

## Creating Ad Hoc Reports

ACE Reports

April 2024



U.S. Customs and Border Protection





## INTRODUCTION

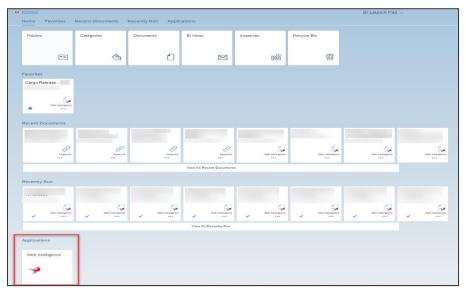
Ad hoc reports are custom reports created from a blank form. You must set up the query filter to return data, add result objects to display, and set up the **Report View** to display the data.

The first step to create an ad hoc report is to choose a universe to retrieve data objects. The universe determines what data objects are available for the report.



**IMPORTANT**: If you are using the multiple queries feature, you can use data objects from multiple universes in a separate table and/or chart on the same report. Combining data objects from multiple universes into a single table and/or chart is an advanced topic not covered in this document.

## CREATE AN AD HOC REPORT



1. In the BI Launch Pad, in the Applications section, select the Web Intelligence tile.

The Select a Data Source pane displays.

2. In the Select a Data Source pane, select the Universe option, and select the OK button.

	S	elect a	Data Source		LN R
2	SAP BI Platform Repository Browse resources from your enterprise repository		Universe Select a universe as a data source		
	Cloud Storage Select a data source from a cloud storage Web Services Select public or internal web services	C•	Web Intelligence Document Use a Web Intelligence document as a data source Excel Select an Excel spreadsheet as a data source		
62	Recents Select a data source you've recently used	f 1 1	Text Select a Text or CSV file as a data source SAP BW (incl. BW/4HANA and S/4HANA) Select a BEx query or BW Info provider as a data source SAP HANA Select an SAP HANA view as a data source		
		1	No Data Source Create an empty document	ок	Cancel



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3. In the Select a Universe pane, select a universe and select OK.

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The Query Panel for the new report displays.

## BUILD THE REPORT

1. In the **Query Panel**, in the universe accordion menu(s), select a **Result Object** in the **Universe**.

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**NOTE**: If required, expand the accordion menus folders using the icon, or use the search functionality at the top of the menus using the  $\bigcirc$  icon.







2. Drag and drop the selected data object to the **Result Objects** area or select the object and use the icon to move it to the **Result Objects** area.

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<ul> <li>Entry Note Public Notes</li> <li>Entry Number</li> <li>Entry Presentation Date</li> <li>Entry Status</li> <li>Entry Summary Date</li> <li>Entry Summary Filed Indicator</li> <li>Entry Type Code</li> </ul>								
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3. If necessary, repeat Steps 1 and 2 until all desired result objects are selected.

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- 4. In the **Query Panel**, in the universe accordion menu(s), select an object as the query filter.
- 5. Drag and drop the selected data object into the **Query Filters** area or select the object and use the icon to move it into the **Query Filters** area.







6. Repeat Steps 4 and 5 until all desired query filters are selected.

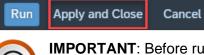
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- 7. In the query filter, for each filtered object, adjust the operator(s) and operand values(s).
- 8. If necessary, select the **Click to Define filter type** button, and adjust the operand type(s).



**NOTE**: The available operand types are:

- **Constant:** Type a single value or multiple values.
- Value From List: Either search for, or select manually, a single or multiple values from the List of Values dialog box to populate the Value field.
- **Prompt:** Create a dynamic filter that allows the user to select values each time the report runs. For example, most standard reports include prompt filters.
- **Object From This Query:** Uses another object from the Universe outline as the value for the filter data object. Use this option to create dynamic date filters using **Date Objects**.
- 9. Select the **Apply and Close** button.



**IMPORTANT**: Before running your new report, select the **Apply and Close** button and **Save** the report. See the **Saving and Exporting Reports QRC** for more detail. If you select **Run** from the **Query Panel** and the report times out while running, you will lose all changes.

10. Select the **Save** 🔲 button to save the report.

See the Saving and Exporting Reports QRC for more detail.

11. Select the **Refresh** icon to run the report.

See the ACE Reports Running a Standard Report QRC for more detail.

The report displays.



