

# BEx Reporting - Display Query



**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 display a query in the BEx-Analyzer tool. Both **Y** (Power User) and **Q** (Published) queries can be displayed. **Y** queries will display in create mode, and **Q** queries will display in display mode.

**Note:** This QRC only covers displaying a BEx query. 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

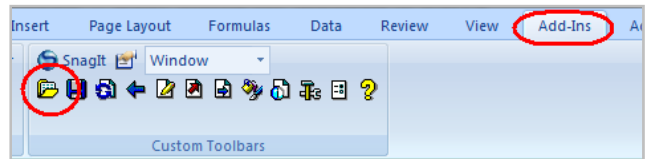
Log on to the *myUK* portal

Click **BW BEx Reporting**

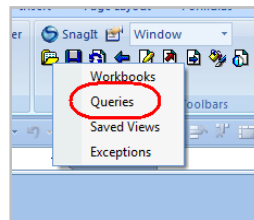


Click **Open**

**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**



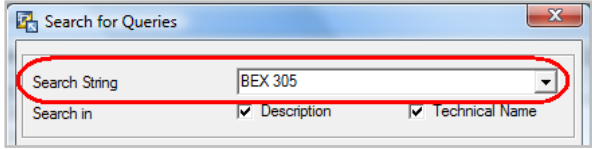
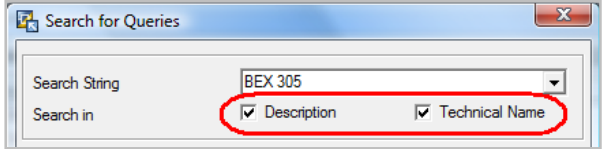
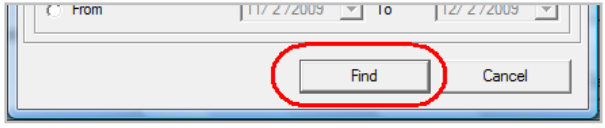
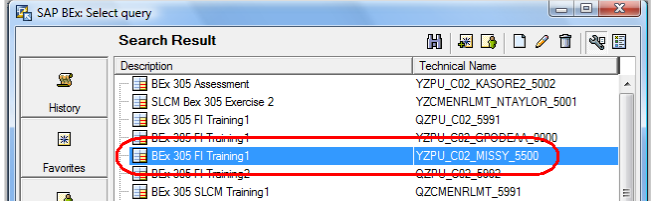

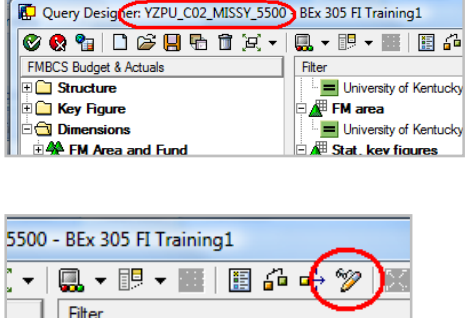
## Using Find To Select a Query

Click **Technical Names On**



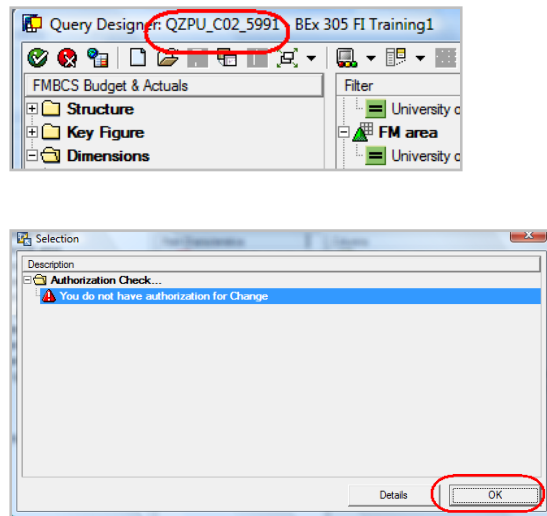
Click **Find**



<p>Enter the search criteria in the <b>Search String</b> field</p>	
<p>Make sure the <b>Description</b> and <b>Technical Name</b> checkboxes are marked</p>	
<p>Click <b>Find</b></p> <p><b>Note:</b> The search may take a few seconds.</p>	
<p>Single-click on the query</p> <p><b>Note:</b> Double-check the technical name of the query to ensure that you have the correct query.</p>	
<p>Click <b>Change</b></p> <p><b>Note:</b> Double-clicking on the query or single-clicking and clicking on <b>OK</b> will cause the query to run in Excel.</p>	
<p>Y queries will open in <b>Change</b> mode</p> <p><b>Note:</b> Click <b>Display</b> &lt;-&gt; <b>Change</b> to toggle to display mode, if desired.</p>	

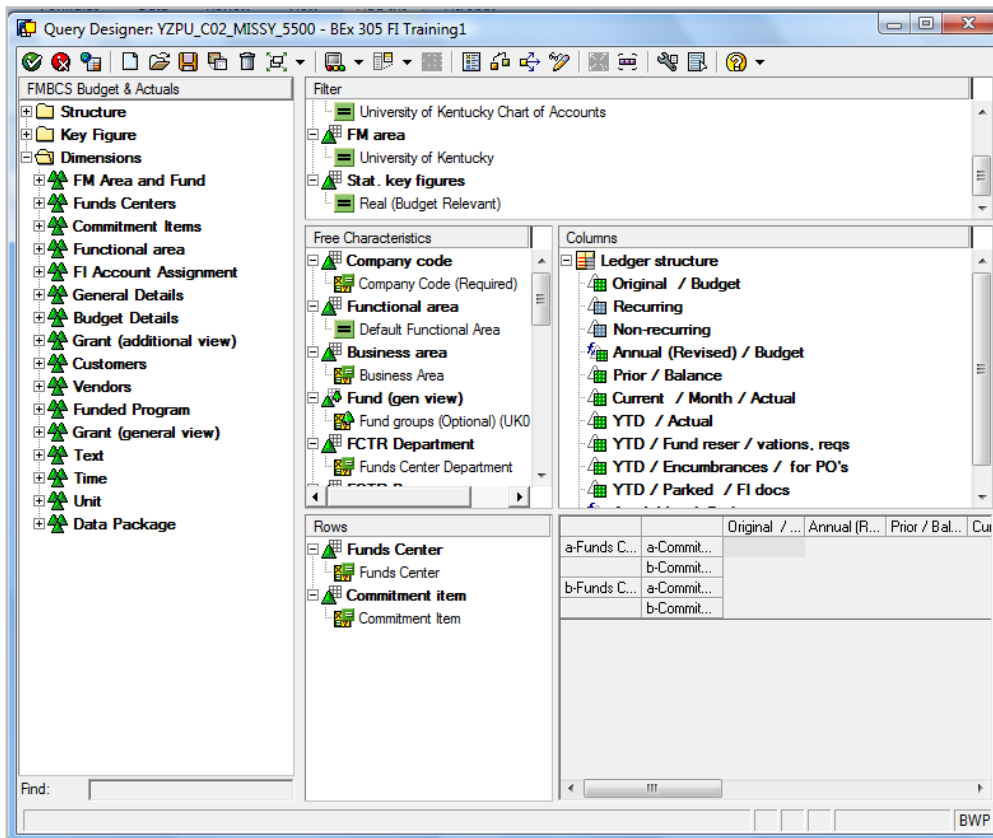
Q queries will open in **Display** mode

**Note:** When opening a Q query, you will see a system message, click **OK** to proceed.



### Query Designer Screen

The Query Designer Screen contains six adjustable frames.

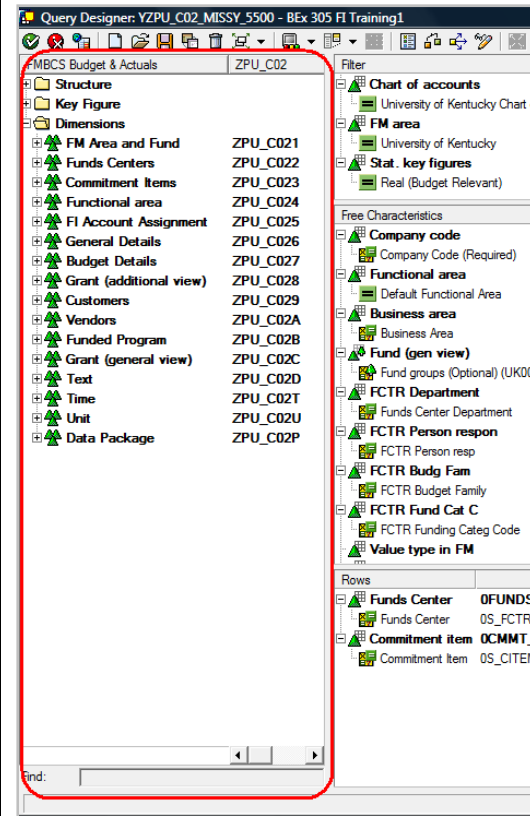


Click **Technical Names On/Off**



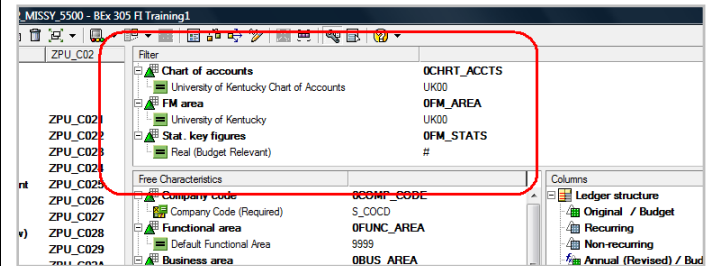
**InfoProvider Frame** provides access to everything available in the InfoProvider and may include any or all of the following InfoObjects:

- Reusable/Global Structures
- Key Figures
  - Calculated
  - Restricted
- Dimensions (Characteristics)
  - Information
  - Attributes
  - Characteristic Value Variables
  - Values



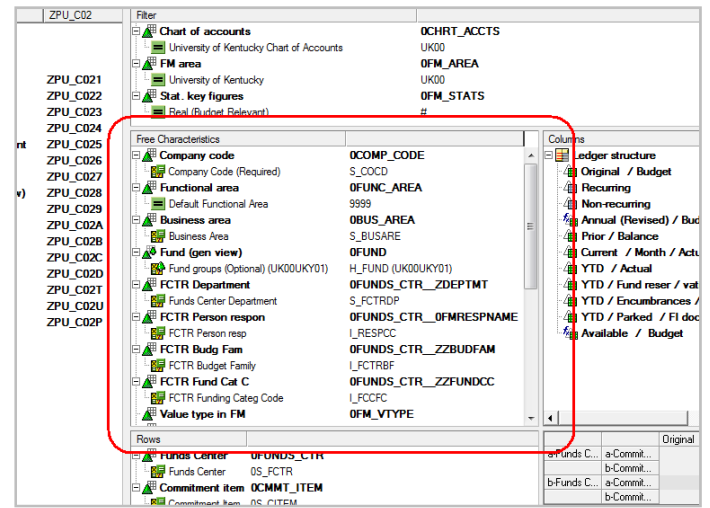
**Filter Frame**

- All of the InfoProvider data is aggregated using the filter selection of the query
- Characteristics in this frame do not display in the query nor can they be changed in the report



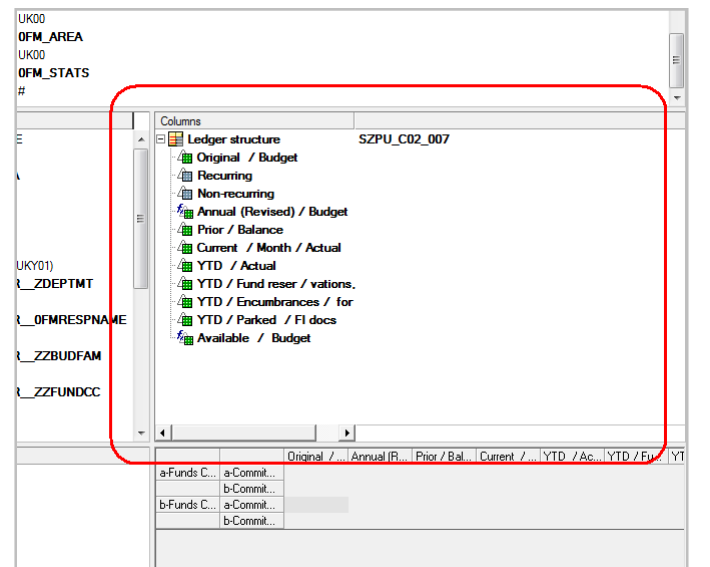
### Free Characteristics Frame

- Do not display on the initial report
- Are available to use in the report
- Have capability for drill-down, drill-across, and filtering



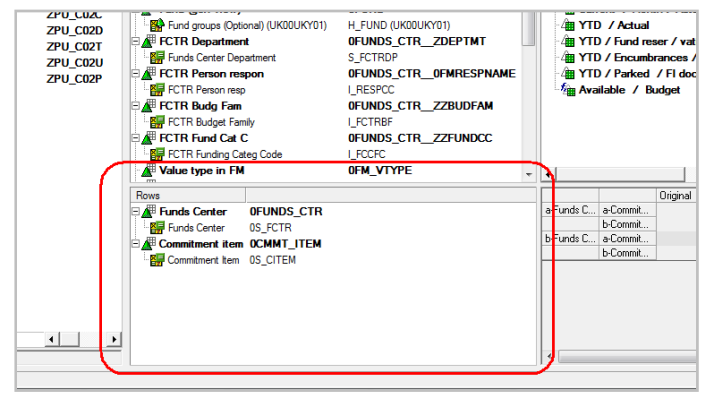
### Columns Frame

- Shown vertically in the initial report
- Normally contains key figures
  - Amounts or units for which calculations can be made
  - Examples include sums, averages, counts



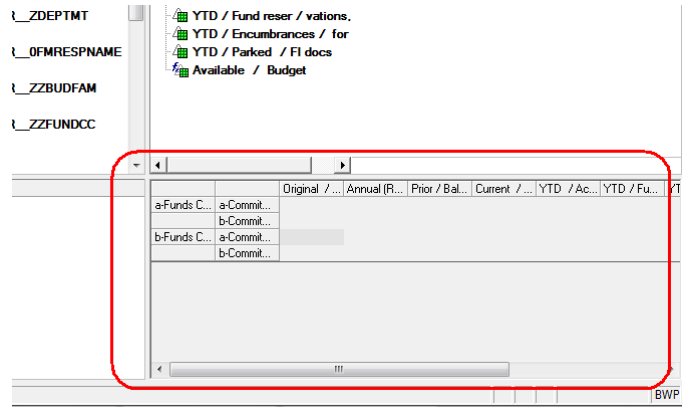
### Rows Frame

- Shown horizontally in the initial report
- Normally contains characteristics or descriptive data
- Examples: Funds Center, FCTR Department, Student ID, Employee ID



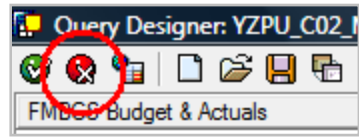
## Rough Draft Frame

- Displays rough draft of initial report
- Only shows what has been placed in Rows and Columns



## Exit Query Designer

Click **Exit Query**



Close **Excel**



Close **SAP**

