Type: System Enhancements	ID Number: SE 143
Date: March 20, 2019 (Updated)	Subject: Business Objects (BOBJ) Web Intelligence Report Builder

Suggested Audience:
Human resource staff and People First data warehouse ad hoc report builders

Summary:
As part of the Next Generation People First improvements, a new report building tool is being implemented to allow agency ad hoc report builders to develop agency reports using one standard tool. In addition, all pre-built (canned) reports are being integrated into one reports page. **The following enhancements will be implemented on Oct. 29, 2018:**

People First Reports Landing Page:
- The existing Data Warehouse Reports category will be removed from the Reports landing page, and the separate Data Warehouse Reports landing page will no longer be available.
- Users will access all pre-built data warehouse reports and SAP (real-time) reports from the Reports landing page.
- A Budget Reports category will be added to the Reports landing page and will include all data warehouse budget reports.
- Data warehouse insurance benefits, payroll, time and attendance, and HR reports will be included in the dropdown menu for the applicable categories from the Reports landing page.
- Data warehouse reports will be identified by an asterisk (*) at the end of the report title in the dropdown menu to indicate that the report is based on data from the data warehouse and is as of the previous day (not real-time).
- The Recent Reports section will be updated to show the last 10 reports that a user selected within the browser. This will be updated to include data warehouse reports. This section shows only the last report that the user processed; it does not re-execute the filters/prompts that the user used when running the report. It's simply a quick link to access the report again.
- The New Resources section will be added under the Recent Reports section. This section will include the following:
  - How to Run Reports in People First – Link to a video on how to run pre-built People First reports. The video includes a brief walkthrough on how to run each type of report (SAP and data warehouse).
  - Reports Instructional Guide – Link to an instructional guide on how to run pre-built People First reports. The instructional guide provides detailed information on how to run each type of report (SAP and data warehouse).
  - Data Warehouse Status – Visual indicator as to whether the nightly data warehouse refresh has been completed.

- When a green checkmark is presented, then the nightly data refresh has completed, data contained within the canned reports is updated and you can run data warehouse reports.
- When a red "X" is presented, then the nightly data refresh has not completed and you should not run data warehouse reports (wait for the green checkmark).
    - Ad Hoc Reporting – **If** employees have been authorized to access the People First data warehouse to create their own reports, this link will be shown. When the employees select the link, they will be taken to the Business Objects (BOBJ) report building tool, where they can create and run their own reports.
- An additional footnote will be added to the Reports landing page to clarify that reports with an asterisk (*) are data warehouse reports and that the data contained in the reports is as of the previous day.

Data Warehouse Reports:
- Pre-built (canned) data warehouse reports are being moved from Oracle Express to BOBJ Web Intelligence (WEBI). As part of this move, the following changes will apply to how these reports look, feel, and function:
    - When you select a data warehouse report (those marked with an asterisk) from the Reports landing page, a prompts page will open for the selected report. The prompts page will open in BOBJ and will allow selection of the report criteria (filters, now called prompts) and processing of the report.
    - Reports are grouped by report type, as follows:
        - If there are multiple related reports that use the same set of data but present the data differently, those reports will now be grouped into two reports (one PDF and one Excel). When you process the report (either by PDF or Excel), separate tabs will be presented with the details for each report type.
            - For example, the Leave Liability Details, Leave Liability by Fund ID, Leave Liability by Leave Type, and Leave Liability Compensated Absences (new report) are grouped together as "Agency Leave Liability Report (PDF)*" and "Agency Leave Liability Report (Excel)**. If you process either the PDF or Excel version of the report, four separate tabs will be presented, one for each leave liability report type.
        - For standalone reports (i.e., those that use the same exact data set), two separate tabs will be presented when you run the report. One tab will be the PDF version of the report, and the other tab will be the Excel version of the report. Tab names will include either (PDF) or (Excel) to indicate the format type for the tab.
- For additional information on how to run reports, refer to the **Running Reports in People First** instructional guide. Click here to access the instructional guide.

Ad Hoc Reporting:

- For an employee to be granted access to create ad hoc reports in the People First data warehouse, the People First Data Warehouse Authorization Form must be completed for the individual. Click here to access the form.
- The employee must have a security role code other than an E in People First to have access to the People First data warehouse.
- Access can be given only to active employees.
- Once access is granted to an employee to create ad hoc reports in the People First data warehouse, the employee will see a new link titled Ad Hoc Reporting, located in the Resources section of the Reports landing page. Once the employee selects the link, a separate window will be presented and the employee will be logged in to BOBJ, where the employee can create reports.
- Separate reporting tools like Impromptu are no longer required to access the People First data warehouse. However, Impromptu can still be used to access the data warehouse, but the People First Data Warehouse Catalog will become static (no longer updated) with the implementation of the new BOBJ reporting solution. It is highly recommended that ad hoc report builders begin using BOBJ (as opposed to Impromptu) beginning Oct. 29, 2018.
- A separate licensing agreement is not required to use the BOBJ reporting solution. The license for BOBJ reporting is covered as part of the People First contract.
- For additional information on how to create ad hoc reports in BOBJ, refer to the **Data Warehouse Business Objects (BOBJ) Ad Hoc Reporting** user guide. Click here to access the user guide.