

Introduction

This Help Guide explains how to understand and use the Variable Entry screen, which enables users to specify values prior to running a report. Parameters entered might include individual dates or date ranges, lists of items to include or exclude, or types of transactions selected.

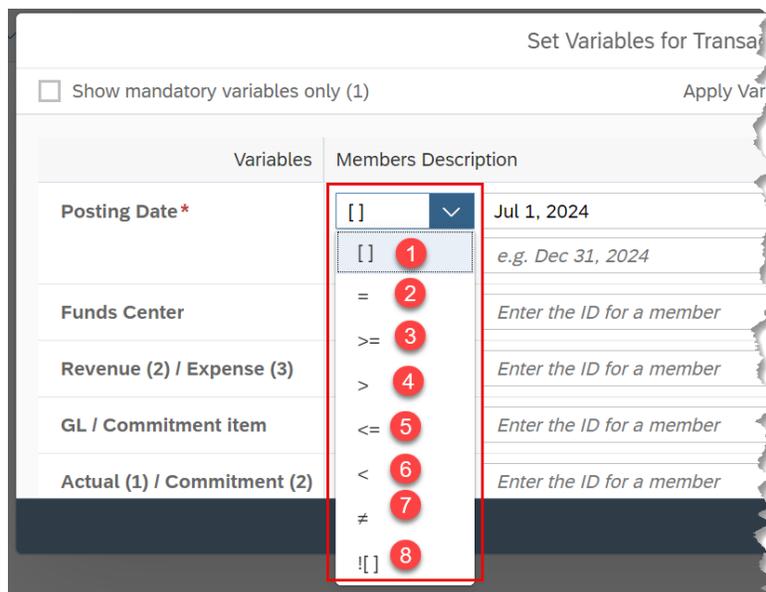
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The Variable Entry screen

Relational Operators

Before describing the various ways in which to enter variable values, it's important to point out the relational operators associated with each of the variables listed. These operators establish the relationship between the variable value(s) entered and the data you seek to view when the report runs. The default selection for most variables is a range of values, as specified by square brackets, []. In other words, the assumption for this variable is that you will enter a range of values, whether they are dates, account numbers, or anything else.



Here are the available relational operators:

1. A *range* of values is expected. Note that although this represents a range of values, a single value can be entered, as some of the examples in the following sections demonstrate.
2. *Equal* to one more values entered.
3. *Greater than or equal* to the value entered.
4. *Greater than* the value entered.
5. *Less than or equal* to the value entered.
6. *Less than* the value entered.
7. *Not equal* to the value(s) entered, i.e., exclude these values.
8. *Not equal to the range* of value(s) entered, i.e., exclude these values.

Entering dates

Fiscal date

Either of two methods can be used to specify a fiscal date:

Variables	Members Description
Period/Fiscal Year*	<input type="text" value="Enter the ID for a member"/>

1. Directly enter a date

Enter date here (A)

Variables	Members Description
Period/Fiscal Year*	<input type="text" value="Enter the ID for a member"/> (A)

Specify fiscal period and year in this format: **MM/YYYY**

Where

MM is a one- or two-digit fiscal period

YYYY is a four-digit fiscal year

2. Use search to select a date

Click the search icon (B)

Variables	Members Description
Period/Fiscal Year*	<input type="text" value="Enter the ID for a member"/> (B)

It's possible to scroll through the displayed list to find and select a period and year. The list contains all years available in SAP, so this you may find scrolling tedious if you want to view a recent year.

To limit the years shown, use the Search box (C).

Select Member for Period/Fiscal Year

Settings

Display:

Show unbooked members

(C)

ID

ID
012/2011
001/2012
002/2012
...

Here's an example where Fiscal 2025 has been entered. The list of available years has been reduced significantly.

Once you find the fiscal year you seek, click to select the item and press **OK** (not shown).

Calendar date

To set a date like **Posting Date**: This example assumes you will specify a date range.

1. Use the calendar icons (highlighted) to search for and select a start (**A**) and end date (**B**).

i If no range end date is specified, only activity posted on the start date will be shown when the report runs.

Note that there are two lines available for the **Posting Date** entry. While using the second line is optional, the additional line could be useful for specifying two different periods, e.g., two quarters in two consecutive years. Also note that if a value is specified in the second line, a third line will be displayed.

2. Alternatively, type directly into the start and end date fields using a format like this: "Aug 15, 2023":

Entering single non-date variables

A value like **Funds Center** number¹, for example, can be entered directly into the field.

Pressing **Enter** or **Tab** or clicking anywhere on the screen after entering the number will result in the number resolving to its corresponding text value.

Entering multiple non-date variables using a relational operator

A list of items can be specified by first selecting the *equal* relational operator. List items can be entered directly or the search icon can be used to select values.

i Tip: when entering list items directly, type a single value and then either press **Tab** or **Enter** on your keyboard. This validates the value entered. You can then enter the next value and press **Tab**, etc. Using the clipboard (described below) might be preferable to this method.

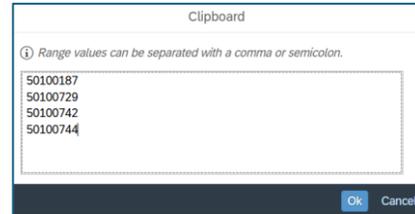
Using the clipboard to enter a list or range of non-date variables

Click the Clipboard icon (highlighted) to open the SAC clipboard. The clipboard can be used to enter the list or a range of values.

Variables	Members	Description
Posting Date*	[]	Jun 30, 2011 Apr 11, 2025
Grant	[]	Enter the ID for a member Enter the ID for a member
Sponsored Class	[]	Enter the ID for a member Enter the ID for a member
Sponsored Program	[]	Enter the ID for a member Enter the ID for a member

¹ As this example demonstrates, a single value can be entered even though the relational operator for this variable indicates a range specification.

In this example, a list of grants has been pasted into the clipboard. Alternatively, values can be entered manually.



i Values entered in the clipboard can represent individual items – as in this example wherein each item is placed on a separate line – or a range of values. Specifying a range requires a comma or a semicolon to separate the lower and the upper ends of the range.

Here's the result after the **OK** button is pressed:

- The relational operator is changed to “=”.
- The grant numbers have resolved to their corresponding text descriptions.
- A new line is generated to allow entering additional values.

Variables	Members Description
Posting Date*	[] Jun 30, 2011 Apr 11, 2025
Grant	= [] Enter the ID for a member

Remove values specified

Click the **X** to clear selected values.



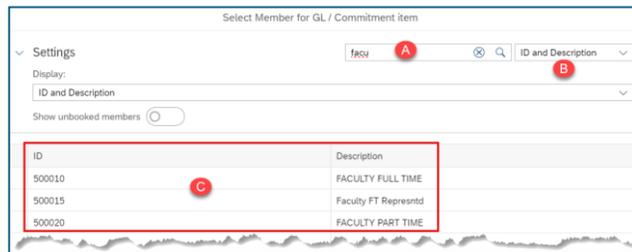
Search for a value

Use the search feature (**A**) for any variable displayed in the Variable Entry screen.



A **Select Member** pop-up is displayed.

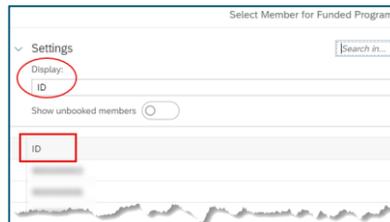
Enter text in the search box (**A**) to find the value(s) you seek.



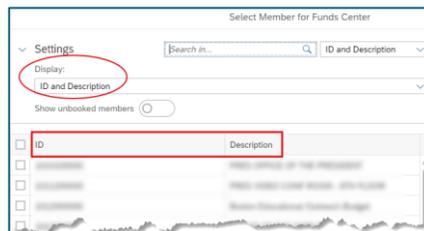
Use the drop-down (**B**) to choose the Dimension element (ID, Description, or both) to be searched.

Note that as you type in the search box, the list of values from which to choose (**C**) is narrowed.

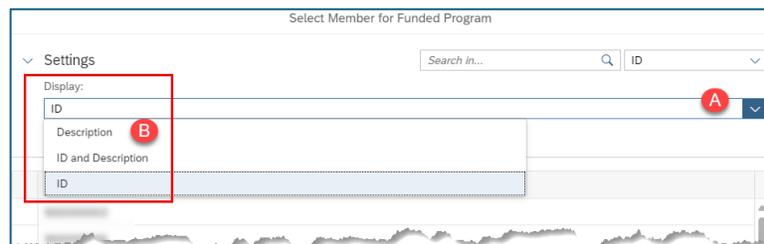
Depending upon the Dimension selected, the list of values may show both ID and Description or just one form separately. For example, **Funded Program** is initially listed by ID:



Funds Center, on the other hand, lists both ID and Description.

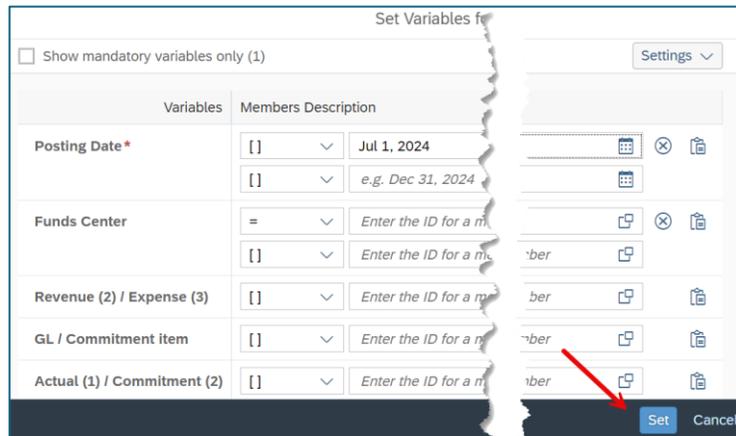


To change the way a Dimension is displayed, click the dropdown (**A**) and select which form in which you want the values displayed (**B**).



Run the report

Once all variables have been entered, press the **Set** button to run the report.



Set Variables for

Show mandatory variables only (1)

Settings ▾

Variables	Members	Description
Posting Date*	[] ▾	Jul 1, 2024
	[] ▾	e.g. Dec 31, 2024
Funds Center	= ▾	Enter the ID for a m
	[] ▾	Enter the ID for a m
Revenue (2) / Expense (3)	[] ▾	Enter the ID for a m
GL / Commitment item	[] ▾	Enter the ID for a m
Actual (1) / Commitment (2)	[] ▾	Enter the ID for a m

Set Cancel



Important: pressing **Cancel** results in removing any variable values already specified and running the report. In other words, the report will be run wide open.