

Introduction

Process and Trigger

You may find that you frequently specify the same variable values when executing a Business Warehouse (BW) report. By using a **variant**, it is possible to save those variable values so they can be recalled, thereby avoiding the need to specify them again.

This document describes how to:

- Save a variant in a BW report.
- Recall and execute a saved variant when executing a report.
- Delete a variant that is no longer needed.

Prerequisites

- [Video: Introduction to BW Reporting](#)

Menu Path

None

Transaction

None

Tips and Tricks

- Variants are tied to individual reports and are available only to the user who saved them.

Referenced Online Help Guides

None

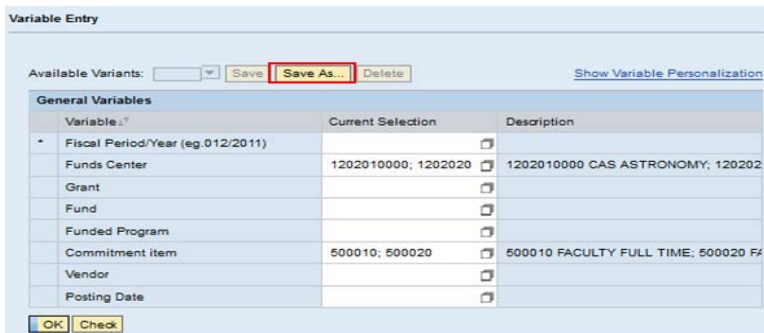
Procedure

Click on the link below to navigate to the desired topic in the Work Instruction.

#	Topic Name	Description
1	How to Save a Variant	How to save a variant in a BW report.
2	How to Recall and Use a Variant	How to recall and execute a saved variant in a report.
3	How to Delete a Variant	How to delete a variant that is no longer needed.

How to Save a Variant

1. Start the BW report for which you will create a variant.

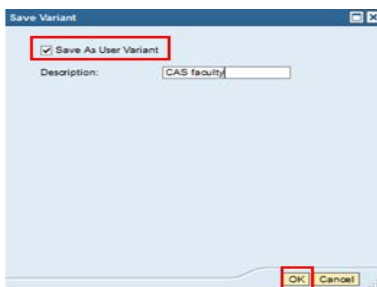


The **Variable Entry** window is displayed.

2. Identify the **Variable(s)** and type the values to be saved in the **Current Selection** column.

In this example, **Funds Center** and **Commitment Item** are specified.

3. Click the **Save As** button.



4. Ensure that the **Save As User Variant** checkbox is checked.

5. Type the name of the Variant in the **Description** field.

6. Click the **OK** button.

How to Recall and Use a Variant

1. Start the BW report for which you have saved a variant

The screenshot shows the 'Variable Entry' window. At the top, there is a field for 'Available Variants' with a dropdown menu currently showing 'CAS faculty'. To the right of this field are buttons for 'Save', 'Save As...', and 'Delete'. Below this is a table titled 'General Variables' with columns for 'Variable', 'Current Selection', and 'Description'. The 'Fiscal Period/Year' row is marked with an asterisk, indicating it is a required field. The 'Current Selection' for this row is empty. At the bottom of the window are 'OK' and 'Check' buttons.

Variable	Current Selection	Description
* Fiscal Period/Year (eg.012/2011)		
Funds Center	1202010000; 1202020	1202010000 CAS ASTRONOMY; 1202020
Grant		
Fund		
Funded Program		
Commitment item	500010; 500020	500010 FACULTY FULL TIME; 500020 F
Vendor		
Posting Date		

The **Variable Entry** window is displayed.

2. Click the drop-down button in the **Available Variants** field.
3. Select the variant you will use from the list. This example uses one named **CAS faculty**.
4. The saved values of the Variant are populated in the **Current Selection** column.

A value must be entered for required fields indicated by an “*”, such as **Fiscal Period/Year** or you can enter additional **Variable** values that were not included in the saved Variant.

Click the **OK** button to execute the report.

How to Delete a Variant

1. Start the BW report for which you have saved a variant

This screenshot is similar to the previous one, but the 'Delete' button in the 'Available Variants' field is highlighted with a red box. The 'Current Selection' column is now populated with values for the 'Fiscal Period/Year' row: '1202010000; 1202020'.

Variable	Current Selection	Description
* Fiscal Period/Year (eg.012/2011)	1202010000; 1202020	1202010000 CAS ASTRONOMY; 1202020
Funds Center		
Grant		
Fund		
Funded Program		
Commitment item	500010; 500020	500010 FACULTY FULL TIME; 500020 F
Vendor		
Posting Date		

The **Variable Entry** window is displayed.

2. Click the **Drop-down** button in the **Available Variants** field.
3. Select the Variant to be deleted, such as **CAS faculty**.
4. Click the **Delete** button.
5. The **CAS faculty** variant is deleted from the **Available Variants** list.

Results and Next Steps

None