

Best Options for Expense Reporting in the Data Warehouse

Bringing Administrators Together:
Developing Professional Excellence
March 2008

Expense Reporting: Reviewing the Options

Expense Reporting – you have questions





- Every unit has a need to monitor, evaluate, and investigate expenditures (examples: Grants, Payroll, PO's, PCard)
- Every unit has a need for lists of expenses to review
- Every unit has a related need for summaries of those detailed expenses
- Some units have a desire for more than the standard listings and summaries
- Some units need customizable or downloadable listings and summaries



Expense Reporting – DS Options

There are a variety of information solutions depending on your level of need, the sophistication of the question, and your ability to dedicate time and resources to obtaining your answers.

If you have questions which are answered no where else and you are willing to invest time resources in understanding business processes, data, reporting tools and report writing, then you likely need to access the data warehouse and/or the Business Objects report writing tool.

-  Banner forms
-  EDDIE reports (refreshable daily)
-  View Direct reports (end of month)
-  Data warehouse access



Getting started in the data warehouse

- You will need to obtain access to the data warehouse by asking your USC (Unit Security Contact) to obtain access for you

<http://www.ds.uillinois.edu/web/Home/GetAccess/ForUSCs.aspx>

- You will need to install Business Objects on your machine

- You will need administrator rights on your machine to install the software
- This weekend (3/8 – 3/9), we are upgrading to Business Object XI. You can read more about the upgrade at:

<http://www.ds.uillinois.edu/web/Home/ChangesUpdates/Upgrades.aspx>

- Decision Support strongly suggests you attend available training on the Business Objects tool and the data that you are interested in

<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>



You have access to Finance and HR data in the EDW...



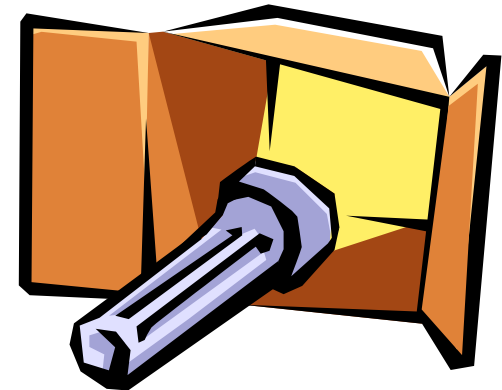
22 Finance and HR universes – Now what?

1. DM – HR Payroll Reconciliation Universe
2. EDW – Finance Accounts Receivable
3. EDW – Finance CFOAPAL
4. EDW – Finance Custom Year Funds
5. EDW – Finance Federal Ag Apprprtns
6. EDW – Finance Fixed Assets
7. EDW – Finance Grants Proposals
8. EDW – Finance Grants Streamlined
9. EDW – Finance Ledger OL GL
10. EDW – Finance PCard Transactions
11. EDW – Finance Posted Transactions
12. EDW – Finance Purchase Order Invoices
13. EDW – HR Deduction Administration
14. EDW – HR Employee Administration
15. EDW – HR Leave Tracking
16. EDW – HR Payroll
17. EDW – HR Position Job Hierarchy
18. EDW – HR Reported Time
19. EDW – HR Salary Planner
20. EDW – HR Time and Attendance
21. EDW – HRFIN BOS Payroll
22. EDW – HRFIN BOS Expense



6 Finance and HR universes contain expenses

1. DM – HR Payroll Reconciliation Universe
2. EDW – Finance Grants Streamlined
3. EDW – Finance Ledger OL GL
4. EDW – Finance PCard Transactions
5. EDW – HR Payroll
- ~~6. EDW – HRFIN BOS Payroll~~
7. EDW – HRFIN BOS Expense



6 Finance and HR Expense Universes:

1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help identify errors in processed payroll
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars: Budget, Revenue, Expense, Encumbrance, Reservation
3. EDW – Finance Ledger OL GL – The purpose of this Universe is to list financial transactions (operating or general ledger) and summarize dollars: Budget, Revenue, Expense, Encumbrance, Reservation, Assets, Liabilities
4. EDW – Finance PCard Transactions – The purpose of this Universe is to list PCard expense transactions and related information
5. EDW – HR Payroll – The purpose of this Universe is to list Payroll transactions of all types and related information: gross pay, employer paid benefits, encumbrances, voids, manual, reissued, adjustments, and redistributes



6 Finance and HR Expense Universes cont.

- EDW – HRFIN BOS Payroll – This Universe is scheduled to be decommissioned. Please do not use it
- 6. EDW – HRFIN BOS Expense – The purpose of this Universe is listing all types of expenditures with additional payroll detail by person. This Universe contains expense data for the current and previous fiscal years only.



6 Finance and HR Expense Universes 🧐

The question you are trying to answer will determine the 'best' Business Objects Universe to use.

- At the end of 2007, a Business User Reporting Survey was sent out to over 1,600 people at UIC
- The survey focused on finance and HR reporting needs
- We will utilize several of the reporting needs expressed in the results of that survey as our examples



When getting information from the Data Warehouse, you have these options:

1. Write your own report from scratch
2. Look for a pre-authored report to use or modify in:
 - Solution Library
 - Query Clearinghouse



What is Solution Library?

DS Solution Library

- Frequently asked user reporting questions
- DS Authored step by step instructions and sample Business Objects reports designed to meet specific reporting needs
- Users asked for pre-assembled report samples to use as a starting point for learning and customization
- Solution Library grows based on user feedback

Solution Library link:

<http://www.ds.uillinois.edu/web/Home/SolLib.aspx>



What is Query Clearinghouse (QCH)?

DS Query Clearinghouse

- A place for users to share report templates
- Any data warehouse user can post Business Objects files for others to use as a starting point
- Share and work together!



- Query Clearinghouse link:
<https://www.ds.uillinois.edu/Reports/Authentication/Login.aspx?ReturnUrl=%2freports%2fQCH%2fQCHBrowser.aspx>

It all begins with a question...



You know you wanna' ask

Sample business question 1:

Only certain Universes contain JVs.

By requesting your org code, you will need a condition on Campus and Org.

What Journal Vouchers (JVs) effected my org code last month and who/what is the other side of the transaction?



When you use the phrase 'last month', you will most likely need a condition on year and month.

To obtain both sides of the transaction, you will be utilizing two queries.

What universe should I use?

Discussion: Which Universe would you use?

What Journal Vouchers (JVs) effected my org code last month and what is the other side of the transaction?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars
3. EDW – Finance Ledger OL GL – The purpose of this Universe is to list operating ledger or general ledger transactions and the associated dollars
4. EDW – Finance PCard Transactions – The purpose of this Universe is to list PCard transactions and related information
5. EDW – HR Payroll – The purpose of this Universe is to list Payroll transactions and related information
6. EDW – HRFIN BOS Expense – This Universe contains expense transaction data only. The purpose of this Universe is listing expenditures with payroll detail by person.

The question you want to answer will determine the 'best' Universe.



What Journal Vouchers (JVs) effected my org code last month and what is the other side of the transaction?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars
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Before you begin from scratch, why not check for a pre-authored reporting solution?



www.ds.uillinois.edu

Accessing Solution Library



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WELCOME

Decision Support (DS) is a customer service unit with a focus on data warehousing, business intelligence, and information management. Decision Support is part of the University Office for Planning and Budgeting. Its responsibilities include managing the University's Data Warehouse, providing data access, helping staff create their own reports, and providing data education and general information about University data and reporting.

❖ Get Started

All the information you need to start:

- [Creating Custom Reports](#)
- [Creating Data Downloads](#)
- [Viewing Standard Reports](#)

❖ Assistance & Training

One-stop resource for:

- [Training Sessions, Webcasts, Demos, and Hands-on Assistance](#)
- [Technical Support & Troubleshooting Guides](#)
- [Templates & Solutions](#)

❖ About Data

Dynamic information about:

- [Metadata & Documentation](#)
- [Data & System Availability and Load Status](#)
- [Data Quality Advisories](#)

❖ Benefit

Find out how:

- [The University Benefits from the Data Warehouse](#)
- [Your Unit Can Use Data to Support Business Goals](#)
- [Other Higher Ed Institutions Use Data Warehouses](#)

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CREATE CUSTOM REPORTS > TEMPLATES & SOLUTIONS

Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started.

Query Clearinghouse	<i>User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.</i>
Solution Library	<i>DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs</i>

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Available Solutions on the DS website

[Create Reports Home](#)
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Employee-Related Solutions
[Employee Mailing Labels](#)
[Faculty Tenure Track](#)
[Employee Work Mailing Labels](#)
[Current Job Listing](#)
[EClass Listing](#)
[Job/Job Detail Listing](#)
[Extra Help Hours Worked](#)
[Employee Leave Balances](#)
Money-Related Solutions
[Payroll Listing by Org](#)
[Payroll Paying CFOAPs](#)
[PCard Listing Outside Org](#)

SOLUTION LIBRARY

The Decision Support Solution Library provides step-by-step instructions for many common reporting needs. Each reporting solution contains:

- A sample report
- Detailed instructions on how to open, modify, and save the report
- Business concepts and data rules associated with the report
- Helpful links to additional Business Objects, Universe, and security information.

❖ Solutions Now Available:

Employees

- **Employee Attributes**
 - [Employee Mailing Address Labels](#)
 - [Faculty Tenure Track Information](#)
 - [Employee Work Mailing Labels](#)
- **Position/Job Attributes**
 - [Current Job Listing](#)
 - [Current Position Listing](#)
 - [Employee Class \(E-Class\) Listing](#)
 - [Employee Job/Job Detail Listing](#)
- **Time/Attendance Recorded**
 - [Employee Extra Help Hours Worked](#)
 - [Employee Leave Balances](#)

Quick Links

[Query Clearinghouse](#)
[Universe Information](#)
[Solution Library Home](#)
[General Info](#)
[BO How To & Tips](#)

Available Solutions on the DS website

P-Card Unreconciled	Money
Purchase Order Listing	<ul style="list-style-type: none">• Accounts Payable/Purchasing<ul style="list-style-type: none">• P-Card Transactions Posted by Cardholders Outside an Organization• P-Card Un-Reconciled Transactions• Purchase Order Listing• Cash and General Ledger<ul style="list-style-type: none">• General Ledger Transactions by Fund and Account• Expense / Revenue<ul style="list-style-type: none">• Detailed Expenditures by C-FOAP• Combined Finance & Payroll Expenses• Rogue C-FOAPAL Listing for Funds 1 & 2• Rogue C-FOAPAL Listing for Fund 3• Rogue C-FOAPAL Listing for Funds 4, 5 & 60• Grants<ul style="list-style-type: none">• Direct & Indirect Expenses for Grant Funds• Grants Proposals• Payroll<ul style="list-style-type: none">• Employee Payroll Listing by Paying Organization (Who am I paying?)• Paying C-FOAPs for Employees in an Organization (Who is paying my employees?)• Employee Payroll Listing - External Organizations (Home Org doesn't match Paying Org)• Salary Planner and Budget<ul style="list-style-type: none">• Permanent Original State Fund Budget• Salary Planner Preparation
General Ledger Transactions	
Detailed Expenditures	
Combined Finance & Payroll Expenses	
Rogue C-FOAPALs Funds 1 & 2	
Rogue C-FOAPALs Fund 3	
Rogue C-FOAPALs Funds 4, 5 & 60	
Grant Expenses	
Permanent Original State Fund Budget	
Salary Planner Prep	
Student-Related Solutions	
Informal Class Roster	
Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

No DS Solution? Try Query Clearinghouse!



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[Query Clearinghouse](#)

User-submitted report templates, report logic, and SQL code. Browse for items to use, or submit items to share.

[Solution Library](#)

DS-authored step-by-step instructions and sample Business Objects reports designed to meet specific reporting needs



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Press on the "Login Using Bluestem"



Standard Report Directory

[Reporting Central](#)

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[Query Clearinghouse](#)

Authentication

Please Login

Access to this page is restricted. Authorized users may gain access by providing their University NetID and password using Bluestem.



Having trouble? Check out CITES password information

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Query Clearinghouse



Query Clearinghouse

Standard Report Directory

Query Clearinghouse

[Browse](#) [Search](#)

+

Finance (77)

+

Human Resources (64)

+

Student (141)

+

Other (6)

+

See Usage Instructions Below (0)

?

Get Help Using this Form

Warning:

Users in the University of Illinois reporting community have submitted the queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised. Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

Query Clearinghouse should not be used to publish completed reports for distribution to others. Contact Decision Support for additional information about publishing reports to other University users.

☐ Don't show this message again

Category name	Documents
Finance	77
Human Resources	64
Student	141
Other	6

What was the question?

Only certain Universes contain JVs.

By requesting your org code, you will need a condition on Campus and Org.

What Journal Vouchers (JVs) effected my org code last month and who/what is the other side of the transaction?



When you use the phrase 'last month', you will most likely need a condition on year and month.

To obtain both sides of the transaction, you will be utilizing two queries.

Query Clearinghouse - Finance

 [Get Help Using this Form](#)


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Category Name	Documents
Accounts Payable	1
Accounts Receivable	3
CFOAPAL Listings	4
Custom Year Funds	0
Encumbrances	0
Federal Agriculture	0
Finance Other	2
Fixed Assets	4
General Ledger	7
Grants	12
Operating Ledger	30
Purchasing	8
Budget	5
Budget Operating Statement	1

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  Trusted sites

QCH – Finance\Operating Ledger

Browse

- [-] Finance (77)
 - [-] Accounts Payable (1)
 - [-] Accounts Receivable (3)
 - [-] CFOAPAL Listings (4)
 - [-] Custom Year Funds (0)
 - [-] Encumbrances (0)
 - [-] Federal Agriculture (0)
 - [-] Finance Other (2)
 - [-] Fixed Assets (4)
 - [-] General Ledger (7)
 - [-] Grants (12)
 - [-] **Operating Ledger (30)**
 - [-] Purchasing (8)
 - [-] Budget (5)
 - [-] Budget Operating Statement (1)
- [+] Human Resources (64)
- [+] Student (141)
- [-] Other (6)
- [-] See Usage Instructions Below (0)

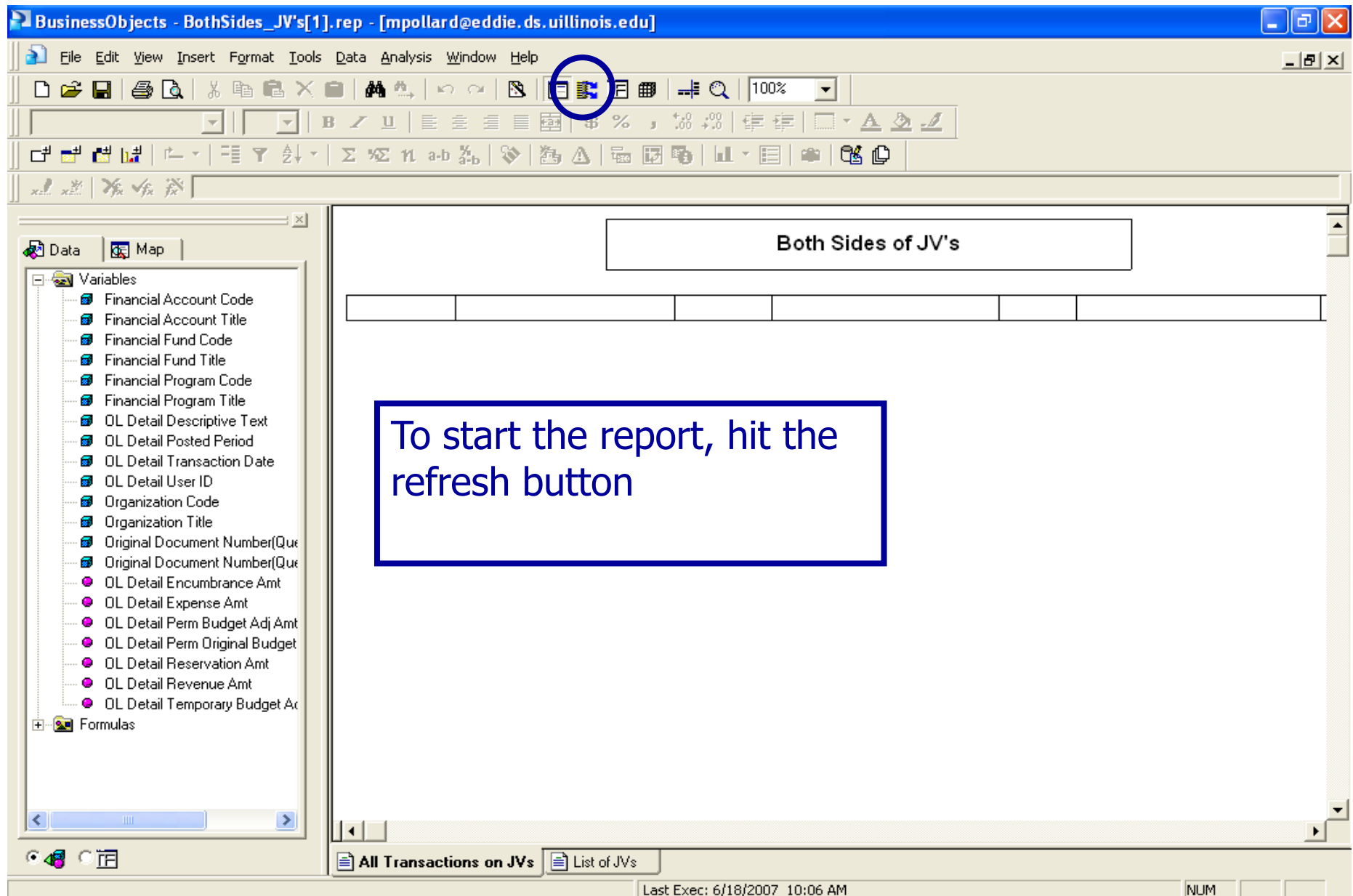
[Get Help Using this Form](#)

Documents for **Operating Ledger (30)**.

Last Posted	File Type	File Name	Short Description	
1/8/2008		RevolvingFund.rep	Intended for use with revolving funds, this report contains one tab showing cash balance YTD and one tab showing revenue less expense YTD	Details...
6/19/2006		ExpensesbyChartDept.rep	Decision Support Solution Library - Expenses by CFOAP	Details...
6/18/2007		Dept_DetailTrans - multi tab.rep	For Depts: This report contains detailed transaction listings for all 6-digit orgs in your dept by fund type.	Details...
6/18/2007		CollegeLevel_DetailandSumm.rep	Returns data similar to the EDDIE FIGL OL Transaction statement and the OL Summary by Chart and 2 char college code	Details...
6/18/2007		DeptLevel_DetailandSumm.rep	Returns data similar to the EDDIE FIGL OL Transaction statement and the OL Summary by Chart and 3 digit Dept code	Details...
1/31/2005		BothSides_JV's.rep	Uses conditions on Chart & 6-digit Org to return all transactions (both sides) on a JV where your Organization was utilized	Details...
6/14/2007		FIGL OL Stmt Rollup_clone.rep	Similar to the data found in the EDDIE FIGL Operating Statement Rollup report	Details...
6/14/2007		OLYTDTransStmt.rep	Similar to the data found in the EDDIE FIGL OL YTD Transaction Statement report	Details...
6/14/2007		FIGL OL Summary_clone.rep	Similar to the format of the EDDIE FIGL OL Summary report	Details...
6/14/2007		OLTransStmt.rep	Similar to the EDDIE FIGL OL Transaction statement, listing expense transactions only including gross pay by person with name	Details...

Trusted sites

QCH Report - BothSides JV's



QCH Report - BothSides JV's

BusinessObjects - BothSides_JV's[1].rep - [mpollard@eddie.ds.uillinois.edu] - [BothSides_JV's[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Both Sides of JV's

Enter or Select Values

Enter 1 digit chart code
2

Enter 2 digit period/month
07

Enter 4 digit fiscal year
2008

Enter 6 digit Org code
850000

OK
Cancel
Help
Values...

Fill in the prompted data and hit OK.

Variables

- Financial Account Code
- Financial Account Title
- Financial Fund Code
- Financial Fund Title
- Financial Program Code
- Financial Program Title
- OL Detail Descriptive Text
- OL Detail Posted Period
- OL Detail Transaction Date
- OL Detail User ID
- Organization Code
- Organization Title
- Original Document Number(Que
- Original Document Number(Que
- OL Detail Encumbrance Amt
- OL Detail Expense Amt
- OL Detail Perm Budget Adj Amt
- OL Detail Perm Original Budget
- OL Detail Reservation Amt
- OL Detail Revenue Amt
- OL Detail Temporary Budget Ac

Formulas

All Transactions on JVs List of JVs

Last Exec: 6/18/2007 10:06 AM

NUM

QCH Report - BothSides JV's

BusinessObjects - BothSides_JV's[1].rep - [mpollard@eddie.ds.uillinois.edu] - [BothSides_JV's[1].rep]

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Both Sides of JV's

Financial Fund Code	Financial Fund Title	Organization Code	Organization Title	Financial Account Code	Financial Account Title	Financial Program Code
201012	102 UIC W/C Aux	102000	Control - OBFS Risk Management	302600	Miscellaneous Income Other	102018
201020	110 Self Insurance Accl	577000	Physical Plant Administration	219240	Workers Compensation	577015
301125	313 Student Health	313000	COM-Peoria Academic Affairs	219240	Workers Compensation	313006
301127	313 Student Service Fee	313000	COM-Peoria Academic Affairs	219240	Workers Compensation	313007
301128	445 COMR Service Fee	445000	Administration & Gen Exp	219240	Workers Compensation	445026
301130	445 COMR Health Service	445000	Administration & Gen Exp	219240	Workers Compensation	445025
301135	313 Student Sales	313000	COM-Peoria Academic Affairs	219240	Workers Compensation	313014
301136	796 Stdt Hlth Well Prog	796000	Student Development Services	219240	Workers Compensation	796008
301139	636 Masters In Publ Hlth	636000	Family and Community Medicine	219240	Workers Compensation	636008
301150	796 SDS Leadership Vol	796000	Student Development Services	219240	Workers Compensation	796006
301150	796 SDS Leadership Vol	939000	Ofc Vice Chanc for Student Affairs	219240	Workers Compensation	939008
301151	977 Aux SASC Counseling	977000	Student Aff-Counseling Sv	219240	Workers Compensation	977005
301152	675 Fam Prac Stud Hlth S	675000	Family Medicine	219240	Workers Compensation	675004
301153	336 CAS Childrens Ctr	336002	Childrens Center - East	219240	Workers Compensation	336003
301153	336 CAS Childrens Ctr	336003	Childrens Center - West	219240	Workers Compensation	336003
301159	908 Aux Student Legal Sr	908000	Dean of Student Affairs	219240	Workers Compensation	908016
301165	758 Clinic Education Fee	758000	Dentistry Administration	219240	Workers Compensation	758014
301171	310 Honors College Ball	310000	Honors College	219240	Workers Compensation	310006

Variables

- Financial Account C
- Financial Account T
- Financial Fund Code
- Financial Fund Title
- Financial Program C
- Financial Program T
- OL Detail Descriptiv
- OL Detail Posted Pe
- OL Detail Transactio
- OL Detail User ID
- Organization Code
- Organization Title
- Original Document M
- Original Document M
- OL Detail Encumbra
- OL Detail Expense /
- OL Detail Perm Bud
- OL Detail Perm Orig
- OL Detail Reservatio
- OL Detail Revenue
- OL Detail Temporary

Formulas

All Transactions on JVs List of JVs

Last Exec: 2/15/2008 05:03 PM

NUM

QCH Report - BothSides JV's

BusinessObjects - BothSides_JV's[1].rep - [mpollard@eddie.ds.uillinois.edu] - [BothSides_JV's[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Data Map

Variables

- Financial Account C
- Financial Account T
- Financial Fund Code
- Financial Fund Title
- Financial Program C
- Financial Program T
- OL Detail Descriptiv
- OL Detail Posted Pe
- OL Detail Transactio
- OL Detail User ID
- Organization Code
- Organization Title
- Original Document N
- Original Document N
- OL Detail Encumbra
- OL Detail Expense /
- OL Detail Perm Bud
- OL Detail Perm Orig
- OL Detail Reservatio
- OL Detail Revenue .
- OL Detail Temporary

Formulas

Financial Program Code	Financial Program Title	Original Document Number(Quer y1 with	OL DetailPerm Original Budget Amt	OL DetailPerm Budget AdjAmt	OL Detail Temporary Budget AdjAmt	OL DetailRevenue Amt	OL DetailExpense Amt	O R
102018	UIC W/C Aux	AI014483				17,404.51		
577015	Open Jobs Serv						53.44	
313006	Student Health						4.11	
313007	Student Service Fee						9.55	
445026	Student Affairs Fees						18.94	
445025	Student Health Serv						2.59	
313014	Peoria Student sales						3.31	
796008	Wellness Center						48.28	
636008	Masters Public Hlth						14.60	
796006	Leadrsip Volunteer						70.84	
939008	AUX Student Aftrs Adm						60.50	
977005	Aux SASC Couns Fees						386.01	
675004	Family Prac Stu Hlth						779.93	
336003	UIC Childrens Centers						100.68	
336003	UIC Childrens Centers						139.46	
908016	Student Legal Svc						47.19	
758014	Instrument Lease Fee						58.52	
310006	Honors College Ball						25.06	

All Transactions on JVs List of JV's

Last Exec: 2/15/2008 05:03 PM

NUM

QCH Report - BothSides JV's

BusinessObjects - BothSides_JV's[1].rep - [mpollard@eddie.ds.uillinois.edu] - [BothSides_JV's[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Data Map

Variables

- Financial Account C
- Financial Account T
- Financial Fund Code
- Financial Fund Title
- Financial Program C
- Financial Program T
- OL Detail Descriptiv
- OL Detail Posted Pe
- OL Detail Transacti
- OL Detail User ID
- Organization Code
- Organization Title
- Original Document M
- Original Document M
- OL Detail Encumbra
- OL Detail Expense A
- OL Detail Perm Bud
- OL Detail Perm Origi
- OL Detail Reservatio
- OL Detail Revenue
- OL Detail Temporary

Formulas

	OL Detail Revenue Amt	OL Detail Expense Amt	OL Detail Reservation Amt	OL Detail Encumbrance Amt	OL Detail Descriptive Text	OL Detail User ID	OL Detail Transaction Date
	17,404.51				IC162 - WC UIC Auxiliary	appworx	1/11/2008
		53.44			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		4.11			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		9.55			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		18.94			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		2.59			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		3.31			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		48.28			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		14.60			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		70.84			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		60.50			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		386.01			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		779.93			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		100.68			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		139.46			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		47.19			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		58.52			IC162 - WC UIC Auxiliary	appworx	1/11/2008
		25.06			IC162 - WC UIC Auxiliary	appworx	1/11/2008

All Transactions on JVs List of JVs

Last Exec: 2/15/2008 05:03 PM

NUM

Eureka! Question answered.

Let's Try Another one!



Sample business question 2:

'I' is most likely defined with a Chart
and an Organization

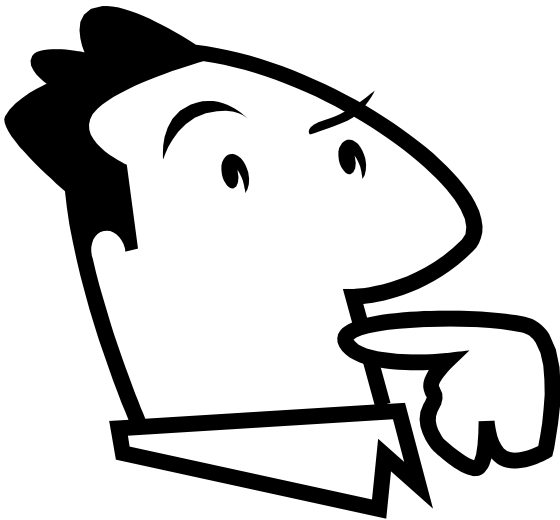
When you describe what you spend money on,
you will want to see all of the details.

How much did I spend last month on what and whom?

When you use the phrase 'last
month', you will most likely
need a condition on year and
month.

Only one Universe contains what
AND on whom detailed expenses.

What universe should I use?



Discussion: Which Universe would you use?

How much did I spend last month on what and whom?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
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The question you want to answer will determine the 'best' Universe.

How much did I spend last month on what and whom?



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Available Solutions on the DS website

PCard Unreconciled	Money
Purchase Order Listing	<ul style="list-style-type: none">• Accounts Payable/Purchasing<ul style="list-style-type: none">• <u>P-Card Transactions Posted by Cardholders Outside an Organization</u>• <u>P-Card Un-Reconciled Transactions</u>• <u>Purchase Order Listing</u>
General Ledger Transactions	<ul style="list-style-type: none">• Cash and General Ledger<ul style="list-style-type: none">• <u>General Ledger Transactions by Fund and Account</u>
Detailed Expenditures	<ul style="list-style-type: none">• Expense / Revenue<ul style="list-style-type: none">• <u>Detailed Expenditures by C-FOAP</u>• <u>Combined Finance & Payroll Expenses</u>• <u>Rogue C-FOAPAL Listing for Funds 1 & 2</u>• <u>Rogue C-FOAPAL Listing for Fund 3</u>• <u>Rogue C-FOAPAL Listing for Funds 4, 5 & 60</u>
Combined Finance & Payroll Expenses	<ul style="list-style-type: none">• Grants<ul style="list-style-type: none">• <u>Direct & Indirect Expenses for Grant Funds</u>• <u>Grants Proposals</u>
Rogue C-FOAPALs Funds 1 & 2	<ul style="list-style-type: none">• Payroll<ul style="list-style-type: none">• <u>Employee Payroll Listing by Paying Organization (Who am I paying?)</u>• <u>Paying C-FOAPs for Employees in an Organization (Who is paying my employees?)</u>• <u>Employee Payroll Listing - External Organizations (Home Org doesn't match Paying Org)</u>
Rogue C-FOAPALs Fund 3	<ul style="list-style-type: none">• Salary Planner and Budget<ul style="list-style-type: none">• <u>Permanent Original State Fund Budget</u>• <u>Salary Planner Preparation</u>
Rogue C-FOAPALs Funds 4, 5 & 60	
Grant Expenses	
Permanent Original State Fund Budget	
Salary Planner Prep	
Student-Related Solutions	
Informal Class Roster	
Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

Solution Library – Combined Finance and Payroll Expenses

BOSExpenses (Combined Detailed Monthly Expenses) - Windows Internet Explorer provided by Yahoo!

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Back Forward Stop Home Search Favorites RSS Mail Print Share

Address http://www.ds.uillinois.edu/web/Home/SolLib/MoneySol/BOSExpenses.aspx Go

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(187 unread) AT&T Yahoo! Mail, Home - Decision Support Home BOSExpenses (Combined Detail... Add Tab

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- Faculty Tenure Track
- Employee Work Mailing Labels
- Current Job Listing
- EClass Listing
- Job/Job Detail Listing
- Extra Help Hours Worked
- Employee Leave

CREATE A DETAILED MONTHLY EXPENSE REPORT COMBINING FINANCIAL & PAYROLL EXPENSES FOR A CHART, ORG, AND FISCAL YEAR/PERIOD

Title	Detailed Monthly Combined Expenses
Description	List of combined Finance and Payroll detailed expense transactions by CFOAP. This report is limited by Chart, Org, Fiscal Year and Fiscal Period.
Universe(s)	EDW – HRFIN – BOS Expenses
Authored By	Decision Support
Sample Report	Detailed_Monthly_Expenses.rep

Expense & Revenue Analysis

- Ledgers OL/GL Universe
- Posted Transactions Universe
- Similar Templates in QCH
- DS General Info
- BO How To & Tips

Additional Information

The BOS Detailed Expense Tracking materials include presentation slides from Decision Support's BOS Expenditures custom reporting lab and web cast sessions. Here you will find additional details on the BOS Expense universe and combined Finance and Payroll

https://www.ds.uillinois.edu/Reports1/Public/FetchDocument.aspx?ID=404&docName=Detailed_Monthly_Expenses.rep Trusted sites

Solution Library – Combined Finance and Payroll Expenses

The screenshot shows the BusinessObjects interface for the report 'Detailed_Monthly_Expenses[1].rep'. The 'Enter or Select Values' dialog box is open, prompting for the following values:

- Select 1 digit Chart of Accounts Code: 2
- Select 2 digit State Fiscal Period: 07
- Select 4 digit State Fiscal Year: 2008
- Select 6 digit Organization Code: 791000

The 'OK' button is circled in blue. A text box in the upper right corner of the screenshot states: 'Fill in the prompted data and hit OK.'

The left pane shows the 'Variables' tree with the following items:

- CFOAP
- Employee Name
- OL Detail Descriptio
- OL Detail Transactio
- Original Document M
- Payroll Accounting C
- Payroll Acctg Trans:
- Payroll Id
- Payroll Number
- Payroll Year
- Position Number-Job
- State Fiscal Period
- State Fiscal Year
- UIN
- OL Expense Amoun

The bottom status bar indicates 'Page 1', '1/1', 'Last Exec: 2/18/2008 02:32 PM', and 'NUM'.

Solution Library – Combined Finance and Payroll Expenses

BusinessObjects - Detailed_Monthly_Expenses[1].rep - [mpollard@eddie.ds.uillinois.edu] - [Detailed_Monthly_Expenses[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

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Variables

- CFDAP
- Employee Name
- OL Detail Description
- OL Detail Transaction
- Original Document M
- Payroll Accounting C
- Payroll Acctg Trans
- Payroll Id
- Payroll Number
- Payroll Year
- Position Number-Job
- State Fiscal Period
- State Fiscal Year
- UIN
- OL Expense Amount

Formulas

Header INFORMATION

DECISION SUPPORT Solution Library

Detailed Monthly Expenses

Chart: 2 Org: 791000 Fiscal Period: 07 Fiscal Y

CFDAP	OL Detail Transaction Date	OL Detail Description	Original Document Number	OL Expense Amount	Employee Name	UIN
2-100008-791000-211100-791001	1/16/2008	HR Payroll 2008 MN 10	F0107623	\$5,708.68	--	676
	1/16/2008	HR Payroll 2008 MN 10	F0107623	\$12,506.28	--	675
	1/17/2008	HR Payroll 2007 MN 10 3	F0108368	-\$10,005.02	--	675
	1/17/2008	HR Payroll 2007 MN 10 4	F0108369	\$8,450.02	--	675
	1/17/2008	HR Payroll 2007 MN 11 1	F0108370	-\$12,506.28	--	675
	1/17/2008	HR Payroll 2007 MN 11 2	F0108370	\$8,450.02	--	675
	1/17/2008	HR Payroll 2007 MN 12 1	F0108372	-\$12,506.28	--	675

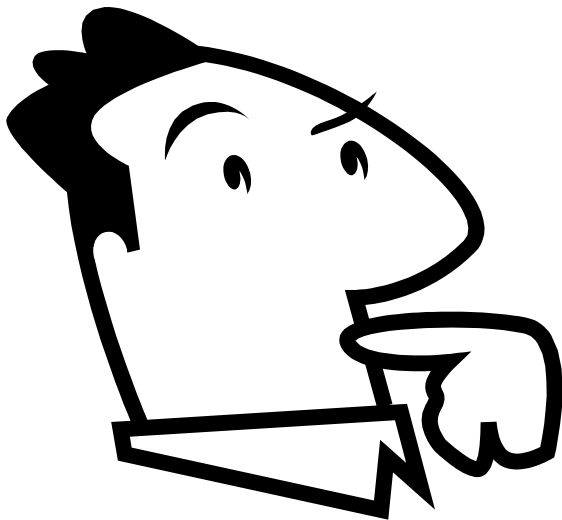
Sample question 2 with a slight variation:

'I' is most likely defined with a Chart and an Organization

When you use the phrase 'last month', you will most likely need a condition on year and month.

When you describe what you spend money on, you will want to see all of the details.

How much was spent last month on what and whom, for a PI (Principal Investigator)?



Only one Universe contains what AND on whom detailed expenses.

What universe should I use?

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 - [Employee Job/Job Detail Listing](#)
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Available Solutions on the DS website

P-Card Unreconciled	Money
Purchase Order Listing	<ul style="list-style-type: none">• Accounts Payable/Purchasing<ul style="list-style-type: none">• P-Card Transactions Posted by Cardholders Outside an Organization• P-Card Un-Reconciled Transactions• Purchase Order Listing• Cash and General Ledger<ul style="list-style-type: none">• General Ledger Transactions by Fund and Account• Expense / Revenue<ul style="list-style-type: none">• Detailed Expenditures by C-FOAP• Combined Finance & Payroll Expenses• Rogue C-FOAPAL Listing for Funds 1 & 2• Rogue C-FOAPAL Listing for Fund 3• Rogue C-FOAPAL Listing for Funds 4, 5 & 60• Grants<ul style="list-style-type: none">• Direct & Indirect Expenses for Grant Funds• Grants Proposals• Payroll<ul style="list-style-type: none">• Employee Payroll Listing by Paying Organization (Who am I paying?)• Paying C-FOAPs for Employees in an Organization (Who is paying my employees?)• Employee Payroll Listing - External Organizations (Home Org doesn't match Paying Org)• Salary Planner and Budget<ul style="list-style-type: none">• Permanent Original State Fund Budget• Salary Planner Preparation
Student-Related Solutions	
Informal Class Roster	
Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

Query Clearinghouse



Query Clearinghouse

Standard Report Directory

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Finance (77)

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+

Student (141)

+

Other (6)

+

See Usage Instructions Below (0)

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Warning:

Users in the University of Illinois reporting community have submitted the queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised. Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

Query Clearinghouse should not be used to publish completed reports for distribution to others. Contact Decision Support for additional information about publishing reports to other University users.

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Category name	Documents
Finance	77
Human Resources	64
Student	141
Other	6

Query Clearinghouse - Finance

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Category Name	Documents
Accounts Payable	1
Accounts Receivable	3
CFOAPAL Listings	4
Custom Year Funds	0
Encumbrances	0
Federal Agriculture	0
Finance Other	2
Fixed Assets	4
General Ledger	7
Grants	12
Operating Budget	30
Purchasing	8
Budget	5
Budget Operating Statement	1

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Query Clearinghouse – Finance \ Grants

QCH: Browse QCH Documents By Category - Windows Internet Explorer provided by Yahoo!

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Address <https://www.ds.uillinois.edu/reports/QCH/browse.asp?CID=15> Go

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Home Home - Decision Support QCH: Browse QCH Documents B... Welcome to BusinessObjects Inf... Add Tab

Standard Report Directory **Query Clearinghouse**

Browse Search

- Finance (77)
 - Accounts Payable (1)
 - Accounts Receivable (3)
 - CFOAPAL Listings (4)
 - Custom Year Funds (0)
 - Encumbrances (0)
 - Federal Agriculture (0)
 - Finance Other (2)
 - Fixed Assets (4)
 - General Ledger (7)
 - Grants (12)**
 - Operating Ledger (30)
 - Purchasing (8)
 - Budget (5)
 - Budget Operating Statement (1)
- Human Resources (64)
- Student (141)
- Other (6)
- See Usage Instructions Below (0)

Documents for Grants (12).

Last Posted	File Type	File Name	Short Description	
6/27/2006		GrantDirectIndirectExp.rep	Decision Support Solution Library - Direct & Indirect Expenses for Grant Funds	Details...
6/13/2007		ProposalActivityforCollegePIs.rep	Listing of all investigator activity (across campuses & colleges) for every PI in your college	Details...
6/13/2007		CollegeGrantlisting.rep	A list of all open grants for a college. Total counts as well as counts by research area and by PI are included.	Details...
6/12/2007		InvestigatorActivityListing.rep	Listing of all grant proposal activity for an investigator - whether the primary or co-investigator	Details...
6/12/2007		PreAwardPostAward.rep	For one fiscal year in one college, this report lists Proposals that have become or may become Grants	Details...
6/7/2007		AllGrantsforaPI.rep	Three tab report listing Expense detail (including persons paid), Expense summaries, and Budget/Encumbrance info for all grants for a single principal investigator	Details...
2/1/2007		ProposalsByDept.rep	Decision Support Solution Library - Grant Proposal listing	Details...
3/29/2006		Direct&IndirectExpbyOrg2.rep	Expenses by year and period separating direct & indirect expenses. Adds grant & PI info where applicable	Details...
3/14/2006		PINamebyFundwithGrant.rep	For an entire campus, all PI's associated with a Fund code. Adds Grant code & title for informational purposes	Details...
1/28/2006		GrantITDbyAcct.rep	Grant budget & expense ITD for a single Grant Fund Org	

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QCH – Combined Finance and Payroll Expenses by PI

The screenshot shows the BusinessObjects interface with a file named 'AllGrantsforaPI[1].rep'. A dialog box titled 'Enter or Select Values' is open, prompting for the following information:

- Enter 1 digit Chart code: 2
- Enter 2 digit month code: 07
- Enter 4 digit state fiscal year: 2008
- Enter PI UIN code: 674051664

The 'OK' button in the dialog box is circled in blue. A text box in the upper right corner of the screenshot states: 'Fill in the prompted data and hit OK.'

The left pane shows a list of variables under 'Data' and 'Map' tabs, including CFOPAP, Employee Name, Grant Code(Det), Grant Code(Exp), Grant Code(Sum), Grant End Date, Grant Start Date, Job Detail FTE, Job Detail Title, OL Detail Descri, OL Detail State f, OL Detail State f, OL Detail State f, OL Detail Transa, Original Docume, Payroll Accounti, UIN, and various OL Detail Encum, OL Detail Expen, OL Detail Perm E, OL Detail Perm C, OL Detail Tempc, and OL Expense Am.

The bottom status bar indicates 'Last Exec: 2/18/2008 10:16 AM' and shows tabs for 'DetailedMonthlyExpenses', 'ExpenseSummaries', and 'SummaryByGrant'.

QCH – Combined Finance and Payroll Expenses by PI

BusinessObjects - AllGrantsforaPI[1].rep - [mpollard@eddie.ds.uillinois.edu] - [AllGrantsforaPI[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

Current Month Expense - all Grants per PI

'Grant Code' E5909 TB Drug Screening TB Antimicrobial Acquisition and Coordinating Facility

'Grant Start & End dates' 4/1/2007 8/14/2008

CFOAP	OL Detail Transaction Date	OL Detail Description	Original Document	OL Expense Amount	Employ
2-493463-275000-124000-191100	1/4/2008	Fisher Scientific Company LLC	PCA0MRV2	3,664.48	
2-493463-275000-124000-191100	1/9/2008	Fisher Scientific Company LLC	PCA0MVP6	626.17	
2-493463-275000-198120-191100	1/11/2008	Grant - Indirect Cost Charge	G0036588	34.72	
2-493463-275000-198120-191100	1/14/2008	Grant - Indirect Cost Charge	G0036727	2,015.46	
2-493463-275000-198120-191100	1/16/2008	Grant - Indirect Cost Charge	G0036790	3,321.80	
2-493463-275000-198120-191100	1/18/2008	Grant - Indirect Cost Charge	G0036827	344.39	
2-493463-275000-211100-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107626	1,135.12	---
2-493463-275000-211300-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107626	2,806.75	---
2-493463-275000-211400-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107626	633.67	---
2-493463-275000-219120-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	68.15	---
2-493463-275000-219120-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	301.73	---
2-493463-275000-219130-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	86.43	---
2-493463-275000-219210-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	8.95	---
2-493463-275000-219210-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	16.29	---
2-493463-275000-219210-191100	1/16/2008	HR Payroll 2008 MN 1 0	F0107642	39.97	---

DetailedMonthlyExpenses ExpenseSummaries SummaryByGrant

Last Exec: 2/18/2008 10:20 AM

NUM CAP

QCH – Combined Finance and Payroll Expenses by PI

BusinessObjects - AllGrantsforaPI[1].rep - [mpollard@eddie.ds.uillinois.edu] - [AllGrantsforaPI[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

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Data Map

Variables

- CFDAP
- Employee Name
- Grant Code(Deta
- Grant Code(Expe
- Grant Code(Expe
- Grant Code(Sum
- Grant End Date
- Grant Start Date
- Job Detail FTE
- Job Detail Title
- OL Detail Descri
- OL Detail State f
- OL Detail State f
- OL Detail State f
- OL Detail Transa
- Original Docume
- Payroll Accounti
- UIN
- OL Detail Encur
- OL Detail Expen
- OL Detail Expen
- OL Detail Expen
- OL Detail Perm E
- OL Detail Perm C
- OL Detail Tempc
- OL Expense Am

		2003	2004	2005
E5909	TB Drug Screening TB Antimicrobial Acquisition and Coordinating Facility			
E6190	Synthesis and anti-TB activity of benzoxazines			
E7416	Design Synthesis And Studies Of Novel Antituberculosis Agents		15,577.60	10
E7620	Evaluation Of Alaskan Plants For The Treatment Of Tuberculosis		46,609.67	
E8108	CELL WALL BIOGENESIS -TARGETED FOR NEW ANTI-TB DRUGS	6,976.73	10,366.97	
E8241	BIOACTIVE AGENTS FROM DRYLAND BIODIVERSITY OF LATIN AMERICA	69,340.79	13,782.71	
E9108	MICROBIOLOGICAL TUBERCULOSIS DRUG SCREENING	383,452.86	122,824.43	20
G6657	Microbacterium Tuberculosis Susceptibility Testing for Sanofi Aventis Compound			
G6700	Anti-Tuberculosis Assay Standardization In Vitro Assays			
G6708	In Vitro Drug Combination Studies			
G6724	Phenotypic Screening Based Lead Identification for TB			
G6760	Vastox anti-TB Compound Testing and MOA Studies			
G7003	Escherichia Coli H721 Suscetibility Testing Against 50000 Compound NovaCore Library			
G7177	Mycobacterium Tuberculosis Susceptibility Testing for Sanofi-Aventis Compounds			
G7284	Purification And Identification Of Natural Products From Scottish Plants And Endophytes A Potential Source			
G7421	In Vitro Testing Of Candidate Anti-Tubercular Compounds			
G7645	Mycobacterium Tuberculosis Susceptibility Testing for Pfizer Compounds			
G7945	Lead Optimization Of 3rd Generation Macrolides			50
G9120	EVALUATION OF TETRACYCLINES AGAINST MYCOBACTERIUM TUBERCULOSIS AND ROLE OF	175,975.79		
All Banner State Fiscal Years Sum:		635,746.17	209,161.38	90

00 01 02

DetailedMonthlyExpense ExpenseSummaries SummaryByGrant

Exec: 2/18/2008 10:20 AM

NUM

QCH – Combined Finance and Payroll Expenses by PI

BusinessObjects - AllGrantsforPI[1].rep - [mpollard@eddie.ds.uillinois.edu] - [AllGrantsforPI[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

Arial

Variables

- CFQAP
- Employee Name
- Grant Code(Det
- Grant Code(Expe
- Grant Code(Expe
- Grant Code(Sum
- Grant End Date
- Grant Start Date
- Job Detail FTE
- Job Detail Title
- OL Detail Descri
- OL Detail State f
- OL Detail State f
- OL Detail State f
- OL Detail Trans
- Original Docume
- Payroll Accounti
- UIN
- OL Detail Encurr
- OL Detail Expen
- OL Detail Expen
- OL Detail Expen
- OL Detail Perm E
- OL Detail Perm C
- OL Detail Tempc
- PI Expense Ami

Grant Code	Grant Title	Account Type	Permanent BudgetITD	Temporary BudgetITD	Expense
E5909	TB Drug Screening TB Antimicrobial Acquisition and	Academic Salary	118,203.00		
		Benefit Costs	24,230.00		
		Indirect Costs Pool	94,645.00		
		Materials and Supplies	28,248.00		
		Transportation Services	1,400.00		
	TB Drug Screening TB Antimicrobial Acquisition	Sum:	266,726.00		
E5909		Sum:	266,726.00		
E6190	Synthesis and anti-TB activity of benzoxazines	Academic Salary	185,199.00		
		Benefit Costs	63,397.00		
		Expense Budget Pool		142,045.06	
		Indirect Costs Pool	149,256.00		
		Materials and Supplies	22,779.00		
		Services			
		Wages			
	Synthesis and anti-TB activity of benzoxazines	Sum:	420,631.00	142,045.06	
E6190		Sum:	420,631.00	142,045.06	
E6334	Small Molecule Inhibitors of Pantothenate Synthesis	Academic Salary	185,809.00		
		Assistant Salary	22,118.00		
		Benefit Costs	23,887.00		
		Equipment/Software/Capital Lease	3,424.00		

DetailedMonthlyExpenses ExpenseSummary **SummaryByGrant**

Last Date: 2/18/2008 10:28 AM

NUM

Awesome! Question answered.

Thirsty for more?



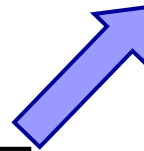
Sample business question 3:

'I' is most likely defined with a Chart and an Organization

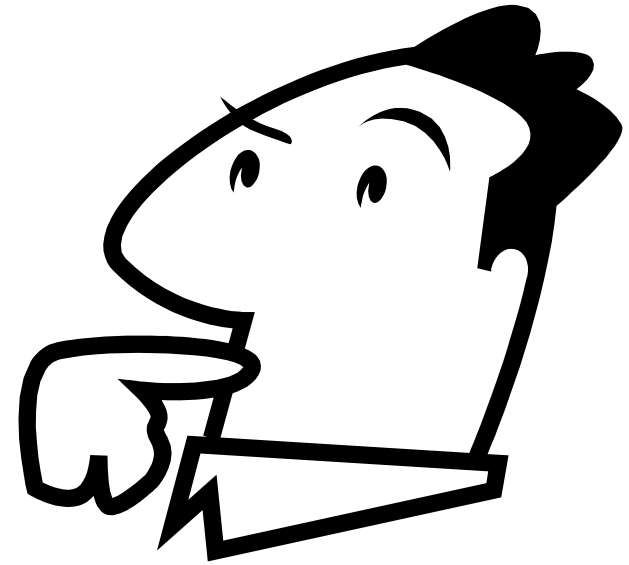
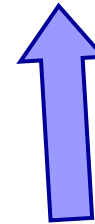


What did I purchase on my PCard this year?

Only one Universe contains P-Card detail.



When you use the phrase 'this year', it generally means a State Fiscal year. You will most likely need a condition on State Fiscal Year. You may also want a condition on State Fiscal Period/Month.



What universe should I use?

Discussion: Which Universe would you use?

What did I purchase on my PCard this year?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars
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6. EDW – HRFIN BOS Expense – This Universe contains expense transaction data only. The purpose of this Universe is listing expenditures with payroll detail by person.

The question you want to answer will determine the 'best' Universe.

What did I purchase on my PCard this year?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
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- 4. *EDW – Finance PCard Transactions – The purpose of this Universe is to list PCard transactions and related information***
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 - [Employee Work Mailing Labels](#)
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 - [Current Position Listing](#)
 - [Employee Class \(E-Class\) Listing](#)
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P-Card Unreconciled	Money
Purchase Order Listing	<ul style="list-style-type: none">• Accounts Payable/Purchasing<ul style="list-style-type: none">• P-Card Transactions Posted by Cardholders Outside an Organization• P-Card Un-Reconciled Transactions• Purchase Order Listing• Cash and General Ledger<ul style="list-style-type: none">• General Ledger Transactions by Fund and Account• Expense / Revenue<ul style="list-style-type: none">• Detailed Expenditures by C-FOAP• Combined Finance & Payroll Expenses• Rogue C-FOAPAL Listing for Funds 1 & 2• Rogue C-FOAPAL Listing for Fund 3• Rogue C-FOAPAL Listing for Funds 4, 5 & 60• Grants<ul style="list-style-type: none">• Direct & Indirect Expenses for Grant Funds• Grants Proposals• Payroll<ul style="list-style-type: none">• Employee Payroll Listing by Paying Organization (Who am I paying?)• Paying C-FOAPs for Employees in an Organization (Who is paying my employees?)• Employee Payroll Listing - External Organizations (Home Org doesn't match Paying Org)• Salary Planner and Budget<ul style="list-style-type: none">• Permanent Original State Fund Budget• Salary Planner Preparation
Student-Related Solutions	
Informal Class Roster	
Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

Query Clearinghouse

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Query Clearinghouse

Standard Report Directory

Query Clearinghouse

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Finance (77)

+

Human Resources (64)

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Student (141)

+

Other (6)

+

See Usage Instructions Below (0)

?

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Warning:

Users in the University of Illinois reporting community have submitted the queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised. Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

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☐ Don't show this message again

Category name	Documents
Finance	77
Human Resources	64
Student	141
Other	6

Query Clearinghouse - Finance

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Category Name	Documents
Accounts Payable	1
Accounts Receivable	3
CFOAPAL Listings	4
Custom Year Funds	0
Encumbrances	0
Federal Agriculture	0
Finance Other	2
Fixed Assets	4
General Ledger	7
Grants	12
Operating Ledger	30
Purchasing	8
Budget	5
Budget Operating Statement	1

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Query Clearinghouse – Finance\Purchasing

QCH: Browse QCH Documents By Category - Windows Internet Explorer provided by Yahoo!

File Edit View Favorites Tools Help

Address <https://www.ds.uillinois.edu/reports/QCH/browse.aspx?CID=15> Go

Web Search Bookmarks Settings My My Yahoo! Mail Sports Maps Weather Links

Home Home - Decision Support QCH: Browse QCH Documents B... SolLib (Solution Library Home) Add Tab

Finance (77)

- Accounts Payable (1)
- Accounts Receivable (3)
- CFOAPAL Listings (4)
- Custom Year Funds (0)
- Encumbrances (0)
- Federal Agriculture (0)
- Finance Other (2)
- Fixed Assets (4)
- General Ledger (7)
- Grants (12)
- Operating Ledger (30)
- Purchasing (8)**
- Budget (5)
- Budget Operating Statement (1)
- Human Resources (64)
- Student (141)
- Other (6)
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Posted	Type	File Name	Short Description	
9/5/2007		IBuyRelatedPOsbyRespChartOrg.rep	List of IBuy related PO's, IV's, and Payments for a Fiscal year by Resp Chart & Org	Details...
7/7/2005		Purchase Order Listing.rep	Decision Support Solution Library - Create a Purchase Order Listing	Details...
4/25/2006		Pcard Unreconciled Transactions.rep	Decision Support Solution Library - P-Card Un-Reconciled Transactions	Details...
4/26/2006		Pcard Transactions Outside Org.rep	Decision Support Solution Library - P-Card Transactions by Cardholders Outside an Organization	Details...
6/11/2007		RequisitionListing.rep	A listing of Requisitions and related purchase orders for a single fiscal year, chart, and six digit organization	Details...
8/7/2006		PCard Transactions list.rep	Obtain a list of all PCard transactions for a Chart and Organization within a single fiscal year.	Details...
9/15/2005		FY06 PO List.rep	Calculates PO balance	Details...
6/2/2005		PObyRespChartOrg.rep	List of PO's, IV's, and Payments for a Fiscal year by Resp Chart & Org	Details...

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Trusted sites

QCH – P-Card expenses for a year

The screenshot shows the BusinessObjects interface with a report titled "PCard_Transactions_list[1].rep". A blue callout box with a white border contains the text "Fill in the prompted data and hit OK." pointing to a dialog box titled "Enter or Select Values". The dialog box has three input fields: "Enter 1 Digit Chart Code" with the value "2", "Enter 4 Digit Fiscal Year Code" with the value "2008", and "Enter 6 Digit Org Code" with the value "791000". The "OK" button is circled in blue. The left sidebar shows a list of variables, and the bottom status bar indicates the last execution was on 8/7/2006 at 04:21 PM.

BusinessObjects - PCard_Transactions_list[1].rep - [mpollard@eddie.ds.uillinois.edu]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Fill in the prompted data and hit OK.

Enter or Select Values

Enter 1 Digit Chart Code
2

Enter 4 Digit Fiscal Year Code
2008

Enter 6 Digit Org Code
791000

OK
Cancel
Help
Values...

Variables

- Document Numt
- Document Numt
- Extract Approval
- Extract Approval
- Fin Account Typ
- Financial Accou
- Financial Accou
- PCard CFOAPAL
- PCard CFOAPAL
- PCard Comment:
- PCard Comment:
- PCard Item Desc
- PCard Item Desc
- PCard Purchase
- PCard Purchase
- PCard Requesto
- PCard Requesto
- PCard Vendor IC
- PCard Vendor IC
- Reference Numt
- Reference Numt
- User Log Numbe
- User Log Numbe
- PCard Transacti
- PCard Transacti
- Financial Anct T

PCardTransactionListFY06 PCardSpendbyAcctCodeFY06

Last Exec: 8/7/2006 04:21 PM

NUM

QCH – P-Card expense for a year

BusinessObjects - PCard_Transactions_list[1].rep - [mpollard@eddie.ds.uillinois.edu]

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Arial 8

B I U

Text alignment icons

Number formatting icons

Zoom: 100%

Navigation icons

Clipboard icons

Variables

- Document Num
- Document Num
- Extract Approval
- Extract Approval
- Fin Account Typ
- Financial Accou
- Financial Accou
- PCard CFOAPAL
- PCard CFOAPAL
- PCard Comment
- PCard Comment
- PCard Item Desc
- PCard Item Desc
- PCard Purchase
- PCard Purchase
- PCard Requesto
- PCard Requesto
- PCard Vendor IC
- PCard Vendor IC
- Reference Num
- Reference Num
- User Log Numbe
- User Log Numbe
- PCard Transacti
- PCard Transacti
- Financial Acct T

PCard Transactions

Document Number(Query 1 with FinPCard)	PCard CFOAPAL(Query 1 with FinPCard)	Pcard Vendor Name(Query 1 with FinPCard)	PCard Transaction Amount(Query 1 with FinPCard)	PCard Item Description(Query 1 with FinPCard)
PCA0FJM7	2-495617-791000-124000-191100--	FISHER SCI CHI	302.40	ACETON 20L
PCA0FL25	2-495617-791000-124000-191100--	SIGMA-ALDRICH	128.53	Desc: 5(6)-CARBOXYTETRAMETHYLRHODAMIL
PCA0FQUK	2-495612-791000-124000-191100--	MILLER S JEWELRY SUPPL	31.59	3 piece special tip set, and wax detailer "very fine"
PCA0FSRZ	2-200250-791000-126100-791003--	AMAZON.COM	470.41	Polycom Soundstation conference phone for Cente
PCA0FU9M	2-200250-791000-142502-791003--	GOLDEN THAI	6.55	(Center) Faculty Meeting Lunch as this is the only for all the faculty together (5 faculty: M Johnson, S Mankin, A Mesecar, and Q Li (UIC)

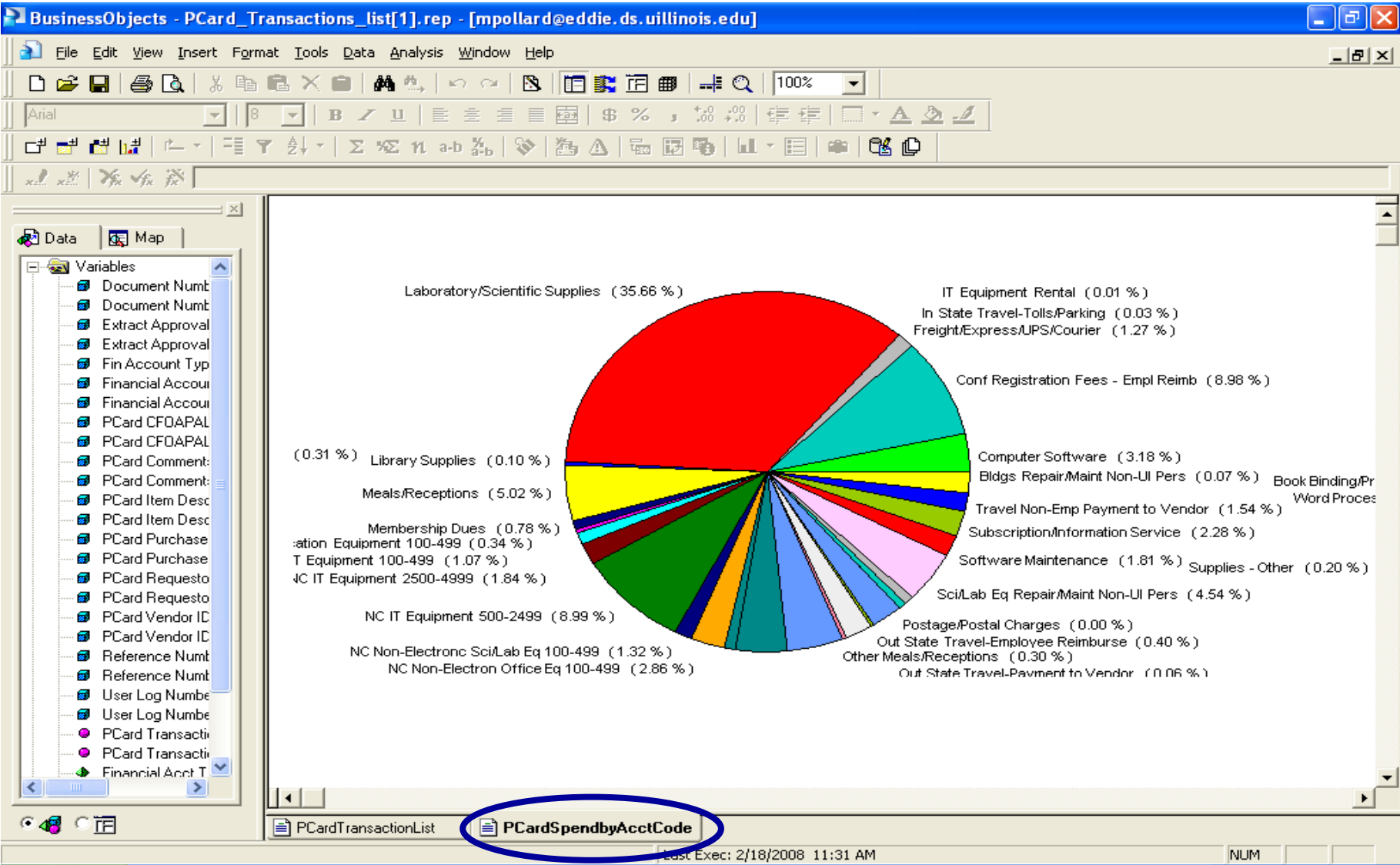
PCardTransactionList

PCardSpendbyAcctCode

Last Exec: 2/18/2008 11:31 AM

NUM

QCH – P-Card expense for a year



Sweeeeet! Question answered.

But wait, there's more!



Sample business question 4:

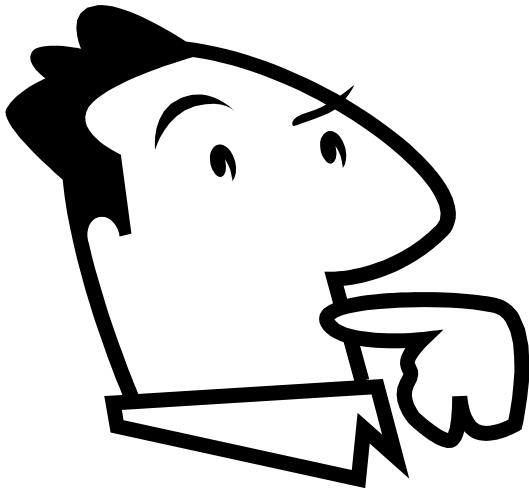
When you want to see who you have paid, it signifies a limit on Chart and Org.

When you use the phrase 'most recent pay period', it generally means limiting on Payroll Year, ID and number.

Who did I pay in the most recent payroll where I am not the home department?

There are two main Universes for payroll data.

Trying to reconcile who you have paid that you may not have wanted to helps identify the proper Universe



What universe should I use?

Discussion: Which Universe would you use?

Who did I pay where I am not the home dept?



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The question you want to answer will determine the 'best' Universe.

Who did I pay where I am not the home dept?



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General Ledger Transactions	
Detailed Expenditures	
Combined Finance & Payroll Expenses	
Rogue C-FOAPALs Funds 1 & 2	
Rogue C-FOAPALs Fund 3	
Rogue C-FOAPALs Funds 4, 5 & 60	
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Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

Solution Library – Pay Org different from Home Org

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CREATE AN EMPLOYEE PAYROLL LISTING OF PEOPLE YOU HAVE PAID, BUT WHO ARE NOT IN YOUR ORGANIZATION

Title	Payroll listing where Paying Org does not match Home Org
Description	List of employee payroll transactions for a paying organization where the employee's home organization does not match the paying organization. The report is sorted by Employee Name, Home Org Code, and UIN.
Universe	DM - HR - Payroll Reconciliation (DMPyrRcn)
Authored By	Decision Support
Sample Report	Payroll_Recon_Diff_Org.rep

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[Position/Job Hierarchy Universe](#)
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Solution Library – Pay Org different from Home Org

BusinessObjects - Payroll_Recon_Diff_Org[1].rep - [mpollard@eddie.ds.uillinois.edu]

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100%

Fill in the prompted data and hit OK.

Enter or Select Values

Select 1 digit Paying Chart of Accounts Code
2

Select 6 digit Paying Organization Code
791000

Which Calendar Period are you Interested in (01=Jan, 02=Fe...
01

Which Calendar Year are you Interested in (YYYY)?
2008

OK
Cancel
Help
Values...

Variables

- Full Name
- Home Org Code
- Pay Category Detail
- Pay Event Code
- Paying CFQAP
- Payroll Id
- Payroll Number
- Payroll Year
- Position - Job
- UIN
- Expense Amount
- Expense Hours
- Pay Category Detail
- Pay Event Desc

Formulas

Payroll Recon. Excel Format Expenses by Home Org. Documentation

Page 1 1/1 Last Exec: 2/18/2008 02:23 PM NUM

Solution Library – Pay Org different from Home Org

BusinessObjects - Payroll_Recon_Diff_Org[1].rep - [mpollard@eddie.ds.uillinois.edu]

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Data Map

Variables

- Full Name
- Home Org Code
- Pay Category Detail
- Pay Event Code
- Paying CFQAP
- Payroll Id
- Payroll Number
- Payroll Year
- Position - Job
- UIN
- Expense Amount
- Expense Hours
- Pay Category Detail
- Pay Event Desc
- Formulas

Header

DECISION SUPPORT Solution Library

COA: 2 Org: 791000 Year: 2008 Period: 01

Payroll Reconciliation

Full Name	Home Org Code	UIN	Position - Job	Payroll Year	Payroll Id	Payroll Number	Pay Event Desc	Pay Category Detail Desc
---	301000	676121645	C76175-00	2008	MN	1	Original Action	Regular Pay-Exempt
---	301000	676121645	C76176-00	2008	MN	1	Original Action	Regular Pay-Exempt
---	440000	656495732	C80519-00	2008	MN	1	Original Action	Regular Pay-Exempt
---	699000	676558125	C76201-00	2008	MN	1	Original Action	Regular Pay-Chicago
---	949000	663804311	C76203-SM	2007	MN	6	Redistribute	Regular Pay-Exempt
---	949000	663804311	C76203-SM	2007	MN	6	Void	Regular Pay-Exempt
---	949000	663804311	C76203-SM	2007	MN	7	Redistribute	Regular Pay-Exempt
---	949000	663804311	C76203-SM	2007	MN	7	Void	Regular Pay-Exempt

Payroll Recon. Excel Format Expenses by Home Org. Documentation

Last Exec: 2/18/2008 02:24 PM

NUM

Solution Library – Pay Org different from Home Org

BusinessObjects - Payroll_Recon_Diff_Org[1].rep - [mpollard@eddie.ds.uillinois.edu]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Arial

Payroll Reconciliation Last Refresh: 2/18/2008

A: 2 Org: 791000 Year: 2008 Period: 01

Position - Job	Payroll Year	Payroll Id	Payroll Number	Pay Event Desc	Pay Category Detail Desc	Paying CFOAP	Expense Amount	Expense Hours
C76175-00	2008	MN	1	Original Action	Regular Pay-Exempt	2-100008-791000-2111 00-791001	2,747.73	84.93
C76176-00	2008	MN	1	Original Action	Regular Pay-Exempt	2-100008-791000-2113 00-791001	427.08	173.33
C80519-00	2008	MN	1	Original Action	Regular Pay-Exempt	2-495617-791000-2111 00-191100	643.94	1.30
C76201-00	2008	MN	1	Original Action	Regular Pay-Chicago	2-494590-791000-2122 10-191100	1,856.58	86.68
C76203-SM	2007	MN	6	Redistribute	Regular Pay-Exempt	2-495612-791000-2121 10-191100	722.22	173.33
C76203-SM	2007	MN	6	Void	Regular Pay-Exempt	2-495612-791000-2121 10-191100	-722.22	173.33
C76203-SM	2007	MN	7	Redistribute	Regular Pay-Exempt	2-495612-791000-2121 10-191100	722.22	173.34
C76203-SM	2007	MN	7	Void	Regular Pay-Exempt	2-495612-791000-2121 10-191100	-722.22	173.34

Variables

- Full Name
- Home Org Code
- Pay Category Detail
- Pay Event Code
- Paying CFOAP
- Payroll Id
- Payroll Number
- Payroll Year
- Position - Job
- UIN
- Expense Amount
- Expense Hours
- Pay Category Detail
- Pay Event Desc

Formulas

Payroll Recon. Excel Format Expenses by Home Org. Documentation

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NUM

Rock On! Question answered.

One Last Time!



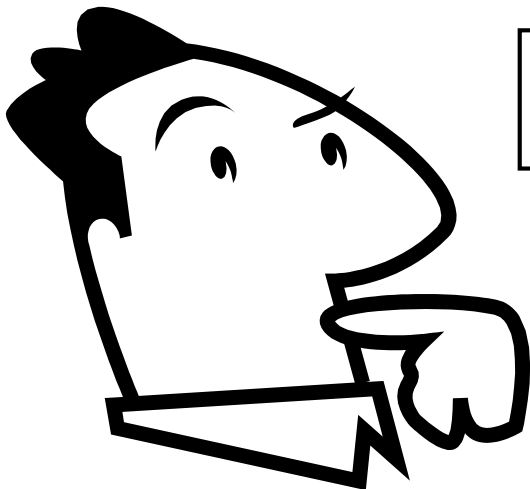
Sample business question 5:

I've paid signifies a limit on Chart and Org.

Who did I pay last year?

When you are looking to see where people have been paid from, it limits your Universe choices.

When you use the phrase 'last year', it generally means a State Fiscal year. You will most likely need a condition on State Fiscal Year.



What universe should I use?

Discussion: Which Universe would you use?

Who did I pay last year?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars
3. EDW – Finance Ledger OL GL – The purpose of this Universe is to list operating ledger or general ledger transactions and the associated dollars
4. EDW – Finance PCard Transactions – The purpose of this Universe is to list PCard transactions and related information
5. EDW – HR Payroll – The purpose of this Universe is to list Payroll transactions and related information
6. EDW – HRFIN BOS Expense – This Universe contains expense transaction data only. The purpose of this Universe is listing expenditures with payroll detail by person.

The question you want to answer will determine the 'best' Universe.

Who did I pay last year?



1. DM – HR Payroll Reconciliation Universe – The purpose of this Universe is to help with the reconciliation of Payroll.
2. EDW – Finance Grants Streamlined – The purpose of this Universe is to list grants and summarize grant dollars
3. EDW – Finance Ledger OL GL – The purpose of this Universe is to list operating ledger or general ledger transactions and the associated dollars
4. EDW – Finance PCard Transactions – The purpose of this Universe is to list PCard transactions and related information
- 5. *EDW – HR Payroll – The purpose of this Universe is to list Payroll transactions and related information***
6. EDW – HRFIN BOS Expense – This Universe contains expense transaction data only. The purpose of this Universe is listing expenditures with payroll detail by person.

Available Solutions on the DS website

[Create Reports Home](#)
[Solution Library Home](#)
Employee-Related Solutions
[Employee Mailing Labels](#)
[Faculty Tenure Track](#)
[Employee Work Mailing Labels](#)
[Current Job Listing](#)
[EClass Listing](#)
[Job/Job Detail Listing](#)
[Extra Help Hours Worked](#)
[Employee Leave Balances](#)
Money-Related Solutions
[Payroll Listing by Org](#)
[Payroll Paying CFOAPs](#)
[PCard Listing Outside Org](#)

SOLUTION LIBRARY

The Decision Support Solution Library provides step-by-step instructions for many common reporting needs. Each reporting solution contains:

- A sample report
- Detailed instructions on how to open, modify, and save the report
- Business concepts and data rules associated with the report
- Helpful links to additional Business Objects, Universe, and security information.

❖ Solutions Now Available:

Employees

- **Employee Attributes**
 - [Employee Mailing Address Labels](#)
 - [Faculty Tenure Track Information](#)
 - [Employee Work Mailing Labels](#)
- **Position/Job Attributes**
 - [Current Job Listing](#)
 - [Current Position Listing](#)
 - [Employee Class \(E-Class\) Listing](#)
 - [Employee Job/Job Detail Listing](#)
- **Time/Attendance Recorded**
 - [Employee Extra Help Hours Worked](#)
 - [Employee Leave Balances](#)

Quick Links
[Query Clearinghouse](#)
[Universe Information](#)
[Solution Library Home](#)
[General Info](#)
[BO How To & Tips](#)

Available Solutions on the DS website

Student-Related Solutions	Money
P-Card Unreconciled	<ul style="list-style-type: none">• Accounts Payable/Purchasing<ul style="list-style-type: none">• P-Card Transactions Posted by Cardholders Outside an Organization• P-Card Un-Reconciled Transactions• Purchase Order Listing• Cash and General Ledger<ul style="list-style-type: none">• General Ledger Transactions by Fund and Account• Expense / Revenue<ul style="list-style-type: none">• Detailed Expenditures by C-FOAP• Combined Finance & Payroll Expenses• Rogue C-FOAPAL Listing for Funds 1 & 2• Rogue C-FOAPAL Listing for Fund 3• Rogue C-FOAPAL Listing for Funds 4, 5 & 60• Grants<ul style="list-style-type: none">• Direct & Indirect Expenses for Grant Funds• Grants Proposals• Payroll<ul style="list-style-type: none">• Employee Payroll Listing by Paying Organization (Who am I paying?)• Paying C-FOAPs for Employees in an Organization (Who is paying my employees?)• Employee Payroll Listing - External Organizations (Home Org doesn't match Paying Org)• Salary Planner and Budget<ul style="list-style-type: none">• Permanent Original State Fund Budget• Salary Planner Preparation
Informal Class Roster	
Informal Class Roster with Grades	
Informal Class Roster in Census	
Deans List	

Solution Library – Who did I pay last year?



Create Reports | View Reports | Download Data | Get Help | Get Access | About Data | DW Changes | Benefit | About DS

Solution Library
[Create Reports Home](#)
[Solution Library Home](#)

Employee-Related Solutions

[Employee Mailing Labels](#)
[Faculty Tenure Track](#)
[Employee Work Mailing Labels](#)
[Current Job Listing](#)
[EClass Listing](#)
[Job/Job Detail Listing](#)
[Extra Help Hours Worked](#)
[Employee Leave Balances](#)

DECISION SUPPORT
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CREATE AN EMPLOYEE PAYROLL LISTING FOR A PAYING ORGANIZATION AND FISCAL YEAR

Title	Employee Payroll Listing by Paying Organization
Description	List of employee payroll transactions for a paying organization, for a fiscal year. The report is sorted by paying CFOAP and employee name. The report includes payroll expense sub-totals by CFOAP and a grand total for the entire organization.
Universe(s)	EDW – HR– Payroll (HR_PAY)
Authored By	Decision Support
Sample Report	Payroll_Listing_Paying_Org

[❖ Additional Information](#)

Payroll Analysis

[HR Payroll Universe](#)
[HRFIN BOS Payroll Universe](#)
[Similar Templates in QCH](#)
[DS General Info](#)
[BO How To & Tips](#)



Solution Library – Who did I pay last year?

The screenshot shows the BusinessObjects interface for the report 'Payroll_Recon_Diff_Org[1].rep'. The left pane displays a tree view of variables and formulas. A dialog box titled 'Enter or Select Values' is open, prompting the user to enter specific values for the report execution.

BusinessObjects - Payroll_Recon_Diff_Org[1].rep - [mpollard@eddie.ds.uillinois.edu]

Enter or Select Values

- 1. Enter a 4 digit FISCAL YEAR (i.e., 2006)
2007
- 2. Enter a 1 digit CHART CODE (1,2,4 or 9)
2
- 3. Enter 1 or more 6 digit ORG CODES (i.e.,251000;251002) ...
791000

Buttons: OK, Cancel, Help, Values...

Variables:

- Full Name
- Home Org Code
- Pay Category Detail
- Pay Event Code
- Paying CFOAP
- Payroll Id
- Payroll Number
- Payroll Year
- Position - Job
- UIN
- Expense Amount
- Expense Hours
- Pay Category Detail
- Pay Event Desc

Formulas:

Page 1 | **Payroll Recon.** | **Excel Format** | **Expenses by Home Org.** | **Documentation**

1/1 | Last Exec: 2/18/2008 02:24 PM | NUM

Solution Library – Who did I pay last year?

BusinessObjects - Payroll_Listing_Paying_Org[1].rep - [mpollard@eddie.ds.uillinois.edu]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Variables

- Acctg Detl CFOAP
- Acctg Detl Event Des
- Acctg Detl Fiscal Year
- Employee Name
- Employee UIN
- Job Suffix
- Payroll ID
- Payroll Number
- Payroll Year
- Position Number
- Sequence Number
- Acctg Detl Expense

Formulas

Employee Payroll Listing by Paying Organization

Last Row

Fiscal Year: 2007 Chart: 2 Paying Org Code(s): 791000

Acctg Detl CFOAP	Employee Name	Employee UIN	Position Number	Job Suffix	Payroll ID	Payroll Year	Payroll Number	Sequence Number	Acctg Detl Event Des
2-100006-791000-211100-791001		675899333	C76565	00	MN	2006	6	1	Void
		675899333	C76565	00	MN	2006	6	2	Redistributi
2-100006-791000-211100-791001									
2-100006-791000-211300-791001		675899333	C76563	00	MN	2006	6	1	Void
		675899333	C76563	00	MN	2006	6	2	Redistributi
		676684830	C76200	00	MN	2006	7	0	Original Ac
		676684830	C76200	00	MN	2006	999	0	
2-100006-791000-211300-791001									
2-100007-791000-211100-791001		676528883	C76372	00	MN	2006	7	0	Original Ac
		676528883	C76372	00	MN	2006	8	0	Original Ac
		676528883	C76372	00	MN	2006	9	0	Original Ac

Report1

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Solution Library – Who am I paying?

BusinessObjects - Payroll_Listing_Paying_Org[1].rep - [mpollard@eddie.ds.uillinois.edu] - [Payroll_Listing_Paying_Org[1].rep]

File Edit View Insert Format Tools Data Analysis Window Help

100%

Variables

- Acctg Detl CFQAP
- Acctg Detl Event Desc
- Acctg Detl Fiscal Year
- Employee Name
- Employee UIN
- Job Suffix
- Payroll ID
- Payroll Number
- Payroll Year
- Position Number
- Sequence Number
- Acctg Detl Expense

Formulas

Employee Payroll Listing by Paying Organization

Last Refresh: 2/18/2008

Fiscal Year: 2007 Chart: 2 Paying Org Code(s): 791000

	Employee Name	Employee UIN	Position Number	Job Suffix	Payroll ID	Payroll Year	Payroll Number	Sequence Number	Acctg Detl Event Desc	Acctg Detl Expense Amount
00-791001	---	675899333	C76565	00	MN	2006	6	1	Void	0.00
	---	675899333	C76565	00	MN	2006	6	2	Redistribute	0.00
00-791001									Sum:	0.00
00-791001	---	675899333	C76563	00	MN	2006	6	1	Void	0.00
	---	675899333	C76563	00	MN	2006	6	2	Redistribute	0.00
	---	676684830	C76200	00	MN	2006	7	0	Original Action	3,492.07
	---	676684830	C76200	00	MN	2006	999	0		-3,492.07
00-791001									Sum:	0.00
00-791001	---	676528883	C76372	00	MN	2006	7	0	Original Action	6,415.77
	---	676528883	C76372	00	MN	2006	8	0	Original Action	6,415.77
	---	676528883	C76372	00	MN	2006	9	0	Original Action	6,961.80

Report1


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How did we do that?









Here are some tools
you can use!

Expense Universes: Decision Grid

	Non-payroll expenses (office supplies, equipment, etc)	summarized payroll dollars (no individual person information)	Gross Pay (by employee)	Employer Paid Benefits (by employee)	payroll encumbrances (by employee)	non-payroll encumbrances	summarized payroll encumbrances
	Universe Name						
	EDW - Finance Ledgers OL GL	x	x			x	x
	EDW - Finance Grants Streamlined	x	x			x	x
	EDW - Finance PCard Transactions	x					
	EDW - HRFIN BOS Expense	x		x	x		
	EDW - HR Payroll			x	x	x	
	DM - HR Payroll Reconciliation			x	x		

Expense Universes: Additional information

Universe	Time Frame	Universe Ease of Use
DM – HR Payroll Reconciliation Universe	Current Fiscal Year plus 2 previous FYs (from July 2007)	 Easy
EDW – Finance Grants Streamlined	Since Banner Go Live (from July 2003)	 Medium
EDW – Finance Ledger OL GL	Since Banner Go Live (from July 2003)	 Medium
EDW – Finance P-Card Transactions	Approx 2003 to current	 Easy
EDW – HR Payroll	Since Banner Go Live (from December 2003)	 Hard
EDW – HRFIN BOS Expense	Current Fiscal Year and one Previous FY	 Easy

What if there is no pre-authored report that answers your question?

1. Write your own report from scratch

2. Look for a pre-authored report to use or modify in:

- Solution Library
- Query Clearinghouse



Who ya going to call?



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Create Reports

View Reports

Download Data

Get Help

Get Access

About Data

DW Changes

Benefit

About DS

DECISION SUPPORT

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WELCOME

Decision Support (DS) is a Business Intelligence Competency Center that provides support for scoping, designing, and delivering solutions to business problems using a combination of enterprise data warehouse, data marts, and data networks. DS works with customers to optimize administrative data usage for effective information management, staff report development, and providing data education. DS manages the University's data warehouse, providing data access, supporting staff report development, and providing data education at nearly every level. With new technologies, such as dashboards and OLAP browsers, DS continues to transform data into information to help guide strategic decision making at each campus and University Administration. DS is part of the University's commitment to providing the best possible experience for its users.

❖ Get Started

- Get Access
- Change Password
- View Standard Reports
- Create Custom Reports
- Create Data Downloads

❖ Assistance & Training

- Self-Directed Training
- Classes & Workshops
- 1-on-1 Assistance
- Templates & Solutions
- Query Clearinghouse
- Solution Library
- Technical Support
- Troubleshoot
- Glossary
- General Information Resources

❖ Check Out

- Data Acquisition Improvements
 - Target: 8:00 a.m. for Data Warehouse processing consistent completion
 - Progress: 70% Nearly 5 hours improvement!
 - ~5 Hours
- BusinessObjects XI Upgrade
 - On March 10, BusinessObjects XI R2 will be live! Users can install Desktop

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Who ya going to call?

Check for dates and times of scheduled monthly practice labs (help sessions)



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Get Help

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[Business Objects Training Manuals](#)
[Data Education Materials](#)
[Classes & Workshops](#)
[1-on-1 Assistance](#)
[Templates & Solutions](#)
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DECISION SUPPORT

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GET HELP > 1-ON-1 ASSISTANCE

Join the DS specialists in Finance, Student, and HR each month to work through your reporting needs. In these walk-in sessions you can practice what you've learned and receive individualized help in building reports to meet your business needs.

Whether you'd like to test out reporting ideas, explore the universes in more depth, or try combinations of data elements with the assistance of Decision Support specialists, Data Warehouse Practice Lab sessions are an easy way to learn more about the Data Warehouse. Bring ideas for reports you wish to build, problems you have been experiencing, or questions about data elements and optimal reporting strategies. The labs are open to all users.

UIUC Practice Lab Schedule

1st Friday of each month (unless otherwise noted); No January, June, or July sessions
Time: 9 to 11 a.m.
Location: 1124 Gerty (AITS Building, 50 Gerty Dr.), Usability Lab
Currently scheduled for:

- February 1 **CANCELED:** Because of the winter storm, this lab will not be held.
- March 5 (Wednesday)
- April 4
- May 2 **NOTE:** HR and Finance sessions only; no Student session.

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Who ya going to call?



Check for dates and times of scheduled monthly practice labs (help sessions)

Technical Support	UIC Online Office Hours
Glossary	Second Tuesdays; no January, June, or July sessions
General Information Resources	Currently scheduled for:
Change or Reset Passwords	<ul style="list-style-type: none">• February 12• March 11• April 8• May 13
	<u>Time:</u> 1:00 to 2:00 (open session times; log in/out as needed)
	<u>Location:</u> Online interactive sessions from your office or favorite location!
	<u>Registration:</u> Not required, but those who register in advance will receive priority assistance. Registration is available from the Decision Support Training page.
	To Join for FINANCE (Meeting ID 509-312-706):
	<ul style="list-style-type: none">• Go to https://www.gotomeeting.com/join/509312706 and sign in to see what's happening.• Call 605.990.0215 and enter access code 509 312 706 # when prompted to hear what's happening.
	To Join for HR (Meeting ID 894-156-885):
	<ul style="list-style-type: none">• Go to https://www.gotomeeting.com/join/894156885 and sign in to see what's happening.• Call 419.400.0288 and enter access code 894 156 885 # when prompted to hear what's happening.
	To Join for STUDENT (Meeting ID 901-380-035):
	<ul style="list-style-type: none">• Go to https://www.gotomeeting.com/join/901380035 and sign in to see what's happening.• Call 641.715.3853 and enter access code 901 380 035 # when prompted to hear what's happening.
	UIS Practice Lab Schedule
	Schedule below; No January, June, July, or December sessions
	Time: 1:00 to 3:00 p.m.
	Location: BSB 108

Additional Report writing help options:

- By filing an on-line Help Desk case
<http://onlinesupport.uillinois.edu/ds.html>. To complete the form:
 - Authenticate via Bluestem
 - Click "Start Here" on the left-hand margin
 - Select "New Case"
 - Be sure "Decision Support" is listed on Help Desk line (first line of New Case entry form). If it does not, click "Change Help Desk" and select Decision Support from the list of options.
 - Enter your contact information and the nature of your problem
 - Click "Create Case" to submit the case to Decision Support for response
- Create a Clarify Ticket
 - Phone the AITS Help Desk:
 - Chicago: (312) 996-4806
 - Urbana: (217) 333-3102
 - Springfield: (217) 333-3102
 - Email the AITS Help Desk:
 - helpdesk2@uillinois.edu (one address for all 3 campuses to use)
 - If you have access to Clarify,
 - Send a Clarify Ticket directly to the 'Decision Support' Queue—we'll take it from there; the appropriate person will respond.

Email a FAC (Functional Area Coordinator):



DSFAC@helpdesk.uillinois.edu

Have you emailed your FAC today?



But I really want to talk to one of you:

Beth Ladd – Finance FAC

hessgill@uillinois.edu

217-265-6537

<http://www.linkedin.com/pub/0/8b0/a83>



Mark Pollard – HR FAC

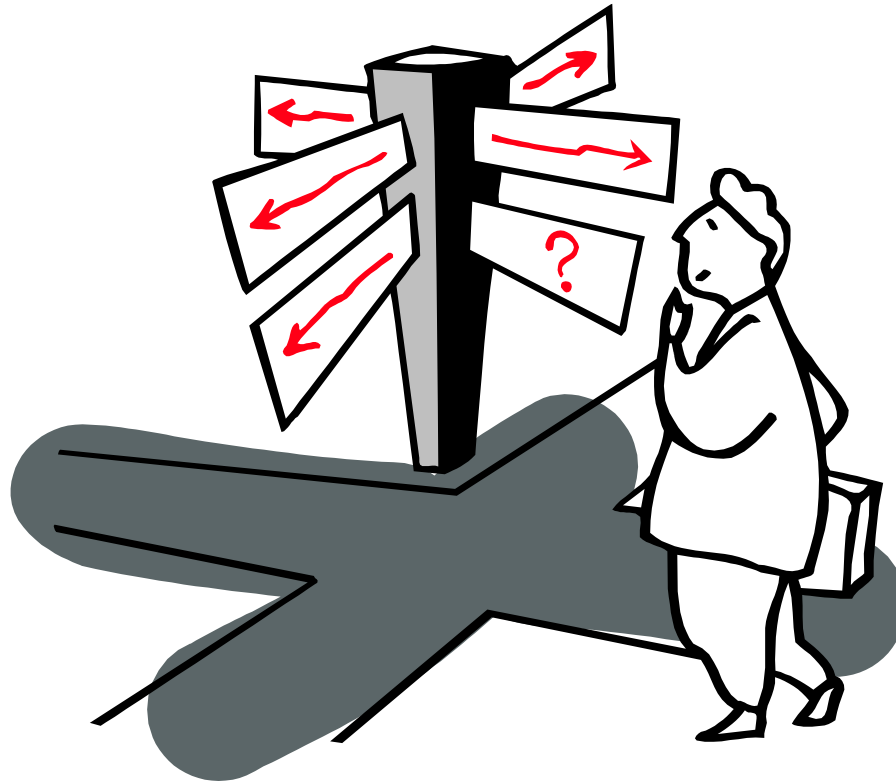
mpollard@uillinois.edu

217-265-6538

<http://www.linkedin.com/in/markpollard>



Questions? Discussion?



Thank You!

Appendix – Additional Resources

Getting started in the data warehouse

Decision Support suggests the following training for first time users of the Business Objects report writing tool:

1. Introduction to Business Objects
2. Formatting in Business Objects



<http://www.ds.uillinois.edu/web/Home/Help/Classes.aspx>

Getting started in the data warehouse

Decision Support suggests the following training for first time report writers:

1. Online Demos & Tutorials
2. Archived WebCasts
3. CPR Sessions (Come Practice Reporting)
4. Review of Universe Metadata
 - DUGs – Detailed Universe Guides
 - Quick Reference Guides



<http://www.ds.uillinois.edu/web/Home/Help/SelfTraining.aspx>

Date Warehouse documentation online:

- Decision Support has lots of documentation, what we call Metadata, on our website. In addition, our universe products have lots of definitions and information.

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>



Documentation for Data Warehouse Users

For additional documentation and information about universes, objects, tables, loading of EDW data, training, data models, and metadata search, please visit the DS website:

<http://www.ds.uillinois.edu/web/Home/Metadata.aspx>

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METADATA

Metadata

- Metadata Home
- Metadata for Business Objects
- Metadata for ODBC
- Metadata by Subject Area
 - Employee-Related Metadata
 - Money-Related Metadata
 - Student-Related Metadata
- About Metadata

Metadata for Business Objects Users
Data and product information for users who create reports using Business Objects

Metadata for Data Downloaders
Data and product information for users who create custom reports using a ODBC tool (MS Access, MySQL, etc.), or who create data downloads using the Data Warehouse

Metadata by Subject Area
Employee - information about employee-related data and products
Money - information about money-related data and products
Student - information about student-related data and products

About Metadata
Learn more about Metadata and how it can help you

Quick Links

- Query Clearinghouse
- Universe Information
- Solution Library Home
- General Info
- BO How To & Tips

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Decision Support - Password reset



- DS is pleased to announce the availability of a Password Management Application!
- The Self Service Application enables you to unlock, set, and synchronize your EDDIE/BusinessObjects and Data Warehouse passwords in the production environment.
- The link to the Self Service Application is below. The application can also be accessed via the DS website under the 'Get Help' menu or directly from the EDDIE login screen.

<https://www.ds.uillinois.edu/PwdMgmt>

DS Resources and Contacts: General



- Want general info on reporting?
 - Check out Reporting Central at www.ds.uillinois.edu
- Want to know the status of issues and when the Warehouse data was last updated?
 - Visit the System Status page at <http://www.ds.uillinois.edu/web/Home/AboutData/Data.aspx>

DS Resources and Contacts: Custom Reports

- How can I get access to create my own reports using the Data Warehouse?
 - Follow the instructions at <http://www.ds.uillinois.edu/web/Home/GetAccess/ForUsers.aspx>
- How can I find out what training is available for using Business Objects?
 - Browse the Training Calendar on the DS website at: <http://www.ds.uillinois.edu/trainingnet/default.aspx>
- Need help creating a report, or having a problem?
 - Drop in at regularly scheduled “practice labs” to get one-on-one help from the experts in an open lab setting. See the Events page at <http://www.ds.uillinois.edu/web/Home/Help/1on1.aspx> for times and locations.
 - File a case with the AITS Help Desk (be sure to include “Decision Support” in the description so it gets routed to DS)
 - Call: 312-996-4806 (UIC) or 217-333-3102 (UIS or UIUC)
 - E-mail: helpdesk2@uillinois.edu



DS Resources and Contacts: Change Management

- Need to know what changes have been made to the Data Warehouse?
 - Go the Change Management page and click on “Release Notes”
<http://www.ds.uillinois.edu/web/Home/ChangesUpdates/ImplChanges.aspx>
 - What enhancements have been requested and what is their status?
 - DS has a Change Management Advisory Committee (CMAC) that helps prioritize change requests, check out the CMAC page to find out more about changes in the queue and for lists of members:
<http://www.ds.uillinois.edu/web/Home/ChangesUpdates/CMAC.aspx>

