The BDM/Brio Basic & Next Step Review workshop handout is a list of questions, procedures and concepts. All of the material covered in this workshop can be found in the BDM/Brio Basics and Next Step workshops and documentation. What you will find in this handout are the questions with answers used in the review workshop.

The benefits to attending a workshop are the discussions that take place regarding each of the questions, procedures or topics.

The answers provided in this document are those of the instructor only.

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Insight Review Training

Insight Basics

How many sections can you name in a Brio document?
- Query, Results, Report, Table, Pivot, Chart

What are outliners used for?
- To create Detail, Pivot, Chart reports and to populate Results and Tables

What is the purpose of the Query section?
- Retrieve data from the warehouse (interface with databases)
- Set limits
- Compute items (elements)
- Process request for information

What is the Section/Catalog Pane used for?
- Section
  - View the sections/reports that have been written
  - Change name of Section
  - Make duplicates of sections
- Catalog
  - Build the contents of tables, reports, pivots and charts

What can you find or do in the Catalog Pane?
- Access the tables in the data warehouse
- Access elements returned from a Query to the Results sections
- Access predefined graphic objects
- Access predefined fields

How many ways can you move to/from or find sections?
- Dropdown – View / Section/Catalog
- Dropdown – View / Go to Section
- Icon – Show Section/Catalog
- Link on Section name from Section Title Bar
- Back/Forward arrows on Section Title Bar
- Back/Forward arrows on Standard Tool Bar

If you wanted to set the file path to save BDM/Brio documents to a folder of your choice, how would you do this?
- Tools/Options/Programs Options/File Locations/Documents Directory

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What happens to the Standard dropdown toolbar when you move from one section to another?

- Some of the selections in the dropdown menu will remain the same
- Depending upon which section you are in, there will be a dropdown specific for that section
- You may have to select a part of the section for the dropdown selection to be available to use

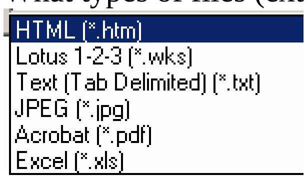
What does it mean if a dropdown selection is grayed out?

- It is not available

Give examples of why you want to use the export function.

- To put data in an excel spreadsheet
- To make an Adobe Acrobat file (PDF) to send as an attachment to an email.

What types of files (extensions) can you export Brio file (bqy extension) to? Hint: There are 6.



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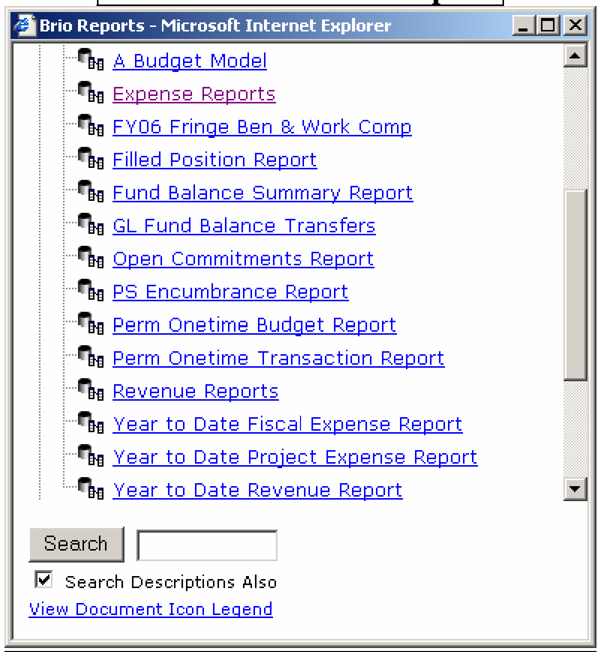
About the BDM/Brio Reports



A Budget Model	This document is available to Insight user only. It is used to gain access to the tables in the data warehouse and create a data model.
Expense Reports	The reports found in this document are used to look at expenses for the Department. You will find summary and detail information viewed by Account or Subcode. There are reports that look at all of the ledgers or just at ledger 2 information.
FY06 Fringe Ben & Work Comp	This report is updated each fiscal year to reflect the fringe benefit and workers' compensation rates for the given fiscal year. It does not include special payroll or student employee information. It is for employees who have an active status on the payroll. The data in this report is refreshed every two weeks. You cannot go back in time to get data.
Filled Position Report	The reports in this document will give information about filled positions in your department for employees that have continuing, durational or Graduate Assistant employment. This document has two reports. One is specifically for Graduate Student information. The data in this report is refreshed every two weeks. You cannot go back in time to get data.
Fund Balance Summary Report	The information for this report is at a General Ledger (GL) level. You will find fund balance, revenue & expense budgets.
GL Fund Balance Transfers	The information for this report is at a General Ledger (GL) level. You will find GL fund balance transfer information.
Open Commitments Report	This document contains two reports displaying open commitments at the account level for a department. One report presents an account view and the other a subcode view.

PS Encumbrance Report	This document gives encumbrance information for employees with a current Personal Service (PS) encumbrance. It shows the original and any adjustment to the money encumbered, what has been liquidated and the current encumbered amount.
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Perm Onetime Budget Report	This document is a department summary, ledger 2 only, of what are permanent and onetime budget allocations.
Perm Onetime Transaction Report	This document is an account summary and detail (ledger 2 only) of permanent and onetime budget allocations. The detail information is structured by subcode.
Revenue Reports	The reports found in this document are used to look at revenues for the Department. It shows the projected revenue amount, the actual amount received and the amount still needed.
Year to Date Fiscal Expense Report	This document is to be used to display an accounting of expenditures at the account level. There is a summary, subcode detail and load date reports. This document is formatted for fiscal accounts.
Year to Date Project Expense Report	This document is to be used to display an accounting of expenditures at the account level. There is a summary, subcode detail views of the data and project account information. This document is formatted for use with project accounts. It can be used to see the life of a project.
Year to Date Revenue Report	This document is to be used to display an accounting of revenues at the account level. There is a summary, detail and load date views of the data.

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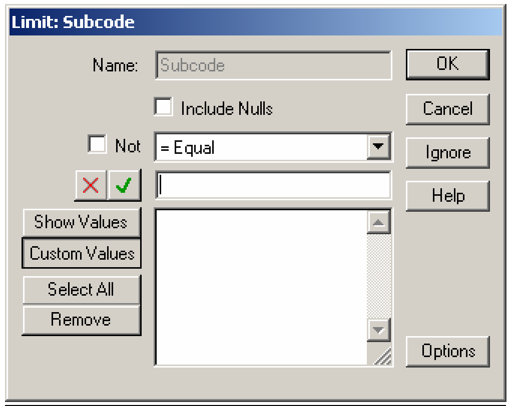
Looking at Limits again!



What is the limit box used for?

- To limit the amount of information retrieved from the data warehouse (Query section)
- To narrow and filter information (Results section)

Where can limits be set?

- Query section
- Results section

Give examples of limit operators. (Hint: There are 13.)

=Equal
<>Not Equal
<Less Than
<=Less or Equal
>Greater Than
>=Greater or Equal
Begins With
Contains
Ends With
Like (with wildcards)
Between
Is Null
Not (with operator)

How many different limit operators are used in the BDM reports? What are they?

- 3
    - =Equal
    - >=Greater or Equal
    - Begins With

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Give examples of how the limits operators are used in the BDM reports.

- <u>=Equal</u> – Unit Description, Dept Description, Fiscal Yr, Load Date, Account Load Date
- <u>>=Greater or Equal</u> – Load Date
- <u>Begins With</u> – SL Subcode

Why do you need to select (highlight) the limit value?

- Query section - By selecting the limit value you are telling the warehouse what information to bring back
- Results section – By selecting the limit you are restricting what data you want to view

If you type in limit values, what do you need to remember?

- They are case sensitive to how the data is in the warehouse or the Results section.

When would you want to use the <u>Between</u> operator?

- To provide monthly account transactions in the YTD report
- To view data for a project account

If you did not want to type in many limit values, how could you get the information?

- Show Values
- Load from file (.txt)

What is important to be thinking about before you select the Show Value button?

- How much data are you asking to be returned?

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Computed items & Grouping Columns

What are computed items and grouping columns?
- They are data which is created using data from the warehouse or Results section

Why would you want to build a computed item or grouping column?
- The data you want to have or use it not available in the warehouse or Results section

Just computed items

What is used to build a computed item?
- Computed item dialog box
- Reference items
- Functions
- Operators

Give an example of a Reference item.
- Transaction code
- Tran amount
- Any element in the warehouse
- A computed item

There are 6 Function categories, name them.
- Conditional Functions
- Date Functions
- Math Functions
- Numeric functions
- Statistical Functions
- String Functions

What are Operators?
- Buttons used in creating Arithmetic, Comparisons, Statements and Logical functions

Using the YTD Fiscal Expense Report, give examples of computed items and how and why they are used in the report.
- YTD expense report has the following:
  - PBudg = to represent the Permanent Budget transaction (TC 020 Permanent Budget Established and TC 021 Permanent Budget Change)
  - OTBudg = to represent a Onetime Budget transaction (TC 022 Onetime Budget Allocation and TC026 Prior Year Carryover Budget)
  - FBudg = to represent a Future Year Budget transaction (TC 029)
  - Actual02 = to represent the actual transaction amount (TC that begin with 03, 04 and 06)

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Using the YTD Fiscal Expense Report, give 2 examples of computed items that were created to create another computed item. Why was it created?

- YTD expense report has the following:
  - Encr02b = to represent the Encumbrance Amount in the report (Encr02 + Liquidation Amt)
  - BBA02 = to represent the Budget Balance Available in the report (ABudg02 – (Actual02 + Encr02b))

Just Grouping Columns

What is a grouping used for?

- To merge data into new groups.

Where will you find a grouping column?

- In the Results section only.

Give an example of a Grouping column and identify what report it was found in. And why it was created.

- The expense report
- Changing F and P to Fiscal and Project
- To separate the fiscal account from the project accounts in the reports