Basic ODS for Financial Management

Presented by Campus Services

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

Campus Services

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

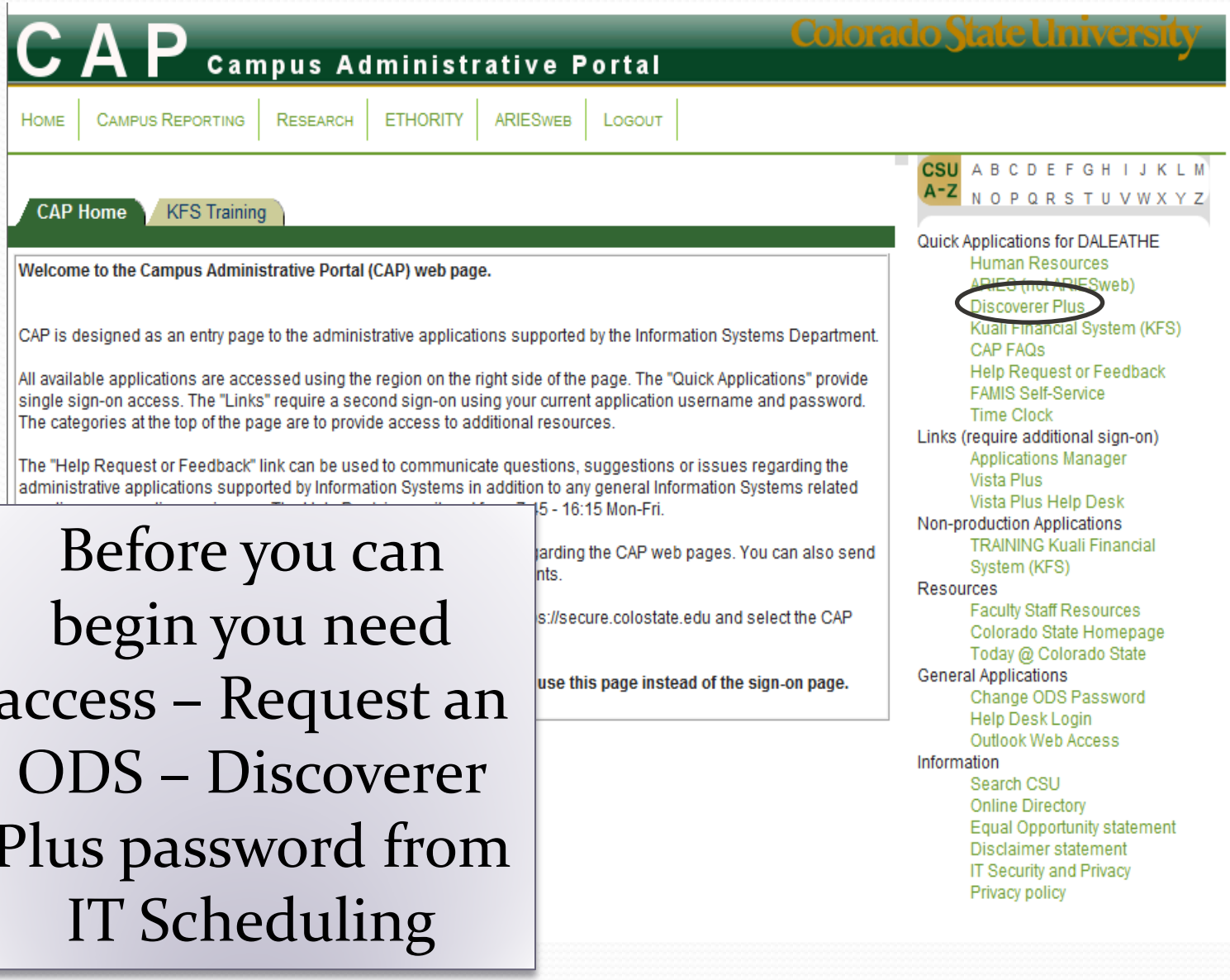
- ODS – Operational Data Store - The ODS data warehouse contains data stored in views.

- 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

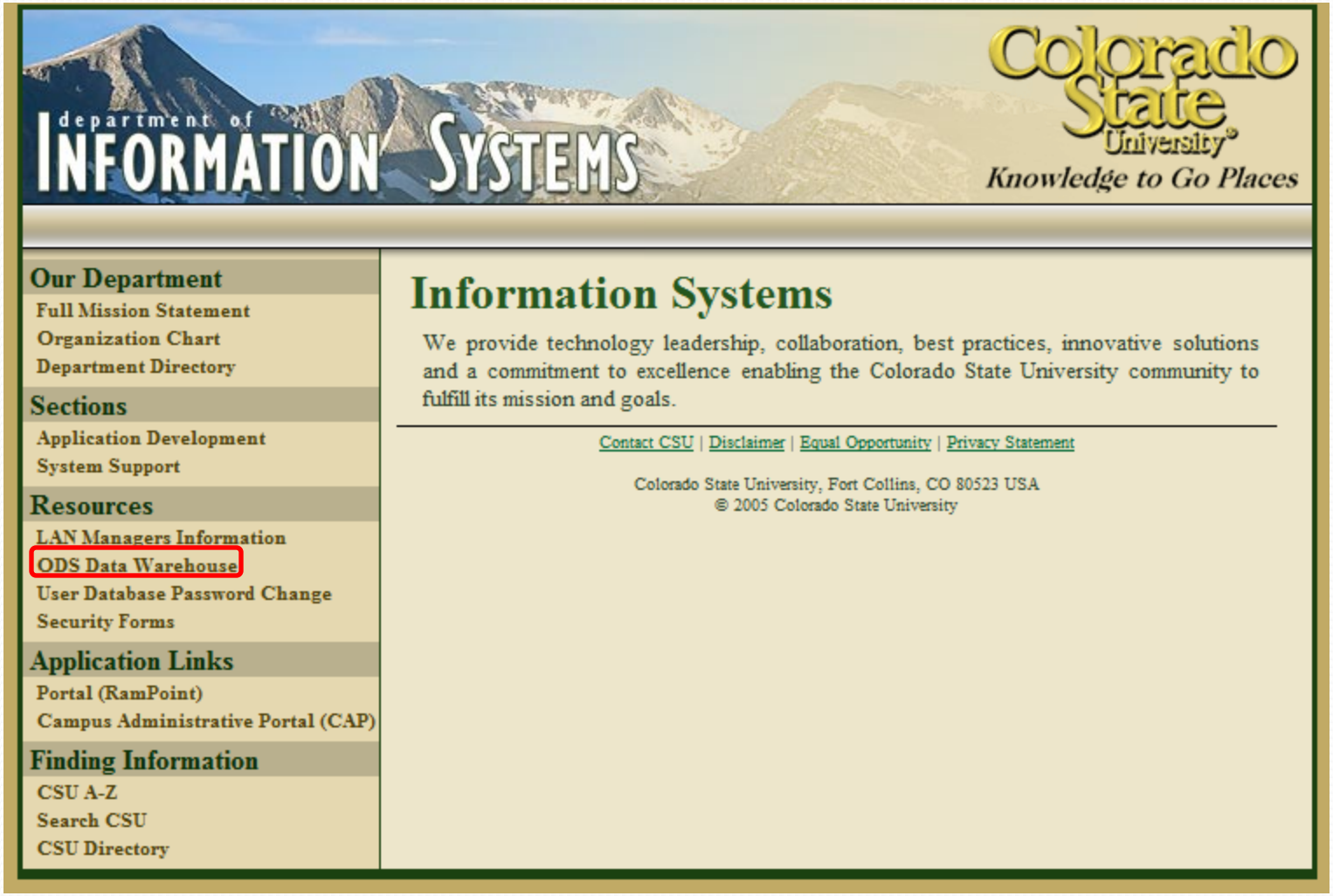
- Access and analyze data quickly
- View data in a familiar spreadsheet-style
- Prepare reports showing the results of your analysis
- Share data with other people, and in other applications (e.g. Microsoft Excel)

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


department of
INFORMATION SYSTEMS
Colorado State University
Knowledge to Go Places
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
Information Systems
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.
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OPERATIONAL DATA STORE (ODS) HOME

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.

ODS Data Warehouse | ODS Data Warehouse Diagram

ODS Dictionary

ODS SUBJECT AREAS

	Subject Area
+	ARVID
+	Accounts Receivable
+	Common
+	Finance
+	Financial Aid
+	Human Resources
+	RamCT
+	Student

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

	Schema	View Name	Description
+	ARVID	ASSET_COMPONENT	Reporting View - Capital Asset Com
+	ARVID	ASSET_DETAIL	Reporting View - Capital Asset Deta
+	ARVID	ASSET_PAYMENT	Reporting View - Capital Asset Payn
+	ARVID	ASSET_WARRANTY	Reporting View - Capital Asset Warr
+	ARVID	GL_BALANCE_SUMMARY_ADJ	Reporting view - GL_BALANCE_SUMMARY_ADJ
+	ARVID	GL_ENTRY_ACTUAL	Reporting View - GL_ENTRY_ACT
+	ARVID	GL_ENTRY	
+	ARVID	GL_ENTRY	

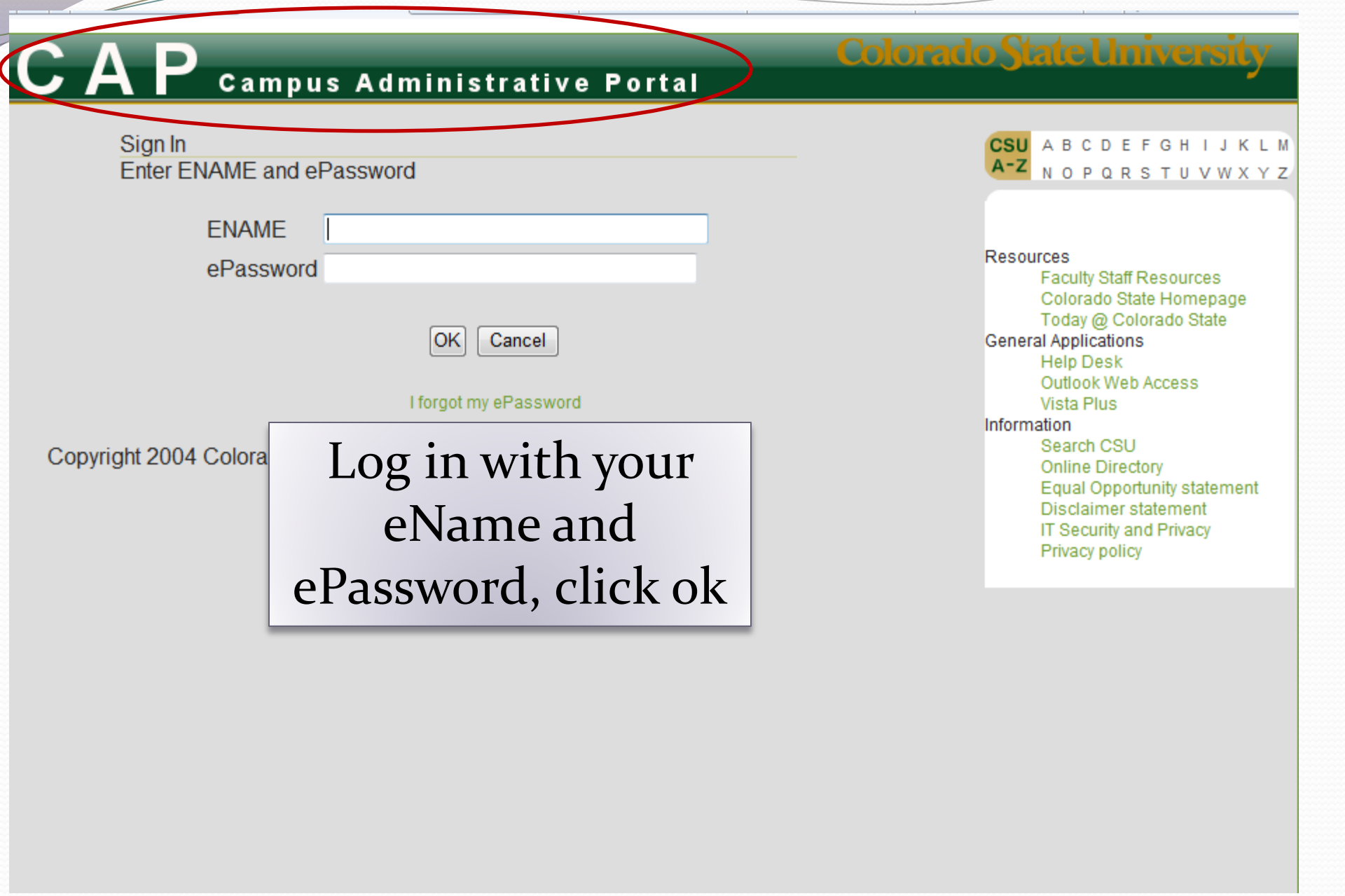
FINANCE VIEWS

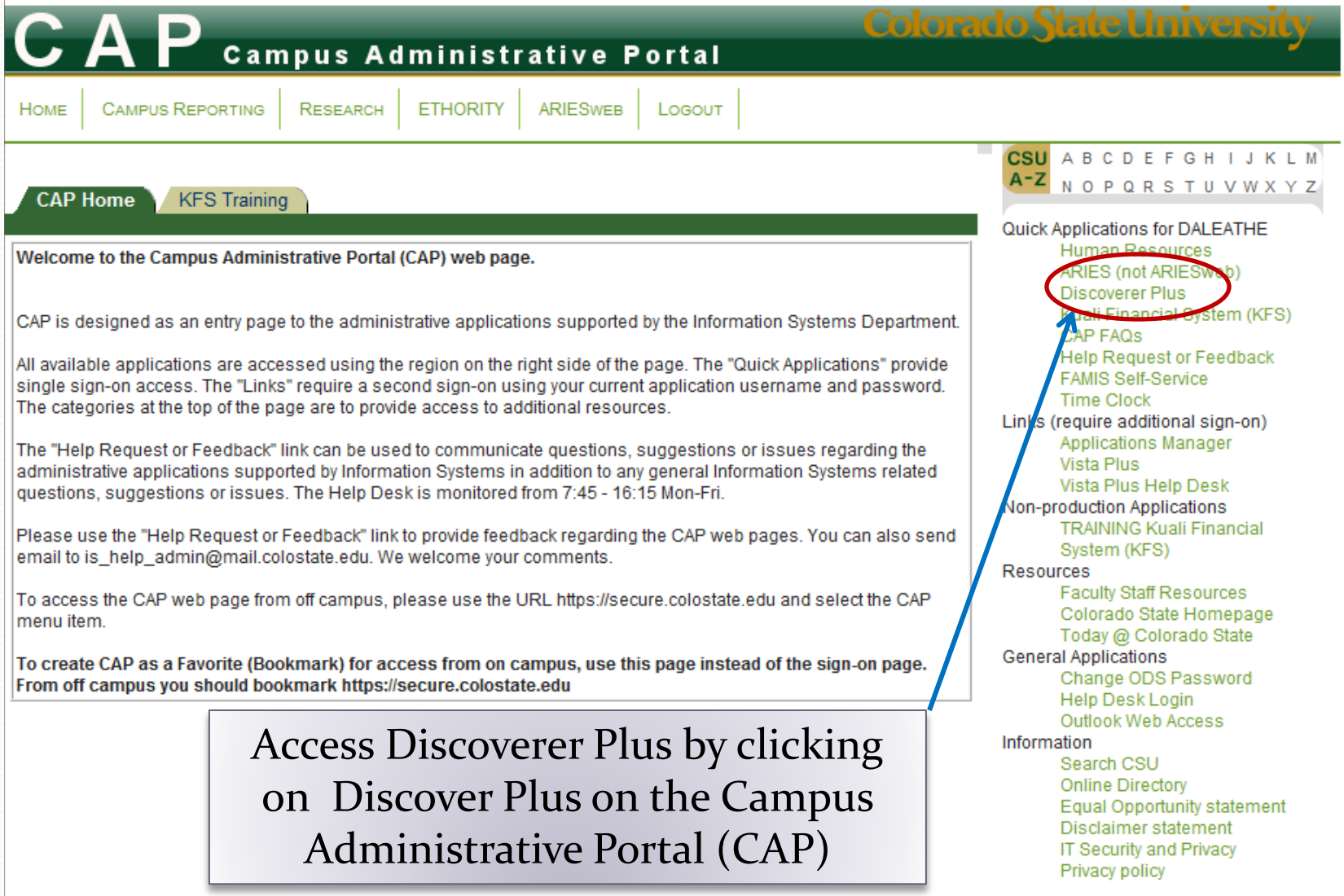
	Schema	View Name	Descri
+	CSUKFS	CSUF_ACCOUNT_EXT	Base Table - Additional account attributes.¿ These are CSU specific attributes.
+	CSUKFS	CSUF_ACCOUNT_EXT_YR	Base Table - Additional account attributes.¿ These are CSU specific attributes.
+	CSUKFS	CSUF_ACCOUNT_MONTHLY_SNAP	Base Table -
+	CSUKFS	CSUF_AJV	Reporting view.
+	CSUKFS	CSUF_BCNSTR_GL	Budget Construction Summary at the Object Code Level.
+	CSUKFS	CSUF_BC_EMPL_FND	Summary of Incumbent Funding Lines.
+	CSUKFS	CSUF_CA_ACCOUNT	Base Table - Attributes associated with an account. These are the base attributes of the KFS.

ARVID views have been developed combining base table data into user friendly tables and the numbers are converted to show Debit and (Credits)

Useful Tip: ARVID user-friendly tables are recommended when using ACCESS

HOW DO I GET STARTED


CAP Campus Administrative Portal
Colorado State University
Sign In
Enter ENAME and ePassword
ENAME
ePassword
OK
Cancel
I forgot my ePassword
Copyright 2004 Colora
CSU A-Z
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
Resources
Faculty Staff Resources
Colorado State Homepage
Today @ Colorado State
General Applications
Help Desk
Outlook Web Access
Vista Plus
Information
Search CSU
Online Directory
Equal Opportunity statement
Disclaimer statement
IT Security and Privacy
Privacy policy
Log in with your eName and ePassword, click ok



Access Discoverer Plus by clicking on Discover Plus on the Campus Administrative Portal (CAP)

ORACLE Discoverer Plus
Business Intelligence

Connect Directly

Connect to OracleBI Discoverer

To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Create Connection

Details	Connection	Description	Update	Delete
Show	BFS/CS			
Show	Public IS ODS	Public connection to IS ODS		

Connect Directly

Return to Top

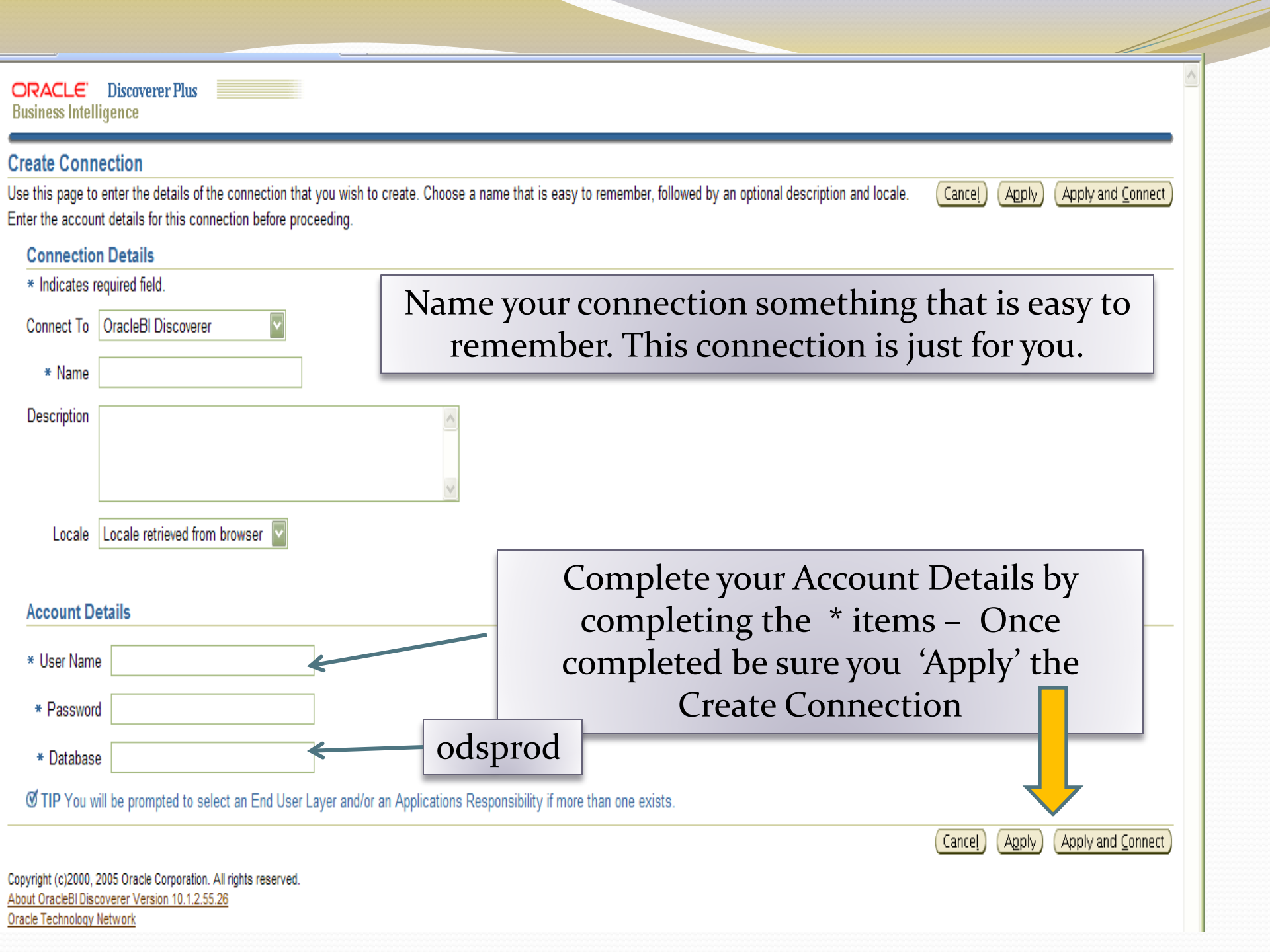
Enter your connection details below to connect directly to OracleBI Discoverer.

* Indicates required field.

Connect To: OracleBI Discoverer
* User Name:
* Password:
* Database: ODSPROD
End User Layer:
Locale: Locale retrieved from browser

Go

Create a Connection to the ODS System so that you do not need to log in each time


ORACLE Discoverer Plus
Business Intelligence
Create Connection
Use this page to enter the details of the connection that you wish to create. Choose a name that is easy to remember, followed by an optional description and locale.
Enter the account details for this connection before proceeding.
Cancel
Apply
Apply and Connect
Connection Details
* Indicates required field.
Connect To
OracleBI Discoverer
* Name
Description
Locale
Locale retrieved from browser
Name your connection something that is easy to remember. This connection is just for you.
Account Details
* User Name
* Password
* Database
odsprod
Complete your Account Details by completing the * items – Once completed be sure you 'Apply' the Create Connection
TIP You will be prompted to select an End User Layer and/or an Applications Responsibility if more than one exists.
Cancel
Apply
Apply and Connect
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About OracleBI Discoverer Version 10.1.2.55.26
Oracle Technology Network

ORACLE Discoverer Plus
Business Intelligence

Connect Directly

Connect to OracleBI Discoverer

To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Create Connection

Details	Connection	Description	Update	Delete
Show	BFS/CS			
Show	Public IS ODS	Public connection to IS ODS		

Connect Directly

Return to Top

Enter your connection details below to connect directly to OracleBI Discoverer.

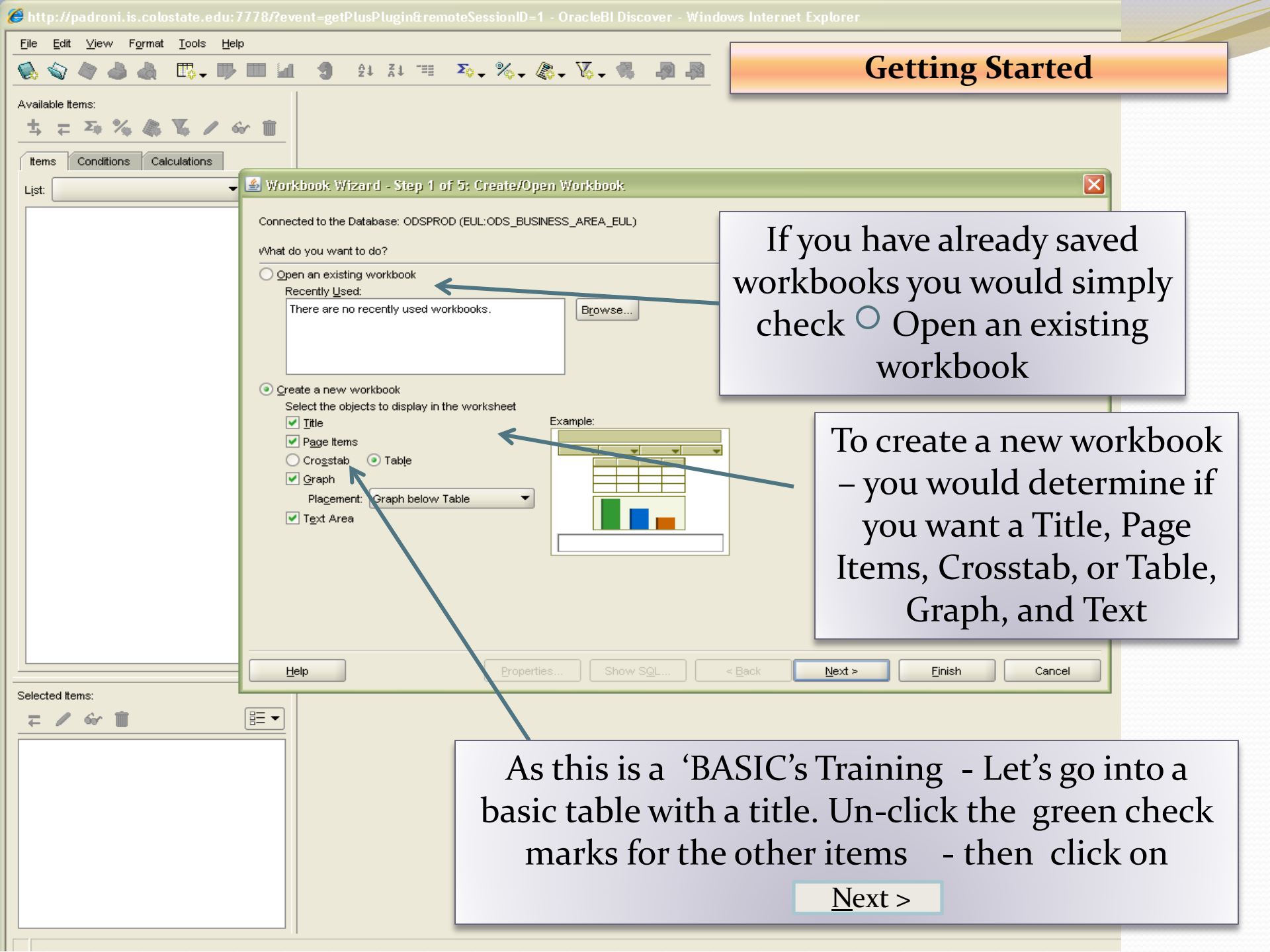
* Indicates required field.

Connect To: OracleBI Discoverer
* User Name:
* Password:
* Database: odsprod
End User Layer:
Locale: Locale retrieved from browser

Go

Use the Connection you created (fill in your information once upon setup)
or
Connect Directly by filling in each time: your User Name, Password, and Data base: odsprod

Getting Started



If you have already saved workbooks you would simply check ○ Open an existing workbook

To create a new workbook – you would determine if you want a Title, Page Items, Crosstab, or Table, Graph, and Text

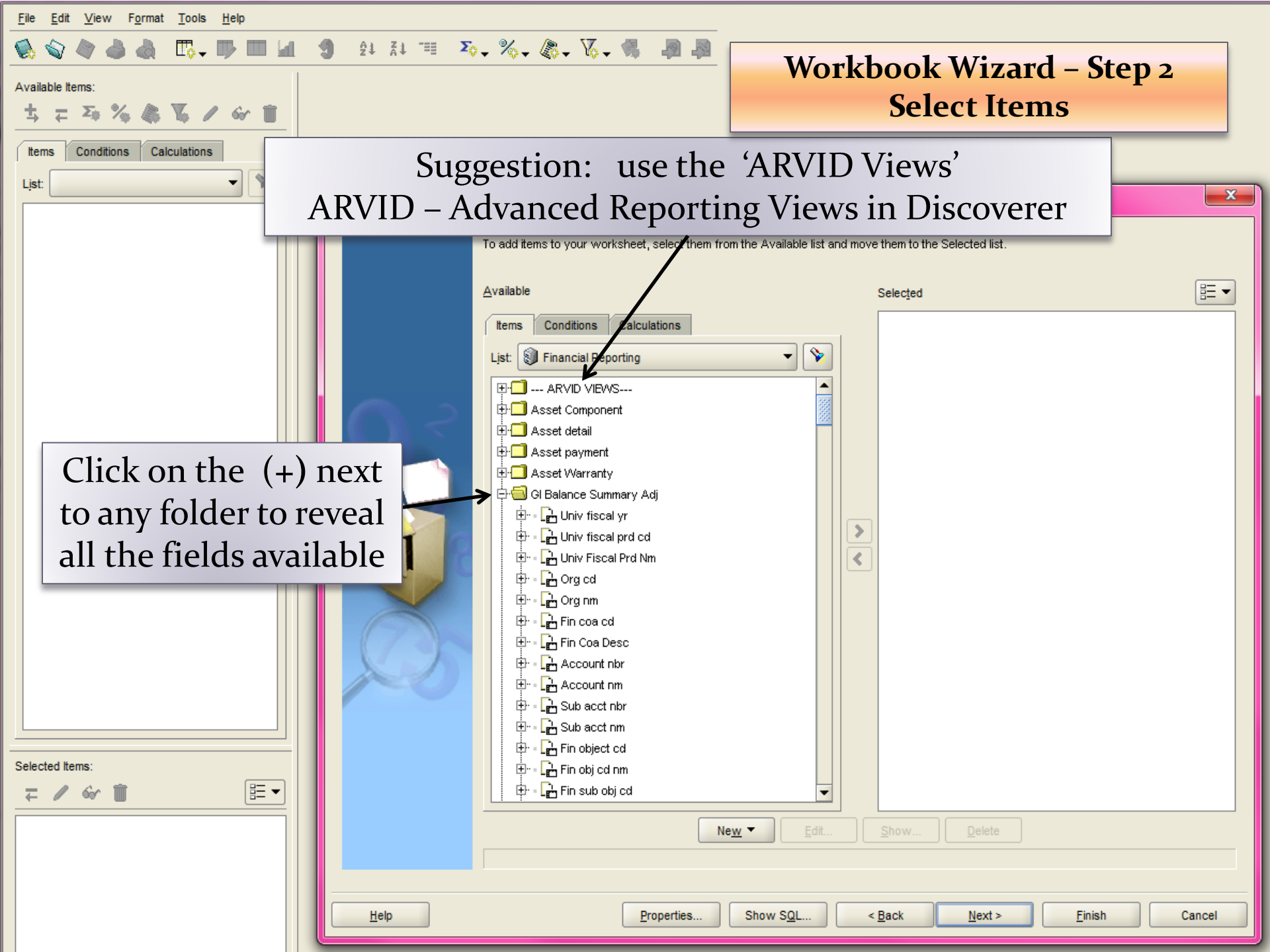
As this is a 'BASIC's Training - Let's go into a basic table with a title. Un-click the green check marks for the other items - then click on

Next >

Workbook Wizard – Step 2
Select Items

Suggestion: use the 'ARVID Views'
ARVID – Advanced Reporting Views in Discoverer

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



Choosing your field(s)

Select the items you wish to have in the worksheet

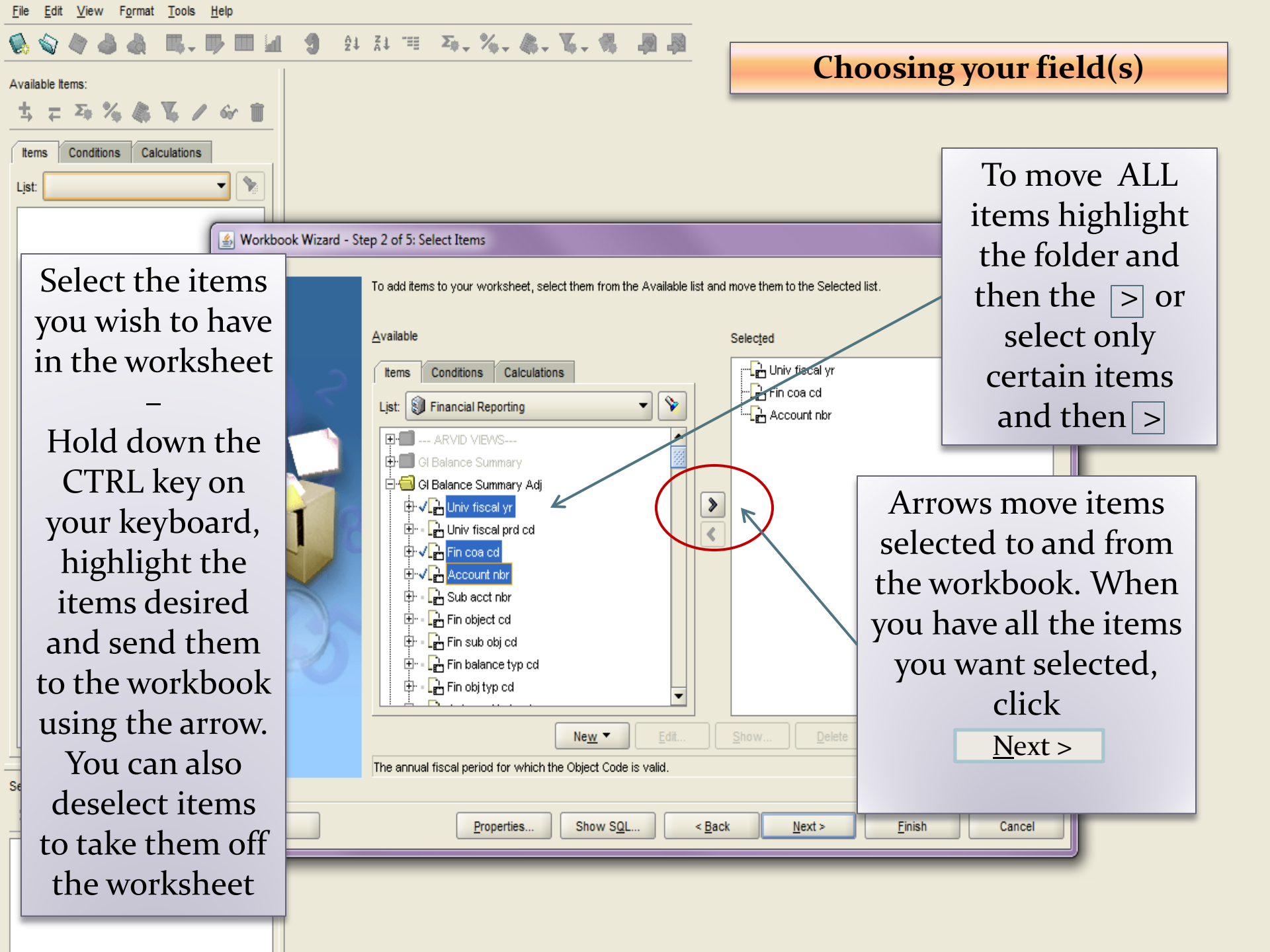
–

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

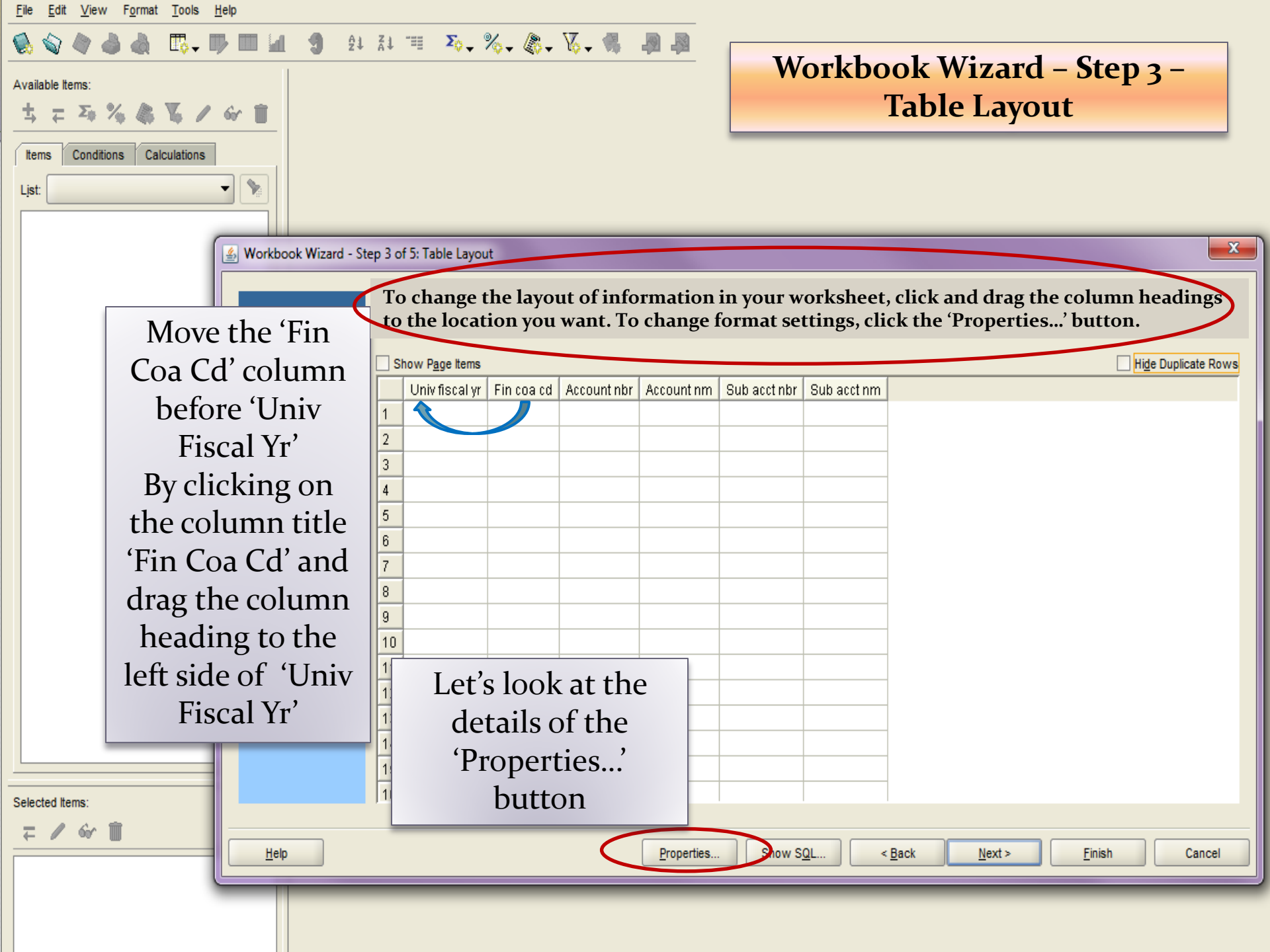
To move ALL items highlight the folder and then the > or select only certain items and then >

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

Next >



Workbook Wizard – Step 3 – Table Layout



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'

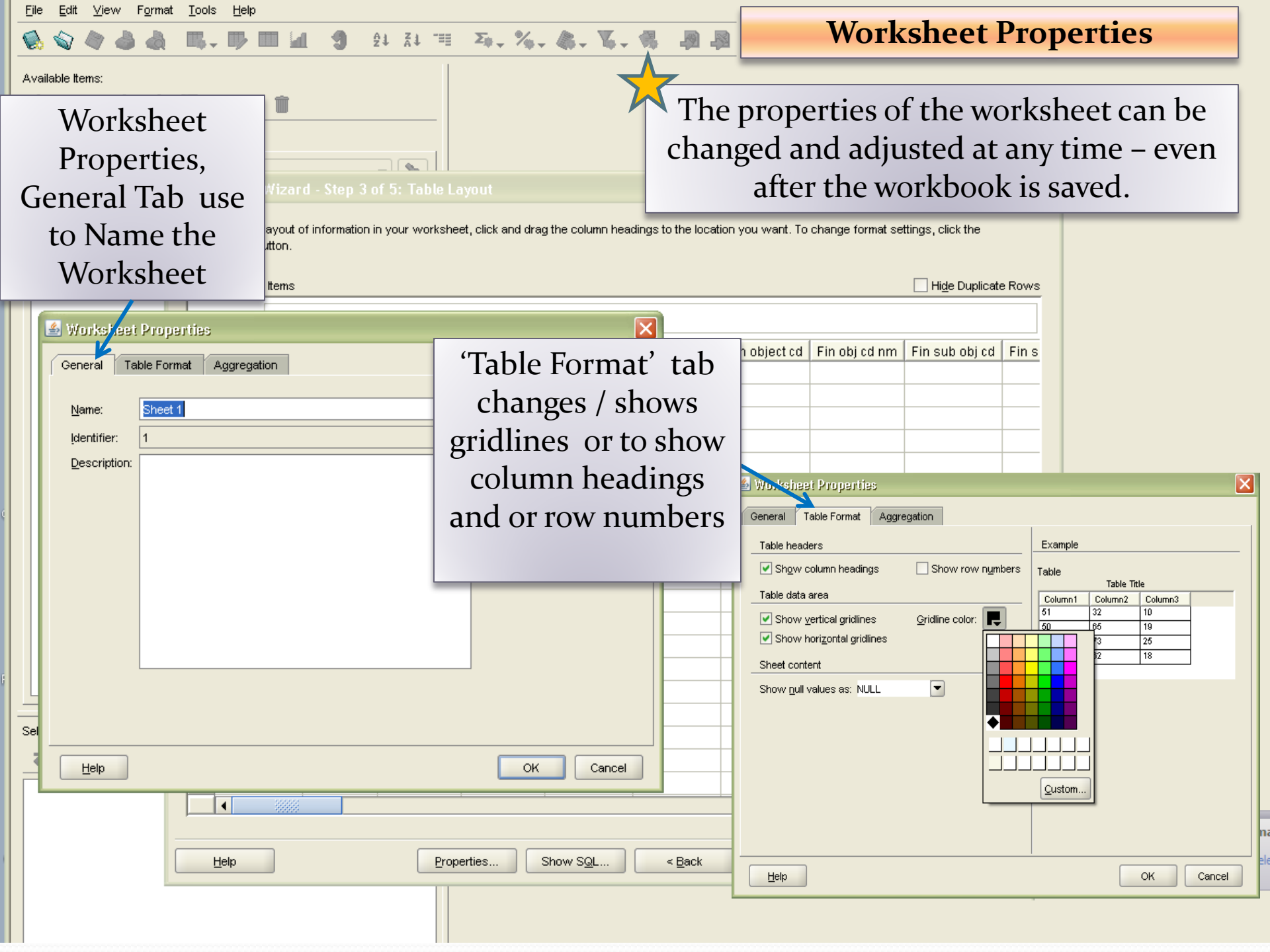
Let's look at the details of the 'Properties...' button

Worksheet Properties

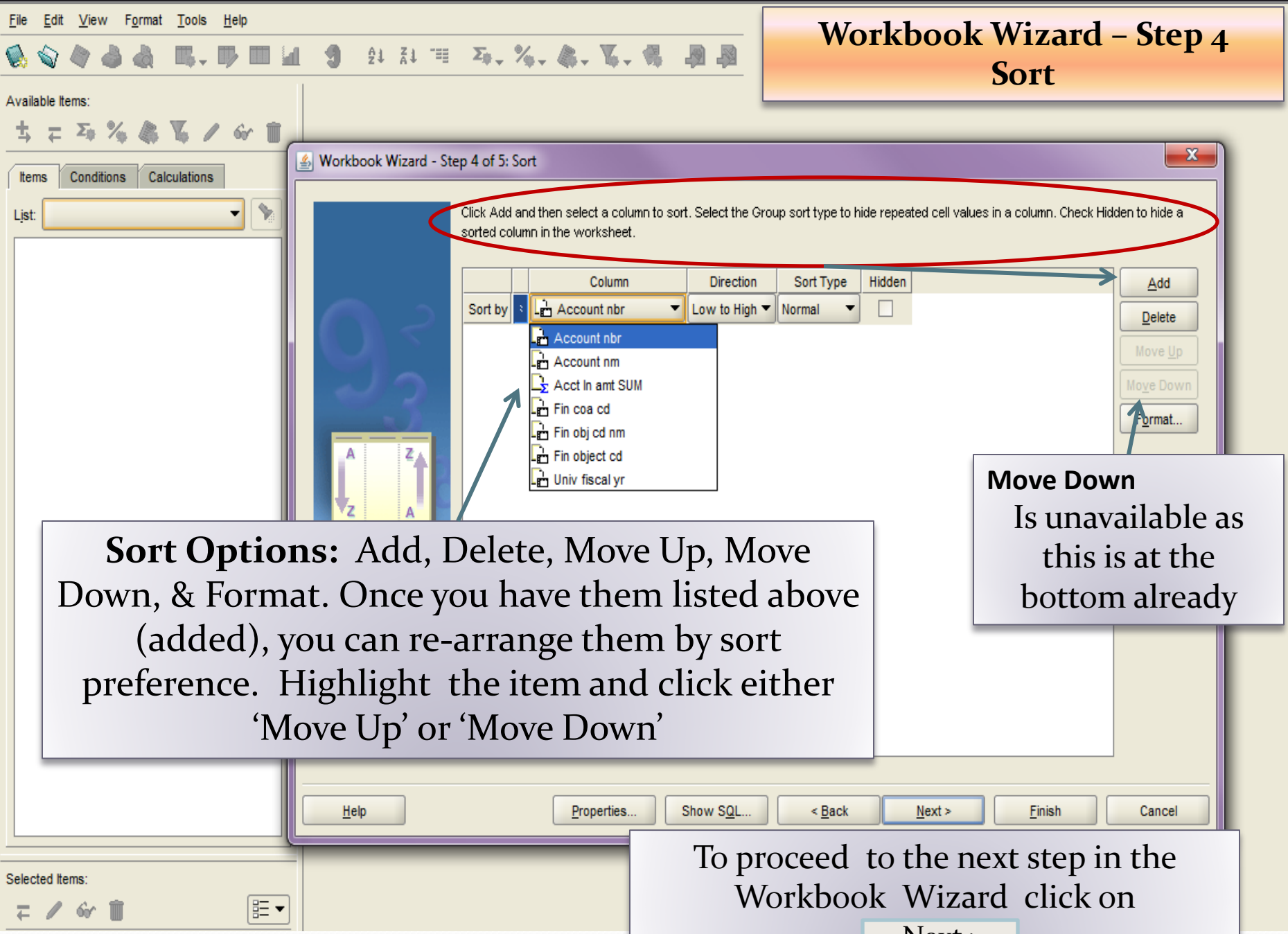
The properties of the worksheet can be changed and adjusted at any time – even after the workbook is saved.

Worksheet Properties, General Tab use to Name the Worksheet

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



Workbook Wizard – Step 4 Sort

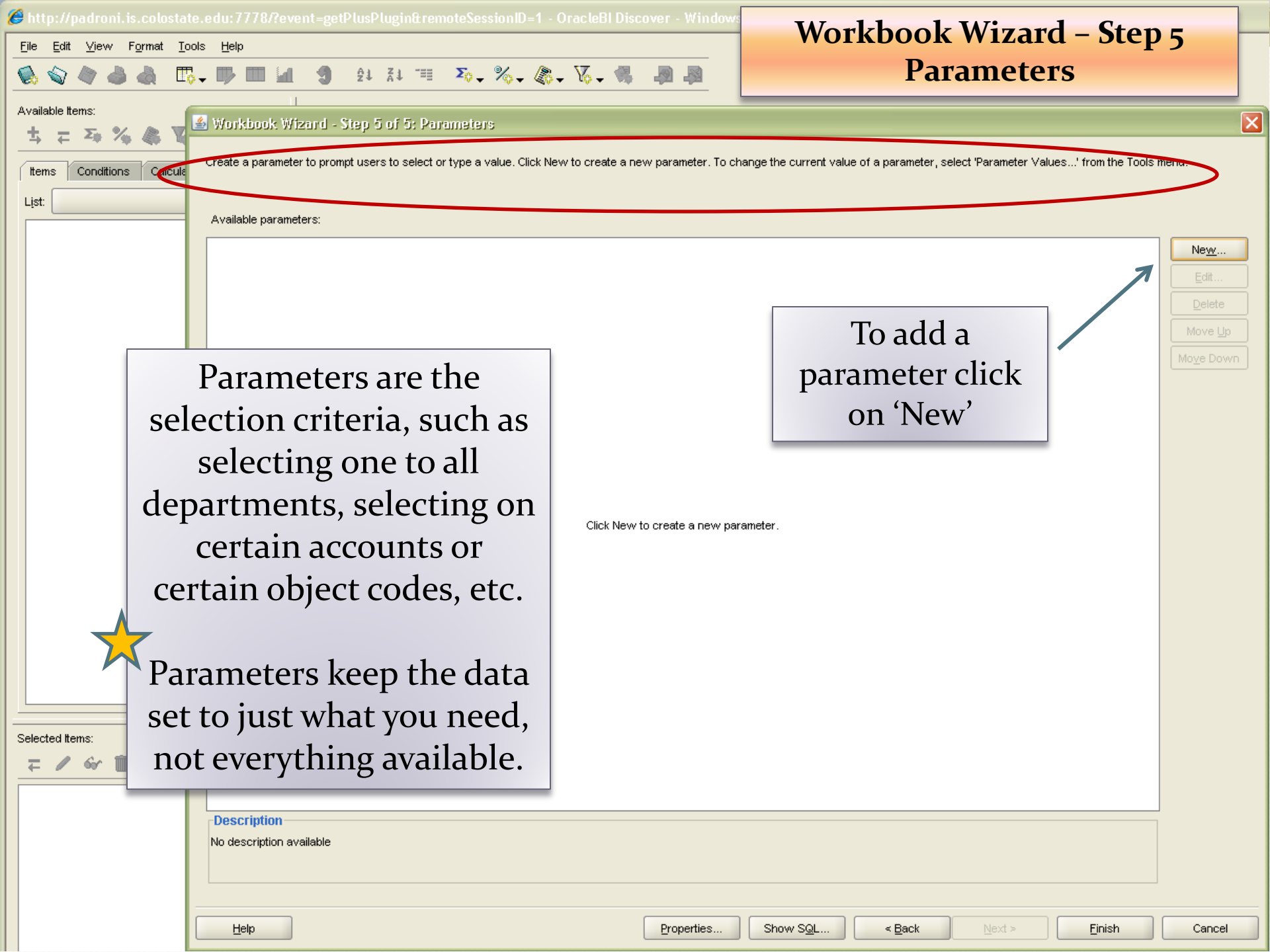


Sort Options: Add, Delete, Move Up, Move Down, & Format. Once you have them listed above (added), you can re-arrange them by sort preference. Highlight the item and click either 'Move Up' or 'Move Down'

Move Down
Is unavailable as this is at the bottom already

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

Workbook Wizard – Step 5 Parameters



Parameters are the selection criteria, such as selecting one to all departments, selecting on certain accounts or certain object codes, etc.

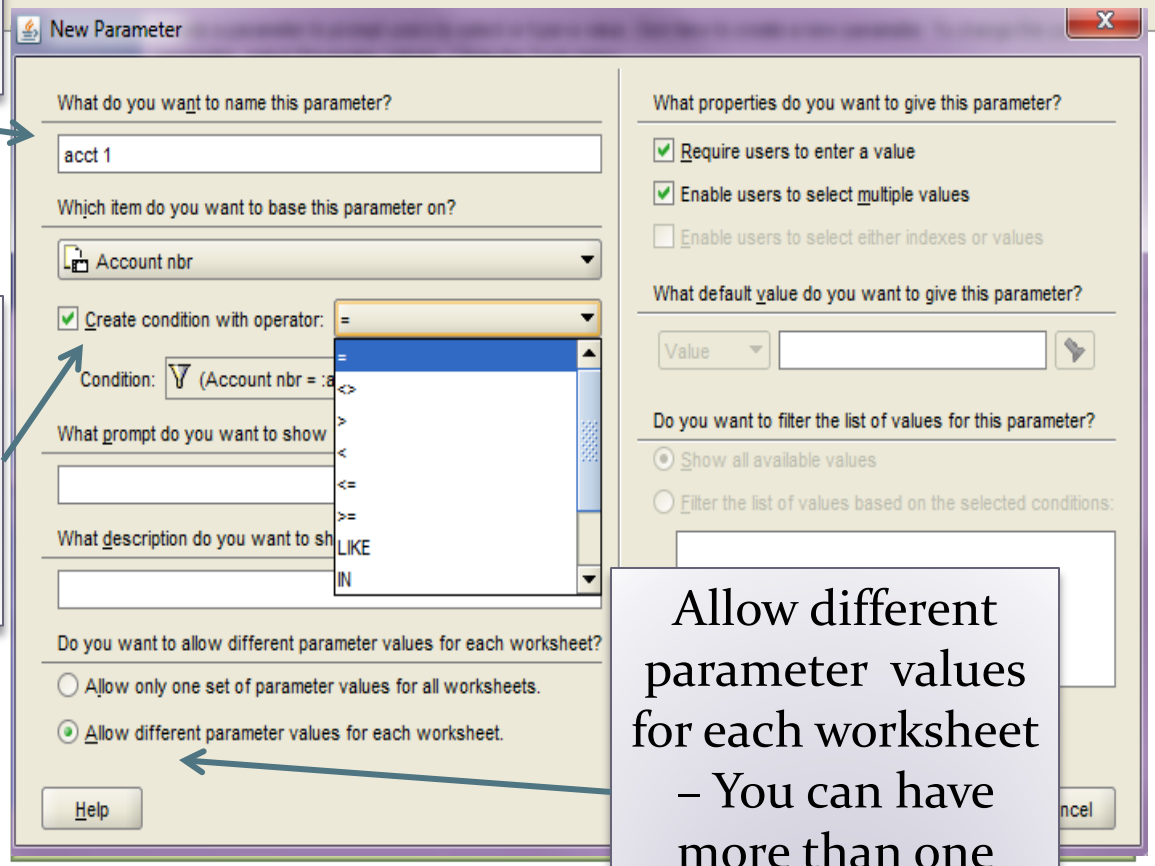
Parameters keep the data set to just what you need, not everything available.

To add a parameter click on 'New'

Create a New Parameter

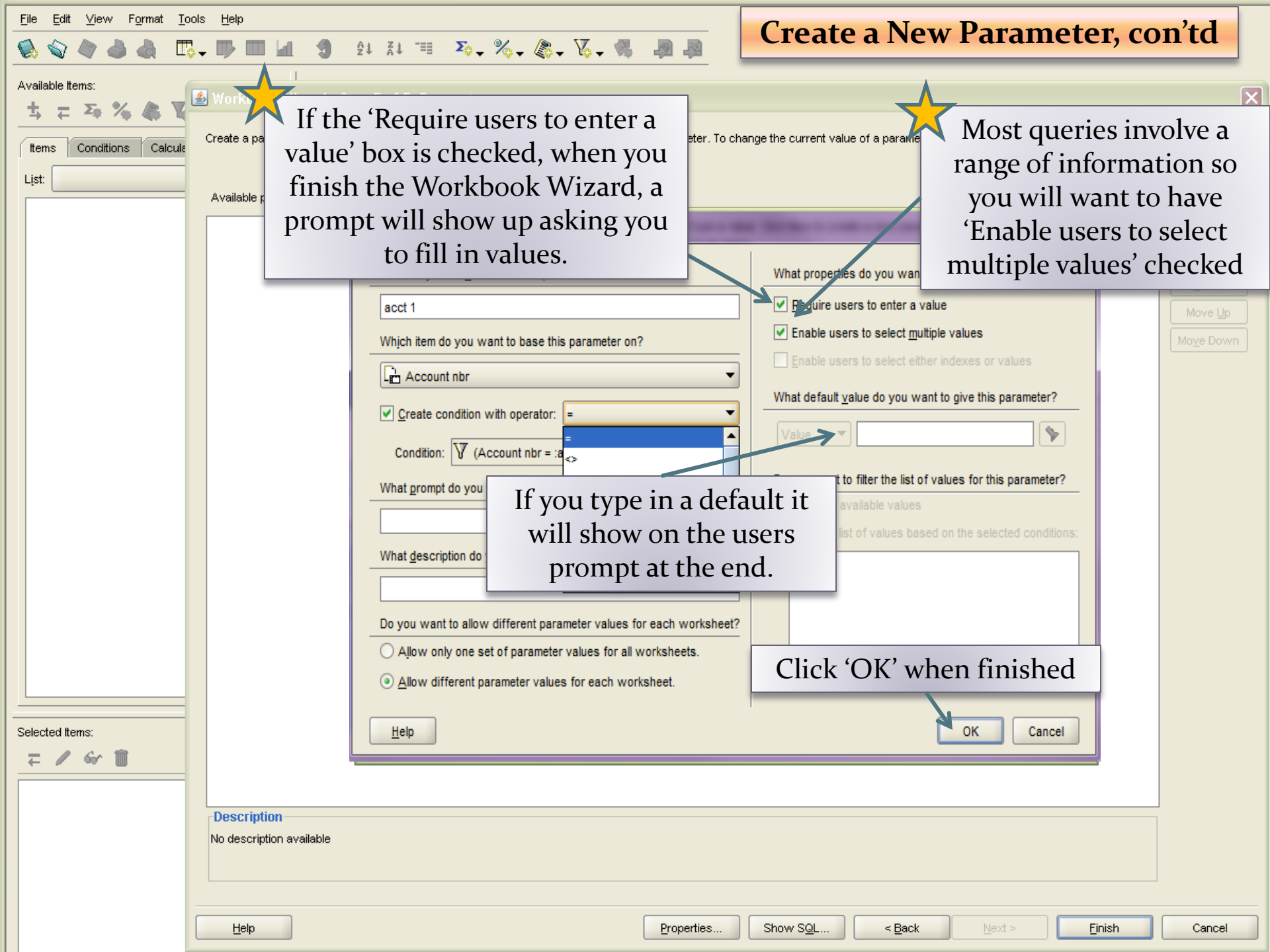
Parameter: What do you want to see (account, object code, division, department)?

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

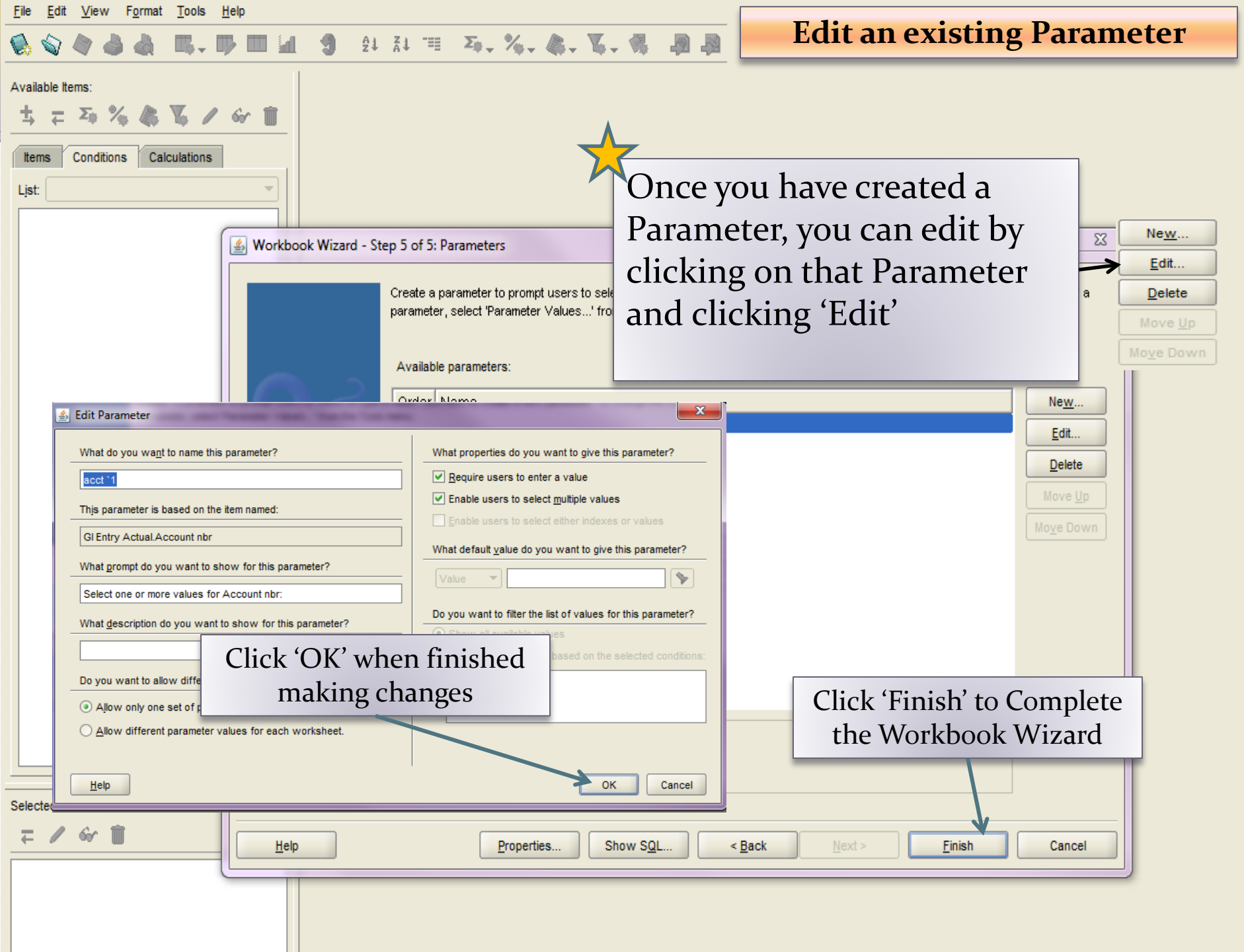


Allow different parameter values for each worksheet – You can have more than one worksheet in a workbook

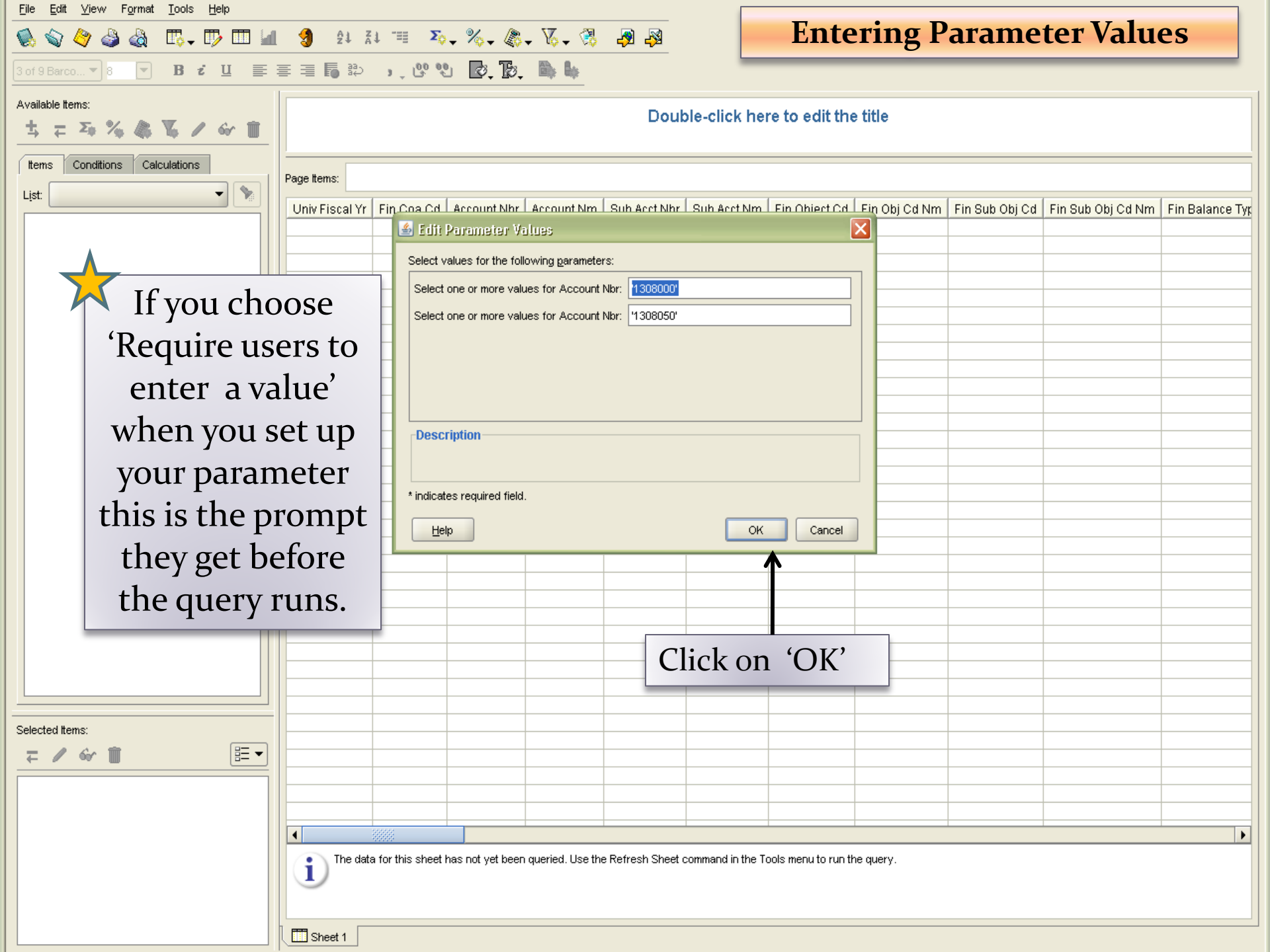
Create a New Parameter, con't



Edit an existing Parameter



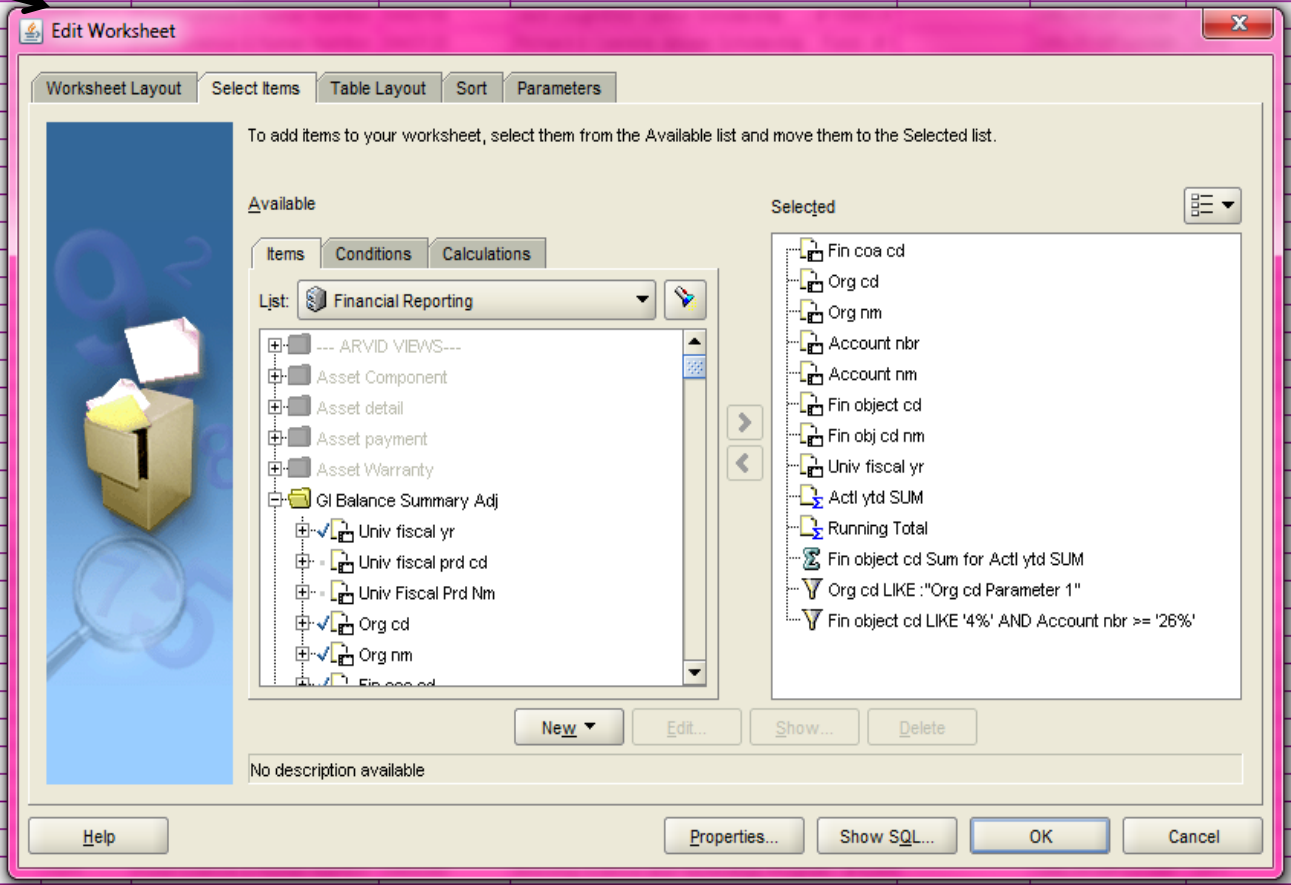
Entering Parameter Values



ONCE THE DATA IS IN A WORKBOOK – HOW CAN IT BE CHANGED, ADJUSTED, OR CALCULATIONS ADDED?

Click the 'Edit Worksheet' icon. Here are the options that you will see:

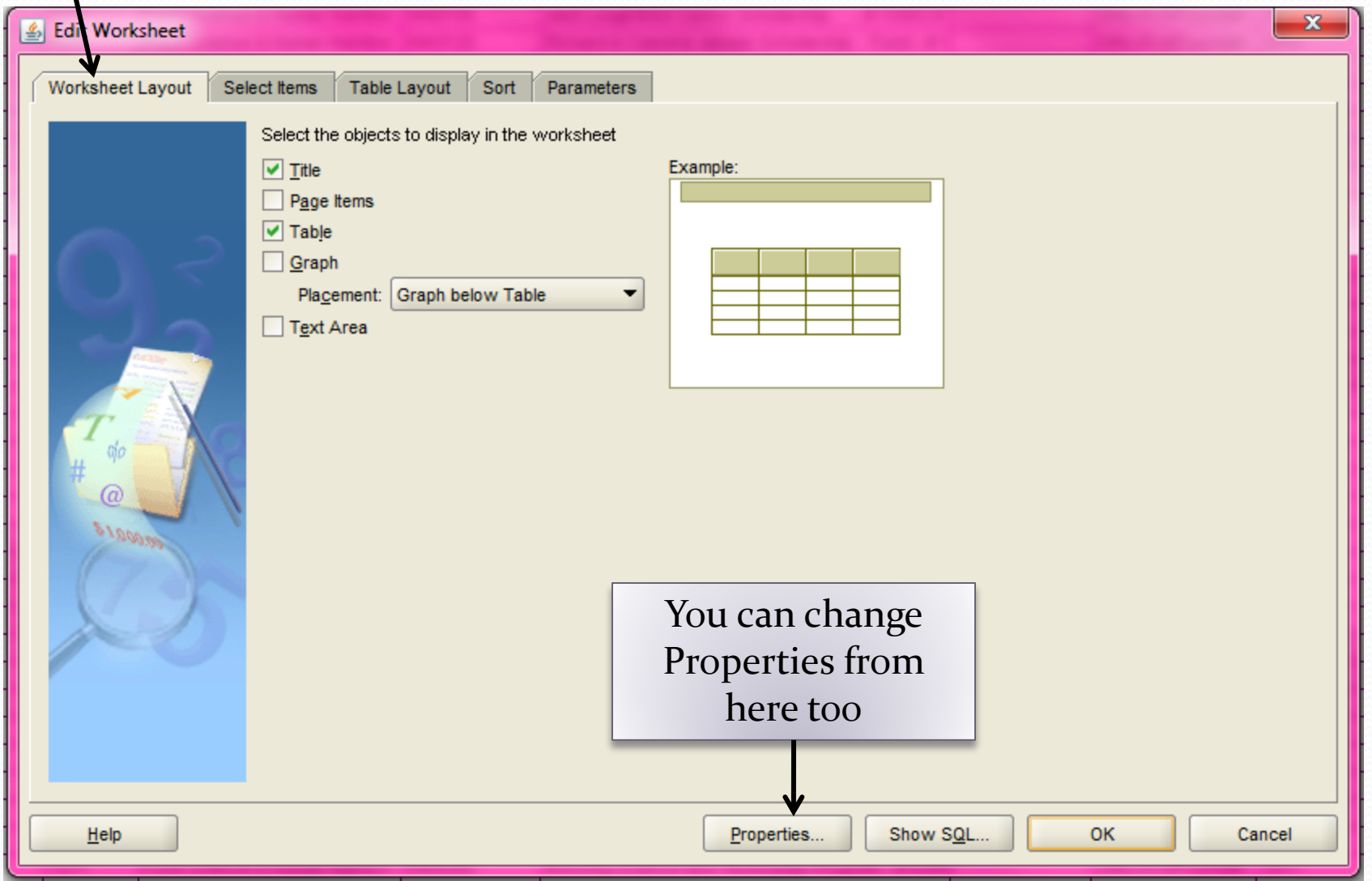
Once you have completed the Workbook Wizard you can add new, edit or delete any layout, item, condition, calculation, sort or parameter that is on your worksheet.



CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Usda-Csre	4205	Grants & Contracts F	2010
CO	1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Classroom		Grants & Contracts F	2010
CO	1571	Food Science & Human Nutrition	5314190	Cooking with Kids: Integrating Classroom		Grants & Contracts F	2011
CO	1571	Food Science & Human Nutrition	5314400	Food Friends And Fun Moves: A Program To-Usda-		Grants & Contracts F	2010
CO	1571	Food Science & Human Nutrition	5314400	Food Friends and Fun Moves: A program to		Grants & Contracts F	2010

Edit Worksheet Layout and/or Properties

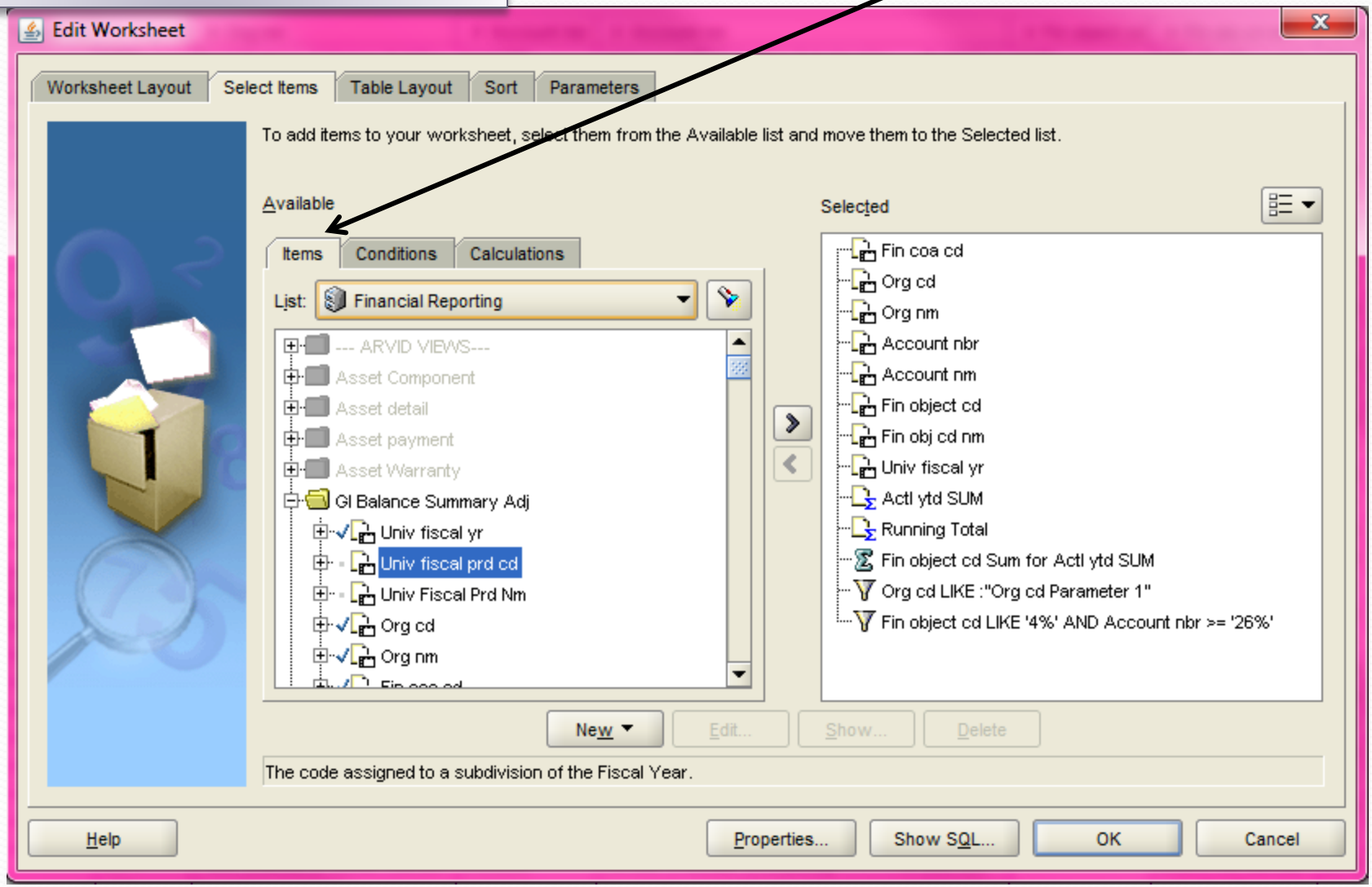
You can change the Worksheet Layout



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

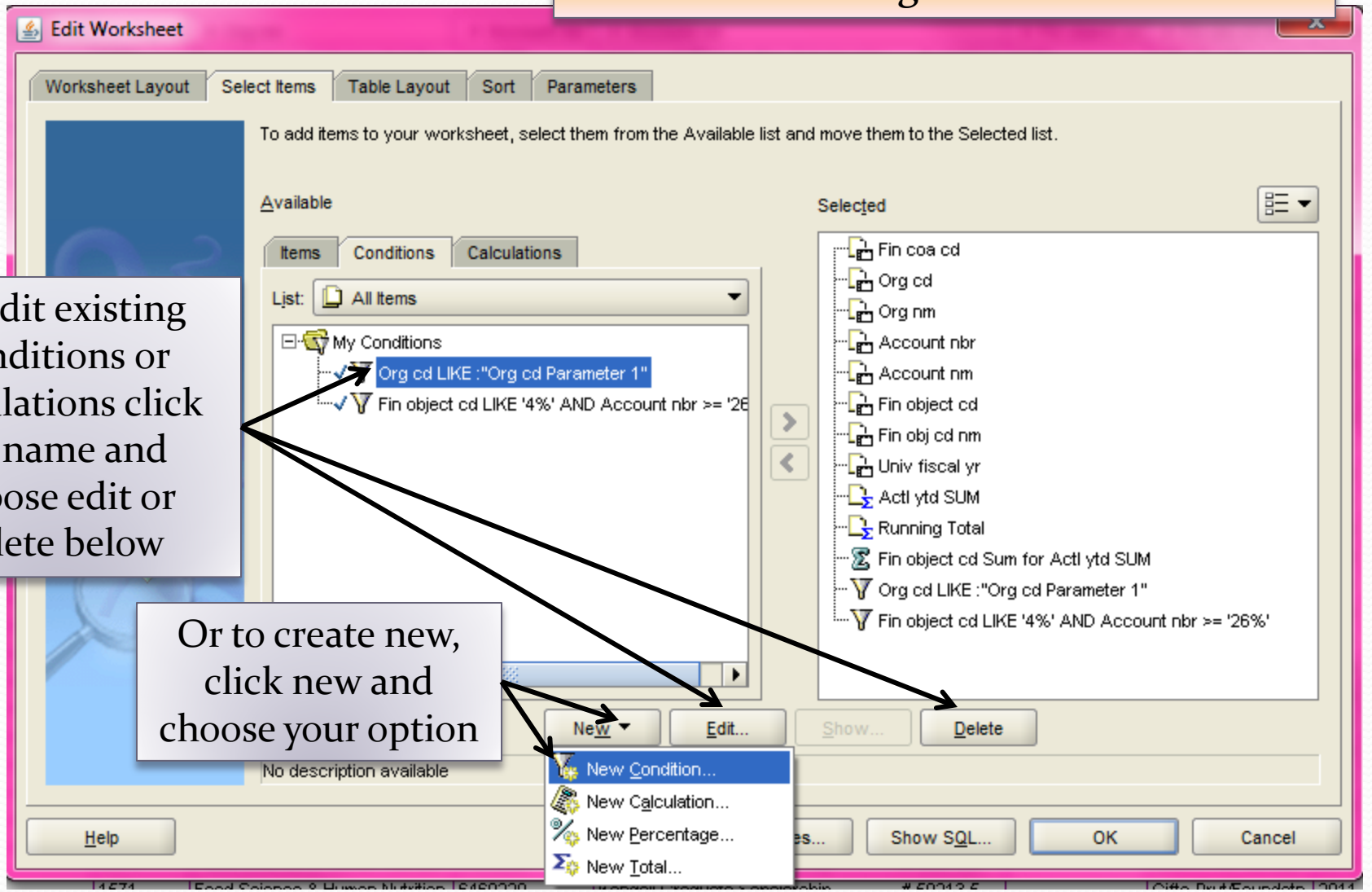
You can add new or remove the Selected Items



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

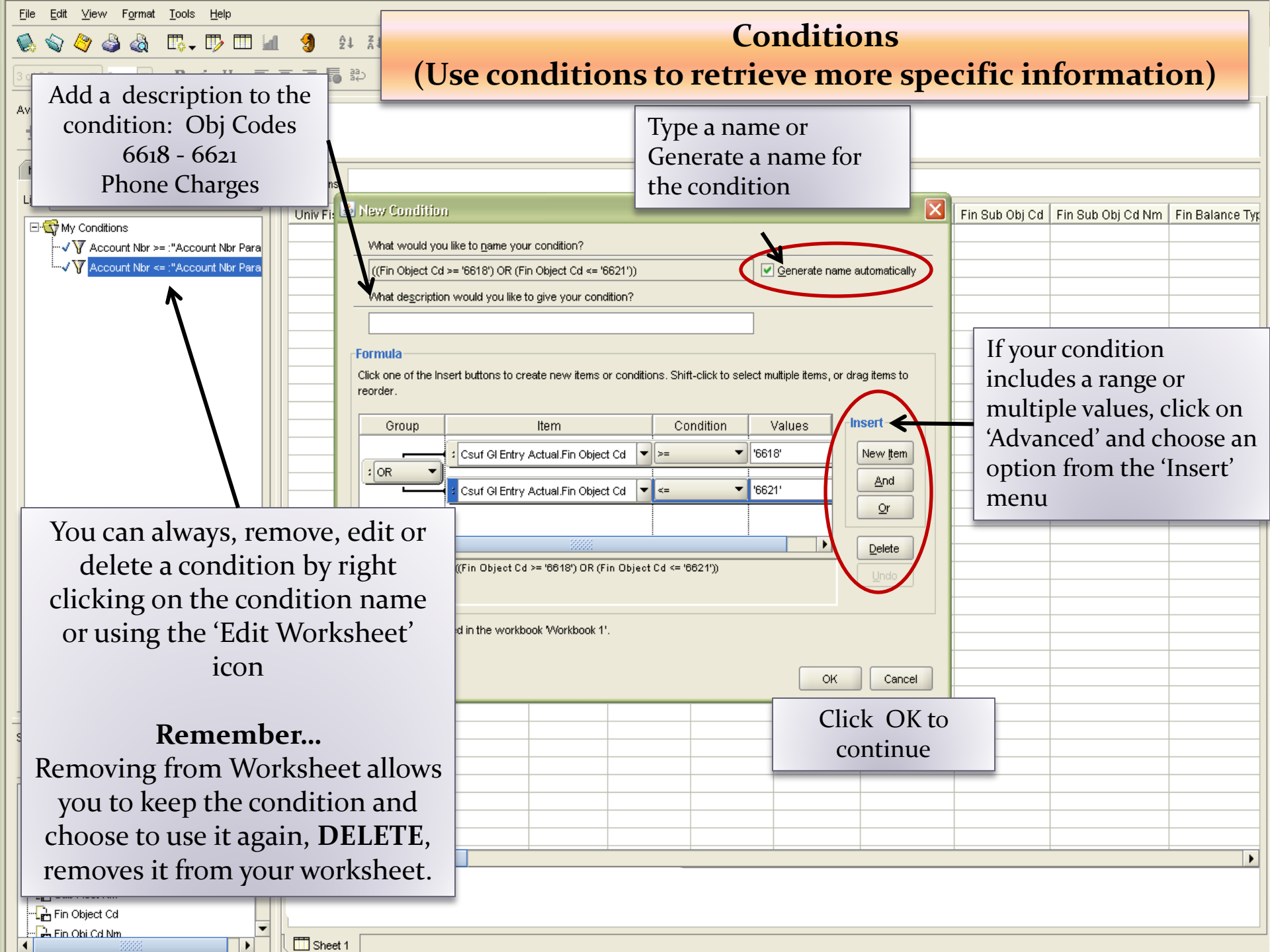
Or to create new, click new and choose your option



Conditions
(Use conditions to retrieve more specific information)

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

Type a name or Generate a name for the condition



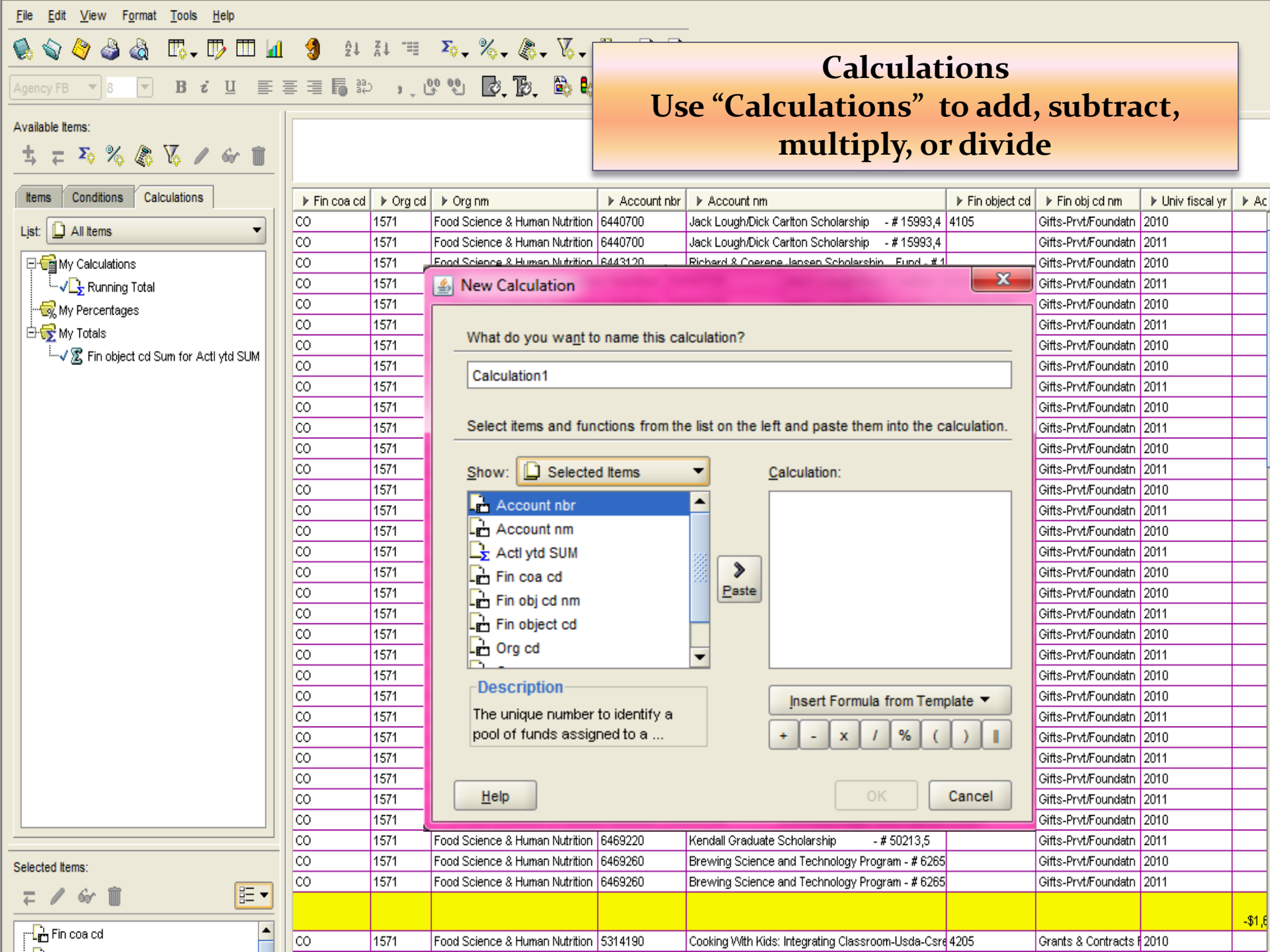
If your condition includes a range or multiple values, click on 'Advanced' and choose an option from the 'Insert' menu

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



Fin coa cd	Org cd	Org nm	Account nbr	Account nm	Fin object cd	Fin obj cd nm	Univ fiscal yr
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4	4105	Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4		Gifts-Prvt/Foundatn	2011
CO	1571	Food Science & Human Nutrition	6443120	Richard & Coerene Jansen Scholarship Fund - # 1		Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571					Gifts-Prvt/Foundatn	2011
CO	1571					Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundatn	2011
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2011
							-$1,6
CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Usda-Csre	4205	Grants & Contracts F	2010

Totals

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

File Edit View Format Tools Help

Available Items:

Items | Conditions | Calculations

List: All Items

- My Calculations
  - Running Total
- My Percentages
- My Totals
  - Fin object cd Sum for Actl ytd SUM

Selected Items:

- Fin coa cd

Fin coa cd	Org cd	Org nm	Account nbr	Account nm	Fin object cd	Fin obj cd nm	Univ fiscal yr
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4	4105	Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6440700	Jack Lough/Dick Carlton Scholarship - # 15993,4		Gifts-Prvt/Foundatn	2011
CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6469220	Kendall Graduate Scholarship - # 50213,5		Gifts-Prvt/Foundatn	2011
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2010
CO	1571	Food Science & Human Nutrition	6469260	Brewing Science and Technology Program - # 6265		Gifts-Prvt/Foundatn	2011
							-$1,6
CO	1571	Food Science & Human Nutrition	5314190	Cooking With Kids: Integrating Classroom-Usda-Csre	4205	Grants & Contracts	2010

New Total

Which Item would you like to create a total on?

Actl ytd SUM

What kind of total do you want?

f(x) Sum

Adds all the values, then applies the calculation to the result.

Where would you like your total to be shown?

- Grand total at bottom
- Subtotal at each change in:

All Group Sorted Items

Don't display total for a single row

Do you want to calculate totals within each page?

- Calculate totals within each page.
- Calculate totals across all pages.

Example

	M1	M2	n1	n2
1	AA	aa1	10	10
2		aa2	10	10
3	BB	bb1	10	10
4		bb2	10	10
5				40

The example above shows a Sum total calculated from sample data.

What label do you want to be shown?

Sum | Format Heading...

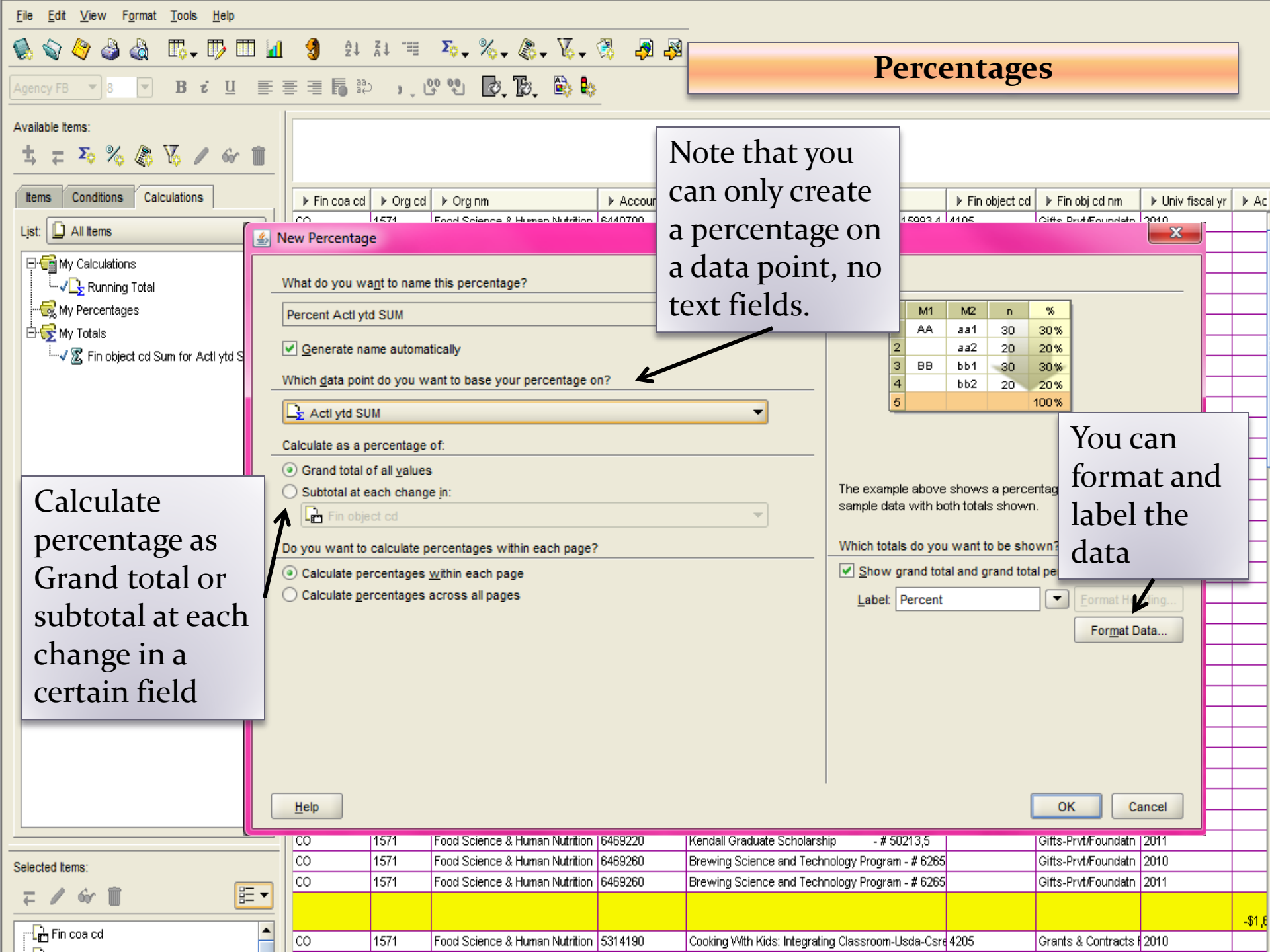
Generate label automatically | Format Data...

Help | OK | Cancel

You can Grand total at bottom, or group your data

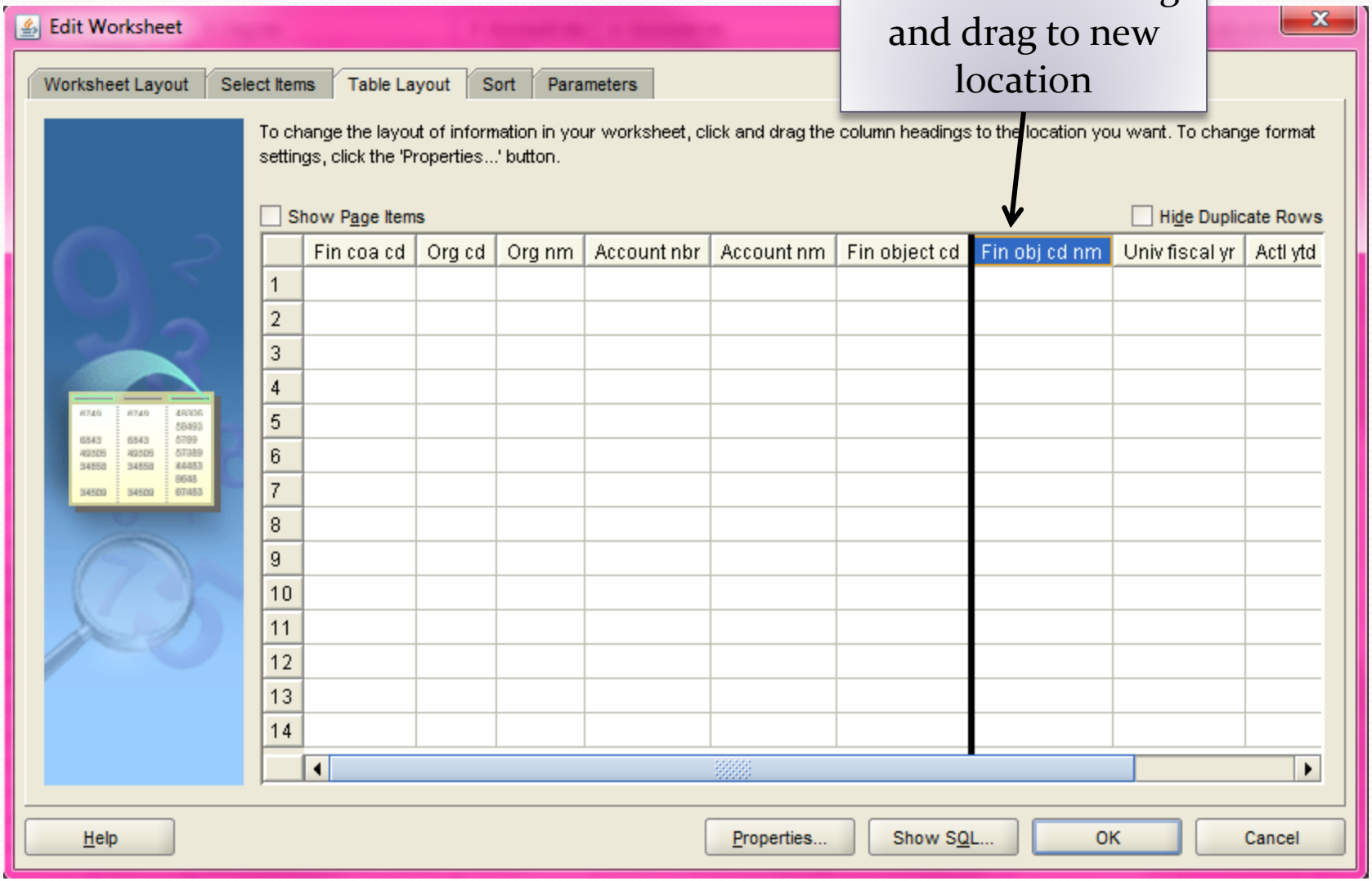
You can format data

Percentages

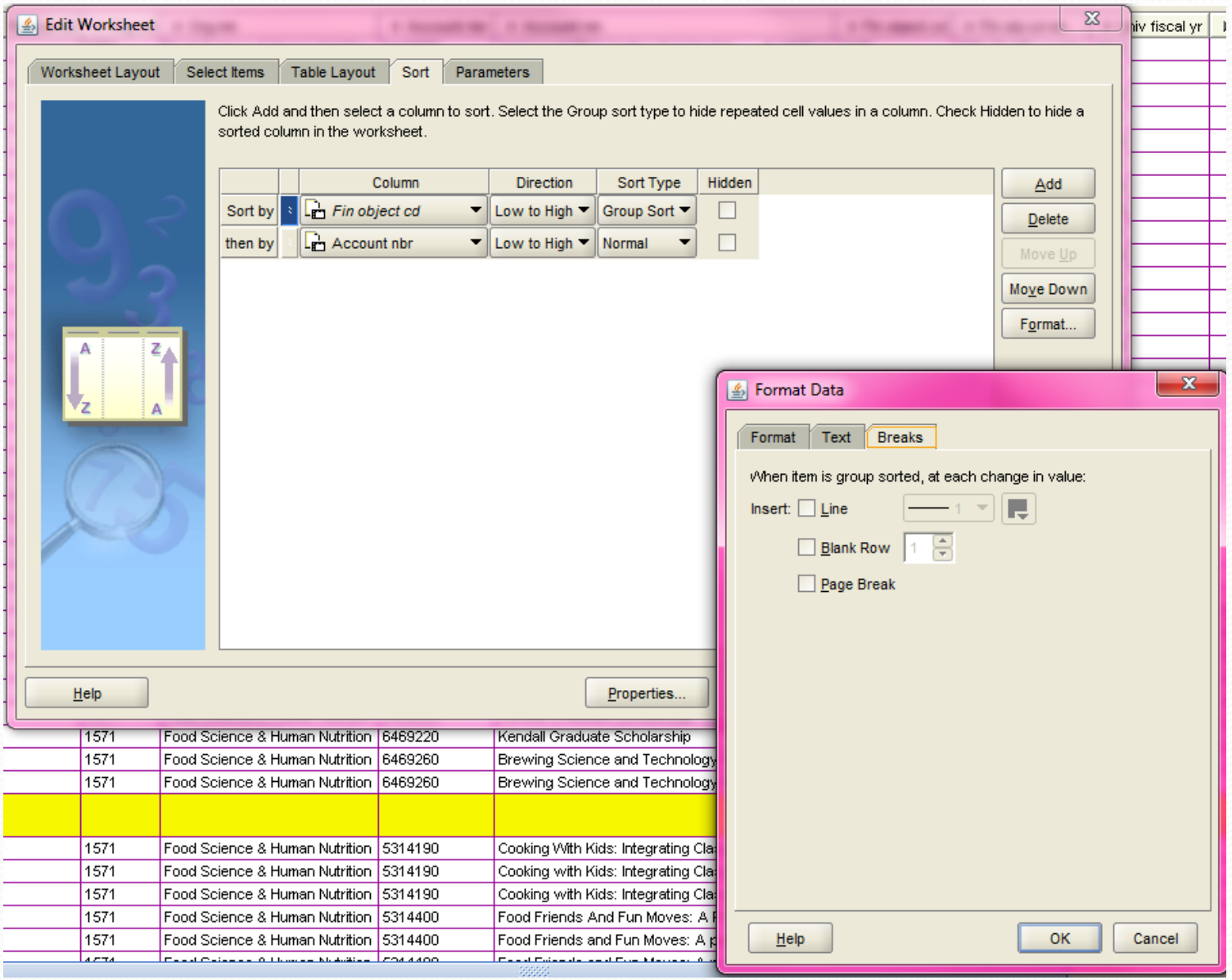


You can change the Table Layout

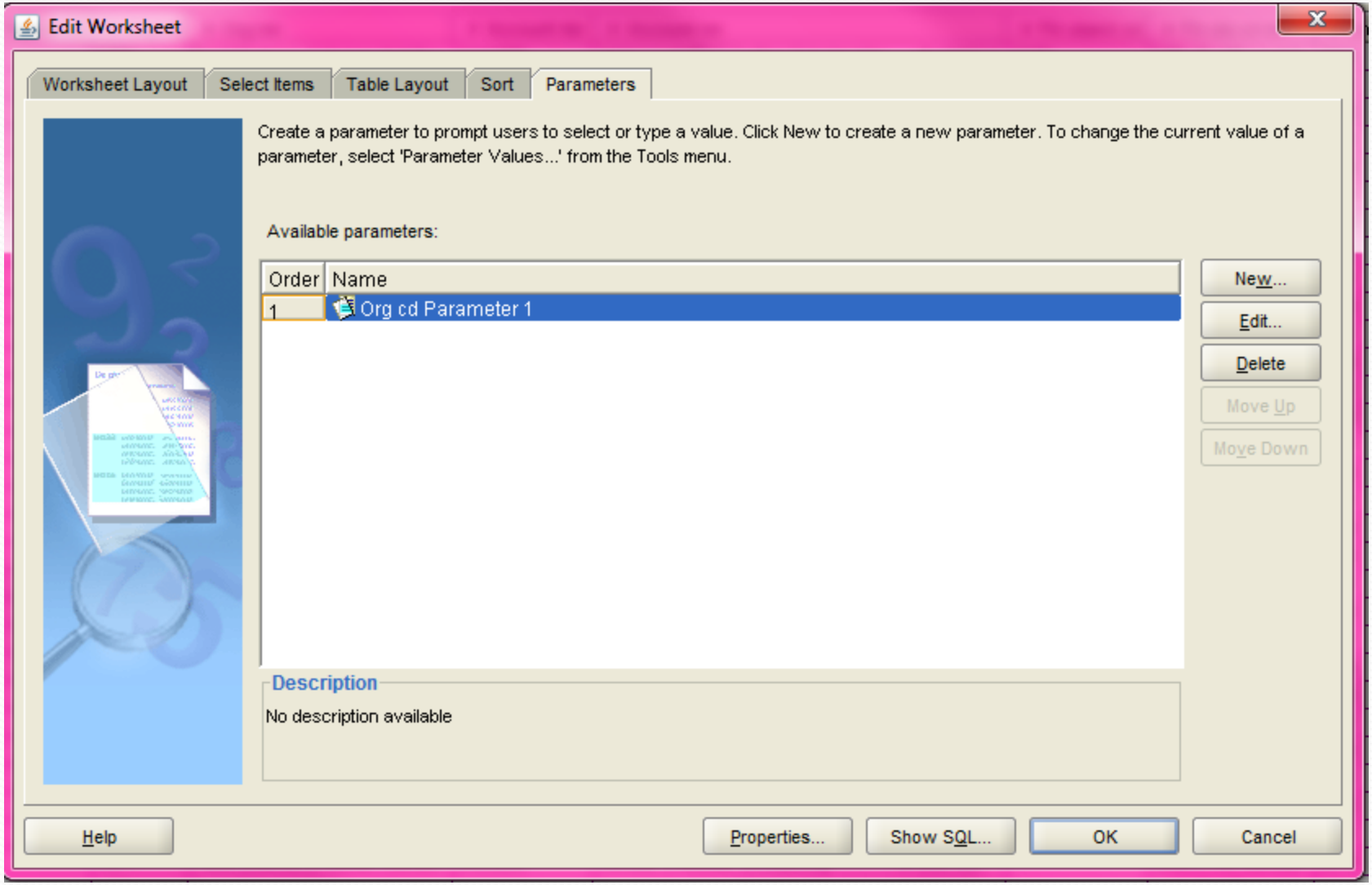
Click on a heading and drag to new location



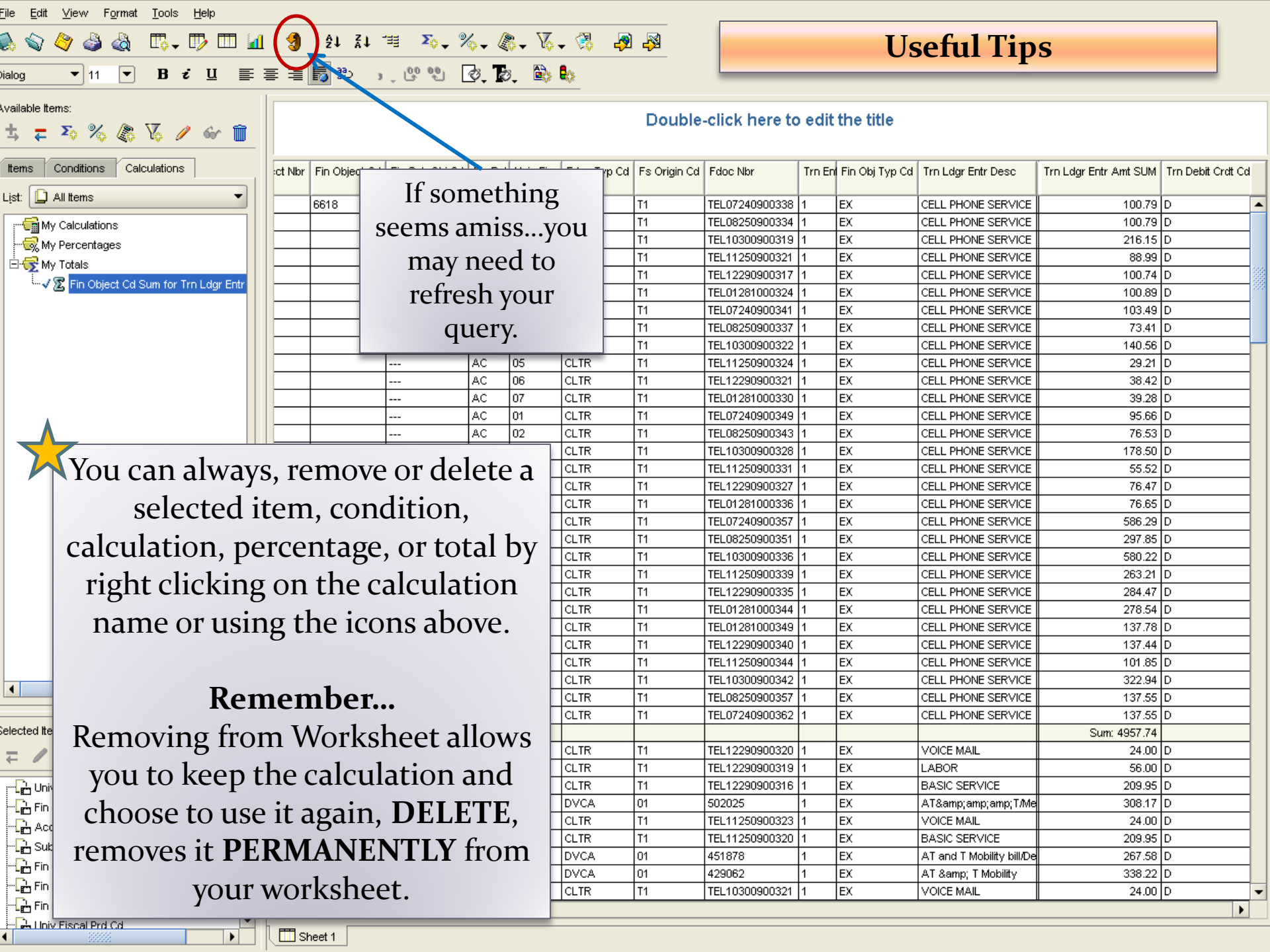
Add, Delete, Move or Format a Sort Option



Add, Edit or Delete a Parameter



Useful Tips

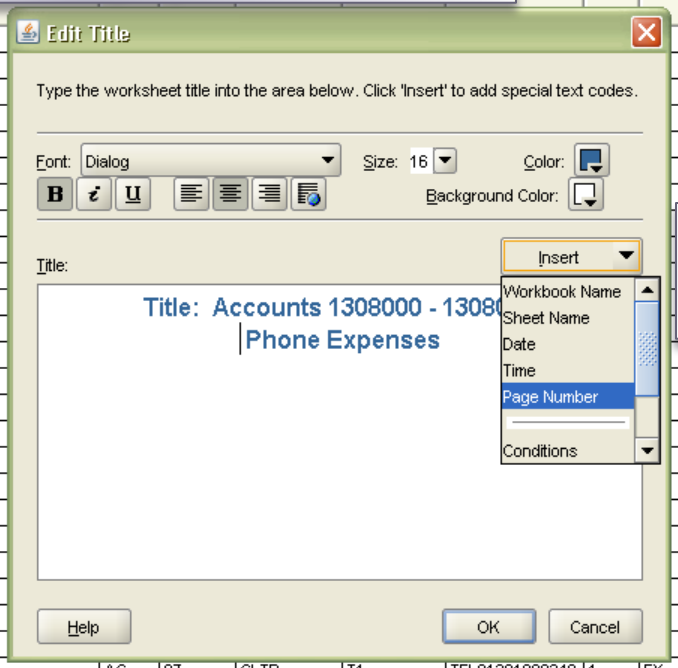


ct Nbr	Fin Object Cd				Typ Cd	Fs Origin Cd	Fdoc Nbr	Trn Ent	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crdt Cd
	6618					T1	TEL07240900338	1	EX	CELL PHONE SERVICE	100.79	D
						T1	TEL08250900334	1	EX	CELL PHONE SERVICE	100.79	D
						T1	TEL10300900319	1	EX	CELL PHONE SERVICE	216.15	D
						T1	TEL11250900321	1	EX	CELL PHONE SERVICE	88.99	D
						T1	TEL12290900317	1	EX	CELL PHONE SERVICE	100.74	D
						T1	TEL01281000324	1	EX	CELL PHONE SERVICE	100.89	D
						T1	TEL07240900341	1	EX	CELL PHONE SERVICE	103.49	D
						T1	TEL08250900337	1	EX	CELL PHONE SERVICE	73.41	D
						T1	TEL10300900322	1	EX	CELL PHONE SERVICE	140.56	D
		---	AC	05	CLTR	T1	TEL11250900324	1	EX	CELL PHONE SERVICE	29.21	D
		---	AC	06	CLTR	T1	TEL12290900321	1	EX	CELL PHONE SERVICE	38.42	D
		---	AC	07	CLTR	T1	TEL01281000330	1	EX	CELL PHONE SERVICE	39.28	D
		---	AC	01	CLTR	T1	TEL07240900349	1	EX	CELL PHONE SERVICE	95.66	D
		---	AC	02	CLTR	T1	TEL08250900343	1	EX	CELL PHONE SERVICE	76.53	D
					CLTR	T1	TEL10300900328	1	EX	CELL PHONE SERVICE	178.50	D
					CLTR	T1	TEL11250900331	1	EX	CELL PHONE SERVICE	55.52	D
					CLTR	T1	TEL12290900327	1	EX	CELL PHONE SERVICE	76.47	D
					CLTR	T1	TEL01281000336	1	EX	CELL PHONE SERVICE	76.65	D
					CLTR	T1	TEL07240900357	1	EX	CELL PHONE SERVICE	586.29	D
					CLTR	T1	TEL08250900351	1	EX	CELL PHONE SERVICE	297.85	D
					CLTR	T1	TEL10300900336	1	EX	CELL PHONE SERVICE	580.22	D
					CLTR	T1	TEL11250900339	1	EX	CELL PHONE SERVICE	263.21	D
					CLTR	T1	TEL12290900335	1	EX	CELL PHONE SERVICE	284.47	D
					CLTR	T1	TEL01281000344	1	EX	CELL PHONE SERVICE	278.54	D
					CLTR	T1	TEL01281000349	1	EX	CELL PHONE SERVICE	137.78	D
					CLTR	T1	TEL12290900340	1	EX	CELL PHONE SERVICE	137.44	D
					CLTR	T1	TEL11250900344	1	EX	CELL PHONE SERVICE	101.85	D
					CLTR	T1	TEL10300900342	1	EX	CELL PHONE SERVICE	322.94	D
					CLTR	T1	TEL08250900357	1	EX	CELL PHONE SERVICE	137.55	D
					CLTR	T1	TEL07240900362	1	EX	CELL PHONE SERVICE	137.55	D
											Sum: 4957.74	
					CLTR	T1	TEL12290900320	1	EX	VOICE MAIL	24.00	D
					CLTR	T1	TEL12290900319	1	EX	LABOR	56.00	D
					CLTR	T1	TEL12290900316	1	EX	BASIC SERVICE	209.95	D
					DVCA	01	502025	1	EX	AT&T/Me	308.17	D
					CLTR	T1	TEL11250900323	1	EX	VOICE MAIL	24.00	D
					CLTR	T1	TEL11250900320	1	EX	BASIC SERVICE	209.95	D
					DVCA	01	451878	1	EX	AT and T Mobility bill/De	267.58	D
					DVCA	01	429062	1	EX	AT & T Mobility	338.22	D
					CLTR	T1	TEL10300900321	1	EX	VOICE MAIL	24.00	D

Add or Edit title of your Workbook

Double-click here to edit the title

Double-click to bring up edit Title box



Different options you can insert

Available Items:

Items | Conditions | Calculat

List: All Items

- My Calculations
- My Percentages
- My Totals
  - Fin Object Cd Sum for Trn Ldgr Entr

Selected Items:

- Univ Fiscal Yr
- Fin Coa Cd
- Account Nbr
- Sub Acct Nbr
- Fin Object Cd
- Fin Sub Obj Cd
- Fin Balance Typ Cd
- Univ Fiscal Prd Cd

										Trn En	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crdt Cd
	6618	---										CELL PHONE SERVICE	100.79	D
		---										CELL PHONE SERVICE	100.79	D
		---										CELL PHONE SERVICE	216.15	D
		---										CELL PHONE SERVICE	88.99	D
		---										CELL PHONE SERVICE	100.74	D
		---										CELL PHONE SERVICE	100.89	D
		---										CELL PHONE SERVICE	103.49	D
		---											41	D
		---											56	D
		---											21	D
		---											42	D
		---											28	D
		---										CELL PHONE SERVICE	95.66	D
		---										CELL PHONE SERVICE	76.53	D
		---										CELL PHONE SERVICE	178.50	D
		---										CELL PHONE SERVICE	55.52	D
		---										CELL PHONE SERVICE	76.47	D
		---										CELL PHONE SERVICE	76.65	D
		---										CELL PHONE SERVICE	586.29	D
		---										CELL PHONE SERVICE	297.85	D
		---										CELL PHONE SERVICE	580.22	D
		---										CELL PHONE SERVICE	263.21	D
		---										CELL PHONE SERVICE	284.47	D
		---										CELL PHONE SERVICE	278.54	D
		---	AC	07	CLTR	T1	TEL01281000349	1	EX			CELL PHONE SERVICE	137.78	D
		---	AC	06	CLTR	T1	TEL12290900340	1	EX			CELL PHONE SERVICE	137.44	D
		---	AC	05	CLTR	T1	TEL11250900344	1	EX			CELL PHONE SERVICE	101.85	D
		---	AC	04	CLTR	T1	TEL10300900342	1	EX			CELL PHONE SERVICE	322.94	D
		---	AC	02	CLTR	T1	TEL08250900357	1	EX			CELL PHONE SERVICE	137.55	D
		---	AC	01	CLTR	T1	TEL07240900362	1	EX			CELL PHONE SERVICE	137.55	D
													Sum: 4957.74	
	6619	---	AC	06	CLTR	T1	TEL12290900320	1	EX			VOICE MAIL	24.00	D
		---	AC	06	CLTR	T1	TEL12290900319	1	EX			LABOR	56.00	D
		---	AC	06	CLTR	T1	TEL12290900316	1	EX			BASIC SERVICE	209.95	D
		---	AC	05	DVCA	01	502025	1	EX			AT&T/Me	308.17	D
		---	AC	05	CLTR	T1	TEL11250900323	1	EX			VOICE MAIL	24.00	D
		---	AC	05	CLTR	T1	TEL11250900320	1	EX			BASIC SERVICE	209.95	D
		---	AC	04	DVCA	01	451878	1	EX			AT and T Mobility bill/De	267.58	D
		---	AC	04	DVCA	01	429062	1	EX			AT & T Mobility	338.22	D
		---	AC	04	CLTR	T1	TEL10300900321	1	EX			VOICE MAIL	24.00	D

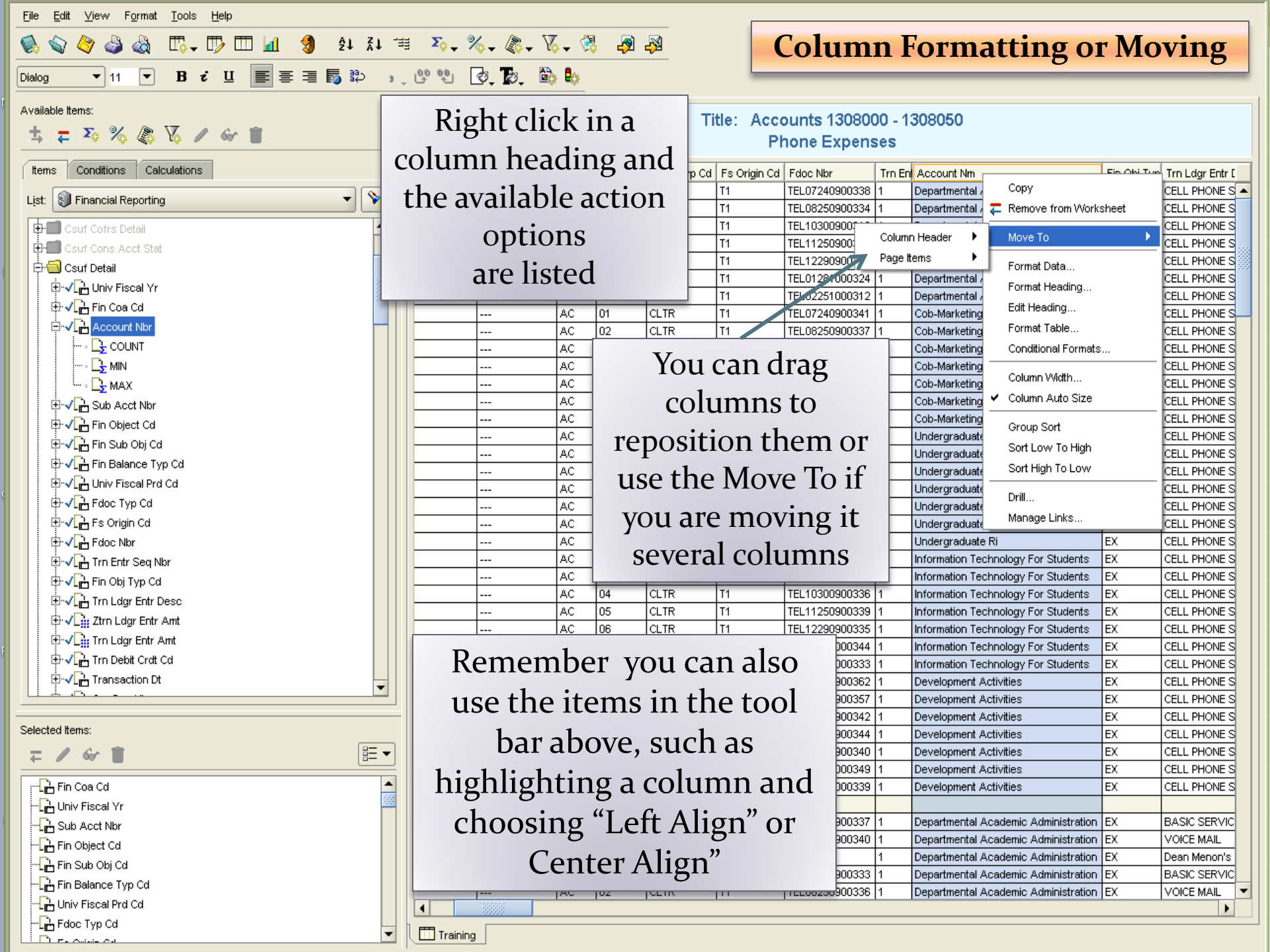
Training

Column Formatting or Moving

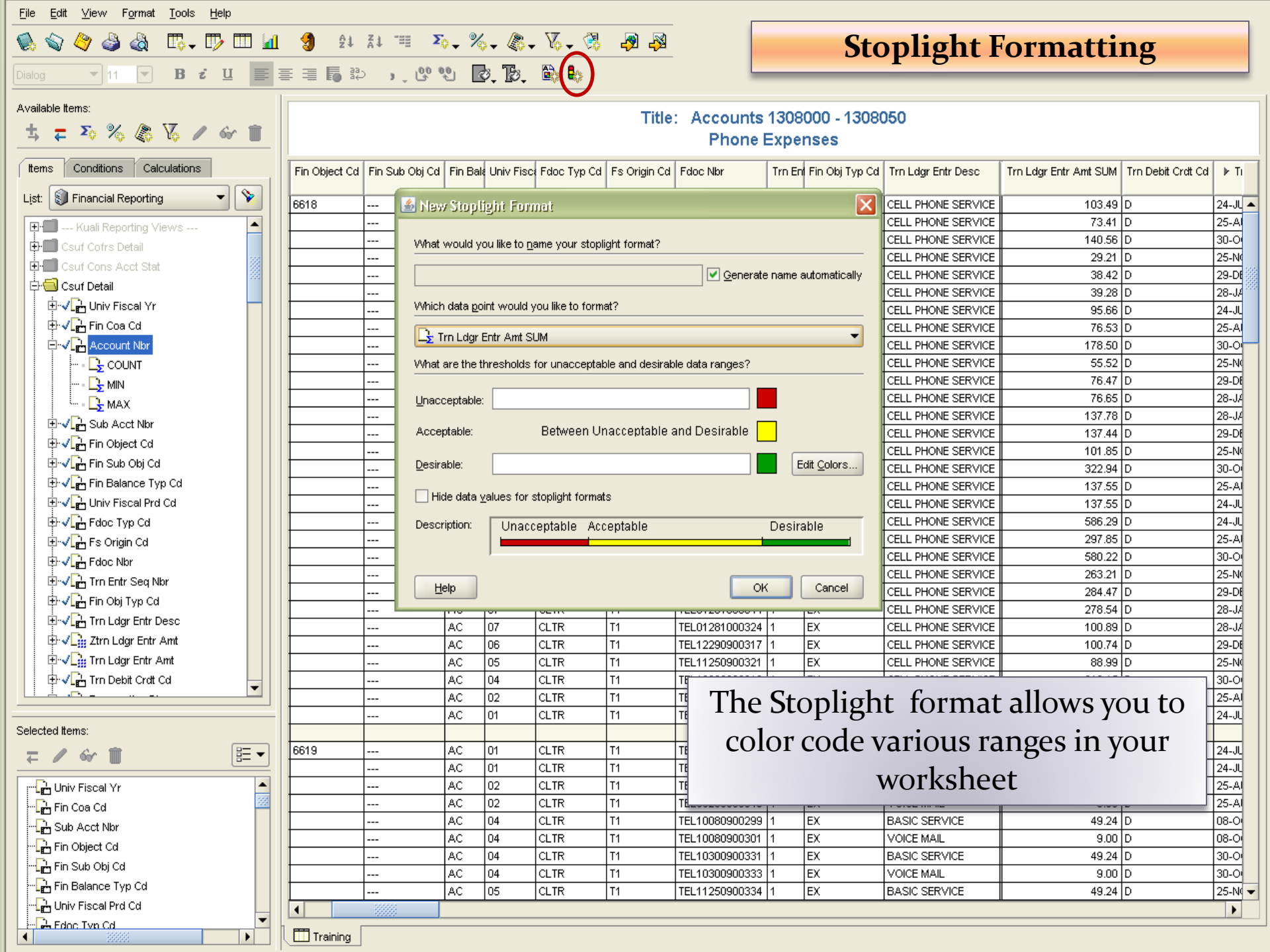
Right click in a column heading and the available action options are listed

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 tool bar above, such as highlighting a column and choosing “Left Align” or Center Align”



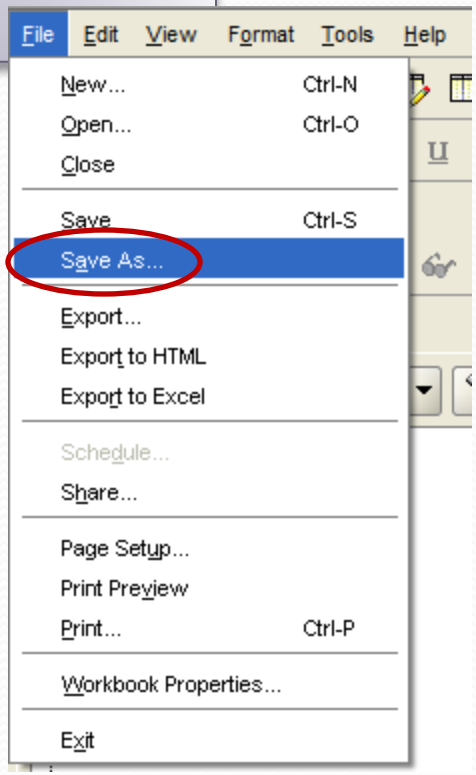
Stoplight Formatting



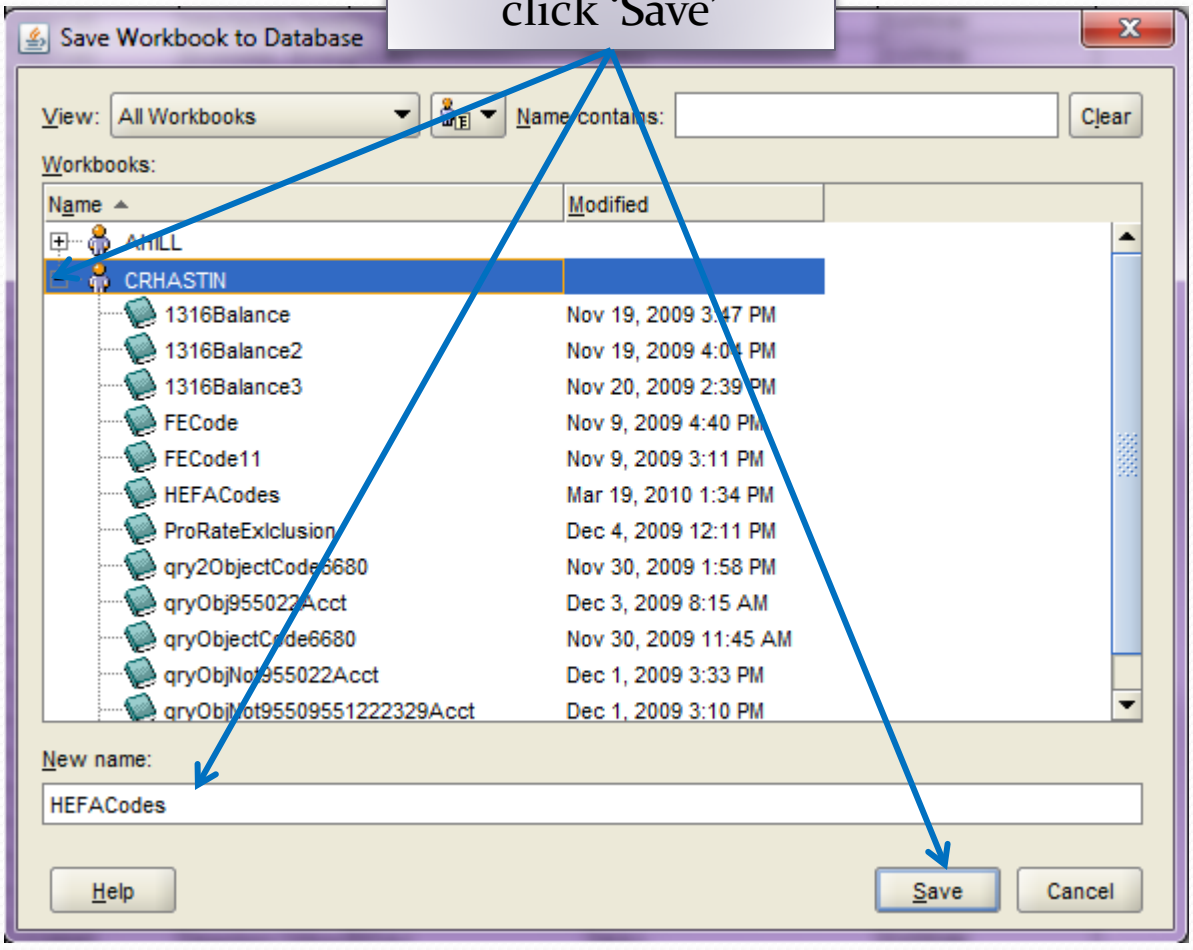
The Stoplight format allows you to color code various ranges in your worksheet

File Save As

Under ‘File’, choose ‘Save As…’



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



File Export – Step 1

File Edit View Format Tools Help

New... Ctrl-N
Open... Ctrl-O
Close
Save Ctrl-S
Save As...
Export...
Export to HTML
Export to Excel
Schedule...
Share...
Page
Print Pr
Print...
Workbo
Exit

Title: Accounts 1308000 - 1308050
Phone Expenses

Fin Object Cd	Fin Sub Obj Cd	Fin Bal	Univ Fisc	Fdoc Typ Cd	Fs Origin Cd	F	T
6618	---	AC	01	CLTR	T1	TE	24-JU
	---	AC	02	CLTR	T1	TE	25-AU
	---	AC	04	CLTR	T1	TE	30-OC
	---	AC	05	CLTR	T1	TE	25-NO
							29-DE
							28-JA
							24-JU
							25-AU
							30-OC
							25-NO
							29-DE
							28-JA
							28-JA
							29-DE
							25-NO
							30-OC
							25-AU
							24-JU
							24-JU
							25-AU
							30-OC
							25-NO
							29-DE
							28-JA
							28-JA
							29-DE
							25-NO
							30-OC
							25-AU
							24-JU
							24-JU
							24-JU
							25-AU
							25-AU
							08-OC
	---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-OC
	---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-OC
	---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-OC
	---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-NO

Selected Ite

Univ
Fin
Sub Acct Nbr
Fin Object Cd
Fin Sub Obj Cd
Fin Balance Typ Cd
Univ Fiscal Prd Cd
Fdoc Typ Cd

Training

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

*Useful Tip: avoid the temptation to use the **Export to Excel** button in the Oracle Discoverer toolbar. This does NOT give you the option to specify the directory to which you wish to save your file.*

Export - Step 1 of 3: Select

What do you want to export?

- Entire workbook
- Current worksheet
  - Table
  - Graph

Click

Next >

Help | < Back | Next > | Finish | Cancel

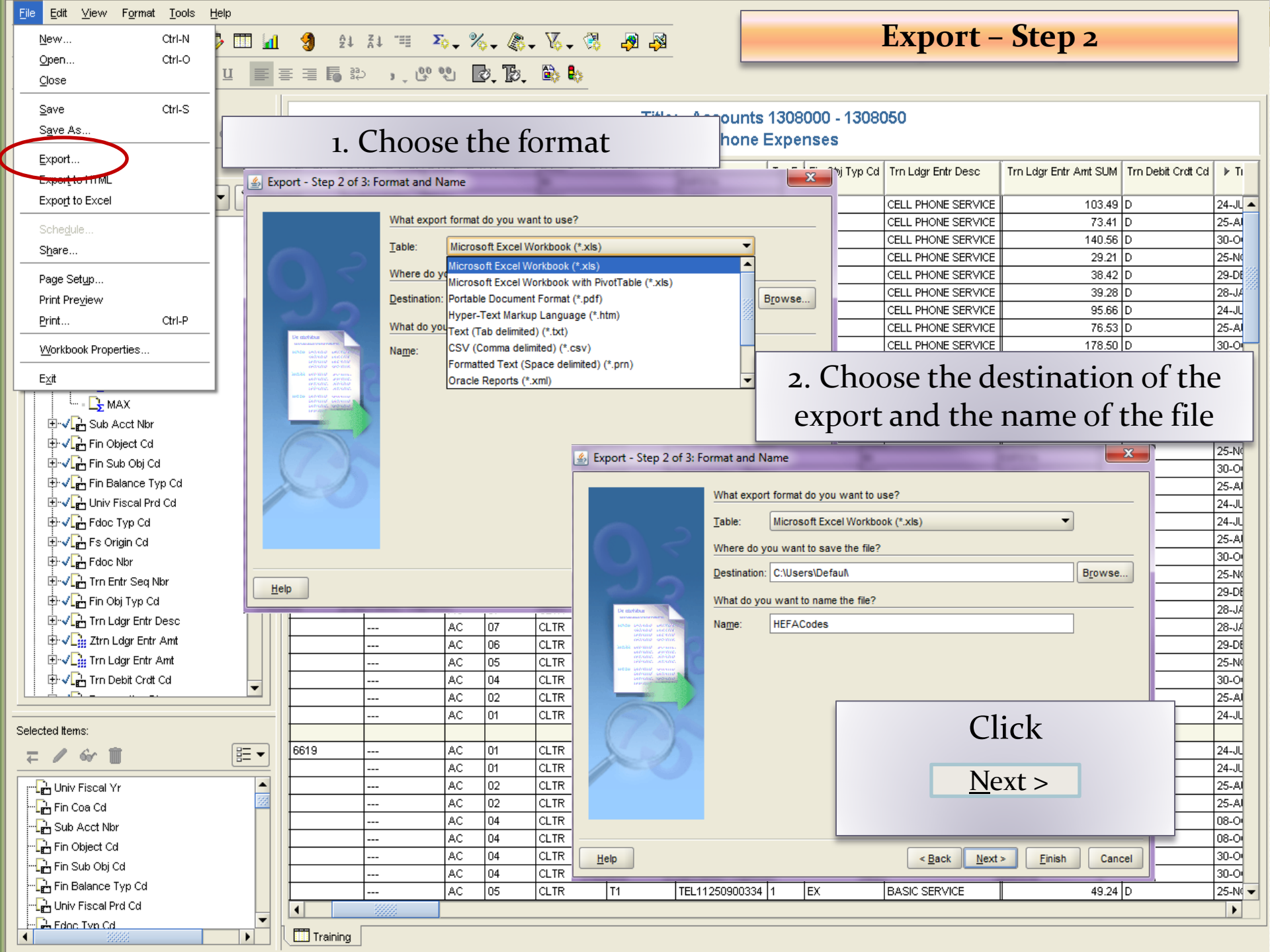
Export – Step 2

1. Choose the format

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

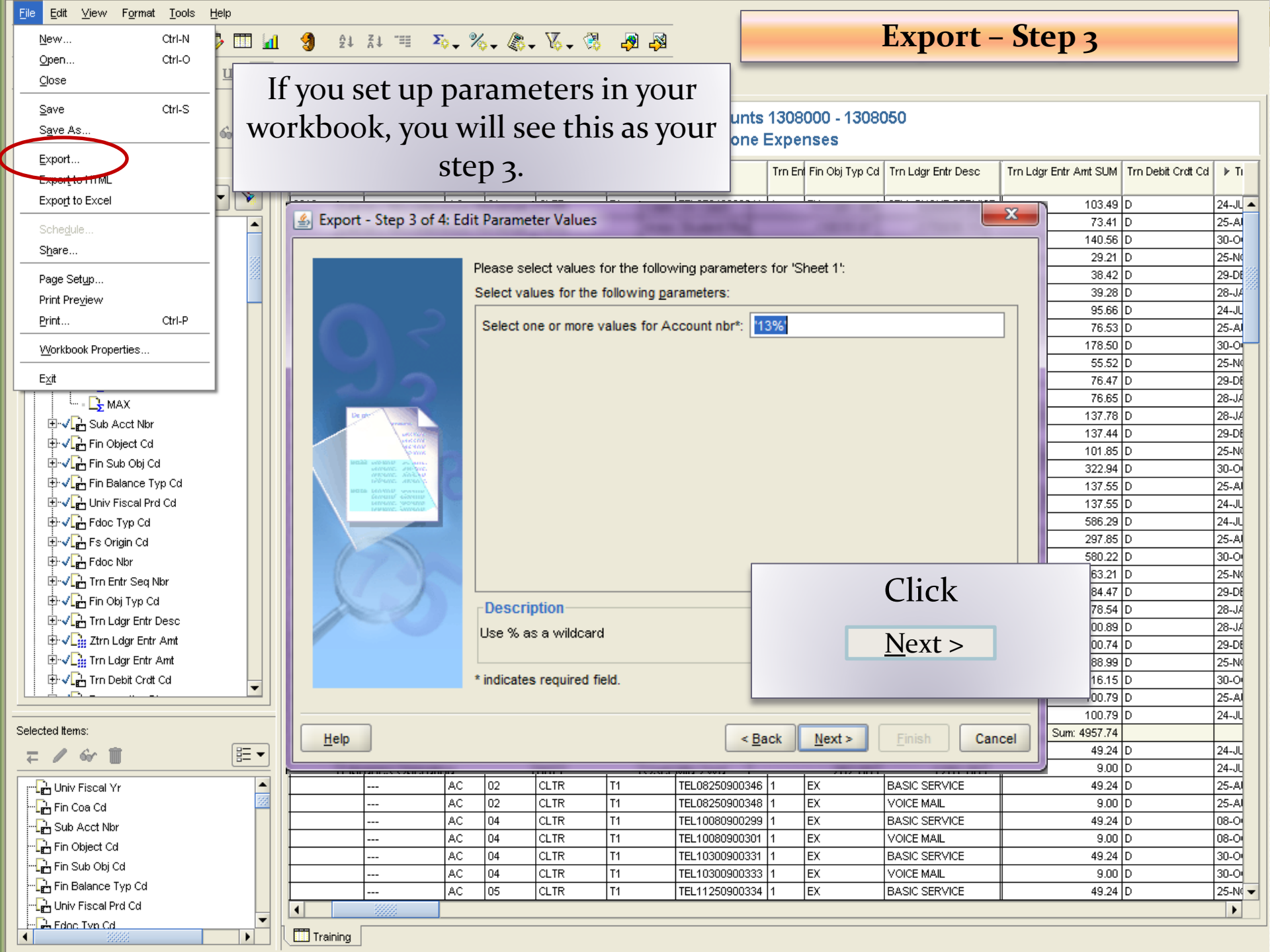
Click

Next >



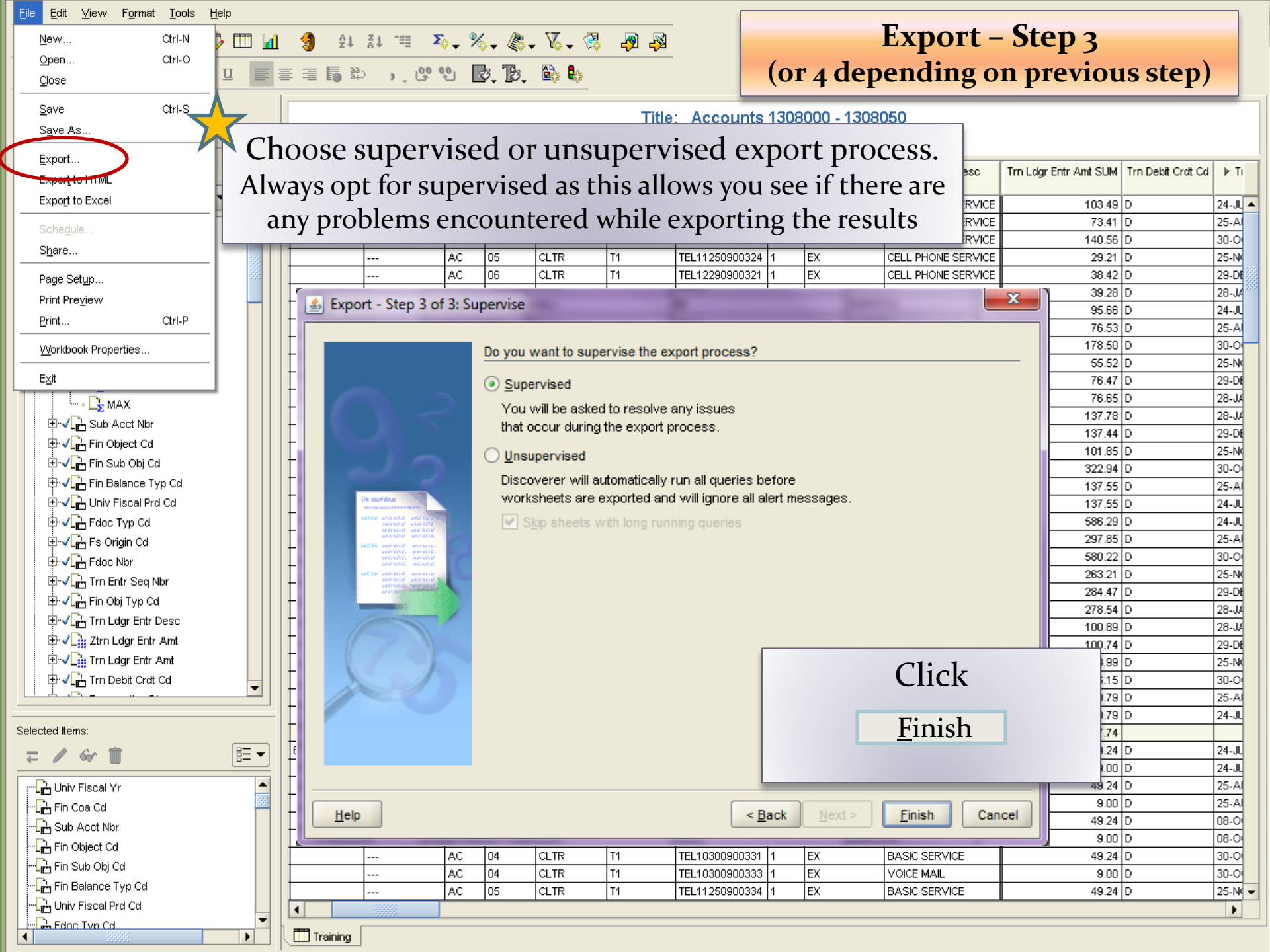
Export – Step 3

If you set up parameters in your workbook, you will see this as your step 3.



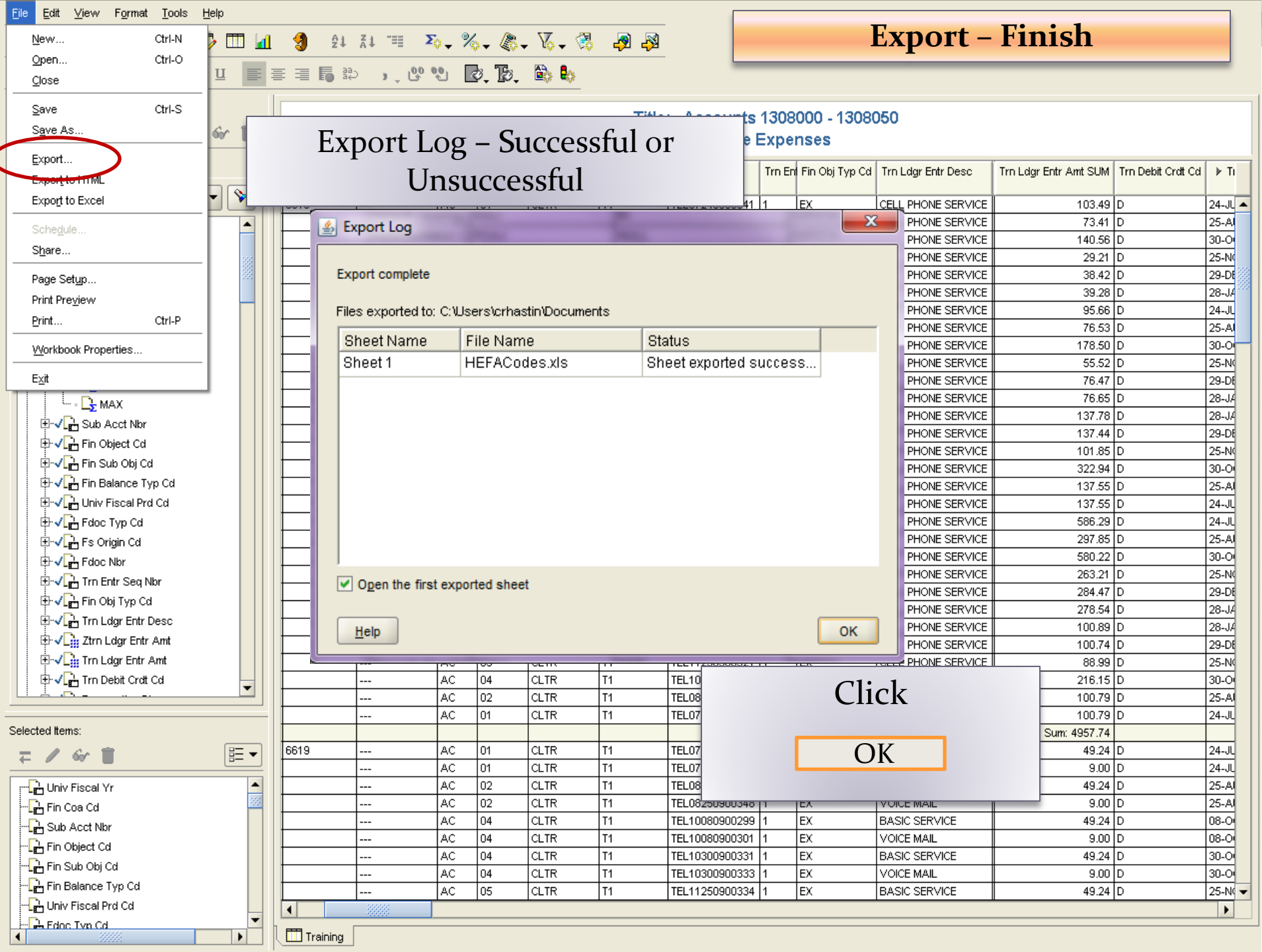
Export – Step 3
(or 4 depending on previous step)

Choose supervised or unsupervised export process.
Always opt for supervised as this allows you see if there are any problems encountered while exporting the results



Export – Finish

Export Log – Successful or Unsuccessful

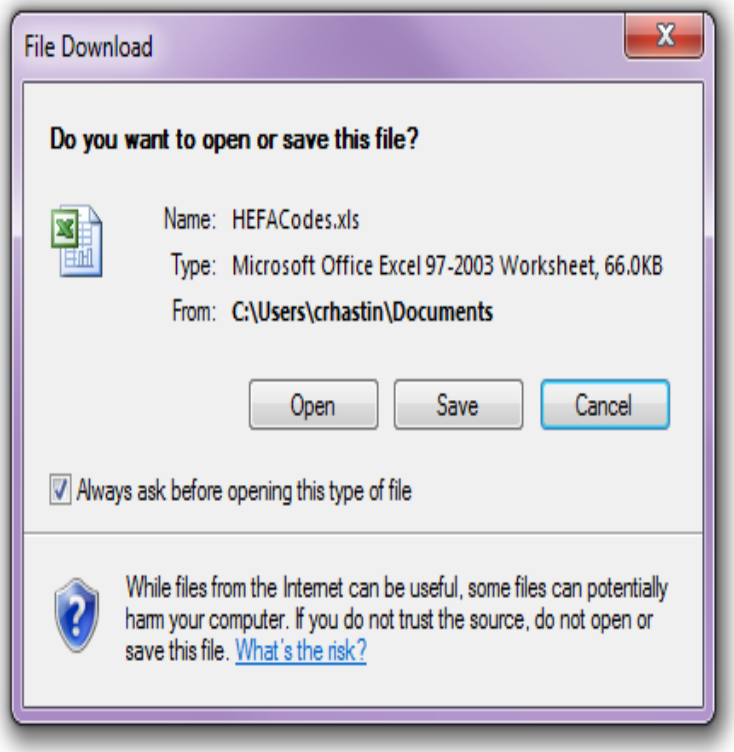


Connecting...

Page ▾ Safety ▾ Tools ▾

Open or Save File

Choose to Open or Save File



File Share

File Edit View Format Tools Help

New... Ctrl-N
Open... Ctrl-O
Close

Save Ctrl-S
Save As...

Export...
Export to HTML
Export to Excel

Schedule...
Share...

Page Setup...
Print Preview
Print... Ctrl-P

Workbook Properties...

Exit

Title: Accounts 1308000 - 1308050
Phone Expenses

Fin Object Cd	Fin Sub Obj Cd	Fin Bal	Univ Fisc	Fdoc Typ Cd	Fs Origin Cd	Fdoc Nbr	Trn En	Fin Obj Typ Cd	Trn Ldgr Entr Desc	Trn Ldgr Entr Amt SUM	Trn Debit Crdt Cd	T
6618	---	AC	01	CLTR	T1	TEL07240900341	1	EX	CELL PHONE SERVICE	103.49	D	24-JU
	---	AC	02	CLTR	T1	TEL08250900337	1	EX	CELL PHONE SERVICE	73.41	D	25-AU
	---	AC	04	CLTR	T1	TEL10300900322	1	EX	CELL PHONE SERVICE	140.56	D	30-OC
	---								SERVICE	29.21	D	25-NO
	---								SERVICE	38.42	D	29-DE
	---								SERVICE	39.28	D	28-JA
	---								SERVICE	95.66	D	24-JU
	---								SERVICE	76.53	D	25-AU
	---								SERVICE	178.50	D	30-OC
	---								SERVICE	55.52	D	25-NO
	---								SERVICE	76.47	D	29-DE
	---								SERVICE	76.65	D	28-JA
	---								SERVICE	137.78	D	28-JA
	---								SERVICE	137.44	D	29-DE
	---								SERVICE	101.85	D	25-NO
	---								SERVICE	322.94	D	30-OC
	---								SERVICE	137.55	D	25-AU
	---	AC	01	CLTR	T1	TEL07240900362	1	EX	CELL PHONE SERVICE	137.55	D	24-JU
	---	AC	01	CLTR	T1	TEL07240900357	1	EX	CELL PHONE SERVICE	586.29	D	24-JU
	---	AC	02	CLTR	T1	TEL08250900351	1	EX	CELL PHONE SERVICE	297.85	D	25-AU
	---	AC	04	CLTR	T1	TEL10300900336	1	EX	CELL PHONE SERVICE	580.22	D	30-OC
	---	AC	05	CLTR	T1	TEL11250900339	1	EX	CELL PHONE SERVICE	263.21	D	25-NO
	---	AC	06	CLTR	T1	TEL12290900335	1	EX	CELL PHONE SERVICE	284.47	D	29-DE
	---	AC	07	CLTR	T1	TEL01281000344	1	EX	CELL PHONE SERVICE	278.54	D	28-JA
	---	AC	07	CLTR	T1	TEL01281000324	1	EX	CELL PHONE SERVICE	100.89	D	28-JA
	---	AC	06	CLTR	T1	TEL12290900317	1	EX	CELL PHONE SERVICE	100.74	D	29-DE
	---	AC	05	CLTR	T1	TEL11250900321	1	EX	CELL PHONE SERVICE	88.99	D	25-NO
	---	AC	04	CLTR	T1	TEL10300900319	1	EX	CELL PHONE SERVICE	216.15	D	30-OC
	---	AC	02	CLTR	T1	TEL08250900334	1	EX	CELL PHONE SERVICE	100.79	D	25-AU
	---	AC	01	CLTR	T1	TEL07240900338	1	EX	CELL PHONE SERVICE	100.79	D	24-JU
										Sum: 4957.74		
6619	---	AC	01	CLTR	T1	TEL07240900352	1	EX	BASIC SERVICE	49.24	D	24-JU
	---	AC	01	CLTR	T1	TEL07240900354	1	EX	VOICE MAIL	9.00	D	24-JU
	---	AC	02	CLTR	T1	TEL08250900346	1	EX	BASIC SERVICE	49.24	D	25-AU
	---	AC	02	CLTR	T1	TEL08250900348	1	EX	VOICE MAIL	9.00	D	25-AU
	---	AC	04	CLTR	T1	TEL10080900299	1	EX	BASIC SERVICE	49.24	D	08-OC
	---	AC	04	CLTR	T1	TEL10080900301	1	EX	VOICE MAIL	9.00	D	08-OC
	---	AC	04	CLTR	T1	TEL10300900331	1	EX	BASIC SERVICE	49.24	D	30-OC
	---	AC	04	CLTR	T1	TEL10300900333	1	EX	VOICE MAIL	9.00	D	30-OC
	---	AC	05	CLTR	T1	TEL11250900334	1	EX	BASIC SERVICE	49.24	D	25-NO

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.

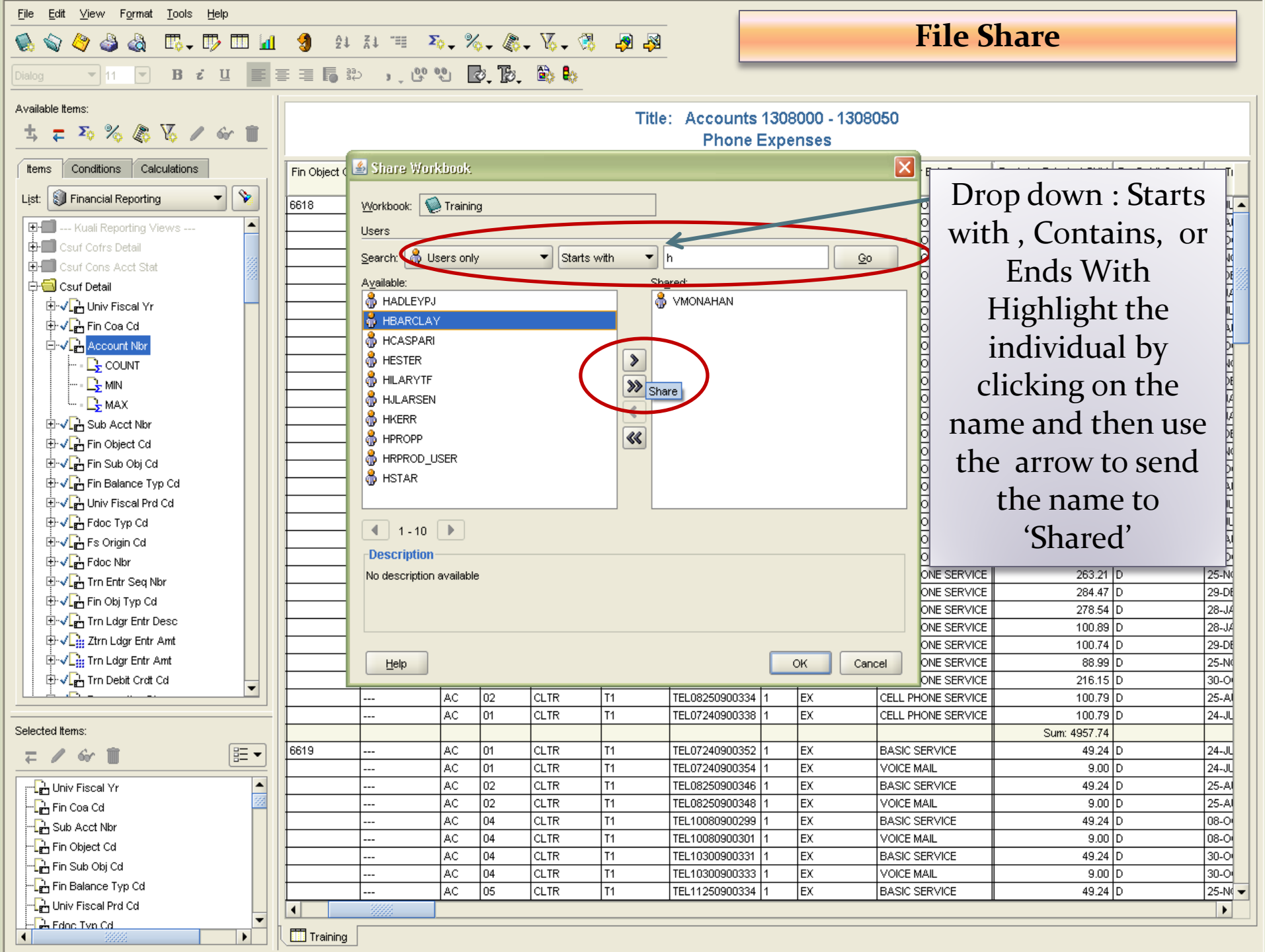
MAX
Sub Acct Nbr
Fin Object Cd
Fin Sub Obj Cd
Fin Balance Typ Cd
Univ Fiscal Prd Cd
Fdoc Typ Cd
Fs Origin Cd
Fdoc Nbr
Trn Entr Seq Nbr
Fin Obj Typ Cd
Trn Ldgr Entr Desc
Ztrn Ldgr Entr Amt
Trn Ldgr Entr Amt
Trn Debit Crdt Cd

Selected Items:

Univ Fiscal Yr
Fin Coa Cd
Sub Acct Nbr
Fin Object Cd
Fin Sub Obj Cd
Fin Balance Typ Cd
Univ Fiscal Prd Cd
Fdoc Typ Cd

Training

File Share


File Edit View Format Tools Help
Available Items:
Items Conditions Calculations
List: Financial Reporting
--- Kuali Reporting Views ---
Csuf Cofrs Detail
Csuf Cons Acct Stat
Csuf Detail
Univ Fiscal Yr
Fin Coa Cd
Account Nbr
COUNT
MIN
MAX
Sub Acct Nbr
Fin Object Cd
Fin Sub Obj Cd
Fin Balance Typ Cd
Univ Fiscal Prd Cd
Fdoc Typ Cd
Fs Origin Cd
Fdoc Nbr
Trn Entr Seq Nbr
Fin Obj Typ Cd
Trn Ldgr Entr Desc
Ztrn Ldgr Entr Amt
Trn Ldgr Entr Amt
Trn Debit Crdt Cd
Selected Items:
Univ Fiscal Yr
Fin Coa Cd
Sub Acct Nbr
Fin Object Cd
Fin Sub Obj Cd
Fin Balance Typ Cd
Univ Fiscal Prd Cd
Fdoc Typ Cd
Title: Accounts 1308000 - 1308050
Phone Expenses
Share Workbook
Workbook: Training
Users
Search: Users only
Starts with
h
Go
Available:
HADLEYPJ
HBARCLAY
HCASPARI
HESTER
HILARYTF
HJLARSEN
HKERR
HPROPP
HRPROD_USER
HSTAR
Shared:
VMONAHAN
Share
1 - 10
Description
No description available
Help
OK
Cancel
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'
Training

CONTACT YOUR CAMPUS SERVICES REPRESENTATIVE FOR ANY QUESTIONS ON THIS OR ANY OTHER QUESTIONS AND / OR CONCERNS

Erin Mercurio	491-6752
Barb Gustison	491-4148
David Leathers	491-5509
Summer Leaming	491-2801