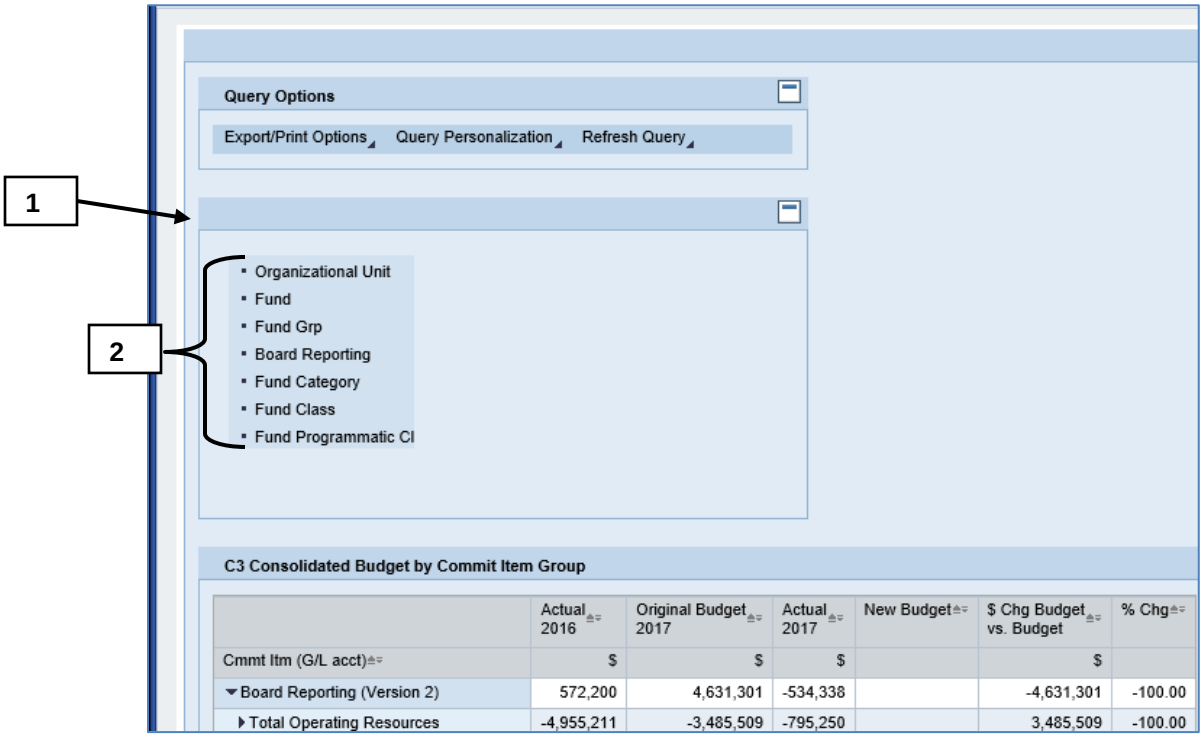
BW Based Reports (cont.)

Characteristic Selections for Executed SAP BW Based Reports

Once a report is executed, the resulting view of the report may be changed by using the **Select Characteristics** tray and the values listed in this tray. These characteristics allow the user to use the drag-and-drop functions to add a drilldown, change or swap the view of the report (such as from a Fund view to a Commitment Item G/L Account view), etc.



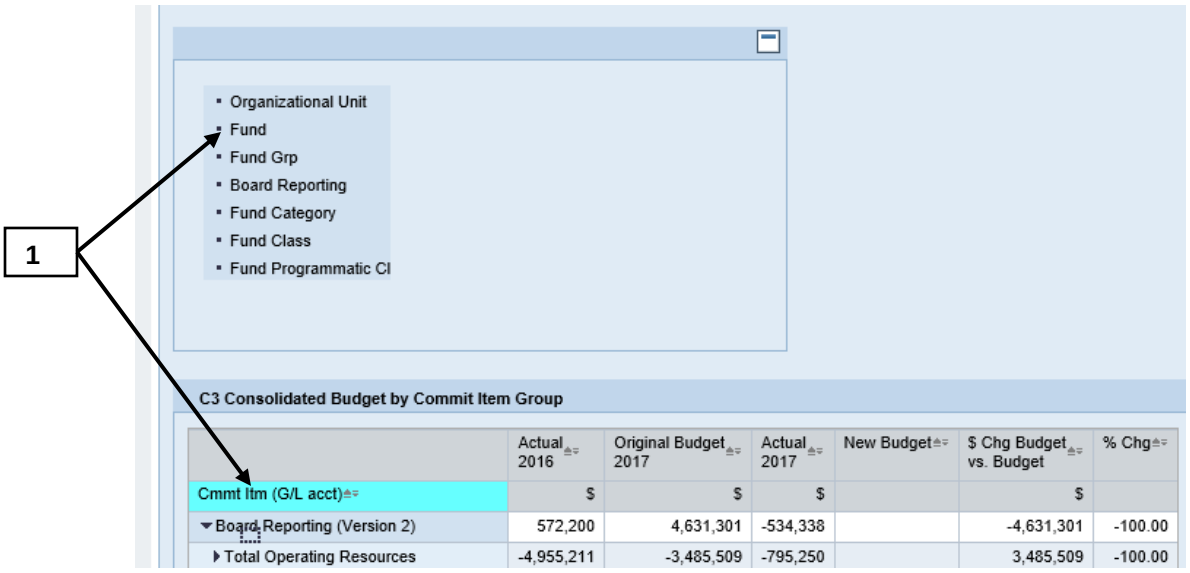
1. Review the characteristic options available in the **Select Characteristics** tray (second tray at top), which vary by report.

2. Decide which characteristic that you need to use in order to accomplish the change you'd like to make.

Note: Changing the characteristics is a drag-and-drop function. A characteristic can be dragged and dropped on a column heading to "swap" the way the report is displayed, for example from Fund to Commitment Item (G/L Account) view. A characteristic may also be used to create a drill-down to more details as covered in the next pages.

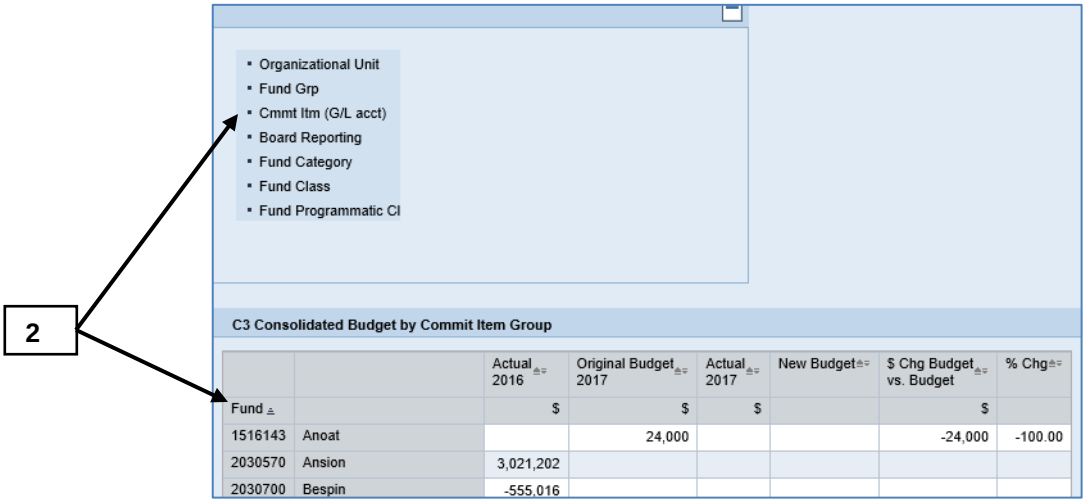
BW Based Reports (cont.)

Swapping the View of the Report Using Characteristics



1. Click on the desired characteristic and drag that characteristic **<u>on top of</u>** the desired column heading to display the column heading in an aqua-colored box (in this example, the Fund characteristic is dragged over top of the Commitment Item column heading).

Note: The column heading is displayed in an aqua-colored box as you move the characteristic over that column before the drop is completed.

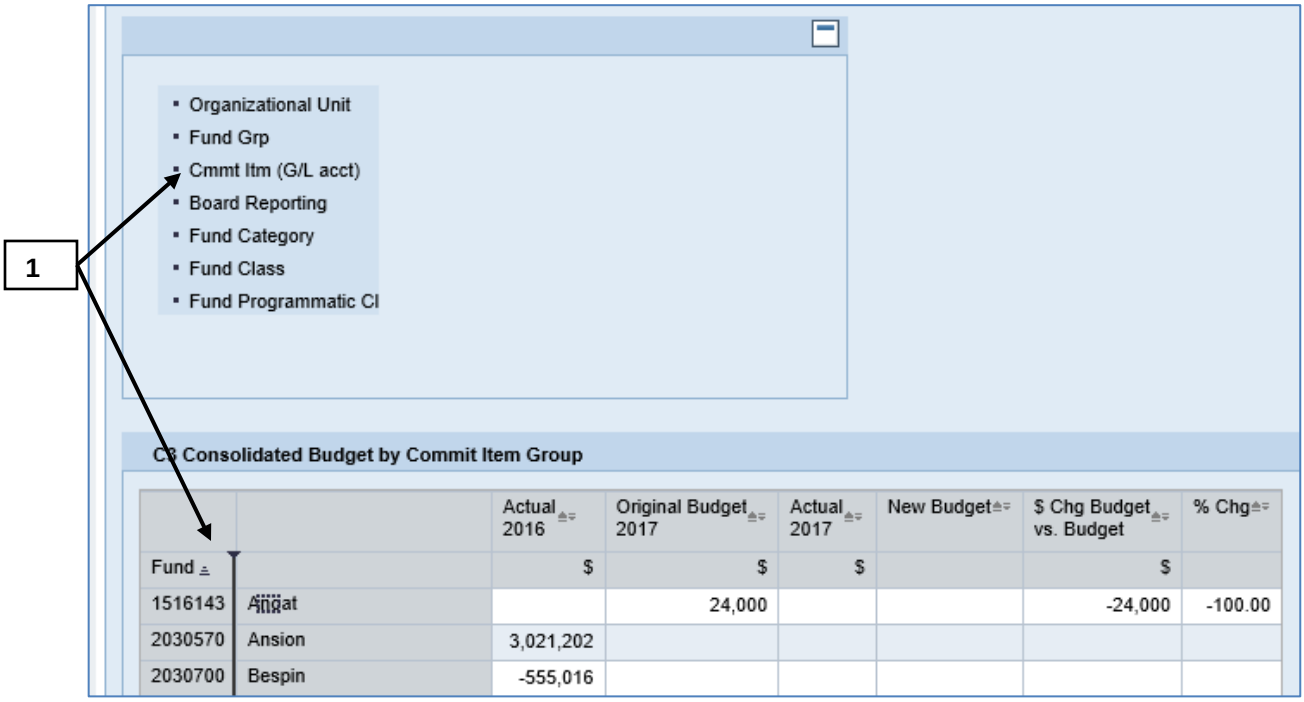


2. **Release the mouse click to drop** the characteristic into this column heading (in this example, the Commitment Item column is now “swapped with” / replaced by the Fund column to create a view for the Org. Unit by Funds vs. Commitment Item).

BW Based Reports (cont.)

Adding the Drill-down Using Characteristics

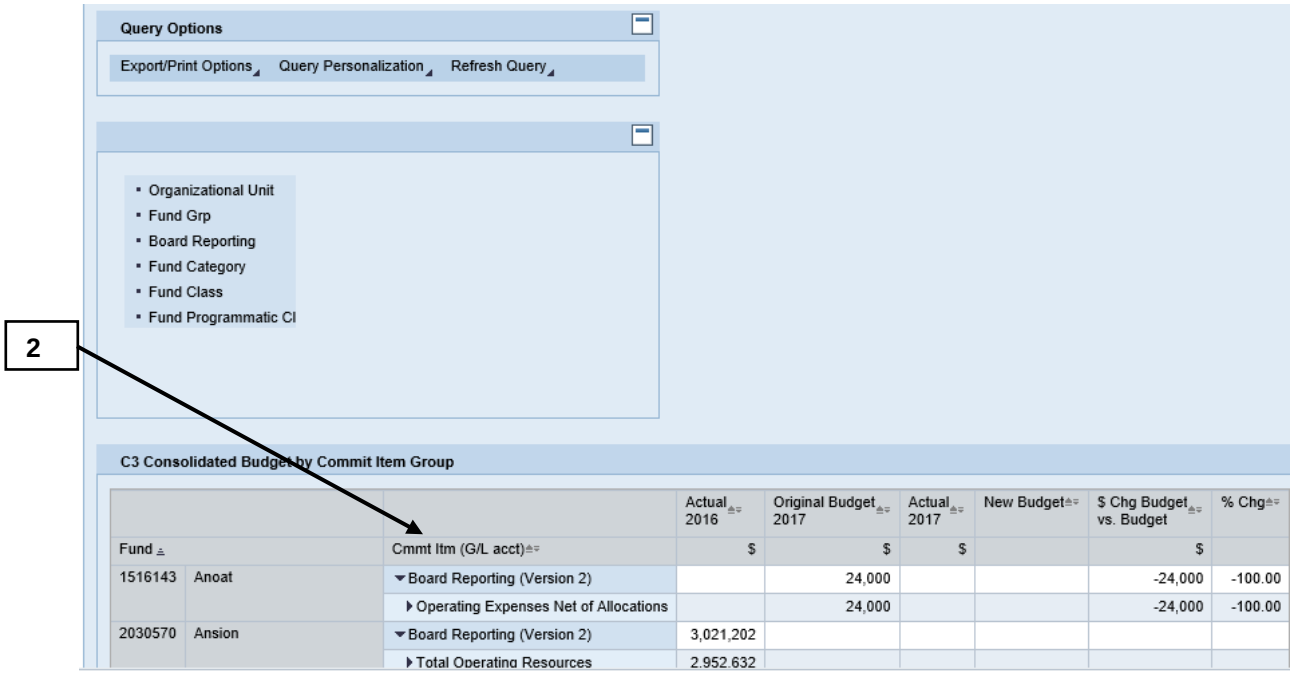
Note: Adding or "dragging" multiple characteristics into the report achieves more levels of granularity.



1. Click on the desired characteristic and drag that characteristic **<u>beside</u>** the column heading desired to display a black vertical line (in this example, the Commitment Item characteristic is dragged beside / to the edge of the Fund column to add a drill-down).

Note: The black vertical line provides a visual indicator that the drill-down column will be placed to the right of that line (in this example the Fund name is part of the Fund column even though the vertical line appears to be in between the Fund and Fund name).

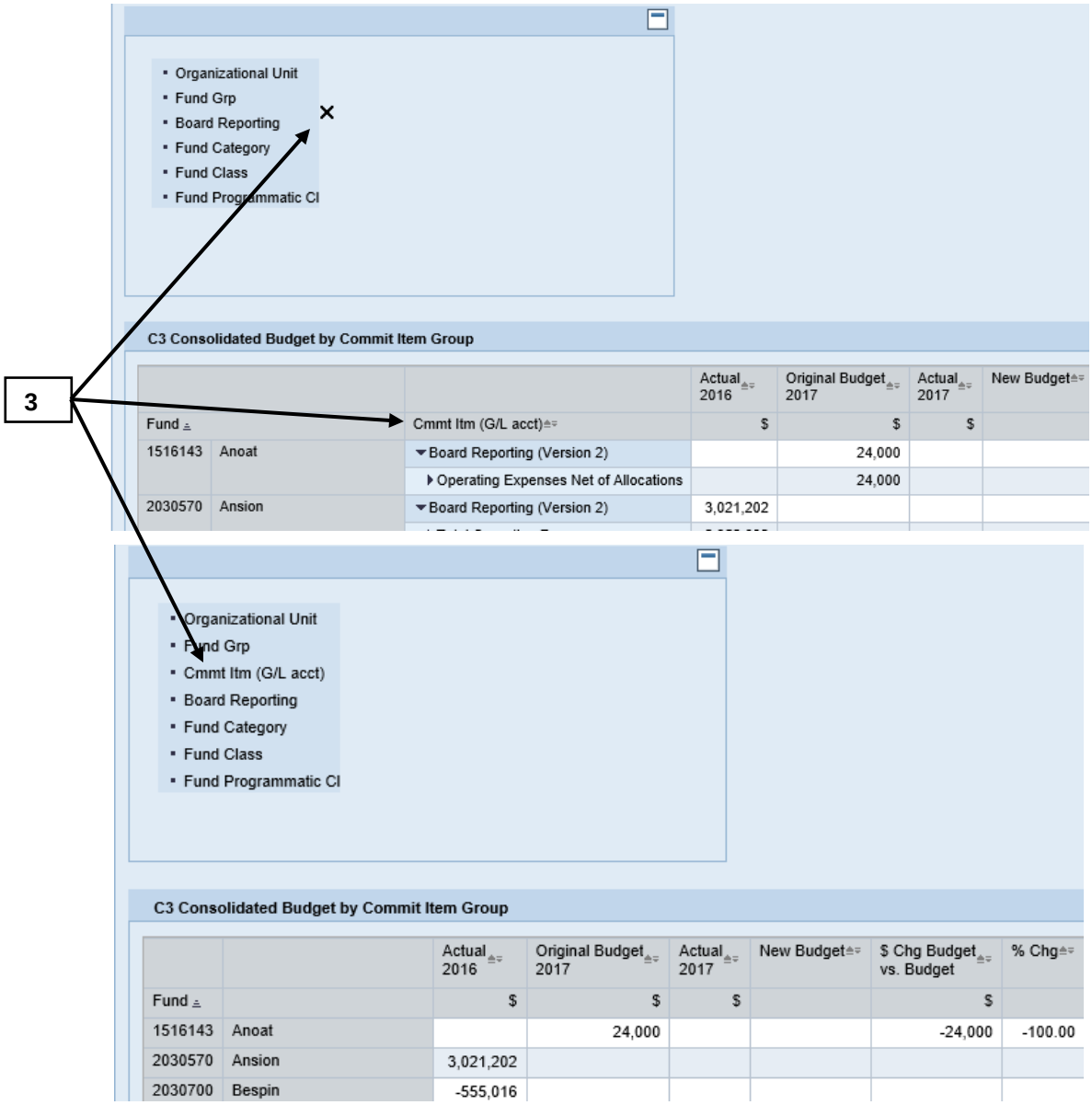
BW Based Reports (cont.)



2. **Release the mouse click to drop** the characteristic into a new column to the right of the vertical indicator - in this example, the report now has an added column with the drill-down by Commitment Itm (G/L Account) for the each Fund in the Fund column.

Note: The report now contains the detail of the new characteristic. The characteristic used for the drill-down is no longer listed in the Characteristic tray.

BW Based Reports (cont.)



3. To **remove a characteristic drill-down:**

- Click on the column heading and drag the characteristic back to the Select Characteristics tray until an **X displays anywhere in the tray** (**be careful not to place mouse over the other Characteristic options** as this will swap the columns versus removing the one column).
- **Release the mouse click to drop** back into this tray (there will be a **X** indicator as a reference that the mouse is in the tray).
- Note that the characteristic is now removed as a drill-down in the report and is listed in the tray as an option again.