

Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can filter certain variables 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 BW Web Reporting icon	IRIS Launch Pad From here you can select a system to launch. IRIS
Click on the triangle next to the report group and any subsequent groups to get to the reports	User Favorites and Roles User Favorites and Roles User Favorites and Roles FI Budget FI Financial Accounting Master data analysis Special Ledger Funds Management / Budget Control H Annual 2 year Comparison - Budget versus Actual
Click on the name of the report, not 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	
Note: For details on entering variables, see the Entering Variables 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
Enter any optional variables	Fund groups (Optional) Funds Center Department KE030 HEMISTRY

Document Type

FM Doc Status

Execute Check

Using Filters

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myHelp Website: http://myhelp.uky.edu/rwd/HTML/index.html

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Click on the Filter icon to the right of the field name in the settings area.	✓ Free Characteristics Amount type Budget Type Budget femily on funds
The Select Filter Value window will display.	Select Filter Value for Budget Type Rev Filter Value for Budget Type Budget Type Gearch in Key Search in Text Maxonum Number of Hots 200 Budget Date B
Find Area - use when the value list is long	
Enter value or partial value Note: The field is CASE SENSITIVE!	New Filter Values Budget Type Search in Ney Search in Text Maximum Number of Hits 200 Find
Select either Search in Key or Search in Text	w Filter Values udget Type Origina Search in Key Search in Text laximum Number of Hits 200
Select maximum number of hits	Search in Text Maximum Number of Hits 200 Find
Click Find	Search in Text Maximum Number of Hits 200 Find
Value List Area – use when list of values is small	Budget Type UK00/#/# Not assigned UK00/B1/NRCR Nonrecurring UK00/B1/NRCR Original Budget UK00/B1/RCUR Recurring Budget Select All Deselect
Click desired values	Budget Type UK00/#/# Not assigned V UK00/#/# Nonrecurring UK00/B1/NRCR Nonrecurring UK00/B1/NRIG Original Budget VUK00/B1/RCUR Recurring Budget Select All Deselect



Can click Select All	Budget Type UK00/#/# Not assigned UK00/B1/NRCR Nonrecurring UK00/B1/ORIG Original Budget UK00/B1/RCUR Recurring Budget Select All Deselect
If want to remove any selected values, click Deselect	Budget Type UK00/#/# Not assigned UK00/B1/NRCR Nonrecurring UK00/B1/ORIG Original Budget UK00/B1/RCUR Recurring Budget Select A Deselect
Filter Values Area – use to enter a range of values	Description of Filter Values
Click in Description of Filter Values	Description of Filter Values
Select Operator	SymbolMeaning=Equal to[]Range (From/To)<=Less than OR Equal to>Greater than>=Greater than OR Equal to<Less than*Wildcard<>Not equal to
Enter beginning value in From Note: Use Selection to select the values, if needed.	▼ = BT01
Enter ending value in To	BT01 BT01 Dnclude
Click New Row to insert new row of values	to TR02



Select Include or Exclude for the new row Note: The new row can have a different operator.	Include Exclude
Click Transfer to transfer filters to report	
Note: The view of the report will change to show only data for the value you specified.	Transfer Close