About SAP Business Intelligence Warehouse (BW) and Analysis for Microsoft Excel at Duke

In addition to the financial reporting functions available in the SAP enterprise system and Duke@Work, SAP Business Warehouse (BW) provides more advanced reporting options and multi-dimensional analysis at Duke by utilizing Analysis for Office (AFO) functionality and specifically an Excel add-in known as SAP Analysis for Microsoft Excel (Analysis).

SAP BW is a data warehouse containing tables of financial and procurement data that can be used for ad hoc reporting. Departments may view and use existing queries to create, customize, and save your own workbooks through using the Analysis add-in tools. A few power users in central areas and management centers have the ability to build queries.

The BW tables populate nightly from the real-time SAP enterprise system (SAP enterprise system is an On-line Transaction Processing software – OLTP). While the data in BW is not updated real-time, there is only a one-day lag (SAP BW is an On-line Analytical Processing software – OLAP).

Using SAP BW and the Analysis add-in tools provide the following advantages:

- Provides big picture reporting for larger departments and organizational units with quick processing of data
- Allows interactive analysis of data in a variety of ways
- Eliminates need for exporting or downloading files to Excel as the add-in tool allows you load data and work directly in Excel
- Offers the ability to save customized workbooks that can be easily updated each month without re-creating the workbook.
- Permits reporting on all their cost objects (Cost Centers, Profit Centers, and WBS Elements/Projects) for a department or organizational unit in one query or workbook. Most reports for the University and School of Medicine (Company Code 0010) in the SAP enterprise system allow for reporting on only one kind of cost object at the time.
About SAP BW and Analysis for Microsoft Excel (cont.)

Other key points that you need to know:

1. SAP Business Warehouse (BW) platform is also referenced as SAP Business Intelligence (BI) in more recent upgrades.

2. SAP Analysis for Microsoft Excel is now the recommended add-in tool for multi-dimensional analysis of OLAP sources.

3. Once installed, SAP BW consists of four Excel add-in components which show as separate tabs in the Excel toolbar as follows:
   - Analysis
   - Analysis Design
   - EPM (Enterprise Performance Management)
   - Data Manager (Business Planning and Consolidation)

   Note: The scope of this document will ONLY INCLUDE how to use the Analysis and Analysis Design Excel Add-ins.

4. The Excel add-in tool previously used was known as Business Explorer (BEx) Analyzer v7.0 and is now being transitioned to SAP Analysis for Microsoft Excel.
   - BEx Analyzer will no longer be available after upgrading to the 64 bit Excel (Office for Analysis).
   - The most commonly used features of BEx Analyzer are still available using Analysis through enhanced navigation.
   - Any workbooks created using BEx Analyzer must be created again using Analysis for Microsoft Excel (there is no way to convert those workbooks to the newer add-in tool).
   - Any older Excel workbooks created using BEx with the format / extension of .xlsm must be converted (re-saved) with the format / extension of .xlsx prior to installing the 64-bit Excel as part of the upgrade. This is in order to view those workbooks, not refresh them.
   - If you share Analysis workbooks with colleagues, they will need to install the Analysis add-ins to refresh queries.

5. Consult your Management Center as to when to install Analysis for Microsoft Office once it is available.