

## ***Running the OBIEE General Ledger/Commitment Control Reports - Step by Step***

### **Introduction**

The first financial 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 initial suite of reports (referred to as analyses in OBIEE) is comprised of General Ledger and Commitment Control (GL/KK) data from SWIFT. Users with proper security clearance will access these reports from the *Commitment Control and General Ledger 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, *General Ledger and Commitment Control (GL/KK) 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 *Commitment Control and General Ledger dashboard* does just that. (Users may access shared dashboards, such as the *Commitment Control and General Ledger Statewide dashboard*, or they may access and customize their own, known as *My Dashboard*.)

### **Commitment Control and General Ledger Dashboard**

This dashboard, available statewide to all users with security clearance, is the starting point for running the OBIEE General Ledger and Commitment Control 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.

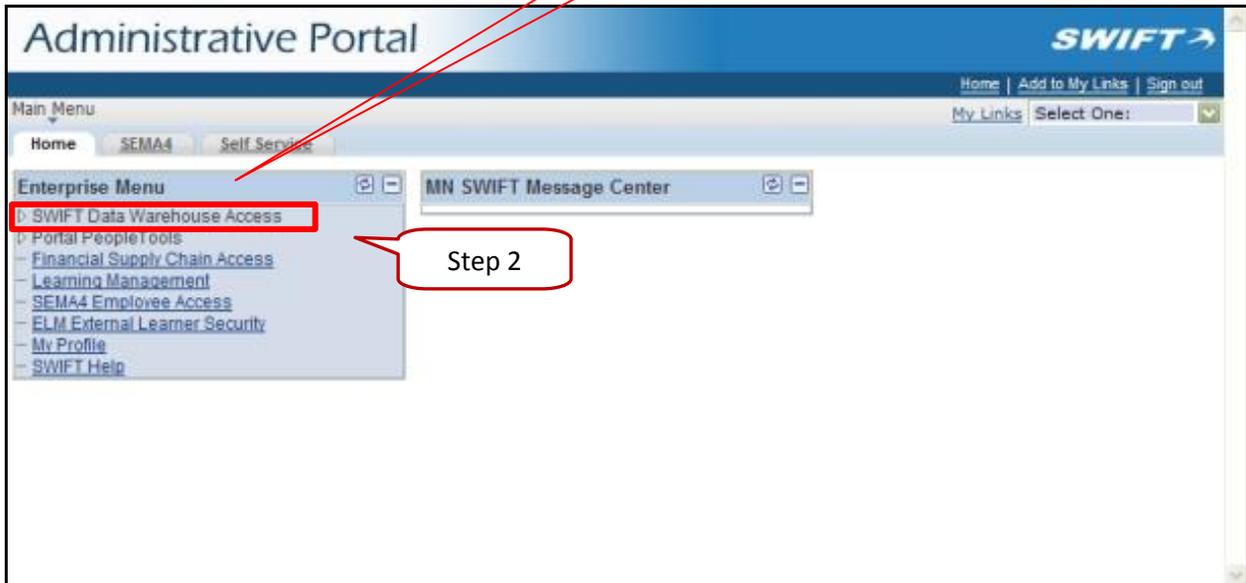
### **Accessing and Running the GL/KK Dashboard and Analyses – Step by Step**

Follow these steps to access the General Ledger and Commitment Control reports:

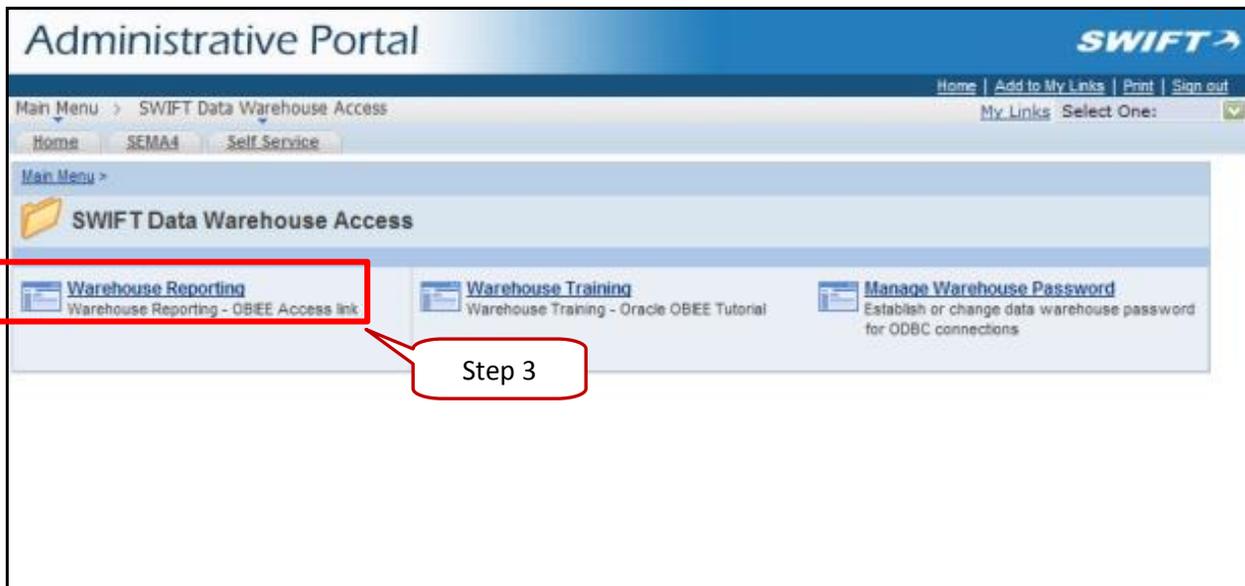
1. Navigate to the SWIFT Administrative Portal at <http://portal.swift.state.mn.us> and sign in using the same user ID and password that you use for other applications accessed via the SWIFT Portal such as Financial Supply Chain and Employee Self Service.



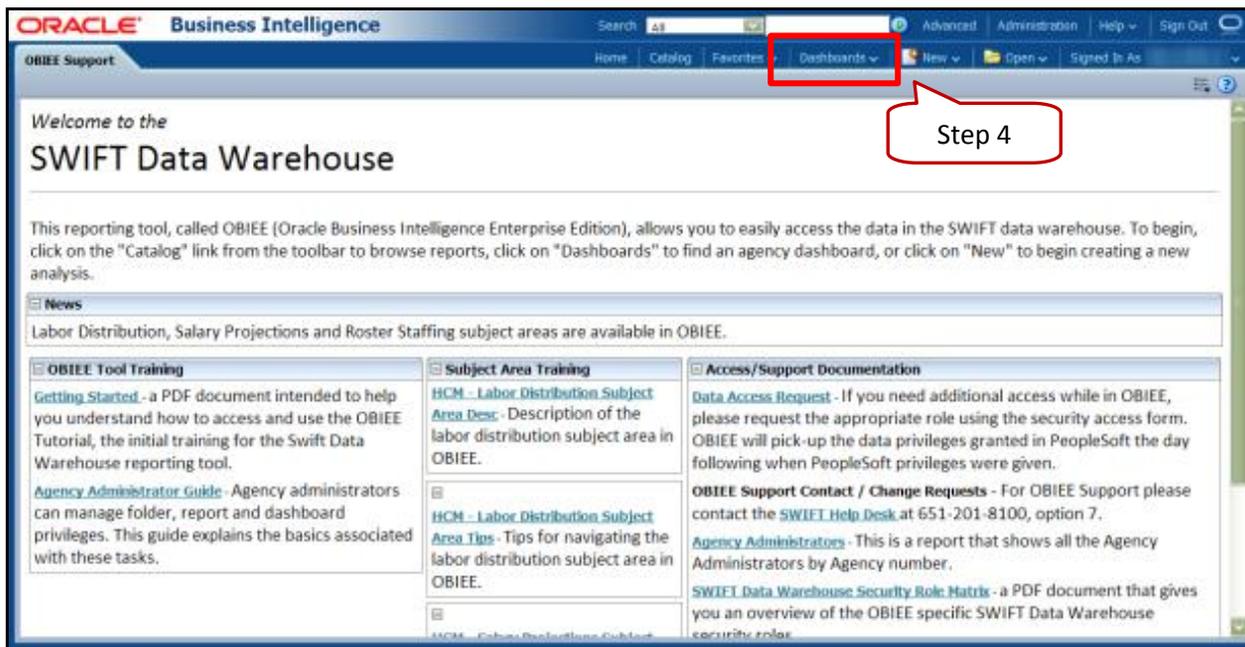
Once you've signed in, the Administrative Portal will appear with links to the applications for which you have security clearance under the **Enterprise Menu:**



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!*

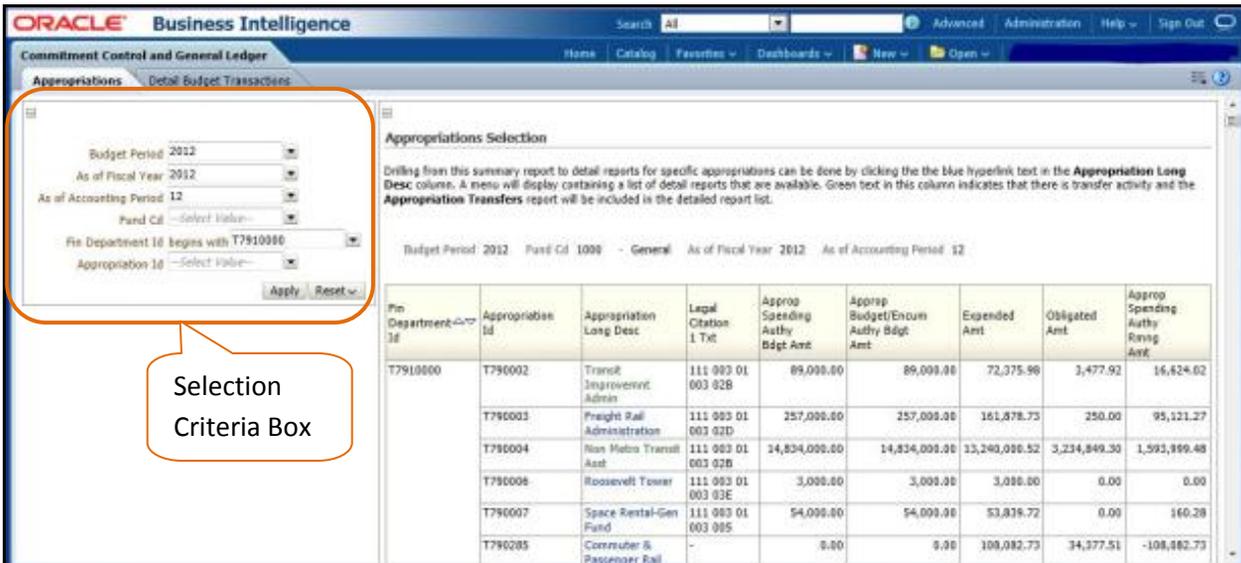
This page provides news and links to helpful information for SWIFT Data Warehouse users.

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 *Commitment Control and General Ledger* dashboard link.

5. Click **Commitment Control and General Ledger** to open the dashboard.



The *Commitment Control and General Ledger* dashboard displays. Note that this dashboard is comprised of two tabbed pages:

- *Appropriations* (displayed in the screen shot above)
- *Detail Budget Transactions* (discussed later on)

The **Appropriations** tabbed page opens by default. It includes a selection criteria box (upper left corner) and the *Appropriations Selection* report, which serves as your gateway to the other General Ledger and Commitment Control reports. The *Appropriations Selection* report runs as soon as you open the dashboard.

The screenshot shows the 'Appropriations' selection criteria form in Oracle Business Intelligence. The form includes the following fields and values:

- Budget Period: 2012
- As of Fiscal Year: 2012
- As of Accounting Period: 12
- Fund Cd: --Select Value--
- Fin Department Id: begins with T7910000
- Appropriation Id: --Select Value--

Buttons for 'Apply' and 'Reset' are visible at the bottom of the form.

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

The selection criteria appearing in this box determine the data that will be returned on the General Ledger and Commitment Control reports that you run. The initial values in these fields are defaulted for you based on the:

- current Budget Period
- current Fiscal Year
- current Accounting Period
- first available Agency Code allowed by your security clearance followed by a 1 in the Fin Department ID

The data displayed on the *Appropriations Selection* 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 any letters in the Financial Department ID or Appropriation ID fields must be entered as **capitals**.

Next, let's turn our attention to the *Appropriations Selection* report.

The screenshot shows the 'Appropriations Selection' report table. The table has the following columns: Fin Department Id, Appropriation Id, Appropriation Long Desc, Legal Citation 1 Txt, Approp Spending Authy Bdgmt Amt, Approp Budget/Encum Authy Bdgmt Amt, Expended Amt, Obligated Amt, and Approp Spending Authy Rmng Amt. The data is filtered for Budget Period 2012, Fund Cd 1000, and General. The 'Appropriation Long Desc' column contains hyperlinks to other reports.

Fin Department Id	Appropriation Id	Appropriation Long Desc	Legal Citation 1 Txt	Approp Spending Authy Bdgmt Amt	Approp Budget/Encum Authy Bdgmt Amt	Expended Amt	Obligated Amt	Approp Spending Authy Rmng Amt
T7910000	T790002	Transit Improvemnt Admin	1 1 003 01 0 3 02B	89,000.00	89,000.00	72,375.98	3,477.92	16,624.02
	T790003	Freight Rail Administration	1 1 003 01 0 3 02D	257,000.00	257,000.00	161,878.73	250.00	95,121.27
	T790004	Non Metro Transit Asst	1 1 003 01 0 3 02B	14,834,000.00	14,834,000.00	13,240,000.52	3,234,849.30	1,593,999.48
	T790006	Roosevelt Tower	1 1 003 01 0 3 03E	3,000.00	3,000.00	3,000.00	0.00	0.00
	T790007	Space Rental-Gen Fund	1 1 003 01 0 3 005	54,000.00	54,000.00	53,839.72	0.00	160.28
	T790285	Commuter & Passenger Rail	-	0.00	0.00	108,082.73	34,377.51	-108,082.73

The values in the **Appropriation Long Desc** column are actually links to other related reports. Let's take a closer look at those.

Appropriation Long Desc
Transit Improvemnt Admin
Freight Rail Administration
Non Metro Transit Asst
Roosevelt Tower
Space Rental-Gen Fund
Commuter &

Notice that the **Appropriation Long Desc** column value may be blue or green. Green indicates the selected appropriation includes transfer activity, and therefore, the *Appropriation Transfers* report will be included in its list of related reports. Descriptions shown in blue do not link to the *Appropriation Transfers* report.

Appropriation Long Desc	Legal Citation 1 Txt	Approp Spending Authy Bdgt Amt	Approp Budget/ Authy B Amt
Transit Improv Admin	111 003 01 03 02B	89,000.00	
Freight Rail Administration	111 003 01 03 02C	257,000.00	
Non Metro Transit Asst			4
Roosevelt Tower			
Space Rental-Gen Fund			
Commuter & Passenger Rail	111 003 01 03 02C	500,000.00	
Mn Council	111 003 01 03 02D	100,000.00	

Step 6

- Appropriation Overview
- Allotment Summary
- Allotment Balance Within Appropriation
- Budget Transaction Summary
- Appropriation Sources and Uses

As you hover your mouse over an item in the **Appropriation Long Desc** column, it becomes a hyper link.

The list of GL/KK reports appears after clicking on the desired appropriation.

- Click on the **Appropriation Long Desc** link to open the list of reports available for that appropriation.

Appropriation Long Desc	Legal Citation 1 Txt	Approp Spending Authy Bdgt Amt	Approp Budget Authy B Amt
Transit Improvemnt Admin	111 003 01 003 02B	89,000.00	
Freight Admin	111 003 01 003 02C	257,000.00	
Non M Asst			
Roos			
Spac Fund			
Commuter & Passenger Rail	111 003 01 003 02C	500,000.00	
Mn Council	111 003 01	100,000.00	

Step 7

- Appropriation Overview
- Allotment Summary
- Allotment Balance Within Appropriation
- Budget Transaction Summary
- Appropriation Sources and Uses

7. Select the report you'd like to view. Let's click **Appropriation Overview** to open that report.

The *Appropriations Overview* Report displays, reflecting data for the selected appropriation:

**ORACLE Business Intelligence** Search All Advanced Administration Help Sign Out

Commitment Control and General Ledger Home Catalog Favorites Dashboards New Open Signed In As

**Appropriation Overview**  
Time run: 7/11/2012 8:54:49 AM

<b>Budget Period:</b> 2012	<b>As of Fiscal Year:</b> 2012
<b>Fund Cd:</b> 1000 - General	<b>As of Accounting Period:</b> 12
<b>Approp Fin Dept Id:</b> T7910000 - Transportation Dept Operating	<b>Budget Program:</b> T7910 - Multimodal Systems
<b>Appropriation ID:</b> T790003 - Freight Rail Administration	<b>Budget Activity:</b> T791013 - Freight
<b>Appropriation Type:</b> 01 - Regular	<b>LLBC:</b> 02 - Budget Activity
<b>Budget Authority Option:</b> A - Appropriation Only	<b>Budget Status:</b> Open
<b>Legal Citation:</b> 111 003 01 003 02D	<b>Approp End Date:</b> -

<b>Appropriation</b>	<b>Original Amt:</b> 257,000.00	<b>Antic Trans In Amt:</b> 0.00
	<b>Current Amt:</b> 257,000.00	<b>Transfers In Amt:</b> 0.00
<b>Receipts</b>	<b>Original Estimate Amt:</b> 0.00	<b>Antic Trans Out Amt:</b> 0.00
	<b>Current Estimate Amt:</b> 0.00	<b>Transfers Out Amt:</b> 0.00
	<b>Collected Amt:</b> 0.00	<b>Roll Forward In Amt:</b> 0.00
	<b>Dedicated Cap Amt:</b> 0.00	<b>Roll Forward Out Amt:</b> 0.00
		<b>Cancel Amt:</b> 0.00
		<b>Reduction Amt:</b> 0.00
		<b>Other Amt:</b> 0.00

	<b>Budgeted</b>	<b>Remaining</b>
<b>Budget/Encumbrance Authority Amt:</b>	257,000.00	94,871.27
<b>Spending Authority Amt</b>	257,000.00	95,121.27
<b>Transfer Authority Amt</b>	257,000.00	95,121.27

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

[Return to Dashboard](#)

Reminder: Check the *General Ledger and Commitment Control (GL/KK) OBIEE Dashboard and Analysis Report Summary* document for full descriptions of these reports. <http://www.swift.state.mn.us/obiee-reports>

**Appropriation Overview**  
Time run: 7/11/2012 8:54:49 AM

<b>Budget Period:</b>	2012	<b>As of Fiscal Year:</b>	2012
<b>Fund Cd:</b>	1000 - General	<b>As of Accounting Period:</b>	12
<b>Approp Fin Dept Id:</b>	T7910000 - Transportation Dept Operating	<b>Budget Program:</b>	T7910 - Multimodal Systems
<b>Appropriation ID:</b>	T790003 - Freight Rail Administration	<b>Budget Activity:</b>	T791013 - Freight
<b>Appropriation Type:</b>	01 - Regular	<b>LLBC:</b>	02 - Budget Activity
<b>Budget Authority Option:</b>	A - Appropriation Only	<b>Budget Status:</b>	Open
<b>Legal Citation:</b>	111 003 01 003 02D	<b>Approp End Date:</b>	-

<b>Appropriation</b>	<b>Original Amt:</b>	257,000.00	<b>Antic Trans In Amt:</b>	0.00
	<b>Current Amt:</b>	257,000.00	<b>Transfers In Amt:</b>	0.00
<b>Receipts</b>	<b>Original Estimate Amt:</b>	0.00	<b>Antic Trans Out Amt:</b>	0.00
	<b>Current Estimate Amt:</b>	0.00	<b>Transfers Out Amt:</b>	0.00
	<b>Collected Amt:</b>	0.00	<b>Roll Forward In Amt:</b>	0.00
	<b>Dedicated Cap Amt:</b>	0.00	<b>Roll Forward Out Amt:</b>	0.00
			<b>Cancel Amt:</b>	0.00
			<b>Reduction Amt:</b>	0.00
			<b>Other Amt:</b>	0.00

	<b>Budgeted</b>	<b>Remaining</b>
<b>Budget/Encumbrance Authority Amt:</b>	257,000.00	94,871.27
<b>Spending Authority</b>	257,000.00	95,121.27
<b>Transfer Authority</b>	257,000.00	95,121.27

[Return to Dashboard](#)

At the bottom of the report is the Return to Dashboard link. This link (or a Return link) appears at the bottom of all of the reports. **It's important to use this link to navigate between the reports and the Appropriations tabbed page.**

8. Click that link to return to the **Appropriations** tabbed page of the *Commitment Control and General Ledger* dashboard.

**Appropriations Selection**

Drilling from this summary report to detail reports for specific appropriations can be done by clicking the blue hyperlink text in the **Appropriation Long Desc** column. A menu will display containing a list of detail reports that are available. Green text in this column indicates that there is transfer activity and the **Appropriation Transfers** report will be included in the detailed report list.

Budget Period: 2012    Fund Cd: 1000    - General    As of Fiscal Year: 2012    As of Accounting Period: 12

Fin Department Id	Appropriation Id	Appropriation Long Desc	Legal Citation 1 Txt	Approp Spending Authy Bdgt Amt	Approp Budget/Encum Authy Bdgt Amt	Expended Amt	Obligated Amt	Approp Spending Authy Rmng Amt
T7910000	T790003	Freight Rail Administration	111 003 01 003 020	257,000.00	257,000.00	161,878.73	250.00	95,121.27

[Analyze](#) - [Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

Notice the appropriation that you selected to report on is now the only one appearing in the list, and the fields in the selection criteria box now reflect the chartfield information for the selected appropriation:

**Appropriations Selection**

Budget Period: 2012  
As of Fiscal Year: 2012  
As of Accounting Period: 12  
Fund Cd: 1000  
Fin Department Id begins with: T7910000  
Appropriation Id: T790003

[Apply](#)    [Reset](#)

If you wanted to see the entire list of appropriations again, you could click the Reset button in the selection criteria box:



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 *Appropriations Selection* report to run again, based on the updated criteria.

The steps for running the rest of the General Ledger and Commitment Control reports are the same, with one exception: the *Budget Transaction Detail* report.

### Running the *Budget Transaction Detail* Report

There are a couple of different options available for running this report:

- By drilling to it from the *Budget Transaction Summary* report or;
- By selecting the *Detail Budget Transactions* tab on the Commitment Control and General Ledger dashboard.

Let's start by drilling to the *Budget Transaction Detail* report from the *Budget Transaction Summary* report.

Appropriation Long Desc	Legal Citation 1 Txt	Approp Spending Authy Bdgt Amt	Approp Budget/ Authy B Amt
Transit Improvemnt Admin	111 003 01 003 02B	89,000.00	

Freight Admin	Appropriation Overview		
Non M Asst	Allotment Summary		
Roose	Allotment Balance Within Appropriation		
Space Fund	<b>Budget Transaction Summary</b>		
	Appropriation Budget Transaction Summary		

Step 1

1. Select **Budget Transaction Summary** from the report list.

ORACLE Business Intelligence

Commitment Control and General Ledger

Budget Transaction Summary  
Time run: 7/11/2012 9:07:57 AM

Budget Period: 2012 As of Fiscal Year: 2012 Ledger Cd: KK\_APP\_BUD Appropriation (L3) Cd: T7910000 - Freight Rail Administration Appropriation Id: T790003 - Freight Rail Administration

Fin Department Id	Fin Department Desc	Account Cd	Account Long Desc	Journal Base Amt - Drill to supporting detail
T7910000	DOT Oper	-	Not Available	-257,000.00
<b>Grand Total</b>				<b>-257,000.00</b>

Budget Period: 2012 As of Fiscal Year: 2012 Ledger Cd: KK\_EXP\_BUD Appropriation (L3) Cd: T7910000 - Freight Rail Administration Appropriation Id: T790003 - Freight Rail Administration

Fin Department Id	Fin Department Desc	Account Cd	Account Long Desc	Journal Base Amt - Drill to supporting detail
T7934500	Fr,Rl,Wat	41000	Full Time - Salary	-180,000.00
		41030	Part-Time-Seasonal-Labor Serv	-13,000.00
		41050	Overtime and Premium Pay	-1,500.00
		41070	Other Employee Cost	0.00
		41130	Prof-Tech Serv-Outside Vend	-10,000.00
		41160	Trav-Sub-InState-Border Comm	-1,800.00
		41170	Trav/Sub-OutOfState-BorderComm	-200.00
		41180	Employee Development	475.00
		41300	Supplies	-49,925.00
<b>Grand Total</b>				<b>-257,000.00</b>

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

Step 2

The *Budget Transaction Summary* report opens, providing detail at the Account level.

Notice that the values in the **Journal Base Amt** column are links, presented in blue. These links drill to the *Budget Transaction Detail* report for the selected Account.

2. Select a value from the **Journal Base Amt** column. In this example, let's click the Journal Base Amt value for Supplies.

**ORACLE Business Intelligence**

Commitment Control and General Ledger

Budget Transaction Detail  
Time run: 7/3/2012 2:18:15 PM

Budget Period: 2012  
Ldger Cd: KK\_EXP\_BUD Fund Cd: 1000 Approprietion Id: T790003 - Freight Rail Administration Fin Department Id: T7904500 Fin Department Desc: Fr,R,Wat  
Account Cd: 41300 - Supplies As of Fiscal Year: 2012 As of Accounting Period: 1

Journal Class Cd	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Long Desc	Operator Id	Accounting Period	Posted Day Date	Journal Base Amt
BUD	-	8	Supplies	Freight	00271510	1	7/28/2011	-49,925.00
<b>Grand Total</b>								<b>-49,925.00</b>

Return Analyze Refresh Print Export Create Bookmark Link Copy

The *Budget Transaction Detail* report runs for the selected Journal Base Amt value.

3. Click the **Return** link to return to the **Appropriations** tabbed page of the dashboard.

Next, we'll run the *Budget Transaction Detail* report using its tabbed page. Running the report by this method provides you with the flexibility to use selection criteria to report on data at different budgetary levels.

**ORACLE Business Intelligence**

Commitment Control and General Ledger

Appropriations **Detail Budget Transactions**

Budget Period: 2012  
As of Fiscal Year: 2012  
As of Accounting Period: 12  
Fund Cd: 1000  
Fin Department Id begins with: T7910000  
Appropriation Id: T790003

Apply Reset

**Appropriations Selection**

Drilling from this summary report to detail reports for specific appropriations can be done by clicking the blue hyperlink text in the **Appropriation Long Desc** column. A menu will display containing a list of detail reports that are available. Green text in this column indicates that there is transfer activity and the **Appropriation Transfers** report will be included in the detailed report list.

Budget Period: 2012 Fund Cd: 1000 - General As of Fiscal Year: 2012 As of Accounting Period: 12

Fin Department Id	Appropriation Id	Appropriation Long Desc	Legal Citation 1 Tit	Approp Spending Authy Bdgt Amt	Approp Budget/Encum Authy Bdgt Amt	Expended Amt	Obligated Amt	Approp Spending Authy Rmng Amt
T7910000	T790003	Freight Rail Administration	111 003 01 003 02D	257,000.00	257,000.00	161,785.83	0.00	95,214.17

Analyze Refresh Print Export Copy

Notice the **Detail Budget Transactions** tab on this dashboard. The tab provides a direct link to the *Budget Transaction Detail – Standalone* report.

1. Click on the **Detail Budget Transactions** tab. The report will run based on the criteria that was last applied on the **Appropriations** tab.

**ORACLE Business Intelligence**

Commitment Control and General Ledger

Appropriations: **Detail Budget Transactions**

Budget Transaction Detail - Standalone  
Time: 7/13/2012 5:21:49 PM

Budget Period: 2012

Ledger Cd: KK\_APP\_BUD Fund Cd: 1000 Appropriation Id: T790003 Fin Department Id: T791000 Fin Department Desc: DOT Oger

Account Cd: - - Not Available

Journal Class Cd	Journal Id	KK Budget Trans Type Desc	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Line Desc	Operator Id	Fiscal Year	Accounting Period	Posted Day Date	Journal Base Amt
APP	PA30011261	Original	-	1	-	T79 Direct 551	PLAR04	2012		1 7/26/2011	-257,000.00
<b>Grand Total</b>											<b>257,000.00</b>

Analyze - Refresh - Print - Export - Copy

**ORACLE Business Intelligence**

Commitment Control and General Ledger

Appropriations: **Detail Budget Transactions**

Budget Period: 2013

As of Fiscal Year: 2013

As of Accounting Period: 01

Fund Cd: --Select Value--

Fin Department Id: begins with H551

Appropriation Id: -

Ledger Cd: --Select Value--

Account Cd: --Select Value--

Apply Reset

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

The selection criteria appearing in this box determine the data that will be returned on the Budget Transaction Detail – Standalone report. The initial values in these fields are defaulted for you based on the:

- current Budget Period
- current Fiscal Year
- current Accounting Period
- first available Agency Code allowed by your security clearance followed by a 1 in the Fin Department ID
- A dash in the Appropriation ID

The initial dash (-) in the Appropriation ID field is used to stop the report from appearing without additional criteria being identified.

The screenshot shows the Oracle Business Intelligence interface for the 'Detail Budget Transactions' report. The filters on the left include: Budget Period: 2013, As of Fiscal Year: 2013, As of Accounting Period: 01, Fund Cd: (blank), Fin Department Id: begins with H551, Appropriation Id: (blank), Ledger Cd: (blank), and Account Cd: (blank). A red box highlights the 'No Results' message. Below the message, the filters currently being applied are listed: 'Appropriation Id is equal to - and Budget Period is equal to 2013 and Fin Department Id begins with H551 and "Fiscal Year and Month", "As of Fiscal Year Month" <=> concat("2013","01")'. Buttons for 'Apply', 'Reset', and 'Analyze - Refresh' are visible at the bottom.

The data displayed on the *Budget Transaction Detail-Standalone* report is based on these selection criteria. Update the criteria indicated as you wish and click the Apply button to rerun the report based on the changed criteria. Please note that any letters in the Financial Department ID or Appropriation ID fields must be entered as **capitals**.

The screenshot displays the 'Budget Transaction Detail - Standalone' report. It shows two sections of data for the year 2012. The first section is for 'Budget Period 2012' with filters: Ledger Cd: KK\_APP\_BUD, Fund Cd: 1000, Appropriation Id: T790003, Fin Department Id: T7910000, and Account Cd: - Not Available. The second section is for 'Budget Period 2012' with filters: Ledger Cd: KK\_EXP\_BUD, Fund Cd: 1000, Appropriation Id: T790003, Fin Department Id: T7904500, and Account Cd: 41000 - Full Time - Salary. Both sections include a table with columns: Journal Class Cd, Journal Id, KK Budget Trans Type Desc, Journal Line Reference Desc, Journal Line Num, Journal Line Desc, Journal Long Desc, Operator Id, Fiscal Year, Accounting Period, Posted Day Date, and Journal Base Amt.

Journal Class Cd	Journal Id	KK Budget Trans Type Desc	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Long Desc	Operator Id	Fiscal Year	Accounting Period	Posted Day Date	Journal Base Amt
APP	PA30011261	Original	-	3	-	T79 Direct 551	FILAR04	2012		1 7/25/2011	-257,000.00
<b>Grand Total</b>											<b>-257,000.00</b>

Journal Class Cd	Journal Id	KK Budget Trans Type Desc	Journal Line Reference Desc	Journal Line Num	Journal Line Desc	Journal Long Desc	Operator Id	Fiscal Year	Accounting Period	Posted Day Date	Journal Base Amt
BUD	0000012789	Original	-	1	Full Time - Salary	Freight	00271510	2012		1 7/28/2011	-180,000.00
<b>Grand Total</b>											<b>-180,000.00</b>

## 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 7

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