

SAP Business Warehouse/Business Intelligence Reporting

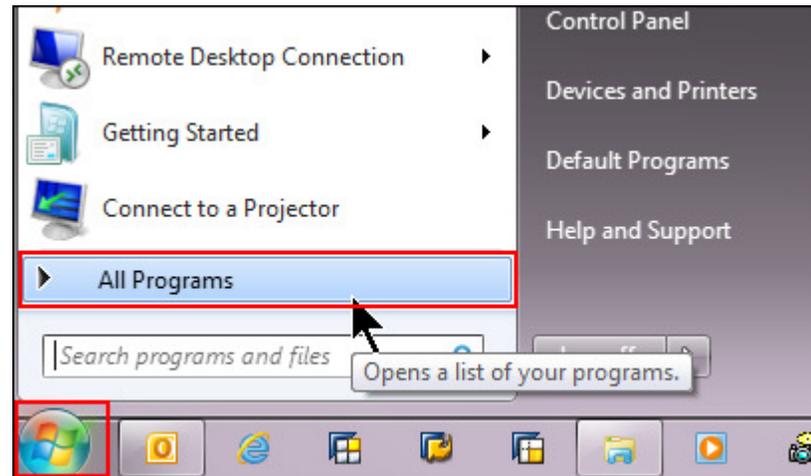
FI Exercise 1 Creating a Basic Ad Hoc Query

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials
General Topics - BW/BI Power Users

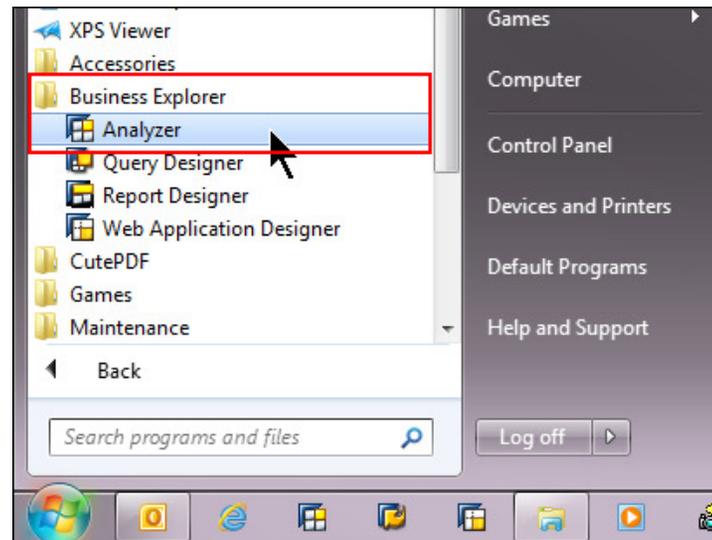
FI Exercise 1 – Creating a Basic Ad Hoc Query

To access BEx tools:

1. Select the Start menu → All Programs:

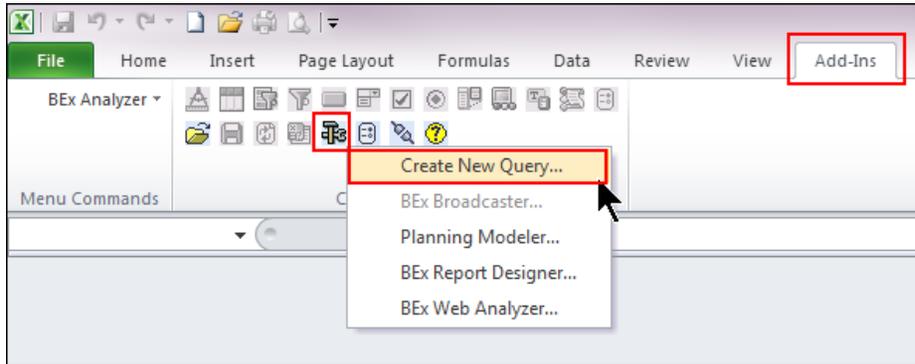


2. Select Business Explorer → Analyzer:

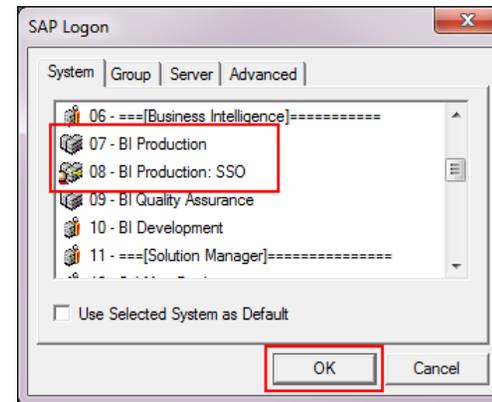


FI Exercise 1 – Creating a Basic Ad Hoc Query

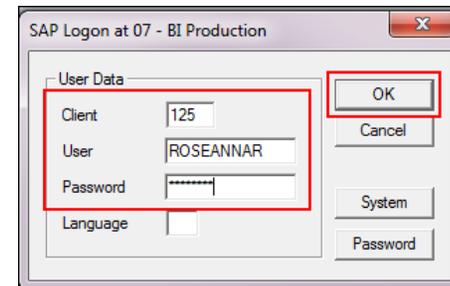
Excel will open with an additional tab: Select Add-Ins → Tools or BEx Analyzer/Tools → Create New Query



The SAP Logon is displayed. Select your option from the “Business Intelligence” section. (SSO is for single sign on).



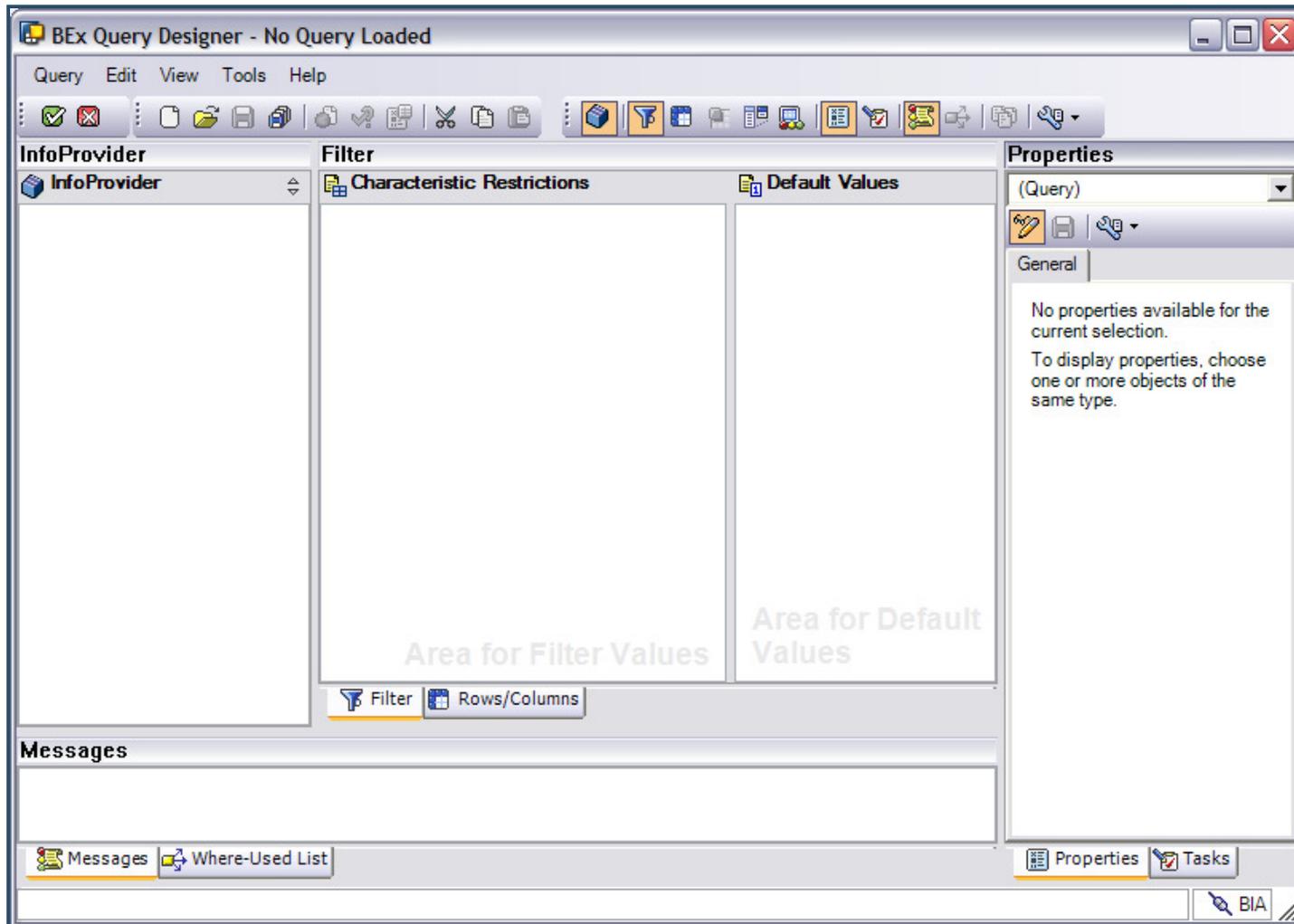
Enter your User and Password and select OK:



*Contact your Agency Security User ID Administrator for BW/BI User ID and password-related information

FI Exercise 1 – Creating a Basic Ad Hoc Query

Result: BEx Query Designer will be opened in the Standard View.

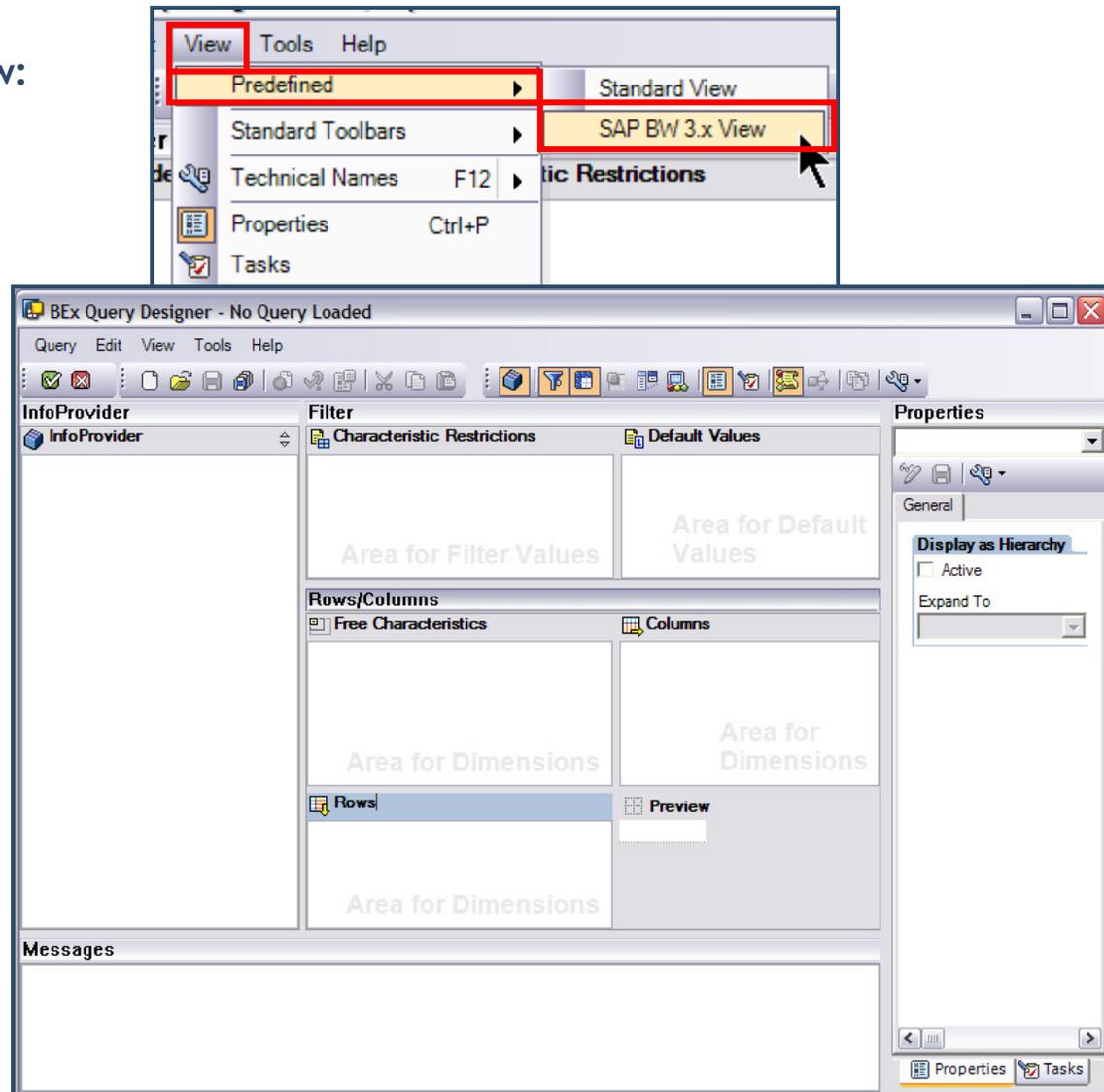


FI Exercise 1 – Creating a Basic Ad Hoc Query

To access the “SAP BW 3.x view:

1. Click the “View” tab.
2. Select Predefined
3. Click Sap BW 3.x View

Result: BEx Query Designer will be opened in the SAP BW 3.x View.



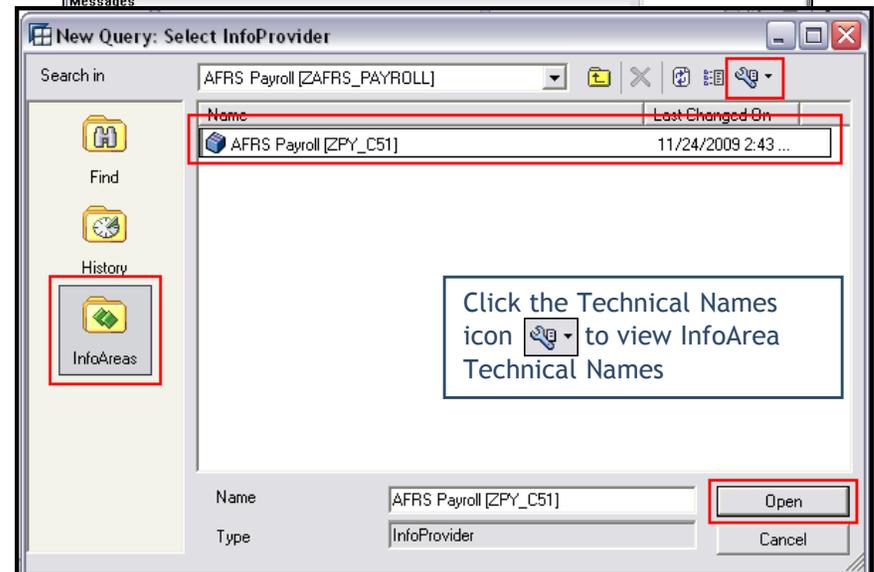
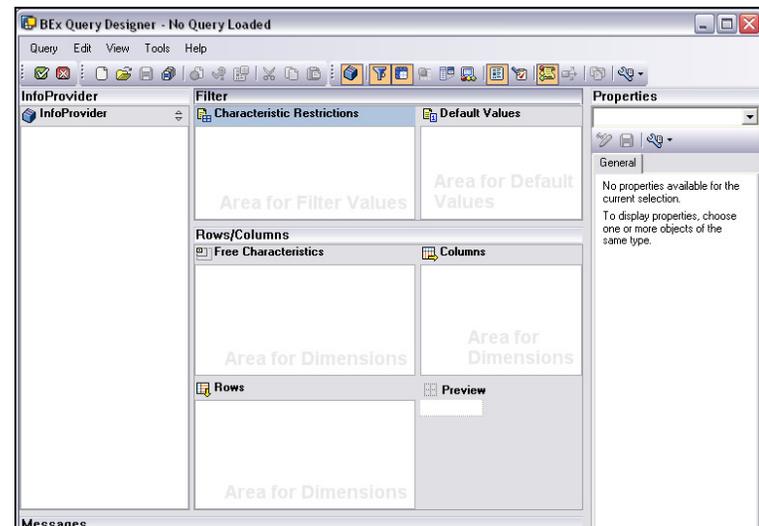
FI Exercise 1 – Creating a Basic Ad Hoc Query

Creating a New Ad Hoc Query

1. Click the New Query icon  from the BEx Query Designer toolbar.

Result: The New Query: Select InfoProvider screen is displayed.

2. Click on the InfoAreas tab, if necessary.
3. Expand the AFRS Payroll InfoArea from the “New Query - Select InfoProvider” Screen.
4. Select AFRS Payroll (ZPY_C51) InfoProvider.
5. Click Open.



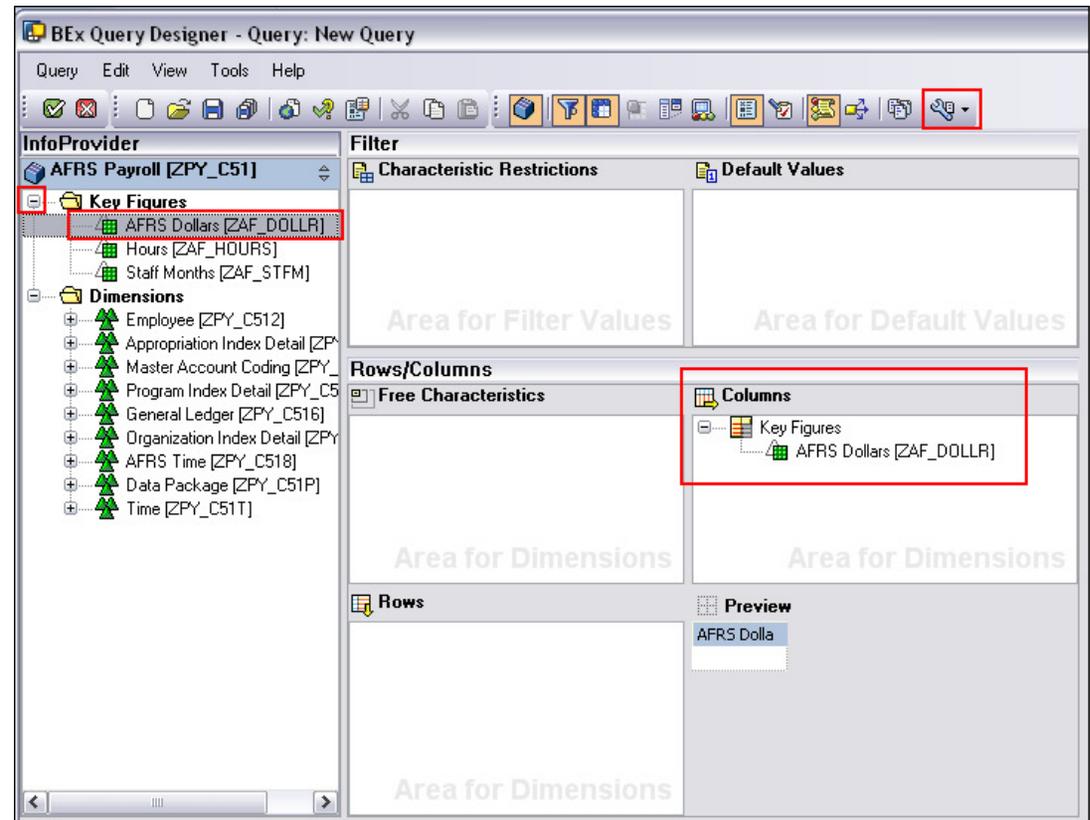
FI Exercise 1 – Creating a Basic Ad Hoc Query

Adding Key Figures

1. Expand the Key Figures section by clicking on the Expand icon. 
2. Drag&Drop AFRS Dollars from the Key Figures section to the Columns section of the query.

This will add the Payroll Costs to the ad hoc query results.

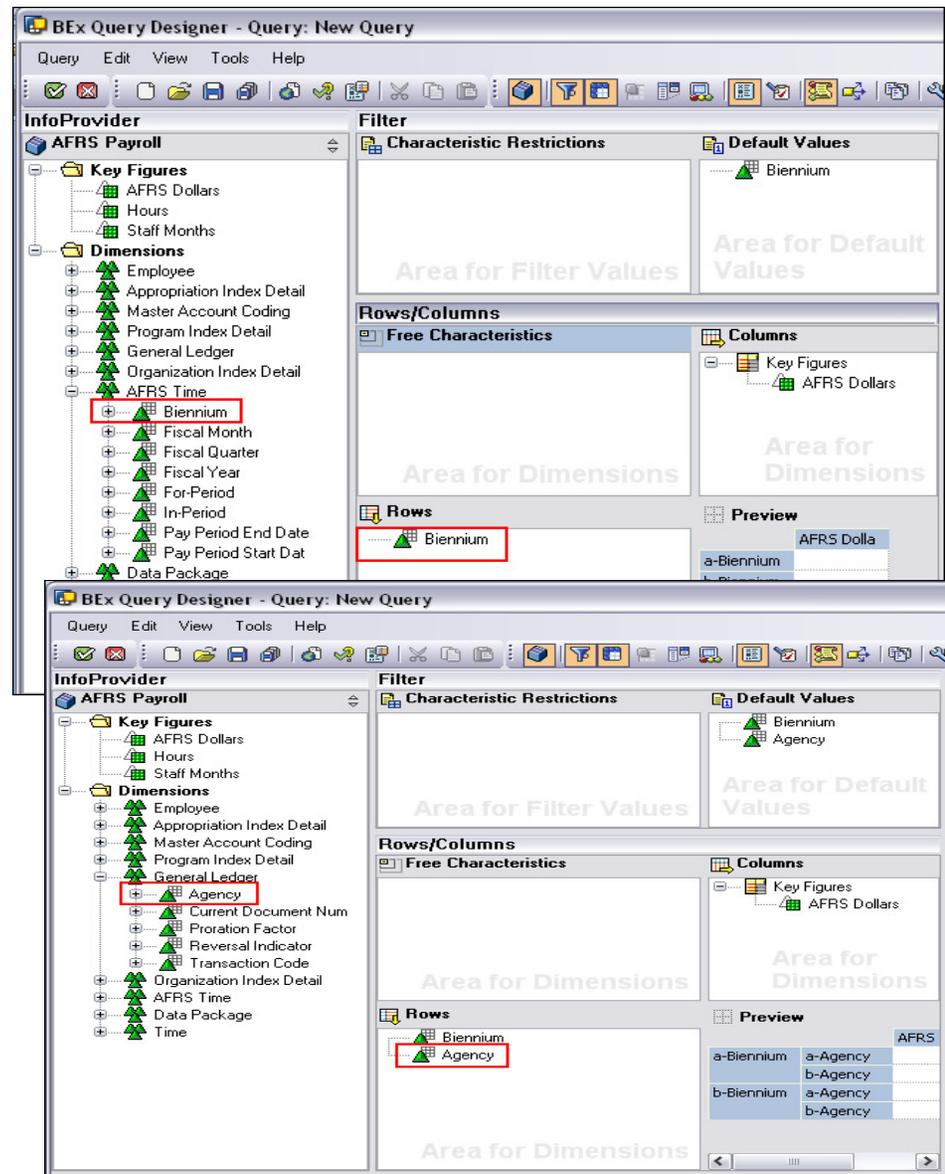
 Click the Technical Names icon  to toggle the Technical Names of the Infobjects on.



FI Exercise 1: Creating a Basic Ad Hoc Query

Adding Characteristics

1. Expand the AFRS Time Dimensions.
2. Drag&Drop the Biennium Characteristic to the Rows section of the query.
3. Expand the General Ledger Dimension.
4. Drag&Drop the Agency Characteristic from the General Ledger Dimension under the Biennium Characteristic in the Rows section.

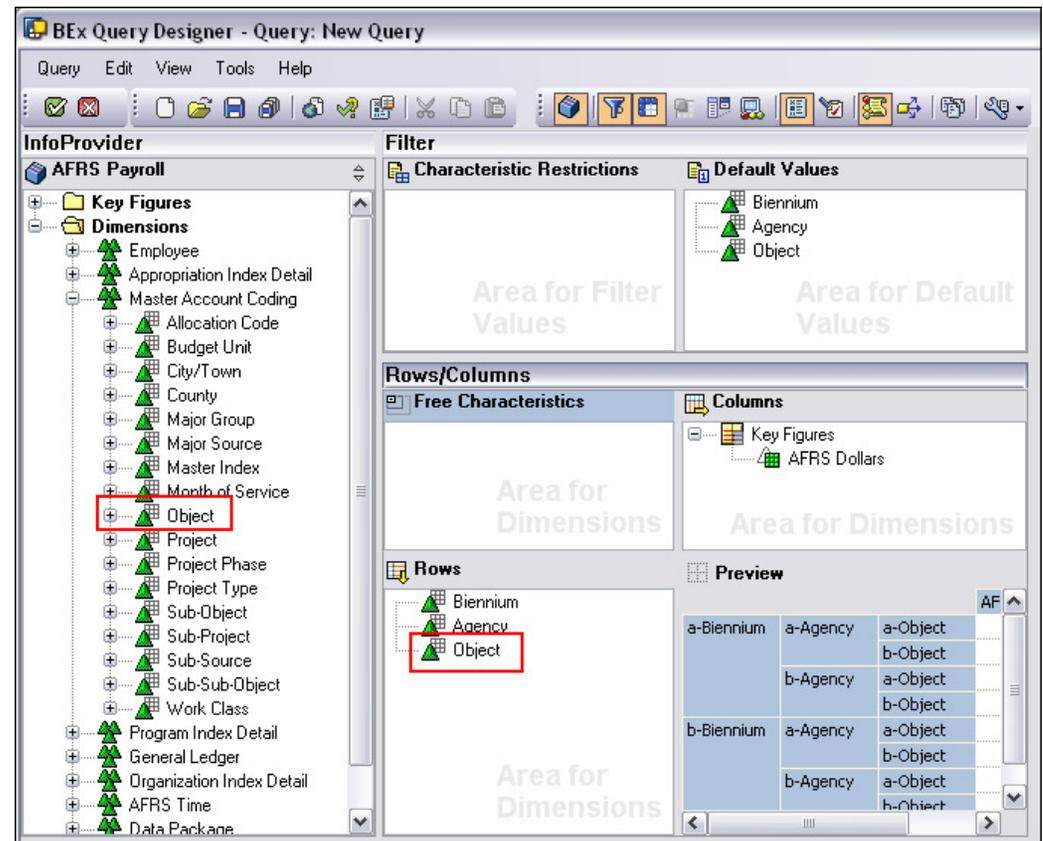


FI Exercise 1: Creating a Basic Ad Hoc Query

Adding Characteristics

5. Expand the Master Account Coding Dimension.
6. Drag&Drop the Object Characteristic from the Master Account Coding Dimension under the Agency Characteristic in the Rows section of the query.

Adding the above Characteristics will allow the employee to view Payroll Costs by Biennium, Agency and Object.



FI Exercise 1: Creating a Basic Ad Hoc Query

Adding Free Characteristics

Drag&Drop the Sub-Object Characteristic from the Master Account Coding Dimension to the Free Characteristics section of the query.

Adding the above Free Characteristic will allow the user to add the Sub-Object to the ad hoc query results once the query has been run. Sub-Object will not be included in the initial results.

The screenshot shows the BEx Query Designer interface with the following components:

- InfoProvider:** A tree view showing the hierarchy of dimensions under 'AFRS Payroll'. The 'Sub-Object' dimension is highlighted with a red box.
- Filter:** A section for 'Characteristic Restrictions' and 'Default Values'. The 'Default Values' area contains a tree view with 'Biennium', 'Agency', 'Object', and 'Sub-Object'.
- Rows/Columns:** A section for 'Free Characteristics' and 'Columns'. The 'Free Characteristics' area contains 'Sub-Object' highlighted with a red box. The 'Columns' area contains 'Key Figures' and 'AFRS Dollars'.
- Rows:** A section for 'Rows' containing a tree view with 'Biennium', 'Agency', and 'Object'.
- Preview:** A table showing the query results. The table has columns for 'a-Biennium', 'a-Agency', 'a-Object', and 'b-Object'. The 'AF' column is also visible.

a-Biennium	a-Agency	a-Object	b-Object	AF
a-Biennium	a-Agency	a-Object	b-Object	
	b-Agency	a-Object	b-Object	
		b-Object		
b-Biennium	a-Agency	a-Object	b-Object	
	b-Agency	a-Object	b-Object	
		b-Object		

FI Exercise 1: Creating a Basic Ad Hoc Query

Saving the Ad Hoc Query

1. Click the Save Query icon  from the BEx Query Designer toolbar.
2. Enter the query Description in the Description field of the Save Query prompt (in this example, “Demo Basic FI Query Part 1”).
3. Enter the query Technical Name (example: “X1790_DEMOBASICFIQUERYPART1”).
4. Click Save.

