

Discoverer Plus Instructions

<http://warehouse.usu.edu/>

Click on Discoverer Plus in the Quick Links

- A Security warning might come up – click yes if it does.

“Enter connection details” page appears, enter the following:

- Connect To box should be filled in with OracleBI Discoverer – DO NOT CHANGE
- User Name is your Banner name – firstname_lastname
- Password is your USU secure password
- Database is EDW
- End User Layer is EDW_EUL
- Locale box is already filled in – DO NOT CHANGE

Click on the “Go” button

- Workbook Wizard appears
- Click in the circle next to “Open an existing workbook – then click the Browse button
- A list of all Discoverer Reports that you have access to will appear. The ones that will be of interest to you will begin with “FINANCE...” and the owner is FINANCE.
- Click the “+” sign next to the report and it will expand to several worksheets under that main report. Each worksheet is a different report. Once you’ve decided which one you want to run, click on that worksheet.
- Follow the prompts from there.

Important Keys:

- Current Fiscal Year = 11
- Fiscal Period:
Jul = 01 Oct = 04 Jan = 07 Apr = 10
Aug = 02 Nov = 05 Feb = 08 May = 11
Sep = 03 Dec = 06 Mar = 09 Jun = 12

----- REPORTS -----

FINANCE Balances & Expenses

1. Fiscal Year-to-Date Balances
2. Inception-to-Date Balances for Contracts & Grants
3. Inception-to-Date Balances for Contracts & Grants by Account Type
4. Inception-to-Date Balances for Contracts & Grants by Account Code
5. Monthly Expenses
6. Monthly Revenue & Expenses
7. Fiscal Year-to-Date Expenses
8. Fiscal Year-to-Date Revenue & Expenses
9. Inception-to-Date Expenses
10. Balances for Endowments
11. Auxiliary – Statement of Net Income

FINANCE Labor Distribution

1. Salary Summary by Banner ID for Fiscal Year
2. Wage Hourly Summary by Banner ID for Fiscal Year
3. Salary & Wage Hourly Summary by Index
4. Monthly Labor by Index – Detail
5. Fiscal Year-to-Date Labor by Banner ID – Detail
6. Monthly Labor by Index – Summary (acct code across)

FINANCE Standing Purchase Order Summary

1. By PO Number

If you cannot login or do not see the reports as listed above, please contact steven.francom@usu.edu (x 7-5836) or sharyn.bradfield@usu.edu (x 7-8089).