Using the New Financials Data Warehouse in OBIEE - User Guide

What are the URL and login credentials?

The URL is: https://mandrake.valdosta.edu:9804/analytics

Please enter your VSU Active Directory (Computer Login) information into the boxes below. If you do not know your password or if you receive an invalid password error message, please use our Self-Service Password Reset Tool to reset your password: https://apex.valdosta.edu/apex/?p=213

What reports are currently available in Financials Data Warehouse (FDWH)?

We have 6 reports in FDWH now, which are Budget Activity Summary, Budget Activity Detail, Revenue Activity Summary, Revenue Activity Detail, Budget Journal by Department, and Grant Budget Activity Detail.

Where to find these Financial Reports?

There are several ways to access these Financial Reports. Please keep in mind that it may take a little longer when you launch this report for the first time, or right after you clear your internet cache or after the server is rebooted under certain circumstances.

**Option 1:** The most typical way is to click the **Dashboards** from the right top of the screen, and then select **Financial Dashboards** from the drop-down menu.
The Budget Activity Summary report will populate automatically by default. You can click other Tab names in order to switch to different reports.

**Option 2:** You can also find the report from the **Recent** section of the homepage if you have launched this report at least once before. Please click the **Open** button below and the report will populate.

How to select one or multiple Department ID from the Filter section?

**Option 1** – manually enter a Deptid in the Deptid textbox. You can use “;” (semi-colon) in between Deptids if you want to enter multiple Deptids at the same time.
Using the New Financials Data Warehouse

**Option 2** - click the **down arrow** on the right of the Deptid textbox and the drop-down menu will populate. Simply check any Deptid checkboxes from the list.

![Dropdown menu](image1)

**Option 3** – click the **down arrow** on the right of the Deptid textbox and the drop-down menu will populate. Simply click the **More/Search** link at the bottom of the drop-down.

![Dropdown menu](image2)

On the left Available section, you can select one of the following options for the Name field:

- **Starts**: extract all departments that start with the numeric digit(s) entered
- **Contains**: extract all departments that include numeric digit(s) entered somewhere within the department IDs
- **Ends**: extract all departments that end with the numeric digit(s) entered
- **Is Like**: use the wildcard character (%) to search for a specified pattern
- **Leave it Blank**

And then click **Search** button
Select one Deptid from the newly populated Available list. In order to select multiple Deptids from the Available list, click and hold the Ctrl button on your keyboard and then select Deptids. Any departments selected will be in grey highlight.

Click the single right arrow, all the Deptids you selected will be populated in the right Selected list and then click OK.

How to reset to the default values in the filters?

If you want to clear all the entered values in the filter section, please click the Reset button below and then select one of the following 3 options: Reset to last applied values, Reset to default values, and Clear all.
Using the New Financials Data Warehouse

The figure below shows what the filter looks like before selecting the **Reset** button.

![Filter Before Reset](image1)

The figure below shows what the filter looks like after selecting the **Reset to default values** button.

![Filter After Reset](image2)

**How to run a report in OBIEE?**

Once you have completed entering the filter section, you can click the **Apply** button. The report will populate per the criteria you entered in the filter section.

![Report Section](image3)

**How to change to different views of an existing report?**

You can use the following ARROWs to adjust the views that you are interested in.

- Move to the beginning view
- Move to the previous view
- Move to the next view
- Open the report in full view

![Report Views](image4)
How to export the report?

You have the capabilities to export the report in different formats: PDF, EXCEL (2003 or 2007+), POWERPOINT (2003 or 2007+), CSV format, Tab delimited format (TXT), XML format, and etc.

Click the Export button from the bottom of the report and click any formats that you are interested in.