

Accessing and Using the SCD Accounting and OSPA Datamarts

We currently have two Datamarts available for use by fiscal operations and management employees of the state. The first is the SCD Accounting Datamart. Data in this database consists of data extracted from the Statewide Financial Management Application (SFMA). The second is data extracted from the Oregon State Payroll Application (OSPA) – the OSPA Datamart.

While the data in the Datamarts is usable to a knowledgeable employee, a user not versed in accounting and database querying should seek assistance from someone that is versed in these disciplines. Knowledge of the data structures, accounting and accounting structures and database query methodology are required to assure integrity of the queries and produce appropriate results from the Datamart. ***Datamart users are responsible for the integrity and appropriateness of their queries.*** The Department of Administrative Services (DAS) takes no responsibility for users without experience in querying producing inappropriate results, and making decisions based on those results. DAS does take responsibility for data integrity between the SFMA and OSPA data to the Datamart.

Requirements for Accessing the Datamart

- 1) Must be a state employee – must be on Position and Personnel DataBase (PPDB).
- 2) Must have a RACF Id number - assigned through PPDB.
- 3) Must have IBM DB2 Open DataBase Connection (ODBC) software drivers installed on workstation.
- 4) Must access the Datamart via the state network – employees are not allowed to access via outside web connections.
- 5) DAS supports Hyperion Explorer (Explorer) as the query tool to both OSPA and SCD Accounting Datamarts.
- 6) It is *highly recommended* that employees get training on database structure and theory, SFMA and OSPA database structures and Explorer training in order to be able to query the Datamarts.

Software Supported by DAS

- IBM DB2 ODBC drivers version 8.X and version 9.X. The version 9 driver is currently available on the web.
- Hyperion Intelligence Explorer – query tool against the Datamart databases using the DB2 ODBC drivers.

Getting Access to the SCD Accounting and OSPA Datamarts

- 1) Find out your RACF Id number (your personnel office should have access to PPDB to get that information).
- 2) **Your supervisor will request your Datamart access through your agency's Systems Security Officer** – this person is the security officer for all accounting and payroll systems for your agency.

- 3) Information to be provided to your agency's Security Officer:
 - a) Employee name
 - b) RACF Id number
 - c) Employee phone number
 - d) Employee e-mail address
- 4) Your agency's Security Officer will make a request to SCD Systems Security in the Statewide Accounting and Reporting Services section of the State Controller's Division. Additional information provided by the security officer in addition to employee information:
 - a) Agency Number
 - b) Agency Name
- 5) SCD Systems Security will confirm that the RACF Id is current in PPDB, and forward to ESO Systems Security (formerly GGDC Systems Security) for setup.
- 6) After ESO set up, the employee receives a temporary password from Systems Security, and must change the temporary to a permanent password. The employee will be provided a link in the Systems Security e-mail to the following URL:
<https://dasdm1.iservices.state.or.us/cgi-bin/login>
- 7) The employee uses their Datamart User Name (RACF Id) and the temporary password to log in. They go to a screen that has a selection to enable them to change their password to a permanent password. Change the password on the web form provided. **Note: passwords expire after 90 days. Employees must change their password to access the Datamart at least every 90 days.** This is for security of the Datamart.

Completing the Connection

To connect to the Datamarts, you need to have the following:

- 1) Install the DB2 ODBC drivers – your IT staff will likely do this. The current release and detailed instructions are available at:
<http://oregon.gov/DAS/SCD/SARS/datamart.shtml>
- 2) Install Explorer on your workstation. Be sure you have the proper license key and/or serial number handy, as it is required for installation. You or your IT staff can install this software under an administrator login.
- 3) Create or download an Open Catalog Extension (OCE) file to allow Explorer to connect using the ODBC drivers. Explorer requires this file. Instructions for creating the file are at the URL below, as well as a pre-configured OCE files for each Datamart. The URL to find that information or the downloadable files is:
<http://egov.oregon.gov/DAS/SCD/SARS/datamart.shtml>
- 4) Save the OCE file to the appropriate directory – this varies depending on the version of Explorer. Call the Datamart Business Analyst with any questions about software setup including the ODBC drivers or OCE files.
- 5) Once this is completed, you are able to access the SCD Accounting and/or OSPA Datamart through your version of Hyperion.

DAS Contact:

Tonya Harbison 503.373.7277 x 238 tonya.a.harbison@state.or.us