



## DCMA Manual 4301-05, Volume 4

### Financial Systems and Interfaces: Oracle Business Intelligence Enterprise Edition

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**Office of Primary Responsibility**

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**Purpose:** This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," this Manual implements policies and defines procedures as defined in DCMA Instruction 4301, "Stewardship."

- Defense Agencies Initiative is the approved financial management system for DCMA operations. The purpose of this Manual is to outline DCMA business processes pertaining to the Defense Agencies Initiative's Oracle Business Intelligence Enterprise Edition module and related processes.
- This Manual will assist DCMA users in validating the steps necessary to run, view, and export data in the Oracle Business Intelligence Enterprise Edition.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence. It further applies to all users of DCMA's financial management system, specifically to users with access to the Oracle Business Intelligence Enterprise Edition (OBIEE) platform for analysis and dashboard development or execution.

**1.2. POLICY.** All DCMA employees are stewards of government resources and have a fiduciary responsibility to comply with the guidance in this Manual. It is DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner.

a. Defense Agencies Initiative (DAI) is the official financial data entry and repository system for DCMA's financial management. DAI leverages financial management integration and improvement processes to streamline capabilities, eliminate material weaknesses, and achieve financial statement auditability for the Agencies across the DoD.

b. OBIEE is configured as part of the DAI architecture. Accurate procedures relative to the use of OBIEE are a fundamental responsibility of all DCMA commanders, supervisors, and employees.

### 1.3. OVERVIEW.

a. **Background.** The Defense Logistics Agency (DLA) manages DAI, complying with the DoD's transformation goals to modernize the Defense Agencies' financial management systems. DAI is an enterprise resource-planning tool, which delivers the basis for an integrated, enterprise level solution. DAI allows agencies to manage internal and external resources, including tangible assets, financial resources, materials, and human resources (HR). The system's design facilitates the flow of information between business functions within the organization, and manages connections to outside stakeholders.

b. **DAI Effort.** OBIEE analysis assists the Agency in making informed decisions, taking immediate actions, and implementing more efficient business processes through analytic and reporting capabilities that:

- (1) Compile up-to-date data for the Agency.
- (2) Display data results in easy-to-understand formats (such as tables and graphs).
- (3) Deliver data in a timely fashion to the employees of the Agency.

c. **Objective.** OBIEE implements a business intelligence and analytics platform that provides access to interactive dashboards and ad-hoc definitions (queries) to perform analytics against financial, timecard and HR data in DAI. The major objectives of OBIEE are to:

- (1) Enable users to create ad-hoc queries from data generated from financial and timecard transactions in DAI.

(2) Serve as a tool for presenting and analyzing data.

(3) Gather the most recent data and display the output in structured formats relative to the following:

(a) General Ledger accounting transactions.

(b) Labor and Non-Labor financial transactions.

(c) Timecard Information and HR transactions.

**d. Assumptions/Constraints.** The DCMA solution is based on the following assumptions and constraints:

(1) DCMA utilizes DAI capabilities to view and analyze data.

(2) The DCMA Financial Business Systems Operations Branch manages the implementation of data queries, and grants access to DCMA users to generate ad-hoc queries from OBIEE for personal use.

(3) DCMA business processes include the OBIEE solution and providing appropriate training to DAI users.

## SECTION 2: RESPONSIBILITIES

**2.1. DCMA DIRECTOR.** The DCMA Director has overall responsibility to ensure the Agency complies with all laws, regulations, and policies for executing financial transactions with DoD financial systems.

**2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIVISION.** The Executive Director, Financial and Business Operations (FB) Division will:

- a. Facilitate and provide oversight for the development of all budgetary and fiscal matters and exercise overall fiscal responsibility for the Agency.
- b. Exhibit expertise and oversight in accounting, financial statement preparation and analysis, financial statement audits, and exercise overall responsibility for the Agency's budget process and financial management system.
- c. Verify the documented procedures in this Manual are accurate and reliable for business processes supporting OBIEE.

**2.3. DIRECTOR, FINANCIAL SYSTEMS DIVISION.** The Director, Financial Systems Division will:

- a. Serve as the Agency DAI Program Manager to the Program Management Office and manage overall DAI system operations for the Agency.
- b. Provide the final approval of all system upgrades and enhancements.
- c. Authorize or delegate authority on financial systems' best practices for the Agency.
- d. Ensure notifications are effectively distributed to keep DCMA Users apprised of system operations relative to latency, usability, and maintenance.

**2.4. FINANCIAL SYSTEMS OPERATIONS BRANCH.** Financial Systems Operations Branch (FBSO) personnel will:

- a. Process DAI account and OBIEE role approval requests within DAI.
- b. Provide training to assist Agency personnel in their understanding and use of the system so they can input financial, HR and timekeeping data and successfully execute queries.
- c. Serve as the DCMA liaison to the Program Management Office and escalate DAI system issues and tickets for resolution as necessary.

**2.5. PROGRAM MANAGEMENT OFFICE.** The DLA Program Management Office (PMO) is responsible for maintaining the DAI system to ensure DCMA can input data and conduct analysis as a Reporting Entity.

**2.6. MANAGERS/SUPERVISORS.** Managers/Supervisors will approve access to the OBIEE system and guide users on requesting appropriate DAI roles via the System Authorization Access Request, as referenced in paragraph 3.1.d.

**2.7. DCMA USERS.** Users with access to OBIEE can execute ad-hoc queries or submit a help desk ticket to FBSO if assistance is required.

## SECTION 3: ACCESS AND CAPABILITIES

### 3.1. INTRODUCTION.

**a. Overview.** DAI delivers pre-defined Oracle reports and capabilities to create queries against the Agency's financial, HR and timecard data. Data from queries will display in OBIEE views as regulated by assigned OBIEE roles. Financial roles will display data in financial views and HR roles will display data in HR views. This Manual describes the OBIEE framework and processes relative to creating and executing queries in DAI for analysis.

**b. Training.** FBSO provides DAI users with various training formats such as self-paced tutorials and documented job aids to support the following processes:

- (1) Creating queries and saving them as analysis definition, which includes design layout and data filters.
- (2) Navigating within the OBIEE system and available views.
- (3) Executing analysis to extract data from DAI in a structured layout.

**c. DAI Account.** DCMA users must have an account established in DAI for access to OBIEE. To request a DAI account, users must initiate and submit a DD Form 2875, "System Authorization Access Request (SAAR)," within the Agency system of record for system authorization requests.

**d. OBIEE Role Request.** DCMA users must request access to applicable OBIEE roles on the DD Form 2875.

**3.2. USER ACCESS.** Roles govern what a user can access in OBIEE. PMO manages the configuration of roles designated for DCMA.

**a. DAI Roles.** Users log in to the OBIEE system by using an assigned OBIEE role. The selected role will determine the type of data that can be accessed (financial or HR) via pre-defined analysis and dashboards.

(1) Roles are grouped by related privileges, enabling continuity and limiting access based on distinct permissions. Roles are configured to provide access to analysis by navigating the OBIEE folders or dashboard pages.

(2) The system delivers the following privileges for each role and provides a global permission that enables functionality to export results.

(a) OBIEE HR Roles. Roles with "HR" in the naming convention can view timecard and HR data. Some of these roles can execute queries and modify existing analysis for personal use in "My Folder" without financial implication.

(b) OBIEE Financial Roles. Roles without “HR” in the naming convention have permission to search for financial analysis, copy or modify existing analysis, and save for personal use in “My Folder.”

(c) OBIEE Dashboard (DB) Roles. Roles with “Dashboard” or “DB” in the naming convention have access to open and navigate Financial or HR dashboards.

(d) OBIEE Subject Matter Expert (SME) Roles. Roles with “SME” in the naming convention have permission to create, modify, and publish reports and dashboards for global use. SME roles are restricted to members of the FBSO Branch.

**b. Privileges and Permissions.** Privileges allow users to perform specific actions based on permissions that are assigned to roles.

**3.3. SYSTEM FRAMEWORK.** The system filters and personalizes information based on assigned OBIEE roles and pre-defined system security rules. OBIEE offers capabilities to perform the following:

- a. Create analysis for up-to-date transactional data.
- b. Format output to display results of transactional data analysis in easy-to-understand formats such as tables and graphs.
- c. Deliver data to DCMA users.

**3.4. ANALYSES.** OBIEE allows users to explore, interact, and format visually presented data.

**3.5. INTERACTIVE DASHBOARDS.** Interactive dashboards help to organize related analysis for quick access and easy navigation. Dashboards serve as the starting point of the analytical process for most users.

**3.6. CATALOG.** The Catalog stores OBIEE objects such as analyses, dashboards, filters and prompts in Catalog folders where they are available for editing and publishing. The Catalog is organized by personal folders through “My Folders” or public folders through “Shared Folders.” The DAI role determines the view of these objects as follows:

- a. Selecting an OBIEE HR role displays objects that have been defined using the HR data views.
- b. Selecting an OBIEE Financial role displays objects that have been defined using the financial data views.

**3.7. FILTERS AND PROMPTS.** OBIEE offers flexibility in defining filters and prompts that are specific for data criteria. Most dashboard pages contain prompts that fall into the categories of Project, Organization, or Date.



**a. Project.** The Project prompt is available for most Management Dashboard pages. The prompt is set to “contains any” which allows the user to input any portion of a project name. The system will accept the input, perform a full-text search, and return any project that contains or matches the data criteria provided.

**b. Organization.** The Organization prompt is available for HR dashboard pages. The prompt is set to “begin with,” which means the user is only required to enter a partial organization name to initiate the search.

**c. Date.** The Date prompt is available on multiple Management and HR dashboard pages. The user can enter date values such as start date, end date, and fiscal year to limit the scope of desired data.

**3.8. EXPORTING DATA.** The exporting data function exports results to various formats.

## SECTION 4: ANALYSIS

**4.1. OVERVIEW.** OBIEE delivers capabilities that allows users to explore and interact with the information in various formats. OBIEE provides functionality to save, organize and share the results of an analysis.

**a. Analysis Editor.** The Analysis Editor is a complex editor that enables users to generate query results in tables, graphs, or pivot tables. DCMA users can navigate within the Analysis Editor using the following tabs:

(1) Criteria Tab. Users can specify the criteria for analysis. The system has the ability to control data formatting for such elements as headings, numbers, fonts, and colors, and to apply conditional formatting.

(2) Results Tab. Users can view the results of analysis in different formats.

(3) Prompts Tab. Users can define prompts when executing analysis. This function provides flexibility when selecting values as part of the criteria used to filter on the data.

(4) Advanced Tab. Advanced users have customization options to edit the Extensible Markup Language or “XML” code, or to examine the logical Structured Query Language or “SQL” statement that auto-generates for an analysis.

**b. Embedding Analysis in a Dashboard.** Pre-defined analysis embedded in dashboard pages are accessible by dashboard tabs, which provides the added benefit of executing multiple analysis.

**4.2. SUBJECT AREAS.** Subject Areas are comprised of folders that contain data elements that represent DCMA HR and Financial data stored in DAI. The selection of data elements is required when building an analysis.

**4.3. EXPORTING.** After results have generated, users can select the “Export” link to download information to standard file formats, such as those identified on the Resource Page, for further data examination.

## SECTION 5: DASHBOARD

**5.1. OVERVIEW.** OBIEE offers global and DCMA-specific dashboards that provide Agency users with the ability to run the ad-hoc analysis based on configured requirements. The dashboards are defined based on process areas such as Procure to Pay, Oracle Time and Labor, Budget to Report, Order to Cash, and Acquire to Retire.

**a. Landing Page.** The landing page displays useful messages and detailed information about each analysis located on the dashboard. The landing page also includes a link to open a new tab. By clicking “New tab,” users can execute additional actions in OBIEE.

**b. Dashboard Tab.** The combination of multiple related dashboard tabs establishes a dashboard that has the flexibility to run multiple queries simultaneously. Dashboard tabs streamline navigation between dashboard pages that are part of the dashboard.

**c. Exporting.** Exporting from within a dashboard page provides the ability to extract the data to desktop applications as described in paragraph 4.3.

**d. Printing.** Dashboard pages can be printed to create an external copy that can be used for reference.

**5.2. MANAGING DASHBOARDS.** Dashboards are characterized by the DAI process area and transactional data generated from related processes. The following dashboards are available in OBIEE:

**a. Management Dashboard.** Users can access the Management Dashboard to view Funds Status, Project Obligations, Open Commitments, Labor costs, and Defense Travel System transactional and account data. This dashboard also provides a list of DCMA suppliers that are available for obligations.

**b. HR Dashboard.** HR dashboards provide access to employee organization assignments, timecard transactional data, and labor charges against a program/process code for DCMA. Project codes for a given pay period are also available on HR dashboards.

**c. FB Dashboard.** Users can access the FB Dashboard to view Status of Funds or “SOF,” Unmatched Disbursements or “UMDs,” Access Online or “AXOL,” and Allotments and Trial Balance data to provide a snapshot of all U.S. Standard General Ledger accounts in the Agency by month. In addition, users can access Military Interdepartmental Purchase Requests (MIPR) analysis that provides a list of all outgoing MIPRs for DCMA.

**d. Financial Dashboard.** Financial dashboards provide access to financial data that displays Journal Vouchers, Status of Funds, Budgets, Commitments, Obligations, Expenditures, Reimbursable Task Costs and Revenue Status for both labor and non-labor reimbursable funds.

**e. Agency Health Check Dashboard.** The Agency Health Check dashboard identifies common issues with financial and HR transactions that interface to DAI. The analysis provides

useful details to assist in reconciling discrepancies against the data. The majority of analysis on this dashboard contains drill down capabilities that reveal lower level detail information.

## GLOSSARY

### G.1. DEFINITIONS.

**Analysis Editor.** A capability in OBIEE that allows users to explore and interact with information by visually presenting data (i.e., tables, graphs, pivot tables, etc.). The views created in an analysis can also be displayed in dashboards.

**Ad-hoc Analysis.** A process that provides flexibility in generating data results from ad-hoc queries in a pre-defined layout that can be viewed or exported.

**Ad-hoc Query.** A query that is generated as part of the creation of analysis, and can be executed on an as-needed basis.

**Dashboard.** A tool that enables end users to run ad-hoc reports and analysis as per the business requirement model. A dashboard consists of one or more pages and provides a search capability to retrieve data.

**Drill down.** A feature that allows users' access to deeper, more specific layers of data and information that can be analyzed.

**Filters.** Used to limit the results that are displayed when an analysis is run, so that the results answer a particular question. Based on the filters, only those results are shown that matches the criteria passed in the filter condition.

**OBIEE Object.** Organizational data presented in easy to understand formats such as analyses, graphs, formulas, tables, dashboards, filters and prompts.

**Prompts.** A special type of filter that is used to filter analyses embedded in a dashboard. The main reason to use a dashboard prompt is that it allows the user to customize analysis output and allows flexibility to change parameters of a report.

**Views.** Enables end users to look at results of analyses in a meaningful way using its presentation capabilities.

## GLOSSARY

### G.2. ACRONYMS.

|              |   |
|--------------|---|
| DAI          | Defense Agencies Initiative                     |
| DD Form 2875 | System Authorization Access Request             |
| DLA          | Defense Logistics Agency                        |
| FB           | Financial and Business Operations               |
| FBSO         | Financial Business Systems Operations           |
| HR           | Human Resources                                 |
| MIPR         | Military Interdepartmental Purchase Requests    |
| OBIEE        | Oracle Business Intelligence Enterprise Edition |
| PMO          | Program Management Office                       |
| SME          | Subject Matter Expert                           |

## **REFERENCES**

DCMA Instruction 4301, "Stewardship," July 18, 2018

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013