

NOTES FROM RESEARCH ADMINISTRATORS – POST AWARD MEETING, SEPTEMBER 3, 2014

INTRODUCTION

Welcome back! This is the first meeting of the academic year!

RSSP UPDATE

We have a new sign-up through Human Resources (<https://edp.uark.edu/calendar/month.php>) – not only will this add the meeting to your calendar, but it will send you a reminder before the meeting! You can also see what meetings you've attended by visiting "My Trainings".

Meeting notes for the last three years are also on the RAP webpage. Need the topics? Need the presentations? Need the notes? They are here! (<http://vpred.uark.edu/units/rssp/research-administrator-post-rap.php>)

There is a link to "Available Trainings" (<http://vpred.uark.edu/units/rssp/rssp-training.php>) on the right hand side of the RSSP web page. (<http://vpred.uark.edu/units/rssp/>) At the moment we are offering a Budget Revision class. Over 55 people have taken the training and we hope you will find this worthwhile!

TOPIC

Data Warehouse: Unlock the Mystery of Award Management

Presenters:

- Lonnie Deavens, System Analyst, Data Warehouse Team
- Donna Carter, BASIS Training Coordinator

PRESENTATION NOTES

The goal of the Data Warehouse team is to make reporting more standardized across campus. While we'll be showing some basic reports today, we want to be able to customize reports for you, information you want to see and queries you want built. The goal is to make your life easier! But we need your help and your input!

Data Warehouse is approximately 20 years old. Financial, human resources, and student data is offloaded or mapped nightly. If you do not have a Data Warehouse account, go to AskIt and fill out the form online. SAS is available for administrative use for free. UITS will install the software on your machine and give you a short tutorial. A class is also offered at the Uptown Campus location.

Call us with questions! Once SAS is installed on your computer, you will have access to a Folder entitled "U of A Standardized Reports". Within this folder are sub-folders with pre-defined

queries. The subfolders are identified as: eBusiness (queries identified charges placed on PCard, TCard, Voyager, etc) Financial, inventory, leave, payroll, personnel, procurement, receivables, and travel. You merely have to open Excel and pull one of these 'pre-defined' reports without having to understand SAS or even how to build a query. Once you have SAS loaded, you can also build queries that you can store in your own folder that are only for your use. As you request queries, we do want to hear a detailed accounting of what you need.

Most financial reports look at data within the current and last FY. We will be working on reports specific to Life to Date Cost Centers (Research) where we will append 5 years of data together. This will be a project to work on. Once the data is in Excel, you can manipulate the data however you need it. The data can be examined in multiple ways.

A query that is currently in development is labor detail for employees paid on a payroll; labor is a moving target and we're still working on it! Labor Distribution by CCN shows the breakdown of the category found in Accounting Detail for Specified Cost Center. Expenses, revenue, transfers are shown in the Accounting Detail queries.

Budget officers are having to do a report right now that goes to the Provost that shows a summary of expenses, revenue and transfers of a unit's cost centers. The "Specified DD CC detail Defined COMP" shows the balance forward, expenses, transfers, expenditures, commitments, and revenue. Currently AGRI Cost centers that have a 3 in the last digit of the company require their own reporting due to the method used in using DACs. Many projects will roll up to a DAC. We will be working with the AGRI group to establish some reports that fit their needs.

All these reports are available to anyone who has a Data Warehouse account and SAS access.

Data Warehouse has discussed queries with different departments across campus and realized that many folks are reinventing the wheel. These standardized reports have been created to address that problem.

THE RAP GROUP REQUESTS A STANDARDIZED REPORT TO SHOW ACCOUNTING DETAIL ON SPONSORED PROGRAMS FOR UP TO FIVE YEARS.

Moving on to Procurement, "All Open Blanket POs for a specific BU" show all open purchase orders for a budgetary unit, regardless of cost-center type. In Receivables, there is report to show the open invoices for a budgetary unit - "ARS Aging Report for Type UA by BU". There is also another report under the Receivable sub-directory called: ARS Aging Report for Type UA by Cost Center.

UPDATE: SINCE THE RAP SESSION, THE DATA WAREHOUSE TEAM HAS CREATED A NEW REPORT ENTITLED: ARS AGING REPORT FOR TYPE RA INVOICES- THIS REPORT WAS A REQUEST BY A RESEARCH ACCOUNTING STAFF MEMBER. THE REPORT IS NOW AVAILABLE.

Looking for definitions? The table METAHELP will show you what the different fields need.

A SAS webinar is being offered Friday, September the 12th from 1-3 p.m. in the Poultry Science Auditorium for all that are interested on the SAS analytic product.

Data Warehouse **WANTS YOUR FEEDBACK** on what queries and reports you need and will make your job easier! Please contact Lonnie Deavens (5-6463) with your ideas. You can also subscribe to the Data Warehouse listserv; Lonnie will add the class to the subscription list.

QUESTION: CAN ATTACHMENTS/DOCUMENTATION BE PULLED FROM BASIS INTO SAS?

ANSWER: NO – THIS IS NOT STORED IN DATA WAREHOUSE.

QUESTION: ARE THE REPORTS DONE IN ACCESS AVAILABLE IN SAS?

ANSWER: NO YET, BUT IF YOU HAVE A GREAT ACCESS REPORT, WE'D LOVE TO PUT THAT OUT FOR THE CAMPUS TO USE.

QUESTION: ARE THE REPORTS LOCKED DOWN OR CAN ANYONE EDIT THEM?

ANSWER: THE QUERIES AND REPORTS ARE LOCKED DOWN IN THE SHARED FOLDER.

QUESTION: WILL THE WEBBASIS HYPERLINKS BE AVAILABLE IN SAS?

ANSWER: THOSE LINKS ARE FROM EMPOWER; A NEW IMAGING SYSTEM IS GOING TO BE PUT INTO PLACE SOON, BUT NO, THAT WILL NOT BE IN DATA WAREHOUSE.
