



Rensselaer

Data Warehouse

Finance Data Mart

Data Training Exercises

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Data Training Exercises – Initial Steps

- 1) Login to the PC
- 2) Open Internet Explorer
- 3) Go to the Data Warehouse site (<http://www.rpi.edu/datawarehouse/>)
- 4) Click the Architecture tab
- 5) Click Brio Software
- 6) Click Brio Portal (Login Required)
- 7) Login to Brio Portal
- 8) Click the Browse tab
- 9) Click the Finance Data Mart folder

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Exercise 1: Annual Budget Amount

Published BQY: OLM and OLT Meta Topics

Section: Q-OL Monthly Summary

Objective: Show the annual budget by department and fund.

1) Drag the following items to the Request Line:

- --- FISCAL PERIOD ---
- Fiscal Year
- --- FUND ---
- Fund Classification
- Fund Category
- Fund Sub-Category
- --- ORGANIZATION ---
- Portfolio Description
- Department Description
- --- ANNUAL BUDGET / EST. RESEARCH BUDGET ---
- Annual Budget Amount (apply the Sum function)

2) Drag the following items to the Limit Line:

- --- FUND ---
- Fund Chart of Accounts = 9
- --- FISCAL PERIOD ---
- Fiscal Year = 2002,2003
- --- ORGANIZATION ---
- Portfolio Description = *Choose your Portfolio*

3) Process the query

4) Insert a Pivot Table:

- Side Labels = Department Description, Fund Classification, Fund Category, Fund Sub-Category
- Facts = Annual Budget Amount
- Top Labels = Fiscal Year
- Add Totals to Department Description

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Exercise 2: Fund Home Portfolio and Fund Manager

Published BQY: OLM and OLT Meta Topics

Section: Q-OL Monthly Summary

Objective: Show the number of funds owned by the Fund Managers of the user's home portfolio.

1) Remove all items from both the Request and Limit Lines, and delete the Pivot Table that you created in Exercise 1.

2) Drag the following items to the Request Line:

- --- FUND ---
- Fund
- Fund Description
- --- FUND FINANCIAL MANAGER ---
- Fund Financial Manager

3) Drag the following items to the Limit Line:

- --- FUND ---
- Fund Status = Active
- Fund Chart of Accounts = 9
- Fund Classification = Designated
- --- FUND HOME ORG ---
- Fund - Home Portfolio Description = *Choose your Portfolio*

4) Process the query

5) The Results section displays duplicate rows

- Go back the Query section and use the Query menu to return unique rows.
 - Hint: Under the Query menu choose Query Options, then check Return Unique Rows
- Process the query again

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- Add a break total in the results section
 - Hint: Highlight the Fund Financial Manager column
 - Right click within the column and select Break Total
 - At every break in: Fund Financial Manager
 - Break total function: Count
 - Add break total to: Fund

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Exercise 3: Fund Expenditures

Published BQY: OLM and OLT Meta Topics

Section: Q-OL Monthly Summary

Objective: Show fund expenses by organization.

Use the fund manager query from Exercise 2 as a starting point.

1) The Request Line should include the following items:

- --- FUND ---
- Fund
- Fund Description
- --- FUND HOME ORG ---
- Fund - Home Portfolio Description
- --- FUND FINANCIAL MANAGER ---
- Fund Financial Manager
- --- ORGANIZATION ---
- Portfolio Description
- --- MONTHLY SUMMARY FACTS ---
 - Expenditure Amount
 - Transfer Amount
 - Commitment Amount (Resrv + Encumb)
 - NOTE: Apply the Sum function to these facts.

2) The following Limits should apply:

- --- FISCAL PERIOD ---
- Fiscal Year = 2003
- --- FUND ---
- Fund Chart of Accounts = 9
- Fund Status = Active
- Fund Classification = Designated
- --- FUND HOME ORG ---
- Fund - Home Portfolio Description = *Choose your Portfolio*

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3) **REMOVE: RETURN UNIQUE ROWS**

4) Process the query

5) Remove the Break Total from the Results table

- (Hint: select one of the Total rows and hit the Delete key)

6) Insert a Pivot Table:

- Side Labels = Portfolio Description
- Facts = Expenditures, Transfers, Commitments
- Add a Total Expenses computed item to the Pivot Table
 - Hint: Total Expenses = Expenditures + Transfers + Commitments

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Exercise 4: Revenue and Expenditures for this Fiscal Year

Published BQY: OLM and OLT Meta Topics

Section: Q-OL Monthly Summary

Objective: Show the facts distributed under the Revenue/Expenditure Indicator. Create a computed item that places all revenue and expenditures in a single column of a Pivot Table. Display correct totals in a Revenue minus Expenditures Pivot Table.

- 1) Remove all items from both the Request and Limit Lines, and delete the Pivot Table that you created in Exercise 3.
- 2) Drag the following items to the Request Line:
 - --- ORGANIZATION ---
 - Portfolio Description
 - --- FUND ---
 - Fund Category
 - Fund Subcategory
 - --- ACCOUNT ---
 - Revenue/Expenditure Indicator
 - --- MONTHLY SUMMARY FACTS ---
 - Revenue Amount
 - Expenditure Amount
 - Transfer Amount
 - Commitment Amount (Resrv + Encumb)
- 3) Drag the following items to the Limit Line:
 - --- ACCOUNT ---
 - Account Chart of Accounts = 9
 - --- FISCAL PERIOD ---
 - Fiscal Year = 2003
 - Fiscal Period <= 06
 - --- ORGANIZATION ---
 - Portfolio Description = *Choose your Portfolio*
- 4) Process the query
- 5) Insert a Pivot Table:
 - Side Labels = Revenue/Expenditure Indicator, Fund Category
 - Move Revenue to the top
 - Hint: Click on Revenue and slide it up so that it's above Expenditure

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- Facts: Revenue Amount, Expenditure Amount, Transfer Amount, Commitment Amount
- Add a computed item to the Pivot called Amount:
Amount = Revenue Amount + Expenditure Amount + Transfer Amount + Commitment Amount
- Change the number format for all facts to 2 decimal places
- Add a total to Fund Category
 - This will display two totals; one for Fund Category Revenue and one for Fund Category Expenditure
- Add a total to Revenue/Expenditure Indicator
 - This will be the total at the bottom
 - Double-click this Total and rename it Grand Total
 - Alt-click the Grand Total to select the entire row
 - Note: Brio bug: If alt-click doesn't highlight the entire Grand Total row, leave the Pivot section by clicking on any other section (e.g., R-OL Monthly Summary Results), then return to the Pivot section. Alt-click should now work.
 - Change the number format to Custom
 - Hint: right-click, select Number, click Custom. Next, type the following in the Format box: -#,###.00;#,###.00
 - Change the Data Function of Grand Total to Increase
 - Hint: Alt-click Grand Total to select the entire row. Then, right-click, select Data Function -- Increase

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Exercise 5: Summary and Detail Commitments

Published BQY: OLM and OLT Meta Topics

Sections: Q-OL Monthly Summary and Q-Commitment Transactions

Objective: Display a Commitments summary in OLM. Then, display the transaction details in OLT.

▪ *Q-OL Monthly Summary Section*

1) Remove all items from both the Request and Limit lines, and delete the Pivot Table that you created in Exercise 4. Drag the following items to the Request Line:

- --- MONTHLY SUMMARY FACTS ---
- Commitment Amount (Resrv + Encumb)
(apply the Sum function)
- Expenditure Amount (apply the Sum function)
- Transfer Amount (apply the Sum function)
- --- ANNUAL BUDGET / EST.
RESEARCH BUDGET ---
- Annual Budget Amount (apply the Sum function)
- COMPUTED ITEM (Hint: Use the Request items): Balance = Annual Budget Amount – Commitment Amount – Expenditure Amount – Transfer Amount

2) Drag the following items to the Limit Line:

- --- ACCOUNT ---
- Account Chart of Accounts = 9
- --- FISCAL PERIOD ---
- Fiscal Year = 2003
- --- FUND ---
- Fund Status = Active
- Fund Classification = Unrestricted
- Fund Category = Education and General
- --- ORGANIZATION ---
- Portfolio Description = *Choose your Portfolio*

3) Process the Query

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- *Q-Commitment Transactions Section*
 - 4) Drag the following items to the Request Line
 - --- FISCAL PERIOD ---
 - Calendar Date of Transaction
 - --- COMMITMENT TRANSACTIONS FACTS ---
 - Commitment Amount (Change the Data Type from Automatic to Real)
 - Hint: Right-click the Commitment Amount in the Request Line, select Properties, click on Options, change Automatic to Real
 - --- ACCOUNT ---
 - Account Description
 - --- TRANSACTION TYPE ---
 - Document Type Description
 - Transaction Type
 - --- COMMITMENT TRANSACTION FACT INFO ---
 - Document Code
 - --- FINANCIAL TRANSACTION ---
 - Transaction Description
 - 5) Drag the following items to the Limit Line:
 - --- ACCOUNT ---
 - Account Chart of Accounts = 9
 - --- FISCAL PERIOD ---
 - Fiscal Year = 2003
 - --- FUND ---
 - Fund Status = Active
 - Fund Classification = Unrestricted
 - Fund Category = Education and General
 - --- ORGANIZATION ---
 - Portfolio Description = *Choose your Portfolio*
 - 6) Process the query

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7) In the Results Section, add a total to the Commitments column.

- Hint: Highlight the Commitments column and click the sigma icon to add a total.
- Compare the Commitments total in the Results Section to the Commitment total in the Q-OL Monthly Summary. They should match.

8) Insert a Pivot Table in the Q-Commitment Transaction Section:

- Side Labels = Document Type Description, Document Code, Transaction Description, Calendar Date of Transaction
- Facts = Commitment Amount

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