Business Objects Naming Standards and Query Guidelines

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Query Report Naming Standards

Naming standards listed in this guide should be followed to ensure consistency for the Business Objects reports.

Name

- IRIS Module (Ex. FI, HR, SLCM, MM, etc.)
- Underscore
- User ID
- Colon
- Concise title for the report

Example:
- **FI_Missy**: Funds Center Balances – Budget vs Actual

Description

- Use the universe name in the description
- Allows you to provide a more in-depth description

Keywords

- Should contain
  - Universe
  - User ID
  - Any other pertinent keyword
General Query Design Considerations for Improved Performance

- For better performance, choose all of the characteristics from one dimension.
- Minimize the amount of information returned by the query. The less information returned from the query, generally the faster it can be transferred to the end user.
- Avoid complex queries that offer everything for every user. Create multiple queries to meet the requirements and/or use the report/report interface to link reports together at different levels of detail. If a report/report interface is required contact: BI-Requests@email.uky.edu.
- Use filters as much as possible, especially for large characteristics, to reduce the size of the query result.
- When using a BEX query universe, you can validate the data in the BOBJ report by running the same query in BEx-Analyzer.
- Avoid setting the Refresh on Open checkbox to refresh for an end user report. If it is set on complex reports, the end-user may experience a long processing time each time they open the report.
Frequently Asked Questions

**What is the advantage of using Business Objects instead of BEx-Analyzer?**

- Allows using multiple data sources
  - Examples: BEx (BW), GRADS, Oracle, Faculty Database, Remedy, etc.
- Allows more detailed formatting
- Allows drill downs if in a hierarchy

**Who do I contact if I am having a problem with Business Objects?**

- For basic usage questions, contact the BOBJ trainer at IRISTraining@email.uky.edu
- For other questions, contact the BW Team at BI-Requests@email.uky.edu

**Will the end users be able to refresh the data in the end-user reports?**

- Not at this time, although power users will be able to refresh the data for the end users.

**How do end users use Business Objects?**

- They will be using the web interface to view reports within their role-based folders.

**Will end users be able to change the format on a report and save it?**

- Yes, they will be able to make changes on a report and save their formatted view. The changes will not affect the original report.

**Does Business Objects support conditional formatting and drill-down capability?**

- Yes, you will be able to use conditional formatting, alerts, and drill-downs when needed.