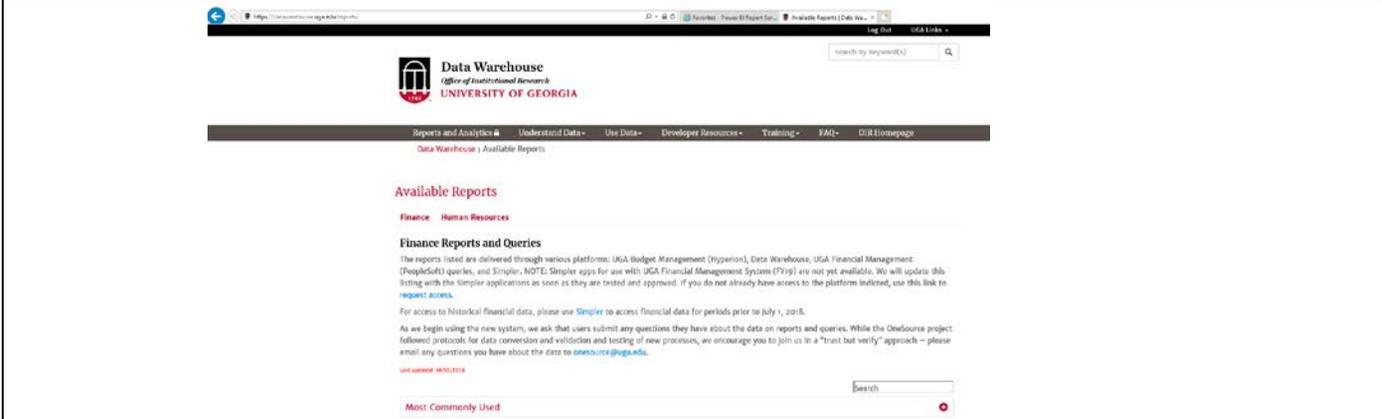


Data Warehouse Web Sites:

<http://datawarehouse.uga.edu>

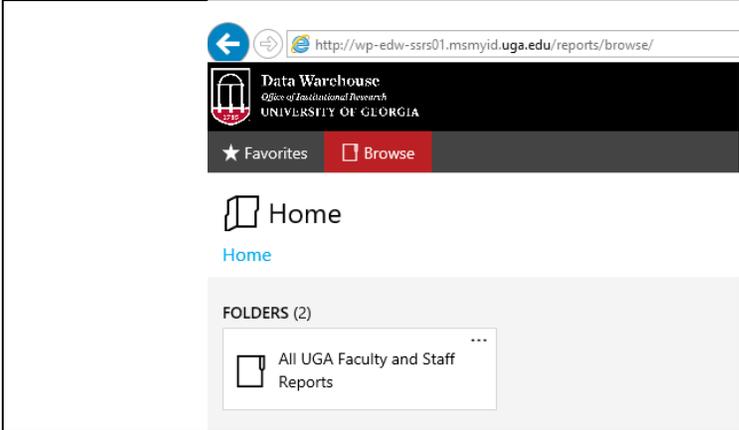
You can find general information about the data warehouse including: training, FAQ's, data dictionary, data literacy information and links to access and request forms.



<http://reports.uga.edu>

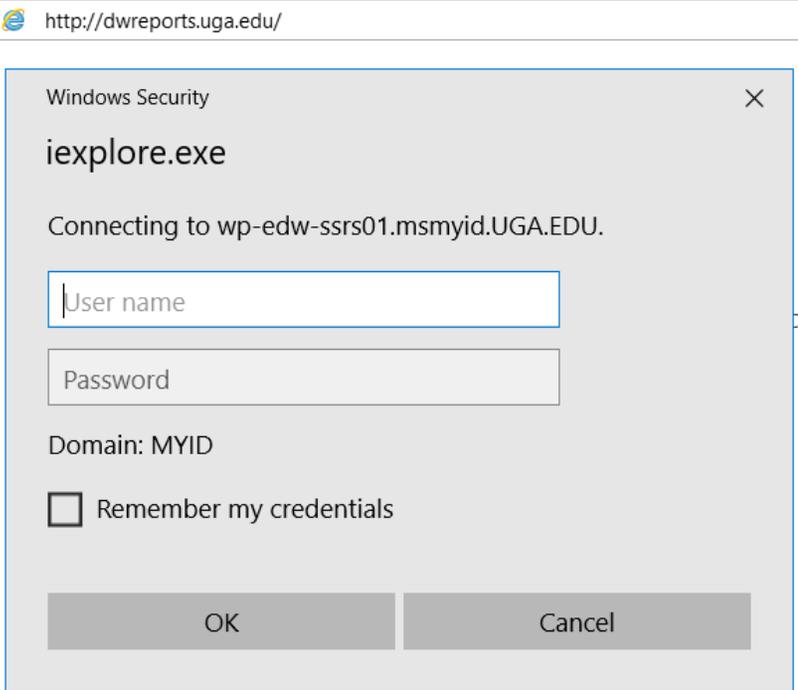
- Vanity URL that redirects to the Reports page of the Data Warehouse website.
- Uses CAS.
- This is an inventory of all reports and queries that have been created across multiple domains and platforms.

UGA Data Warehouse Reporting Tools



<http://dwreports.uga.edu>

- Vanity URL that redirects to the production copy of the reporting portal.

| | |
|--|---|
|  | <p>Connecting to the UGA Data Warehouse reporting portal:</p> <p>Go to http://dwreports.uga.edu in any of the following browsers:</p> <ul style="list-style-type: none">- Internet Explorer- Firefox- Chrome- Safari <p>Enter your MYID and password. Verify that the Domain is "MYID".</p> <p>The requirements to connect to the portal include:</p> <ul style="list-style-type: none">- VPN 02 Restricted- Computer joined to the MYID domain (VLAB is an alternate option)- Membership in an Active Directory group having access to the desired reports <p>Note: For financial data, the Simpler data role is added to the AD group that has permission to financial data.</p> |
|--|---|

The screenshot shows the UGA Data Warehouse Reporting Tools interface. At the top, there is a navigation bar with 'Favorites' and 'Browse' tabs. Below this, the 'Financial' section is active, with a breadcrumb trail: 'Home > All UGA Faculty and Staff Reports > Financial'. The main content area is divided into three sections: 'POWER BI REPORTS (1)' containing 'Project_Status_Report'; 'PAGINATED REPORTS (12)' containing 'Budget_Status' and 'CF_Department_Current'; and 'EXCEL WORKBOOKS (2)' containing 'Budget_Status_Cube.xlsx' and 'Project_Status_Cube.xlsx'. A context menu is open over the 'CF_Department_Current' report, showing options: 'Add to Favorites', 'Open', and 'Manage'. The menu also displays metadata: 'Changed by MYID\z-sqldwdev on 10/1/2018 6:54 PM' and 'Created by MYID\z-sqldwdev on 10/1/2018 6:54 PM'.

Navigating the portal:

From the Home page, you will see all of the folders that you have been given access to. Depending on your role, you may see folders representing several data domains such as Financial, HCM, or Student.

For example, to see financial reports go to Home -> All UGA Faculty and Staff Reports -> Financial.

The page is divided into sections based on the type of report, i.e. Power BI Reports, Paginated Reports, Excel Workbooks, etc.

Hint: To add a report to your Favorites tab, while in Tile view, click the ellipsis in the upper right hand corner of the report and select "Add to Favorites".

Home > All UGA Faculty and Staff Reports > Financial > Budget_Status

Fiscal Year: 2019 Budget Reference: 2019 Department: 20200160 - TCB-Economics Dept Admin **A** **B** View Report

1 of 23 100% Find | Next

Document Map **C**

- Budget_Status
 - Budget Status Summary
 - Budget Status Detail

Budget Status
 - Budget activity sourced from the KK Activity Log for a single FY, Budget Reference and Department. For multi-select rollup information, use the Budget Status Cube.
 Fiscal Year: 2019, Budget Reference: 2019, Department: 20200160 - TCB-Economics Dept Admin

| Fund Code Descr | Revenue/Expense | GL Account Category | Budget Amount | Encumbrance Amount | Actual Amount | Expense Balance | Estimated Revenue Amount |
|-------------------------------------|-----------------|----------------------------------|----------------|--------------------|----------------|-----------------|--------------------------|
| 10000 - RI-State Appropriations | | | \$353,968.00 | \$1,409.49 | \$323,118.37 | \$29,440.14 | \$0.0 |
| | Expense | | \$353,968.00 | \$1,409.49 | \$323,118.37 | \$29,440.14 | \$0.0 |
| | | 500000-Personal Services Expense | \$319,260.00 | \$0.00 | \$319,260.00 | \$0.00 | \$0.0 |
| | | 600000-Travel | \$9,700.00 | \$0.00 | \$2,091.91 | \$7,608.09 | \$0.0 |
| | | 700000-Op Supplies & Expenses | \$25,008.00 | \$1,409.49 | \$1,766.46 | \$21,832.05 | \$0.0 |
| 10500 - Tuition | | | \$4,156,758.38 | \$3,135,925.26 | \$1,008,766.21 | \$12,066.91 | \$0.0 |
| | Expense | | \$4,156,758.38 | \$3,135,925.26 | \$1,008,766.21 | \$12,066.91 | \$0.0 |
| | | 500000-Personal Services Expense | \$4,155,009.38 | \$3,135,925.26 | \$1,006,645.12 | \$12,439.00 | \$0.0 |
| | | 600000-Travel | \$10.00 | \$0.00 | \$0.00 | \$10.00 | \$0.0 |
| | | 700000-Op Supplies & Expenses | \$1,739.00 | \$0.00 | \$2,121.09 | (\$382.09) | \$0.0 |
| 15000 - RI Indirect Cost Recoveries | | | \$2,160.00 | \$0.00 | \$0.00 | \$2,160.00 | \$0.0 |
| | Revenue | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.0 |

A: If a paginated report has parameters, they will appear near the top of the report viewer window.

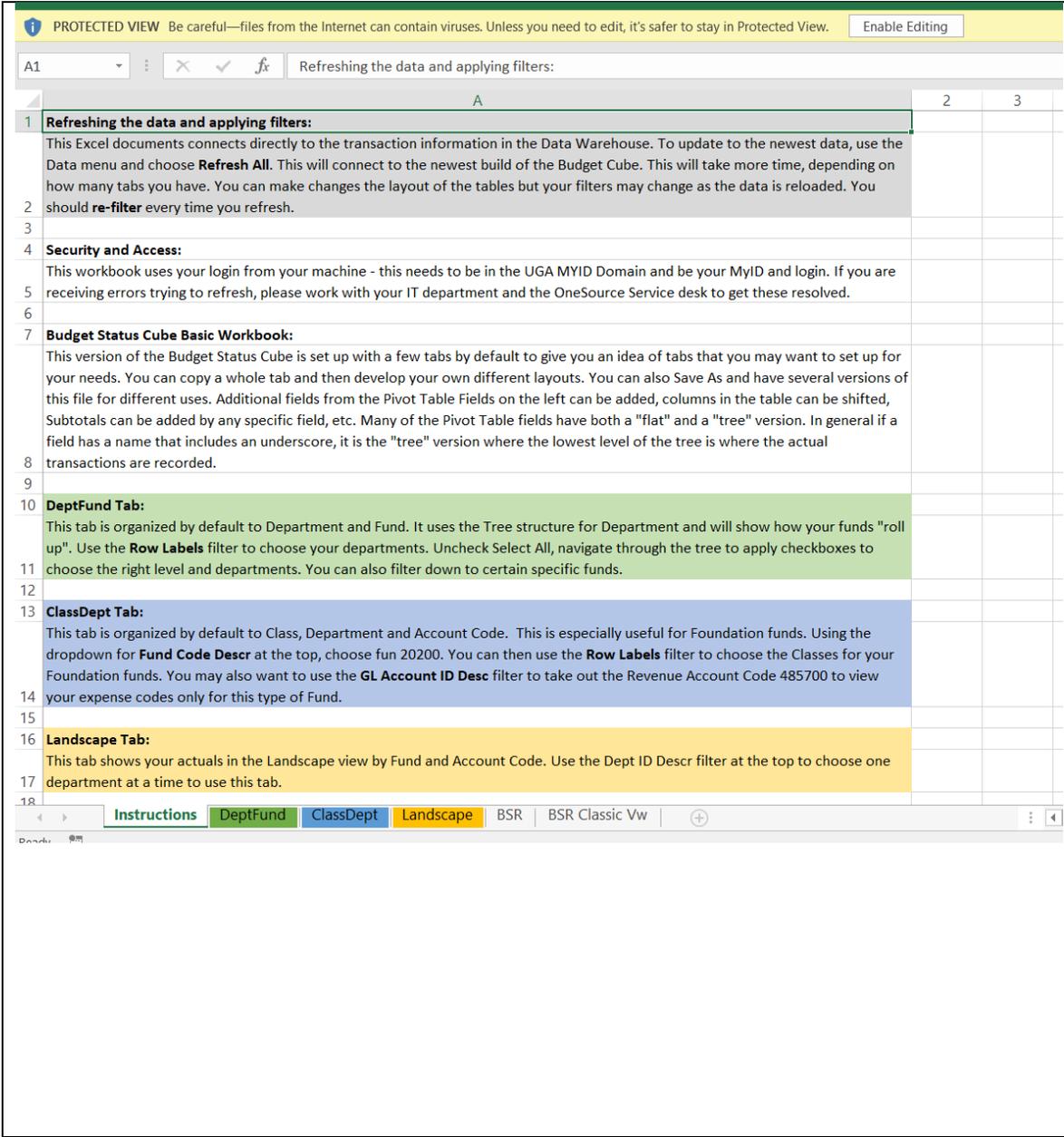
B: After selecting the desired parameters, select "View Report". The report will then render on your screen.

C: In this example, the report has a Document Map which enables you to jump to different parts of the report depending on how the Document Map has been configured. This area can also be hidden to allow more room for the report to be displayed.

The screenshot shows an Excel spreadsheet titled "Budget_Status". The spreadsheet contains a hierarchical list of budget items. The first row (A1) is "Budget Status". The second row (A2) is "Budget Status Summary". The third row (A3) is "Budget Status Detail". The following rows list various budget categories and sub-items, including "10000 - RI-State Appropriations", "10500 - Tuition", "511100 - Salaries-Regular Faculty", "521100 - Salaries-Professional/Admin", "522100 - Salaries-Staff", "550000 - Pers Svcs Fringe Ben (Bud)", "551100 - FICA-Employer", "551200 - FICA-Employer Medicare", "552100 - Teachers Retirement System", "552200 - Optional Retirement Plans", "553110 - Group Insurance-Health-Active", "553140 - Group Health Ins-BCBS GRA Opt", "553201 - Group Life Ins-Basic Life", "640000 - Travel Employee (Budget)", "700000 - Op Supplies & Expenses", "714110 - S&M-Postage", "771900 - Telecommunications-Other", "15000 - RI-Indirect Cost Recoveries", "20200 - Restricted-Foundation", "20300 - Restricted-Research Foundation", "20400 - Restricted-Non-Sponsored", and "20500 - Restricted-UGA Endowment Funds".

At the bottom of the spreadsheet, there is a "Document map" bar with the following tabs: "Document map", "Summary", "10000 - RI-State Appropriations", "10500 - Tuition", and "15000 - RI-Indirect Cost Recove".

Document Maps will also function in reports that have been exported to Excel.

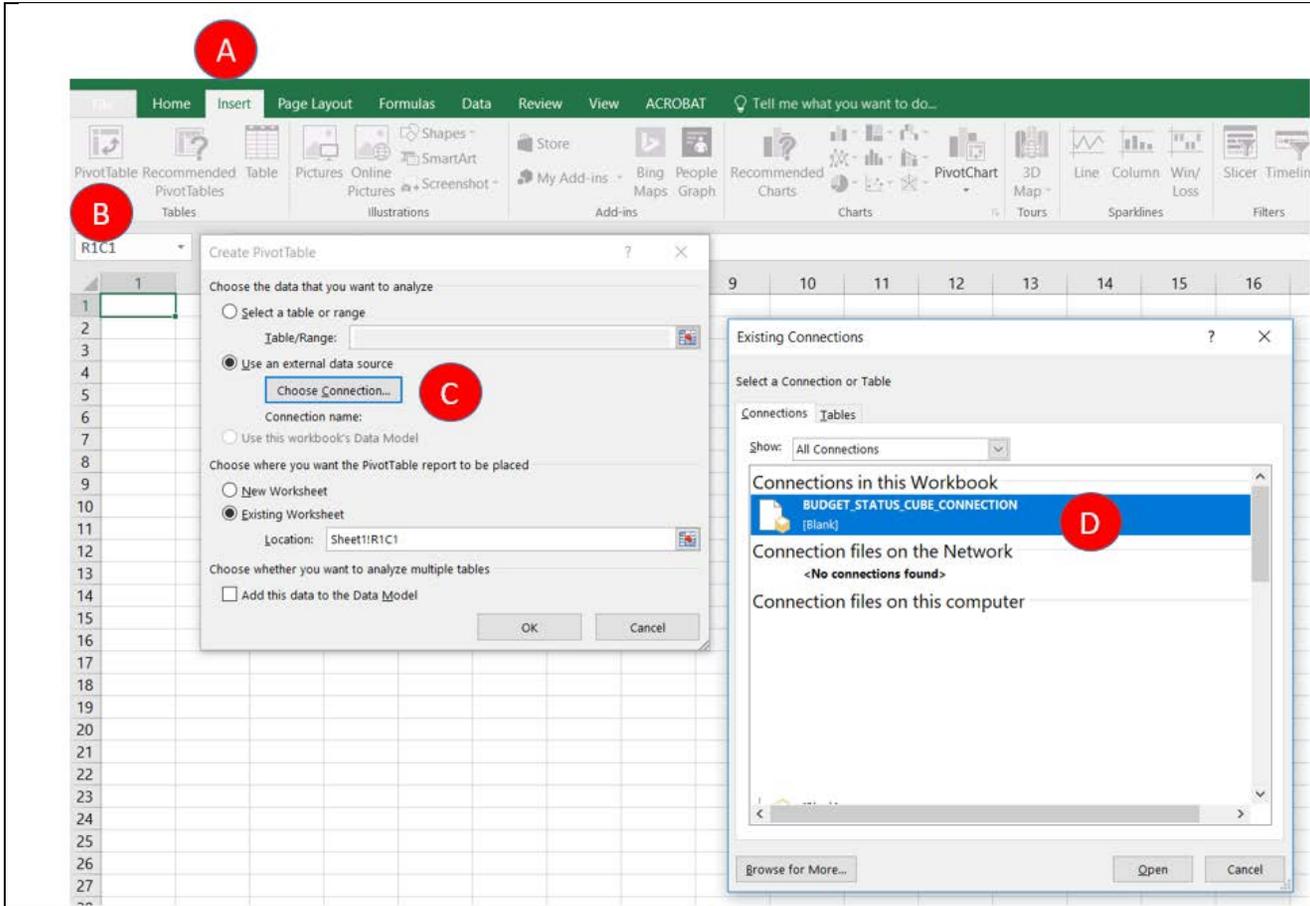


OLAP cubes:

OLAP cubes are used to analyze and evaluate data in the data warehouse. These structures provide an incredibly powerful reporting capability delivered in a flexible, drag and drop, self-service, Excel interface. OLAP cubes efficiently perform with large data sets due to their storage and aggregation design. The data in OLAP cubes is stored on the Analysis Services server and is read-only. You will not be prompted for credentials when opening an OLAP cube via Excel. The credentials used to log onto Windows are passed to the Analysis Services server. The MAC version of Excel does not share this functionality. Therefore, MAC users must use vLab or Remote Desktop into a PC in order to access OLAP cubes.

A sample report for each cube is available in the reporting portal. Click on the Excel workbook and select "Open" to download the file. When prompted select "Enable Editing" and "Enable Content" to make a connection to the Analysis Services server. If your machine does not meet the MYID domain requirements, you will receive an error. Reference the http://datawarehouse.uga.edu/faq/known_issue for troubleshooting tips.

Note:
The sample report provides examples of how you could design an OLAP report or you may choose to start from scratch.



Creating a new Pivot Table:

To create a new pivot table in a workbook that already has a connection to the cube, first add a New sheet.

A: Go to the new sheet and select “Insert”

B: Select “PivotTable”

C: Select “Use an external data source” and then click on “Choose Connection”. This will open the “Existing Connections” dialog box.

D: Select the desired cube in the “Connections in this Workbook” section. This contains the connection string back to the Analysis Services server. Then click “Open”. The “Connection name:” will be populated with your selection. Click “OK”.

Hint: You can add multiple sheets to your workbook with each sheet tailored to meet a specific reporting need.

The screenshot shows a Microsoft Excel worksheet with a PivotTable Fields task pane on the right. The task pane is titled "PivotTable Fields" and contains a list of fields to be added to the report. The fields are grouped into categories: FINANCIAL STATUS DATA, ACCOUNT_GL, BUDGET_REFERENCE, and UGAACCTTREE. The "VALUES" area is currently empty. The worksheet contains a PivotTable with a blank grid. Red circles A, B, C, and D are overlaid on the image to highlight specific elements: A is on the task pane title, B is on the list of fields, C is on the "More Fields" button, and D is on the "VALUES" area.

PivotTable Field List:

A: Blank PivotTable

B: “Facts” aka “Measures” - Numeric values in the cube (dollar amounts, counts, etc.) They are listed at the top of the PivotTable Fields list under the Summation sign (Σ).

C: “Dimensions” – Data attributes used for filtering and row/column values. To see all attributes for a dimension, select “More Fields”.

D: Areas – Drag fields from the field list to the desired area.

- Facts/measures go in the “VALUES” section.
- Dimensions can be used in Filters, Columns or Rows.

Hint: Choose all of your Filters first to narrow down the data set. Finish with Rows, Columns and Values.

There are endless ways to design an OLAP cube report!

Dept ID Descr UGADEPTBUDGRPT 20000000 - Terry College of Business
Fund Code Descr 20000 - RI-Restricted and Sponsored

Actual Amount
Row Labels 201971HS - TCB-MIS-Hani Safadi

000000 - Accounts
400000 - Revenue
500000 - Personal Services Expense
700000 - Op Supplies & Expenses
727000 - Oth Operating Expense (Budget)
900000 - Transfers

Grand Total

Search Fund Code Descr

- 20000 - RI-Restricted and Sponsored
- 20080 - AU/UGA Med Partner-Restr
- 20100 - Student Financial Aid
- 20200 - Restricted-Foundation
- 20300 - Restricted-Research Foundati
- 20400 - Restricted-Non-Sponsored F
- 20500 - Restricted-UGA Endowment F
- 21000 - Restricted - Other Organized
- 21300 - Agricultural Exper-Restricted
- 21310 - Coop Extension Serv-Restrict
- 21320 - Forestry Research-Restricted

2019 Grand Total
\$1,820.24 \$15,845.59
\$1,820.24 \$15,845.59
\$0.00 \$0.00
\$5,623.36
\$124.00 \$124.00
\$124.00 \$124.00
\$1,696.24 \$10,098.23
\$1,820.24 \$15,845.59

Select Multiple Items

OK Cancel

Filtering:

To filter for multiple items in the Filter area, check the “Select Multiple Items” box.

Dept ID Descr UGADEPTBUDGRPT 20000000 - Terry College of Business
Dept ID Descr All

Actual Amount
Row Labels 2018

Select field: GL Account ID Descr

Sort A to Z
Sort Z to A
More Sort Options...

Clear Filter From "GL Account ID Descr"

Label Filters

Value Filters 5*

2019 Grand Total
\$14,978.11 \$14,978.11
\$6,916.40 \$6,916.40
\$0.00 \$0.00
\$13.50 \$13.50
\$4,437.38 \$4,437.38
\$3,475.50 \$3,475.50
\$135.33 \$135.33
\$636,483.57 \$99,507.06 \$735,990.63
\$412,836.38 \$83,583.00 \$496,419.38
\$102,348.02 \$102,348.02
\$943.00 \$943.00
\$24,843.64 \$5,089.26 \$29,932.90
\$24,901.72 \$3,541.70 \$28,443.42
\$6,694.12 \$1,053.05 \$7,747.17
\$16,190.72 \$16,190.72
\$32,528.70 \$6,240.05 \$38,768.75
\$13,773.78 \$13,773.78
\$1,204.26 \$1,204.26
\$219.23 \$219.23
\$2,409.11 \$2,409.11
\$2,061.00 \$2,061.00
\$127.78 \$127.78
\$29.89 \$29.89
\$190.44 \$190.44
\$636,483.57 \$116,894.28 \$753,377.85

OK Cancel

You are not limited to filtering only in the Filter area. Dimensions in Rows and Columns can be filtered as well.

A: Use the “Select field” dropdown to pick which dimension to filter on.

B: You can use wildcards (*) to quickly filter on a group of dimension members.

The screenshot shows an Excel PivotTable with the following data:

| Actual Amount | 2019 | 2018 | Grand Total |
|---|--------------------|-------------------|--------------------|
| 201971HS - TCB-MIS-Hani Safadi | \$14,025.35 | \$1,820.24 | \$15,845.59 |
| 000000 - Accounts | \$14,025.35 | \$1,820.24 | \$15,845.59 |
| 400000 - Revenue | \$0.00 | \$0.00 | \$0.00 |
| 500000 - Personal Services Expense | \$5,623.36 | \$124.00 | \$5,623.36 |
| 700000 - Op Supplies & Expenses | | \$124.00 | \$124.00 |
| 727000 - Oth Operating Expense (Budget) | | \$124.00 | \$124.00 |
| 900000 - Transfers | \$8,401.99 | \$1,696.24 | \$10,098.23 |
| Grand Total | \$14,025.35 | \$1,820.24 | \$15,845.59 |

The PivotTable Fields task pane on the right shows the following configuration:

- FILTERS:** Dept ID Descr UGADEPTBUDGRPT, Fund Code Descr
- COLUMNS:** Fiscal Date
- ROWS:** Dept ID Descr, UGAACCTTREE
- VALUES:** Actual Amount

PivotTable Tips:

A: Some dimensions include a hierarchy or rollup structure. In financials, some of these hierarchies are based on PeopleSoft Financials trees. The financial dimensions that include one or more trees are: Account_GL, Class, Department, Fund, and Program

B: Dimensions can be placed in columns for things like year over year comparisons.

C: Dimensions can be stacked side by side.

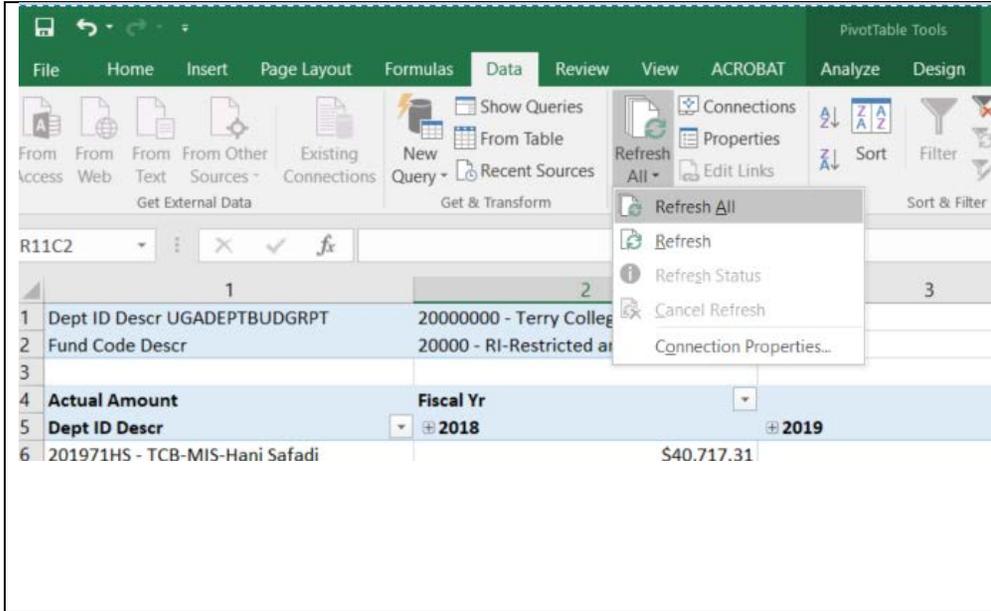
D: A Grand Total is usually defaulted into the Pivot Table.

E: If a dimension has been filtered, you will see the filter icon alongside the dimension in the PivotField List.

F: By right clicking on an attribute in the PivotTable a context sensitive menu provides a host of options for customizing the PivotTable to meet your specific needs.

Try exploring with:

- Filter
- Checking/unchecking Subtotal
- Expand/Collapse
- Quick Explore
- Group/Ungroup
- Show/Hide Fields



Refreshing Data:

When you manipulate the PivotTable by filtering or adding/removing fields, the server is queried and current data is returned.

However, if you simply want to update the data in your PivotTable without making changes:

- Select Data from the menu
- Select the down arrow beside "Refresh All"
- Select "Refresh All"

Hint: If your workbook contains multiple PivotTables, the time required to "Refresh All" will take longer.

The screenshot displays an Excel spreadsheet with a data table. The table has columns for 'Dept ID Descr', 'Actual Amount', 'Fiscal Yr', and 'Grand Total'. The 'Fiscal Yr' column is set to 2018. A context menu is open over the 'Actual Amount' column, with 'Drillthrough' selected. Below the spreadsheet is the 'Connection Properties' dialog box for 'BUDGET_STATUS_CUBE_CONNECTION'. The dialog box shows the 'Refresh control' section with 'Last Refreshed: 10/19/2018 4:01:29 PM' and 'Refresh every 60 minutes'. The 'OLAP Drill Through' section shows 'Maximum number of records to retrieve: 10000'.

Drillthrough:

While OLAP cubes are intended to display aggregated data, details about the transactions that make up a measure row can be viewed by:

- right-click on a measure
- select “Additional Actions”
- select “Drillthrough”

Hint: The level where you choose to Drillthrough is very important as it determines how many detailed transactions are returned at one time.

Note 1: Do not use “double click”. This does not display the same fields as the customized Drillthrough action.

Note 2: You must right click on a measure to Drillthrough. You cannot Drillthrough on a calculated member such as “Expended Balance” or “Revenue Balance”.

Note 3: Due to a known bug in the Excel interface, currently you cannot drillthrough if you have used “multiselect” in the Filter area. However, this does not apply to dimension attributes that leverage trees such as “Dept ID Descr UGADEPTBUDGRPT”.

Note 4: Sample cube workbooks are set to return a maximum of 10,000 rows during a Drillthrough action.

Data returned for 'Drillthrough' ((([DEPARTMENT_UGADEPTBUDGRPT].[Dept ID Descr UGADEPTBUDGRPT].&[2316],

| | |
|--|--|
| [SKK_SOURCE].[KK Source Tran Type Descr] | [\$FINANCIAL_STATUS_DATA_DT].[PS Source Document ID] |
| General Ledger Journal | CNVG000004 |
| General Ledger Journal | CNVG000012 |
| General Ledger Journal | 1000013862 |
| General Ledger Journal | 1000013862 |
| General Ledger Journal | CNVG000012 |
| General Ledger Journal | CNVG000012 |
| General Ledger Journal | CNVG000004 |
| General Ledger Journal | CNVG000004 |

Drillthrough details are displayed on a new sheet in the Excel workbook. You can safely delete these sheets from your workbook once you are finished working with the data.

Hint: The recommendation is to refresh the PivotTable and drillthrough each time you want to see detailed transaction information.

| Actual Amount | | | Fiscal Yr | | |
|---|--------------------------------|--|--------------------|-------------------|--------------------|
| Dept ID Descr | UGAACCTTREE Level01 | UGAACCT UGAACCTTREE Level03 | 2018 | 2019 | Grand Total |
| 201971HS - TCB-MIS-Hani Safadi | 000000 - Accounts | 400000 - Revenue | \$0.00 | \$0.00 | \$0.00 |
| | | 500000 - Personal Services Expense | \$5,623.36 | | \$5,623.36 |
| | | 700000 - 727000 - Oth Operating Expense (Budget) | | \$124.00 | \$124.00 |
| | | 700000 - Op Supplies & Expenses Total | | \$124.00 | \$124.00 |
| | | 900000 - Transfers | \$8,401.99 | \$1,696.24 | \$10,098.23 |
| | 000000 - Accounts Total | | \$14,025.35 | \$1,820.24 | \$15,845.59 |
| 201971HS - TCB-MIS-Hani Safadi Total | | | \$14,025.35 | \$1,820.24 | \$15,845.59 |
| Grand Total | | | \$14,025.35 | \$1,820.24 | \$15,845.59 |

Display Options:

To display dimensions horizontally versus vertically:

- Right click on the PivotTable
- Select PivotTable Options
- Click the Display tab
- Check "Classic PivotTable layout"
- Click OK

Try experimenting with other settings in PivotTable Options to further customize your report!