In this sample chapter, you’ll learn how to use the out-of-the-box SAP BPC reports that come preloaded with your installation so that you can analyze both system administration and business processes.

“System Reports”

Contents

Index

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This chapter covers the ready-to-use reports that come preloaded with your SAP BusinessObjects Planning and Consolidation installation. These standard reports perform necessary technical analyses for system administration and business analyses for business processes.

7 System Reports

SAP BusinessObjects Planning and Consolidation (SAP BPC) delivers preconfigured system reports to perform an analysis of business processes and system administration. These ready-to-use and formatted reports are provided in the SAP BPC system as a standard function. This chapter describes the various types of system reports used for technical system monitoring as well as reporting requirements. You'll find detailed information about reports related to business process flow (BPF), security, auditing, comments, and work status from a technical or business perspective.

The chapter starts with an overview of system reports in Section 7.1. Section 7.2 describes the BPF-related reports: BPF operation, BPF instance, and BPF activity. In this section, you'll learn how to use these reports to monitor the ongoing BPFs and analyze the past BPFs. Section 7.3 explains the security-related reports: users report, teams report, task profiles report, and data access profiles. After reading this section, you'll be able to analyze the users and teams in the system with their task profiles and data access profile details. In Section 7.4, audit-related reports are addressed. In this section, you'll learn the details of the data changes report and the administration activity report. Finally, in Section 7.5, we explain other reports that don't correspond to the previous categories, focusing on the comments report, the work status report, and the performance statistics report, which can be accessed from SAP GUI interface.

7.1 Accessing the System Reports

A complete list of system reports provided in SAP BPC and their usage areas according to environment type are indicated in Table 7.1.
You can access the system reports by clicking the System Reports tab (see Figure 7.1 and Figure 7.2 for standard and embedded systems, respectively).

<table>
<thead>
<tr>
<th>Report Category</th>
<th>Report Name</th>
<th>Restrictions by Environment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business process flow</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operation report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Instance report</td>
<td>Standard and embedded</td>
</tr>
<tr>
<td></td>
<td>Activity report</td>
<td>Standard and embedded</td>
</tr>
<tr>
<td>Security</td>
<td>Users report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Teams report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Task profiles report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Data access profiles</td>
<td>Standard</td>
</tr>
<tr>
<td>Audit</td>
<td>Data changes report</td>
<td>Standard and embedded</td>
</tr>
<tr>
<td></td>
<td>Administration activity report</td>
<td>Standard</td>
</tr>
<tr>
<td>Other</td>
<td>Comments report</td>
<td>Standard</td>
</tr>
<tr>
<td></td>
<td>Work status report</td>
<td>Standard and embedded</td>
</tr>
</tbody>
</table>

Table 7.1 Restrictions for System Reports by Environment Type

You can access the system reports by clicking the System Reports tab (see Figure 7.1 and Figure 7.2 for standard and embedded systems, respectively).

By accessing to BPF-related reports, you can analyze the details of BPF scenarios with their current status and details of the transactions made through the BPF. This report also provides analysis possibilities, not only for ongoing (active) BPFs but also finished BPFs.

Following are the three BPF-related system reports:

- BPF operation report (standard only)
- BPF instance report
- BPF activity report

Authorization

To execute the BPF system reports, depending on the version, the user must have the following authorizations:

- SAP BPC, version for the Microsoft platform: MANAGE PROCESSES task
- Standard SAP BPC, version for SAP NetWeaver: RUN BPF REPORTS task
- Embedded SAP BPC, version for SAP NetWeaver: S_RS_COMP authorization object (SAP Business Explorer [SAP BEx] components—query)

The following subsection explains the BPF operation report which is used to analyze the detailed steps of a process.
7.2.1 Operation Report (Standard)
The BPF operation report provides a detailed analysis of processes executed through the BPF on the basis of operations. You can access the operation report by clicking the Operation link under BPF in the System Reports tab, as shown in Figure 7.3.

The selection screen of the report is shown in Figure 7.4. As shown in our example, in the Template Versions section, the system shows the template versions for the selected process template OPEX Planning.

You can filter the process templates through Valid and Invalid selection options in the Templates section.

Similarly, you can filter the version of process templates by selecting the Draft, Obsolete, and Deployed checkboxes in the Template Versions section.

The Display Report button in Figure 7.4 becomes enabled after you select the version of the process template in the Template Versions section, as shown in Figure 7.5.

If the Start Time radio button is selected instead of the Anytime radio button, which is selected by default on the selection screen, the Start Time and End Time areas become enabled. The Time Zone parameter comes automatically into the report from the user parameters. If you prefer to use a different time zone, you can change it by clicking on your user name and selecting Preferences. For the details to change the user preferences, refer to Chapter 1, Section 1.4.1.

It’s possible to perform the report at three different audit levels. You can access the operation details of process templates, process instances, or activities by selecting the Template, Instance, or Activity options in the Audit Level field in Figure 7.5.

If you select the Instance option in the Audit Level field, the system opens a section to select the process instance, as shown in Figure 7.6.
As shown in Figure 7.6, in the INSTANCES section, the system shows the process instances for the selected process template OPEX PLANNING and process template version OPEX PLANNING (CREATED BY: BPC-001, CREATED AT: 22.07.2016 03:10:05).

You can filter the process instances by selecting the RUNNING, WAITING FINALIZATION, SUSPENDED, and FINALIZED checkboxes in the INSTANCES section.

If you select the ACTIVITY option in the AUDIT LEVEL field, the system opens a section again to select the activity, as shown in Figure 7.7. Here, in the ACTIVITIES section, the system shows the activities for the selected process template OPEX PLANNING and process template version OPEX PLANNING (CREATED BY: BPC-001, CREATED AT: 22.07.2016 03:10:05) and process instance 2017.

You can filter the activities by selecting the OPEN, DELAYED, REJECTED, SUBMITTED, REOPEN, PENDING, and COMPLETED checkboxes in the ACTIVITIES section.

The data in the report can also be filtered through the ACTION field via a dropdown list. The selectable actions in the ACTION field change according to the selected AUDIT LEVEL on the selection screen. If the AUDIT LEVEL option is left as ALL, all actions are reported without any filtering.

The selectable list of actions according to the AUDIT LEVEL option listed in Table 7.2.

A sample result screen is shown in Figure 7.8.

The following describes the columns shown in Figure 7.8:

- **Operation Name**
  The description of the transaction that was performed. The content of the data in this column changes according to the AUDIT LEVEL field, which is selected on the selection screen.

- **Template ID**
  The technical name of the process template that performed the transaction.
- **Template Name**
The description of the process template that performed the transaction.

- **Instance ID**
The technical name of the process instance that performed the transaction. If the Audit Level field was selected as Template, no data are reported in this column.

- **Instance Name**
The description of the process instance that performed the transaction. If the Audit Level field was selected as Template, no data are reported in this column.

- **Activity ID**
The technical name of the activity that performed the transaction. If the Audit Level field was selected as Template, no data are reported in this column.

- **Activity Name**
The description of the activity that performed the transaction. If the Audit Level field was selected as Template, no data are reported in this column.

- **Operator**
The name of the user who performed the transaction.

- **Audit Date**
The date on which the transaction was performed.

- **Remark**
The additional explanation texts about the detail of the transaction. For example, to express the operation Copy, this column may contain the text Copy from template ‘OPEX Planning’. This column may not contain any text if there is no explanation text has been recorded by the system for the reported operation.

### Common Features for All System Reports

The following additional functions are available for all system reports taken from the Web Client:

- By clicking the Display Report button, you can execute the report according to parameters in the selection screen.

- By clicking the Edit Criteria button, you can execute a new report by changing the selection parameters on the selection screen again.

- By clicking the button (shown in the left corner of the table in Figure 7.8), you can select all the lines. If you click this button again, it removes all selected lines.

- By clicking the button on the result screen (shown in the left corner of the table in Figure 7.8), you can select the columns that you want to display in the report. After clicking this button, the columns in the report are displayed for your selection (see Figure 7.9).

![Figure 7.9 Column Selection in System Reports](image)

- If you think that there is an update on the data after you execute the report, you can refresh the data on the report by clicking the Refresh button.

- It’s possible to export the data outside SAP in comma-separated values (CSV) format by clicking the Export to File or Export button.

- You can add filters for the data in the columns by entering the filter condition into the Filter field, which appears when clicking on the column headers, and pressing Enter. A sample filtering condition is shown in Figure 7.10.

![Figure 7.10 Filtering Data in System Reports](image)

As shown in Figure 7.10, the data in the Operation Name column are filtered with the filtering condition that contains the text Complete.
Again, as shown in Figure 7.10, you can also sort the data in the columns by clicking the Sort Ascending or Sort Descending buttons, which appear when clicking on the column headers.

By clicking the Reset Criteria button, you can reset the changed values of the selection screen to the initial values when the report was opened.

By clicking the Back to Result button, you can go back to the latest report result screen without updating the report data again according to the newly changed selection options on the selection screen.

By clicking the Print button, you can get a view in the appropriate format for print. After that, you need to use the print commands available on your web browser. A sample view is shown in Figure 7.11.

In the following subsection, the BPF instance report, which can be used to analyze the current status of a process instance, is addressed.

7.2.2 Instance Report
The BPF instance (process instance) report provides an overview analysis about the status of process instances for both active and archived instances. You can access the instance report by clicking the INSTANCE link under BPF in the SYSTEM REPORTS tab, as shown in Figure 7.13 and Figure 7.14 for standard and embedded environments, respectively.
The selection screen of the report is shown in Figure 7.15.

As shown in Figure 7.15, in the TEMPLATE VERSIONS section, the system shows the template versions of the selected process template SALES PLANNING. You can filter the active or archived instances with the ACTIVE INSTANCE and ARCHIVED INSTANCE options on the selection screen, and you can filter the process templates through the VALID and INVALID selection options in the TEMPLATES section. Similarly, you can filter the version of process templates by selecting the DRAFT, OBSOLETE, and DEPLOYED checkboxes in the TEMPLATE VERSIONS section.

The DISPLAY REPORT button on the selection screen becomes enabled after you select the version of the process template in the TEMPLATE VERSIONS section.

A sample result screen is shown in Figure 7.16.

The following describes the columns shown in Figure 7.16:

- **TEMPLATE NAME**
  The description of the process template.

- **INSTANCE NAME**
  The description of the process instance.

- **COMPLETED**
  The number of completed activities in the process instance.

- **IN PROGRESS**
  The number of ongoing activities in the process instance.

- **PENDING**
  The number of pending activities, which haven’t yet started due to prerequisites, in the process instance.

- **NUMBER OF STEP**
  The number of all activities in the process instance.

- **COMPLETION**
  The completion rate of the process instance. The rate is calculated with the following formula:

  \[
  \text{Percent Completion Rate} = \frac{\text{The number of completed activities in the process instance}}{\text{The number of all activities in the process instance}} \times 100
  \]
For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the "Common Features for All System Reports" subsection under Section 7.2.1.

The next subsection explains the BPF activity report, which provides the details of activity steps of a process.

### 7.2.3 Activity Report

The BPF activity report provides a detailed analysis of the status of BPF activities. You can access the report by clicking the Activity link under BPF in the System Reports tab, as shown in Figure 7.17 and Figure 7.18 for standard and embedded environments, respectively.

#### Figure 7.17 Accessing the BPF Activity Report in Standard Environments

#### Figure 7.18 Accessing the BPF Activity Report in Embedded Environments

As shown in Figure 7.19, in the Instances section of the selection screen, the system shows the instances for the selected process template SALES PLANNING (CREATED BY: BPC-001, CREATED AT: 06.10.2016 13:49:04), and process instance 2017.

#### Figure 7.19 Selection Screen of the BPF Activity Report

You can filter the process templates through VALID and INVALID selection options in the Templates section. Similarly, you can filter the version of process templates by selecting the DRAFT, OBSOLETE, and DEPLOYED checkboxes in the Template Versions section. You also can filter the process instances by selecting the RUNNING, WAITING FINALIZATION, SUSPENDED, and FINALIZED checkboxes in the Instances section.

The Display Report button on the selection screen becomes enabled after you select the process instance in the Instances section.

A sample result screen is shown in Figure 7.20.
The following describes the columns shown in Figure 7.20:

- **Step Name**
  The name of the activity.

- **Region**
  The data region (dimension members) of the activity.

- **Status**
  The current status of the activity.

- **Assigned Performers**
  The users or teams that are assigned (planned) as activity performers.

- **Assigned Reviewers**
  The users or teams that are assigned (planned) as activity reviewers.

- **Actual Performer**
  The user who performed the activity.

- **Actual Reviewer**
  The user who reviewed the activity.

- **Deadline for Performer**
  The due date set for the completion of the activity of the persons responsible for performing the activities.

- **Deadline for Reviewer**
  The due date set for the completion of the activity of the persons responsible for reviewing the activities.

- **Comment**
  The information on whether or not there is a comment entered by the activity performer or reviewer in the activity. If there are any comments on the reported activities, you can display the comments by clicking them.

The following section explains the security-related reports, which can be used to access the list of the users and teams in the environment with their authorization details.

### 7.3 Security-Related Reports (Standard)

The security-related reports provide a detailed analysis of the users and teams in the system with their authorization details. Note that the following four reports for security are available only for standard SAP BPC systems:

- **Users report**
- **Teams report**
- **Task profiles report**
- **Data access profiles report**

The following subsection describes the user report that provides a list of users with authorization details.

#### 7.3.1 Users Report

The users report provides an analysis of the list of users in the environment with the assigned teams, task profiles, and data access profiles details. You can access the report by clicking the **Users** link under **Security** in the **System Reports** tab, as shown in Figure 7.21.
This report doesn't have any selection screen; it directly reads all active user data. A sample result screen is shown in Figure 7.22.

The following describes the columns shown in Figure 7.22:

- **User**
  The technical ID of the user.

- **Full Name**
  Last and first name of the user. If the user’s first name and last name haven’t been entered in the user master data, the system displays the user ID in this column.

- **E-mail**
  The user’s email address.

- **Teams**
  The teams assigned to the user.

- **Task Profile**
  The task profiles assigned to the user. A task profile is an authorization object group which determines the activities that the user can perform. A task profile assigned to the user according to employee’s role. For example, a task profile may contain authorization objects such as MANAGE MODELS, MANAGE DIMENSIONS, EDIT REPORTS, USE BPFs, etc.

- **Data Access Profile**
  The data access profiles assigned to the user. A data access profile is an authorization object that checks whether the user has authorization to read or write the data (data entry) while accessing the data for the dimensions and members in a model. This object is associated with the user by assigning to users or teams. In versions prior to the SAP BPC 10.x, the term member access profile was used instead of data access profile to identify this concept.

After you execute the report, you can access the security details of a user by clicking on the user IDs in the User column (see Figure 7.23).
As shown in Figure 7.23, which is opened after clicking on a user, you can access the user’s environment information, full name, and email address.

By default, this screen is opened in the Teams tab in which you can display the assigned teams. As shown in the Teams tab in Figure 7.23, in environment BPC_TEST, the team of user BPC-001 is PURCHASING.

You can also display the assigned task profiles and assigned data access profiles by switching to the Task Profiles and Data Access Profiles tabs, as shown in Figure 7.24 and Figure 7.25.

As shown in Figure 7.24, the task profiles of user BPC-001 are REPORTER and BUDGETPLANNING. In this screen, you can also display the tasks that are contained in the task profile.

As shown in Figure 7.25, the data access profiles of user BPC-001 are EUROPEDISPLAYDATA and EUROPEPLANNING. In this screen, you can also display the access conditions of the assigned data access profiles.

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the "Common Features for All System Reports" subsection under Section 7.2.1.

The next subsection explains the teams report, which can be used to access the list of teams with authorization details.

### 7.3.2 Teams Report

The teams report provides an analysis of the list of teams in the environment with the assigned users, task profiles, and data access profiles details. You can access
the report by clicking the Teams link under Security in the System Reports tab, as shown in Figure 7.26.

Figure 7.26 Accessing the Teams Report

<table>
<thead>
<tr>
<th>Security Report - Teams</th>
<th>Open Other System Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Report - Teams</strong></td>
<td></td>
</tr>
<tr>
<td>Refresh</td>
<td>Print</td>
</tr>
<tr>
<td>Report generated on 11.11.2016 00:21:53 - 5 records.</td>
<td></td>
</tr>
<tr>
<td><strong>Team Name</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>ADMIN</td>
<td>Administrators</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting</td>
</tr>
<tr>
<td></td>
<td>Consultant</td>
</tr>
<tr>
<td></td>
<td>Purchasing</td>
</tr>
<tr>
<td></td>
<td>Sales</td>
</tr>
</tbody>
</table>

Figure 7.27 Sample Result Screen for the Teams Report

This report doesn’t have any selection screen; it directly reads all active team data.

A sample result screen is shown in Figure 7.27. Let’s take a look at these columns:

- **Team Name**
  The technical ID of the team.
- **Description**
  The description of the team.
- **Task Profile**
  The task profiles assigned to the team.
- **Data Access Profiles**
  The data access profiles assigned to the team.

After you execute the report, you can access the security details of a team by clicking on the team IDs in the Team Name column (see Figure 7.28).

Figure 7.28 User Details of a Selected Team

As shown in Figure 7.28, which is opened after clicking on a team, you can access the environment the team is connected to and the description of the team.

By default, this screen is opened in the Users tab with which you can display the assigned users. As shown in the Users tab in Figure 7.28, in environment BPC_TEST, the users of team Accounting are BPC-004, BPC-005, BPC-006, and BPC-007.

You can also display the assigned task profiles and assigned data access profiles by switching to the Task Profiles and Data Access Profiles tabs, as shown in Figure 7.29 and Figure 7.30.
As shown in Figure 7.29, the task profiles of team Accounting are Reporter, BPFManagement, and BudgetPlanning. In this screen, you can also display the tasks that are contained in the task profile.

As shown in Figure 7.30, the data access profile of team Accounting is EuropePlanning. In this screen, you can also display the access conditions of the assigned data access profiles.

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the "Common Features for All System Reports" subsection under Section 7.2.1.

In the next subsection, the task profiles report, which provides a list of task profiles in the system, is explained.

### 7.3.3 Task Profiles Report

The task profiles report provides an analysis of the list of task profiles in the environment with the assigned tasks, users, and teams details. You can access the report by clicking the Task Profiles link under Security in the System Reports tab, as shown in Figure 7.31.
This report doesn’t have any selection screen; it directly reads the profile data for all active tasks.

A sample result screen is shown in Figure 7.32, which includes the following four columns of data:

- **TASK PROFILE NAME**
  The technical ID of the task profile.
- **TASKS**
  The tasks assigned to the task profile.
- **TEAMS**
  The teams assigned to the task profile.
- **USERS**
  The users assigned to the task profile.

After you execute the report, you can access the security details of a task profile by clicking on the task profile IDs in the **Task Profile Name** column (see Figure 7.33).

As shown in Figure 7.33, which is opened after clicking on a task profile, you can access the environment information that the task profile is connected to and the description of the task profile.

By default, this screen is opened in the **Task Profiles** tab in which you can display the assigned tasks. As shown in the **Task Profiles** tab in Figure 7.33, in environment BPC_TEST, the tasks of task profile BPFManagement are Use BPFs, Manage BPFs, and View BPF Settings.

You can also display the assigned users and assigned teams by switching to the **Users** and **Teams** tabs, as shown in Figure 7.34 and Figure 7.35.
As shown in Figure 7.34, the users of task profile BPFManagement are BPC-004, BPC-005, BPC-006, and BPC-007.

Figure 7.34 Team Details of a Selected Task Profile

As shown in Figure 7.35, the team of task profile BPFManagement is Accounting.

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the “Common Features for All System Reports” subsection under Section 7.2.1.

The following subsection explains the data access profiles report, which can be used to access the list of the data access profiles in the system.

### 7.3.4 Data Access Profiles Report

The data access profiles report provides an analysis of the list of data access profiles in the environment with the defined access restriction details. You can access the report by clicking the Data Access Profiles link under Security in the System Reports tab, as shown in Figure 7.36.

Figure 7.36 Accessing the Data Access Profiles Report

This report doesn’t have any selection screen; it directly opens all active data access profile data.

A sample result screen is shown in Figure 7.37.

Figure 7.37 Sample Result Screen for the Data Access Profile Report

The following describes the columns shown in Figure 7.37:

- **DATA ACCESS PROFILE**
  - The technical ID of the data access profile.
- **MODEL**
  - The models assigned to the data access profile.
- **DIMENSION**
  - The dimensions that restrict the data access in the model.
- **MEMBER**
  - The dimension members that restrict the data access. The [ALL] value in Figure 7.37 represents all members in the dimension.
- **ACCESS**
  - The details of the access right. The three types of access rights are as follows:
    - **No Access**: For the assigned dimension members, the user can’t access the existing data or add new data.
    - **Read Only**: For the assigned dimension members, the user can access the existing data for display purposes but can’t change any data or add any new data.
7.4 Audit-Related Reports

Audit reports provide detailed monitoring of the transactional data changes (e.g., data adding, deletion, changing, etc.) and the monitoring of configuration changes (e.g., changing model, dimension creation, etc.) carried out by the users in the system.

The following two types of reports are related to the audit:

- Data changes report
- Administration activity report (standard only)

### Authorization

To execute the audit-related reports, depending on the version, the user must have the following authorizations:

- SAP BPC, version for the Microsoft platform: Run Audit Reports task
- Standard SAP BPC, version for SAP NetWeaver: Run Audit Reports task
- Embedded SAP BPC, version for SAP NetWeaver: S_RS_COMP authorization object (SAP BEx components—query); note this is for the data changes report only; the administration activity report isn’t available in embedded environments)

The following subsection explains the changes report, which can be used to monitor the transactional data changes in the system.

#### 7.4.1 Data Changes Report

The data changes report provides a detailed analysis of newly created data, changed data, and deleted data with detailed transaction logs about the data change.

In standard environments, because transactional data are stored in models, the data changes are reported at the model level. In embedded environments, because transactional data are stored in InfoProviders, the data changes are reported at the InfoProvider level.

As a prerequisite to executing the data changes report, data auditing must be enabled for the model/InfoProvider that you need to monitor the data changes. The system only tracks and records the data changes after this activation.

To enable the data auditing, click the Data Changes link under Audit in the Administration tab, as shown in Figure 7.38 and Figure 7.39.

**Figure 7.38 Accessing the Data Auditing Configuration in Standard Environments**

In standard environments, in the data auditing configuration screen shown in Figure 7.40, the data auditing activation status of a model is shown in the Audit Trail column via the On and Off parameters. In our example, the Planning model is active for Audit Trail, and the other models aren’t active.
In standard environments, enabling or disabling data auditing can be controlled on the basis of the CATEGORY dimension type members of the dimension. The Enabled column in Figure 7.40 indicates which of the dimension members are active. For example, in Figure 7.40, the Audit Trail is active for members Budget, Forecast, and Plan in the CATEGORY dimension.

By clicking on the model, you can access its detailed screen, as shown in Figure 7.41.

As shown in Figure 7.41, you can enable or disable data auditing via the Yes and No parameters for the members of the CATEGORY type dimension in rows and also by the following Audited Tasks categories: EPM Add-in Input, Data Manager Import, Data Manager Clear, Script Logic Execution, Web Report Input, Journal Input, Business Rule Execution, Ownership, and FIM Import (SAP Financial Information Management) tasks in columns.

You can identify the storing period of the data change logs by entering the Frequency (Days) parameter in the Data Audit Purge column in Figure 7.41. Thanks to this feature, you can keep the data size of log tables under control. For example, in Figure 7.41, this parameter has been configured as 30 days for the Budget, Forecast, and Plan members. As a result of this, the data change logs older than 30 days are automatically deleted from the system.

Instead of making activation for the objects not required to be analyzed at the system, making activation only for the required objects would be a better choice. Otherwise, the data size of log tables will increase unnecessarily.

For embedded environments, in the data auditing configuration screen, the data auditing activation status of a model is shown in the Status column (On and Off parameters), as shown in Figure 7.42.

As shown in Figure 7.42, Model OPEX_PLANNING is active for the audit trail, and the other models aren’t active.

In embedded environments, enabling or disabling data auditing is controlled based on the InfoProviders. The Enabled column indicates which of the InfoProviders are active. For example, in Figure 7.42, the audit trail is active for InfoProvider ZBPC_IC01.
By clicking on the model, you can access the detailed screen for the model, as shown in Figure 7.43.

As shown in Figure 7.43, data auditing can be configured with the ON and OFF parameters of the InfoProviders in the model.

After enabling data auditing for the models you want to track, the system collects the data change logs according to the configuration parameters. You can analyze these logs by accessing the data changes report by clicking the DATA CHANGES link under Audit in the SYSTEM REPORTS tab, as shown in Figure 7.44.

You can select the members of the dimensions that you want to filter, or you can select the ALL MEMBERS option in Figure 7.45, which is the default on the selection screen, to analyze all the values without adding any filters.

In the DATE AND TIME section, if the ANYTIME radio button is selected instead of the START TIME radio button, which is selected by default on the selection screen, you can report all data without any time filter. The TIME ZONE parameter comes automatically into the report from the user parameters. If you prefer to use a different time zone, you can change it by clicking on your user name and selecting PREFERENCES. For the details to change the user preferences, refer to Chapter 1, Section 1.4.1.

As shown in Figure 7.45, in the ADDITIONAL CRITERIA section, you can add additional filters as follows:

- **DATA MODIFIED BY TASK** (standard only)
  This field is used in filtering the particular category (EPM ADD-IN INPUT, DATA MANAGER IMPORT, DATA MANAGER CLEAR, LOGIC SCRIPT EXECUTION, WEB REPORT INPUT, JOURNAL INPUT, BUSINESS RULE EXECUTION, OWNERSHIP, and FIM IMPORT) to be analyzed in terms of data change. For example, if you select the EPM ADD-IN INPUT category, you can filter the data changes that have been...
made using the SAP Enterprise Performance Management (EPM) add-in. By selecting the All option, which is the default on the selection screen, you can report all data without providing any filters.

- **User (both)**
  This field is used in filtering the users who performed the transaction to be analyzed. You can select multiple users. By leaving it blank, you can report all data without providing a filter.

- **IP Address (standard only)**
  This field is used in filtering the users who performed the transaction to be analyzed according to the user’s Internet Protocol (IP) address when the user accessed the system.

- **GROUP ROWS BY (standard only)**
  This parameter is used to specify the view of analysis results in groups based on the selected field. You can group the results by users, machine names (computer names), IP addresses, activities, or dimensions in the selected model. This parameter is selected by default with the Activity option.

- **SHOWS ROWS BY (standard only)**
  This parameter is used to specify the view of analysis results by selecting the ID option to display the members with their technical IDs or the Description option to display the members with their definitions of IDs according to the login language.

- **Machine Name (standard only)**
  This field is used in filtering the users who performed the transaction to be analyzed according to the user’s computer name when the user accessed the system. By leaving it blank, you can report all data without providing a filter.

A sample result screen is shown in Figure 7.46, which includes the following columns:

- **User**
  The user who has done the data input, changing, or deletion.

- **IP Address**
  The user’s IP address when the user accessed the system.

- **Machine Name**
  The user’s computer name when the user accessed the system.

- **Activity**
  The category of the data change. For example, in Figure 7.46, the EPM Add-in Input activity expresses that the data change has been done using the EPM add-in.

- **Addlinfo1**
  The additional information that was recorded by the system when the data change was performed.

- **Addlinfo2**
  The second additional information that was recorded by the system when the data change was performed.

- **TIME WRITTEN**
  The time stamp when the data change was performed.

- **Value**
  The number, text, or parameter value expressing the data change.

- **Dimension Members**
  The dimension members at which data changes are made.

A sample result screen is shown in Figure 7.46, which includes the following columns:

- **User**
  The user who has done the data input, changing, or deletion.

- **IP Address**
  The user’s IP address when the user accessed the system.

- **Machine Name**
  The user’s computer name when the user accessed the system.

- **Activity**
  The category of the data change. For example, in Figure 7.46, the EPM Add-in Input activity expresses that the data change has been done using the EPM add-in.

- **Addlinfo1**
  The additional information that was recorded by the system when the data change was performed.

- **Addlinfo2**
  The second additional information that was recorded by the system when the data change was performed.

- **TIME WRITTEN**
  The time stamp when the data change was performed.

- **Value**
  The number, text, or parameter value expressing the data change.

- **Dimension Members**
  The dimension members at which data changes are made.

Figure 7.46 Sample Result Screen for the Data Changes Report

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the "Common Features for All System Reports" subsection under Section 7.2.1.

The following subsection addresses the administration activity report, which can be used to monitor the configuration-related changes in the system.
7.4.2 Administration Activity Report (Standard)

The administration activity report provides a detailed analysis of administrative (configuration-related) changes in the system at the environment or model level.

As a prerequisite to executing the administration activity report, you must enable administration activity auditing for the environment. The system only tracks and records the configuration-related changes after this activation.

To enable the administration activity auditing, click the Administration Activity link under Audit in the Administration tab, as shown in Figure 7.47.

Figure 7.47 Accessing the Administration Activity Auditing Configuration

In the Administration activity auditing configuration screen, the activation status of the Administration Activity auditing is expressed with the On and Off parameters (see Figure 7.48).

Figure 7.48 Administration Activity Auditing Configuration Screen

As shown in Figure 7.48, enabling or disabling of administration activity auditing can be configured with the On and Off parameters via four tasks:

- **Administration Activity**
  Represents the changes related to system configuration, such as create, change, copy, or delete operations for the environment, model, dimension, user, team, and so on.

- **User Activity**
  Represents the changes regarding work status and user activities to set data locks.

- **BPF Activity**
  Represents the changes concerning BPFs, such as create, change, copy, or delete operations for process templates, process instances, and so on.

- **User Activity in Business Rules Management**
  Represents the changes related to business rules configurations.

After enabling the administration activity auditing to track the administration activity changes in these tasks, the system collects the administration activity changes logs according to the configuration parameters. You can analyze these logs via the administration activity report by clicking the Administration Activity link under Audit in the System Reports tab, as shown in Figure 7.49.

Figure 7.49 Accessing the Administration Activity Report

The selection screen of the report is shown in Figure 7.50.
In the Task Selection section, by selecting the Task Area as Environment or Model, you can identify the analysis level based on the environment or model. By adding criteria in the Task Name field, you can filter the activities you need to analyze. For instance, if you need to analyze only the changes made for the model, you can select Update Model. Similarly, by the Task Group filter, you can filter the task groupings using the options Admin, User, Process, and Business Rule. The Admin selection filters the changes related to system configuration, the User selection filters the changes regarding work status, the Process selection filters the changes concerning BPFs, and the Business Rule selection filters the changes related to business rules. By selecting the All option, which is the default on the selection screen, you can report all data without providing any filters.

In the Task Type field, you can filter the changes based on the operations using the Add, Update, or Delete options. For example, you can filter the activities among creating a new dimension, updating a dimension, or deleting a dimension. By selecting the All option, which is the default on the selection screen, you can report all data without providing any filters.

In the Task Parameters section, you can filter the activities by modified object (e.g., "BPF") in the Modified Object field, by technical ID of the logs (e.g., "00C29115B8E1EE594800BBF1115BAA0") in the Parameter Value field, by task name (e.g., "user assignment") in the Field Value field, by previous value before the change (e.g., user name "BPC-001") in the Pre-Task Value field, by new value after the change (e.g., user name "BPC-005") in the Post-Task Value field, and by users who made the administration activity (e.g., "OBEKMEZCI") in the User field.

In the Date and Time section, if the Anytime radio button is selected instead of the Start Time radio button, which is selected by default, you can report all data without any time filter. The Time Zone parameter comes automatically into the report from the user parameters. If you prefer to use a different time zone, you can change it by clicking on your user name and selecting Preferences. For the details to change the user preferences, refer to Chapter 1, Section 1.4.1.

A sample result screen is shown in Figure 7.51.

The following describes the columns shown in Figure 7.51:

- **Function Task:** The name of the administration activity that was performed.
- **Date Stamp:** Date and time of the administration activity that was performed.
- **App:** The name of the model in which the administration activity was performed.
- **User ID:** The name of the user who performed the administration activity.
- **Source:** The additional information about the modified object. For instance, the name of the user, field, model, dimension, and so on.
In addition to these two reports, we'll also look at the performance statistics report, which provides a detailed analysis of performance analysis in SAP NetWeaver systems. The performance statistics report isn’t classified as an SAP BPC system report, but it’s also a useful ready-to-use report.

In the next section, the comments report is explained, which can be used to access the list of comments that have been entered by the user during processes.

### 7.5.1 Comments Report (Standard)

The comments report provides a detailed analysis of the list of comments that have been entered by users. In this report, it’s also possible to search across comments with the text search or keyword search functionality.

#### Authorization

To execute the comments reports, depending on the version, the user must have the following authorizations:

- **SAP BPC, version for the Microsoft platform**: Run Comment Reports task
- **Standard SAP BPC, version for SAP NetWeaver**: Run Comment Reports task
- **Embedded SAP BPC, version for SAP NetWeaver**: Not available

You can access the report by clicking the Comments link under Other in the System Reports tab, as shown in Figure 7.52.

#### Figure 7.52 Accessing the Comments Report

The selection screen of the report is shown in Figure 7.53.
In the **Model** section, you can select the model using the **Model** field to filter the comments (see Figure 7.53). The dimensions of the selected model are listed dynamically on the selection screen. As shown in Figure 7.53, the **Dimension Members** section lists the dimensions of the selected model **Planning**.

You can select the members that you want to filter, or you can select the **All Members** option in Figure 7.53, which is the default, to access the comments without adding any filters.

In the **History** section, you can select the **Full History of Comments** option to report all versions in case any subsequent changes are made to a comment that was created before. Alternatively, you can display only the active version using the **Only the Most Recent Comments** selection option.

In the **Date and Time** section, if the **Anytime** radio button is selected instead of the **Start Time** radio button, which is selected by default, you can report all data without any time filters. The **Time Zone** parameter comes automatically into the report from the user parameters. If you prefer to use a different time zone, you can change it by clicking on your user name and selecting **Preferences**. For the details to change the user preferences, refer to Chapter 1, Section 1.4.1.

You can add additional filters using the options in the **Additional Criteria** section. With the **Priority** option, you can filter the comments based on the priority level of the comment by selecting the **NONE**, **LOW**, **MEDIUM**, **HIGH**, and **CRITICAL** priority levels. You can display the comments that don’t have any priority level by selecting the **NONE** option. By selecting the **ALL** option, which is the default, you can report all data without providing a filter.

In the **User** field, you can add filters based on the users who created the comment. By leaving it blank, you can report all data without providing any filters.

In the **Keyword** field, you can type a text to filter the comments by searching in the text that was entered while creating a comment. By leaving it blank, you can report all data without any filters.

A sample result screen is shown in Figure 7.54.

The following describes the columns shown in Figure 7.54:

- **Comment**
  - The full text of the comment.
- **Keyword**
  - The keyword of the comment.
- **Priority**
  - The priority of the comment. These values can be **LOW**, **MEDIUM**, **HIGH**, or **CRITICAL** according to the importance of the notice, and the value can be **NONE** for the comments that don’t have any priority level.
- **Date**
  - The date on which the comment was entered into the system.
- **Dimension Members**
  - The member list of the dimensions where the comment was entered. You can
change the member display settings according to your preferences by selecting the ID, DESCRIPTION, or ID AND DESCRIPTION options in the DIMENSION MEMBER DISPLAY field in Figure 7.54.

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the “Common Features for All System Reports” subsection under Section 7.2.1.

The following subsection discusses the work status report, which can be used to monitor the work status changes for the data regions.

### 7.5.2 Work Status Report

The work status report provides an analysis of the status changes of data (e.g., LOCKED, SUBMITTED, APPROVED, etc.) according to the selection criteria.

#### Authorization

To execute the work status report, depending on the version, the user must have the following authorizations:

- **SAP BPC, version for the Microsoft platform:** RUN WORK STATUS REPORTS task
- **Standard SAP BPC, version for SAP NetWeaver:** RUN WORK STATUS REPORTS task
- **Embedded SAP BPC, version for SAP NetWeaver:** S_RS_COMP authorization object (SAP BEx components—query)

You can access the report by selecting the WORK STATUS link under OTHER in the SYSTEM REPORTS tab, as shown in Figure 7.55 (standard environments) and Figure 7.56 (embedded environments).

The selection screen of the report is shown in Figure 7.57. You can select the model to be analyzed on the selection screen using the MODEL field.

The dimensions that are active for the selected model are listed dynamically on the selection screen. As shown in Figure 7.57 the dimensions listed in the DIMENSION MEMBERS section are the work status dimensions of the selected model CONSOLIDATION.

#### Other System Reports

You can select the dimension members that you want to filter, or you can select the ALL MEMBERS option in Figure 7.57, which is the default, to analyze all the values without adding any filters.

In the DATE AND TIME section, if the ANYTIME radio button is selected instead of the START TIME radio button, which is the default, you can report all data without...
any time filters. The Time Zone parameter comes automatically into the report from the user parameters. If you prefer to use a different time zone, you can change it by clicking on your user name and selecting Preferences. For the details to change the user preferences, refer to Chapter 1, Section 1.4.1.

In the Additional Criteria section, you can make additional selections by filtering the users who changed the work status by selecting the User field. By leaving it blank, you can report all data without providing any filters.

A sample result screen is shown in Figure 7.58.

![Sample Result Screen for the Work Status Report](image)

Figure 7.58 Sample Result Screen for the Work Status Report

The following describes the columns shown in Figure 7.58:

- **STATUS**
  The status when the work status was changed.

- **USER**
  The user who changed the work status.

- **DATE AND TIME**
  Date and time when the work status was changed.

- **CATEGORY/ENTITY/TIME** (or another dimension)
  The members of the dimensions for which the work status is active.

For general usage information in this report, such as switching between reports, filtering, sorting, printing, and so on, refer to the “Common Features for All System Reports” subsection under Section 7.2.1.

The following subsection describes the list of detailed runtime logs for the performance analysis.

### 7.5.3 Performance Statistics Report (Standard)

The performance statistics report provides a detailed analysis of runtime using the logs that have been recorded by the system while performing transactions in SAP BPC. Note that this report is only available for standard environments in SAP BPC, version for SAP NetWeaver.

You can access the statistical performance report through the SAP GUI, unlike the other system reports accessed through the Web Client interface.

As a prerequisite, the following configuration steps must be performed to activate performance statistics reporting:

1. Log in to SAP NetWeaver system through the SAP GUI.
2. Run Transaction SPRO.
3. Go to the model parameters Customizing screen by following the menu path, SAP Customizing Implementation Guide • Planning and Consolidation • Configuration Parameters • Set Model Parameters, as shown in Figure 7.59.

![Accessing the Model Parameters Customizing](image)

Figure 7.59 Accessing the Model Parameters Customizing

4. Select the environment and model for which you want to activate the performance statistics in the ENVIRONMENT and MODEL ID fields (see Figure 7.60).
5. Click on the BPC_STATISTICS parameter to select it, and then either click the icon shown in Figure 7.61 or press the (F6) key.

6. To activate the performance statistics, enter "ON" in the Value field, as shown in Figure 7.62.

7. Click the icon or press the (F8) key, and click the icon or press the (Ctrl)+S keys to save the Customizing.

Enabling the Performance Statistics

After completing the analysis of the report, deactivating the configuration parameter again is important to prevent the production of unnecessary logs in the database. If statistics are always active, log tables in the system may reach huge volume sizes. In such cases, if you need to delete the unnecessary data, you can use the UJ0_STATISTICS_DELETE program, which you can execute via Transaction SA38 or Transaction SE38.

To access the report, run Transaction UJSTAT. The selection screen of the report is shown in Figure 7.63.

As shown in Figure 7.63, you can filter the log data according to the user who performed the transaction using the User ID field, filter the time period to be analyzed through the Statistics Start Date and Statistics Start Time fields, decrease the data range by selecting the environment in the Environment field, and select the model in the Model field.

In the Action ID field, you can also filter the subject to be analyzed (e.g., analysis for Shared Query Engine Read).

Besides these fields, you can filter the data logs in the Statistics Session field. This field represents the technical ID in terms of the UUID. You can use this technical ID to filter the record directly if you know the UUID through the tables or logs (e.g., 003N7FQ5PVH95MU1PP5NABXJS).

You can execute the report by clicking the icon or pressing the (F8) key. A sample result screen within a tree structure is shown in Figure 7.64.
You can add or remove the columns for the report layout by clicking the icon or pressing the \(\text{Shift} + (F9)\) key (see Figure 7.65).

Figure 7.64  Sample Result Screen for the Performance Statistics Report

The following describes all columns shown in Figure 7.64 and Figure 7.65:

- **Hierarchy**
The task that is analyzed for performance with a hierarchical view.

- **Environ.**
The name of the environment on which the task was performed.

- **Model**
The name of the model for which the task was performed.

- **Seq Number**
The sequence number of the task step in the transaction.

- **Start Date**
The date when the task began.

- **Start Time**
The time when the task began.

- **Runtime**
The runtime in seconds.

- **T Runtime**
The roll-up runtime in seconds.

- **C Runtime**
The cumulative runtime in seconds.

- **Nr of Recs**
The number of records returned after the task was performed.

- **Stat Sess**
The technical ID in terms of the UUID.

- **Action Txt**
The definition of the action ID for the login language (e.g., *Shared Query Engine Read*).

- **Event ID**
The technical ID of the event while the task was performed (e.g., 2004).

- **Event Text**
The definition of the event ID for the login language (e.g., *Run MDX Query*).

Multidimensional Expressions (MDX) is a query language for querying data from multidimensional InfoCubes in Online Analytical Processing (OLAP) databases.
7 System Reports

- **Par Evt ID**
  The parent ID of the parent event of the task.

- **Act Caller**
  The caller ID of the event for the task, in terms of the UUID.

### 7.6 Summary

In this chapter, we discussed the details of the system reports in SAP BPC with their features and benefits for analyzing the BPF processes executed through the BPF using the BPF operation report. You can also analyze the status of instances for both active and archived instances through the BPF instance report. Moreover, you can report the status of BPF activities with their details using the BPF activity report.

You've learned how to report the details of users, teams, task profiles, and data access profiles in the system in order to analyze the security and authorization details in the system.

In addition to BPF-related reports and security-related reports, you've also learned about the audit-related reports. Now you can execute a report on newly created data, changed data, and deleted data with detailed transaction logs. By using the administration activity report, you can also analyze the administrative (configurational) changes at the environment or model level. You've also learned how to analyze the comments according to the selection criteria with the text search function using the comments report.

In addition to the system reports in SAP BPC, we also discussed the statistical performance report, which can be used for performance analysis in SAP NetWeaver systems.

As a result, now you have detailed information about all of the system reports in SAP BPC. In addition, you can execute all system reports according to your company's requirements.

In the next chapter, we'll discuss advanced tasks of SAP BPC, where you'll learn how to make the configuration in SAP BPC, especially the commonly used configuration steps, such as environment management, dimension management, model management, security management, and so on.
Contents

Foreword ......................................................................................................... 13
Preface ............................................................................................................. 15

1 Introduction to SAP BusinessObjects Planning and Consolidation .......................................................... 21
  1.1 Functionality at a Glance ............................................................... 21
    1.1.1 Planning, Budgeting, and Forecasting ....................... 23
    1.1.2 Consolidation ................................................................... 27
    1.1.3 Reporting and Analysis ..................................................... 28
  1.2 Features at a Glance ...................................................................... 30
  1.3 Alternative Versions of SAP BusinessObjects Planning and Consolidation ................................................ 34
    1.3.1 SAP BusinessObjects Planning and Consolidation,
         Version for the Microsoft Platform ................................... 36
    1.3.2 SAP BusinessObjects Planning and Consolidation,
         Version for SAP NetWeaver .............................................. 36
  1.4 Interfaces and Components ........................................................... 37
    1.4.1 Web Client ....................................................................... 37
    1.4.2 EPM Add-in ..................................................................... 48
    1.4.3 SAP Graphical User Interface ............................................ 84
  1.5 Summary ....................................................................................... 90

2 System Modeling .................................................................................. 91
  2.1 Environments ................................................................................ 92
  2.2 Dimensions, Members, and Properties ........................................ 94
    2.2.1 Dimensions in Standard Environments .................... 95
    2.2.2 Dimensions in Embedded Environments ................. 98
    2.2.3 Dimension Members ....................................................... 101
    2.2.4 Dimension Properties .................................................... 101
    2.2.5 Dimension Hierarchies ................................................... 102
  2.3 Models and InfoProviders .............................................................. 103
    2.3.1 Models in Standard Environments ............................... 104
    2.3.2 Models in Embedded Environments ......................... 108
    2.3.3 Local Providers (Embedded) ............................................. 112
  2.4 SAP Business Warehouse Objects .................................................. 116
    2.4.1 InfoAreas ......................................................................... 118
8 Advanced SAP BusinessObjects Planning and Consolidation Tasks .............................................. 469

8.1 Accessing the Administration Menu ............................................................. 469
8.2 Environment Management ............................................................................. 473
  8.2.1 Creating an Environment with Reference (Standard) .................. 475
  8.2.2 Creating an Environment without Reference (Embedded) ........ 477
  8.2.3 Changing the Descriptions of Environments ................................. 478
  8.2.4 Changing the Environment Status (Standard) ............................. 480
  8.2.5 Viewing the User Activity (Standard) ........................................... 482
  8.2.6 Setting the Template Version (Standard) ....................................... 483
  8.2.7 Deleting an Environment .................................................................. 484

8.3 Dimension Management ............................................................................. 485
  8.3.1 Creating New Dimensions (Standard) ........................................... 488
  8.3.2 Creating New Dimensions (Embedded) .......................................... 509
  8.3.3 Processing Dimensions ................................................................... 521
  8.3.4 Copying Dimensions ......................................................................... 523
  8.3.5 Deleting Dimensions .......................................................................... 524

8.4 Model Management ..................................................................................... 526
  8.4.1 Creating a Model (Standard) ............................................................. 528
  8.4.2 Creating a Model (Embedded) ......................................................... 539
  8.4.3 Assigning New Dimensions to Existing Models ......................... 551
  8.4.4 Copying Models (Standard) .............................................................. 554
  8.4.5 Optimizing Models (Standard) ......................................................... 556
  8.4.6 Deleting Models ................................................................................ 558

8.5 Security Management ................................................................................. 560
  8.5.1 Managing Users (Standard) ............................................................. 561
  8.5.2 Managing Users (Embedded) .......................................................... 567
  8.5.3 Managing Teams .............................................................................. 569
  8.5.4 Task Profiles (Standard) ................................................................. 576
  8.5.5 Data Access Profiles ......................................................................... 583
  8.5.6 Managing Authorizations (Embedded) ........................................... 589

8.6 Summary ........................................................................................................ 591

Appendices ......................................................................................................... 593

A Glossary ........................................................................................................... 593
B The Author ...................................................................................................... 601

Index ................................................................................................................... 603
Index

A

Accounting standards, 27
Activity, 257, 264, 268, 288, 293, 296
Activity instance, 272
Activity performer, 268, 272–273, 292, 299, 304, 430
Activity reviewer, 271, 273, 283, 292, 299, 304, 430
Ad hoc reporting, 391
Adjustment, 238
Adjustment entry, 28, 239, 242
Administration activity, 473
Administration menu, 469
Aggregation level, 548
Application set, 92, 594–595
AppSet, 92, 595
AppShell, 92, 595
ASE, 94
Audit level, 419, 421
Audit reports, 415, 444
Administration activity report, 416, 444, 452
Data changes report, 416, 444–445
Auditing, 34, 415, 473
Authorization
BPF activities, 297
BPF scenario, 260
Business process flow, 260, 297
Comments, 150
Consolidation Monitor, 196, 205
Controls Monitor, 233
Currency translation, 200
Dashboards, 406
Dimension management, 488
Environment management, 475
Folder management, 160
Input forms, 140
Journals, 238
Model management, 528
Offline environment access, 482
Ownership Manager, 213
Planning functions, 181
Security management, 561
System reports (audit), 444
Authorization (Cont.)
System reports (BPF), 417
System reports (comments), 457
System reports (security), 431
System reports (work status), 460
Web input forms, 403
Web reports, 391

B

Bottom-up approach, 132
BPF Monitor, 312
BPF reports, 257–258, 417
Activity report, 415–417, 428, 430
Instance report, 415–417, 425, 430
Operation report, 415–418
Budgeting, 131, 140, 142, 163, 173, 181
Budgeting approaches, 132
Business Add-In (BAdI), 270
$U_BPF_SETUSER, 269, 271
Business process flow (BPF), 26, 41, 257, 415, 417, 472
Business rule, 472

C

Category type, 157
Cell context menu, 75
Central hierarchy, 520
Characteristic, 95, 99, 123
Characteristic attribute, 117
Characteristic hierarchy, 117
Characteristic master data, 117
Chart type, 172
Child member, 335
Classic environment, 93
Collapse, 337, 400
Collapse command, 337
Column axis, 314–315, 326, 361
Comma-separated values (CSV), 112
Comment, 25, 150, 176, 180, 390, 415
Comment parameter, 154
Dashboard reporting, 406, 598
Data access profile, 415, 433, 472, 565, 583, 594, 597
Data access profile changes, 587
Data access profile copying, 588
Data access profile creation, 585
Data analysis, 334, 399
Data change, 473
Data entry, 140, 142, 156, 163, 173, 381, 403, 532
Data grid, 392
Data link, 380
Data quality, 24
Data validation, 223, 232
DataStore object, 91, 112, 542, 594
DB2, 94
Descendant member, 335
Dimension, 91, 94–95, 98, 117, 167, 234, 393, 471, 473, 485
Dimension assignment, 535, 551
Dimension attribute, 550
Dimension copying, 523
Dimension deletion, 524
Dimension description, 523
Dimension hierarchy, 102, 117, 499, 517
Dimension ID, 489
Dimension management, 485
Dimension member, 91, 94, 101, 117, 148, 361, 378, 458, 500, 514
Dimension processing, 521
Dimension property, 101, 117, 125, 492, 497
Dimension status, 98
Dimension structure, 490, 492, 512
Dimension type, 96, 198, 215, 234, 494–495, 536
Dimensions mapping, 549
Document type, 473
Download Center, 50
Drag and drop, 174
Drilling down, 334, 399
Drill up, 337, 400
Drill-through, 473
Driver, 133, 268
Driver-based planning, 133
Driving dimension, 266
Environment management, 473
Environment offline, 481
Environment status, 474, 480
Environment with reference, 474–475
Environment without reference, 474, 477
EnvironmentShell, 92–93, 476
EPM add-in, 48, 134, 140, 150, 314, 328, 334, 377, 381, 383, 482
Connecting via Microsoft Office, 60
Connecting via Web Client, 57
Installation, 49
Logging on, 57, 60
Navigation, 63
Setup, 54
EPM Context, 146, 149
EPM Context bar, 69
EPM Context, 146, 149
EPM Report Editor, 313, 320, 325, 345
EPM Formatting Sheet, 360
EPM pane, 71, 315
EPM Report Editor, 313, 320, 325, 345
EPM user options, 337
Everest, 34
Excel formula, 365
Exclude command, 342
Existing reports, 149
Expand, 334, 399
Expand command, 335
Expand Data command, 386
Exclude command, 342
Existing reports, 149
Expand, 334, 399
Expand command, 335
Dashboard reporting, 406, 598
Data access profile, 415, 433, 472, 565, 583, 594, 597
Data access profile changes, 587
Data access profile copying, 588
Data access profile creation, 585
Data analysis, 334, 399
Data change, 473
Data entry, 140, 142, 156, 163, 173, 381, 403, 532
Data grid, 392
Data link, 380
Data quality, 24
Data validation, 223, 232
DataStore object, 91, 112, 542, 594
DB2, 94
Descendant member, 335
Dimension, 91, 94–95, 98, 117, 167, 234, 393, 471, 473, 485
Dimension assignment, 535, 551
Dimension attribute, 550
Dimension copying, 523
Dimension deletion, 524
Dimension description, 523
Dimension hierarchy, 102, 117, 499, 517
Dimension ID, 489
Dimension management, 485
Dimension member, 91, 94, 101, 117, 148, 361, 378, 458, 500, 514
Dimension processing, 521
Dimension property, 101, 117, 125, 492, 497
Dimension status, 98
Dimension structure, 490, 492, 512
Dimension type, 96, 198, 215, 234, 494–495, 536
Dimensions mapping, 549
Document type, 473
Download Center, 50
Drag and drop, 174
Drilling down, 334, 399
Drill up, 337, 400
Drill-through, 473
Driver, 133, 268
Driver-based planning, 133
Driving dimension, 266
**K**

Keep command, 341
Key figure, 123

**L**

Leaves, 520
License model, 36
Linking reports, 379
Lite Optimization, 556
Local dimension, 112
Local folder, 149, 330
Local hierarchy, 520
Local member, 365
Local provider, 91, 112, 115
Logic script, 203, 472
Logon link, 38

**M**

MaxDB, 94
Member, 94, 101, 148, 334, 341–342, 375, 388, 399–400
Member access profile, 433
Member formula, 472, 494
Member link, 380
Member management, 503
Member recognition, 377
Member selection, 164
Member Selector, 216, 230
Member sorting, 165
Members, 267
Microsoft Excel, 48, 333
Microsoft Excel formula, 365
Microsoft Office, 30, 48–49
Microsoft Office versions, 49
Microsoft PowerPoint, 48, 134, 333, 383
Microsoft Word, 48, 134, 334, 383
Model copying, 554
Model creation, 528, 539
Model deletion, 558
Model management, 526
Model optimizing, 556
Model status, 109, 551
Model type, 105, 109, 195, 541
Consolidation, 109
Drivers and rates, 106
Planning, 109
Reporting, 105
MultiProvider, 91, 117, 121
My Activities tab, 296

**N**

New dimension, 488, 509
Node, 520

**O**

Operational DataStore, 112
Optimizing model, 556
Oracle, 94
OutlookSoft, 34
Ownership data, 195, 212, 217, 221
Ownership Manager Editor, 212, 597
Ownership type model, 195
Ownership values, 221

**P**

Page axis, 314–315, 324, 361
Parameter copying, 476
Parameter creation, 478
Parent, 196
Parent entity, 27
Parent member, 148, 334–335
Percent consolidation, 219
Percent control, 219, 221
Percent ownership, 219, 221
Performance statistics, 465
Performance statistics report, 463
Plan-actual variance analysis, 409
Planning, 131, 140, 142, 163, 173, 181
Planning and budgeting, 22–23, 131
Approaches, 24, 132
Predefined consolidation rules, 205
Process activity, 420

**Q**

Quick link, 379

**R**

Ranking data, 357
Real-time InfoCube, 91, 112, 117, 120, 542, 598
Referential integrity rules, 493
Refresh data, 175
Related action, 280
Report axes, 319
Report design, 325
Report editing, 399
Report Editor, 320
Report file extensions, 333
Report formatting, 359, 374
Report layout, 318, 321
Report link, 380
Report name, 322
Report position, 326
Report preview, 317
Report saving, 328, 398
Report view, 323
Reporting, 133, 158, 164
Reporting and analysis, 23, 28
Mobile, 32
Role assignment, 288

Process instance, 257, 259, 288, 307, 420, 472, 598
Process instance status, 294
Process Monitor, 41, 306, 312
Process owner, 263, 289, 304
Process start time, 292
Process status, 308
Process template, 257, 259–260, 284, 289, 472, 598
Activity, 264
Process settings, 261
Settings, 261
Workspace, 273
Processing dimension, 521
Product versions, 37
Property, 91, 94, 101, 125, 361, 375

Rules, 472
Row axis, 314–315, 326, 361

**S**

SAP BPC architecture, 91
SAP BPC versions, 34, 36, 94
Embedded SAP BPC, 36
Standard SAP BPC, 36
Version for SAP NetWeaver, 35–36, 49, 84, 156
Version for the Microsoft platform, 35–36, 49, 93–94, 157, 196, 201, 214, 233, 238, 392, 403
SAP Business Warehouse (BW), 36, 91, 116, 410
SAP BusinessObjects, 410
SAP BusinessObjects Business Intelligence, 410, 509
SAP BusinessObjects Cloud, 410
SAP BusinessObjects Dashboards, 406, 410
SAP BusinessObjects Design Studio, 410
SAP BusinessObjects Explorer, 410
SAP BusinessObjects Lumira, 410, 412
SAP BusinessObjects Web Intelligence, 410
SAP BW Integrated Planning (SAP BW-IP), 93
SAP Crystal Reports, 410
SAP GUI, 84, 88
Installation, 84
Logging on, 85
Logging out, 89
Navigation, 86
SAP HANA, 34, 37, 93–94, 112, 557
SAP NetWeaver Application Server, 560
Save data, 174
Security, 34, 415, 471, 560
Security management, 560
Security reports, 415, 431
Data access profiles report, 416, 431, 442
Task profiles report, 415–416, 431, 439
Teams report, 415–416, 431, 435
Users report, 415–416, 431
Self-service reporting, 29
Service-Oriented Architecture (SOA), 36
Sorting data, 346
Spread function, 181–182, 184–185
Spread results, 183–185
Index

SQL, 94
SQL Server Analysis Services (SSAS), 36
Standard environment, 93, 134, 195, 328, 475–478, 482, 484
Subsidiary, 196
Supported web browsers, 38
Symmetrical collapse, 339
Symmetrical exclude, 343
Symmetrical Exclude command, 343
Symmetrical expand, 339
Symmetrical keep, 343
Symmetrical Keep command, 343
System architecture, 36, 91
System modeling, 91
System reports, 42, 415–416, 422, 425, 431, 444
System-defined properties, 495

T
Target action, 276, 278
Task profile, 433, 439, 472, 565, 576, 599
Task profile copying, 582
Task profile creation, 577
Task profile deletion, 583
Task profile maintenance, 579
Task sequence, 472
Team, 159, 472, 565
Team creation, 571
Team deletion, 576
Team folder, 329
Team maintenance, 573
Team management, 569
Template version, 426, 474, 483
Time characteristic, 123
Top-down approach, 132
Transaction code, 86
RSA1, 118
RSD1, 509, 514, 517
SA38, 305, 465
SFA38, 305, 465
SPRO, 463, 533
USTAT, 465

U
Unified environment, 93
Unit characteristic, 123
User, 471
User activity, 474, 482
User Activity button, 483
User creation, 562
User deletion, 567
User maintenance, 564
User management, 561, 565, 567

V
Validate data, 144
VirtualProvider, 91, 112, 410–411, 542

W
Web browser, 38
Web Client, 37–38, 40, 117, 158, 163–164, 176, 391, 398–399, 403, 422, 482
Changing the environment, 44
Connection, 38
Logging on, 38
Logging out, 47
Navigation, 39
User preferences, 45
Web input form, 158, 173, 403
Web report, 158
Web reporting, 391
Weight function, 181, 190, 192
Weight results, 192
Work status, 199, 208, 472
Work status change, 208
Work status report, 416, 460
Workbook data, 143
Worksheet data, 143
Workspace, 273
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