



## Getting Started with Reporting

### OneSource



**OneSource**  
UNIVERSITY OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [onesource@uga.edu](mailto:onesource@uga.edu)  
service desk: 706-542-0202

## Objectives

After completing this training, you will know how to:

- Understand the current and future reporting available
- Begin selecting the appropriate reporting tools for the information you need

# Understanding Reporting

Getting Started with Reporting



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## Reporting Complexity

- UGA is large, complex and diverse
- We require more than one solution for different needs
- Roles
  - PIs
  - Accountant/Business Managers
  - Inventory managers
  - Deans, Directors, Leadership
  - Chief Financial Officers
- Transitioning to new data:
  - Data is so very different, can't just recreate current reports
  - Chart Of Accounts changes, Journals with lines and headers, etc.

## Reporting:

### Past

Arrow	Payroll Reports (WebDFS)
Simpler	
QMF	Cost Reports
ASRs	Departmental Systems

### Future

Simpler: new and history

Data Warehouse: new and history

UGA Budget Management System

UGA Financial Management System:  
 Queries  
 Reports

5

## Primary Reporting Tools

- **Budget Management** - built for our new Chart of Accounts, ability to compare to past cross-walked data, already know the format (same reports as covered in Spring 2018 training)
- **Financial Management System** - always "up to date", 200+ queries for specific types of transactions, viewing in process transactions
- **Data Warehouse** - will hold Financial, HR and Student data
- **Simpler** - known platform, basic info combined for you

## Associated lookups and reporting

- Detail Codes for the Cash Management System (TouchNet)

[https://onesource.uga.edu/resources/cash\\_management/](https://onesource.uga.edu/resources/cash_management/)

Deposit Department ID Search										
Full or partial detail description		Deposit Detail Code		Account Code		Dept ID		Project ID		
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		
<input type="button" value="Find"/>		<input type="button" value="Find"/>		<input type="button" value="Find"/>		<input type="button" value="Find"/>		<input type="button" value="Find"/>		

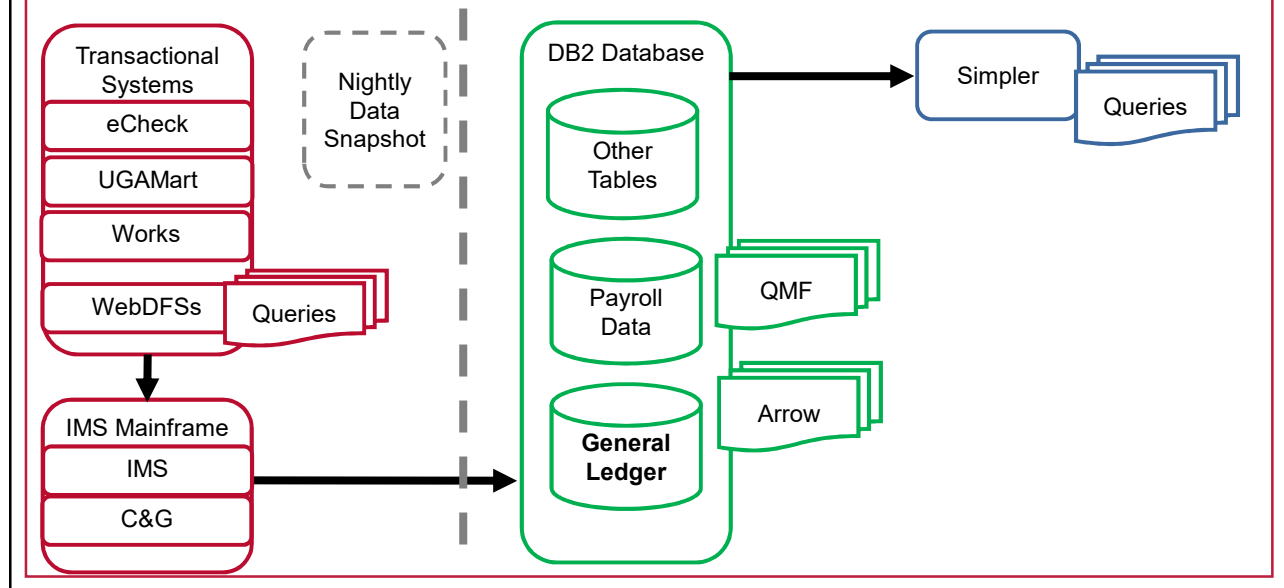
Department ID	Detail Description	Deposit Detail Code	Account Code	Fund Code	Program Code	Class Field	Operating Unit	Project ID	Activity ID	Chart Field 1
24111000	FACS LONDON SUMMER	41SW	784100	10500	11100	11200		NSABD1085SU18	100	
24111000	FACS LONDON SUMMER	41SV	409900	14100	11100	41507		NSABD1085SU18	100	
24141100	FACS ASPIRE CLINIC INCOME	4207	441000	14100	13100	41500				

## Associated lookups and reporting

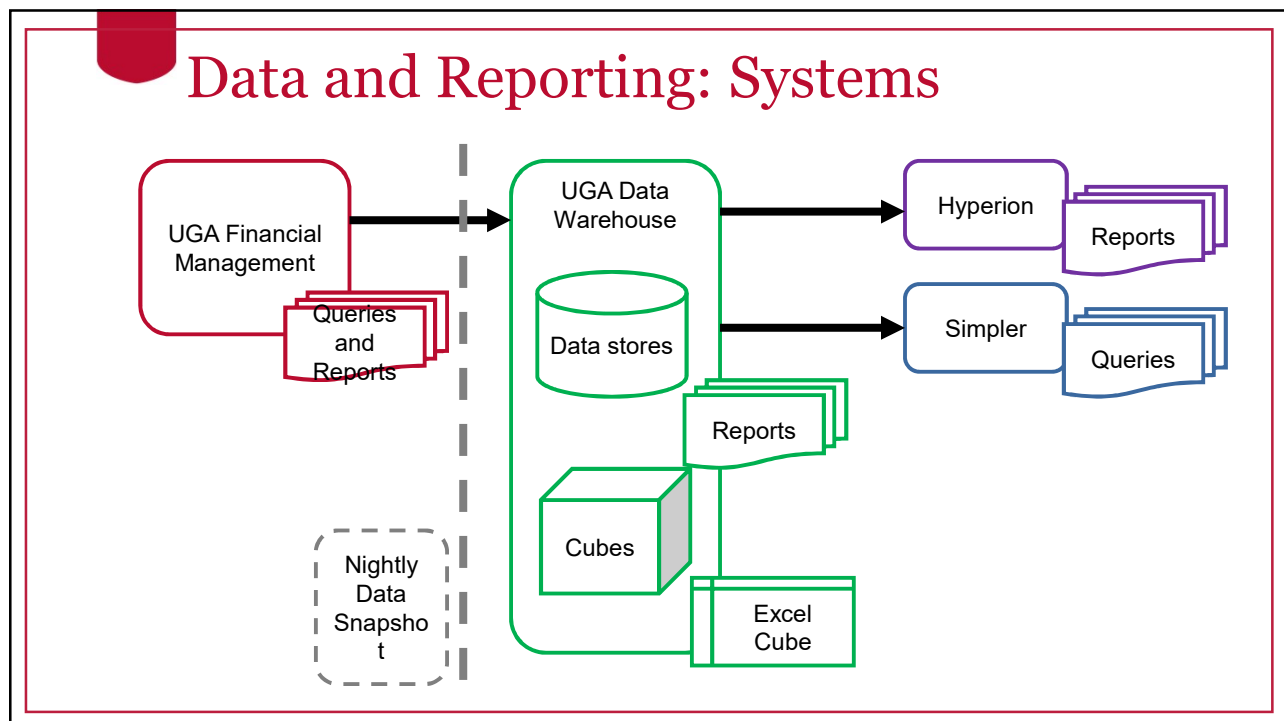
**Chart of Accounts Conversion Tool for “old to new”**

Chart of Accounts Conversion Tool				
<input type="text" value="1011GH196000"/>		<input type="text" value="Search By UGA Account Number full or partial"/>		
April 18, 2018 - 1 account returned.				
UGA Account Number	USG Fund	USG Program	USG Class	USG Department
1011GH196000	10500	11100	11800	20961000

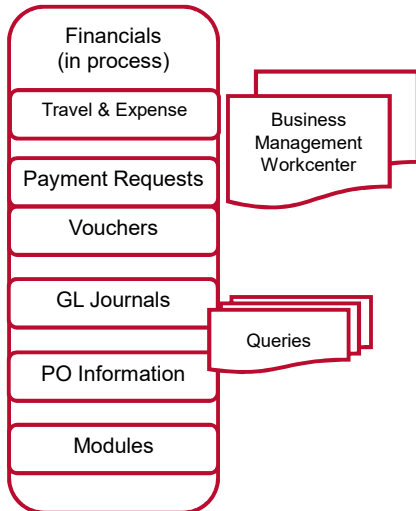
## Data and Reporting: Legacy Systems



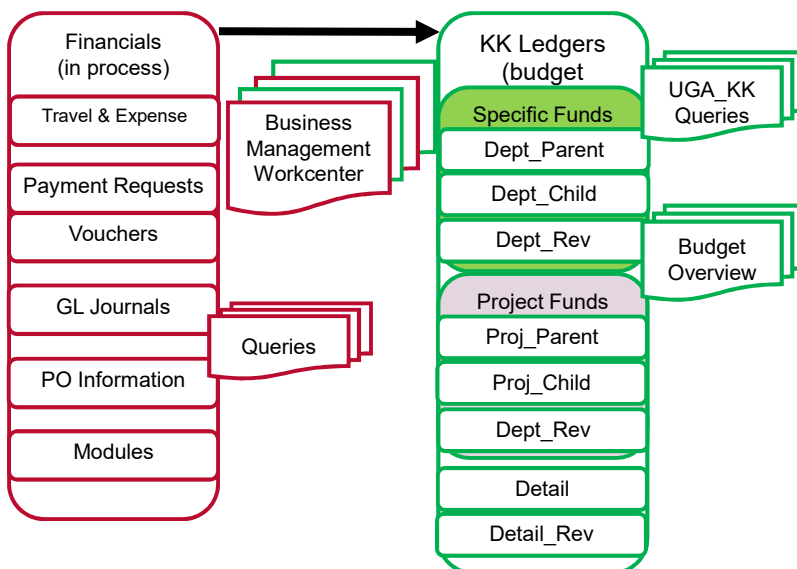
## Data and Reporting: Systems



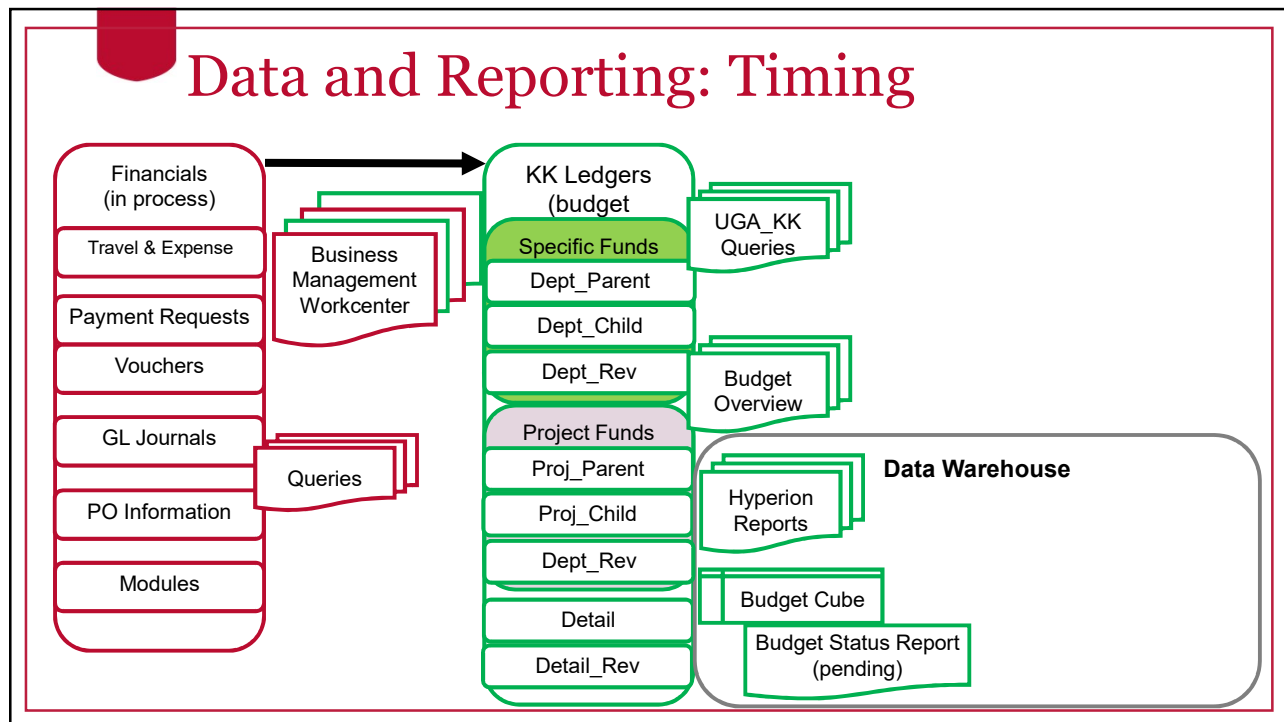
## Data and Reporting: Timing



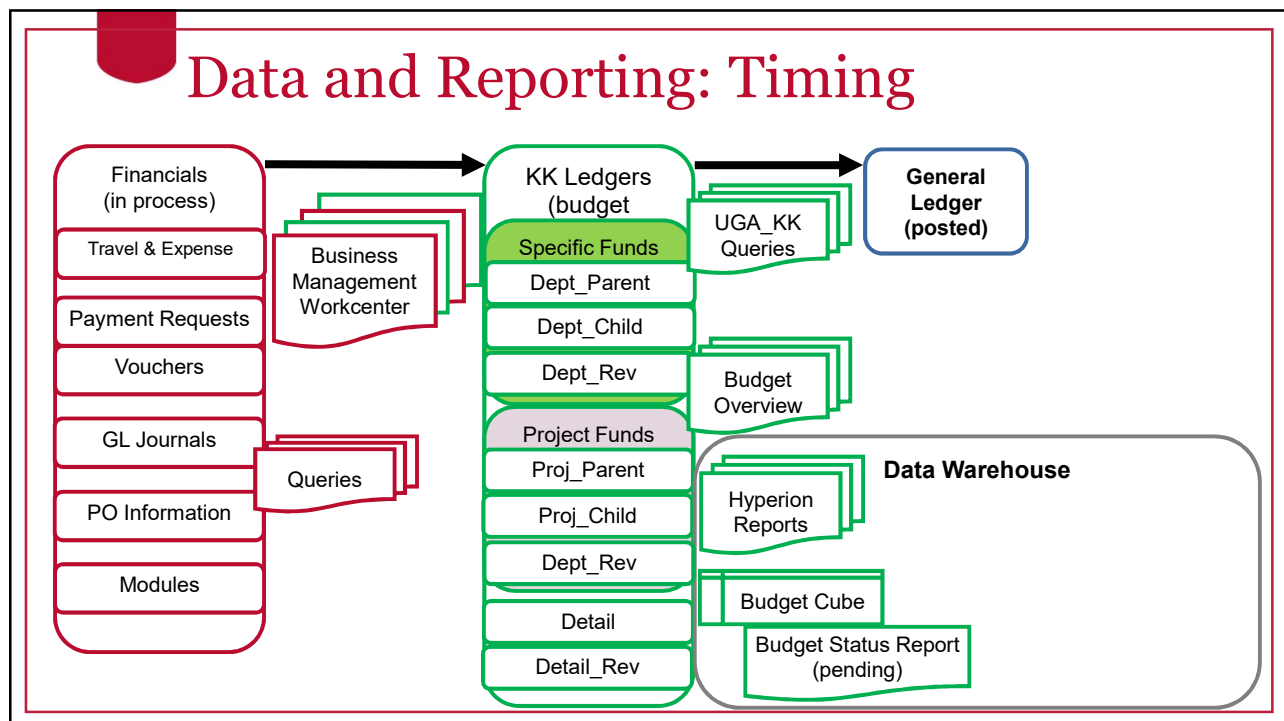
## Data and Reporting: Timing



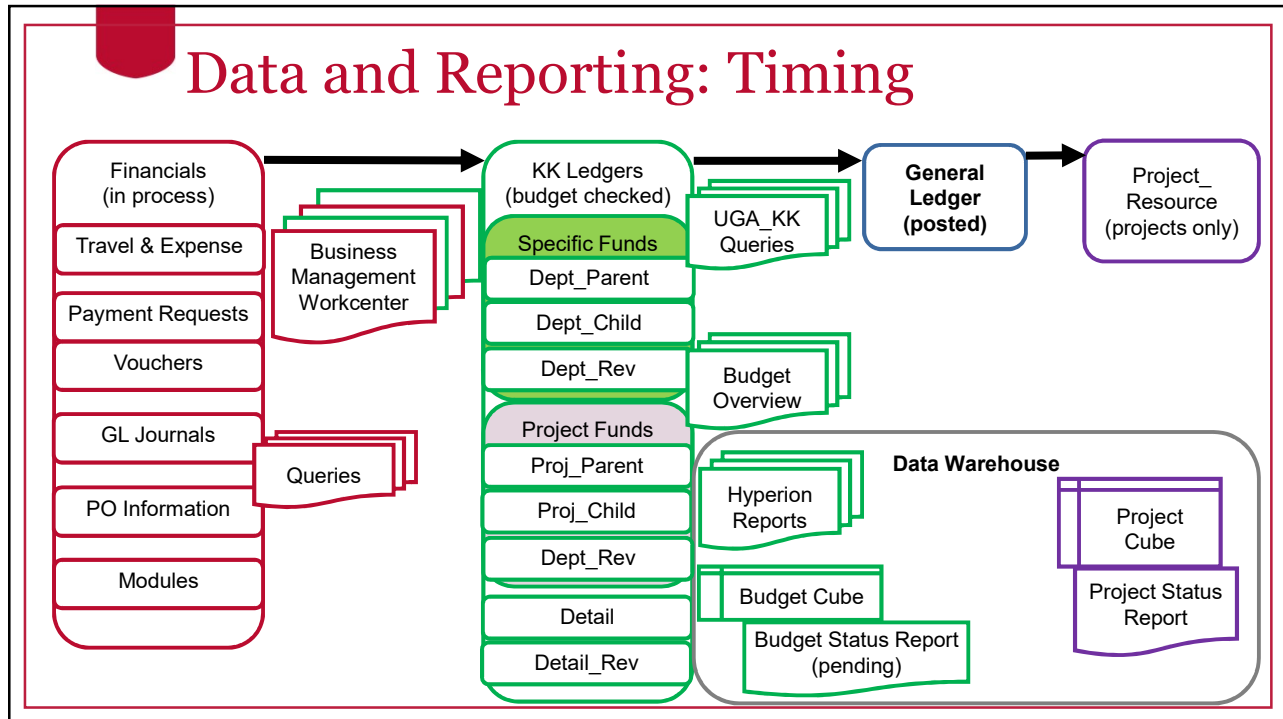
## Data and Reporting: Timing



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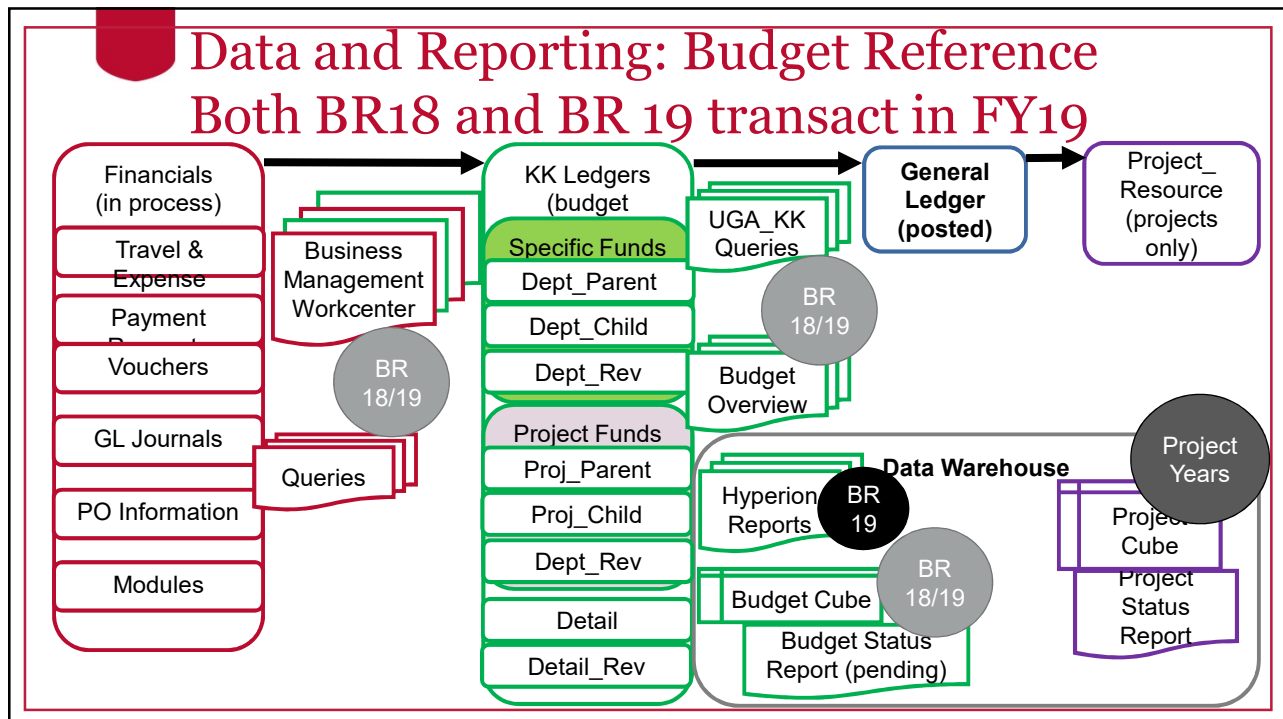


## Data and Reporting: Timing



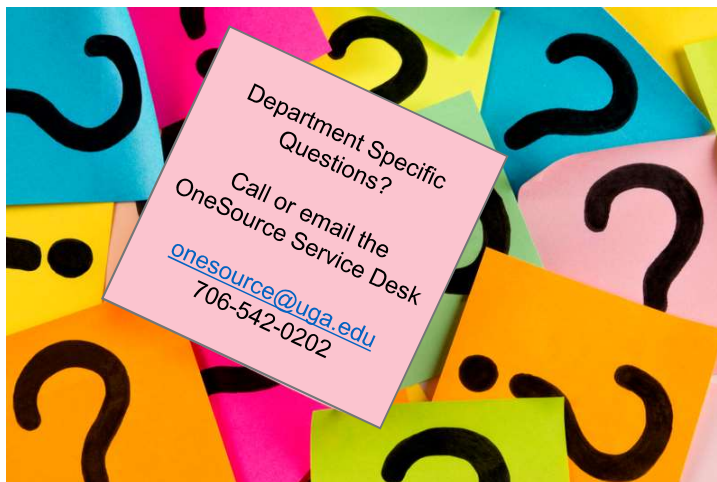
## Data and Reporting: Budget Reference

Both BR18 and BR 19 transact in FY19





## Questions – Understanding Reporting



## How to Use Reporting Tools

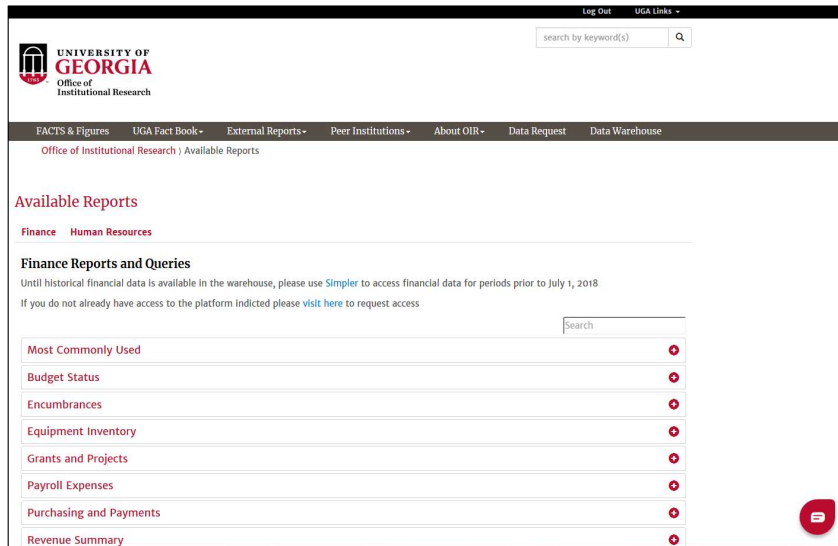
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## Start Here: reports.uga.edu



- Access with MyID/Password
- List of many of the new reports and queries that are available
- Includes name, description, and what system to find them in



Using  
reports.uga.edu

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## Financial Management System Queries

- Benefits: always "up to date", 200+ queries for specific types of transactions, viewing in process transactions
  - Queries – ex. Journals not yet submitted
  - Inquiry screens – view only access to transaction screens
- Access/Security –
  - Any employee assigned a role in Financial Management (above the default employee role) has permissions to view transactions and run queries
  - Data is not restricted by department/role (except sensitive data)
  - Requires VPN off-campus <http://financials.onesource.uga.edu>



- UGA Financial Management Query: Viewing Budget Balances

## Budget Management System

- Benefits: built originally for our new Chart of Accounts, ability to compare to past cross-walked data, what-if analysis and budget development
  - Reports – web interface, pre-formatted reports
  - SmartView – Excel interface, updates automatically
- Access/Security –
  - Any employee with access to Budget Management has permissions to run reports
  - Data is not restricted by department/role
  - Requires VPN02 access <http://budgets.onesource.uga.edu>



- UGA Budget Management Report

## UGA Data Warehouse

- Benefits: will have historical data and future data, will hold financial, hr/payroll and student data and allow reporting across various types of data
  - Reports - graphs, tables, charts, formatted data
  - Cubes - connects to Microsoft Excel, updates automatically
- Simpler and Budget Management use data stored here
- Data is updated nightly
- Access/Security -
  - Any employee with access to Simpler inherits access to the Data Warehouse and has permissions to run reports
  - Data is not restricted by department/role in public reports or cubes
  - Requires VPN02 access <http://datawarehouse.uga.edu>



- Data Warehouse Cube in Excel

## Access and Security

### JULY 1 Changes

System	MYID	MYID&DUO	VPN 01	VPN 02	How to Request Access	MYID	MYID&DUO	VPN 01	VPN 02
Budget Management System (Hyperion Web)	Y			Y	Financials access request	Y			Y
Budget Management System (Hyperion Smartview/Excel)	Y			Y		Y			Y
Simpler		Y		Y	Financials access request		Y		Y
Financial Management System		Y			Financials access request		Y	Y	
Data Warehouse - Reporting		Y		Y	Inherits Simpler access		Y		Y

### New Functionality

### Changes



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- Using the Budgets Overview Tool

## Future Enhancements/Releases

- How to request new reports/queries

[http://datawarehouse.uga.edu/reports\\_analytics](http://datawarehouse.uga.edu/reports_analytics)

### Requesting New Reports?

Please visit **Available Reports** to determine if a report exists that meets your reporting needs.

#### Report Enhancement

If you'd like to request a minor change to an existing reporting, submit a ticket.

Enhancement

#### New Report

If you don't see a report that suits your needs and would like to request something new, submit a new report request.

New Report

Are you a Mac User?

Need More Help?

## Walkthroughs

### Walkthroughs:

- Navigate reports.uga.edu
- Run a PeopleSoft query
- Run the Data Warehouse Cube
- Run a Budget Management Report
- Run a Simpler query

Many other walkthroughs in the [OneSource Training Library](https://training.onesource.uga.edu)  
<https://training.onesource.uga.edu>

## Technical Requirements

- Requires Windows version of Excel:
  - Data Warehouse Cube
  - Budget Management Smartview
- Alternative for Mac or Home machines:  
<http://vlab.uga.edu>
- [https://onesource.uga.edu/resources/technical\\_resources/](https://onesource.uga.edu/resources/technical_resources/)

## Wrap Up

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## Summary

During this training, you have learned to:

- Understand the current and future reporting available
- Begin selecting the appropriate reporting tools for the information you need



## Resources

- [OneSource website Resources pages](#)
- [OneSource Training Library](#) (training.uga.edu)
- [Financial Management System](#)
- [Budget Management System](#)
- [Reports.uga.edu](#)
- [Data Warehouse](#)
- [Simpler.uga.edu](#)

# Contact Us

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**OneSource**

Training: May - June 2018  
 Registration is now open and available for May - June 2018 training courses.  
[Learn more](#)

**Training Information**  
**May - June 2018**  
 For more information, contact [onesource@uga.edu](mailto:onesource@uga.edu)

**Highlights**

- UGA Budget Management System
- HCM Business Process Review and Forum: April 30, May 1, and May 3
- Monthly Status Call - May 17
- Readiness Kit
- Spring 2018 Key Messages
- Learn about who is your Change Champion Project Coordinator

UGA Budget Management System | UGA Financial Management System | OneISO Connect System

Data Analysis and Reporting | Resources | Help



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