OAC INTRODUCTION

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- Catalog
- Filters
- Pivots
- Groupings (Bins)
- Totaling (Sub-totals, grand totals)
- Importing
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- View Selector
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- Creating interactive queries
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Getting Started

OAC LOGGING IN

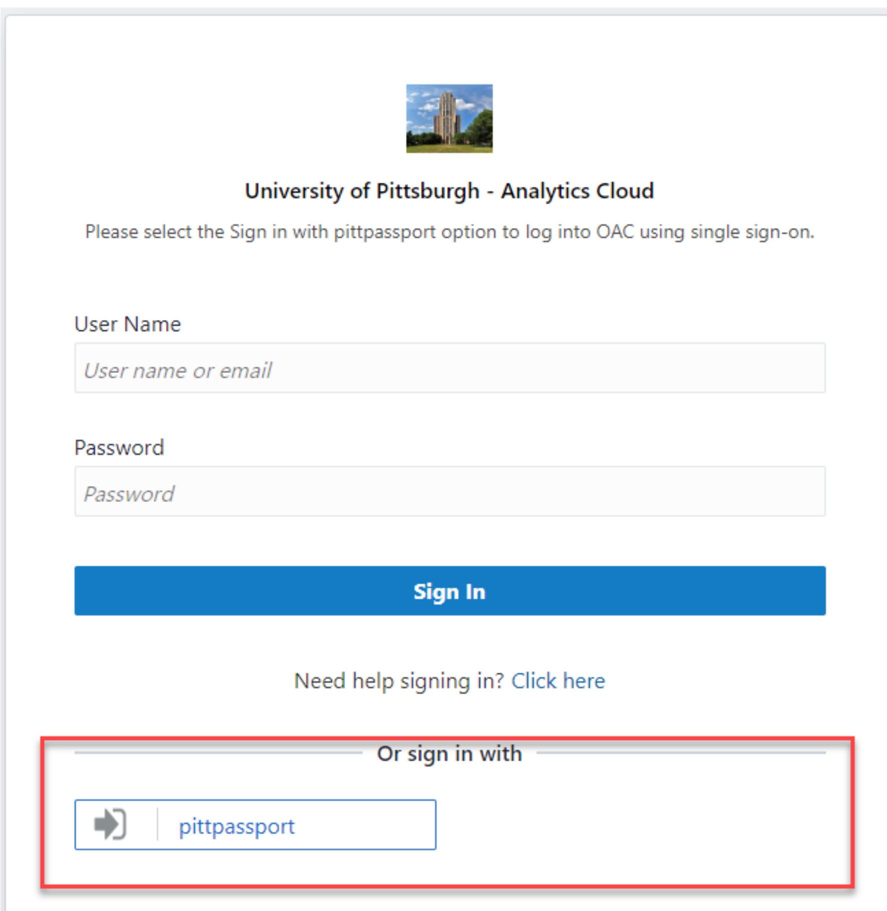
Access Oracle Business Intelligence Presentation Services/Analytics from the latest version of a browser, preferably Firefox or Chrome, within your desktop/virtual machine by selecting OAC Analytic Login:

Copy and paste the following OAC URL link into your browser.

https://oacprd-pittoac.analytics.ocp.oraclecloud.com/analytics/saw.dll?bieehome

If you receive an error, '401 Authorization Required' or any other error message; logout, clear the browser cache before logging in again.

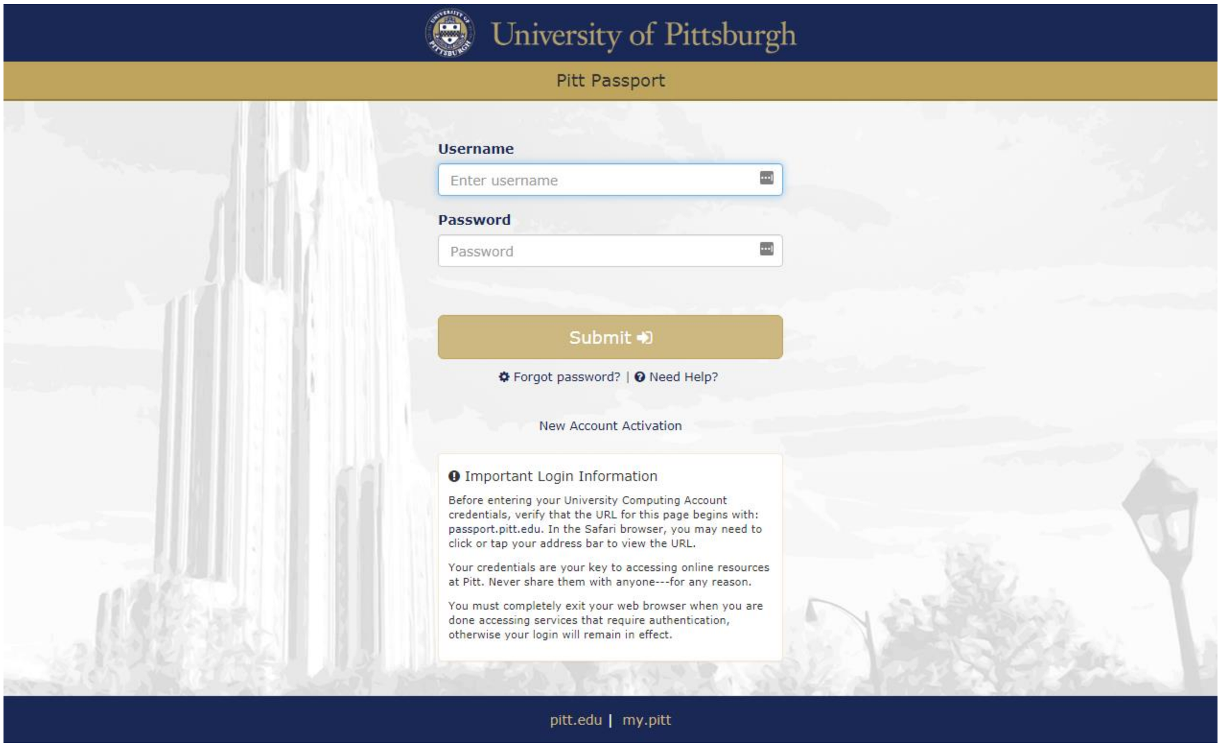
You will be directed to the Identity Cloud Service screen, which directs you to the University single-sign on screen (pittpassport), where you will need to go through the multi-factor authentication process using your University UserID and password.



Click on **Or sign in with pittpassport**

NOTE: Do not bookmark this page.

Enter University ID and password

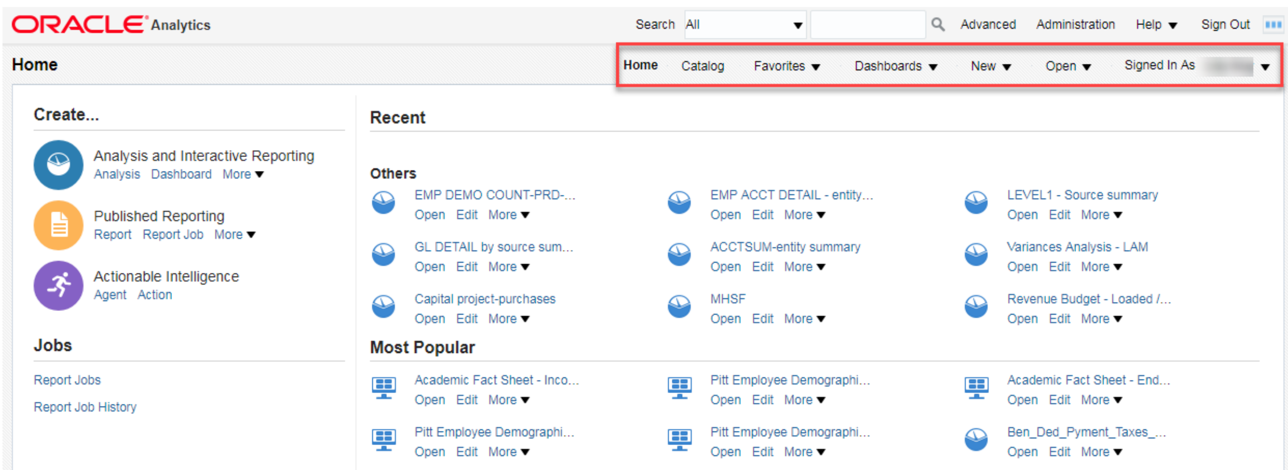


Click **Submit**

Complete multi-factor authentication process

After a successful login, the system displays your **Home** page which will be slightly different from example below since each user will have different access privileges and queries.

NOTE: You can bookmark this page and in subsequent logins the bookmark will bring you back to the appropriate Identity Cloud Service screen.



The menu bar in the upper right hand corner or Common Header directs you to various screens.

The Home Page is divided into five sections: Create, Recent, and Most Popular

Create contains the commands to create new OBIEE objects.

Recent contains links to various objects used and stored within your access areas in OBIEE.

Most Popular contains links to the most used objects by all users not just individual user.

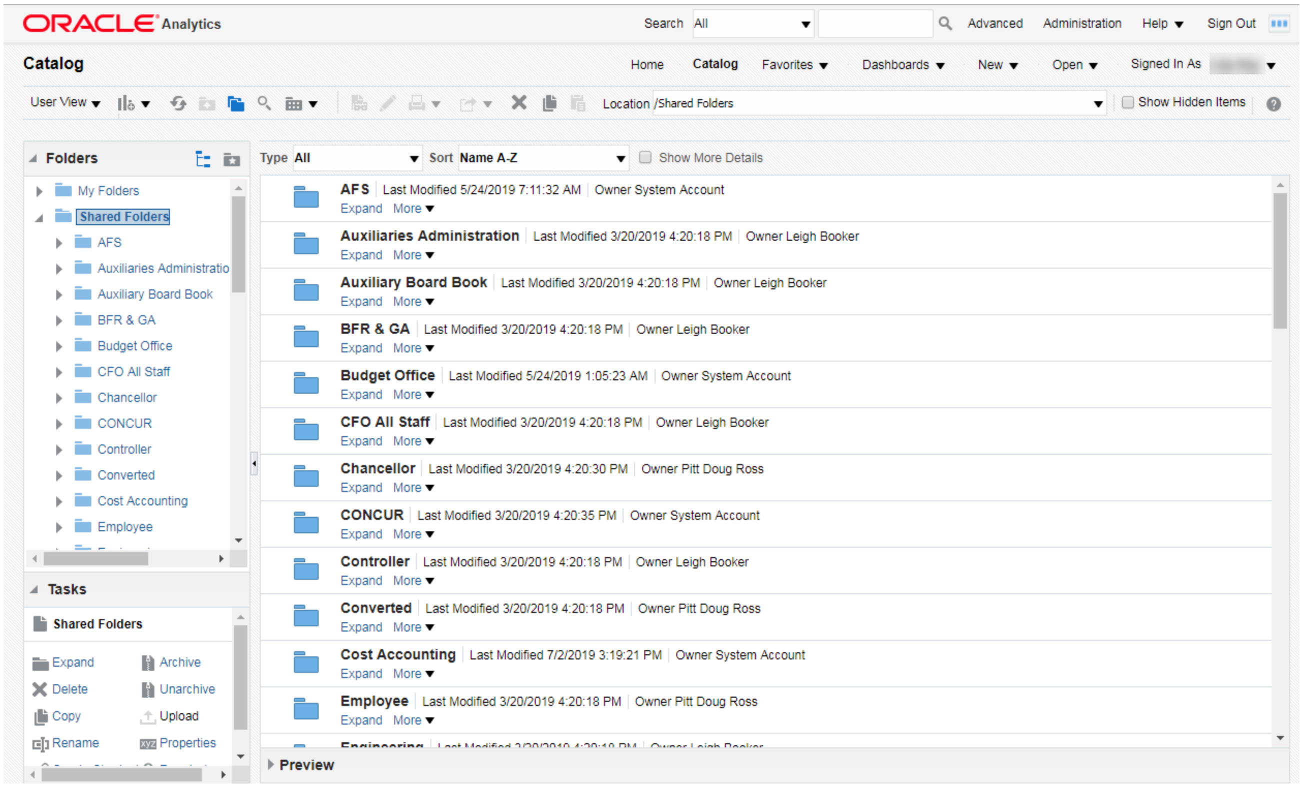
Note: The various commands are also accessible using the Menu Bar without having to return to the Home page.

USING THE CATALOG

The catalog is a location that lists all the resources (folders, analyses, filters, reports) available to you.

My Folders is your personal space and is not available to any other user.

Access to any folders within the **Shared Folders** area is dependent upon your assigned privileges. Some privileges may be Read-Only which require you to open a query from the "Shared Folders" and then save it to your "My Folder" area in order to use the query or modify it.



The catalog consists of three panes of information: Folders, Tasks, and a listing.

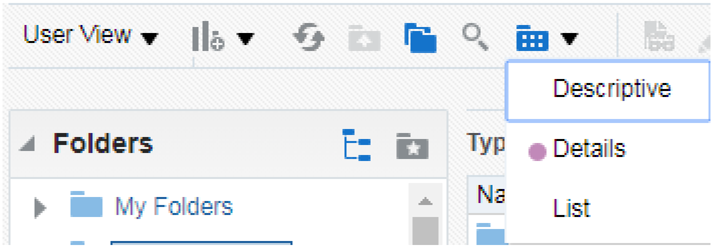
The Folders area indicates "My Folders" and the "Shared Folders" to which you have access privileges. Expand the folder to view files or sub-folders by clicking on the right arrow to the left of the Folder name.

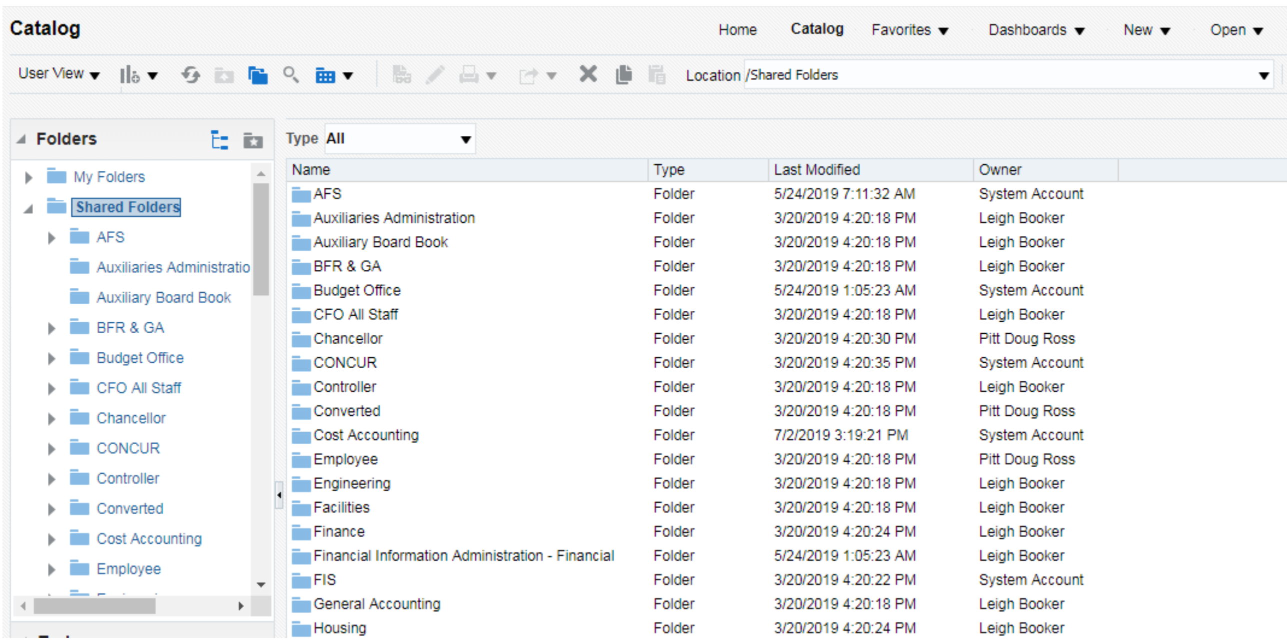
The Tasks area indicates which tasks can be performed within OBIEE. Privileges are based upon your UserID and granted responsibility.

The listings area indicates the expanded contents of a folder, showing not only the name of the file but the date of last modification, the originator of the file, and OBIEE commands: Open, Edit and More (a drop down menu of other commands).

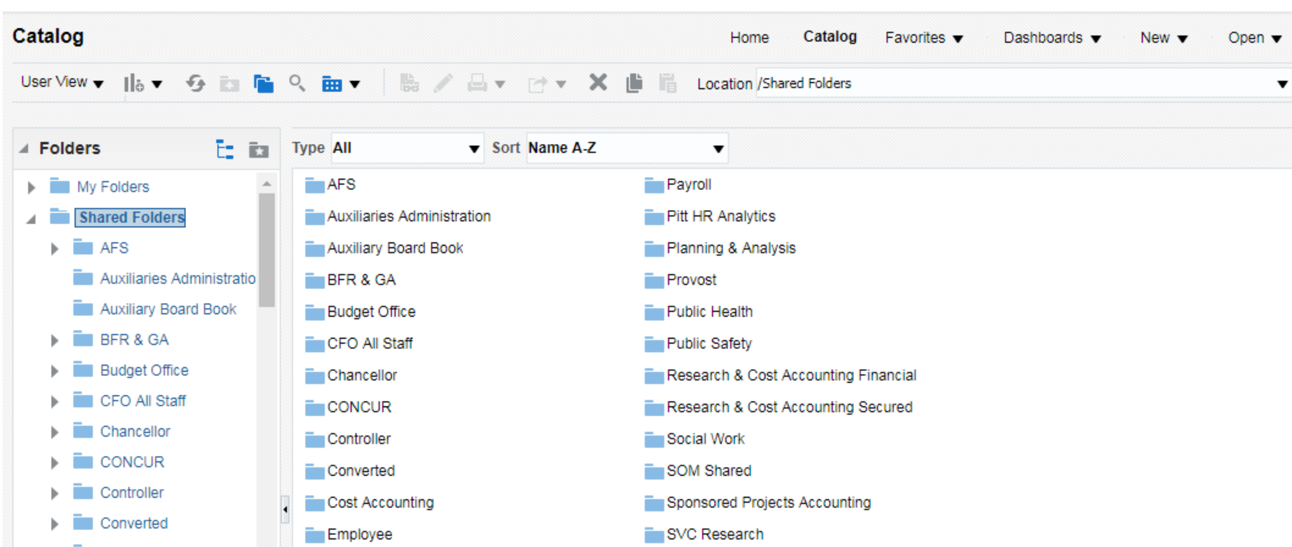
The default setting for the listing is Descriptive -- which view includes the description stored when the query was saved.

Alternate listings are Details and List. Details view provides a listing similar to that of File Explorer. To change the way your listing is displayed, click the drop down box of the View List icon and choose the appropriate view method.





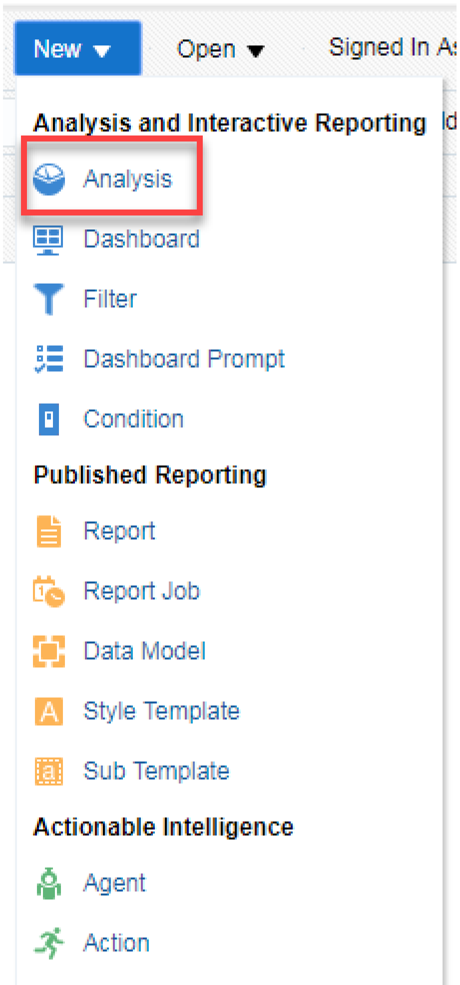
The List view is just a listing of the file names.



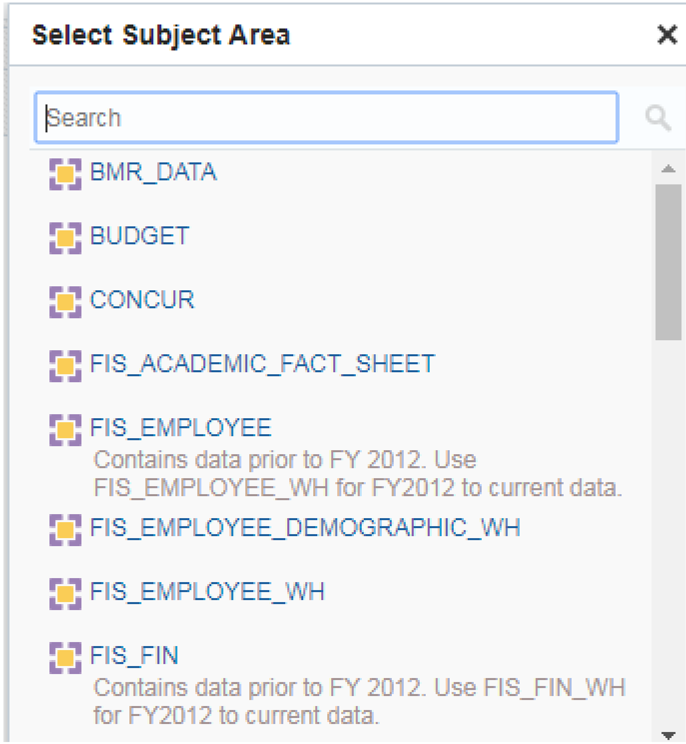
CREATING REPORTS

Create analytic reports by selecting fields, formatting filters and modifying Compound Layout/Results components to build reports/pivots.

1. Select **Analysis** from **New** Menu.



2. Select Subject Area:



Our current subject areas are related to the tables/views in PRODFIWH: **FIS_EMPLOYEE /FIS_EMPLOYEE_WH** (HR/Payroll); **FIS_FIN/FIS_FIN_WH** (GL balances and detail); **FIS_LVL1/FIS_LVL1_WH** (Level I), related preliminary table areas and selected external databases. Subject areas with the _WH suffix contain records from fiscal year 2012 forward.

Subject areas address more than just the fields within the tables; they contain the metadata related to the fields, tables and associated joins. Access to subject areas is based upon the individual's UserID and access privileges. PRELIM tables are those loaded with a single year's preliminary JUN closing data; they are cleared and loaded at the fiscal year preliminary closing with that year's data only. PRELIM tables are not cumulative; they are replaced each year.

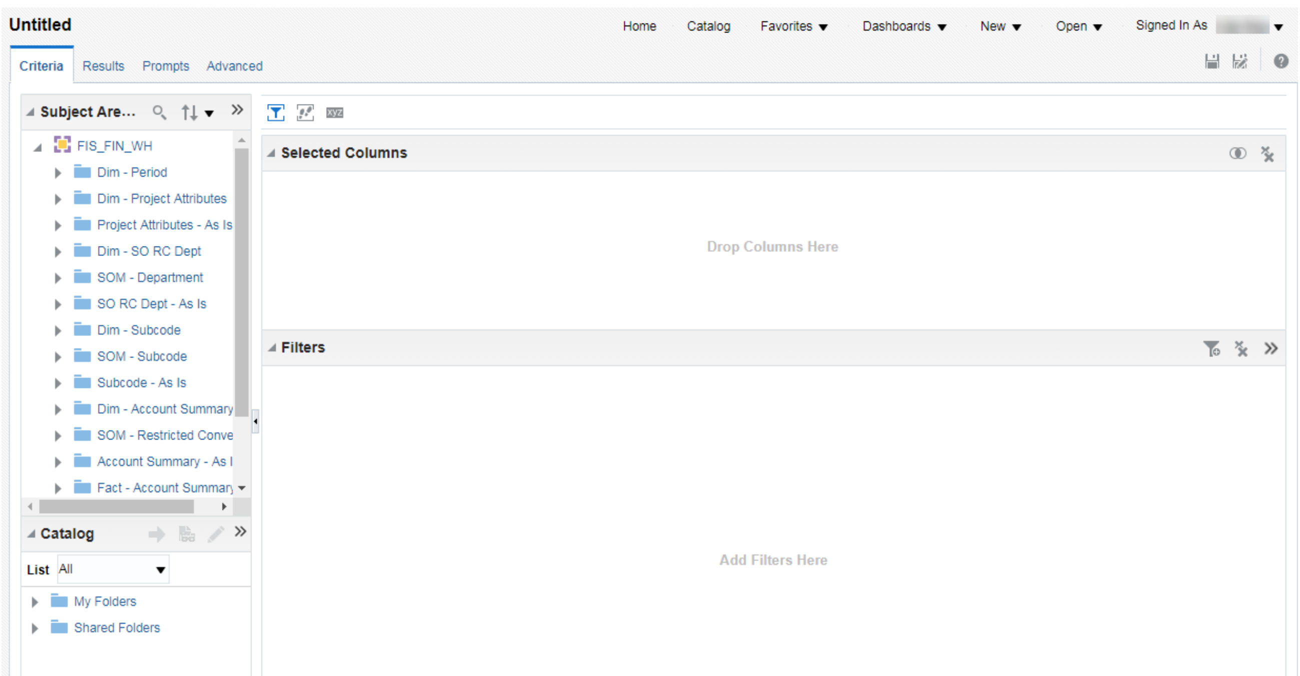
Selecting a SUBJECT AREA brings up ANALYSIS EDITOR. Analysis editor allows for selection of columns, measures, hierarchies, filters and other report related objects from one of more subject area depending on the report needs.

Examples of Tables & Columns from FIS_FIN_WH:

Table	Column
Dim – Account Summary	Account Desc
Fact – Account Summary	FYTD Actual Amount
Dim – Project Attributes	Billing Id
Dim – GL Detail	Batch Name
Fact – GL Detail	Entered CR
Dim – SO-RC-Dept	RC Desc
Dim – Period	Period Name

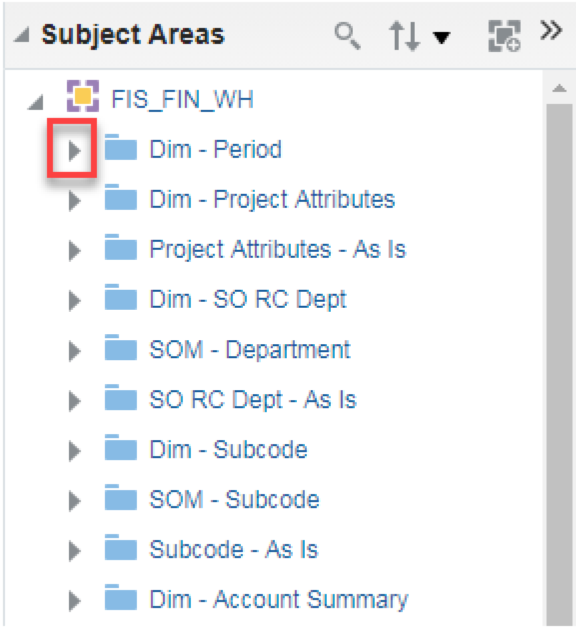
Subject areas contain dimension and fact tables. Dimension tables display the various attribute fields while fact tables display measures or metrics.

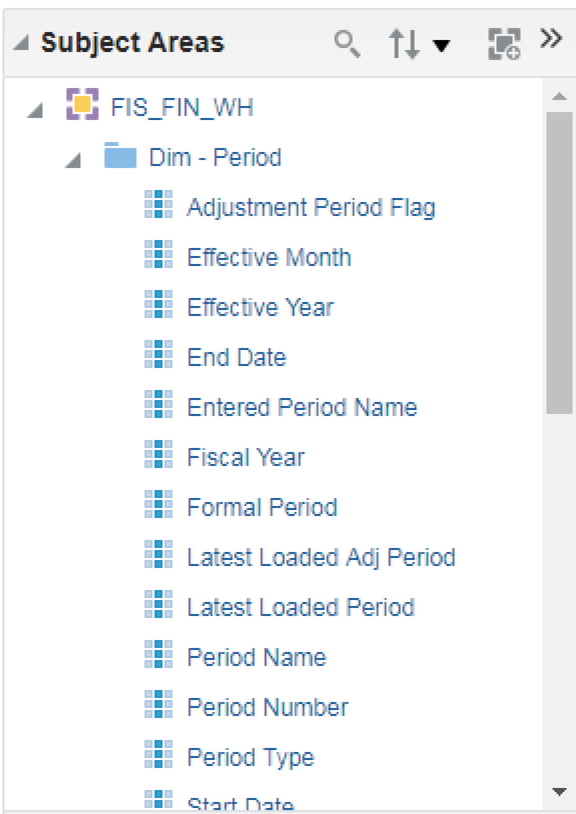
The system brings up an Untitled analysis window:



3. To select columns from the Subject Area, double click on each field to appear in the criteria section or drag the field name from the Subject Area to the Selected Columns pane.

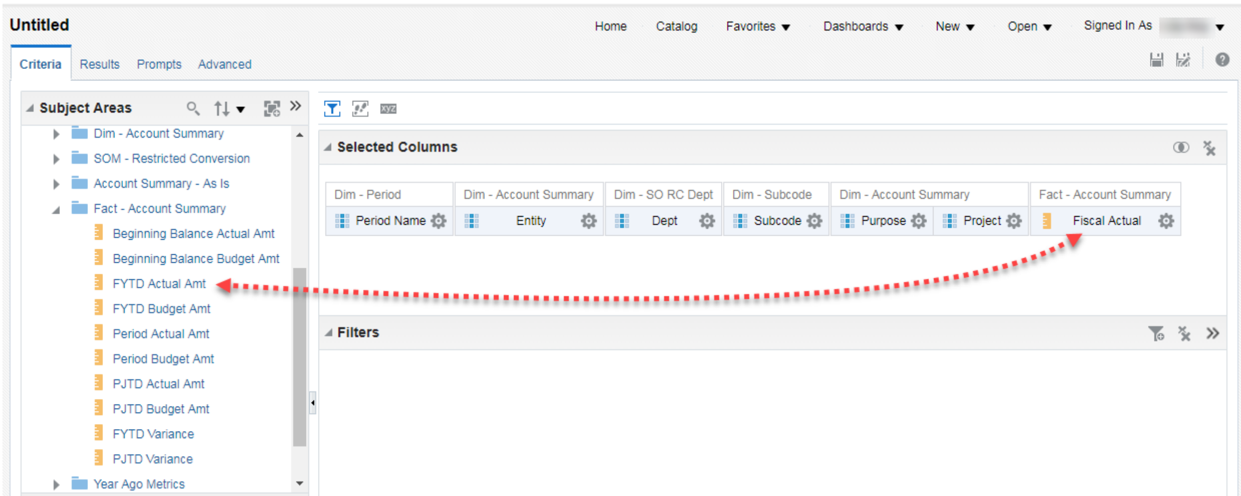
   To see the various fields within a table, click on the arrow icon beside the table name.





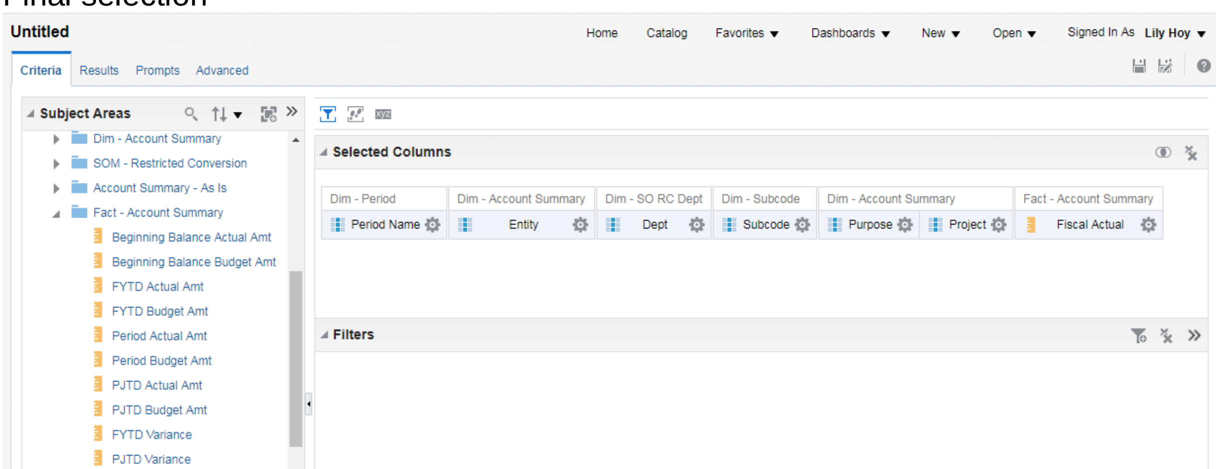
Result values will display initially in the sequence in which the fields are placed in the Selected Columns pane.

Note that variable names in the Subject Area are the names as they appear in the database. However, some field names have been modified to a more report friendly format; e.g. FYTD Actual Amt becomes Fiscal Actual when placed in the selected Columns area.

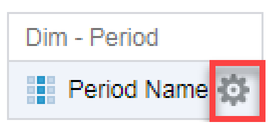


Dragging and then dropping a field from the list can place it in a specific location.

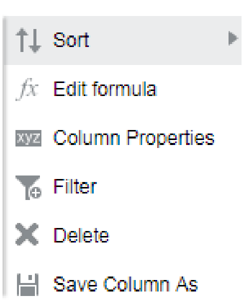
Final selection



Within each of the selected fields is an options box



that allows you to sort, edit the formula for the field, define column properties, apply a filter, delete, or save column as (another name).



The **Sort** allows you to apply up to six levels of sorting within an analysis row in ascending or descending order.

The **Edit** formula allows you to modify the initial value from the database, define groupings, define calculations.

Column Properties allows you to change the format of a field, including the name.

Filter allows you to define the restrictions for the field retrieved or conditions.

Delete allows you to delete the field from the selection.

Save Column As allows you to rename a column heading.

SORT

Sort Ascending

Sort Descending

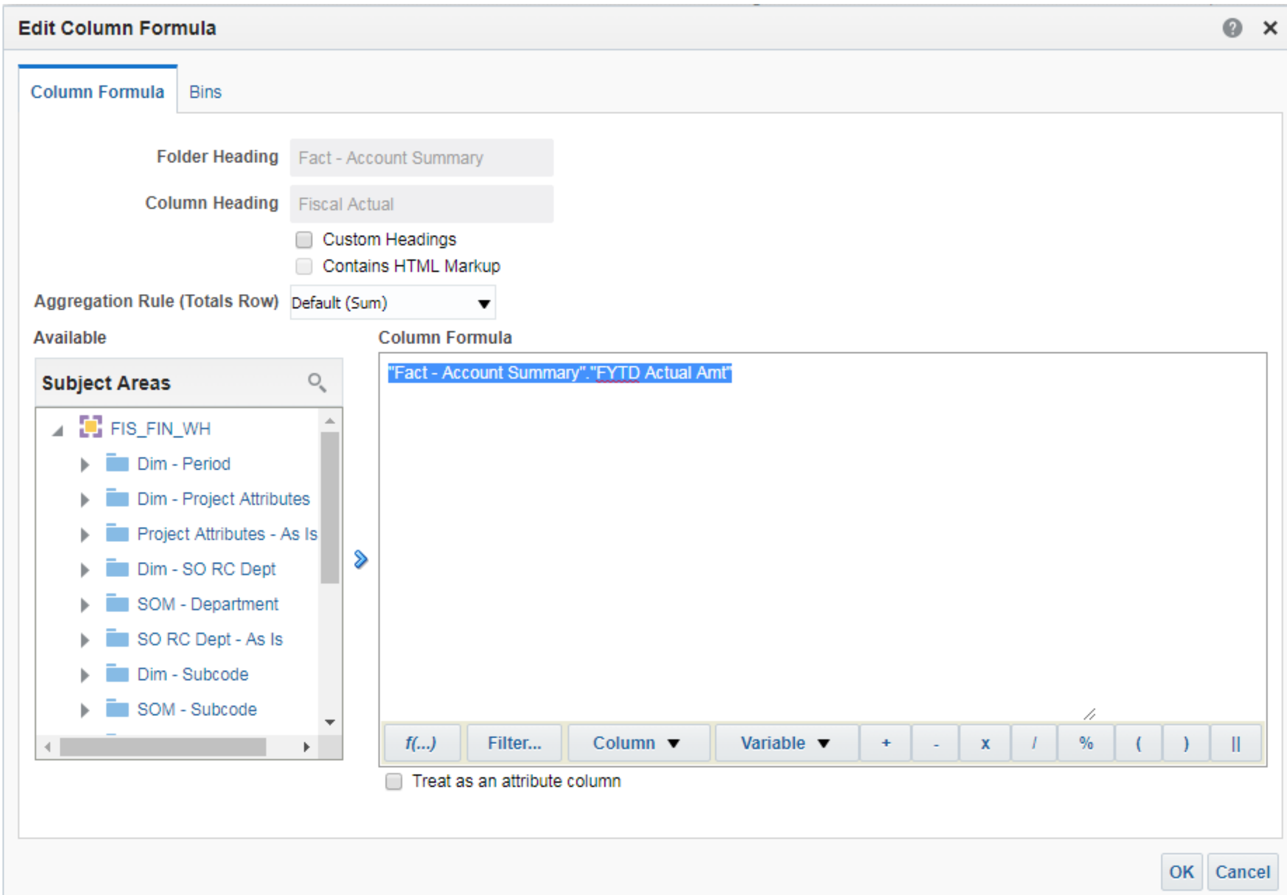
Add Ascending Sort

Add Descending Sort

Clear Sort

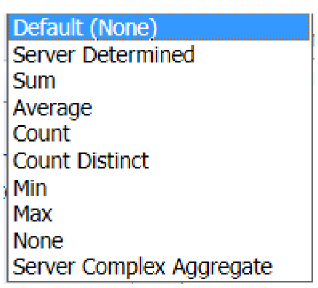
Clear All Sorts in All Columns

EDIT Column Formula



Use Custom Headings to change the Column Heading

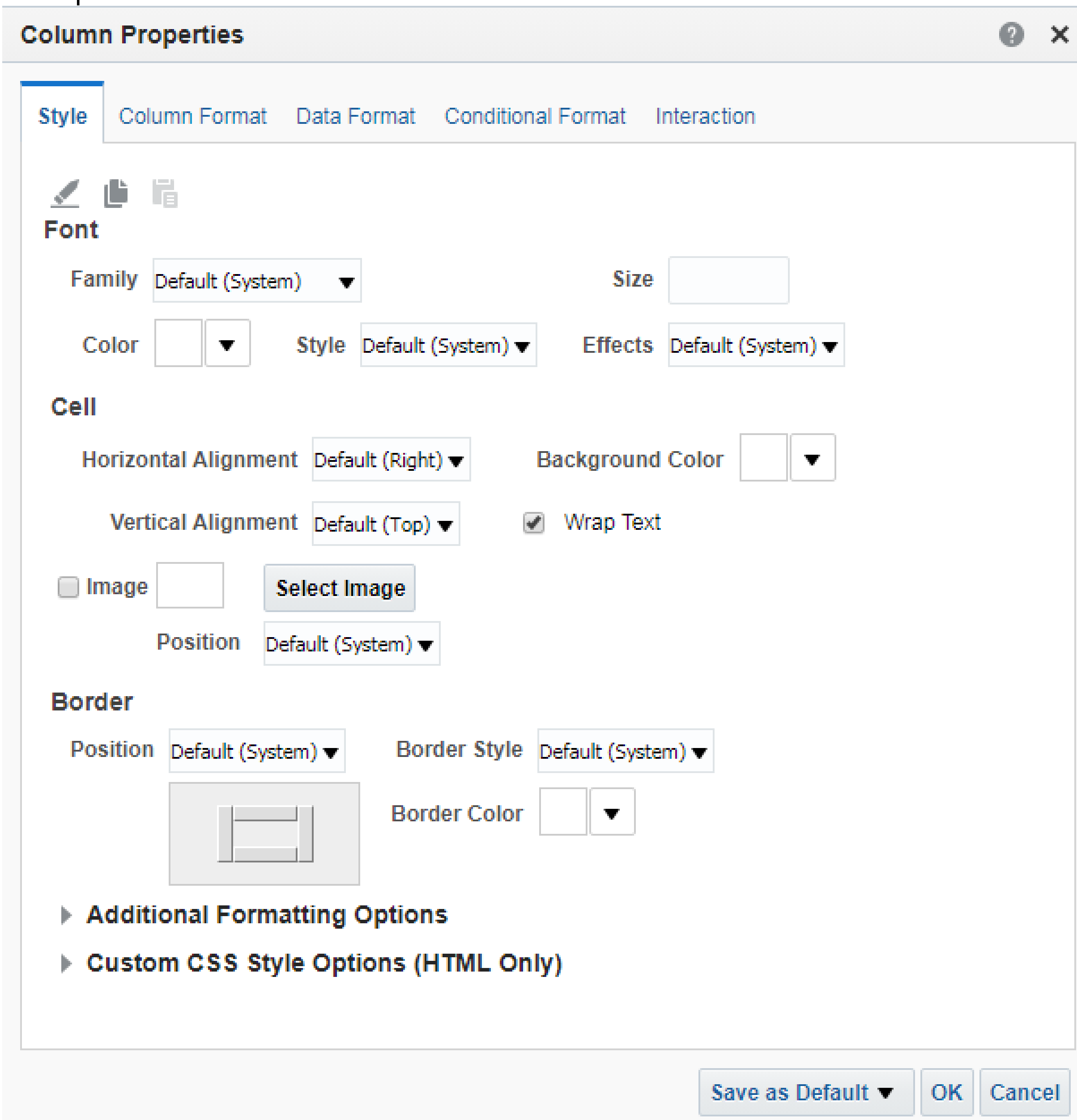
Change the default aggregation rule from Default (None)



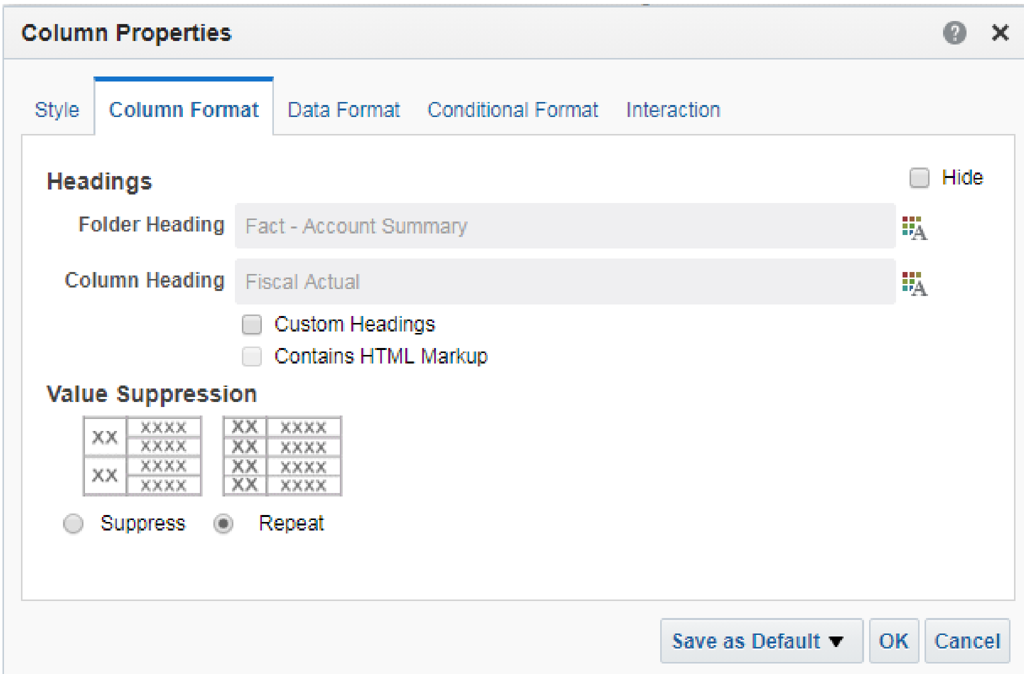
Change the default Column Formula to a function, computed field, variable or other value

COLUMN PROPERTIES

Example:

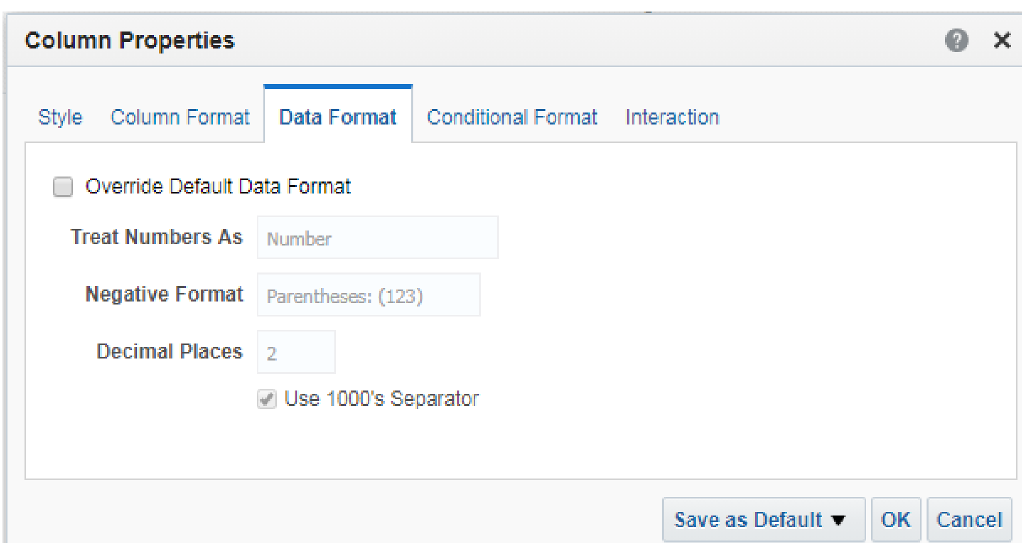


Change the setting for Value Suppression to Repeat if you want to display the value on each record – especially useful if you are exporting the records to Excel.



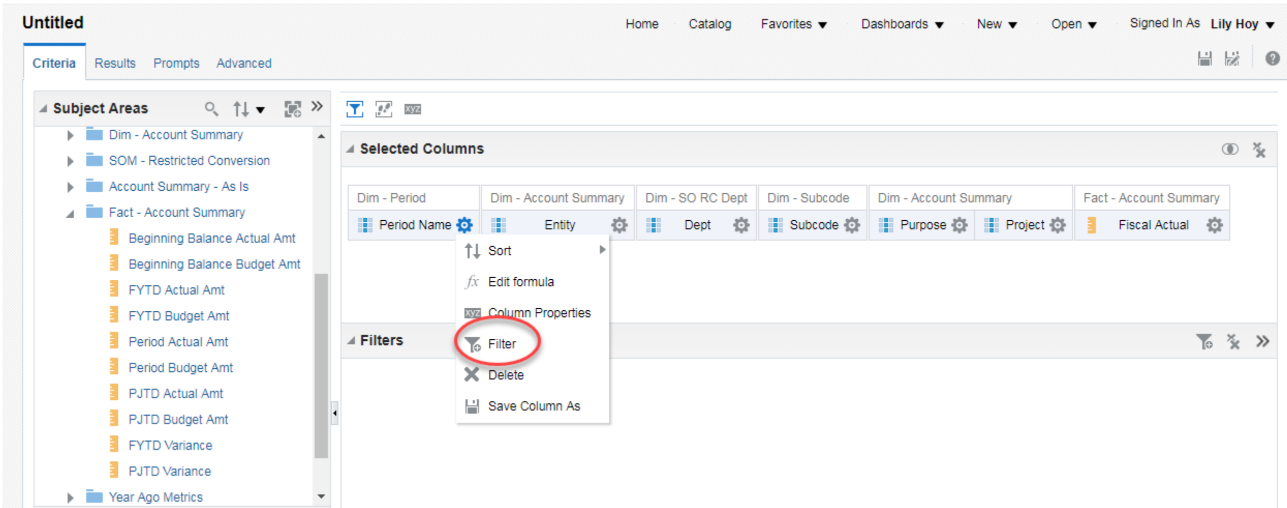
NOTE: This step is not necessary if you export data in Data format instead of Formatted format.

Change Data Format from the default setting to a specific number format, e.g. two decimal places, commas.

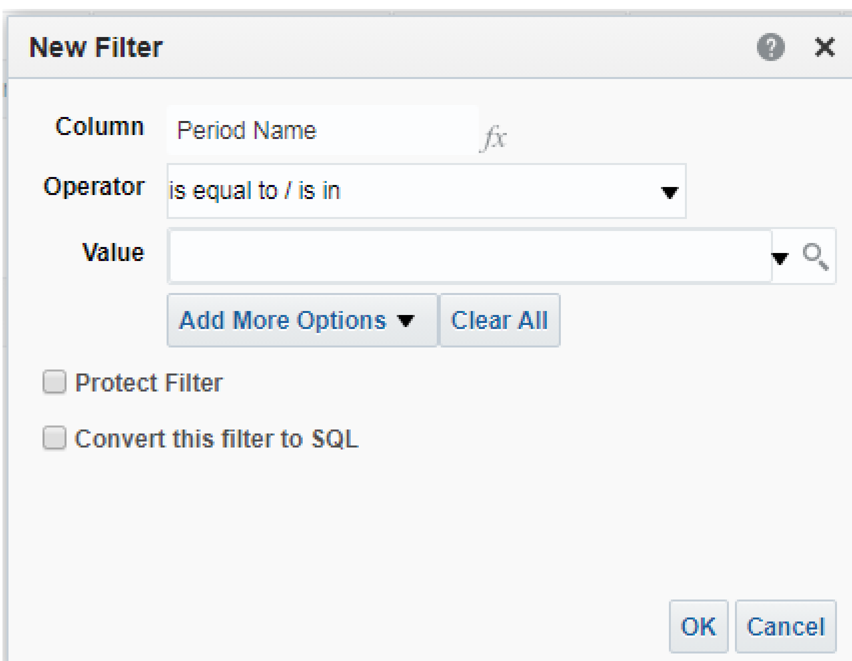


FILTERS

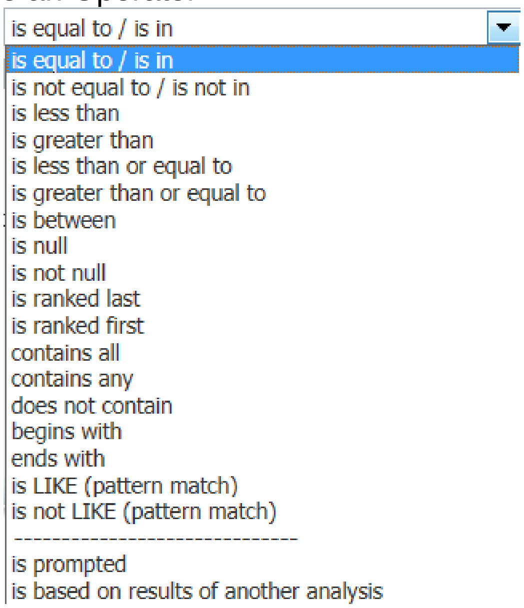
Adding filters (limits to selection, required)



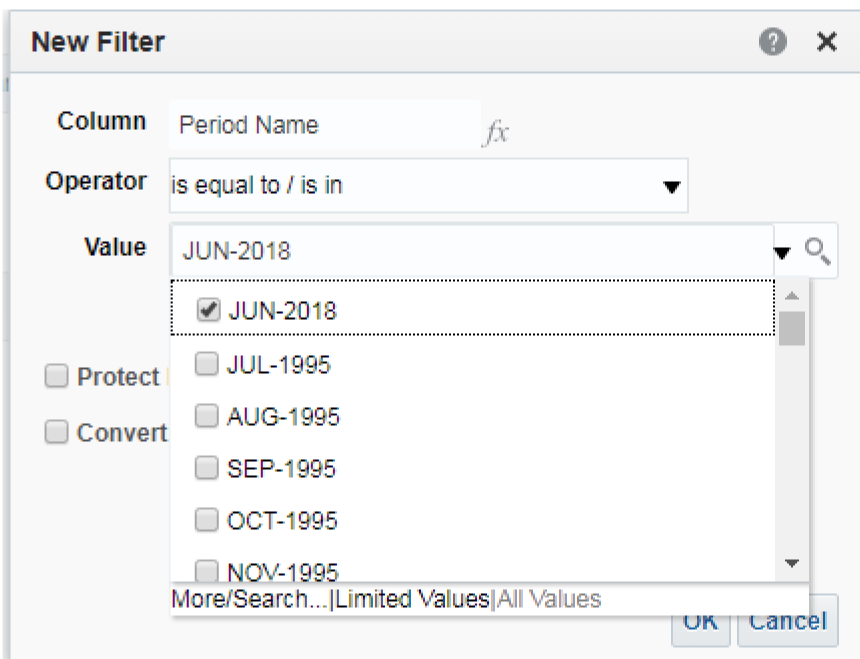
Within the Selected Columns pane, click on the options menu to the right of each field and chose the Filter option



Choose an Operator



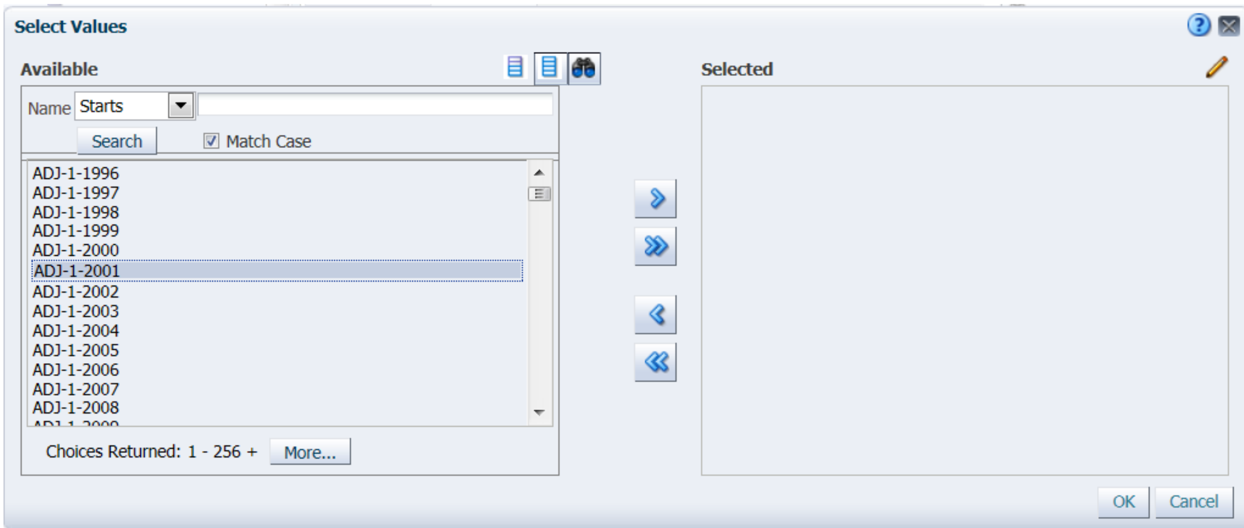
Enter the criteria manually (separated by semi-colons, if a list) or choose from the drop down box by clicking on the drop down box.



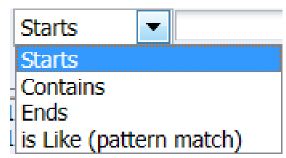
NOTE: A drop down menu lists the values alphabetically if a text field or numerically if a number field. The values shown are <u>all</u> values defined in the PRISM system not just those within the data warehouse.

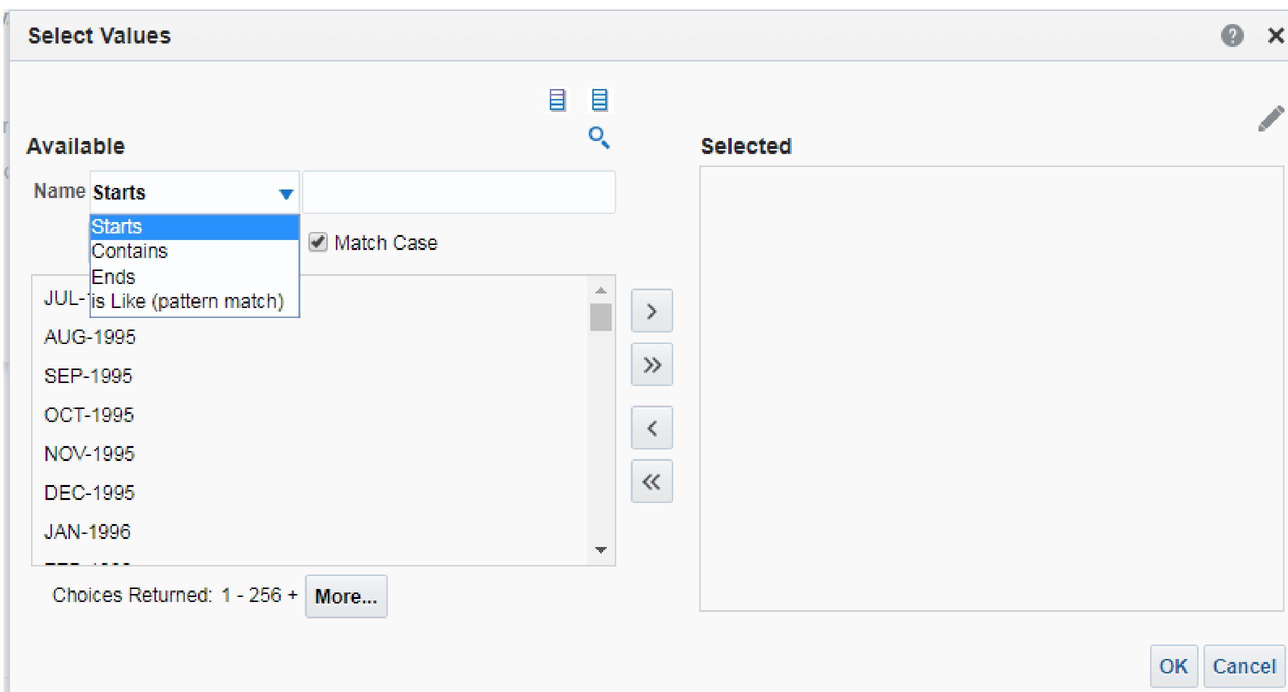
Click on **OK** when done

Alternate method: Click on the looking glass next to the drop down box button to see a select values box which brings up all defined values of the field to be filtered within the data warehouse.



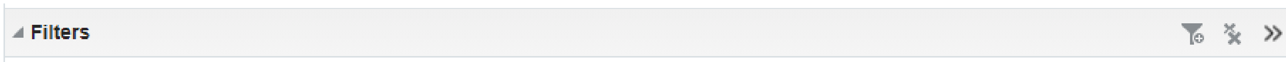
This box offers limiting criteria for the Search -- where you can enter a parameter to limit the search listing and avoid scrolling.



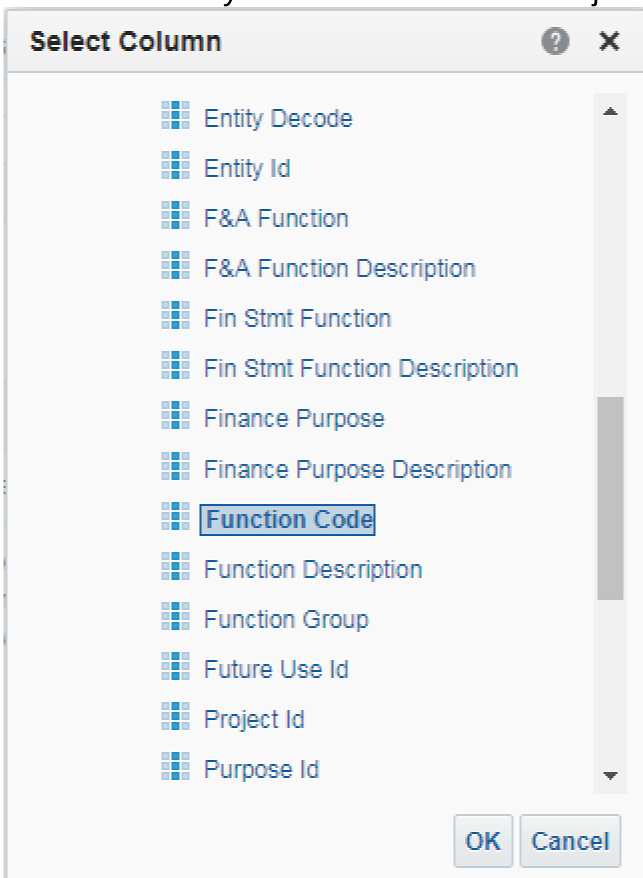


From here you can highlight the values you want to be included and move them to the Selected Pane by clicking on the single blue arrow. Do not use the double blue arrow unless you want all the fields shown in the left pane to be moved to the right pane.

Setting filters for fields outside of those appearing in the selected columns.



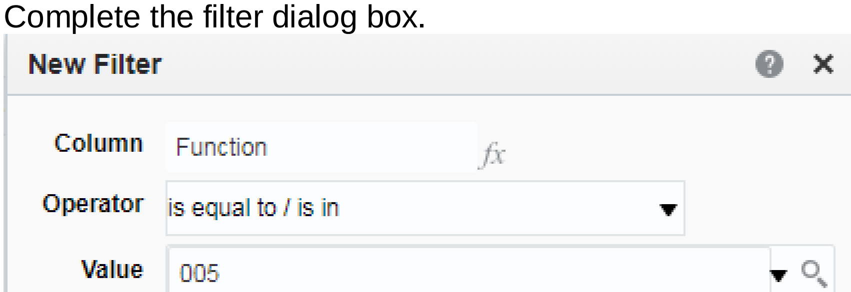
Within the Filters pane, the Filter+ icon  allows you to set filters for not only the selected fields but for any other field within the subject area from the More Columns area.



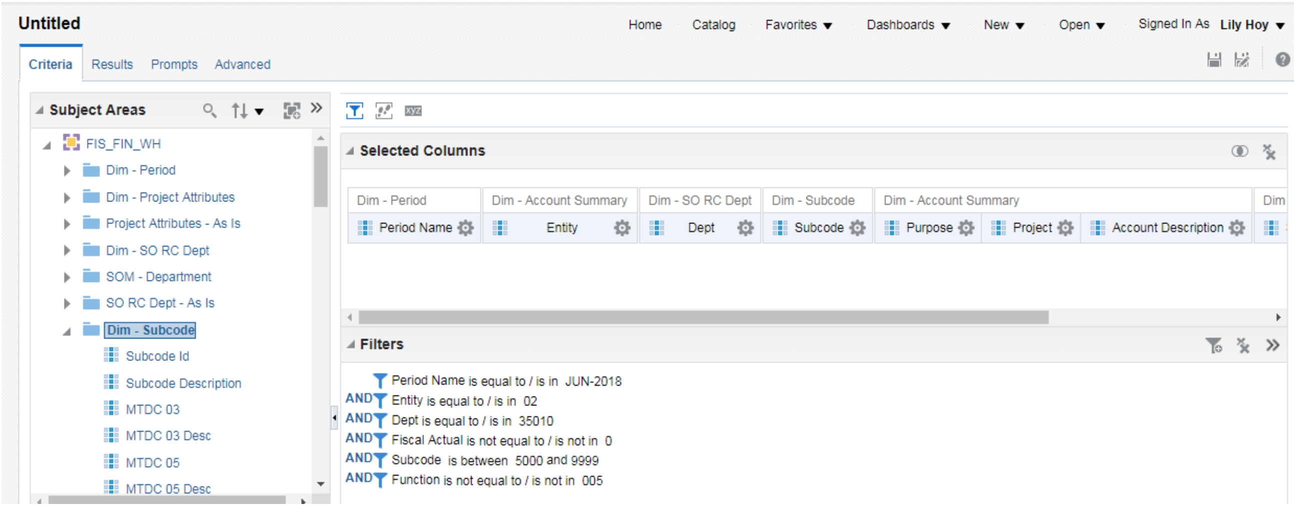
System will display all tables/variables available.

Expand the tables/views to see the various fields available to be chosen for the new filters, highlight the chosen field and click **OK** to begin building the filter for the other selected field.

Complete the filter dialog box.



The **Criteria** section of an analysis indicates selected fields and filters. Within each field, options allow you to change defaults or displays.

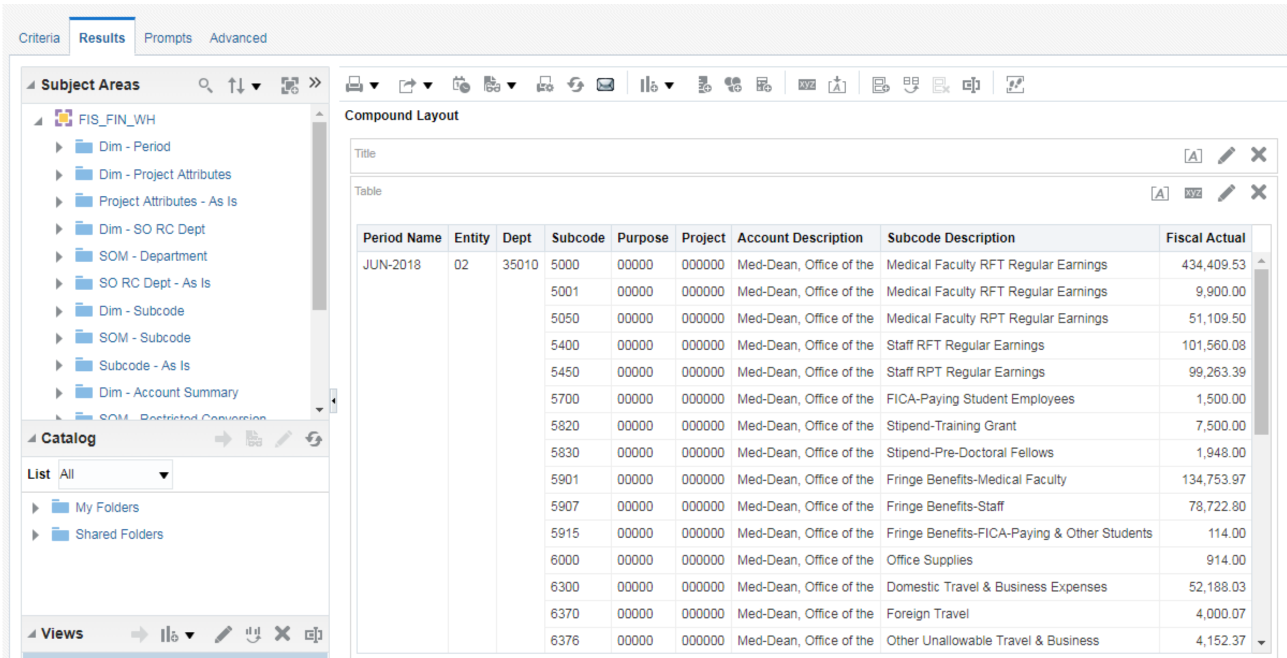


At this point, we recommend that you save the query to My Folders to avoid losing all your actions. Do not use a file name of a previously saved analysis unless you want the new object to overwrite the older object.

To save, click on **Save** or **Save as** icons  in the upper right hand corner.

When you click on the **Results** 

tab, it will show the initial output of your query on the “Compound Layout” as “Table”. You can rename the “Table” to any meaningful name.



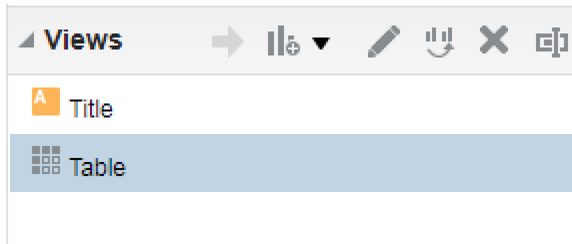
Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
JUN-2018	02	35010	5000	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434,409.53
			5001	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9,900.00
			5050	00000	000000	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51,109.50
			5400	00000	000000	Med-Dean, Office of the	Staff RFT Regular Earnings	101,560.08
			5450	00000	000000	Med-Dean, Office of the	Staff RPT Regular Earnings	99,263.39
			5700	00000	000000	Med-Dean, Office of the	FICA-Paying Student Employees	1,500.00
			5820	00000	000000	Med-Dean, Office of the	Stipend-Training Grant	7,500.00
			5830	00000	000000	Med-Dean, Office of the	Stipend-Pre-Doctoral Fellows	1,948.00
			5901	00000	000000	Med-Dean, Office of the	Fringe Benefits-Medical Faculty	134,753.97
			5907	00000	000000	Med-Dean, Office of the	Fringe Benefits-Staff	78,722.80
			5915	00000	000000	Med-Dean, Office of the	Fringe Benefits-FICA-Paying & Other Students	114.00
			6000	00000	000000	Med-Dean, Office of the	Office Supplies	914.00
			6300	00000	000000	Med-Dean, Office of the	Domestic Travel & Business Expenses	52,188.03
			6370	00000	000000	Med-Dean, Office of the	Foreign Travel	4,000.07
			6376	00000	000000	Med-Dean, Office of the	Other Unallowable Travel & Business	4,152.37

The toolbar above your compound layout has several icons allowing you to perform a number of tasks:

Now the **Views** pane in the lower left corner shows the available objects in the query: **Title** and **Table**.

EDIT A VIEW

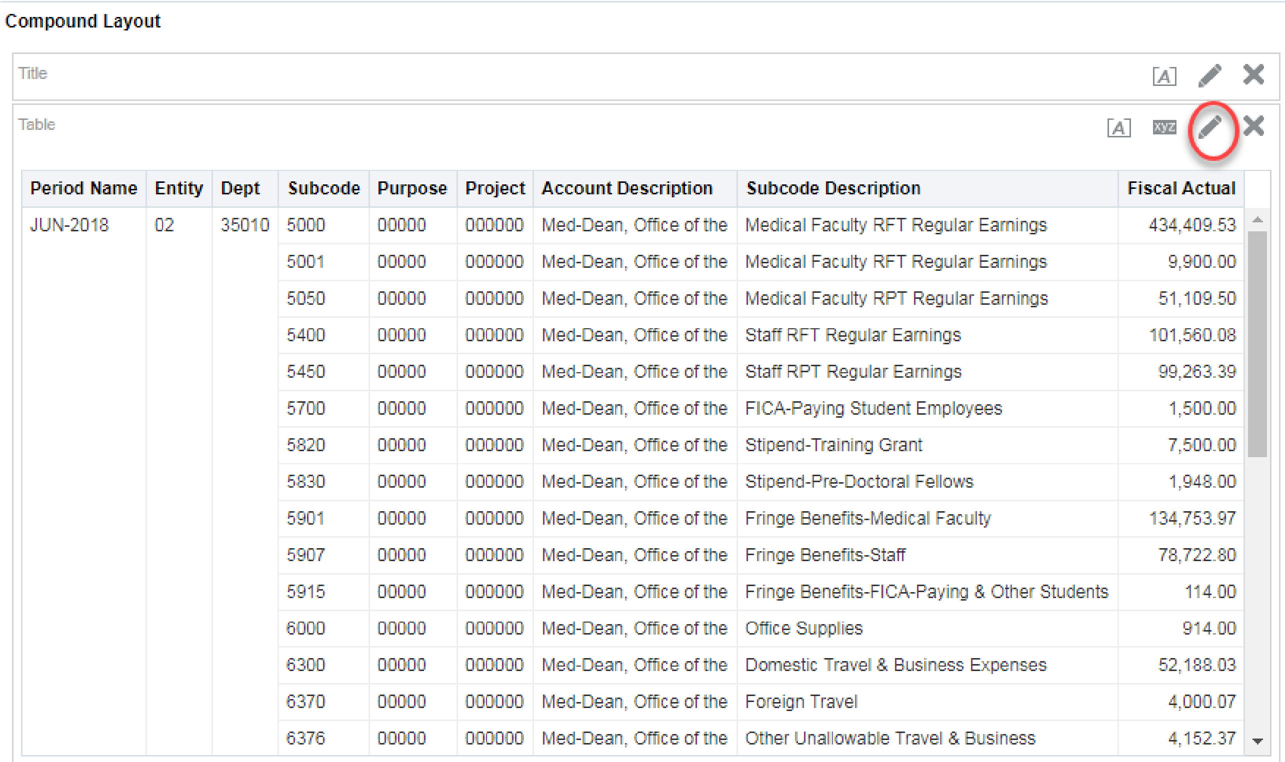
To change the viewable screen, go to View pane in lower left screen



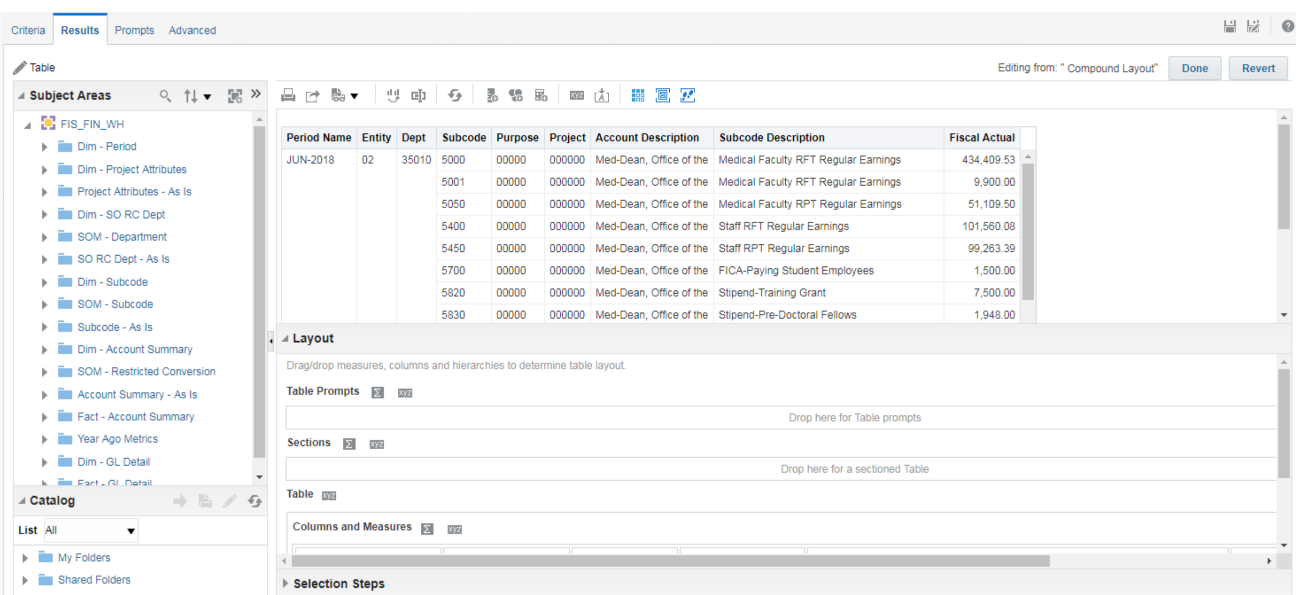
Highlight **Table** and click on pencil icon to Edit View to access the Layout mode.

Alternate way to edit a view

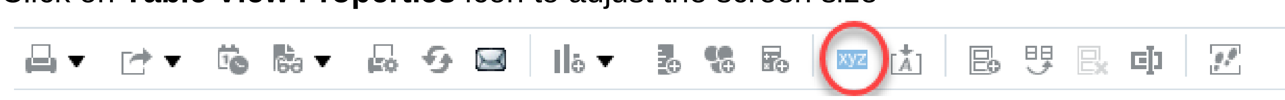
If you click on the edit (pencil) icon In the upper right corner of the view, it brings you to the edit screen of the view.

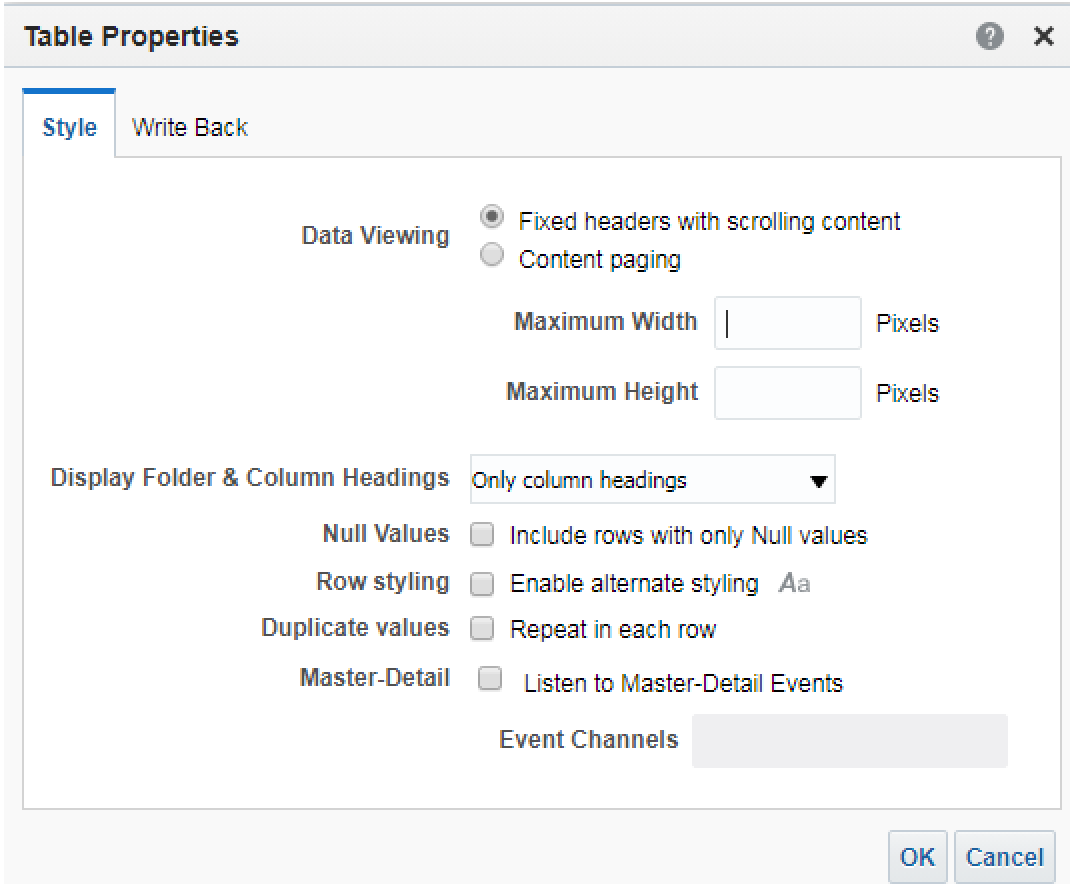


Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
JUN-2018	02	35010	5000	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434,409.53
			5001	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9,900.00
			5050	00000	000000	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51,109.50
			5400	00000	000000	Med-Dean, Office of the	Staff RFT Regular Earnings	101,560.08
			5450	00000	000000	Med-Dean, Office of the	Staff RPT Regular Earnings	99,263.39
			5700	00000	000000	Med-Dean, Office of the	FICA-Paying Student Employees	1,500.00
			5820	00000	000000	Med-Dean, Office of the	Stipend-Training Grant	7,500.00
			5830	00000	000000	Med-Dean, Office of the	Stipend-Pre-Doctoral Fellows	1,948.00
			5901	00000	000000	Med-Dean, Office of the	Fringe Benefits-Medical Faculty	134,753.97
			5907	00000	000000	Med-Dean, Office of the	Fringe Benefits-Staff	78,722.80
			5915	00000	000000	Med-Dean, Office of the	Fringe Benefits-FICA-Paying & Other Students	114.00
			6000	00000	000000	Med-Dean, Office of the	Office Supplies	914.00
			6300	00000	000000	Med-Dean, Office of the	Domestic Travel & Business Expenses	52,188.03
			6370	00000	000000	Med-Dean, Office of the	Foreign Travel	4,000.07
			6376	00000	000000	Med-Dean, Office of the	Other Unallowable Travel & Business	4,152.37



Click on **Table View Properties** icon to adjust the screen size





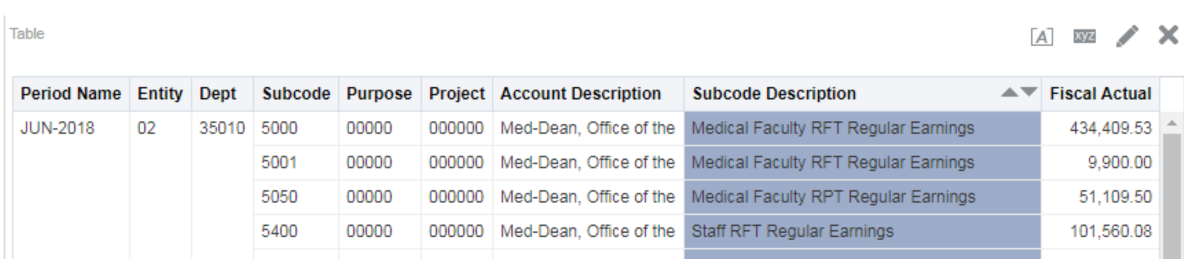
Enter Maximum width: 1600 for moderately sized report; 2880 is the maximum setting
Height does not need to be set.

Click **OK**.

Column widths can be adjusted by adjusting || within a column.

Field order can be modified by clicking on the column to be moved until the "handle" appears (gray bar across column top) and dragging the column to appropriate place as indicated by the blue-gray lines. Do not drop the field until you see the line to indicate where the field will be moved.

NOTE: This doesn't change the sequence of the Criteria tab entries.

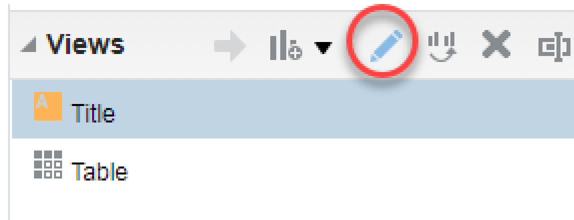


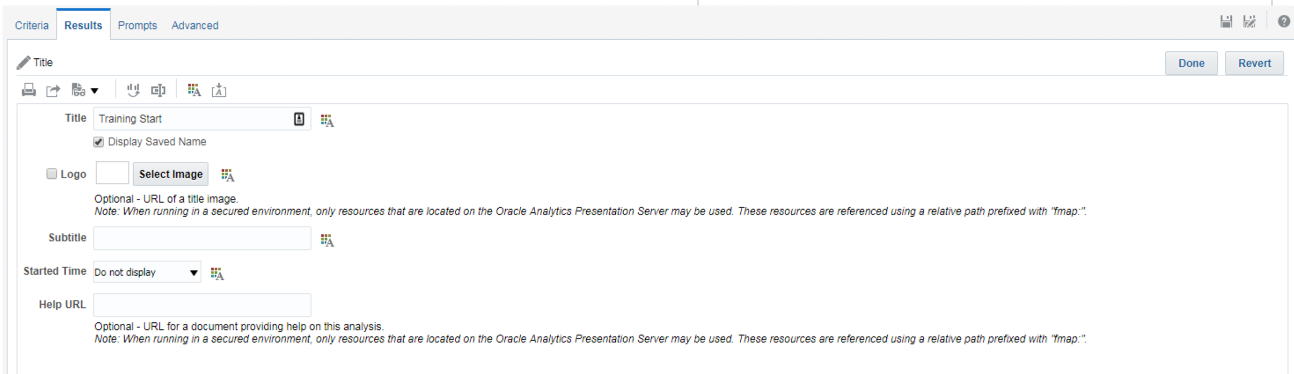
Table

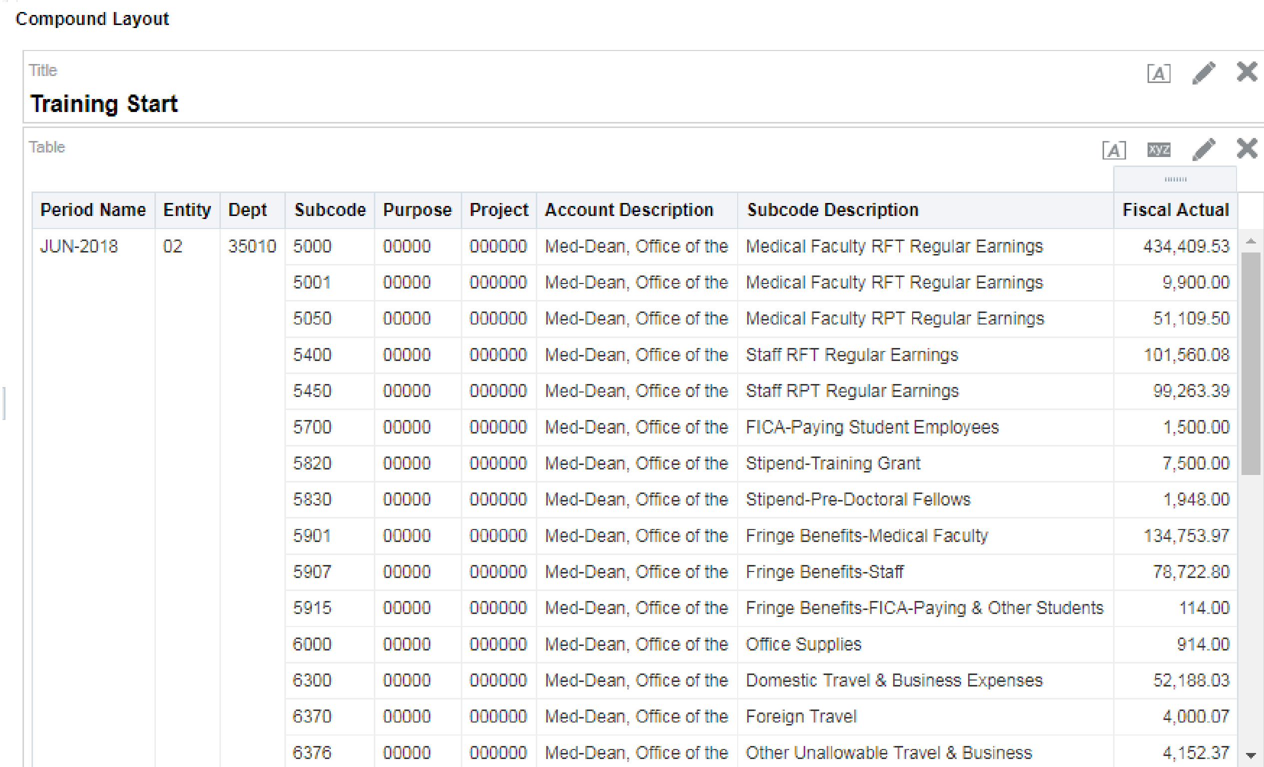
Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
JUN-2018	02	35010	5000	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434,409.53
			5001	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9,900.00
			5050	00000	000000	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51,109.50
			5400	00000	000000	Med-Dean, Office of the	Staff RFT Regular Earnings	101,560.08

Click **DONE**

Any additional changes should be from the View/Edit View also.






Compound Layout

Title

Training Start

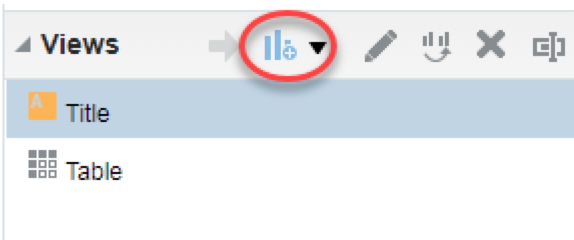
Table

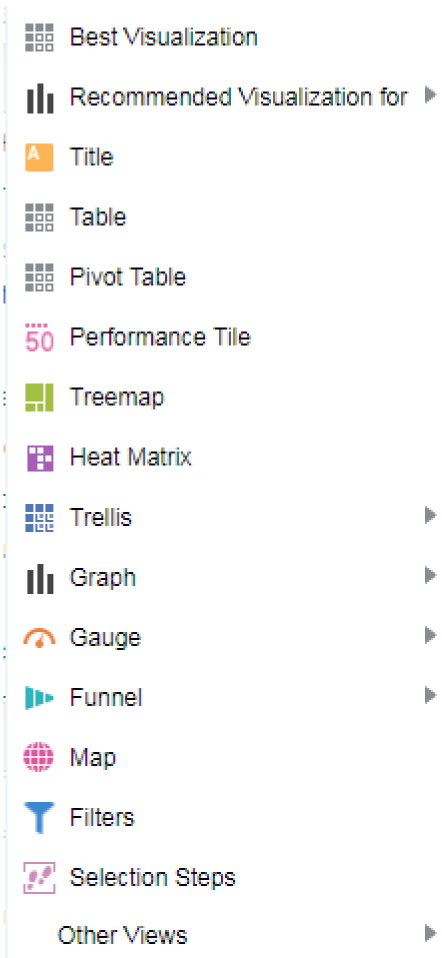
Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
JUN-2018	02	35010	5000	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434,409.53
			5001	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9,900.00
			5050	00000	000000	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51,109.50
			5400	00000	000000	Med-Dean, Office of the	Staff RFT Regular Earnings	101,560.08
			5450	00000	000000	Med-Dean, Office of the	Staff RPT Regular Earnings	99,263.39
			5700	00000	000000	Med-Dean, Office of the	FICA-Paying Student Employees	1,500.00
			5820	00000	000000	Med-Dean, Office of the	Stipend-Training Grant	7,500.00
			5830	00000	000000	Med-Dean, Office of the	Stipend-Pre-Doctoral Fellows	1,948.00
			5901	00000	000000	Med-Dean, Office of the	Fringe Benefits-Medical Faculty	134,753.97
			5907	00000	000000	Med-Dean, Office of the	Fringe Benefits-Staff	78,722.80
			5915	00000	000000	Med-Dean, Office of the	Fringe Benefits-FICA-Paying & Other Students	114.00
			6000	00000	000000	Med-Dean, Office of the	Office Supplies	914.00
			6300	00000	000000	Med-Dean, Office of the	Domestic Travel & Business Expenses	52,188.03
			6370	00000	000000	Med-Dean, Office of the	Foreign Travel	4,000.07
			6376	00000	000000	Med-Dean, Office of the	Other Unallowable Travel & Business	4,152.37

This dialog box also enables you to have 1) content paging, 2) alternating rows shaded on a report and 3) repeated cell values showing on every row.

ADDING VIEWS

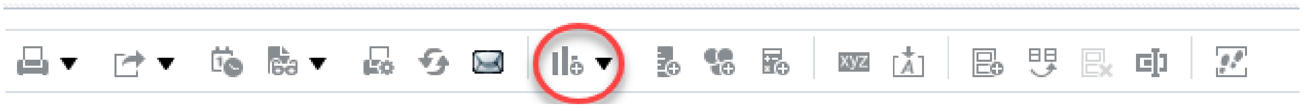
Additional reports or pivots can be made in the View pane as a New View or Duplicate View



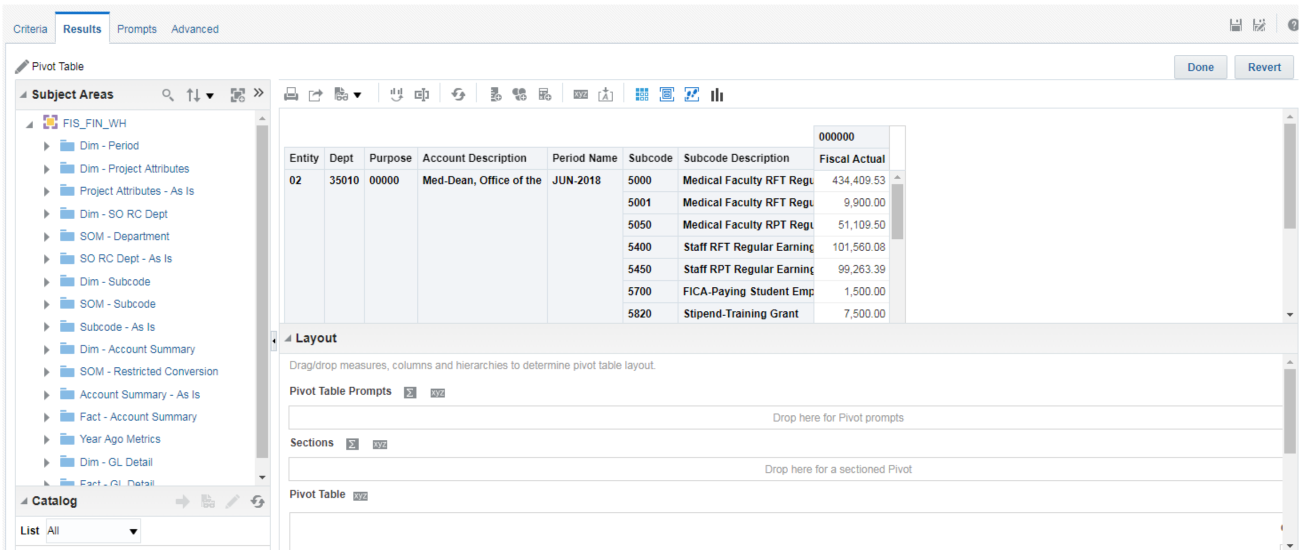


Choose View type, such as **Pivot Table**

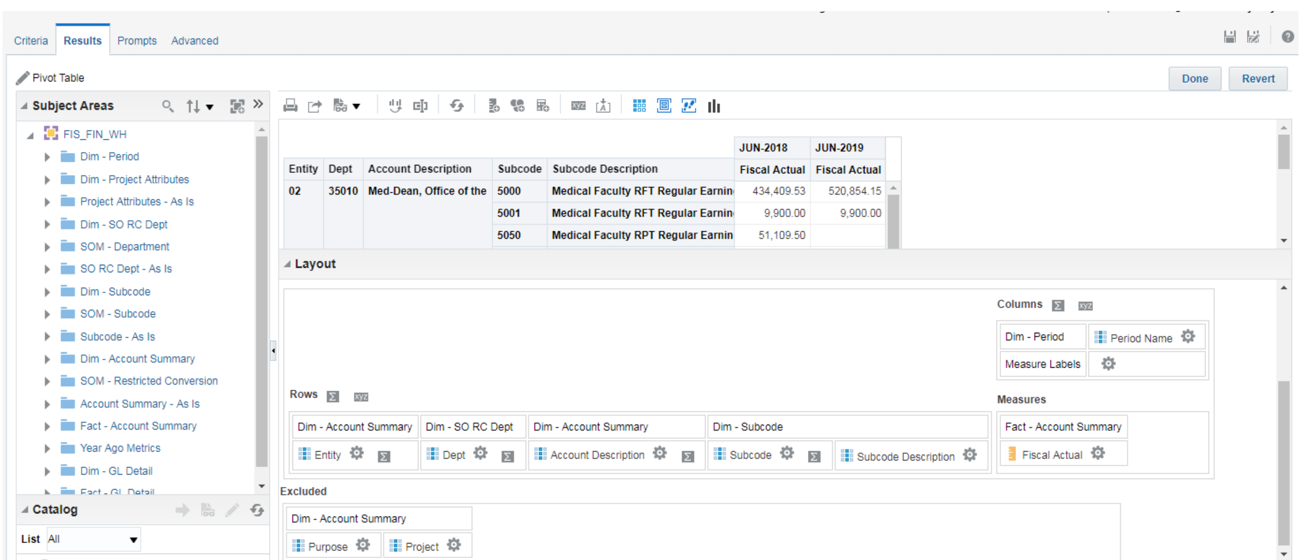
NOTE: For older queries that have been modified over time, the use of the "New View" icon from the Views section does not produce a connection the new view section. If that occurs, use the "New View" icon at the top of the layout section



Pivot table



System default brings ALL fields from Results to the Pivot table row line, you need to drag unnecessary fields to Excluded row.



However, if you only need just a few fields from your selection for your pivot, you can click on the Section heading, e.g. “Dim-Account Summary” and bring all the fields associated with that section down to the Excluded section and then just bring back the fields needed up to the Rows section.

If you want a cross pivot with additional columns of facts, drag the fields to be included into the Measure Labels section, sequence determines hierarchy on the report.

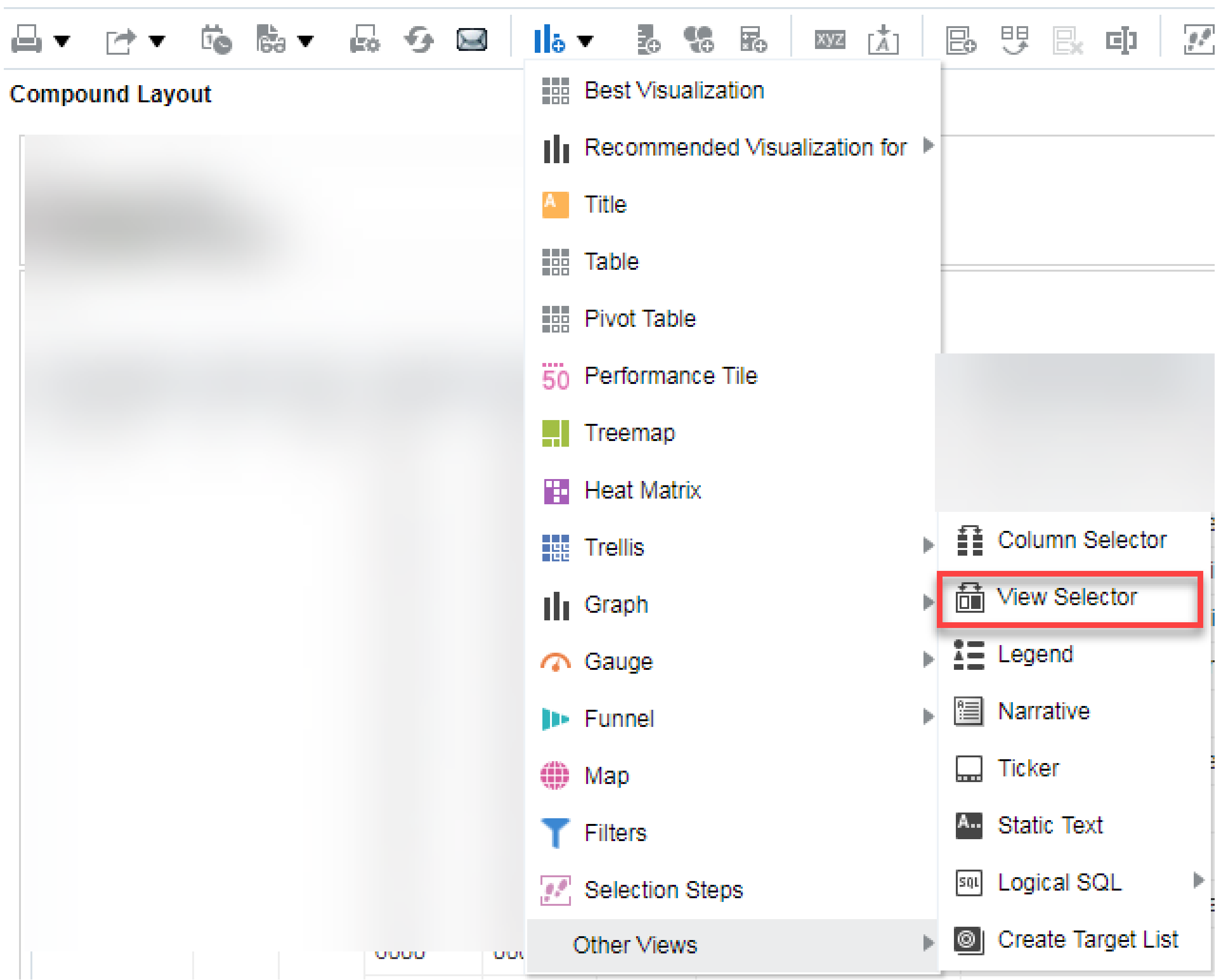
To view a Pivot table in the Compound Layout, you will need to drag the “pivot table” from the lower left “Views” pane to the Compound Layout or use View Selector to see selected views of data.

Pivot Table

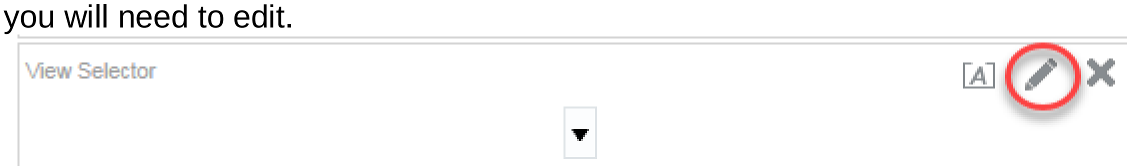
					JUN-2018	JUN-2019
Entity	Dept	Account Description	Subcode	Subcode Description	Fiscal Actual	Fiscal Actual
02	35010	Med-Dean, Office of the	5000	Medical Faculty RFT Regular Earnin	434,409.53	520,854.15
			5001	Medical Faculty RFT Regular Earnin	9,900.00	9,900.00
			5050	Medical Faculty RPT Regular Earnin	51,109.50	
			5400	Staff RFT Regular Earnings	101,560.08	104,293.32
			5450	Staff RPT Regular Earnings	99,263.39	103,412.16
			5470	Staff RPT Compensatory Time Paid		141.86
			5530	Temporary Staff TEP PT Earnings		1,488.75
			5700	FICA-Paying Student Employees	1,500.00	(750.00)
			5820	Stipend-Training Grant	7,500.00	
			5830	Stipend-Pre-Doctoral Fellows	1,948.00	
			5901	Fringe Benefits-Medical Faculty	134,753.97	147,018.90
			5907	Fringe Benefits-Staff	78,722.80	80,436.92
			5915	Fringe Benefits-FICA-Paying & Othe	114.00	(57.00)

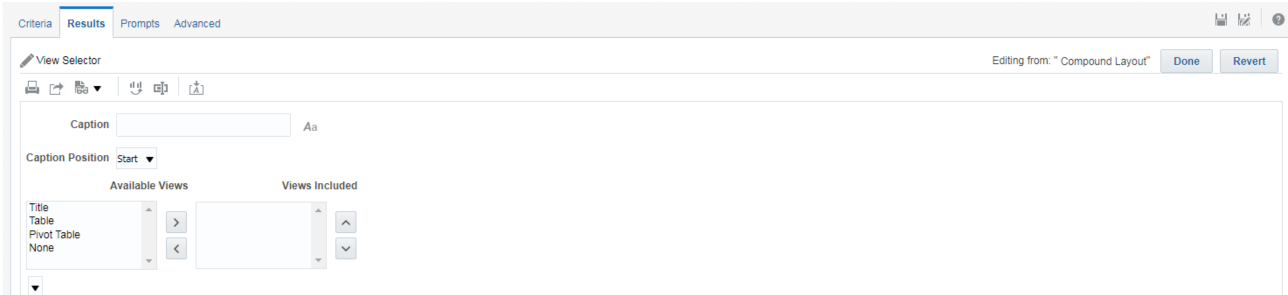
<u>View Selector</u> is an added feature that allows you to build a drop down box that displays the various reports/pivots defined within an analysis.

Click on “New View” and then choose **Other Views** then **View Selector**

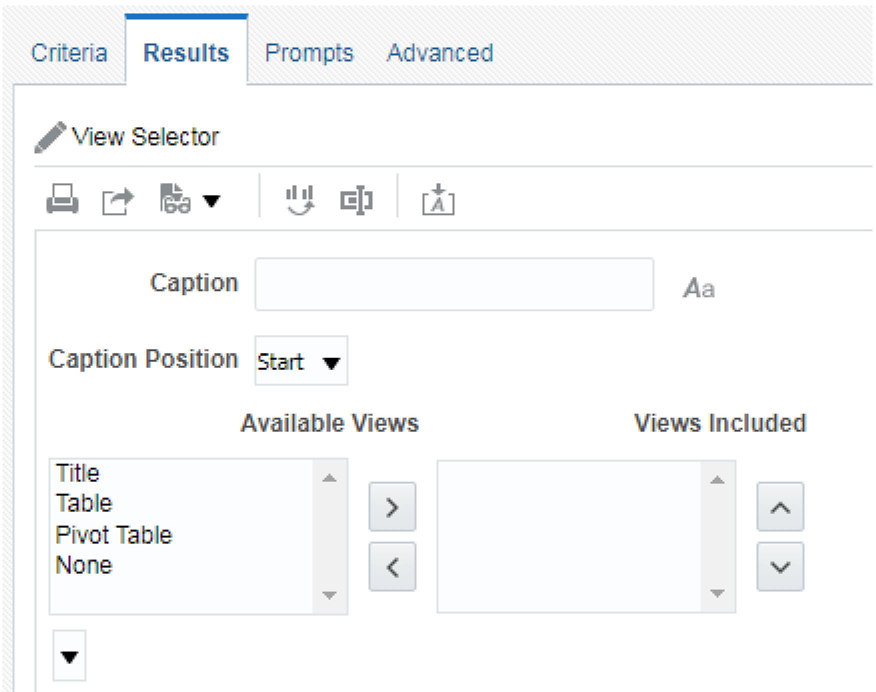


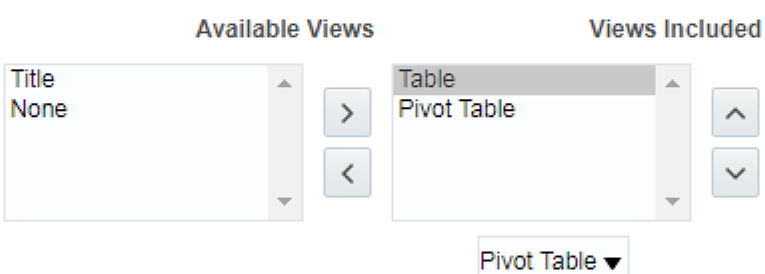
The system will bring up a view in the Compound Layout pf a generic View Selector, which you will need to edit.





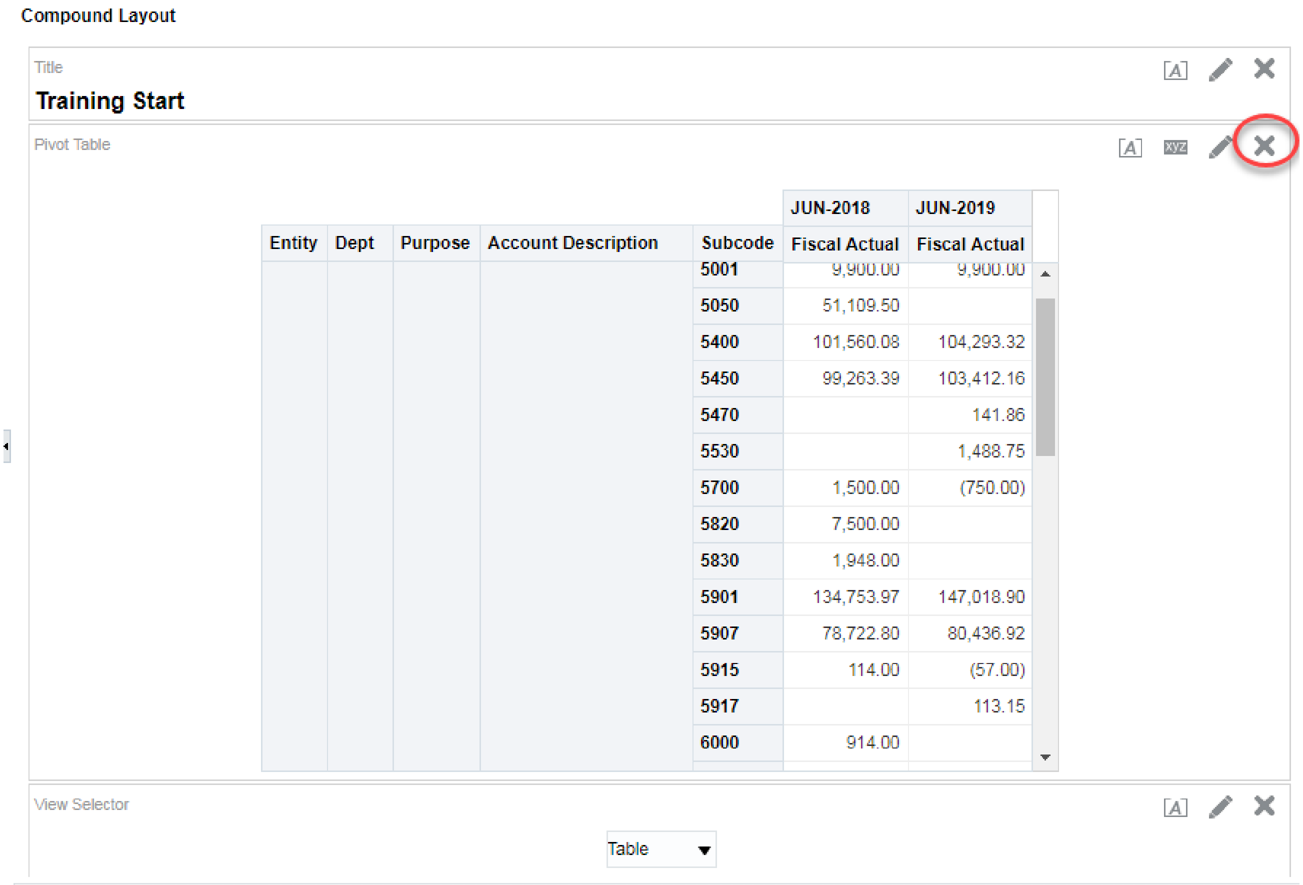
Choose the views to be included from the available views (left pane) and then click the right arrow . Views will appear in the drop down box in the sequence they appear in the right pane, which can be modified using the Up-Down arrows.





Once a View Selector is been defined, you will need to click **Done** to save it and move it to an appropriate area of the Compound Layer to use it.

Moving the View Selector to the Compound Layout does not remove the existing objects on the layout. If you do not want to see the old items replicated, just click the Red X mark within the old objects window.


Compound Layout
Title
Training Start
Pivot Table
JUN-2018
JUN-2019
Entity
Dept
Purpose
Account Description
Subcode
Fiscal Actual
Fiscal Actual
5001 9,900.00 9,900.00
5050 51,109.50
5400 101,560.08 104,293.32
5450 99,263.39 103,412.16
5470 141.86
5530 1,488.75
5700 1,500.00 (750.00)
5820 7,500.00
5830 1,948.00
5901 134,753.97 147,018.90
5907 78,722.80 80,436.92
5915 114.00 (57.00)
5917 113.15
6000 914.00
View Selector
Table

Compound Layout

Title

Training Start

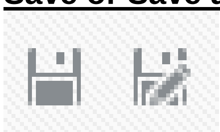
View Selector

Table

Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
JUN-2018	02	35010	5000	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434,409.53
			5001	00000	000000	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9,900.00
			5050	00000	000000	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51,109.50
			5400	00000	000000	Med-Dean, Office of the	Staff RFT Regular Earnings	101,560.08
			5450	00000	000000	Med-Dean, Office of the	Staff RPT Regular Earnings	99,263.39
			5700	00000	000000	Med-Dean, Office of the	FICA-Paying Student Employees	1,500.00
			5820	00000	000000	Med-Dean, Office of the	Stipend-Training Grant	7,500.00
			5830	00000	000000	Med-Dean, Office of the	Stipend-Pre-Doctoral Fellows	1,948.00
			5901	00000	000000	Med-Dean, Office of the	Fringe Benefits-Medical Faculty	134,753.97
			5907	00000	000000	Med-Dean, Office of the	Fringe Benefits-Staff	78,722.80
			5915	00000	000000	Med-Dean, Office of the	Fringe Benefits-FICA-Paying & Other Students	114.00
			6000	00000	000000	Med-Dean, Office of the	Office Supplies	914.00
			6300	00000	000000	Med-Dean, Office of the	Domestic Travel & Business Expenses	52,188.03
			6370	00000	000000	Med-Dean, Office of the	Foreign Travel	4,000.07
			6376	00000	000000	Med-Dean, Office of the	Other Unallowable Travel & Business	4,152.37

Again, save your query.

<u>Save or Save as</u>



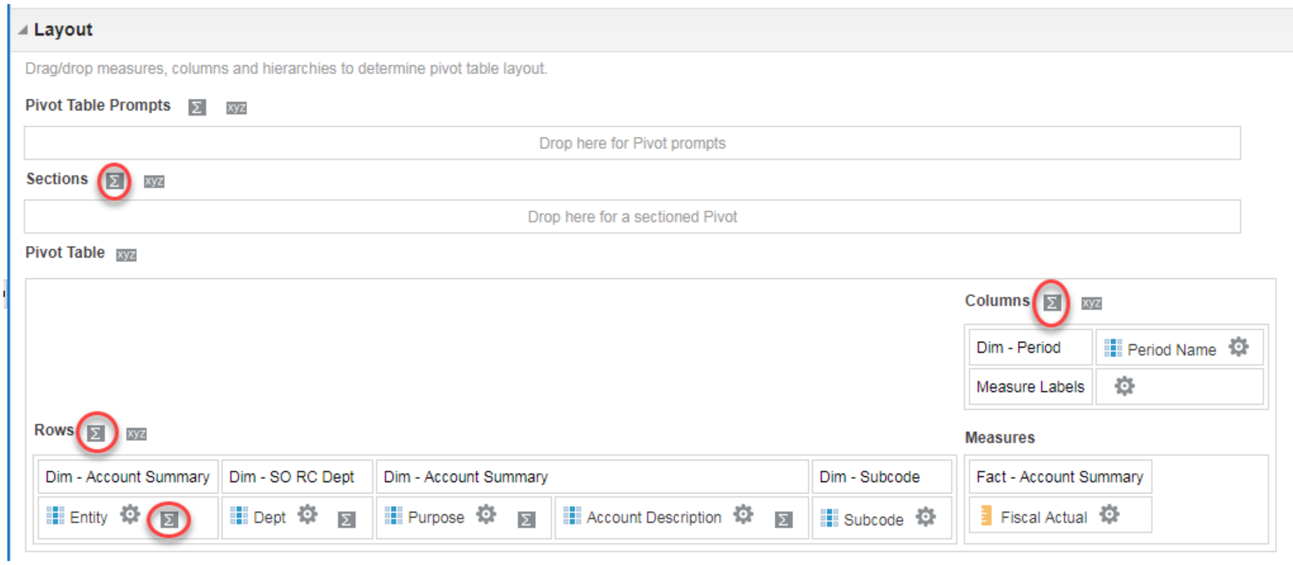
My Folders or Shared folders

Default save is where you open original analysis <u>unless the folder has restrictions for your ability to save to that folder</u>. The recommended save location is **My Folders** if you are still working or the query is primarily for your personal use. Within My Folders, you can build separate folders for specific types of queries. Use the Shared Folders when the query is to be used by others within your department or area.

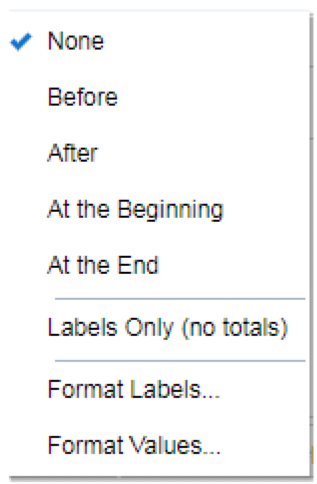
NOTE: If you are using a template analysis, save your changes under another name to avoid over-writing the original template.

SUB-TOTALING/TOTALING

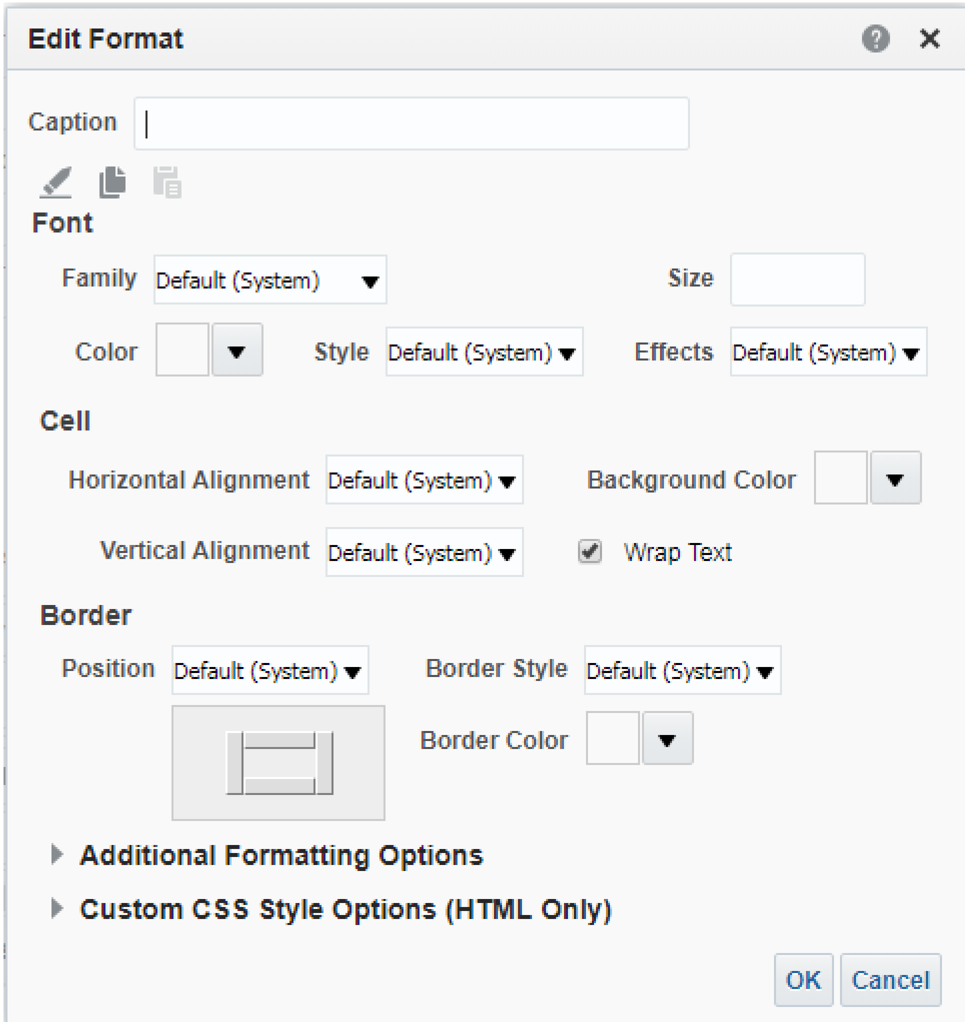
Totaling at any level is defined at the Layout in the Edit mode using the summation icon at the various levels: Table (Row), Sections, Columns, or individual fields.



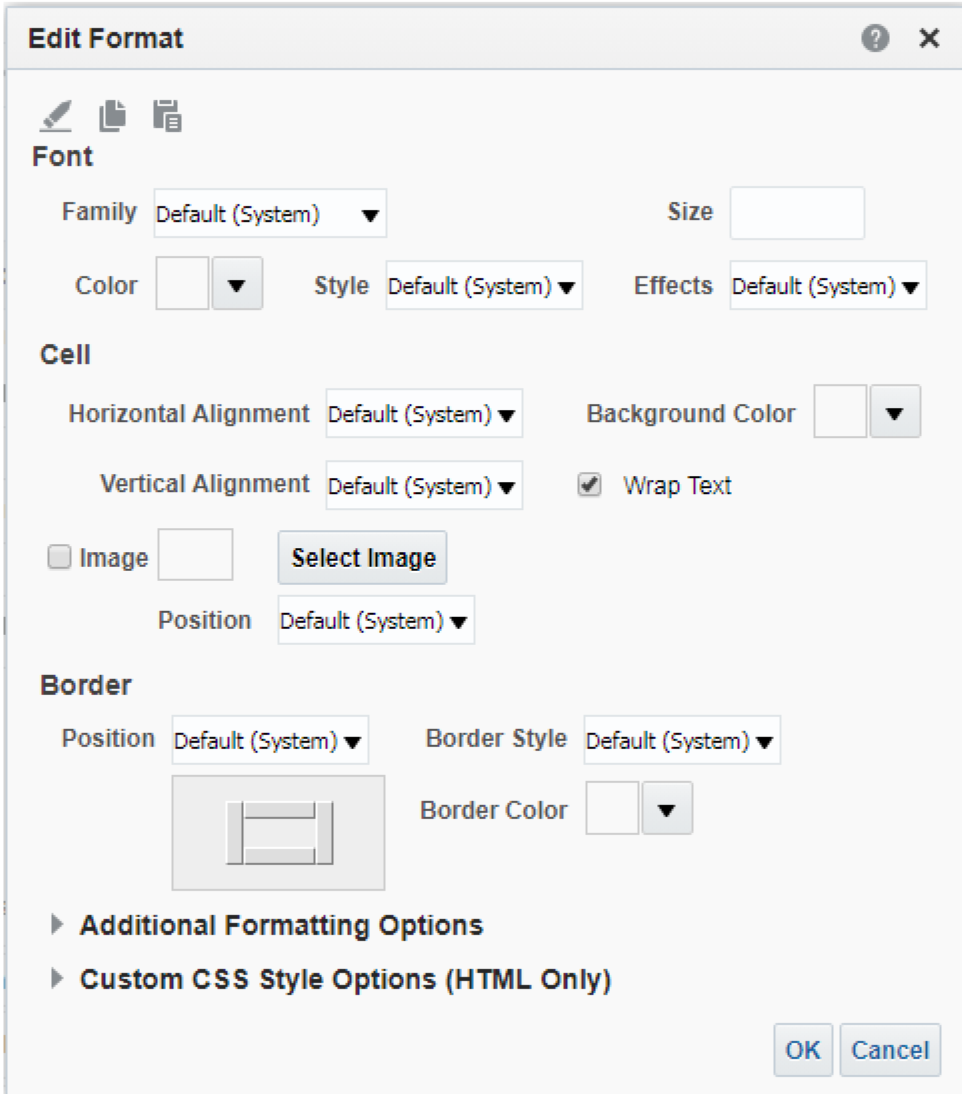
Choices:



Format label choices:



Format value choices:

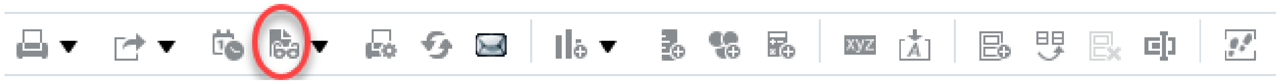


When totaling has been defined, the icon beside the various fields or levels will appear as


.

PRINTING OUTPUT

Before printing any output, use the Preview icon to see how the report will display as a dashboard.



Training Start

Pivot Table

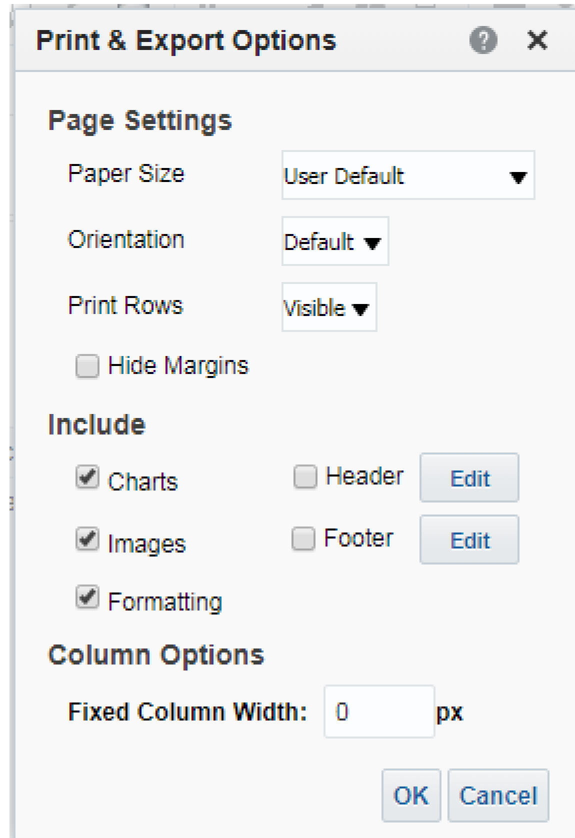
Entity	Dept	Purpose	Account Description	Subcode	JUN-2018 Fiscal Actual	JUN-2019 Fiscal Actual
02	35010	00000	Med-Dean, Office of the	5000	434,409.53	520,854.15
				5001	9,900.00	9,900.00
				5050	51,109.50	
				5400	101,560.08	104,293.32
				5450	99,263.39	103,412.16
				5470		141.86
				5530		1,488.75
				5700	1,500.00	(750.00)
				5820	7,500.00	
				5830	1,948.00	
				5901	134,753.97	147,018.90
				5907	78,722.80	80,436.92
				5915	114.00	(57.00)
				5917		113.15

On the Results tab, you can use the Print Option icon to change defaults settings

To change the Orientation of the page, select **Landscape.**

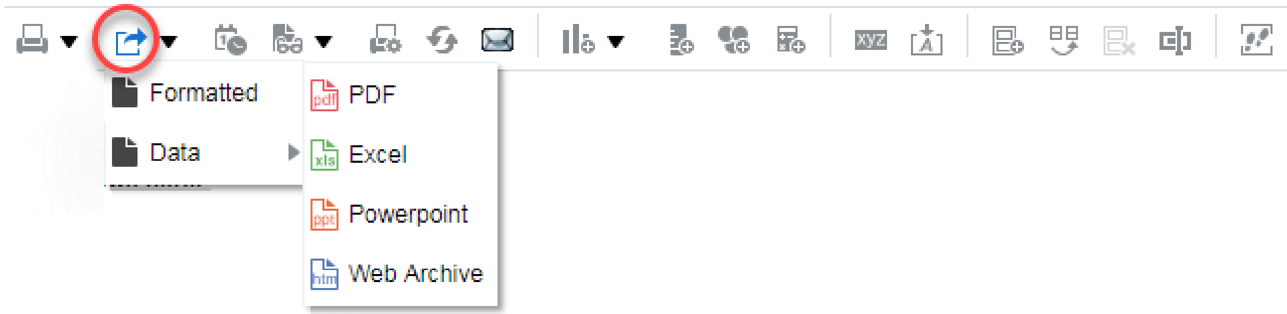
To print all results of an analysis, change the Print Rows option from **Visible** to **All**

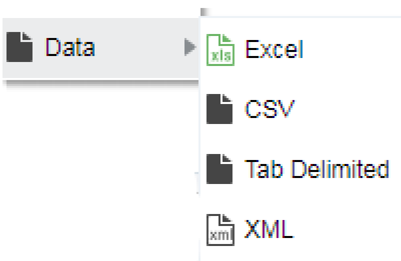
Click **OK**.



EXPORTING OUTPUT

OBIEE can export a report in a variety of outputs from the Preview mode:



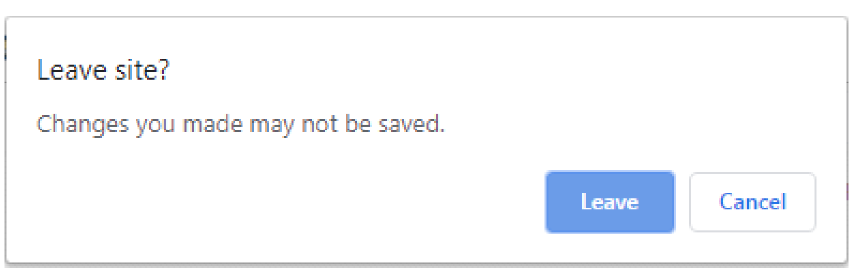


- Formatted
  - PDF
  - Excel
  - Powerpoint
  - Web Archive
- Data
  - Excel
  - CSV
  - Tab Delimited
  - XML

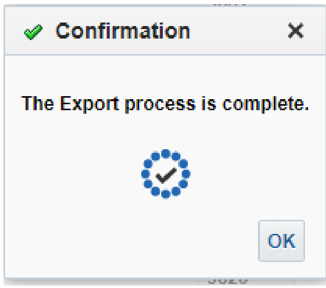
Exporting to a Formatted format brings the data in the report format as shown on the original output with data suppression of values in certain columns.

Exporting to a data format overrides the default data suppression routines and shows all values of a field in each row.

If you are exporting to data format, you will see a dialog box that directs you out of OAC-OBIEE



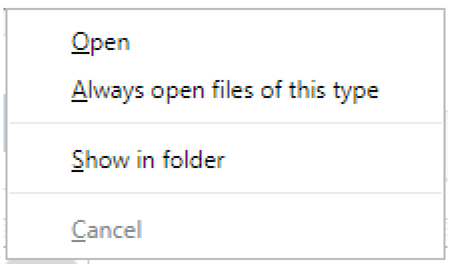
Click **Leave** to continue export process
System will display a confirmation



Click **OK**

The system will display a download indicator in the lower left hand corner of the screen

Click on the drop-down arrow to see options



For formatted exports, just click **Open** to open the file in the appropriate application.

For data exports, click **Show in Folder** to view text files properly. When the system brings up file listing, right-click on the filename and choose **Open With** to define the appropriate text application, NotePad or WordPad, to see the non-formatted values.

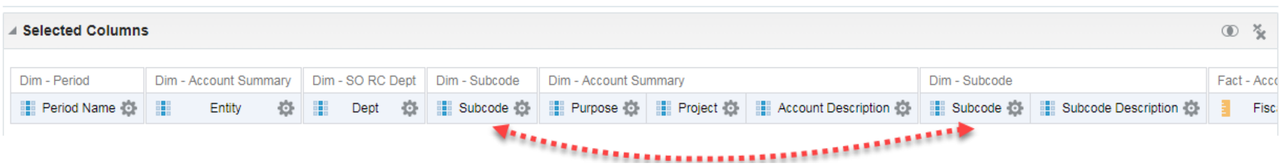
Opening a data file with Excel will bring up the Excel based formats as values. Values that appear as numbers are treated as numbers not text values.

	A	B	C	D	E	F	G	H	I
1	Period Name	Entity	Dept	Subcode	Purpose	Project	Account Description	Subcode Description	Fiscal Actual
2	Jun-18	2	35010	5000	0	0	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	434409.53
3	Jun-18	2	35010	5001	0	0	Med-Dean, Office of the	Medical Faculty RFT Regular Earnings	9900
4	Jun-18	2	35010	5050	0	0	Med-Dean, Office of the	Medical Faculty RPT Regular Earnings	51109.5
5	Jun-18	2	35010	5400	0	0	Med-Dean, Office of the	Staff RFT Regular Earnings	101560.08
6	Jun-18	2	35010	5450	0	0	Med-Dean, Office of the	Staff RPT Regular Earnings	99263.39
7	Jun-18	2	35010	5700	0	0	Med-Dean, Office of the	FICA-Paying Student Employees	1500
8	Jun-18	2	35010	5820	0	0	Med-Dean, Office of the	Stipend-Training Grant	7500
9	Jun-18	2	35010	5830	0	0	Med-Dean, Office of the	Stipend-Pre-Doctoral Fellows	1948
10	Jun-18	2	35010	5901	0	0	Med-Dean, Office of the	Fringe Benefits-Medical Faculty	134753.97

CREATING BINS

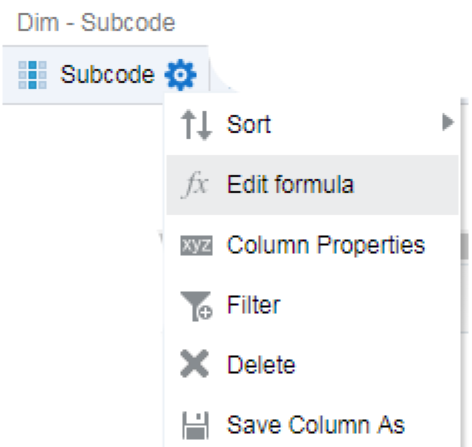
The process of redefining results in OBIEE is done within the filters of a field by defining Bins in the Edit Formula process.

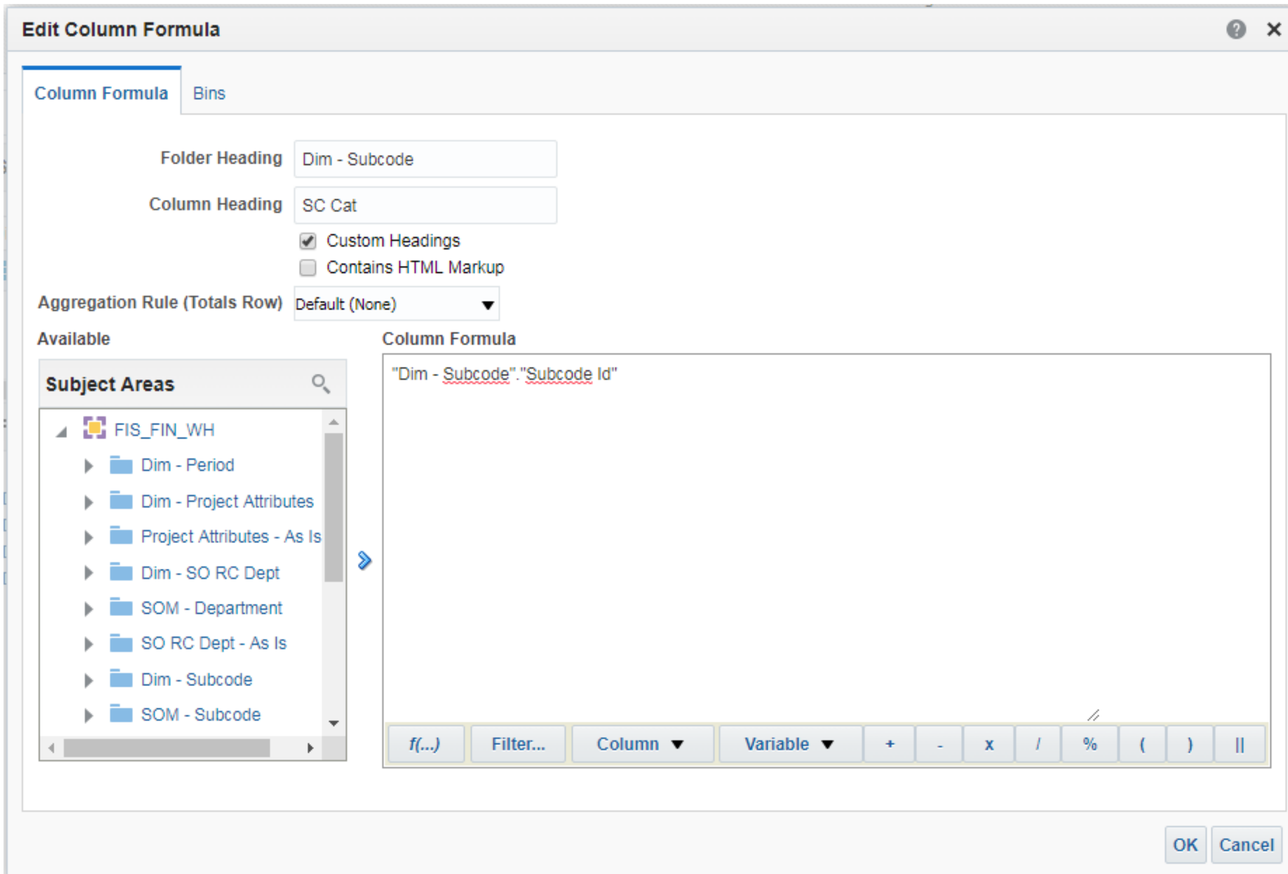
In OBIEE, the system overwrites the initial formula for a column with the new definitions of the Bins. In order to retain the original column and view the new column defined in the Bins, you must bring a field again.



In this example, we want to see the original subcode and then a subgroup grouping, so we have brought over the field Subcode_ID again. We will rename the second column to differentiate it from the original Subcode_ID column.

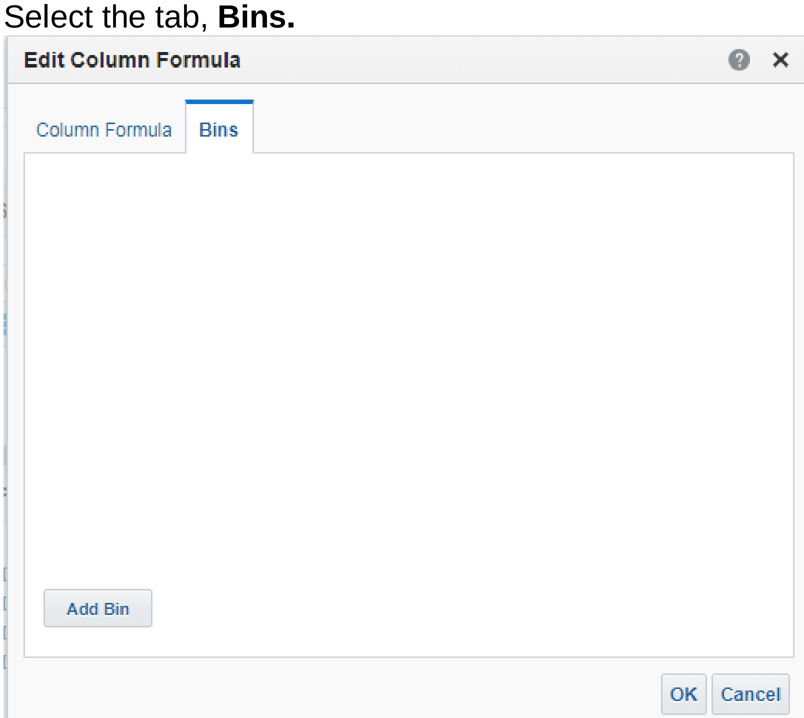
On the second Subcode field, select **Edit Formula**



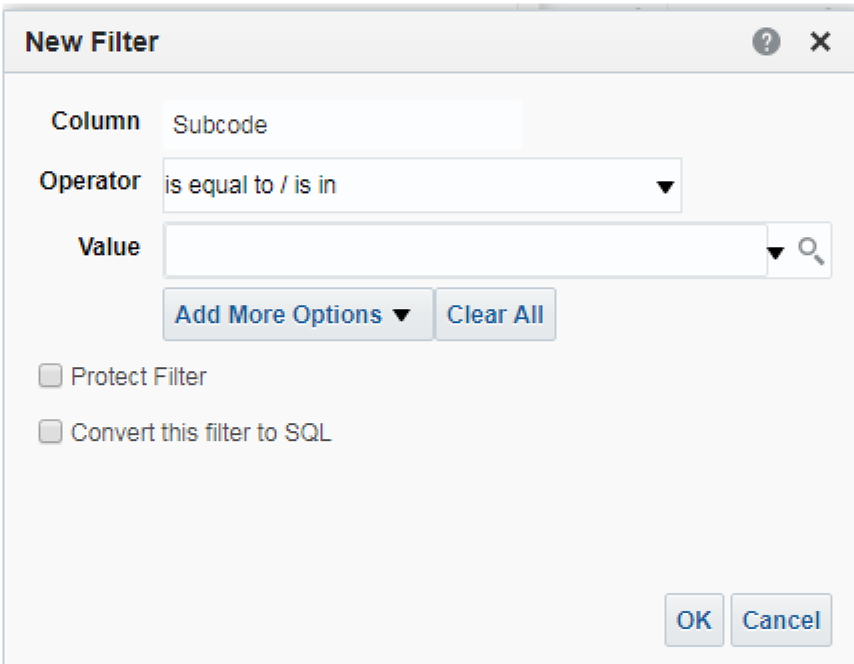


Click **Custom Heading** and type in the name of the new field, **SC Cat**.

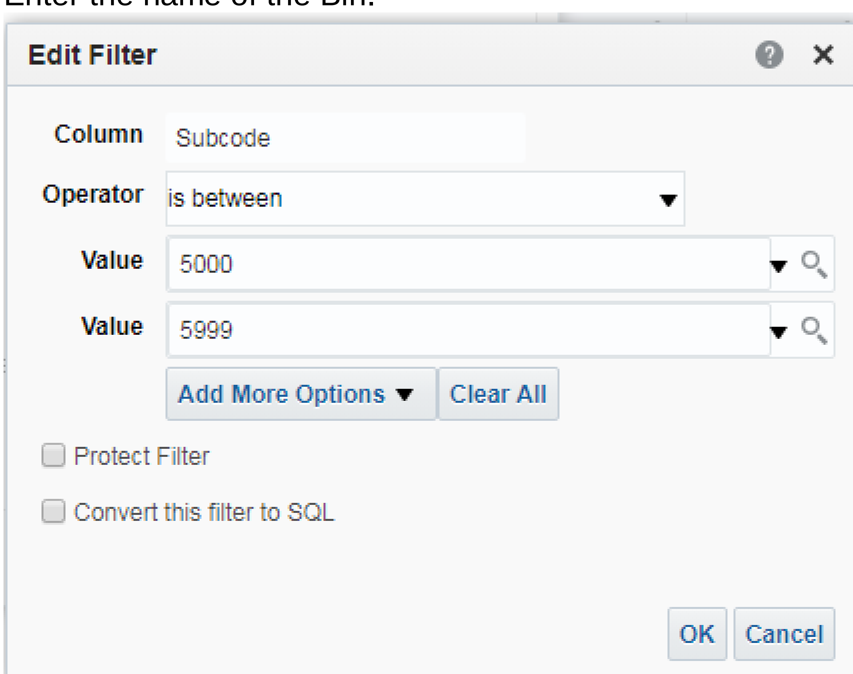
Select the tab, **Bins.**



Click **Add Bins** to start the definition process.

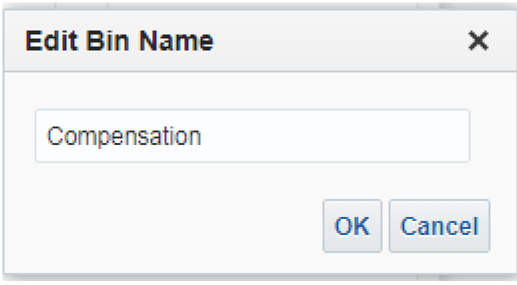


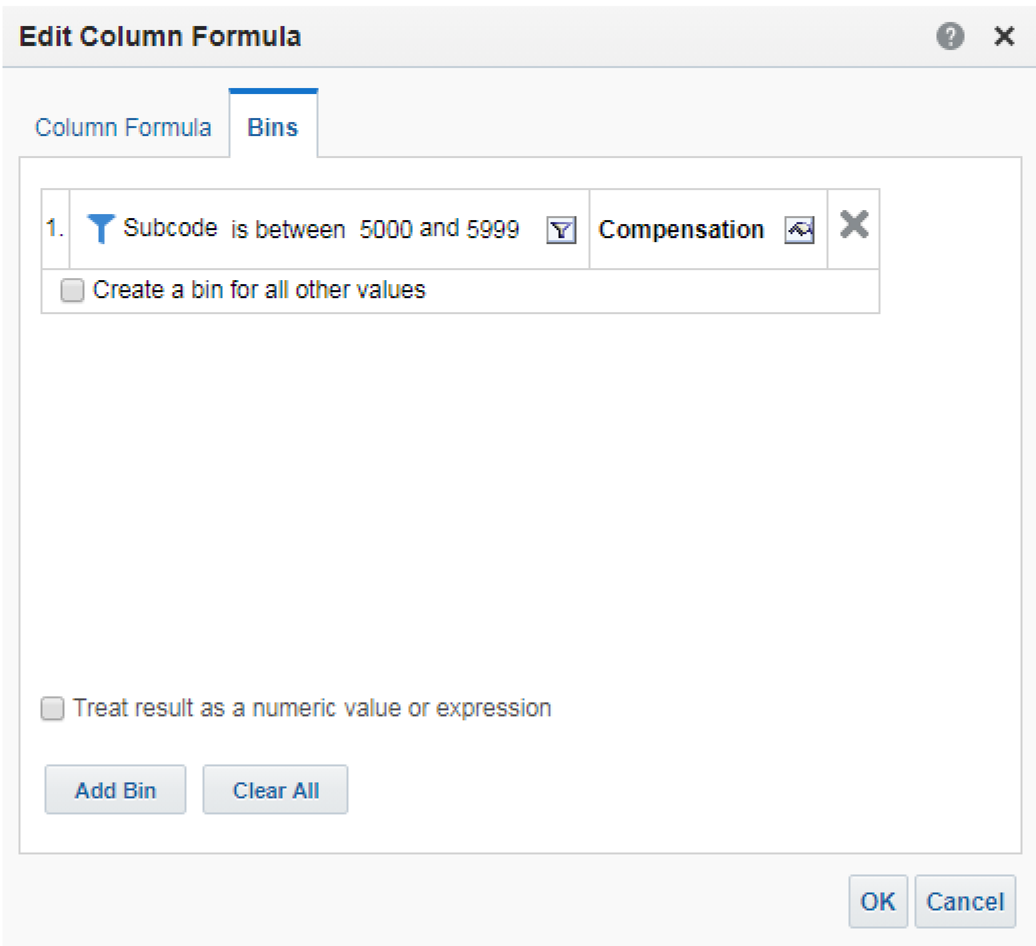
Add the operators and filters within the “bin” definition and click **OK**.
Enter the name of the Bin.



Click **OK**

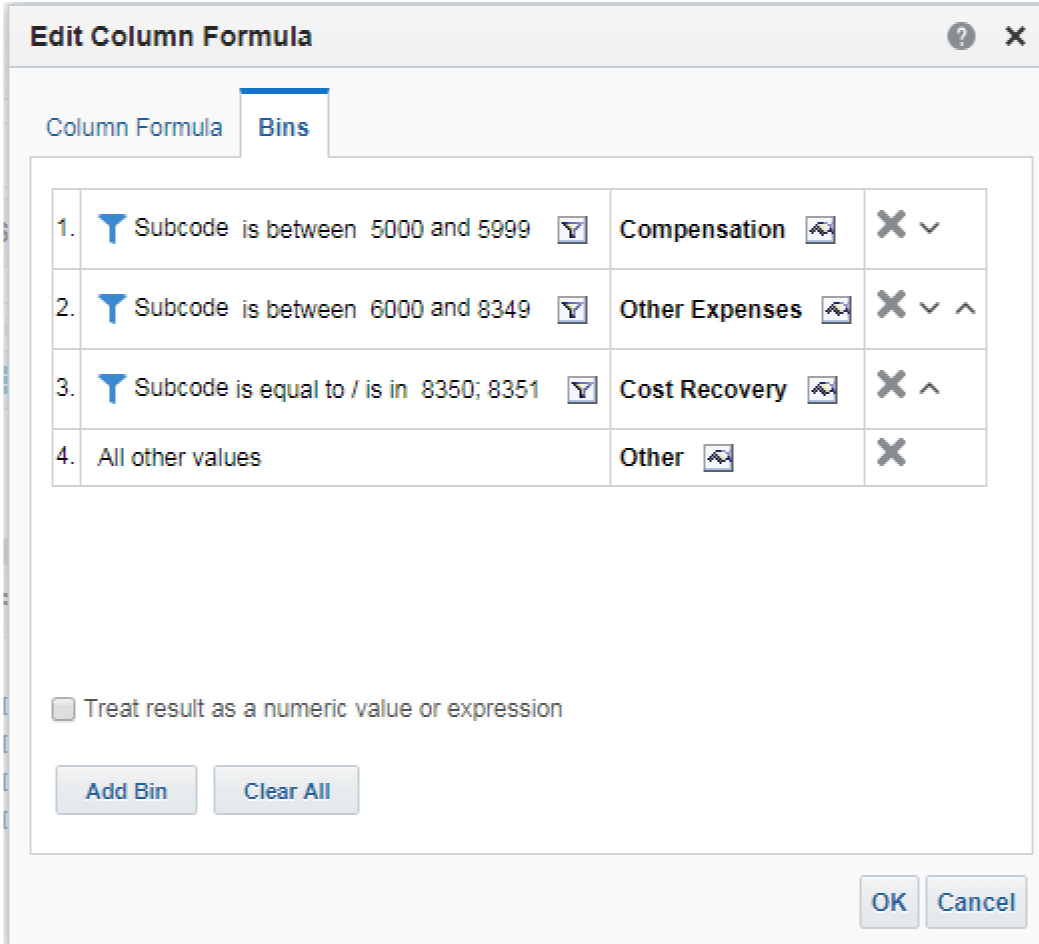
Enter a Bin name for this grouping





If non-contiguous values are necessary, use the same name of the bin to include the extra values.

To add more bins, click the **Add Bin** button.



The final definition to be created is a bin to include all undefined values, “All other values”.

Click **OK** when the definitions are complete.

Chose the Results Tab to view the new column, which can be maneuver to its desired location within the table.

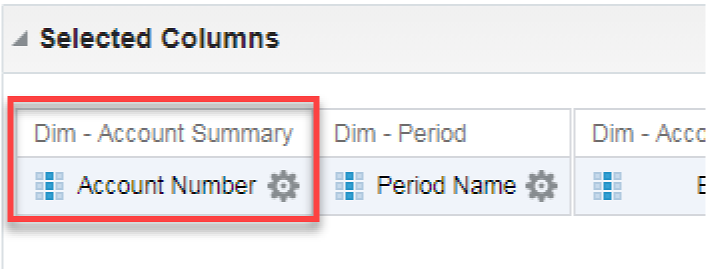
Pivot Table

						JUN-2018	JUN-2019
Entity	Dept	Purpose	Account Description	Subcode	SC Cat	Fiscal Actual	Fiscal Actual
				8260	Other Expenses	16,926,082.59	12,290,843.54
		29323	UPP Academic Funding Account No.3-Direct Expenses	5100	Compensation	127,347.84	129,894.84
				5200	Compensation		45,023.61
				5750	Compensation		5,545.08
				5903	Compensation	40,241.92	40,657.08
				5905	Compensation		17,424.14
				6370	Other Expenses	4,150.86	3,910.52
				8260	Other Expenses	(28,004.00)	399,996.00
		29371	SOM FY16-19 OPHTHAL FUNDS	8260	Other Expenses	811,756.69	905,818.63
		29372	UPP FY16-19 OPHTHAL FUNDS	8260	Other Expenses	811,756.69	905,818.62
09	35010	95752	90K FROM 2009 - SCH OF MED	5530	Compensation		12,822.28
				5540	Compensation		171.79
				5917	Compensation		987.55

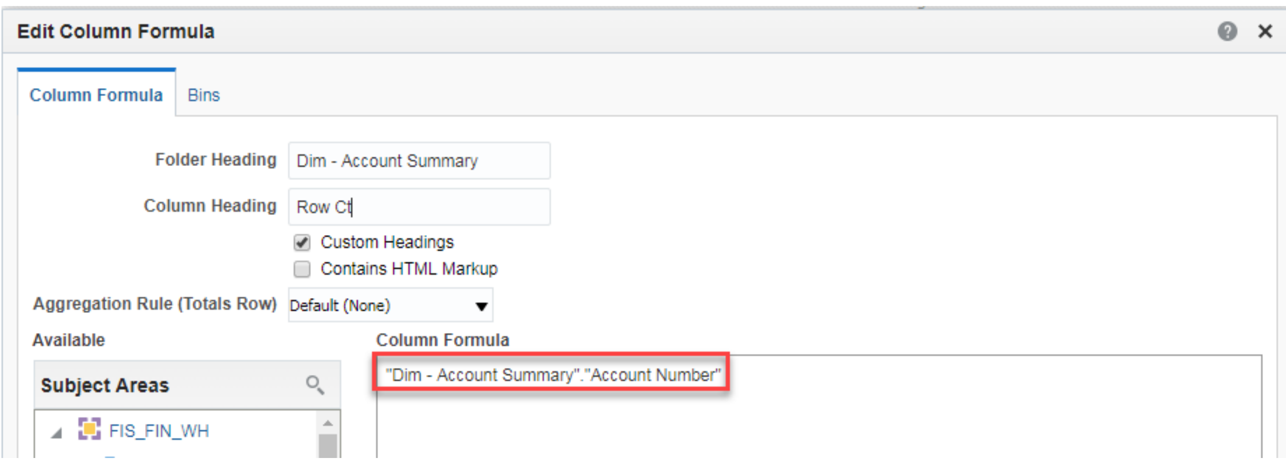
Save your query.

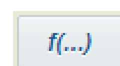
CREATING RECORD COUNT

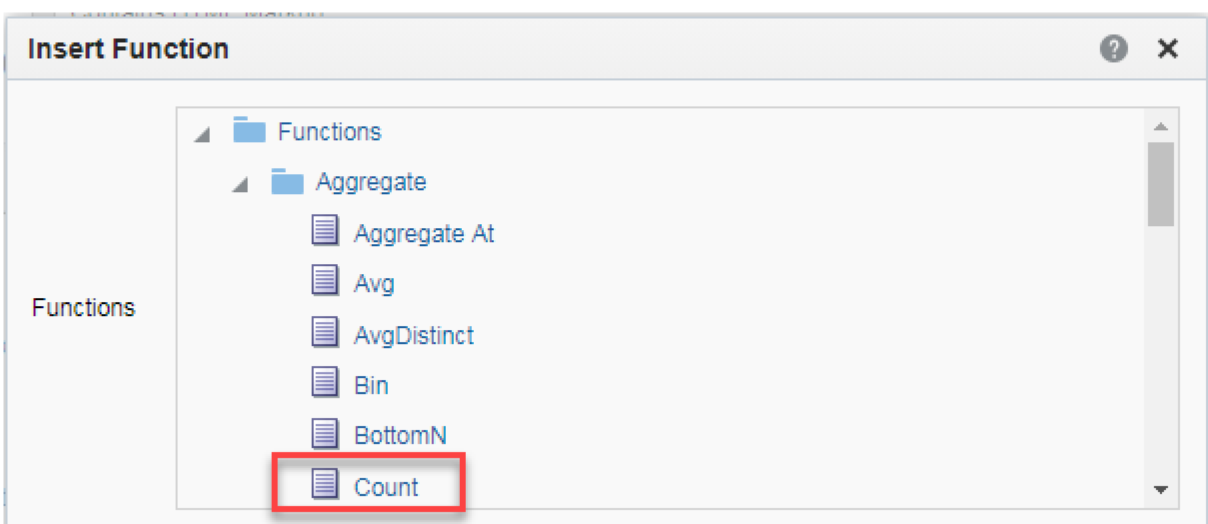
Add a column to your analysis, any field from the table you want to count records in output.

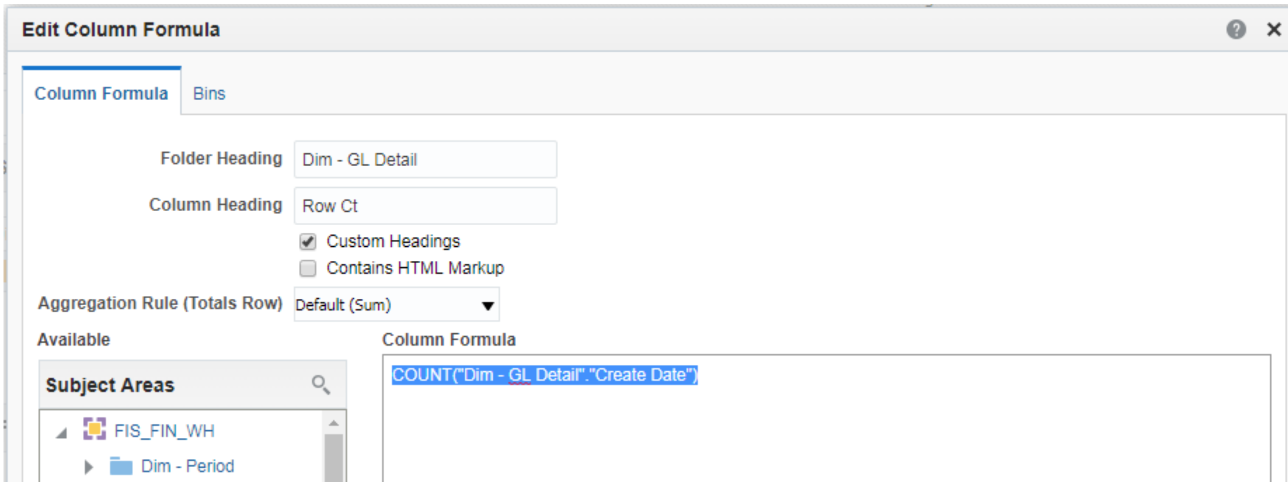


Edit the formula for that field to COUNT(expr).

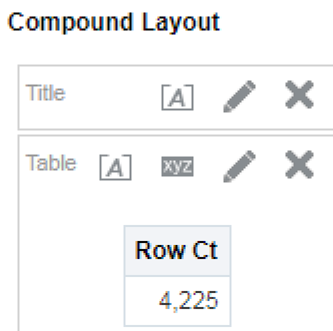


With your cursor on the old field name, add a function by clicking on function, 




Edit Column Formula
Column Formula
Bins
Folder Heading
Dim - GL Detail
Column Heading
Row Ct
Custom Headings
Contains HTML Markup
Aggregation Rule (Totals Row)
Default (Sum)
Available
Column Formula
Subject Areas
COUNT("Dim - GL Detail"."Create Date")
FIS_FIN_WH
Dim - Period

Results:


Compound Layout
Title
Table
xyz
Row Ct
4,225

CUSTOM FORMULAS

There is no button or icon to add a blank column, but you can add a column multiple times and then modify the formula to build a computed field. It doesn't matter what field you use because you are going to change the formula for the file calculations and the column name

On the Criteria page, add a field to your query

Select **Options** for the newly added column

Create the formula using the appropriate database column, operative(s), and variable(s)

Click the **Custom Headings** checkbox, and enter a new column name

Click **OK** to close the **Edit Column Formula** dialog

Select **Column Properties** options for the new column

On the **Data Format** tab, choose how to display the new calculations

Return to the **Results** tab to see the option

You can drag the new column to a new location within the table if necessary

Click **Save**

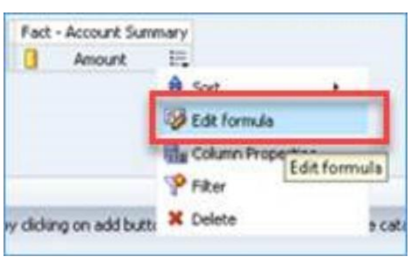
Creating conditional formulas

To build a computed value based upon conditions, modify the formula of a field to perform an If statement.

In this example, we want to calculate an "Amount" based upon the Indirect Cost Rate, defined multipliers, and the Period Actual Amount.

Add the Period Actual Amt column to the query, then:

Go to the edit formula in drop down

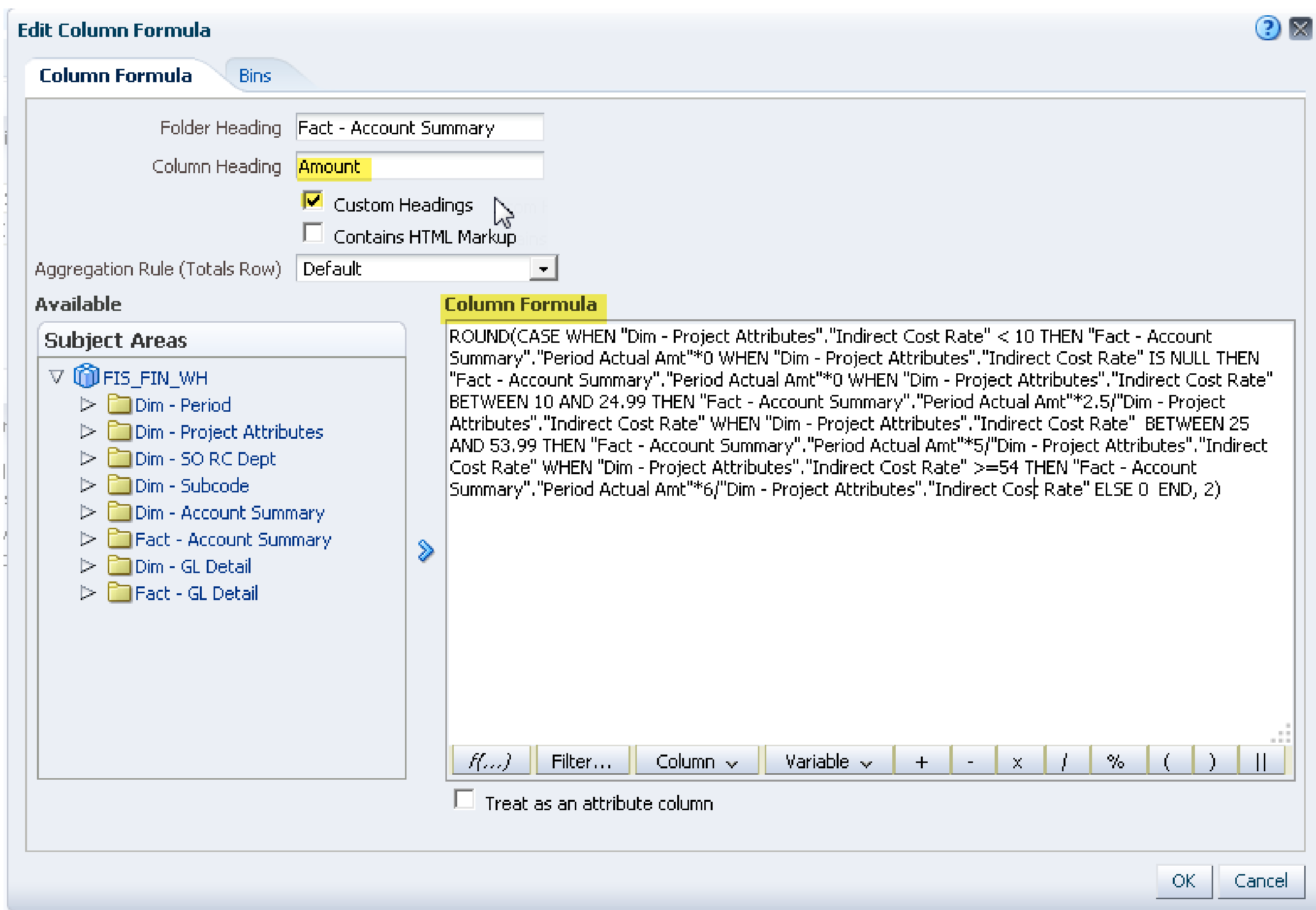


Change the column header to "Amount"

Edit the column formula. For the IF statement in OBIEE we can use a case statement with the conditions. Functions can also be applied to the edited column formula.

> **ROUND(CASE WHEN "Dim - Project Attributes"."Indirect Cost Rate" < 10 THEN "Fact - Account Summary"."Period Actual Amt"*0 WHEN "Dim - Project Attributes"."Indirect Cost Rate" IS NULL THEN "Fact - Account Summary"."Period Actual Amt"*0 WHEN "Dim - Project Attributes"."Indirect Cost Rate" BETWEEN 10 AND 24.99 THEN "Fact - Account Summary"."Period Actual Amt"*2.5/"Dim - Project Attributes"."Indirect Cost Rate" WHEN "Dim - Project Attributes"."Indirect Cost Rate" BETWEEN 25 AND 53.99 THEN "Fact - Account Summary"."Period Actual Amt"*5/"Dim - Project Attributes"."Indirect Cost Rate" WHEN "Dim - Project Attributes"."Indirect Cost Rate" >=54 THEN "Fact - Account Summary"."Period Actual Amt"*6/"Dim - Project Attributes"."Indirect Cost Rate" ELSE 0 END, 2)**

Click OK.

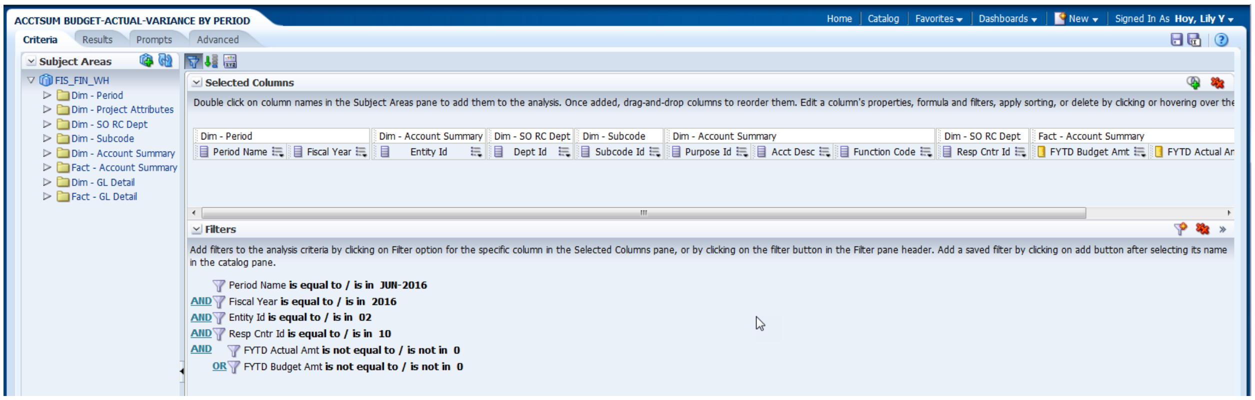


CREATING INTERACTIVE QUERIES

Drilling from a summary report of balances in Account Summary to the GL detail transactions requires a separate detail query linked to the original balance query by an action link or an interactive query. The filters in the detail query can use the filters from the original balance query via prompts to report only those records meeting those conditions.

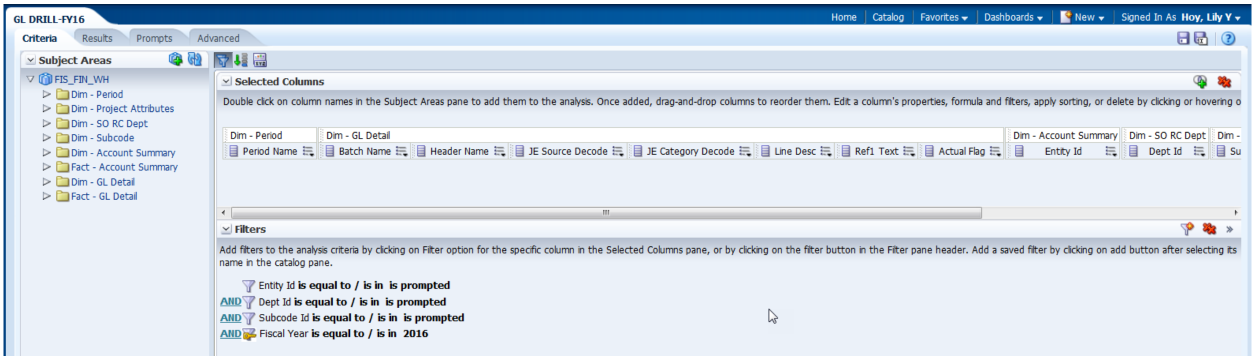
Create a summary balance query

In this example, the balances are for the year-end period, JUN-2016, fiscal year to date figures.



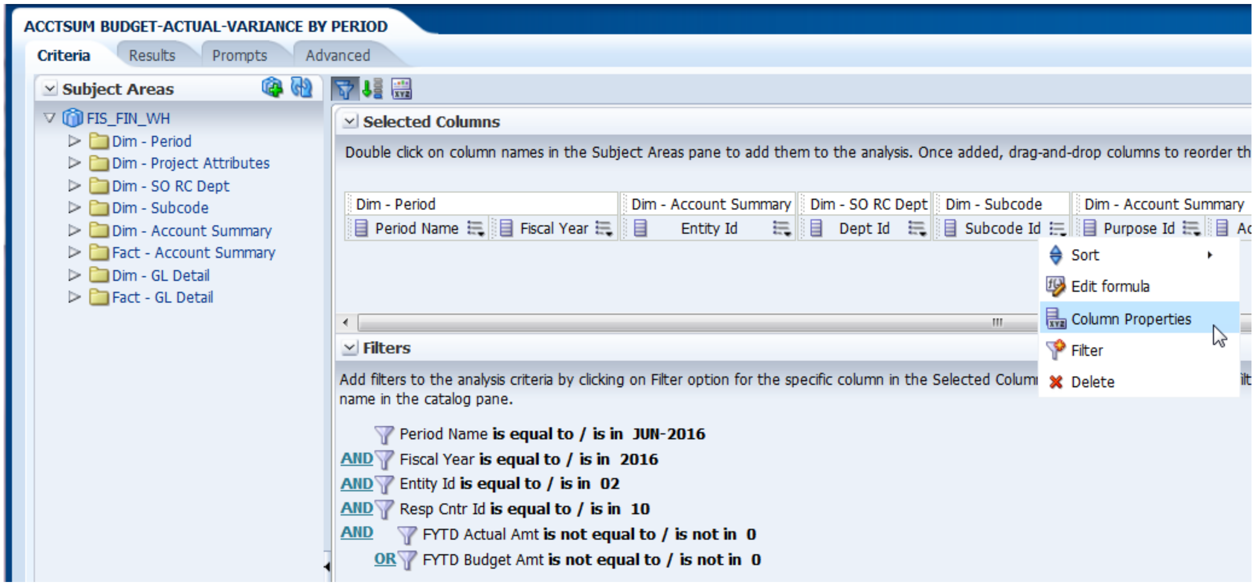
Create a detail query

In this example, the drill for the detail transactions involves all GL detail records that made up the FYTD figures for a specific subcode for FY16 not just for JUN-2016. The other filters are prompted from the original balance query.

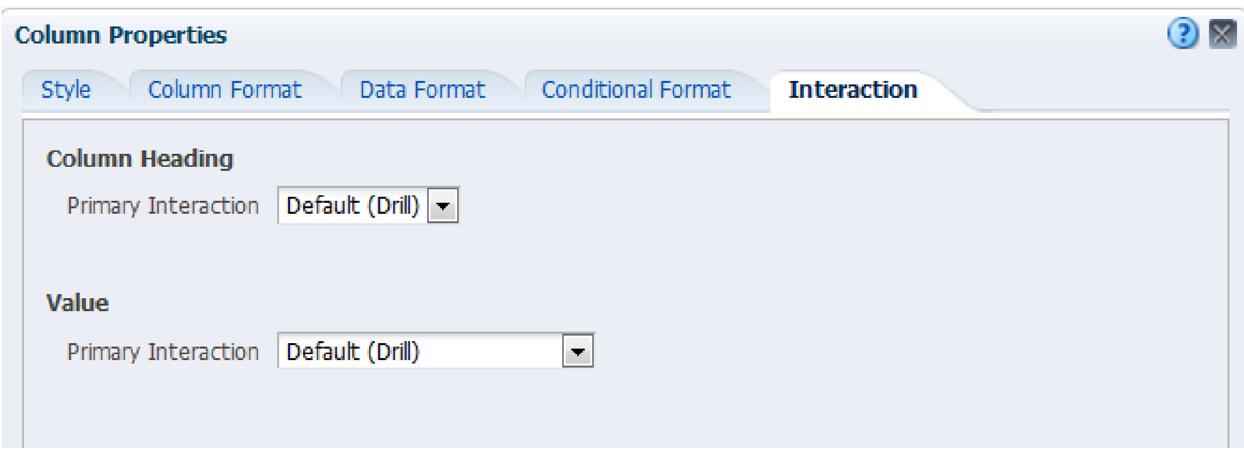


To be able to execute the GL drill from the balance query, you will need to define an action link between the balance analysis to the detail query.

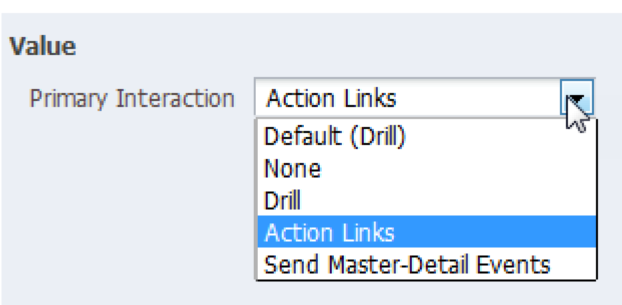
From Criteria tab of the summary query, select the field linking the two queries, the values from which you want to drilldown.



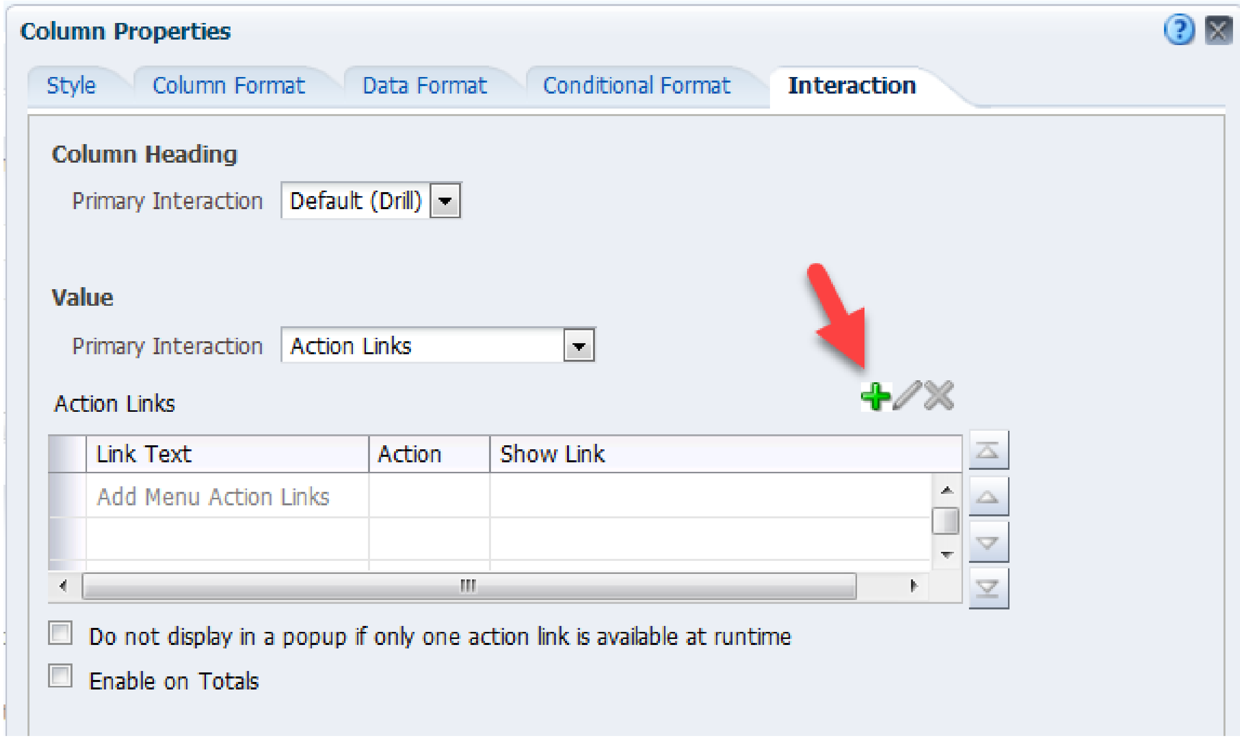
In this case, the field is Subcode ID. Click on **Column Properties** – **Interaction** tab.



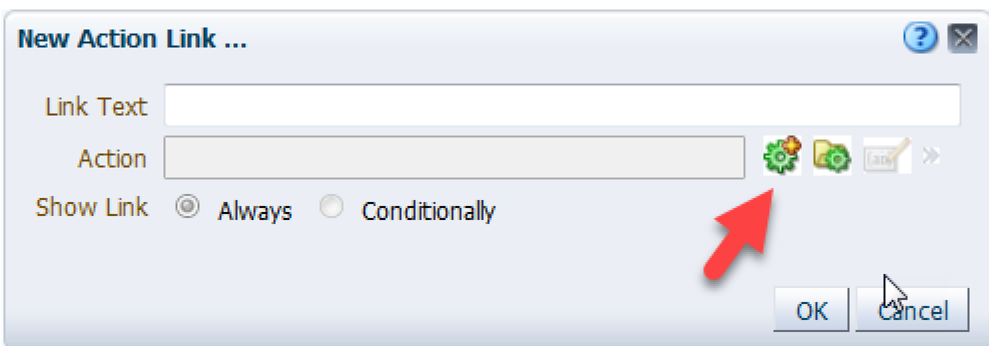
Under **Value**, choose **Action Links**



The New Action Link dialog box will appear.

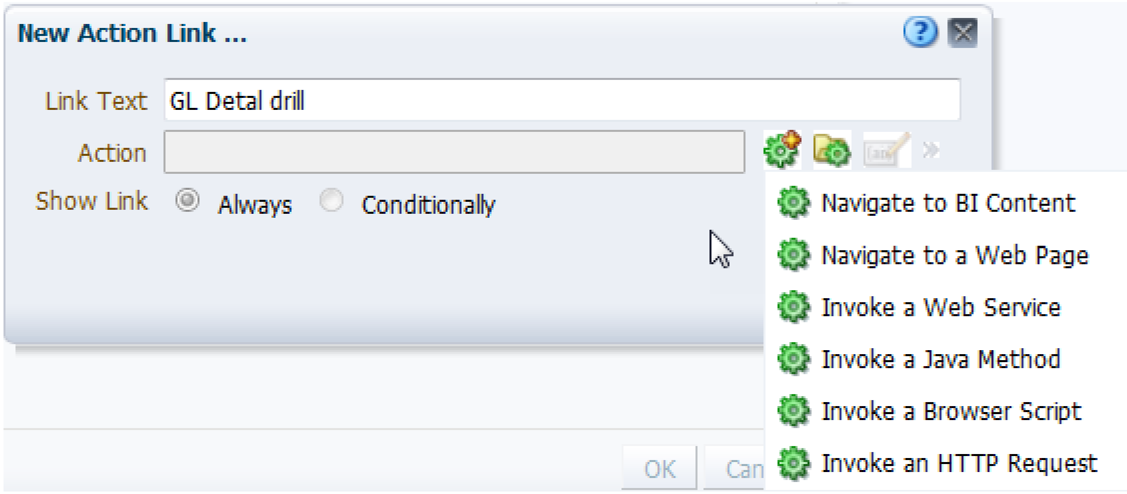


To add the action link, click on the green + sign



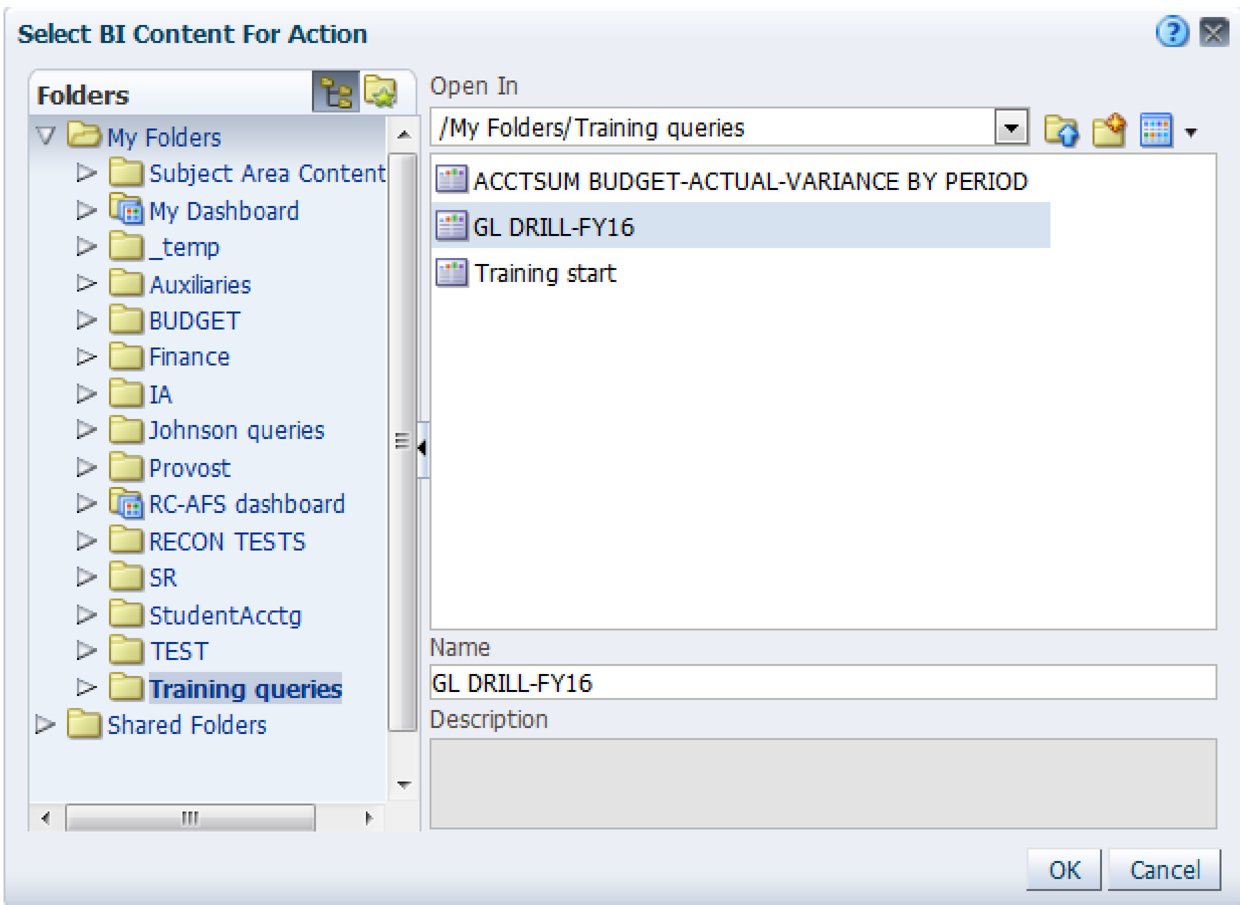
Enter the text to display for the link

Click on the Action Link button

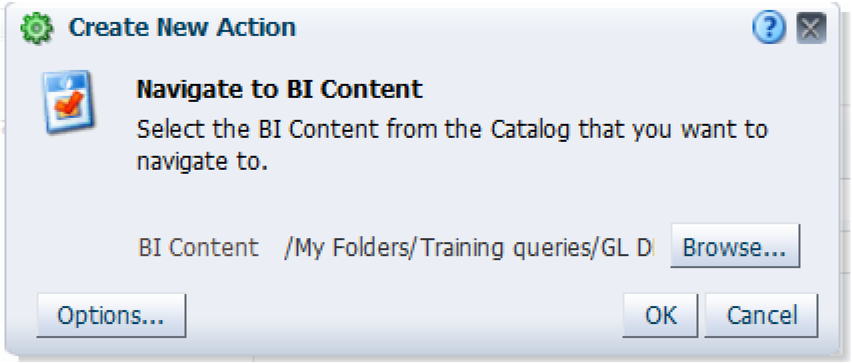


Click on **Navigate to BI Content** to select the GL Detail query

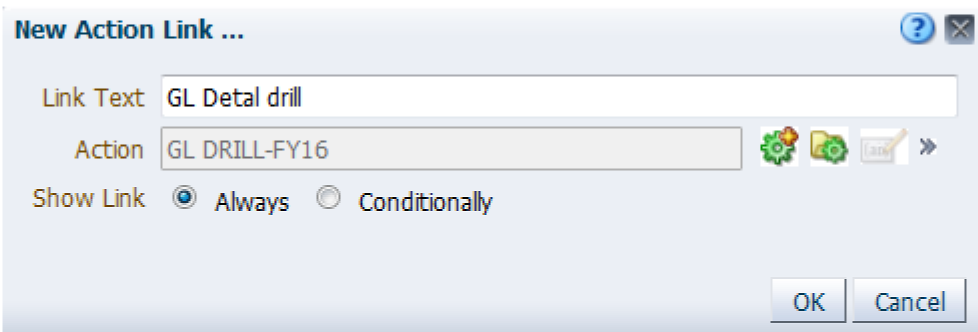
Find the detail query to be executed from stored queries



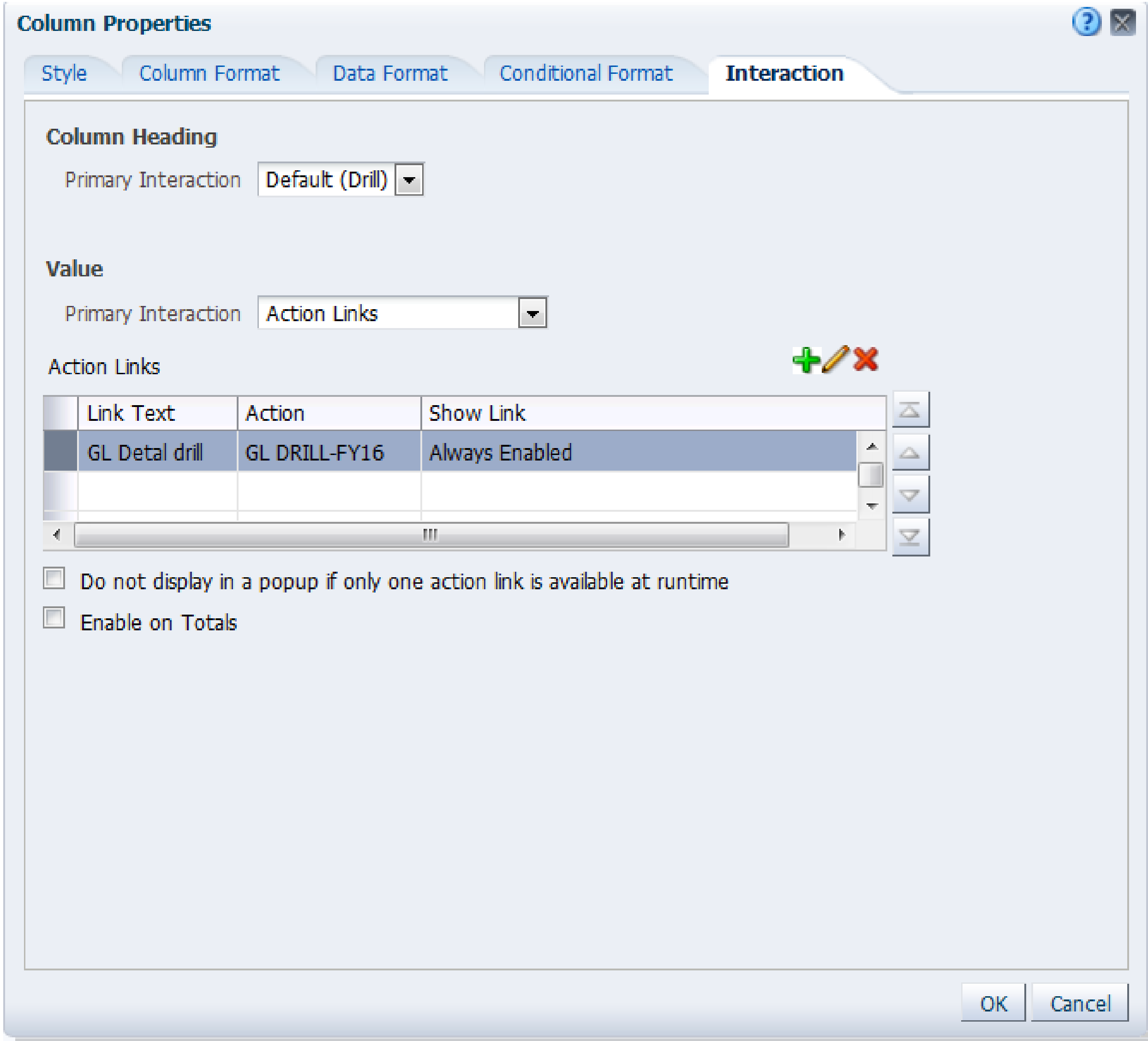
Click **OK**



Click OK to confirm



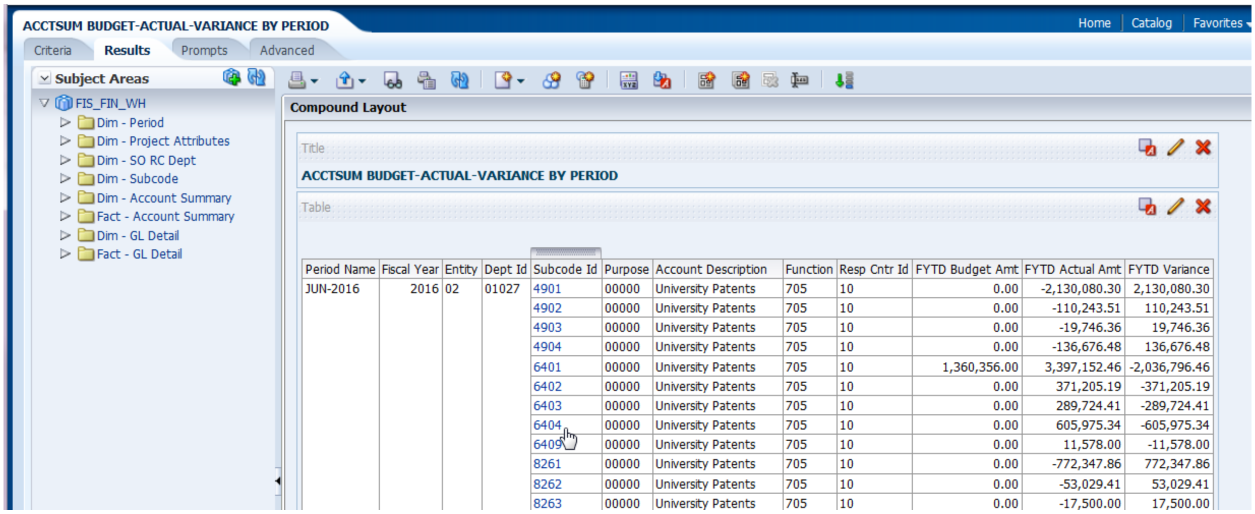
Click **OK**

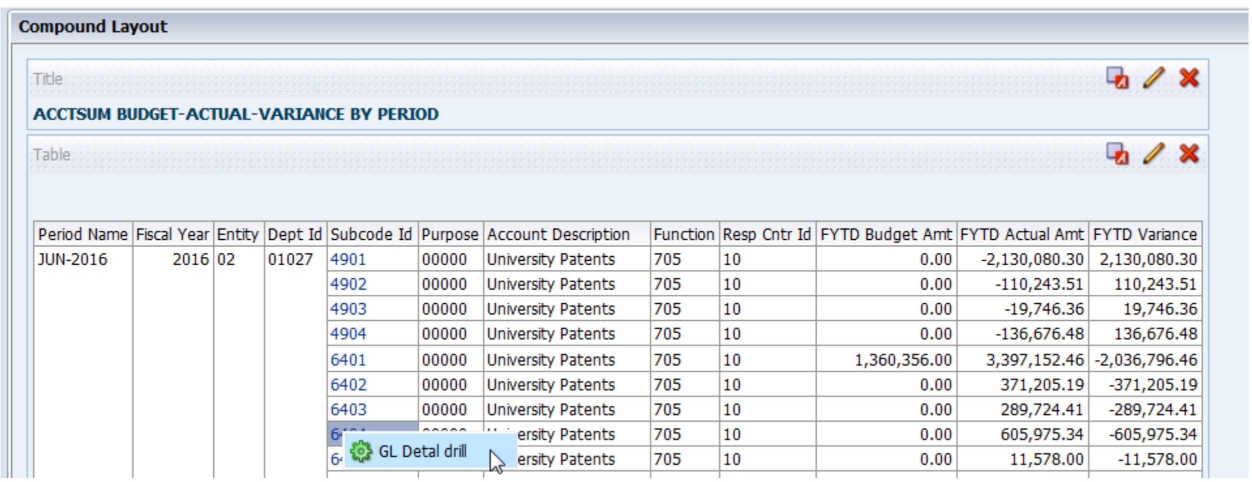


Click **OK**

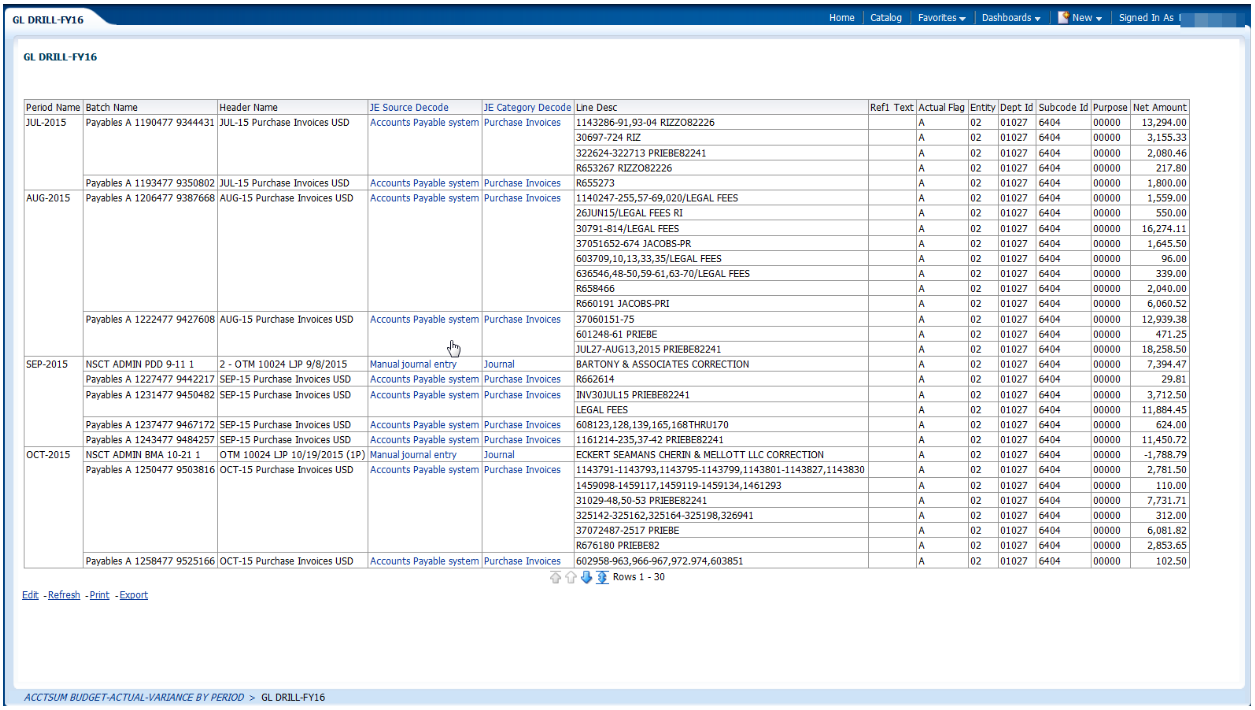
When you return to balance query, view Results.

To see the GL detail for a specific subcode, hover your mouse over the subcode.





Click on the link to execute the detail query

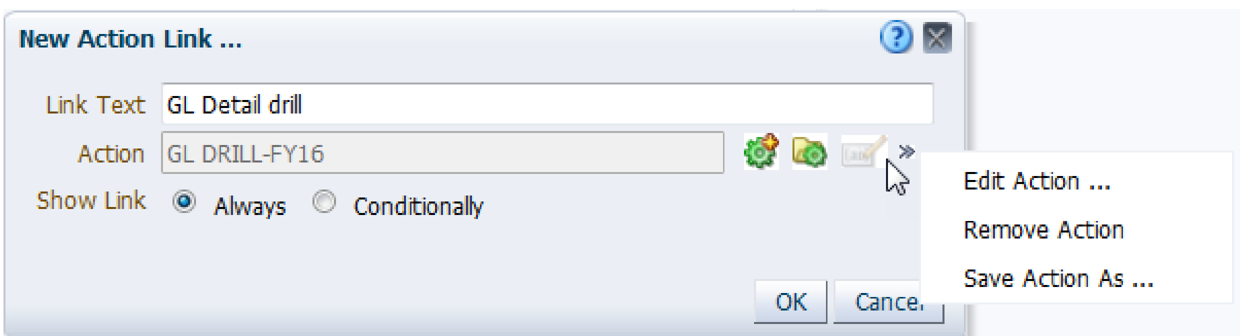


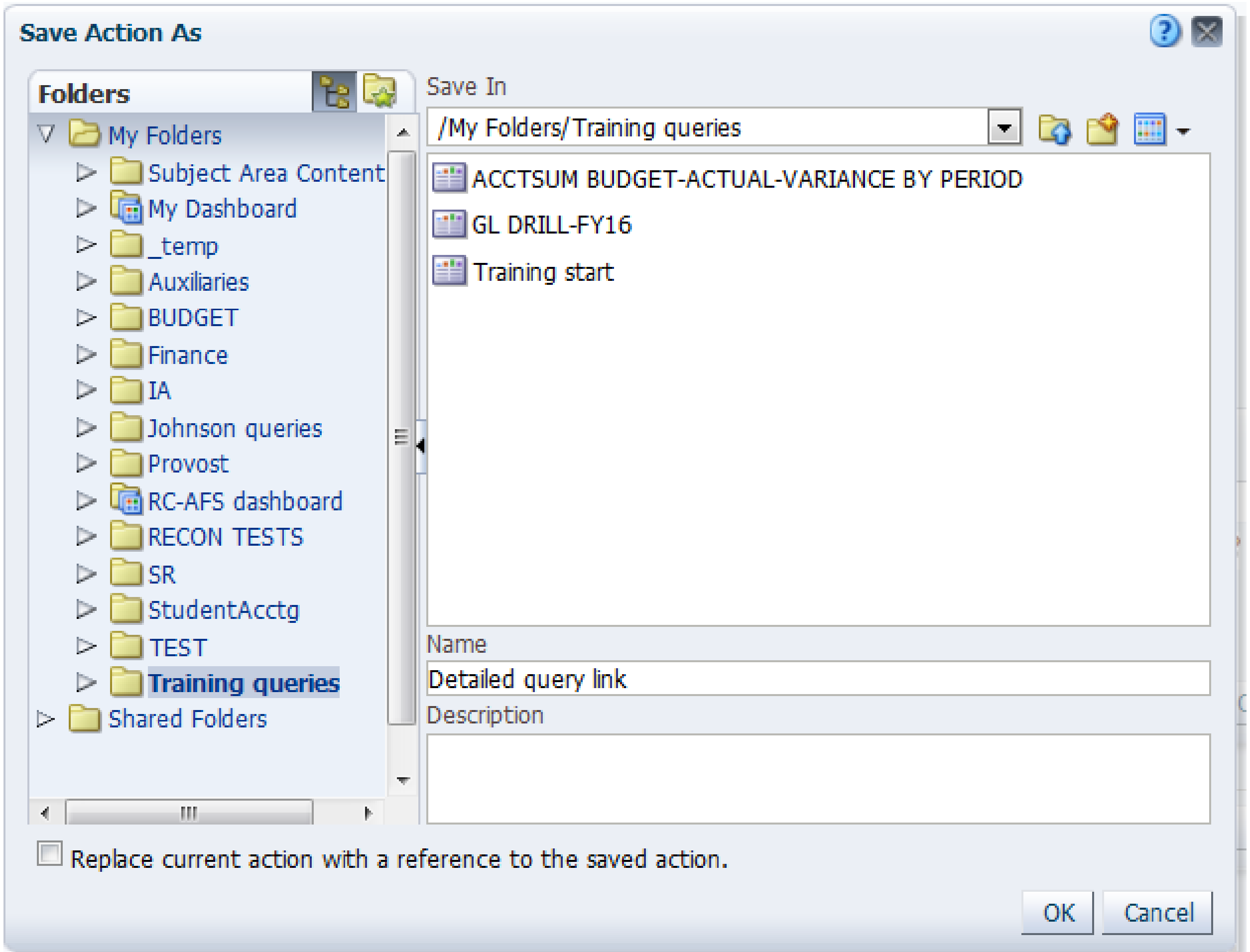
Period Name	Batch Name	Header Name	JE Source Decode	JE Category Decode	Line Desc	Ref1 Text	Actual Flag	Entity	Dept Id	Subcode Id	Purpose	Net Amount
JUL-2015	Payables A 1190477 9344431	JUL-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	1143286-91,93-04 RIZZO82226		A	02	01027	6404	00000	13,294.00
					30697-724 RIZ		A	02	01027	6404	00000	3,155.33
					322624-322713 PRIEBE82241		A	02	01027	6404	00000	2,080.46
					R653267 RIZZO82226		A	02	01027	6404	00000	217.80
	Payables A 1193477 9350802	JUL-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	R655273		A	02	01027	6404	00000	1,800.00
AUG-2015	Payables A 1206477 9387668	AUG-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	1140247-255,57-69,020/LEGAL FEES		A	02	01027	6404	00000	1,559.00
					26JUN15/LEGAL FEES RI		A	02	01027	6404	00000	550.00
					30791-814/LEGAL FEES		A	02	01027	6404	00000	16,274.11
					37051652-674 JACOBS-PR		A	02	01027	6404	00000	1,645.50
					603709,10,13,33,35/LEGAL FEES		A	02	01027	6404	00000	96.00
					636546,48-50,59-61,63-70/LEGAL FEES		A	02	01027	6404	00000	339.00
					R658466		A	02	01027	6404	00000	2,040.00
					R660191 JACOBS-PRI		A	02	01027	6404	00000	6,060.52
	Payables A 1222477 9427608	AUG-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	37060151-75		A	02	01027	6404	00000	12,939.38
					601248-61 PRIEBE		A	02	01027	6404	00000	471.25
					JUL27-AUG13,2015 PRIEBE82241		A	02	01027	6404	00000	18,258.50
SEP-2015	NSCT ADMIN PDD 9-11 1	2 - OTM 10024 LJP 9/8/2015	Manual journal entry	Journal	BARTONY & ASSOCIATES CORRECTION		A	02	01027	6404	00000	7,394.47
	Payables A 1227477 9442217	SEP-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	R662614		A	02	01027	6404	00000	29.81
	Payables A 1231477 9450482	SEP-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	INV30JUL15 PRIEBE82241		A	02	01027	6404	00000	3,712.50
					LEGAL FEES		A	02	01027	6404	00000	11,884.45
	Payables A 1237477 9467172	SEP-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	608123,128,139,165,168THRU170		A	02	01027	6404	00000	624.00
	Payables A 1243477 9484257	SEP-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	1161214-235,37-42 PRIEBE82241		A	02	01027	6404	00000	11,450.72
OCT-2015	NSCT ADMIN BMA 10-21 1	OTM 10024 LJP 10/19/2015 (1P)	Manual journal entry	Journal	ECKERT SEAMANS CHERIN & MELLOTT LLC CORRECTION		A	02	01027	6404	00000	-1,788.79
	Payables A 1250477 9503816	OCT-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	1143791-1143793,1143795-1143799,1143801-1143827,1143830		A	02	01027	6404	00000	2,781.50
					1459098-1459117,1459119-1459134,1461293		A	02	01027	6404	00000	110.00
					31029-48,50-53 PRIEBE82241		A	02	01027	6404	00000	7,731.71
					325142-325162,325164-325198,326941		A	02	01027	6404	00000	312.00
					37072487-2517 PRIEBE		A	02	01027	6404	00000	6,081.82
					R676180 PRIEBE82		A	02	01027	6404	00000	2,853.65
	Payables A 1258477 9525166	OCT-15 Purchase Invoices USD	Accounts Payable system	Purchase Invoices	602958-963,966-967,972.974,603851		A	02	01027	6404	00000	102.50

Use your browser back button to return to original balance query results. If you use the "breadcrumbs" in the lower left corner, you will return to the balance query criteria tab.

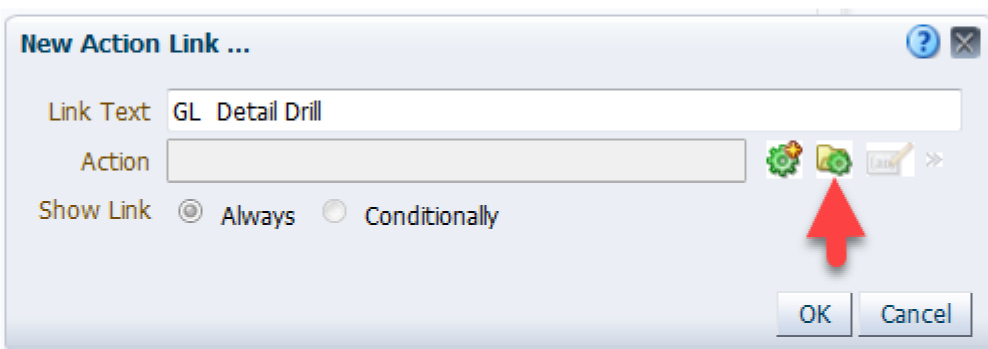
Saving a Link for Re-Use

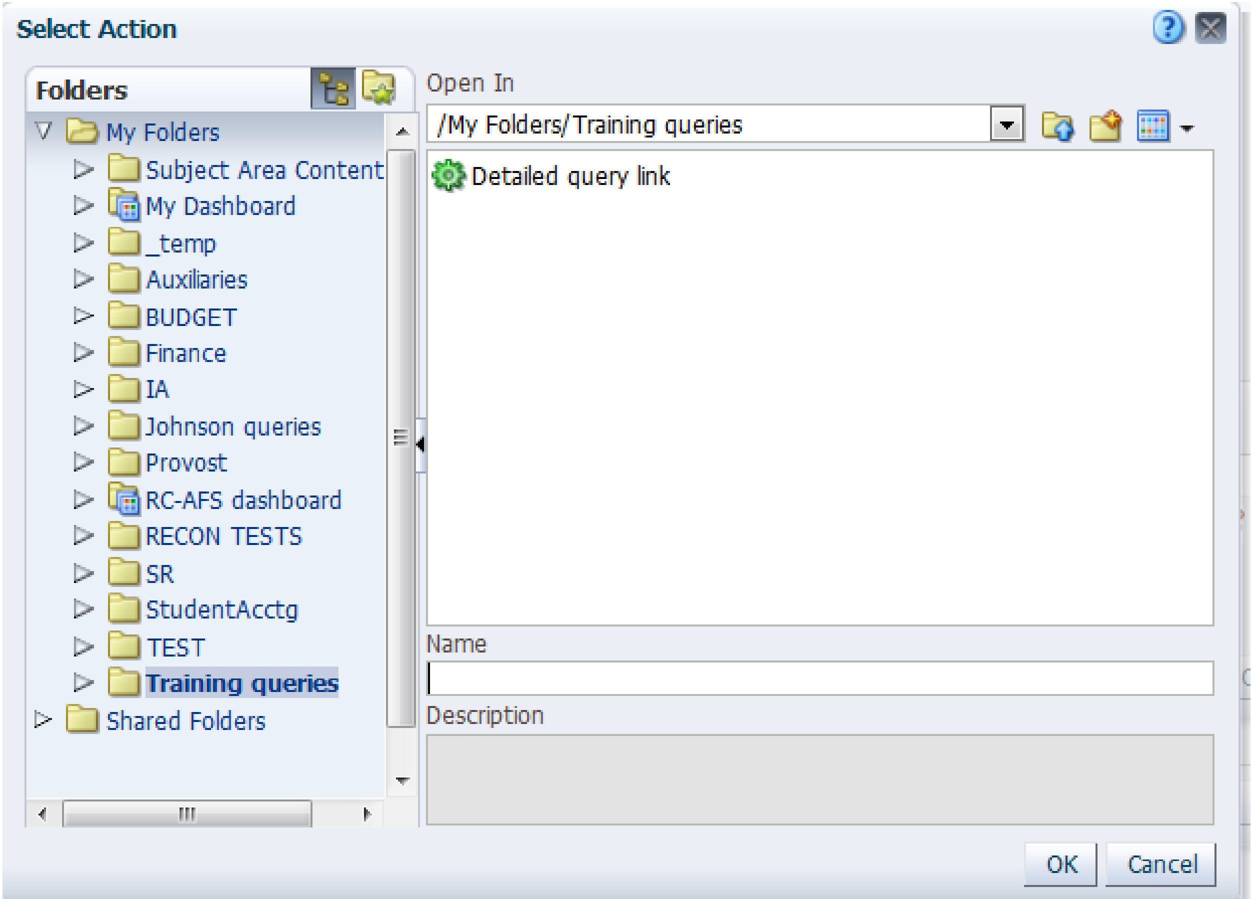
If you wish to use the action linked query for other analyses, you can save it and reference the saved link.





Once a link has been saved, it can be referenced by using **Select existing action**



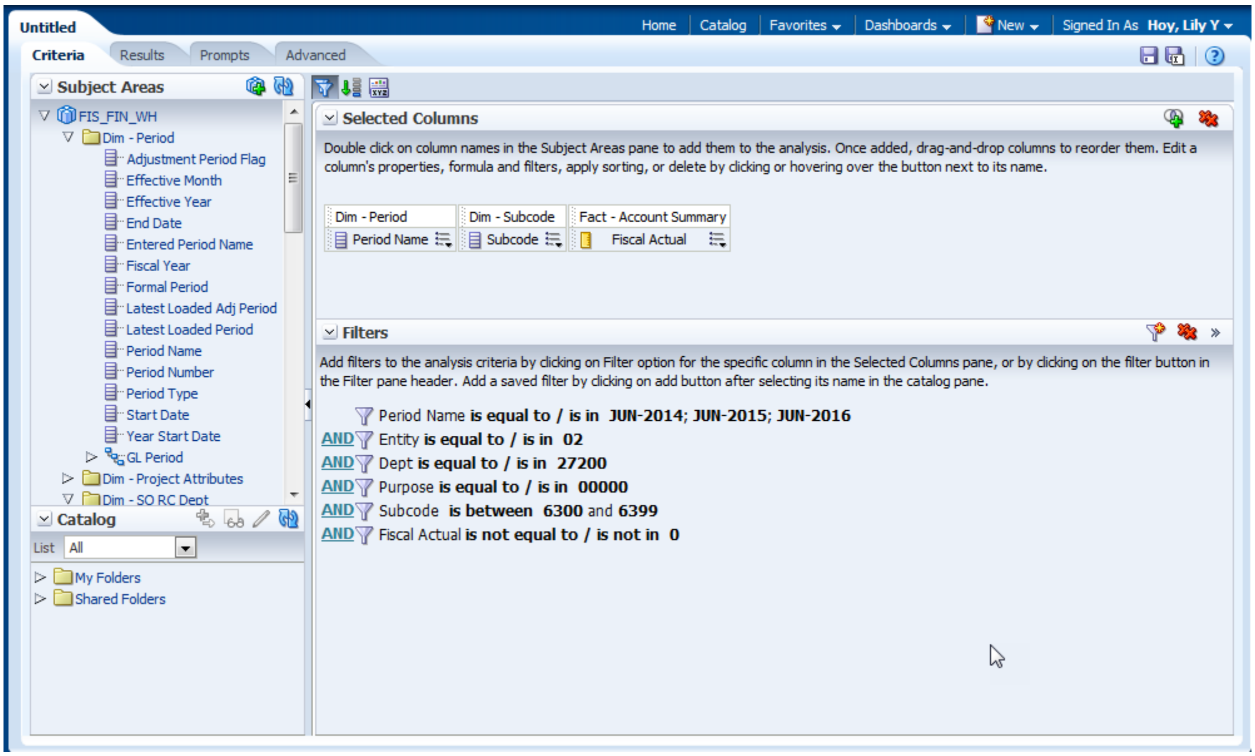


Choose the appropriate saved link and click **OK**.

MERGING QUERIES

The latest financial subject areas only have data from fiscal year 2012 forward. If you need an analysis for years prior to FY12 as well as more recent data, you will need to create two queries, one for the data prior to FY12 with FIS_FIN subject area and another for the data FY12 and later with FIS_FIN WH subject area.

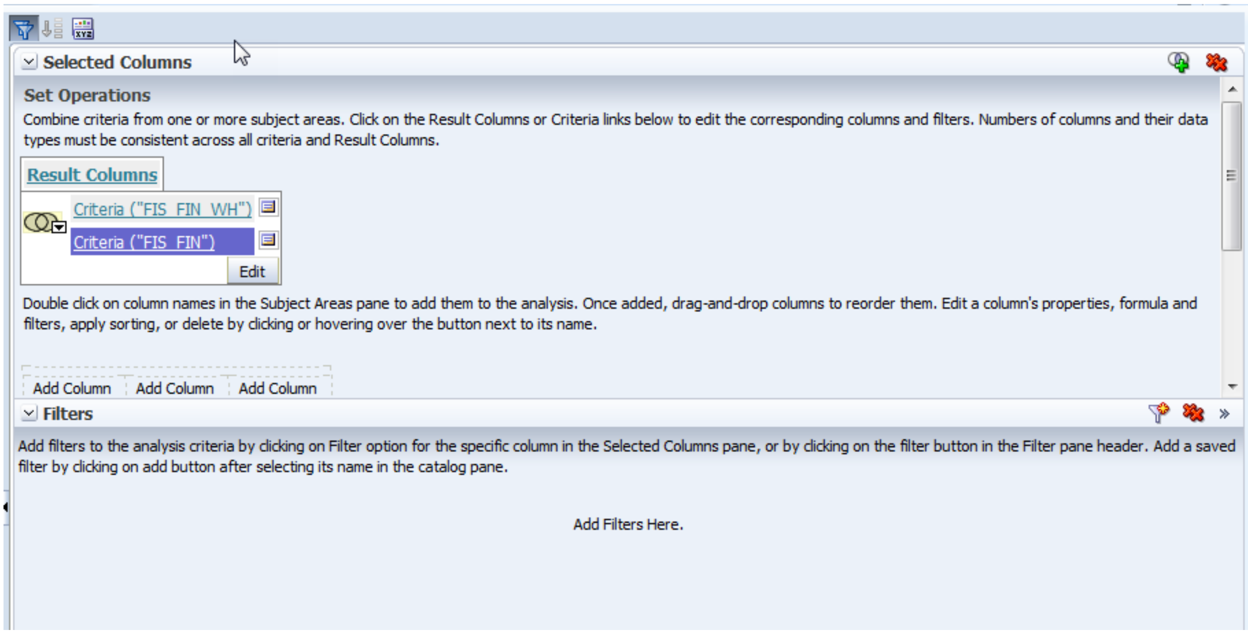
Create a query with FIS_FIN WH



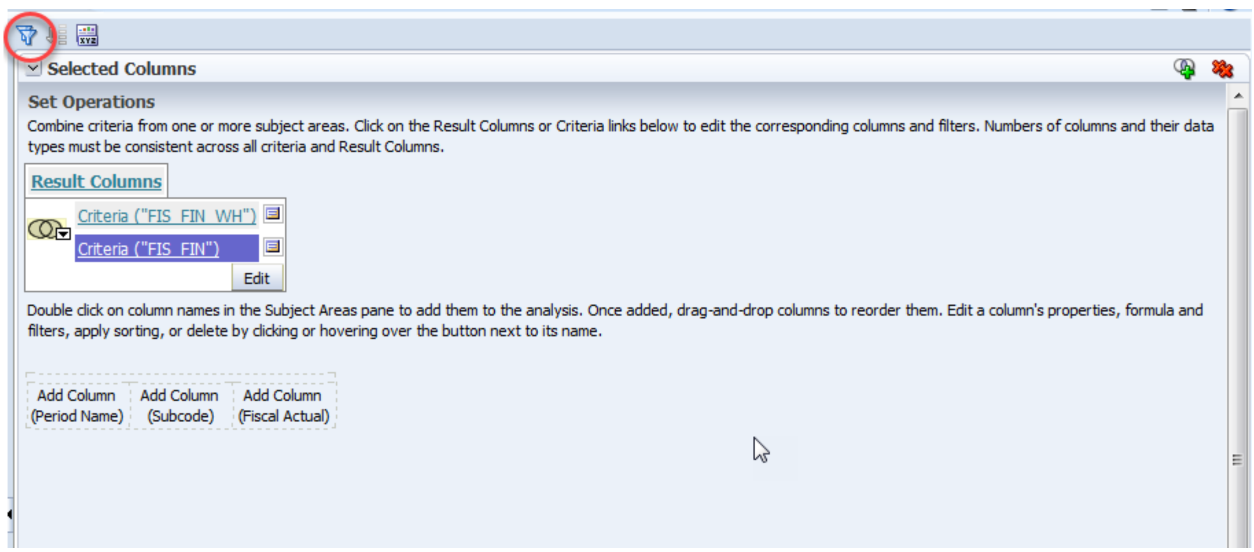
In the upper right hand corner of the Selected Columns area, click on the icon to “Combine results based upon union, intersection and difference operations”

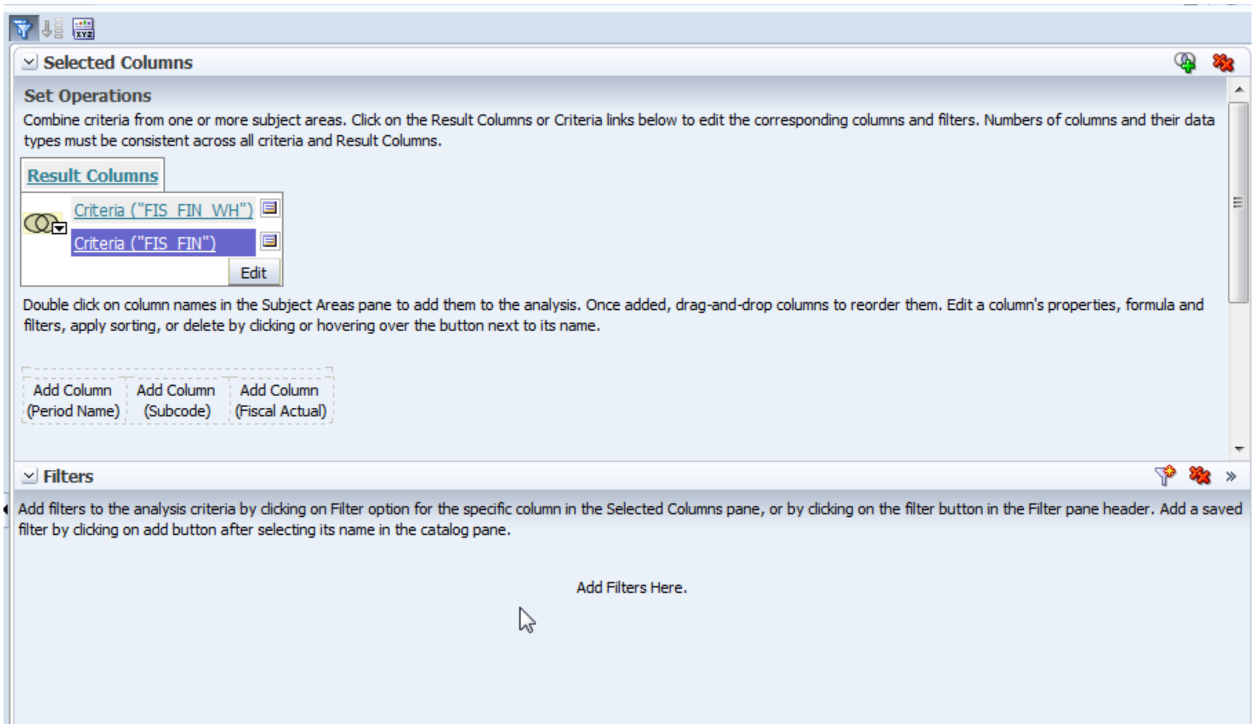
Select the subject area for the second query, **FIS_FIN**

System will display a new query union with the older query

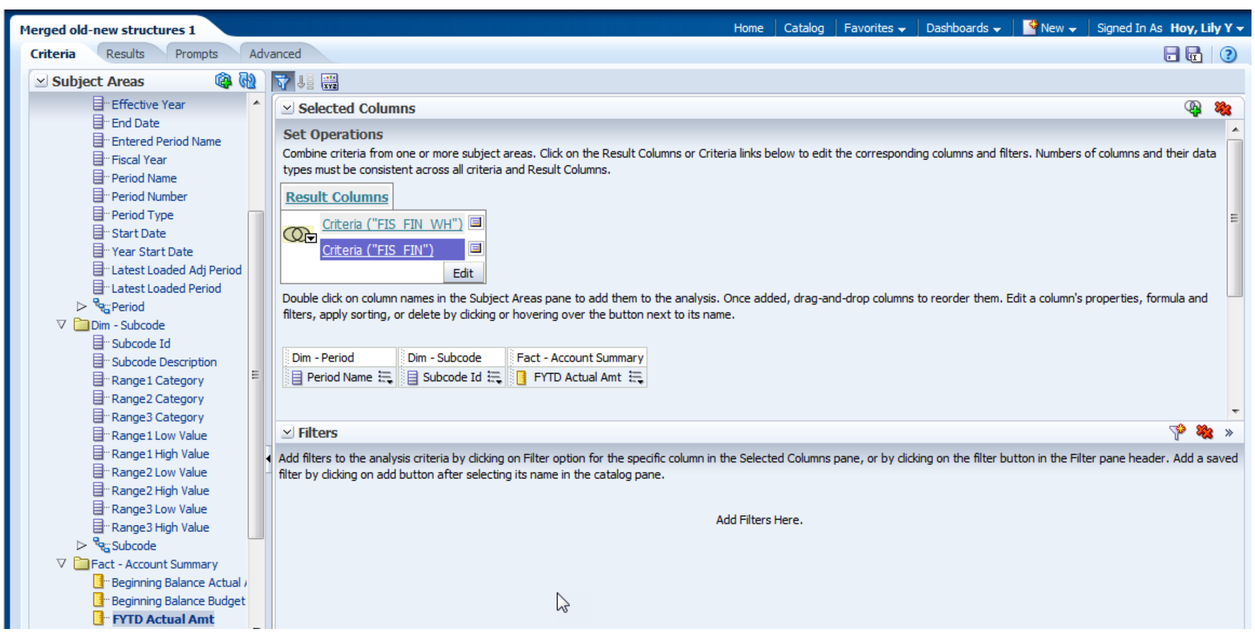


NOTE: The Filter area does not appear automatically, you will need to click the Filters icon to see Filters

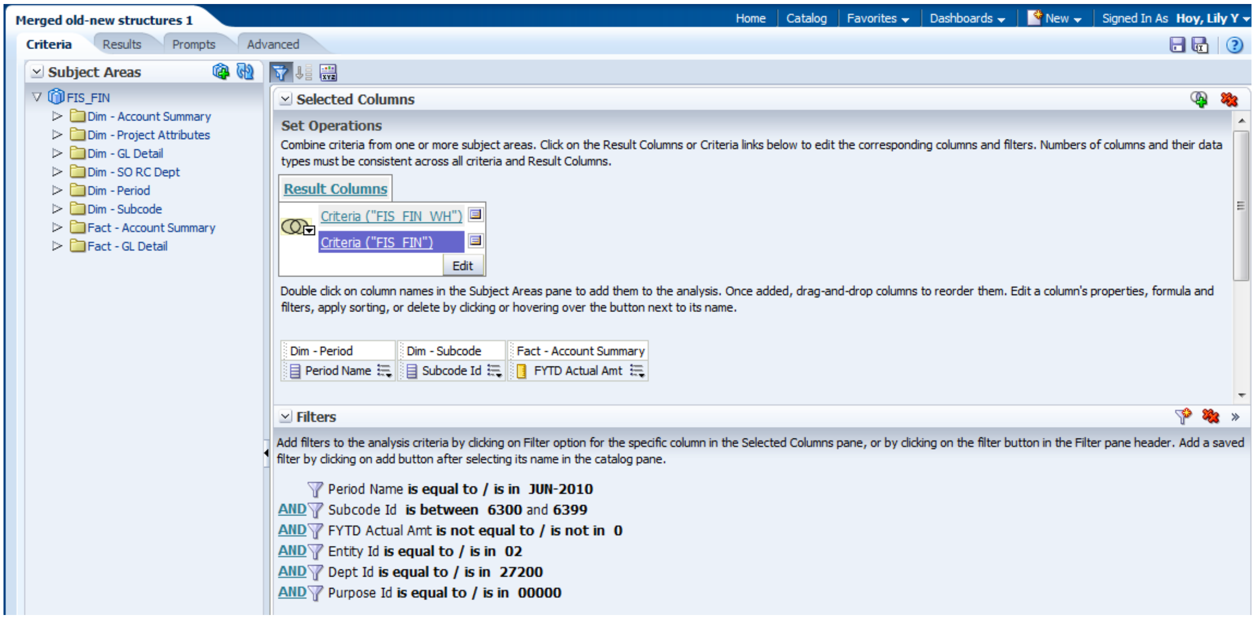




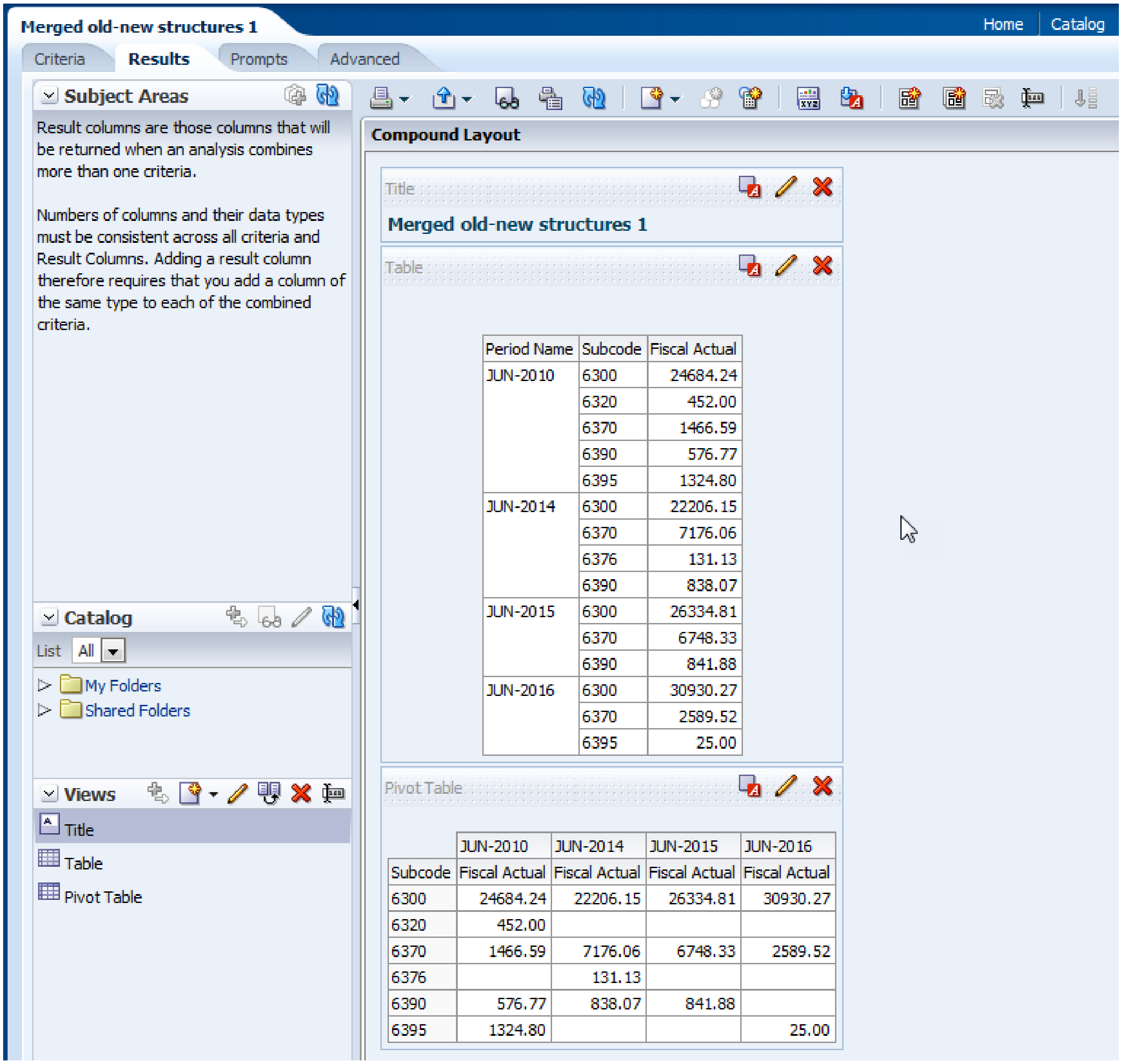
Double click on column names in the Subject Areas pane to add them to the analysis. Once added, drag-and-drop columns to reorder them. Edit a column's properties, formula and filters, apply sorting, or delete by clicking or hovering over the button next to its name.



Add filters for second query



Filters should “match” the original query; only the periods would differ.



Period Name	Subcode	Fiscal Actual
JUN-2010	6300	24684.24
	6320	452.00
	6370	1466.59
	6390	576.77
	6395	1324.80
JUN-2014	6300	22206.15
	6370	7176.06
	6376	131.13
	6390	838.07
JUN-2015	6300	26334.81
	6370	6748.33
	6390	841.88
JUN-2016	6300	30930.27
	6370	2589.52
	6395	25.00

	JUN-2010	JUN-2014	JUN-2015	JUN-2016
Subcode	Fiscal Actual	Fiscal Actual	Fiscal Actual	Fiscal Actual
6300	24684.24	22206.15	26334.81	30930.27
6320	452.00			
6370	1466.59	7176.06	6748.33	2589.52
6376		131.13		
6390	576.77	838.07	841.88	
6395	1324.80			25.00

EXITING OBIEE

Before exiting OBIEE, save your queries in My Folders or in the appropriate Shared Folder. If you have changed a previously saved query, please save it with a modified names to avoid overwriting the original query.

When you have completed your work, exit OBIEE by clicking on the **Sign Out** button in the upper right corner. This effectively closes all the open windows in OBIEE safely which may not occur if you just close session through the browser window at 

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