

OFM Training

Enterprise Reporting - Introduction to Web Intelligence (Ad Hoc Reporting)

The Business Objects XI Web Intelligence Tool is a complementary tool to Enterprise Reporting Financial Reports, that provides business users an interactive and flexible interface to answer the "business question of the day".

Class Description: Learn about the features of the Enterprise Reporting (ER) Web Intelligence Tool allowing users access to statewide financial data over the intranet or Internet. It provides querying, reporting, and analysis capabilities in a single tool. The training is conducted using financial data from the Agency Financial Reporting System (AFRS). Participants will learn about basic tool functionality using an interactive hands-on format.

Target Group: *Enterprise Reporting - Introduction to Introduction to Web Intelligence (Ad Hoc Reporting)* is for users who have experience requesting Enterprise Reporting Financial Reports. Web Intelligence will need an understanding of their agency's business reporting needs and the relationship to AFRS data.

Prerequisites: Participants will be most successful if they have taken the following classes:

- ER Financial Reports for New Users
- Introduction to AFRS

Experience with advanced Excel functions, Access, and/or SQL is helpful.

Class Objectives: At the conclusion of class participants should have an understanding of the tool's basic features:

- Creating queries
- Formatting Data
- Using the data merge feature
- Creating simple variables
- Exporting data

Please bring a sample "business question of the day" to answer using Web Intelligence (e.g., research on payment documents, or analysis of expenditures for a special project).