

Quick Reference Card – Business Warehouse

BEx Reporting – Run Query (Web)



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

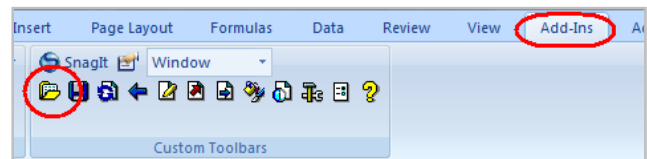
Log on to the *myUK* portal

Click **BW BEx Reporting**

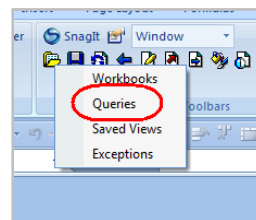


Click **Open**

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.

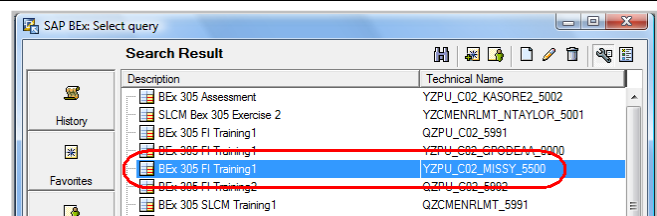


Select **Queries**



Single-click on the query

Note: Double-check the technical name of the query to ensure that you have the correct query.

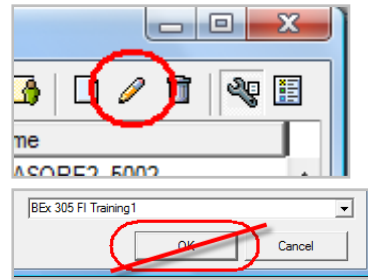


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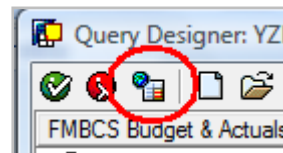
Click **Change**

Note: Double-clicking on the query or single-clicking and clicking on **OK** will cause the query to run in Excel.



Running the Query Via the Web

Click **Display Query on the Web**



Enter the required variables and any other variables you want to use

Note: Required variables are identified by an asterisk (*) on the end of the variable description.

Variables for Ad Hoc Report

Fiscal Period/Year (Required) (*) 008/2009 FEB 2009

Company Code (Required) (*) UK00 University of Kentucky

Business Area =

Fund groups (Optional)

Click **Execute**

FM Doc Status = 1

Execute **Check**

Change report by adding **Free Characteristics**, filtering, swapping, drilling, or changing properties

Note: Details for making these changes can be found in the BEX_300 course material.

UK UNIVERSITY OF KENTUCKY

BEx 305 Exercise 2009-12-02

Last Data Update: 12/02/2009 00:29:03

Rows	Funds Center	Commitment Item	Original Budget	Annual Budget	Revised Prior Balance	Current Month Actual	YTD Actual	YTD Fund reser	YTD Encumbrances for PO's	YTD Parked Budget	Available Budget
1001000000	Default CCR	162002 Clearing-Out of St G				\$ (3,750.00)	\$ (1,299.00)	\$ (5,049.00)			\$ 5,049.00
		425320 Endow GR-NRCTF-Nex				\$ (4,122.22)		\$ (4,122.22)			\$ 4,122.22
		430050 Realized GL, pool				\$ 2,327.21	\$ 49.34	\$ 2,376.55			\$ (2,376.55)
		431100 Endow Actual Income					\$ (40.82)	\$ (40.82)			\$ 40.82
		433020 Unresv GL, Post				\$ (2,464.50)	\$ 546.73	\$ (1,917.77)			\$ 1,917.77
		545022 Spending Rule					\$ 51.89	\$ 51.89			\$ (51.89)
		740301 End GR-NRCTF Transf				\$ (8,956.82)		\$ (8,956.82)			\$ 8,956.82
		750240 Trans Management Fee					\$ 4.22	\$ 4.22			\$ (4.22)
		Result				\$ (16,966.33)	\$ (887.84)	\$ (17,854.17)		\$ 0.00	\$ 17,854.17
1001000000	UK Default CCR	142400 Perkins Rec-Centistr				\$ (41,500.00)		\$ (41,500.00)			\$ 41,500.00
		162001 Cash Discount Crq				\$ (6.10)	\$ 46.30				\$ 46.30
		162002 Clearing-Out of St G				\$ (750.00)	\$ 5,999.00	\$ 5,249.00			\$ (5,249.00)
		415006 FRF Can Reim by Fed				\$ (367,038.00)		\$ (367,038.00)			\$ 367,038.00
		415020 SFA - Federal					\$ 705.34	\$ 705.34			\$ (705.34)
		425104 Endow GRs-ICTF IV				\$ (5,000.00)		\$ (5,000.00)			\$ 5,000.00
		425320 Endow GR-NRCTF-Nex				\$ (125.00)		\$ (125.00)			\$ 125.00
		430020 Inv Inc - Short Term				\$ (19,468.33)		\$ (19,468.33)			\$ 19,468.33
		430050 Realized GL, pool				\$ 1,190.06		\$ 1,190.06			\$ (1,190.06)
		431100 Endow Actual Income				\$ (573.36)		\$ (573.36)			\$ 573.36

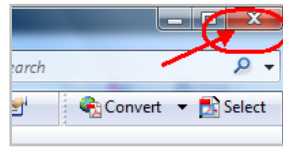
Done, but with errors on page.

Trusted sites | Protected Mode: Off

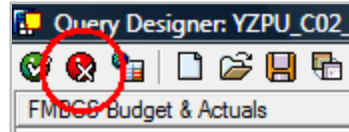
100%

Exiting the Web and Query Designer

Close the report



Click **Exit Query**



Close **Excel**



Close **SAP**

