RE: Generating Oracle Discoverer Viewer reports

Overview
The following describes how to produce account status reports using Discoverer Viewer, a reporting module related to Banner Finance. The reports are intended for use by those with fiscal responsibilities to help manage their departmental operating budgets; it is particularly helpful for displaying multiple budgets in a consolidated view. The EWU Office of Controller – General Accounting maintains and supports these reports which are available through the Banner Finance Report Library. The following reports are available for departmental use.

<table>
<thead>
<tr>
<th>Report Worksheet Name</th>
<th>Report Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FGADASR - Departmental Account Status</td>
<td>This query generates a report for original and revised budgets, current month and YTD expenses, commitments (encumbrances and approved purchase requisitions), and remaining available balance. Data is selected by user-defined parameters. Only index 1 (Fund 120149) activity is included.</td>
</tr>
<tr>
<td>FGADASR - Departmental Recharge Budget Status</td>
<td>This query generates a report for original and revised budgets, current month and YTD recharge revenues, and remaining balance. Data is selected by user-defined parameters. Only index 1 (Fund 120149) activity is included.</td>
</tr>
</tbody>
</table>

How to Get Started
For those new to Discoverer Viewer here are the steps necessary to get access and starting using the report. Each step is further explained below.

- Request access to Discoverer Viewer (permissions)
- Log into Oracle Discoverer Viewer
- Select the report, enter parameters, run the query

1. Request Access to Discoverer Viewer
Individuals with fiscal responsibilities can send the completed access request form to 319 Showalter Hall located on the Cheney main campus. The access form is available on the EWU General Accounting website (Discoverer Viewer section).

2. Log into Oracle Discoverer Viewer
Start by navigating your web browser to the Banner Finance site. Click on Oracle Discoverer Viewer [ODSP] and enter your Banner user name and password (see Exhibit A).

3. Run the Discoverer Viewer report
Log into Discoverer Viewer (as described above), and select the workbook titled “FGADASR - Departmental Account Status Report” as shown in Exhibit B. Next, select the desired worksheet (report) within the workbook, and then enter

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1 You must be logged into the EWU network or connected remotely via VPN. For assistance with virtual private network connections, contact the OIT HelpDesk at 509-359-2247.
the user-defined data parameters when prompted. For reporting dates, enter the corresponding fiscal period where July is 01 and so on. To include the yearend accrual period, enter fiscal period 14.

For the Org Hierarchy fiscal year and fiscal period, it is important to choose the same parameters that are selected for the reporting period. In time, the roll up structure (i.e., reporting hierarchy) for organization codes may change (e.g., college reorganization). Without the Org Hierarchy fiscal year and fiscal period, the query may pull incomplete data which include or exclude organization codes that do not belong in that reporting period.

The queries are designed to select all organization codes within the assigned fund/org security controls applicable to the user’s Banner Finance security. To narrow the selection, enter one or more individual organization codes in the optional parameter, with each value separated by a comma.

Press the “Go” button to start the query. The report output will be shown below the user-defined parameters.

**How to export the data**
To export data into a spreadsheet, click on “Export” from the Actions menu shown in the upper left side of the screen. To select a particular file format (such as an Excel worksheet), click the pull down menu to view a list of choices, then follow the prompts. The exported worksheet may need additional formatting for presentation purposes.

**About the data**
Discoverer Viewer queries data in the Operational Data Store (ODS). Metadata (i.e., an explanation of the data sets) is available on the Banner Bookshelf (scroll down to see Documentation Resources). Among other information, the ODS contains operating ledger data from Banner Finance which tracks budgets, revenues, expenses, and other financial information for Eastern Washington University. The operating data is automatically refreshed nightly from Banner Finance and is validated the following morning by OIT and General Accounting staff.

**Training Options and Getting Help**
Individual training sessions can be arranged with EWU General Accounting staff by calling 509-359-6928. For additional reporting needs, contact us at this same phone number.
Exhibit A: **How to access Oracle Discoverer Viewer**

Exhibit B: **How to run the reports/queries**