clearinghouse and get a sample report with which to begin!



# Getting Access to the Data Warehouse

# Getting started in the data warehouse

- You will need to obtain access to the data warehouse by asking your USC (Unit Security Contact) to obtain access for you  
<http://www.ds.uillinois.edu/web/Home/GetAccess/ForUSCs.aspx>
- You will need to install Business Objects on your machine
  - You will need administrator rights on your machine to install the software
  - Business Objects is not currently compatible with IE7
- Decision Support strongly suggests you attend available training on the Business Objects tool and the data that you are interested in  
<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>



# Getting started in the data warehouse

Decision Support suggests the following training for first time users of the Business Objects report writing tool:

1. Introduction to Business Objects
2. Formatting in Business Objects



<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>

# Getting started in the data warehouse

Decision Support suggests the following training for first time report writers:

1. Online Demos & Tutorials
2. Archived WebCasts
3. CPR Sessions (Come Practice Reporting)
4. Review of Universe Metadata
  - DUGs – Detailed Universe Guides
  - Quick Reference Guides



<http://www.ds.uillinois.edu/web/Home/Help/SelfTraining.aspx>

# Getting Help using the data warehouse

- Decision Support has lots of documentation, what we call Metadata, on our website. In addition, our universe products have lots of definitions and information.

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>

- We have dedicated personnel available to help answer your questions, all you have to do is ask!

- Email to: [DSFACCLerk@helpdesk.uillinois.edu](mailto:DSFACCLerk@helpdesk.uillinois.edu)





# Who can I follow up with?

Beth Ladd – Finance FAC

[hessgill@uillinois.edu](mailto:hessgill@uillinois.edu)

217-265-6537



Mark Pollard – HR FAC

[mpollard@uillinois.edu](mailto:mpollard@uillinois.edu)

217-265-6538



Questions? Discussion?



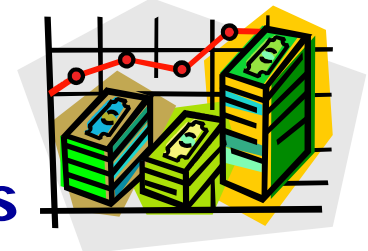
Thank You!

# Appendix – Additional Training Offerings and Resources



# Training & Information - Standard Reports

OBFS suggests the following training:



- **GL102 – Retrieving General Ledger Reports**
  - This course provides instructions to retrieve operational reports using ViewDirect and Banner Queries
- **GL106 – Reporting For Managers**
  - This course will provide more detail information on the reports that we discussed earlier and provides hands-on opportunity to use EDDIE
- **GL104 – Understanding University Financial Statements and the Reconciliation Process**
  - This course provides an understanding of University financial statements and how to utilize them to reconcile your unit's Funds and locate budget balances

<http://www.obfs.uillinois.edu/obfshome.cfm?level=1&path=training&XMLData=training1>

# Resources for Data Warehouse Users

For additional documentation and information about universes, objects, tables, loading of EDW data, training, data models, and metadata search, please visit the DS website:

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>

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Create Reports | View Reports | Download Data | Get Help | Get Access | About Data | DW Changes | Benefit | About DS

**DECISION SUPPORT** [DS Home](#) | [Contact](#) | [to EDDIE](#) | [Site Map](#)

**METADATA**

**Metadata for Business Objects Users**  
*Data and product information for users who create reports using Business Objects*

**Metadata for Data Downloaders**  
*Data and product information for users who create custom reports using a ODBC tool (MS Access, MySQL, etc.), or who create data downloads using the Data Warehouse*

**Metadata by Subject Area**  
**Employee** - information about employee-related data and products  
**Money** - information about money-related data and products  
**Student** - information about student-related data and products

**About Metadata**  
*Learn more about Metadata and how it can help you*

**Quick Links**  
[Query Clearinghouse](#)  
[Universe Information](#)  
[Solution Library Home](#)  
[General Info](#)  
[BO How To & Tips](#)

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# Decision Support - Password reset



- DS is pleased to announce the availability of a Password Management Application!
- The Self Service Application enables you to unlock, set, and synchronize your EDDIE/BusinessObjects and Data Warehouse passwords in the production environment.
- The link to the Self Service Application is below. The application can also be accessed via the DS website under the 'Get Help' menu or directly from the EDDIE login screen.

<https://www.ds.uillinois.edu/PwdMgmt>

# DS Resources and Contacts: General



- Want general info on reporting?
  - Check out Reporting Central at [www.ds.uillinois.edu](http://www.ds.uillinois.edu)
- Want to know the status of issues and when the Warehouse data was last updated?
  - Visit the System Status page at <http://www.ds.uillinois.edu/web/Home/AboutData/Data.aspx>

# DS Resources and Contacts: Standard Reports

- Want to know what standard reports are available?
  - Try the Standard Report Directory at [www.ds.uillinois.edu](http://www.ds.uillinois.edu)
- How can I get access to standard reports?
  - Follow the instructions at <http://www.ds.uillinois.edu/web/Home/GetAccess/StdReports.aspx>



# DS Resources and Contacts: Custom Reports

- How can I get access to create my own reports using the Data Warehouse?
  - Follow the instructions at <http://www.ds.uillinois.edu/web/Home/GetAccess/ForUsers.aspx>
- How can I find out what training is available for using Business Objects?
  - Browse the Training Calendar on the DS website at: <http://www.ds.uillinois.edu/trainingnet/default.aspx>
- Need help creating a report, or having a problem?
  - Drop in at regularly scheduled “practice labs” to get one-on-one help from the experts in an open lab setting. See the Events page at <http://www.ds.uillinois.edu/web/Home/Help/1on1.aspx> for times and locations.
  - File a case with the AITS Help Desk (be sure to include “Decision Support” in the description so it gets routed to DS)
    - Call: 312-996-4806 (UIC) or 217-333-3102 (UIS or UIUC)
    - E-mail: [helpdesk2@uillinois.edu](mailto:helpdesk2@uillinois.edu)



# DS Resources and Contacts: Change Management

- Need to know what changes have been made to the Data Warehouse?
  - Go the Change Management page and click on “Release Notes”  
<http://www.ds.uillinois.edu/web/Home/ChangesUpdates/ImplChanges.aspx>
  - What enhancements have been requested and what is their status?
  - DS has a Change Management Advisory Committee (CMAC) that helps prioritize change requests, check out the CMAC page to find out more about changes in the queue and for lists of members:  
<http://www.ds.uillinois.edu/web/Home/ChangesUpdates/CMAC.aspx>





# How to Contact DS for Report writing help

- By filing an on-line Help Desk case  
<http://onlinesupport.uillinois.edu/ds.html>. To complete the form:
  - Authenticate via Bluestem
  - Click "Start Here" on the left-hand margin
  - Select "New Case"
  - Be sure "Decision Support" is listed on Help Desk line (first line of New Case entry form). If it does not, click "Change Help Desk" and select Decision Support from the list of options.
  - Enter your contact information and the nature of your problem
  - Click "Create Case" to submit the case to Decision Support for response
- Create a Clarify Ticket
  - Phone the AITS Help Desk:
    - Chicago: (312) 996-4806
    - Urbana: (217) 333-3102
    - Springfield: (217) 333-3102
  - Email the AITS Help Desk:
    - [helpdesk2@uillinois.edu](mailto:helpdesk2@uillinois.edu) (one address for all 3 campuses to use)
  - If you have access to Clarify,
    - Send a Clarify Ticket directly to the 'Decision Support' Queue—we'll take it from there; the appropriate person will respond.