

# SAP BW CHEAT SHEET

## Creating / Editing a Query

1. Launch BW
  - a. SAP Logon Pad → Business Warehouse → Business Explorer

\*\*Macros in Excel must be enabled in order for BW to launch



2. Excel will launch with this toolbar:

Click on the Folder Icon  and select 'Queries'

3. A list of available queries will display, along with some function buttons
  - a. Select a query and click the Edit Icon  to alter an existing query
  - b. Select the New Query Icon  to create a new query
    - i. An InfoProvider must be chosen....

Here are some very useful **InfoProviders** available under the SD **InfoArea**:

Invoices / Orders 2.0 Current	Billing or Sales Doc data from 1/1/04-Current. Customer and Transaction data combined. Order data with customer master dimensions. These are the most used InfoProviders.
Extended Item Data	This gives granular data about a specific line item, w/o link to cust / product master data
Header Data	This gives granular data about a specific doc header, w/o link to cust / product master data

## Inside the Query

1. Left Panel (InfoProvider section) – Contains information available to the InfoProvider selected \*Different InfoProviders Contain Different Data
  - a. 'Key Figures' *measure* data and are Values (Cost, Revenue, Quantity)
  - b. 'Dimensions' *define* data and are areas of Characteristics (Rep Own / Material Number / Sales Document Number)
2. Rows – Define the Y axis of the resulting table
  - a. Dimensions (Characteristics) are typically placed here
  - b. Multiple Dimensions can be added here and will fill the table in the sequence defined.
3. Columns – Define the X axis of the resulting table
  - a. Typically this is where you place Values or Key Figures you wish to have calculated or displayed as a result.
4. Filter – Allows you to reduce the records returned.
  - a. Example: Eliminate rejected or overnight orders from a query
  - b. Objects placed in filter area CANNOT be manipulated in excel
5. Free Characteristics – Allow you to select characteristics not needed in the initial query, but possibly needed in the future
  - a. Can be used to filter data exactly as the Filter area works
  - b. Objects placed in the filter area CAN be manipulated in excel
  - c. Not required, or suggested to use for simple queries

### **Example Query**

How many Ground orders were placed in Jan 2005 in Sales Org 3500 and 1100?

1. Launch BW and Begin to Create a New Query
2. Select the proper InfoProvider. (The Current Invoices Cube will work)
3. First lets filter for orders in January
  - a. Put Dimension 'Cal. Year/Month' in Free Characteristics
  - b. Double Click on that dimension and select 'January 2005'
4. Now lets set our rows to query for the proper information
  - a. Put Dimension 'Sales Organization' in Rows
  - b. Double Click on that dimension and select '1100' and '3500'
  - c. Put Dimension 'Delivery Priority' in Rows
  - d. Double Click on that dimension and select 'Ground'
5. Now we need a Key Figure, to give us our results
  - a. Put Calculated Key Figure 'Count Sales Documents' in Columns

### **Saving the Query**

6. Done with the Design! Now Execute the query by hitting the checkmark.
  - a. You will be asked to save the query, if you save in your favorites you will be the only one with access to the query
  - b. The technical name must start with "Z\_"

### **Tips and Tricks**

1. **Multiple Dimensions** can be used in your rows, the order they sit in the design will determine the grouping order for your result.
2. **Results Rows**. The default is to show result rows for each characteristic.
  - a. Results Rows can slow the query performance time
  - b. To stop this, right click on a dimension and select 'Properties' then select Suppress Results Row 'Always'
  - c. Key figures can be calculated in a variety of ways (Count, Sum, etc) To choose, right click the Key Figure and select your pref
3. **Variables** can be used for some dimensions
  - a. These should be used when you want to determine a dimension value when the query is being run. For example, if you wanted to determine which month to filter for when you run the query.
  - b. To choose a variable, double click the dimension and hit the variable tab. If a variable is available it will be visible there.
4. **Technical Names** sometimes are more descriptive than the names displayed. For example, 3500 is the technical name for SMB Sales.
  - a. To turn on technical names, double click on the dimension and right click on any of the values. Select Technical Names. Or...
  - b. Click on the wrench icon in the query designer toolbar - 