

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 exporting, saving, or editing reports, please review other BOBJ Reporting QRCs or course manuals.

Role: Authorized Users

Frequency: When needed

Log into Business Objects		
From the UK homepage, click link blue		
The University of Kentucky is open today, Wednesday, Feb. 10, and operating on a regular schedule.		
UNIVERSITY OF KENTUCKY* See blue: Prospective Students Current Students Visitors & Parents Faculty & Staff Academics About W Link Blue Research Athletics UK HealthCare Libraries Alumni Community & Engagement New Media Search Stite Index		
Click myUK	UNIVERSITY O KEENTUUCK About UK Prospective Students Student Life Admissions Academics Administration Alumni Visitors & Pare	
Enter your link blue User ID (AD or MC User ID) and Password	Welcome to myUK Use your <u>link blue</u> ID to Sign On to this portal.	
Click Sign On	Password Sign On	

Integrated Resource Information System

Click myReports	Launch Pad Student Services Employee Self-Service myReports mail IRIS Systems IRIS Systems Related Links IRIS Launch Pad	
Click myReports subtab		
 Selecting a Report Documents are located in two places: My Favorites Contains all the reports you save Other users cannot access reports here Public Folders Contains all reports to which you have access 	Image: Home Document List Open Send To ~ Dashboards Image: Description of the second seco	
To search for a document in the public folders, click on the Expand/Collapse icon to the left of Public Folders	BUSINESSOBJECTS INFOVIEW Image: Second To and The Image: Second To and The Image: Second To and The Image: Second The Image: Se	
Select the appropriate folder by double- clicking on it	Public Folders FI Accounte Payable FI Financial Accounting FI Ledger FI Procard Processing HR Benefits HR Payroll	



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Search by the title or part of the title of the report by using the Search field, press Enter	ebi Search title eager@uky.edu Search keyword Advanced Search Search Content eager@uky.edu	0
OR		
Use the scroll bar to search through the lists of reports	Title ^ Last Run FI_bcsmet0: BOBJ_300 Assessment Budget vs. Actual for UKHC Developme Budget vs. Actual) FI_bcsmet0: BOBJ_300 Exercise Repor Bdgt Exercise (Funds Center Balances: Budget vs Ac FI_kathar2: Class Example of CrossTat FI_McCool: Ledger - Funds Center Balances - Budget vs Actual FI_Missy: BOBJ_300 Exercise Report Budget vs. Actual)	Vebi Webi Webi Webi Webi
Double-click on the report you want to view	Image: Provide the relation Image: Provide the relation of th	
A system message will display while the document opens	Opening Document	
Report Features		
Navigation Map		







Changing Variable Values (User Prompt Input)	
Click User Prompt Input	Web Intelligence - FI_McCool: Ledger - Fund Document • View • User Prompt Input Advanced Run Business Area From (optional) Business Area To (optional)
To change the value on a variable, click the down arrow in the variable field	User Prompt Input User Prompt Input Advanced Run FCTR Person resp To (optional) Fiscal Period/Year (Required) JUN 2009 Functional Area From (optional)
Select (Show List of Values)	User Prompt Input User Prompt Input Advanced 🕸 Run FCTR Person resp To (optional) Fiscal Period/Year (Required) JUN 2009 Grin 2005 Grin 200
Click the down arrow a second time	FCTR Person resp To (optional) Fiscal Period/Year (Required) JUN 2009 Functional Area From (optional)
Double-click on the value	ISCAI PERIOD/YEAR (REQUIRED) JUN 2009 OCT 2009 NOV 2009 DEC 2009 JAN 2009 FEB 2009 MARY 2009 MAY 2009 JUN 2006 SP1 2009 SP1 2009 SP2 2009



Click Refresh Data	Welcome: Log Out About Help Track Edit Refresh Data Track Date of Last
A system message will display	Refreshing Data
When the Prompt window displays, click Run Query	Prompts X Reply to prompts before running the query. Its backess Area To (optional) This filter will be ignored because no value has been selected. Comment tem Trice (optional) This filter will be ignored because no value has been selected. Its backess Area To (optional) This filter will be ignored because no value has been selected. Comment tem Trice (optional) This filter will be ignored because no value has been selected. Its backess Area To (optional) This filter will be ignored because no value has been selected. Comment tem Trice (optional) This filter will be ignored because no value has been selected. Its backets to the filter (optional) This filter will be ignored because no value has been selected. Refresh Values Comment tem Trice (optional) This filter will be ignored because no value has been selected. Its backets to the filter (optional) This filter will be ignored because no value has been selected. Refresh Values Comment tem Trice (optional) This filter will be ignored because no value has been selected. Its backets to the filter (optional) This filter will be ignored because no value has been selected. To see the content of the list, please click the filter will be ignored because no value has been selected. Its backets to the filter will be ignored because no value has been selected. To see the content of the list, please click the filter will be ignored because no value has been selected. Its backets to the filter will be ignored because no value has been selected. Where hormation Enter your search pattern here
A system message will display	Retrieving Data
New refresh date will display in the lower right corner of the status bar	UNIVERSITY-GENERAL 410200 Aprio-Regular State (315.800.500.00) (315.377.077.13) (31 UNIVERSITY-GENERAL 410210 Aprio-State Debt Ser (4,649,100.00) (4,649,100.00) (4,649,100.00) UNIVERSITY-GENERAL 410220 Totacco Aprio (4,649,100.00) (4,649,100.00) (4,649,100.00) UNIVERSITY-GENERAL 41010 Grants - ST Noncap (4,000.00) (145,000.00) (145,000.00) UNIVERSITY-GENERAL 42010 Capatia Gits (145,000.00) (10,109,000.00)
Exiting the Report and Business Obje	cts
To select a different report, click Document List and follow the steps for opening a report	BUSINESSOB JECTS INFOVIEW

myHelp Website:



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
To exit the report and Business Objects, click Log Out	Welcome: Log Out bout Help esh Data Track Track
Click to close the window	
Click Launch Pad to return to the main <i>myUK</i> tab	Launch Pad St dent Services Stuc myReports myReports

