

Introduction

Description

When using Business Warehouse (BW) reports, situations will arise in which you must enter a value to run a report or to filter data. If you don't have the required information readily available, you can use the technique described in this document to look up that information.

Prerequisites

None

Menu Path

None

Transaction

None

Tips and Tricks

- It may be necessary to increase the Maximum Records count to find what you are looking for. [Example 1](#) demonstrates this.
- The text column of the filter function is not case sensitive. Search strings can be entered in upper-, lower-, or mixed-case form.
- When specifying search strings, find a balance between strings that are too long and too short. Entering a short string frequently results in the return of an overwhelming list of matches. Entering a long string, on the other hand, may be too specific and might omit valid items from the results list. [Example 2](#) demonstrates how string length can affect search results.

Referenced Help Guides

- [BW How to - Filter Report Data](#)
- [BW How to – Use Wild Cards in Searches](#)

Instructions

The following examples demonstrate how to find an employee name or a group of **Commitment Items**. Although you may not need to search for exactly these items, the method is applicable to any situation in which you need to search for data values to be used in a BW report Variable entry screen or filter.

List of Examples:

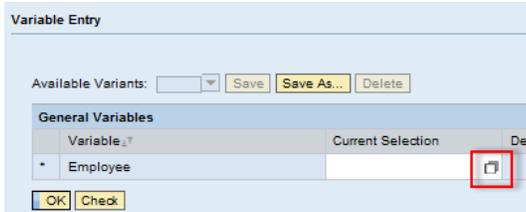
1. Search using Text - find an employee using part of their name
2. Search using Text - find a Commitment Item based on a description
3. Search using a Key – find a Commitment Item based on its numeric key

Example 1: Searching for an employee

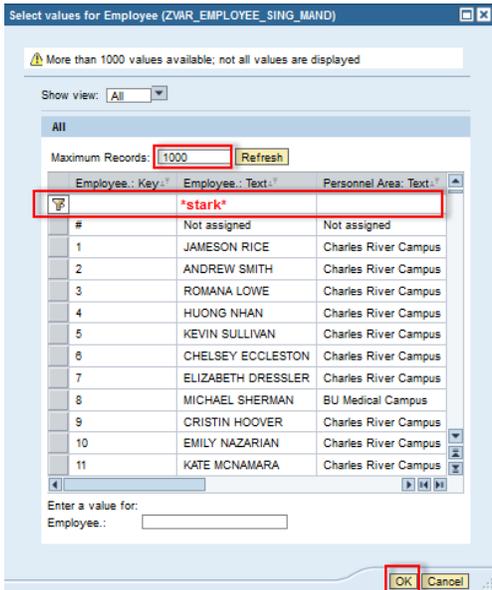
Business need: the Employee Profile report (in Human Capital Management / Personnel Administration) has a single required field on the Variable entry screen: employee personnel number, or *pernr* (a unique internal identification number for personnel assigned by the system).

Assumption: we have an employee name but don't know their Personnel Number.

Solution: search for the employee by name to determine their *pernr*.



On the Variable entry screen, click on the matchcode (aka "search box") to the right of the **Employee** field.



Click in the Text column of the highlighted filter row.

Enter part of the name you are searching for, e.g., "stark" preceded and followed by an asterisk, the wild card character¹. The wild cards indicate that any combination of characters may precede or follow the string you are searching for.

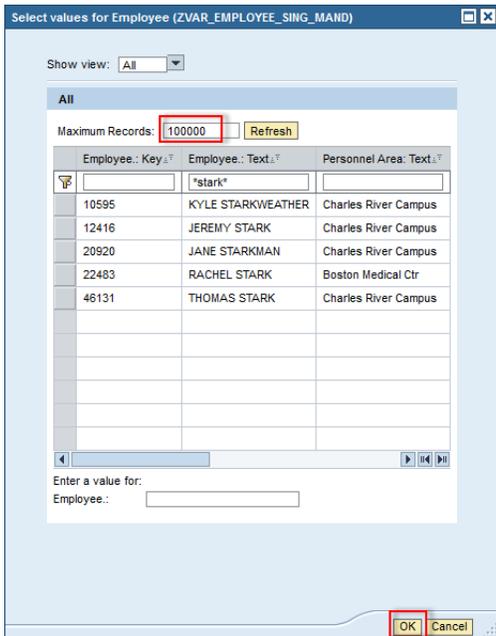
Note that the filter function is not case sensitive, so you can enter "STARK," "stark," or "Stark" without affecting the result.

Press the **Return/Enter** key on your keyboard or click the **Refresh** button to begin the search.



Note the message indicating that only 1,000 records will be searched initially. The name you are searching for may not be found in the group of 1,000, in which case, no names will be returned. The screen will remain unchanged and it appears that no search took place. If this happens to you – but you are *sure* the name is in the list and you have spelled the name correctly –add two or more zeros to the Maximum Records value and press the **Refresh** button.

¹ The Help Guide [BW How To – Use Wild Cards](#) in Searches describes the various ways wild cards can be specified when searching a numeric or text string



In the list of names returned, click anywhere on the row containing the name you were searching for.

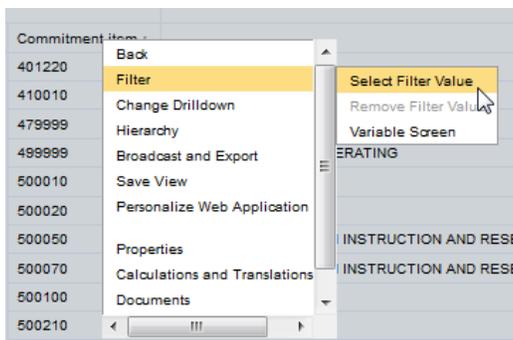
Click the **OK** button to select the employee and to return to the Variable Entry screen.

Note: in this example, it was necessary to search 100,000 records to find the employee name.

Example 2: searching the Commitment Item text description to find specific items

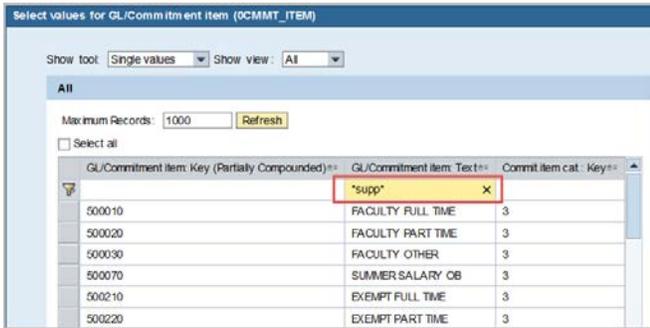
Business need: we want to modify a report to limit the data displayed to show only expenses related to the purchase of supplies.

Solution: filter the **Commitment Item** Characteristic to see all that make a reference to “supplies” (or some variant of that term) in the description.



This example assumes you have already run a BW report and are now in the process of filtering on **Commitment Item**².

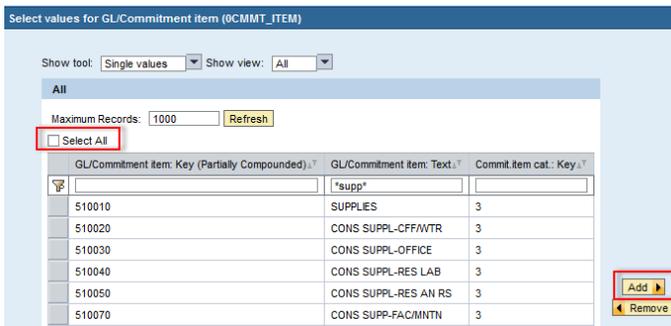
² Refer to the online help document [BW How to - Filter Report Data](#) for more information on filtering.



Click in the Text column of the highlighted filter row.

Enter ***SUPP*** to search for any **Commitment Item** containing the letters "SUPP." The wild card characters (*) indicate any combination of characters may precede or follow the string we are searching for.

Press the **Return/Enter** key on your keyboard or click the **Refresh** button to begin the search.

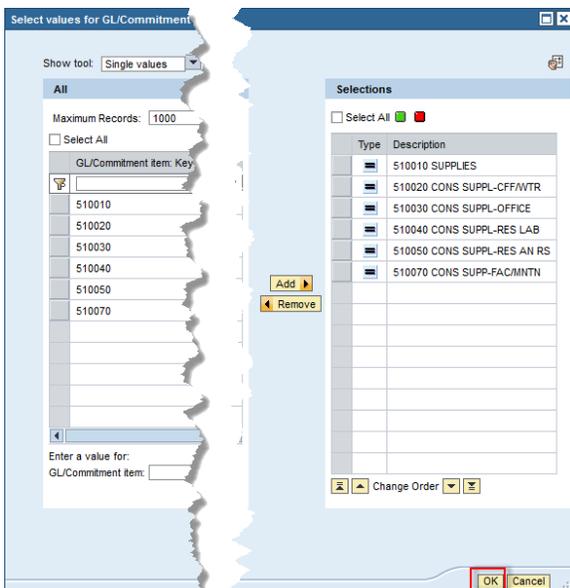


Note the various forms of "supply" the search string matched: **"supplies"**, **"cons suppl"**, and **"cons suppl"**. This points out the importance of specifying a string that is long enough to avoid any superfluous matches, but not so long that the data you are looking for is missed (e.g., entering "suppl" would have missed the Consumable Supplies GL).

Click the **Select All** checkbox to select all of the items in the list.

If you don't want to filter on the entire list, click specific items to include them in the filter.

Click the **Add** button to move the selected items to the **Selections** column.



Once the selected items have been added to the **Selections** column, click the **OK** button to activate the filter.

Example 3: search using numeric Key to find particular Commitment Items

Business need: we want to filter **Commitment Item** to display only ISR and FSR activity in a detailed list of expenses. We know that that the account numbers for these items all begin with 89.

Solution: search the **Commitment Item** key field for any transaction number that begins with 89.

GL/Commitment item		\$
479999	Back	(18,500)
499999	Filter	
Result	Change Drilldown	
500730	Hierarchy	
500735	Broadcast and Export	3,000
509004	Save View	
510010	Personalize Web Application	7,200
510020	Properties	

This example assumes you have already run a BW report and are now in the process of filtering on **Commitment Item**.

Select values for GL/Commitment item (0CMMT_ITEM)

Show tool: Show view:

All

Maximum Records: Refresh

Select All

GL/Commitment item: Key (Partially Compounded)	GL/Commitment item: Short Text
89*	
479999	TRANSFER IN - OPERAT
499999	TRANSFER IN NON OP
500010	FACULTY FULL TIME
500020	FACULTY PART TIME
500030	FACULTY OTHER
500050	EXTRA COMP I&R

Enter **89*** in the filter column for **Commitment Item** key.

Because we know ISRs and FSRs begin with 89, we specify only a trailing wild card character (*). If we bracketed our search string with a leading and trailing wild card character as we did in the previous example, our search would return any number that contained 89, regardless of where in the sequence it appeared.

Hit the **Return/Enter** key or press the **Refresh** button to begin the search.

Select values for GL/Commitment item (0CMMT_ITEM)

Show tool: Show view:

All

Maximum Records: Refresh

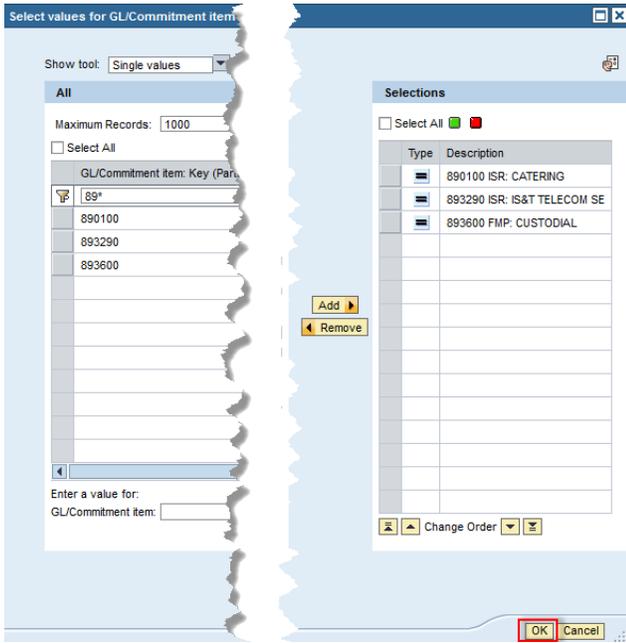
Select All

GL/Commitment item: Key (Partially Compounded)	GL/Commitment item: Short Text	Commit.item cat.: Key
89*		
890100	ISR: CATERING	3
893290	ISR: IS&T TELECOM SE	3
893600	FMP: CUSTODIAL	3

Add Remove

Click the **Select All** checkbox to select all of the items in the list. If you don't want to filter on the entire list, click specific items to include them in the filter.

Click the **Add** button to move selected items to the **Selections** column.



Once the selected items have been added to the **Selections** column, click the **OK** button to activate the filter.

Results and Next Steps

None