

Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can design your report layout to analyze the data. The techniques described may be used on any BW report. See related Quick Reference Cards (QRCs) for more information: **BW Reports – Entering Variables**, **BW Using Context Menus**, **BW Saving A View**, **BW Opening A Saved View**, and QRCs covering the details of various reports.

Role: Authorized Users

Frequency: When needed

BEGINNING STEPS	
After logging into the myUK portal, click on the BW Web Reporting icon.	BW Web Reporting
BW REPORT (WELCOME SCREEN)	
Click on the triangle next to the report group and any subsequent groups to get to the reports.	 FI Financial Accounting Master data analysis Special Ledger Funds Management / Budget Control
Click on the name of the report, <i>not</i> the icon III to the left of it.	Funds center balances : Bud vs Act w/std bier, KMSF fund grp Funds center balances : Budget vs Actual Funds center balances : Budget vs Actual with std hierarchy
VARIABLES (REPORT PARAMETER SCR	EEN)
Enter the variables you wish to use for the	report along with any required variables.
When you have set all the variables, click on the Execute button.	Execute
DATA ANALYSIS TAB	
The Validity of Data date will display at the top of the screen. It shows the last time the data was updated in BW.	Validity of Data: 08/13/2007 09:37:26 Print (Portrait) Print (Landscape)
<i>Tip:</i> If this date is not current (within the past 48 hours), click on your browser's Refresh button to refresh the data generated by the query. If it still is not current, the BW Team is aware of the problem and is correcting it	Favorites Tools Hel



MOVING BACKWARDS A STEP

While designing the layout of your report, you may need to step backward or return to the original view of the report. **DO NOT** use the **Back** icon at the top of your web browser to step backward.

File Edit View Favor		
Back O		
To step back one step:	port to Excel Export to CSV Pri Commitment item 162001 Cash Dis	
Right-click on any column heading.	(Portrait) Print (Landscape)	
Select Back .	40 0 10001 0 ount Cirg Tuitie Back to Start -Wint Keep Filter Value -Wint	
To step back to the original layout of the report:	port to Excel Export to CSV Pri Commitment item 162001 Cash Dis	
Right-click on any column heading.		
Select Back to Start.	(Portrait) Print (Landscape) 4001-0	
CAUTION: Any modifications you have made will be lost.	ount Cirg Tutic Back to Start	
ROWS, COLUMNS, & FREE CHARACTER	ISTICS (left side of screen)	
Rows section	Specifies fields shown in rows in the view of the report.	
Columns section	Specifies fields shown in columns in the view of the report.	



Free Charact	eristics section	Fields that are not shown in the initial view, but are available if you want to use them as a column, row, or filter in your view of the report. Free Characteristics are non-amount values or values that describe what a key figure represents and are usually displayed in rows.
Key Figures		Dollar amounts or units; typically displayed in columns.
Structure		Data elements that are grouped together because they are closely related or dependent on each other. Choosing a Structure will provide all of the associated fields in that Structure .
DATA ANALY	SIS FEATURES	
Drill-Down	 Free Characteristics Business area □□ □□<	To display a field's data in rows, click on the Drill-down icon in the first column of settings for the field (found under Free Characteristics).
Drill-Down O	ff ▼ Rows Business area	To turn off the drill-down, click on the Collapse icon in the first column of the settings for the field (found under Rows).
Drill-Across	▼ Free Characteristics Business area	To display a field's data in columns, click on the Drill-across icon in the second column of settings for the field. Caution: Depending on the data, there may be too many values to display in
		columns. If there are too many, turn off Drill-Across or right-click on the column heading and choose Back .
Drill-Across (Off ▼ Columns FCTR Budg Fam	To turn off the drill-across, click on the Collapse icon in the second column of settings for the field (found under Columns).
Filters	▼ Free Characteristics Business area □	Use filters to narrow your view to very specific data; the selected filter value(s) will be listed on the Report's side panel under the filtered item.

The following tools to help you are on the myHelp website.



Filter Off	To turn off the filter, click on the Delete icon in the settings.
GL A Back In per Back to Start Back to Start Org U Select Filter Value Org U Select Filter Value Org U Select Filter Value Org U Swaa GA Account with > Perst Remove Drildown Posti Swap Axes Soft GL Account > VMSS Synt WMSS WMSS Query Properties VMage Context Menus	You also can use a Context Menu to turn features of drill-down, drill-across, and filtering on and off; right-click on the field name to access the menu.
USING FILTERS	
Click on the Filter icon to the right of the field name in the settings area.	Fund Image: Constraint of the second of th
The Select Filter Value window will display.	Select Filter Values Functional area Functional area Search in Key Search in Text Maximum Number of Hits 200 Find Search for Display Attributes Activated Functional area 0610 Executive Management 0630 General Administrative Se Value List Select All Deselect Values Include New Row Transfer Close
To choose a filter:	
Find Area – Can be used when the value list is long.	
Enter the value or partial value preceded or followed by a wildcard (*) (key or text) in the Find field, select Search in Key or Search in Text , click on the Find button. Reminder: The Find field is CASE	New Filter Values Functional area Administrative Search in Key Search in Text Maximum Number of Hits 200 Find Search for Display Attributes Activated
SENSITIVE.	

The following tools to help you are on the myHelp website. Course Material
Transaction Procedures
Transaction Simulations
Online Feedback Form
http://myhelp.uky.edu/



OR, find the value in the Value List and click in the checkbox to the left of the value. <i>Tip:</i> You can select more than one value at a time.	Functional area □ 0610 Executive Management □ 0630 General Administrative Se Select All Deselect
To enter a range of values:	
Click in the Description of Filter Values checkbox.	Description of Filter Values
Select an Operator	SymbolMeaning=Equal to[]Range (From/To)<=
If a range [] operator is selected:	
Enter the beginning value in the From field.	0610 D to
Enter the ending value in the To field.	t <mark>ø 0630</mark>
You can insert a new row of values by clicking on the New Row button.	Include VINew Row
Select whether to Include or Exclude the new row. The new row can have a different operator.	Include V New Row Include exclude

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Quick Reference Card - Basic BW Designing Report L	ayouts
After making your selections, click on the Transfer button to transfer the filters to the report. The view of the report will change to show only data for the value you specified. CONTEXT MENUS	Transfer Close
The Context Menus offer more options for	ou select; most menus contain both a basic
To access a Context Menu , right-click on the desired field.	Org Back Back Back to Start Back to Start Back to Start Select Filter Value Drilldown Drilldown > Swap Org unit dept desc with > Remove Drilldown Swap Axes Sort Org unit dept desc Export as > Properties Guery Properties Enhanced Menu
To change from a Basic Menu to an Enhanced Menu , click on Enhanced Menu , Menu.	Properties Query Properties Enhanced Menu
To change back from an Enhanced Menu to a Basic Menu , click on Basic Menu .	Variables Entry Basic Menu
EXCEPTIONS	
Exceptions allow you to color-code cells t can use an exception to alert you that a do	hat meet specified criteria; Example, you ollar figure has exceeded a certain amount.
To view an existing Exception :	
Click on the Exceptions and Conditions button.	Exceptions and Conditions



To view an Exception , right-click on the Exception name and select Display .	Exceptions: Avail. Back Back to Start Create Display Change Delete Deactivate Rows Enhanced Menu
Turn the Exception on or off by clicking on the Activate/Deactivate Toggle button under the Exceptions heading.	Exceptions: Avail. Budget Active
To create an Exception :	
Click on the Exceptions and Conditions button.	Exceptions and Conditions
Under the Exceptions heading, click on the Create button.	Exceptions: Create
When the Define Exception window displays, enter a brief, but recognizable Description for the Exception.	Description Available Budget
In the Evaluation for Ledger Structure field, click on the Drop- down List icon and select the field value for which the Exception is to be applied (and color-coded).	Evaluation for Ledger structure Available Budget ception Values Diginal Budget Between Recurring Between Annual (Revised) Budget Between Current Month Actual VID Encumbrances for P0's YID Encumbrances for P0's Standard Operator Available Budget Idea Standard Operator Idea Standard Operator
Under Exception Values , you must click on the first box preceding each row to checkmark/activate that row's values.	Between



In the next box, click the Drop- down button to select the Operator or function to be used for evaluating field values or amounts.	Exception Values Less Than Less Than Less Than/Equal to Greater Than Validi Greater Than or Equal Equal to Not Equal to St Not Between	to	
Fill in the next field(s) with the number(s) that fits the comparison, e.g., Greater Than 100, Between 50 and 100, etc.	✓ Less Than✓ Between	 1000.00 1000.00 	4999.99
Select the Severity (indicated by varying degrees of color-codes).	Good 1 Good 2 Good 3 Critical 1 Critical 2 Critical 3 Bad 1 Bad 2 Bad 3		
Severity is indicated by varying degrees of color-codes in the report.	Good 1 Critical 1	Good 2 Critical 2	Good 3 Critical 3
Good-shades of green. Critical–shades of yellow/orange. Bad–shades of red.	Bad 1	Bad 2	Bad 3
The system provides three rows for Exception Values , and more rows can be added by clicking New Row button.	Critical 1 V Good 1 V New Ro	w	
You can change various Validity Areas of Exception by using the drop-down menus to the right of the validity area or changing the Standard Operator .	Validity Area of Exception Standard Operator Company code Functional area Business area Fund Department on funds center Person responsible for funds center Budget family on funds center Funding category code on funds cent Value type in FM G/L Account Document type Crimits/actuals trans. Amount type	Results Only Use Standard Operator Use Stan	

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Quick Reference Card - Basic BW Designing Report	Layouts
Click the Transfer button and double-check for accuracy based on the colors for values.	Commitment item Transfer Close
To keep your Exceptions , click on the Save View button, and save your view of the report or they will be discarded when you exit.	Save View
See QRC BW Saving a View for more details.	
CONDITIONS	
Conditions provide a way to change a re criteria, defined by the user, is selected as	port so that only the data that meets certain nd displayed.
To create a Conditions :	
Click on the Exceptions and Conditions button.	Exceptions and Conditions
Under the Conditions heading, click on the Create button.	Conditions: Create
When the Define Conditions window appears, enter a name for the Condition in the Text field, such as Top 10 Actuals .	Define Condition

Choose the condition by clicking in the radio button before one of the following: All Characteristics in Drilldown Independent, Single Characteristics or combinations of characteristics, or Display all values for which at least one of the following conditions applies If you choose either Single Characteristics or combinations of characteristics, or Display all values for which at least one of the following conditions applies, you will need to provide additional specifics for the Condition.	Perime Constituent Test: [fig:10:Adbuilt] Adbuilt Adbuilt Perime Constituent dispersed below for Image characteristics on combinations of characteristics Company code Purcticual area Business area Purcticual area Dependent on funds center Purson responsible for funds center Purson
In this example, under Display all values for which at least one of the following conditions applies, click in the first box to insert a checkmark.	Display all values for which at least Original Budget
In the first field, click the Drop- down List icon.	Display all values for which at least ✓ Original Budget
Select the Condition .	Display all values for which at least o ♥ Original Budget ♥ Original Budget Tre Recurring Annual (Revised) Budget Prior Balance Current Month Actual YTD Actual YTD Fund reser vations, reqs YTD Fund reser vations, reqs YTD Parked FI docs Available Budget
In the next field, click the Drop- down List icon.	at least one of the following c





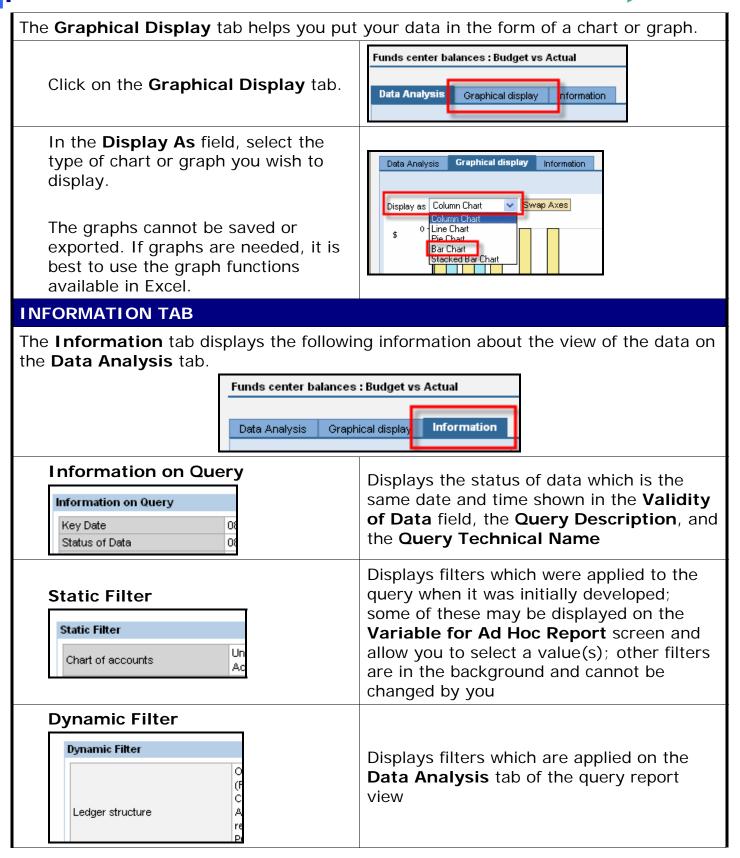
Select the appropriate Condition value.	ast one of the following co	
In the third field, enter the appropriate number.	500.00 1500.00	
If needed, click on the New Row button to add another row.	1500.00 New Row	
Click on the Transfer button.	Display all values for which at least Image: Current Month Actual Image: Transfer Close	
To keep your Conditions , save your view of the report or they will be discarded when you exit.	Save View	
NOTES		
Notes are documentation (comments) that users can create which are specific to the initial query. They are useful for relaying information about the query. CAUTION! Notes can be seen and changed by anyone with access to the role and query. If you save a View and have added Notes to your view, you also have added those Notes to the query in the role.		
EXPORTING		
You can export (send) your report to an Excel spreadsheet or a CSV (comma- delimited) file. This is handy if you want to use the data in Access, Crystal, or Brio. <i>Suggestion:</i> Export large reports to CSV, since Excel has a limit of around 65,000 lines.		
To export to Excel:		
Click on the Export to Excel button.	Notes Export to Excel Export to CSV Pr	



When the File Download box appears, click on the Save button.	File Download Image: SAP46YO6SNPKA04W1KDZFC903GCK.xls Image: SAP46YO6SNPKA04W1KDZFC903GCK.xls Type: Microsoft Excel Worksheet, 23.1 KB From: mybw.iris.uky.edu Image: Dpen Image: Save Image: Cancel Image: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Select where you want to save the file using the Save in field.	Save in: 🞯 Desktop
Enter a name for your report in the File Name: field.	File name: Funds Center 1018454521 2007 August
Click on the Save button.	Save
To export to CSV :	
Click on the Export to CSV button.	Notes Export to Excel Export to CSV Pr
When the file appears, click on File in the browser menu.	https:// File Edit
Click on Save As .	New Open Ctrl+O Edit Ctrl+S Save As Page Setup
Select where you want to save the file using the Save in field.	Save in: 🞯 Desktop
Enter a name for your report in the File Name: field.	File name: Funds Center 1018454521 2007 August
Change Save as Type: to Text File (*.txt)	Save as type: Text File (*.txt)
Click on the Save button.	Save
DISPLAY DATA IN GRAPH OR CHART	

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Variable Values

Variable Values

Fiscal Year (Exit from 0P_FPER) Fiscal Year/Period (Exit per 001 fr 0P_FPER) Displays the variables available in the Variable for Ad Hoc Report screen; the values you selected are listed for those parameters (variables) you chose to complete, as well as the values entered for required variables.