Quick Reference Card – Business Warehouse
BEx Reporting – Run Query (Web)

IRIS
Integrated Resource
Information System

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.

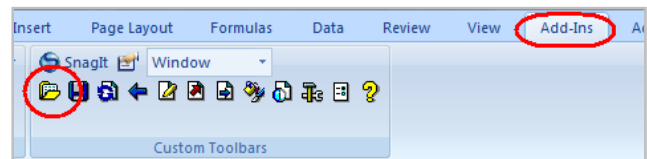| **Role:** Authorized Users	**Frequency:** When needed

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Log into BW BEx Reporting

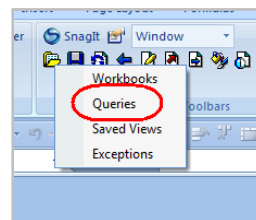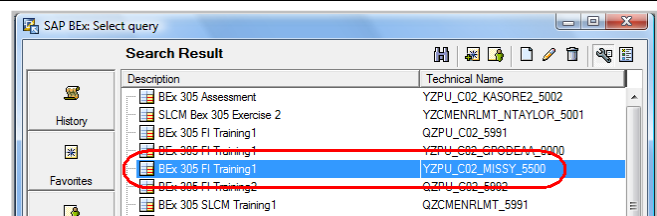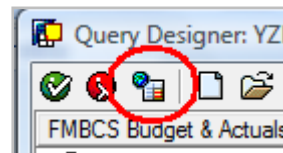|	
Log on to the *myUK* portal	
Click **BW BEx Reporting**	BW Web Reporting BW BEx Reporting
Click **Open** **Note:** In Excel 2007, this icon will be found on the **Add Ins** tab. In Excel 2003, it will be found on the **Business Explorer** toolbar.	Insert Page Layout Formulas Data Review View Add-Ins SnagIt Window Custom Toolbars
Select **Queries**	SnagIt Window Workbooks Queries Saved Views Exceptions
Single-click on the query **Note:** Double-check the technical name of the query to ensure that you have the correct query.	SAP BEx: Select query Search Result Description — Technical Name BEx 305 Assessment — YZPU_C02_KASORE2_5002 SLCM Bex 305 Exercise 2 — YZCMENRLMT_NTAYLOR_5001 BEx 305 FI Training1 — QZPU_C02_5991 BEx 305 FI Training1 — YZPU_C02_GPODEM_6000 BEx 305 FI Training1 — YZPU_C02_MISSY_5500 BEx 305 FI Training2 — QZPU_C02_5992 BEx 305 SLCM Training1 — QZCMENRLMT_5991

Click **Change** **Note:** Double-clicking on the query or single-clicking and clicking on **OK** will cause the query to run in Excel.	
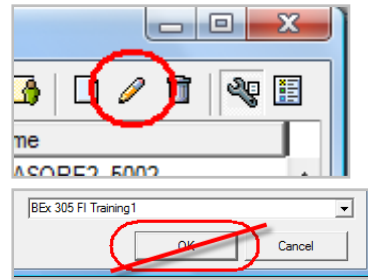
Running the Query Via the Web

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.	
Click **Execute**	

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

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

Exiting the Web and Query Designer
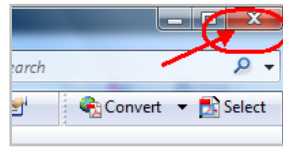
Close the report	
Click **Exit Query**	
Close **Excel**	
Close **SAP**	