

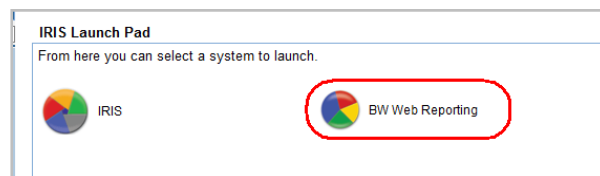
Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can design your report layout to analyze the data. The techniques described may be used on any BW report. See related BW Reporting Quick Reference Cards (QRCs) for more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

Role: Authorized Users

Frequency: When needed

Entering BW Web Reporting

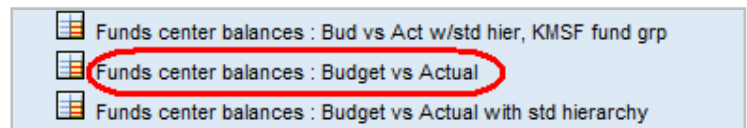
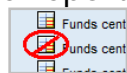
After logging into the myUK portal, click on the **BW Web Reporting** icon



Click on the triangle next to the report group and any subsequent groups to get to the reports



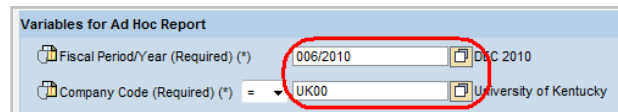
Click on the name of the report, *not* the icon to the left of it



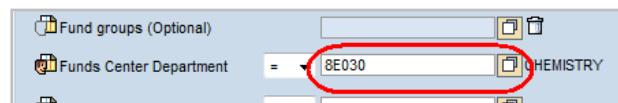
Entering Variables

Note: For details on entering variables, see the **Entering Variables** Quick Reference Card on *myHelp*.

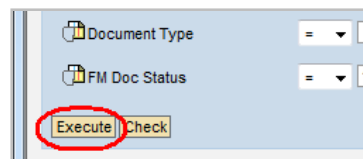
Enter any required variables



Enter any optional variables



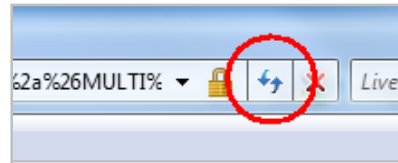
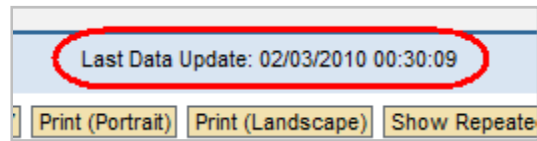
Click **Execute**



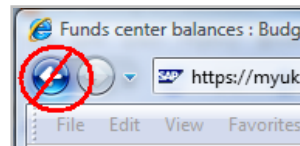
Report Tips

Last Data Update date displays at top of screen

Note: It will show the last time the data was updated in BW. If the data 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 and you have questions, contact BW at BI-Requests@email.uky.edu



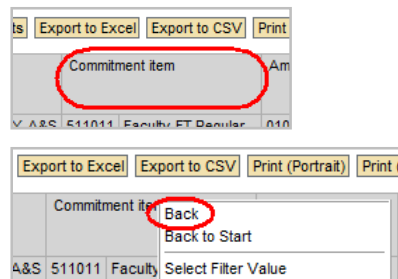
CAUTION! DO NOT use the **Back** icon at the top of your web browser to step backward.



To step back one step:

Right-click on any column heading

Select **Back**

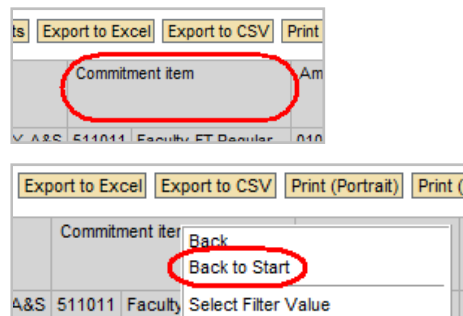


To step back to the original layout of the report:

Right-click on any column heading

Select **Back to Start**

CAUTION! Any modifications you have made will be lost.



Using the Navigation Pane

Rows

- Specifies fields shown in rows in the view of the report

Columns

- Specifies fields shown in columns in the view of the report

Free Characteristics

- Fields not shown in the initial view, but available if you want to use them as a column, row, or filter in your view of the report
- Typically characteristic objects (non-amount values or values) that describe what a key figure represents and are usually displayed in rows

Key Figures

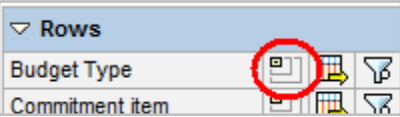
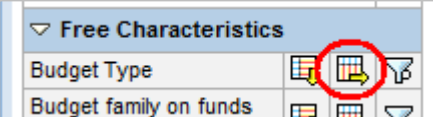
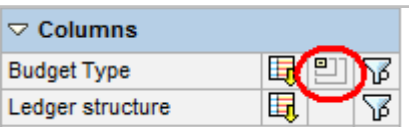
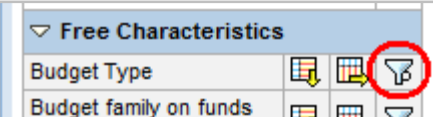
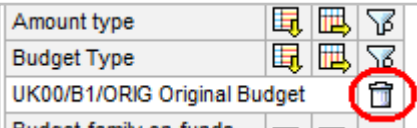
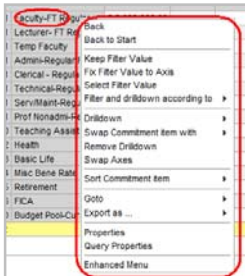
- Dollar amounts or units; typically displayed in columns

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**

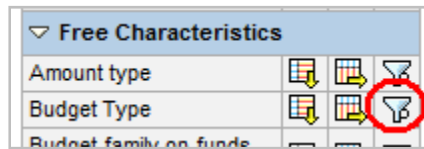
Drill-Down

- 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**)

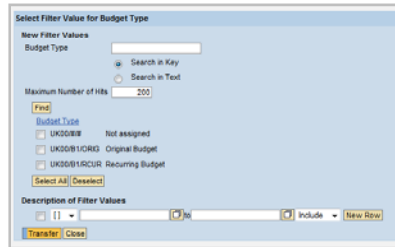
<p>Drill-Down Off</p> 	<ul style="list-style-type: none"> To turn off the drill-down, click on the Collapse icon in the first column of the settings for the field (found under Rows)
<p>Drill-Across</p> 	<ul style="list-style-type: none"> To display a field's data in columns, click on the Drill-across icon in the second column of settings for the field <p>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.</p>
<p>Drill-Across Off</p> 	<ul style="list-style-type: none"> To turn off the drill-across, click on the Collapse icon in the second column of settings for the field (found under Columns)
<p>Filters</p> 	<ul style="list-style-type: none"> Use filters to narrow your view to very specific data Selected filter value(s) will be listed on the Report's side panel under the filtered item
<p>Filter Off</p> 	<ul style="list-style-type: none"> To turn off the filter, click on the Delete icon in the settings
<p>Context Menus</p> 	<ul style="list-style-type: none"> Can also 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.

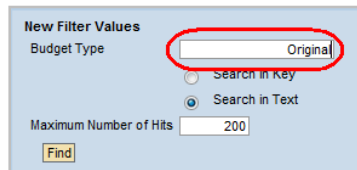


The **Select Filter Value** window will display.

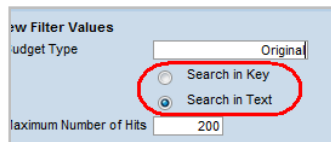


Find Area - use when the value list is long

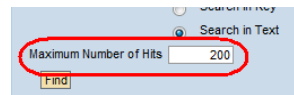
Enter value or partial value
Note: The field is CASE SENSITIVE!



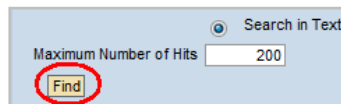
Select either **Search in Key** or **Search in Text**



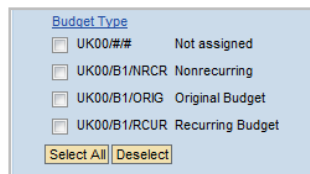
Select maximum number of hits



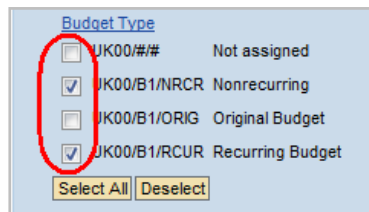
Click **Find**

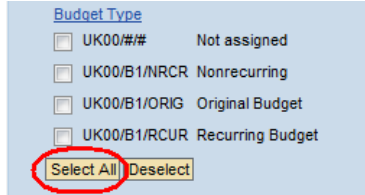
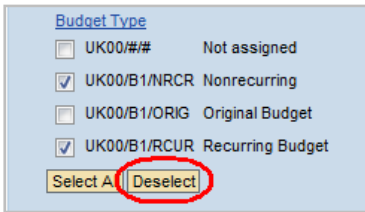
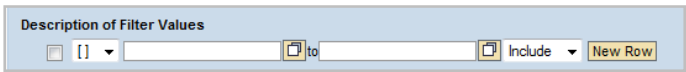

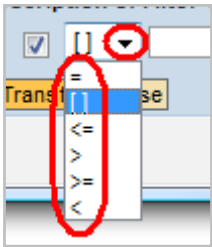


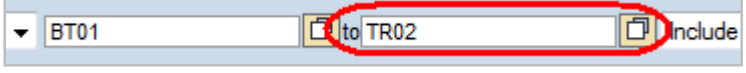
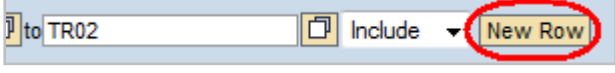


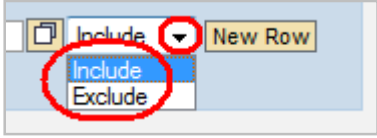
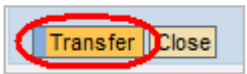
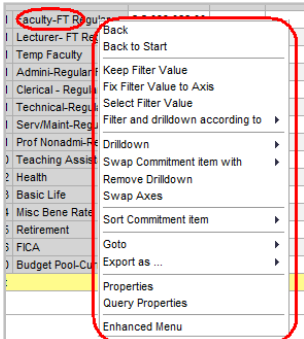

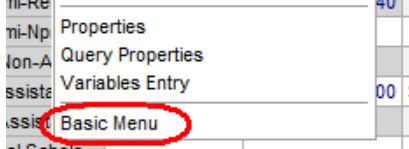
Value List Area – use when list of values is small



Click desired values



<p>Can click Select All</p>																			
<p>If want to remove any selected values, click Deselect</p>																			
<p>Filter Values Area – use to enter a range of values</p>																			
<p>Click in Description of Filter Values</p>																			
<p>Select Operator</p> 	<table border="1"> <thead> <tr> <th>Symbol</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>=</td> <td>Equal to</td> </tr> <tr> <td>[]</td> <td>Range (From/To)</td> </tr> <tr> <td>< =</td> <td>Less than OR Equal to</td> </tr> <tr> <td>></td> <td>Greater than</td> </tr> <tr> <td>> =</td> <td>Greater than OR Equal to</td> </tr> <tr> <td><</td> <td>Less than</td> </tr> <tr> <td>*</td> <td>Wildcard</td> </tr> <tr> <td>< ></td> <td>Not equal to</td> </tr> </tbody> </table>	Symbol	Meaning	=	Equal to	[]	Range (From/To)	< =	Less than OR Equal to	>	Greater than	> =	Greater than OR Equal to	<	Less than	*	Wildcard	< >	Not equal to
Symbol	Meaning																		
=	Equal to																		
[]	Range (From/To)																		
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>	Greater than																		
> =	Greater than OR Equal to																		
<	Less than																		
*	Wildcard																		
< >	Not equal to																		
<p>Enter beginning value in From</p> <p>Note: Use Selection to select the values, if needed.</p> 																			
<p>Enter ending value in To</p>																			
<p>Click New Row to insert new row of values</p>																			

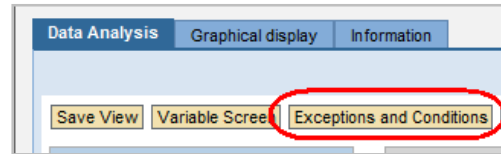
<p>Select Include or Exclude for the new row</p> <p>Note: The new row can have a different operator.</p>	
<p>Click Transfer to transfer filters to report</p> <p>Note: The view of the report will change to show only data for the value you specified.</p>	
<p>Using Context Menus</p>	
<p>The Context Menus offer more options for analyzing report data; the menus vary slightly depending on the cell or header you select; most menus contain both a basic and enhanced menu; see the QRC BW Using Context Menus for more details.</p>	
<p>To access a Context Menu, right-click on the desired field.</p>	
<p>To change from Basic Menu to Enhanced Menu, click Enhanced Menu</p>	
<p>To change back from Enhanced Menu to Basic Menu, click Basic Menu</p>	

Using Exceptions

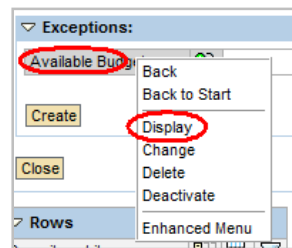
Exceptions allow you to color-code cells that meet specified criteria; Example, you can use an exception to alert you that a dollar figure has exceeded a certain amount.

To view existing **Exception**:

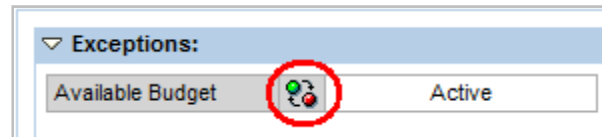
Click **Exceptions and Conditions**



Right-click **Exception** name and select **Display**

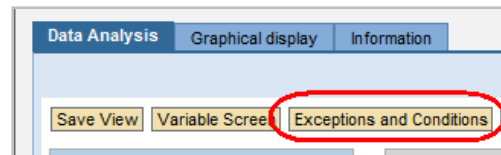


Turn **Exception** on or off by clicking **Activate/Deactivate Toggle**

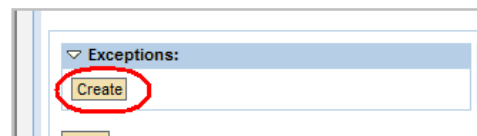


To create an **Exception**:

Click **Exceptions and Conditions**



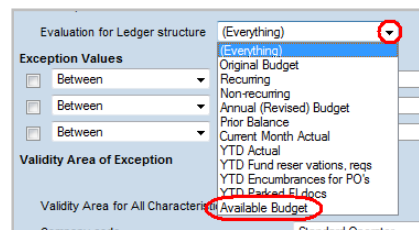
Click **Create**



Enter brief, but recognizable **Description**



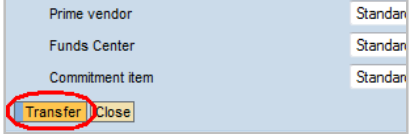
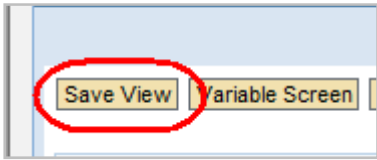
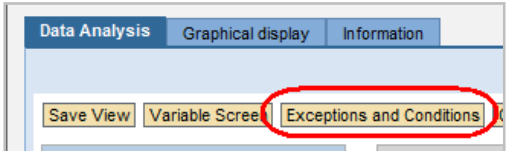

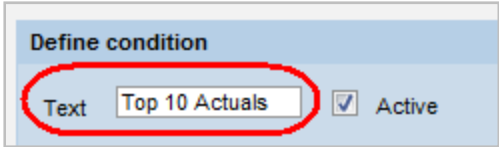
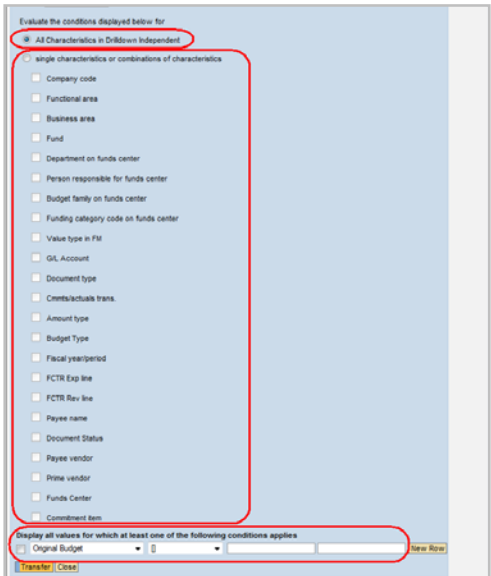
Select field value for which the **Exception** is to be applied (and color-coded)



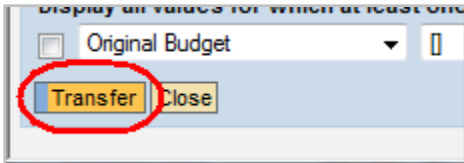
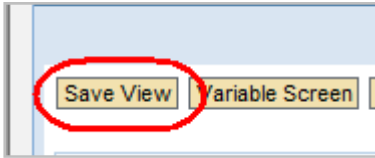
Click in first box preceding each row to activate that row's values



<p>Select Operator to be used for evaluating field values or amounts</p>			
<p>Enter the number(s) that fits the comparison, e.g., Greater Than 100, Between 50 and 100, etc.</p>			
<p>Select Severity</p>			
<p>Severity - indicated by varying degrees of color-codes</p> <ul style="list-style-type: none"> • Good-shades of green • Critical-shades of yellow/orange • Bad-shades of red 	<p>Good 1</p>	<p>Good 2</p>	<p>Good 3</p>
	<p>Critical 1</p>	<p>Critical 2</p>	<p>Critical 3</p>
	<p>Bad 1</p>	<p>Bad 2</p>	<p>Bad 3</p>
<p>The system provides three rows for Exception Values, and more rows can be added by clicking New Row button.</p>			
<p>Change Validity Areas of Exception by using the drop-down menus to the right of the validity area or changing the Standard Operator.</p>			

<p>Click the Transfer button and double-check for accuracy based on the colors for values.</p>	
<p>To keep Exceptions, click Save View</p> <p>See QRC Saving a View for more details.</p>	
<p>Using Conditions</p>	
<p>Conditions provide a way to change a report so that only the data that meets certain criteria, defined by the user, is selected and displayed.</p>	
<p>Click Exceptions and Conditions</p>	
<p>Click Create</p>	
<p>Enter name for Condition in Text, such as Top 10 Actuals.</p>	
<p>Select either 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</p>	

<p>If Single characteristics or combinations of characteristics chosen, select desired characteristics</p>	
<p>If Display all values for which at least one of the following conditions applies chosen, click in first box to insert checkmark</p>	
<p>Select desired condition</p>	
<p>Select appropriate condition value</p>	
<p>Enter appropriate number or amount</p>	
<p>If needed, click New Row to add another row</p>	

Click Transfer	
To keep Conditions , click Save View	

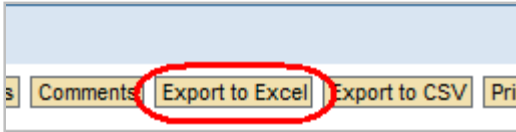
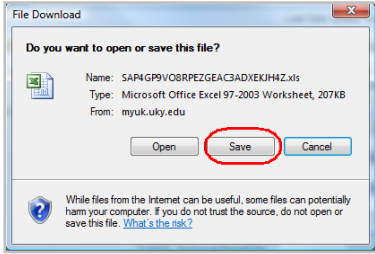

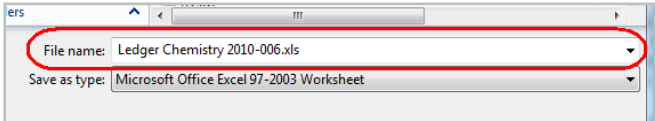
Using Notes

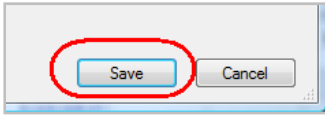
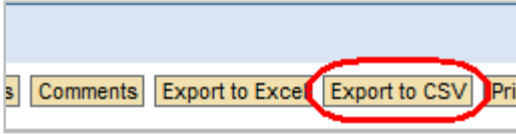
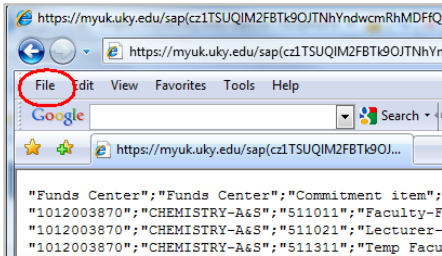
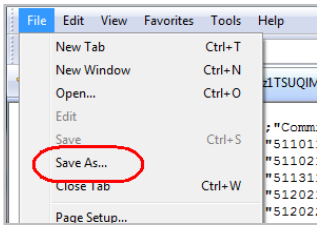

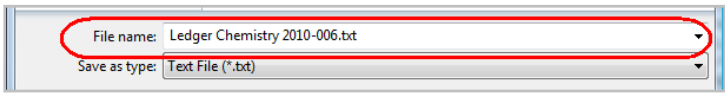
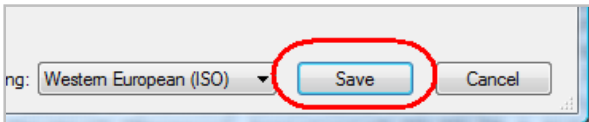
Notes are documentation (comments) that users can create which are specific to the initial query. They are useful for relaying information about the query.

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 the Report

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.
Suggestion: Export large reports to CSV, since Excel has a limit, especially if using Excel 2003.

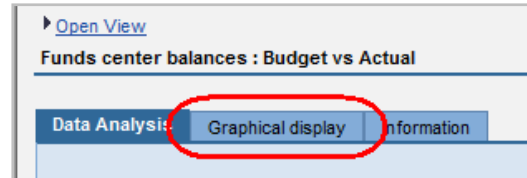
To export to Excel:	
Click on the Export to Excel button.	
Click Save	
Select desired folder	
Enter name for report	

<p>Click Save</p>	
<p>To export to CSV:</p>	
<p>Click Export to CSV</p>	
<p>To save, click File</p>	
<p>Click Save As</p>	
<p>Select desired folder</p>	
<p>Enter name for report</p> <p>Note: Save as Type should default to Text file. If not, change to Text file (*.txt) as the extension.</p>	
<p>Click Save</p>	

Displaying Data in Graph or Chart

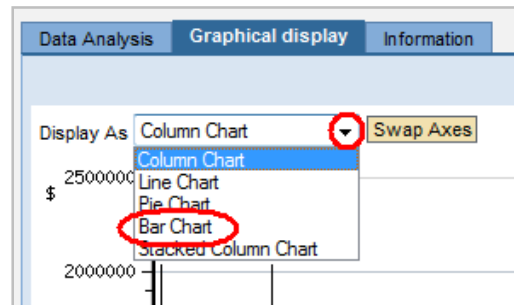
The **Graphical Display** tab helps you put your data in the form of a chart or graph.

Click **Graphical Display**



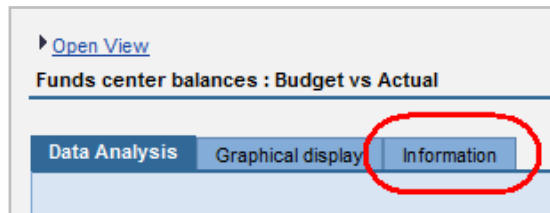
Select type of chart or graph

Note: The graphs cannot be saved or exported. If graphs are needed, it is best to use the graph functions available in Excel.



Using the Information Tab

The **Information** tab displays the following information about the view of the data on the **Data Analysis** tab.



Information on Query

Information on Query	
Key Date	02/09/2010
Status of Data	02/09/2010 00:22:43
Changed At	06/02/2009 10:11:48
Last Changed By	DCLAUNCH
Last Refreshed	02/09/2010 08:05:32
Query Description	Funds center balances : Budget vs Actual
Query Technical Name	QZPU_C02_5008

Displays:

- Key Date
- Status of Data (Last time data updated in BW)
- Changed At
- Last Changed By
- Last Refreshed
- Query Description
- Query Technical Name

Static Filter

Static Filter	
Chart of accounts	University of Kentucky Chart of Accounts
Company code	University of Kentucky
Fiscal Year Variant	V6
FM area	University of Kentucky
Stat. key figures	Real (Budget Relevant)
Funds Center	CHEMISTRY-A&S
Department on funds center	CHEMISTRY
G/L Account]0000900000..0000999999[,] Revenue Offset[,]Expense Offset[,]Due to/fm conversion [,]Due to/Fm Conversion[...

- Displays filters applied to query when initially developed
- Some may be displayed on the **Variable for Ad Hoc Report** screen and allow you to select a value(s)
- Other filters may be in the background and cannot be changed by you

Dynamic Filter

Dynamic Filter	
Ledger structure	Original Budget, Annual (Revised)Budget, PriorBalance, Current MonthActual, YTD Actual, YTD Fund reservations, reqs, YTD Encumbrances for PO's, YTD Parked FI docs, Available Budget

- Displays filters applied on the **Data Analysis** tab of the query report view

Variable Values

Variable Values	
Fiscal Period/Year (Required)	DEC 2010
Business Area	Empty Demarcation
FCTR Budget Family	Empty Demarcation
FCTR Funding Categ Code	Empty Demarcation
FCTR Person resp	Empty Demarcation
Fund groups (Optional)	Empty Demarcation
FM Doc Status	Posted
Fiscal Year/Period (Exit per 001 fr OP_FPER)	Period 00 2010
Fiscal Year (Exit from OP_FPER)	2010
Company Code (Required)	University of Kentucky
Funds Center Department	CHEMISTRY
Document Type	Empty Demarcation
Payee Vendor(Multiple Values)	Empty Demarcation
Prime vendor	Empty Demarcation
Functional Area	Empty Demarcation
Funds Center	CHEMISTRY-A&S
Commitment Item	Empty Demarcation

- Displays 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