

VSU Financials Data Warehouse (FDWH)

User Guide

Revised January 12, 2023

The VSU Financials Data Warehouse (FDWH) is a collection of budget and financial activity reports developed with Oracle Analytics Cloud tools (OAC). This reporting system is only available via the VSU network. Off-campus users will need VPN or remote desktop access.

Locating and Accessing the FDWH

You'll find the login page at:

<https://oac-vsuanalytics-ia.analytics.ocp.oraclecloud.com/ui/analytics/saw.dll?bieehome>

Click on the MyVSU Login button:

Valdosta State University
Oracle Analytics Cloud

User Name
User name or email

Password
Password

Sign In

Need help signing in? [Click here](#)

Cookie Preferences

Or sign in with

MyVSU Login

Financials Dashboards / Available Reports

Budget Activity Summary

Budget Activity Detail

Revenue Activity Summary

Revenue Activity Detail

Budget Journal by Department

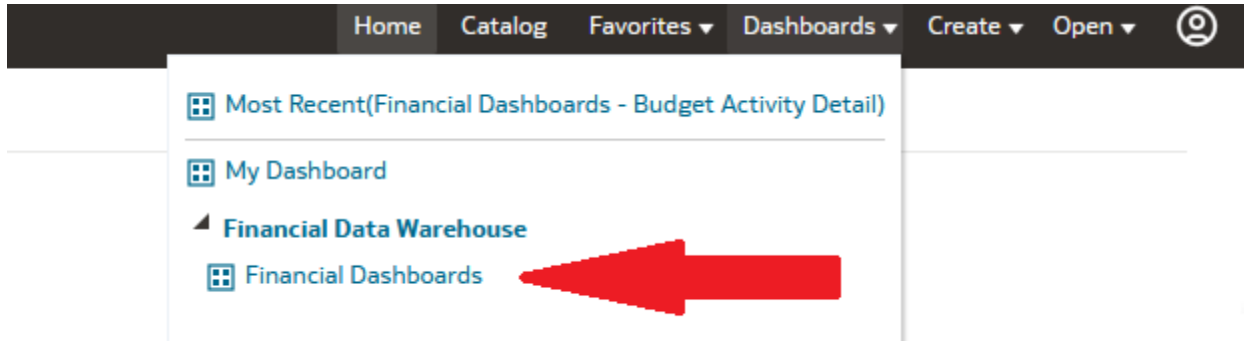
Grant Budget Activity Detail (Available for Grant/Project Managers)

Schedule G (FY Original Budget)

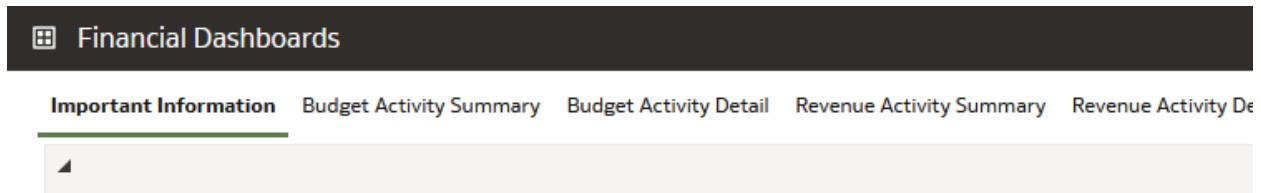
Schedule G1 (FY Original Budget for Personal Services)

FDWH Navigation

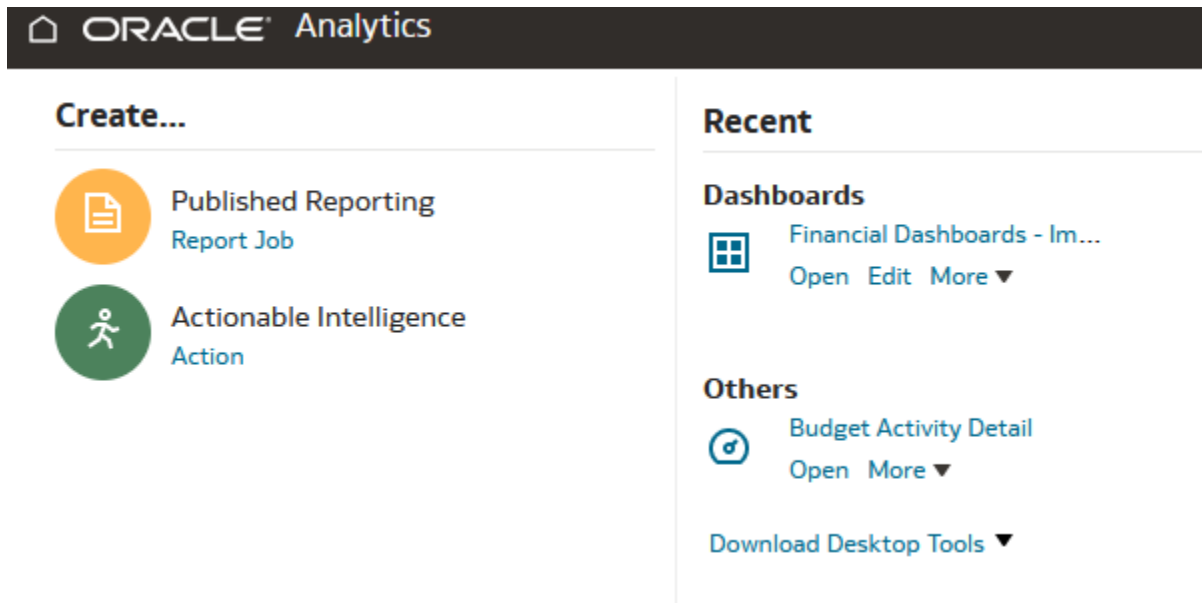
The available dashboards (report collections) can be accessed from the “Dashboards” item in the upper-right corner of the application. Select “Financial Dashboards” to view the available FDWH report tabs:



The available reports can be selected with the tabs at the top of the Financial Dashboards page:



Alternatively, recently accessed reports can be opened on the “Home” page:



Selecting Report Parameters

Option 1: Direct Entry – manually enter a code in the appropriate textbox. You can use a semi-colon between codes if you wish to view results for more than one specific parameter:

A screenshot of a web form for selecting report parameters. The 'Department' dropdown menu is highlighted with a red circle and contains the text '1481071;148107:'. Other fields include 'Fund' (dropdown), 'Budget Ref' (dropdown with '2022'), 'Account' (dropdown), 'Journal ID' (dropdown), and 'Journal Date' (range selector between '07/01/2021 12:00:00' and '06/30/2022 05:00:00'). 'Apply' and 'Reset' buttons are at the bottom right.

Option 2: Select from List – select one or more codes from the dropdown menu. *Note:* Administrators who have access to many budget areas may not see every available code in the list and would need to click “More/Search” to see all available items:

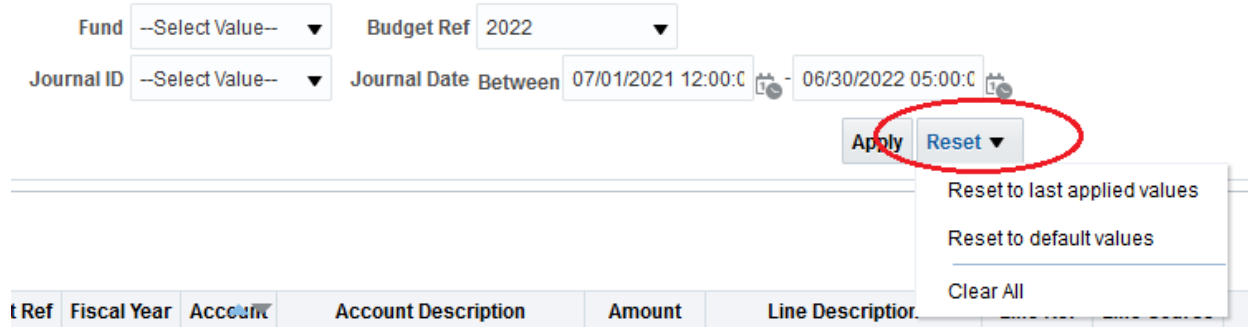
A screenshot of the same web form. The 'Department' dropdown is open, showing a list of account codes: NULL, 0000000, 0000001, 1111020, 1111022, and 1111025. A red arrow points to the '0000000' and '0000001' options, which are checked. Other fields include 'Fund' (10500;10600), 'Budget Ref' (2022), 'Journal ID' (dropdown), and 'Journal Date' (range selector). Below the form is a table header with columns: 'Description', 'Program', 'Client', 'Account Ref', 'Fiscal Year', 'Account', 'Account Description', and 'Amount'.

Option 3: Search – Select “More/Search” from a dropdown list to make selections from a complete list of available values. Add/remove selections with the arrows in the middle and click “OK” when done:

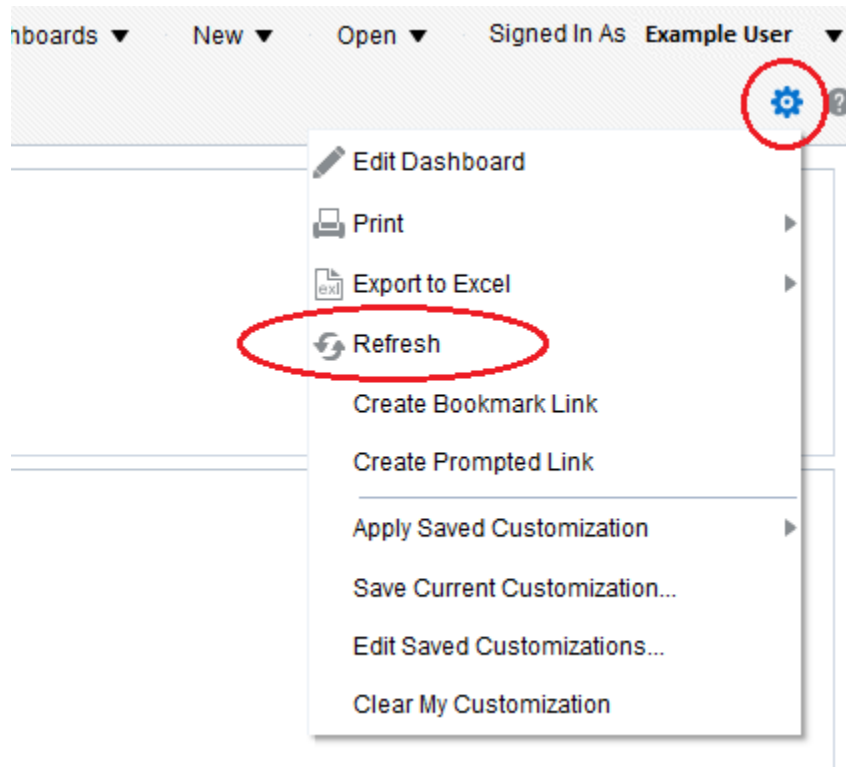
A screenshot of a 'Select Values' dialog box. It has two main sections: 'Available' and 'Selected'. The 'Available' section has a search box with 'Starts' in the dropdown, a 'Search' button, and a 'Match Case' checkbox. Below is a list of account codes: NULL, 1111020, 1111022, 1111025, 1111030, 1111031, and 1111032. The 'Selected' section contains a list with '0000000' and '0000001'. Between the sections are navigation arrows: '>', '>>', '<', and '<<'. At the bottom, it says 'Choices Returned: 1 - 256 + More...' and has 'OK' and 'Cancel' buttons.

Resetting the Parameters and Clearing the Cache

To quickly reset the report parameters, use the “Reset” feature indicated below and select the appropriate option.



Sometimes the selected values persist in memory. If you find the report is displaying previously selected information, you can manually clear the cache by selecting “Refresh” from the settings cog in the upper right corner:



Viewing and Exporting Results

Once you have made the appropriate selections, click “Apply” to view the results:

Fund Budget Ref
Journal ID Journal Date Between -

By default, the report will only display the first 30 rows of information. Use the arrows at the bottom to navigate through or display the rest of the information:

580	Acct , OneU
581	Acct , OneU

↑ ↓ ↶ ↷ Rows 1 - 30
Refresh - Print - Export

Once you have queried the information you need, you can export the data to an appropriate format for sharing or manipulating outside of the OBI reporting system:

397	Acct Adjustments from OneUSG
398	Acct Adjustments from OneUSG
399	Acct Adjustments from OneUSG

↑ ↓ ↶ ↷ Row
Refresh - Print - Export

- Formatted
- Data
- PDF
- Excel
- Powerpoint
- Web Archive