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User manual BUSINESS OBJECTS PLANNING EXCEL ANALYST 5.2
User guide BUSINESS OBJECTS PLANNING EXCEL ANALYST 5.2
Operating instructions BUSINESS OBJECTS PLANNING EXCEL ANALYST 5.2
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BusinessObjects Planning Excel Analyst
User Guide

BusinessObjects Planning Excel Analyst 5.2



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..... anywhere, anytime, through a Web browser. Intelligent graphic indicators, drill-down toolbars, built-in annotation capabilities, forecasting tools, and a sophisticated charting interface allow users to easily view, enter, and edit report data.

BusinessObjects Planning Excel Analyst BusinessObjects Planning Excel Analyst allows users to leverage advanced analytics, superior performance, and automated information synchronization and distribution capabilities, all from within a familiar Microsoft® Excel environment. BusinessObjects Planning Excel Analyst User Guide 11 1 Introduction Related documentation Related documentation For information about installing and using BusinessObjects Planning, please refer to the following documentation: BusinessObjects Planning Installation Guide This guide describes: how to install a BusinessObjects Planning site that uses either a Microsoft SQL Server or Oracle® database, how to install the BusinessObjects Planning Server components to allow Internet-based use of BusinessObjects Planning, how to install and configure BusinessObjects Planning Administrator, BusinessObjects Planning Analyst Pro, and BusinessObjects Planning Excel Analyst on user workstations, and how to modify configurable properties in BusinessObjects Planning configuration files or executables to create customized installations. It also provides installation and configuration instructions for the BusinessObjects Planning Analyst site, the BusinessObjects Planning Gateway, BusinessObjects Planning Server, and BusinessObjects Planning Scheduler. BusinessObjects Planning Server Components Administration Guide This guide, designed for administrators, describes how to configure and manage BusinessObjects Planning Servers and BusinessObjects Planning Gateways. It provides information about: using the BusinessObjects Planning Site Monitor tool to manage the BusinessObjects Planning enterprise, the Planning.ini configuration file, load balancing, and other configurable properties. Using the BusinessObjects Planning Configuration Assistant This guide describes how to use the BusinessObjects Planning Configuration Assistant to configure client applications, create or modify connections to BusinessObjects Planning sites, or create configuration reports to aid in troubleshooting. Administrator's Guide This guide describes how to configure, customize, and maintain BusinessObjects Planning applications on behalf of other users. This guide includes conceptual and background information on the features and functions of the applications. It also gives examples of how to use BusinessObjects Planning Administrator and BusinessObjects Planning Analyst Pro.

12 BusinessObjects Planning Excel Analyst User Guide Introduction Related documentation 1 BusinessObjects Planning Reporting Guide This guide describes how to create, use, and format reports using BusinessObjects Planning Administrator and BusinessObjects Planning Analyst Pro. This guide explains reporting-related concepts and provides step-by-step instructions. BusinessObjects Planning Analyst User Guide This guide describes how to use BusinessObjects Planning Analyst to access, view, and analyze BusinessObjects Planning reports in a World Wide Web environment. BusinessObjects Planning Excel Analyst User Guide This guide serves two purposes. It describes how to use the BusinessObjects Planning Excel Analyst to access, view, and analyze BusinessObjects Planning reports in an Excel environment. It also describes how to use the BusinessObjects Planning Excel Analyst to create ad hoc reports that query business rules and data in your BusinessObjects Planning environment. This guide explains reporting-related concepts and provides step-by-step instructions. BusinessObjects Planning Workflow Guide This guide is intended for BusinessObjects Planning users who deal with their organization's Workflow plans and who are responsible for administering, submitting, and approving Workflow scenarios. It contains conceptual and background information on the elements of Workflow in BusinessObjects Planning and gives examples of how to apply Workflow to an organization's planning and forecasting process. As Workflow functions are not specific to one application in BusinessObjects Planning, this guide includes Workflow-related information for BusinessObjects Planning Administrator, BusinessObjects Planning Analyst Pro, BusinessObjects Planning Analyst, and BusinessObjects Planning Workflow Console. Online help The online help provides step-by-step instructions for using BusinessObjects Planning applications. The online help also provides reference and conceptual information. To access online help in BusinessObjects Planning Administrator or BusinessObjects Planning Analyst Pro, select Help from the Help menu on the Organizer toolbar, or press F1. To access online help in BusinessObjects Planning Analyst, BusinessObjects Planning Excel Analyst, or Workflow Console, click the Help button on the application toolbar. BusinessObjects Planning Excel Analyst User Guide 13 1 Introduction About this guide About this guide This guide serves two purposes. It describes how to use the BusinessObjects Planning Excel Analyst to access, view, and analyze BusinessObjects Planning reports in an Excel environment. It also describes how to use the BusinessObjects Planning Excel Analyst to create ad hoc reports that query business rules and data in your BusinessObjects Planning environment. This guide explains reporting-related concepts and provides step-by-step instructions.



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14 BusinessObjects Planning Excel Analyst User Guide Basic Concepts chapter 2 Basic Concepts About BusinessObjects Planning Excel Analyst About BusinessObjects Planning Excel Analyst The BusinessObjects Planning Excel Analyst is a Web-enabled application that gives you the ability, based on your user rights, to access, view, and analyze BusinessObjects Planning reports directly inside Microsoft Excel. The information displayed inside Excel is driven by the same core set of business rules and data that define the information produced in other BusinessObjects Planning applications.

Many of the functions you perform on a report in other BusinessObjects Planning applications can be replicated in Excel. For example, you can drill down on dimensions as easily as you would in other applications, and you can enter or edit plans and forecasts directly into the Excel spreadsheet. For more information, see "Working with BusinessObjects Planning Reports in Excel" on page 25. Not only can you view existing BusinessObjects Planning reports using the BusinessObjects Planning Excel Analyst, you can also create ad hoc reports that query business rules and data that reside in your BusinessObjects Planning environment. This gives you the flexibility to incorporate BusinessObjects Planning report information into any spreadsheet file that you create in Excel. However, there are some limitations on what you can do to that information once it has been retrieved. For more information, see "Working with Ad Hoc Reports in Excel" on page 67. Specifying the application and working language BusinessObjects Planning content, such as editable fields in the application, report headings and titles, and metadata, appear in the working language of BusinessObjects Planning Excel Analyst. User interface elements, such as menu items and dialog box text, appear in the application language of BusinessObjects Planning Excel Analyst. You can specify which working and application language you want to use for your BusinessObjects Planning Excel Analyst sessions.

Note: You must be logged on to the BusinessObjects Planning server to change your application or working language. Changes to the application language will take effect the next time you restart BusinessObjects Planning Excel Analyst, while changes to the working language will take effect the next time you open a report. 16 BusinessObjects Planning Excel Analyst User Guide Basic Concepts Business model properties 2 1. 2. To specify the application or working language: From the BusinessObjects Planning menu, select Languages.

In the Languages dialog box, select a language from the Application language or Working language list. 3. Click OK. Viewing version information When you are logged on to the server, you can view version information about BusinessObjects Planning Excel Analyst, BusinessObjects Planning Web Gateway, and BusinessObjects Planning Server. To view version information, from the BusinessObjects Planning menu, select Help and BusinessObjects Planning Excel Analyst.

Note: If you are not logged on to the server, you will be prompted to do so. Business model properties A business model presents a hierarchical structure of the business rules that define how core sets of measures for performance and profitability are calculated across your enterprise at a given point in time. Dimensions, rates, and filters define the business rules in a business model. For more information on how to specify which business model to use in an ad hoc report, see "Specifying a business model" on page 74. Users who are responsible for creating and maintaining business models are also responsible for setting model properties, some of which can affect reports. For example, if CAD is specified as the Default reporting slice for the model, your reports may access CAD from the database even though you have not explicitly set them up to do so. BusinessObjects Planning Excel Analyst User Guide 17 2 Basic Concepts Dimensions You cannot change model properties unless you are granted modify rights to the model and have access to BusinessObjects Planning Administrator or BusinessObjects Planning Analyst Pro, but you can override properties at more specific reporting levels (report, column, or row). Dimensions One of the most powerful features in BusinessObjects Planning is the ability to store information in a number of different dimensions. A dimension is an overall category of information. To understand dimensions, think of time.

Time is broken down into years, months, days, hours, minutes, and seconds. Without these subcategories, time has no meaning. Nonetheless, time provides a way of understanding all the subcategories at once, as one entity. There are 10 different dimensions, although most large organizations only take advantage of the ones that are most relevant to their understanding of their organization, such as Unit, Line, and Currency. Each dimension is equipped with intelligent capabilities to facilitate consolidation, report construction, and analysis. Each dimension is sub-divided into members. A member is an individual component within a dimension. A member that is one level up in a hierarchy from another member is the parent. One or more members (children) can belong to a parent, in which case these members are called siblings. As well, children can be parents to other members.

The parent value is typically a sum of the values of all its children. The following table describes each dimension. 18 BusinessObjects Planning Excel Analyst User Guide Basic Concepts Currency types 2 Dimension Unit Description Organizes information by line of business, subsidiary, geography, business activity, or legal entity. Units are planning or reporting components to which you assign costs and revenues. Organizes information according to measurement categories, like financial accounts.

Lines also allow you to measure non-financial performance such as customer retention, channel usage, and transaction counts and/or volumes. The Line dimension has built-in functionality, such as time aggregation, as well as an area to build custom formulas similar to those created in a spreadsheet application. Organizes currencies as either pure or derived. A pure currency is the money in circulation. Each pure currency references a rate table, which defines the exchange rate for the currency at a particular point in time.

A derived currency is a predefined grouping of currencies that is calculated based on pure currencies. Organizes data by booked amounts and adjustments that modify those amounts. Balance types also allow you to distinguish between As at Spot balances and Average balances in the same line. Organizes data by customer segment. Organizes data by product such as deposits, credit cards, or mortgages. Organizes data by channel such as ABMs, telephone banking, and internet banking. Tracks expenditures and revenues generated by business initiatives such as sales campaigns, acquisitions, and mergers.



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Tracks costs by activity or transaction grouping. Describes how you want to store data for each time period. You define fiscal periods by version (plan, forecast, or actual) and periodicity (monthly, quarterly, and annually).

Line Currency Balance type Customer Product Channel Project Transaction Fiscal period Currency types There are two main categories of currencies: pure and derived. A pure currency is the money in circulation in a country. Each pure currency references a rate table, which defines the exchange rate for the currency at a particular point in time. A derived currency is calculated based on pure currencies. The following table describes the three main derived currencies. *BusinessObjects Planning Excel Analyst User Guide 19 2 Basic Concepts Currency settings* **Derived currency Local Currency (LC)** Description Retrieves and displays data using a unit's default reporting currency. Source currency You normally should not use LC as a Source currency, as the report would only retrieve values stored on the currency slice as specified by one unit's default reporting currency. Display currency You should use LC as the Display currency for reports that users edit (for example, those used to collect plan and forecast data). Users do not have to change the report's Display currency to match units. Booked is a frequently used setting for the Display currency.

For example, if the Source currency is CAD and the Display currency is Booked, the values are retrieved from the CAD slice and displayed as Canadian dollars. No conversion takes place. **Booked Currency (BK)** Displays the currency as unconverted. If you set the Source currency to Booked, when the report is opened, the user is prompted to specify a currency. You can also set the Source currency to Ask User to prompt users for a currency.

Total All Currencies (TT) Displays a specific value by all of the currencies that make it up. TT is a frequently used You should not use TT as setting for the Source a Display currency. currency. For example, if the Source currency is set to TT, you can drill down to see the value by each pure currency that contributes to the total value. Note: The default reporting currency is part of a unit's properties.

It is specified as part of the business model creation and maintenance process. You cannot change it from inside a report. **Currency settings** There are two main currency settings that affect reports: the source currency (also referred to as the currency slice) and the display currency (also referred to as the view currency). The source currency defines what currency is retrieved from the database. When you set the source currency, you can specify a pure currency like CAD or USD or a derived currency like TT or LC. The display currency defines how

20 *BusinessObjects Planning Excel Analyst User Guide Basic Concepts Currency settings* 2 database values appear in the report. When you enter data in a report, it is interpreted as the currency you specify as the display currency. If you enter data for currencies that do not match the display currency, the data is converted when it is stored in the database. For examples of how these settings affect the data that you enter, see the table on the next page. The following table describes how these settings determine what value is displayed in a report.

Source currency CAD Display currency USD Unit's Default reporting currency N/A Result The report retrieves only the CAD slice from the database, converts it to and displays it as US dollars. All currency slices are retrieved from the database and are converted to and displayed as Canadian dollars. The

CAD slice is retrieved from the database and displayed in Canadian dollars. No conversion takes place. The CAD slice is retrieved from the database, converted to and displayed as US dollars. All currency slices are retrieved from the database and are converted to and displayed as Canadian dollars. The CAD slice is retrieved from the database and displayed in Canadian dollars. No conversion takes place. All currency slices are retrieved from the database. The total of all the currencies is converted to and displayed as Canadian dollars.

If you drill down by currency, the individual values for the currencies are displayed as they are stored in the database. No conversion takes place. In this case, the totals and the individual values will not appear to add up. If the Source currency is TT and the Display currency is BK, the total value may be displayed using the base currency of the model. **TT CAD N/A LC CAD CAD LC USD CAD TT LC CAD CAD BK N/A TT BK CAD** *BusinessObjects Planning Excel Analyst User Guide 21 2 Basic Concepts Currency settings* The following table describes how the data you enter is interpreted and stored in the database.

Note: The default reporting currency is part of a unit's properties. It is specified as part of the business model creation and maintenance process and you cannot change it from inside a report. **Source Currency CAD Display Currency USD Unit's Default Result reporting currency N/A** The data you enter is interpreted as US dollars. When it is stored in the database, it is converted to its CAD equivalent and stored in the CAD slice of the database. The data you enter is interpreted as Canadian dollars.

If TT is defined as CAD+USD+GBP, you can drill down in your report to reveal the CAD, USD, and GBP slices. The data you enter for CAD is stored in the CAD slice as is, but the data you enter for USD is converted to US dollars and stored in the USD slice, and the data you enter for GBP is converted to pounds and stored in the GBP slice. The data you enter is stored in the CAD slice as Canadian dollars. No conversion is necessary. The data you enter is interpreted as US dollars. When it is stored in the database, it is converted to its CAD equivalent and stored in the CAD slice in the database. **TT CAD N/A LC CAD CAD LC USD CAD** 22 *BusinessObjects Planning Excel Analyst User Guide Basic Concepts Inheritance 2 Source Currency TT Display Currency LC Unit's Default Result reporting currency CAD* The data you enter is interpreted as Canadian dollars. If TT is defined as CAD+USD+GBP, you can drill down in your report to reveal the CAD, USD, and GBP slices. The data you enter for CAD is stored in the CAD slice as is, but the data you enter for USD is converted to US dollars and stored in the USD slice, and the data you enter for GBP is converted to pounds and stored in the GBP slice. The data you enter is stored in the CAD slice as Canadian dollars.

No conversion is necessary. If TT is defined as CAD+USD+GBP, you can drill down in your report to reveal the CAD, USD, and GBP slices. The data you enter for CAD is stored in the CAD slice as Canadian dollars, the data you enter for USD is stored in the USD slice as US dollars, and the data you enter for GBP is stored in the GBP slice as pounds.



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No conversion takes place. CAD BK N/A TT BK N/A Inheritance Inheritance is the sharing of properties from one level of report attributes to another level. For example, properties that you set at the report level may be inherited in the columns and rows of the report. In BusinessObjects Planning reports, inheritance of report properties operates from the most general to the most specific levels, as the following list indicates: Model properties, as the most general properties, are used, except where you have defined... Site default properties, which are used, except where you have defined.

.. User default properties, which are used, except where you have defined...

Report properties, which are used, except where you have defined... Column properties, which are used, except where you have defined..

. Row properties, which are the most specific properties. BusinessObjects Planning Excel Analyst User Guide 23 2 Basic Concepts Inheritance Model, site, and user properties are specified using BusinessObjects Planning Administrator and BusinessObjects Planning Analyst and are used if you do not specify a property in the ad hoc report you are creating. However, if you want your user default properties to apply to ad hoc reports, your User default report has to be located in your Public folder. If it is in your Private folder, its settings will not be used. Inheritance applies to report, column, and row properties, as described above. For example, if you set the display currency to CAD in a column and to USD in a row, USD is used for the intersecting cell. 24

BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel chapter 3 Working with BusinessObjects Planning Reports in Excel Accessing and viewing reports in Excel Accessing and viewing reports in Excel Using the BusinessObjects Planning Excel Analyst, you can access, view, and analyze BusinessObjects Planning reports in a Microsoft Excel environment. When you work with BusinessObjects Planning reports in BusinessObjects Planning Excel Analyst you can: Access live BusinessObjects Planning reports and open them in Microsoft Excel Drill down into, view, and edit BusinessObjects Planning reports in Excel Distribute information to a wider audience by providing Excel spreadsheets to non-BusinessObjects Planning users Select favorites to navigate to reports Open multiple BusinessObjects Planning reports in Excel The creation or revision of annotations. Cell annotations that exist in the original BusinessObjects Planning report are read-only, and any annotations created within Excel are not included in the BusinessObjects Planning version of the report.

Charts created using a BusinessObjects Planning application. However, you can create charts in Excel using BusinessObjects Planning data. The BusinessObjects Planning Excel Analyst does not support: . Note: It is not necessary for a BusinessObjects Planning application to be running when you use the BusinessObjects Planning Excel Analyst. 26 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Logging on to the server 3 Logging on to the server Before you can open a BusinessObjects Planning report within the Excel environment, you are required to log on to a web server. Once you log on to the server, you have access to a hierarchy of favorites that represent live BusinessObjects Planning reports. Before attempting to log on, you should know: 1. 2. 3. 4. 5.

The name of the web server onto which you are logging Your user name Your domain Your domain password (the password you use to log on to Windows) To log on to the server: From the BusinessObjects Planning menu, select Log On. In the Log On dialog box, type your server name in the Server text box. In the User text box, type your user name. In the Domain text box, type your domain. (If you do not know your domain, contact your administrator.

) In the Password text box, type your password. 6. To save this log on profile, select Save this profile. Note: If you select Save this profile, all information entered in this dialog box is remembered, except for your password. Depending on how your web server is configured to authenticate users, you may not require your domain, name, or password to log on to the server.

7. Click OK. BusinessObjects Planning Excel Analyst User Guide 27 3 Working with BusinessObjects Planning Reports in Excel Using the BusinessObjects Planning Excel Analyst toolbar Working with the Log message workbook When you first attempt to connect to the server from the BusinessObjects Planning Excel Analyst, a Log message workbook is created. This is a page where any error messages, warnings and faults reported by the server are listed, along with the date and time they were generated. The information displayed in the Log window is for the current session only. Once you close Excel, the information is lost; therefore, you may want to save the information as a text file before ending a session. To save the contents of the Log window, select Save from the File menu in Excel. In the Save as dialog box, specify a name and location for the text file and click Save. You can also clear the information in the Log window.

You may want to do this to see the exact information a task generates.

If you clear the Log window before performing the task, you know that all messages pertain to that task. To clear the contents of the Log window, right-click the window and select BusinessObjects Planning and Clear Log Window from the menu. Using the BusinessObjects Planning Excel Analyst toolbar When you start BusinessObjects Planning Excel Analyst with Excel 2003, you will see the BusinessObjects Planning Excel Analyst toolbar on the screen. To access the toolbar with Excel 2007, you must first click on the Add-Ins tab. The toolbar contains some of the operations you will perform during a typical BusinessObjects Planning Excel Analyst session. Icon Tool Tip Open Report Description Opens a report. Edit Edits a report cell-by-cell. Fast Edit Edits a range of cells. Consolidate Consolidates the data for scenarios that are in parent level units, and displays the updated values in the report. 28 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Using the Drill-down toolbar 3 Icon Tool Tip Expand Description Drills down through a selected row of your report.

Collapses a row you have drilled down. Collapse Report Options Changes the view currency. Environment Hides the grid lines and row and column headings.

If the grid lines and headings are hidden, clicking displays them again. Enlarges the view of your report.

The report is at its maximum view when it is first imported into Excel. Reduces the view of your report.



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Zoom In Zoom Out BusinessObjects Accesses online help for the *BusinessObjects Planning Help Planning Excel Analyst*. Note: Additional *BusinessObjects Planning Excel Analyst* commands are available using the *BusinessObjects Planning Menu* and the right-click menu. The *BusinessObjects Planning Menu* is located in the menu bar at the top of the *Excel 2003* interface and under the *Add-ins* tab in *Excel 2007*.

You can right-click anywhere within the spreadsheet area to produce the right-click menu, which includes *BusinessObjects Planning* options. Using the *Drill-down toolbar* You use the *drill-down toolbar* to navigate in a report (for example, to expand rows and columns, or to summarize rows and columns).

BusinessObjects Planning Excel Analyst User Guide 29 3 Working with BusinessObjects Planning Reports in Excel Using the Drill-down toolbar Icon Tool Tip Formula Description If the selected row of a report contains a formula, drill down to reveal the rows that are used in the formula. Drill down on a related line to see its associated line. For example, you could drill down on an *Interest Earned* line to see an *Asset* line, or you could drill down on an *Asset* line to see its related *Interest Earned* lines. Drill down from high level units to lower level units. Units are the basic organization framework for business models in *BusinessObjects Planning*. You can use different unit hierarchies to represent alternative views of your organization, such as line of business and geography. For example, if your units are organized by geography, drill down on the data for a high level unit like *North America* to see data for a lower level unit like *New York City*. If the report contains calculated scenario data, drill down and see the pre-calculated amount.

Drill down on *Heading and Formula* lines to see the underlying data. For example, you could drill down on *Total Revenues* and find *Net Interest Income, Fees and Commissions, and Other Income*. If the report retrieves a derived currency, such as the total of all currencies, drill down to see each pure currency that makes up that derived currency. *Related Line Unit Scenario Line Currency Balance Type* If the report retrieves a derived balance type, such as *Net After Adjustment*, drill down to see the break down of data for the booked balance and the adjustment. *Product* Drill down on derived products to see the underlying data. Drill down on derived projects to see the underlying data. *Project 30 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Opening a report 3 Icon Tool Tip Channel Description* Drill down on derived channels to see the underlying data. Drill down on derived customers to see the underlying data. Drill down on derived transactions to see the underlying data. Drill down on derived time periods to see the underlying data.

Customer Transaction Time Period Opening a report Once you connect to the server, you can select a report from the *Open Report* dialog box. This dialog box displays the reports that are stored in your *Favorites* folder in *BusinessObjects Planning Administrator* and *BusinessObjects Planning Analyst Pro*. When the report opens, it displays a *Report Summary* page. Each report has a default summary page that contains information about that report, including a list of the section names if it is a multi-section report. The section names on the *Report Summary* page are links to the tabs in which the sections are stored.

Tabs cannot be renamed in *Excel*, but you can change the order of tabs by dragging them to a new position. *Excel* places certain restrictions on *BusinessObjects Planning* reports: · If there is a *BusinessObjects Planning* report tab named "Summary," an extension of "_1" is added to the name to distinguish it from the *BusinessObjects Planning Excel Analyst* summary tab. For example, the tab will be called "Summary_01." Section names are restricted to 31 characters. Section names longer than 31 characters are truncated and replaced by ellipses (. . .).

Section names cannot contain characters such as (,), *, \, ?, ' . These characters will be removed from a *BusinessObjects Planning* report opened in *Excel*. · · *BusinessObjects Planning Excel Analyst User Guide 31 3 Working with BusinessObjects Planning Reports in Excel Opening a report* When you click a section name, or its corresponding tab, the section is displayed and only its data is loaded. Data is not loaded for a section until you access it. Note: To reopen a report that you have recently opened, from the *BusinessObjects Planning* menu, select *Open* and the report name. To open a report: 1. On the *BusinessObjects Planning Excel Analyst* toolbar, click *Report*.

You may be prompted to log on if you have not already done so. 2. In the *Open Report* dialog box, ensure that the *Open as an Ad hoc report* check box is cleared. Note: For information on opening a *BusinessObjects Planning* report as an ad hoc report, see "Opening a *BusinessObjects Planning* report as an ad hoc report" on page 110. (Open 3. Select the report you want to open. (You may have to expand the hierarchy to see all available reports.) 32 *BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Opening a report 3 4*. If the *Select Report Dimensions* wizard appears, specify members for the missing dimensions. The wizard indicates how many dimensions need to be specified.

If you do not have any missing dimensions, skip to Step 8. 5. If your missing dimension is a dimension other than *Time Period* or *Scenario*, type the member identifier in the text box provided, and press *TAB*. OR Click to select a member from a dimension list. See "Specifying a missing dimension using the dimension list" on page 34 for more information on the dimension list.

6. If your missing dimension is a *Time Period*, specify the time period components in the boxes provided. See "Specifying a missing *Time Period* dimension" on page 36 for more information on specifying a missing time period. If your missing dimension is a *Scenario*, type the member identifier in the text box provided, and press *TAB*. 7.

OR *BusinessObjects Planning Excel Analyst User Guide 33 3 Working with BusinessObjects Planning Reports in Excel Opening a report* Click *Browse* to select a scenario from the list of available scenarios for the report's *Unit* dimension. In the *Scenario Browser*, select a scenario, and click *OK*. 8. On the *Report Summary* page, click a report section. *Specifying a missing dimension using the dimension list* When you are opening a report, and are using the *Dimension Wizard* to select a member for a missing dimension, you can click to view a list of all members of that dimension. You can then select the member from this dimension list. 34 *BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Opening a report 3* From the dimension list, you can select a member by either expanding the dimension tree provided or searching for a member in the dimension tree.



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To expand a portion of the dimension tree, click the button located to the left of a displayed member. This displays the children of the member. When searching for a member in the dimension tree, you can search by member name or member ID.

When searching, you can specify any or all of the following limitations: · · · The search must match the entire word The matched member must start with the text specified in the search The matched member must be the same case as the text specified in the search; for example, "TEXT" only matches "TEXT", not "text" or "Text". (This option is only available if you are searching by member name.) By default, a search matches a member if the search text is contained anywhere in the member name or identifier. To select a member from the dimension list: 1. 2. In the Dimension Wizard, click to display the dimension list.

Select a member from the dimension hierarchy displayed. If the member you want to select is not displayed, and you know which part of the dimension hierarchy contains the member, click display the member. OR as necessary to BusinessObjects Planning Excel Analyst User Guide 35 3 Working with BusinessObjects Planning Reports in Excel Opening a report In the Search for dimension member text box, enter some or all of a member name or identifier, and click Find. To repeat the search after finding a member, click Find Next.

3. Click OK to select the member. Specifying a missing Time Period dimension When you are opening a report, and are using the Dimension Wizard to select a member for a missing Time Period dimension, you are asked to supply the three components of the time period identifier: a year, a version, and the time period itself. These components are separated by period characters. An example of a valid time period identifier is 2002.

A.M3 (which is the 2002 monthly actuals for month 3). The following table describes the time period identifier components in more detail. Time Period Identifier Component Year range Description Any four-digit year, such as 2003, or one of the following: Current Scenario The current year The scenario's year The scenario's version Actual data Forecasted data Planned data Version One of the following: Scenario Actual Forecast Plan Time Period A valid time period. For details on time periods, see "Time Period Tables" on page 161.

The Dimension Wizard contains boxes for each of these time period identifier components: 36 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Understanding how report values are determined 3 1. 2. 3. To specify a time period: From the Year range list, select a year. From the Version list, select a version. In the Time period text box, type a time period. OR Click Browse and select a time period from the list that appears. If necessary, expand the hierarchy to find the time period you want. Understanding how report values are determined When looking at the data in a report, it is important that you understand how the values are determined. For example, if a report has a variance row and a variance column, the intersecting cell will contain the value for the variance column.

This is determined by predefined precedence rules. BusinessObjects Planning Excel Analyst User Guide 37 3 Working with BusinessObjects Planning Reports in Excel Drilling down in a report The following table describes these rules: Row type Text Column type Text The cell is left blank. Band & Trend Variance Formula Data Text Text Text Band & Trend Band & Trend Formula Formula Variance Data Formula (col) Formula Note: For the intersection of Data and Data, the existing precedence rules apply. If a dimension is explicitly set in the Row template, it will override anything set in the Column Template (or higher). Otherwise, the dimension is inherited. Drilling down in a report One of the key differences between viewing and working with BusinessObjects Planning reports instead of a standard spreadsheet program is the ability to drill down rows by dimensions. This allows you to narrow your focus on selected data, displaying its underlying details. Whether you can drill down is determined by: · The dimensions in the business model. If the business model contains two or three dimensions only, your choices for drilling down are limited. However, if your business model includes several dimensions (for example, unit, line, currency, product, and channel), your choices are considerable.

The type of data in the report. You can either drill from summary data for high-level members to more detailed data for lower level members, or you can drill from calculated data to pure data. When you drill down on a calculated row (for example, a variance row), the rows used in the calculation are displayed. You will get the same result no matter which dimension you drill down. You can then drill down on the rows used in the calculation by a particular dimension to see the details.

· When drilling down on a row, you should be aware of the following behavior: · 38 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Changing the Display currency 3 · · If you drill down on a row by currency, and the resulting currencies have N/A values, the total of the currencies may be zero. Depending on the report settings, if your hierarchy contains calculated formulas, drilling to leaf may stop at the calculated formula's component members. You could then drill to leaf on the component members to display their lowest-level details. When you drill down on a row, the report settings control whether detail rows that contain only zeroes are displayed. To drill down through a report: On the Drill-down toolbar, click the button for the dimension by which you want to drill down.

For example, to drill down by Line, click (Line). Right-click a row and select BusinessObjects Planning, Expand to, and one of the following menu options: · 1. 2. · · Leaf Level expands only the lowest level member of the selected row One Level expands the selected row by one level Note: You can collapse a row by right-clicking it and selecting BusinessObjects Planning and Collapse from the menu. Changing the Display currency The Display currency defines how database values appear in the report. When you enter data in a report, it is interpreted as the currency you specified as the Display currency. If you enter data for currencies that do not match the Display currency, the data is converted when it is stored in the database. For example, the Source currency for a report could be set to CAD and the Display currency could be set to USD.

· When drilling down on a row, you should be aware of the following behavior: · 38 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Changing the Display currency 3 · · If you drill down on a row by currency, and the resulting currencies have N/A values, the total of the currencies may be zero. Depending on the report settings, if your hierarchy contains calculated formulas, drilling to leaf may stop at the calculated formula's component members. You could then drill to leaf on the component members to display their lowest-level details. When you drill down on a row, the report settings control whether detail rows that contain only zeroes are displayed. To drill down through a report: On the Drill-down toolbar, click the button for the dimension by which you want to drill down.

For example, to drill down by Line, click (Line). Right-click a row and select BusinessObjects Planning, Expand to, and one of the following menu options: · 1. 2. · · Leaf Level expands only the lowest level member of the selected row One Level expands the selected row by one level Note: You can collapse a row by right-clicking it and selecting BusinessObjects Planning and Collapse from the menu. Changing the Display currency The Display currency defines how database values appear in the report. When you enter data in a report, it is interpreted as the currency you specified as the Display currency. If you enter data for currencies that do not match the Display currency, the data is converted when it is stored in the database. For example, the Source currency for a report could be set to CAD and the Display currency could be set to USD.



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In this case, the report retrieves values only from the CAD slice in the database and converts them to, and displays them in, US dollars. If you edit the data for this report, the values you enter are shown in US dollars.

When stored in the database, they are converted to Canadian dollars and stored in the CAD slice. Note: Another name for Display currency is View currency. For more information on the display currency, see "Currency settings" on page 20. To change the Display currency: 1. On the BusinessObjects Planning Excel Analyst toolbar, click Options). (Report BusinessObjects Planning Excel Analyst User Guide 39 3 Working with BusinessObjects Planning Reports in Excel Launching a task from within a report 2. In the Report Options dialog box, select the currency in which you want to view the report. (You may have to expand the hierarchy to see all available currencies.) 3. Click OK.

Launching a task from within a report You can launch a task (also referred to as a script) from inside a report and see its effect immediately. For this feature to work, a Site Administrator has to set up the task for that report. To run a task, in an open report, right-click a data cell and select BusinessObjects Planning, Tasks, and the name of the task from the menu. Note: You cannot run tasks that use dialog boxes in the BusinessObjects Planning Excel Analyst. Pivoting a report section You can pivot a report section.

This means that the columns and the rows for a report section are switched. To pivot a report, the rows or columns cannot be drilled down, the row template must not have page breaks, and the column template cannot contain super-titles. 40 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Editing data in a report 3 To pivot a report section, right-click a cell in the report section, and select BusinessObjects Planning and Pivot Section from the menu. Editing data in a report When you edit data, you are actually editing scenarios. A scenario is a collection of BusinessObjects Planning data that is stored in a database.

There are two ways in which you can edit data: regular edit mode and fast edit mode. In regular edit mode, each cell's existing value is updated by the BusinessObjects Planning server before you edit it. In fast edit mode, the cells you edit do not have their values updated by the server as you edit them, which allows you to edit more quickly. In either mode, the database is not updated until you save the report data. For information on saving report data, see "Saving changes to data" on page 64. Note: You can only be in edit mode, whether it be regular or fast, in a single section of a report at one time. You must exit edit mode before switching to a different section of a report. For more information, see "Updating multi-section reports" on page 42. To edit data, you must meet the following conditions: · · Data can only be edited in Excel if the equivalent data can be edited in the BusinessObjects Planning version of the report. In particular, you can only edit data at the input level.

Depending on your site's configuration, only one user may be able to edit a cell at a time. If concurrent editing of scenarios is allowed at your site, multiple users can simultaneously edit the data contained in a scenario. You can include additional text at the bottom of a report for reference purposes, but any text added in Excel will not appear in the BusinessObjects Planning version of the report. You can also annotate cells, but annotations created in Excel will not appear in the BusinessObjects Planning version of the report. Annotations that are a part of the original BusinessObjects Planning report can be viewed but not edited in Excel. If the cell is associated with a related line, you can enter the value as either a dollar amount or a rate. To enter a rate value, type a percentage sign before the cell data. Data that is not preceded by a percentage sign defaults to a dollar value. To enter an N/A value, type N/A, na, n/a, or (na) into the report cell. Unlike entering zero, entering N/A ensures the value of the cell is ignored in calculations.

This is critical when performing, in particular, statistical calculations where a 0 value could significantly alter the outcome of the calculation. BusinessObjects Planning Excel Analyst User Guide 41 3 Working with BusinessObjects Planning Reports in Excel Editing data in a report The changes you make do not immediately appear in the parent level units of the report or in other reports referencing the same data. You have to consolidate the data to update the data in parent level Units. For information on consolidating data, see "Consolidating report data" on page 43. Note: The changes you make do not immediately appear in other sections of the report.

To edit data in regular edit mode: 1. 2. 3. 4. 5.

On the BusinessObjects Planning Excel Analyst toolbar, click Press ENTER. Repeat steps 2 and 3 for each cell that you want to edit. To exit regular edit mode, release To edit data in fast edit mode: 1. 2. On the BusinessObjects Planning Excel Analyst toolbar, click Edit). (Fast (Edit). (Edit). Click inside the cell you want to edit, and begin editing the cell data. Click inside the cell you want to edit, and begin editing the cell data. Repeat this step for any number of cells.

You can use the tab key or the up and down arrows on your keyboard, as well as the mouse, to navigate from cell to cell. Note: You can cut and paste entire ranges of cells in fast edit mode. 3. To exit fast edit mode, click (Fast Edit). Updating multi-section reports When using the BusinessObjects Planning Excel Analyst, each section of a multi-section report is updated separately. If you change data in one section, other sections of your report are not automatically updated to reflect this change. If you want to see your changes to report data migrated to all report sections, you must close the report and reopen it. The only exception to this is if a change affects a report section that you have not yet viewed. In this case, you will see the latest updates when you view the section for the first time, as the BusinessObjects Planning Excel Analyst only retrieves report section data when you first view it. 42 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Copying data between Excel and BusinessObjects Planning Analyst 3 Copying data between Excel and BusinessObjects Planning Analyst You can copy and paste a range of cells from Excel to BusinessObjects Planning Analyst and from BusinessObjects Planning Analyst to Excel.

If you are copying from BusinessObjects Planning Analyst to the BusinessObjects Planning Excel Analyst, you must start Excel before beginning the copy operation. Note: To copy from Excel to BusinessObjects Planning Analyst, you must be in Fast Edit mode in BusinessObjects Planning Analyst before pasting cell data into a report.



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To copy from BusinessObjects Planning Analyst to the BusinessObjects Planning Excel Analyst, you must be editing data in the BusinessObjects Planning Excel Analyst before pasting cell data into a report. To copy data from Excel to BusinessObjects Planning Analyst: In the report you want to copy from, select a range of cells. Right-click the cells, and select Copy from the menu.

In the report you want to copy to, right-click anywhere in the report and select Paste from the menu. 1. 2. 3. Consolidating report data If you have made changes to the data in a report, you can consolidate it, which updates the data for scenarios that are in parent level units and displays the updated values in the report.

The consolidation only affects the units that you have open in the report. Any scenarios that you have edited are checked in before consolidation takes place.

Consolidating may be time-intensive, depending on the units affected. To reduce the consolidation time, you can choose which units and scenarios to consolidate. The Size field of the consolidation dialog box contains an integer value that provides an estimate of the time required to consolidate the unit and scenario. A Size value of "OK" indicates a scenario that is not a parent-level unit, and cannot be consolidated. The Size value also indicates whether you have the rights to consolidate a unit and scenario. If you do not have the rights to consolidate a scenario, the Size value is enclosed in parentheses. If you have partial rights to consolidate BusinessObjects Planning Excel Analyst User Guide 43 3 Working with BusinessObjects Planning Reports in Excel Consolidating report data a scenario, the Size value is marked with an asterisk; this normally happens when your scenario is a Compound scenario, and you have rights on only some of the Compound scenario's component scenarios. To consolidate data: 1.

2. On the BusinessObjects Planning Excel Analyst toolbar, click (Consolidate). In the dialog box that appears, click OK to check in any checked-out scenarios used by the report. 3. In the Warning dialog box, click Details. 4. From the list, select the units and scenarios you want to consolidate. Note: Scenarios with a size of "OK" cannot be selected because they are not parent level units. 5. Click OK.

44 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Projecting future performance 3 Projecting future performance In planning and forecast reports, you can define and use projections, which calculate future data values based on past data. The following example shows a report that calculates values for May, June, July, and August based on values from January, February, March, and April. The projection method used in this example is Run Rates, which calculates the average value from January through April and projects that value forward. Note: For information on specifying projection methods, see "Using predefined projections" on page 50 and "Defining a projection" on page 50. The following table describes the projection methods that you can use to calculate future values: BusinessObjects Planning Excel Analyst User Guide 45 3 Working with BusinessObjects Planning Reports in Excel Projecting future performance Projection method Run Rates Description Use this method when the source data is relatively constant from period to period, and this average run rate is expected to continue into the projection period.

This method projects the average value of historical data. For example, if you select four source time periods, the target time periods all display the same value, which is an average of the four source time periods. Source 4545 Target 4.5 4.5 4.

5 4.5 Linear Trend Use this method when you expect that the projected data will change by the same absolute amount in each time period, based on the trend in the source range. This method produces a straight line rather than the increasing or decreasing curve produced using the Growth Trend method. If the values of the source time periods are not linear, this method smoothes out the trend to produce the straight line for the target time periods. Source 100 150 250 200 Target 275 315 355 395 Growth Trend Use this method when you know that there is, or has been, increasing or decreasing growth in past periods.

This method produces an increasing or decreasing curve rather than the straight line produced using the Linear Trend method. If the values of the source time periods are increasing over time, this method produces an upward curve. If the values are declining, this method produces a downward curve. The values of the source time periods must be positive numbers. Source 100 150 200 250 OR 200 150 150 125 Target 353.

55 478.99 648.94 879.19 108.25 94.02 81.65 70.91 46 BusinessObjects Planning Excel Analyst User Guide Working with BusinessObjects Planning Reports in Excel Projecting future performance 3 Projection method Linear Series Description Use this method when you expect a fixed amount of growth in each period. This method uses an additive growth factor to generate forecasted values. If you select more than one source time period, the last source time period is used to calculate the value for the first target time period.

The next target time period is calculated as the value of the first target time period plus the additive growth factor, and so on. For example, if the last source time period you select has a value of 12,000 and you specify the Linear Series growth factor to be equal to 100, the values for four target time periods will be 12,100, 12,200, 12,300, and 12,400. Source 9,000 12,000 Target 12,100 12,200 12,300 12,400 Growth Series Use this method when you expect that the data will change by the same percentage from one period to the next. For each target time period, the value of the previous time period is multiplied by the percentage growth factor to generate the projected value. If you select more than one source time period, the last source time period is used to calculate a value for the first target time period.

The value of the first target time period is then used to calculate the value for the second target time period, and so on. For example, if the last source time period you select has a value of 12,000 and if you specify the Growth Series growth factor to be equal to 1.1 (a 10% increase), the values for four target time periods will be 13,200, 14,520, 15,972, and 17,569. Source 9,000 12,000 Target 13,200 14,520 15,972 17,569 Seasonal Use this method when an annual seasonal pattern exists and you want to reflect the same pattern in the projection period, along with some growth. This method applies a growth factor to each source time period to generate forecasted values.

(This method requires that you have equal numbers of source and target time periods.) For example, if two source time periods have values of 10,000 and 12,000, and you specify the Seasonal growth factor to be equal to 1.



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