

Find a Saved View

In BEx Web Reporting, Saved Views are not displayed in any order, and you cannot sort the order of the Views to help search for a particular Saved View.

If you want to find a Saved View, either your own or one created by someone else, you can search on the **Description** or part of the **Description**, without having to know the **Technical Name**. For instance, you know the Saved View has 'ledger' in the Description, you can search for all Saved Views containing 'ledger'. Or, you know the Saved View was saved by your counterpart in another department, you can search using the counterpart's *userid*.

From your query

- Select **Open View**

Funds Center	Commitment item	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual	YTD Fund re vations
101.2000580	OFFICE OF THE DEAN			\$ 11.00		\$ 11.00	
	659060 CNS Infrastr in Bldg			\$ 35,273.77		\$ 35,273.77	
	659070 CNS Infrast Out Bldg			\$ 7,220.66		\$ 7,220.66	
	Result	\$ 600,097.36	\$ 546,848.01	\$ 586,699.41	\$ 149,670.30	\$ 736,369.71	
101.2003580	AG ST INSTR AN SCI						
	511011 Faculty-FT Regular	\$ 741,762.60	\$ 741,762.60	\$ 496,879.18	\$ 56,216.33	\$ 553,095.51	
	512031 Clerical - Regular	\$ 12,883.00	\$ 12,883.00	\$ 8,684.16	\$ 1,631.01	\$ 10,315.17	
	512032 Clerical - Nproductv				\$ 18.33	\$ 18.33	

The **Choose a View** window will be displayed with **Display:** defaulting to History.

Choose a View

Display: History

mkfrye2:2006 revised affiliate budget
ptpoll00: CoM HRS Clearing Balances
ptpoll00: CoM State Funds

Selected Object:

Description:

- Change **Display:** to **Roles** by selecting it from the drop-down list.

The screenshot shows a dialog box titled "Choose a View". At the top, there is a "Display:" label followed by a dropdown menu currently set to "History". A dropdown menu is open, showing the following options: "History", "Favorites", "InfoAreas", and "Roles". The "Roles" option is highlighted in blue. Below the dropdown menu, there is a list of objects with their descriptions:

- mkfr: ...ed affiliate budget
- ptp: ... Clearing Balances
- ptp0100: Com State Funds

 At the bottom of the dialog, there are two input fields labeled "Selected Object:" and "Description:". Below these fields are two buttons: "Transfer" (highlighted in orange) and "Cancel".

The Roles you have been granted in the Business Warehouse will be displayed at their highest level.
NOTE: The roles displayed may be different from those listed below, as roles are based on the access you are granted in the system.

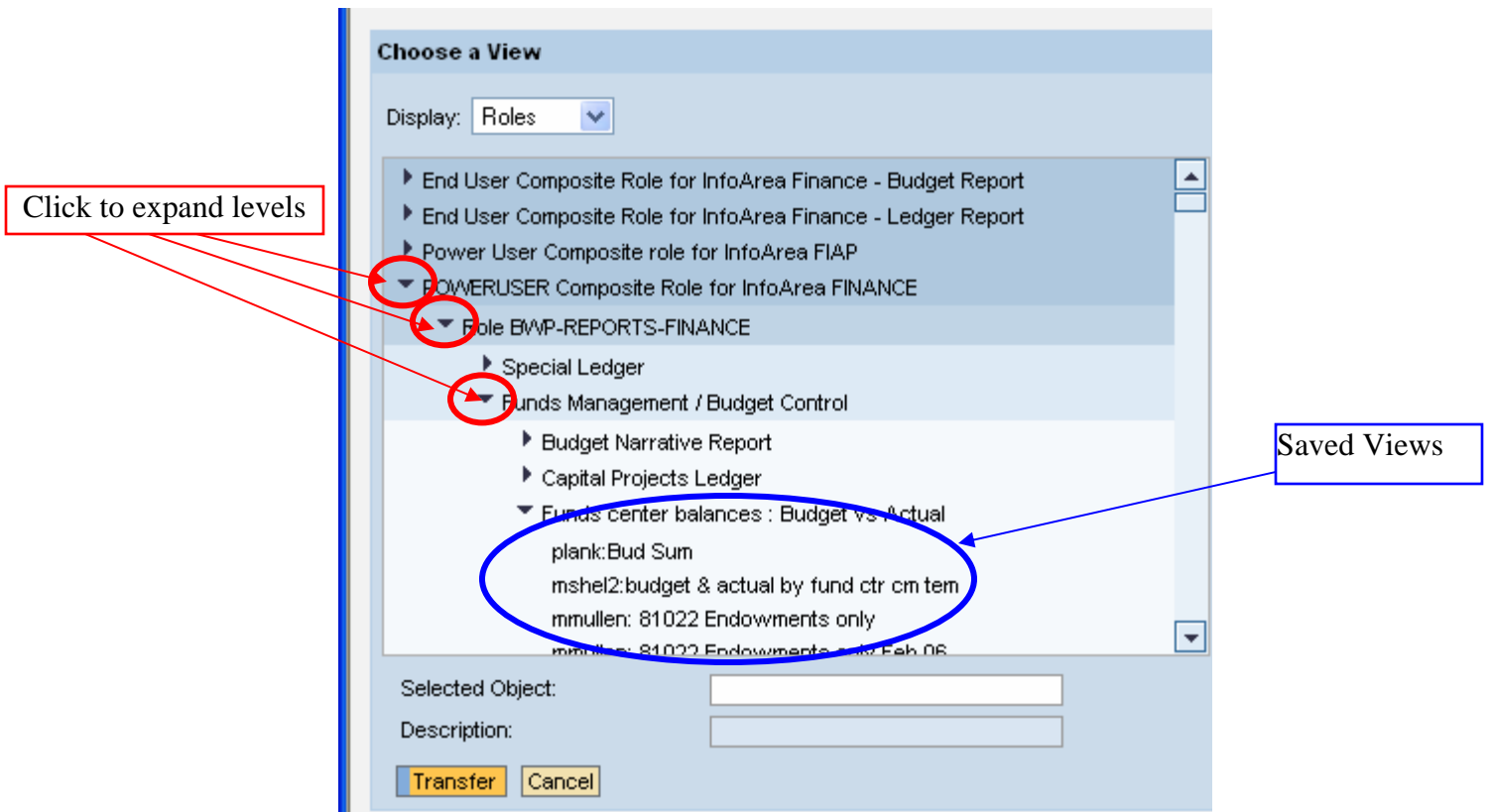
The screenshot shows the same "Choose a View" dialog box, but now the "Display:" dropdown menu is set to "Roles". The dropdown menu is closed. The list of roles is displayed below the dropdown menu:

- ▶ End User Composite Role for InfoArea Finance - Budget Report
- ▶ End User Composite Role for InfoArea Finance - Ledger Report
- ▶ Power User Composite role for InfoArea FIAP
- ▶ POWERUSER Composite Role for InfoArea FINANCE
- ▶ POWERUSER composite role for InfoArea PROCARD
- ▶ HR Benefits
- ▶ Reporting role to allow reporting on Student Accounting data
- ▶ Materials Management
- ▶ BW Report role for reporting on Payroll
- ▶ HR Headcounts & Personnel actions
- ▶ PROSAM Student Financial Aid

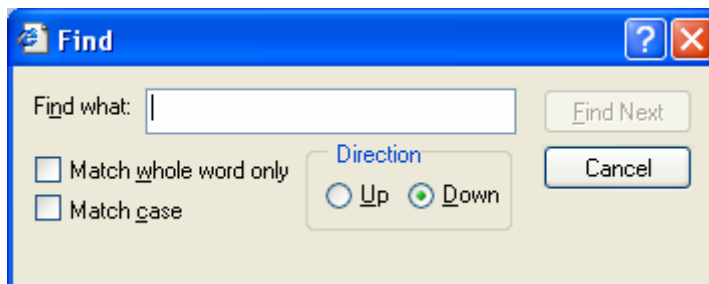
 The "Selected Object:" and "Description:" input fields and the "Transfer" and "Cancel" buttons are also visible at the bottom of the dialog.

You will need to have a general idea of the type of report you are searching for, and the Role it is in. For instance, is the Saved View for Finance, Procard, Payroll, etc.

- Expand the levels of the Role by clicking on the black triangles to the left of the roles until Saved Views are displayed.



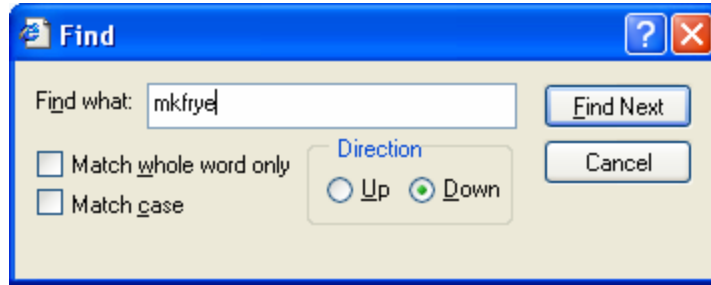
- Press the **Control** (Ctrl) and **F** keys at the same time to display the **Find** window.



Saved Views begin with a specific *userid*, so you can search using the *userid*, or any other characters that may be in the **Description** of the Saved View.

To search for Saved Views beginning with a particular userid,

- Enter the *userid* of the Saved View you wish to find in the **Find what** box.

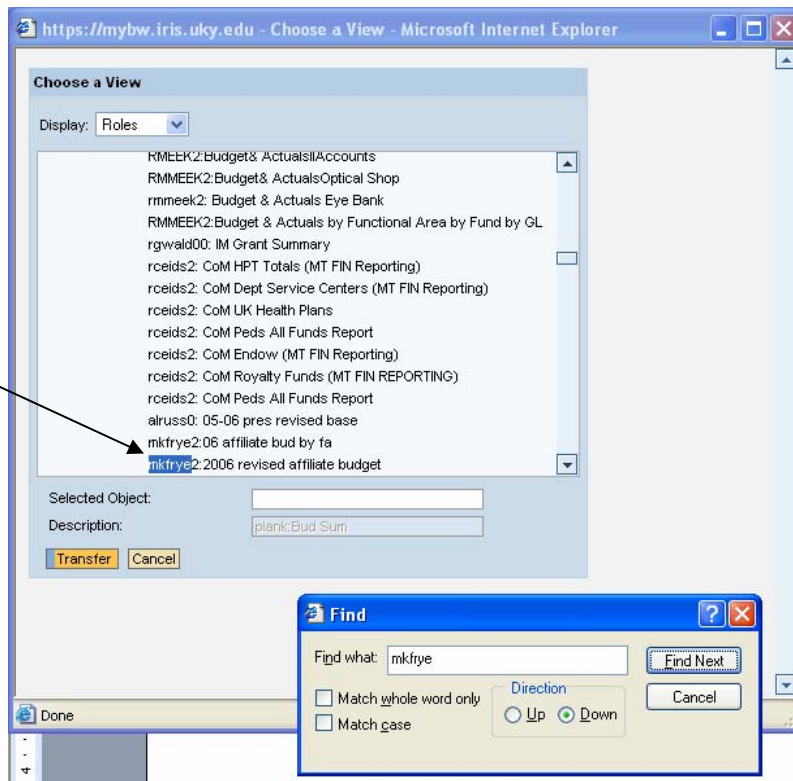


- Click the **Find Next** button until the desired Saved View is highlighted. Continuing to click **Find Next** will cycle through all the Saved Views beginning with the *userid* you entered. This could be your *userid* or the *userid* of someone else who has created a Saved View you wish to run or modify.

When the desired Saved View is highlighted,

- Click once on the Saved View, to display the Technical Name of the View in the **Selected Object** box.

Click once to select



Choose a View

Display: Roles

- RMEEK2: Budget & Actuals Accounts
- RMMEEK2: Budget & Actuals Optical Shop
- rmmeek2: Budget & Actuals Eye Bank
- RMMEEK2: Budget & Actuals by Functional Area by Fund by GL
- rgwald00: IM Grant Summary
- rceids2: CoM HPT Totals (MT FIN Reporting)
- rceids2: CoM Dept Service Centers (MT FIN Reporting)
- rceids2: CoM UK Health Plans
- rceids2: CoM Peds All Funds Report
- rceids2: CoM Endow (MT FIN Reporting)
- rceids2: CoM Royalty Funds (MT FIN REPORTING)
- rceids2: CoM Peds All Funds Report
- alruss0: 05-06 pres revised base
- mkfrye2: 06 affiliate bud by fa
- mkfrye2: 2006 revised affiliate budget

Selected Object: ZQZPU_C02_5008_02

Description: mkfrye2:2006 revised affiliate budget

Transfer **Cancel**

Technical Name of Saved View

Click **Transfer** to display the Saved View.

UK UNIVERSITY OF KENTUCKY

Open View

Funds center balances : Budget vs Actual

Data Analysis Graphical display Information

Validity of Data: 05/04/2006 22:27:42

Save View Variable Screen Exceptions and Conditions Notes Export to Excel Export to CSV

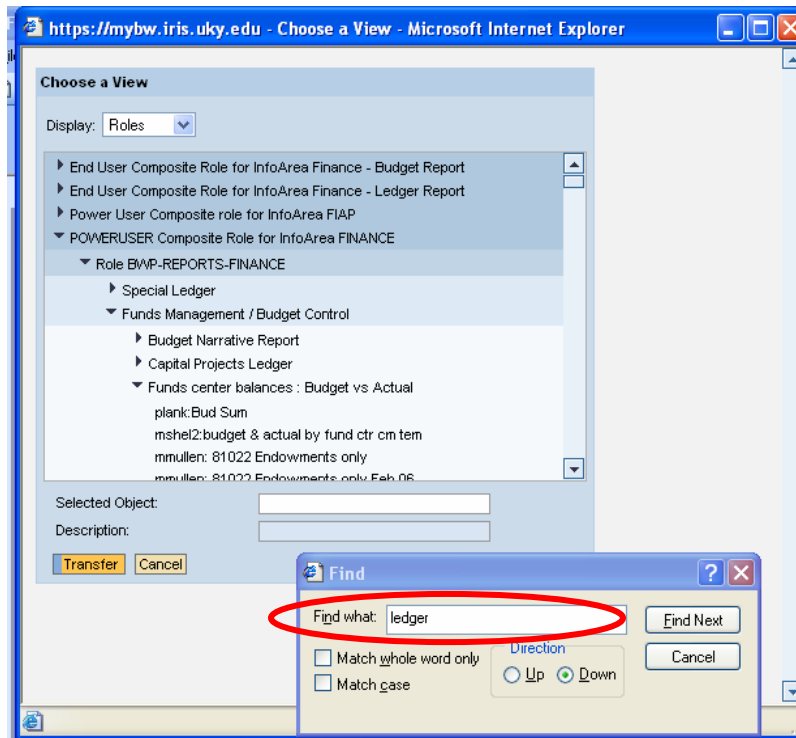
Commitment item	Funds Center	Original Budget	Recurring	Non-recurring	Annual (Revised) Budget	Prior Balance	Current Month Actual
420100 Operating Gifts	1215350200 CTR ON AGING FOUN	\$ (130,000.00)	\$ (130,000.00)		\$ (130,000.00)		
430010 Inv Inc - Overnight	1215366370 ABERCROMBIE RES FUND	\$ (4,000.00)	\$ (4,000.00)		\$ (4,000.00)		
480010 Prior Year Fund Bal	1215366370 ABERCROMBIE RES FUND	\$ (185,000.00)	\$ (185,000.00)		\$ (185,000.00)		
510000 All Sal Budget Pool	1215350200 CTR ON AGING FOUN	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00		
530000 Budget Pool-Curr Exp	1215350200 CTR ON AGING FOUN	\$ 80,000.00	\$ 80,000.00		\$ 80,000.00		
	1215366370 ABERCROMBIE RES FUND	\$ 189,000.00	\$ 189,000.00		\$ 189,000.00		
	Result	\$ 269,000.00	\$ 269,000.00		\$ 269,000.00		
Overall Result		\$ 0.00	\$ 0.00		\$ 0.00		

Free Characteristics:

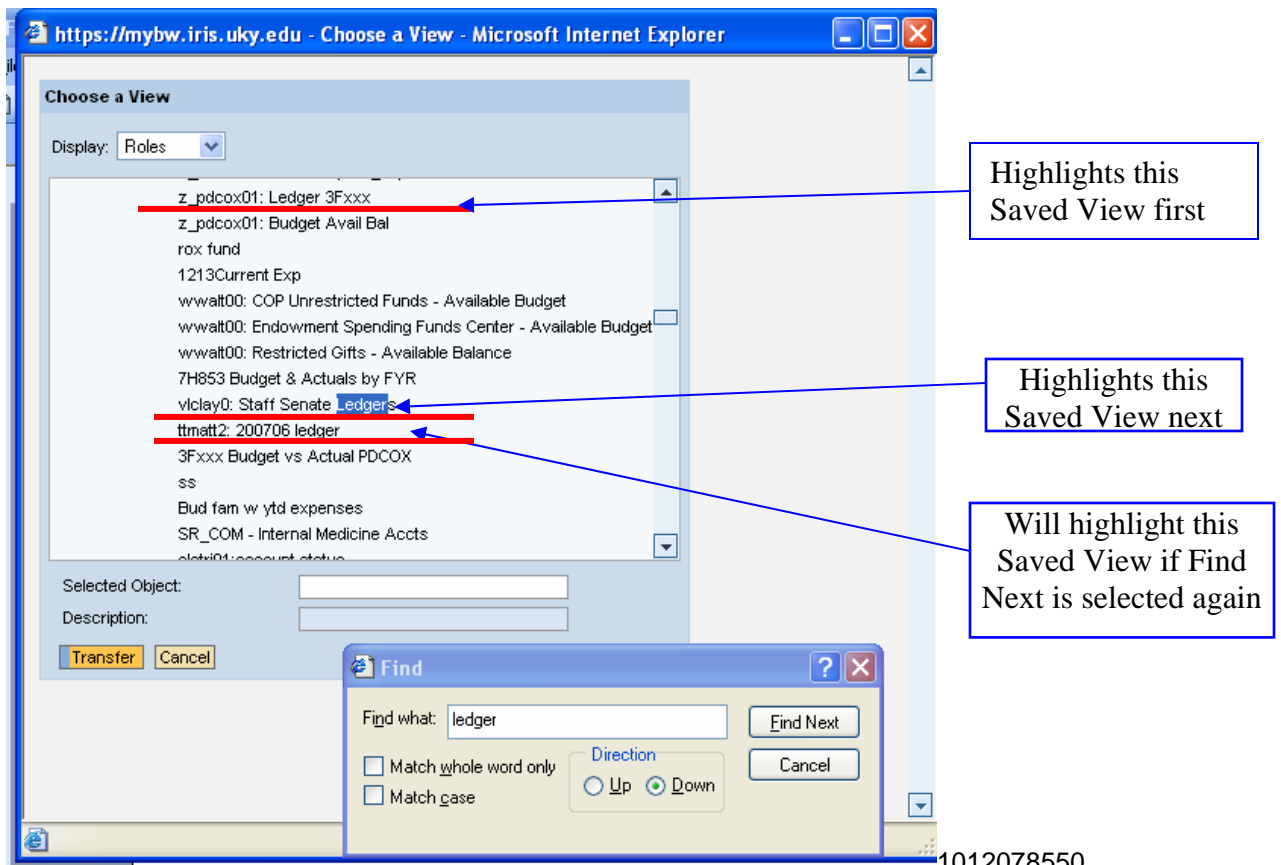
- Amount type
- Budget Type
- UK0001RORIG Original Budget
- UK0001RORUR Recurring Budget
- Budget family on funds center
- Business area
- 0900 Center on Aging
- Cmnts/actuals trans.

To search for other characters that may be in the **Description** of the Saved View,

- Enter the text you wish to search on in the **Find what** box. For instance, to find all Saved Views whose Description contains ledger, go to the **Find what:** box and type: ledger.

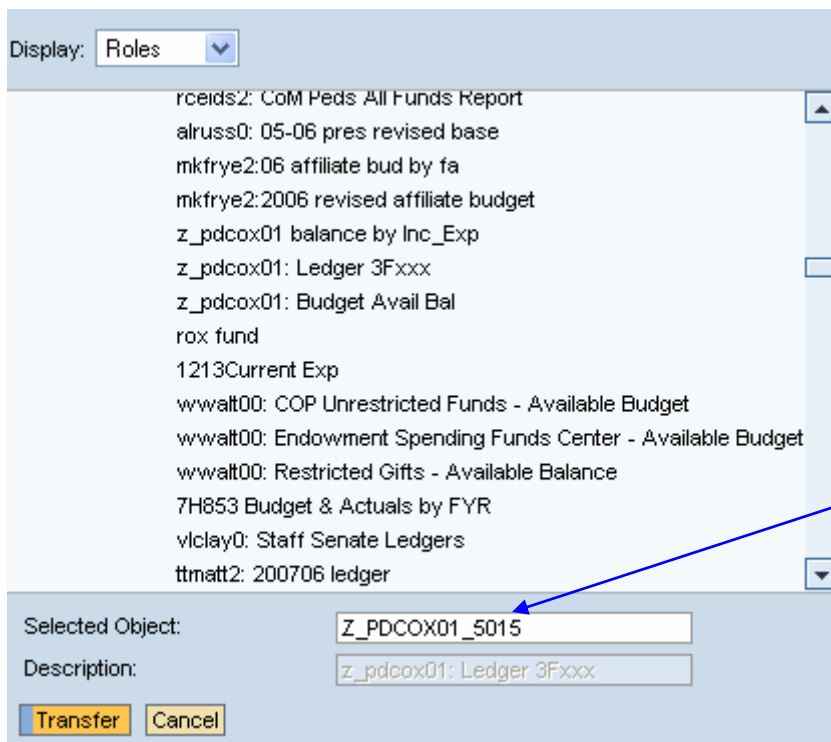
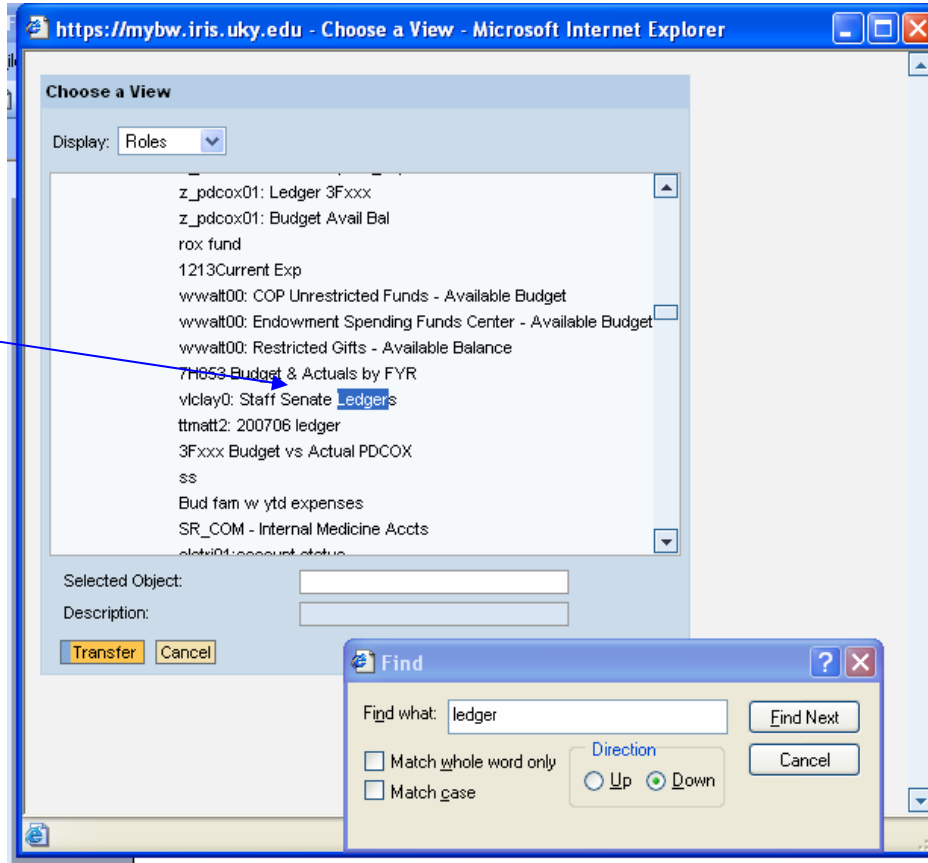


- Click the **Find Next** button until the desired Saved View is selected. Continuing to click the **Find Next** button will cycle through all the Saved Views containing the text you entered.



When the desired Saved View is highlighted,

- Click once on the Saved View, to display the Technical Name of the View in the **Selected Object** box.



Transfer

Click to display the Saved View.

UK UNIVERSITY OF KENTUCKY

Open View

Funds center balances : Budget vs Actual

Data Analysis Graphical display Information

Validity of Data: 05/04/2006 22:27:42

Save View Variable Screen Exceptions and Conditions Notes Export to Excel Export to CSV

Commitment Item	Funds Center	Original Budget	Recurring	Non-recurring	Annual (Revised) Budget	Prior Balance	Current Month Actual
420100 Operating Gifts	1215350200 CTR ON AGING FOUN.	\$ (130,000.00)	\$ (130,000.00)		\$ (130,000.00)		
430010 Inv Inc - Overnight	1215366370 ABERCROMBIE RES FUND	\$ (4,000.00)	\$ (4,000.00)		\$ (4,000.00)		
480010 Prior Year Fund Bal	1215366370 ABERCROMBIE RES FUND	\$ (185,000.00)	\$ (185,000.00)		\$ (185,000.00)		
510000 All Sal Budget Pool	1215350200 CTR ON AGING FOUN.	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00		
530000 Budget Pool-Curr Exp	1215350200 CTR ON AGING FOUN.	\$ 80,000.00	\$ 80,000.00		\$ 80,000.00		
	1215366370 ABERCROMBIE RES FUND	\$ 189,000.00	\$ 189,000.00		\$ 189,000.00		
	Result	\$ 269,000.00	\$ 269,000.00		\$ 269,000.00		
Overall Result		\$ 0.00	\$ 0.00		\$ 0.00		

Rows: Commitment Item, Funds Center
 Columns: Ledger structure
 Free Characteristics: Amount type, Budget Type, UK00/B1/ORIG Original Budget, UK00/B1/CLUR Recurring Budget, Budget family on funds center, Business area, 0500 Center on Aging, Cmmts/actuals trans.