

# Quick Reference Card – Business Warehouse BEx Reporting – Run Query (Web)



**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 run a query in the web using the BEx-Analyzer tool. Both **Y** (Power User) and **Q** (Published) queries can be run.

**Note:** This QRC only covers running a BEx query in the web. 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

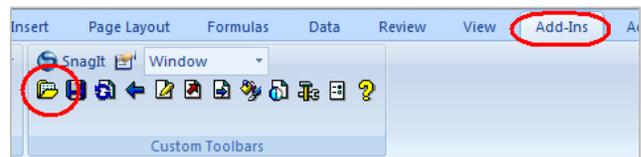
Log on to the *myUK* portal

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.

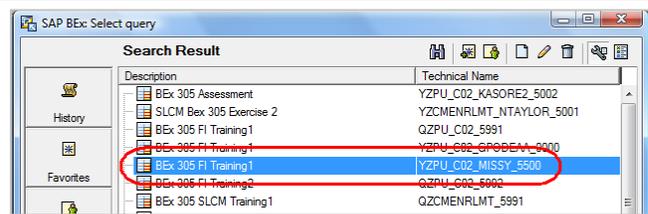


Select **Queries**



Single-click on the query

**Note:** Double-check the technical name of the query to ensure that you have the correct query.

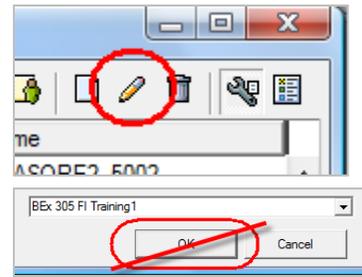


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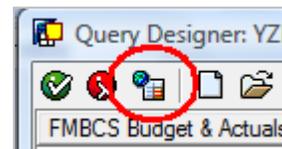
Click **Change**

**Note:** Double-clicking on the query or single-clicking and clicking on **OK** will cause the query to run in Excel.



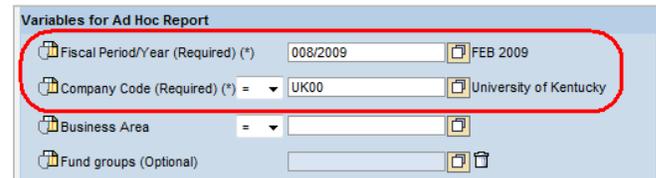
## Running the Query Via the Web

Click **Display Query on the Web**



Enter the required variables and any other variables you want to use

**Note:** Required variables are identified by an asterisk (\*) on the end of the variable description.



Click **Execute**



Change report by adding **Free Characteristics**, filtering, swapping, drilling, or changing properties

**Note:** Details for making these changes can be found in the BEX\_300 course material.

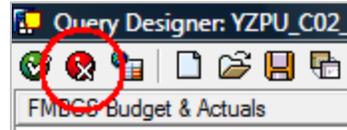
Funds Center	Commitment Item	Original Budget	Revised Budget	Prior Balance	Current Month Actual	YTD Actual	YTD Fund reser	YTD Encumbrances for PO's	YTD Parked P/Docs	Available Budget
1001000000	142400	\$ (1,750.00)	\$ (1,299.00)	\$ (5,049.00)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)
1001000000	142400	\$ (1,750.00)	\$ (1,299.00)	\$ (5,049.00)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)	\$ (4,122.22)

**Exiting the Web and Query Designer**

Close the report



Click **Exit Query**



Close **Excel**



Close **SAP**

