

Discoverer Plus/ODS
Finance Module

ODS (Operational Data Store): Database
Discoverer Plus: Reporting Tool

Connect to ODS Database using Internet Explorer

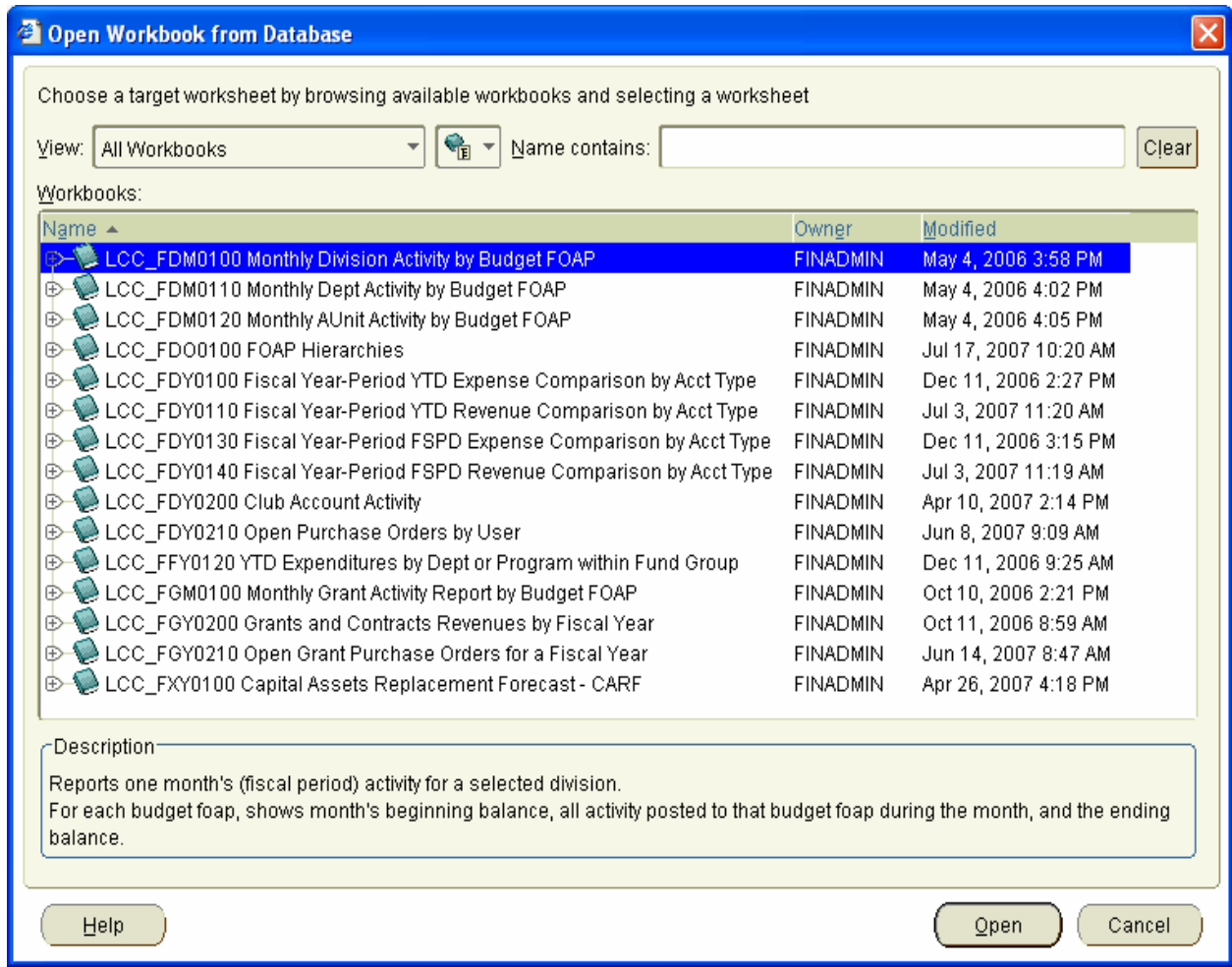
Log-In

From the Banner/ExpressLane login page at <http://www.lanecc.edu/explanestaff/> click on **Discoverer Plus**.

Your user name should be the same as Banner, last name + first initial
Enter password, click Connect.

Select a Report – Database > Open

The Report menu



Report Definitions as of 07.26.07

Finance Activity by Budget FOAP

FDM0100 Monthly Division Activity by Budget FOAP:

- Reports one month's (fiscal period) activity for a selected division. For each budget FOAP, shown month's beginning balance, all activity posted to that budget FOAP during the month, and the ending balance.

FDM01100 Monthly Dept Activity by Budget FOAP:

- Reports one month's (fiscal period) activity for one or more selected departments. For each budget FOAP, shown month's beginning balance, all activity posted to that budget FOAP during the month, and the ending balance.

FDM0120 Monthly AUnit Activity by Budget FOAP:

- Reports one month's (fiscal period) activity for one or more selected activity units (sub departments). For each budget FOAP, shown month's beginning balance, all activity posted to that budget FOAP during the month, and the ending balance.

Fiscal Period Revenue or Expense Comparison by Account Type

FDY0100 Fiscal Year-Period YTD Expense Comparison by Acct Type:

- Runs a crosstab report of expenses with fiscal period and fiscal year on the left and account type on the top. Reports accounted budget, actual, and encumbrance amounts. Tabs to select by division, department, activity unit, or data entry origin.

FDY0110 Fiscal Year-Period YTD Revenue Comparison by Acct Type:

- Runs a crosstab report of revenues with fiscal period and fiscal year on the left and account type on the top. Reports accounted budget, actual, and encumbrance amounts.

FDY0130 Fiscal Year-Period FSPD Expense Comparison by Acct Type:

- Runs a crosstab report of fiscal period actual expenses with fiscal period and year on the left and account type on the top. Tabs for entire collect, select by division, dept, activity unit or data entry orgn.

FDY0140 Fiscal Year-Period FSPD Revenue Comparison by Acct Type:

- Runs a crosstab report of fiscal period revenues with fiscal period and year on the left and account type on the top. Tabs for entire collect, select by division, dept, activity unit or data entry orgn.

Other Reports by Dept or User

FDY0200 Club Account Activity

- Reports year to date activity in club accounts for a selected fiscal year up through requested period.

FDY0210 Open (completed and approved) Purchase Orders by User

- Request a fiscal year and one or more user IDs

Grants and Contracts Reports

FGM0100 Monthly Grant Activity Report by Budget FOAP

- Reports one month's (fiscal period) activity for one or more selected grants. For each budget FOAP, shows month's beginning balance, all activity posted to that budget FOAP during the month, and ending balance.

FGY0200 Grants and Contracts Revenues by Fiscal Year

- Grants and Contracts revenue summary and detail by budget FOAP. Excludes funds that begin with 86 or 87.

FGY0210 Open Grant Purchase Orders for a Fiscal Year

- List opens Purchase Orders that contain Grant items, for a requested Fiscal Year.

High Level Reports

FDO0100 FOAP Hierarchies

- Lists FOAP hierarchies. Each element is on a separate table.

FFY0120 YTD Expenditures by Dept within Fund Group

- YTD Expenditures by Category (personnel, M& S, Capital Outlay) within Fund Group (1st digit of fund) and Department.

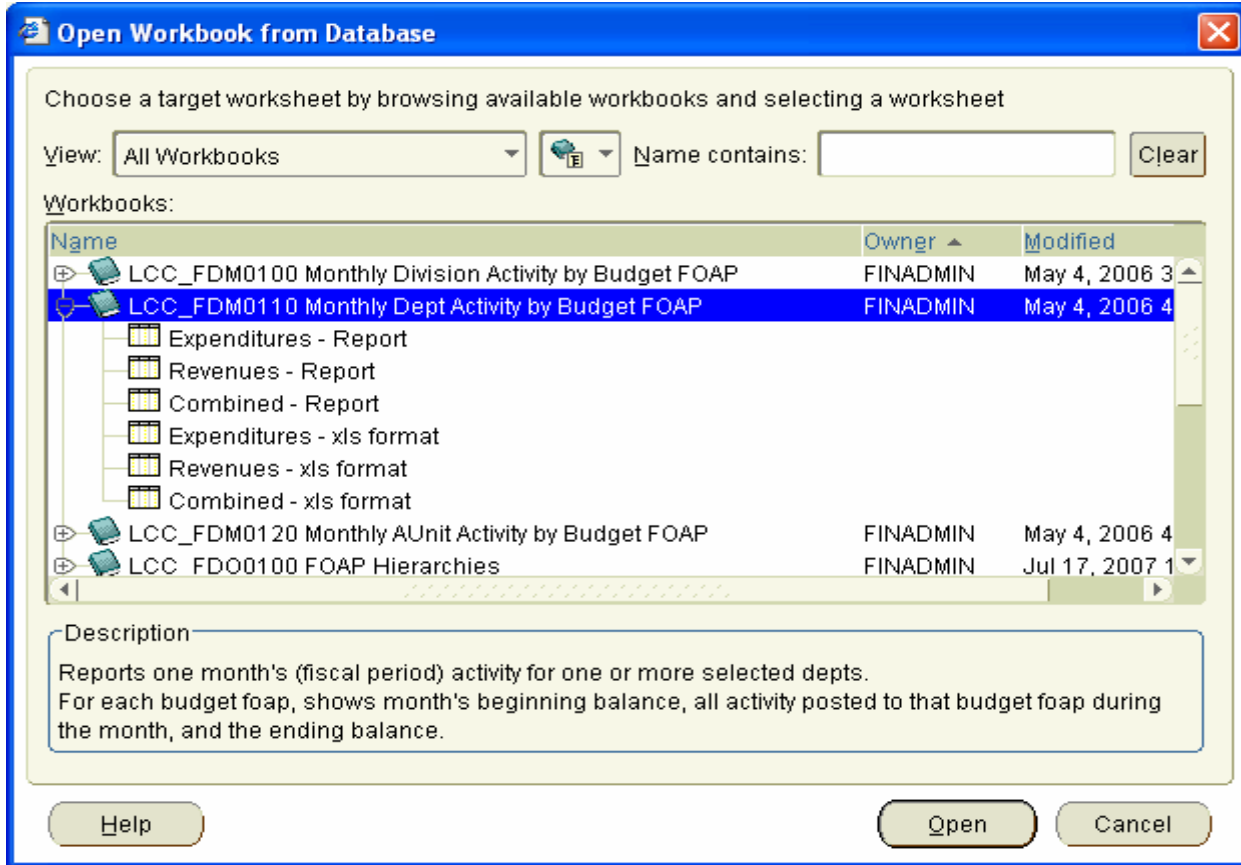
FXY0100 Capital Assets Replacement Forecast – CARF

- Lists capital assets grouped by user to be replaced. Excludes disposed assets, land, buildings, and improvements and assets not acquired in a fiscal year earlier than the requested year.

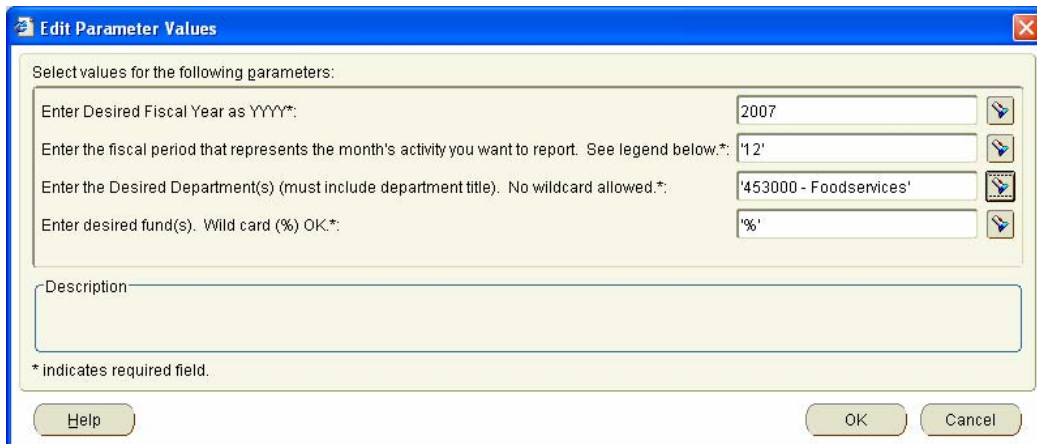
Run Reports

SAMPLE PARAMETER SET BASED ON FINANCE ACTIVITY BY BUDGET FOAP

Open Workbook From Database - Select desired report, **Double click** to open the selection of tabs. To save time, **select** and **open** on the tab you wish to query. I chose Combined – Report for this demonstration.



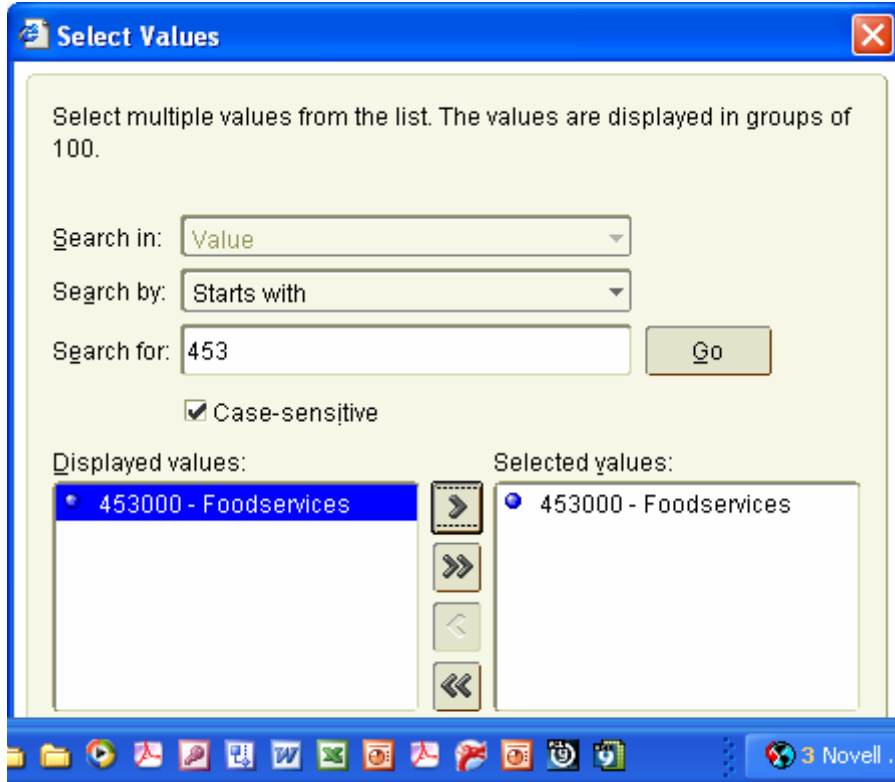
Edit Parameter Values - by selecting from drop down boxes or type in.



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Fiscal Year: Enter or select the (four digit) fiscal year (YYYY).

Fiscal Period: Enter the two digit number that corresponds to the fiscal month ex: July = 01. A legend pops up in the description box below when you click that field.



Unit Code:

Division, Department or Activity Unit (according to the report you have selected) number and Title - In order to facilitate accurate selection, the descriptions are attached to the org number. Therefore, you must enter the number and description for ODS to select the correct data.

Three ways to select:

1. Enter the number and org description; must exactly match the list.
2. Open the drop-down list and pick from the list (see figure above).
3. Enter beginning known numbers in the **Search For** field, and click **Go**. ODS will retrieve and display all enterable values. Select desired values. Single arrow over to the right box, or click >> to select all retrieved values.

Fund: Leave % for all funds or enter fund number to limit the data to retrieve. You can select multiple, non-contiguous funds if you open the drop down list of values, or enter as '111100','111200' in single quotes separated by a comma and no spaces.

Click OK to run the query.

ODS is not known for speed, however its flexibility more than makes up for the few minutes your query will take to run. This delay is a good reason to select the tab you desire when you first select the report. Note tab names. ReportName.xls tabs are formatted to export to Excel. You may think the others print nicely right from ODS.

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Page Items: Fiscal Year: 2007 Fiscal Period: 12

File Edit View Format Tools Help

http://exp.lanecc.edu:7777 - FINADMIN.LCC_FDM0110 Monthly Dept Activity by Budget FOAP - Oracle - Microsoft Internet Explorer

Dept	Fund	Budget Foap	Actual Org / Yr	Acct Desc	Trans Date	Trans Desc	Docum.	Acctd Bgdt	Actual	Encumb.	Differ.
463000 - Foodservices	611200 - Campus Foodservices	611200-463100-470500-310000	463100-471000	Net Working Capital-Unrestricted	06/30	Beginning Balance	F0008901	0.00	178,562.00	0.00	-178,562.00
				Capital-Unrestricted		Reversal of NWC from J0015741		0.00	178,562.00	0.00	-178,562.00
				End Balance				0.00	0.00	0.00	0.00
		611200-463100-480100-310000		Sale of Goods and Services		Beginning Balance		1,800,000.00	1,275,590.55	0.00	324,409.45
			463100-480260	Sales - Food	06/01	Center Food Sales 5-30	F0008771	0.00	4,485.30	0.00	-4,485.30
			463100-480260	Sales - Food	06/01	06/01/07 VISA FOODSERVICE	J0016166	0.00	1,221.00	0.00	-1,221.00
			463100-480260	Sales - Food	06/04	Center Food Sales 5-31	F0008775	0.00	4,362.55	0.00	-4,362.55
			463100-480260	Sales - Food	06/04	06/04/07 VISA FOODSERVICE	J0016180	0.00	1,970.30	0.00	-1,970.30
			463100-480260	Sales - Food	06/05	Center Food Sales 6-1	F0008789	0.00	2,497.20	0.00	-2,497.20
			463100-480260	Sales - Food	06/05	06/05/07 visa foodservices	J0016226	0.00	2,484.30	0.00	-2,484.30
			463100-480260	Sales - Food	06/06	Center Food Sales	F0008900	0.00	4,337.25	0.00	-4,337.25
			463100-480260	Sales - Food	06/06	06/06/07 visa foodservice	J0016216	0.00	2,220.35	0.00	-2,220.35
			463100-480260	Sales - Food	06/07	Center Food Sales 6-5	F0008806	0.00	4,840.15	0.00	-4,840.15
			463100-480260	Sales - Food	06/07	06/07/07 VISA FOODSERVICE	J0016225	0.00	1,883.95	0.00	-1,883.95
			463100-480260	Sales - Food	06/08	Center Food Sales 6-6	F0008909	0.00	4,192.85	0.00	-4,192.85
			463100-480260	Sales - Food	06/08	06/08/07 visa foodservice	J0016256	0.00	1,402.95	0.00	-1,402.95
			463100-480260	Sales - Food	06/11	Center Food Sales 6-7	F0008914	0.00	3,781.25	0.00	-3,781.25
			463100-480260	Sales - Food	06/11	06/11/07 VISA FOODSERVICE	J0016273	0.00	1,452.80	0.00	-1,452.80
			463100-480260	Sales - Food	06/12	Center Food Sales 6-8	F0008839	0.00	2,859.65	0.00	-2,859.65
			463100-480260	Sales - Food	06/13	06/12/07 visa foodservice	J0016286	0.00	1,059.90	0.00	-1,059.90
			463100-480260	Sales - Food	06/13	Center Food Sales	F0008862	0.00	3,220.05	0.00	-3,220.05
			463100-480260	Sales - Food	06/13	06/13/2007 visa	J0016304	0.00	1,078.80	0.00	-1,078.80

Double-click here to edit the text area

Expenditures - Report Revenues - Report Combined - Report Expenditures - xls format Revenues - xls format Combined - xls format

Applet: oracle.disco.DiscoApplet started

Internet

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Notice the beginning balance is carried forward from the previous period, which is year to date as of 06.01.07 in this illustration. Then each transaction is presented by budget FOAP, with the actual Org and Program in the next column – fund and program will always be the same between budget and actual FOAPs.

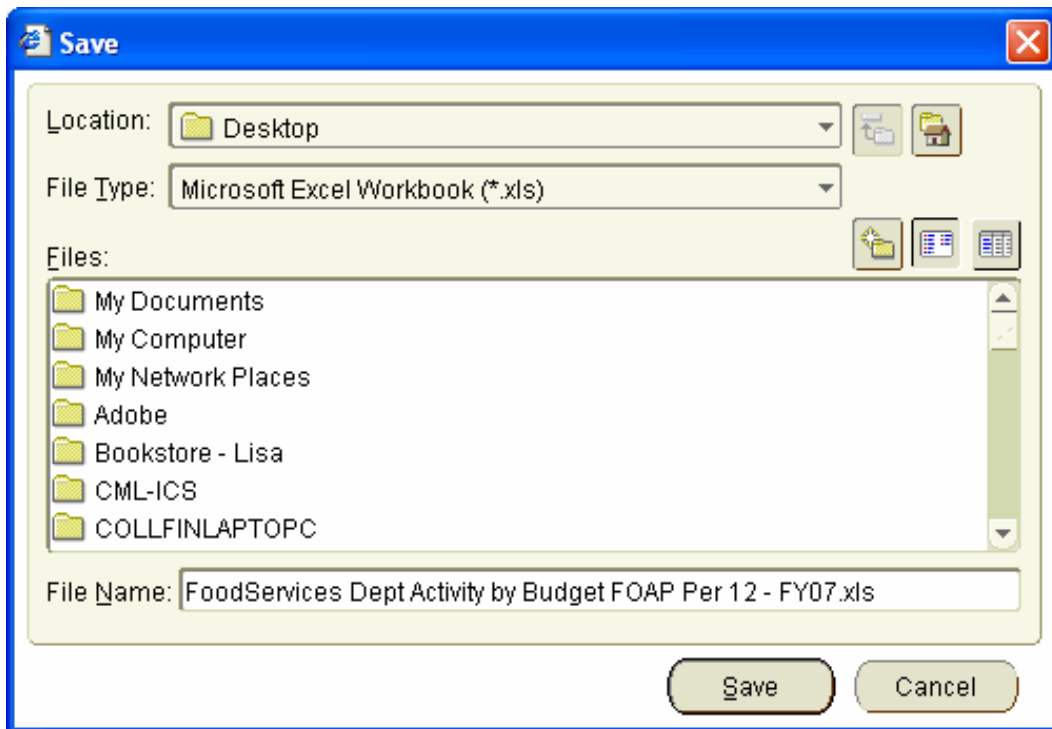
Exporting Data to Excel - .xls formatted tabs

There are two ways to export data to Excel

1. File > Export... (Recommended)

(Allows control of the location and file name)

- Wizard Step 1: Choose Current or All worksheets in file to export
- Wizard Step 2: Browse to desired file location and change file name

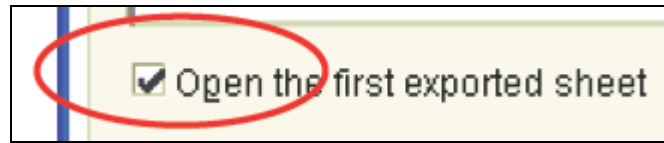


If you do not change the file name, the next time you export the same report to the same location, it will overwrite your saved data.

- Wizard Step 3: Review and accept or change parameters
- Wizard Step 4: Accept **Supervised**

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Even though this check box is selected, Excel will rarely automatically open the exported sheet.



When prompted, **Enable Macros** (there aren't macros included, it is part of the ODS "personality"). Your Macro Security setting must be set at Medium for this to work. To change, from the menu select:

Tools > Options > Security > Macro Security > Medium.

If you selected an .xls tab, each line in the department, fund and budget FOAP column would repeat the same information so that you can use Excel to format your report as desired. Here are a few lines so you can compare the format to the example on page 6.

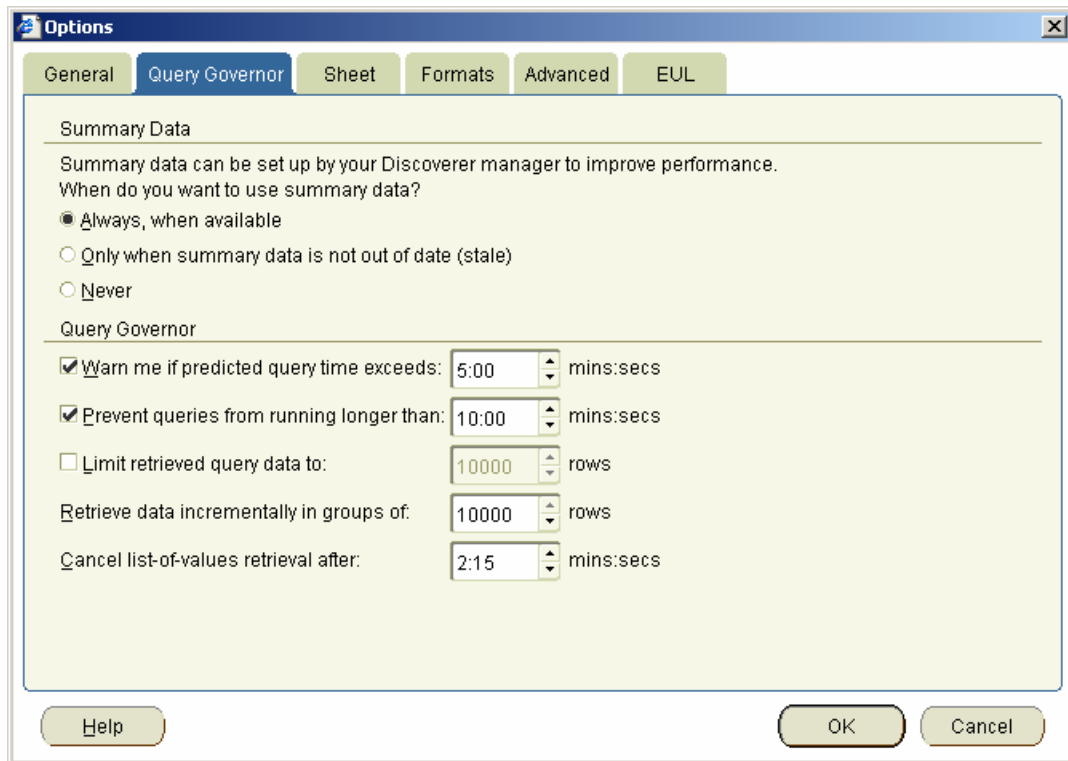
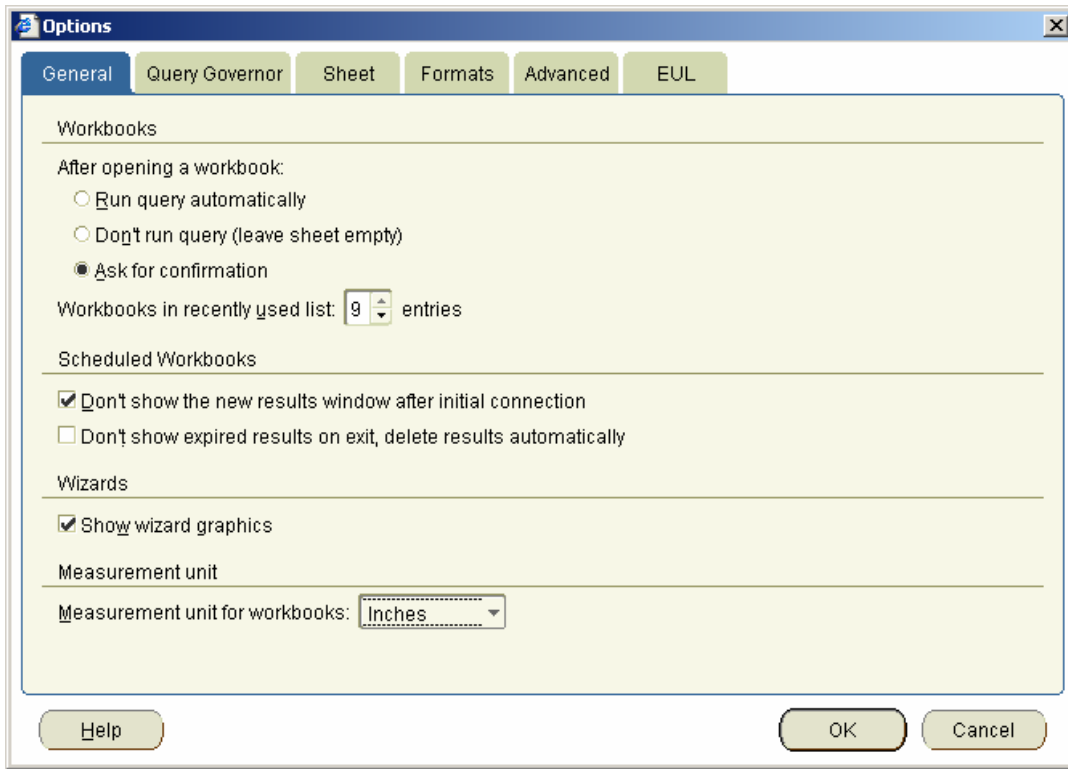
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	FSYR	FSPD	Dept	Fund	Budget Foap	Actual Org / Acct	Acct Desc	Trans Date	Trans Desc	Docum.	Acctd Bdgt	Actual	Encumb.
112	2007	12	453000 - Foodservices	611200 - Campus Foodservices	611200- 453100- 610000- 310000		Operational Supplies		Beginning Balance		-40,900.00	-28,012.40	-9,892.71
113	2007	12	453000 - Foodservices	611200 - Campus Foodservices	611200- 453100- 610000- 310000	453100-610000	Operational Supplies	06/18	to cover operations	J0016324	-15,000.00	0.00	0.00
114	2007	12	453000 - Foodservices	611200 - Campus Foodservices	611200- 453100- 610000- 310000	453100-610700	Cleaning Supplies	06/25	Mt Hood Chemical Corp	I0122338	0.00	-56.40	56.40
115	2007	12	453000 - Foodservices	611200 - Campus Foodservices	611200- 453100- 610000- 310000	453100-610700	Cleaning Supplies	06/25	Mt Hood Chemical Corp	I0122339	0.00	-574.30	574.30
116	2007	12	453000 - Foodservices	611200 - Campus Foodservices	611200- 453100- 610000- 310000	453100-610700	Cleaning Supplies	06/30	Mt Hood Chemical Corp	I0123824	0.00	57.50	-57.50

2. File > Export to Excel (Not Recommended)

This sends the file to a preset location that is somewhat difficult to find, and uses the report name for the file name. If you save the same report with different parameters, it will wipe out the previously saved report. It does work well for a quick look at a report.

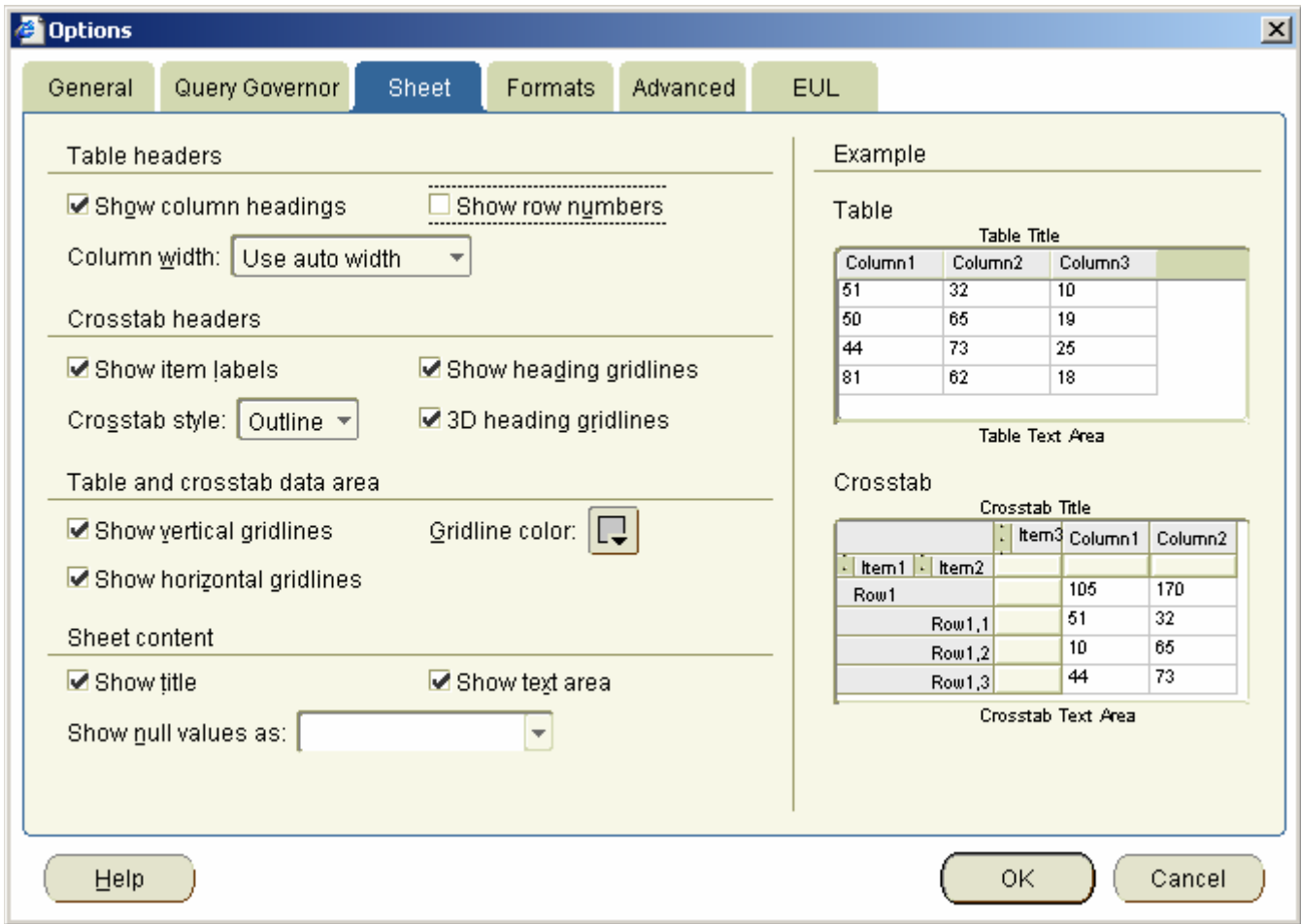
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In Discoverer Plus, from the Tools menu select Options and configure the General and Query Governor tabs as follows:



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On the sheet tab, select and deselect the boxes and notice how the display responds. Choose the option(s) that best suit your preferences.



Icon Legend -

Open new Report – return to menu	
Print Preview - NEW	
Change parameters in existing report	