

# **BLM – SUPERVISORY AUDIO FORUM**

# TOPIC: EMIS Business Warehouse Queries and Reports

June 10, 2009

Agenda



#### > Overview of EMIS Navigation

- Example run of R/3 Custom Report
- EMIS Queries
  - D4 Query List
- BEx WebAnalyzer
  - Examples of EMIS Reports
    - ✓ UDO v2 (Undelivered Orders)
  - Personalizing EMIS Reports
    - Saving your own view (Payments Blocked for Workflow (excluding Reversals)

Continued Refinement of EMIS Reports



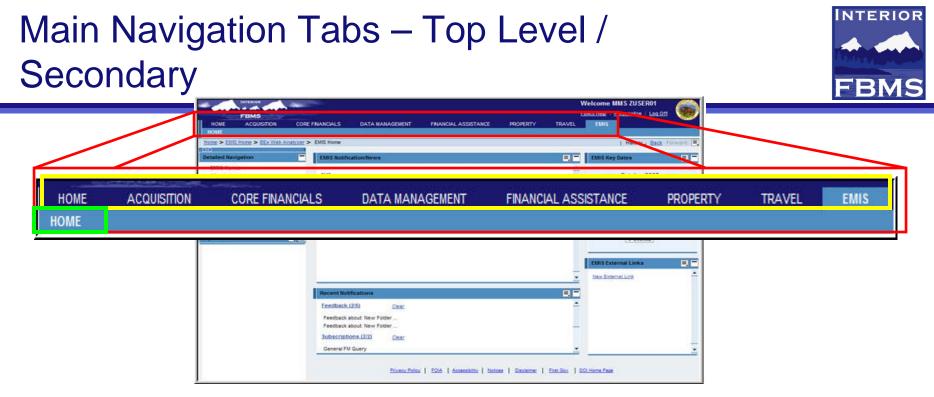
#### FBMS – EMIS/BW Navigation



#### **EMIS Home Page**



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<ul> <li>EMIS Home</li> <li>BEx Web Analyzer</li> <li>My Portfolio</li> <li>BEx Portfolio</li> <li>EMIS Discussions</li> <li>EMIS Room Directory</li> <li>EMIS Documentation</li> <li>D Sync Reports</li> <li>R/3 Custom Reports</li> <li>BW Custom Reports</li> <li>EMIS Help</li> <li>Detailed Navigation Panel</li> </ul>	abor queries and more importantly pleas infortunately, the original queries can no existivn the system at this time. However, the new queries. (by Nocle Munno, 6/27/2008) <u>MIS SPL Query change alert!</u> Vhet the Beginning Balance is needed y Period From" and/or enter a period range Iso note that if a "#" is displayed in the v vers affected with this requested change i ala ce (by Nocle Munno, 5/27/2008)	improve run time performance. These se use these queries to create any ne t be deleted from the system due to t , over time we will try and phase the rou will now have to enter a period va e starting with "00/YYYY" for the var variable screen field " Period From" it ge: SPL Summary Trial Balance SPL	e queries should be used instead of the old w views/favorites going forward. he high volume of views that currently se out as folks establish new views from <u>Edit   Delete</u> slue of "00" within the variable screen field	Sun Mon Tue Wed Thu         F           2         3         4         5         6         7           9         10         11         12         13         1           16         17         18         19         20         2           23         24         25         26         27         2           30         4         events         4         events           EMIS External Links         Emis External Links         Emis External Links         Emis External Links	1 7 8 4 15 1 22
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		Footer	Section		



- Top Level Tabs (yellow outline) The top-level navigation bar is your entry point for navigating the content assigned to your user role; this includes the Home, Acquisition, Data Management, Financial Assistance, Property, Travel, EMIS and the six major areas of FBMS.
- Secondary Tabs (green outline) Depending on your role(s), each secondary tab displays subsequent content related to that area in a tree structure in the detailed navigation area. Example: Core Financials Top Level tab contains Accounts Payable, Accounts Receivable, Labor, etc.

#### EMIS – Navigation to Home Page



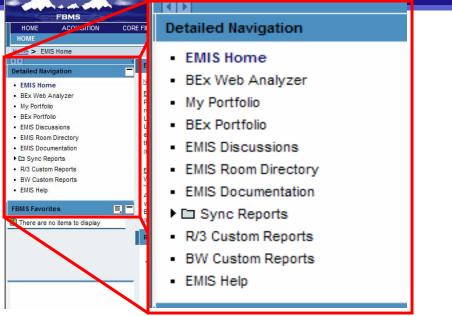
• EMIS Navigation: Select EMIS tab to go to the EMIS Home screen.

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#### **EMIS – Detail Navigation Panel**

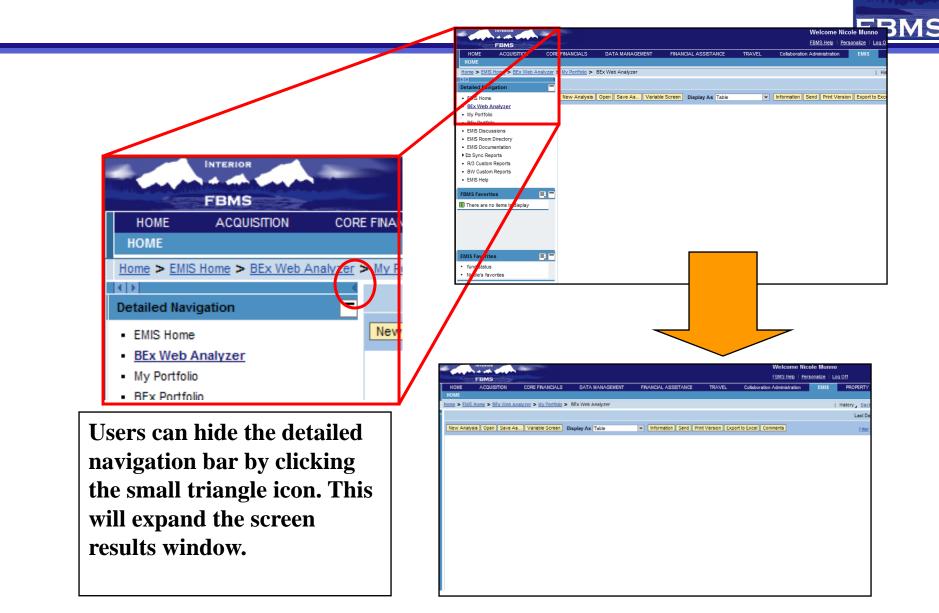


- EMIS Home Page Location of messages, calendar and external links.
- BEx Web Analyzer a webbased tool, to execute and navigate within EMIS reports.
- My Portfolio Location of your saved reports which can be accessed by you only.
- BEx Portfolio Location of project team reports which can be accessed by all users.
- EMIS Discussions Is a Blog type environment that allows for on-line discussions related to EMIS Queries.



- EMIS Documentation –
- EMIS Help Location for EMIS help files including work instructions and navigation slide presentation.

#### **Detailed Navigation / Expanding Screen Results**



INTERIOR

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#### BEx Web Analyzer



- BEx Web Analyzer, a web-based tool, used to execute and navigate within EMIS reports.
- BEx Web Analyzer allows you to access queries that have already been created and are being provided to you based on your role.
- BEx Web Analyzer provides reporting and analysis tools for strategic analyses and decision-making support, including query, reporting, and analysis functions.

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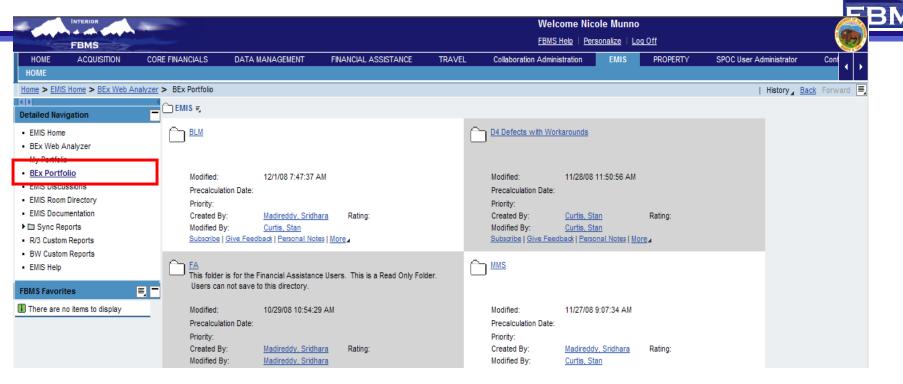
#### EMIS – My Portfolio



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The **My Portfolio** menu item allows the user to save personal reports that nobody can view or change. It also allows the user to save the report with the data and all the filters, exceptions, and conditions still applied. **Note**: If the folder name has some special characters, some of the services won't work properly. For example, the feedback given won't show.

#### **EMIS - BEx Portfolio**



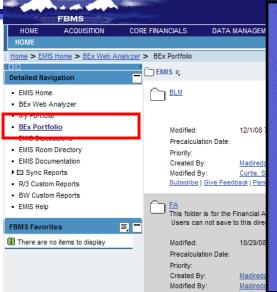
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The **BEx Portfolio** menu item allows the user to view shared EMIS reports among the group.

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### EMIS - BEx Portfolio (cont)





When attempting to save a BW report to a bureau-wide folder within the BEx Portfolio, the user may encounter errors that require re-running the report if the user attempts to save the report into a folder where he/she does not have access to in the Portfolio. The error message prevents returning to the currently displayed report and requires the user to re-run the report. Do not try to save under any other folder than the Bureau-specific one (MMS, OSM, BLM, etc). This will result in an error and will require the user to re-run the report. If an error occurs, simply click on BEx Web Analyzer and run a new report.

- To save a query under the Bureau-specific folder within the BEx Portfolio
  - 1. After executing a report and manipulating as desired, click on Save As...
  - 2. Once a dialog box pops up, click on the BEx Portfolio tab
  - 3. Click on the EMIS folder
  - 4. Click on the user's bureau folder (MMS, OSM, BLM, etc)
  - 5. Enter a Description
  - 6. Click OK

#### **EMIS** Discussions



Users who wish to collaborate with others can use EMIS Discussions. The on-line bulletin board for communicating with other users regarding various topics. Users can subscribe to particular topics or even create new ones.

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#### **EMIS Room Directory**



Another opportunity for collaboration is within the EMIS Room Directory. Here users can participate is discussions that are more centrally focused on a particular functional area.

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#### **EMIS** Documentation



# Under the EMIS home page on the Portal, there is a link labeled **EMIS Documentation**.

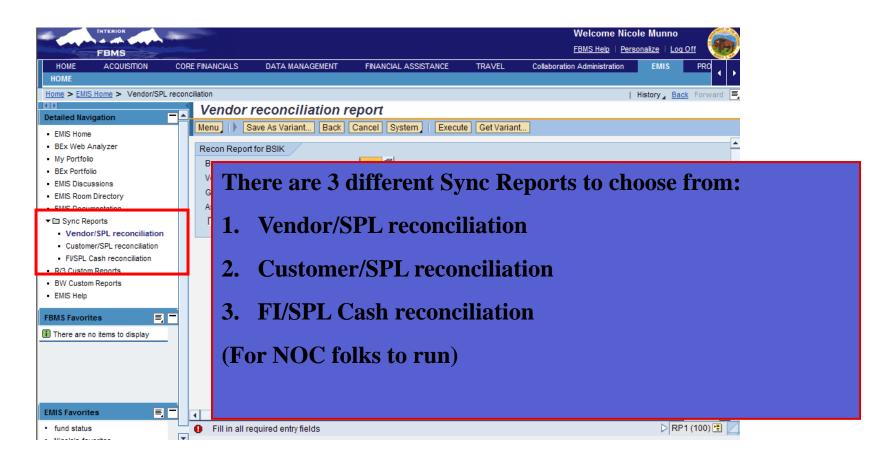
It contains a catalog of all Information that describes the content, quality, condition, origin, and other characteristics within the EMIS system, including InfoAreas, InfoProviders, Transfer and Update rules, and more EMIS development objects.

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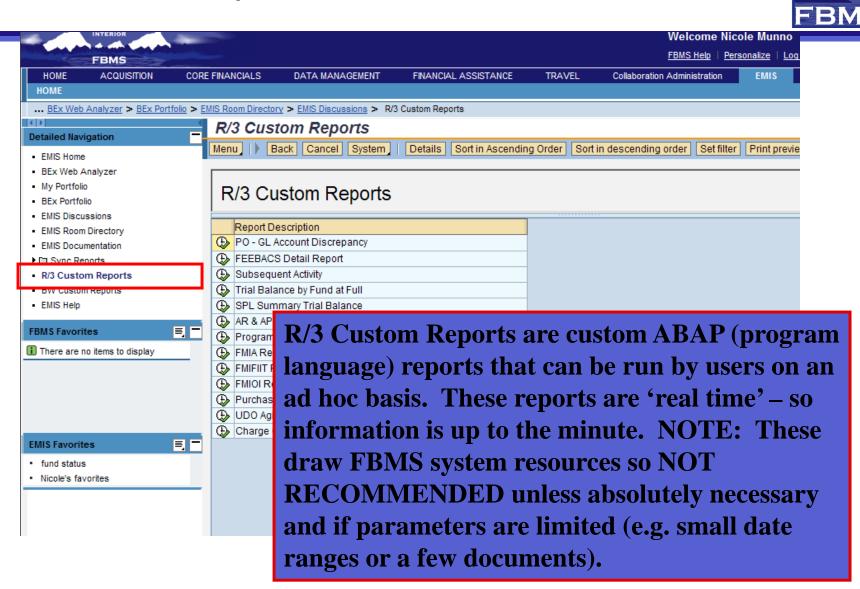
#### Sync Reports



Sync Reports – Users can execute any of the 3 reconciliation reports to ensure FI sub ledgers are balanced with special ledgers at a GL Account level.



#### **R/3 Custom Reports**



INTERIOR

#### **BW Custom Reports**

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EMIS Favorites • fund status

Nicole's favorites

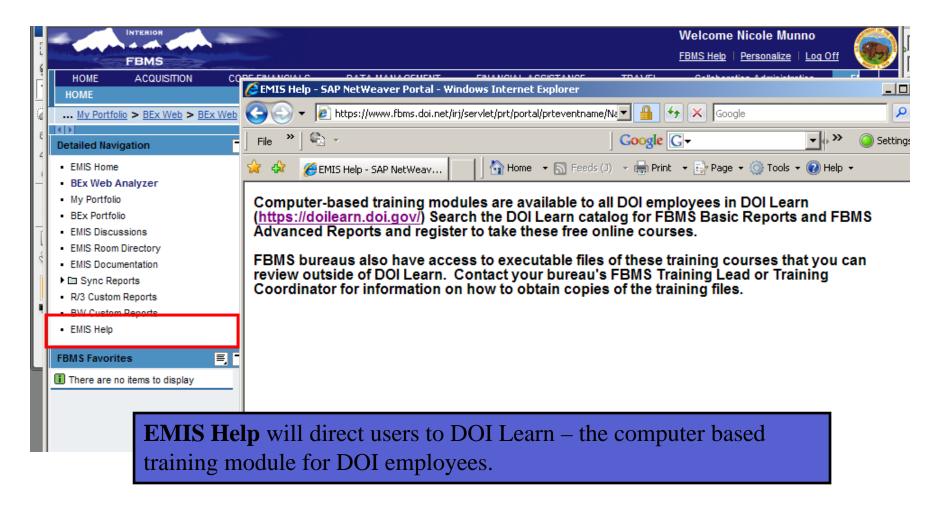


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BW Custom Reports – these ABAP reports (program language) can also be executed by users. Note: this data is not available in R/3 therefore, the report is not run in 'real-time' and results sets could be as much as a day old.







# EMIS vs. Transactional Reporting



#### EMIS/BW Reporting

- Data is set to a fixed point in time (e.g. prior business day)
- Period-to-period, comparing long periods of time such as month-to-month or YTD reporting
- Summarized data, updated once daily. Total amounts for a specific item during a certain time period.
  - UNDER EMIS:
    - BEx Analyzer,
    - BEx Portfolio,
    - My Portfolio

#### FBMS Transactional Reporting

- Data is real-time
- Requires detailed transaction data (e.g. Document type, customer address, etc.)
- Data changes with Business Events
- Requires line item data (e.g. invoice numbers or transactions on a specific date)
  - Under EMIS
    - Sync Reports
    - R/3 Custom Reports
    - Plus outside of EMIS there are reports that can be created for display or search transactions (ex. Vendor Line Item Display)

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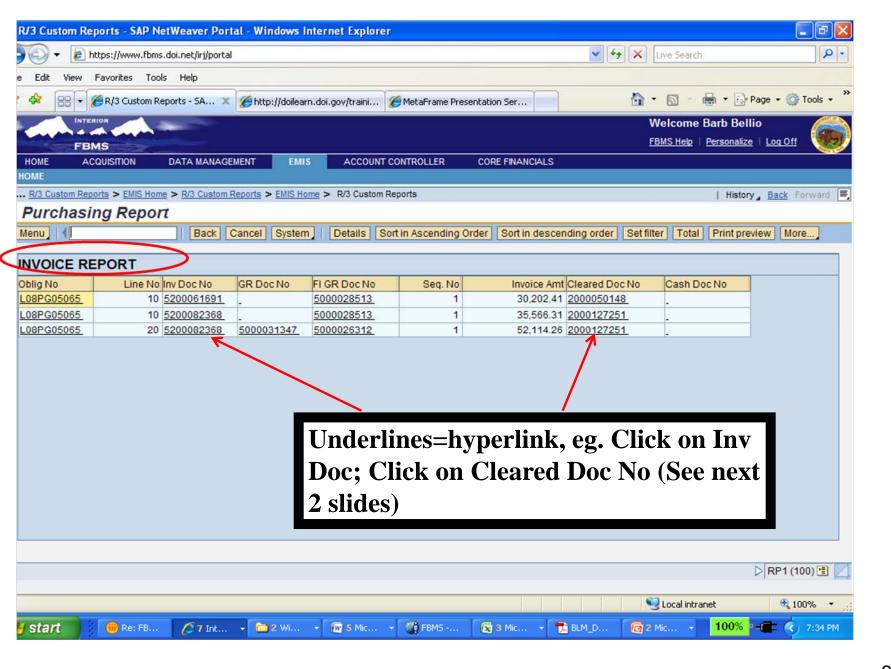
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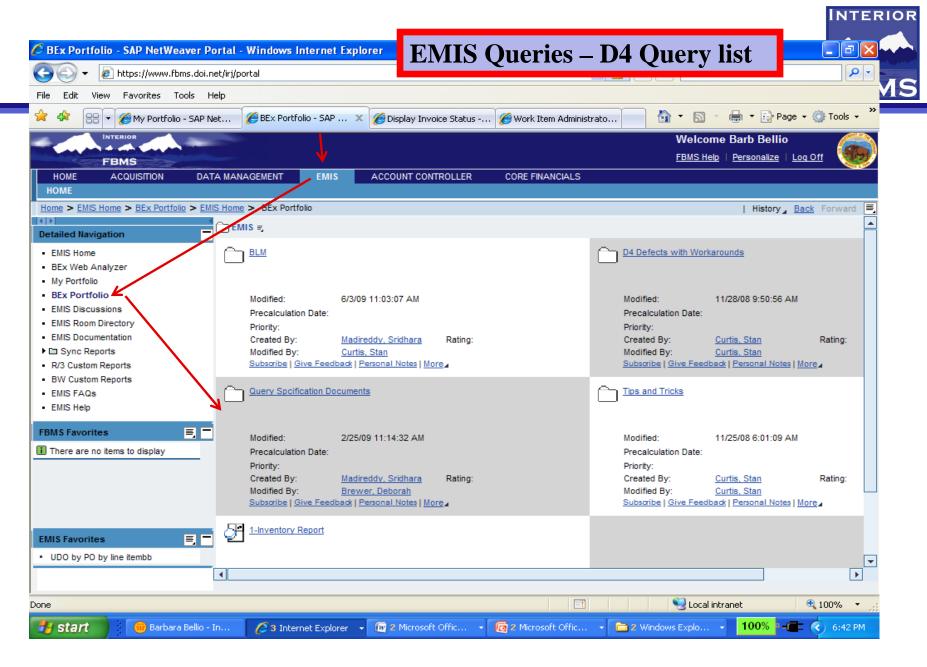
#### **Purchasing Report**

Menu

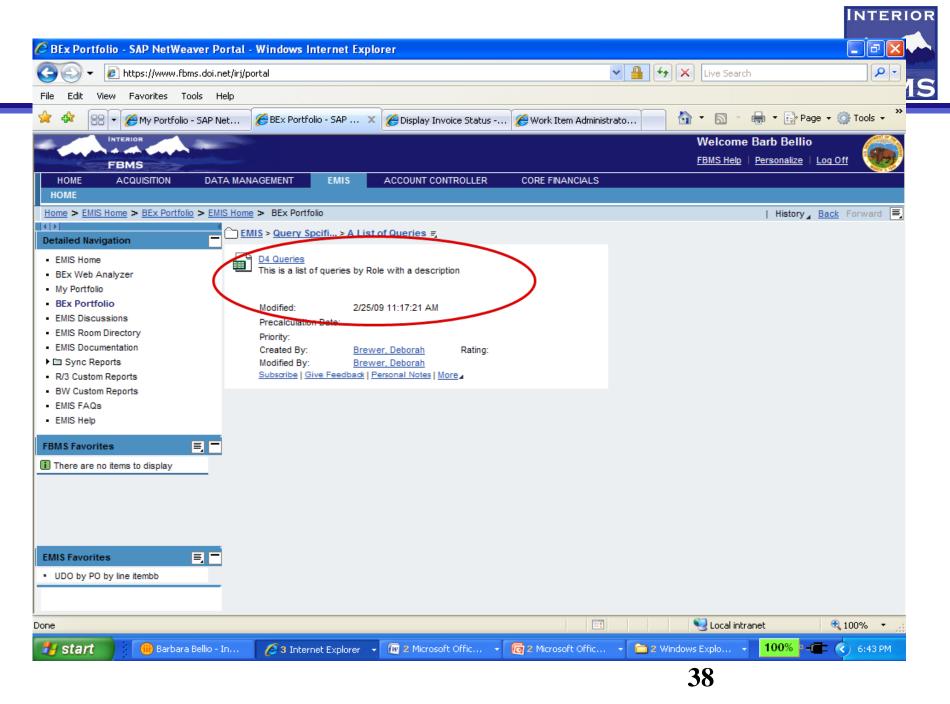
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L07PD04589	100	1	7,000.00	<u>0.00</u>	7,000.00	7,000.00	0.00	
L07PD04589	110	1	1,100.00	<u>0.00</u>	<u>1,100.00</u>	1,100.00	0.00	
L07PD04589	120	1	10,260.00	<u>0.00</u>	10,260.00	10,260.00	0.00	
L07PD04589	130	1	4,167.00	<u>0.00</u>	<u>4,167.00</u>	4,167.00	0.00	
L07PD04589	140	1	100,979.16	<u>0.00</u>	<u>100,979.16</u>	100,979.16	0.00	
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9	Financial Assistance	FA Sync Report	WFAM03 AB Q001	This query provides reconciliation between R/3 Financial Assistance Data and eGrants Financial Assistance Data and calculates the difference between the amounts if any	
0		FY AML Obligation Activity Report	WFMM01_AB_Q900	This report lists all the activity for AML grants awarded for particular fiscal years by Funds Center, Award ID, Date of Update etc.	
1		General Egrants Query	WFAM01_SC_Q998	This query lists records by the Recipient from the eGrants Cube	
2		General FA Query	WFAM02_SC_Q999	This query lists data from the Financial Assistance Cubes by Recipient, Reference Document Number and Document Item.	
3		Grant Detail Query	WFAM02_AB_Q004	This query lists detail level data for grants awarded and records are viewed by Funds Center, Award ID, Creation Date and WBS Element.	
4		NOFA and Focus Area Status	WFAM01_SC_Q001	This query lists data by NOFA, Award ID, Focus Area and Recipient	
'5		Overdue FSR and Progress Report	WFAM02_SK_Q001	This query calculates the due date of the FSR and progress report based on the performance end date and the CFDA# for each grant.	
6		Recipient Status	WFAM01_SC_Q002	This query lists data by Recipient, Legacy ID, Application ID and Award ID for all recipients of awards.	
7		Share Balance Detail - OSM	WFMM01_JW_Q003	This query identifies those financial assistance records where FA Budget Activity equals S2R2G, S2R2M and S5R5G for a specified fiscal period and other account assignment elements. The report provides detailed costs by Funds Center, Amount Type, Reference Document Number and Date of Update and displays how the costs are shared by different programs. Similar to the Grant Detail Report, this query can produce sunset dates based off the award creation date in E-Grants/Financial Assistance to track	
8		Sunset Date	WFAM02 SK Q002	State Share Balance of Awards.	
9					
	FPPS	General LD Query - V2	WXLDM01_RA_Q007	This is a summarized report. It provides FPPS (Labor) Pay details, Additives and Overhead amounts based on functional area, cost center, Funds center etc.	
31				This search survive all EMDD desurvests entered in the surtees to include	
32	Funds Management	Budget Entry Documents	WFMM01_SC_Q004	This report queries all FMBB documents entered in the system to include those created by ABP postings. It shows the document type and budget type. It would be used the same as the FMEDDW report in R/3. This report would be used for both Version 0 and 1.	
33		Budget Entry Documents - FMBDT	WFMM01_AB_Q005	This report shows budget distribution in Version 0 and/or 1 by user and originating application. It shows authority by budget type (source and status).	
34		Budget Overview	WEMM01 AB Q006	This query displays information on the current budget, the original budget entered and budget updates in the FM area/fiscal year for each budget category and version	
	Sheet1	Sheet2 Sheet3			

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	A	B	C	D
23	Acquisition	Award History	WAQMO1_JW_Q998	This query lists the purchase order number, line item, vendor and amounts for the net price, goods receipt and invoices along with various dates for each acquisition award made during a specific period.
24		Awards - PRISM and R3	WAQM02_SC_Q001	Reconciliation of Awards between R3 and PRISM. This query identifies acquisition documents posted during a specified posting period or for a specific acquisition. The report displays the purchasing group and purchase order number along with the purchase order amount in both PRISM and R/3. A variance between the PRISM and R/3 amounts is also calculated
25		Award Summary D2	WAQMO1 JW Q997	This query lists the purchase order number and line item, vendor, order quantity and amount, the net price and the dates for requested delivery and scheduled delivery for each acquisition award made during a specific period.
26		Award Summary D3	WAQMO1 SC Q009	This query lists the purchase order number and line item, vendor, order quantity and amount, the net price and the dates for schedule delivery, requested delivery and statistic-relevant for each acquisition award made during a specific period.
27		General AQ Query	WAQMO1 AB Q999	General query that allows user to personalize a report for Acquisitions. This query lists the purchase order number and line item, vendor, order quantity and amount, the net price and the dates for schedule delivery, requested delivery and statistic-relevant for each acquisition award made during a specific period.
28		Goods Receipt Aging	WAQM01 JW Q002	This query identifies Goods Receipts and Service Entry Sheets posted during the fiscal year or for a specific contract. The report displays the details of the Goods Receipt or Service Entry document along with details of the corresponding contract. Days delinguent are displayed, if applicable.
29		Identify Two Way Match Purchase Order Errors	WAQM01 AB Q006	This query identifies those acquisition documents where Item Category = 0 (standard), IR Indicator = X (invoice required) and GR Non-Valuated = # (invoice amount = order amount) posted during a specific posting period or for a specific acquisition. The report displays the purchase order number, order amount and order quantity.
30		Obligation/Award - Goods Receipt and Invoicing	WAQM01 AB Q002	This query identifies those purchase orders that have had a goods receipt and/or an invoice posted during the fiscal year or for a specific acquisition. The report displays the purchase order and the corresponding account assignment elements along with the total value and quantity of the goods receipt and/or invoice.
31		Obligation/Award - Life Cycle	WAQM01_AB_Q001	This query identifies purchase orders and corresponding goods receipt and/or an invoice activity posted during the fiscal year or for a specific acquisition. The report displays the purchase order document number along with the order quantity and amount and the total value and quantity of the goods receipt and/or invoice.
32		Obligations by FM Account Assignment	WAQM01_AB_Q005	This query identifies obligation amounts by FM attributes and FM amount types.
				This query identifies acquisition award activity during a posting period or for a specific acquisition. The report displays vendor details, purchase order number and

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# FBMS – EMIS BEx Web Analyzer



# **BEx Web Analyzer**

- BEx Web Analyzer, a web-based tool, used to execute and navigate within EMIS reports.
- BEx Web Analyzer allows you to access queries that have already been created and are being provided to you based on your role.
- BEx Web Analyzer provides reporting and analysis tools for strategic analyses and decision-making support, including query, reporting, and analysis functions.

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# BEx Web Analyzer (cont)

- BEx Web Analyzer allows the user to access FBMS data.
  - The data is displayed in a table with a navigation pane. You can navigate to the data and use other Web Analyzer functions available in the application toolbar.
  - Example: the user can change the type of data displayed, use the information broadcasting functions to broadcast analyses to others, and create printable versions of analyses.
- BEx Web Analyzer allows users to evaluate old and current data to varying degrees of detail and from different perspectives.
- BEx Web Analyzer allows the user to navigate through various links or tabs to open and save queries or views.
- Can modify a query in various ways:
  - Select or enter values for variables / parameters
  - Sort the report
  - Add filters
  - Change the layout of the columns and rows
- Ability to print, export, or distribute report via BEx Information Broadcaster

#### EMIS Main Page – BEx Web Analyzer Pushbuttons

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#### EMIS Main Page – BEx Web Analyzer Pushbuttons (cont)

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#### EMIS Main Page – BEx Web Analyzer Links

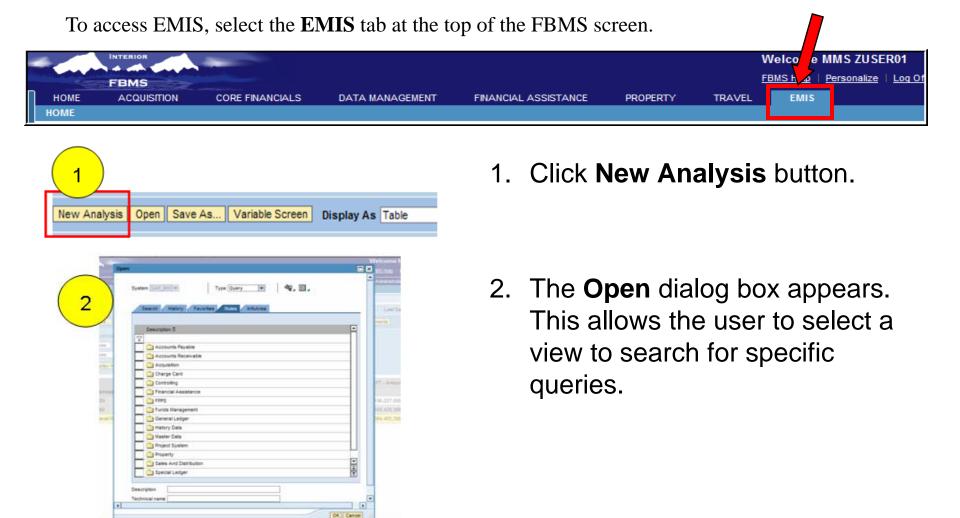
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#### BEx Web Analyzer – Drag and Drop functionality

ome > EMIS Home > My F	Portfolio > BEx Web Analyzer					History Back Forward
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- The navigation pane displays the navigational state of the data provider. All the characteristics and structures of the data provider are listed. The user can alter the navigational state to analyze your data.
- For example, you can perform the following navigation steps:
  - Use drag and drop to drag the characteristics or structures from the navigation pane to an axis (rows or columns) of the analysis grid, or remove them fully from the axes
  - Swap axes in the navigation pane by using drag and drop
  - Drag characteristics from the navigation pane to the filter pane by using drag and drop

#### To Open a New Analysis Query



# **Opening a New Analysis Query**

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(cont.)

- 3. Select one of the following tabs:
  - History The history view displays the last 15 reports that you have viewed.
  - Favorites The favorites view displays your selected favorite queries.
  - Roles The roles view displays your security rolebased queries.
  - Info Areas The info areas view displays all queries available to the user.
  - Note: For example, select Roles tab.
- 4. Select role for listing of the available queries.

# **Opening a New Analysis Query**

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⊢	Payment Method by Vendor
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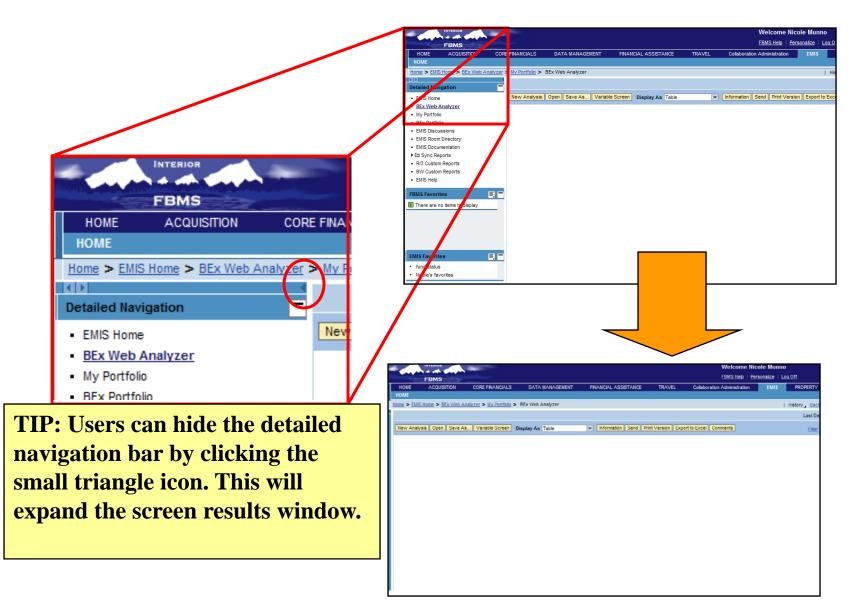
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(cont.)

- 5. Select Query to highlight. For example, select EFT Query.
  - Reference Query
     Descriptions document to understand the different query descriptions available by role.
     This document can be located using the EMIS Help link.
- 6. Click **OK** button; a query report appears in the page content area.

#### **Detailed Navigation Panel / Expanding Screen Results**



# **Opening a New Analysis Query**

	INTERIOR				(cont.			Welcome Nico	le Munno		
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	<ul> <li>Rows</li> <li>Business Area</li> </ul>	M000 S000		agement Service	105	2,046,683.64	19,696	196,027,006.49 168,428,389.73	0.0103	0.9897	
	<ul> <li>Free characteristics</li> </ul>	Overall Result	Office of Surface Mining		109	2,050,838.01	32,597	364,455,396.22	0.0056	0.9944	
	<ul> <li>Fiscal Year/Period</li> </ul>	Overall Result			105	2,030,030.01	52,551	304,433,330.22	0.0030	0.5544	
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## EMIS Query Structure (cont)

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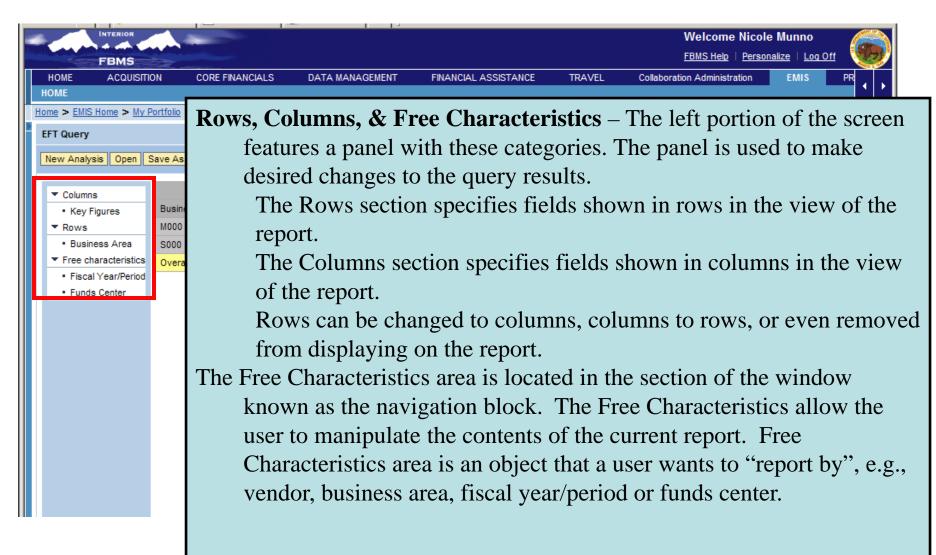
# EMIS Query Structure (cont)

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		<ol> <li>The Header proposes different options such as opening a new report, displaying graph, exporting to Excel or filtering of data.</li> <li>The Navigation area displays the different characteristics available for analysis. Characteristics are the dimensions with which you will drilldown for more details on your analysis.</li> <li>The table and graph area displays the results and a graphical representation of your analysis. The graph will change every time there are changes to the table.</li> </ol>

## EMIS Query Structure (cont)

-	INTERIOR						Welcome Nico	ole Munno	
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### Rows, Columns, & Free Characteristics



## **EMIS - Results Area**

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### EMIS – BEx Web Analyzer: Example of UDO\_V2 report



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<ul> <li>EMIS Room Directory</li> </ul>	Fiscal Year Obligations (ADEARS) w/Interest	
EMIS Documentation	FM Outstanding Balances Sync Report	
E Sync Reports	FM YTD Expenditures and Total Obligations Sync Report	
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Notice the results area does not include Obligation Item – to add it – drag the field Item number into the report. Obligation Item is a Free Characteristic and is in the list – however it is not shown on this slide.

Information Send Print Version Export to Excel Comments

	▼ Columns						(a) Original Obligation <sup>⇔</sup>	(b) Total Unpaid Expenditures ⇔	Auto
	<ul> <li>Key Figures</li> </ul>						Original Obligation	rotal onpaid Experiditures	Aut
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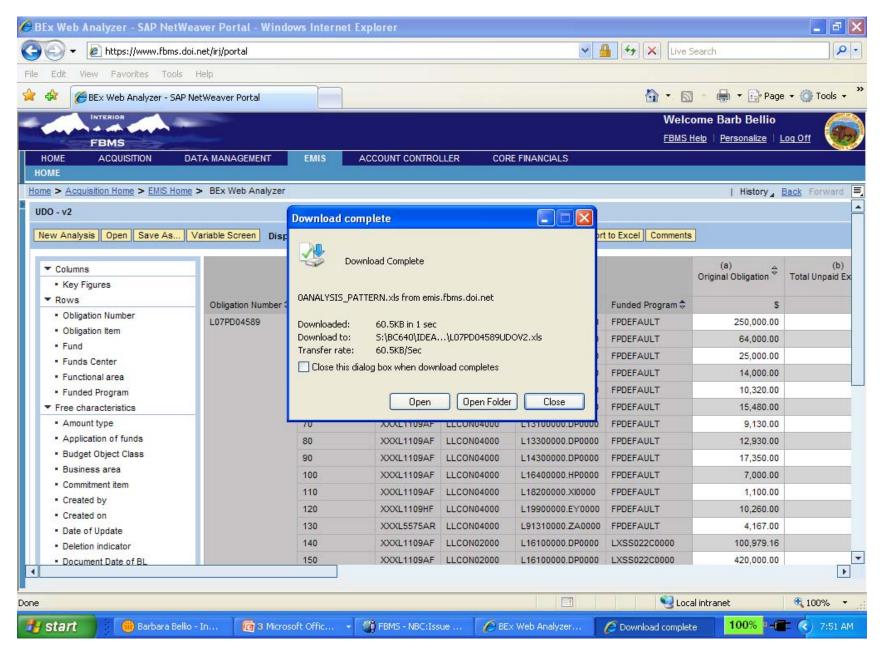
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#### EMIS – BEx Web Analyzer: Personalizing Base Queries Example of Payment Blocked for Workflow

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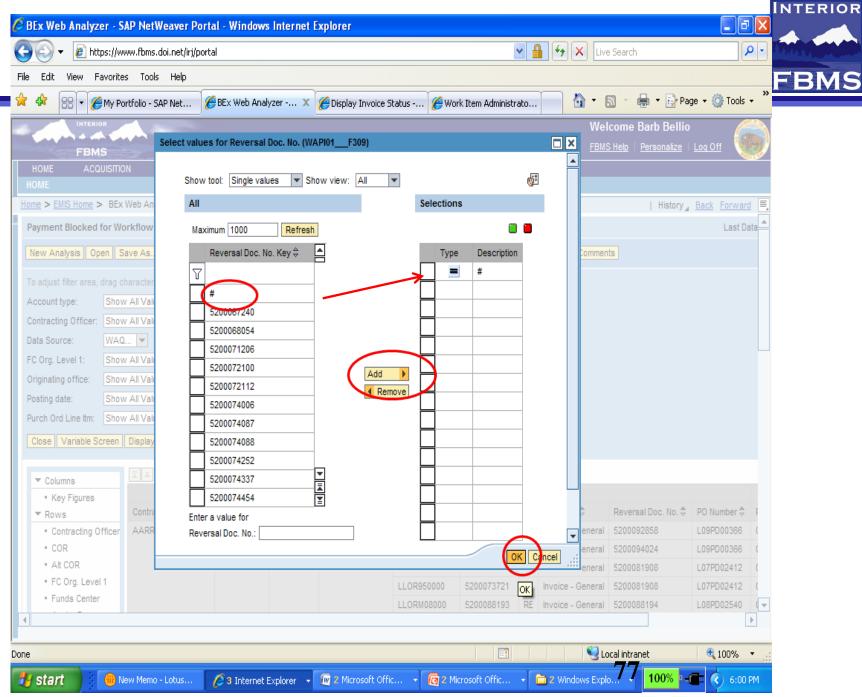
## EMIS – Personalizing Base Queries – Example Report: Payment Blocked for Workflow

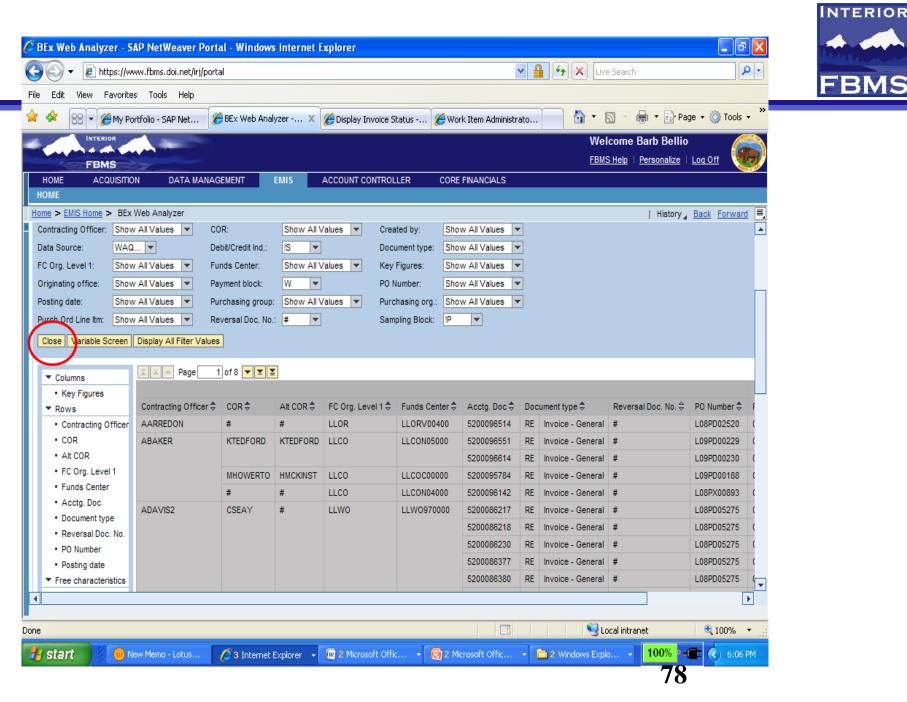


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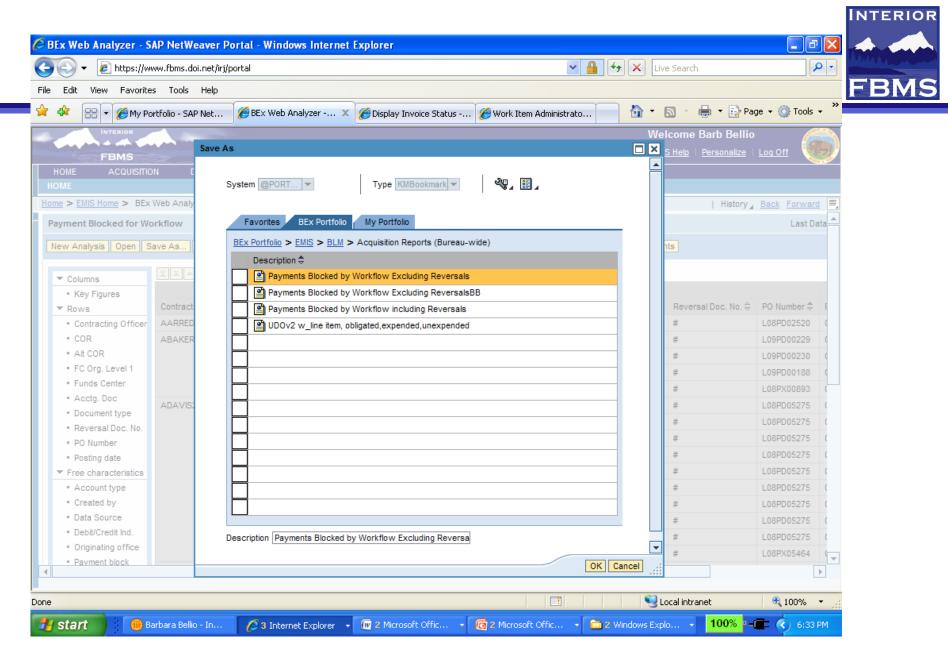


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## **FBMS** reporting can be seen as having 4 levels:

- Level 1 Query (ad-hoc) These are the base queries available to all users
- Level 2 Required These are reports that are required by external organizations or as defined in legislation
- Level 3 Departmental These are reports required by a DOI Department office
- Level 4 Bureau These are reports required by a Bureau office



## FBMS Reporting Continued

- ✓ Level 1, 2, and 3 are supported by the PMO
- Level 1 reporting are the basic building blocks that support all remaining levels of reporting
- Level 2 reporting is supported using both transactional system reports and EMIS
- ✓ Level 3 reporting is supported through EMIS
- Level 4 reporting is supported by the bureau in a manner specified by each bureau
  - ✓ Level 4 reporting is supported primarily through EMIS by modifying a report published by the PMO in support of levels 1, 2, or 3.
  - ✓ Bureau users can create custom queries (views) by modifying and query published through EMIS, changing the data returned and how the data is displayed. These custom queries (views) can then be published back to EMIS for the use by other bureau users.



## Reporting Requirement

- Identify what business decisions are routinely made in this functional area
- ✓ Identify what information is needed to make this decision

## Report Development

- Document the report requirements and technical information about the report
  - ✓ Submit a Help Desk Ticket with Query Specification Document
- ✓ Getting the requirements correct first reduces rework

## Requirement Analysis

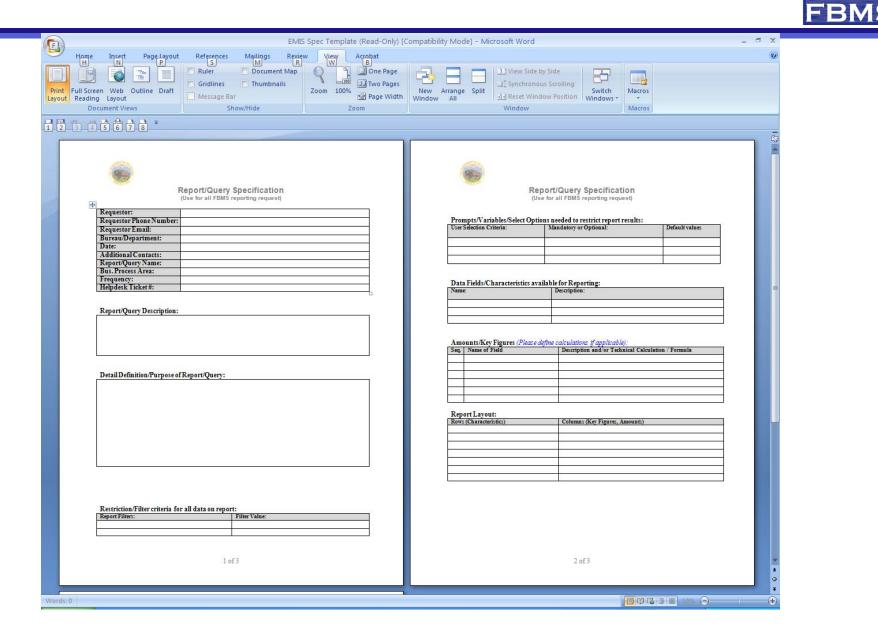
- Ensure the information needed for the report is available in the current system
- Identify the most efficient platform, transactional system or BW, for the underlying query

## **Continued Refinement of FBMS Reports**



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#### **Continued Refinement of FBMS Reports**



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# Questions