Enterprise Management Information System (EMIS) / Business Warehouse (BW) Queries

Course Objectives

Upon completion of this course, you will be able to:

- Define and describe Enterprise Management Information System (EMIS)/Business Warehouse (BW)
- Describe the difference between EMIS queries and FBMS Transactional Reporting
- Provide an overview of EMIS/BW functionality
- Define key EMIS/BW terms and provide examples of them
- Describe the components and functionality of EMIS/BW
- Define and navigate through the BEx Web Analyzer
- Access and save queries using the BEx Web Analyzer
- Describe the functions of the different pushbuttons/icons
- Use drag and drop functionality in your queries
- Describe and use the exceptions and conditions functions
- Describe and use BEx Broadcaster functions
- Describe and use some basic EMIS/BW Tips & Tricks
- Locate and use EMIS/BW online help documents

General Information and EMIS/BW Portal Access

Lesson Objectives

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- Define and describe Enterprise Management Information System (EMIS)/Business Warehouse (BW)
- Describe the components and functionality of EMIS/BW
- Describe the difference between EMIS queries and FBMS Transactional Reporting
- Provide an overview of EMIS/BW functionality
- Define key EMIS/BW terms and provide examples of them
- Access EMIS/BW through the FBMS portal

Key Terms

BEx Web Analyzer	A FBMS end-user reporting tool used to execute and navigate within reports.
Characteristics	Objects that represent data elements. **For example,** fund center, functional area, commitment item, etc.
Key Figures	Objects that represent key facts. **For example**, values, quantity or amounts.
Query	A predefined report definition that selects and outputs data for specified characteristics and key figures.

Key Terms

Report	The data that meet the criteria provided in the query are displayed in an EMIS report. A query is considered the answer to the query question. Reports display in the BEx Web Analyzer.
Time Characteristics	Objects that represent time elements. **For example**, fiscal year, fiscal month, calendar year, calendar months.
Unit Characteristics	Objects that represent unit elements. **For example**, currency, unit of measure, hours, each.

Key Terms

InfoCube	An infocube is a set of database tables placed together according to the schema that make the data available for reporting. An InfoCube contains data.
MultiCube	A multicube merges data from data sources and makes it available for reporting. A Multicube does not contain any data.

What is EMIS/BW?

- EMIS stands for Enterprise Management Information System.
- EMIS serves as a "business warehouse," (or BW) system that holds all FBMS transactional data and executes queries for multiple functional areas.
- EMIS integrates the FBMS data as well as the data from other systems for reporting purposes. For example, eGrants or Cash Activities can be uploaded to BW from Treasury for reconciliations.
- EMIS provides users with different options for viewing their reporting results.
  - Each functional area has specific pre-built queries. End-users can manipulate the data in the query results in a meaningful way that supports the business question he/she is trying to analyze.
- A query displays all different types of data; a report is considered an output of the query. You can filter, sort, and change the order of the query using the BEx Web Analyzer, a web-based tool used to execute and navigate within reports.

EMIS/BW Overview

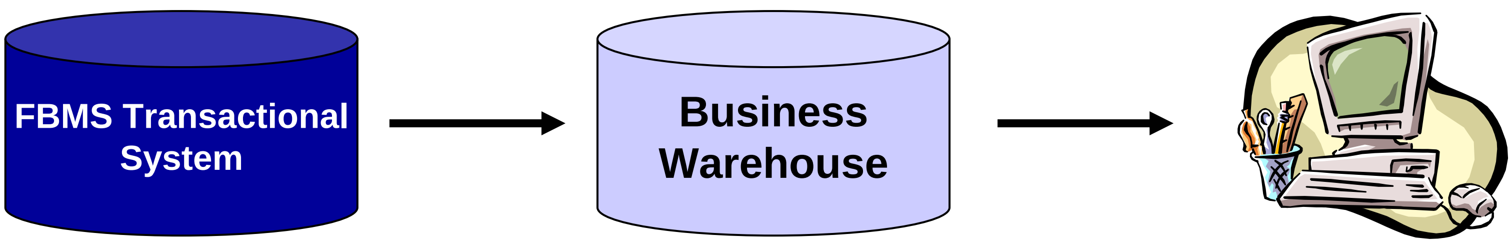
- FBMS runs the day-to-day transactions of the business (e.g.: order entry, invoice creation, etc.).
- Information systems support data analysis to assist with business decisions (example: financial analysis, purchasing decisions, etc.).
- EMIS/BW delivers business intelligence data to the desktop, allowing decision makers and analysts to make informed decisions at their convenience.
- EMIS/BW functional components are:
  - **Data Extractions** – pulls selected information from operation systems within FBMS, e.g., PRISM, SAP R/3, SRM, Financial Assistance.
  - **Data Storage** – organizes the information in a database
  - **Data Presentation** – displays the BW reports to users

EMIS/BW Overview (cont)

- EMIS provides the end user the ability to:
  - individualize views of the data based upon pre-defined results.
  - track and audit transactions from the transactional systems.
  - drill-down with multiple views – summary vs. line item detail.
  - subscribe to a specific view for notification of changes and updates.
  - reduce manual integration of information from separate systems.

EMIS: Business Warehouse

- Data is extracted from the FBMS Transactional Systems every night and is loaded into EMIS/BW. Once the data is loaded, it is available via BEx Web Analyzer.
- EMIS is a completely separate application from the other FBMS transactional systems; therefore, if a user executes a large, complex query in BW, it will not impact the performance of those systems.



EMIS/BW vs. Transactional Reporting

EMIS/BW queries differ from FBMS Transactional reports in the following ways:

- Most FBMS transactional reports allow the user to drill down to view the documents that comprise a value shown in a report. EMIS reports contain document line item level detail for very detailed reporting or summary level views.
- Data can be visible in a FBMS transactional report as soon as it is entered into FBMS. E.g., if you enter a journal entry, then run a report immediately after posting it, those values will be included. However, EMIS/BW data is refreshed only once a day from FBMS.
- FBMS transactional reports are displayed in a distinctive layout and can be exported to Microsoft Excel, but they always open within the FBMS window. EMIS reports are run through a Business Web Analyzer (BEx) window which allows the user to analyze the data dynamically.
  - EMIS queries are dynamic (or interactive) rather then fixed or static views. The end users have the ability to manipulate the report any way they want to.

EMIS/BW vs. Transactional Reporting (cont.)

EMIS/BW Reporting

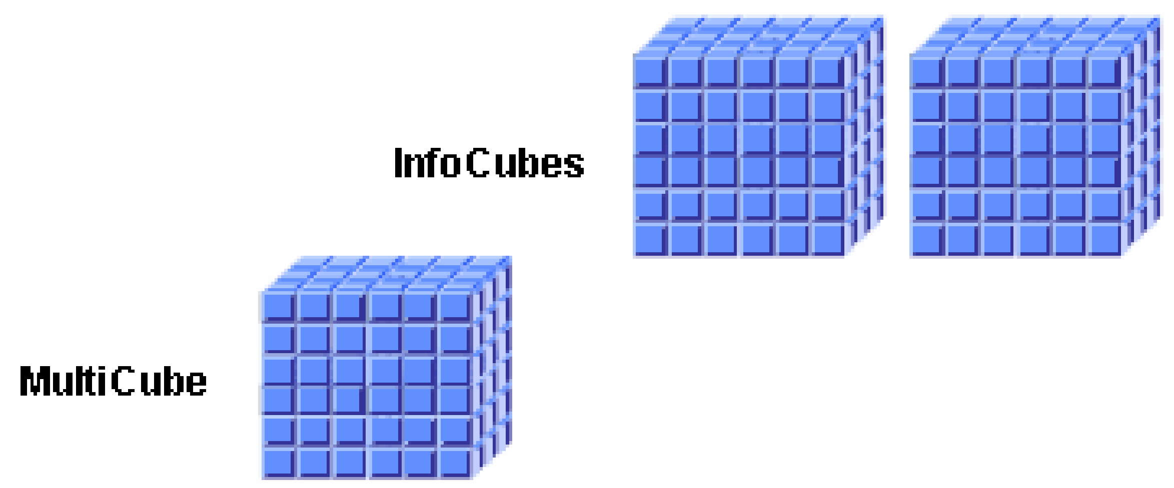
- Data is not real-time; it is as of the prior day, close of business.
- EMIS/ BW has document/line Item detail as of prior day close of business.
- EMIS/BW supports much more dynamic, flexible analysis of a large amount of data at one time.

FBMS Transactional Reporting

- Data is real-time.
- FBMS system is the most detailed data available.
- FBMS reporting supports best single transaction research – e.g., jumping between inter-related postings/document types - one at a time

InfoProviders

- InfoProviders are central data stores for reports and evaluations.
  - An infocube is a set of database tables placed together to make data available for reporting. Infocubes contain the data required to build the query.
  - A multicube merges data from data sources and makes it available for reporting. Multicubes do not contain data.
- InfoProviders contain four types of data
  - Characteristics
  - Key Figures
  - Time
  - Units



Examples of InfoProvider Data Types

Characteristics

Evaluation groups like:

- Business Area
- Vendor
- Fund Group
- Material Group

Unit Characteristics

- Currency
- Unit of Measure
- Hours
- Each

Time Characteristics

- Fiscal period
- Fiscal year
- Calendar month
- Calendar year

Key Figures

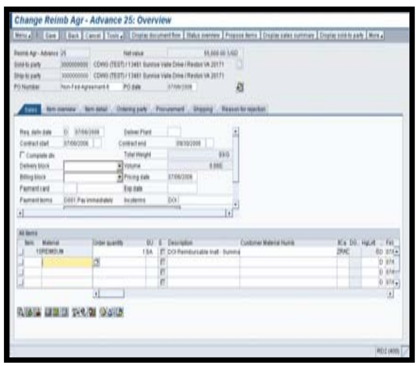
- Numerical fields that are continuously valued:
- Obligations Amount
- Order quantity
- Cost

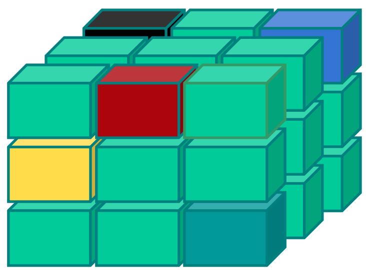
EMIS Overview: Big Picture

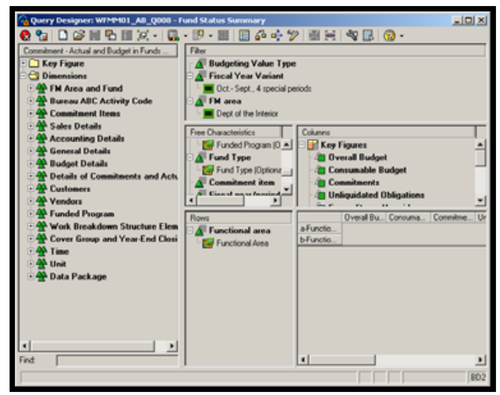
FBMS Transactional Data → **BW MultiCube** → **BW Query**

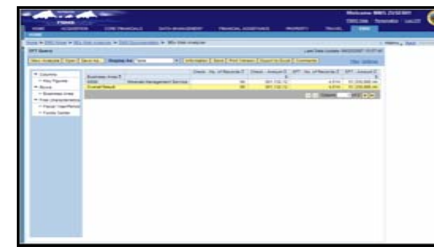
Query Developer

BEx Web Analyzer









How End Users View Report

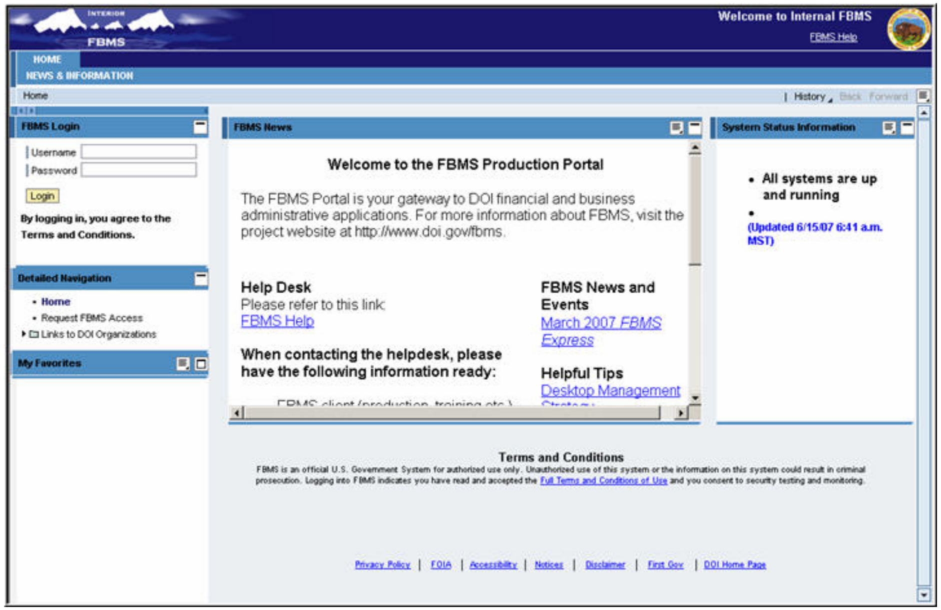
Developers build queries in EMIS and make it available to users via the FBMS Portal – **EMIS** tab.

Data from FBMS is merged in a multicube, which makes the data available for reporting. Users execute and navigate through available queries via the BEx Web Analyzer to display and navigate within the reports.

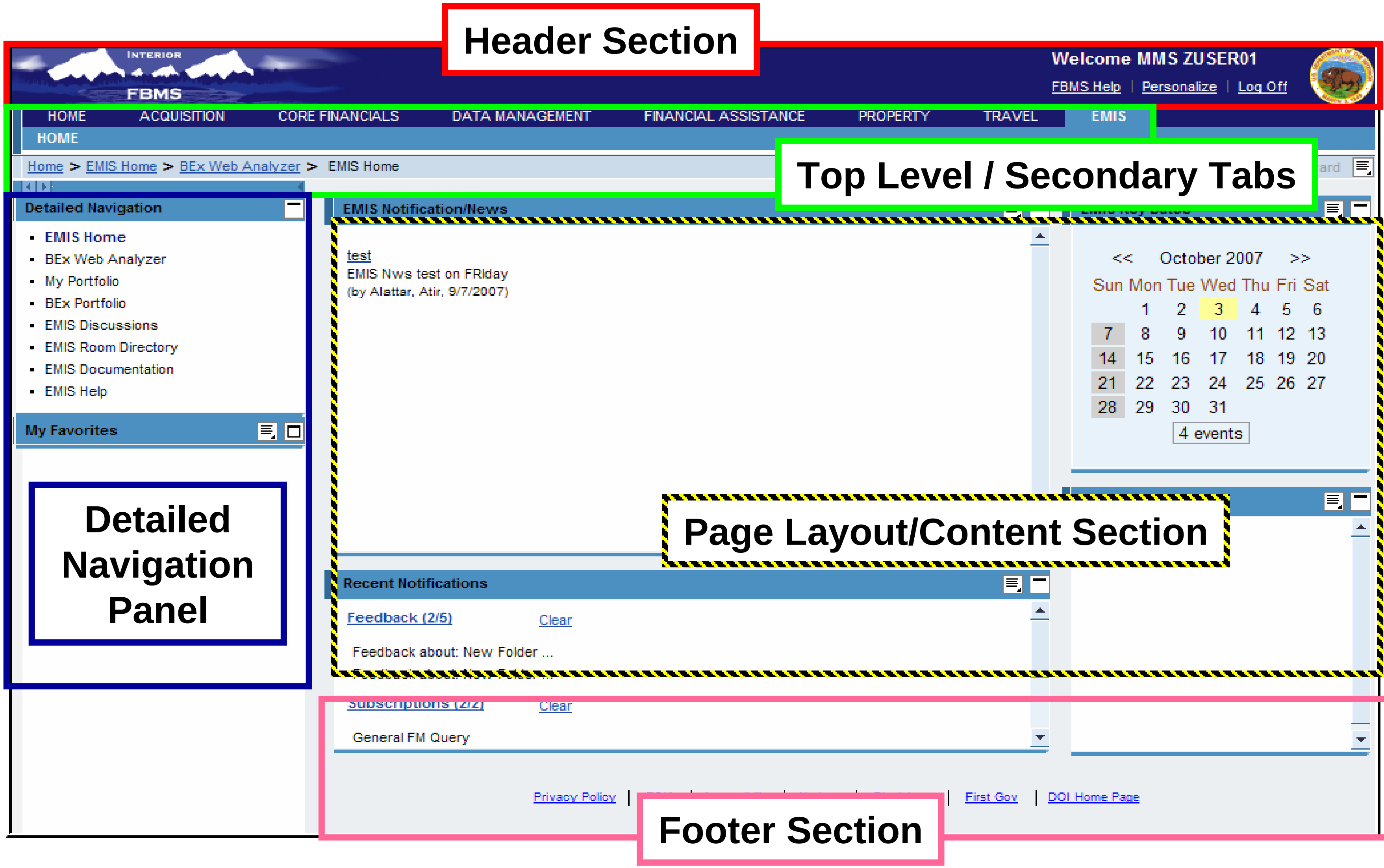
FBMS Enterprise Portal

- To access EMIS / BW you will login to the FBMS system with your FBMS username and password. The image to the right shows the initial login screen, or portal, you will see when accessing the FBMS application.
- To access the FBMS Workplace through the portal:
  1. Go to https://www.fbms.doi.net
  2. Enter your username in the **Username** field.
  3. Enter your password in the **Password** field.
  4. Click **Login** button.

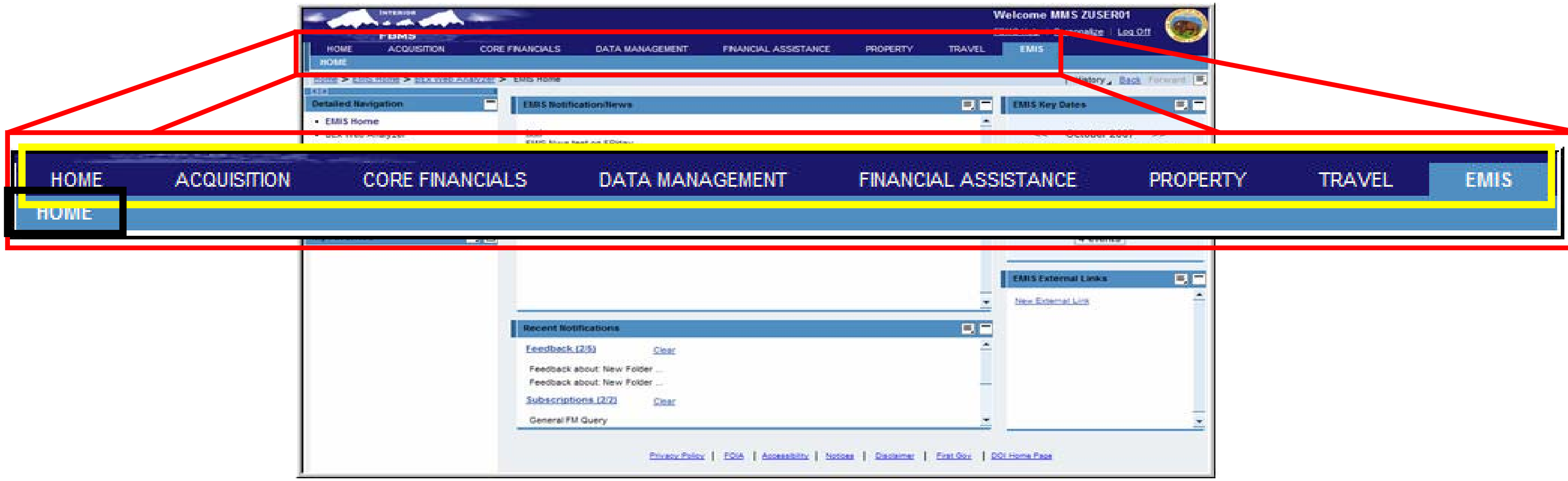
Note: The FBMS Portal is a web-based business system that integrates different information views, multiple business applications (such as eGrants, PRISM, EMIS, FBMS Workplace and Financial Assistance), and into a single sign-on website.



EMIS Home Page



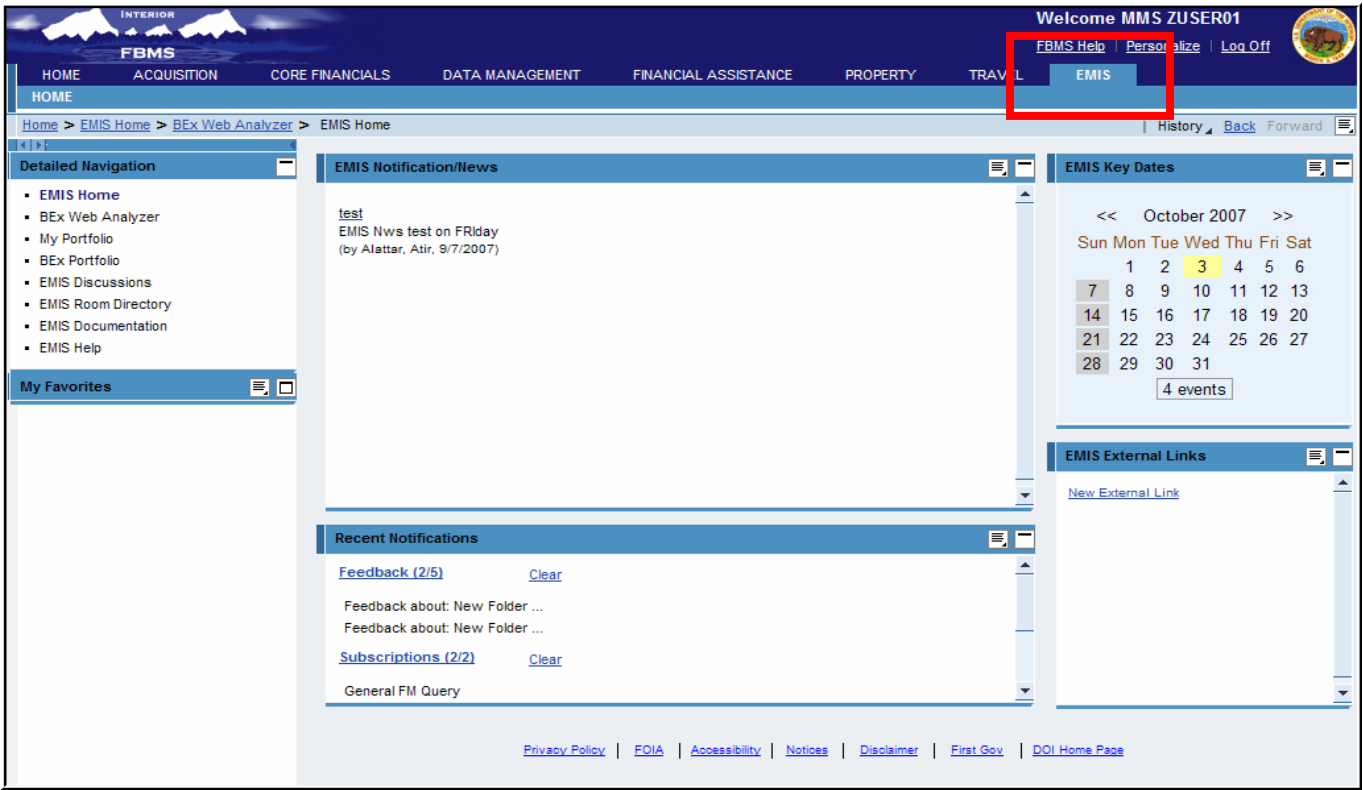
Main Navigation Tabs – Top Level/Secondary



- **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** (black 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: The Core Financials top level tab contains Accounts Payable, Accounts Receivable, Labor, etc.

EMIS – Navigation to Home Page

- EMIS Navigation: After logging in to the FBMS portal, select the **EMIS** tab to go to the *EMIS Home* screen.

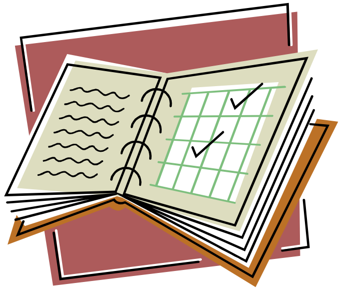


Lesson Review

This lesson provided you with overview concepts of how EMIS/BW fits as a core component within FBMS to provide users a robust and flexible capability for analysis and reporting.

You should now be able to:

- Define and describe EMIS/BW
- Describe the components and functionality of EMIS/BW
- Describe the differences between EMIS/BW queries and FBMS Transactional Reporting
- Provide an overview of EMIS/BW functionality
- Define key EMIS/BW terms and provide examples of them
- Access the EMIS/BW through the FBMS Portal



EMIS/BW Basic Features

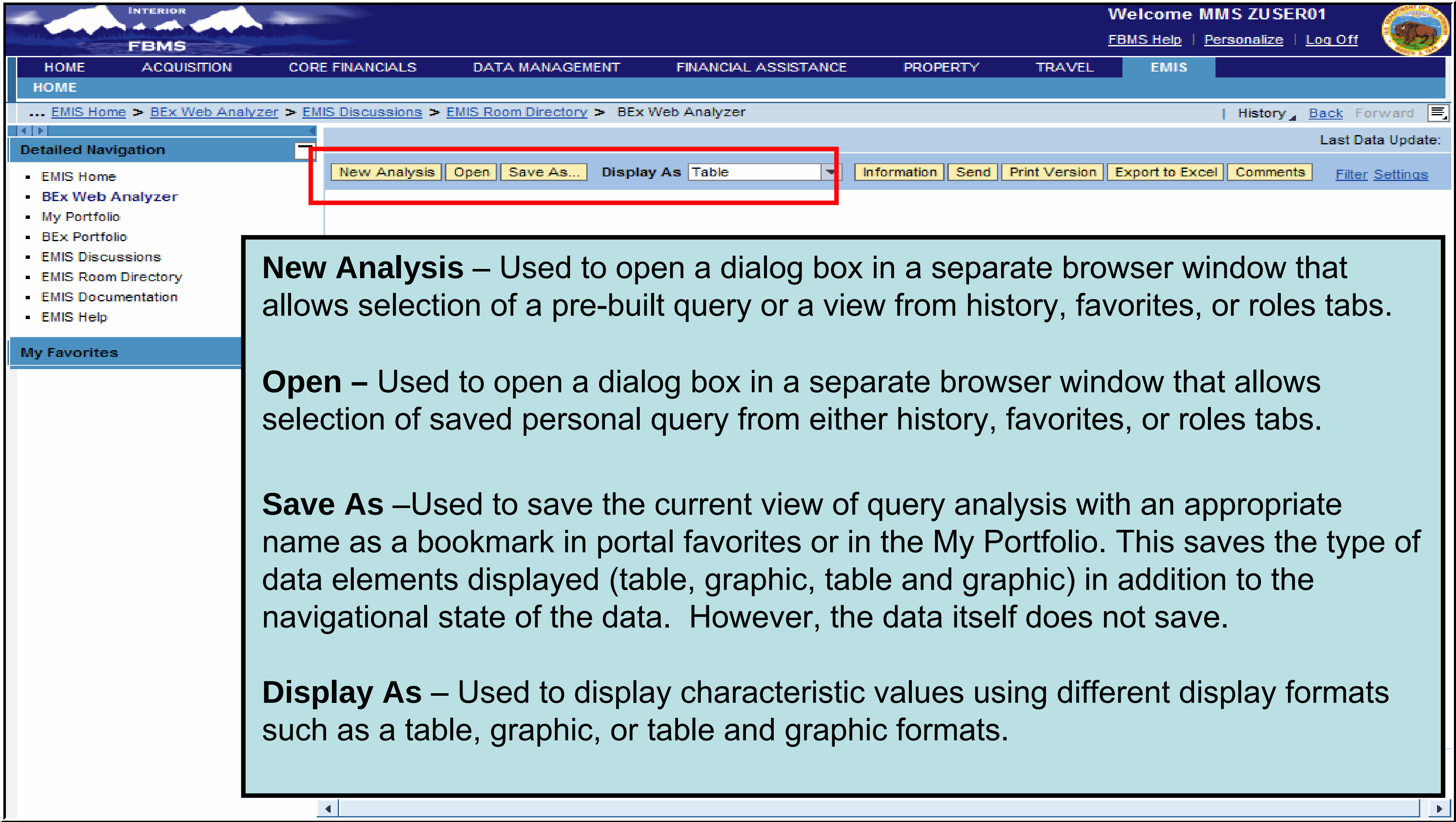
Lesson Objectives

Upon completion of this lesson, you will be able to:

- Define the purpose of the BEx Web Analyzer
- Navigate through the BEx Web Analyzer via the FBMS Portal
- Access and save queries using the BEx Web Analyzer
- Describe the functions of the different pushbuttons/icons
- Define the EMIS/BW report layout structure
- Define how to narrow down available data by using the filter functionality
- Define key EMIS/BW terms
- Define the purpose of context menus
- Describe how to use the drag and drop functionality in your queries
- Describe how to save the report characteristics to reuse

EMIS Main Page – BEx Web Analyzer Pushbuttons

Once you have accessed the EMIS tab, you will encounter navigation pushbuttons as described below.



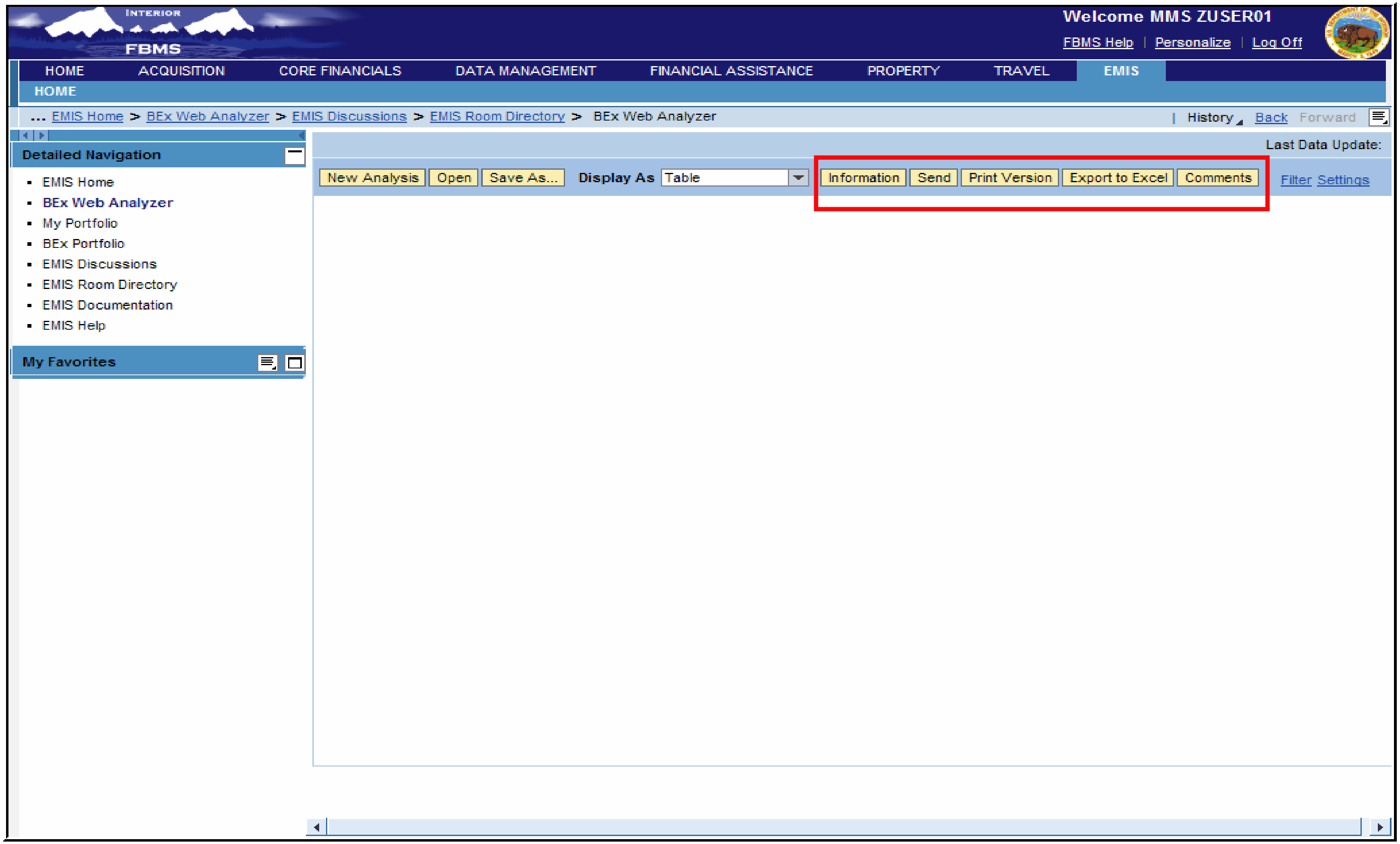
New Analysis – Used to open a dialog box in a separate browser window that allows selection of a pre-built query or a view from history, favorites, or roles tabs.

Open – Used to open a dialog box in a separate browser window that allows selection of saved personal query from either history, favorites, or roles tabs.

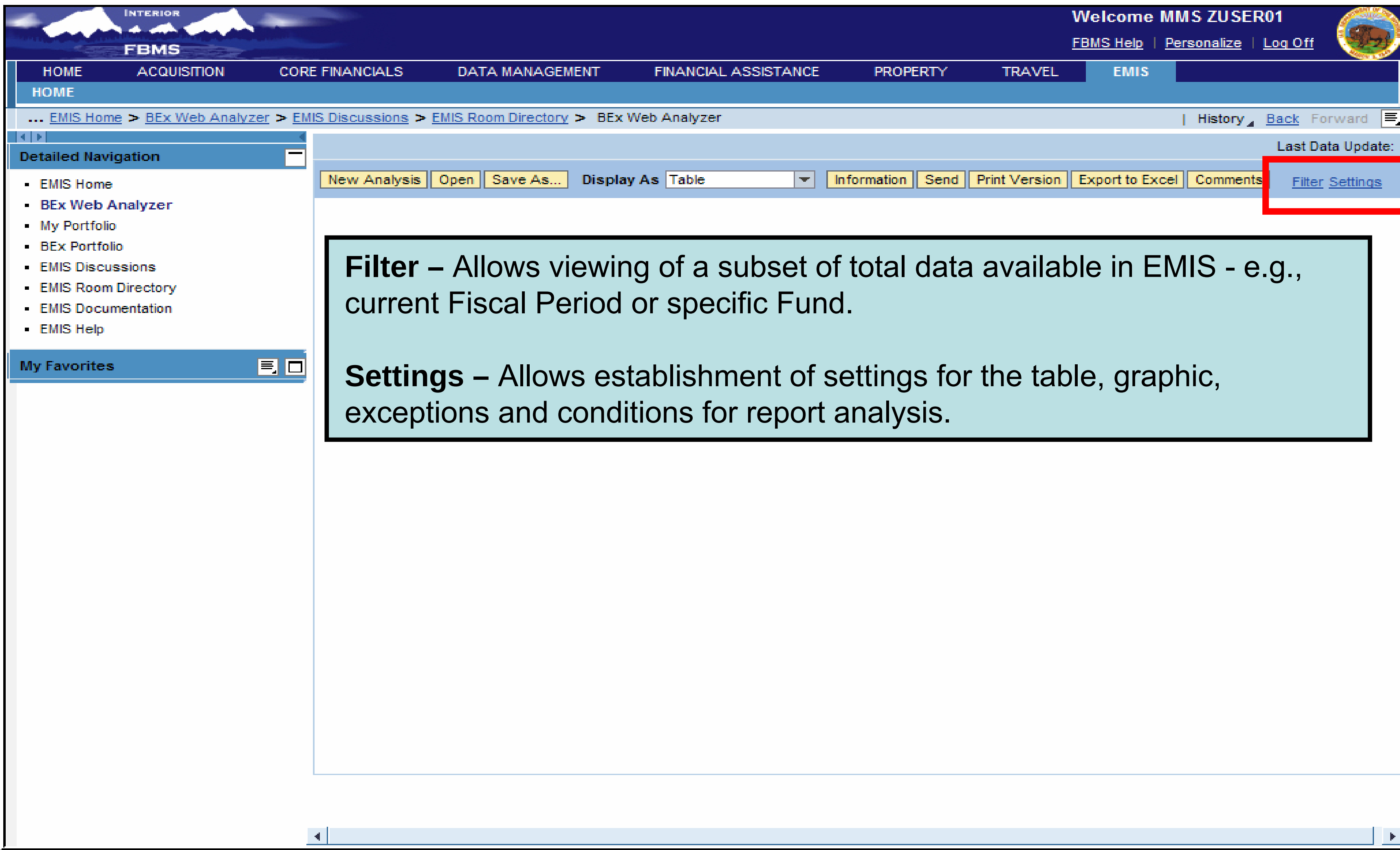
Save As –Used to save the current view of query analysis with an appropriate name as a bookmark in portal favorites or in the My Portfolio. This saves the type of data elements displayed (table, graphic, table and graphic) in addition to the navigational state of the data. However, the data itself does not save.

Display As – Used to display characteristic values using different display formats such as a table, graphic, or table and graphic formats.

EMIS Main Page – BEx Web Analyzer Pushbuttons (cont)



EMIS Main Page – BEx Web Analyzer Links

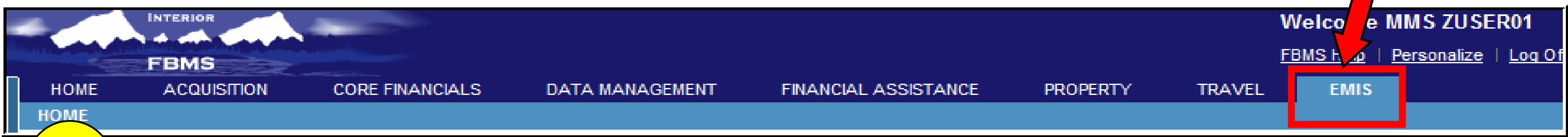


Filter – Allows viewing of a subset of total data available in EMIS - e.g., current Fiscal Period or specific Fund.

Settings – Allows establishment of settings for the table, graphic, exceptions and conditions for report analysis.

Opening a New Analysis Query

To open a new analysis query, after logging in to the FBMS portal, select the **EMIS** tab at the top of the FBMS screen.



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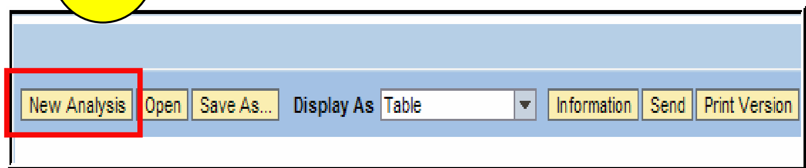
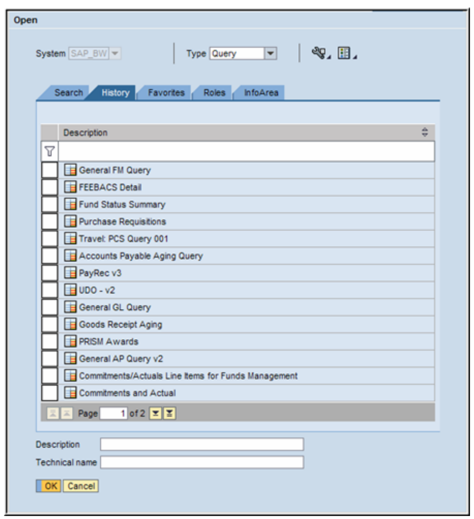


1. Click **New Analysis** button.

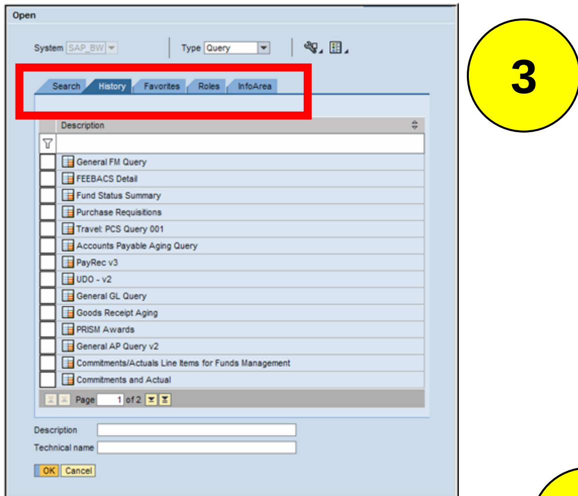
2

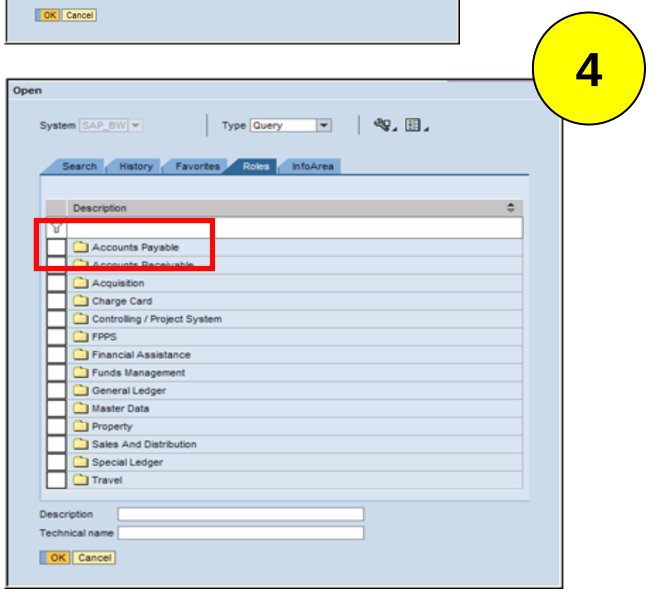


2. The **Open** dialog box displays. The **Open** dialog box is a separate browser window. You then select a pre-built query history, favorites, or roles tabs.

Tip: Reference the **Query Descriptions** document to understand the different query descriptions available by role. This document can be located using the **EMIS Help** link described on page 106 of this presentation.

Opening a New Analysis Query (cont)



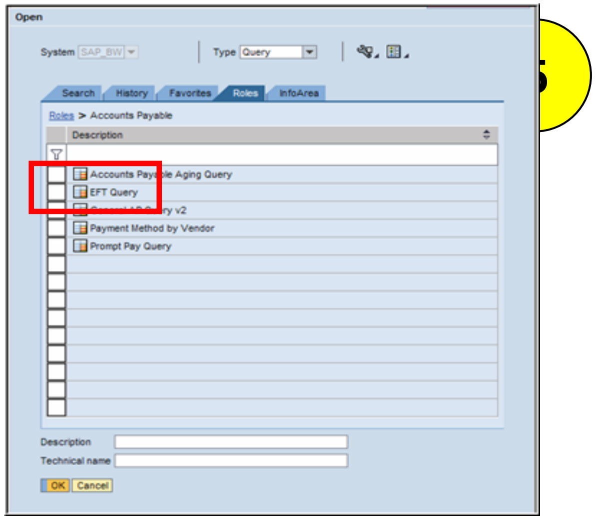


3. Select one of the following tabs:
   - **History –** The history view displays the last 15 reports that you have viewed.
   - **Favorites –** The favorites view displays your favorite queries.
   - **Roles –** The roles view displays your security role-based queries.
   - **Info Areas –** The info areas view displays all queries available to you.

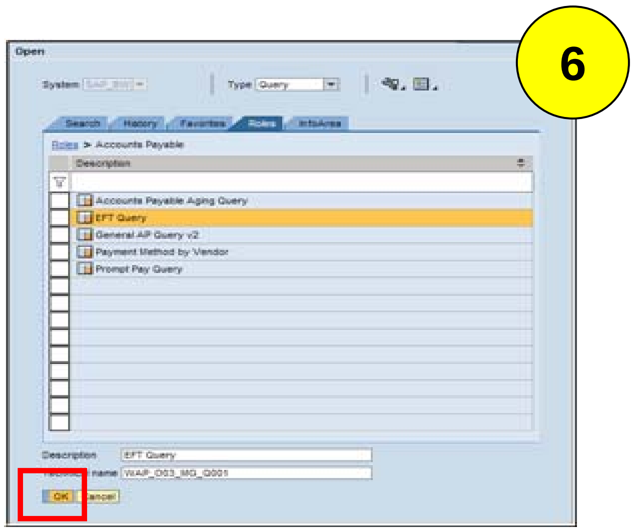
   Note: For example, select **Roles** tab.

4. Select role for listing of the available queries for that role.

Opening a New Analysis Query (cont)

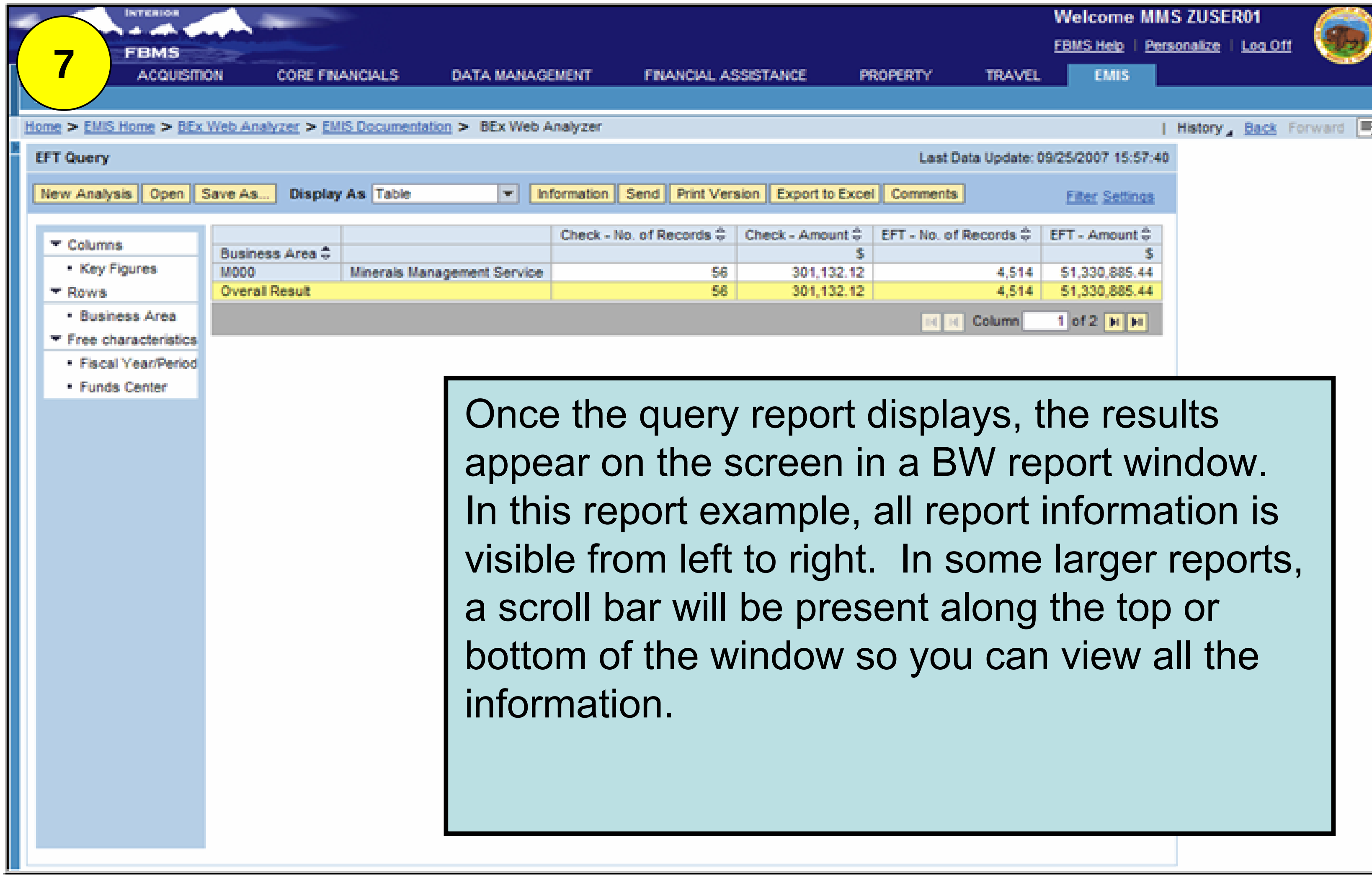


5. Select a query to highlight. For example, select **EFT Query.**
   – The **EFT Query** compares electronic funds payments vs. check payments.



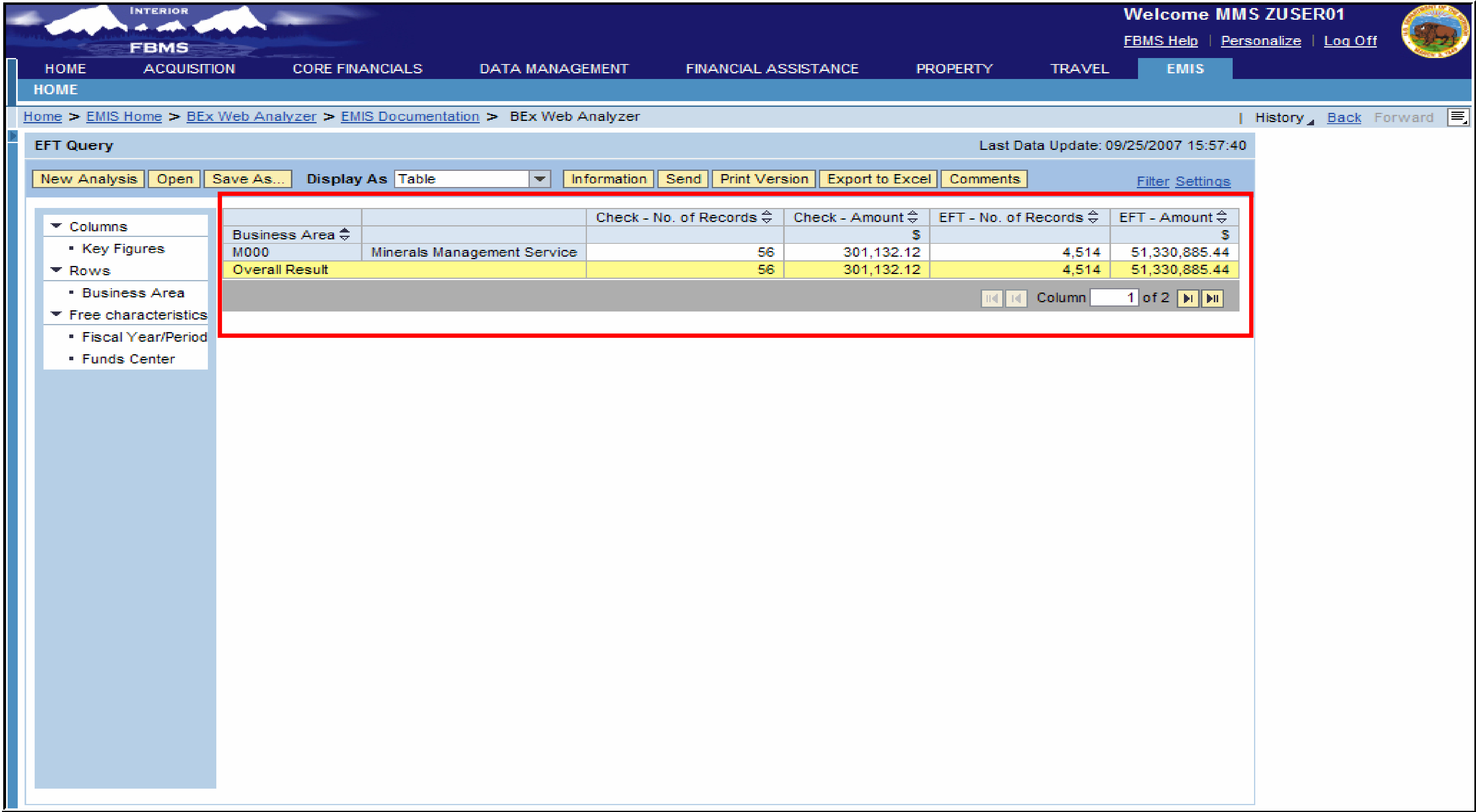
6. Click the **OK** button; a query report appears in the page content area.

Opening a New Analysis Query (cont)

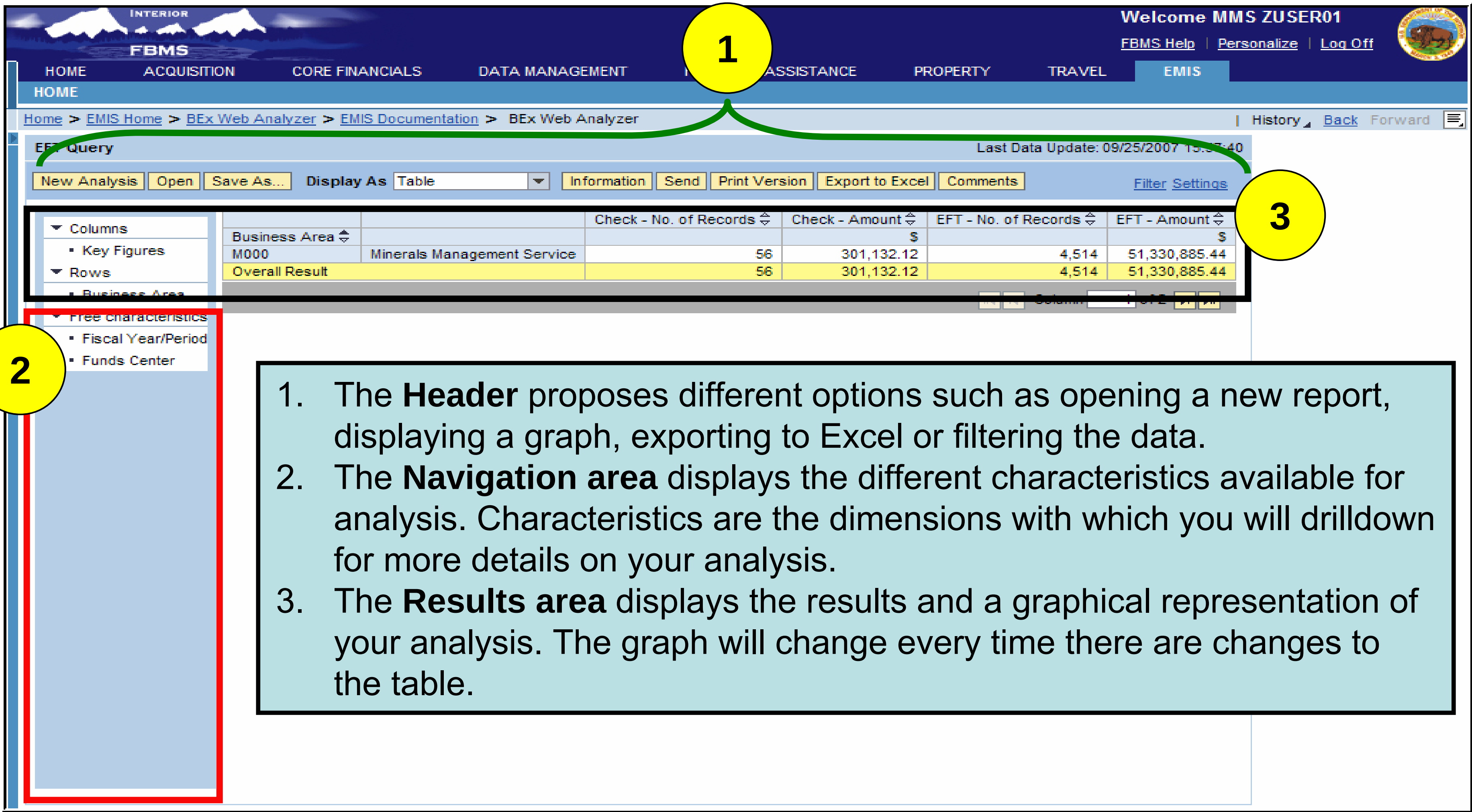


Once the query report displays, the results appear on the screen in a BW report window. In this report example, all report information is visible from left to right. In some larger reports, a scroll bar will be present along the top or bottom of the window so you can view all the information.

EMIS Report Structure



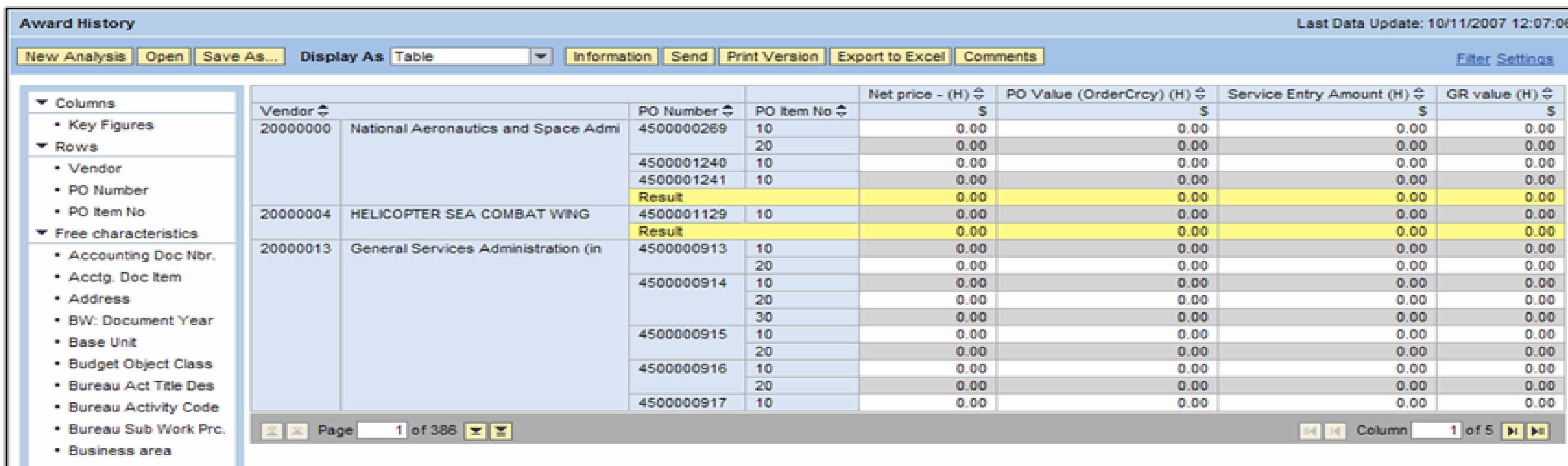
EMIS Report Structure (cont)



1. The **Header** proposes different options such as opening a new report, displaying a graph, exporting to Excel or filtering the data.
2. 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.
3. The **Results area** displays the results and a graphical representation of your analysis. The graph will change every time there are changes to the table.

BEx Web Analyzer

- Now that a query has been displayed, you can use the BEx Web Analyzer to manipulate the query results:
  - BEx Web Analyzer, a web-based tool, is 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.

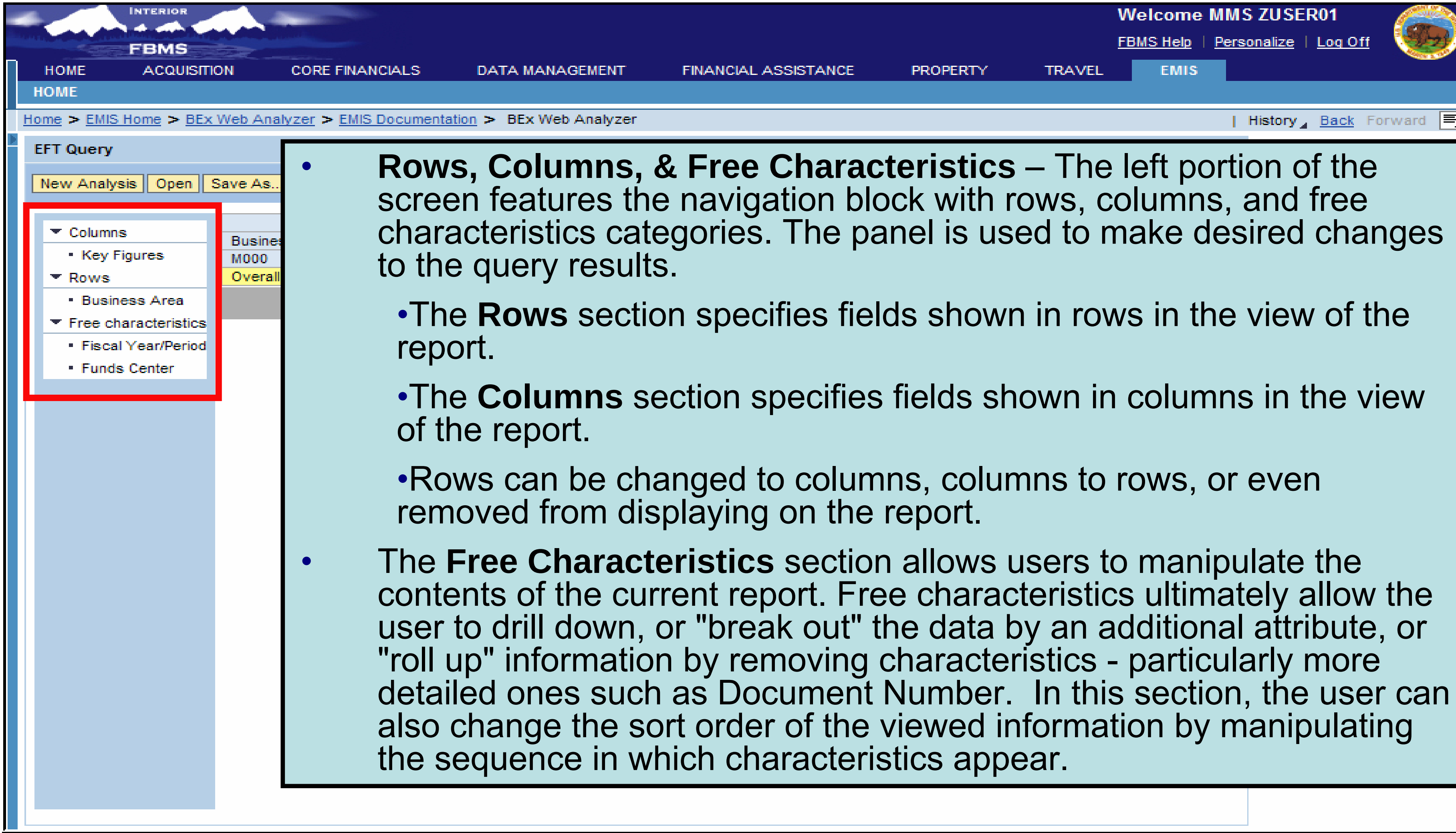


				Net price - (H)	PO Value (OrderCrcy) (H)	Service Entry Amount (H)	GR value (H)
Vendor		PO Number	PO Item No	$	$	$	$
20000000	National Aeronautics and Space Admi	4500000269	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500001240	10	0.00	0.00	0.00	0.00
		4500001241	10	0.00	0.00	0.00	0.00
		Result		0.00	0.00	0.00	0.00
20000004	HELICOPTER SEA COMBAT WING	4500001129	10	0.00	0.00	0.00	0.00
		Result		0.00	0.00	0.00	0.00
20000013	General Services Administration (in	4500000913	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000914	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
			30	0.00	0.00	0.00	0.00
		4500000915	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000916	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000917	10	0.00	0.00	0.00	0.00

BEx Web Analyzer (cont)

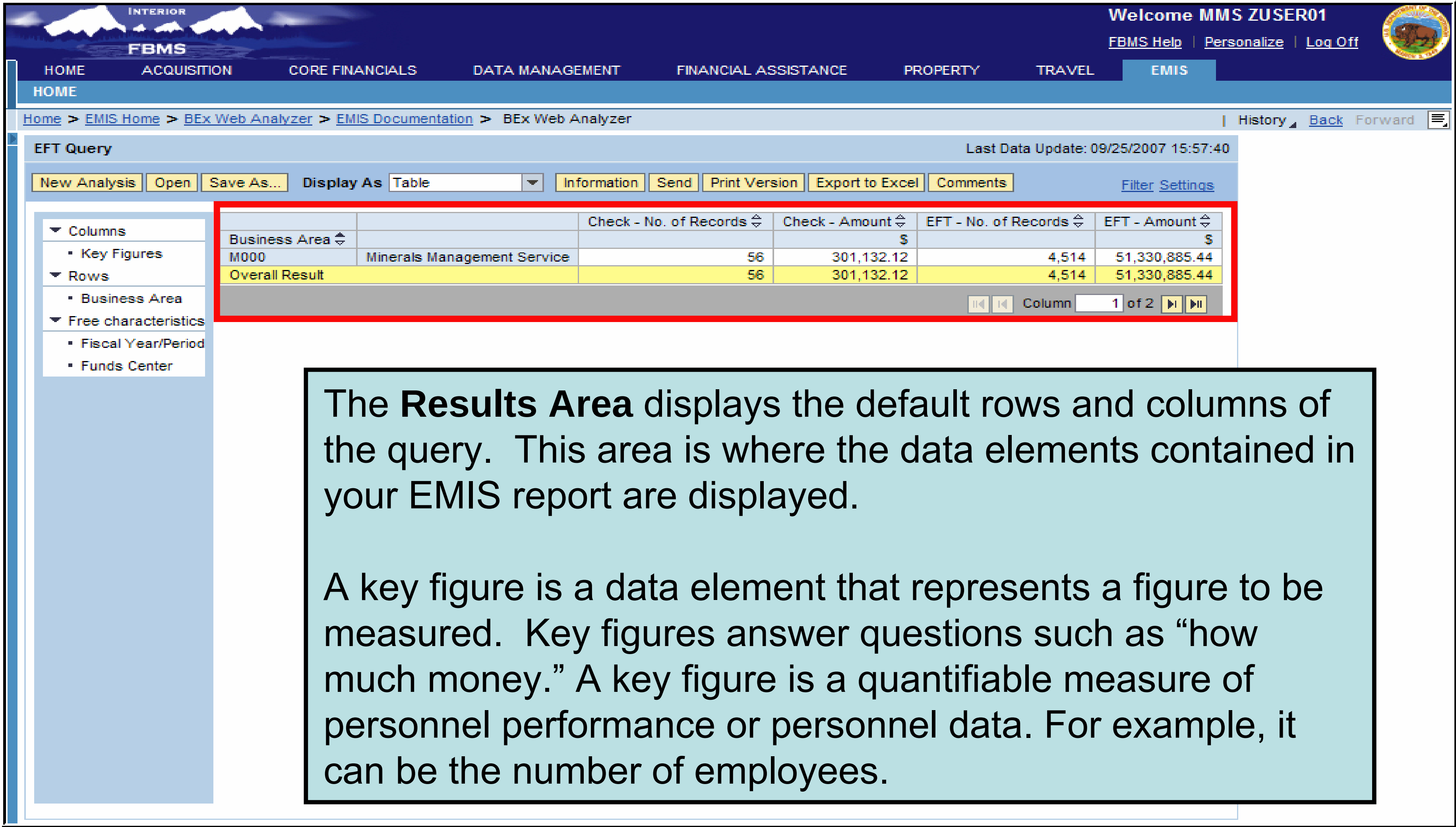
- BEx Web Analyzer allows users to access FBMS data. The data is displayed in a table with a navigation pane. You can then navigate to the data and use other Web Analyzer functions available in the application toolbar and in the context menus.
  - Example: Users can change the type of data displayed, 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 users to navigate through various links or tabs to open and save queries or views.
- Users 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
- Users have the ability to print, export to excel, or distribute reports via BEx Information Broadcaster

Rows, Columns, & Free Characteristics



- **Rows, Columns, & Free Characteristics** – The left portion of the screen features the navigation block with rows, columns, and free characteristics categories. The panel is used to make desired changes to the query results.
  - The **Rows** section specifies fields shown in rows in the view of the report.
  - The **Columns** section specifies fields shown in columns in the view of the report.
  - Rows can be changed to columns, columns to rows, or even removed from displaying on the report.
- The **Free Characteristics** section allows users to manipulate the contents of the current report. Free characteristics ultimately allow the user to drill down, or "break out" the data by an additional attribute, or "roll up" information by removing characteristics - particularly more detailed ones such as Document Number. In this section, the user can also change the sort order of the viewed information by manipulating the sequence in which characteristics appear.

EMIS - Results Area



The **Results Area** displays the default rows and columns of the query. This area is where the data elements contained in your EMIS report are displayed.

A key figure is a data element that represents a figure to be measured. Key figures answer questions such as “how much money.” A key figure is a quantifiable measure of personnel performance or personnel data. For example, it can be the number of employees.

Report Navigation – Filters

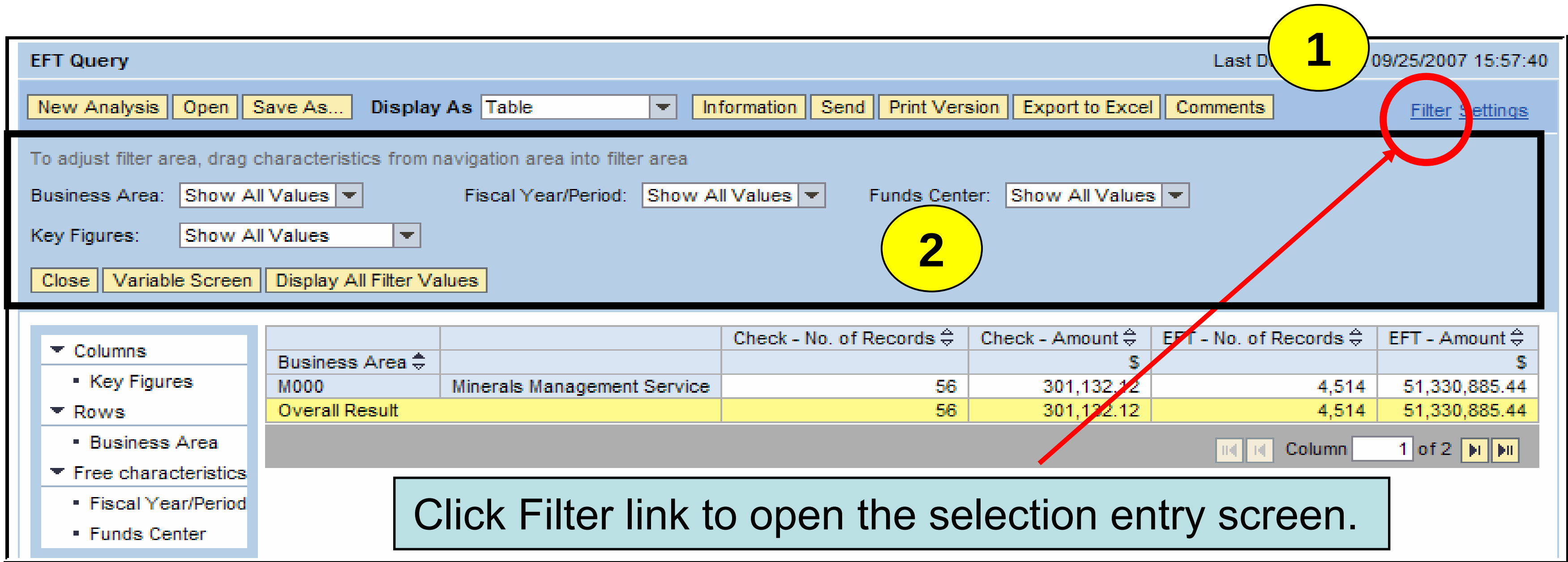
- Remember that queries represent an answer to a query question. For example, you may want to compare electronic funds payments vs. check payments; the **EFT Query** accomplishes this.
- The variables report screen provides a list of variables (available parameters) for a particular query.
- By completing the variables, users can narrow down the data selected to include exactly what they wish to view on the report.
- Every query contains a filter link which opens a variable, or selection entry section. Users are prompted to enter information to define the scope of the report that supports the business question they are trying to analyze.
  - **Note**: This is similar to generating a transactional report in FBMS.

For Example: Rather then trying to work with all fiscal year data from 2007, users can narrow the data by entering **"5/2007"** in the **Fiscal Year/Period** to look at only the figures for February 2007.

Report Navigation – Filters (cont)

- Filtering to narrow down the data to a meaningful subset will improve the effectiveness of analysis.
  - Since pre-built queries can bring back large amounts of data in the query result sections, this makes analysis of the data more challenging and tedious. Filtering allows you to “digest” a limited amount of information at one time.

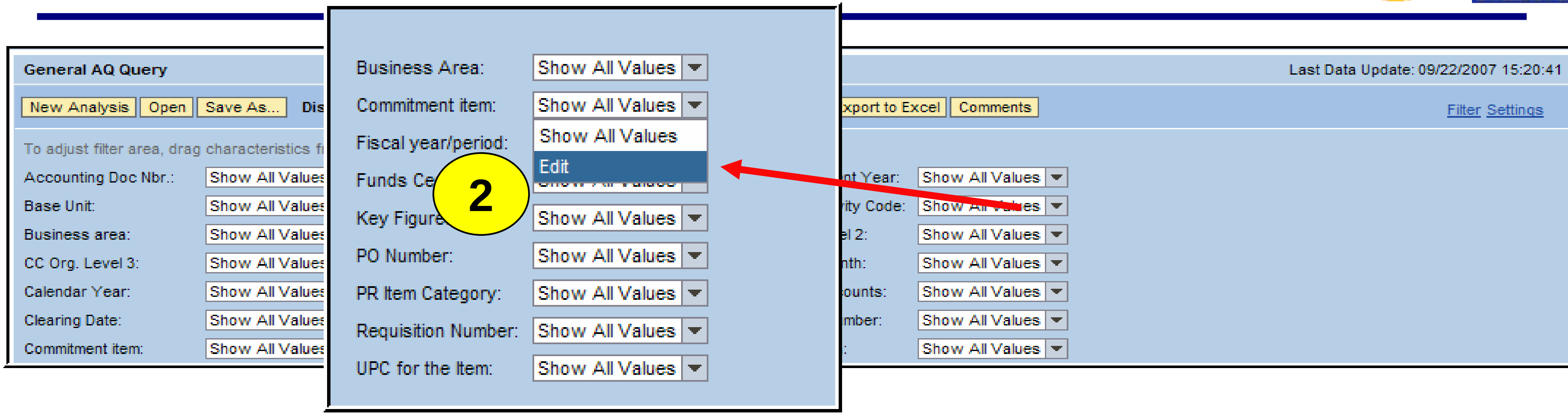
Report Navigation – Filters (cont)



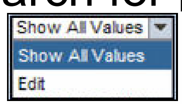
To filter query results:

1. Click the **Filter** link to open the variables screen.
2. Enter selection criteria (black highlighted area)
   - Note: The variables screen allows users to enter criteria to select one or more values.

Selection: Editing Variables



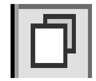
Filters can be added to a report to “restrict” what data is presented on the report. Filter values can be applied to any of the characteristics or key figures in the navigation area. A single value or a range of values can be selected for filtering on characteristics.

1. To search for possible entries, click  beside the variable field.
2. Click 

Edit to open the **Select Value** dialog window.

- Each query has different variables
- The select value dialog window helps limit the report to what is really needed and allows the user to restrict resulting data to a manageable amount, making it easier to analyze and digest.

Using Filters to Select Data

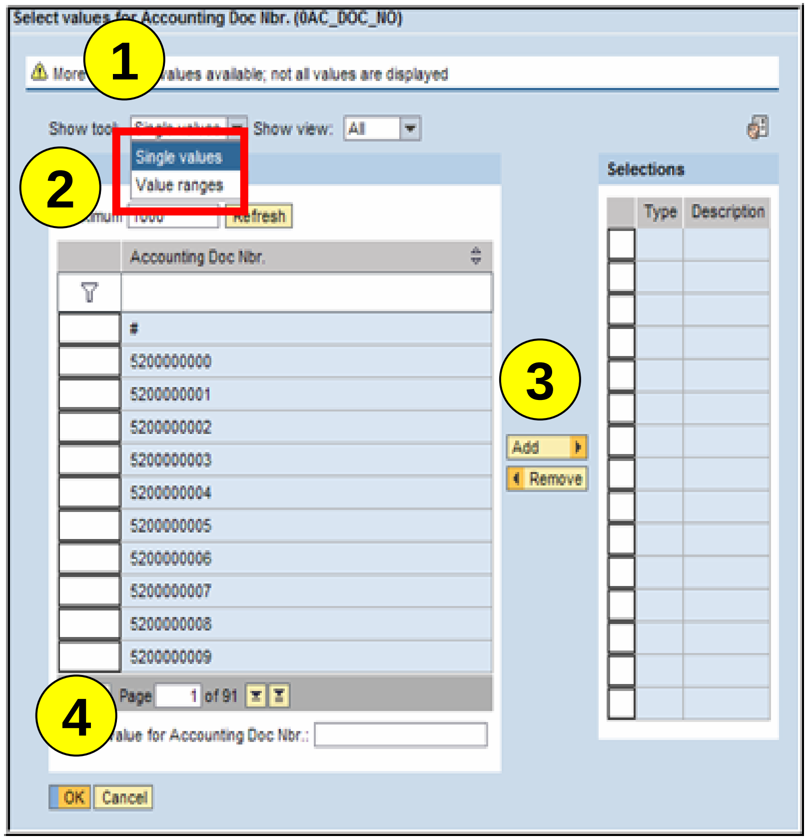
- **Multiple Selection** - This feature allows selection of more than one value for a variable.
  - You can choose the values from the  selection button .
  - You can also choose to include or exclude certain values.
- **Operators –** Operators are used between certain variables and their values to specify selection conditions.
  - For example, Purchase Request = 12000000, where = is the Operator.

=	Equal to
>	Greater than
>=	Greater than OR Equal to
<	Less than
<=	Less than OR Equal to
<>	Not equal to
[ ]	Range (From/To)
*	Wildcard

Note: The Wildcard Operator does not work with variables that refer to a time period, like Fiscal Year/Period.

Selection: Single Value

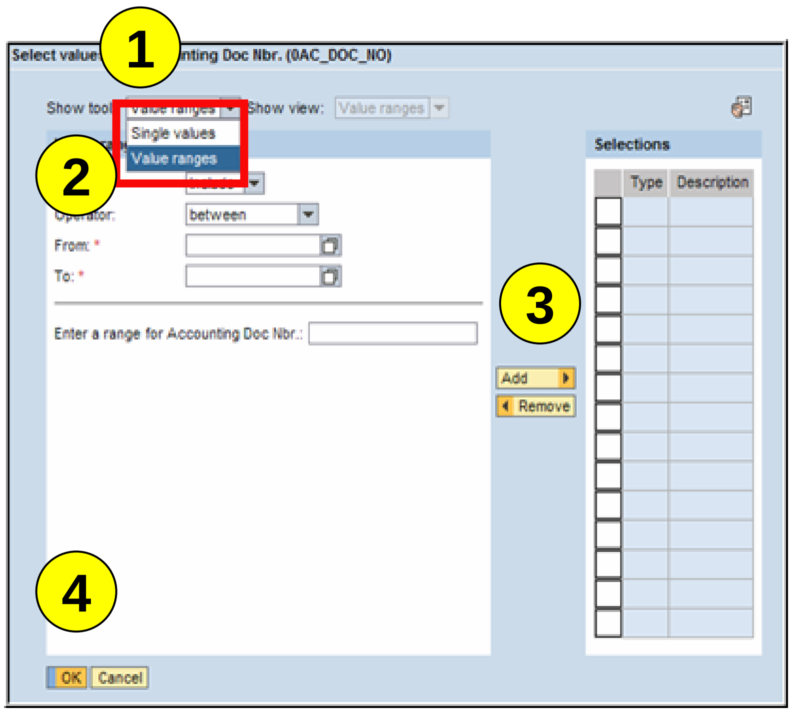
With a single selection, you can choose only one entry from the selection screen.



1. In the **Show tool** drop-down, select **Single Values** (red highlighted area).
2. Check ☐ to select a value; the line will highlight.
   – E.g. Select **Accounting Doc. Nbr. 5200000000**
3. After selection is made, click Add to add the selections to the report.
4. Click OK; the report will refresh based on the selection criteria entered.

Selection: Value Range

The value ranges allows the user to select more than one value for a variable.

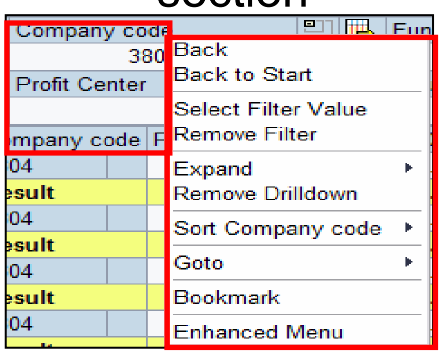


1. In the **Show tool** drop-down, select **Value ranges.**
2. With Value Ranges, the user has choices on how to select the criteria.
   - In the **Sign** field, you can choose the operator: equal to, a range, less than or equal to, greater than, greater than or equal to, less than, wildcard, and not equal to.
   - In **Operator** field, you can choose the operator: between, equal, greater or equal, lower, lower or equal.
   - In the **From** and **To** fields, you can choose to add selections for this variable by clicking .
3. After your range selection, click Add to add the selections to the report.
4. Click OK the report will refresh based on the selection criteria you entered.

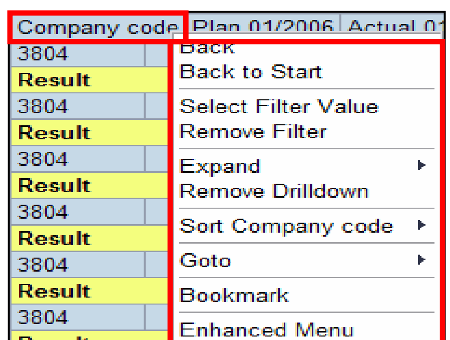
Report Navigation - Context Menus

Once you have opened a query and set filters for a specific query, you can use the context menus to manipulate the data in your query. Right-click on a free characteristic, key figure, or value in your query to display the context menu. This menu contains a list of navigation functions; the menu varies depending on what area of the query you clicked on. To close the menu, click anywhere on the result section of the screen.

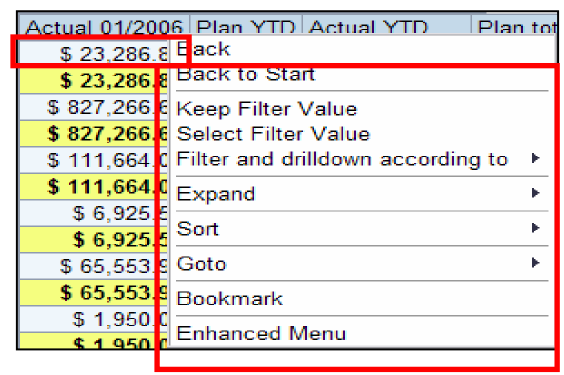
Free Characteristics section



Characteristic column header



Key Figure column header



Click *Enhanced Menu* at the bottom of any menu to add more options

Report Navigation - Context Menus (cont)

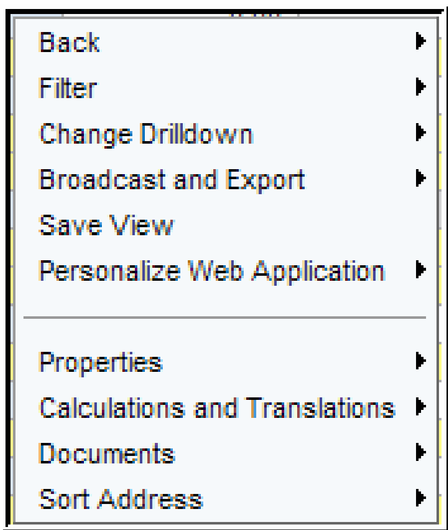
- Context Menu Features and Definitions
  - **Back -** Takes you back to the previous navigational state, allowing you to undo a navigational step. [**Do not confuse this feature with the Back button on your browser menu at the top of the screen**. Browser buttons should NOT be used during a BEx-Web session or errors may occur.]
  - **Back to Start -** Allows you to undo all navigational steps and revert to the original query/view. Takes you back to the view you received when you last executed on the Report screen.
  - **Select Filter Value -** Filters the query by the selected characteristic or key figure. When you filter, you restrict the data that is displayed to what you have specified in the selected variables.
  - **Drill Across** – Displays the selected characteristic or key figure by placing its values in columns.
  - **Drill Down** – Displays the selected characteristic or key figure by placing its values in rows.
  - **Remove Filter** - Removes a filter, if one has been selected, and displays all values again.

Report Navigation - Context Menus (cont)

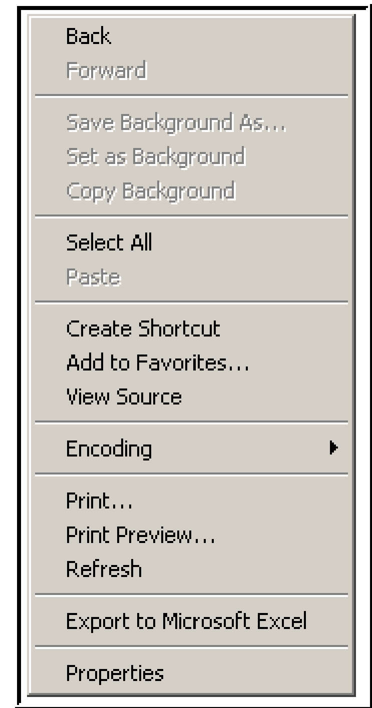
- Context Menu Features and Definitions (cont)
  - **Swap Axes -** Swaps the axes of the view, sending row values to columns and column values to rows.
  - **Swap with -** Exchanges the selected characteristic with another characteristic you choose from a list. Example: Swap GL Account with Functional Area. If both fields are being displayed in columns, these columns will exchange places. If one field is displayed but the second field is not, **Swap with** will cause the second field to be displayed and the first one will be removed.
  - **Sort → Sort Ascending/Sort Descending -** Sorts the selected characteristic, either in ascending or descending order.
  - **Properties -** Allows you to view or change the way in which the data is presented for a characteristics or key figures. You can choose to display either the key value, the text description of that value, or both. Depending on the attribute, and your familiarity with values, you may want to vary what you display for any particular query.
    - Examples: number of decimals; key and/or short, medium, or long text display; suppression of results rows.
  - **Query Properties -** Invokes the *Query Properties* dialog box, in which you can configure properties that affect the display of the results for the entire query (rather than that of a specific characteristic).

Report Navigation - Context Menus (cont)

- **Tip:** If you right-click on an item outside the report structure, you will see a menu, but it will be for your browser, **not** a BEx-Web context menu. Use caution and make absolutely sure you are in a true BEx-Web context menu before you click on an option.



BEx Context Menu



Browser Menu

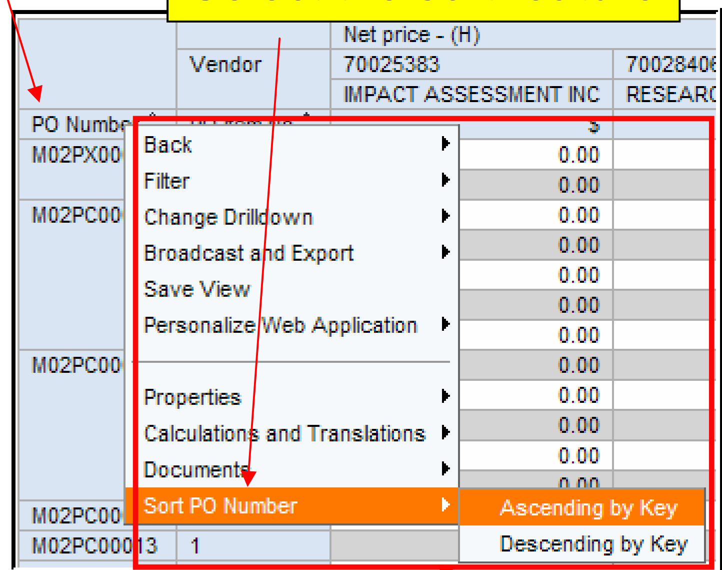
Context Menus- Sorting Report Data

The sorting feature in BEx works much the same as in Microsoft Excel.

1. To sort, right-click on the column or row heading in your query to reveal the context menu for that column.
2. Select the sort feature from the menu, and then select the order in which you want to sort the data. EMIS will resort the data in your query as requested.
   – Sorting allows users to organize the information within a particular report characteristic in a specific order.
   – Users can sort the information in ascending or descending order.

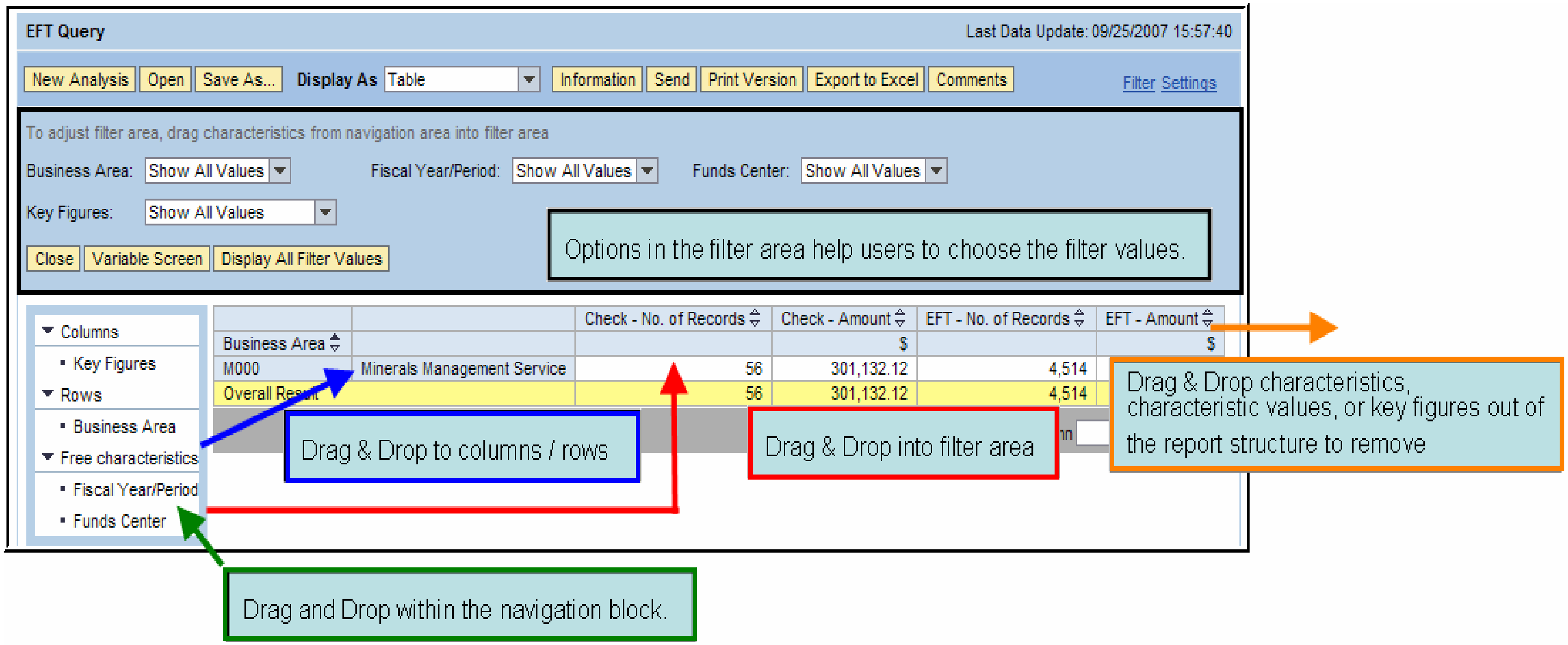
Right click on the column or row heading

Select the sort feature



Select your sorting option

BEx Web Analyzer – Drag and Drop functionality



- In addition to using the context menus to navigate, you can also add or remove characteristics using drag and drop functionality.
- The navigation panel displays the navigational state of the query. All the characteristics and structures of the query are listed. You can alter the navigational state to analyze data.
- The drag and drop feature allows you to modify what data is viewed and how, e.g., by which characteristics, level of summarization, or sort sequence. It allows you to tailor the information to support your particular business question and desired analysis.

Tips & Hints: Drag and Drop

- Users can drag and drop characteristics and key figures values to various areas of the report analysis area to dynamically change the layout of the analysis.
- Users can drag & drop…
  - to columns/rows
  - within the navigation area
  - into the filter area
  - characteristics, characteristics values or key figures out of the table to remove them.

Tips & Hints: Drag and Drop (cont)

- To drag and drop, select a characteristic from the navigation block, then drag it into the report structure.
  - The icon will display; this indicates that you have grabbed the characteristic and can now drop it into a certain field.
  - In the below example, the **Accounting Doc Nbr** has been selected and dragged into a row of the report structure.

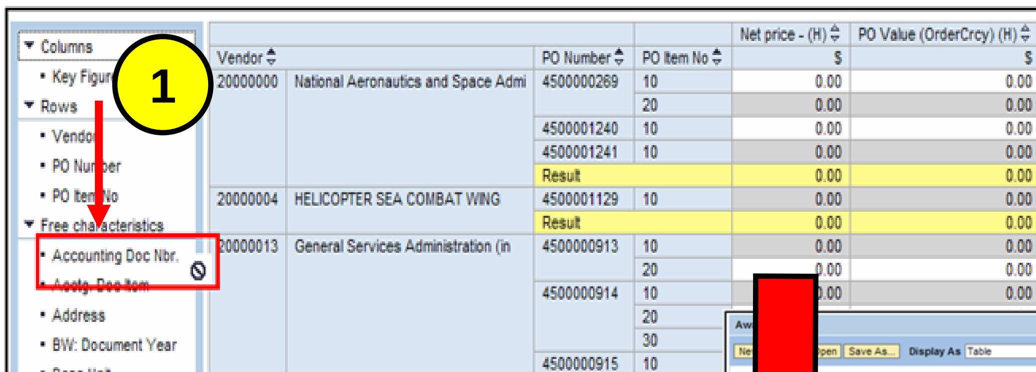


Image #1 shows that **Accounting Doc Nbr** is not in the report structure.

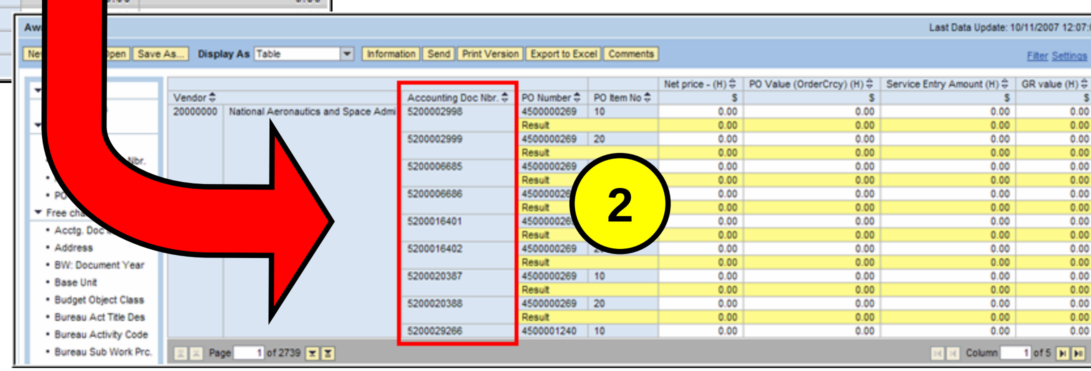


Image #2 shows that **Accounting Doc Nbr** has been added to the report structure.

Tips & Hints: Drag and Drop (cont)

- You may also select a characteristic and drag and drop it to remove it from the report structure.
  - The  icon will display; this indicates that you have grabbed the characteristic and can now drag it to the navigation block. You will not be able to drop it into another location in the report structure.

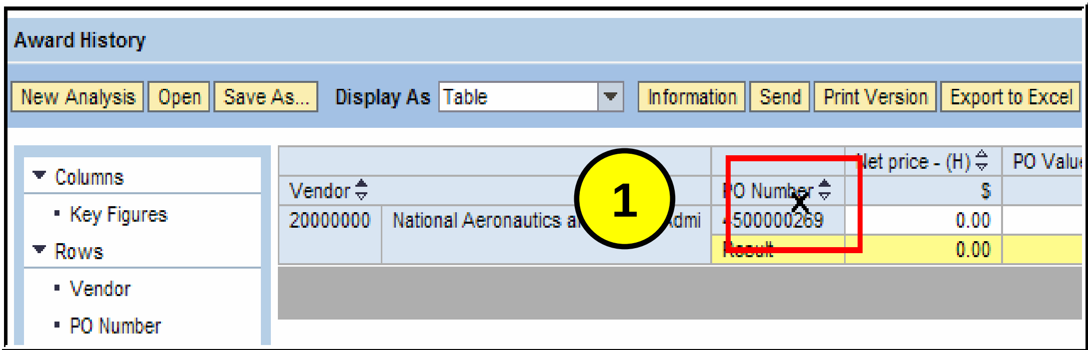


Image #1 shows that the **PO Number** column is included in the report structure.

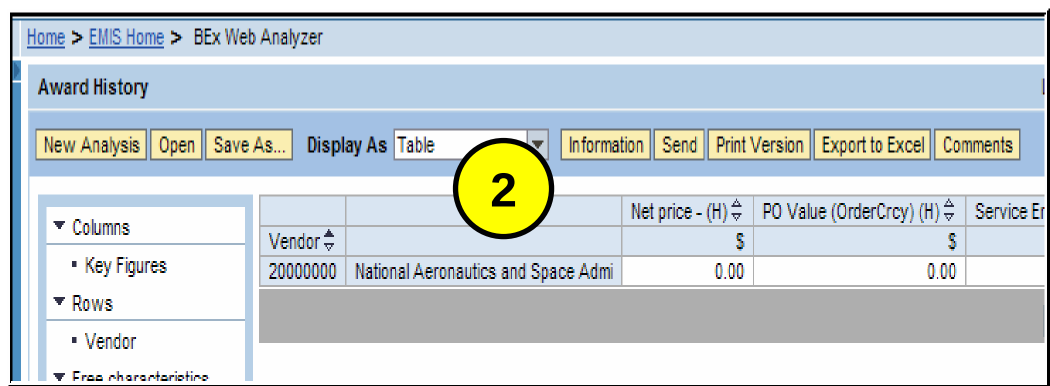
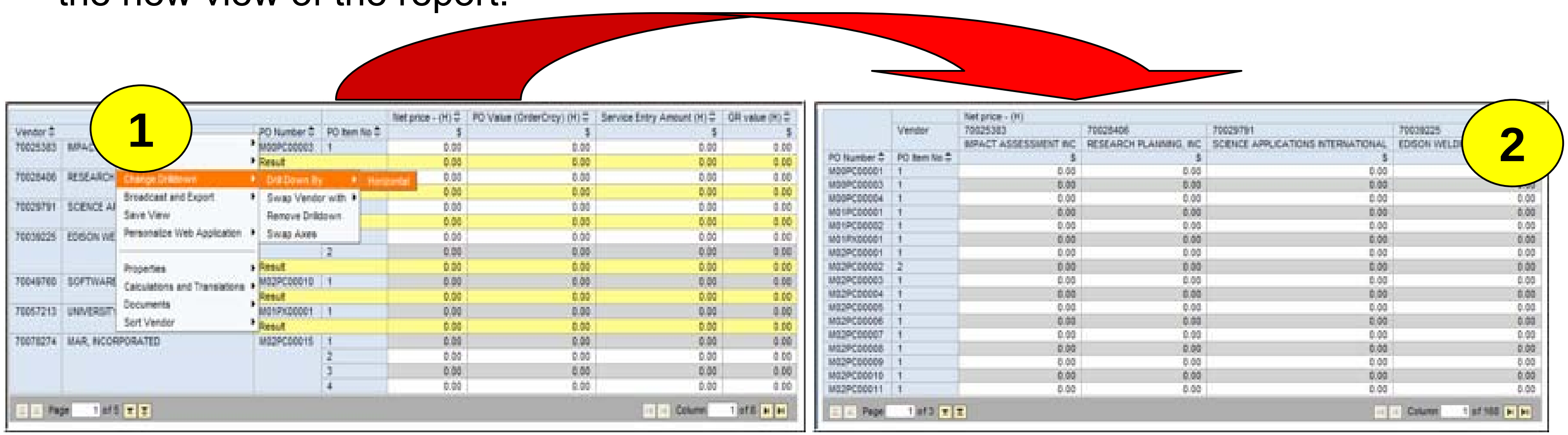


Image #2 shows that the **PO Number** column has been removed from report structure.

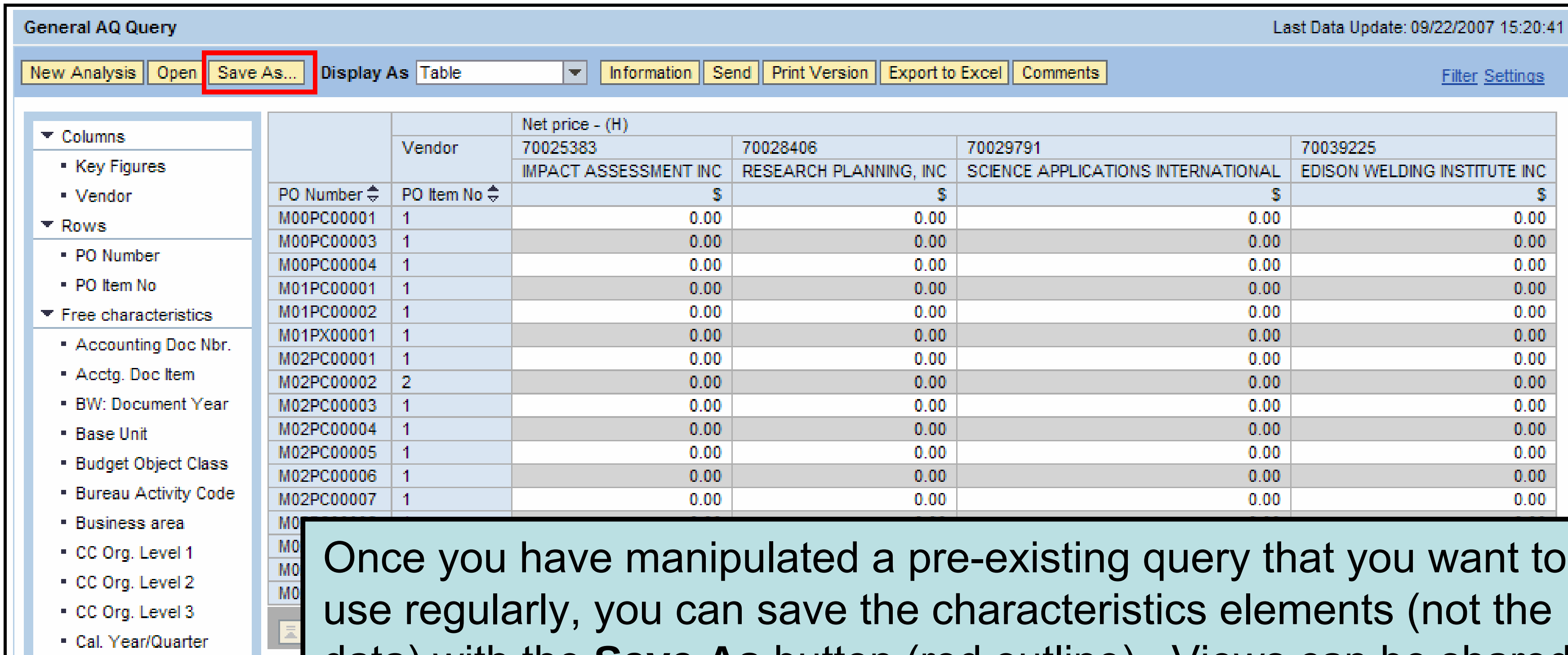
Tips & Hints: Drill-down

- Drilldown is a feature that allows users to manipulate how information is displayed within a query.
- Users can drill down (vertically) or drill across (horizontally) to show the new dimension respectively in columns or in rows.
- Users can choose characteristics from the navigation block or results area, right-click and choose options in the context menu.
- Users can drag and drop characteristics from navigation block or filter area directly to the results area.
- E.g., If you want to view the **Vendor** field horizontally rather then vertically, right-click, select **Change Drilldown > Drill Down By > Horizontal.** The screen refreshes with the new view of the report.



Vendor column - Vertical **Vendor column - Horizontal**

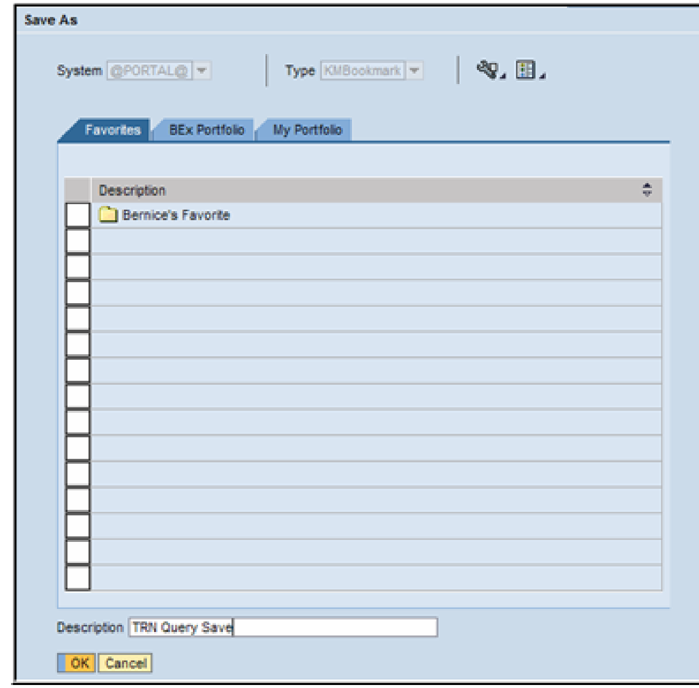
Saving a View



Once you have manipulated a pre-existing query that you want to use regularly, you can save the characteristics elements (not the data) with the **Save As** button (red outline). Views can be shared; other users with access to this query can run your saved view, but cannot change or overwrite it. They will be able to modify their own version and save it with a new name.

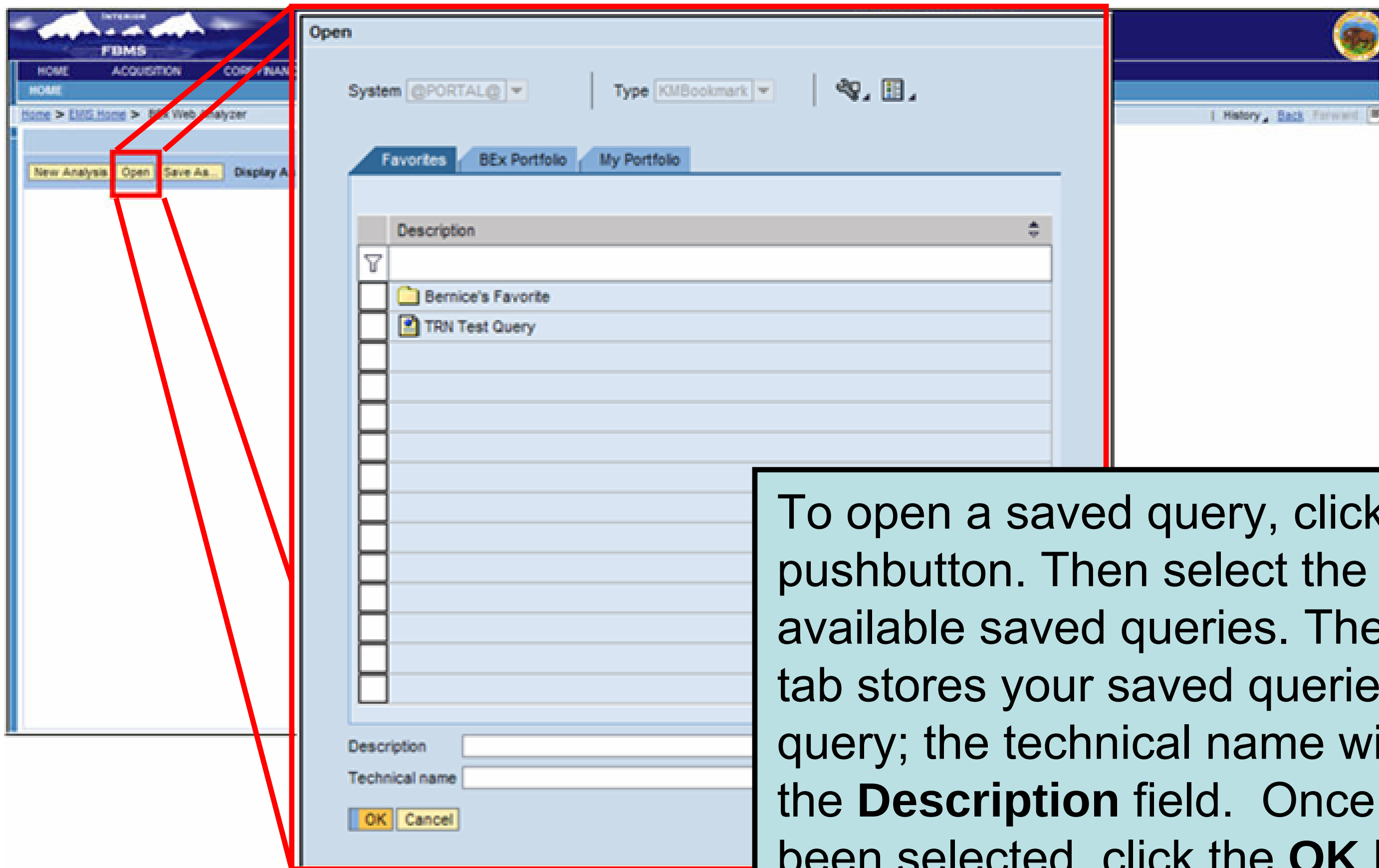
Saving a View (cont.)

1. Click Save As... to define the saved location and query name.
2. Select the tab for your save location; it defaults to **Favorites.**
   - Only the BW team can save queries to the BEx tab; it is not available to end-users. However, end-users can access the available queries on this tab.
   - The My Portfolio tab allows you to share your report variables.
   - The Favorites tab only allows you to see the report query.
3. Enter a report description in the description field, being as descriptive as possible.
4. Click OK to save the report query.

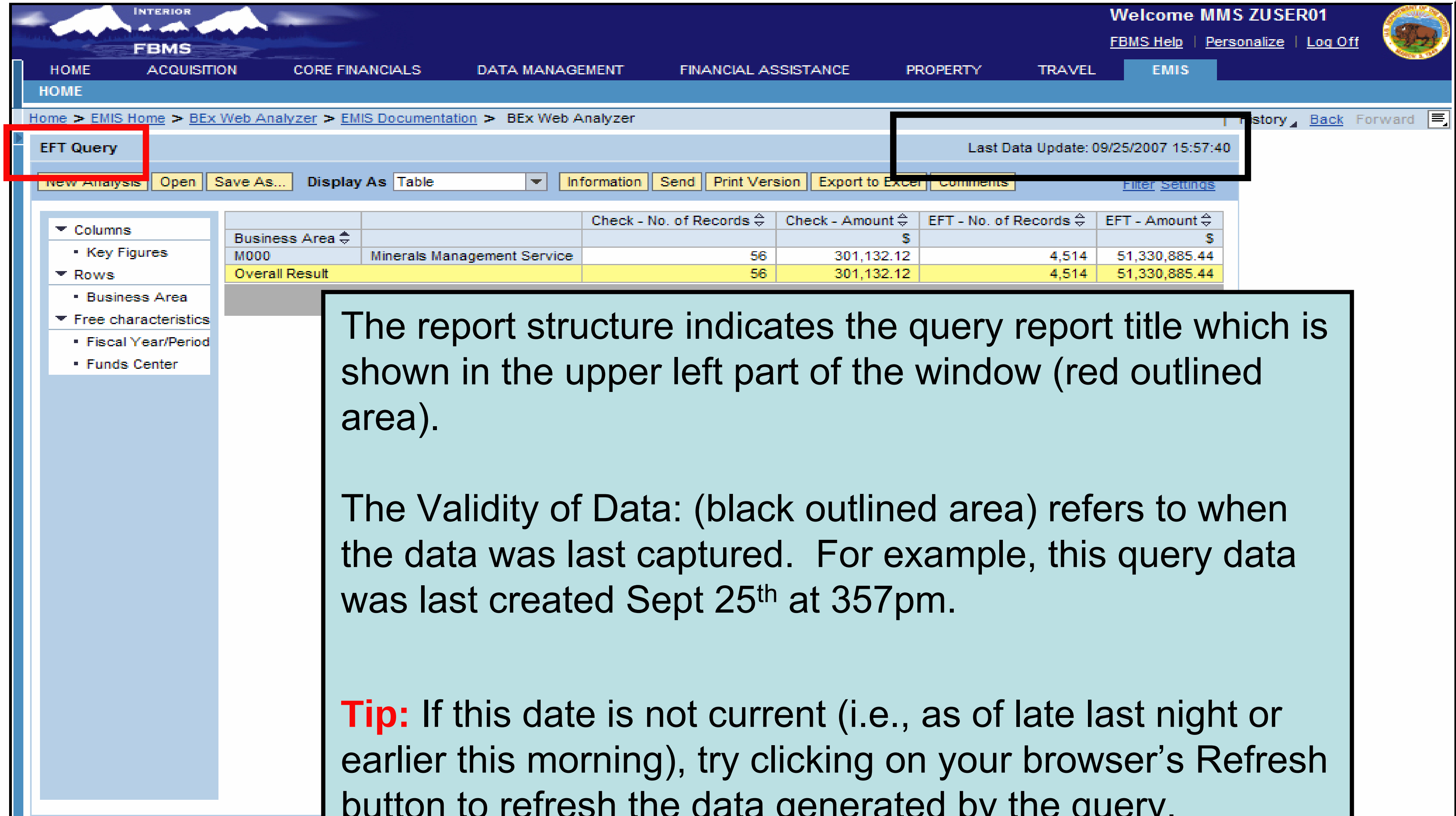


Tip: When saving reports, only the navigational state (e.g., filtering) is saved. The report data will be refreshed/updated each time you re-execute it.

Opening a Saved View



To open a saved query, click on the **Open** pushbutton. Then select the tab to display available saved queries. The **Favorites** tab stores your saved queries. Select a query; the technical name will display in the **Description** field. Once the query has been selected, click the **OK** button to launch the query. You can then use the BEx Web Analyzer to manipulate the report.



The report structure indicates the query report title which is shown in the upper left part of the window (red outlined area).

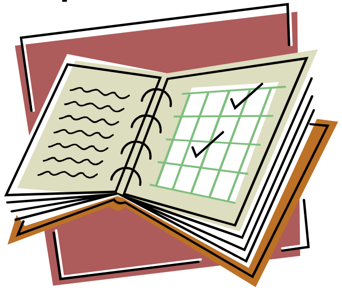
The Validity of Data: (black outlined area) refers to when the data was last captured. For example, this query data was last created Sept 25th at 357pm.

Tip: If this date is not current (i.e., as of late last night or earlier this morning), try clicking on your browser's Refresh button to refresh the data generated by the query.

Lesson Review

You should now be able to:

- Define the purpose of the BEx Web Analyzer
- Navigate through the BEx Web Analyzer via the FBMS Portal
- Access and save queries using the BEx Web Analyzer
- Describe the functions of the different pushbuttons/icons
- Define the EMIS/BW report layout structure
- Define how to narrow down available data by using the filter functionality
- Define key EMIS/BW terms
- Define the purpose of using context menus
- Describe how to use the drag and drop functionality in your queries
- Describe how to save the report characteristics to reuse



EMIS/BW Advanced Features

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Describe and use exceptions functions
- Describe and use conditions functions
- Add and view comments to queries
- Describe and use BEx Broadcaster functions
- Export query results to Excel or CSV files
- Use additional context menu features
- User additional save options/locations
- Personalize your query start view

Exceptions and Conditions Reporting

- EMIS has two features, exceptions and conditions, that can be used to restrict analysis to a subset of data that meet (or exceed) certain criteria. This enable the user to identify only those things that need attention.
  - Exceptions - Exception reporting highlights objects that are in some way different or critical. Results that fall outside a set of predetermined threshold values (exceptions) are highlighted in color or designated with symbols. This enables immediate identification of results that deviate from the expected results.
    - For example, you could use an exception to alert you that an invoice has exceeded a certain number of days.
  - Conditions – Condition reporting allows the formulation of conditions to restrict the results area of a query in accordance with certain criteria.
    - For example, if the condition is to select data that shows labor hours in excess of 40 hrs, then the results area would only display employees with hours greater then 40.

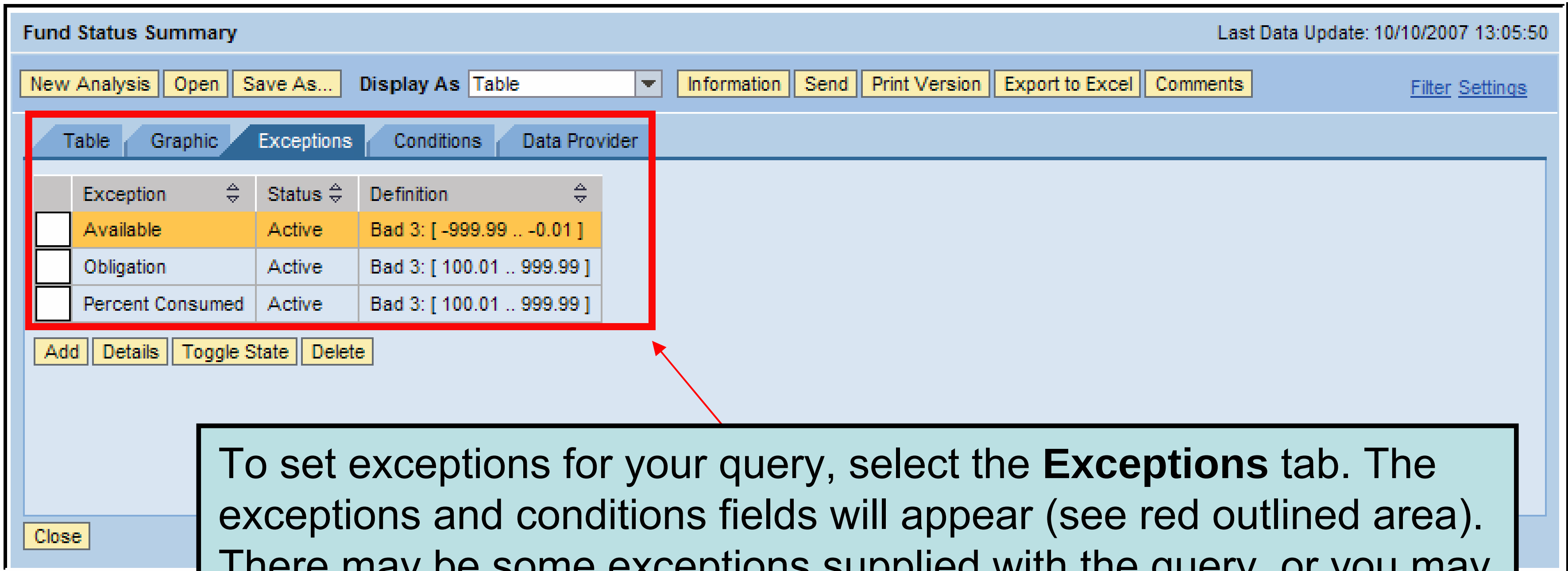
Exceptions Reporting

- Using exceptions will highlight objects that are different or critical. Any query results that fall outside of your set threshold values (exceptions) will be highlighted in color or designated with symbols. This enables you to immediately identify any results that deviate from the expected results.
- Data that varies from these thresholds are marked in a different color.
- Exceptions are used to spot extraordinary variations from expected results.
- An exception highlights values based on user selections.

Overdue Days	Interest Calculation
36	$ 0.99
44	$ 30.14
44	$ 6.03
44	$ 12.05
5	$ 0.06
4	$ 0.00

Users will see the same set of data in the report after applying an exception, only with a colored shading applied to the exceptions on top of the existing report display.

Exceptions Reporting (cont)



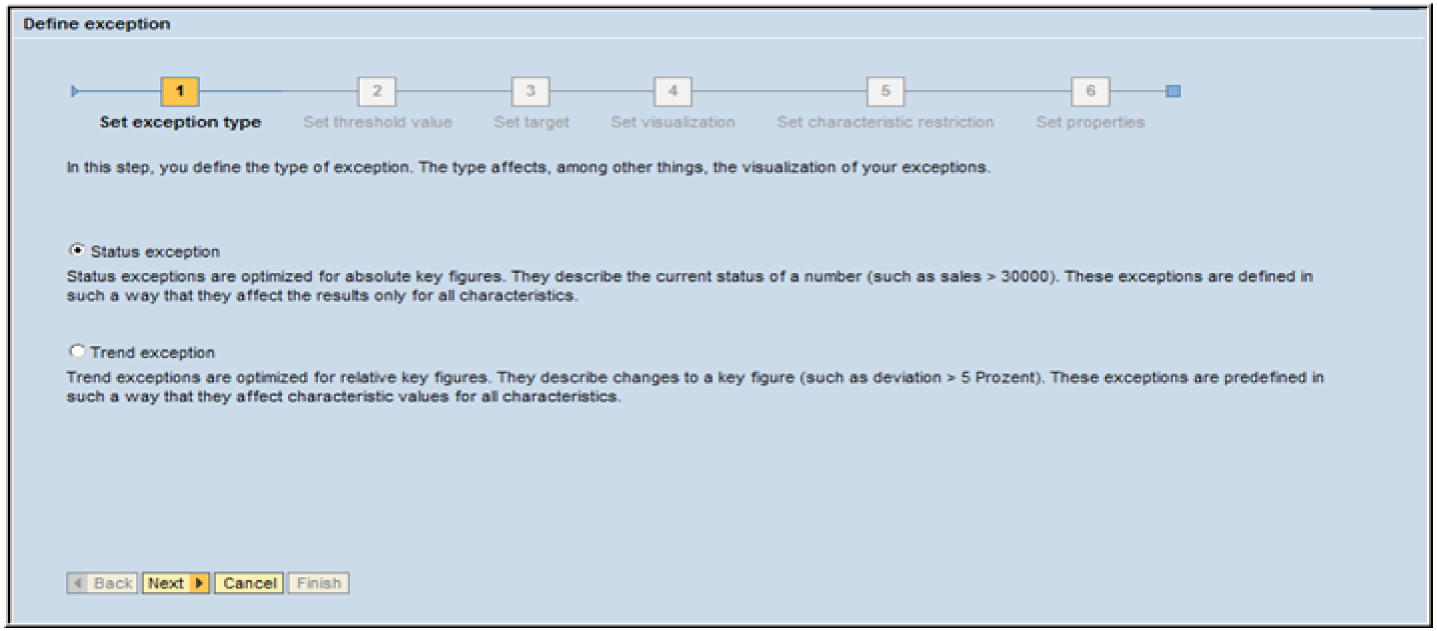
To set exceptions for your query, select the **Exceptions** tab. The exceptions and conditions fields will appear (see red outlined area). There may be some exceptions supplied with the query, or you may want to create new ones.

Creating Exceptions

To create an exception for a query, follow the steps listed:

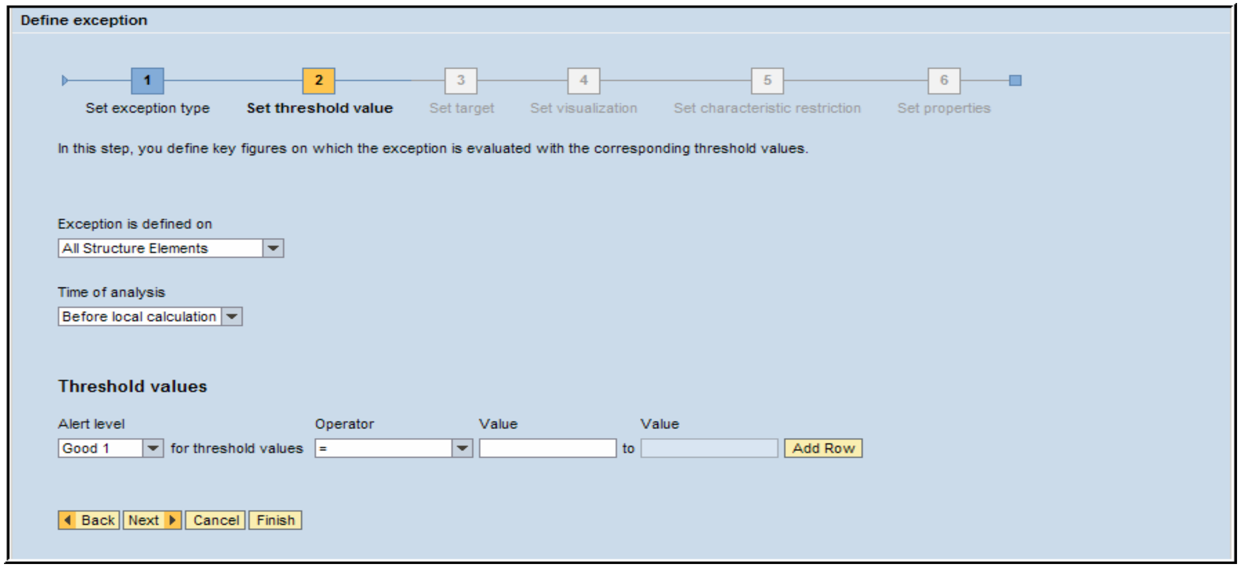
1. Click **Settings**
2. Click **Exceptions** tab**.**
3. Click **Add** to access the exception wizard.
   – The exception wizard guides you through defining your exceptions step-by-step.

Creating Exceptions – Setting Exception Types



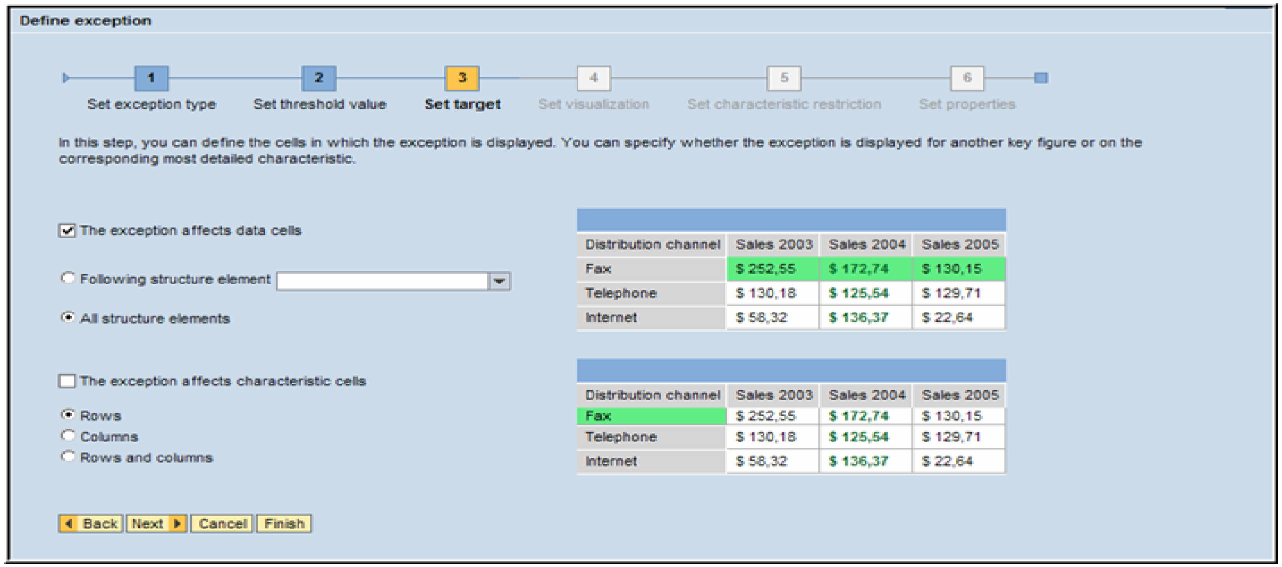
- Specify whether you want to define a status exception or a trend exception. The type of exception affects the display of the exception.
  - **Status** exceptions affect absolute key figures. They describe the current status of a number (such as revenue > 30000).
  - **Trend** exceptions affect relative key figures. They describe a change to a key figure (such as deviation > 5 percent).

Creating Exceptions - Setting Threshold Values



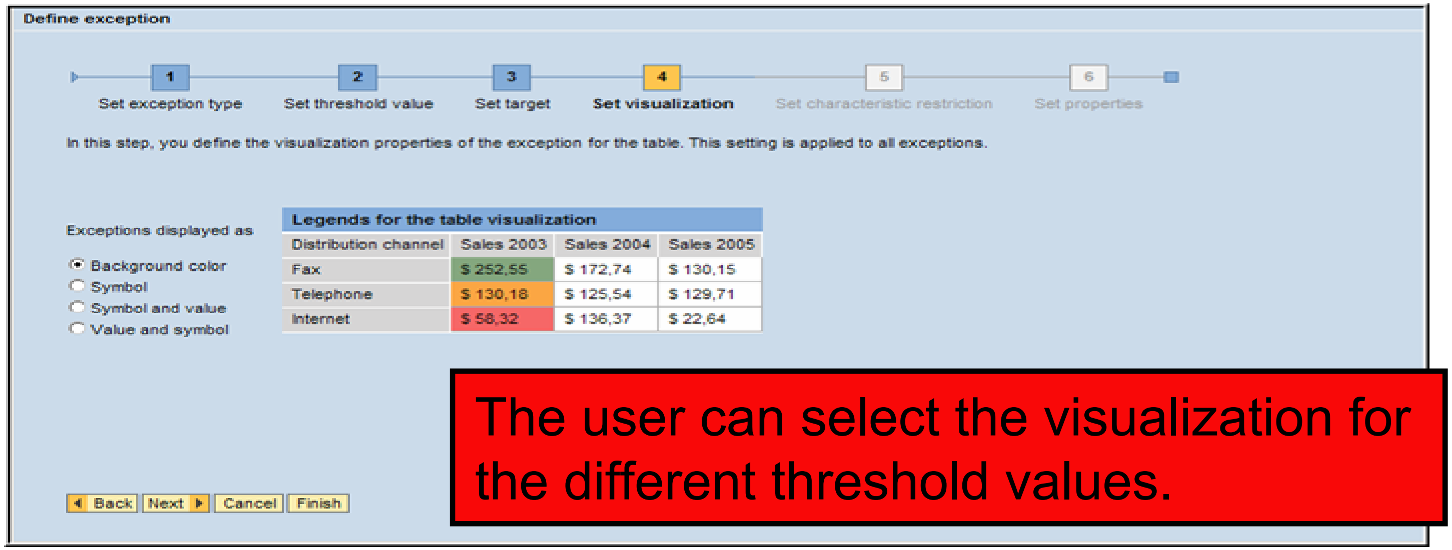
- Set the threshold values. The threshold values distinguish critical situations which will enable you to focus on items needing attention.
- Set the required alert level and specify the relevant threshold values and operators.
  - Choices for alert levels: Good, Critical, or Bad.
  - Choices for operators: = Equal To, <> Not Equal To, > Greater Than, >= Greater Than or Equal To, < Less Than, <= Less Than or Equal To, [] Between, or][Not Between

Creating Exceptions – Setting Targets



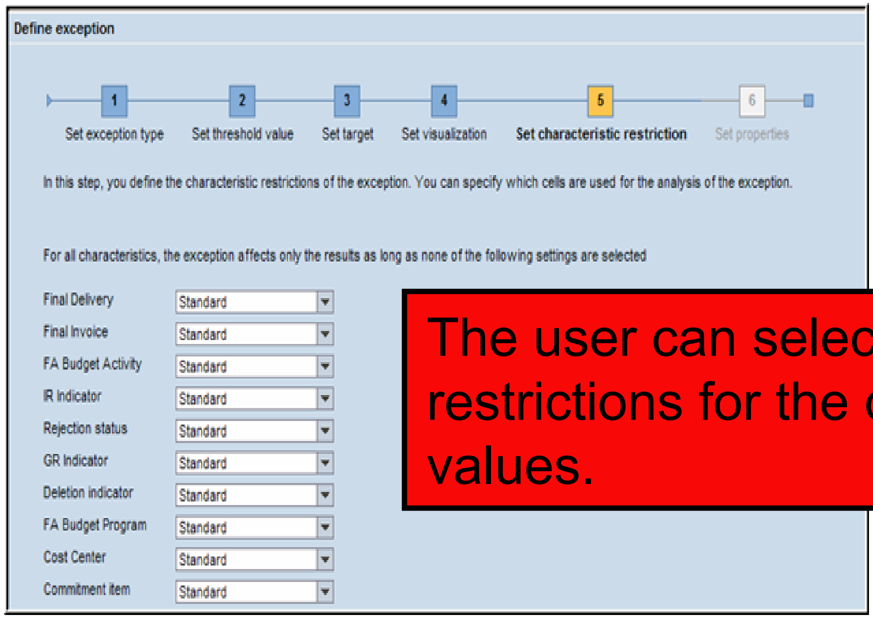
- Select whether the exception is to affect data cells or characteristic cells. In accordance with your setting, the highlighting for the exception is displayed on the numbers for the selected key figure or the text for the most detailed characteristic value.
- Select whether the displayed exception is to be displayed on the evaluated structure element, on another structure element, or on all structure elements.
- Select whether the displayed exception is on the characteristic cells, or to be displayed on the rows, on the columns, or on both the rows and columns.

Creating Exceptions – Setting Visualization



- **Background color:** The exception is displayed with the background color of the data cell or characteristic cell. The color shading ranges from dark green for alert level Good 1 through yellow for alert level Critical 1 to dark red for alert level Bad 3. There are a total of nine color shades, corresponding to nine different levels of priority.
- **Icon**: The exception is displayed using icons.
- **Icon and value:** The exception is displayed with an icon and the value of the data cell or characteristic cell.
- **Value and icon:** The exception is displayed with the value of the data cell or characteristic cell and an icon.

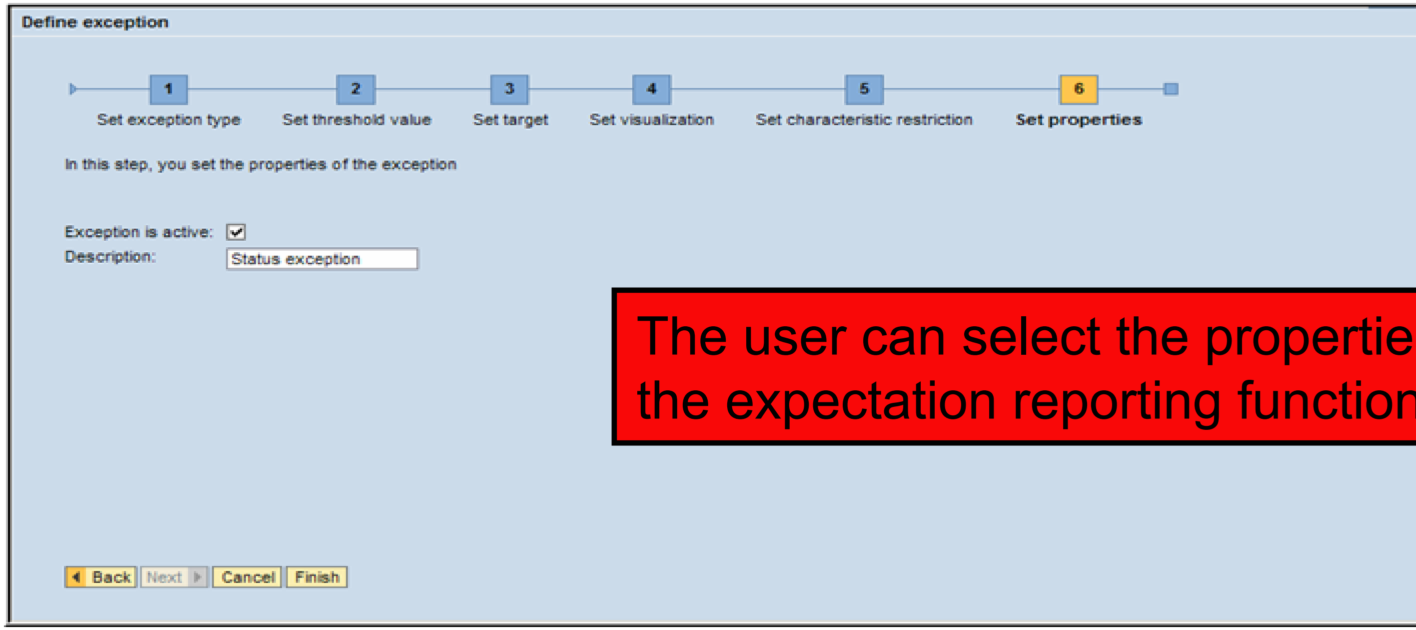
Creating Exceptions – Setting Characteristics Restrictions



The user can select the characteristics restrictions for the different threshold values.

- In the characteristic restriction of the exception, specify the cells on which the exception is to be evaluated. The data result is evaluated against the criteria set up to determine whether if it meets/doesn't meet the threshold defined. For all characteristics, the exception affects only the results unless you define otherwise.
  - Choose from any of the free characteristics or characteristics from the rows and columns used in a query.
- **Tip**: You cannot use characteristics that are already used in another restriction row in the list.

Creating Exceptions – Setting Properties



The user can select the properties for the expectation reporting functionality.

- Specify whether the exception is active or inactive and enter a description for the exception.
- Once the wizard is complete, click **Finish.** The query report will refresh and display the exceptions based on your entered criteria.

If you want to keep your newly created exceptions, save your report. If you exit without saving the report, the exceptions will be discarded.

Conditions

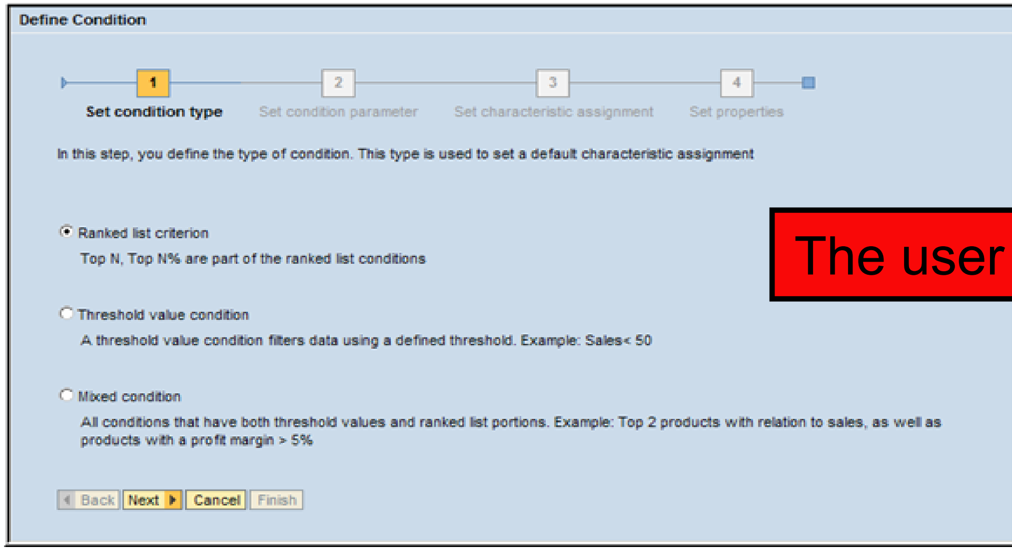
- The conditions wizard allows the user to formulate conditions to restrict the results area of a query in accordance with certain criteria.
  - For example, if the condition is to select data that shows labor hours in excess of 40 hrs, then the results area will only display employees with hours greater then 40.
- Characteristic and key figure combinations can also be evaluated using ranked list functionality.
  - For example, commitment items with the highest costs for a fiscal period or top vendors by award/PO dollars.
- If you apply conditions to a query, you are not changing any figures, you are just hiding the numbers that are not important to you. Conditions therefore have no effect on the values displayed in the results rows. The results row of a query with an active condition is the same as the results row of a query without this condition.
- Unlike exceptions that add color to the report information to highlight specific items, conditions are actually changing the set of information displayed within the current report.

Creating Conditions

To create an condition for a query, follow the steps listed:

1. Click **Settings**
2. Click the **Conditions** tab**.**
3. Click **Add** to access the condition wizard.
   – The condition wizard guides you through defining your conditions step-by-step.

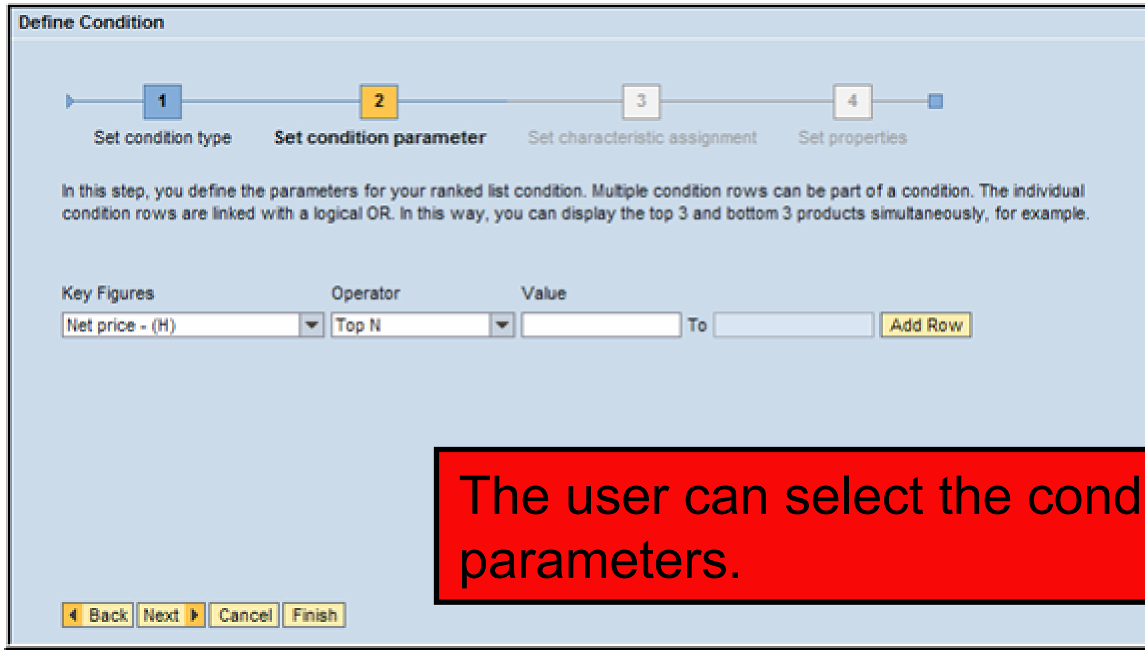
Creating Conditions – Setting Condition Types



The user can select the condition types.

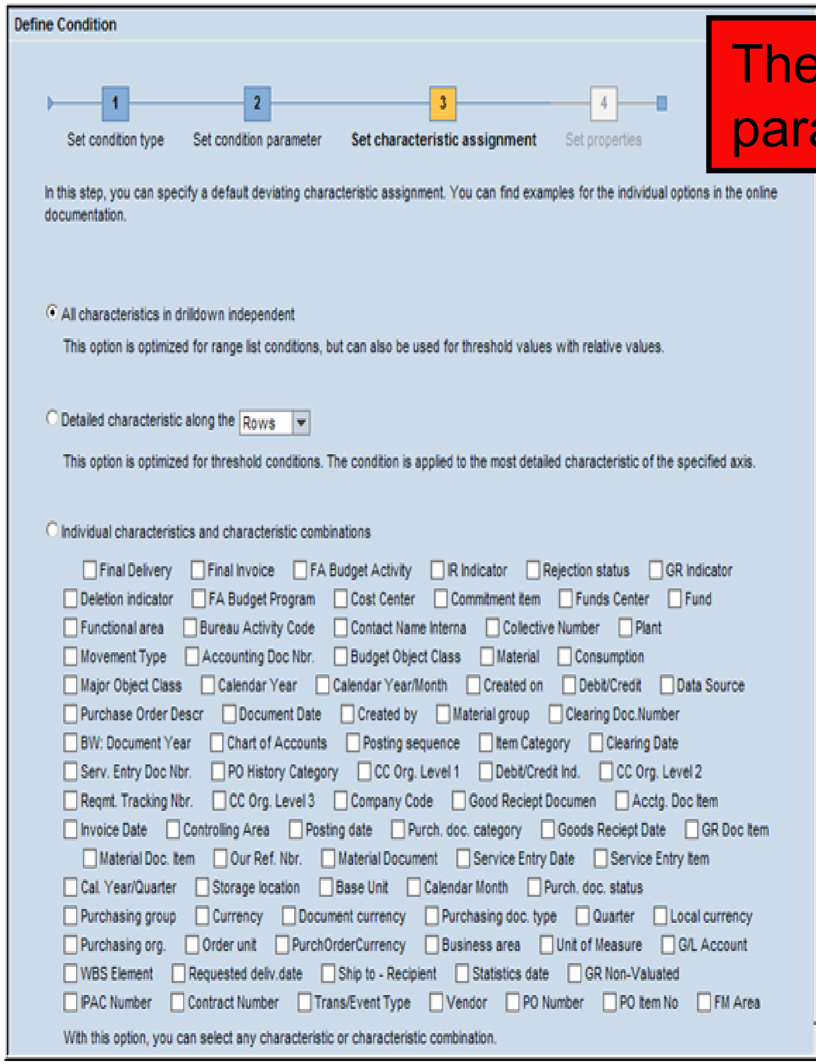
- Specify whether you want to define a ranked list condition, a threshold value condition, or a mixed condition.
  - **Ranked List Condition** - The operators Top N, Top %, Top Total, for example, can be used for ranked lists.
  - **Threshold Value condition** - An entry is filtered independently of the other entries if its reference value has a specific relationship to a comparison value. For example, an entry is not displayed if its reference value exceeds or is less than a specific threshold value (for example, revenue < 50).
  - **Mixed Condition** - A condition that can have both a threshold value and a ranked list (such as top purchase requirement for a specific department).

Creating Conditions – Setting Condition Parameters



The user can select the condition parameters.

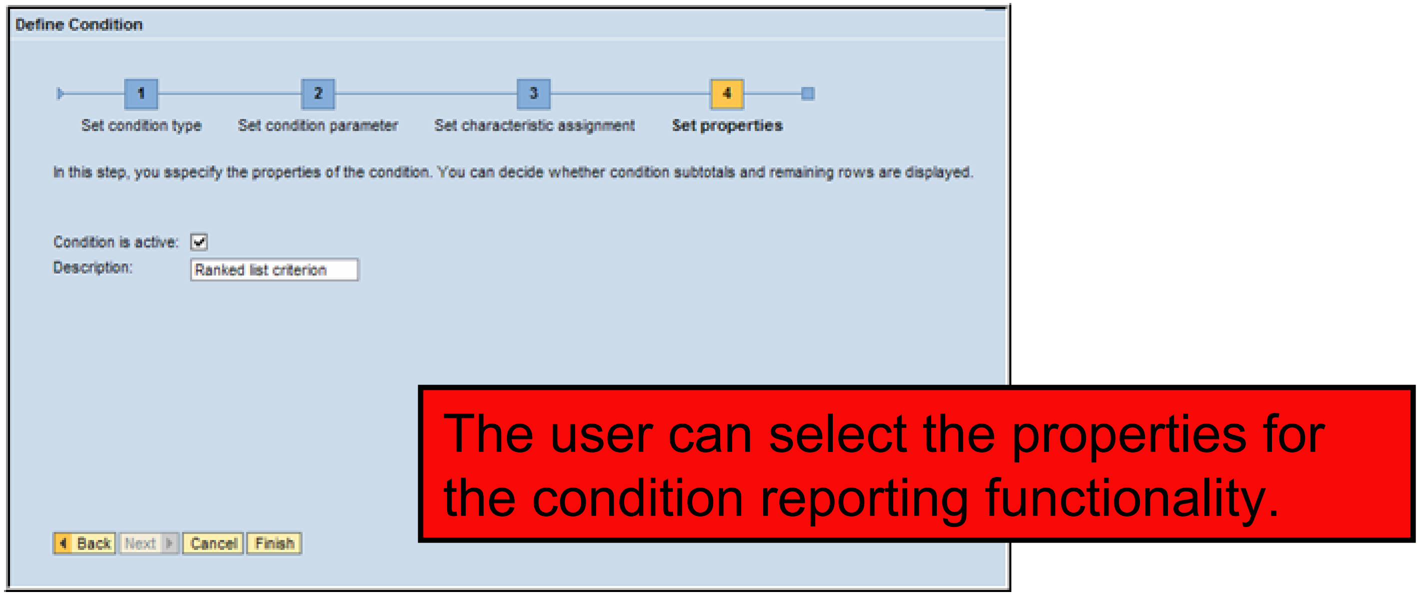
- A condition row always consists of the specification of an element for every structure used in the query (usually one or two structures), an operator, and a suitable value for the operator.
  - Choices for alert levels: Good, Critical, or Bad.
  - Choices for operators: = Equal To, <> Not Equal To, > Greater Than, >= Greater Than or Equal To, < Less Than, <= Less Than or Equal To, [] Between, or][Not Between



The user can select the condition parameters for the condition.

- Specify a characteristic assignment that deviates from the default setting. You have the following options:
  - all characteristics in the drilldown independently
  - most detailed characteristic along the rows or columns
  - single characteristics and characteristic combinations

Conditions Reporting – Setting Properties

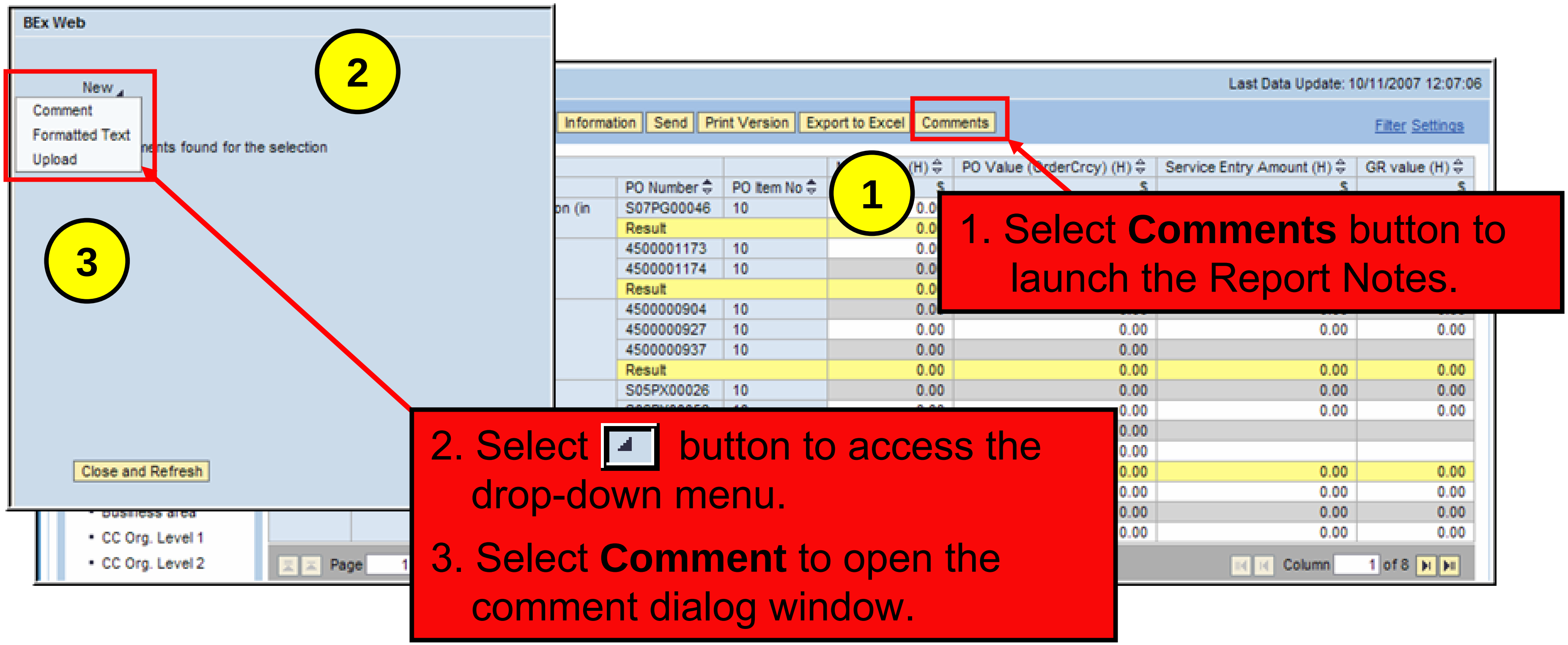


- Specify whether the exception is active or inactive and enter a description for the exception.
- Once the wizard is complete, click **Finish.** The query report refreshes and displays the conditions based on your entered criteria.

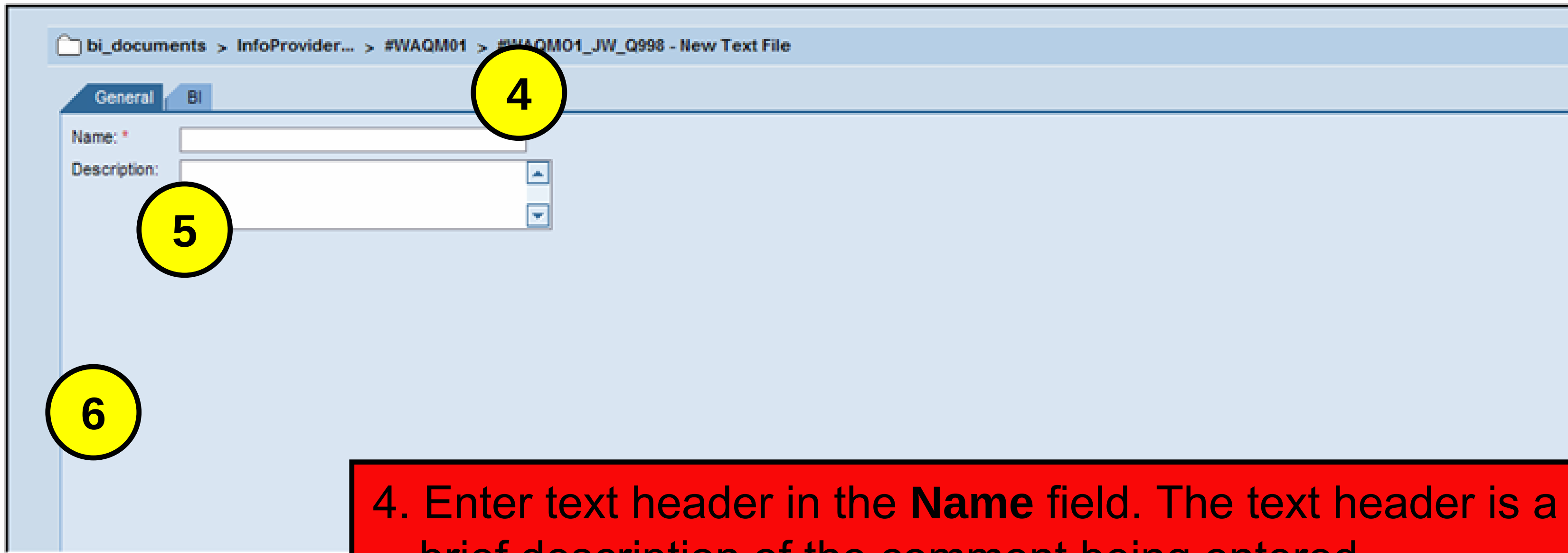
If you want to keep your newly created conditions, save your report. If you exit without saving, the conditions will be discarded.

Adding Comments

Comments are global documentation and are specific to the initial query. The comment can be seen and changed by the FBMS team members who have the role where the query is located. Comments can be useful to pass specific information about a particular query to the team members.



Adding Comments (cont)

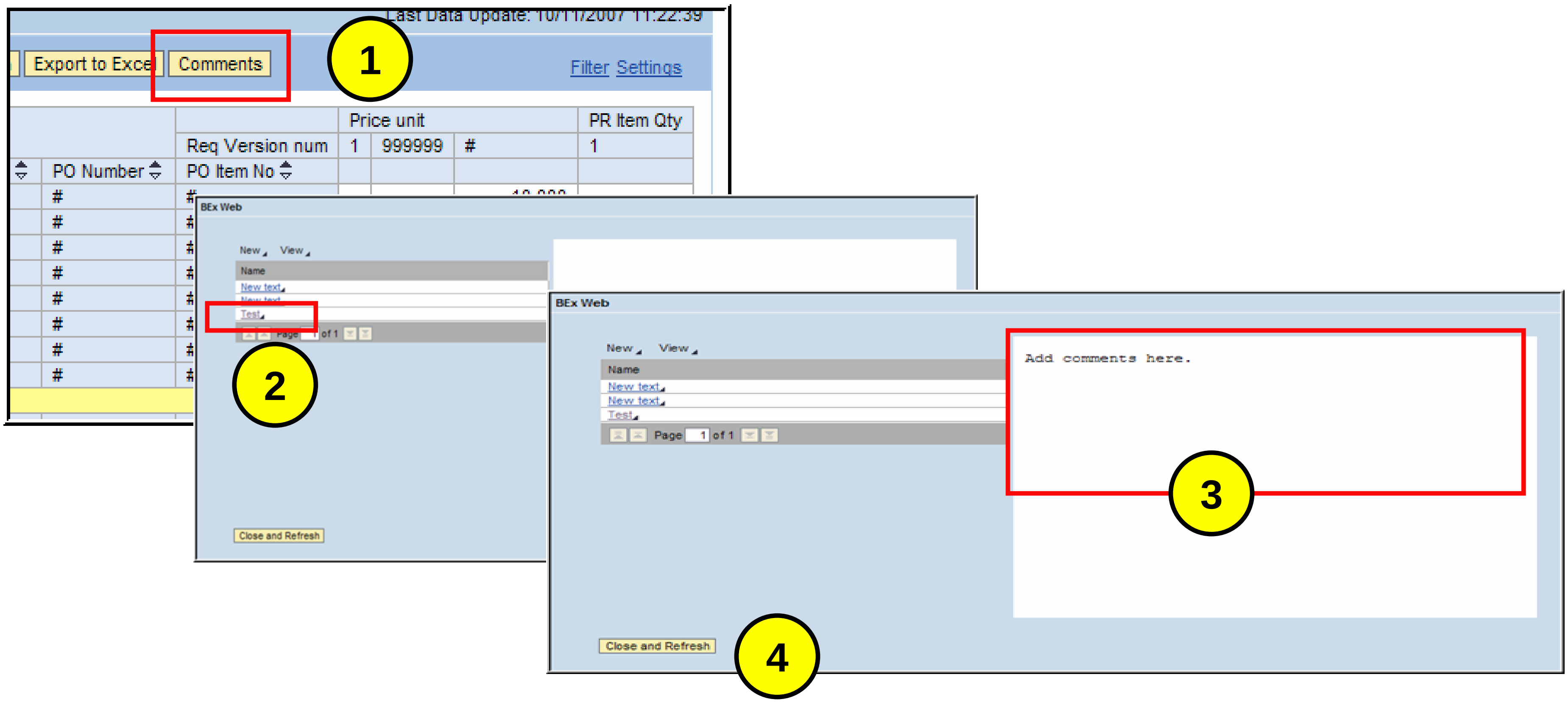


4. Enter text header in the **Name** field. The text header is a brief description of the comment being entered.
5. Enter the description in the **Description** field.
6. Click the **Save** button.

If you want to keep your newly created Comments, save your view of the report. If you exit without saving, they will be discarded.

Viewing Comments

1. Click **Comments.** The BEx Web comment dialog window appears.
2. Select the comment name.
3. Review comments associated with this report.
4. Click **Close and Refresh** to close the dialog window and return to the report.



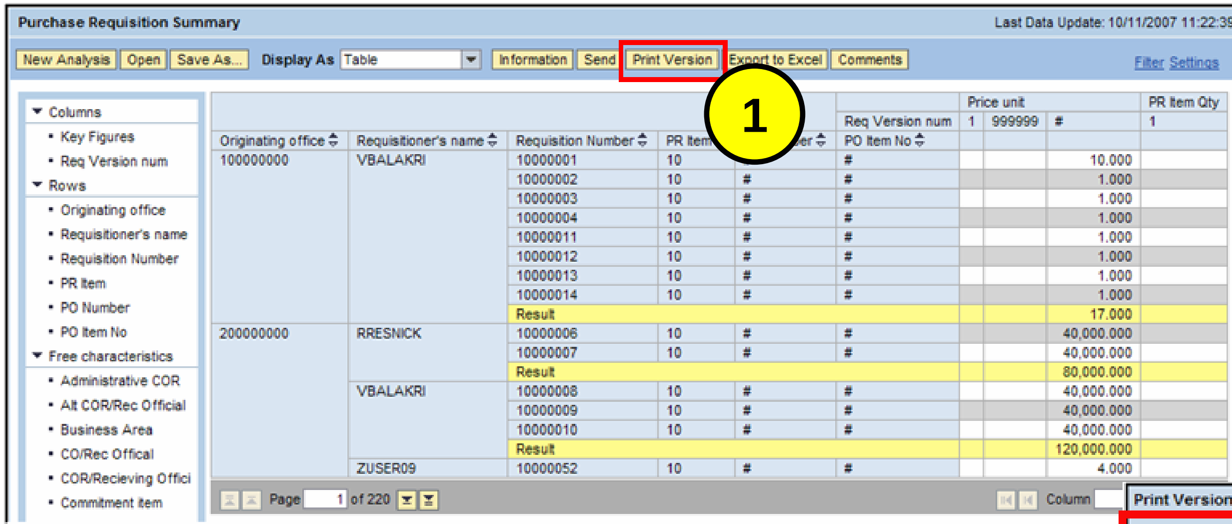
BEx Broadcaster

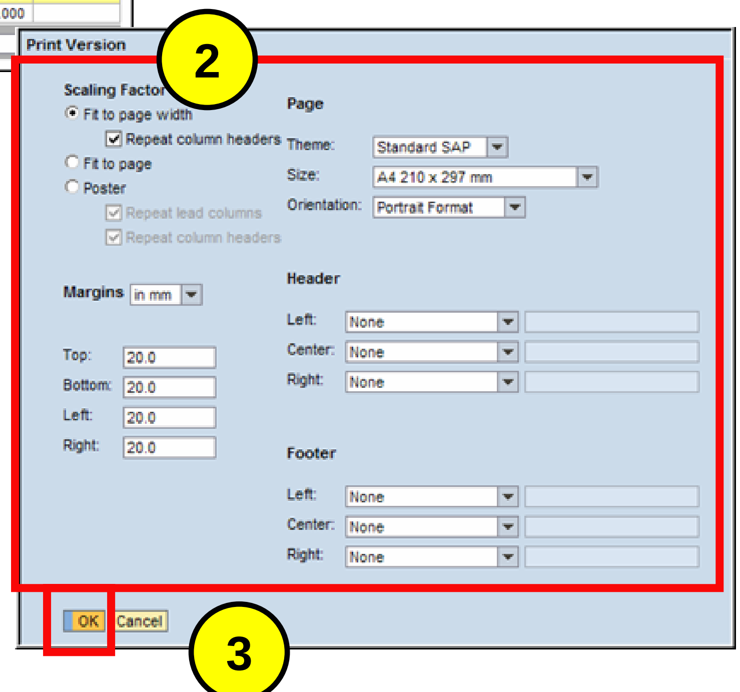
The BEx Broadcaster allows you to broadcast (send) the following:

- **The Right Information**: BEx queries, web applications, and enterprise reports
- **In Different Formats**: HTML, PDF, ZIP, printer-friendly formats, online links
- **To the Right People**: single users, groups, roles, or distribution lists
- **In Different Channels**: e-mail, portal, BEx portfolio, collaboration rooms
- **At the Right Time**: event-driven, exception-driven, ad-hoc, scheduled

The purpose of the BEx Broadcaster is to enable the user to "alert" another user or group of users to review an item in EMIS/BW.

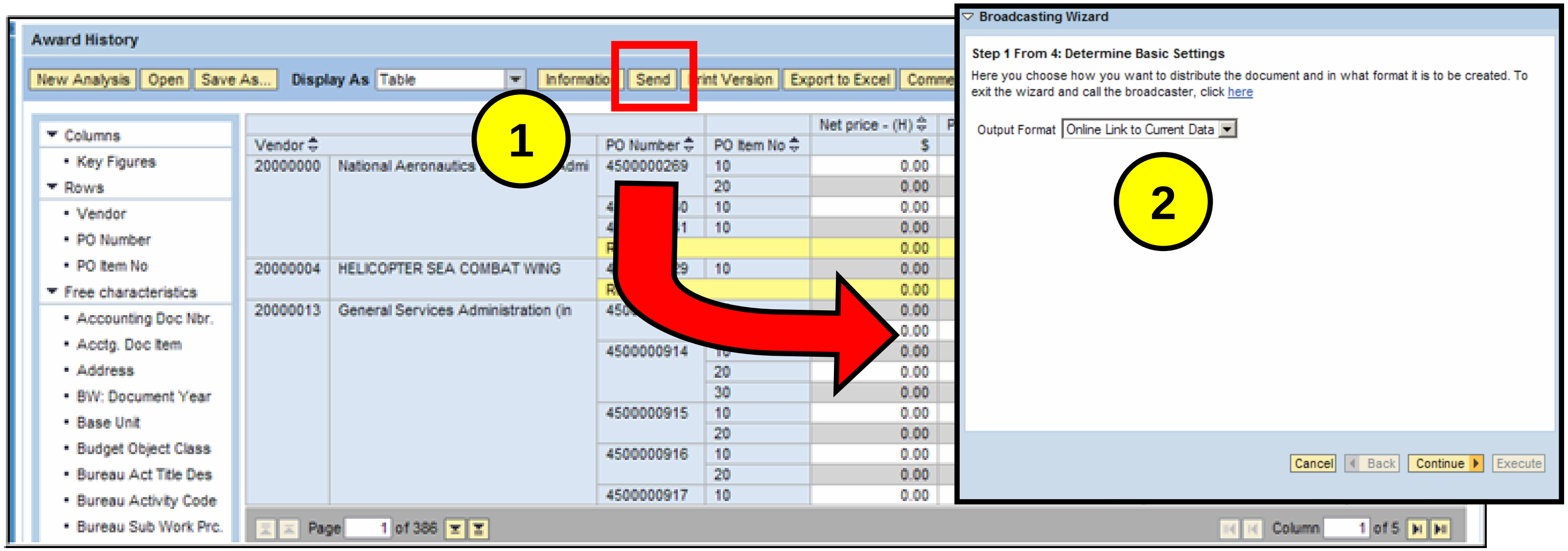
BEx Broadcaster - Printing





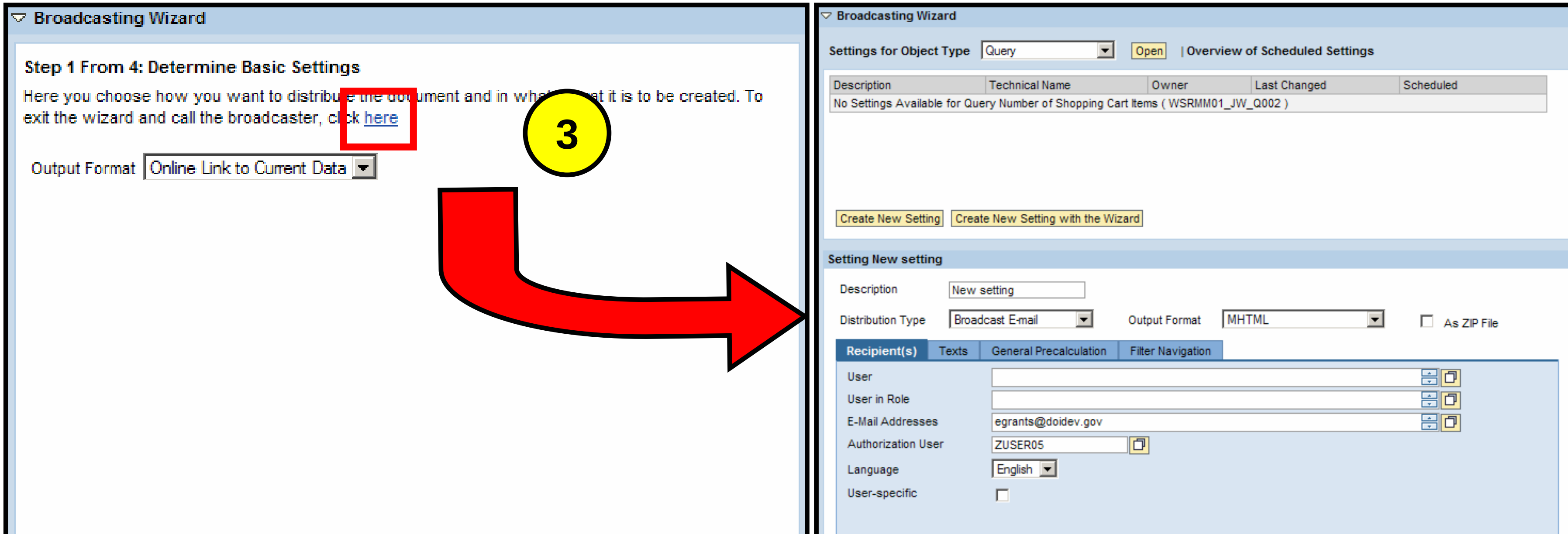
1. Click **Print Version**
2. Select print parameters
3. Click **OK**

BEx Broadcaster Wizard – E-mail



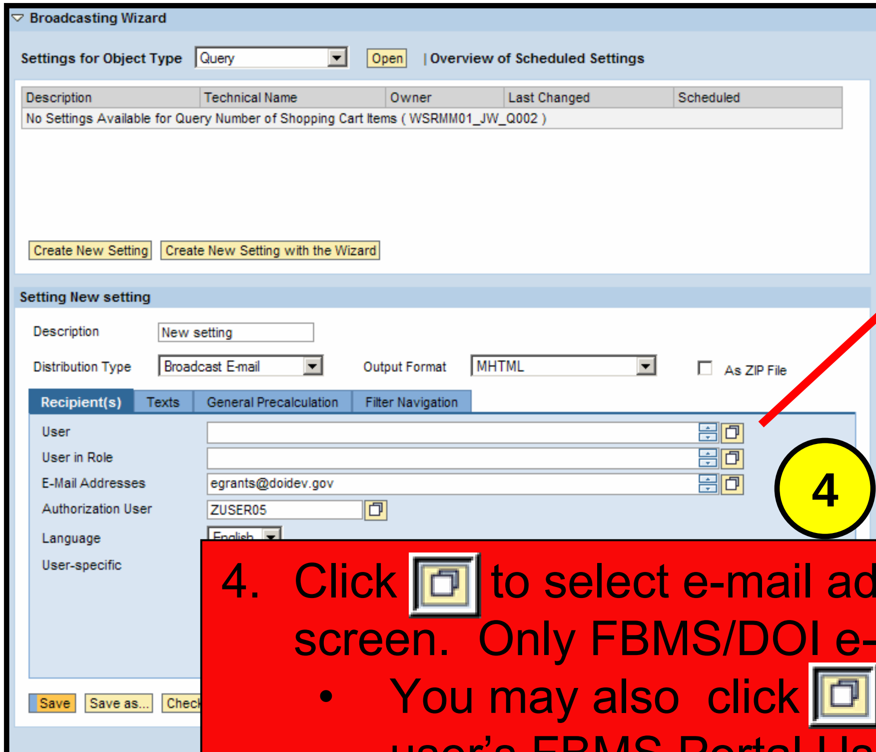
1. After executing a query, click on **send** to bring up the broadcasting wizard functionality.
   - The wizard allows the user to establish settings on how the report is sent and in what format the report should be sent to another user.
2. Select media format: PDF or Print

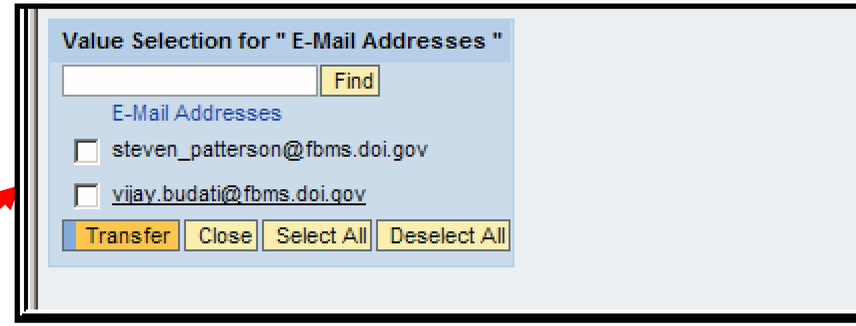
BEx Broadcaster Wizard – E-mail (cont)



3. When you click **Here**, a dialog window used to control specific recipients and methods of broadcasting opens.
   - This window allows you to select a specific portal user from a drop-down menu or to directly type in e-mail addresses of other FBMS users.
     – The report will not be sent to a non-FBMS e-mail address.

BEx Broadcaster Wizard – E-mail (cont)



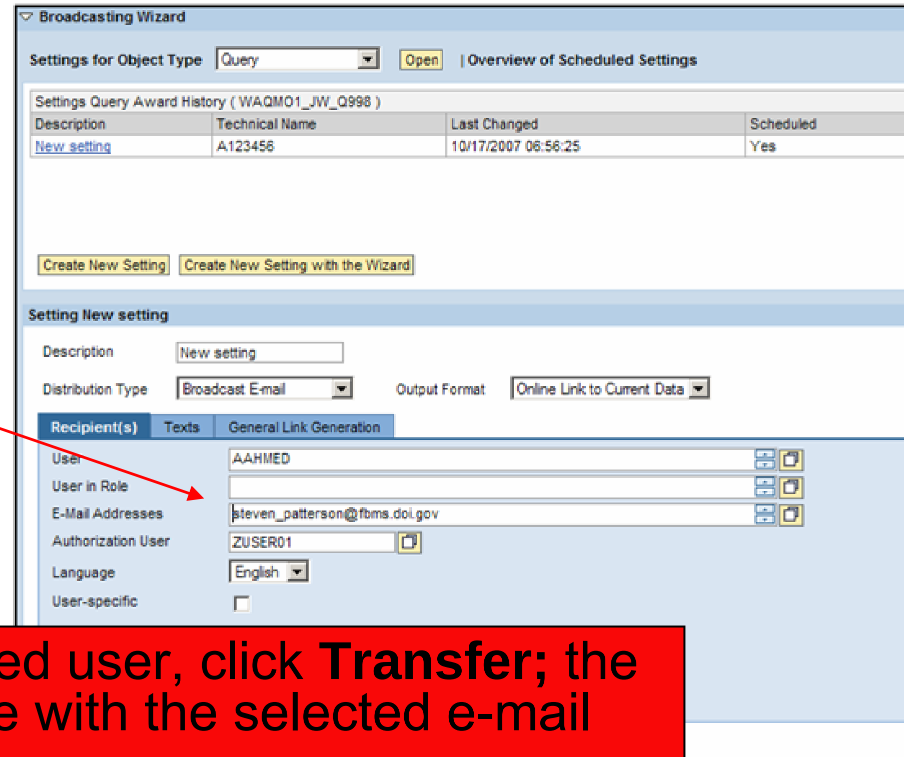


4. Click to select e-mail address from the **Value Selection** screen. Only FBMS/DOI e-mail addresses can be selected.
   - You may also click in the **User** field to enter the user's FBMS Portal User ID.

     If you have accessed the value selection screen before, a list of recently used e-mail addresses displays (not a directory of e-mails, just a history-type list).
   - You can also use the **Find** button to conduct a search for FBMS e-mail address.

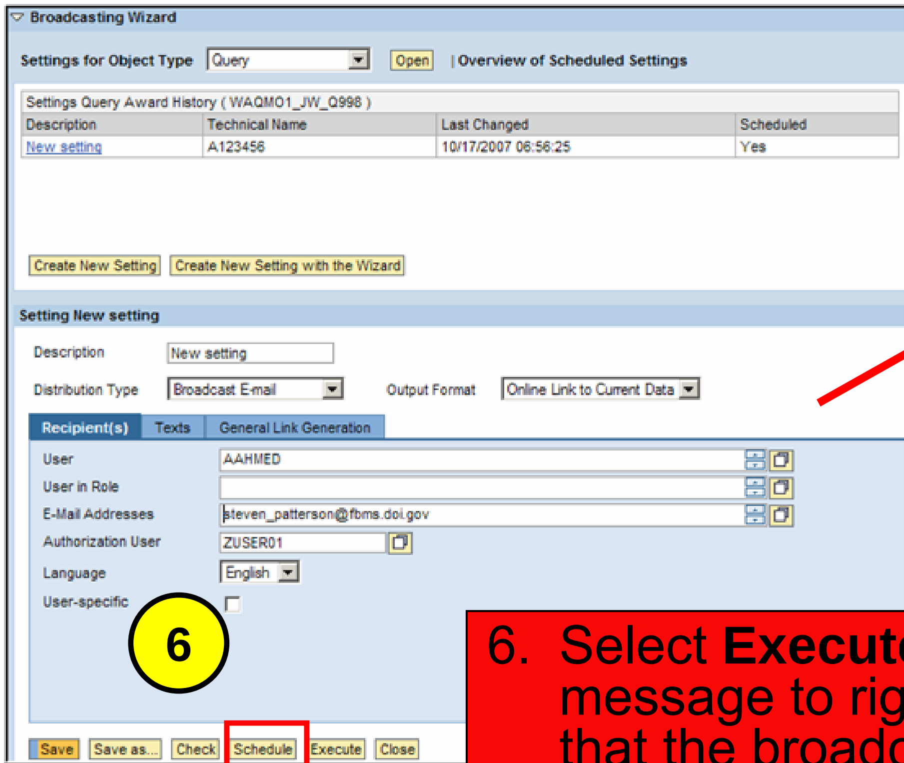
BEx Broadcaster Wizard – E-mail (cont)

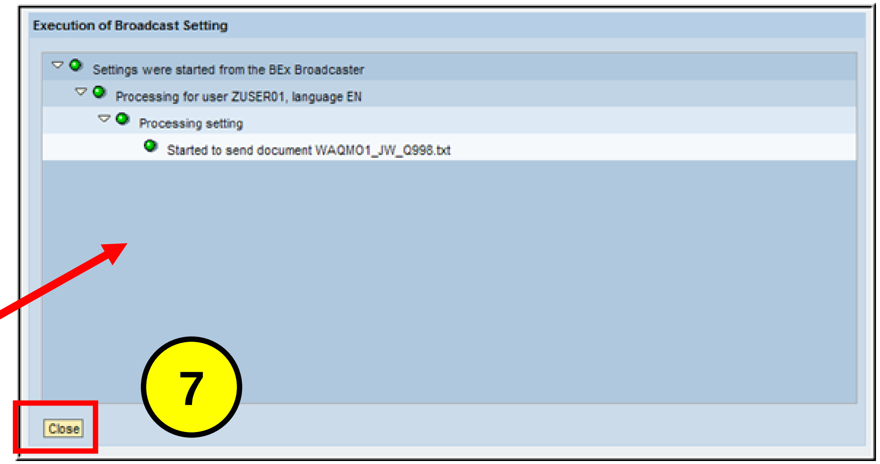
5



5. After selecting a desired user, click **Transfer;** the **User** field will populate with the selected e-mail address**.**

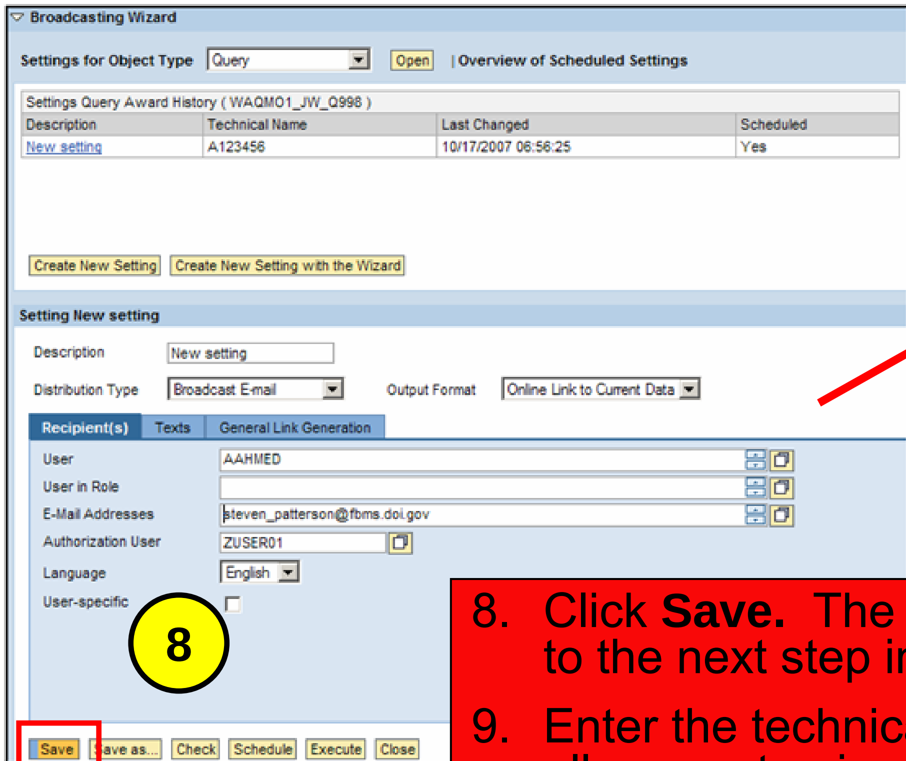
BEx Broadcaster Wizard – E-mail (cont)

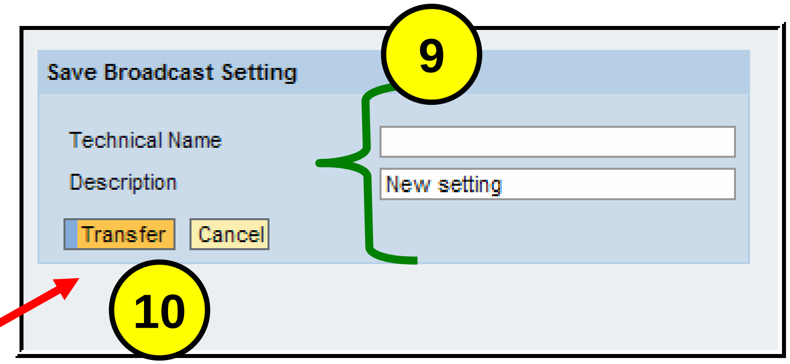




6. Select **Execute**. If execute is successful, the message to right appears. This message states that the broadcast mail settings have been started and that the user you selected will receive the message.
7. Click **Close** to return to the user selection dialog window.

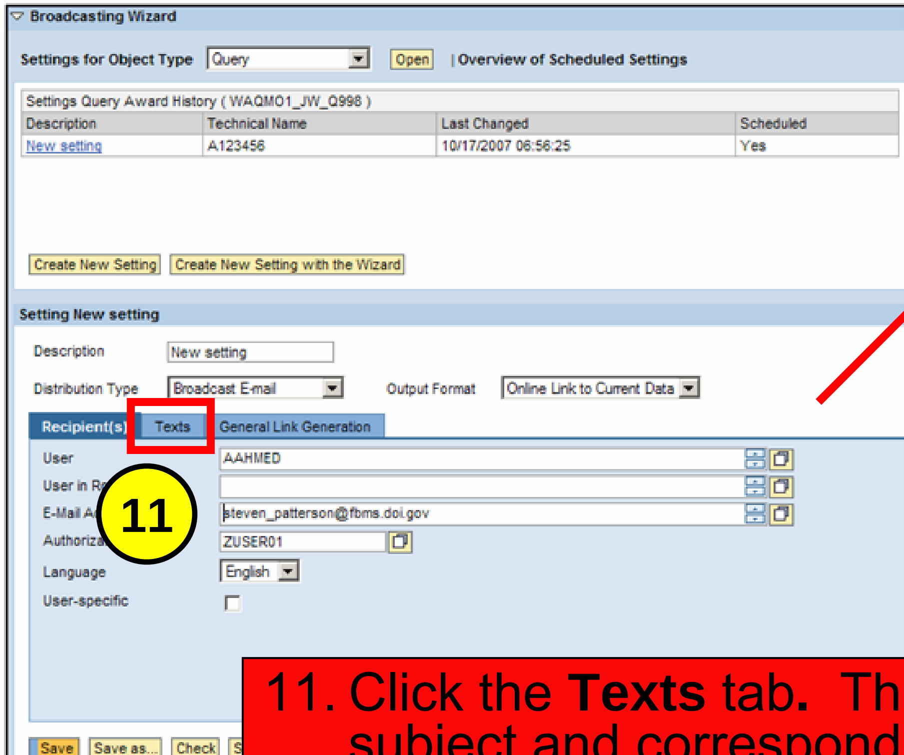
BEx Broadcaster Wizard – E-mail (cont)

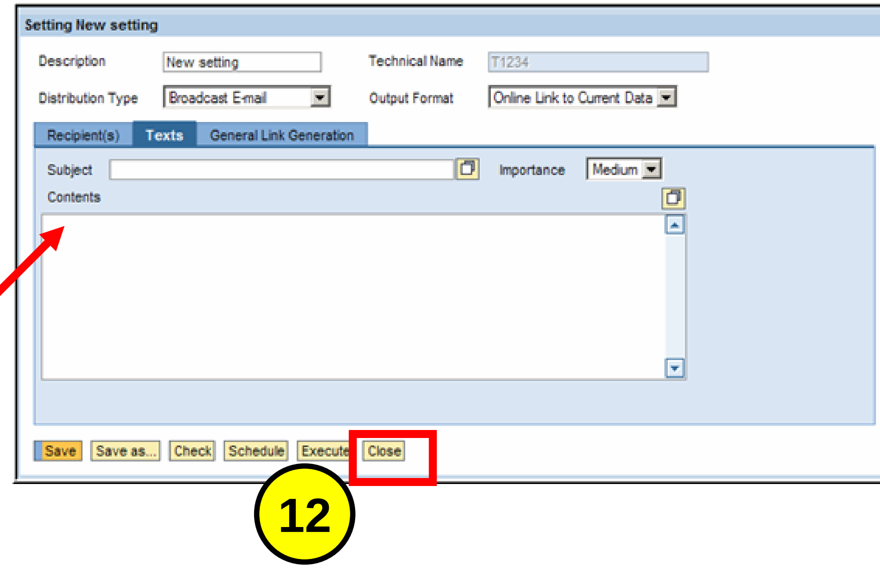




8. Click **Save.** The broadcast wizard automatically continues to the next step in the process.
9. Enter the technical name and description. These fields allow you to give this broadcast setting a technical name and description for future use
10. Click **Transfer.** A message displays “XXXX” setting has been saved. XXXX = the description entered in the technical name field.

BEx Broadcaster Wizard – E-mail (cont)

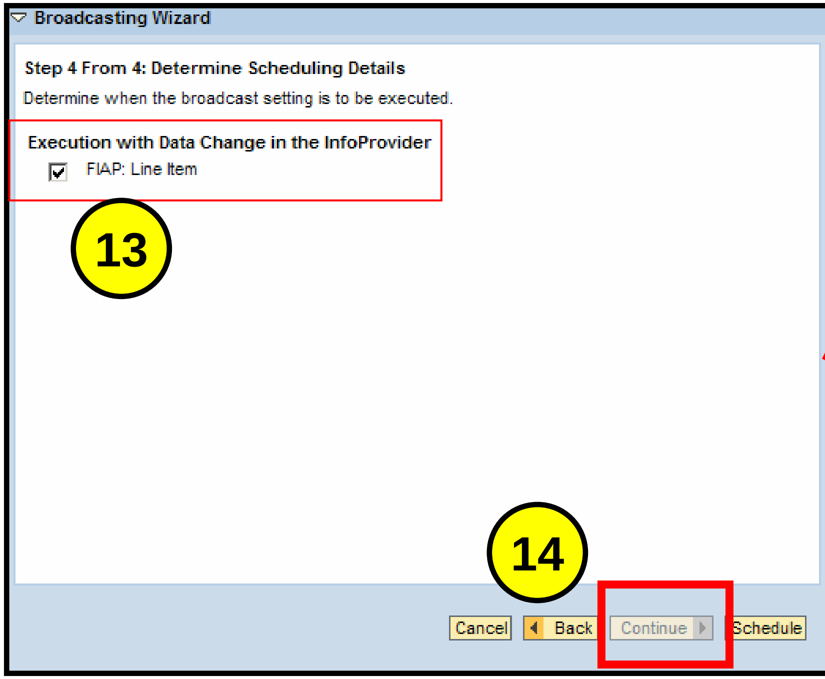


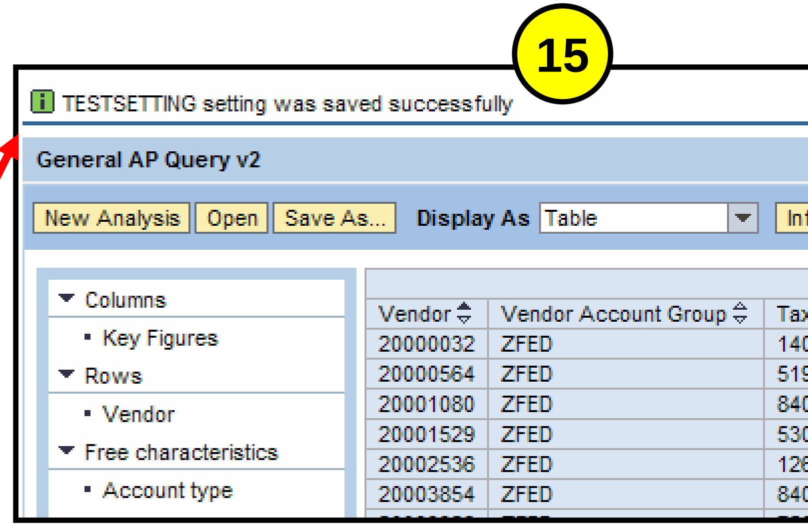


11. Click the **Texts** tab. This tab allows you to enter the subject and corresponding text that will be sent with the broadcast e-mail.

12. Click **Close**.

BEx Broadcaster Wizard – E-mail (cont)





13. Select the report to be scheduled and sent to the selected user(s).
14. Click **Continue**.
15. You will receive a message that states "XXXX setting was saved successfully".

BEx Broadcaster - Messages

"ID for Inte.Testing" <egrants@doidev.gov>
10/17/2007 08:45 AM

To
cc
bcc
Subject BW Query

BW Query
Here is an Online Link to the BI Document:
https://www.qa2net.svc.doi.test/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fcom.sap.pct!2fplatform_add_ons!2fcom.sap.ip.bi!2fiViews!2fcom.sap.ip.bi.bex?QUERY=WAQMO1_JW_Q998&URL_BOOKMARK=47HKYZKC16456OSXFAURGW6HP

A broadcast administrator or the person sending this e-mail can change the recipient list using the following link:
https://www ... fcom.sa
p.ip.bi.be

The recipient of the broadcast message will receive an e-mail in their Bureau e-mail inbox. The message contains a link to the report. This FBMS user may then access the query and can use EMIS/BW functionality to manipulate the report.

Award History — Last Data Update: 10/11/2007 12:07:0

New Analysis | Open | Save As... | Display As Table | Information | Send | Print Version | Export to Excel | Comments | Filter Settings

- Columns
  - Key Figures
- Rows
  - Vendor
  - PO Number
  - PO Item No
- Free characteristics
  - Accounting Doc Nbr.
  - Acctg. Doc Item
  - Address
  - BW: Document Year
  - Base Unit
  - Budget Object Class
  - Bureau Act Title Des
  - Bureau Activity Code
  - Bureau Sub Work Prc.

Vendor		PO Number	PO Item No	Net price - (H) $	PO Value (OrderCrcy) (H) $	Service Entry Amount (H) $	GR value (H) $
20000000	National Aeronautics and Space Admi	4500000269	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500001240	10	0.00	0.00	0.00	0.00
		4500001241	10	0.00	0.00	0.00	0.00
		Result		0.00	0.00	0.00	0.00
20000004	HELICOPTER SEA COMBAT WING	4500001129	10	0.00	0.00	0.00	0.00
		Result		0.00	0.00	0.00	0.00
20000013	General Services Administration (in	4500000913	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000914	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
			30	0.00	0.00	0.00	0.00
		4500000915	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000916	10	0.00	0.00	0.00	0.00
			20	0.00	0.00	0.00	0.00
		4500000917	10	0.00	0.00	0.00	0.00

Page 1 of 386 — Column 1 of 5

Context Menu - Broadcast and Export

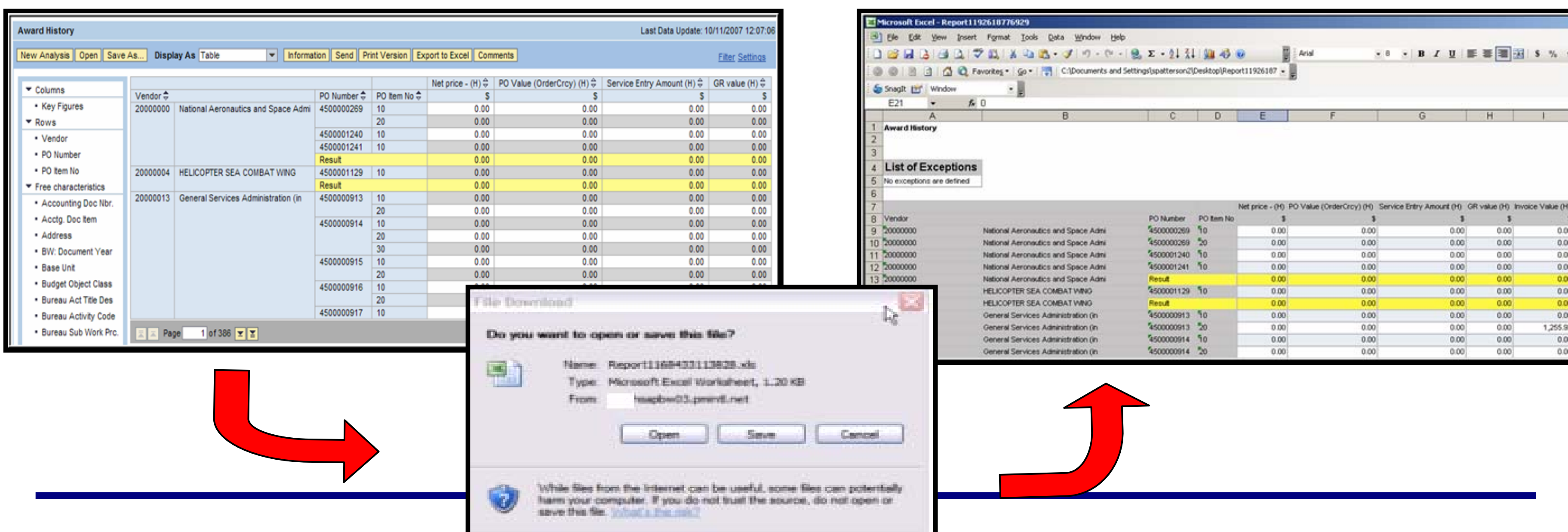
Broadcasting functions can be accessed through the context menu, as well as by using the broadcasting button on the main BEx web template.

Like other features of the FBMS system, you can access the same functionality multiple ways. Additional context menu functionality allows you to:

- Create Broadcast E-Mail
- Create Broadcast to Portal
- Broadcast to a Printer
- Export to Excel
- Export to CSV
- Bookmark
  - Allows you to create an Internet Explorer favorite to the report.

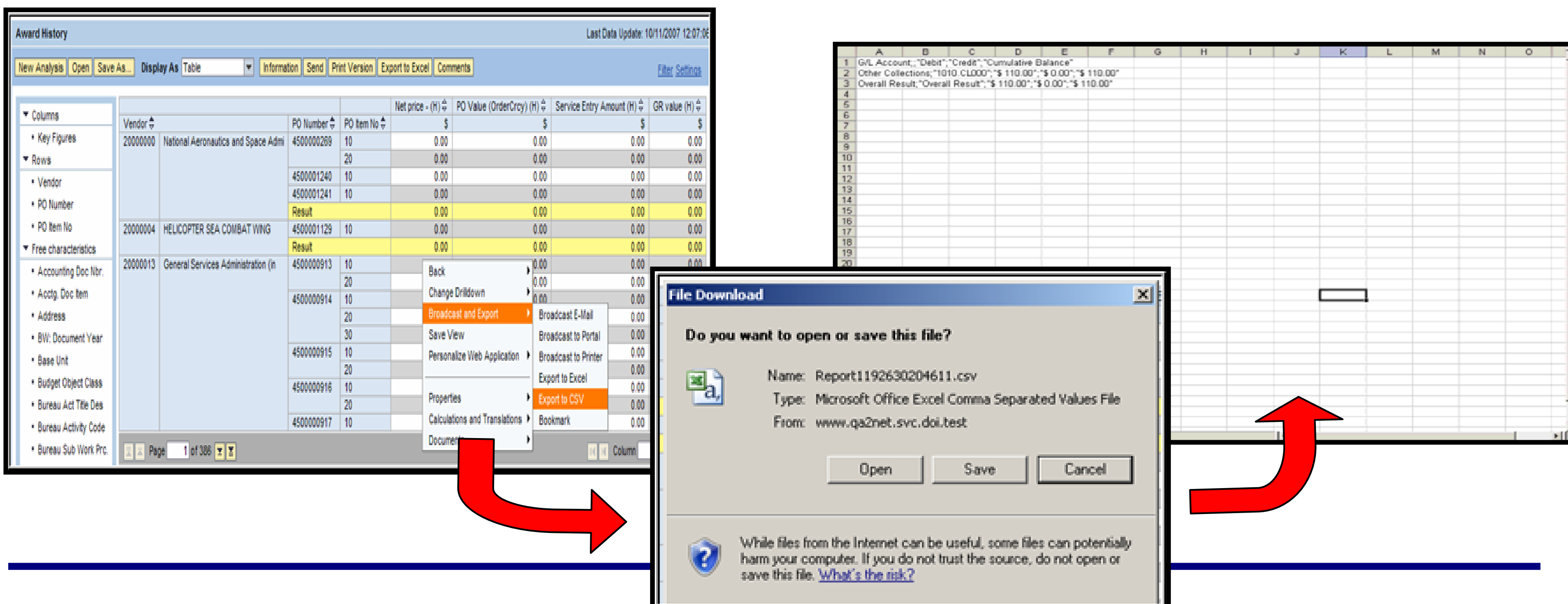
Context Menu – Exporting to Excel

- **Exporting to Excel**
  - To export to Excel, right-click the context menu to download the file, or select the **Export to Excel** pushbutton located on the BEx web analyzer toolbar.
  - The query data can be exported to Microsoft Excel, and is displayed the same way it is displayed in the Web Analyzer.
  - All filter restrictions and data remain in the table
  - All Microsoft Excel functions are available for further editing; however,
    - Only the data and level of detail in the current result set will display
    - You will lose the ability to use the basic BEx Web Analyzer tools and navigational features



Context Menu – Exporting to CSV

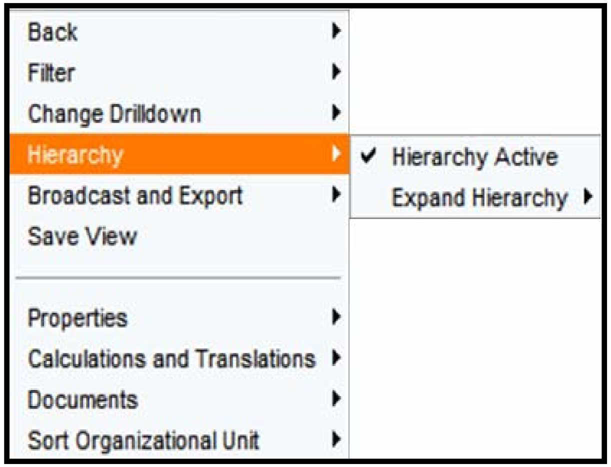
CSV files can be used to input the data into a database application. The numerical values of the query will be displayed in a list and will be separated with commas. The numerical values, context, formatting and filter data will be available in the CSV file, but you will not be able to navigate further with BW functions. To export to a CSV file, select the **Export to CSV** button and download the file.



Context Menu - Hierarchy

Selecting hierarchy on the context menu allows you to manipulate the query further.

- **The context menu hierarchy selection:**
  - increases the clarity of the report by arranging a characteristic hierarchically (by importance).
  - can be used when a characteristic is displayed as a hierarchy.



Context Menu - Back and Back to start

Selecting back on the context menu allows you to return to the original navigational state for a query.

- **Select Back/Back One Navigation Step to:**
  - undo a navigational step.
  - **Tip:** Only one navigational step will be undone. Other settings, such as display (display as) or sort are not affected by this navigational tool.

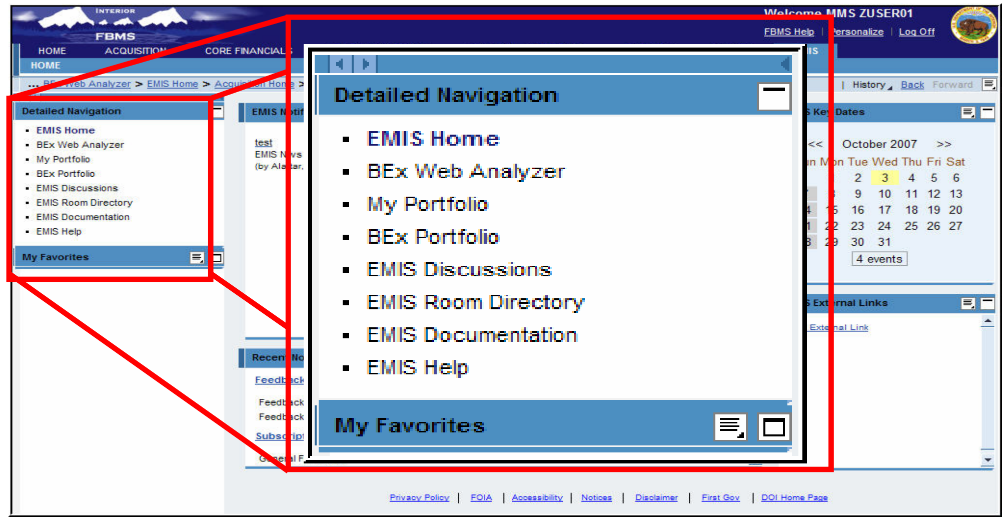
- **Select Back/Back to Start to:**
  - undo all navigational steps.
  - return to the initial view after navigating in the query.

Do not use your browser's back button, or you will encounter errors.

EMIS – Detailed Navigation Panel

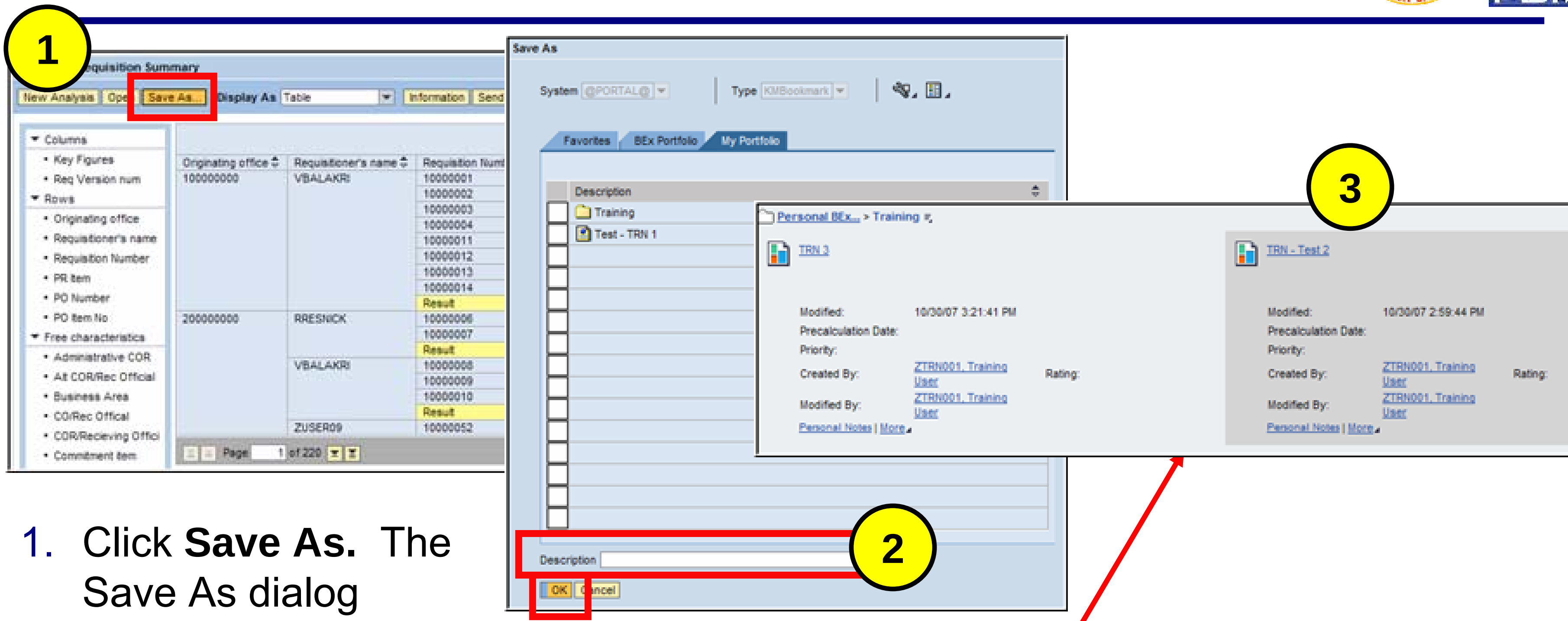
The Detailed Navigation Panel provides different links that can provide help or locations to save reports. The following links include:

- **EMIS Home Page** – Location of messages, calendar and external links.
- **BEx Web Analyzer** - a web-based tool used to execute and navigate within EMIS reports.
- **My Portfolio** – Location of your saved reports that can be accessed only by you.
- **BEx Portfolio** – Location of project team reports that can be accessed by all users.
- **EMIS Discussions** – A blog type environment that allows for on-line discussions related to EMIS queries.



- **EMIS Documentation** – A catalog of all information that describes the content, quality, condition, origin, and other characteristics within the EMIS system.
- **EMIS Help** – Location for EMIS help files, including work instructions and the EMIS/BW slide presentation.

Saving to My Portfolio

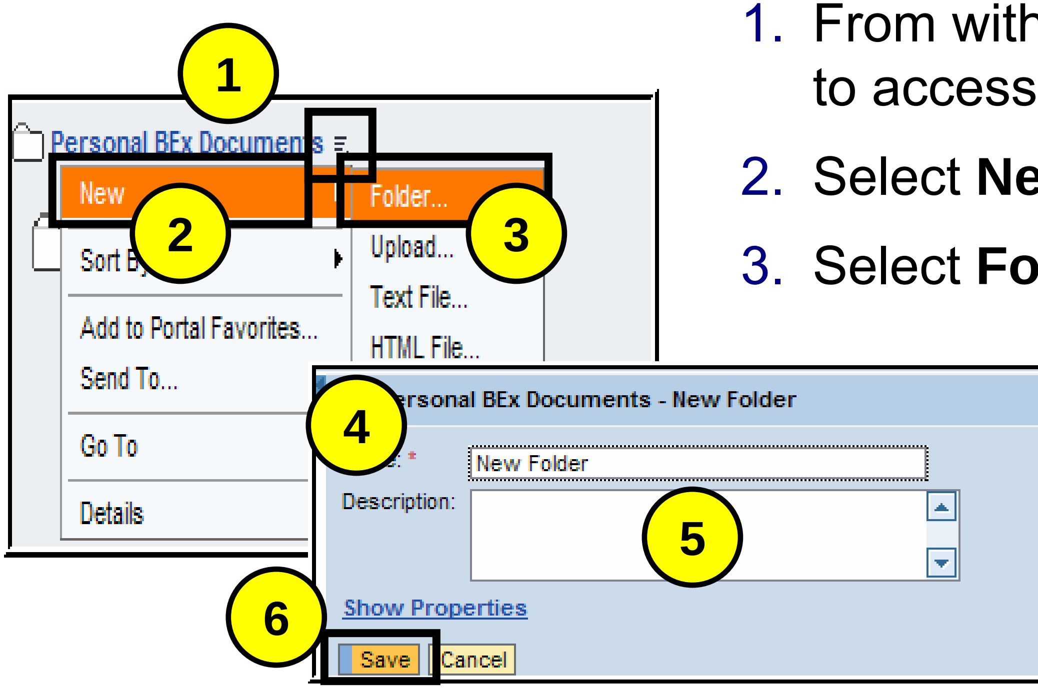


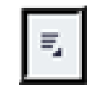
1. Click **Save As.** The Save As dialog window displays.
2. Enter **report** description in the **Description** field.
3. Click **My Portfolio** to view the report.

The **My Portfolio** menu item allows you to save personal reports that nobody else can view or change. It also allows you to save the report with the data elements and all the filters, exceptions, and conditions still applied.

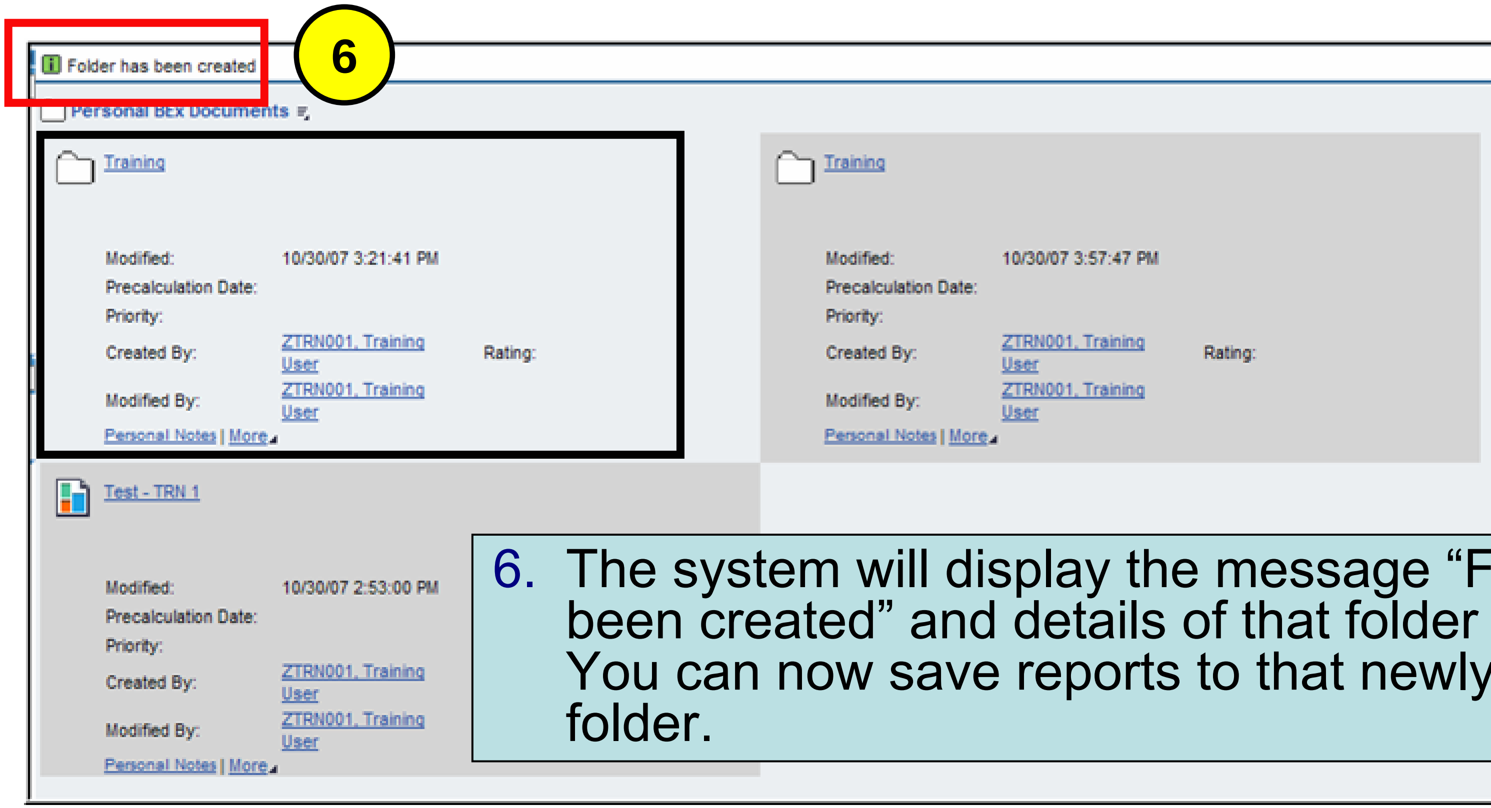
Saving to My Portfolio (cont)

- Once you have saved reports to **My Portfolio**, you can organize by creating folders.



1. From within **My Portfolio,** right click  to access the dialog menu.
2. Select **New**
3. Select **Folder**
4. Enter a folder name (**Tip**: do not use special characters in folder names).
5. Enter a folder description (optional)
6. Select **Save**

Saving to My Portfolio (cont)



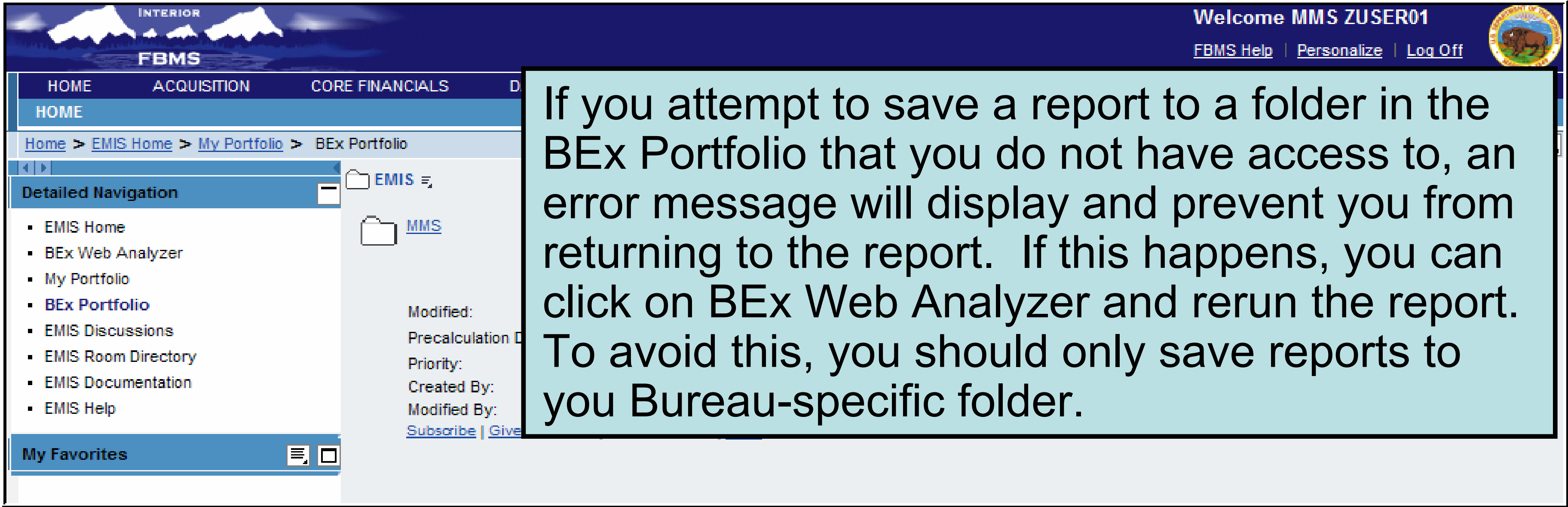
6. The system will display the message “Folder has been created” and details of that folder will display. You can now save reports to that newly-created folder.

Note: If the folder name includes special characters, some of the services won’t work properly.

EMIS - BEx Portfolio

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

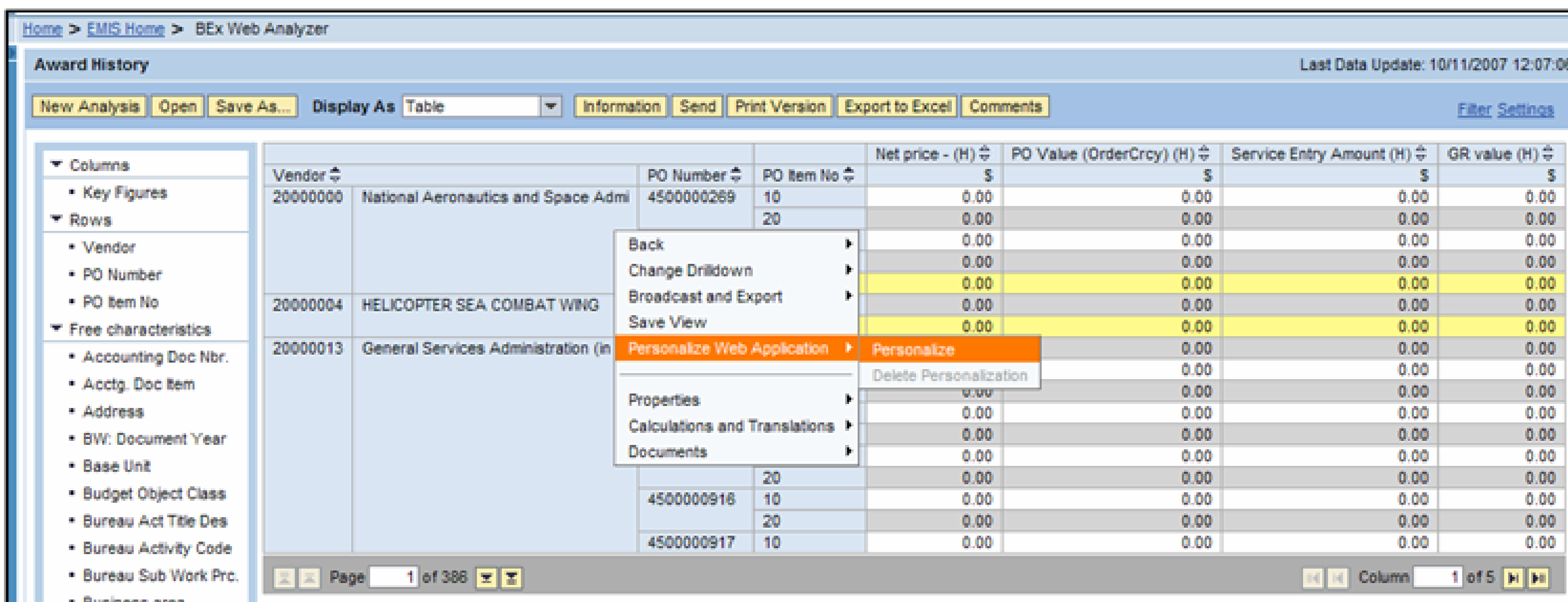
Saving to BEx Portfolio



- Follow these steps to save a query under a 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 your Bureau folder (*MMS, OSM,* etc)
    5. Enter a Description
    6. Click **OK**

Tips & Hints: Personalization

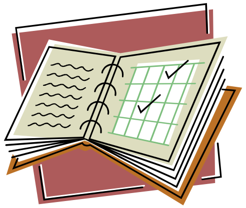
- The personalization feature allows users to personalize the navigational state of the query they want to have in their start view when they click on the BEx Web Analyzer.
  - For example, if you are an accounts payable person, you may want an AP-related query to come up every time you click on the Web Analyzer rather than having a blank template (which is the default view). You can use the personalization feature to have this distinct view appear each time.



Lesson Review

This lesson provided you with information on some of the more advanced features of EMIS/BW. You should now be able to:

- Describe and use exceptions functions
- Describe and use conditions functions
- Add and view comments to queries
- Describe and use BEx Broadcaster functions
- Export query results to Excel or CSV files
- Use additional context menu features
- User additional save options/locations
- Personalize your query start view



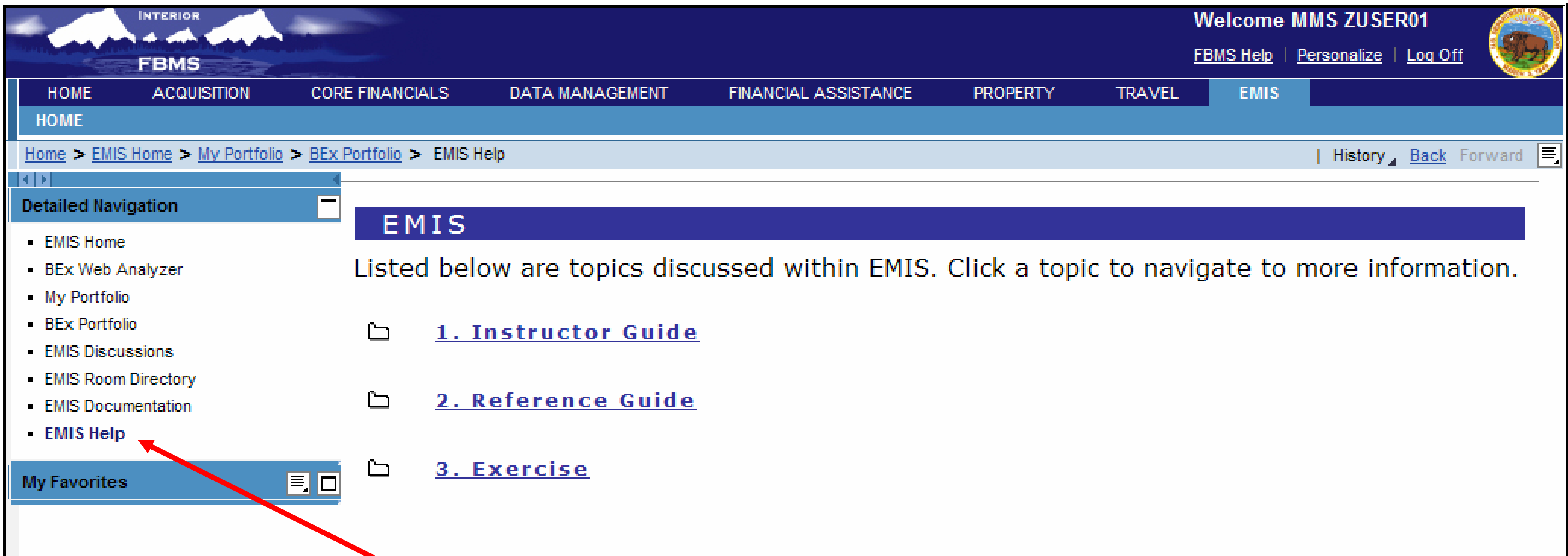
EMIS/BW Help & Documentation

Lesson Objectives

Upon completion of this lesson, you will be able to:

- Locate and use EMIS/BW online help documents

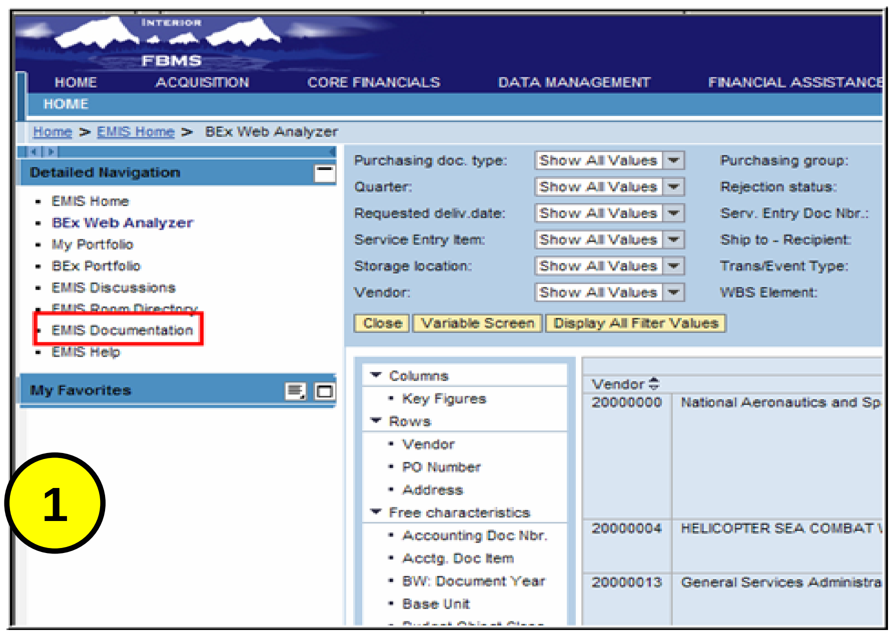
Tips & Hints: EMIS/BW Help



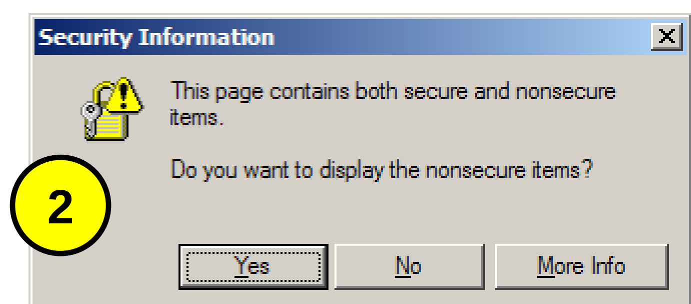
Help documents associated with EMIS/BW can be located in the EMIS tab in the FBMS portal by selecting **EMIS Help** from the **Detailed Navigation Panel** link. The help link will provide EMIS/BW reference documentation.

Tips & Hints: EMIS Documentation

- The link labeled **EMIS Documentation** under the EMIS home page on the FBMS Portal will take you to 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.



1. When a user clicks on the EMIS Documentation link, a security warning box pops up asking the following:
2. The user may click ‘Yes’ or ‘No’. The box will disappear and the BW data details will display.



EMIS – Query Descriptions

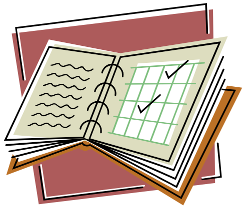
A listing of all currently-available EMIS/BW queries by functional area with a brief description of each is available in FBMS online help menu at: **Home** tab > **EMIS tab > EMIS Help > EMIS Query Descriptions**.

	Acquisitions BW Queries
Identify Two Way Match Purchase Orders Errors	All acquisitions in PRISM will require a three way match; report shows 2 way match errors.
Obligations By FM Account Assignment	All D3 acquisitions will be limited to the following account assignment codes K or P; report shows obligations by account assignment so corrections can be made.
Standard Contract Transactions v2	****Under Evalualtion by PMO to determine whether it is needed
Obligations/Award - Goods Receipt and Invoicing	Obligations/Award - Goods Receipt and Invoicing report.
Goods Receipt Aging	Goods Receipt Aging report by document number
Awards - PRISM and R3	Reconcilation of Awards between R3 and PRISM
General AQ Query	General query that allows user to personalize a report for Acquisitions.
Obligations/Award - life Cycle	**** Under Evalualtion by PMO to determine whether it is needed
Award Summary	**** Under Evalualtion by PMO to determine whether it is needed
Award History	**** Under Evalualtion by PMO to determine whether it is needed
Standard Contract Transactions	**** Under Evalualtion by PMO to determine whether it is needed
	Purchase Requisitions
Purchase Requisitions	Purchase Requests created in SAP
Requisitions PRISM and R3	Requisitions Completed by Requisitor sent to PRISM
Spend Analysis - PO that have an Invoice	Acquisition Business volume by Vendor
	PRISM
PRISM Awards	Award POs Generated from PRISM
PRISM Solicitation	Solicitions Generated from PRISM
	Shopping Cart
Number of Shopping Cart Items	Shopping Cart By Number and Status
SRM General Query - Individual Document	General Query
SRM General Query - Single Doc. App.	General Query
SRM General Shopping Cart	General Query
SRM Manager - Overview of Approvals	Shopping Cart By Dollar Amounts by Approvals
Shopping Carts Per Cost Center	Shopping Cart By Cost Center
Shopping Carts Per Shopping Cart Number	Shopping Cart By All Cart Numbers
Shopping Carts Per Shopping Cart Number with Items	Select Shopping Cart By Cart number
Shopping Carts Per catalog	Shopping Cart By Catalog
Status of the Shopping Carts	Shopping Cart Status
Shopping Carts PerPurchasing Organization / Purch. Group	Shopping Cart By Purchasing Organization
Shopping Carts Still to be Approved	##Canned query (Going to be removed; does not display needed information for DOI)
Shopping Carts Per Order	##Canned query (Going to be removed; does not display needed information for DOI)
Shopping Carts Per Product / Product Category	##Canned query (Going to be removed; does not display needed information for DOI)

Lesson Review

This lesson provided you with information on locating and using EMIS/BW help documentation. You should now be able to:

- Locate and use EMIS/BW online help documents



Course Learning Objectives Review

You should now be able to…

- Define and describe EMIS/BW
- Describe the difference between EMIS queries and FBMS Transactional Reporting
- Provide an overview of EMIS/BW functionality
- Define key EMIS/BW terms and provide examples of them.
- Describe the components and functionality of the EMIS/BW
- Define and navigate through the BEx Web Analyzer
- Access and save queries using the BEx Web Analyzer
- Describe the functions of the different pushbuttons/icons
- Use drag and drop functionality in your queries
- Describe and use the exceptions and conditions functions
- Describe and use BEx Broadcaster functions
- Describe and use some basic EMIS Tips & Tricks
- Locate and use EMIS/BW online help documents

Congratulations

Thank you for taking the EMIS/BW Navigation Course

Please complete the Course Assessment