

Financial Management Service



GFRS Oracle Discoverer Viewer

User Manual

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Objective

This manual provides a comprehensive understanding of the Discoverer Viewer application, a query tool integrated in the Government Financial Report System (GFRS). Use this guide for assistance when running standard system reports and trouble-shooting when system issues occur. Users should be able to do the following:

- Access and Navigate within GFRS Oracle Discoverer Viewer
- Generate and Print Reports

1.1 Oracle Discoverer Viewer Overview

The GFRS Oracle Discoverer Viewer (the “Viewer”) User Manual is designed for Financial Management Service (FMS) users and all subsequent agency users across the United States Government.

This manual focuses on the Federal Program Agency’s (FPA) role as an Agency Reviewer – CFO Agency. Users with this role can only generate and print intragovernmental reports.

1.2 Background

In the past years, the Department of the Treasury’s FMS generated and provided the eight intragovernmental reports¹ to the verifying agencies. In Fiscal Year (FY) 2007, FMS consolidated the intragovernmental data in Discoverer Viewer. Therefore, beginning with third quarter in FY 2007, FMS discontinued providing seven of those reports to agencies and mandated that the agencies use the Discoverer Viewer to generate those reports. Effective with the third quarter in FY 2008, agencies are additionally required to generate the Comparative Status of Disposition Report, which FMS used to also generate and provide to the agencies.

1.3 Access to Discoverer Viewer Application

To obtain access to the Discover Viewer, individuals that are not currently GFRS users are required to submit a completed Enterprise System Access Request (ESAAS) form to FMS’ Financial Reports Division via fax. You may access the form using the link provided below:

http://fms.treas.gov/goals/external_esaasform.doc

Complete Sections I and II of the ESAAS form. Select “Governmentwide Financial Report System (GFRS)” in Section III Application(s) Requested. Also, select “Agency Reviewer-CFO Agency” in Section IV GOALS II Processing Information.

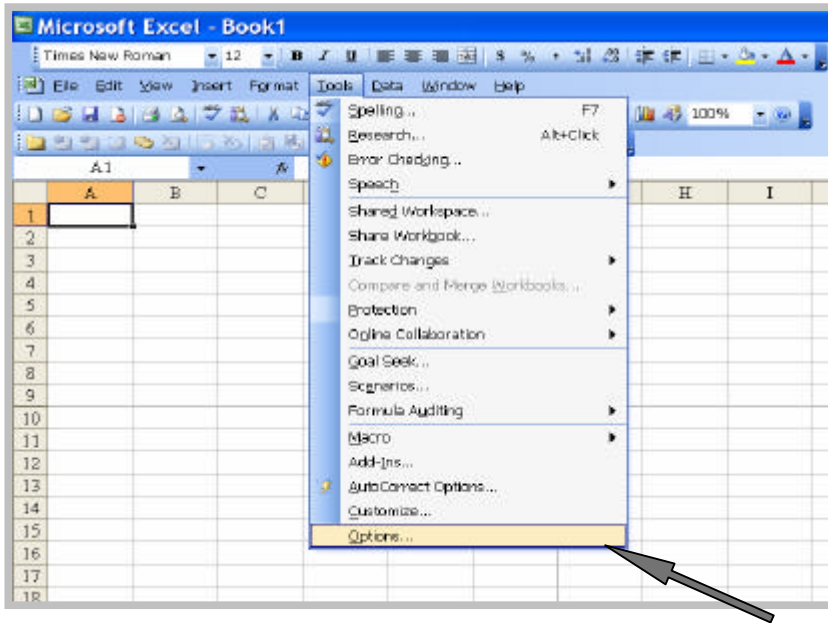
Fax the completed ESAAS form to Janet Crawford or Kathy Wages on 202-874-9907.

¹ See Section 1.13, Table 1: Intragovernmental Names Crosswalk
June 2008

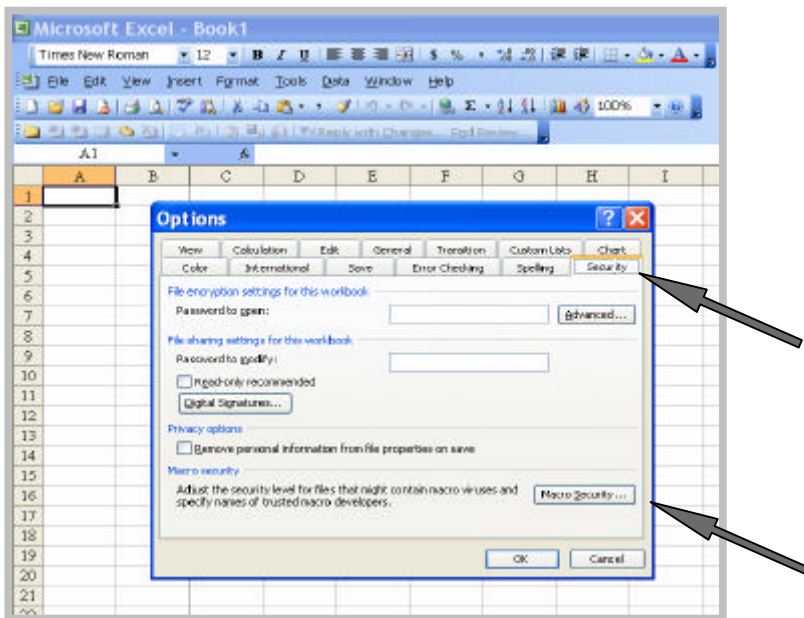
1.4 Security Setting in Microsoft Excel

User must make sure the security in Excel is set to a medium level. User will not be able to download the report to Excel if the security level is set to a high level. To set the medium level, follow the steps below:

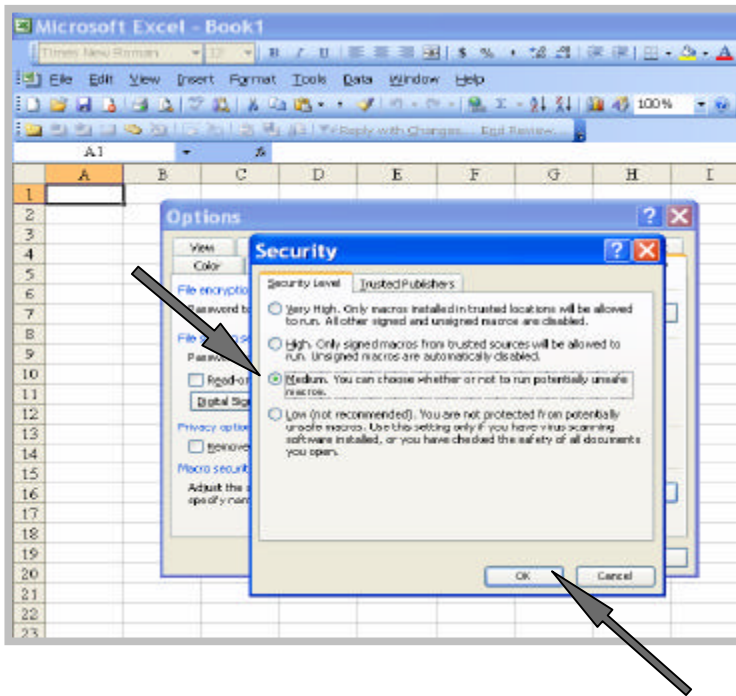
Open Excel, select Tools menu, and select “Options”



Select Security Tab and click on “Macro Security...”



Select the radio button “Medium” and click on “OK”.



1.5 GOALS II Information Access System Screen for GFRS

After logging on to GOALS II IAS, select the GFRS Production link. Do not select the **GFRS Beta link**. The GFRS Beta region exists for agencies to view prior year data with “Read Only” access.

GOALS II Information Access System
 Welcome PATRICIA SMITH Site Map | Help **LOG OFF**
 Logged-On: 6/24/2005 3:37:49 PM ET

Home | Fund Account | Agency Location Code | Agency Reporting | Special Functions | User Guide | FMS Applications

Home
 ▶ [About IAS](#)
[GWA](#)
[GOALS II](#)
[User Settings](#)
[Contacts](#)

News
[Latest: 05.04.2004](#)
 Archive Functionality Activated .
[Archive](#)

Version
02.02.2002
Best viewed with Internet Explorer 5.x
Navigation Non-functional links go to 'under construction'; use the Back button to return.

About IAS

GOALS II Information Access System (IAS) dramatically improves your view of authorized funding levels and budget execution results point of access for monitoring and reconciling all your payment, deposit, and intra-governmental activity, from agency to fund account level conduit to submit FACTS I MAF and ATB data, as well as GFRS closing package data, to FMS.

To begin using IAS, click on one of the major categories across the top of this page, or choose one of the links below:

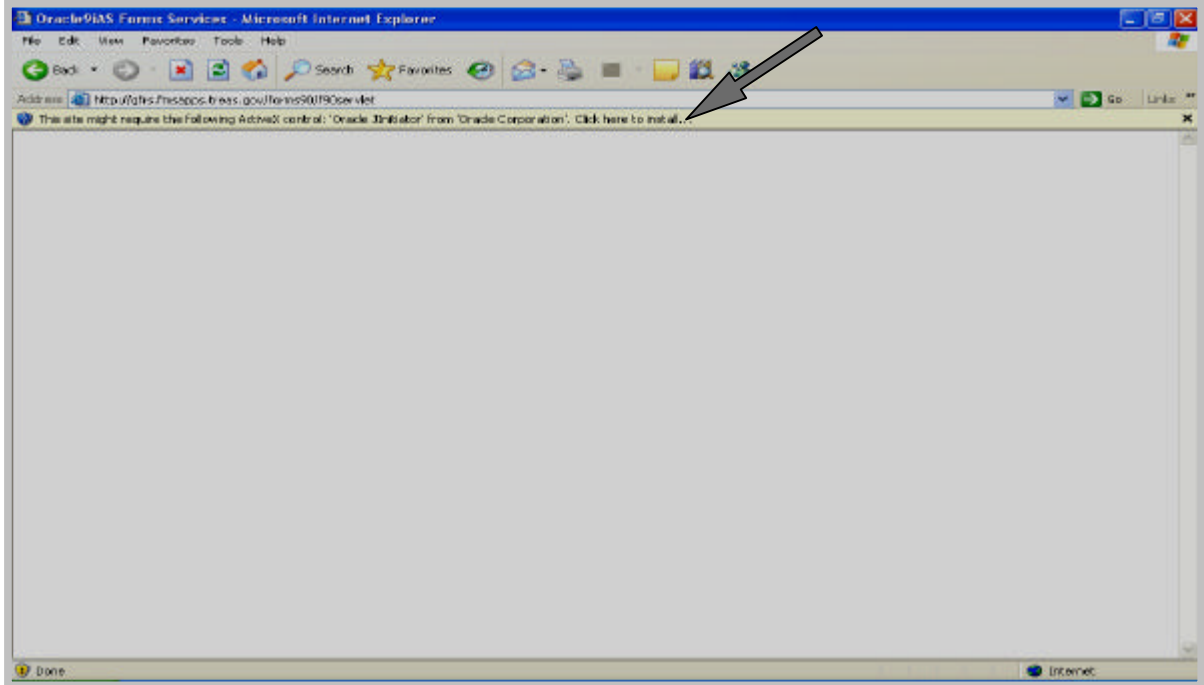
Fund Account: Undisbursed Appropriation Warrants	Agency Location Code: Statement of Differences RFC Agency Link	Agency Reporting: FACTS I GWA IFCS GFRS	Special Functions: Archive	User Guide: User Guide
---	---	--	--------------------------------------	--

Beta Sites

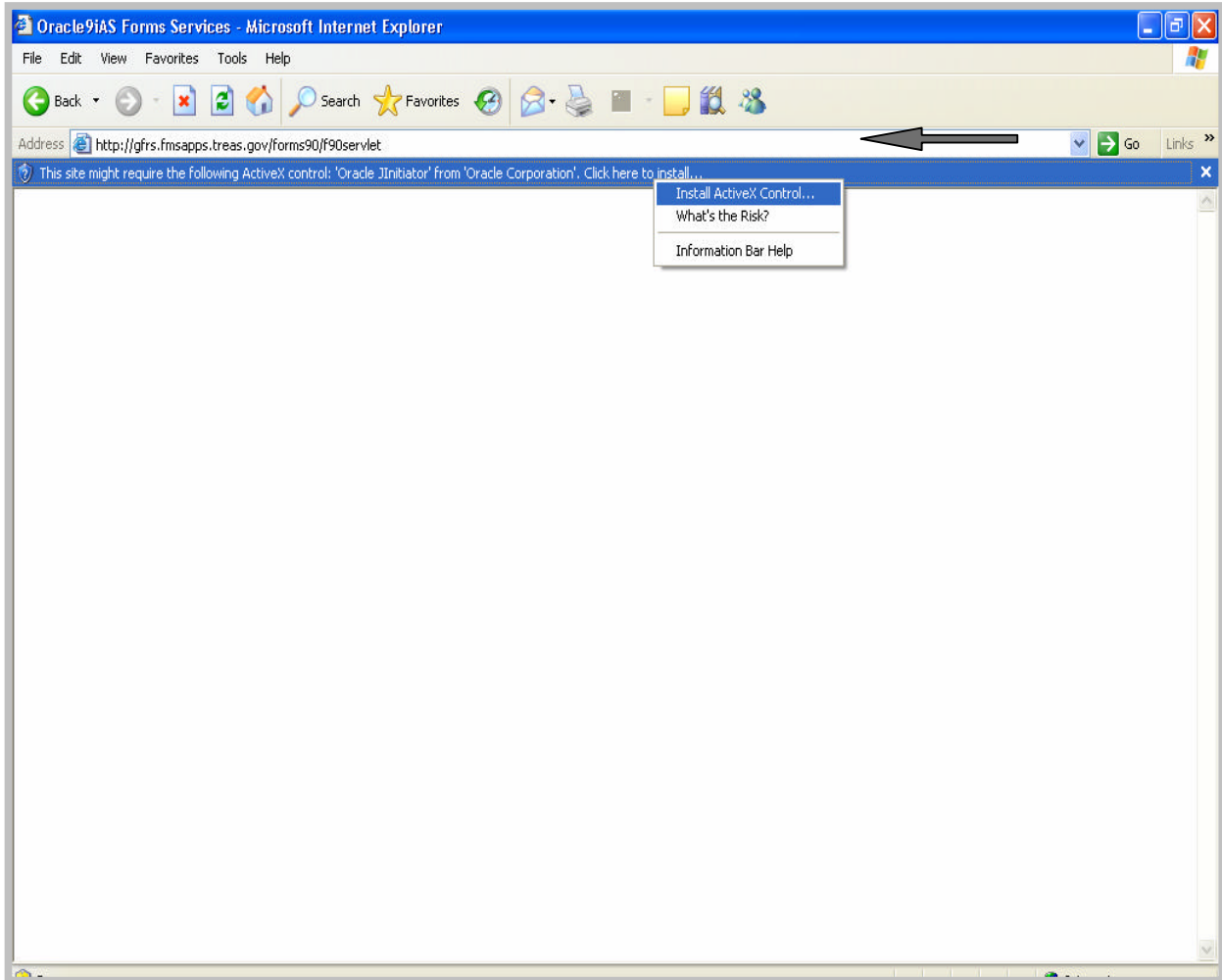
[FACTS I Beta](#)
[GFRS Beta](#)

1.6 First-Time Oracle Users

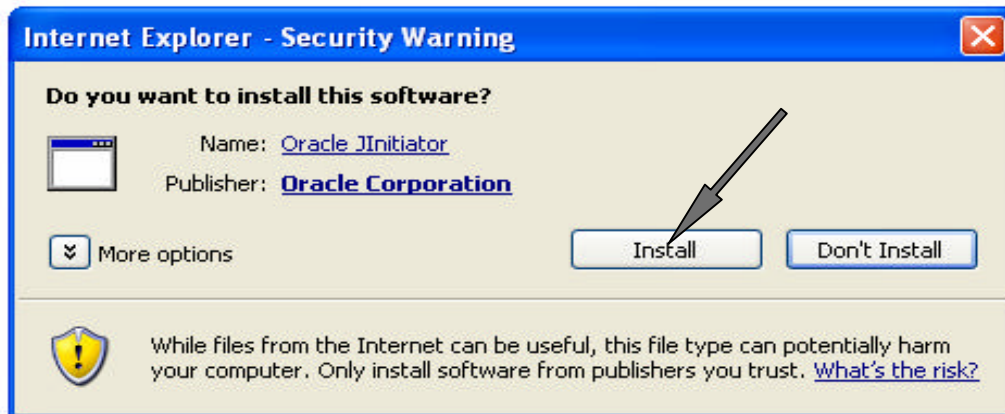
First time oracle user will see the screen below and will need to install Oracle JInitiator. To install Oracle JInitiator, click on where it states “This site might require the following ActiveX control: ‘Oracle JInitiator’ from ‘Oracle Corporation’. Click here to install...”



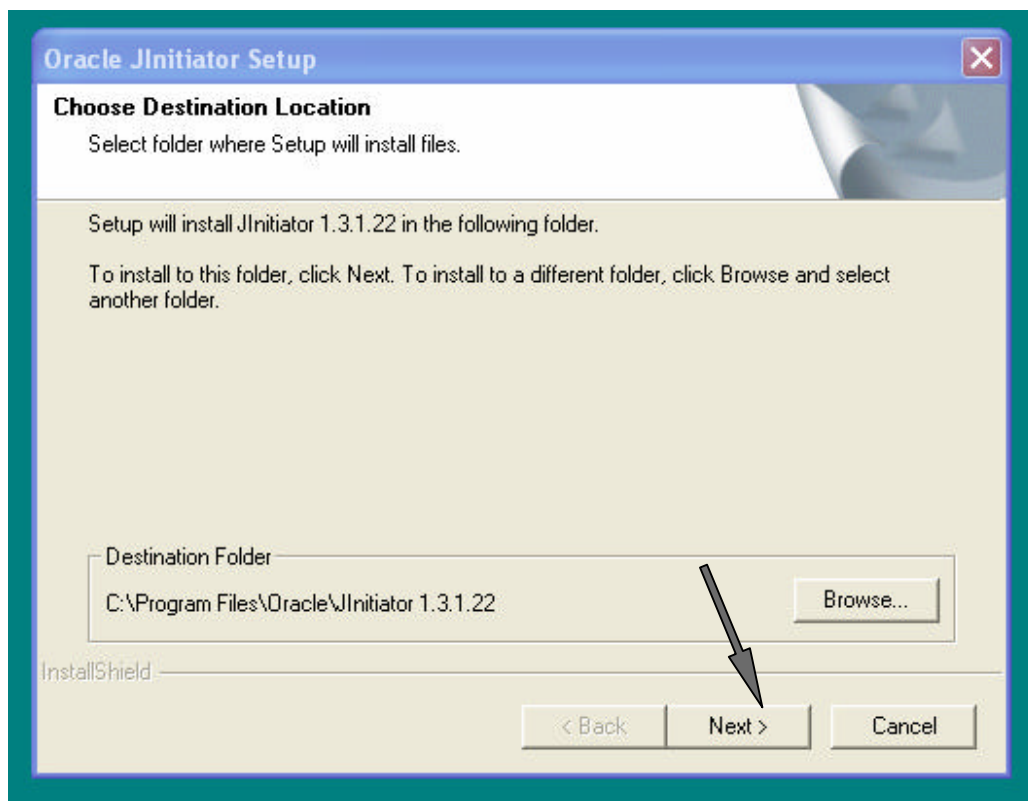
Click where it says “Click here to install.” A drop down box will appear. Please highlight “Install ActiveX Control”



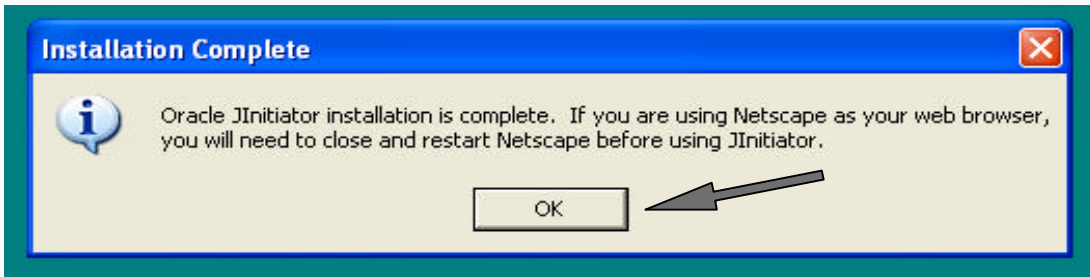
Click "Install" on the screen below.



Click "Next" to install Oracle JInitiator.



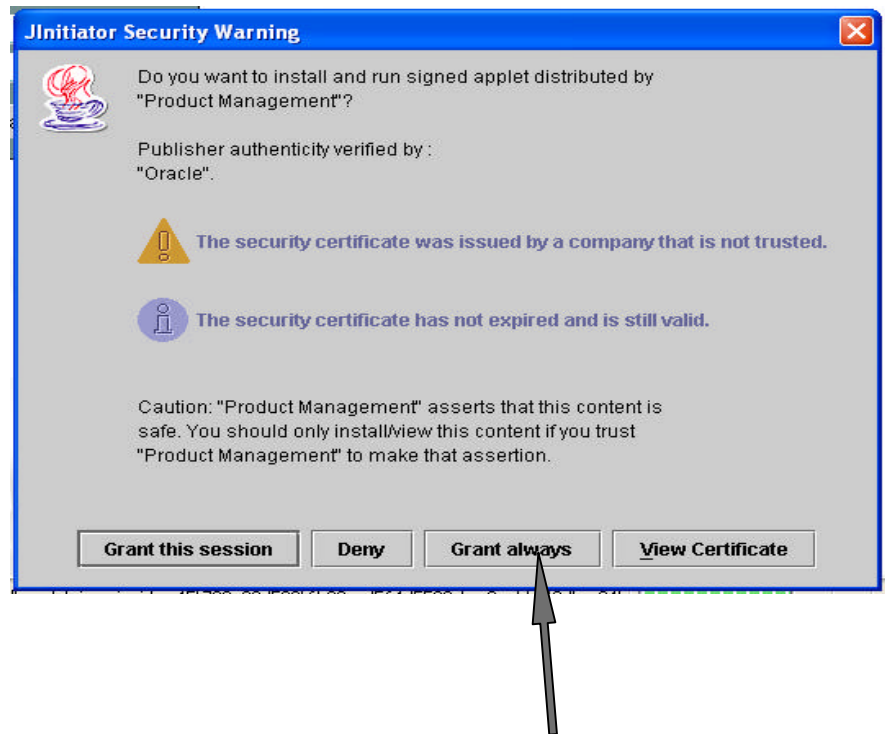
Select "OK" once the installation is complete.



User will see these two screens below in the subsequent order as the system accesses GFRS.

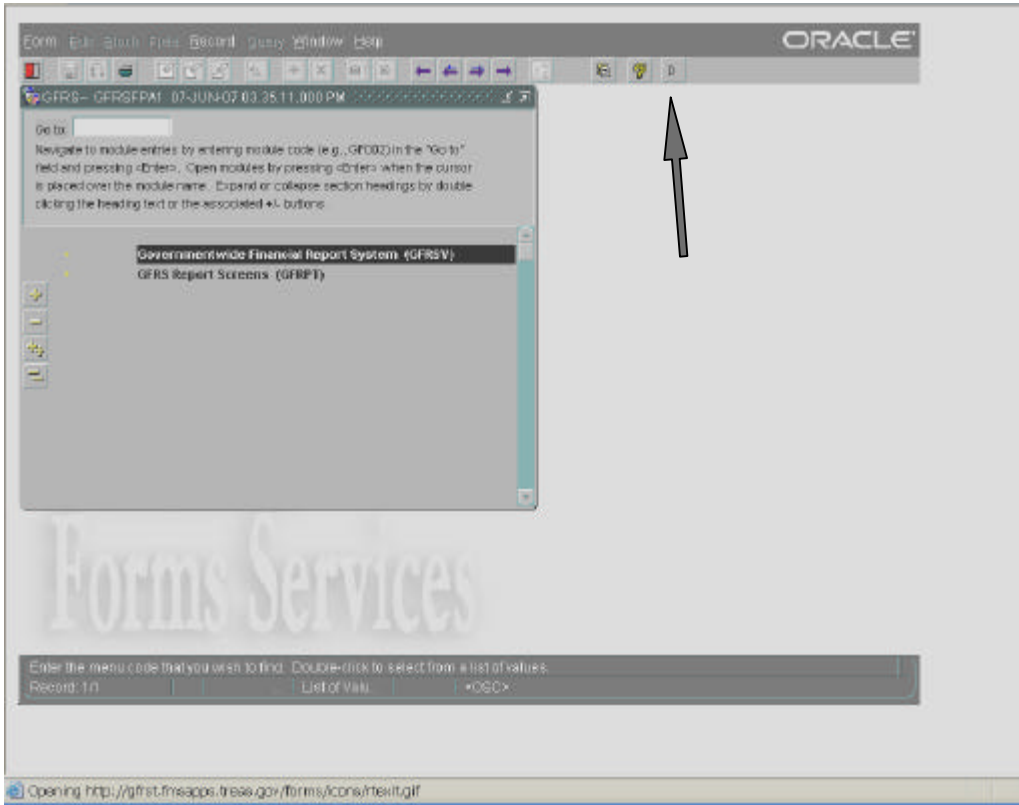


User will also see the screen below during the Jinitiator installation process. This utility is trusted by both Oracle and FMS. FMS encourages users to select “**Grant always**” so this message will not be prompted again in the subsequent logons to GFRS.

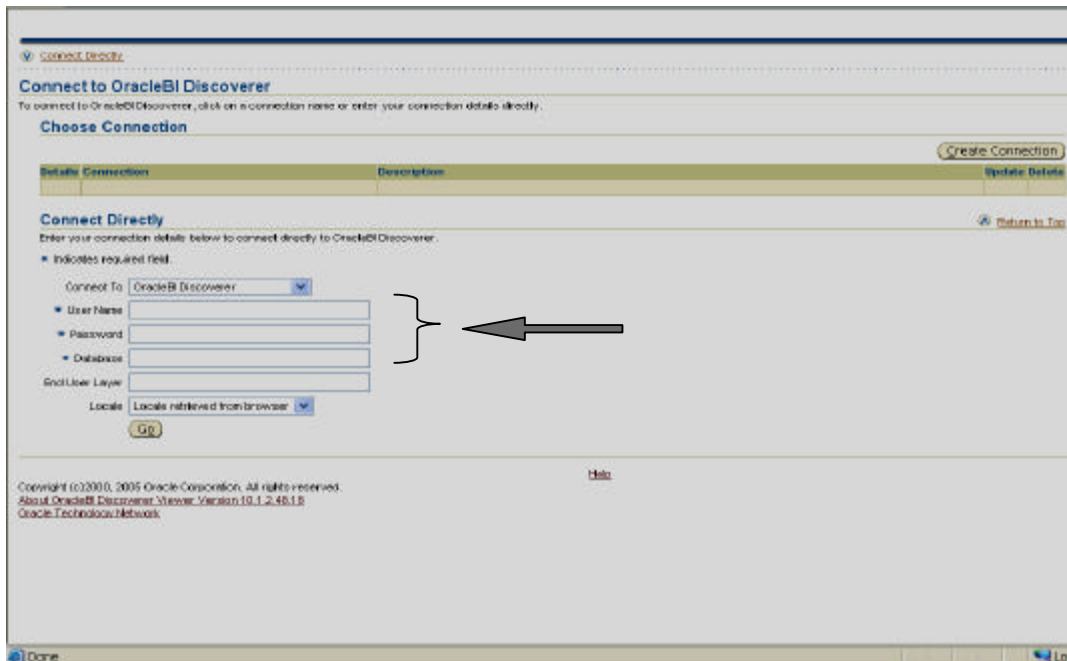


1.7 Accessing GFRS Discoverer Viewer

Once logged into GFRS, select the “D” icon on the toolbar to access Discoverer Viewer.



The screen below will appear upon selecting the “D” icon tool bar



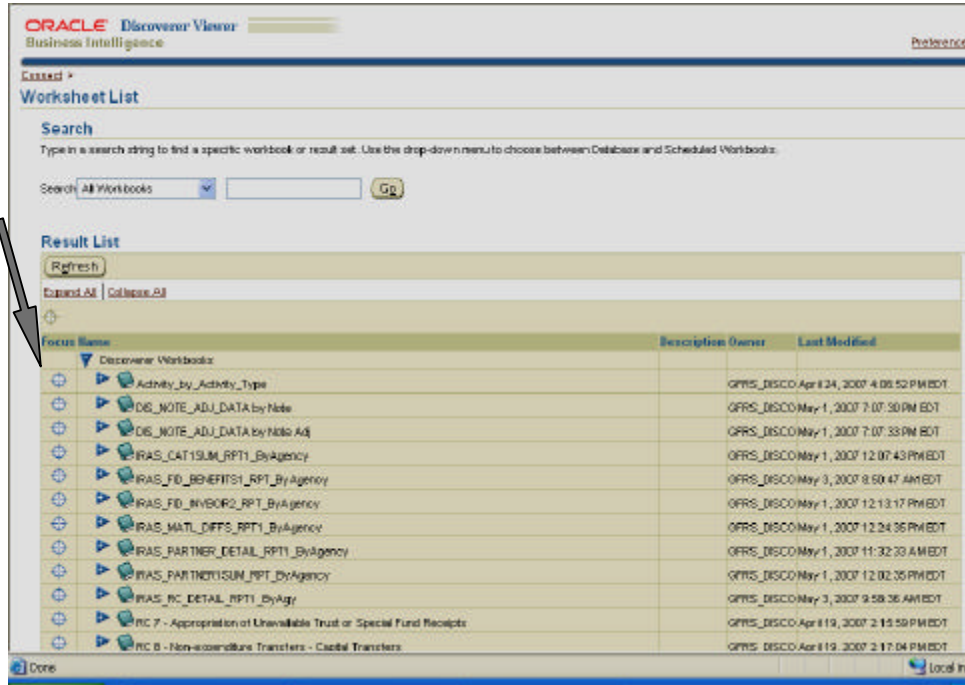
Enter the pertinent information fields (as identified by asterisks (“*”)) on this screen: GOALS II user ID, GOALS II password, and “prod” as the Database. Select “Go” icon once the fields are completed.

This screen will appear as the system processes your logon data entered on the previous screen.

1.8 Generating Intragovernmental Reports

This section illustrates how the intragovernmental reports are generated.

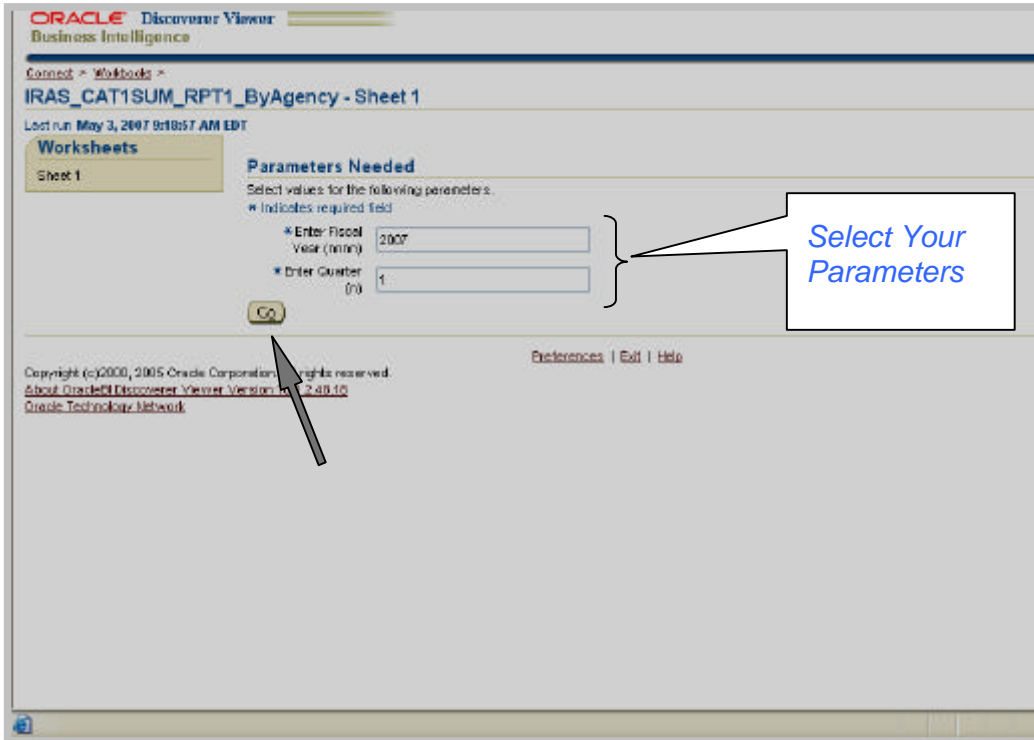
Click on the symbol in the Focus column next to the selected report to generate.



The screen below displays your choice and removes all others from view. Click on “Sheet 1”.



Enter the fiscal year and quarter in the required fields identified with asterisks (“*”) on the screen below. See Section 1.13, Table 2 for the parameters and definitions. Upon completing the required fields, click the “Go” button.



The screen below depicts the report the user generated.

Connect > Workbooks >
IRAS_CAT1SUM_RPT1_ByAgency - Sheet 1
 Last run: June 7, 2007 4:21:34 PM EDT

Actions
[Rerun query](#)
[Printable page](#)
[Export](#)

Worksheets
 Sheet 1

Intragovernmental Reciprocal Category Summary Report

Fiscal Year : '2007' , Quarter : '1'

Parameters
 Select values for the following parameters.
 * Indicates required field

* Enter Fiscal Year (nnnn)

* Enter Quarter (n)

Table

Page Items Agency Agy Code

	Recip Category	RC Title	Agency Total	Partner Total	Total Differences	Percent Differences
1	02	Federal Interest Receivable/Federal Interest Payable	6,112,859	23,029,975	-16,917,117	73.5%
2	05	Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue	6,112,859	23,029,975	-16,917,117	73.5%
3	17	Federal Loans Receivable/Federal Loans Payable	474,054,998	474,054,795	204	0.0%
4	19	Appropriation Transfers In/Out	100,000,000	0	100,000,000	-100.0%
5	21	Employee Benefit Contributions Receivables and Payables	11,269,321	11,097,325	171,996	1.5%
6	22	Accounts Receivable, Accounts Payable, and Other Liabilities	62,869,148	59,508,782	3,360,366	5.3%
7	23	Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits	28,877,088	46,169,011	-17,291,923	37.5%
8	24	Intra-governmental buy/sell costs/revenues	45,627,722	87,773,204	-42,145,482	48.0%

1.9 Generating More Intragovernmental Reports

This section shows how to generate more intragovernmental reports via Discoverer Viewer application without exiting the Viewer.

Click on “Workbooks” at the top to generate more reports.

Intragovernmental Reciprocal Category Summary Report
Fiscal Year : '2007' , Quarter : '1'

Parameters
Select values for the following parameters.
* Indicates required field
Enter Fiscal Year (yyyy) : 2007
Enter Quarter (n) : 1
Go

Page Items	Agency	Agy Code	Recip Category	RC Title	Agency Total	Partner Total	Total Differences	Percent Differences
1	02		Federal Interest Receivable/Federal Interest Payable		6,112,889	23,029,975	-16,917,117	73.5%
2	06		Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue		6,112,889	23,029,975	-16,917,117	73.5%
3	17		Federal Loans Receivable/Federal Loans Payable		474,054,999	474,054,795	204	0.0%
4	19		Appropriation Transfers In/Out		100,000,000	0	100,000,000	-100.0%
5	21		Employee Benefit Contributions Receivables and Payables		11,268,321	11,087,325	171,996	1.5%
6	22		Accounts Receivable, Accounts Payable, and Other Liabilities		62,868,148	69,508,762	3,360,368	5.3%
7	23		Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits		28,877,088	46,169,011	-17,291,923	37.5%
8	24		Intra-governmental buy/sell costs/revenue		45,627,722	67,773,204	-42,145,482	48.0%

The screen below takes you back to the previous screen displaying all the workbooks available. Select “Discoverer Workbooks”. Click “Discoverer Workbooks”

Worksheet List

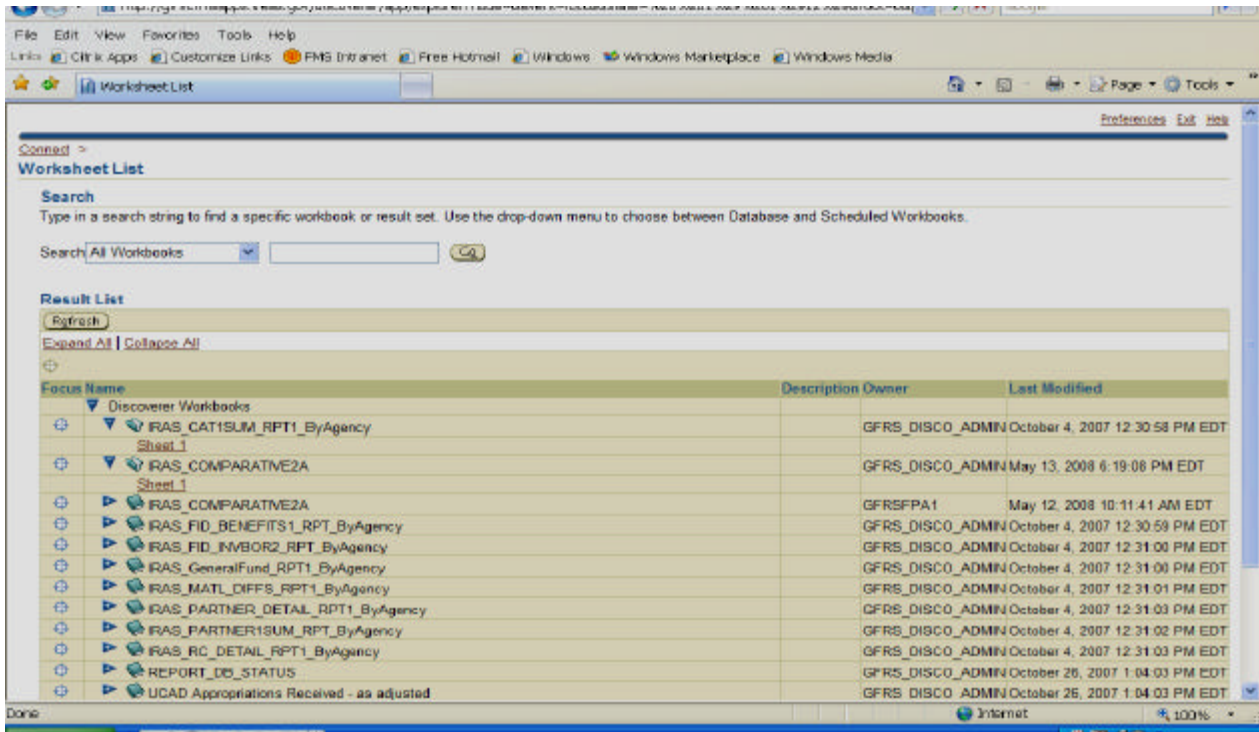
Search
Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.
Search: All Workbooks [input field] Go

Result List
Refresh
Expand All | Collapse All
Discoverer Workbooks ->

Focus Name	Description	Owner	Last Modified
IRAS_CAT1SUM_RPT1_ByAgency Sheet 1		GFRS_DISCO_ADMIN	October 4, 2007 12:30:58 PM EDT

Copyright (c)2000, 2005 Oracle Corporation. All rights reserved.
About Oracle Discoverer Viewer Version 10.1.2.40.10

This screen shows all the intragovernmental reports available to the user.



1.10 Exporting Reports to Microsoft Excel Spreadsheet

This section illustrates how to export the intragovernmental reports to Excel spreadsheet.

To export the report to Excel, click on “Export”.

The screenshot shows the GFRS Discoverer Viewer interface. At the top, there are menu options: [Connect](#) > [Workbooks](#) > [IRAS_CAT1SUM_RPT1_ByAgency - Sheet 1](#). Below this, it says "Last run June 7, 2007 4:21:34 PM EDT".

On the left side, there are two main sections: **Actions** and **Worksheets**. The **Actions** section contains links for [Rerun query](#), [Printable page](#), and [Export](#). An arrow points to the [Export](#) link. The **Worksheets** section shows "Sheet 1".

In the center, there is a section titled **Parameters** with the instruction "Select values for the following parameters." and a note "* Indicates required field". There are two input fields:

- * Enter Fiscal Year (nnnn):
- * Enter Quarter (n):

 Below these fields is a [Go](#) button.

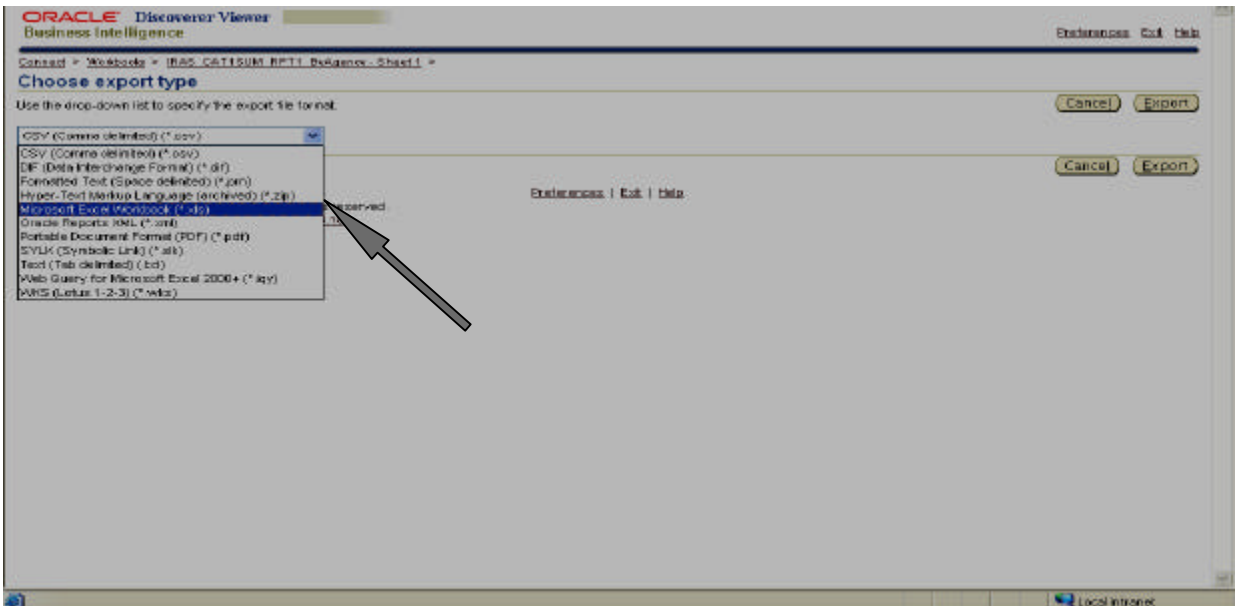
Below the parameters is a **Table** section. It has a "Page Items" section with "Agency" and "Agy Code" dropdown menus. The table below has the following columns: Recip Category, RC Title, Agency Total, Partner Total, Total Differences, and Percent Differences.

	▶ Recip Category	▶ RC Title	▶ Agency Total	▶ Partner Total	▶ Total Differences	▶ Percent Differences
1	02	Federal Interest Receivable/Federal Interest Payable	6,112,859	23,029,975	-16,917,117	73.5%
2	05	Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue	6,112,859	23,029,975	-16,917,117	73.5%
3	17	Federal Loans Receivable/Federal Loans Payable	474,054,999	474,054,795	204	0.0%
4	19	Appropriation Transfers In/Out	100,000,000	0	100,000,000	-100.0%
5	21	Employee Benefit Contributions Receivables and Payables	11,269,321	11,097,325	171,996	1.5%
6	22	Accounts Receivable, Accounts Payable, and Other Liabilities	62,869,148	59,508,782	3,360,366	5.3%
7	23	Federal Advances/Federal Advances from Others and Federal Prepayments/Federal Deferred Credits	28,877,088	46,169,011	-17,291,923	37.5%
8	24	Intra-governmental buy/sell costs/revenues	45,627,722	87,773,204	-42,145,482	48.0%

Click on the drop-down menu.



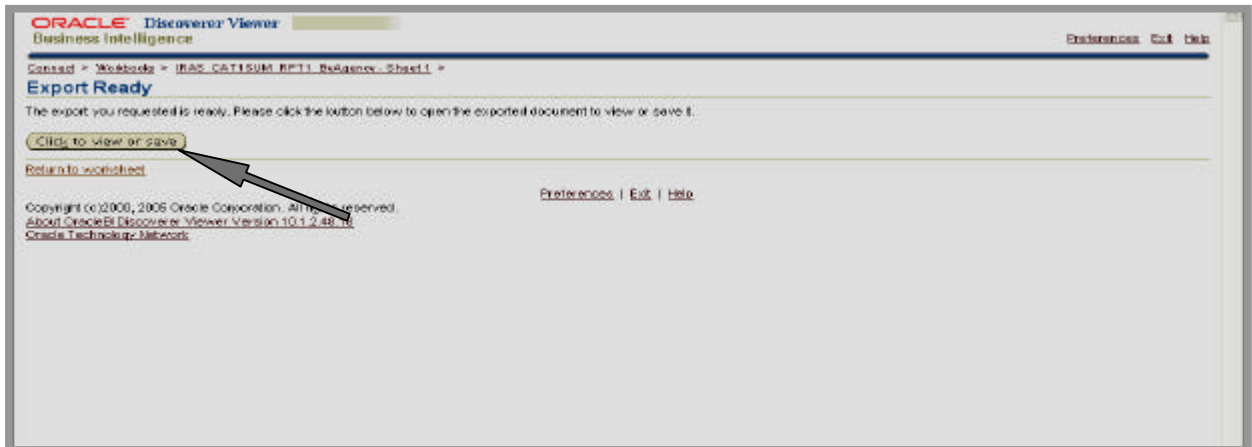
Click on “Microsoft Excel Workbook”.



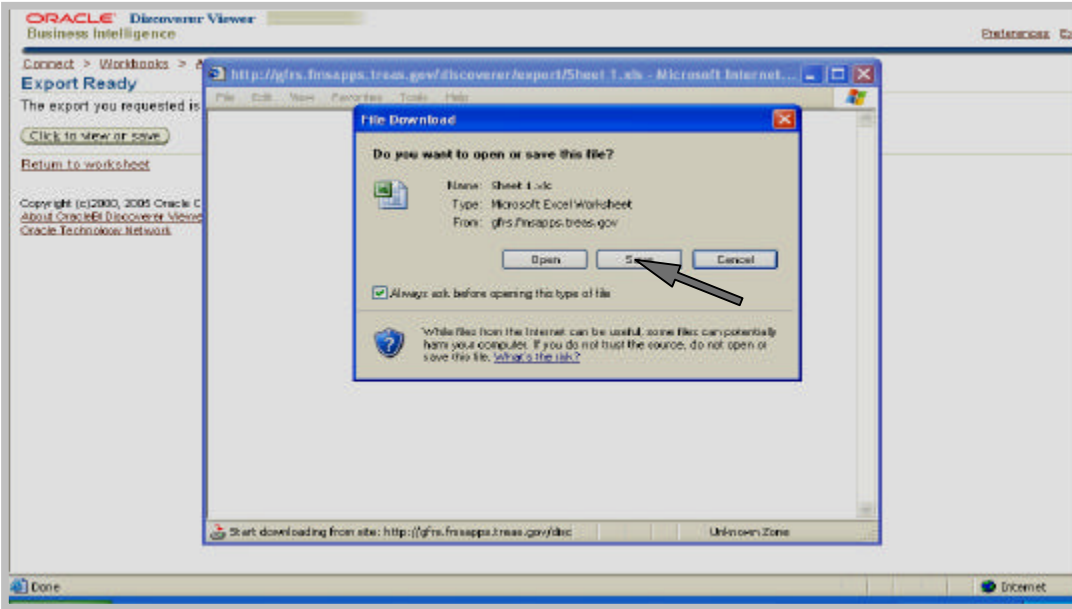
Select one of the “Export” buttons.



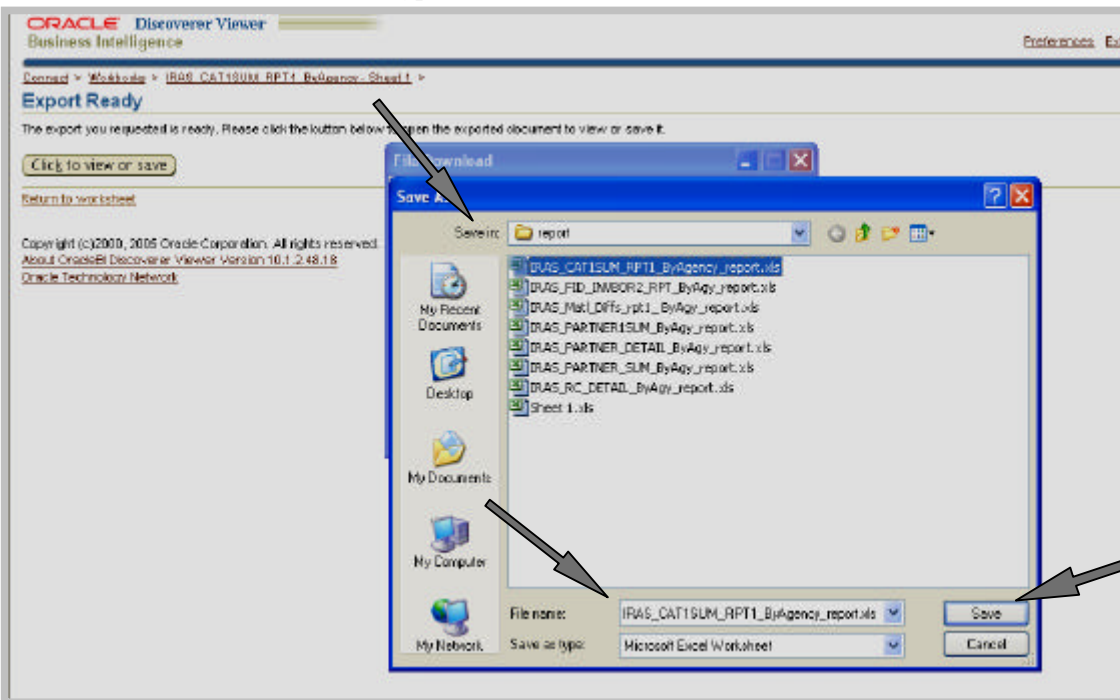
Select the “Click to view or save” button



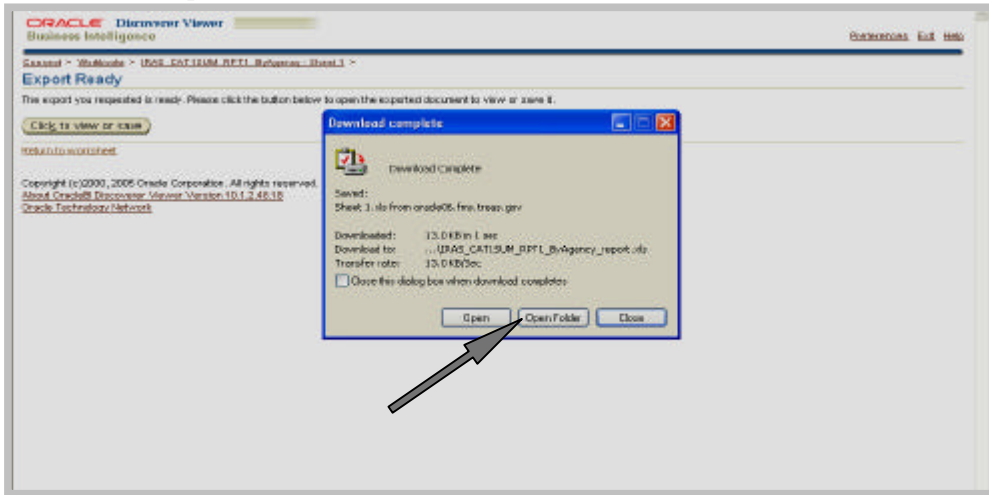
Select the “Save” button.



Select the location, file name, and type of format. Click “Save” button.



Click on the “Open” button to see data in the selected file format.

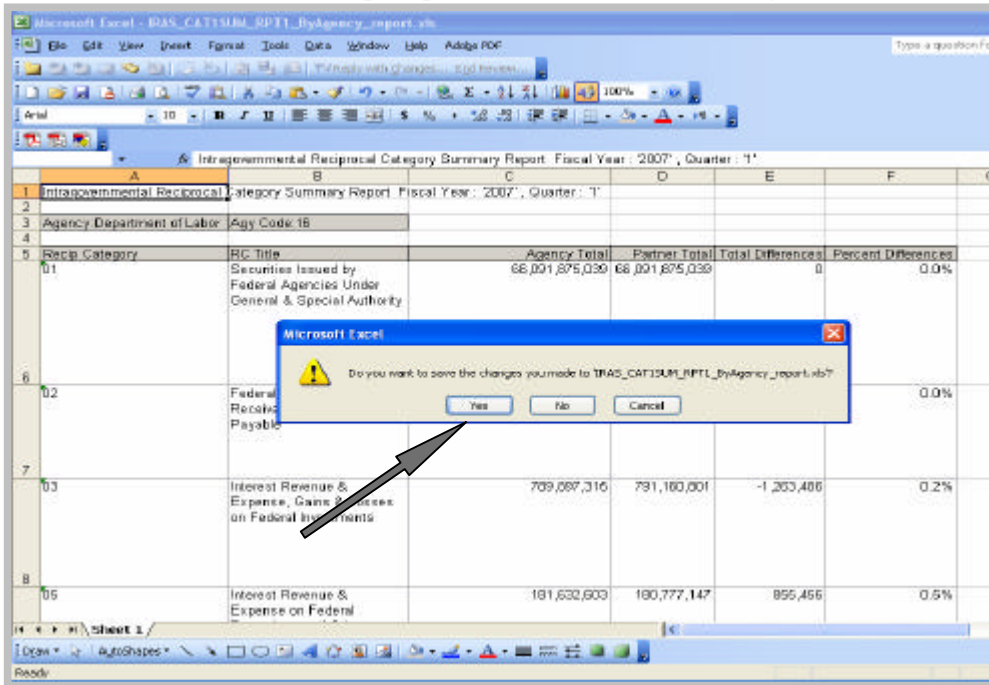


The screen below depicts data in the Excel format.

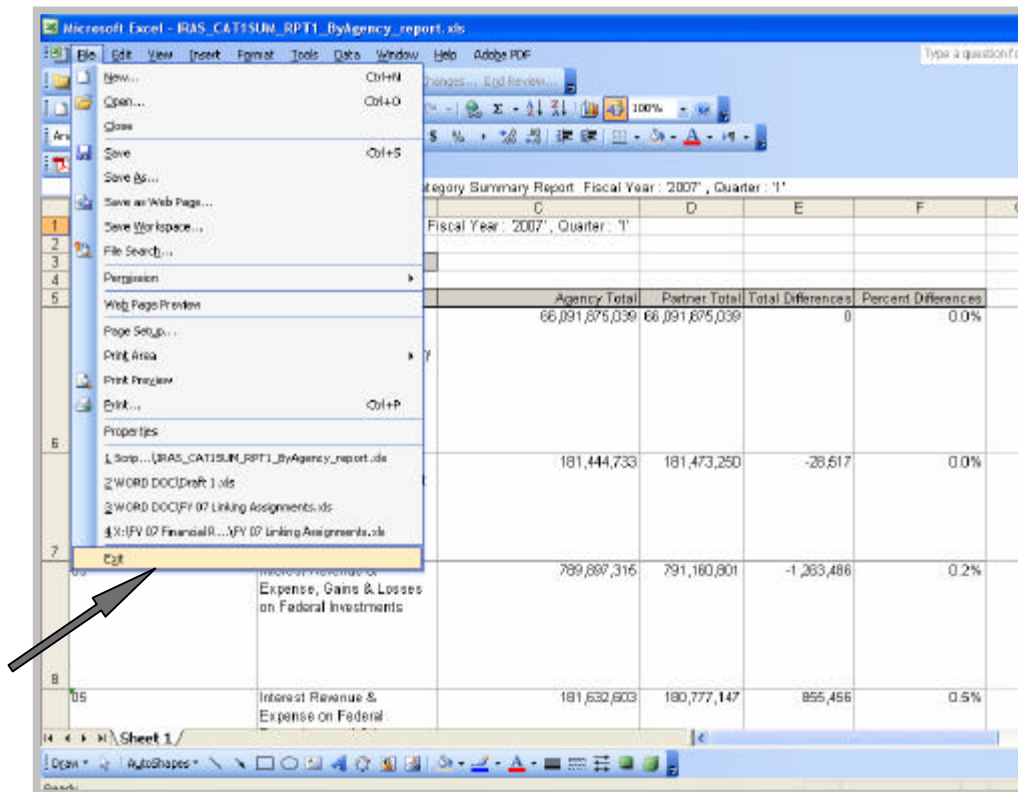
The screenshot shows Microsoft Excel with the following data table:

Recip Category	RC Title	Agency Total	Partner Total	Total Differences	Percent Differences
01	Securities Issued by Federal Agencies Under General & Special Authority	66,091,875,039	66,091,875,039	0	0.0%
02	Federal Interest Receivable/Federal Interest Payable	161,444,733	161,473,260	-28,517	0.0%
03	Interest Revenue & Expense, Gains & Losses on Federal Investments	789,897,316	791,160,601	-1,263,466	0.2%
05	Interest Revenue & Expense on Federal	161,632,603	160,777,147	855,456	0.5%

Save file and select “Yes” to a prompt screen that asks for the changes to be saved.



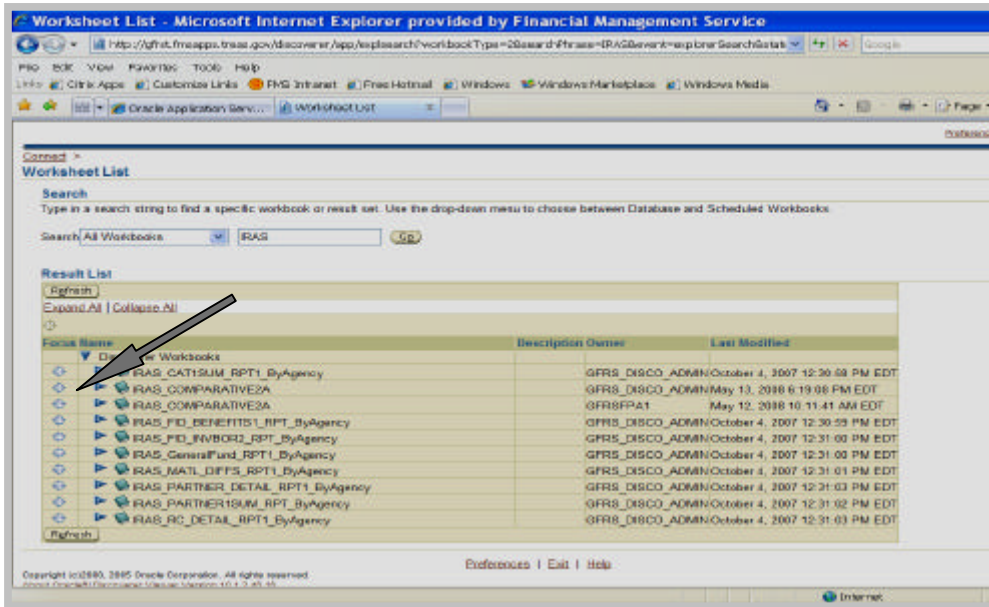
Click on File menu, select Exit.



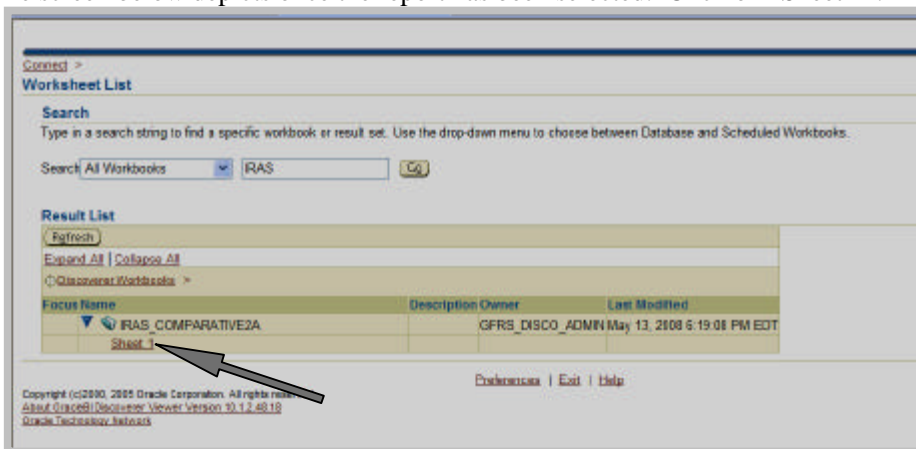
1.11 Exporting Reports to Portable Document Format (PDF)

This section shows how to print the report in the PDF format. Specifically, it will also show how to print all columns on Comparative of Status of Disposition Report on a single page.

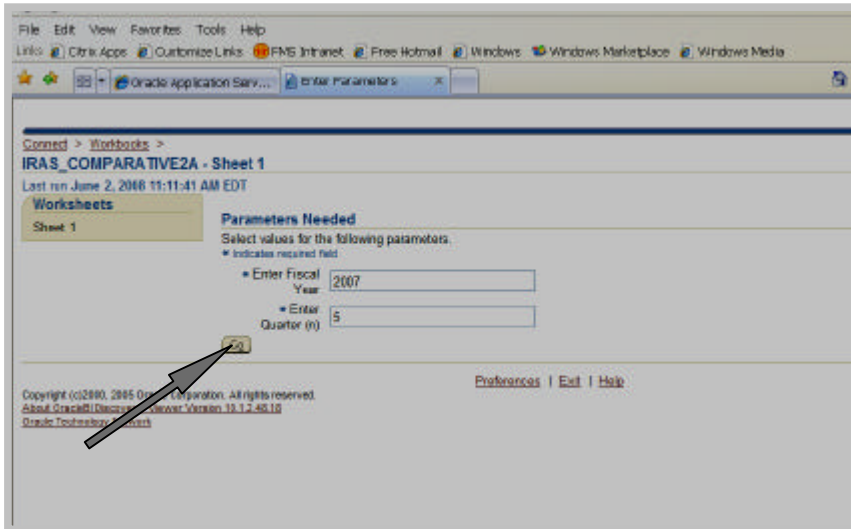
Click on the symbol in the Focus column next to the desired report to generate.



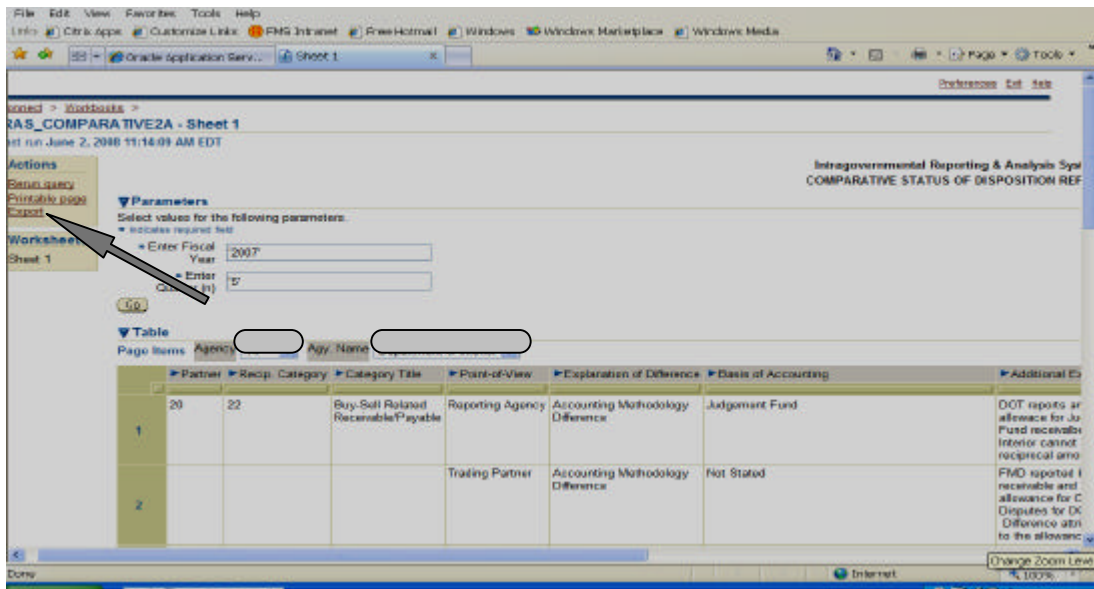
The screen below depicts once the report has been selected. Click on "Sheet 1".



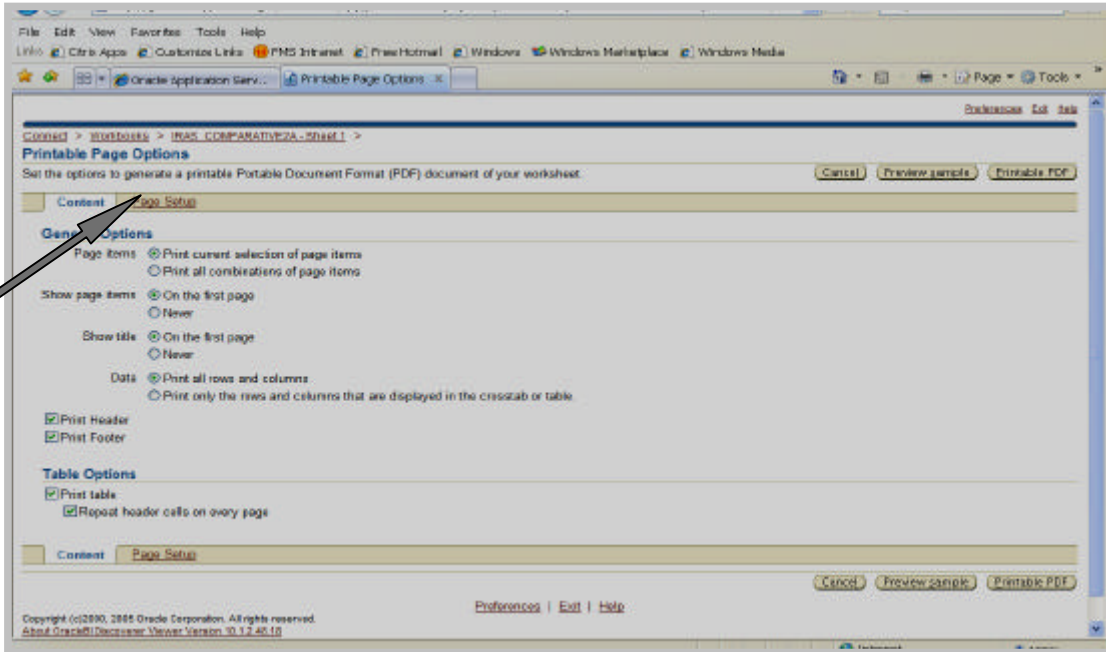
Enter the parameters in the required fields on the screen below. Upon completing the required fields, click the “Go” button.



The screen shows upon the click of the “Go” button from the previous screen. Click on “Printable page”.



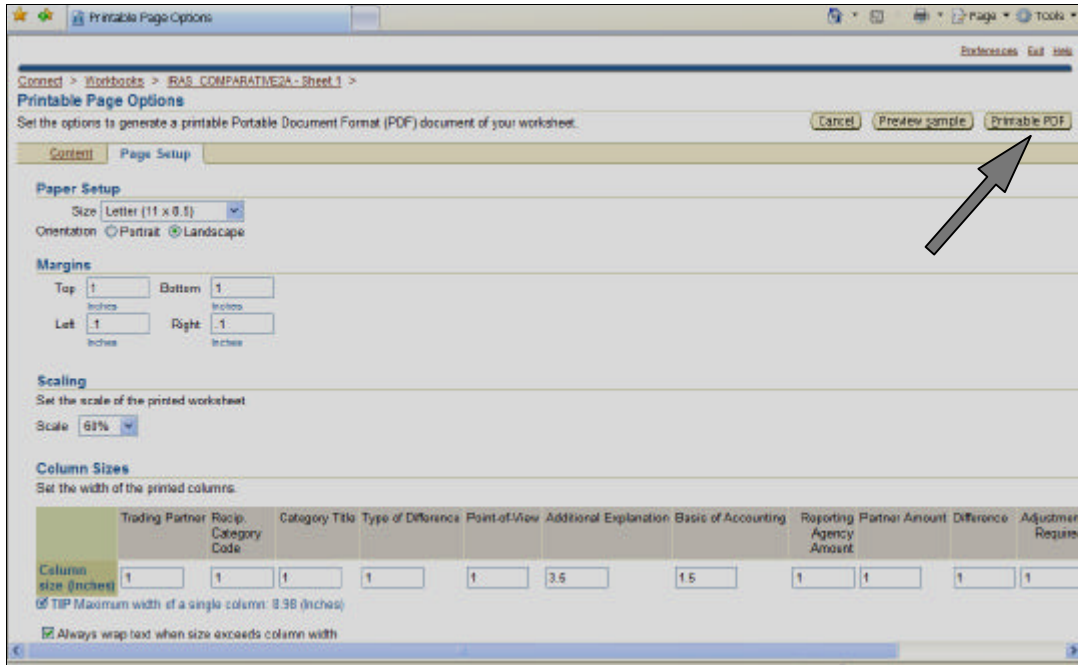
This screen appears after the selection of “Printable page” from the previous screen. Click on “Page Setup” menu.



Complete the parameter fields so that all the report columns fit into one page, see Section 1.13 Table 3.

Adjust the “Scaling” and “Page Setup” size for any reports so that the columns can be fit on a single page.

Click on “Printable PDF” upon completing the fields.



This screen shows that the report is generating in PDF.



This screen shows that the report in PDF is ready to view or to save the file. Select on “Click view or save” button.



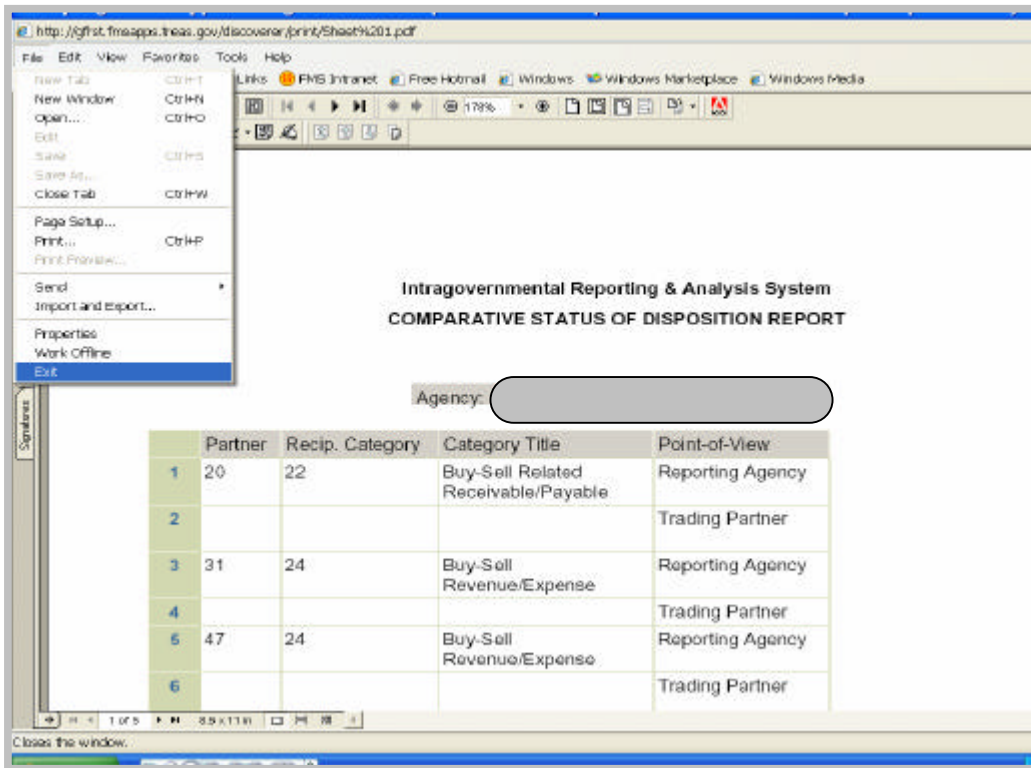
The screen below shows the report in PDF upon the execution from the previous screen.

The screenshot shows a PDF report titled "Intragovernmental Reporting & Analysis System" and "COMPARATIVE STATUS OF DISPOSITION REPORT". The report contains a table with the following data:

Partner	Recp. Category	Category Title	Point-of-View	Explanation of Difference	Basis of Accounting	Additional Explanation	Reporting Agency Amount	Partner Agency Amount	Difference	Adjustmet Required	Unrecorded/Uknown	
1	20	22	Buy-Sell Related Receivable/Payable	Reporting Agency	Accounting Methodology Difference	Judgement Fund	DOT reports an allowance for Judgment Fund receivables which Interior cannot report a reciprocal amount	190,405,000	0	141,405,000	0	141,405,000
2			Trading Partner	Accounting Methodology Difference	Not Stated	FMD reported both a receivable and an allowance for Contract Disputes for DCI. Difference attributable to the allowance.	0	49,000,000	141,405,000	0	141,405,000	
3	31	24	Buy-Sell Revenue/Expense	Reporting Agency	Accounting Methodology Difference	Adv vs receivable	Due to differences in accounting methodology in treatment in advances and revenue recognition. Working with NRC to eliminate difference in the future	3,913,000	0	1,073,000	0	1,073,000
4			Trading Partner	Confirmed Reporting	NA	NRC will continue to work w/DCI to resolve differences	0	2,840,000	1,073,000	0	1,073,000	
5	47	24	Buy-Sell Revenue/Expense	Reporting Agency	Timing Difference-CY	NA	(None)	434,035,000	0	67,965,000	67,965,000	0
6			Trading Partner	Confirmed Reporting	NA	GSA sent data to support their figures and requested the same from DCI. GSA questioned why there was a \$4M decrease in DCI's figures between IRAS and GFRS submission. GSA did not receive a response back.	0	502,000,000	67,965,000	0	0	
7	64	22	Buy-Sell Related Receivable/Payable	Reporting Agency	Timing Difference-CY	NA	(None)	61,000	0	2,939,000	2,939,000	0
8			Trading Partner	Unknown	NA	(None)	0	3,000,000	2,939,000	0	0	
9	9	24	Buy-Sell Revenue/Expense	Reporting Agency	Timing Difference-CY	NA	(None)	350,000	0	9,650,000	9,650,000	0
10			Trading Partner	Unknown	NA	(None)	0	10,000,000	9,650,000	0	0	

1.12 Exiting Discoverer Viewer Application

To exit the PDF format, select File menu and select Exit.



Click on “Exit” to close the application.



The screen below appears after the application has been exited. However, select “Click here to login again” to re-enter Discoverer before closing the application.



1.13 Tables

Table 1 below crosswalks the previous report names to the new report names in the Viewer.

Table 1: Intragovernmental Names Crosswalk

<u>Old Report Names</u>	<u>New Report Names</u>
IRAS Report Name	Discoverer Viewer Workbook Name
Intragovernmental Activity Detail Report	IRAS_PARTNER_DETAIL_RPT1_ByAgency
Intragovernmental Activity Summary Report	IRAS_PARTNER1SUM_RPT_ByAgency
Intragovernmental Reciprocal Category Detail Report	IRAS_RC_DETAIL_RPT1_ByAgy
Intragovernmental Reciprocal Category Summary Report	IRAS_CAT1SUM_RPT1_ByAgency
² Intragovernmental General Fund Detail Report	IRAS_GeneralFund_RPT1_ByAgency
Fiduciary Quarterly Data vs. IFCS Agency Benefits Report	IRAS_FID_BENEFITS1_RPT_ByAgency
Fiduciary Quarterly Data vs. IFCS Comparison Report	IRAS_FID_INVBOR2_RPT_ByAgency
Material Differences Report	IRAS_MATL_DIFFS_RPT1_ByAgency
Comparative Status of Disposition	IRAS_COMPARATIVE2A

²This report is new in FY 2008

Table 2 below summarizes the parameters and its definition for the criteria to be entered for generating the intragovernmental reports.

Table 2: Parameters and Definitions

Parameters	Definition of the parameters
Fiscal Year	Fiscal Year of data user wishes to view
<u>Quarter:</u>	
1	1 st Quarter data, from Oct. 1-Dec 31
2	2 nd Quarter data, from Jan. 1-Mar 31
3	3 rd Quarter data, from Apr 1-Jun 30
4	4 th Quarter data, from July 1-Sept 30
5	Closing Package data

Table 3 is a list of suggested page layout parameters for printing out all columns in one page for the Comparative Status of Disposition Report. (See next page for page layout sample.)

Note: For any report, the user should adjust the paper setup, margins, and/or scaling.

Table 3 Field Parameters Limitation for Comparative Status of Disposition Report

<u>Paper Setup:</u>	
Size:	11x8.5
Orientation:	Landscape
<u>Margins:</u>	
Top:	1
Bottom:	1
Left:	.1
Right:	.1
<u>Scaling:</u> 60%	
<u>Column Sizes</u>	
Columns	Set Width
Trading Partner:	0.6
Recip. Category Code:	0.7
Category Title:	1
Type of Difference:	1
Point-of-View:	1
Additional Explanation:	3.5
Basis of Accounting:	1.5
Reporting Agency Amount:	1
Partner Amount:	1
Difference:	1
Adjustment Required:	1
Adjusted Reporting:	1
Unknown/Unadjusted:	1
Click on box next to "Always wrap text when size exceeds column width" field	

Layout for Comparative Status of Disposition Report

Connect > Workbooks > IRAS_COMPARATIVE2A - Sheet 1 >

Printable Page Options

Set the options to generate a printable Portable Document Format (PDF) document of your worksheet.

Content | **Page Setup**

Paper Setup

Size:
 Orientation: Portrait Landscape

Margins

Top: Bottom:
Inches Inches
 Left: Right:
Inches Inches

Scaling

Set the scale of the printed worksheet.
 Scale:

Column Sizes

Set the width of the printed columns.

Column size (Inches)	Trading Partner	Recip. Category Code	Category Title	Type of Difference	Point-of-View	Additional Explanation	Basis of Accounting	Reporting Agency Amount	Partner Amount	Difference	Adjustment Required	Adjusted Reporting	Unknown/Unadjusted
Column size (Inches)	<input type="text" value="0.6"/>	<input type="text" value="0.7"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="3.5"/>	<input type="text" value="1.5"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

TIP Maximum width of a single column: 8.98 (Inches)

Always wrap text when size exceeds column width
If this box is not checked, text that is too large to fit will be clipped if word wrap is not enabled through Plus.