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

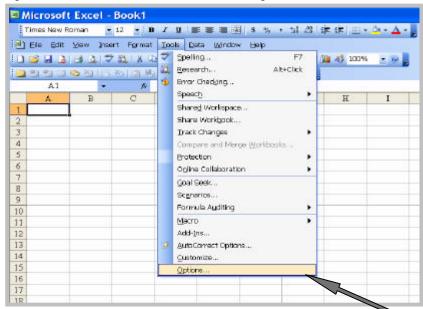
Complete Sections I and II of the ESAAS form. Select "Governmentwide Financial Report System (GFRS)" in Section III Application(s) Requested. Also, select "Agency Reviewer-CFO Agency" in Section IV GOALS II Processing Information.

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*

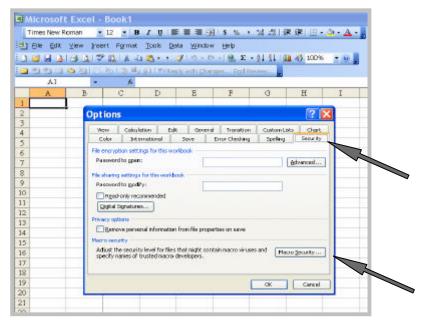
1.4 Security Setting in Microsoft Excel

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..."



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Select the radio button "Medium" and click on "OK".

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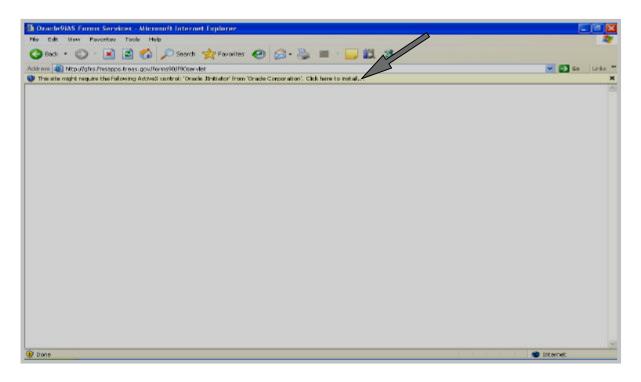
1.5 GOALS II Information Access System Screen for GFRS

After logging on to GOALS II IAS, select the GFRS Production link. Do not select the <u>GFRS</u> <u>Beta link.</u> The GFRS Beta region exists for agencies to view prior year data with "Read Only" access.

GOALS II Information Acc Welcome PATRICIA SMITH	ess System					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					
About IAS GWA GOALS II User Settings Contacts News	point of access for n conduit to submit FA	nonitoring and reconc ACTS I MAF and ATB		deposit, and in S closing pack:	tra-governmental activ age data, to FMS.	g levels and budget execution resul vity, from agency to fund account le e of the links below:
Latest: 05.04.2004 Archive Functionality Activated . <u>Archive</u>	Fund Account: Undisbursed Appropriation Warr	Statement of	f Differences FAC	<u>A</u> ;	Special Functio Archive	o <mark>ns: User Guide:</mark> <u>User Guide</u>
Version 02.02.2002 Best viewed with Internet Explorer 5.x Navigation Non-functional links go to 'under construction'; the Back button to return.	Beta Sites			<u>-</u> <u>3 Beta</u>		
			GFRS	<u>Beta</u>		

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"

Oracle9iAS Forms Services - Microsoft Internet Explorer	7 🗙
File Edit View Favorites Tools Help	-
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Address 🕘 http://gfrs.fmsapps.treas.gov/forms90/f90servlet	inks »
🔊 This site might require the following ActiveX control: 'Orade Jinitiator' from 'Orade Corporation'. Click here to install	×
Install ActiveX Control What's the Risk?	~
Information Bar Help	
	-
	~

Click "Install" on the screen below.

Internet Explorer - Security Warning	
Do you want to install this software? Name: <u>Oracle JInitiator</u> Publisher: <u>Oracle Corporation</u>	
Nore options	Install Don't Install
	seful, this file type can potentially harm irom publishers you trust. <u>What's the risk?</u>

Click "Next" to install Oracle Jinitiator.

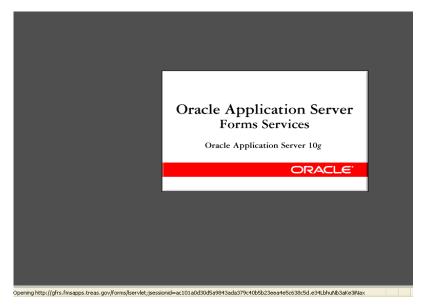
Choose Destination Location			
Select folder where Setup will install files.			
Setup will install JInitiator 1.3.1.22 in the followin	g folder.		
To install to this folder, click Next. To install to a another folder.	different folder,	click Browse a	nd select
– Destination Folder			
C:\Program Files\Dracle\JInitiator 1.3.1.22			Browse
nstallShield			
	< Back	Next>	Cancel

Select "OK" once the installation is complete.

are using Netscape as your web browser, ore using JInitiator.

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

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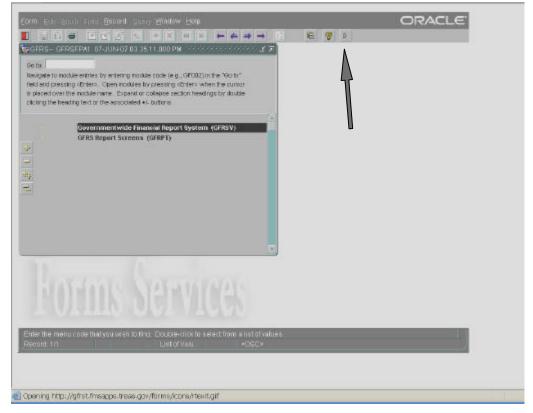
User will also see the screen below during the Jinitiator installation process. This utility is trusted by both Oracle and FMS. FMS encourages users to select "**Grant always**" so this message will not be prompted again in the subsequent logons to GFRS.

JInitiator	Security Warning
S	Do you want to install and run signed applet distributed by "Product Management"?
	Publisher authenticity verified by : "Oracle".
	The security certificate was issued by a company that is not trusted.
	The security certificate has not expired and is still valid.
	Caution: "Product Management" asserts that this content is safe. You should only install/view this content if you trust "Product Management" to make that assertion.
G	rant this session Deny Grant always <u>V</u> iew Certificate

10

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

	cleBI Discoverer	
	Neorverer, alloh on a connection name or enter your connection details already.	
Choose Conn	ection	
		(Create Connection
letalle Connectio	n Description	Update Delot
Connect Dire		🐼 Behan in To
	on details below to connect directly to CractaDi Discoverer.	
 Indicates requirer 	(ried	
Connect To 0	racle B Discoverer M	
· User Nerne		
· Password		
· Database		
Encl Liow Layer		
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G		
NAPT (222000, 2005	Oracle Corporation, All rights reserved.	
t Oracle El Discover	ner Vierwer Version 10.1.2.45.1.5 oork	
e reconduct nets	AEX	

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.

Connect Directly			
© <u>Connect Directly</u>			
Connect to OracleBI Discoverer			
To connect to OracleBI Discoverer, click on a connection name or ent	er your connection details directly.		
Choose Connection			
			(Create Connection)
Details Connection	Description		Update Delete
Connect Directly			🔕 Return to Top
Enter your connection details below to connect directly to Oracle	BI Discoverer.		
★ Indicates required field.			
Connect To OracleBl Discoverer			
* User Name gfrsfpa1			
* Password			
* Database prod			
End User Layer			
Locale Locale retrieved from browser	1		
(G0)			
		Help	
Copyright (c)2000, 2005 Oracle Corporation. All rights reserved. About OracleBI Discoverer Viewer Version 10.1.2,48.18			
Oracle Technology Network			

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

equest Progress	
\frown	
Processing your request	
The page you have requested is taking some time to process. Ple	ease wait
TIP You can change the refresh rate of this page. Please chi	eck with your OracleAS administrator or the OracleBI Discoverer documentation for more details
vyright (c)2000, 2005 Oracle Corporation. All rights reserved.	Help
out OracleBI Discoverer Viewer Version 10.1.2.48.18	
acle Technology Network	
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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.

Business Intelligence	Preter
Enned >	
Worksheet List	
Search	
Type in a search string to find a specific workbook or result set. Use the shop-down reanuto o	choose between Detabase and Scheduled Workbooks
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Result List	
(Refresh)	
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6	
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Advery_by_Advery_type	
P Activity_by_Activity_Type P DOS_MOTE_ADJ_DATA by Note	GFRS_DISCO.Mwy 1, 2007 7:07:30 PM EDT
	GFRS_DISCO May 1,2007 7.07.30 PM EDT GFRS_DISCO May 1,2007 7.07.33 PM EDT
	GPR5_DISCOM#y+1, 2007 7-07 30 PM EDT GPR5_DISCOM#y+1, 2007 7-07 33 PM EDT GPR5_DISCOM#y+1, 2007 12 07-43 PM EDT
	GPR5_DISCOM#y+1, 2007 7-07-30 PM EDT GPR5_DISCOM#y+1, 2007 7-07-33 PM EDT GPR5_DISCOM#y+1, 2007 12 07-43 PM EDT GPR5_DISCOM#y+3, 2007 8-50-47 AM EDT
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The screen below displays your choice and removes all others from view. Click on "Sheet 1".

Business Intelligence		Englanging and Hole
Connect > Worksheet List		
Search		
Type in a search spring to find a specific workbook or result set.	Use the drop-down menu to choose listween Ditabase and Scheduleo Workbooks.	
Search Al-Verkbeshs 🔛	(G)	
Result List		
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V S MAS_CATISUM_RPTI_ByAgency	OPRS_DISCO May 1, 2007 12:07:43 PM EDT	
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Sopovielli (c)2000, 2005 Ord – Componention, All rights reserved. About StracteRI Disconvener V- Car Version 10 1.2.46.13 Orac in Technology, Network	finiterations (EAE) time	
		Local Intranet
June 2008		12

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.

ostrun May 3, 2007 9r18 Worksheets		
Sheet 1	Parameters Needed Select values for the following parameters * Indicates required field * Enter Fiscal 2007	Select Your
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pyright (c)2000, 2005 C cut Oracleti Discoverer acie Technology Networ	Go Sectorements Edi He Sectorements Edi He Version 10 (248.05)	16

The screen below depicts the report the user generated.

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books >						
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	Recip Category 02	►RC Title Federal Interest Receivable/Federal Interest Payable	►Agency Total 6,112,859	23,029,975	-16,917,117	73.59
	ttems Agency ►Recip Category	►RC Title	►Agency Total		I	73.59
Page I	Recip Category 02	►RC Title Federal Interest Receivable/Federal Interest Payable Interest Revenue & Expense on Federal Borrowings	►Agency Total 6,112,859	23,029,975	-16,917,117	73.59 73.59
Page I 1 2	Recip Category 02 05	►RC Title Federal Interest Receivable/Federal Interest Payable Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue	Agency Total 6,112,859 6,112,859	23,029,975 23,029,975 23,029,975	-16,917,117 -16,917,117 -16,917,117	r 73.59 73.59 0.09
Page I 1 2 3	Recip Category 02 05 17	RC Title Federal Interest Receivable/Federal Interest Payable Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue Federal Loans Receivable/Federal Loans Payable	Agency Total 6,112,859 6,112,859 474,054,999	23,029,975 23,029,975 23,029,975 474,054,795	-16,917,117 -16,917,117 -16,917,117 204	r 73.59 73.59 0.09 -100.09
Page 1 1 2 3 4	tems Agency Category 02 05 17 19	RC Title Federal Interest Receivable/Federal Interest Payable Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue Federal Loans Receivable/Federal Loans Payable Appropriation Transfers In/Out Employee Benefit Contributions Receivables and	Agency Total 6,112,859 6,112,859 474,054,999 100,000,000	23,029,975 23,029,975 474,054,795 0	-16,917,117 -16,917,117 -16,917,117 204 100,000,000	73.5% 73.5% 0.0% -100.0% 1.5%
Page 1 1 2 3 4 5	Keenip Category 02 05 17 19 21	RC Title Federal Interest Receivable/Federal Interest Payable Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue Federal Loans Receivable/Federal Loans Payable Appropriation Transfers In/Out Employee Benefit Contributions Receivables and Payables Accounts Receivable, Accounts Payable, and Other	Agency Total 6,112,859 6,112,859 474,054,999 100,000,000 11,269,321	23,029,975 23,029,975 274,054,795 0 11,097,325	-16,917,117 -16,917,117 -16,917,117 204 100,000,000 171,996	▶ Percent Differences 73.5% 73.5% 0.0% -100.0% 1.5% 5.3% 37.5%

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.

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ormeol > Woldenois >							
RAS_CATINUM_RPT1_		cy - Sheet	1				
atrun June 7, 20 71:34 PM E	87						
Actions			Intragovernmental Reciproca			irt	
Result Receive			Fiscal Year : "200	07' , Quarter : '1'			
laport		ameters					
Vorksheets		alues for the follows required their	owing parameters				
avert 1		Enter Fiscal	007				
ACC 1		veer (nnno L					
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	E		1)			()	
		02	Federal Interest Receivable/Federal Interest Payable	6,112,889	23,029,975	5 001585 SAMING	73.59
	2	05	Interest Revenue & Expense on Federal Borrowings and Other Interest Expense & Revenue	6,112,669	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%
		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 ,326	171,996	1.5%
		22	Accounts Receivable, Accounts Payable, and Other Liabilities	62,869,148	69,508,782	3,360,368	6.3%
	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%
		24	Intra-governmental buy/sell costs/revenues	45,627,722	87 773,204	-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"

orksheet List				
Search				
Type in a search string to find a specific workbook or result set.	Use the drop down menu	to choose between Da	tahase and Schadulad Washnoles	
the way and a sub-				
Search All Workbooks 👻	9			
Result List				
Egfrech				
(Refrech) Expend All Collapse All				
Expand Al Collapse All				
Expend Al Collapse All ODiscoverer Workbooks	Description	Owner	Last ModBled	
Espand Al Colacco Al ODiscoverer Workbooks > Focus Name	Description		Last Modified	
Collapse All			Last Modified October 4, 2007 12:30:56 PM EDT	

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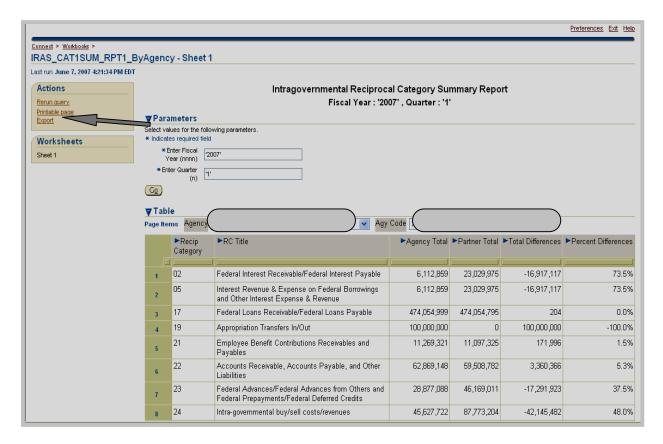
This screen shows all the intragovernmental reports available to the user.

or	🖬 Worksheet List				G • 6	🗊 – 🖶 + 🔛 Page + 🌍 Tools
						Proferences Ext He
orksh	> heet List					
Sean	ch					
Type i	in a search string to find a specific work	book or result set. Use the drop-do	own menu to choose between Databa	se and Schee	duled Workbooks.	
Search	h All Workbooks 🖌	<u> </u>				
Resu	ilt Liet					
Rgfr	resh)					
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0						
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1.10 Exporting Reports to Microsoft Excel Spreadsheet

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

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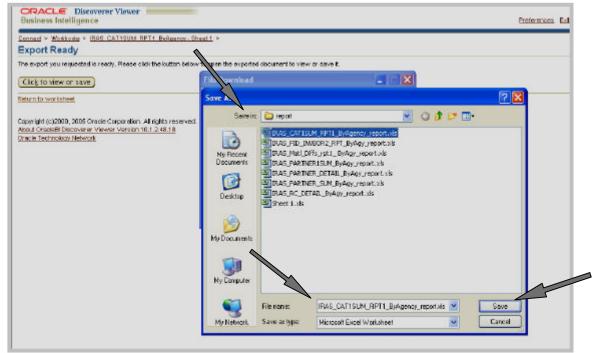
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1.11 Exporting Reports to Portable Document Format (PDF)

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

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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.

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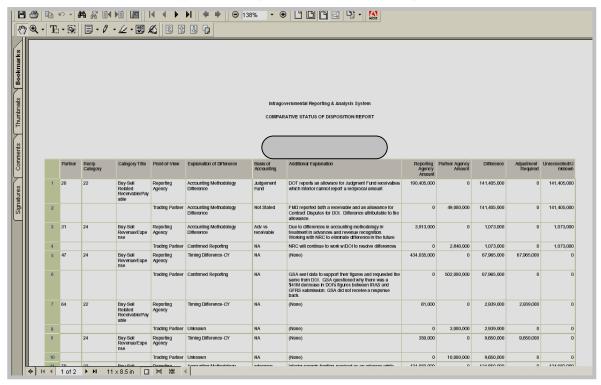
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This screen shows that the report in PDF is ready to view or to save the file. Select on "Click view or save" button.



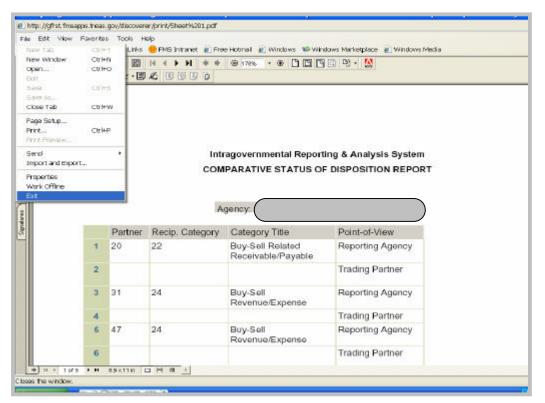
The screen below shows the report in PDF upon the execution from the previous screen.



June 2008

1.12 Exiting Discoverer Viewer Application

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



Click on "Exit" to close the application.

Business Intelligence	Eventeranceae Sout Hale
Export = Westerne = RAD FIB INVOIRS RET Durance Onest 1 = Export Ready	
The export you requested is ready. Rease also the fulton below to spon the exported document to new or save it.	7
(Click to view or save)	
Beham in voorlastest Cecerniste (o 2000, 2005 Groute Corporation, All idato reserved, About Oracle Solito coveres Version 10.1.2.40.13 Directe Technologie Mellows,	

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.

Skip navigation elements to page ORACLE Discoverer View Business Intelligence			
Logged out			
OracleBI Discoverer is now dis <u>Click here to login again</u> Copyright (c)2000, 2005 Oracl <u>Oracle Technology Network</u>	e Corporation. All rights reserved.	<u>Help</u>	

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				
Quarter:					
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.

<u>Paper Setup:</u>						
Size:	11x8.5					
Orientation:	Landscape					
Mar	gins:					
Top:	1					
Bottom:	1					
Left:	.1					
Right:	.1					
Scaling:	60%					
<u>Colum</u>	<u>n 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					

Table 3 Field Parameters Limitation for Comparative Status of Disposition Report

Layout for Comparative Status of Disposition Report

nect > Workh	ooks > IRAS (24 - Sheet 1 >										
ntable Page			ZA- Offeet 1										
		able Portable	Document For	mat (PDF) docume	nt of your work	sheet			(0	ancel) (P	review <u>s</u> ample) (Printab	le PDF
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Content	Page Setup												
Paper Setup	þ												
Size Le	etter (11 x 8.5)	~											
Orientation O	Portrait Lan	dscape											
Margins													
Top 1	Bottom	1											
Inches		Inches											
Left 0.1	Right	0.1											
Inches	3	Inches											
Set the scale of Scale 60%		rksheet.											
	of the printed col	umns.											
	Trading Partner	Recip. Category Code	Category Title	Type of Difference	Point-of-View	Additional Explan	ation Basis of Account	ing Reporting Agency Amount	Partner Amount	Difference	Adjustment Required	Adjusted Reporting	Unknown Unadjuste
Column	0.6	0.7	1	1	1	3.5	1.5	1	1	1	1	1	1
size (Inches)	and the second sec		02 (Inchos)							<u></u>			
	um width of a sin	gie column: o	. so (inches)										
	ap text when siz not checked, text th			l if word wrap is not er	abled through Pla	IS.							
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