“Some day, on the corporate balance sheet, there will be an entry which reads "Information"; for in most cases, the information is more valuable than the hardware which processes it.”
- Grace Murray Hopper

Financial Data Warehouse

Updated 7-2015

Log in to BusinessObjects

Training Schedule

- Lecture & Lab
  - Data Warehouse Background & Overview
  - Query Tool
  - Terms and Definitions
  - Financial Data Overview
  - Using Corporate Documents
  - Building a Query and Report in Business Objects
  - work through exercises in the lab
Background

What is it?

- Central warehouse for financial, personnel, etc.
- Unlimited report building capabilities

Data Warehouse Overview

- Data is organized for ad-hoc, reporting access not transaction processing
- Snapshots at various points in time
- Easy access with query tools
- Retention of additional historical data
  - Accounting Activity from 1/2000 onward
  - Balances from 6/30/1998 onward

Flow of Data
Sources of Financial Data

• FACTS - Financial Accounting System
  • Complete Account Information
  • Codes, picklists, descriptions, etc.
• BALANCES System
  • Accounting Transaction Detail
• WSUORG
• Endowment System
• BPS - PBL - Permanent Budget Level data

Sources of Employment Data

• DEPPS - Personnel & Employee System
  • Employee
  • Position
  • Appointment
  • Funding

Sources of Purchasing Data

• PAPR - Purchasing, Accounts Payable, Receiving System
  • Vendor Information
  • Purchase Order Line Item Detail
  • Cost Distribution
• SCBAIMS
  • Service Center Billing
  • Requisitions
• Purchasing Card/CTA Card
  • Purchase Description
  • Cost Distribution
Query Tool Options

- **BusinessObjects**
  - Complete query and reporting tool

- **InfoBurst (iburst)**
  - Scheduler for pre-defined reports
  - May only be used with Business Objects
    - [https://iburst.wsu.edu/InfoBurst/logon2.asp](https://iburst.wsu.edu/InfoBurst/logon2.asp)

- **InfoView**
  - Use for managing documents on repository
  - Use for scheduling (apart from iburst)
    - [https://businessobjects.wsu.edu/InfoViewApp/logon.jsp](https://businessobjects.wsu.edu/InfoViewApp/logon.jsp)

Terms and Definitions

- **Universe**
  - A collection of information (e.g., a warehouse); A semantic layer between you and the database that adds descriptive information, security, and enables "smart" queries.

- **Class**
  - A set of related objects. Classes can have sub-classes to further group objects together. (Icon is a folder)

Terms and Definitions

- **Object** - a data item or formula
  - **dimension** - a data object (Icon is a blue cube)
  - **measure** - an object that is numeric and can be used in a calculation or is the result of a calculation (Icon is a yellow battleship/histogram)
  - **detail** - a qualification of another object, provides more detail on another object (Icon is a green diamond)
  - **Pre-defined Condition** - a special kind of object that helps to limit or filter the amount of data returned (Icon is a yellow funnel)
Terms and Definitions

- **Document**
  - A BusinessObjects file that acts as a container for reports (.rep extension)
  - Can either be housed on the BO repository or on your hard drive.

- **BusinessObjects documents are composed of 3 items:**
  - **Data Provider** - the query that retrieves data for reports.
  - **Data** - the raw data that was returned from the data provider (database) and displayed on the report
  - **Report** - the formatted results of the query

Data Verification/Accuracy

- **Accountability in creating reports**
- **Validate data in AIS – BALANCES, HEPPS, DEPPS etc.**

Data Security/Privacy

- **Safeguard ID and password**
- **Safeguard data and distribution of reports**
Managing Documents

- Save *.rep file on local or shared drive.
  - Be sure to check the box "Save for All Users"

- Upload document to repository
  - Using InfoView
  - Using Deski

- Share docs with others
  - Send to Users (puts in repository inbox)
  - Send to Email (leaves an email trail)
  - Save in public folders (requires setup)
  - Save on a shared file drive.

Repository storage

- Advantages of storing documents in the repository
  - Safe and easily retrieved if your computer crashes
  - Repository can be passed on to successors in a position

Corporate Documents

- To begin – start the program, open view toolbars to select toolbars in heading. Select all but "Large Buttons" then drag around to arrange.
Import Corporate Documents

Do to File, Import From Repository, select "Categories" radio button then open "Corporate Categories" folder, "Financial" and then select the "budget statement.rep" and import.

Run Corporate Documents

hit refresh icon Enter criteria and hit OK

Enter or Select Values

Enter account number(s) or 0 for all accounts

[Input boxes for financial data]

Balance Snapshot Date - can be last night or last month end

Run Corporate Documents

The message will appear on accounts that do not have revenue detail to report - just hit OK.
Query Panel

Top corner of Query Panel select all three boxes in the upper left corner. If you hover these will be "Show/Hide All Classes", "Show/Hide Help on selected items", "Wrap result objects."

Building Your Own Report

- Select result objects - these are what columns of data will be returned from the database and displayed in your report.
- Build conditions - these put limitations on the number of records that are returned from the database.
  - Use pre-defined or your own conditions as much as possible.
  - If you don’t specify otherwise, you will get ALL records.
  - Be careful when combining data from multiple classes
A brief walk-through of each class of data (folder) in BusinessObjects
- Describe each class
- Highlight key objects and pre-defined conditions (filters)
- Things to watch for in each class

Financial Data Overview

Set as Master creates a master/detail report
- Can also add breaks, totals, sorts, etc.
- How to “Slice and Dice” the data

Formatting the Report

Slice and Dice Panel

- Show/hide the Available Variables box
- Apply breaks, filters, sorts, rankings and calculations
- Report Variables
- Show all variables, dimensions only, measures only, or all variables by data provider
- Show masters in master/detail reports
- Show the variables in the active table, chart or crosstab
- Show the name and type (table, chart or crosstab) of each block
Tips and Techniques

• If using more than one "snapshot" class, be sure to specify the snapshot generation on EVERY class.
• Use Account Snapshot and Account Balance Snapshot most of the time.
• Only use Accounting Activity when detail is needed or when date range is not compatible with snapshot dates.
• ONLY use Supporting Data when a list of codes is required.

Tips and Techniques

• Build the query to get the data you want first, then format the report.
• Start with a small set of data, then add to it.
• Look at each object to make sure you have put appropriate conditions on each class used.
  • Conditions are what limit the amount of data returned; use them as much as possible.
• Notice the UPPER CASE objects; they are the unique identifiers for each class.
• Watch out for duplicate rows aggregation in BusinessObjects.

Save for all users
Contact IT to request an InfoBurst account.

Log in to InfoBurst at https://iburst.wsu.edu

InfoBurst User profile set-up

WSU Data Warehouse web page:
http://infotech.wsu.edu/datawarehouse/

Financial Data Warehouse listproc
financial_dw@listproc.wsu.edu