## Quick Reference Card – Business Warehouse BW Report – Using Conditions



**Process:** Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can create and use conditions to design a very specific report. The techniques described may be used on any BW report. See related BW Web 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 <b>BW Web Reporting</b> icon	IRIS Launch Pad From here you can select a system to launch. IRIS IRIS BW Web Reporting	
Click on the triangle next to the report group and any subsequent groups to get to the reports	✓ User Favorites and Roles         ✓ Welcome         ✓ FI Budget         ✓ FI Financial Accounting         ▷ Master data analysis         ▷ Special Ledger         ✓ Funds Management / Budget Control         ☑ Annual 2 year Comparison - Budget versus Actual	
Click on the name of the report, <b>not</b> the icon to the left of it	Funds center balances : Bud vs Act w/std hier, KMSF fund grp Funds center balances : Budget vs Actual Funds center balances : Budget vs Actual with std hierarchy	
Entering Variables		
<b>Note:</b> For details on entering variables, see the <b>Entering Variables</b> Quick Reference Card on <i>myHelp</i> .		
Enter any required variables	Variables for Ad Hoc Report Fiscal Period/Year (Required) (*) Company Code (Required) (*) UK00 UK00 UNiversity of Kentucky	
Enter any optional variables	Fund groups (Optional)  Funds Center Department  E000  HEMISTRY	
Click <b>Execute</b>	Document Type = ▼ □ FM Doc Status = ▼ 1 □ Execute] Check	





## **Using Conditions**

**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.

Click Exceptions and Conditions	Data Analysis         Graphical display         Information           Save View         Variable Scree         Exceptions and Conditions         K
Click <b>Create</b>	Create
Enter name for <b>Condition</b> in <b>Text</b> , such as <b>Top 10 Actuals</b> .	Define condition Text Top 10 Actuals I Active
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	Understanding skyld blave for         II: Al Disastanding an Dilation Integrated         II: skyld characheratics or contentiations of characheratics         II: skyld characheratics or contentiations of characheratics         II: Business area         II: Business area

<i>Quick Reference Card – Busin</i> <b>BW Report – Using C</b>	ess Warehouse onditions
If <b>Single characteristics or</b> <b>combinations of characteristics</b> chosen, select desired characteristics	Evaluate the conductors deployed below for         Image: All Characteristics or combinations of characteristics         Image: Characteristics of the characteristics         Image: Characteristic on the conterr         Image: Characteristic on
If <b>Display all values for which at</b> <b>least one of the following</b> <b>conditions applies</b> chosen, click in first box to insert checkmark	Display all values for which at least Priginal Budget Transfer Close
Select desired condition	Display all values for which at least or       Image: Comma Budget       Comma Budget       Image: Comma Budget       Image: Comma Budget       Pror Balence       Pror Balence       Image: Comma Budget       Image: Comma
Select appropriate condition value	play all values for which at least one of the following cc         Available Budget       Image: Status         ansfer       Close         ansfer       Close         Image: Status       Image: Status         bepartment on funds       Image: Status         benter       Top Number         Jocument Status       Image: Status         Jocument type       Image: Status         CTR Exp line       Image: Status         Bottom Number       Status         CTR Rev line       Image: Status
Enter appropriate number or amount	st one of the following conditions applies
If needed, click <b>New Row</b> to add another row	ving conditions applies ▼ 500.00

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Click Transfer	Original Budget   I Transfer Close
To keep <b>Conditions</b> , click <b>Save View</b>	Save View Variable Screen

