

## **SAP Business Warehouse/Business Intelligence Reporting**

# **FI Exercise 2 - Modifying a Basic Ad Hoc Query**

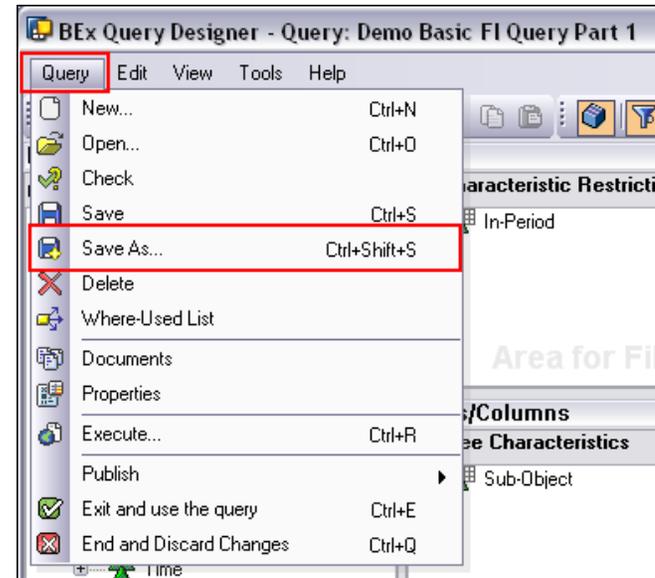
Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)  
BW/BI Power User Workshop Materials  
General Topics - BW/BI Power Users

# FI Exercise 2: Modifying a Basic Ad Hoc Query

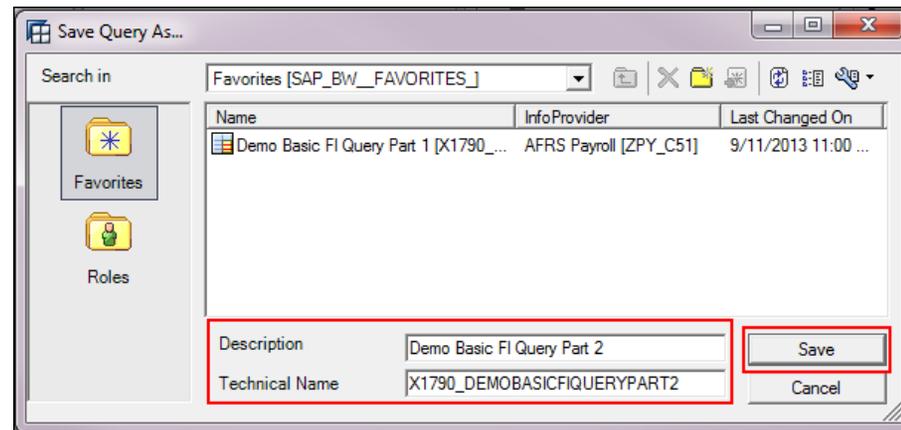
## Saving a Query as a New Query

1. Open the Demo Basic FI Query Part 1 in BEx Query Designer.
2. Click the Query tab and select “Save As...”

Result: The “Save Query As...” screen will be displayed.



3. Enter “Demo Basic FI Query Part 2” in the Description text box of the “Save Query As...” screen.
4. Enter “X1790\_DEMOBASICFIQUERY2” in the Technical Name.
5. Click Save.



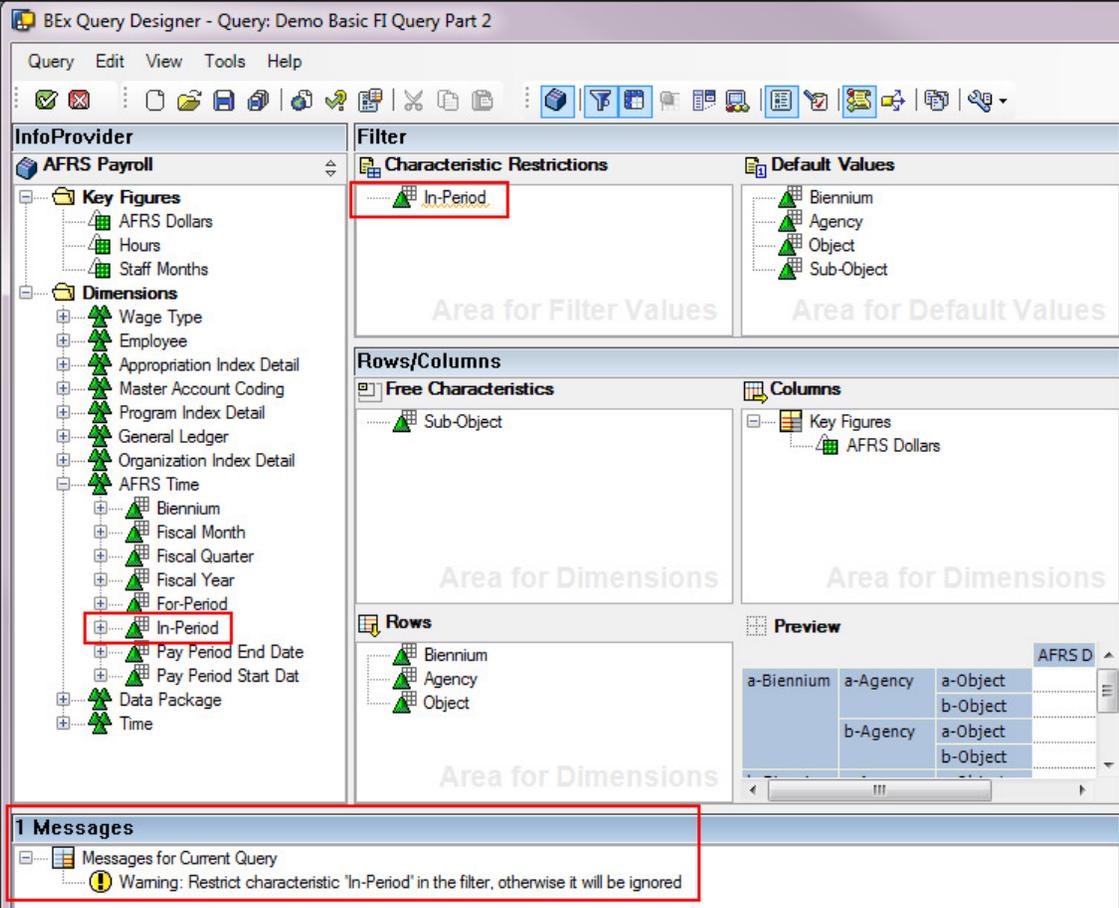
# FI Exercise 2: Modifying a Basic Ad Hoc Query

## Adding Filters

1. Expand the AFRS Time Dimension.
2. Drag&Drop the In-Period Characteristic from the AFRS Time Dimension to the Filter section of the Query Designer.

 The Filter does not have a value at this time. It must be restricted or a Variable must be added.

Adding the above Filter will restrict the results of the ad hoc query based on the Filter value.

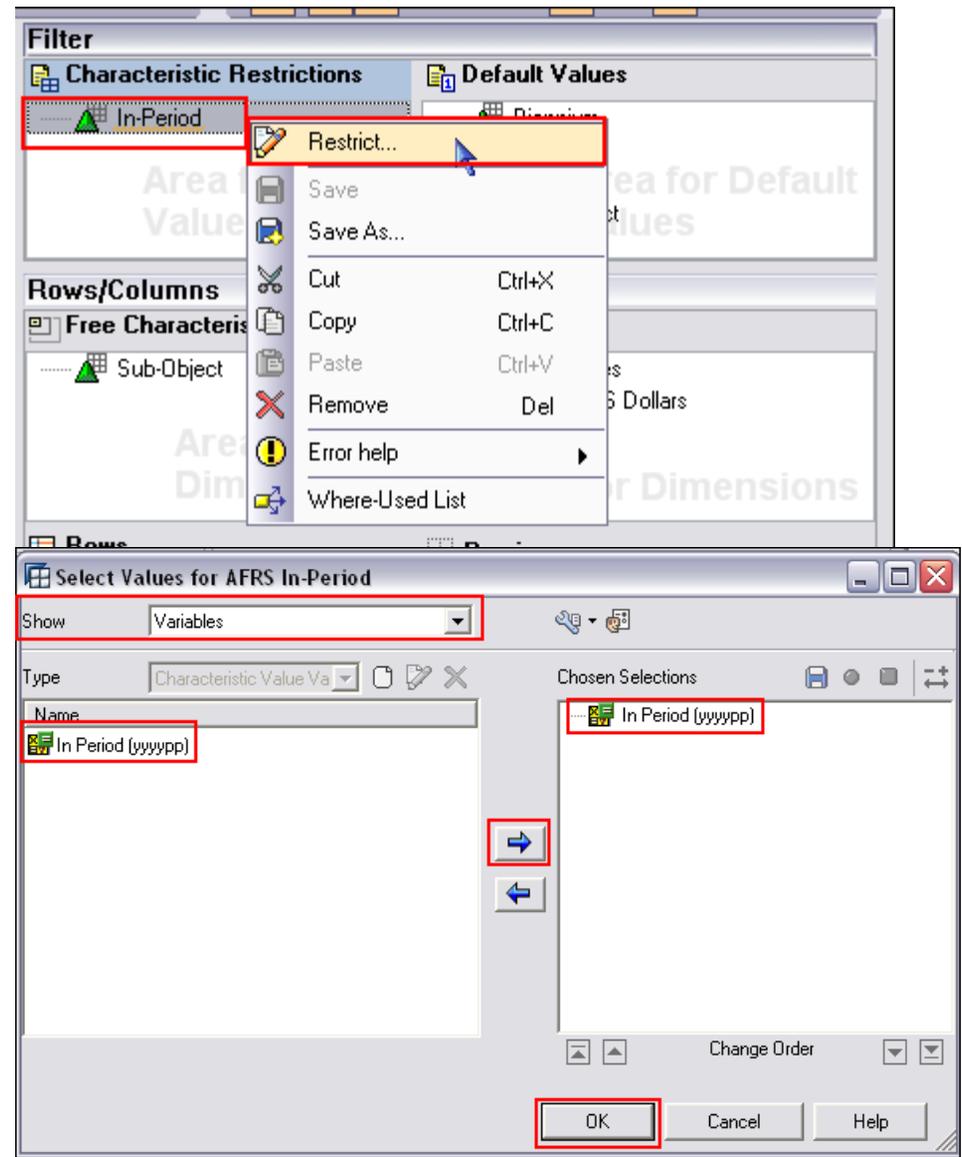
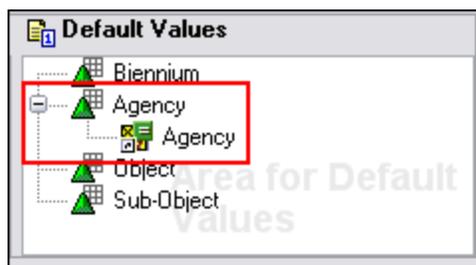


The screenshot shows the BEx Query Designer interface. The 'InfoProvider' pane on the left shows the 'AFRS Payroll' tree expanded to 'AFRS Time', with 'In-Period' selected and highlighted with a red box. The 'Filter' pane on the right shows 'Characteristic Restrictions' with 'In-Period' added and highlighted with a red box. The 'Messages' pane at the bottom shows a warning: 'Warning: Restrict characteristic 'In-Period' in the filter, otherwise it will be ignored'. Other panes include 'Default Values', 'Rows/Columns', and 'Preview'.

# FI Exercise 2: Modifying a Basic Ad Hoc Query

## Adding Variables

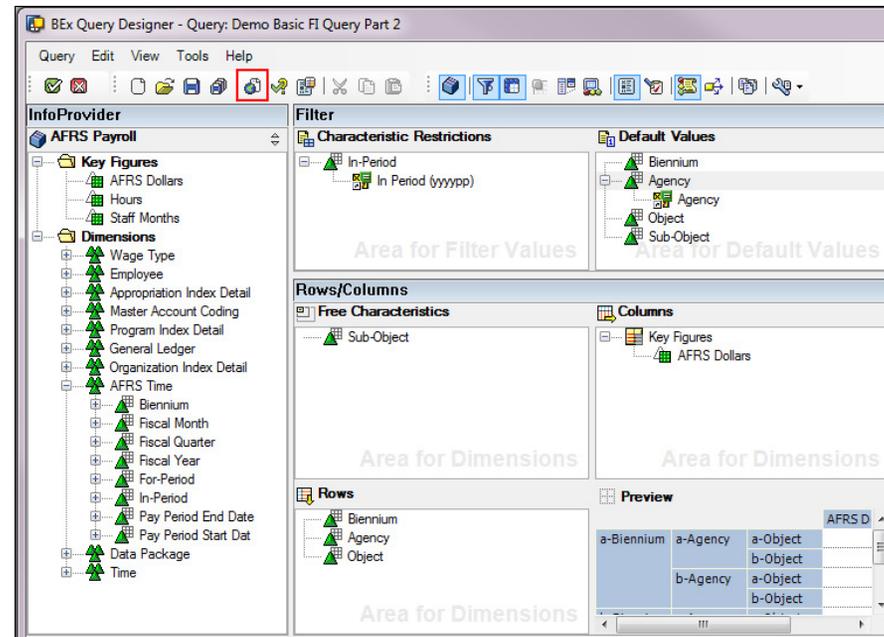
1. Right click “In-Period” in the Filter section.
2. Select “Restrict”
3. In the “Show” field use the dropdown arrow and select “Variable”.
4. Add the “In Period” Variable to the Chosen Selection side.
5. Click OK.
6. Add the variable to “Agency” the same way in the “Default Values” section



# FI Exercise 2: Modifying a Basic Ad Hoc Query

## Running the Ad Hoc Query

1. Click the Execute Query on the Web icon from the BEx Query Designer toolbar.

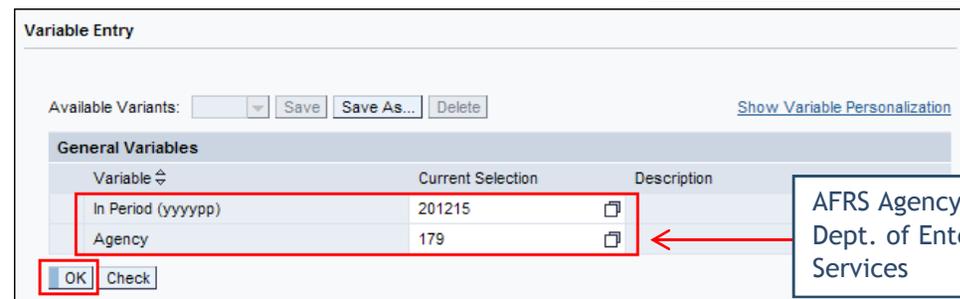


If the “Connect to myhrms.wa.gov” is displayed, click “**Cancel**”

Once you click cancel, enter your userid/password in the HRMS Portal log on screen that is displayed.



2. Enter report Variables.
3. Click OK.



AFRS Agency 179:  
Dept. of Enterprise Services

# FI Exercise 2: Creating a Basic Ad Hoc Query

## Ad Hoc Query Results

AFRS Dollars Key Figure

Biennium Characteristic  
Agency Characteristic  
Object Characteristic

Sub-Object Free Characteristic

Demo Basic FI Query Part 2

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns			AFRS Dollars
Key Figures	Biennium	Agency	\$
Rows			
Biennium	2015	DEPARTMENT OF ENTERPRISE SERVICES	
Agency		EMPLOYEE BENEFITS	863,902.53
Object		GRANTS, BENEFITS & CLIENT SERVICES	13,098.50
		SALARIES AND WAGES	2,574,627.84
		<b>Result</b>	<b>3,451,628.87</b>
Free characteristics			
Sub-Object		<b>Result</b>	<b>3,451,628.87</b>
		<b>Overall Result</b>	<b>3,451,628.87</b>

# FI Exercise 2: Creating a Basic Ad Hoc Query

## Ad Hoc Query Results

Drag&Drop "Sub-Object" from the Free Characteristics to the location you want it in the Rows section

**Demo Basic FI Query Part 2**

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Biennium	Agency	Object	AFRS Dollars
Key Figures	2015	DEPARTMENT OF ENTERPRISE SERVICES	EMPLOYEE BENEFITS	\$ 863,902.53
Rows			GRANTS, BENEFITS & CLIENT SERVICES	13,098.50
Biennium			SALARIES AND WAGES	2,574,627.84
Agency			<b>Result</b>	<b>3,451,628.87</b>
Object			<b>Result</b>	<b>3,451,628.87</b>
Free characteristics			<b>Overall Result</b>	<b>3,451,628.87</b>
Sub-Object				

**Demo Basic FI Query Part 2**

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

Columns	Biennium	Agency	Object	Sub-Object	AFRS Dollars
Key Figures	2015	DEPARTMENT OF ENTERPRISE SERVICES	EMPLOYEE BENEFITS	ALLOWANCES	135.00
Rows				HEALTH, LIFE & DISABILITY INSURANCE	400,766.00
Biennium				HOSPITAL INSURANCE (MEDICARE)	36,312.57
Agency				MEDICAL AID & INDUSTRIAL INSURANCE	39,795.07
Object				OLD AGE AND SURVIVORS INSURANCE	155,267.62
Sub-Object				RETIREMENT AND PENSIONS	231,626.27
Free characteristics				<b>Result</b>	<b>863,902.53</b>
			GRANTS, BENEFITS & CLIENT SERVICES	SPECIAL EMPLOYMENT COMPENSATION	13,098.50
				<b>Result</b>	<b>13,098.50</b>
			SALARIES AND WAGES	OVERTIME AND CALL-BACK	10,960.14
				SICK LEAVE BUY-OUT	8,211.39
				STATE CLASSIFIED	2,306,818.23
				STATE EXEMPT	209,233.83
				TERMINAL LEAVE	39,404.25
				<b>Result</b>	<b>2,574,627.84</b>
			<b>Result</b>		<b>3,451,628.87</b>
			<b>Overall Result</b>		<b>3,451,628.87</b>

Query Results with Sub-Object Free Characteristic