Interactive Reporting Tool (Brio) Training

1. Portal Navigation:
   
a. **Log into the Portal** at: [https://dw.rpi.edu/workspace/index.jsp](https://dw.rpi.edu/workspace/index.jsp). If you run into issues loading this webpage on your PC, you should reference: [http://dotcio.rpi.edu/services/administrative-applications/business-intelligence-dw/technical-troubleshooting](http://dotcio.rpi.edu/services/administrative-applications/business-intelligence-dw/technical-troubleshooting).

   ![Portal Navigation](image1.png)

   b. **Data Warehouse Nightly Refresh Status**
      
      i. Located within the Quick Links section of the Portal Home Page is a Data Warehouse Nightly Refresh Status link, which informs you of the data statuses of each of the various business areas.
      
      ii. **NOTE:** Data Warehouse data is lagged by a day.

   ![Data Warehouse Status](image2.png)

   c. **Navigating to Prebuilt Queries** - Select the “Explore” icon in the toolbar to access published bqys

   ![Navigating to Prebuilt Queries](image3.png)
d. Below are the folders that will be visible after selecting Explore (not all may be visible depending on your permissions)

![Folder Structure Image]

- **Financial transactions, Fund balances, non-salary information**
- **Salary budget, transaction and payroll information**
- **Research accounting detail; grant, PI information, sponsor information**

![Interactive Reporting Folder Image]

e. Interactive Reporting Folder (contains additional training examples and quick tip guides)
e. Financial Management Folder (contains functional bqys to assist financial managers, notes and training documentation)

2. Exploring the **Chart of Accounts** Query (Explore → Data Warehouse folder → Financial Management folder)

   a. **Toolbars & Icons** – toolbars may be hidden depending if the bqy was saved that way. To unhide them, right-click in the location of the red arrow in the illustration below and toggle on the Menu toolbar from the resulting dropdown list. Then, you can toggle on additional sections and toolbars by clicking on the “View” button (blue arrow).
b. **Interactive Reporting Tool (Brio) Interface**

![Interactive Reporting Tool (Brio) Interface Diagram]

- **Sections Pane**: Click on each section to navigate throughout the tool.
- **Elements Pane**: Contains items that are dragged-dropped into the Content Pane.

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c. **Linking to Data within another table within the same Data Mart** – by joining tables within the same business area and data mart (i.e. **Fin:Olm Dim Account** & **Fin:Olm Dim Fund**) you can access new data columns.

![Linking to Data within another table within the same Data Mart]

- **Content Pane**: This section morphs depending on what section within the Sections Pane that you’ve navigated to. It is the main section where you build your query and view your results.
d. **BQY Sections:**

BQYs (queries) can be comprised of seven different sections within the Sections Pane (see Appendix for illustrations).

a. **Query** – This is the section where the query is built by dragging tables from the Elements Pane into the Content Pane.

b. **Results** – After your Query section has been built and processed, this is where it shows the raw output that you’ve queried. Each of the subsequent sections below are built from the resulting data in this section.

c. **Table** – This is a basic table built from the Results data intended to only show specific columns. It allows you to filter out some of the excessive data and organize the data for its various intended uses.

d. **Pivot** – This type of table allows you to group and aggregate the Results data to create data summaries and to analyze the data on a macro-level.

e. **Chart** – This section allows you to present the data visually in the form of various charts (i.e. Pie Chart, Line, etc...)

f. **Report** – This section allows you to present the data in printable reports.

g. **Dashboard** – This section is intended only for advanced users and it allows them to use JavaScript coding to create new interfaces and write scripts that can control the bqy based on various unique events.

e. **Adding Computed Columns to Results and Tables** – Right-click in the whitespace beyond the rightmost column of the Results section or Table and select “Add Computed Item…”

3. **Data Mart Structure**

![Diagram of Data Mart Structure]

**Example:**  
**Fin:OLT_DIM_FISCAL_PERIOD**
- **Fin** = Finance Business Area
- **OLT** = Operating Ledger Transactional Data Mart (OLM = Operating Ledger Monthly)
- **DIM** = Dimension Table
- **FISCAL_PERIOD** = Describes that this table displays the various data columns related to fiscal period
4. **Hand’s on training with premade bqys**

   a. Located on the portal at: Explore → Data Warehouse folder → Financial Management folder

   b. **BQYs:**

      1. **Fund Summary**
         a. Datamart = finance, operating ledger monthly (Fin: Olm)
         b. Purpose: to provide fund balance
         c. Criteria (filter):
            - uses current fiscal year to calculate fund balance (not inception to date data, so the budget is calculated and expenses are fiscal year to date only)
            - P-Summary: recommend to run for department (fund home org) to check current fund balances
            - RPT-Report: contains fund summary information and fiscal period summary data for the current fiscal year
            - P-Grant Info: Grants only, contains overhead rates and maximum funding
            - C-Chart: is only useful when viewing one fund
               - Go to R-Results, and assign filter to a fund, then view chart or limit query to one fund then process query

      2. **Grant Inception to Date**
         a. Datamart = finance, operating ledger monthly (Fin: Olm)
         b. Purpose: PI financial reporting
            - Reports:
               - Rpt-ITD_Grant: criteria should = one Grant, will provide grant summary
               - Rest of reports: criteria should = PI & fund finl mgr (must choose both to get complete PI report of all funds)
         c. Criteria (filter): no fiscal year (inception to date to capture entire budget for fund and entire expenditures for life of fund), grant, or PI & fund finl mgr
         d. Do not change pivots with (“forReport” in the name), reports are based on these pivots and if pivots are changed, the reports will be changed as well

      3. **Transaction Detail**
         a. Datamart = finance, operating ledger transactions (Fin: Olt)
         b. Purpose:
            - to provide transaction information such as Financial Transaction Request (FTR) backup detail
            - to reconcile expenditures to make sure that they posted properly and timely
         c. Criteria (filter): fiscal year, org, fund, account, revenue/expense,...

      4. **E&G Budget:YTD**
         a. Datamart = finance, operating ledger monthly (Fin: Olm)
         b. Purpose: quick view of E&G budget/expense/balance
         c. Criteria (filter): fiscal year, org
5. **Salary Breakage**
   a. Datamart = position control, labor monthly (Pos: Plm)
   b. Purpose: to provide analysis of position budget vs. actual
      • Helpful for department analysis of regular positions
   c. Criteria (filter):
      • Select fiscal year, org and/or position home org

6. **Salary Current/Estimate**
   a. Datamart = position control, labor transactions (Pos: Plt)
   b. Purpose: to view actual labor transactions, by pay period, including estimates
   c. Criteria (filter):
      • Select fiscal year, org, account, rin, faculty/staff/student

7. **Faculty Activity**
   d. Query 1: SES Student Enrollment - Advisees
      • Datamart = Student Enrollment Snapshot (Stu: Ses)
      • Purpose: count or list of advisees for instructors
      • Criteria (filter): term, advisor
   e. Query 2: RFM Expenses
      • Datamart = Research Financial Monthly (Res: Rfm)
      • Purpose: research expenditures for faculty, weighted by PI
      • Criteria (filter): fiscal year, PI, or Department
      • NOTE: this may not include all expenditures if you do not have permission to all portfolios data where the PI is a PI or co-PI
   f. Query 3: SEF Courses
      • Datamart = Section Enrollment (Ahis: Sef)
      • Purpose: count or list of courses by instructor
      • Criteria (filter): term, instructor
   g. Query 4: AID Awards
      • Datamart = Research Award Info Detail (Res: Aid)
      • Purpose: research awards for faculty, weighted by PI
      • Criteria (filter): PI, fiscal year
Appendix:

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