Enterprise Reporting

August 26, 2010

Cognos 3rd Party Data Policy

Cognos offers users a rich source of information derived from many source systems here at Bentley. Currently we do not feed 3rd party data directly into the Cognos server. To date, systems like Banner and Advance have been the primary source of our user's data needs. With the increasing use of 3rd party applications, clients also expect to be able to use that information, in conjunction with source system information, for reporting. The Enterprise Reporting team has formed a policy to govern 3rd party data defined below.

Reporting systems, like Cognos, are not designed to be the entry point for data. OLTP systems are constructed to handle this type of processing and should continue to do so.

<u>Data feeds from 3rd parties (Receiving data from vendors):</u>

Data from 3rd parties will be entered (loaded) into Bentley source systems (transactional databases). This may require Administrative Computing staff to create tables with appropriate controls.

3rd party data will be incorporated into Cognos (whether real-time or through data warehouse) for reporting using the source system tables setup for the vendor.

Data updated from the 3rd party application before 1:30am (Monday – Friday) will be included in the nightly load to Cognos. If the file from the vendor is not updated before 1:30am (Monday-Friday), the previous day's file will be loaded.

<u>Data feeds to 3rd parties (Sending data to vendors):</u>

Handled as ticket requests, we will provide output files for all Bentley source systems that Cognos already connects to. If we currently do not connect to the system then the request becomes a larger project because of the additional work to make the connection from Cognos to the other system. Clients need to be aware of this difference to allow appropriate lead time for their projects.

Files will be sent once in a 24 hr period, Monday through Friday. Clients will be able to identify the time for file creation once a day. We will not support multiple runs throughout the day for the same file.

Formats include XML, HTML, XLS, and CSV.

Files will be written to the c:/ drive of Cognos server for FTP pickup.

Files on Cognos server will be overwritten; it will not be the responsibility of the Enterprise Reporting team to manage versions.

FTP Process - It will be outside the scope of the Enterprise Reporting team to manage the FTP process for sending files. This will be the responsibility of systems/DA to manage.