Basic ODS for Financial Management

Presented by Campus Services
Campus Services, a financial customer service unit within Business and Financial Services, partners with the campus community by providing professional, knowledgeable and responsible business and financial solutions
Website:
http://busfin.colostate.edu/cs.aspx
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).
Benefits/Capabilities

• Access and analyze data quickly
• View data in a familiar spreadsheet-style
• 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
HOW DO I FIND WHAT I NEED AND WHICH TABLE / REPORT CONTAINS THE INFORMATION NEEDED
<table>
<thead>
<tr>
<th>Information Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>We provide technology leadership, collaboration, best practices, innovative solutions and a commitment to excellence enabling the Colorado State University community to fulfill its mission and goals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact CSU</th>
<th>Disclaimer</th>
<th>Equal Opportunity</th>
<th>Privacy Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Colorado State University, Fort Collins, CO 80523 USA
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### Our Department
- Full Mission Statement
- Organization Chart
- Department Directory

### Sections
- Application Development
- System Support

### Resources
- LAN Managers Information
- ODS Data Warehouse
- User Database Password Change
- Security Forms

### Application Links
- Portal (RamPoint)
- Campus Administrative Portal (CAP)

### Finding Information
- CSU A-Z
- Search CSU
- CSU Directory
The ODS Data Warehouse contains University data from several sources. Refer to the ODS Data Warehouse Diagram to identify the data sources. These views are defined in the dictionary. Click on the subject area button for a list of views within that subject area then click on the view button to see a column listing.
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 +

**ARVID VIEWS**

<table>
<thead>
<tr>
<th>Schema</th>
<th>View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARVID</td>
<td>ASSET_COMPONENT</td>
<td>Reporting View - Capital Asset Component Information</td>
</tr>
<tr>
<td>ARVID</td>
<td>ASSET_DETAIL</td>
<td>Reporting View - Capital Asset Details</td>
</tr>
<tr>
<td>ARVID</td>
<td>ASSET_PAYMENT</td>
<td>Reporting View - Capital Asset Payments</td>
</tr>
<tr>
<td>ARVID</td>
<td>ASSET_WARRANTY</td>
<td>Reporting View - Capital Asset Warranty</td>
</tr>
<tr>
<td>ARVID</td>
<td>GL_BALANCE_SUMMARY_ADJ</td>
<td>Reporting View - GL_BALANCE_SUMMARY_ADJ</td>
</tr>
<tr>
<td>ARVID</td>
<td>GL_ENTRY_ACTUAL</td>
<td>Reporting View - GL_ENTRY_ACTUAL</td>
</tr>
</tbody>
</table>

**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, CSU specific attributes.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_ACCOUNT_EXT_YR</td>
<td>Base Table - Additional account attributes, 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_AJV</td>
<td>Reporting view.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_BCNSR_GL</td>
<td>Budget Construction Summary at the Object Code Level.</td>
</tr>
<tr>
<td>CSUKFS</td>
<td>CSUF_BCEMPL_FND</td>
<td>Summary of Incumbent Funding Lines.</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>
</tbody>
</table>
HOW DO I GET STARTED
Log in with your eName and ePassword, click ok.
Access Discoverer Plus by clicking on Discover Plus on 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.
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 Database: 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 and then click on Next >.
Suggestion: use the ‘ARVID Views’ 
ARVID – Advanced Reporting Views in Discoverer

Click on the (+) next to any folder to reveal all the fields available
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 >
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’

Let’s look at the details of the ‘Properties…’ button

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.
Worksheet Properties, General Tab use to Name the Worksheet

‘Table Format’ tab changes / shows gridlines or to show column headings and or row numbers

The properties of the worksheet can be changed and adjusted at any time – even after the workbook is saved.
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’.

Workbook Wizard – Step 4
Sort

To proceed to the next step in the Workbook Wizard click on Next >

Move Down
Is unavailable as this is at the bottom already
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.
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 add new, edit or delete any layout, item, condition, calculation, sort or parameter that is on your worksheet.

Click the ‘Edit Worksheet’ icon. Here are the options that you will see:
You can change the Worksheet Layout

Edit Worksheet Layout and/or Properties

You can change Properties from here too
Items with a blue ✓ are included on the worksheet. You can remove it or add it, if it is unchecked.

You can add new or remove the Selected Items.
You can add new, edit, remove or delete Conditions, Calculations, Percentages and Totals.

To edit existing conditions or calculations, click on name and choose edit or delete below.

Or to create new, click new and choose your option.
Add a description to the condition: Obj Codes 6618 - 6621 Phone Charges

Type a name or Generate a name for the condition

If your condition includes a range or multiple values, click on 'Advanced' and choose an option from the 'Insert' menu

You can always, remove, edit or delete a condition by right clicking on the condition name or using the 'Edit Worksheet' icon

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
Calculations

Use “Calculations” to add, subtract, multiply, or divide

<table>
<thead>
<tr>
<th>List:</th>
<th>All Items</th>
<th>My Calculations</th>
<th>My Running Total</th>
<th>My Percentages</th>
<th>My Totals</th>
<th>Fin object cd</th>
<th>Sum for Act ytd SUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493200</td>
<td>Jack Loughn / Dick Carlton Scholarship - # 15983,4</td>
<td>4105</td>
<td>Gifts-Priv.Foun</td>
<td>2010</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493200</td>
<td>Jack Loughn / Dick Carlton Scholarship - # 15983,4</td>
<td>4105</td>
<td>Gifts-Priv.Foun</td>
<td>2010</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493200</td>
<td>Richard G. Coonsen - Jansen Scholarship - Food - # 4</td>
<td>4105</td>
<td>Gifts-Priv.Foun</td>
<td>2010</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493200</td>
<td>Robert J. Coonsen - Jansen Scholarship - Food - # 4</td>
<td>4105</td>
<td>Gifts-Priv.Foun</td>
<td>2010</td>
</tr>
</tbody>
</table>

New Calculation

What do you want to name this calculation?

Calculation1

Select items and functions from the list on the left and paste them into the calculation.

Show: [Selected Items]  Calculation:

Account_nbr
Act act
Act ytd SUM
Fin coa cd
Fin object cd
Fin object nm
Org cd

Description

The unique number to identify a pool of funds assigned to a...
Totals

Use “Totals” to get the sums, averages, counts, etc from the data.

You can format data.

You can grand total at bottom, or group your data.

<table>
<thead>
<tr>
<th>Fin.coa.cd</th>
<th>Org cd</th>
<th>Org nm</th>
<th>Account nr</th>
<th>Account rm</th>
<th>Fin.object.cd</th>
<th>Fin.obj.cd rm</th>
<th>Univ.fiscal.yr</th>
<th>Account Desc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493220</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Kendall Graduate Scholarship</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493220</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Kendall Graduate Scholarship</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493250</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Brewing Science and Technology Program</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>5493250</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Brewing Science and Technology Program</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>314190</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Cooking With Kids: Integrating Classroom-USDA-CSRESE</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>314190</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Grants &amp; Contracts</td>
</tr>
<tr>
<td>CO</td>
<td>1571</td>
<td>Food Science &amp; Human Nutrition</td>
<td>314190</td>
<td></td>
<td># 50213,5</td>
<td># 50213,5</td>
<td>2011</td>
<td>Grants &amp; Contracts</td>
</tr>
</tbody>
</table>
Calculate percentage as Grand total or subtotal at each change in a certain field.

Note that you can only create a percentage on a data point, no text fields.

You can format and label the data.
You can change the Table Layout

Click on a heading and drag to new location

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.

<table>
<thead>
<tr>
<th>Fin coa cd</th>
<th>Org cd</th>
<th>Org nm</th>
<th>Account nbr</th>
<th>Account nm</th>
<th>Fin object cd</th>
<th>Fin obj cd nm</th>
<th>Univ fiscal yr</th>
<th>Actl ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>9</td>
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<td>10</td>
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<td>12</td>
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<td>14</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add, Delete, Move or Format a Sort Option
Create a parameter to prompt users to select or type a value. Click New to create a new parameter. To change the current value of a parameter, select 'Parameter Values...' from the Tools menu.

Available parameters:

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Org cd Parameter 1</td>
</tr>
</tbody>
</table>

Description

No description available
Useful Tips

If something seems amiss...you may need to refresh your query.

You can always, remove or delete a selected item, condition, calculation, percentage, or total 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.
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.
The Stoplight format allows you to color code various ranges in your worksheet.
Under ‘File’, choose ‘Save As…’

Click (+) sign next to your name, give the file a name, and click ‘Save’
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.

Click Finish.
Export Log – Successful or Unsuccessful

**Export Log**

- Sheet Name: **Sheet 1**
- File Name: **HEFACodes.xls**
- Status: **Sheet exported successfully**

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, 66.0KB
From: C:\Users\chrastin\Documents

Open Save Cancel

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially 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’
CONTACT YOUR CAMPUS SERVICES REPRESENTATIVE FOR ANY QUESTIONS ON THIS OR ANY OTHER QUESTIONS AND / OR CONCERNS

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