Quick Start to the Position Funding Cube

The Position Funding Cube provides payroll expense details and encumbrance amounts by chartstring by employee. The report can be used as a personal services detail or payroll cost report. This document will assist you with logging in and reading the data in the cube.

Accessing the Position Funding Cube

Access to the Position Funding Cube is secured by membership in any of the following roles:
- The UGA Simpler role for UGA Financial Management users
- The BOR UGA System Manager role or the BOR_PT_QRY_SENS_ACCESS role for OneUSG Connect users

Information on how to request access to these roles can be found on the OneSource website at https://onesource.uga.edu/resources/access_request.

Logging In and Navigating to the Position Funding Cube

The Position funding Cube is available in the Data Warehouse. To log in, complete the following steps:
- Sign into Cisco AnyConnect to connect to the VPN. For more information on how to download and log into the VPN Client, please visit the EITS Remote Access VPN page at https://eits.uga.edu/access_and_security/infosec/tools/vpn/

- Navigate to dwreports.uga.edu.

- Log in using your MyID and password when prompted:

- Once you are logged into, click the **All UGA Faculty Staff Reports** folder.

  FOLDERS (2)

  [icon] All UGA Faculty and Staff Reports
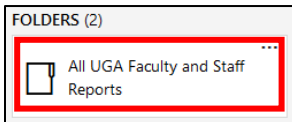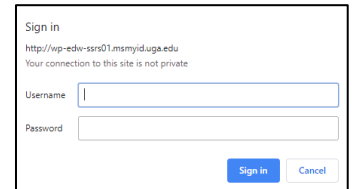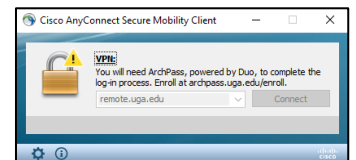
- Click the **Financial-HCM** folder.

  FOLDERS (3)

  | Financial | Financial-HCM | HCM |
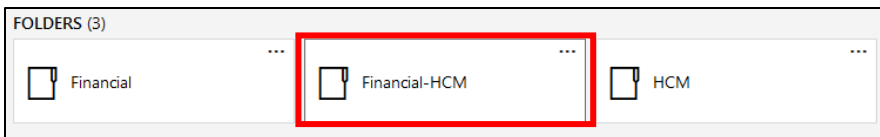
- Click the **Position_Funding_Cube.xls** file link.

  EXCEL WORKBOOKS (1)

  [icon] Position_Funding_Cube.xl:
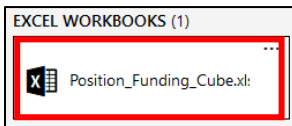
- You will be prompted to open or save the link. Click **OK**.

Cube Field Definitions

Some of the fields you have available to work with appear abbreviated. The list below provides additional details on each of the cube fields.

Transaction Amount

Actual Amount	The total amount of transactions that have been applied to the account
Budget Amount	Total amount budgeted in the DEPT_CHILD Ledger
Encumbrance Amount	The total amount of encumbered transactions that have been applied to the account
Estimated Revenue Amount	Total amount budgeted for a revenue account in the DEPT_REV ledger

Department https://uga.datacookbook.com/institution/terms/177729

Dept ID Descr	Lists Department IDs in numerical order • The Department IDs are searchable in the filter dropdown list.

Department_UGADEPTBUDGRPT

Dept ID UGADEPTBUDGRPT	Tree: Lists and groups Departments in departmental/unit reporting hierarchal structure • You must expand each tree branch to search each level.

Account_GL https://uga.datacookbook.com/institution/terms/176790

ACCOUNTING_DATE	The accounting entry creation date for a given transaction that determines what accounting period (month) and fiscal year the transaction posts. • You must expand each tree branch to search each level.
GL Account ID Descr	Lists the Account Codes in numerical order. • The Account Codes are searchable in the filter dropdown list.

Pay Group

PayGroup Code Descr	Pay groups are utilized by the OneUSG Connect system to group employees for payroll processing. The pay group is generally utilized to determine the account code in which payroll expenditures are recorded. • OneUSG Connect utilizes standardized pay groups that are composed of three digits. The first two digits indicate the company code and the third digit represents a unique group that share characteristics.

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PAY_END_DATE

PAY_END_DATE.FISCAL DATE	End date for the pay period.

Fiscal Year

Fiscal Year	Defines the accounting period. • UGA's fiscal year runs from July 1 through June 30 and is named by closing date: Fiscal year 2019 begins July 1, 2018 and ends June 30, 2019.

Employee

Name Emplid BadgeNo	Employee Name- Last, First (EMPLID – 810#)

FUND

Fund Code Descr	Lists Fund Codes in numerical order • The Fund Codes are searchable in the filter dropdown list.

Additional Information:
- A tutorial walkthrough of the Position Funding Cube can be found in the OneSource Training Library (Reporting and Data Warehouse > Position Funding Cube Workshop).
- The Data Warehouse has a general training document for connecting and using PivotTables (https://oir.uga.edu/datawarehouse/training/cube_tutorial/) available for download.
- A list of additional reports and queries can be found at reports.uga.edu
- For assistance with the Position Funding Cube, please contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.