Data Warehouse Web Application

The data warehouse web application is located at https://datawarehouse.pepperdine.edu. The site is available both on and off campus 7 days a week starting at 6:30am and is available until 5:30am the following morning.

It is recommended that you use a recent version of web browser to access the data warehouse web site. (IE 5.0 or 5.5; Netscape 4.0 or above except 6 series; high security version). Also, to gain access to all the features a local installed copy of Microsoft Office (SR-1 version 9.0.3821 or above) is also recommended. To obtain assistance on checking the version of software you have installed, please contact the 1-TRAC Call Center 310.506.4357.

NOTE: In the production web application, full 10 digit accounts would be listed under certain account columns. They have been removed from this documentation for security purposes.

Logging In
When you enter the above URL into your browser, you should be prompted to log into the data warehouse web application. The User ID and Password are the same as your Pepperdine network ID and password. Windows 95, 98 and 2000 users (following sample screens using IE browser) will see the dialog box to the right. The domain is Pepperdine. Windows XP users will see the dialog box to the left. In this case your User Name should read: Pepperdine\(YourUserID).

If you have trouble logging into the data warehouse web application, please contact 1TRAC Call Center at 310.506.4357.
Main Page
Once you have successfully logged into the data warehouse you will be presented with the main page offering three choices:

List – Will list all the six digit accounts that you have access to. You can then drill down into pool totals, subcode totals and transactions.
Show – Allows you to enter a specific six-digit account to view. Once you do you will see pool totals, and then be able to drill down into subcodes and transactions.
Find – Allows you to search across all your accounts for a specific transaction description; search applies to the Fiscal Year selected.

Top right corner of this main menu page (as well as all other pages) you will find the FY selector. This selector allows you to display your data for the previous 5 fiscal years. A Logoff link is also provided. For security purpose, you should click to logoff every time you are done using DW Web.

Six-Digit Accounts
After selecting List, you will be presented with a listing of all the six-digit accounts that you have permission to access (see screenshot below). If you notice a discrepancy in your accounts, please use your web browser and navigate to: http://www.pepperdine.edu/finance/forms/form_frs_access.htm and enter a change request on the FRS access form.
From the six-digit accounts page, you can click to select a specific account number to see pool totals for that account.

**Pool Totals**
The Pool Totals page will allow you to see totals grouped by pool for a specific six-digit account. You can click on a Pool Code to drill down and see totals for the subcodes under that pool. A summary chart is presented at the bottom of the table with totals for the entire six-digit account.

### Pool Totals - Click pool code to see subcodes, or click here to see all *inflows, commitments*, or *transactions* (filter by month only).

ACCOUNTS: 1234567890

#### You are viewing Fiscal Year 09 YTD data.

<table>
<thead>
<tr>
<th>Pool Code</th>
<th>Pool Name</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>CM Actual*</th>
<th>YTD Actual*</th>
<th>Inclusions</th>
<th>Bal Available</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Staff Salaries</td>
<td>140,000.00</td>
<td>145,000.00</td>
<td>130,000.00</td>
<td>95,000.00</td>
<td>0.00</td>
<td>49,922.74</td>
<td>65.66</td>
</tr>
<tr>
<td>123456</td>
<td>Performance</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>4,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>123456</td>
<td>Student Salaries</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>9,000.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>6,000.00</td>
<td>48.19</td>
</tr>
<tr>
<td>123456</td>
<td>Employee Benefits</td>
<td>45,000.00</td>
<td>45,000.00</td>
<td>42,000.00</td>
<td>29,000.00</td>
<td>0.00</td>
<td>15,000.00</td>
<td>65.55</td>
</tr>
<tr>
<td>123456</td>
<td>Supplies</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>4,450.00</td>
<td>85.88</td>
</tr>
<tr>
<td>123456</td>
<td>Postage &amp; Freight</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>0.00</td>
<td>77.69</td>
<td>77.69</td>
</tr>
<tr>
<td>123456</td>
<td>Telephone</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>4,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>495.40</td>
<td>85.88</td>
</tr>
<tr>
<td>123456</td>
<td>Print</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
<td>200.00</td>
<td>0.00</td>
<td>150.00</td>
<td>25.00</td>
</tr>
<tr>
<td>123456</td>
<td>Travel/Word</td>
<td>1,700.00</td>
<td>1,700.00</td>
<td>1,700.00</td>
<td>1,700.00</td>
<td>0.00</td>
<td>745.00</td>
<td>43.88</td>
</tr>
<tr>
<td>123456</td>
<td>Outside Services</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>800.00</td>
<td>80.00</td>
</tr>
<tr>
<td>123456</td>
<td>Travel/Staff Develop</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>9,000.00</td>
<td>6,000.00</td>
<td>0.00</td>
<td>9,259.12</td>
<td>12.97</td>
</tr>
<tr>
<td>123456</td>
<td>Scholarships</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
<td>0.00</td>
<td>2,392.00</td>
<td>25.57</td>
</tr>
<tr>
<td>123456</td>
<td>Maintenance</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>0.00</td>
<td>7,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>123456</td>
<td>Capital Expenditures</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>3,000.00</td>
<td>0.00</td>
<td>3,147.00</td>
<td>88.52</td>
</tr>
<tr>
<td>123456</td>
<td>Financial Expenditures</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>-0.00</td>
<td>-1.00</td>
</tr>
</tbody>
</table>

**Account Summary**

- **Total Expenses**: 230,000.00
- **Total YTD**: 120,000.00

**Account Net**: 230,000.00

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Two powerful options, **FY Selector** and **Month Selector**, are provided on this page. Used in conjunction, these two selectors allow you to display your financial data either in a Month-End or YTD basis for the last five fiscal years. Your selected Account Number, Account Name, the FY and Month corresponding to the data being displayed are shown at the top of the data table.

**The FY and Month selectors are also available and can be used on all pages.**

Also available on this page after the screen page title are links to display Budgets, Commitments and Transactions for your six-digit account.

**Subcode Balances**

The Subcode Balances Page will show you balances by subcode. You can select an individual subcode to see all the transactions under that 10 digit account.

![Subcode Balances](image)

**NOTE:** Pool accounts (e.g. 2000) do not contain transactions; instead these accounts have budget entries. If you select a pool account to drill into, you will see the following message:

**No transactions found. If you want to see budget entries for the same period, click here.**

Clicking on the budget entries link will show all of the budget transactions that have been posted to that 6-digit account.

Also available on this page is a link to show Pool Account comparison. This option will list the Pool Account balances of your choice as of month-end in the last five fiscal years. To do this, you only need to click on the Pool History link or alternatively on the Pool Code number – both links are located following the screen page title.

You can use the Month selector on this page to filter the amount of data shown. “ALL” shows maximum 60 months while a selected month returns only that month in the last five fiscal years.
The Pool Account History page is shown in the following screenshot.

**Transactions**

Clicking on a subcode on the Subcode Balances page (or doing a search by transaction description from the main menu) will enable you to see a list of transactions that were posted under that subcode (or, in the case of search you will see transactions that match that search criteria). Below is a screenshot of the transactions web page.
The Transactions page provides you with a link to **Open Commitments**; there you will find a list of all Open Commitments for your 10-digit account for the period specified by the FY and Month values currently in use. (Screenshot for Open Commitments not provided in this document.)

Additionally, the Transactions page provides a link to a **Subcode History** page. This page allows you to compare subcode balances for the last five fiscal years or 60 months with your selection of the Month selector.

**Session Timeout Message:**
Currently the data warehouse web server is set to disconnect or “timeout” after 20 minutes of inactivity. If you timeout, you will receive the following message:

[Session Timeout]: click **Select 6-Digit Account** or **Return to Main Menu** to re-connect.

If this occurs, you can return to the Main Menu, and will be reconnected automatically.