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## Financial Data Warehouse

Updated 7-2015

"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

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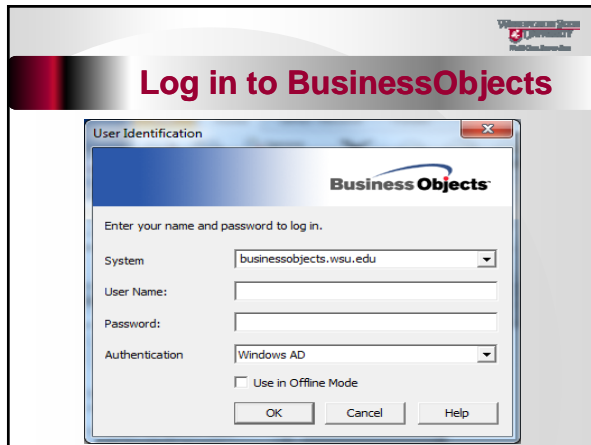
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## Log in to BusinessObjects

User Identification

Business Objects

Enter your name and password to log in.

System: businessobjects.wsu.edu

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

Authentication: Windows AD

Use in Offline Mode

OK Cancel Help

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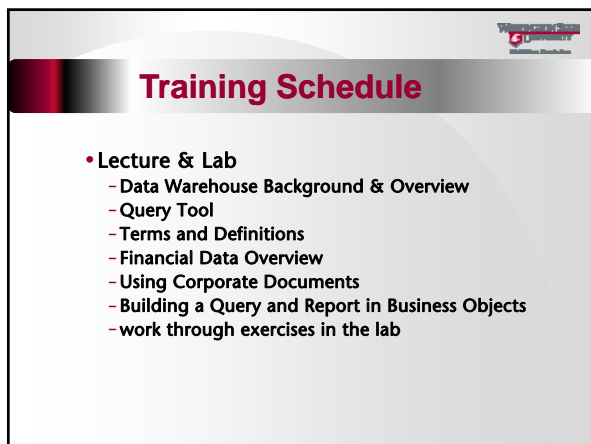
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## Training Schedule

- 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

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## Background

What is it?

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

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## 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

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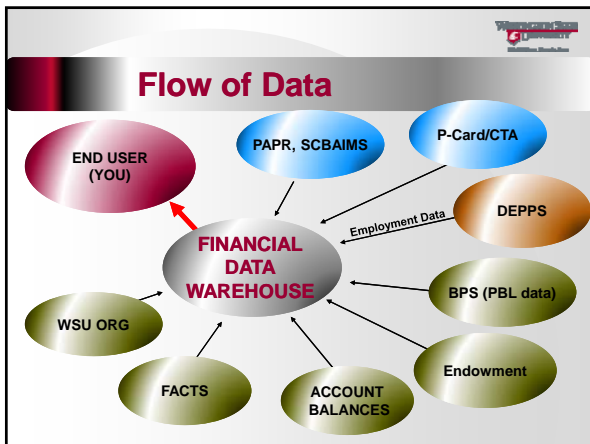
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**Sources of Financial Data**

- **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

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**Sources of Employment Data**

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

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**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

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## 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.aspx?ReturnUri=%2FInfoBurst%2FDefault.aspx>
- **InfoView**
  - Use for managing documents on repository
  - Use for scheduling (apart from iBurst)
  - <https://businessobjects.wsu.edu/InfoViewApp/logon.jsp>

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## 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)

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## 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)

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**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

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**Data Verification/Accuracy**

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

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**Data Security/Privacy**

- Safeguard ID and password
- Safeguard data and distribution of reports

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### 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.

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### 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

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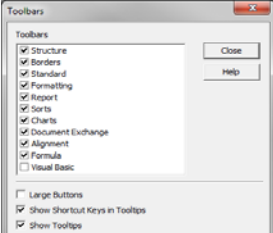
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### Corporate Documents

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



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### Import Corporate Documents

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

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### Run Corporate Documents

hit refresh icon Enter criteria and hit OK

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

Enter or Select Values

Enter account number(s) or 0 for all accounts  
11112222

Enter accounting activity effective date beginning (mm/dd/...  
07/01/2013

Enter accounting activity effective date ending (mm/dd/yy...  
03/19/2014

Enter balance snapshot date (mm/dd/yyyy)  
02/28/2014

Enter the state fiscal year(s) (yyyy)  
2014

OK  
Cancel  
Help  
Values...

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### Run Corporate Documents

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

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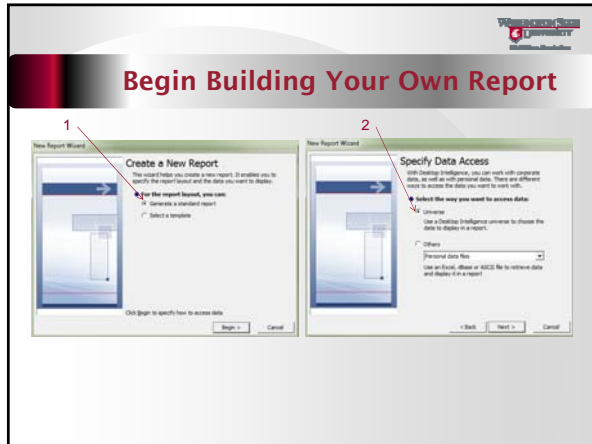
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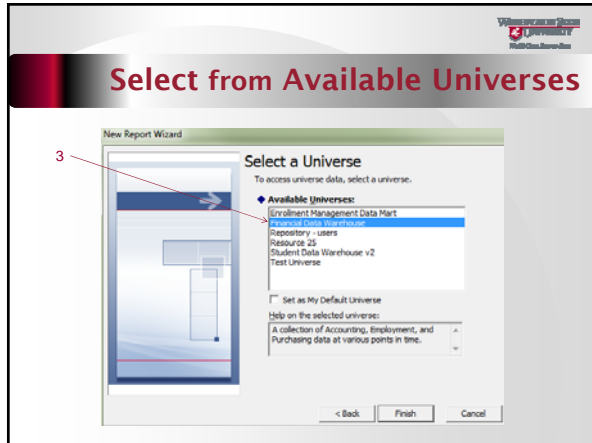
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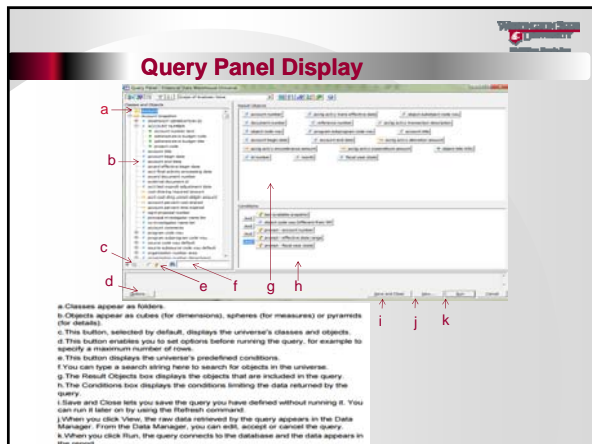
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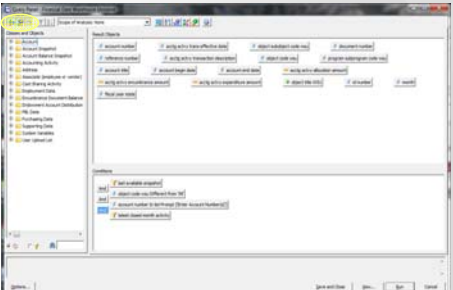
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## Query Panel

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."




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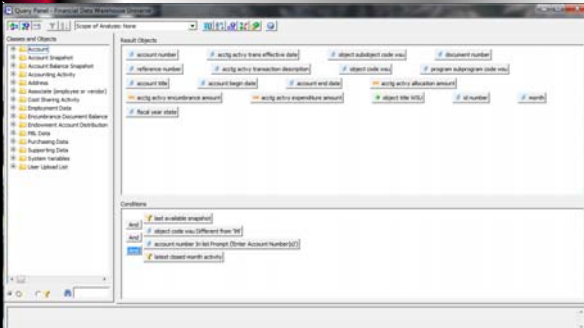
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## Building Your Own Report




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## 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

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## Financial Data Overview

- 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

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## Formatting the Report

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



Slice and Dice

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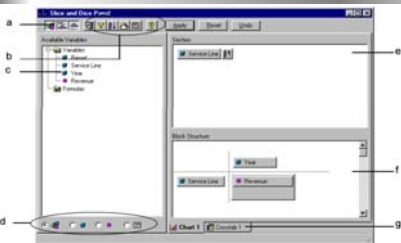
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## Slice and Dice Panel



- a. Show/hide the Available Variables box
- b. Apply breaks, filters, sorts, rankings and calculations
- c. Report Variables
- d. View all variables, dimensions only, measures only, or all variables by data provider.
- e. Show masters in master/detail reports
- f. Show the variables in the active table, chart or crosstab
- g. Show the name and type (table, chart or crosstab) of each block

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## 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.

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## 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.

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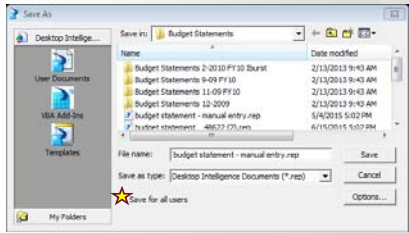
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## Save for all users




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### InfoBurst Access

Contact IT to request an InfoBurst account.

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



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### InfoBurst User profile set-up



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### How to learn more

- WSU Data Warehouse web page:  
<http://infotech.wsu.edu/datawarehouse/>
- Financial Data Warehouse listproc  
[financial\\_dw@listproc.wsu.edu](mailto:financial_dw@listproc.wsu.edu)

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