# SOP: Oracle Data Sync in PowerBI

**Configuration Management**

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| **Document Name** | 12-SOP: Oracle Data Sync in PowerBI | | |  |
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**Purpose**

How to sync oracle timesheet & budget vs actual data in PowerBI?

**Audience**

* PMO Head

**Guidelines**

**Sync between Oracle Data & PowerBI**

1. Only 2 reports are being exported and put in SharePoint for PowerBI integrated reporting purpose.
   1. Production Timesheet report
   2. Purchase Budget vs Actual report
2. While copying data don’t copy the headings
3. Perform this process minimum once every week. If required, you can extend the duration to 1 month (max)

**Sync between Project Online & PowerBI**

1. As of today this sync happens automatically at 2 am time every day. Following steps need to be followed only when sync fails due to any reason or you want refresh the dataset before next scheduled time.

**Inputs**

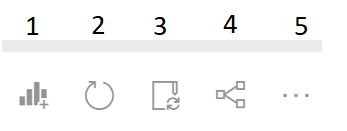
1. NIL

**Steps**

**Sync between Oracle Data & PowerBI**

1. Login into Apex System: <http://192.168.0.203:8080/apex/f?p=101>. Userid: Purchase. Pwd: Ask to EDP
2. Get Timesheet Data
   1. Select Production
   2. Click “Man Hour Daily Entry” link
   3. Provide the date range for which you want to get the timesheet data
   4. Download excel file on local machine
   5. In Gen Hrs, OT Hrs, Tea Amount, Total Hrs columns there should not be any non-numeric value, if there is any then make it blank (not space)
3. Get BudgetvsEstimate data
   1. Select Purchase
   2. Click “Project Purchase-Estimated vs Actual”
   3. Provide the date range for which you want to get the data
   4. Download excel file on local machine.
   5. In Estimated Qty, Estimated Amt, Req Qty, PO Qty, PO Amt columns there should not be any non-numberic value, if there is any then make it blank (not space)
4. Go to Sharepoint and open the [file](https://teamchennai.sharepoint.com/:x:/s/TEAMPMO/Eb4Xo79HSq9NicqBu4_51FwBd0wW_zQFop_y-0aN35KWGg?e=ZgzB15) in Database folder.
   1. Go to Timesheet-Prod sheet
   2. Copy timesheet data from exported file into this sheet. Take care of columns.
   3. Goto Budget-Estimates sheet
   4. Copy Budget-Estimates data from exported into this sheet. Take care of columns.

**Sync between Project Online & PowerBI**

1. Login to [PowerBI](https://app.powerbi.com/groups/me/contentlist/datasets?onlySharedWithMe=false) using PMOHead credentials
2. Select Datasets
3. You will see following icons against three datasets 
4. Select icon 2 corresponding to the dataset to refresh the dataset
5. Select icon 3 to schedule the refresh time
6. Select icon 4 to share the dataset with other users

**Exit Criteria**

1. Updated Oracle-Data.xls file in Sharepoint

**Validation**

1. Data is updated
2. No duplicate record copied (there are chances 2 times same set of data is copied)
3. There is no junk value in any column of “Oracle-Data” file