VSU Financials Data Warehouse (FDWH)

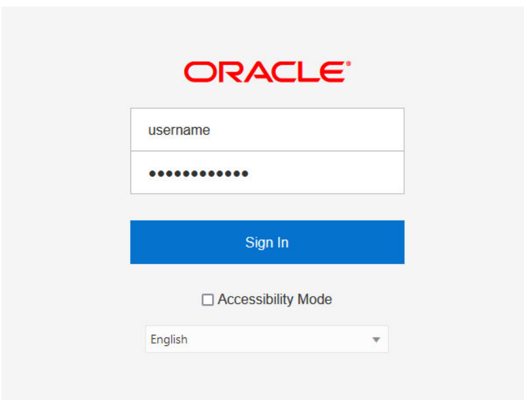
User Guide

Revised 6/22

The VSU Financials Data Warehouse (FDWH) is a collection of budget and financial activity reports developed with Oracle Business Intelligence tools (OBI). This reporting system is only available via the VSU network. Off-campus users will need VPN or remote desktop access.

Locating and Accessing the FDWH

You'll find the login page at https://obi.valdosta.edu



Authorized users will enter their VSU AD credentials to access this site. Please omit the VSU domain from the username (@valdosta.edu).

Financials Dashboards / Available Reports

Budget Activity Summary

Budget Activity Detail

Revenue Activity Summary

Revenue Activity Detail

Budget Journal by Department

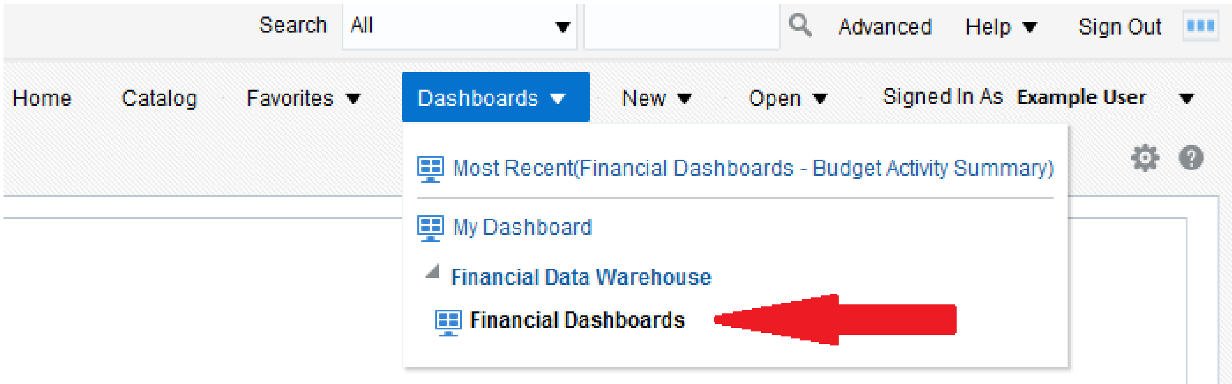
Grant Budget Activity Detail (Available for Grant/Project Managers)

Schedule G (FY Original Budget)

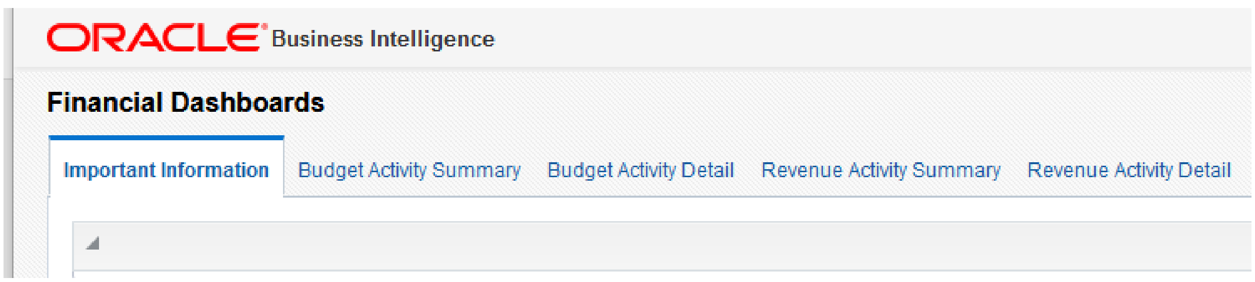
Schedule G1 (FY Original Budget for Personal Services)

FDWH Navigation

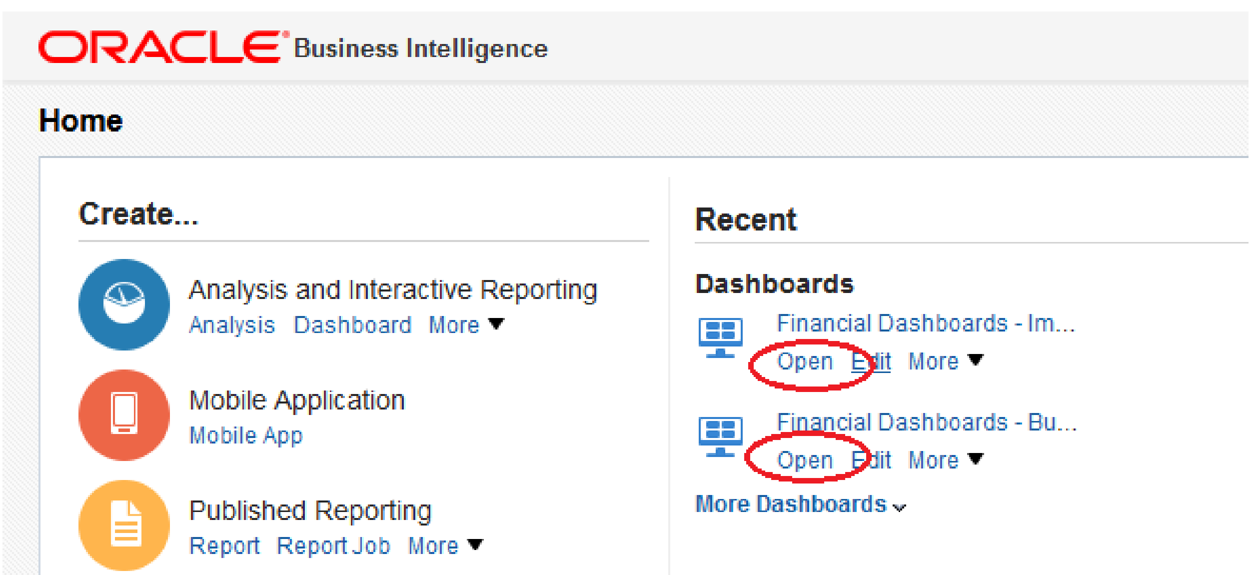
The available dashboards (report collections) can be accessed from the "Dashboards" item in the upper-right corner of the application. Select "Financial Dashboards" to view the available FDWH report tabs:



The available reports can be selected with the tabs at the top of the Financial Dashboards page:

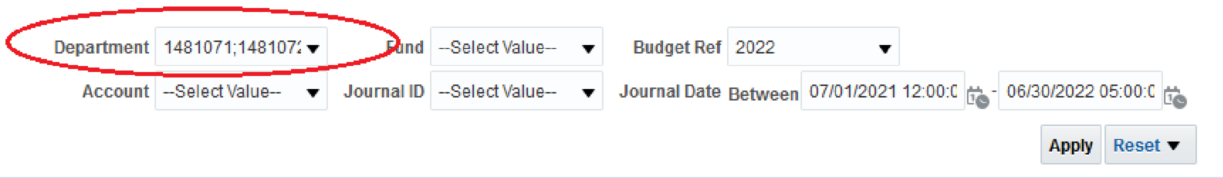


Alternatively, recently accessed reports can be opened on the "Home" page:

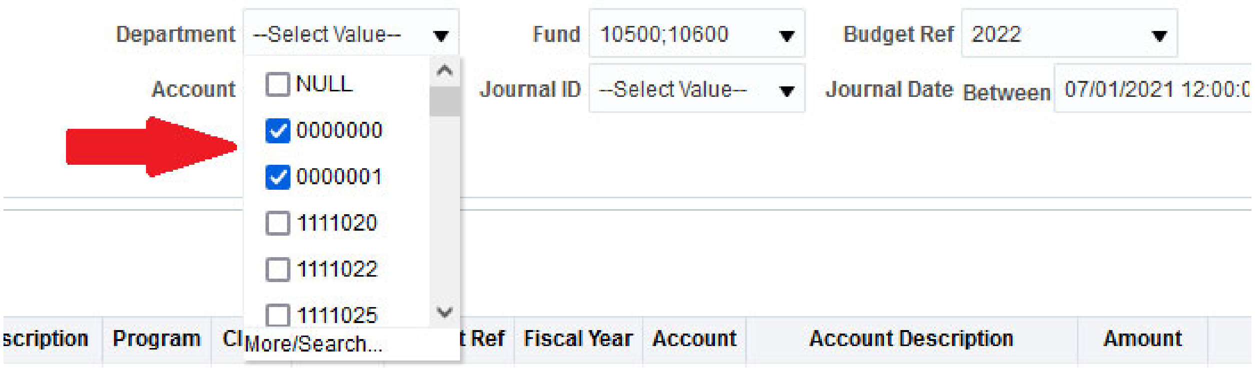


Selecting Report Parameters

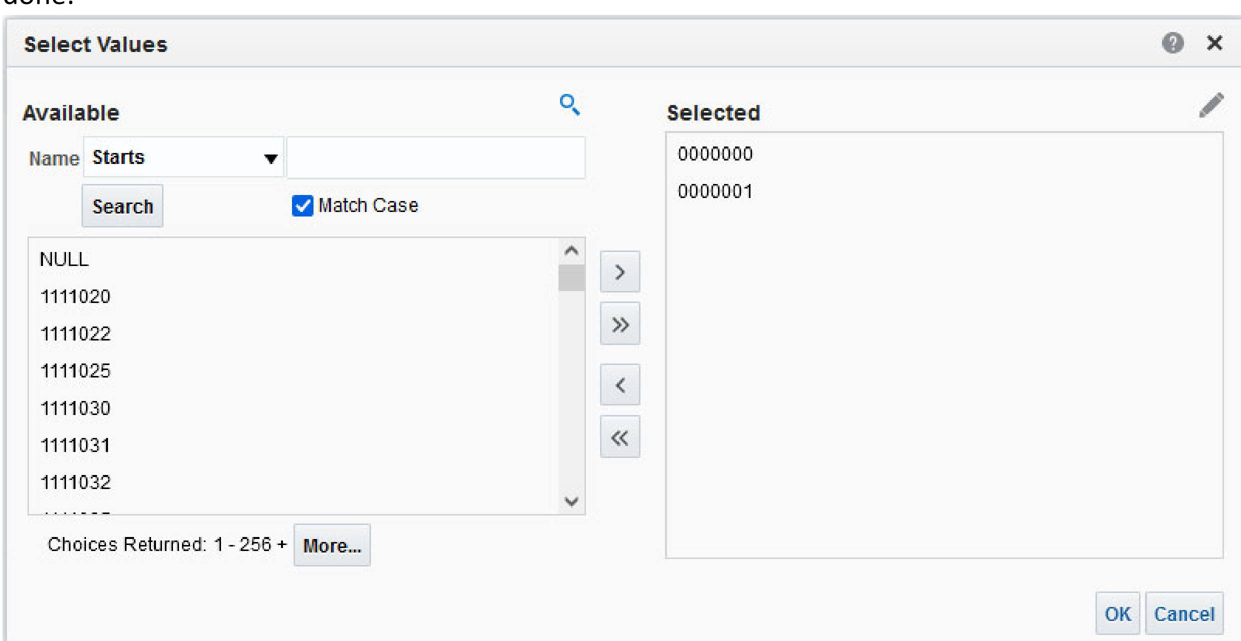
Option 1: Direct Entry – manually enter a code in the appropriate textbox. You can use a semi-colon between codes if you wish to view results for more than one specific parameter:



Option 2: Select from List – select one or more codes from the dropdown menu. *Note:* Administrators who have access to many budget areas may not see every available code in the list and would need to click "More/Search" to see all available items:

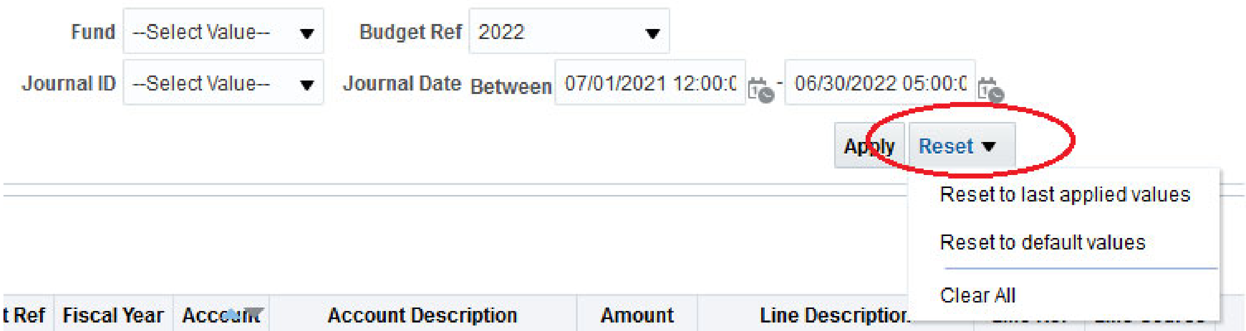


Option 3: Search – Select "More/Search" from a dropdown list to make selections from a complete list of available values. Add/remove selections with the arrows in the middle and click "OK" when done:

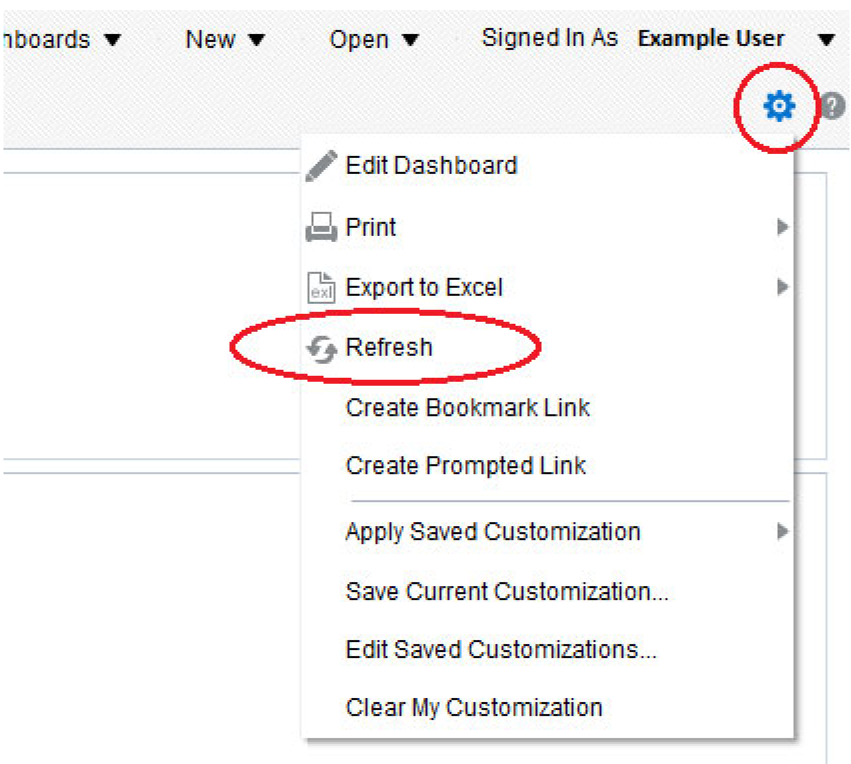


Resetting the Parameters and Clearing the Cache

To quickly reset the report parameters, use the “Reset” feature indicated below and select the appropriate option.

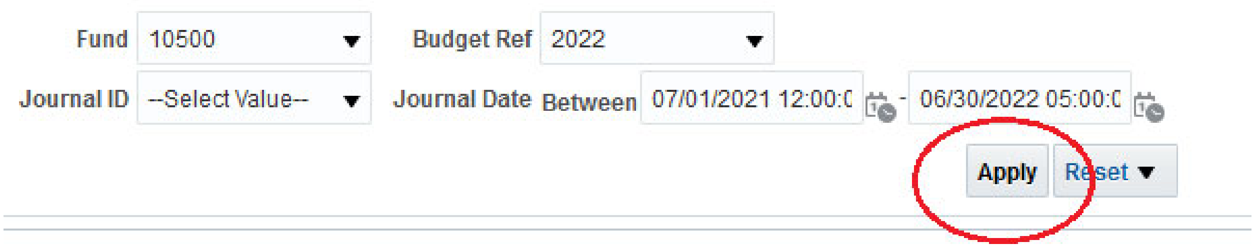


Sometimes the selected values persist in memory. If you find the report is displaying previously selected information, you can manually clear the cache by selecting “Refresh” from the settings cog in the upper right corner:

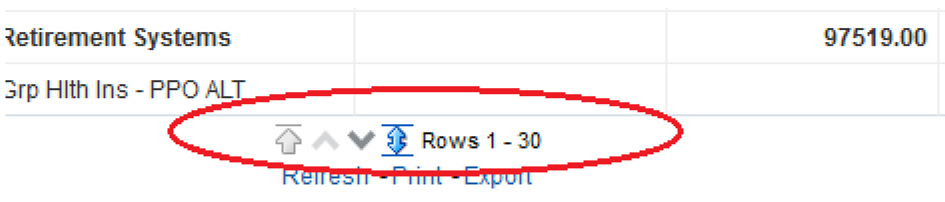


Viewing and Exporting Results

Once you have made the appropriate selections, click “Apply” to view the results:



By default, the report will only display the first 30 rows of information. Use the arrows at the bottom to navigate through or display the rest of the information:



Once you have queried the information you need, you can export the data to an appropriate format for sharing or manipulating outside of the OBI reporting system: