

BW Web Reporting - BEX_300



Business Warehouse Web Reporting (BW Web Reporting) BEX_300



Class Objectives



- View some existing queries
- Understand the variable screen and elements
- Learn ways to change queries
- Review various features of BEx-Web
- Learn how to save different views of the data

Today's class will cover:

- ☒ **True:** The functionality of the BEx-Web tool
- ☐ **False:** The meaning of data in the system

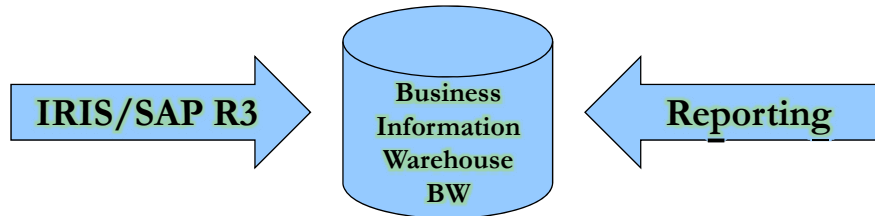
There is an assessment at the end of class

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What is Business Warehouse?



Business Warehouse is a separate system from the IRIS (SAP/R3) system and is used to generate various reports from data that is imported (copied) from IRIS into BW on a nightly basis. The data in BW is only as current as of the time it was copied into BW. Therefore, entries made into IRIS today will not appear on your BW report until the next data import is done.



Use the myUK Portal to access Business Explorer (BEx).

What is BEx-Web?



BEx-Web is a Tool or Application used to:

- Access pre-built queries (based upon your “role”)
- Run queries/reports in their original format
- Modify views of query results
 - Select variables
 - Sort
 - Filter
 - Change Layout
- Save views
- Access and use views created by other users

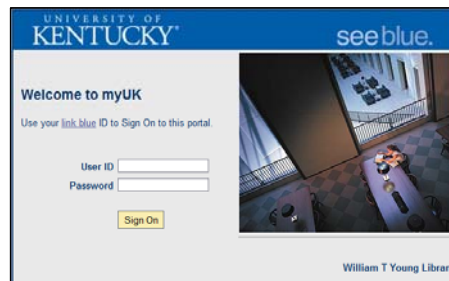
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What is Required to Access BEx-Web?



- **Web Browser** – You access and view this information on the Web, you need Microsoft Internet Explorer 6.x or higher web browser.
- Firefox can cause difficulties.
- Please note that other browsers may behave differently on Apple and Linux systems.
- **Active Directory Account** – You need an Active Directory Services Account (with domain of either ad or mc) to log onto the **myUK** Portal.
- Please contact the IT Customer Service Center at 257-1300, option 1, for information on obtaining an AD account.

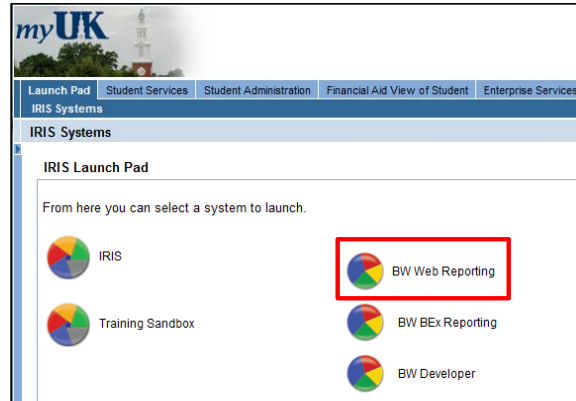
The myUK Portal



1. Open the **myUK** Portal at <https://myuk.uky.edu/iri/portal>
2. Enter your **AD User ID** (do not enter the domain)
3. Enter your **Password**
4. Click on the **Log on** button

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Using the Portal



- Your portal screen might look different – what you see is determined by your IRIS access or role
- The portal itself is a work in progress and will change
- Click on **BW Web Reporting**

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BW Reporting



User Favorites and Roles

- This is where you see the queries available to you, based on your IRIS role.
- **Favorites** – Nothing will be shown in Favorites in BEx-Web
- **FI Financial Accounting** – These are role-based queries (reports). Everyone who has your role/access will see the same queries in this area.
- **BW Reports role for Training – Financial** – Reports used for training are located in this area. The reports used for BW Web Reporting are:
 - FI Training 1 – Used during class
 - FI Training 2 – Used for the assessment
- Single click **FI Training 1** report



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Entering Your Variables




Variables for Ad Hoc Report

Fiscal Period/Year (Required) (*)	=			Include	Insert Row
Company Code (Required) (*)	=	UK00	University of Kentucky	Include	Insert Row
Budget Type (Required) (*)	=				
Funds Center	#	UK00/Not assigned	To 9999999999	UK00/9999999999	
Functional Area	=			Include	Insert Row
Fund	=			Include	Insert Row
GL Account	=			Include	Insert Row
Commitment Item	=			Include	Insert Row
Grant	=			Include	Insert Row

Execute Check

There are two ways to enter a variable:

- Type the data directly into the field, or
- Click on the **Selection** button to the right of the field  to display a list from which to choose

Required Variables



Variables for Ad Hoc Report

Fiscal Period/Year (Required) (*)	=			Include	Insert Row
Company Code (Required) (*)	=	UK00	University of Kentucky	Include	Insert Row
Budget Type (Required) (*)	=				
Funds Center	#	UK00/Not assigned	To 9999999999	UK00/9999999999	
Functional Area	=			Include	Insert Row
Fund	=			Include	Insert Row
GL Account	=			Include	Insert Row
Commitment Item	=			Include	Insert Row
Grant	=			Include	Insert Row

Execute Check

IMPORTANT: Variable names followed by an asterisk (*) are **required** – you **MUST** enter information into these fields!
For example, required variables shown above are **Fiscal Year Period**, **Company Code**, and **Budget Type**

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Multiple Selection



The Multiple Selection feature provides additional choices for selecting your criteria

You can:

- Choose to Include or Exclude a filter selection
- Choose to add selections for a variable by clicking on Insert Row

Variable Operators



You can choose from the following operators for each field:

= equal to

[] range

<= less than or equal to

> greater than

>= greater than or equal to

< less than

* wildcard

<> not equal to

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Selection Types



A **single selection** variable allows you to enter one entry

Variables for Ad Hoc Report

Fiscal Period/Year (Required) (*)	<input type="text"/>	Include	Insert Row
Company Code (Required) (*)	<input type="text" value="UK00"/> University of Kentucky	Include	Insert Row
Budget Type (Required) (*)	<input type="text"/>		
Funds Center	<input type="text" value="#"/> UK00/Not assigned To <input type="text" value="999999999"/> UK00/999999999		
Functional Area	<input type="text"/>	Include	Insert Row
Fund	<input type="text"/>	Include	Insert Row
GL Account	<input type="text"/>	Include	Insert Row
Commitment Item	<input type="text"/>	Include	Insert Row
Grant	<input type="text"/>	Include	Insert Row

Execute **Check**

A **range selection** has a “from” area and a “to” area with a Selection Button for each

If you have the same value in both areas, you can use this as a single selection.

Selection List



- When you click on the **Selection button** in a field, a list of possible entries will appear.
- Make your selection(s) by clicking in the checkbox to the left of each entry.
- To see more entries, click on “The Next 25 Values” button.

Your choices include the following:

- You can “Select All” of the values in the list
- *OR* just specific ones via the checkboxes
- *OR* change your mind and “Deselect All”
- *OR* fine-tune your selection by using the “Find” feature.

Value Selection for Fiscal Period/Year (Required)

Maximum Number of Hits

Fiscal Period/Year (Required)

☐ 012/2005

☐ 001/2006

☐ 002/2006

☐ 003/2006

☐ 004/2006

☐ 005/2006

☐ 006/2006

☐ 007/2006

☐ 008/2006

☐ 009/2006

☐ 010/2006

☐ 011/2006

☐ 012/2006

☐ 013/2006

☐ 014/2006

☐ 015/2006

☐ 000/2007

☐ 001/2007

☐ 002/2007

☐ 003/2007

☐ 004/2007

☐ 005/2007

☐ 006/2007

☐ 007/2007

☐ 008/2007

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Select – Find – Transfer



- Enter your search criteria in the **Find** field. Use the * (asterisk) as the wildcard character.

Example: To find the valid entries for the fiscal year 2009, enter *2009 and then click on the **Find** button.

NOTE: Find IS case sensitive

- When the results appear, you can click on **Select All** or checkmark the entries you want.
- When you have specified what you want, click the **Transfer** button to add it to your variables.

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Personalization



If you find yourself entering the same criteria for a variable again and again, across multiple queries, you can set a personalization on that variable so the criteria will be used automatically for every query that uses it.

For example, if you only use Company Code UK00, you can set up this range as the default

Company Code (Required) (*)

- Right-click on the **Personalization** icon to the left of the field name

- Select **Personalize**.

- The screen flickers and the Company Code field disappears.

You have given the system a default entry for the Company Code field and removed that field from consideration

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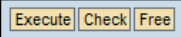
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
Personalization (Continued)



To see what is entered in a personalized field, click the All button

The icon has changed  Company Code (Required) (*) to indicate that the variable is personalized. You can now change the variable for this execution of the report

To re-hide the variable, click the new Free button  at the bottom of the Variables screen

To delete a personalization, right click the  icon and select Delete Personalization

Check and Execute



After you specify your variables, click on the **Check** button and the system will check your specifications for errors.

Yellow system messages can be ignored, but red system messages indicate errors that must be fixed before your report can be produced.

When there are no errors, click on the **Execute** button to run your report.

Be patient while your query is being processed.

A new screen will appear displaying the data you specified. This is your report.

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The BW Report



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Open View
FI Training 1

Data Analysis Graphical display Information

Last Data Update: 10/23/2009 01:35:48

Save View Variable Screen Exceptions and Conditions Comments Export to Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

Functional area	Fund	Budget	Actuals	Parked Fldoc	Encumbrances	Available Balance	Budget Avail. %
0440 Academic Computing	0011010100 ADMINISTRATION UK GE	\$ 781,588.32	\$ 1,373,011.13	\$ 0.00	\$ 0.00	\$ 591,422.81	(75.7)
	0011020100 PROVOST UK GENERAL	\$ 562,885.80	\$ 449,547.93	\$ 0.00	\$ 0.00	\$ 133,337.87	22.9
	0011030100 MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
	0011080100 FISC AFFAIRS TECH	\$ 627,868.96	\$ 586,759.29	\$ (35,443.21)	\$ 102,563.19	\$ 141,569.69	19.6
	0011090100 RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
	0011090200 ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13	\$ 0.00	\$ 0.00	\$ (0.13)	X
	0011620100 PROVOST SELF SUPPO	\$ 0.00	\$ (50,400.00)	\$ 0.00	\$ 0.00	\$ 50,400.00	X
	0011680100 SELF SUPPORTING	\$ 0.05	\$ (2,821.56)	\$ 0.00	\$ 0.00	\$ 2,821.61	5,643,220.0
	0213804000 STUDENT OPPORTUNITY	\$ 25,333.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ (25,333.36)	X
	0417301000 CENTRAL ADMIN RENOV	\$ 5,599.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ (5,599.56)	X
	0417302000 MAJOR EQUIP PURCHASE	\$ 804,491.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ (804,491.26)	X
	Result	\$ 3,579,086.17	\$ 4,499,088.25	\$ (35,443.21)	\$ 102,563.19	\$ (867,122.06)	(27.6)

Free Characteristics

Budgeting Value Type

Comments/Actuals Trans.

Commitment Item

Commit/Actual Detail

Company code

Fiscal year/period

Funded Program

Funds Center

GL Account

Grant

Value type in FI

Data Analysis Tab
Graphical Display Tab
Information Tab

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Last Data Update



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Open View
FI Training 1

Data Analysis Graphical display Information

Last Data Update: 10/23/2009 01:35:48

Save View Variable Screen Exceptions and Conditions Comments Export to Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

Functional area	Fund	Budget	Actuals	Parked Fldoc	Encumbrances	Available Balance	Budget Avail. %
0440 Academic Computing	0011010100 ADMINISTRATION UK GE	\$ 781,588.32	\$ 1,373,011.13	\$ 0.00	\$ 0.00	\$ 591,422.81	(75.7)
	0011020100 PROVOST UK GENERAL	\$ 562,885.80	\$ 449,547.93	\$ 0.00	\$ 0.00	\$ 133,337.87	22.9
	0011030100 MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
	0011080100 FISC AFFAIRS TECH	\$ 627,868.96	\$ 586,759.29	\$ (35,443.21)	\$ 102,563.19	\$ 141,569.69	19.6
	0011090100 RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
	0011090200 ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13	\$ 0.00	\$ 0.00	\$ (0.13)	X
	0011620100 PROVOST SELF SUPPO	\$ 0.00	\$ (50,400.00)	\$ 0.00	\$ 0.00	\$ 50,400.00	X
	0011680100 SELF SUPPORTING	\$ 0.05	\$ (2,821.56)	\$ 0.00	\$ 0.00	\$ 2,821.61	5,643,220.0
	0213804000 STUDENT OPPORTUNITY	\$ 25,333.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ (25,333.36)	X
	0417301000 CENTRAL ADMIN RENOV	\$ 5,599.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ (5,599.56)	X
	0417302000 MAJOR EQUIP PURCHASE	\$ 804,491.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ (804,491.26)	X
	Result	\$ 3,579,086.17	\$ 4,499,088.25	\$ (35,443.21)	\$ 102,563.19	\$ (867,122.06)	(27.6)

Free Characteristics

Budgeting Value Type

Comments/Actuals Trans.

Commitment Item

Commit/Actual Detail

Company code

Fiscal year/period

Funded Program

Funds Center

GL Account

Grant

Value type in FI

When your report appears, check the **Last Data Update** date at the top of the screen. This date is the last time data was updated in BW.

If you are looking for information that was entered **after** the most recent BW update, it will not be included.

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Rows – Columns – Free Characteristics



The screenshot shows the BW Web Reporting interface for the University of Kentucky. On the left, there are three panels: 'Rows', 'Columns', and 'Free Characteristics'. The 'Rows' panel is highlighted with a red box. The 'Columns' panel is also highlighted with a red box. The 'Free Characteristics' panel is highlighted with a red box. The main table displays financial data with columns for Fund, Functional area, Budget, Actuals, Period P/d/c, Encumbrances, Available Balance, and Budget Avail. %.

Fund	Functional area	Budget	Actuals	Period P/d/c	Encumbrances	Available Balance	Budget Avail. %
0011010100	ADMINISTRATION UK GE	\$ 791,588.32	\$ 1,375,011.13	\$ 0.00	\$ 0.00	\$ 1,375,011.13	(73.7)
0011020100	PROVOST UK GENERAL	\$ 562,885.80	\$ 449,547.83	\$ 0.00	\$ 0.00	\$ 113,337.97	22.9
0011030100	MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
0011080100	FISC AFFAIRS/PO TECH	\$ 627,888.96	\$ 586,799.29	\$ (35,443.21)	\$ 182,563.19	\$ 161,399.49	19.6
0011090100	RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
0011090200	ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13	\$ 0.00	\$ 0.00	\$ 0.13	X
0011600100	PROVOST SELF SUPPO	\$ 0.00	\$ (15,400.00)	\$ 0.00	\$ 0.00	\$ 15,400.00	X
0011600100	SELF SUPPORTING	\$ 0.00	\$ (2,821.81)	\$ 0.00	\$ 0.00	\$ 2,821.81	\$ 643,220.0
0213084500	STUDENT OPPORTUNITY	\$ 25,333.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,333.36	X
0417301000	CENTRAL ADMIN RENOV	\$ 6,599.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,599.56	X
0417302000	MAJOR EQUIP PURCHASE	\$ 854,491.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 854,491.26	X
Result		\$ 3,579,088.17	\$ 4,489,088.25	\$ (35,443.21)	\$ 182,563.19	\$ 187,122.05	(27.6)

- The left portion of the screen features a panel that allows you to tweak the fields in **Rows**, **Columns**, and **Free Characteristics**.
- The Rows section specifies fields shown horizontally in the report.
- The Columns section specifies fields shown vertically in the report.
- Free Characteristics are fields that are **not** shown in the initial report but are available if you want to show them.
- You can **drill down**, **drill across**, and/or apply a **filter** to these fields.

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Drill-down



The screenshot shows the BW Web Reporting interface for the University of Kentucky. On the left, there are three panels: 'Rows', 'Columns', and 'Free Characteristics'. The 'Free Characteristics' panel is highlighted with a red box. The 'GL Account' field in the 'Free Characteristics' panel is highlighted with a red box. The main table displays financial data with columns for Fund, Functional area, Budget, Actuals, Period P/d/c, Encumbrances, Available Balance, and Budget Avail. %.

Fund	Functional area	Budget	Actuals	Period P/d/c	Encumbrances	Available Balance	Budget Avail. %
0011010100	ADMINISTRATION UK GE	\$ 791,588.32	\$ 1,375,011.13	\$ 0.00	\$ 0.00	\$ 1,375,011.13	(73.7)
0011020100	PROVOST UK GENERAL	\$ 562,885.80	\$ 449,547.83	\$ 0.00	\$ 0.00	\$ 113,337.97	22.9
0011030100	MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
0011080100	FISC AFFAIRS/PO TECH	\$ 627,888.96	\$ 586,799.29	\$ (35,443.21)	\$ 182,563.19	\$ 161,399.49	19.6
0011090100	RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
0011090200	ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13	\$ 0.00	\$ 0.00	\$ 0.13	X
0011600100	PROVOST SELF SUPPO	\$ 0.00	\$ (15,400.00)	\$ 0.00	\$ 0.00	\$ 15,400.00	X
0011600100	SELF SUPPORTING	\$ 0.00	\$ (2,821.81)	\$ 0.00	\$ 0.00	\$ 2,821.81	\$ 643,220.0
0213084500	STUDENT OPPORTUNITY	\$ 25,333.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,333.36	X
0417301000	CENTRAL ADMIN RENOV	\$ 6,599.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,599.56	X
0417302000	MAJOR EQUIP PURCHASE	\$ 854,491.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 854,491.26	X
Result		\$ 3,579,088.17	\$ 4,489,088.25	\$ (35,443.21)	\$ 182,563.19	\$ 187,122.05	(27.6)

Drill-down adds a breakdown of data horizontally (in rows).

Example: To show GL Accounts in rows, click the Drill-down icon  in the **first** column of settings for Free Characteristic "GL Account." The report's appearance will change to show GL Accounts in rows

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Drill-down (Continued)



Functional area	Fund	GL Account	Budget	Actuals	Reflected P/B	Encumbrances	Available Balance	Budget Avail %
9440 Academic Computing	0011010100 ADMINISTRATION	GL Account assigned	791,588.32					100.0
		Executive - Regular	\$ 36,208.93			\$ 0.00	\$ 199,209.39	N
		Executive-Nonproductive	\$ 7,225.98			\$ 0.00	\$ 17,203.94	N
		Prof Salaries - Mont	\$ 47,882.84			\$ 0.00	\$ 247,242.84	N
		Admin-Nonproductive	\$ 5,317.58			\$ 0.00	\$ 8,807.58	N
		Clerical - Regular	\$ 37,821.79			\$ 0.00	\$ 107,641.79	N
		Clerical - Nonproductive	\$ 5,186.78			\$ 0.00	\$ 15,186.78	N
		Technical-Regular	\$ 167,152.36			\$ 0.00	\$ 487,152.36	N
		Technical-Nonproductive	\$ 29,102.89			\$ 0.00	\$ 126,102.89	N
		Technical-Perf/Nonproductive	\$ 5,426.33			\$ 0.00	\$ 15,426.33	N
		Technical-Coverline	\$ 5,443.40			\$ 0.00	\$ 16,443.40	N
		Prof NonAdmin-Regular	\$ 176,186.10			\$ 0.00	\$ 176,186.10	N
		Prof NonAdmin-Nonproductive	\$ 16,587.12			\$ 0.00	\$ 121,587.12	N
		Student/NonAdmin Study	\$ 80,242.18			\$ 0.00	\$ 80,242.18	N
		Research Assistants	\$ 885.00			\$ 0.00	\$ 885.00	N
		FICA	\$ 129.87			\$ 0.00	\$ 129.87	N
		Retirement Group 1	\$ 119.93			\$ 0.00	\$ 119.93	N
		ENC-Exec/Managerial	\$ 2,887.88			\$ 0.00	\$ 12,887.88	N
		ENC-Prof Admin	\$ 5,277.29			\$ 0.00	\$ 13,277.29	N
		ENC-Clerical	\$ 4,104.50			\$ 0.00	\$ 14,104.50	N
		ENC-Tech/Perf/Nonproductive	\$ 27,271.88			\$ 0.00	\$ 128,271.88	N
		ENC-Prof NonAdmin	\$ 16,446.00			\$ 0.00	\$ 116,446.00	N
		ELU-Exec/Managerial	\$ 43.96			\$ 0.00	\$ 443.96	N
		ELU-Prof Admin	\$ 52.33			\$ 0.00	\$ 152.33	N
		ELU-Clerical	\$ 45.15			\$ 0.00	\$ 145.15	N

“GL Account” is moved to the Rows section and the icon changes.

To turn off the drill-down, click on the icon again. The report will revert to its previous format, the item will be moved back to its original position on the panel, and the Drill-down icon will return to its original appearance.

Drill-across

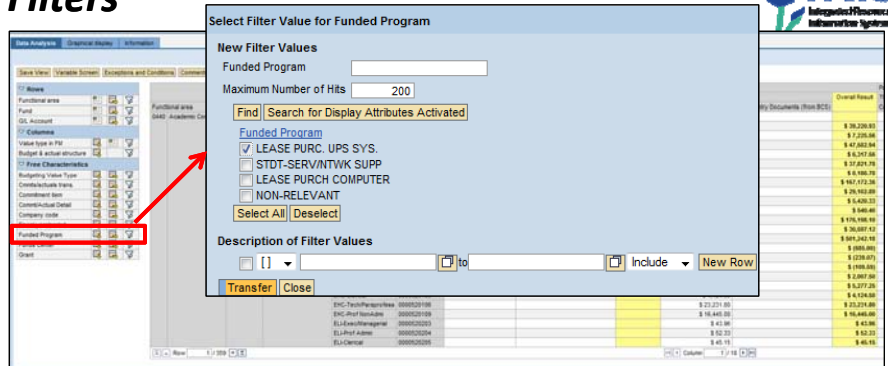


Functional area	Fund	GL Account	Budget	Actuals	Overall Result	Commitments and Actuals	Budget Entry Documents (from BCT)	Overall Result
9440 Academic Computing	0011010100 ADMINISTRATION	GL Account assigned	791,588.32					
		Executive - Regular	\$ 36,208.93		\$ 36,208.93			\$ 36,208.93
		Executive-Nonproductive	\$ 7,225.98		\$ 7,225.98			\$ 7,225.98
		Prof Salaries - Mont	\$ 47,882.84		\$ 47,882.84			\$ 47,882.84
		Admin-Nonproductive	\$ 5,317.58		\$ 5,317.58			\$ 5,317.58
		Clerical - Regular	\$ 37,821.79		\$ 37,821.79			\$ 37,821.79
		Clerical - Nonproductive	\$ 5,186.78		\$ 5,186.78			\$ 5,186.78
		Technical-Regular	\$ 167,152.36		\$ 167,152.36			\$ 167,152.36
		Technical-Nonproductive	\$ 29,102.89		\$ 29,102.89			\$ 29,102.89
		Technical-Perf/Nonproductive	\$ 5,426.33		\$ 5,426.33			\$ 5,426.33
		Technical-Coverline	\$ 5,443.40		\$ 5,443.40			\$ 5,443.40
		Prof NonAdmin-Regular	\$ 176,186.10		\$ 176,186.10			\$ 176,186.10
		Prof NonAdmin-Nonproductive	\$ 16,587.12		\$ 16,587.12			\$ 16,587.12
		Student/NonAdmin Study	\$ 80,242.18		\$ 80,242.18			\$ 80,242.18
		Research Assistants	\$ 885.00		\$ 885.00			\$ 885.00
		FICA	\$ 129.87		\$ 129.87			\$ 129.87
		Retirement Group 1	\$ 119.93		\$ 119.93			\$ 119.93
		ENC-Exec/Managerial	\$ 2,887.88		\$ 2,887.88			\$ 2,887.88
		ENC-Prof Admin	\$ 5,277.29		\$ 5,277.29			\$ 5,277.29
		ENC-Clerical	\$ 4,104.50		\$ 4,104.50			\$ 4,104.50
		ENC-Tech/Perf/Nonproductive	\$ 27,271.88		\$ 27,271.88			\$ 27,271.88
		ENC-Prof NonAdmin	\$ 16,446.00		\$ 16,446.00			\$ 16,446.00
		ELU-Exec/Managerial	\$ 43.96		\$ 43.96			\$ 43.96
		ELU-Prof Admin	\$ 52.33		\$ 52.33			\$ 52.33
		ELU-Clerical	\$ 45.15		\$ 45.15			\$ 45.15

- **Drill-across** adds the data in a column
- Example: To add a column showing “Value Type in FM” on your report, click the Drill-across icon in the **second** column of settings for the Free Characteristic “Value Type in FM.”
- The report’s appearance will change to show the Value Type in FM data in a column. The item “Value Type in FM” will move up to the Columns section of the panel, and the icon will change to show that the drill-across is turned on for that item.
- To turn off the drill-across, simply click on the icon again.

BW Web Reporting - BEX_300

Filters



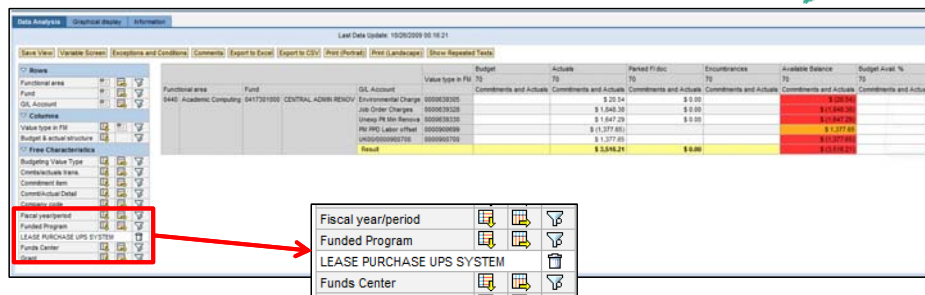
- **Filters** can be added to narrow your query to very specific data.
- Example: To see only a particular Funded Program, click the Filter icon in the **third** column of settings for the Free Characteristic “Funded Program.” Select the Funded Program you want to specify and then click the **Transfer** button.





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Filters (continued)



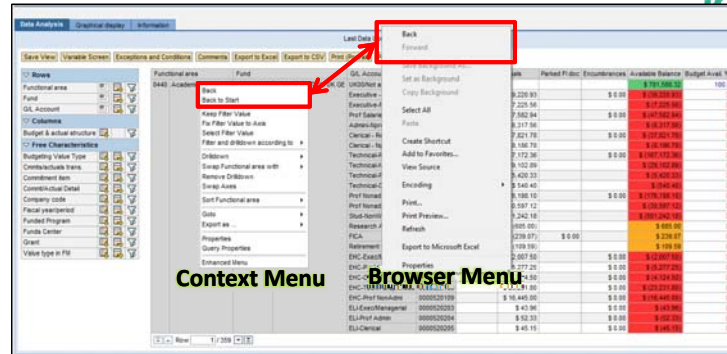
- The report will change to show only data for the Funded Program you specified. That Funded Program will appear in the Free Characteristic area, and the icon will change to a trash can  to show that the filter is turned on for that item.
- To remove (turn off) the filter, simply click on the trash can icon. The report will revert to its previous format, the item name on the panel will revert to “Funded Program”, and the Filter icon will return to its original appearance. 

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Context Menus



- **Context Menus** offer more options when analyzing data. When you place your cursor on an object that offers a context menu, the object name will suddenly be underlined. Right-click and the context menu will appear. To close the menu, click anywhere on the screen.
- **IMPORTANT:** If you right-click anywhere on the screen or on an item that is **NOT** underlined when you place your cursor on it, you will see the browser menu and **not** the context menu. Use caution and make absolutely sure you are in a true BW Web context menu before you click on an option.

Context Menus (Continued)



- Each of the following objects provides a Context Menu that is specific to that particular object:
 - Rows
 - Columns
 - Free Characteristics
 - Characteristic Column headers
 - Characteristic value
 - Key Figure headers
 - Key Figure values
- Each has a **Basic Menu** with an **Enhanced Menu** option, which provides additional features.
- Note that Key Figures are **amounts** and Characteristics **describe** what Key Figures are (i.e., Characteristics are non- amounts).

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Context Menu Items



Back

Undo last step. [NOTE: DO NOT USE THE BACK BUTTON ON YOUR BROWSER MENU.]

Back to Start

Back to the view when last pressed Execute (on “Variables for Ad Hoc Report” screen).

Select Filter Value

Restrict data of variable(s) to what you have specified.

Example: Filter the Funded Program to select BioMedical Sciences.

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.

Remove Drilldown

Removes a drilldown (or across) if one has been selected.

Swap with

Exchanges selected characteristic with another characteristic you choose from a list.

Example: Swap GL Account with Functional Area.

Context Menu Items (Continued)



Swap Axes

Swaps the axes of the view, sending row values to columns and column values to rows.

Sort → Sort Ascending/Sort Descending

Sorts the selected characteristic or key figure, either in ascending or descending order.

Properties

Allows you to view or change the way in which the data is presented for a characteristic or key figure. Examples: Number of decimals; Key and/or short, medium, or long text display; Suppression of results rows.

Query Properties

Allows you to view or change properties that affect the display of the results for the entire query (rather than that of a specific characteristic).

Goto (on some Enhanced Menus)

Displays a list of queries available for execution to provide further details or line item information regarding the field selected on your initial query.

Calculate Results as (on Enhanced Menu for Key Figures)

Allows you to specify a calculation be performed on a key figure to display the data in a specified manner. Example: Select Calculate Results as → Maximum [to display the maximum value of that group]. Other choices include minimum, average, sum, count, etc.

BW Web Reporting - BEX_300

Save View



Save View

Functional area	Fund	Budget	Actuals	Parked F. disc	Encumbrances	Available Balance	Budget Avail. %
0440 Academic Computing	0011010100 ADMINISTRATION UK GE	\$ 701,580.32	\$ 1,373,011.13	\$ 0.00	\$ 0.00	\$ 1,095,426.95	(75.7)
	0011020100 PROVOST UK GENERAL	\$ 562,885.80	\$ 449,547.93	\$ 0.00	\$ 0.00	\$ 133,337.87	22.8
	0011030100 MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
	0011080100 FISC APP&INFO TECH	\$ 827,868.96	\$ 986,759.29	\$ (35,443.21)	\$ 102,563.19	\$ 161,909.69	19.6
	0011092100 RES UKRF	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
	0011092200 ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13	\$ 0.00	\$ 0.00	\$ 0.13	X
	0011020100 PROVOST SELF SUPPO	\$ 0.00	\$ (50,400.00)	\$ 0.00	\$ 0.00	\$ 50,400.00	X
	0011050100 SELF SUPPORTING	\$ 0.05	\$ (2,821.56)	\$ 0.00	\$ 0.00	\$ 2,821.61	5,643,220.0
	0213084500 STUDENT OPPORTUNITY	\$ 25,333.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ (25,333.36)	X
	0417301000 CENTRAL ADMIN RENOV	\$ 8,599.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ (8,599.56)	X
	0417302000 MAJOR EQUIP PURCHASE	\$ 504,491.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ (504,491.36)	X
	Result	\$ 3,579,086.17	\$ 4,499,088.25	\$ (35,443.21)	\$ 102,563.19	\$ (807,122.06)	(22.8)

- When your report looks the way you want to see it on a regular basis, you can save the settings (**not** the data) by clicking on **Save View**.
- CAUTION: Views are shared.** Everyone with access to this query can run your saved view...but they cannot change or overwrite it. They will be able to make changes and save their own version with new unique Technical Name.

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Save View Description



Save View

Description

Technical Name

☐ Overwrite Existing View

- When you click **Save View**, a small screen appears where you enter a **Description** of the view. You have up to **60 characters** to make the description as recognizable as possible.
- We suggest the following guideline for description: **your userid: description**
 - Example - DELUCIA: Budget & Actuals by FYR by G/L for FA 0440
 - We suggest the 'BY' and 'FOR' principle, to apply after your userid: BUD/ACT BY FUND, FCTR FOR F/AREA 1000
 - where BY indicates the drilled-down field, and FOR the filter.

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Save View Technical Name



The screenshot shows a 'Save View' dialog box with the following fields and options:

- Description: DELUCIA: Budget and Actuals for F\
- Technical Name: Zdelucia_5000 (highlighted with a red box)
- ☐ Overwrite Existing View
- Buttons: Save, Cancel

Below the dialog box, a 'Messages' window displays a green checkmark and the text: 'View (ZDELUCIA_5000) saved successfully.' Below this, a red banner reads 'Saved confirmation notice'.

- The Technical Name can contain up to **30 characters**.
- Naming convention is a 'Z', followed by your **UserID**, followed by an **underscore** and **your** next available view number. Follow these steps:
 1. Enter a **Z** in the **Technical Name** field
 2. Enter your **AD UserID** (but do not include ad\ or mc\)
 3. At the end of your UserID, enter an **underscore**
 4. Enter **your next available view number** for this query, starting with 5000.
Examples: ZDELUCIA_5000 ZDELUCIA_5012
 5. Click the **Save** button to save your view.
- You will receive a confirmation notice.

BW Web Reporting - BEX_300

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Save View (Continued)



- The purpose of the naming standard is to help identify the views you have saved. Using the naming convention will quickly identify the person who saved the view and will make it easier for you to know your next view number.
- Since technical names have to be unique in the SAP BW system, you should keep track of your saved and next view numbers.
- You can find your next view number by clicking on **Open View**.

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Open View – History



To see or choose from existing views:

1. Click the **Open View** link to open the “Choose a View” window
2. Note that the **Display** field defaults to **History**
3. You can check the technical name of the views listed by either:
 1. Slowly moving your cursor over each one, or
 2. Click on each view and the technical name will display in the **Selected Object** field

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Open View – Roles



To see **all** views saved by users with the same access (role) as you:

1. Click the **Open View** link to open the “Choose a View” window
2. Open the drop-down menu in the **Display** field and choose **Roles**.
3. Expand each role by clicking on the small black arrows until you see the views created.

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Open View



- It is helpful to use **Roles** to see all the views created on each query because:
 - You can share your views
 - You may find useful views that other users have created
 - You can check your own views and determine your next view number
- To close the “Choose a View” window without selecting a view, click the **Cancel** button

Save & Open View



- Once you save a view, it cannot be overwritten by anyone...including you. You can however, open the view, make changes to it, and then save the new view with a new technical name.
- If you no longer need a view, send email to the BW Support Staff at: BI-Requests@email.uky.edu or to a Power User: <http://www.uky.edu/IRIS/BW/pdf%20docs/PowerUserList.pdf>
Specify the view you want deleted and be sure to include the **Technical Name** of the view.
Deleting views that are no longer needed will keep unwanted views from cluttering the system. You can reuse the technical name after a view is deleted.
- After you save, you can click **Open View** again and take a look at the Roles. You will be able to see your newly created view in both **Roles** and **History**.

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Variable Screen



Save View Variable Screen Exceptions and Conditions Comments Export to Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

Last Date Update: 10/27/2009 00:37:19

Functional area	Fund	Budget	Actuals	Planned F1 doc	Encumbrances	Available Balance	Budget Avail. %
0440 Academic Computing	0011010100 ADMINISTRATION UK GE	\$ 781,888.32	\$ 1,373,011.13	\$ 0.00	\$ 0.00	\$ 1,091,422.87	(78.7)
	0011020100 PROVOST UK GENERAL	\$ 862,889.80	\$ 449,547.93	\$ 0.00	\$ 0.00	\$ 1,133,337.87	22.9
	0011030100 MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
	0011080100 FDOC AFFAIRS TECH	\$ 827,868.98	\$ 588,759.29	\$ (35,443.21)	\$ 102,563.19	\$ 161,589.05	19.6
	0011092100 RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
	0011600200 ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13			\$ 0.13	X
	0011620100 PROVOST SELF SUPPO	\$ 0.00	\$ (50,400.00)			\$ 50,400.00	X
	0011680100 SELF SUPPORTING	\$ 0.05	\$ (2,021.56)	\$ 0.00	\$ 0.00	\$ 2,021.61	5,643,220.0
	0213884500 STUDENT OPPORTUNITY		\$ 25,333.36	\$ 0.00		\$ 25,333.36	X
	0417301000 CENTRAL ADMIN RENOV		\$ 8,589.56	\$ 0.00		\$ 8,589.56	X
	0417302000 MAJOR EQUIP PURCHASE		\$ 804,491.28		\$ 0.00	\$ (804,491.28)	X
	Result	\$ 3,579,088.17	\$ 4,499,088.25	\$ (35,443.21)	\$ 102,563.19	\$ 1,091,422.87	(27.6)

- Once you review your report, you can request different results by clicking on the **Variable Screen** button. This will take you back to the "Variables for Ad-hoc Report" screen, where you can change the variables (values).
- IMPORTANT:** If you are entering new variables, be sure to **REMOVE** any variable information that does not apply.
- Click the **Execute** button on the Variables screen to display the revised report.

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Exceptions & Conditions



Save View Variable Screen Exceptions and Conditions Comments Export to Excel Export to CSV Print (Portrait) Print (Landscape) Show Repeated Texts

Last Date Update: 10/27/2009 00:37:19

Functional area	Fund	Budget	Actuals	Planned F1 doc	Encumbrances	Available Balance	Budget Avail. %
0440 Academic Computing	0011010100 ADMINISTRATION UK GE	\$ 781,888.32	\$ 1,373,011.13	\$ 0.00	\$ 0.00	\$ 1,091,422.87	(78.7)
	0011020100 PROVOST UK GENERAL	\$ 862,889.80	\$ 449,547.93	\$ 0.00	\$ 0.00	\$ 1,133,337.87	22.9
	0011030100 MED CTR UK GENERAL	\$ 856,343.04	\$ 791,244.42	\$ 0.00	\$ 0.00	\$ 65,098.62	7.6
	0011080100 FDOC AFFAIRS TECH	\$ 827,868.98	\$ 588,759.29	\$ (35,443.21)	\$ 102,563.19	\$ 161,589.05	19.6
	0011092100 RES UKRP	\$ 530,400.00	\$ 501,322.73	\$ 0.00	\$ 0.00	\$ 29,077.27	5.5
	0011600200 ADM UK SELF SUPPORT	\$ 0.00	\$ 0.13			\$ 0.13	X
	0011620100 PROVOST SELF SUPPO	\$ 0.00	\$ (50,400.00)			\$ 50,400.00	X
	0011680100 SELF SUPPORTING	\$ 0.05	\$ (2,021.56)	\$ 0.00	\$ 0.00	\$ 2,021.61	5,643,220.0
	0213884500 STUDENT OPPORTUNITY		\$ 25,333.36	\$ 0.00		\$ 25,333.36	X
	0417301000 CENTRAL ADMIN RENOV		\$ 8,589.56	\$ 0.00		\$ 8,589.56	X
	0417302000 MAJOR EQUIP PURCHASE		\$ 804,491.28		\$ 0.00	\$ (804,491.28)	X
	Result	\$ 3,579,088.17	\$ 4,499,088.25	\$ (35,443.21)	\$ 102,563.19	\$ 1,091,422.87	(27.6)

- Exceptions** allow you to color-code cells that meet specified criteria.
- Conditions** allow you to change a report depending on specified criteria.
- Some Exceptions and Conditions may be supplied with the query. If not, you can create your own.
- If you save a view, the Exceptions and Conditions are saved with it.

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Exceptions



- You **Activate/Deactivate** Exceptions by clicking on the red and green icon.
- The icon is a toggle switch that turns the Exception on and off.
- Some Exceptions and Conditions may be supplied with the query. You can deactivate or change these. You can also create new ones.

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Seeing Exception Criteria



To see the criteria for an existing Exception, right-click the Exception name and select **Display** from the fly-out menu.

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Creating a New Exception

To create a new Exception:

1. Click on the **Exceptions and Conditions** button.
2. In the Exceptions area, click on the **Create** button.
3. Enter a brief but recognizable **Description**.
4. Select the field to be watched or color-coded.
5. Select how the data is to be compared: Greater Than, Less Than, Between, etc.
6. Fill in the next two fields with the number(s) that fit the comparison: Greater Than 100, Between 50 100, etc.
7. Select the level - levels indicate, by color, how good or bad the value is.
 1. Good 1, 2, and 3
 2. Critical 1, 2, and 3
 3. Bad 1, 2, and 3
8. Click the **Transfer** button



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Creating a New Condition

Conditions let you change a report depending on specified criteria.

Example: You want to display the top 10 "Actuals":

1. Click on the **Exceptions and Conditions** button.
2. In the Conditions area, click on the **Create** button.
3. Enter the Text (name or description):
Example – Top 10 Actuals
4. At the bottom, click in the **Display all values** checkbox
5. In the first drop-down, select "Actuals"
6. In the next drop-down, select "Top Number" (you can also see the other options)
7. In the first box, enter in "10"
8. Click the **Transfer** button

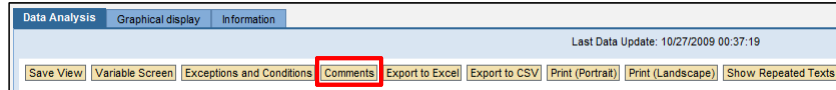


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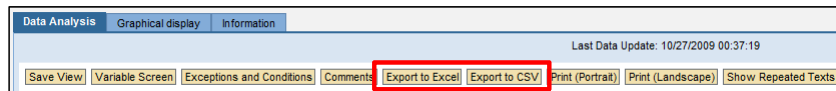
BW Web Reporting - BEX_300

Comments



- Comments are documentation you can create, specific to the initial query. They are useful for relaying information about the query.
- Use caution, however, because Comments can be seen and changed by everyone who has the role where the query is located.
- If you save a view and add Comments to your view, you have also added those Comments to the query in the role.

Export to Excel & CSV



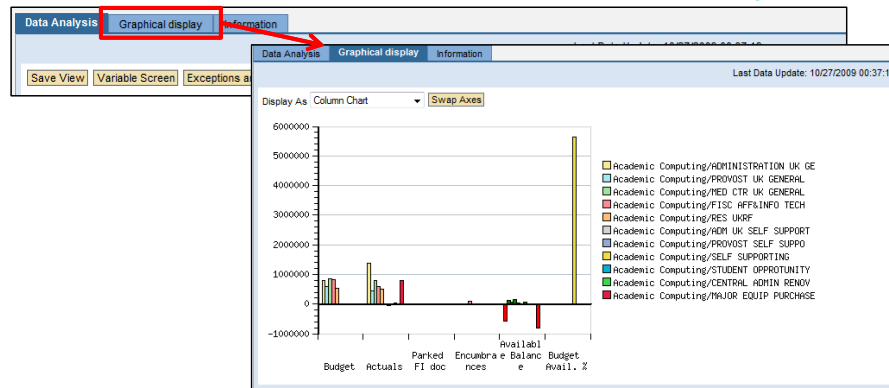
You can **Export** (send) your report to an Excel Spreadsheet or a CSV (comma-delimited) file by clicking on the appropriate button.

This is handy if you want to use the data:

- in Access, Crystal, or Brio, or
- if you want to print the information, or
- you want to use Excel to create a graph

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Graphical Display Tab



The **Graphical Display** tab shows you what the current report (on the **Data Analysis** tab) looks like as a graph.

You can choose the type of chart or graph via the **Display as** drop-down menu.

You can also Swap Axes by clicking on the button.

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Information Tab



- **Information on Query** shows the Status of Data, Query Description, and Query Technical Name.
- **Static Filter** lists the filters that were applied to the query when it was originally developed, as well as those in the background that cannot be changed.
- **Dynamic Filter** displays filters applied on the Data Analysis Tab.
- **Variable Values** displays variables available on the "Variable for Ad Hoc Report" screen. Your selections for those variables you chose to complete are listed.

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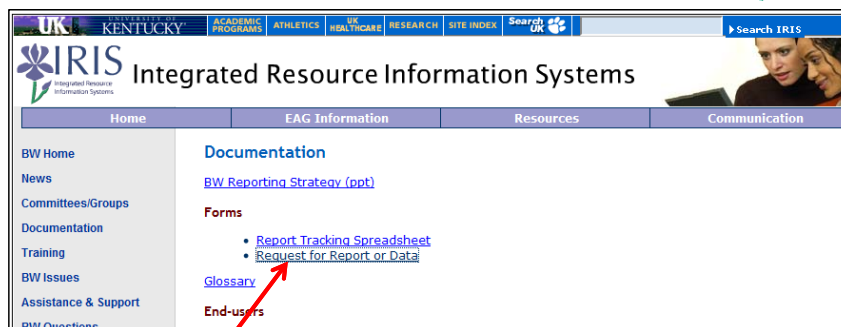
How to Log Off BW Web Reports



1. Close the BEx report window by clicking the red "X" in upper right corner of the window or tab
2. Close the Report & Query List
3. Click the **Log off** link
4. Close the **myUK** Portal

Note: To clear the values from the variables on the **Variables for Ad Hoc** window, you need to close **all** of your browser windows. Otherwise, the variables you used for prior queries will populate the values for the same variables.

Need Another Report?



Use the **BW Request for report or Data** document

- Where to find it?
http://www.uky.edu/IRIS/BW/bw_documentation.htm
- How to fill it out?
Tab through the fields, completing each one.
- Email the request to: **BI-Requests@email.uky.edu**

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Need Assistance?



First, review the IRIS BW web page:

http://www.uky.edu/IRIS/BW/bw_questions.html

If you still need assistance, please send an email to

BI-Requests@email.uky.edu

Training Sandbox

- You will still have access to the production training folder used in class to learn and practice in the future.
- What you do in the training folder will not affect the actual data in Production.

Assessment Environment



1. Log out of myUK
2. Close **ALL** browser windows
3. Open a new Internet Explorer session
4. Log into myUK
5. Click once on **BW Web Reporting**
6. Open **BW REPORTS role for Training – Financial**
7. Select query **FI Training 2**