

Foothill-DeAnza Community College District
Follow-up Report for March 17 - 19, 2009
ODS Functional Training – Finance
March 20, 2009

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Objectives

This training is intended as an overview of the basic operation, load, refresh, and data control points of the Banner Operational Data Store (ODS), and in depth examination of reporting views for Finance. At the completion of training, participants will have an understanding of the Finance business concepts and data structure in the ODS via a thorough review of the metadata, and hands-on experience using ODS to access their data. Participants will be able to support ad hoc operational reporting needs via their selected reporting tool at the completion of this training.

Progress Report**Accomplishments****Summary**

All objectives were met by completing the ODS Overview and ODS Finance Functional presentations, discussion and demonstration of the Display Rule functionality within the ODS Administrative Interface as it pertains to Finance, and report query practice using Hyperion.

Training

Foothill-DeAnza (FHDA) is preparing for their first Banner module go-live with Finance on July 1, 2009. The data in the test ODS source reflects test data, practice transactions, manually entered vendor data and a recently revised Chart of Accounts. They will use a single chart for college transactions as well as foundation transactions. Familiarity with the Hyperion reporting tool varied

among participants from no exposure to very experienced and skilled. The majority of participants fell in the middle of that range.

Participants learned about the design of the ODS, and its purpose in providing an instance separate from their transactional instance for data extraction for various reporting, audit, and statistical needs.

We discussed the Banner components of an ODS install, including triggers, composite views, and change tables. In the PowerPoint presentation, the ODS components are depicted in a layered graphic to help demonstrate relationships of those objects, including composite tables which are closely related to the composite views in Banner; ODS security and Display Rules; ODS reporting views; and optionally a semantic layer often required by the reporting tool which can pre-establish join conditions and data relationships between reporting views.

We navigated briefly through the ODS Administrative interface, observing the set-up areas for Display Rules and publishing of the metadata. The ODS is extremely flexible in terms of the frequency and specificity of areas of load or refresh. It is important to note that validation table values are newly loaded with each LOAD_ALL and REFRESH_ALL. For individual loads and refreshes, the validation refresh should always be specifically included, especially if validation codes were added in Banner or if code descriptions changed.

Validation codes and descriptions are loaded from Banner into the ODS MGT_VALIDATION table. The source of data in MGT_VALIDATION comes from several Banner composite 'Validation' views. Validation codes and their descriptions are also distributed through individual records in ODS. This individual record association originates primarily in the Banner composite views. In ODS, there are also LOV (List of Value) views owned by ODSLOV schema; these query MGT_VALIDATION table. The main purpose of these LOV views is to provide a source from which to choose parameter options when a user is prompting a report to filter for desired records. Using the LOV views to pick from among available codes is more efficient than searching for distinct code values among hundreds of individual data records in the target reporting view(s). It should be noted we did not immediately see how we could source parameter prompts from the LOV views using Hyperion.

We discussed the MGRSDAX table in ODS, which holds the various Display Rules, and is initially sourced from the Banner GTVSDAX table. There are three maintenance options for the MGRSDAX table:

- Keep MGRSDAX and GTVSDAX in synch by making changes in GTVSDAX and regularly running the mgrsdax_data_ods.sql, perhaps with each load or refresh
- Keep MGRSDAX and GTVSDAX in synch manually via the ODS Admin and Banner form, respectively
- Allow MGRSDAX and GTVSDAX to be out of synch, each maintained separately.

Decisions such as these become part of the institution's Reporting Strategy. In the test ODS, we updated the VENDADDR address rule to the 'AP' address type. We demonstrated the impact this had on records in the Vendor reporting view. Prior to updating the rule to be the address type used by FHDA, no vendor addresses displayed. Following the address type change, vendor addresses did display. I suggested once FHDA determines through more reporting they are satisfied with the VENDADDR value, they could make a similar update to GTVSDAX in PPRD (assuming PPRD will become PROD). That way when the ODS is installed in production the install process will automatically copy GTVSDAX display rules to ODS.

This suggestion prompted a discussion and speculation about the specific steps to get Banner Finance data into production. Conversation also generated around the idea of reflecting and preserving the display rules for all business areas. Since Finance is the first to go live, they are the first to encounter this responsibility; however, in terms of scope Finance has the fewest display rules to set up and maintain. My recommendation is to bring together a group similar to Data Standards to identify the rule set up and decide the maintenance going forward.

Because Finance handles addresses differently than other Banner business areas, we did not review the address reporting views in depth. We noted that the address that displays in Organization_Entity is the address type which is set as 'preferred' in Banner. This determination is made first in the Advancement module for each constituent, and when that is not applicable then passes to the 'PREFADDR' display rule in GTVSDAX which currently is set to 'PR'. Since Advancement is not implementing yet and since PREFADDR was set as 'PR', the Organization_Entity view did not show addresses for vendor organizations. There is another view for organizations that uses the address hierarchy functionality and that is Organization_Entity_Address. But as mentioned earlier, Finance has other means to control the display of addresses. It should be noted however, that whenever a reporting view contains a data element named '% Rule', the report author MUST add a filter on an appropriate address rule (such as PREFADDR or VENDADDR) else a Cartesian product will result.

We briefly discussed the second main type of Display Rule, which is positional and populates slotted tables and views. There are few slotted tables for Finance data and none of those are controlled by Display Rules so we did not take time for a demonstration of positional Display Rules.

We used and referenced the metadata to practice navigation and enhance participants' understanding of how to search the metadata when planning their reports. It is important to always begin reporting activity by first reviewing the metadata for the most appropriate business concept and reporting view(s) as a report source. We discussed the Banner dynamic help functionality for connecting data displayed in Banner forms to its location in various ODS reporting views. In addition, report development should proceed from the core data set before adding additional detail elements. In other words, report writers should avoid the temptation to build reports from the top down.

We briefly took a look at the Self Service Reporting (SSR) feature of ODS. Initially there was some confusion between SSR and Banner's Finance Self Service functionality. SSR is an extension of ODS that uses the web application Apex to deliver pre-structured report templates for the various business areas including Student, HR, Advancement, Accounts Receivable, Finance, and Financial Aid. It provides criterion selection then serves up a specific list format with drill down capability to pre-structured detail reports. FHDA is scheduled to receive their Banner Self Service training very shortly and at that point should be better able to assess the differences between the two functionalities and thus predict the applicability of SSR reporting to certain FHDA user populations. Often due to specific and complex reporting needs for Finance the SSR templates are not adequate, but may prove valuable for other business areas. The SSR source code is delivered with the source code for ODS; SSR installation requires about 8 hours for which documentation is available on the SGHE service center.

On Thursday we discussed Reporting Strategy as it relates to those immediate areas that would need attention due to the new reporting environment and/or the new reporting tool. It should be

expected there are areas within the current Reporting Strategy which will need adjustment or refinement to better leverage the ODS and Hyperion.

Reporting Strategy update

Process

- Identify business cases for freezing data
- Establish naming convention for freeze tables, freeze lists, reports, etc
- Evaluate current Reporting Strategy in light of new reporting environment and transactional system
- (Will ODS Self Service Reporting serve a segment of the FHDA population?)
- Determine how to handle historical data in the custom warehouse: whether to keep that source independently since Hyperion can be directed there as well as to ODS, or incorporate into ODS as custom tables/views.

People

- Identify trainers/trainees for ODS and Hyperion
- Committee to discuss and define display rules for ODS, cross-institutionally
- ODS Administrator

Tasks

- Evaluate Banner delivered reports for Finance
- Decide MGRSDAX maintenance method
- Set up and execute Hyperion training
- Monitor ODS logs and refresh/load schedule
- Configure and schedule data freezes

Reports

FHDA worked very hard to have representative data in the ODS source system for this week of training. For our initial exploration of the Finance metadata, we looked at the Purchasing Payable concept and Purchase Order reporting view. We began to bring in data from other views based on questions from the participants. Since this exploration was rapidly becoming a report, we started the Just_Getting_It_Done_Foothill-DeAnza report mapping document (included with this report).

While putting together the Purchase Order report, we noticed that data coming from the Purchase_Order_Accounting view was missing program description. My evening research indicated the parameters being fed into the function that retrieves the FOAP descriptions were mis-coded in the Banner composite view. I entered a Service Request (SR) for this issue and requested FHDA and Ron Rayos added as contacts (1-301342111).

Since some of the participants were beginning ODS exploration on their own, but others wanted additional guidance we decided to do one more report as a group with all following along then break into groups to work on independent areas. For the second report, I mapped an Operating Ledger balance scenario which is a commonly asked for report. Nearly each participant was able to complete this report either on their own or following along. (I believe one or two had connectivity issues from the lab laptops so looked on instead.) The Operating Ledger report utilized only one view but introduced calculations, pivot table format, and added column sums to the pivot table.

We also looked briefly at the Grant and Project business concept and the data coming into the Grant Ledger view. Grants and Measure C and associated construction projects are significant funding components for FHDA. The Grant Ledger view pulls data with an inception-to-date perspective although the wording of the metadata doesn't always reflect this clearly. Tonette and others plan to add prior year transactions in Test to better see the inception-to-date balances within the 'Sum' data elements in Grant Ledger.

For the remainder of Thursday, the participants worked in small groups or independently on reports and asked questions of me as they encountered them. Many expressed a very positive experience using Hyperion and the ODS reporting views. One individual reported having created over 8 different reports. Because they were working so well independently, the class began dismissing themselves around 3 pm on Thursday.

Discussions

There was brief discussion about the freeze data functionality of ODS. Examples of reasons to freeze data from Finance's perspective are end of month for student receivables and cash balances, end of year, etc. Although we did not run through a demonstration of this, Hector foresees applicability at FHDA and will give this consideration. Perhaps there will be an opportunity during the HR ODS training in early August to do a freeze data demonstration and invite specific Finance folks to attend that portion of training.

During the training we mentioned ODS's ability to copy the application level security such as Finance's Fund/Org security from Banner into ODS. This discussion seemed to be another point of confusion which is not uncommon. FHDA has an upcoming consulting session to help define their Banner security classes which primarily deals with access to the data via Banner forms. Application level security is a second layer to the Banner security whereby specific data can be restricted from view in the otherwise accessible forms. In addition, ODS can be set up to mimic or have its own row level security using Oracle's Fine Grained Access Control which can be administered via the ODS Administrative interface.

As we navigated through the metadata, I noticed some differences between how the text on the web pages normally render. Initially I thought perhaps the metadata would need to be republished so I brought that to the attention of the ODS installer, Richard Williams. As he looked into it, he determined it was likely an issue with the browser that FHDA uses, Firefox. He is taking the question to his manager and depending what transpires there, may enter a Service Request on the issue. I requested he add FHDA and Ron Rayos as contacts on that SR, if one is made.

There was also discussion around the concept of 'preferred' in ODS as it relates to email addresses. The email addresses that have been incorporated into reporting views that contain other data involving the entity are only those email addresses that carry the 'preferred' indicator in the Banner GOREMAL table. In order to get other email addresses than the ones that may be designated as 'preferred' report authors should use the Internet_Address or Internet_Address_Current views. Based on comments made among the group, it seems FHDA has not defined their process for designating preferred email. I encouraged this be brought to the attention of the Data Standards committee due to its impact on data displayed in the ODS views.

Because FHDA is still implementing Finance some Finance functionality questions came to the table. These should be brought to the attention of Linda Wooden and Jon Langlois during any

upcoming consulting visits. Some of the reports we worked on will be much more meaningful once budget balances are in Banner. The group mentioned they plan to build the 0910 budgets in the old system, and then load them into Banner. Any adjustments needed for those budgets prior to final acceptance in September, will be done in Banner. So very soon, beginning budget data should be available in ODS. There were additional questions from the Banner perspective which should be asked of the appropriate Banner functional consultant. For example, some participants wondered about month end reports since Payroll will be processed in HRS until end of the year and 'bridged' to Banner Finance. Also, for grant funds they found that creating the fund first and later associating the grant updates the fund with current activity date which is not necessarily what is desired because it could skew the inception-to-date figures.

I learned from a discussion with Dan and Andrew that FHDA currently has its own data warehouse which contains about 15 years of historical data. They wondered how much effort would be needed to bring that data into ODS, or to bring data elements not already included. We talked generically about replicating parts or all of the process that sources ODS from Banner: e.g. copy and modify the Banner extracts, create tables in ODS by copying the existing tables and add the needed columns, or load flat files from the data warehouse into custom ODS tables. Similar scenarios are covered during ODS technical training. If FHDA wishes to explore this further, they should let Rob Bailey know and investigate consulting hours with an ODS technician.

Miscellaneous

Recommended List Servs for users of ODS and EDW are ODS, EDW, and XPPOST, the latter of which gives notice of defects and defect resolution pertaining to ODS/EDW. SunGard clients can sign up for these lists by emailing listserv@sungardhe.com with the subject line blank. In the email body, type the following:

subscribe LISTNAME First_name Last_name

For example, **subscribe XPPOST Joe Brown**

Progress Report

Decisions Made and/or Actions Taken

It was not in the scope of this training to make decisions; however, there was discussion about the importance of revising the reporting strategy and decision-making related to the new reporting environment as well as the new reporting tool. There was one preliminary decision made: to populate 'VENDADDR' display rule in test with the 'AP' address type for FHDA.

Attendance				
Name	Title / E-Mail Address	Attendance		
		Day 1	Day 2	Day 3
Hector Quinonez	Controller quinonezhector@fhda.edu	X	P	X
Kathy Nguyen	Accountant/FDN nguyenkathy@fhda.edu	X	X	X
Hieu Nguyen	Accountant/Dist nguyenhieu@fhda.edu	X	P	P
Ni To	Accountant/Grant toni@fhda.edu	X	X	X
Ellen Lyon	A/P Supervisor lyonellen@fhda.edu	X	X	X
Laureen Wong	Budget & Enroll Analyst wonglaureen@fhda.edu	X	X	X

Henry Ly	Computer Proj Coord lyhenry@fhda.edu	X	X	
Bret Watson	Grants Monitor watsonbret@fhda.edu	X	X	X
Teri Gerard	Budget & Personnel gerardteri@fhda.edu	X	X	X
Janet Couch Vong	FF&E Coord couchvongjanet@fhda.edu	P		
Joni Hayes	Dist Fin Analyst hayeslampreyjoni@fhda.edu	X	X	X
Gloria Wu	Chief Accountant wugloria@fhda.edu	X	X	X
Vicki Liao	DBA liaovicki@fhda.edu	X		
Ron Rayas	Prog/Analyst rayasron@fhda.edu	X	X	X
Tonette Torres	Acctg Supervisor/Bond torestonette@fhda.edu	X	X	X
Margaret Michaelis	Dir Budget & Personnel michaelismargaret@fhda.edu	X	P	X
Daniel Peck	Inst Researcher-Foothill peckdaniel@fhda.edu	P	X	1/2
Catherine Sun	Accountant/Dist suncatherine@fhda.edu	X	1/2	
Martin Varela	Sr Accountant/Dist varelamartin@fhda.edu	X	X	X
Chien Shih	Dir IT & Operations shihchien@fhda.edu	P		
Esperanza Contreras	Accounting/Bond contrerasesperanza@fhda.edu		X	X
Andrew LaManque	Inst Research lamanqueandrew@fhda.edu			1/2
P = Partial				

Action Items and/or Assignments for SunGard Higher Education

Date Assigned	Description	Owner	Critical Date for Completion	Status
03/19/09	Deliver Trip Report including 'Just Getting It Done' customized report spec document.	Susan Shaw	03/26/09	Completed
03/19/09	Provide SR tracking numbers from the issues logged by S Shaw and R Williams	Susan Shaw	ASAP	In progress

Status: New, Open, Completed, Cancelled, Deferred

Action Items and/or Assignments for FHDA

Date Assigned	Description	Owner	Critical Date for Completion	Status
03/19/09	Determine how MGRSDAX will be maintained and whether it will be synchronized with GTVSDAX	FHDA ODS team	ASAP	New

03/19/09	Work with and explore the ODS metadata as much as possible to become more familiar with ODS	FHDA Finance reporting team	03/20/09 and continuing thereafter	New
03/19/09	Identify and address changes to current Reporting Strategy (see list in the body of this report)	FHDA ODS teams	ASAP	New
03/19/09	Foster cross institution discussions and identification of preferred address and email types	FHDA reporting teams	ASAP	New

Status: New, Open, Completed, Cancelled, Deferred

Concerns / Decisions to be made

Description	Owner	Target Date for Closure	Action Plan

Other

This was a terrific group of people with which to work. Interest, participation, enthusiasm, camaraderie were all excellent. Thank you all very much.

Supplemental Documents Attached

Just Getting It Done_Foothill-DeAnza.doc

Hours Billed

Preparation	2
Travel	8
On-Site Consulting	24
Off-Site Consulting	0
Follow-Up	2
TOTAL	36