

## **Running the OBIEE Accounts Receivable Reports - Step by Step**

### **Introduction**

The Accounts Receivable reports from the SWIFT Data Warehouse are now available via OBIEE (Oracle Business Intelligence Enterprise Edition), the SWIFT Data Warehouse query and reporting tool. This suite of reports (referred to as analyses in OBIEE) is comprised of Accounts Receivable (AR) data from SWIFT. Users with proper security clearance will access these reports from the Accounts Receivable Statewide OBIEE dashboard. This document provides step by step instructions for accessing the dashboard and finding and running the reports.

Full descriptions of each of the reports are provided in a separate document, *Accounts Receivable (AR) OBIEE Dashboard and Analysis Report Summary*, available on the SWIFT website:

<http://www.swift.state.mn.us/obiee-reports>

### **What is a dashboard?**

A dashboard, in OBIEE, is basically a customized page that holds pertinent information. Dashboards typically display reports and/or links to reports. The *Accounts Receivable* dashboards do just that. (Users may access shared dashboards, such as the *Accounts Receivable* Statewide dashboard, or they may access and customize their own, known as *My Dashboard*.)

### **Accounts Receivable Dashboard**

This dashboard, available statewide to all users with security clearance, is the starting point for running the OBIEE Accounts Receivable reports. The dashboard provides users with selection criteria fields that are pre-loaded with default values that filter the data presented in this suite of connected reports.

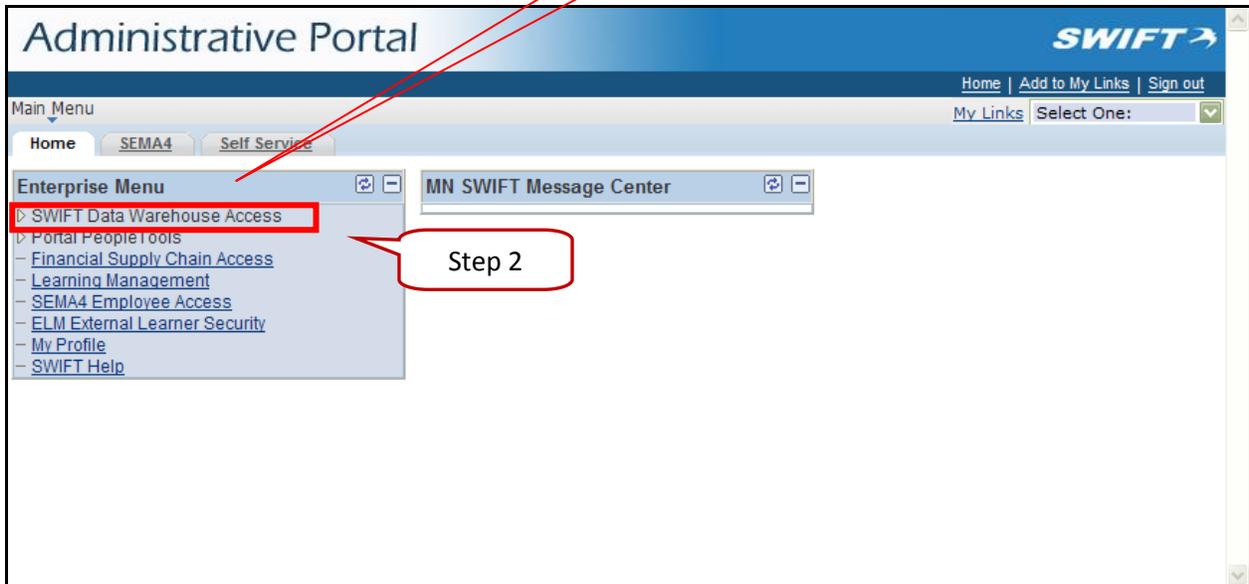
### **Accessing and Running the AR Dashboard and Analyses – Step by Step**

Follow these steps to access the Accounts Receivable reports:

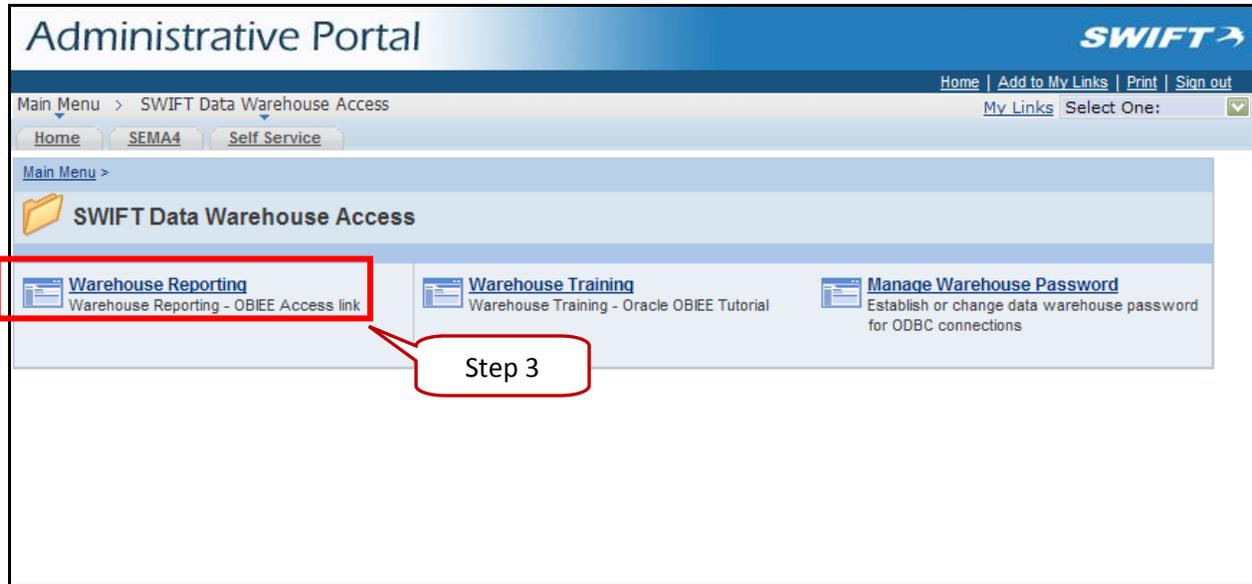
1. Navigate to the SWIFT Administrative Portal at <http://portal.swift.state.mn.us> and sign in using the same user ID and password that you use for other applications accessed via the SWIFT Portal such as Financial Supply Chain and Employee Self Service.



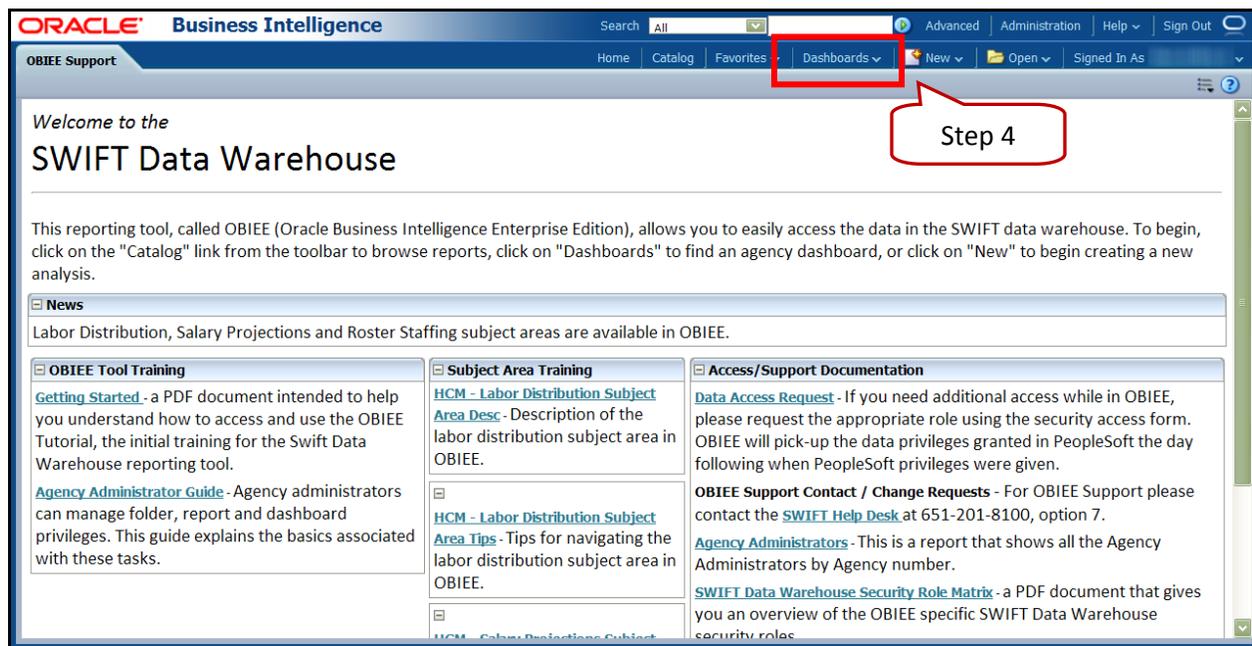
Once you've signed in, the Administrative Portal will appear with links to the applications for which you have security clearance under the **Enterprise Menu:**



2. Click **SWIFT Data Warehouse Access** to open the SWIFT Data Warehouse Access page.



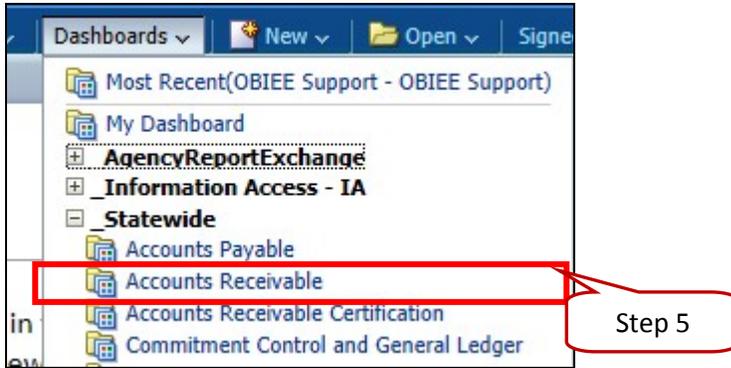
3. Click **Warehouse Reporting** to launch OBIEE.



The *OBIEE Support* page, also known as the OBIEE Welcome dashboard, appears by default. At this point, you've accessed OBIEE. *Welcome!*

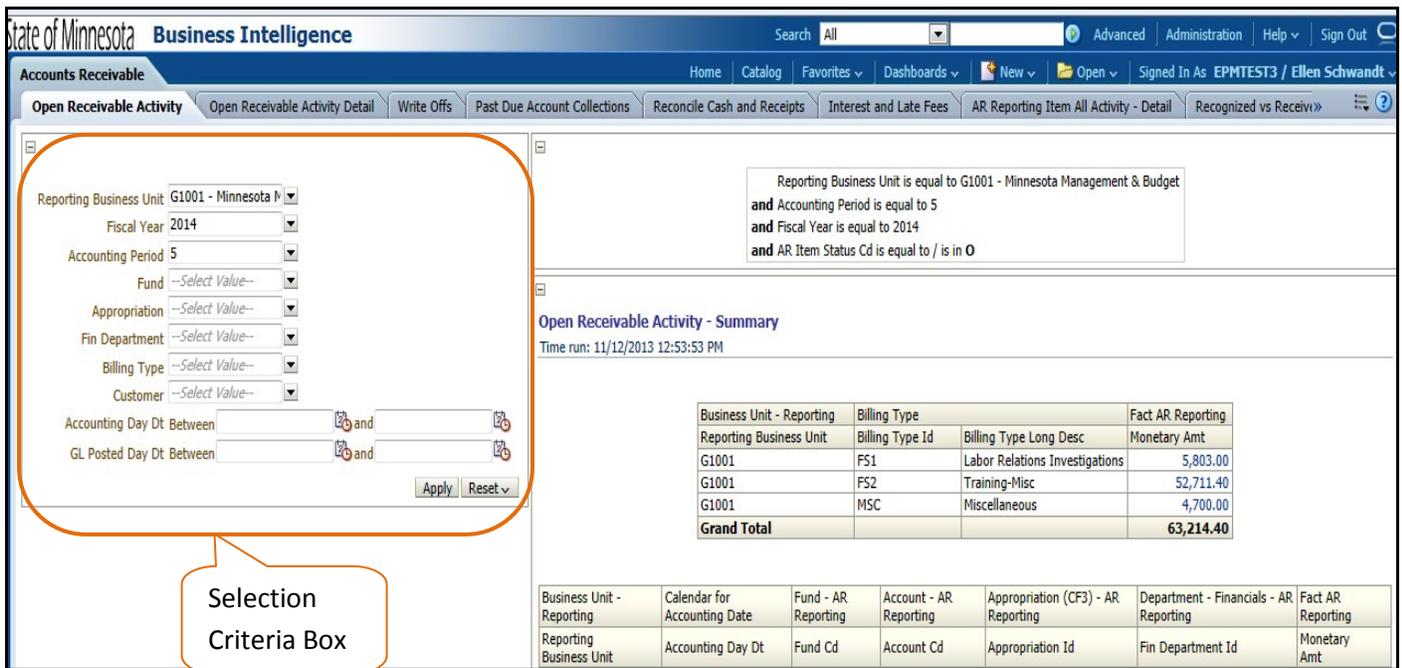
This page provides news and links to helpful information for SWIFT Data Warehouse users.

4. Click the **Dashboards** link at the top of the page to expand its drop down menu.



The dashboards that you have clearance to are displayed in an expandable tree structure. Look under the Statewide folder for the *Accounts Receivable* dashboard link.

5. Click **Accounts Receivable** to open the dashboard.



The *Accounts Receivable* dashboard displays. Note that this dashboard is comprised of eight tabbed pages:

- *Open Receivable Activity* (displayed in the screen shot above)

The *Open Receivable Activity* tabbed page opens by default. It includes a selection criteria box (upper left corner) and the *Open Receivable Activity* report, which serves as your gateway to the other Accounts Receivable reports. The *Open Receivable Activity* report runs as soon as you open the dashboard.

Let's take a look at the Selection Criteria box in the upper left corner:

The screenshot shows a web interface for 'Accounts Receivable' with a 'Selection Criteria' box. The box has a title bar with 'Accounts Receivable' and a tabbed interface with 'Open Receivable Activity' selected. Below the tabs are several selection criteria:

- Reporting Business Unit: G1001 - Minnesota M
- Fiscal Year: 2014
- Accounting Period: 5
- Fund: --Select Value--
- Appropriation: --Select Value--
- Fin Department: --Select Value--
- Billing Type: --Select Value--
- Customer: --Select Value--
- Accounting Day Dt: Between [ ] and [ ]
- GL Posted Day Dt: Between [ ] and [ ]

At the bottom right of the box are 'Apply' and 'Reset' buttons.

The selection criteria appearing in this box determines the data that will be returned on the Accounts Receivable reports that you run. The initial values in these fields are defaulted for you based on the:

- first available AR Business Unit allowed by your security clearance
- current Budget Period
- current Fiscal Year
- current Accounting Period

The data displayed on the *Open Receivable Activity* report is based on these selection criteria. You may update the criteria indicated as you wish and click the Apply button to rerun the report based on the changed criteria. Please note that the Business Unit and Chartfield selections include their respective descriptions.

Next, let's turn our attention to the *Open Receivable Activity* (report).

State of Minnesota Business Intelligence

Accounts Receivable

Open Receivable Activity

Reporting Business Unit: G1001 - Minnesota  
Fiscal Year: 2014  
Accounting Period: 5  
Fund: --Select Value--  
Appropriation: --Select Value--  
Fin Department: --Select Value--  
Billing Type: --Select Value--  
Customer: --Select Value--  
Accounting Day Dt: Between [ ] and [ ]  
GL Posted Day Dt: Between [ ] and [ ]

Open Receivable Activity - Summary  
Time run: 11/12/2013 12:53:53 PM

Business Unit - Reporting	Billing Type	Fact AR Reporting
Reporting Business Unit	Billing Type Id	Monetary Amt
G1001	FS1	5,803.00
G1001	FS2	52,711.40
G1001	MSC	4,700.00
<b>Grand Total</b>		<b>63,214.40</b>

Business Unit - Reporting	Calendar for Accounting Date	Fund - AR Reporting	Account - AR Reporting	Appropriation (CF3) - AR Reporting	Department - Financials - AR Reporting	Fact AR Reporting
Reporting Business Unit	Accounting Day Dt	Fund Cd	Account Cd	Appropriation Id	Fin Department Id	Monetary Amt
G1001	11/5/2013	2001	512605	G100013	G1038100	5,703.00
G1001	11/8/2013	2001	512606	G100012	G1034400	-6,800.00
G1001	11/5/2013	2001	512606	G100013	G1038100	100.00
G1001	11/8/2013	5200	512605	G100086	G1037610	11,500.00
G1001	11/1/2013	5200	513304	G100086	G1037610	52,711.40
<b>Grand Total</b>						<b>63,214.40</b>

Reporting Business Unit is equal to G1001 - Minnesota Management & Budget  
and Accounting Period is equal to 5  
and Fiscal Year is equal to 2014  
and AR Item Status Cd is equal to / is in O

Reporting Business Unit is equal to G1001 - Minnesota Management & Budget  
and Accounting Period is equal to 5  
and Fiscal Year is equal to 2014  
and AR Item Status Cd is equal to / is in O

Analyze - Edit - Refresh - Print - Export - Copy

If you see values in blue in OBIEE it indicates you can link/ drill to additional detail. If a drill choice exists you will see the reports you can drill to listed, if only one choice exists the link is not displayed and by clicking the value the linked report gets run.

If you click on the Monetary Amount Value the *Open Receivable Activity - Detail* report will be run with the selection criteria from the row you selected.

State of Minnesota Business Intelligence

Accounts Receivable

Open Receivable Activity - Detail  
Time run: 11/12/2013 1:16:30 PM

Business Unit - Reporting	Billing Type	Customer	Customer - Bill To (AR Item)	AR Item	Calendar for Invoice Date (AR Item)	Calendar for Due Date (AR Item)	Calendar for Last Activity Date (AR Item)	Calendar for Accounting Date	Account - AR Reporting	Fund - AR Reporting	Appropriation (CF3) - AR Reporting	Department - Financials - AR Reporting	Fact AR Reporting			
Reporting Business Unit Id	Billing Type Id	Customer Id	Customer Name	Item Id	Item Line Num	Entry Type Cd	Entry Reason Cd	Invoice Day Dt	Due Day Dt	Last Activity Day Dt	Accounting Day Dt	Account Cd	Fund Cd	Appropriation Id	Fin Department Id	Monetary Amt
G1001	FS1	G020100001	ADMINISTRATION DEPT	1	LR810000215	1	IN	11/8/2013	12/8/2013	11/8/2013	11/8/2013	512605	2001	G100013	G1038100	3,556.02
G1001	FS1	B130100001	COMMERCE DEPT	1	LR810000216	1	IN	11/8/2013	12/8/2013	11/8/2013	11/8/2013	512605	2001	G100013	G1038100	2,148.88
<b>Grand Total</b>																<b>5,703.00</b>

AR Item Status Cd is equal to / is in O  
and Reporting Business Unit is equal to / is in G1001  
and Fiscal Year is equal to 2014  
and Accounting Period is equal to 5  
and Fund Cd is equal to / is in 2001  
and Appropriation Id is equal to / is in G100013  
and Fin Department Id is equal to / is in G1038100  
and Accounting Day Dt is equal to / is in 2013-11-05  
and Reporting Business Unit is equal to G1001 - Minnesota Management & Budget  
and Account Cd is equal to / is in 512605

Return - Analyze - Edit - Refresh - Print - Export - Create Bookmark Link - Copy

As you can see the Item ID value on the *Open Receivable Activity – Detail* report provides another opportunity to drill, in this case to the *AR Reporting Item All Activity – Detail* report.

State of Minnesota Business Intelligence

Accounts Receivable

AR Reporting Item All Activity - Detail

Time run: 11/12/2013 1:33:17 PM

Business Unit - Reporting	Customer		AR Item		AR Item Activity	AR Item	Account - AR Reporting	Fund - AR Reporting	Appropriation (CF3) - AR Reporting	Department - Financials - AR Reporting	Project - AR Reporting	Project Activity - AR Reporting	Fact AR Reporting	
Reporting Business Unit Id	Customer Id	Customer Name	Item Id	Item Line Num	Item Sequence Num	AR Item Activity Entry Type Cd	Entry Reason	Account Cd	Fund Cd	Appropriation Id	Fin Department Id	Project Id	Activity Id	Monetary Amt
G1001	G020100001	ADMINISTRATION DEPT	LR810000215	1	1	IN	-	512605	2001	G100013	G1038100	-	-	3,556.02
<b>Grand Total</b>													<b>3,556.02</b>	

Item Id is equal to / is in **LR810000215**  
**and** Item Line Num is equal to / is in **1**  
**and** Reporting Business Unit Id is equal to / is in **G1001**  
**and** Reporting Business Unit is equal to G1001 - Minnesota Management & Budget

[Return](#) - [Analyze](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Create Bookmark Link](#) - [Copy](#)

Reminder: Check the *Accounts Receivable (AR) OBIEE Dashboard and Analysis Report Summary* document for full descriptions of these reports. <http://www.swift.state.mn.us/obiee-reports>

At the bottom of the report is the Return link. This link appears at the bottom of all of the reports. **It's important to use this link to navigate between the reports and the Open Receivable Activity page.**

6. Click that link to return to the **Open Receivable Activity** page of the *Accounts Receivable* dashboard.

If you wanted to change your selection criteria back to the defaults, you could click the Reset button in the selection criteria box:

State of Minnesota Business Intelligence

Accounts Receivable

Open Receivable Activity

Reporting Business Unit: G1001 - Minnesota

Fiscal Year: 2014

Accounting Period: 5

Fund: --Select Value--

Appropriation: --Select Value--

Fin Department: --Select Value--

Billing Type: --Select Value--

Customer: --Select Value--

Accounting Day Dt Between: and

GL Posted Day Dt Between: and

Apply Reset

Reset to last applied values

Reset to default values

Clear All

You are presented with three options:

- Reset to the last applied values
- Reset to default values
- Clear All

Next, choose an option and click the Apply button. This causes the *Open Receivable Activity* report to run again, based on the updated criteria.

The steps for running the rest of the Accounts Receivable reports are the same.

## Wrap-Up

If you are new to OBIEE, additional training material and other resources to help you get started are available on the SWIFT website: <http://www.swift.state.mn.us/data-training>

- *Introduction to OBIEE: Learning to Access, Navigate, and Find Data in the SWIFT Data Warehouse*

This 8-lesson series provides the basics of OBIEE for State of Minnesota users. Topics include:

- SWIFT Data Warehouse Overview
- How to log in and out
- Security
- Navigation
- How to run an OBIEE analysis (report)
- How to print and export data from an OBIEE analysis

- *Creating Analyses and Dashboards*

This self-guided tutorial, provided by Oracle, is designed for users who will be creating and or editing OBIEE analyses and dashboards. Check out the *Getting Started in the SWIFT Data Warehouse* guide on the SWIFT Website for information on how to access and use the tutorial.

**Have questions?** Before you call the SWIFT Help Desk, please check out the *SWIFT Data Warehouse FAQ and Glossary* on the SWIFT Website: <http://www.swift.state.mn.us/doc/data-warehouse/faq.pdf>

If you have questions after reviewing the FAQ, contact the SWIFT Help Desk at 651-201-8100, option 2

Help Desk team members log and route all issues and will get back to you as soon as possible.