Guide to Financial Data in Oracle Discoverer

May 18, 2015

The Office Accounts & Control and the Division of Information Technology (DoIT) have worked to provide agency financial staff with access to financial 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.

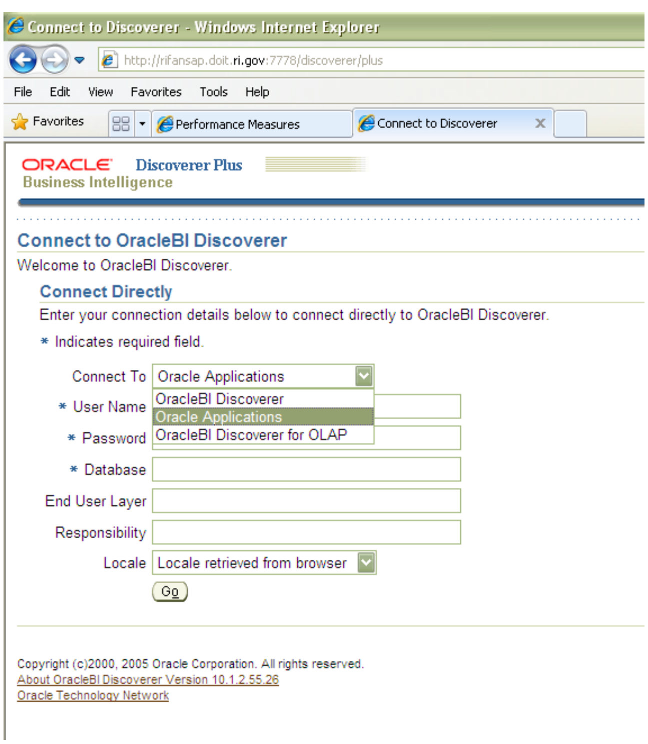
Accounts & Control prepared this brief overview to help agencies access Discoverer, run basic queries, and perform data analysis.

To access the website, go to:

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

- NOTE: You will need to use Internet Explorer for Discoverer.
- NOTE: As of this date, Discoverer is now compatible with Java version 7.71 or later. If your computer is not running Java 7.71 or later, you may need to uninstall Java (Windows Control Panel → Add or Remove Programs. Select Java and press the "Remove" button). Once Java is uninstalled, you will need to log into RIFANS to install the appropriate level of Java – follow the installation prompts. You may need to restart Internet Explorer for changes to take effect.

Below is a screenshot of the main login page:



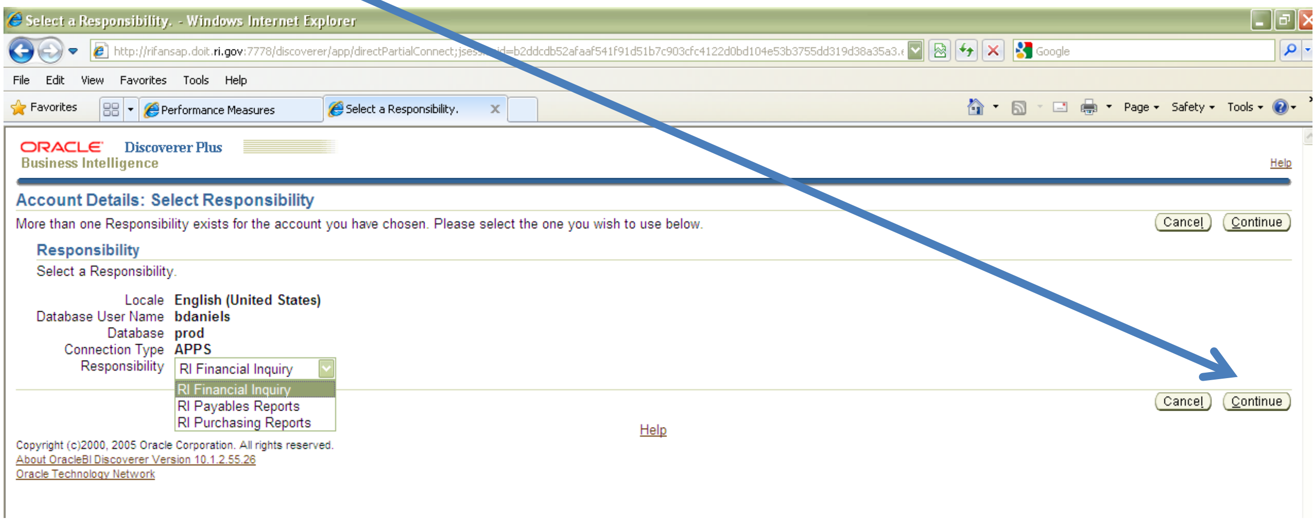
From the **Connect To** drop-down box, choose **Oracle Applications**

User Name and Password: Use your RIFANS login and password

Database: Type **prod**

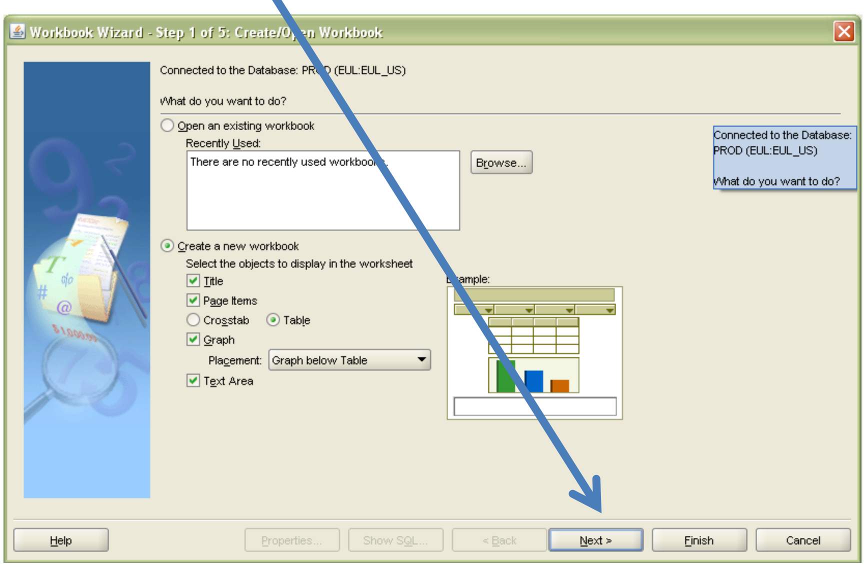
Press the **Go** button

On the next screen, you may be prompted to choose a level of responsibility. Select an option from (all options should allow you access to financial data). Select the appropriate option and press **Continue**



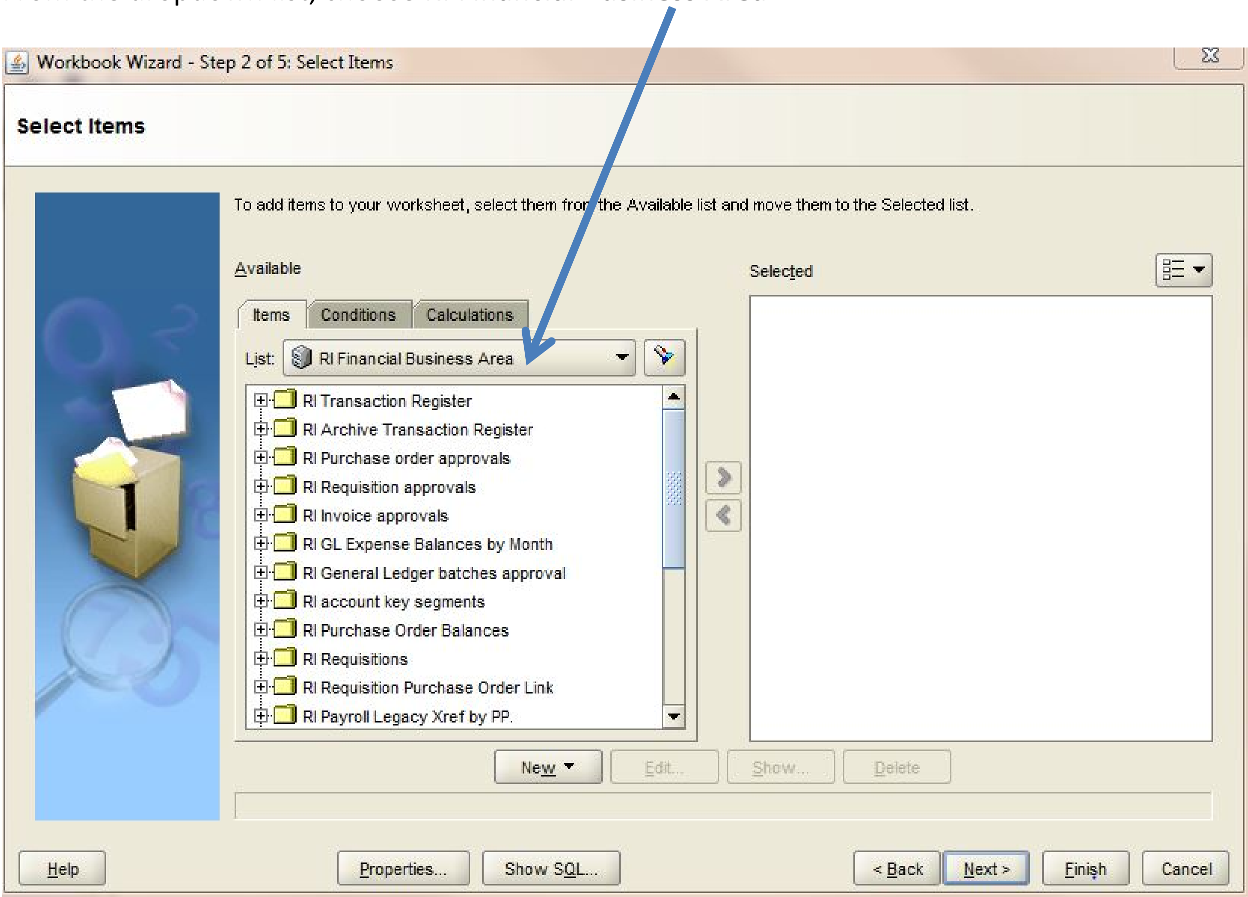
The next screen will start the Workbook Wizard.

- **Open an Existing Workbook** - If you have already developed reports that you want to access.
- **Create a New Workbook** – If you want to begin a new inquiry. (Will continue the Wizard at Step 2.)
- Press **Next**



New Workbook - Step 2:

From the dropdown list, choose **RI Financial Business Area**



You will have access to various data sets:

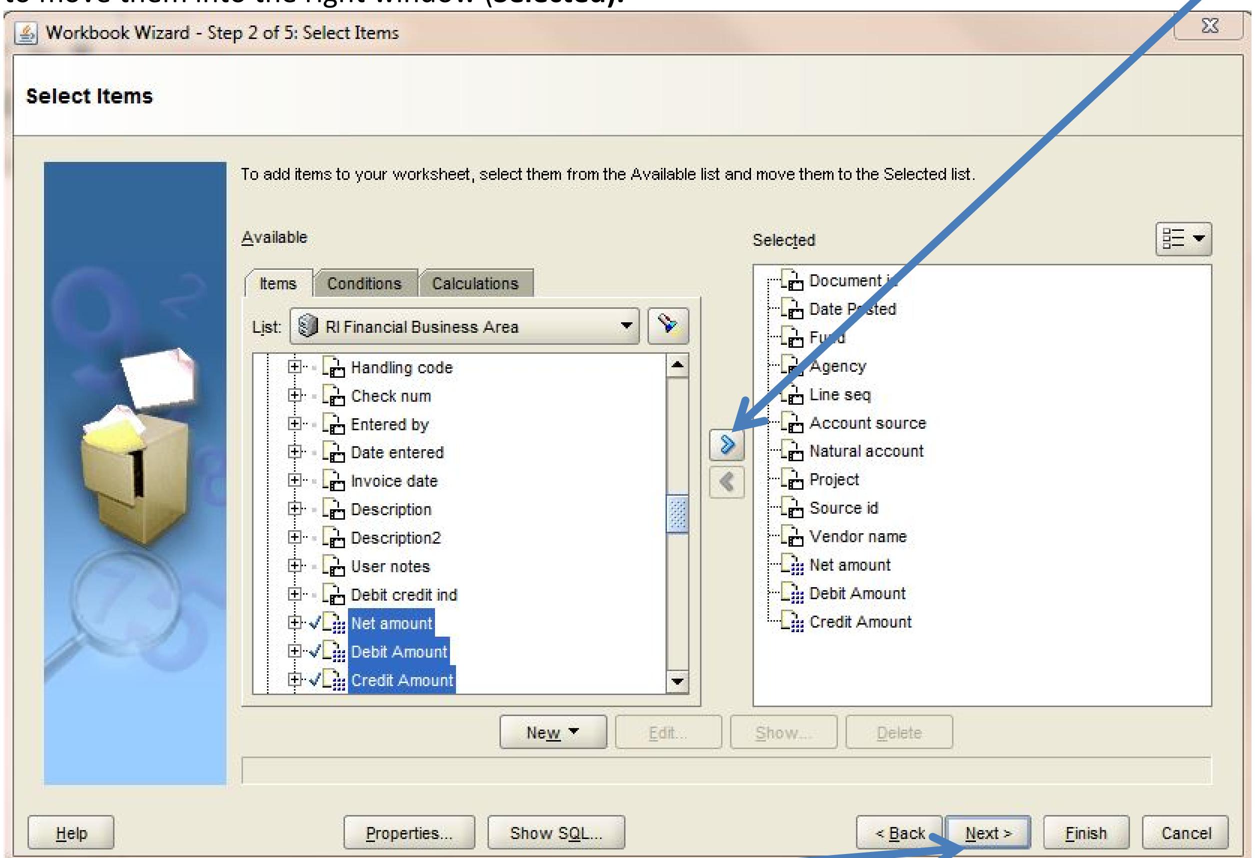
- RI Transaction Register
- RI Archive Transaction Register
- RI Purchase order approvals
- RI Requisition approvals
- RI GL Expense Balances by Month
- RI General Ledger batches approval
- RI account key segments
- RI Purchase Order Balances
- RI Requisitions
- RI Requisition Purchase Order Link
- RI Rayroll Legacy Xref by PP
- RI Cash Resources Federal
- RI Desc Seg Fund
- RI Desc Seg Agency

- RI Desc Seg Line-Seq
- RI Desc Seg Account Source
- RI Desc Seg Natural Account
- RI Desc Seg Project
- RI Desc Seg Program
- RI Desc Seg Sub-Program
- RI Desc Seg CFDA

If you select the plus (+) symbol in front of each data set, you can see its available components.

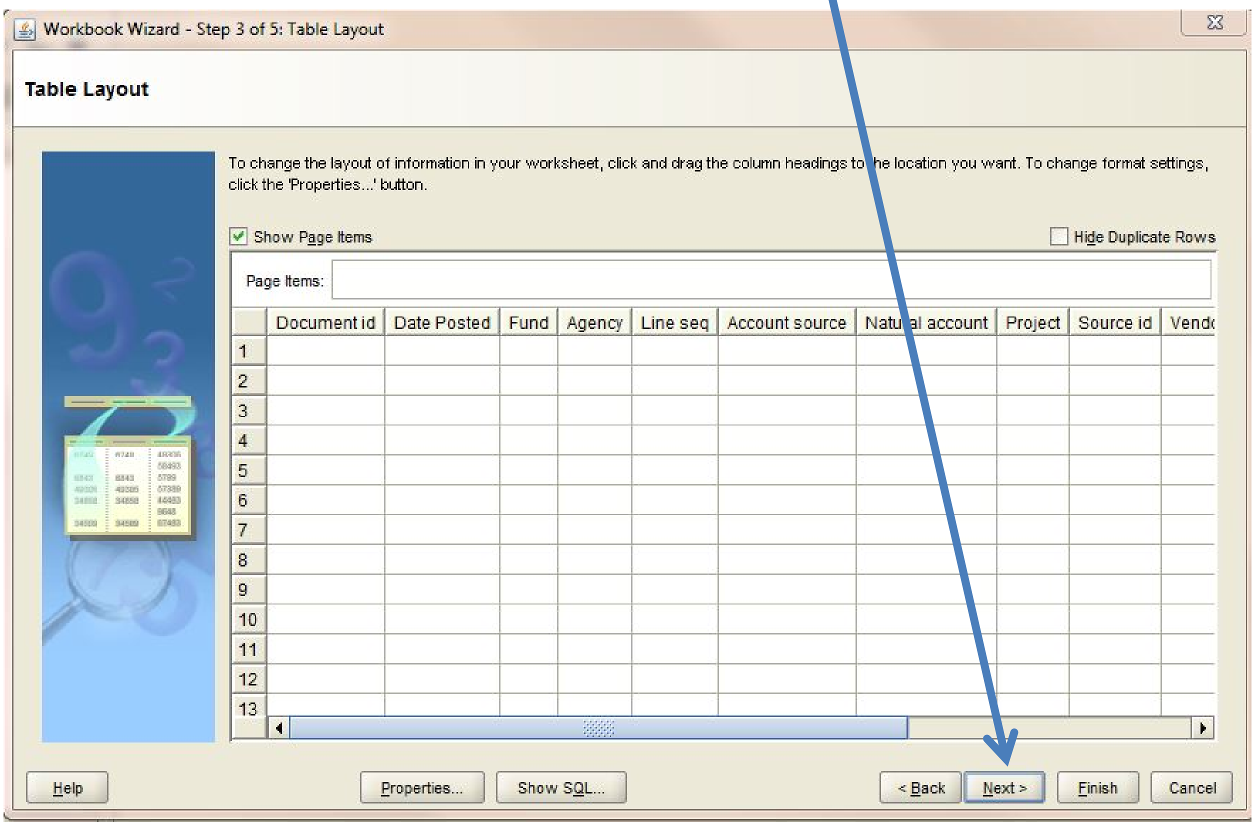
Data dictionaries for the specific data fields in each data set are attached to help determine how information is organized and labeled within the datasets.

To create a report, select the desired data fields in the left window and press the right arrow (>) to move them into the right window **(Selected).**



When completed, press **Next.**

New Workbook - Step 3:
You may change the layout of the final workbook by dragging columns left and right to the order you want them displayed. When completed, press **Next.**

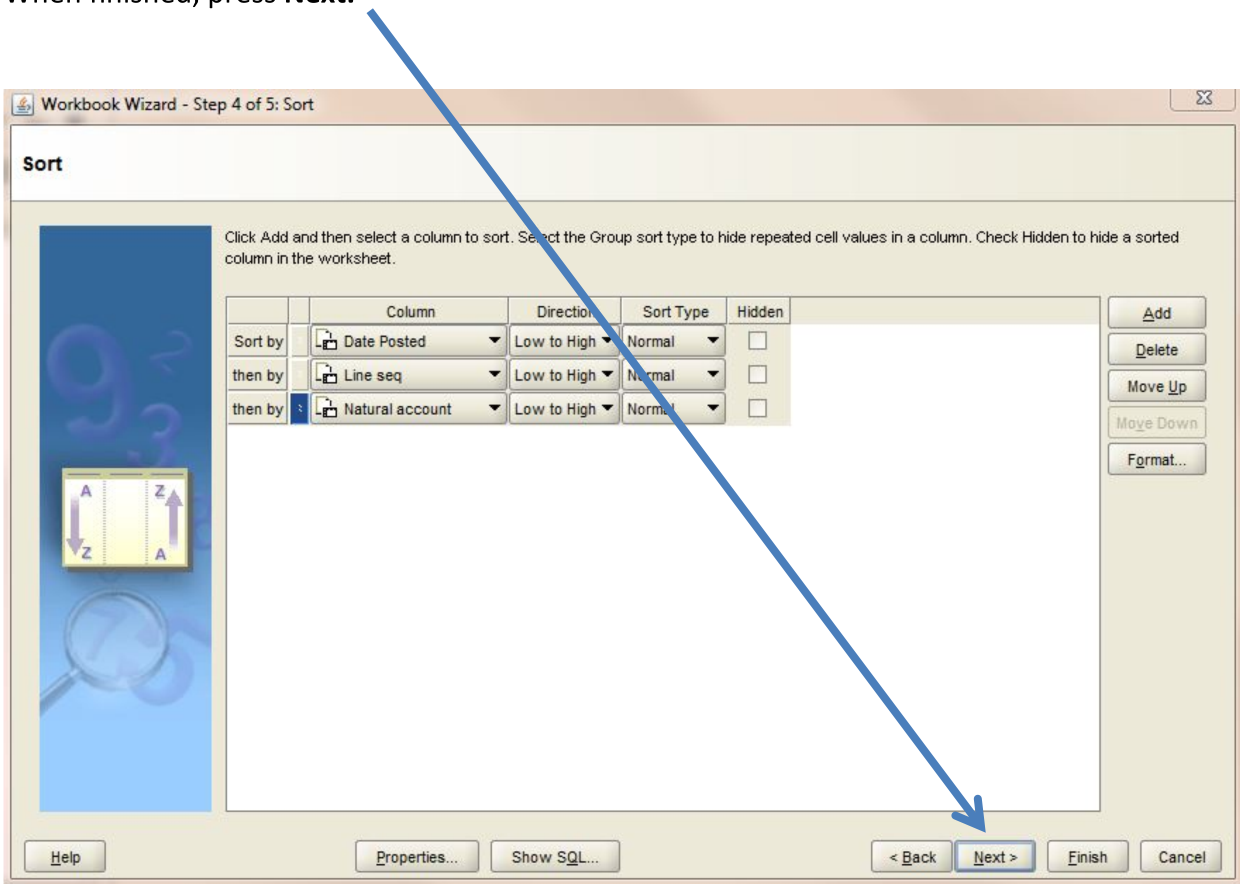


New Workbook - Step 4:

The next screen allows the user to sort data in a number of ways (as in Excel). Choose **Add** and select the appropriate data field (**Column**) to be sorted in the final report. The **Direction** field allows you to choose whether the data are sorted "Low to High" or "High to Low."

You may add additional rows with the **Add** button. Data will be sorted in the order on this screen (top to bottom). You may use the **Move Up** and **Move Down** buttons to modify the order.

When finished, press **Next.**

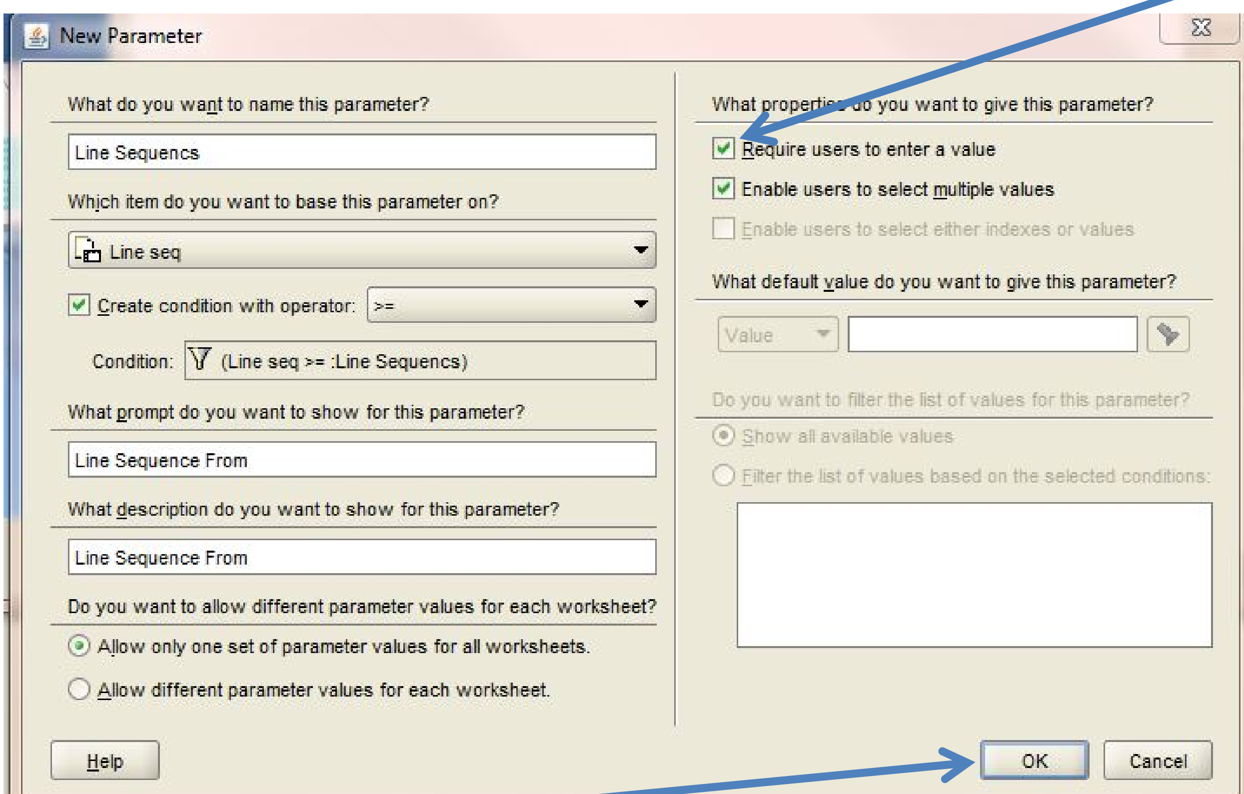


New Workbook - Step 5:
The last screen allows the user to create parameters to guide the search. For example, an agency user may want to limit results to show a certain line sequence or a range of line sequences.

Name of parameter:	A short name to track the parameter
Which item:	The specific data field to be sorted/constrained
Create condition with operator:	Choose appropriate symbol (equals, is greater than, etc.)
What prompt:	A prompt for the user to know what information is needed
What description:	A description of the information needed from the user
Properties:	Choose whether users must enter a value, and if multiple values can be entered
Default Value:	The default setting if the user does not choose a value

As an example, a parameter to provide only data for a range of line sequences starting with a particular value could look as shown in the image below. When the user opens the workbook, he/she will be prompted “Line Sequence From” The “>=” operator will then provide all line sequences greater than the entered value. You can add multiple parameters to provide for reporting for an account or a group of accounts within a specific date range.

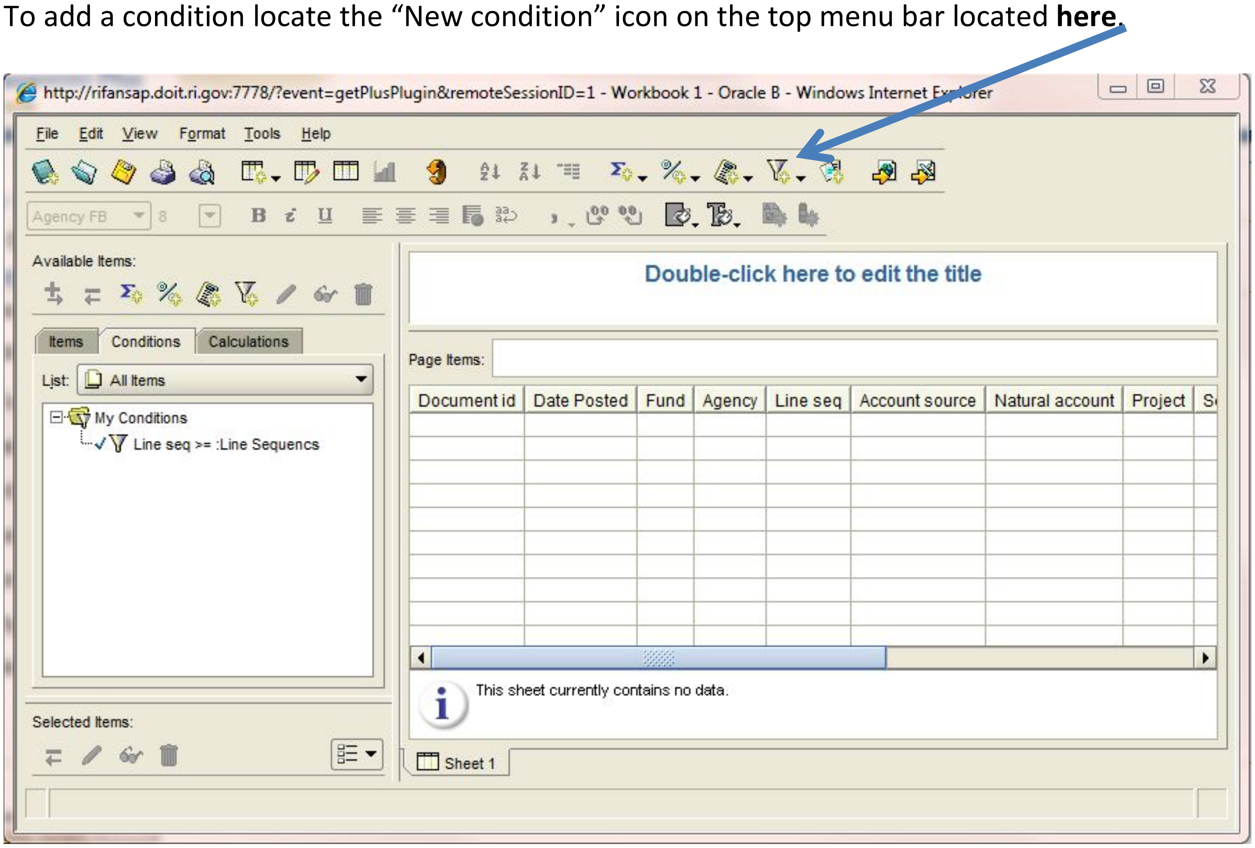
You also have the ability to require a value to be entered or to leave it optional by clicking **here**.



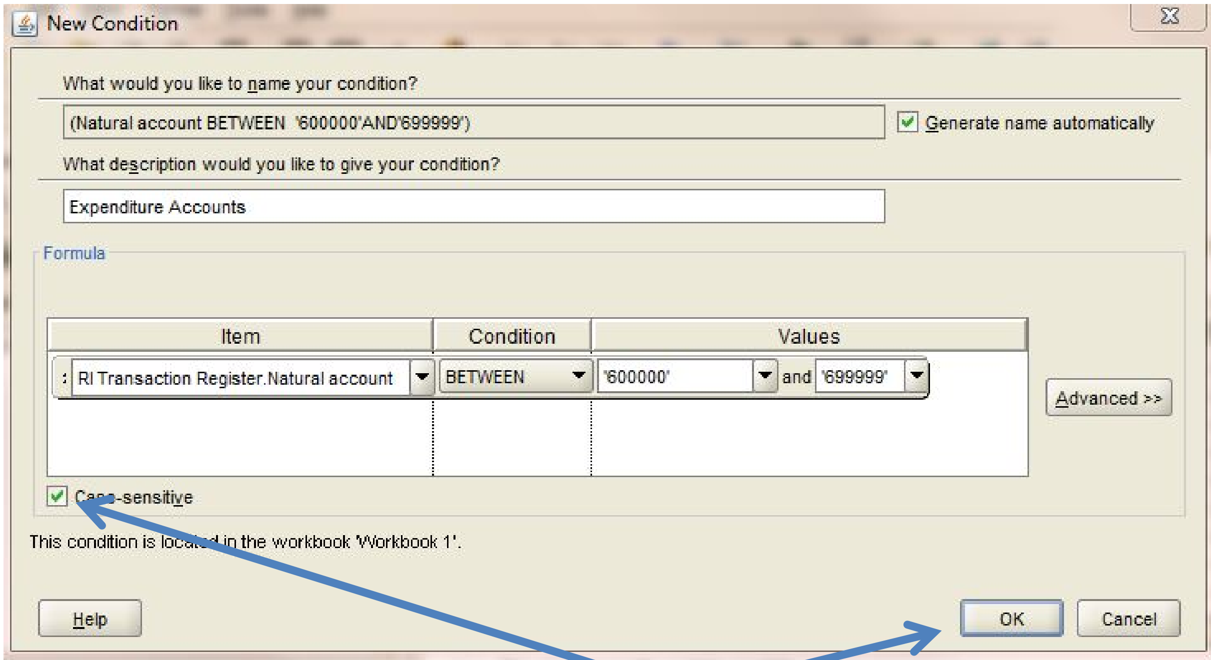
When done, press **OK.**

You may add additional parameters on the next screen. When completed, press **Finish** to run the report.

In addition to parameters that require entry each time a query is executed you can also add conditions that are hard coded into the query and will be used each time the query is executed. To add a condition locate the “New condition” icon on the top menu bar located **here**.



This opens a new condition window:

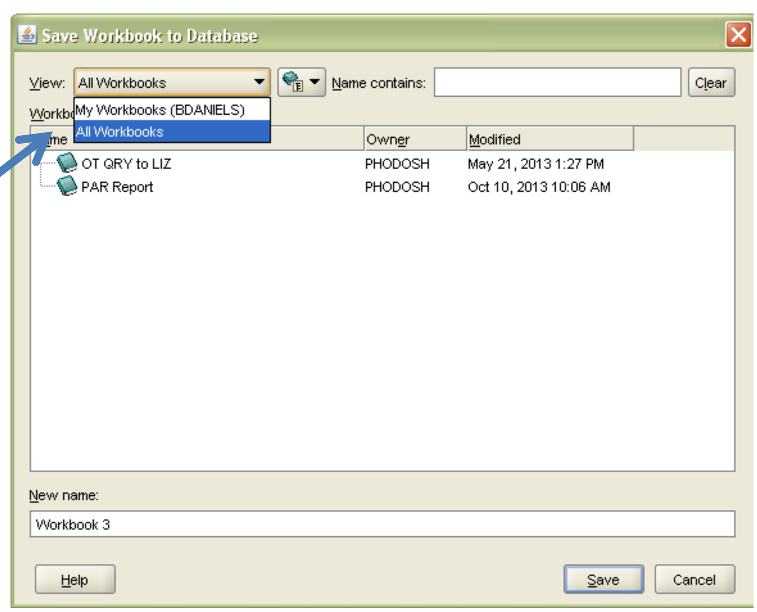


In order to make this condition not case sensitive click **here**. When you have completed setting up the condition click **here**.

To modify the worksheet to add or delete data fields, select **Edit** from the menu bar, and then **Worksheet**.

To export the data, select **File** from the menu bar, then **Export**, **Export to HTML,** or **Export to Excel**.

To save a workbook, select **File** from the menu bar, then **Save**. Choose **My Workbooks** for internal documents and **All Workbooks** for shared documents.



*Note that current security settings for **All Workbooks** provide access to all Discoverer users. Accounts and Control recommends saving files to **My Workbooks** and exporting data to Excel if people need to share information within an agency.*

Data Notes:

- Most of the data sets in this application provide the user with data as of the close of the previous day.