



# Data Warehouse Training: Finance Reporting Basics

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# Your instructor

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# Agenda

- ▶ Identify reporting options
- ▶ Understand the data availability and how it is structured in each source
- ▶ Identify which source to select

# Terminology

- ▶ EDW - The data warehouse environment that AITS stores and combines data for use by all University of Illinois campuses.
- ▶ BusinessObjects - an SAP suite of products which allows customers to view, sort and analyze data.
- ▶ EDDIE - The University's acronym (Enterprise Data Delivery Information Environment) for the web-based delivery of BusinessObjects.
- ▶ Webi - short for Web Intelligence; the self-service environment for creating ad hoc queries, a component of BusinessObjects.
- ▶ Standard Report - In the case of finance, a report developed with OBFS to ensure accurately deliver data commonly needed by customers, often business managers.
- ▶ Solution Library - Reports created for specific purposes that can easily be edited for your specific needs.

# OBFS Resources

- ▶ **Accounting & Financial Reporting website:**  
<https://www.obfs.uillinois.edu/accounting-financial-reporting/>
- ▶ **Additional training:**  
<https://www.obfs.uillinois.edu/training/materials/accounting/>
- ▶ **Sign up for additional training:**  
<https://www.obfs.uillinois.edu/training/registration/>
- ▶ **UIC Reporting Subcommittee:**  
[https://intranet.uillinois.edu/sites/OBFSReporting/\\_layouts/15/start.aspx#/SitePages/Home.aspx](https://intranet.uillinois.edu/sites/OBFSReporting/_layouts/15/start.aspx#/SitePages/Home.aspx)

# Decision Support – AITS Resources

▶ **AITs Reporting website:**

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data](https://www.ait.s.uillinois.edu/services/reports_and_data)

▶ **Additional training:**

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data/help\\_and\\_training/training/](https://www.ait.s.uillinois.edu/services/reports_and_data/help_and_training/training/)

▶ **Metadata (including Universe Information and Solution Library):**

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data/about\\_data/metadata/](https://www.ait.s.uillinois.edu/services/reports_and_data/about_data/metadata/)

▶ **Answers:**

<https://answers.uillinois.edu/ua/>

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data](https://www.ait.s.uillinois.edu/services/reports_and_data)

# Data resources available

▶ **Universe information:**

[https://www.aitis.uillinois.edu/services/reports\\_and\\_data/about\\_data/metadata/metadata\\_for\\_business\\_objects\\_users/universe\\_information/](https://www.aitis.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_business_objects_users/universe_information/)

▶ **Solution Library reports:**

[https://www.aitis.uillinois.edu/services/reports\\_and\\_data/reports/solution\\_library/finance/](https://www.aitis.uillinois.edu/services/reports_and_data/reports/solution_library/finance/)

▶ **Data models:**

[https://www.aitis.uillinois.edu/services/reports\\_and\\_data/about\\_data/metadata/metadata\\_for\\_data\\_downloaders/data\\_models/](https://www.aitis.uillinois.edu/services/reports_and_data/about_data/metadata/metadata_for_data_downloaders/data_models/)

# Data resources available

## Standard Reports

### Accounts Payable

- ▶ FIAP\_Bank\_Activity\_Detail
- ▶ FIAP\_Detail\_by\_FOAP

### Accounts Receivable

- ▶ FIAR\_Account\_Detail\_By\_Detail\_Category\_Code
- ▶ FIAR\_Account\_Detail\_By\_Detail\_Code
- ▶ FIAR\_Aging\_by\_Account
- ▶ FIAR\_Aging\_By\_Detail\_Code\_Summary
- ▶ FIAR\_Aging\_Single\_Line\_By\_Account
- ▶ FIAR\_ATBE\_By\_Account
- ▶ FIAR\_ATBE\_By\_Detail\_Code
- ▶ FIAR\_Open\_Invoice\_By\_Account

- ▶ FIAR\_Open\_Invoice\_By\_Detail\_Category\_Code
- ▶ FIAR\_Open\_Invoice\_By\_Detail\_Code
- ▶ [UR FIAR FIN Ledgers AR Payment Transactions](#)

### Agency Reports

- ▶ FIAP\_Voucher
- ▶ FIAP\_Voucher\_BOT

### Budget

- ▶ FIBUD\_Budget\_Memo\_Log
- ▶ FIGL\_Restricted\_Funds\_Balances\_by\_Account\_Type
- ▶ FIGL\_Restricted\_Funds\_Balances\_by\_Fund\_Type



# Data resources available

## Standard Reports

### Fixed Assets

- ▶ FIFX\_Monthly\_Activity\_by\_Chart\_and\_Org  
anization
- ▶ [UR\\_FIFA\\_Commodity\\_Search](#)
- ▶ [UR\\_FIFA\\_Fixed\\_Asset\\_By\\_Org](#)
- ▶ [UR\\_FIFA\\_FIXED\\_ASSETS\\_Pending\\_List](#)
- ▶ [UR\\_FIGL\\_LOCATION](#)

### FOAPAL Listing

- ▶ FIGL\_Account\_Index\_Report
- ▶ FIGL\_Fund\_Hierarchy
- ▶ FIGL\_Location\_Hierarchy
- ▶ FIGL\_Organization\_Hierarchy
- ▶ FIGL\_Program\_Hierarchy

### General Ledger

- ▶ [FIGL\\_Asset\\_Liability\\_Statements](#)
- ▶ [FIGL\\_Asset\\_Liability\\_Transactions](#)
- ▶ FIGL\_Fund\_Type\_Summary
- ▶ FIGL\_General\_Ledger\_Dept\_Fund\_Summary
- ▶ FIGL\_General\_Ledger\_Fund\_Summary

### Grants

- ▶ FIGR\_Grants\_Status\_and\_Billing\_Summary\_Report
- ▶ [UR\\_FIGR\\_GRANT\\_DETAIL](#)

### Purchasing

- ▶ FIPO\_Departmental\_Requisition

# Data resources available

## Standard Reports

### Operating Ledger

- ▶ FIGL\_College\_Dept\_Fund\_Type\_Summary
- ▶ FIGL\_College\_Dept\_Fund\_Type\_Summary\_ITD
- ▶ FIGL\_General\_Ledger\_by\_Account
- ▶ FIGL\_Operating\_Ledger\_Summary
- ▶ FIGL\_Operating\_Ledger\_Summary\_ITD
- ▶ FIGL\_Operating\_Ledger\_YTD Transaction\_Statement
- ▶ FIGL\_Operating\_Ledger\_YTD Transaction\_Statement\_by\_Account
- ▶ FIGL\_Operating\_Ledger\_YTD Transaction\_Statement\_By\_Acct\_and\_Period
- ▶ FIGL\_Operating\_Ledger\_YTD Transaction\_Statement\_By\_Acct\_By\_Period\_Range
- ▶ FIGL\_Operating\_Statement\_College\_Rollup
- ▶ FIGL\_Operating\_Statement\_College\_Rollup\_ITD
- ▶ FIGL\_Operating\_Statement\_Rollup
- ▶ FIGL\_Operating\_Statement\_Rollup\_ITD
- ▶ [FIOL\\_Encumbrance\\_Balances](#)
- ▶ [FIOL\\_Misclassified\\_FOAPAL](#)
- ▶ [FIOL\\_Revenue\\_Expense\\_Transfer\\_Statements](#)
- ▶ [FIOL\\_Revenue\\_Expense\\_Transfer\\_Statements\\_Inception\\_to\\_Date](#)
- ▶ [FIOL\\_Revenue\\_Expense\\_Transfer\\_Transactions](#)
- ▶ [FIPR\\_Payroll\\_Expense\\_by\\_Person\\_Month\\_End](#)
- ▶ [UR\\_FIGL\\_College\\_MultiFund\\_Management\\_Report](#)
- ▶ [UR\\_FIGL\\_Departmental\\_MultiFund\\_Management\\_Report](#)
- ▶ [UR\\_FIGL\\_Operating\\_Ledger\\_By\\_Org](#)

# Data resources available

## Universes

### Refreshed monthly

- ▶ DM - Expense Trends Reporting
- ▶ DM - Finance Grants Lifecycle
- ▶ DM - Finance Grants Summary

### Refreshed daily

- ▶ EDW - Finance CFOAPAL (FinCFOAPAL)
- ▶ EDW - Finance Fixed Assets (FinFixdA)
- ▶ EDW - Finance Grants AR
- ▶ EDW - Finance Grants Proposals (FinGRNTP)
- ▶ EDW - Finance ICR
- ▶ EDW - Finance Ledgers OL GL

- ▶ EDW - Finance Merchant Card Trans
- ▶ EDW - Finance Pcard Transactions (FinPCard)
- ▶ EDW - Finance Posted Transactions (FinPtran)
- ▶ EDW - Finance Purch Order Invoices (FinPOInv)
- ▶ EDW - Finance Travel and Expense
- ▶ EDW - HRFIN BOS Expenses (HRFinExp)
- ▶ Encumbrance Reporting
- ▶ General Ledger Reporting
- ▶ Operating Ledger Reporting
- ▶ Payroll Expense Reporting
- ▶ EDW - Finance Accounts Receivable (Fin\_AR)

# Data resources available

## Universes, OLAP cube, and Solution Library reports

Refreshed monthly

- ▶ DM - Expense Trends Reporting
  - ▶ Expense Trends Analysis (Excel OLAP Cube)\*  
[https://www.aitis.uillinois.edu/services/reports\\_and\\_data/bi\\_analytics/expense\\_trends\\_analysis/](https://www.aitis.uillinois.edu/services/reports_and_data/bi_analytics/expense_trends_analysis/)
- ▶ DM - Finance Grants Lifecycle
  - ▶ UR\_FIGR\_GRANT\_DETAIL
  - ▶ Proposal\_Listing\_by\_College\_by\_FY
- ▶ DM - Finance Grants Summary
  - ▶ UR\_FIGR\_GRANT\_DETAIL
  - ▶ Active\_Grants\_By\_College

\*Additional security may need to be requested

# Data resources available

## Universes

### Refreshed daily

- ▶ EDW - Finance CFOAPAL (FinCFOAPAL)
- ▶ EDW - Finance Fixed Assets (FinFixdA)
  - ▶ UR\_FIFA\_Commodity\_Search
  - ▶ UR\_FIFA\_Fixed\_Assets\_By\_Org
  - ▶ UR\_FIFA\_FIXED\_ASSETS\_Pending\_List
  - ▶ UR\_FIGL\_LOCATION
- ▶ EDW - Finance Grants AR
- ▶ EDW - Finance Grants ITD
  - ▶ UR\_FIGR\_GRANT\_DETAIL
  - ▶ GrantDirectIndirectExpITD
- ▶ EDW - Finance Grants Proposals (FinGRNTP)
  - ▶ Proposal\_By\_Dept
- ▶ EDW - Finance ICR
- ▶ EDW - Finance Merchant Card Trans
  - ▶ Global\_Payment\_Transactions\_by\_Org
  - ▶ iPay\_Transactions\_by\_College
  - ▶ iPay\_Transactions\_by\_College\_Dept\_Org
  - ▶ Pcard\_Transactions\_Outside\_Org
  - ▶ Pcard\_Unreconciled\_Transactions
- ▶ EDW - Finance Posted Transactions (FinPtran)

# Data resources available

## Universes

Refreshed daily

- ▶ EDW - Finance Purch Order Invoices (FinPOInv)
  - ▶ Purchase\_Order\_Listing
- ▶ EDW - Finance Travel and Expense
  - ▶ Line\_item\_detail
  - ▶ Unattached\_Tcard\_Purchases
  - ▶ Unprocessed\_ERs
- ▶ EDW - HRFIN BOS Expenses (HRFinExp)
  - ▶ UR\_FIGR\_GRANT\_DETAIL
  - ▶ Detailed\_Monthly\_Expenses
- ▶ EDW - Finance Ledgers OL GL
  - ▶ Expense\_by\_Chart\_Dept
  - ▶ GL\_Transactions\_by\_Fund\_Account
  - ▶ Permanent\_State\_Budget
  - ▶ Rogue\_CFOAPAL\_Listing\_Fund\_3
  - ▶ Rogue\_CFOAPAL\_Listing\_Funds\_1\_2
  - ▶ Rogue\_CFOAPAL\_Listing\_Funds\_4\_5\_60
  - ▶ Aggregate\_Expenditures\_Account\_Type
  - ▶ Banner\_Transactions
  - ▶ Budget\_Transactions\_Both\_Sides\_Entry
  - ▶ Cash\_Fund\_Balances\_Gift\_Self\_Supporting\_Fund
  - ▶ State\_Institutional\_Accounted\_Budget\_BBA

# Data resources available

## Universes

### Refreshed daily

- ▶ Encumbrance Reporting
- ▶ General Ledger Reporting
  - ▶ FIGL\_Asset\_Liability\_Statement
  - ▶ FIGL\_Asset\_Liability\_Transactions
- ▶ Operating Ledger Reporting
  - ▶ FIOI\_Encumbrance\_Balances
  - ▶ FIOI\_Misclassified\_FOAPAL
  - ▶ FIOI\_Revenue\_Expense\_Transfer\_Statements
- ▶ FIOI\_Revenue\_Expense\_Transfer\_Statements\_Inception\_to\_Date
- ▶ FIOI\_Revenue\_Expense\_Transfer\_Transactions
- ▶ UR\_FIGL\_College\_Multifund\_Management\_Report
- ▶ UR\_FIGL\_Operating\_Ledger\_By\_Org
- ▶ Payroll Expense Reporting
- ▶ EDW - Finance Accounts Receivable (Fin\_AR)\*
  - ▶ UR\_FIAR\_FIN\_Ledger\_AR\_Payment\_Trans

\*Additional security may need to be requested.

# Where do I start?

## ▶ Try to use/modify an existing report

- ▶ A report writer has most likely already picked to most effective and efficient source.
  - ▶ Many universes contain the same data. Context and additional data may vary.
  - ▶ Newer data sources may perform better.
- ▶ Necessary logic will already be written into the query filters, variables and/or formulas.
  - ▶ Fund Type Levels and Account Type Levels are helpful in organizing and eliminating data.
  - ▶ Creating variables can be difficult when using multiple queries.
- ▶ If multiple queries are used, the required links will already be established.
  - ▶ Linking data across sources is essential.
  - ▶ Merging additional data fields may change the sources relationships.



# Where do I start?

## ▶ Operating Ledger Reporting

- ▶ The vast majority of users should start with this universe when building a report from scratch.
- ▶ This source contains Banner processed transactions, including:
  - ▶ Document numbers such as Purchase Order numbers, Invoice numbers, and TCard and PCard transactions.
  - ▶ Fund Type and Account Type levels are available to create specialized statements.
  - ▶ Grant Codes are available for that level of reporting.
- ▶ This universe has multiple links to supplement data for other sources such as TEM, PCard, Posted Transactions and the Purchase Order Invoices universes.

# Items to keep in mind when building a report

- ▶ Check your numbers against Standard Reports or Banner
- ▶ Understand what folders contain context and how to work with context
- ▶ How is the data to be used/distributed?
- ▶ Understand the difference between a query filter and report filter

# Questions? Concerns?

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▶ **Our website:**

[https://www.ait.s.uillinois.edu/services/reports\\_and\\_data](https://www.ait.s.uillinois.edu/services/reports_and_data)

▶ **Sign up for additional training:**

[http://www.ait.s.uillinois.edu/services/reports\\_and\\_data/help\\_and\\_training/training/](http://www.ait.s.uillinois.edu/services/reports_and_data/help_and_training/training/)