

BEx Reporting - Display Query



Process: BEx-Analyzer is used by Power Users to generate queries for ad-hoc reporting in production. The following steps will show you how you can display a query in the BEx-Analyzer tool. Both **Y** (Power User) and **Q** (Published) queries can be displayed. **Y** queries will display in create mode, and **Q** queries will display in display mode.

Note: This QRC only covers displaying a BEx query. For details on creating, modifying, etc., please review other BEx Reporting QRCs or course manuals.

Role: Authorized Users

Frequency: When needed

Log into BW BEx Reporting

Log on to the *myUK* portal

Click **BW BEx Reporting**

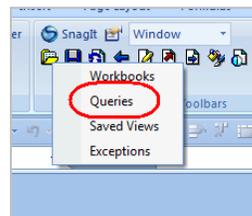


Click **Open**

Note: In Excel 2007, this icon will be found on the **Add Ins** tab. In Excel 2003, it will be found on the **Business Explorer** toolbar.



Select **Queries**



Using Find To Select a Query

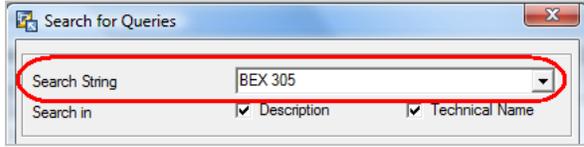
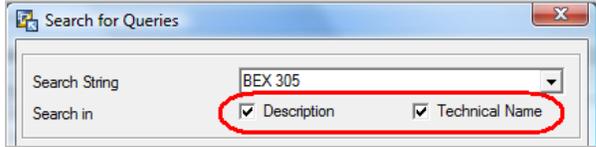
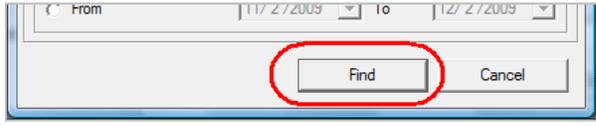
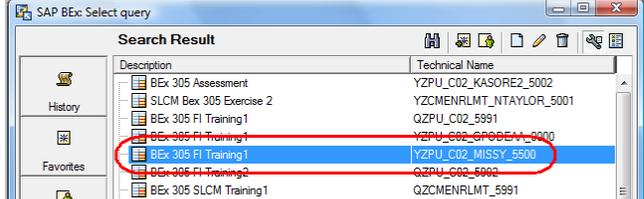
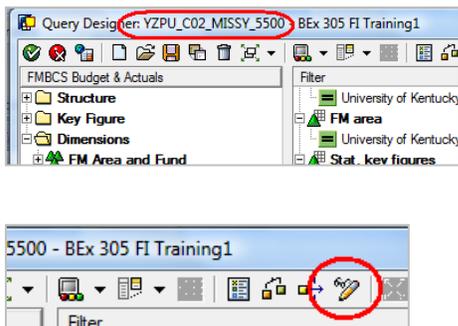
Click **Technical Names On**



Click **Find**

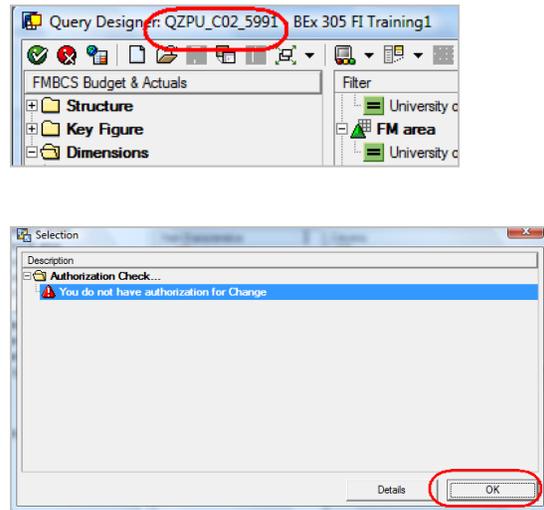


BEx Reporting - Display Query

<p>Enter the search criteria in the Search String field</p>	
<p>Make sure the Description and Technical Name checkboxes are marked</p>	
<p>Click Find</p> <p>Note: The search may take a few seconds.</p>	
<p>Single-click on the query</p> <p>Note: Double-check the technical name of the query to ensure that you have the correct query.</p>	
<p>Click Change</p> <p>Note: Double-clicking on the query or single-clicking and clicking on OK will cause the query to run in Excel.</p>	
<p>Y queries will open in Change mode</p> <p>Note: Click Display <-> Change to toggle to display mode, if desired.</p>	

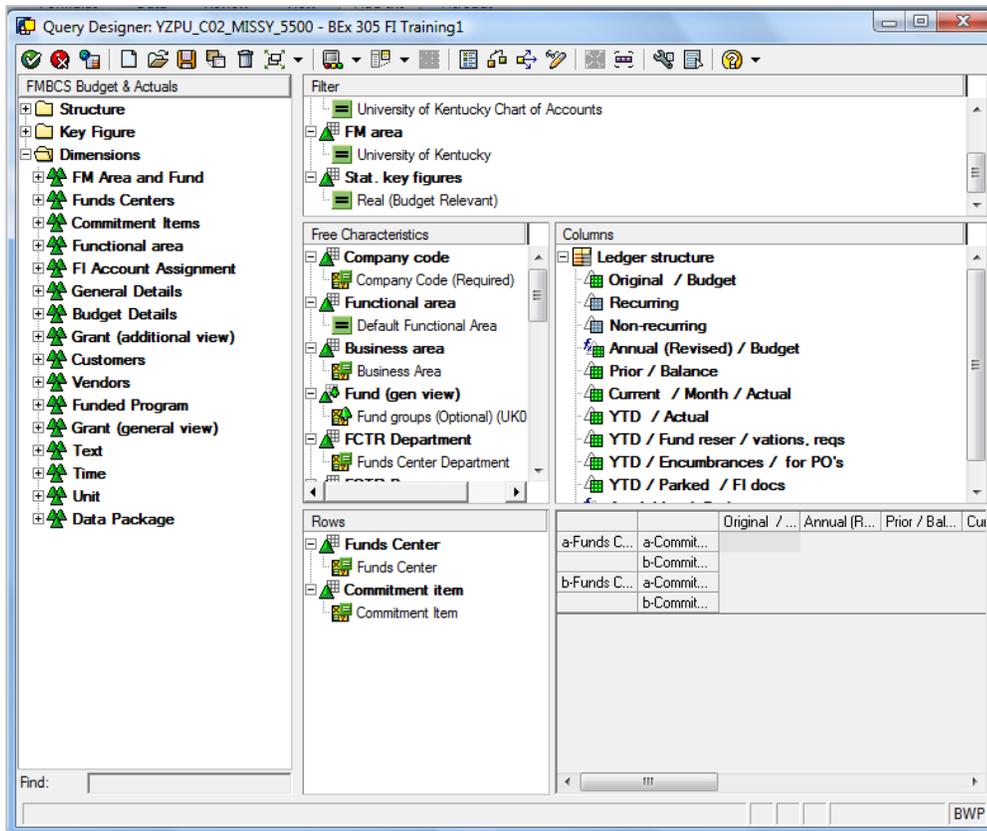
Q queries will open in **Display** mode

Note: When opening a Q query, you will see a system message, click **OK** to proceed.



Query Designer Screen

The Query Designer Screen contains six adjustable frames.

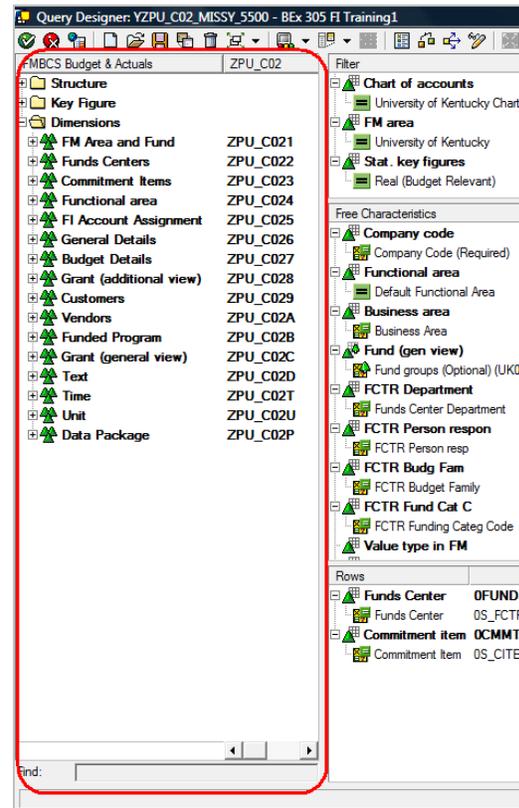


Click **Technical Names On/Off**



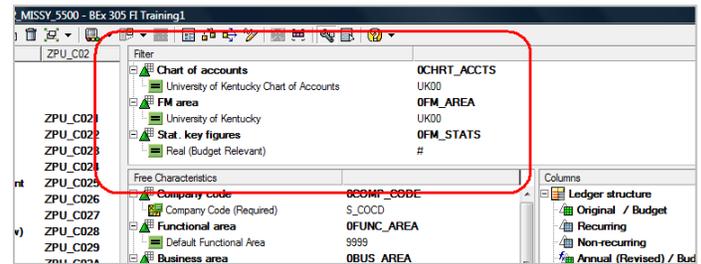
InfoProvider Frame provides access to everything available in the InfoProvider and may include any or all of the following InfoObjects:

- Reusable/Global Structures
- Key Figures
 - Calculated
 - Restricted
- Dimensions (Characteristics)
 - Information
 - Attributes
 - Characteristic Value Variables
 - Values



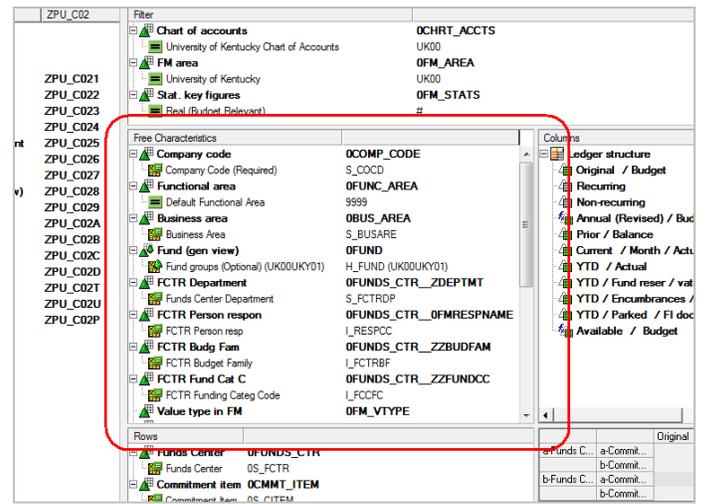
Filter Frame

- All of the InfoProvider data is aggregated using the filter selection of the query
- Characteristics in this frame do not display in the query nor can they be changed in the report



Free Characteristics Frame

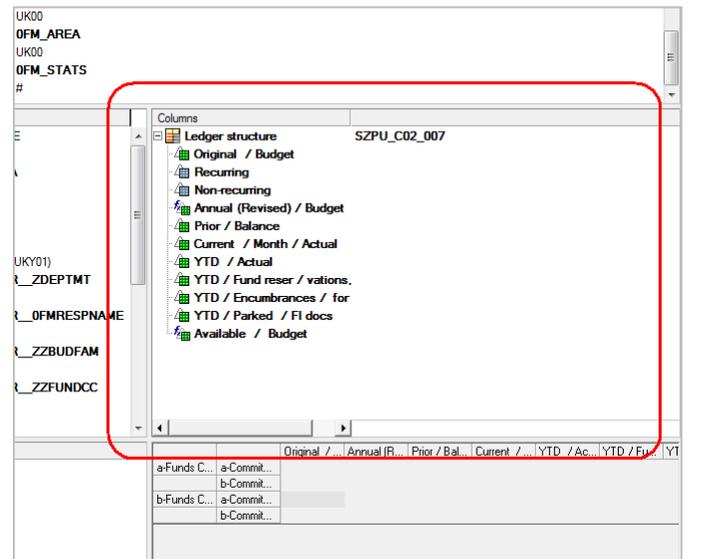
- Do not display on the initial report
- Are available to use in the report
- Have capability for drill-down, drill-across, and filtering



The screenshot shows the 'Free Characteristics' frame in SAP BEx. The left pane displays a tree view of characteristics, including 'Company code', 'Functional area', 'Business area', 'Fund groups (Optional)', 'FCTR Department', 'FCTR Person resp', 'FCTR Budg Fam', 'FCTR Budget Family', 'FCTR Fund Cat C', and 'Value type in FM'. The right pane shows a list of selected characteristics, including 'OCHRT_ACCTS', 'OFM_AREA', 'OFM_STATS', 'OCOMP_CODE', 'S_COCD', 'OFUNC_AREA', '9999', 'OBUS_AREA', 'S_BUSARE', 'OFUND', 'H_FUND (UK00UKY01)', 'OFUNDS_CTR_ZDEPTMT', 'S_FCTRDP', 'OFUNDS_CTR_OFMRESPNAME', 'L_RESPCC', 'OFUNDS_CTR_ZZBUDFAM', 'L_FCTRFB', 'OFUNDS_CTR_ZZFUNDCC', and 'L_FCCFC'. A red box highlights the 'Free Characteristics' section.

Columns Frame

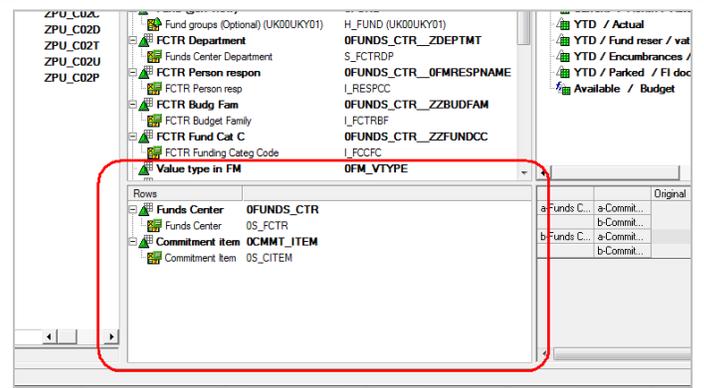
- Shown vertically in the initial report
- Normally contains key figures
 - Amounts or units for which calculations can be made
 - Examples include sums, averages, counts



The screenshot shows the 'Columns' frame in SAP BEx. The left pane displays a list of key figures, including 'UK00', 'OFM_AREA', 'UK00', 'OFM_STATS', and '#'. The right pane shows a list of selected key figures, including 'Ledger structure', 'Original / Budget', 'Recurring', 'Non-recurring', 'Annual (Revised) / Budget', 'Prior / Balance', 'Current / Month / Actual', 'YTD / Actual', 'YTD / Fund reser / variations', 'YTD / Encumbrances / for', 'YTD / Parked / FI docs', and 'Available / Budget'. A red box highlights the 'Columns' section.

Rows Frame

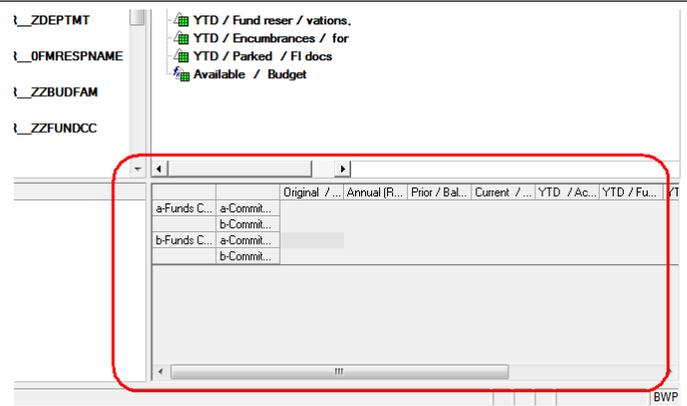
- Shown horizontally in the initial report
- Normally contains characteristics or descriptive data
- Examples: Funds Center, FCTR Department, Student ID, Employee ID



The screenshot shows the 'Rows' frame in SAP BEx. The left pane displays a list of characteristics, including 'Fund groups (Optional) (UK00UKY01)', 'FCTR Department', 'Funds Center Department', 'FCTR Person resp', 'FCTR Budg Fam', 'FCTR Budget Family', 'FCTR Fund Cat C', and 'Value type in FM'. The right pane shows a list of selected characteristics, including 'H_FUND (UK00UKY01)', 'OFUNDS_CTR_ZDEPTMT', 'S_FCTRDP', 'OFUNDS_CTR_OFMRESPNAME', 'L_RESPCC', 'OFUNDS_CTR_ZZBUDFAM', 'L_FCTRFB', 'OFUNDS_CTR_ZZFUNDCC', and 'L_FCCFC'. A red box highlights the 'Rows' section.

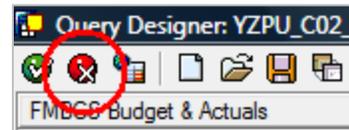
Rough Draft Frame

- Displays rough draft of initial report
- Only shows what has been placed in Rows and Columns



Exit Query Designer

Click **Exit Query**



Close **Excel**



Close **SAP**

