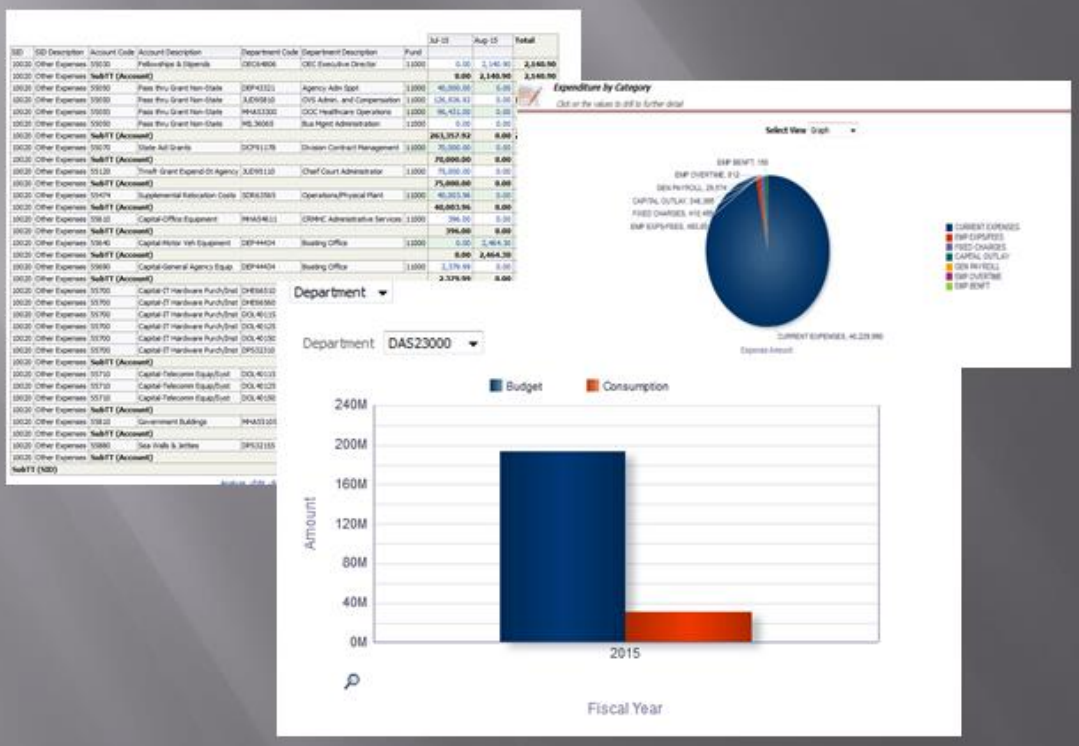
CT-STARS
STATE ANALYTICAL REPORTING SYSTEM

CT-Financials
General Ledger/Commitment Control (KK)
Adhoc Dashboard and Analysis Workshop



August 2014

State Analytical Reporting System (STARS)

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Financial Analytics – STARS Report & Ad-hoc Analysis Workshop

This workshop is to provide you an introduction/overview of creating analyses/reports and dashboards in the pre-built Oracle Financial Analytics 11.1.1.7.1. As you gain more exposure and obtain a comfort level, you can add some 'splash' to your analysis' or address special report requests that come your way.

Oracle Financial Analytics provides organizations with better visibility into the factors that drive revenues, costs, and agency value. Through intelligent dashboards, Oracle Financial Analytics provides hundreds of powerful (pre-built) financial metrics, alerts, reports, and dashboards to financial professionals and line of business managers, enabling them to gain insight and take appropriate actions.

In this workshop we will customize existing reports and dashboards, create an ad-hoc report, add conditional formatting, add a graph, and create a dashboard page. The intent of the workshop is to provide a general understanding of the simplicity of the solution and basic features and functions of the analysis editor.

Create customizations to existing Dashboards

There are two existing reports:

- Trial Balance of Appropriation
- Expenditure Report by Object

Customizations will include:

- Setting up the report criteria
- Formatting
- Setting thresholds (Flags)
- Add a graph
- Saving customizations

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TRIAL BALANCE OF APPROPRIATION

Trial Balance of Appropriation

Click on a Budget amount to drill to transaction details.

Fund	SID	SID Description	Department	Fiscal Year	Budget	Unallotted	Available	PreEncumbrance	Encumbrance	Expense
11000	10010	Personal Services	OPM20000	2015	12,024,274.00	7,728,488.00	10,806,266.41	0.00	0.00	1,218,007.59
11000	10020	Other Expenses	OPM20000	2015	2,574,054.00	1,072,114.00	1,817,252.64	0.00	662,338.20	94,463.16
11000	10050	Equipment	OPM20000	2015	1.00	1.00	1.00	0.00	0.00	0.00
11000	12015	Reserve For Salary Adjustments	OPM20000	2015	33,386,259.00	25,406,259.00	33,386,259.00	0.00	0.00	0.00
11000	12130	Litigation Settlement	OPM20000	2015	3,317,234.68	0.00	2,951,786.96	0.00	365,447.72	0.00
11000	12169	Auto Bud Sys & Data Base Link	OPM20000	2015	49,706.00	33,303.00	49,706.00	0.00	0.00	0.00
11000	12231	Cash Managemnt Improvement Act	OPM20000	2015	91.00	61.00	91.00	0.00	0.00	0.00
11000	12251	Justice Assistance Grants	OPM20000	2015	1,074,151.00	720,959.00	737,216.70	0.00	322,544.56	14,389.74
11000	12535	CRIMINAL JUSTICE INFO SYSTEM	OPM20000	2015	3,065,053.85	1,044,802.00	1,969,081.43	0.00	1,095,471.51	500.91
11000	12559	Youth Services Prevention	OPM20000	2015	3,600,000.00	2,412,000.00	2,426,470.28	0.00	1,173,529.72	0.00
11000	12573	Project Longevity	OPM20000	2015	525,000.00	525,000.00	525,000.00	0.00	0.00	0.00
11000	16017	Tax Relief For Elderly Renters	OPM20000	2015	28,409,269.00	28,409,269.00	28,409,269.00	0.00	0.00	0.00
11000	17004	Reimbrs Twns-Tx Los On St Prop	OPM20000	2015	83,641,646.00	0.00	83,641,646.00	0.00	0.00	0.00
11000	17006	Reimb Twns-Priv Tax-Exmpt Prop	OPM20000	2015	125,431,737.00	0.00	125,431,737.00	0.00	0.00	0.00
11000	17011	Reimbrs Prop Tx-Disabil Exmptn	OPM20000	2015	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00
11000	17016	Distressed Municipalities	OPM20000	2015	5,800,000.00	5,800,000.00	5,800,000.00	0.00	0.00	0.00
11000	17018	Prop Tx Relief Eld Crcuit Brkr	OPM20000	2015	20,505,900.00	20,499,900.00	20,505,900.00	0.00	0.00	0.00
11000	17021	Prp Tx Rel Eld Hmownr Frze Prg	OPM20000	2015	171,400.00	0.00	171,400.00	0.00	0.00	0.00
11000	17024	Prop Tax Relief For Veterans	OPM20000	2015	2,970,098.00	2,970,098.00	2,970,098.00	0.00	0.00	0.00
11000	17086	Property Tax Relief	OPM20000	2015	1,126,814.00	1,126,814.00	1,126,814.00	0.00	0.00	0.00
11000	17098	Focus Deterrence	OPM20000	2015	843,875.90	325,000.00	478,213.84	0.00	365,662.06	0.00
11000	17099	Municipal Aid Adjustment	OPM20000	2015	3,608,728.00	3,608,728.00	3,608,728.00	0.00	0.00	0.00
11000	19001	Nonfunctional-Chnge to Accrual	OPM20000	2015	68,691.00	68,691.00	68,691.00	0.00	0.00	0.00
12001	12015	Reserve For Salary Adjustments	OPM20000	2015	5,346,864.00	5,346,864.00	5,346,864.00	0.00	0.00	0.00
12004	10010	Personal Services	OPM20000	2015	291,800.00	194,570.00	225,477.27	0.00	48,222.00	18,100.73
12004	10020	Other Expenses	OPM20000	2015	500.00	250.00	500.00	0.00	0.00	0.00
12004	12244	Fringe Benefits	OPM20000	2015	195,858.00	131,225.00	183,053.21	0.00	0.00	12,804.79
12004	19001	Nonfunctional-Chnge to Accrual	OPM20000	2015	6,296.00	6,296.00	6,296.00	0.00	0.00	0.00
12009	17005	Grants To Towns	OPM20000	2015	61,779,907.00	61,779,907.00	61,779,907.00	0.00	0.00	0.00

Analyze - Edit - Refresh - Print - Export

EXPENDITURE REPORT BY OBJECT

Expenditure Report By Object

							Jul-15	Aug-15	Total
SID	SID Description	Account Code	Account Description	Department Code	Department Description	Fund			
10020	Other Expenses	50780	In-State Travel	OPM20400	Budget & Financial Management	11000	9.00	0.00	**9.00**
10020	Other Expenses	**SubTT (Account)**					**9.00**	**0.00**	**9.00**
10020	Other Expenses	50790	Out-Of-State Travel	OPM20600	Intergovernmental Policy	11000	453.30	0.00	**453.30**
10020	Other Expenses	50790	Out-Of-State Travel	OPM20900	Finance	11000	195.00	0.00	**195.00**
10020	Other Expenses	**SubTT (Account)**					**648.30**	**0.00**	**648.30**
10020	Other Expenses	50800	Mileage Reimbursement	OPM20600	Intergovernmental Policy	11000	613.57	0.00	**613.57**
10020	Other Expenses	50800	Mileage Reimbursement	OPM20830	PDP-Health and Human Services	11000	134.16	0.00	**134.16**
10020	Other Expenses	**SubTT (Account)**					**747.73**	**0.00**	**747.73**
10020	Other Expenses	51112	Arbitration/Mediation Services	OPM20500	Labor Relations	11000	34,300.00	2,816.00	**37,116.00**
10020	Other Expenses	**SubTT (Account)**					**34,300.00**	**2,816.00**	**37,116.00**
10020	Other Expenses	51230	Management Consultant Services	OPM20600	Intergovernmental Policy	11000	3,990.00	0.00	**3,990.00**
10020	Other Expenses	**SubTT (Account)**					**3,990.00**	**0.00**	**3,990.00**
10020	Other Expenses	51510	Advertising and Marketing	OPM20350	Justice Planning	11000	567.00	0.00	**567.00**
10020	Other Expenses	51510	Advertising and Marketing	OPM20400	Budget & Financial Management	11000	1,034.46	0.00	**1,034.46**
10020	Other Expenses	**SubTT (Account)**					**1,601.46**	**0.00**	**1,601.46**
10020	Other Expenses	51671	Automated Legal Research	OPM20100	Secretary	11000	1,163.00	0.00	**1,163.00**
10020	Other Expenses	**SubTT (Account)**					**1,163.00**	**0.00**	**1,163.00**
10020	Other Expenses	51674	Online Information Services	OPM20830	PDP-Health and Human Services	11000	0.00	6,275.00	**6,275.00**
10020	Other Expenses	**SubTT (Account)**					**0.00**	**6,275.00**	**6,275.00**
10020	Other Expenses	51762	Express Postage	OPM20500	Labor Relations	11000	8.11	0.00	**8.11**
10020	Other Expenses	**SubTT (Account)**					**8.11**	**0.00**	**8.11**
10020	Other Expenses	51764	Regular Postage	OPM20100	Secretary	11000	32.21	0.00	**32.21**
10020	Other Expenses	51764	Regular Postage	OPM20210	Admin	11000	26.24	0.00	**26.24**
10020	Other Expenses	51764	Regular Postage	OPM20350	Justice Planning	11000	3.68	0.00	**3.68**
10020	Other Expenses	51764	Regular Postage	OPM20400	Budget & Financial Management	11000	4.32	0.00	**4.32**
10020	Other Expenses	51764	Regular Postage	OPM20600	Intergovernmental Policy	11000	278.88	0.00	**278.88**
10020	Other Expenses	51764	Regular Postage	OPM20830	PDP-Health and Human Services	11000	257.03	0.00	**257.03**
10020	Other Expenses	**SubTT (Account)**					**602.36**	**0.00**	**602.36**
10020	Other Expenses	51780	Membership Dues	OPM20400	Budget & Financial Management	11000	24,800.00	0.00	**24,800.00**
10020	Other Expenses	**SubTT (Account)**					**24,800.00**	**0.00**	**24,800.00**
10020	Other Expenses	51800	Non-Employee Reimbursements	OPM20500	Labor Relations	11000	1,823.32	12.00	**1,835.32**
10020	Other Expenses	**SubTT (Account)**					**1,823.32**	**12.00**	**1,835.32**

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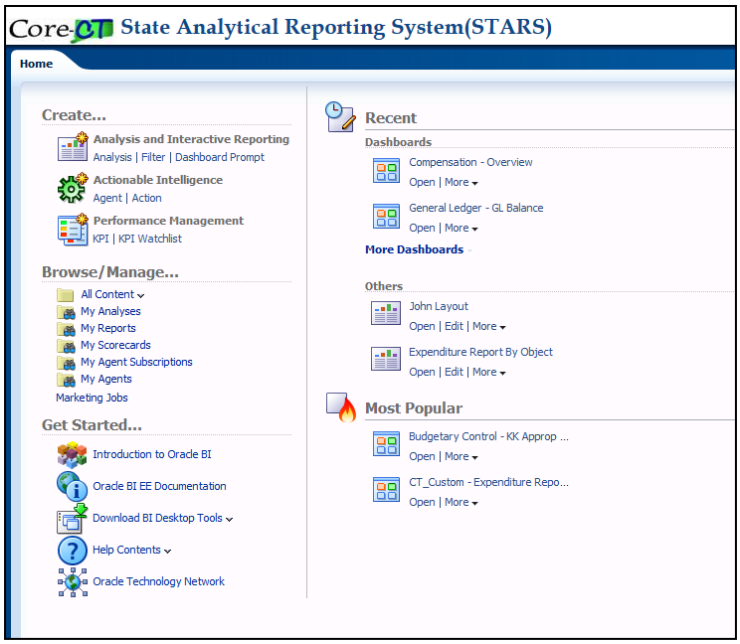
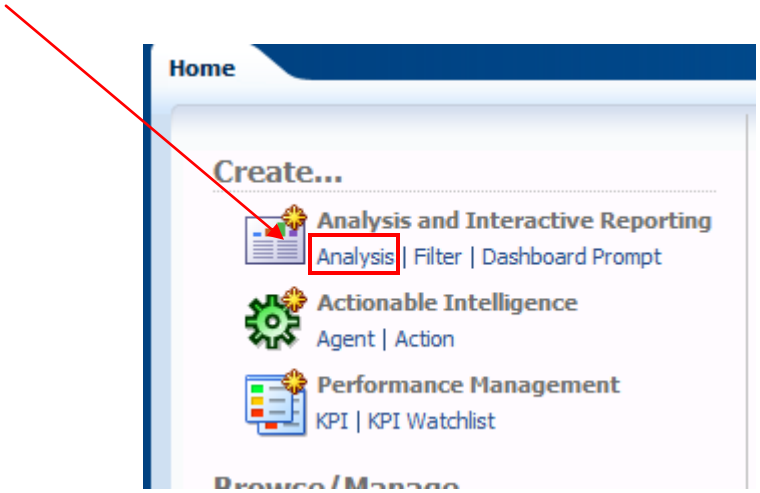
Create a Report

When you login to STARS you are presented with the Home Page. The Home is a launch pad for viewing and creation of all BI content.



Click on **Analysis** link, under **Create…**, to launch the Oracle Answers for Ad-hoc Analysis and query preparation from your Home page.



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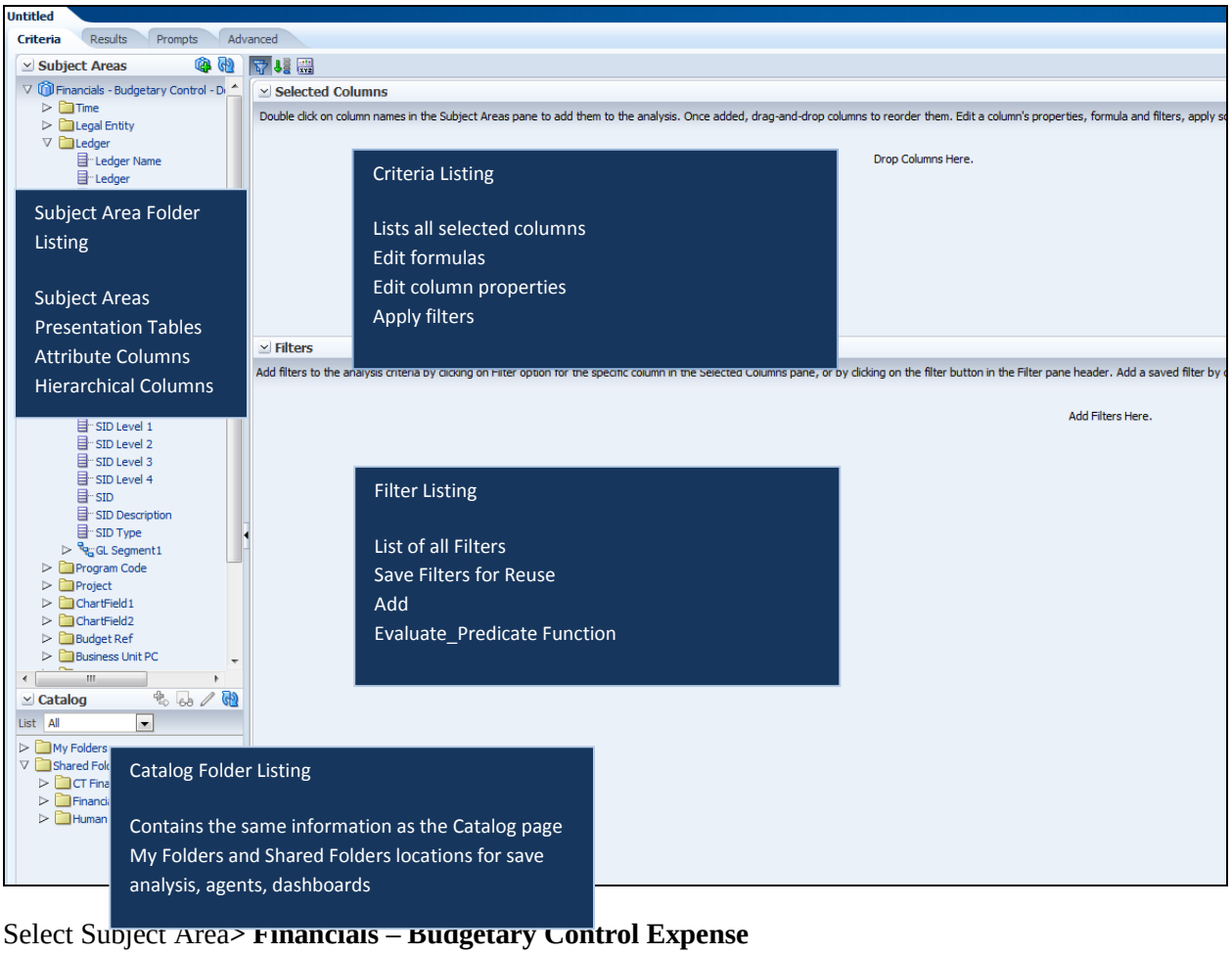
Select Subject Area >

There are four (4) areas within the Analysis creation page: Subject Area, Selected Criteria, Catalog Folder, and Filters.



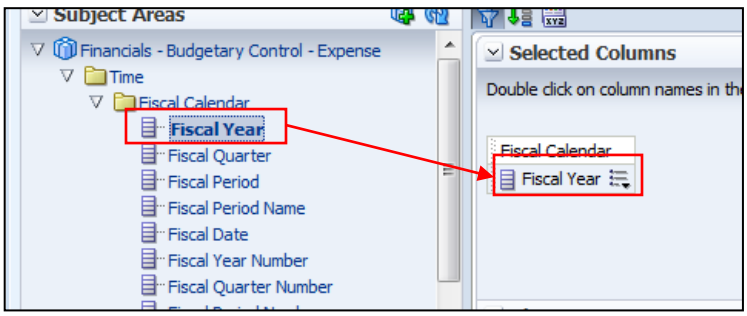
Select Subject Area> **Financials – Budgetary Control Expense**

Add Criteria by double clicking on the subject area Column:

Add a column to Selected Column section by double clicking on the subject area column.

Once a column is added it can be moved around by clicking and dragging.

Expand Subject Area: Time, then Select > Fiscal Calendar> **Fiscal Year**



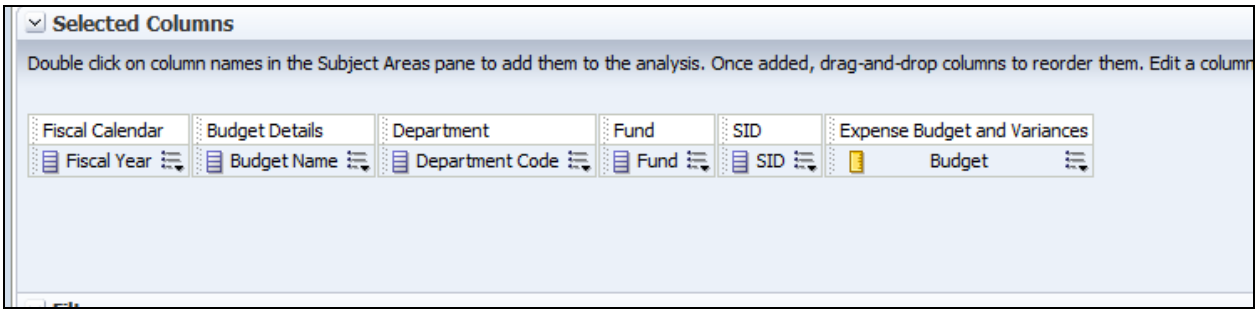
Expand Subject Area: Budget Details > **Budget Name**

Expand Subject Area: Department, then Select > **Department Code**

Expand the Subject Areas: Fund and SID, Select> **Fund and SID**

Add Facts by scrolling down to the bottom of the Subject Areas:

Expand the Fact: Fact Expense Budget>Expense Budget and Variances>**Budget**



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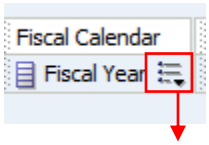
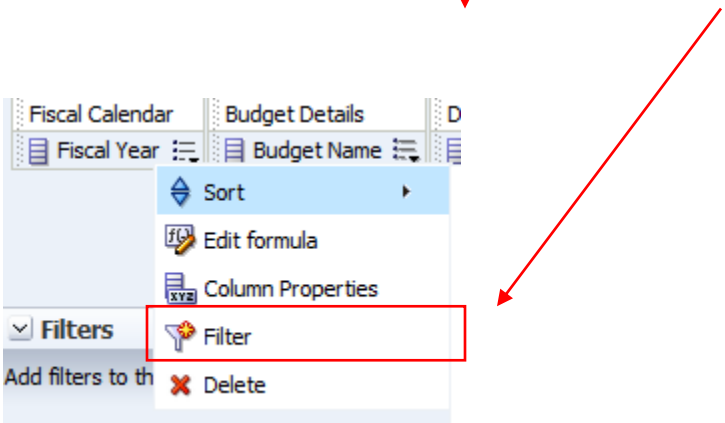
Setup a Filter

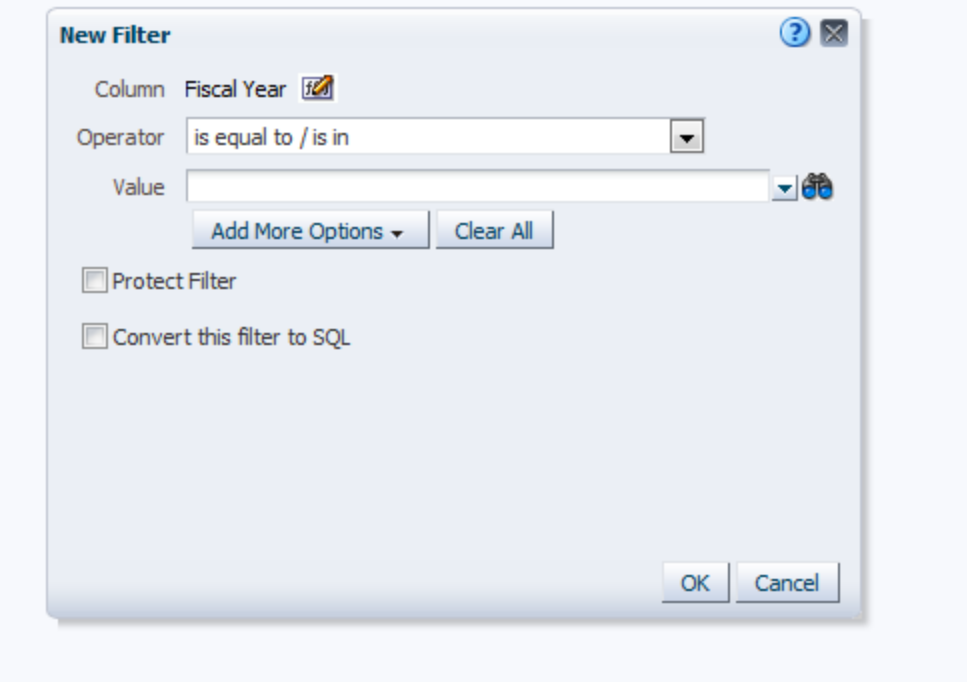
Select Fiscal Year



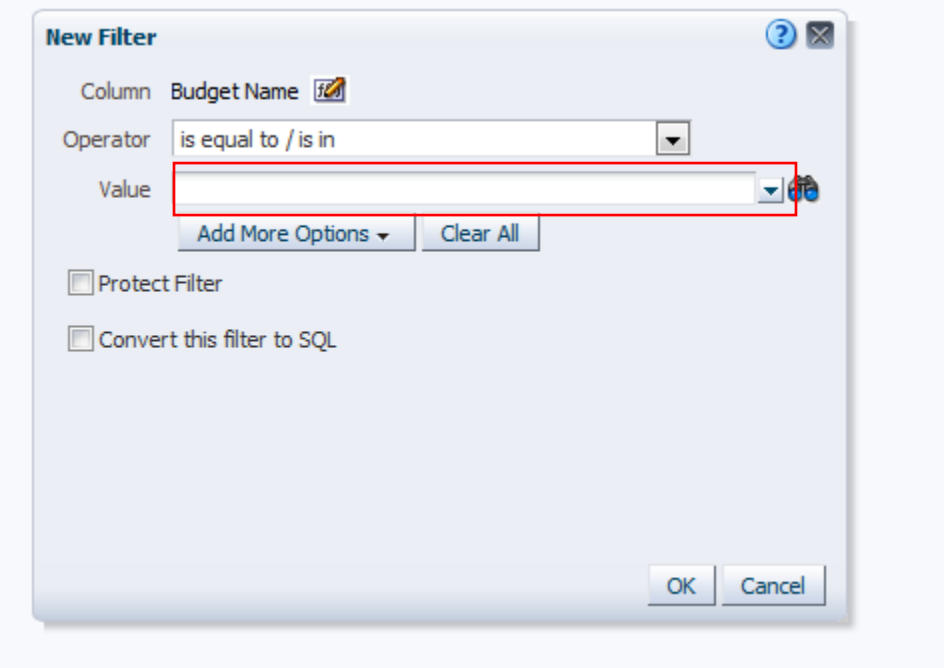
Select Filter



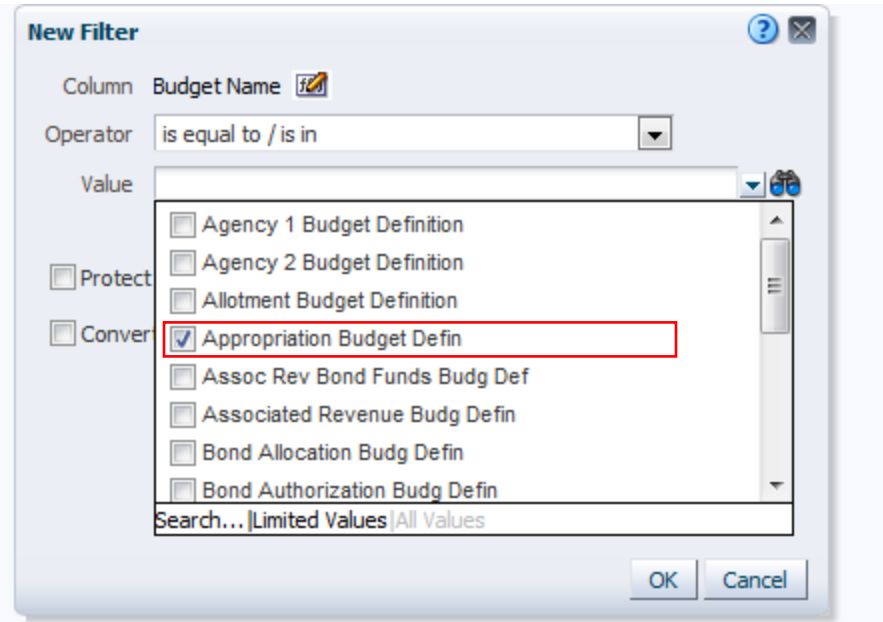
In the Value Box type in **2014** and click OK



Select the Budget Name

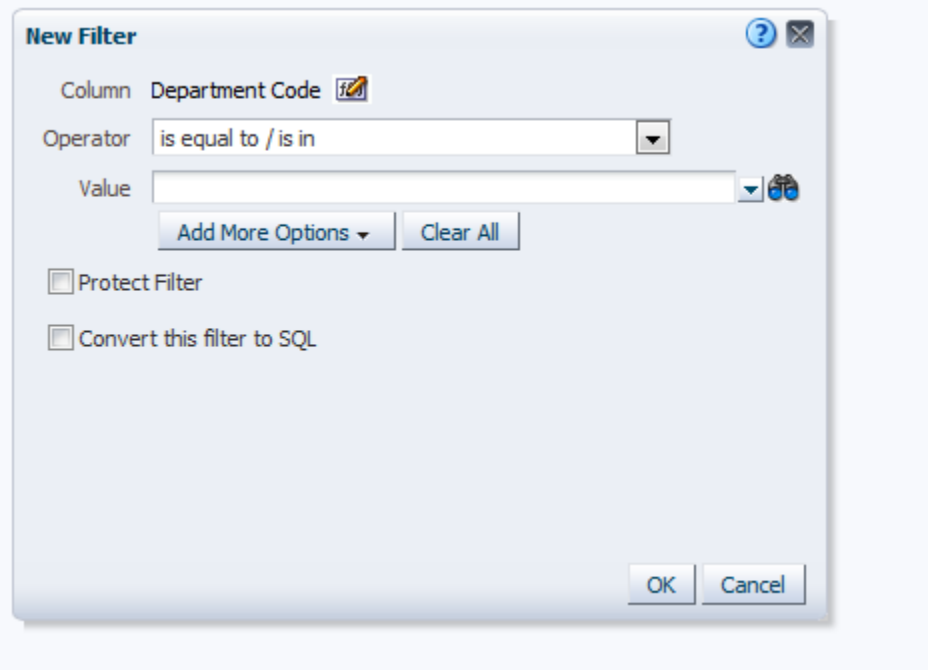


In the Value box click on the drop down arrow and select **Appropriation Budget Defin**

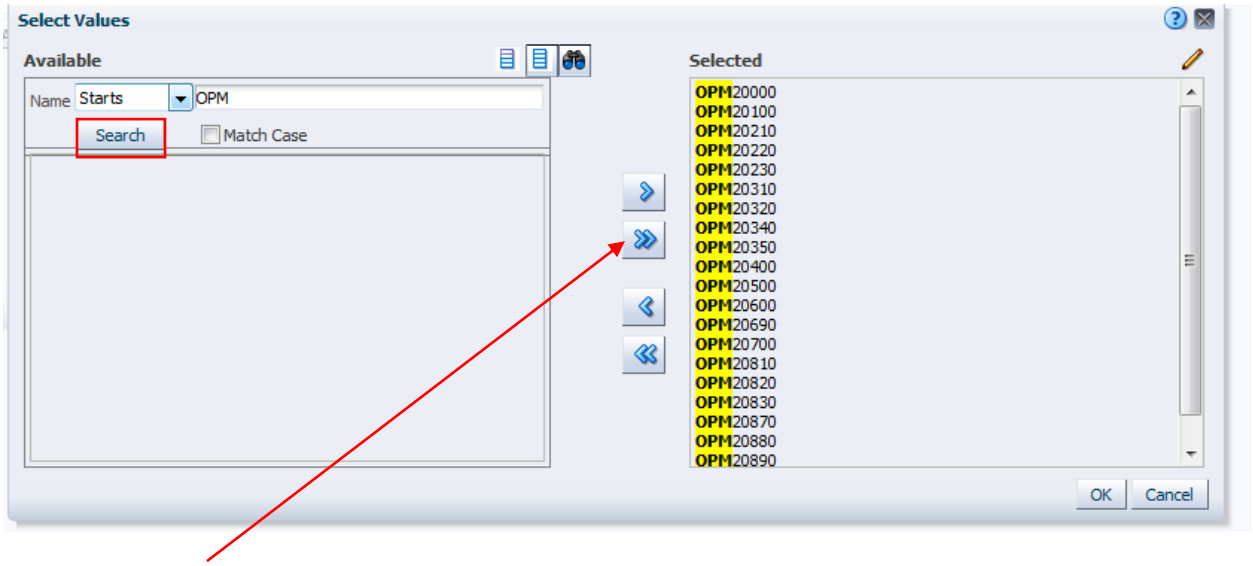


Click OK

Select the Department Name



Click on the to expand your selction criteria. Type the agency **OPM** click on the Search button.

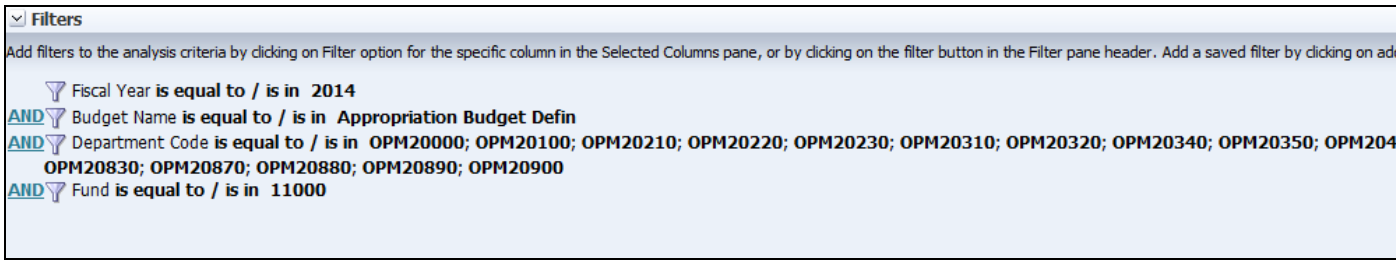


Click the double arrow button to select all OPM departments and click OK.

This will bring you back to the New Filter screen. Click OK.

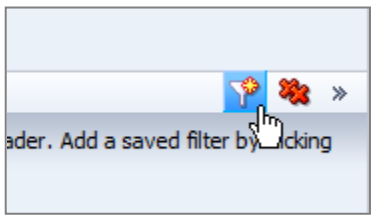
Select the Filter from the Fund field and type in Fund 11000 and click OK.

This is what your Filter Listing area should look like:



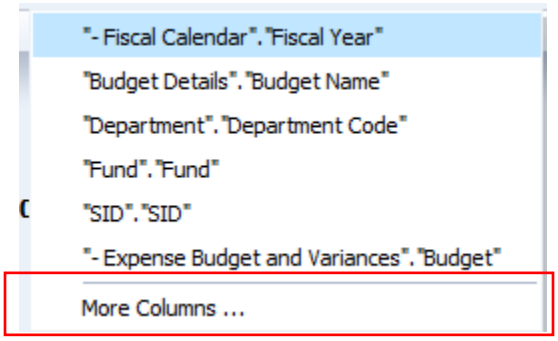
Note: You need to select a Tree Name this is required otherwise you will get duplicate data.

In the Filter Listing area click on the far right hand corner.

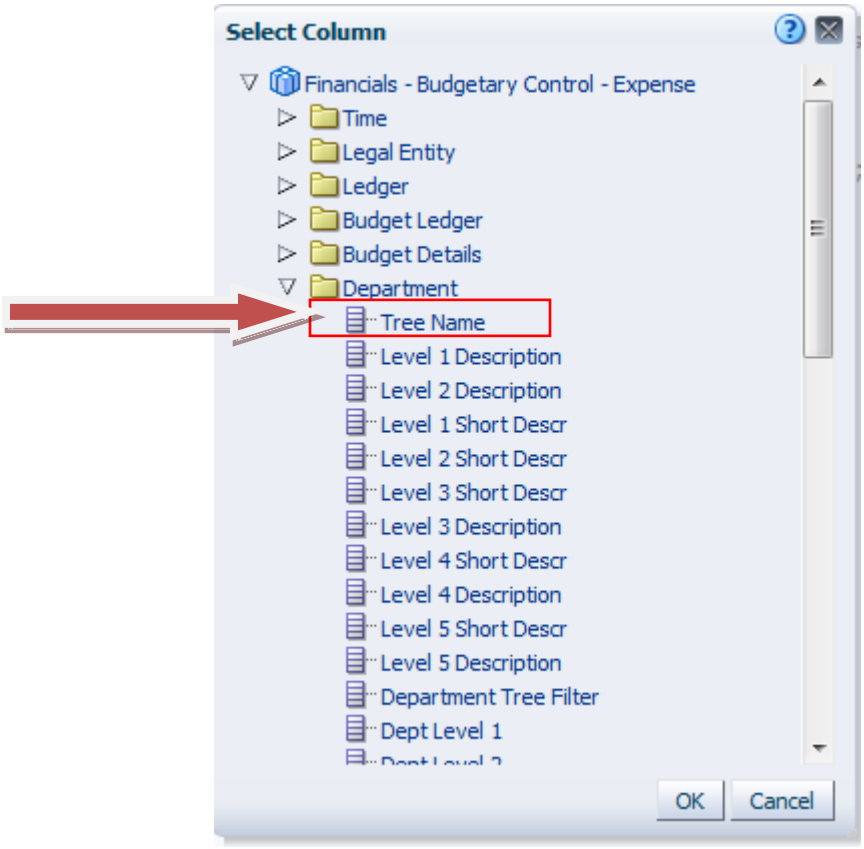


Filter this is located on the

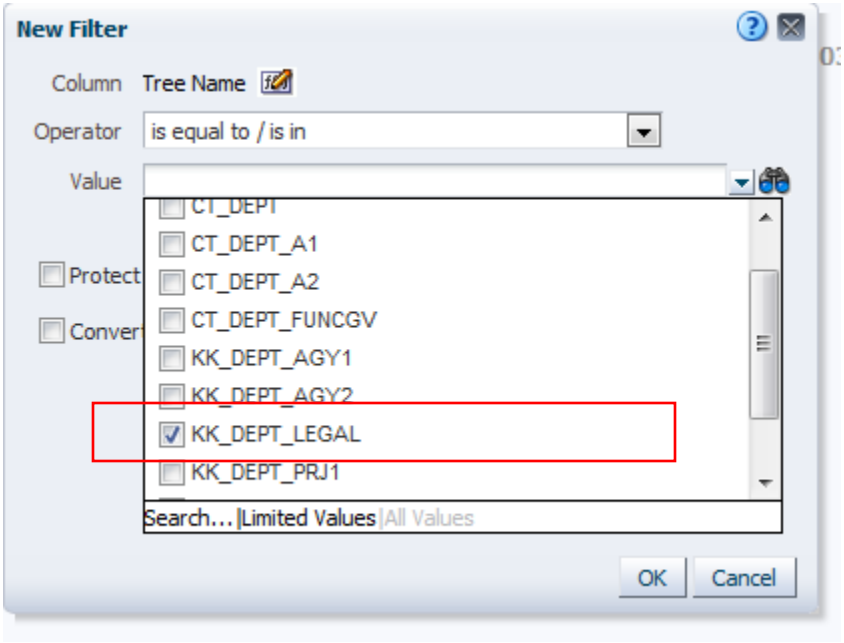
Select>**More columns**



Expand the Subject Area : Department, then select>**Tree Name**

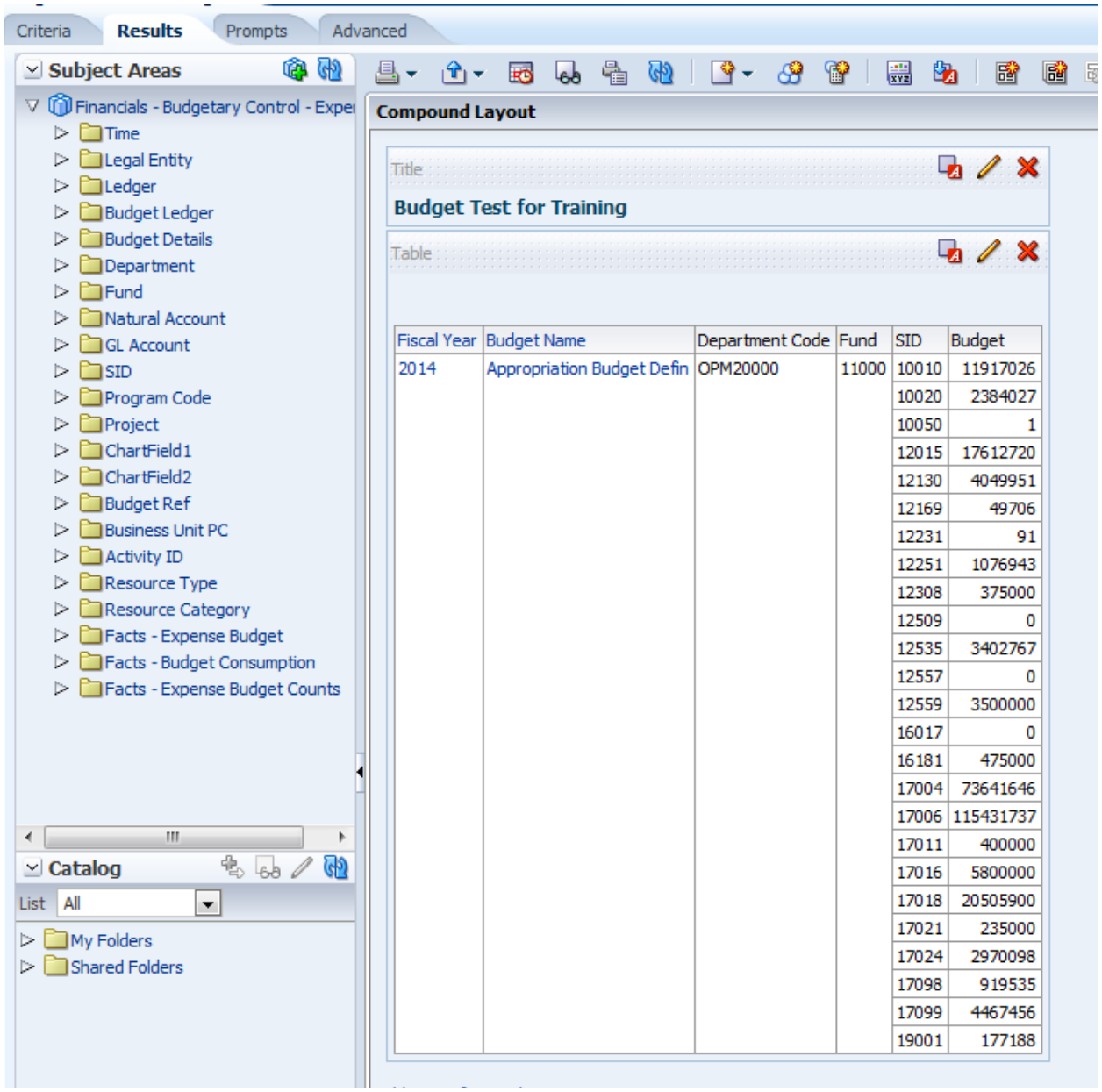


Double click on Tree Name and Select> **KK_DEPT_ LEGAL**



Click OK.

Click the Results Tab



Fiscal Year	Budget Name	Department Code	Fund	SID	Budget
2014	Appropriation Budget Defin	OPM20000	11000	10010	11917026
				10020	2384027
				10050	1
				12015	17612720
				12130	4049951
				12169	49706
				12231	91
				12251	1076943
				12308	375000
				12509	0
				12535	3402767
				12557	0
				12559	3500000
				16017	0
				16181	475000
				17004	73641646
				17006	115431737
				17011	400000
				17016	5800000
				17018	20505900
				17021	235000
				17024	2970098
				17098	919535
				17099	4467456
				19001	177188

Edit Filters

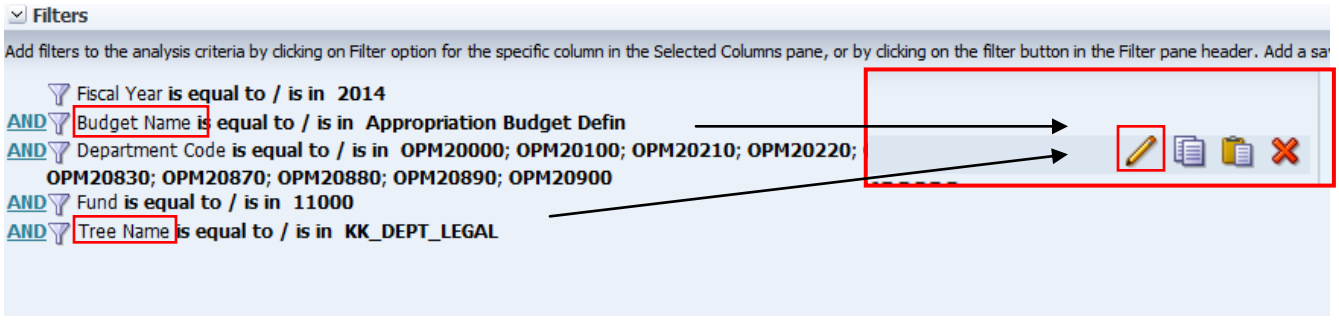
For a more detailed analysis of budgets by Departments we will edit the filters by changing the:

Budget Name

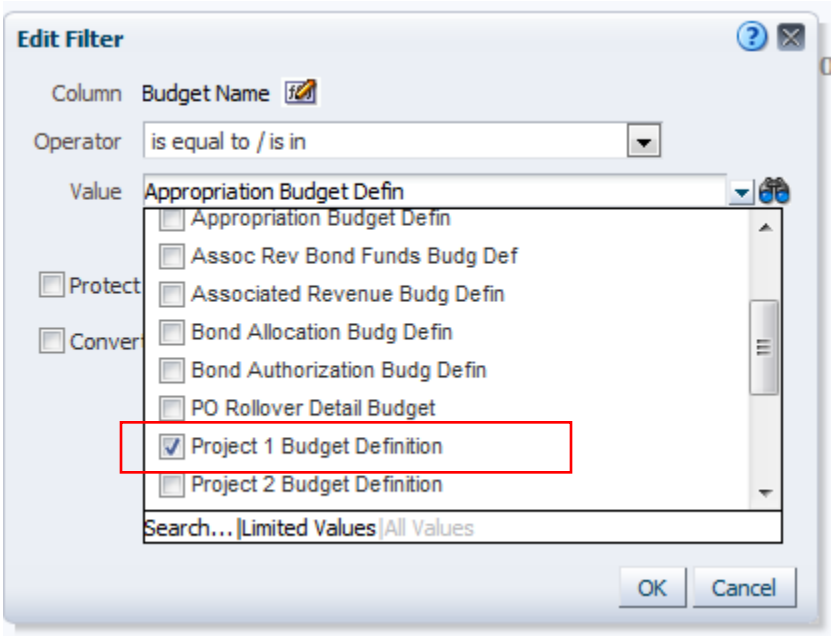
Department Tree Name

Click on the Criteria Tab. This will bring you back to the Subject Area Listing, Criteria Listing, Filter Listing and Catalog Listing.

Update the Budget details by editing the Budget Name and the Department Tree Name in the Filters Listing

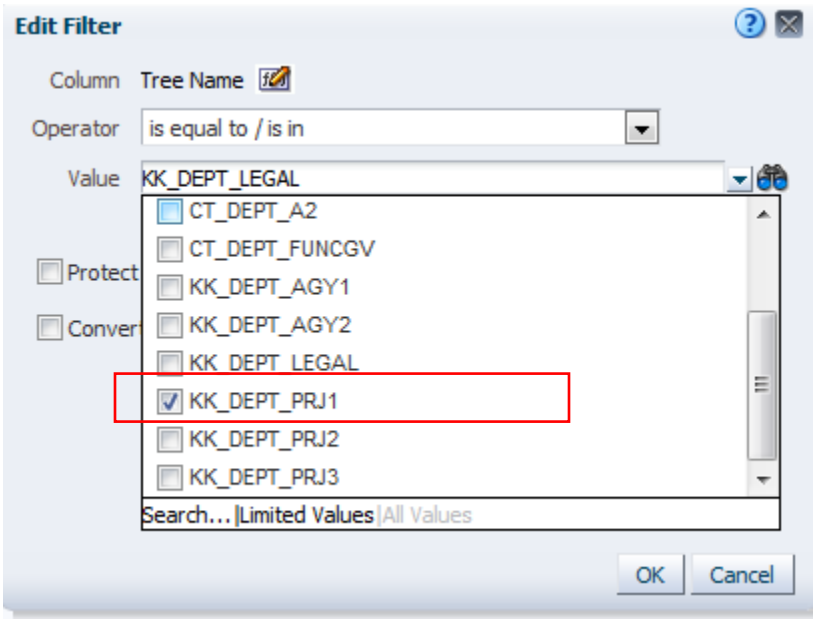


Budget Name - click on the edit button and unselect> **Appropriation Budget Def** and select> **Project 1 Budget Definition**



Click OK

Department Tree Name - click on the edit button unselect>**KK_DEPT_LEGAL** and select>**KK_DEPT_PRJ1**



Click OK.

Click on the **Results Tab**

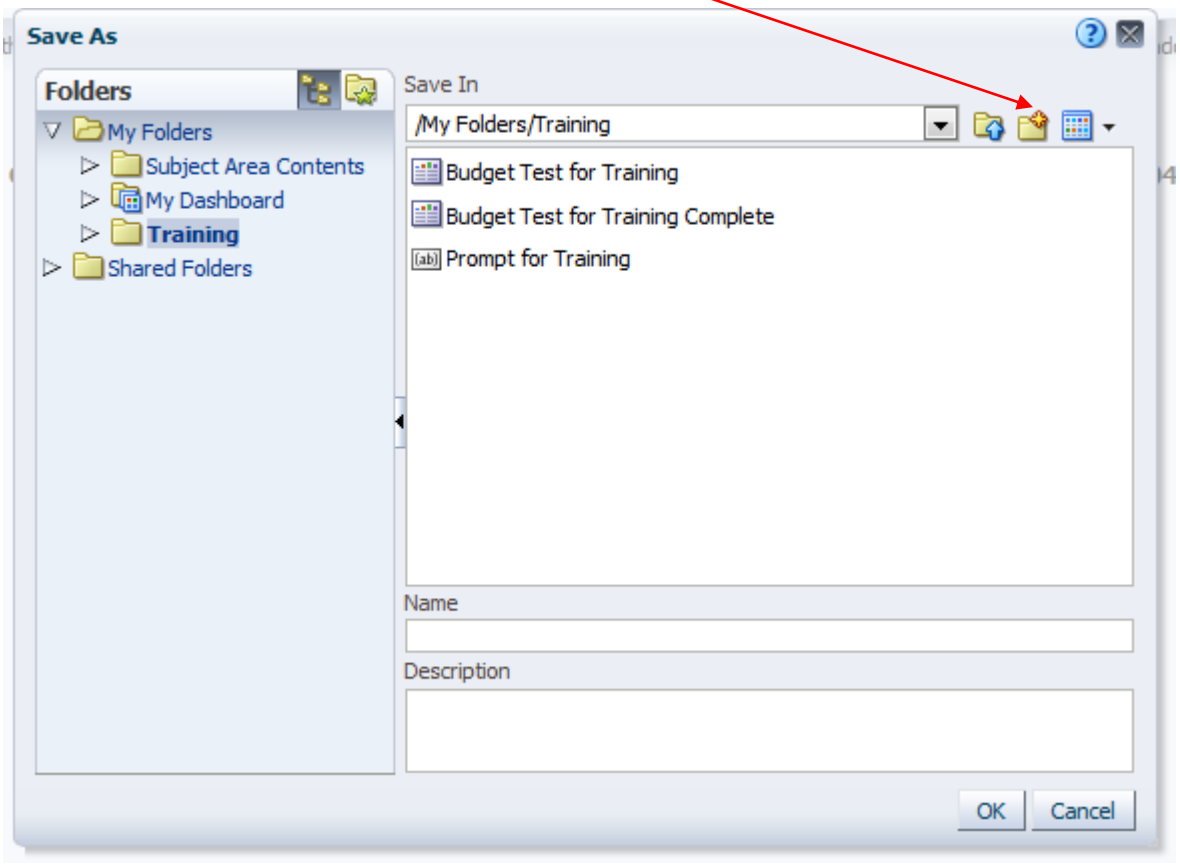
Table

Fiscal Year	Budget Name	Department Code	Fund	SID	Budget
2014	Project 1 Budget Definition	OPM20100	11000	10010	1674890
				10020	55995
				12130	4049951
		OPM20210	11000	10010	1105986
				10020	106810
				10050	1
		OPM20220	11000	10020	87080
		OPM20320	11000	10010	143402
				12535	2357965
		OPM20350	11000	10010	792764
				10020	333435
				12251	1069202
				12559	3500000
				17098	919535
		OPM20400	11000	10010	2618787
				10020	212448
				12169	49706
		OPM20500	11000	10010	1609157
				10020	368575
		OPM20600	11000	10010	1734208
				10020	190008
				16181	475000
				17004	73641646
				17006	115431737
				17011	400000
				17016	5800000
				17018	20505900
				17021	235000
				17024	2970098
				17099	4467456
		OPM20830	11000	10010	639393
				10020	48380
		OPM20870	11000	10020	912208
				12308	375000
		OPM20900	11000	10010	1118212
				10020	42960
				12231	91

Save the report in My Folders

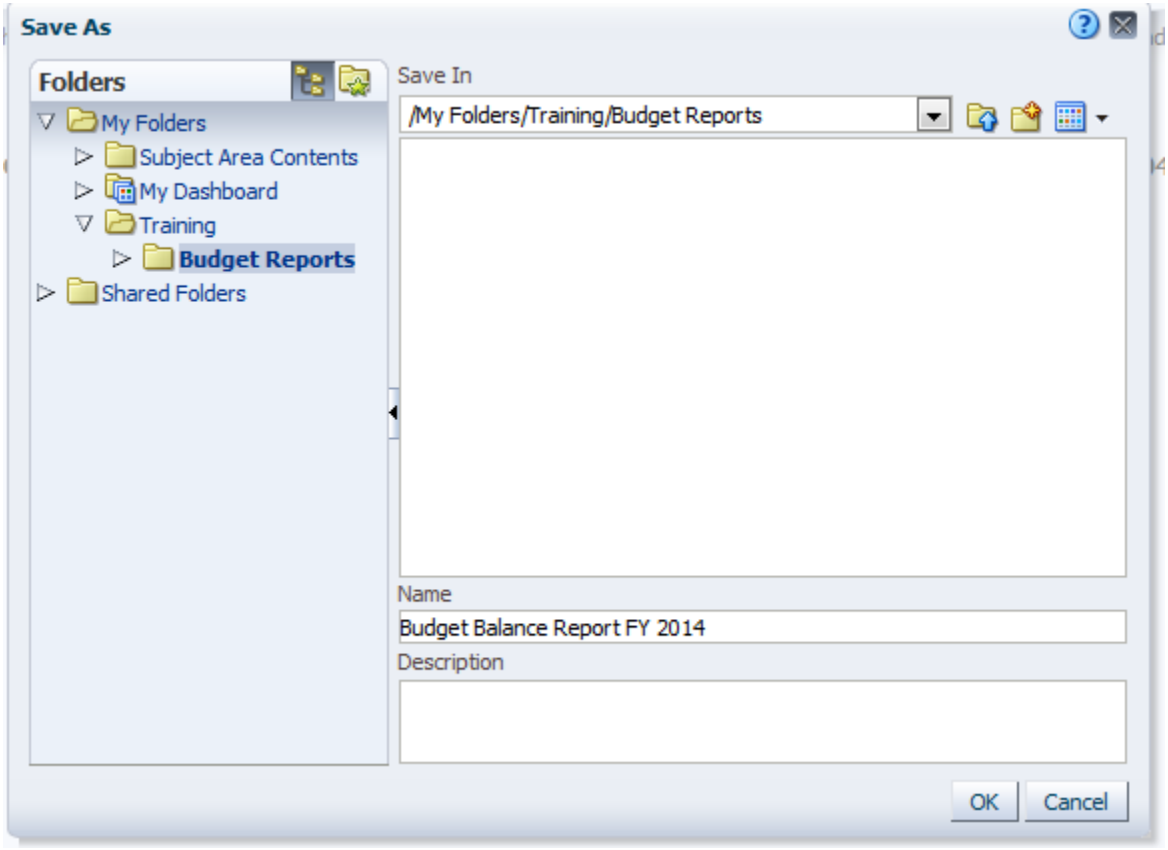
Click on the icon in the top right hand corner. This will bring you to the Save as folder.

Click the + next to the New Folder



This will bring to the New Folder screen. Type in **Budget Reports** and click OK.

Type in the name of your Report **- Budget Balance Report FY 2014** and Click OK



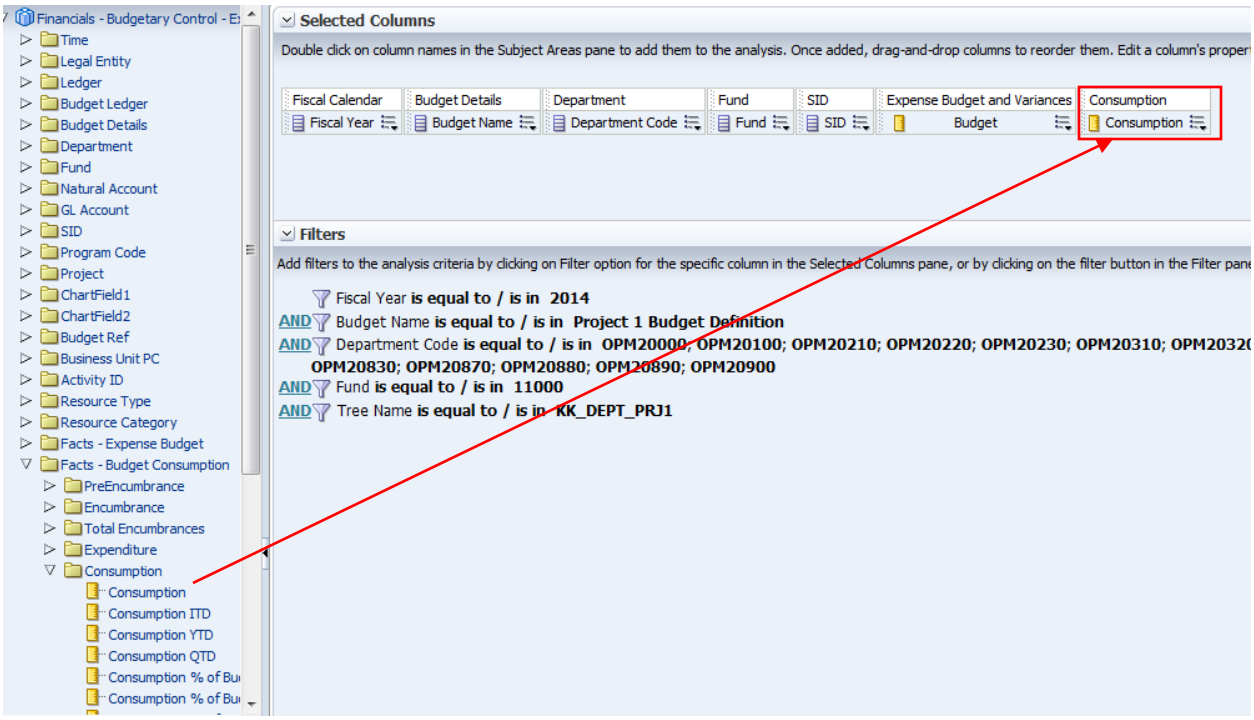
Add Additional Fields to Report

In this exercise we are going to add two additional fields to the report, relabel one of the fields, format and create a calculation and set up a condition.

Add two new columns to the Report from the Fact Tables:

Add Facts by scrolling down to the bottom of the Subject Areas:

Expand the Fact: Fact Budget-Consumptions>Consumption>**Consumption**



Click the Results Tab

Table

Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption
2014	Project 1 Budget Definition	OPM20100	11000	10010	1,674,890.00	1,344,082.04
				10020	55,995.00	45,684.87
				12130	4,049,950.68	1,098,163.72
		OPM20210	11000	10010	1,105,986.00	1,438,887.25
				10020	106,810.00	56,905.74
				10050	1.00	0.00
		OPM20220	11000	10020	87,080.00	71,490.94
		OPM20320	11000	10010	143,402.00	133,902.58
				12535	2,357,964.86	1,895,425.02
		OPM20350	11000	10010	792,764.00	740,743.83
				10020	333,435.00	28,288.76
				12251	1,069,202.12	923,607.89
				12559	3,500,000.00	3,363,195.69
				17098	919,535.00	877,321.16
		OPM20400	11000	10010	2,618,787.00	2,501,025.77
				10020	212,448.00	138,885.68
				12169	49,706.00	48,429.40
		OPM20500	11000	10010	1,609,157.00	1,515,251.91
				10020	368,575.00	350,000.86
		OPM20600	11000	10010	1,734,208.00	1,537,774.63
				10020	190,008.00	189,550.92
				16181	475,000.00	0.00
				17004	73,641,646.00	73,641,646.00
				17006	115,431,737.00	115,431,737.00
				17011	400,000.00	400,000.00
				17016	5,800,000.00	5,800,000.00
				17018	20,505,900.00	20,505,900.00
				17021	235,000.00	171,355.94
				17024	2,970,098.00	2,970,098.00
				17099	4,467,456.00	4,467,456.00
		OPM20830	11000	10010	639,393.00	626,149.27
				10020	48,380.00	34,036.28
		OPM20870	11000	10010	0.00	87,197.20
				10020	912,208.00	625,172.04
				12308	375,000.00	0.00
		OPM20900	11000	10010	1,118,212.00	1,088,182.71
				10020	42,960.00	38,727.84
				12231	91.00	0.00

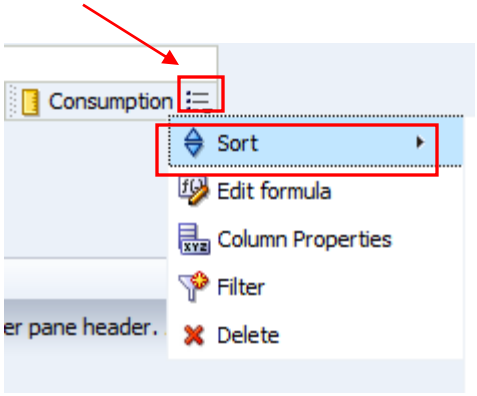
Create Calculations

Return to Table of Contents

Expand the Fact: Fact Budget-Consumptions>Consumption>**Consumption**

Add **Consumption**

Click on the dropdown box

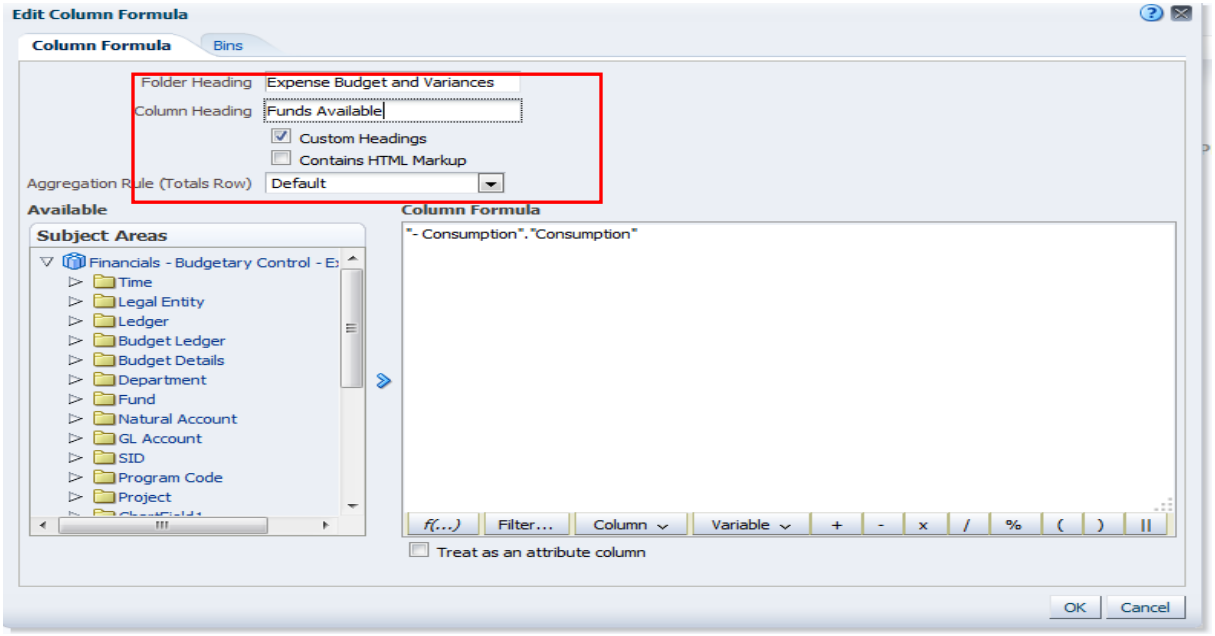


Select **Edit Formula**

Click the **Custom Heading** field

In the Folder Heading type **Expense Budget and Variances**

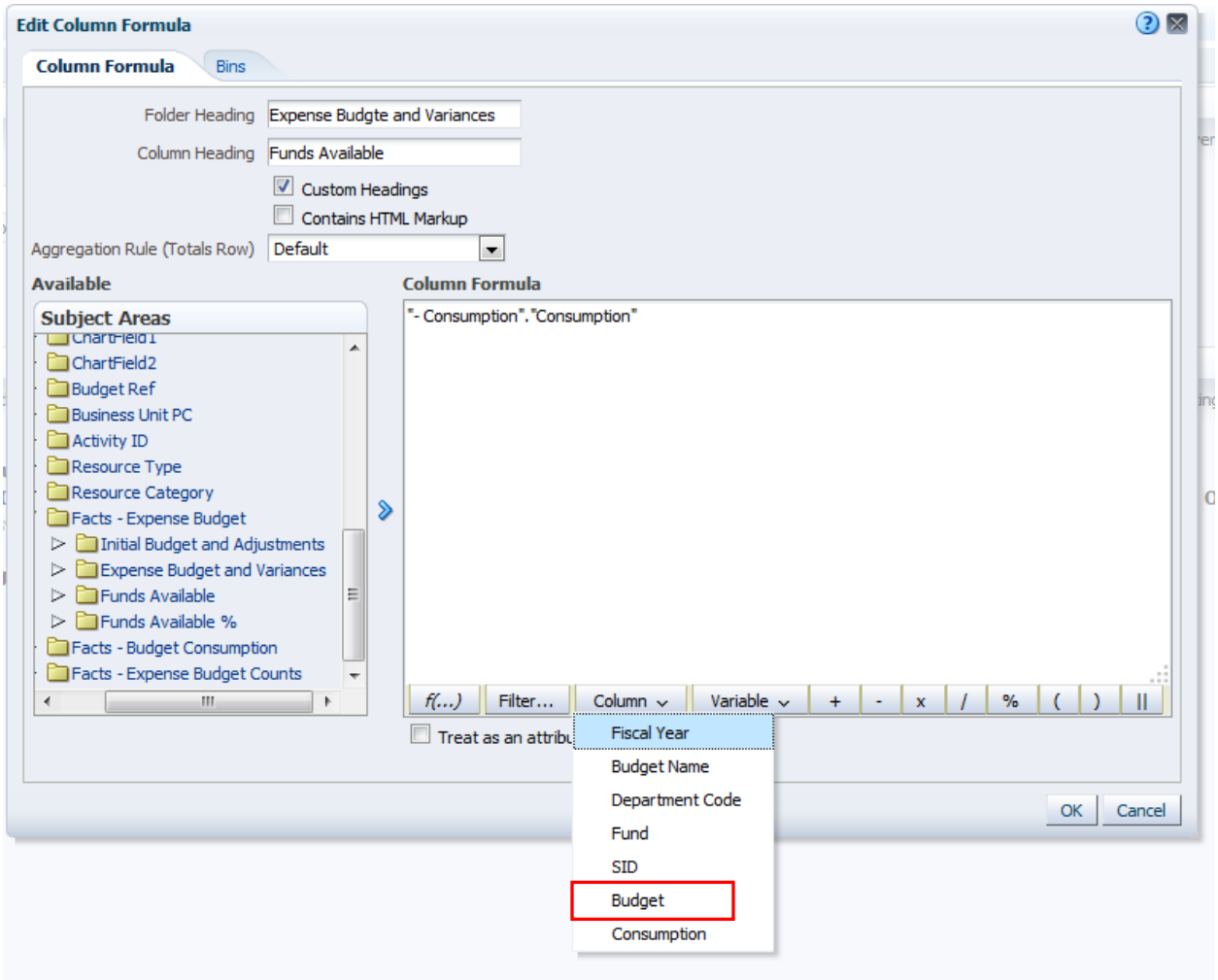
In the Column Heading type **Funds Available**



In the Column Formula

Click the **Column dropdown**

Select **Budget**

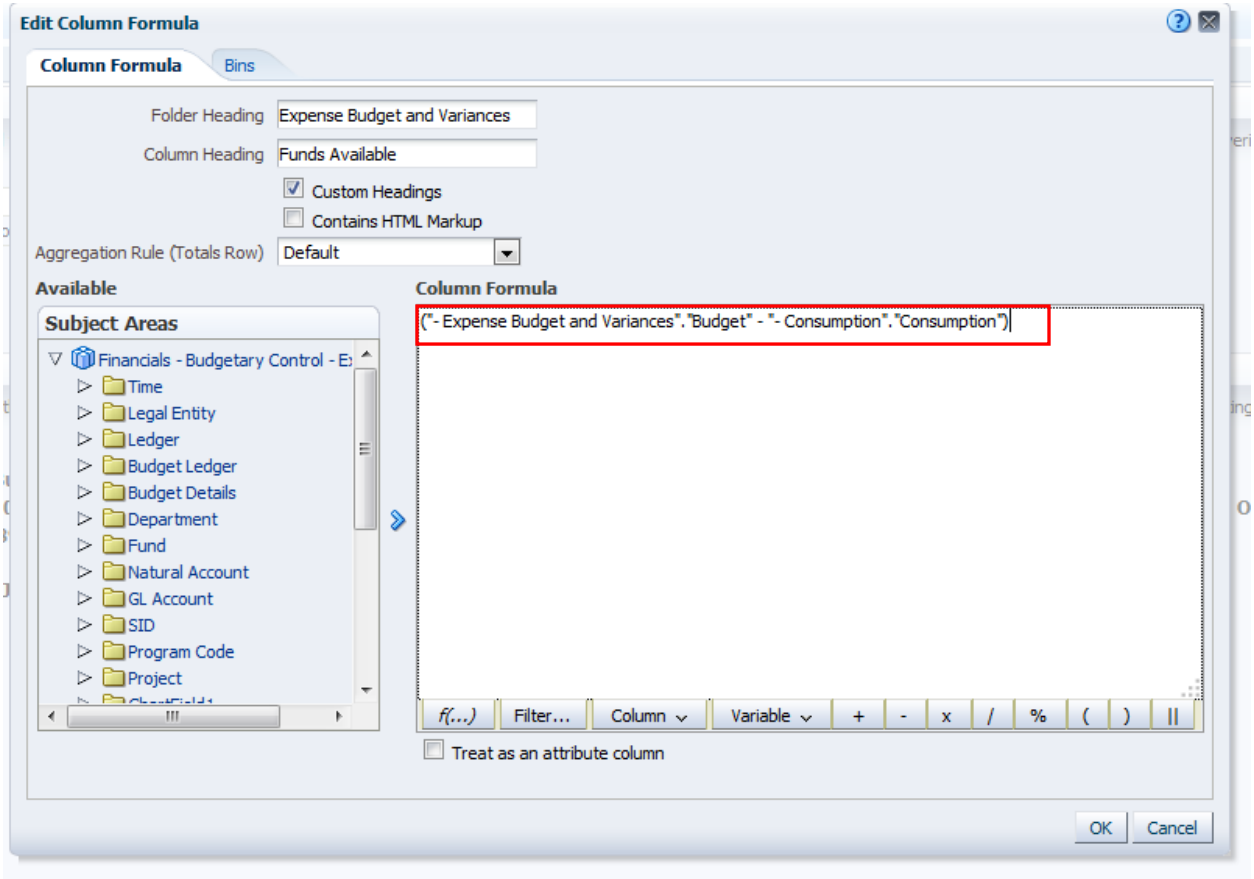


Click on the **Minus (-)**

Click on the **Column dropdown**

Select **Consumption**

Place brackets around the **formula ("- Expense Budget and Variances"."Budget"-"-Consumption"."Consumption")**



Click **OK**

Click the **Results Tab**

Table

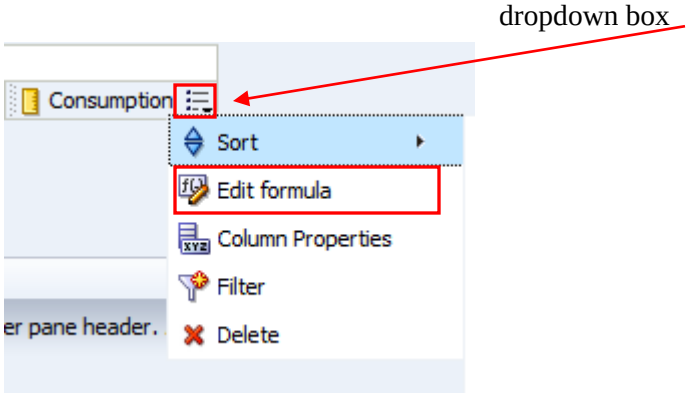
Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption	Funds Available
2014	Project 1 Budget Definition	OPM20100	11000	10010	1,674,890.00	1,344,082.04	330808
				10020	55,995.00	45,684.87	10310
				12130	4,049,950.68	1,098,163.72	2951787
		OPM20210	11000	10010	1,105,986.00	1,438,887.25	-332901
				10020	106,810.00	56,905.74	49904
				10050	1.00	0.00	1
		OPM20220	11000	10020	87,080.00	71,490.94	15589
		OPM20320	11000	10010	143,402.00	133,902.58	9499
				12535	2,357,964.86	1,895,425.02	462540
		OPM20350	11000	10010	792,764.00	740,743.83	52020
				10020	333,435.00	28,288.76	305146
				12251	1,069,202.12	923,607.89	145594
				12559	3,500,000.00	3,363,195.69	136804
				17098	919,535.00	877,321.16	42214
		OPM20400	11000	10010	2,618,787.00	2,501,025.77	117761
				10020	212,448.00	138,885.68	73562
				12169	49,706.00	48,429.40	1277
		OPM20500	11000	10010	1,609,157.00	1,515,251.91	93905
				10020	368,575.00	350,000.86	18574
		OPM20600	11000	10010	1,734,208.00	1,537,774.63	196433
				10020	190,008.00	189,550.92	457
				16181	475,000.00	0.00	475000
				17004	73,641,646.00	73,641,646.00	0
				17006	115,431,737.00	115,431,737.00	0
				17011	400,000.00	400,000.00	0
				17016	5,800,000.00	5,800,000.00	0
				17018	20,505,900.00	20,505,900.00	0
				17021	235,000.00	171,355.94	63644
				17024	2,970,098.00	2,970,098.00	0
				17099	4,467,456.00	4,467,456.00	0
		OPM20830	11000	10010	639,393.00	626,149.27	13244
				10020	48,380.00	34,036.28	14344
		OPM20870	11000	10010	0.00	87,197.20	-87197
				10020	912,208.00	625,172.04	287036
				12308	375,000.00	0.00	375000
		OPM20900	11000	10010	1,118,212.00	1,088,182.71	30029
				10020	42,960.00	38,727.84	4232
				12231	91.00	0.00	91

Click the **Criteria Tab**

Expand the Fact: Fact Budget-Consumptions>Consumption>**Consumption**

Add **Consumption**

Click on the dropdown box

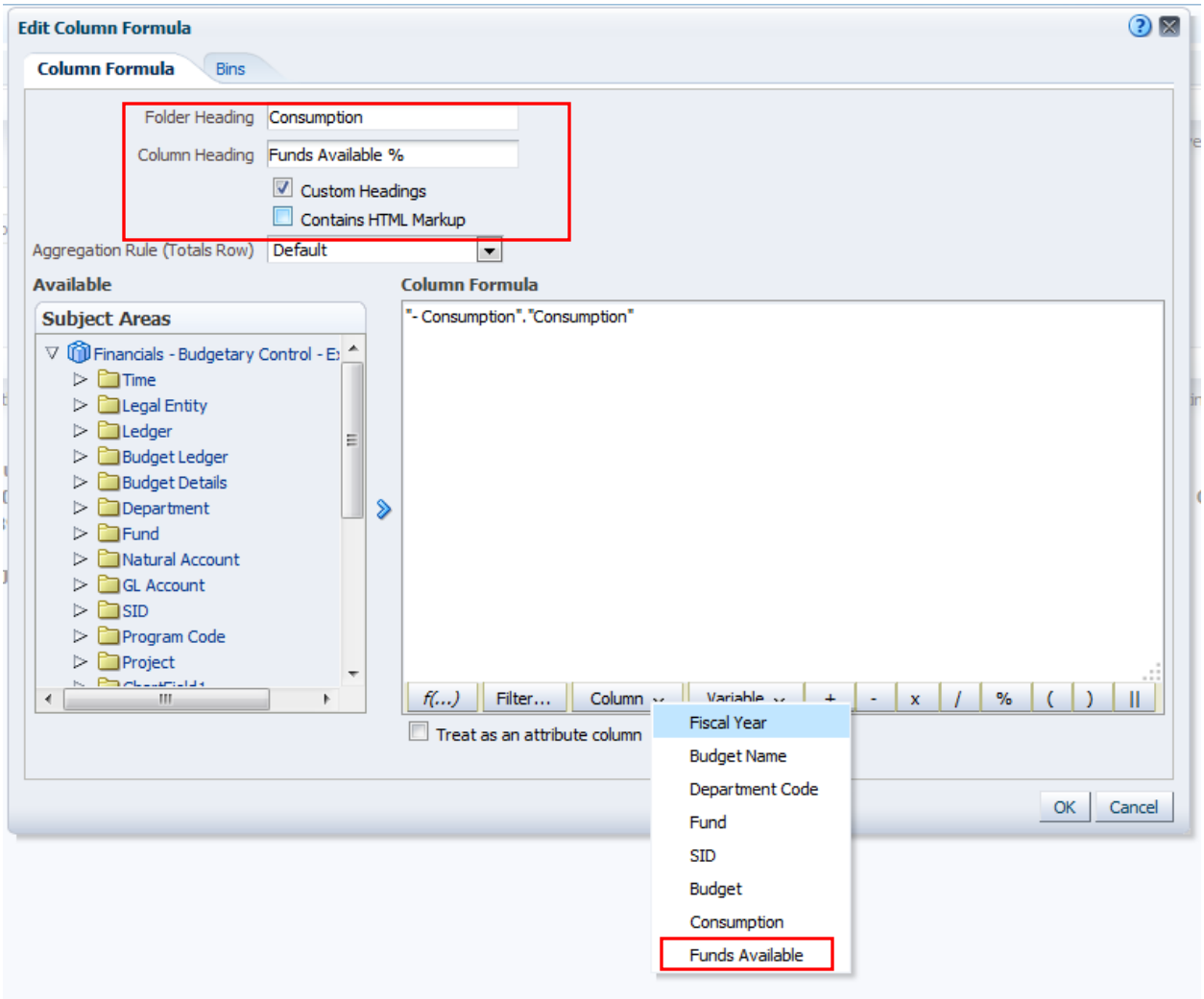


Click the **Custom Heading** field

In the Column Heading type **Funds Available %**

Click on the **Column dropdown**

Select **Funds Available**



In the Column Formula ("- Expense Budget and Variances"."Budget"-"- Consumption"."Consumption")

Click the **Multiply (x)**

Type **100**

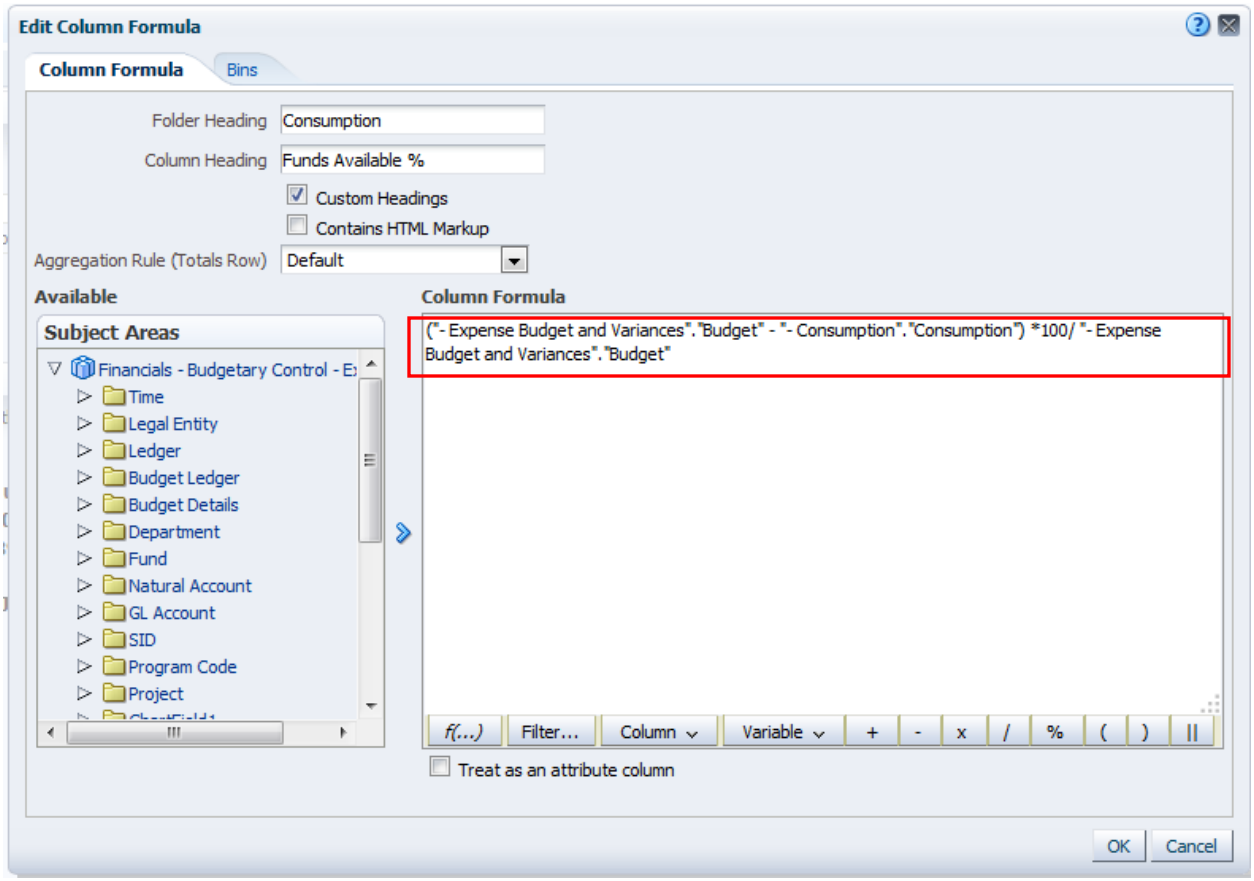
Click the **Divide (/)**

Click on the **Column dropdown**

Select **Budget**

Results of Column Formula

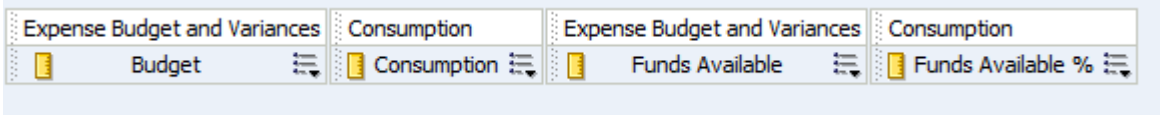
("- Expense Budget and Variances"."Budget" - "- Consumption"."Consumption")*100/"- Expense Budget and Variances"."Budget"



Click **OK**

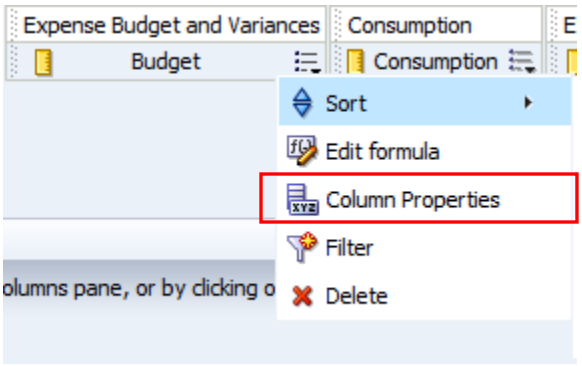
Formatting

In this exercise you will reformat the columns add decimal placing and the comma separator in the columns below.

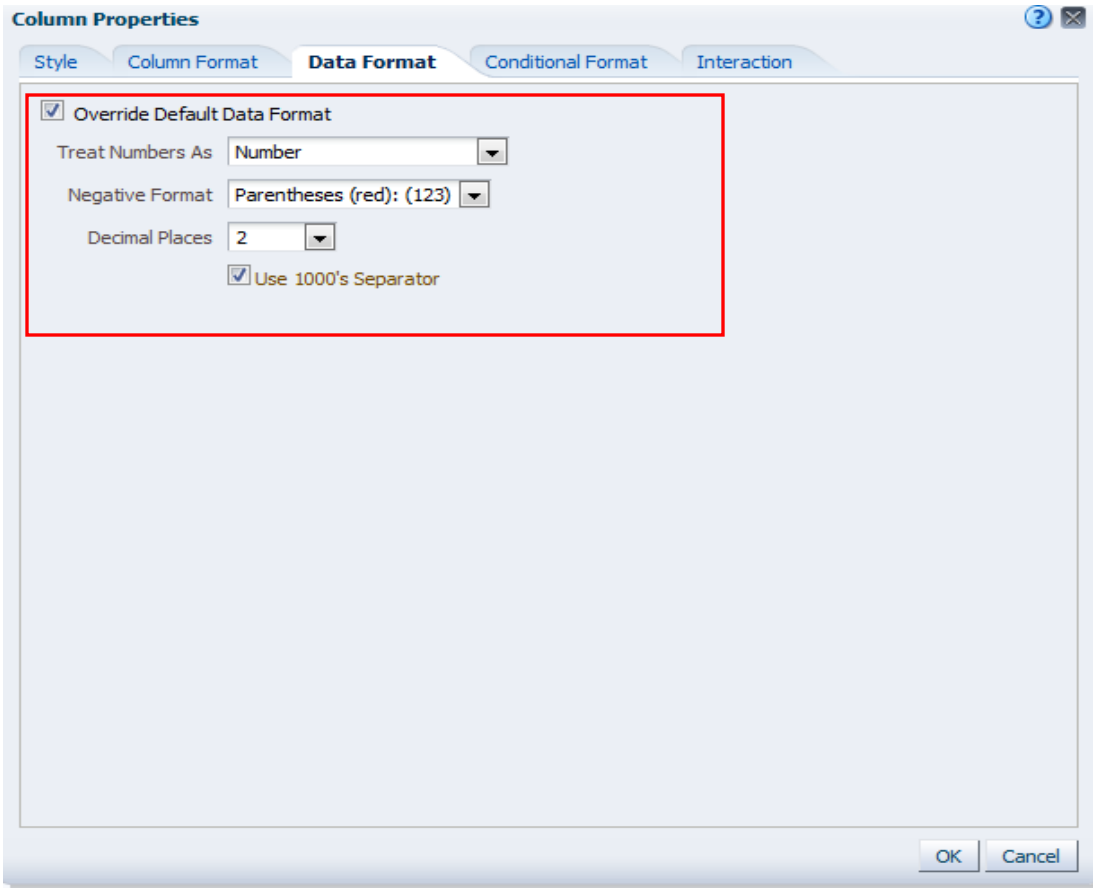


Select the **Expense Budget and Variances** column

Select **Column Properties**



Click Data Format Tab



Check the **Override Default Data Format** button

Treat Numbers As: **Numbers**

Negative Format: **Parentheses (red): (123)**

Decimal Places: **2**

Check the **Use 1000's Separator**

*Complete this for the other columns

Note: In the Funds Available % column, Treat Numbers As field select **Percentage**

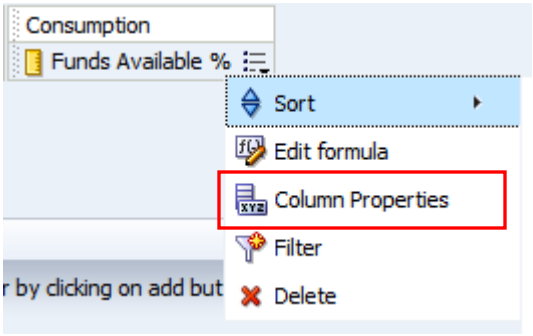
Save Report

Adding a Condition

In this exercise we are adding a condition to the Funds Available %. We want to flag sertain funds that go over/under the Budget threshold.

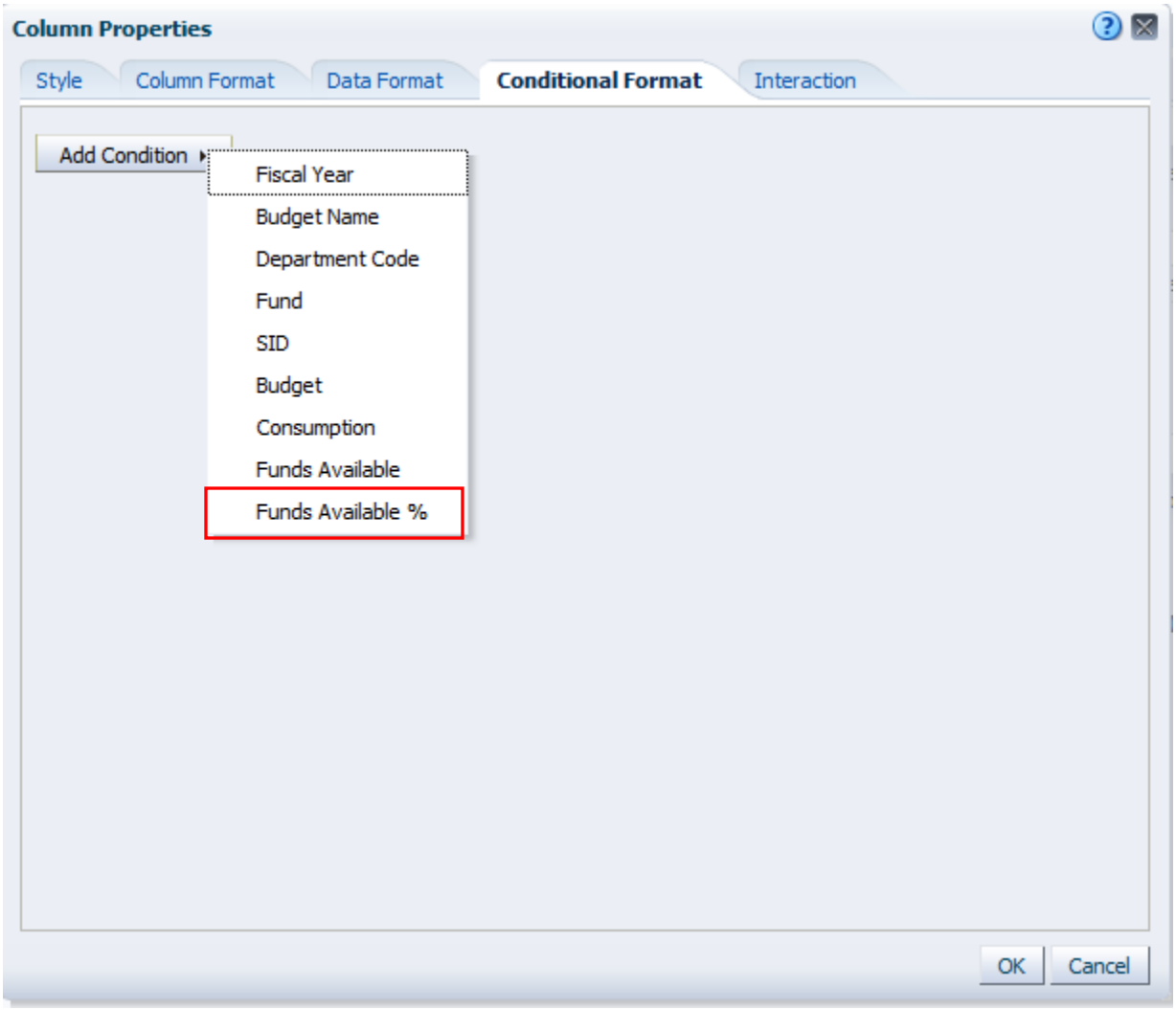
Select the **Funds Available %** column

Select **Column Properties**



Click **Add Condition** button

Click **Funds Available %**

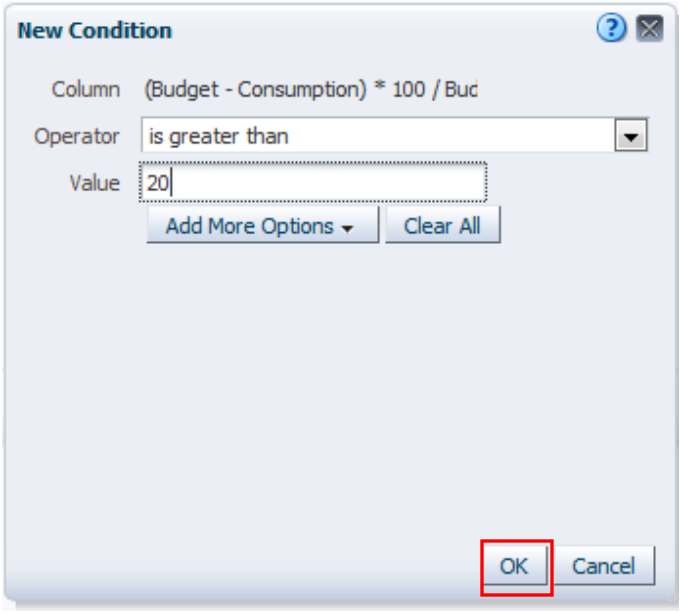


New Condition

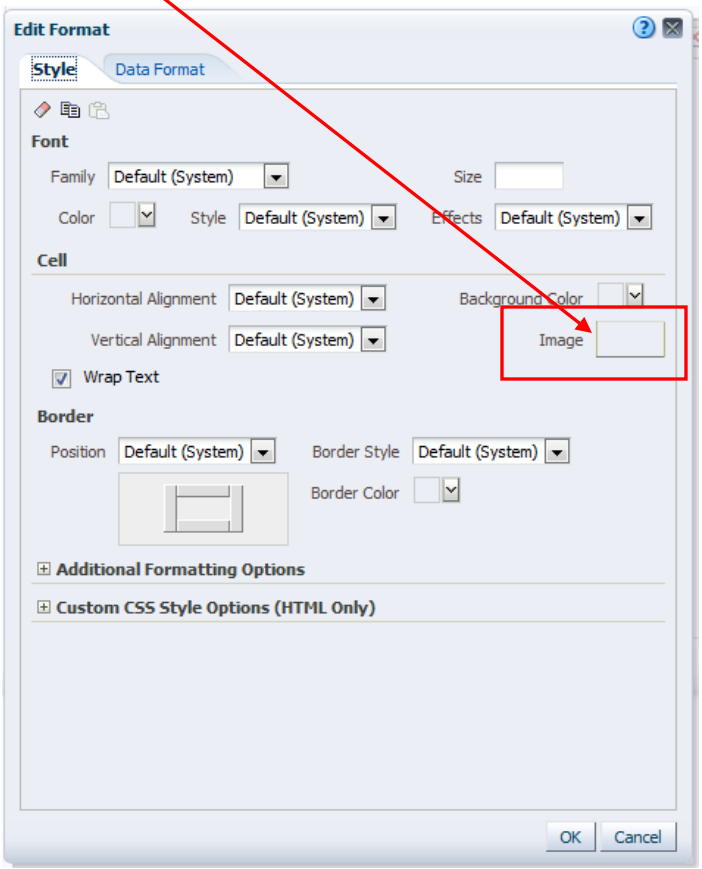
In the Operator Dropdown select is **greater than**

In the Value box type **20**

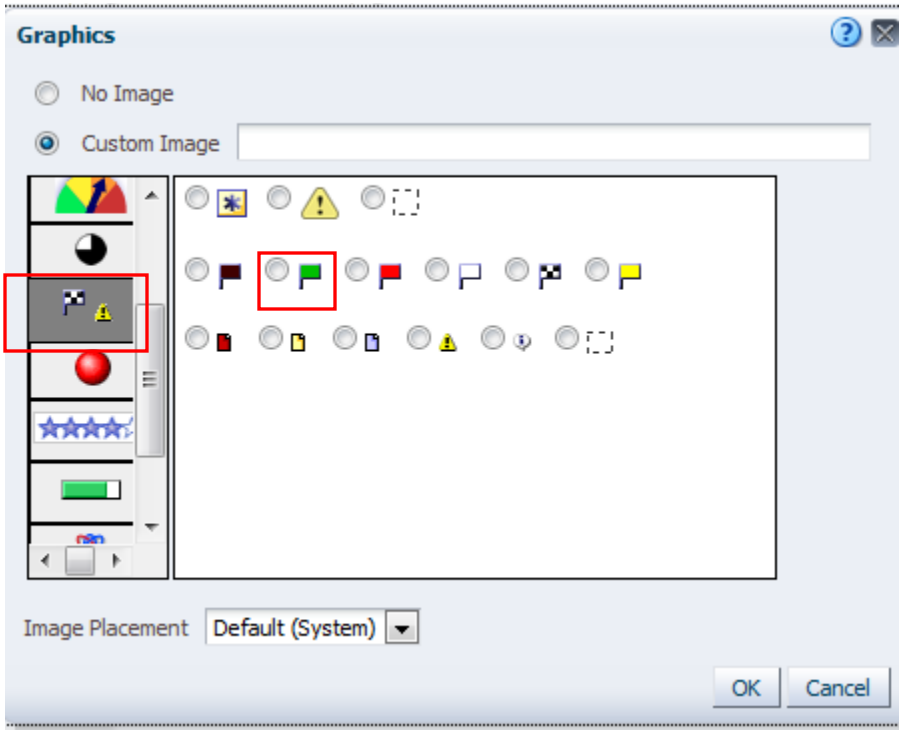
Click **OK**



Select the **Image** box



Select the green Flag Icon

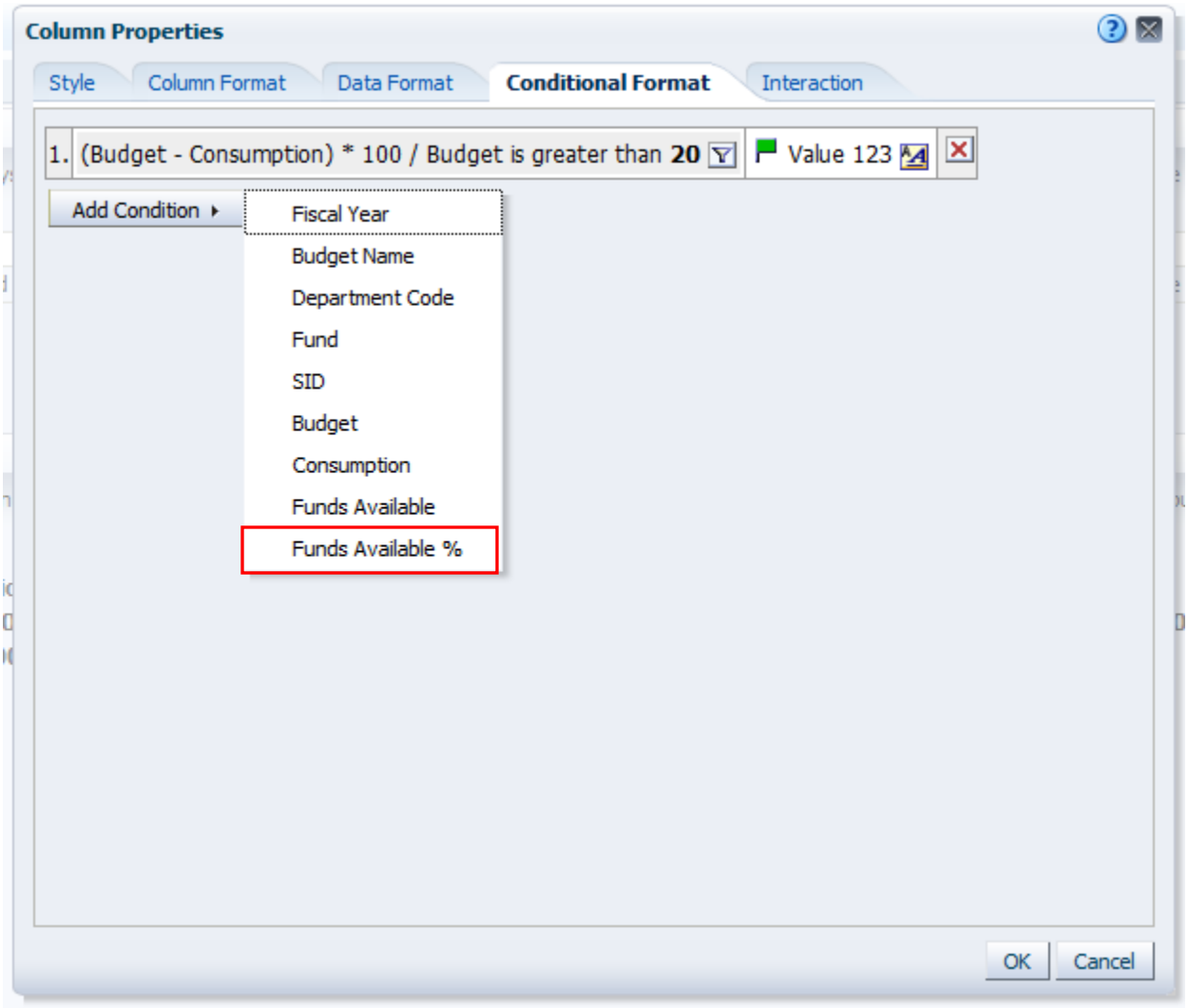


Click **OK**

Add another Condition

Click the **Add Condition** button

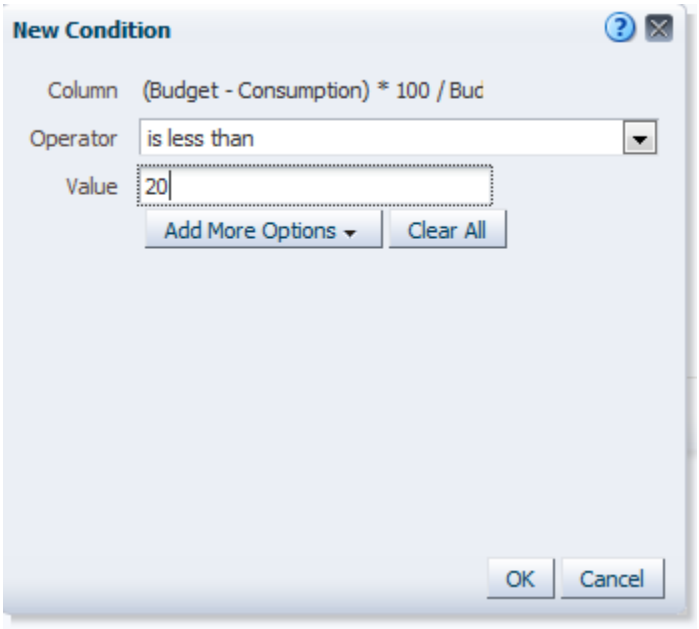
Select **Funds Available %**



New Condition

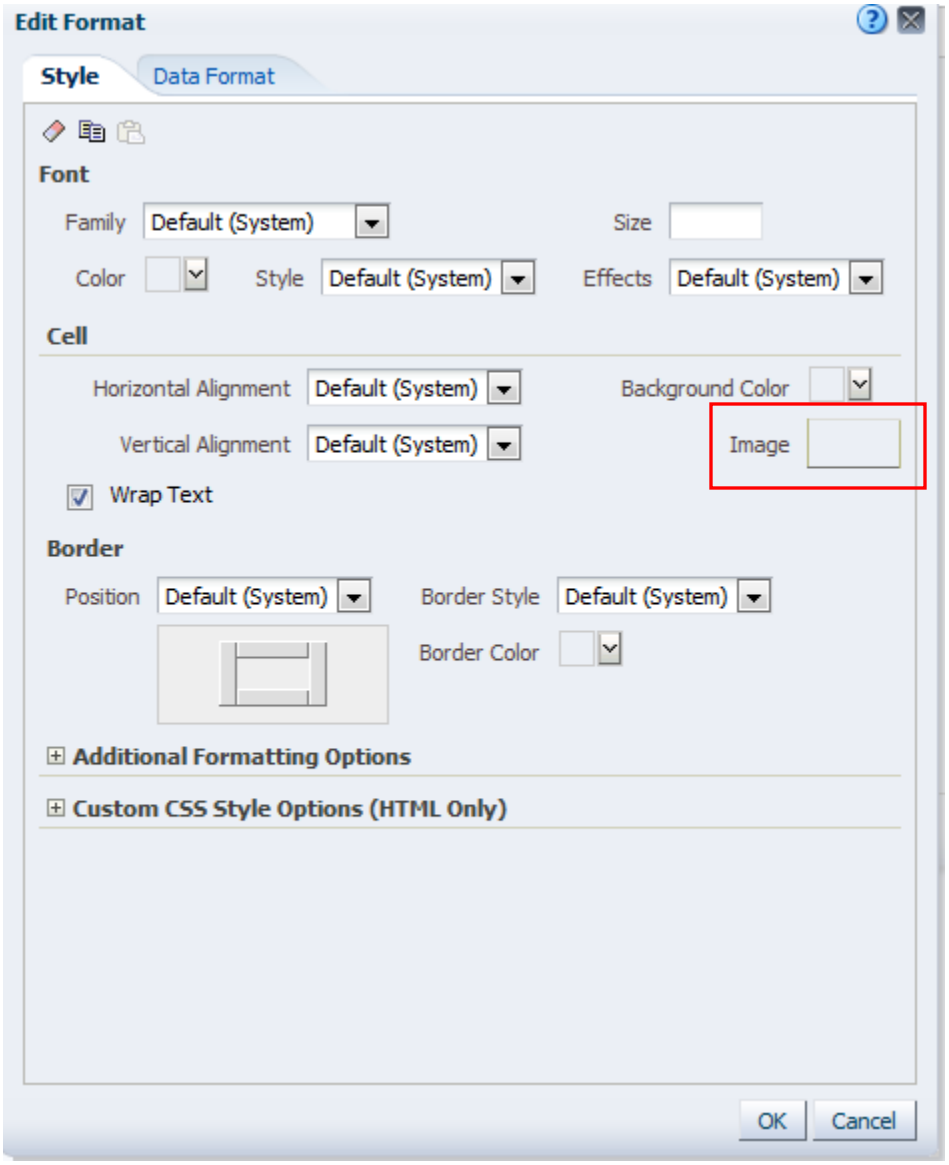
In the Operator Dropdown select **is less than**

In the Value box type **20**

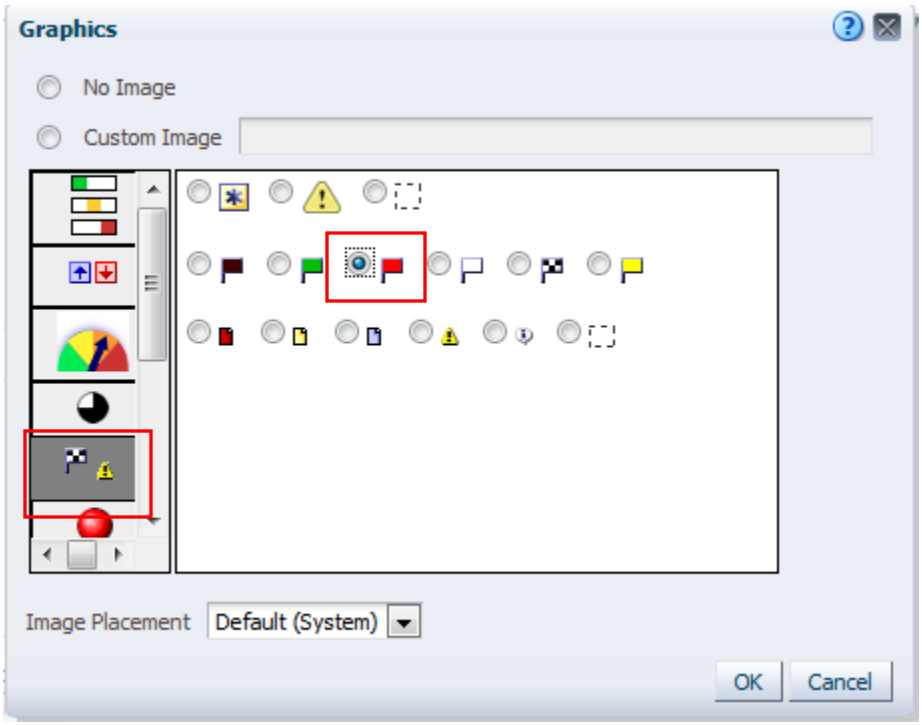


Click **OK**

Select the **Image** box

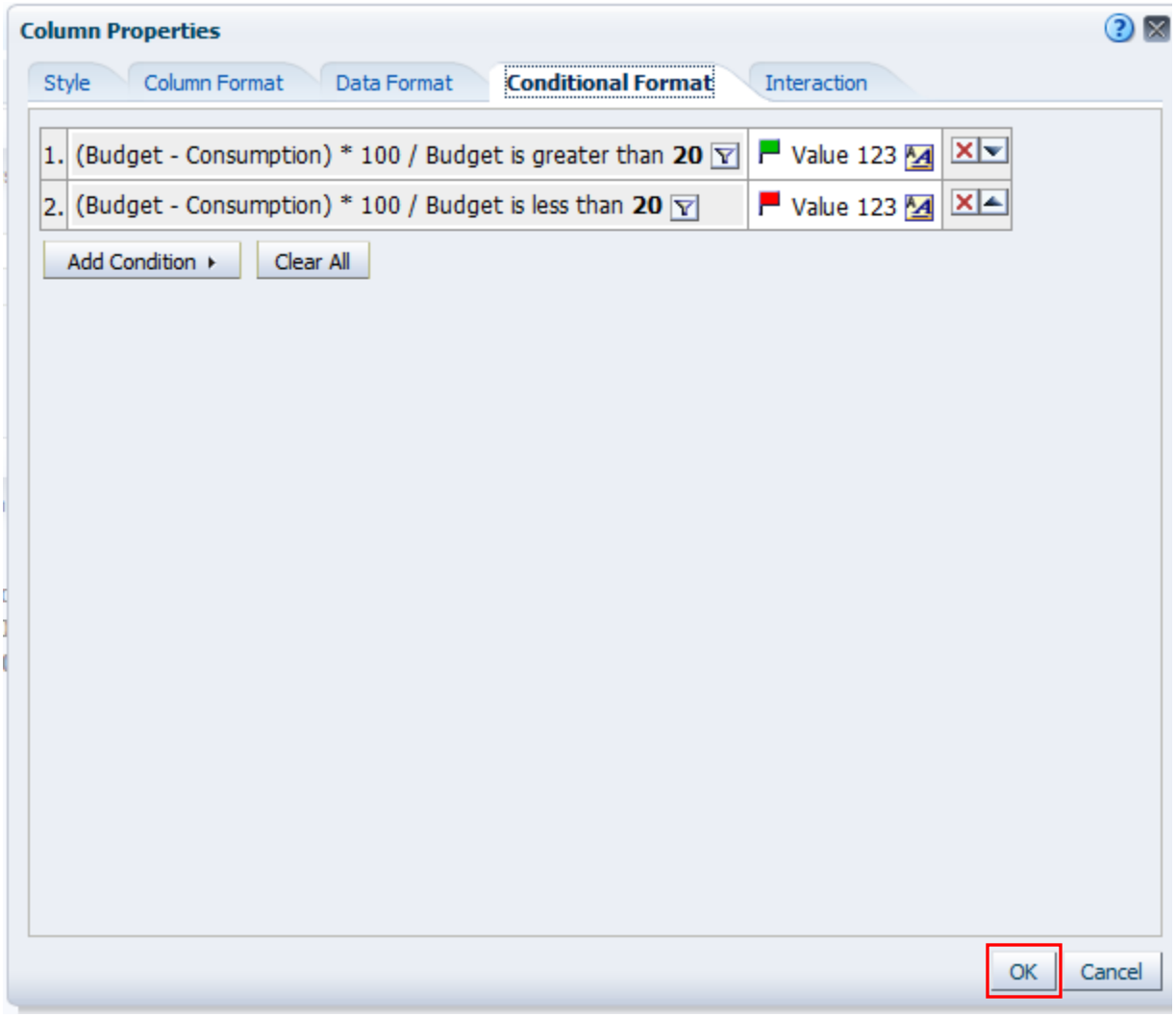


Select the **Red Flag** icon


Graphics
No Image
Custom Image
Image Placement
Default (System)
OK
Cancel

Click **OK**

This is your Column Format



Click **OK**

Click the **Results Tab**

Table

Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption	Funds Available	Funds Available %
2014	Project 1 Budget Definition	OPM20100	11000	10010	1,674,890.00	1,344,082.04	330,807.96	19.75%
				10020	55,995.00	45,684.87	10,310.13	18.41%
				12130	4,049,950.68	1,098,163.72	2,951,786.96	72.88%
		OPM20210	11000	10010	1,105,986.00	1,438,887.25	(332,901.25)	(30.10%)
				10020	106,810.00	56,905.74	49,904.26	46.72%
				10050	1.00	0.00	1.00	100.00%
		OPM20220	11000	10020	87,080.00	71,490.94	15,589.06	17.90%
		OPM20320	11000	10010	143,402.00	133,902.58	9,499.42	6.62%
				12535	2,357,964.86	1,895,425.02	462,539.84	19.62%
		OPM20350	11000	10010	792,764.00	740,743.83	52,020.17	6.56%
				10020	333,435.00	28,288.76	305,146.24	91.52%
				12251	1,069,202.12	923,607.89	145,594.23	13.62%
				12559	3,500,000.00	3,363,195.69	136,804.31	3.91%
				17098	919,535.00	877,321.16	42,213.84	4.59%
		OPM20400	11000	10010	2,618,787.00	2,501,025.77	117,761.23	4.50%
				10020	212,448.00	138,885.68	73,562.32	34.63%
				12169	49,706.00	48,429.40	1,276.60	2.57%
		OPM20500	11000	10010	1,609,157.00	1,515,251.91	93,905.09	5.84%
				10020	368,575.00	350,000.86	18,574.14	5.04%
		OPM20600	11000	10010	1,734,208.00	1,537,774.63	196,433.37	11.33%
				10020	190,008.00	189,550.92	457.08	0.24%
				16181	475,000.00	0.00	475,000.00	100.00%
				17004	73,641,646.00	73,641,646.00	0.00	0.00%
				17006	115,431,737.00	115,431,737.00	0.00	0.00%
				17011	400,000.00	400,000.00	0.00	0.00%
				17016	5,800,000.00	5,800,000.00	0.00	0.00%
				17018	20,505,900.00	20,505,900.00	0.00	0.00%
				17021	235,000.00	171,355.94	63,644.06	27.08%
				17024	2,970,098.00	2,970,098.00	0.00	0.00%
				17099	4,467,456.00	4,467,456.00	0.00	0.00%
		OPM20830	11000	10010	639,393.00	626,149.27	13,243.73	2.07%
				10020	48,380.00	34,036.28	14,343.72	29.65%

Exercise Complete

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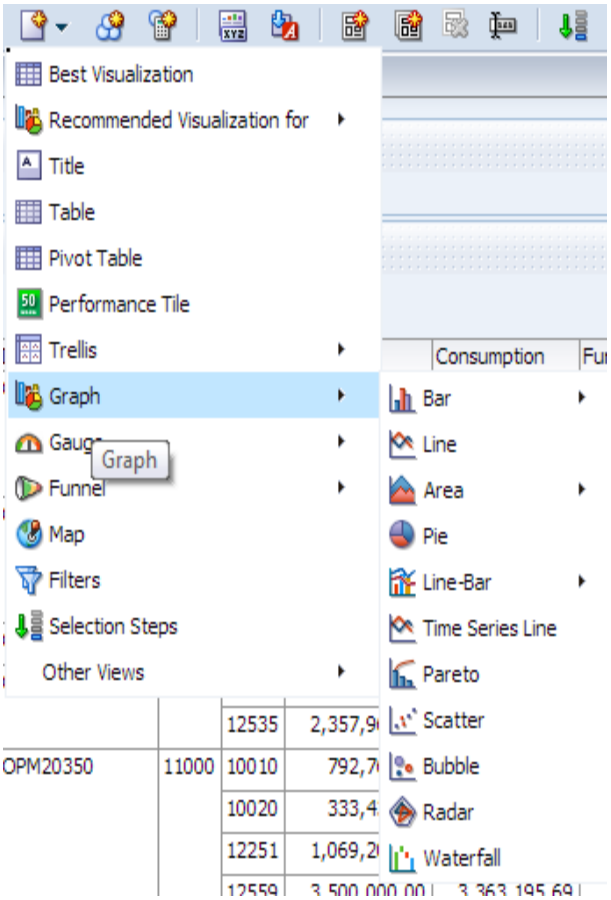
Adding Graphs

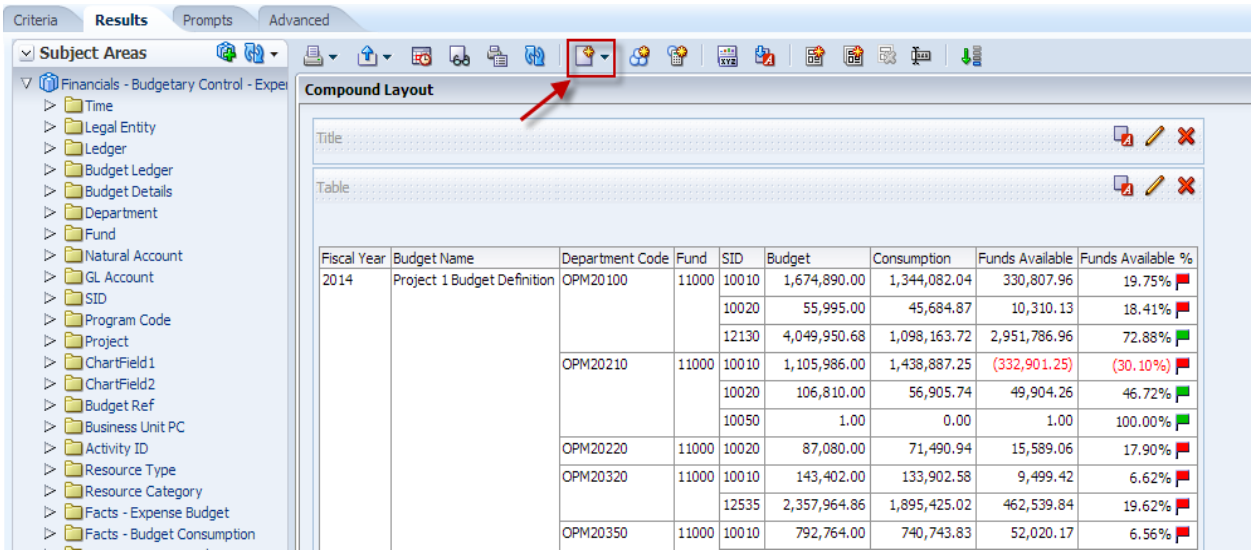
We can view the graphical representation of the data by adding graphs to the reports. There are different types of graphs you can add to the reports like Bar, Pie, Line etc.
Below is the list of available graphs in **STARS**



Now let us add a graph to the report we created.

1. Click on the **Results** tab of the report

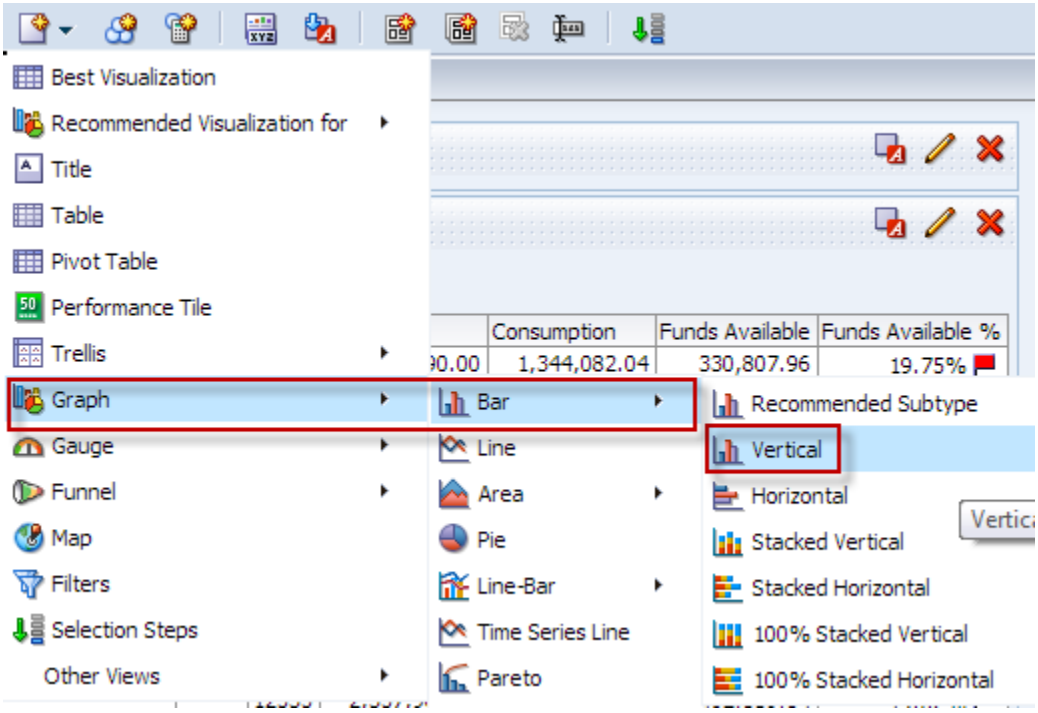
   The report will look like the below screenshot



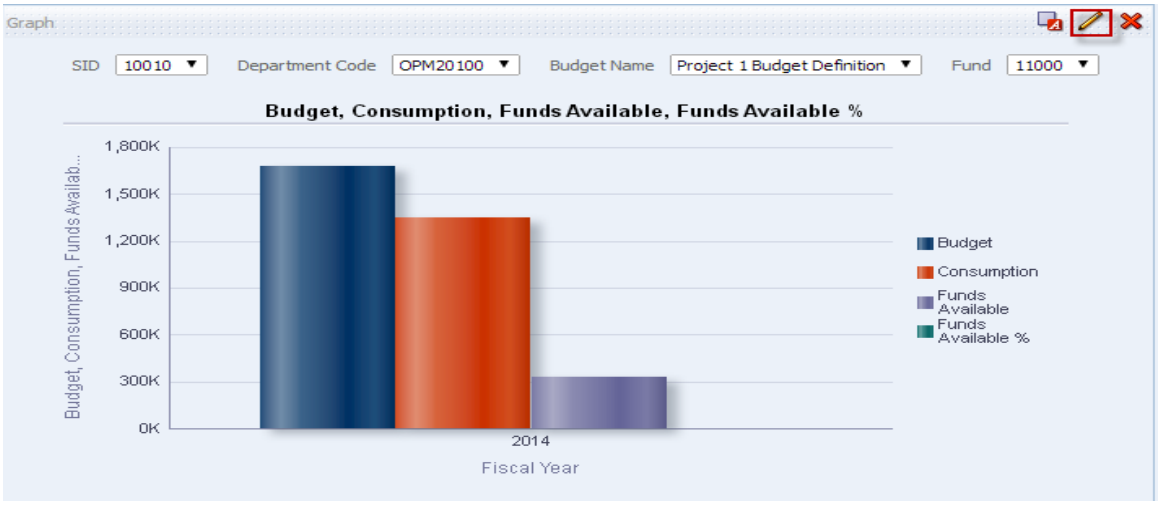
2. Click on the View ( ) symbol as highlighted in the step 1

3. The drop down will have a list of all the available views.

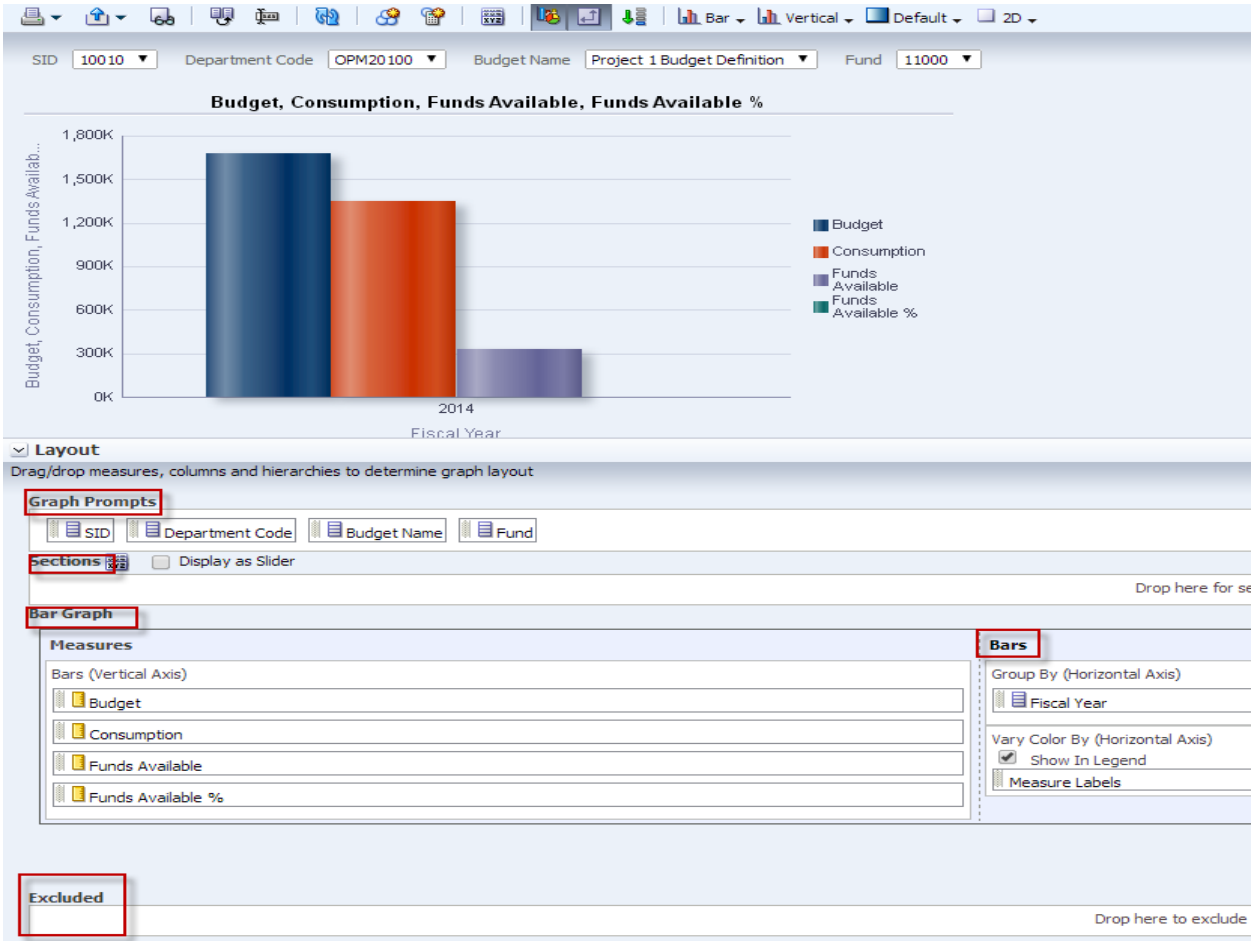
   Go To > Graph > Bar > Vertical



4. A new graph will be added to the report like below. Click on the pencil symbol to Edit the Graph.

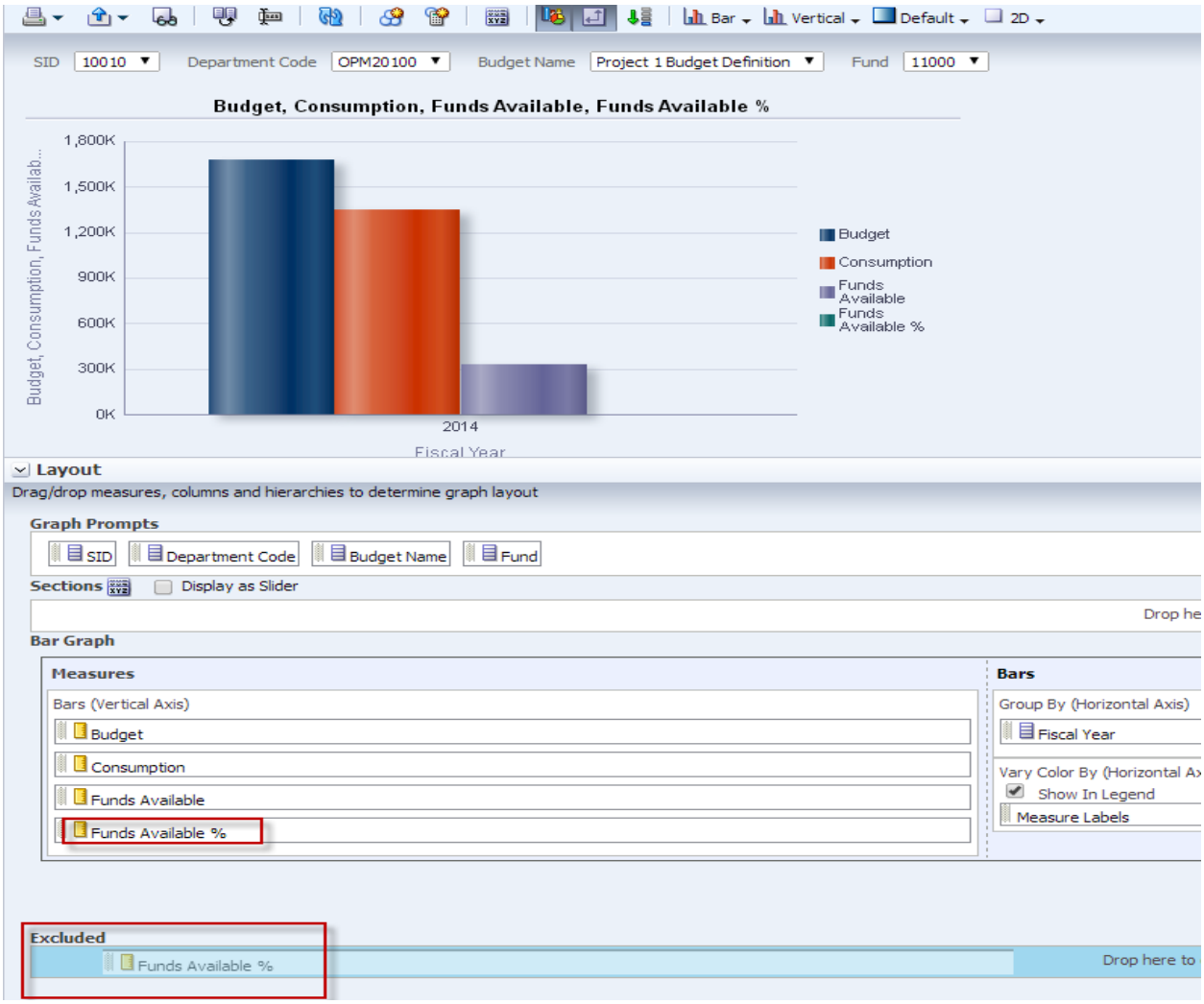


5. Once you click on the Edit button, you can see different sections in the graph like **Graph Prompts, Sections, Bar Graph, Bars, Excluded etc.** as highlighted in the below image



6. Now exclude any fields you do not want on the Graph to the Excluded Section. To Exclude, just Click on the Field, Drag and Drop in the Excluded section. Look for the Blue line to be highlighted in the Excluded Section, before you drop the object.

   In this example lets remove the **Funds available %** field from the graph.

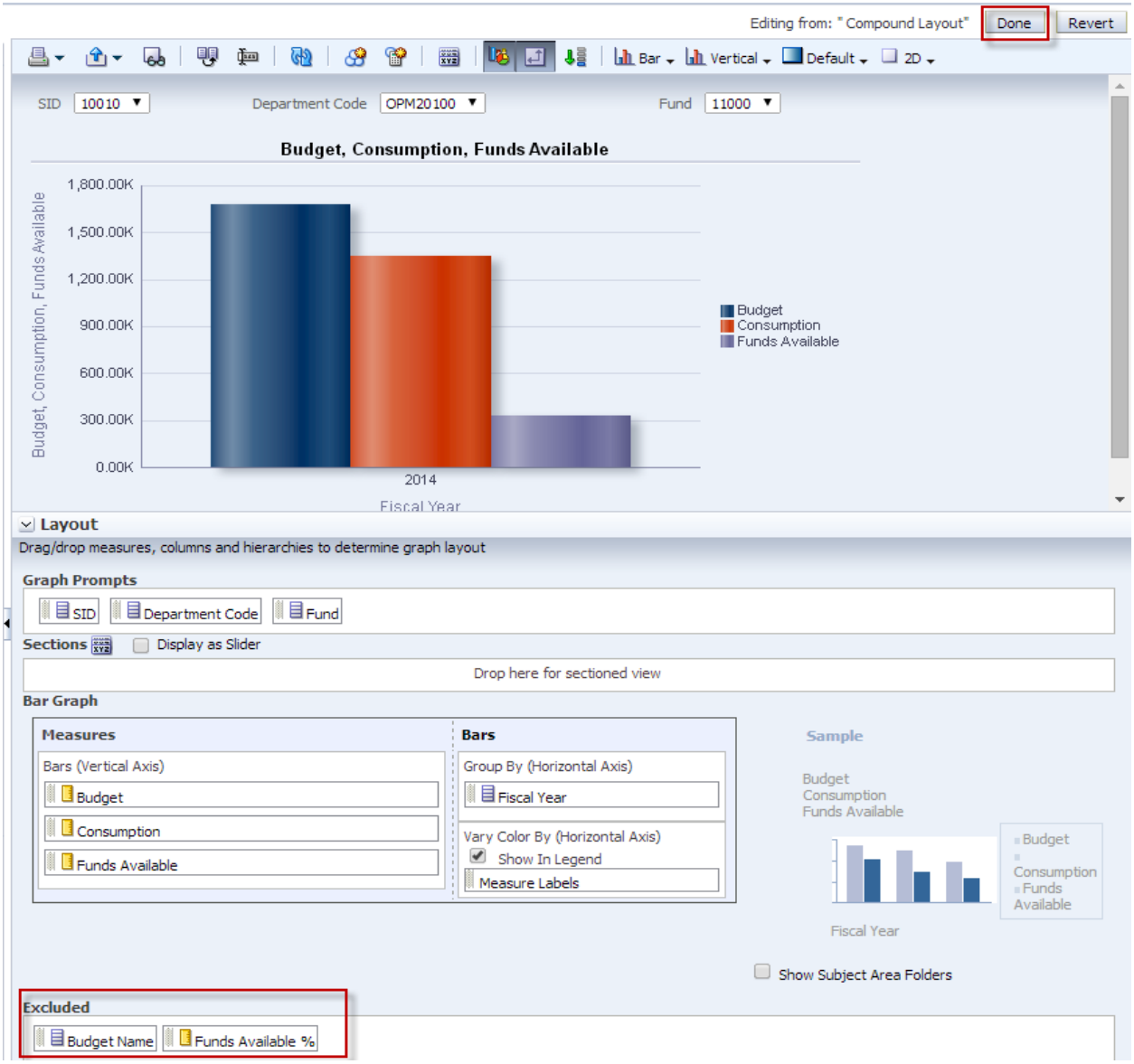


In the image above, click on the **Funds available %** in **Bar Graph** section (Highlighted) and drag and drop in the Excluded Section (Highlighted). Look for the Blue color in the excluded section before you drop the object (Blue color highlighted in the image above).

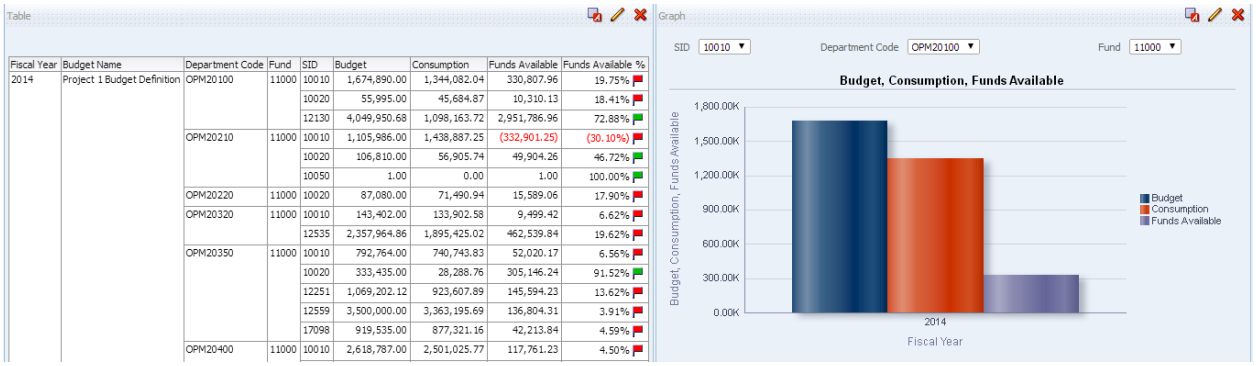
7. Similarly Exclude the Budget Name field from the Graph Prompts Section to the Excluded Section.

8. Now you can see the Edit Graph view look like the below screenshot and also you can see the 2 fields we excluded in the Excluded section.

   Click on **Done.**



9. Now we can see the Graph added to the Results tab below the Table. You can drag and drop the Graph beside the table. The graph shows comparison between Budget, Consumption and Funds Available for the Fiscal year selected in the Report.



Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption	Funds Available	Funds Available %
2014	Project 1 Budget Definition	OPM20100	11000	10010	1,674,890.00	1,344,082.04	330,807.96	19.75%
				10020	55,995.00	45,684.87	10,310.13	18.41%
				12130	4,049,950.68	1,098,163.72	2,951,786.96	72.88%
		OPM20210	11000	10010	1,105,986.00	1,438,887.25	(332,901.25)	(30.10%)
				10020	106,810.00	56,905.74	49,904.26	46.72%
				10050	1.00	0.00	1.00	100.00%
		OPM20220	11000	10020	87,080.00	71,490.94	15,589.06	17.90%
		OPM20320	11000	10010	143,402.00	133,902.58	9,499.42	6.62%
				12535	2,357,964.86	1,895,425.02	462,539.84	19.62%
		OPM20350	11000	10010	792,764.00	740,743.83	52,020.17	6.56%
				10020	333,435.00	28,288.76	305,146.24	91.52%
				12251	1,069,202.12	923,607.89	145,594.23	13.62%
				12559	3,500,000.00	3,363,195.69	136,804.31	3.91%
				17098	919,535.00	877,321.16	42,213.84	4.59%
		OPM20400	11000	10010	2,618,787.00	2,501,025.77	117,761.23	4.50%

We are now done with adding the Graph to a report. You can add multiple graphs to a report and also you can add different graphs to a report. For example a Bar Graph and a Pie Graph can both be added to a report.

Exercise complete

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Adding Drill Down functionality

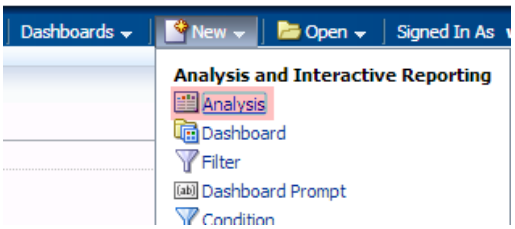
By creating Drill-Down action links it is possible to create relationships between two or more Views within an analysis. One of these views is termed as the 'Master View', will drive data changes in one or more other views, called detail views.

Let's add drill-down action links to our **Budget Balance Report FY 2014** report.

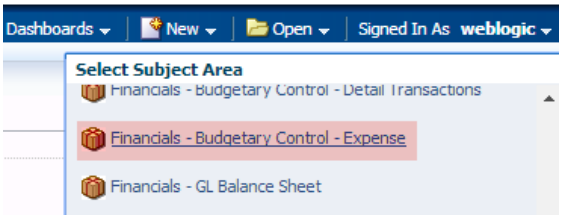
(a) Budget Overview by Selected Dimensions, and
(b) Journal Details Report – Budget Adjustments.

To create drill-down action links, first the detailed report needs to be created individually.

1) Create Analysis, click New > Analysis.



2) Select Subject Area pop – up appears. Then click on **Financials – Budgetary Control – Expense**.



3)

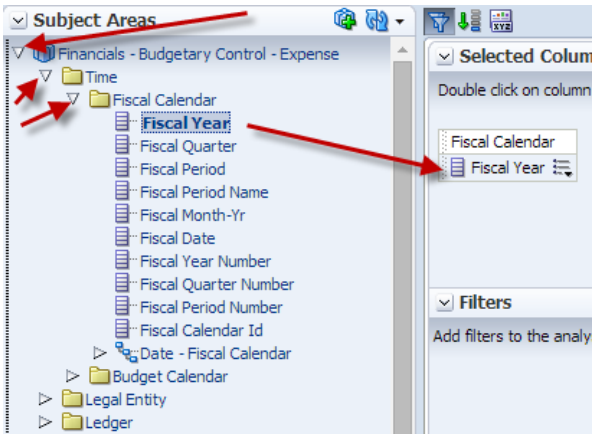
i) Select the following columns for analysis.

Folder	Columns
Time > Fiscal Calendar	Fiscal Year Fiscal Period Number
Department	Department Code
Facts – Expense Budget > Initial Budget and Adjustments	Carry Forward Amt Initial Budget Amt Adjustment Amt
Facts – Expense Budget > Expense Budget and Variances	Budget

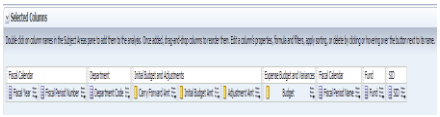
Time > Fiscal Calendar	Fiscal Period Name
Fund	Fund
SID	SID

ii) While selecting the columns, click the sign to expand the folders and double click the required column names to get them in the Selected Columns Section.

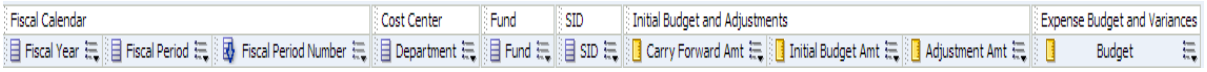
Expand the **Time Folder** > **Fiscal Calendar**
and then double click **Fiscal Year**.



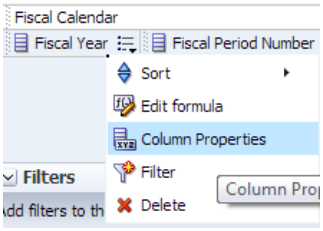
iii) In the same way select all the required columns as shown in the above table from respective folders.

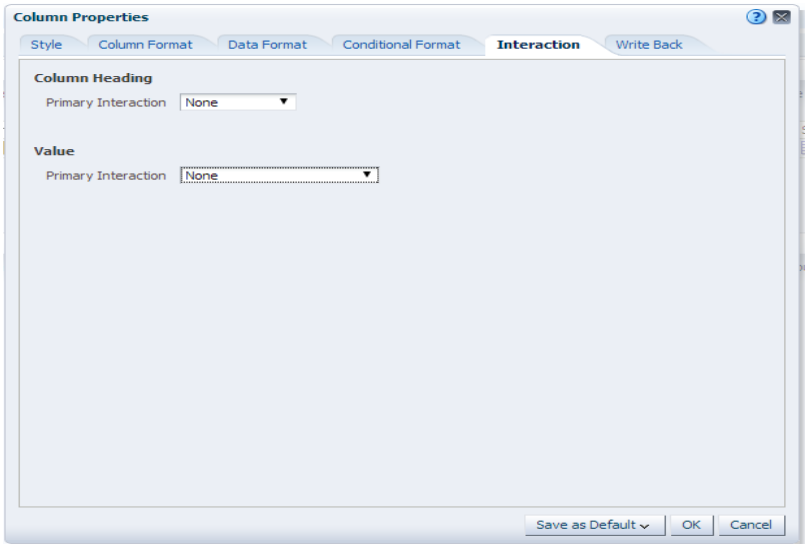


iv) Reorder Columns as shown in the figure by dragging and dropping.

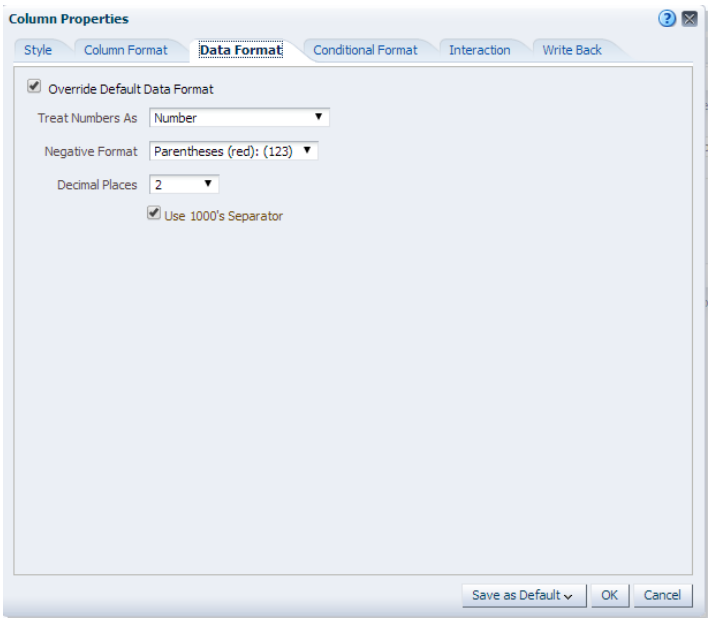


v) Except Budget for all other columns select column properties and go to Interaction tab. Select **None** as the option for Column Heading and Value.





vi) Change the number format by clicking on Data format

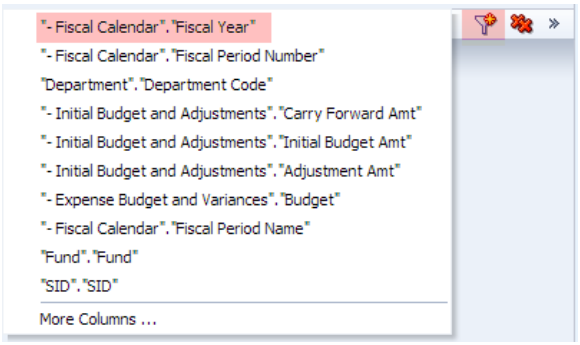


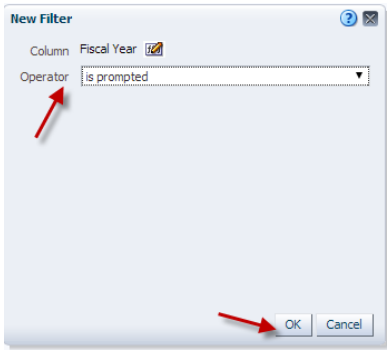
4) Create Column Prompts for the following.
   i) Fiscal Year
   ii) Budget Name
   iii) Department Code
   iv) Fund
   v) Tree Name
   vi) SID

   Click on Create filter prompt from Filters section and select the column from the availble columns (Displays on selected columns). To select other columns which are not in Selected Column section then click on **More Columns** .

Select **Fiscal Year** from the create column filter. In the New Filter dialog box, select **is prompted** as the operators.

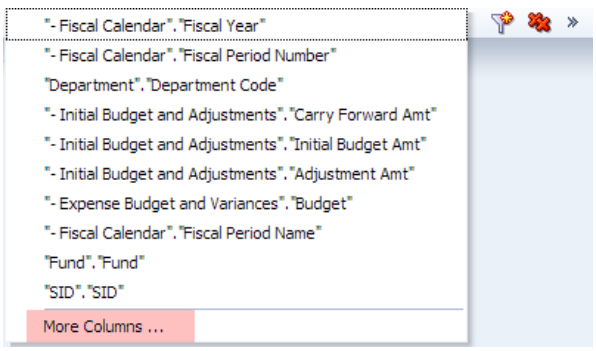
Click **OK.**

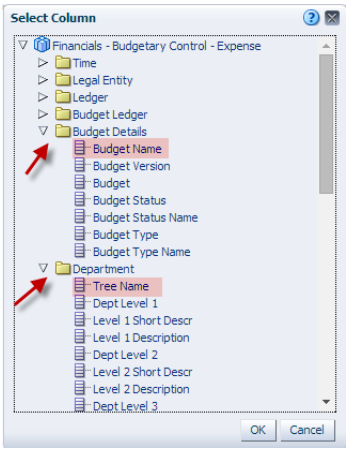




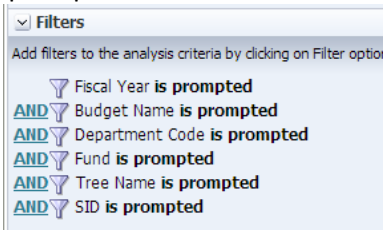
Repeat the same for Department Code, Fund and SID.

As Budget Name and Tree Name are not selected columns so they don't appear. So click on **more columns** and select them from respective folders and set operator as **is prompted**.





Once all the prompts selected then the Filters section will appear as below

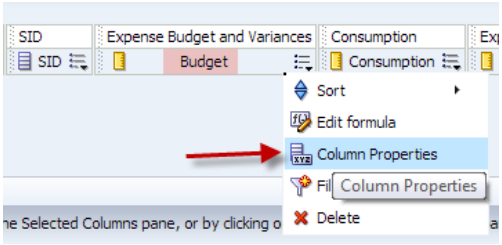


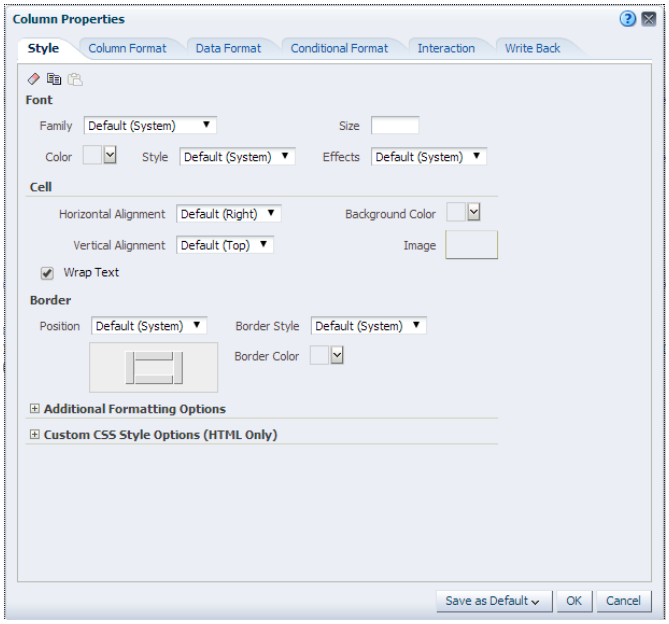
5) Click **Save As** and save this detailed analysis by the name **Budget Overview by Selected Dimensions – Drilldown** in **My Folders > Training**.

Now we have to create action link from **Budget** column in **Budget Balance Report FY 2014** report to the above created detailed report.

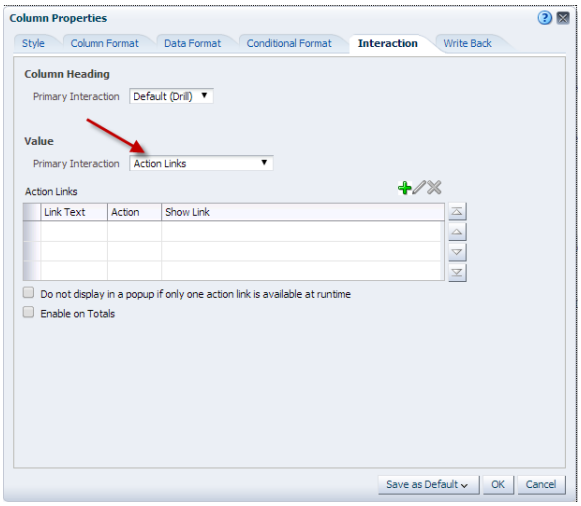
6) Edit your Budget Balance Report FY 2014 report and go to **Criteria**.

7) Click on Column Properties of Budget. Column Properties dialog box opens.

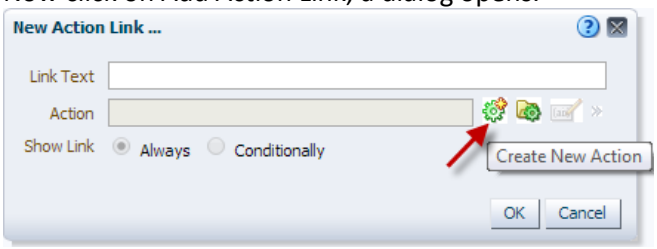




8) To create Action link, click on **Interaction** tab. Select Value as **Action Links.**



9) Now click on Add Action Link, a dialog opens.

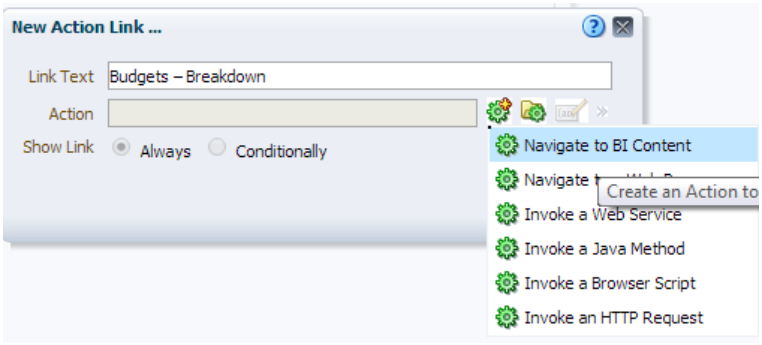


Link Text: - Entered Description will be shown when clicked on that column.
Action: - Select the detail report location.

Type **Budgets – Breakdown** as the description for Link Text.

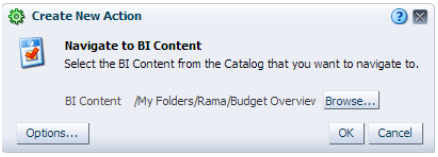
Click on Create New Action and select Navigate to BI Content and select the **Budget Overview by Selected Dimensions – Drilldown** detailed report and Click **OK**.

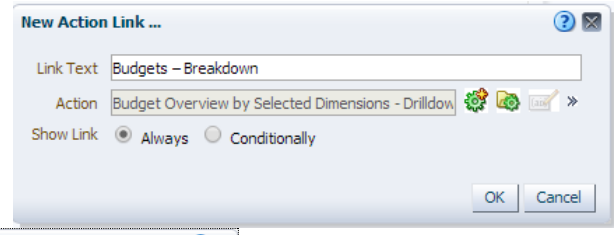
New Action link window appears as

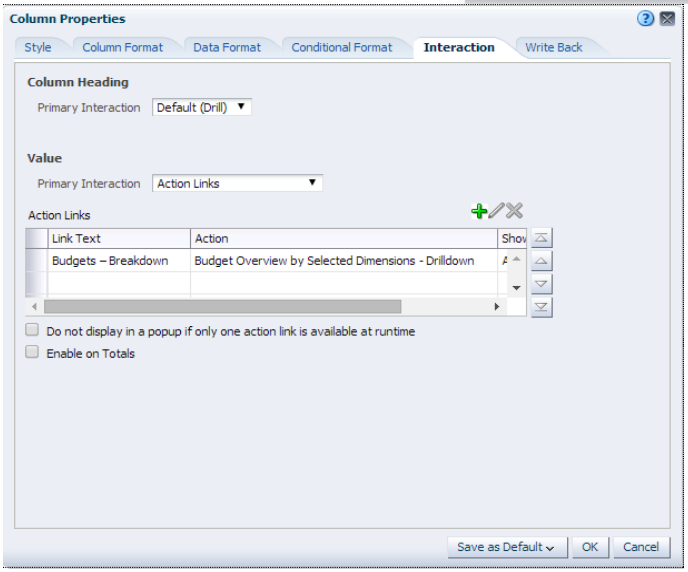


Click **OK**.

Click **OK**.



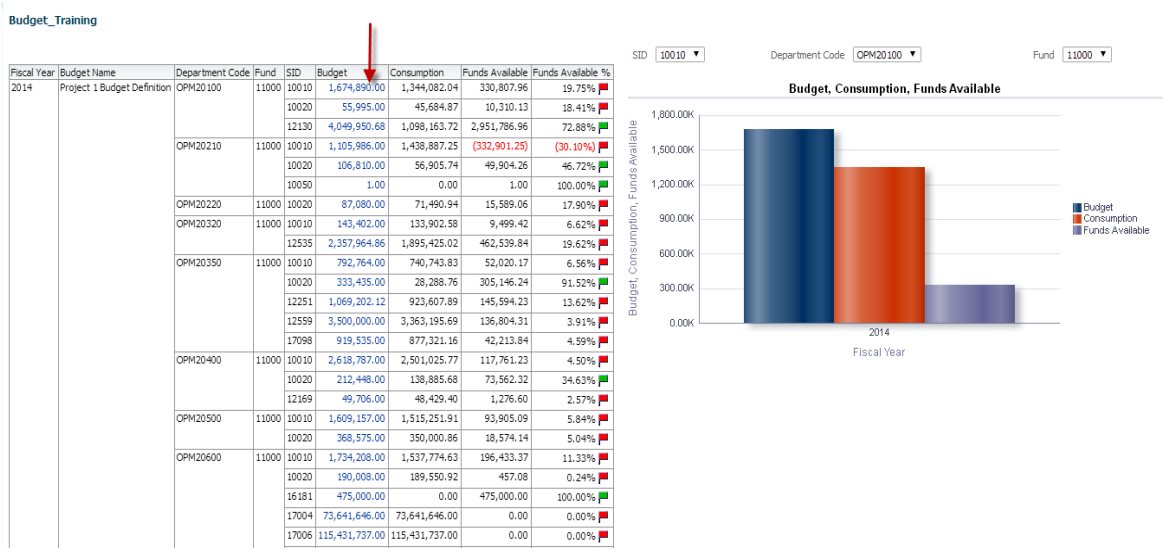




Click **OK**.

Click Save .

10) To validate the action link go to Results tab and you can see that action link is enabled on the Budget column.



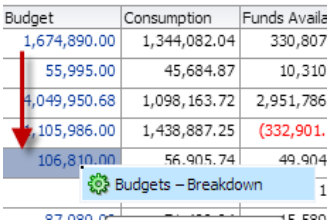
Budget_Training

Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption	Funds Available	Funds Available %
2014	Project 1 Budget Definition	OPM20100	11000	10010	1,674,890.00	1,344,082.04	330,807.96	19.75%
				10020	55,995.00	45,684.87	10,310.13	18.41%
				12130	4,049,950.68	1,098,163.72	2,951,786.96	72.88%
		OPM20210	11000	10010	1,105,986.00	1,438,887.25	(332,901.25)	(30.10%)
				10020	106,810.00	56,905.74	49,904.26	46.72%
				10050	1.00	0.00	1.00	100.00%
		OPM20220	11000	10020	87,080.00	71,490.94	15,589.06	17.90%
		OPM20320	11000	10010	143,402.00	133,902.58	9,499.42	6.62%
				12535	2,357,964.86	1,895,425.02	462,539.84	19.62%
		OPM20350	11000	10010	792,764.00	740,743.83	52,020.17	6.56%
				10020	333,435.00	28,288.76	305,146.24	91.52%
				12251	1,069,202.12	923,607.89	145,594.23	13.62%
				12559	3,500,000.00	3,363,195.69	136,804.31	3.91%
				17098	919,535.00	877,321.16	42,213.84	4.59%
		OPM20400	11000	10010	2,618,787.00	2,501,025.77	117,761.23	4.50%
				10020	212,448.00	138,885.68	73,562.32	34.63%
				12169	49,706.00	48,429.40	1,276.60	2.57%
		OPM20500	11000	10010	1,609,157.00	1,515,251.91	93,905.09	5.84%
				10020	368,575.00	350,000.86	18,574.14	5.04%
		OPM20600	11000	10010	1,734,208.00	1,537,774.63	196,433.37	11.33%
				10020	190,008.00	189,550.92	457.08	0.24%
				16181	475,000.00	0.00	475,000.00	100.00%
				17004	73,641,646.00	73,641,646.00	0.00	0.00%
				17006	115,431,737.00	115,431,737.00	0.00	0.00%

SID 10010 | Department Code OPM20100 | Fund 11000

Budget, Consumption, Funds Available

11) Click on any value under the **Budget column**, then a small dialog opens, click on it to open the detailed report.



Budget	Consumption	Funds Availa
1,674,890.00	1,344,082.04	330,807
55,995.00	45,684.87	10,310
4,049,950.68	1,098,163.72	2,951,786
1,105,986.00	1,438,887.25	(332,901.
106,810.00	56,905.74	49,904

Budgets – Breakdown

Budget Overview by Selected Dimensions - Drilldown

Fiscal Year	Fiscal Period	Fiscal Period Number	Department	Fund	SID	Carry Forward Amt	Initial Budget Amt	Adjustment Amt	Budget
2014	Period 3	3	OPM20210	11000	10020	0.00	0.00	(5,355.00)	(5,355.00)
2014	Period 1	1	OPM20210	11000	10020	0.00	0.00	112,165.00	112,165.00

Edit - Refresh - Print - Export - Add to Briefing Book - Copy

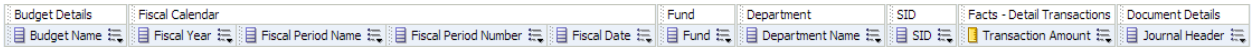
So we have created a detailed report for Budget Balance Report FY 2014 based on Budget amount. To drill to Journal details let's create another detailed level report **Journal Details Report – Budget Adjustment** to **Budget Overview by Selected Dimensions – Drilldown** based on Adjustment Amount.

12)

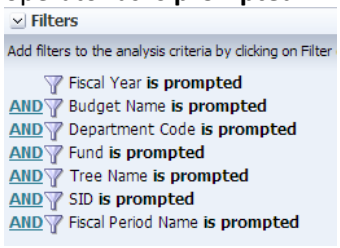
i) Select the following columns for analysis.

Folder	Columns
Time > Fiscal Calendar	Fiscal Year Fiscal Period Number Fiscal Period Name Fiscal Date
Budget Details	Budget Name
Department	Department Name
Facts – Detail Transactions	Transaction Amount
Budgetary Control Line Details > Document Details	Journal Header
Fund	Fund
SID	SID

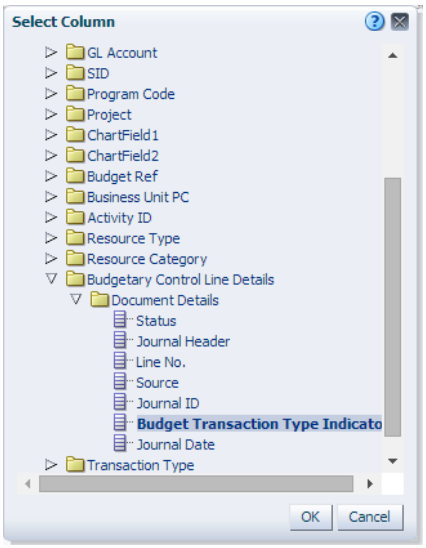
ii) Once all the required columns has been selected by double clicking on them, please do rearrange the order of columns as shown below.

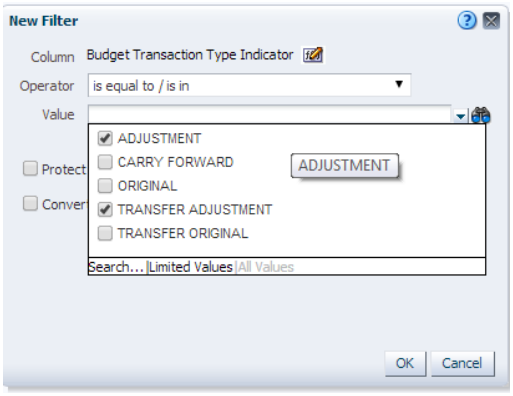


iii) Create filters to the following columns as shown in figure from create filters either by selecting from the available columns or else by clicking **More Columns** and set operator as **is prompted**.



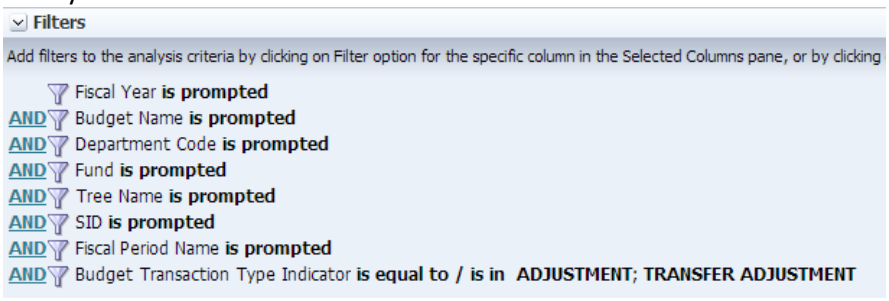
iv) Now create another filter Budget Transaction Type Indicator by clicking on More Columns and selecting from **Budgetary Control Line Details > Deocument Details**. And set operator as **is equal to / is in** and select values **ADJUSTMENT and TRANSFER ADJUSTMENT.**





Click **OK**.

Finally the filter section will be shown as below



v) Now save this report as **Journal Details Report - Budget Adjustments.**

vi) Click on Column properties for each and every selected columns and go to interaction tab to select **NONE** as a option for **Column Heading** and **Value.**

vii) Click on Column properties for Transaction amount column and change the number format as follows:-

viii) Click Save and save it under **My Folders > Training**.

Now we have to create an action link to this detailed report from **Budget Overview by Selected Dimensions – Drilldown.**

13)

a) Edit report **Budget Overview by Selected Dimensions – Drilldown** and select **Criteria.**
b) Go to **Adjustment Amount** column properties and click **Interaction tab.**
c) Set **Action Links** as Primary Interaction for Value.
d) Add a new action link by select the new report Journal Details Report – Budget Adjustments.
e) To validate this action link click on Results tab and make sure that the action link is enabled for Ajustment Amount column.

Hence we have created two detailed reports for Budget Balance Report FY 2014.

Testing:-

Open Budget Balance Report FY 2014 report and you can see the action links enabled for Budget column. Click on any amount and it will take you to detailed reports.

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Creating Prompts

There are two types of prompts for OBIEE.

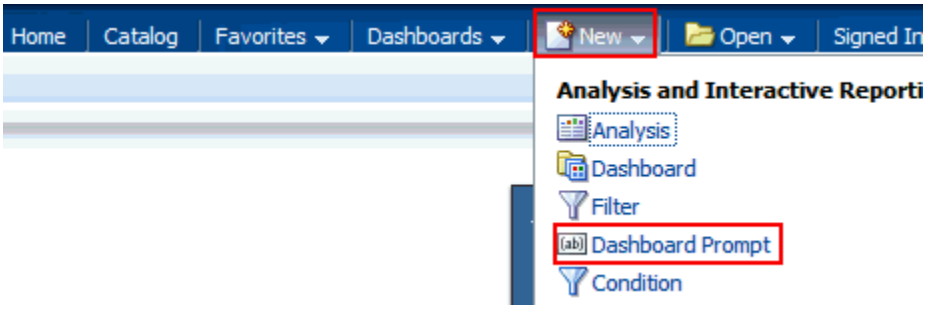
1. Dashboard Prompts
2. Inline Prompts

We will be covering only the Dashboard prompts here.

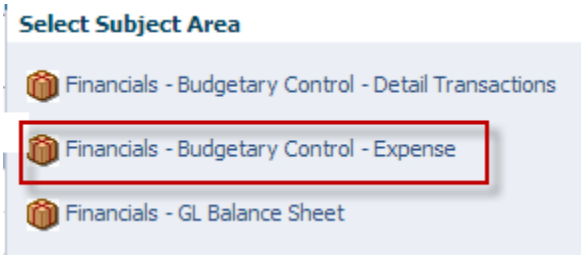
Dashboard Prompts are the most commonly used and they are used in the Dashboards to filter the Analysis. The prompt created at the dashboard level is called a Named prompt, because, the prompt is created outside of a specific dashboard and stored in the catalog as a prompt object, which can then be applied to any dashboard or dashboard page that contains the columns, which are specified in the prompt. It can filter one or any number of analyses embedded on the same dashboard page. You can create and save these named prompts to a private folder or a shared folder.

To create a new Prompt follow the steps here

1. Click on **New > Dashboard Prompt**



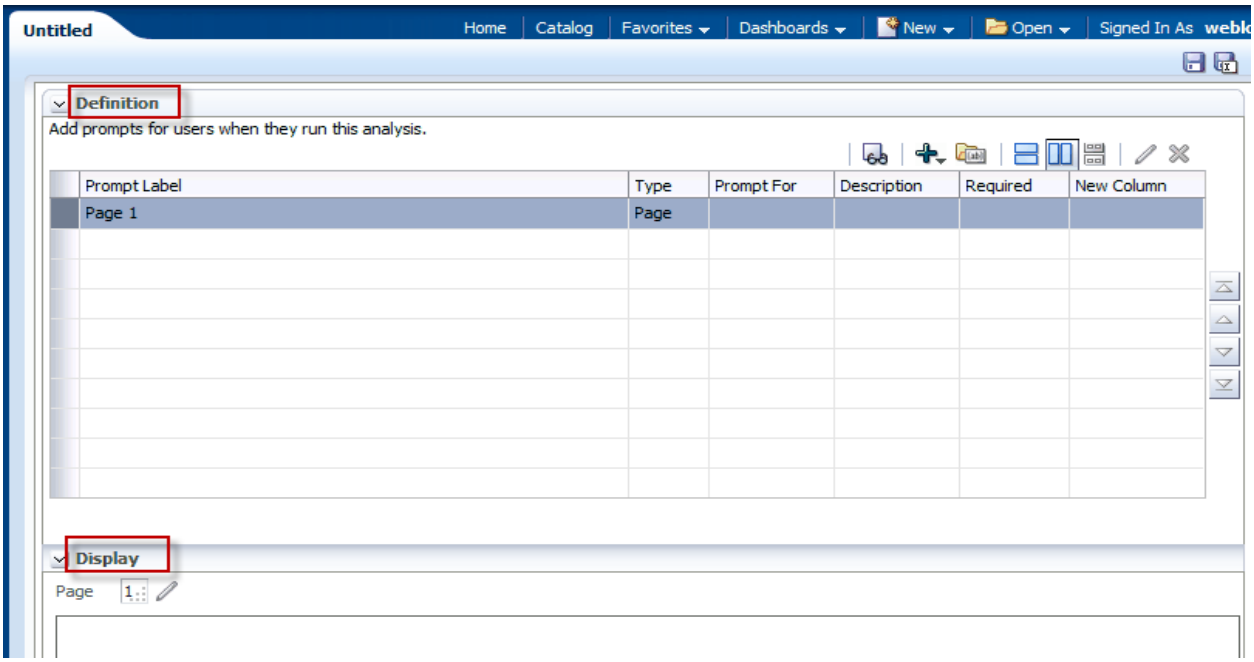
Select the Subject Area you want to create the prompt on.



The Definition pane appears (image in next page). The Definition pane allows you to add, organize, and manage a named prompt's columns. You can use column prompts, image prompts (maps), currency

prompts, and variable prompts. The Definition table lets you view high-level information about the prompt's columns. You can also use this table to select columns for editing or deleting, arrange the order in which the prompts appear to the user, or insert row or column breaks between prompt items.

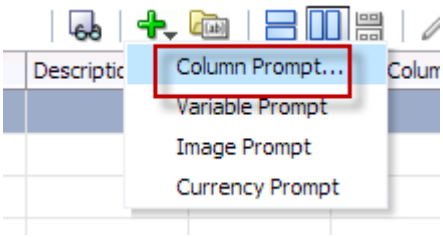
The Display pane is a preview pane that allows you to view the prompt's layout and design.



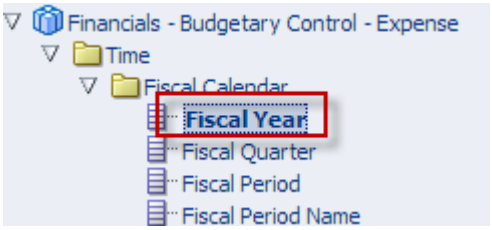
2. In the Definition pane, click the New prompt icon ( ), and you can see different types like

- Column Prompt
- Image Prompt
- Currency Prompt
- Variable Prompt

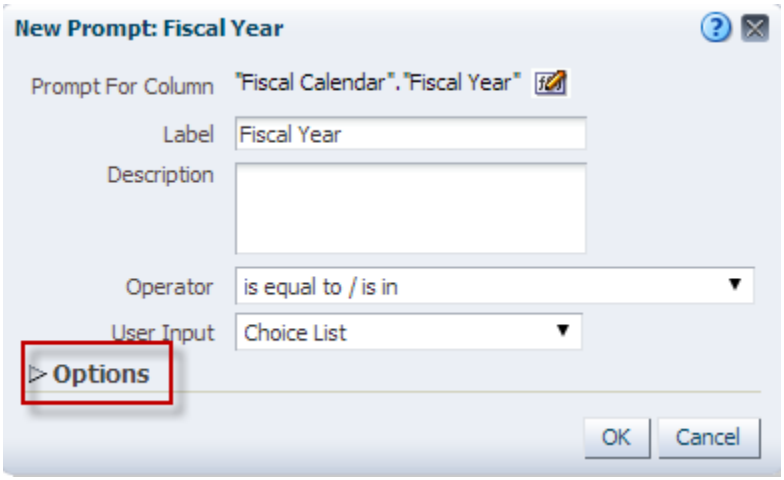
Of these **Column Prompt** is the most commonly used and flexible. A column prompt allows you to build very specific value prompts to either stand alone on the dashboard or analysis or to expand or refine existing dashboard and analysis filters. Column prompts can be created for hierarchical, measure, or attribute columns at the analysis or dashboard level.



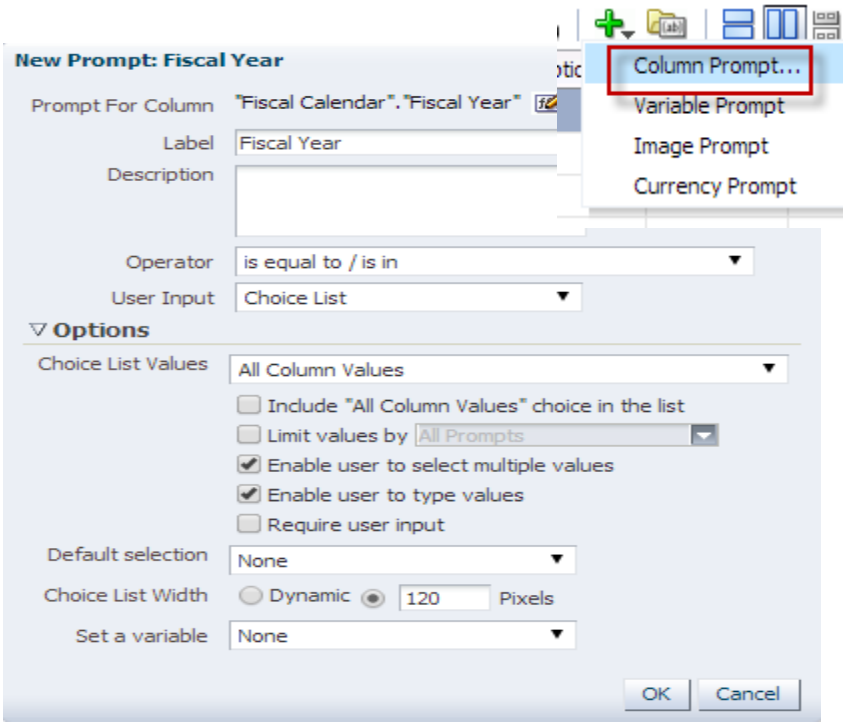
3. Select **Fiscal Year** from the **Time** Folder and Click OK.



4. New Prompt Dilog Box appears, Click on the Options to expand



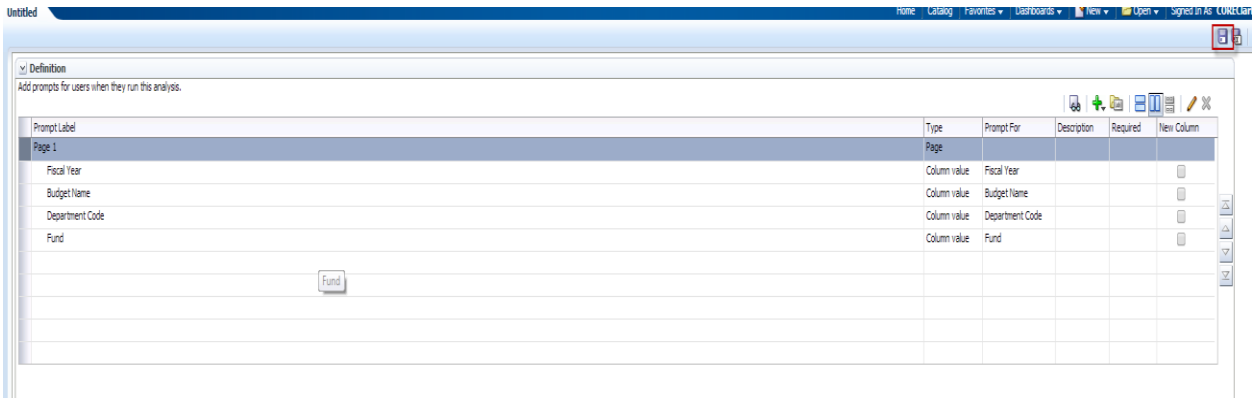
5. You can select from the list of Values for different options, you can select the check boxes to enable user to select multiple values or if the user input is required and Click OK



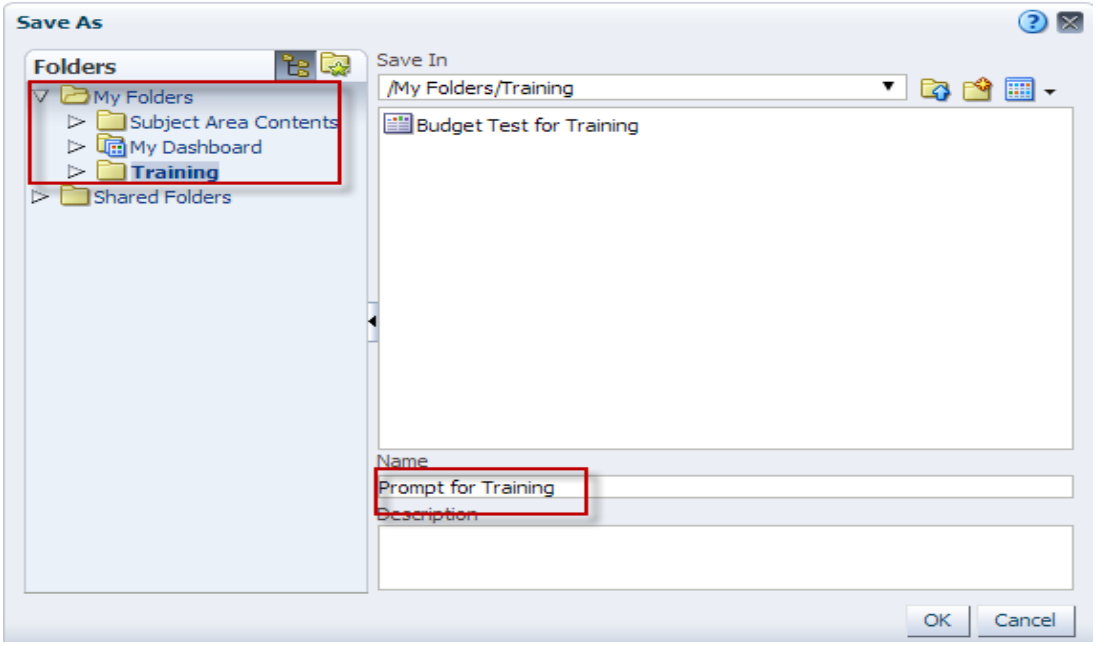
6. Similarly Click on Add Column Prompt again and add

- **Budget Name** from **Budget Details Folder.**
- **Tree Name** from **Department Folder.**
- **Department Code** from **Department Folder**
- **Fund** from **Fund Folder**
- **SID** from **SID Folder.**

Then the prompt definition pane looks like below



7. Click on the Save option and save the Prompt.



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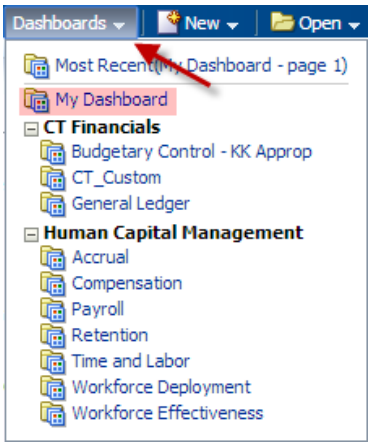
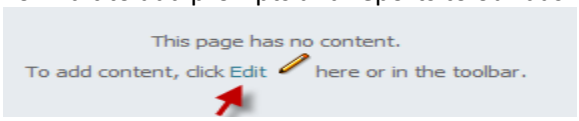
Creating Dashboards

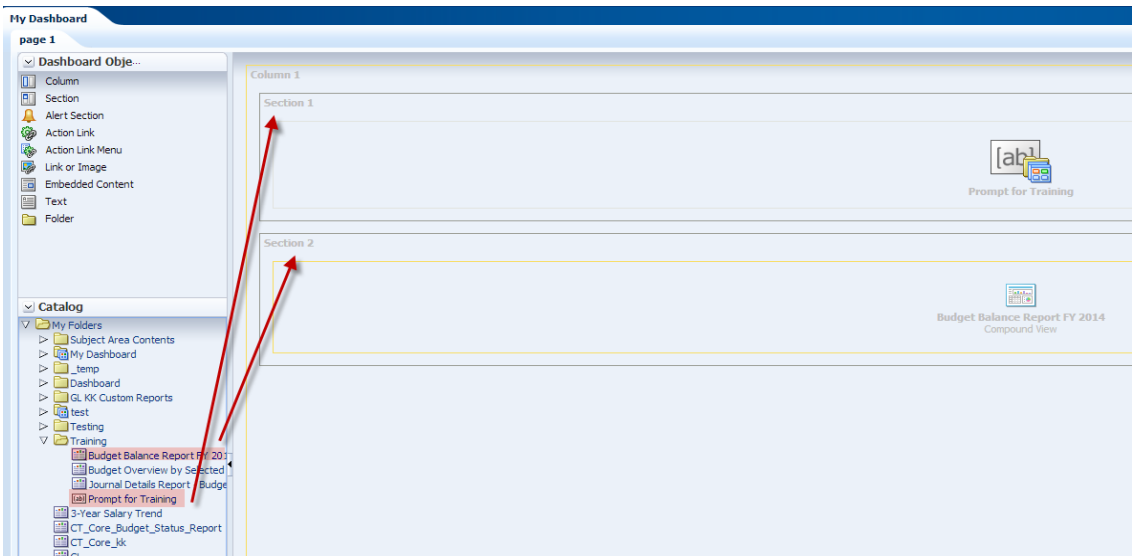
1) Go to Dashboards – **My Dashboard.**



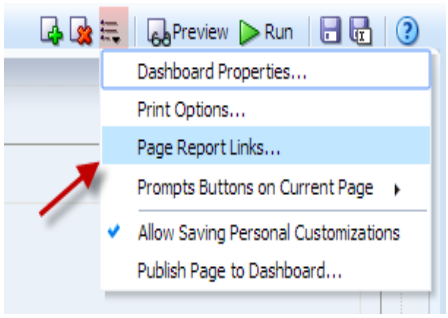
2) Click on Edit to add prompts and reports to our dashboard.

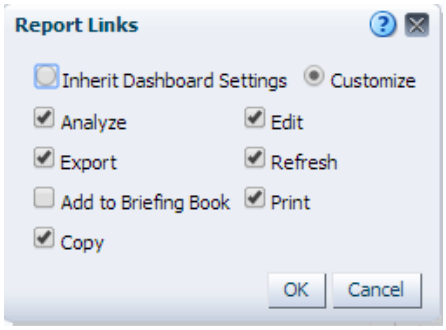


3) In Catalog Section go to My Folders > Training and drag Prompt for Training and Budget Balance Report FY 2014 reports to the dashboard. Those two will be placed under different sections.



4) Go to Tools >Page Report Links and enable Analyze, Edit, Export, Refresh, Print and Copy. By enabling these options they will appear under each page.

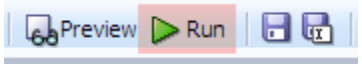




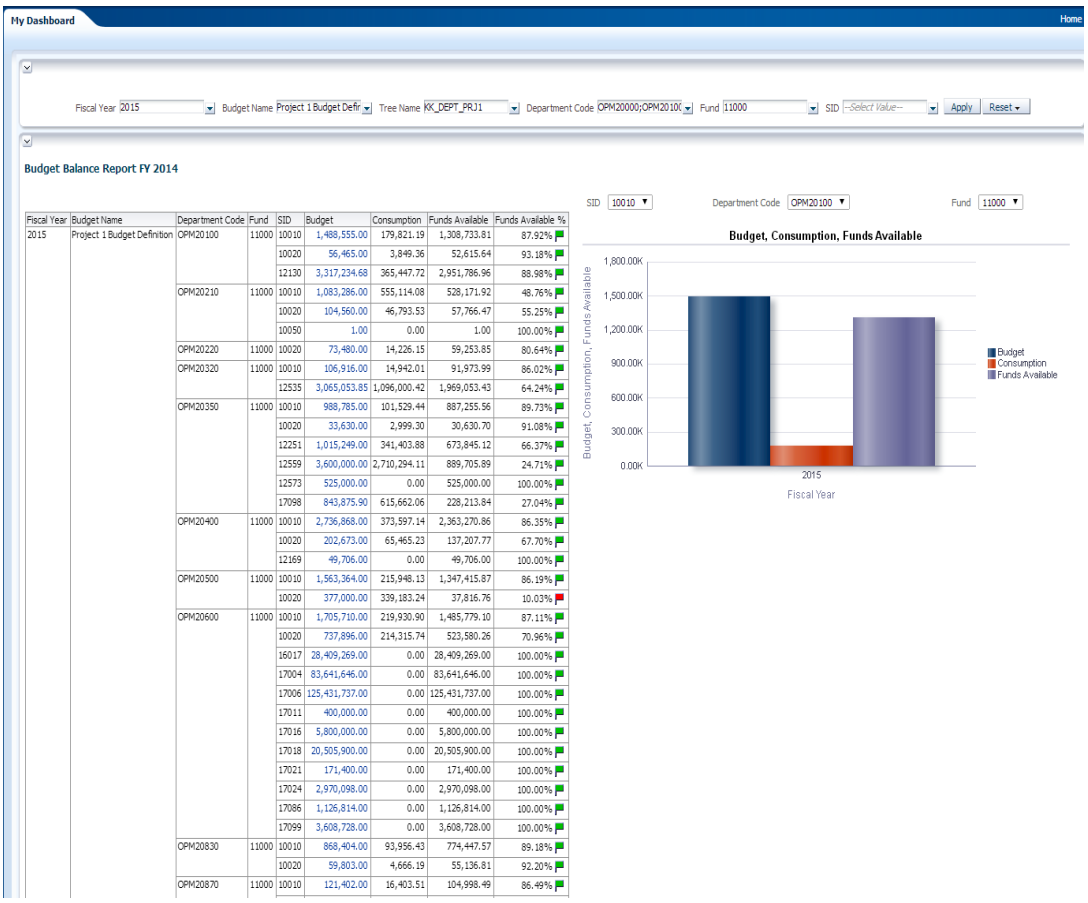
Click **OK.**

5) Click Save .

6) Click Run to view the resultant dashboard.



You can see the dashboard as below.



Fiscal Year	Budget Name	Department Code	Fund	SID	Budget	Consumption	Funds Available	Funds Available %
2015	Project 1 Budget Definition	OPM20100	11000	10010	1,488,555.00	179,821.19	1,308,733.81	87.92%
				10020	56,465.00	3,849.36	52,615.64	93.18%
				12130	3,317,234.68	365,447.72	2,951,786.96	88.98%
		OPM20210	11000	10010	1,083,286.00	555,114.08	528,171.92	48.76%
				10020	104,560.00	46,793.53	57,766.47	55.25%
				10050	1.00	0.00	1.00	100.00%
		OPM20220	11000	10020	73,480.00	14,226.15	59,253.85	80.64%
		OPM20320	11000	10010	106,916.00	14,942.01	91,973.99	86.02%
				12535	3,065,053.85	1,096,000.42	1,969,053.43	64.24%
		OPM20350	11000	10010	988,785.00	101,529.44	887,255.56	89.73%
				10020	33,630.00	2,999.30	30,630.70	91.08%
				12251	1,015,249.00	341,403.88	673,845.12	66.37%
				12559	3,600,000.00	2,710,294.11	889,705.89	24.71%
				12573	525,000.00	0.00	525,000.00	100.00%
				17098	843,875.90	615,662.06	228,213.84	27.04%
		OPM20400	11000	10010	2,736,868.00	373,597.14	2,363,270.86	86.35%
				10020	202,673.00	65,465.23	137,207.77	67.70%
				12169	49,706.00	0.00	49,706.00	100.00%
		OPM20500	11000	10010	1,563,364.00	215,948.13	1,347,415.87	86.19%
				10020	377,000.00	339,183.24	37,816.76	10.03%
		OPM20600	11000	10010	1,705,710.00	219,930.90	1,485,779.10	87.11%
				10020	737,896.00	214,315.74	523,580.26	70.96%
				16017	28,409,269.00	0.00	28,409,269.00	100.00%
				17004	83,641,646.00	0.00	83,641,646.00	100.00%
				17006	125,431,737.00	0.00	125,431,737.00	100.00%
				17011	400,000.00	0.00	400,000.00	100.00%
				17016	5,800,000.00	0.00	5,800,000.00	100.00%
				17018	20,505,900.00	0.00	20,505,900.00	100.00%
				17021	171,400.00	0.00	171,400.00	100.00%
				17024	2,970,098.00	0.00	2,970,098.00	100.00%
				17086	1,126,814.00	0.00	1,126,814.00	100.00%
				17099	3,608,728.00	0.00	3,608,728.00	100.00%
		OPM20830	11000	10010	868,404.00	93,956.43	774,447.57	89.18%
				10020	59,803.00	4,666.19	55,136.81	92.20%
		OPM20870	11000	10010	121,402.00	16,403.51	104,998.49	86.49%

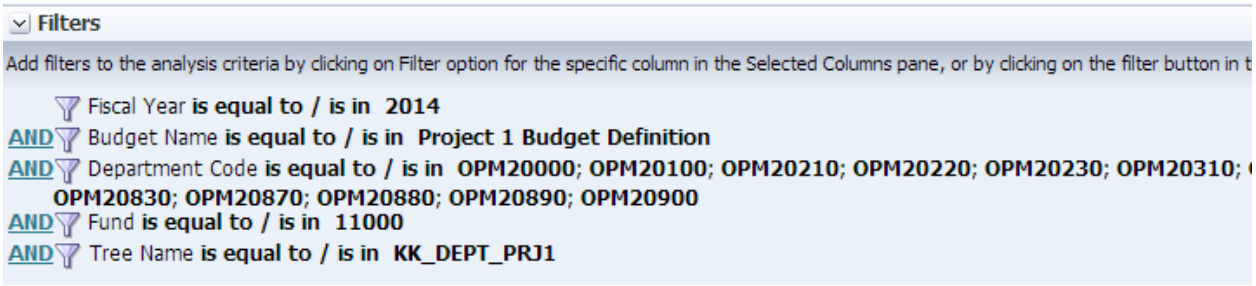
Click on any Amount action link which is under Budget Column to view further detailed reports.

		OPM20870	11000	10010	121,402.00	16,403.51	104,998.49	86.49%
				10020	625,773.48	1,000.00	624,773.48	99.84%
		OPM20900	11000	10010	1,259,297.00	159,339.44	1,099,957.56	87.35%
				10020	295,939.52	65,443.80	230,495.72	77.89%
				12231	91.00	0.00	91.00	100.00%

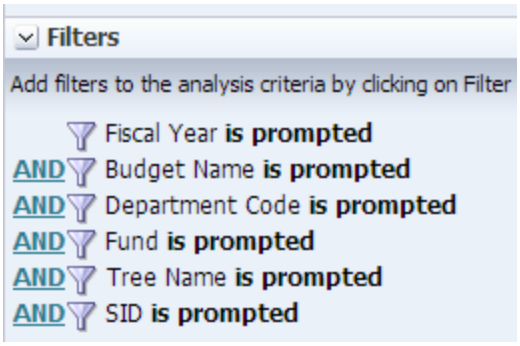
Analyze - Edit - Refresh - Print - Export - Copy

Setup Dashboard Prompt:-

1) As of now our master report Budget Balance Report FY 2014 is set to some default parameters. (Hard Coded)



To make it more flexible and run dynamically from dashboard then we have to set the Operator as **is prompted.** Edit each of the Filters and change them to "**is prompted**" (as below)

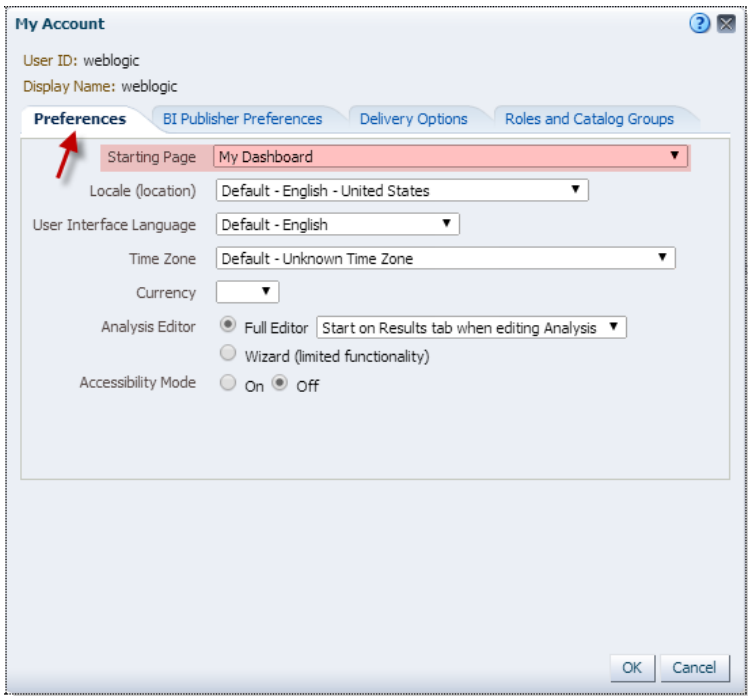


Now the report on the dashboard will change automatically when you select different criteria.

Setup Dashboard as your Login Page:-

2) Click My Account under username.

3) Go to Preferences and click on **My Dashboard** under **Starting Page**.



4) Click OK.

5) Sign out and log in to see your starting page as My Dashboard.

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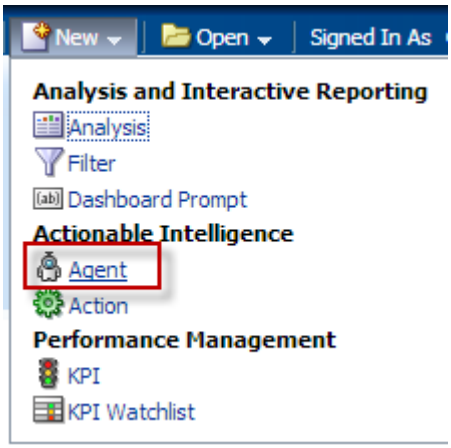
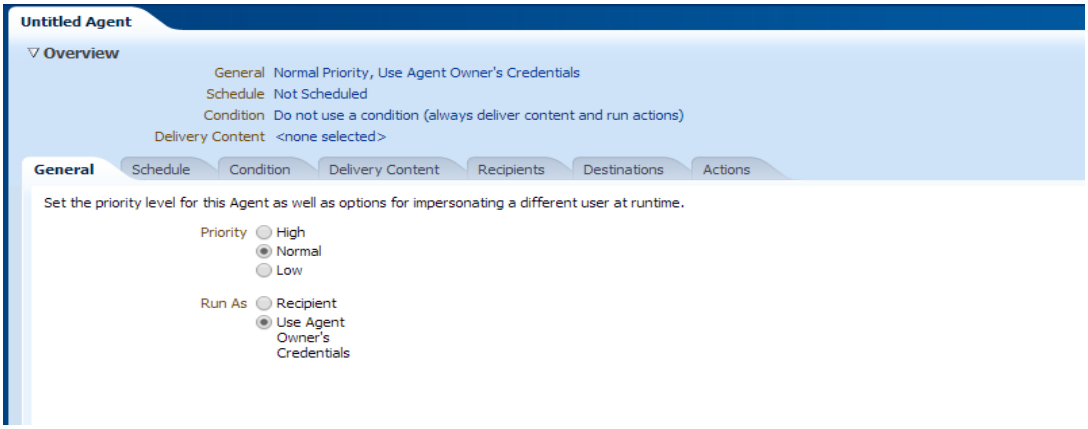
Creating Agents

OBIEE Agents are used to Schedule Reports, Dashboards and send emails output to the recipients.

1. Click on **New > Agent**

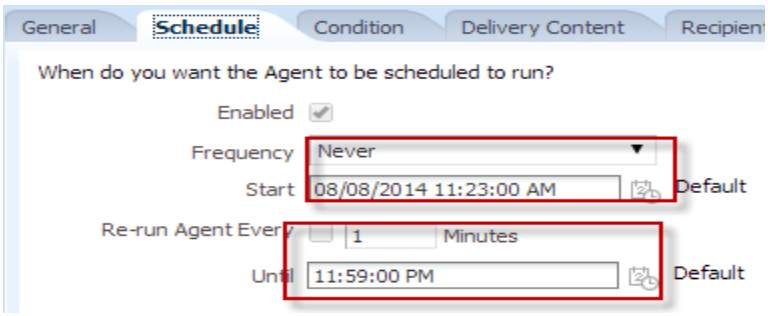


2. There are different tabs in the Agent page



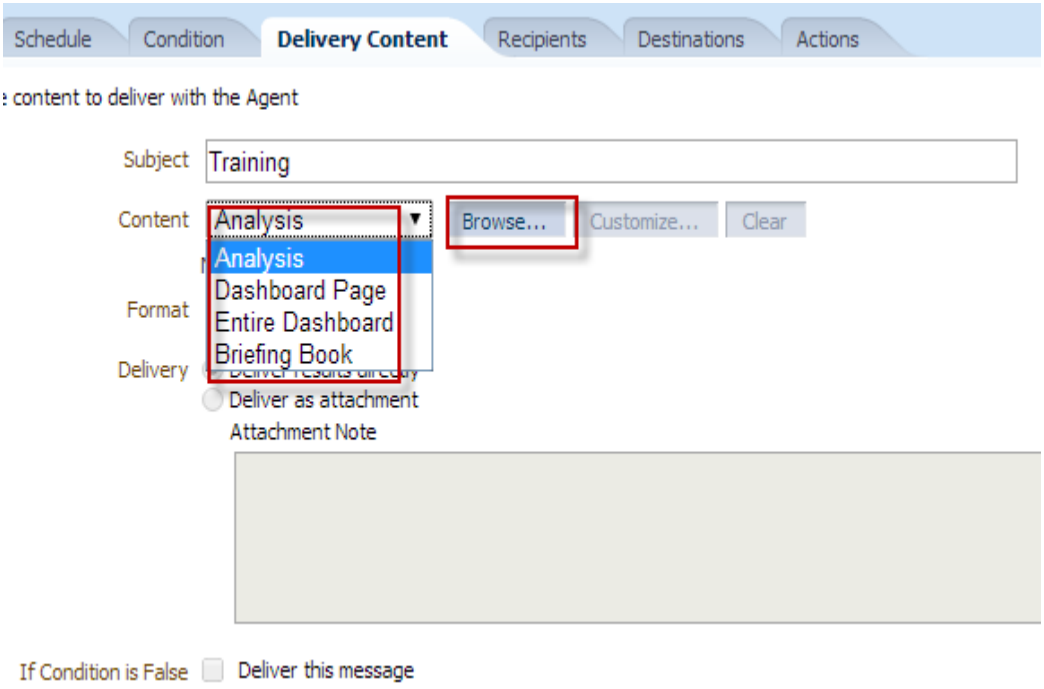
3. On the General Tab specify the **Priority** and Click on the **Schedule** tab

4. Specify the Frequency for running the Report/ Analysis or Dashboard



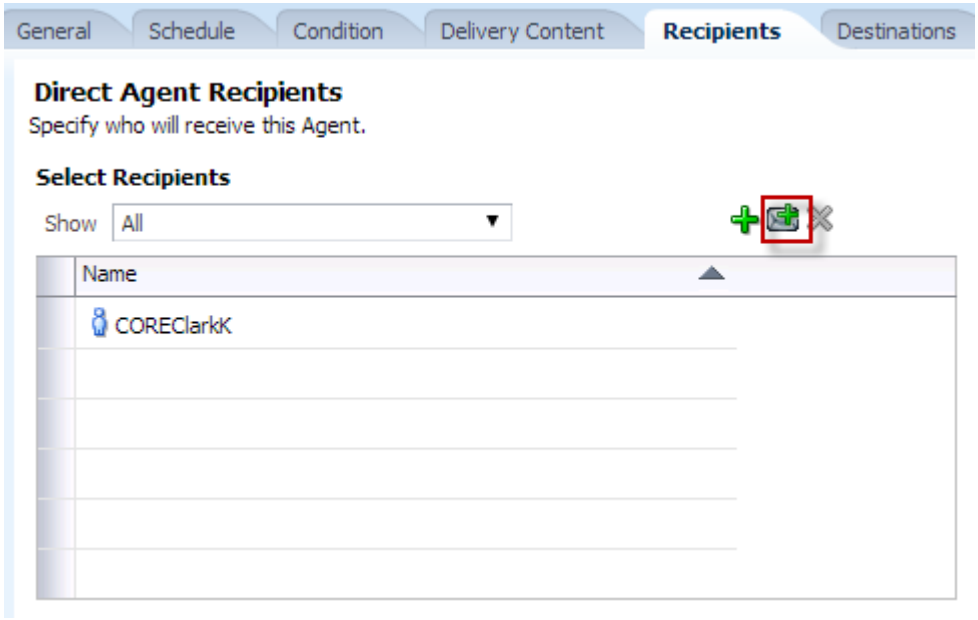
5. Once you select the Frequency go to Condition Tab. If there is no condition go to the **Delivery Content Tab**

   Select the Analysis or dashboard page or any other option available that you want to schedule the agent for.



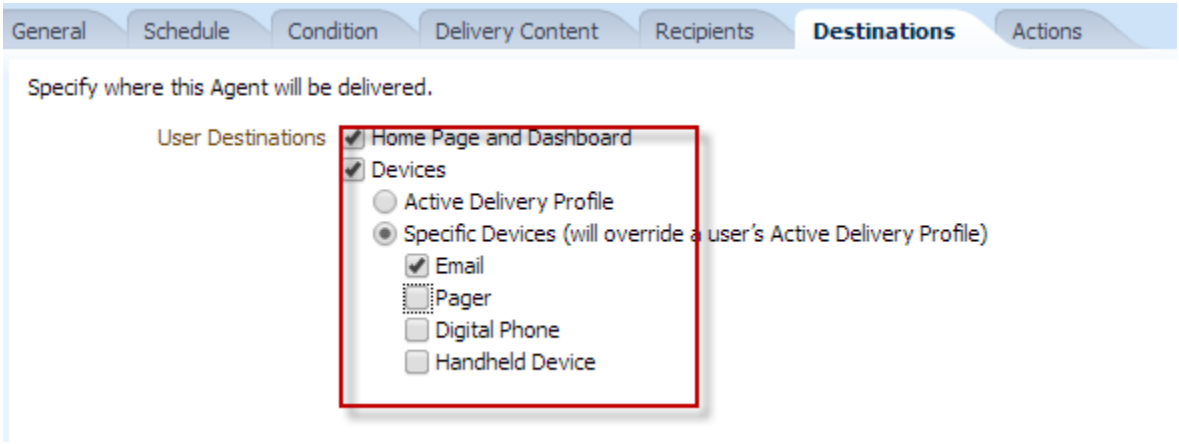
   Click **Browse** to select the Analysis or Dashboard from the Catalog. Select the Format from the Format section. Go to the Recipients Tab

6. If you want to send email to any user click on the email icon



Or if you don't select any email, the Agent is delivered to the Home page of the user.

7. Click on the **Destinations** Tab. Select the options from the list available.



8. Go to the Actions page and this page will be used very few times. If there is nothing more click on the Save option
   Save the Agent in the Catalog and it will run as per the scheduled time and you will receive an alert in OBIEE home page or you will receive an email if you selected the email option.

   End of Exercise

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