

Introduction to Payroll Data in Oracle Discoverer

May 2015

The Office of Management and Budget (OMB) has worked with Accounts & Control and the Division of Information Technology (DoIT) to provide agency financial staff with access to agency payroll data through Oracle Discoverer, a web-based analytics tool. OMB has enhanced its efforts to review overtime and other payroll-related expenditures and expects that Discoverer will help agency financial staff better manage personnel expenditures.

OMB prepared this brief overview to help agencies access Discoverer, run basic queries, and perform data analysis.

Before Getting Started

- You will need to use **Internet Explorer** for Discoverer.
- **Discoverer** requires the same version of **Java** needed to access **RIFANS**. If you are having issues with your version of **Java**, contact the DoIT help desk at ent.servicedesk@ri.gov

Logging In

Start by going to:

<http://rifans.enterprise.ri.gov:8888/discoverer/plus?connectionAccessType=APPS>

Remember to add the site to your Favorites!

In the **Connect To** drop-down box, check to make sure **Oracle Applications** is chosen

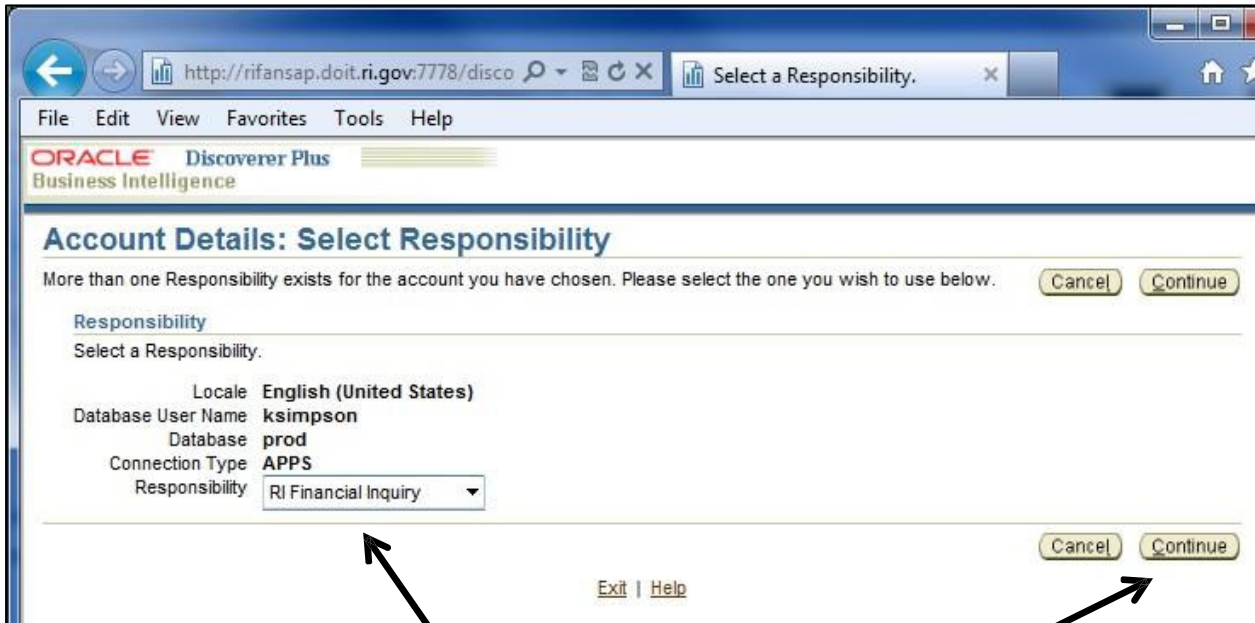
Enter your **RIFANS username** and **password**

In the **Database** field, type **“prod”**

Press the **Go** button

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About Oracle BI Discoverer Plus Version 11.1.1.7.0
Oracle Technology Network

Next you will be asked to choose a level of responsibility.

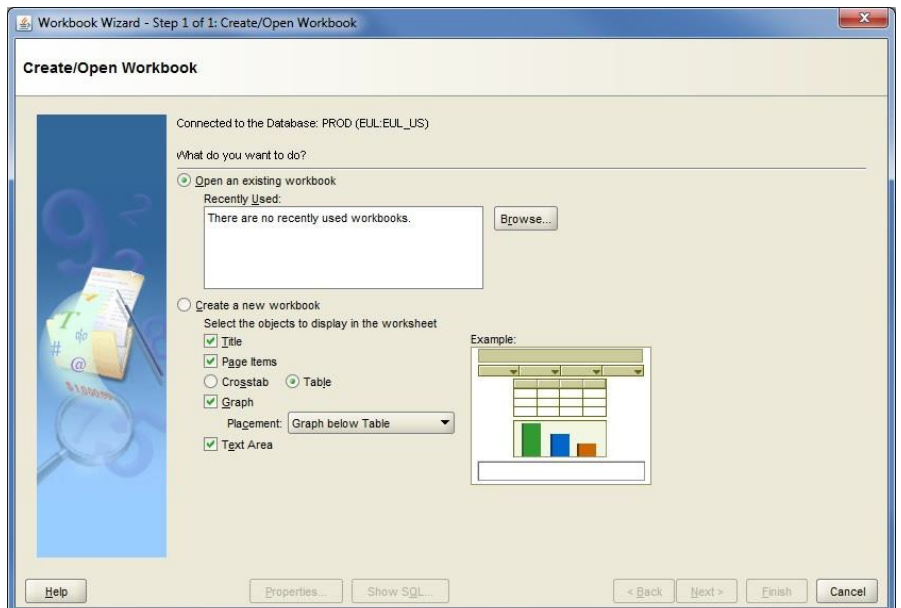


Select RI Financial Inquiry and press Continue

Workbook Wizard

From this screen, you can:

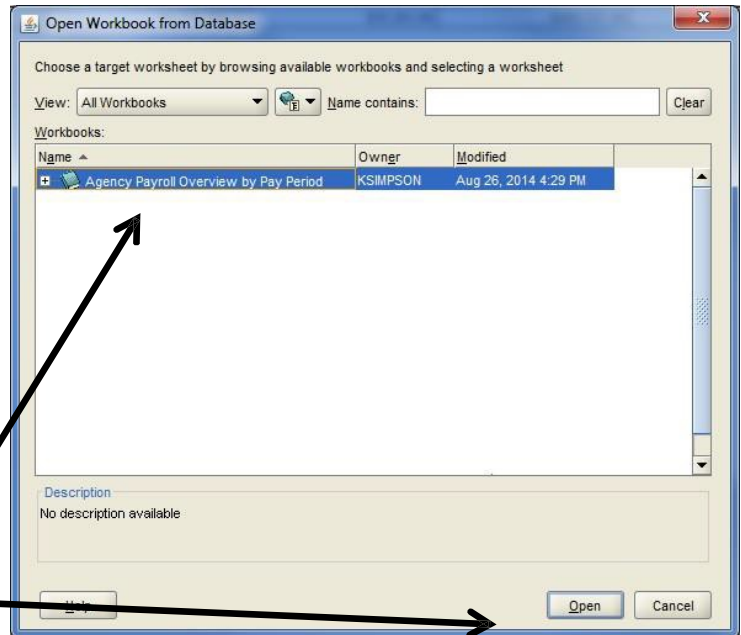
- **Open an Existing Workbook**
To access inquiries already developed
(see next page)
- **Create a New Workbook**
To begin creating an inquiry from scratch
(skip to page 5)



Open an Existing Workbook

From the main **Workbook Wizard** screen (seen on previous page), select **Open an Existing Workbook**, and press **Browse**. This is where saved workbooks will appear for future inquiries

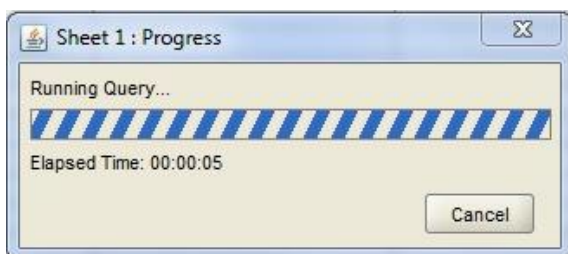
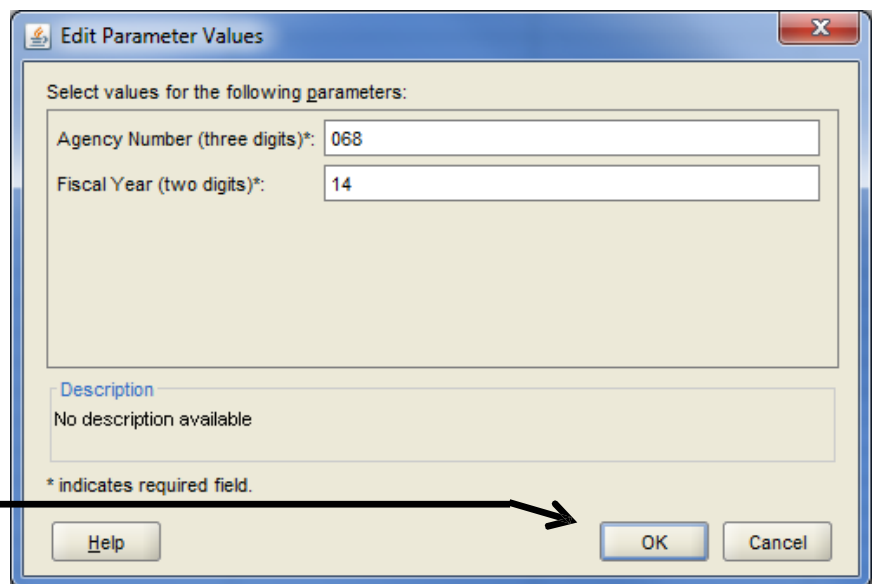
OMB and Accounts & Control have pre-loaded a sample payroll inquiry into trainees' Discoverer accounts. Select the **Agency Payroll Overview by Pay Period** file, and click **Open**



Edit Parameter Values

For this sample inquiry template, Discoverer asks for the **three-digit agency number** (all agency numbers begin with a zero), and the **two-digit Fiscal Year**.

Enter the necessary data and click **OK**



The system will take a few seconds to process your request. The size of your inquiry and the number of other individuals logged-in to **Discoverer** can influence processing timeliness.

Workbook

When inquiry processing is complete, your workbook will appear.

The provided **Agency Payroll Overview by Pay Period** workbook displays agency overall payroll, broken down by biweekly pay period. The data fields on *this* sheet include:

Fiscal Year, Agency Number, Pay Period End Date, Regular Wages, Overtime Wages, Retirement Contribution, 401k Contribution, Health/Dental/Vision Insurance Contribution, FICA payment, Assessed Fringe Benefit, Health Insurance Cashout, Retiree Health Contribution, and Non-Classified Limited Position Salary Payments.

See descriptions of the various data sets on page 5 and the **Data Field Dictionary** file for data field definitions.

The screenshot shows an Excel spreadsheet with a data table and two side panels. The data table has columns for Fiscal Yr, Agency, Pay period end date, and various SUM fields. The 'Available Items' panel on the left lists fields like 'Fiscal Yr', 'Agency', 'Pay period end date', etc. The 'Selected Items' panel on the right lists fields like 'Fiscal Yr', 'Agency', 'Pay period end date', etc. Two arrows point from the text below to these panels: one from 'Add additional data fields:' to the 'Available Items' panel, and one from 'Remove data fields:' to the 'Selected Items' panel.

Fiscal Yr	Agency	Pay period end date	Reg Wages Nat 611000 SUM	Overtime Nat 614100 SUM	Retire Ers Nat 620100 SUM	Tiaa 401a Nat 620110 SUM	Health Ins Nat 624110 SUM
14	068	29-JUN-2013	\$1,711,792.94	\$31,251.69	\$359,677.23	\$16,981.89	
14	068	13-JUL-2013	\$1,706,972.68	\$24,100.66	\$390,546.64	\$16,943.41	
14	068	27-JUL-2013	\$1,710,890.62	\$31,110.80	\$391,210.30	\$16,972.23	
14	068	10-AUG-2013	\$1,723,315.48	\$40,531.27	\$394,236.20	\$17,103.48	
14	068	24-AUG-2013	\$1,718,797.91	\$31,459.16	\$393,487.07	\$17,071.03	
14	068	07-SEP-2013	\$1,726,049.53	\$32,244.78	\$395,715.09	\$17,167.66	
14	068	21-SEP-2013	\$1,722,034.37	\$35,511.86	\$395,071.18	\$17,139.71	
14	068	05-OCT-2013	\$1,715,462.04	\$34,971.65	\$393,502.90	\$17,071.70	
14	068	19-OCT-2013	\$1,713,214.25	\$31,905.17	\$393,005.19	\$17,050.09	
14	068	02-NOV-2013	\$1,716,769.70	\$30,363.06	\$393,727.26	\$17,081.39	
14	068	16-NOV-2013	\$1,715,876.67	\$31,704.36	\$393,566.99	\$17,074.46	
14	068	30-NOV-2013	\$1,732,720.33	\$26,397.43	\$397,540.73	\$17,237.76	
14	068	14-DEC-2013	\$1,741,082.61	\$40,793.07	\$399,621.24	\$17,337.09	
14	068	28-DEC-2013	\$1,746,001.72	\$28,005.86	\$400,561.17	\$17,377.89	
14	068	11-JAN-2014	\$1,740,724.49	\$40,325.63	\$399,119.30	\$17,315.35	
14	068	25-JAN-2014	\$1,762,427.64	\$31,944.47	\$404,329.21	\$17,406.62	
14	068	08-FEB-2014	\$1,754,426.21	\$31,464.03	\$402,828.75	\$17,328.43	
14	068	22-FEB-2014	\$1,736,984.50	\$34,285.73	\$398,896.05	\$17,305.67	
14	068	08-MAR-2014	\$1,743,131.23	\$28,184.94	\$400,245.10	\$17,344.44	
14	068	22-MAR-2014	\$1,746,063.19	\$32,458.80	\$400,567.55	\$17,378.15	
14	068	05-APR-2014	\$1,733,440.60	\$47,701.41	\$397,719.77	\$17,254.61	
14	068	19-APR-2014	\$1,736,054.32	\$26,709.28	\$398,329.68	\$17,281.10	
14	068	03-MAY-2014	\$1,731,341.92	\$28,222.60	\$397,223.96	\$17,233.17	
14	068	17-MAY-2014	\$1,731,830.51	\$26,699.70	\$397,315.03	\$17,237.09	
14	068	31-MAY-2014	\$1,836,595.81	\$12,137.71	\$420,804.56	\$18,256.13	
14	068	14-JUN-2014	\$1,757,671.81	\$15,840.25	\$401,586.06	\$17,422.43	

Add additional data fields:

Select other data from the **RI Payroll All Agencies** list, right-click, right-click, and select

Add to Worksheet

Remove data fields:

Select the category from the **Selected Items** list, right-click, and select **Remove from**

Worksheet

Payroll Data Sets

RI Payroll Proc Allocation Agency

Includes RIFANS account numbers and relevant payroll expenditures (e.g., overtime, 401k contribution, health insurance contribution by natural account, etc.)

Expenditure data only - data regarding the actual **hours** employees worked or disbursed.

- **Note:** this data set includes payroll as processed and does not reflect later adjustments (so it *may* differ from General Ledger transactions)

RI Payroll Proc Allocation Distribution Agency

This includes the same data as the **RI Payroll Proc Allocation Agency**. The difference is it is the dollar allocation for the account splits for the employee. To determine how expenditures were funded, include the **Rifans chg fund** and **Rifans chg agency** data fields.

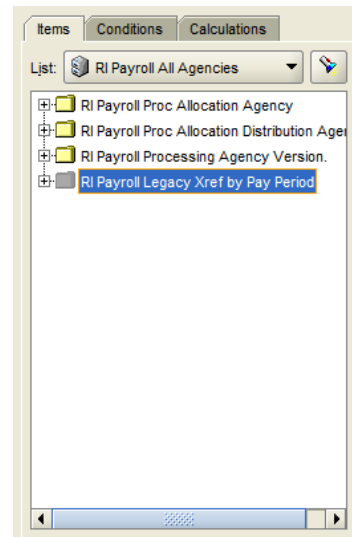
RI Payroll Processing Agency Version

Includes hours worked, vacation, personal, sick, overtime, etc., as well as payment, union, and class code data. ****Note:** best option for doing analysis of overtime data.

RI Payroll Legacy Xref by Pay Period

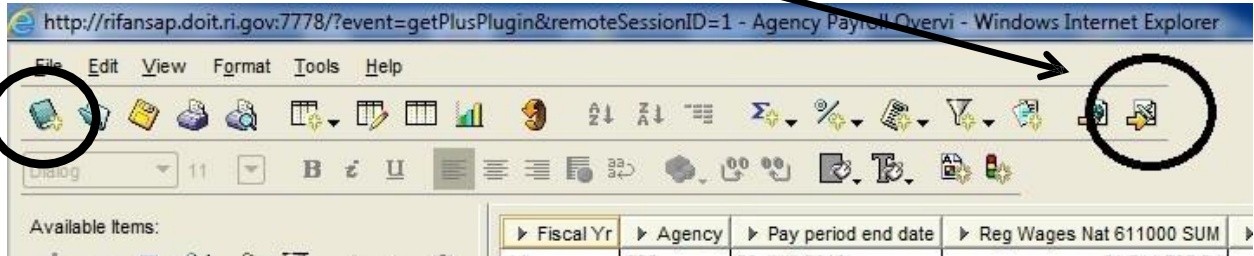
Includes **Legacy Accounts** and shows the accounts to which payroll expenditures were charged (if expenditure was charged to several accounts).

Click the **plus (+) symbol** in front of each data set, to see its available components.



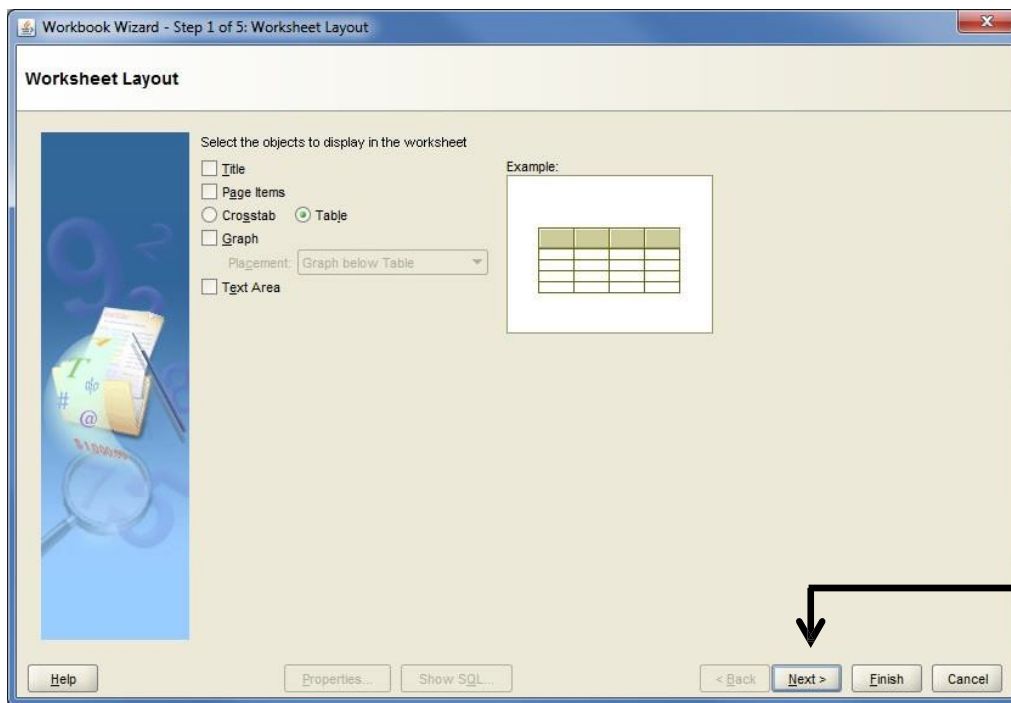
Exporting to Excel

To do in-depth data analysis, you may wish to **export** your workbook to **Microsoft Excel**. To export, click the icon circled **here**



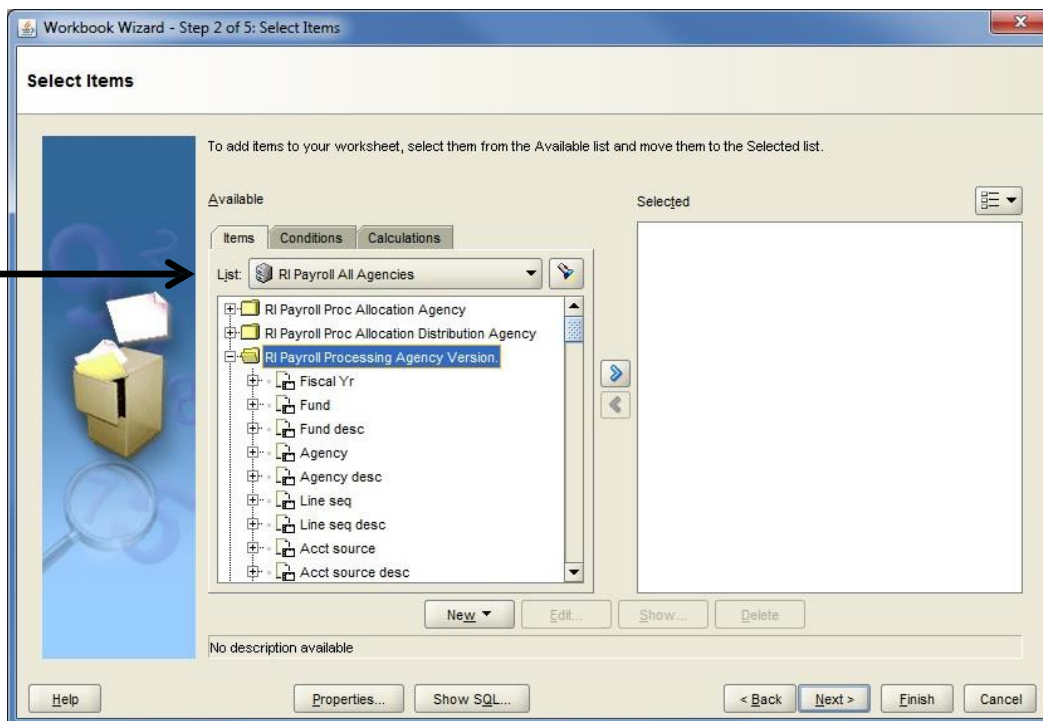
Create a New Workbook

Now that you know the basics, you can create your own custom **Discoverer** workbook! Begin a new workbook, start at the main **Workbook Wizard** screen that appears when logging into **Discoverer**, or click the button circled **here**.



Step 1

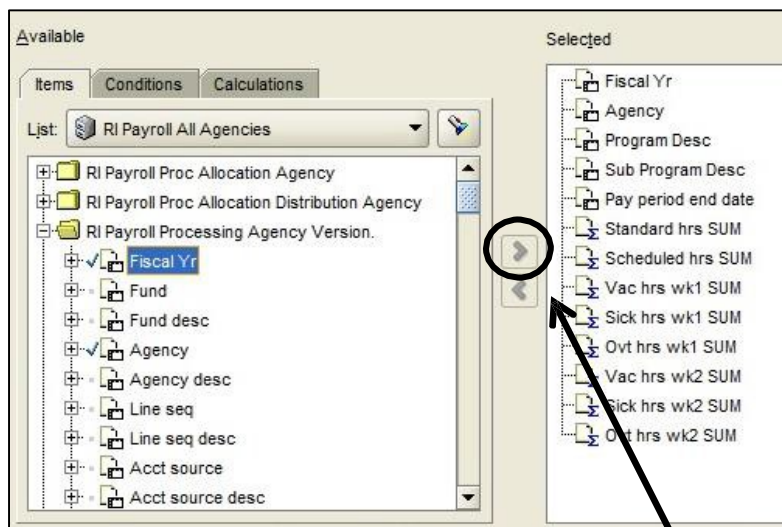
From the main **Workbook Wizard** screen, choose the objects you wish to have displayed on the worksheet. For this example, all objects have been un-clicked, and **Table** has been chosen as the display format. After you have chosen the objects to be displayed, press **Next**.



Step 2

To access **payroll** data from the screen above, you must first change the **List** to **RI Payroll All Agencies**. You may now choose the payroll data set(s) and data fields you wish to include in your inquiry.

See descriptions of the various data sets on page 5 and the **Data Field Dictionary** file for data field definitions.

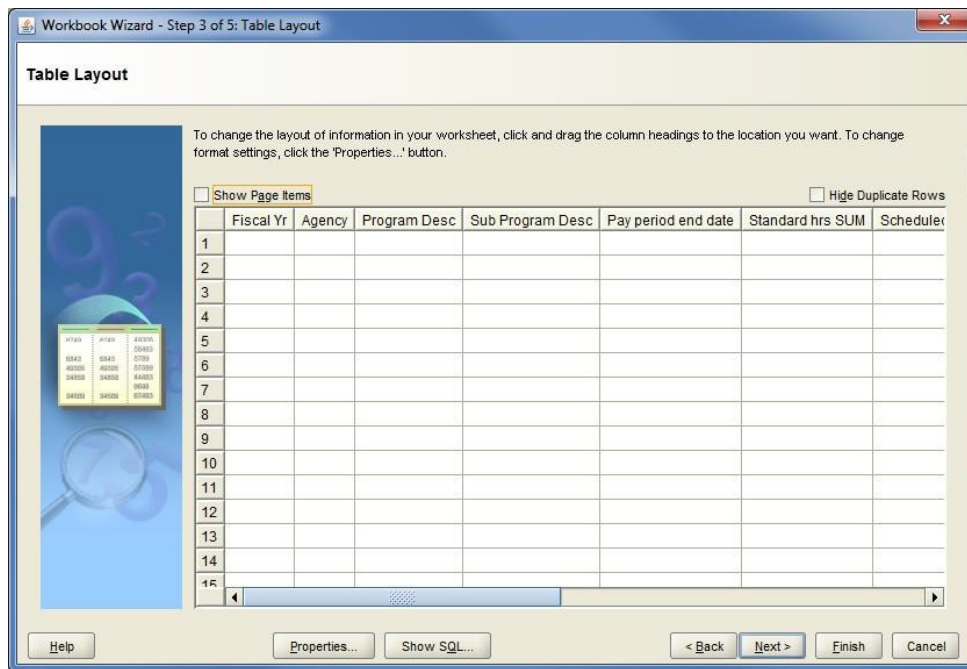


Highlight the fields to be included in your workbook, and press the **arrow** button to move them to the **Selected** box. When you have finished your selections, press **Next**.

For this example, we will use the **RI Payroll Processing Agency Version** data set, and select **Agency, Program, and Sick/Vacation/Overtime hours** (weeks 1 and 2).

Tip: The **Ctrl** button will allow you to move multiple data fields to the **Selected** box simultaneously

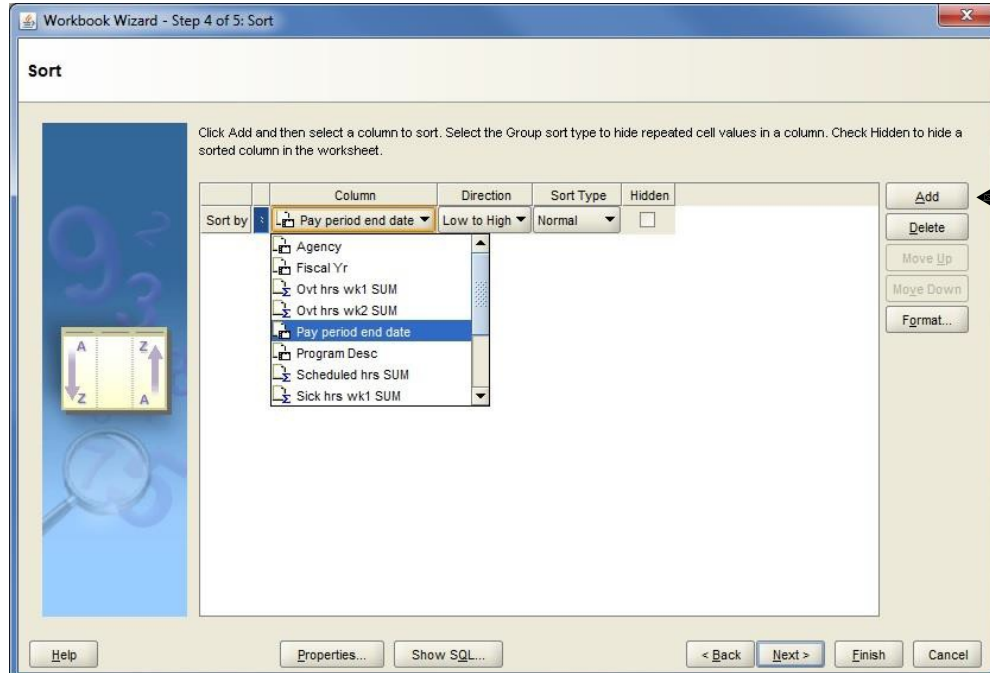
Step 3



Column order for your workbook can be modified on the **Table Layout** screen by dragging the column headings. **Discoverer** auto-displays columns in the order in which they were chosen on the previous screen. When you're ready to continue, press **Next**.

Note: Column order can also be modified in the actual workbook

Step 4



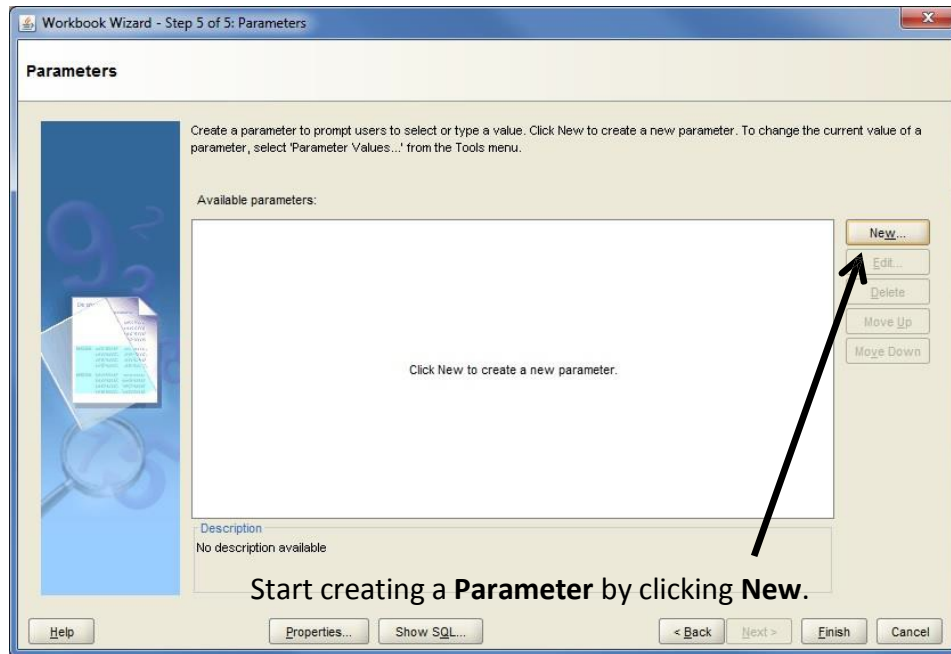
To sort your workbook using data in a particular column, click **Add** and choose the **column**, **direction**, and **sort** type you'd like to use. When complete, hit **Next**.

For this example, we will sort by **Pay period end date**, **Low to High**.

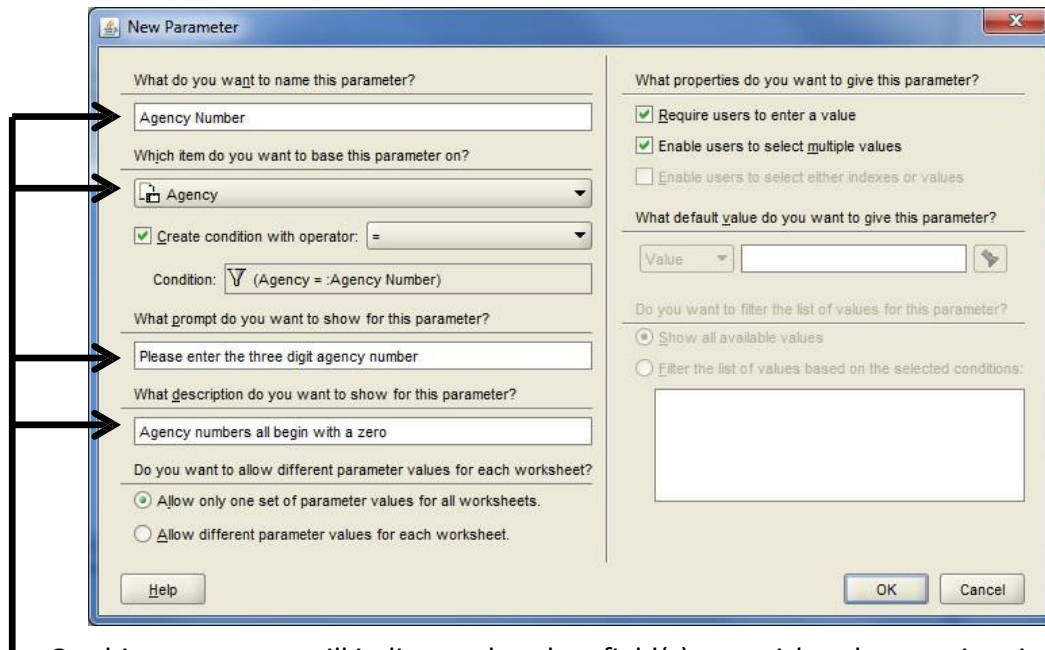
The last step in developing an inquiry is creating one or more **Parameters**. The **Parameters** will tell **Discoverer** how you want to search through payroll data. For example, do you want to pull up all data for a particular **Agency**, **RIFANS Line Sequence**, **Class Code**, or **something else**?

Note: Discoverer requires at least one parameter to run an inquiry.

Step 5



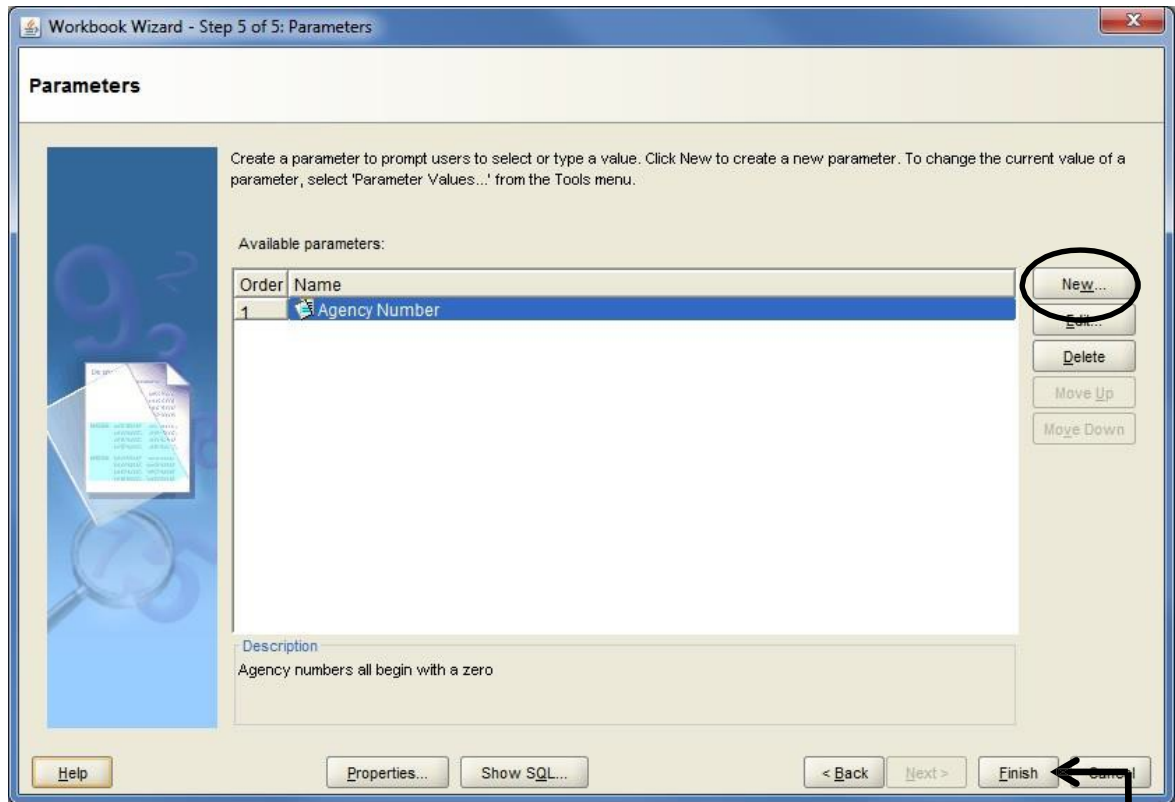
This screen will appear:



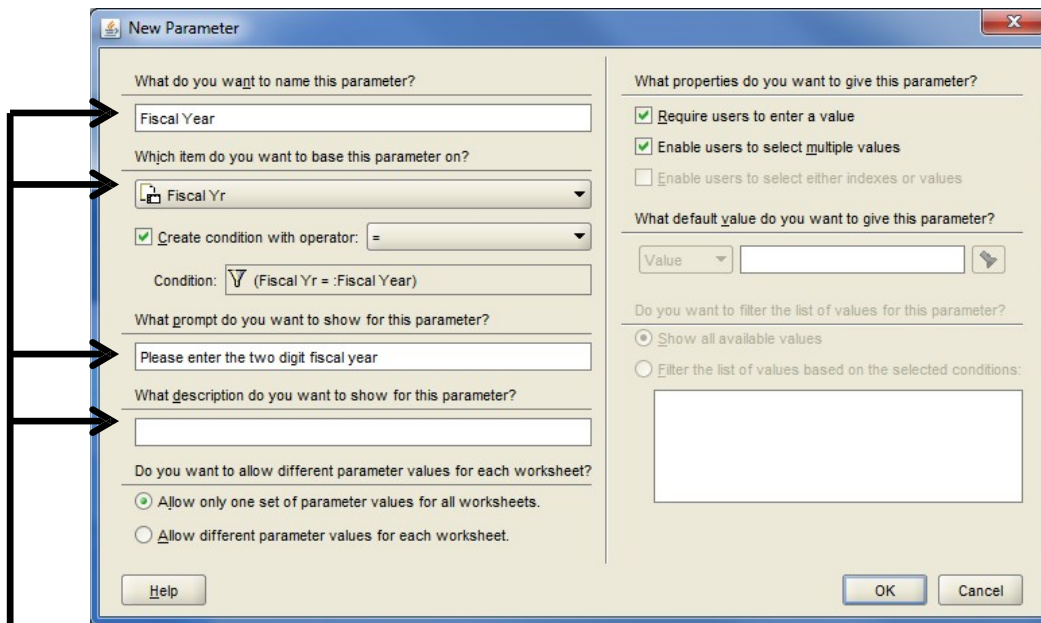
On this screen, you will indicate what data field(s) you wish to base an inquiry's **Parameters** on. Name the parameter, choose the item, write a prompt for the system to ask the user, and write a brief description of the parameter for the user to reference. When you finish, press **OK**.

In the example above, we are telling **Discoverer** to ask the user which agency's data they wish to explore

Step 5
(cont.)



You may wish to create multiple **Parameters**, to make your inquiry more specific to your needs. To add another, click the **New** button again.



Again, indicate what data field(s) you wish to base this inquiry's **Parameters** on. Name the parameter, choose the item, write a prompt for the system to ask the user, and write a brief description of the parameter for the user to reference. When complete, press **OK** to return to Workbook Wizard and click **Finish**.

In our example, we tell **Discoverer** to also ask the user which **Fiscal Year** data to explore

The Workbook

Select values for the following parameters:

Please enter the three digit agency number*: 068

Please enter the two digit fiscal year*: 14

Description

* indicates required field.

Help OK Cancel

Almost done! In the **Parameter Values** box, enter information about what information you are interested in, and press **OK**.

The system will take a few seconds to process your request. The size of your inquiry and the number of other individuals logged-in to **Discoverer** can influence processing timeliness.

To learn how to **add** or **remove data** from the workbook, refer to **page 4**.

To learn how to export the workbook to **Excel**, refer to **page 6**.

Notes:

- Because there are instances of multiple employees with the same name, inquiries of payroll data with employee names should include **Ssno unique nbr** in the data set. For privacy and security reasons, **Discoverer** does not contain *actual* Social Security Numbers.
- In the **RI Payroll Processing Agency Version** dataset, all employee sick, vacation and personal hours discharged in a pay period are recorded in week 1 of that period. Payroll is exploring if these hours can be correctly recorded in the week they were discharged.

Saving a Workbook

Discoverer allows you to **Save** an inquiry, and re-run it at your convenience.



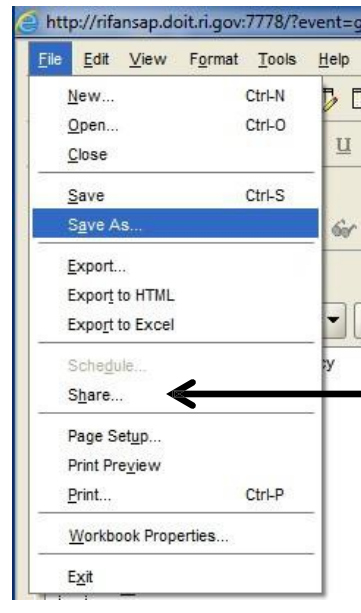
Click the floppy disc **icon** on the toolbar, and follow the prompts. See **page 3** of this guide for instructions on opening a saved inquiry. Make sure to give it a unique name!

If you make modifications to an **existing** inquiry, and wish to save these changes without overwriting the original, choose **Save As**.

To **Save As**:

Click **File** → **Save As...**

and follow the prompts.



To **Share** an inquiry with another **Discoverer** user, click **File** → **Share...** and follow the prompts

If you have any questions about creating Discoverer inquiries, please contact Peter Hodosh in Accounts and Control (Peter.Hodosh@doa.ri.gov) and Kevin Simpson in OMB (Kevin.Simpson@omb.ri.gov).