

SAP Business Warehouse 2015 Upgrade to BEx Analyzer 7.0 with SAP Logon 7.40 Transition Guide

Table of Contents

Why Must We Transition to BEx Analyzer 7.0 with SAP Logon 7.40?	2
Launching BEx Analyzer 7.0 for the First Time.....	3
New: BEx Analyzer 7.0 Toolbar	3
New: Opening Queries and Workbooks Offers a Find Option to Aid in Locating Queries or Workbooks Saved on Server.....	4
Upgrading a BEx 3.5 Workbook with a Single Query or Multiple Embedded Queries.....	5
Upgrading a BEx 3.5 Single Query Workbook to BEx 7.0.....	5
Upgrading a BEx 3.5 Workbook with Multiple Embedded Queries to BEx 7.0	6
Upgraded BEx 3.5 Workbooks Look the Same in BEx Analyzer 7.0.....	10
Multiple Selection and Importing of Variable Values to a Selection Screen for a Query.....	11
Creating a Variable Variant (Selection Screen Variant) in an Upgraded BEx Workbook.....	13
New: Layout for BEx 7.0 Workbooks More Streamlined	14
Context Menu (Right Mouse Click) Changes for BEx Cells	15
No Back / Undo Button on Toolbar – Use Context Menu.....	16
Change Query (Local View) and All Characteristic Options Replaced with Query Properties in Context Menu	17
Removing, Adding, or Expanding Hierarchies in Queries Where Applicable	18
Changing the Display of Key (Number) and Text in Columns.....	18
New: Filter Button with Drag and Drop for Analysis.....	19
Copy Query No Longer Available – Replaced with Copy Sheet Option	22
Refreshing a Workbook with a Single Embedded Query	23
Using the Change Variable Values Button – Cancelling from Window Deletes Results Versus Refreshing Results.....	23
Using Context Menu to Refresh - Right Mouse Click In Active BEx Cells Versus Excel Native Cells	23
Refreshing a Workbook with Multiple Embedded Queries.....	24
Saving Workbooks – File > Save versus File > Save As	25
New: Design Mode Toolbar – Options Most Used.....	26
Recommended – Refresh Before Using Design Mode Options	26
Recognize Design Mode – Entire View of BEx Results Changes	26
Workbook Settings: General Options	27
Workbook Settings for Variables Values	28
Deselect Autofit to Prevent Column Width from Adjusting to a Default Width	29
Exit Design Mode to Return to the BEx Results.....	29

Why Must We Transition to BEx Analyzer 7.0 with SAP Logon 7.40?

- SAP Business Warehouse (BW) is launched through the SAP Logon (the window used to access BWP, PRD, etc.) and interacts with Microsoft Excel to deliver the queries and workbooks using a Business Explorer (BEx) tool add-in for Excel.
- As software for SAP, Windows, and Excel continues to advance, the SAP Logon application and BEx 3.5 add-in tool used to access BW must be updated.
 - A new updated SAP Logon 7.40 and BEx Analyzer 7.0 will be available in the spring of 2015.
 - Please note that along with the SAP Logon 7.40 there will be an updated Kerberos Authentication icon with an updated input screen.
 - **If BEx 3.5 is still being used and issues are encountered, upgrade to BEx 7.0 in order to use BW.**
- Once upgraded to BEx Analyzer 7.0 and SAP Logon 7.40:
 - **The BEx Analyzer 7.0 along with the updated SAP Logon 7.40 will function very closely to BEx 3.5** – just with different navigation.
 - The **BEx 3.5 version will NOT work with SAP Logon 7.40**, so all queries and workbooks must be used in the new BEx Analyzer 7.0 tool (you can't switch between 3.5 and 7.0 versions if both are installed on your computer).
 - If you share workbooks with colleagues, **once a workbook has been opened / saved using BEx Analyzer 7.0, it CANNOT be opened again with BEx 3.5.**
 - SAP Logon 7.40 **supports Microsoft Office 2013** (works with 32-bit NOT Office 64-bit).
- Consult your Management Center as to when to load the latest SAP Logon once it is available.

Refer to the ***Introduction to SAP Business Warehouse (BEx v7.0) User Guide for Duke University*** (available in May 2015) for detailed steps on how to perform various functions. **The items referenced in this transition guide are summarized points.**

Launching BEx Analyzer 7.0 for the First Time

- As a reminder, once the SAP Logon 7.40 is available, the transaction code RRMX will automatically launch BEx Analyzer 7.0.
- **Before the SAP Logon 7.40 is available**, those already using BEx 7.0 will need to do one of the following to launch BEx:
 - Use the Windows **Start** menu option (**All Programs > Business Explorer > Analyzer**)
 - OR
 - In SAP, locally configure your own user settings to always launch BEx 7.0 by using the menu path: **System > User Profile > Own Data** (click on **Parameters** tab, enter **RRMX_VERSION** in the *Set / Get parameter ID* and enter **70** as the *Parameter value*) – these settings apply for a user in all systems and all computers.
- 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).

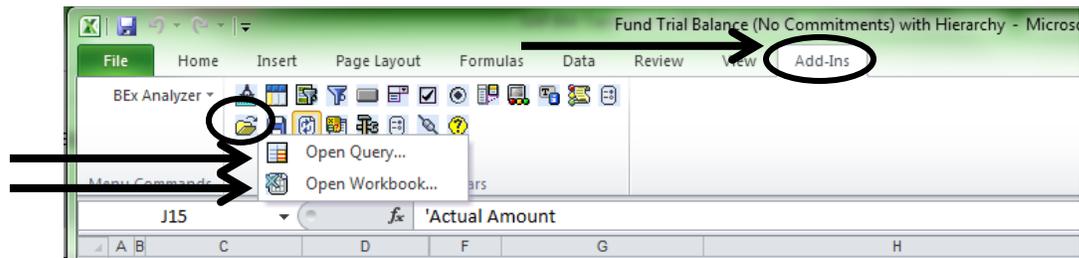
New: BEx Analyzer 7.0 Toolbar

- **Reminder:** You must still click on the **Add-Ins** tab in Excel to display the toolbar.

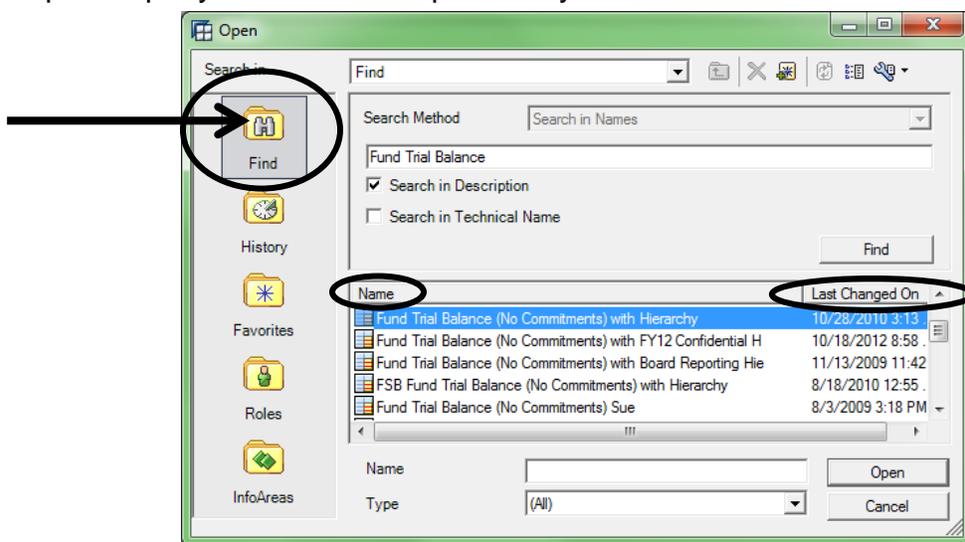


- The Add-Ins toolbar is named **Business Analyzer** and contains two rows of icons now – **most users will only use the bottom toolbar most of the time**. Advanced users may use the top “Design Toolbar” for additional settings.

New: Opening Queries and Workbooks Offers a Find Option to Aid in Locating Queries or Workbooks Saved on Server



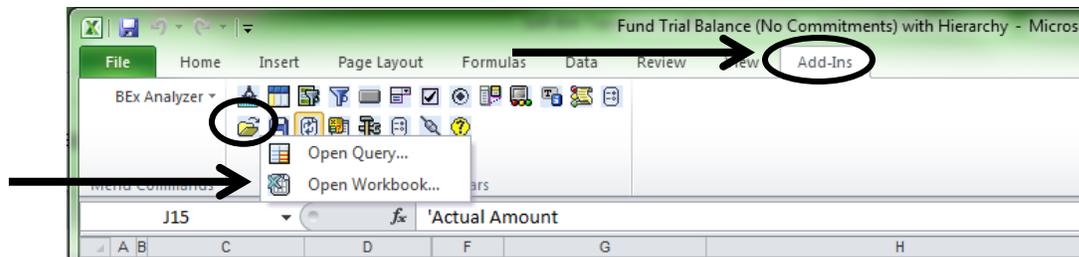
- As in the past, use the Add-Ins toolbar, click on the  **Open** button and choose the **Open Query** or **Open Workbook...** option, depending on whether you wish to open a query or a workbook previously saved to the BW server.



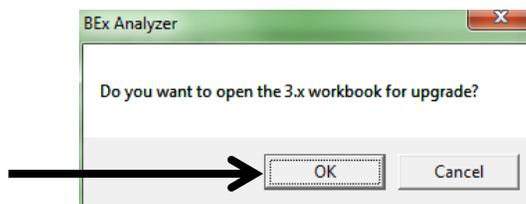
- When opening and locating Queries or Workbooks, note the following changes:
 - A new **Find** function is available to locate a query versus opening InfoArea folders and continuing to open folders to find a query (see example above).
 - The twistees and plus symbols used to expand / open InfoArea folders 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 column heading for the **Name** column or the **Last Changed On** column to sort the list as desired.
 - When saving a new variant for the selection (variables) screen, a workbook must first be saved to the BW server (will not work on workbooks that were saved to your local network via File > Save As in Excel) – see **Saving Workbooks** in this document.

Upgrading a BEx 3.5 Workbook with a Single Query or Multiple Embedded Queries

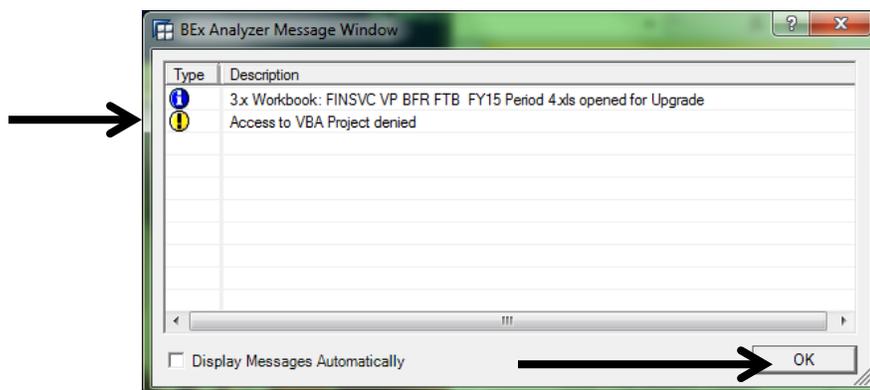
Upgrading a BEx 3.5 Single Query Workbook to BEx 7.0



1. Launch the BEx 7.0 Analyzer and use the Add-Ins toolbar, click the  **Open** button, choose **Open Workbook...**, and open the workbook saved in BEx 3.5.



2. At the BEx analyzer box prompting about the 3.x workbook upgrade, click **OK**.



3. IF no warning message is displayed (yellow icon), click **OK** to complete the process and click **OK** through the next prompts to open the workbook – the conversion is complete.
4. IF a warning message appears regarding access to VBA being denied (see example above) click **OK** and update your Excel settings as follows:
 - Use the Excel options menu: **File > Options > Trust Center**.
 - Click the **Trust Center Settings** button
 - Click on the **Macro Settings** option to display the choices.
 - Click in the checkbox to enable the **Trust access to the VBA project object model** option.
 - Click **OK** to save selections and **OK** again to close the window.
 - Use **File > Save As** to save the workbook – the conversion is complete.

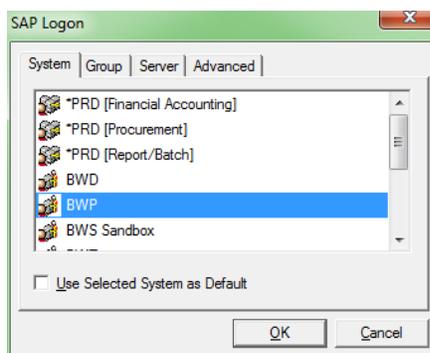
Upgrading a BEx 3.5 Workbook with Multiple Embedded Queries to BEx 7.0

1. Repeat steps 1 – 4 in the previous section.



2. **BEFORE USING GLOBAL SETTINGS** in the next step, ensure the “plug is connected” in the icon for the **Connect** button per above examples, as follows:

- If the icon shows the plug is NOT connected, simply click on the button.



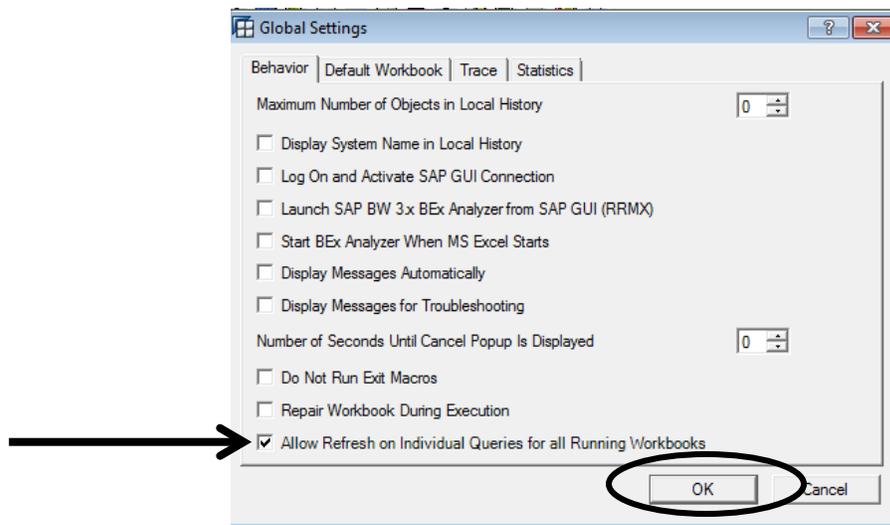
- At the SAP Logon prompt, click on **BWP** (BW Production) and click **OK**.
- In the SAP Logon a BWP prompt, enter Logon credentials if not already defaulting and click **OK**.



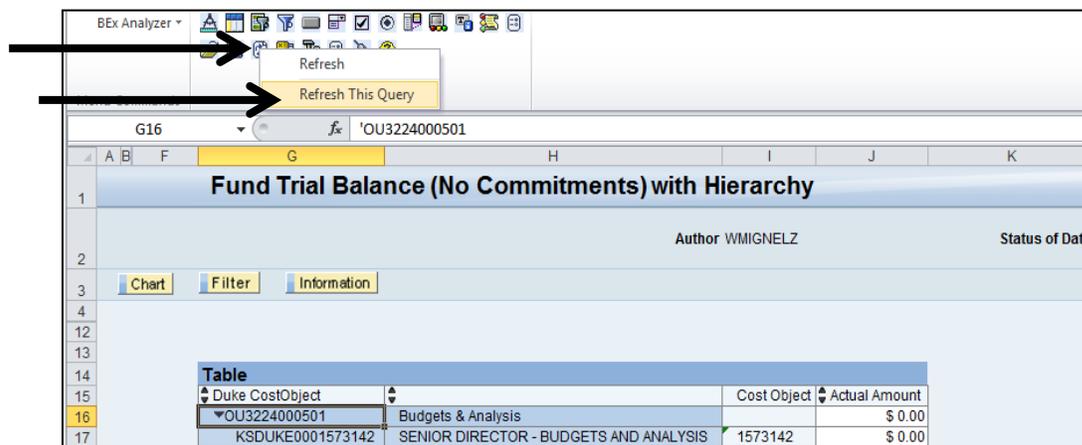
3. **After the Connect button shows as connected**, click the  **Global Settings** button on the lower level of the BEx toolbar (Do **NOT** use the similar looking Workbook Settings button on the BEx toolbar top row).

- The buttons for Global Settings (bottom toolbar) and Workbook Settings (top toolbar) have the same icon. **If you click the incorrect Workbook Settings button for this step, then performance problems may be encountered** since the Workbook Settings button requires a refresh of **ALL** queries in the workbook.

Upgrading a Workbook with Multiple Embedded Queries – CONT.



4. In the Global Settings box, click in the check box to enable the **Allow Refresh on Individual Queries for all Running Workbooks** option.
5. Click the **OK** button.

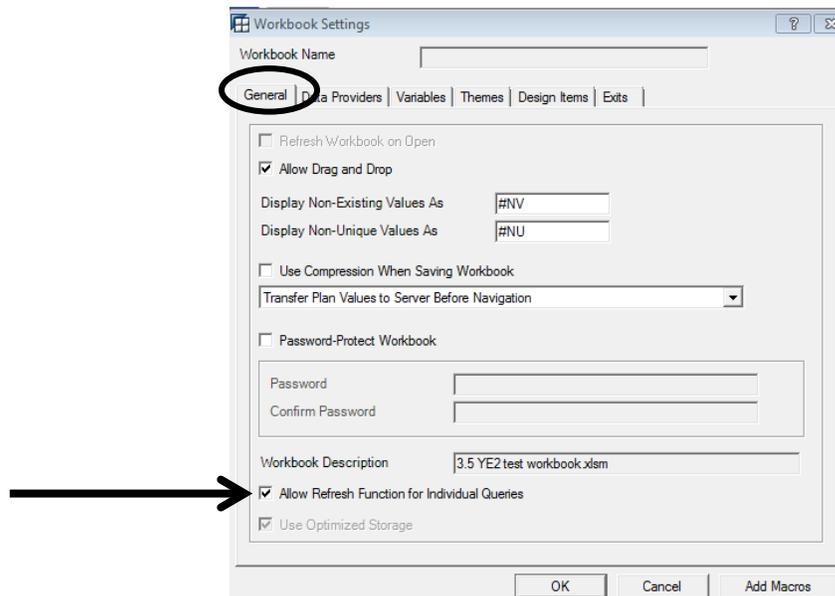


6. Select the worksheet you would like to refresh (bottom tabs in Excel) and click into a BEx active cell (shaded cell in body of query/workbook results).
7. Click the  **Refresh** button on the toolbar or use the context menu (right click) and select option **Refresh This Query** to process the active query.
 - If prompted, specify / update values in the *Select Values for Variables* window (not shown in this example).

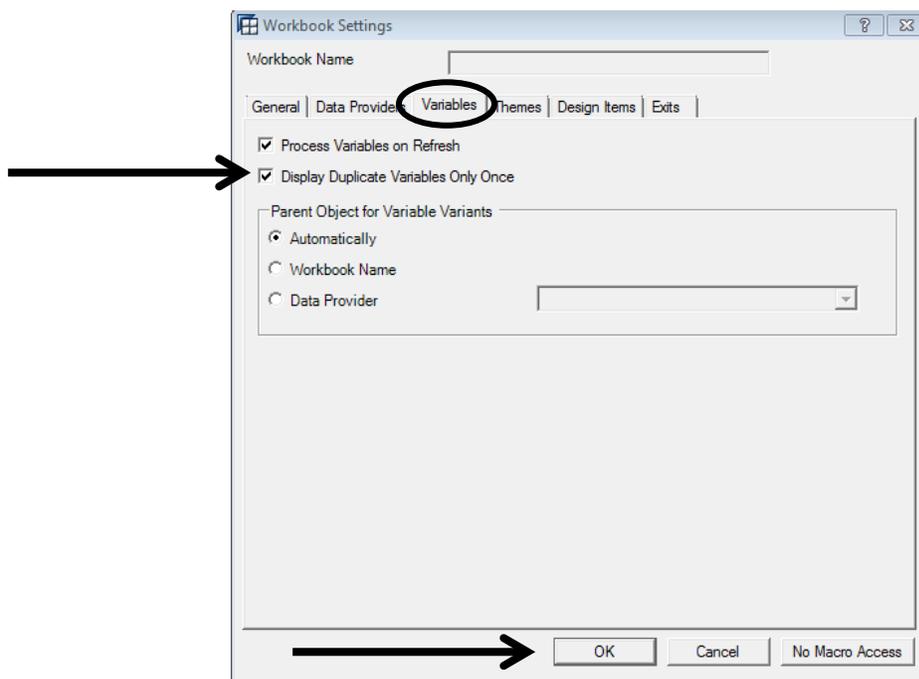


8. After the query has refreshed, click the **Workbook Settings** button.

Upgrading a Workbook with Multiple Embedded Queries – CONT.



9. In the Workbook Settings box, under the General tab, verify the option **Allow Refresh Function for Individual Queries** is enabled (click to check if not enabled; note that for new BEx 7.0 workbooks, this setting is disabled by default).



10. Click on the **Variables** tab and use the guideline below:

- **Display Common Variables Only Once** – if this is enabled (checked) then all variable selections for ALL embedded queries are displayed on one screen.
- Disable the option if you want to display and select variable values independently in the Change Variables Values box for each individual query.

Upgrading a Workbook with Multiple Embedded Queries – CONT.

11. Click **OK** to close the window – the workbook will automatically be placed in **Design Mode** (screen looks different and no results are displayed).



12. Click the  **BEx Design Toolbox: Exit Design Mode** button to exit Design Mode.

13. Click on the  **Save** button to save the Workbook.

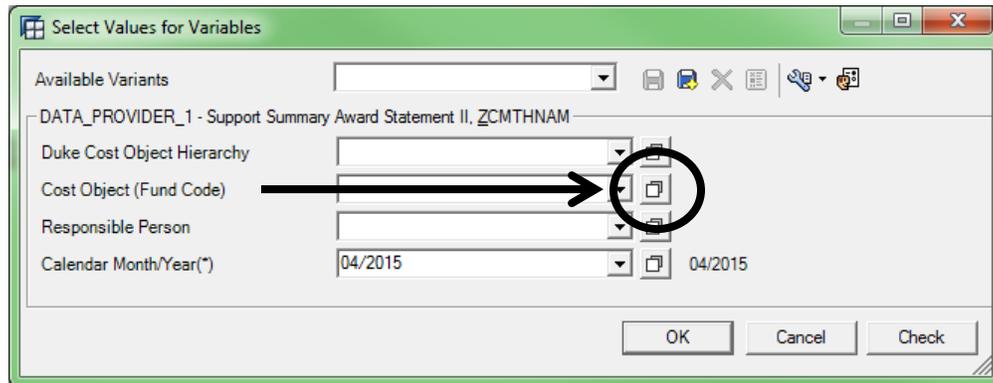
Upgraded BEx 3.5 Workbooks Look the Same in BEx Analyzer 7.0

	A	B	C	D
1	Fund Trial Balance (No Commitments) with Hierarchy			
2				
3	Commitment item			
4	Posting period			
5	Board Reporting			
6	Fund Category			
7	Link to Fund Center			
8	Fund Tier			
9	Fund Group			
10	Fund Class			
11	Fund Programmatic CI			
12	Fund			
13	Key Figures			
14	Duke CostObject			
15				
16	Commitment item	290000..999999		
17	Company code	Duke University		
18	Currency Type	FM area currency		
19	Posting period	#.4		
20	Fiscal Year Variant	D1		
21	Fiscal year	D1/2015		
22	Commt/Actual Detail	Invoice, Funds Transfer, PROFIT TRANSFER, Act.Posting in CO		
23	FM area	Duke University		
24	Value type in FM	Commitment/actual, Commitments and Actuals		
25	Duke CostObject	Vice President Finan		
26				
27	Duke CostObject		Cost Object	Actual Amount
28	OU3224000000	Vice President Financial Services		-\$ 256,760,120.96
29	OU3224000100	Vice President Financial Services		-\$ 1,652,552.32
30	VICE PRESIDENT FINAN		1573100	\$ 191,548.87
31	VP FIN SVCS NON CAP		4573100	-\$ 510,818.00
32	FINANCIAL SERVICES R		4573105	-\$ 23,213.00

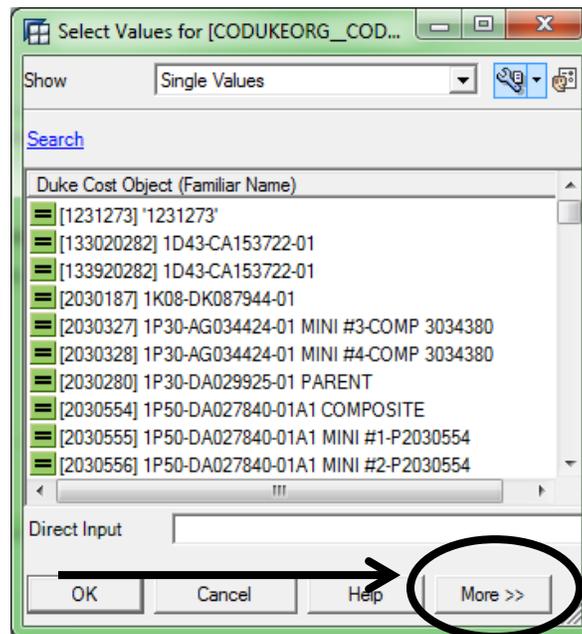
1. Note that once a workbook created using BEx 3.5 is upgraded and opened, the workbook will still have the old formatted look (with three sections) but will contain the new navigation and functions as summarized in this transition document.
2. You will still need to refresh in order to use any context menu (right mouse click) options and to update the variables selected – refer to rest of handout for more navigational changes, refreshing workbooks with single or multiple embedded queries and new functions.

Multiple Selection and Importing of Variable Values to a Selection Screen for a Query

- When selecting variables to refresh or update a query, you may need to select multiple values or import values into the selection fields.
- These steps outline the changes in how to import values with the upgraded BEx Analyzer 7.0 in SAP BW

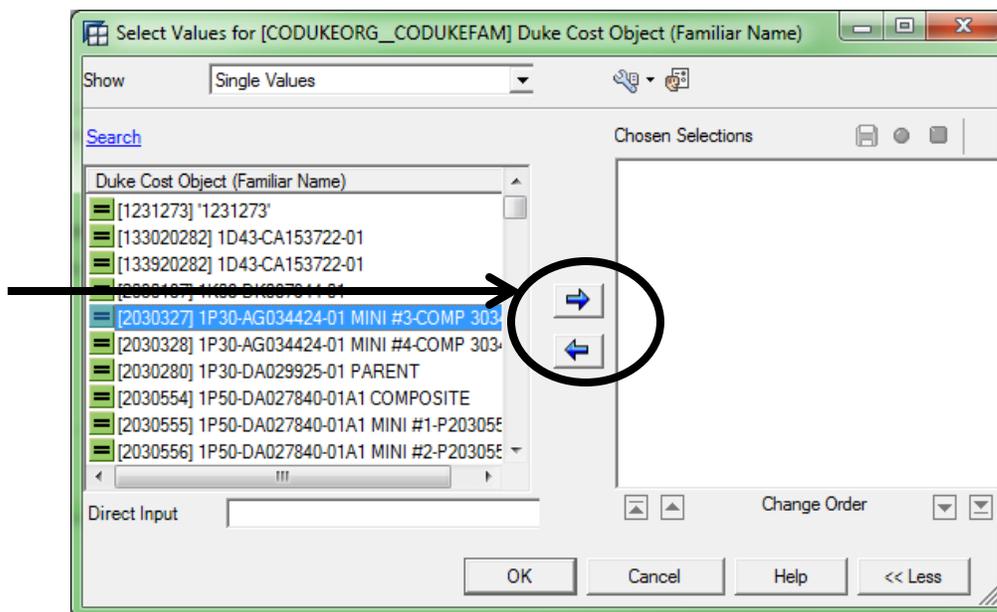


1. If a field allows for multiple selections, for example Cost Object (Fund Code), click on the **Select from List** button to the right of the field.

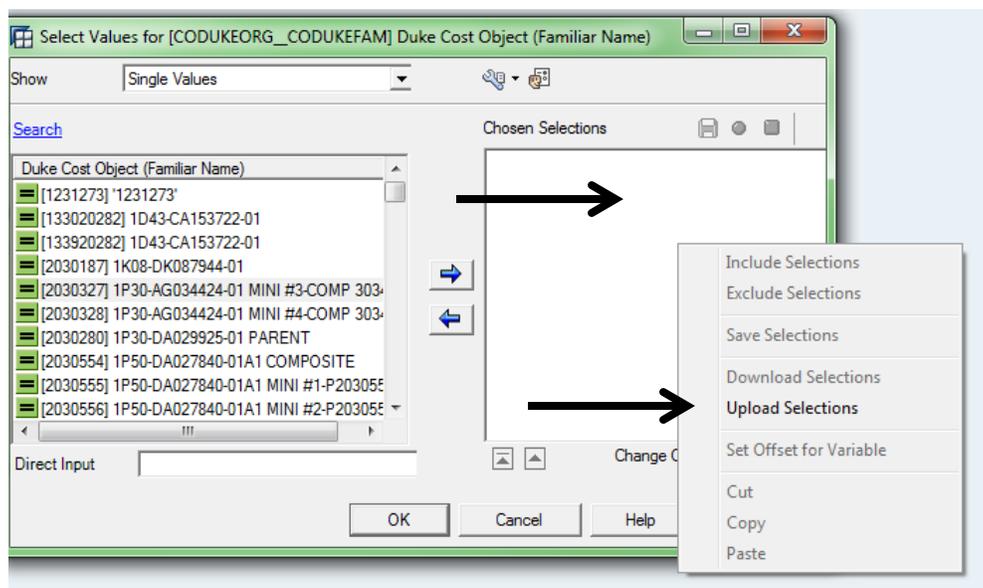


2. In the resulting Select Values for..., click on the **More >>** button (displays if the field allows for multiple selections).

Multiple Selection and Importing Variable Values – CONT.



- To select multiple values, use the Move to Selection and Remove from Selection buttons in the middle to add or remove more than one value (example, Cost Object / Fund Code).



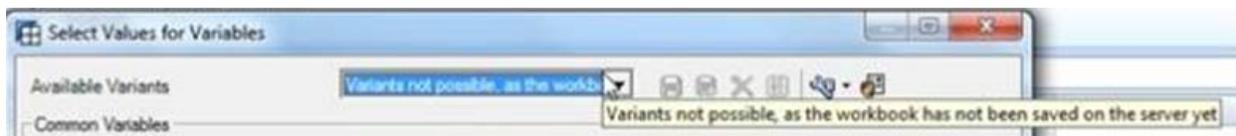
- To import values from a spreadsheet, etc., right click in the white area under Chosen Selections, use one of these options:
 - Click on **Upload Selections** option and upload from a spreadsheet.
 - OR if values were copied into the clipboard, click on **Paste**.
- Click **OK** to exit the window and complete the selection of multiple values.

Creating a Variable Variant (Selection Screen Variant) in an Upgraded BEx Workbook

1. Open an upgraded workbook.



2. Click the **Change Variable Values** button on the toolbar.



3. To create a **Variable Variant** (selection screen variant), in an upgraded workbook, the workbook must first be saved on the BW server, otherwise the above message may appear.



4. To save **Variable Variants** for the workbook, click the **Save** button on the BEx toolbar to save the workbook to the BW server (see the *Saving Workbooks* section).
5. Close the workbook.



6. Click the **Open** button to open the workbook from the BW server.
 - **Variable Variants** can be created for the workbook.
 - If desired, click **File -> Save As** to save the workbook in Excel on your local computer

*Note: If you use **File > Save versus File > Save As**, then you will need to remember to type the Excel file extension, e.g., .xlsm, .xlsx, etc.) on the end of the file name and choose an Excel option for the File Type.*

New: Layout for BEx 7.0 Workbooks More Streamlined

The screenshot shows the SAP BEx 7.0 Analyzer interface. At the top, there is a menu bar with 'BEx Analyzer' and a toolbar with various icons. Below the menu bar, there are 'Menu Commands' and 'Custom Toolbars'. The main area displays a workbook titled 'Fund Trial Balance (No Commitments) with Hierarchy' by 'Author WMIGNELZ'. The workbook is viewed in a table format, showing a hierarchy of cost objects. The table has columns for 'Duke CostObject', 'Cost Object', and 'Actual Am'.

Table		
Duke CostObject	Cost Object	Actual Am
OU322400000	Vice President Financial Services	-\$ 233,128,
OU3224000100	Vice President Financial Services	-\$ 1,570,
KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES	\$ 327,
KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE	-\$ 551,
KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP	-\$ 23,
KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH	-\$ 321,
KSDUKE0004573145	SYSTEMS DEVELOPMENT	-\$ 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

The screenshot shows the SAP BEx Analyzer interface with a table query titled "Duke CostObject". A context menu is open over the table, displaying various options. The table data includes columns for "Cost Object" and "Actual Amount".

Callout 1 (Left): Different context menu options appear depending on whether you right mouse click on column headings or in active cells within the query.

Callout 2 (Top Right): No longer a Back button – use right mouse click in shaded cell and choose “Back” options.

Callout 3 (Bottom Right): As in the past, right mouse clicking in a native Excel cell outside of the query provides only Excel functions.

Callout 4 (Bottom Center): Functions for All Characteristics and Change Local Queries are now found under Query Properties.

- 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 (see sections on Refreshing in this document).
 - 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.
 - Reminder: there is no **Back** (Undo) button –right mouse click in a cell and choose **Back One Navigation Step** or **Back to Start** options as outlined in next pages.
 - The **All Characteristics** option and **Change Local Queries** button are now accessed through **Query Properties** on the Context menu (for items like suppressing rows or changing characteristics) as outlined in next pages.
 - 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 Design Mode section of this transition guide.

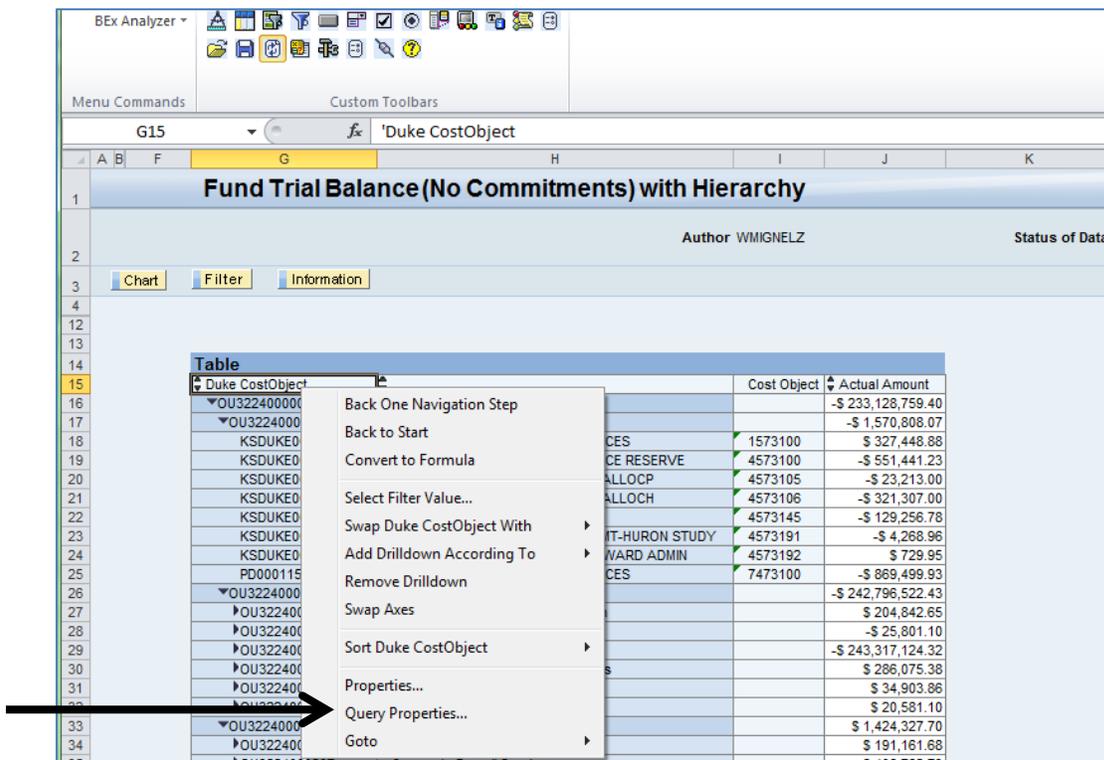
No Back / Undo Button on Toolbar – Use Context Menu

The screenshot displays the SAP Business Warehouse BEx Analyzer interface. At the top, there is a toolbar with various icons and a menu bar. Below the menu bar, the current query is identified as 'Duke CostObject'. The main area shows a table titled 'Fund Trial Balance (No Commitments) with Hierarchy'. The table has columns for 'Duke CostObject', 'Cost Object', and 'Actual Amount'. A context menu is open over the table, showing options: 'Back One Navigation Step', 'Back to Start', 'Convert to Formula', and 'Select Filter Value...'. Two black arrows point to the 'Back One Navigation Step' and 'Back to Start' options.

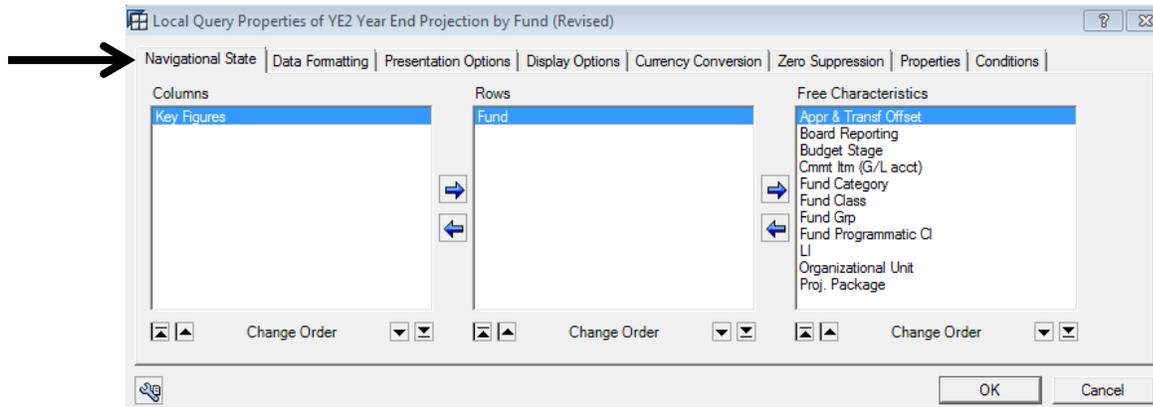
Duke CostObject	Cost Object	Actual Amount	
OU32240000		-\$ 233,128,759.40	
OU32240000		-\$ 1,570,808.07	
KSDUKE0			
KSDUKE0	1573100	\$ 327,448.88	
KSDUKE0	CE RESERVE	4573100	-\$ 551,441.23
KSDUKE0	ALLOCP	4573105	-\$ 23,213.00
KSDUKE0	ALLOCH	4573106	-\$ 321,307.00

- There is no **Back** (Undo) button –right mouse click on a cell within the query to display the Context Menu and choose **Back One Navigation Step** or **Back to Start** options.

Change Query (Local View) and All Characteristic Options Replaced with Query Properties in Context Menu



- The **All Characteristics** option on the right mouse click Context Menu, as well as the **Change Query (Local View)** in BEx 3.5 contained functions that were used for formatting, like suppressing zero rows or totals, adding or removing characteristics, etc.
- These options are still available via the right mouse click Context menu under the **Query Properties...** option.



- Use the tabs to change formatting and analysis for the workbook results as needed.

Removing, Adding, or Expanding Hierarchies in Queries Where Applicable

- For queries and workbooks that contain BFR / Org. Unit hierarchies (folders to open for details), the function to expand or remove the hierarchy is different.
- To remove the hierarchy (make inactive),
 - Right mouse click in a context cell (shaded cell within query results) and click on **Properties**
 - Click on the **Hierarchy** tab at the top of the dialog box.
 - Click in the **Activate Hierarchy** checkbox to **uncheck the box** and remove the hierarchy (similar to BEx 3.5).
 - Click **OK** to close the window and apply the change to the results.
- To add the hierarchy, repeat the above steps and click in the check box to display a check which activates the hierarchy.
- To fully expand the hierarchy (open all folders without having to click individually to open):
 - Right mouse click on an actual BFR Code / Org. Unit value within a column of the worksheet (**NOT THE COLUMN HEADING**).
 - Click on **Expand to Level** (you will not see this option if you have not right clicked in the proper location).
 - Choose the highest level (bottom of list, e.g., Level 12) to fully expand all the folders of hierarchy included in the results.

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.

New: Filter Button with Drag and Drop for Analysis

Fund Trial Balance (No Commitments) with Hierarchy			
			Author WMIGNELZ
Chart Filter Information			
Filter		Table	
Board Reporting		Duke CostObject	Cost Object Actual Amount
Commitment item		▼OU322400000	Vice President Financial Services -\$ 233,128.759.40
Duke CostObject		▼OU3224000100	Vice President Financial Services -\$ 1,570,808.07
Fund Category		KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES 1573100 \$ 327,448.88
Fund Class		KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE 4573100 -\$ 551,441.23
Fund Group		KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP 4573105 -\$ 23,213.00
Fund Programmatic Cl		KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH 4573106 -\$ 321,307.00
Fund Tier		KSDUKE0004573145	SYSTEMS DEVELOPMENT 4573145 -\$ 129,256.78
Fund		KSDUKE0004573191	AR & SPONSORED PROJECTS MGMT-HURON STUDY 4573191 -\$ 4,268.96
Key Figures		KSDUKE0004573192	HURON STUDY-CENTRAL POST-AWARD ADMIN 4573192 \$ 729.95
Link to Fund Center		PD00011577	VICE PRESIDENT FINANCIAL SERVICES 7473100 -\$ 869,499.93
Posting period		▼OU3224000203	Assoc VP Controller -\$ 242,796,522.43

- A new **Filter** button is available to use filters and add / remove drill-down data including a new drag and drop function.
 - These filter and drill-down options are still available in the right mouse click Context menu, as well.
- In the new BEx 7.0 results of a query/workbook, click on the **Filter** button available at the top of the query results to display a list of all available characteristics in the left margin of the results (may need to scroll down to see all characteristics listed).
 - Older BEx 3.5 workbooks upgraded / saved in BEx 7.0 will still have the characteristics for filtering listed at the top in the first section of the results versus a Filter button.
 - Query / workbook **MUST be refreshed first** in order to use this functionality.

Fund Trial Balance (No Commitments) with Hierarchy			
			Author WMIGNELZ
Chart Filter Information			
Filter		Table	
Board Reporting		Duke CostObject	Cost Object Actual Amount
Commitment item		▼OU322400000	Vice President Financial Services -\$ 233,128.759.40
Duke CostObject		▼OU3224000100	Vice President Financial Services -\$ 1,570,808.07
Fund Category		KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES 1573100 \$ 327,448.88
Fund Class		KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE 4573100 -\$ 551,441.23
Fund Group		KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP 4573105 -\$ 23,213.00
Fund Programmatic Cl		KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH 4573106 -\$ 321,307.00
Fund Tier		KSDUKE0004573145	SYSTEMS DEVELOPMENT 4573145 -\$ 129,256.78
Fund		KSDUKE0004573191	AR & SPONSORED PROJECTS MGMT-HURON STUDY 4573191 -\$ 4,268.96
Key Figures		KSDUKE0004573192	HURON STUDY-CENTRAL POST-AWARD ADMIN 4573192 \$ 729.95
Link to Fund Center		PD00011577	VICE PRESIDENT FINANCIAL SERVICES 7473100 -\$ 869,499.93
Posting period		▼OU3224000203	Assoc VP Controller -\$ 242,796,522.43

- Use the characteristics listed to perform right mouse click functions via the Context Menu including filter and add drill-down (across in column or down in rows).
 - For older BEx 3.5 workbooks upgraded / saved to BEx 7.0, right mouse click right on a characteristic listed at the top to use the Context Menu.
- You can also “drag and drop” the characteristic into the query results to filter, swap with, or add / remove a drill-down (see next examples for how drag and drop may be used in a query like the Fund Trial Balance).
 - **There are some drawbacks and nuances when using drag and drop functions, especially in more complex queries/workbooks where scrolling is needed, so use at your own discretion.**

New: Filter Button with Drag and Drop for Analysis– CONT.

Fund Trial Balance (No Commitments) with Hierarchy

Author WMIGNELZ

Chart Filter Information

Filter	Table	Cost Object	Actual Amount
Board Reporting	↓ Duke CostObject		
Commitment item	↓ OU3224000000	Vice President Financial Services	-\$ 233,128.7
Duke CostObject	↓ OU3224000100	Vice President Financial Services	-\$ 1,570.8

Chart Filter Information

Filter	Table	Actual Amount
Board Reporting	↓ Commitment item	
Commitment item	292400	RES G/L INVESTME \$ 0.00
Duke CostObject	292600	FUND EQUITY -\$ 275,708,258.38
Fund Category	302300	PENALTY CHARGES -\$ 582,737.37

- Example: To swap the results displayed from a Duke Cost Object view (first column) to a Commitment Item (G/L Account view, drag and drop Commitment Item into the first column header or value within the column.

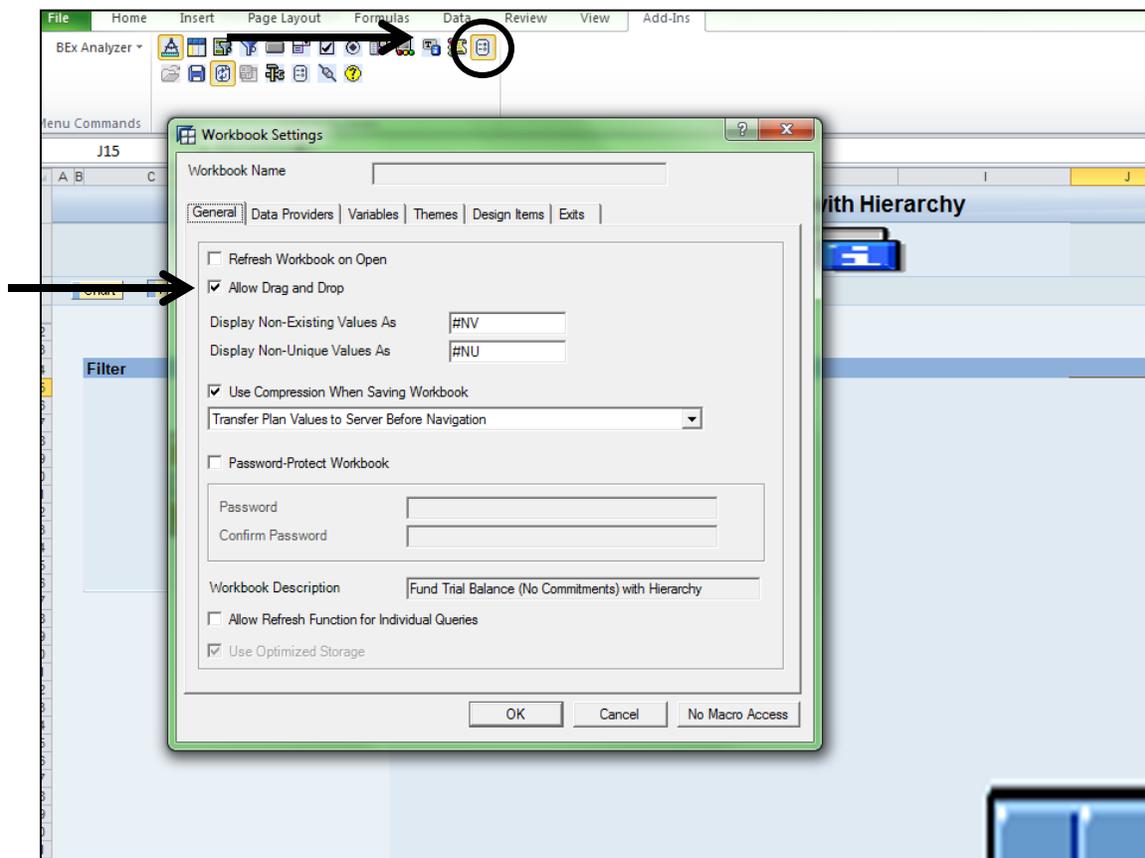
Chart Filter Information

Filter	Table	Cost Object	Actual Amount
Board Reporting	↓ Duke CostObject		
Commitment item	↓ OU3224000000	Vice President Financial Services	-\$ 233,128,759.40
Duke CostObject	↓ OU3224000100	Vice President Financial Services	-\$ 1,570,808.07
Fund Category	KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES	1573100 \$ 327,448.88
Fund Class	KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE	4573100 -\$ 551,441.23
Fund Group	KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP	4573105 -\$ 23,213.00
Fund Programmatic Cl	KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH	4573106 -\$ 321,307.00
Fund Tier	KSDUKE0004573145	SYSTEMS DEVELOPMENT	4573145 -\$ 129,256.78
Fund	KSDUKE0004573191	AR & SPONSORED PROJECTS MGMT-HURON STUDY	4573191 -\$ 4,268.96
Key Figures	KSDUKE0004573192	HURON STUDY-CENTRAL POST-AWARD ADMIN	4573192 \$ 729.95
Link to Fund Center	PD00011577	VICE PRESIDENT FINANCIAL SERVICES	7473100 -\$ 869,499.93
Posting period	↓ OU3224000203	Assoc VP Controller	7473100 -\$ 242,796,522.63
	↓ OU3224000201	Accounting Systems Administration	7473100 \$ 204,842.65

Table		Actual Amount	1	2	3	4
Duke CostObject	Cost Object	Posting period	#			
↓ OU3224000000	Vice President Financial Services		-\$ 275,708,258.38	\$ 5,258,841.64	\$ 4,058,510.92	\$ 5,983,942.88
↓ OU3224000100	Vice President Financial Services		-\$ 1,769,020.89	\$ 65,966.15	-\$ 8,472.50	\$ 11,275.35
KSDUKE0001573100	VICE PRESIDENT FINANCIAL SERVICES	1573100		\$ 67,002.85	\$ 27,783.96	\$ 29,232.90
KSDUKE0004573100	VICE PRESIDENT FINANCIAL SERVICE RESERVE	4573100	-\$ 454,754.34	-\$ 12,683.46	-\$ 15,101.38	-\$ 13,203.39
KSDUKE0004573105	FINANCIAL SERVICES RESERVE - ALLOCP	4573105	-\$ 23,213.00			
KSDUKE0004573106	FINANCIAL SERVICES RESERVE - ALLOCH	4573106	-\$ 321,307.00			
KSDUKE0004573145	SYSTEMS DEVELOPMENT	4573145	-\$ 129,256.78			
KSDUKE0004573191	AR & SPONSORED PROJECTS MGMT-HURON STUDY	4573191	-\$ 4,268.96			
KSDUKE0004573192	HURON STUDY-CENTRAL POST-AWARD ADMIN	4573192		\$ 16,400.92	-\$ 16,400.92	\$ 0.00
PD00011577	VICE PRESIDENT FINANCIAL SERVICES	7473100	-\$ 836,220.81	-\$ 4,754.16	-\$ 4,754.16	-\$ 4,754.16
↓ OU3224000203	Assoc VP Controller		-\$ 269,885,522.40	\$ 1,896,353.80	\$ 2,021,548.63	\$ 3,143,903.82
↓ OU3224000201	Accounting Systems Administration			\$ 29,808.30	\$ 29,332.06	\$ 33,428.48
↓ OU3224000205	Assoc VP Controller		-\$ 282,513.53	\$ 33,298.30	\$ 32,147.98	\$ 38,738.39

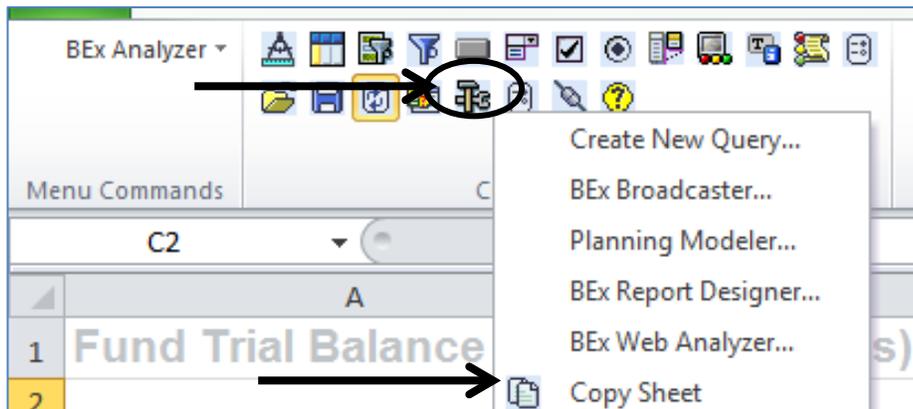
- Example: To add drill-down to the results, drag and drop a characteristic like Posting Period in the general area of where to add the drill-down – for example, on top of a value in the Actual Amount column (a black small arrow icon will appear in the body of the results to indicate if drill-down will be “down rows” or “across columns” – not displayed in example above).
- Right mouse click and choose **Back One Navigation Step** or **Back to Start** to “undo” any actions as needed OR simply drag and drop an item OUT of the results to undo the action.

New: Filter Button with Drag and Drop for Analysis – CONT.



- Given that there are nuances / drawbacks with dragging and dropping characteristics into complex workbooks AND that the filter, swap with, and drill-down options are also available using the right mouse click Context Menu, **if you do not wish to use the new Drag and Drop function, disable the function as follows:**
 - Click on the  **BEx Design Toolbox: Workbook Settings** icon (last icon top toolbar)
 - Click in the check box to uncheck the option for **Allow Drag and Drop**.
 - Click **OK** to close.
 - Click on the  **BEx Design Toolbox: Exit Design Mode** (first button top toolbar) to return to the results screen.

Copy Query No Longer Available – Replaced with Copy Sheet Option



- The **Copy Query** option on the Context Menu in BEx 3.5 is **no longer available**, so as an alternative option, use the **Copy Sheet** function:
 - Click on the  **Tools** button (lower toolbar).
 - Use the **Copy Sheet** function to copy a query to another worksheet in Excel (bottom tabs) as needed.



- If you encounter the above warning message when using Copy Sheet, click on the button labeled "**Save changes and discard signature**" to save the workbook.

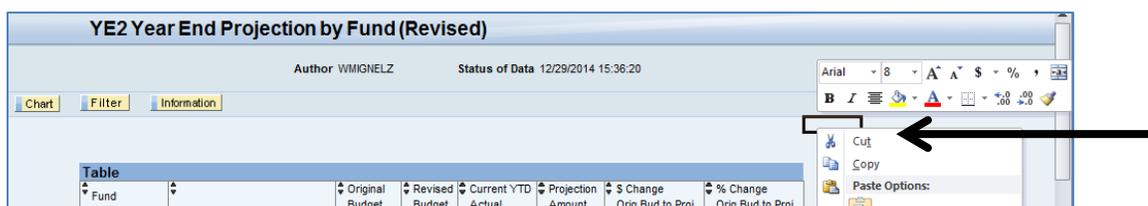
Refreshing a Workbook with a Single Embedded Query

- Just like BEx 3.5, use the  **Refresh** button OR the right mouse click Context Menu and choose **Refresh**.
 - When using Refresh, you may or may not be prompted to update selection variables depending on your workbook settings.
 - If not prompted to update selection variables, use the  **Change Variable Values** button to update selection variables as needed.
- **A workbook must be refreshed in order to access the context menu options (Swap with, Drill-down, etc.) via the right mouse click function.** If a workbook is opened and not refreshed, then the right mouse click on an active BEx cell will only display the **Refresh** option.

Using the Change Variable Values Button – Cancelling from Window Deletes Results Versus Refreshing Results

- Use the  **Change Variable Values** button to update any selection variables as needed at any time once in a workbook, which will also refresh the query embedded in the workbook.
 - **DO NOT CANCEL the window for Change Variable Values** once displayed if the action is not needed – use the **OK** button. You must click **OK** to re-process the query and display the results even if you don't change variables.
 - **Cancelling the window deletes all the results displayed**, so if you do cancel out of the window, then don't save the workbook results.
 - Note that the context (right mouse click) menu is NOT available if the Change Variable Values was cancelled and the workbook was refreshed.
- Refreshing a workbook containing multiple queries requires additional steps and settings to allow you to refresh one embedded query (separate Excel worksheet) at the time. Otherwise, ALL embedded queries refresh using the variables selected (see *Refreshing a Workbook with Multiple Embedded Queries* in this guide).

Using Context Menu to Refresh - Right Mouse Click In Active BEx Cells Versus Excel Native Cells



- Clicking outside the query results in a “native” Excel cell (i.e., a cell outside the BEx query results) displays Excel menu options like Cut, Copy, Paste etc.
 - To display available refresh options via the Refresh button on the BEx toolbar or context menu (right click), **be sure to click on a BEx active cell** (in the results) instead of a native Excel cell (outside the results).

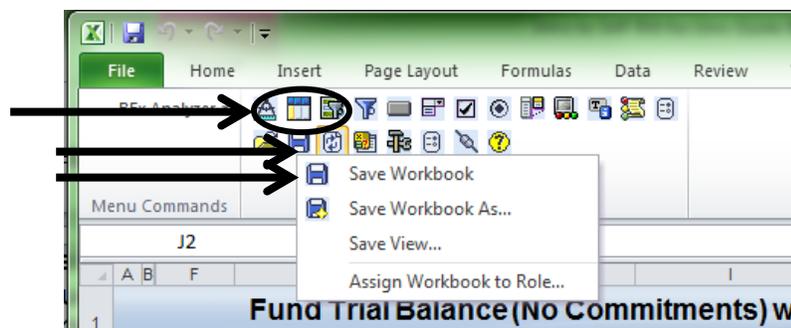
Refreshing a Workbook with Multiple Embedded Queries

- Note the following about using the  **Refresh** button or Context menu (right mouse click) for workbooks with multiple embedded queries:
 - **A query within a workbook must be refreshed in order to access the context menu options (Swap with, Drill-down, etc.) via the right mouse click function.**
 - If a workbook is opened and embedded queries have NOT been refreshed, the right mouse click will only display the **Refresh** options which will vary based on your Global and Workbook settings (see below for more on settings).
 - If you right mouse click within a native Excel cell (a cell outside the query results), the Context Menu will display just Excel options.
- Follow steps already outlined in the earlier section of this guide to select setting preferences (summarized below) - see section titled *Upgrading a BEx 3.5 Workbook with Multiple Embedded Queries in the Updated BEx Analyzer 7.0*:
 -  **Global Settings** button (BOTTOM Toolbar) – click to check and enable **Allow Refresh on Individual Queries for all Running Workbooks.**
 - Select the worksheet to be refreshed (bottom tabs in Excel workbook).
 - Right mouse click in a BEx active cell within the results and select **Refresh this Query** option – DO NOT right mouse click in a native Excel cell –
 - Use  **Workbook Settings** AFTER REFRESH IS DONE (top toolbar) to set other preferences (General tab for enabling individual query refresh, allowing drag and drop and Variable tab for variable prompts on refresh).
- Based on the preferences set for the workbook with multiple embedded queries, you will have different options available in the right mouse click Context Menu and  **Refresh** button (for SAP Logon 7.40):
 - **Refresh –Be careful when selecting this option.** FOR WORKBOOKS WITH MULTIPLE EMBEDDED QUERIES this option **ALWAYS refreshes all embedded active queries** within the workbook at once, whether used via the toolbar button or Context Menu (right mouse click). This option continues to appear until all active queries have been refreshed.
 - **Refresh This Query** – when available based on your settings, refreshes just the embedded query in a worksheet selected within a workbook.
 - **Full Refresh of Active Queries** – works like Refresh to refresh all active embedded queries within the workbook at once.
- **WARNING:** If you use the  **Refresh** button to refresh multiple embedded queries, be sure to have clicked into an active BEx cell within the results to ensure that all Refresh options are available.

Refreshing a Workbook with Multiple Embedded Queries – CONT.

- For BEx Analyzer 7.0 accessed via SAP Logon 7.40, please note that even after you have refreshed an individual query in the workbook with multiple embedded queries, the **Refresh** option will display at the top of the Context Menu (right mouse click) along with other options like Filter, Swap with..., etc. for that individual query / worksheet. This may be confusing as it appears you need to Refresh again, but **if that option is chosen, all embedded queries will be refreshed**, not just the individual query within the workbook.
- Also note that new BEx 7.0 workbooks will have the **Allow Refresh Function for Individual Queries** disabled by default, so you must enable this setting for new workbooks containing multiple embedded queries if desired.
- For detailed steps about workbook settings, refer to the **Introduction to SAP Business Warehouse (BEx v7.0) User Guide for Duke University** (available in May 2015).

Saving Workbooks – File > Save versus File > Save As



- To save the workbook to the BW server, click on the  **Save** button to display and choose the desired option per summary below:
 - Use the **Save Workbook** option to save over (overwrite or replace) an existing workbook.
 - Use the **Save Workbook As...** option the first time you are saving a query to a workbook or when you wish to save the formatted query as a different name than an already saved workbook (to NOT overwrite or replace an existing workbook).
- To save the workbook to your local network / computer (as an Excel file), the recommendation is to use **File > Save As** option.

*Note: If you use **File > Save versus File > Save As**, then you will need to remember to type the Excel file extension, e.g., *xlsm, xlsx, etc.*) on the end of the file name and choose an Excel option for the File Type.*

New: Design Mode Toolbar – Options Most Used

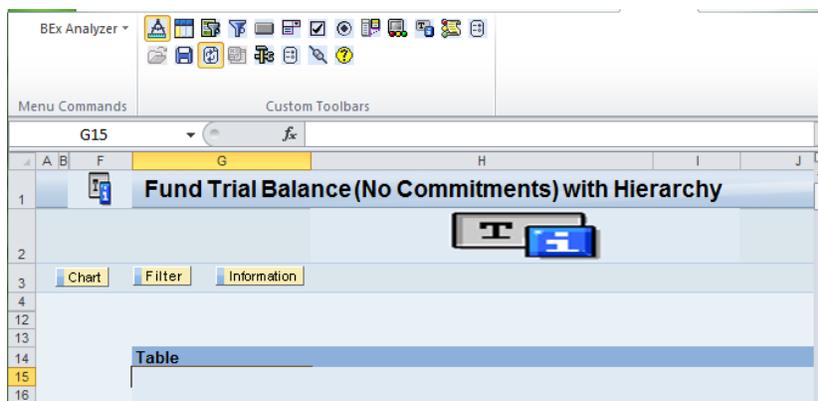


- The  **BEx Design Toolbox: Design Mode** (first button top tool bar) function and **other related “Design Mode” buttons on the top toolbar** allow users to apply some formatting changes – this top bar will not be used much by most users.
 - The  **BEx Design Toolbox: Workbook Settings** button (last button top toolbar) is used to edit workbook settings – see references in this section.

Recommended – Refresh Before Using Design Mode Options

- **Recommended before using Design Mode buttons:** Ensure once a workbook is opened that you have **refreshed the data BEFORE using Design Mode** (for multiple queries embedded in a workbook, refresh at least one single query).
 - If the workbook has not been refreshed, the act of using the Design Mode buttons will automatically refresh the workbook to the last saved values - for complex workbooks with multiple queries the refresh may be lengthy.

Recognize Design Mode – Entire View of BEx Results Changes

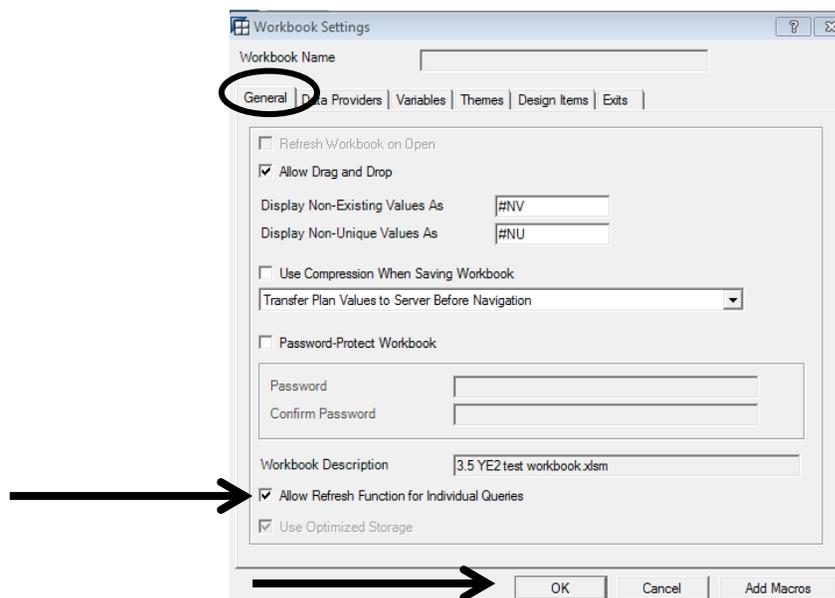


- After clicking the  **BEx Design Toolbox: Design Mode** button or other buttons on the top tool bar, the entire view of the screen changes and more options are available.
 - Review the screen and recognize that you are in Design Mode and to see query / workbook results again, simply exit Design Mode (see next page).
 - For detailed steps on using some of the Design Mode functions, refer to the ***Introduction to SAP Business Warehouse (BEx v7.0) User Guide for Duke University*** (available in May 2015).

New: Design Mode Toolbar Options – CONT.

Workbook Settings: General Options

- Click on the  **BEx Design Toolbox: Workbook Settings** button (top row) to edit settings for Variables Values (used to select values for a query / workbook).

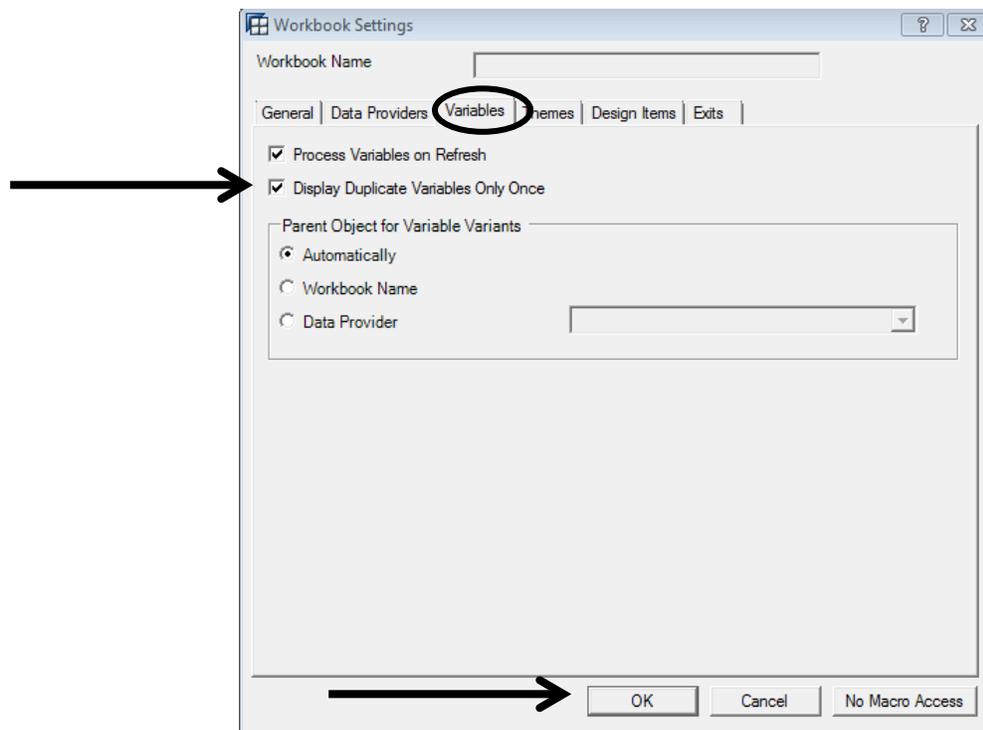


- Click in the checkboxes to select (check) or deselect (uncheck) the boxes as desired – some options you may wish to use are highlighted below.
 - **Allow Refresh Function for Individual Queries** – beneficial for workbooks with multiple embedded queries to allow individual queries to be refreshed.
 - **Allow Drag and Drop** – deselect if you do not wish to use this new function.
- Click **OK** when done.
- Remember to click the  **BEx Design Toolbox: Design Mode** to exit the Design Mode view.

New: Design Mode Toolbar Options – CONT.

Workbook Settings for Variables Values

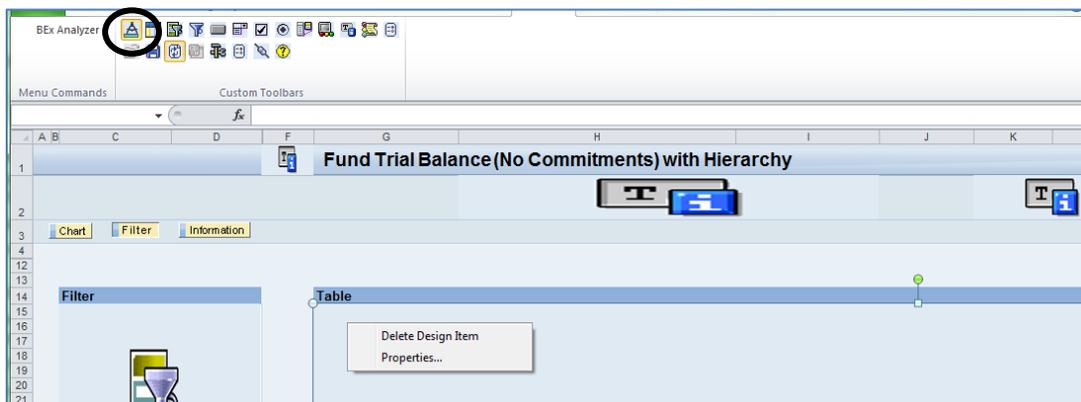
- Click on the  **BEx Design Toolbox: Workbook Settings** button (top row) to edit settings for Variables Values (used to select values for a query / workbook).



- Click on the **Variables** tab and choose the options desired per guidelines:
 - **Display Common Variables Only Once** - disable the option if you want to specify variable values independently in the Change Variables Values box for each query.
 - Disable the option if you want to display and select variable values independently in the Change Variables Values box for each individual query.
- Click **OK** when done.
- Remember to click the  **BEx Design Toolbox: Design Mode** to exit the Design Mode view.

New: Design Mode Toolbar Options – CONT.

Deselect Autofit to Prevent Column Width from Adjusting to a Default Width



- Use Design Mode to use **Autofit** and prevent column width from automatically changing back to a default width (done through Properties in BEx 3.5) – see summarized steps below.
 - Click on the  **BEx Design Toolbox: Design Mode** button.
 - Under the Table column, right mouse click in the shaded body of this area.
 - Click on **Properties** and click in the box to uncheck the option for **Autofit** to disable this feature.

Exit Design Mode to Return to the BEx Results



- To exit the Design Mode view and return to the workbook view, simply click on the  **BEx Design Toolbox: Exit Design Mode** button again.