

Use this job aid to: assist in completing prompt screen data fields.

Prompt Screen Tips and Tricks

When running a report in Analysis, you need to provide the data to be retrieved for your report. These data items are sometimes called variables.

The Prompt (variable) screen is used to narrow down the data that the report retrieves.

This job aid will show you some tips and tricks for completing the Prompt screen data fields in various reports.

Identify mandatory variables on the Prompt screen

Mandatory (required) variables are designated by a red asterisk (*).

The screenshot shows a 'Prompts' window with a 'Prompt Summary' table on the left and a list of variables on the right. The 'Prompt Summary' table includes:

Prompt Summary
* X Z0PU_O30_Q0003 [SAP Business Warehouse]
Funds Center (Single Value, Optional) :
Funded Program :
Business Area(Selection. Options, Optional) :
* X Period/Fiscal Year (Single Value Entry, Required)

The variable list on the right includes:


- All | Required | Optional
- Funds Center (Single Value, Optional)
- Funded Program
- Business Area(Selection. Options, Optional)
- * Period/Fiscal Year (Single Value Entry, Required)

A green arrow points from the 'Period/Fiscal Year' variable in the list to the corresponding row in the 'Prompt Summary' table.

Fill in the mandatory variables on the Prompt screen

There are two ways to fill in the values for the variables.

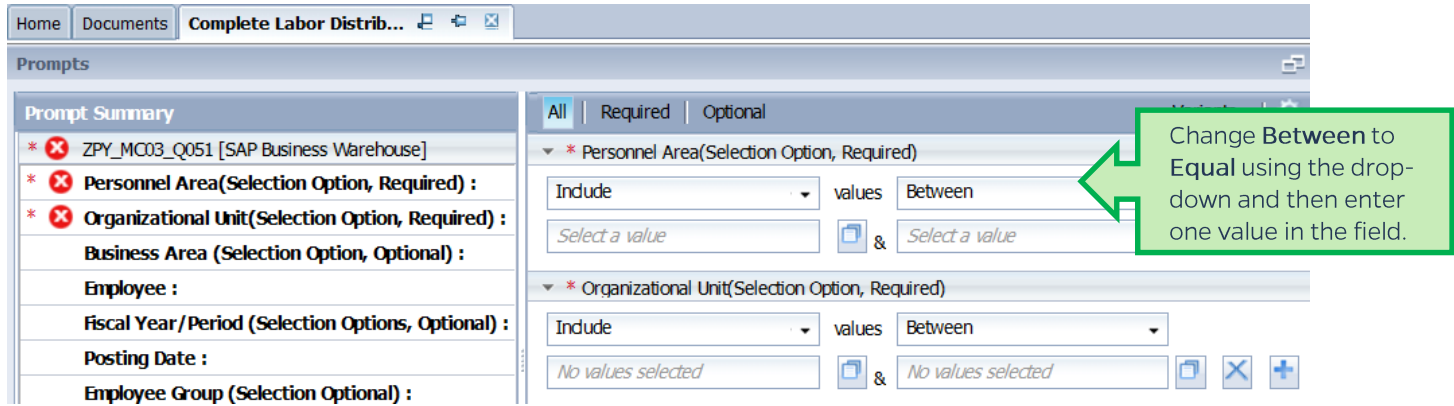
The screenshot shows the same 'Prompts' window as above. Two green boxes with arrows labeled '1' and '2' point to the text field and the 'Display Member Selector' button (a square icon with a blue square inside) respectively, indicating the two ways to fill in the values for the mandatory variables.

1. You may type a value in the mandatory variable text field.
2. Or, click the Display Member Selector button  to choose from a drop-down list of values.

NOTE: Some Prompt screens have a greater number of mandatory variables.

Mandatory variables – Changing the drop-down from Between to Equal

You must use the drop-down to switch from **Between** to **Equal** for those mandatory variables where you want individual values in those fields.



The screenshot shows the SAP Prompt interface. On the left is a 'Prompt Summary' table with the following rows:


* X	ZPY_MC03_Q051 [SAP Business Warehouse]
* X	Personnel Area (Selection Option, Required) :
* X	Organizational Unit (Selection Option, Required) :
	Business Area (Selection Option, Optional) :
	Employee :
	Fiscal Year/Period (Selection Options, Optional) :
	Posting Date :
	Employee Group (Selection Optional) :

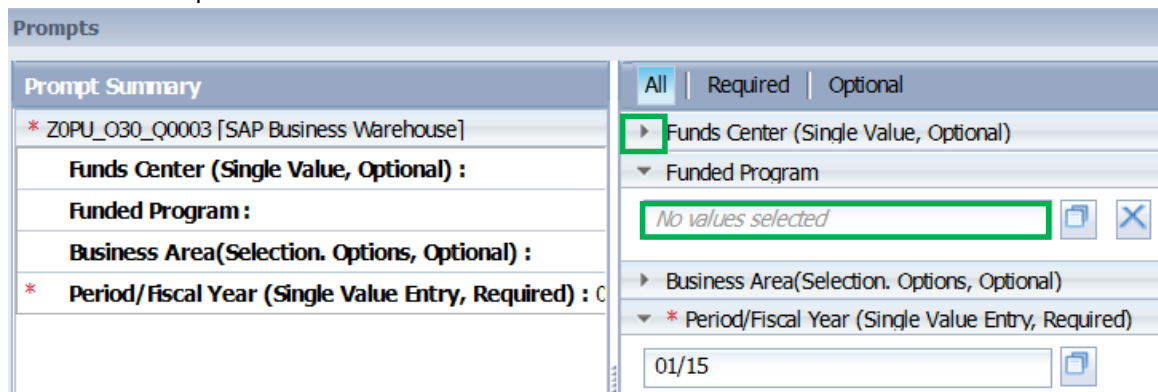
On the right, the 'Personnel Area (Selection Option, Required)' section is expanded. It shows a dropdown menu set to 'Between'. A green callout box with an arrow points to this dropdown, containing the text: "Change Between to Equal using the drop-down and then enter one value in the field."

Best practice: Hit Enter on your keyboard after entering or correcting a mandatory variable. Your report will not launch until you click the OK button.

Adding optional variables

You may also want to include optional variables to further narrow your data.

Click the arrow  to expand the optional variable data field area. Type your values in the text fields or use the drop-down menus.



The screenshot shows the SAP Prompt interface for 'Z0PU_O30_Q0003 [SAP Business Warehouse]'. The 'Prompt Summary' table on the left includes:

* X	Z0PU_O30_Q0003 [SAP Business Warehouse]
	Funds Center (Single Value, Optional) :
	Funded Program :
	Business Area (Selection. Options, Optional) :
* X	Period/Fiscal Year (Single Value Entry, Required) :

On the right, the 'Funds Center (Single Value, Optional)' section is expanded. The 'Funded Program' text field, which currently contains 'No values selected', is highlighted with a green box. Below it, the 'Period/Fiscal Year (Single Value Entry, Required)' field contains '01/15'.

Entering dates - YYYYMMDD

Fiscal periods and years should be entered as MM/FY.

Dates should be entered as YYYYMMDD on the Prompt screen.



Prompt Summary

- * ZBN_M05_Q0001 [SAP Business Warehouse]
- * Personnel Area (UN* and/or HS*) : Equal: un02 INCLUDE;
- * Calendar Day (Range) : 20140101 - 20140731;
- * Key Date :
- * Personnel Area(Selection Option, Required) : Equal: un02 INCLUDE;
- * Employment Status (Required) : Equal: 0 INCLUDE;Equal: 1 INCLUDE;Equal: 2 INCLUDE;Equal: 3 INCLUDE;Equal: 4 INCLUDE;
- * Employee Group (Selection Option, Mandatory) : Greater Than: 2 INCLUDE;Less Than: 8 INCLUDE;
- * Personnel Subarea (Selection Option, Optional) :
- * Org Unit(Select Option - Opt) : Equal: 10003084 INCLUDE;Equal: 10003077 INCLUDE;
- * Employee SubGroup (Optional) :
- * Employee :

Filter Details:

- Personnel Area (UN* and/or HS*)**: Include values Equal un02
- Calendar Day (Range)**: Start: 20140101 End: 20140731
- Key Date**: YYYYMMDD
- Personnel Area(Selection Option, Required)**: Include values Equal un02

Adding or deleting rows of data

Click the **Add** button  to add rows and the **Delete** button  to delete individual rows of data from your Prompt screen.

For example, if you are responsible for more than one organizational unit, you can add each one to the Complete Labor Distribution report.

Personnel Area(Selection Option, Required)

Include values Equal un02

Organizational Unit(Selection Option, Required)

Include values Equal 12345678

Include values Between Add another org unit here. & No values selected

Using ranges of data (i.e., Between and Greater Than)


To filter ranges of data on the Prompt screen, you may define your range by typing values as shown below.

Sponsored Prqgm Auth Grp

Include values Between 1705311000 & 1705319999

NOTE: The wildcard character, asterisk *, cannot be used to complete variables on the Prompt screen. You may use the wildcard in the Member Selector search box.

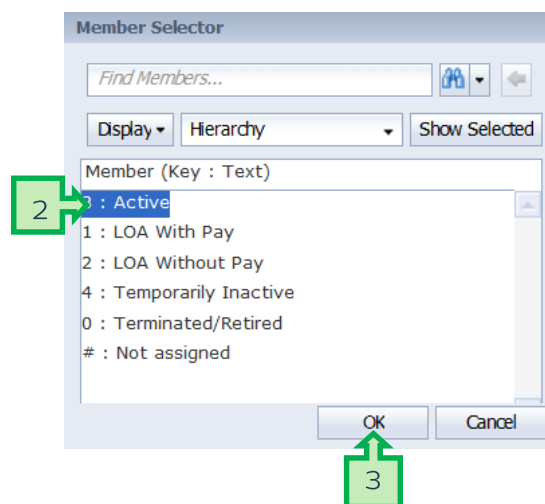
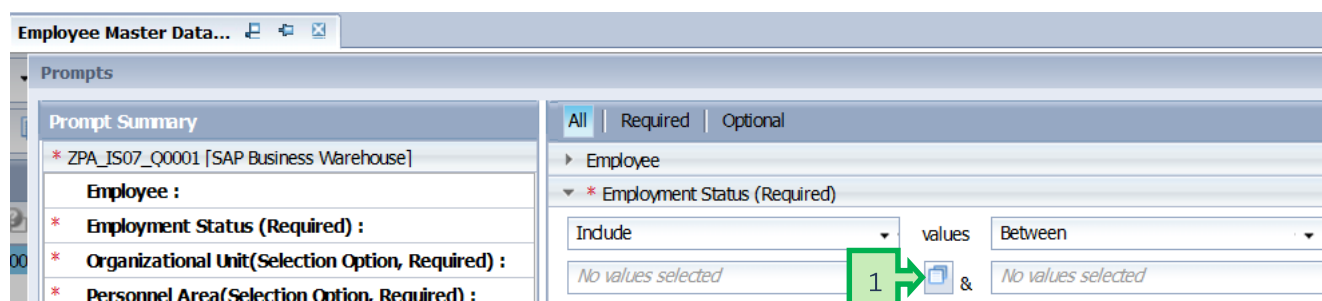
Filtering (using the Display Member Selector button)

On the Prompt screen, you can type data directly into a text field, or you can click the **Display Member Selector** button  that's next to that text field.

Just follow these steps:

1. Click the **Display Member Selector** button.
2. In the resulting pop-up, highlight one value.
3. Click **OK** to transfer that value to the Prompt screen.




Repeat for any remaining values.

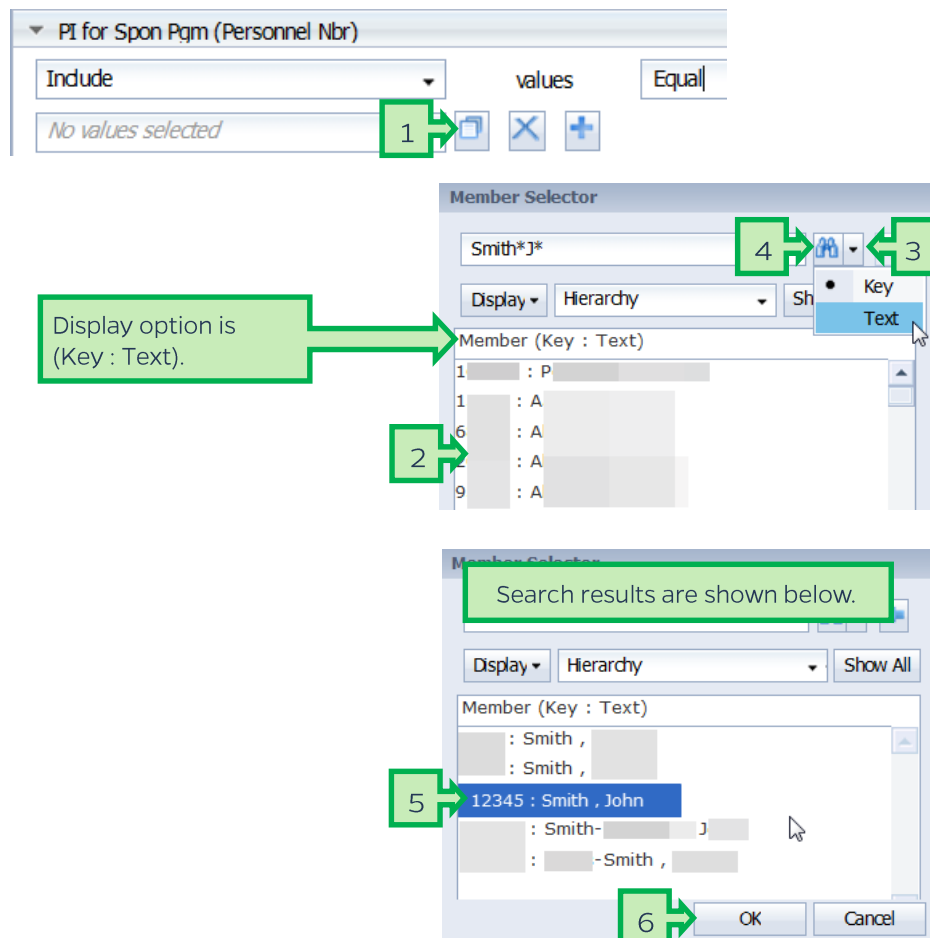


Using the Display Member Selector button to search for personnel numbers and names

Sometimes it is necessary to look up the personnel number of a PI to include on your Prompt screen. You may use the Display Member Selector button to search for data, such as personnel numbers, PI names, or vendor names.

Follow these steps to find a personnel number:

1. From the Prompt screen, click the **Display Member Selector** button .
2. In the Member Selector pop-up, type the name.
Remember this is case-sensitive. Replace spaces with an asterisk (*). You may also use the asterisk to complete a portion of a name.
3. Click the **Find Members Binoculars** drop-down  to indicate whether you want to search through personnel numbers (**Key**) or names (**Text**). For this example, you would select Text.
4. Click the **Find Members Binoculars** button  to launch your search.
5. Click to highlight the appropriate value.
6. Click the **OK** button to apply that value to your Prompt screen.

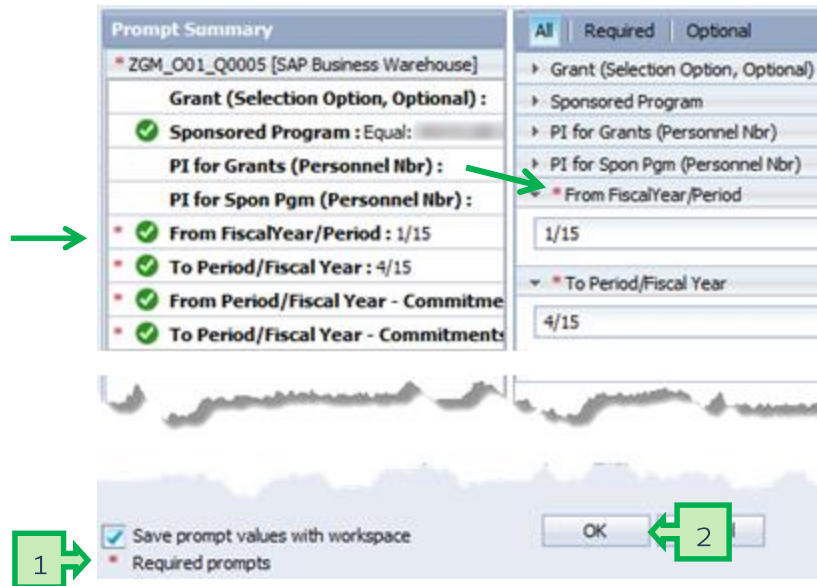


NOTE: You can only select one value at a time to transfer to your Prompt screen.

The Save Prompts button and the OK button

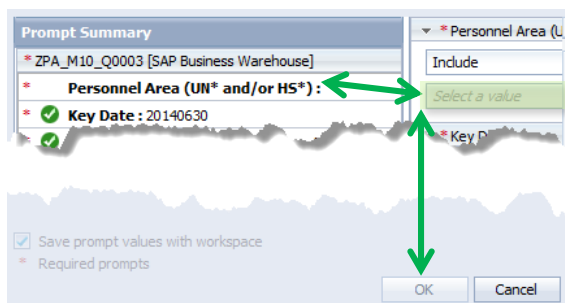
Checks in the **Prompt Summary** area show that these fields contain data. The OK button will not activate until mandatory fields contain data.

1. After the OK button is activated, check the **Save prompt values with workspace** checkbox to include the variables you have selected.
2. Click the **OK** button to launch the report.



Troubleshooting – OK button does not activate

You must hit **Enter** on your keyboard after filling in or correcting all mandatory variables to enable the **OK** button.



NOTE: Double-check date formats to make sure they are correct: YYYYMMDD. This is a common error.

