

Introduction

Business Warehouse reports provide the ability to specify one or more parameters in order to select specific employee populations, fiscal periods, purchases, etc. The ability to control different selection criteria provides a great deal of reporting flexibility. In addition, it is possible to save selection criteria to avoid repeatedly specifying the same value(s) each time a report is run, which provides considerable ease of use. <u>BUworks</u> recommends using saved variants for that purpose. Refer to the Quick Reference Card "How to – create and use variants" for instructions.

"Variable Personalization" provides an alternative means to save selection criteria so they do not have to be repeatedly specified when running the same report. However, user experience shows that attempting to use personalization can be confusing and sometimes problematic. For that reason, <u>we recommend against the use of Personalized Variables</u>.

This document describes how to remove Personalized Variables.

Instructions

In this example a user has set **Funds Center** as a personalized variable in the **Funds Management Unrestricted Budget to Actual – Year to Date** report. The result is that **Funds Center** will retain the assigned value each time the report is run. Furthermore, note that **Funds Center** will <u>not</u> be visible in the Variable Entry list when the report is run. To return this variable to variable status requires that it be removed from the Personalized Variables list.

1) Run the report in which you set a personalized variable

Variab	le Entry		Note warning message that personalization is in effect.		
🗹 Or	e or more variables are personalized; click §	Show Variable Personalization		2) Click <i>Show Variable</i> <i>Personalization</i> link on the	
Ava	ailable Variants: Save Save	As Delete	ation		
Ge	neral Variables				Variable Entry screen.
	Variable	Current Selection	Description		
-	Fiscal Period/Year (eg.012/2011)	0			
	Commitment item	0			
	Commitment Item Hierarchy	0			Note Funds Center is not
	Funded Program	17	•		
	Fund	0			available as a variable in list.
	Business area	0			
	Grant	0			
	Fund Type	0			
	Version	0 m	0		
0	K Check				



Result when Show Variable Personalization link is clicked:

	ntry				
Availabl	le Variants: Save Save A	S Delete		Hide Variable Personalization	
Genera	al Variables				
	Variable 1 ⁹	Current Selection	De	escription	
-	Fiscal Period/Year (eg.012/2011)		17		
	Commitment item		٥		2) Click on the nereceptized
	Commitment Item Hierarchy		٥		3) Click on the personalized
	Funded Program		٥		variable you want to remove
	Fund		0		from the Personalized Variables
	Business area		17		list
	Grant		0		list.
	Fund Type		0		
	Version	0	0		
		V V A A			
					4) Click the single "up" arrow to
Persor	nalized Variables				return the variable to the
Perso	nalize Changed Values Retrieve Persor	alization			
	Variable≜ [®]	Current Selection	De	escription	variable Entry list.
	Funds Center	1202020000	D BI	OLOGY	
Show	Personalized Variables				
OK	Check				5) Click OK .
/ariable Er	ntry		\square		returned to variable list.
		/			
Available	e Variants: Save Save A	Delete		Hide Variable Personalization	
Genera	al Variables				C) Click Hide Variable
	Variable 19		_		6) Click Hide Variable
		Current Selection	De	scription	6) Click Hide Variable Personalization link.
- •	Fiscal Period/Year (eg.012/2011)	Current Selection	De.		6) Click Hide Variable Personalization link.
-	Fiscal Period/Year (eg.012/2011) Funds Center Commitment item	1202020000	De 17 10 BIC	DLOGY	6) Click Hide Variable Personalization link.
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	Fiscal Period/Year (eg.012/2011) Funds Center Commitment item Commitment Item Hierarchy Funded Program Fund Business area	Current Selection		DLOGY	6) Click Hide Variable Personalization link.
	Fiscal Period/Year (eg.012/2011) Funds Center Commitment item Commitment Item Hierarchy Funded Program Fund Business area Grant	Current Selection		DLOGY	6) Click Hide Variable Personalization link.
	Fiscal Period/Year (eg.012/2011) Funds Center Commitment item Commitment Item Hierarchy Funded Program Fund Business area Grant Fund Type	Current Selection 1202020000		DLOGY	6) Click Hide Variable Personalization link.
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