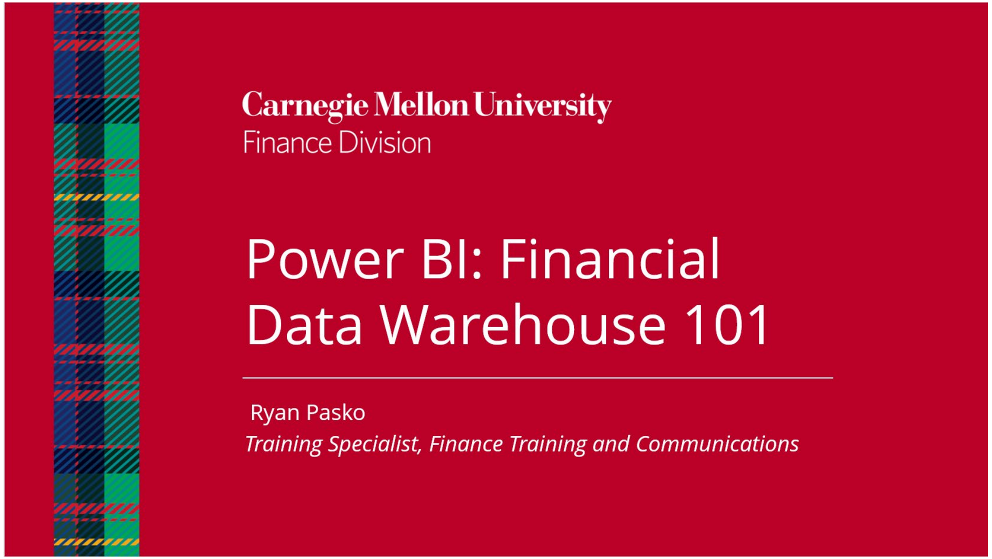
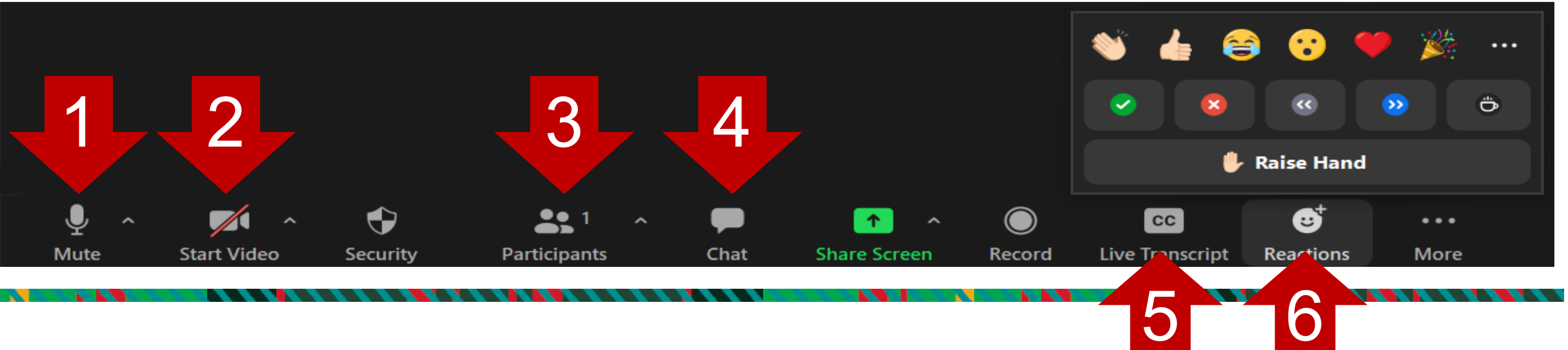
Please set up your computer

1. Mute/un-mute your microphone
2. Turn on/off video
3. Show participants in sidebar (on right)
4. Click to bring chat view in sidebar; type your questions in chat
5. Click for live closed captions
6. Raise your hand if you need attention





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Power BI: Financial Data Warehouse 101

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Training Specialist, Finance Training and Communications

LET’S AGREE TO…

- Be positive and in the present
- Be open to different ways of thinking
- Put phones away and on vibrate
- Take urgent calls on mute
- Welcome everyone into the discussion

AGENDA

- Welcome and Introductions
- Power BI: Financial Data Warehouse Overview
- Hands-On Exercises
  - Login/interface
  - FDW App
  - Reports
  - Filters
  - Exports/Bookmarks
- Reminders

POWER BI OVERVIEW

- Power BI is used to access Carnegie Mellon University's financial data warehouse
  - Comprehensive data management system designed to enable you to quickly review information and to effectively use it to support sound business decisions
  - A storage and information processing site that gathers, sorts and stores existing data.
  - Data is pulled from the Oracle Financials System nightly at 12:00am.
  - Users can only see the data they have access to in Oracle.
- Allows for more flexibility in reporting, as reports can be customized.
- Does not contain new data and cannot be updated by users.
- Allows users to view and save the desired data only.

HANDS ON EXERCISES

Please see your training manual for instructions for the hands-on training exercises

https://app.powerbi.com/home

Enter your CMU Andrew email address

EXERCISE #1

Your supervisor has asked you to compile detail information for domestic travel expenses for your organization (210100) incurred during the first quarter of fiscal year 2014, (FY14) in order to do some analyses.

To accomplish this we will run the “GL Transaction Detail (Macro)” report using the following filters/values:

- Organization - 210100
- Object Code Numbers – 85000 – 85999 (the travel object code numbers are within this range).
- Object Code Name – Contains “DOMESTIC”
- Period Name/Number – Jul13-14, Aug13-14 and Sep13-14

EXERCISE #2 (ON YOUR OWN)

Your supervisor has now asked you to compile detail information on travel expenses related to "MEALS" for a specific period, ***Dec11-12***, and a specific activity code number, ***activity number 111***, in order to do some analyses for your Organization (210100).

Edit the GL Transaction Detail (Macro) report.

Review/change the appropriate filter(s) as necessary.

When results are finalized, look at the Grand Total for the Functional Net Amount field.

EXERCISE #2 (ON YOUR OWN)

Your supervisor has now asked you to compile detail information on travel expenses related to "MEALS" for a specific period, ***Dec11-12***, and a specific activity code number, ***activity number 111***, in order to do some analyses for your Organization (210100).

Edit the GL Transaction Detail (Macro) report.

Review/change the appropriate filter(s) as necessary.

When results are finalized, look at the Grand Total for the Functional Net Amount field.

The Grand Total is: 347.52

EXERCISE #3 (ON YOUR OWN)

Modify the AP Invoice Detail Report to narrow down the results to only show **expense reports (ER)** (not PRC reports) for employee ***Alexis A McCune*** in Organization (**210100**) for **October 2011**.

When results are finalized, create a personal bookmark for the report and export it to excel.

Look at the Grand Total for Func Curr Inv Line Amt

EXERCISE #3 (ON YOUR OWN)

Modify the AP Invoice Detail Report to narrow down the results to only show **<u>expense reports (ER)</u>** (not PRC reports) for employee ***<u>Alexis A McCune</u>*** in Organization (**210100**) for **October 2011**.

When results are finalized, create a personal bookmark for the report and export it to excel.

Look at the Grand Total for Func Curr Inv Line Amt

Grand Total is: 1,113.65

MIGRATING PRIVATE QUERIES FROM DECISIONCAST

Preparing for Migration

1. Identify queries in use in your Private folder in DecisionCast that need to be migrated to Power BI. **These should be queries that you have customized (e.g. added/deleted/reordered columns) that can not be easily recreated from a public query using filter values.**
2. Create a folder called MIGRATE inside your Private folder.
3. Place a copy of the identified private queries in the MIGRATE folder.
4. Inform the FDW project team by emailing fdw-project@andrew.cmu.edu that the selected private queries are placed in the MIGRATE folder referenced above, and that they are ready to be built in Power BI.
5. At this point an automated process will generate the corresponding Power BI (PBIX) file per each report submitted. Once the files are ready, the FDW project team will notify you.

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MIGRATING PRIVATE QUERIES FROM DECISIONCAST

Uploading Reports to Power BI

Once you have received your Power BI (PBIX) files from the FDW project team, save them to your local computer and then follow the next steps:

1. Open Power BI (Web) – https://app.powerbi.com/home.
2. Once logged into Power BI, click on My Workspace, at the bottom-left of the screen.
3. Click on the Upload button to expand the menu, and click on Browse.
4. A pop-up window will open to browse for your PBIX file. Navigate to the location/folder where you stored the PBIX files you received from the project team (on your local computer), select the PBIX file you want to upload, and click the Open button. *Note: Files can only be uploaded one at a time.*
5. After clicking the Open button, you will see that the import process is uploading the selected file.
6. Once the Import process is complete, you will be redirected to your My Workspace where you will see the report listed, with the accompanying dataset.

Please refer any questions about the private query migration process to

fdw-project@andrew.cmu.edu.

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REMINDERS

To gain access to Financial Data Warehouse, you must complete the Core Access Request Form through the Oracle Provisioning System at https://fsg-web.andrew.cmu.edu/prod/srvc/post/main.html (must be connected to VPN to access)

Note: You must have access to at least one of the following core Oracle modules:

- *Accounts Payable (AP)*
- *Labor Distribution (LD)*
- *Accounts Receivable (AR)*
- *Purchase Order (PO)*
- *General Ledger (GL)*
- *Grants Accounting*

Reminder: Once you have Production Data access use the Financial Data Warehouse app.

Wait until you receive the follow up email to make your request.

REMINDERS

- If you find that result totals differ, this may be the result of differences in organization security access between DecisionCast and Power BI.
- In DecisionCast, user security associated with General Ledger and Labor Distribution specifically was managed through a manual process which has led to differences in organization access between Oracle Financials and DecisionCast.
- In the new Power BI financial data warehouse, user security is fed systematically from Oracle Financials which minimizes the opportunity for discrepancies in what data is available in the warehouse vs. what data is available in Oracle Financials.

RESOURCES

CMU Resources:

- GL Period Number and Name Table (PDF)
  - https://www.cmu.edu/finance/systems/documentation/files/dw-period-numbers.pdf
- Data Warehouse Excel Macros
  - https://www.cmu.edu/finance/systems/systems-services/macros.html
- PBIX File Download/Upload Tutorial
  - https://drive.google.com/file/d/1snPmZmus0yNjX3DfHVfc6sWR1otukJYA/view
- Power BI Financial Data Warehouse 101 Training Page
  - https://www.cmu.edu/finance/training/catalog/instructor/fdw/index.html
- Power BI FAQs
  - https://www.cmu.edu/finance/systems/faq/power-bi.html

External Power BI Resources:

- Microsoft: Getting Started with Power BI Tutorial
- Microsoft: Power BI community
- LinkedIn Learning: Power BI Courses

POWER BI USER GROUP

- Monthly meetings with peers to discuss, share, and ask questions
- If interested email fdw-project@Andrew.cmu.edu

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THANK YOU

Power BI Questions?

- Contact the IT Help Desk
  - *It-help@andrew.cmu.edu*
- Look for a follow up Email
  - *Link to our course survey*

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