



Financial Management Modernization Initiative (FMMI)

FMMI - BusinessObjects (BOBJ) Web
View Only





Course Options



- A PDF version of the course is available on the AgLearn site
- For additional course options please contact Alisa Rogerson
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Course Outline



- Introduction Module
- Module 1 – BOBJ Overview
- Module 2 – BOBJ Report Navigation
- Course Summary
- Course Evaluation



Course Objectives



After completing this course, you will be able to:

- Explain BusinessObjects (BOBJ) key terminology
- Understand BOBJ information architecture
- Navigate through the BOBJ system
- Store reports in My Favorites
- Describe the options available in displaying BOBJ reports





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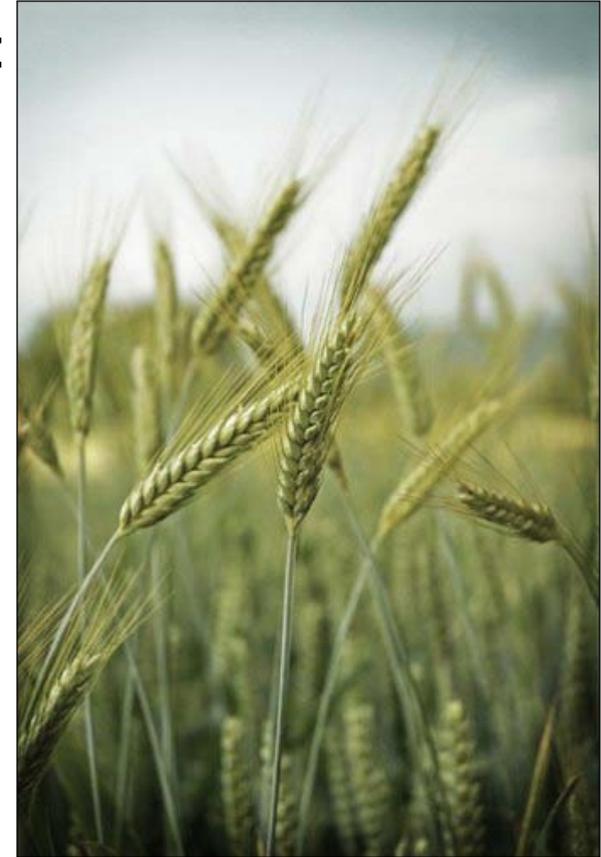


Module Objectives



After completing this module, you will be able to:

- Explain the key terms associated with BOBJ
- Understand the information architecture for BOBJ WebI reports
- Describe the roles and responsibilities for creating and executing BOBJ reports





BusinessObjects Overview



- BusinessObjects (BOBJ) is an enhanced reporting tool and analytic suite being added to the FMMI landscape to allow agencies more flexibility in their reporting
- Web Intelligence (WebI), a component of BOBJ, is a drag and drop tool that allows agency power users to create their own reports to share with staff



Key Terminology



Review the following terms and definitions before beginning the BOBJ Overview module:

- **BOBJ**: SAP BusinessObjects (BOBJ) is a comprehensive reporting and tool and analytics suite that expands the reporting capabilities that are available in FMMI
- **WebI**: Web Intelligence (WebI) provides self-service access to FMMI data; allowing the ability to create ad hoc reports in an intuitive drag-and-drop interface tuned for information analysis



Data Security Overview



- Agency level security is controlled by the FMMI accounting elements
 - Other agency's reports will be available, but they will populate with the user's agency's data only
 - For example, an FSA user can run an APHIS report, but it will populate with FSA specific data
- BOBJ security leverages the existing FMMI accounting element security as defined in the Business Intelligence (BI)
- Data visibility depends on the user's role within FMMI
- There are two types of roles in BOBJ that define the ability to create, edit and view reports:
 - Power User – Can modify and create reports
 - View Only – Can execute available reports



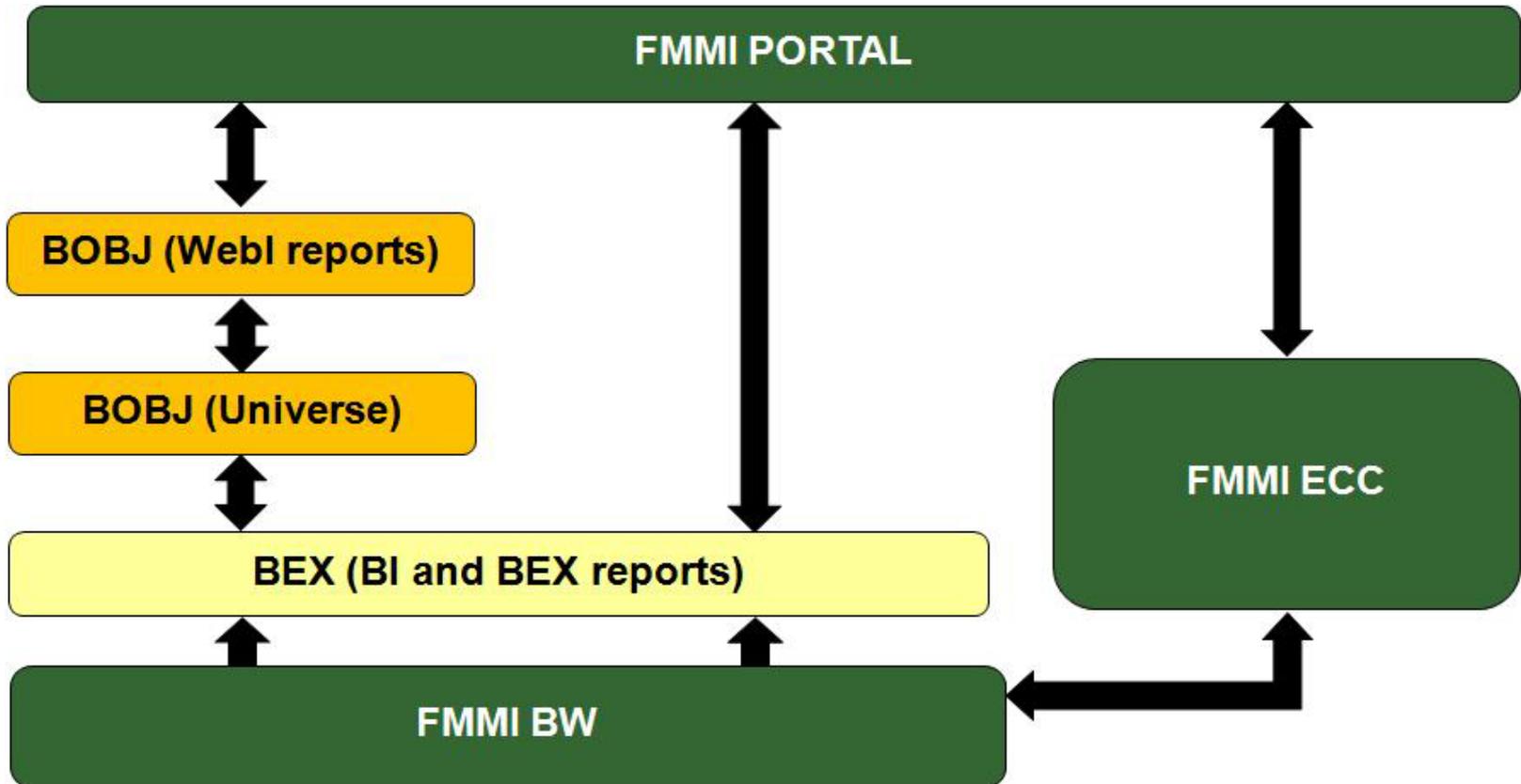
Key Concepts



- Like existing BI reports, data in BOBJ Universes is refreshed nightly from the ERP Central Component (ECC)
- Reports can be exported to Excel so the tables can be manipulated as needed
- Reports can be exported to Adobe to be distributed to those without system access
- There are no canned reports, only those created by a power user will be available

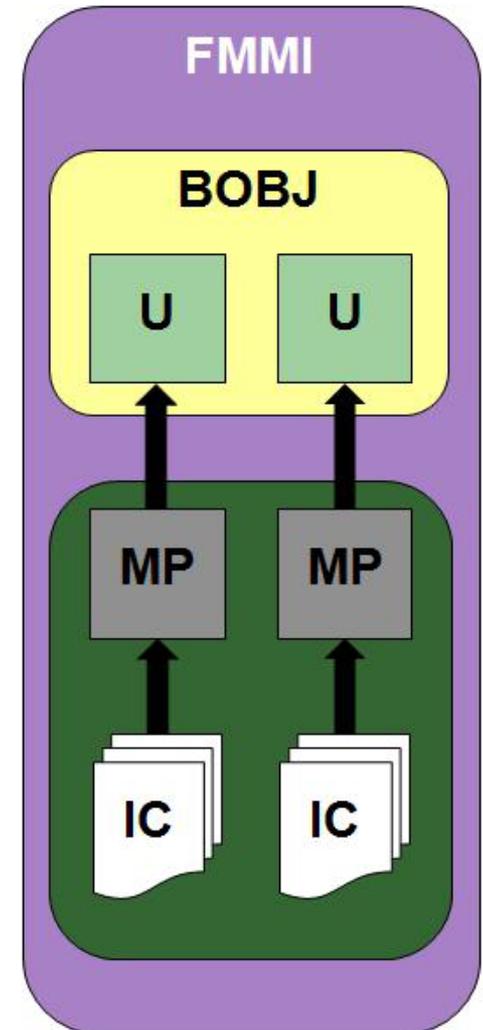


Information Architecture



- Similar to BI reporting, BOBJ reports make data from the BW system available for end-user analysis

- The BOBJ WebI releases will include information stored in 15 different Universes, each tied to existing BI InfoProviders.
 - An InfoProvider is a general term for a BI object into which data can be loaded. There are two types of InfoProviders:
 1. Objects that contain physical data such as Data Source Objects (DSO), InfoCube and InfoObjects (characteristics with attributes or characteristics)
 2. Objects that are not physical data stores such as MultiProviders





Learning Checkpoint Question and Answer (Q&A)



1. **Fill in the blank:** BOBJ will include (blank) universes (Answers: **15**)
2. **True/False:** Users will only be able to display the reports created by users in their own agency. (Answer: **False**)





Module Summary



In this module, you have learned to:

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Objectives



After completing this module, you will be able to:

- Explain the key terms associated with BOBJ WebI reporting
- Navigate BOBJ WebI reports in FMMI
- Add a Report to the My Favorites folder
- Complete the User Prompts dialog within report
- Search within a report
- Export report to Excel and Adobe PDF





Key Terminology



Review the following terms and definitions before beginning the BOBJ report navigation module:

- **Filter**: A parameter that will restrict the data returned in a report.
- **User Prompt Input**: A filter within the report that requires the user to supply a value (or selection of values) that will restrict the data returned in the report.
- **Query**: The selection of data (dimensions, details and measures) combined with filters (both literals and prompts) that results in a set of data being returned from a universe.



Accessing Business Objects



- New FMMI users can have BOBJ assigned as part of their initial security request
- Existing FMMI users can have BOBJ requested and added to existing permissions



Display a Report



- To access a report, select the agency folder in which its stored and then double click the report name
 - Reports will be stored under the creating power user's agency
- All users will have the ability to run all agency reports, however reports will only populate with the user agency's own data

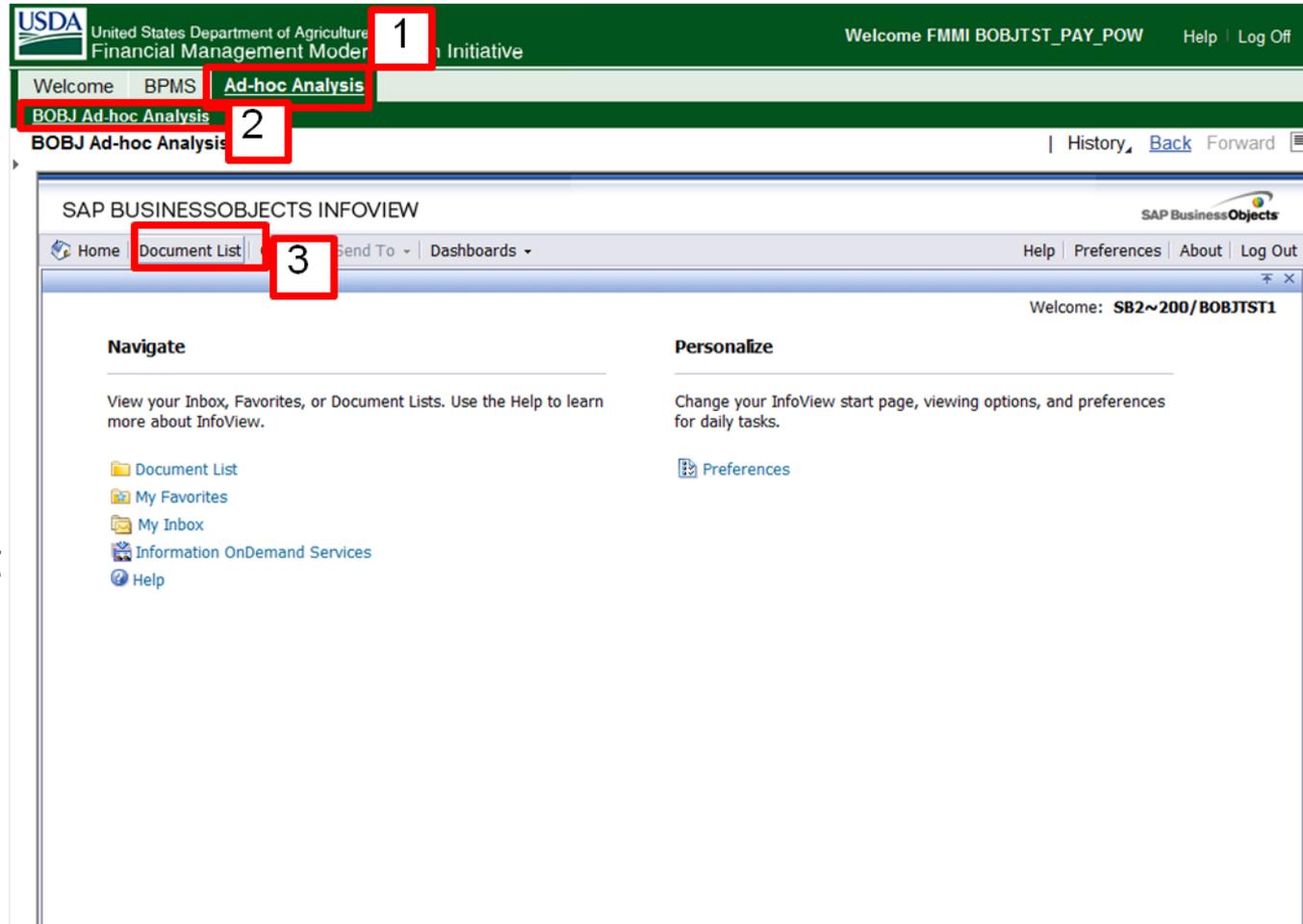




Navigate to a Report



1. Click the Ad Hoc Analysis Process Area tab
2. Click the BOBJ Ad Hoc Analysis role (The BOBJ screen appears)
3. Click the Document List button

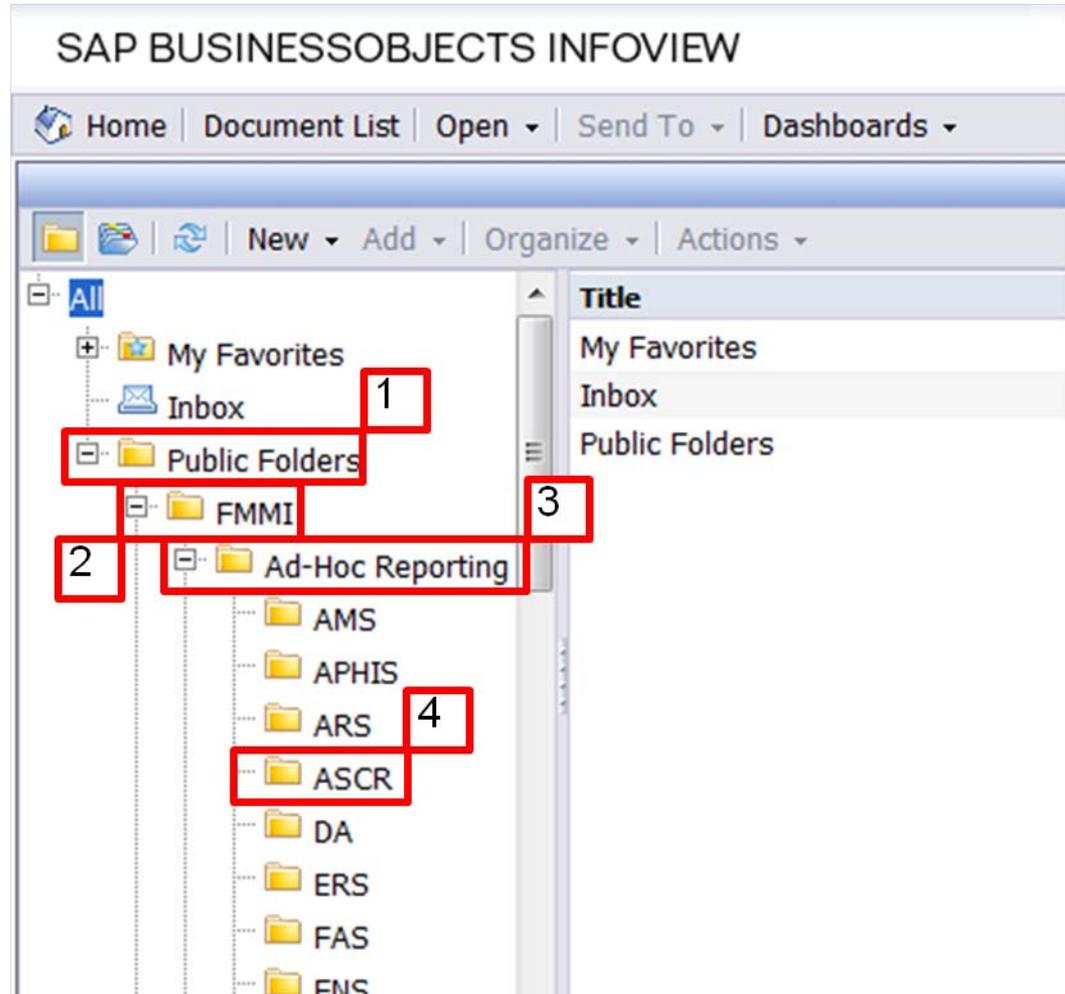




Access List of Reports



1. Expand the Public Folders icon
2. Expand the FMMI icon
3. Expand the Ad-hoc Reporting icon
4. Click on an Agency folder to view saved reports





Display Report Screen



- The loaded report is displayed in the Report Window

**InfoView
Toolbar**

Report Window

Report Title

| Fiscal year/period | Fiscal year/period Key | Business area | Business area Key | Fund | Fund Key |
|--------------------|------------------------|------------------------------|-------------------|-----------------------------|----------|
| FEB 2011 | V9/005.2011 | ANIMAL/PLANT HEALTH INSP SVC | AP00 | APHIS TRUST FUND 83 | USDA/ |
| FEB 2011 | V9/005.2011 | ANIMAL/PLANT HEALTH INSP SVC | AP00 | GENERAL-REIMB-CAT A | USDA/ |
| FEB 2011 | V9/005.2011 | ANIMAL/PLANT HEALTH INSP SVC | AP00 | NONAPPR-TRANSF-CAT B | USDA/ |
| FEB 2011 | V9/005.2011 | Not assigned | # | GENERAL-REIMB-CAT A | USDA/ |
| FEB 2011 | V9/005.2011 | Not assigned | # | MISCELLANEOUS FINES RECEIPT | USDA/ |

Report Page View

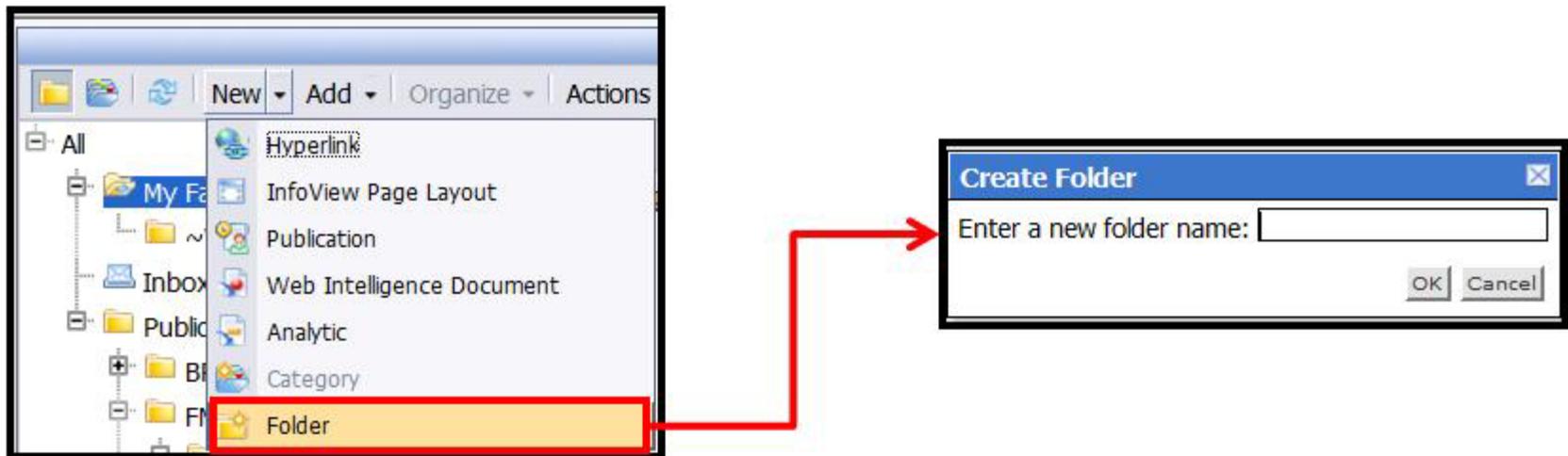
Refresh Date: June 24, 2011 3:02:10 PM GMT+00:00



My Favorites



- Users will be able to create and store shortcuts to reports in their My Favorites Folder
- Reports that are particularly useful can be accessed more quickly and easily without navigating through the agency folders, however reports saved here cannot be shared with other users.

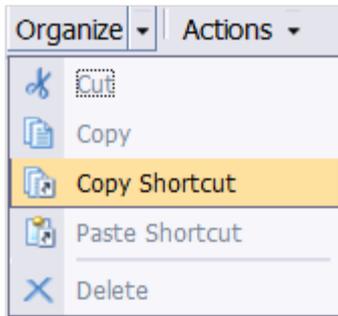




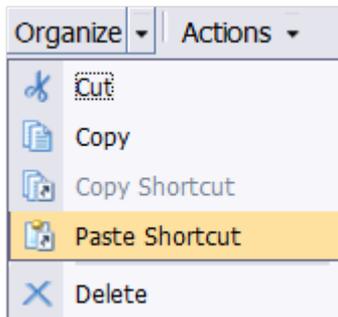
Add to My Favorites



- To add a report to a My Favorites Folder, select the report, click the organize drop down, and select Copy Shortcut option



- Select the appropriate folder in the My Favorites Folder, click the organize drop down, and select Paste Shortcut option





Report View



- The upper right hand corner of each report contains three buttons
 - The **Plus sign** button opens the report in a new window
 - The **Down Arrow** button collapses the Infoview tool bar to expand the report view
 - The **X** button closes the report
 - Closing the report will display the Document List where another report can be opened





Navigation Window



- The Navigation Window view can be changed based on which tab is selected

| Fiscal year/period Key | Fund Key | Fund | G/L Account Key | G/L Account |
|------------------------|-----------------|----------------------|-----------------|-------------|
| V9/009/2011 | USDA/AP001600AD | GENERAL-DIRECT-CAT A | USGL/1010000000 | FBWT |
| V9/009/2011 | USDA/AP001600AD | GENERAL-DIRECT-CAT A | USGL/4801000000 | UNDE |
| V9/009/2011 | USDA/AP001600AD | GENERAL-DIRECT-CAT A | USGL/4901000000 | DELIV |

 Find Screen Tab

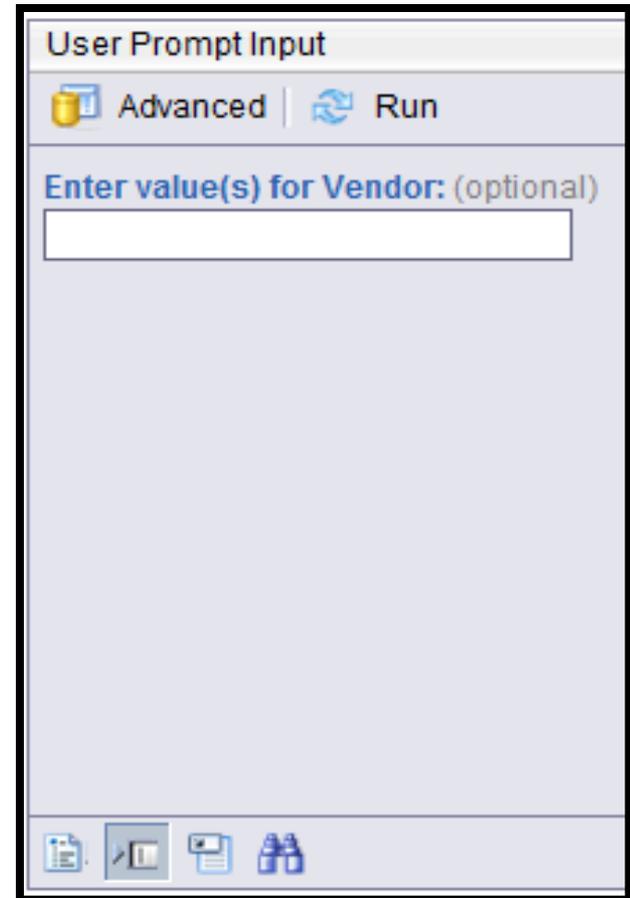
 User Prompts Screen Tab



User Prompt Input Screen



- Selecting the User Prompt Tab in the Navigation window will display any filters that can be inputted into the report
- User Prompts can be set-up as optional or mandatory
 - Mandatory prompts will pop-up and require a filter be inputted before the report will display
 - For example, a prompt might require the user select a fiscal year
 - Optional prompts will add a filter to the report after the user has selected an option from the User Prompt Input window



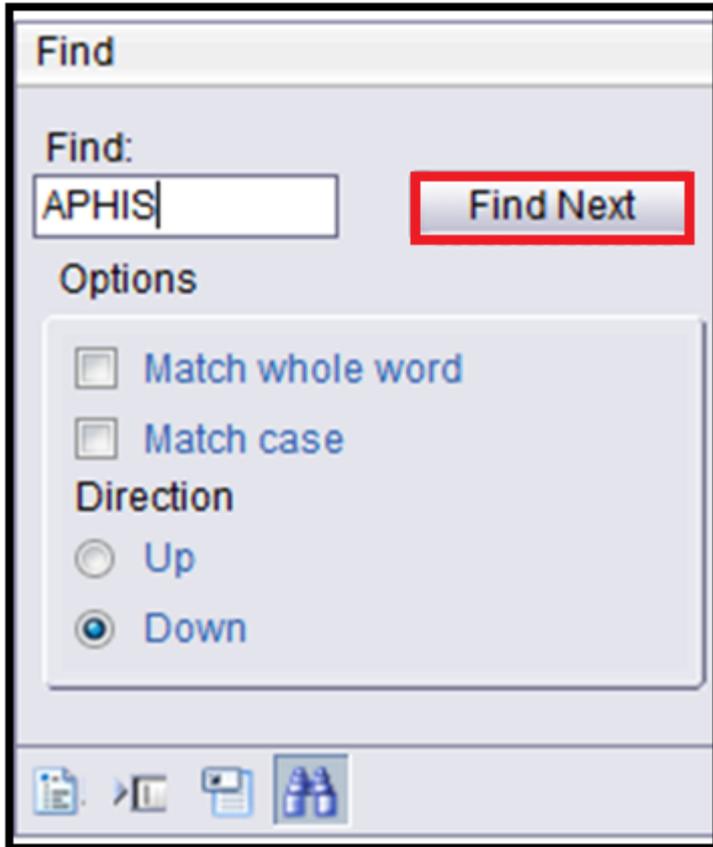


User Prompts with a Fixed List



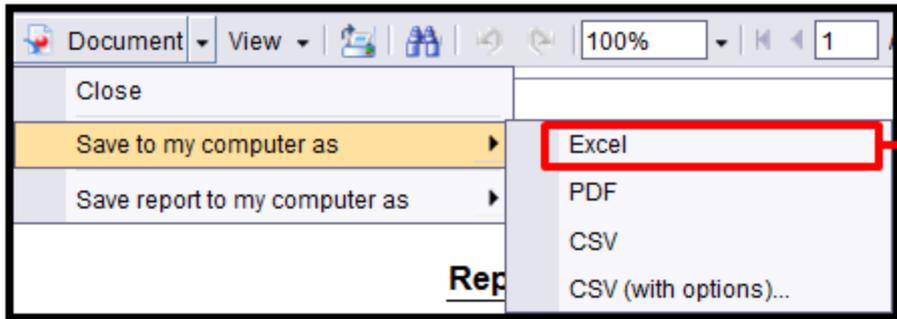
- User prompts with a fixed list will display the text (Show List of Values) in the User Prompt Input Window
 - Clicking on the Show List of Values Link will open a pop-up where a selection can be made
 - Values in the Enter value(s) window will populate the table

The screenshot illustrates the workflow for displaying a fixed list of values. On the left, the 'User Prompt Input' window shows a prompt 'Enter value(s) for Fund: (optional)' with a link '(--Show List Of Values--)'. A red arrow points from this link to the 'Prompts' window. The 'Prompts' window has a title bar 'Prompts' and a status bar 'Enter value(s) for Vendor: ANTHONY R BUDA;DEPARTMENT OF TREASURYMGMT SERV;15 ...'. Below the status bar, there is a search criteria box with the text 'Use search criteria to retrieve values.' and 'The search is case sensitive. Here are examples of search criteria: Search = a* -> retrieves all values starting by "a". Search = *a -> retrieves all values finishing by "a". Search = a*a -> retrieves all values starting and finishing by "a".' To the right of the search criteria box is a list of vendor names: ANTHONY R BUDA, DEPARTMENT OF TREASURYMGMT SERV, 15 OG FM, U S SLIDE FASTENER CORP, H LOEB CORPORATION, CREATIVE EXTRUSION & TECHNOLOGIES, and USDA NRCS. The list is highlighted by a red box.

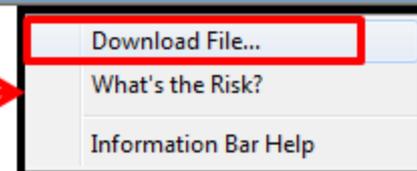


- A search for specific information within a report can be run on the Find Screen of the Navigation Window
- After entering text in the Find field, click the Find Next button to search for the word in the report
 - Please note the wildcard search feature is not needed here, the find will search for all instances of the text without the * (asterisk)

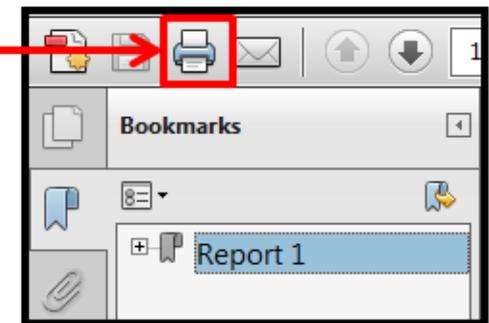
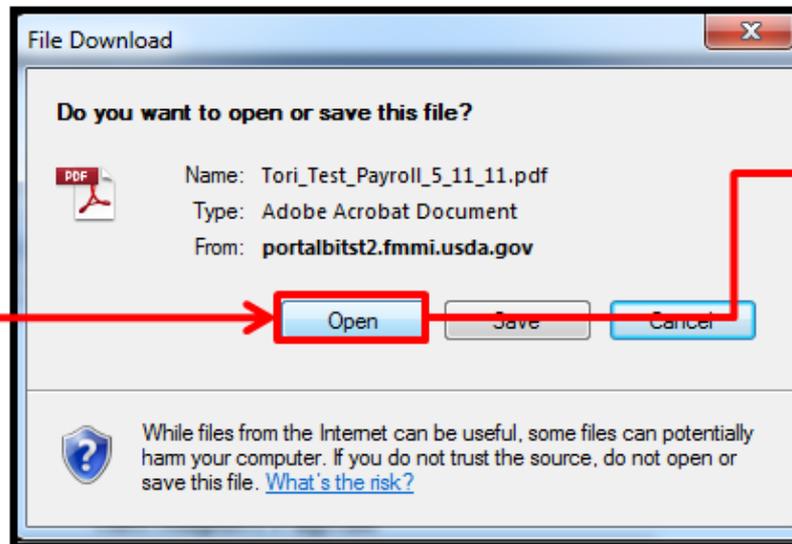
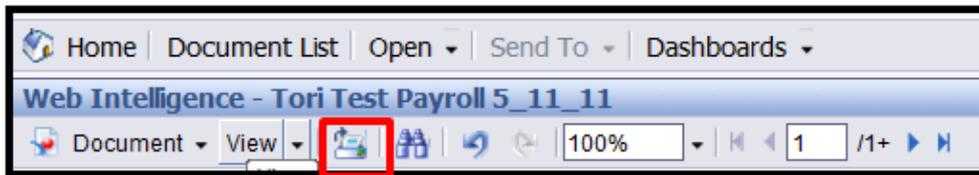
- To export the report into excel, click the Document dropdown, select Save to my computer as, and then select the Excel option from the expanded list
- The first time a user attempts this, internet explorer will ask for verification that files downloaded from FMMI can be trusted
 - After selecting “Download File...”, the user will be returned to the home screen and will need to navigate back to the report and again select Save to my computer as Excel option



To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options.



- To print a report click the printer icon from the InfoView Toolbar
- A File Download pop-up will open asking if the PDF should be opened or saved
- Open the document and click the print icon in the Adobe PDF screen





Hands On Activity



Display a BusinessObjects WebI report

- **Purpose:** Use this procedure to display a report in BOBJ
- **Roles:**
 - BOBJ View Only User
- **Access:** Open the simulation transcript from the AgLearn menu to display step-by-step instructions on viewing a BOBJ WebI report.



Learning Checkpoint Question and Answer (Q&A)



- 1. Fill in the blank:** To search for specific data elements within a report click the (blank) tab in the Navigation Window. (Answer: [Find Screen tab](#))
- 2. True/False:** There is no way to share BOBJ reports with users who have no BOBJ access. (Answer: [False](#))





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Additional Resources



- SAP Online Help and FMMI Online Help
 - Display Business Objects Report (View Only)
- Job Aids
 - BOBJ Quick Reference Guide
- Coaching from Agency Subject Matter Experts
- FMMI Helpdesk



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Course Evaluation



- In our efforts to continuously improve FMMI Training, please complete the course evaluation
- The FMMI team uses the results of evaluations to determine the overall effectiveness of the training program and to identify improvements for future sessions
 - Your answers will remain confidential but you may also provide your name if desired
- The evaluation can be accessed at the following link:

[Course Survey](#)

