

Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you the basics of displaying a report.

Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users

Frequency: When needed

Log into Business Objects		
From the UK homepage, click link blue		
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Quick Reference Card – Business Objects Infoview

Display Report



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myHelp Website:



Search by the title, keyword, description, etc. of the report by using the Search functionality, pressing Enter	Search title Owner Run Search title Search title kreager@uky.edu Search keyword Advanced Search Search Content kreager@uky.edu
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A system message will display while the report opens	Opening Document Please wait while the document is being processed Cancel



Note: The report will be displayed on the right side of the screen, and the Summary/Manager area will be to the left of the report. BUSINESSOBJECTS INFOVIEW y: Budget Report (A) | → (+ 100%) - (+ + 1 /1 → + ce - FL Mi **D** = Summary/Manager 🖌 Document + View + | 🏝 | 🐴 | 🕫 Report 🕸 Refresh Data 💉 🕞 Track RIS 🚺 Advanced | 💇 Run Ledger: Funds Center Balances - Budget vs. Actuals Fees - Bas Debt 402990 410200 (315,800,500.00) (315,377,077.13) (313,444,077.16) 8,644.50 (313,435,432.66) Appro-State Debt Ser (4,649,100.00) (4,649,100.00) 410210 410220 410230 00.00) rop nts - ST 414101 0.00 0.00 422103 apital Gifts (145,000.00) (145,000.00) (145,000.00) (145,000.00) 430010 (10,109,000.00) (10,109,000.00) (653,163.39) (1.51) (653,164.90) (1,266,397.16) (120,652.25) (1,387,049.41) als D Chart D Summary 👌 📭 💻 🚱 **Report Features Navigation Map** Web Intelligence - FI_Missy: Budget Re - 14 4 1 100% /1 > > ument - View - | 📇 | 📇 | · · · B I U ▲· ▲· □ · ▲· ■ ■ * · · ● ● ■ □ **XIRIS** FLMissy: Budget Report Navigation Map provides a quick way Chart Summary Ledger: Fu to move around in the report between the various sub-reports, such as "Ledger: Budget vs Actuals" and UNIVERSITY-GENERAL UNIVERSITY-GENERAL Fees - Bad Debt Use either the 011653830 402990 **Navigation Map** "Summary" in this example Appro-Regular State 410200 (315,800,5) or the sub-UNIVERSITY-GENERAL Appro-State Debt Ser report tabs to (4,649,10 410210 UNIVERSITYnavigate Appro-State 410220 JNIVERSI 410230 **Note:** Reports may contain two or more UNIVERSITY-GENERAL Grants - ST Joncap 414101 UNIVERSITYsub-reports consisting of tables, graphs, 422103 Capital Gifts (145,0 nv Inc -Dvernight 430010 (10,109.00 charts, etc. Inv Inc-Bond Rev UNIVERSITY-430045 JNIVERSIT . . . 28 🗃 🖬 🛎 🕞 🕼 🕅 Ledger: Budget vs Actuals

myHelp Website: http://myhelp.uky.edu/rwd/HTML/index.html



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To navigate between sub-reports, click on the report name in the Navigation Map	Navigation Map
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Document Summary



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Elements include: • Table • Horizontal • Vertical • Crosstab • Form • Chart • Bar • Line • Area • Pie • Radar • Free-standing Cells • Blank cell • Drill filters • Last refresh date • Document name • Page number/Total pages • Total number of pages	Web Intelligence - FL Missy: Budget Report Document + View + A A C 100% + K + 1 F - B Z L A - A - A - A Chart and Table Types Insert These elements are available to drop into your report Report Elements to Drag and Drop Table Elements Chart Bable Yerical Table Yerical Table Yerical Table Tornal Elements Tornal Elements A rea Charts Yerical Table Bank Cel Document Page Number Page Number Page Number
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To display objects available to use in the report, click Available Objects	
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Exiting the Report and Business Objects	
To select a different report, click Document List and follow the previous steps to find the new report	BUSINESSOBJECTS INFOVIEW

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Note: If you have made any changes to the report, you will receive a system message. Click OK to continue without saving changes. Click Cancel to return to the document and save your changes.	Windows Internet Explorer Are you sure you want to navigate away from this page? You will lose any unsaved modifications to this document. Press OK to continue, or Cancel to stay on the current page. OK
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