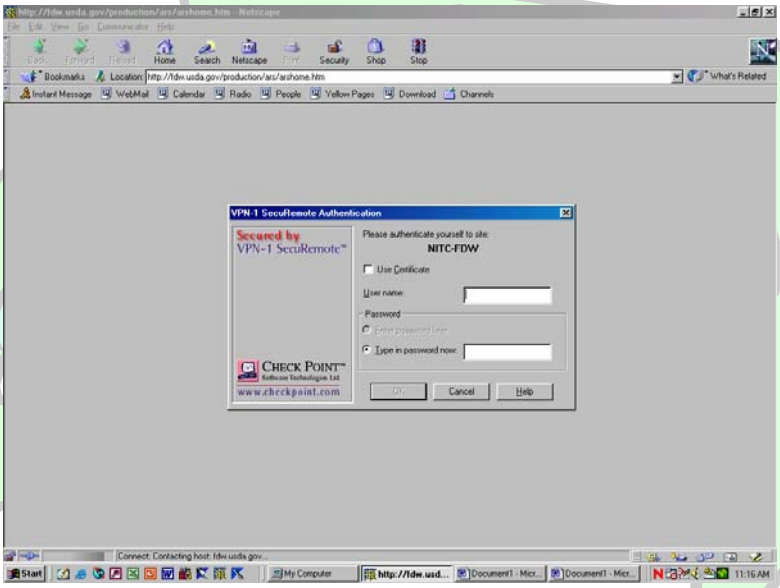
BRIO Logon

Either click on your Internet Explorer / Netscape and go to http://FDW.USDA.GOV or click the "FDW-BRIO" Icon to access the financial Data Warehouse (FDW).

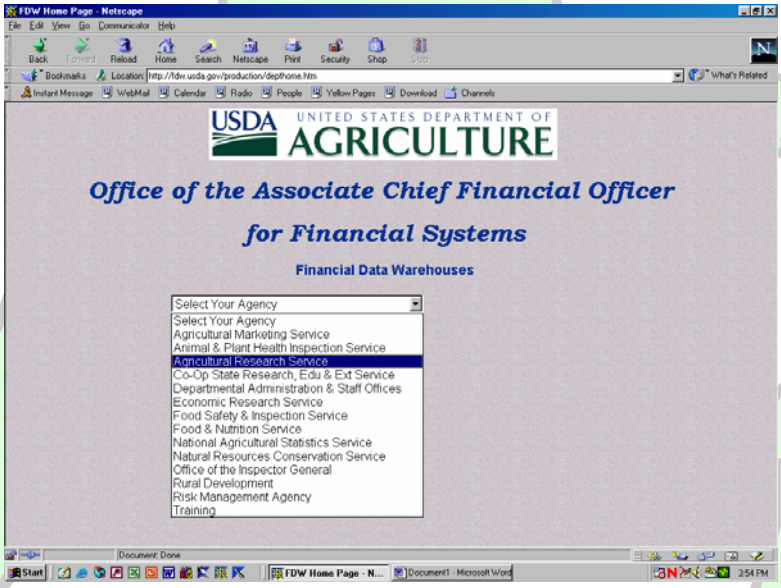
The system will prompt you for your SecuRemote ID and Password to gain access to NITC-FDW (SecuRemote ID is your FFIS Userid (ID should be Uppercase)/Password is the same one used for access to NFC SecuRemote).

Enter your ID and Password then press "OK" button.



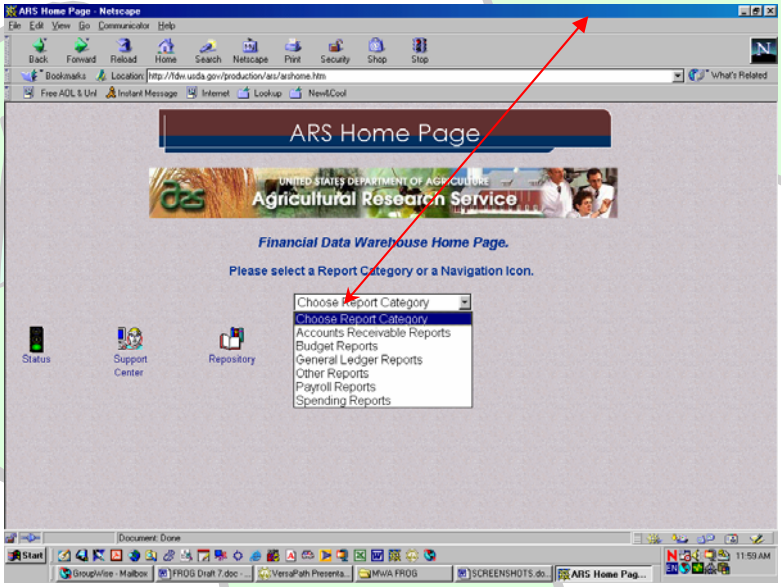
A message will appear informing you that the login was successful, hit "OK" button and a "Warning" message will appear. Read the warning message then click "OK" button.

A page will appear with “USDA, OACFO - Financial Data Warehouse”, select Agricultural Research Service from the drop-down box on the screen.



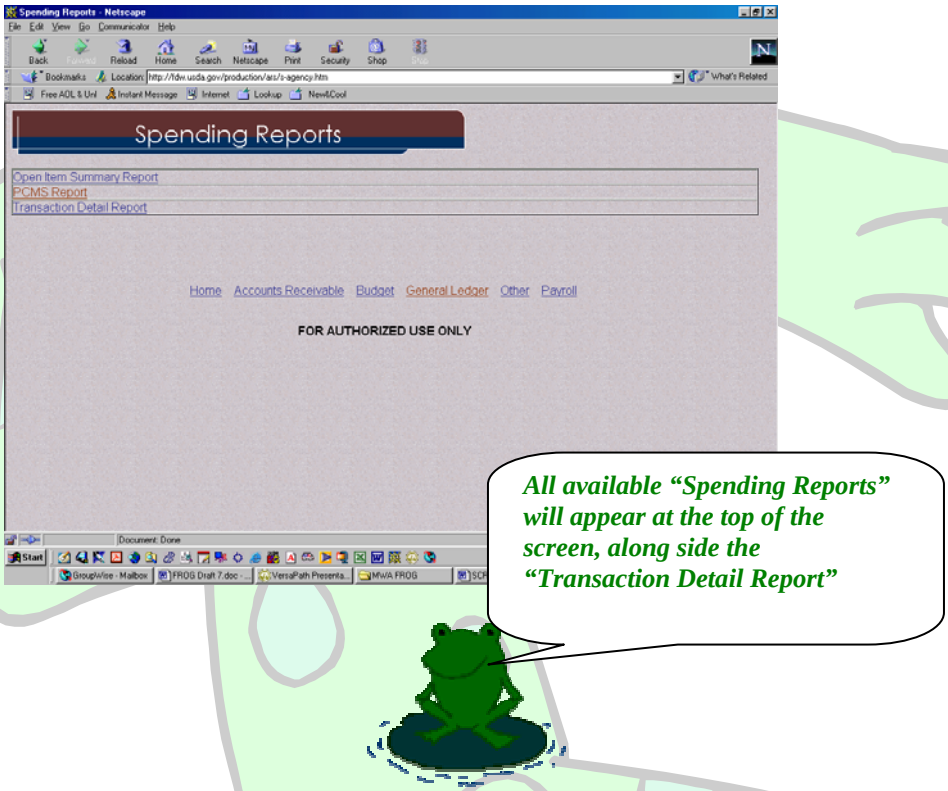
Choose a report category from the box “Choose Report Category” by clicking on the box

Choose “Spending Reports” to view the Transaction Detail Listing (TDL), “Payroll Reports” to view the Payroll Detail Listing (PDL), or “Budget Reports” to view the Object Class by Program (OCP).

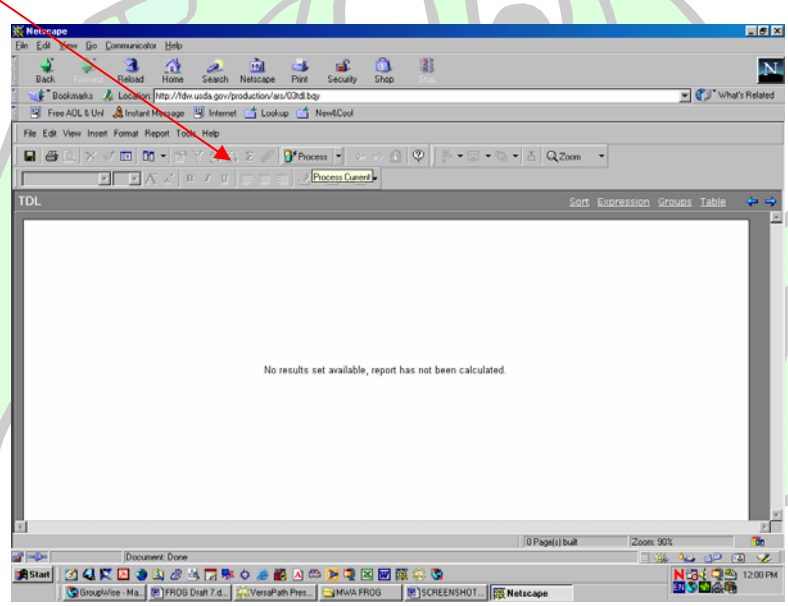


TDL Reports

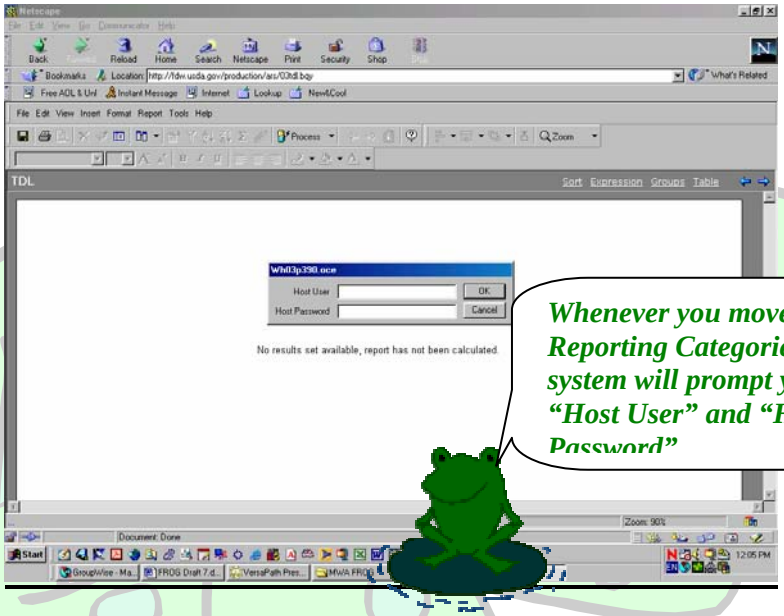
Select “Spending Reports’ from the drop-down box. A screen will appear within the “Spending Reports” category, select the link “Transaction Detail Report”.



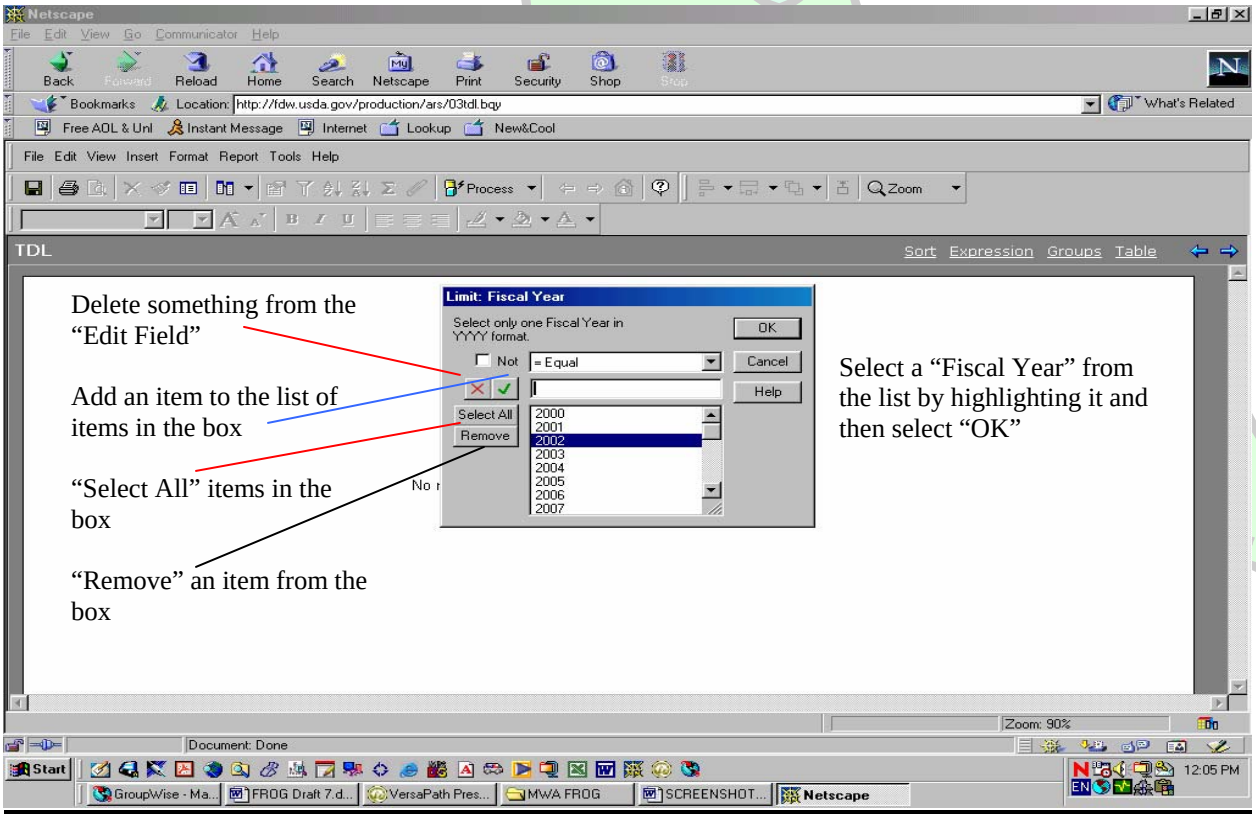
Click the “Process” button to begin. Please note that you will have to select “Process” every time you want to change the parameters for a report.



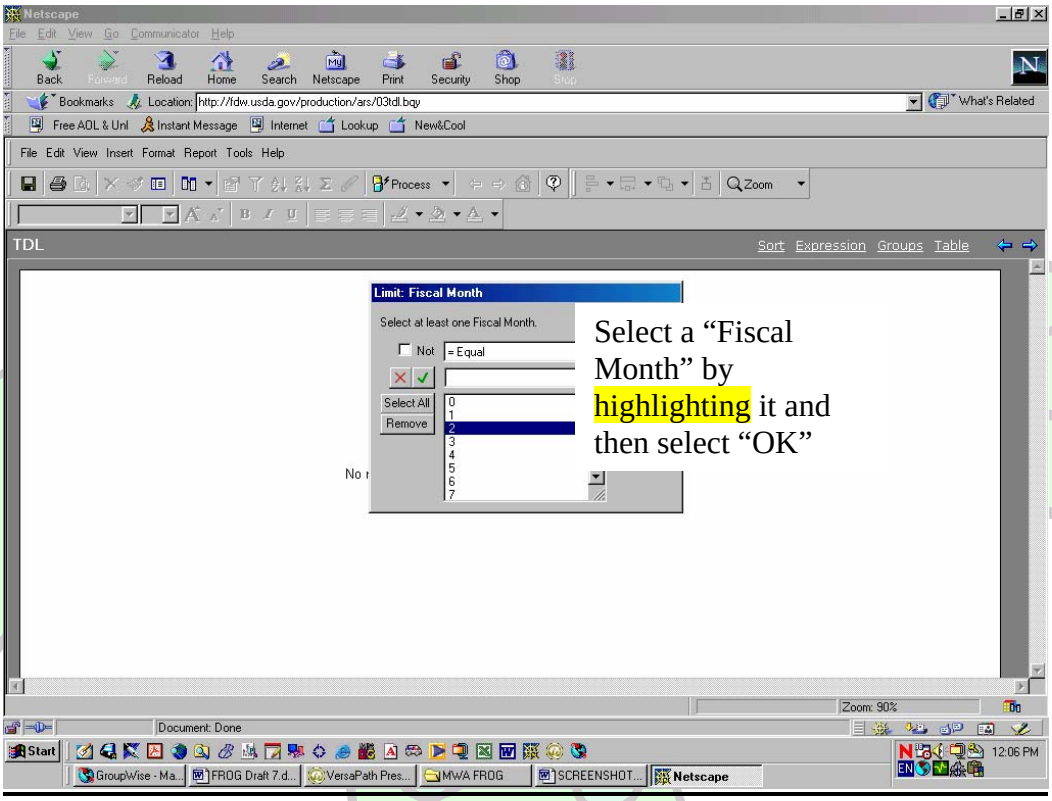
A screen will appear, prompting you for your “Host User’ and “Host Password”, which is your Data Warehouse ID and Password.



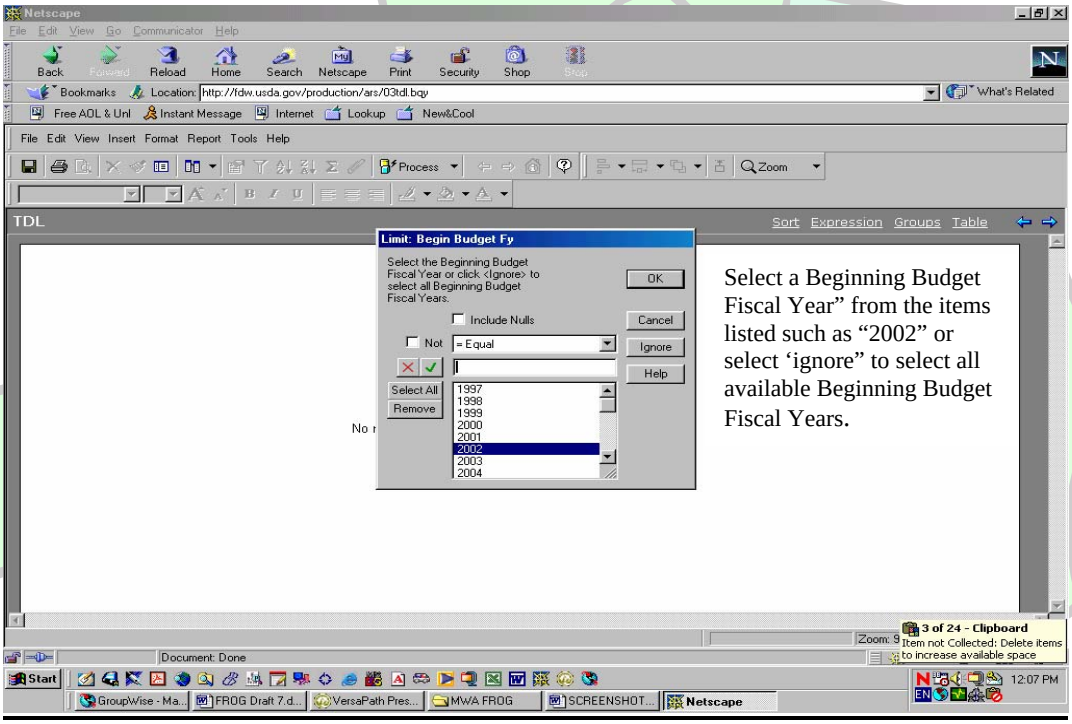
Highlight “2002” from the drop-down “Limit: Fiscal Year” box and click “OK” button (Review explanation of options on diagram)



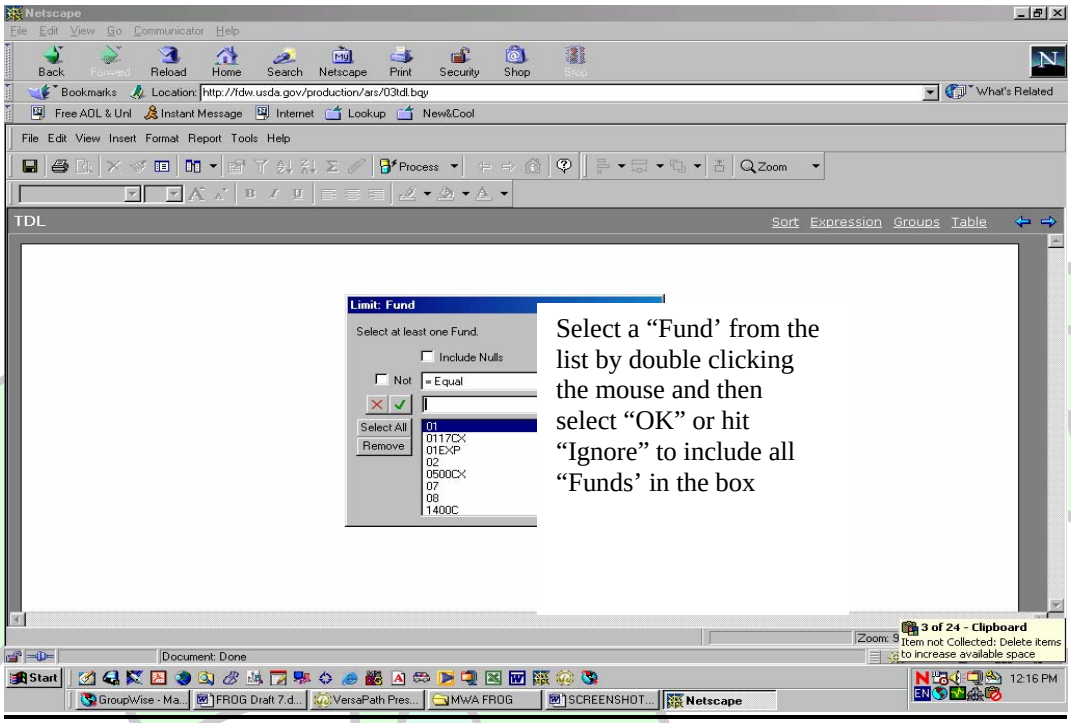
Highlight “**4**/January”or whatever month you desire from the drop-down “Limit: Fiscal Month” box and click “OK” button.



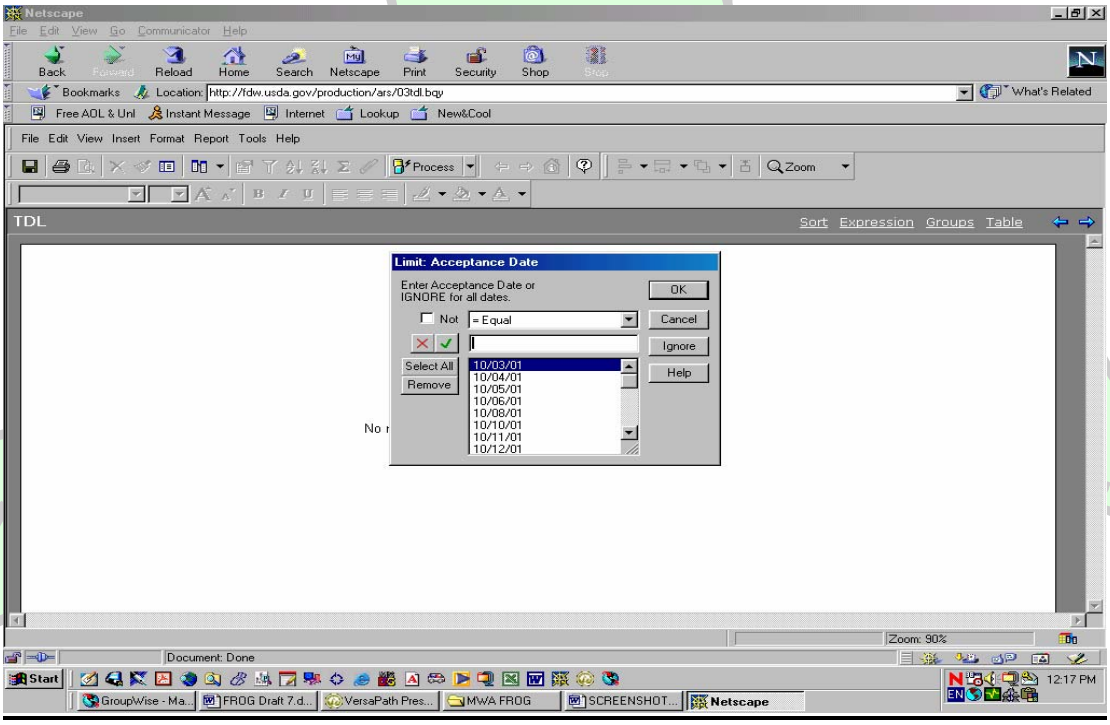
Highlight “2002 ”from the “Limit Values” drop-down box for “Begin Budget FY” and click “OK” button



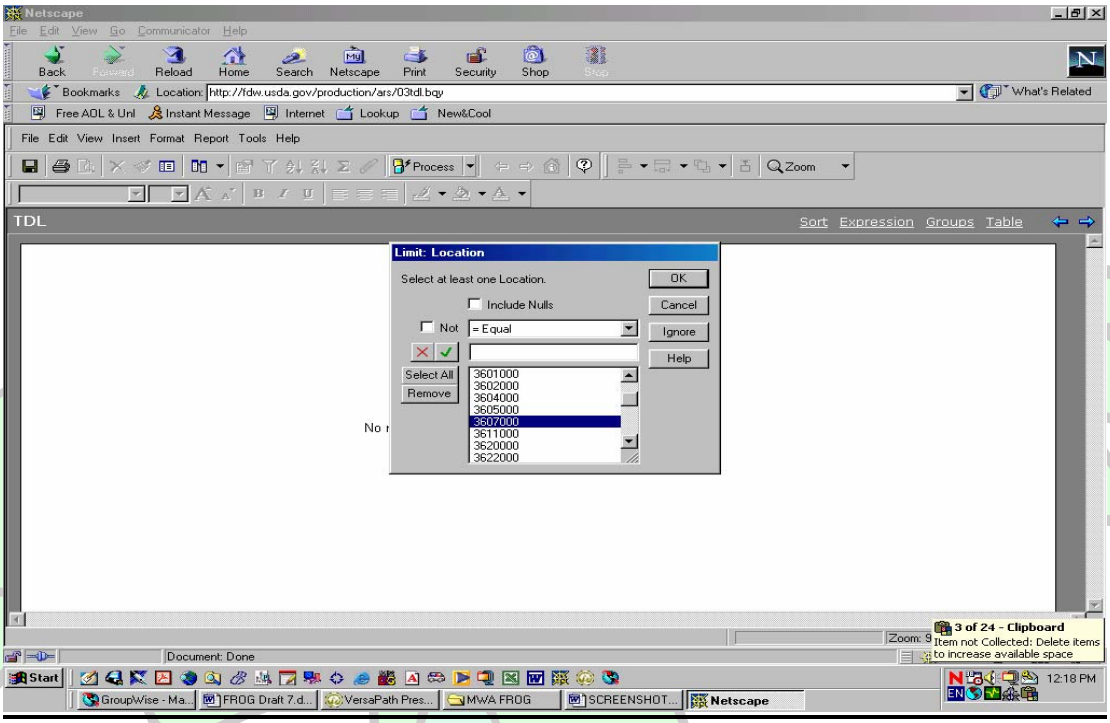
Highlight, from the drop-down “Limit: Fund” box, the Fund you want, and then click “OK”



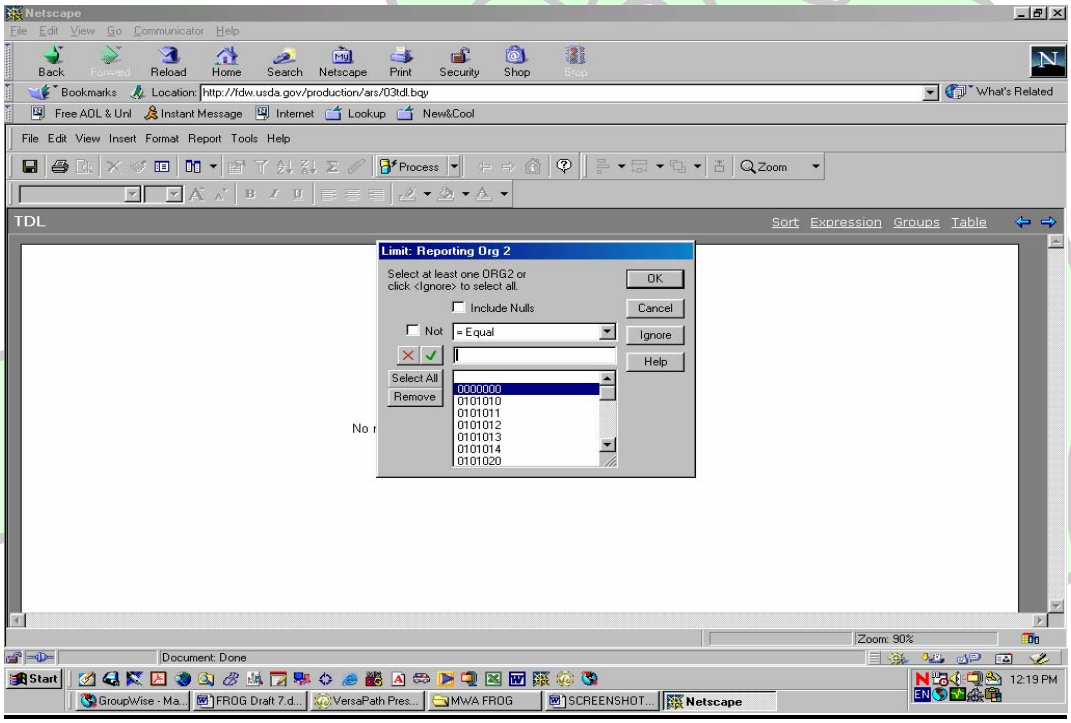
Click “Ignore’ to bypass this option-unless you are querying for a specific document and know the parameters.



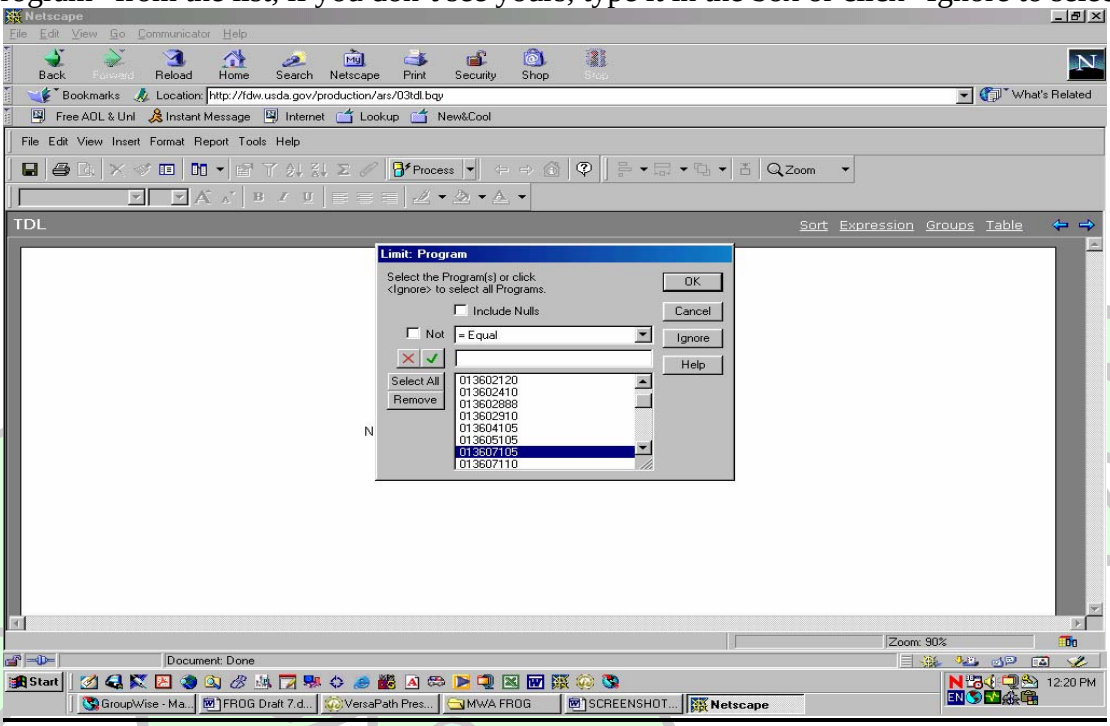
Highlight the Location you want, click “OK”



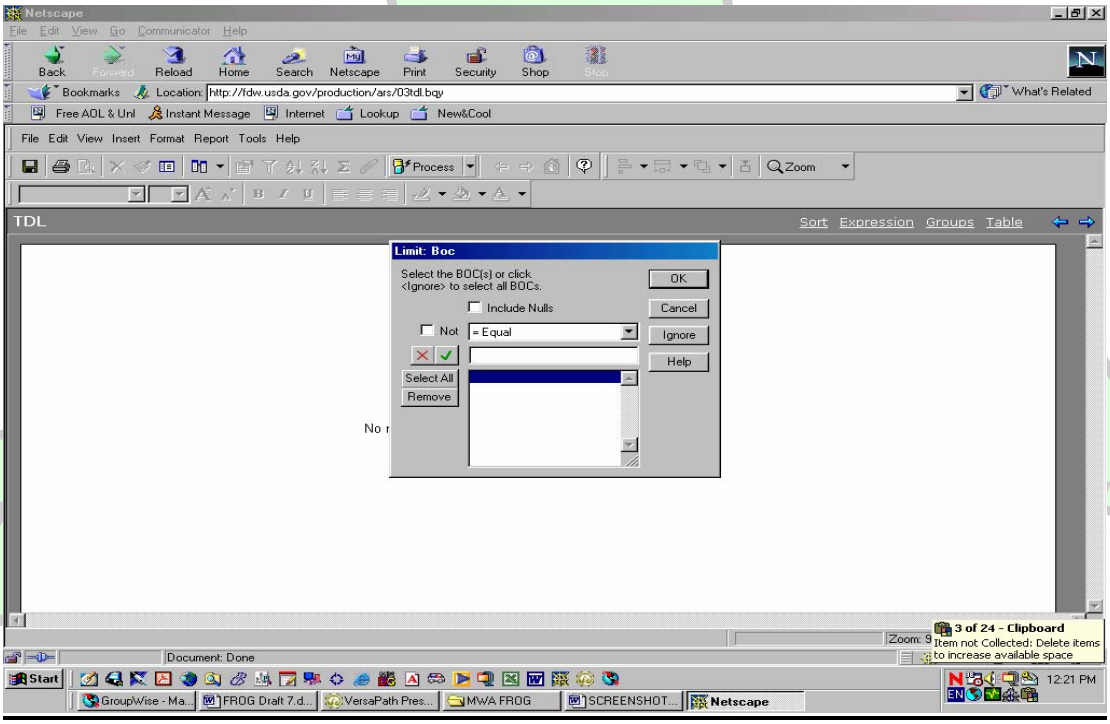
Click “Ignore”



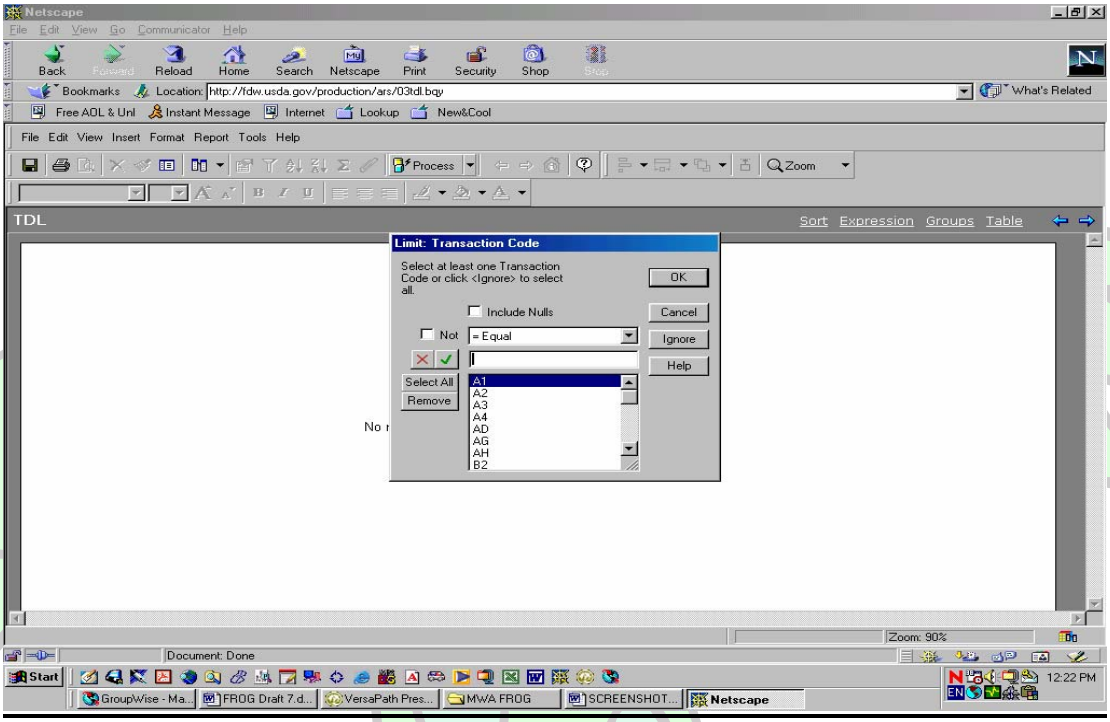
Select a “Program” from the list, if you don’t see yours, type it in the box or click “Ignore to select all.



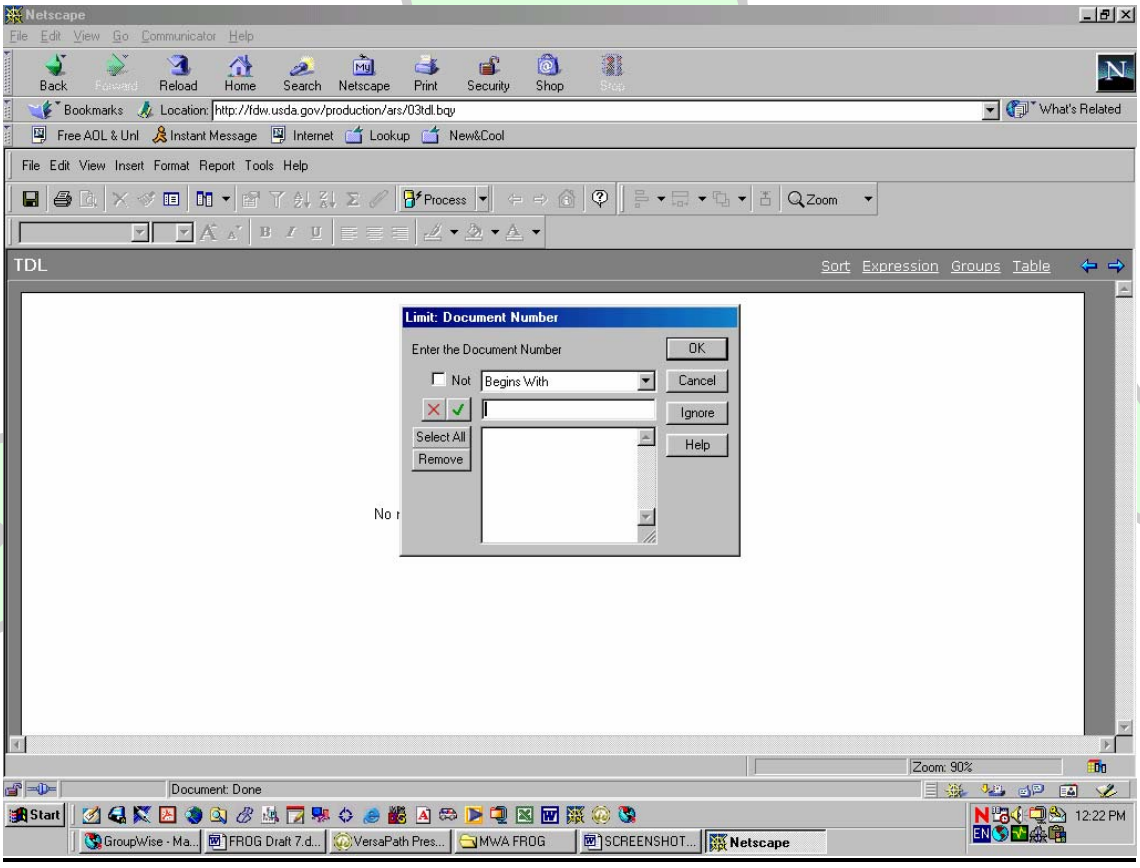
Click “Ignore’ for the “BOC”, this will provide all the available budget object classes.



Click “Ignore” for the “Transaction Code”, this will provide all the available transaction codes. You may select a “Transaction Code” if you wish to narrow down the list of transaction codes reported



Click “Ignore” to select all or enter a Document number to narrow down the list.

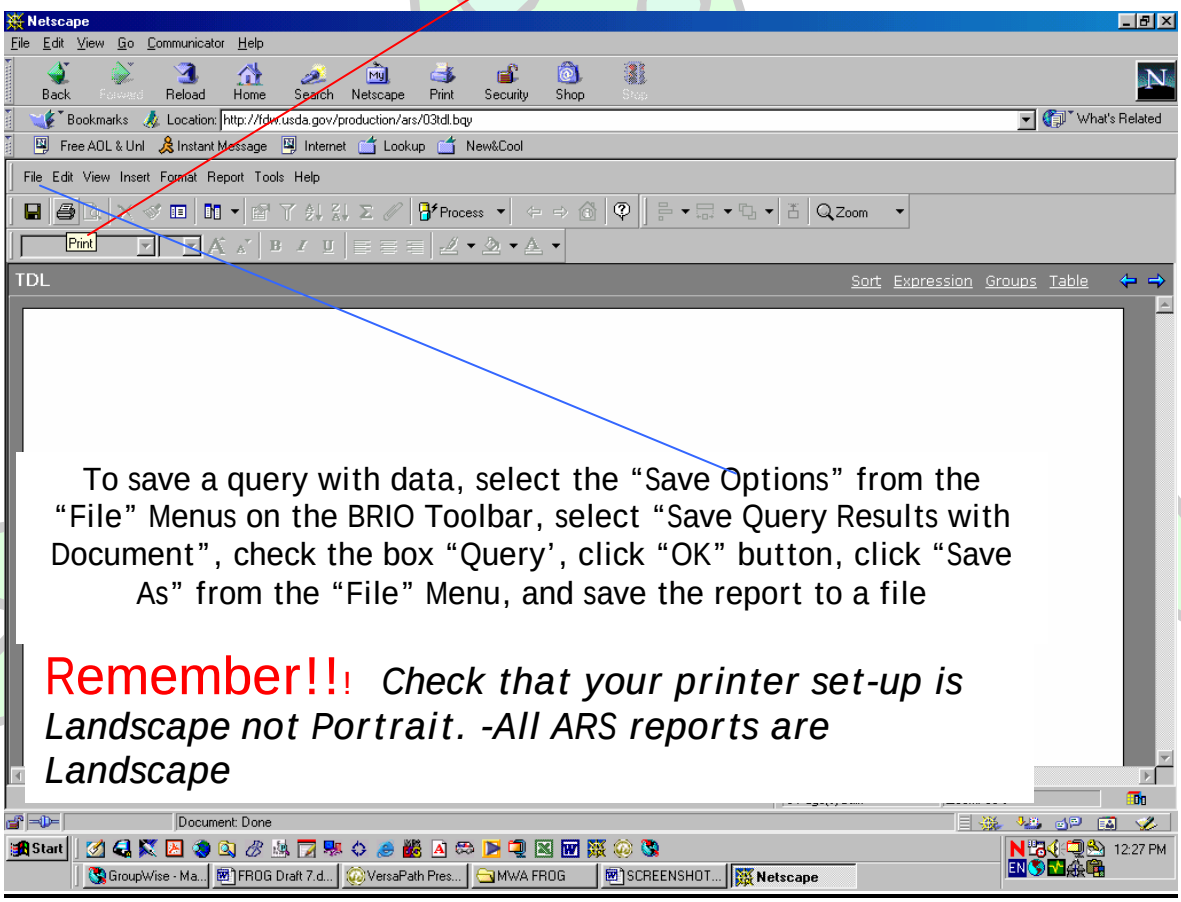


Now you wait ….

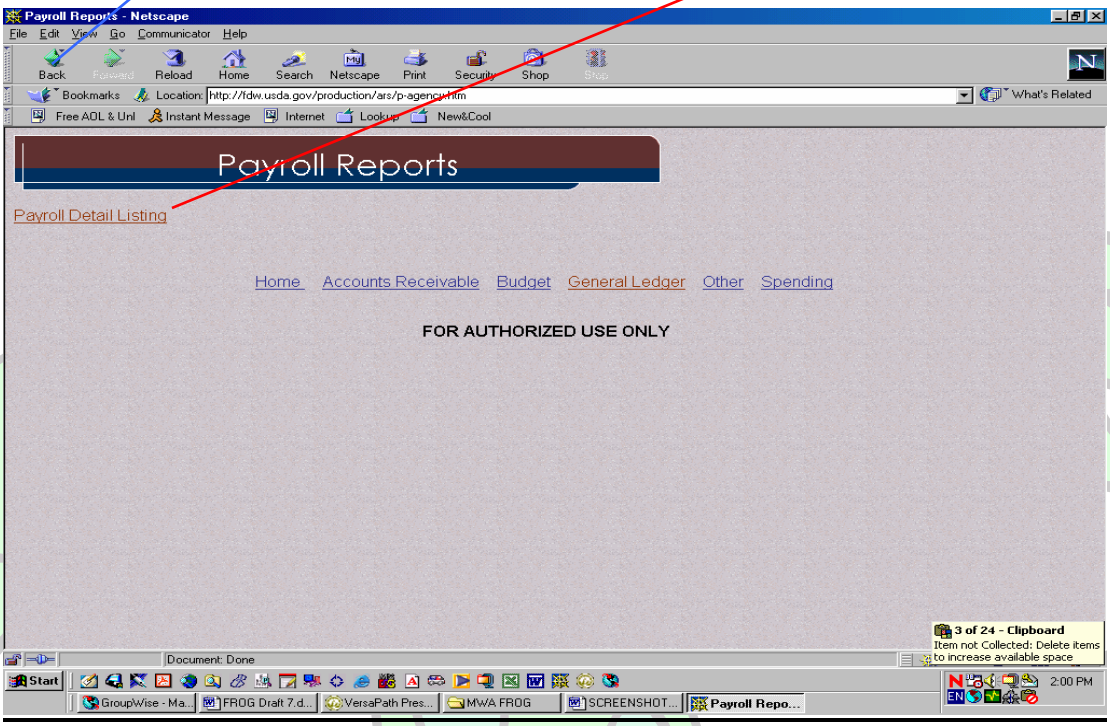
Q: Best times to run reports?

A: Early in the morning.

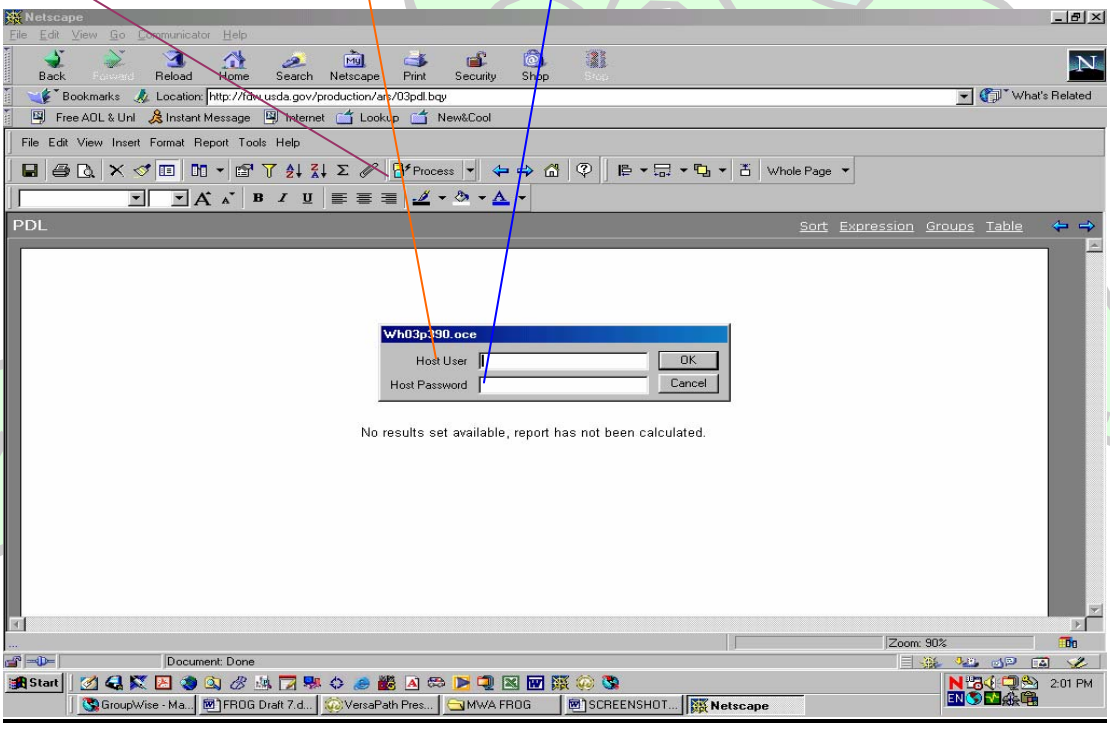
Once a report appears on screen, select the "Printer" to print the report.



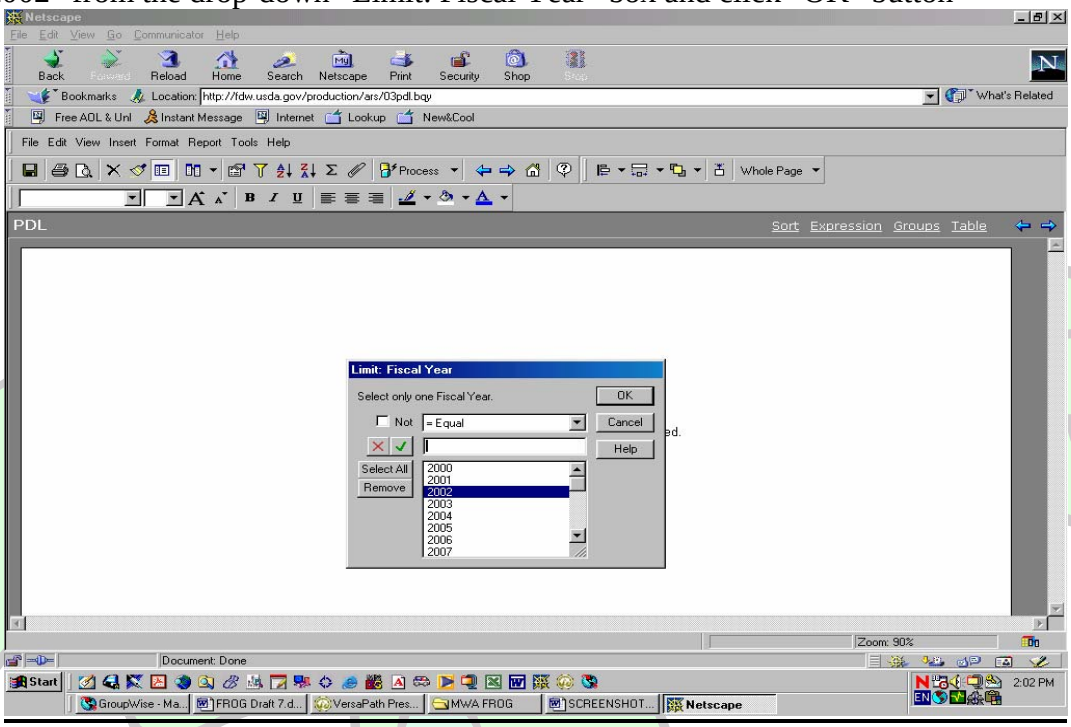
Click the “Back” button twice to return to “Reports Category” and select “Payroll Reports” to generate a “PDL”



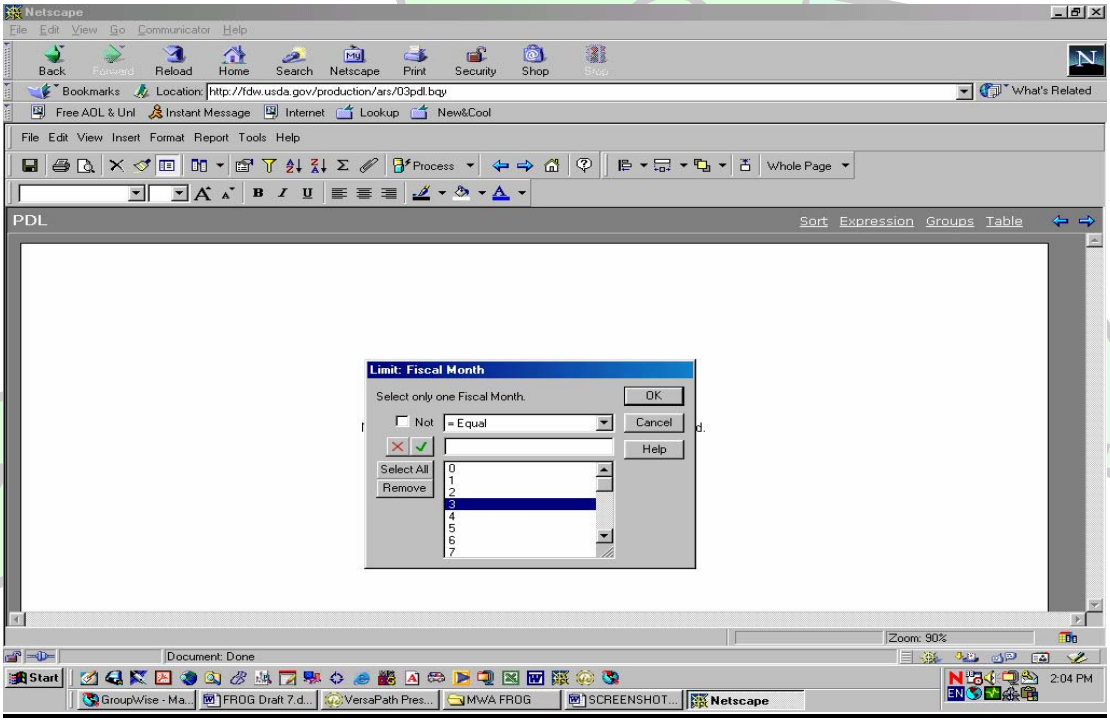
Click “Process” and type in you “Host User’ and “Host Password”



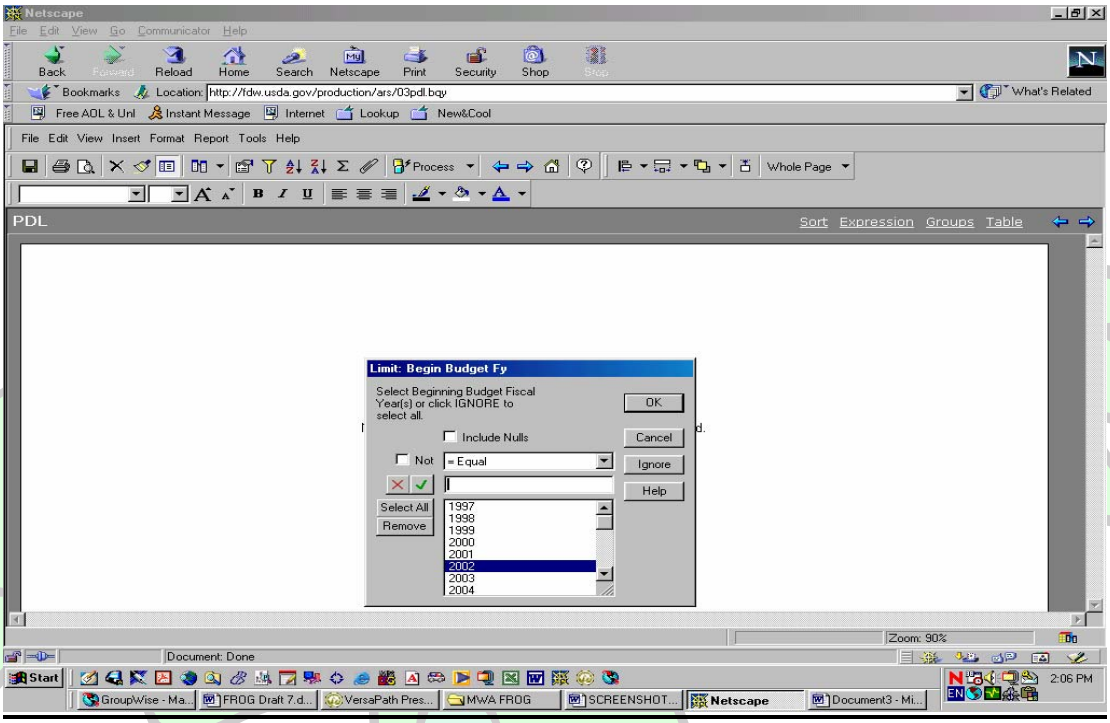
Highlight “2002” from the drop-down “Limit: Fiscal Year” box and click “OK” button



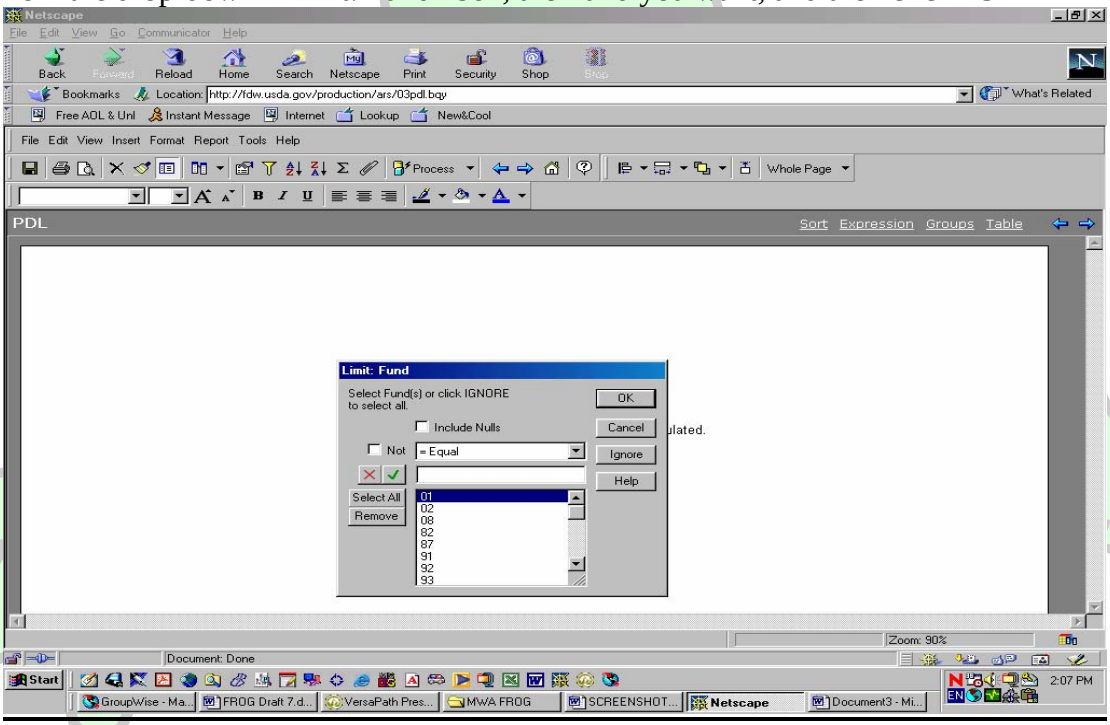
Highlight “**4**/January”or whatever month you desire from the drop-down “Limit: Fiscal Month” box and click “OK” button.



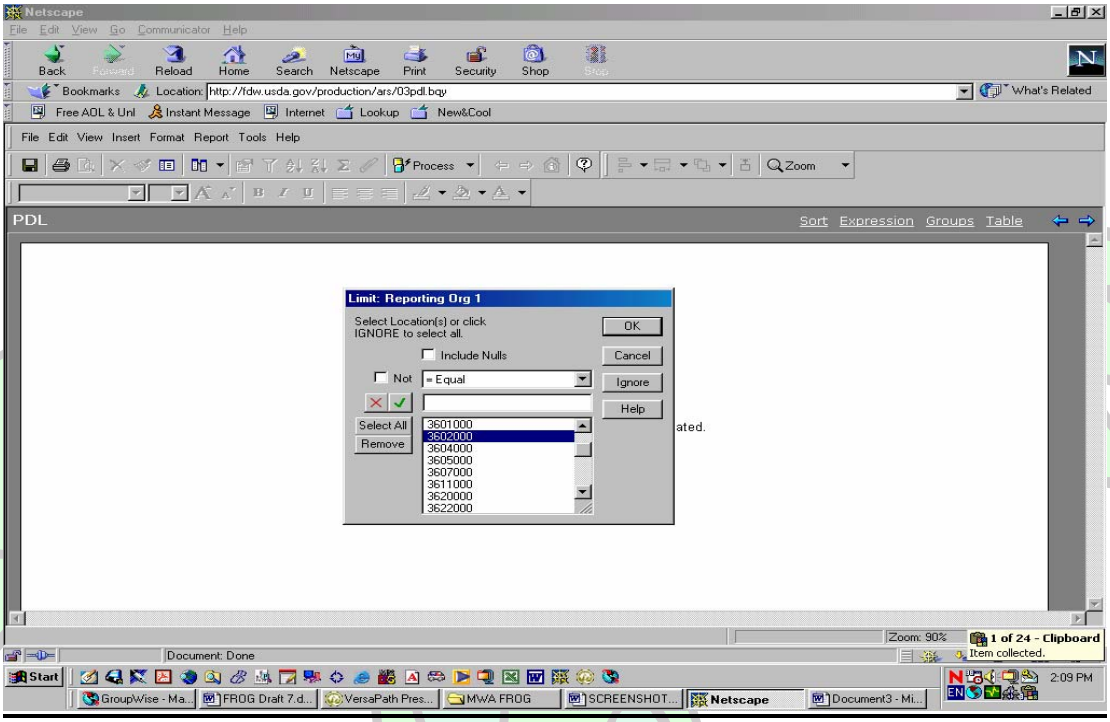
Highlight “2002”from the “Limit Values” drop-down box for “Begin Budget FY” and click “OK” button



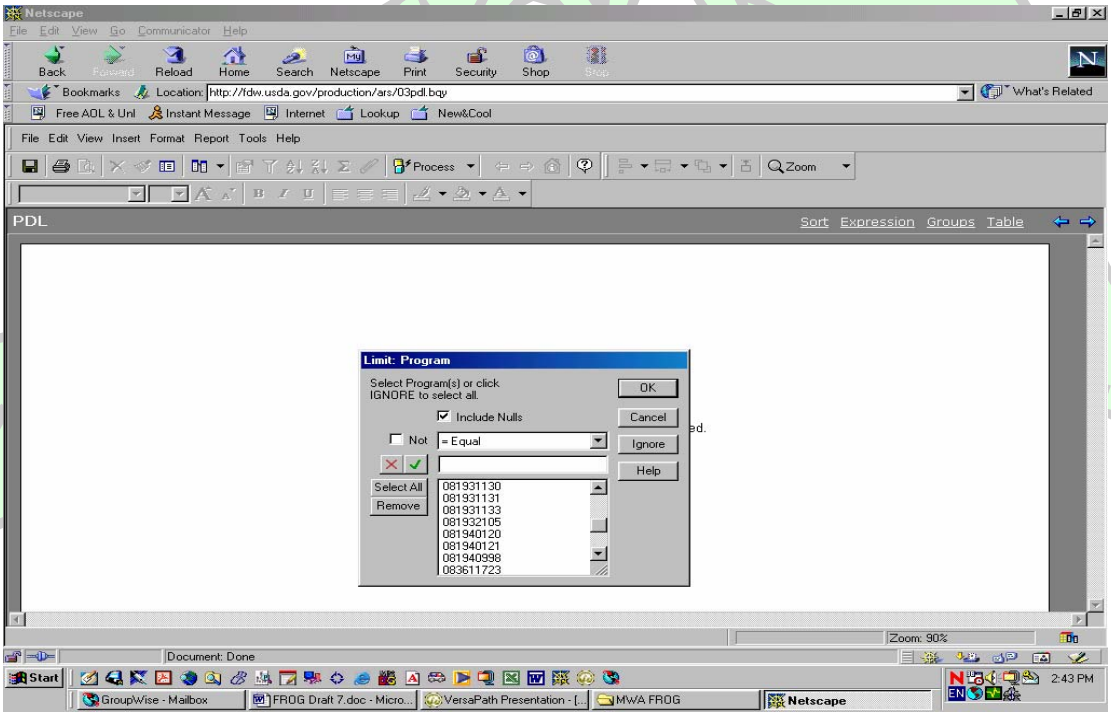
Highlight, from the drop-down “Limit: Fund” box, the Fund you want, and then click “OK”



Click “Ignore” to bypass the selection of a “Report Org 1”, this will allow for the automatic generation of all Report Org 1” that a particular program applies to.

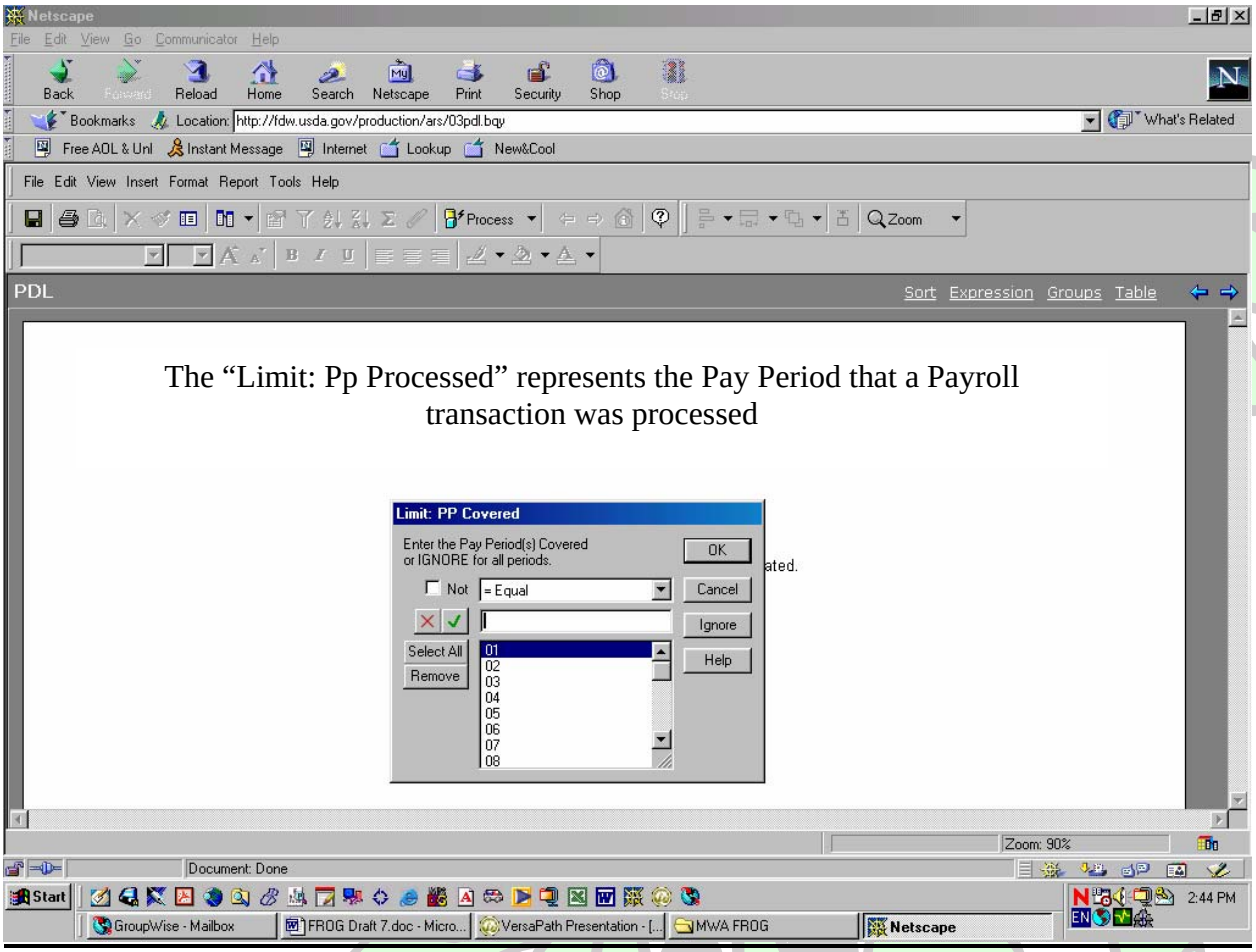


Select a “Program” from the list, if you don’t see yours, type it in the box or click “Ignore” to select all

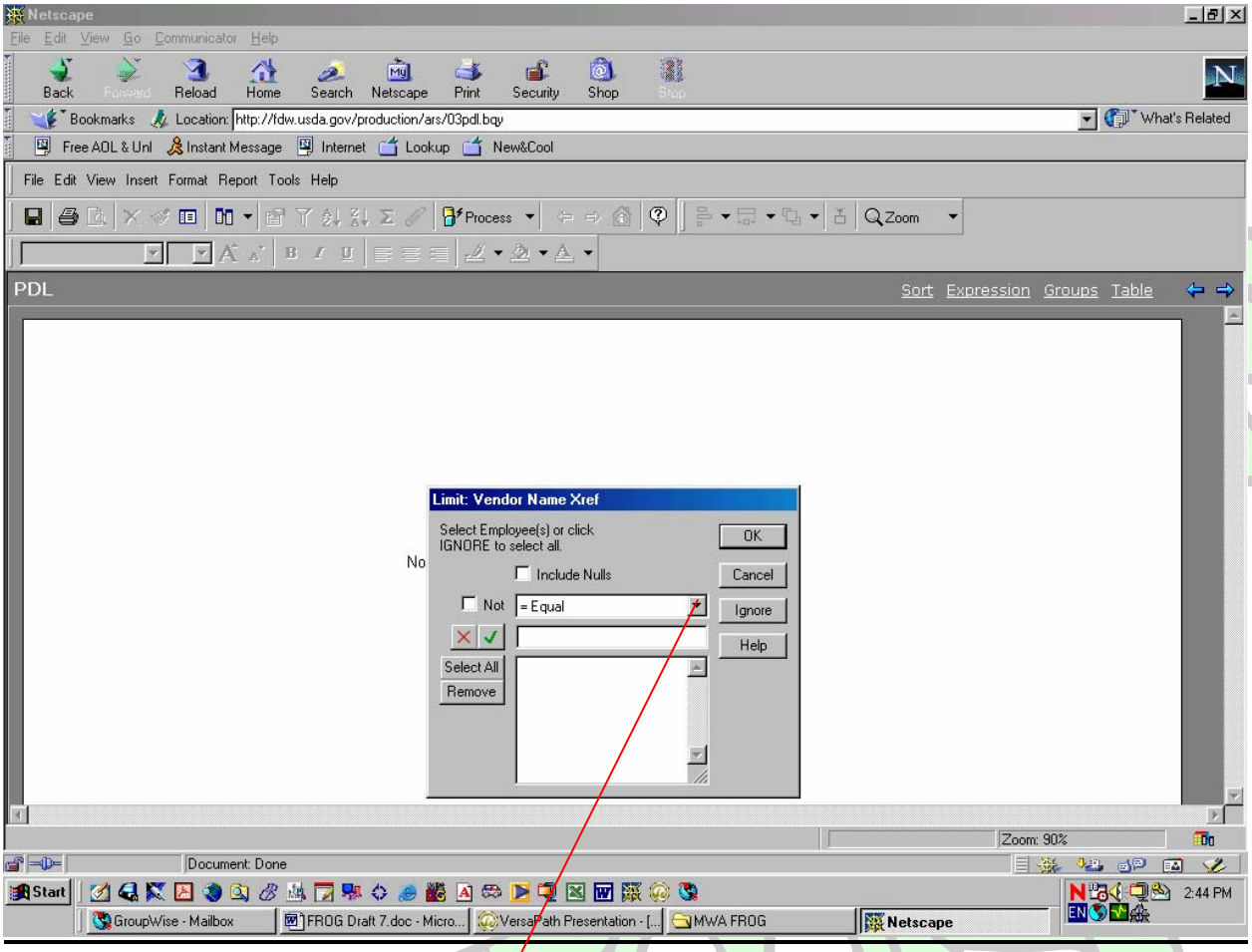


Highlight a Pay Period and click “OK”, selecting “Ignore” will select all pay periods that apply to the “Fiscal Month; chosen.

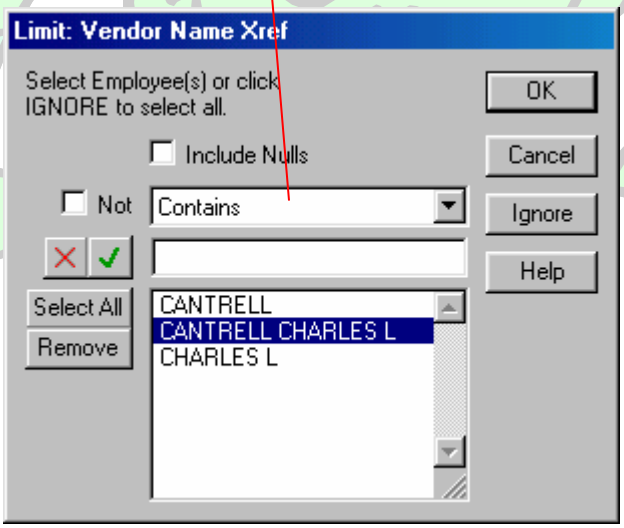
If you select a “PP Processed” that is outside of the “Fiscal Month” parameter, data will not be retrieved.



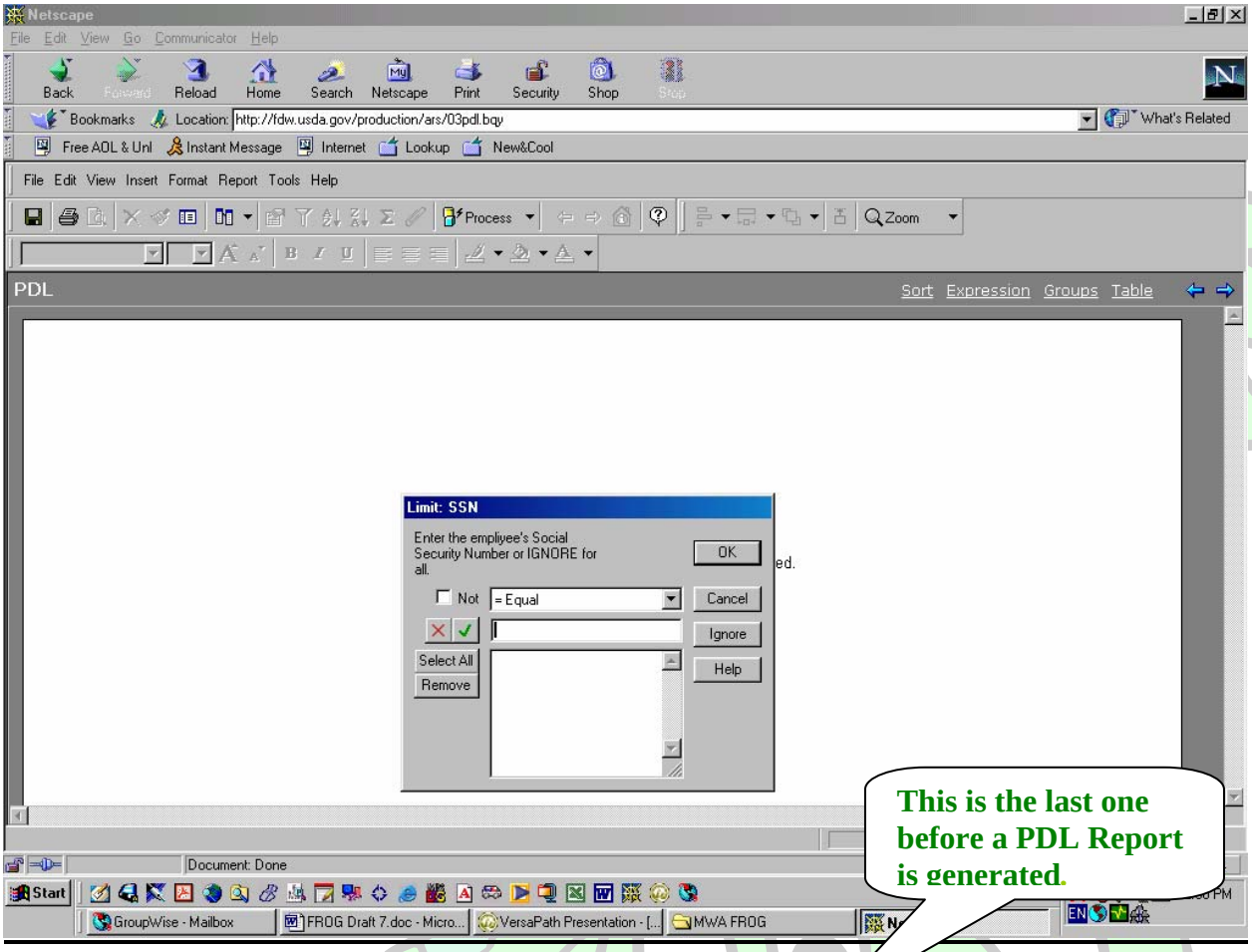
Click “Ignore” to select all employees.



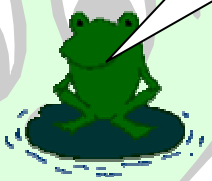
To look up an employee: Change “=Equal” to “Contains” then enter only last name, if it is a common last name you can add first name



Click “Ignore” to select all employees.
Or you can enter a SSN, just type in the number (no dashes, or spaces)



This is the last one before a PDL Report is generated.



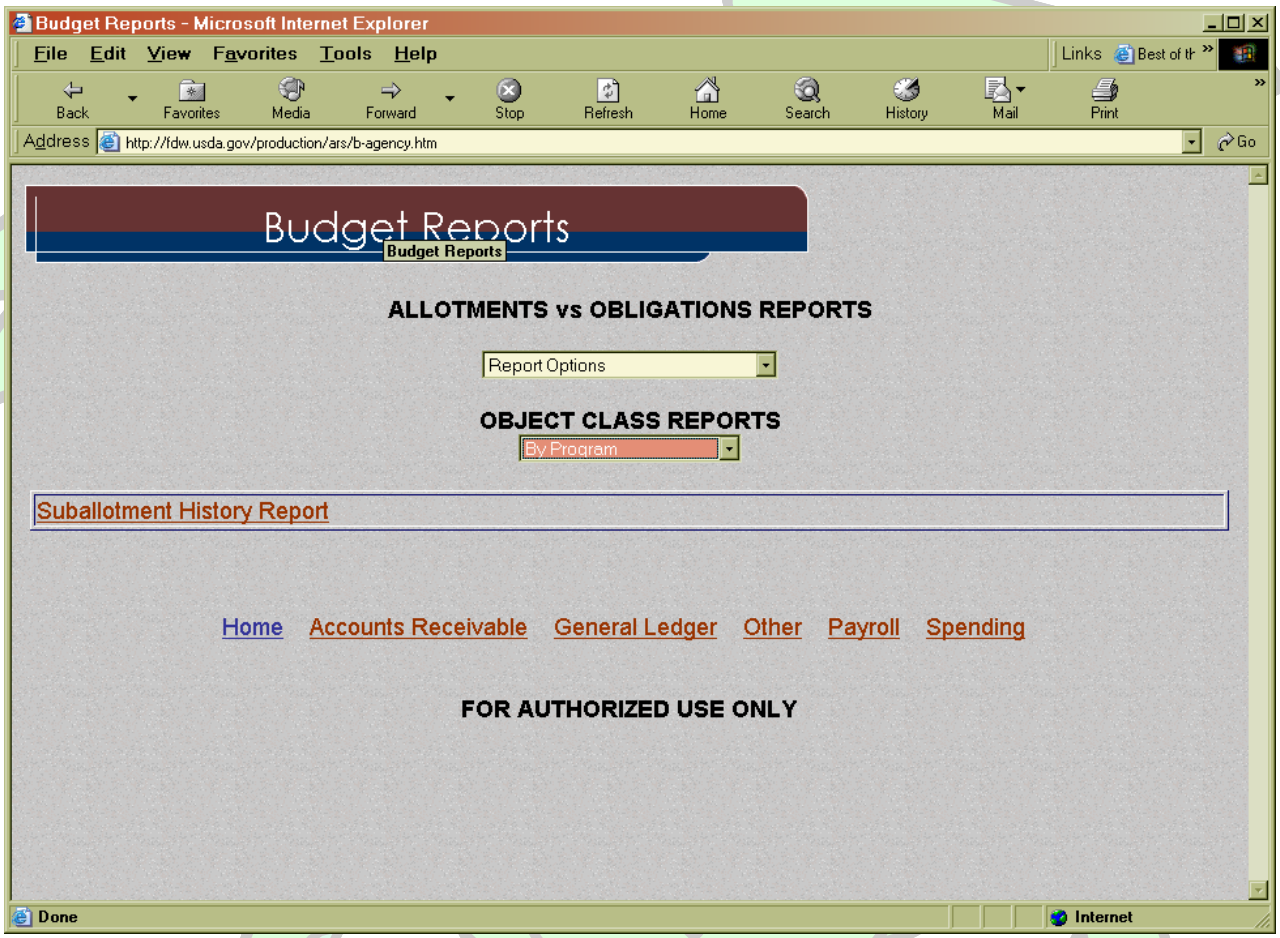
Now begins the Wait…

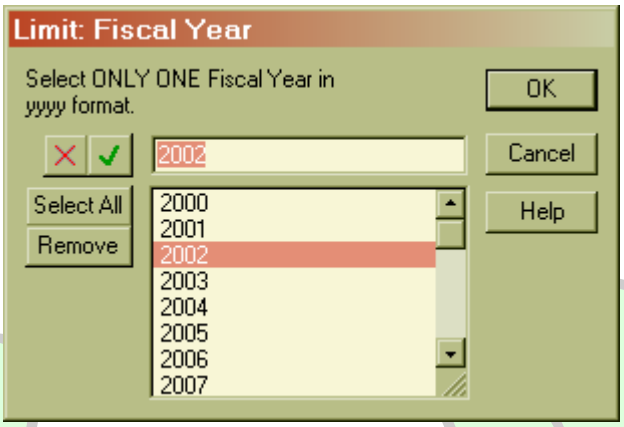
This is a good time to refill your printer with paper.

You’re going to need it!

Object Class Reports

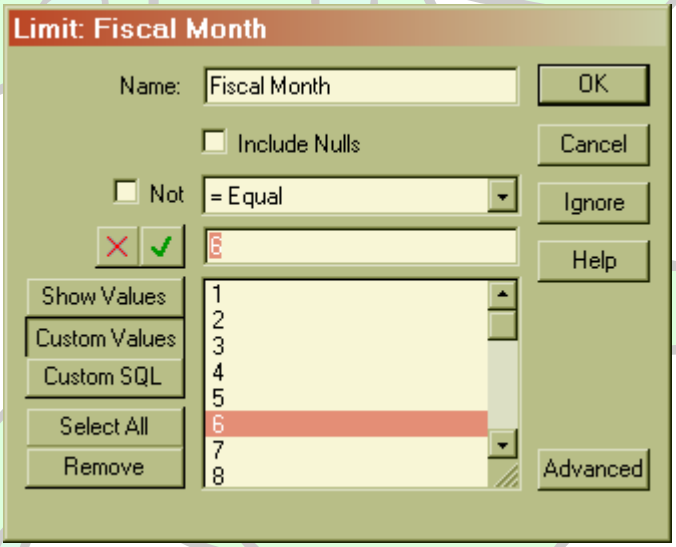
Choose BUDGET -
At this screen under the OBJECT CLASS REPORTS option, choose ‘By Program’





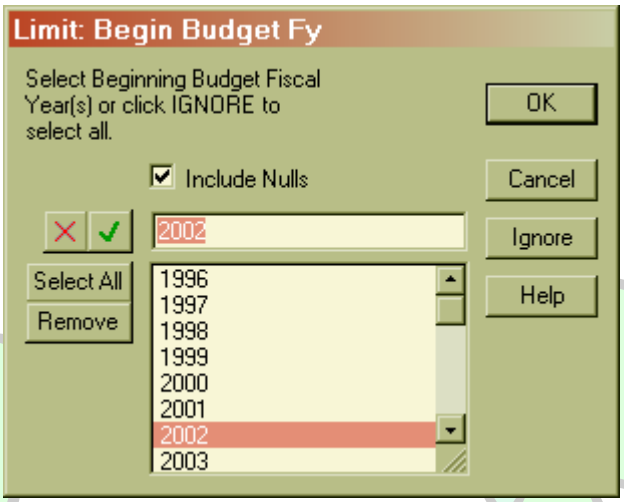
Select or ensure the FY you want is either highlighted or double clicking will put it in the field – as shown above

Click OK



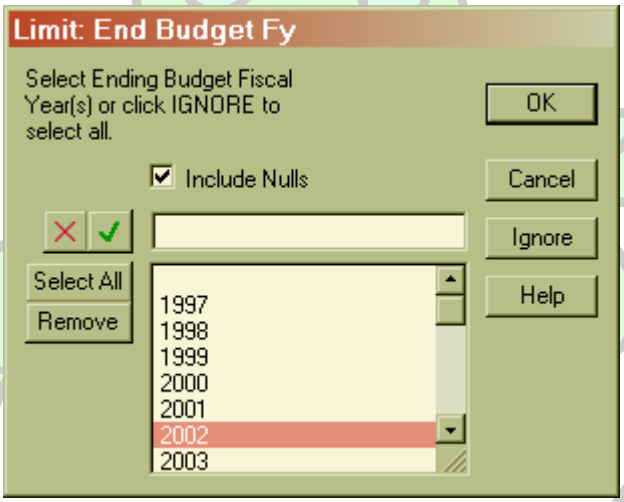
Highlight the month(s) for which you want reports

Click OK

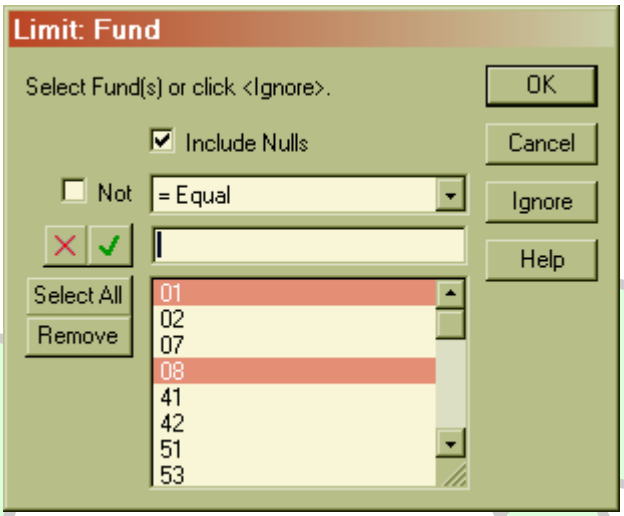


Highlight the BF year(s) you want

Click OK

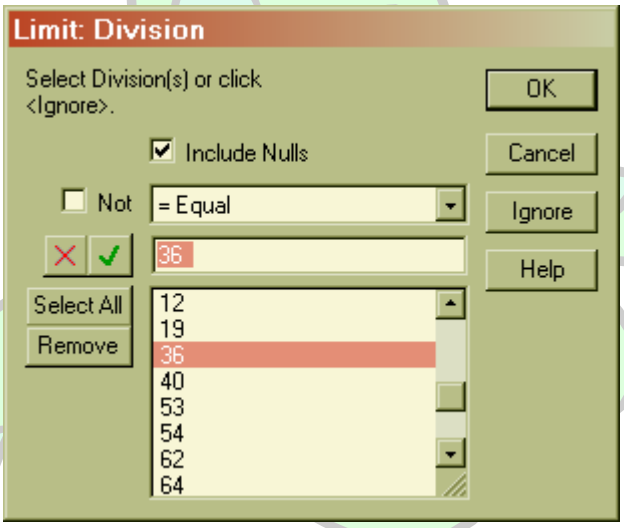


ALWAYS CLICK 'IGNORE' ON THIS SCREEN



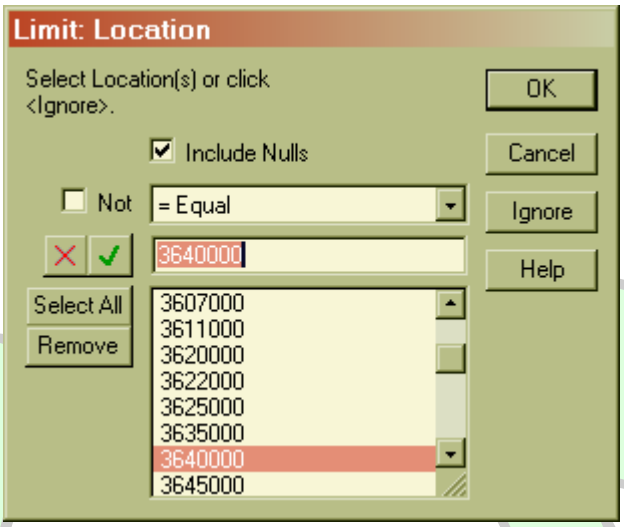
Select the fund(s) for which you want reports
(in this report, 01, 08, 91, 93 are selected – to get all of the OC reports for the location

Click OK

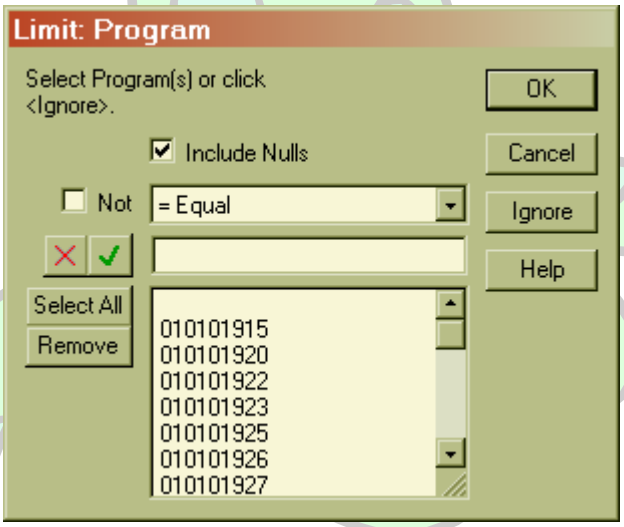


The division for Midwest Area is always 36

Highlight and click OK



Select your location and click OK
NOTE: If you do not get the allotment plan by querying this way – select IGNORE at this point, instead of your location

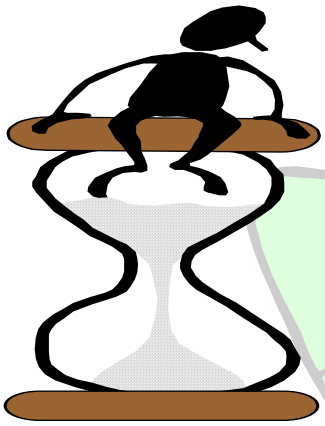


Select or type in the program codes you need – or select 'Begins With', instead of 'Equal', as shown above.

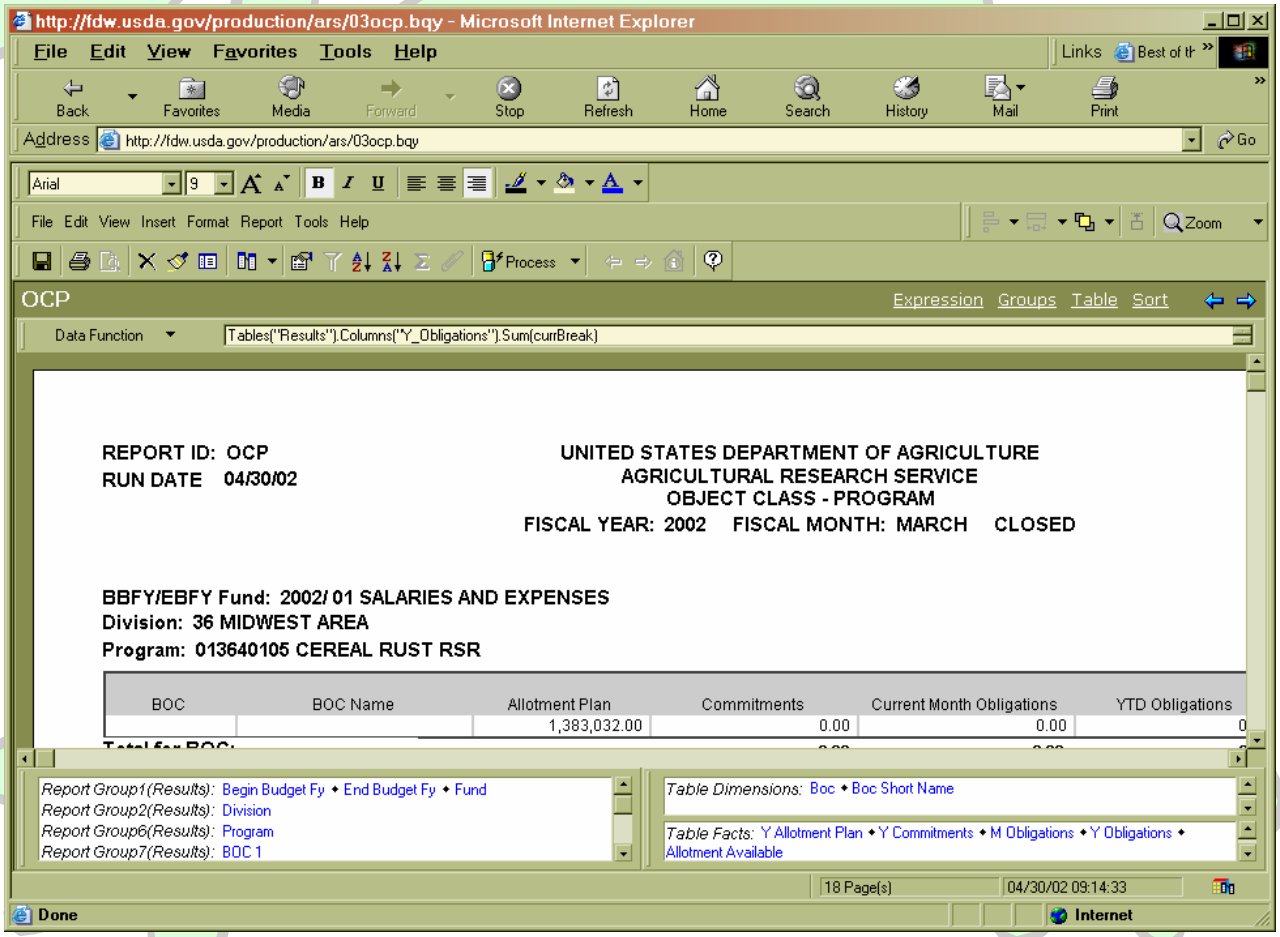
To utilize the 'Begins With' option, you would type in the last two digits of your fund code and the first four digits of you location mode code, such as:

013602, 083602, 913602, 933602, etc.

*P*lease *S*tand *B*y…..

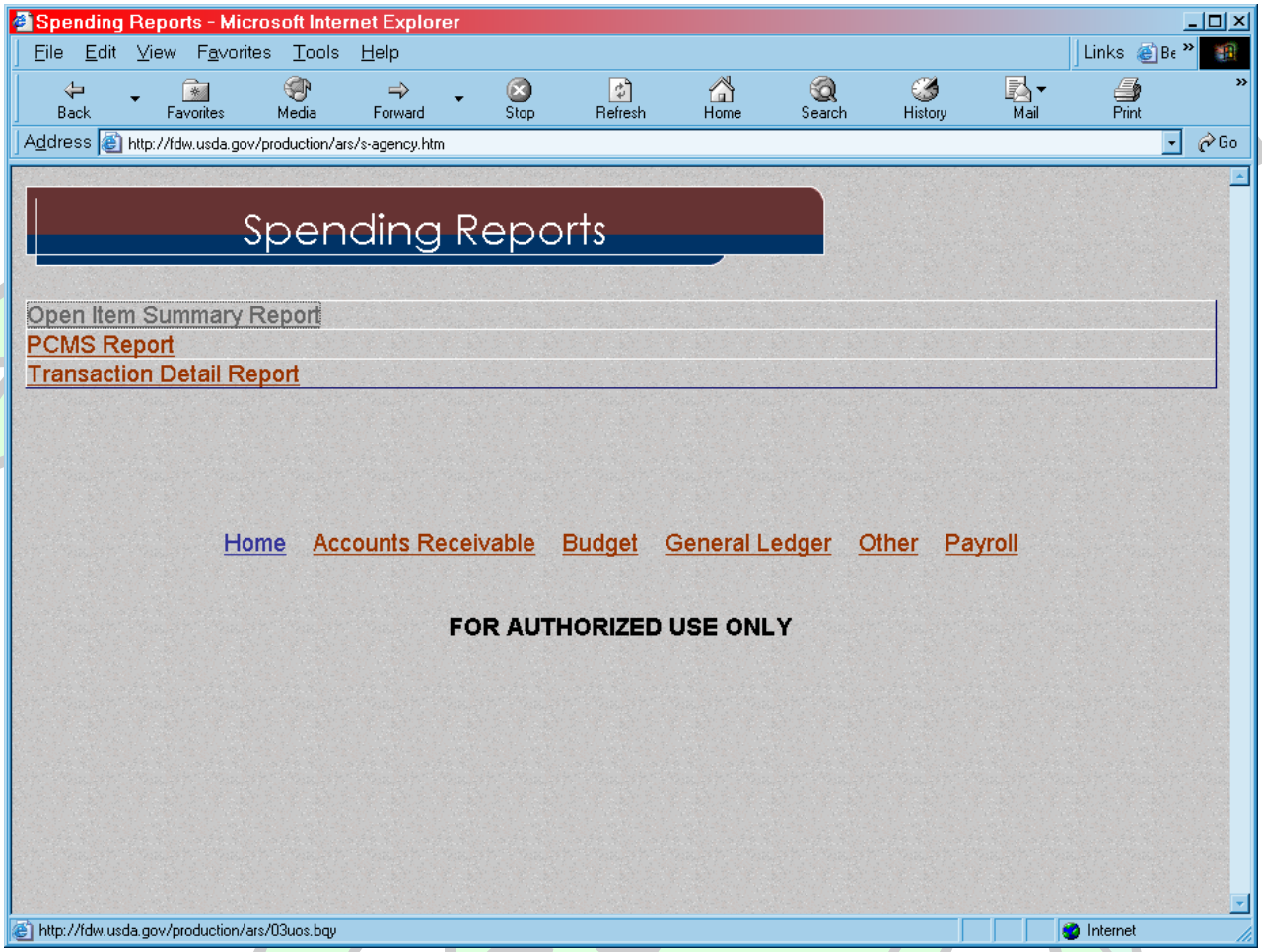


TA DA!!!!!

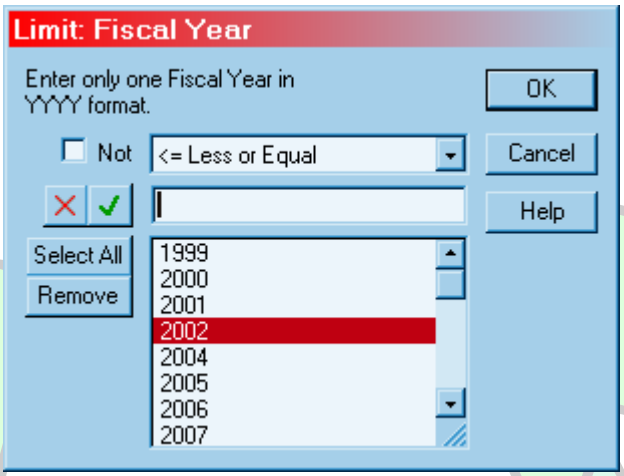


OPEN ITEM SUMMARY REPORTS:

1. Choose Spending Reports
2. Choose Open Item Summary Report

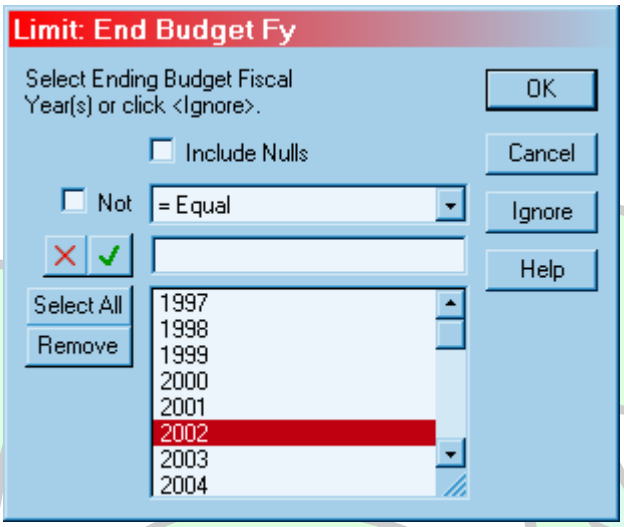


ALWAYS choose the current FY at this screen

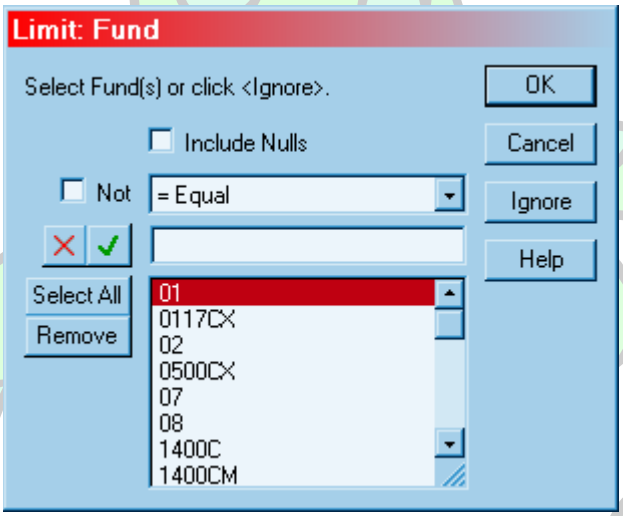


Select either one or all of the Budget Fiscal Years on which you wish a report. I'd always start with the most recent prior year (i.e. 2001) first. This sets up the parameters for the rest of the reports. You can then run reports on any FY you choose. In this instance I ran and received a report on all five fiscal years.

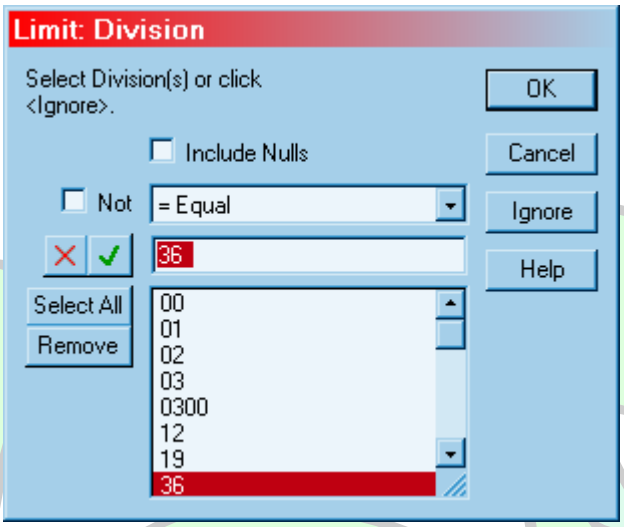
ALWAYS select “Ignore” at this screen



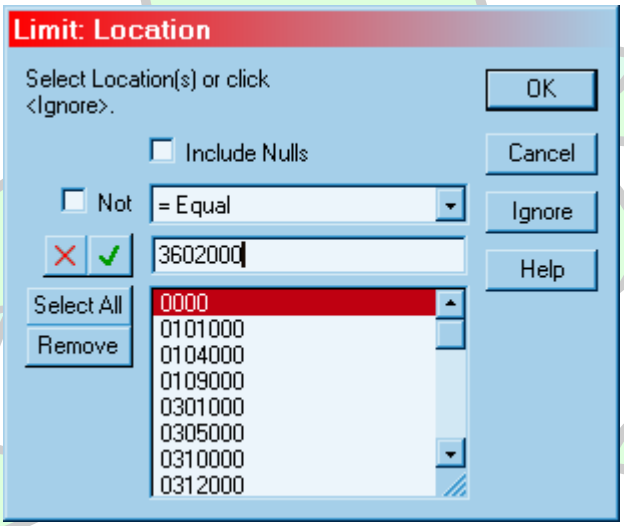
For this report (or any report on which you want all accounts at your location included), select “Ignore” at this screen



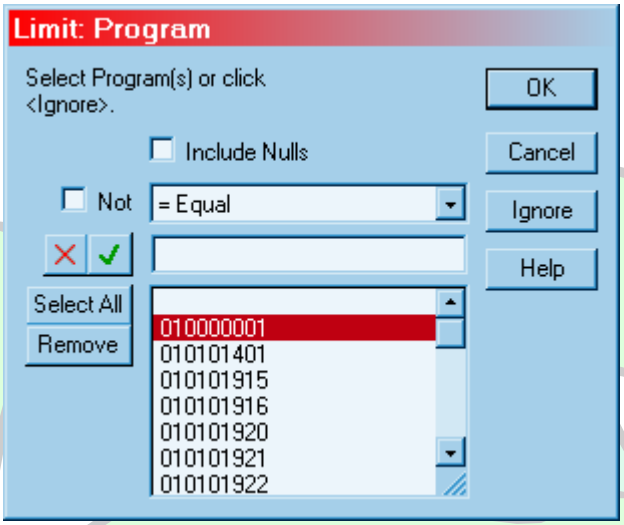
MWA is always Division 36. Select 36 and say “OK”



Select or type in your location (the location mode plus 3 zeros). Say “OK”



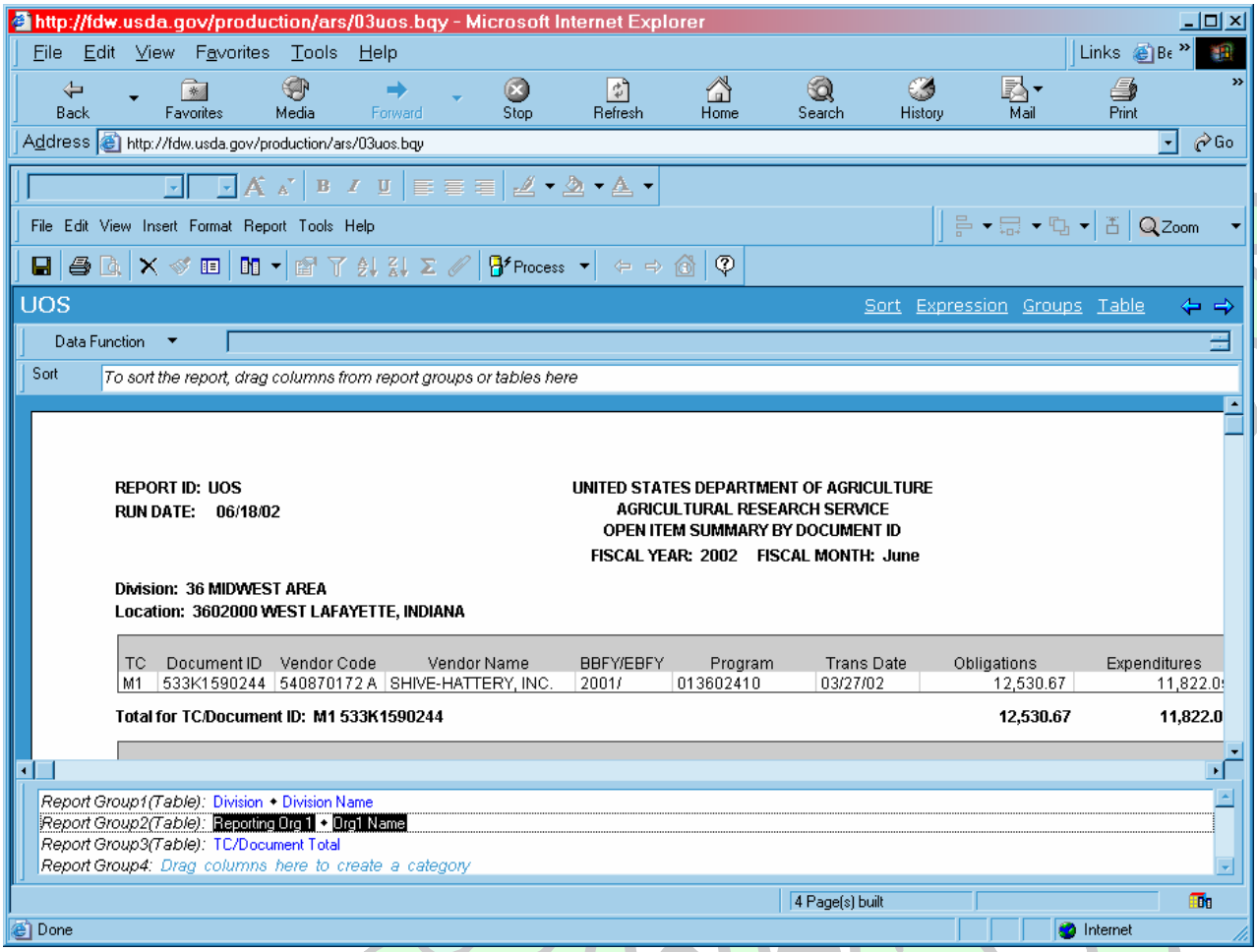
For this report (or any report on which you want all accounting codes) select “Ignore”



Waiting…

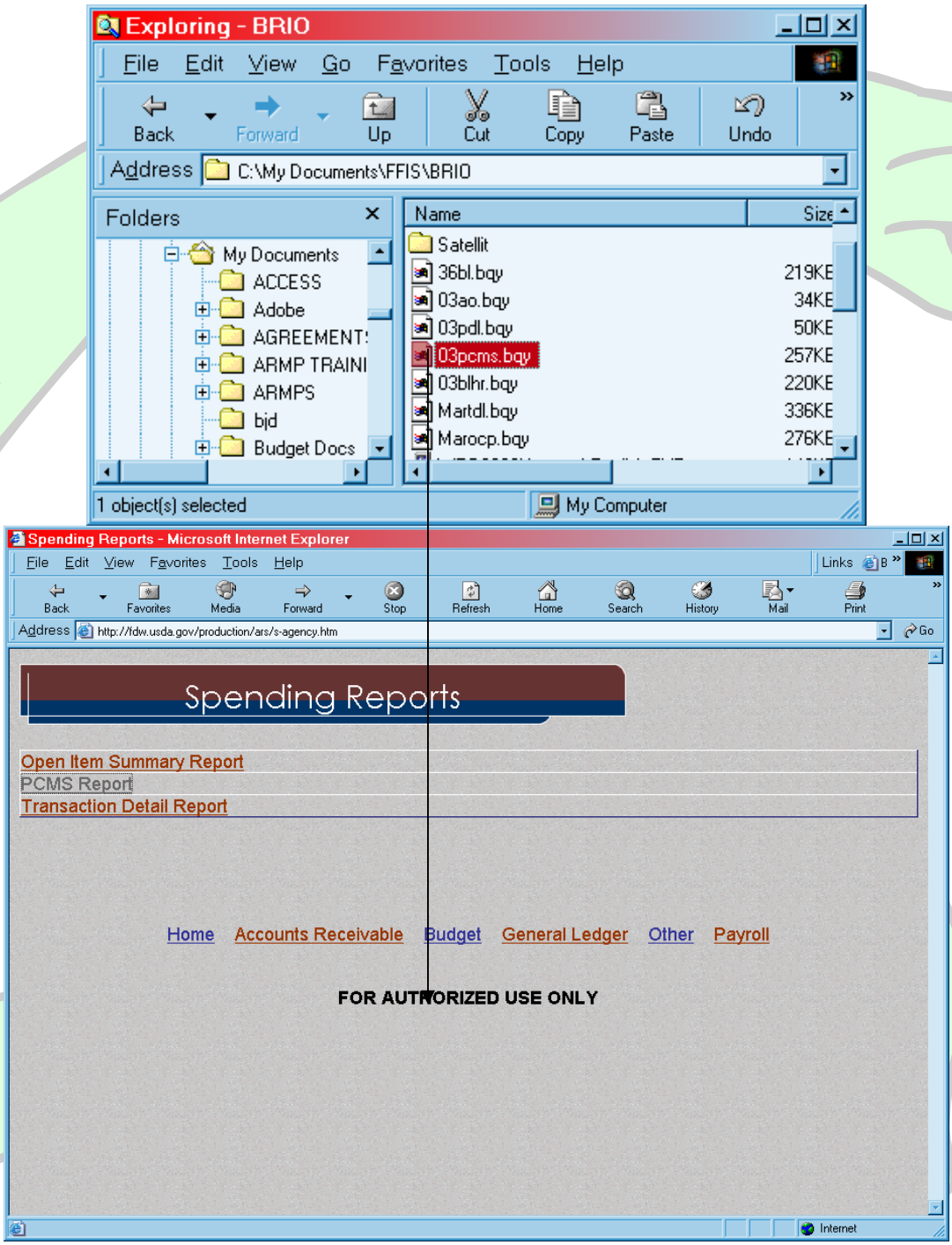
…***A***s time flies by…

The report will process and return the data. This report included all 5 years, with the years being interspersed throughout the report. The years for the data are shown under the column heading "BFY/EBFY".



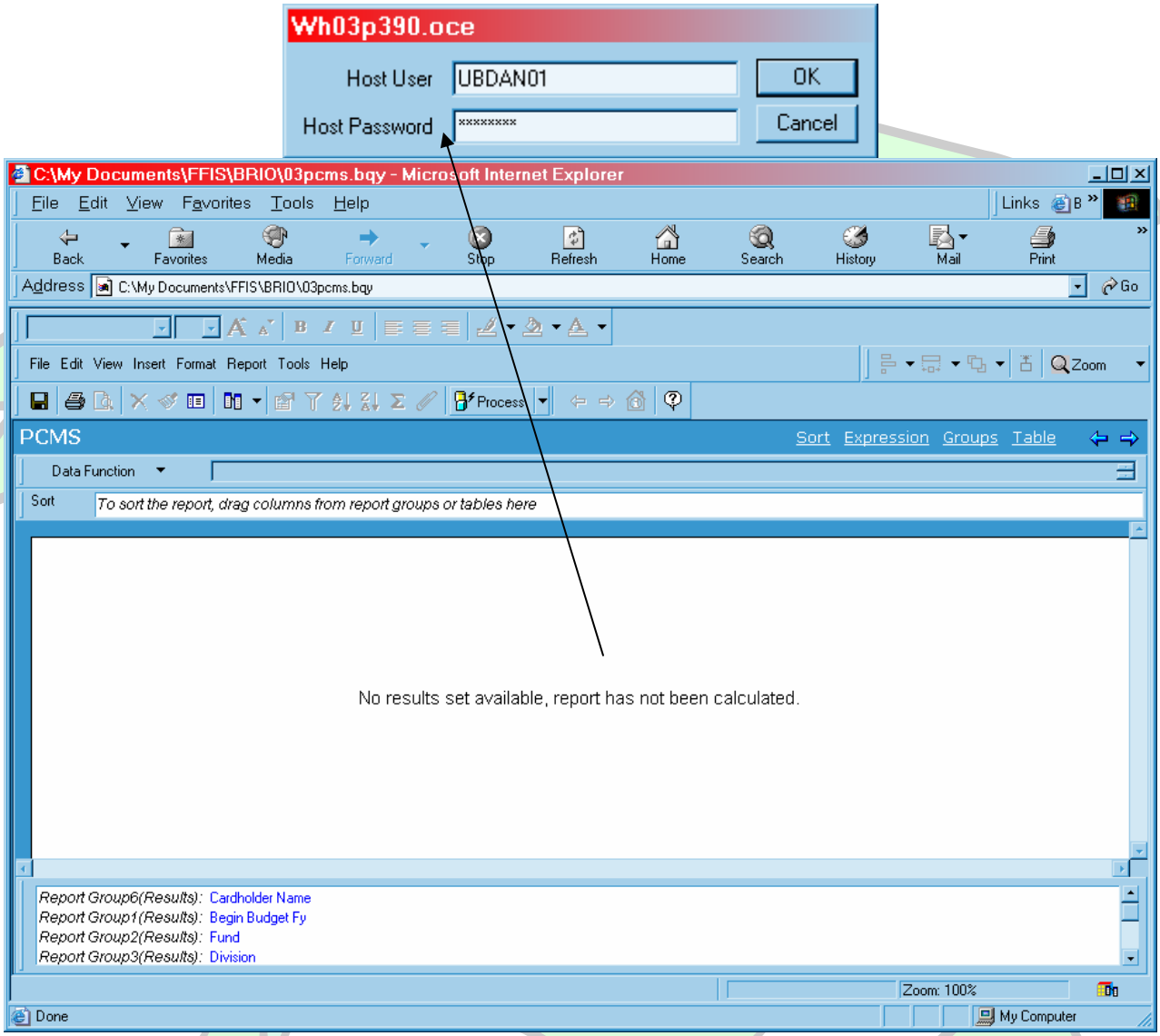
Creating a PCMS Report

Choose SPENDING Reports

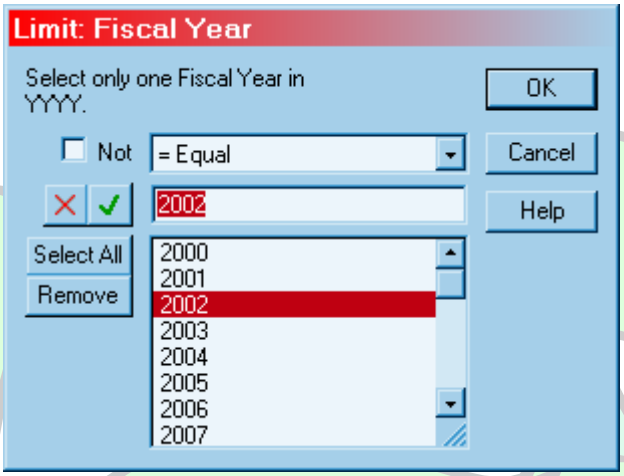


Drag the 36pcms.bqy document from your CD to the above screen and drop it

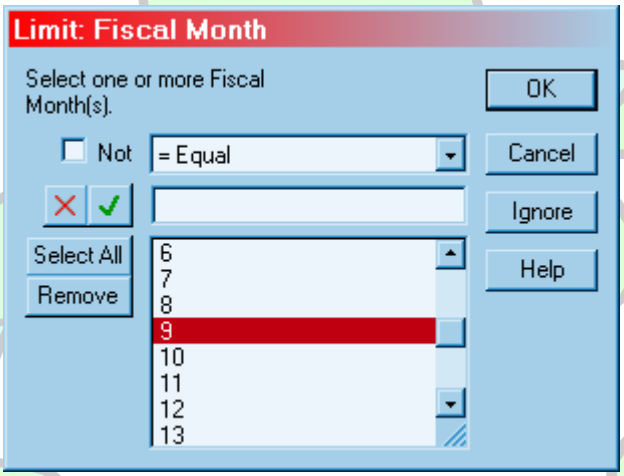
Click on “Process”
Enter your ID and P/W



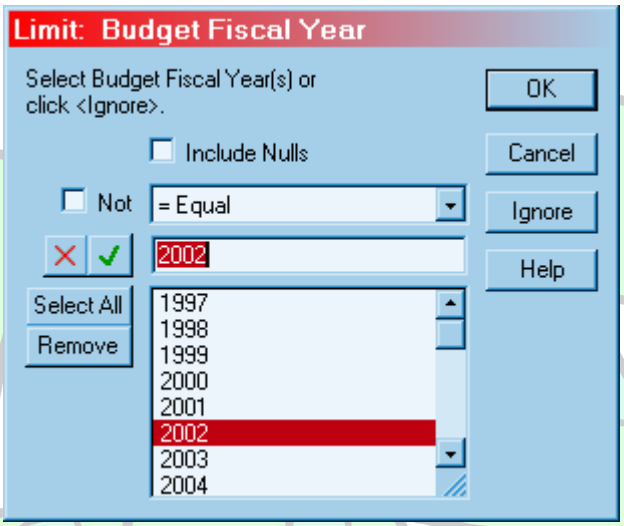
Select the fiscal year(s) from which you wish to retrieve data
Click “OK”



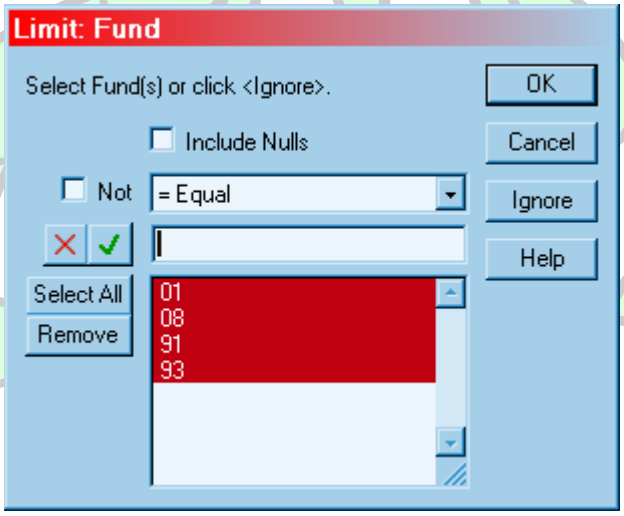
Select the month from which you wish to collect data
(I usually select the current month for the latest data)
Click “OK”



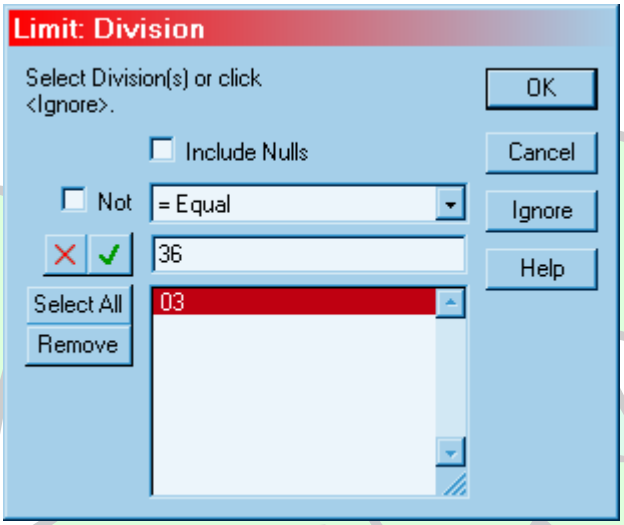
Select the Budget Fiscal Year from which you wish to collect data
(most of the time it will be the current FY)
Click “OK”



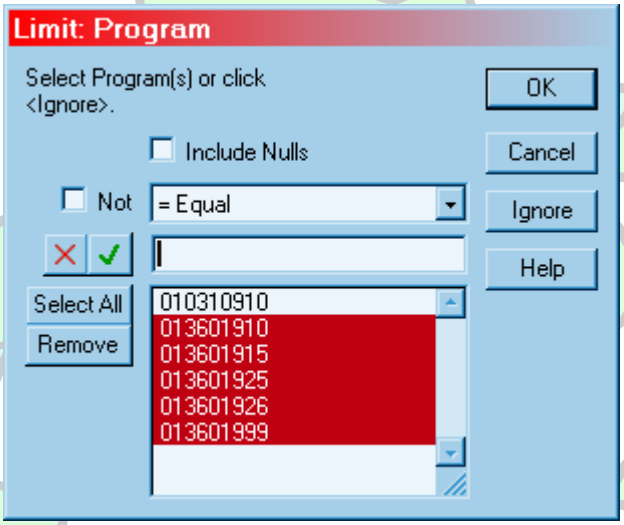
Select or enter the Fund Code(s) from which you wish to collect data
(***if they are listed and you wish data from them all, select “Ignore”)***
(*To highlight more than one code and they are in sequence, hold your Shift key down and either arrow down or use your mouse to select the ones you want; if they are not in sequence, hold your Control key down and highlight the ones you want)*
Click “OK” or Ignore



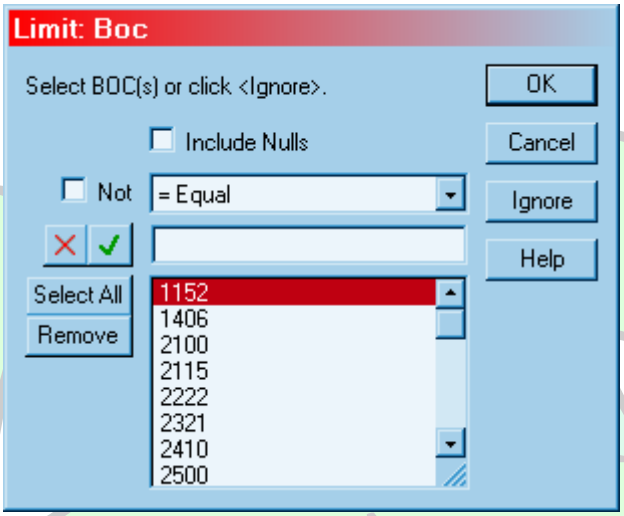
Always select Division 36
Click “OK”



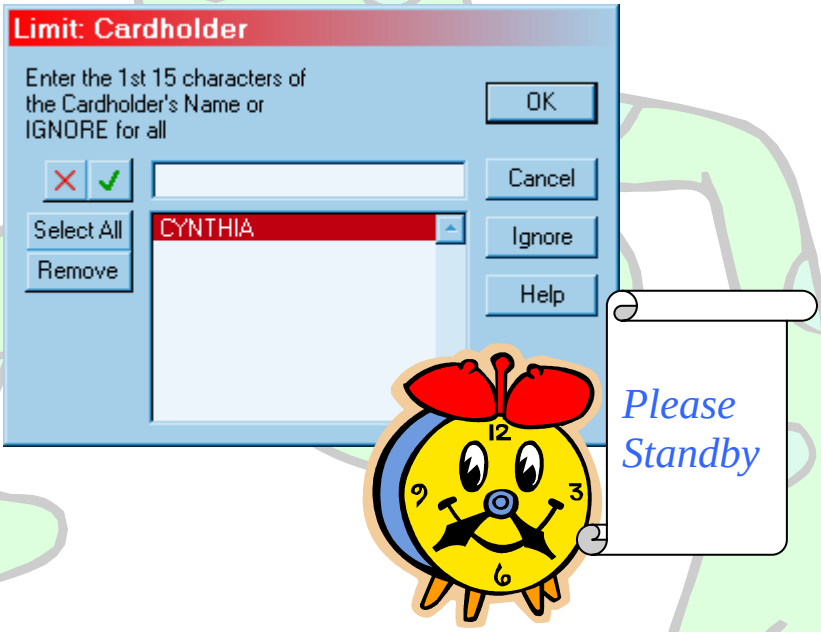
Enter the Program Code(s) from which you wish to retrieve data
Click “OK”



Enter or select a specific BOC if you wish and Click OK, or
Select Ignore to retrieve data from all BOC

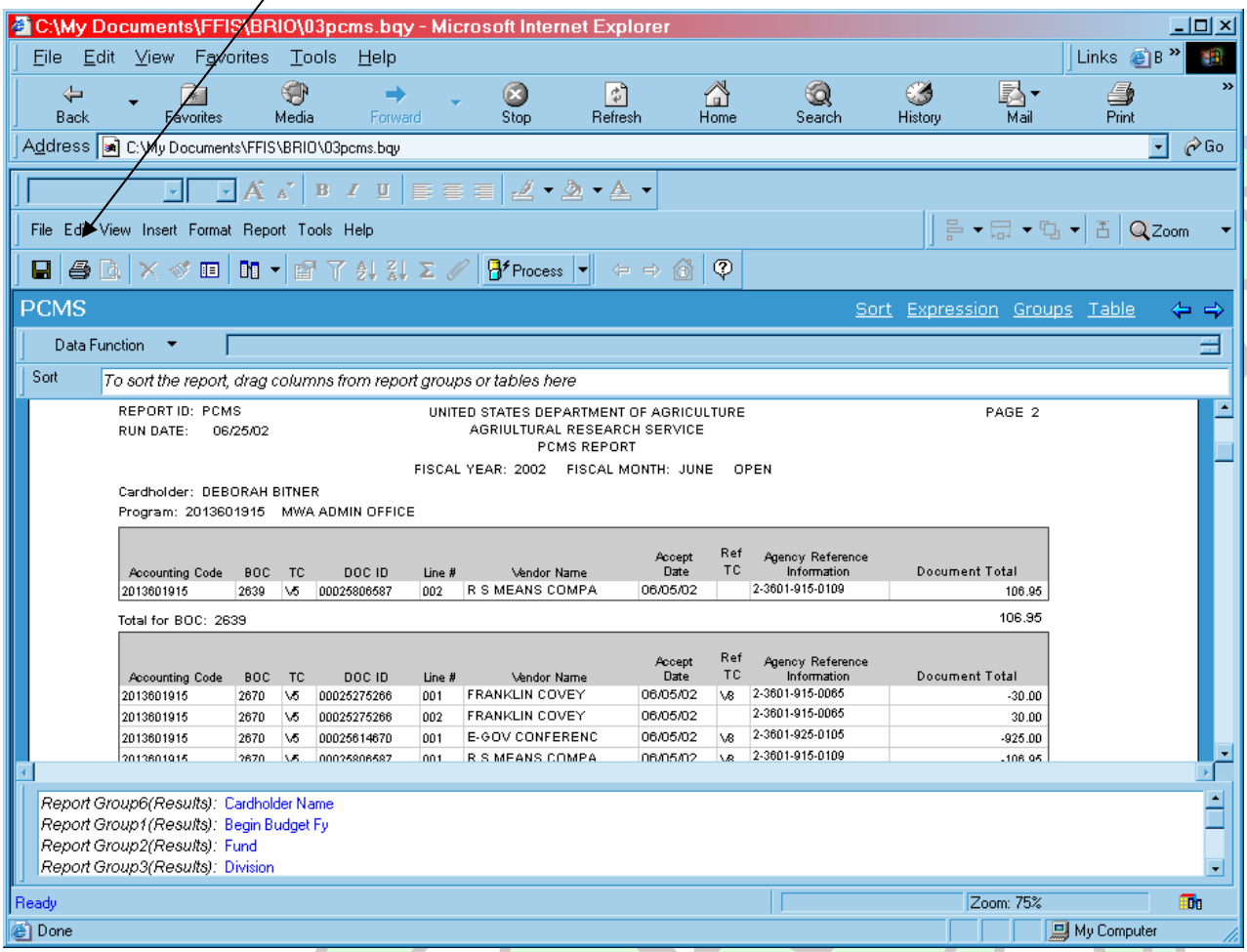


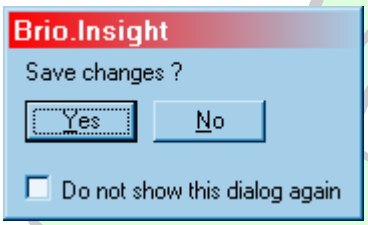
Enter a specific cardholder's name (*as they entered it in PCMS)*, or
Select Ignore to retrieve data from all cardholders at the location



REPORT

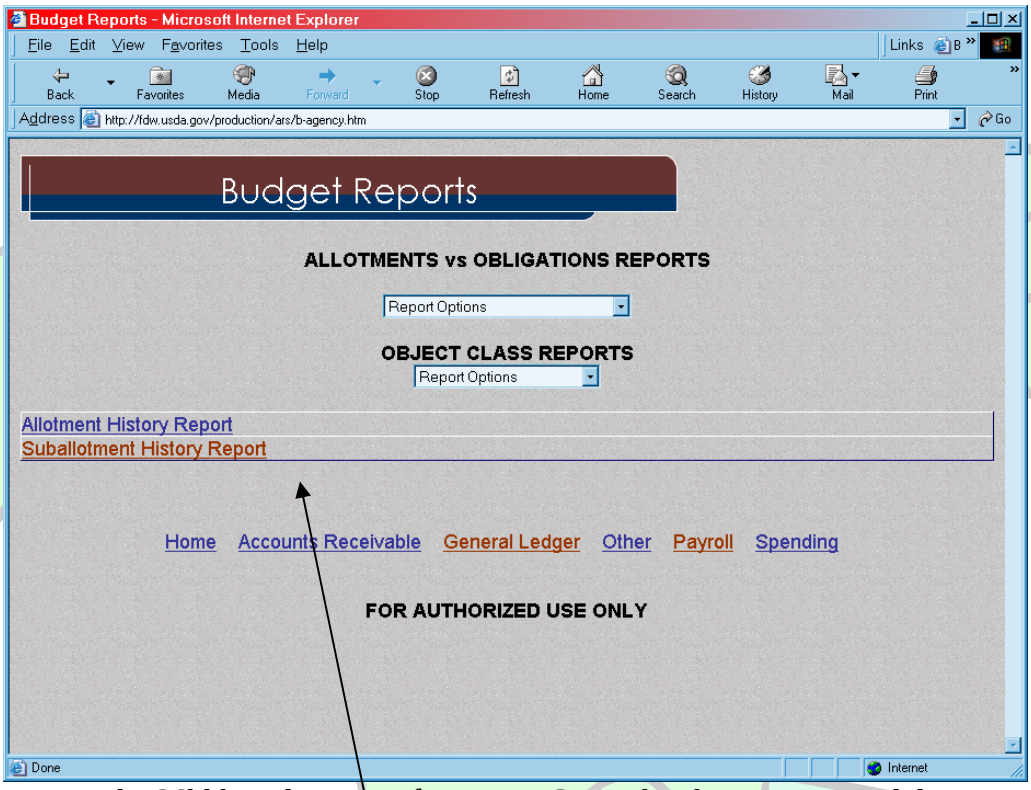
Click on the Printer icon, hit enter and wait for your report to print



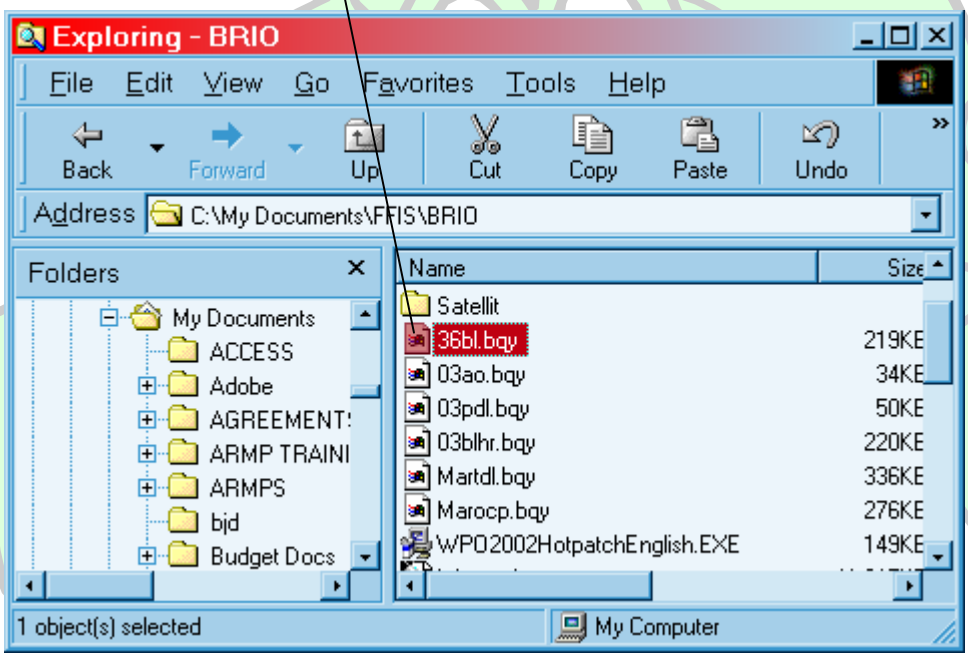


Creating a BL History Report (aka Allotment/Allocation/Plan)

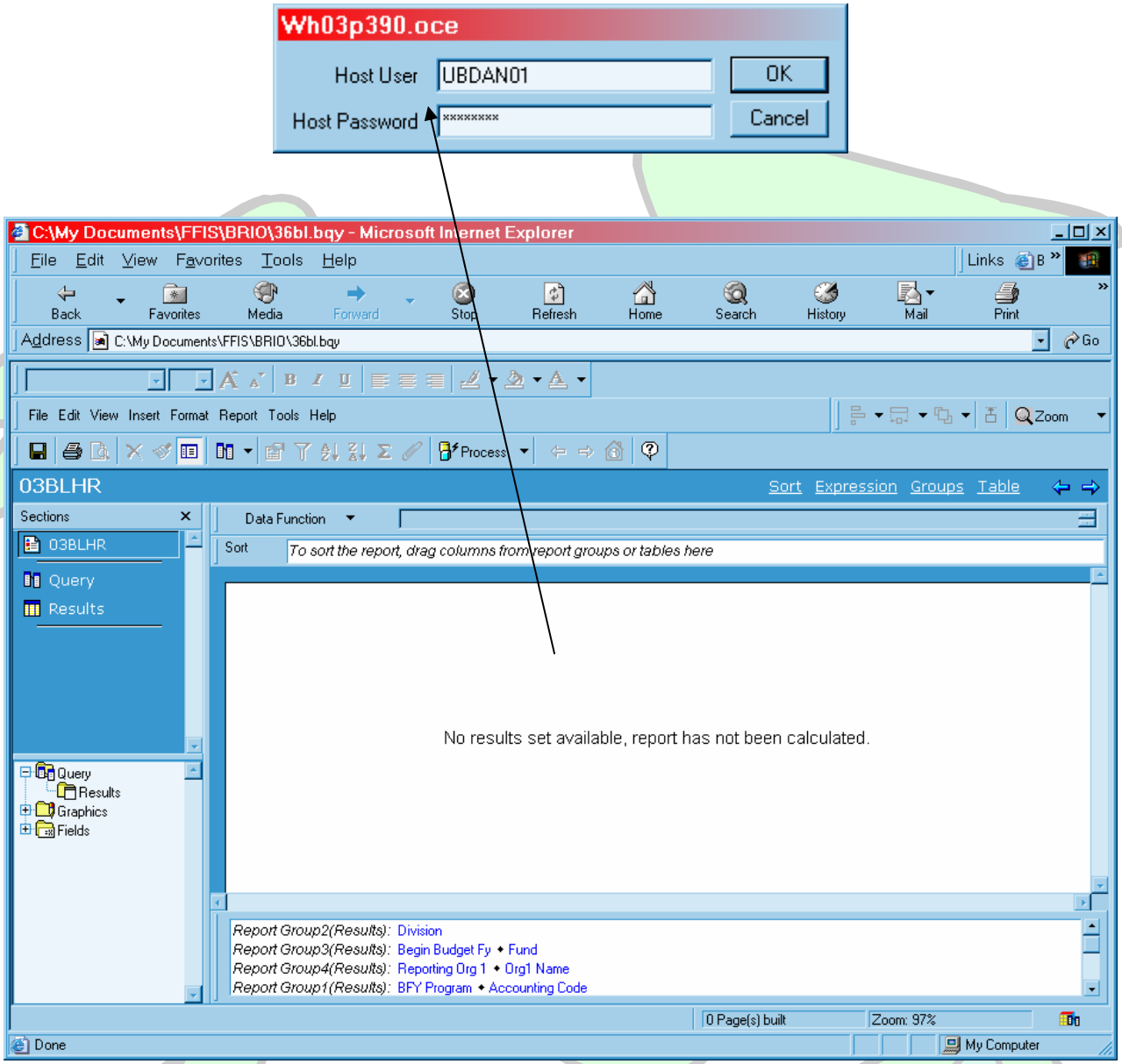
Log in to BRIO as you normally would
Choose BUDGET Reports



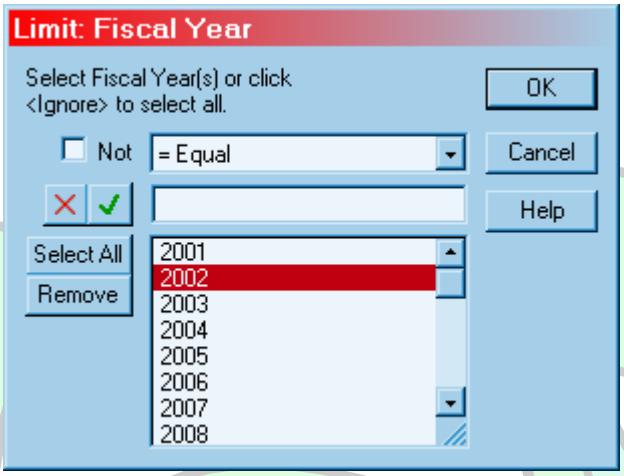
Drag the 36bl.bqy document from your CD to the above screen and drop it



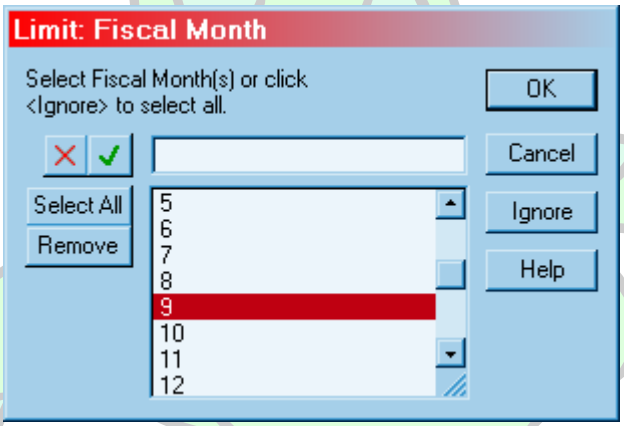
Click on “Process”
Enter your ID and P/W



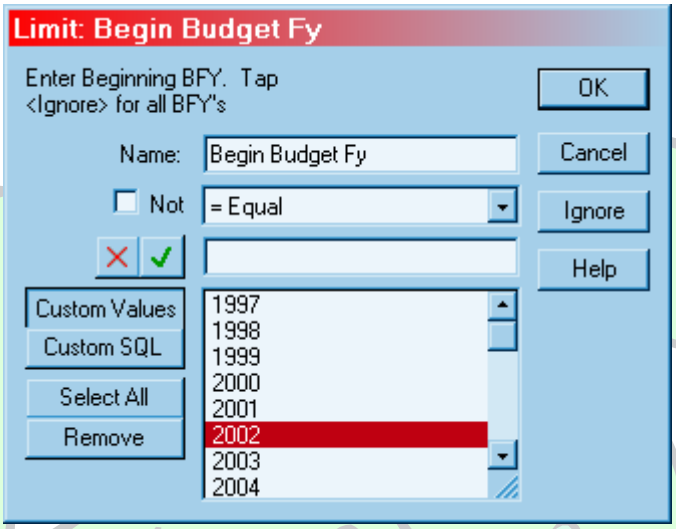
Select the fiscal year(s) from which you wish to retrieve data
Click “OK”



Select the month from which you wish to collect data
(I usually select the current month for the latest data)
Click “OK”



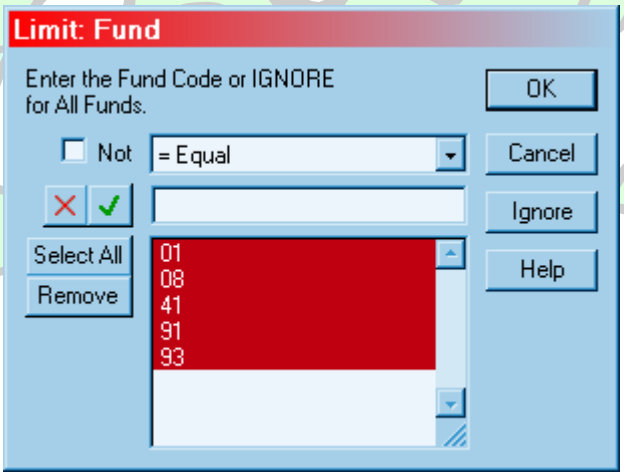
Select the Budget Fiscal Year from which you wish to collect data
(most of the time it will be the current FY)
Click “OK”



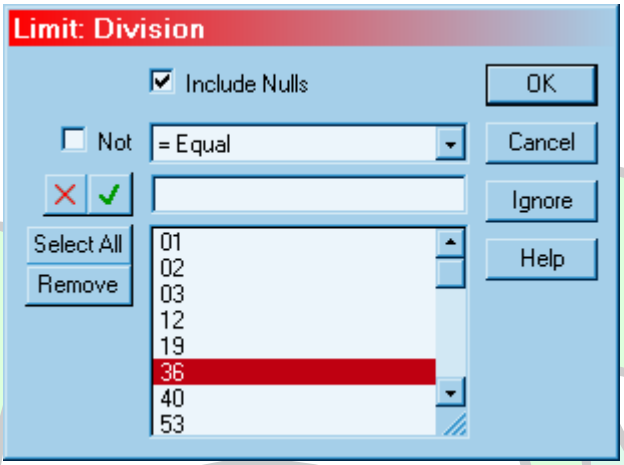
Select or enter the Fund Code(s) from which you wish to collect data
(***if they are listed and you wish data from them all, select “Ignore”)***

To highlight more than one code and they are in sequence, hold your Shift key down and either arrow down or use your mouse to select the ones you want; if they are not in sequence, hold your Control key down and highlight the ones you want

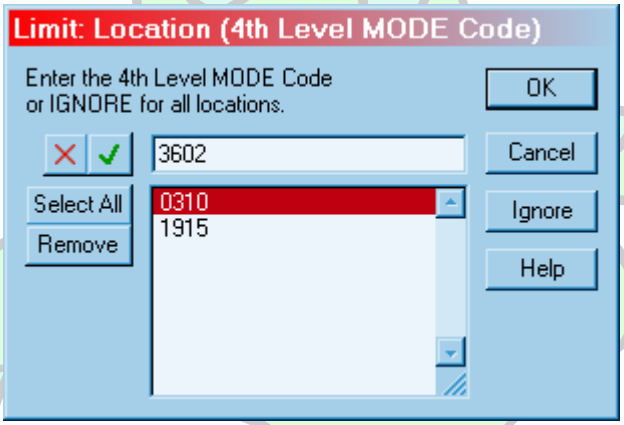
Click “OK” or Ignore



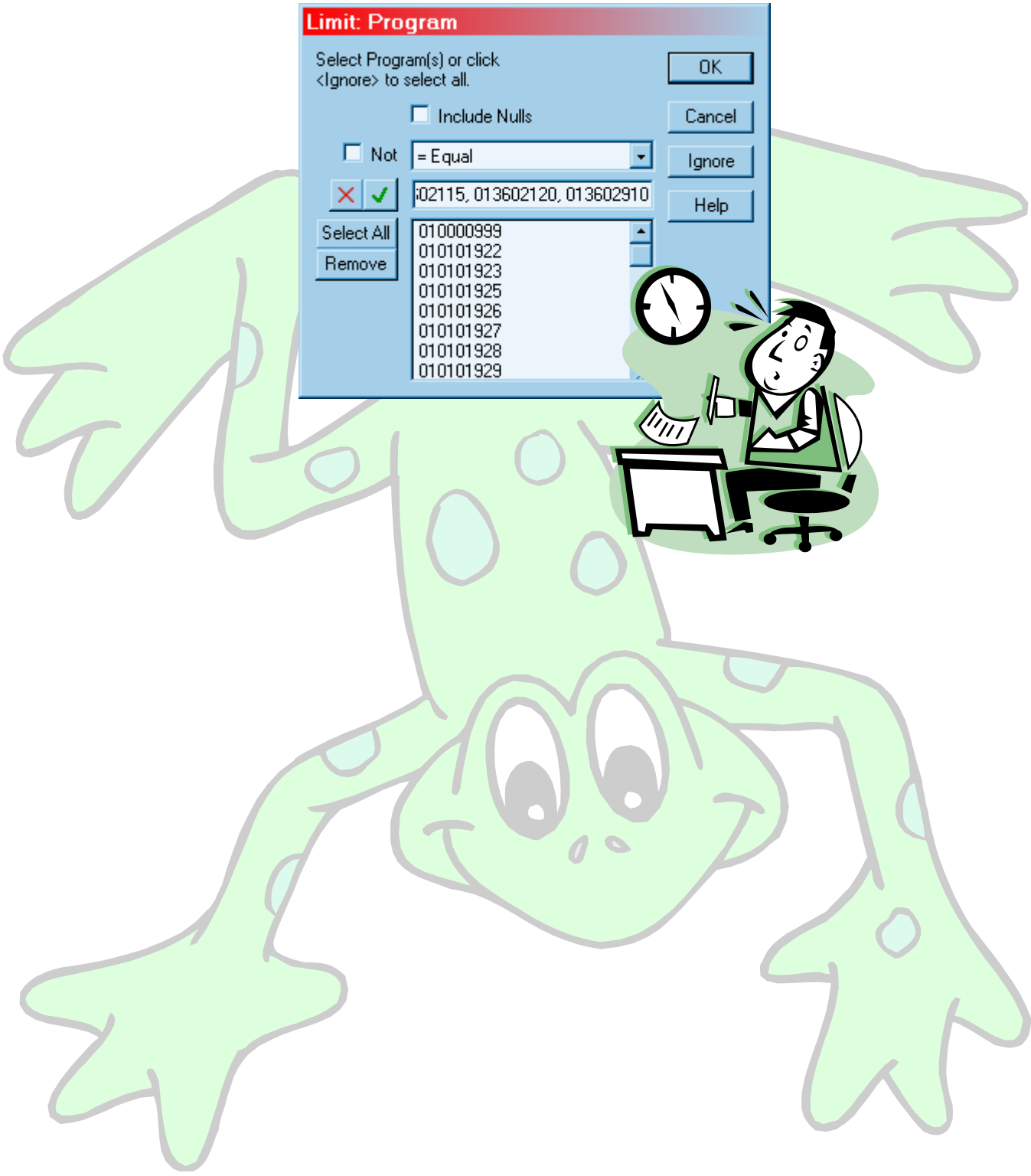
Always select Division 36
Click “OK”



Enter your 4-digit location code
Click “OK”

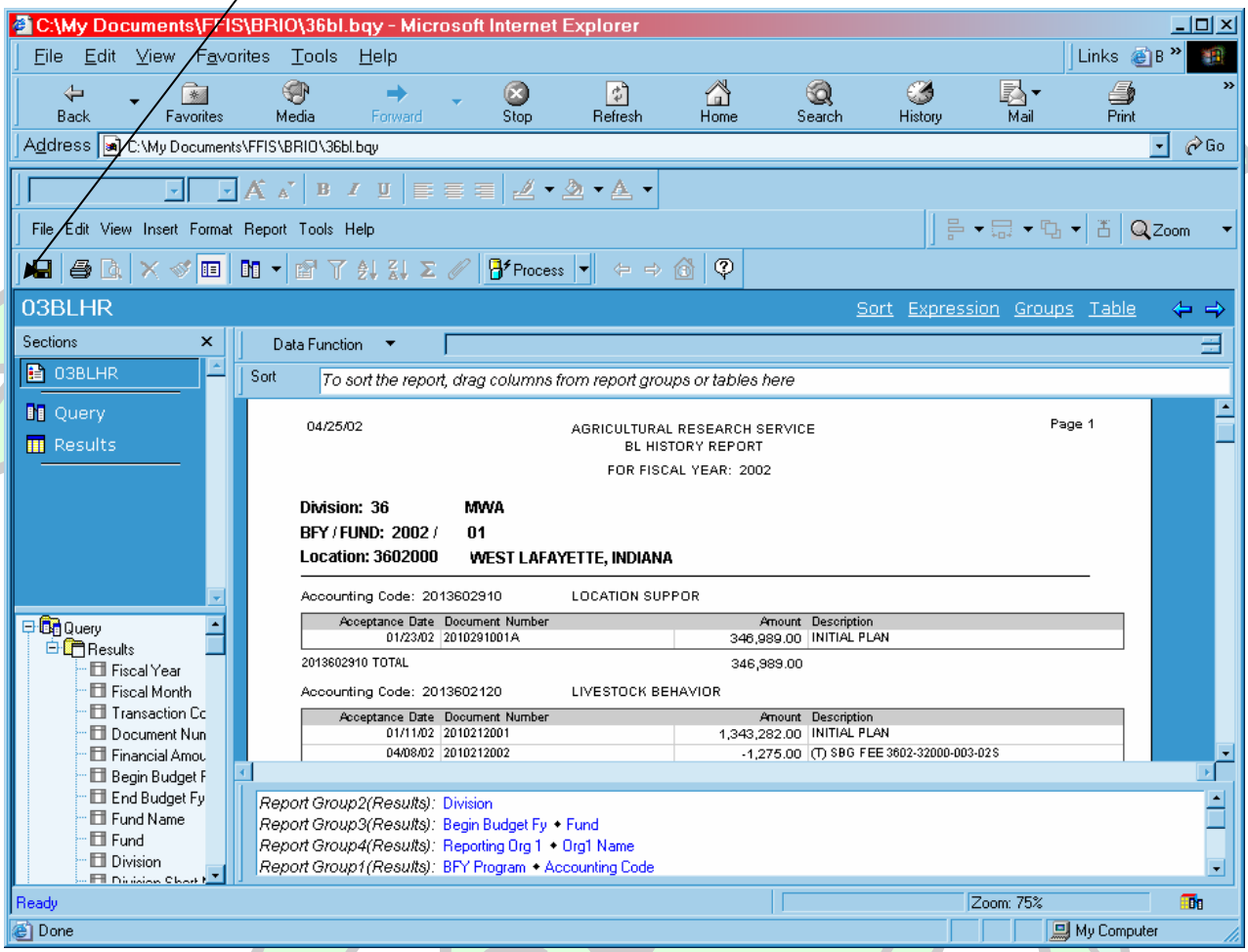


Enter the Program Code(s) from which you wish to retrieve data
Click “OK”



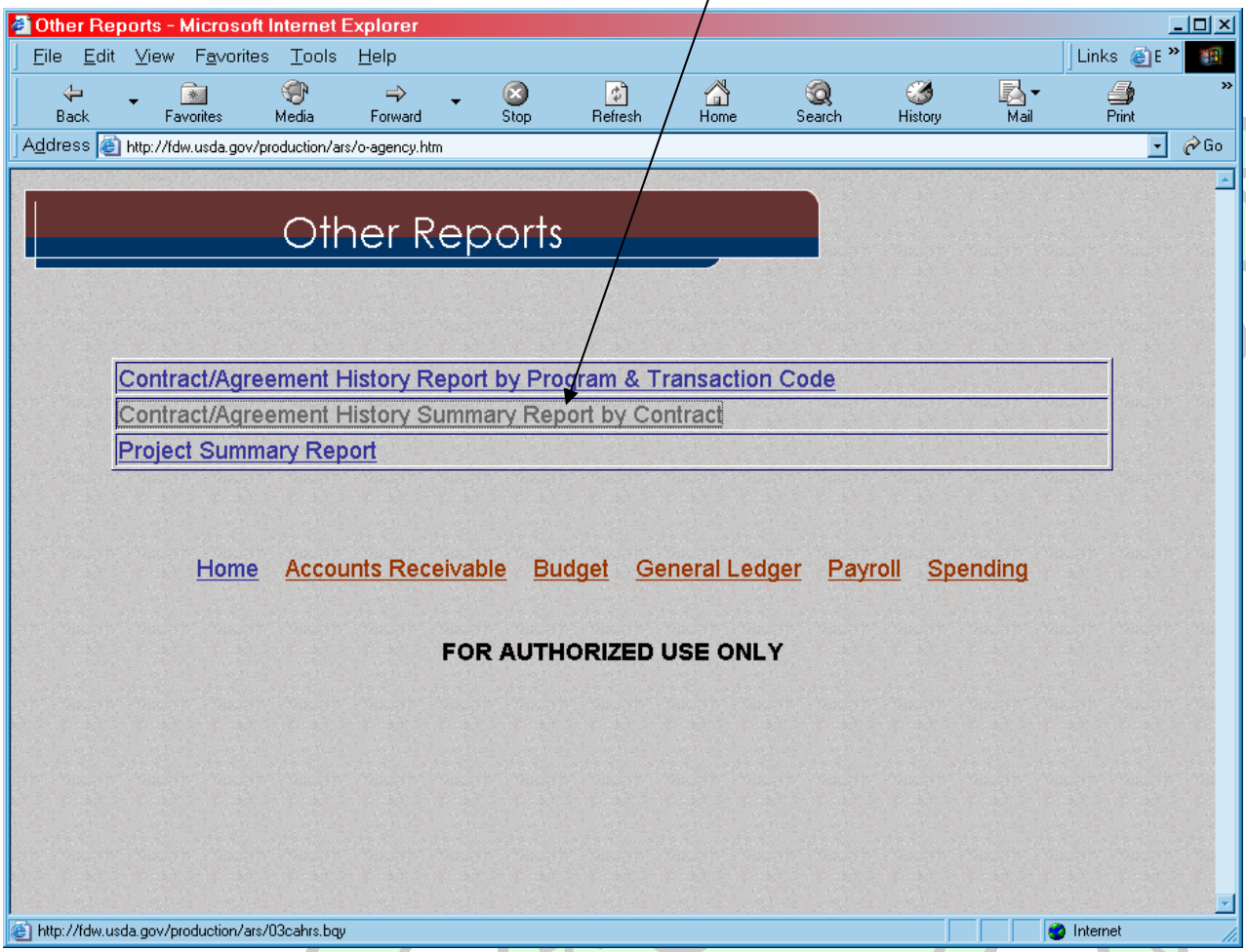
REPORT

Click on the Printer icon, hit enter and wait for your report to print

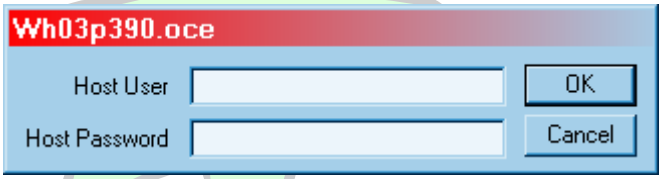


Creating a Contract & Agreement Report by Contract #

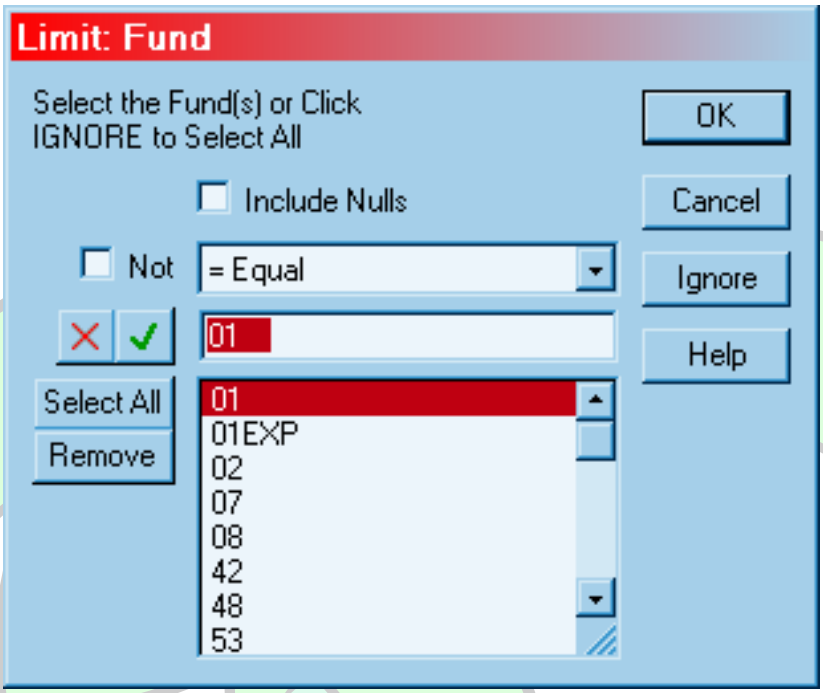
Log in to BRIO as you normally would
Select “Other Reports”
Select Contract/Agreement Summary Report by Contract



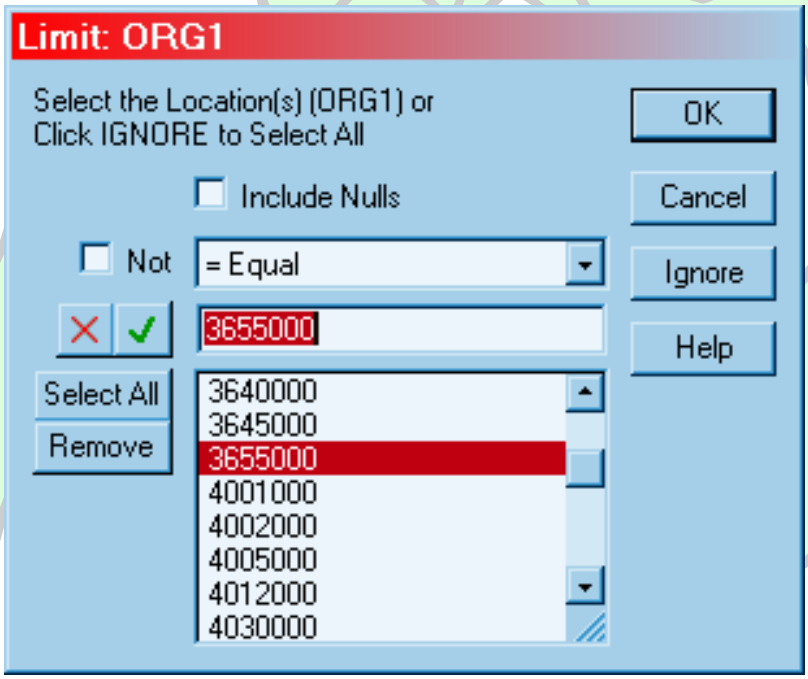
Enter your USERID information
Click “OK”



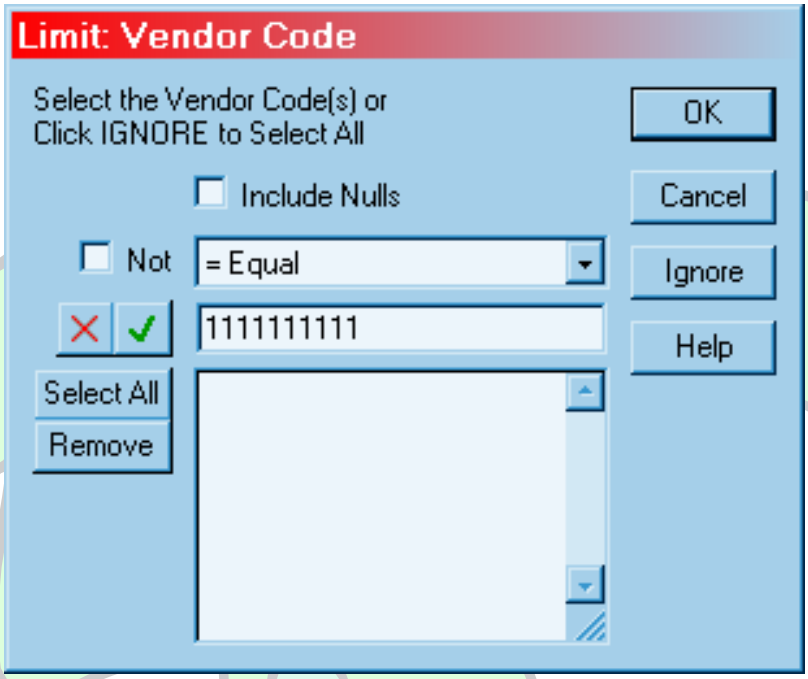
Select the Fund(s) from which you wish to retrieve data



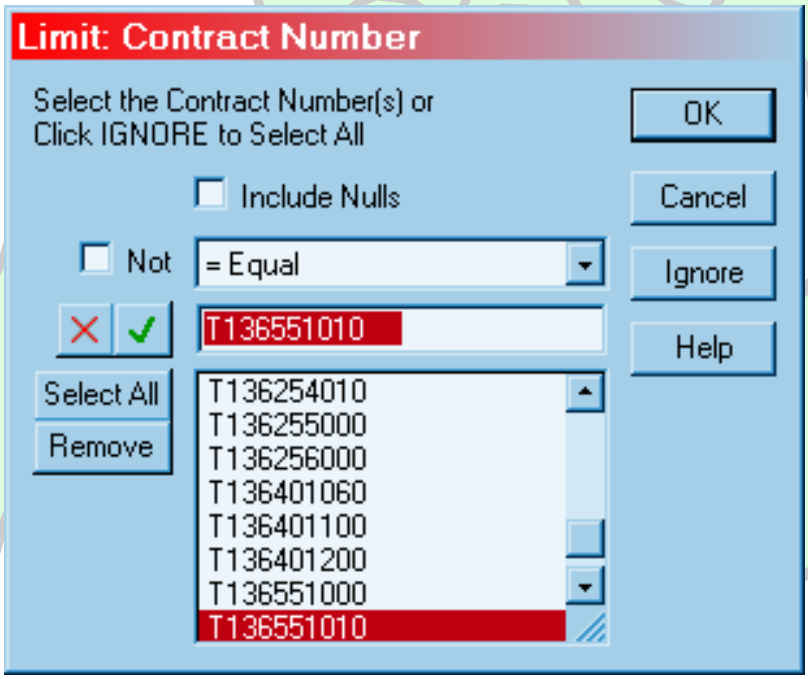
Select the Location".
Click OK



You can either input a specific Vendor Code or select “Ignore” for all codes for the Funds from which you wish to retrieve data

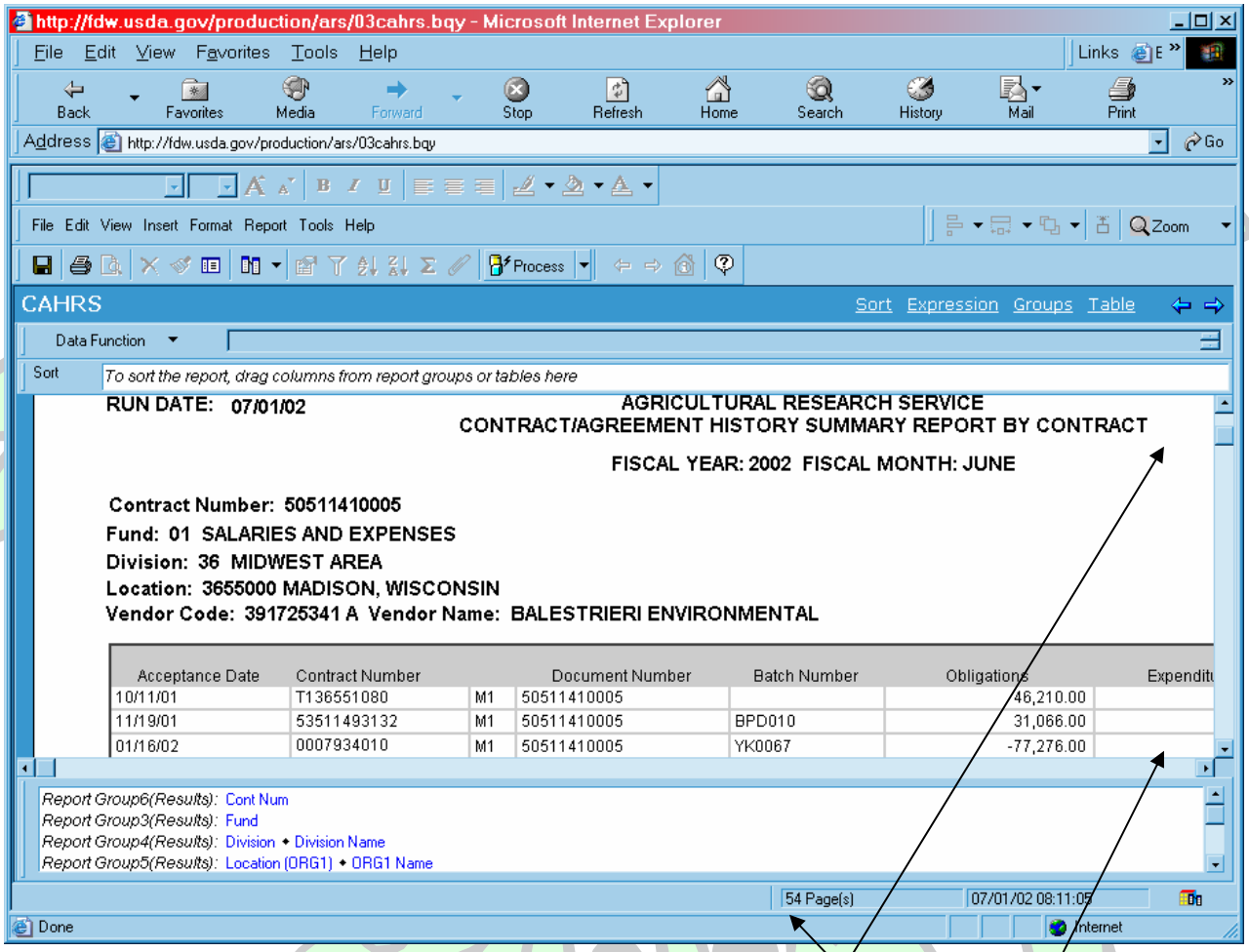


You can select a specific Contract # or select “Ignore” for all Contracts for the Funds from which you wish to retrieve data



Then you wait for it to retrieve the data and…

TA DA – you have your report….



Just a reminder in building reports of any kind…..scroll to the bottom to ensure you have retrieved all pages BEFORE you start printing. If you just look at the # of pages at the beginning of a report and start printing before it finishes building it, the # of pages may reflect quite a few less than what the report actually is. <u>Always</u> look at the final # of pages before you opt to print. You can always re-process the report to restrict the data you retrieve and then print.