

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 <i>myUK</i> portal	
Click BW BEx Reporting	BW Web Reporting 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.	Insert Page Layout Formulas Data Review View Add-Ins A
Select Queries	er Snaglt Window
Single-click on the query Note: Double-check the technical name	SAP BEx: Select query Search Result Image: Construction of the con
of the query to ensure that you have the correct query.	Bit Concernment Concernment Favorites Bits 205 F1 Training1 1272PU_C02_MISSY_5500 Bits 205 F1 Training1 027PU_C03_5903 Bits 205 S1CM Training1 02CMENRLMT_5991



Quick Reference Card – Business Warehouse BEx Reporting – Run Query (Web) ntegrated R nformation System X Click Change ي يە ß me Note: Double-clicking on the query or VCUDE3 2003 single-clicking and clicking on **OK** will BEx 305 FI Training1 cause the query to run in Excel. Cancel Running the Query Via the Web Query Designer: YZF Click Display Query on the Web 🞯 🚯 📬 ڪ (FMBCS Budget & Actuals Enter the required variables and any Variables for Ad Hoc Report other variables you want to use FEB 2009 Fiscal Period/Year (Required) (*) 008/2009 Company Code (Required) (*) = - UK00 Duniversity of Kentucky Note: Required variables are identified by Business Area = 👻 an asterisk (*) on the end of the variable 0 0 Fund groups (Optional) description. Carl CTKT UNUNING Categ Code FM Doc Status = \star 1 Click Execute Execute heck Change report by adding Free Characteristics, filtering, swaping, drilling, or changing properties **Note:** Details for making these changes can be found in the BEX_300 course material. **UK** UNIVERSITY OF KENTUCKY ata Lipdate: 12/02/2009 00:29:03 Save View Variable Screen Exceptions and Conditions Comments Export to Excel Export to CSV (Print (Portrati) (Print (Landscape) Show Repeated Texts Commitment item \$ 5,049 \$ 0.00 \$ 4,122 G. 1 \$ (2,464.50) \$ 51.69 \$ (8,958.82) \$ 5,999.00 367,038.00 \$ (5.000.00 \$ 0.00 \$ (1,198.0 i i ii

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