Oracle: BI Tools for Report Consumers

- Oracle Overview
- Oracle BI folder structure
- Execute Oracle report
Training Basics

Required Course Workbook
Access Course Workbook:
https://ucsd.co1.qualtrics.com/jfe/form/SV_a4d5dY5K7VdPUd7

All Participants Muted
Use ‘Chat’ if experiencing technical difficulties or for periodic instructor led Q&A

Login to Oracle
Oracle Training Environment:
https://ekgs-dev6.fa.us2.oraclecloud.com/

Practice Exercises & Office Hours
Practice exercises provide step-by-step guidance for users and weekly office hours are available to support learning. Training Resources: https://blink.ucsd.edu/finance/fis-project/fin-training.html

Take 3 minutes to access the course workbook and complete trainee information.
Target Audience

Department and Central Office Staff who need to run OFC reports for their business purposes.

**OFC roles needed:** BI Consumer
Agenda

We will cover...

- BI Consumer Topic Overview
- Understanding Oracle Menu
- Oracle Reporting Interfaces
- Oracle BI Tools for Report Consumers Quiz

DEMOS for Practice Exercises

- Exercise 1: Generate a Report in FRC
- Exercise 3: Receivables to Ledger Reconciliation Report
## Covered Detail Topics

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<td>Report and Analytics</td>
</tr>
<tr>
<td>IV. Oracle: BI Tools for Report Consumer Quiz</td>
<td></td>
</tr>
</tbody>
</table>
BI Consumer Topic Overview
## Reports in general (Now and after OFC go-live)

<table>
<thead>
<tr>
<th>Now</th>
<th>Data</th>
<th>After OFC go-live</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFIS reports (link family)</td>
<td>IFIS data</td>
<td>IFIS reports will be available for legacy data (it will be announced publicly if there will be any change)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cognos and Tableau legacy data model support by Activity Hub team</td>
</tr>
<tr>
<td>Cognos and Tableau report/data model</td>
<td>IFIS &amp; OFC blended data</td>
<td>Data model support by Activity Hub team (contact AH team if specific OFC data attributes are needed)</td>
</tr>
<tr>
<td>Not available (Oracle reports)</td>
<td>OFC data</td>
<td>OFC reports by Oracle BI team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OFC data model support by Activity Hub team</td>
</tr>
</tbody>
</table>
**Oracle BI Roles**

**BI Administrator**
- Administers BI Catalog
- Controls shared folder, reports, user access

**BI Modeler**
- Develops data models

**BI Author**
- Creates BI reports

**BI Consumer**
- Runs BI reports
Oracle Role Based Access Control

- Users can have many roles
- Roles assign privileges
- Privileges provide access to functionality
- Data security makes data available to users
- Thus, report security allows a report outcome when a user with the proper role runs the report
## Oracle Report Types

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Report Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI Publisher Report</td>
<td>Flexible Report Layout Customization</td>
</tr>
<tr>
<td>OTBI Analysis/Dashboard</td>
<td>Built off Transactional Tables using Subject Areas</td>
</tr>
<tr>
<td>Smart View Report</td>
<td>Multi-dimensional GL Pivot Analysis</td>
</tr>
<tr>
<td>Account Groups</td>
<td>Monitor Key Accounts in GL</td>
</tr>
<tr>
<td>Oracle Reporting Interfaces</td>
<td>Report Type</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Financial Reporting Center</td>
<td>All Reports</td>
</tr>
<tr>
<td>Reports and Analytics</td>
<td>OTBI Objects</td>
</tr>
<tr>
<td>BI Catalog</td>
<td>All Reports except BI Publisher</td>
</tr>
<tr>
<td>EPM Workspaces</td>
<td>Report/Book, Batches, Scheduler</td>
</tr>
<tr>
<td>Enterprise Scheduler System (ESS) through Scheduled Processes</td>
<td>BI Publisher Reports</td>
</tr>
</tbody>
</table>
## OFC Report Plan

<table>
<thead>
<tr>
<th>Question Items</th>
<th>Our approach</th>
</tr>
</thead>
</table>
| What is report building status for OFC?             | • For OFC Go-live essential reports, we are focusing on 41 reports (29 Campus and 12 Foundation reports). Also, Medical center will build 18 reports.  
• After go-live, we will continue to build additional 51 reports during the targeting period of six month. |
| What are the Go-Live essential reports?             | • Financial statements (UCSD campus (also at VC level), Foundation, Med center)  
• Current IFIS key report family (EBS, GL detail report, etc.)  
• Module specific reports (PPM, AR, AP, Cash, etc.)  
• Bank files and UCOP reports |
| What if our group needs to build a specific report from OFC data after go-live? | • Two directions:  
1) you can build the report from Activity Hub when it is available  
2) Oracle BI team will provide report building request, review report requirements, and follow up report building path |
The second dot connects to my Infolet
Infolets: View information at a glance from different sources in an efficient and timely way

Click this dot to go back to Welcome Springboard dot

Actions menu

Infolet Repository
Infotiles:

Show detailed information from a single page in repetitive and focused tasks

Only accessible from a Work Area (this sample is Invoice Work Area)

Can’t show details and displays information specific to the Work Area
Can’t be customized, hidden or disabled
User Interface

Global area

Panel tabs

Panel

Section
How to find reports – from FRC
How to find reports – BI Catalog Shared Folders

Custom Folder is where all UCSD custom reports are saved

Custom subfolder Financials view

Report folder and Report information
- Last update, report
- owner
General Accounting Account Monitor

General Accounting Dashboard
<table>
<thead>
<tr>
<th>CT</th>
<th>FUNCT</th>
<th>PROG</th>
<th>LOC</th>
<th>PROJ</th>
<th>ACT</th>
<th>IE</th>
<th>FUT1</th>
<th>FUT2</th>
</tr>
</thead>
<tbody>
<tr>
<td>00B</td>
<td>ALL FUNC</td>
<td>Val...</td>
<td>ALL PROGRAM</td>
<td>ALL LOCATION</td>
<td>ALL PROJECT</td>
<td>ALL ACTIVITY</td>
<td>ALL INTEREST</td>
<td>ALL FUTURE 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Apr-20</th>
<th>Mar-20</th>
<th>Change</th>
<th>Change (%)</th>
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<tbody>
<tr>
<td></td>
<td>350.00 USD</td>
<td>0.00 USD</td>
<td>350.00 USD</td>
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</tr>
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</table>
How to create an Account Group
General Accounting Account Monitor

Create Account Group

Mandatory and optional fields to check

- Name: Travel expense monitor
- Description: Actual travel expense monitor
- Owner: Elliot Kim (DEV3)
- Display In: Expenses
- Time Option: Accounting period
- Comparison Option: Prior period PTD
- Access: Public
- Set as default
- Dynamically derive ledger

Accounts

<table>
<thead>
<tr>
<th>Name</th>
<th>FUND</th>
<th>FINU</th>
<th>ACCT</th>
<th>FUNCT</th>
<th>PROG</th>
<th>LOC</th>
<th>PROJ</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

No data to display.
**General Accounting Account Monitor**

Add account information

**Create Account Group**

- **Name**: Travel expense monitor
- **Description**: Actual travel expense monitor
- **Owner**: Elliot Km (DEV3)
- **Time Option**: Accounting period
- **Comparison Option**: Prior period PTD
- **Access**: Public

**Add account information**

<table>
<thead>
<tr>
<th>View</th>
<th>Format</th>
<th>Add Row</th>
<th>FUND</th>
<th>FINU</th>
<th>ACCT</th>
<th>FUNCT</th>
<th>PROG</th>
<th>LOC</th>
<th>PROJ</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No data to display.
General Accounting Account Monitor

Provide specific account combination from CCOA chart strings
General Accounting Account Monitor
### General Accounting Account Monitor – drill down

**Inquire and Analyze Balances**

**Account Monitor**

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>FUND</th>
<th>FINANCIAL UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>All ENTITY Values</td>
<td>1000155</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>1002001</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>1002009</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>2000002</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>2000020</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>3000005</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>3000008</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>3000014</td>
<td>52200B</td>
</tr>
<tr>
<td>All ENTITY Values</td>
<td>3000032</td>
<td>52200B</td>
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<tr>
<td>All ENTITY Values</td>
<td>3000144</td>
<td>52200B</td>
</tr>
</tbody>
</table>
### General Accounting Account Monitor

<table>
<thead>
<tr>
<th>NCT</th>
<th>PROGRAM</th>
<th>LOCATION</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>INTERENTITY</th>
<th>FUTURE 1</th>
<th>FUTURE 2</th>
<th>Apr-20 (USD)</th>
<th>Mar-20 (USD)</th>
<th>Change (USD)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCT Values</td>
<td>All PROGRAM V...</td>
<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
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<td>-</td>
<td>1,346.88</td>
<td>N/A</td>
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<tr>
<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
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<td>-</td>
<td>1,400.00</td>
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<tr>
<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>2,093.75</td>
<td>-</td>
<td>2,093.75</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>1,454.63</td>
<td>-</td>
<td>1,454.63</td>
<td>N/A</td>
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<tr>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>191.81</td>
<td>-</td>
<td>191.81</td>
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<tr>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>3,609.63</td>
<td>-</td>
<td>3,609.63</td>
<td>N/A</td>
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<tr>
<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>5,948.75</td>
<td>-</td>
<td>5,948.75</td>
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<tr>
<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>1,999.80</td>
<td>-</td>
<td>1,999.80</td>
<td>N/A</td>
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<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>6,287.50</td>
<td>-</td>
<td>6,287.50</td>
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<tr>
<td>UNCT Values</td>
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<td>All LOCATION V...</td>
<td>All PROJECT Va...</td>
<td>All ACTIVITY Va...</td>
<td>All INTERENTITY</td>
<td>All FUTURE 1 V...</td>
<td>All FUTURE 2 V...</td>
<td>-21,344.06</td>
<td>-</td>
<td>-21,344.06</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Subtotals:**

- Total Apri 20: 23,204.20
- Total Mar 20: 1,000.00
- Change: 22,204.20

Change (%): 2220.4
Check Account Group from Infolet
Can expand and see the Account Group details

Hover over the status bar graph to see the details. Infolets use the current open period as the basis for the comparison option.
Can see the Account Group in FRC
Can see the Account Group in FRC Sunburst tool

Each Sunburst ring represents a different segment of the accounting string
Oracle Reporting Interfaces
Financial Reporting Center (FRC)

Access from Welcome Springboard > Financial Reporting Center

The following roles get access to FRC:
- General Accounting Manager & General Accountant
- Budget Manager & Cash Manager
- Other users will require the privileges added to their role

What is done in FRC:
- Can run every type of report including Account Group result, and is intended to be the primary user interface for financial reporting users
- Financial reports need to be saved Shared\Custom\Financials and My Folders
- All other report types can be saved anywhere in the BI Catalog
DEMO

Practice Exercise 1: Generating a Report in Financial Reporting Center

https://www.youtube.com/watch?v=G5YIPpSPTBo
1. Enter the report key word, **General Ledger**, click the search button, then click the **All** tab.

2. For example, after submitting initial **BI Publisher** report in Scheduled Processes (**ESS**), you can access the report from **FRC**.

3. Continue to follow **Exercise – Generate a report in FRC** steps.
BI Catalog (Oracle EPM Workspace)

- Access from Welcome Springboard > Financial Reporting Center > Tasks
  - Select **Open Workspace for Financial Reports**
- **Enterprise Performance Management (EPM)** System Workspace page will display
- **BI Catalog** is a component of **EPM** Workspace
- **EPM** Workspace can:
  - Create reports
  - Books (a report group)
  - Financial
  - Reporting Batches - Batch Scheduler (schedule to automatically run and burst out to email)
DEMO


https://www.youtube.com/watch?v=oS0csy96j78
Creating a Batch:
1. File > New > Batch
2. Add report item to My Folder
3. X Report Batch for the batch name

Using the Batch Scheduler
1. Navigate > Schedule > Batch Scheduler
2. Create a new batch job with a new batch job name
3. Select the X Report Batch you created earlier
4. Provide detail information such as report execution, report destination, and schedule batch details, including, if successful, E-mail notifications
BI Catalog (Oracle EPM Workspace)

- When you select **Navigate > Applications > BI Catalog**, EPM Workspace will display a screen which shows two menu parts.
Reports and Analytics

- Access from Welcome Springboard > Tools > Reports and Analytics
- Can access and run any OTBI analysis or dashboard, but can’t run Financial Report Studio reports or BI Publisher reports
- Can be used by all financial users
DEMO

Practice Exercise 3: Receivables to Ledger Reconciliation Report

https://www.youtube.com/watch?v=JmlOlj2pPxl
Select from **All Folders**, drill down until you locate **Receivables to Ledger Reconciliation Report**:
- **Shared Folders > Financials > Receivables > Receivables to Ledger Reconciliation > Receivables to Ledger Reconciliation Report**

OR
- Same report can be accessed from the folder tree structure when you click the **Browse Catalog** button, which is connected to **BI Catalog** page
- Continue your practice exercise **Receivables to Ledger Reconciliation Report**
Oracle: BI Tools for Report Consumers Office Hours

Every Friday @ 2:45-3:45 thru July 3rd

https://uchealth.zoom.us/j/98200164528