

BEx Web Reporting

Naming Standards

When you have your report the way you would like to see it on a regular basis, you can save the settings (not the data) with the *Save View* button.



Caution – Views are shared.... Everyone that has access to this same query can create views against the query, or can run or modify views created by others.



A Technical Name is required when saving a view and must be unique.

1. From the Data Analysis tab of your view, click **Save View**.

Data Analysis - Save View

The screenshot shows a web browser window with the title "http://bwsbx.iris.uky.edu:8000 - Save View - Microsoft Internet Explorer". The main content area displays a "Save View" dialog box. The dialog box has a title bar "Save View" and contains the following elements:

- A "Description" text input field with the value "BKMCC03: Budget & Actuals by FYR".
- A "Technical Name" text input field with the value "ZBKMCC03.0001".
- An unchecked checkbox labeled "Overwrite Existing View".
- Two buttons at the bottom: "Save" and "Cancel".

In the **Save View** window, *Description* has a maximum number of 60 characters.



We are suggesting the following guideline for your description:

- ❑ your userid: description
- ❑ BKMCC03: Budget & Actuals by FYR by G/L

****Please make the description as meaningful as possible.**** We would further suggest the 'BY' and 'FOR' principle, to apply after your userid: BUD/ACT **BY** FUND, FCTR **FOR** F/AREA 1000 - where **BY** indicates the drilled-down field, and **FOR** the filter.

Technical Name can be a maximum of 30 characters. The naming standard for *Technical Name* is as follows:

- Type a capital 'Z' and
- Your UserID and
- An underscore and
- The next available unique view number beginning with 0001

Example: ZBKMCC03_ 0001

Example: Zdcla unch_0005



The 'Z' is absolute, it must be the first character.



The other recommendations for *Technical Name* and *Description* are optional. In order to identify the views you have saved, using the suggested naming standard will quickly identify the person who saved the view and make it easier to find your next view number.

Since technical names have to be unique in the SAP BW system, you will need to keep track of your next view number. There is a spreadsheet on the SAP BW link, (BW Report Tracking)

<https://reporting.uky.edu/BWReports/BWRptTracking.xls> which you can download to your desktop to assist in keeping track of your saved views.

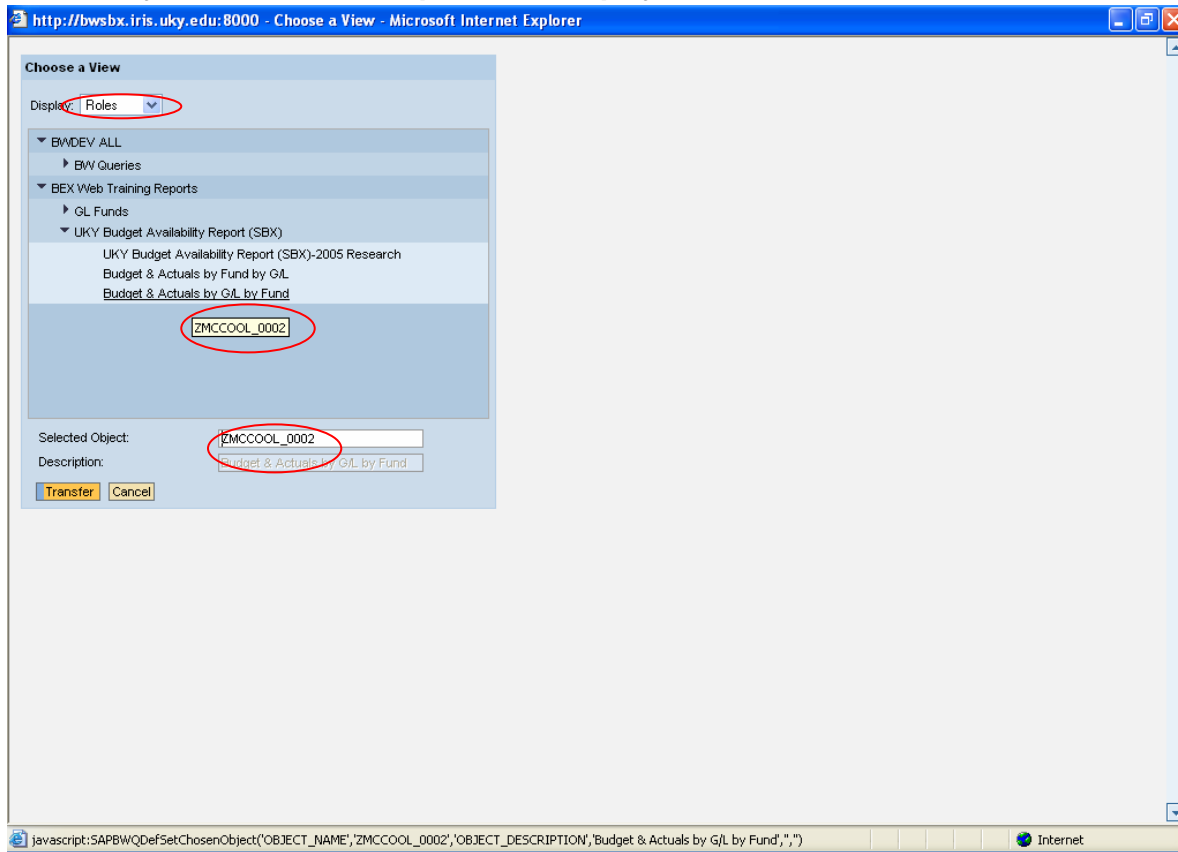
If you decide not to use the spreadsheet, you can still find your next view number by going to *Open View*.

Data Analysis - Save View - Open View

Functional area	Fund	Budget	Actuals	Parked FI doc	Encumbrances	Available Balance
011 General Acad Instruction	0011000100 Admin UK General	\$ -114,670,900.00				\$ -114,670,900.00
	0011620100 PROVOST SELF SUPPO		\$ 500.00			\$ -500.00
	0021700300 UK HAGGIN FUND	\$ 1,000.00				\$ 1,000.00
	Result	\$ -114,669,900.00	\$ 500.00			\$ -114,670,400.00
0110 General Acad Instruction	0011000100 Admin UK General	\$ 125,500.00	\$ -20,793.41		\$ 2,185.00	\$ 144,108.41
	0011030100 MED CTR UK GENERAL		\$ 39,430.00			\$ -39,430.00
	0113655700 UK WOMEN'S FORUM		\$ -28,000.00			\$ 28,000.00
	0215999999 Operating Gift		\$ 37,910.84			\$ -37,910.84
	0504000000 Loan fund		\$ -1,000.00			\$ 1,000.00
	Result	\$ 125,500.00	\$ 27,547.43		\$ 2,185.00	\$ 95,767.57
0120 Occupational and Tech	0011000100 Admin UK General		\$ 6,355.00		\$ 207,100.00	\$ -213,455.00
	0011630200 KMSF SELF SPT		\$ 30.00			\$ -30.00
	Result		\$ 6,385.00		\$ 207,100.00	\$ -213,485.00
0130 Community Education	0011000100 Admin UK General		\$ 27,316.00		\$ 15,255.00	\$ -42,571.00
	0011020100 PROVOST UK GENERAL		\$ 99.00			\$ -99.00
	Result		\$ 27,415.00		\$ 15,255.00	\$ -42,670.00
0140 Preparatory and Adult Bas	0011092100 RES UKRF		\$ 1,000.00			\$ -1,000.00
	Result		\$ 1,000.00			\$ -1,000.00
021 Institutes and Research C	0011000100 Admin UK General	\$ -4,600.00	\$ 11.00			\$ -4,611.00
	0011020100 PROVOST UK GENERAL	\$ 100.00				\$ 100.00
	Result	\$ -4,500.00	\$ 11.00			\$ -4,511.00
0210 Institutes and Research C	0011000100 Admin UK General		\$ 0.00		\$ 800.00	\$ -800.00
	0011080100 FISC AFF&INFO TECH		\$ 3,500.00			\$ 3,500.00
	0011092100 RES UKRF		\$ -2,250.00			\$ 2,250.00
	8110999805 Test Federal approp	\$ 100.00	\$ 0.00			\$ 100.00

2. Click on *Open View* to find the next available view number.

Data Analysis - Save View - Open View Display



By default on the **Choose a View** window, your *Display:* is **History**. Check each of the views by either moving your cursor over each one slowly (the technical name will appear) or click on each one (the technical name will display in the *Selected Object:* box.)

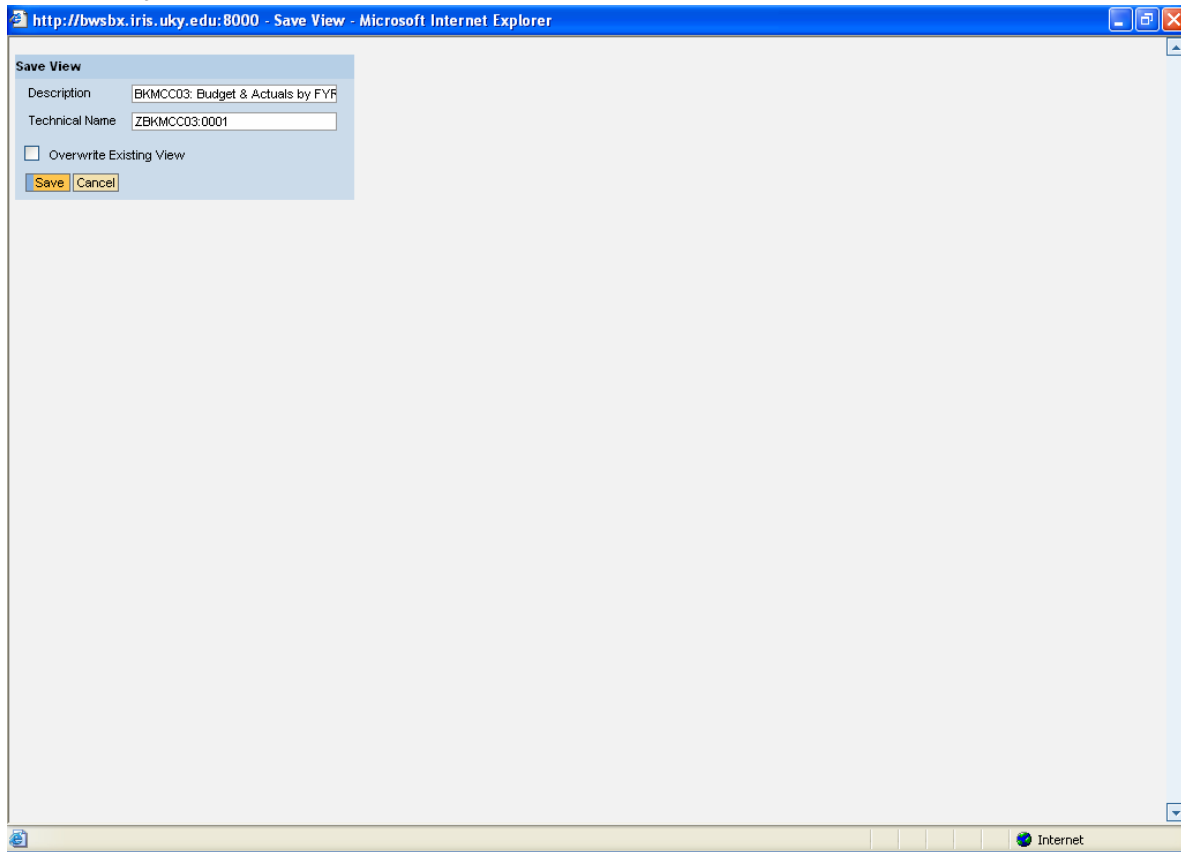


You can use the drop-down on *Display:* and choose **Roles**, where you can see all the views saved by everyone who has the same access you do per role. You will need to expand each role and check for your views and note the view numbers until you can determine what the next available number is. Using the suggested view Description standard (detailed previously) will make this process much easier.

3. Select Roles.

- Expand your role(s) by clicking on the small black arrows until you see the views that have been created. In **Roles** you will be able to see **all** the views created, both those created by you and those created by others. Views can be shared and maybe it's possible someone has already created a view you can also use.
- Move your mouse slowly across each view name to see the Technical Name, or click on each view name and the Technical Name will be displayed in the Selected Object box.
- Click Cancel when you know what the next available number is.

Data Analysis - Save View



7. Complete the Description and Technical Name according to the standards outlined previously.

8. Click **Save**.



Once you save a view, it cannot be changed or overwritten by anyone (including yourself) – the only exception is the BW Support Staff. If you want to make a change to an existing saved view, you must re-save the view and give it a new technical name.



If you no longer need a view, send email to the BW Support Staff, BI-Requests@email.uky.edu, and specify what view you would like to have deleted. Make sure to include the 'Technical Name' of the view in your request. Deleting views no longer needed will help to keep the unwanted views from cluttering up the system. After the view is deleted, you can reuse the technical name, so you may also want to note the deletion in your spreadsheet.

9. Click **Open View** again and take a look at the **Roles**. You will be able to see the new view you just saved in **Roles** and in **History**.