

**Introduction**

**Process and Trigger**

Business Warehouse reports frequently require the specification of a period for which data is to be displayed. This period might be specified via a **Period/Fiscal Year** or a **Posting Date** field in a financial report or it could be a **Day Interval** in an HCM report. This document describes how to specify a date for a report that uses one or more fiscal periods or a date range.

**Prerequisites**

- Introduction to BW Reporting at Boston University (video)
- Working with BW Reporting (video)
- It is assumed that the user is running a Business Warehouse report for which a date is required.

**Menu Path**

None

**Transaction**

None

**Tips and Tricks**

- A Variable Entry screen allows a report user to specify parameter values which control the data included in a report.
- In the process of becoming familiar with how a date is specified for a given report, we recommend that matchcode boxes associated with variables on the Variable Entry screen be used to ensure syntax is correctly specified. Clicking on a matchcode (drop-down) box opens a pop-up window in which a user can select periods, dates, etc.



- When you become familiar with syntax for a report, you may want to simply type the date(s) you want to use directly into the report's date field. [Appendix A](#) provides a list of date syntaxes.
- Shortcuts are allowable when specifying report dates in some reports. [Appendix B](#) provides examples.
- Use care when specifying dates. Some reports use Fiscal Year while others use Calendar Year. This is another argument favoring the use of matchcode boxes whenever you are in doubt about how to specify a date.

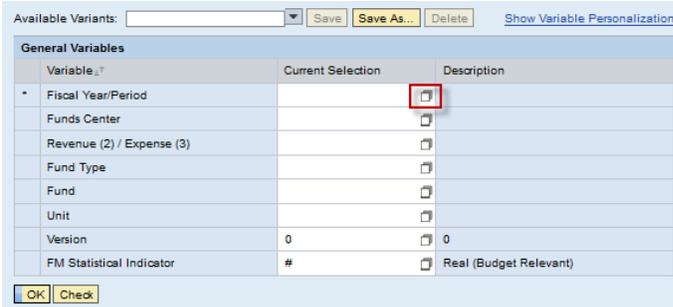
**Referenced Help Guides**

None

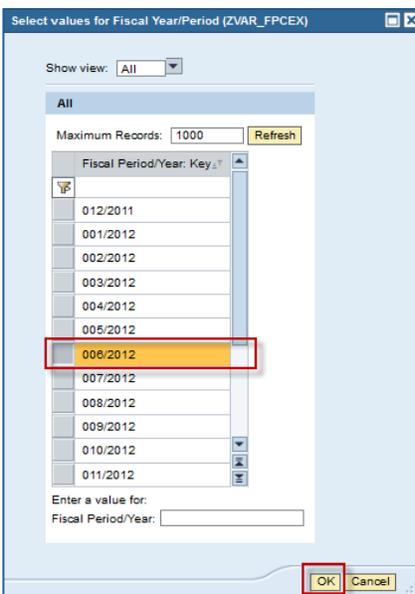
**Procedure**

Specification Method	Description
<p><b>Method 1.</b> Use the <b>Period/ Fiscal Year</b> matchcode box to determine how to specify period and year for a particular report.</p>	<p>If you are unsure of the date syntax for a report, use the matchcode box to specify the required date(s).</p>
	<p><a href="#">Example 1</a>: specify <b>Period/ Fiscal Year</b> for a report that is year to date.</p>
	<p><a href="#">Example 2</a>: specify <b>Period/ Fiscal Year</b> for a report that is <i>not</i> year to date.</p>
<p><a href="#">Method 2.</a> Specify a date range via a matchcode box.</p>	<p>If a date range is required to run a report, the matchcode box can be used to specify the range.</p>
<p><a href="#">Appendix A, Appendix B</a>: Enter dates by typing them directly into date fields</p>	<p>A shortcut for users familiar with the syntax of a date field used in a particular report.</p>

**Method 1: Use the Period/Fiscal Year matchcode box to determine how to specify period and year for a particular report.**



Determine whether the report being run is year to date. The simplest way to make this determination is to start the report and click on the **Period/Fiscal Year** matchcode box in the Variable Entry window.

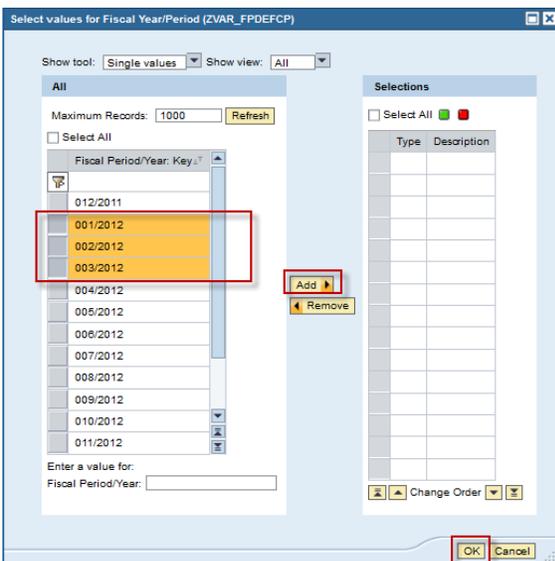


**Example 1: Period/Fiscal Year specification for a report that is year to date.**

A single column allowing period specification indicates the report is year to date. Note that only a single fiscal period can be selected.

1. Click on a period to select it.
2. Click the **OK** button.

Based on the period selected in this example, the report will include data from period 1 through period 6 in Fiscal Year 2012.



**Example 2: Period/Fiscal Year specification for a report that is *not* year to date.**

Two columns separated by an **ADD** button indicates the report is not year to date. Instead, any periods to be included in the report must be explicitly selected.

1. Click on one or more periods to select them.
2. Click the **Add** button.
3. Click the **OK** button.

In this example, the report would include data from period 1 through period 3 in Fiscal Year 2012.

**Method 2: Specify a date range via the matchcode box.**

General Variables			
Variable	Current Selection	Description	
• Employment Status			<input type="checkbox"/>
Organizational unit			<input type="checkbox"/>
Personnel Area			<input type="checkbox"/>
Personnel Subarea			<input type="checkbox"/>
Employee Group			<input type="checkbox"/>
Employee Subgroup			<input type="checkbox"/>
Action Type			<input type="checkbox"/>
Employee Selection option ( optional)			<input type="checkbox"/>
Day Interval			<input checked="" type="checkbox"/>

OK Check

In this example, **Day Interval** must be specified as a date range. To specify the range (and determine the appropriate syntax), click on the **Day Interval** matchcode box in the Variable Entry window.

Select values for Day Interval (01\_DAYIN)

Show view: Value ranges

**Value ranges**

Sign: Include

Operator: between

From: \*

To: \*

Enter a interval for:

Calendar day:

OK Cancel

Specify **From** field in the date range.

1. Click the matchcode box for the **From** field.

Select values for Calendar day (01\_DAYIN 0003)

Show view: All

All

June 2012 July 2012

22	23	29	30	31	1	2	3	25	26	27	28	29	30	1	
23	4	5	6	7	8	9	10	27	2	3	4	5	6	7	8
24	11	12	13	14	15	16	17	28	9	10	11	12	13	14	15
25	18	19	20	21	22	23	24	29	16	17	18	19	20	21	22
26	25	26	27	28	29	30	1	30	23	24	25	26	27	28	29
27	2	3	4	5	6	7	8	31	30	31	1	2	3	4	5

August 2012 September 2012

Highlight dates according to current read mode

Enter a value for:

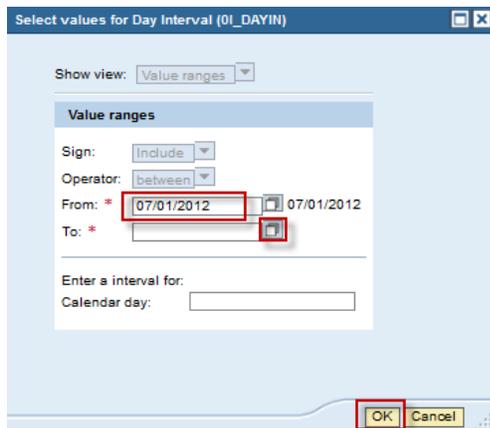
OK Cancel

2. Click on a desired date in the calendar window.
3. Click the **OK** button.

In this example, July 1, 2012 has been selected as the start date of the range.



Note: a calendar is presented for date selection, which indicates this report requires calendar notation rather than fiscal notation in order to run.



Note that the **From** field has been populated based on the date selected in the preceding steps.

Specify **To** field in the date range:

4. Click the matchcode box for the **To** field.
5. Follow steps 2 and 3 above.
6. Click the **OK** button once the **From** and **To** fields are populated. Control is returned to the **Variable Entry** window.

### Appendix A: Entering dates by typing them directly into date fields



Correct syntax is essential whenever free text is typed into a date field. Pay particular attention to the separator characters used in each of the examples below.

#### Specify a Single Fiscal Period

General Variables		
Variable	Current Selection	Description
* Fiscal Year/Period	012/2012	012/2012
Funds Center		
Revenue (2) / Expense (3)		
Fund Type		
Fund		
Unit		
Version	0	0
FM Statistical Indicator	#	Real (Budget Relevant)

Example: enter a single fiscal period in the **Period/Fiscal Year** field.

For single period, use the format **P/YY**, where:

P = fiscal period, from 1-12

YY = last two digits of fiscal year

Separator note: "/" is required.

#### Specify Multiple Fiscal Periods

General Variables		
Variable	Current Selection	Description
* Fiscal Period/Year (eg.012/2011)	009/2012; 010/2012; 0	MAR 2012; APR 2012; MAY 2012
Funds Center		
Grant		
Fund		
Funded Program		
Commitment item		
Vendor		
Posting Date		

Example: enter multiple fiscal periods in the **Period/Fiscal Year** field.

Use the format **P/YY; P/YY; ....** where:

P = fiscal period, from 1-12

YY = last two digits of fiscal year

Separator note: "; " (semicolon, space) must be specified exactly. No semicolon is required following the last Fiscal period in the list.

**Specify a Date Range**

General Variables		
Variable	Current Selection	Description
* Posting Date	06/30/2011 - 12/31/2011	06/30/2011 - 12/31/2011
Funds Center		
Revenue (2) / Expense (3)		
Funded Program		
Fund Type		
Unit		
Commitment item		
Commitment Vs Actual		
FM Statistical Indicator	#	Real (Budget Relevant)

OK Check

Example: enter a date range in the **Posting Date** field.

For range, use the format **MM/DD/YYYY – MM/DD/YYYY<sup>1</sup>**, where:

MM = month, from 1-12

DD = day, from 1-31

YY = last two digits of calendar year

Separator note: “ – “ (space, hyphen, space) must be specified exactly.

**Appendix B: Date Specification Shortcuts**

While standard SAP syntax is very specific, there are a number of shortcuts that can be used when directly entering dates in a Variable Entry field. The following table is not exhaustive, but it provides examples of various ways dates can be used – including specification via operators like these >, >=, <, <=. As is true of so much when running Business Warehouse reports, you are encouraged to experiment when you aren't sure “what will happen if...?”

The following table provides examples of shortcuts you can use when entering a single date or a range of dates. Keep in mind that you may only enter a shortcut that specifies date information appropriate to the requirements of a given report.

When specifying a date for...	Instead of...	You can enter...
Period/Fiscal Year	007/2014	7/14
Calendar date range	7/1/13 – present	>=7/1/13
Multiple Fiscal Year periods	1/14; 2/14; 3/14; 4/14; 5/14; 6/14	>=1/14
Range of Fiscal Year periods	3/14; 4/14; 5/14	3/14 – 5/14

**Results and Next Steps**

None.