Business Explorer–Analyzer for Power Users
BEX_305

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• Course Summary
Prerequisites & Access

• Prerequisites
  - Access to data in IRIS R/3 Production and/or BEx Web Reporting
  - Successfully completion of either
    - BEX_300 Business Warehouse: BEx Web Reporting
    Or
    - BEX_SLCM_300 Business Warehouse: SLCM BEx Web Reporting

• For Access
  - Have BEX_305 on training plan
  - Signed Statement of Responsibility (SOR)
  - Successfully completion of BEX_305
Unit 1 – BEx Analyzer Overview

- BEx Analyzer Overview
- BW Reporting Roles
- User Role Functions
- Power User Functionality
- BEx–Analyzer Access

BEx Analyzer Overview

IRIS R/3 Production

InfoProvider (summarized data)

BW ODS (Operational Data Store equivalent to flat file)

Query (used to produce BW reports)
BW Reporting Roles

- End Users
  - Uses BEx Web Reporting to view queries
  - Can only use queries that are assigned to a user’s role

- Power Users
  - Uses BEx–Analyzer to generate queries for ad–hoc reporting in production
  - More responsibility for Saved Views in order to help End Users
### User Role Functions

#### In BW

<table>
<thead>
<tr>
<th>Function</th>
<th>End-User</th>
<th>Power User</th>
<th>Report Developer</th>
<th>Report Developer 2</th>
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<tr>
<td>Run Query</td>
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<td>Run Query View</td>
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<td>Create Query View (starting with Z...)</td>
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<td>Change Query View (starting with Z...)</td>
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<td>Create Query (starting with Y...)</td>
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<td>Create Global Structure</td>
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<td>Display Restricted Key Figures</td>
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<td>RSRT analyze query &amp; comp</td>
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<td>RSRT2 analyze web item</td>
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<td>RSA1 display</td>
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Power User Role Functionality

• Run, Create, Change, Delete, and Display
  • Queries
  • Query Views

• Display & Use Global Structures, Variables, Restricted Key Figures, Calculated Key Figures, and Hierarchies

• Create & Use Local Structures, Restricted Key Figures, and Calculated Key Figures

• Save \( Y \) queries within the Power User name space

BEx–Analyzer Requirements

• Web browser in Windows
  • Microsoft Internet Explorer (MS IE) 6.x and above
  • Netscape Navigator (NS) 6.x and above
  • Other web browsers, such as Firefox, are not advised (may behave differently or not at all)

• Active Directory services account
  • Domain is AD or MC
BEx–Analyzer Requirements

• SAPGUI
  • Need the most recent version
  • More information on the IRIS website
    http://www.uky.edu/IRIS/news/SAPGUI710Info.html

• Microsoft Excel
  • Works with both the 2003 and 2007 versions
  • More information for version 2007 on the IRIS Website
    http://www.uky.edu/IRIS/news/desktopinformation.html

Summary

• BEx Analyzer Overview
• BW Reporting Roles
• User Role Functions
• Power User Functionality
• BEx–Analyzer Access
BEx Analyzer

Unit 2 – BEx Analyzer

• How to Access
• BEx Analyzer
• BEx Analyzer Toolbar
How to Access

• Log on to the myUK portal

• Click on BW BEx Reporting

BEx Analyzer

• BEx Analyzer opens up Microsoft Excel and, in the background, the SAP Easy Access screen
  • Excel 2003 – Business Explorer menu and floating toolbar added
  • Excel 2007 – Business Explorer menu and toolbar added under the Add-Ins tab
BEx Analyzer

• SAP Easy Access MUST remain open to run your queries

• If it closes, save query, close Excel, and then go back to the portal link to reopen the BEx–Analyzer

BEx Analyzer

• If Excel does not seem to open, an active Excel session may be open; the new toolbar and menu could have been added to the existing session

• BEx–Analyzer Toolbar in Excel 2003 does not always show up in the same place in the group of toolbars
  - Move to desired location
BEx Analyzer

- If Excel closes accidentally and the SAP screen is still open, re-open Excel by typing RRMX in the Command field on the SAP Easy Access Menu window.

Exercise

- Log into BW BEx Reporting
BEx Analyzer Toolbar

Items in **BOLD** covered during this class

- **Open**
- **Save**
- **Refresh query**
- **Back**
- **Change query**
- **Goto**
- **OLAP functions for active cells**
- **Format**
- **Layout**
- **Tools**
- **Settings**
- **Help**

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**Open**

- **Workbooks** – Used by KMSF

- **Queries**
  - Selection of characteristics and key figures (InfoObjects) for the analysis of the data in an InfoProvider (InfoCube, ODS, etc.)
  - Always refers exactly to one InfoProvider; can define as many queries as you like for each InfoProvider

- **Saved Views**
  - Created when base query is run, make changes (drill-downs, filters, etc.) and save view changes (but not data) to run later
    - Base query does not change, only the current view of the data
BEX View Tools

- Used after running a query view in Excel
  - Save – saves view for later recall
  - Refresh query – brings up the parameter window
  - Back – allows going back one step and undo last change
  - Change query
    - Local view – provides ability to make changes to current query, but does not allow addition of new objects to the query
    - Global definition – provides ability to make changes to current query and allows addition of new objects to the query
    - Change variable values – allows view of personalized variable values

Help

- Use the Help button to get to the SAP Library
  - Provides more information about BEx Analyzer
Summary

• How to Access
• BEx Analyzer
• BEx Analyzer Toolbar

Unit 3

Display Query
Unit 3 – Display Query

• Select Query Window
• Query Display
• Query Designer Window
• Query Designer Toolbar

Select Query Window

• To get to Query Designer, click the Open icon and select Queries

• History, Favorites, Roles, and InfoAreas contain available queries
**Select Query Window**

- Contains queries you have created, opened, or recently viewed
- Contains queries you created or accessed and assigned to Favorites
- Contains Q (shared) queries; cannot change or delete; can display and do a **Save As**
- Contains both Q (shared) and Y (Power User) queries

**Select Query Window**

- **Find**
  - Use to find a particular query
  - Can be useful when you have access to a number of queries and need to find one quickly
- **Add to Favorites**
  - Use to bookmark a shared query to Favorites by single-clicking the query and clicking on this icon
Select Query Window

• Enter in Role
  - Function not available to Power Users
  - Used by Report Publishers

• New
  - Create a new query
  - Provides access to all InfoProviders to which you have access

Select Query Window

• Change
  - Use to display or change
    - Q query opens in display mode
      (system message stating you do not have authorization to change displays, respond by clicking the OK button)
    - Y query opens in change mode

• Delete
  - Deletes the selected query
  - Cannot delete Q queries
Select Query Window

- Technical Names On/Off
  - Displays technical names for roles, queries, etc.
  - Important when communicating to the BW Reporting Group

- Properties On/Off
  - Provides information about selected query

Query Display

- Click on the Technical Name icon
  - Descriptions can be identical while technical names are unique

- To display a query, click on either History (default), Favorites, Roles, or InfoAreas
  - Or use Find icon to search for a particular query
Query Display

• Continue to expand until you see the query you want to display and highlight it

• To display the query you can:
  • Click on the Change icon
  • Right-click and select Change

Note: Double-clicking on the query or single-clicking and clicking on OK will cause the query to run

Query Display

• Q queries open with everything grayed out
  • System message states you will not be able to make changes to these reports; click OK to proceed
  • Use Save As and enter a new report name using the Naming Standards to save change
Exercise

• Display Query

Query Designer Windows

• Contains six adjustable frames

• Highly advised to turn on technical names which subdivides five of the windows into two parts
InfoProvider Frame

- Description and, with Technical Names on, the technical name of the InfoProvider displays at top
  - Example: the InfoProvider description is FMBCS Budget & Actuals technical name is ZPU_C02

- Provides access to everything available in the InfoProvider

InfoProvider Frame

- Elements of the InfoProvider
  - Structure (in some, but not in all, InfoProviders)
    - Reusable/Global Structures
      - Saved as reusable
      - Can be used in several queries for same InfoProvider
      - Located only in InfoProvider area
InfoProvider Frame

• Elements of the InfoProvider
  
  • Key Figures
    ▪ May contain **Calculated Key Figures**
    ▪ May contain **Restricted Key Figures**
    ▪ Does contain one or more key figures that are in the InfoProvider (created by BW developers)
  
  • Dimensions
    ▪ Characteristics are under the Dimensions folder

InfoProvider Frame

• **Calculated Key Figure**
  ▪ Generated using an Expression Builder from the key figures in the Key Figure structure

• **Restricted Key Figure**
  ▪ Restricted by certain values for each characteristic selected
  ▪ May contain multiple characteristics
    ▪ May be restricted by multiple values
InfoProvider Frame

- To view a **Calculated** or **Restricted Key Figure**
  - Right-click on it in the InfoProvider frame
  - Select **Edit/Display** (depending on which mode you are in)

Characteristic Icons

- **Information**
  - If **Funds Center** selected, **FM area** will be automatically selected
  - **FM area** helps to define the **Funds Center**
  - Can keep it or not
  - Can put it in the **Filter** window and restrict it
  - May not show up under a characteristic
Characteristic Icons

- Attributes
  - Master data attributes
  - For display only
  - Tied to a particular characteristic and moves with the characteristic (such as drill down or drill across)
  - Cannot filter on an attribute
  - May not show up under a characteristic

- Characteristic Value Variables
  - Parameters available to use
  - Details may be viewed which show whether it is
    - Mandatory or optional
    - Single value, selection option, interval, etc.
  - If new variable/parameter needed, send request to BI-Requests@email.uky.edu
  - All characteristics have icon, but may not have variable under it
Characteristic Icons

• **Values**
  - Gives all the possible values for the characteristic
    - **Example:** Budget Family has General Fund–State Approp, Auxiliary Funds, etc.
  - All characteristics have this icon
  - If a large number of values exist, a selection window will display

Filter Frame

• All of the InfoProvider data is aggregated using the filter selection of the query

• Characteristics in the Filter frame do not display in the query nor can they be changed
### Free Characteristics Frame

- Not displayed on the initial report
- Additional fields available to be included in the report
- Have capability for
  - Drill-down
  - Drill-across
  - Filtering

### Columns Frame

- Shown vertically in the initial report
- Normally contains key figures
  - Amounts or units for which calculations can be made
  - Examples include
    - Sums
    - Averages
    - Counts
Rows Frame

- Shown horizontally in the initial report
- Normally contains characteristics or descriptive data
- Examples include
  - Funds Center
  - FCTR Department
  - Commt/Actual Detail

Rough Draft Frame

- Displays rough draft of initial report
- Only shows what has been placed in Rows and Columns
Query Designer Toolbar

- **Exit and Use Query**
  - Exits the Query Designer and runs report in Excel
  - Opens window for saving, if changes were made

- **Exit Query**
  - Exits the **Query Designer** without running a report
  - Opens window for saving, if changes were made

- **Display Query in Web**
  - Runs query in a browser; most efficient way to run query
    (see Query Guidelines)
**Query Designer Toolbar**

- **New Query**
  - *New Query Select Provider* window displays

- **Open Query**
  - *SAP BEX: Select Query* window displays

- **Save Query**
  - Use to save query

- **Save Query As**
  - Use to duplicate the open query
  - Use to duplicate and change a query and make changes in your own name space

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**Query Designer Toolbar**

- **Delete Query**
  - Deletes the existing query that is open

- **Exception**
  - Creating exception allows color-coding on cells that meet certain specific criteria

- **Condition**
  - Creating condition allows only data that meets certain criteria, defined by you, to display, such as the top ten salaries
Query Designer Toolbar

- **Query Properties**
  - Set the properties of the query to meet the query guidelines

- **Check Query**
  - Checks the syntax of your query

- **Use Query in Workbooks**
  - Cannot use with Active Directory Services

- **Display <-> Change**
  - Toggles from display mode to change mode
  - Does not work on Q queries

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Query Designer Toolbar

- **Change Query (global definition)**
  - If in a local view, can go to the global view
    - Does not work to go from global to local

- **Tabular Display**
  - Toggle that results in the report displaying in a tabular format

- **Technical Name**
  - Toggles on/off the technical names
Query Designer Toolbar

• Context Menu
  • Shows the Context Menu for what is selected
  • Right-click to display the context menu quickly

• Help
  • Opens the SAP Library which can provide more in-depth information about the Query Designer

Summary

• Select Query Window
• Query Display
• Query Designer Window
• Query Designer Toolbar
Create Using an Existing Query

• Modify Query
• Using Save As
• Add InfoObjects
• Reorganize InfoObjects
• Remove InfoObjects
• Variables
• Restrictions
Modify Query

- Simple, quick way to create a new query

- Uses the InfoProvider used in the query you select
  - Will not be able to see InfoProviders that do not have existing queries

- Three ways to create new query using old query

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Modify Query

- Add or Remove
  - Info Objects
  - Attributes
  - Variables

- Restrict Info Objects
- Reorganize Info Objects
- Etc.
Modify Query

- Single-click an existing query and click on Change

OR

- Right-click on the query and select Change

Modify Query

- Turn on Technical Names
  - Technical name of InfoProvider is needed to create a new query
Using Save As

- **Remember!** Use the **Save As** functionality if you are changing an existing report
  - Ensures that changes are not made to another person’s report

- To save, click on **Save As**

![Save As Image]

Using Save As

- Click on **Technical Name On/Off**

![Technical Name Image]

- Save all queries in the **Favorites** (default) folder

![Favorites Image]
Using Save As

• Change the **Description** field
  - Should be as descriptive as possible
  - Can use up to 60 characters for the description

Using Save As

• Must use the **BW Query Naming Standards** for Technical Name
  - **Identifies**
    - Power User query
    - InfoProvider
    - User who created it
  - **Shows it is a customized query**
    - Use sequential numbers in the range of 5000 to 9999
Using Save As

• Enter a Technical Name following BW Naming Standards

YZPU_C02_USER01_5000

• Y – is a **must** for Power Users
• Cube – technical name of the InfoProvider
• Underscore
• Userid – your Active Directory Services userid
• Underscore
• Nnnn – Your next number available for that InfoProvider
  - Starting number is 5000

Using Save As

• Click on **Save**

• System message displays in the status field in the lower left of the screen
• Description and technical displays in the Query Designer title bar after saving
Using Save As

• If you receive a warning message telling you that the Technical Name is already in use…

  ![Error Message]

  **STOP**

• Give the query a new Technical Name and then click on Save

Add InfoObjects

• Add objects by dragging and dropping them into the appropriate frame
Remove InfoObjects

- Two ways to remove an object
  - Drag and drop it back to the InfoProvider frame
  - Right-click on the object and select **Delete**

Reorganize InfoObjects

- Move objects to a different window by dragging and dropping
  - Such as from **Rows** to **Free Characteristics**
  - To move **Key Figures** from **Columns** to **Rows**, drag and drop the **Key Figures** structure
Variables

- Restrict amount of data displayed in the initial report by using a time period (as per Query Guidelines), such as **UK Fiscal Year/Per**, as a variable field

- Place a variable on the characteristic in two ways
  - By using characteristic in the **InfoProvider** frame
  - OR
  - After placing the characteristic in the **Rows, Columns, or Free Characteristics** frames
Variables

• In the InfoProvider frame
  • Click to the left of the Characteristic Value Variable for the object to display available variables
  • To see properties of variable, right-click and display or edit

• Drag and drop the variable on top of the object to which it belongs

Variables

• In the Rows, Columns, and Free Characteristics frame
  • Move the characteristic to the desired frame
  • Right-click on it and select Restrict

• Click on the Variables tab in the Selection For... window

• Turn on Technical Names by right-clicking on one of the values and selecting Technical Names
Variables

- Check the type of variable by right-clicking on it and selecting Change

- In the Details section:
  - **Variable Represents** lists if the variable is a single value or a selection option
  - **Variable Entry Is** lists if the variable is mandatory, optional, etc

- Click OK to close the window

Select the Variable:

- Double-click on variable
- OR
- Single-click on variable, and then click Add
- OR
- Drag and drop variable into the Selection screen

Click OK
Restrictions

• To restrict characteristic by right-click and select **Restrict**

![](image1)

Restrictions

• When the **Selection** window displays, and either
  
  • Single-click on value from the **Description** column and click **Add** button
  
  OR
  
  • Double-click on value
  
  OR
  
  • Drag and drop in **Selection** column

![](image2)
Restrictions

• Can select a range of values by choosing **Value Range** in the **Selection** field

![Selection for Commitment Item](image)

• Then choose the range

![Selection for Commitment Item](image)

Restrictions

• If value not listed, may be due to limits set on the list (typically set at 100)

• Click on **Display Other Values** button to change the default setting

![Selection for Commitment Item](image)
Restrictions

- Can select other values from **Number of Displayed Values** list
  - **CAUTION!** Use (All) with other restrictions are placed
  - If no other restrictions, may result in long list and long processing time
- View only the values in the InfoProvider if box checked or deselect it to view all of the valid values, even if they are not currently in the InfoProvider
Restrictions

- Enter the search word or term
  - Example: part of the UK department number is entered with a wildcard

- When selections are made, click on Add

Restrictions

- Click on OK

- Scroll to find your value
  - Single-click on it and click on Add
  - Double-click on it
  - Drag and drop it to the right-hand side
Restrictions

• Your selection will move to the Selection column

• Click on OK

• Selection will display below the characteristic

Summary

• Modify Query
• Using Save As
• Add InfoObjects
• Reorganize InfoObjects
• Remove InfoObjects
• Variables
• Restrictions
Run Query

Unit 5 – Run Query

• Run Query
• Via the Web
• Via Excel
Run Query

- **Web**
  - Provides you with the same view the End User will see when they run the report; also, the most efficient

- **Excel**
  - Provides the ability to save and manipulate the report within a spreadsheet

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Run Query

- **If not in Query Designer**
  - Log into Query Designer
  - Click on the **Open** icon and select **Queries**
  - Turn on **Technical Names**
  - Drill-down to a query
Via the Web

- Right-click on the query and select **Change**

**OR**

- Single-click on the query and click on the **Change** icon

Via the Web

- Click on **Display Query on the Web**
- Looks like a spreadsheet with a world in the upper left corner
Via the Web

• Enter the required variables and any other variables you want to use
  • Required variables are identified by an asterisk (*) on the end of the variable description

• Click on **Execute**

Via the Web

• Change report by adding **Free Characteristics**, filtering, or changing the properties on a characteristic
Via Excel

• Three ways to run query via Excel
  • From SAP BEx: Select Query window
    • Double-click on query

  OR

  • Single-click on query and click on OK

Via Excel

• From opened query in Query Designer, click on Quit and Use Query

• Enter required values and any optional ones

• Click Execute to run
Via Excel

- Report has all the limitations of Excel, so be aware of how much data you are requesting

- The InfoObject list will be located at the top of the spreadsheet

- Filter by right-clicking on a characteristic or key figure and selecting Select Filter Value...
Via Excel

- Add and/or change drill-downs, drill-across, change properties, etc.
  - Looks different than web report

- Cannot hide repeated values in Excel
  - Need to go back to **Query Designer** and uncheck the box if you want every cell populated

- Can change structures from drill-down to drill-across and visa versa
Via Excel

- Can save the spreadsheet if needed

- Exit out of the Spreadsheet, but not out of Excel and BEx Analyzer

Summary

- Run Query
- Via the Web
- Via Excel
Properties

• Properties
• Characteristic Properties
• Query Properties
Properties

- Use BEx Query Guidelines to make the query more efficient and standardized

- Two types of properties
  - Characteristic
  - Query

Properties of Characteristics

- Right-click on each characteristic in both Rows and Free Characteristics frames
  - Do not need to change characteristics in the Filter frame

- Select Properties
Properties of Characteristics

- Change **Display As** to **Key and Text** if available
  - If the characteristic text will always be the same as the key, just display as **Key**
  - If the default is **Standard Key and Text**, it also meets the Query Guidelines

Properties of Characteristics

- Change **Display of Results / Suppress Results Rows** from **Never** to **With Only One Value**
  - **Never** means the Results rows always displayed
  - (Recommended) **With Only One Value** will suppress the Results rows when there is only one value that it represents
  - **Always** means the Results rows are not displayed
Properties of Characteristics

- Click OK

- Remember! Change the properties for all characteristics in both the Rows and Free Characteristics frames.

Query Properties

- To change properties of the query, click on Query Properties.

- Query Properties window displays with three tabs:
  - Generic
  - Display
  - Extended
**Query Properties**

- **On the General tab**
  - Arrange multiple variables using these priorities
    - Required time variables
    - Required non-time variables
    - Optional variables
  - Optional variables should be put in logical order
  - Check existing, published queries to view logical order

- **Display Tab**
  - Change Display of +/- Signs to (X)
  - In the Suppress Zeros box, change Suppression to Active
    - Actively suppresses the zeros
Query Properties

• Display Tab (Optional settings)
  • Zero Value Display – allows you to set how a zero will be displayed
  • Select Show Zeros As in the Zero Value Display field
  • Enter how the zeros should display in the Show Zeros As field

• Hide Repeated Key Values – affects report exported to Excel or run it in Excel/BEx–Analyzer
  ▪ If checked, will hide repeated key values
  ▪ If unchecked, will populate every cell of the spreadsheet

• When finished setting query properties, click OK
Summary

• Properties
• Characteristic Properties
• Query Properties

Unit 7

Create Query
Unit 7 – Create Query

• Create Query Without Using Existing Queries
• InfoProvider Icons
• Save Query

Create Query

• To create a query, first determine what data you want to retrieve

• For example, to create a financial report on certain funds centers within a specific college, you may want:
  • Fiscal year/period, G/L Account, Fund, Functional Area, Encumbrances, Amnt in FM Area Crcy, etc.

• Determine which InfoProvider contains needed data
InfoProvider Icons

- **InfoCube**
  - Provides both master data and transactional data
  - Quick because it is summarized data

- **Master Data InfoObjects**
  - Provides only master data
  - Quick

- **Operational Data Store (ODS)**
  - Stores consolidated and cleansed transaction data on a document level
  - Slower than using InfoCubes or Master Data InfoObjects
  - Faster than MultiProviders or InfoSets

- **MultiProviders**
  - Combines data from several InfoProviders with a union operation making it available for reporting
  - Slower than using InfoCubes, Master Data InfoObjects, ODS objects

- **InfoSets**
  - Allows creation of reports on ODS objects, InfoCubes, and InfoObjects
  - Slower than using InfoCubes, Master Data InfoObjects, ODS objects
Create Query

- Create a query without using an existing query
  - Allows use of any InfoProvider to which you have access

- Open SAP BEx: Select Query window and click New

Create Query

- History
  - Shows InfoProviders have used in past

- InfoAreas
  - Shows all InfoProviders to which you have access
Create Query

- Single-click on the InfoProvider

- Click on OK button

Save Query

- To save, click on Technical Names

- InfoProvider's technical name will be needed to save the query

- Create the query as described in earlier units
Save Query

- Click on the Save icon
  - If you click on one of the first seven icons, the system will ask you if you want to save

- Click on Technical Names in the Save Query window

Save Query – Description

- Favorites is the default setting

- In the Description field, enter a concise description of the report
  - Should be as descriptive as possible
  - Can use up to 60 characters for the description
Save Query – Technical Name

• You must use the **BEx Query Naming Standards** for the Technical Name
  
  • Identifies it as a Power User’s query
  • Provides the InfoProvider’s identity
  • Provides the identity of the User who created it
  • Shows that it is a customized query
    
    ▪ Customized queries should use sequential numbers in the range of 5000 to 9999

![Technical Name Entry](image)

Save Query – Technical Name

• Enter a Technical Name following BW Naming Standards

**YZPU_C02_USER01_5000**

• Y – is a **must** for Power Users
• Cube – technical name of the InfoProvider
• Underscore
• Userid – your Active Directory Services userid
• Underscore
• Nnnn – Your next number available for that InfoProvider
  
  ▪ Starting number is 5000
Save Query

• Click on Save

• System message appears in the status field in the lower left of the screen

• After saving, description and technical displays in the Query Designer title bar

Save Query

• If you receive a warning message telling you that the Technical Name is already in use...

  STOP

• Give the query a new Technical Name and then click on Save
Summary

• Create Query Without Using Existing Queries
• InfoProvider Icons
• Save Query

Delete Query
Unit 8 – Delete Query

• Delete a Query

Delete Query

• Be careful when deleting a query to make sure you are deleting the correct one

• Be aware of the technical name to ensure you are deleting your query and not someone else’s query, since the descriptions can be identical

• You cannot delete a query with a technical name starting with Q

• If you are not sure, STOP! DO NOT PASS GO!....
Delete Query

- Click on **Open** and select **Queries**
- Click on **Technical Names**
  - Ensures correct query is chosen

- Drill down to query
  - Check the technical name to confirm the correct query is selected
- Single-click on the query and choose the **Delete** icon
  OR
- Right-click on the query and select **Delete**
Delete Query

- A system message asking if you want to delete this query will display

- If you do want to delete the query, click on Yes

- Your deletion is complete

Summary

- Delete a Query
Unit 9 – Query Views

• Creating & Saving a Query View
• Run a Query View
• Change a Query View
• Delete a Query View
Query Views

- A query view is a picture of a query that saves any formatting done to the output of the query (the report)

- Examples of formatting
  - Hiding key figures from the initial display of the report
  - Drill-down
  - Drill-across
  - Swap columns

Query Views

- Can save and run query views from BEx-Web, just like the End User

- Power user can do more
  - Can actually change the original query view
  - Can delete the original query view
    - The only way to delete a query view is through BEx-Analyzer
BEx Analyzer Toolbar

Items in **BOLD** covered during this class

- Open
- Save
- Refresh query
- Back
- Change query
- Goto
- OLAP functions for active cells
- Format
- Layout
- Tools
- Settings
- Help

Save

- Save as new workbook
  - Used by KMSF
- Save view as jump target
  - Used by KMSF
- Save view global
  - Saves view for later recall it
  - To use first run query in BEx Analyzer/Excel
Refresh Query

- First run the query in BEx-Analyzer
- Brings up the parameter window for you to adjust the values of
  the variables

Back

- First run the query in BEx-Analyzer
- Allows you to go back one step and undo the last change
Change Query

- Change query (local view)
  - Provides ability to create local calculated and restricted key figures for the current query view
  - Does not allow addition Key Figures, Characteristics or restriction characteristic values on the query level

- Change query (global definition)
  - Provides ability to add Key Figures and/or Characteristics and restrict the characteristic values on the query level

- Change variable values
  - Returns to the parameter screen, so variable values can be changed
  - Also allows you to see your personalized variable values
Create Query View

• First and foremost, **RUN THE QUERY** in Excel

• Click on **Open** and select **Queries**

• Drill-down to a query and double-click on it

Create Query View

• Enter any restricted variables along with any other variables

• Click on **Execute**
Create Query View

• Make any changes you want to make
  • Examples
    ▪ Right-click on characteristic to select filter value
    ▪ Drill-down
    ▪ Change properties

• Click on Save and select Save view global

Remember: Query View Technical Names have the following format: UserID_nnnn
Create Query View

- Click on OK

- If technical name already exists, a system message will display

  - If you are not positive that you typed in the technical name correctly DO NOT PRESS YES!!!!!!!
    - Change the name, if needed, to save

Run Query View

- Click on Open and select Saved Views

- Turn on Technical Names

- Query views under listed under query
  - Same listings as seen on SAP BEx: Open Query window
Run Query View

• Click on Open and select Saved Views

• Turn on Technical Names

• Query views under listed under query
  • Same listings as seen on SAP BEx: Open Query window

Run Query View

• Find view and double-click on it to run
  • Can do a find if part of the description or technical name is known
Delete Query View

Power Users are responsible for deleting query views for end users

• To delete a query view, click on Open and select Saved Views

• Turn on Technical Names

• Find the view
  • Caution! Be sure to double-check the Technical Name

• Notify the end user that the sequence number or technical name can be reused
Delete Query View

- Delete the query view by either:
  - Right-clicking on the query view and selecting **Delete**

  OR

  - Highlight the query view and click on the **Delete** icon

- When the Delete system message displays, click on **Yes**

- Notify the end user that the sequence number or technical name can be reused
Summary

- Creating & Saving a Query View
- Run a Query View
- Change a Query View
- Delete a Query View

Power User Help Websites

- myHelp website:
  - http://myHelp.uky.edu/rwd/HTML/BW.html
  - Contains Quick Reference Cards (QRCs), course manuals, BW Frequently Asked Questions, and other job aids

- IRIS website
  - http://www.uky.edu/IRIS/BW/
  - Contains Documentation, Assistance & Support, and other references

- For the list of current Power Users, go to:
  - http://www.uky.edu/IRIS/BW/documents/PowerUserList_003.pdf

- For questions or assistance contact:
  - BI-Requests@email.uky.edu
Course Summary

- Understand how to:
  - Display a Query
  - Create Using an Existing Query
  - Save a Query
  - Run Query
  - Setting Properties
  - Create Query
  - Delete Query
  - Create/Change/Delete Query View