BPC430
SAP Business Planning and Consolidation: Reporting and Planning

COURSE OUTLINE
Course Version: 16
Course Duration: 5 Day
SAP Copyrights and Trademarks

© 2015 SAP SE. All rights reserved.
No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE. The information contained herein may be changed without prior notice.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

- Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.

- IBM, DB2, DB2 Universal Database, System i, System i5, System p, System p5, System x, System z, System z10, System z9, z10, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.

- Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

- Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.

- Oracle is a registered trademark of Oracle Corporation.

- UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.

- Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.

- HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®. World Wide Web Consortium, Massachusetts Institute of Technology.

- Java is a registered trademark of Sun Microsystems, Inc.

- JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

- SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP BusinessObjects Explorer, StreamWork, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE in Germany and other countries.

- Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects Software Ltd. Business Objects is an SAP company.

- Sybase and Adaptive Server, iAnywhere, Sybase 365, SQL Anywhere, and other Sybase products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Sybase, Inc. Sybase is an SAP company.
All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP SE and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.
Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

<table>
<thead>
<tr>
<th>This information is displayed in the instructor’s presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration</td>
</tr>
<tr>
<td>Procedure</td>
</tr>
<tr>
<td>Warning or Caution</td>
</tr>
<tr>
<td>Hint</td>
</tr>
<tr>
<td>Related or Additional Information</td>
</tr>
<tr>
<td>Facilitated Discussion</td>
</tr>
<tr>
<td>User interface control</td>
</tr>
<tr>
<td>Window title</td>
</tr>
</tbody>
</table>

Example text

Example text
<table>
<thead>
<tr>
<th>Unit</th>
<th>Overview of SAP Business Planning and Consolidation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lesson: Introducing SAP Business Planning and Consolidation</td>
</tr>
<tr>
<td></td>
<td>Lesson: Using the Microsoft Excel Interface of the EPM Add-In</td>
</tr>
<tr>
<td></td>
<td>Lesson: Connecting and Configuring the Microsoft Excel Interface of the EPM Add-In</td>
</tr>
<tr>
<td>3</td>
<td>Basic Report Building in Microsoft Excel</td>
</tr>
<tr>
<td>5</td>
<td>Enhancements to Microsoft Excel Reports</td>
</tr>
<tr>
<td>7</td>
<td>Report Functions</td>
</tr>
<tr>
<td>9</td>
<td>Delivered Templates</td>
</tr>
<tr>
<td>11</td>
<td>Everest Data Range Exchange (EvDRE) Reports</td>
</tr>
<tr>
<td></td>
<td>Lesson: Comparing EvDRE to EPM Reports (Optional)</td>
</tr>
<tr>
<td></td>
<td>Lesson: Migrating EvDRE Templates</td>
</tr>
<tr>
<td>Unit</td>
<td>Title</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------</td>
</tr>
</tbody>
</table>
| 13     | **Unit 7: Distribution and Collection of Input Schedules** | Lesson: Configuring Distribution and Collection  
|        |                                                 | Lesson: Distributing and Collecting Workbooks                           |
| 15     | **Unit 8: Comments in SAP Business Planning and Consolidation** | Lesson: Describing the Comment Functionality in SAP Business  
Planning and Consolidation  
Lesson: Entering Comments with the EPM Ribbon  
Lesson: Managing Comment Data |
| 17     | **Unit 9: The EPM Add-in Planning Functions** | Lesson: Using The Spread, Trend, and Weight Planning Functions  
Lesson: Using Disaggregation |
| 19     | **Unit 10: Business Process Flows (BPFs)** | Lesson: Positioning Planning Business Process Flows (BPFs)  
Lesson: Using Reporting Business Process Flows (BPFs) |
| 21     | **Unit 11: Web Interface in SAP Business Planning and Consolidation** | Lesson: Navigating in the Web Interface  
Lesson: Creating Web Reports, Input Forms, and Workspaces  
Lesson: Publishing Books |
| 23     | **Unit 12: Drill Through** | Lesson: Positioning Drill Throughs  
Lesson: Creating Drill Throughs for Web Sites  
Lesson: Creating Drill Throughs for BW Queries  
Lesson: Creating Drill Through for SAP ERP |
| 25     | **Unit 13: Microsoft Word and Microsoft PowerPoint Reports with Live Data** | Lesson: Creating Reports with Microsoft Word and Microsoft PowerPoint |
| 27     | **Unit 14: Dashboards** | Lesson: Creating a Dashboard |
Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

• Application Consultant
• Business Process Owner/Team Lead/Power User
• Program/Project Manager
Lesson 1: Introducing SAP Business Planning and Consolidation

Lesson Objectives
After completing this lesson, you will be able to:

- Define the key terms of the planning and consolidation application
- Explain the positioning of the planning and consolidation application in the enterprise performance management (EPM) category of solutions
- List the benefits of the planning and consolidation application
- Describe the main components of the planning and consolidation application

Lesson 2: Using the Microsoft Excel Interface of the EPM Add-In

Lesson Objectives
After completing this lesson, you will be able to:

- Configure the Microsoft Excel interface
- Explain how to use the EPM pane to build a report

Lesson 3: Connecting and Configuring the Microsoft Excel Interface of the EPM Add-In

Lesson Objectives
After completing this lesson, you will be able to:

- List the main features of the EPM add-in
- Create a connection
Lesson 1: Creating Reports with the EPM Report Editor

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the options for creating a report
- Create reports with the EPM Report Editor
- Use data analysis options

Lesson 2: Using the Member Selector

Lesson Objectives
After completing this lesson, you will be able to:

- Use hierarchies and attributes to select sort and subtotal

Lesson 3: Sorting, Filtering, and Ranking Data

Lesson Objectives
After completing this lesson, you will be able to:

- Explain the sort, filter, and rank data options

Lesson 4: Using Read Only, Member Names, and Insertion Filtering

Lesson Objectives
After completing this lesson, you will be able to:

- Use read only, member naming, and insertion filtering

Lesson 5: Using Account Types and the Measures Dimension

Lesson Objectives
After completing this lesson, you will be able to:

- Analyze data with account types and measures
Lesson 6: Using Member Recognition
Lesson Objectives
After completing this lesson, you will be able to:

● Create a report by using the Member Recognition feature

Lesson 7: Using Local Members in a Plan Actual Variance Analysis
Lesson Objectives
After completing this lesson, you will be able to:

● Use local members in a plan actual variance analysis
Lesson 1: Linking Reports
Lesson Objectives
After completing this lesson, you will be able to:

- Create different types of links

Lesson 2: Formatting Reports
Lesson Objectives
After completing this lesson, you will be able to:

- Configure a formatting style sheet
- Define formatting for hierarchies
- Define formatting for specific report items
- Apply formatting to a report or to a worksheet

Lesson 3: Reporting on Multiple Sources
Lesson Objectives
After completing this lesson, you will be able to:

- Create reports on different sources in the same worksheet

Lesson 4: Reporting by Using Axis Sharing
Lesson Objectives
After completing this lesson, you will be able to:

- Explain how to meet reporting requirements by sharing a report axis

Lesson 5: Generating Worksheets
Lesson Objectives
After completing this lesson, you will be able to:

- Generate a multiple worksheet report
Lesson 6: Analyzing Data with Time Dependent Hierarchies

Lesson Objectives
After completing this lesson, you will be able to:

- Analyze data with time dependent hierarchies
Lesson 1: Creating Cell-Based Reports with Functions

Lesson Objectives
After completing this lesson, you will be able to:

- Create reports with basic EPM cell functions
- Compare cell functions with Ev functions

Lesson 2: Creating Cell-Based Reports with Advanced Functions

Lesson Objectives
After completing this lesson, you will be able to:

- Use functions to override report items
- Use functions to retrieve dimension and member properties
- Use other advanced functions

Lesson 3: Using the EPMOlapMemberO Function

Lesson Objectives
After completing this lesson, you will be able to:

- Use the EPMOlapMemberO function

Lesson 4: Executing VBA and API Functions

Lesson Objectives
After completing this lesson, you will be able to:

- Create a button to execute functions in VBA
Lesson 1: Using Delivered Templates

Lesson Objectives
After completing this lesson, you will be able to:

• Describe the delivered templates

Lesson 2: Creating Reports Using Best Practices

Lesson Objectives
After completing this lesson, you will be able to:

• Explain reporting best practices
Lesson 1: Comparing EvDRE to EPM Reports (Optional)

Lesson Objectives
After completing this lesson, you will be able to:

- Compare EvDRE and EPM add-in report features
- Describe EvDRE parameters

Lesson 2: Migrating EvDRE Templates

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the process of EvDRE migration
- Describe how specific EvDRE items are migrated
- Analyze the migration of EvDRE reports
Lesson 1: Configuring Distribution and Collection

Lesson Objectives
After completing this lesson, you will be able to:

• Create a distribution template

Lesson 2: Distributing and Collecting Workbooks

Lesson Objectives
After completing this lesson, you will be able to:

• Distribute workbooks
Lesson 1: Describing the Comment Functionality in SAP Business Planning and Consolidation

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the comment functionality in SAP Business Planning and Consolidation

Lesson 2: Entering Comments with the EPM Ribbon

Lesson Objectives
After completing this lesson, you will be able to:

- Enter comments with the EPM ribbon

Lesson 3: Managing Comment Data

Lesson Objectives
After completing this lesson, you will be able to:

- Manage comment data
Lesson 1: Using The Spread, Trend, and Weight Planning Functions

Lesson Objectives
After completing this lesson, you will be able to:

- Use planning functions

Lesson 2: Using Disaggregation

Lesson Objectives
After completing this lesson, you will be able to:

- Disaggregate planning data
Lesson 1: Positioning Planning Business Process Flows (BPFs)

Lesson Objectives
After completing this lesson, you will be able to:

• Position BPFs using a BPF as a report launch pad

Lesson 2: Using Reporting Business Process Flows (BPFs)

Lesson Objectives
After completing this lesson, you will be able to:

• Use reporting BPFs
Lesson 1: Navigating in the Web Interface

Lesson Objectives
After completing this lesson, you will be able to:

● Connect to the Web client
● Describe the main components of the Web interface
● List the Features Available in the Web and Microsoft Excel Clients

Lesson 2: Creating Web Reports, Input Forms, and Workspaces

Lesson Objectives
After completing this lesson, you will be able to:

● Configure Web reports
● Create Web reports, input forms, and workspaces

Lesson 3: Publishing Books

Lesson Objectives
After completing this lesson, you will be able to:

● Configure book publication
● Publish books
Lesson 1: Positioning Drill Throughs
Lesson Objectives
After completing this lesson, you will be able to:

- Describe the configuration of drill throughs

Lesson 2: Creating Drill Throughs for Web Sites
Lesson Objectives
After completing this lesson, you will be able to:

- Create a Web site drill through

Lesson 3: Creating Drill Throughs for BW Queries
Lesson Objectives
After completing this lesson, you will be able to:

- Create a drill through to a BW query

Lesson 4: Creating Drill Through for SAP ERP
Lesson Objectives
After completing this lesson, you will be able to:

- Create a drill through for SAP ERP
Lesson 1: Creating Reports with Microsoft Word and Microsoft PowerPoint

Lesson Objectives
After completing this lesson, you will be able to:

• Create Microsoft Word and Microsoft PowerPoint reports
Lesson 1: Creating a Dashboard

Lesson Objectives
After completing this lesson, you will be able to:

- Create a dashboard
- Publish a dashboard