

() Attp://wp-edw-ssrs01.msmyid. uga.edu /reports/browse/	http://dwreports.uga.edu
Data Warchouse Office of Institutional Research UNIVERSITY OF GLORGIA	- Vanity URL that redirects to the production copy of the reporting portal
★ Favorites Browse	
🗍 Home	
Home	
FOLDERS (2)	

	Connecting to the UGA Data Warehouse reporting portal:
http://dwreports.uga.edu/	Go to <u>http://dwreports.uga.edu</u> in any of the following browsers:
Windows Security × iexplore.exe	 Internet Explorer Firefox Chrome Safari
User name	Enter your MYID and password. Verify that the Domain is "MYID".
Domain: MYID	include:
Remember my credentials	 VPN 02 Restricted Computer joined to the MYID domain (VLAB is an alternate option)
OK Cancel	- Membership in an Active Directory group having access to the desired reports
	Note: For financial data, the Simpler data role is added to the AD group that has permission to financial data.

★ Favorites Browse		
🗍 Financial		
Home > All UGA Faculty and	Staff Reports > Financial	
POWER BI REPORTS (1)		
() Project_Status_Report	•••	
PAGINATED REPORTS (12)		
Budget_Status	CF_Department_Current > Changed by MYID\z-sqldwdev on 10/1/2018 6:54 PM > Created by MYID\z-sqldwdev on 10/1/2018 6:54 PM	۰۰۰ nce_Curr
CF_Department_Current	··· ☆ Add to Favorites	_Curre
EXCEL WORKBOOKS (2)	Manage	
Budget_Status_Cube.xlsx	Project_Status_Cube.xlsx	

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".

lome > A	ll UGA Fac	ulty and St	aff Repor	ts > Financial	> CF_	Account_GL_C	urrent		
	1	of 48	> 0) ()	\bigcirc	100%			Find N
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18000	111000	01/01/1901	A	Cash on Hand		Cash on Ha	111000 - Cash on Hand	Ν	Ν
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10000	112000	01/01/1001	٨	Patty Cach Claar	ina	PattyCehCl	112000 Patty Cash Clearing	N	N

Paginated reports:

Paginated reports provide predefined, formatted reports. Some paginated reports will contain parameters that allow for some filtering of data.

Hint: When greater flexibility or customization is required, it is recommended to use OLAP cubes.

A: Use the forward/backward controls to page back and forth or jump to a specific page.

B: Use the export button (floppy disk icon) to export the report data to other applications such as Excel, CSV, etc.

Hint: Exporting to CSV strips the formatting out of the report versus exporting to Excel which preserves formatting.

Reports that are basically lists are good candidates for exporting to CSV.

Highly formatted reports, i.e. reports that have groupings and subtotals, such as the Budget Status Report, are best exported to Excel; however, the formatting limits some Excel functions such as filtering.

C: Use the printer icon to print the report.

scal Year 2019 V Budget Ref	arence 2019 V Dep	artment 202001	60 - TCB-Economics De	pt Admin 🗸	A			В	View Report
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Document Map	Budget Status								
Budget_Status	- Budget activity sourced from the KK Act	ivity Log for a single	FY, Budget Reference and Dep	artment. For multi-select rollup infor	mation, use the Budget Status C	ube.			i
Budget Status Summary	Fiscal Year: 2019, Budget Reference: 20	19, Department: 202	00160 - TCB-Economics Dep	Admin					
Budget Status Detail	5 10 1 0							5 0.1	
	Fund Code Descr	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
			5XXXXX-Personal Servi	ces Expense	\$319,260.00	\$0.00	\$319,260.00	\$0.00	\$0.0
			6XXXXXX-Travel		\$9,700.00	\$0.00	\$2,091.91	\$7,608.09	\$0.0
			7XXXXX-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
			5XXXXX-Personal Servi	ces Expense	\$4,155,009.38	\$3,135,925.26	\$1,006,645.12	\$12,439.00	\$0.0
			6XXXXXX-Travel		\$10.00	\$0.00	\$0.00	\$10.00	\$0.0
			6XXXXX-Travel 7XXXXX-Op Supplies &	Expenses	\$10.00	\$0.00	\$0.00	\$10.00 (\$382.09)	\$0.0
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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.

Image: Construction of the construc	A1	\cdot : \times \checkmark f_x Budget_Status	
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	PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Ed	iting	
	\bullet : \times \checkmark f_x Refreshing the data and applying filters:		
		2	2
	A	2	3
	This Excel documents connects directly to the transaction information in the Data Warehouse. To update to the newest data, use the Data menu and choose Refresh All . This will connect to the newest build of the Budget Cube. This will take more time, depending on how many tabs you have. You can make changes the layout of the tables but your filters may change as the data is reloaded. You should re-filter every time you refresh.		
	Security and Access: This workbook uses your login from your machine - this needs to be in the UGA MYID Domain and be your MyID and login. If you are receiving errors trying to refresh, please work with your IT department and the OneSource Service desk to get these resolved.		
	Budget Status Cube Basic Workbook:		
	This version of the Budget Status Cube is set up with a few tabs by default to give you an idea of tabs that you may want to set up for your needs. You can copy a whole tab and then develop your own different layouts. You can also Save As and have several versions of this file for different uses. Additional fields from the Pivot Table Fields on the left can be added, columns in the table can be shifted, Subtotals can be added by any specific field, etc. Many of the Pivot Table fields have both a "flat" and a "tree" version. In general if a field has a name that includes an underscore, it is the "tree" version where the lowest level of the tree is where the actual		
+	transactions are recorded.		
1	DeptFund Tab:		
	This tab is organized by default to Department and Fund. It uses the Tree structure for Department and will show how your funds "roll up". Use the Row Labels filter to choose your departments. Uncheck Select All, navigate through the tree to apply checkboxes to choose the right level and departments. You can also filter down to certain specific funds.		
4	ClassDept Tab: This tab is organized by default to Class, Department and Account Code. This is especially useful for Foundation funds. Using the dropdown for Fund Code Descr at the top, choose fun 20200. You can then use the Row Labels filter to choose the Classes for your Foundation funds. You may also want to use the GL Account ID Desc filter to take out the Revenue Account Code 485700 to view your expense codes only for this type of Fund.		
	Landscape Tab:		
,	This tab shows your actuals in the Landscape view by Fund and Account Code. Use the Dept ID Descr filter at the top to choose one department at a time to use this tab.		
4	Instructions DeptFund ClassDept Landscape BSR BSR Classic Vw		

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 s 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.



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!

				Filtering:
Dept ID Descr UGADEPTBUDGRPT	20000000 - Terry College of Business			i incering.
Fund Code Descr	20000 - RI-Restricted and Sponsored	<u>0</u>		
	Search Fund Code Descr			To filter for multiple items in the Filter area
Actual Amount				To filter for multiple items in the Filter area,
Row Labels	20080 - AU/UGA Med Partner-Restric	⊞ 2019 G	rand Total	check the "Select Multiple Items" box.
201971HS - TCB-MIS-Hani Safadi	20100 - Student Financial Aid	\$1,820.24	\$15,845.59	
⊟ 000000 - Accounts	20200 - Restricted Foundation	\$1,820.24	\$15,845.59	
🗄 400000 - Revenue	20400 - Restricted-Non-Sponsored	\$0.00	\$0.00	
3 500000 - Personal Services Expense	20500 - Restricted-UGA Endowment F		\$5,623.36	
= 700000 - Op Supplies & Expenses	21000 - Restricted - Other Organized	\$124.00	\$124.00	
3 727000 - Oth Operating Expense (Budget)	121300 - Agricultural Exper-Restricted	\$124.00	\$124.00	
B 900000 - Transfers	1 21310 - Coop Extension Serv-Restrict	\$1,696.24	\$10,098.23	
Grand Total		\$1,820.24	\$15,845.59	
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				area. Dimensions in Nows and Columns can be
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\$↓ Sort A to Z	(Q)	\$0.00	\$0.00	
ZI. Sort Z to A		\$13.50	\$13.50	dimension to filter on.
More Sort Options		\$3,437.50	\$3,475 50	
More sort options		\$135.33	\$135.33	
Tx Clear Filter From "GL Account ID Descr"	\$636,483,57	\$99,507.06 \$7	35,990.63	B: You can use wildcards (*) to quickly filter on a
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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.

Retrieve data and errors in the Office display language when available

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