DESK REFERENCE

Decision Support Only User

Gaining DSOnly access and the basics of using Decision Support.

Purpose

Decision Support (DS) provides the ability to grant limited access to faculty and staff who do not have a daily business need for DaFIS. The access is granted by approved Access Managers and is limited on an organizational, account, sub account and/or project basis.

In this manual we will provide instructions on how to get DS Only access and the basics for navigating Decision Support.

Contents

What is DSOnly Access?

Access to DaFIS Transaction Processing (TP) and Decision Support (DS) is currently limited to individuals with a business need to access the information contained within the systems. This includes those who create the financial transactions, and those individuals who have the approval authority. However, there are faculty and staff who are not directly involved with transactions, but have a need for access to limited sets of information. Decision Support Access Management provides such a system for granting limited access.

What You Need . . .

Decision Support uses the UCD Login ID as your identifier. Information Technology maintains a UCD Login ID web page with information about obtaining a login ID. You can access that page at https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi. You will need to have your login ID established before requesting access to Decision Support.

Access Managers

The DSOnly User Access Management system allows access managers, and their delegates, to grant restricted Decision Support access to non-TP users. Access managers are selected users within each college/division. They must be current DaFIS users with normal access to both TP and DS. Once authorized, they are able to grant non-TP users limited access to Decision Support. In some cases, they are also given the authority to delegate access manager rights to other TP users.

Once you have a UCD Login ID, a Decision Support Access Manager must grant you restricted Decision Support access. (See **Requesting Access** on page 4).

Access Restrictions

Access can only be provided within an Access Manager's delegated organization and any subordinate organizations. The system also provides a maintenance function which allows Access Managers to modify or revoke access as needed.

Your access to Decision Support will be restricted based on need. Access can be limited based on:

- **Organization** - all accounts within a specified organization

- **Account(s)** - only information pertaining to specified accounts

- **Subaccount(s)** - only information pertaining to specified sub-accounts

- **Project(s)** - only information pertaining to specified projects

- **Query Type** - limited to query types authorized by the Access Manager

Requesting Access

There may be an access manager in your unit. If that's the case, and you know who that person is, then you will have to contact him/her to request access. If you do not know who to contact, start by contacting the appropriate top-level access manager.

A list of the top-level access managers, and the organizations over which they have authority, can be found on DaFIS web site. You will need to send a request to one of these people, or ask them who the appropriate access manager is at your level:

1. Go to http://dafis.ucdavis.edu/

2. Click the **DS Only Access Information** button;

3. Click the link titled **Top Level Access Managers** under the Decision Support Informational Documents heading;

4. Locate the top level manager appropriate to your college or division;

5. Use the e-mail link to send an inquiry/request to that access manager.

That access manager should contact you when they have granted you access or direct you to the appropriate contact person.

The First Login

Once you are given DSOnly access, you must complete the process by establishing your account. This is done by simply attempting to log in to Decision Support.

1. Go to the DaFIS home page at http://dafis.ucdavis.edu/ ;

2. Click on **Log Into Decision Support** under the Decision Support section;

3. Click on the **Log In with Kerberos** button.

4. Type in your login ID and Kerberos password and press the **Login** button.

UCDAVIS
UNIVERSITY OF CALIFORNIA

Secure Login

You have requested a secure UC Davis Web page. For access, type your UC Davis LoginID and Kerberos password below.

thawte
SECURE
SITE
click to verify

LoginID: [   ]
Password: [   ]
[Login]   Login help

For information about UC Davis Secure Login, see Secure Login FAQ

Copyright © 2005 The Regents of the University of California
Send feedback on this site to http://itexpress.ucdavis.edu/about/#contact

After completing the above steps, you will be taken to the Decision Support home page.

Viewing Access Privileges

When you log in to Decision Support you will have a special option at the top of the DS home page to **View Access Privileges**.

Clicking on this option takes you to the **DSOnly User Access Privileges** screen.

Here you can review all the organizations and/or accounts to which you have been granted access and the name of the person who has granted you that access. Restricted query categories are also listed.

Additional information, such as associated sub accounts, can be gained by clicking the organization or account codes listed.

How Restricted Access Works

As a DSOnly user you will only see the results for any accounts to which you have access when you run a query.   In every other way, your results will appear identical to a query run by a normal DS user.   In other words, you will not see any indication on your results that the data was restricted.

If you run a query where no results are accessible to your access, you will receive a message screen that indicates that there are either no results that meet the criteria, or that you do not have access to the information.   This screen will direct you to review your access rights.

Transaction Listing (FIS2)

DaFIS Decision Support >> Transaction Listing Reports >> Transaction Listing >> Report Output

No accounts match the criteria you specified.

If you know that records should have been returned, you may not have access to the information. Please review your access rights on the main Query Categories screen.

Back

Need help with DaFIS Decision Support? Try our help page.
Additional resources are available on the DaFIS web site.

Using Decision Support

Now that you have access to Decision Support, we will discuss some of the basics of using the system.

Browsers and Cookies

DS is currently supported on Mozilla Firefox 1.0.4+ and Internet Explorer 6+. Since queries are not tested using other browsers and/or versions, they are not supported.

Several conditions must exist before a user can access the queries in Decision Support:

- JavaScript 1.1 capable web browser must be used

- JavaScript must be enabled

- Cookies must be enabled

Please check the preference settings in your browser to make sure these conditions are met.

Decision Support uses cookies to track a user's session. Without them, we would have no way of knowing who was accessing the system. You must accept all cookies sent by the Decision Support system for the system to work properly.

The DS Home Page

The first screen within Decision Support is the DS home page. The top left portion of the screen provides information about the system. It shows the name of the person logged in, a greeting, and the status of the current and prior fiscal periods.

If the most recent update was not successful for some reason, there would be a message above the current fiscal period indicating the problem and a link to the list of affected reports.

DSOU.8   Rev A

What's New – In the upper right corner is a link to a page that provides information about changes to Decision Support. All changes and upgrades to DS are recorded in descending order by date on the **What's New?** page.

Query Jump – This input field can be used to gain quick access to a desired query. Simply enter the number of the query you want and hit return. The query input screen will then appear.

Query Categories – Further down the screen is the list of query categories available. You will only see the categories you have permission to use.

The query number appears to the left of all query titles and on the top of the query results.

Need a Query? - Start Here! ?	
► Accounting Office Reports	► General Ledger
► Accounts Payable	► OCP Reports
► Accounts Receivable	► Purchasing
► Annual Financial Reports	► Reference Queries
► CAMS	► UCDMC
FIS Web Applications ?	

Along with each category is a brief definition of the query group. Clicking on a category name will bring back a list, with descriptions, of the reports available in that group.

The figure below shows the category page for the General Ledger group of queries. Each query has a number and a description. The folders seen at the top of each category page contain additional queries grouped by purpose.

General Ledger Review ?	
► Budget Reports	► Object Reports
► Encumbrance Reports	► Project Reports
► Fund Source Summary Reports	► Self-Supporting Unit Reports
► Managerial Reports	► Sub Account Reports
► Object Group Reports	► Transaction Listing Reports
(1) Balance Summary ?	(20) Summary of Object Balances by Org ?
(273) Expense by Principal Investigator ?	(157) Summary of Object Expenditures by Org ?
(265) Extramural Overdrafts ?	(268) Summary of PI Expenditures by Org. ?
(256) Object Expenditures by Fiscal Year ?	(234) Summary of Sub-Object Expenditures ?
(95) Plant Control Account Summary ?	(2) Transaction Listing ?
(296) Recharge Unit Federal Billing ?	(278) YTD Balance Summary ?

A brief description of each query is available by clicking on the **?** next to each query name. You can select the query to run by entering the number in the **Query Jump** box or clicking on the query title.

Query Input

Once a query is selected the query input screen will appear. The example below shows the query input screen for the **Balance Summary (1)**. (This screen has been selected for the variety of input field types it contains.)

The query input screen contains the fields and buttons used to specify the data Output Format and parameters of a query.

Text Fields

Text Fields are the most common input device. **Organization Code** and **Account** are two of the most common examples. Data is typed directly into the text fields. The criteria entered cannot exceed the number of characters allowed for the field in TP (e.g., Account is limited to seven characters).

Wildcards may be used in text fields identified by **%**. In the **Balance Summary (1)**, seen above, the **Account** and **Sub Account** fields are indicated as allowing wildcards.

Wildcards may be used at any position in the field. A percent sign, %, will match any number of characters. An underscore, _ ,will match exactly one character. For example:

Entering V95_P in the Account field would not return any data since account indicators must be 7 characters long, and each _ only represents 1 character.

- ■ Entering A%TION will match any string that starts with 'A' and ends with 'TION,' such as ACTION or ADMINISTRATION. Alternatively, entering A_TION would only return all strings with any *single* second letter, e.g. ACTION;

- ■ Entering V95% in the account field would return all accounts that start with 'V95'. Conversely, entering V95_ _ _ P will match any account that begins with 'V95,' followed by any three characters, and ending with 'P';

Drop-down Lists

Drop-down lists are available for selecting from specified information. The fields for fiscal year and fiscal period are common drop-down lists. Click on the ⌄ button to see all values, then click on a value to return it to the input field. The ↓ ↑ and ⎗ ⎘ keys can also be used to select an item from a drop down list.

If entering a non-value is a valid option, then a blank space or "None" will appear at the top of the list.

Checkboxes

A checkbox is used to represent a 'Yes' or 'No' criteria for a query. The title of the field gives an indication of what the 'Yes' condition (checked) represents. The default is generally a 'No' value (unchecked).

Radio Buttons

Radio buttons are always enclosed in a box on the input screen. One of the conditions in the box must be selected, although there is always a default option selected. To select an option other than the default, click on the corresponding button.

Screen Navigation

The Tab key can be used to move to the next field, or button. When a button is highlighted, hitting the Enter key or space bar will activate that button.

Inputting the Parameters

Most PDQ's require certain fields to be entered. The required fields are marked with a red asterisk (*) before the title. Many PDQ's also require a *minimum* number of fields to be entered. Click the **Show Validation Rules** button to view the minimum requirements for a query. These requirements are important for limiting the size of the query to keep it manageable.

Once the input is complete, the query is ready to run.

Figure 12. 1 The Process Query button used to process a query.

This button is used to run the selected query. It is located on the bottom and the upper right corner of the input screen. Click the button *only* once to run the query. *Every* click submits the query.

If the cursor is moved away from the button and an hourglass appears, then the query is running. The results are not instantaneous. The time required depends on how much data the query requested and how many other requests are being processed by the servers.

If the query does not complete within ten minutes, the process will stop and you will receive an error message.

General Ledger Queries

The queries in the General Ledger category are used to reconcile ledgers, and track transaction activity. There are four General Ledger categories that you will find most useful.

Summary Queries

The queries found at the bottom of the General Ledger category page are all "summary" reports. In other words, the output is a one line summary showing appropriations, expenditures, encumbrances, and balances for the selected criteria. Individual debit and credit transactions can be reached by clicking on links from the resulting summary pages.

Transaction Listing Queries

Transaction Listings provide more detailed information than the summary queries. As a result, these queries also take longer to run–making the selection of query parameters even more important.

The Transaction Listing reports are the "ledger" reports. Individual debit and credit transactions are listed with subtotals at different groupings based on the query selected.

Transaction Listings also offer more flexibility than the other DS queries. Several of them offer the option of returning the results in Rich Text Format (RTF) or Spreadsheet format. The RTF format is returned to a word processing application - giving you greater flexibility in formatting and printing your reports.

Budget Queries

There are currently four budget summary queries, and one budget transaction detail query, in this category. These queries present information for either Base Budget or Current Budget transactions. The queries differ only by the level at which summary information is presented.

Encumbrance Queries

The **Current Encumbrance Balances (46)** query provides a one line description and total for each current encumbrance in an Organization or Account. Any encumbrance with a non zero balance, debit or credit, will be presented.

The **Encumbrance Summary by Tracking Number (200)** query summarizes encumbrance information by tracking number and full accounting line (account, sub-account, object, etc.). Certain fields within the accounting line can be suppressed if you want to report across them. This report can also be grouped by tracking number so that all accounts encumbered under a given tracking number are reported together.

Running a Sample Query

The most common query, by far, is the **Transaction Listing (2).** This query is used by most people to balance their monthly ledgers.

How to run the **Transaction Listing (2)**:

1. On the DS Home page, or any category page, type **2** in the Query Jump box and hit Enter on your keyboard;

2. Select the fiscal year (if you are not sure, leave it at current);

3. Select the beginning fiscal period (if you are not sure, leave it at current);

4. Select the ending fiscal period (if you are not sure, leave it at current);

5. Check the Chart entered. The default is **3** for the general campus. The following are other possible charts you may use (if you are not sure, check your access privileges):

   - H – UCDMC
   - L – DANR
   - S – School of Medicine

6. If you are running this query for an organization to which you have access, then enter the 4-character **Organization Code**,

   or

   If you are running this query for an account to which you have access, then enter the 7-character **Account**;

7. Click the Process Query button to submit your query.

Depending upon the fiscal period range, and the amount of activity within the organization or account entered, it may take seconds to minutes for your report to be returned.

Your results will contain all transactions made against the account(s) specified within the specified fiscal period range. Some documents may have many transaction lines. For example, if a Departmental Purchase Order was issued against one of the accounts, and four items were purchased using that account, you would see four separate transaction lines for that one document (see **Additional Options** below on how to change this). More information about a given document can be seen by clicking on the document number (not always present) or the document type code (2-4 character underlined code in the fourth column).

The report shows you the appropriations, encumbrances and expenditures for the account(s) selected. Each of these is sub-totaled at the object consolidation level and then totaled for each account.

Additional Options

There are several additional options in running this report. Below are just a few of the options you might find useful.

Summarize by Document – This option will group all transactions associated with a single document into a single line on your report.

Include Pre-encumbrances – This option will include any pre-encumbrances against your account(s). These may have been established on a Departmental Encumbrance document, for example. If you select this option, the report header will include the following message:

NOTE:	Pre-encumbrances are included on this report. Balances may not be representative of the official University ledger.

Include Pending? – This option will include any transactions that are still pending approval. When you run the query according to the steps outlined above, you only return transactions that have been approved, and then applied to the General Ledger in a nightly load process. If you mark this checkbox, you will include those transactions not yet approved or applied. These transactions will be distinguished by "**PENDING**" appearing in the **Posted Date** column.

DS Tips

- When selecting a query, remember:

  - "Summary" indicates a query that will return totals; and
  - "Transaction" indicates a query that will return individual debit and credit transactions.

- Decision Support provides you the ability to "drill down" from high level queries to low levels of detail. Underlined values indicate either a detail or lookup link.

- The Transaction Listing Reports offer the option to query by Principal Investigator (PI). All of these reports can be run using the PI as part of the query criteria. The PI field on the input screen is also a lookup – just click on the underlined title to get a list of all PIs in the system. Click on the name you want to use, and it is returned to the query input screen.

- You do not need to specify the organization in a DS query if you are specifying the account. Most Decision Support queries now offer the option to specify an organization code. While this input parameter is very useful if you want to return all accounts/transactions in an organization, it can actually *slow your query down* if you have also specified an account.

- Every query criteria you enter is one more place the system must look for data. So, be sure to enter the minimum criteria that will return the desired results.

- For more detailed information on navigating Decision Support and using the different types of queries available, please refer to the DS 101 training manual available for downloading on the DaFIS website at http://dafis.ucdavis.edu/training/trngdocs.cfm.

APPENDIX - DS VOCABULARY

It can sometimes be difficult to decipher the language associated with any system. Below are some of the common terms associated with Decision Support. Understanding these terms is key to understanding the system.

Account	The 7-digit identifier for the account containing the financial activity. Accounts are unique within a Chart; however, some accounts have been purposely established in multiple charts. For this reason, it is recommended that both the chart and account be specified in any query.
Account Manager	An FIS user assigned to manage the activity in an account. The account manager is responsible for reviewing and approving financial transactions charged or credited to their account.
Browser/Web Browser	A software tool used to access information on the World Wide Web.
Chart	A grouping of accounts and organizations. It represents the rules, policies and regulations under which these organizations function. Each chart has its own set of organizations, accounts, sub-accounts, object codes, and sub-object codes.
Commodity Code	Used in purchasing to identify items purchased and provide attributes for various uses. Also known as a Calcode.
Cookies	A small piece of data that is sent to the user's browser by a web page. This data is stored by the browser and sent back to the web server when a page is requested from that site. Cookies are often used for authentication.
DaFIS	Acronym for the <u>Da</u>vis <u>F</u>inancial <u>I</u>nformation <u>S</u>ystem.

Database
A collection of data arranged for ease and speed of search and retrieval. The electronic "storage unit" for this data.

Decision Support (DS)
A server that holds a copy of the university's financial data. The data is available for viewing, reporting and analysis.

Document
An online screen used to process a financial transaction. Electronic equivalent to a paper form.

Document Initiator
The DaFIS user who opens and completes an electronic document.

Document Type
All TP documents are identified by a document type – e.g. the **Vendor Invoice** is identified as **VI**. Document type can be used to narrow the results of a transaction listing. If you are unsure of the code for a specific document type, use the drill-down on the input screen.

FIS
Financial Information System.

Fiscal Period
There are 13 periods defined for each Fiscal Year – 12 that approximate the months in the year, and the 13th for the Fiscal Close process. July is fiscal period 01, August is 02, September is 03, etc.

Fiscal Year
July 1 through June 30.

Fund/Sub Fund	Each account is funded by only one source, such as a grant from the National Science Foundation. The highest level of classification of fund sources is the Fund Group.
	The next lower classification is the Sub Fund Group. The Sub Fund Group code is an alpha representation of the specific funding source. For example, the Sub Fund Group CAARB designates that the funding source is the State of California (CA) and the funding agency is the Air Resource Board (ARB).
	Both Fund Group and Sub Fund Group are attributes entered on the Account Maintenance document.
General Ledger Engine (GLE)	A system computer that processes and permanently maintains the university's financial data.
Hierarchy	Organizational structure used for routing, review, and approval of transactions. (See also **Organization**)
JavaScript	A simple scripting language that is sent as part of a web page and executed by the browser. It is commonly used to perform validation checks on form input.
Login	The process of authenticating the user's identity to the system.
Login ID	A unique identifier used to login to DaFIS. It is the same as your UCD Login ID.
Network	A system allowing computers to communicate and share data.
Object Code	A 4-digit code which defines the purpose of the transaction. For example, object code 2000 signifies that the transaction is for In State Travel expenses. Object codes can be used to extract specific transactions from one or more accounts.

Object Consolidation Every Object Code belongs to an Object Consolidation. Object Consolidations are the highest level summary for transactions. The Transaction Listing by Consolidation reports transactions based on the object consolidation.

Organization All accounts belong to an organization, with each organization reporting to another organization, resulting in an Organization Hierarchy. The resulting hierarchy can be used to group and consolidate account information for reporting purposes. (See also **Hierarchy**)

Posted Date The date a transaction was posted to the ledger. For transactions initiated in Transaction Processing, it is usually the date of the final approval of the document.

Pre-defined Queries (PDQs) The web based tools in DS that allow the user to run a query without writing an SQL statement.

Principal Investigator The recipient of a contract or grant for whom an account has been set up. The Principal Investigator (PI) must be specified when the account is set up if queries are to be run by PI in Decision Support.

Project Allows consolidation of transactions, from several sources. Used for reporting purposes.

Reference Tables Behind the scenes tables that contain the information used to create transactions (e.g. account, organization, etc.).

SQL Structured Query Language – used to run queries against a database.

Server A central computer that supplies services or data to desktop (client) computers.

Sub-account	Sub groupings of the transactions of an account. For example, an academic department may assign a sub account to each faculty member that is funded by a given account. Although a sub account is specific to an account, one sub account code can be used with many accounts.
	Extracting transactions for a sub account generally requires the chart and account also be specified. However, transactions for a sub account used with multiple accounts can be extracted by specifying the sub account and the associated organization.
Sub-fund	See **Fund**
Sub-object	Further definition of an Object. For example, a sub-object for Air Travel might be created for use with a Travel object. Sub-objects are created for an account by the Account Manager
Transaction	Data entered by the user as a debit and/or credit, then processed by the components of DaFIS and reflected in reports as a debit and/or credit to the account(s) effected.
Transaction Processing (TP)	The DaFIS component that is used for creating and processing transactions.
User	A person with authorized access to DaFIS.
User ID	The identifier in DaFIS that specifies data about the user. (See also Login ID)
Web/World Wide Web	The informational system that allows dissemination to a world wide audience. Accessible using a web browser, such as Netscape, to obtain information from a Web server.

Wildcard

A symbol, or series of keystrokes, that can be used to represent any series of unknown values. Typically used in a search conducted against inexact values.