

# SAP Business Warehouse 2015 Upgrade to BEx Analyzer 7.0 with SAP Logon 7.40 Transition Quick Reference

## Launching BEx Analyzer 7.0 for the First Time

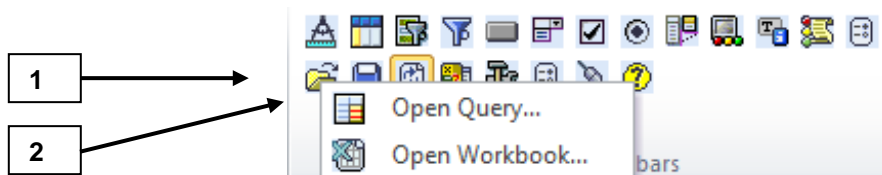
- As a reminder, with SAP Logon 7.40 being available in May 2015, the transaction code RRMX will launch BEx Analyzer 7.0.
- The first time you launch BEx 7.0, you will be prompted to enter name (net id) and client (100) in a window (do NOT need to enter a password in asterisk field).




## New: BEx Analyzer 7.0 Toolbar



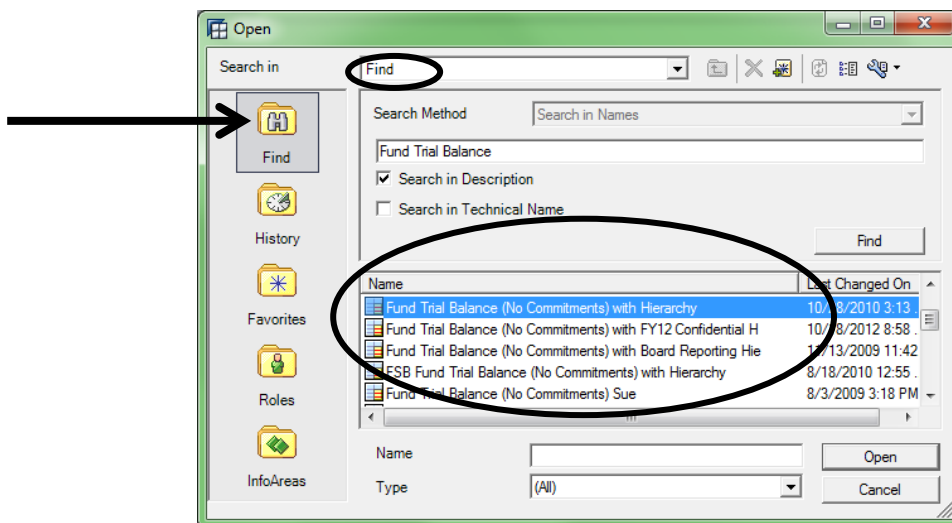
- The Add-Ins toolbar is named **Business Analyzer** and contains two rows of icons now – **most users will only use the bottom toolbar most of the time.**

## Locate and Select a Query (InfoAreas)



1. Click on the  **Open** button on the **BEx toolbar**.
2. Click on the  **Open Query...** option from the drop-down list.
3. In the resulting Open box, click on the  **InfoAreas** button to navigate to the query desired.

## New: Find Option for Locating Queries or Workbooks



- When opening and locating Queries or Workbooks, note the following changes:
  - A new **Find** function is available to locate a query versus opening InfoArea folders and continuing to open folders to find a query (see example above).
  - The twistees and plus symbols used to expand / open InfoArea folders have changed to folder icons and open a folder to display only what is in that folder (there is a One Level Up icon beside the "Search In" box to close a folder).
  - TIP: When looking for an InfoArea folder or a query within a folder, click on the **Name** column heading to sort the list alphabetically as needed.

## Appearance of Queries or Workbooks

### Upgraded BEx 3.5 Workbooks Look the Same in BEx Analyzer 7.0

Duke CostObject	Vice President Financial Services	Cost Object	Actual Amount
OU3224000000	Vice President Financial Services		\$ 256,760,120.96
OU3224000100	Vice President Financial Services		\$ 1,652,552.32
VICE PRESIDENT FINAN		1573100	\$ 191,548.87
VP FIN SVCS NON CAP		4573100	\$ 510,818.00
FINANCIAL SERVICES R		4573105	\$ 23,213.00

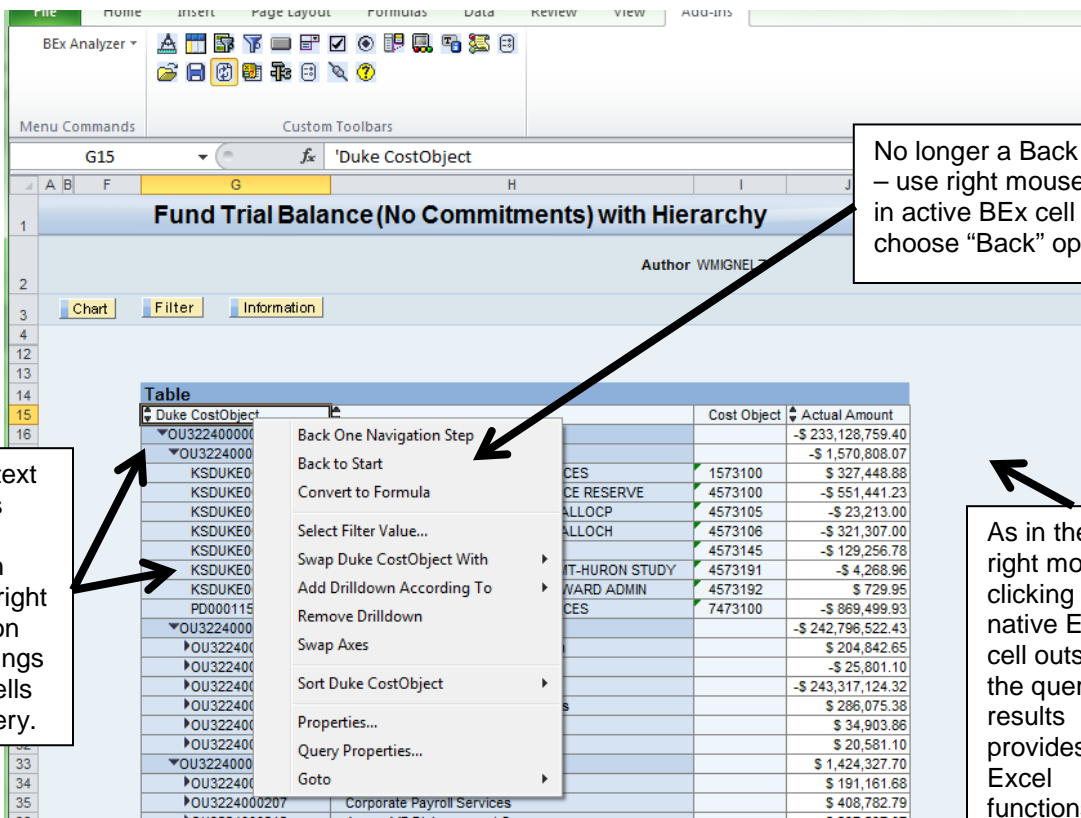
- Once a workbook containing one or more embedded BEx 3.5 queries is upgraded and opened, the workbook will still have the old formatted look (with three sections) but will contain the new BEx 7.0 navigation and functions.
- You still need to refresh in order to use any context menu (right mouse click) options and to update the variables selected.

### Layout for BEx 7.0 Workbooks More Streamlined

Duke CostObject	Vice President Financial Services	Cost Object	Actual Amount
OU3224000000	Vice President Financial Services		\$ 233,128.
OU3224000100	Vice President Financial Services		\$ 1,570.
KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES	1573100	\$ 327.
KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE	4573100	\$ 551.
KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP	4573105	\$ 23.
KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH	4573106	\$ 321.
KSDUKE0004573145	SYSTEMS DEVELOPMENT	4573145	\$ 129.

- A query saved into a new BEx 7.0 workbook will have a different view – you will no longer see three sections and the screen is much more streamlined.

## Context Menu (Right Mouse Click) Changes for BEx Cells



No longer a Back button – use right mouse click in active BEx cell and choose “Back” options.

Different context menu options appear depending on whether you right mouse click on column headings or in active cells within the query.

As in the past, right mouse clicking in a native Excel cell outside of the query results provides only Excel functions.

- Once in a query or workbook, note these basic navigation differences for the context menu (right mouse click) displayed when you right mouse click on a cell within query results:
  - You must **Refresh** a query embedded in a workbook BEFORE the Context Menu will display any options other than Refresh.
  - To use the BEx “context menu” functions via the **right mouse click** like Refresh, Swap With, etc., be sure to **click in a “context” or active cell** – clicking in a “native” Excel cell that is not part of the query or workbook will provide only Excel functions.
  - There are also different options if you click on a **column header** versus clicking in **cells with values**. Column header options are a subset of the cell options in BEx 7.0.
  - IMPORTANT CHANGE** - There is no **Back** (Undo) button – use the right mouse click (Context Menu) in an active BEx cell and choose **Back One Navigation Step** or **Back to Start** options.
  - The Filter function may still be accessed from the Context menu, as well as a new Filter button that is available.
  - A few BEx 3.5 context menu (right mouse click) options are accessed differently now, such as the **Autofit** option used to keep column widths from changing back to the default width each time an action is done – these functions are summarized in the comprehensive transition guide.

## Changing the Display of Key (Number) and Text in Columns

- For queries and workbooks that contain BFR / Org. Unit hierarchies (folders to open for details), the function to add, remove, or change the Key (number) and Text (name, description) displayed for a hierarchy or other value is different.
- To change the Key (number) and or Text displayed:
  - Right mouse click in a context cell (shaded cell within query results) or column heading and click on **Properties**
  - Click on the **General** tab at the top of the dialog box (default tab).
  - Click on the drop-down in the Display field and choose the desired option (Example: Choose Text to get rid of the technical description like KSDUKE# or PD# associated with a cost object).
  - Click **OK** to close the window and apply the change to the results. Adjust as needed.

## For More Details

- For more on changes, new features, and upgrading workbooks, see guide titled *SAP Business Warehouse 2015 Upgrade to BEx 7.0 with SAP Logon 7.40 Transition Guide*.
- For a complete step-by-step guide, see guide titled *Introduction to SAP Business Warehouse for University Guide (BEx Version 7.0)* – available May, 2015.