STEP 1: Log on to Business Object Analysis for Excel.

Path: Start \rightarrow All Programs \rightarrow SAP Business Intelligence \rightarrow Analysis for Microsoft Excel \rightarrow Click \rightarrow Microsoft Excel will appear

Analysis for Microsoft Excel	
VPN Client	
All Programs	
Search programs and files	Figure 1

STEP 2: Choose Microsoft Excel \rightarrow Choose "Analysis" ribbon \rightarrow Log on to Business Object Analysis for Excel. \rightarrow Select the Insert \rightarrow Select Data Source option from the menu \rightarrow Below LOG ON screen will appear \rightarrow Login with your credential and below URL: http://xyzbop00:8080/dswsbobje/services/Session

Logon to SAP Busi	inessObjects BI Platform	
	SAP Business Objects	
User	bmohanty	
Password		
Web Service URL	∑ p://xyzbop00:8080/dswsbobje/services/Sess ▼	
System	•	
Authentication	SAP	
	Grancel Options <<	igure 2

STEP 3: Choose the BW Server

In the next screen, we have to choose a BW server, which is going to be the source of our report development and in this case, we chose "BW PRD SERVER". \rightarrow Click "Next".

Select Data Source		
Show Connections		
Title BW DEV SERVER BW PRD SERVER BW QUA SERVER	Description BW DEV SERVER THRU BICS BW PRD SERVER BW QUA SERVER	
	< Back Next > OK Cancel	Figure 3

Below LOG ON screen will appear and we need to login to the BWP server we have selected above using our BWP credentials.

Logon to System BW PRD SERVER	
SAP Business Objects	
Client 100	
User bmohanty	
Password	
OK Cancel Options >>	Figure 4

STEP 4: Select a BW "InfoArea" and "InfoProvider", which can become data-source for the report we are trying to build using "Business Object Analysis".

For example; if we need to build "Daily Sales Report" using InfoProvider "ZSD_CO4" we can follow the same InfoArea path from the screen below, as they are in BWP system

Search 🥟 Folders iew Area		•
Description	Technical Name	
	0CA	
	0CRM	
	0ECC_CRM	
Sales and Distribution Analyses - SAP R/3 SD		
	ZSD_MP11	
	0SD_006	
	ZSD_M02	
	0SD_C15	
	0SD_MC01	
Customer Scorecard Volume By Pack/Flav		
⊕ → Delivery Item Data (Delivery Header and It ⊕ → Delivery Service	-	
	ZSD_M03	
Delivery Service Delivery Service (Delivery Service Header)	OSD_DLV	-
	7.5U_WU5	
•		

- Once we have identified an InfoCube from the InfoArea, we have to select an available report under the InfoCube, as the data source for the report; we are planning to build in SAP Business Object Analysis using Microsoft Excel.
- If the available reports do not satisfy our need, we have to create the report first using BEX in BWP system.
- Depending on the Roles assigned to the user in BWP system, number of reports with a specific naming convention will appear to the user. It will also be possible to restrict all the reports or reports from a particular Info Provider for a particular user or a group of users.

Search Folders View Area Description Technical Name Description Technical Name Sales Billing (Billing Header & Item) ZSD_M07 Sales Billing tem Data (Billing Header & Item) ZSD_C04 Daily Sales V1 YZSD_C04_Q0011 Divoiced Orders YSD_C04_Q0011 Invoiced Orders by Billing Document E YSD_C04_Q0011 MMW XREF Invoiced Orders by Billing YSD_C04_Q0011 MMW XREF Invoiced Orders by Billing YSD_C04_Q0011 MMW XREF Invoiced Orders by Billing YSD_C04_Q0011 Sales Document (Sales Order Head	lect Data Source	
 Description Sales Billing (Billing Header & Item) Sales Billing (Billing Header & Item) Sales Billing Item Data (Billing Header & Ite ZSD_C04 Daily Sales V1 YZSD_C04_Q0011 Daily Sales V1 - TEST YZSD_C04_Q0016 Invoiced Orders - Customer Fullfillment ZZSD_C04_Q0017 Invoiced Orders by Billing Document D ZSD_C04_Q0011 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0011 Invoiced Orders by Customer SSales Billing Item Data (Billing Header & Ite ZSD_D08 Sales Document Cube (Sales Order & Item ZSD_C02 	P Search 🍃 Folders	
 Sales Billing (Billing Header & Item) Sales Billing (Billing Header & Ite ZSD_C04 Daily Sales V1 YZSD_C04_Q0011 Daily Sales V1 - TEST YZSD_C04_Q0016 Invoiced Orders - Customer Fullfillment ZZSD_C04_Q0016 Invoiced Orders by Billing Document D ZSD_C04_Q0017 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0003 Martin Test Query Weekly Sales by Vc YSD_C04_Q0011_MNW Sales Billing Item Data (Billing Header & Ite ZSD_D08 Sales Document Cube (Sales Order & Item 7SD_C02 	View Area	
Sales Billing Item Data (Billing Header & Ite ZSD_C04 Daily Sales V1 YZSD_C04_Q0011 Daily Sales V1 - TEST YZSD_C04_Q0011_TEST Invoiced Orders - Customer Fullfillment ZZSD_C04_Q0016 Invoiced Orders - Totals, Costs and Mt ZZSD_C04_Q0017 Invoiced Orders by Billing Document D ZSD_C04_Q0002 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0003 Martin Test Query Weekly Sales by Vo YSD_C04_Q0011_MNW Sales Billing Item Data (Billing Header & Ite ZSD_D08 Sales Document (Sales Order Header & Ite ZSD_M05 Sales Document Cube (Sales Order & Item ZSD_C02	Description Technical Name	
< Back Next > OK Cancel	 Sales Billing Item Data (Billing Header & Ite ZSD_C04 Daily Sales V1 YZSD_C04_Q0011 Daily Sales V1 - TEST YZSD_C04_Q0016 Invoiced Orders - Customer Fullfillment ZZSD_C04_Q0016 Invoiced Orders by Billing Document D ZSD_C04_Q0017 Invoiced Orders by Billing Document D YSD_C04_Q0011 Invoiced Orders by Billing Document VSD_C04_Q0011 Invoiced Orders by Customer ZSD_C04_Q0003 Martin Test Query Weekly Sales by Vc YSD_C04_Q0011_MNW Sales Billing Item Data (Billing Header & Ite ZSD_D08 Sales Document Cube (Sales Order & Item 7SD_C02 	
	<back next=""> OK Cance</back>	ł

STEP 5: Select a BEX report from the list. For example we can select "YSD_C04_Q0011", as highlighted above.

Double click on the BEX report \rightarrow Selection screen will appear as below \rightarrow Pass on the desired parameters and \rightarrow Click "OK" \rightarrow This will execute and display the result in excel sheet as below.

Prompts for Invoiced Orders by Bi	lling Doc	ument Date and Product Hiera	rc		_ 0 :
				🖃 📃	
Prompt Summary		Specify Value for Prompts			
✓ * Date Interval: 11/01/2014 - 11	# _	* Date Interval	11/01/2014	11/30/2014	<u> </u>
✓ *Company Code: Cott Bevera	4	* Company Code	5060	% ×	
✓ Sales District:	#			× + -	
✓ Sales Office:	4	Sales District			
✓ Sales Group:	д				
✓ Billing Type:	4	Sales Office		🍇 🕹 🕞	
✓ Sold-to Party:		Sales Group		% 🕹 🕞	
✓ Ship-To Party:	7	Billing Type		👋 🗢 🕒	
✓ Realigned Sold-to:	Р	Sold-to Party		× + -	
Realigned Ship-to:	₽ ▼	· · · · · · · · · · · · · · · · · · ·	1		
Display -					OK Cancel
Figure 7					

Payer		Ship-to Party		UK Customer Hierarchy	Top-Tier	Tier 1
1000235	B V Intergroup Trading	22002239	Spar Purmerend (Bert Ooms Transport	B V Intergroup Trading	Not assigned	Not assig

Figure 8

Author: Bikash Mohanty

STEP 6: Browsing through various features of SAP Business Object Analysis for Excel

On the right-hand side of the screen, we can see a navigation panel, which we can be "enabled" or "disabled" using the Display button in the Analysis ribbon. There are three sections within this "Navigation Panel".

		0												
6	C)	3 9	• (°I •) •					Book1 -	Microso	ft Excel				- 8
4		Home	Insert	Page Layout	Formulas	Data	Review	v View	Anal	rsis			0	- •
ſ	Insert	Refresh All	Create C Reload	I Undo ▼ ↑ Redo ▼	Prompts Filter	0 ↑ A 9 ↓ Z Sort	Hierarchy	Calculations	Swap Axes	Conditional Formatting *	A Members *	Chart Info Field ×	Convert to Create Formula Slide	Display
l		Data Sou	irce	Undo		Dat	a Analysis			D	isplay	Insert Component	Tools	Desig

Figure 9

- 1. Analysis : We can use this panel for filtering and for navigating data.
- 2. Information : We can use this panel for various query definition/execution information
- **3. Components** : We can use this panel for various execution/storage options

Analysis	
Find	×
Invoiced Orders by Billing Document Date and Product Hierarc	[]]] Columns
Measures	±. Measures
Billing Doc Item	
Billing Doc. Date	
Billing Document	
Billing Type	Rows
Bill-To Party	⊕ · Payer
⊡ Can Type	⊡ Ship-to Party ⊡ UK Customer Hierarchy
⊡ Company Code	Top-Tier
Controlling Area	⊡ Tier 1
. Country	E Forecast Tier
⊡ Customer Classific.	√ Background Filter
Customer Group	
Division	
Fiscal Year/Period	
Flavor Category-Main	
Analysis / Information / Components	

1. ANALYSIS

:

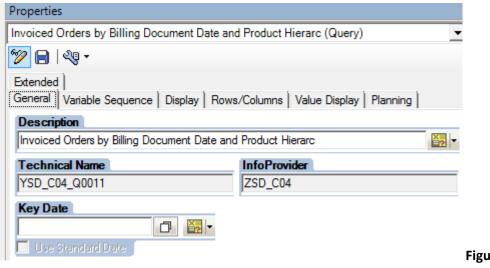
- a. The tab "Analysis" under the Navigation Panel contains four sub-sections or subpanels.
 - Left hand side Sub-section: contains all the list of fields in the "Free Characteristic" and "Row" area of the sourcing BEX report.
 - Sub-section "Columns" contains or can contain all the "key figures" we want to display in the SAP Business Object Analysis report for excel.
 - Sub-section "Rows" contains or can contain all the "characteristics" we want to display in the SAP Business Object Analysis report for excel.
 - Sub-section "Background Filter" contains or can contain further "default values", which we want to restrict the SAP Business Object Analysis report for excel with, which are not covered as part of the sourcing BEX Query. This is a feature which allows flexibility, without having to create multiple BEX and SAP Business Objects Analysis report for excel for the same purpose.

2. INFORMATION :

- a. This section can be compared with the "Query Property" section from the BEX Query Designer.
- b. This information can be helpful for someone (SAP Business Objects Analysis Report Users) who has access to SAP Business Objects Analysis Report but not to the underlying SAP BEX Query.

Analysis	
Information for:	Invoiced Orders by Billing Document Date and Product Hierard
Data Source Name Invoiced Orders by Bi	illing Document Date and Product Hierarc
Key Date 08 December 2014	
Last Data Update 08 December 2014 07	:51:52
🕑 Variables	
🍸 Filter	
11/01/2014 - 11/30/20	14
Billing Doc Item	
•	
💁 Information	
Query Technical Nar YSD_C04_Q0011	ne
InfoProvider Technic ZSD_C04	cal Name
InfoProvider Name Sales Billing Item Dat	a (Billing Header Item)
Created By MRICHARDS	
Last Changed By BMOHANTY	
Last Changed At	-51-41
Analysis Informati	ion Components

SAP Business Objects Analysis "Information" Section



SAP BW-BEX Query Property Section

Figure 12

3. COMPONENTS :

- a. This section contains some unique SAP Business Objects tool specific USER options for workbook, which we have seen previously with SAP BW-BEX Workbooks. It has user options such as:
 - Whether the workbook is to be refreshed when it is opened from a saved folder.
 - Whether to force the prompts while it is opened or to let it run with previously saved user parameters.
 - Whether to remove the prompt (selection parameters/restrictions) while saving the workbook to a server folder.
 - Whether to remove the data automatically before saving the workbook to a server location (recommended)
 - And finally, if there are multiple reports in the same workbook, either in a single worksheet or in multiple worksheets and each (or some) of them have their own individual selection screen then for better user experience these selection parameters in individual reports can be merged into ONE single selection screen. It can be assumed that only related reports are going to be included within a single workbook.

Analysis		
By Data Source	O By Sheet	
Book1	illing Document Date and Product Hierarc [DS 1]
🏷 Properties		
Name Book1		
BOOKI		
Refresh Workbook o	· · ·	
Force Prompt for Init		
Store Prompts with W		
Remove Data Before	Saving	
Planning: System for Da	ata Write Rack	
100	ata white back	
Analysis / Information	Components	

13

- 4. DRAG & DROP
 - a. Like BEX Query designer, developer can use drag and drop to move characteristics & key figures from the left hand side sub-section under "Analysis" tab of the "Navigation Panel" into any other sub sections such as "Columns", "Rows" or "Background Filters".
 - b. UNLIKE BEX Query designer (Unique to SAP Business Object Analysis for Excel), RIGHT CLICK on characteristics & key figures from the left hand side sub-section under "Analysis" tab of the "Navigation Panel" and choose to add them to any other sub sections such as "Columns", "Rows" or "Background Filters".
 - c. Not only characteristic or Key-figure but, "Characteristic Values" or "Member Values" or "Master data values" of a particular characteristic (s) can be selected from the left hand side sub-section under "Analysis" tab of the "Navigation Panel" into any other sub sections such as "Columns", "Rows" or "Background Filters", including "HIERARCHY".

5. "MENU BAR RIBBON / ANALYSIS RIBBON" OPTIONS



SL NO	Analysis Ribbon Features	Use	Location in the Analysis Ribbon
1	Refresh All	Refreshes all the reports in a single worksheet or multiple worksheets, in a workbook.	Refresh All
2	Prompts	It is like "Display Variable" option we have, after executing a BW- BEX report. Brings up the selection screen.	Prompts Filter Sort Hierarchy Prompts for Workbook Prompts for Data Source
3	Filters	"Filter by Member" will allow filtering the report by a particular attribute value by selecting the same from the report/filter option. Zero can be suppressed from the row and columns No of key figure display in the report can be restricted from here.	Filter Sort Hierarchy Calculations Filter By Member Suppress Zeros in Rows Suppress Zeros in Columns

4	Hierarchy	User preference can be set to display the report in a hierarchical format with available characteristics in the report. Report can be either expanded with all the drill-downs or it can be compacted up to certain level, based on the characteristics used in the report.	Hierarchy Calculations Swap Axes Cond Forma Compact Display in Rows Compact Display in Columns Expand Upwards (Rows) Expand to Left (Columns)
5	Swap Axes	Row and Columns in the report can be swapped.	Swap Axes
6	Conditional Formatting	As we have in BEX, if key figure values goes up or down the value we set in the condition, for a combination of characteristics – it can show the fields in certain colour.	Conditional Formatting *
7	Members	After the report is executed, we can place the cursor on the field name in the report body and click this option from "Analysis Ribbon" to choose various DISPLAY options as we have in BW-BEX.	Wembers ▼ Text Key Text and key Key and text Medium Text Text Access Mode ▶
8	Measures	"Scaling Factors", "Currency Conversions", "and General formatting" options for Key figures can be changed or set from this option in the "Analysis Ribbon" tool-bar.	 Measures Show Scaling Factors Currency Translation General Format
9	Total	"Total/Subtotals" etc can be set vertically or horizontally using this option from the "Analysis Ribbon" tool-bar.	∑ Totals ~ × Field ~ × Formula Show Totals Hide Totals Hide Totals Hide Totals if Only One Member is Available Calculate Totals As ▶ Total Rows Above Members Total Columns Left of Members
10	Chart	Various Charts can be inserted at a chosen location in the report body using this option from the "Analysis Ribbon" tool-bar.	Chart
11	Convert to formula	This option from the "Analysis Ribbon" tool-bar, helps to convert any CELL value from the report body in a formula, which can be used later on for other purposes.	Convert to Formula

12	Create Slide	A PowerPoint slide can be created with selection of data from the	
		"SAP Business Objects Analysis Report for excel" using this option from the "Analysis Ribbon" tool- bar.	Create Slide
13	Display	On the right-hand side of the screen, we can see a navigation panel, which we can be "enabled" or "disabled" using the Display button in the Analysis ribbon.	Display
14	Pause Refresh	The "Pause Refresh" option allows us to stop the interactivity with the underlying SAP NetWeaver BW server. We can still navigate in the data, but the cross tab in the spreadsheet (Report body or report results) does not reflect the actual changes until we disable Pause Refresh. In this way we can minimize interaction with the SAP NetWeaver BW system.	Pause Refresh
15	Settings	 Default workbook location in local drive. Maximum number of member values displayed while using "Filter" dialog Enablement option to show "Planning Group", "Currency Conversion", "Time dependent hierarchy" etc in the Analysis Ribbon. Platform settings covers: conversion logs, platform associated with the report etc Support setting defines, where to store the error logs, enable server tracing, enable profiling and enablement to display technical names of the object used in the report. 	Please refer to the screenshots attached below (Figure 15, Figure 16, Figure 17 & Figure 18).
16	Styles	A template can be defined using this feature and can be re-used in the future, without having to do same formatting work, which has been done once in prior reports.	Save Style Set Apply Style Set Export Style Set Import Style Set Delete User Style Set

Settings	_ _ ×	
User Settings Advanced Settings Platform Settings Support Settings Recently Used List Maximum Number of Entries in Recent List 10 Delete Recently Used List Maximum Number of Members Displayed in Filter Dialog 100000 Default Workbook Location Browse		
ОК	Cancel	Figure 15

Settings	
User Settings Advanced Settings Platform Settings Support Settings	
Ribbon	
Show Planning Group	
Show "Convert To Formula" in Tools Group	
☐ Show "Create Web Application" in Tools Group	
☐ Show "Start Query Designer" in Tools Group	
Enhance Currency Conversion by Query Definition	
Show All Time-Dependent Hierarches in Analysis Tab	
Allow Access Mode to be Changed	
Enable RFC Bundling	
	OK Cancel

ettings	<u>- 🗆 ×</u>
User Settings Advanced Settings Platform Settings Support Settings	
Preferred Platform:	
Selectable 🗨	
BEx Workbook Conversion Settings	
Conversion Settings	
Convert All	
Refresh Workbook	
Always	
Conversion Log	
Disabled	
,	
Show Save Dialog After Conversion	
Show Save Dialog Alter Conversion	
OK	Cancel

Settings	<u> </u>
User Settings Advanced Settings Platform Settings Support Settings	
Folder for Log File	
C:\Users\mohantb\AppData\Local\Temp	Choose Folder
Log Severity	
Error	
Enable BW Server Tracing	
Enable Profiling	
Display Technical Names	
Enable NCO Tracing	
Level 0	
Show Suppressed Messages	
	OK Cancel

STEP 7: Save the Report in a Server Folder

Report can be saved into a server folder (provided access has been granted to the user to the same folder) in SAP Business Object server using CMS platform. Once saved in a folder, report can be used / reused by other users or group of users.

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<u>N</u> ew		Save t	o Favorite				
Open					Workbook to S		ssObjects
Open Data Sou	rce 🔸			ن ا	Analysis Press F1 for more		-
Open Workboo	ok 🕨						
Convert BEx Wo	orkbook						
<u>S</u> ave							
Save As	•						
Save Workbook							
Save Documents							
View Folders							
▲ Title	Descri	otion		0	ize		
	Archive			-			A
	Auditin						
E Customer Service	e Custon	ner Serv	vice				
Development	Develo						
	Financ						
Objects Operations	Object Operat						
	Procur						
E C Report Samples			le reports	that.			
		s in Tes					
🗈 🧰 Sales Finance		Finance					
SAP	SAP oduct Supply	Chain-	Product S	uppl)			-
Name YZSD_0	C04_Q0011						
Description Daily Sa	les V1						
Format Analysis	Workbook				Save	Canc	el