

SAP Integrated Business Planning, add-in for Microsoft Excel

Feature Overview and End-User Guide

Based on the Excel Add-In Version 2508.2.0

Product Management, SAP
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PUBLIC

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About this document

The SAP Integrated Business Planning, add-in for Microsoft Excel (short: Excel add-in) is one of the key access points to key figures and master data that is stored in the SAP IBP backend. It is one of the main user interfaces for the end users of SAP Integrated Business Planning (SAP IBP).

The following slides aim to provide an overview of the key features and concepts of the Excel add-in and are intended for end users. The presentation can be used, for example, for end user training during an implementation project.

Please note that the screenshots and examples are based on test sample planning views and a test data set. The planning view templates and planning views can look different in your case due to custom formatting, branding, and additional VBA code that you have embedded, as well as depending on the different versions of the Excel add-in.

What’s New in 2508.2.0

- New Function and Restriction Type for Planning Assistance | SAP Help Portal
- Advanced Filter in I_SAPIBP2-Based Planning Areas | SAP Help Portal
- Enhancements in the SAP IBP, Add-In for Microsoft Excel When Working in I_SAPIBP2-Based Planning Areas | SAP Help Portal
- Shortcut for Refreshing SAP IBP Panel Content | SAP Help Portal
- Description for Attribute-Based Filters | SAP Help Portal
- Reminder: Changed Microsoft Setting for ActiveX Controls | SAP Help Portal

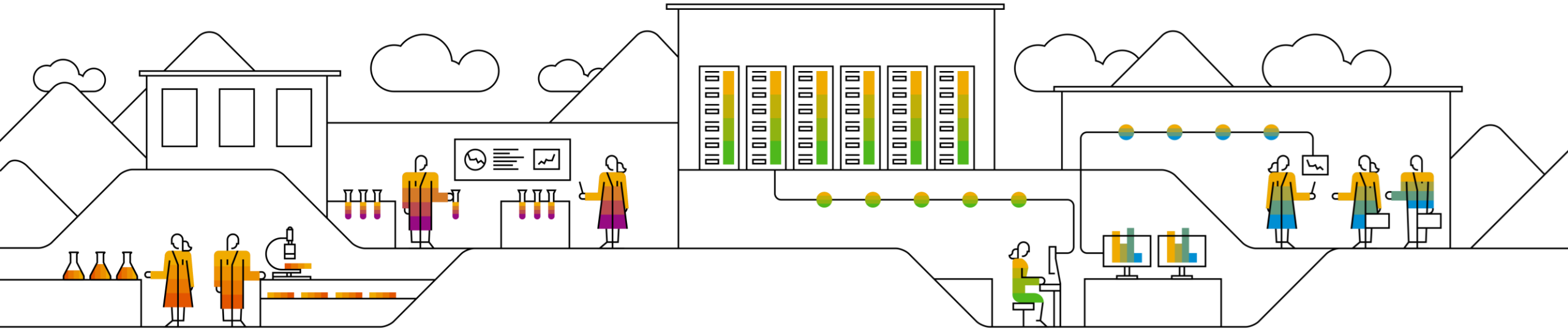
Agenda (1)

1) Introduction
2) How to log on to SAP Integrated Business Planning using the Excel add-in
3) How to create planning views
   - Basic Settings
     - Workbook settings
     - Time settings
     - Attribute settings
     - Key figure settings
     - Defining the layout
     - Filter settings
     - Adding a new worksheet
     - Working with multiple workbooks
     - Refreshing the planning view
   - Advanced Settings
     - Time-based totals and flexible time axis
     - Attribute-based totals & subtotals
     - Attribute value “(None)”, strong, and light matches
     - Workbook filter
     - Working with attribute-based filters
     - Sorting attribute values
     - Sorting based on key figure values
     - Scrolling to current time period
4) Saving planning views as templates and favorites
5) SAP IBP Formatting Sheet
6) Visualization of key figure editability
7) Time-based disaggregation of partially editable child nodes
8) How to work with planning views
   - Editing planning views
   - Simulation mode / interactive planning
   - Versions
   - Scenarios
   - Ad-hoc drill down
   - Quick edit view & quick filter
   - Fixing key figure values
   - Planning notes
   - Adding SAP IBP formulas (formerly called local members)
9) How to save key figure data in a planning view
   - Read and write permissions and rejection of changes
10) Change history views
11) Working offline with planning views
12) Sharing planning views with non-SAP IBP users
13) Application jobs in the Excel add-in
14) Master data maintenance
    - Single master data maintenance
    - Master data workbook

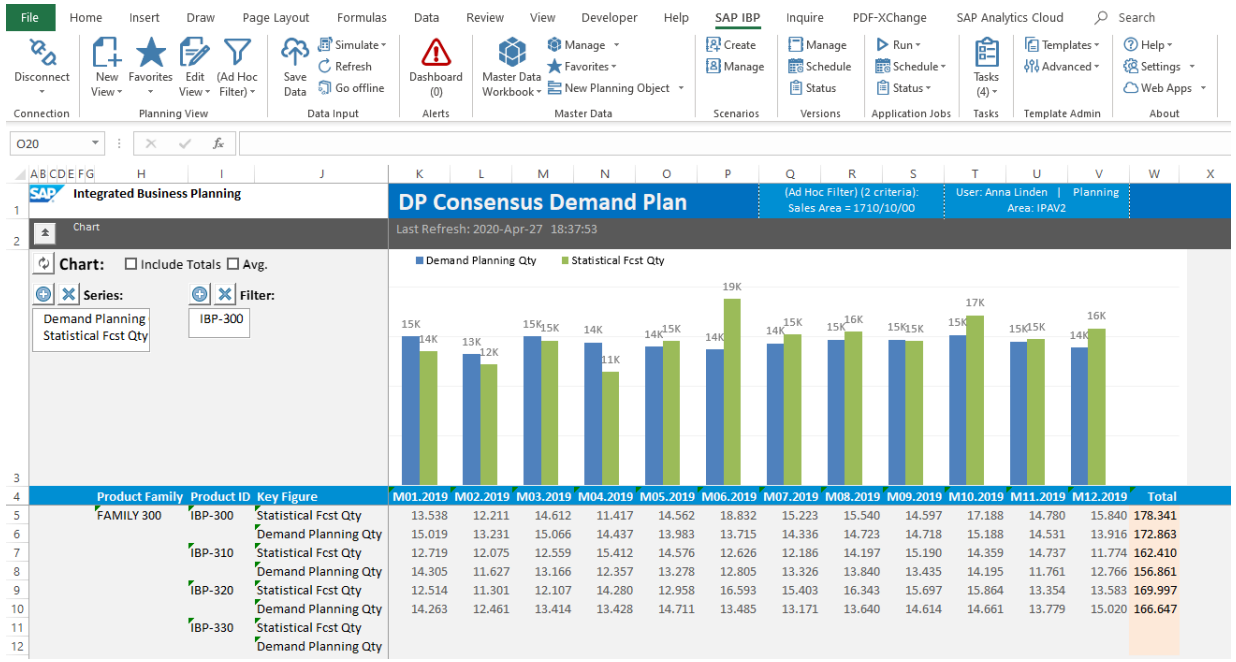
Agenda (2)

15) Planning object maintenance
16) Alert key figures and alert dashboard
17) Task management
18) Navigation to the Web UI
19) Help, user settings, and more in the About area
20) Logging off and troubleshooting disabled Excel add-ins

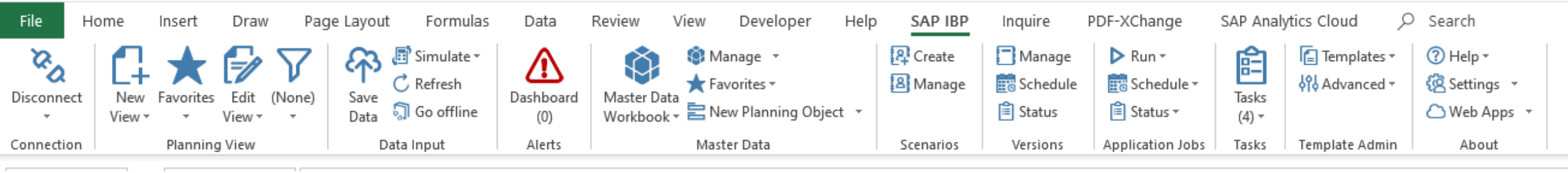
1) Introduction



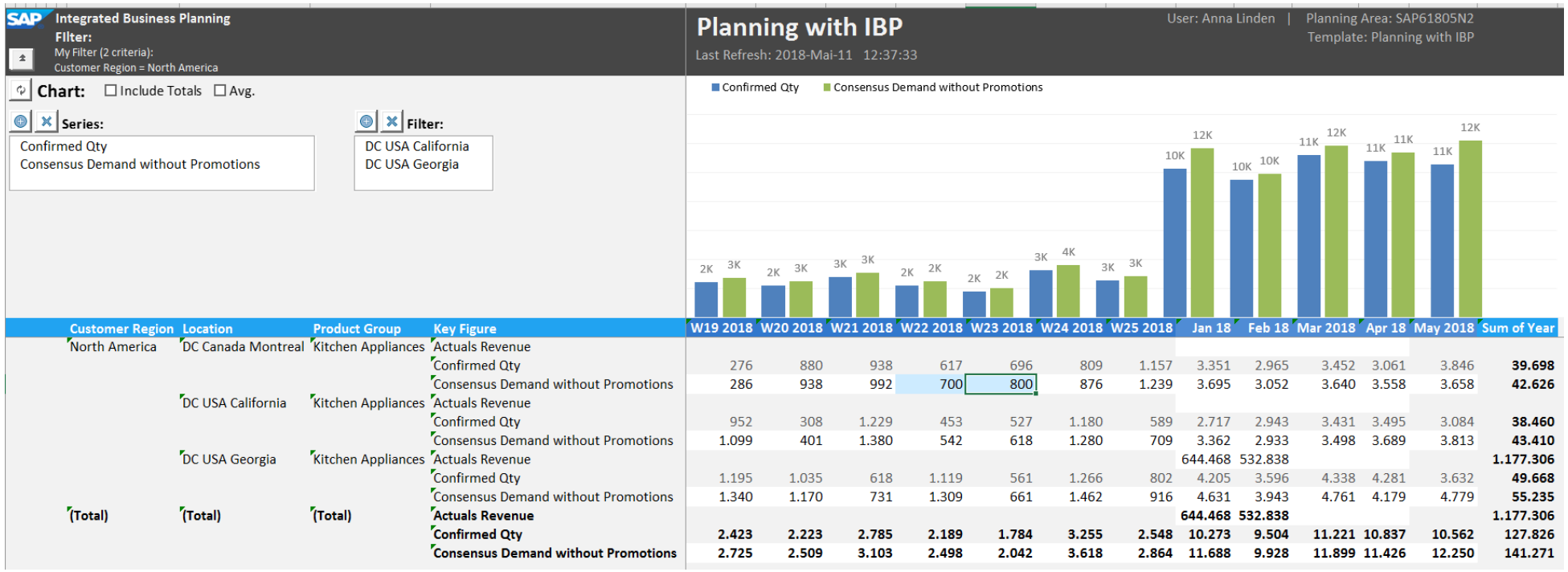
Planning in Microsoft Excel for professional planners



- Real-time access to your SAP IBP system and data, directly in Microsoft Excel
- Create custom planning views easily
- Visualize, analyze, and adapt your master data and time series data
- Run planning operators in simulation mode for *ad-hoc* what-if analysis and create your own scenarios
- Use local key figures to quickly use your custom Excel formulas on SAP IBP data
- Use own VBA coding to further finetune planning views and planner interaction



Flexible planning view definition



Customer Region	Location	Product Group	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	W25 2018	Jan 18	Feb 18	Mar 2018	Apr 18	May 2018	Sum of Year
North America	DC Canada Montreal	Kitchen Appliances	Actuals Revenue													
			Confirmed Qty	276	880	938	617	696	809	1.157	3.351	2.965	3.452	3.061	3.846	**39.698**
			Consensus Demand without Promotions	286	938	992	700	800	876	1.239	3.695	3.052	3.640	3.558	3.658	**42.626**
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			Consensus Demand without Promotions	1.099	401	1.380	542	618	1.280	709	3.362	2.933	3.498	3.689	3.813	**43.410**
	DC USA Georgia	Kitchen Appliances	Actuals Revenue								644.468	532.838				**1.177.306**
			Confirmed Qty	1.195	1.035	618	1.119	561	1.266	802	4.205	3.596	4.338	4.281	3.632	**49.668**
			Consensus Demand without Promotions	1.340	1.170	731	1.309	661	1.462	916	4.631	3.943	4.761	4.179	4.779	**55.235**
(Total)	**(Total)**	**(Total)**	**Actuals Revenue**								**644.468**	**532.838**				**1.177.306**
			Confirmed Qty	**2.423**	**2.223**	**2.785**	**2.189**	**1.784**	**3.255**	**2.548**	**10.273**	**9.504**	**11.221**	**10.837**	**10.562**	**127.826**
			Consensus Demand without Promotions	**2.725**	**2.509**	**3.103**	**2.498**	**2.042**	**3.618**	**2.864**	**11.688**	**9.928**	**11.899**	**11.426**	**12.250**	**141.271**

Native Microsoft Excel capabilities, such as charts and dropdowns, including VBA coding

Data from SAP IBP database

Review and change data online and offline

Define planning view for the task at hand

Save planning view as template or favorite

Use formatting to indicate what actions a user can take

Some key facts about the Excel add-in

- The Excel add-in does not run in the SAP Cloud (which SAP Integrated Business Planning (SAP IBP) does), but **needs to be installed on the PCs of the individual users**, or needs to be made available to the users in a Citrix environment at the customer. The customer is responsible for upgrading the add-in versions for the individual users.
- The upgrade of the SAP IBP system to the newest version does not require that you install the new version of the Excel add-in. You can decide to install it whenever you wish to start using its new features. However, if you do install the newest version, please note that .NET 8 Desktop Runtime (as of version 8.0.3) and Microsoft Edge WebView2 Runtime are required.
- New features, such as value-based sorting, are only available as of the respective Excel add-in version.
- We recommend using the newest Excel add-in version only after your SAP IBP system has been upgraded to the corresponding version. Once your SAP IBP test system is upgraded, you can install the newest Excel add-in and run your upgrade tests. Please note that if an SAP IBP system is still on version n-1, for example, 2505, and the newest Excel add-in version n, for example, 2508.2.0, is used to log on to the system, some functions might not work as they did before. For this reason, make sure that your SAP IBP productive system is upgraded before you start using the newest Excel add-in version productively. The **lowest possible version that can be used is the 2402.2.0** version of the Excel add-in.
- For more information, see SAP Note 2394311 (*Version information for the SAP IBP, add-in for Microsoft Excel*) at https://me.sap.com/notes/2394311.
- SAP IBP and the SAP IBP, add-in for Microsoft Excel are released with certain known restrictions in functionality. For more information, see the respective Release Restriction Note. You can find the relevant version of the note on the SAP Help Portal at https://help.sap.com, under *Use* > *Application Help for SAP IBP* > SAP Integrated Business Planning > Version.

Prerequisites for working with the Excel add-in

- User must have the Excel add-in installed (or have access to it via Citrix).
- User’s PC must be connected to the Internet.
- User must have a user in the SAP IBP system.
- User must have at least basic authorization to view data in the Excel add-in.
- SAP IBP backend system must be up and running.
- Planning area must be configured and active.

Downloading the Excel add-in

- Customers can **download** the Excel add-in in the software download area of the SAP For Me portal https://me.sap.com/softwarecenter. Please use the search term *SAP IBP Excel Add-On*.
- The download requires an S-user with the necessary authorization. If the download is not possible, please contact your company's S-user administrator.
- If SAP delivers a fix for the Excel add-in between two SAP IBP releases (based on a customer ticket, for example), a new add-in version is generated that needs to be installed on the customer's side.

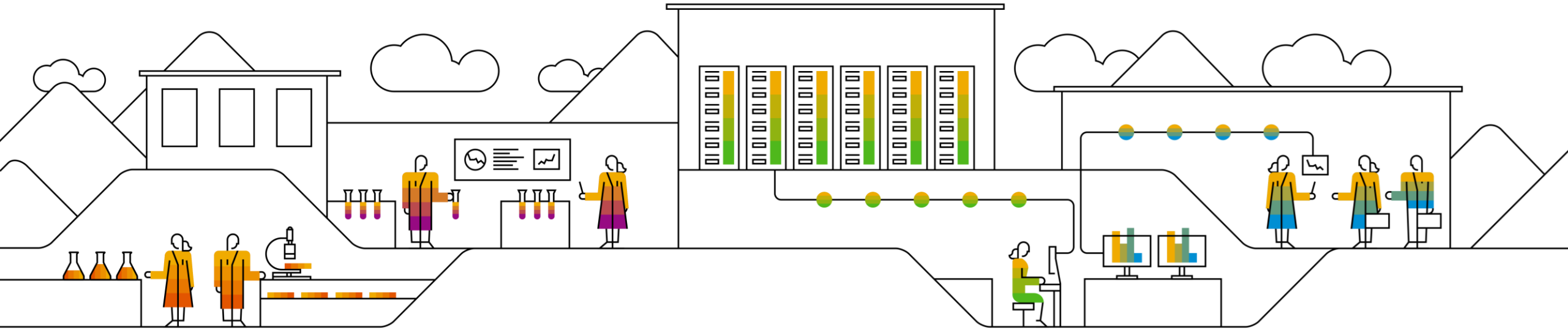
Your IT department usually provides you with the installation file, or even installation package, and pushes these installations to your local PC. For more information, see the following SAP Notes:

- Silent installation/uninstallation
  SAP Note 2135948 at https://launchpad.support.sap.com/#/notes/2135948
- How to distribute the add-in to user's notebooks
  SAP Note 2114654 at https://launchpad.support.sap.com/#/notes/2114654
- Add-in with proxy server
  SAP Note 2092187 at https://launchpad.support.sap.com/#/notes/2092187

Excel add-in on a MacBook and mobile devices

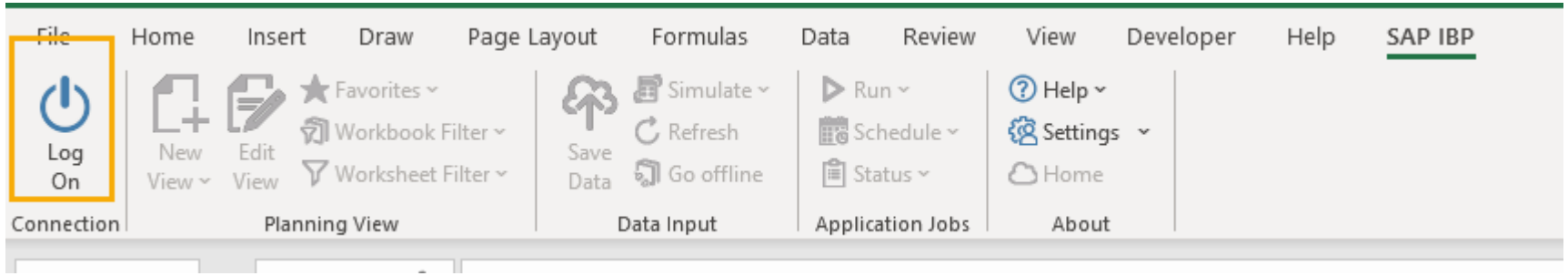
- The Excel add-in can run on a MacBook. The prerequisite is that a virtual machine (VM) is set-up and that a Windows and Office environment is installed on the VM. Then you can install the Excel add-in on that VM as usual.
- The Excel add-in can be installed on Microsoft Surface devices.
- You cannot install the Excel add-in on a smartphone or tablet.

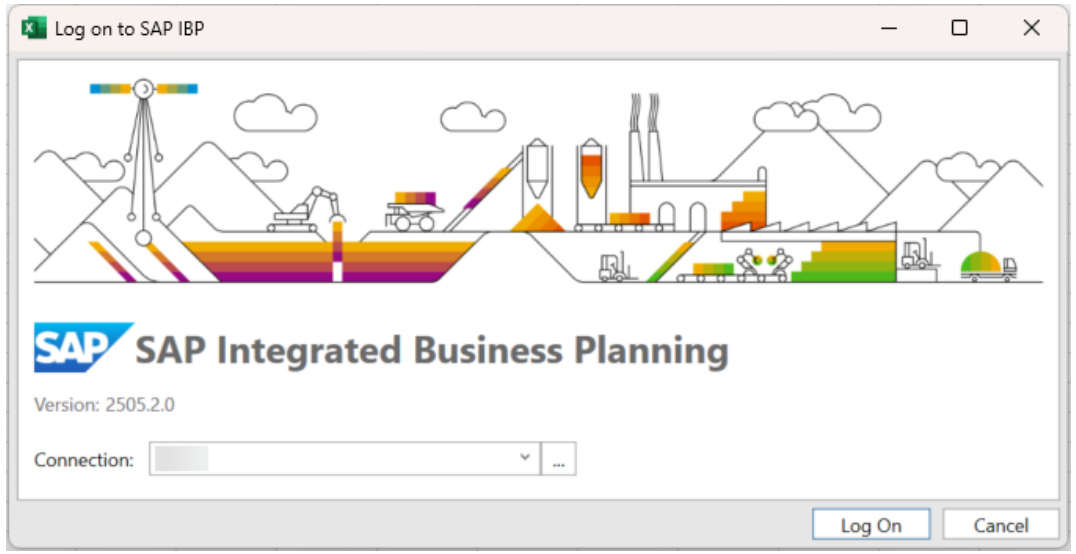
2) How to Log on to SAP IBP Using the Excel Add-In



Logon

If the Excel add-in is installed correctly, you find a new entry in the Microsoft Excel ribbon, called *SAP IBP*. As a first step, you need to log on to the SAP IBP backend by clicking *Log On.*

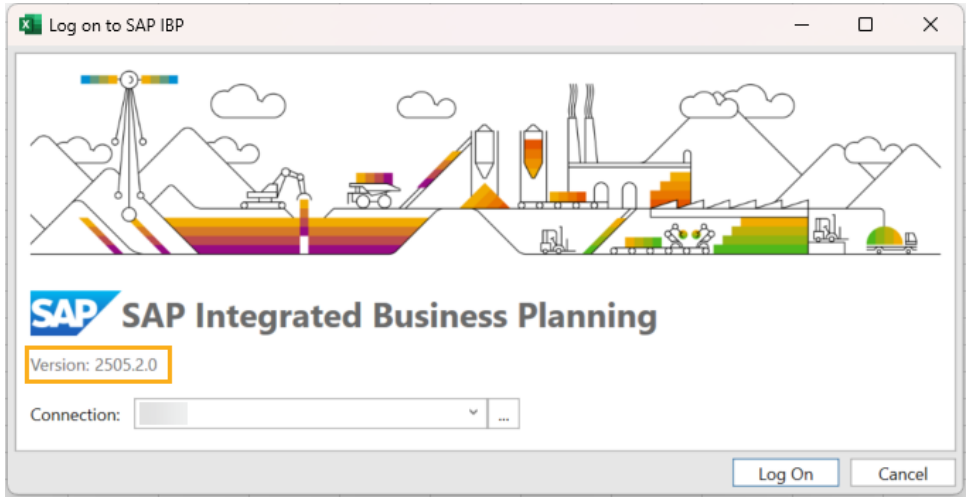




- The *Log on to SAP IBP* dialog appears. Usually, your administrator distributes the relevant connection details and you can directly select one of the connections and click *Log On.*
- If no connection has been preset by your administrator, follow the steps on the next pages to set up a connection manually.
- You can save multiple connections to different systems and planning areas.
- In the dropdown menu you'll find the available connections.

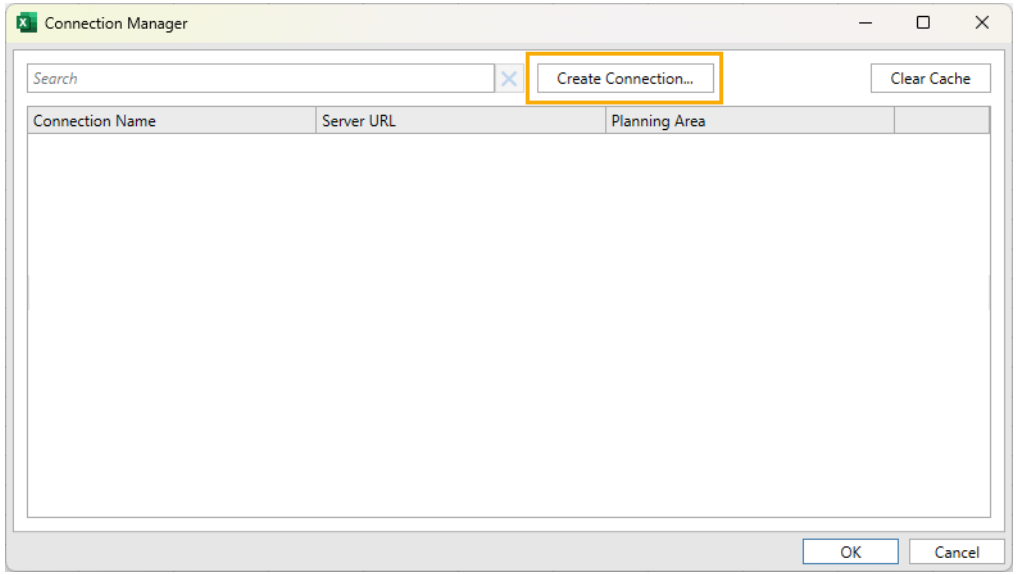
Setting up a connection (1)

Step 1: Open the Connection Manager



To set up a new connection

click ... to open the *Connection Manager*



Then click *Create Connection.*

Setting up a connection (2)

Step 2: Enter the connection details

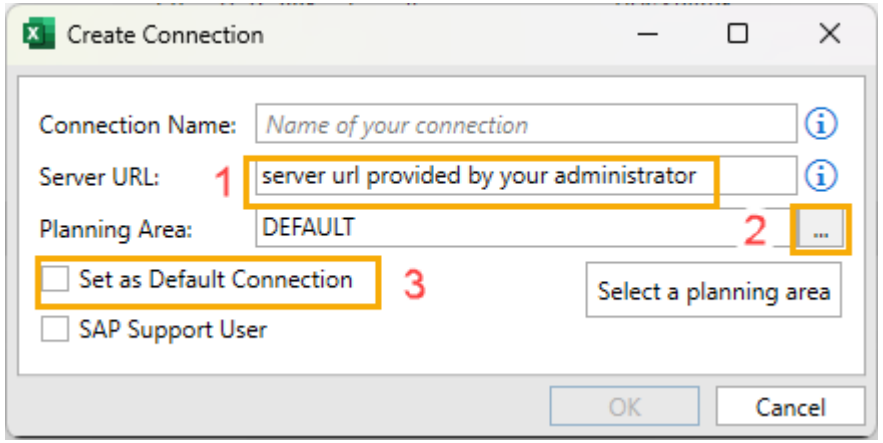
Enter a free text name, the server URL (provided by your administrator), and either enter the planning area name directly or click the … (Select a planning area) button to get a list of planning areas available for this system.

DEFAULT represents the default planning area that you can define in the *SAP Fiori* launchpad under *Settings*.

Step 3: Set the connection as default (optional)

Select the *Set as Default Connection* checkbox if you want to use the connection as your default connection. The connection name and details are displayed in bold letters in the *Connection Manager* dialog.

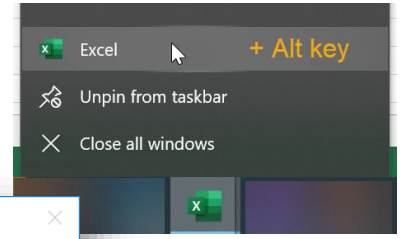
Next time you click *Log On*, this connection will be preselected from your list of connections.

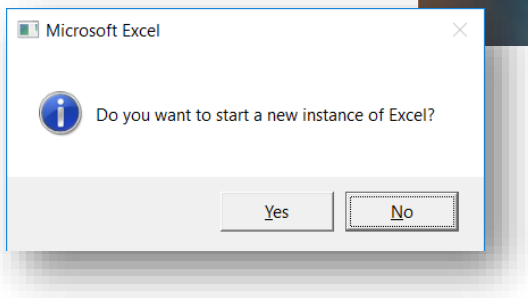


Logging on to multiple planning areas or systems in parallel

It is possible to log on to multiple SAP IBP systems and planning areas in parallel. That can be useful, for example, during implementation and testing phases.

Instead of opening a new Excel workbook, open a new Excel **instance**. The way to open a new instance depends on the Microsoft Office version. If the following path does not work for you, please check the help on https://support.microsoft.com.





1. Open your Microsoft Excel workbook (the first instance) as usual (and optionally log on to SAP IBP).
2. Right-click the Microsoft Excel icon on the Windows desktop taskbar, press the *Alt* key, and select *Excel* from the list.
3. Keep pressing the *Alt* key until a pop up appears that asks you if you want to open a new instance. Click *Yes*.

You now have two separate Microsoft Excel instances open and can log on to different SAP IBP planning areas with each of them.

You can achieve the same by double-clicking on the desktop item (if your administrator has enabled the desktop shortcut during installation).



Clearing the cache

When you select a connection in the Excel add-in and log on to that connection, relevant information related to the planning area, such as attributes, key figures, time periods, and so on, are downloaded to the Excel add-in and stored in a local cache. The information is marked with a version number. The next time you log on to the same system and planning area, this version information is compared with the current version on the server. If the versions don't match, the data is downloaded again. If no changes have been made logging on is faster, as the data can be directly taken from the cache, and doesn't need to be downloaded again.

Usually, there's no need to clear the cache. However, if you think the data stored in the cache in the Excel add-in is not accurate, you can clear it. This forces all the planning area information to be downloaded again. For example, if you know that a key figure name has been changed in model configuration, but the changed name doesn't appear in the templates in the Excel add-in, try clearing the cache.

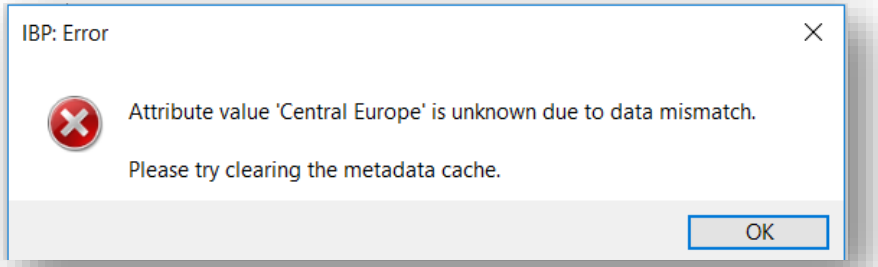
You clear the cache for all connections that you have in the *Connection Manager*, by clicking the *Clear Cache* button.

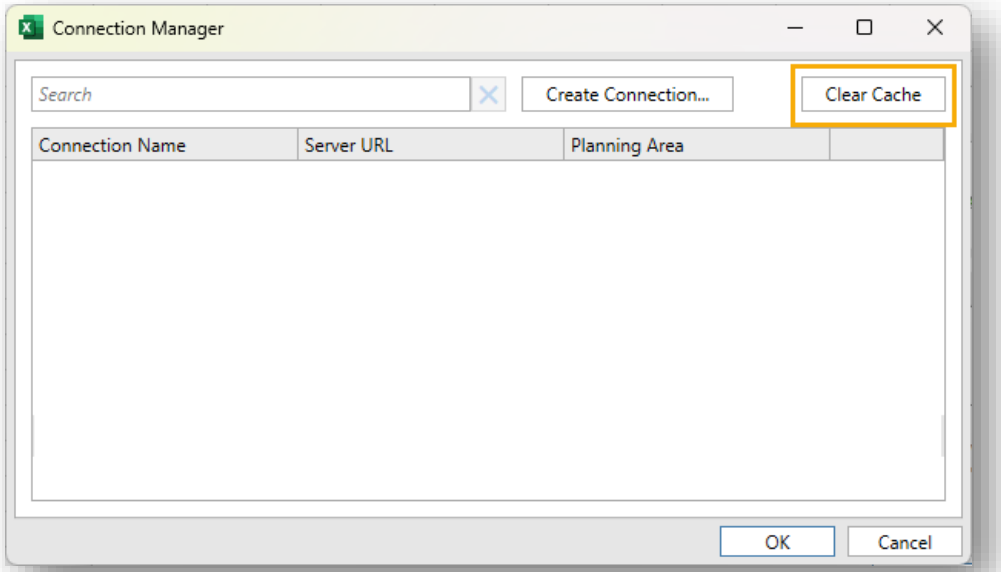
The Microsoft Edge WebView2 cache that is used for logging into SAP IBP is also cleared when you click the *Clear Cache* button.

Please note: Master data attributes that are marked as personal data are not cached but are read on the fly from the SAP IBP backend.

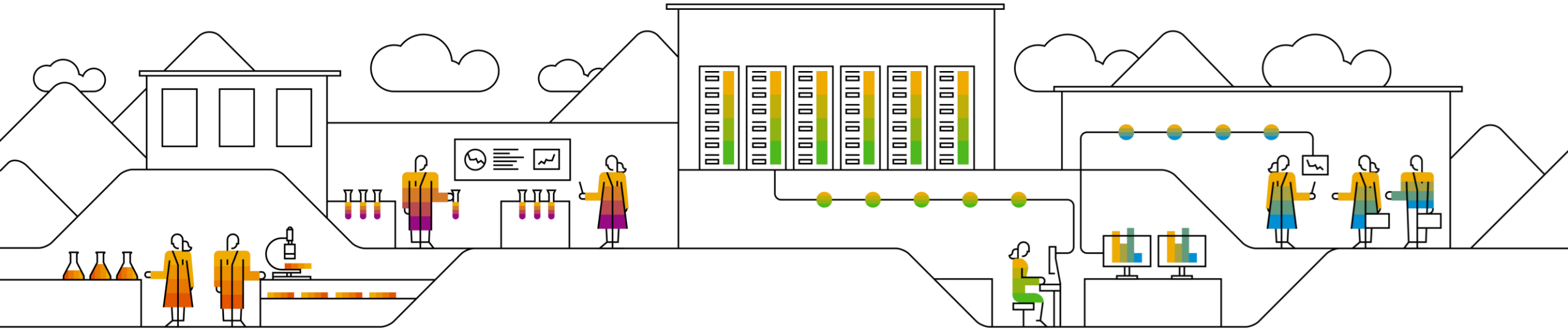
The same is true if the number of attributes exceeds a threshold set in configuration using the global configuration parameter MAX_DIM_MEMBERS: the excess attributes are not cached and only read on demand.

Sample error message:





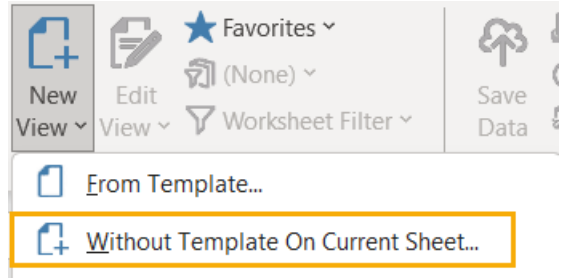
3) How to Create Planning Views



Planning views in SAP IBP

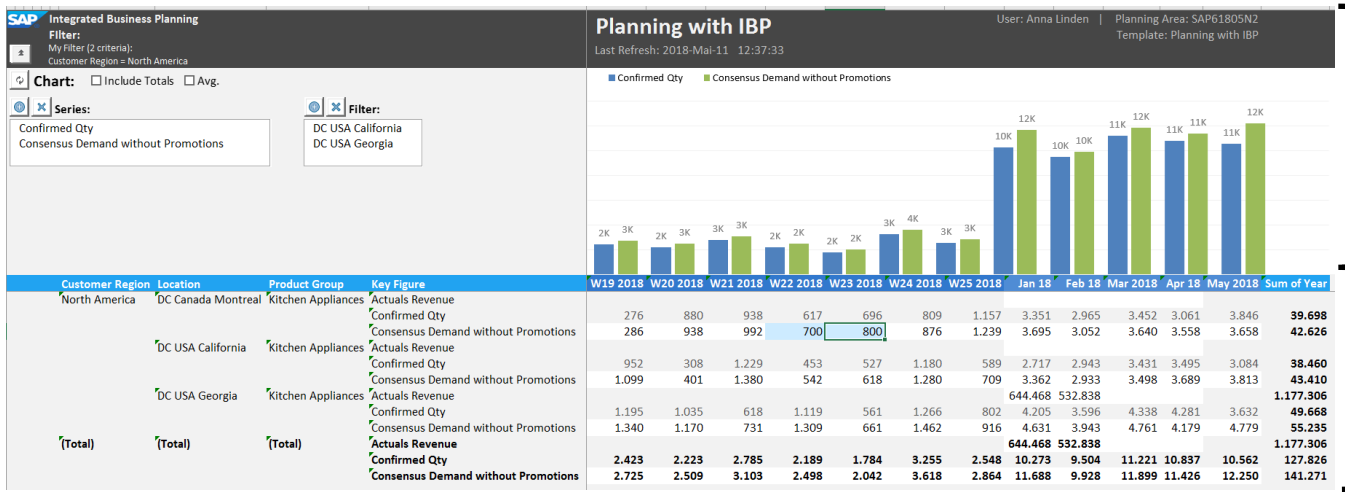
Plain SAP IBP planning view (no formatting, no VBA code, …)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				DEC 2017	Jan 18	Feb 18	MAR 2018	Apr 18	MAY 2018	Jun 18	Jul 18	Aug 18	Sep 18	OCT 2018	Nov 18	
2	Central Europe	DC Europe Lyon	Consensus Demand without Promotions	19719	20126	16533	17806	22537	18230	17947	21018	17802	20703	18098	17747	
3			Actuals Revenue	7756965	7829780	6486465	6919815	8792115	5720435							
4			Confirmed Qty	16259	19903	15117	18419	17240	19019	16215	19919	16952	17374	17465	18345	
5	North America	DC Canada Montreal	Consensus Demand without Promotions	19021	20317	16480	18060	22212	16143	18478	21413	17276	20466	18319	17955	
6			Actuals Revenue													
7			Confirmed Qty	16770	19154	17648	16865	16315	18239	18028	17362	19071	17272	19385	16719	
8		DC USA California	Consensus Demand without Promotions	17667	18919	14681	16686	19838	14477	17258	19333	16486	18799	15831	17122	
9			Actuals Revenue	2471210	2893212	1896945	2292803	2752774	1692136							
10			Confirmed Qty	18027	16527	12416	18556	15567	14652	17608	16427	17674	16812	12565	17293	
11		DC USA Georgia	Consensus Demand without Promotions	21691	20413	17963	20011	22651	18742	19144	23221	18860	20243	21223	19734	
12			Actuals Revenue	7071586,5	6623797,4	5887422,4	6649902,7	7317714,2	5643470,5							
13			Confirmed Qty	21814	16777	17994	20710	20694	16225	19849	19799	19306	18599	18645	18567	
14																
15																

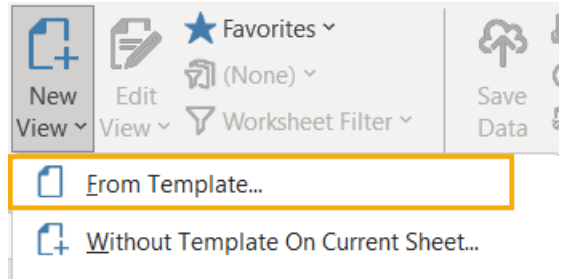


Data from SAP IBP database

VBA-based planning view template including formatting (example)



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Native Microsoft Excel capabilities, such as charts and drop downs, for example based on VBA coding / macros (optional)

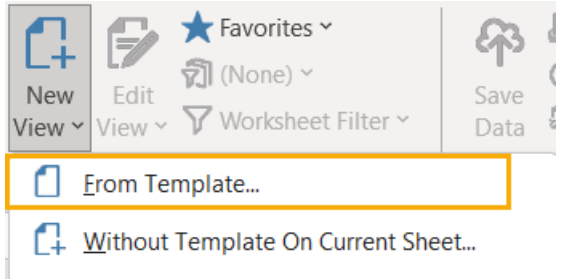
Data from SAP IBP database

VBA = Visual Basic for Applications

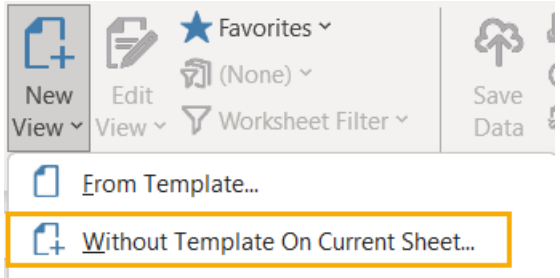
Creating a new planning view (1)

To open a predefined planning view (template or favorite) or create a planning view from scratch, click *New View* in the *SAP IBP* ribbon. Then choose one of the following:

- *From Template*



- *Without Template on Current Sheet*, if you want to create a plain planning view from scratch.

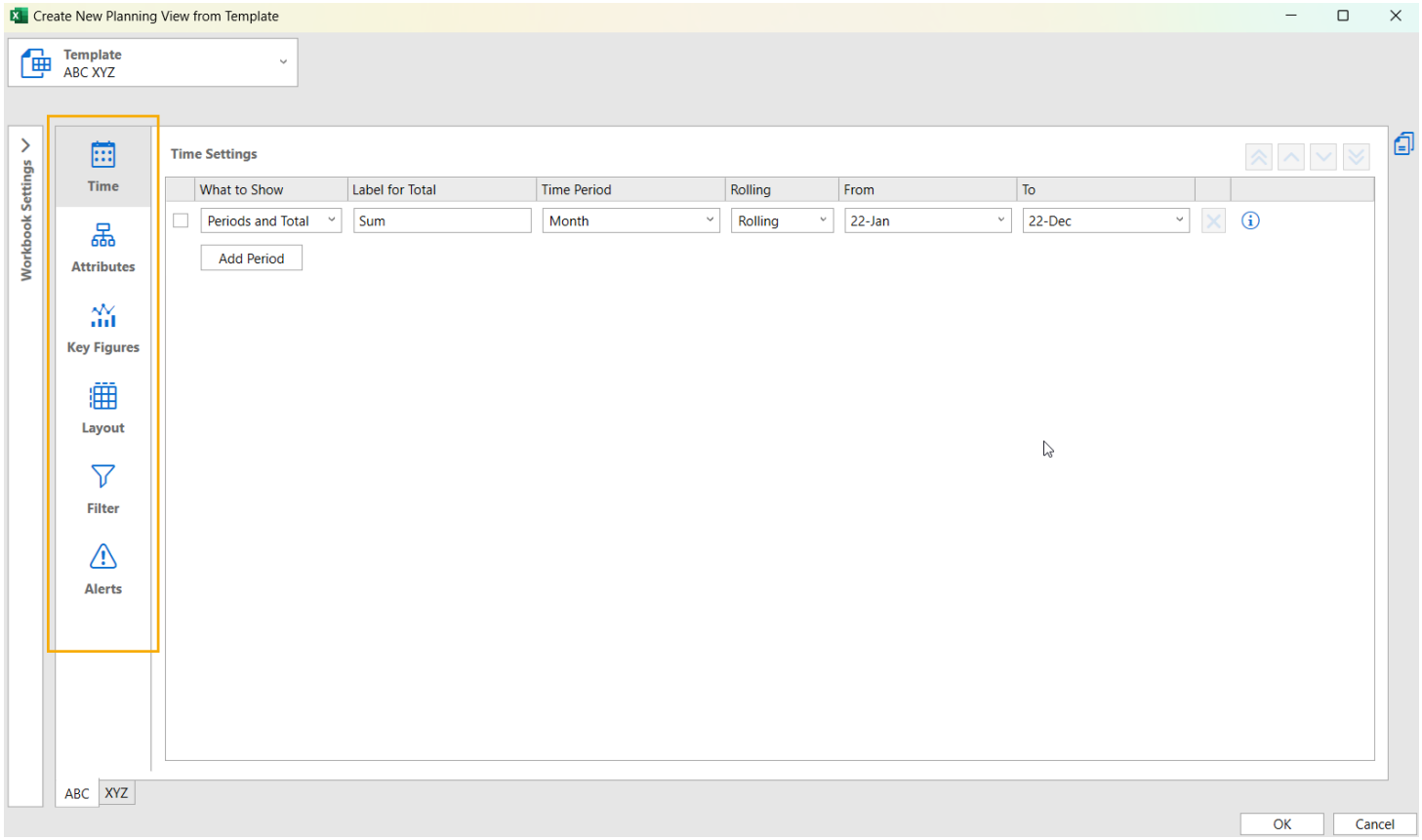


This option will be explained in the following slides.

Creating a new planning view (2)

A planning view in SAP IBP requires the following settings:

1) Workbook settings
2) Time settings
3) Attributes
4) Key figures
5) Layout (optional)
6) Filter
   (can be either optional or mandatory, depending on your SAP IBP system settings)
7) Alerts based on alert key figures (optional)



Basic Settings

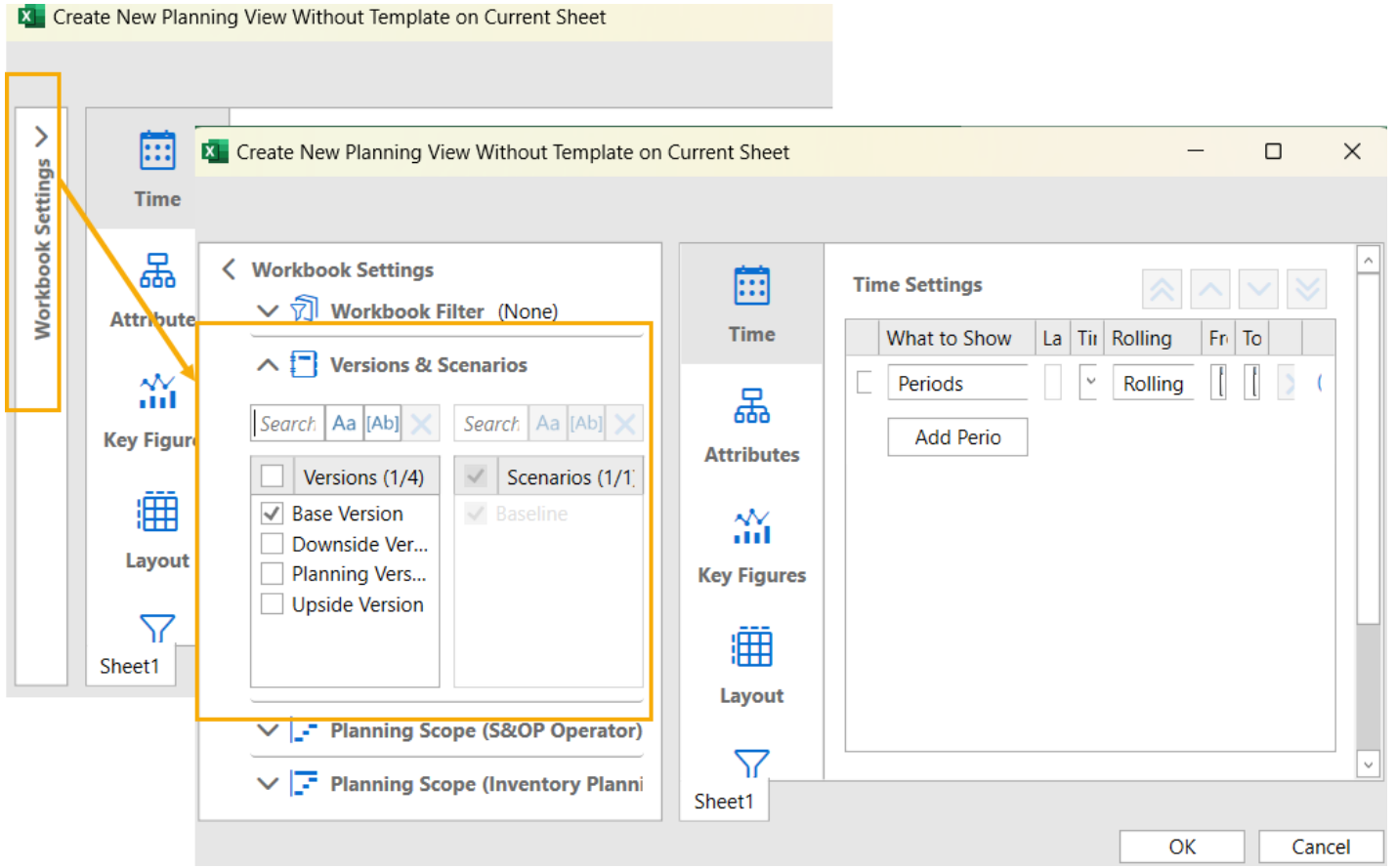
Workbook Settings

Creating a new planning view – workbook settings

When you create a planning view, you must specify which version the planning view includes. If you include the base version in the planning view, you can add any of the key figures available in the planning area to the planning view. If you include a version other than the base version, you can add only those key figures that are marked as version-specific key figures in the configuration of the given version.

The *Workbook Settings* side panel is available. Among other things, you can specify the version or versions you want to use here.

To specify the versions, choose *New View (*or *Edit View)*. In the dialog that opens, expand the *Workbook Settings* side panel, and choose the *Versions & Scenarios* dropdown.



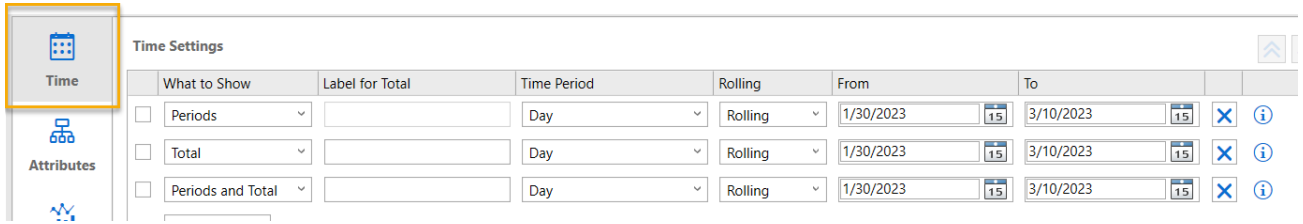
Basic Settings

Time Settings

Creating a new planning view – time settings

Define the time intervals for which you want to see data in the planning view.

- You can combine different time intervals.
- The time intervals can use different period types (such as, *Weekly* or *Monthly*) that you can select in the *Time Period* field.
- The period names, such as, Jan 2019 or CW1 2019, are defined by your administrator.
- By using *Total* for a time interval, you get a total column that displays the aggregated key figure value for this time interval.
- The order of the time intervals/total columns and period types does not need to be chronological.

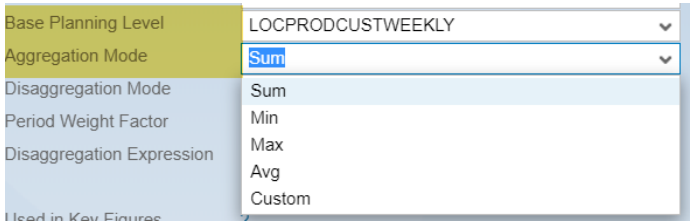


Please note: The number of different period types that you can use for your time intervals and total columns is defined by your administrator using the global configuration parameter MAX_TIME_LEVELS in the PLAN_VIEW parameter group. If the parameter is set to 2, you can, for example, only use two levels, for example Weekly and Monthly or Monthly and Yearly for your time intervals/total columns in the planning view, but not Weekly, Monthly, and Yearly. The totals count as a level as well.

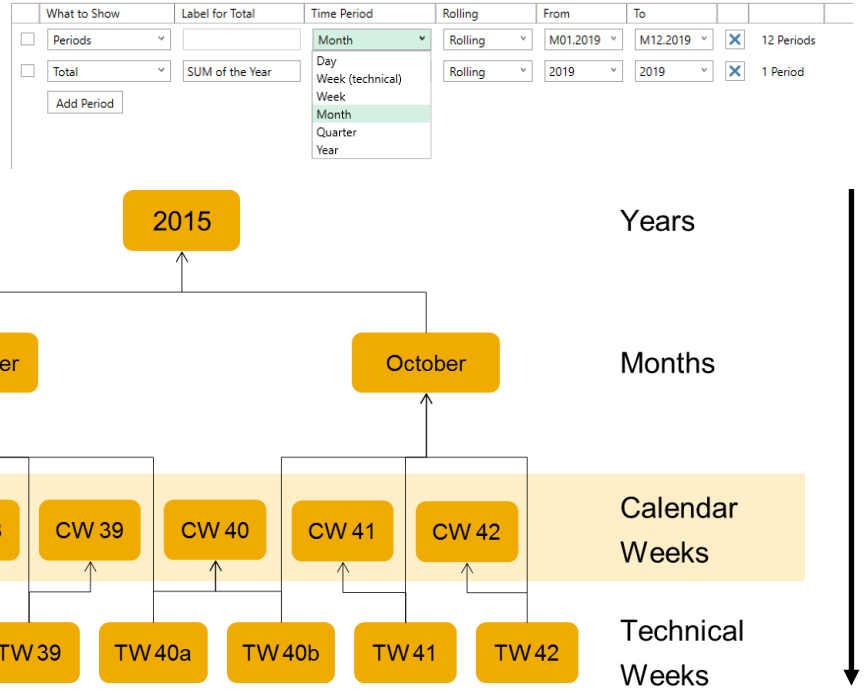
On-the-fly aggregation of data across time periods

Data in SAP IBP is stored at the base level of the respective key figure. The base level defines the type of periods in which the data is stored, for example, weeks or days. When displaying the data, it is automatically aggregated up to the requested time period. Example: if key figure data is stored in days and your planning view displays months, then the days are aggregated to months.

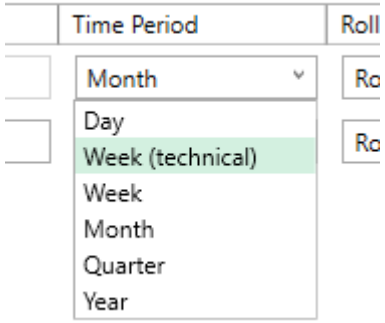
How the data is aggregated
is defined in the key figure configuration.
Example: *Sum* for quantity-based key figures,
Avg (average) for prices



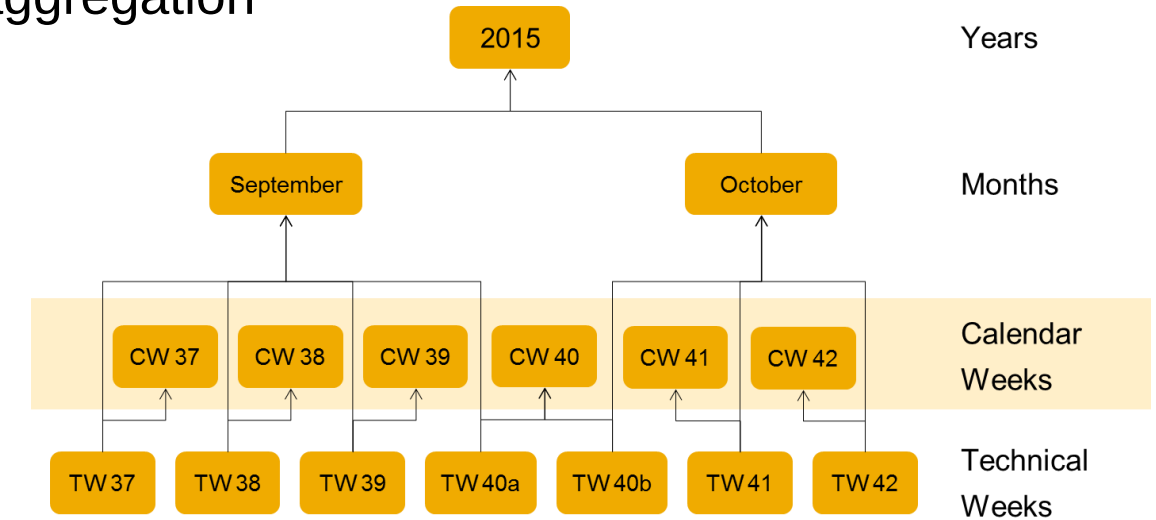
Your administrator can also define a more complex aggregation and disaggregation logic, dependent on the individual use case.



Time period - what is a technical week?



Storing key figures at the technical week level allows a consistent aggregation/disaggregation between weeks and months.



A weighting factor is used as a proportional factor to split data during disaggregation:

Month	June						July					August				
Calendar Week	CW 23	CW 24	CW 25	CW 26	CW 27		CW 28	CW 29	CW 30	CW 31		CW 32	CW 33	CW 34	CW 35	CW 36
Technical Week	TW 23	TW 24	TW 25	TW 26	TW 27a	TW 27b	TW 28	TW 29	TW 30	TW 31a	TW 31b	TW 32	TW 33	TW 34	TW 35	TW 36a
Factor	5	5	5	5	2	3	5	5	5	5	0	5	5	5	5	1

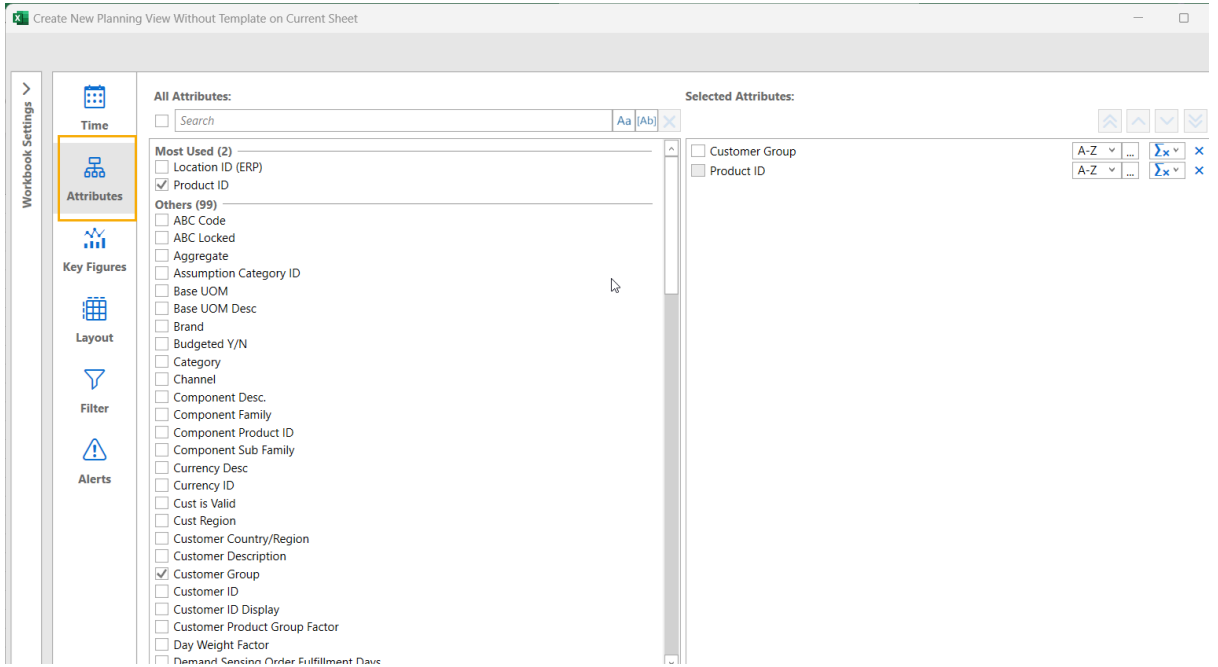
Public

Basic Settings

Attribute Settings

Creating a new planning view – Attribute settings

- Define the planning level at which you want to see the data in the planning view.
- On-the-fly aggregation and disaggregation of the planning data are one of the key strengths of SAP IBP. You can freely choose from all available master data attributes displayed.
- The *All Attributes* area on the left side of the screen includes the attributes that are available to you. They are sorted in alphabetical order.
- To select an attribute for your planning view, you can either select the attribute‘s checkbox or drag and drop the attribute to the *Selected Attributes* area. The selected attributes are the ones that will be visible in your planning view.
- The sequence in which the attributes are listed in the *Selected Attributes* section determines the sequence of the attributes in your planning view.
You can easily change the sequence by using the arrow buttons or drag and drop.



Order in the planning view:

	A	B	C	D	E
1	**Customer Group / Segment**	**Product Desc**	**Key Figure**	**Jan 18**	**Feb 18**
2	Customers EMEA	Food Processor 7000 70W spacegrey	Consensus Demand without Promotions	2.731	2.121
3			Actuals Revenue	637.750	498.875
4		Hand Blender 5000 50W Black	Consensus Demand without Promotions	2.886	2.262
5			Actuals Revenue	107.840	84.560
6	Customers NA	Food Processor 7000 70W spacegrey	Consensus Demand without Promotions	6.479	5.652
7			Actuals Revenue	572.975	470.635
8		Hand Blender 5000 50W Black	Consensus Demand without Promotions	5.410	4.483
9			Actuals Revenue	57.740	44.823
10					

On-the-fly aggregation of data across planning levels

Data in SAP IBP is stored at the base planning level of the respective key figure, for example, the product ID or a combination of multiple attributes.
The data in the database is stored in these attribute combinations.
If key figures are calculated based on other key figures, the aggregation works similarly.

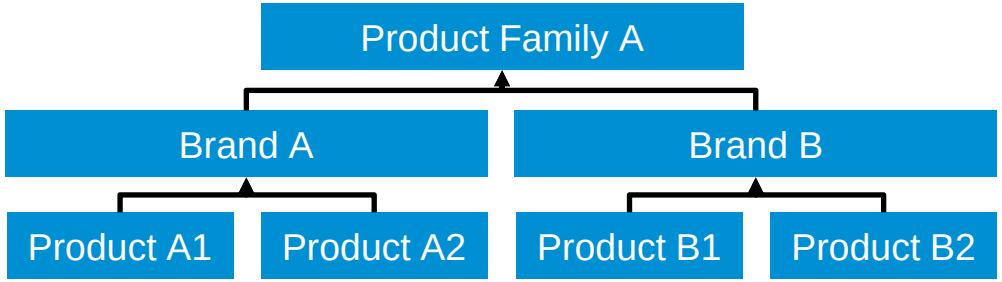
Base Planning Level	LOCPRODCUSTWEEKLY

Example: LOC | PROD | CUST | WEEKLY
LOC = location ID
PROD = product ID
CUST = customer ID

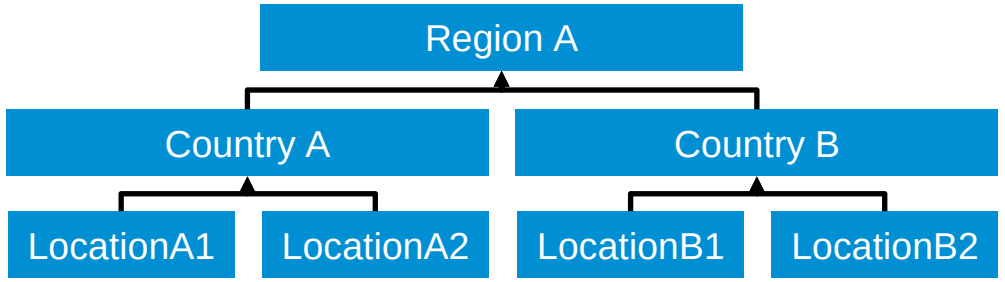
When the data is displayed, it is automatically aggregated up to the requested planning level.

Example: If key figure data is stored at the product ID level and you display the data at the brand level, then the data stored for the product IDs is aggregated to the respective brands.

Example for Product Planning Levels



Example for Location Planning Levels

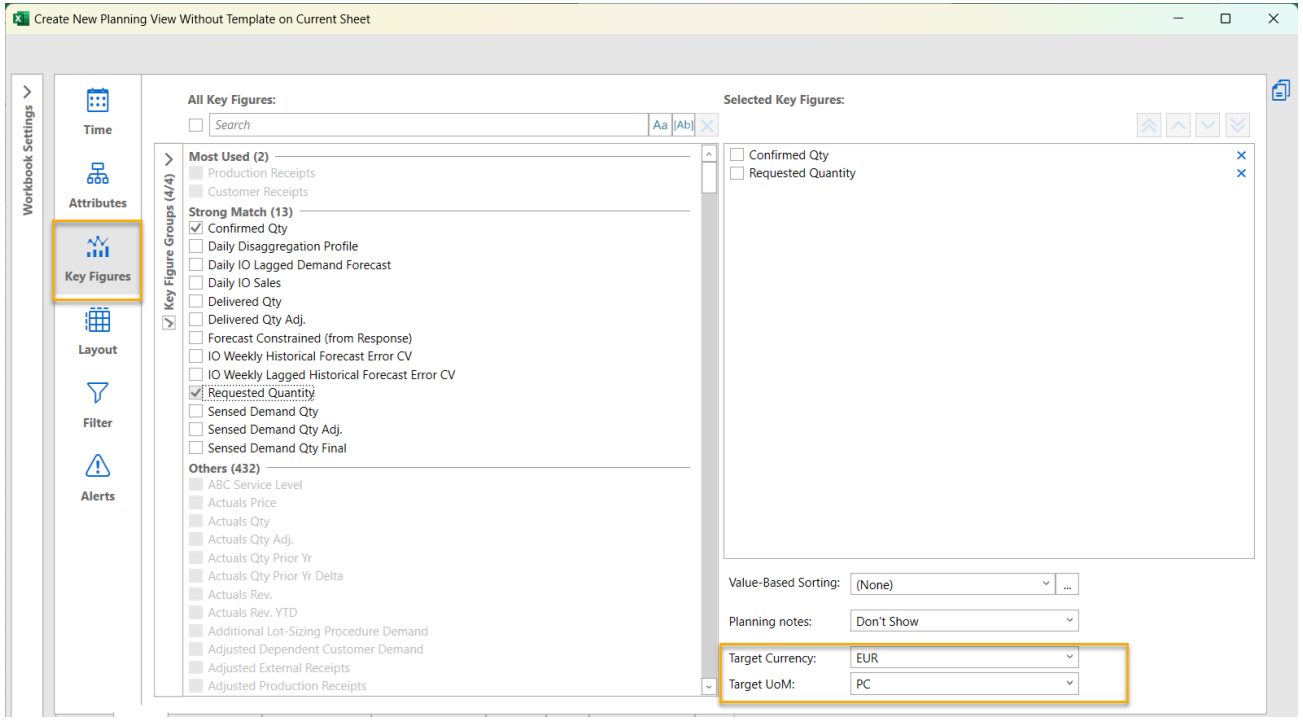


Basic Settings

Key Figure Settings

Creating a new planning view – key figure settings

- Define the key figures for which you want to see data in the planning view
- You can freely choose the currency or unit of measure (UoM) in which you want to see the data.
  Note: Currency and UoM conversion factors must have been loaded by the administrator beforehand.
- You need to select a conversion factor for key figures for which a conversion has been defined by the administrator.
- The sequence in which the selected key figures are listed defines the sequence of the key figures in your planning view.
  You can easily change the sequence by using the arrow buttons or drag and drop.
- You can also specify whether you want to show planning notes in the planning view.



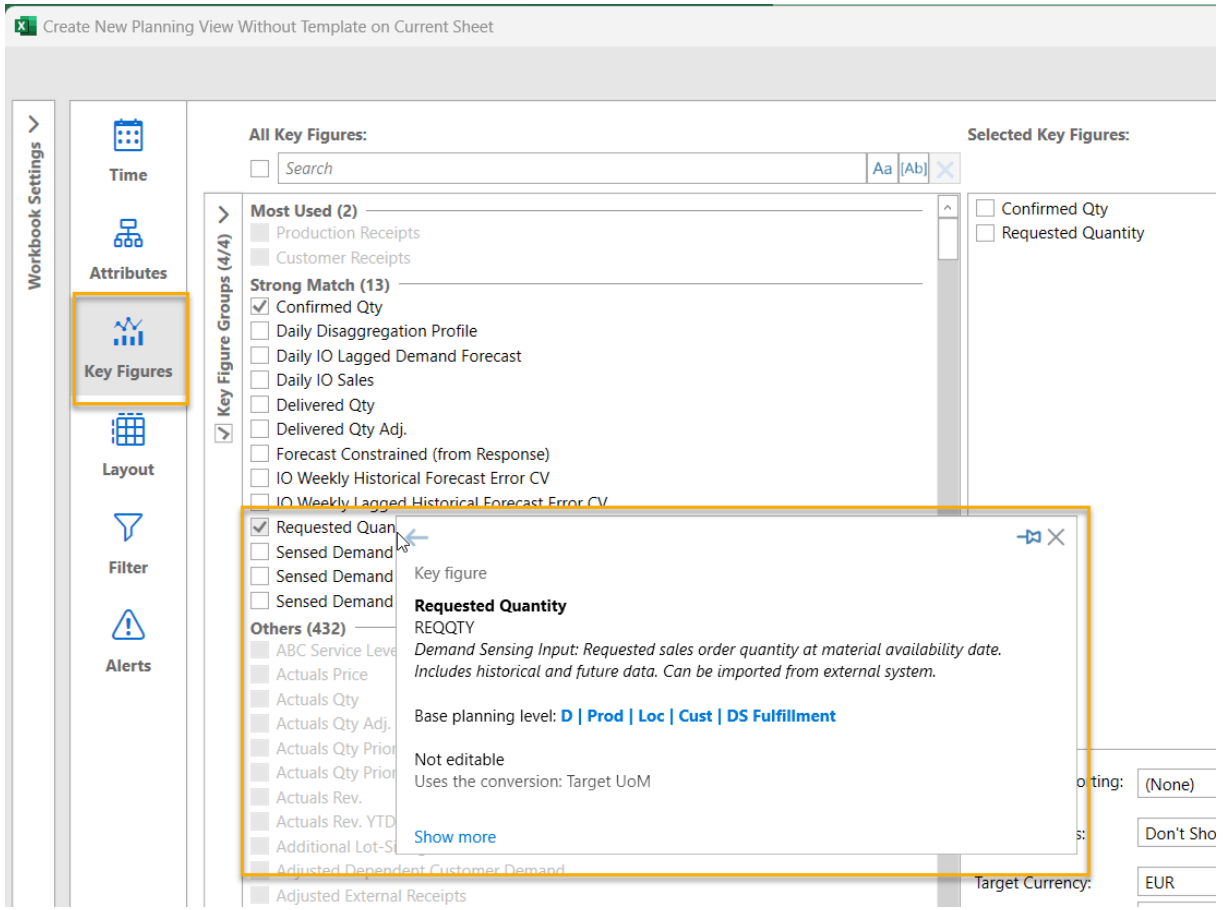
Creating a new planning view – tooltip for key figures

The tooltip shows you all information on how a key figure is defined. This can help decide if for example, fixing or planning notes are allowed, and in which horizon the key figure is editable.

To make the tooltip appear, hover over a key figure's name for about two seconds.

With the pin button in the upper right corner, you can keep the tooltip on the screen and move it around.

The tooltip is also available for attributes, planning levels, versions, time levels, and so on. By clicking the entities in blue font, you navigate to the specific tooltip.



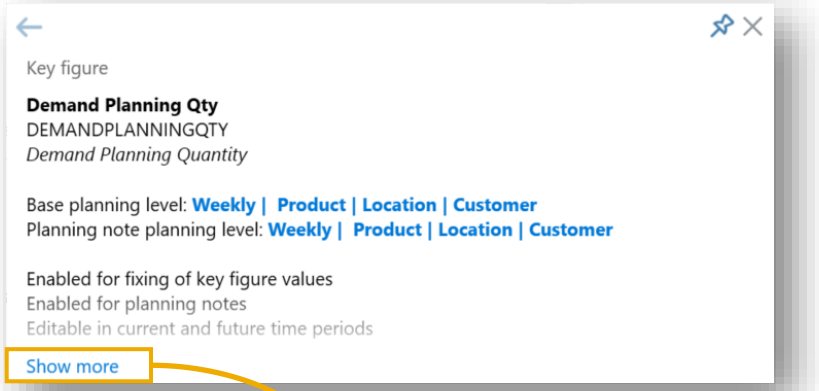
Creating a new planning view – extended tooltip for key figures

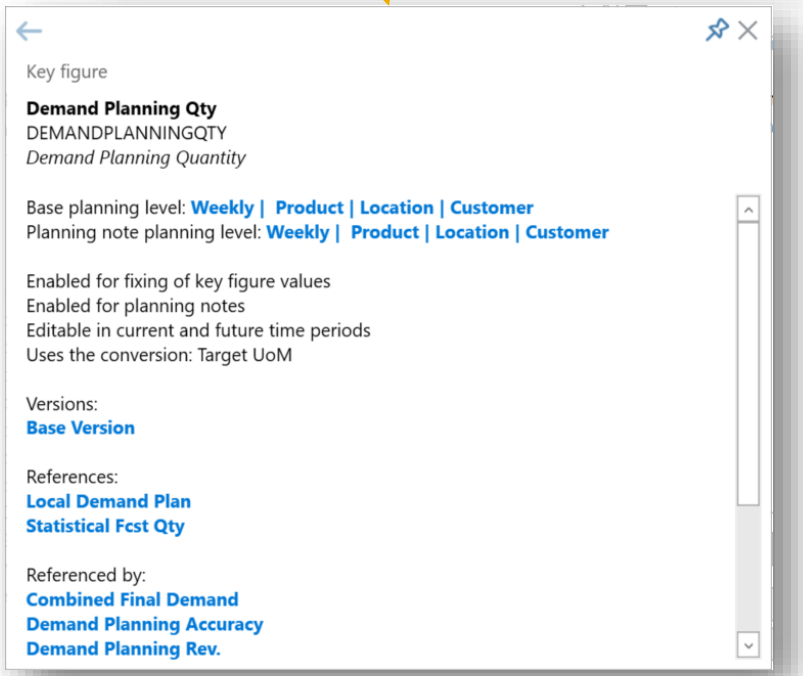
The tooltip available for attributes, key figures and further entities such as planning levels, and versions has been enhanced within all dialogs.

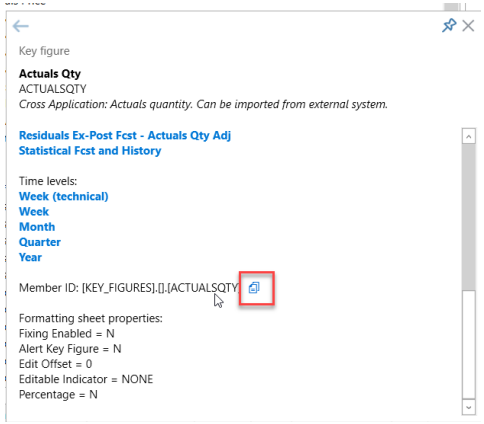
The main enhancements are the following:

- Smaller size, which is extendable by clicking *Show more*, if necessary
- Shortened text focusing on the main details
- Improved handling of the dragging function
- Showing the entity type in the header
- Improved performance

a copy function to the tooltip is available for attributes, key figures, planning levels, and versions. You can copy the IDs, and technical details of these entities (such as member ID, for example) by hovering your cursor over the text of the respective ID, and clicking the icon with the quick info text *Copy to clipboard* that appears.







Creating a new planning view – key figure groups

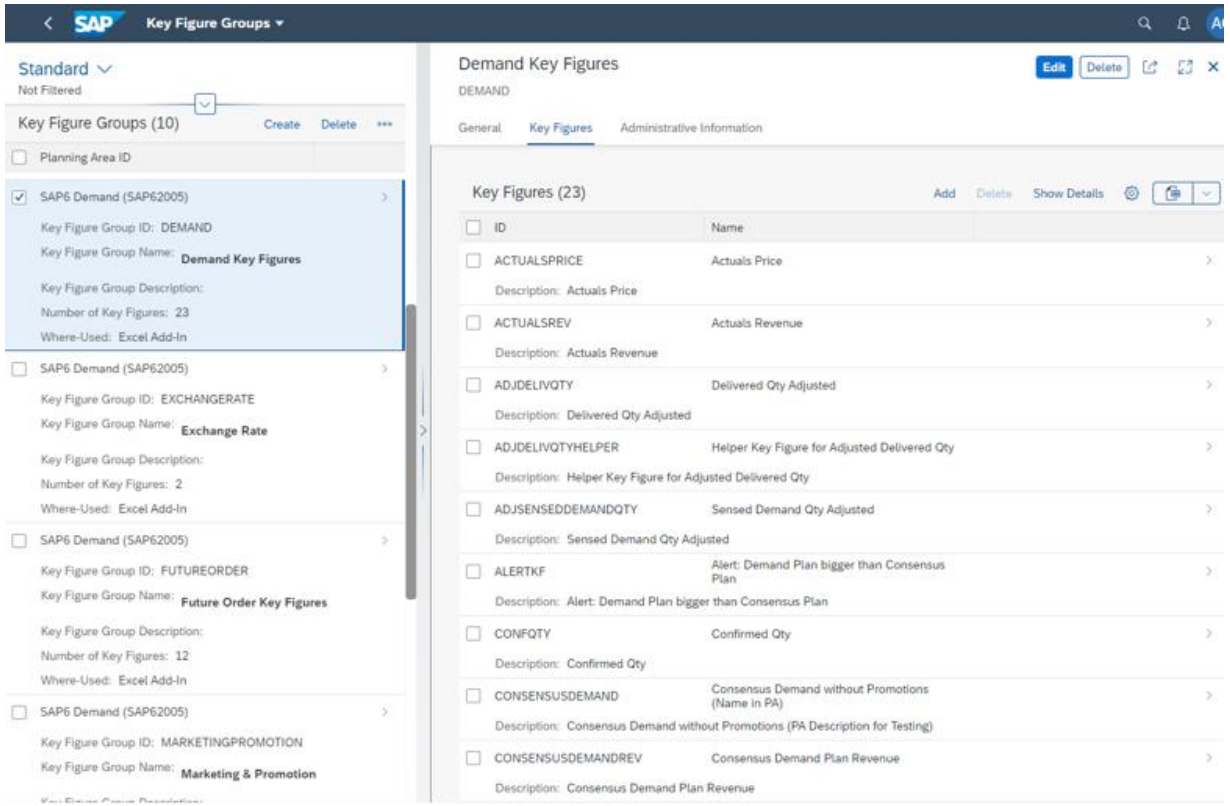
Key figure grouping allows the administrator to group key figures for example, by business processes, roles, or tasks. The grouping depends on your individual use cases.

A key figure can belong to one, multiple, or no groups at all.

Example: you add groups per process such as demand planning, supply planning, inventory optimization.

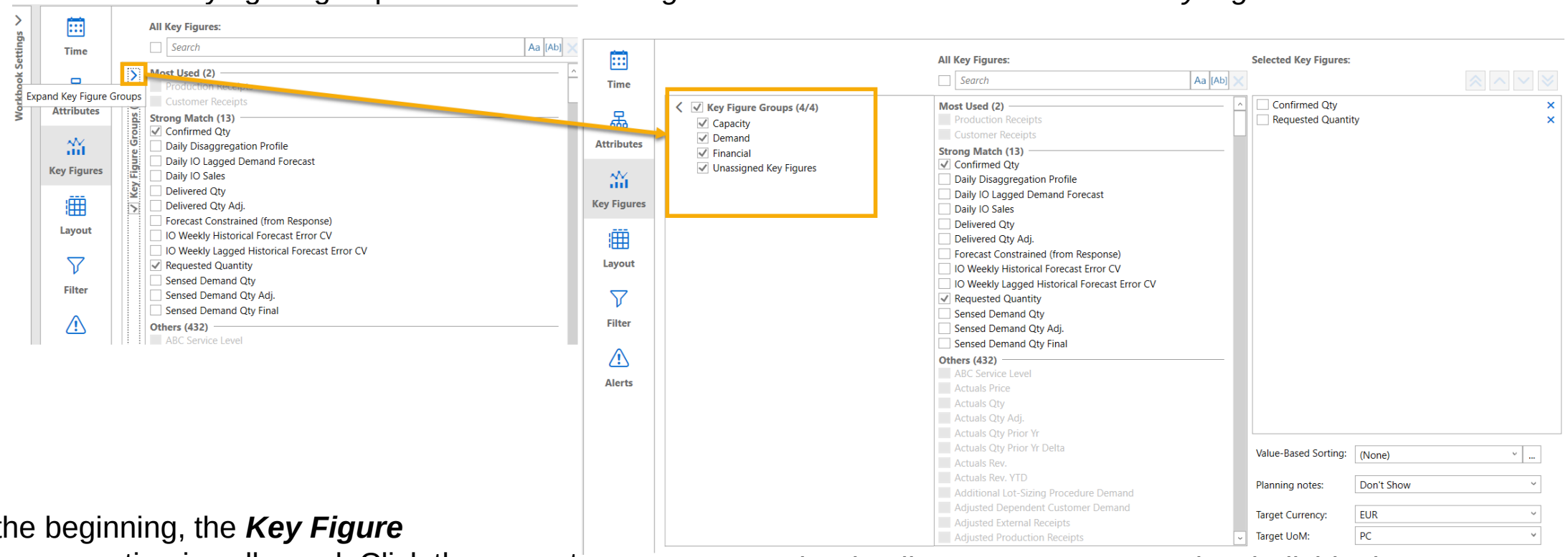
The groups have to be maintained per planning area in the *Key Figure Groups* app in the WebUI.

The different groups make it easier to select the key figures that are relevant for the specific task or process.



Creating a new planning view – key figure groups

You can see the key figure groups in the *Edit Planning View* or *New View* window on the *Key Figures* tab.



In the beginning, the ***Key Figure Groups*** section is collapsed. Click the arrow to open the details.
The system remembers whether the key figure group side panel was collapsed or expanded the last time you used it and sets it accordingly the next time you open the dialog.

On the details screen, you can select individual groups or multiple groups. The key figures that are visible to you are reacting to that selection so that you will only see the key figures that are part of the groups that you had selected.
Also, when opening a template or favorite, relevant groups are preselected if you have already added key figures to your selection that belong to a group.

Basic Settings

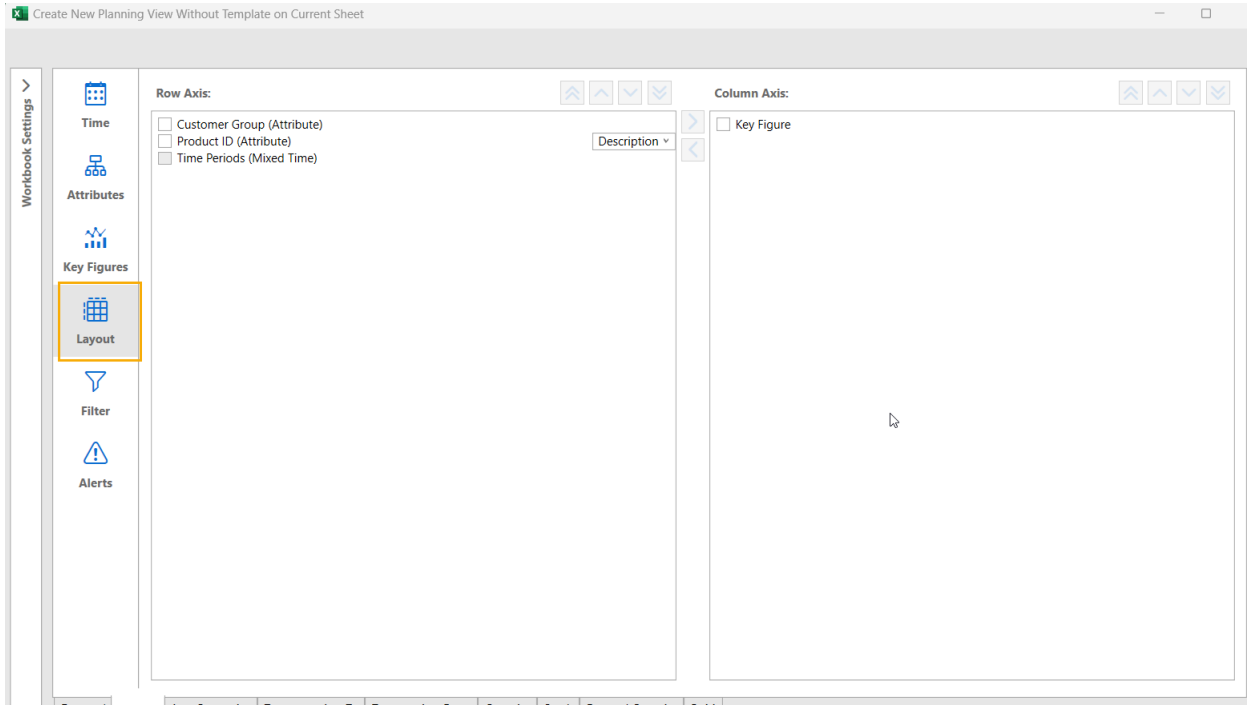
Defining the Layout

Creating a new planning view – defining the layout

Customize your planning view and how the data is shown.

Examples:

- Should the time periods be shown as columns or rows?
- What should be the sequence of the attributes and the key figures?



Time periods in columns (default)

	A	B	C	D	E
1	**Customer Group / Segment**	**Product Desc**	**Key Figure**	**Jan 18**	**Feb 18**
2	Customers EMEA	Food Processor 7000 70W spacegrey	Consensus Demand without Promotions	2.731	2.121
3			Actuals Revenue	637.750	498.875
4		Hand Blender 5000 50W Black	Consensus Demand without Promotions	2.886	2.262
5			Actuals Revenue	107.840	84.560
6	Customers NA	Food Processor 7000 70W spacegrey	Consensus Demand without Promotions	6.479	5.652
7			Actuals Revenue	572.975	470.635
8		Hand Blender 5000 50W Black	Consensus Demand without Promotions	5.410	4.483
9			Actuals Revenue	57.740	44.823
10					

Time periods in rows

	C	D	E	F	G
		Actuals Revenue	Actuals Revenue	Actuals Revenue	Actuals Revenue
		Customers EMEA	Customers EMEA	Customers NA	Customers NA
		Food Processor 7000 70W spacegrey	Hand Blender 5000 50W Black	Food Processor 7000 70W spacegrey	Hand Blender 5000 50W Black
	Jan 18	637.750	107.840	572.975	57.740
	Feb 18	498.875	84.560	470.635	44.823
	MAR 2018	523.875	88.480	550.293	47.885
	Apr 18	673.625	113.260	617.050	63.520
	MAY 2018	398.625	67.220	484.288	39.732

Basic Settings

Filter settings

Creating a new planning view – filter settings(1)

You can define filter criteria to:

- Reduce the amount of data shown in the planning view (also for performance reasons)
- Only show the data that is relevant for your current planning task.

There are two different types of filters for planning views in SAP IBP:

Attribute-based filters

These filters can filter the data on a planning view based on attribute values.

Examples:

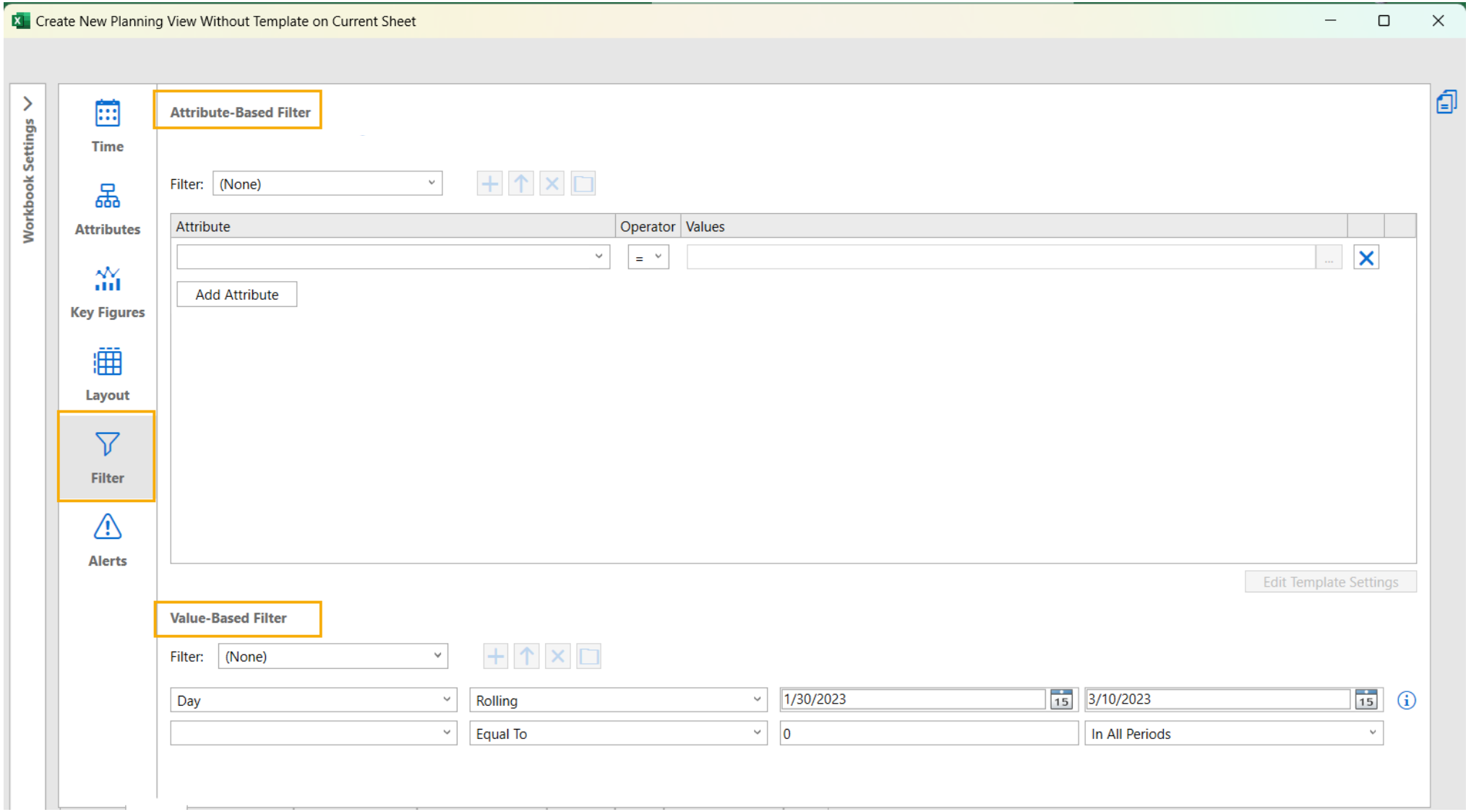
- Customer region = USA **AND** Product ID = 14589; 88874; 12558
- Resource type = assembly unit

Value-based filters

These filters can filter the key figure data on a planning view based on key figure values. Examples:

- Show only customers where the annual sales volume of the last year was above 1,000,000 EUR
- Identify products where the forecast quantity is below 1,000 pieces in the next 3 month
- Show only combinations where the key figure value is not NULL (that is, empty or zero).

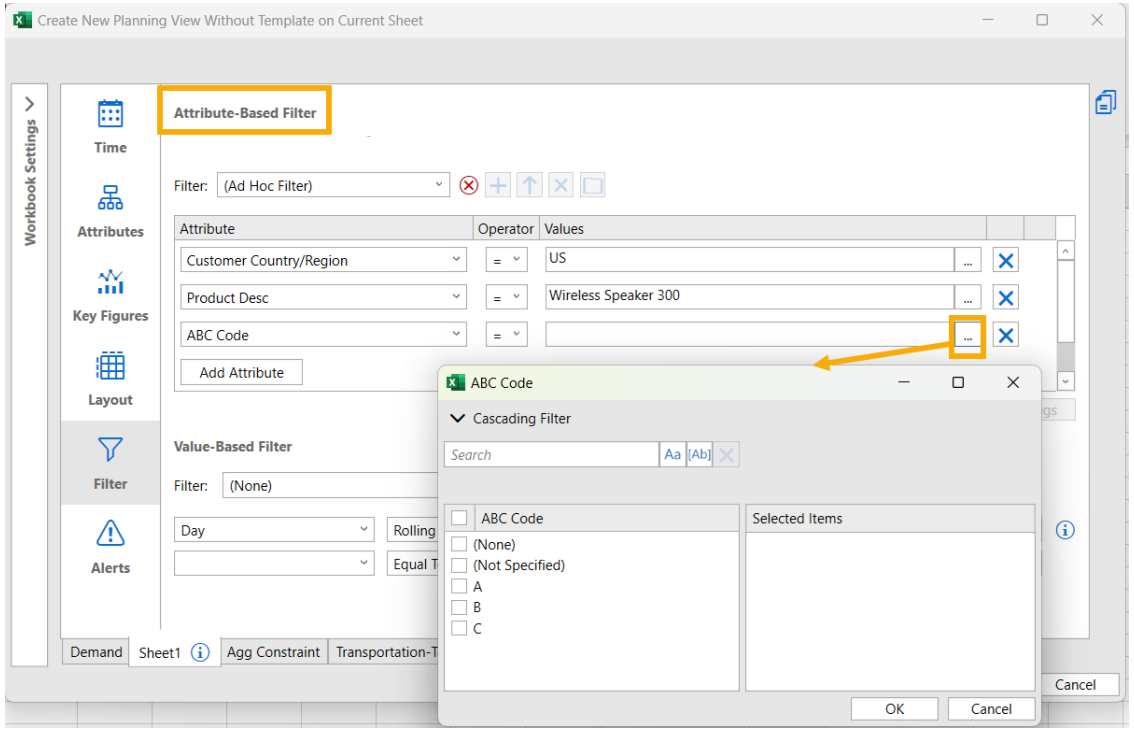
Creating a new planning view – filter settings (2)

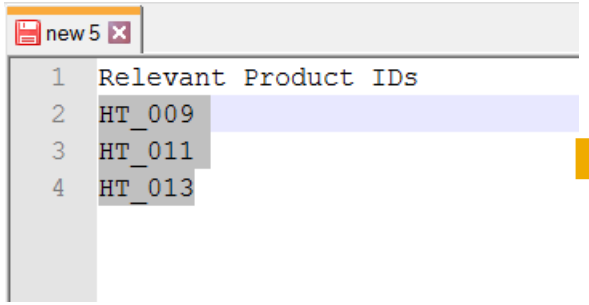


Creating a new planning view – attribute-based filter

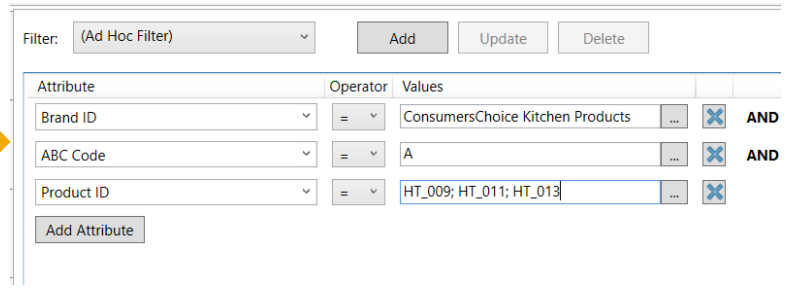
When specifying the attribute-based filter, you can either use the value help to see the available attribute values or copy and paste them directly in the entry field (a list of values can also be copied).

Selection with value help:





Copy and paste



System automatically adds the separators (;)

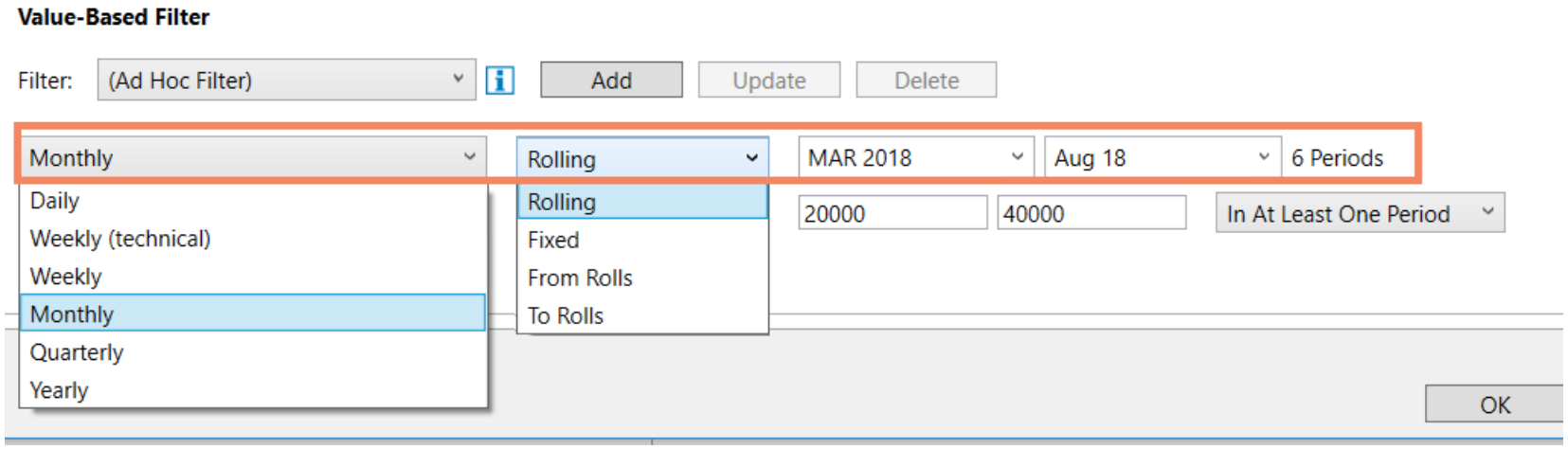
Creating a new planning view – value-based filter (1)

In the time settings of the value-based filter, you can decide for which time range the filter criteria should be met.

Both the time period and the range can be different from the time settings of the planning view.

Example: In the planning view you could have weekly buckets from week 8 to week 20 in 2018, while the value-based filter criteria should be met in monthly buckets for the last 6 months.

As for the time settings, you can set a rolling horizon using *Rolling*, *Fixed*, *From Rolls* and *To Rolls.*

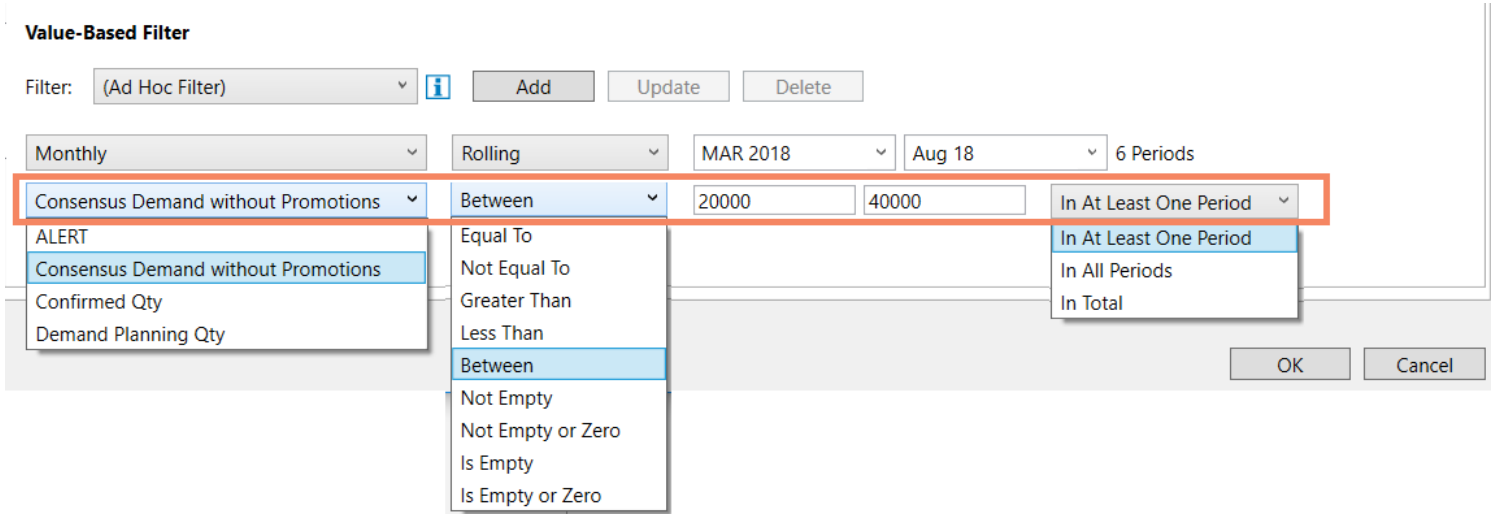


Creating a new planning view – value-based filter (2)

As a next step, you decide for which key figure the filter should be applied. You can only choose key figures that are part of your planning view (including alert key figures).

You then decide on the operator type. The following operator types are available:

- *Equal To*
- *Not Equal To*
- *Greater Than*
- *Less Than*
- *Between*
- *Not Empty*
- *Not Empty or Zero*
- *Is Empty*
- *Is Empty or Zero*

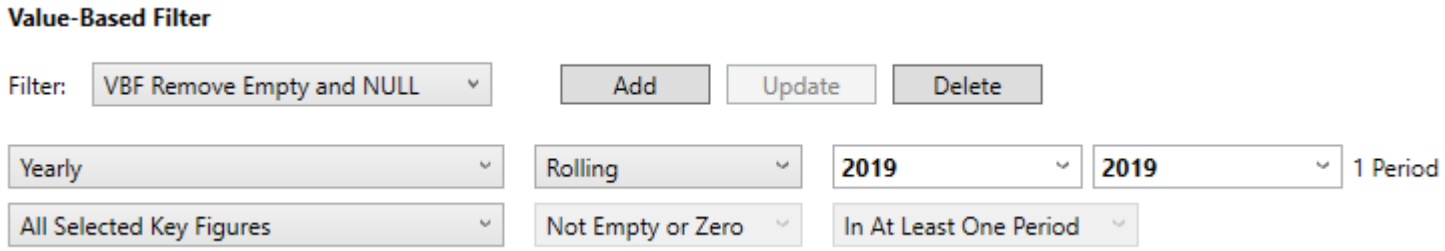


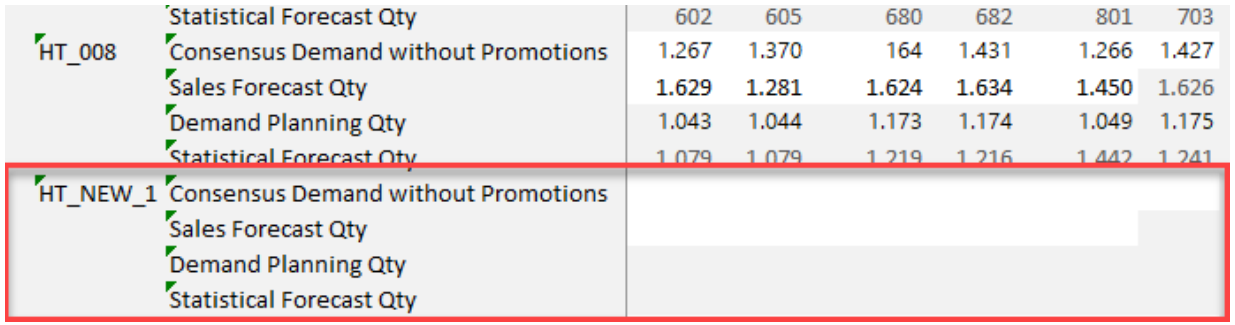
After that, you need to set the threshold values according to your needs and decide where the filter criteria should be met: in at least one period (for example, month) of the selected time range (March – August 2018 in the example), in all periods, or in the total column for this time range.

Creating a new planning view – value-based filter (3)

To remove any planning combinations where all key figure values are empty, or zero within the defined time horizon, you set the value-based filter in the planning view to *All Selected Key Figures*.

This setting automatically switches the operators next to it, to *Not Empty or Zero* and *In At Least one Period.*





Creating a new planning view – value-based filter (4)

- A value-based filters cannot be shared with other users and is not visible to other users under the name you had given it.
- Value-based filters are saved within templates, favorites and offline workbooks.
- When you share a template or a favorite with other users, they see the filter criteria only as an *Ad-Hoc Filter* (that is, with a different neutral name).
- For value-based filters, there are no *Template Admin* options, such as *Don’t copy*, C*opy as suggestion* or *Copy as mandatory* (which you have for the attribute-based filters).

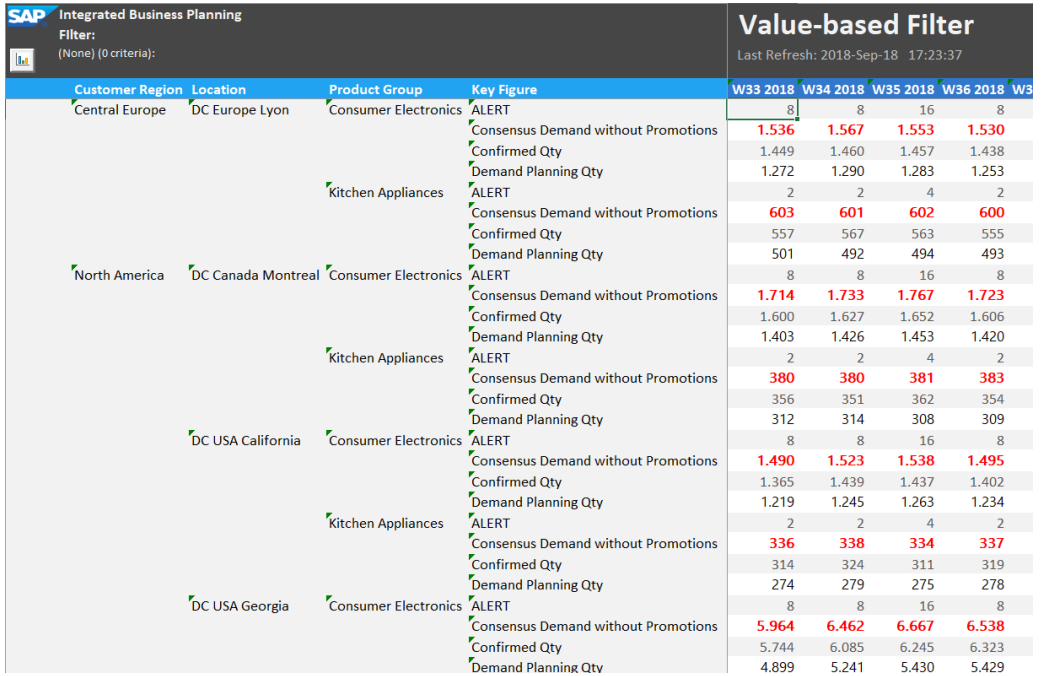
Creating a new planning view – value-based filter (5)

The value-based filter is applied when you do the following:

- When you click *OK* in the *Edit Planning View* window
- When you open a template or favorite with a value-based filter included
- When you refresh the planning view

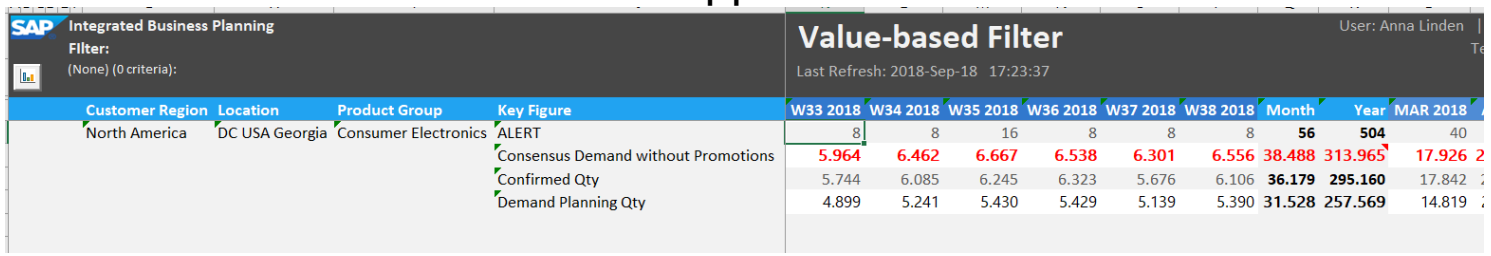
If an attribute combination or planning level does not meet the value-based filter criteria, **the entire combination will be removed** from the planning view.

Before the value-based filter was applied:



Customer Region	Location	Product Group	Key Figure	W33 2018	W34 2018	W35 2018	W36 2018	W3
Central Europe	DC Europe Lyon	Consumer Electronics	ALERT	8	8	16	8	
			Consensus Demand without Promotions	1.536	1.567	1.553	1.530	
			Confirmed Qty	1.449	1.460	1.457	1.438	
			Demand Planning Qty	1.272	1.290	1.283	1.253	
		Kitchen Appliances	ALERT	2	2	4	2	
			Consensus Demand without Promotions	603	601	602	600	
			Confirmed Qty	557	567	563	555	
			Demand Planning Qty	501	492	494	493	
North America	DC Canada Montreal	Consumer Electronics	ALERT	8	8	16	8	
			Consensus Demand without Promotions	1.714	1.733	1.767	1.723	
			Confirmed Qty	1.600	1.627	1.652	1.606	
			Demand Planning Qty	1.403	1.426	1.453	1.420	
		Kitchen Appliances	ALERT	2	2	4	2	
			Consensus Demand without Promotions	380	380	381	383	
			Confirmed Qty	356	351	362	354	
			Demand Planning Qty	312	314	308	309	
	DC USA California	Consumer Electronics	ALERT	8	8	16	8	
			Consensus Demand without Promotions	1.490	1.523	1.538	1.495	
			Confirmed Qty	1.365	1.439	1.437	1.402	
			Demand Planning Qty	1.219	1.245	1.263	1.234	
		Kitchen Appliances	ALERT	2	2	4	2	
			Consensus Demand without Promotions	336	338	334	337	
			Confirmed Qty	314	324	311	319	
			Demand Planning Qty	274	279	275	278	
	DC USA Georgia	Consumer Electronics	ALERT	8	8	16	8	
			Consensus Demand without Promotions	5.964	6.462	6.667	6.538	
			Confirmed Qty	5.744	6.085	6.245	6.323	
			Demand Planning Qty	4.899	5.241	5.430	5.429	

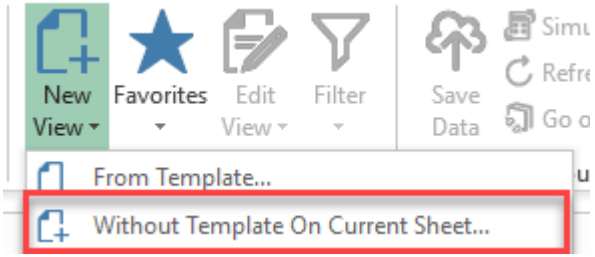
After the value-based filter was applied:



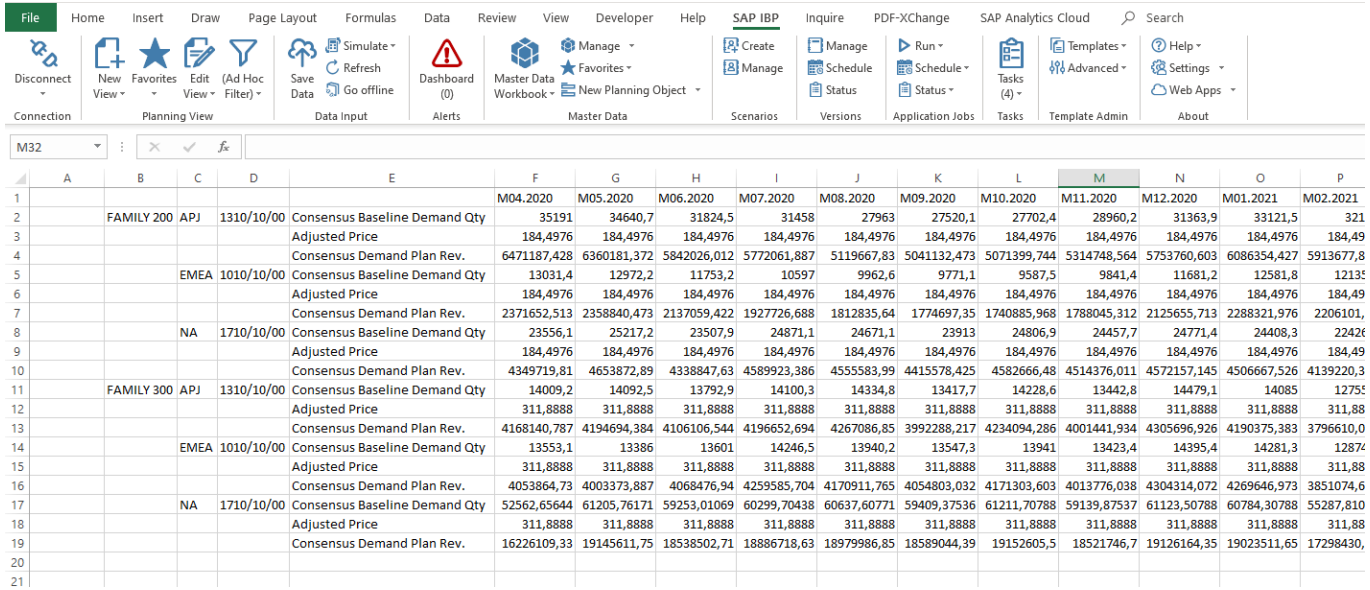
Customer Region	Location	Product Group	Key Figure	W33 2018	W34 2018	W35 2018	W36 2018	W37 2018	W38 2018	Month	Year	MAR 2018
North America	DC USA Georgia	Consumer Electronics	ALERT	8	8	16	8	8	8	56	504	40
			Consensus Demand without Promotions	5.964	6.462	6.667	6.538	6.301	6.556	38.488	313.965	17.926
			Confirmed Qty	5.744	6.085	6.245	6.323	5.676	6.106	36.179	295.160	17.842
			Demand Planning Qty	4.899	5.241	5.430	5.429	5.139	5.390	31.528	257.569	14.819

Creating a planning view – result

You have now created a planning view without a template.



It is a plain planning view (no EPM formatting, no VBA code, …).



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1						M04.2020	M05.2020	M06.2020	M07.2020	M08.2020	M09.2020	M10.2020	M11.2020	M12.2020	M01.2021	M02.2021
2		FAMILY 200	APJ	1310/10/00	Consensus Baseline Demand Qty	35191	34640,7	31824,5	31458	27963	27520,1	27702,4	28960,2	31363,9	33121,5	321
3					Adjusted Price	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,49
4					Consensus Demand Plan Rev.	6471187,428	6360181,372	5842026,012	5772061,887	5119667,83	5041132,473	5071399,744	5314748,564	5753760,603	6086354,427	5913677,8
5			EMEA	1010/10/00	Consensus Baseline Demand Qty	13031,4	12972,2	11753,2	10597	9962,6	9771,1	9587,5	9841,4	11681,2	12581,8	1213
6					Adjusted Price	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,49
7					Consensus Demand Plan Rev.	2371652,513	2358840,473	2137059,422	1927726,688	1812835,64	1774697,35	1740885,968	1788045,312	2125655,713	2288321,976	2206101,
8			NA	1710/10/00	Consensus Baseline Demand Qty	23556,1	25217,2	23507,9	24871,1	24671,1	23913	24806,9	24457,7	24771,4	24408,3	2242
9					Adjusted Price	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,4976	184,49
10					Consensus Demand Plan Rev.	4349719,81	4653872,89	4338847,63	4589923,386	4555583,99	4415578,425	4582666,48	4514376,011	4572157,145	4506667,526	4139220,3
11		FAMILY 300	APJ	1310/10/00	Consensus Baseline Demand Qty	14009,2	14092,5	13792,9	14100,3	14334,8	13417,7	14228,6	13442,8	14479,1	14085	1275
12					Adjusted Price	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,88
13					Consensus Demand Plan Rev.	4168140,787	4194694,384	4106106,544	4196652,694	4267086,85	3992288,217	4234094,286	4001441,934	4305696,926	4190375,383	3796610,0
14			EMEA	1010/10/00	Consensus Baseline Demand Qty	13553,1	13386	13601	14246,5	13940,2	13547,3	13941	13423,4	14395,4	14281,3	1287
15					Adjusted Price	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,88
16					Consensus Demand Plan Rev.	4053864,73	4003373,887	4068476,94	4259585,704	4170911,765	4054803,032	4171303,603	4013776,038	4304314,072	4269646,973	3851074,6
17			NA	1710/10/00	Consensus Baseline Demand Qty	52562,65644	61205,76171	59253,01069	60299,70438	60637,60771	59409,37536	61211,70788	59139,87537	61123,50788	60784,30788	55287,810
18					Adjusted Price	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,8888	311,88
19					Consensus Demand Plan Rev.	16226109,33	19145611,75	18538502,71	18886718,63	18979986,85	18589044,39	19152605,5	18521746,7	19126164,35	19023511,65	17298430,
20																
21																

We strongly recommend that you use the SAP IBP formatting sheet to apply formatting to increase the usability of the planning views.

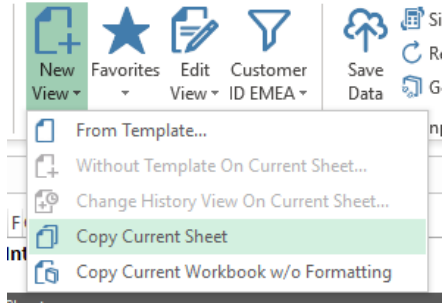
Please note that it is mandatory to use the SAP IBP formatting sheet if you want to use the following:

- Alerts in the planning view
- Fixing-enabled key figures

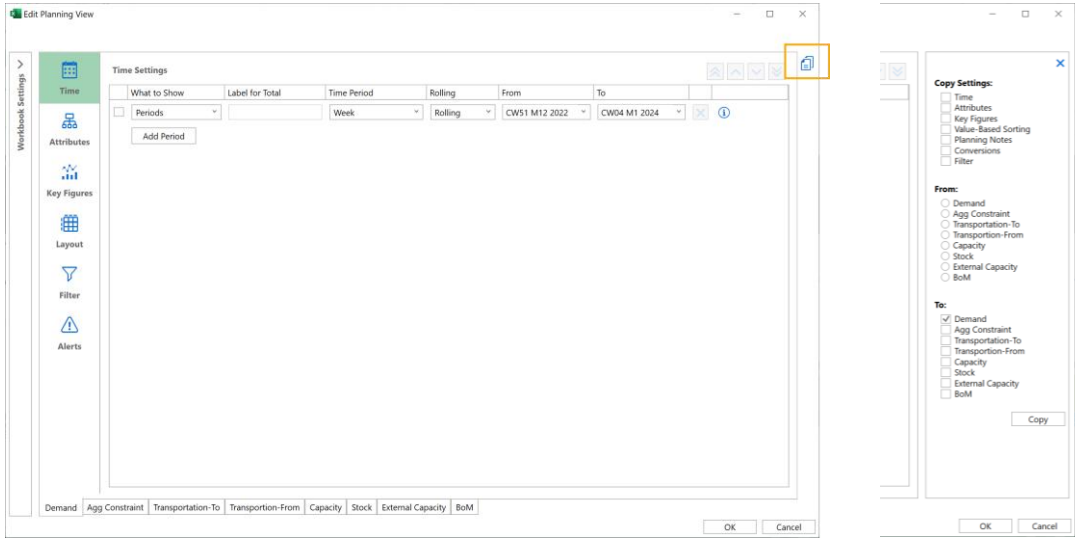
Adding a new worksheet or copying a worksheet

- Your Excel workbook can have multiple worksheets that contain different planning views.
- You can either set up each worksheet from scratch or copy the settings from an existing worksheet.
- You can freely name and rename the worksheets.

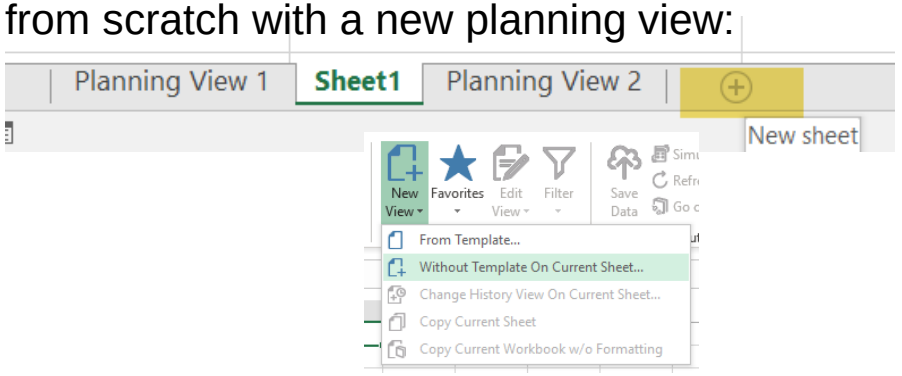
Copy current worksheet
(system automatically adds new worksheet):



Copy the settings to an existing target worksheet from the *Edit Planning View* screen:



Create a new worksheet manually and start from scratch with a new planning view:



Multiple workbooks

You can have multiple Excel workbooks open with multiple worksheets containing planning views.

The maximum number of workbooks that can be opened is defined by your system administrator using the global configuration parameter PV_COUNT_MAX in the PLAN_VIEW parameter group.

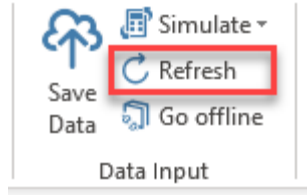
Limiting the number of open workbooks makes sense for the following reasons:

- Reduce the PC’s memory utilization, which grows with the number of open workbooks and transactions. You should still be able to work in parallel with other applications.
- Reduce the SAP IBP backend load

Refreshing data

The planning views in the Excel add-in show data from the SAP IBP backend at the point in time when the data was last requested or refreshed.

The data does not refresh automatically when data is changed in the database.



To request the latest data, the planning view needs to be refreshed. Refreshing:

- Can be triggered manually by you by clicking *Refresh* in the *SAP IBP* ribbon
- Automatically happens when saving data
- Automatically happens when the planning view settings are edited
  Note that data that you have changed and simulated but not saved yet is retained when you change the planning view settings.
- Automatically happens when a template or favorite is opened

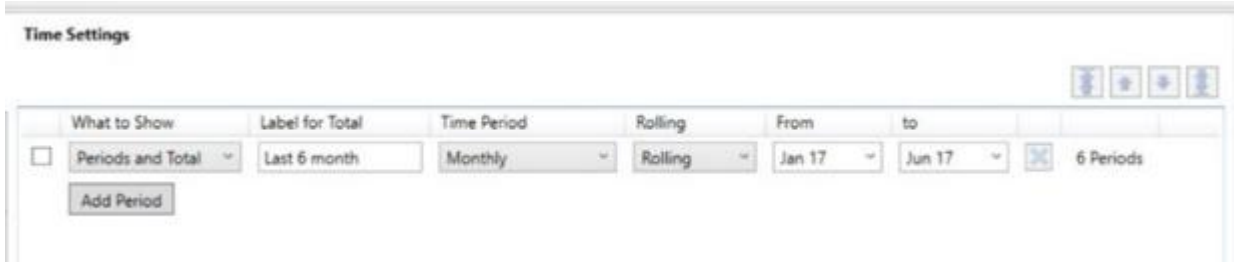
Advanced Settings

Time-based totals and flexible time axis

Time-based totals

You can define on-the-fly aggregates when defining the time settings for your planning view.

Example: define a planning view that always shows the details and then the sum of the last 6 months



SAP Integrated Business Planning

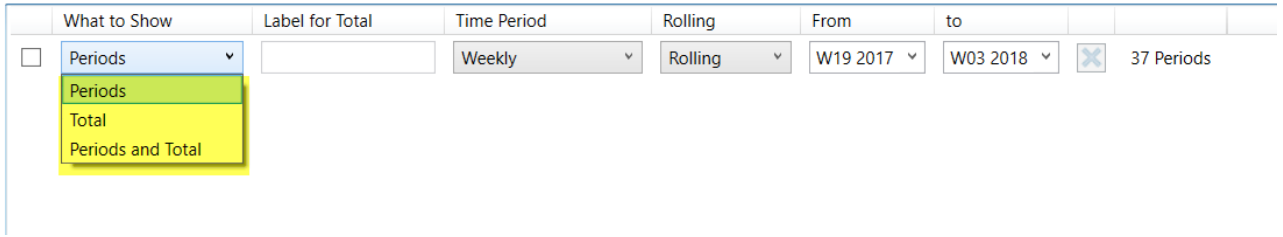
Custom Aggregates

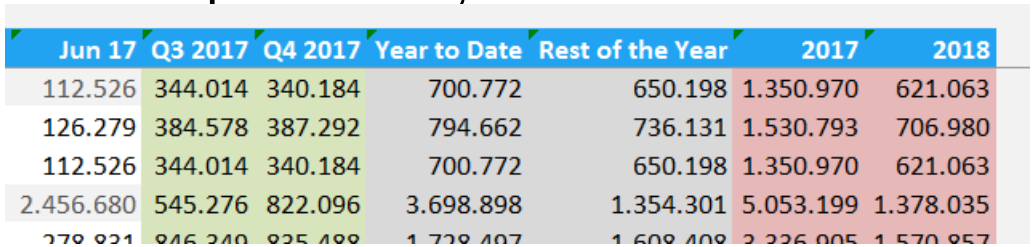
Last Refresh: 2017-Jul-5 16:03:35

Location ID	Product ID	Key Figure	Jan 17	Feb 17	MAR 2017	Apr 17	MAY 2017	Jun 17	Last 6 Months
HD_DC_CA_E	HT_001	Consensus Demand	113.586	101.690	113.355	110.982	114.633	112.526	666.772
		Sales Forecast Qty	130.285	116.155	128.714	126.187	131.303	126.279	758.923
		Consensus Demand without Promotions	113.586	101.690	113.355	110.982	114.633	112.526	666.772
	HT_002	Consensus Demand	256.999	282.762	246.234	393.929	49.222	2.456.680	3.685.827
		Sales Forecast Qty	292.805	246.914	281.819	280.082	274.617	278.831	1.655.068
		Consensus Demand without Promotions	256.999	282.762	246.234	393.929	49.222	2.456.680	3.685.827
	HT_003	Consensus Demand	174.424	2.274	327.828	174.971	22.927	229.390	931.814
		Sales Forecast Qty	199.558	185.247	209.552	199.770	204.763	188.840	1.187.730
		Consensus Demand without Promotions	174.424	2.274	327.828	174.971	22.927	229.390	931.814
	HT_004	Consensus Demand	97.739	93.455	96.368	97.623	97.994	94.000	577.179
		Sales Forecast Qty	112.536	106.318	110.370	110.743	112.425	106.545	658.937

Advanced time settings (1)

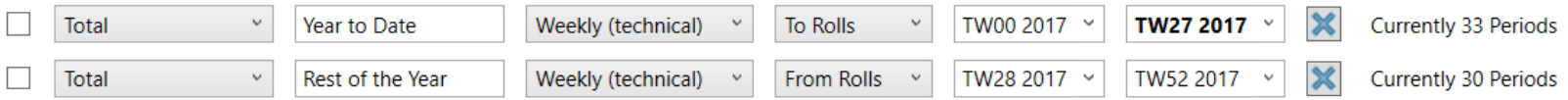
You can define how the data is displayed, as periods, summed up to a total, or both.





Jun 17	Q3 2017	Q4 2017	Year to Date	Rest of the Year	2017	2018
112.526	344.014	340.184	700.772	650.198	1.350.970	621.063
126.279	384.578	387.292	794.662	736.131	1.530.793	706.980
112.526	344.014	340.184	700.772	650.198	1.350.970	621.063
2.456.680	545.276	822.096	3.698.898	1.354.301	5.053.199	1.378.035

Custom labels for total columns, such as, *Year to Date* or *Rest of Year*:



Note that a certain time period must not be included in different time intervals that use the same period type.

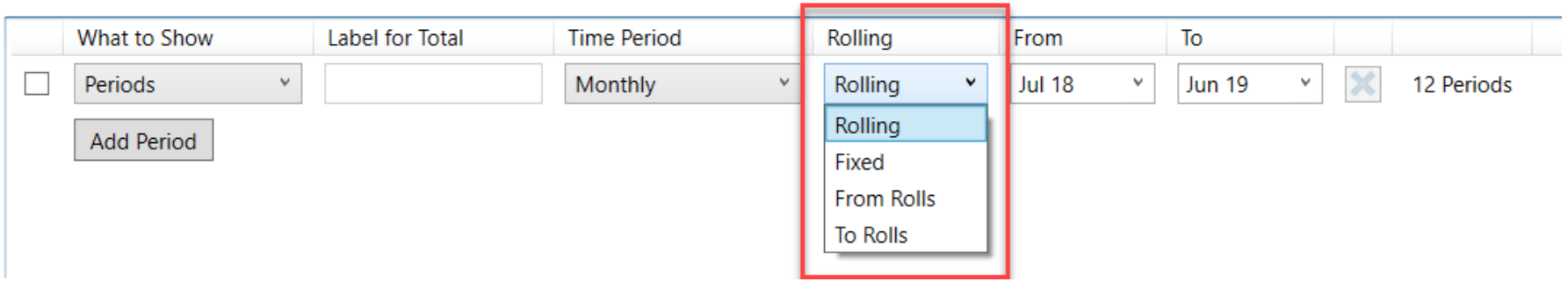
> Example: You cannot define two time intervals with monthly periods that both include the month January 2019, such as October 2018 to January 2019 and January 2019 to March 2019. It needs to be, for example, October 2018 to December 2018 and January 2019 to March 2019.

However, the same time range (January 2019) can be included in different time intervals that use different period types, such as *Monthly* (month January 2019) and *Weekly* (week 1/2019 to 4/2019).

Advanced time settings (2)

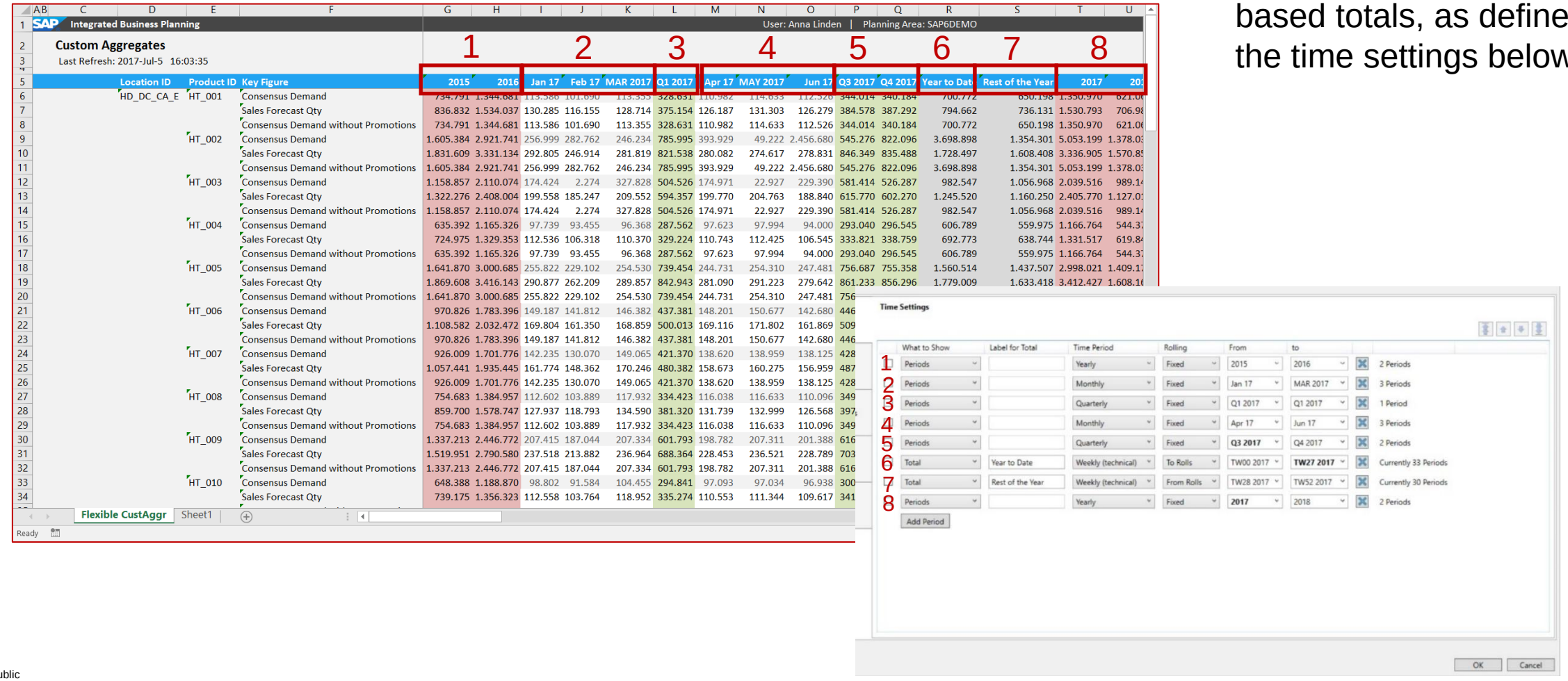
You can also define whether the start and end of a time interval, that is, the first and the last period of the time interval, are fixed or rolling. The following are your options:

- *Rolling*: Both the start and end period are rolling.
  Example: The current month is January. For the time interval to be displayed, you have selected January 2019 to March 2019 with monthly periods. When the current month changes to February 2019 as time is passing, also the time interval displayed rolls by a month and now shows data from February 2019 to April 2019.
- *Fixed:* Both start and end period are fixed.
- *From Rolls*: Start period is rolling, end period fixed.
- *To Rolls*: Start period is fixed, end period is rolling.



Advanced time settings – example

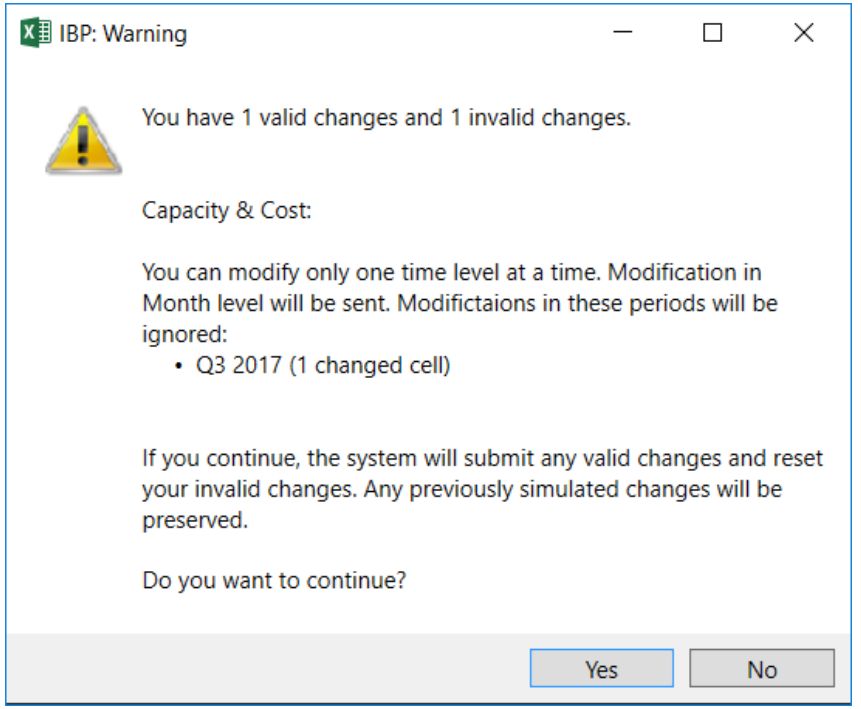
The planning view on the left displays 8 different time intervals and time-based totals, as defined in the time settings below.



Advanced time settings – limitations (1)

Simulation capabilities are only supported within one time level (period type). Simulations cannot be run for different time levels in parallel.
So when you change values manually in different time levels (for example, a weekly and a monthly value) in the planning view and run a simulation job (such as, *Simulate (Basic*) to recalculate the planning scenario, you will receive a warning, and only one of the changed values will be taken into consideration for simulation. The other changed value will be ignored and overwritten. You can change the other value afterwards and then start a second simulation.

Time-base totals are read-only and the values cannot be changed.



Advanced time settings – limitations (2)

The determination of the value of the time-based total does not work for key figures which are based on an L-code implementation or on a complex configuration and which have an aggregation mode other than Sum, Max, Min, or Avg.

An example of a complex configuration is the determination of the key figure value for the last period in a time period (for example, the last month of a quarter or the last month of a year), as described in SAP Note 2286684.

Advanced Settings

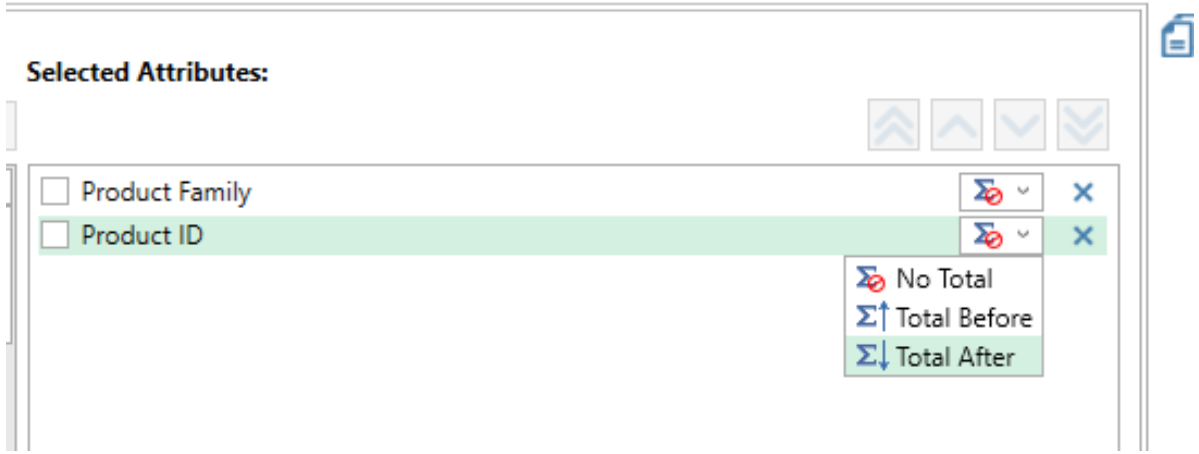
Attribute-based totals & subtotals

Attribute-based totals – overview

You can use attribute-based totals within the planning view based on the selected attributes of the planning level.

You can decide if you want to see:

- *No Total*: no aggregation (default)
- *Total Before*: Lines with totals are shown before the normal attribute values.
- *Total After:* Lines with totals are shown after the normal attribute values (see screenshot on next slide).



Attribute-based totals – visualization

Integrated Business Planning

Filter:

(Ad Hoc Filter) (2 criteria):

Product Desc = CleverTele 42inch white; CleverTele 48inch silver

Sub Totals

Last Refresh: 2017-Sep-22 14:11:14

Planning Area: [redacted]

Template: Sub Totals

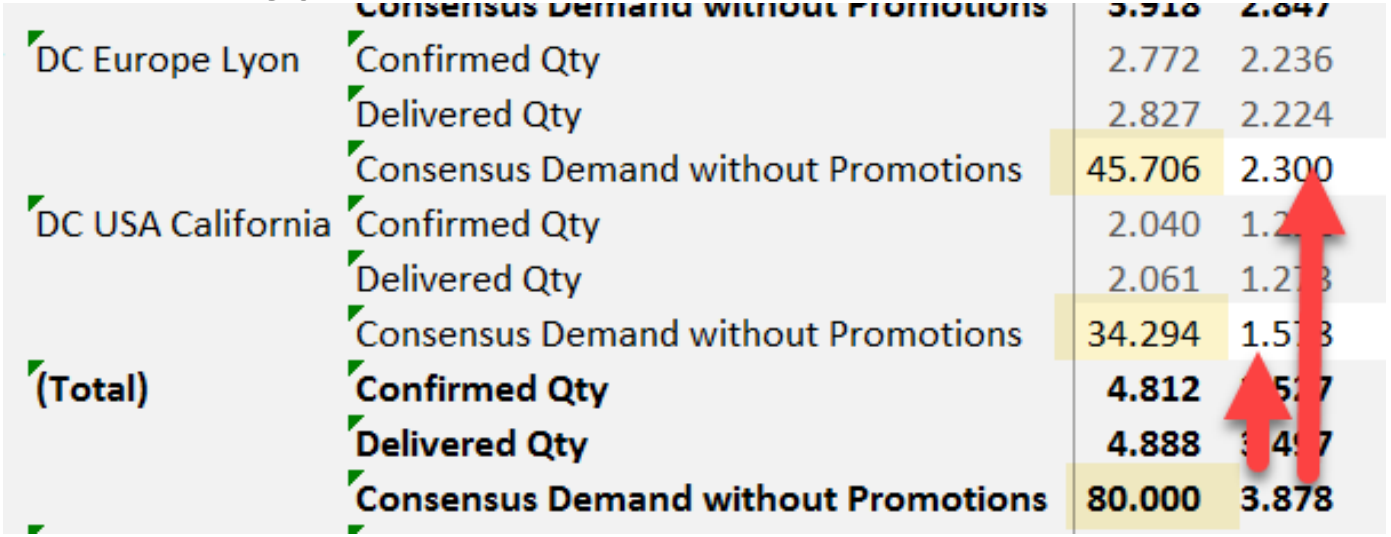
Product Group	Product Desc	Location	Key Figure	Jan 17	Feb 17	MAR 2017	Apr 17	MAY 2017	Jun 17	Jul 17	Aug 17	Sep 17	OCT 2017	Nov 17	DEC 2017
Consumer Electronics	CleverTele 42inch white	DC Europe Lyon	Confirmed Qty	1.766	1.291	1.789	1.380	1.878	1.822	1.272	2.136	1.270	1.821	1.825	1.444
			Delivered Qty	1.777	1.333	1.739	1.399	1.869	1.836	1.292	2.103				
			Consensus Demand without Promotions	1.783	1.479	1.959	1.543	1.921	1.797	1.514	2.109	1.501	1.860	2.024	1.629
		DC USA California	Confirmed Qty	1.908	1.158	2.140	1.729	1.680	2.154	1.534	1.903	1.731	1.612	1.959	1.847
			Delivered Qty	1.921	1.167	2.150	1.758	1.688	2.136	1.549	1.897				
			Consensus Demand without Promotions	2.135	1.368	2.340	1.589	1.916	2.134	1.692	2.067	2.050	1.622	2.253	1.664
		(Total)	**Confirmed Qty**	**3.674**	**2.449**	**3.929**	**3.109**	**3.558**	**3.976**	**2.806**	**4.039**	**3.001**	**3.433**	**3.784**	**3.291**
			Delivered Qty	**3.698**	**2.500**	**3.889**	**3.157**	**3.557**	**3.972**	**2.841**	**4.000**				
			Consensus Demand without Promotions	**3.918**	**2.847**	**4.299**	**3.132**	**3.837**	**3.931**	**3.206**	**4.176**	**3.551**	**3.482**	**4.277**	**3.293**
	CleverTele 48inch silver	DC Europe Lyon	Confirmed Qty	2.772	2.236	2.842	2.128	2.972	2.268	2.833	2.355	2.684	2.198	2.847	2.154
			Delivered Qty	2.827	2.224	2.799	2.132	2.996	2.278	2.900	2.337				
			Consensus Demand without Promotions	3.024	2.300	2.810	2.532	2.709	2.752	2.727	2.723	2.934	2.497	2.688	2.668
		DC USA California	Confirmed Qty	2.040	1.291	1.904	1.995	1.831	2.024	2.035	1.615	2.011	1.684	1.783	2.172
			Delivered Qty	2.061	1.273	1.902	1.997	1.831	2.051	2.023	1.581				
			Consensus Demand without Promotions	2.269	1.578	2.098	1.874	2.060	2.080	2.089	1.932	2.223	1.740	2.029	1.948
		(Total)	**Confirmed Qty**	**4.812**	**3.527**	**4.746**	**4.123**	**4.803**	**4.292**	**4.868**	**3.970**	**4.695**	**3.882**	**4.630**	**4.326**
			Delivered Qty	**4.888**	**3.497**	**4.701**	**4.129**	**4.827**	**4.329**	**4.923**	**3.918**				
			Consensus Demand without Promotions	**5.293**	**3.878**	**4.908**	**4.406**	**4.769**	**4.832**	**4.816**	**4.655**	**5.157**	**4.237**	**4.717**	**4.616**
	(Total)	**(Total)**	**Confirmed Qty**	**8.486**	**5.976**	**8.675**	**7.232**	**8.361**	**8.268**	**7.674**	**8.009**	**7.696**	**7.315**	**8.414**	**7.617**
			Delivered Qty	**8.586**	**5.997**	**8.590**	**7.286**	**8.384**	**8.301**	**7.764**	**7.918**				
			Consensus Demand without Promotions	**9.211**	**6.725**	**9.207**	**7.538**	**8.606**	**8.763**	**8.022**	**8.831**	**8.708**	**7.719**	**8.994**	**7.909**

Processing changes to attribute-based totals (1)

Totals are calculated in the SAP IBP backend (not in the Excel add-in). Hence, when changing a value on the planning view, the total will only be updated in the planning view after simulation or save.

You can do a reverse calculation from the total to the individual key figures.
Example below: The value of the total consensus demand without promotions has been changed to 80000. When you run *Simulation (Basic),* the system updates the numbers of the total consensus demand key figures for Europe and USA accordingly.

You can have changes at
one level only in one simulation run
(either key figure value or subtotal).



Processing changes to attribute-based totals (2)

Note that you can only change subtotals, but not the total for the highest attribute of the planning level (grand total)

Example: You can change the subtotals at the level of customer region/product group, but not the value at the next level, the grand total (sum of all customer regions).

Subtotals for planning level *Customer Region / Product Group*

Grand total for planning level *Customer Region*

Integrated Business Planning

Filter:

(None) (0 criteria):

Totals and Subtotals

Last Refresh: 2019-Jan-11 11:28:45

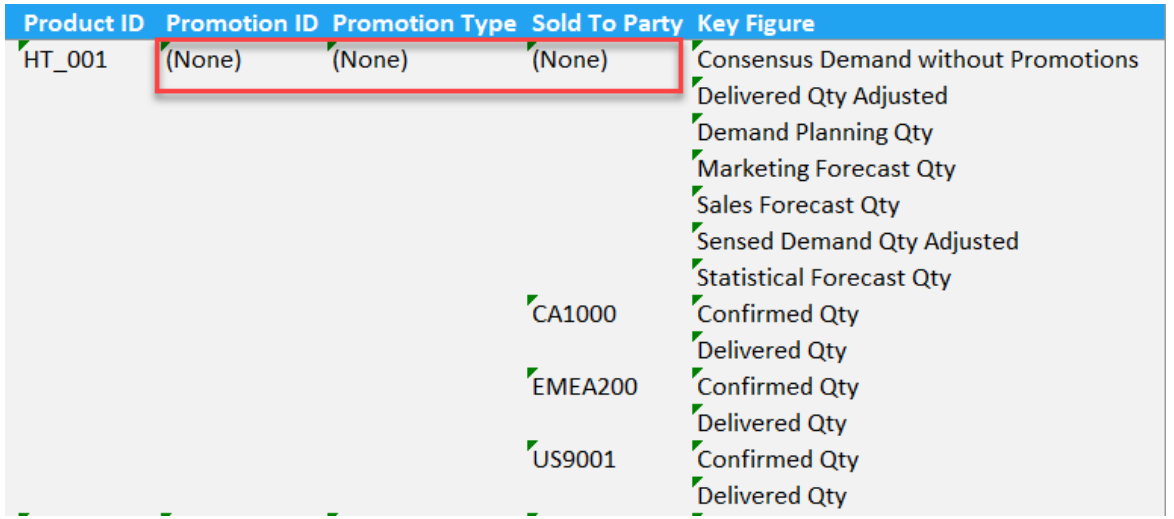
Customer Region	Product Group	Key Figure	W50 2018	W51 2018	W52 2018	W01 2019
Central Europe	Consumer Electronics	Confirmed Qty	90.485	98.766	146.218	232.221
		Consensus Demand without Promotions	22.762.053	24.895.593	37.264.941	60.554.142
		Sales Forecast Qty	3.327	3.776	4.891	4.645
	Kitchen Appliances	Confirmed Qty	1.341	1.112	940	1.651
		Consensus Demand without Promotions	37.530	32.292	26.919	49.150
		Sales Forecast Qty	3.302	2.842	2.354	3.146
	(Total)	**Confirmed Qty**	**91.826**	**99.878**	**147.158**	**233.872**
		Consensus Demand without Promotions	22.799.583	24.927.885	37.291.860	60.603.292
		Sales Forecast Qty	**6.629**	**6.618**	**7.245**	**7.791**
North America	Consumer Electronics	Confirmed Qty	310.562	572.570	446.372	1.153.928
		Consensus Demand without Promotions	80.366.580	149.032.818	115.487.721	257.394.942
		Sales Forecast Qty	9.674	17.485	12.026	15.772
	Kitchen Appliances	Confirmed Qty	1.778	3.265	2.547	2.438
		Consensus Demand without Promotions	51.651	94.500	73.656	89.035
		Sales Forecast Qty	3.005	5.344	4.408	3.421
	(Total)	**Confirmed Qty**	**312.340**	**575.835**	**448.919**	**1.156.366**
		Consensus Demand without Promotions	80.418.231	149.127.318	115.561.377	257.483.977
		Sales Forecast Qty	**12.679**	**22.829**	**16.434**	**19.193**
(Total)	**(Total)**	**Confirmed Qty**	**404.166**	**675.713**	**596.077**	**1.390.238**
		Consensus Demand without Promotions	103.217.814	174.055.203	152.853.237	318.087.269
		Sales Forecast Qty	**19.308**	**29.447**	**23.679**	**26.984**

Advanced Settings

Attribute value “(None)”, strong and light matches

Creating a new planning view – attribute value *(None)*

- In certain cases, you see the value *(None)* for an attribute in the planning view.
- This value means that the chosen attribute is not part of the key figure definition and is therefore unknown to the system in this combination.
- In the example on the right side, you can see that all key figures have the *Product ID* as a valid attribute, none of them has the *Promotion ID* or *Promotion Type,* and only the *Confirmed Qty* and *Delivered Qty* key figures have the *Sold To Party* as a known attribute in their definition.



Product ID	Promotion ID	Promotion Type	Sold To Party	Key Figure
HT_001	(None)	(None)	(None)	Consensus Demand without Promotions
				Delivered Qty Adjusted
				Demand Planning Qty
				Marketing Forecast Qty
				Sales Forecast Qty
				Sensed Demand Qty Adjusted
				Statistical Forecast Qty
			CA1000	Confirmed Qty
				Delivered Qty
			EMEA200	Confirmed Qty
				Delivered Qty
			US9001	Confirmed Qty
				Delivered Qty

Creating a new planning view – attribute value *(None)*

Using *Strong Match* groups and *Light Match* groups

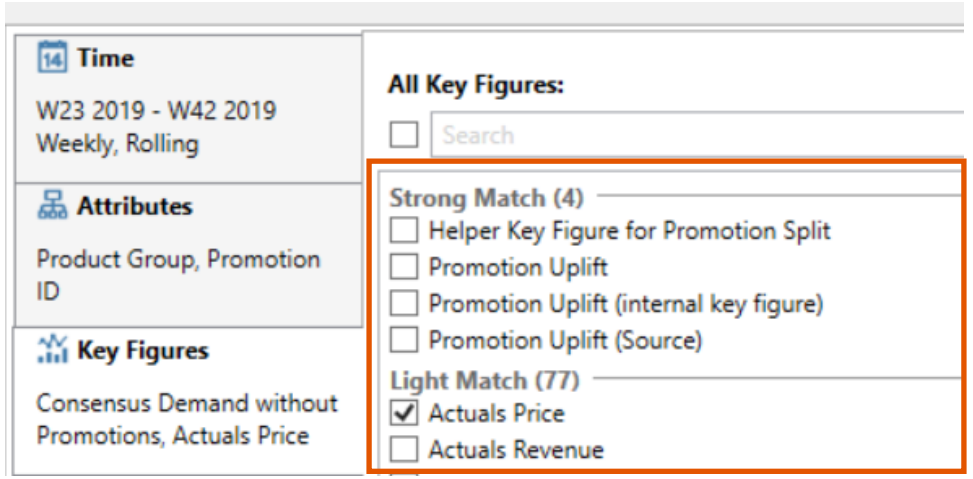
The *Strong Match* and *Light Match* groups can be used to help find attribute and key figure combinations that hold data and represent meaningful information within the planning area. Based on your selection in the *Time*, *Attribute* or *Key Figure* tabs, the *Strong Match* and *Light Match* groups are automatically updated.

Example

You select M*onth* as the time period and the attributes *Product Group* and *Promotion ID*. Moving to the *Key Figures* tab, you can see the key figures listed in the *Strong Match* group, where the base planning level is a complete match to the attributes and time dimension selected.

In this example, the *Promotion ID* is only part of a few base planning levels, so data for it can only be visualized for 3 key figures in the *Strong Match* group.

The ones that have a partial coverage are listed under the *Light Match* group and the remaining items, that don't match at all are listed at the bottom.



Creating a new planning view – attribute value *(None)*

Strong Match group

The *Strong Match* group for attributes or key figures shows you which items (attributes, time periods, key figures) would lead to a full coverage on the planning view, without showing any empty or *(None)* labeled elements. This means that all selected attributes are part of the key figure calculation and the other way around.

Please note, that empty or *(None)* labeled elements can still appear in case the attribute value itself is empty, but the appearance is unlikely within this group.

Items listed in the *Strong Match* group will not show up in any other group.

Product Group	Customer Country	Key Figure	Jan 19	Feb 19	MAR 2019	Apr 19	MAY 2019	Jun 19	Rest of Year
Consumer Electronics	Canada	Consensus Demand without Promotions	6.999	7.462	913	7.816	6.929	7.767	**46.006**
	Germany	Consensus Demand without Promotions	6.184	6.687	16.637	6.964	6.231	6.969	**40.999**
		Actuals Price	380	510	0				
	USA	Consensus Demand without Promotions	30.624	35.851	3.088	37.535	33.662	39.170	**248.375**
		Actuals Price	707	714	647				
Kitchen Appliances	Canada	Consensus Demand without Promotions	1.514	1.509	2.014	1.706	1.512	1.696	**10.047**
	Germany	Consensus Demand without Promotions	2.405	2.407	65.267	2.713	2.412	2.709	**15.966**
		Actuals Price	113	141	0				
	USA	Consensus Demand without Promotions	3.391	4.051	3.825	3.814	3.388	3.828	**22.518**
		Actuals Price	91	93	137				

Creating a new planning view – attribute value *(None)*

Light Match Group

The *Light Match* group for attributes or key figures shows you which items (attributes, time periods, key figures) would lead to a partial coverage on the planning view. This means that at least one selected attribute is part of the key figure calculation and the other way around.

Items listed in the *Light Match* group will not show up in any other group.

Product Group	Customer Country	Promotion ID	Key Figure	Jan 19	Feb 19	MAR 2019	Apr 19	MAY 2019	Jun 19	Rest of Year
Consumer Electronics	Canada	(None)	Consensus Demand without Promotions	6.999	7.462	913	7.816	6.929	7.767	**46.006**
	Germany	(None)	Consensus Demand without Promotions	6.184	6.687	16.637	6.964	6.231	6.969	**40.999**
			Actuals Price	380	510	0				
	USA	(None)	Consensus Demand without Promotions	30.624	35.851	3.088	37.535	33.662	39.170	**248.375**
			Actuals Price	707	714	647				
Kitchen Appliances	Canada	(None)	Consensus Demand without Promotions	1.514	1.509	2.014	1.706	1.512	1.696	**10.047**
	Germany	(None)	Consensus Demand without Promotions	2.405	2.407	65.267	2.713	2.412	2.709	**15.966**
			Actuals Price	113	141	0				
	USA	(None)	Consensus Demand without Promotions	3.391	4.051	3.825	3.814	3.388	3.828	**22.518**
			Actuals Price	91	93	137				

Advanced Settings

Workbook filter

Workbook filter (1)

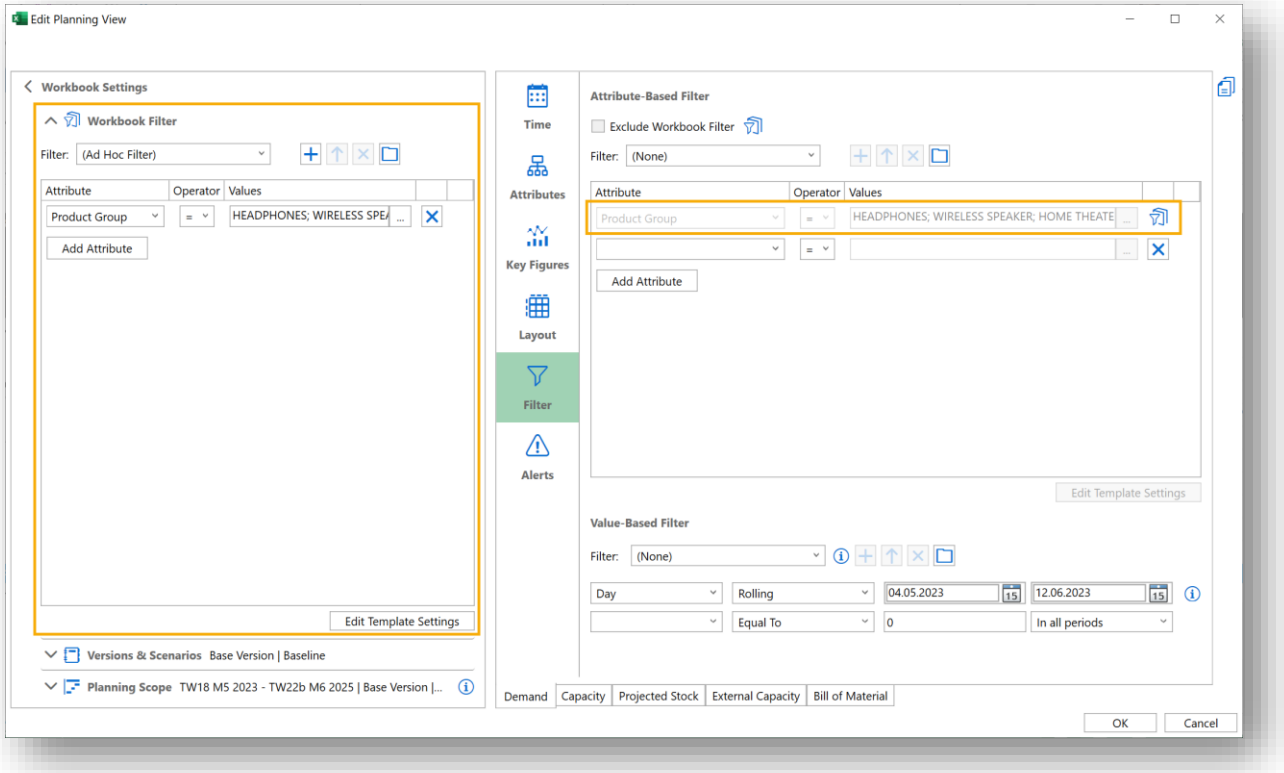
You can use the new workbook filter that applies the attribute-based filter to all worksheets of the workbook.

To define a workbook filter for your planning view, choose *New View* or *Edit View*, expand the *Workbook Settings* side panel and either choose one of your predefined planning filters or add new ad-hoc filter criteria in the *Workbook Filter* section.

You can select additional filter criteria for one specific worksheet on the *Filter* tab.

Please note: Your saved attribute-based planning filters can be used equally for the workbook filter and the worksheet filter.

For more information, see SAP Help Portal at Combination of Workbook Filter and Worksheet Filter.



Workbook filter (2) - combination of workbook and worksheet filter

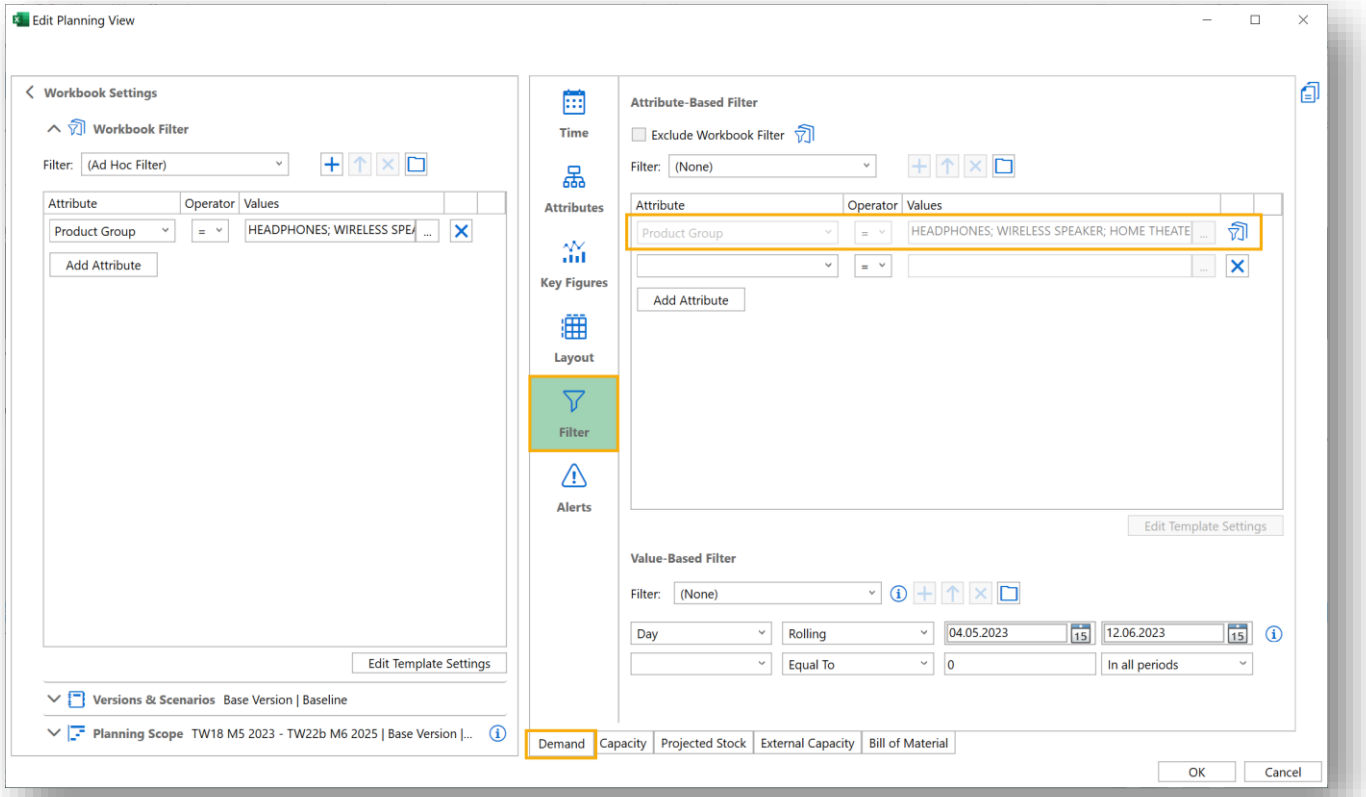
On the *Filter* tab of a selected worksheet, you see which filter criteria are applied on workbook level. Filter criteria for the workbook filter are grayed out and can only be adjusted in the *Workbook Settings*.

You can choose *Add Attribute* to add additional filter criteria that are only applied to the specific worksheet whose settings you're changing (in this example the "Demand" worksheet).

The attribute-based filter criteria on worbook and worksheet level are always merged.

For example, if you select "Product 1" as criteria in the workbook filter and "Product 2" in the worksheet filter, "Product 1" and "Product 2" are displayed in the planning view.

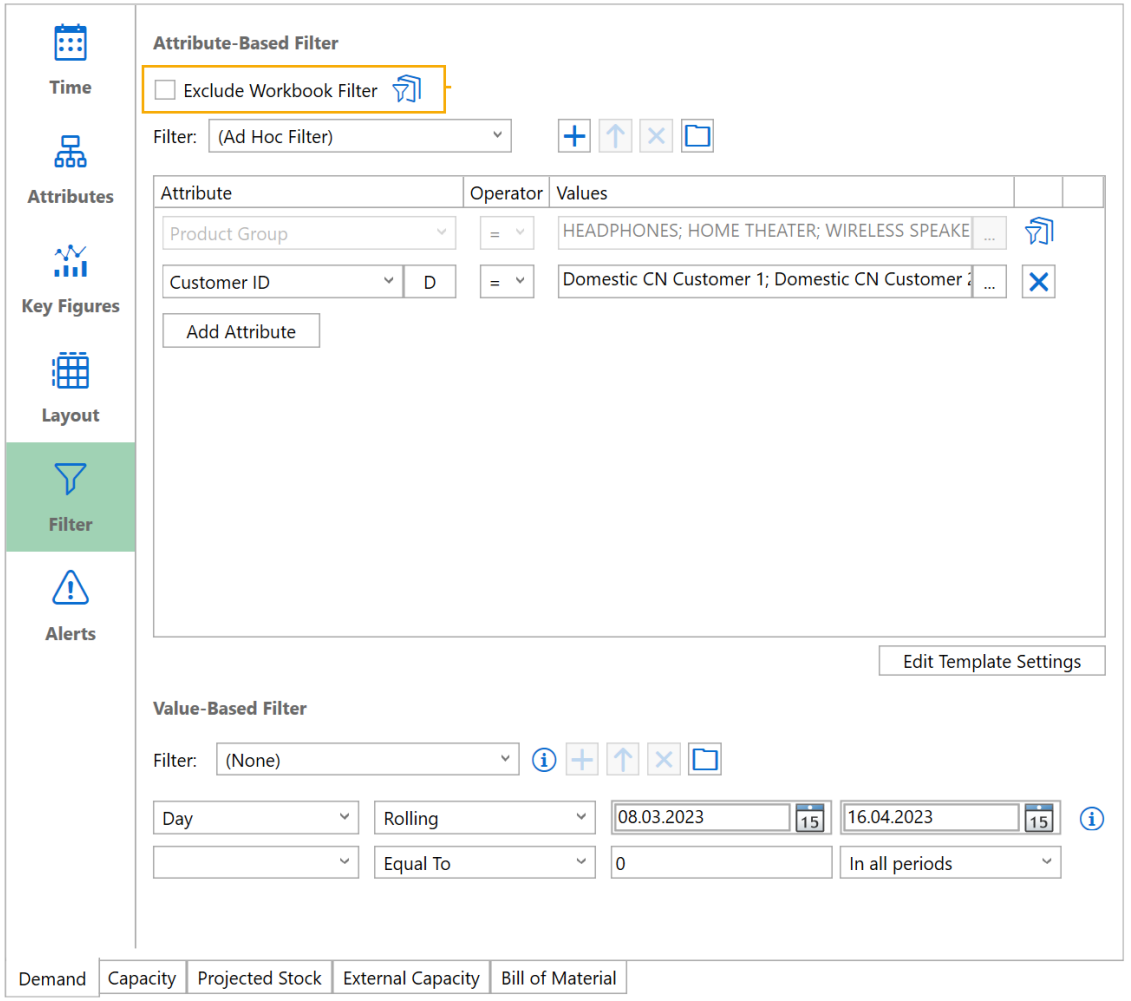
For more information, see SAP Help Portal at [Combination of Workbook Filter and Worksheet Filter](#).



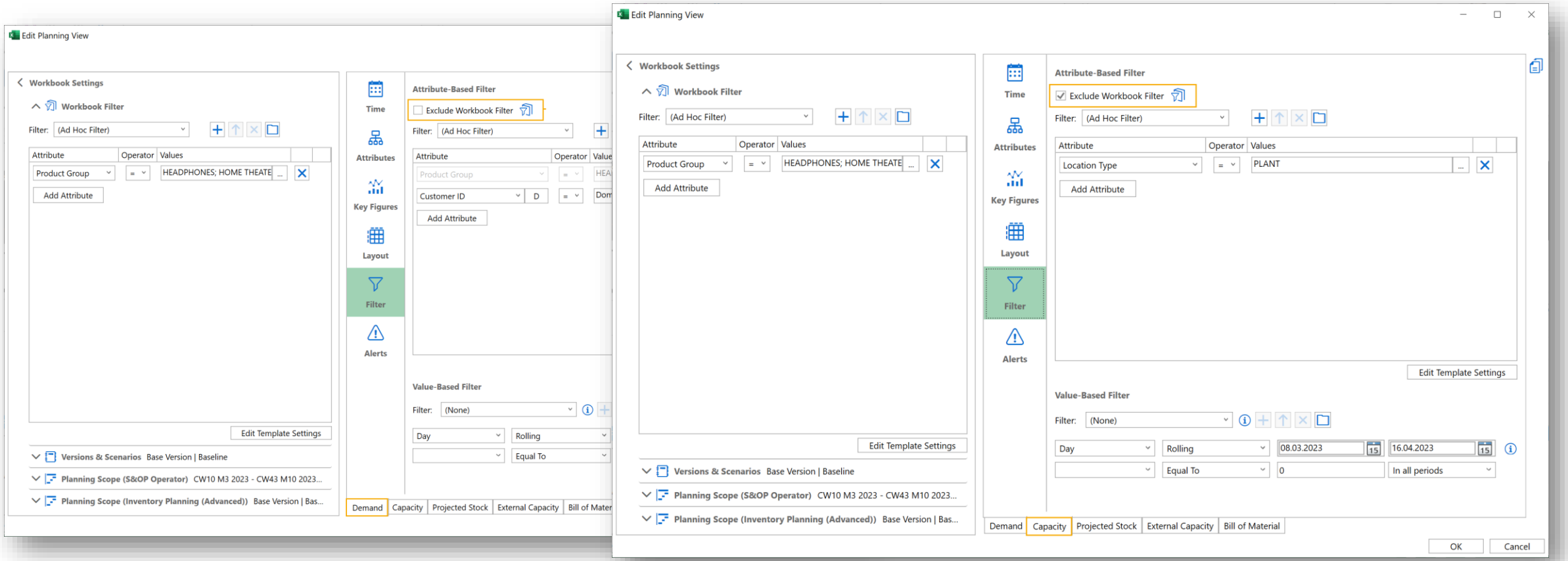
Workbook filter (3) – exclude workbook filter

It is possible to exclude the workbook filter from one specific worksheet and keep the *Workbook Filter* for all the other worksheets of your planning view workbook.

To do so, you need to select the *Exclude Workbook Filter* checkbox on the *Filter* tab of the *Edit Planning View* dialog for the specific worksheet.

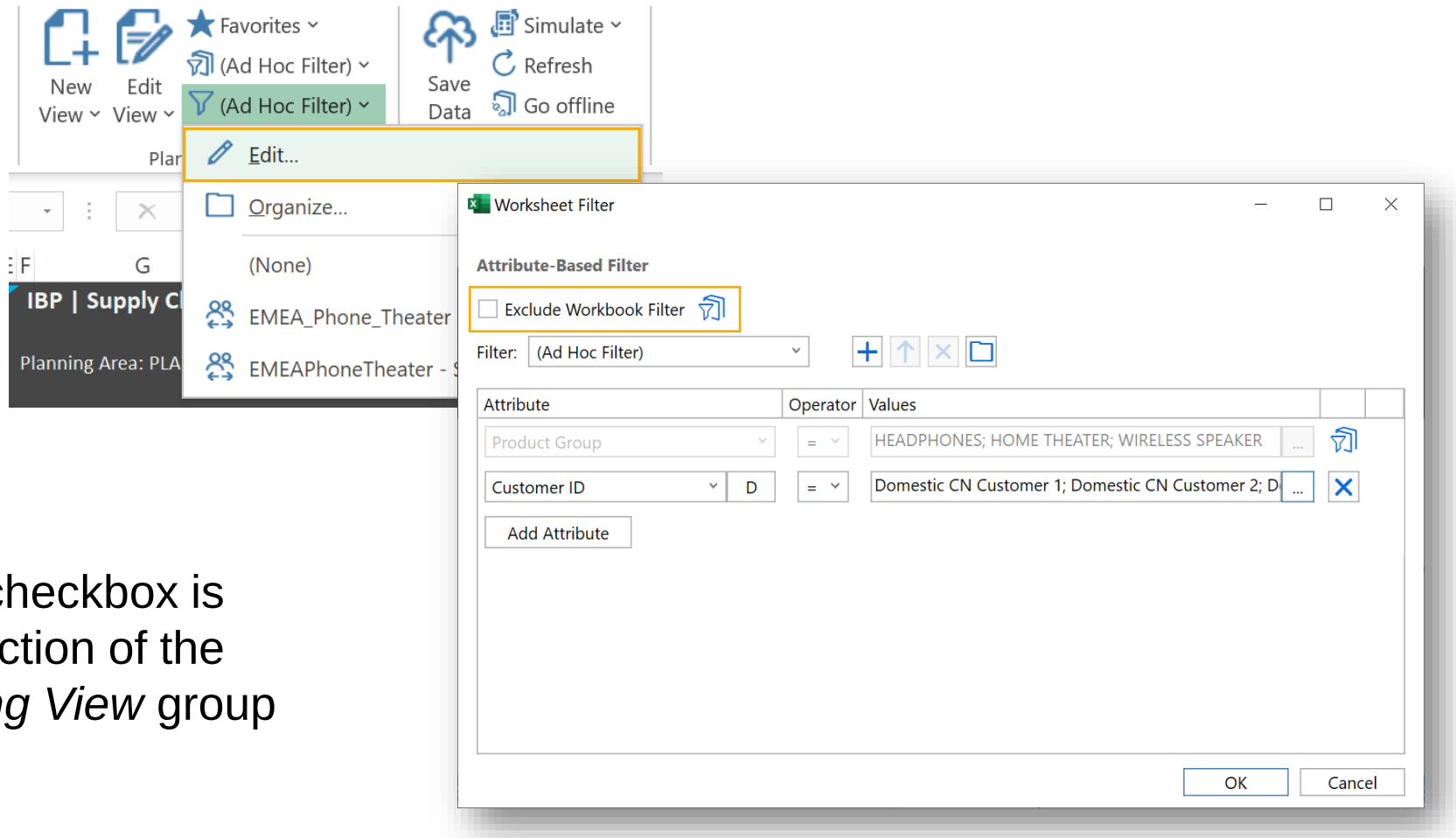


Workbook filter (4) – exclude workbook filter



You can use the workbook filter for worksheet *Demand,* exclude the workbook filter from worksheet *Capacity*, and define a different filter instead.

Workbook filter (5) – exclude workbook filter



The *Exclude Workbook Filter* checkbox is also available in the *Edit…* function of the *Worksheet Filter* in the *Planning View* group of the *SAP IBP* ribbon.

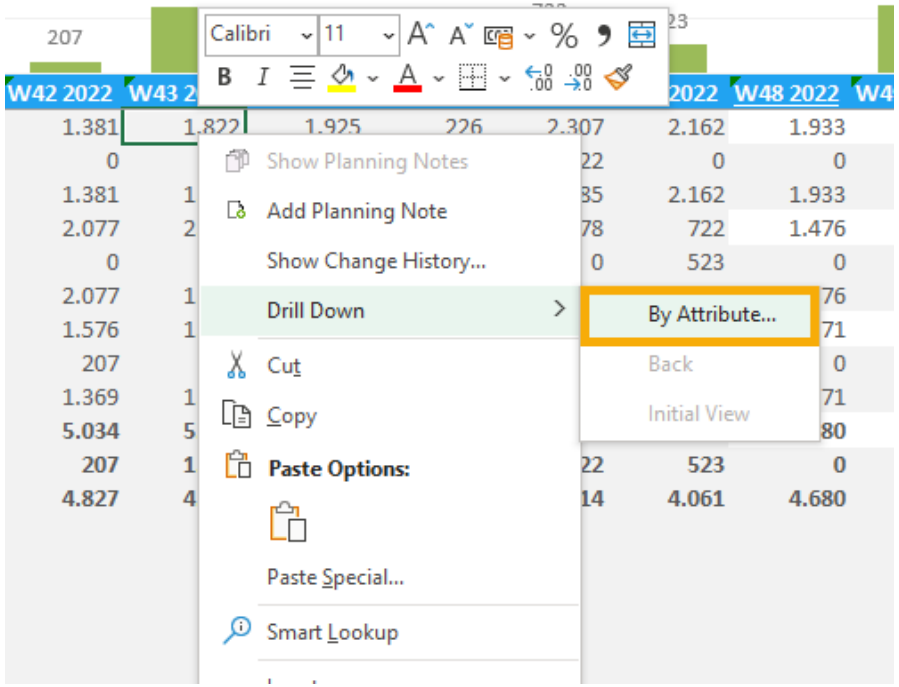
Workbook filter (6) – Drill down function

The *Drill Down* function in the context menu can also be used if a workbook filter is applied to the worksheet.

When you choose *Drill Down > By Attribute*, the selected attribute is added to the planning view and the worksheet filter is adjusted in the following way:

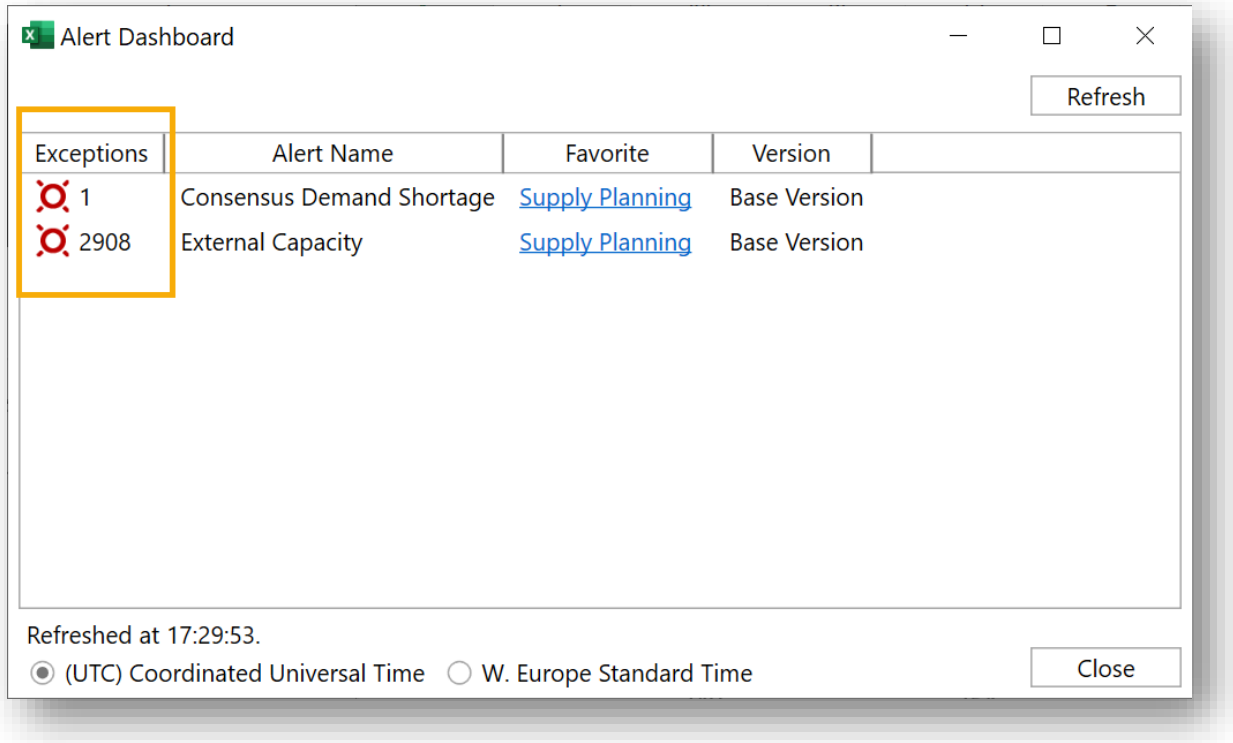
- Conditions of the workbook filter are merged with previously selected worksheet conditions.
- Conditions that filter on the attributes included in the planning view are replaced by the specific conditions for the planning combination of the selected cell.
- The *Exclude Workbook Filter* checkbox is selected automatically.

When you choose *Back* or *Initial View*, the previous planning view is loaded again with the previously selected workbook filter and worksheet filter.



Workbook filter (7) – Alert Dashboard

The workbook filter is considered in the calculation of the number of exceptions for alert key figures in planning view favorites, which is shown in the ***Alert Dashboard***.

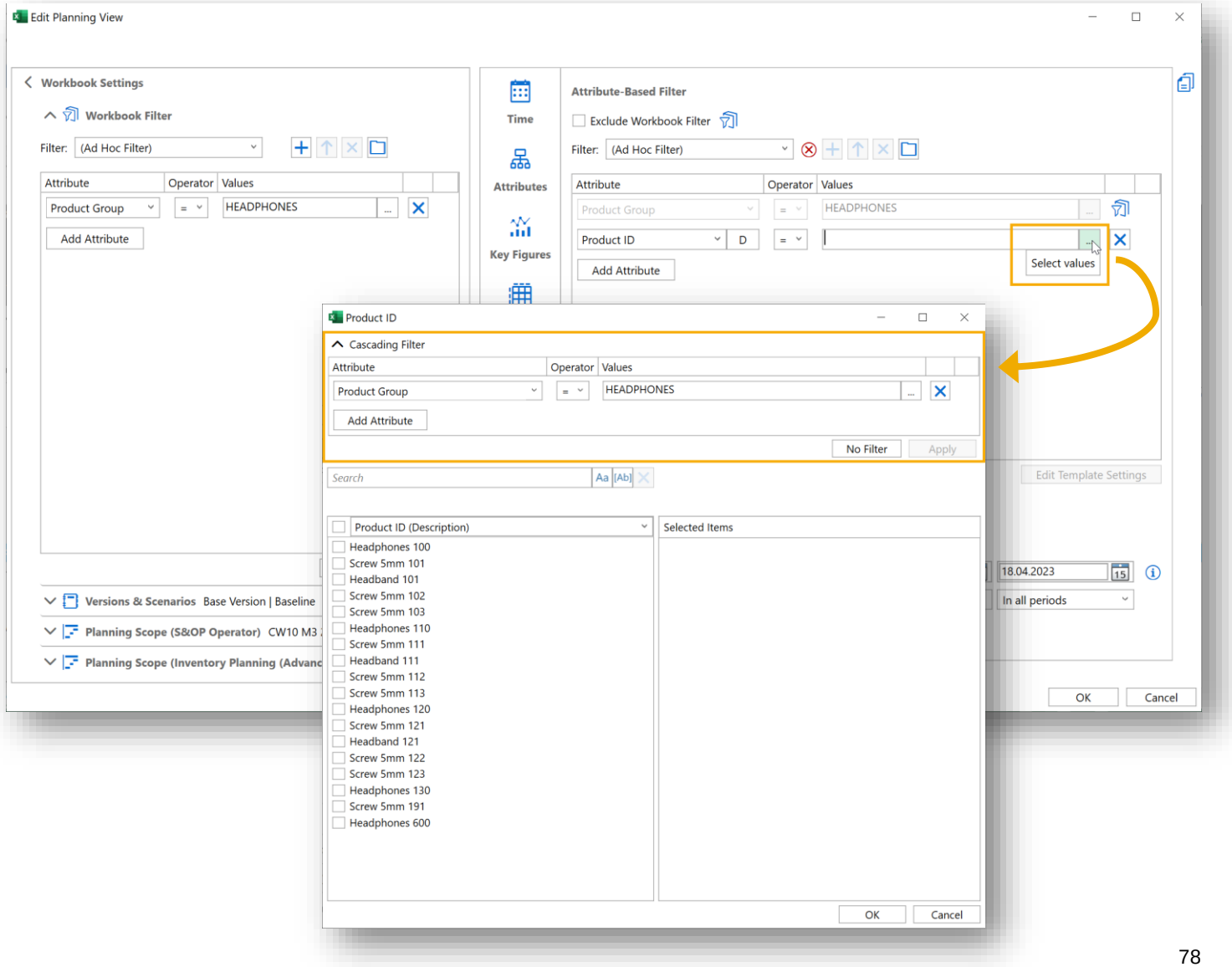


Workbook filter (8) – cascading filter

The workbook filter conditions are considered in the *Cascading Filter* function.

If you have multiple attribute-based filter conditions and you want to add additional conditions, you can use the cascading filter function to check which filter values are valid in combination with the previously selected conditions.

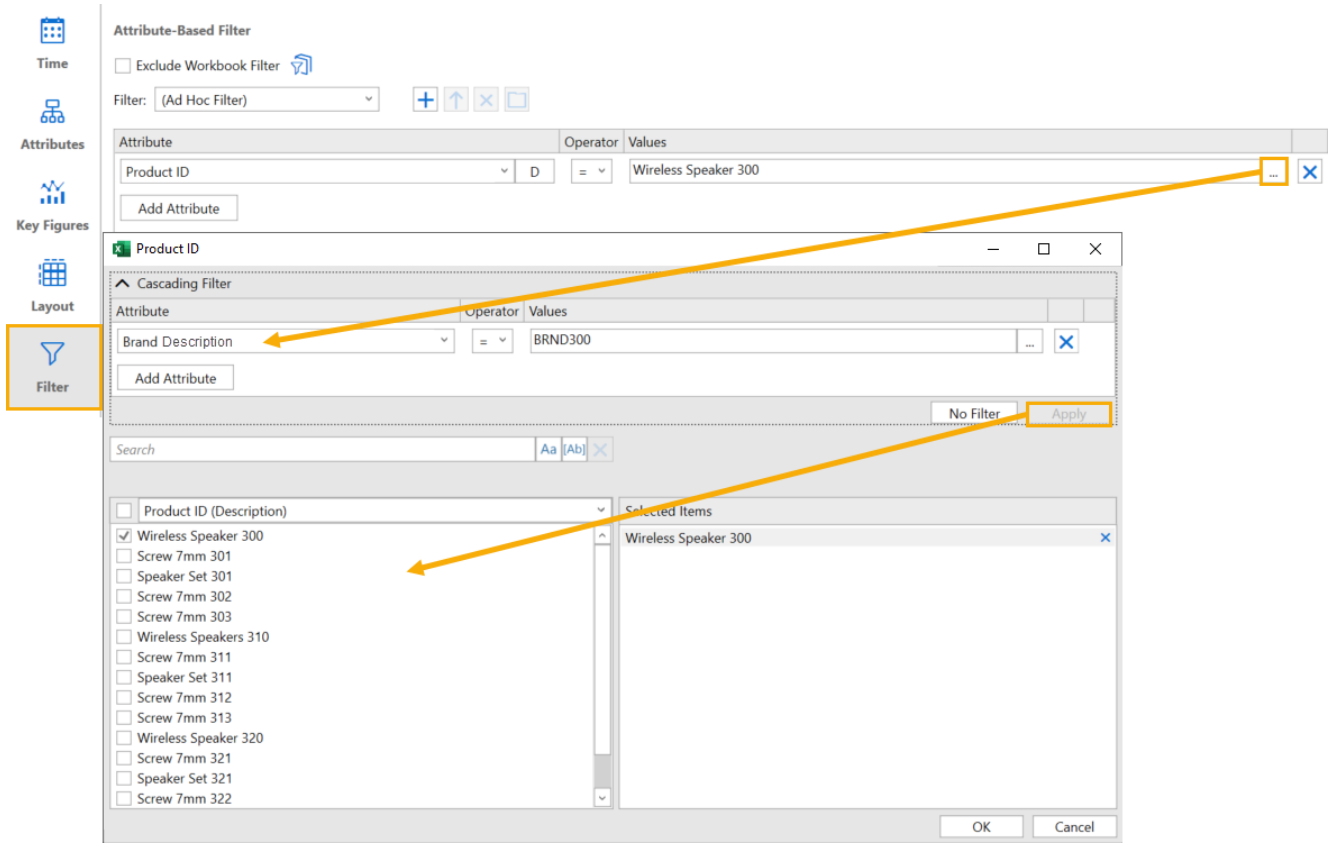
For more information, see SAP Help Portal at Cascading Filter.



Advanced Settings

Working with filters

Cascading filter

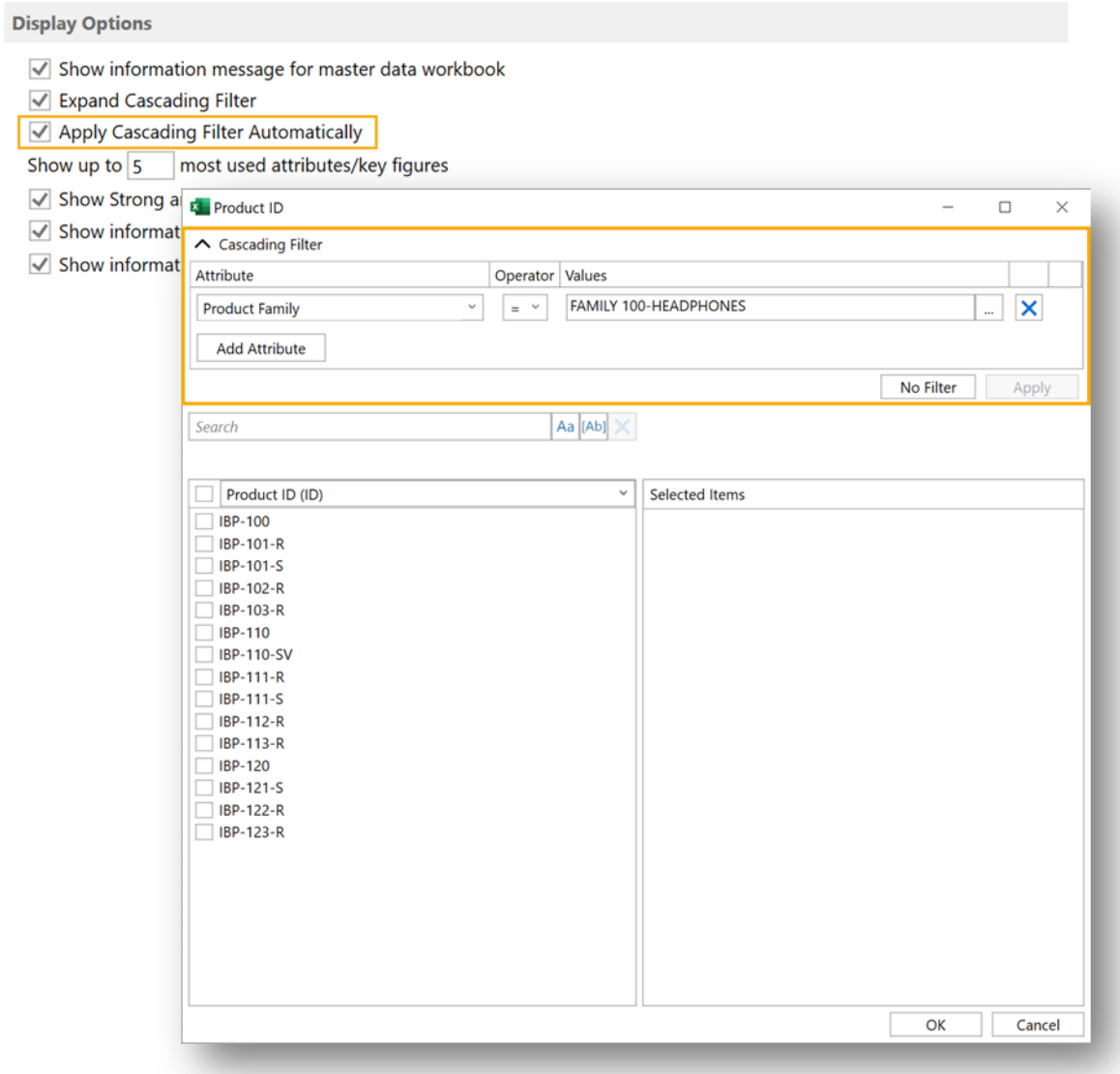


- You can use the cascading filter to filter attributes based on other attributes.
- This is useful when you want to filter on attributes that have a huge number of values.
- For example, in your master data workbook or when editing the planning view, you filter on Product ID. Using the cascading filter, you can set another filter criterion, such as Brand Description. The system then displays a list of Product IDs that are part of the Brand that you specified.

Apply cascading filter automatically

The cascading filter can be applied automatically. You can enable the function by selecting the *Apply Cascading Filter Automatically* checkbox in the *Display Options* section of the *User Settings* dialog in the *About* group of the *SAP IBP* ribbon.

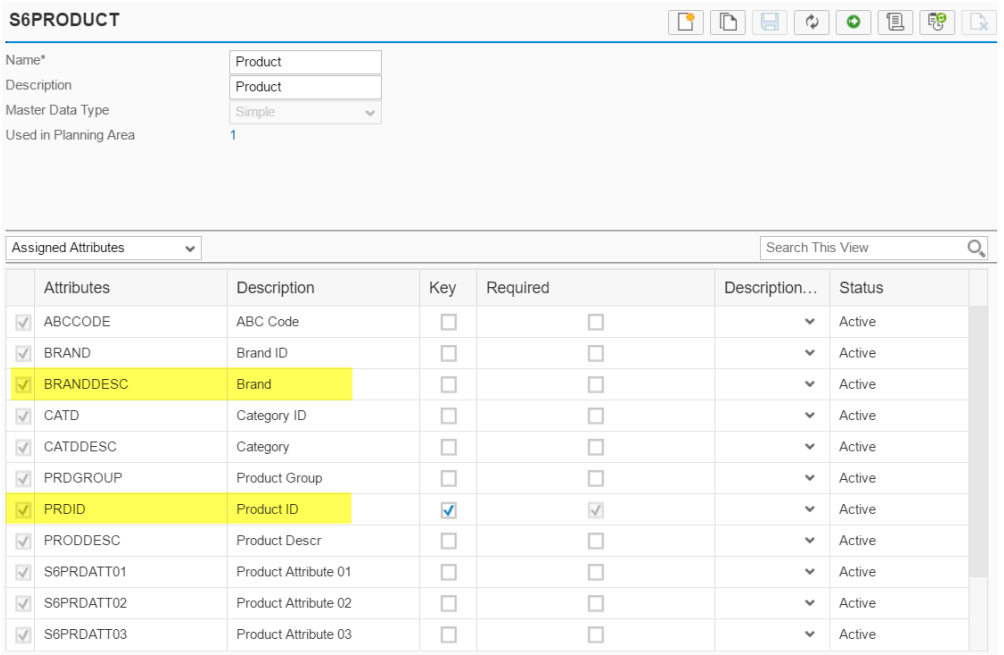
When the function is enabled, the cascading filter is automatically applied when you open the value help to select attribute values for filter conditions. You don't need to choose *Apply* manually.

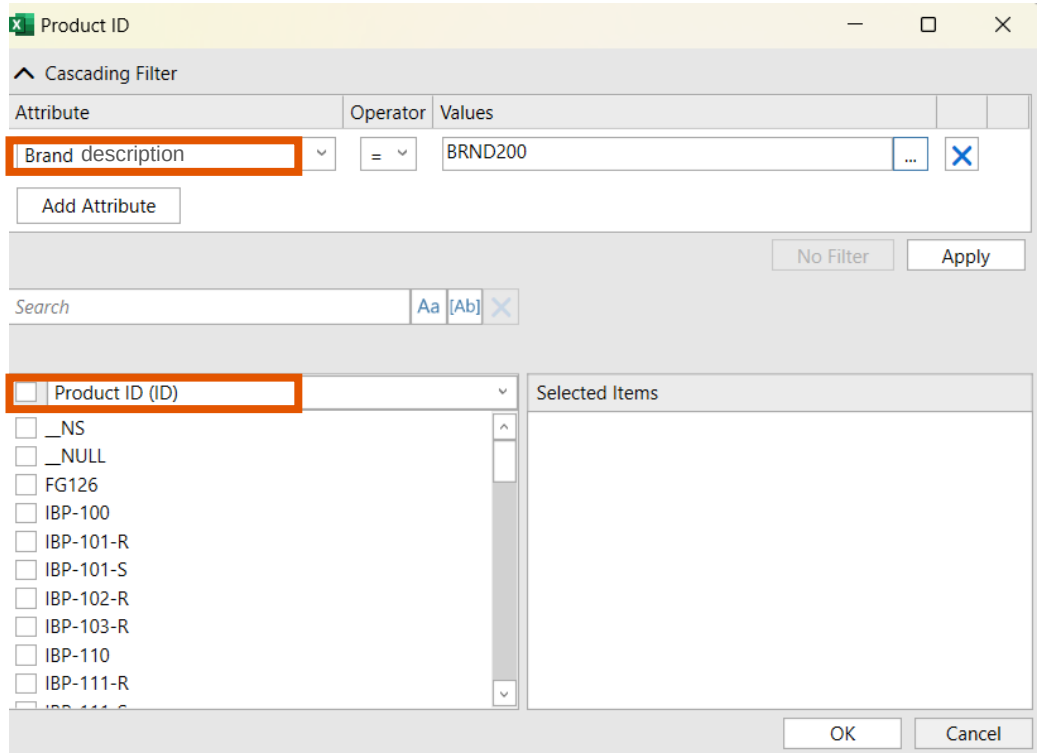


Cascading filter for simple master data types

Example: Both attributes are part of the same simple master data type.

- Filter for attribute 1 (such as product ID) based on a cascading filter attribute 2 (such as brand description) which is part of the same simple master data type as attribute 1.



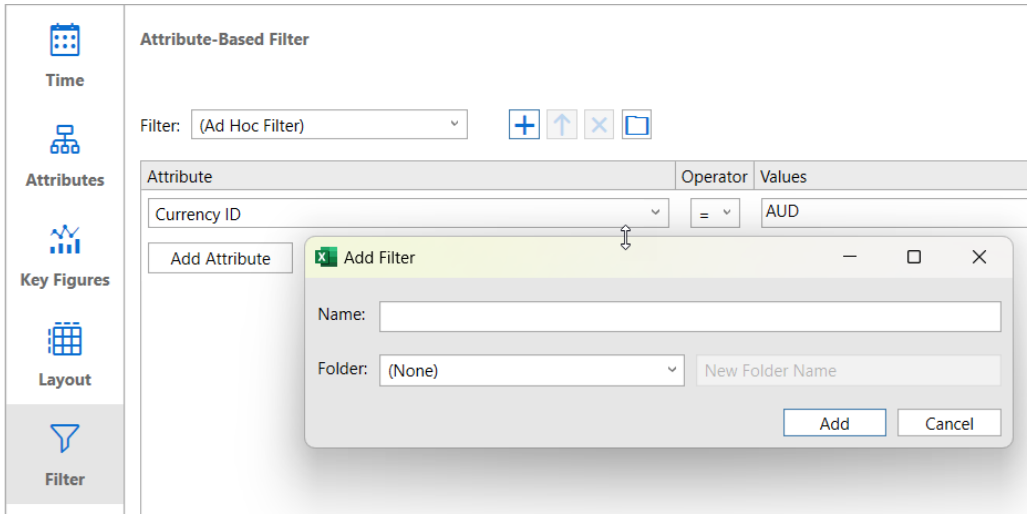


Saving your filter

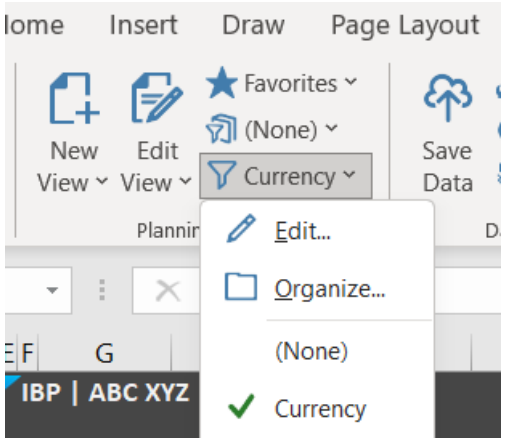
You can save your filter settings to have them available later on with just one click as a planning filter.

The saved attribute-based filters are available in multiple areas:

- Planning view definition
- Filter menu in the planning view
- Application jobs started from the Excel add-in
- Master data workbook, if the saved filter is relevant for the respective master data
- Change history view
- SAP Fiori app *Planning Filters* on the Web UI, where the saved filters can also be shared with other users or user groups

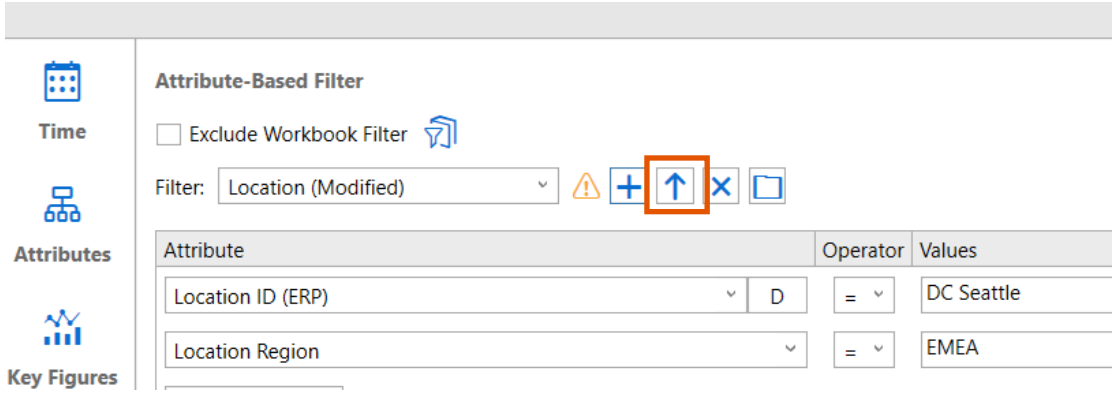


Planning filter menu in the *SAP IBP* ribbon:



Updating and deleting planning filters

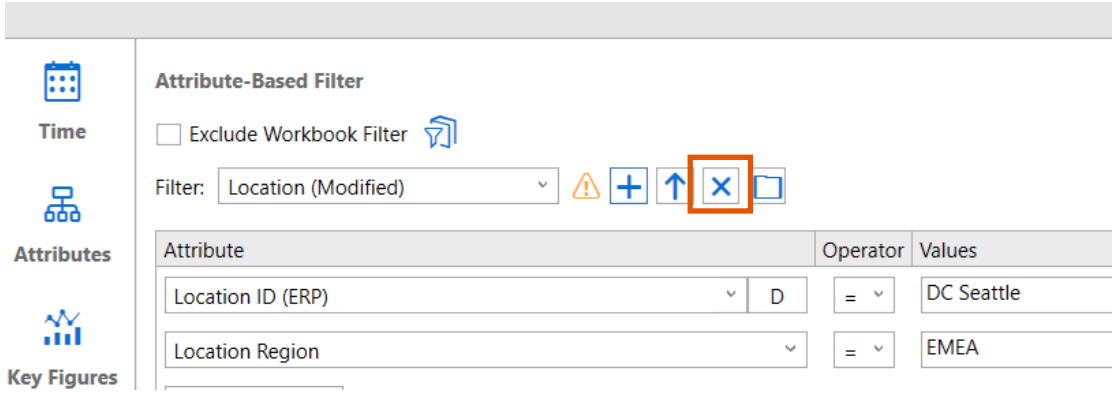
To update a previously saved filter, select the filter from the dropdown, change the filter conditions, and choose *Update*.



To delete a filter, select the filter from the dropdown and choose *Delete*.

This works the same way for value-based filters.

Note that you can only delete filters that are not used. For more information, see the next slide.

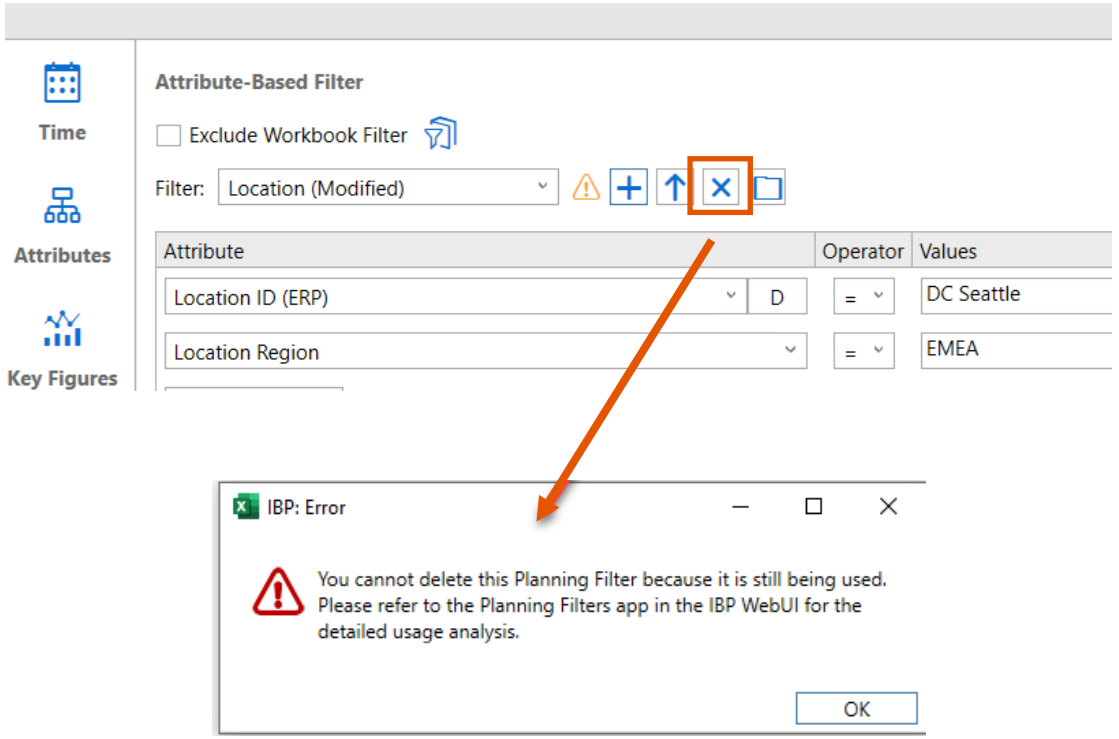


Usage check for attribute-based filters

You cannot delete a filter if it is still used, for example, by the following applications:

- Application jobs
- Application job templates
- Planning view favorites
- Master data workbook favorites
- Planning view templates
- Planning views in the *Web-Based Planning* app
- Alert definitions
- Analytics
- Dashboards

To see the applications that use the filter, use the *Planning Filters* app. See next slide.

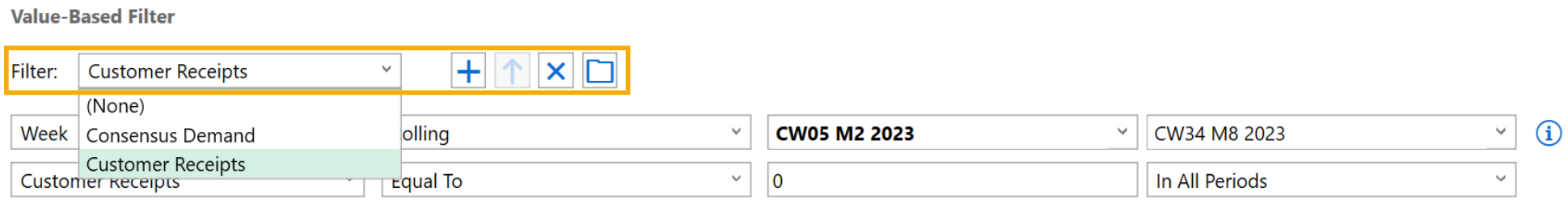


Saving, updating, and deleting value-based filter

This works the same way as for attribute-based filters.

In the filter dropdown menu, you can only see the filters that are based on key figures that are included in your planning view.

Please note that value-based filters cannot be shared with other users.

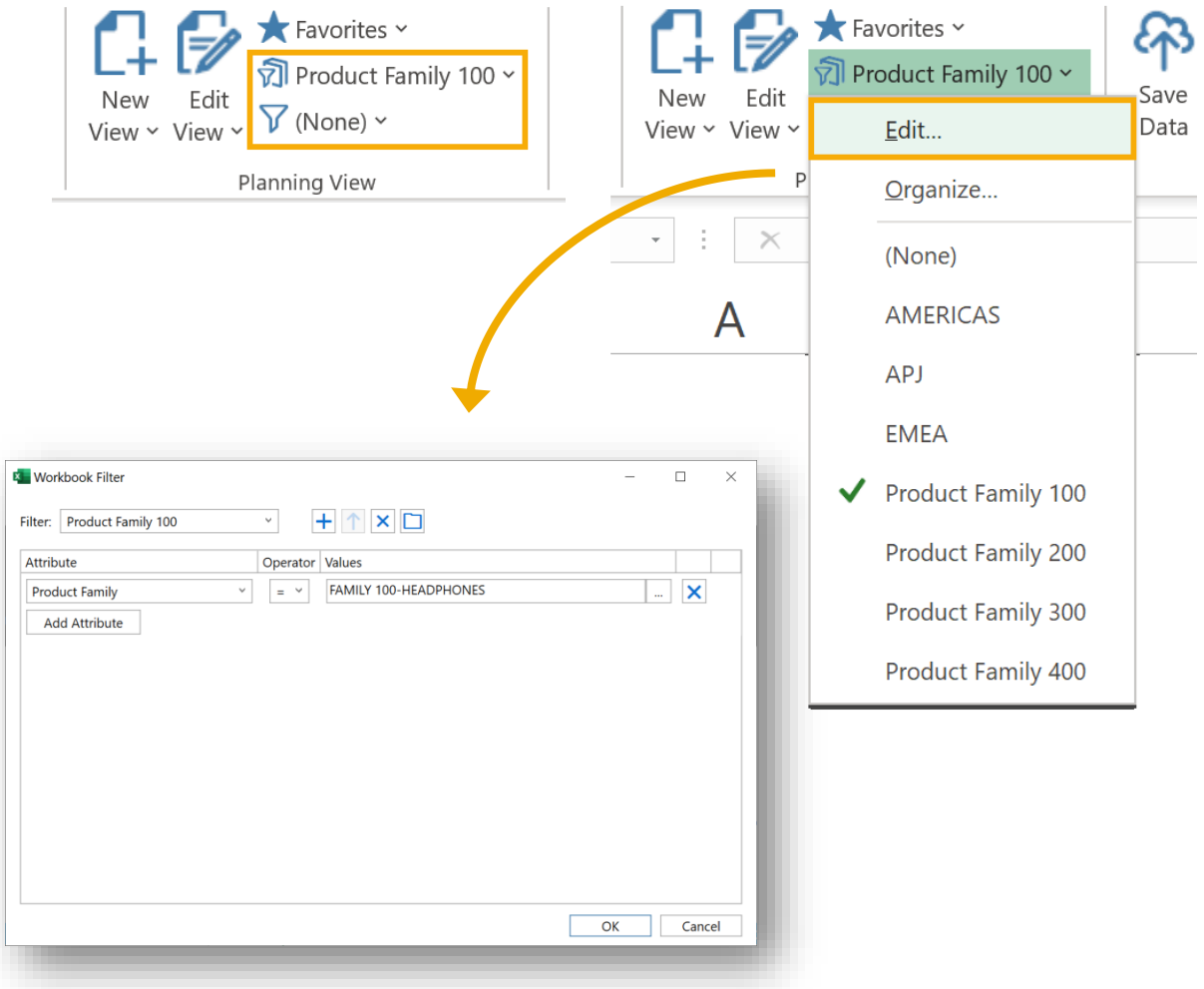


Updating and deleting attribute-based filters in the SAP IBP ribbon

There are two filter dropdowns in the *Planning View* group of the *SAP IBP* ribbon; the upper one for the workbook filter and the lower one for the worksheet filter.

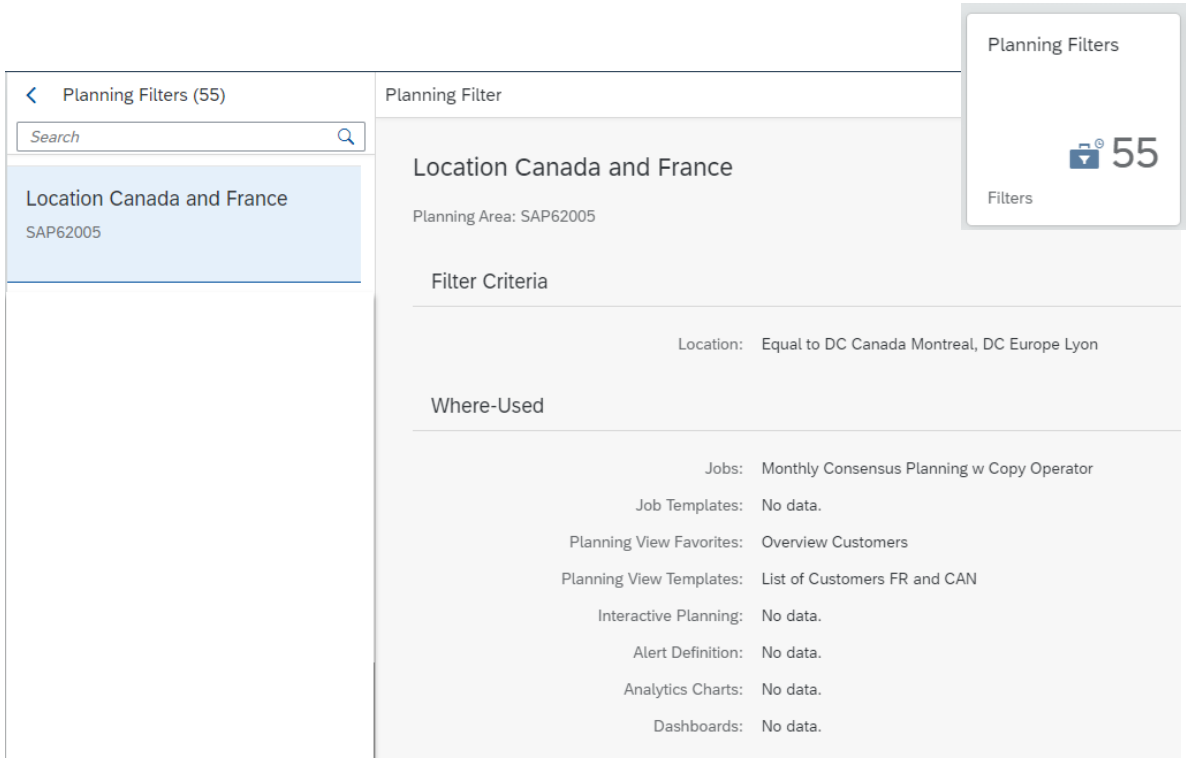
In the field labels, you can see which filter is applied (Named Filter, Ad Hoc Filter or (None)).

By using the dropdowns, you can change, remove, and edit the workbook filter or worksheet filter that is being used in your planning view, or organize your attribute-based filters.

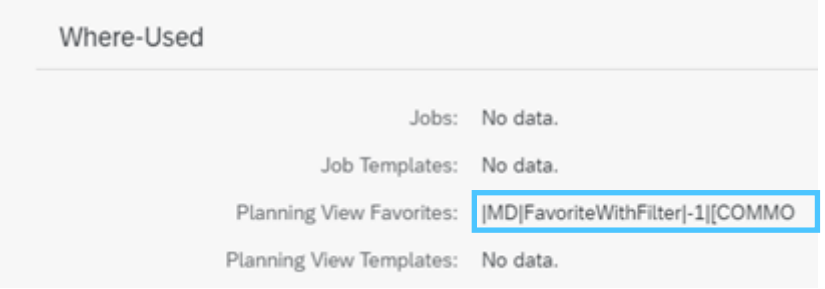


Where-used list for attribute-based planning filters

The *Planning Filters* app on the Web UI of SAP IBP lists the objects and applications that use a particular attribute-based planning filter.



Note that you can find master data workbook favorites under *Planning View Favorites*. They have the prefix [MD].



Invalid values in attribute-based filters (1)

It can happen that attribute values are no longer available, for example, if they have been deleted from the system.

Example:

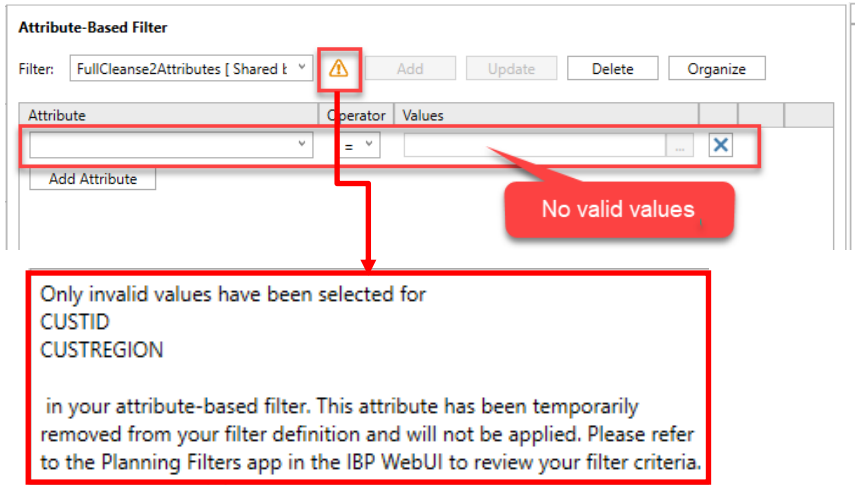
- When you defined the filter, you included the products A, B, and C. Later on, the product C was removed from the system, but is still included in the filter. This means that the filter now contains an invalid value.
- It can even happen that none of the products defined in the filter exist any longer when you use the filter in a planning view or for an application job at a later point in time. All the values in the filter are now invalid.

Invalid values in attribute-based filters (2)

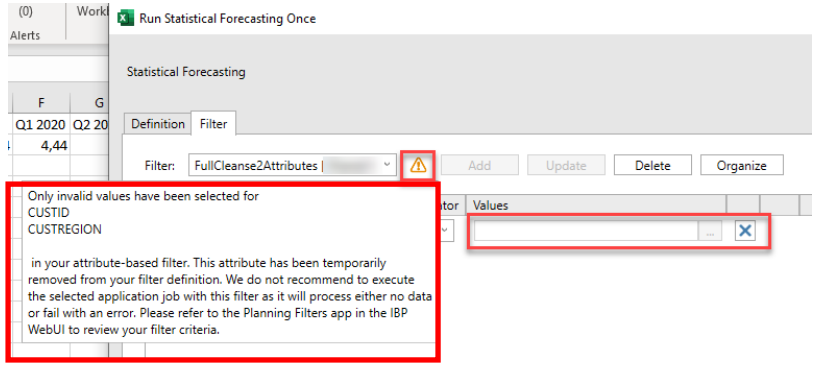
What happens if an attribute-based filter contains invalid values?

- If all values are missing in a filter, you get a warning when you try to use the filter in the planning view settings or in the application job settings. See the screenshots on the right.
- The **planning view** only displays data for the valid values.
- An **application job** runs successfully – even if all values in the filter are invalid - but you only get results for the valid values. If there are no valid values, the application log says *No data found*.

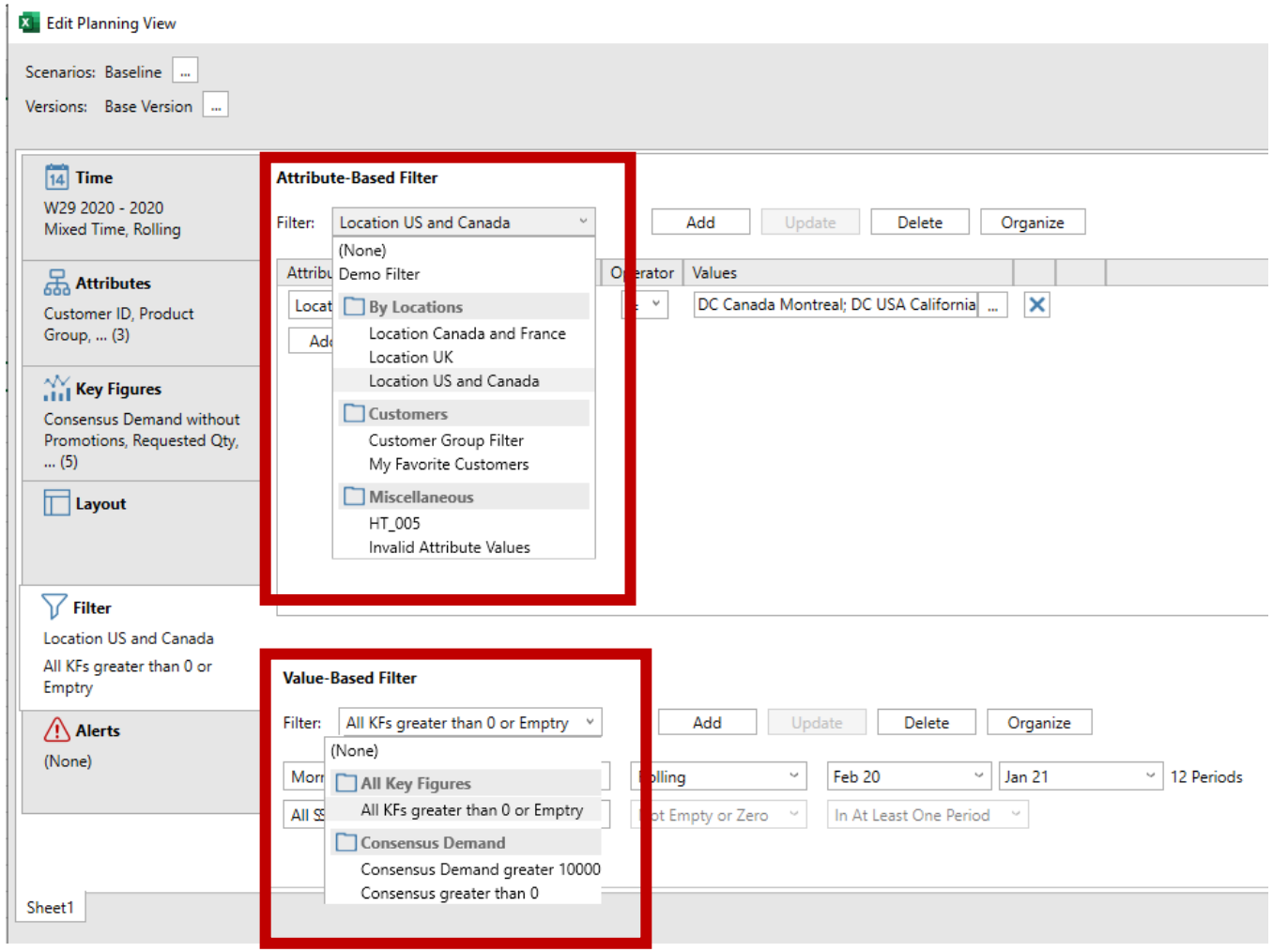
Warning in the planning view settings



Warning in the application job settings



Organizing filters in folders (1)

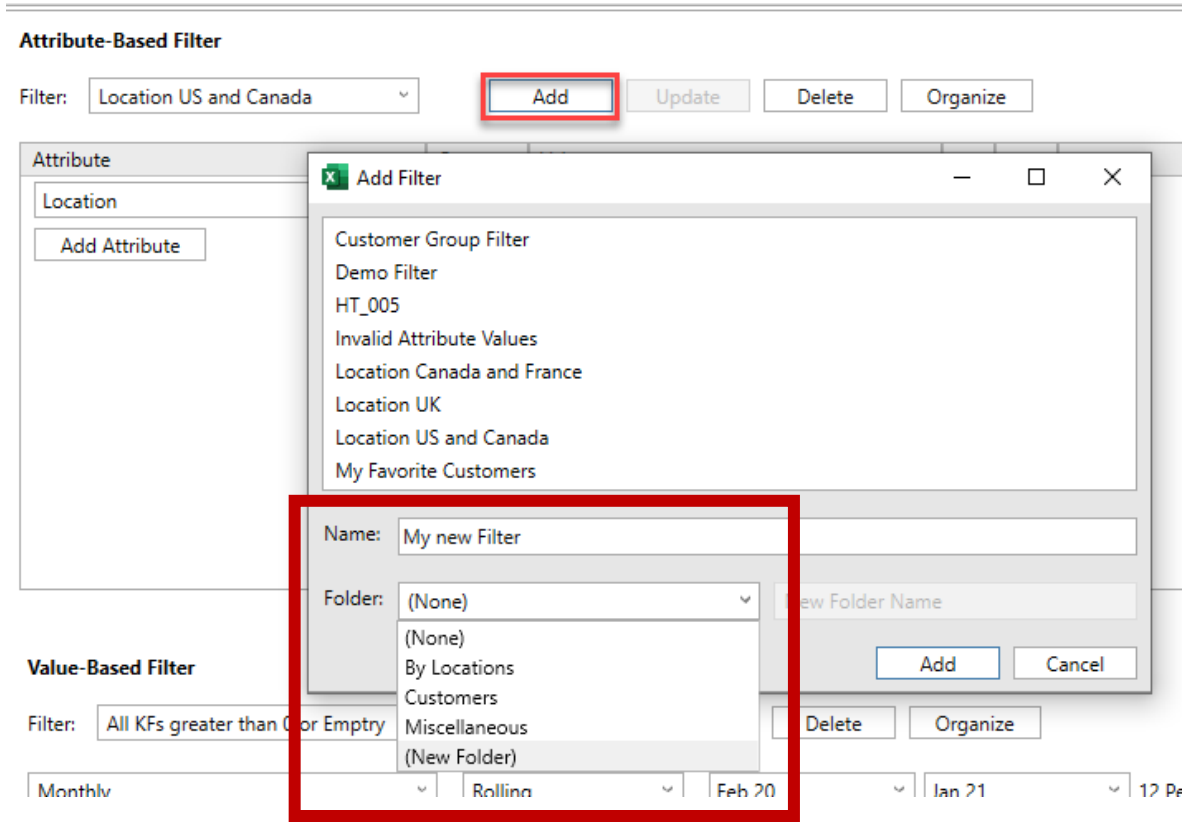


For better usability, you can use folders to organize your attribute-based filters and value-based filters.

You can assign a filter to a folder when creating or updating it.

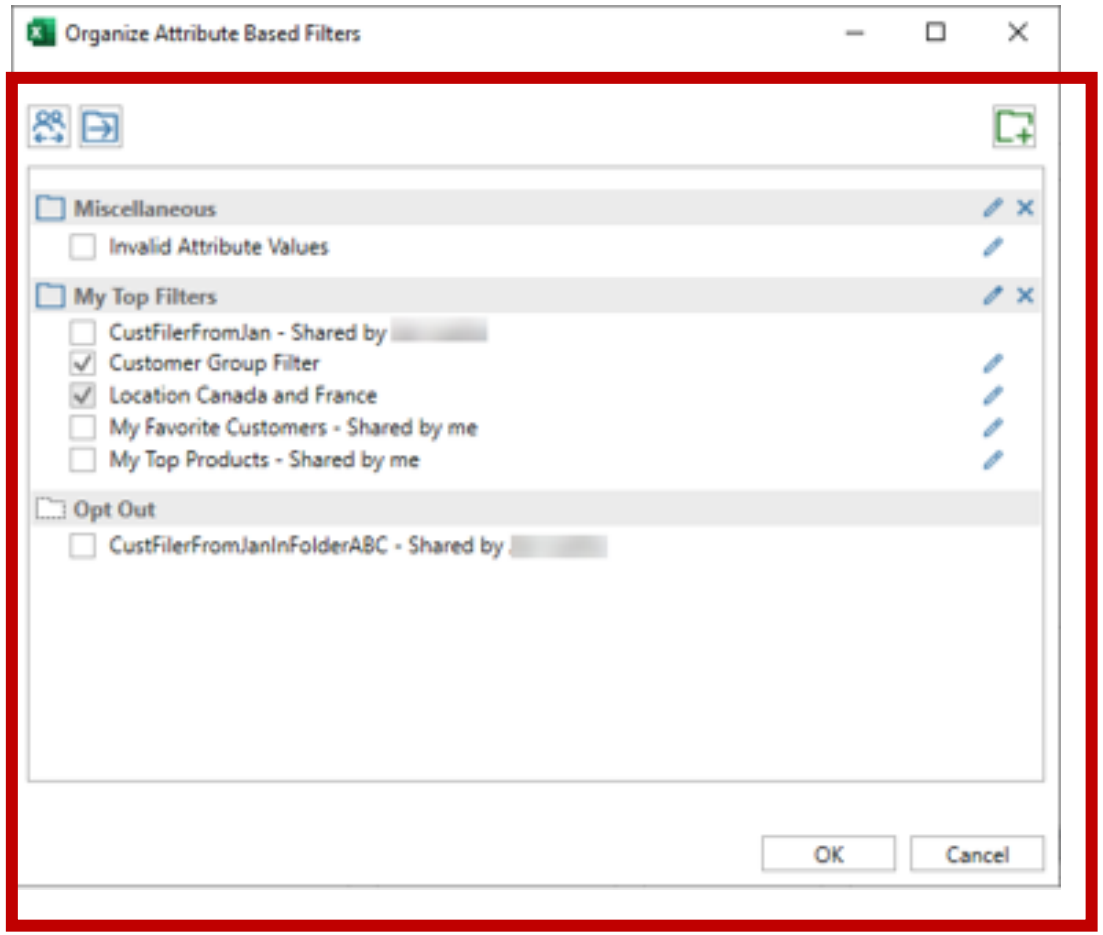
In the filter dropdown menu, you can see your filters in folders.

Organizing filters in folders (2)



When adding (or updating) a filter, you can assign the filter to an existing folder or create a new folder to which the filter should be assigned.

Organizing filters in folders (3)



To reorganize your folders and the assignment of filters to folders, choose *Organize*.

Then you can do the following:

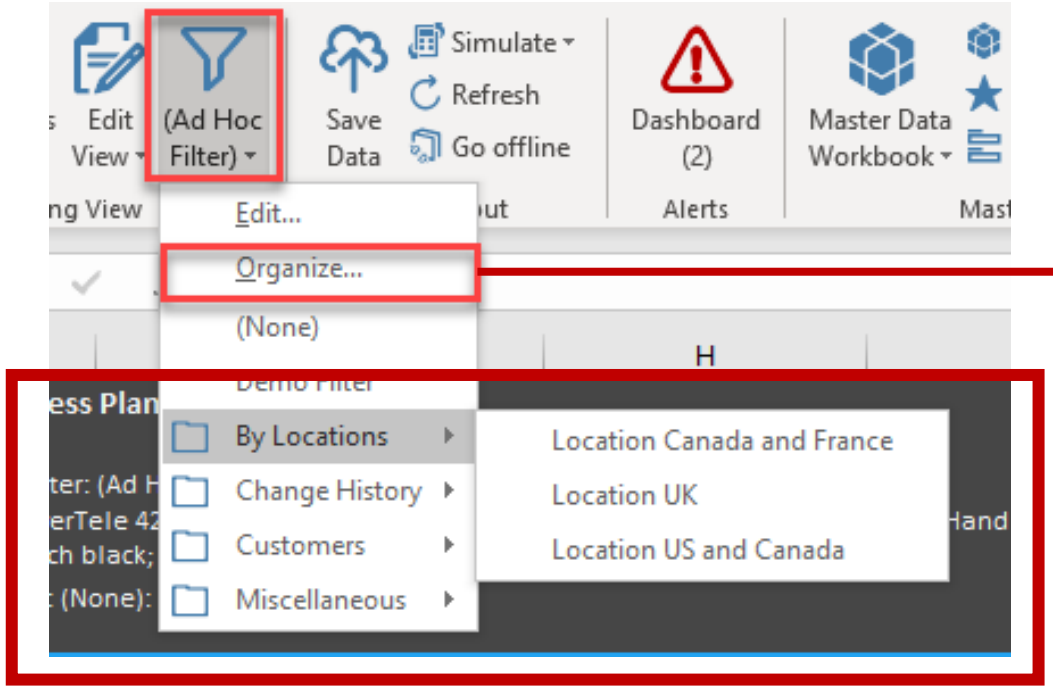
- Drag and drop a filter to a different folder
- Create a new folder and drag and drop filters to this new folder

(Note that folders that do not contain any filters are deleted automatically.)

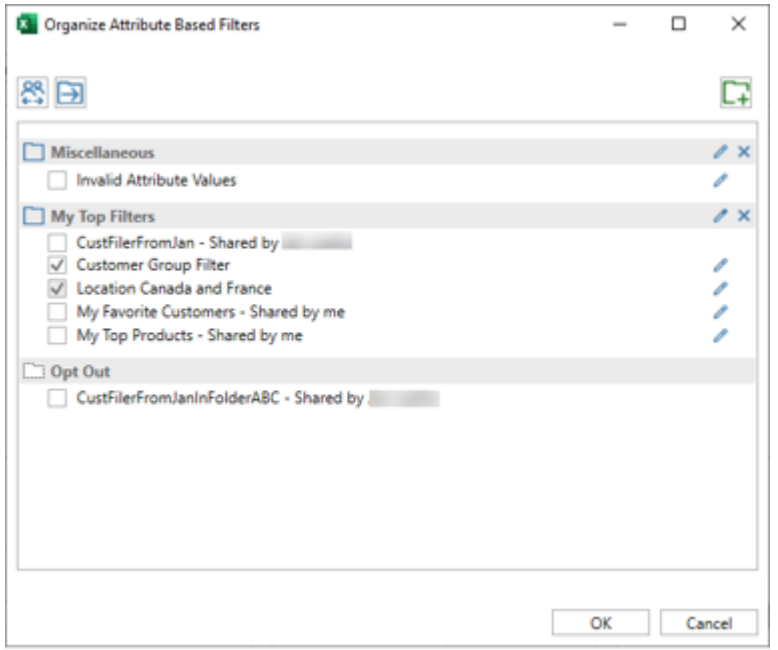
- Rename filters and their folders (more about this later)
- Share attribute-based filters with other users (more about this later)

Organizing attribute-based filters in folders in the SAP IBP ribbon

The folder structure you created for attribute-based planning filters is also visible in the filter dropdown menu of the SAP IBP ribbon.

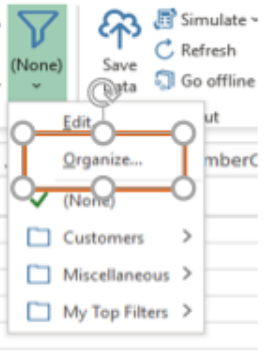


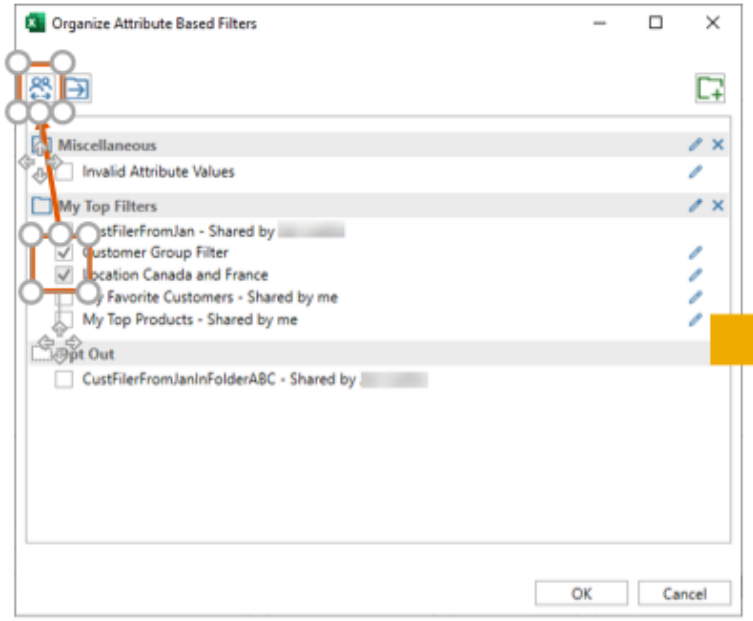
To reorganize the folders, choose *Organize*. Also see previous slide.



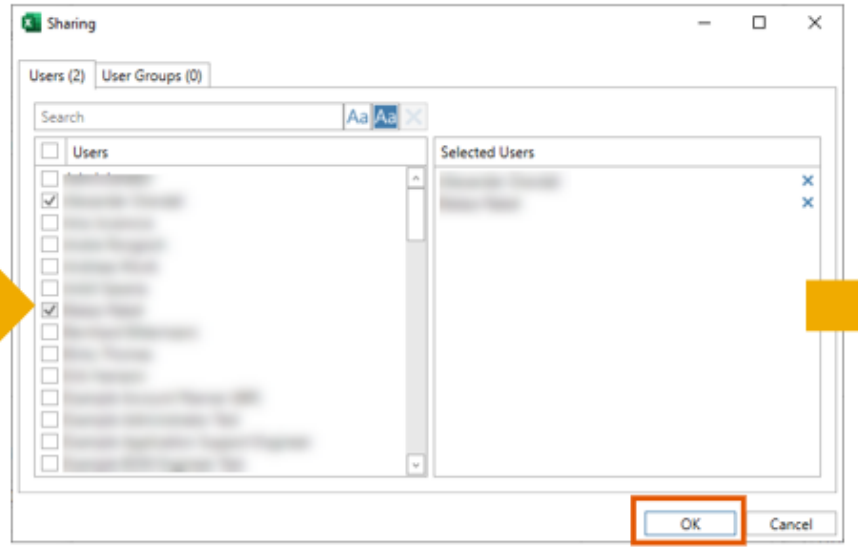
Sharing attribute-based filters with other users

You can share attribute-based filters using the *Organize* dialog either in the *SAP IBP* ribbon or in the *Filters* tab of the *Edit Planning View* / *New View* window.

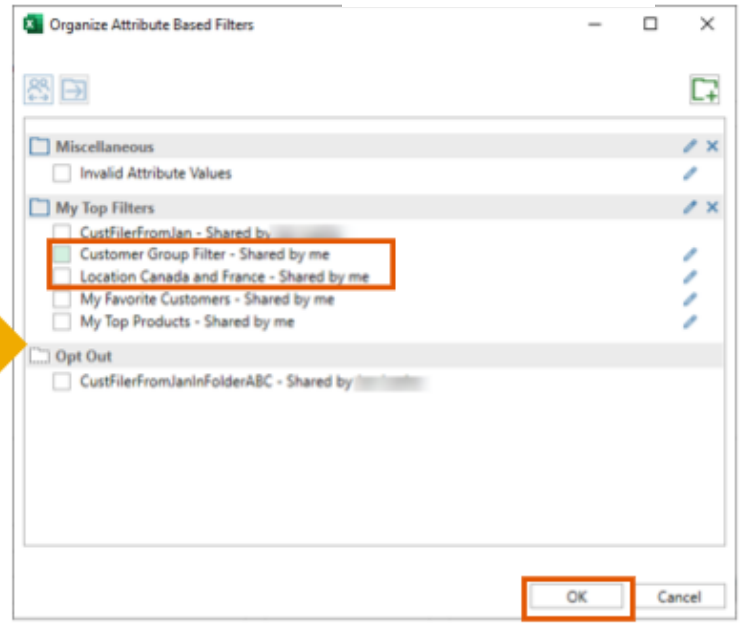




Select the filters that you want to share with other users and user groups and click the share icon 



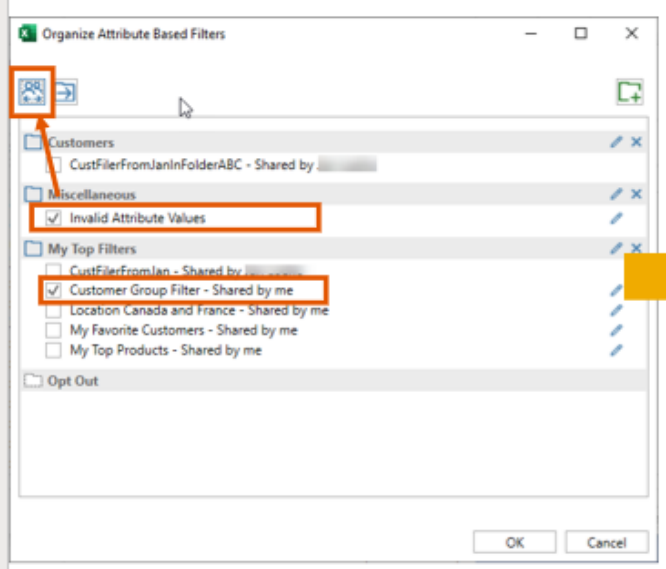
Select the users or user groups. Your selection is saved once you click *OK*.



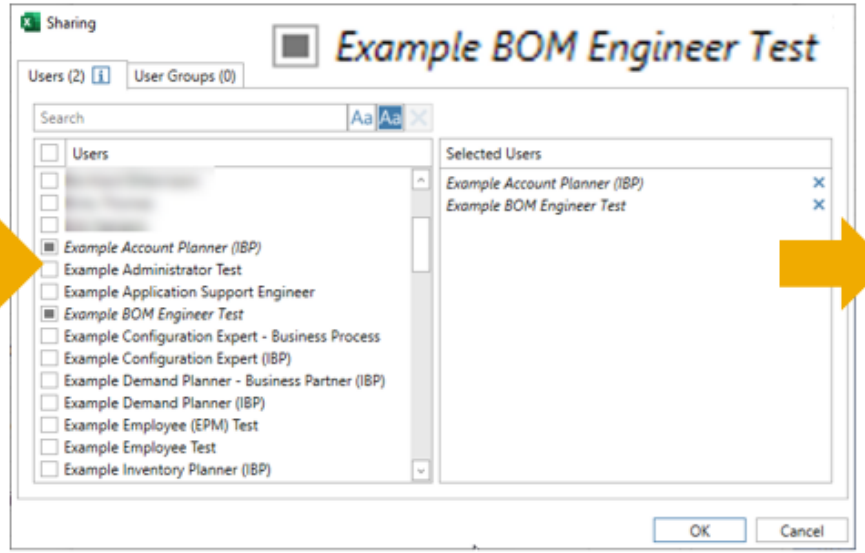
The filters now have a suffix in the name stating that they are shared by you. Click *OK* to save and confirm further changes that you made in this dialog.

Resharing attribute-based filters

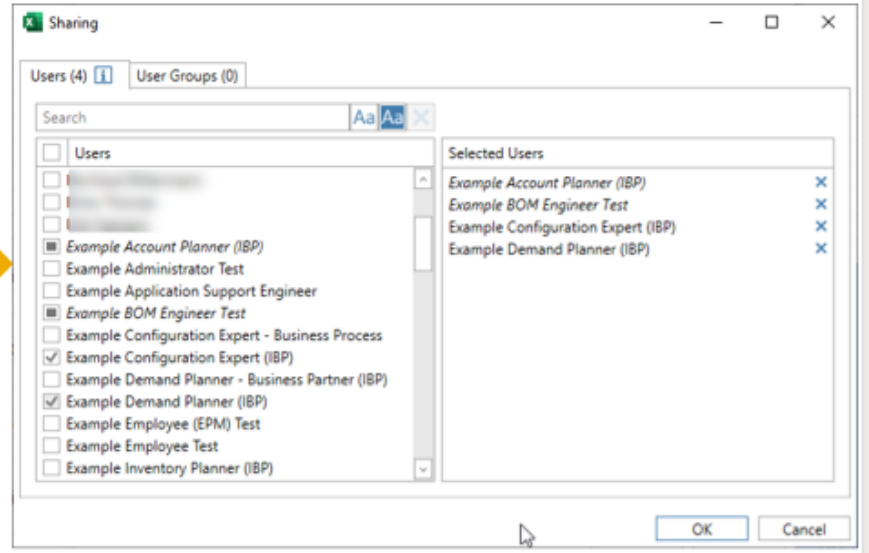
If you want to extend the sharing to additional users for multiple filters, in some cases you might find that the users with whom these filters were already shared might differ from filter to filter.



Select the filters that you want to share with other users and user groups and click the share icon.



If you selected some shared filters but not all filters that you selected were shared with the same users, the names of the users are shown in italic and with a filled checkbox in the dialog.



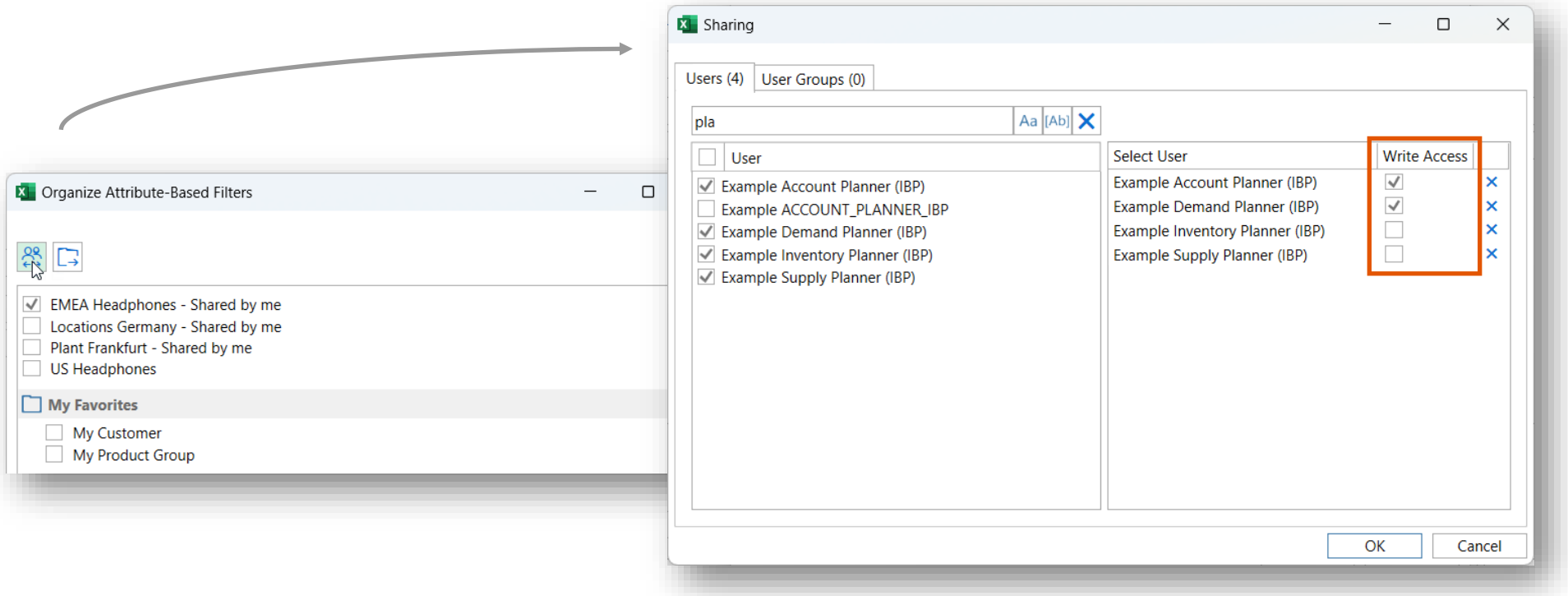
You can add new users with whom all filters that you selected are shared, or you can also reselect the ones that you already saw initially to make sure all filters that you selected are shared with them.

Write permission for shared attribute-based filters

As of 2505.2.0 you can provide users and user groups write access for attribute-based filters when sharing them. This simplifies the process of managing filters that are shared and used by several users of a department, especially in case the owner is unavailable.

Users with write access for a shared attribute-based filter can:

- Change the name of the filter (if the filter is not transportable)
- Change the filter conditions



Sharing of attribute-based filters – opting-out of shared filters

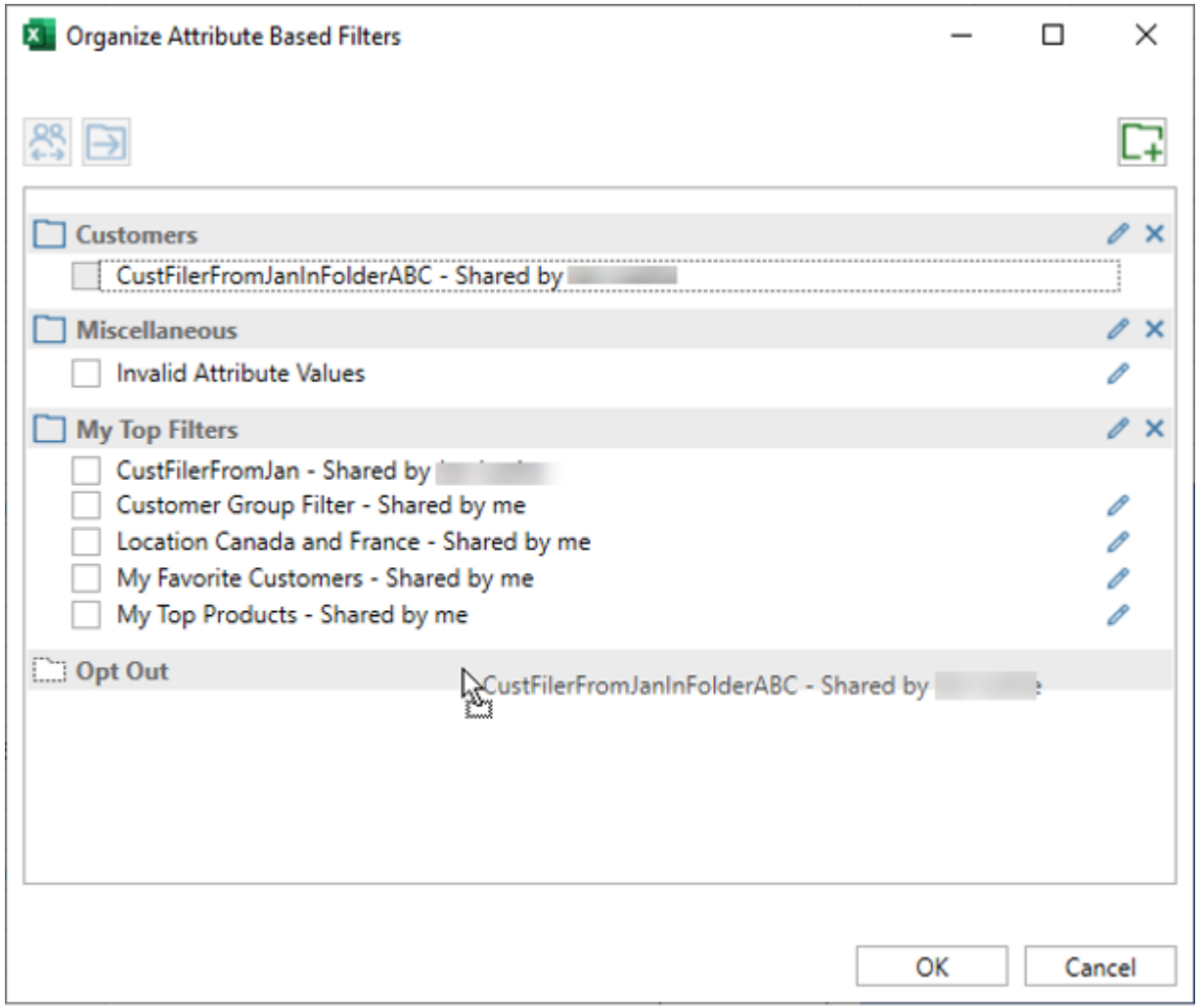
You can opt out of attribute-based filters that were shared with you by other users.

Filters that you have opted out of don't appear in your attribute-based filters list any longer.

To opt out, drag and drop these filters to the *Opt Out* folder. 

To get the filters back, drag and drop the filter back to the other area.

You can also use the *Move* button to opt out of one or multiple shared filters.



Organizing attribute-based filters using the move dialog

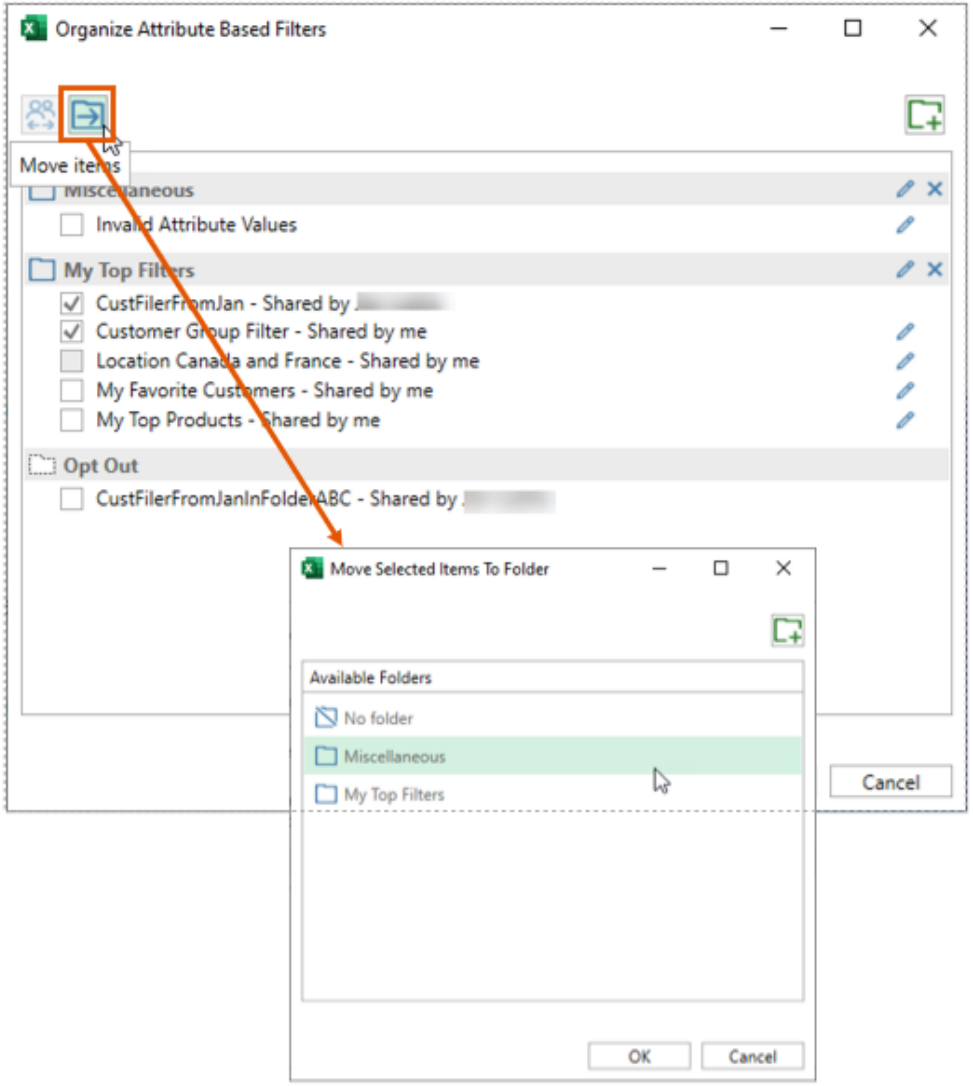
To assign or re-assign multiple attribute-based filters to folders, you can use the *Move items* dialog, as follows:

1. Select the filters that you want to move to a different folder or new folder



2. Click ***Move item***

3. Select the folder to which the filters should be moved or create a new folder

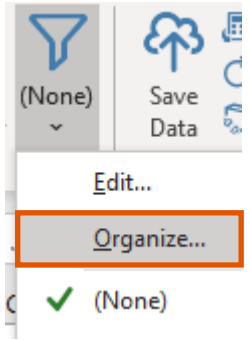


Renaming attribute-based filters and their folders (1)

You can rename attribute-based planning filters and the respective folders via the *Organize* menu.

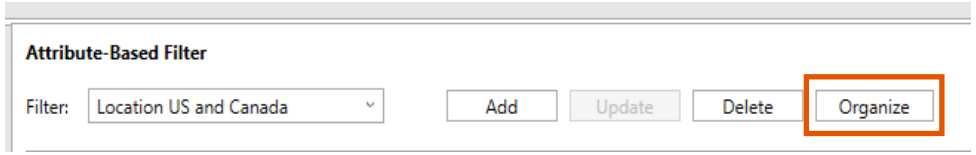
SAP IBP ribbon

You find the *Organize* dialog in the dropdown menu for attribute-based filters.



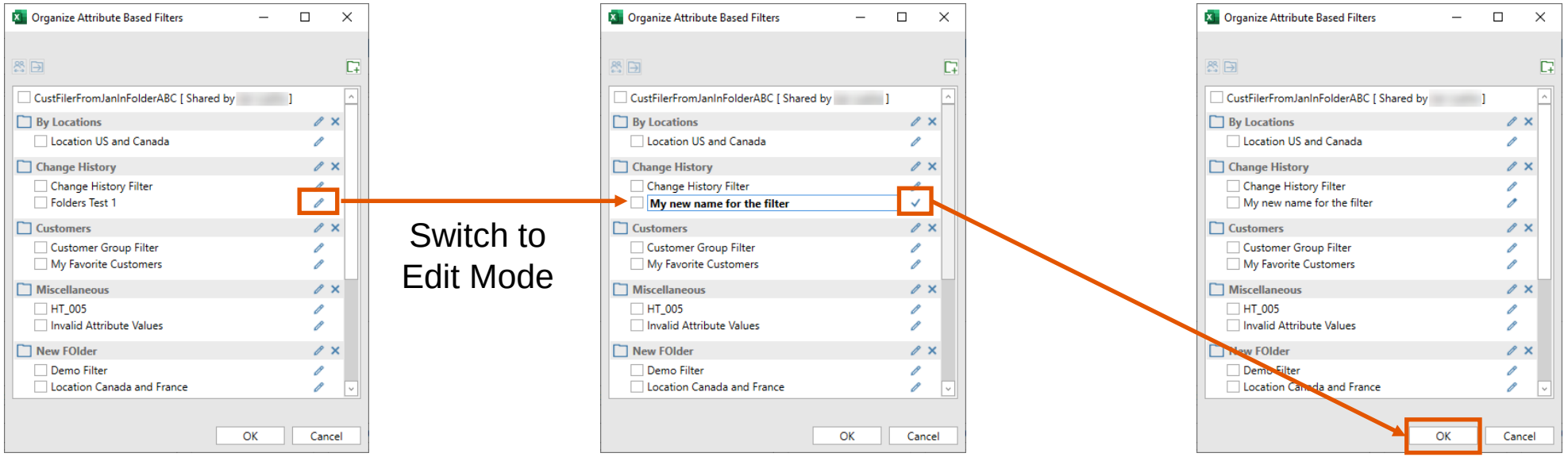
New Planning View / Edit Planning View window

For attribute-based planning filters, the *Organize* dialog can be found in the *New Planning View / Edit Planning View* window on the *Filters* tab.



Renaming attribute-based filters and their folders (2)

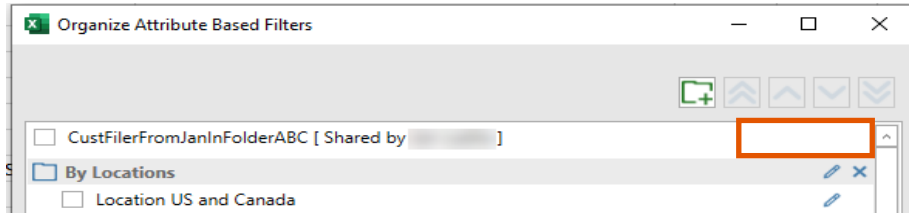
- To rename a folder or planning filter via the *Organize* menu, you click the (pen) icon next to the name to activate edit mode.
- To validate the new name and check that it is not already being used, you click the (checkmark) icon or press the *Enter* key on your keyboard. You will see that the (pen) icon slightly changes for the item.
- When you choose *OK*, changes are validated and saved. Please note that all changes get saved, including the changed items that are still in edit mode. If you choose *Cancel*, unsaved changes are discarded.



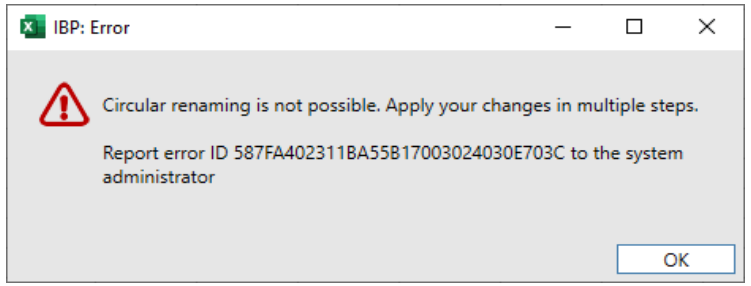
Renaming attribute-based filters and their folders (3)

Please note that you cannot do the following:

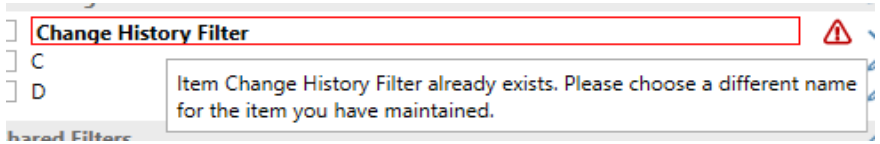
- Rename favorites or attribute-based filters that are shared with you



- Apply a circular renaming in one step, such as A → B, B → C, C → A



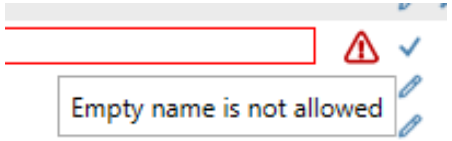
- Create duplicate names



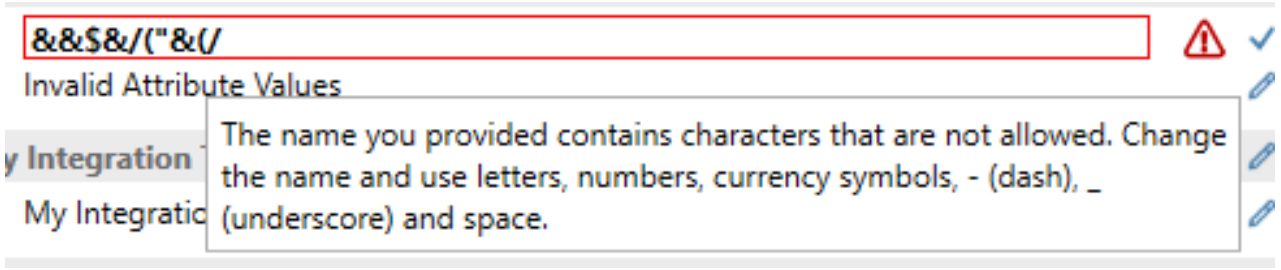
Renaming attribute-based filters and their folders (4)

The following are also not allowed:

- Empty names



- Special characters
  Allowed characters include the following: letters, numbers, currency symbols, - (dash), _ (underscore), and space



- Spaces at the beginning or the end of the name are trimmed automatically.

Advanced Settings

Sorting attribute values

Sorting attribute values – introduction

Sorting attribute values helps you to structure your data in an efficient way for your daily work and keep an overview of the most important aspects.

Besides sorting the attribute values in ascending or descending order, you can define custom sorting rules. For example, if you want to have your top three customers always at the top of the list, you can pin these three customers to the top of your planning view and move less important customers to the bottom.

Sorting logic in the Excel add-in

In the Excel add-in, sorting is based on ASCII (decimal) character code.

For more information, see https://en.wikipedia.org/wiki/ASCII.

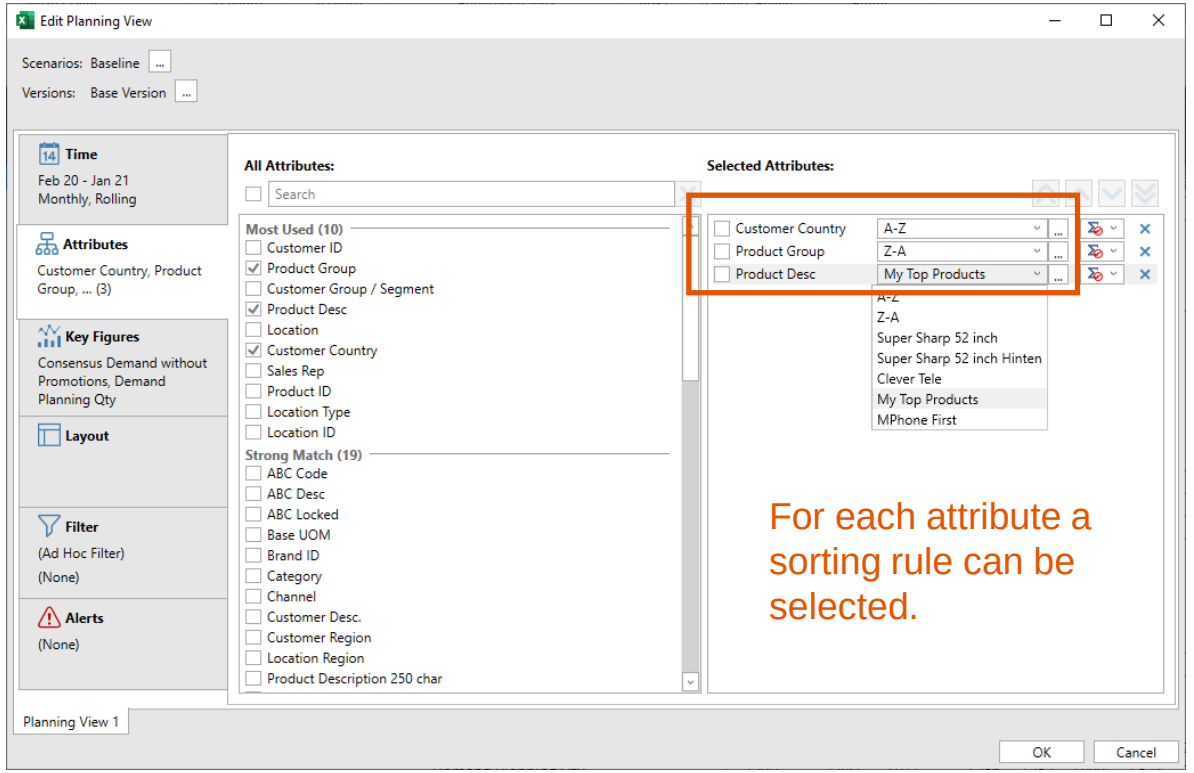
ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character
...	...	65	A	99	c	192	À	226	â
32	space	66	B	100	d	193	Á	227	ã
33	!	67	C	101	e	194	Â	228	ä
34	"	68	D	102	f	195	Ã	229	å
35	#	69	E	103	g	196	Ä	230	æ
36	$	70	F	104	h	197	Å	231	ç
37	%	71	G	105	i	198	Æ	232	è
38	&	72	H	106	j	199	Ç	233	é
39	'	73	I	107	k	200	È	234	ê
40	(	74	J	108	l	201	É	235	ë
41	)	75	K	109	m	202	Ê	236	ì
42	*	76	L	110	n	203	Ë	237	í
43	+	77	M	111	o	204	Ì	238	î
44	,	78	N	112	p	205	Í	239	ï
45	-	79	O	113	q	206	Î	240	ð
46	.	80	P	114	r	207	Ï	241	ñ
47	/	81	Q	115	s	208	Ð	242	ò
48	0	82	R	116	t	209	Ñ	243	ó
49	1	83	S	117	u	210	Ò	244	ô
50	2	84	T	118	v	211	Ó	245	õ
51	3	85	U	119	w	212	Ô	246	ö
52	4	86	V	120	x	213	Õ	247	÷
53	5	87	W	121	y	214	Ö	248	ø
54	6	88	X	122	z	215	×	249	ù
55	7	89	Y	123	{	216	Ø	250	ú
56	8	90	Z	124	|	217	Ù	251	û
57	9	91	[	125	}	218	Ú	252	ü
58	:	92	\	126	~	219	Û	253	ý
59	;	93	]	...	...	220	Ü	254	þ
60	<	94	^			221	Ý	255	ÿ
61	=	95	_			222	Þ		
62	>	96	`			223	ß		
63	?	97	a			224	à		
64	@	98	b			225	á		

Assigning a sorting rule to an attribute

In the planning view settings, you can assign a sorting rule to each attribute that you have selected for the planning view.

In the dropdown menu next to the attribute, you can choose between the following sorting rules:

- *A-Z*, for sorting in ascending order
- *Z-A*, for sorting in descending order
- Custom sorting rules that you have defined previously (see next slides)



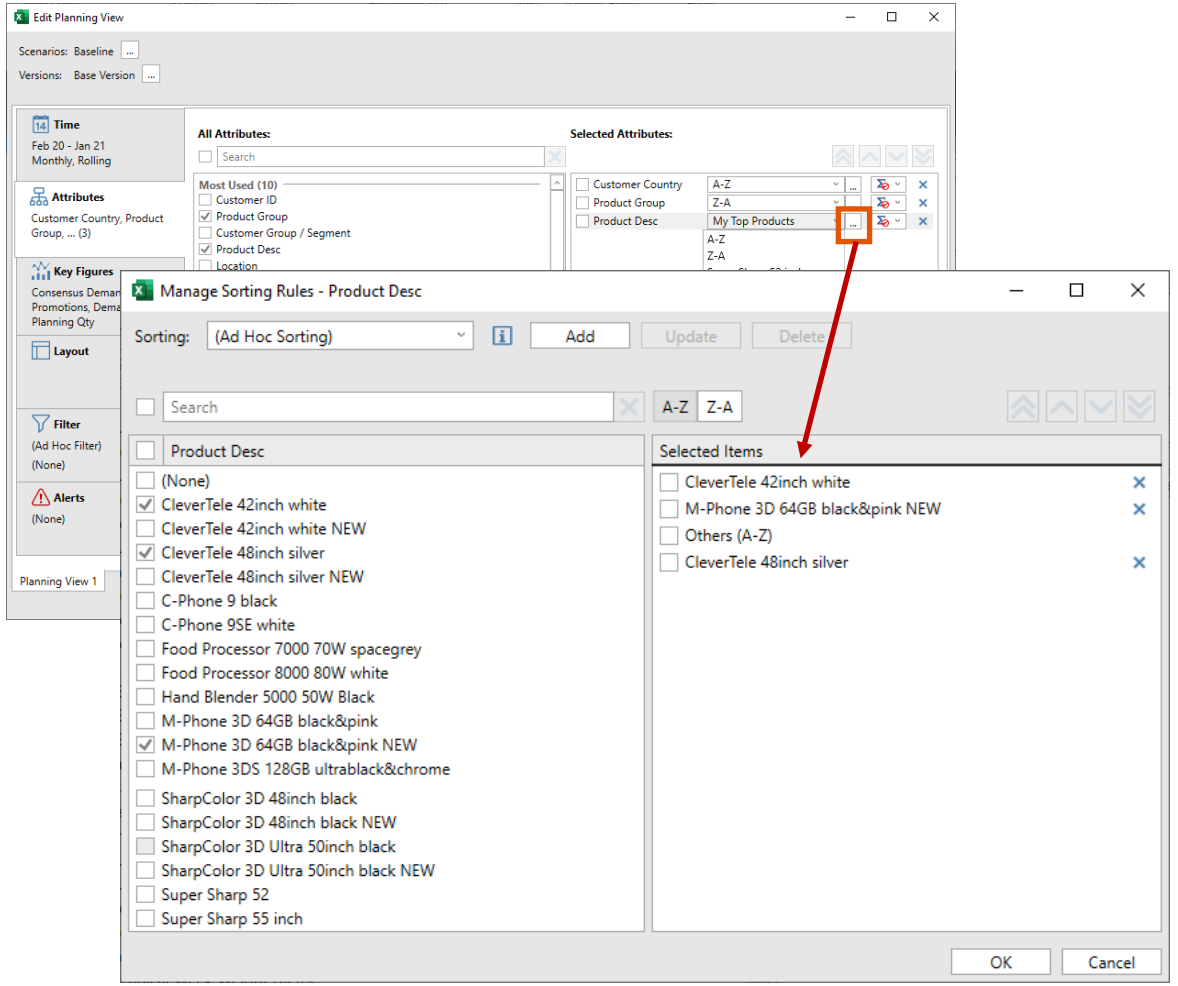
Defining a sorting rule for an attribute

1. Click the ellipsis button (…) next to the sorting dropdown of the attribute.
2. On the right side of the *Manage Sorting Rules* window, set up the sorting sequence for the attribute values.

Example in the screenshot

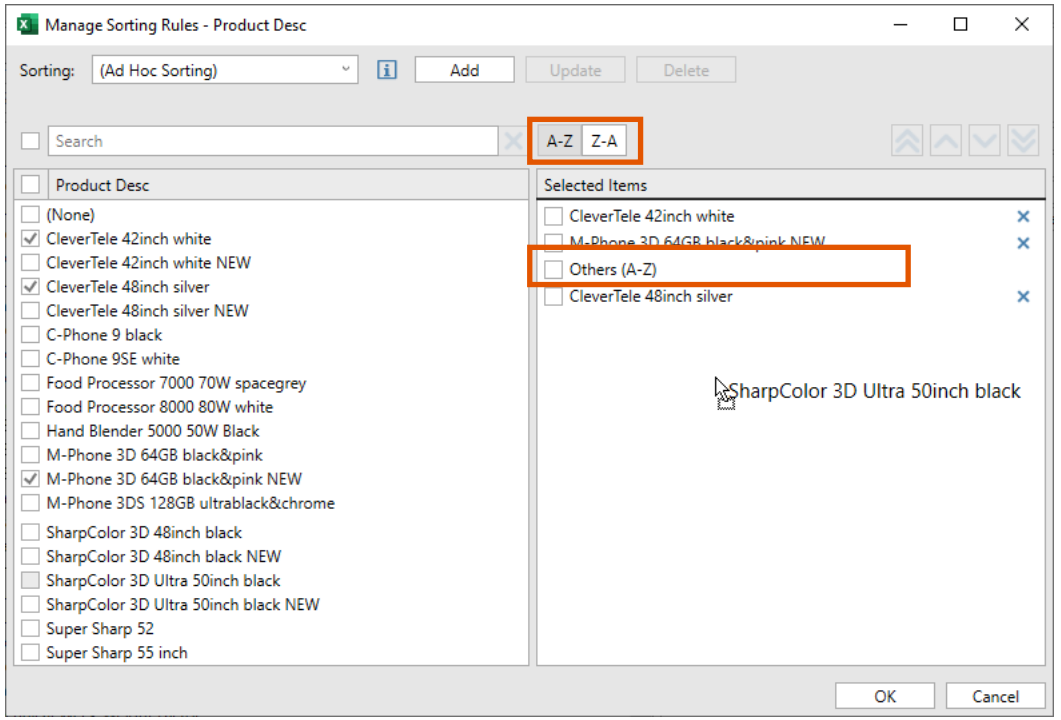
The *Selected Items* section shows a list of attribute values. This list is the sorting rule for the *Product Desc* attribute. With this rule, the planning view will list monitors and phones in the planning view in the following order:

1. CleverTele 42inch white
2. M-Phone 3D 640GB black&pink NEW
3. **Others**, that is, all other products visible on the left side of the window in ascending order (A-Z) - **except for**,
4. CleverTele 48inch silver, which comes at the bottom



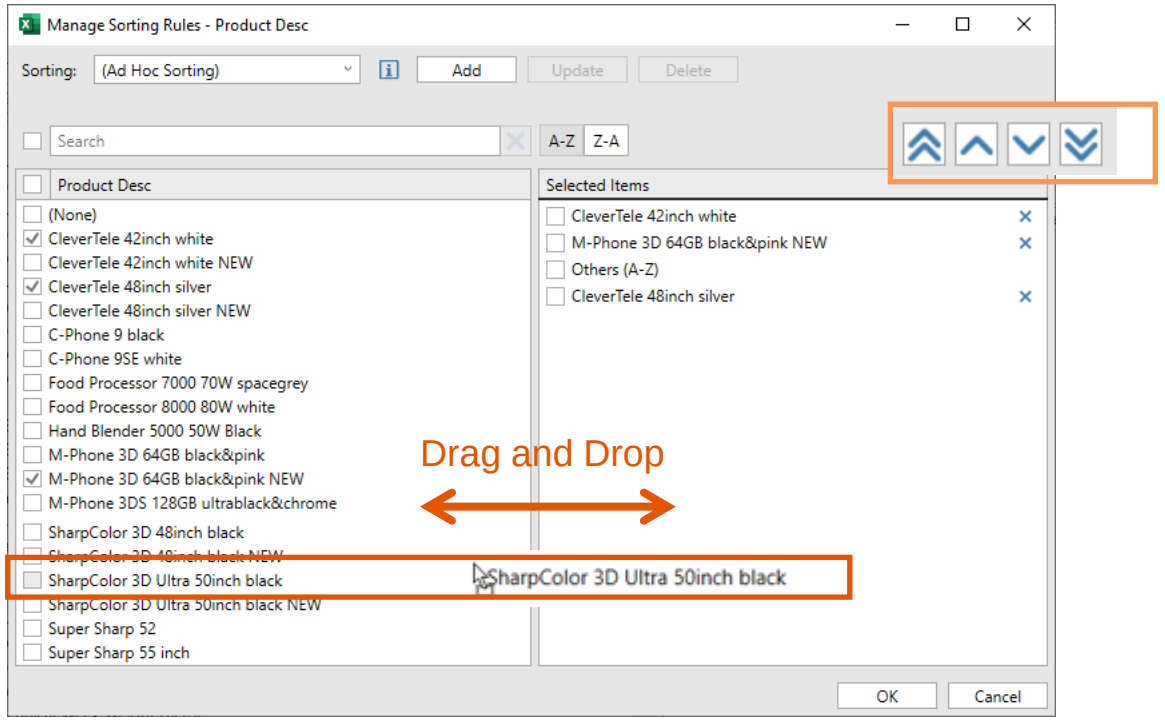
Defining a sorting rule – “Others”

- *Others* is an SAP default category that includes all attribute values from the left side that you have not selected.
- You can decide whether these values get sorted in ascending or descending order.
- To do so, use the *A-Z* and *Z-A* toggle buttons next to the search field.

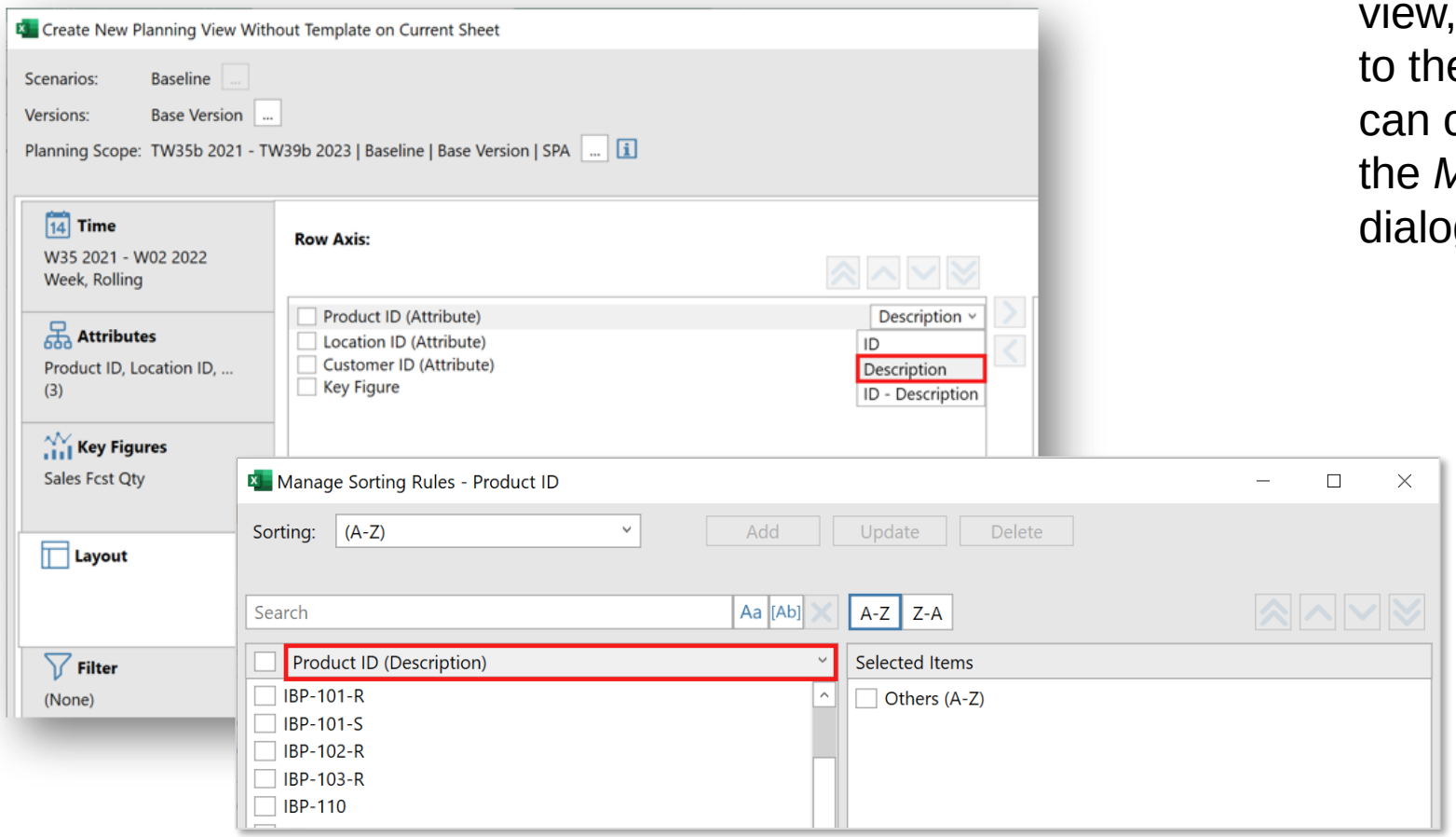


Defining a sorting rule – selecting items and changing the sequence

- To **select** an item for the sorting rule, select the respective checkbox on the left side or drag and drop the item from the left side to the right.
- To **deselect** an item: Do the same, just from the right to the left.
- To **change the sequence** of the selected items, move them up and down using drag and drop. Or use the arrows in the top right corner.



Sorting of Attribute Values by Description if ID-Description Linking is Used

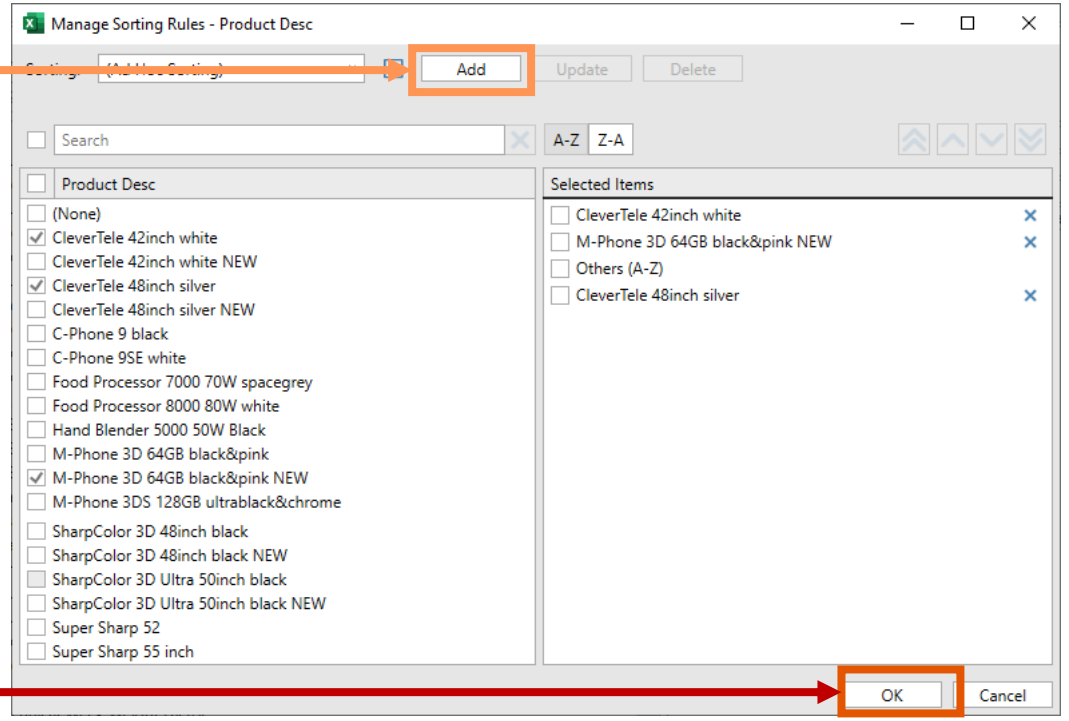


If *Description* is selected to be displayed in the planning view, the sorting rule applies to the description values. You can change the selection in the *Manage Sorting Rules* dialog.

Closing the rule creation

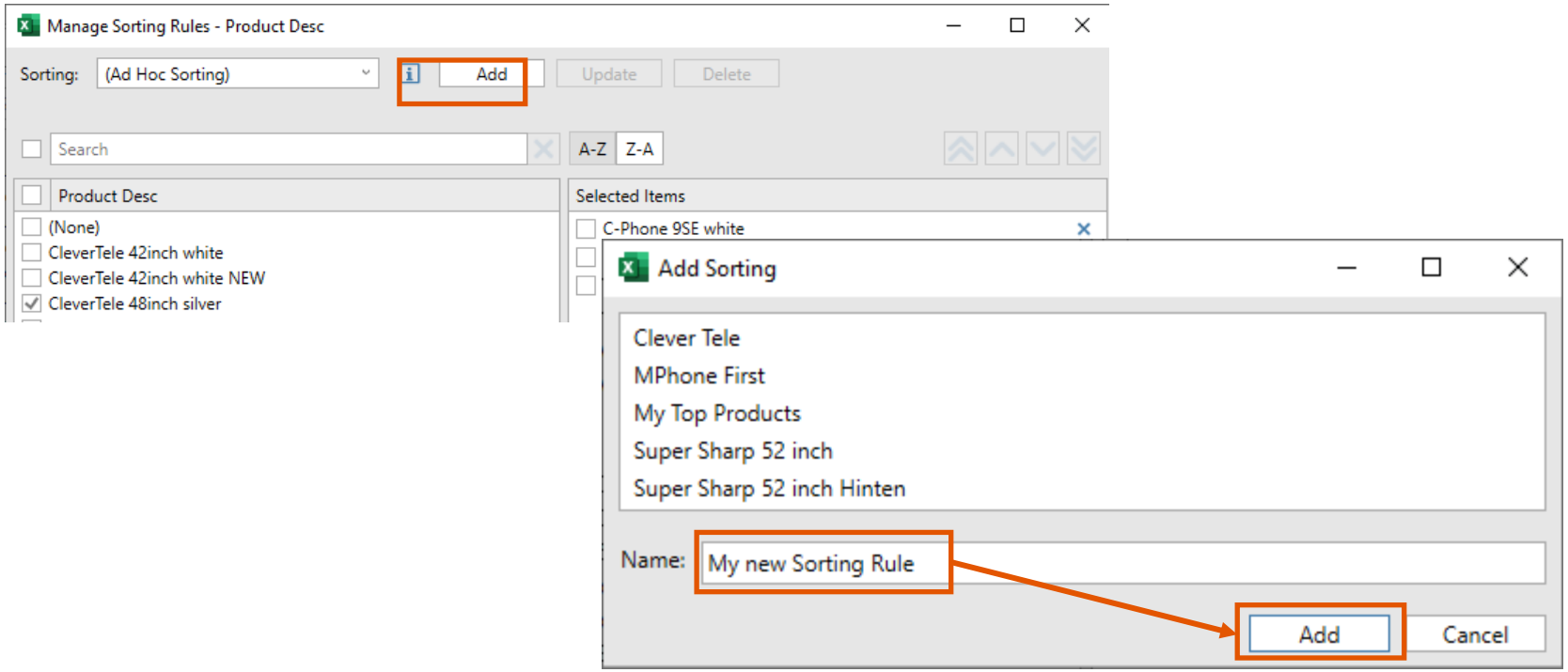
You can save the sorting rule that you have just defined in the following ways:

- As a rule that is immediately applied to your planning view, by choosing OK (ad hoc sorting)
- As a custom rule with a specific name, by choosing *Add*

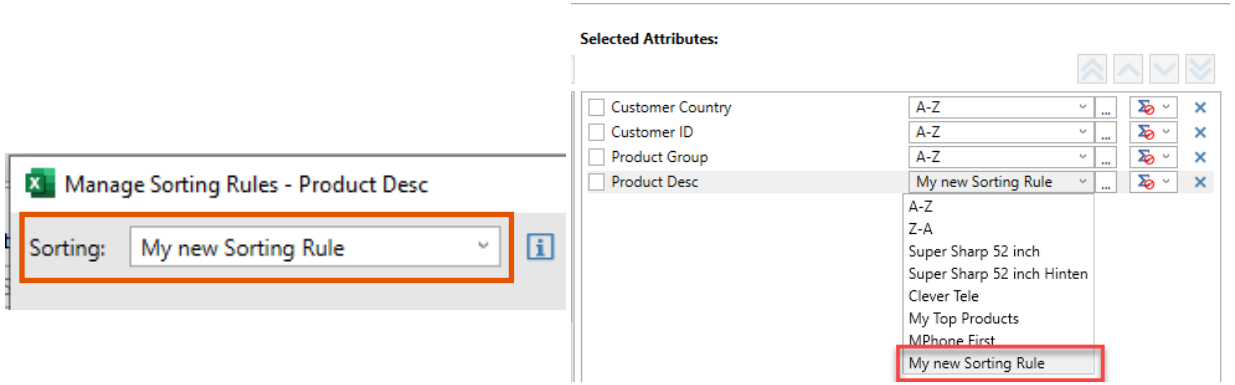


Saving a custom sorting rule

1. Choose *Add.*
2. Enter the rule name.
3. Choose *Add* again.

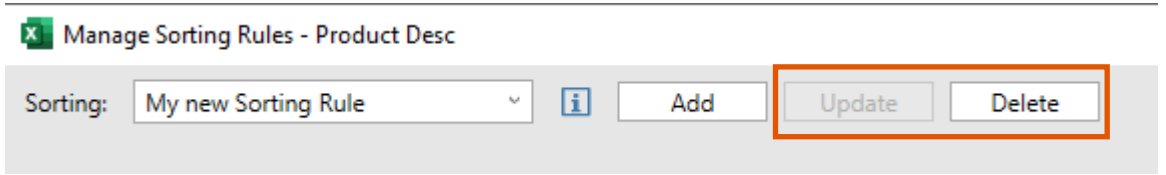


Your sorting rule is now available in the sorting dropdowns.

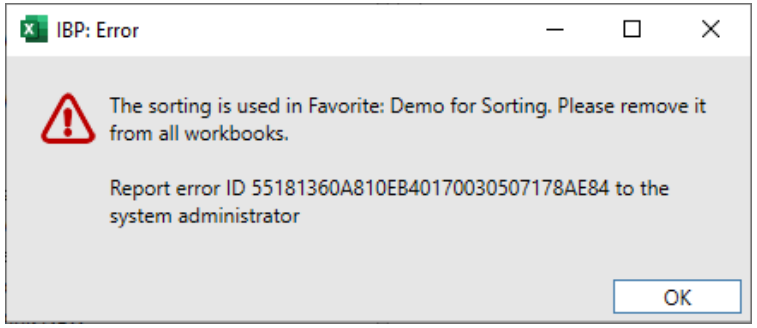


Updating and deleting a custom sorting rule

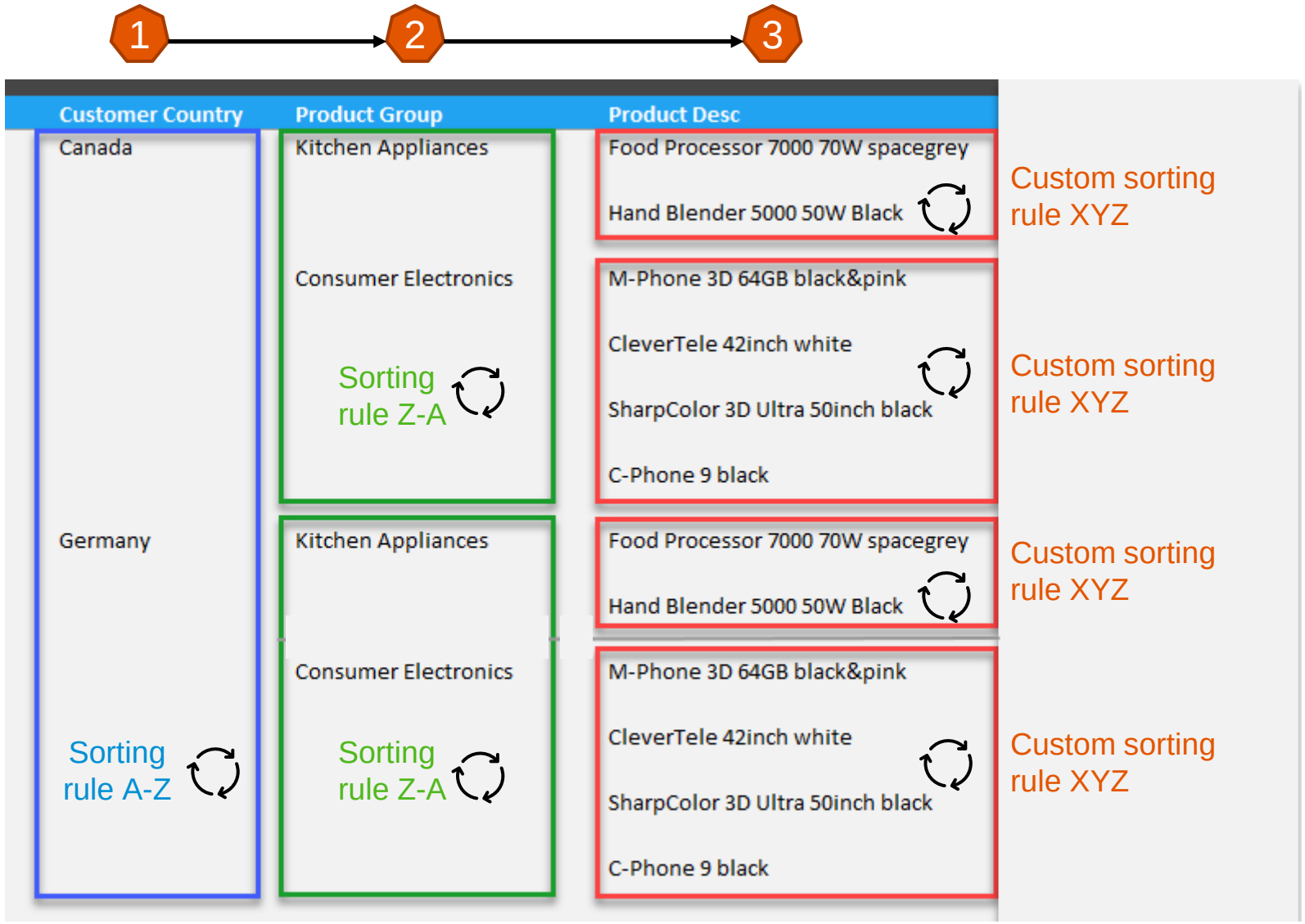
In the *Manage Sorting Rules* window, you can also update or delete a sorting rule.



Please note that you cannot delete sorting rules that are still being used by favorites and templates. If you try to do so, you will get an error message with the name of the favorite or template in which the sorting rule is used.



Sorting for attribute combinations



The sorting rules are applied to each attribute from left to right.

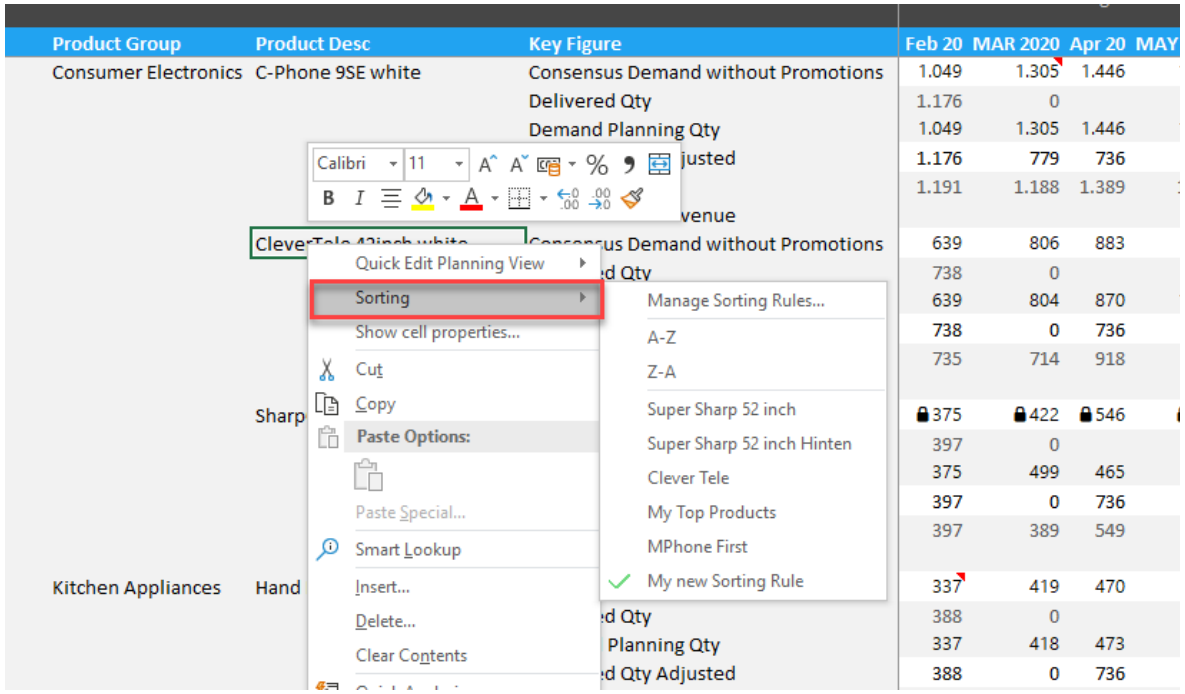
Example in the screenshot

1. The customer countries are sorted in ascending order, using the standard sorting rule A-Z.
2. Within each customer country, the product groups are sorted in descending order using the standard sorting rule Z-A.
3. For each value combination of customer country and product group, the products are sorted using the custom sorting rule XYZ.

Changing the sorting rule in the planning view

In the planning view, you can also change the sorting rule for an attribute using the context menu, as follows:

1. Right-click an attribute value.
2. Choose *Sorting*.
3. Select the sorting rule you want to apply:
   - A-Z for ascending
   - Z-A for descending
   - A custom sorting rule saved previously



Sorting rules in planning view templates and shared favorites

Please note: Planning view templates and planning view favorites are explained in detail later on. This slide only covers how these objects handle sorting rules.

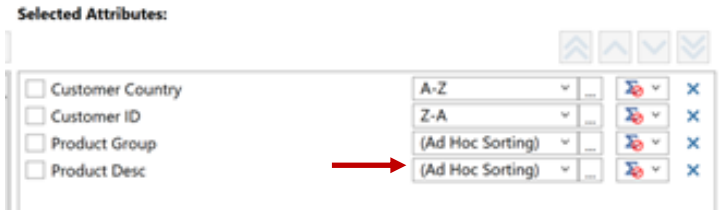
The sorting rules for attributes are saved with a planning view template or a favorite. So, next time you open the template or favorite, your choice of sorting rules is preset for the selected attributes.

If you share a favorite, the sorting rules are shared with the other users as well. Saved sorting rules, however, will appear as *(Ad Hoc Sorting)* rules for other users. The same applies if you open a template that was created by another user.

How you see your favorite:



How your colleagues see it:



Attribute-based sorting and member sorting

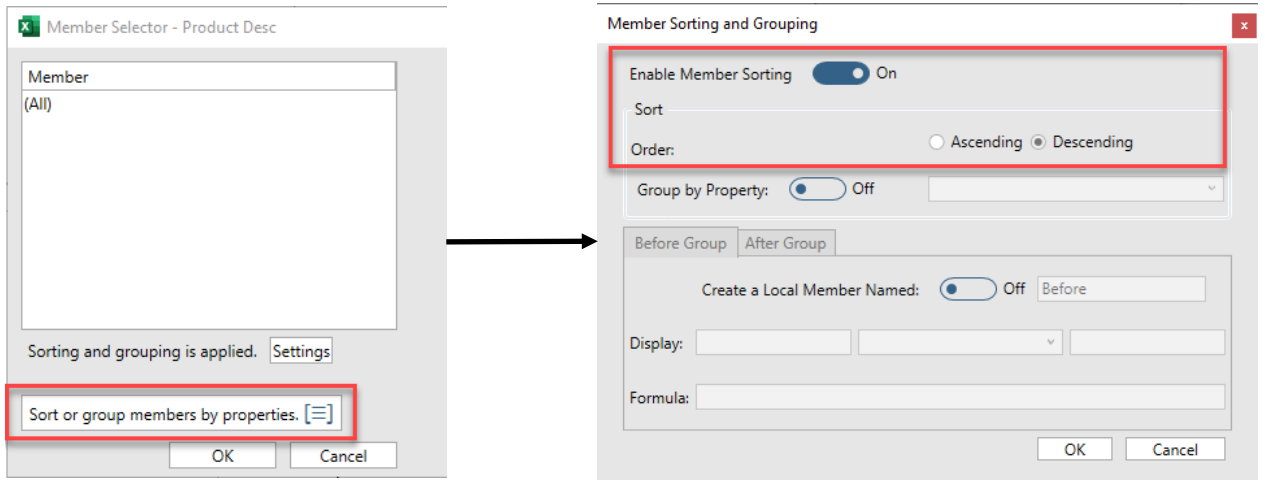
Please note: Local members (now called SAP IBP formulas) are covered in greater detail later on. This slide is just about sorting aspects.

In addition to attribute-based sorting, sorting using the Report Editor (also called Member Sorting), is also available.

We recommend that you only use attribute-based sorting in the planning view, as this is the preferred way of sorting in the Excel add-in. If you want to use both, please note that attribute-based sorting is applied by the SAP IBP backend, while member sorting is applied by the Excel user interface. Therefore, member sorting overrules attribute-based sorting, if there are conflicting sorting settings.

To set up member sorting, choose *Advanced → Report Editor*.

On the *Layout* tab, select an attribute and then *Sort or group members by properties*.



Advanced Settings

Sorting based on key figure values

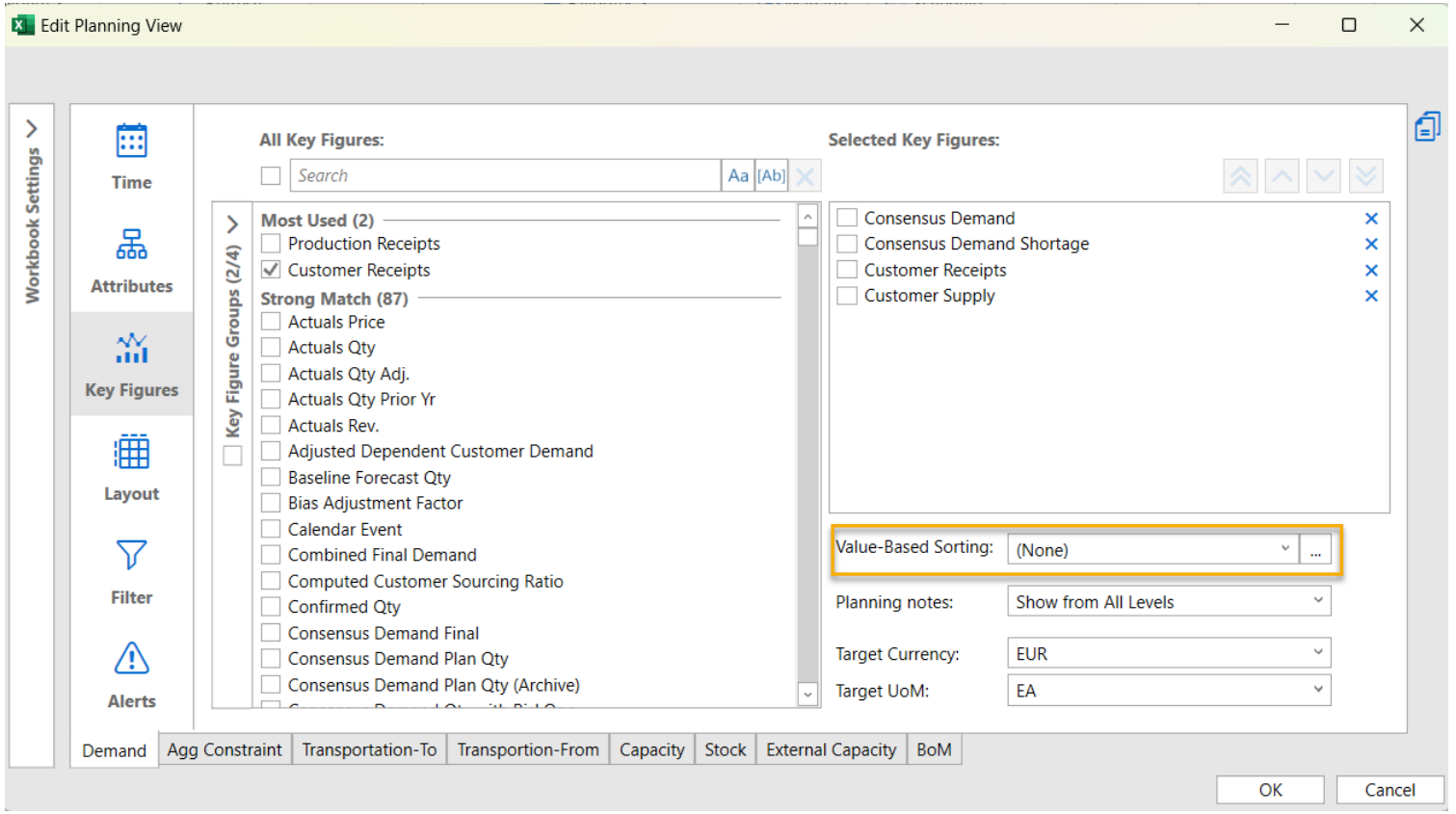
Sorting based on key figure values (value-based sorting)

Where can you find it?

The *Value-Based Sorting* function is available on the *Key Figures* tab in the *Create Planning View* or *Edit Planning View* dialog.

In the dropdown, you can choose one of your available value-based sorting rules that you already saved previously. If *(None)* is selected, no value-based sorting rule applies.

By choosing the **...** button next to it, the *Manage Sorting Rules – Value-Based Sorting* dialog opens, and you can define a new value-based sorting rule or update the selected one.



Sorting based on key figure values (value-based sorting)

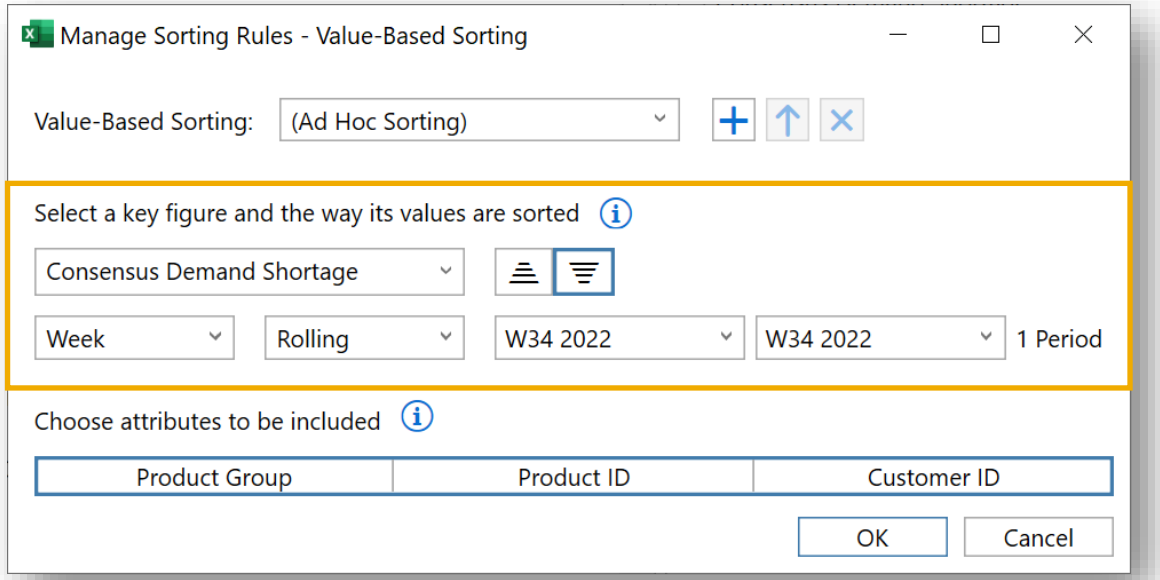
How to set up a sorting rule

In the *Manage Sorting Rules – Value-Based Sorting* dialog you can select the key figure whose values you want to sort.

By using the *Ascending* and *Descending* toggle buttons you can decide whether the key figure values should be sorted in an ascending or descending order.

Select a time level which fits the selected key figure and choose a time horizon. (Note: The time level and time horizon can be different from the ones used on the *Time* tab)

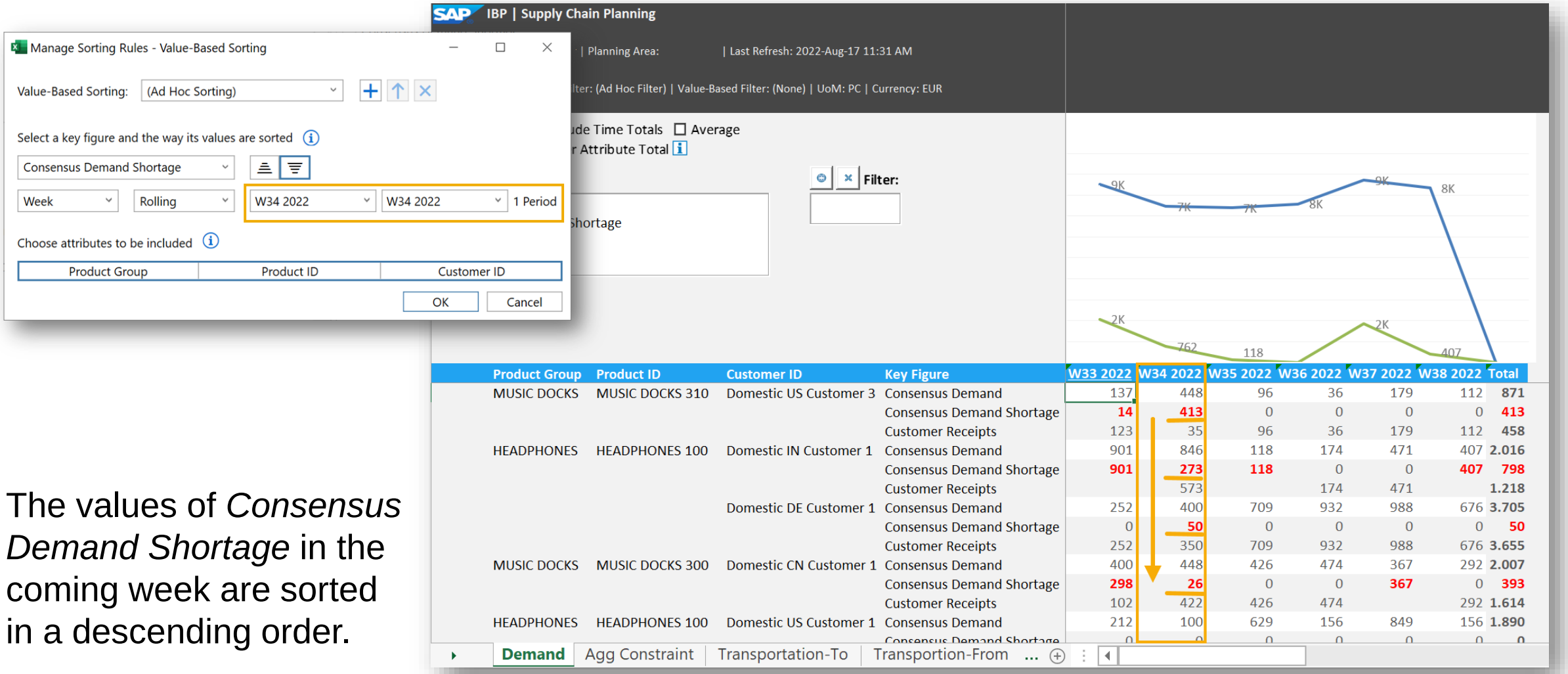
If you choose the same time period in the *From* and *To* field, the planning view will be sorted by the key figure values of this period. When you choose several time periods instead, the planning view will be sorted by the aggregated key figure values over the selected time periods.



→ See example planning views on the following slide

Sorting based on key figure values (value-based sorting)

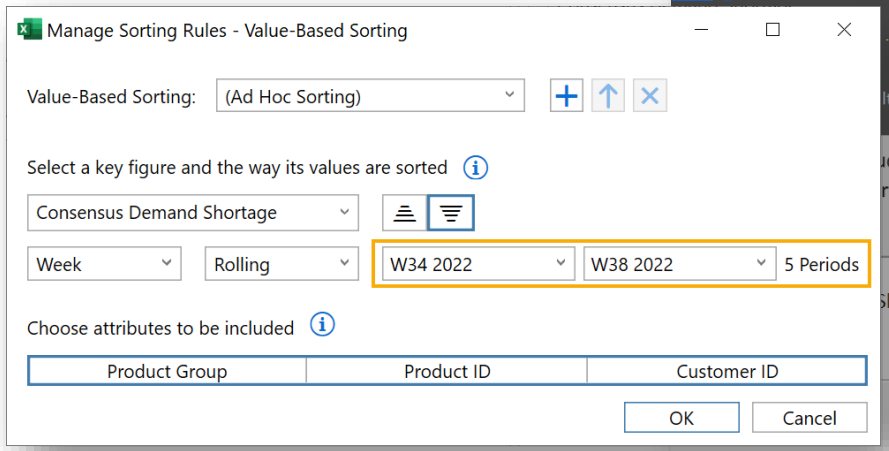
Sorting based on one time period

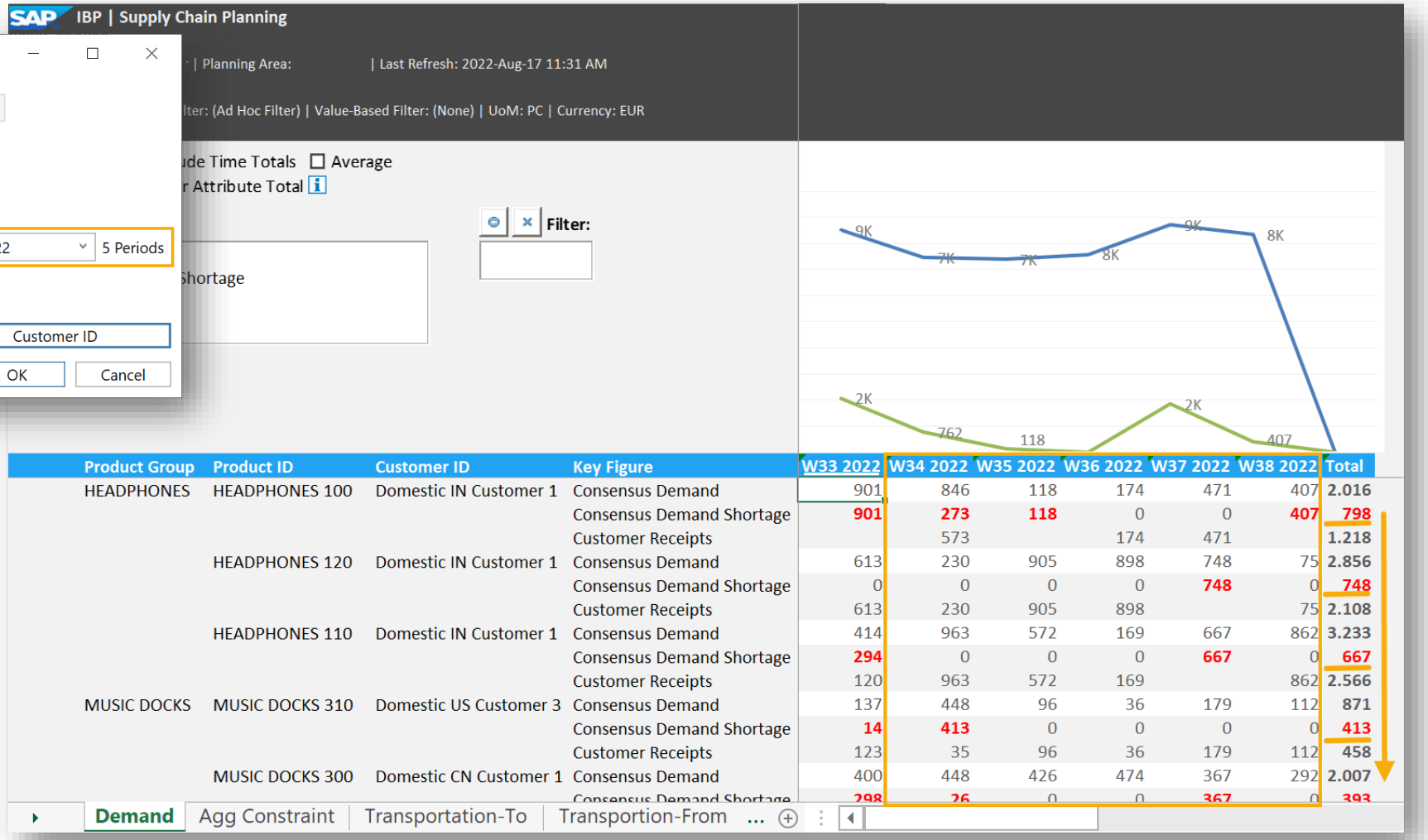


The values of *Consensus Demand Shortage* in the coming week are sorted in a descending order.

Sorting based on key figure values (value-based sorting)

Sorting based on several time periods





Product Group	Product ID	Customer ID	Key Figure	W33 2022	W34 2022	W35 2022	W36 2022	W37 2022	W38 2022	Total
HEADPHONES	HEADPHONES 100	Domestic IN Customer 1	Consensus Demand	901	846	118	174	471	407	2.016
			Consensus Demand Shortage	901	273	118	0	0	407	798
			Customer Receipts		573		174	471		1.218
	HEADPHONES 120	Domestic IN Customer 1	Consensus Demand	613	230	905	898	748	75	2.856
			Consensus Demand Shortage	0	0	0	0	748	0	748
			Customer Receipts	613	230	905	898		75	2.108
	HEADPHONES 110	Domestic IN Customer 1	Consensus Demand	414	963	572	169	667	862	3.233
			Consensus Demand Shortage	294	0	0	0	667	0	667
			Customer Receipts	120	963	572	169		862	2.566
MUSIC DOCKS	MUSIC DOCKS 310	Domestic US Customer 3	Consensus Demand	137	448	96	36	179	112	871
			Consensus Demand Shortage	14	413	0	0	0	0	413
			Customer Receipts	123	35	96	36	179	112	458
	MUSIC DOCKS 300	Domestic CN Customer 1	Consensus Demand	400	448	426	474	367	292	2.007
			Consensus Demand Shortage	298	26	0	0	367	0	393

The aggregated values of Consensus Demand Shortage over the coming 5 weeks are sorted in a descending order.

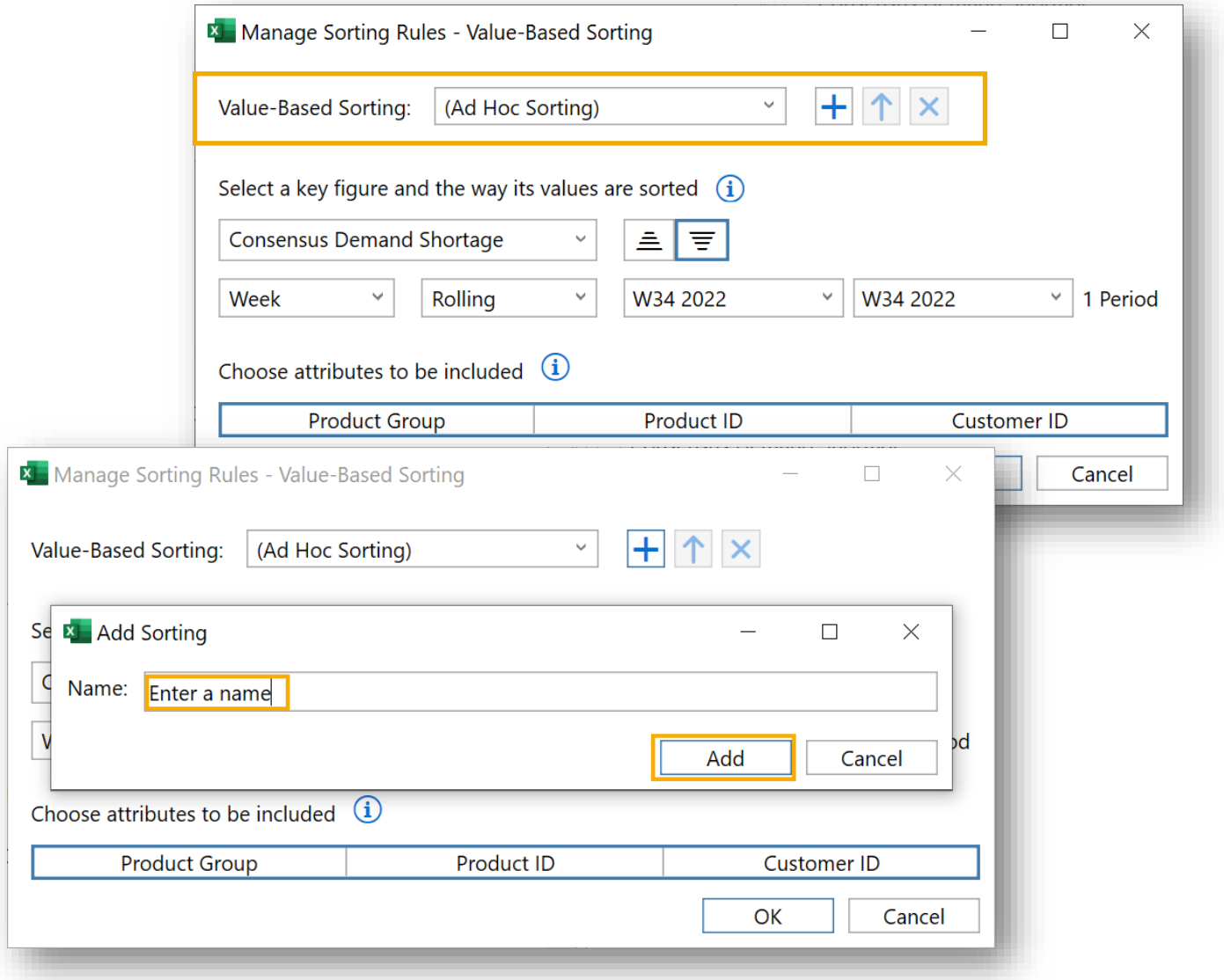
Sorting based on key figure values (value-based sorting)

Save your own sorting rule

Once you have configured a sorting rule, you can choose the *Add new sorting* button and define a name.

This way you can save the sorting rule and reuse it in other planning views where the related key figure is selected. To do so, you just need to choose the name of the sorting rule in the dropdown of the *Value-Based Sorting* field.

You can update and delete the selected sorting rules by using the *Update* and the *Delete* buttons.



Sorting based on key figure values (value-based sorting)

Restrictions

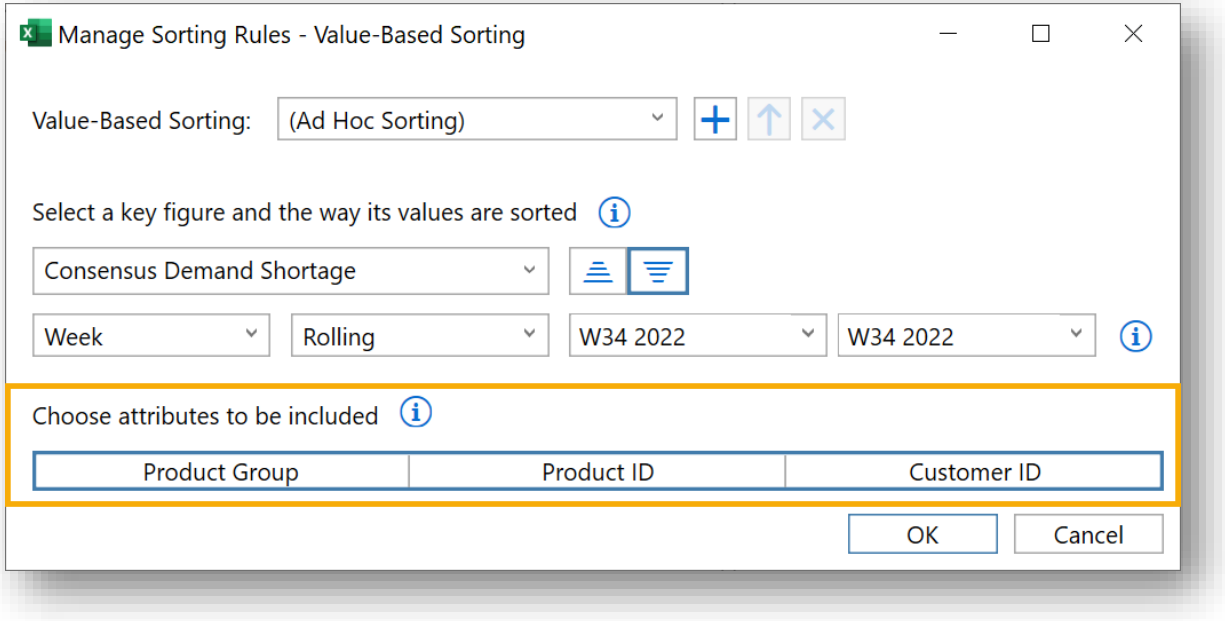
There are some restrictions related to the planning view settings that you must keep in mind if you want to use value-based sorting:

- Only key figures that are included in the planning view can be used for value-based sorting.
- Aggregated constraint key figures can‘t be used for value-based sorting.
- Time periods must be placed on the column axis.
- Attributes must be placed on the row axis (apart from time profile attributes, which always need to be placed on the column axis together with the time periods).
- Key figures can be placed on either the row or the column axis. On the row axis, the key figures must be placed after all selected attributes.
- Only one version and one scenario can be selected, multiple versions and scenarios are not supported.
- Attribute-based sub-totals are not supported, only attribute-based grand totals and time totals can be used.

Exclude attributes from value-based sorting rules

Motivation

You can exclude attributes from the value-based sorting rule, and sort them according to the attribute-based sorting rule that is defined. In this way, it is possible to combine attribute-based sorting and value-based sorting in one planning view.

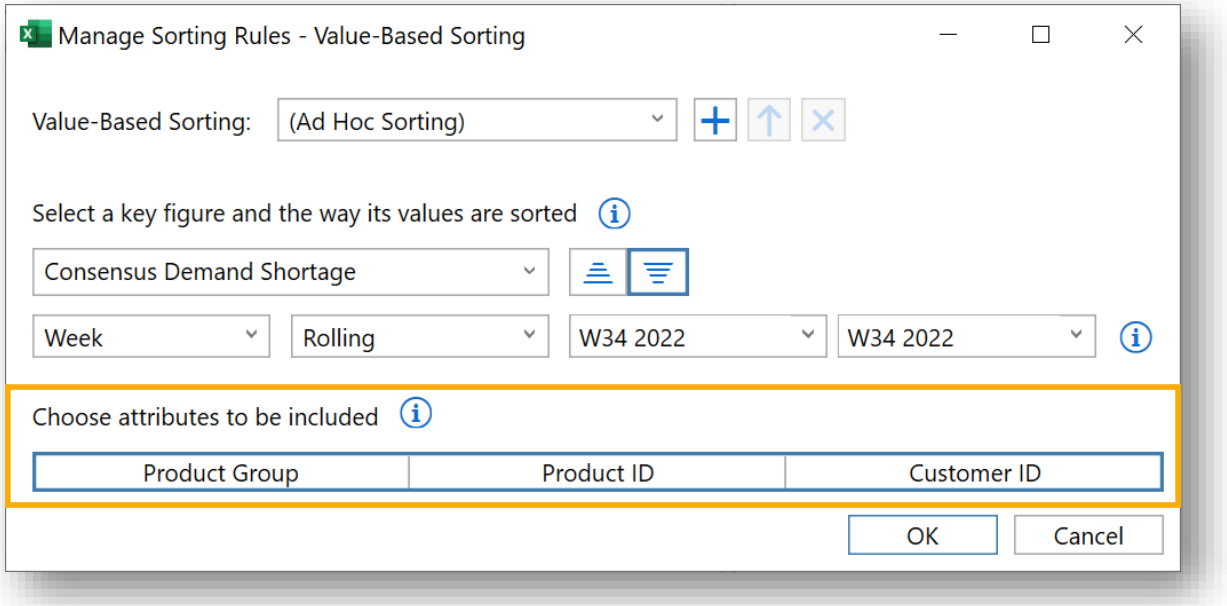


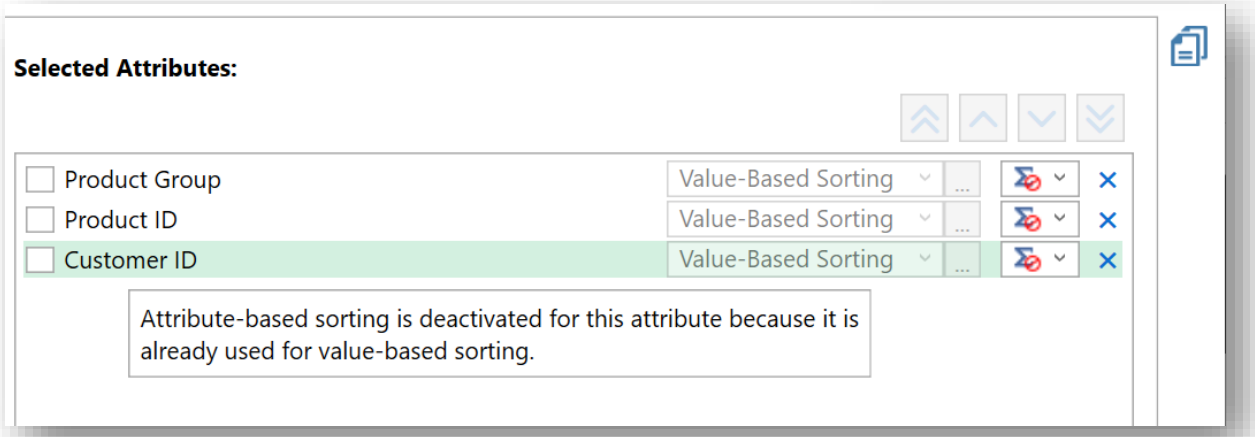
Exclude attributes from value-based sorting rules

Including all attributes

If you define a value-based sorting rule and choose to **include** all attributes in the lower part of the *Manage Sorting Rules* dialog, the attribute-based sorting is deactivated for all attributes.

Note: This is the default selection when you create new sorting rules.





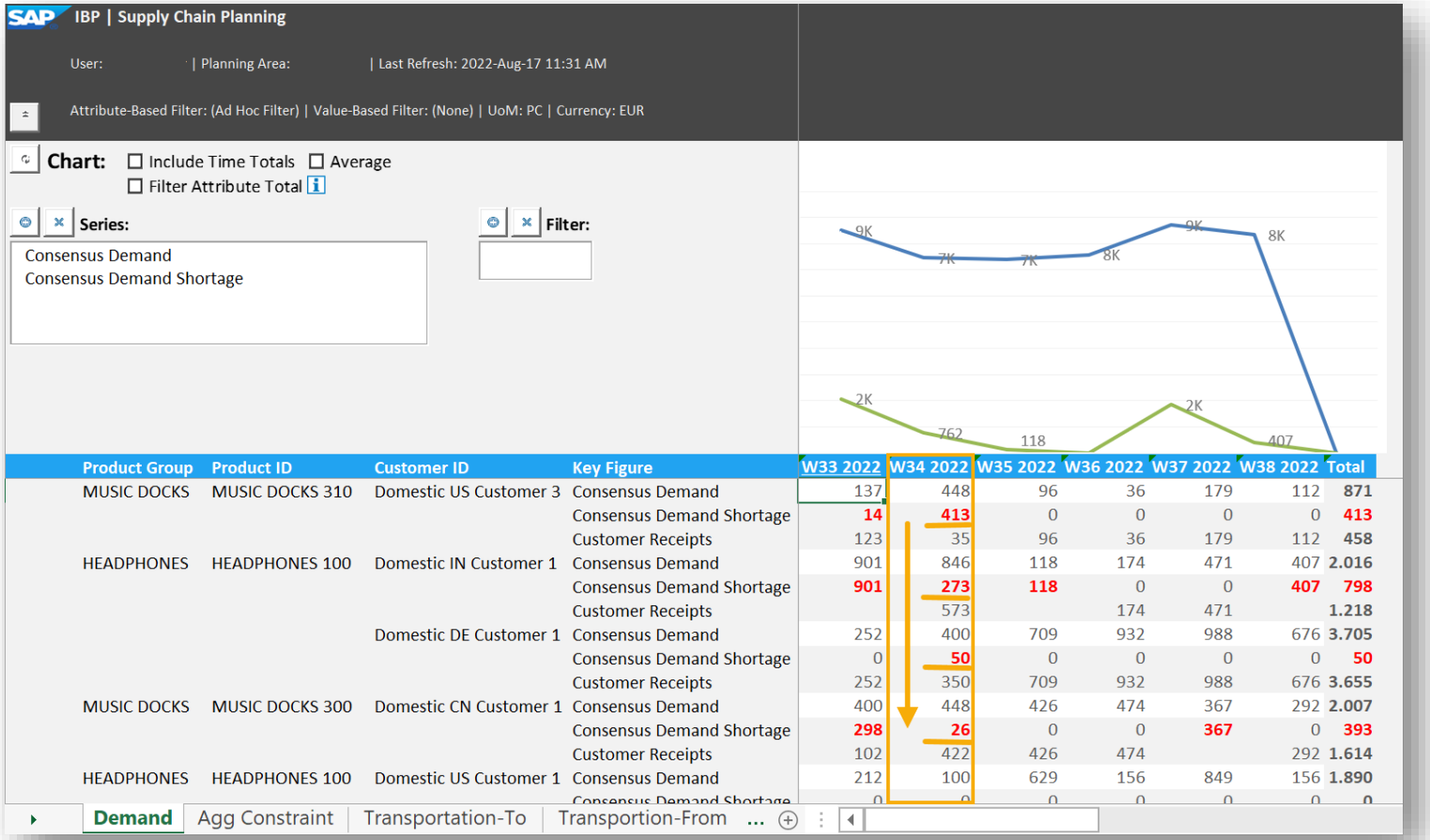
This is also reflected on the *Attributes* tab.

Exclude attributes from value-based sorting rules

Including all attributes

All selected attributes are sorted by the value-based sorting rule and attribute-based sorting is deactivated.

The values of *Consensus Demand Shortage* in the coming week are sorted in descending order for the available combinations of Product Group, Product ID and Customer ID.

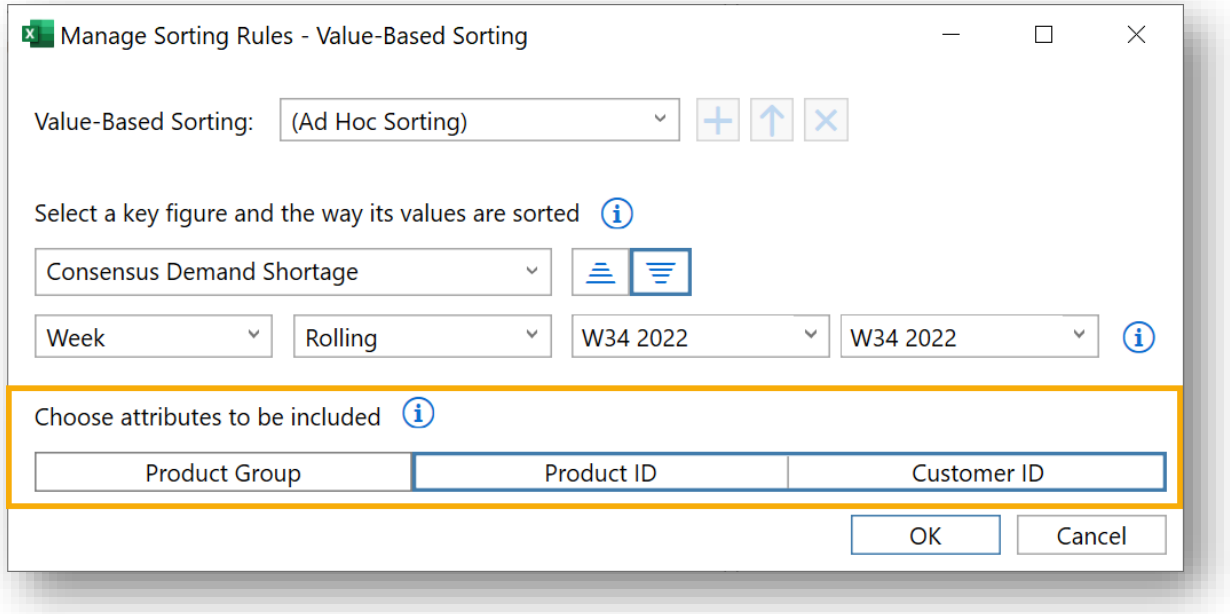


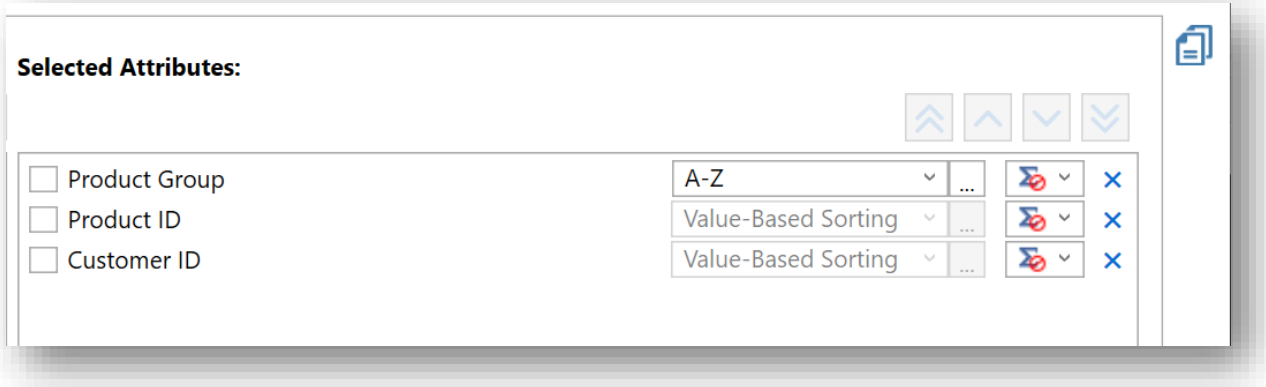
Product Group	Product ID	Customer ID	Key Figure	W33 2022	W34 2022	W35 2022	W36 2022	W37 2022	W38 2022	Total
MUSIC DOCKS	MUSIC DOCKS 310	Domestic US Customer 3	Consensus Demand	137	448	96	36	179	112	871
			Consensus Demand Shortage	14	413	0	0	0	0	413
			Customer Receipts	123	35	96	36	179	112	458
HEADPHONES	HEADPHONES 100	Domestic IN Customer 1	Consensus Demand	901	846	118	174	471	407	2.016
			Consensus Demand Shortage	901	273	118	0	0	407	798
			Customer Receipts		573		174	471		1.218
		Domestic DE Customer 1	Consensus Demand	252	400	709	932	988	676	3.705
			Consensus Demand Shortage	0	50	0	0	0	0	50
			Customer Receipts	252	350	709	932	988	676	3.655
MUSIC DOCKS	MUSIC DOCKS 300	Domestic CN Customer 1	Consensus Demand	400	448	426	474	367	292	2.007
			Consensus Demand Shortage	298	26	0	0	367	0	393
			Customer Receipts	102	422	426	474		292	1.614
HEADPHONES	HEADPHONES 100	Domestic US Customer 1	Consensus Demand	212	100	629	156	849	156	1.890

Exclude attributes from value-based sorting rules

Excluding the first attribute

If you define a value-based sorting rule, and choose to **exclude** some of the attributes in the lower part of the *Manage Sorting Rules* dialog, the attributes you exclude are sorted by the attribute-based sorting rule that is defined. The value-based sorting rule is applied to the attributes that are included.





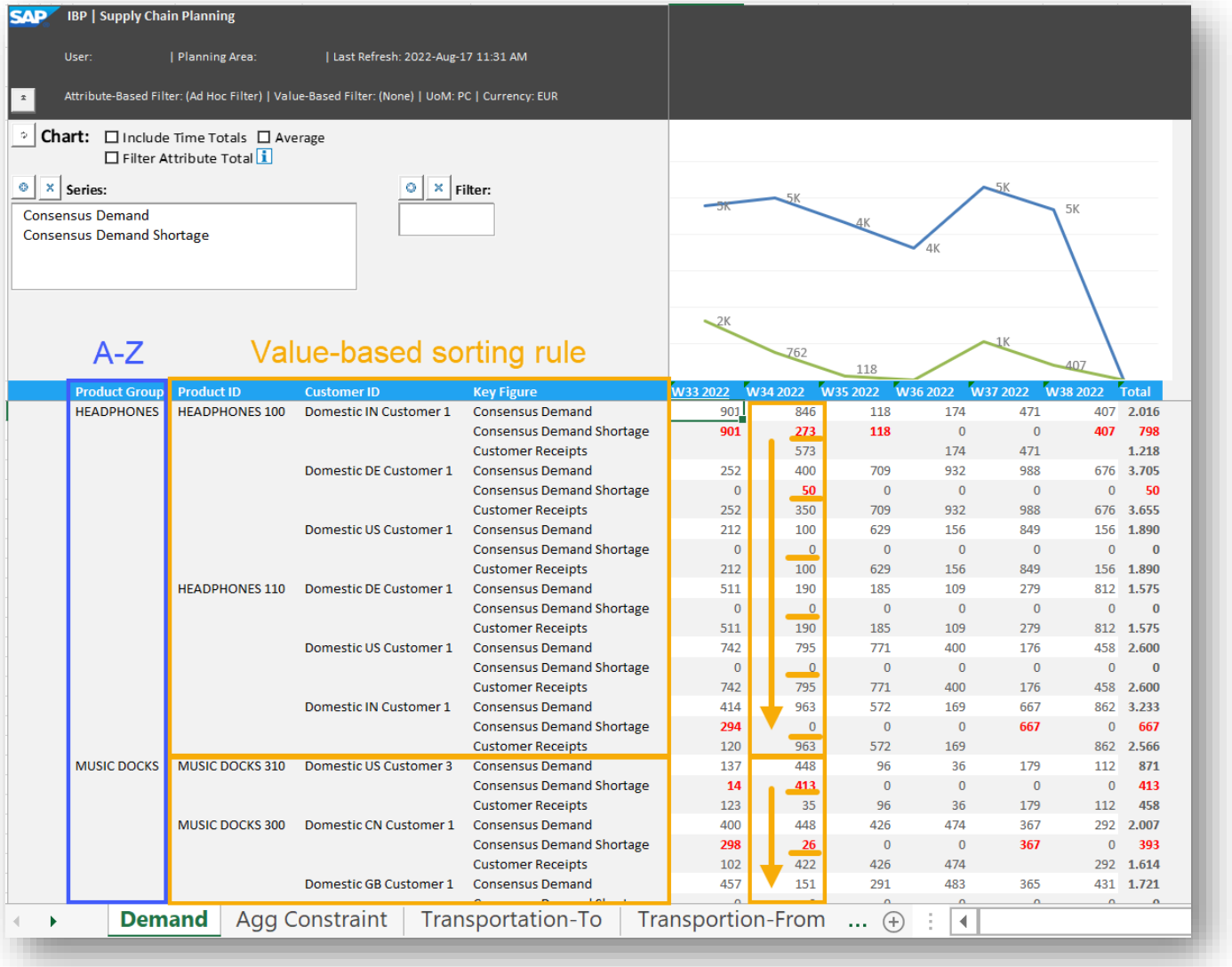
This is also reflected on the *Attributes* tab.

Exclude attributes from value-based sorting rules

Excluding the first attribute

The attribute Product Group is excluded from the value-based sorting rule, and is sorted from A-Z.

The values of *Consensus Demand Shortage* in the coming week are sorted in descending order for the available combinations of Product ID and Customer ID inside one Product Group.



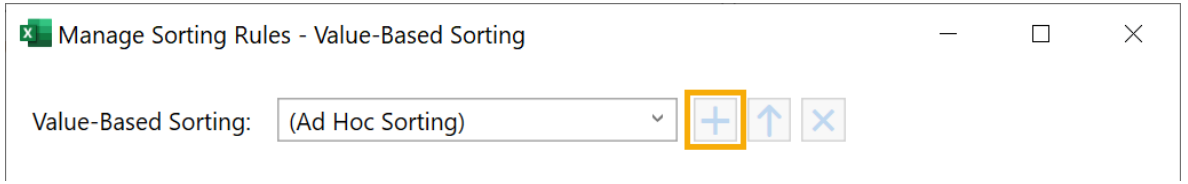
Product Group	Product ID	Customer ID	Key Figure	W33 2022	W34 2022	W35 2022	W36 2022	W37 2022	W38 2022	Total
HEADPHONES	HEADPHONES 100	Domestic IN Customer 1	Consensus Demand	901	846	118	174	471	407	2.016
			Consensus Demand Shortage	901	273	118	0	0	407	798
			Customer Receipts		573		174	471		1.218
		Domestic DE Customer 1	Consensus Demand	252	400	709	932	988	676	3.705
			Consensus Demand Shortage	0	50	0	0	0	0	50
			Customer Receipts	252	350	709	932	988	676	3.655
		Domestic US Customer 1	Consensus Demand	212	100	629	156	849	156	1.890
			Consensus Demand Shortage	0	0	0	0	0	0	0
			Customer Receipts	212	100	629	156	849	156	1.890
	HEADPHONES 110	Domestic DE Customer 1	Consensus Demand	511	190	185	109	279	812	1.575
			Consensus Demand Shortage	0	0	0	0	0	0	0
			Customer Receipts	511	190	185	109	279	812	1.575
		Domestic US Customer 1	Consensus Demand	742	795	771	400	176	458	2.600
			Consensus Demand Shortage	0	0	0	0	0	0	0
			Customer Receipts	742	795	771	400	176	458	2.600
		Domestic IN Customer 1	Consensus Demand	414	963	572	169	667	862	3.233
			Consensus Demand Shortage	294	0	0	0	667	0	667
			Customer Receipts	120	963	572	169		862	2.566
MUSIC DOCKS	MUSIC DOCKS 310	Domestic US Customer 3	Consensus Demand	137	448	96	36	179	112	871
			Consensus Demand Shortage	14	413	0	0	0	0	413
			Customer Receipts	123	35	96	36	179	112	458
	MUSIC DOCKS 300	Domestic CN Customer 1	Consensus Demand	400	448	426	474	367	292	2.007
			Consensus Demand Shortage	298	26	0	0	367	0	393
			Customer Receipts	102	422	426	474		292	1.614
		Domestic GB Customer 1	Consensus Demand	457	151	291	483	365	431	1.721

Exclude attributes from value-based sorting rules

Restrictions

When excluding attributes from the value-based sorting rule, please keep the following in mind:

- Only sorting rules with all attributes included can be saved as custom rule and reused in other planning views. (The *Add new sorting* button is disabled otherwise.)



- Only the first or the last attributes can be excluded, attributes in the middle can’t be excluded.

Advanced Settings

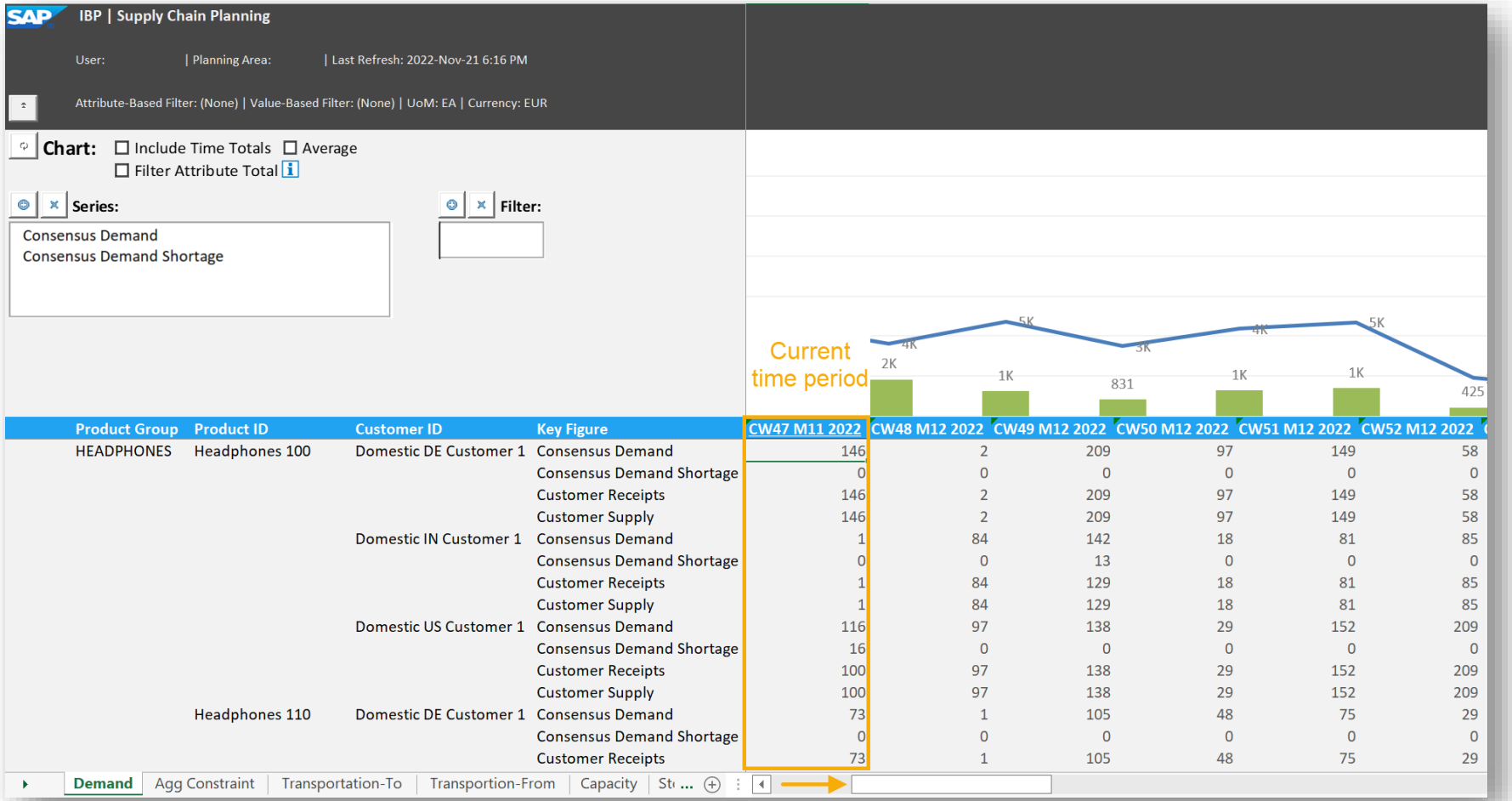
Scrolling to current time period

Opening planning views - scrolling to the current time period

Example

You can have the worksheet automatically scroll to the current time period when you open a planning view.

(In this example, the current time period is C47 M11 2022.)

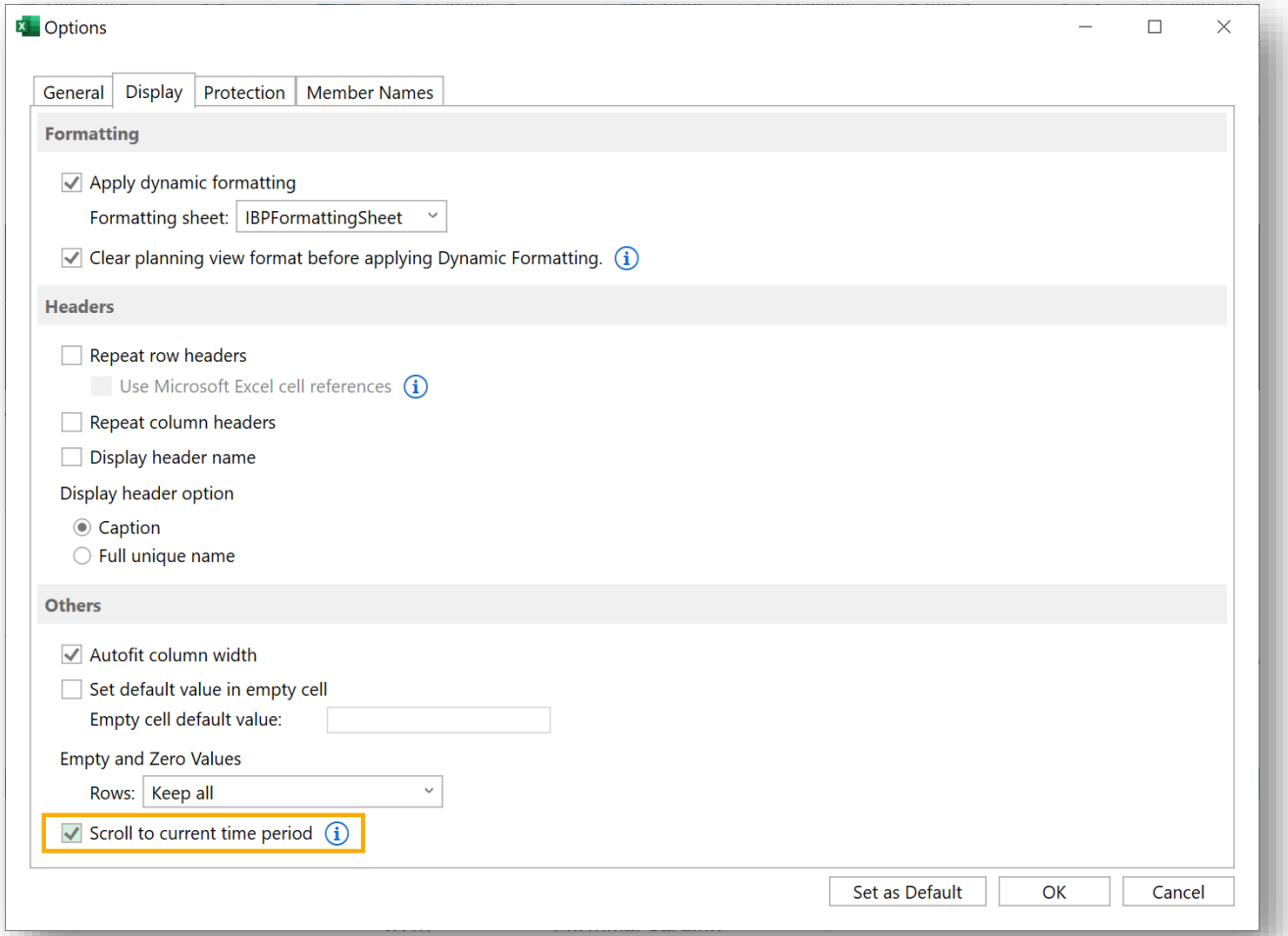


Opening planning views - scrolling to the current time period

How to enable it?

If you select the *Scroll to current time period* checkbox on the *Display* tab of the *Options* dialog, the planning view or change history view of the active worksheet scrolls to the current time period every time you open or edit it.

If you want to use this function in a specific template or favorite, select the checkbox for all relevant worksheets and update the template or favorite.



Opening planning views - scrolling to the current time period

Good to know

- The time periods must be placed on the column axis on the *Layout* tab of the *Create Planning View* or *Edit Planning View* dialog.
- If you have defined multiple time levels or totals in your planning view definition, and the checkbox *Scroll to current time period* is selected, the planning view scrolls to the current time period of the first time level defined.
- Make sure to **freeze** the columns including the headers of the row axis (such as attributes and key figures) using the Microsoft Excel *Freeze Panes* function in the *View* group, otherwise the headers won‘t be visible after the scrolling is applied.

Advanced Settings

Copying planning view settings

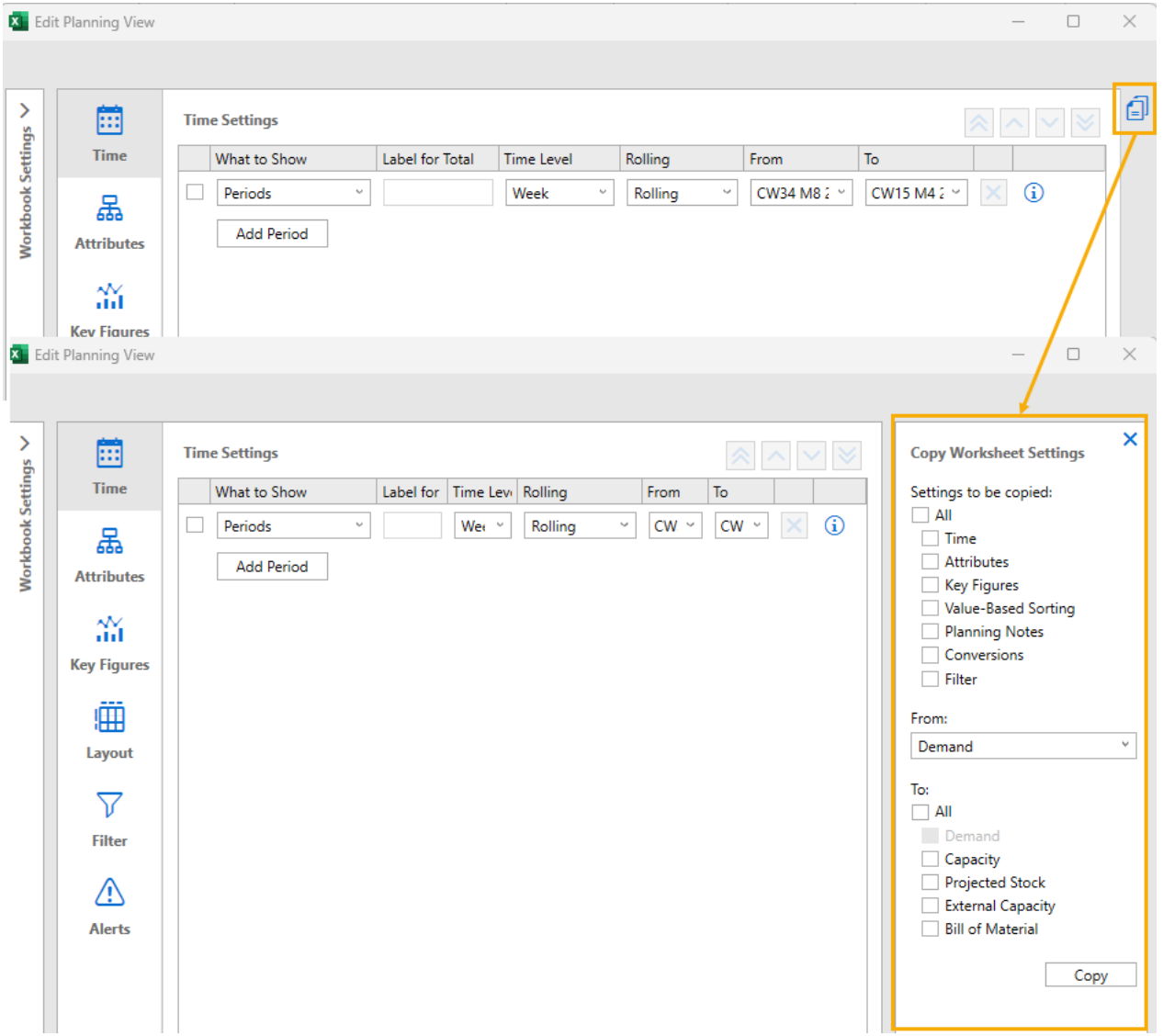
Copying settings of a planning view

You can copy settings from one planning view to another within a workbook that contains several worksheets with planning views.

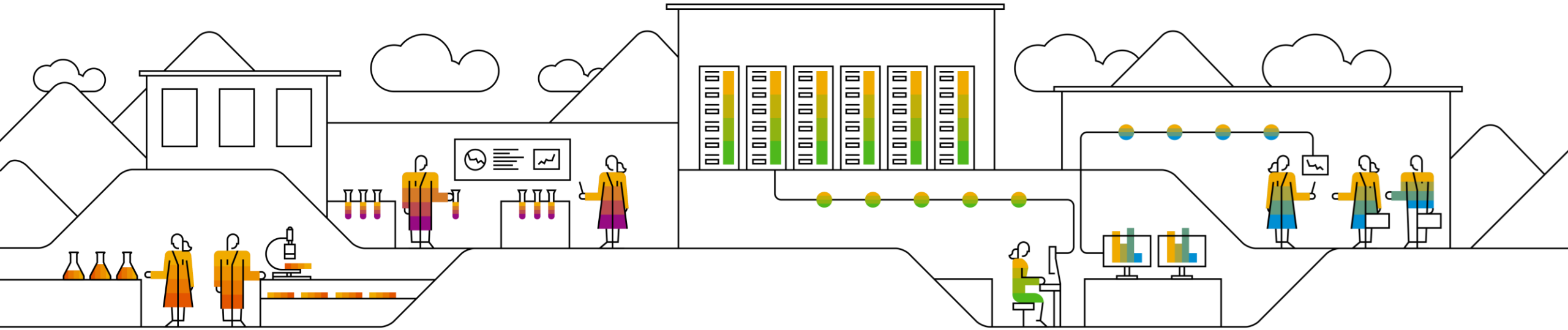
1. Choose the document icon with the quick info text **Copy Worksheet Settings** in the top-right corner of the **Create Planning View** or **Edit Planning View** dialog.

2. Select the settings you want to copy, the worksheet with the planning view you want to copy from, and one or more worksheets as targets.

3. Choose **Copy**.



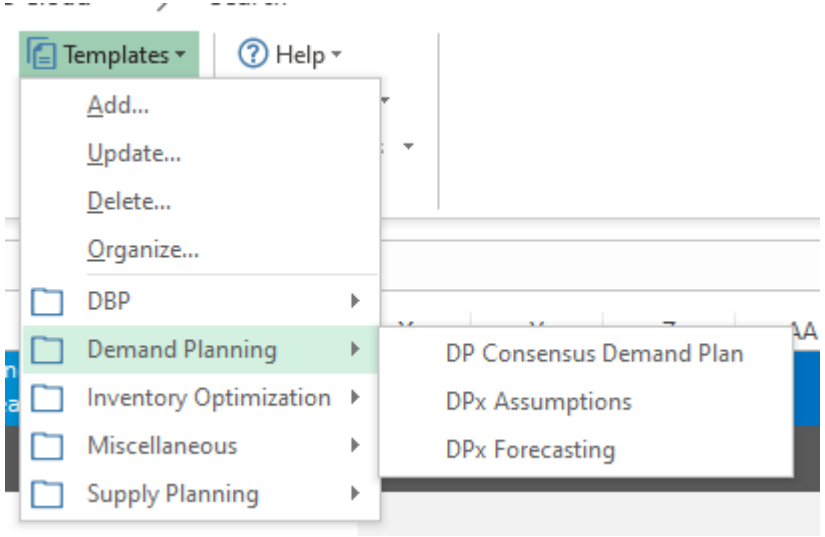
4) Saving Planning Views as Templates and Favorites



Comparing templates and favorites

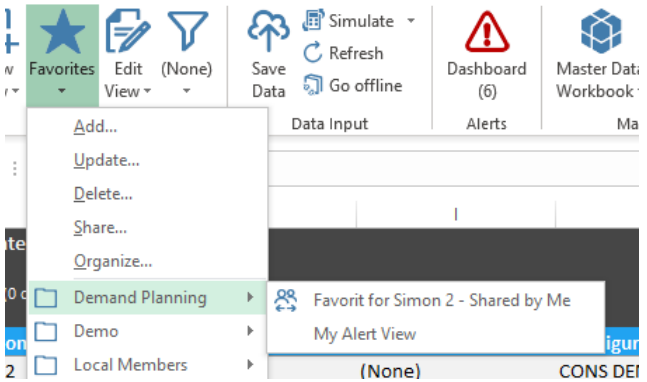
Templates

- A template administrator can share planning view templates with all users.
- A template administrator can maintain defaults, filters, and more.
- The system administrator can restrict the access to certain templates for the users using authorizations.



Favorites

- Individual for the user
- Only visible for users with whom the user has shared the favorites
- The administrator cannot centrally restrict the access to the favorites to certain users.
- Favorites have a separate lifecycle: Favorites that were created from a template do not get automatically updated when the original template gets changed (the formatting, for example).



Creating, updating, and deleting a favorite or template

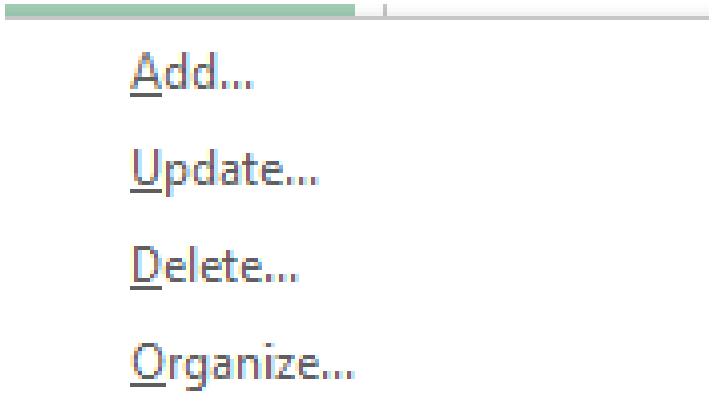
Once you have created a planning view, you can save it as a favorite or, if you have the necessary authorization of a template administrator, also as a template.

For templates, choose *Templates* in the *SAP IBP* ribbon and then choose

- *Add* to create a new template
- *Update* to update an existing template
- *Delete* to delete an existing template

For favorites, choose *Favorites* in the *SAP IBP ribbon* and then choose

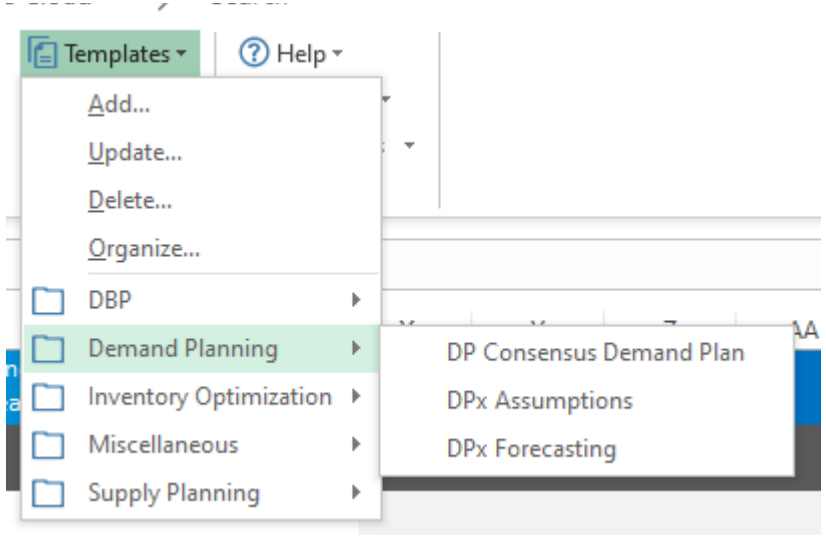
- *Add* to create a new favorite
- *Update* to update an existing favorite
- *Delete* to delete an existing favorite



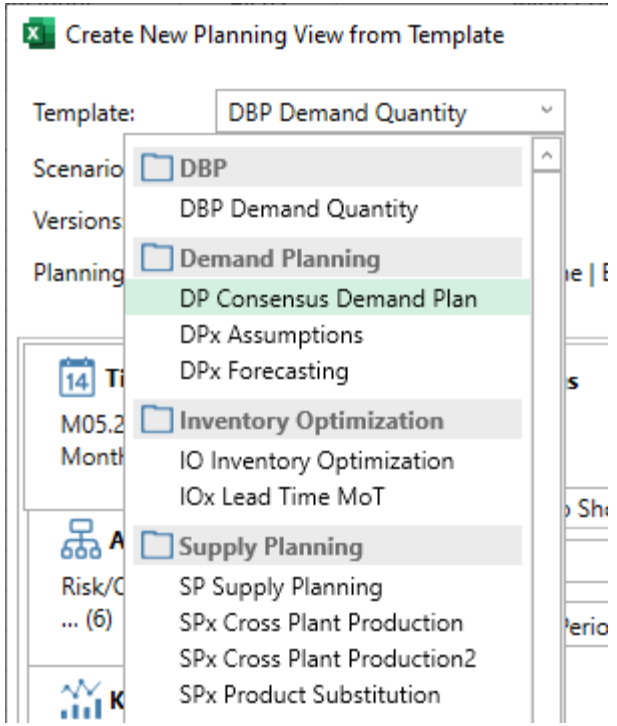
Accessing templates

Once a planning view is saved as a template, it can be opened as follows:

From the *Templates* dropdown menu in the Excel add-in ribbon (usually visible for template administrators only)



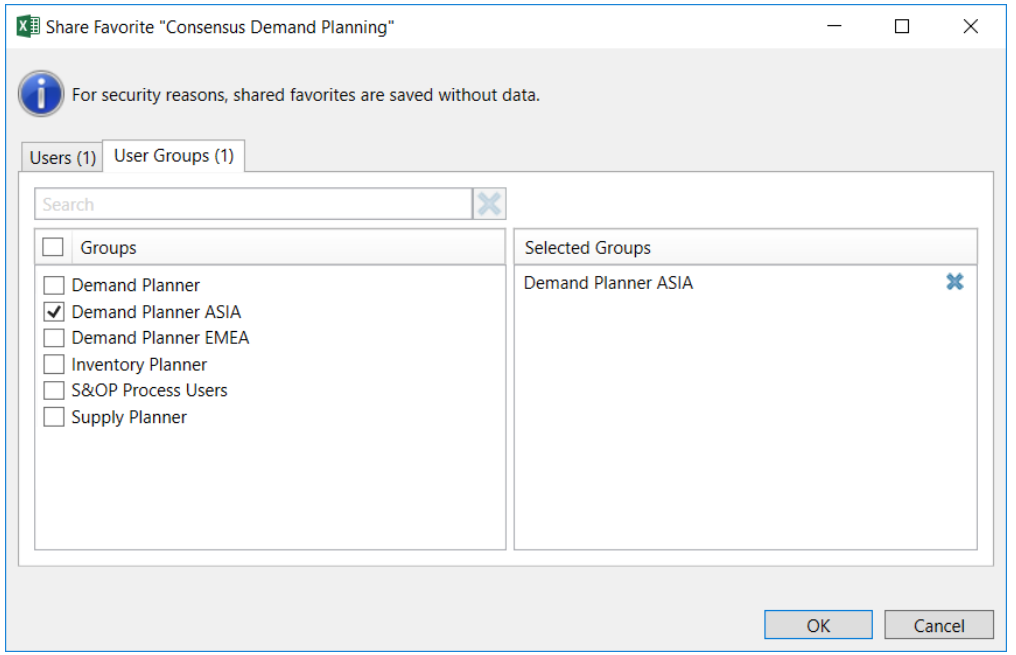
When you create a new planning view from a template, you can select the template to open. The settings can then also be adjusted directly.



Sharing a favorite with another user

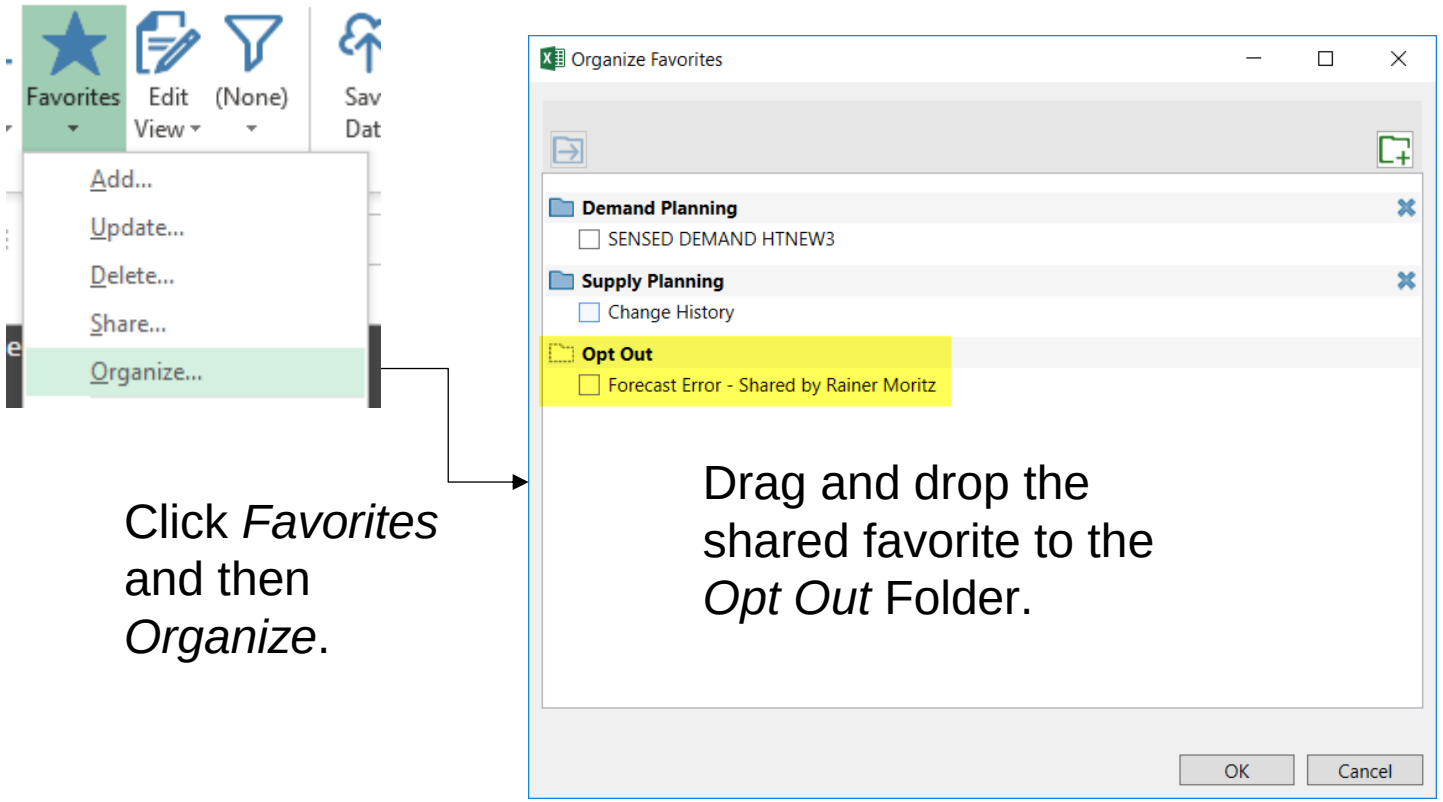
You can share your favorite planning views with other users or user groups, as follows:

1) Open the favorite.
2) In the *SAP IBP* ribbon, click *Favorites* and then click *Share*.
3) Select the users and user groups and click *OK*.



Opting out of favorites

You can opt out of favorites that another user has shared with you and that you don‘t want to see any longer.



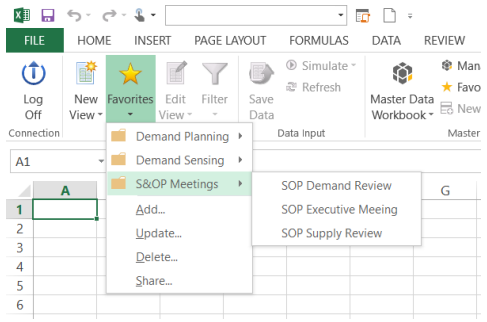
Click *Favorites* and then *Organize*.

Drag and drop the shared favorite to the *Opt Out* Folder.

Organizing favorites and templates using folders

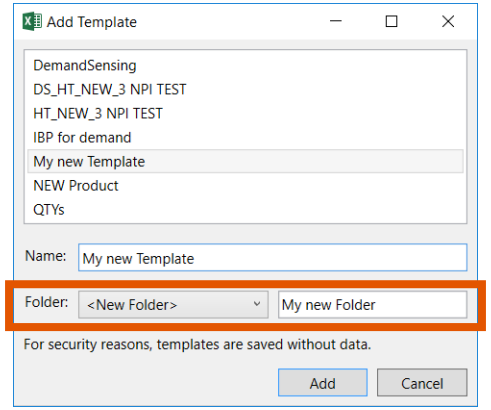
Folders can be created for:

- Planning view favorites
- Master data favorites
- Planning view templates

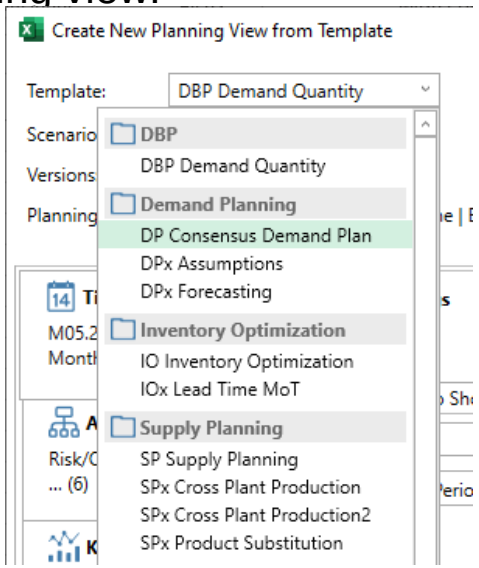


- Folders only exist when they have favorites assigned. Folders that do not contain a favorite or template are removed.
- Folders cannot be transported or shared with other users.

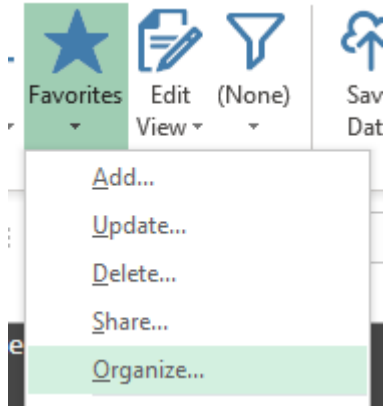
To create a folder, create a planning view and select *Add* or *Update*.



The template folder structure is also available when creating or editing the planning view.



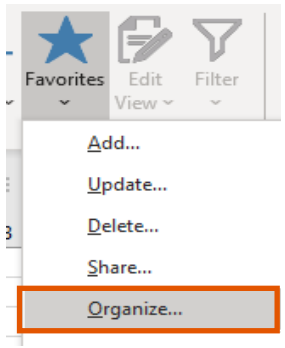
Organize your folders and planning views by using drag and drop, sorting, creating and deleting folders.



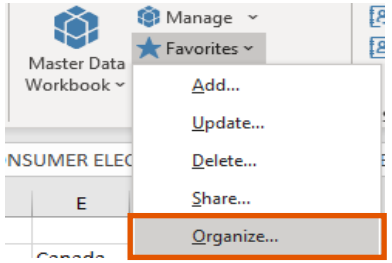
Renaming favorites and templates

In the *Organize* menu, you can rename planning view favorites, master data favorites, planning view templates, and the respective folders.

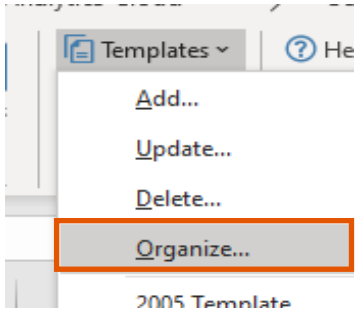
The *Organize* menu is included in the following groups of the *SAP IBP* ribbon:



Favorites in the *Planning View* group



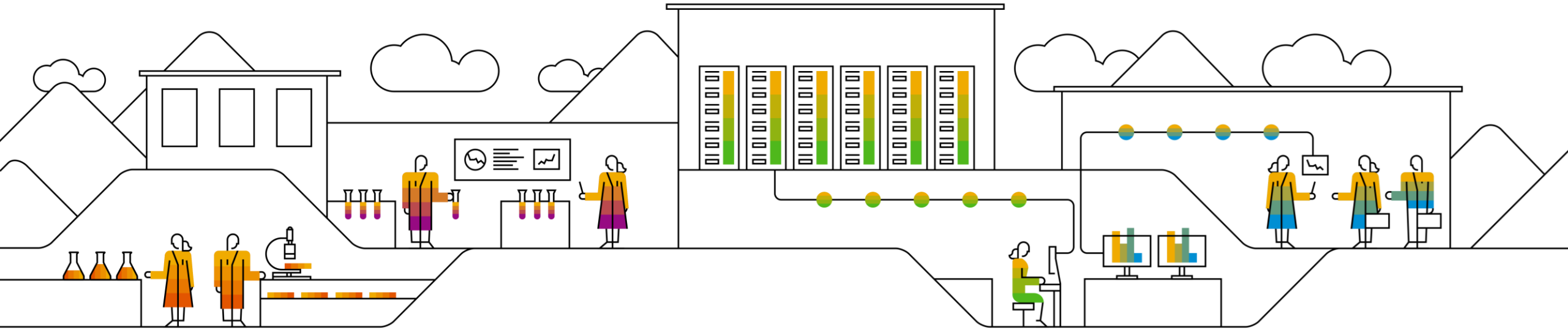
Favorites in the *Master Data* group



Templates in the *Template Admin* group

Please note that the same process and limitations apply as for the renaming of the attribute-based planning filters.

5) SAP IBP Formatting Sheet



SAP IBP formatting sheet

You can use the formatting sheet to define a specific format (font, color, size, and so on) for the data area in the planning view as well as for the header. The formatting settings can be applied to templates by an administrator, or to individual planning views by planners, provided they have the necessary authorizations.

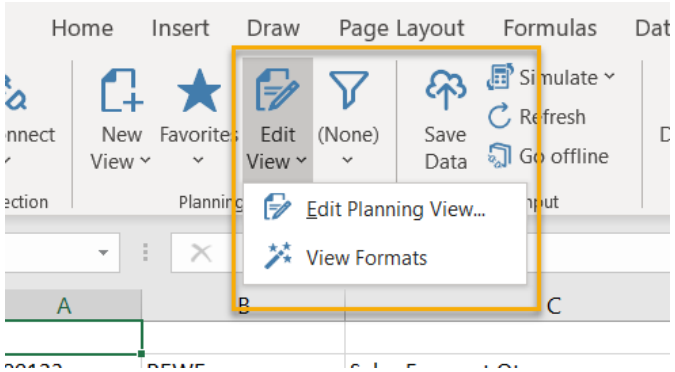
The **SAP IBP Formatting Sheet** consists of the following sections:

- **Default Formatting**: in this section, you can determine the basic formatting that you want to apply to your planning view.
- **Member/Property Formatting**: in this section, you can define additional rules to fine-tune the formatting dependent of key figure characteristics such as editability or certain conditions.
- **Row and Column Banding**: in this section, you can define the format for every second row or every second column to better distinguish between the different rows or columns.

For a detailed description of the different sections, and how to apply formatting to your planning views using the SAP IBP Formatting sheet, see the application help on the SAP Help Portal at https://help.sap.com/ibp, under SAP IBP Formatting Sheet.

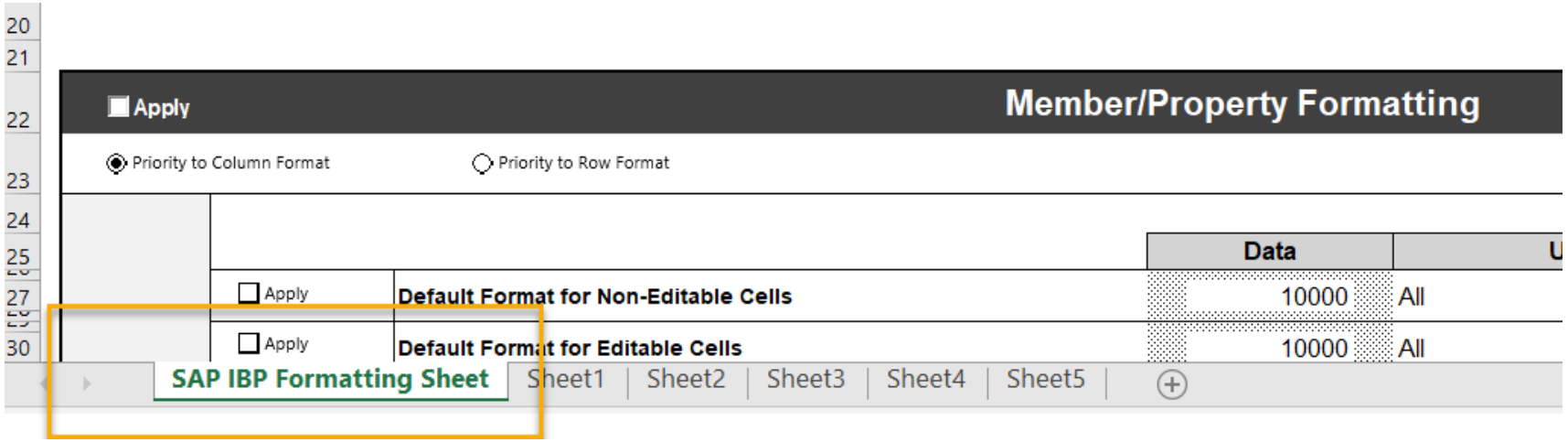
SAP IBP formatting sheet

You can open the SAP IBP formatting sheet as follows:



Open a planning view or a planning view template in the Excel add-in, and in the *Planning View* group, choose *Edit View -> View Formats.*

The *SAP IBP Formatting Sheet* is added to the workbook as an additional sheet.



Make your formatting settings in the SAP IBP formatting sheet, as required. Once you are done, you can hide the SAP IBP Formatting Sheet, choose **View Formats** again.

SAP IBP formatting sheet - order in which formatting is applied in the planning view

The formatting settings are applied from the top of the **SAP IBP Formatting Sheet** to the bottom. As the name suggests, the settings in the **Default Formatting** section are available as per default. You can modify them so that they serve your purposes better.

As you specify formatting settings moving downward in the **SAP IBP Formatting Sheet**, keep in mind that the settings in the lower sections override the settings in the sections above. For example, if you specify that the cells in the planning view should have a white background per default, and then in the lower **Member/Property Formatting** section, you specify that editable cells should have a light green background, the settings in the lower **Member/Property Formatting** section take precedence, and editable cells will have a light green background.

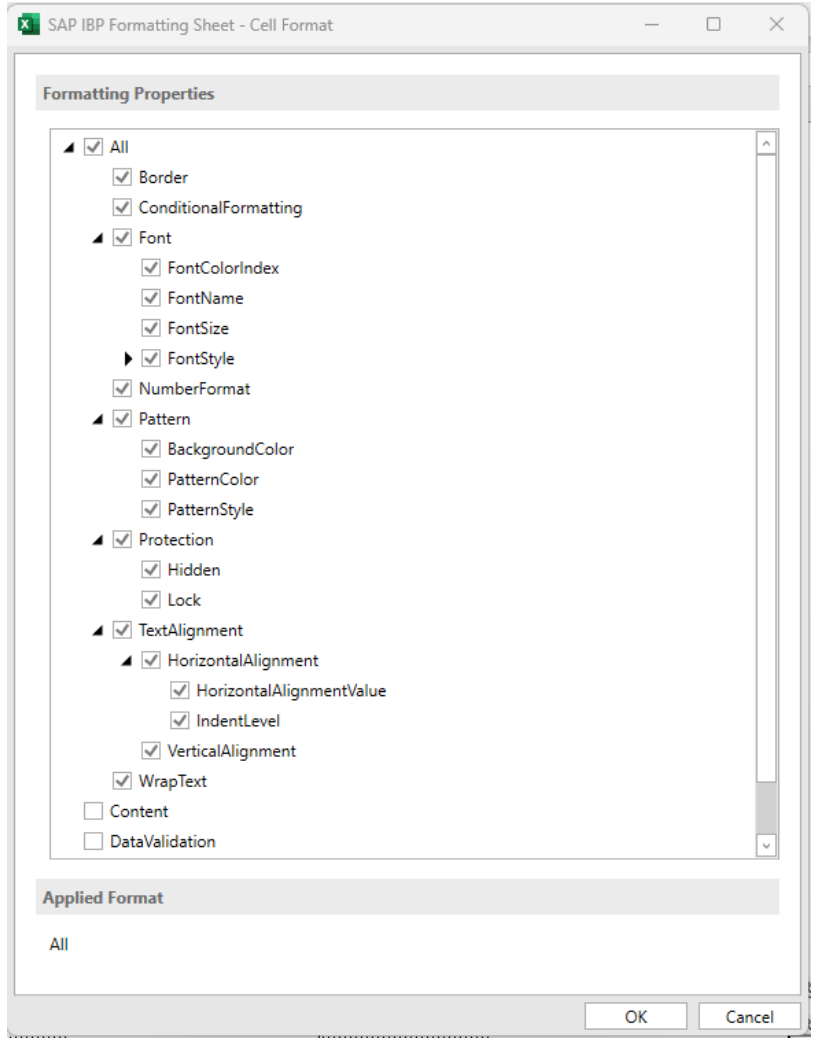
You can define the format for rows and columns in all three of the **SAP IBP Formatting Sheet** sections. You can decide if you want the formatting settings you defined for the rows or the columns to take precedence over the other by choosing either **Priority to Column Format** or **Priority to Row Format** below the header of each section. For example, when you choose **Priority to Row Format**, the **Column** section is displayed first in the formatting section, the **Row** section is displayed in second position. As the rules at the bottom of the **SAP IBP Formatting Sheet** overwrite the rules at the top, the formatting settings you define for the **Row** section is used in the planning view if there are conflicts.

SAP IBP formatting sheet - specifying formatting settings

In the cells with the text **10,000** (**Data** columns) and **Label** (**Header** columns), you can define the format you want to have in the planning view by using the standard Microsoft Excel cell formatting options.

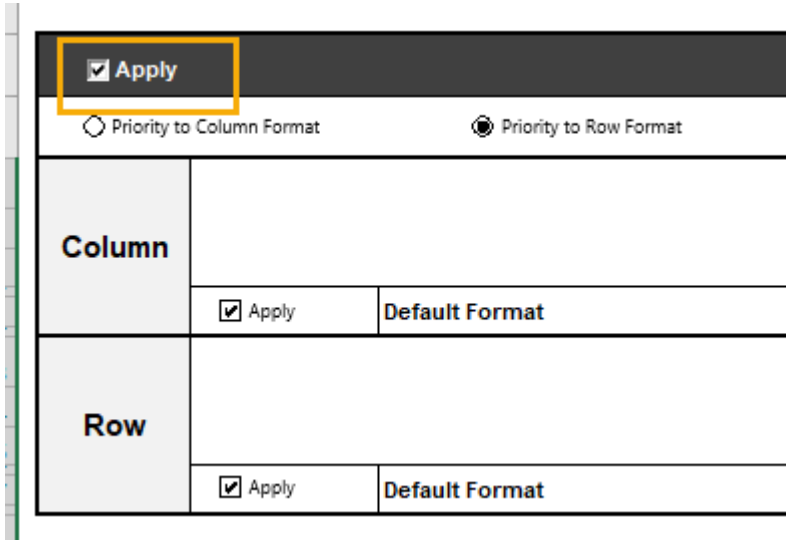
You can then further specify which settings (properties) of the format you previously defined in the **Data** and **Header** columns you want to be applied in the planning view. Double-click in a **Use** cell, and select the required properties in the **Formatting Properties** dialog. By default, all the formatting settings are applied and **All** is displayed in the **Use** column.

For more information about what each setting means, see SAP Help Portal at Formatting Properties.

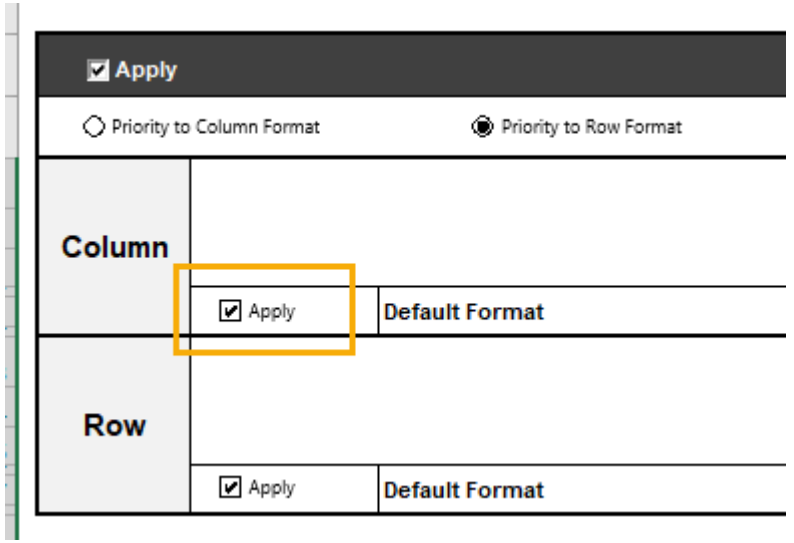


SAP IBP formatting sheet - applying formatting settings in the planning view

All three sections of the **SAP IBP Formatting Sheet** have a checkbox on the left side of the sections' header. You must select this checkbox to apply the settings in the respective section in the planning view.



In addition, there's an **Apply** checkbox on the left of each row in each section. You must select this checkbox to apply the settings you made in the respective row in the planning view.



SAP IBP formatting sheet - hiding the SAP IBP Formatting Sheet in templates

If you add or update a template with the formatting sheet visible (not hidden), the formatting sheet remains visible to all users. This means that when a user chooses **New View** to create a new planning view from a template, the resulting planning view will show the formatting sheet so that the user can view and change the formatting of that planning view.

If you don't want the formatting sheet to be displayed to users, use the Microsoft Excel **Hide** function to hide the worksheet before adding or updating the template.

SAP IBP formatting sheet enhancements

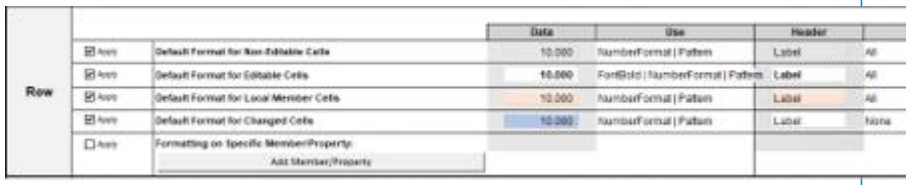
Your existing formatting sheets are migrated to a new format on the fly when you open a favorite or template that contains a formatting sheet that was created with lower versions of the Excel add-in.

Your planning views are not affected by this migration and the formatting that you are used to is contained.

During the migration, certain settings that were irrelevant for the usage with SAP IBP are removed, certain rules are merged, and labels are changed. The changes result in a formatting sheet that is easier to use, and requires fewer formatting rules to be set up to visualize that a value in a cell is editable, for example.

SAP IBP formatting sheet - new rules in the Member/Property Formatting section

Formatting Rule	Purpose	Example
Default Format for Non-Editable Cells	Maintain specific formatting settings that should be applied to cells where the key figure values are not editable. If not applied, the default formatting is applied.	
Default Format for Editable Cells	Maintain specific formatting settings that should be applied to cells where the key figure values are editable. If not applied, the default formatting is applied. It is recommended to use this setting to increase the usability of the planning views.	
Default Format for Changed Cells	Maintain specific formatting settings that should be applied to cells where the user has changed a key figure value. If not applied, the default formatting is applied. It is recommended to use this setting to increase the usability of the planning views.	
Default Format for Formula Cells	Maintain specific formatting settings that should be applied to cells that are associated with an SAP IBP formula (formerly called local member). If not applied, the default formatting is applied.	
Formatting on Specific Member/ Property	Maintain additional formatting settings based on custom rules. You can create custom rules for example for specific attributes, key figures, time periods, and properties of these members.	

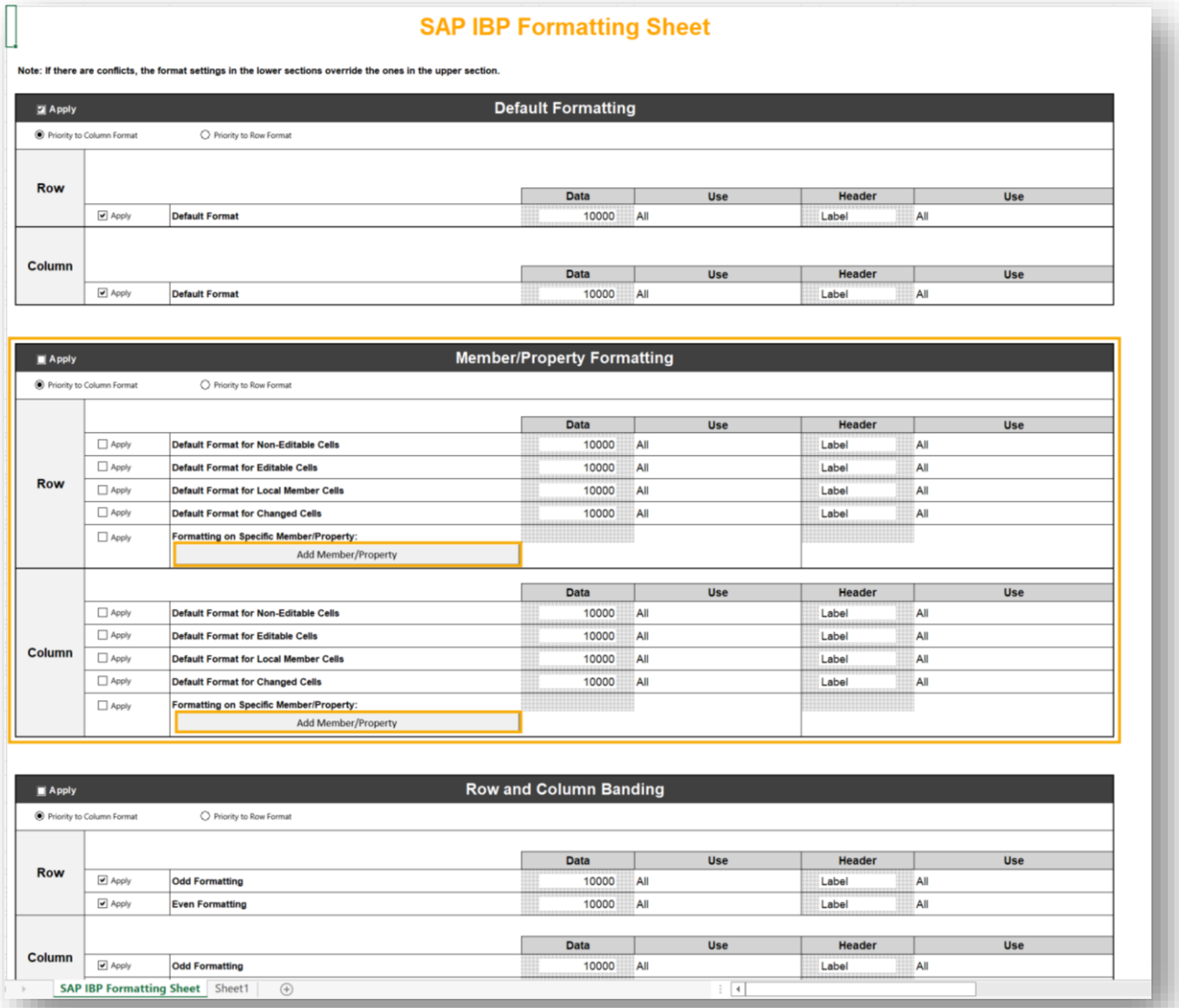


B	C	D	E	F	G
		DEC 2020	Jan 21	Feb 21	MAR 2021
le 48inch silver	**Demand Planning Qty**	2.497	1.618	1.439	**357**
	Delivered Qty Adjusted		**236**		
	Marketing Forecast Qty	**1.061**	**1.204**	1.074	265
	My local key figure	2.649.317	1.948.072	1.545.486	94.605

SAP IBP formatting sheet – formatting for a specific member or property

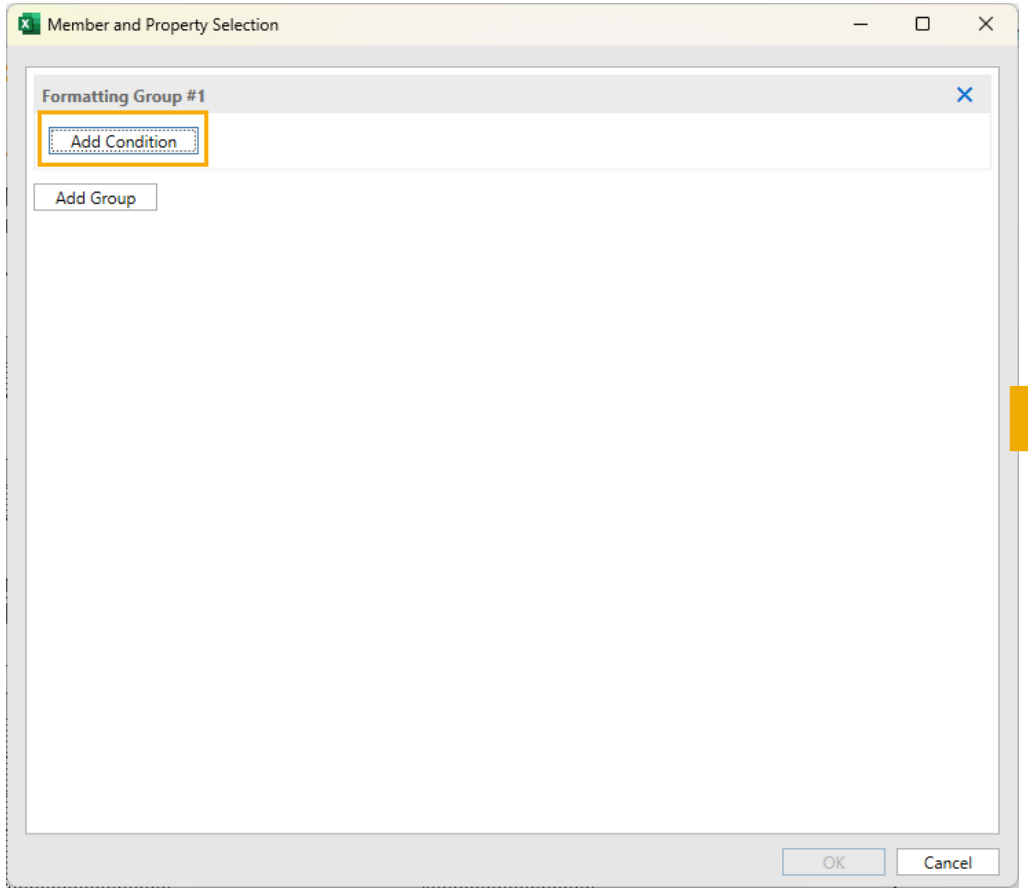
You can add formatting rules for specific member or property values in the *SAP IBP Formatting Sheet* dialog.

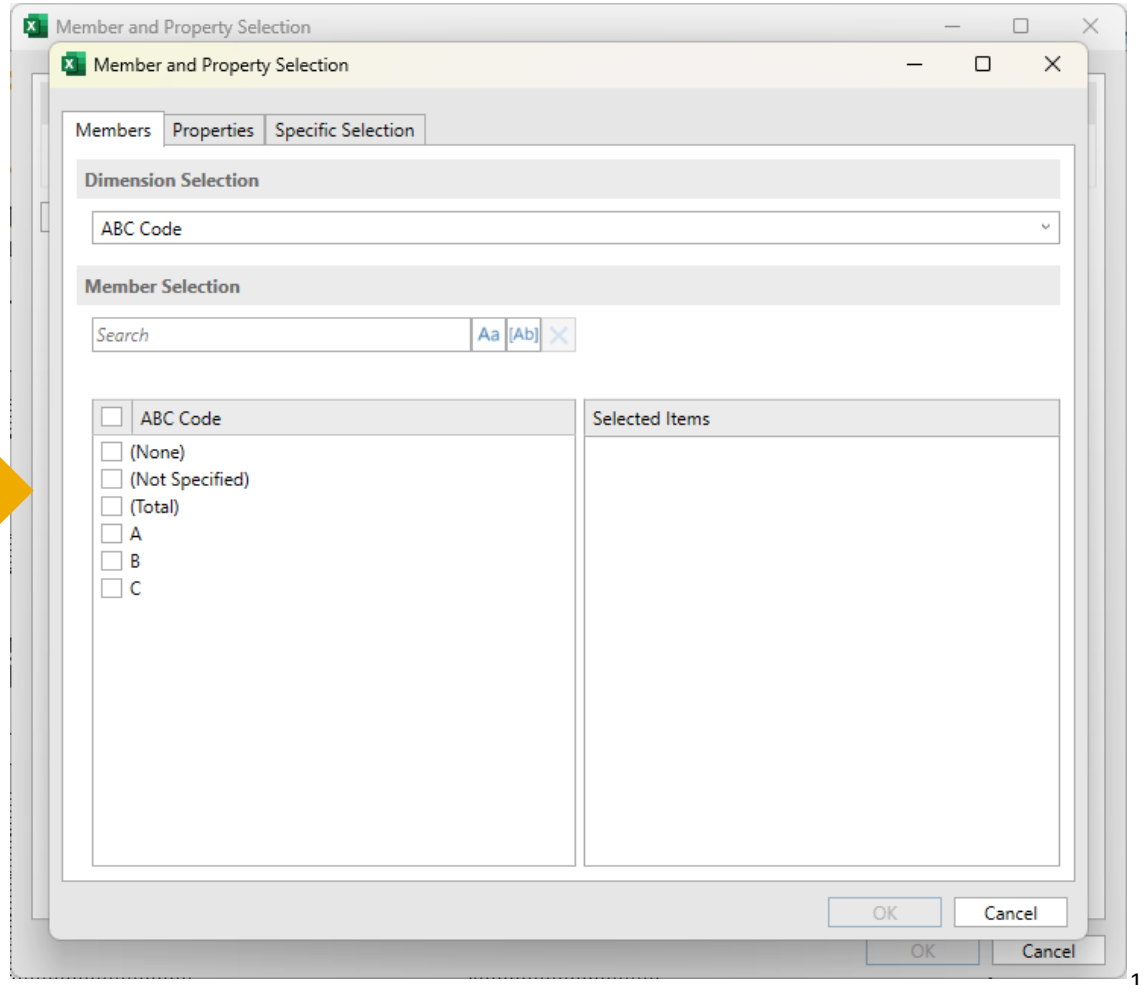
To add such formatting rules, choose *Add Member/Property* in either the *Row* or the *Column* area of the *Member/Property Formatting* section.



SAP IBP formatting sheet - add new formatting rules for specific member or property values

When you choose *Add Member/Property,* the following dialog is opened. Choose *Add Condition* to define a formatting condition based on members, properties or other specifics.





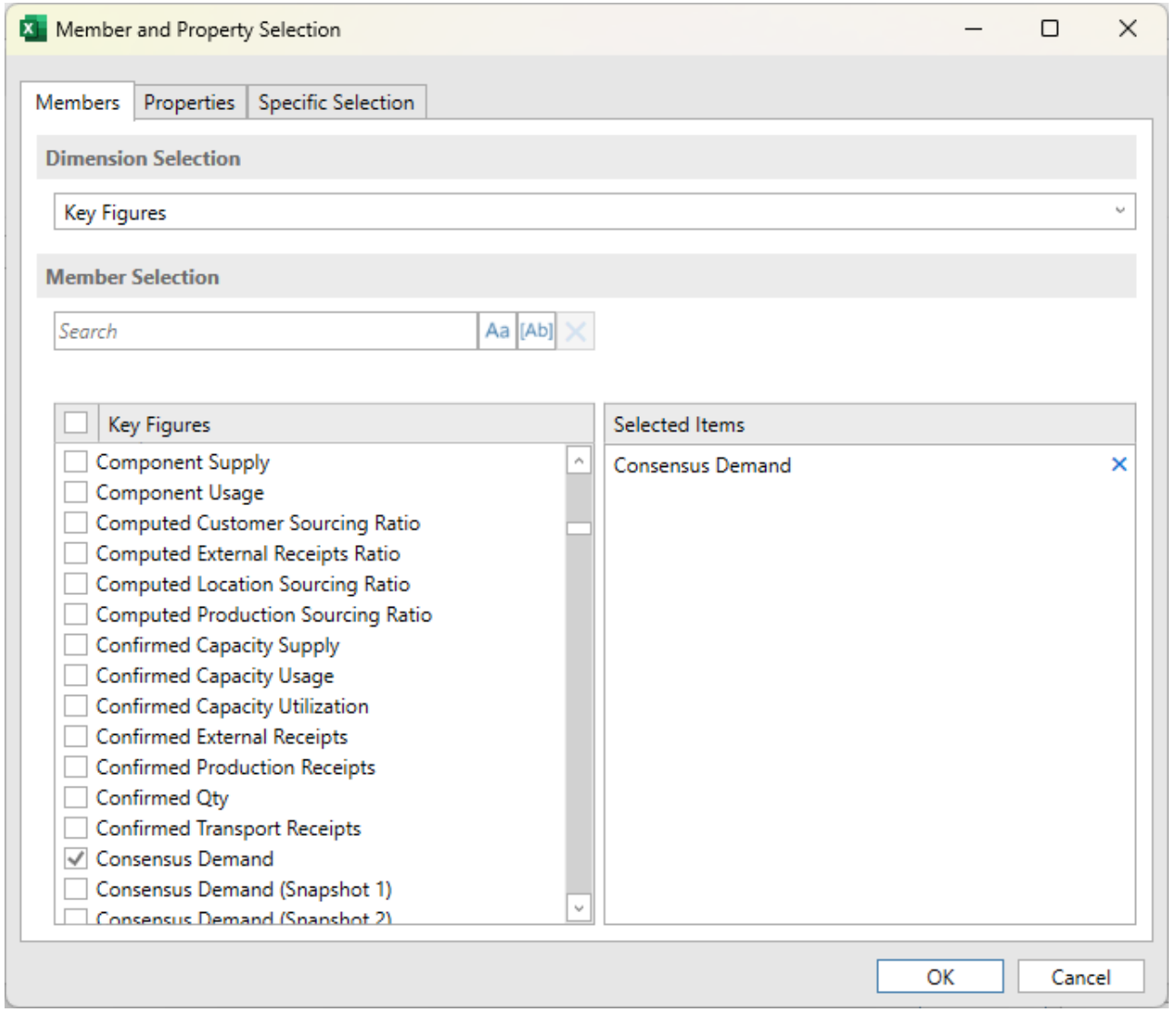
SAP IBP formatting sheet - add new formatting condition for specific member values

To define a formatting condition based on members, stay on the *Member* tab.

Select first the dimension (group of members), for example *Key Figures*, a time level or an attribute. Then select the member, for example key figure name, time period, attribute value and choose *OK*.

Please note: It is possible to select multiple members of the same dimension which will result in an OR condition.

For further details about the terminology, see SAP Help Portal at [Terminology: Dimension, Member, and Property](#).



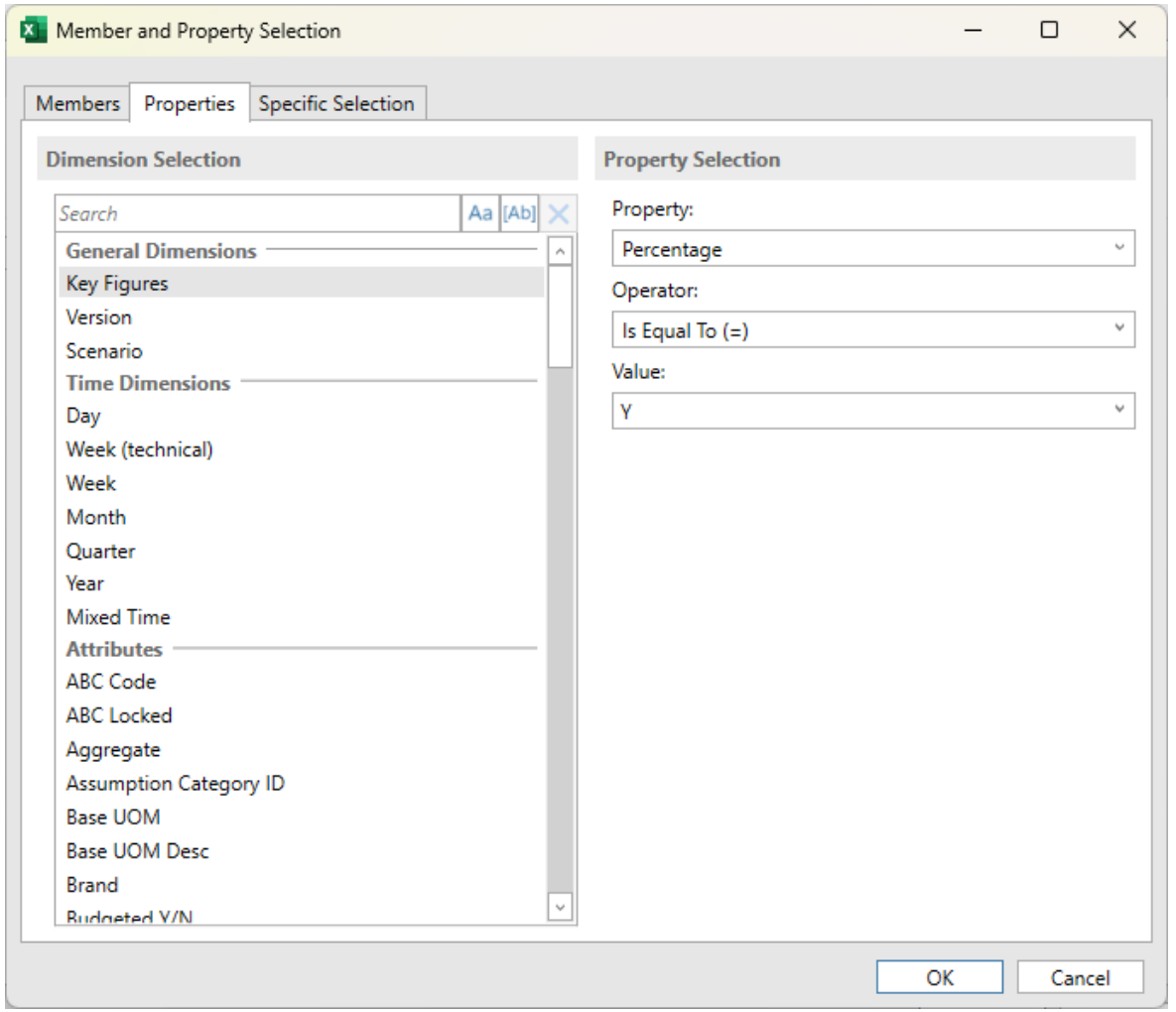
SAP IBP formatting sheet - add new formatting condition for specific property values

To define a formatting condition based on properties, switch to the *Properties* tab.

First, select the dimension, then choose the property, operator, and value and confirm by choosing *OK.*

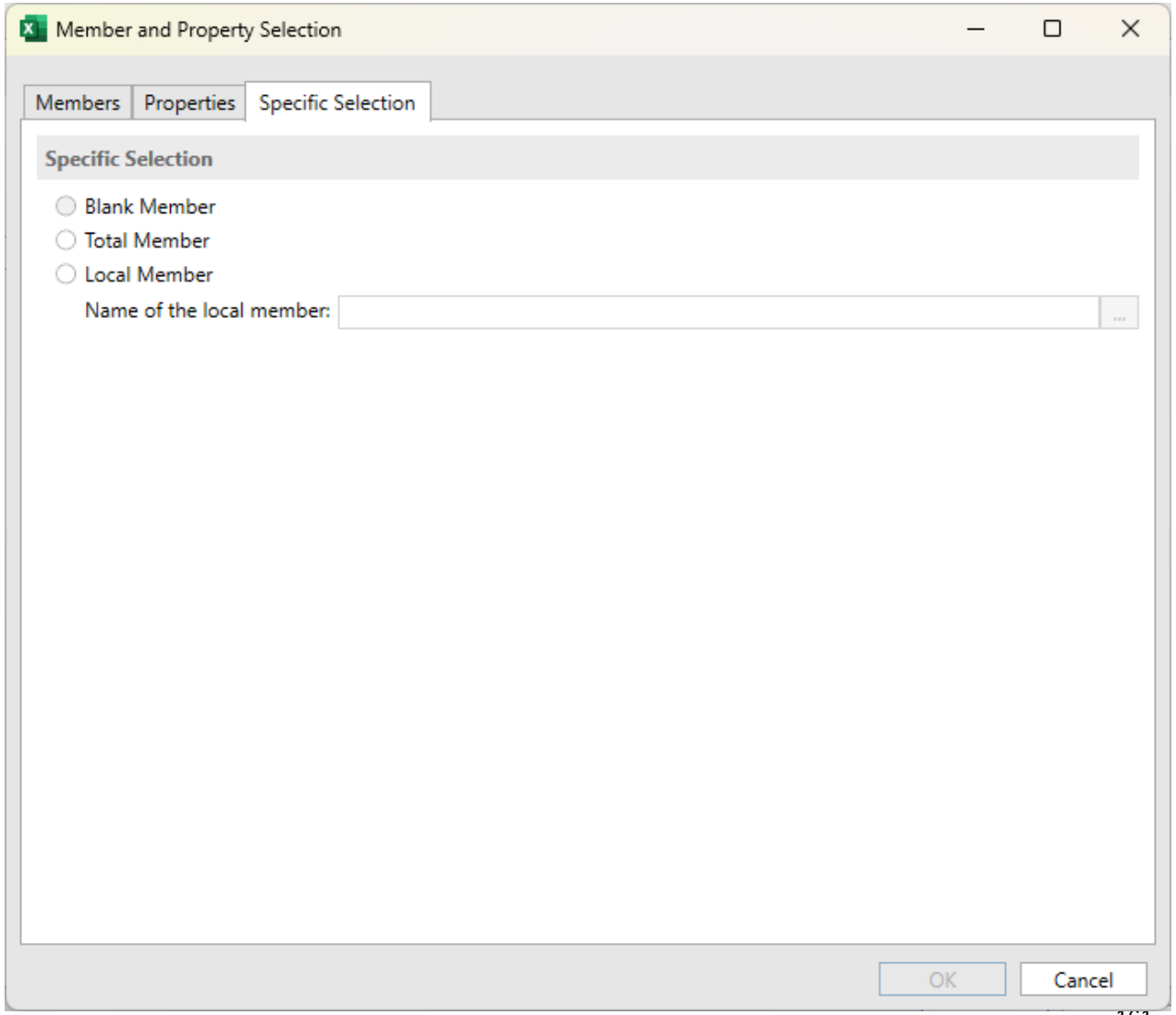
The dimensions on the *Properties* tab are grouped to make selecting dimensions easier when you set up formatting rules for specific members or properties.

In this example, a formatting condition for key figures that have the property "Percentage" set to "Y" (Yes) is defined.



SAP IBP formatting sheet - add new formatting condition for other specifics

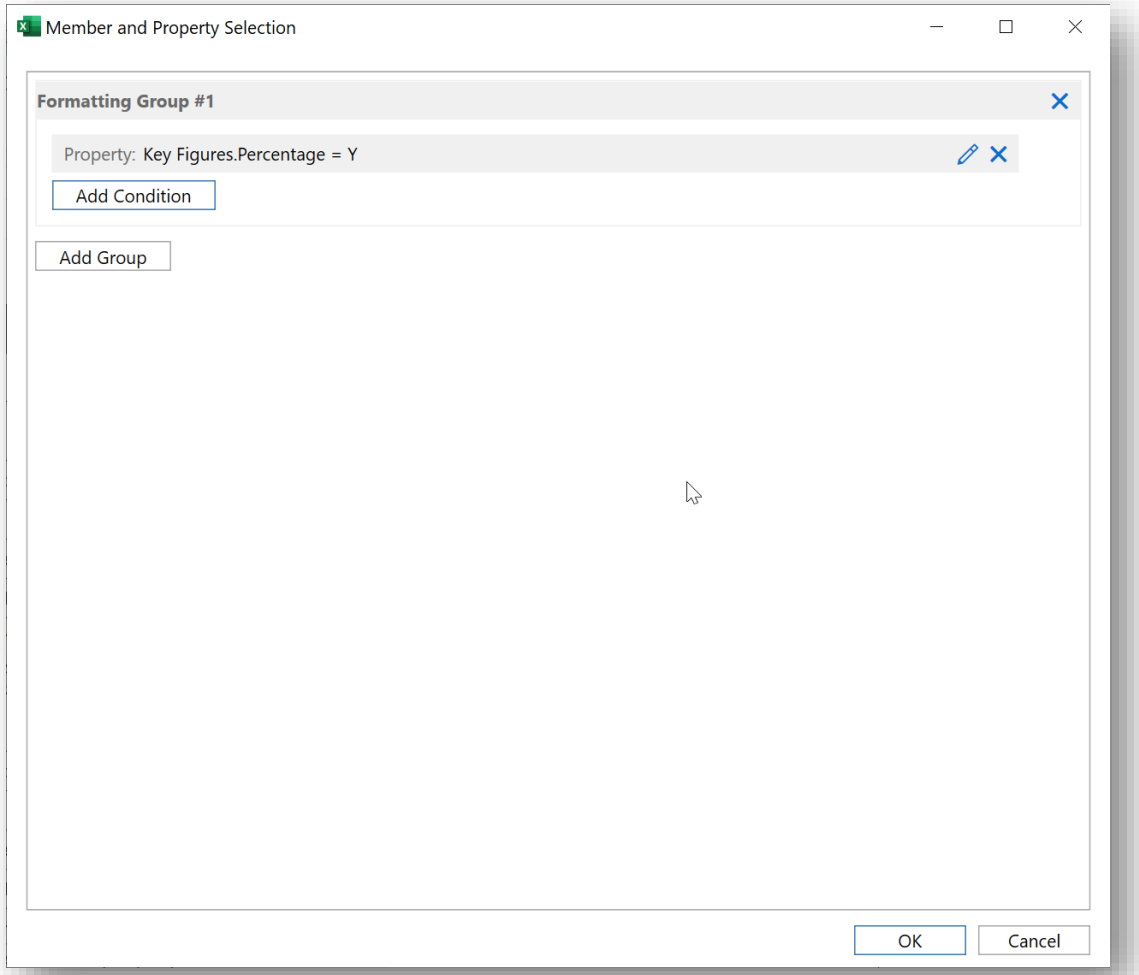
To define a formatting condition for blank members, total members or SAP IBP formulas (formerly called local members) available in the planning view, switch to the *Specific Selection* tab.



SAP IBP formatting sheet - combine multiple conditions in one formatting rule

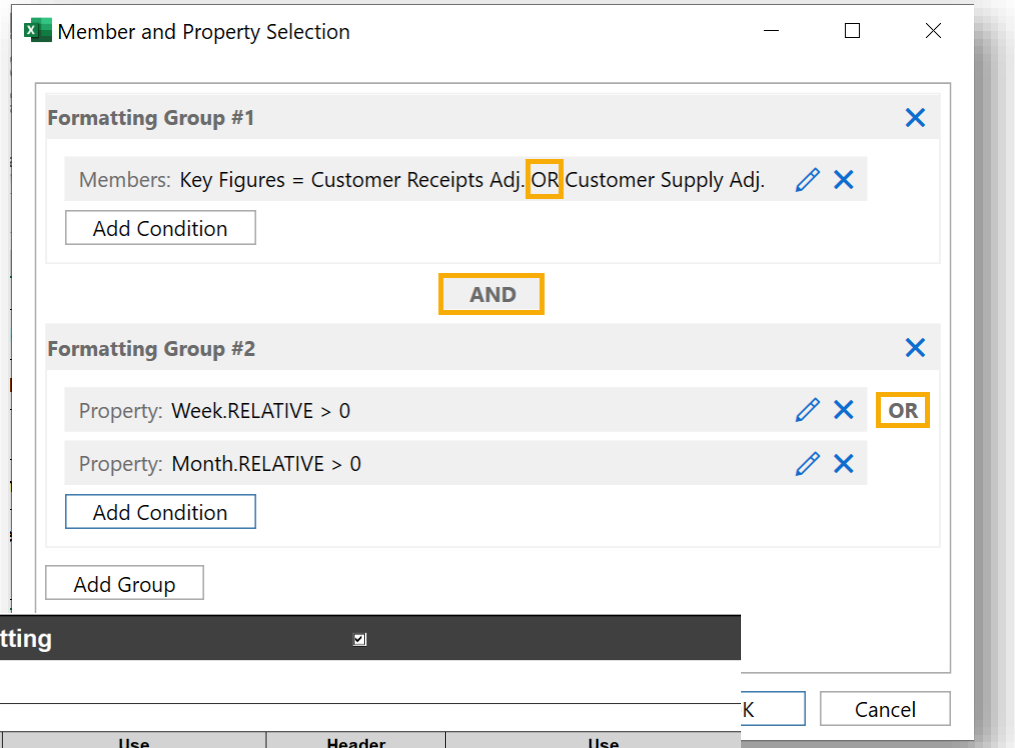
Once you have selected a condition, it is added to the first dialog. There you can do the following:

- Add more conditions by choosing *Add Condition*. Conditions in the same formatting group are combined by an OR.
- Add additional formatting groups by choosing *Add Group*. Formatting groups are combined by an AND.
- Adjust or delete conditions.
- After you choose *OK,* the formatting rule created is added as a new row to your formatting sheet, and you can format the *Data* or the *Header* cell according to your needs.



SAP IBP formatting sheet - example: combine multiple conditions in one formatting rule

Apply a formatting rule if the key figure name is "*Customer Receipts Adjusted*" OR "*Customer Supply Adjusted*", AND if the time period is the current time period.



Dimension Member/Property Formatting

Priority to Column Format | Priority to Row Format

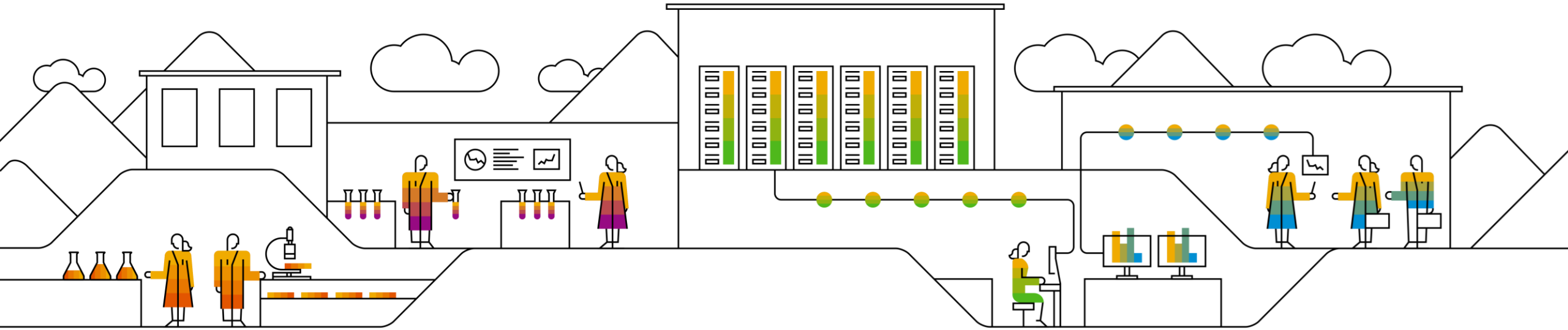
			Data	Use	Header	Use
Row	Apply	**Default Format for Non-Editable Cells**	10.000	All	Label	All
	Apply	**Default Format for Editable Cells**	10.000	All	Label	None
	Apply	**Local Member Default Format**	10.000	All	Label	All
	Apply	**Changed Member Default Format**	10.000	Border | FontColorIndex | Pattern	Label	None
	Apply	**Formatting on Specific Member/Property:**				
		Total Member	10.000	FontBold	**Label**	FontBold
		KEY_FIGURES.Percentage Equals Y	100,0%	NumberFormat	Label	None
		(Key Figures = Customer Receipts Adj. OR Customer Supply Adj.) AND (Week.RELATIVE > 0 OR Mor	10000	FontColorIndex	Label	None
		Add Member/Property				

SAP IBP formatting sheet - enhanced formatting for a specific member or property - things to consider

When you open a template or favorite, the formatting sheet included is **automatically migrated** and the formatting keeps working as before.

The general formatting settings and default settings are applied, only the rules for *Formatting on Specific Member/Property* function don‘t work if older Excel add-in versions are used.

6) Visualization of key figure editability



Key figure editability horizon

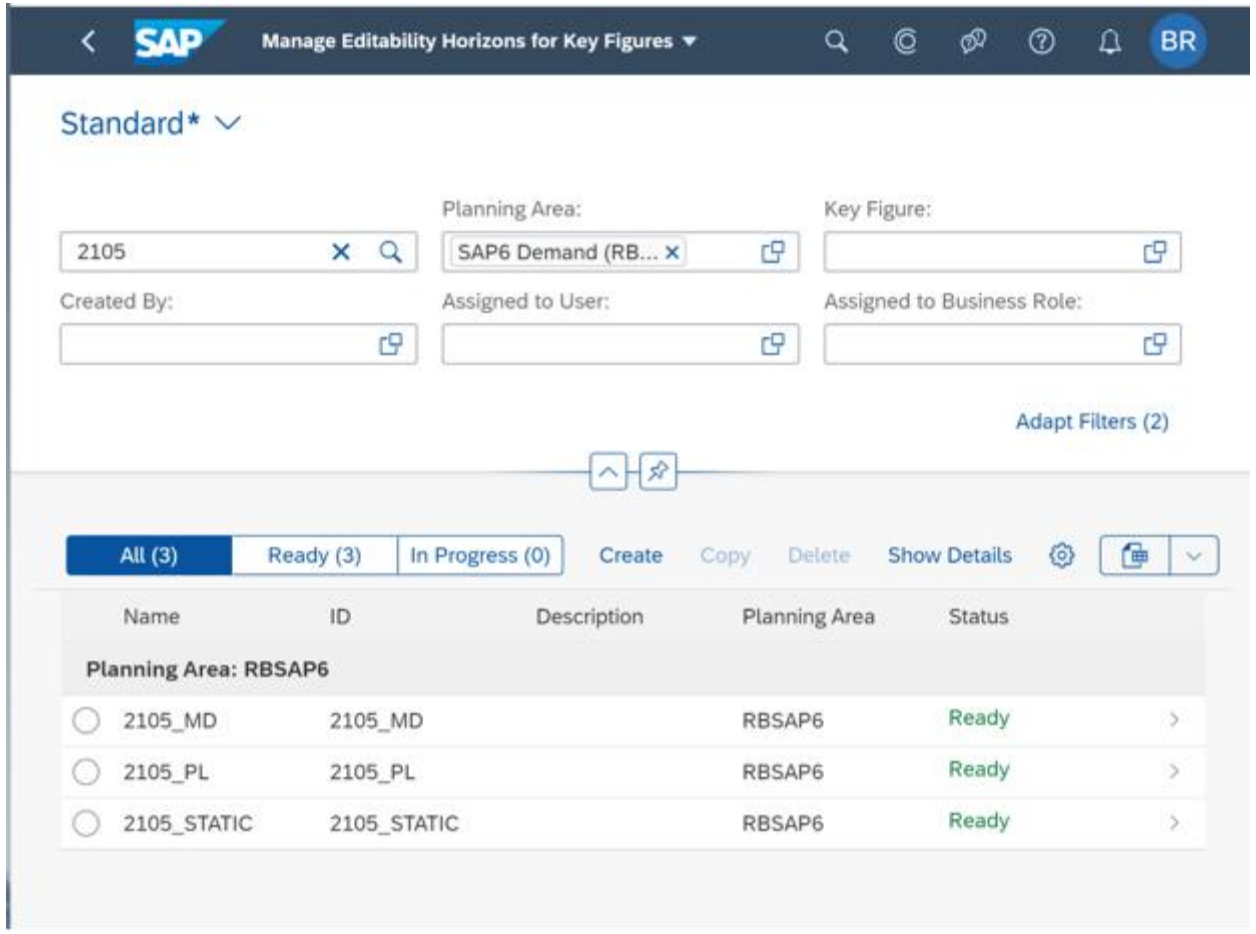
The editability horizon is the time defined for key figures in which business users can edit the key figure data.

The system considers editability horizons when users make manual changes in key figure values, it is disregarded when the changes are done by system processes, for example, when a forecast run changes key figure values.

Editability horizons are considered in the following areas:

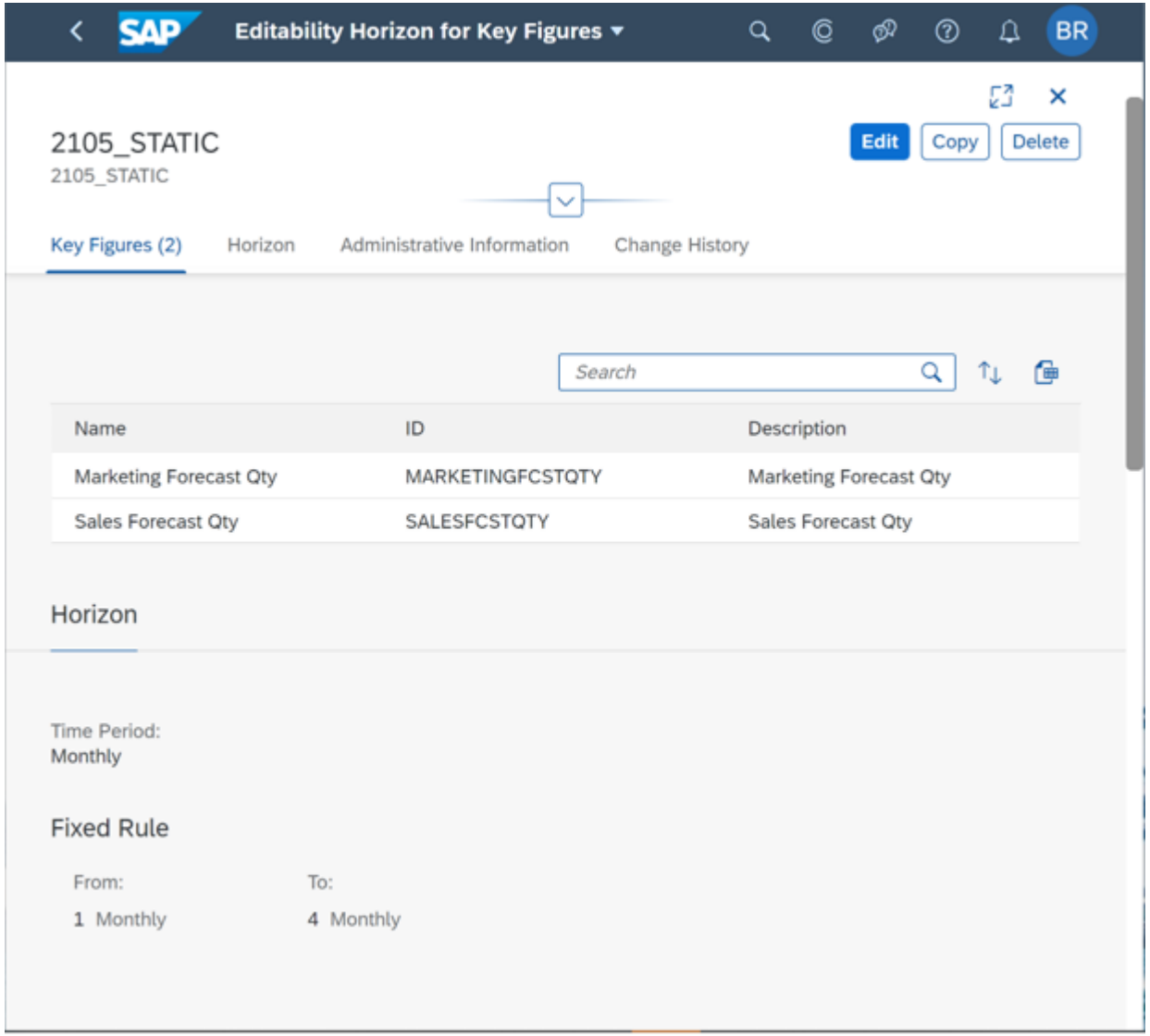
- Excel add-in
- (Editability horizons can be visualized in the Excel add-in, using the formatting rules for editable key figures. For more information, see the application help on the SAP Help Portal at https://help.sap.com/ibp, under Formatting Rules to Visualize Key Figure Editability.)
- *Web-Based Planning* app
- *Driver-Based Planning* app

Definition of key figure editability horizon



The *Manage Editability Horizons for Key Figures* app can be used to define editability horizons for one or more key figures.

Definition of key figure editability horizon – (fixed rule - static horizon)



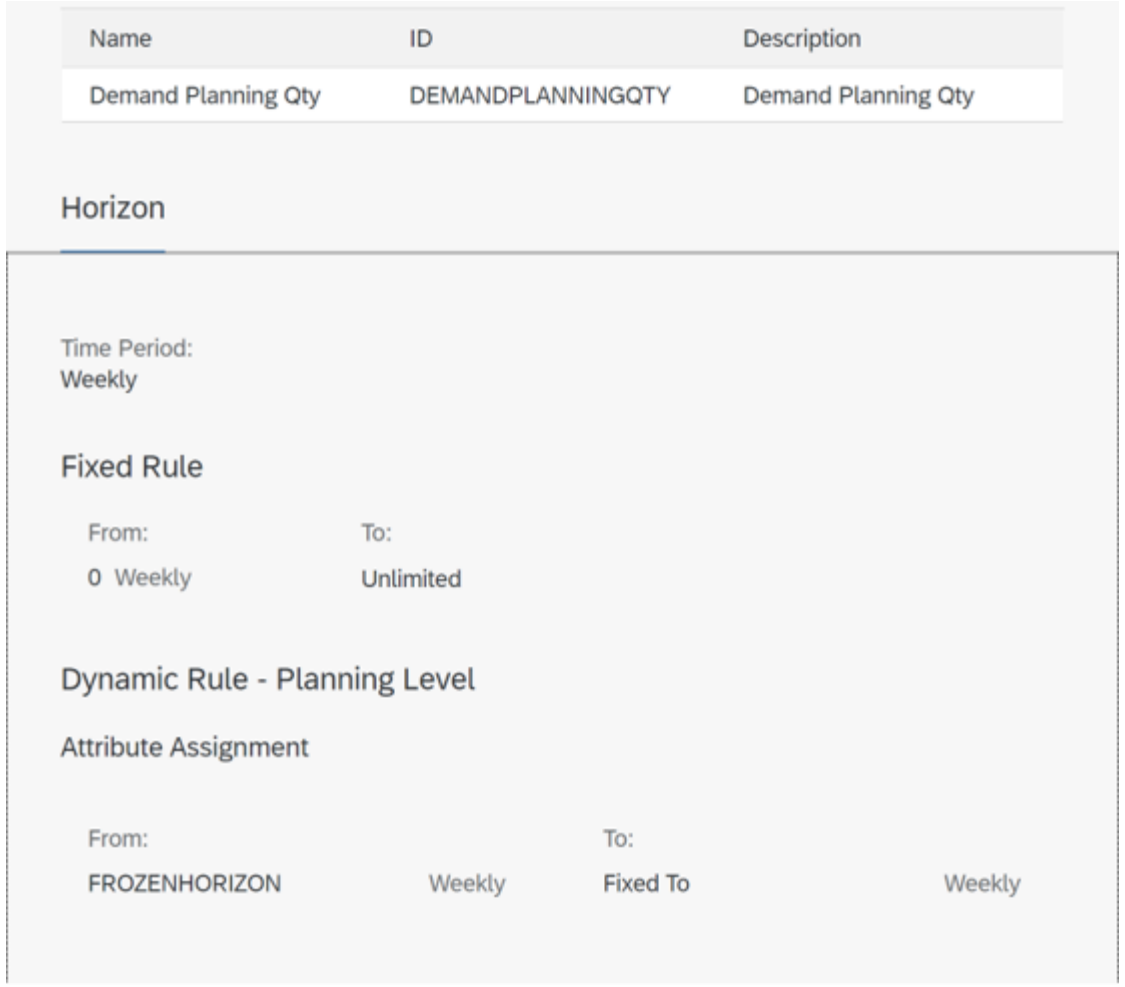
The definition of the editability horizon contains:

- A list of key figures which the horizon belongs to (do not have to be at the same base planning level)
- The time level at which the relative time is calculated (can be any time level from the planning area)
- The *From* and *To* relative periods
- *From* or *To* can be unlimited which results in an open editability horizon

In this example, the key figures *Marketing Forecast Qty* and *Sales Forecast Qty* are editable from the month following the current month until the 4th month.

For example, if the current date is March 15th, 2021, then from April 2021 to July 2021 (July included)

Definition of key figure editability horizon – (rule based on planning level attribute)

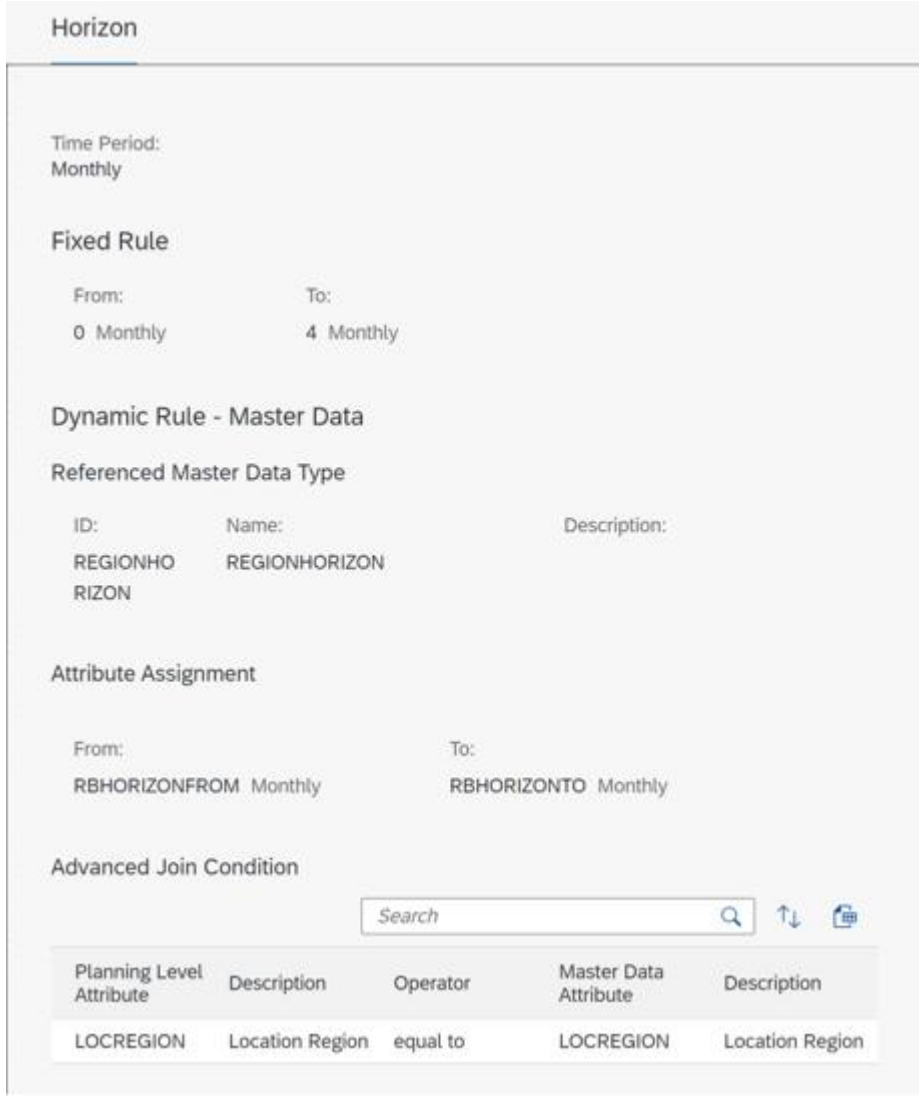


It is possible to select the *From* and/or the *To* definition from an attribute of type integer present in the base planning level of the key figures.

In this example, the horizon is defined at a weekly level. The *From* value comes from the *FROZENHORIZON* attribute of the planning level and the end of the horizon is open.

The key figures in the editability horizon definition do not have to come from the same base planning level, but the attribute selected should be present in all of them.

Definition of key figure editability horizon – (rule based on master data)

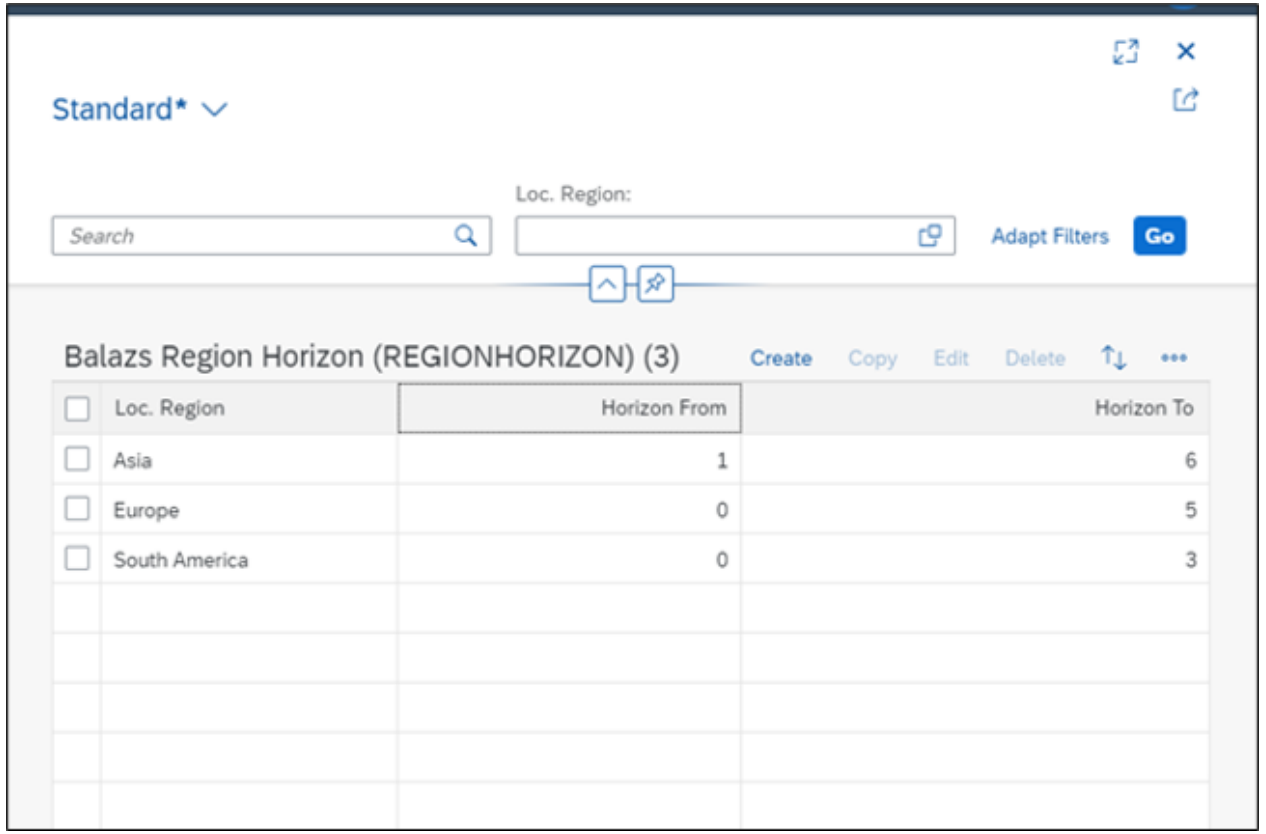


It is possible that the attribute defined in the *From* or *To* is not present at the base planning level. In this case, a master data type can be chosen to define the horizon.

The join condition of planning level and master data do not have to be at root attribute level, it can be at any level that the business process requires.

If a value is missing from the master data, the static horizon is used.

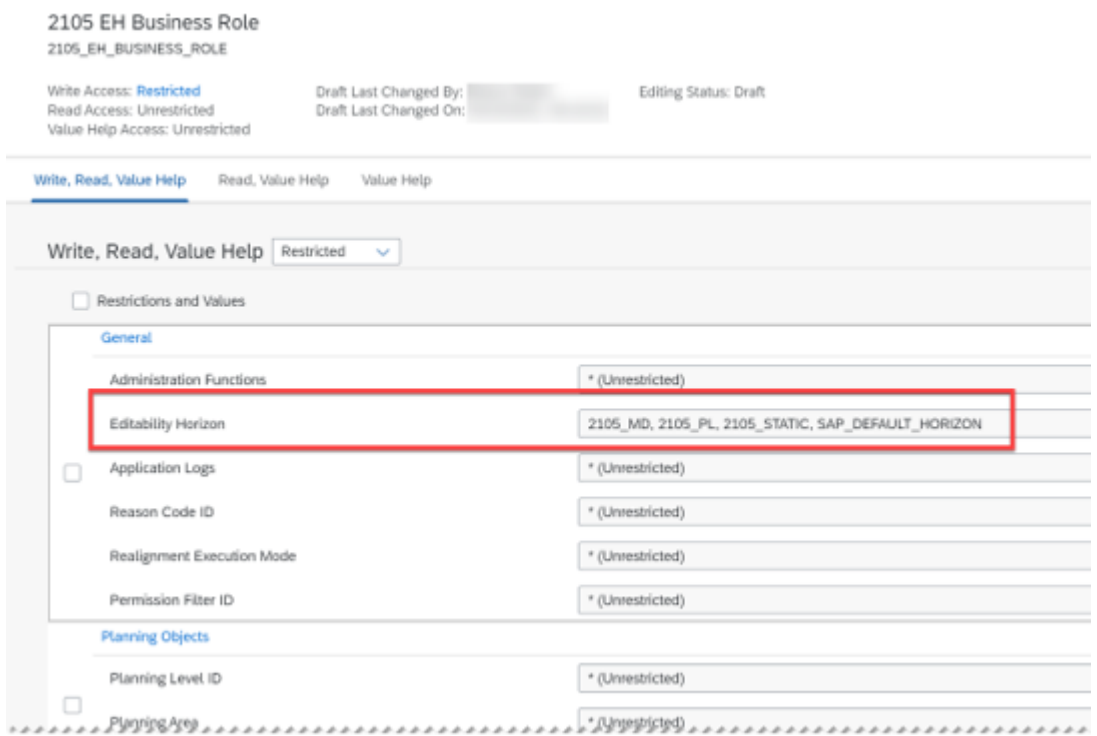
Definition of key figure editability horizon – (create master data)



The master data type doesn't have to be part of a planning area. There is no need to change and activate a planning area, you can just create a master data type for the purposes of the editability horizon.

In this example, if the *Region* is for example, *North America*, the horizon defined in the static section will be used.

Definition of key figure editability horizon – (role definition)



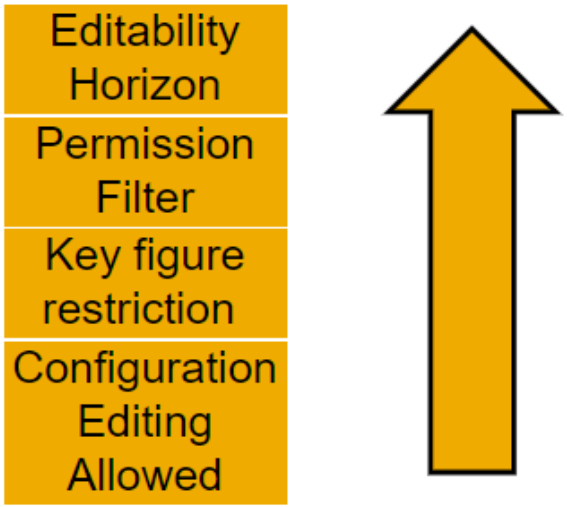
The editability horizon needs to be assigned to the users using roles. It can be found in the *Write, Read, Value Help* section

SAP delivers the default editability horizon *SAP_DEFAULT_HORIZON*, which grants an unrestricted editability horizon to all the active and stored editable key figures of all active planning areas for which there is no editability horizon defined in the *Ready* status.

The default editability horizon cannot be edited, but it can be assigned to users via the *Editability Horizon* restriction field.

If you do not want to use this feature, or the planning area is not normalized, this field needs to be defined as *Unrestricted*.

Key figure editability horizon – usage considerations



Horizon Aggregation (Dynamic Rules)
The system uses the smallest allowed horizon.
Horizon information is calculated on the request level based on the combinations which belong to it, the system considers the read permission filters as well as the attribute filters used for planning view for calculating the final horizon:

- Product 1, Location 1 has horizon from -2 to 3
- Product 1, Location 2 has horizon from 0 to 5
- Planning view is on Product level Product 1 has horizon 0 to 3

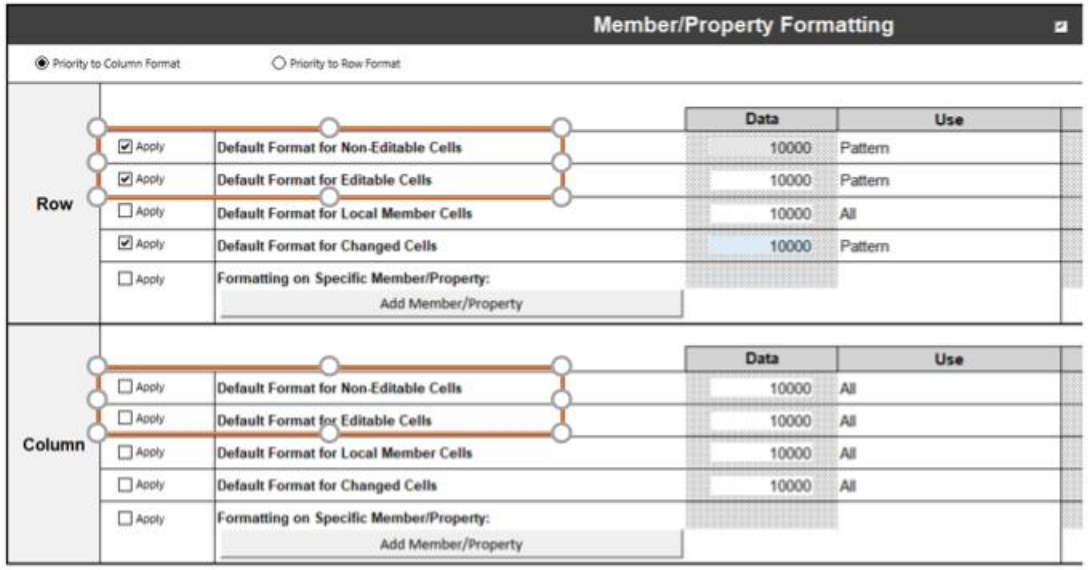
The editability of key figure values by a specific user is determined by a number of factors. The editability horizon for key figures is taken into consideration on top of other settings defining the editability of key figure values. It serves to restrict and does not extend the editability of key figures.

For example:

- *Edit Allowed* field in planning area configuration = *Current and Future Periods* and the horizon is -3 to + 5
  Editability horizon is: 0 to +5

- Horizon is -3 to + 5 but no permission because of permission filter
  Editability horizon is: 0, the user has no permission to change key figure values

Formatting rules to visualize the key figure editability horizon



The key figure editability feature is accompanied by enhanced formatting rules to support the visualization of flexible key figure editability horizons.

Use the *Default Format for Editable Cells* to define a format for cells that are editable by the user, for example, indicated by a white background.

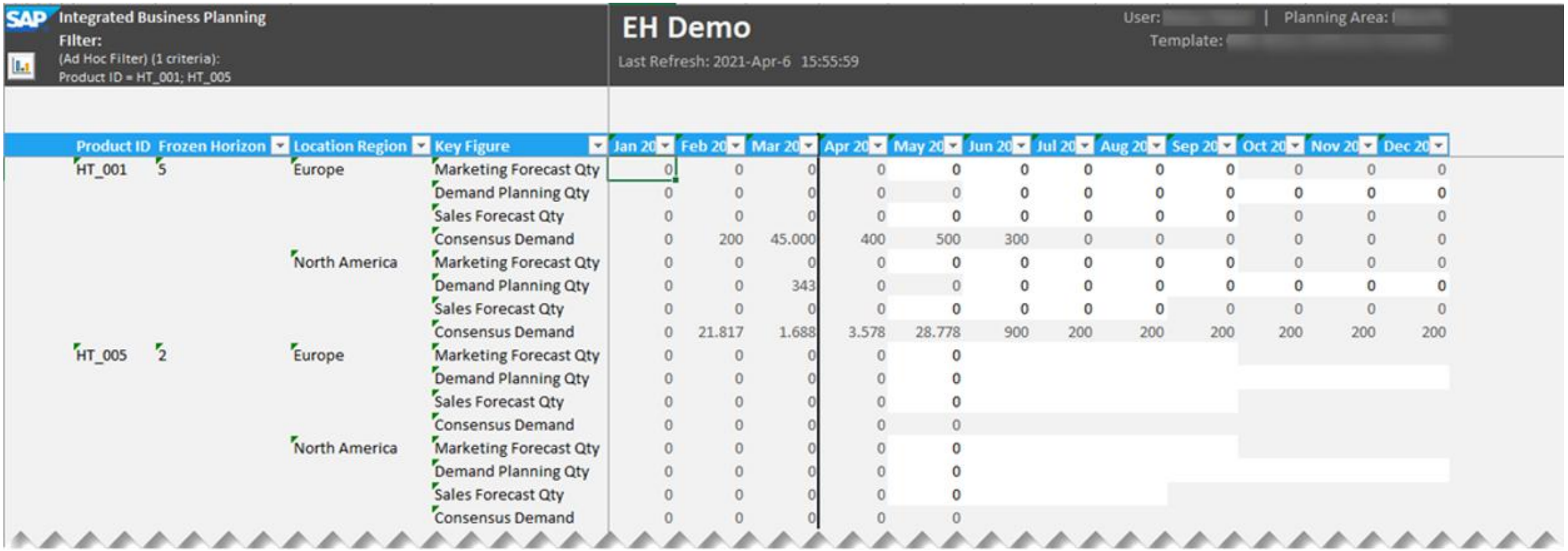
You can use the *Default Format for Non-Editable Cells* to define a format for cells that are not editable and where you wish that the formatting is different from your overall template background, for example, indicated by a grey background

These new rules also work with the existing key figure settings for editability (for example, *Editable in the Current and Future*)

It is recommended to use these two new formatting rules for data formatting either in the row or the column area due to performance impact. The header formatting is not impacted by this.

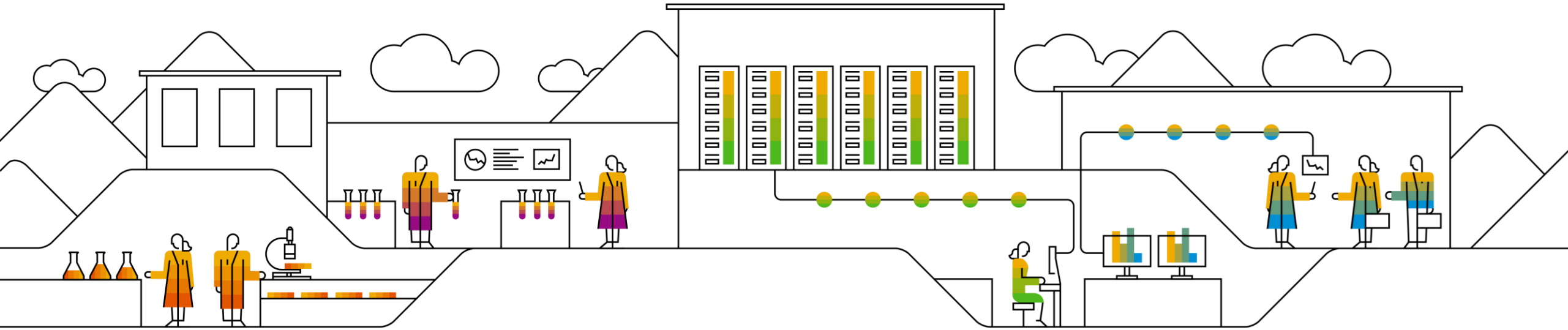
The new key figure editability settings configured in the **Manage Editability Horizons for Key Figures app** are only visualized correctly when you use the *Default Format for Editable Cells* rule.

Formatting rules – example planning view



Product ID	Frozen Horizon	Location Region	Key Figure	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
HT_001	5	Europe	Marketing Forecast Qty	0	0	0	0	0	0	0	0	0	0	0	0
			Demand Planning Qty	0	0	0	0	0	0	0	0	0	0	0	0
			Sales Forecast Qty	0	0	0	0	0	0	0	0	0	0	0	0
			Consensus Demand	0	200	45.000	400	500	300	0	0	0	0	0	0
		North America	Marketing Forecast Qty	0	0	0	0	0	0	0	0	0	0	0	0
			Demand Planning Qty	0	0	343	0	0	0	0	0	0	0	0	0
			Sales Forecast Qty	0	0	0	0	0	0	0	0	0	0	0	0
			Consensus Demand	0	21.817	1.688	3.578	28.778	900	200	200	200	200	200	200
HT_005	2	Europe	Marketing Forecast Qty	0	0	0	0	0							
			Demand Planning Qty	0	0	0	0	0							
			Sales Forecast Qty	0	0	0	0	0							
			Consensus Demand	0	0	0	0	0							
		North America	Marketing Forecast Qty	0	0	0	0	0							
			Demand Planning Qty	0	0	0	0	0							
			Sales Forecast Qty	0	0	0	0	0							
			Consensus Demand	0	0	0	0	0							

7) Time-Based Disaggregation of partially editable child nodes

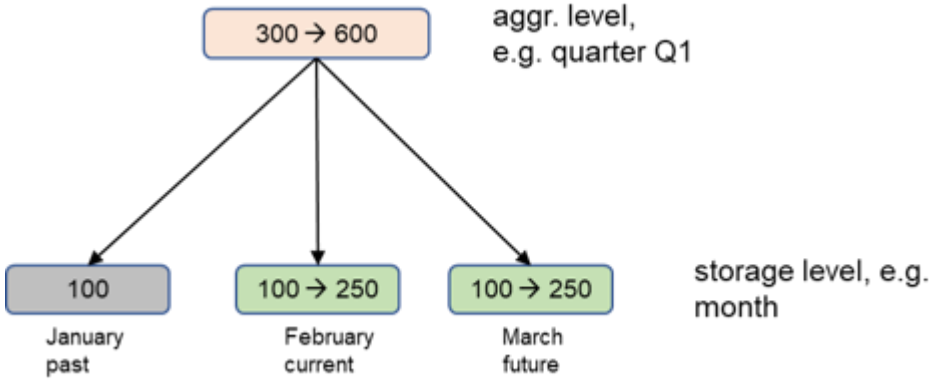


Time-based disaggregation of partially editable child nodes
– How does it work?

You **can edit a key figure value for the current period at an aggregated level,** even if the period is only partially editable.

Let's assume that we are now in February 2021. The key figure is stored at a monthly level, and it is editable in the current and future periods, according to the configuration of the key figure in the **Planning Areas** app.

The current quarter, Q1 has already begun, which means that it is only partially editable, as January is over and is closed for editing. If you try to edit a key figure value at the aggregated, quarterly level, in other words, if you want to change the value for Q1, you can do so. Time periods that are partially editable can be edited at an aggregated level and the changed value is distributed to the editable time periods, according to the disaggregation mode that has been specified. In our example, if you change the value of Q1, the system distributes the changed value between the months of February and March. The value in the part of Q1 that is closed for editing (the month of January), remains the same.



Time-based disaggregation of partially editable child nodes
– Changes that aren’t allowed

The system rejects following types of changes:

- Changes that would lead **to negative values** of the editable child nodes at the storage level.
  In the previous example, if you change the value of Q1 to 50, the result would be - 75 for February and March, respectively, which is not allowed.
- Changes of values **to empty values**, if there are values in the noneditable periods.
- Changes to values if all of the child periods in the **editable area are fixed**.

Time-based disaggregation of partially editable child nodes
– Considerations

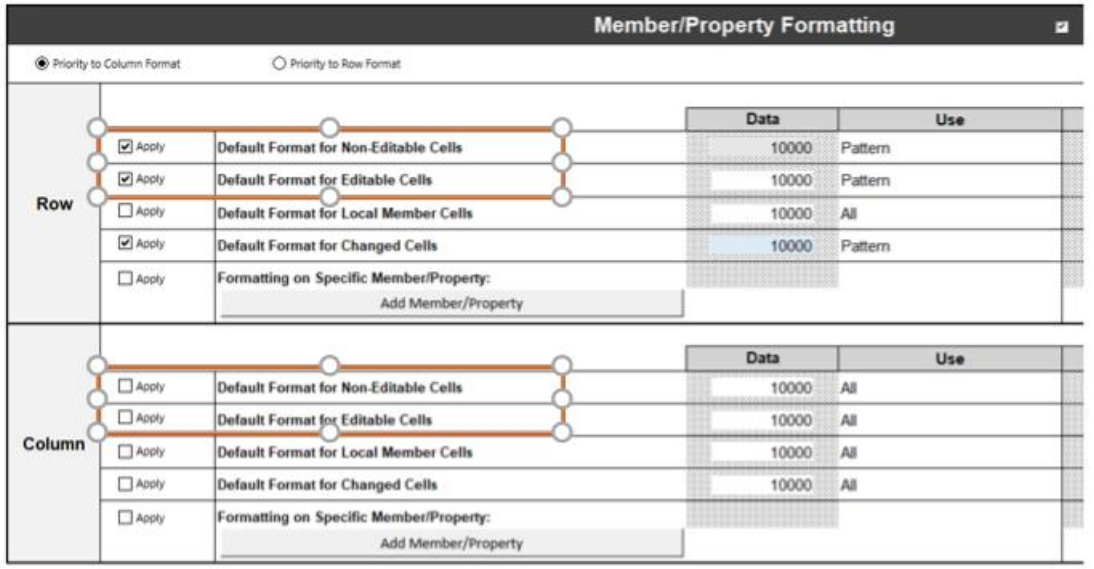
Things to remember:

- The system considers **manual changes** that you make to partially editable key figure values in the SAP IBP, add-in for Microsoft Excel. It is not possible to edit such values in the **Planner Workspaces** app.
- Changes to partially editable child nodes made by **system processes**, for example forecasting runs (simulation or background) are **not supported**.
- You **can fix or unfix** key figure values of partially editable periods that haven't been fixed yet or were fixed before.
- The **ADVSIM operator** does not consider partially editable child nodes.

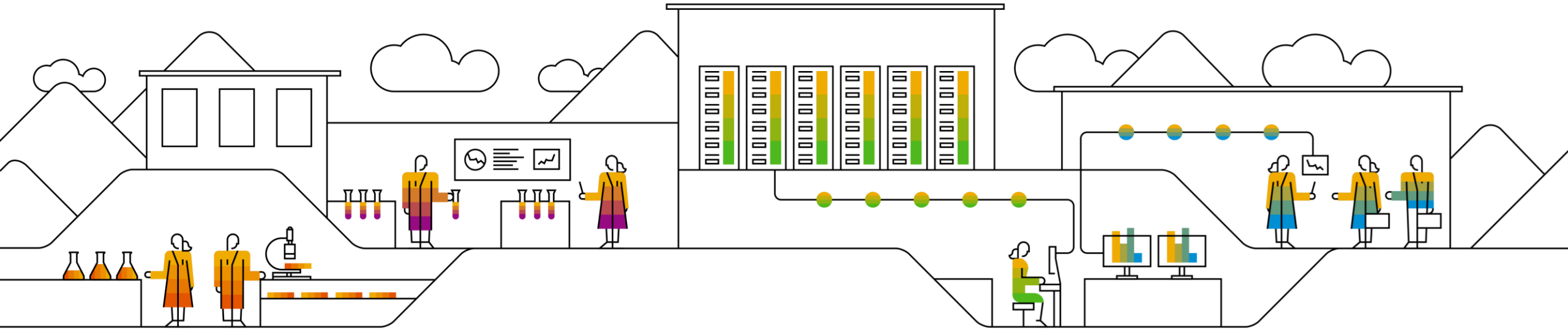
Time-based disaggregation of partially editable child nodes
– Formatting

The Excel add-in shows whether a period is editable or not at the cell level.

As default, noneditable cells have a light gray background. You can use the **SAP IBP Formatting Sheet** to set up your own formatting for editable and noneditable cells (as described in slide 123).



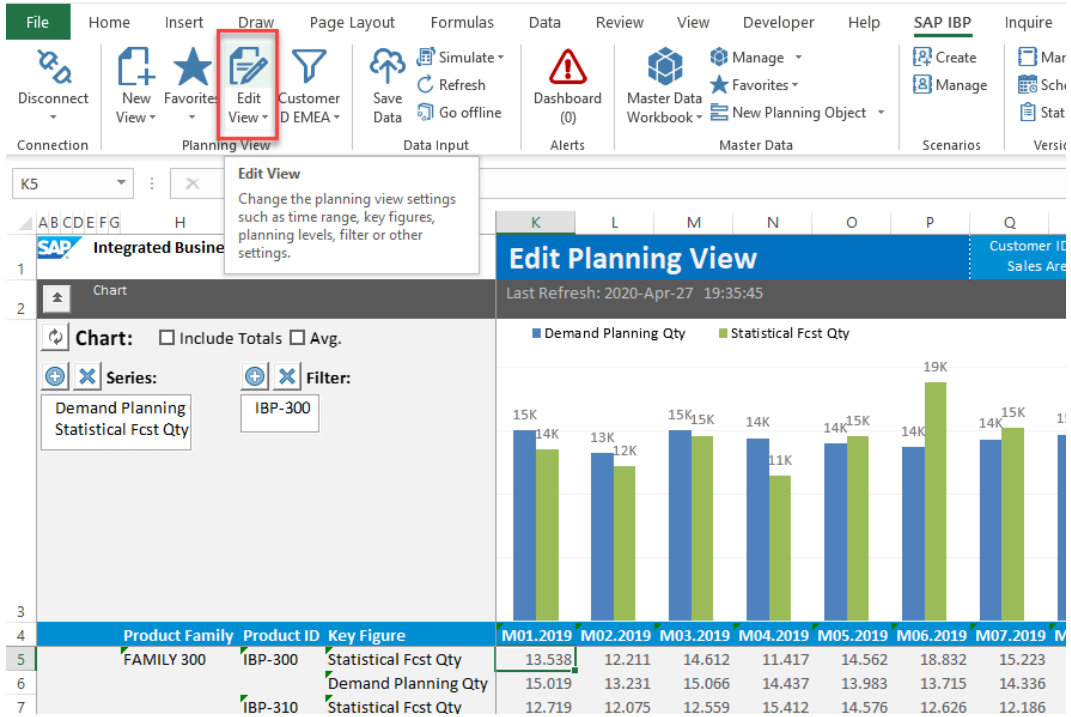
8) How to Work with Planning Views

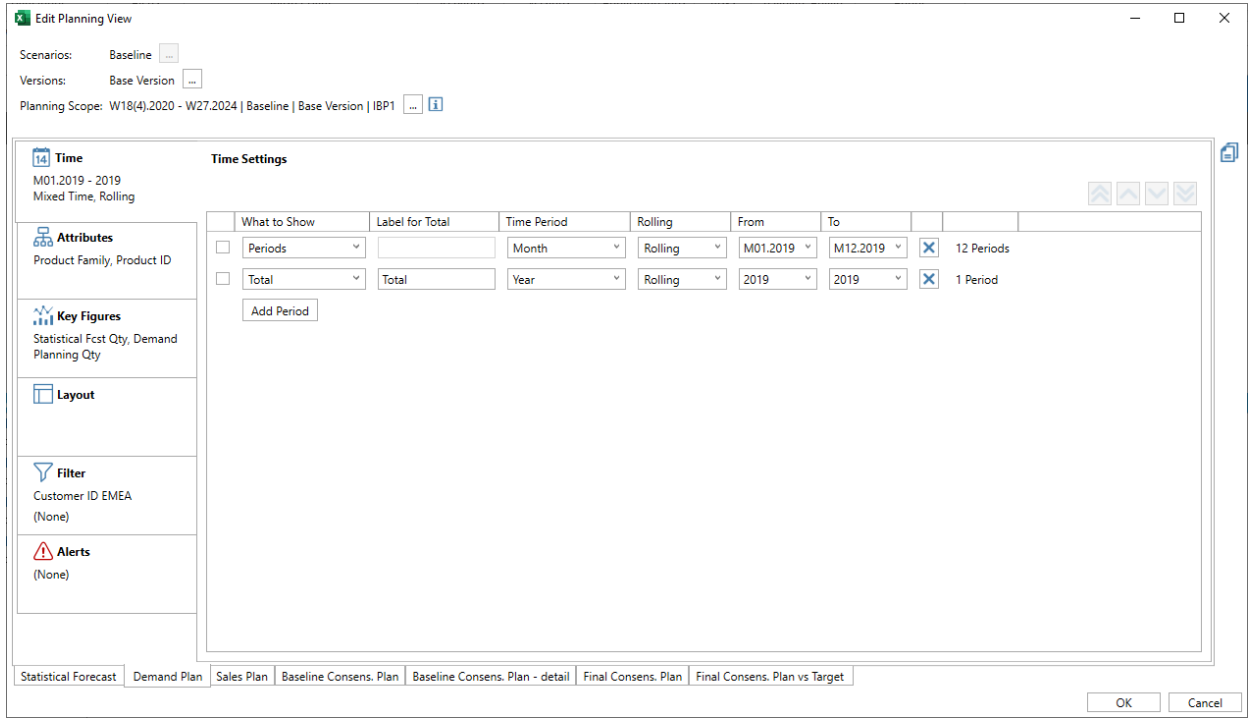


Editing planning views

Editing planning views

You can edit all settings of a planning view using the *Edit View* button in the *SAP IBP* ribbon.



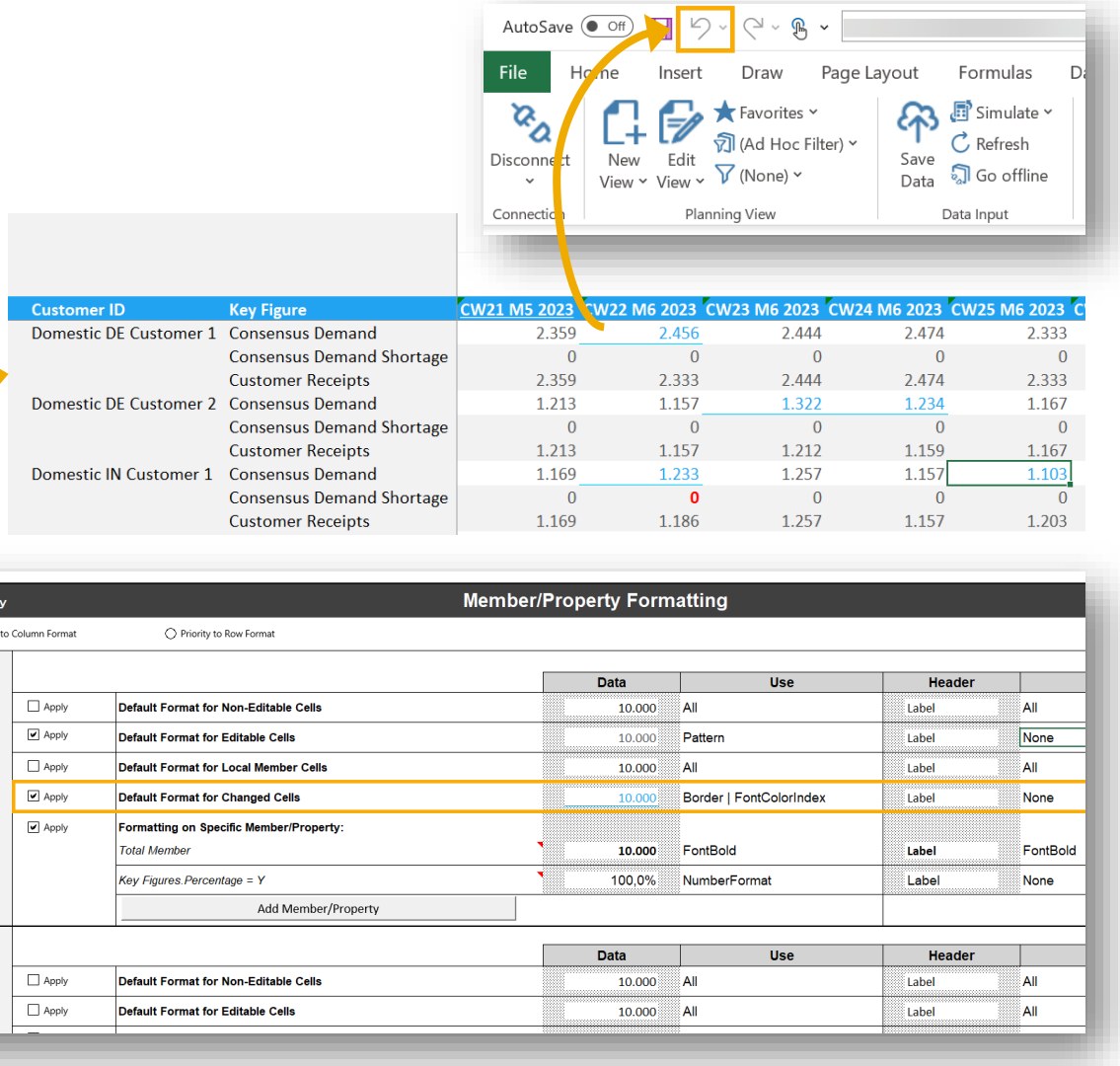


Editing planning views- resetting changes in your planning view (1)

Usually, you can use the Microsoft Excel *Undo* function to reset the changes you made to key figure values manually. However, if your administrator has applied a formatting rule in the *Default Format for Changed Cells* field of the *SAP IBP Formatting Sheet* to highlight cells of key figure values that have been edited, you can't use the Microsoft Excel *Undo* function, as it is deactivated in this case.

Instead, you can select a cell or range of cells in the data area of the planning view, and choose *Reset Changes* from the context menu. You can select a broad range that also contains cells that haven't been changed, but keep in mind that the number of cells in the range that you select can't exceed 10,000 cells.

When you use the *Reset Changes* function, the key figure values and the formatting of the selected cells, including formatting for alerts, are reset to the last status after you opened the planning view, or after you triggered functions that reload the planning view, such as *Refresh*, *Save Data* or *Simulate*. In addition to manual changes, local changes, for example changes that have been made by using VBA coding, are also reset.



Editing planning views- resetting changes in your planning view (2)

Things to remember

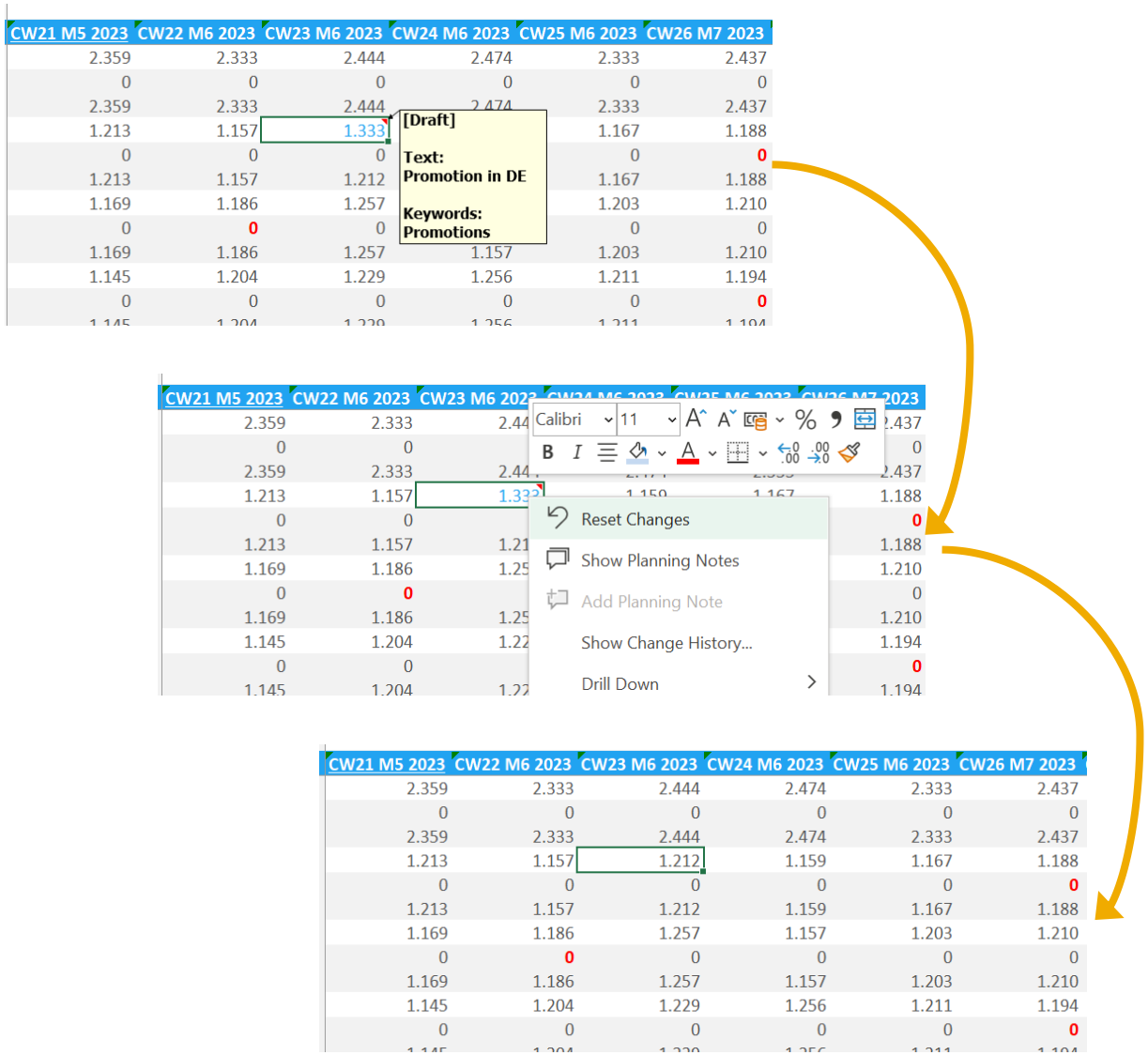
- If you've changed the value of one specific cell several times, all changes that have been made to that cell are reset when you choose *Reset Changes*. You can't reset the changes step by step.
- There is no function to redo the changes that you reset using the Reset Changes function, so make sure you only reset the changes that need to be reset.
- If you have selected the *Keep formula on data* checkbox under *Settings Options* in the *About* group of the *SAP IBP* ribbon for the active planning view, the following applies to formulas you entered in the planning view:
  - The formulas are not reset if you choose *Reset Changes*.
  - The formulas are not formatted according to the formatting you specified in the *Default Format for Changed Cells* field of the *SAP IBP Formatting Sheet*.
  - If your administrator has configured the *Changed Member Default Format* formatting rule to be applied to headers as well as to data cells, and you choose *Reset Changes*, the changed header formatting stays for changed data cells. If you want to reset the formatting of the headers as well, you must include the related header cells in the selected range and then choose *Reset Changes*.

Editing planning views- resetting changes in your planning view (3)

Planning notes and fixing

If you added planning notes or changed existing planning notes in your planning view, the planning note changes that haven‘t been saved yet are also reset when you use the **Reset Changes** function.

The same applies to changes related to fixing and unfixing of key figure values.



Simulation Mode / interactive planning

Interactive planning – simulating the effect of data changes

The Excel add-in offers powerful simulation capabilities that you can use to run what-if simulations on the fly. During simulations, you can change data in the planning view, simulate what effect your changes would have on other key figures, and even run planning operators such as statistical forecasting in simulation mode to analyze the potential results - without changing the actual planning data in the base planning version.

The simulated data is only visible to you and doesn’t have any impact on the data that is stored in the SAP IBP backend. This means that other users are not affected by your simulations.

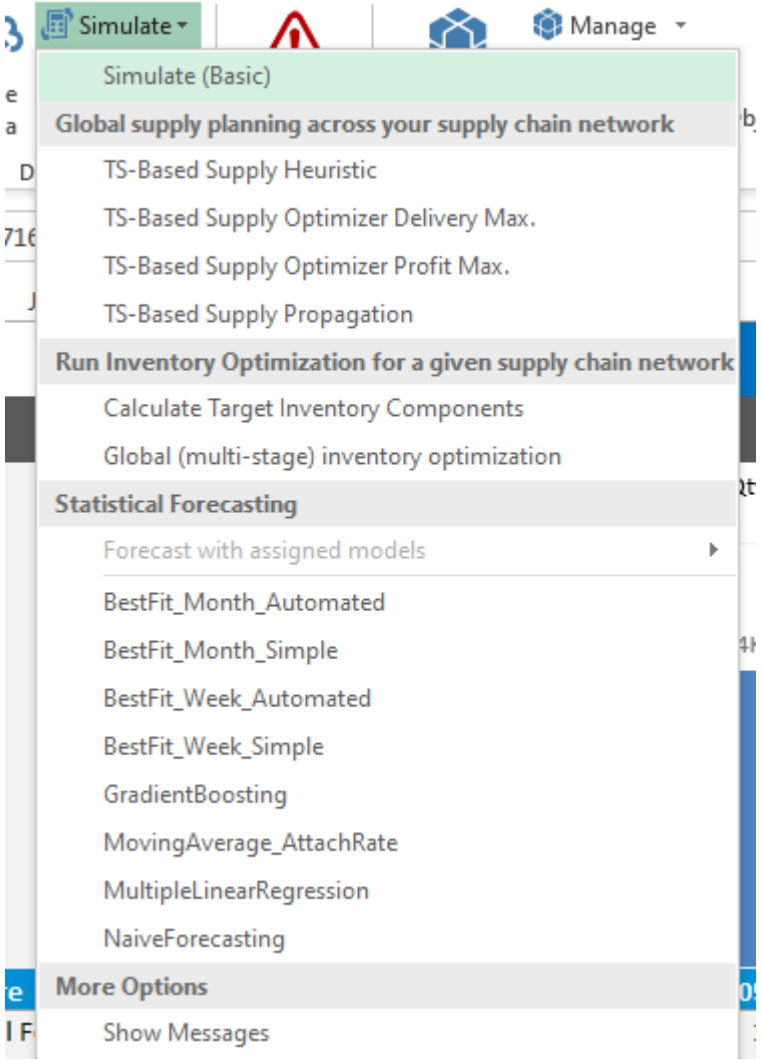
However, if you come to the conclusion that your changes are valid, you can save the simulation so that it becomes the actual planning.

About simulations

- A simulation recalculates the planning view, only considering the changes that you have made in the planning view.
- If you have changed a key figure value, you can simulate the effects of the change on the dependent key figures using *Simulate (Basic).* You can save the changes either as the new baseline plan to the SAP IBP database, visible to all users, or save it as your private scenario. To discard your changes, you simply need to refresh the planning view.
- If you have multiple planning views in one workbook, a simulation in one planning view is automatically propagated to the other planning views in the same workbook. The same applies if you refresh the data in one planning view to discard all changes; this discards the changes in all planning views of the workbook.
- To see the impact of your changes on the plan, you can also run a planning operator, such as, supply planning, inventory optimization, and statistical forecasting, in simulation mode. Starting an operator in simulation mode means that the system automatically starts *Simulate (Basic)* first in order to update dependent key figures based on your changes before starting the operator itself.
- Note that there is no undo button for simulations. If you have run multiple simulations, you cannot undo the last one, but need to refresh completely, thus losing all previous simulation results.

Simulate (Basic)

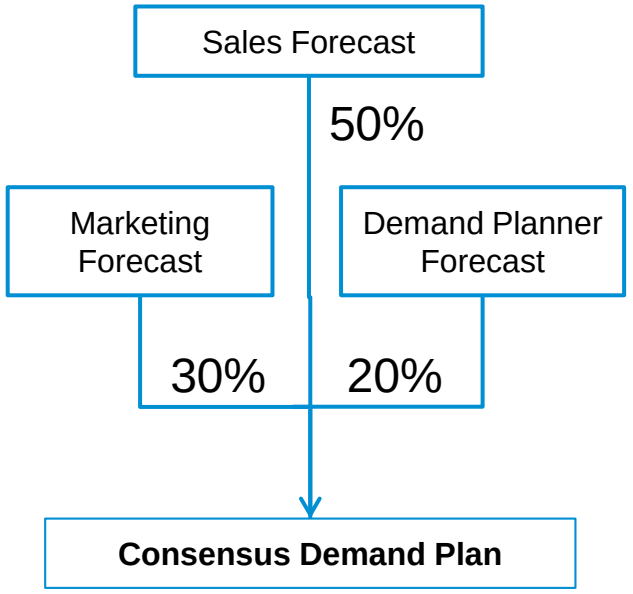
The basic simulation updates the values of the key figures that depend on the key figures that you have changed (using the key figure calculations that have been defined in configuration) - but only in the planning view. No data is saved in the SAP IBP database until you save it.

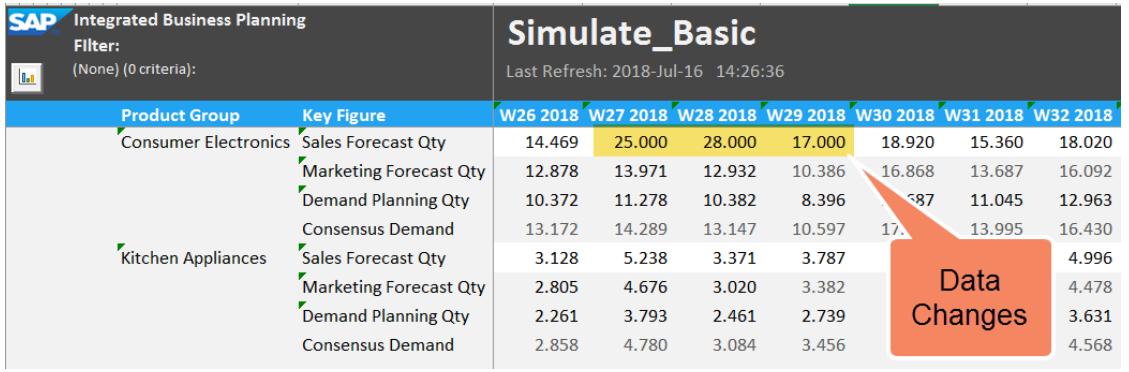


Simulate (Basic) – overview

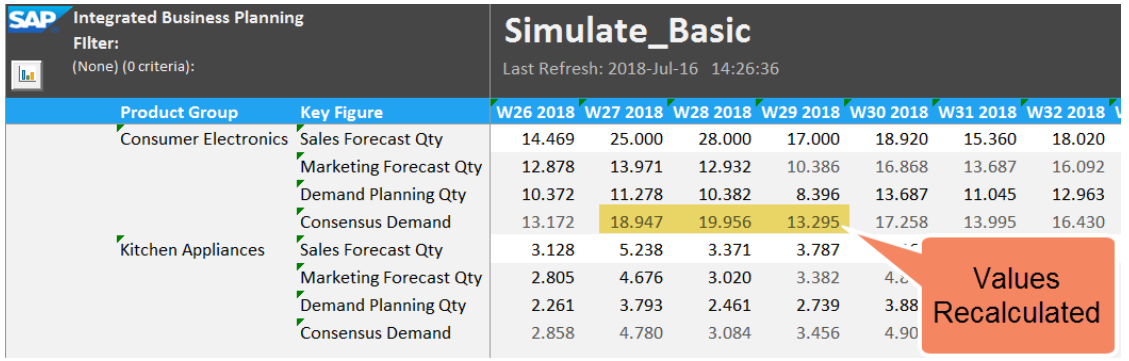
The consensus demand is calculated from the sales forecast quantity, the marketing forecast quantity, and the demand planning quantity entered by the demand planner.

If you manually change the sales forecast quantity for 3 consecutive periods and run *Simulate (Basic)*, the system automatically updates the consensus demand.
Totals and subtotals are also getting updated.









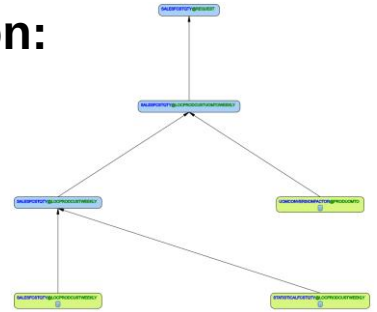
Simulate (Basic) – complex key figure calculations

Depending on the key figure definition in configuration in the SAP IBP backend, the calculation for a key figure can become rather complex and, even if only one value was changed in the planning view, a lot of operations need to happen at the database level in order to simulate and re-calculate the dependent key figures for that single changed value.

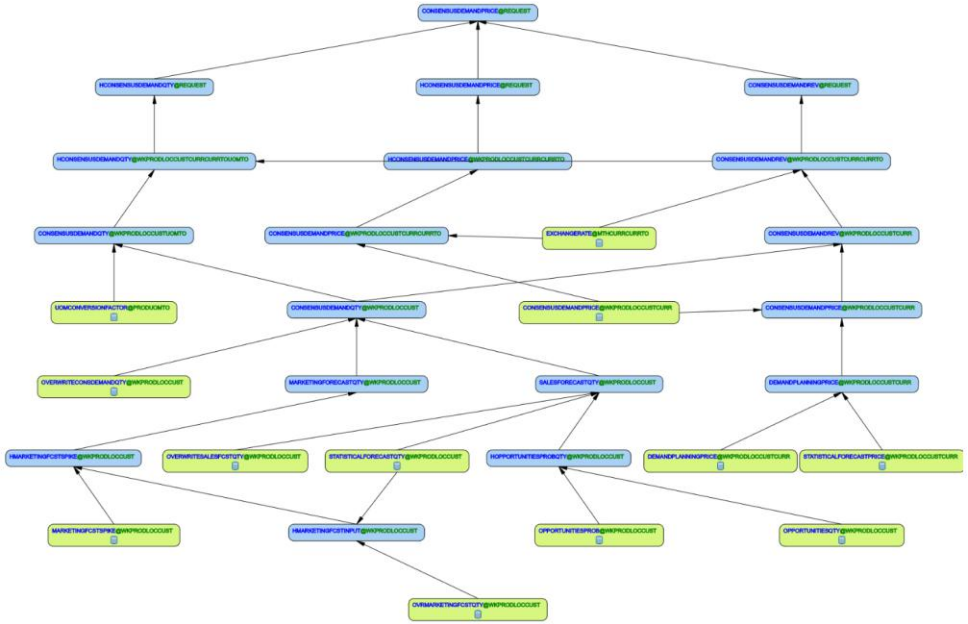
This means that the size of key figure calculations plays a role in the performance of interactive planning.

Please note that in some special cases, data changes that were done for a specific planning combination (such as, product A and location A) with a subsequent *Simulate (Basic)* run can also have an effect on other planning combinations (such as, product A and location B) and can result in updated planning data for these as well.

Simple key figure calculation:



A more complex key figure calculation:

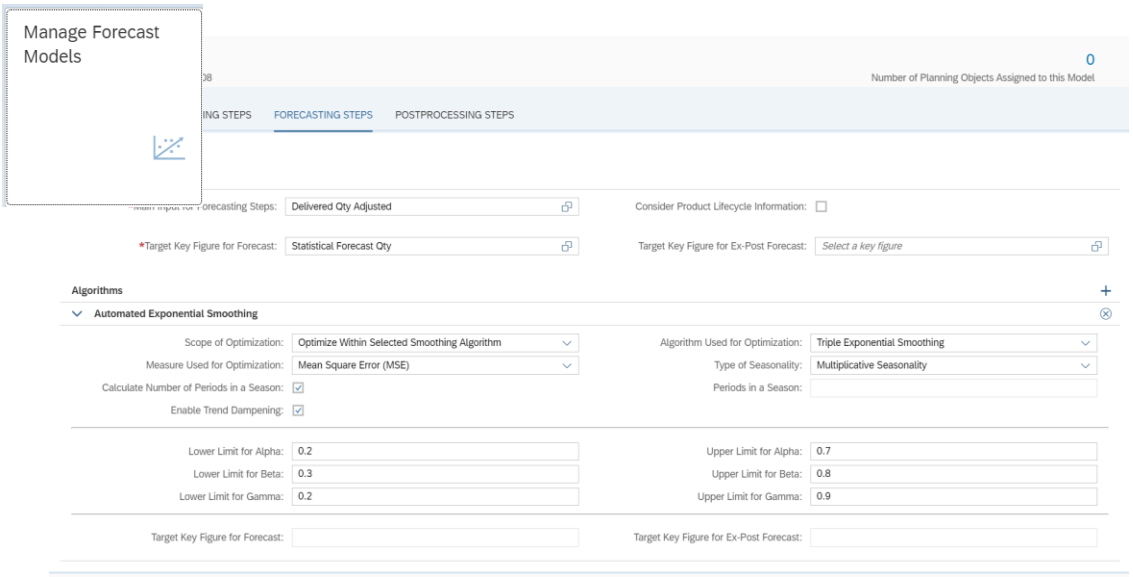


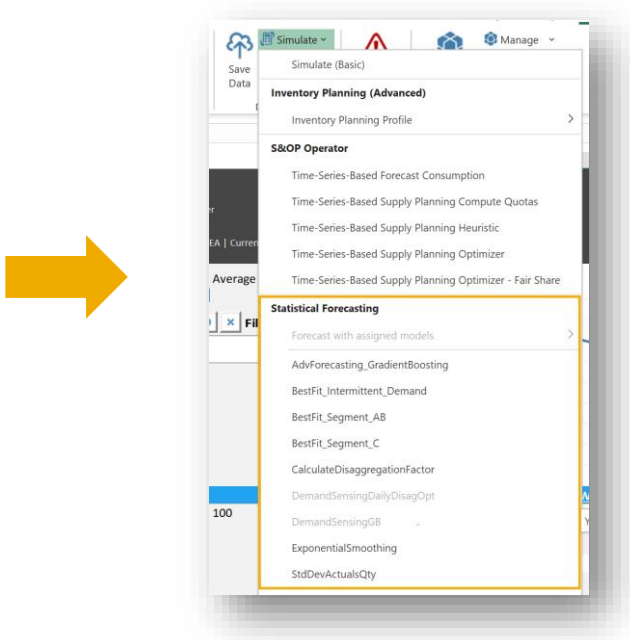
Planning operators in simulation mode – Statistical Forecasting

Example: Simulate the effect of different forecast models on the data, or simulate the effect of increased or decreased sales on the statistical forecast.

The system automatically uses the planning level, the periodicity, and the filter criteria defined in the planning view for the forecast model.

The available forecast models automatically appear in the *Simulate* dropdown menu if the user permissions are given.





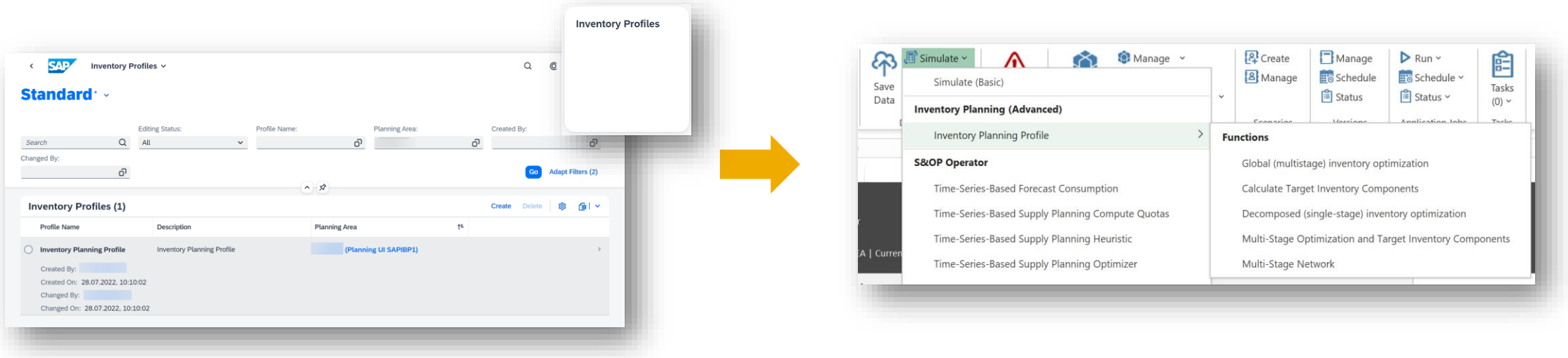
Planning operators in simulation mode – Inventory Planning (Advanced)

Whether an operator is available in the simulation menu, depends on the configured inventory profiles for the respective planning area, and on your user permissions.

The system uses the planning scope that was set in the *Workbook Settings* side panel on the *Create Planning View* or *Edit Planning View* dialogs automatically for the operator simulation.

You can run the *Inventory Planning (Advanced)* profiles in simulation mode.

Example: Simulate the effect of changed input factors, run multi-stage optimization to calculate target inventory components.

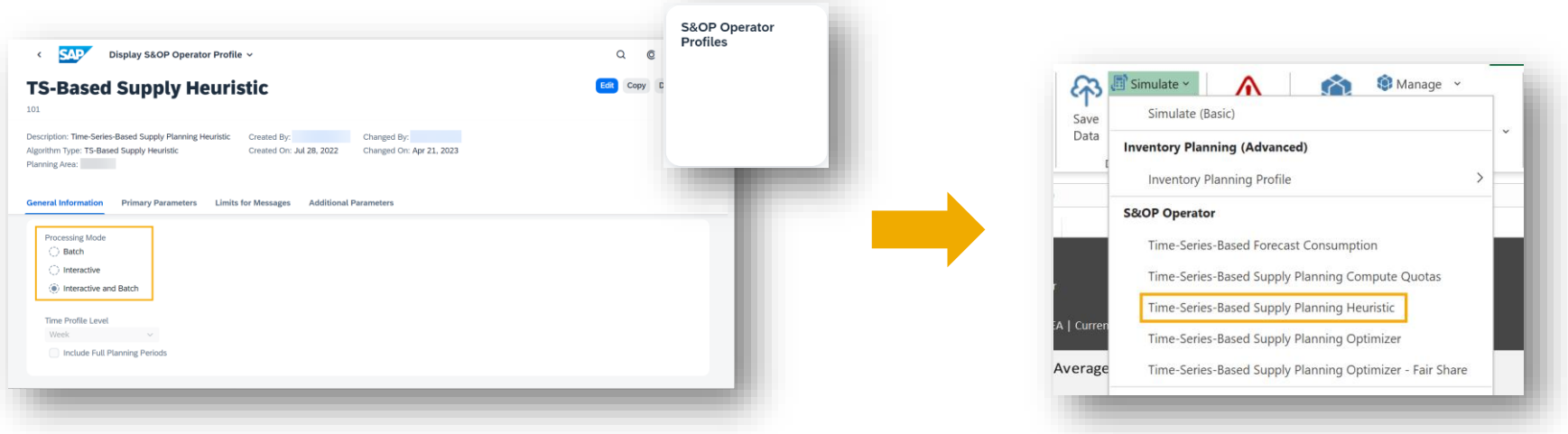


Planning operators in simulation mode – S&OP operators

Whether an operator is available in the simulation menu, depends on the configuration of the operator that is done by your administrator, as well as your user permissions. (The *Interactive Mode* checkbox must be selected in the operator profile and the planning operator must be assigned to the planning area.)

The system uses the planning scope that was set in the *Workbook Settings* side panel on the *Create Planning View* or *Edit Planning View* dialogs automatically for the operator simulation.

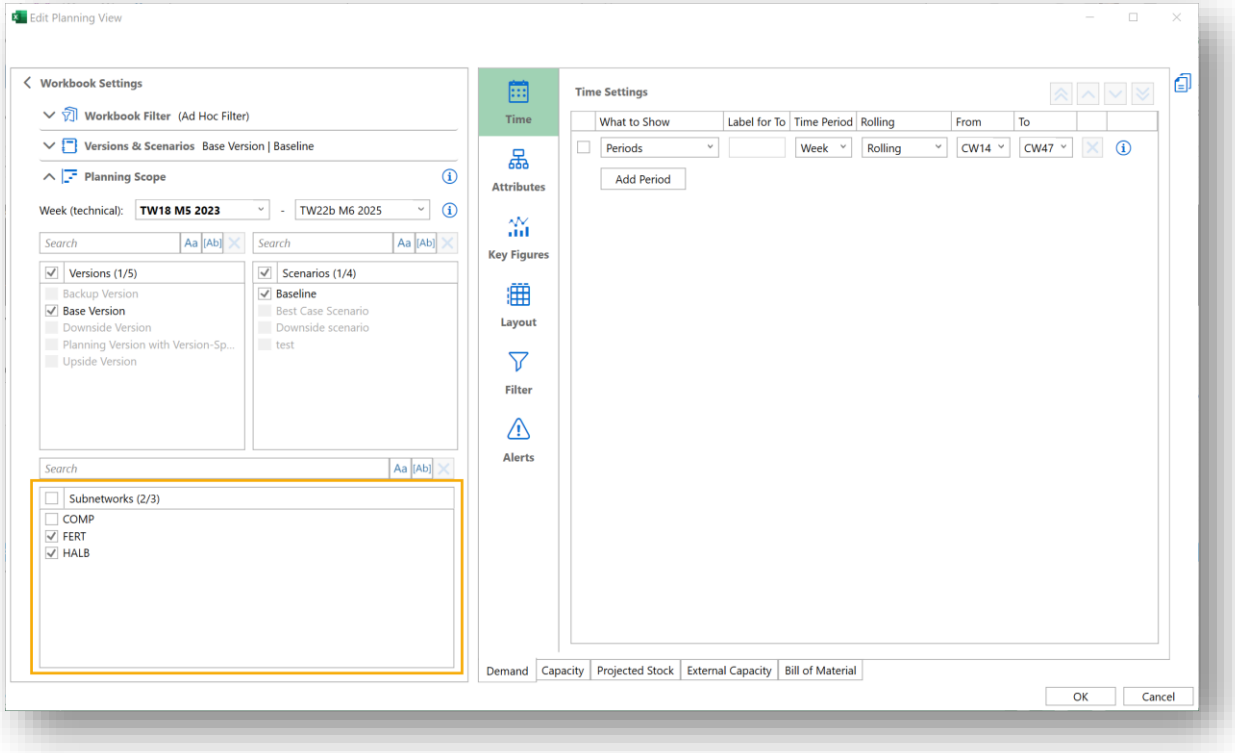
Example: Simulate the effect of changed input factors such as new capacity constraints on the supply plan.



Subnetworks and planning scope for simulation runs

Subnetworks (previously called planning units) are relevant but not mandatory for inventory optimization and time-series based supply planning.

If subnetworks are set-up for your planning area,
you need to select the subnetworks that you want to plan in the *Planning Scope* tab in the *Workbook Settings* side panel.



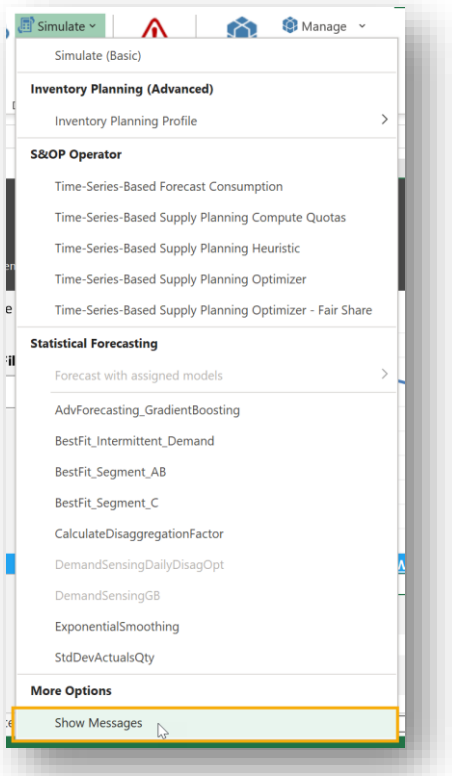
The setting you make here is applied to all planning views of the workbook and is automatically used when simulating Inventory Planning (Advanced) operators or S&OP operators.

You can define default subnetworks in the user settings.

Planning operators in simulation mode – simulation log

Show Messages

After a simulation run, you can access a detailed log of the last simulation run using the *Show Messages* menu entry.



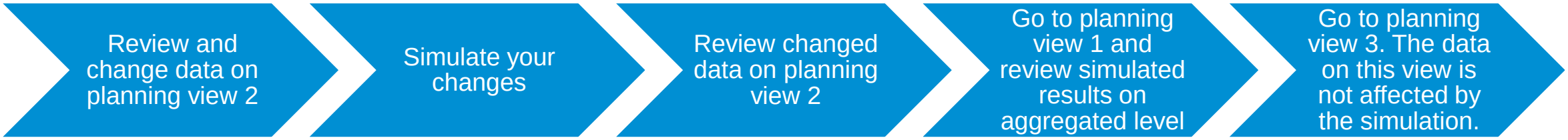
Planning Area	Product Group	Forecast Model / Reference	Step	Severity	Message
		FA163E5BBBDA1EE8A29F3F3467490D73		Information	The simulation has started.
		FA163E5BBBDA1EE8A29F3F3467490D73		Information	Forecast executed on base planning version
		BestFitForecastingmodel		Information	Forecast model BestFitForecastingmodel executed
		BestFitForecastingmodel		Information	Model comparison based on the hold-out test phase.
		BestFitForecastingmodel		Information	Executing forecasting steps using the initial 18 periods of the history.
		BestFitForecastingmodel		Information	Step 1 of 2 forecasting steps
		BestFitForecastingmodel		Information	Automated exponential smoothing algorithm was executed.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	The following parameter values were determined:
SAP61808	Consumer Electronics	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	Alpha: 0.874713
SAP61808	Consumer Electronics	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	Model selection: Single exponential smoothing
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	The following parameter values were determined:
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	Alpha: 0
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	Gamma: 0
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	Model selection: Triple exponential smoothing
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponencial Smoothing	Information	No trend detected.
		BestFitForecastingmodel		Information	Step 2 of 2 forecasting steps
		BestFitForecastingmodel		Information	Simple average algorithm was executed.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Simple Average	Information	Processing planning object.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Simple Average	Information	Processing planning object.
		BestFitForecastingmodel		Information	The Choose Best Forecast method was applied based on MPE.
		BestFitForecastingmodel		Information	The Choose Best Forecast based on the hold-out test phase: 6 periods.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Best Forecast using Test Phase	Information	MPE for Automated Exponencial Smoothing on test phase: -5.463%.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Best Forecast using Test Phase	Information	MPE for Simple Average on test phase: -5.076%.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Best Forecast using Test Phase	Information	Lowest MPE value on test phase was -5.076%.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Best Forecast using Test Phase	Information	Simple Average was selected.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	MPE for Automated Exponencial Smoothing on test phase: -5.777%.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	MPE for Simple Average on test phase: -5.676%.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	Lowest MPE value on test phase was -5.676%.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	Simple Average was selected.
SAP61808		BestFitForecastingmodel	Best Forecast using Test Phase	Information	Simple Average was selected 2 times.
		BestFitForecastingmodel		Information	Forecast re-executed with selected algorithms on full historical horizon
		BestFitForecastingmodel		Information	Simple average algorithm was executed.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Simple Average	Information	MPE: -118.706%
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Simple Average	Information	MPE: -132.363%
		FA163E5BBBDA1EE8A29F3F3467490D73		Information	The simulation has ended.

Simulation across different planning views

A simulation session always involves the entire Excel workbook, including all planning views (worksheets) in the workbook. So if you change data in one planning view (on worksheet 1, for example), then click *Simulate (Basic)* or start a planning operator in simulation mode, and then go to another planning view (worksheet 2, for example), you see that associated data has been updated with the simulation run.

Example:

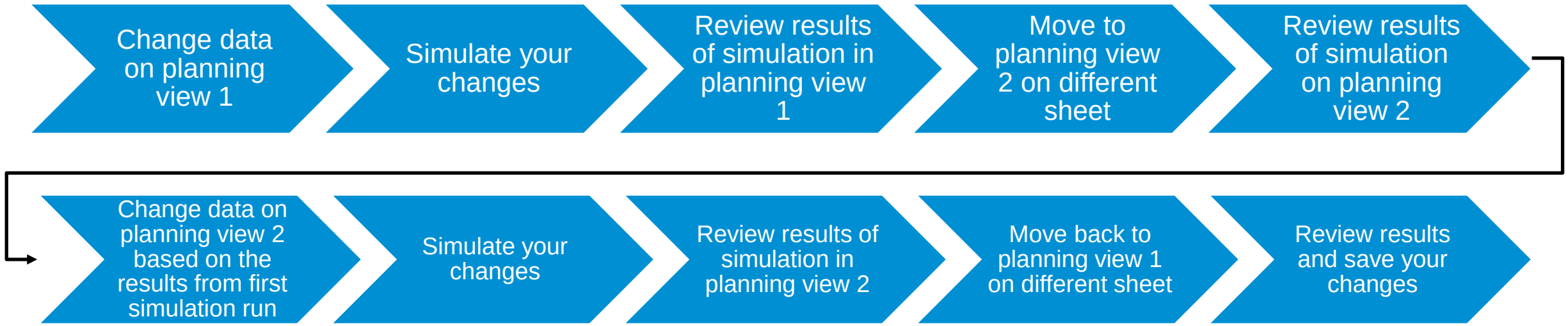
In your Excel workbook, you have three planning views on three different worksheets. Planning view 1 shows aggregated data and summarizes the results from the two other planning views. Planning views 2 and 3 show data on a detailed level for **different** regions.



Consecutive simulations in one simulation session

You can run multiple consecutive simulations without saving the data in between. For example, you can change data, run a simulation, review the results, change data again, simulate, and so on, until you get the appropriate results and want to save the changes or discard them all by clicking *Refresh.*

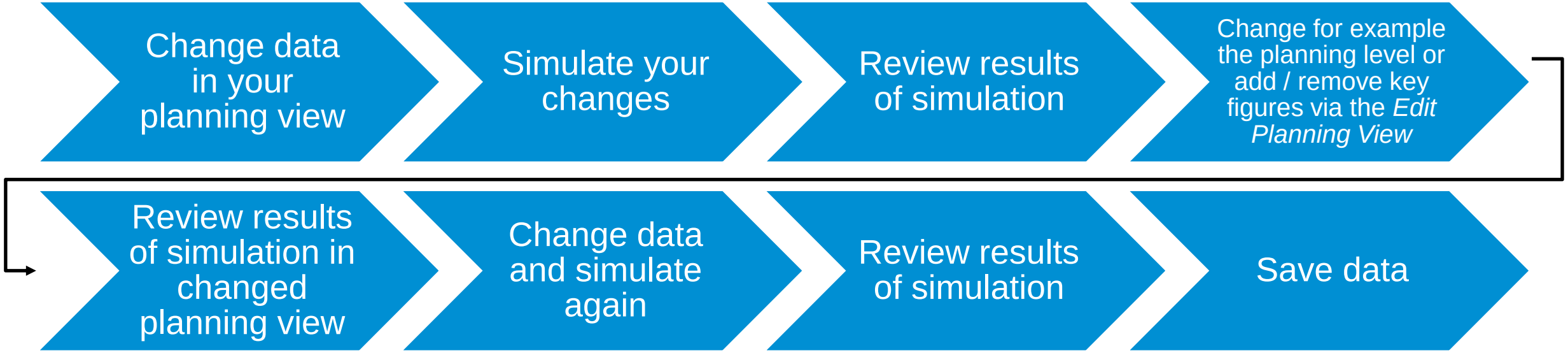
Example:



Change planning view settings during a simulation session

A simulation session is not affected by changes to the planning view settings. So you can use drill-downs, or change the settings in the *Edit Planning View* menu without losing the results of your simulation. The system applies the changed settings to your planning view, but retains the simulated results.

Example:



Versions

About versions

- Versions are used to create “alternative realities” of the global company plan.
- The base version represents the base plan (operational plan) that is used within the company as the go-to plan.
- Additional versions can help determine what the best path forward is, without interfering with the base version.
- Versions are valid for and used by the whole company, or by departments of a company, and are visible to all end users who have the necessary authorizations.
- Versions are created centrally in the SAP IBP model configuration and are an optional, but common part of an SAP IBP implementation.
- A version consists of a set of key figures that represent the particular plan. Different versions can have different key figure values. For example, the sales forecast might be 100 in an upside version, only 50 in a downside version, and in the end, 70 in the base version.
- A version always consists of a sub-set of the available key figures that are included in the base version. They cannot include additional key figures.
- Some key figures within a version are marked as version-specific and some as pure baseline key figures. Baseline key figures will always show the data stored in the base version, while data in version-specific key figures can differ from version to version.
- A version can consist of version-specific master data (optional).

Versions – sample process

Adjust your planning view data

- Change key figure values in the base version

Copy base version to version

- Copy your base version to a version (such as, upside or downside) to use the base version values as a basis for changes to a more optimistic or pessimistic plan.

Change version

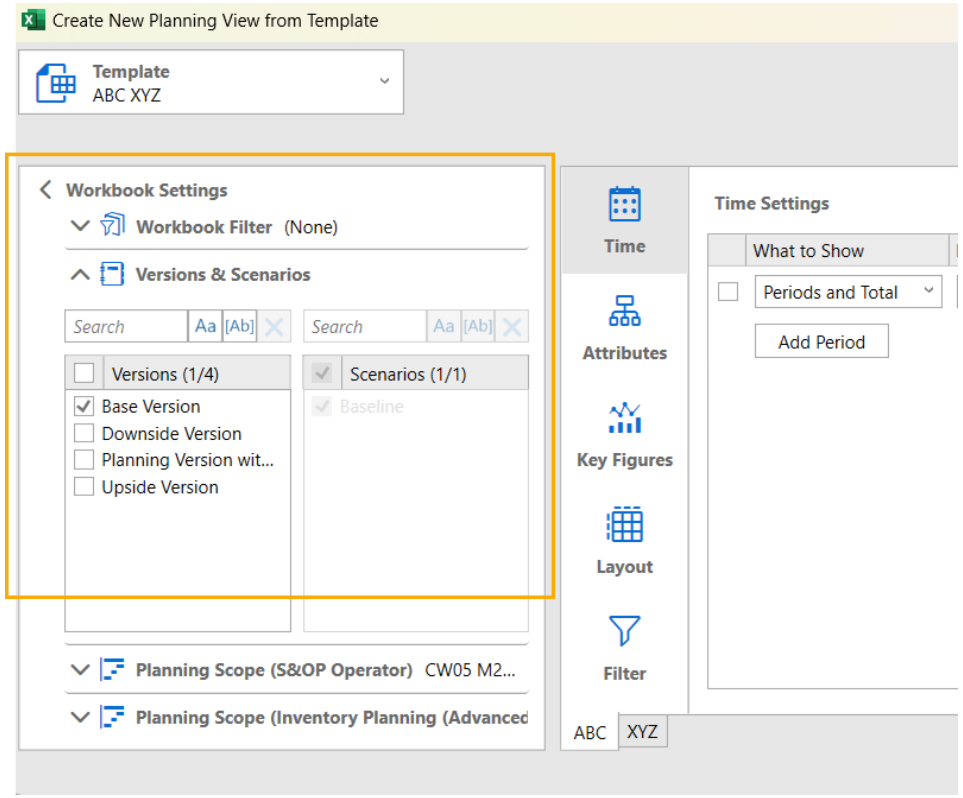
- Change key figure values in the version
- Change master data if you are using version-specific master data

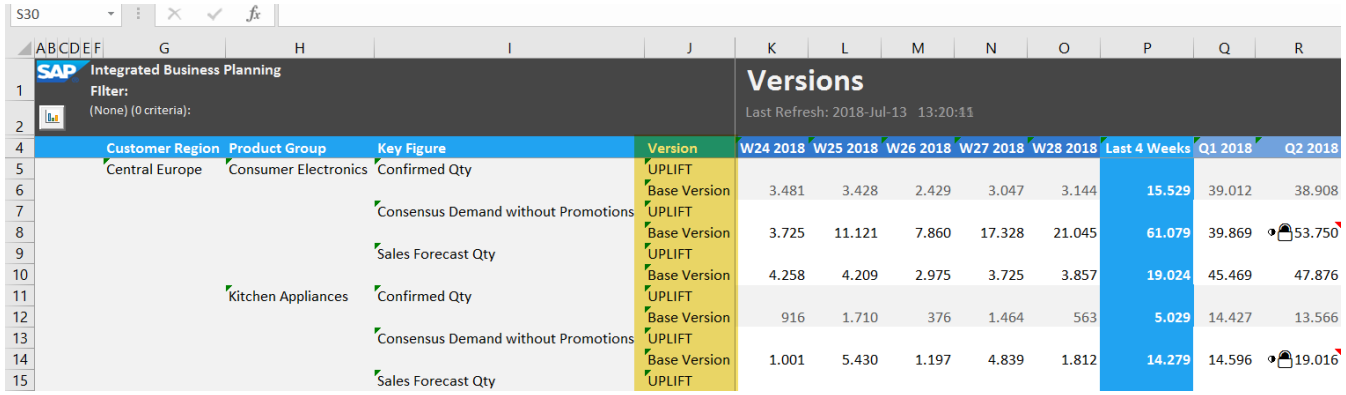
Copy version to base version

- Copy values from a version to the base version if you want to promote the changed values back to the base version.

Comparing versions

- In the planning view definition, in the *Workbook Settings* side panel, select the versions you want to see in the planning view.
- The default is *Base Version.*
- The version selection is valid for all sheets in the workbook.





In the planning view, a new column is added, called *Version*. You can compare the different versions, change values, and more.

Please note that this column is not visible when you have only selected the base version in the planning view definition.

Copying versions

In the *Manage Versions* window, you can

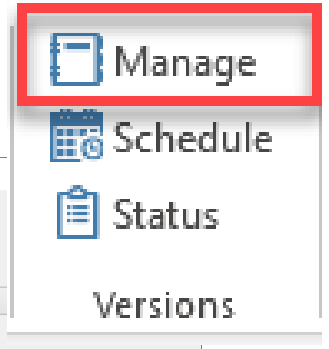
- Copy data from the base version to an alternate version
- Copy data from the alternate version back to the base version
- Copy data among alternate versions
- Delete data in versions

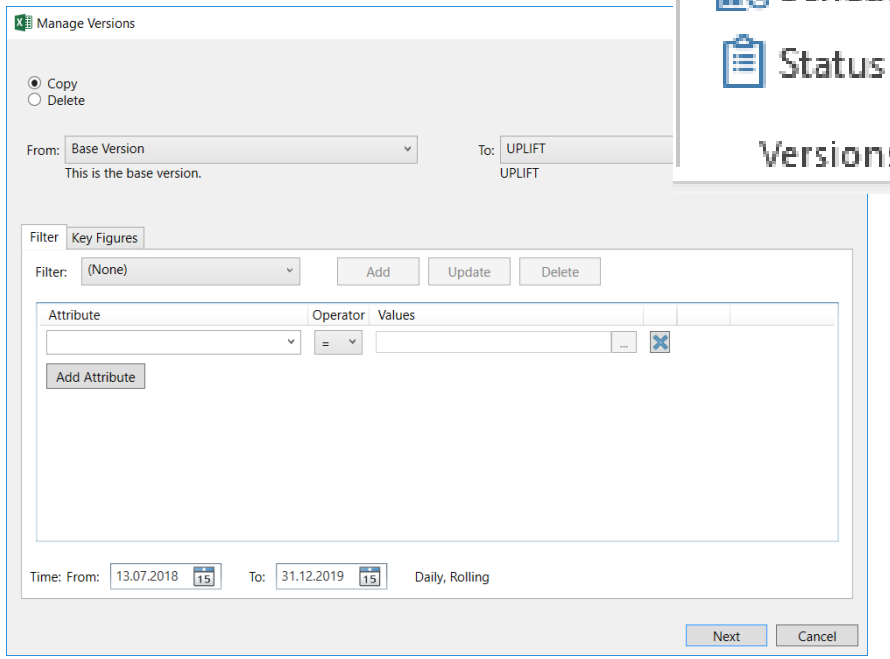
The actions are executed as an application job for which you can define the following parameters:

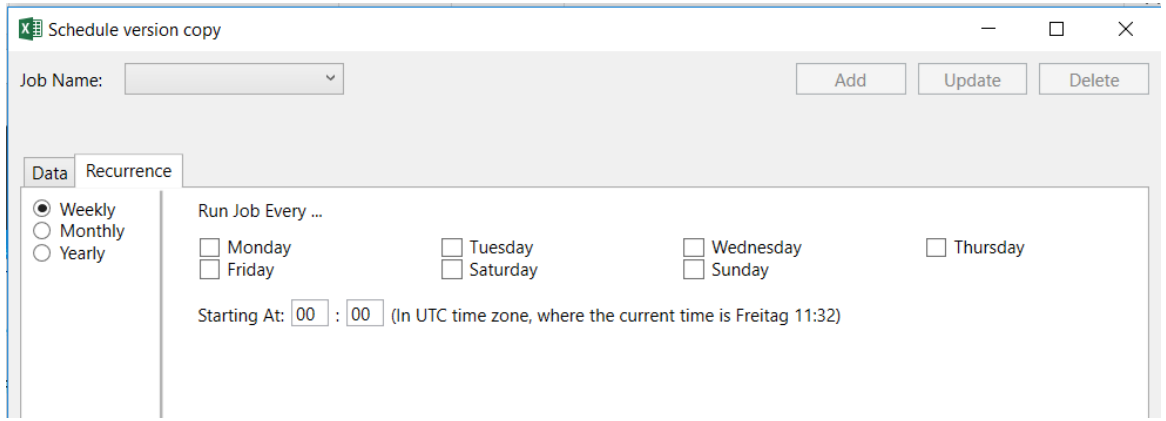
- Time horizon that should be copied
- Master data attributes filters
- Key figure filter

Version copy and version deletion jobs can also be scheduled as recurring jobs.

The status of the jobs can be seen in the *Version Status* window.







Scenarios

About scenarios

- Planners can create scenarios themselves directly in the Excel add-in.
- A scenario is a user-specific “alternative reality” of a plan.
- A planner can use scenarios to determine what the best path forward is, without interfering with the current planning (for example, the company’s base version).
- Scenarios can help the planner to answer what-if questions quickly.
- A planner can make the scenario visible to other users by sharing the scenario with them.
- A scenario is a subset of the data in a planning area, referring to one version.
- Multiple users can create different scenarios for the same planning area.
- The baseline scenario (briefly “baseline”) includes the original data set based on which a particular scenario was created.

Scenarios - sample process

Adjust your planning view data

- Change key figure values in the baseline scenario (default).

Run simulation

- Simulate what effect these changes have on your planning view.

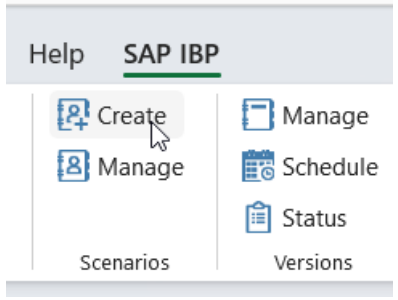
Save as scenario

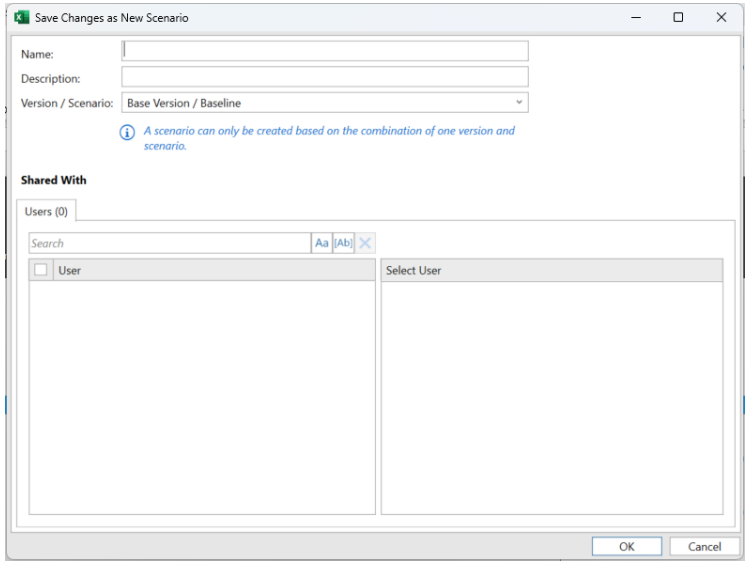
- Keep hold on the changes and simulations without saving it in the version.
- Continue to work on the data until you are confident that the scenario is ready to be promoted to the version, such as, the base version (which is the company's operational plan).
- Visualize different scenarios in one planning view to compare the data.

Promote scenario

- Promote the scenario to the versions, for example, the base version.
- The data is immediately copied over to the versions and is visible to all users.

Creating a scenario



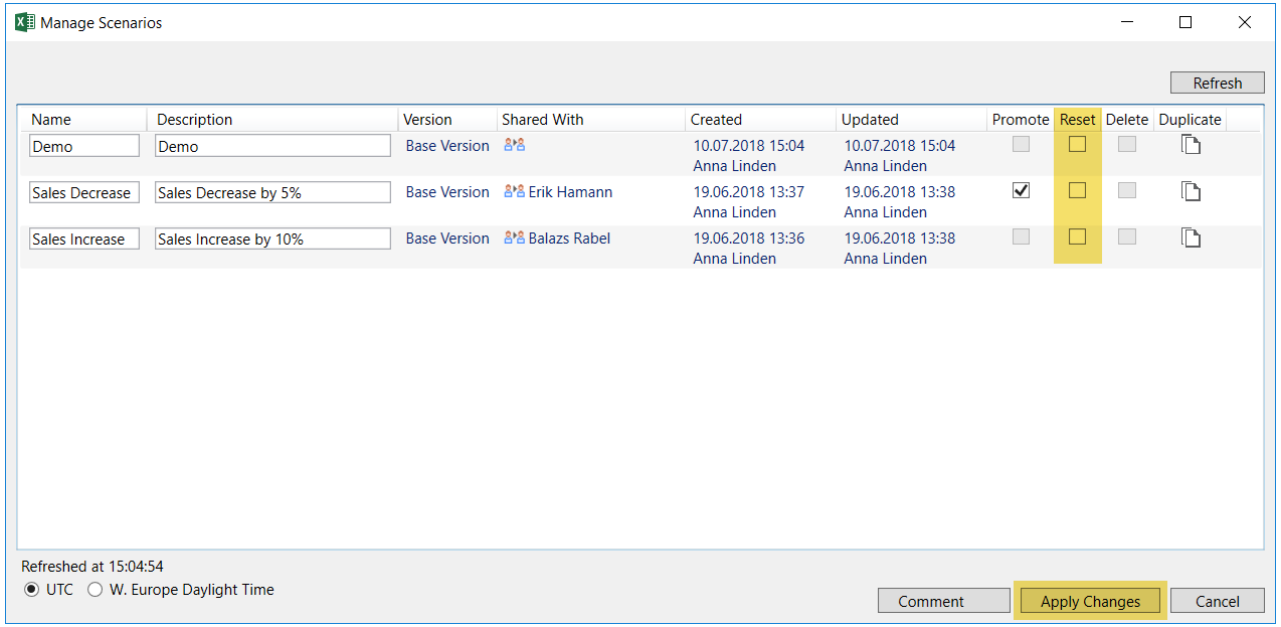


- In the *Scenarios* area, click *Create*.
- Enter a name and a description of the new scenario.
- Select the combination of version and scenario on which you want to base your new scenario. Make sure that you only changed data for one version or scenario. Otherwise, you won't be able to create a new scenario.
- At this point, you can share the scenario with other users or groups. But this can also be done later on.
- Once you click *Save*, the new scenario is created and a new column called *Scenario* is added to your planning view.

Creating an empty scenario and resetting a scenario

If you have not made any changes yet to your planning view in the baseline scenario, you can create an empty scenario which is defaulted to the baseline values.
Any change in baseline values will also be changed in the scenario, up to the point when you start changing values in the scenario, which then decouples it from the baseline.

You can manually reset the scenario to the baseline in the *Manage Scenarios* window.



Creating a scenario including unsaved data changes

You can create a new scenario after you have made changes to your data in the planning view. Please note the following:

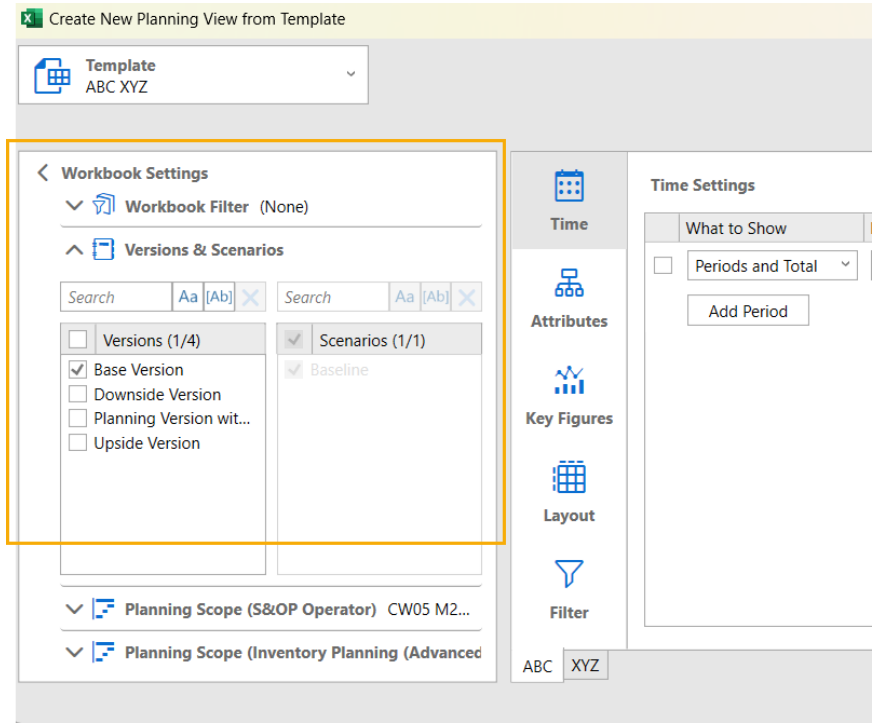
- You will need to simulate your changes using the *Simulate (Basic)* first, before creating a new scenario if your planning view contains more than one time level.
- The new scenario will automatically contain all your data changes if all changes were valid. In that case, it is not necessary to first simulate these changes using the *Simulate (Basic).*
- Make sure you only change data in the combination of version and scenario on which you want to base your new scenario. Otherwise, you won't be able to create a scenario.
- Invalid data changes cannot be detected in all cases by the Microsoft Excel front end as the data validation happens in most cases when sending the data changes to the SAP IBP backend during a simulation with *Simulate (Basic)* or when saving the changes. Invalid changes can occur, for example, if you changed data for a key figure or attribute value without having editing authorization, or in cases where the fixing of a key figure value would lead to negative values during disaggregation.
  When creating a scenario based on a planning view that contains valid and invalid changes, the following behavior applies:
  - If the invalid changes can be detected on the frontend, you are informed about the invalid changes before the new scenario is created. All changes are discarded when the scenario is created.
  - If the invalid changes cannot be detected by the frontend, you are not informed about the invalid changes before the new scenario is created. All changes are discarded when the scenario is created.

  Therefore, it is recommended that you first use S*imulate (Basic)* before creating a new scenario based on changed values.

Comparing scenarios

In the planning view definition, in the *Workbook Settings* side panel, select the scenarios you want to see in the planning view.

- The default is *Baseline.*
- The scenario selection is valid for all sheets in the workbook.



Integrated Business Planning
Filter:
(None) (0 criteria):

User-Defined Scenario
Last Refresh: 2018-Jul-10 16:50:13

Customer Region	Product Group	Key Figure	Scenario	W24 2018	W25 2018	W26 2018	W27 2018	W28 2018
Central Europe	Consumer Electronics	Confirmed Qty	Sales Increase	3.481	3.428	2.429	3.047	3.144
			Sales Decrease	3.481	3.428	2.429	3.047	3.144
			Baseline	3.481	3.428	2.429	3.047	3.144
		Consensus Demand without Promotions	Sales Increase	3.725	11.121	7.860	17.328	21.045
			Sales Decrease	3.725	11.121	7.860	17.328	21.045
			Baseline	3.725	11.121	7.860	17.328	21.045
		Sales Forecast Qty	Sales Increase	4.258	4.209	2.975	3.725	3.857
			Sales Decrease	4.258	4.209	2.975	3.725	3.857
			Baseline	4.258	4.209	2.975	3.725	3.857
	Kitchen Appliances	Confirmed Qty	Sales Increase	916	1.710	376	1.464	563
			Sales Decrease	916	1.710	376	1.464	563
			Baseline	916	1.710	376	1.464	563
		Consensus Demand without Promotions	Sales Increase	1.001	5.430	1.197	4.839	1.812
			Sales Decrease	1.001	5.430	1.197	4.839	1.812
			Baseline	1.001	5.430	1.197	4.839	1.812
		Sales Forecast Qty	Sales Increase	1.150	2.063	456	1.846	682
			Sales Decrease	1.150	2.063	456	1.846	682
			Baseline	1.150	2.063	456	1.846	682

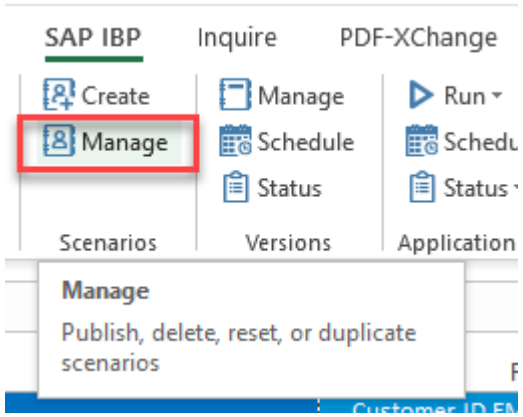
In the planning view, a new column is added, called *Scenario*. You can compare the different scenarios, change values, and more.

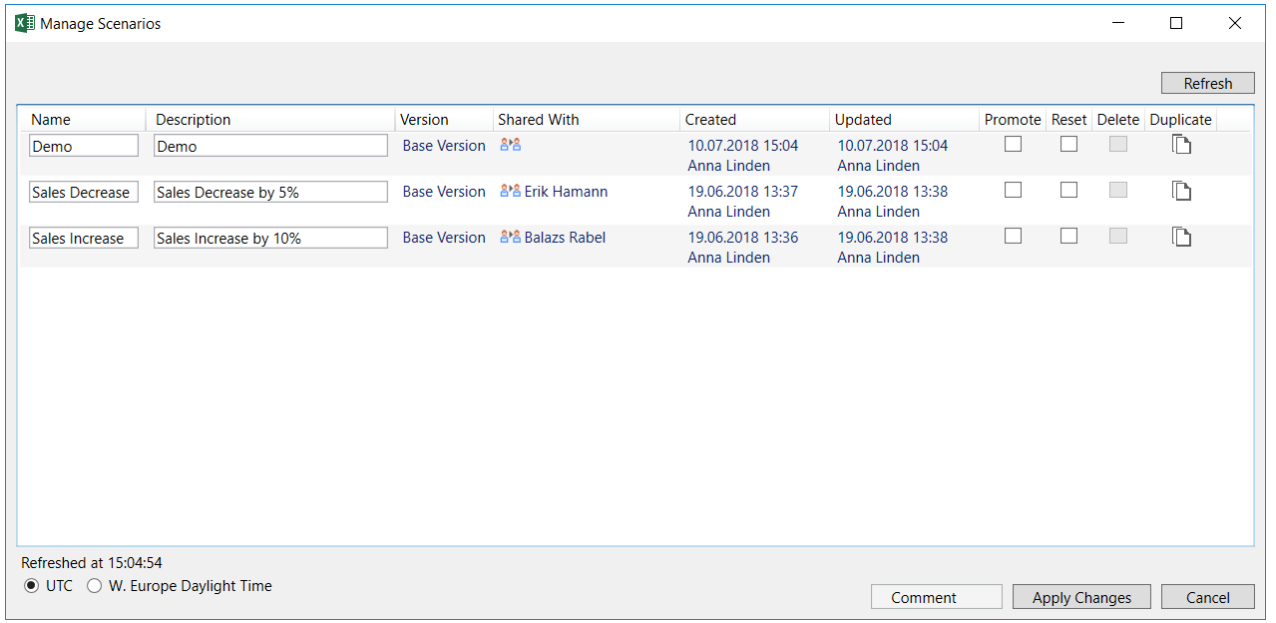
Please note that this column is not visible when you have only selected the baseline scenario in the planning view definition.

Managing your scenarios

In the *Manage Scenarios* window, you can do the following:

- Change the name and description of the scenario.
- Share it with other users and user groups.
- Promote the scenario to the version involved.
- Reset the scenario to the baseline values.
- Delete the scenario. You can only delete a scenario if it's not part of the workbook definition.
- Duplicate the scenario, that is, copy it to a new scenario.
- As of SAP IBP 2505, it is no longer possible to create or duplicate multiversion scenarios in any version of the Excel add-in. However, multiversion scenarios that were created earlier still appear in the Manage Scenarios window, and you can still promote, reset, and delete them.



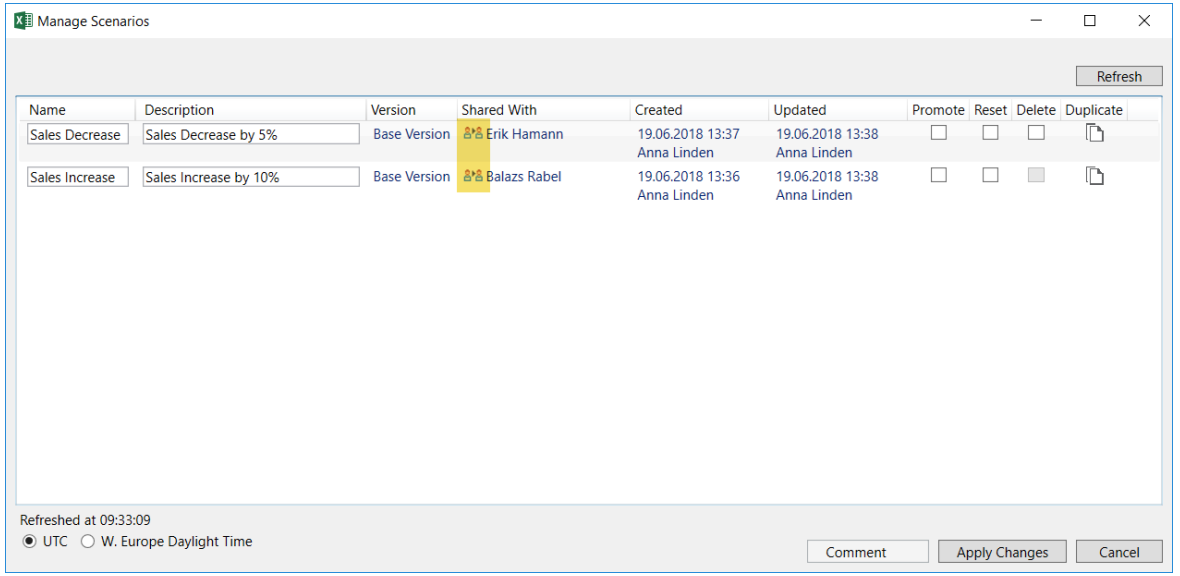


Sharing a scenario with other users

You can share your scenarios with other users or user groups. In the *Manage Scenarios* window, click on the  icon and add the respective users or user groups.

Please be aware that these users then have full authorization to change, delete, and promote the scenario.

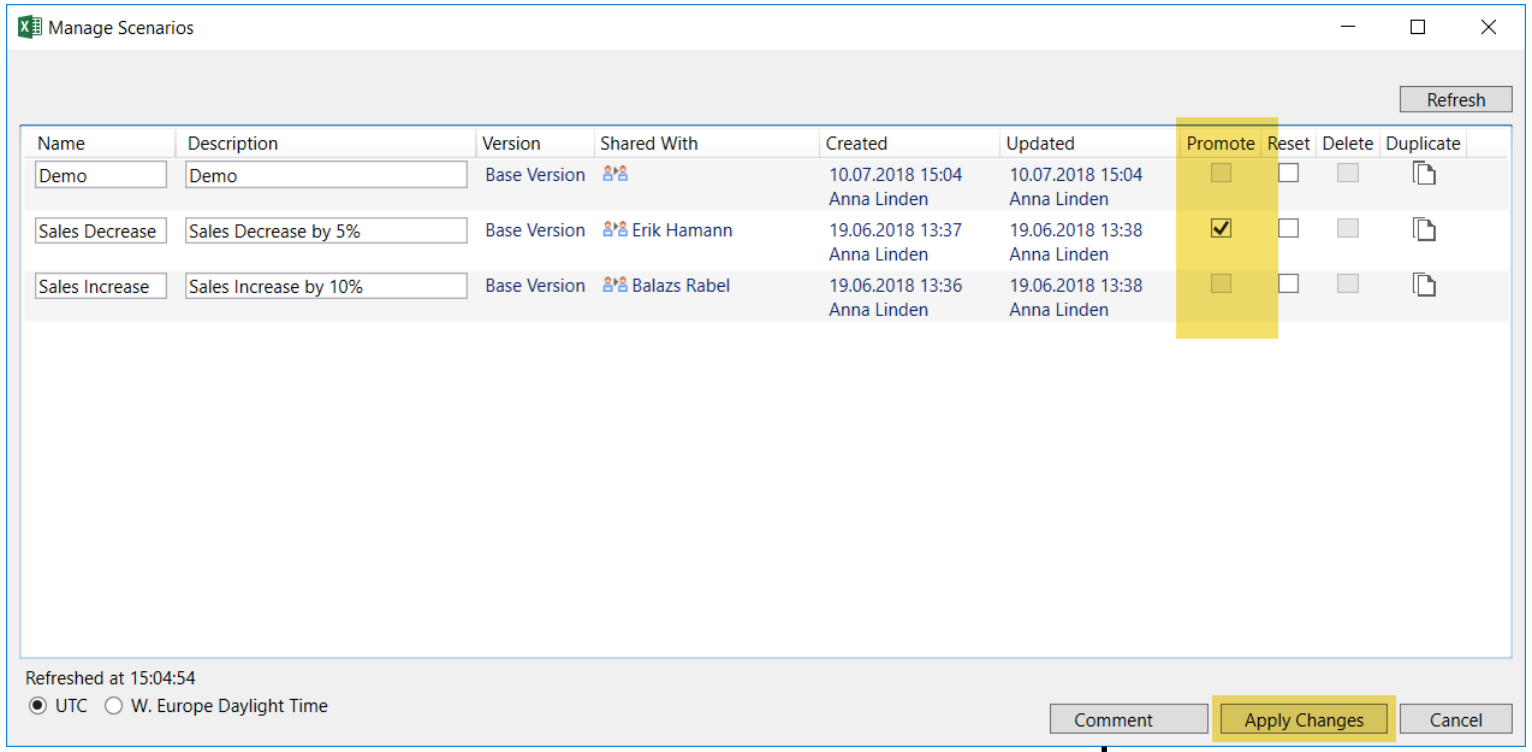
The users can furthermore not opt out on the scenario as they can’t change their assignment themselves. Only the user who has created the scenario has the rights to remove users again.

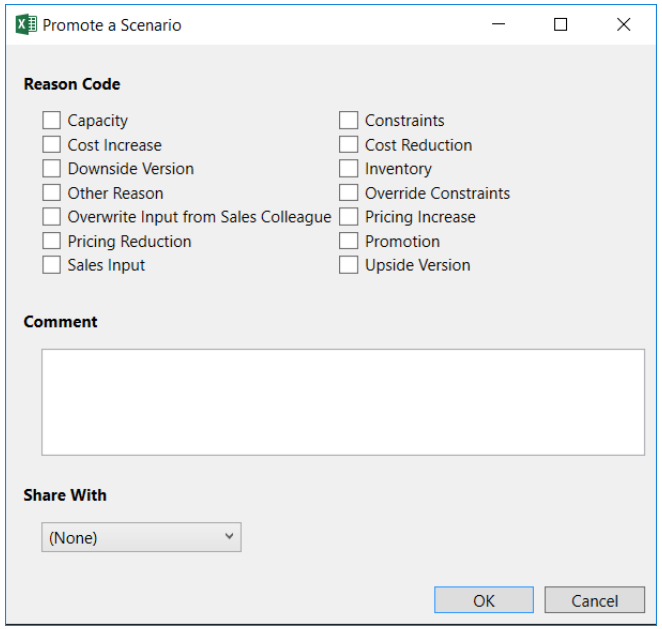


Promoting a scenario

Promoting a scenario means that all changes that were done within the scenario are copied to the version and are now visible to all other users in the company.

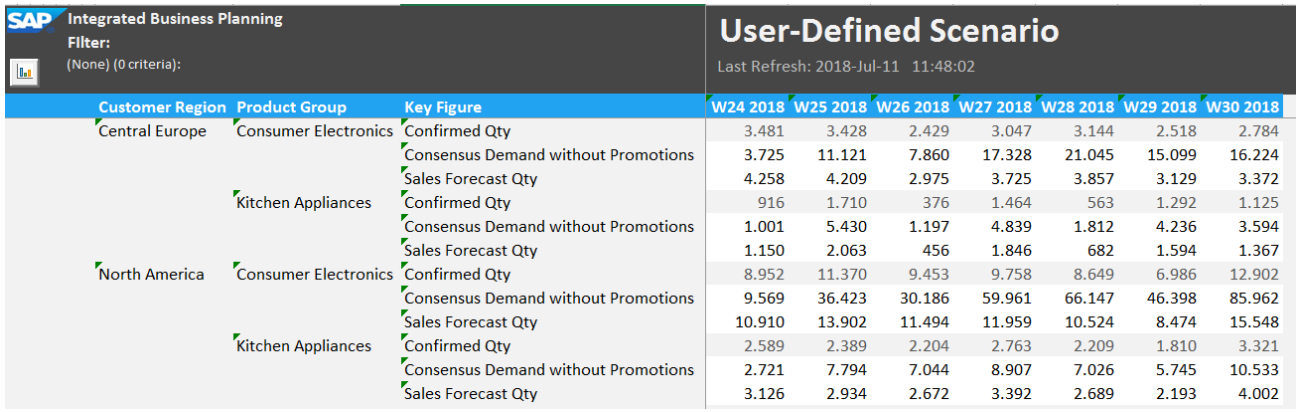
You can add a comment to explain your decision and changes.





Explaining “A scenario is a subset of the data in the versions.”

The planning view shows the data that is stored as the base version in the SAP IBP database. In this case, the planning view is the baseline scenario.

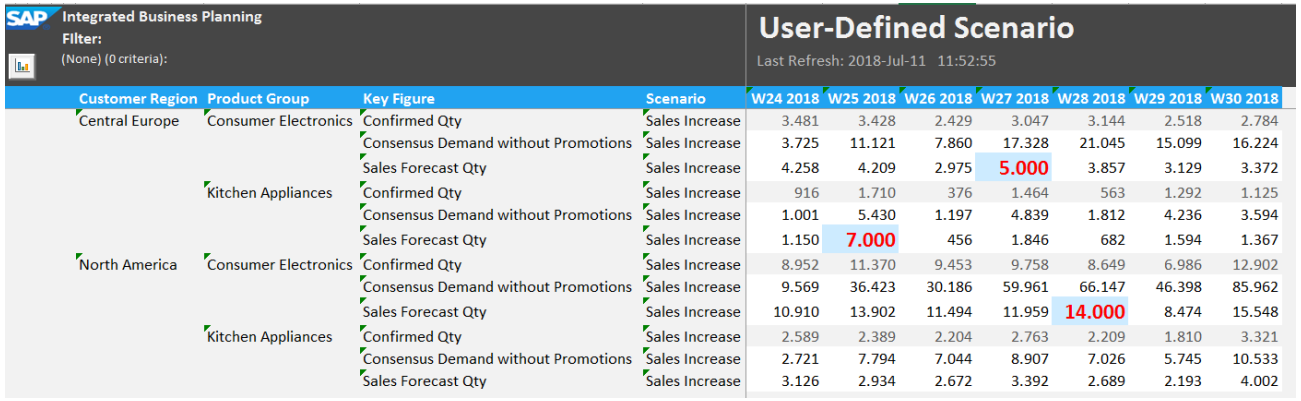


Integrated Business Planning
Filter:
(None) (0 criteria):

User-Defined Scenario
Last Refresh: 2018-Jul-11 11:48:02

Customer Region	Product Group	Key Figure	W24 2018	W25 2018	W26 2018	W27 2018	W28 2018	W29 2018	W30 2018
Central Europe	Consumer Electronics	Confirmed Qty	3.481	3.428	2.429	3.047	3.144	2.518	2.784
		Consensus Demand without Promotions	3.725	11.121	7.860	17.328	21.045	15.099	16.224
		Sales Forecast Qty	4.258	4.209	2.975	3.725	3.857	3.129	3.372
	Kitchen Appliances	Confirmed Qty	916	1.710	376	1.464	563	1.292	1.125
		Consensus Demand without Promotions	1.001	5.430	1.197	4.839	1.812	4.236	3.594
		Sales Forecast Qty	1.150	2.063	456	1.846	682	1.594	1.367
North America	Consumer Electronics	Confirmed Qty	8.952	11.370	9.453	9.758	8.649	6.986	12.902
		Consensus Demand without Promotions	9.569	36.423	30.186	59.961	66.147	46.398	85.962
		Sales Forecast Qty	10.910	13.902	11.494	11.959	10.524	8.474	15.548
	Kitchen Appliances	Confirmed Qty	2.589	2.389	2.204	2.763	2.209	1.810	3.321
		Consensus Demand without Promotions	2.721	7.794	7.044	8.907	7.026	5.745	10.533
		Sales Forecast Qty	3.126	2.934	2.672	3.392	2.689	2.193	4.002

When creating a scenario, an additional layer is added in the SAP IBP database where only the values that are different from the baseline scenario are stored (highlighted in red in the screenshot). This data is only visible to the users associated with the scenario, that is, the user who has created the scenario and anyone they shared the scenario with.



Integrated Business Planning
Filter:
(None) (0 criteria):

User-Defined Scenario
Last Refresh: 2018-Jul-11 11:52:55

Customer Region	Product Group	Key Figure	Scenario	W24 2018	W25 2018	W26 2018	W27 2018	W28 2018	W29 2018	W30 2018
Central Europe	Consumer Electronics	Confirmed Qty	Sales Increase	3.481	3.428	2.429	3.047	3.144	2.518	2.784
		Consensus Demand without Promotions	Sales Increase	3.725	11.121	7.860	17.328	21.045	15.099	16.224
		Sales Forecast Qty	Sales Increase	4.258	4.209	2.975	5.000	3.857	3.129	3.372
	Kitchen Appliances	Confirmed Qty	Sales Increase	916	1.710	376	1.464	563	1.292	1.125
		Consensus Demand without Promotions	Sales Increase	1.001	5.430	1.197	4.839	1.812	4.236	3.594
		Sales Forecast Qty	Sales Increase	1.150	7.000	456	1.846	682	1.594	1.367
North America	Consumer Electronics	Confirmed Qty	Sales Increase	8.952	11.370	9.453	9.758	8.649	6.986	12.902
		Consensus Demand without Promotions	Sales Increase	9.569	36.423	30.186	59.961	66.147	46.398	85.962
		Sales Forecast Qty	Sales Increase	10.910	13.902	11.494	11.959	14.000	8.474	15.548
	Kitchen Appliances	Confirmed Qty	Sales Increase	2.589	2.389	2.204	2.763	2.209	1.810	3.321
		Consensus Demand without Promotions	Sales Increase	2.721	7.794	7.044	8.907	7.026	5.745	10.533
		Sales Forecast Qty	Sales Increase	3.126	2.934	2.672	3.392	2.689	2.193	4.002

Comparing version and scenario

	Version	Scenario
What is it?	• A set of key figures that represents a particular plan of the company. • Versions are valid for and used by the whole company, or departments of a company, and are visible to all end users who have the necessary authorizations. • Different versions can have different key figure data. For example, the sales forecast might be 100 in an upside version, but only 50 in a downside version.	• A user-specific copy of the plan that the planner can create to save the results of the simulations made during a planning session. The key figure values in the version or baseline are not changed. • The planner can use scenarios for long running what-if simulations to see how changes to the planning data might affect the overall plan. • A scenario can also be used to quickly save changes made and continue to work on these later on. • A scenario can include data from one version. If there are multiple versions in the planning view, the planner can select the version on which they want to base the new scenario. • A scenario usually consists of less data and has a shorter lifecycle, compared to a version.
Who creates it and where?	The administrator creates it in configuration.	Planners create it in the Excel add-in.
Who can change it?	The administrator	• Planners can change their own scenarios. • A planner can share a scenario with other planners so that they can view and edit it (on-the-fly collaboration).

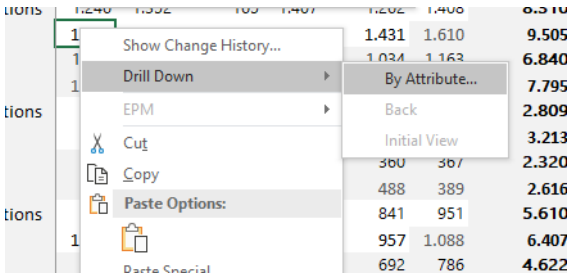
Ad-Hoc drill down

Ad-hoc drill down – overview (1)

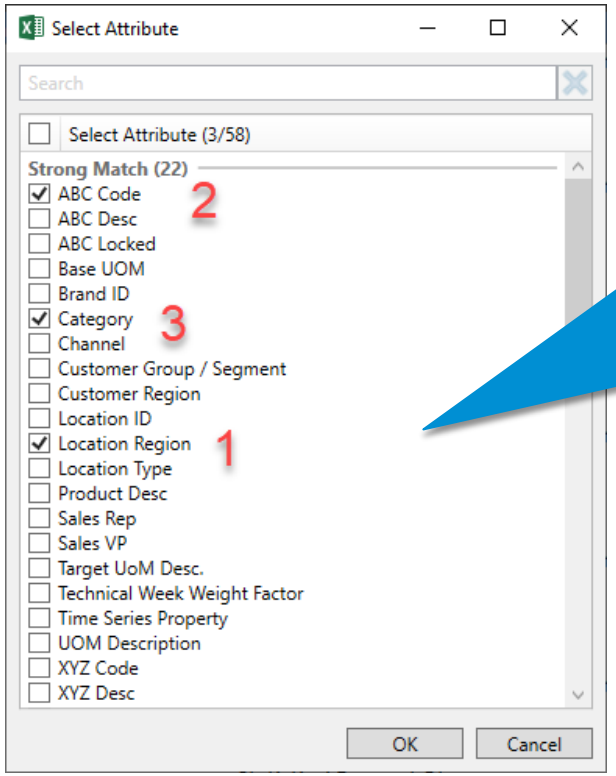
When working directly in the planning view, you can use the drill down capabilities to add additional attributes and quickly drill down to a certain planning combination.

Product Group	Location	Customer Country	Product ID	Key Figure	Jan 19	Feb 19	M
Consumer Electronics	DC Canada Montreal	Canada	HT_001	Consensus Demand without Promotions	798	855	
				Sales Forecast Qty	.000	9.555	
				Demand Planning Qty	663	648	
				Statistical Forecast Qty	683	674	

Drill Down:

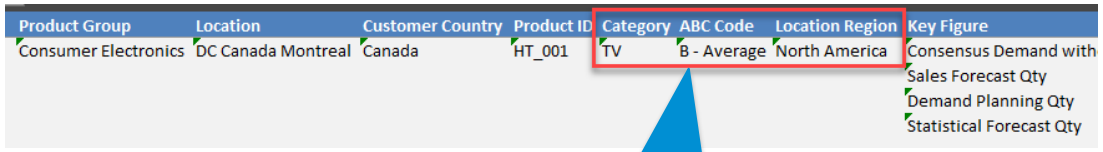


Right-click a cell within the data range in the planning view and choose *Drill Down → By Attribute…*



Choose from the list of additionally available master data attributes for further drill down

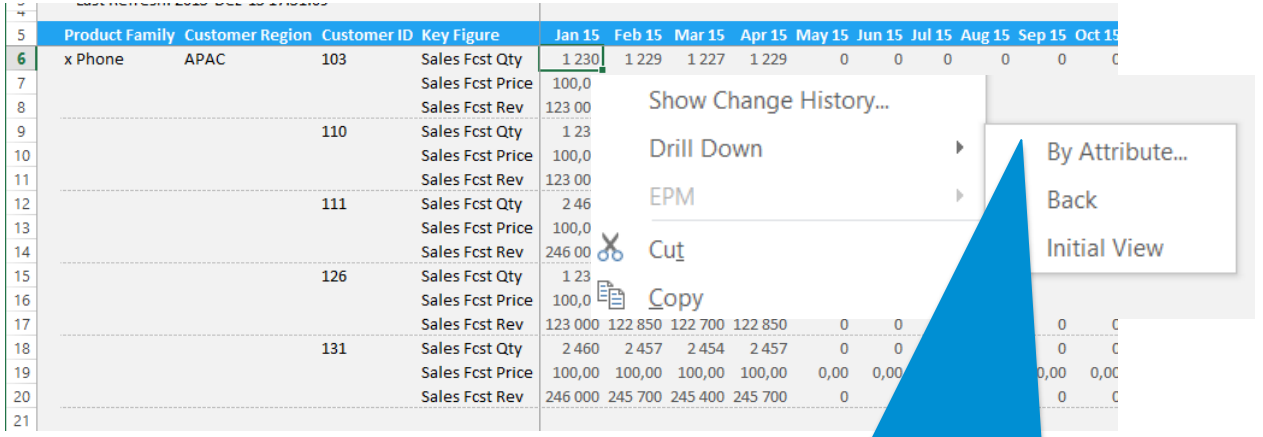
Ad-hoc drill down – overview (2)



Product Group	Location	Customer Country	Product ID	Category	ABC Code	Location Region	Key Figure
Consumer Electronics	DC Canada Montreal	Canada	HT_001	TV	B - Average	North America	Consensus Demand with Sales Forecast Qty Demand Planning Qty Statistical Forecast Qty

The planning view is updated with the new master data attribute, but only for the planning combination that was selected previously.

In this case, product family x-phone and customer region APAC.



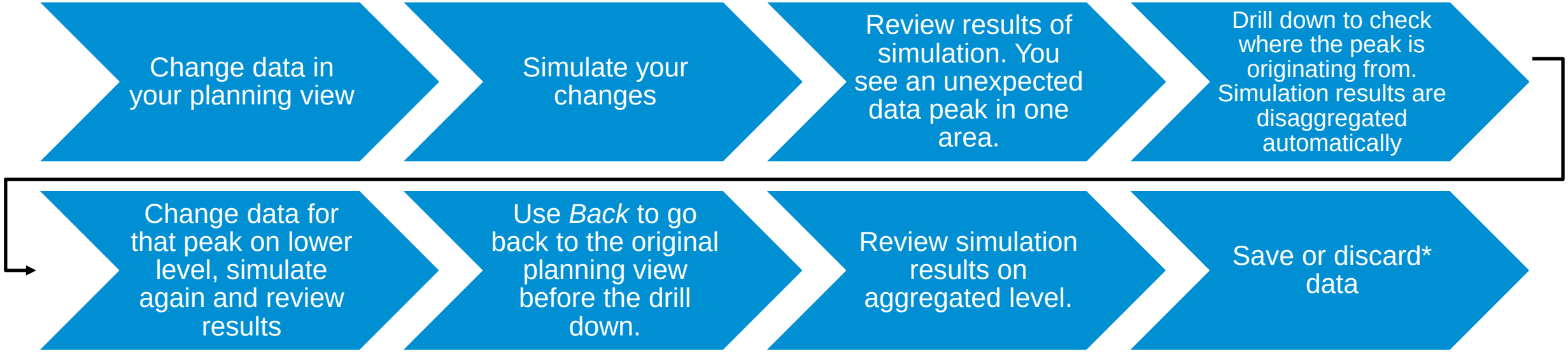
Right-click *Back* to go one step back, or *Initial View* to return to the planning view as it was defined before the drill down.

Please note that you will not be able to use the *Back* option if you edited the planning view settings, such as time, key figure, planning level, and more, after you used the drill down.

Ad-hoc drill down and simulation capabilities

As mentioned before, you can change your planning view settings or use the drill down within a simulation session. Within a drill down, you are basically changing and lowering the planning level of the planning view by adding attributes. Data changes can be simulated in every level and reviewed in any other level.

Example:

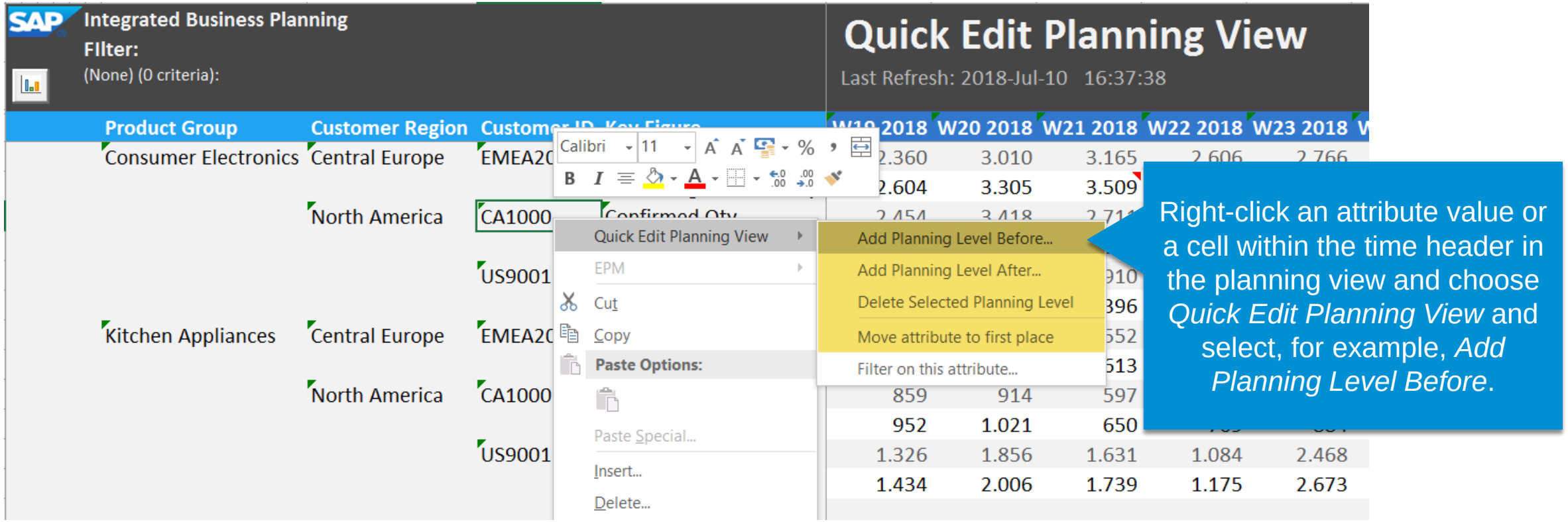


*You can discard the changes by clicking *Refresh.* The simulation run ends with the refresh.

Quick Edit View &
Quick filter

Quick edit

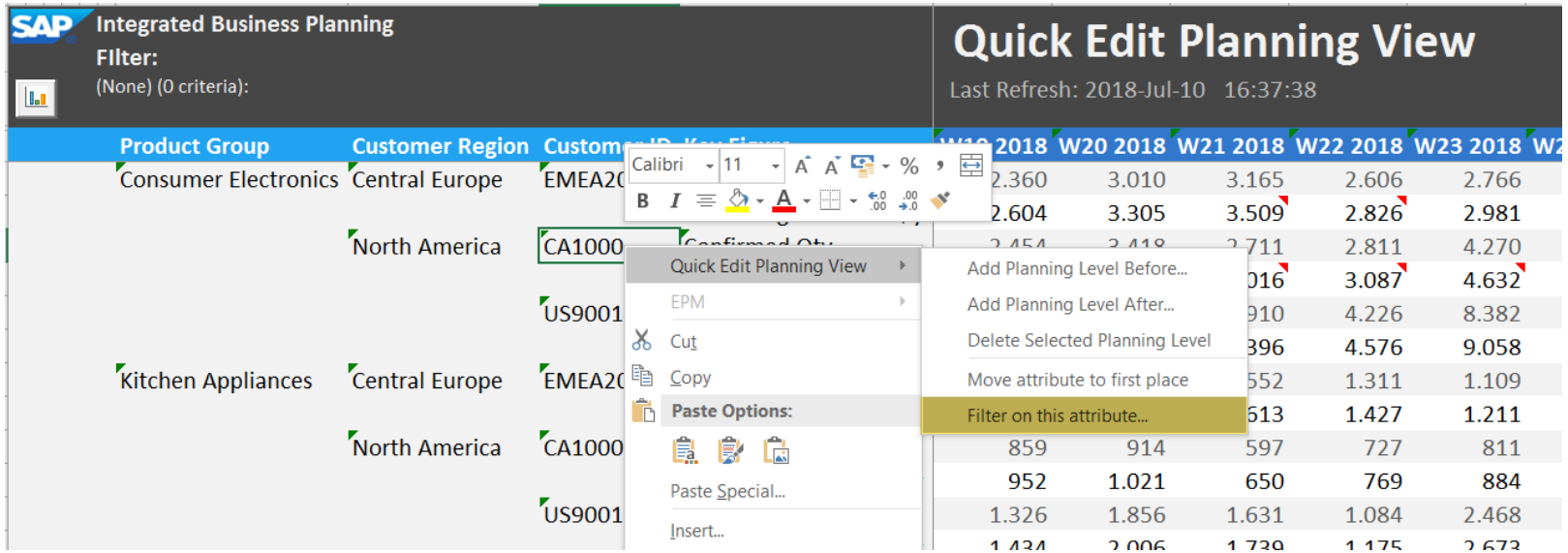
When working in the planning view, you can also easily add and delete planning levels, and shift them around.



Quick filter

You can set a quick filter on an attribute.

The filter comes up with the filter criteria that was defined in the previous step, for example, customer ID. When you select a specific ID, the data in the planning view is automatically filtered accordingly.



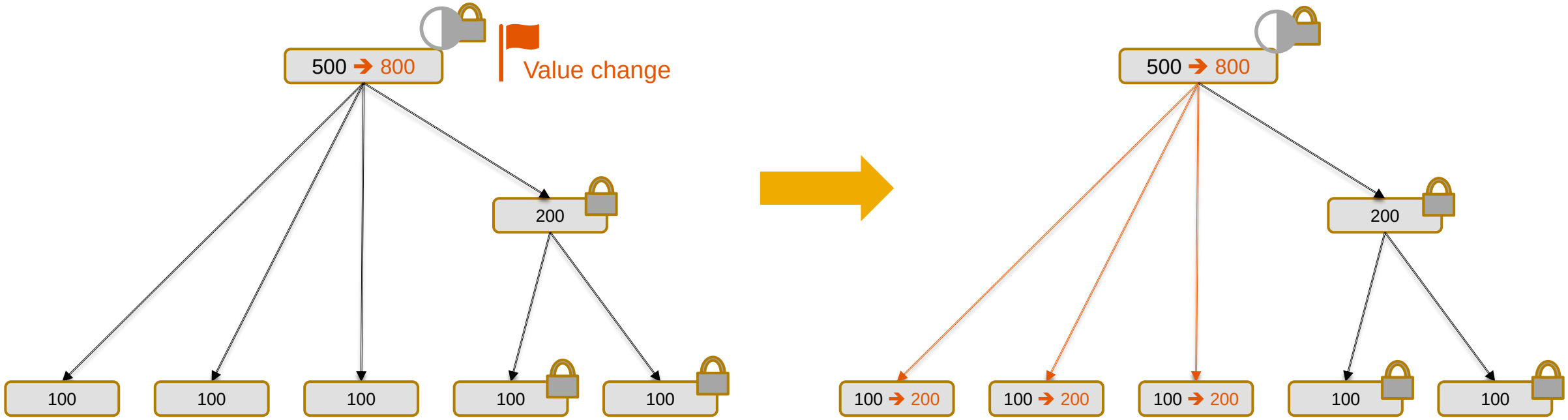
Fixing Key Figure Values

Business goal

Protect (lock) key figure values for certain periods on a detailed or aggregated level against unintentional changes by automated processes or by disaggregation after the user has simulated/saved changed data.

Reasons could be, for example, a special agreement with customers on a planned event.

Fixing of cell values



SAP Integrated Business Planning

Filter:
(Ad Hoc Filter) (1 criteria):
Customer Country = USA

Fixing in IBP

Last Refresh: 2018-Mrz-1 15:00:51

User: Anna Linden | Planning Area: SAP61805N3

Customer Country	Customer Region	Key Figure	Scenario	W02 2018	W03 2018	W04 2018	W05 2018	W06 2018	W07 2018	W08 2018	W09 2018	W10 2018
USA	North America	Delivered Qty Adjusted	Test	5.250	11.000	5.000	5.000	8.365	8.274	741		
			Baseline	5.250	11.000	7.379	9.323	8.365	8.274	741		
		Delivered Qty	Test	5.250	10.760	7.379	9.323	8.365	8.274	741		
			Baseline	5.250	10.760	7.379	9.323	8.365	8.274	741		
		Demand Planning Qty	Test	4.622	9.538	6.510	8.062	7.272	7.237	6.567	4.623	10.086
			Baseline	4.622	9.538	6.510	8.062	7.272	7.237	6.567	4.623	10.086
		Consensus Demand without Promotions	Test	5.622	11.608	7.900	9.849	8.875	8.774			12.301
			Baseline	5.622	11.608	7.900	9.849	8.875	8.774			12.301

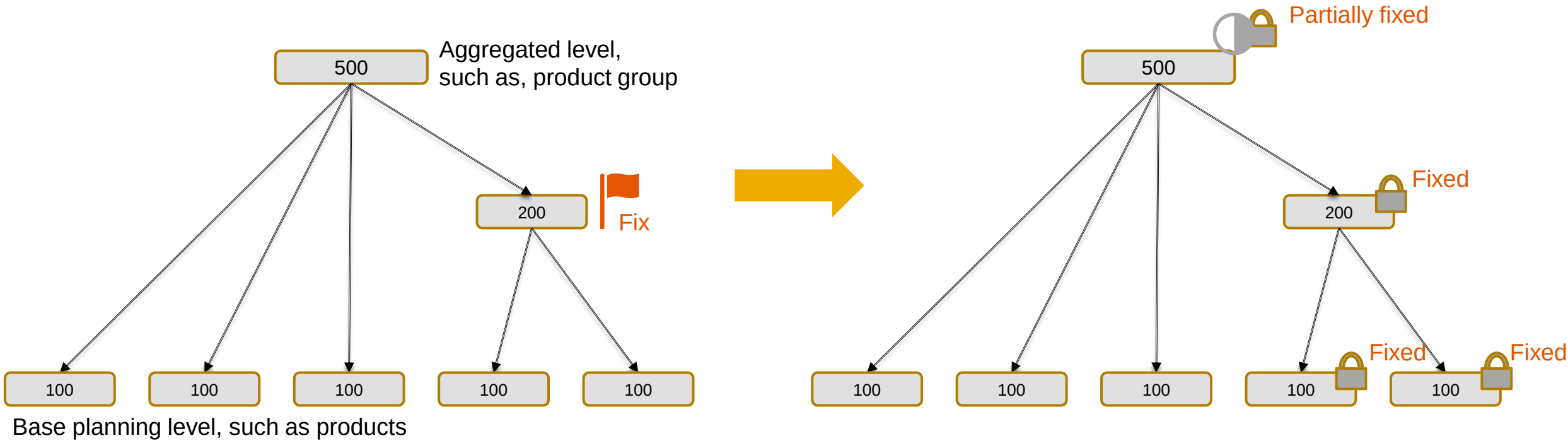
											6.458	5.000	7.246
											6.458	8.071	7.246
										7.868	9.804	8.804
										7.868	9.804	8.804

3295 is fixed

- Fix this Cell
- Unfix this Cell
- Show Change History...
- Drill Down
- EPM

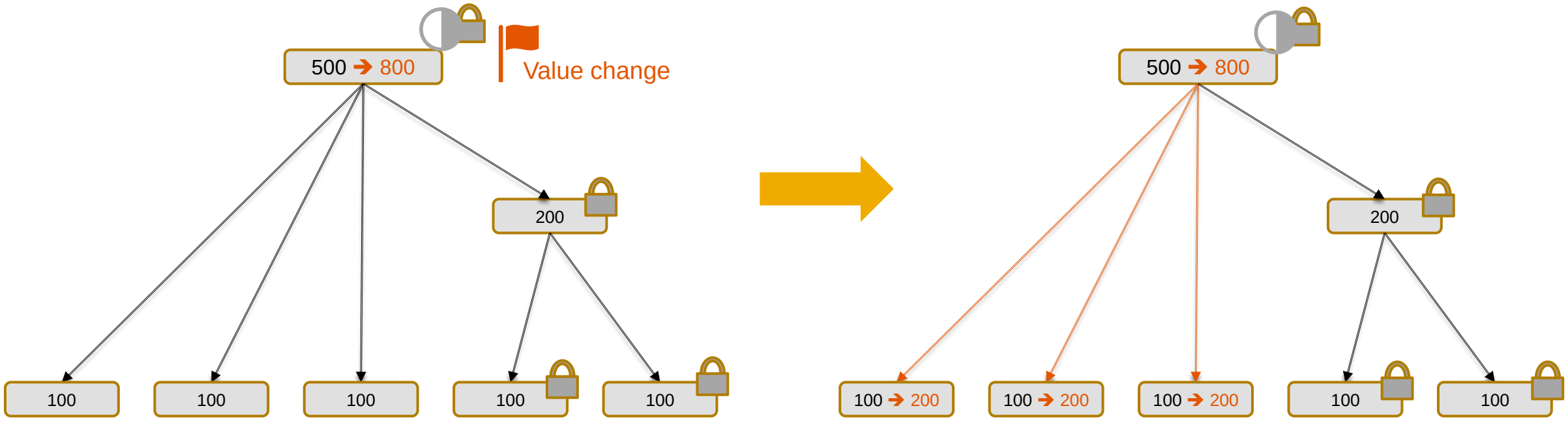
Fixing of cell values – subhierarchies (1)

A planner wants to fix a key figure value for a certain period, including all its child values.



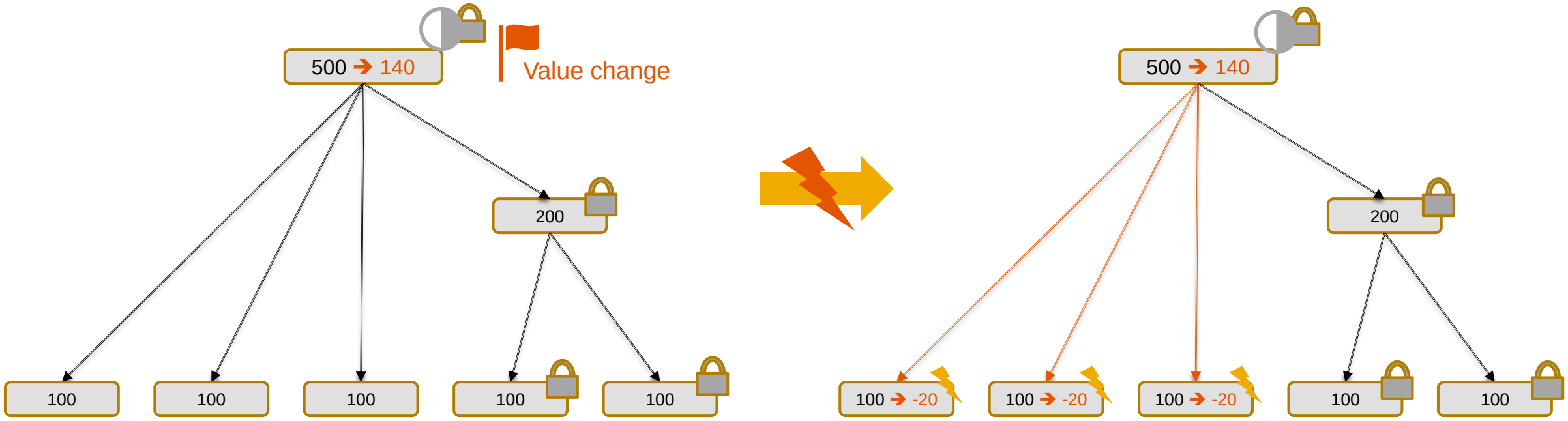
Fixing of cell values – subhierarchies (2)

Changes on a higher aggregation level do not change fixed values.



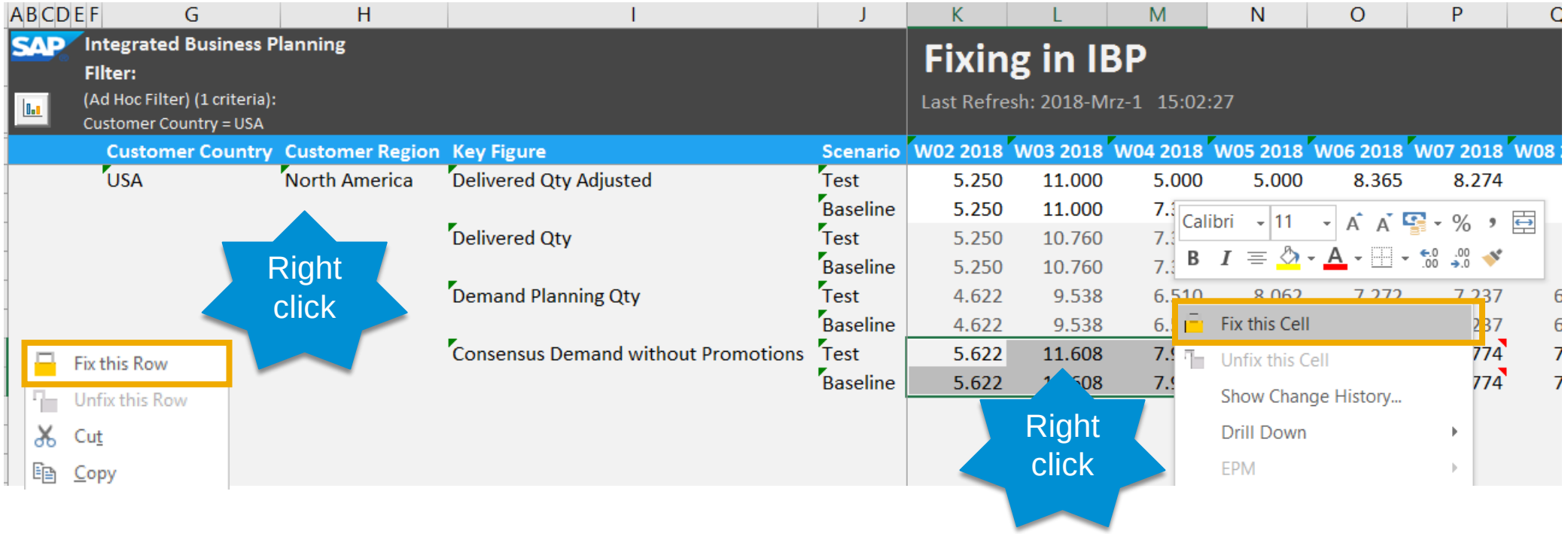
Fixing of cell values – subhierarchies (3)

Value changes that would cause negative values due to fixing are rejected.



Negative values are not allowed for fixing-enabled key figures. Negative values that the user has entered are rejected when the user is trying to save the data and a fixing exists for one of the elements in the disaggregation path. The system does not create negative values during disaggregation due to fixed key figure values.

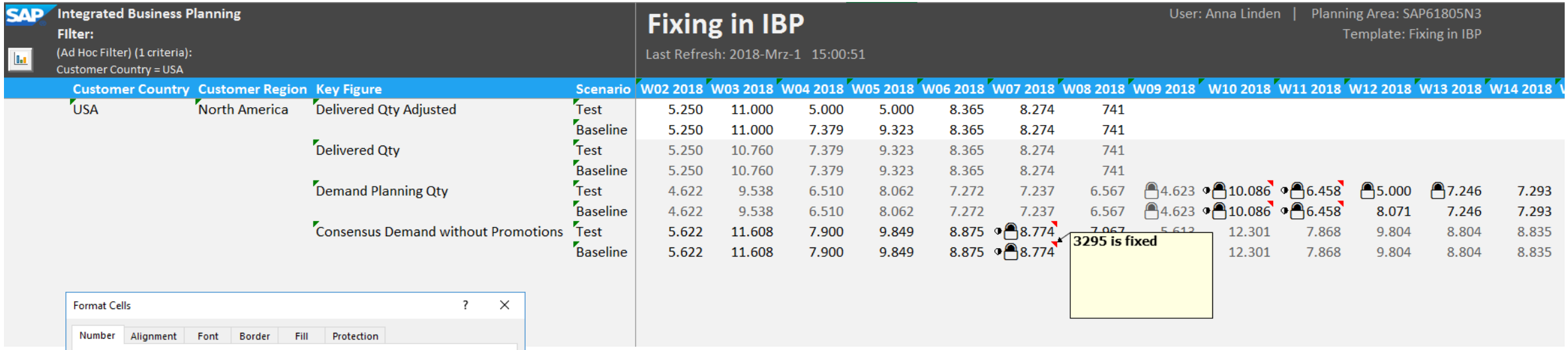
How to fix values

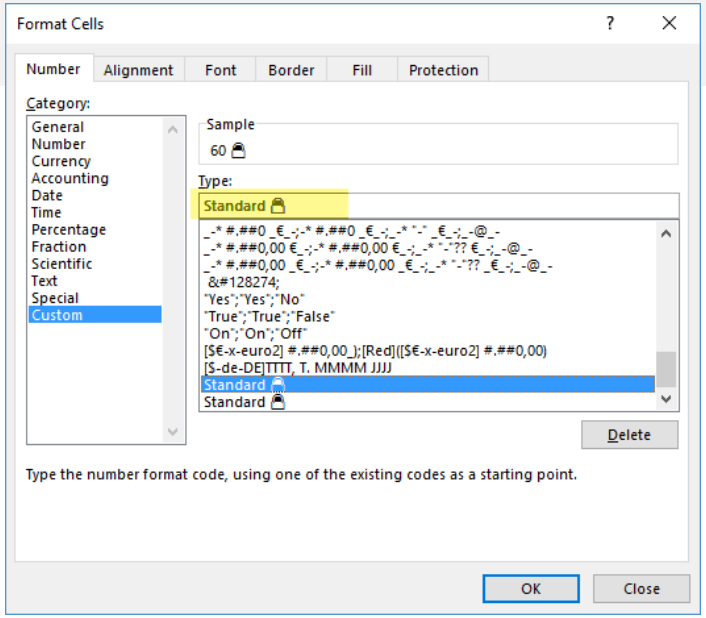


You can fix:

- Individual cells
- Ranges of up to 50 cells
- Individual rows

How to indicate fixed values





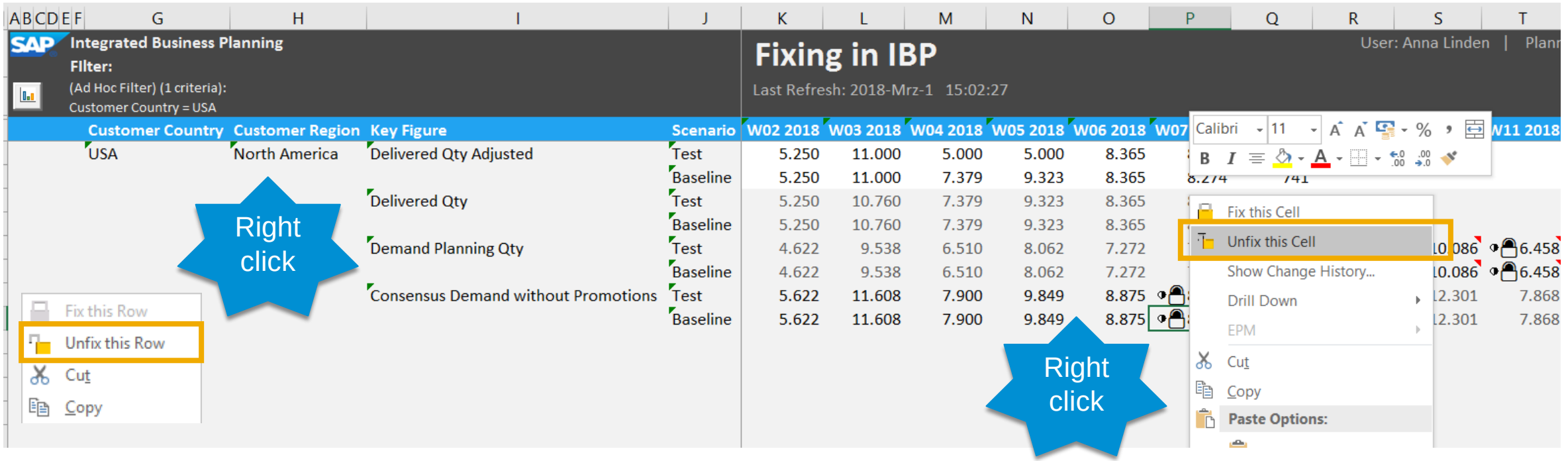
Fixed values are indicated by standard Microsoft Excel symbols:

For completely fixed values

For partially fixed values

For partially fixed values, the fixed quantity is displayed in an Excel comment.

How to unfix values manually



You can unfix:

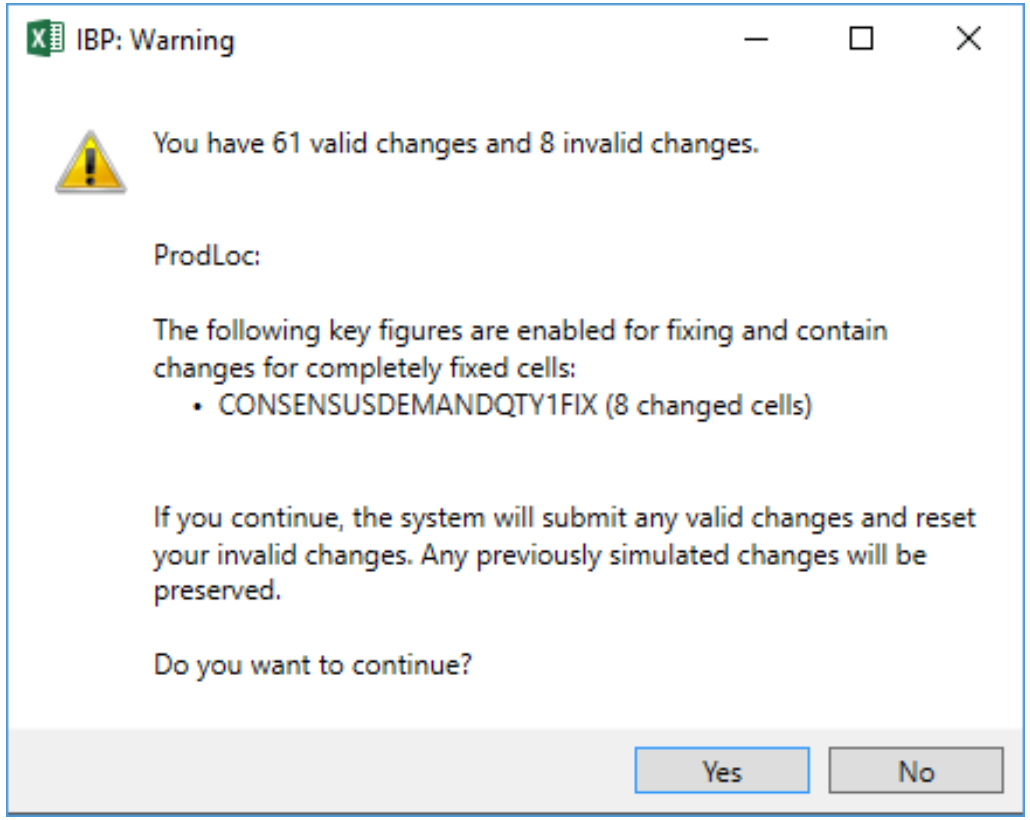
- Individual cells
- Ranges of up to 50 cells
- Individual rows

About fixing

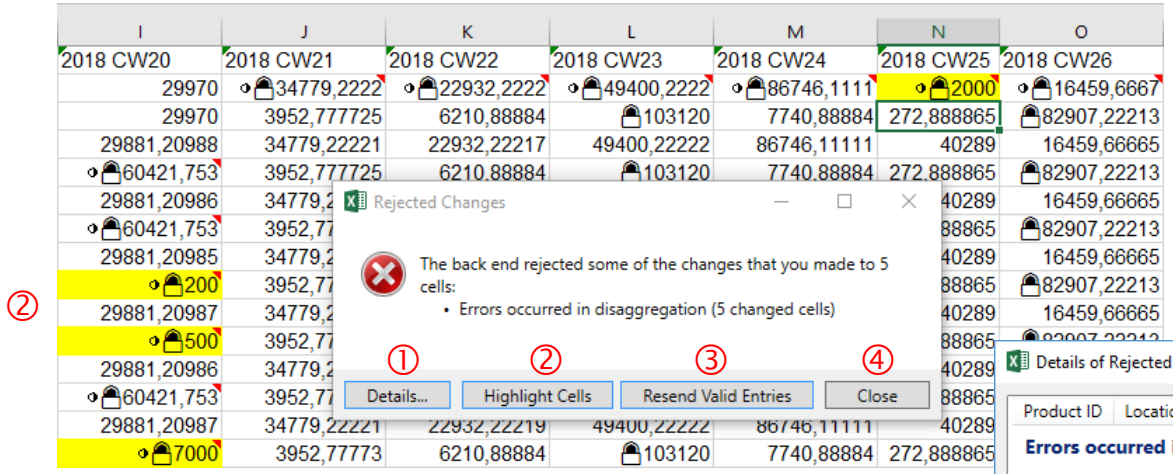
- Fixing is only possible for **key figures that can be edited manually.**
- Fixing **must be activated per key figure** in configuration by the administrator or configuration expert.
- Fixing can only be activated for **up to 20 key figures**.
- Note that fixing a larger number of cells (all editable key figures in a certain horizon, for example) can have an impact on the performance.
- You can only fix or unfix a key figure value completely. It is not possible to manually fix or unfix a partial quantity of a key figure value. Partially fixed values can only be created by the system during aggregation.
- Only single or multiple key figure values can be fixed, not all values of a planning object. For example, you cannot fix all key figure values for a certain product ID.
- **Negative values are not allowed** for fixing-enabled key figures. You cannot enter and save a negative value for a fixing-enabled key figure. The system does not create negative values during disaggregation due to fixed key figure values.
- Empty cells/cells without values (also called NULL values) cannot be fixed.

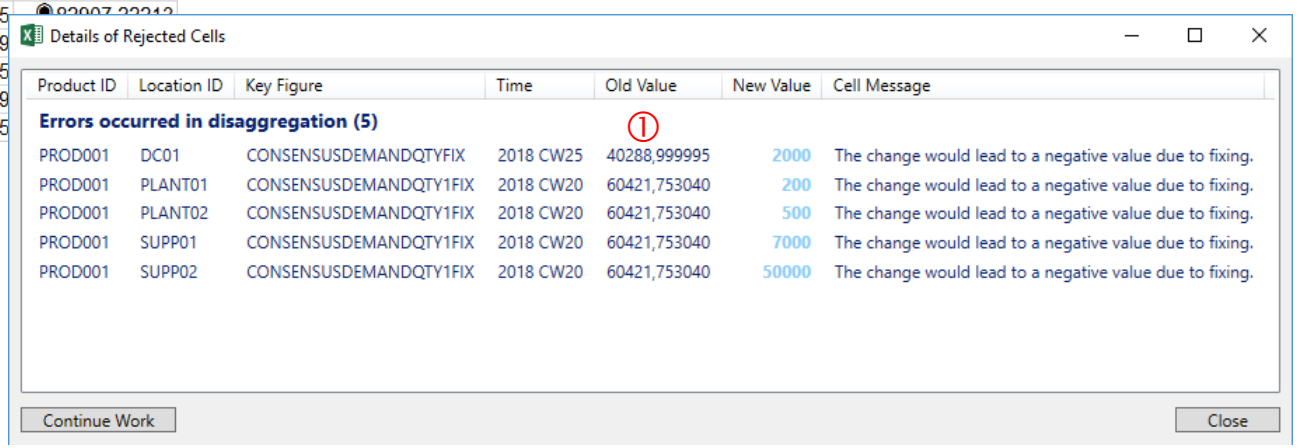
Error handling for invalid changes (1)

If you change a completely fixed cell manually and then simulate or save the data, this change is rejected and a warning message is displayed. Example:



Error handling for invalid changes (2)





Invalid changes detected during saving the data are listed in a rejection window. The user can:

① Display details for the rejected cells **or**

② Highlight the rejected cells **or**

③ Resend only the valid changes to the SAP IBP backend **or**

④ Abort simulation

Configuration considerations for administrators

For some planning operators that do copy key figure values, the fixing behavior is configurable. As a system administrator or configuration expert, you need to make the following decisions, depending on the business process:

- What should happen to a target key figure value after the source value has been copied when the source key figure value is fixed? Should the target value also be fixed or not?
- How to handle a fixed target key figure value? Should it be protected against changes by the copy process? Or should it be unfixed so that it can be overwritten with the value from the source?

Regardless: If a source value cannot be copied to the target value because the target value is fixed, a warning needs to be added to the log.

Configuring the *Copy & Disaggregate Key Figures* operator

- By default, if a target value is fixed, it is not changed. If the target value is not fixed, it is overwritten with the source value. However the target is not fixed if the source valued is fixed.
- To also fix the target value when the source value is fixed, use the parameter COPY_KF_FIXING.
- To unfix the target value before the source value can be copied, use the parameter COPY_KF_FIXING.

Fixing in the copy process – example

Before copying key figure 1 to key figure 2:

	Period 1	Period 2	Period 3
Key figure 1	5	5	5
Key figure 2	3	3 🔒	3

After the copy process:

Consider Fixing

	Period 1	Period 2	Period 3
Key figure 1	5	5	5
Key figure 2	5	3 🔒	5



The fixed value in key figure 2 has been considered and remains unchanged.

Automatically Unfix

	Period 1	Period 2	Period 3
Key figure 1	5	5	5
Key figure 2	5	5	5



The fixed value in key figure 2 has been automatically unfixed and changed by the *Copy & Disaggregate Key Figures* operator.

Fixing in SAP IBP operators

Process	Consider fixed values	Fix	Unfix
Interactive disaggregation (including versions and scenarios)	Yes (Default)	Yes	Yes
Forecast simulation	Yes (Default)	No	No
Batch forecast run	Yes (Default)	No	No
Copy & Disaggregate Key Figures operator	Yes (Default)	Yes	Yes
Copy operator	No	No	Yes
Copy Version Operator	No	No	Yes
Data integration	No	No	Yes
Mass unfixing	No	No	Yes
Inventory optimization	No	No	Yes
Response management	No	No	Yes
Lag-based snapshot	No	No	Yes

Consider fixed (target) key figure values by default

Unfix fixed (target) key figure values by default

Copy scenarios: Fixing information is copied when promoting or duplicating scenarios.

Planning notes

Business reason and process example for planning notes

A planning note is a special comment that a planner can create for a key figure value to provide additional business information, such as, the reason for changes, assumptions, and so on. Planning notes are visible to other planners.



Demand planner

Customer orders additional 20k pieces.

Demand planner updates data on customer level (product, customer).

Demand planner

Adds a planning note in Excel to the changed cell to make it transparent that the high increase of the new demand comes from the new customer order.

Global planner

Reviews the plan on global level

Wants to know why the increase in customer demand happened

Global planner

Reviews planning notes

Now knows why there was an increase in the demand

Comparing planning notes and change history

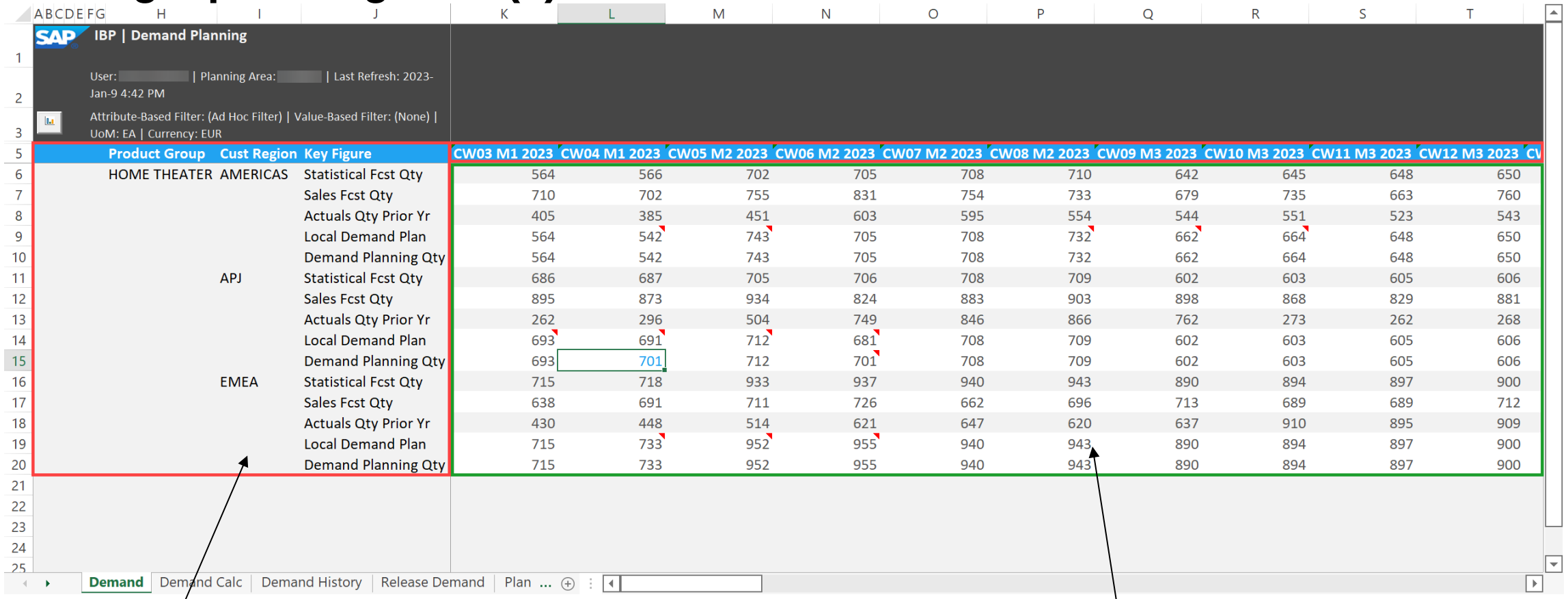
Change history

- The user provides a comment and a reason code when **saving the data**.
- The comment and the reason code applies to **all changes** that the user made before saving the data.
- Comments and reason codes are **visible in the change history view**.
- To enable the change history for a key figure, the administrator must enable the key figure accordingly in the configuration.
- The change history is only recorded for change-history-enabled key figures.

Planning notes

- The user provides a planning note to a key figure value in the planning view.
- It is used to capture additional information about this specific key figure value.
- Planning notes are immediately visible in the planning view, directly where the user is working.
- Planning notes are visible to all planners. They provide a simple way of exchanging additional information between planners.
- To enable planning notes for a key figure, the administrator must enable the key figure accordingly in the configuration.
- A user can only create planning notes for planning note-enabled key figures.

Creating a planning note (1)



IBP | Demand Planning

User: | Planning Area: | Last Refresh: 2023-Jan-9 4:42 PM

Attribute-Based Filter: (Ad Hoc Filter) | Value-Based Filter: (None) | UoM: EA | Currency: EUR

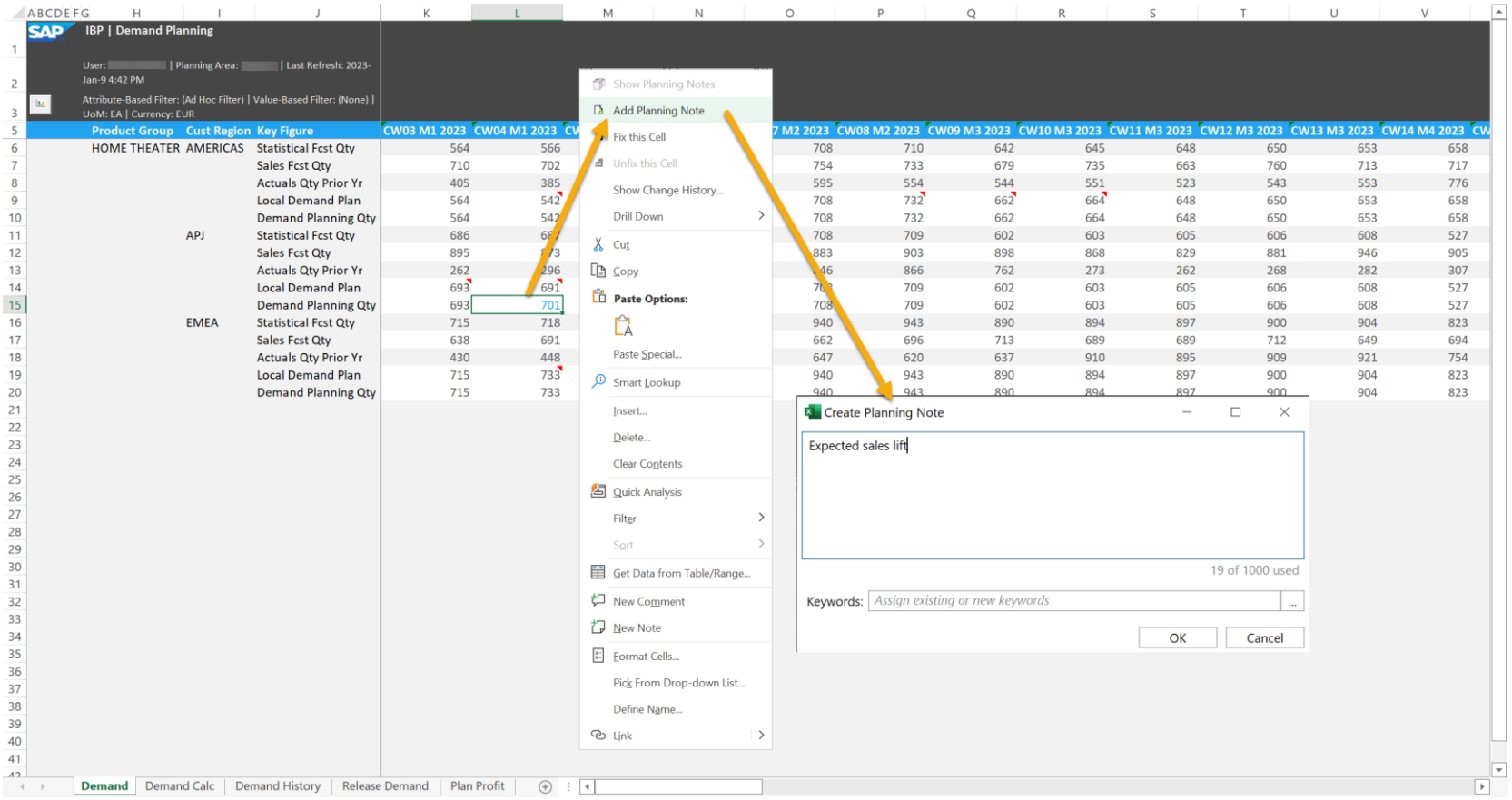
Product Group	Cust Region	Key Figure	CW03 M1 2023	CW04 M1 2023	CW05 M2 2023	CW06 M2 2023	CW07 M2 2023	CW08 M2 2023	CW09 M3 2023	CW10 M3 2023	CW11 M3 2023	CW12 M3 2023	CV
HOME THEATER	AMERICAS	Statistical Fcst Qty	564	566	702	705	708	710	642	645	648	650	
		Sales Fcst Qty	710	702	755	831	754	733	679	735	663	760	
		Actuals Qty Prior Yr	405	385	451	603	595	554	544	551	523	543	
		Local Demand Plan	564	542	743	705	708	732	662	664	648	650	
		Demand Planning Qty	564	542	743	705	708	732	662	664	648	650	
	APJ	Statistical Fcst Qty	686	687	705	706	708	709	602	603	605	606	
		Sales Fcst Qty	895	873	934	824	883	903	898	868	829	881	
		Actuals Qty Prior Yr	262	296	504	749	846	866	762	273	262	268	
		Local Demand Plan	693	691	712	681	708	709	602	603	605	606	
		Demand Planning Qty	693	701	712	701	708	709	602	603	605	606	
	EMEA	Statistical Fcst Qty	715	718	933	937	940	943	890	894	897	900	
		Sales Fcst Qty	638	691	711	726	662	696	713	689	689	712	
		Actuals Qty Prior Yr	430	448	514	621	647	620	637	910	895	909	
		Local Demand Plan	715	733	952	955	940	943	890	894	897	900	
		Demand Planning Qty	715	733	952	955	940	943	890	894	897	900	

Demand | Demand Calc | Demand History | Release Demand | Plan ...

Planning notes cannot be created for the cells in the red area (attributes, key figures, and, time periods). You cannot, for example, create a planning note for the master data attribute value *North America* or for the time period W20 2018.

You can only create planning notes for the cells in the green area, that is, for a certain combinations of attributes, key figures, and time periods.
A planning note can be created for a single cell, but not for a range of cells.

Creating a planning note (2)



1. Right-click the cell to open the context menu.
2. Click *Add Planning Note.*
   Note that this entry is only displayed when the key figure is enabled for planning notes.
3. Enter the note text
   (up to 1000 characters).
4. Click *OK.*
   The planning note is now visible in the planning view as *Draft.*
5. Click *Save Data* to save the note to the database and make it visible for other users.

Prerequisites:

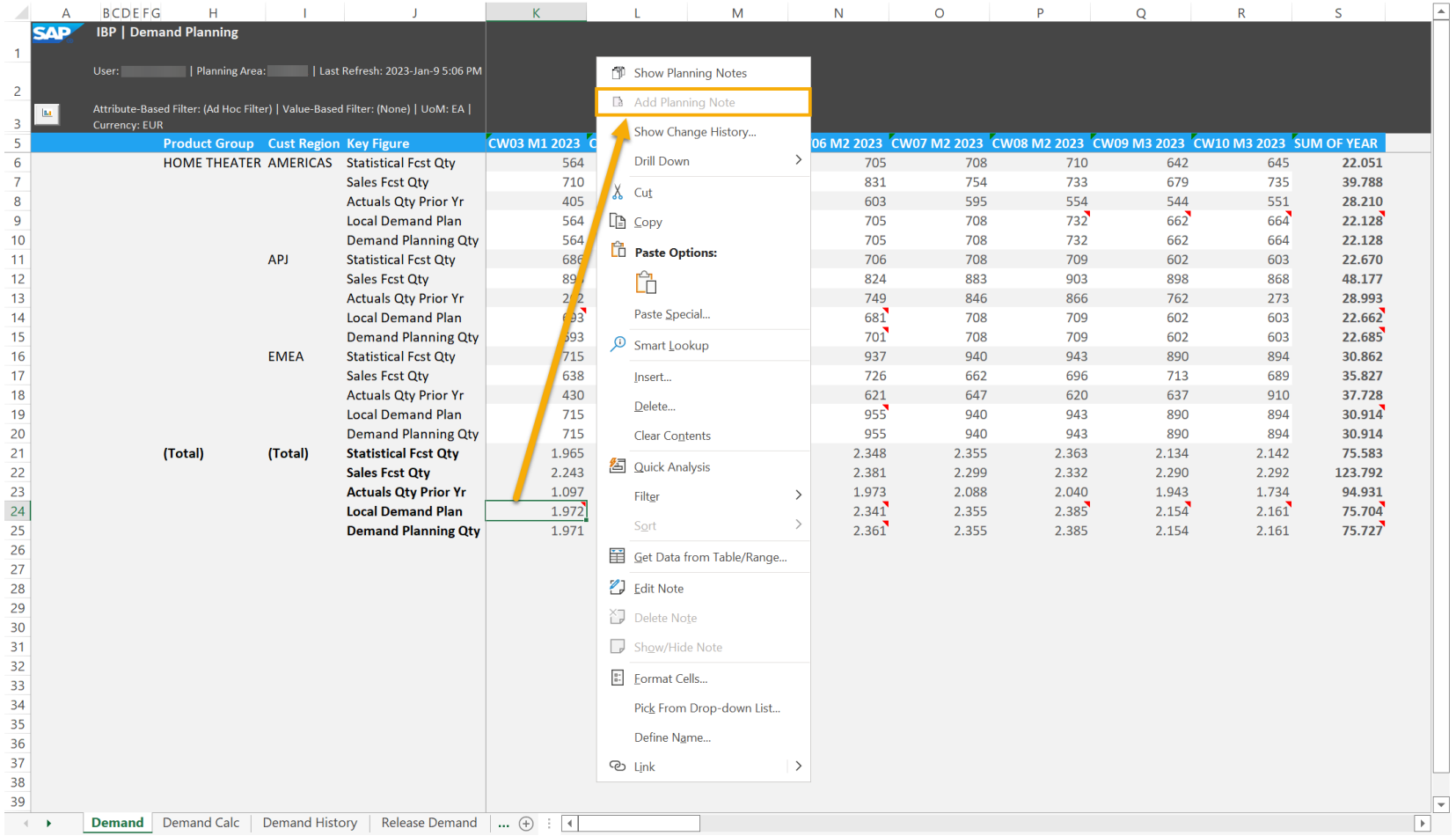
- You have the necessary read and write authorizations for planning notes.
- The planning view settings are set to show planning notes.

Creating a new planning note – time totals and grand totals

It is **not** possible to create planning notes for cells containing time totals and grand totals.

You can add planning notes to subtotals, however.

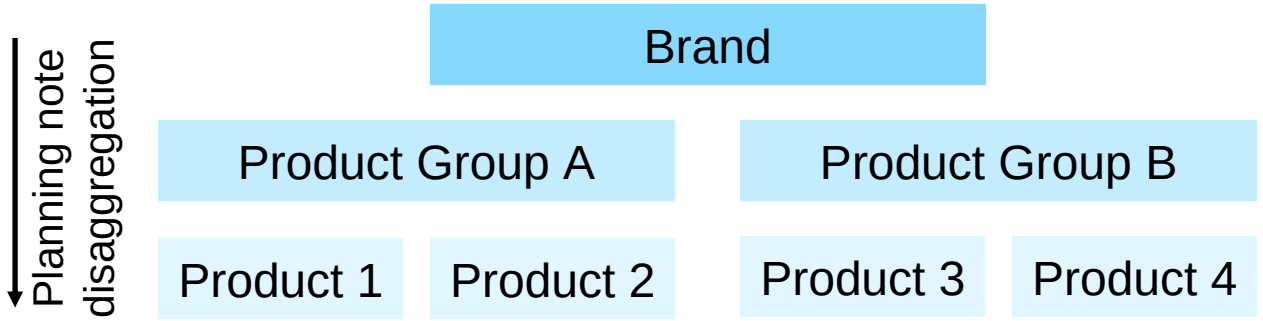
Planning notes that were created for a subtotal are saved for the corresponding attribute value (the product group *HOME THEATER*, for example).



Disaggregation of planning notes

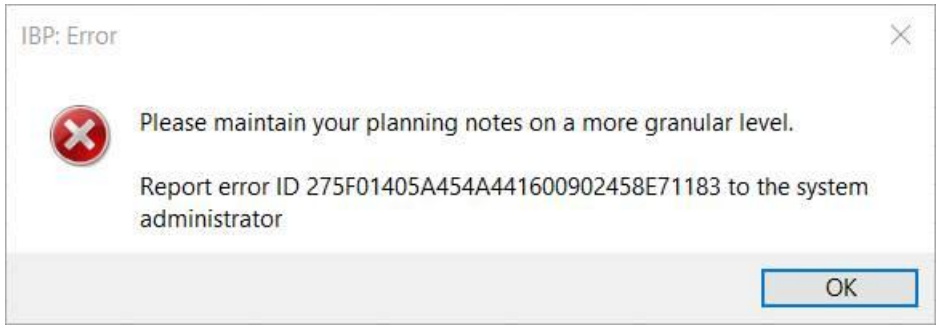
Planning notes that are created on an aggregated level are - during saving - disaggregated to the base planning level of the respective key figure. This means that the planning note is attached to each value of a key figure at the base planning level.

Note that the this can result in massive amounts of data on the database. Restriction: Planning notes cannot be saved when the disaggregation of the planning note to the base planning level of the key figure would result in more than 20 million attribute/period level combinations on the database. This results in an error message.

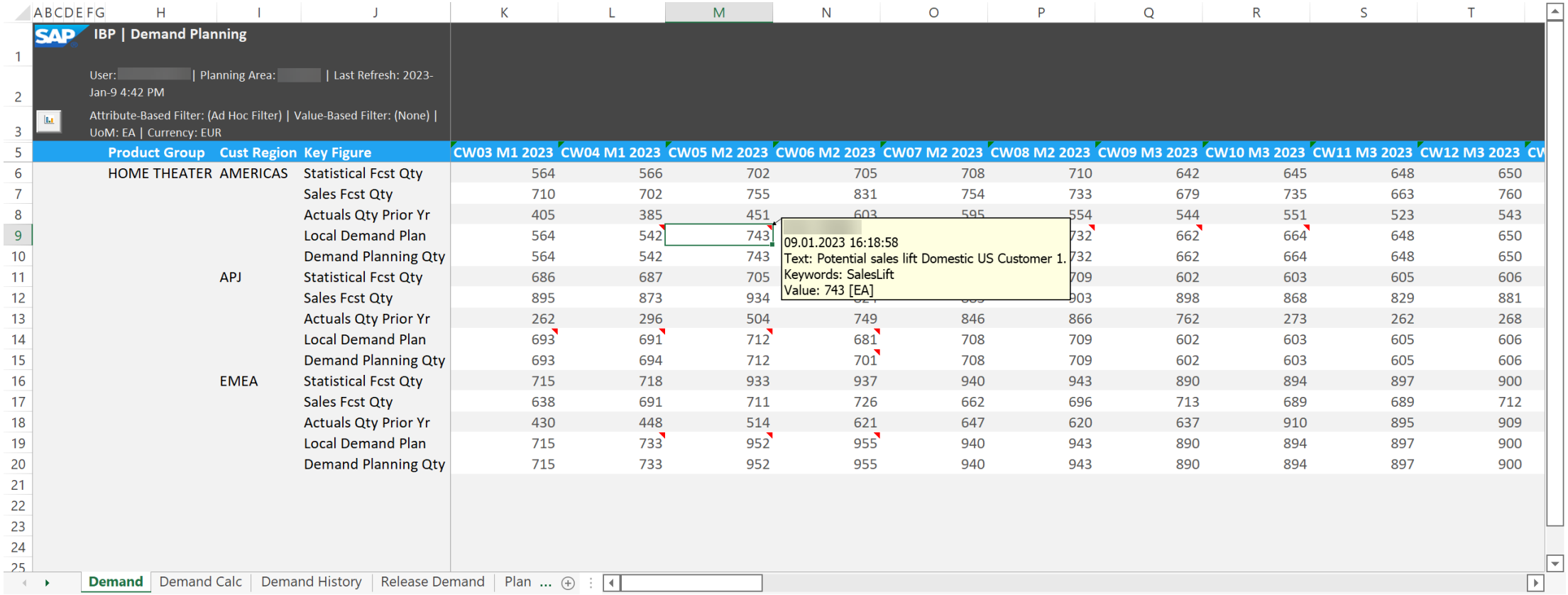


If the planning note is created at *Brand* level, it gets disaggregated to the base planning level *Product ID* in this example. Typically, base planning levels are more complex, such as, product-location-customer.

Error Message:



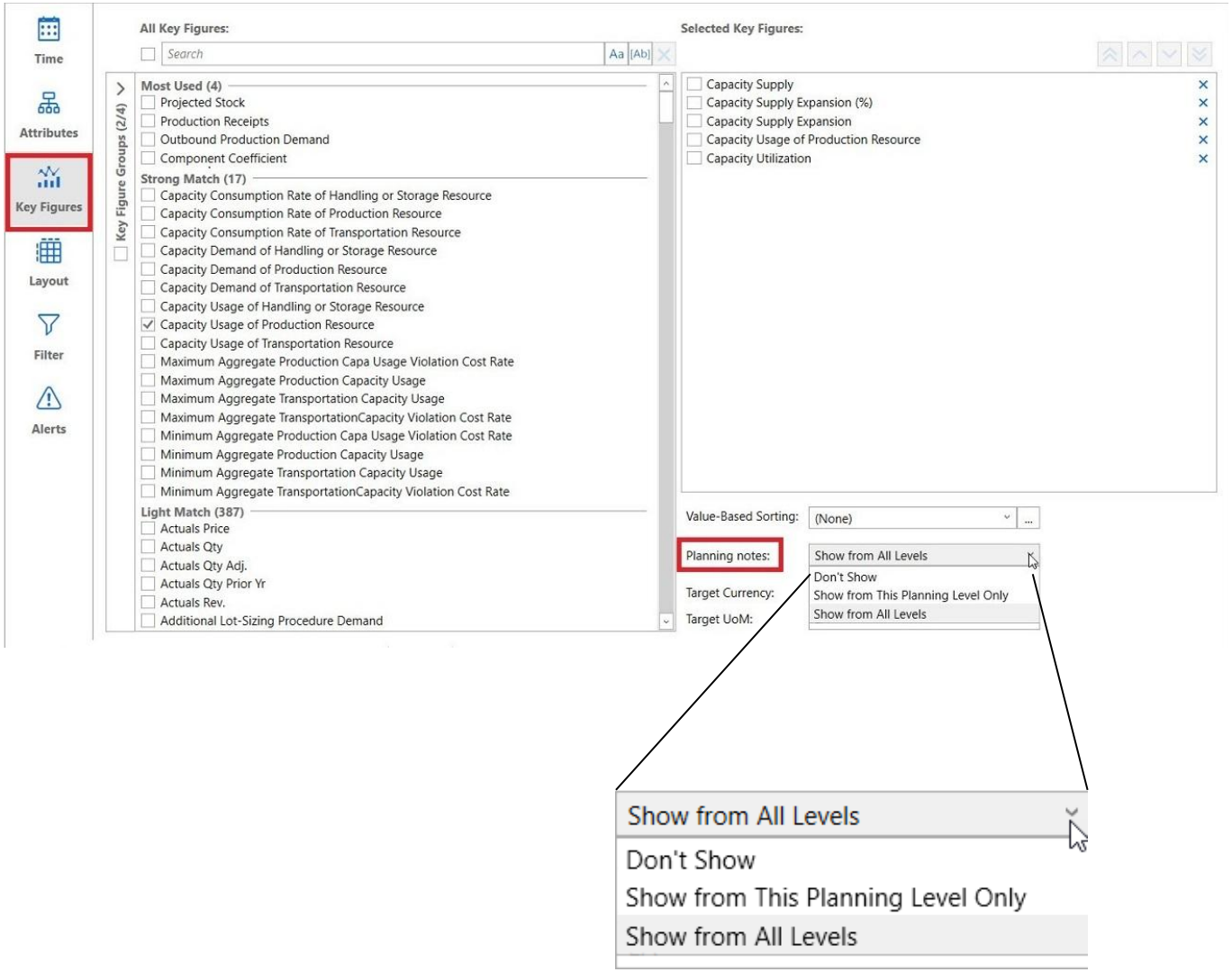
Displaying planning notes in the planning view (1)



Product Group	Cust Region	Key Figure	CW03 M1 2023	CW04 M1 2023	CW05 M2 2023	CW06 M2 2023	CW07 M2 2023	CW08 M2 2023	CW09 M3 2023	CW10 M3 2023	CW11 M3 2023	CW12 M3 2023
HOME THEATER	AMERICAS	Statistical Fcst Qty	564	566	702	705	708	710	642	645	648	650
		Sales Fcst Qty	710	702	755	831	754	733	679	735	663	760
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		Local Demand Plan	564	542	743			732	662	664	648	650
		Demand Planning Qty	564	542	743			732	662	664	648	650
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		Sales Fcst Qty	638	691	711	726	662	696	713	689	689	712
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		Local Demand Plan	715	733	952	955	940	943	890	894	897	900
		Demand Planning Qty	715	733	952	955	940	943	890	894	897	900

- The planning note is visualized as an Excel-native note in the planning view.
- You can can use the mouse-over to read the header text of the planning note (such as, *Changed At* and *Created By*).
- The note box automatically auto-sizes so that all of the text is visible when you click into the cell.

Displaying planning notes in the planning view (2)



To see planning notes in the planning view, you need to set the display options accordingly in the planning view definition: *Edit Planning View → Key Figures → Display Planning Notes*

Options:

- ***Don't Show***: Do not show planning notes.
- ***Show from This Planning Level Only:*** Show only planning notes that were created on the planning level of the planning view.
- ***Show from All Levels:*** Show planning notes from all levels of aggregation and disaggregation.
  Please be cautious: This setting can have quite a performance impact while loading the data when many planning notes exist in the system.

Displaying planning notes in the planning view – example

Possible attribute combinations for a key figure with planning notes:

PRODUCT ID	PRODUCT GROUP	LOCATION ID	REGION	CUSTOMER ID	CUSTOMER GROUP
PRD_1	PRDGRP_1	LOC_1	REGION_1	CUST_1	CUSTGRP_1
PRD_2	PRDGRP_1	LOC_2	REGION_2	CUST_2	CUSTGRP_2

Planning note 1	Planning note 2	Planning note 3
PRD_1 LOC_1 CUST_1	PRD_2 REGION_2	PRDGRP_1 CUST_1

Planning notes have been created for the key figure at different levels.

The planning level of the planning view is product ID and region. Which planning notes are visible in the planning view depends on the selected option:

- ***Don't Show***: No planning notes are visible.
- ***Show from this Planning Level Only:*** Planning note 2 is shown.
- ***Show from All Levels:*** All planning notes are shown.

Auto-sizing for planning notes

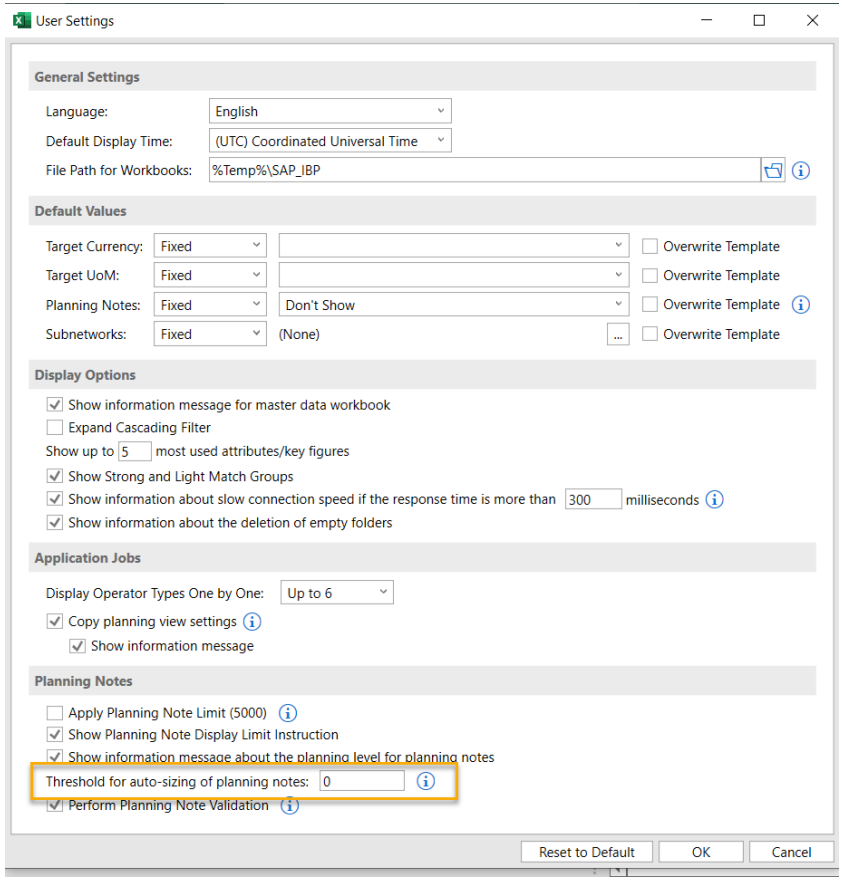
By default, the planning notes have a standard size. Not all of the planning note details are displayed when hovering over the planning note or when choosing ***Show All Notes*** under ***Notes*** in the ***Review*** tab of Microsoft Excel.

To check the text of one specific planning note, select the respective cell and the size of the note will be automatically adjusted to the size of the text.

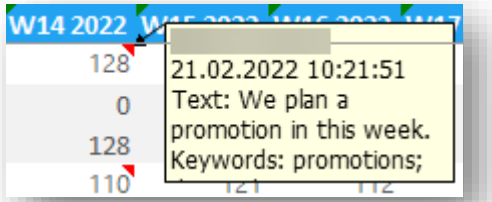
If you want to have the planning notes auto-sized when opening a planning view, you can change the setting ***Threshold for auto-sizing of planning notes*** in ***User Settings*** in the ***About*** group of the ***SAP IBP*** ribbon to a higher value than the default value “0”.

Please keep in mind that the auto-sizing feature can have a negative impact on the performance. We recommend that you choose a threshold that considers the number of planning notes that are usually viewed within a planning view and check the performance when opening a planning view with several planning notes included.

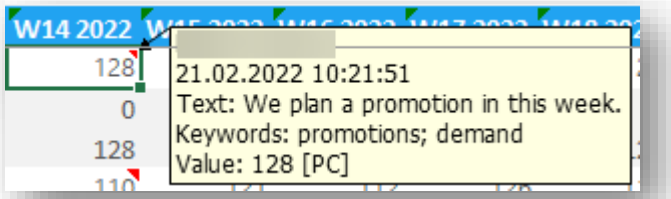
Please note that no auto-sizing is being applied at all if the threshold has been reached.



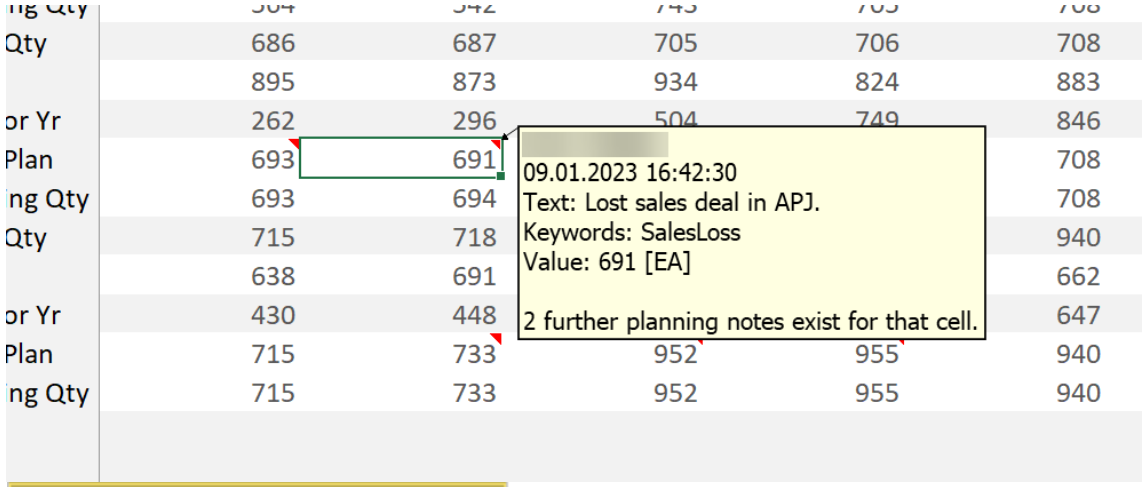
Planning note without auto-size:



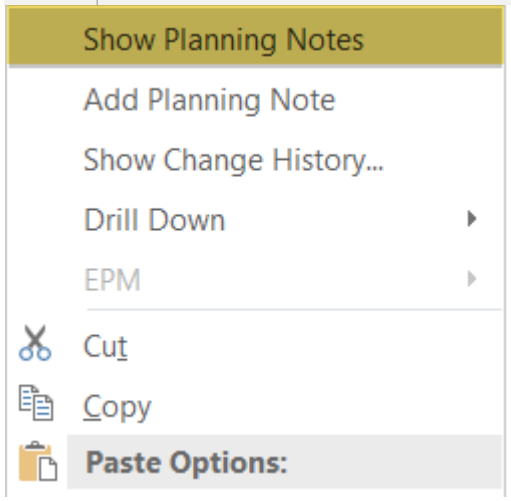
Planning note with auto-size:



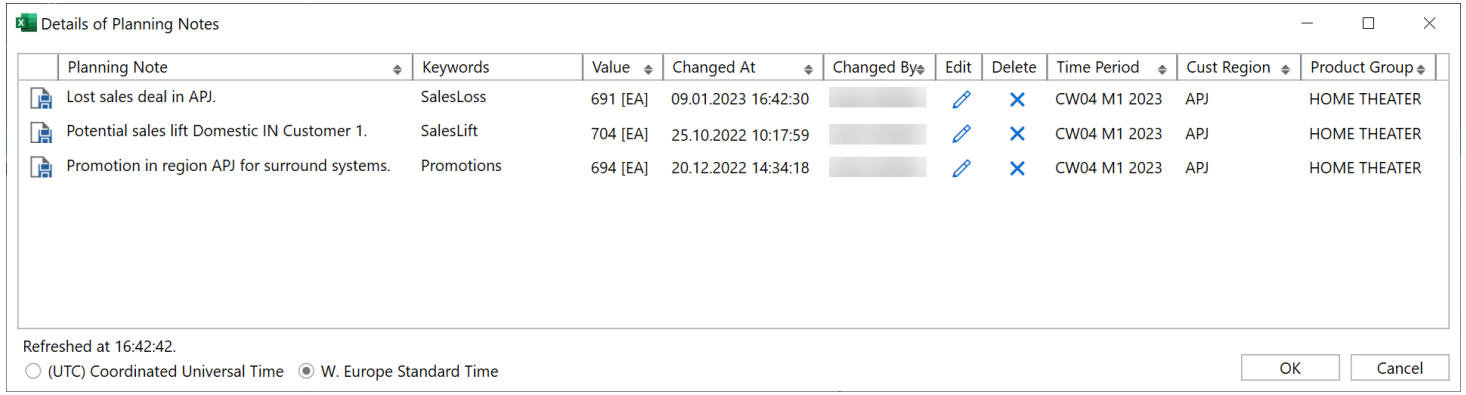
Multiple planning notes in a cell



If multiple planning notes exist for one cell, only the most recent planning note is shown,
plus the information
<number> further planning notes exist for that cell.



To display the additional planning notes (and to edit or delete a note), right click on the cell, then click *Show Planning Notes.*



In the details view, further information about the planning notes can be seen and the planning notes can be edited or deleted.

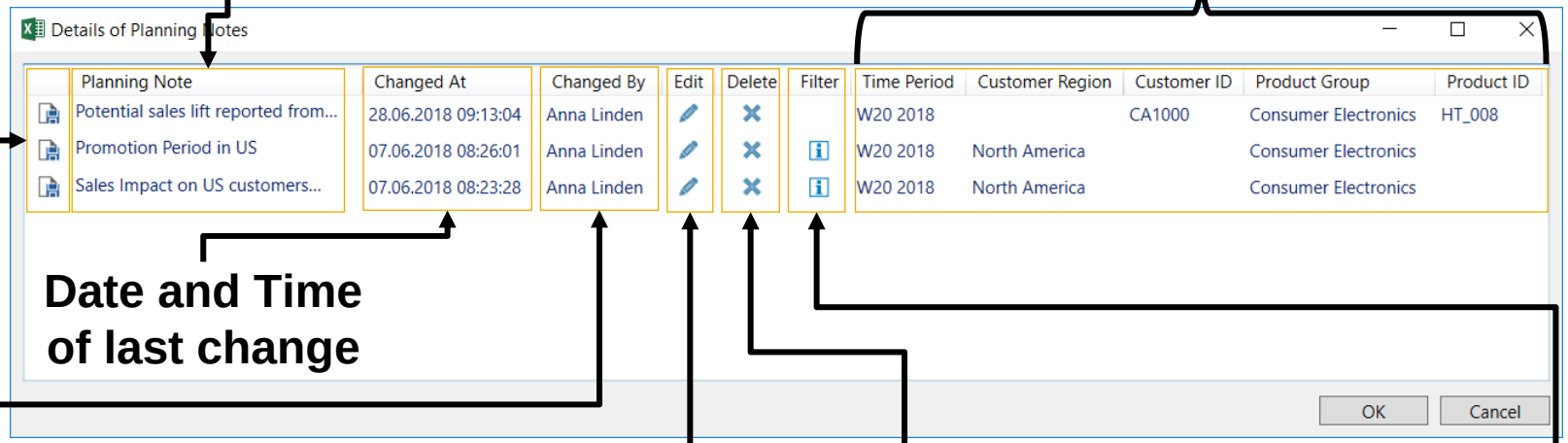
Planning note details: view, edit, delete, use filters

Status of the planning note

- Draft
- Saved
- Edited
- Deleted

Planning note text

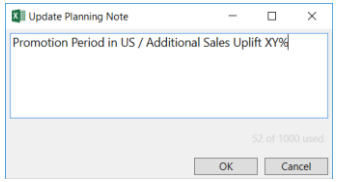
Planning level and attribute values for which the planning notes were created



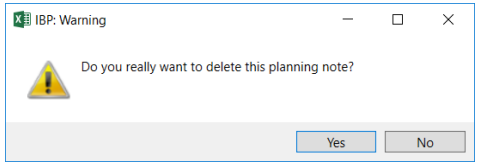
Date and Time of last change

User who last changed the planning note

Click to edit the planning note



Click to delete the planning note



Planning view filter and visibility filter that was active when the user created the planning note

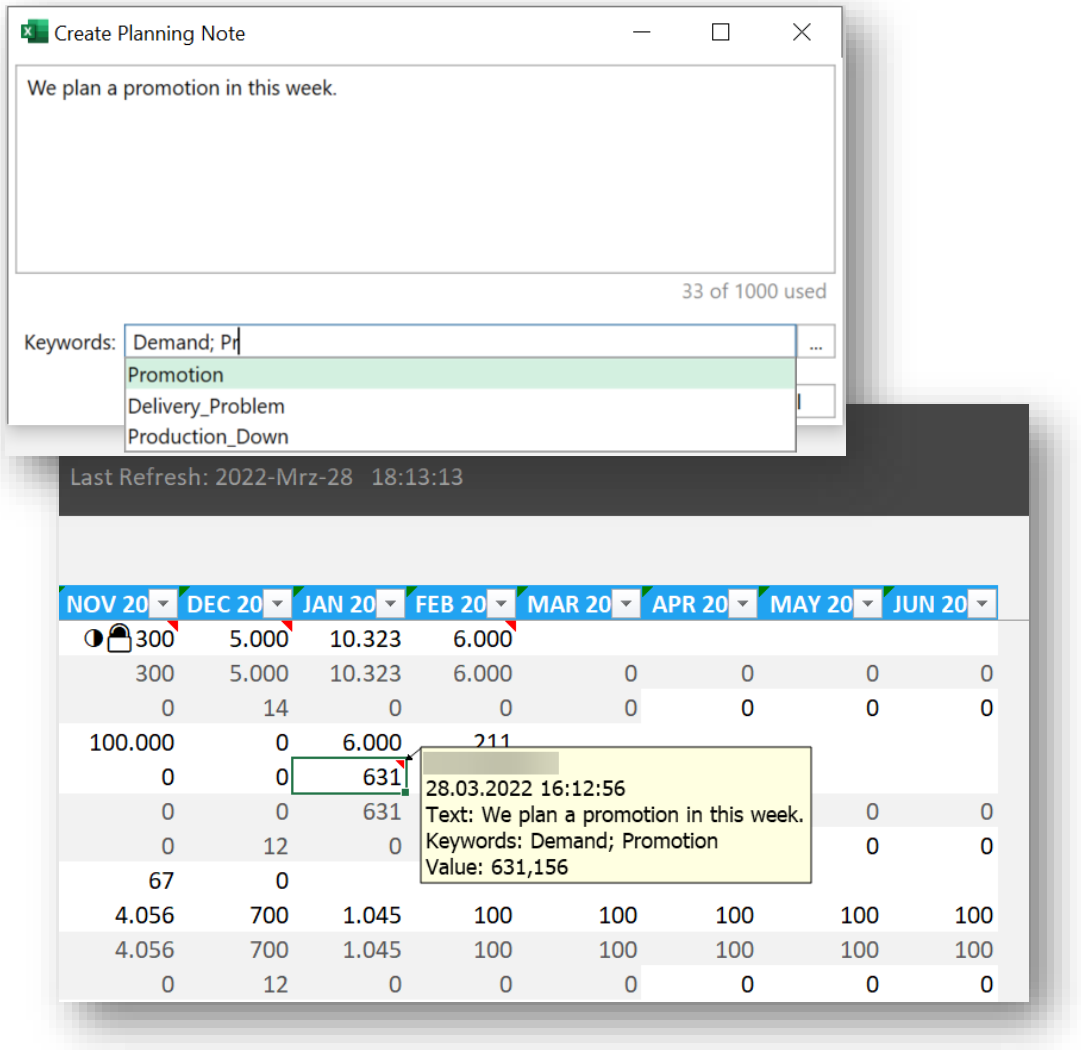
Note: If you edit or delete a planning note, you still need to save these changes afterwards!

Planning note keywords - assign and create keywords

You can assign keywords to planning notes. Keywords can be interpreted as tags that help classify a set of planning notes.

Depending on the system setup and your authorizations, you can choose from a predefined set of keywords, or create new keywords on the fly. The keyword input field provides a type-ahead function that supports selecting the appropriate keyword.

Keywords can help finding related planning notes within the new SAP Fiori app *Manage Planning Notes*. This app also allows admins to predefine the keywords.

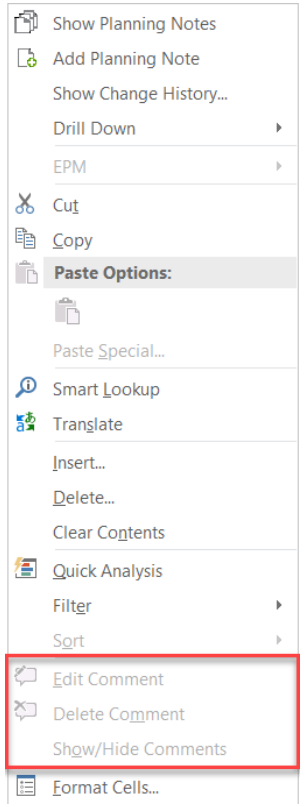


Comparing planning notes and Microsoft Excel notes

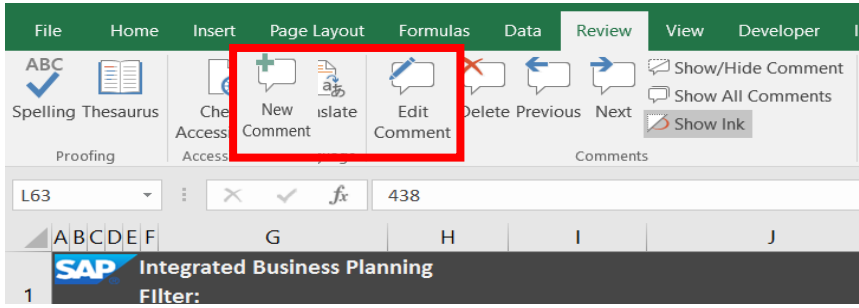
Planning notes use the Microsoft Excel note features to visualize the planning notes in the planning view, as follows:

- Creating, editing and deleting planning notes using Microsoft Excel note features (in the *Review* tab) is not supported and results in a warning message when saving the data in the planning view. These changes are not saved in the SAP IBP database and will be lost after a refresh of the planning view.
- You can use the user setting *Perform Planning Note Validation* to disable this check and no warning message will be shown.
- Microsoft Excel native comments in an SAP IBP planning view are also not saved in the SAP IBP database and are lost after a refresh of the planning view.
- Other Microsoft Excel note features in the *Review* tab, such as *Previous Note*, *Next Note*, *Show All Notes*, can be used.

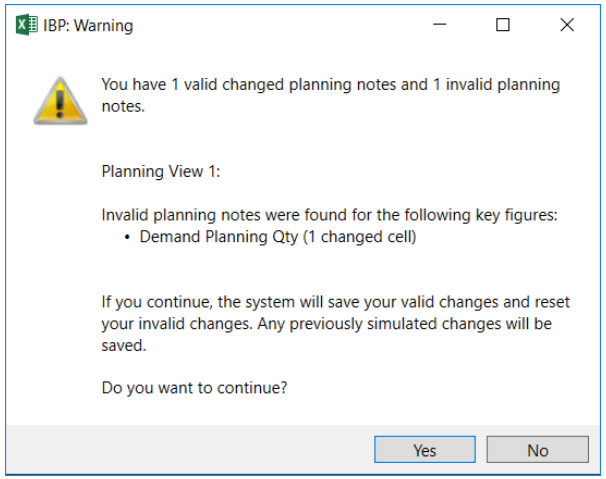
Context menu:



Review tab in Microsoft Excel menu:



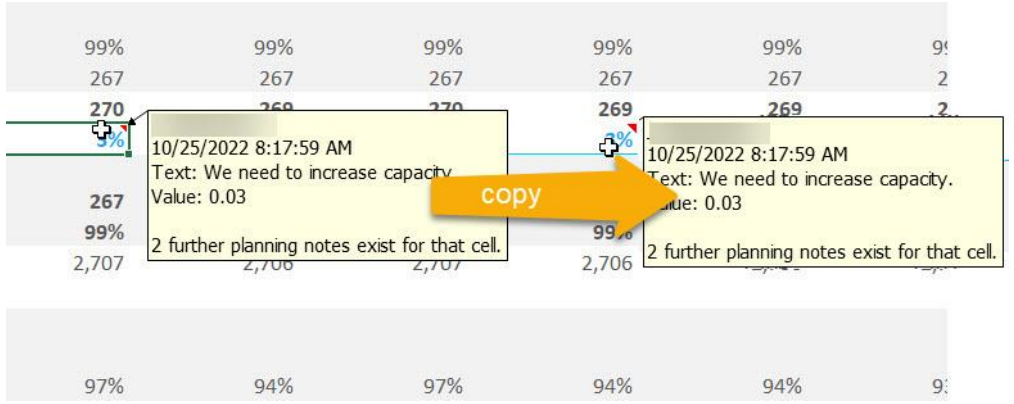
SAP IBP warning message:



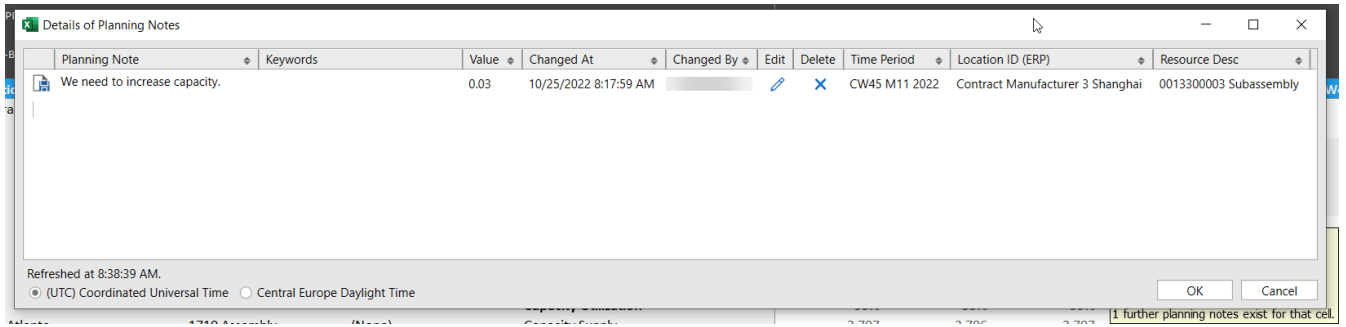
Copying cells with planning notes – example

You can copy a cell or a range of cells that contain planning notes and paste it to another cell or range. The planning notes are now also shown in the target cell/range. This is the standard Microsoft Excel behavior for copying notes. However, the copied notes are not recognized as SAP IBP planning notes and subsequently not saved in the SAP IBP database.

Copy cell:



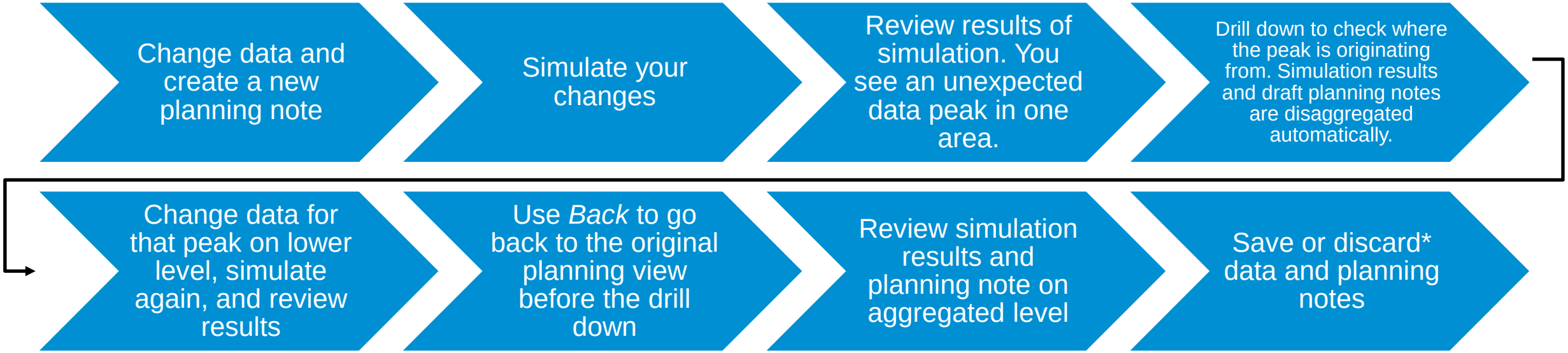
Microsoft Excel note on target cell is not recognized as SAP IBP planning note and will not be stored in the backend.



Using planning notes with scenarios and simulations

You can use planning notes also when working with simulations and scenarios. Even your draft planning notes that you have not saved yet stay visible when running simulations, performing drill downs, and so on.

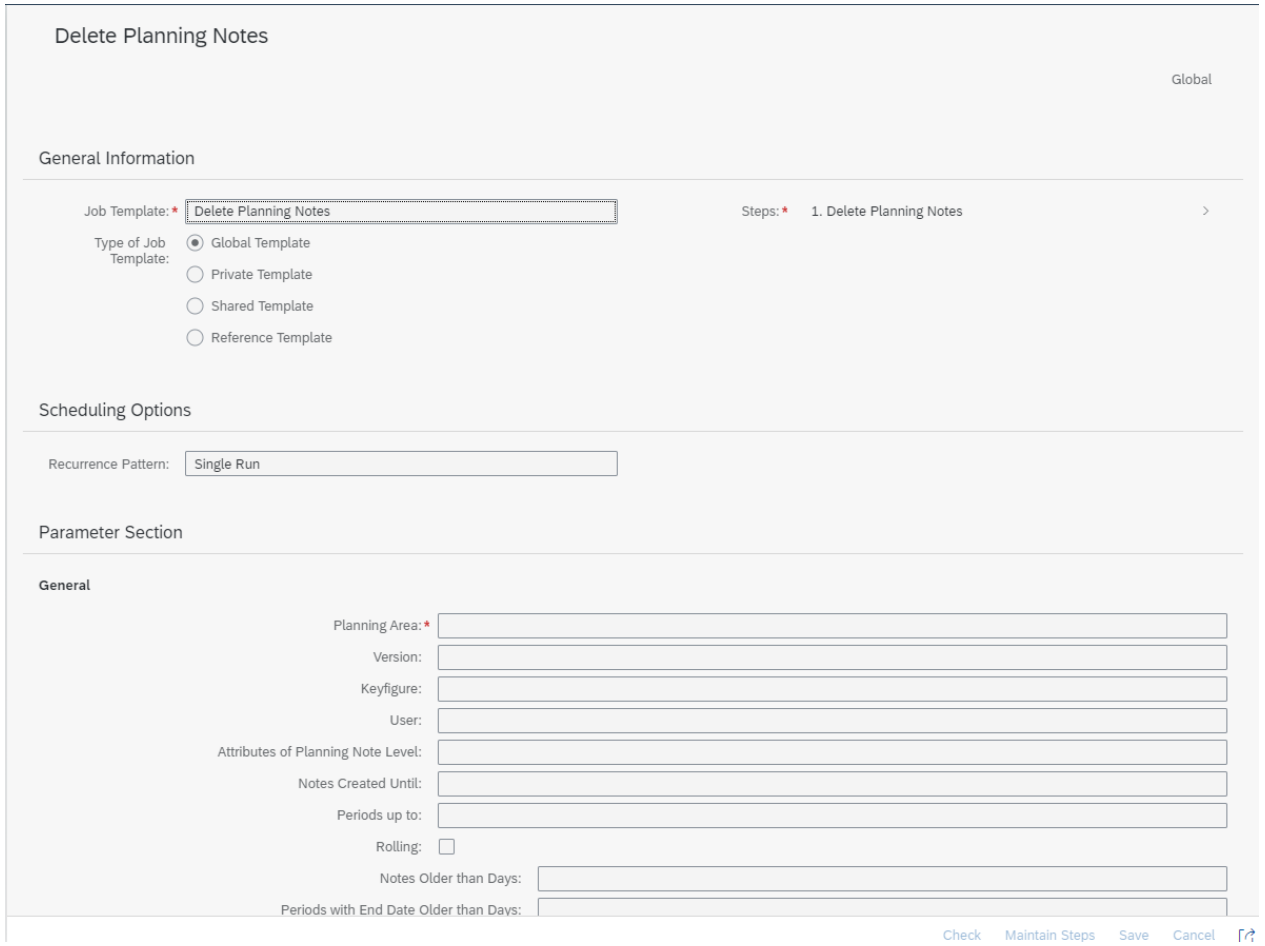
Note: If you have changed planning notes in your planning view, and you want to create a scenario, simulate your changes first by choosing *Simulate→Simulate (Basic)*, then create your scenario.



*You can discard the changes by clicking *Refresh.* This ends the simulation run.

Mass deletion of planning notes (application job)

- Old or obsolete planning notes that are no longer needed can be removed using an application job run by the administrator (job template *Delete Planning Notes).*
- The application job can be planned as a recurring job.
- Application job parameters:
  - *Planning Area*
  - *Version*
  - *Keyfigure*
  - *User*
  - *Attributes of Planning Note Level*
  - *Notes Created Before*
  - *Periods Ending Before*
  - *Rolling*

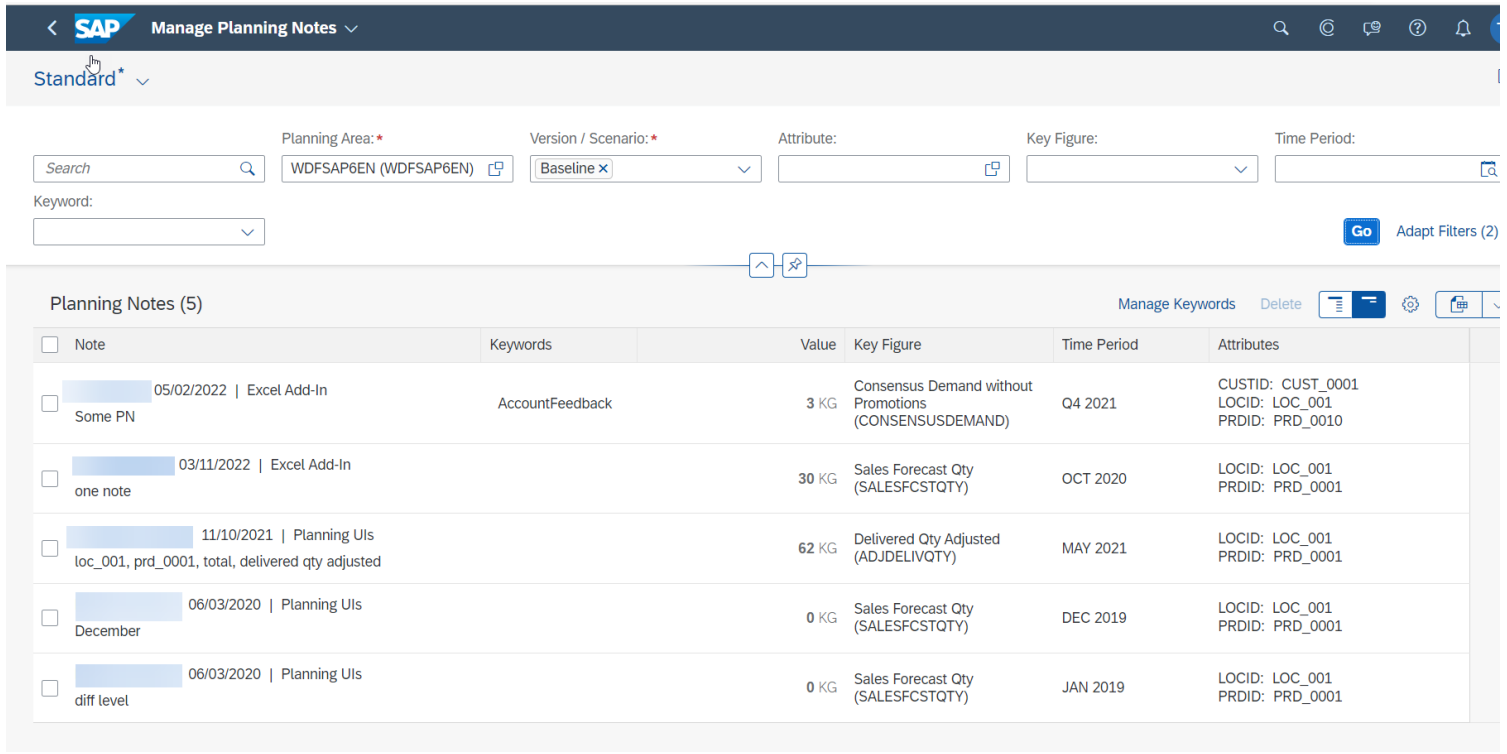


Managing planning notes using the *Manage Planning Notes* app

You can use the ***Manage Planning Notes*** app to view, and delete planning notes that have been created for a specific planning area, version, and scenario by you or other users in the ***SAP IBP, add-in for Microsoft Excel***, and in the ***Web-Based Planning***, and ***Planner Workspaces*** apps.

You can also create new keywords, rename existing keywords or delete keywords from the ***Manage Planning Note Keywords*** view of the ***Manage Planning Notes*** app. You can open the view by clicking ***Manage Keywords*** in the planning note overview.

For more information, see Manage Planning Notes.



Copying planning notes with planning operators

You can copy planning notes along with key figure values from one version to another version using the **Copy Version** operator.

SAP IBP formulas (formerly called local members)

Local formulas and calculations on top of SAP IBP data

- SAP IBP formulas (formerly called local members) appear like key figures in a planning view, but they contain standard Microsoft Excel formulas and formulas that are specific to SAP Integrated Business Planning (SAP IBP). By using SAP IBP formulas, you can quickly add your own Microsoft Excel calculations on top of data from SAP IBP. SAP IBP formulas are specific to the planning view that they're created in.
- No need to contact the local IT to get another key figure defined.
- Data is not saved on the database, but calculated locally when you open the planning view. Therefore, please be aware that applying Excel formulas and calculations in SAP IBP planning views can have an impact on the performance.
- For the same reason, you should check case by case whether a SAP IBP formula really makes sense or whether it is better to use standard functionality (such as, totals and subtotals) or calculated key figures in the in the SAP IBP backend.

For more information, see SAP Help Portal at SAP IBP Formulas.

Example for an SAP IBP formula (formerly called local member) in rows

Location ID	Resource Desc.	Key Figure	CW44 M10 2024	CW45 M11 2024	CW46 M11 2024	CW47 M11 2024
Plant Atlanta	1710 Assembly	Capacity Supply	400,000	400,000	400,000	400,000
		Capacity Supply Expansion				
		Sum	400,000	400,000	400,000	400,000
	1710 Pack	Capacity Supply	420,000	420,000	420,000	420,000
		Capacity Supply Expansion				
		Sum	420,000	420,000	420,000	420,000
	1710 Subassembly	Capacity Supply	350,000	350,000	350,000	350,000
		Capacity Supply Expansion				
		Sum	350,000	350,000	350,000	350,000
Plant Beijing	1310 Assembly	Capacity Supply	250,000	250,000	250,000	250,000
		Capacity Supply Expansion				
		Sum	250,000	250,000	250,000	250,000
	1310 Pack	Capacity Supply	240,000	240,000	240,000	240,000
		Capacity Supply Expansion				
		Sum	240,000	240,000	240,000	240,000
	1310 Subassembly	Capacity Supply	200,000	200,000	200,000	200,000
		Capacity Supply Expansion				
		Sum	200,000	200,000	200,000	200,000

Example for an SAP IBP formula (formerly called local member) in columns

Product Group	Product ID	Key Figure	CW44 M10 2024	CW45 M11 2024	CW46 M11 2024	CW47 M11 2024	Total
HEADPHONES	Headphones 100	Statistical Fcst Qty	10,289	10,429	10,637	10,88	42,244
	Headphones 110	Statistical Fcst Qty	9,545	9,367	9,320	9,16	37,392
	Headphones 120	Statistical Fcst Qty	8,608	8,522	8,392	8,44	33,963
	Headphones 140	Statistical Fcst Qty	0	0	0		0
	Headphones 150	Statistical Fcst Qty	0	0	0		0
	Headphones 160	Statistical Fcst Qty	1,118	1,120	1,105	1,13	4,483
HOME THEATER	Home Theater 200	Statistical Fcst Qty	122	122	122	12	487
	Home Theater 210	Statistical Fcst Qty	15	36	19	8	157
	Home Theater 220	Statistical Fcst Qty	15	0	51		66
WIRELESS SPEAKER	Wireless Speaker 300	Statistical Fcst Qty	13,176	13,999	13,696	12,84	53,716
	Wireless Speaker 320	Statistical Fcst Qty	14,077	13,660	13,960	13,24	54,939
	Wireless Speaker 350	Statistical Fcst Qty	1,417	2,046	1,779	1,55	6,794
	Wireless Speaker 360	Statistical Fcst Qty	1	1	1		2
	Wireless Speaker 370	Statistical Fcst Qty	0	0	0		0
	Wireless Speaker 380	Statistical Fcst Qty	0	0	0		0
	Wireless Speaker 390	Statistical Fcst Qty	0	0	0		0
	Wireless Speakers 310	Statistical Fcst Qty	0	0	0		0

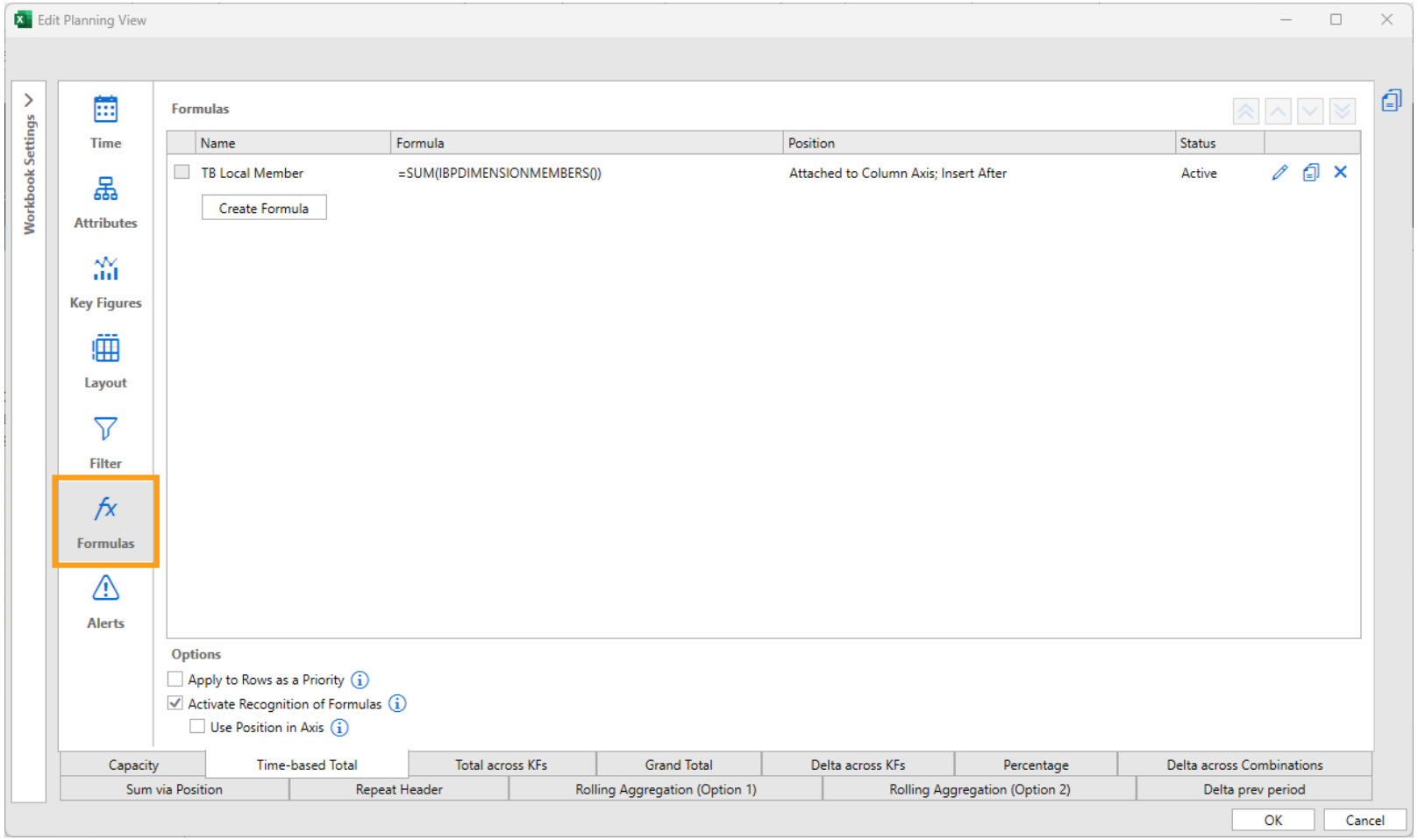
Prerequisites for creating an SAP IBP formula (formerly called local member)

You have the required permissions to work with SAP IBP formulas. For more information, see SAP Help Portal at Enabling SAP IBP Formulas.

The template that you create your planning view from needs to be updated using version 2411.2.0 (or higher) of the Excel add-in. If you create a planning view (using *New View -> From Template…)* from a template that was not updated with version 2411.2.0 or higher, the *Formulas* tab is grayed out. In this case, after you've created the planning view, choose *Edit View -> Edit Planning View*, and the *Formulas* tab becomes active. To make the *Formulas* tab available straight away, ask your administrator to update the template using version 2411.2.0.

SAP IBP formulas (formerly called local members) on the *Formulas* tab

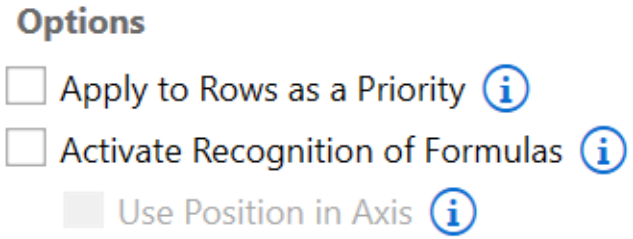
You can work with SAP IBP formulas on the *Formulas* tab of the *Create Planning View* or *Edit Planning View* dialog.



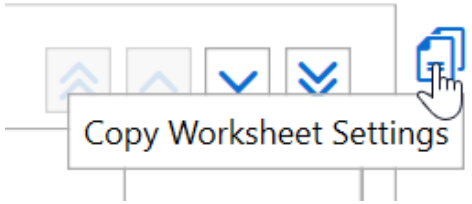
SAP IBP formulas (formerly called local members) on the *Formulas* tab

On the *Formulas* tab you can dot he following:

- Create new formulas 

- Edit, duplicate or delete existing formulas 
- Change the order of existing formulas if several formulas are available 
- Change the options related to formulas 

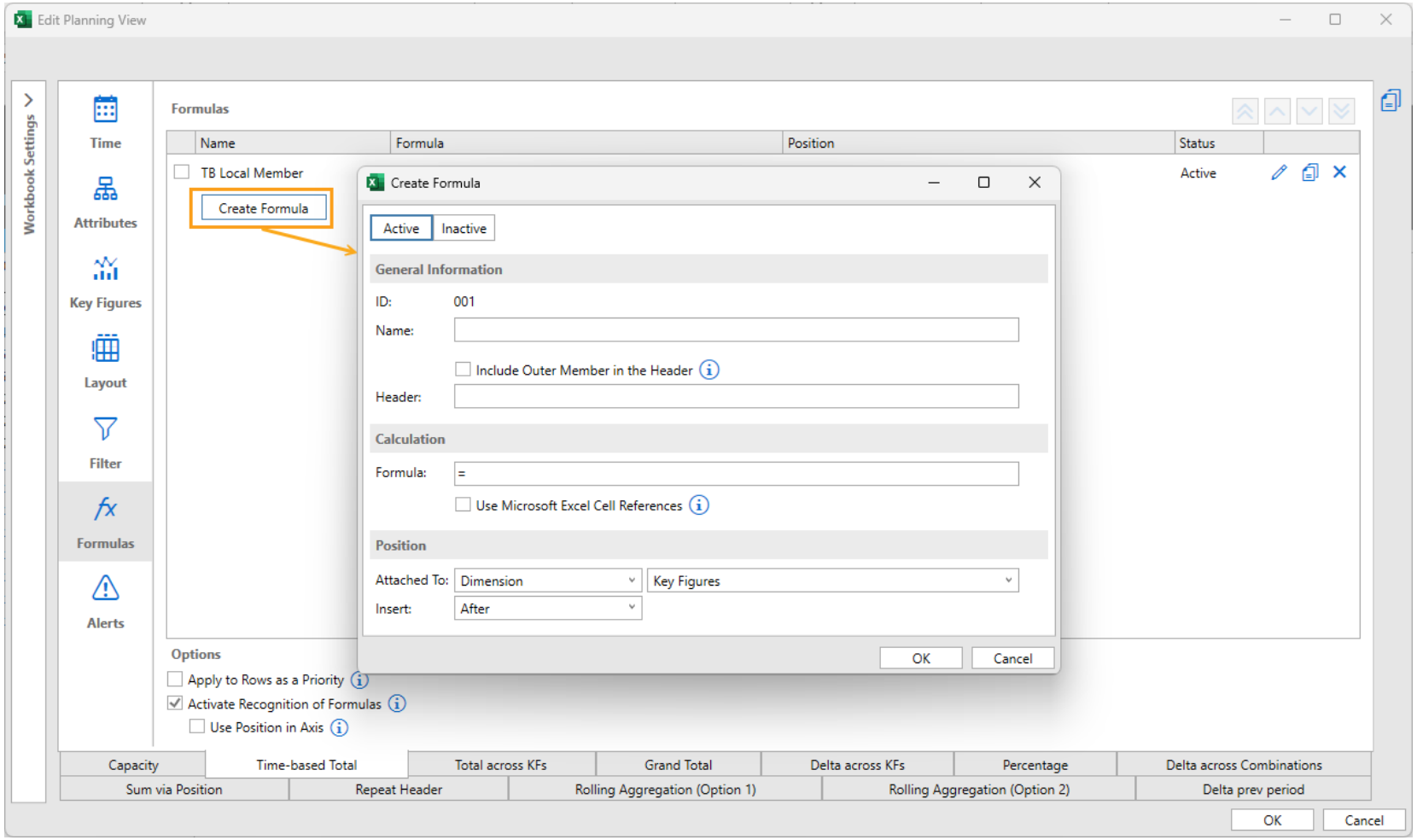
All settings are related to one worksheet. However, you can copy the settings to other worksheets by using the ***Copy Worksheet Settings*** function.



Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (1)

1. Open the *Formulas* tab.
2. Choose *Create Formula*.

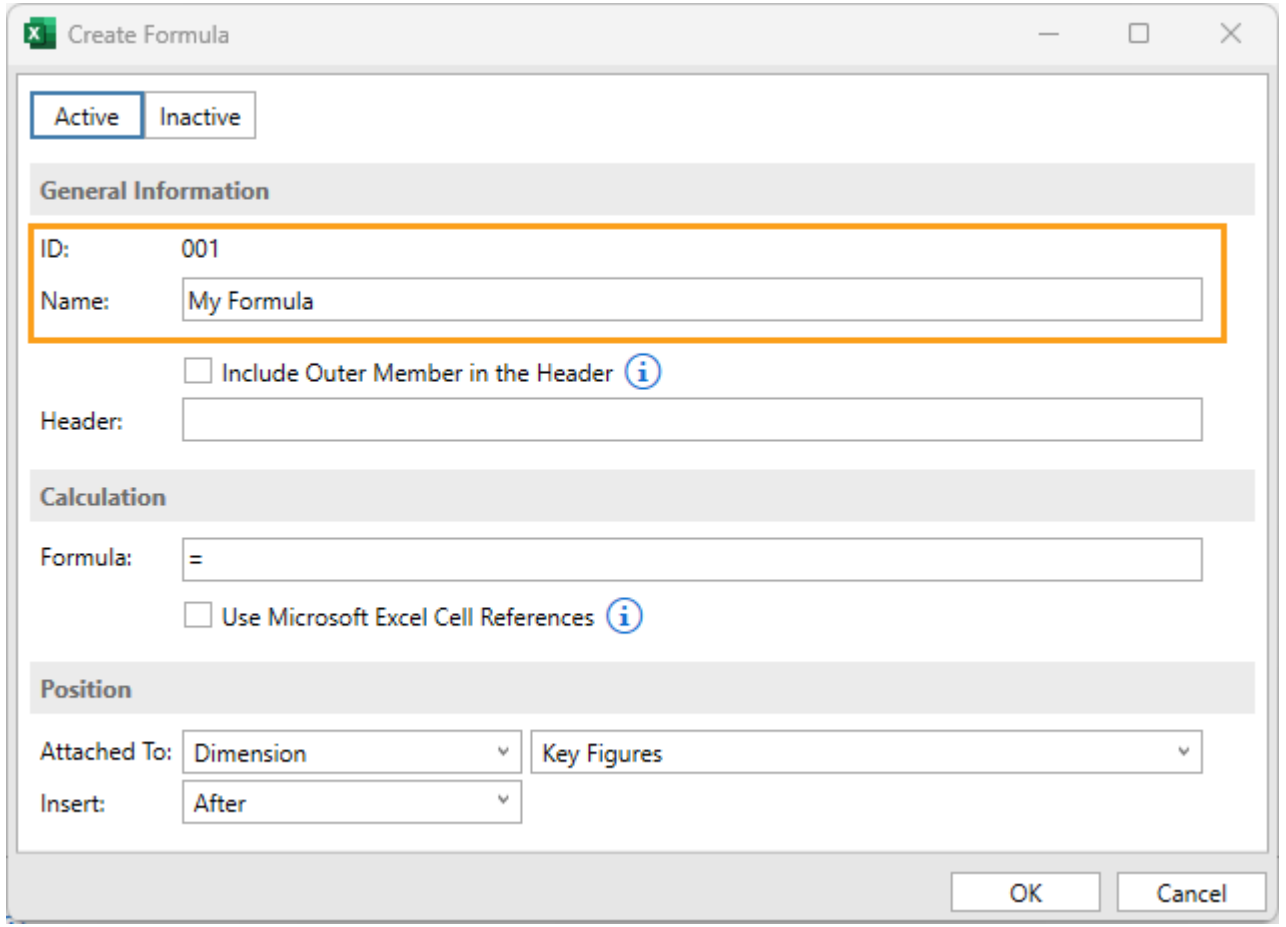
Note: You can set the formula status to active or inactive by choosing the respective button. If the formula status is set to inactive, it isn't displayed in the planning view. The formula is also not validated to make sure that it is set up correctly and could be applied to the current planning view. For more information, see SAP Help Portal at [Validation of SAP IBP Formulas](#).



Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (2)

3. Enter a name for your formula.

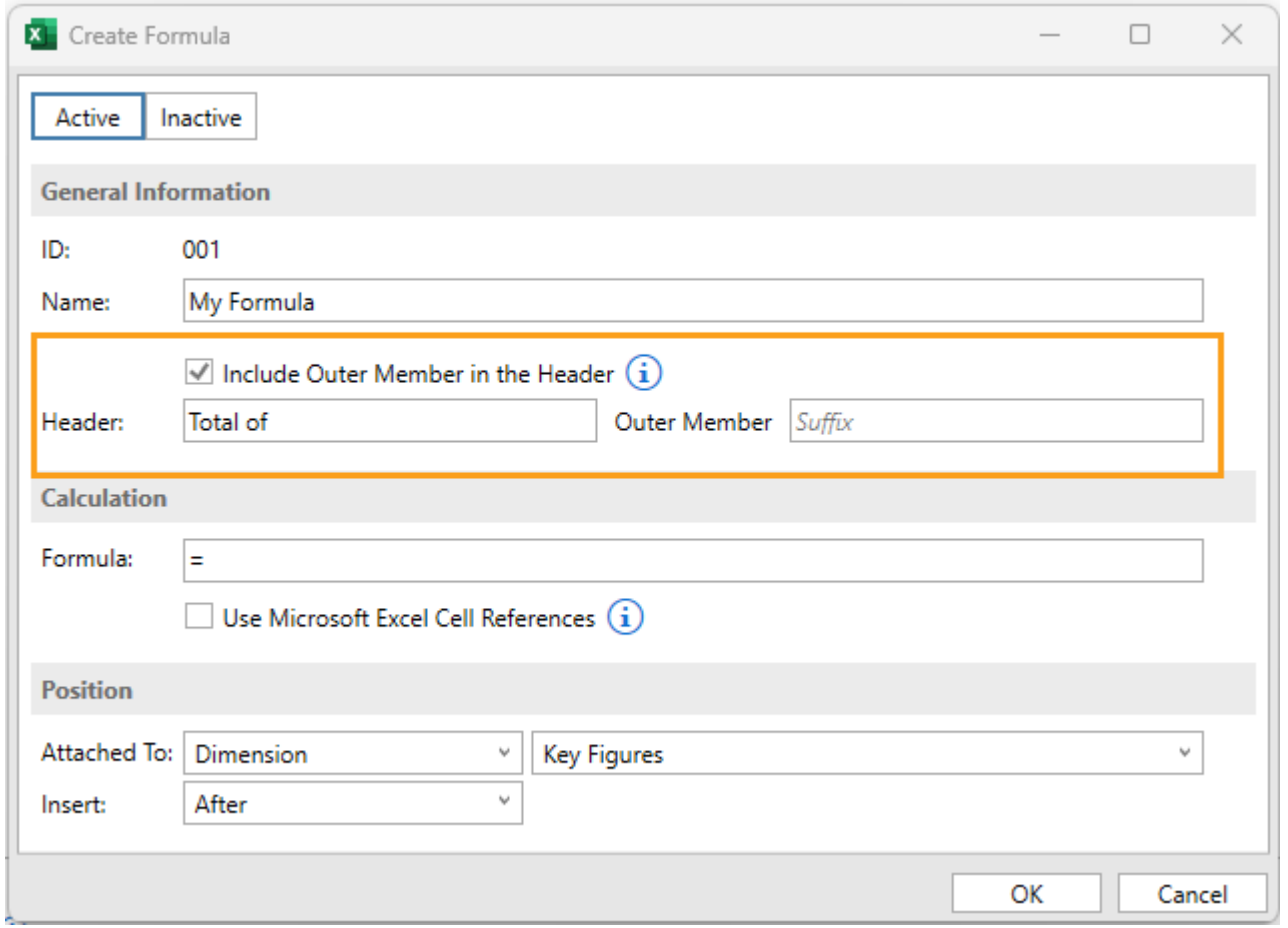
   The ID that is displayed in the **ID** field, is assigned automatically, and can't be changed.



Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (3)

4. Add a name for the header of the formula in the *Header* field. The header appears in the header section of the planning view.

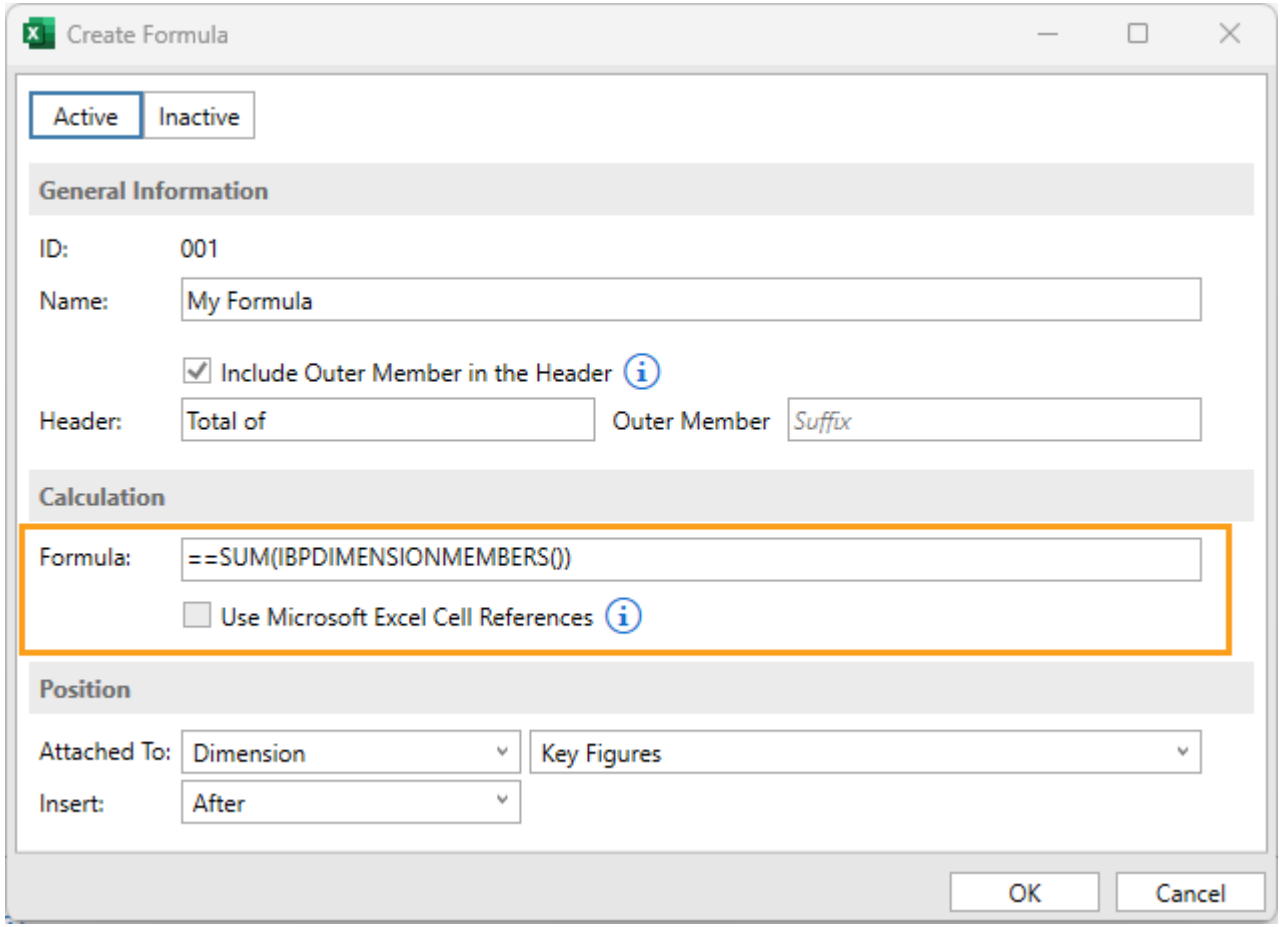
5. Optional: You can dynamically include the name of an outer member in the header adding a prefix or suffix to it, by selecting the *Include Outer Member in the Header* checkbox.



Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (4)

6. In the ***Formula*** field, you have the following options to add a formula:

- Enter the full formula using a combination of a Microsoft Excel function and a function related to SAP IBP formulas, such as, for example =SUM(EPMSELECTEDMEMBERS(KEY_FIGURES)). The formula must be in English. For more information about the available functions, see Functions and Attachments for SAP IBP Formulas.
- Enter a temporary formula, such as =1 and replace it later by changing the formula in a cell of the SAP IBP formula in the planning view. For this option to work, you first need to select the *Activate Recognition of Formulas* checkbox. Then, the formula is automatically adjusted after you've updated it in the planning view.
- Leave the formula field empty if you want to create a formula that inserts a blank row or column to a specific member. You can also insert a blank member that behaves like any other member and isn't attached to a specific member.



Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (5)

7. Optional: You can select the *Use Microsoft Excel Cell References* checkbox.

   If you do so, the Excel add-in only calculates the first cell of the SAP IBP formula in the planning view. For all other cells, the formulas are replicated based on the formula in the first cell. The formulas are replicated in the same way as when you click and drag the lower-right corner of a cell and move it over the other cells.

8. Select the element to which you want to attach your SAP IBP formula and then select whether you want to insert the formula before or after the element that it's attached to.

   You can attach formulas to time totals and such formulas are displayed when the planning view is opened. However, as soon as you log off and on again or if you save the planning view as a template or favorite, then close it and open it again, the formulas become invalid. Therefore, a warning message is displayed when you create formulas that are attached to time totals.

9. Choose *OK*.

Creating SAP IBP formulas (formerly called local members) on the *Formulas* tab (6)

10. Optional: Select the required options for your SAP IBP formulas by selecting the respective checkbox.

    The options apply to the worksheet you're adding formulas to, but you can copy the settings to other worksheets by using the *Copy Worksheet Settings* button. For more information, see Options for SAP IBP Formulas.

11. Optional: If you entered a temporary formula in the *Formula* field, replace the temporary formula with the full formula in any cell of the formula in the planning view. The full formula is propagated to the other cells of the formula automatically if you've activated formula recognition.

Creating an SAP IBP formula (formerly called local member) using formula recognition (1)

1) Select the *Activate Recognition of Formulas* checkbox on the *Formulas* tab of the *Create Planning View* or *Edit Planning View* dialog.
2) In the planning view, add a new row or column where you want to add your new SAP IBP formula.
3) Enter a name for your SAP IBP formula. If you don't enter a name, a default name is generated, beginning with **(fn)**.

Product Group	Product ID	Customer ID	Key Figure	CW39 M9 2024	CW40 M10 2024	CW41 M10 2024	C
HEADPHONES	Headphones 100	Domestic DE Customer 10	Consensus Demand	588	507	742	
			Consensus Demand Shortage	0	0	0	
			Customer Receipts	588	507	742	
		Domestic DE Customer 11	Consensus Demand	655	787	1,007	
			Consensus Demand Shortage	0	0	0	
			Customer Receipts	655	787	1,007	
	Headphones 110	Domestic DE Customer 10	Consensus Demand	882	761	1,113	
			Consensus Demand Shortage	0	0	0	
			Customer Receipts	882	761	1,113	
		Domestic DE Customer 11	Consensus Demand	655	787	1,007	
			Consensus Demand Shortage	0	0	0	
			Customer Receipts	655	787	1,007	
			My SAP IBP Formula				

Creating an SAP IBP formula (formerly called local member) using formula recognition (2)

4. In the first cell of the newly added row or column in the data area of the planning view, enter your formula to calculate the value. Start with = and use any of the available Microsoft Excel functions, such as, for example, **SUM**, **MAX**, or **AVERAGE**.

5. Press *Enter*.

Creating an SAP IBP formula (formerly called local member) using formula recognition (3)

The formula is converted into an SAP IBP formula and automatically applied to the whole row or column of the current worksheet. New rows or columns are added at the same position for all attribute and time combinations.

In addition, the SAP IBP formula is automatically attached to and added after a specific element in the planning view. This means that when you add a row below a specific key figure, for example, and refer to its value in the formula calculation, the SAP IBP formula is always added after this key figure for all attribute combinations.

Creating an SAP IBP formula (formerly called local member) using formula recognition (4)

A SAP IBP formula created with formula recognition is linked to the following:

- The SAP IBP elements that it is calculated from, for example, specific key figures or time periods
- A certain position (before or after a certain key figure, see next page)

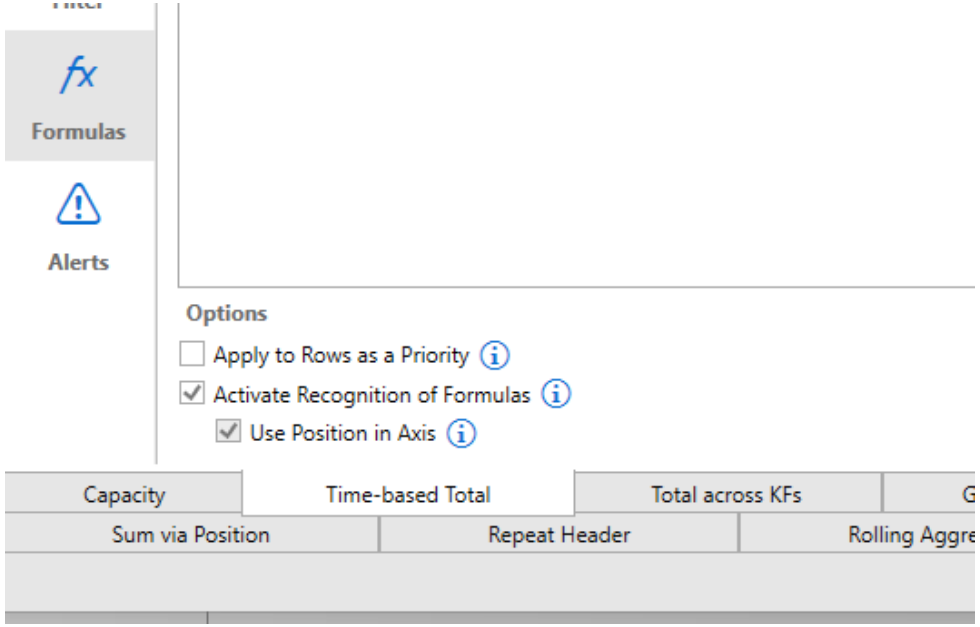
When you add a column after a specific time period, for example, and refer to a key figure value of this time period in the formula calculation, the SAP IBP formula is attached to and added after this time period.

In most cases, the formula remains consistent when you change the planning view, for example, when you change the order of the attributes or key figures or when you add and remove key figures. However, make sure that you don't remove any elements that are used to calculate the SAP IBP formula, as the SAP IBP formula would disappear from the planning view.

Creating an SAP IBP formula (formerly called local member) using formula recognition – use position in axis

Sometimes, it can make sense to add an SAP IBP formula at a fixed position in the planning view, such as a specific column, instead of attaching it to an SAP IBP element, for example, a key figure.

If you want to add such an SAP IBP formula to your planning view, select the *Activate Recognition of Formulas* checkbox and the *Use position in axis* checkbox on the *Formulas* tab of the *Create Planning View* or *Edit Planning View* dialog. Then, you can add the SAP IBP formula.



Creating an SAP IBP formula (formerly called local member) using formula recognition – example

You want to add an SAP IBP formula that always sums up the next three months, and your time interval is set to *Rolling* in the planning view settings. You add an SAP IBP formula after the first three months of the year 2024. In January 2024, your planning view looks as follows:

Key Figure	24-Jan	24-Feb	24-Mar	Total next three months
Consensus Demand	10.671	9.977	10.508	31.156
Consensus Demand Shortage	0	143	2.314	2.457
Customer Receipts	10.671	9.833	8.194	28.698
Consensus Demand	5.264	4.932	5.191	15.388
Consensus Demand Shortage	0	0	3.519	3.519
Customer Receipts	5.264	4.932	1.672	11.869

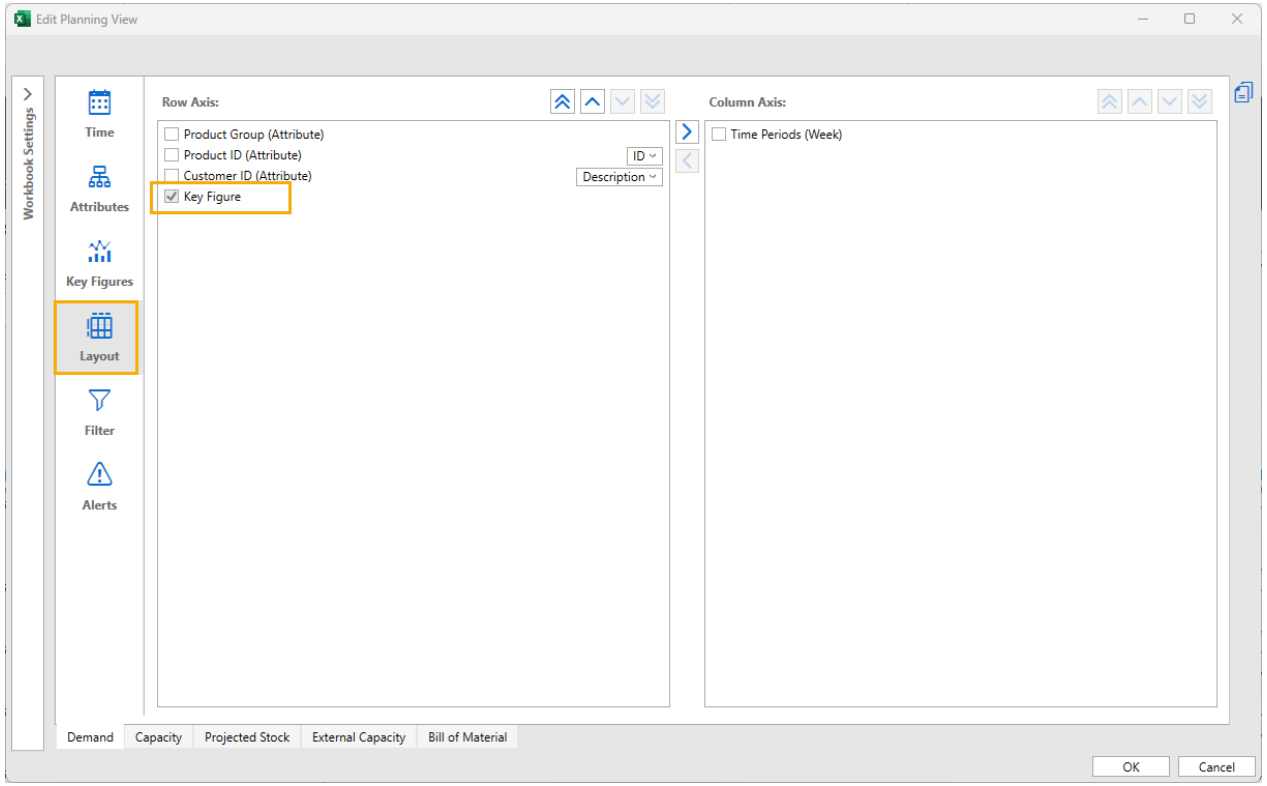
In February, your time intervals have rolled by a month. If you haven't selected the *Use position in axis* checkbox, the SAP IBP formula can no longer be calculated.

If you've selected the *Use Position in Axis* checkbox, the SAP IBP formula has kept its position in column four of the time axis, and sums up the months February, March, and April, 2024. Your planning view looks as follows:

Key Figure	24-Feb	24-Mar	24-Apr	Total next three months
Consensus Demand	9.977	10.508	10.031	30.516
Consensus Demand Shortage	143	2.314	2.495	4.952
Customer Receipts	9.833	8.194	7.536	25.563
Consensus Demand	4.932	5.191	5.223	15.346
Consensus Demand Shortage	0	3.519	2.381	5.901
Customer Receipts	4.932	1.672	2.841	9.446

SAP IBP formulas – changing the layout of the planning view

Even SAP IBP formulas included, you can change the layout of the planning view in the *Edit Planning View* dialog anytime. However, always make sure that the SAP IBP formulas are calculated and displayed correctly after the change. If you're referencing a key figure in the formula calculation, make sure that *Key Figure* stays the last entry to be displayed.



Example: When you add *Scenario*, it will automatically be placed after *Key Figure*. If you use SAP IP formulas, you need to manually adjust the order and move *Key Figure* to the bottom to still see the SAP IBP formulas in your planning view.

Examples for functions and attachments for SAP IBP formulas

For information about examples, see SAP Help Portal, as follows:

- Examples for the IBPMEMBER Function
- Example for the IBPTUPLE Function
- Examples for the IBPDIMENSIONMEMBERS Function
- Example for the IBPALLMEMBERS Function
- Examples for the IBPHEADER Function
- Example for the IBPPOSITION Function
- Example for the IBPRELATIVECELL Function

Keyboard shortcuts

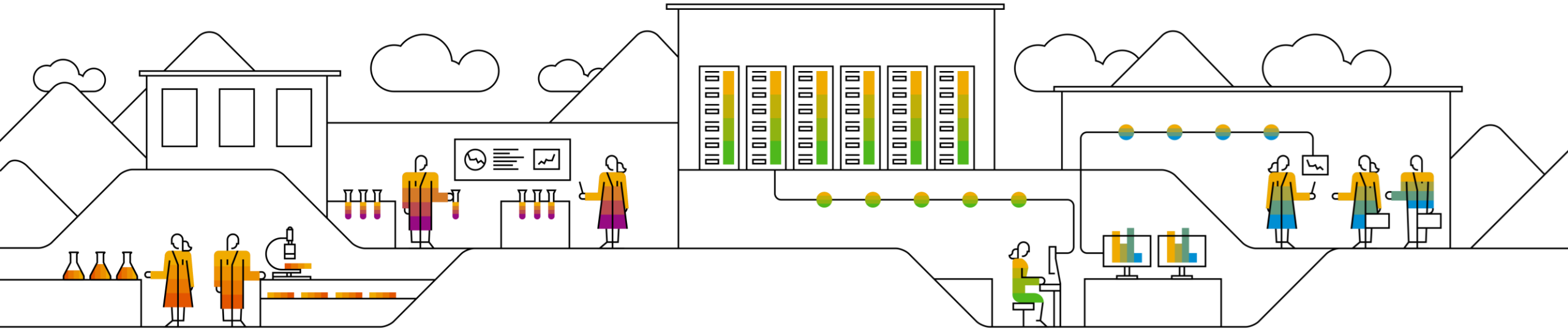
Keyboard shortcuts

The following keyboard shortcuts are available for the *Save Data*, *Simulate (Basic)*, *Refresh*, and *Reset Changes* functions. When you use the keyboard shortcuts, the same actions are performed as when you choose the respective functions in the *SAP IBP* ribbon.

The keyboard shortcuts are the following:

- *Save Data*: Ctrl + Alt + S
- *Simulate (Basic)*: Ctrl + Alt + B
- *Refresh*: Ctrl + Alt + R
- *Reset Changes*: Ctrl + Alt + Z
- *Refresh Content of SAP IBP Panel*: Ctrl + Alt + U

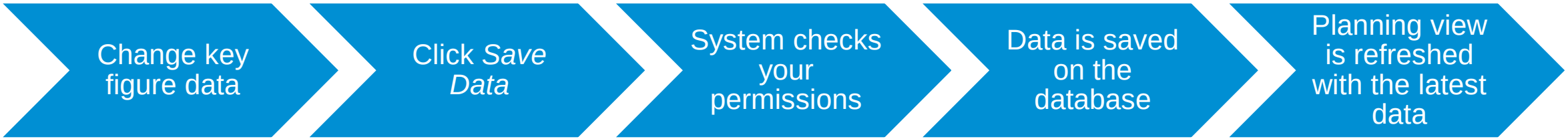
9) How to Save Key Figure Data in a Planning View



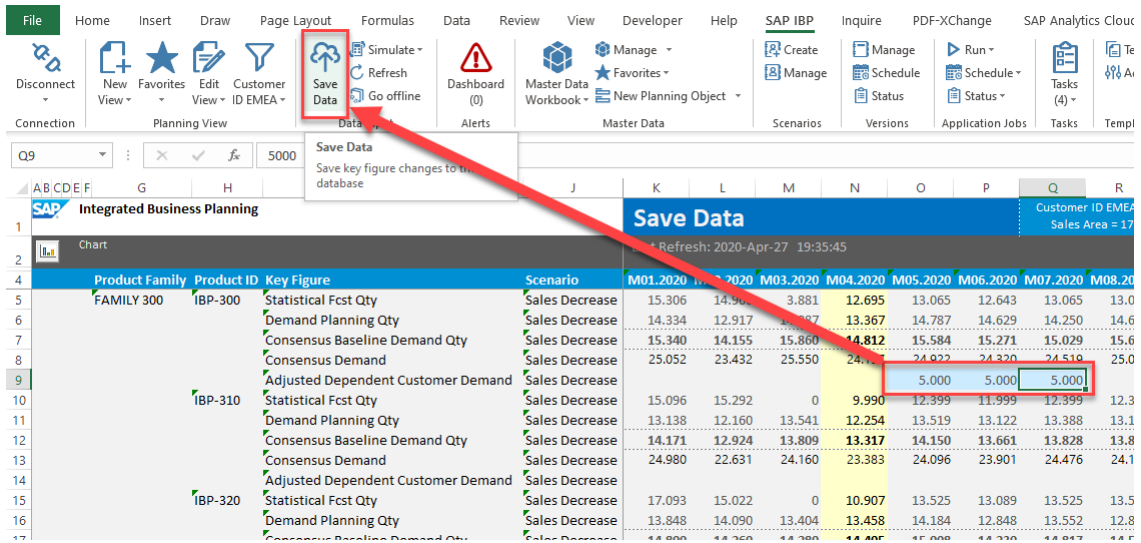
Introduction

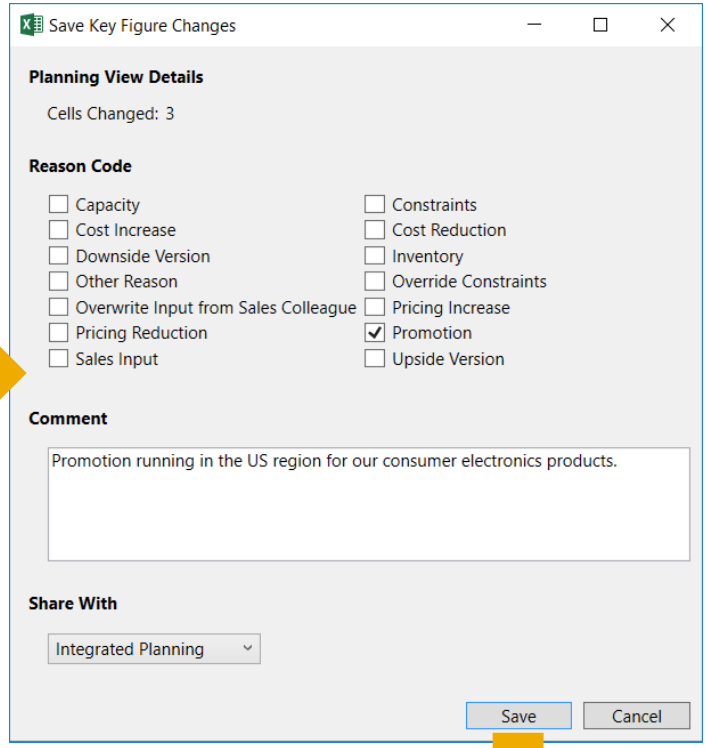
You can change and save key figure values in the planning view.

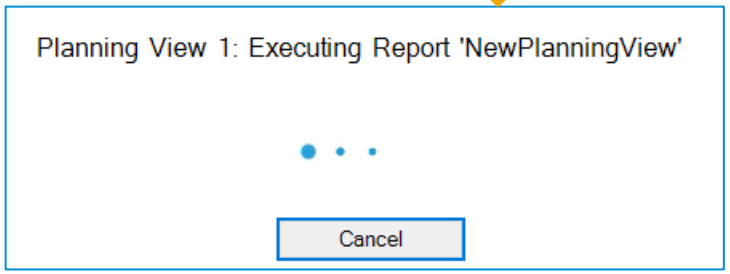
The changes are saved to the database and directly visible to all other users in SAP IBP.



Saving data



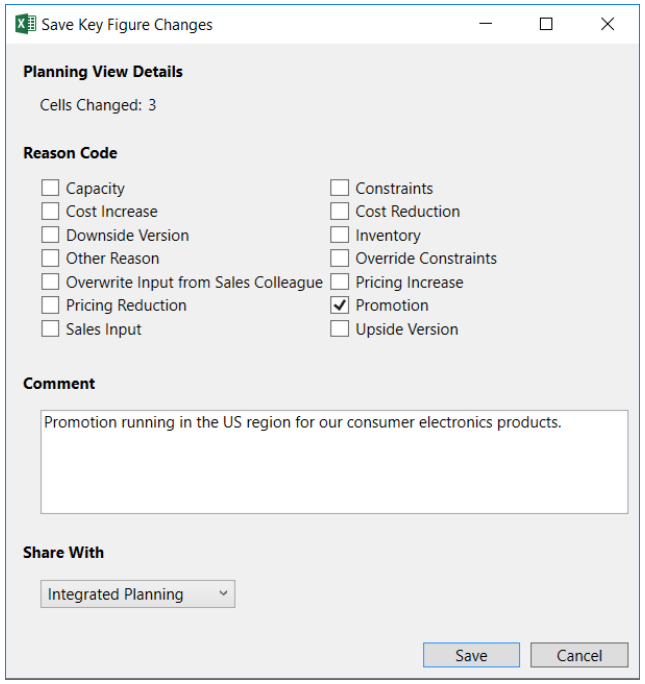


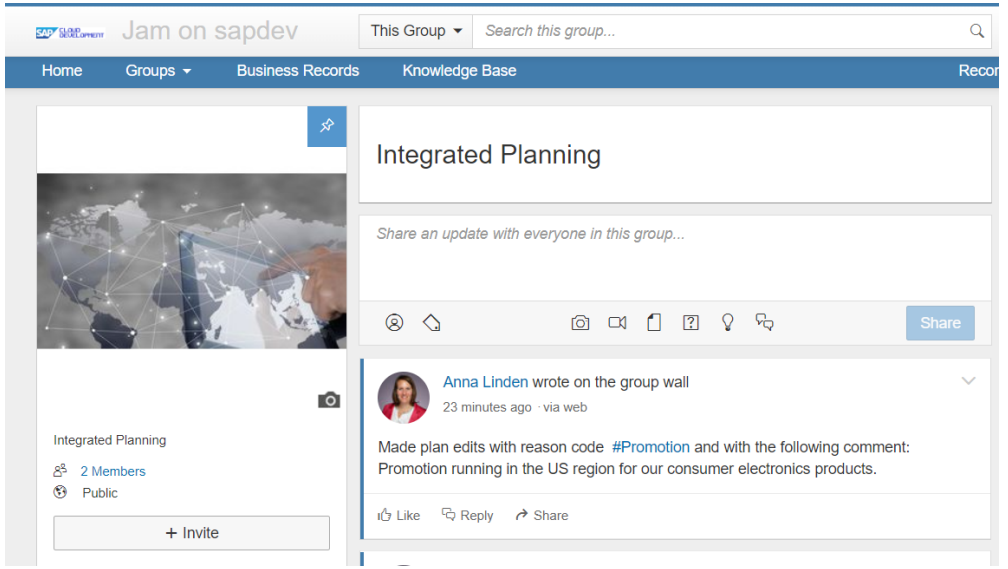


1) Change key figure values in the planning view.
2) Click *Save Data* in the *SAP IBP* ribbon.
3) Valid changes are saved and you are asked to enter a reason code and a comment (optional).
4) Click *Save*.
5) The changes are saved in the database, and the planning view is refreshed with the updated data.

Reason code and comment

- Adding a reason code and a comment is an optional step when saving your changes.
- **Reason codes** are predefined by your IT/administrator and are used to classify the change. Codes can more easily be analyzed than free text.
- Using a **comment** (free text), the user can add more information about the changes.
- Reason codes and comments are stored as part of the change history records.
- **Share With…** *Collaboration Group:* the SAP IBP system posts a feed in the Collaboration group that informs the other users about the data change including reason code and comment. You can set a default Collaboration group in the user settings.

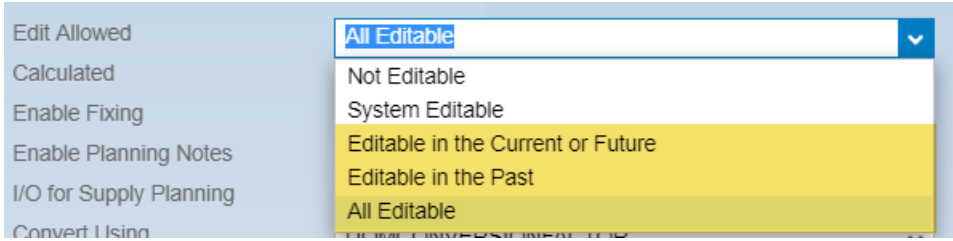


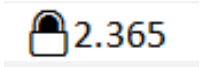


Saving data - prerequisites

Whether a specific user can change values of a specific key figure, depends on the following factors:

- The key figure has been configured to be editable by your administrator. Depending on the configuration, changes are allowed for past periods, current/future periods, or all periods.



- Roles, authorizations, and permissions assigned to business users determine the subset of key figure values that a specific user can edit.
- The user must have the relevant permission filters assigned.
- The value must not be fixed. Fixed values are indicated by a lock icon: 

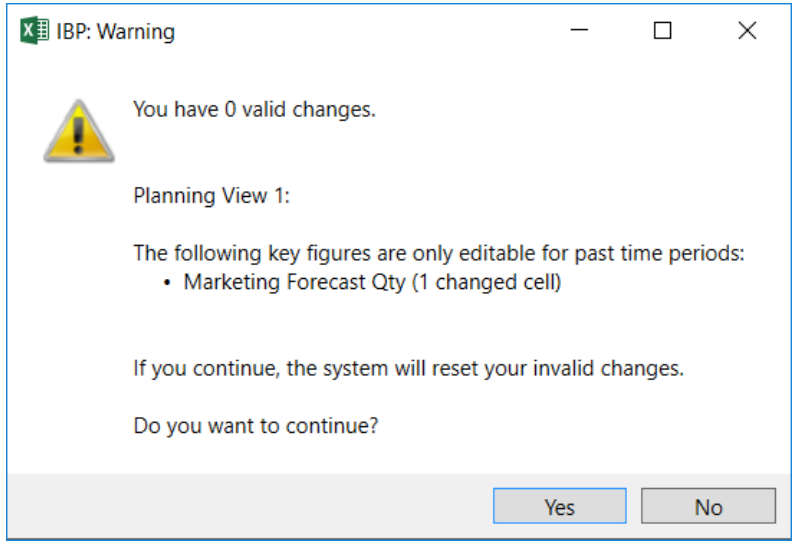
- The editability horizon defined in the *Manage Editability Horizons for Key Figures* app further restricts the editability of key figure values. (For more information about editability horizons, see slides 114 – 124.)
- The user is logged on to the SAP IBP backend through the Excel add-in.

Editable time periods

- ***All Editable***
  Key figure values can be changed in past, current and future time periods.
- ***Editable in the Current and Future Periods***
  Key figure values can be changed in the current and future time periods only.
- ***Editable in the Past***
  Key figure values can be changed in past time periods only.

For more information regarding the system behavior, please refer to SAP Note 2570654 (https://launchpad.support.sap.com/#/notes/2570654)

If you change a value in a blocked time period, you get a warning when clicking *Save Data:*



Editable in the past with different time aggregation levels

Base planning level of the key figure: days

Current date: July 13, 2018 (calendar week 28)

Data is changed in daily periods: Data can be saved from **July 12, 2018** downwards.	Data is changed in weekly periods: Data can be saved from **calendar week 27** downwards.	Data is changed in monthly periods: Data can be saved from **June 2018** downwards.	Data is changed in yearly periods: Data can be saved from **2017** downwards.

Editable in the current and future with different time aggregation levels

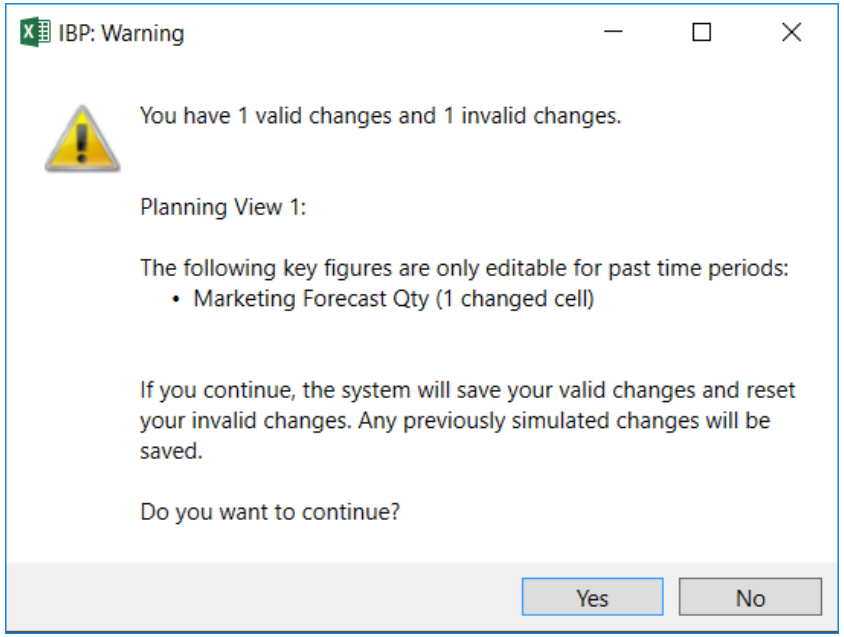
Base planning level of the key figure: days

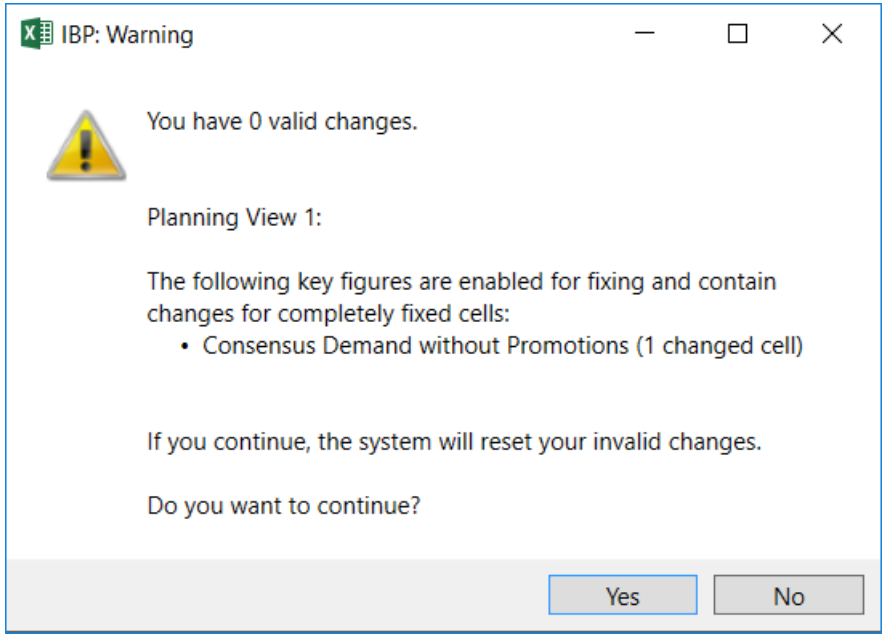
Current date: July 13, 2018 (calendar week 28)

Data is changed in daily periods:	Data is changed in weekly periods:	Data is changed in monthly periods:	Data is changed in yearly periods:
Data can be saved from **July 13, 2018** onwards.	Data can be saved from **calendar week 28** onwards.	Data can be saved from **August 2018** onwards.	Data can be saved from **2019** onwards.

Invalid changes

If a change is invalid, for example, because the key figure is not editable in a period or the value is fixed, the user gets a notification when clicking *Save Data.* Examples:





When you click *Yes*, the valid changes are saved to the database and the invalid changes are discarded.

“Last one wins” principle

- The data a user is working on is not locked. Other users can work on the same data in parallel.
- The last update made to a value is the one that is stored on the database.

Example:

User A saves data at an aggregated level (product group, monthly periods) at 08:10:02. am

Product Group	Key Figure	Apr 18	MAY 2018
Consumer Electronics	Demand Planning Qty	61.910	47.488
	Sales Forecast Qty	85.801	66.059
	Marketing Forecast Qty	69.174	54.232
	Consensus Demand without Promotions	75.413	80.000
Kitchen Appliances	Demand Planning Qty	15.721	11.642
	Sales Forecast Qty	21.873	16.124
	Marketing Forecast Qty	19.543	14.376
	Consensus Demand without Promotions	19.138	14.131

User B saves data at a detailed level (product in this product group, weekly periods) at 08:10:00.

Product Group	Product ID	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018
Consumer Electronics	HT_001	Demand Planning Qty	1.198	1.442	813	930
		Sales Forecast Qty	1.685	2.010	1.127	1.292
		Marketing Forecast Qty	1.491	1.965	1.002	1.179
		Consensus Demand without Promotions	2.212	2.000	2.500	1.138
	HT_002	Demand Planning Qty	1.103	1.934	1.208	1.556
		Sales Forecast Qty	1.516	2.667	1.691	2.158
		Marketing Forecast Qty	1.364	2.495	1.507	1.957

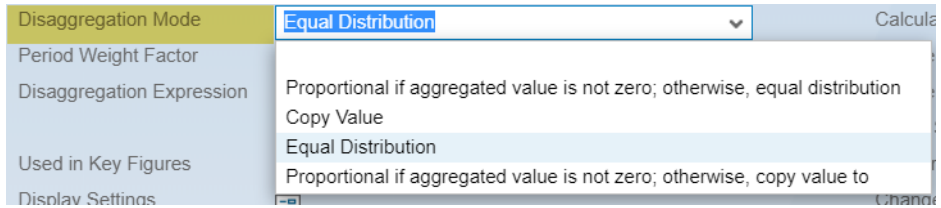
→ The changes from user A will overwrite the changes from user B.

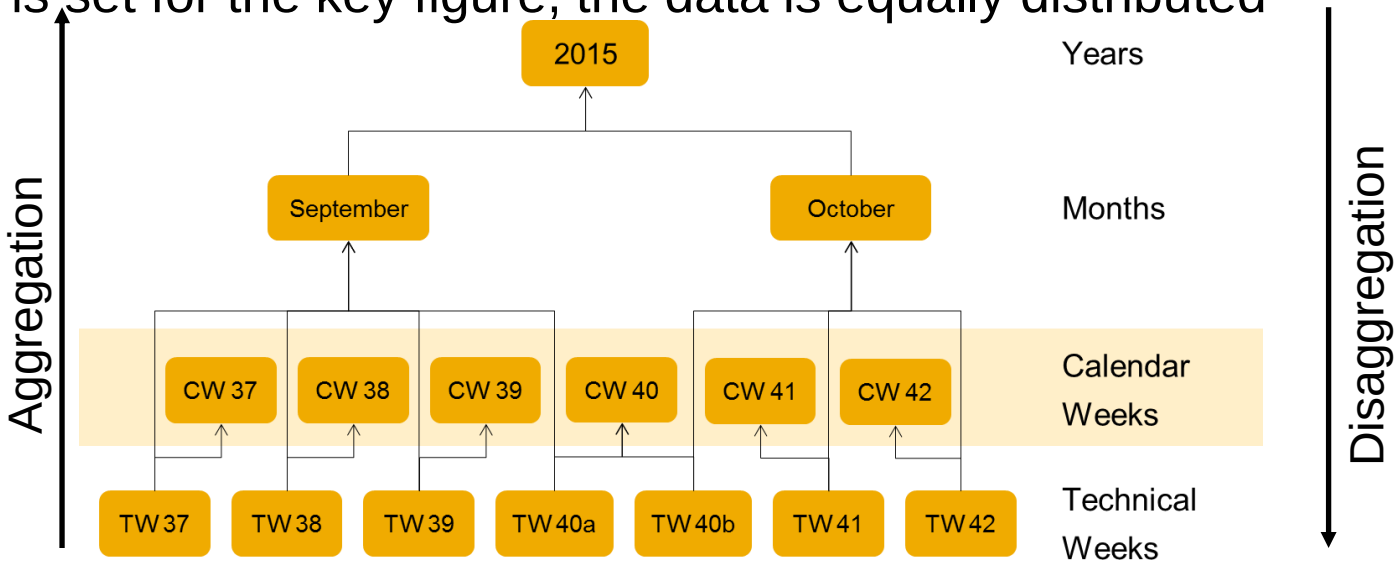
Time disaggregation

When saving data for an aggregated time period, such as months, quarters, or years, the data is automatically disaggregated down to the base level of the respective key figure (such as days) and stored in these lowest periods.

Example: Data is saved for the time period year 2015. The base level of the key figure is technical weeks.

If the disaggregation rule *Equal Distribution* is set for the key figure, the data is equally distributed across the technical weeks.





Planning level disaggregation

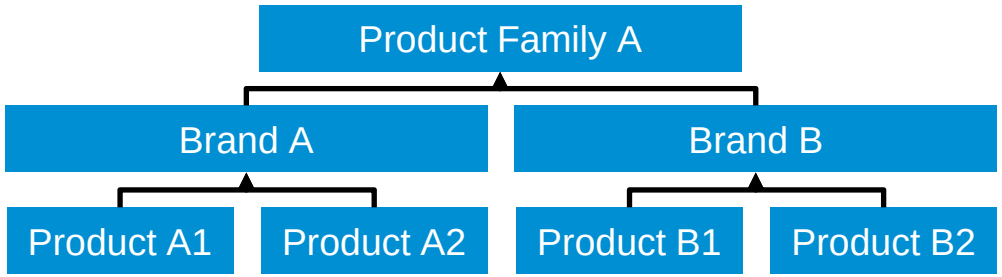
When saving data for an aggregated planning level, the data is automatically disaggregated down to the base level of the respective key figure and stored in these lowest periods.

Example:

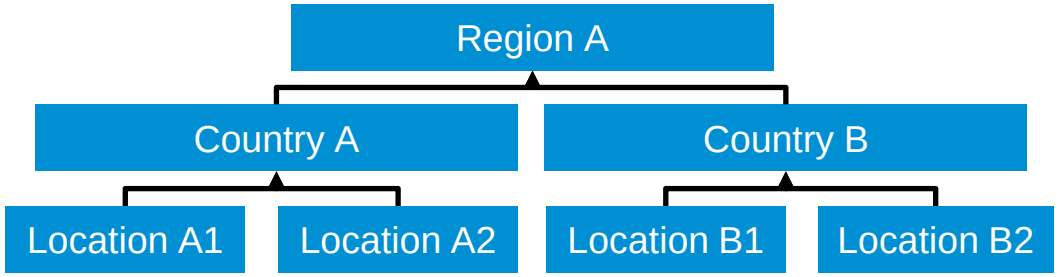
Data is saved for the planning level brand/region. The base level for the key figure is location ID/product ID/customer ID.

If the disaggregation rule *Equal Distribution* is set for a key figure, a key figure value entered for brand/region is equally distributed across the product/location/customer combinations.

Example for Products

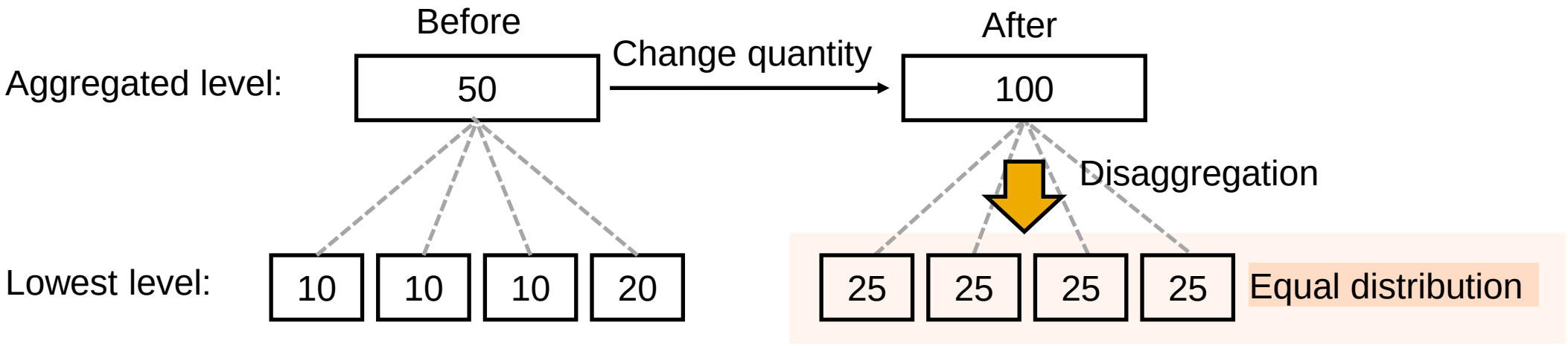


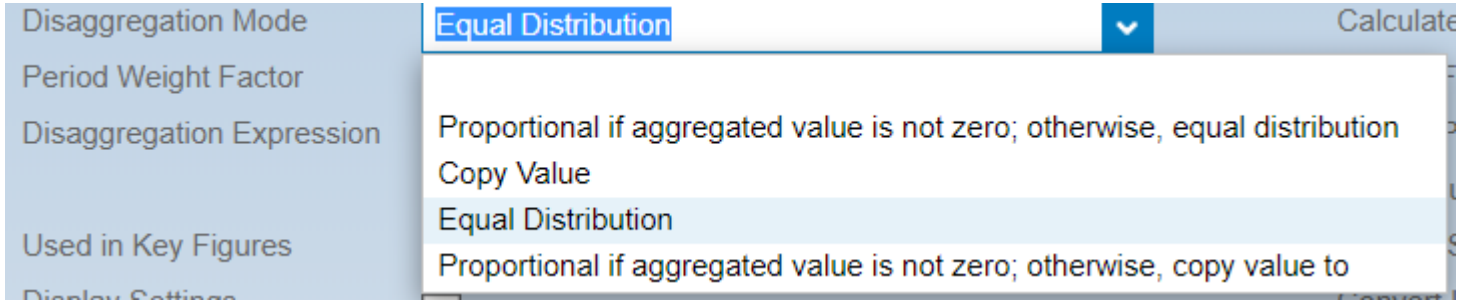
Example for Locations



Disaggregation mode examples: *Equal distribution*

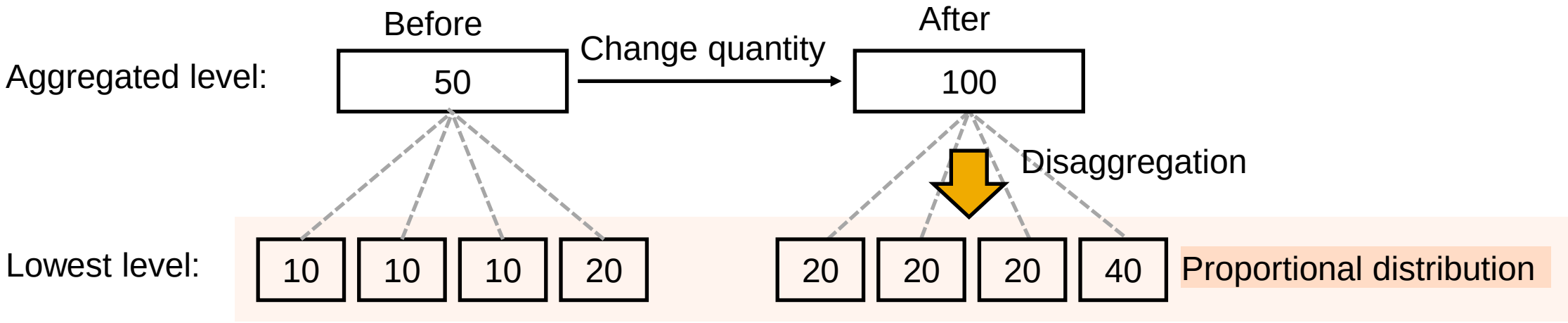
At the aggregated level, you have increased the quantity from 50 to 100. Disaggregation distributes the changed quantity equally at the lowest level.

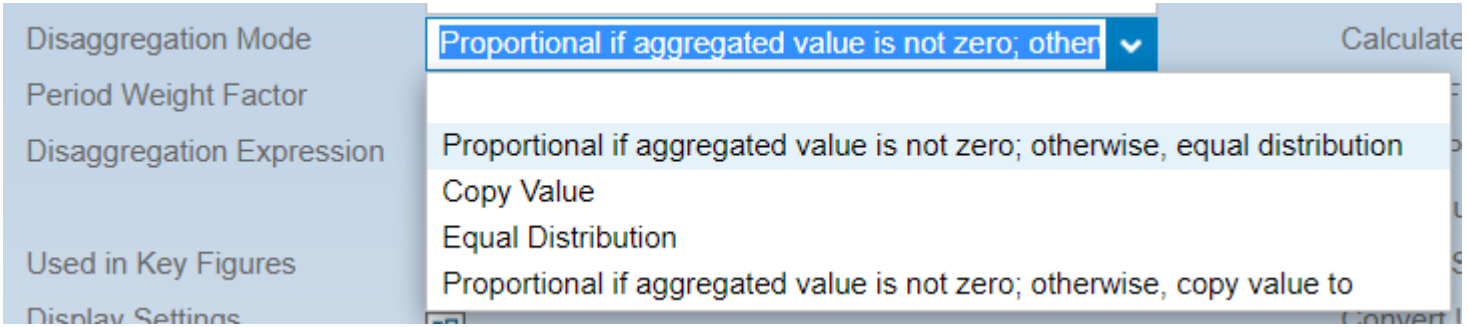




Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise, equal distribution (1)*

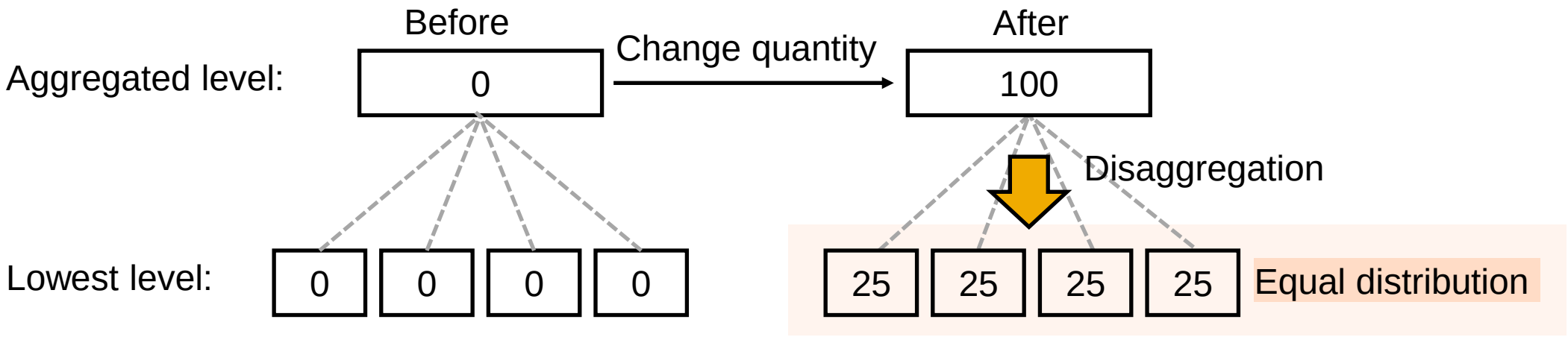
At the aggregated level, you have increased the quantity from 50 to 100. Since the initial aggregated value was greater than 0 (50), disaggregation distributes the changed quantity proportionally to the initial lowest-level values.

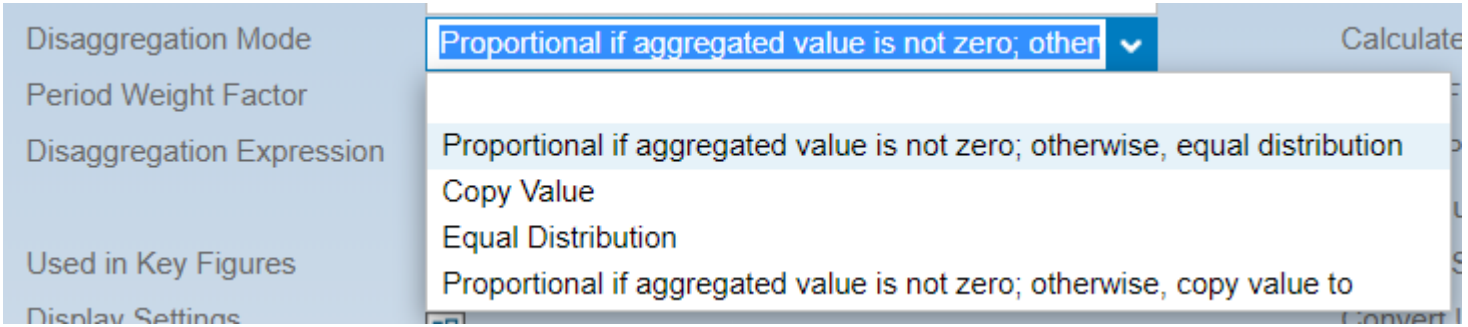




Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise, equal distribution* (2)

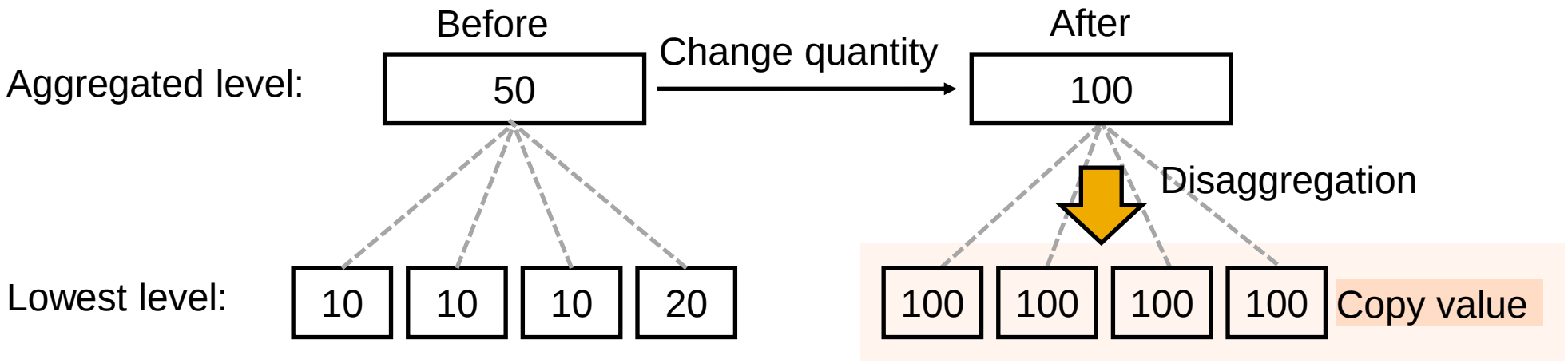
At the aggregated level, you have increased the quantity from 0 to 100. Since the initial aggregated value was 0, disaggregation distributes the quantity equally.

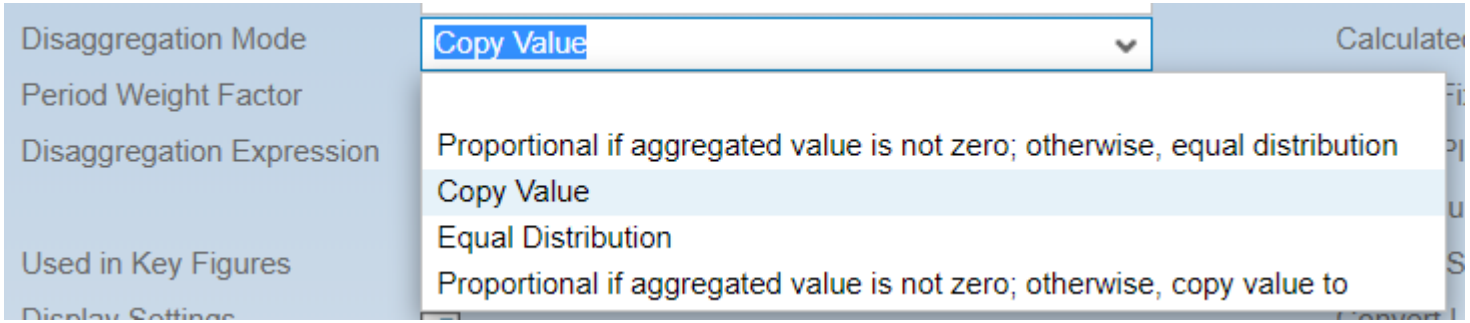




Disaggregation mode examples: *Copy Value*

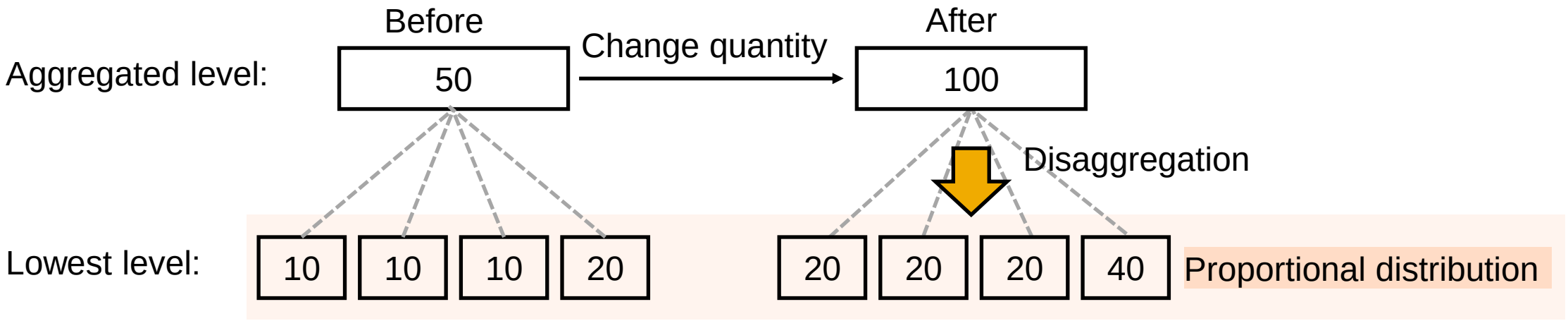
At the aggregated level, you have increased the quantity from 50 to 100. No matter what the initial aggregated value was, disaggregation just copies the quantity to the values at the lowest level.

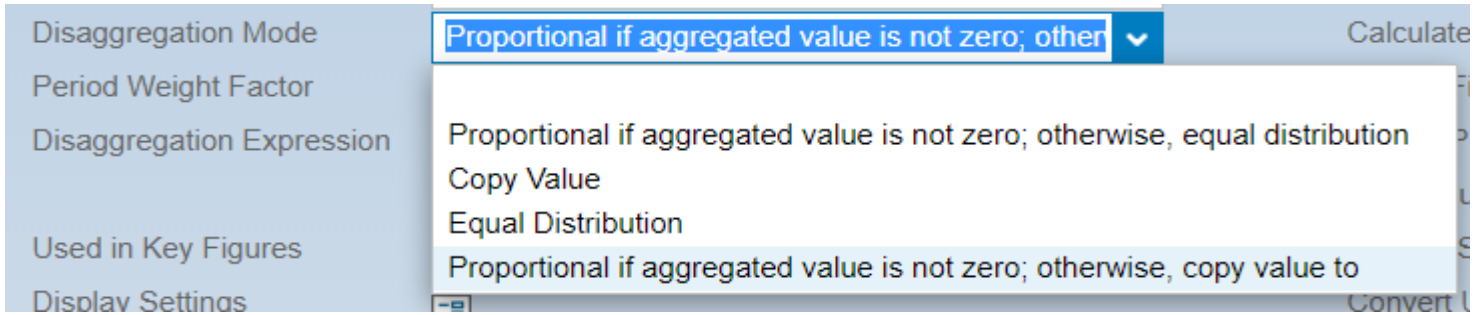




Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise copy value to* (1)

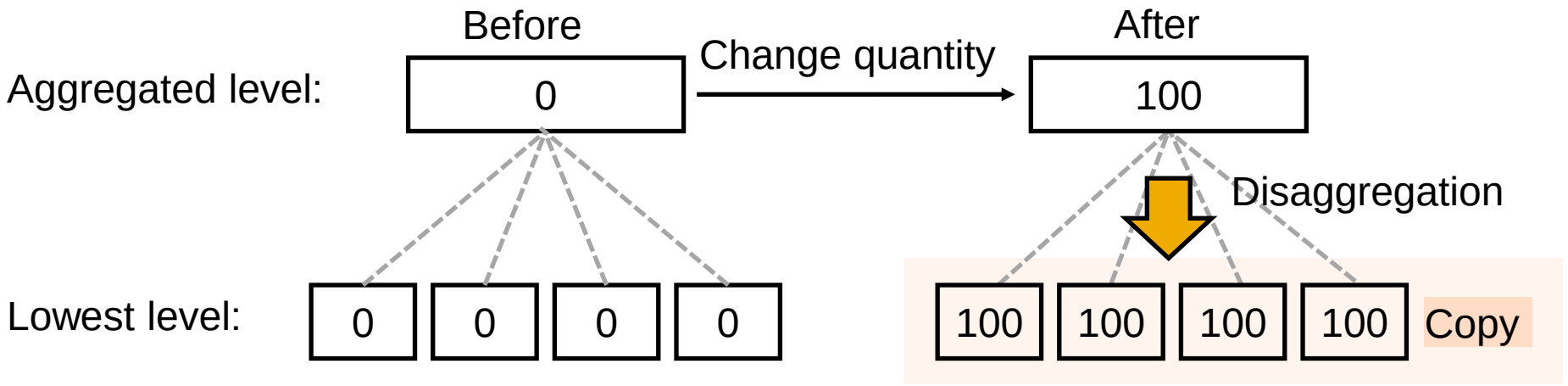
At the aggregated level, you have increased the quantity from 50 to 100. Since the initial aggregated value was greater than 0 (50), disaggregation distributes the changed quantity proportionally to the initial lowest-level values.

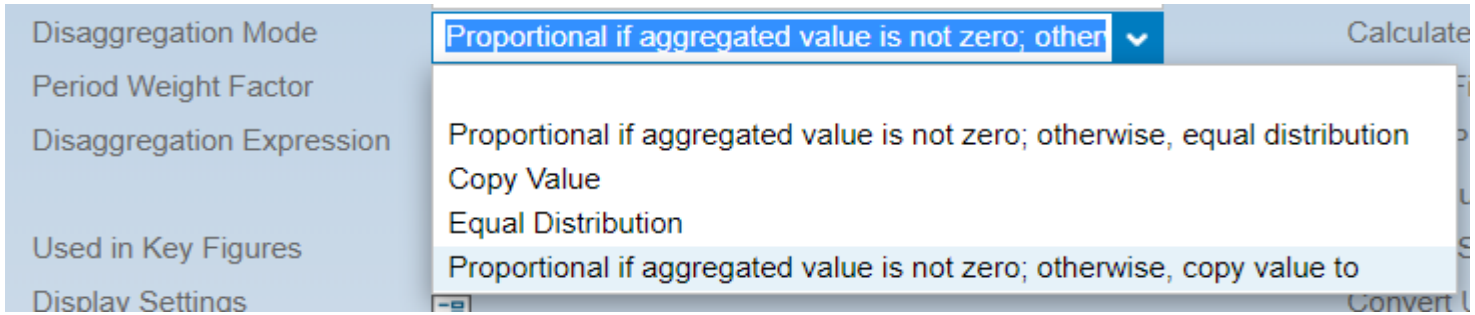




Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise copy value to* (2)

At the aggregated level, you have increased the quantity from 0 to 100. Since the initial aggregated value was 0, disaggregation just copies the changed quantity to the lowest-level values.





Read and Write Permissions
And Rejection of Changes

Read and write permissions in SAP IBP – overview

Using permission filters, your administrator can limit your read and write permissions to certain data in SAP IBP.

Example 1: Restricting data that is visible to you

→ You can see data for customers in the region North America, but not for other regions.

Example 2: Restricting data that you can change

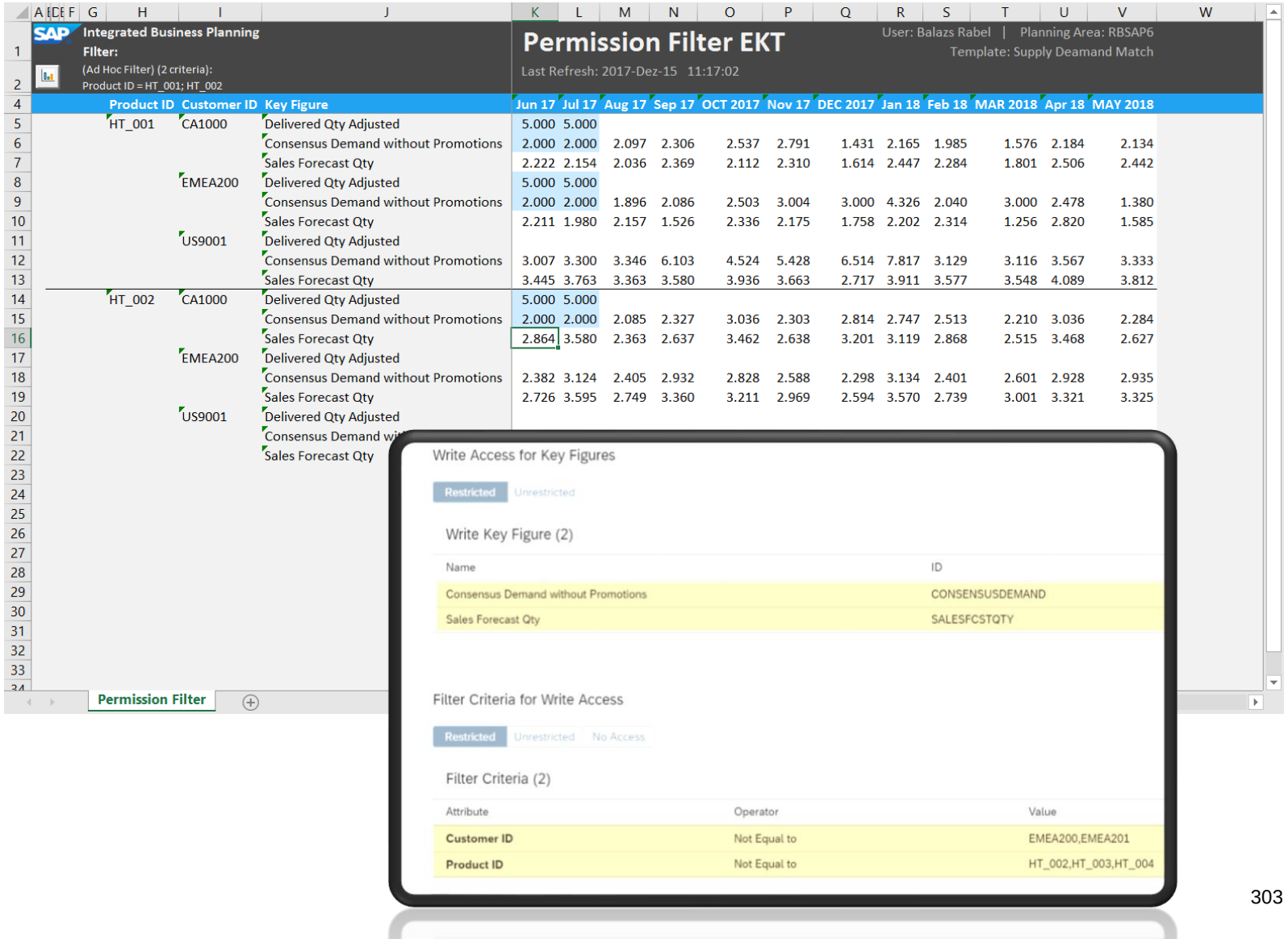
→ You can see data for customers in the region North America, but you can only change key figure values for customers in the country Canada and only for products for which you are responsible.

Missing write permissions (1)

You are assigned the permission filter that is visible in the screenshot on the right side.

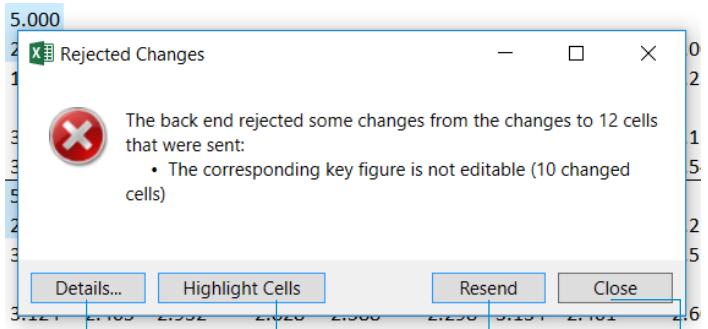
In the planning view, you have changed the values in the blue cells. (Note that you have changed key figure values for objects for which your are not authorized, such as, product HT_002).

Then you have clicked *Save Changes* or *Simulate (Basic)*.



Missing write permissions (2)

You receive the following pop-up with an error message and various options to choose from.



Opens a new window with details of the non-editable cells

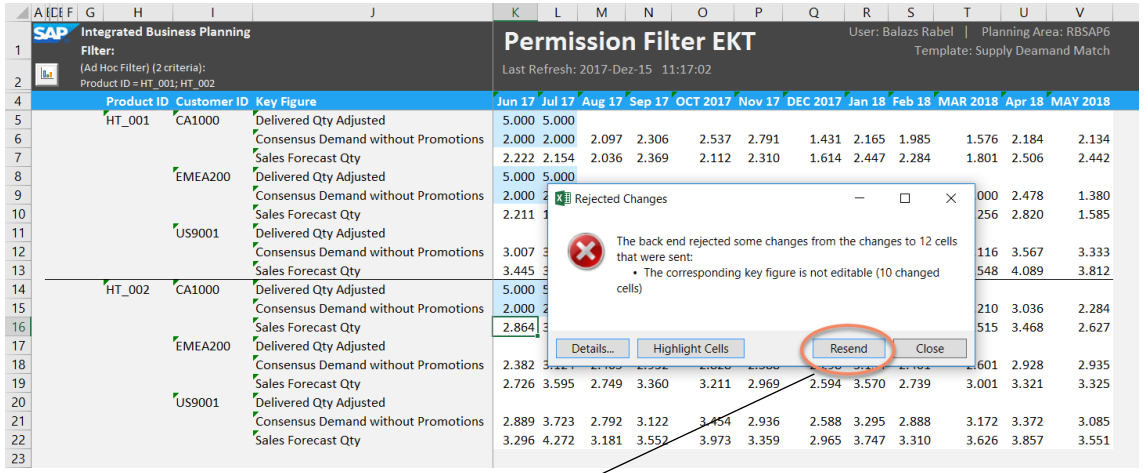
Highlights the cells for which you have no permission to change the values

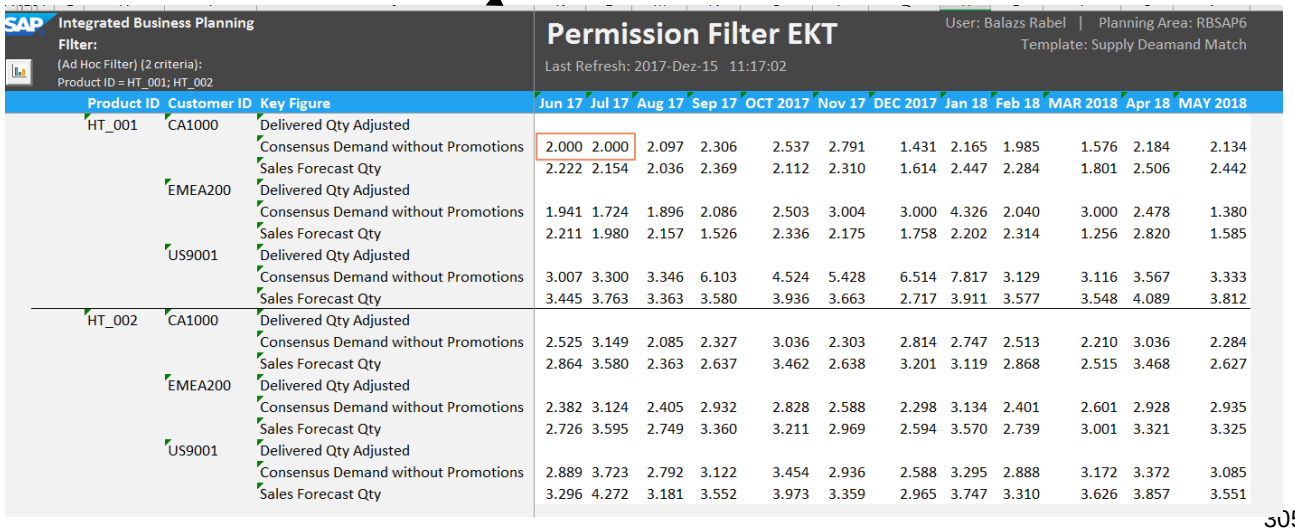
Sends only the valid changes for which you have permission to the SAP IBP database

Closes the pop-up, no changes are sent to the SAP IBP database

Missing write permissions – resend changes

When you decide to **resend the changes**, the SAP IBP system rejects the changes for cells for which you do not have permission.



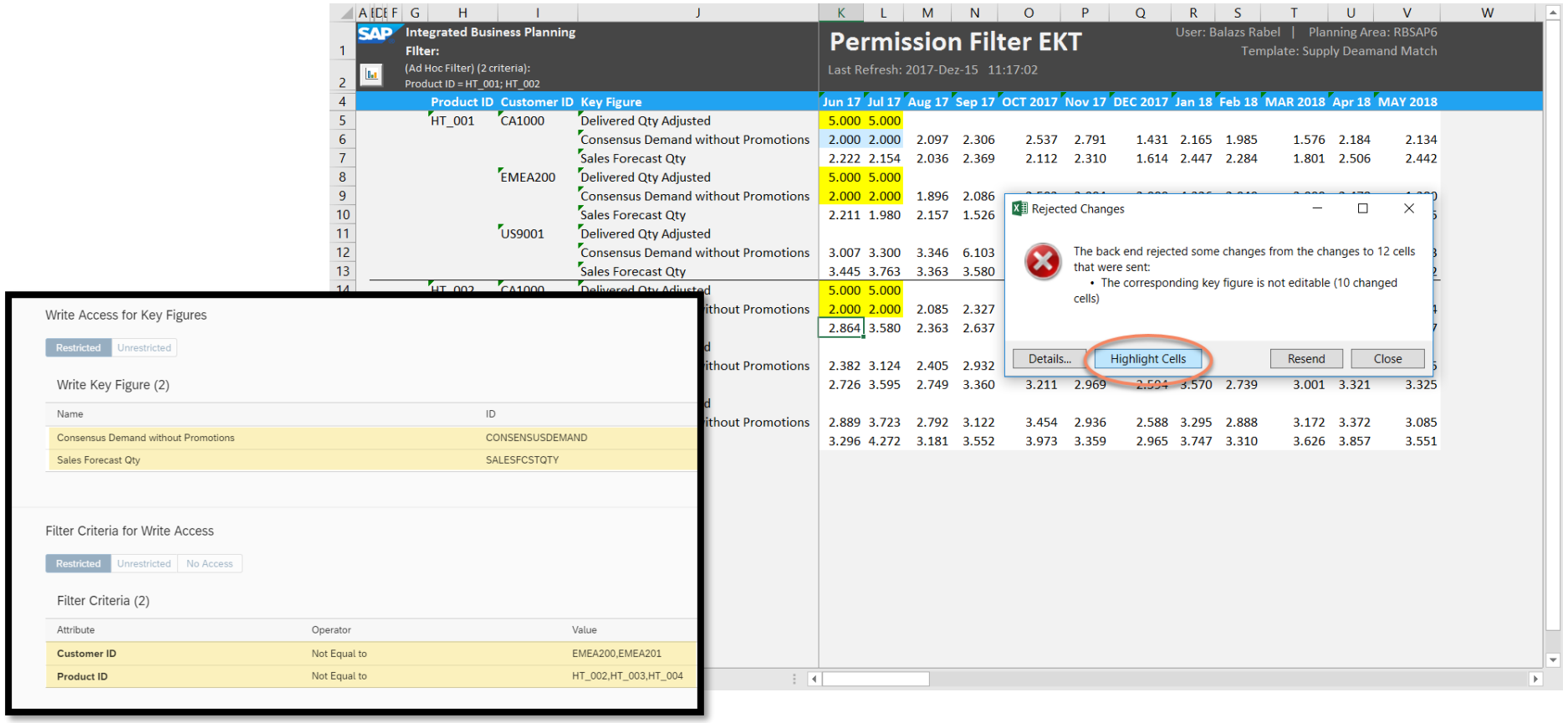


Product ID	Customer ID	Key Figure	Jun 17	Jul 17	Aug 17	Sep 17	OCT 2017	Nov 17	DEC 2017	Jan 18	Feb 18	MAR 2018	Apr 18	MAY 2018
HT_001	CA1000	Delivered Qty Adjusted												
		Consensus Demand without Promotions	2.000	2.000	2.097	2.306	2.537	2.791	1.431	2.165	1.985	1.576	2.184	2.134
		Sales Forecast Qty	2.222	2.154	2.036	2.369	2.112	2.310	1.614	2.447	2.284	1.801	2.506	2.442
	EMEA200	Delivered Qty Adjusted												
		Consensus Demand without Promotions	1.941	1.724	1.896	2.086	2.503	3.004	3.000	4.326	2.040	3.000	2.478	1.380
		Sales Forecast Qty	2.211	1.980	2.157	1.526	2.336	2.175	1.758	2.202	2.314	1.256	2.820	1.585
	US9001	Delivered Qty Adjusted												
		Consensus Demand without Promotions	3.007	3.300	3.346	6.103	4.524	5.428	6.514	7.817	3.129	3.116	3.567	3.333
		Sales Forecast Qty	3.445	3.763	3.363	3.580	3.936	3.663	2.717	3.911	3.577	3.548	4.089	3.812
HT_002	CA1000	Delivered Qty Adjusted												
		Consensus Demand without Promotions	2.525	3.149	2.085	2.327	3.036	2.303	2.814	2.747	2.513	2.210	3.036	2.284
		Sales Forecast Qty	2.864	3.580	2.363	2.637	3.462	2.638	3.201	3.119	2.868	2.515	3.468	2.627
	EMEA200	Delivered Qty Adjusted												
		Consensus Demand without Promotions	2.382	3.124	2.405	2.932	2.828	2.588	2.298	3.134	2.401	2.601	2.928	2.935
		Sales Forecast Qty	2.726	3.595	2.749	3.360	3.211	2.969	2.594	3.570	2.739	3.001	3.321	3.325
	US9001	Delivered Qty Adjusted												
		Consensus Demand without Promotions	2.889	3.723	2.792	3.122	3.454	2.936	2.588	3.295	2.888	3.172	3.372	3.085
		Sales Forecast Qty	3.296	4.272	3.181	3.552	3.973	3.359	2.965	3.747	3.310	3.626	3.857	3.551

You can see that only the cells for which you have permission are actually changed.

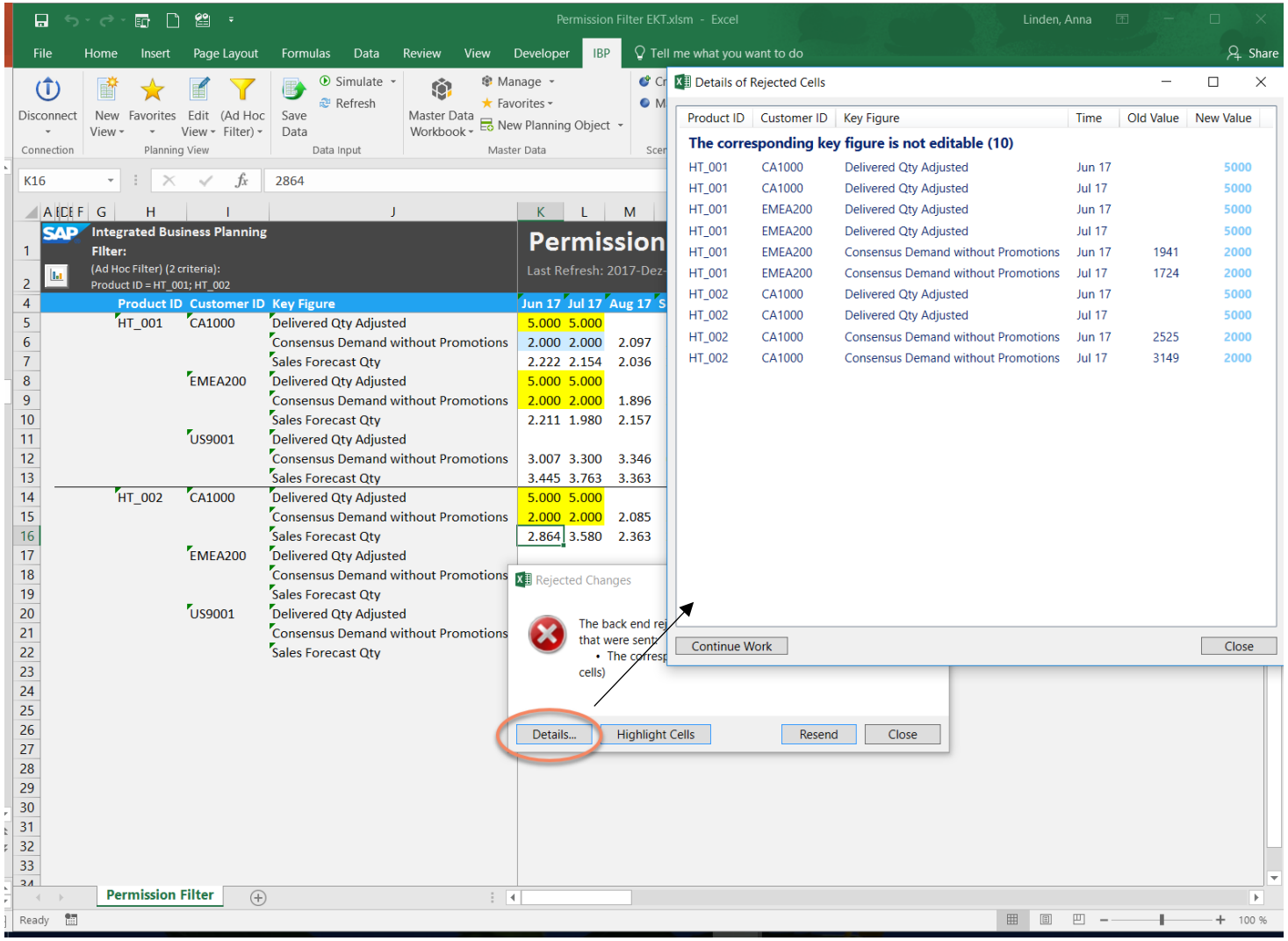
Missing write permissions – highlighting non-editable cells

The 6 cells highlighted in yellow are not-editable for the user, according to the assigned permission filter. The highlights are removed from the planning view only after you save the valid changes.



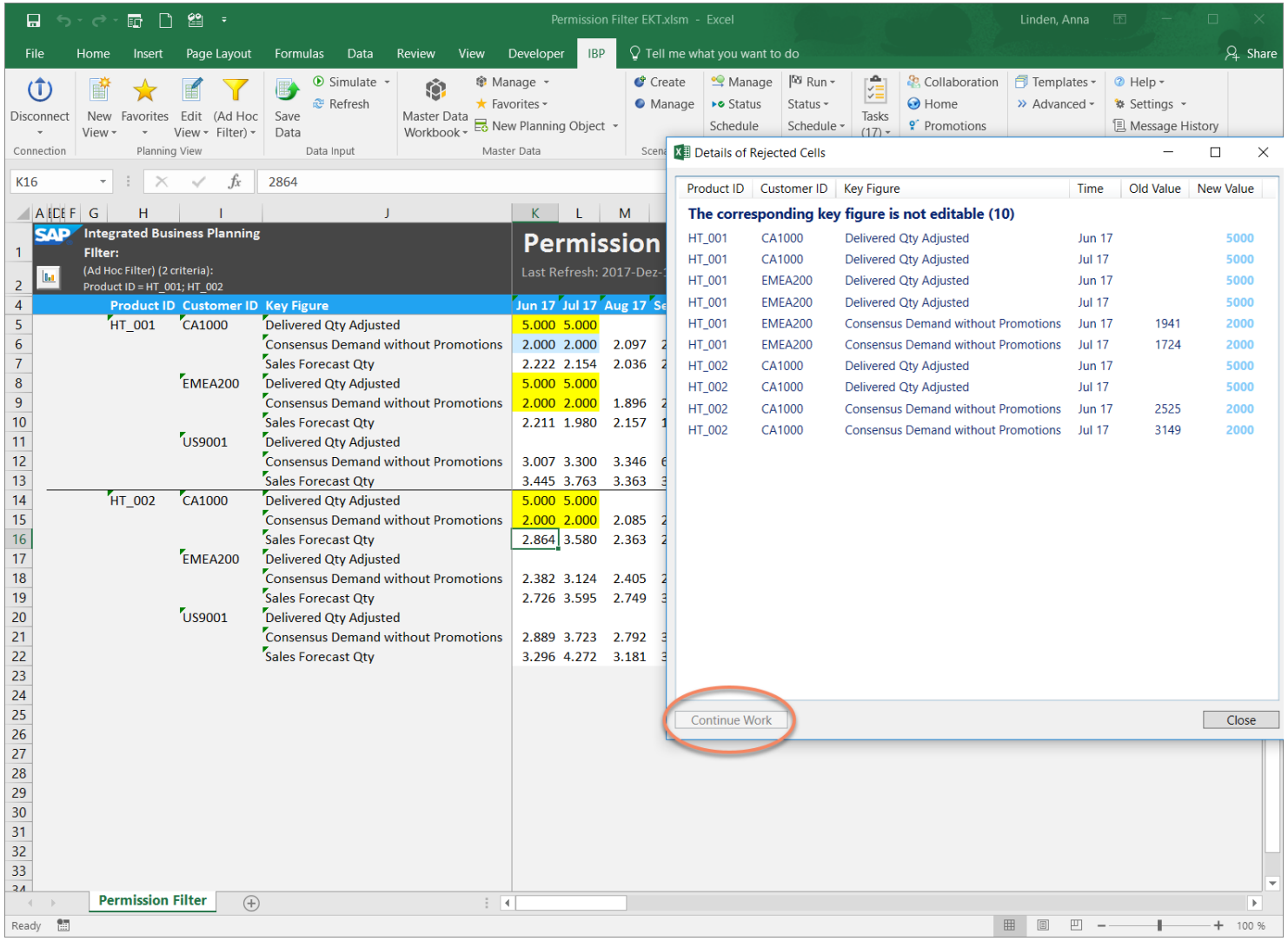
Missing write permissions – details for rejected cells

You get additional information, for example which planning objects are not editable, the old value, and the new value that you have entered.



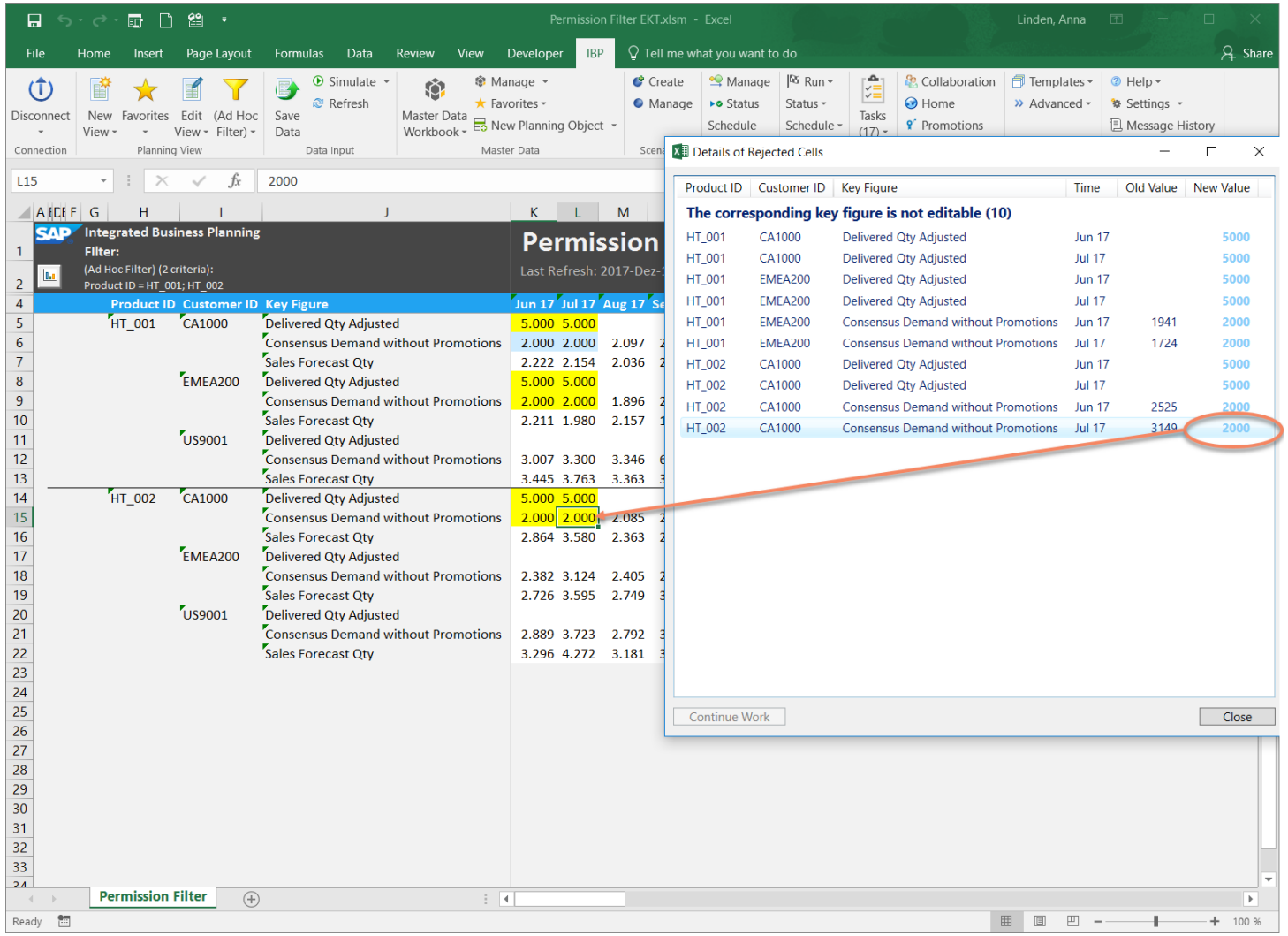
Missing permissions – continue work

When you click *Continue Work*, the error message disappears and you can continue to work with the planning view. The changed values stay.

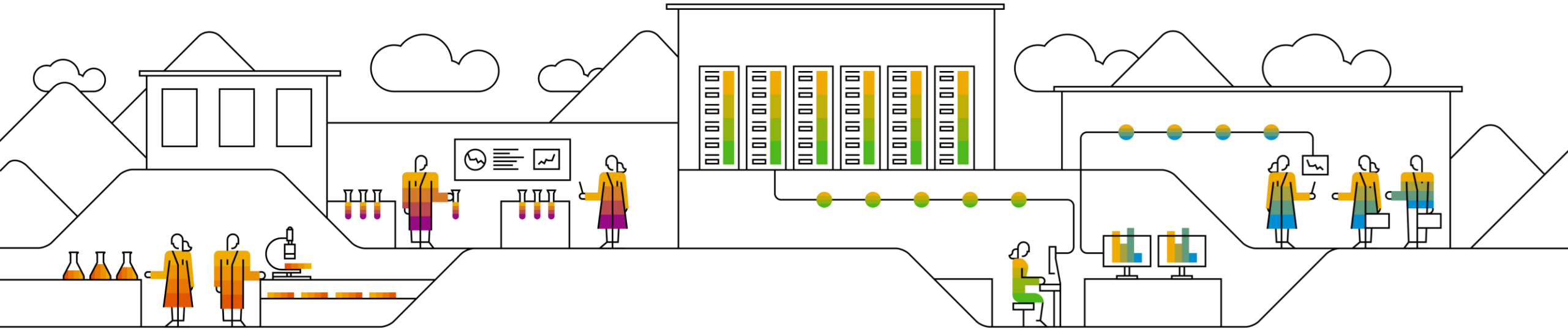


Missing permissions – jump to rejected cell in planning view

If you click the values in the column *New Value* in the *Details of the Rejected Cells* window, the cursor automatically jumps to this cell in the planning view.



10) Change History Views

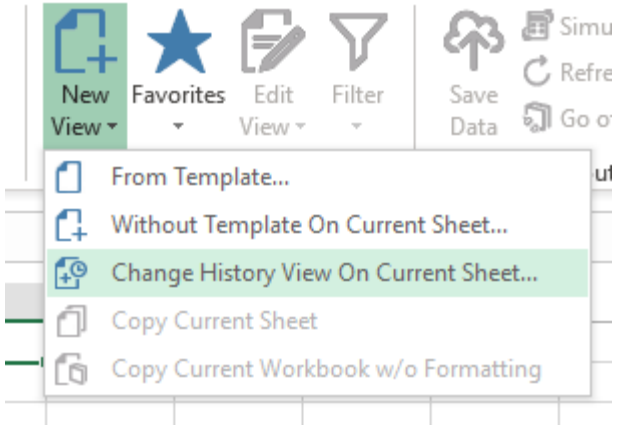


Change history views – overview

You can review and analyze changes to the key figure data directly in the Excel add-in. The change history view displays changes according to your selection. For example, it shows changes made in a certain time period, by a specific user, or with a specific reason code.

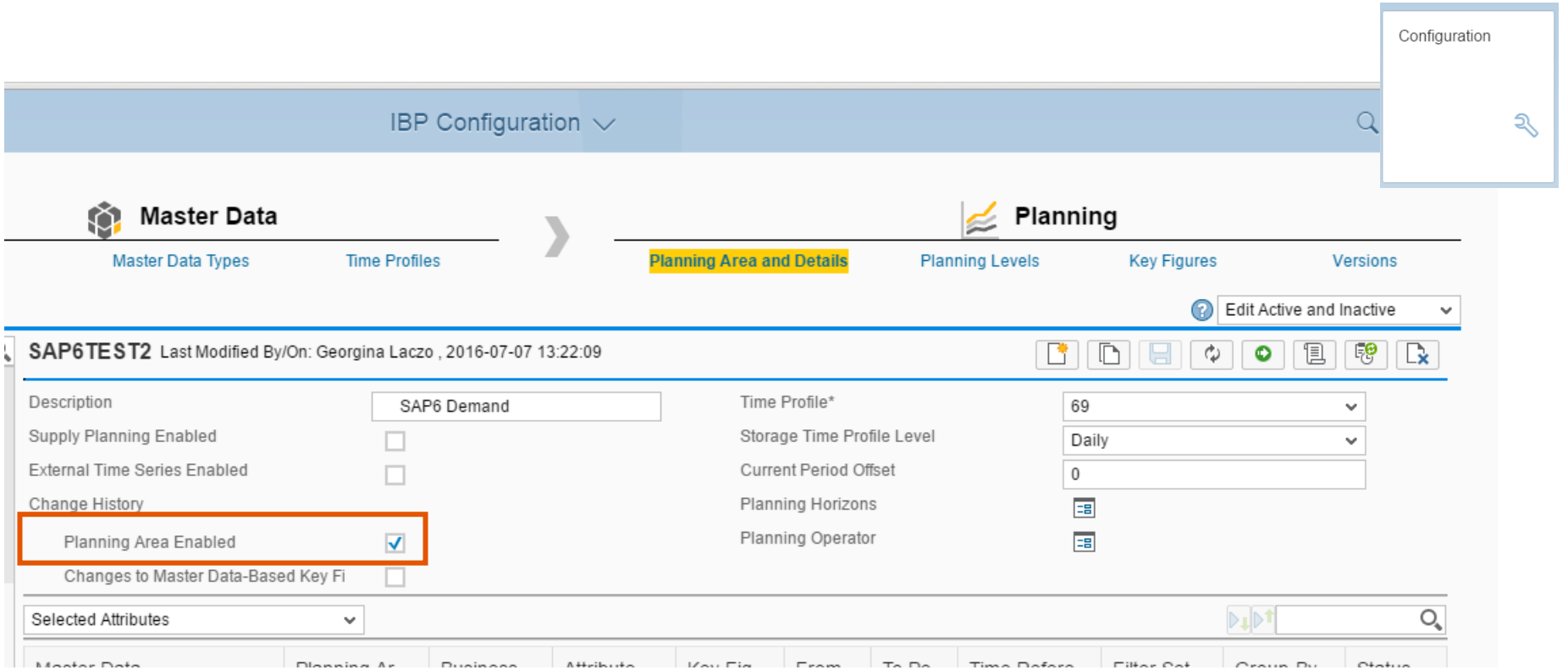


***Change History* app on the Web UI**



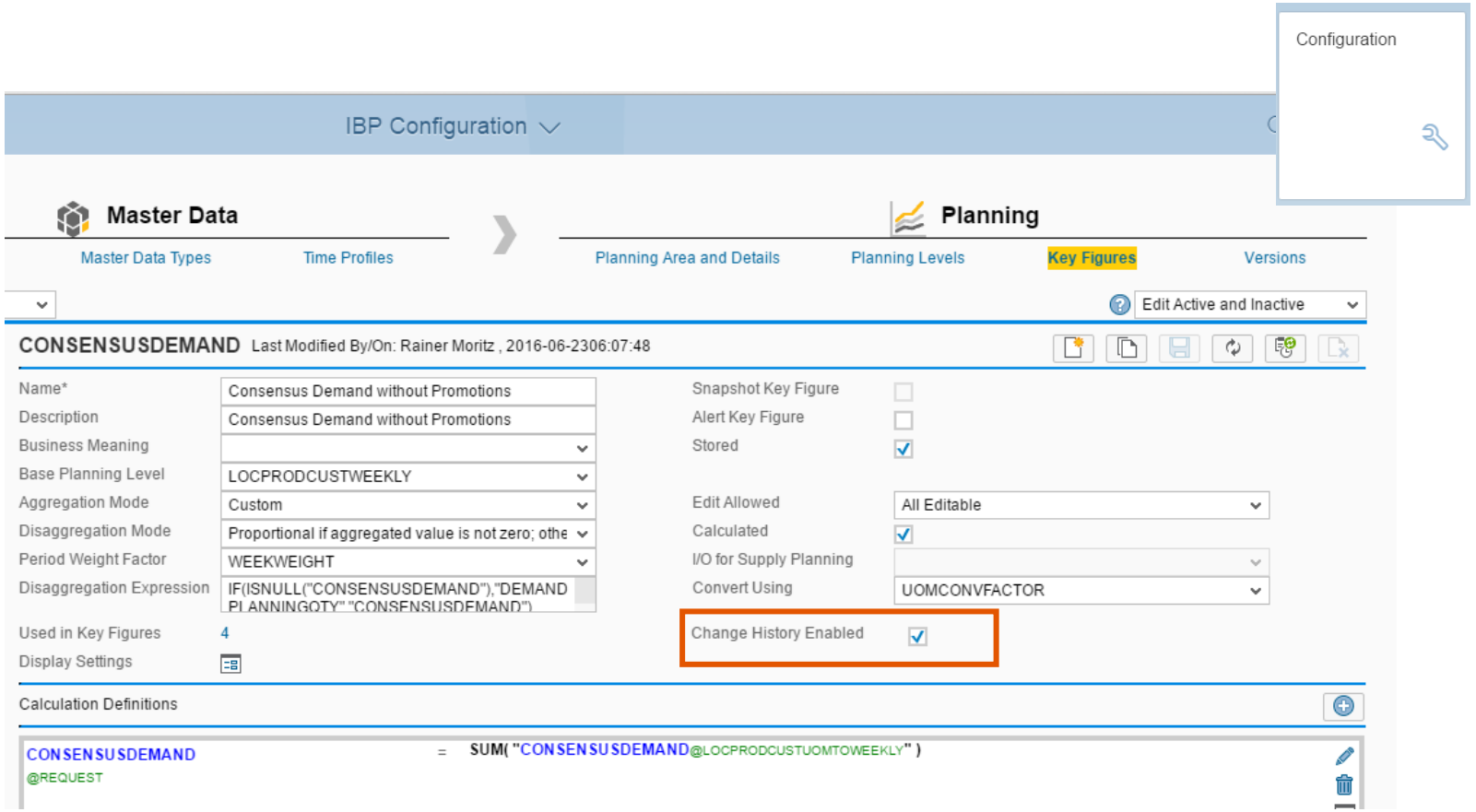
Change history view in the Excel add-in

Change history views – prerequisites in planning area configuration



To enable the tracking of the key figure changes in a planning area, the administrator needs to select the *Planning Area Enabled* checkbox in the *Change History* section.

Change history views – prerequisites in key figure configuration



In addition, the administrator needs to select the *Change History Enabled* checkbox for each key figure that needs to be tracked. Key figures that are calculated from change history enabled key figures are tracked automatically.

Change history views – example

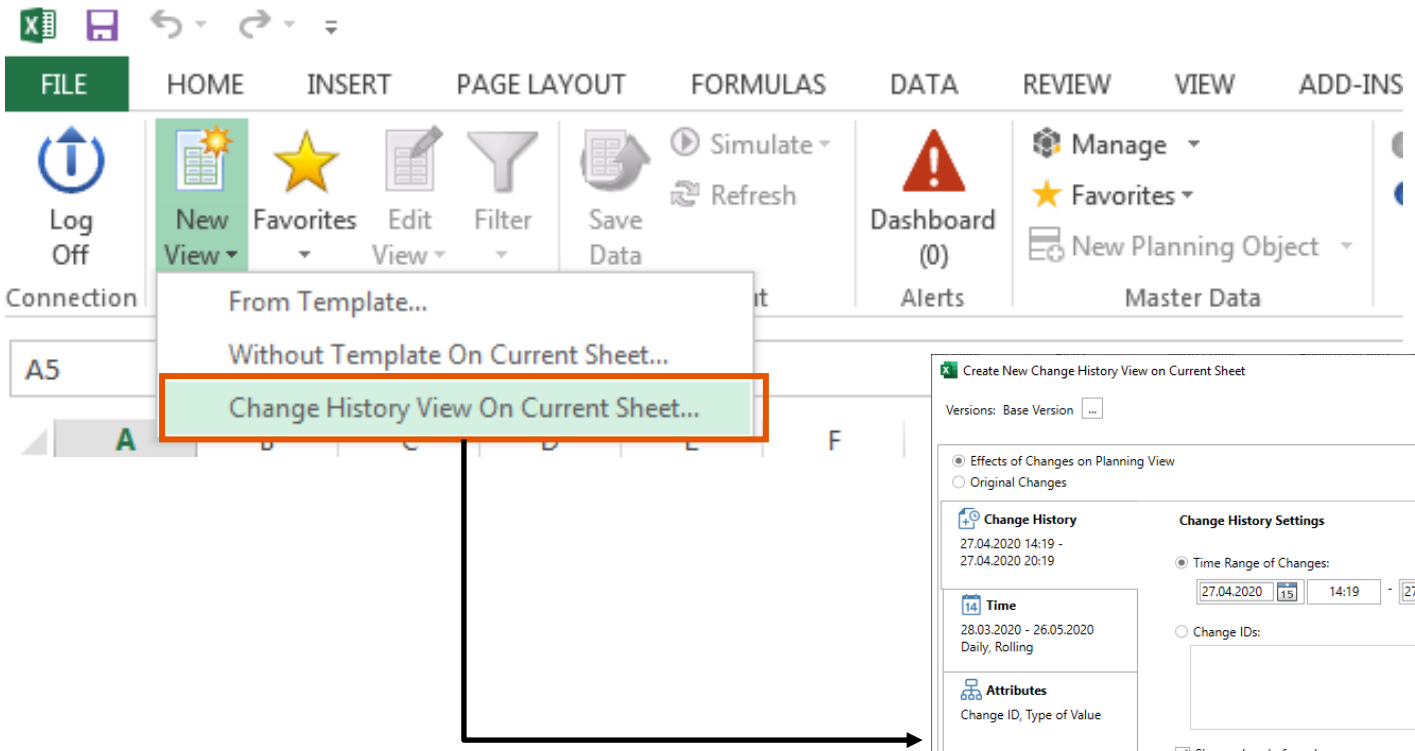
Key Figure	Stored	Calculated	Change-history enabled	Change history visible in Excel?
KF1	X	X	Yes	**Yes**
KF2	X		No	**No**
KF3		X (KF3 = KF1 * KF2)	No	**Yes**



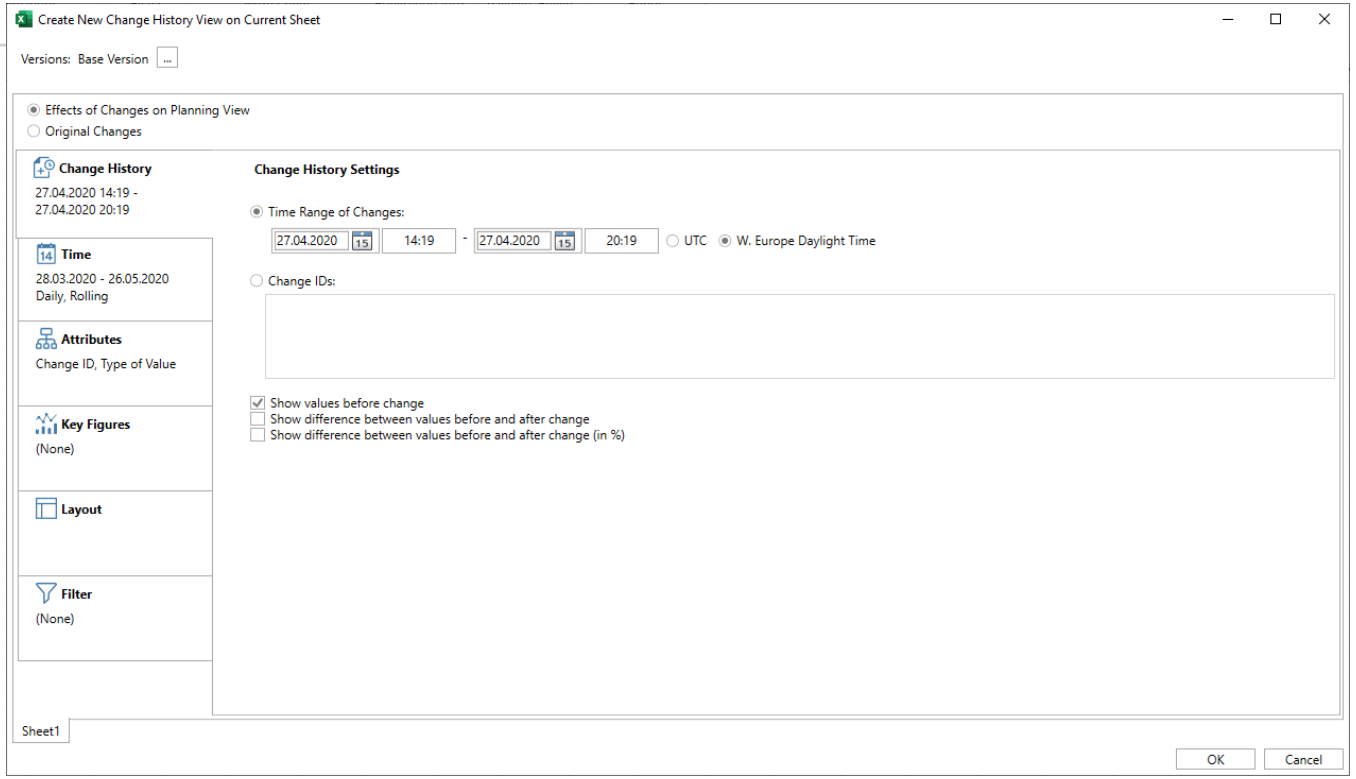
Key figure changes are tracked for KF3 because it is calculated from the change-history-enabled key figure KF1.

Please be careful. The administrator needs to keep the performance aspects in mind. An “accidental” mass tracking of key figures that are calculated from a change history enabled key figure can have a negative impact on performance.

Change history views – settings

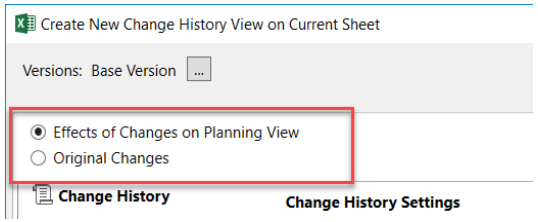


To define the change history view from scratch in the Excel add-in, open a blank worksheet and select *New View → Change History View on Current Sheet*.



Comparing effects view and original changes view

Two different change history views are available, which serve different use cases.



Effects of Changes on Planning View

The *Effects of Changes on Planning View* option (effects view) provides a **summary of changes that happened to the data that you select** using the following criteria:

- The time range of the changes
- The attributes of your planning view, such as, product ID, customer ID, or location ID (planning level)
- The key figures you are interested in
- Time periodicity and time periods

Additionally, you can set filters according to your requirements.

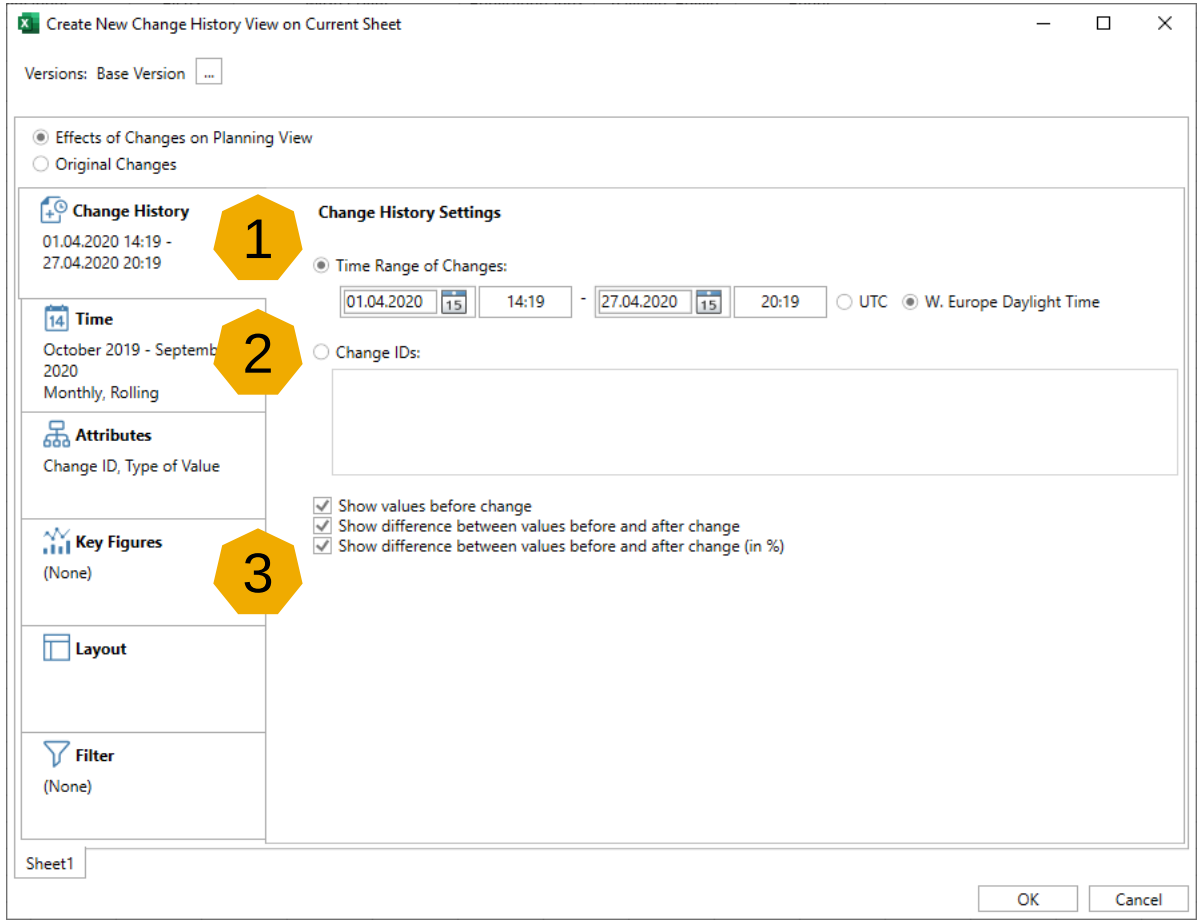
Original Changes

The *Original Changes* option (original changes view) displays the changes exactly at the level where they have been made. You use this view if you are interested in **identifying the origin of changes.**

For example, you come across changed key figures in your planning view. You want to find the reasons for the changes, which most likely lie at a different planning level. The original changes view helps answering the following questions: at which level have the key figures been changed originally, by whom, with which reason code?

The original changes view is based on the time range of changes and the key figures you specify. Optionally, you can set filters according to your requirements. The system automatically detects the planning level and the time periods where the changes were made.

Effects view – settings (1)



1

2

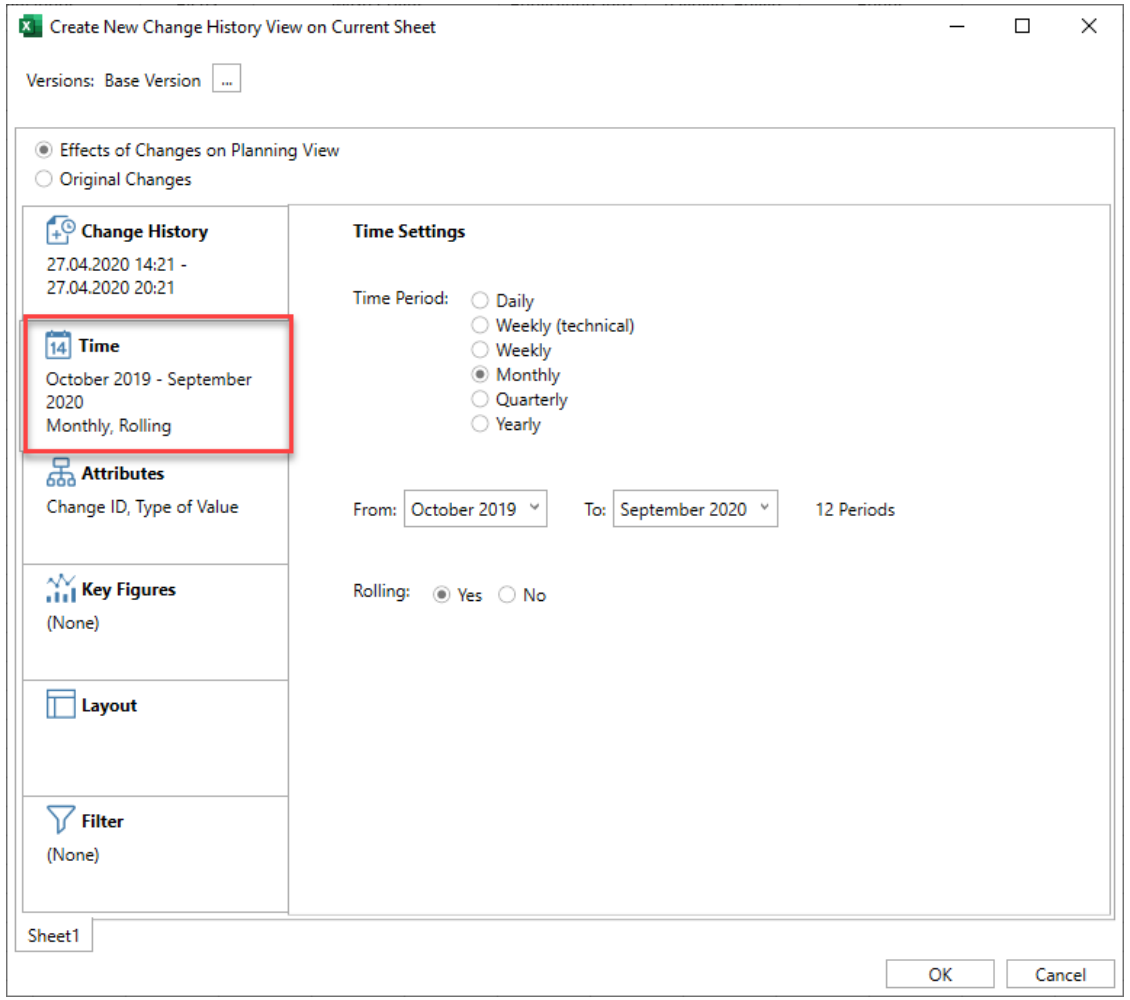
3

On the *Change History* tab, you can determine the changes to be displayed as follows:

- Changes that happened in a certain time interval
- Changes identified by a certain change ID (A change ID is a technical ID, automatically created by the system, that points to a specific change or set of changes*. A change ID can include multiple changed values: if a user changes multiple values and clicks *Save*, one change ID is assigned.)

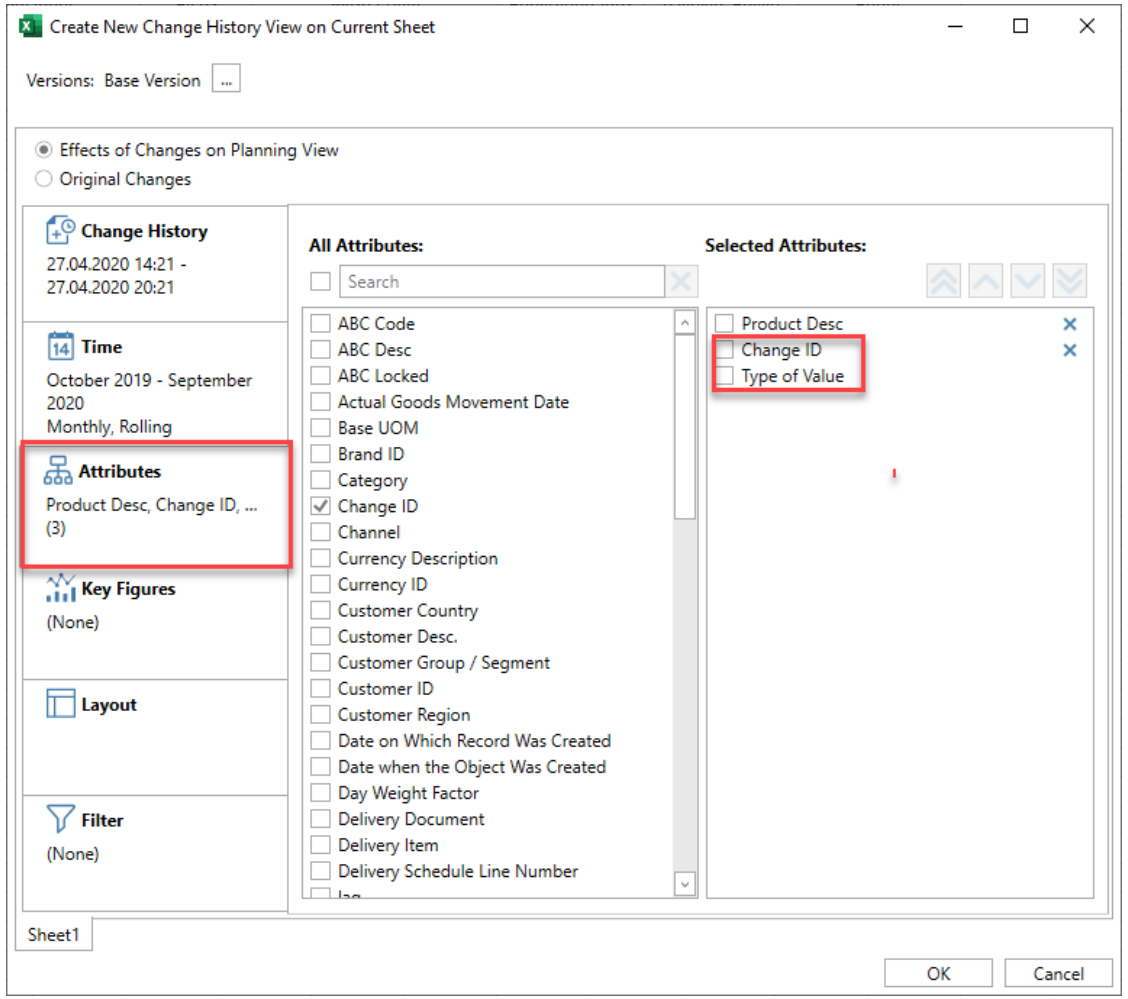
In addition, you can define which values should be shown, for example, only the value before the change or the difference between old and new value.

Effects view – settings (2)



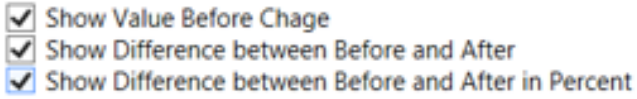
On the *Time* tab, you can define the usual time settings, such as, the period and the time horizon.

Effects view – settings (3)



On the *Planning Level* tab, two attributes are already preselected for a change history view:

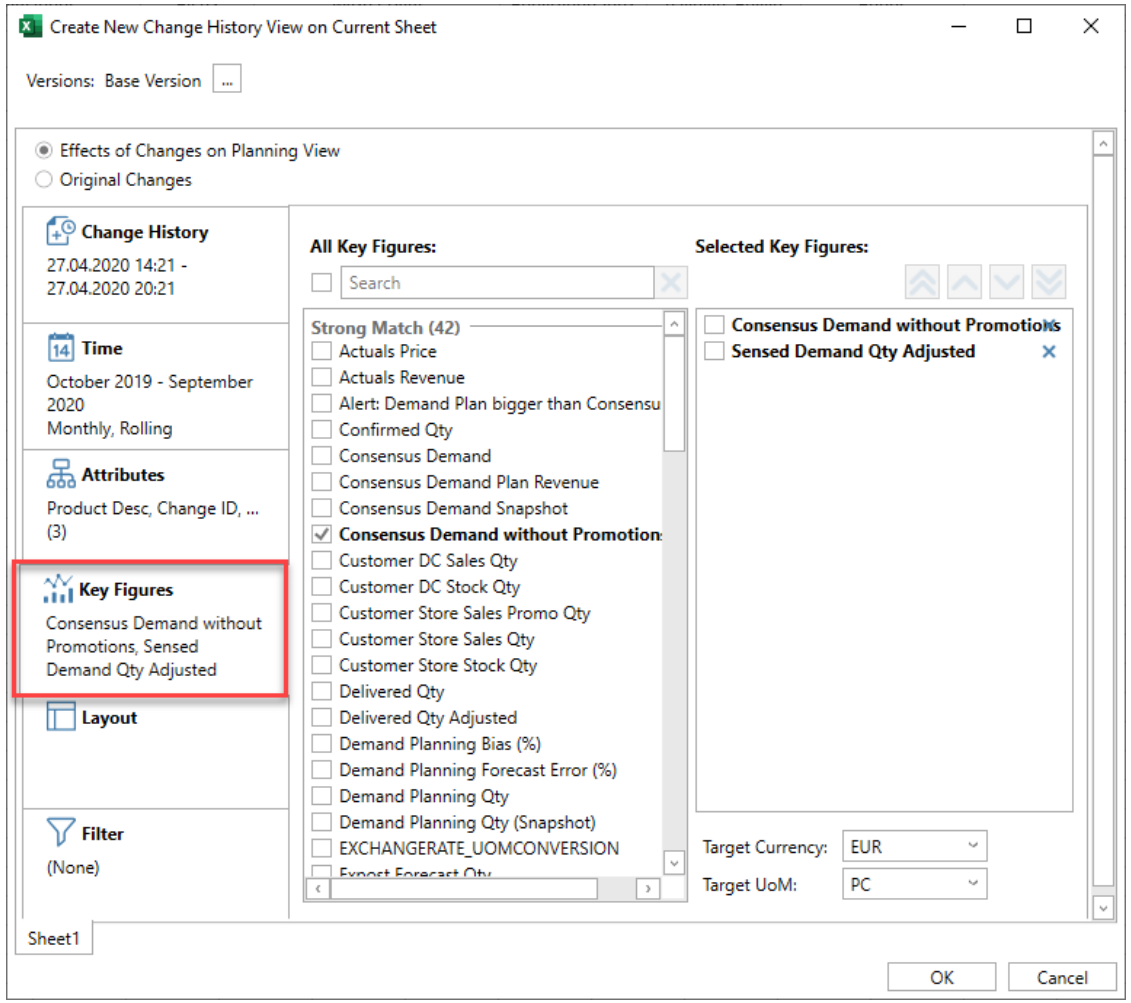
- *Change ID*
- *Type of Value*:



You need to add at least one additional attribute to further structure the data within the planning view, such as, the product name.

The change ID is not mandatory and can be deselected.

Effects view – settings (4)

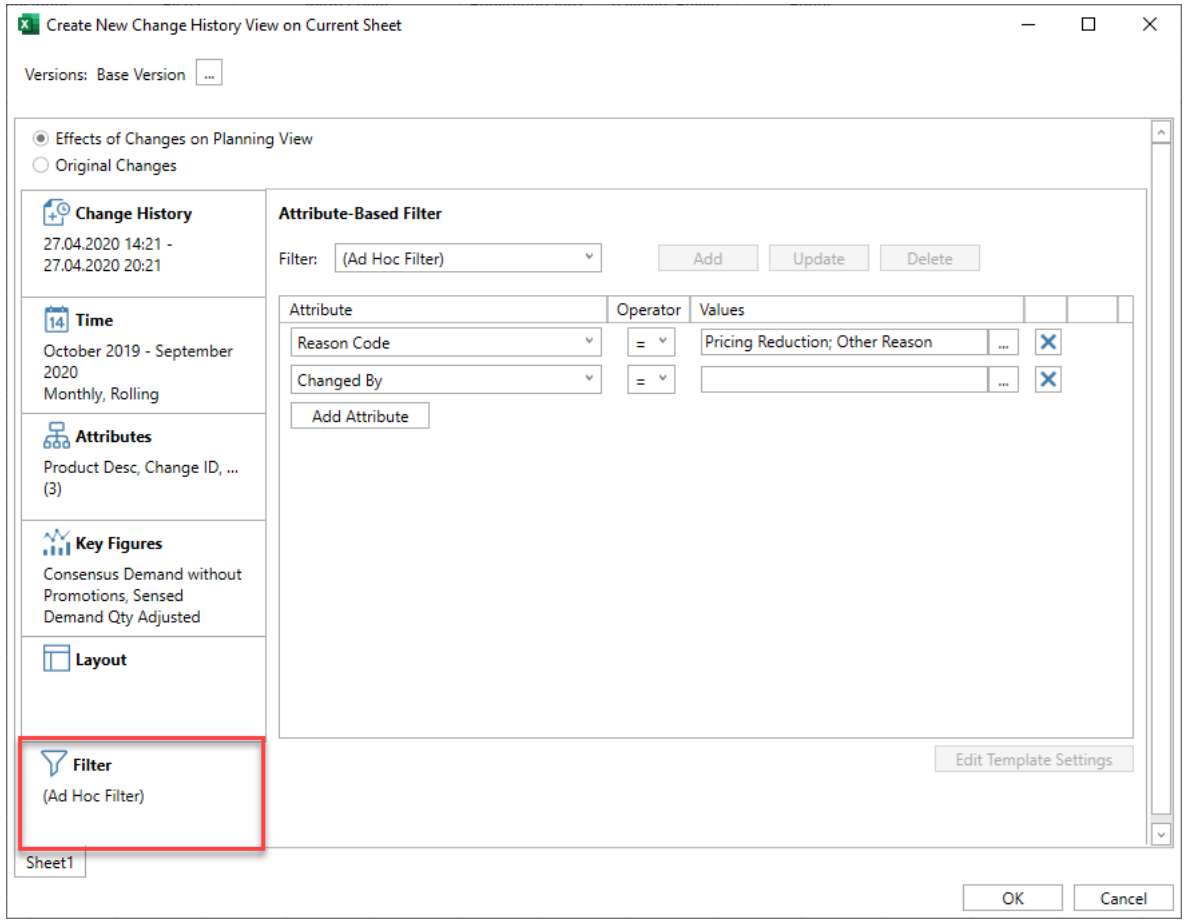


On the *Key Figures* tab, you can select the key figures for which you want to see the changes.

The key figures that are highlighted in **bold** are the ones that were change history enabled in the configuration or calculated from a change history enabled key figure.

You can also add other key figures to the effects view, for example, if you want to check dependencies between the change history enabled key figures with other key figures.

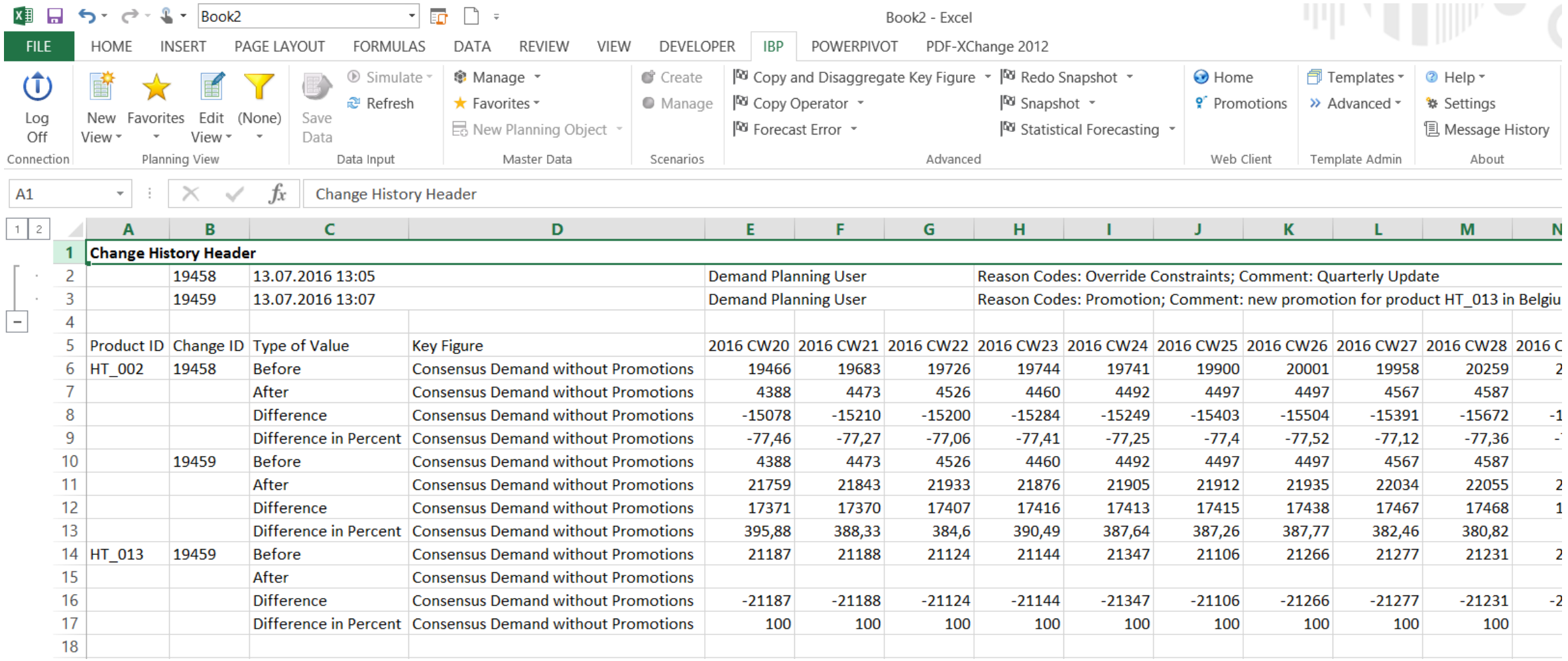
Effects view – settings (5)



On the *Filter* tab, there are two additional attributes that you can use to further filter the data:

- *Reason Code*
  Note that reason codes need to be enabled in the system to use this feature.
- *Changed By*
  Filters the changes made by the selected users.

Effects view – results visualization (1)



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	**Change History Header**													
2		19458	13.07.2016 13:05		Demand Planning User			Reason Codes: Override Constraints; Comment: Quarterly Update						
3		19459	13.07.2016 13:07		Demand Planning User			Reason Codes: Promotion; Comment: new promotion for product HT_013 in Belgiu						
4														
5	Product ID	Change ID	Type of Value	Key Figure	2016 CW20	2016 CW21	2016 CW22	2016 CW23	2016 CW24	2016 CW25	2016 CW26	2016 CW27	2016 CW28	2016 C
6	HT_002	19458	Before	Consensus Demand without Promotions	19466	19683	19726	19744	19741	19900	20001	19958	20259	2
7			After	Consensus Demand without Promotions	4388	4473	4526	4460	4492	4497	4497	4567	4587	
8			Difference	Consensus Demand without Promotions	-15078	-15210	-15200	-15284	-15249	-15403	-15504	-15391	-15672	-1
9			Difference in Percent	Consensus Demand without Promotions	-77,46	-77,27	-77,06	-77,41	-77,25	-77,4	-77,52	-77,12	-77,36	-
10		19459	Before	Consensus Demand without Promotions	4388	4473	4526	4460	4492	4497	4497	4567	4587	
11			After	Consensus Demand without Promotions	21759	21843	21933	21876	21905	21912	21935	22034	22055	2
12			Difference	Consensus Demand without Promotions	17371	17370	17407	17416	17413	17415	17438	17467	17468	1
13			Difference in Percent	Consensus Demand without Promotions	395,88	388,33	384,6	390,49	387,64	387,26	387,77	382,46	380,82	
14	HT_013	19459	Before	Consensus Demand without Promotions	21187	21188	21124	21144	21347	21106	21266	21277	21231	2
15			After	Consensus Demand without Promotions										
16			Difference	Consensus Demand without Promotions	-21187	-21188	-21124	-21144	-21347	-21106	-21266	-21277	-21231	-2
17			Difference in Percent	Consensus Demand without Promotions	100	100	100	100	100	100	100	100	100	
18														

Effects view – results visualization (2)

The effects view includes a header and the results comparison:

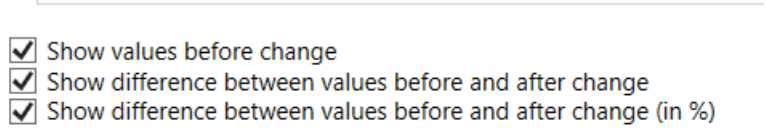
- **Header**: shows the change IDs for which reason codes or comments are available. In addition, the respective change date and time, user, reason code, and comment are listed.

Change History Header				
	19458	13.07.2016 13:05	Demand Planning User	Reason Codes: Override Constraints; Comment: Quarterly Update
	19459	13.07.2016 13:07	Demand Planning User	Reason Codes: Promotion; Comment: new promotion for product HT_013 in Bel

- **Results Comparison**: lists the detailed change history of the data, grouped by your selected attributes, the change ID, the type of the value (dependent on your settings), and the key figures.

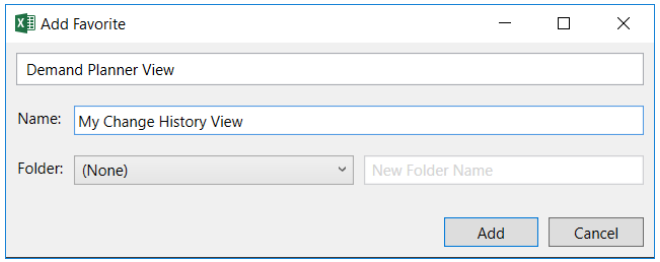
Product ID	Change ID	Type of Value	Key Figure	2016 CW20	2016 CW21	2016 CW22	2016 CW23
HT_002	19458	Before	Consensus Demand without Promotions	19466	19683	19726	19744
		After	Consensus Demand without Promotions	4388	4473	4526	4460
		Difference	Consensus Demand without Promotions	-15078	-15210	-15200	-15284
		Difference in Percent	Consensus Demand without Promotions	-77,46	-77,27	-77,06	-77,41
	19459	Before	Consensus Demand without Promotions	4388	4473	4526	4460





Effects view – results visualization (3)

- The change history view can be saved as a favorite, but not as a template.



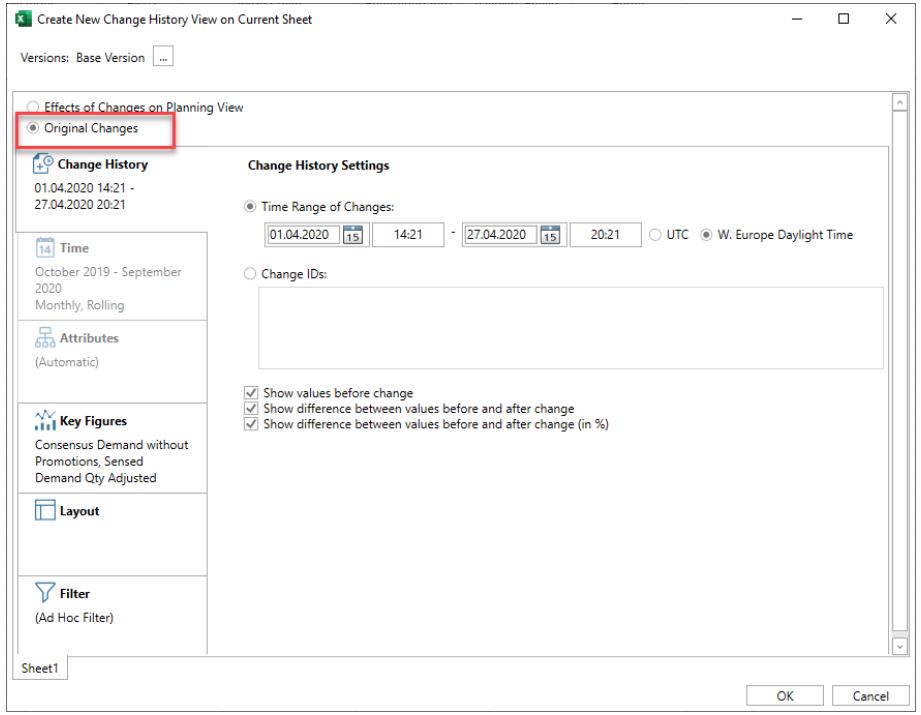
- Formatting sheets can be used, for example, for formatting purposes and to increase the usability.
- You can enhance, for example, the appearance of the change history views with VBA code. However, the size of the change history header (number of rows) is determined by the number of relevant change IDs. The rows are deleted completely at refresh and then created again, depending on the required number of rows. **Therefore, all changes to the header area, such as formatting or charts, get lost.**

Change History Header				
	19458	13.07.2016 13:05	Demand Planning User	Reason Codes: Override Constraints; Comment: Quarterly Update
	19459	13.07.2016 13:07	Demand Planning User	Reason Codes: Promotion; Comment: new promotion for product HT_013 in Bel

Original changes view

The *Original Changes* option (original changes view) shows the manual changes that were made for a specific key figure during a defined time range or for a specific change ID (which is automatically generated when you save data).

- You don’t need to define a planning level or time settings, because the system automatically detects the planning level and time periods.
- You only select the relevant key figures.
- The system then shows the following data:
  - Relevant settings (planning level, filter, conversions) that were used at the time when the change was made
  - Dates and time when the changes were made
  - Reason codes and comments
  - Key figure value before and after the change



Original changes view – changes at a single planning level

H2 | Reason Codes: Overwrite Input from Sales Colleague, Comment: New information about increased sales. Manual update

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Change History Header (Original Changes)**												
2		140685/1	14.01.2019 14:47		User ABC			Reason Codes: Overwrite Input from Sales Colleague, Com					
3		140686/1	14.01.2019 14:50		User XYZ			Reason Codes: Pricing Increase, Comment: Price increase c					
4													
5	Brand ID	Customer Desc.	Location Region	Change ID	Type of Value	Key Figure	W09 2019	W10 2019	Jul 19	Aug 19			
6	ConsumersChoice Kitchen Products	Electonics Point	North America	140685/1	Before	Consensus Demand without Promotions	25272						
7					After	Consensus Demand without Promotions	30000						
8					Difference	Consensus Demand without Promotions	4728						
9					Difference in Percent	Consensus Demand without Promotions	18,71						
10	ConsumersChoice Television	Media Deals	Euro_Mid-East_Africa	140685/1	Before	Consensus Demand without Promotions		52758					
11					After	Consensus Demand without Promotions		60000					
12					Difference	Consensus Demand without Promotions		7242					
13					Difference in Percent	Consensus Demand without Promotions		13,73					
14				140686/1	Before	Consensus Demand without Promotions			2065	2065			
15					After	Consensus Demand without Promotions			1800	2000			
16					Difference	Consensus Demand without Promotions			-265	-65			
17					Difference in Percent	Consensus Demand without Promotions			-12,83	-3,15			
18													

Before saving, a user changes multiple key figure values at the **same** planning level. When saving, the changes get assigned **one** change ID.

Example: User ABC changed values for two brands These changes get captured with the same change ID 140685/1. That the changes happened at the same planning level is indicated by “/1”.

Original changes view – changes at multiple planning levels

H2 | Reason Codes: Pricing Reduction, Sales Input, Comment: Manual update from key account management. Price reduction decided in certain weeks

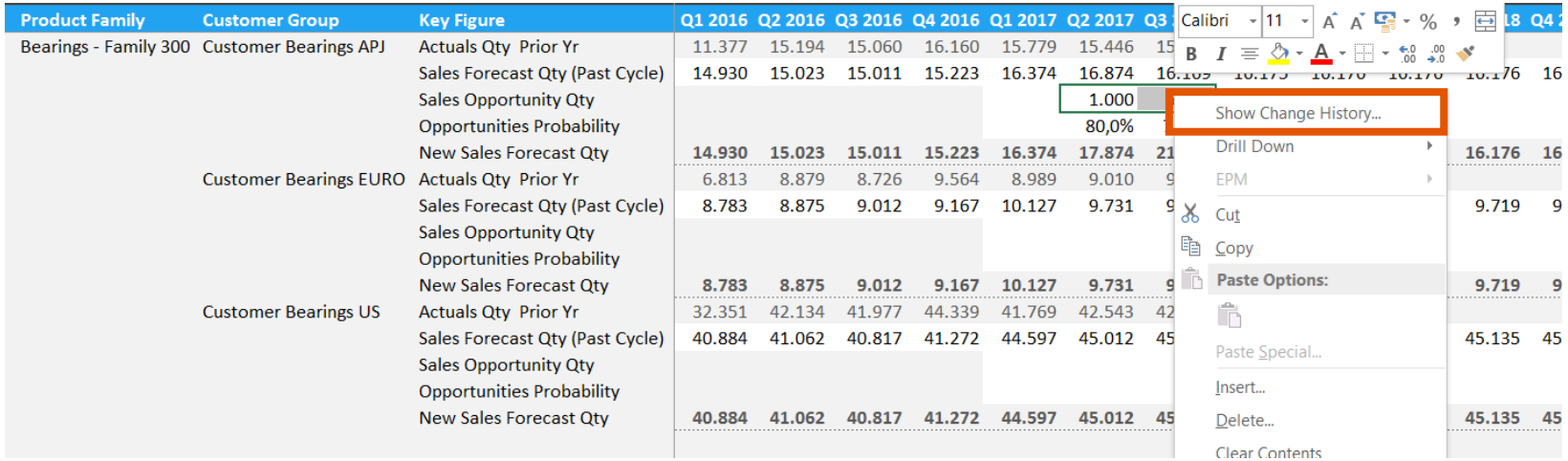
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Change History Header (Original Changes)**												
2		140690/1	14.01.2019 15:04		User ABC			Reason Codes: Pricing Reduction, Sales Input, Comment: Manu					
3		140690/2	14.01.2019 15:04		User ABC			Reason Codes: Pricing Reduction, Sales Input, Comment: Manu					
4													
5	Brand ID	Customer Desc.	Location Region	Product ID	Change ID	Type of Value	Key Figure	W45 2018	W47 2018	Apr 19			
6	ConsumersChoice Kitchen Products	Media Deals	Euro_Mid-East_Africa	(None)	140690/1	Before	Consensus Demand without Promotions			137700			
7						After	Consensus Demand without Promotions			250000			
8						Difference	Consensus Demand without Promotions			112300			
9						Difference in Percent	Consensus Demand without Promotions			81,55			
10				HT_010	140690/2	Before	Consensus Demand without Promotions	12960	5211				
11						After	Consensus Demand without Promotions	13000	500				
12						Difference	Consensus Demand without Promotions	40	-4711				
13						Difference in Percent	Consensus Demand without Promotions	0,31	-90,4				
14													

Before saving, the user changes key figure values at **different** planning levels. When the planning view is saved, the changes made at different planning levels get assigned different change IDs, one for each planning level. Example:

- First the user ABC changes values at the level of *Brand ID*, *Customer Desc.,* and *Location Region*, and then uses *Simulate (Basic).*
- Then the user ABC changes the planning level (by adding *Product ID*) and changes data at this planning level, before clicking *Save*.

The changes get assigned the change IDs 140690/1 and 140690/2. “/1” and “/2” indicate the two different planning levels.

Navigating from the planning view to the original changes view



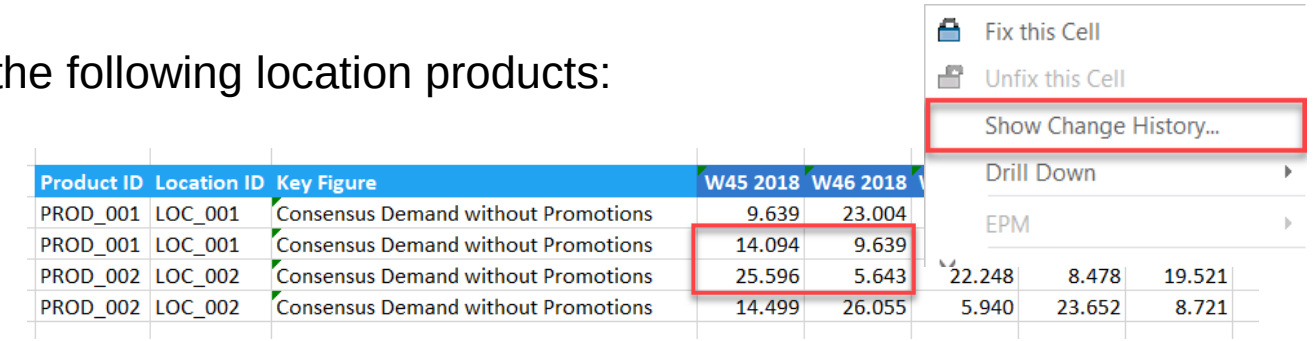
1. Select an area in the planning view for which you want to see the change history.
2. Right-click the area to call the context menu and choose *Show Change History*.
3. The change history pop-up opens.
4. Select the time range for which you want to see the changes. All other settings are prefilled according to your selection in the planning view (see next slide) but you can still adjust the settings.
5. You will only see the change history if the change history is enabled for that key figure.

Navigating from the planning view to the original changes view – filter settings

In some cases, you see more attribute combinations in the change history view than what you selected in the planning view.

Example: You select a range of cells that includes the following location products:

- Product PROD_001 at location LOC_001
- Product PROD_002 at location LOC_002.



Product ID	Location ID	Key Figure	W45 2018	W46 2018			
PROD_001	LOC_001	Consensus Demand without Promotions	9.639	23.004			
PROD_001	LOC_001	Consensus Demand without Promotions	14.094	9.639			
PROD_002	LOC_002	Consensus Demand without Promotions	25.596	5.643	22.248	8.478	19.521
PROD_002	LOC_002	Consensus Demand without Promotions	14.499	26.055	5.940	23.652	8.721

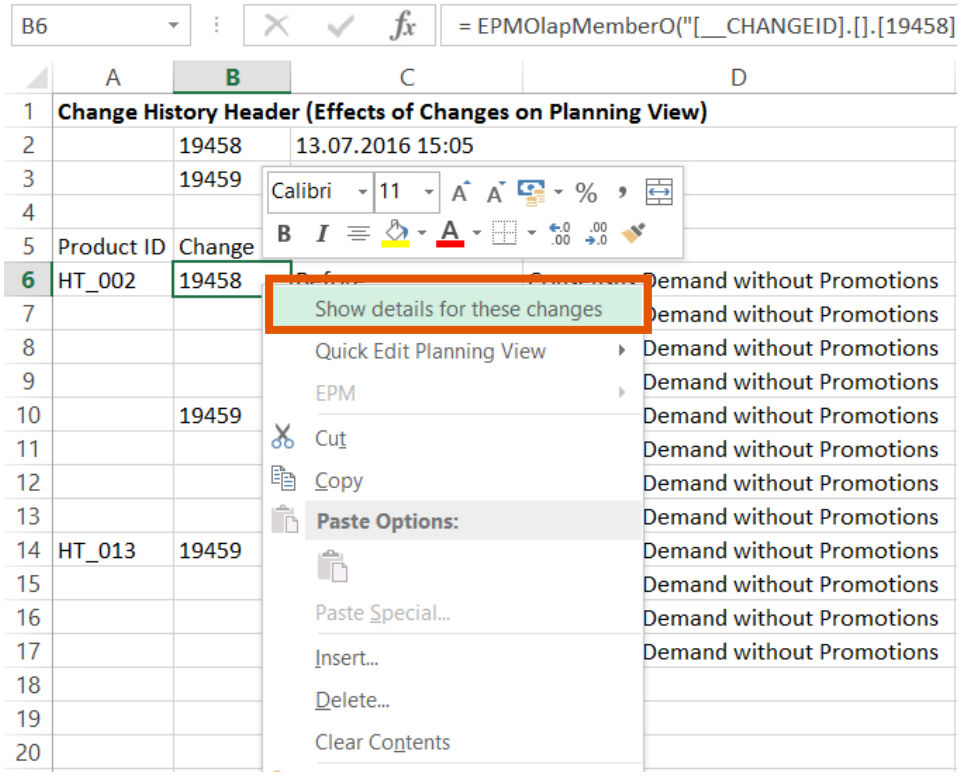
The filter criteria for the change history get automatically prefilled with the following data:

- Product = PROD_001; PROD_002
- Location = LOC_001; LOC_002

With these filter criteria, the change history displays all location product combinations for PROD_001, PROD_002, LOC_001, and LOC_002.

Product ID	Location ID	Key Figure	W45 2018	W46 2018	W47 2018	W48 2018	W49 2018
PROD_001	LOC_001	Consensus Demand without Promotions	9.639	23.004	7.344	14.823	4.536
PROD_001	LOC_001	Consensus Demand without Promotions	14.094	9.639	22.599	6.615	13.797
PROD_002	LOC_002	Consensus Demand without Promotions	25.596	5.643	22.248	8.478	19.521
PROD_002	LOC_002	Consensus Demand without Promotions	14.499	26.055	5.940	23.652	8.721

Navigating from the effects view to the original changes view

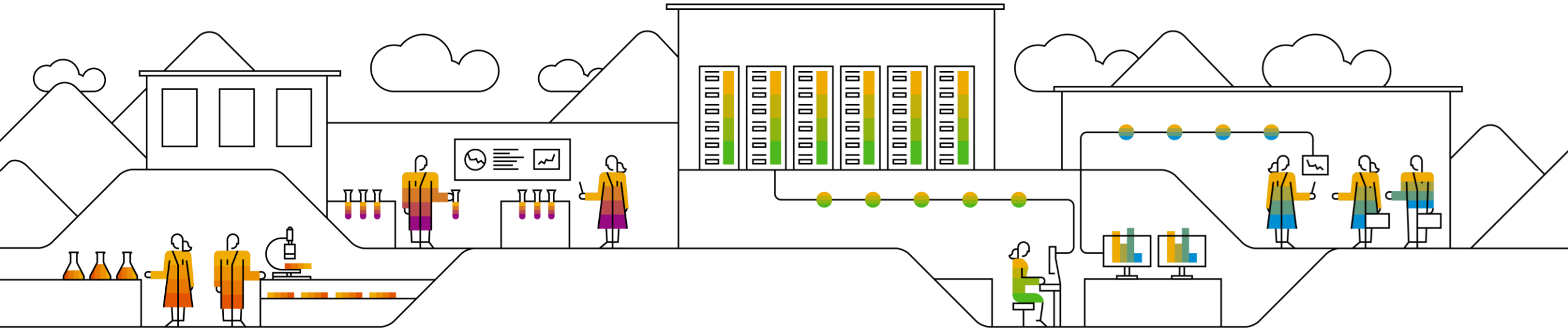


1. Select one or multiple change IDs for which you want to see the change history.

   You can select the ID either in the view, as shown in the screenshot, or in the header of the change history view.

2. Right-click and choose *Show details for these changes*.

11) Working Offline with Planning Views



Working offline with planning views – overview

You can work offline with the SAP IBP planning views, and later save your data changes to the SAP IBP database.

You can take a planning view offline in the following ways:

- Log off from the SAP IBP system and keep the Microsoft Excel workbook open if you just want to make a short break, or save the workbook to your local computer, close it and open it again without logging on.
- Choose **Go offline** in the **Data Input** group of the **SAP IBP** ribbon.

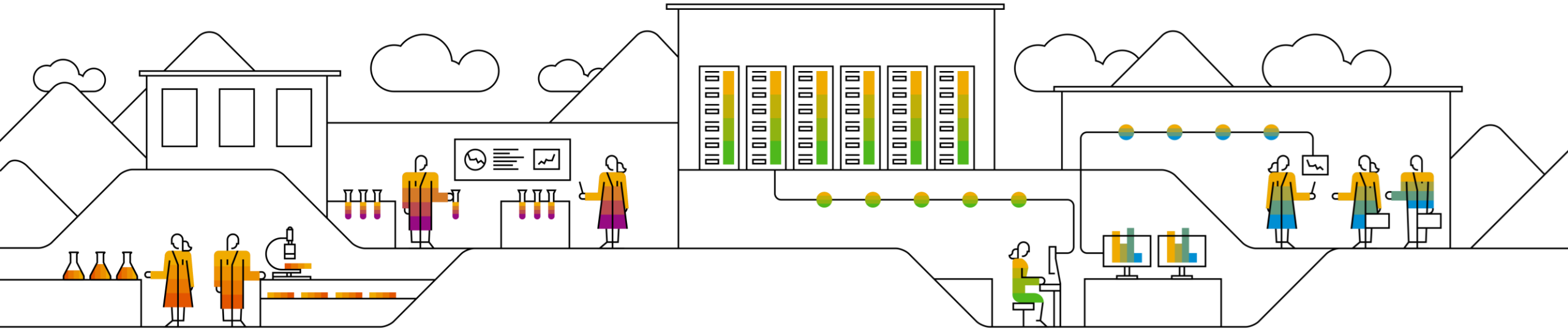
Advantages

- You don‘t have to be online to edit data.
- In the offline workbook, you can change key figure values and when you're done working offline, you can log on to the SAP IBP system and save the data to the SAP IBP database.

Working offline with planning views – details

- You are working with the local data. As long as you are working offline, you cannot get the latest data from the SAP IBP database. (Refresh is only available online).
- The same is true as for working online: if a colleague is changing the same data in the SAP IBP backend while you are working on it offline, you will not be informed about the changes they make. When you log on again and save the changes you made while working offline, you might overwrite the data entered by your colleague (last one wins).
- You must not change the master data attributes (such as names) in the offline version, as the SAP IBP system checks against these when saving and would not recognize them anymore.
- If the master data attributes you are using in your planning view are changed in the SAP IBP backend while you are working offline (for example, a product is renamed and you have the attribute product name with that product as part of your planning view), the system rejects all of your changes when you try to save.
- It is not recommended to perform mass changes to the planning view and save these at once, due to performance reasons.
- You cannot fix values or create planning notes while you are working offline. However, draft planning notes and fixing indicators that you have created but not saved before you logged off are not lost and you can save them later on when logged on again.

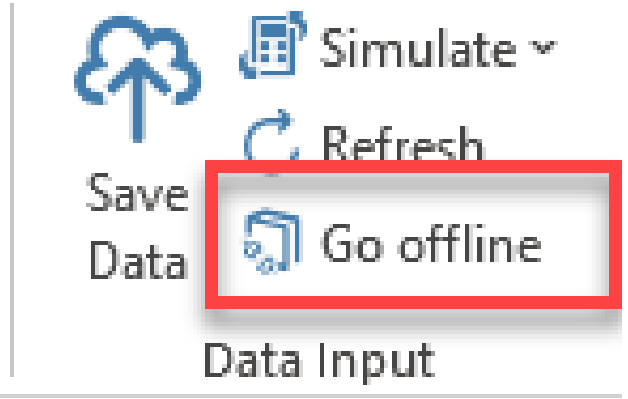
12) Sharing Planning Views with non-SAP IBP users



Offline mode for planning views

With the offline mode, you can easily share your planning views with users who do not have the Excel add-in installed.

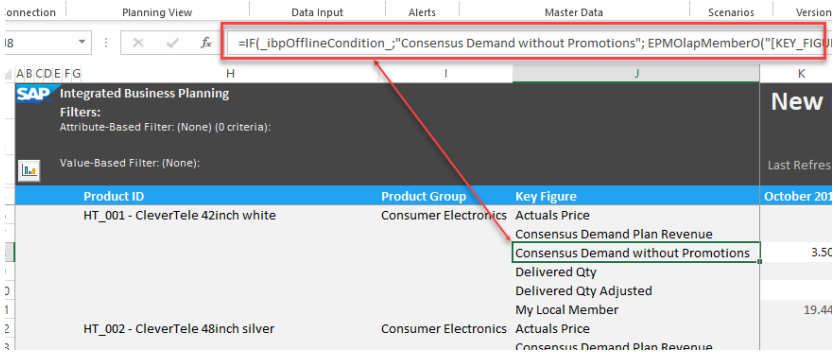
These users can open and work with the planning views (for example, update key figure values) as a normal Excel workbook file, send it back to you as an Excel workbook, and you can then set it to online mode again and upload their changes to the SAP IBP system.



Offline mode for planning views – conversion of SAP IBP formulas

If you choose *Go Offline* in the *Data Input* group of the *SAP IBP* ribbon, your current workbook, including all sheets, is converted to a Microsoft Excel workbook that no longer contains the SAP IBP references and formulas, so that it can be understood by Microsoft Excel installations that don't have the Excel add-in installed.

Example:



SAP IBP formulas and references in a planning view (online mode):

```
= EPMOlapMemberO("[KEY_FIGURES].[].[CONSENSUSDEMAND]";"";"Consensus Demand without Promotions";"";"000")
```

This online SAP IBP formula can only be understood by Microsoft Excel installations that also have the Excel add-in installed.

SAP IBP formulas and references in a converted planning view (offline mode):

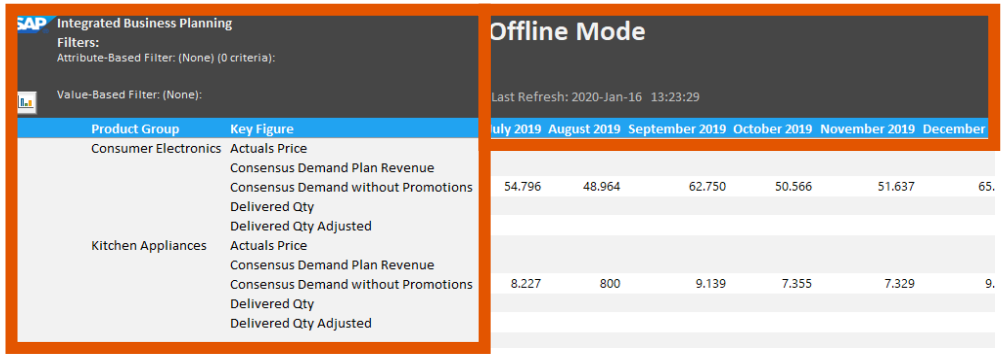
```
=IF(_ibpOfflineCondition_;"Consensus Demand without Promotions"; EPMOlapMemberO("[KEY_FIGURES].[].[CONSENSUSDEMAND]";"";"Consensus Demand without Promotions";"";"000"))
```

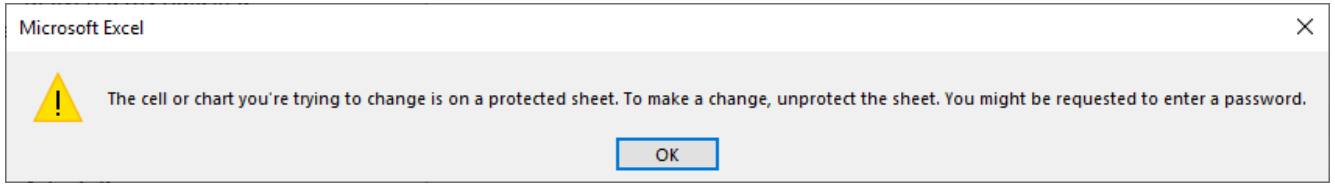
This offline formula can be understood by all Microsoft Excel installations, even without the Excel add-in installed.

Offline mode for planning views – sheet protection

If you choose *Go Offline* in the *Data Input* group of the *SAP IBP* ribbon, your current workbook, including all sheets, is also protected against changes that would destroy its structure and later on make it impossible for you to set it to *online mode* again and save the changes.

Only the data input area can be used in the offline mode. If the user clicks in any other area (highlighted in red in the screenshot), a warning comes up and their action is blocked. For example, the user cannot change the name of a key figure or an attribute value or remove rows from the sheet.





Please note that the SAP IBP formatting sheet is not protected against changes.

Offline mode for planning views – available Microsoft Excel functions

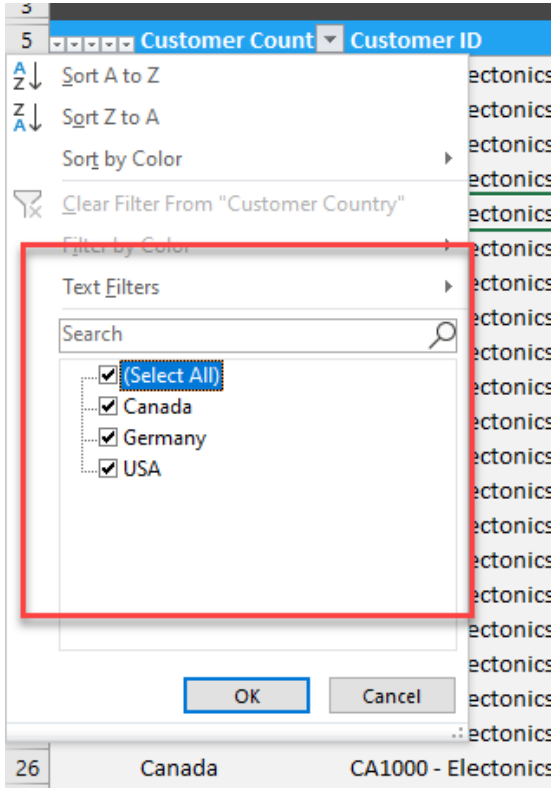
When you take a planning view workbook offline (by choosing *Go offline*), the following Microsoft Excel functions are available:

- **Use AutoFilter**
- **Format columns**: Use any of the column formatting commands of Microsoft Excel, including changing column width or hiding columns.
- **Format rows**: Use any of the row formatting commands of Microsoft Excel, including changing row height or hiding rows.
- **Group** and **Ungroup**: Expand or collapse a group of cells that is included in your planning view workbook. However, it is not possible to create new groups.

Filtering data in offline mode (1)

One exception to the sheet protection is that users who work with planning views in offline mode can use Microsoft Excel filtering.

Sorting however is disabled.



Filtering data in offline mode (2)

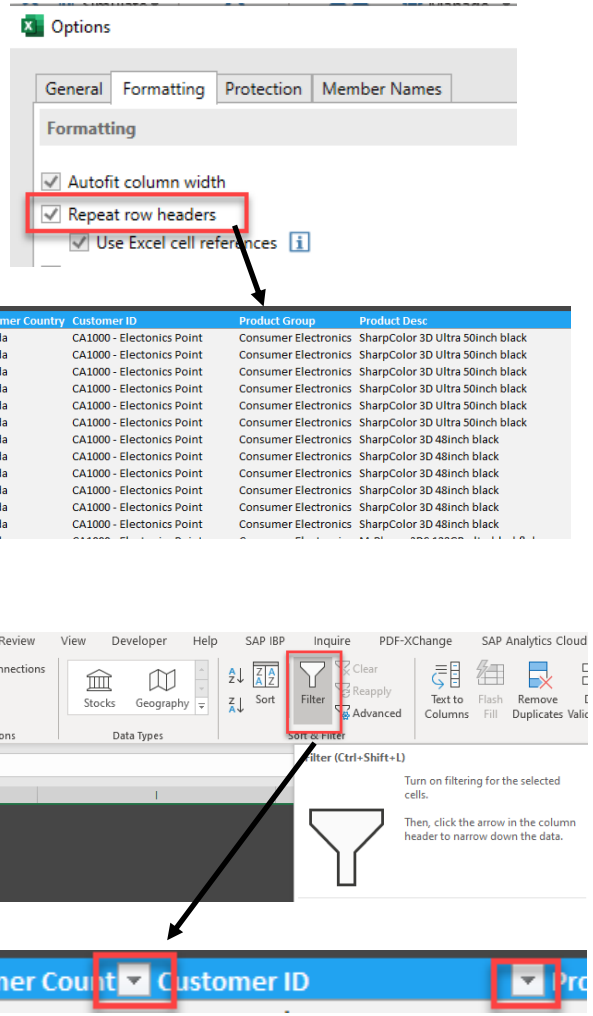
To enable filtering for the users who want to work with a planning view in offline mode, additional settings are required.

These need to be made by the user who enables the offline mode in an SAP IBP workbook, as follows:

1) Make sure that the *Repeat row headers* checkbox is selected. You find the checkbox in the *About* area of the SAP IBP ribbon under *Settings -> Options* on the *Formatting* tab.

2) Enable the Microsoft Excel filtering for the planning view:
   a. Select the headers in the planning view that you want to be filter-enabled.
   b. On the *Data* tab of the Microsoft Excel ribbon, choose *Filter*.

3) Choose *Go Offline* and send the offline workbook to the users who want to work offline with the planning view.

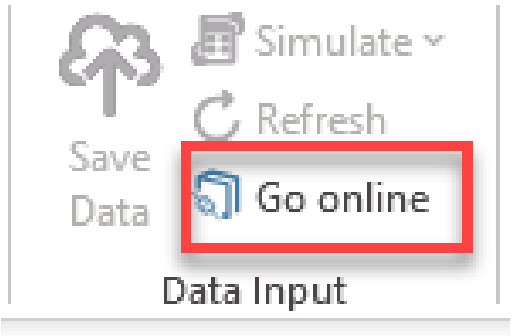


Offline mode for planning view – going online

After you have got the file back and want to upload any data changes to the SAP IBP system, you can open the Excel workbook and log on to SAP IBP, which automatically sets the workbook to online mode again.

If you are already logged on to SAP IBP when opening the offline workbook, choose *Go online* in the *SAP IBP* ribbon.

Afterwards, choose *Save Data* to upload the data changes.



Offline mode for planning views

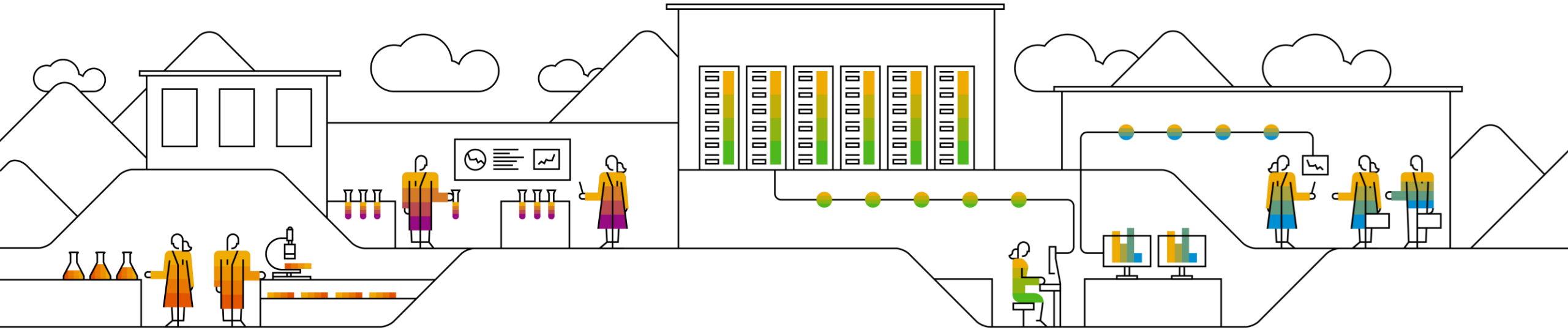
Using the offline mode in mixed workbooks with SAP IBP and EPM sheet types

Only sheets with worksheet type SAP IBP will be set to offline mode when you use the *Go Offline* feature on the *SAP IBP* ribbon.

If you are using Microsoft Excel workbooks that contain a mixture of SAP IBP and EPM worksheet types, and want the EPM sheets to be set to offline mode as well, you also have to choose *Offline Mode* on the EPM ribbon. Otherwise these sheets would stay online.

The same behavior applies when you want the workbook to go online again.

13) Application Jobs in the Excel Add-In



Application jobs in SAP IBP

Planning algorithms and other tasks can be run as background jobs in SAP IBP.

Usually, these background jobs are scheduled by a central team (administrators or configuration experts), but there are also uses cases where planners can rerun or schedule them manually in the Excel add-in.
Example: Demand planning is done every month. At the beginning of the month, the statistical forecasting jobs are run automatically. After that, the sales and marketing colleagues add their information to the forecast.

Background jobs can perform different planning tasks. Some are used more for housekeeping purposes. Examples:

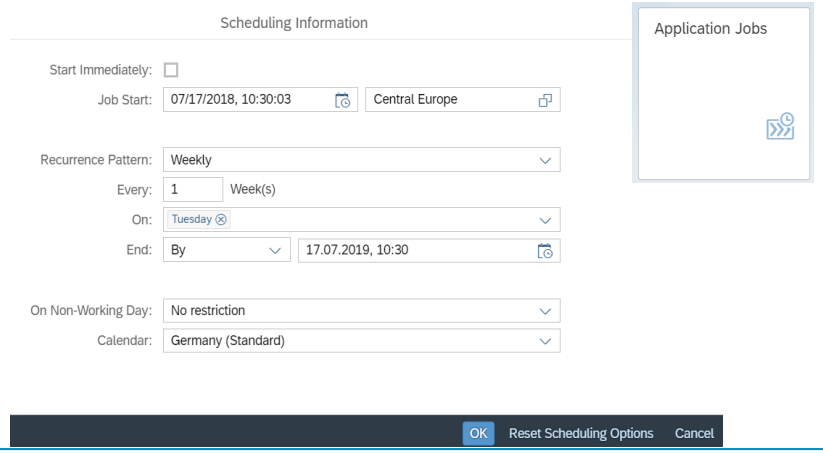
- Copy and disaggregate key figures
- Inventory optimization
- Statistical forecasting
- Forecast error calculation
- Time-series-based supply planning (using the heuristic or the optimizer)
- ABC/XYZ segmentation
- Deployment run or confirmation run in order-based planning
- Realignment of planning data
- Taking snapshots
- Purging key figure data

Application jobs on the Web UI and in the Excel add-in

Application Jobs app on Web UI

- Advanced scheduling options
- Definition of job chains and templates
- More detailed parameter settings for some operators
- Log overview
- Saved planning filters only

Recommendation:
Use this area to set up job schedules.



Application Jobs in Excel add-in

- Quick access for planners to run application jobs directly from the Excel add-in
- Note that not all application jobs can be run from Excel. Some are only available on the Web UI.
- Basic job scheduling options
- Business logs with filtering
- Use of job chains and templates that were set up on the Web UI
- Basic parameter settings for some planning operators
- You cannot define detailed settings and configuration of planning operators in the Excel add-in. This can only be done on the Web UI.
- Ad-hoc filters to run and schedule jobs

Running operators as application jobs in Excel add-in – prerequisites

The administrator needs to do the following for planning operators:

- Set up the specific configuration on the Web UI. The configuration defines how the operators are working (for example, what are the input and output key figures, what are the specific parameters and settings,…)
- Assign them to the planning area.
- Grant the users sufficient permissions to run the relevant application jobs.

Note that not all operators can be started as application jobs in the Excel add-in.

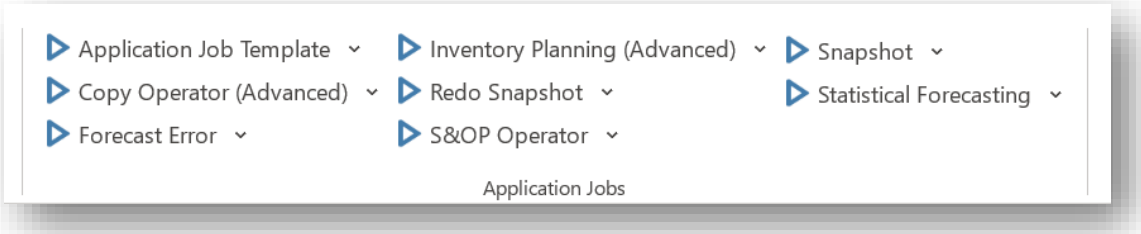
The following operators are available:

- Copy Operator (Advanced)
- Statistical Forecasting
- Forecast Error
- Inventory Optimization
- S&OP Operator (heuristic and optimizer for time-series based supply planning)
- Demand-driven Replenishment
- Snapshot
- Redo Snapshot

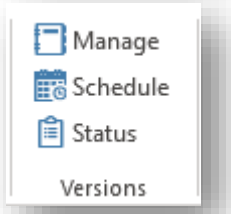
The following other application jobs and templates are available:

- Version Copy
- Application Job Templates

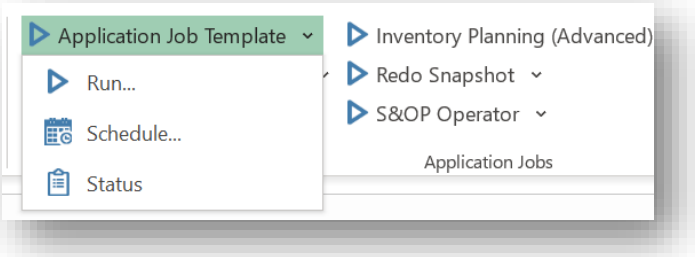
Example for Planning Operators:



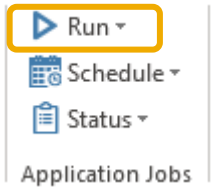
Version Copy:



Application Job Templates:

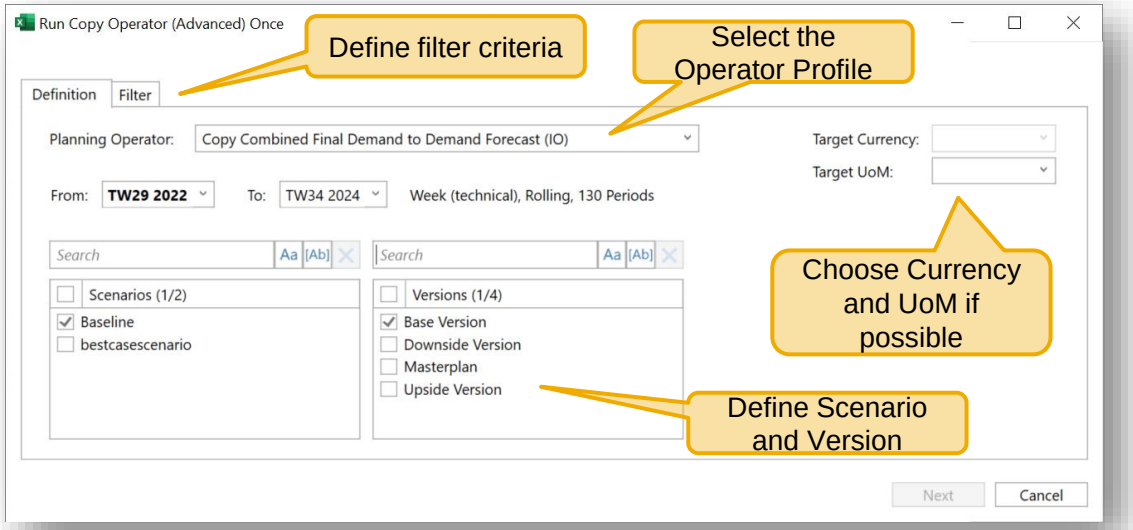


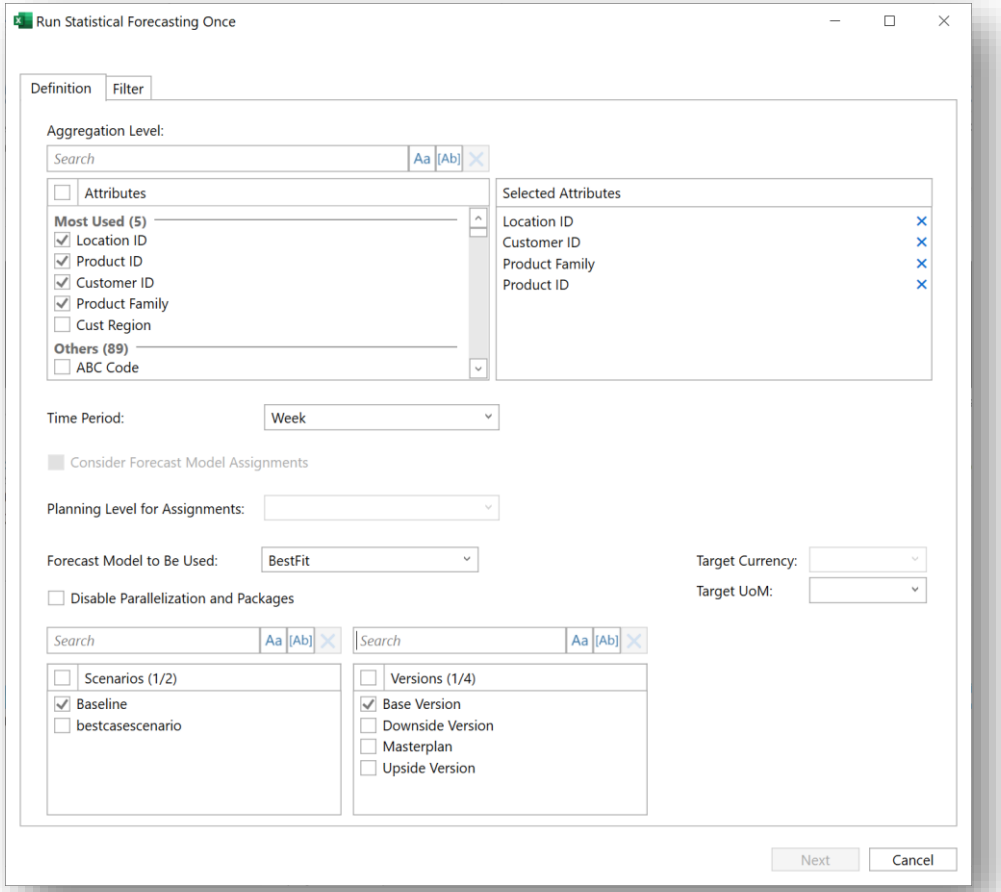
Running an operator as application job



You can start an application job by selecting *Run* in the respective dropdown menu in the *Application Jobs* group of the *SAP IBP* ribbon.

Depending on the application job, you first select the planning operator that you want to run and then set different parameters. Some examples:

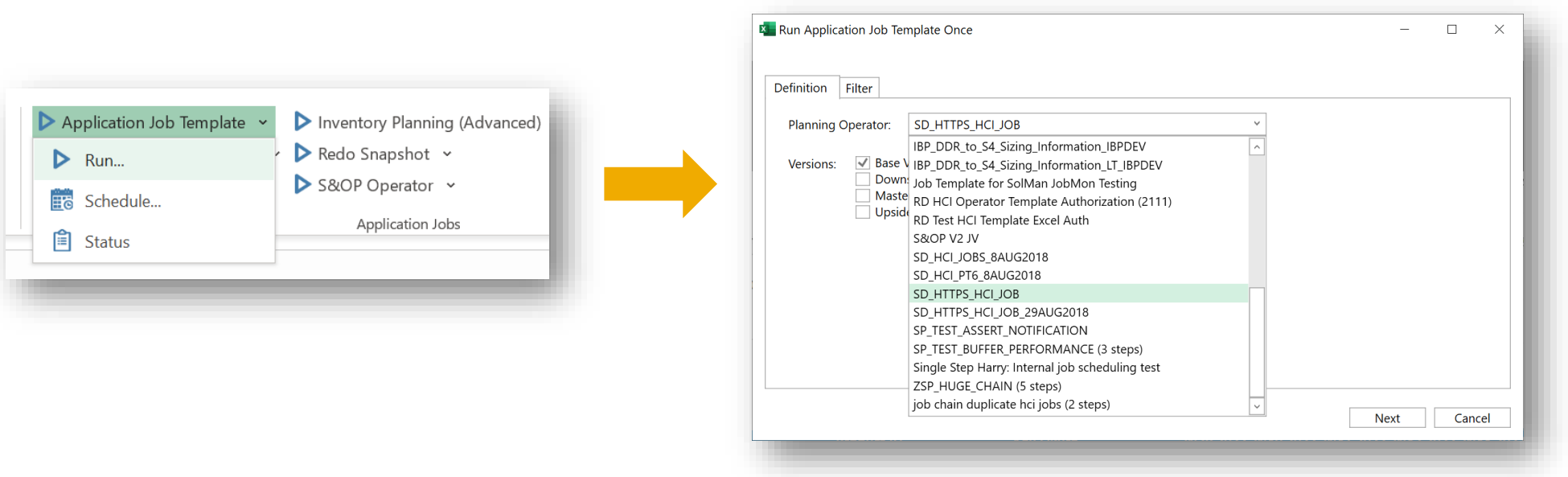




Running application job templates in the Excel add-in

Your administrator can also define application job templates in the SAP IBP backend and make them available in the Excel add-in. These templates can consist of different steps and operators (job chains, for example) and can also contain operators that you can normally not start directly from the Excel add-in, such as, operators for order-based planning, data integration via CPI-DS, ABC & XYZ segmentation and more.

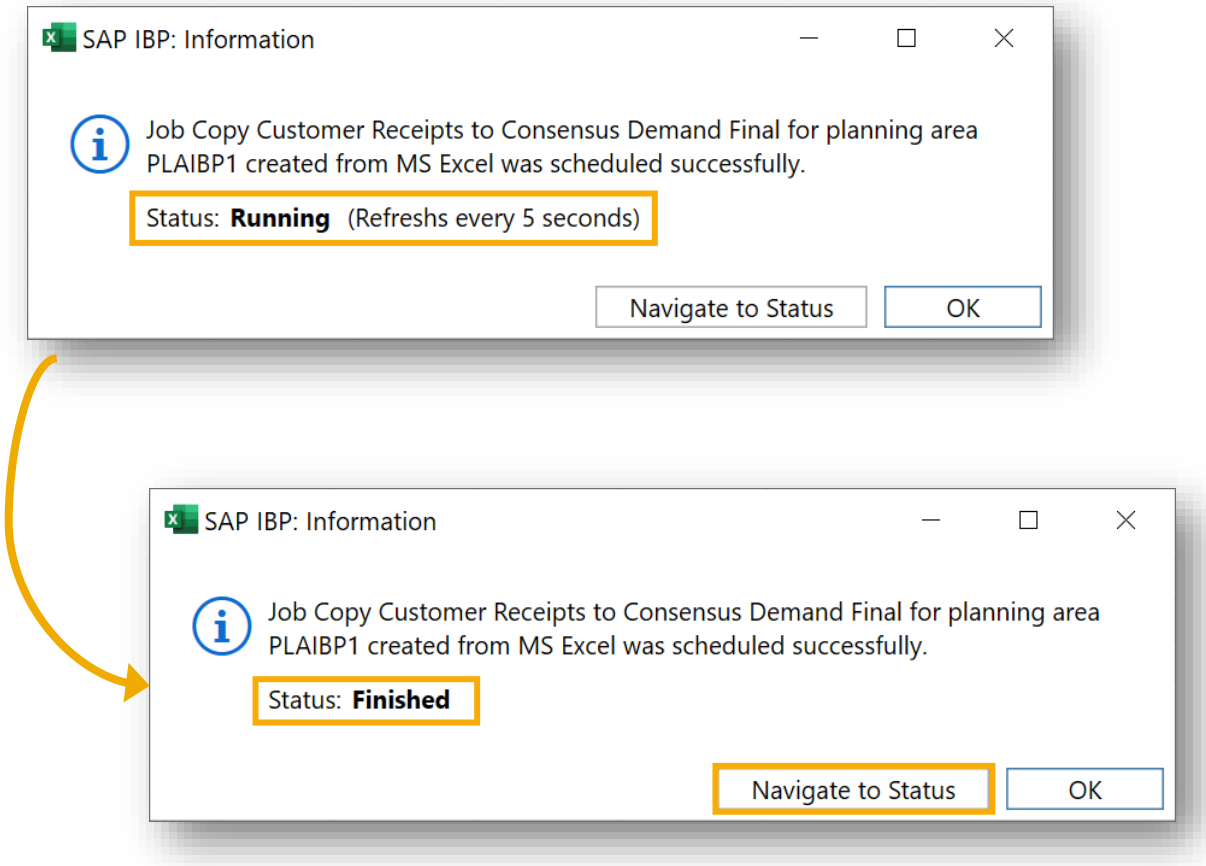
However, you cannot freely define any settings (such as, scenarios or horizons) for these templates but have to reuse the settings that the administrator made when setting up the template.



Information message displayed when you run application jobs

The information message that is displayed when you run application jobs from the *Application Jobs* group of the *SAP IBP* ribbon works in the following way:

- The status of the job is displayed within the message and is refreshed every 5 seconds.
- You can keep the message open and continue working until the status changes to *Finished*. (The message does not block Excel.)
- To check further details you can open the *Status* dialog by choosing the *Navigate to Status* button.



Note: The same applies when you copy versions by using the *Manage* function in the *Versions* group of the *SAP IBP* ribbon.

Copy planning view settings for application jobs

Overview

When running or scheduling application jobs in the Excel add-in, in many cases the job should be triggered for the data set shown in the planning view.

The planning view settings of the open worksheet are copied to the application job definition per default, when you choose *Run* or *Schedule* in the *Application Jobs* group. This saves time, you don‘t need to select the same settings again.

Additional details:

- If you decide that you don‘t need this new function, it‘s possible to disable it by using the *User Settings* available under *Settings* in the *About* group of the *SAP IBP* ribbon.
- An information message explains which settings are copied to inform the end user about the changed behavior when running or scheduling application jobs.

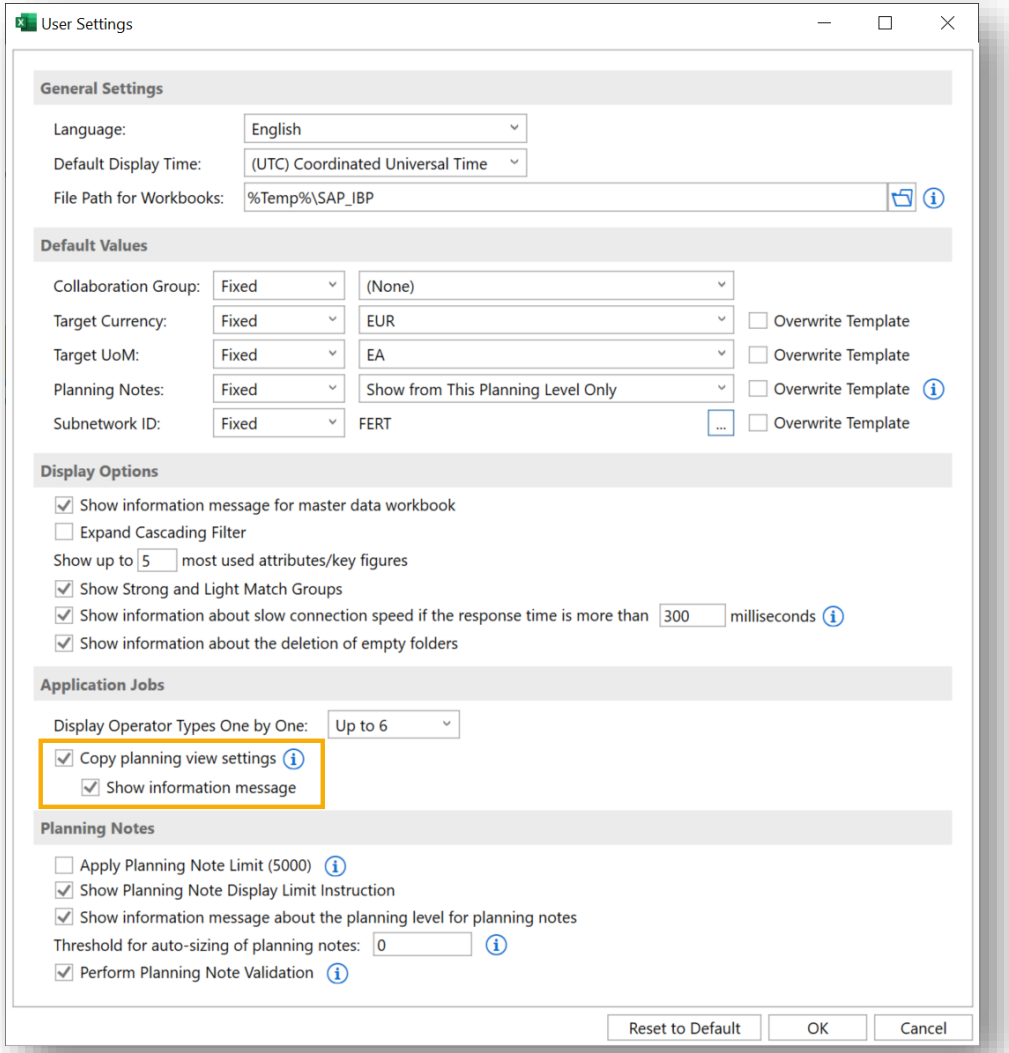
Copy planning view settings for application jobs

Related user setting

In the *User Settings* in the *Application Jobs* section, you will find the *Copy planning view settings* checkbox.

By default, the checkbox for this setting is selected.

The checkbox *Show information message* lets you decide whether you want the related information message to show up, when running or scheduling application jobs. By default it is selected.



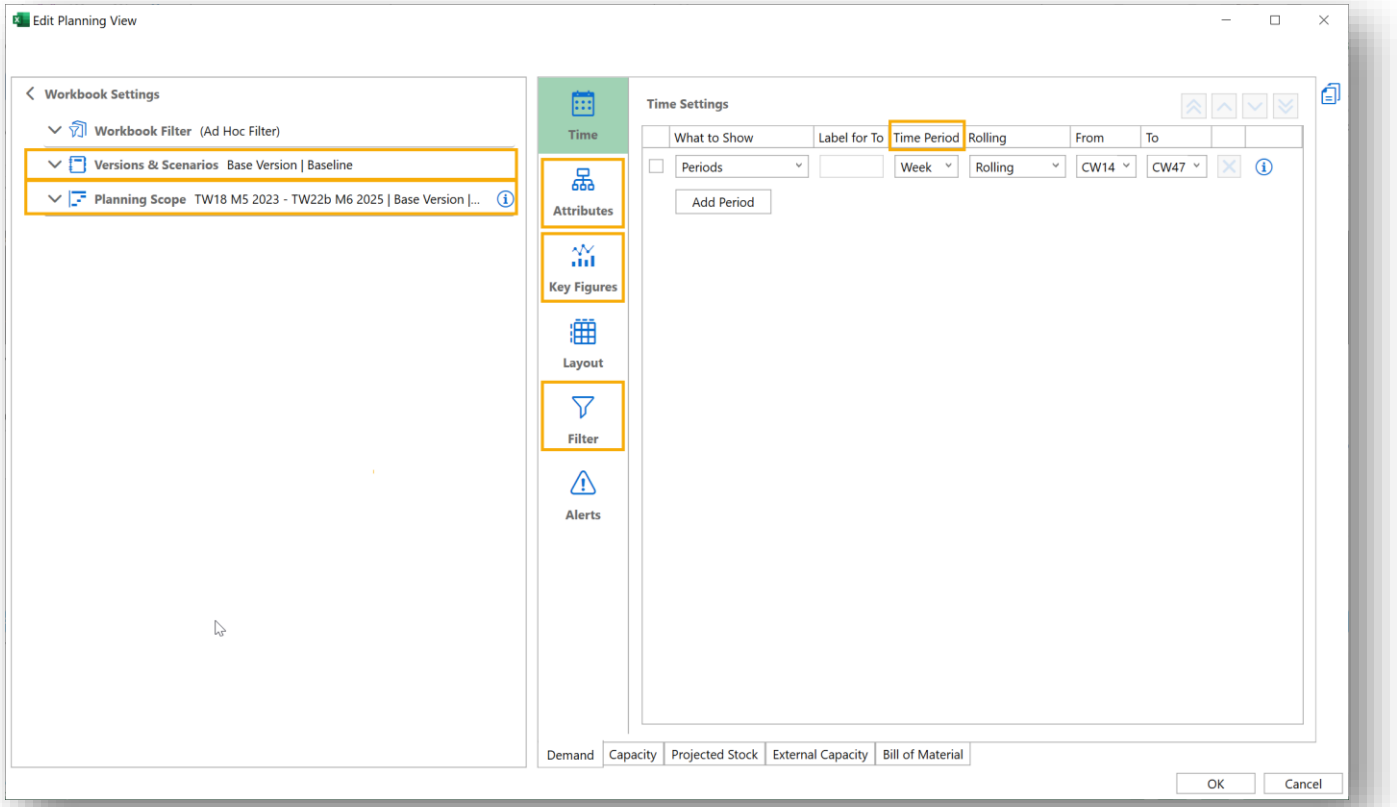
Copy planning view settings for application jobs

Copied planning view settings

Depending on the type of application job, the following settings of the *Create Planning View* or *Edit Planning View* dialog are copied:

- *Scenarios*
- *Versions*
- *Planning Scope*
- *Time period*
- *Attributes*
- Conversions selected on the *Key Figures* tab
- *Attribute-Based Filter* selected on the *Filter* tab

<u>Please note:</u> If you have a change history view open, the settings available in the *Create Change History View* or *Edit Change History View* dialog are copied.



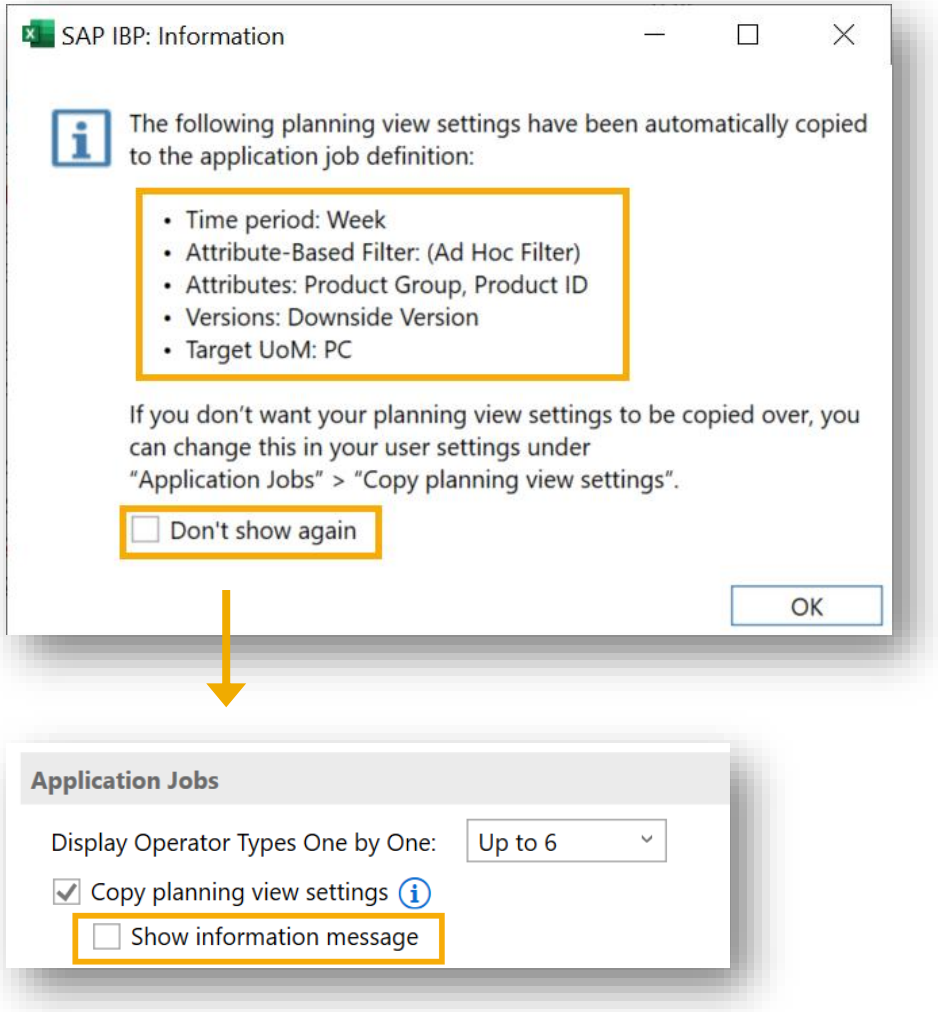
Copy planning view settings for application jobs

Information message

An information message tells you which settings are copied when you run or schedule a specific application job.

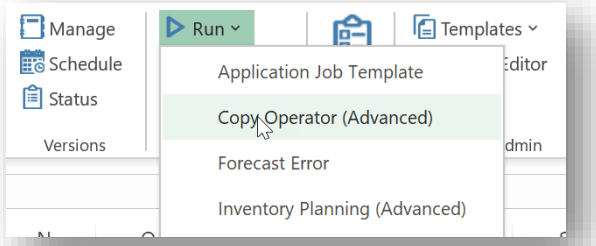
By selecting the checkbox *Don‘t show again*, the information message won‘t show up any further for your user and the system and planning area you are connected to.

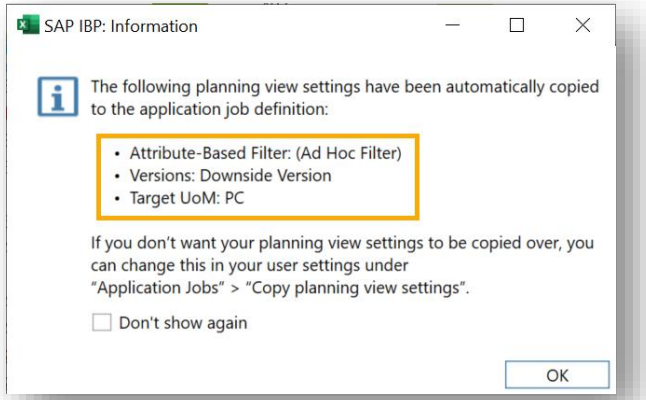
Consequently, the user setting *Show information message* will automatically be deselected.

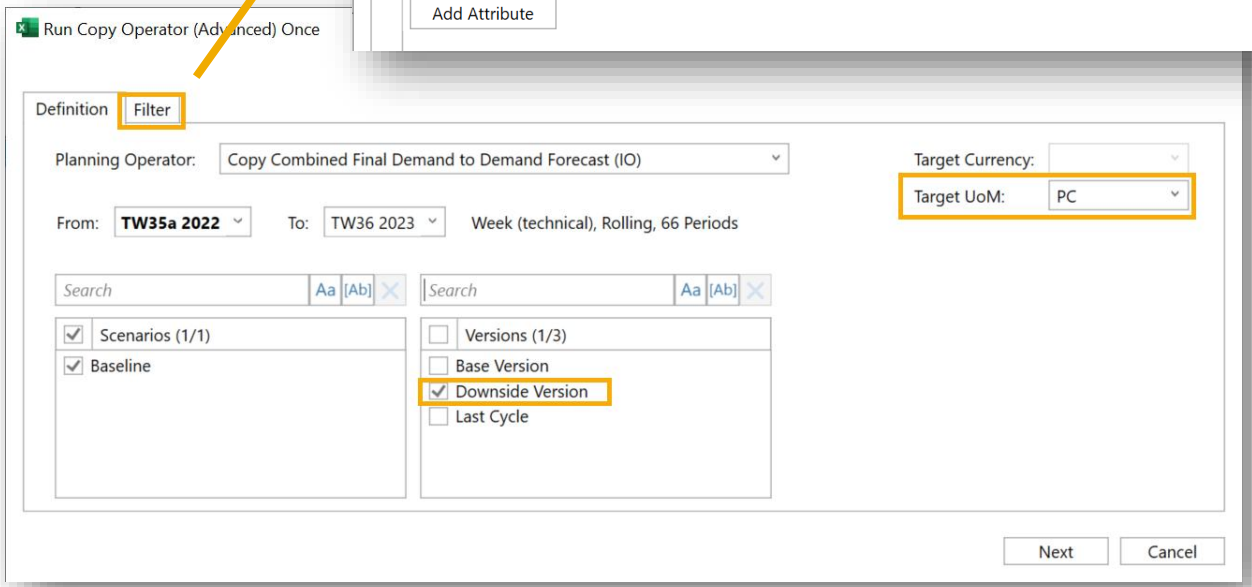


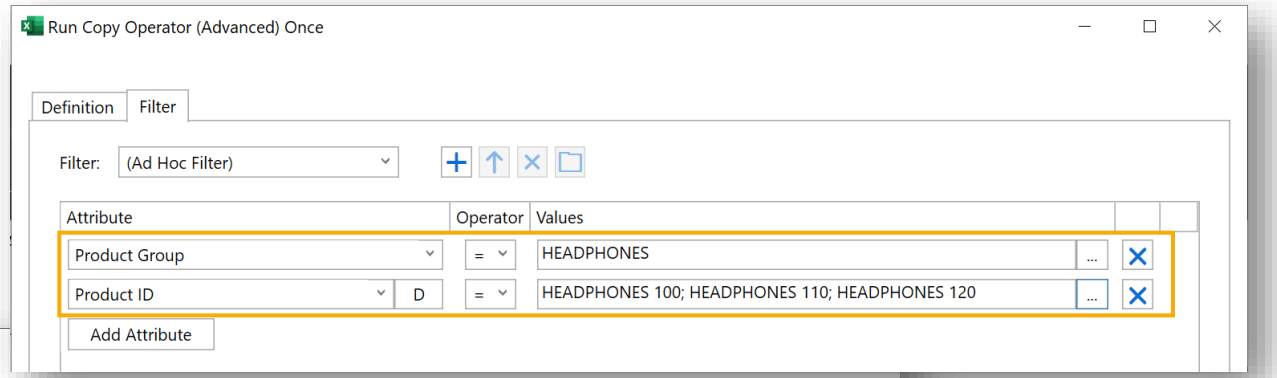
Copy planning view settings for application jobs

Example for *Copy Operator (Advanced)*



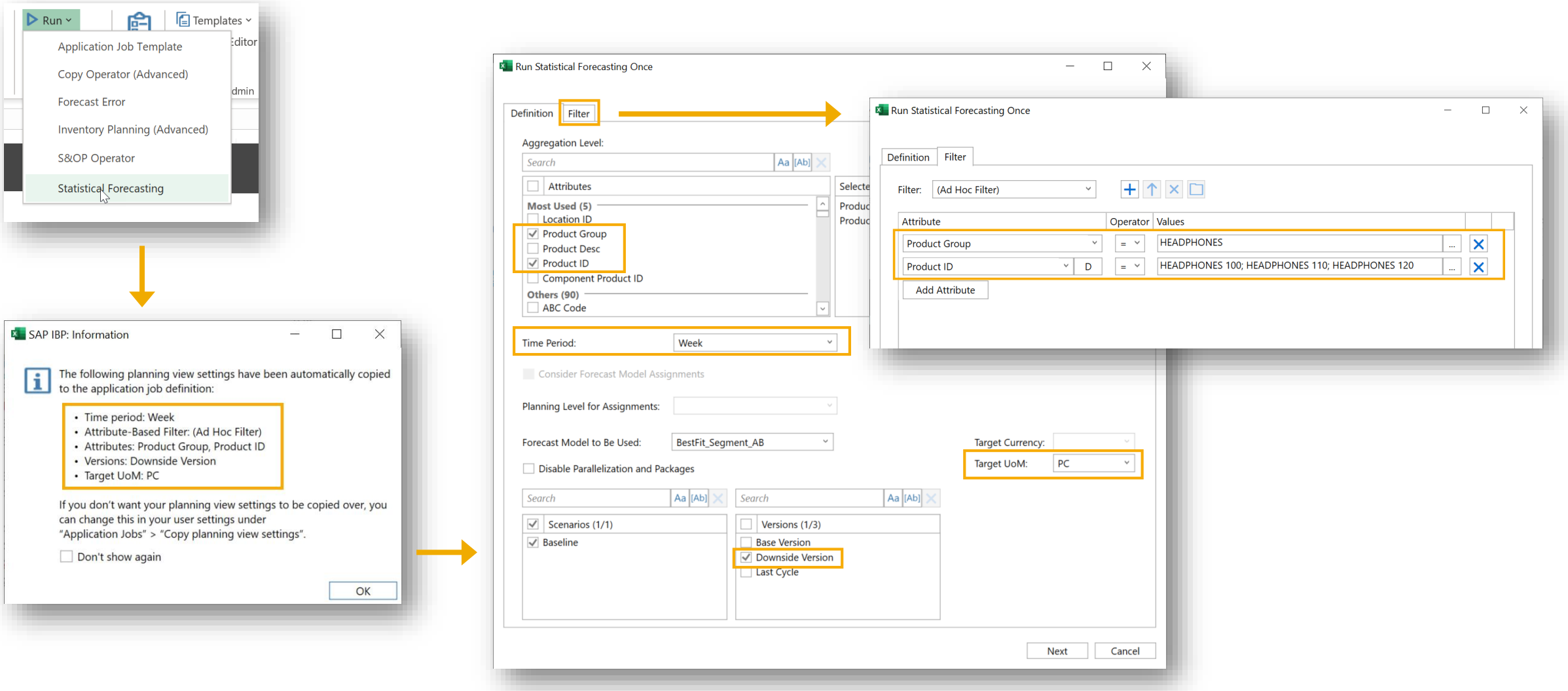






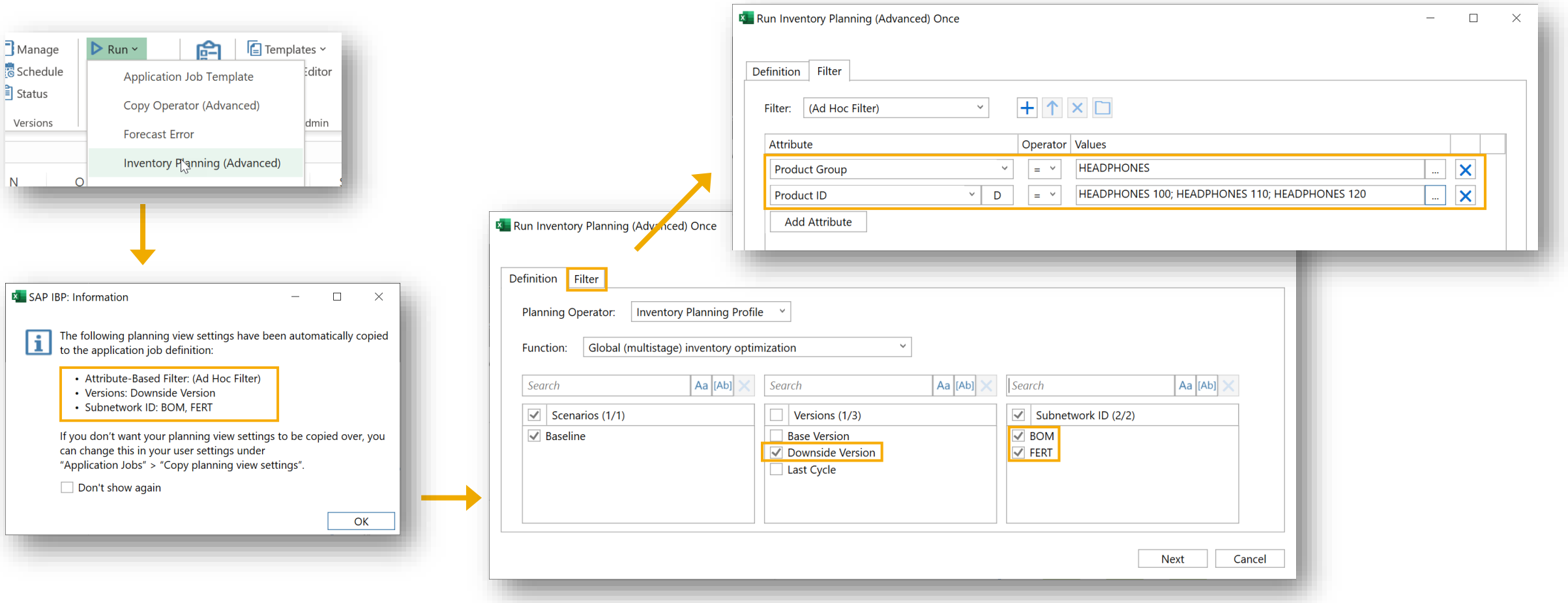
Copy planning view settings for application jobs

Example for *Statistical Forecasting*



Copy planning view settings for application jobs

Example for *Inventory Planning (Advanced)*



Please note: For *Inventory Planning (Advanced)* the *Planning Scope* settings are copied.
The same applies for *S&OP Operator* and *Demand-Driven Replenishment*.

Copy planning view settings for application jobs

Restrictions S&OP Operator

If S&OP Operator V2 is enabled for the Excel add-in (global configuration parameter *EXCEL_SOP_UI_2* is set to *YES*) the following applies:

- **From** and **To** time periods of the planning scope settings are not copied if multiple time levels exist, and the time level of the first selected operator differs from the one selected in the planning scope settings.
- The attribute-based filter is not copied in any case. For S&OP operators, we do not offer a dedicated filter tab, but subnetwork filter possibilities instead, which are defined in the planning scope settings. For more information, see Selecting Subnetworks by ID or by Filter

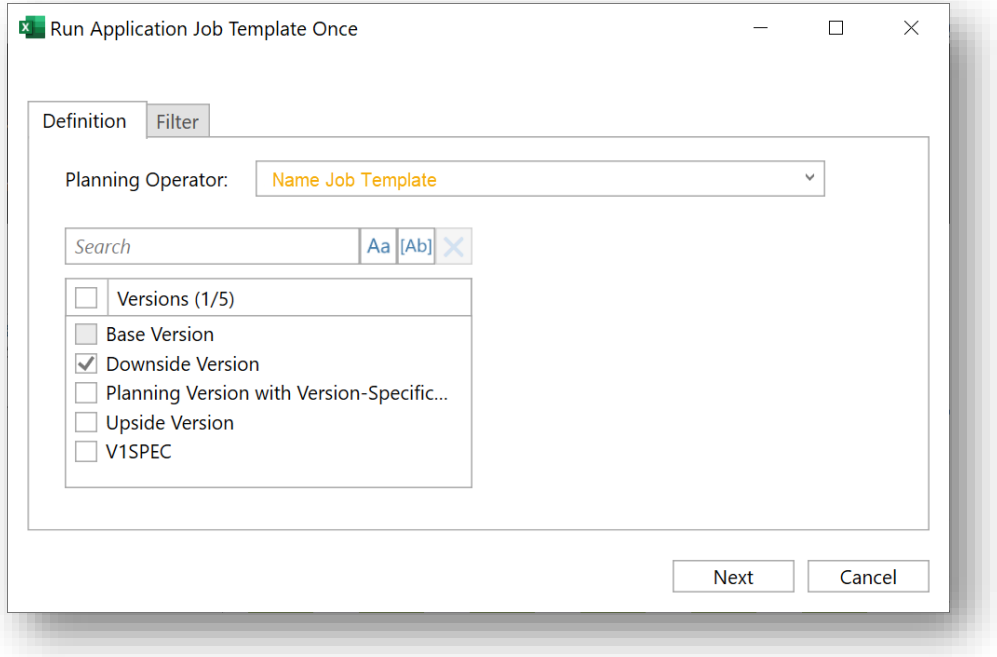
Copy planning view settings for application jobs

Filter tab not enabled

For some available application jobs, the *Filter* tab is disabled depending on their configuration (such as *Application Job Templates* or *Copy Operator (Advanced)*)

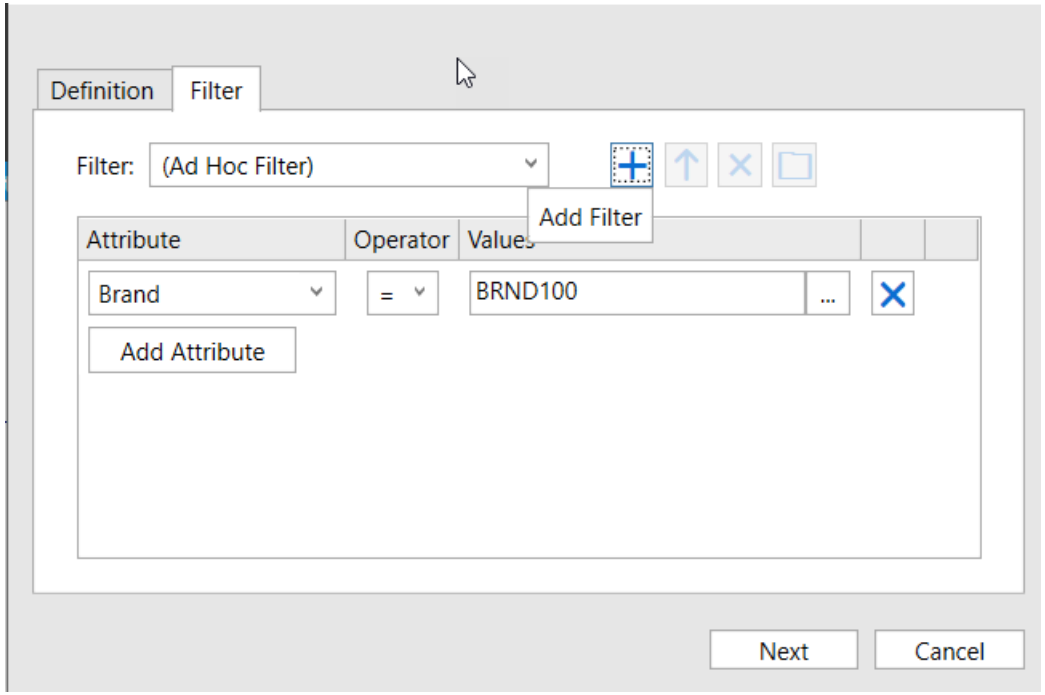
In this case, the attribute-based filter of the planning view is copied, but is only used for those planning operators that have the *Filter* tab enabled.

The same applies to conversions, which can be enabled or disabled



Filter criteria for application jobs

You can set filter criteria for most planning operators. It is highly recommended that you use this function to limit the amount of data that is copied, purged, or planned.



Subnetwork – overview

A subnetwork (previously also called planning unit) is a subsection of the overall supply chain network for which a planner is responsible or that the planner wants to plan in a separate planning run (for example, all location products in a particular region or all location products in a particular product group).

Similar to the master data model for the entire supply chain network, a subnetwork consists of nodes (that is, location products) and arcs (which are used to model the transport links between the location products). You define the subnetwork to which a location product belongs in the location product master data. You can define subnetworks for product groups or regions, or for any other property of locations, products, or location products.

When you start an application job, you select one or more subnetworks that are to be taken into account by the planning algorithm. This defines the set of location products that are to be planned. Subnetworks are relevant (but not mandatory) for inventory optimization, time-series based supply and demand-driven replenishment planning operators .

Subnetworks in the Excel add-in

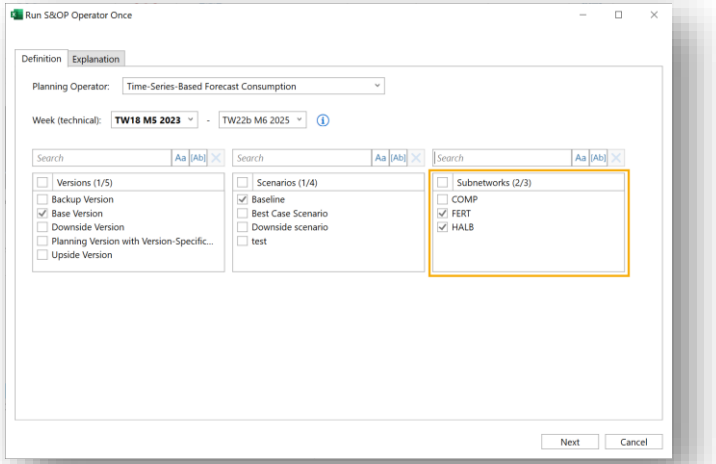
If subnetworks have been set-up for your planning area, you can select them when starting the respective operator in the Excel add-in.

Furthermore, you can select the respective time horizon for the planning scope for time-series based supply planning operators.

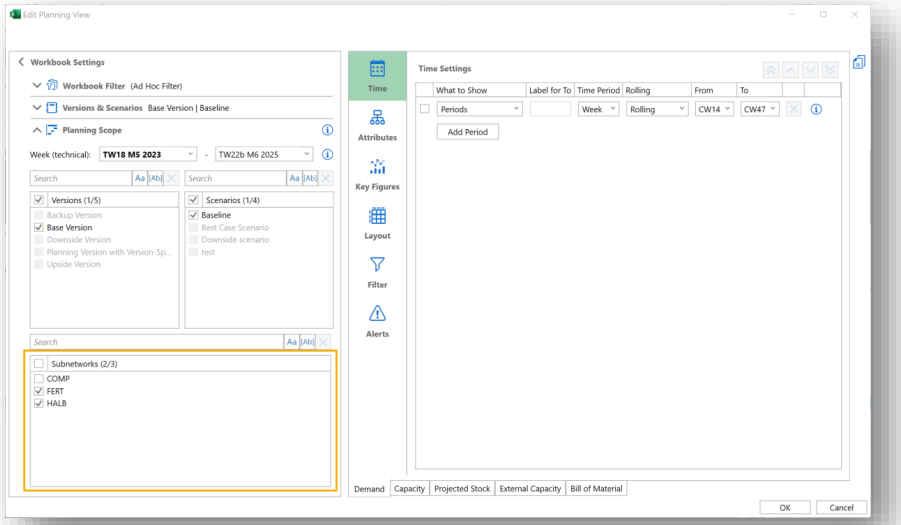
Simulation runs
For planning operator simulation runs, you need to select the subnetworks that you want to plan in the relevant *Planning Scope* tab in the *Workbook Settings* side panel in the *Create* or *Edit Planning View* dialog.

You can define default values for subnetworks in the *User Settings*.
For more information, see SAP Help portal at Subnetworks.

Run S&OP operator as an application job:



Set planning scope in planning view definition in the *Workbook Settings* side panel:



Subnetworks in the Excel add-in using S&OP Operator V2 (1/2)

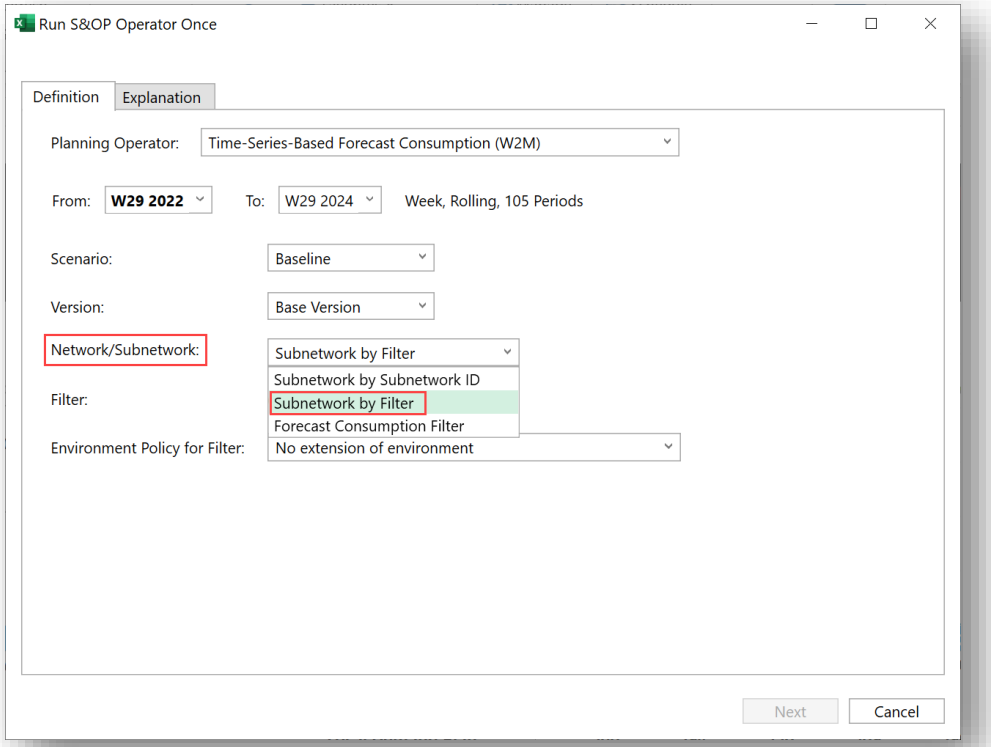
When running or scheduling an S&OP operator, you can choose one of the following options in the *Network/Subnetwork* field:

- *Subnetwork by Subnetwork ID*
- *Subnetwork by Filter*
- *Forecast Consumption Filter*

(The different options in the *Network/Subnetwork* dropdown depend on the operator and whether subnetworks are set up.)

Please note:

- Your administrator must make some configuration settings for the improved functions to become available to you, see S&OP Operator V2 Available in the Application Jobs Group of the SAP IBP Ribbon
- See SAP Help portal at Running S&OP Operator V2 in the SAP IBP, Add-In for Microsoft Excel for detailed information about S&OP Operator V2 in the Excel add-in.

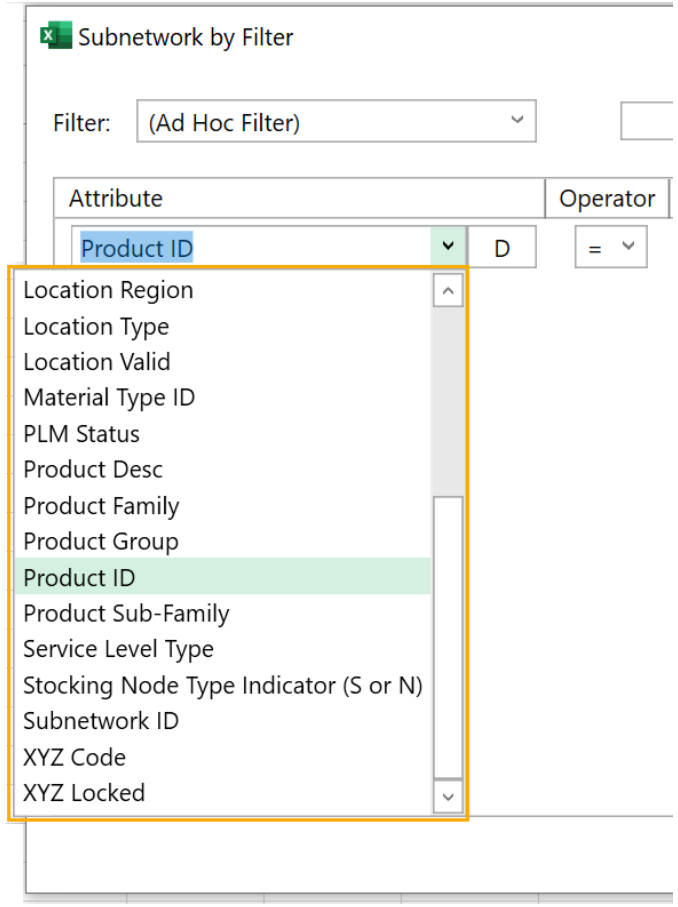


Subnetworks in the Excel add-in using S&OP Operator V2 (2/2)

The option *Subnetwork by Filter* allows you to plan specific location products based on the attributes of the master data types location, product, or location product. You can use either a predefined filter or you can manually specify the filter criteria.

Please note: Only attributes of the master data types location, product, or location product can be used as filter criteria, so you might not be able to select all of your saved filters.

See SAP Help Portal at Selecting Subnetworks by ID or by Filter for more information.



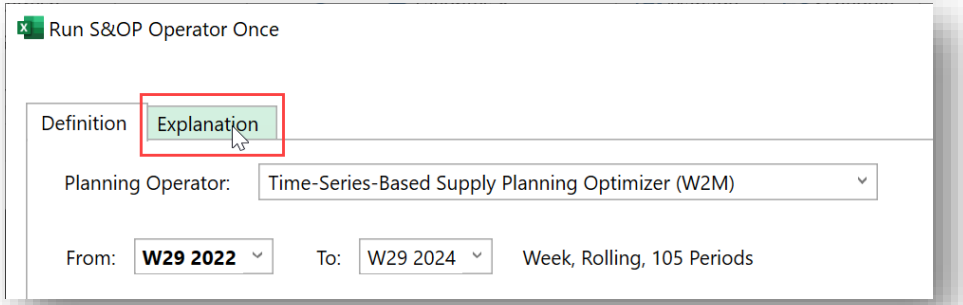
Explanation of S&OP optimizer results

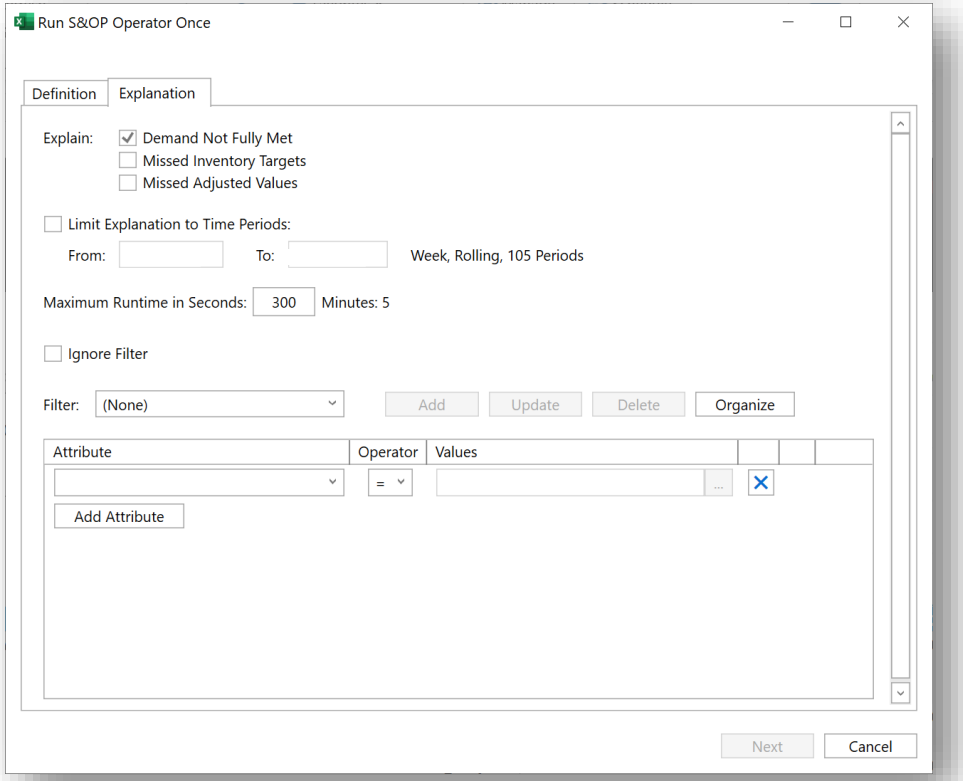
The optimizer for time-series-based supply planning can provide additional information about the planning results.

You can select the issue types for which you want to have explanations (for example, why demands were not met or inventory targets were missed).

This feature needs to be activated by your administrator.

For more information, see Explanation of Optimizer Results on the SAP Help Portal.





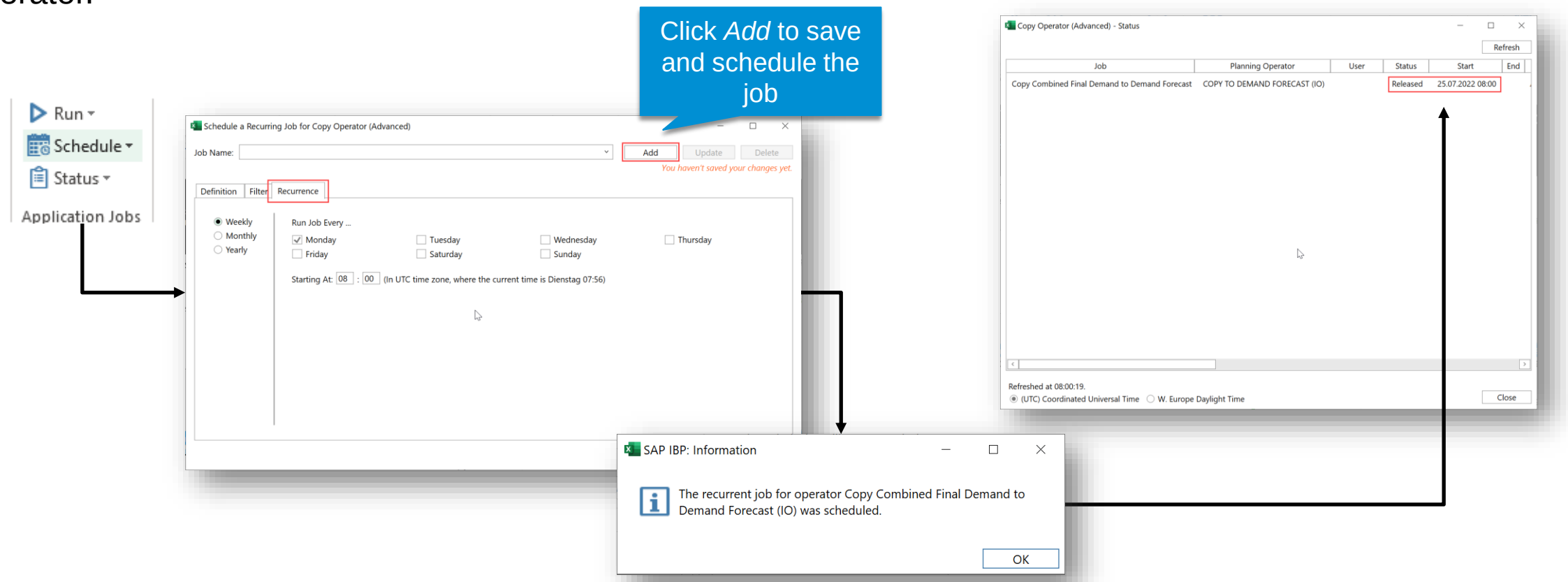
Explanation of S&OP optimizer results – time horizon settings

When you run an optimizer enabled for explanation (the *Explain Optimization Results* checkbox has been selected in the profile for the time-series-based supply planning optimizer), the time horizon on the *Explanation* tab is now empty by default, and you need to select the relevant time horizon.

We recommend using the explanation function with caution and only if needed, as it is performance intensive. When using the explanation function, please restrict the time horizon to the time periods where problems have been detected.

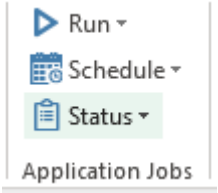
Scheduling an application job

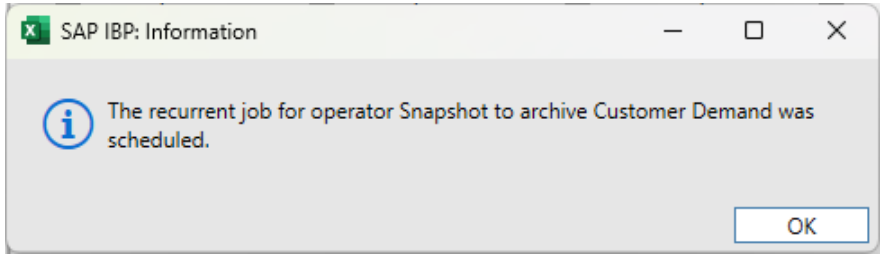
To schedule a job, choose *Schedule* from the respective planning operator's drop down menu. Adjust all settings and parameters, set a filter, and use the *Recurrence* tab to define the schedule. Provide a job name and click *Add*. The job is automatically scheduled and will show up in the *Status* window of the planning operator.



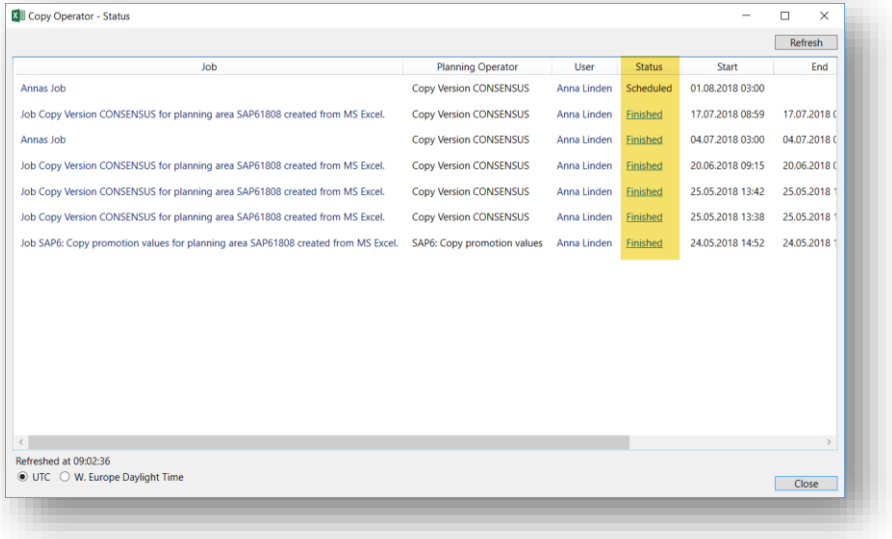
Application job status

- An information message informs you that the application job was started.
- When this message is displayed, the application job is queued and will start to run as soon as possible.
- You can check the status of the job in the status window.





- All jobs for the specified planning area that were run or are scheduled are listed. Older past jobs are removed after a reasonable time period.
- The status *Finished* means the job finished successfully. The status *Error* means that an error occurred and the job did not run successfully.
- To see the log, click on *Finished* or *Error* in the *Status* column.



Job log

Depending on the planning operator, a simple log or a more advanced business log is available that you can analyze.

Simple Log:

Type	Class	Number	Message	Occurred At
Information	/IBP/CM_JOB_SCHED	36	Job Job Copy Version CONSENSUS for planning area SAP61808 created from MS Excel. started	17.07.2018 08:59
Information	/IBP/CM_PL_OP	300	Execution of job 29585 begins.	17.07.2018 08:59
Information	/IBP/PLOP_COPY	0	Starting Copy Operator Job (29585) and Unit (29585) at 20180717090018	17.07.2018 09:00
Warning	/IBP/PLOP_COPY	11	Filter must be specified for attribute UOMTOID to copy key figure CONSENSUSDEMAND to CONSENSUSDEMAND	17.07.2018 09:01
Information	/IBP/INTEGRATION	100	Data integration for batch 3AB01850C4AE4D491600C024B4213FF3 started.	17.07.2018 09:01
Information	/IBP/INTEGRATION	101	Data integration for batch 3AB01850C4AE4D491600C024B4213FF3 ended.	17.07.2018 09:02
Information	/IBP/PLOP_COPY	8	Number of records processed for copy for TARGET_KFID1 - CONSENSUSDEMAND : 2480	17.07.2018 09:02
Information	/IBP/PLOP_COPY	1	Finishing Copy Operator Job (29585) and Unit (29585) at 20180717090018	17.07.2018 09:02
Information	/IBP/CM_PL_OP	296	The scheduled procedure was executed and ended with status "Success"	17.07.2018 09:02
Information	/IBP/CM_PL_OP	301	Job 29585 was executed successfully.	17.07.2018 09:02

Business logging

Business logging provides more detailed logs on the planning object level, such as, location product. These logs are created when running S&OP operators (operators for time-series-based supply planning) or the operators for statistical forecasting.

The new logging structure also allows you to filter for specific planning objects or information within the job logs.

For example, you can prefilter the log by attributes (see next slides).

And later on, in the log itself, further filters for the attributes are available:

- Severity of the message
- Message text
- Date and time
- Forecast model and step (statistical forecasting only)
- Planning period (S&OP operator only)

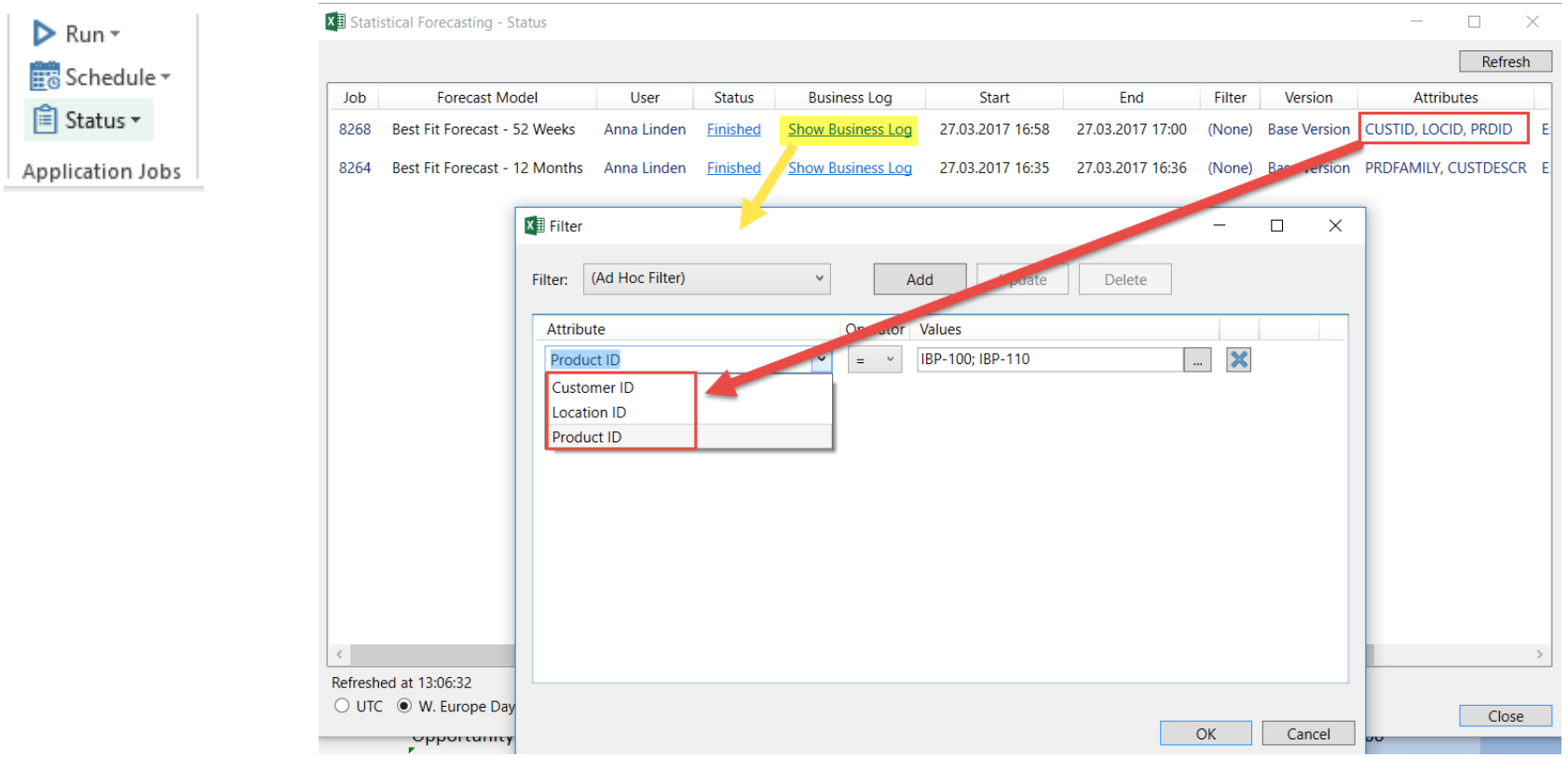
Business logging – example

	A	B	C	D	E	F	G	H
1	Customer ID	Location ID	Product ID	Forecast Model / Reference	Step	Severity	Message	Date / Time
8	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW17 .	03/27/2017 14:58:53,3990000
9	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW15 .	03/27/2017 14:58:53,3990000
10	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW18 .	03/27/2017 14:58:53,3990000
11	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW14 .	03/27/2017 14:58:53,3990000
12	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW16 .	03/27/2017 14:58:53,3990000
13	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	5 outliers found in 104 data points of key figure DELIVQTY.	03/27/2017 14:58:53,3990000
14	18100001	6210	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Corrected values of key figure DELIVQTY saved as key figure ADJUSTEDDELIVQTY .	03/27/2017 14:58:53,3990000
15	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW16 .	03/27/2017 14:58:53,3990000
16	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW15 .	03/27/2017 14:58:53,3990000
17	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW17 .	03/27/2017 14:58:53,3990000
18	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW18 .	03/27/2017 14:58:53,3990000
19	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW14 .	03/27/2017 14:58:53,3990000
20	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	5 outliers found in 104 data points of key figure DELIVQTY.	03/27/2017 14:58:53,3990000
21	10100001	3710	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Corrected values of key figure DELIVQTY saved as key figure ADJUSTEDDELIVQTY .	03/27/2017 14:58:53,3990000
22	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW15 .	03/27/2017 14:58:53,3990000
23	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW16 .	03/27/2017 14:58:53,3990000
24	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW18 .	03/27/2017 14:58:53,3990000
25	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW14 .	03/27/2017 14:58:53,3990000
26	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Key figure DELIVQTY : Outlier found in period 2015 CW17 .	03/27/2017 14:58:53,3990000
27	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	5 outliers found in 104 data points of key figure DELIVQTY.	03/27/2017 14:58:53,3990000
28	17100001	1720	IBP-100	BestFit52Weeks	Inter-Quartile Range Test	Information	Corrected values of key figure DELIVQTY saved as key figure ADJUSTEDDELIVQTY .	03/27/2017 14:58:53,3990000
57	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MAPE: 18.956%	03/27/2017 14:59:08,6490000
58	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MASE: 0.655	03/27/2017 14:59:08,6490000
59	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
60	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000
61	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MAPE: 17.181%	03/27/2017 14:59:08,6490000
62	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MASE: 0.653	03/27/2017 14:59:08,6490000
63	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
64	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000
65	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MAPE: 21.373%	03/27/2017 14:59:08,6490000
66	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	MASE: 0.691	03/27/2017 14:59:08,6490000
67	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
68	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponencial Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000

IBP Messages | Sheet1

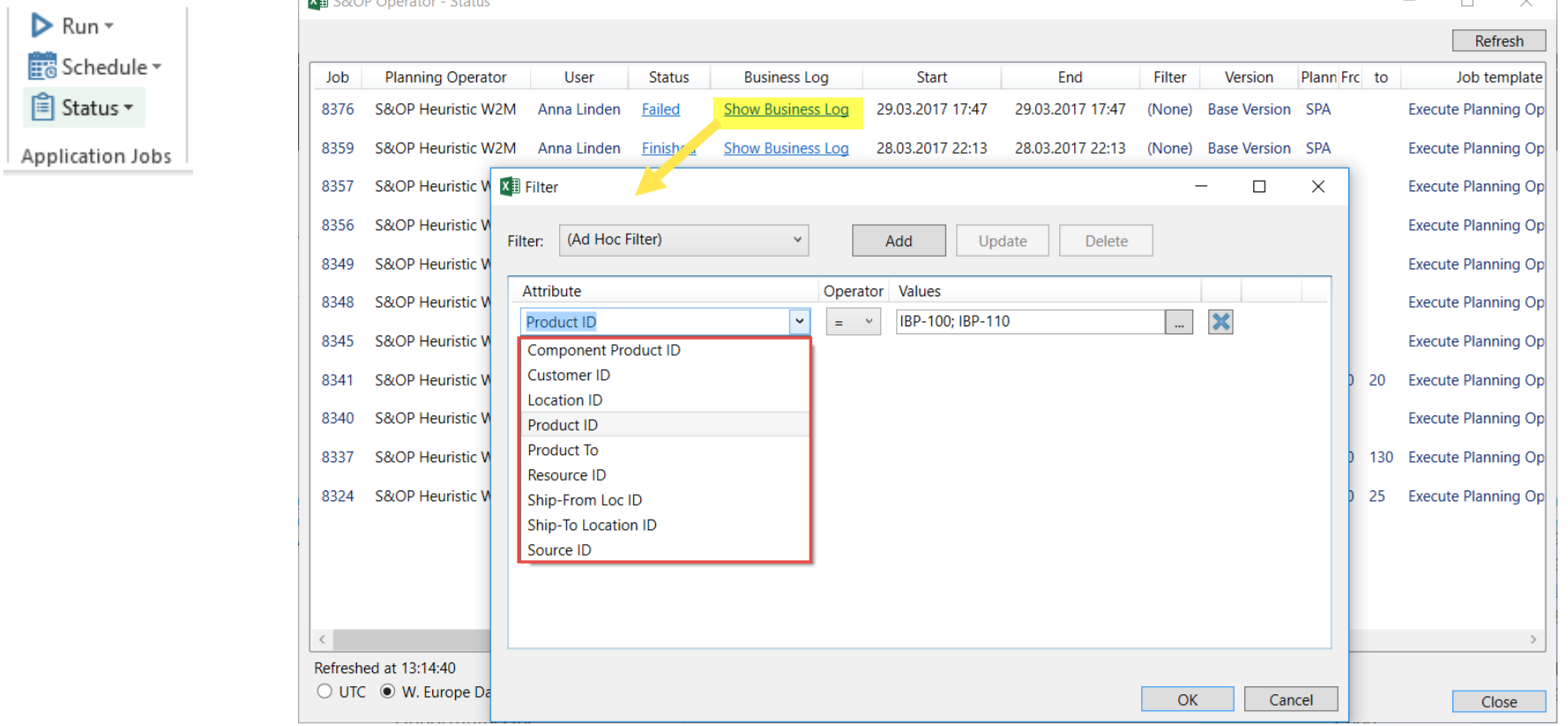
Business logging for statistical forecasting

For statistical forecasting logs, you can filter using the same attributes you selected as planning level attributes within your job definition.



Business logging for S&OP operators

For logs for S&OP operators (operators for time-series based supply planning), you can filter by the default attributes that are used within the S&OP operator jobs.



Running simulations for long-running operators as application jobs in a scenario – overview

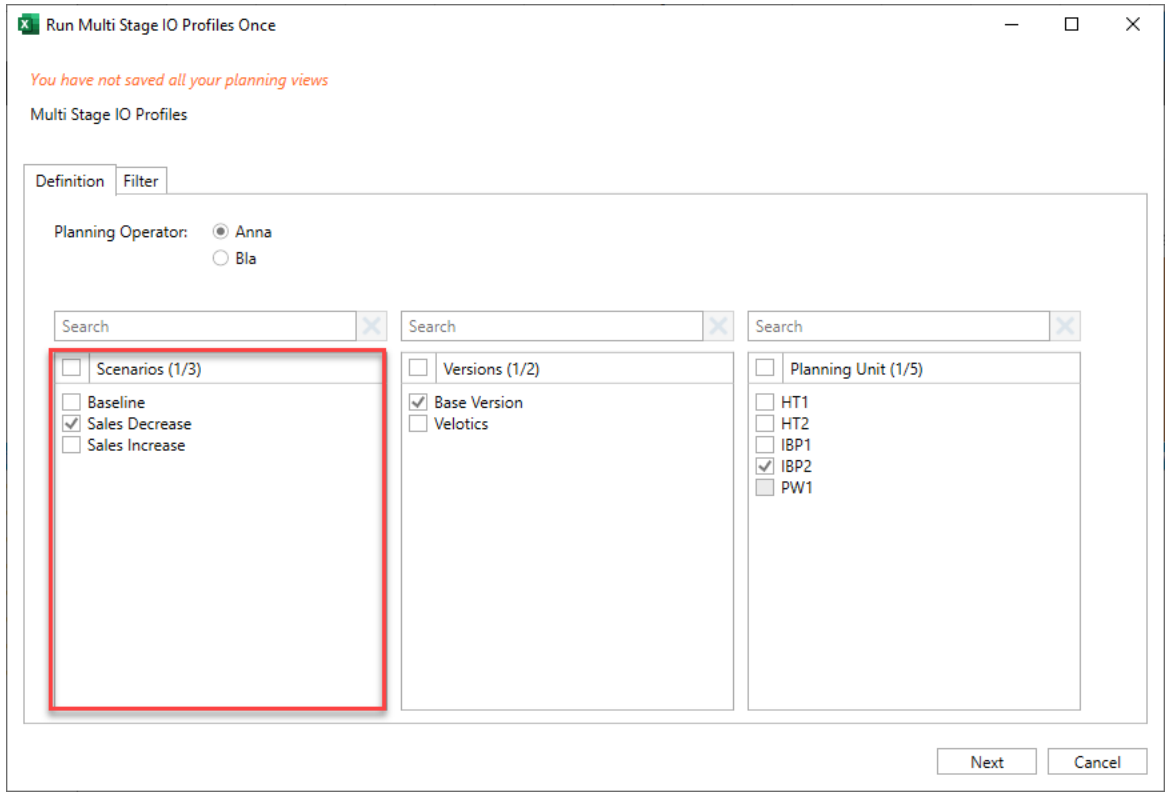
After you have changed key figure values in the planning view, you can start planning operators in simulation mode to see the impact of your changes on the plan, without interfering with the productive data. Note that some planning operators, such as, the operator for multi-stage inventory optimization or the optimizer for time-series-based supply planning **replan the entire network**.

Such a huge planning scope run in simulation mode can result in a long runtime.

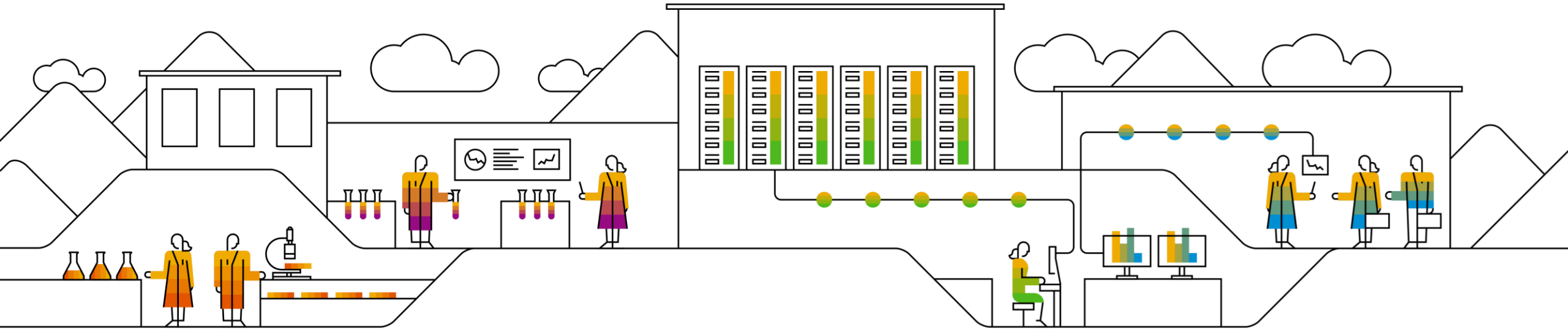
To avoid this, you can run the application jobs in a scenario instead. With that, you still do not interfere with the productive data, but the application job is running in the background and does not hinder you from working.

Running simulations for long-running operators as application jobs in a scenario – how-to

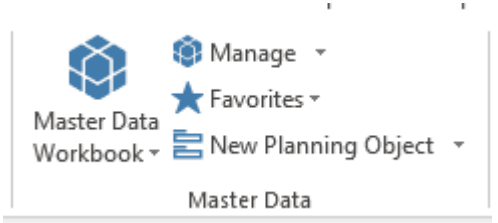
1) Change the data in your planning view.
2) Create a scenario.
3) Run the planning operator as an application job and select your scenario. Deselect the *Baseline Scenario.*
4) After the job is finished, you can see the changes within your scenario, discard the scenario, or continue with the changes up to the point where you promote your scenario to the baseline.



14) Master Data Maintenance



Making changes to the master data in the Excel add-in

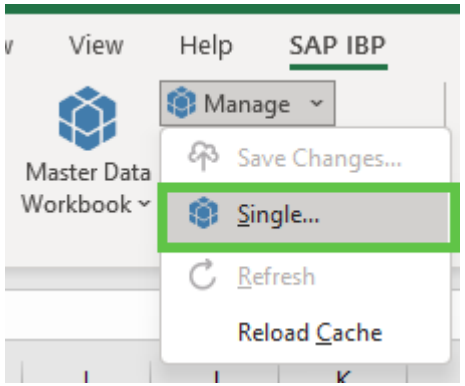


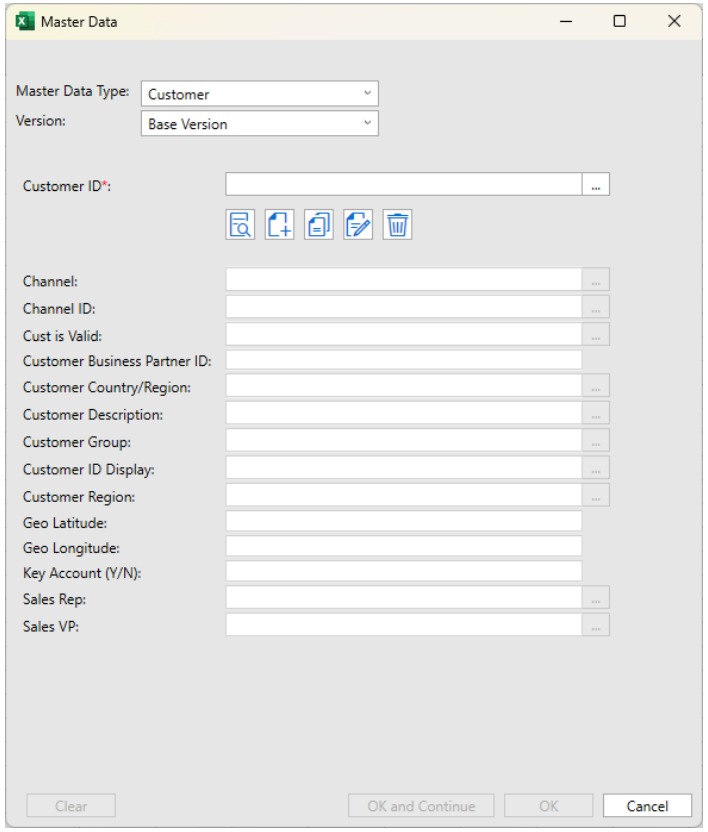
- The basic assumption for SAP IBP is that master data records are imported from a leading system on a regular basis, using standard data integration (CPI-DS). Examples of leading systems include systems for master data management, BW systems, ERP systems, such as SAP ERP or SAP S/4HANA.
- However, there might be reasons and use cases where the master data in SAP IBP can differ from the data in the leading systems, for example:
  - A new product is introduced and needs to be planned before the product record is set up in the ERP system.
  - There are master data attributes defined in SAP IBP that don't exist in the leading system, for example ABC codes, because they are only required for planning purposes.
- Therefore, users who have sufficient authorizations can create new master data records, and change and delete existing records.
- The user needs to have write permissions set in the *Attribute Permissions* app on the Web UI for the respective attributes.
- Note that this feature is not intended for mass upload and change of master data records.

Single master data maintenance

Managing single master data records

- You can access a single master data record, such as, a product, including all of its master data attributes.
- You can view , copy , and edit the master data attributes for a single master data record.
- You can delete the whole master data record.
- You can create a new master data record and the associated attributes.





Example: Attribute permissions (write access) in the single master data view (1)

Example: You don’t have write access for the attribute Customer ID

If Customer ID is a key field and you select the master data type Customer, the *Create New Record*, *Copy Record*, *and Delete Record* buttons aren't shown. You can still edit all attributes related to that master data type for existing master data records.

Example: Attribute permissions (write access) in the single master data view (2)

Example: You don’t have write access for the attribute Product Group

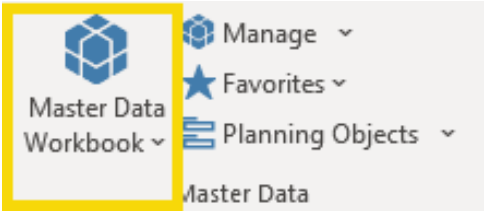
The attribute Product Group is not a key field in the master data type Product, so you can use the *View*, *Add*, *Edit*, *Copy*, and *Delete* buttons in the Product master data records.

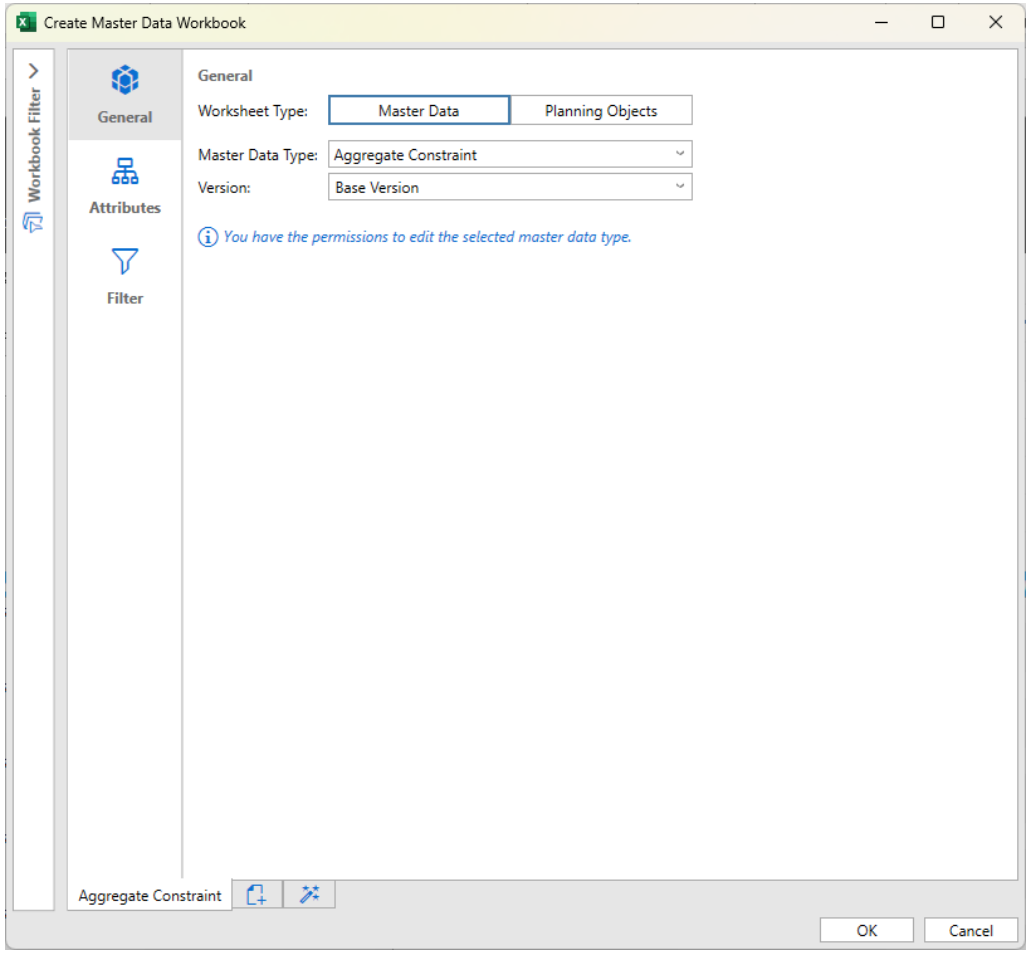
You can't edit the attribute Product Group in this case. That is the reason why the font color in this field is grey.

Master data workbook

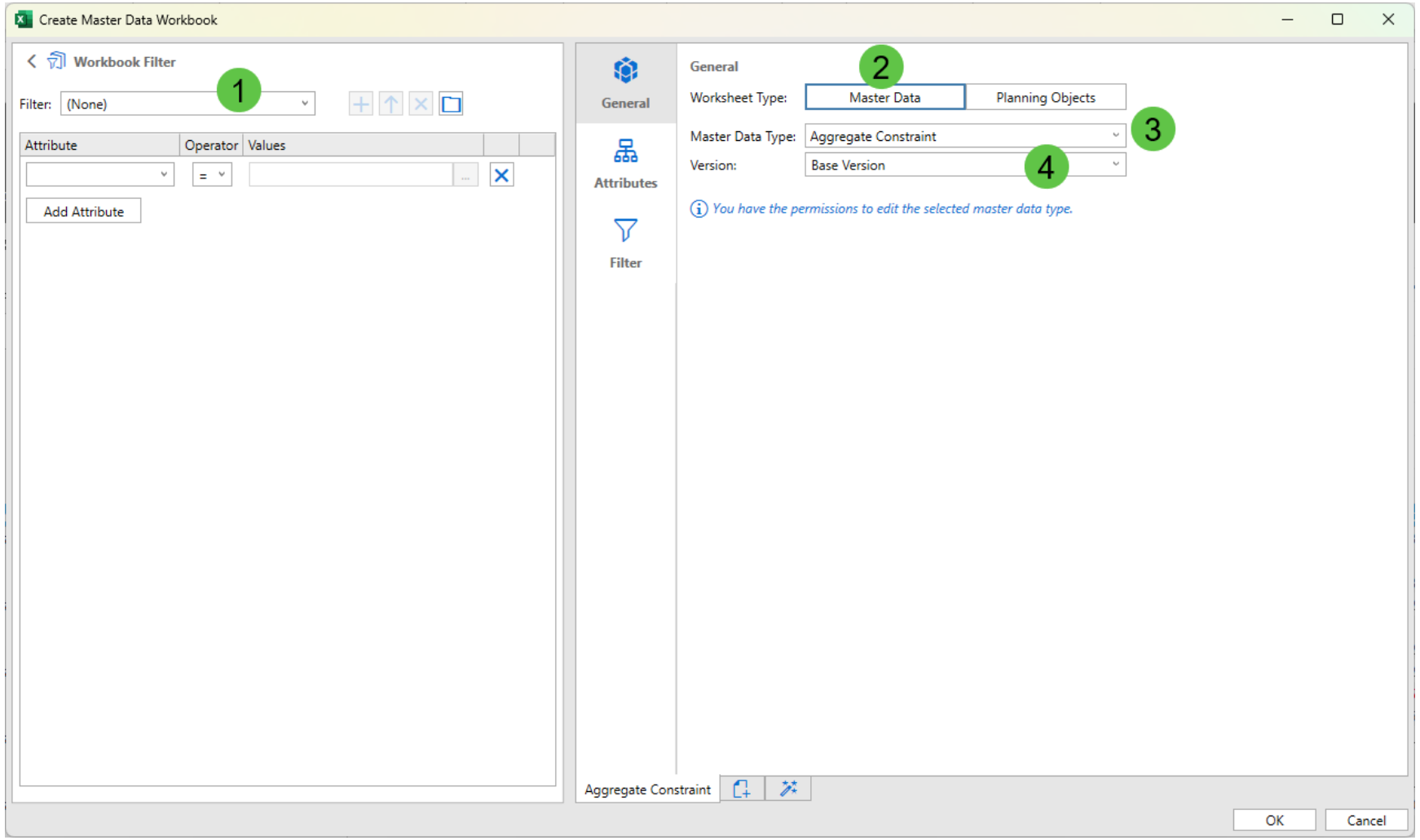
Maintenance of master data using the master data workbook

- You can access multiple master data types and mass records in parallel by using multiple worksheets.
- You can view, copy, and edit the master data attributes for master data records.
- You can create a new master data record and the associated attribute values.
- A master data workbook can include multiple worksheets.
- You can't delete master data records in the master data workbook. This is only possible in single master data maintenance.



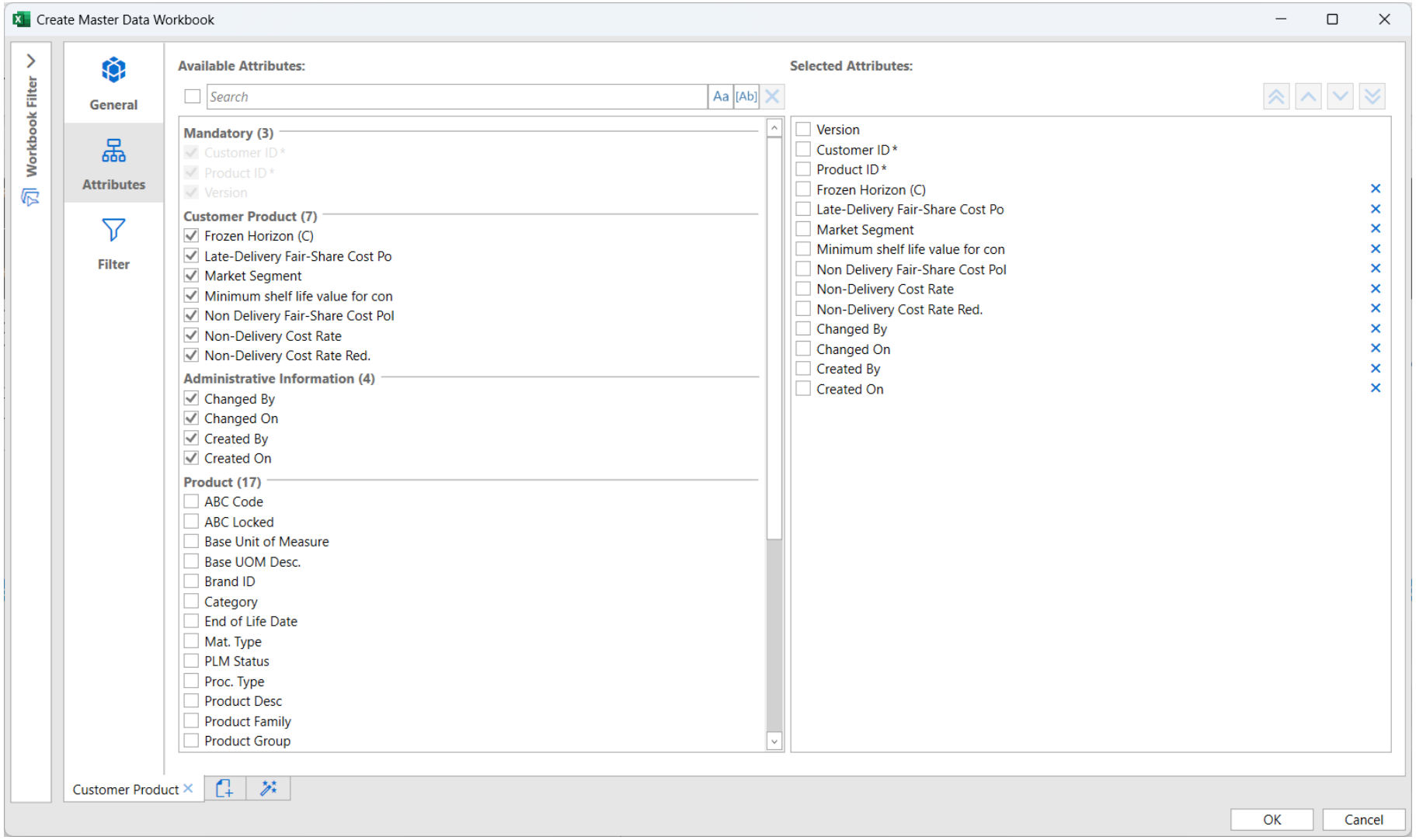


Creating a view in the master data workbook (overview)



1. You can set up a workbook filter in the *Workbook Filter* side panel. The workbook filter is applied to all worksheets in the master data workbook.
2. On the *General* tab, make sure that the *Master Data* button is selected.
3. In the *Master Data Type* field, select the master data type whose records you want to maintain in the master data workbook. (An information message tells you whether you have the relevant permissions to edit the master data records of the selected master data type.)
4. Optional: In the *Version* field, select a version that is different from the base version if you want to maintain master data records of a version different from the base version.

Creating a view in the master data workbook (selecting attributes)



In the list of available attributes, the attributes that are assigned to the master data type you selected on the **General** tab are displayed. Attributes of related master data types are also shown here, if the respective attributes are assigned to the planning area. The values of attributes from related master data types can only be displayed in the master data workbook, but not edited. To determine related master data types, the system considers master data types of compound master data types and attribute checks.

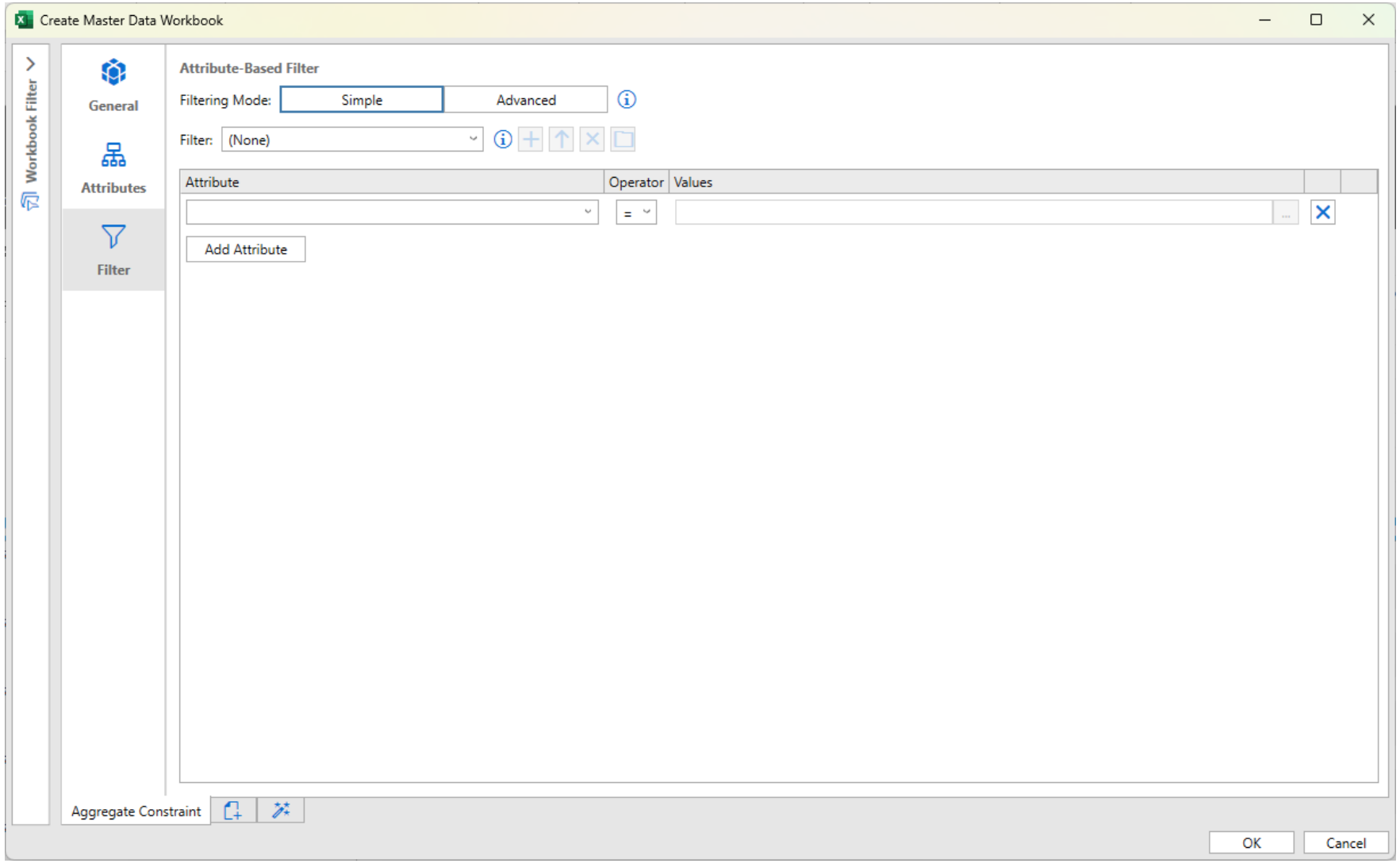
You can remove the attributes that you don't need and change the order in which they will be displayed in the master data workbook, as needed. You can drag and drop the attributes in the order you'd like, or use the checkboxes in combination with the arrows under **Selected Attributes**.

You can remove required attributes from the list of selected attributes and still review or change existing master data entries, but not create new master data entries.

If you save your master data workbook as a favorite, the attributes you that you selected and the order that you set up are saved. The next time you open your master data favorite, only the attributes you selected are displayed in the order you specified.

The order in newly created master data workbooks might differ from previous Excel add-in versions, because the attributes are sorted by their description, and not by their ID, as before.

Creating a view in the master data workbook (specifying a filter)

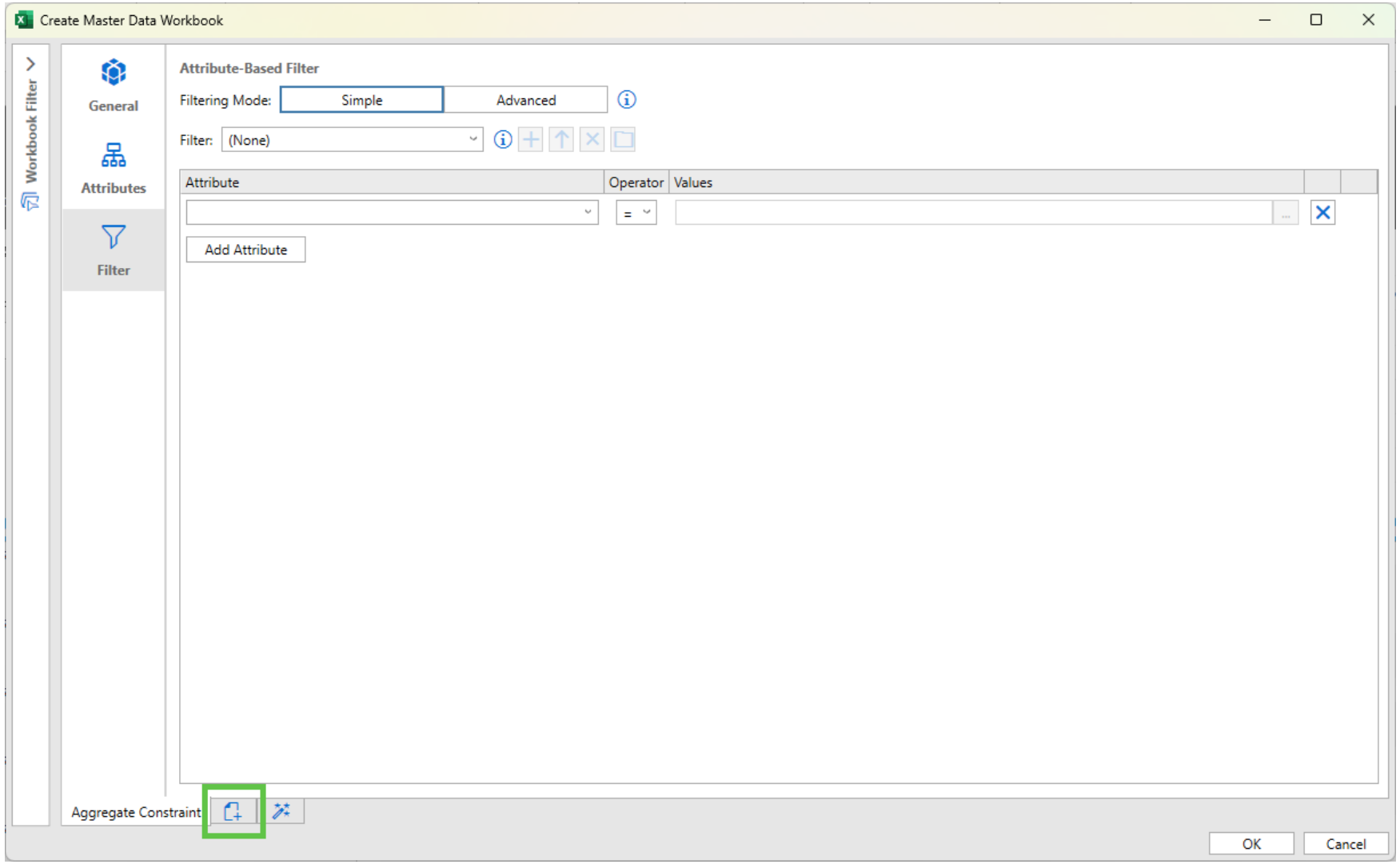


On the *Filter* tab, specify whether you want to use the *Simple* or *Advanced* filtering mode for attributes, by choosing the *Simple* or *Advanced* toggle button.

You can use the *Simple* filtering mode to filter for attributes that are either directly assigned to the master data type you selected, or are assigned to master data types that are related to the selected master data type. You can filter with attributes that are assigned to at least one planning level. The system considers some dependencies, such as master data types of compound master data types and attribute checks when you use the simple filtering mode. For example, if you want to filter for the attributes of the **Location Product** master data type, you can select master data attributes that belong to the **Product** or **Location** master data types, as these master data types are part of the **Location Product** compound master data type.

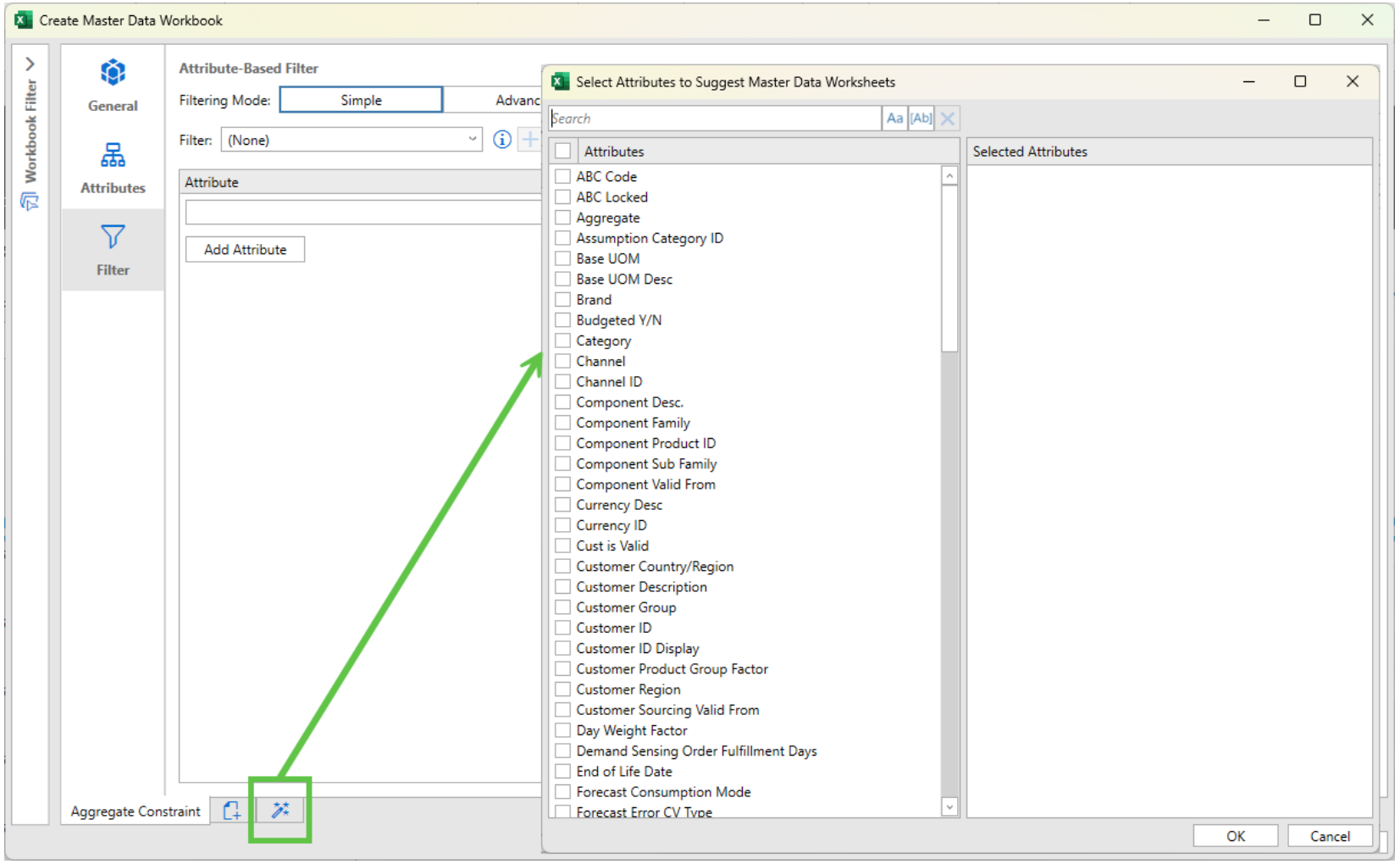
You can use the *Advanced* filtering mode when you would like to filter with attributes that are not part of the master data type that you selected. You can filter with any attribute that is assigned to at least one planning level, and the planning area. The system considers additional dependencies between master data types of the planning area when it applies filters. For example, you can filter a simple master data type such as **Product** by attributes of its compound master data type such as **Location Product**.

Creating a view in the master data workbook (adding master data worksheets)



If you want to create additional master data worksheets, choose the icon with the document and plus sign (tooltip *Add*) at the bottom of the dialog and follow the same steps for setting up a master data worksheet, as described before.

Creating a view in the master data workbook (suggest sheets)



You can let the Excel add-in suggest worksheets.

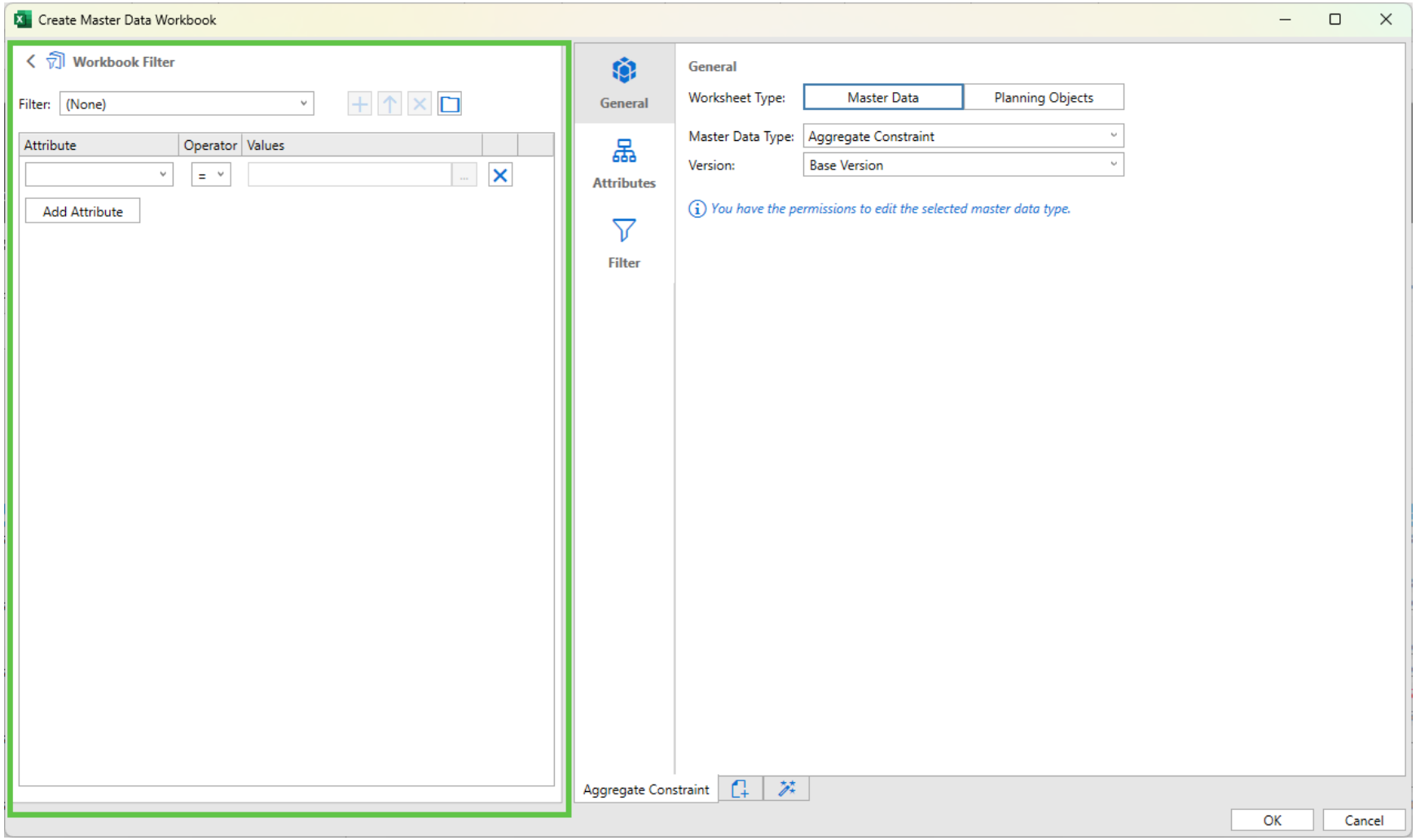
1. To use the sheet suggestion function, choose the button with the magic wand icon (tooltip *Suggest Master Data Worksheets*).
2. In the dialog that opens, select the attributes for which you want the Excel add-in to add worksheets of related master data types. You don't need to specify any attribute values. They are not relevant here, as the system searches for master data types that contain the selected attributes. (For each master data type that contains the attributes that are specified, the Excel add-in adds one worksheet.)
3. Check and adjust the settings for each worksheet as needed and delete worksheets that you don't need.
4. Choose *OK*.

Workbook filter for master data workbooks (1)

The workbook filter is an attribute-based filter that is applied to the whole workbook (including all worksheets in the master data workbook).

You can find the workbook filter in the *Workbook Filter* collapsible side panel.

In the workbook filter you can define filter criteria for all attributes that are available in the planning area, whereas, in the worksheet-specific filter, by default, you can only select attributes that belong to the master data type or planning level that you have selected for the specific worksheet.



Workbook filter for master data workbooks (2)

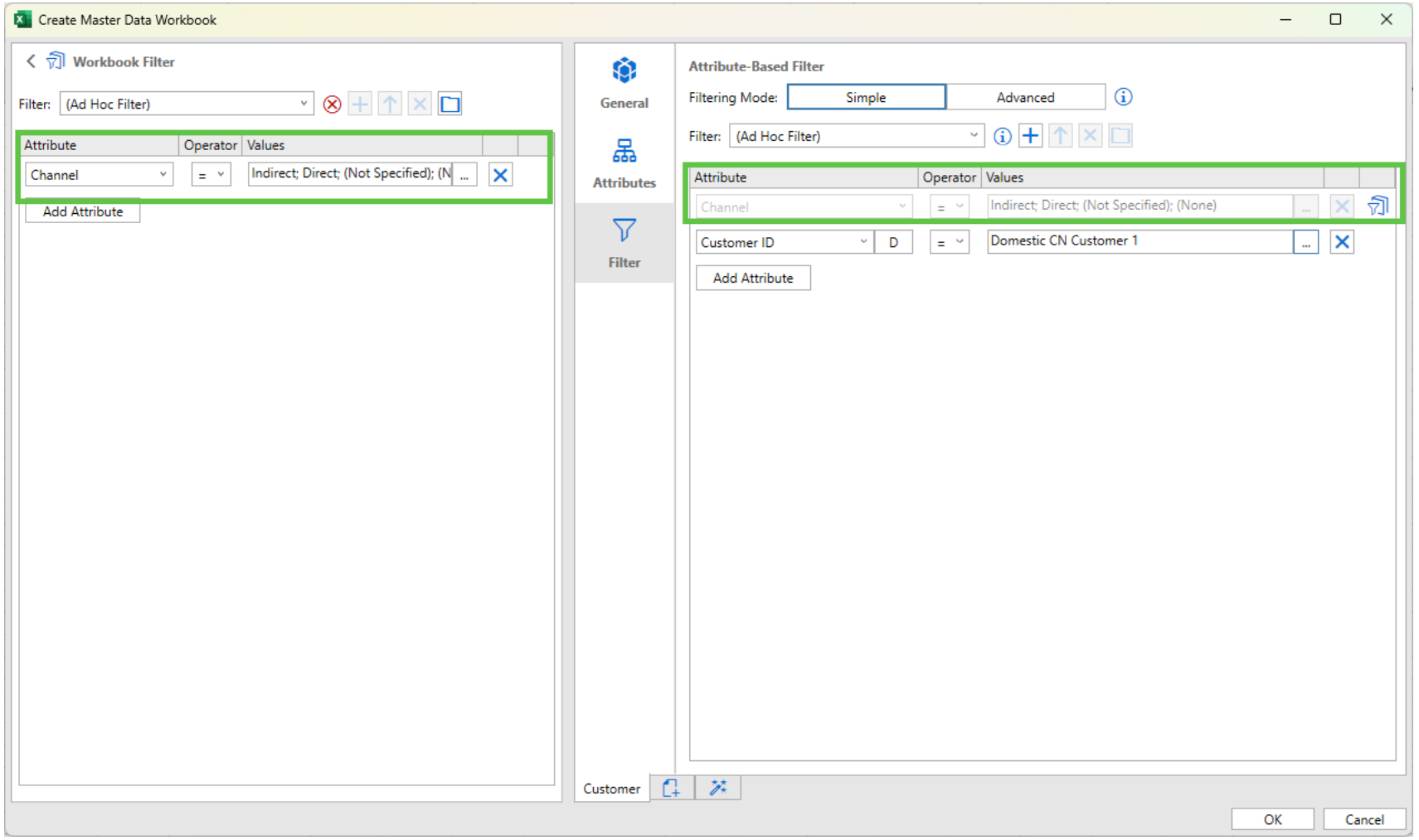
When you use the simple filtering mode and you define a workbook filter, the workbook filter conditions also appear on the *Filter* tab of the master data worksheet.

As a prerequisite, the relevant attributes must belong to the selected master data type or the selected planning level, or must be attributes of related master data types of the selected master data type. Attributes can be selected only if they are assigned to at least one planning level.

The values of attributes from related master data types can only be displayed in the master data workbook, but not edited.

To determine related master data types, the system considers master data types of compound master data types and attribute checks.

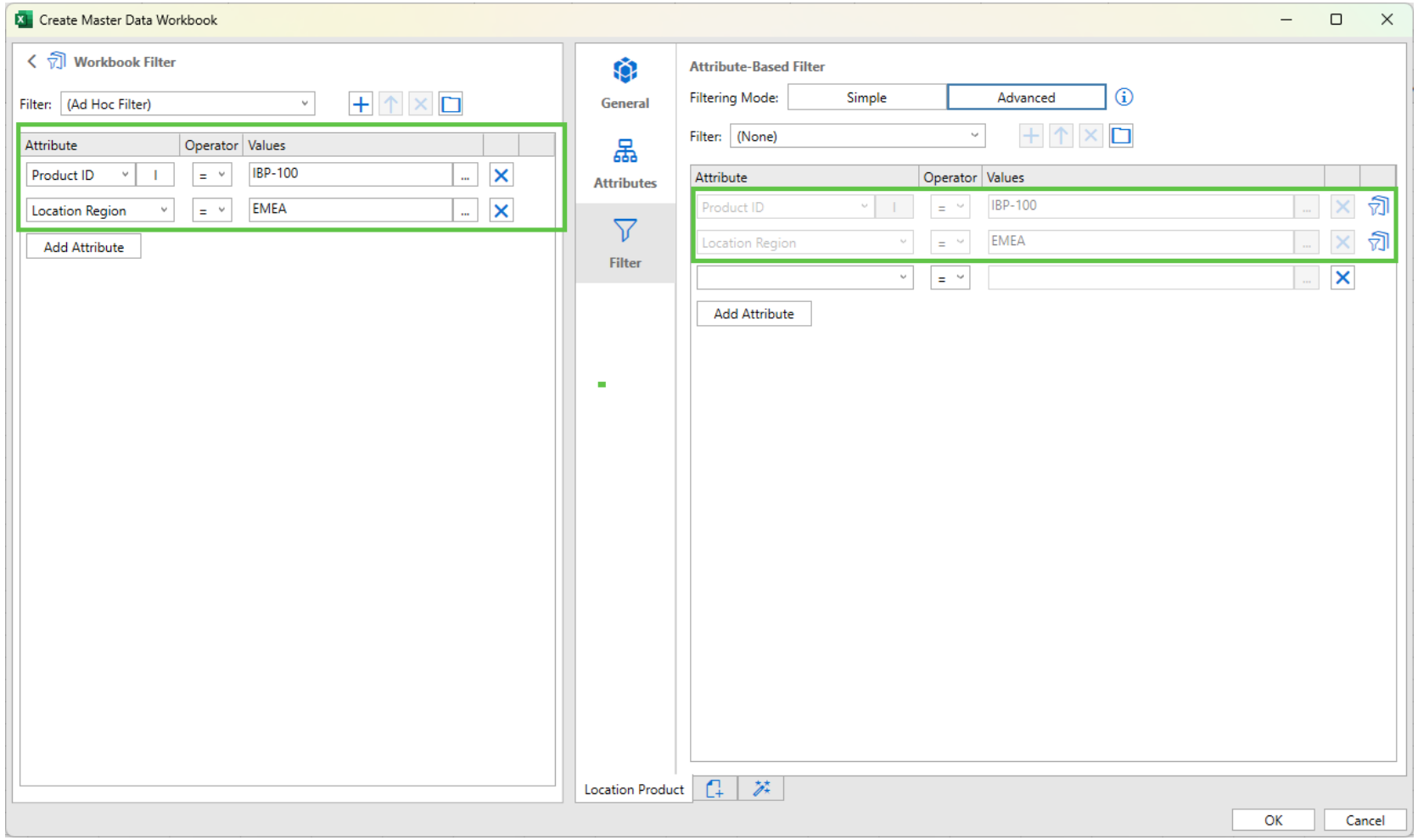
When you open the master data workbook, the applicable workbook filter conditions are merged with the worksheet filter conditions.



Workbook filter for master data workbooks (3)

For master data worksheets, you can also use the advanced filtering mode which lets you filter with attributes that are not part of the master data type that you selected. The system considers dependencies between master data types of the planning area when it applies filters.

In this way, all workbook filter conditions are displayed and considered on the worksheet level. If you want all filter conditions to be taken over from the workbook filter, select the *Advanced* button on the *Filter* tab of the *Create Master Data Workbook* or *Edit Master Data Workbook* dialog. For example, you can filter the *Location Product* master data type with an attribute of the *Location* master data type, such as *Location Region*.



The Excel add-in doesn't check whether filter conditions from the workbook filter are valid and would reduce the amount of data in the master data worksheet. It only displays which filter conditions can be used in the worksheet for a specific master data type.

Simple and advanced filtering modes

You can use the **simple filtering mode** to filter for attributes that are either directly assigned to the master data type that you select for the master data worksheet, or are assigned to master data types that are related to the selected master data type.

When you use the simple filtering mode, some dependencies, such as master data types that are part of compound master data types as well as attribute checks are considered. For example, you can filter the **Location Product** compound master data type by attributes of the **Product** master data type that is a component of the **Location Product** master data type.

The simple filter is selected by default when you create master data workbooks. It is the only filtering option for worksheets that include planning objects with key figure data.

You can use the **advanced filtering mode** to filter with attributes that are not part of the master data type that you select for the master data worksheet. When you use the advanced filter, the system considers dependencies between master data types of the planning area when it applies filters to your master data worksheet.
You can use the advanced filter in combination with the workbook filter if you are interested in a set of data records and master data types that have similar characteristics. For example, you are thinking about a new product, and therefore would like to see master data records that have similar characteristics.

If you want all of the filter conditions that you define in the workbook filter to be taken over in master data worksheets, enable the advanced filtering mode by choosing the *Advanced* button on the *Filter* tab. Please remember to do this for each master data worksheet where you want to use the advanced filtering mode.

The advanced filtering mode is available for master data worksheets, but not for worksheets that include planning objects with key figure data.

Advanced Filter in I_SAPIBP2-Based Planning Areas

An enhanced version of the advanced filtering mode in the master data workbooks is available in I_SAPIBP2-based planning areas. The evaluation of the filter is now based on modeled master data relations and considers up to four relationships between master data types. It considers the following relationship types in both directions:

- Attribute checks
- Dependencies between the key attributes of compound and simple master data types
- Dependencies based on the use of reference master data types

After entering the filter conditions in the master data workbook, you can use the **Processing Information for Advanced Filtering Mode** button to check how the system processes the conditions you specified and the number of records it finds.

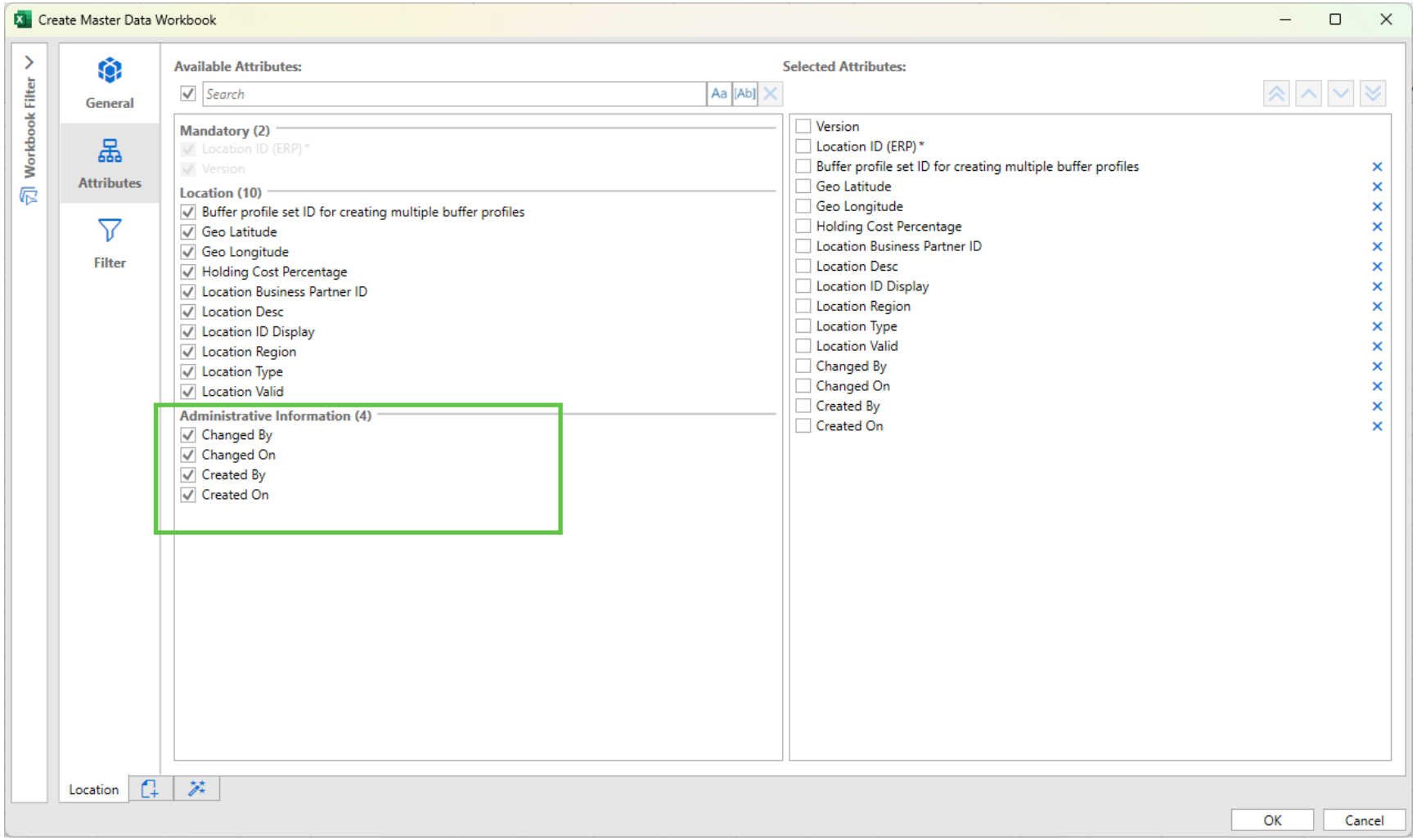
Display Changed By/On and Created By/On information in master data workbooks

You can check when specific master data entries have been last changed and by whom.

The following noneditable columns are added to the master data workbook to display administrative information:

- *Changed By*
- *Changed On*
- *Created By*
- *Created On*

When you create a master data workbook, the columns are added automatically. You can remove them by deselecting the relevant checkboxes on the *Attributes* tab.



Display Changed By/On and Created By/On information in master data workbooks

	B	C	D	E	F	G	H	I	J	K
2	Version	Location ID (ERP)*	Location ID Display	Location Region	Location Type	Location Valid	Changed By	Changed On	Created By	Created On
3	Base Version	0010300001	10300001	EMEA	V			12/22/2023 8:35		7/28/2022 10:17
4	Base Version	0013300001	13300001	APJ	V			12/22/2023 8:35		7/28/2022 10:17
5	Base Version	0013300002	13300002	APJ	V			12/22/2023 8:35		7/28/2022 10:17
6	Base Version	0013300003	13300003	APJ	V			12/22/2023 8:35		7/28/2022 10:17
7	Base Version	0013300004	13300004	APJ	V			12/22/2023 8:35		1/30/2023 13:41
8	Base Version	0013300005	13300004	APJ	V			12/22/2023 8:35		1/30/2023 13:42
9	Base Version	1010	1010	EMEA	P			12/22/2023 8:35		7/28/2022 10:17
10	Base Version	1310	1310	APJ	P			12/22/2023 8:35		7/28/2022 10:17
11	Base Version	1710	1710	AMERICAS	P			12/22/2023 8:35		7/28/2022 10:17
12	Base Version	1720	1720	AMERICAS	DC			12/22/2023 8:35		7/28/2022 10:17
13	Base Version	3710	3710	EMEA	DC			12/22/2023 8:35		7/28/2022 10:17
14	Base Version	6210	6210	APJ	DC			12/22/2023 8:35		7/28/2022 10:17

Display Changed By/On and Created By/On information in master data workbooks

Please note the following:

- Even if it is possible to edit the cells of the columns *Changed By*, *Changed On*, *Created By* and *Created On* in the Excel add-in, the changes you make are not recognized and are ignored when you choose *Save Changes* in the *Master Data* group of the *SAP IBP* ribbon.

- After you have changed existing master data entries, or added new ones in the master data workbook, you need to choose *Refresh* in the *Master Data* group if you want to see the updated values for *Changed By*, *Changed On*, *Created By* and *Created On*.

- The timestamps are displayed in UTC and formatted according to your Microsoft Windows *Region* settings for *Date and time formats*. Microsoft Excel recognizes the timestamps as such, and you can filter on them by using the native *Filter* function in Microsoft Excel.

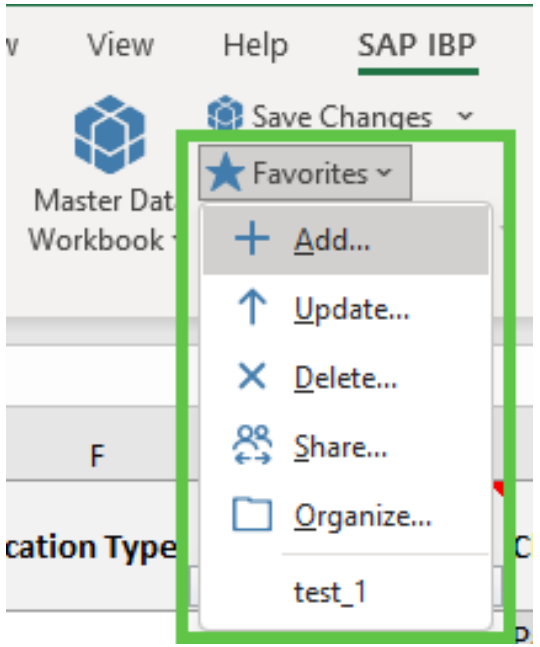
- If the time is exactly set to 00:00:00, the Microsoft Excel default applies, and only the date is displayed. You can change the format of the cells by choosing *Format Cells…* in the Microsoft Excel context menu.

Using master data favorites

If you want to save the current workbook as a favorite for future easier accessibility, you can create a master data favorite and share the workbook favorite with other users.

In the *Favorites* drop down, you can create and manage favorites:

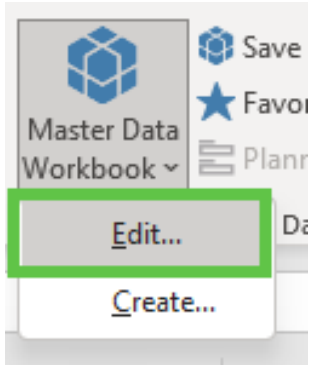
- Add a new favorite
- Access, update, or delete existing favorites
- Organize the favorites in a folder structure



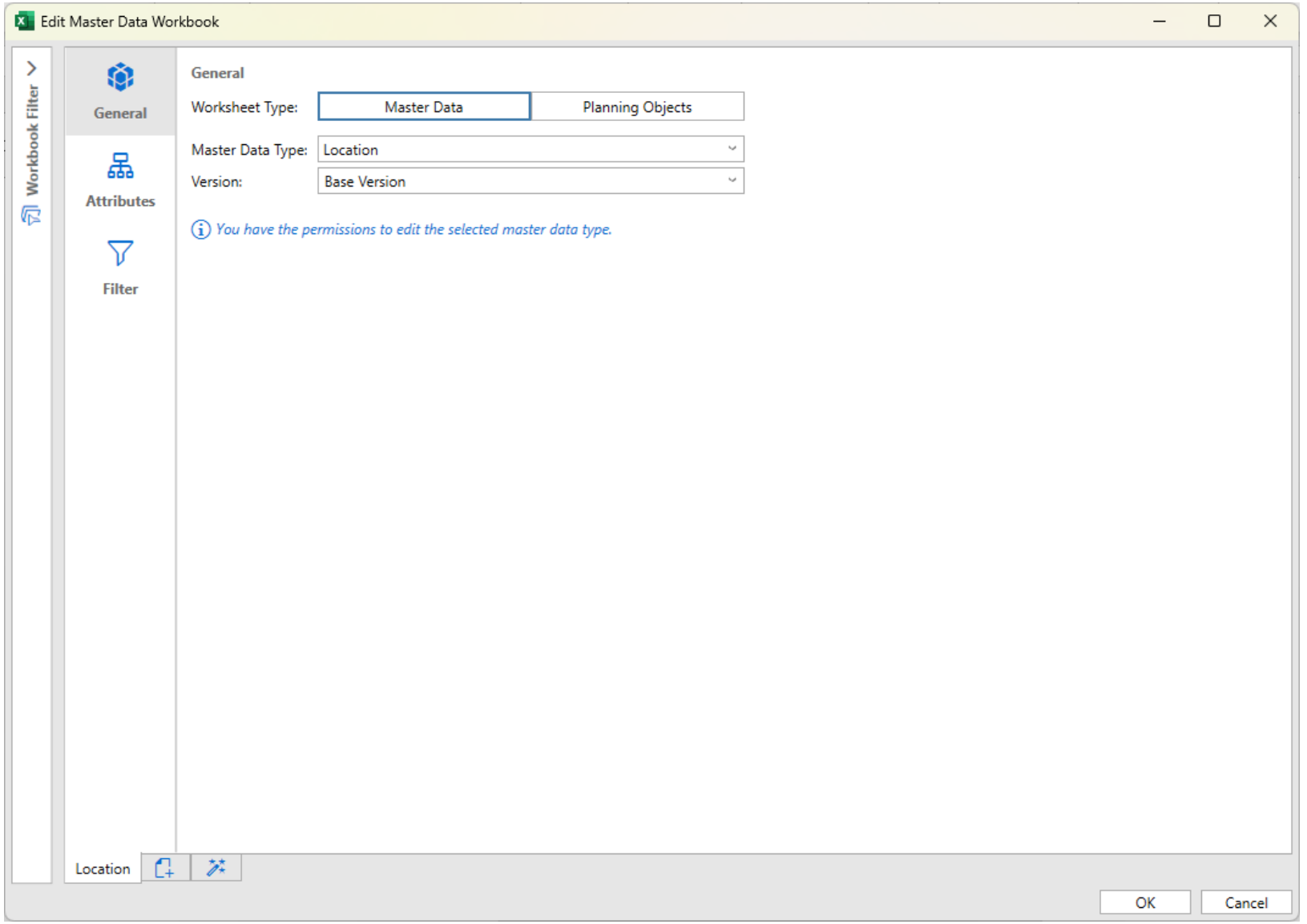
Unlike in the case of planning view favorites, any changes to the Microsoft Excel workbook, such as hidden columns, adjusted formatting, included Visual Basic for Applications (VBA) coding, or additional worksheets not related to SAP IBP that have been added are not saved as part of the master data favorite. If you need permanent structural and formatting changes, contact your administrator. There are ways to influence the appearance of the master data workbook by using VBA coding.

For more information, see Formatting in the Master Data Workbook Using VBA Events.

Editing the master data workbook

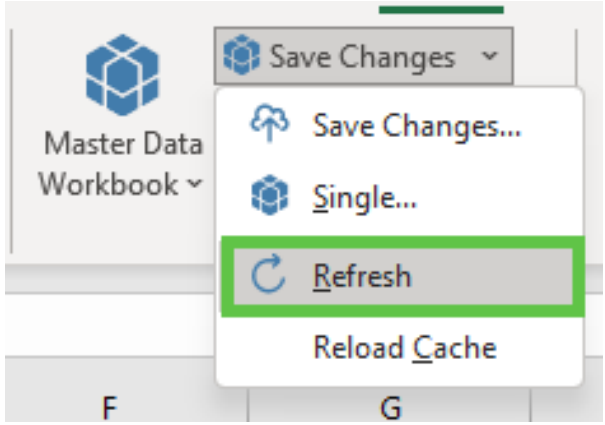


You can edit the master data workbook any time.



Refreshing the master data workbook

Use *Refresh* to discard all unsaved changes to the master data workbook and to get the latest data from the SAP IBP database. However, you don't need to make changes to be able to refresh the worksheet. You can also use the *Refresh* function to get the newest data from the SAP IBP system if you've already had the workbook open for some time.



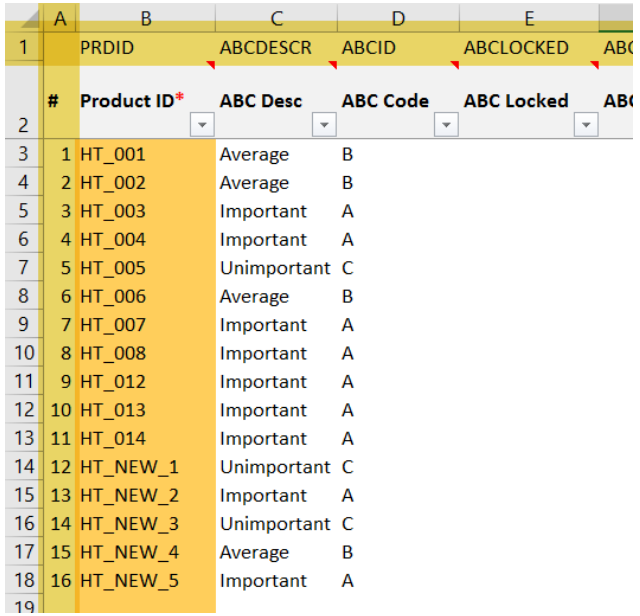
Best practices for changing entries in the master data workbook

You **can do** the following:

- Delete rows that you are not planning to change. This does not delete records in the SAP Integrated Business Planning (SAP IBP) system, but improves performance.
- Cut a row or column and paste it somewhere else.
- Add data rows directly after the downloaded rows.
- Insert data rows between downloaded rows.
- Change record keys (for example, product ID) to create a new record.

You should make sure **not to do** the following:

- Delete key columns or other mandatory columns, for example, the **Product ID** column.
- Make changes to hidden row **1** or hidden column **A**.
- Create gaps between rows or columns.
- Modify a large number of records while other users are logged on. This is not recommended for performance reasons, and to keep the data consistent for the other users.



	A	B	C	D	E	
1		PRDID	ABCDESCR	ABCID	ABCLOCKED	ABC
2	#	Product ID*	ABC Desc	ABC Code	ABC Locked	ABC
3	1	HT_001	Average	B		
4	2	HT_002	Average	B		
5	3	HT_003	Important	A		
6	4	HT_004	Important	A		
7	5	HT_005	Unimportant	C		
8	6	HT_006	Average	B		
9	7	HT_007	Important	A		
10	8	HT_008	Important	A		
11	9	HT_012	Important	A		
12	10	HT_013	Important	A		
13	11	HT_014	Important	A		
14	12	HT_NEW_1	Unimportant	C		
15	13	HT_NEW_2	Important	A		
16	14	HT_NEW_3	Unimportant	C		
17	15	HT_NEW_4	Average	B		
18	16	HT_NEW_5	Important	A		
19						

Best practices for the master data workbook – working offline

Master data workbooks can be taken offline. Master data workbooks that **you create with Excel add-in version 2405.2.0 or higher are recognized** when you log on to the Excel add-in after having been offline. The master data workbook is also recognized when you're working online and open a master data workbook that you've previously saved locally on your hard drive.

You can do the following:

- Store master data workbooks locally and open them again later. Once you're logged on to the SAP IBP system, the master data workbook and its settings are recognized and can be changed.
- If you saved the master data workbook as a favorite and you take it offline, it's recognized as a favorite when you log back in to the SAP IBP system, and you can then update the favorite.
- You can share offline master data workbooks with your colleagues, and they can open the master data workbook after they've logged in to the same system and planning area, or a planning area with the same master data types or planning levels.

The following restrictions apply:

- If you change data while being offline, the changes are not recognized in version 2405.2.0 of the Excel add-in.
- If you take offline master workbooks online again and you want to make changes to the data, first choose Refresh to be able to enter and save your changes.
- The worksheets in the master data workbook can only be recognized if the selected master data type or planning level exists in the planning area and system you are connecting to and you have the respective permissions to display the master data type or planning level. Otherwise, an error message is displayed when you open the master data workbook. When you edit the master data workbook, the respective worksheets are marked as Unknown, and you need to choose the master data type or planning level and the related settings that you want to be displayed.

Example: creating new master data records for a new product (1)

The new product **PRODNEW** is introduced, and you need to create all relevant master data for the product. **PRODNEW** is very similar to the already existing product **PRODOLD**. You can use the workbook filter in combination with the advanced filtering mode for master data types to create the master data records for the new product.

Proceed as follows:

1. In the *Master Data* group of the *SAP IBP* ribbon, choose *Master Data Workbook -> Create...*

2. In the *Workbook Filter* side panel, specify the following filter:
   - Attribute: Product ID
   - Operator: =
   - Values: PRODOLD

3. Choose the button with the magic wand (quick info text *Suggest Master Data Worksheets*).

4. In the dialog that opens, select the attribute Product ID and confirm by choosing *OK*.

   The system creates worksheets for all master data types that contain Product ID as a key attribute or attribute.

Example: creating new master data records for a new product (2)

5. After the system has added the worksheets, review and adjust them as needed, and delete the worksheets you don't need.

6. For each worksheet, on the *Filter* tab, in the *Filtering Mode* field, choose *Advanced*.

   This step is needed if you want to apply the workbook filter to all worksheets, even if the related master data type doesn't include Product ID as an attribute.

7. Choose *OK*.
   The master data workbook is opened in a Microsoft Excel workbook.

8. Go through the worksheets and replace **PRODOLD** with **PRODNEW** using the *Find and Replace* feature of Microsoft Excel. Make manual changes as needed to define all master data information for the new product.

9. Save the changes you made in each worksheet. In the *Master Data* group of the *SAP IBP* ribbon, choose *Save Changes* for each worksheet where you made changes.

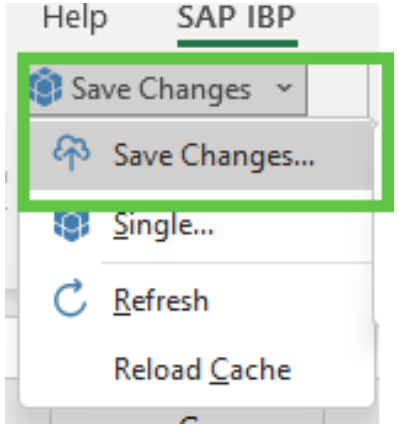
Saving changes

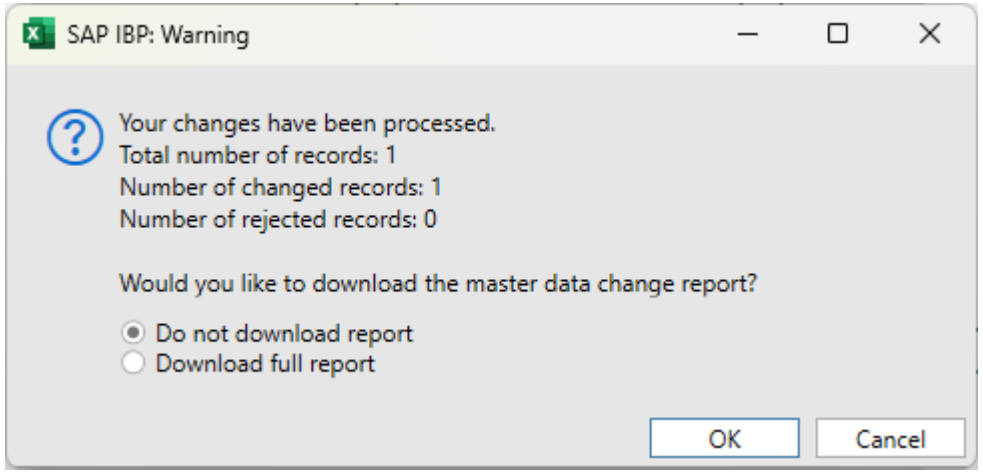
Save Changes sends the continuous range of cells starting from cell B3 to the SAP IBP backend.

Hence, deleting rows that have not changed before saving improves the performance, as less data has to be send and checked by the SAP IBP backend.

Please note: Deleting a row does not delete the record in the SAP IBP backend.

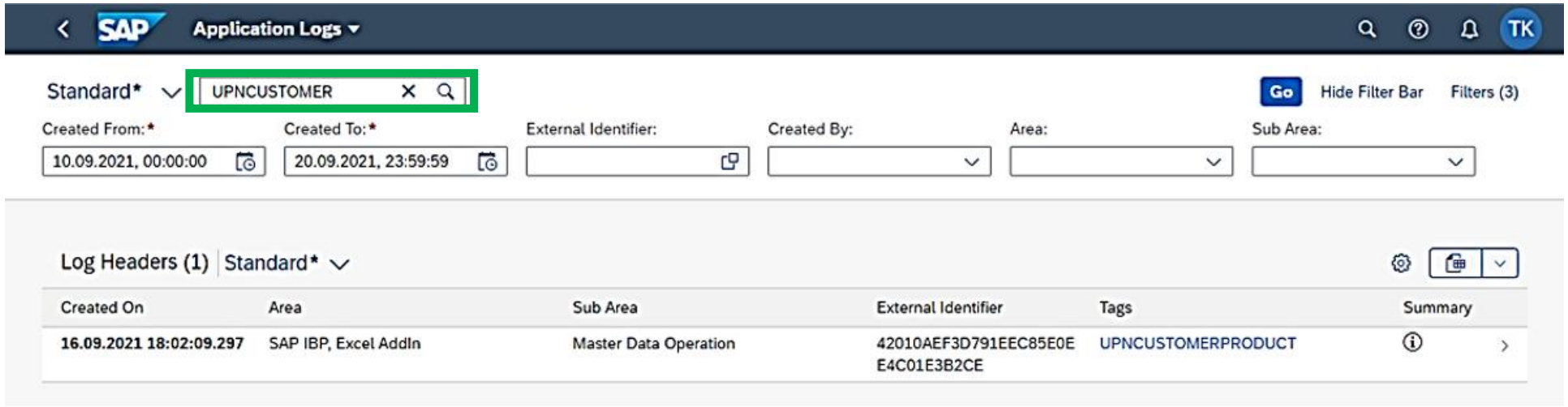
When finished, the system offers a summary of the changes and you can download a report. This is useful, for example, if data changes have rejected and you want to analyze the reasons.





Processing of master data changes in master data workbooks
Reports and application log

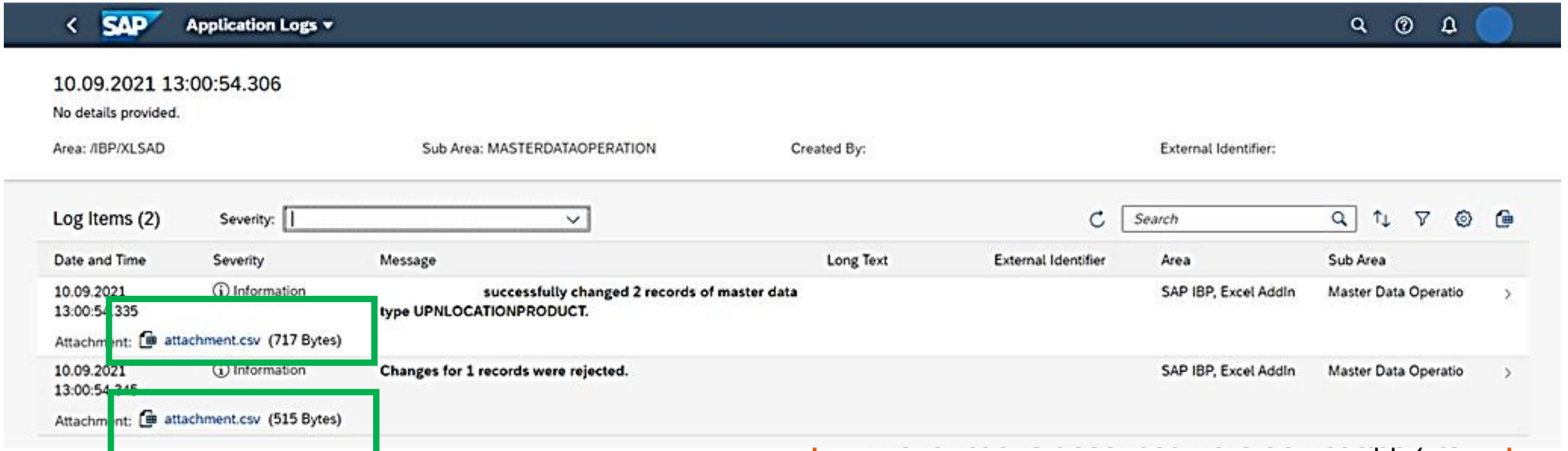
- When master data values are created, or changed, an application log is created. (The application log is not created for worksheets that include planning objects with key figure data.)
- You can find application logs for a master data type by searching for the master data type in the *Application Logs* app.



The functions described here do not apply to external master data types.

Processing of master data changes in master data workbooks
Reports and application log

- The full report as well as the error report can be found attached to the log in the *Application Logs* app.



external master data types.

Processing of master data changes in master data workbooks
Reports and application log

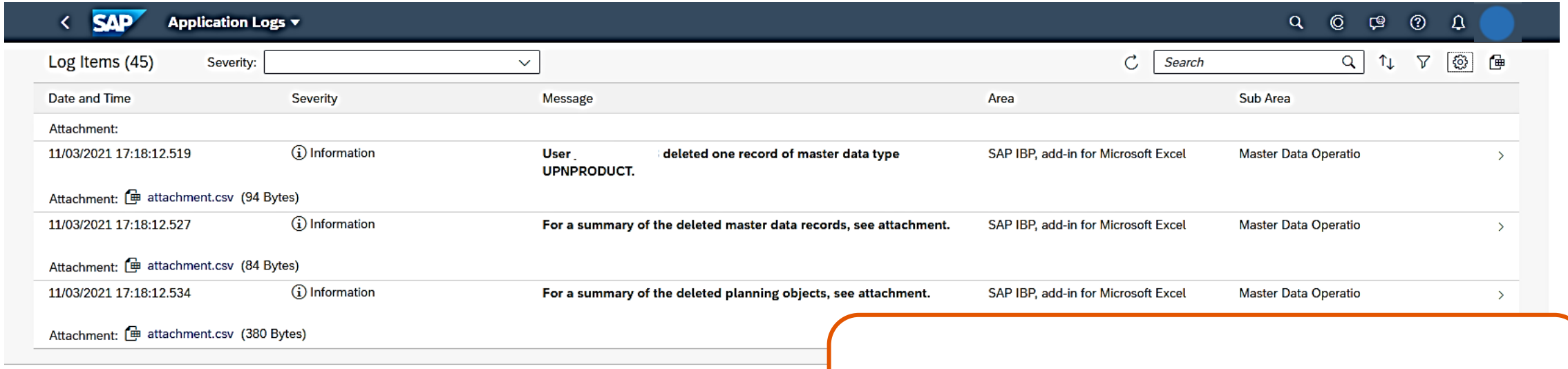
Both reports contain the following information:

- The *Status* column lets you know whether the changes have been successfully processed.
- The *Rejection Code* and *Rejection Description* columns explain why the change was rejected by the system.
- The list of attributes of the master data records.

The functions described here do not apply to external master data types.

Processing of the deletion of single master data records
Application log

- When single master data records are deleted using *Manage* -> *Single...* in the *SAP IBP* ribbon in the *Master Data* group, an additional application log is created.
- You can find application logs for a master data type by searching for the master data type in the *Application Logs* app.



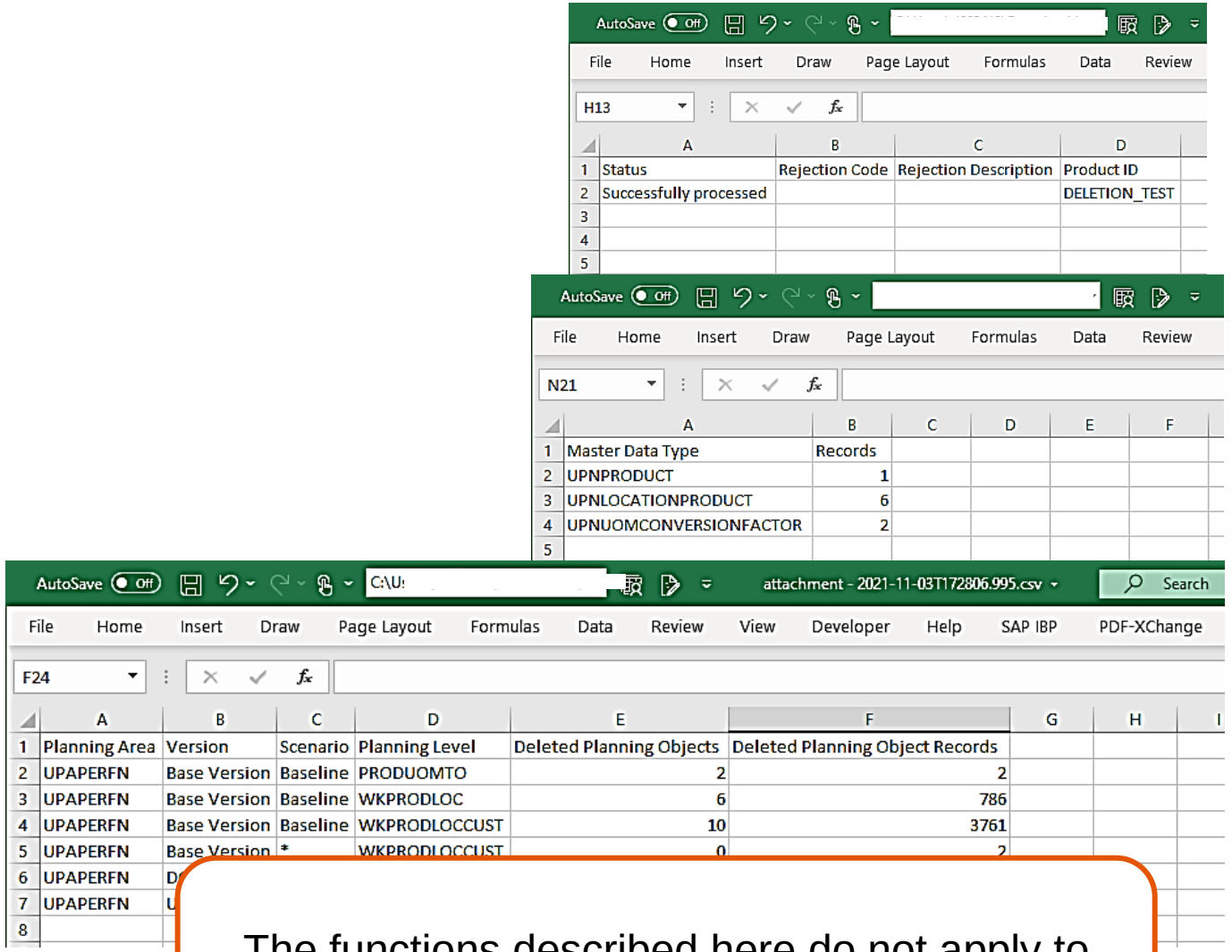
The functions described here do not apply to external master data types.

Processing of the deletion of single master data records

Attached information

You can find the following additional information attached to the application log as a .csv file:

- The master data record that was deleted.
- The number of deleted records for all affected master data types.
- The number of deleted planning objects and planning object records for all dependent planning areas, versions, scenarios, and planning levels.



	A	B	C	D
1	Status	Rejection Code	Rejection Description	Product ID
2	Successfully processed			DELETION_TEST
3				
4				
5				

	A	B	C	D	E	F
1	Master Data Type	Records				
2	UPNPRODUCT	1				
3	UPNLOCATIONPRODUCT	6				
4	UPNUOMCONVERSIONFACTOR	2				
5						

	A	B	C	D	E	F	G	H
1	Planning Area	Version	Scenario	Planning Level	Deleted Planning Objects	Deleted Planning Object Records		
2	UPAPERFN	Base Version	Baseline	PRODUOMTO	2	2		
3	UPAPERFN	Base Version	Baseline	WKPRODLOC	6	786		
4	UPAPERFN	Base Version	Baseline	WKPRODLOCCUST	10	3761		
5	UPAPERFN	Base Version	*	WKPRODLOCCUST	0	2		
6	UPAPERFN	D						
7	UPAPERFN	U						
8								

The functions described here do not apply to external master data types.

Example: attribute permissions (write access) in the master data workbook (1)

Example: You don’t have write access for the attribute *Customer ID* which is a key field.

When you create a new master data workbook, you can select the master data type *Customer*. In the master data workbook, the *Customer ID* values are marked with a gray background to indicate that they aren't editable.

Because *Customer ID* is a key field, you are not allowed to create new master data records, and you get an error message when you save the changes.

Example: attribute permissions (write access) in the master data workbook (2)

Example: You don’t have write access for the attribute *Product Group*.

When you create a new master data workbook, you can select the master data type *Product*. In the master data workbook, the *Product Group* values are marked with a gray background to indicate that they aren't editable.

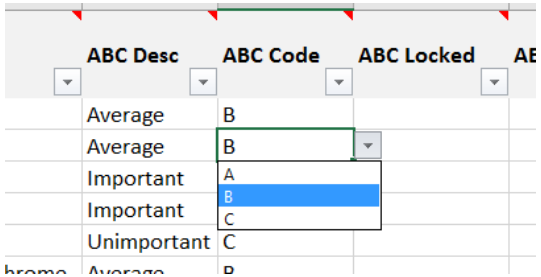
If you edit the attribute values for *Product Group* and save the changes, the system disregards the changes.

Formatting sheets in the master data book using VBA hooks

The appearance of the master data worksheets can be changed by using custom VBA code. This is usually implemented centrally by an administrator or IT department.

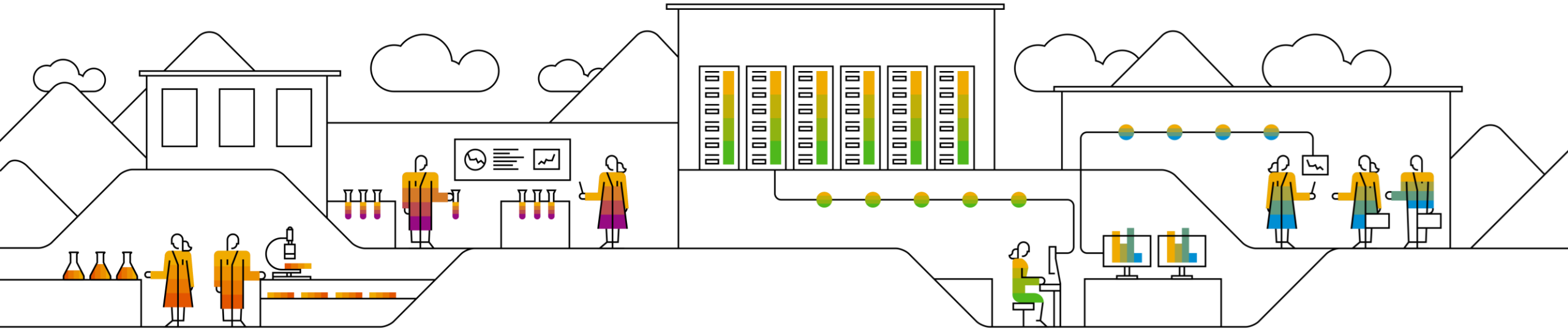
Examples:

- Change the sorting of the columns from the default (alphabetical) to a custom order
- Hide columns by default
- Change formatting, like background color or font color for certain attributes
- Apply custom functions such as VLOOKUP
- Apply a value help for certain attributes, such as A, B, or C for the ABC Code



Find more information at Extensibility Using Visual Basic for Applications (VBA) - SAP Help Portal and take a look into the sample provided in our GitHub at https://github.com/SAP-samples/integrated-business-planning-excel-addin-vba-samples/tree/main/VBA%20samples/SAP%20IBP%20Hooks.

15) Planning object maintenance



Planning objects in SAP IBP

- Planning in SAP IBP is based on planning objects.
- A planning object is a single entity for which you can perform planning. It is identified by a combination of master data attribute values.

  Example: The location product with the master data attribute values PRODUCT_A and LOCATION_B is represented by a planning object.

  Note: A planning object is comparable to a characteristic value combination in SAP APO.
- Before an attribute value combination can be planned in SAP IBP or displayed in the Excel add-in, a planning object needs to be generated in SAP IBP (such as PRODUCT_A -LOCATION_B). Without a planning object, there can be no planning for this combination.
- There is an additional condition for being able to plan a planning object: It needs to be assigned a time dimension (a time series, basically).
- Planning objects are generated in SAP IBP as follows:
  - Planning objects are automatically generated – including the time dimension - when transactional data is uploaded during data integration (for example, from SAP ERP), or when key figure values are uploaded as a CSV file using the Data Integration Jobs app.
  - If only a master data record is uploaded to SAP IBP or created in the Excel add-in, no planning object is generated. You need to trigger the generation of the planning object (including the time dimension) explicitly. The next slides explain how to do this in the Excel add-in.
- For more information, see SAP Note 2798109 (https://launchpad.support.sap.com/#/notes/2798109).

Planning objects in SAP IBP - example

1. A user creates a new master data record: Product ID = NEWPRODUCT
   - At this point, the master data exists, but not the planning objects.
   - This means that this product ID does not show up in any planning view.
2. The user creates the planning objects for the new product based on the base level of a key figure which the user is planning. The base level of key figure is *Product ID* | *Location ID* | *Customer ID* | *Weekly*.

Product ID	Location ID	Customer ID	Week 1	Week 2	….	Week n
NEWPRODUCT	DC1	CUST-A	NULL / Empty (shows as empty cell in planning view)	NULL	…	NULL
NEWPRODUCT	DC1	CUST-B	NULL	NULL	…	NULL
NEWPRODUCT	DC2	CUST-C	NULL	NULL	…	NULL

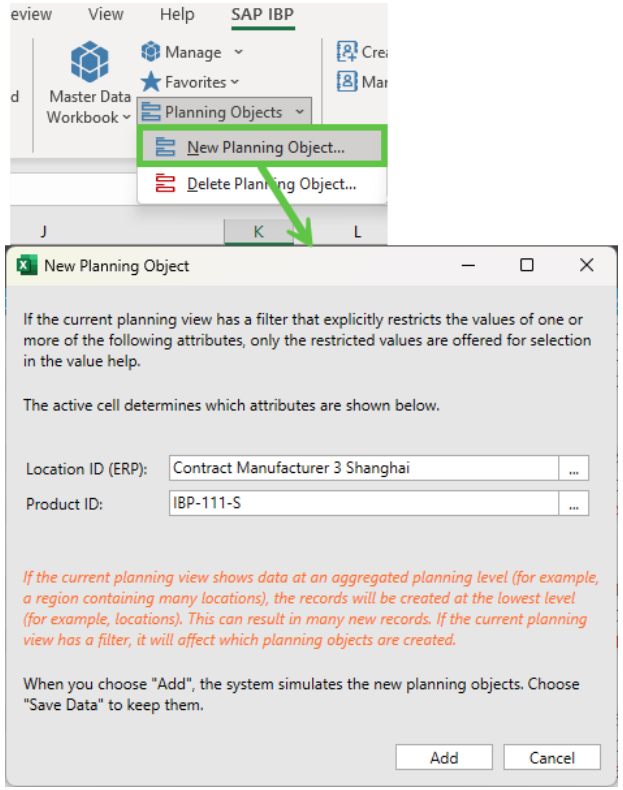
3. The 3 combinations can now be planned upon and are visible in the Excel add-in.
4. Other combinations might theoretically be possible, for example a DC3, but might not be realistic. Therefore, no planning should be possible. Example: DC3 is in Europe and the new product is only sold to US customers and is only distributed by US DCs.

Note that the new master data record must already exist before you can create planning objects.

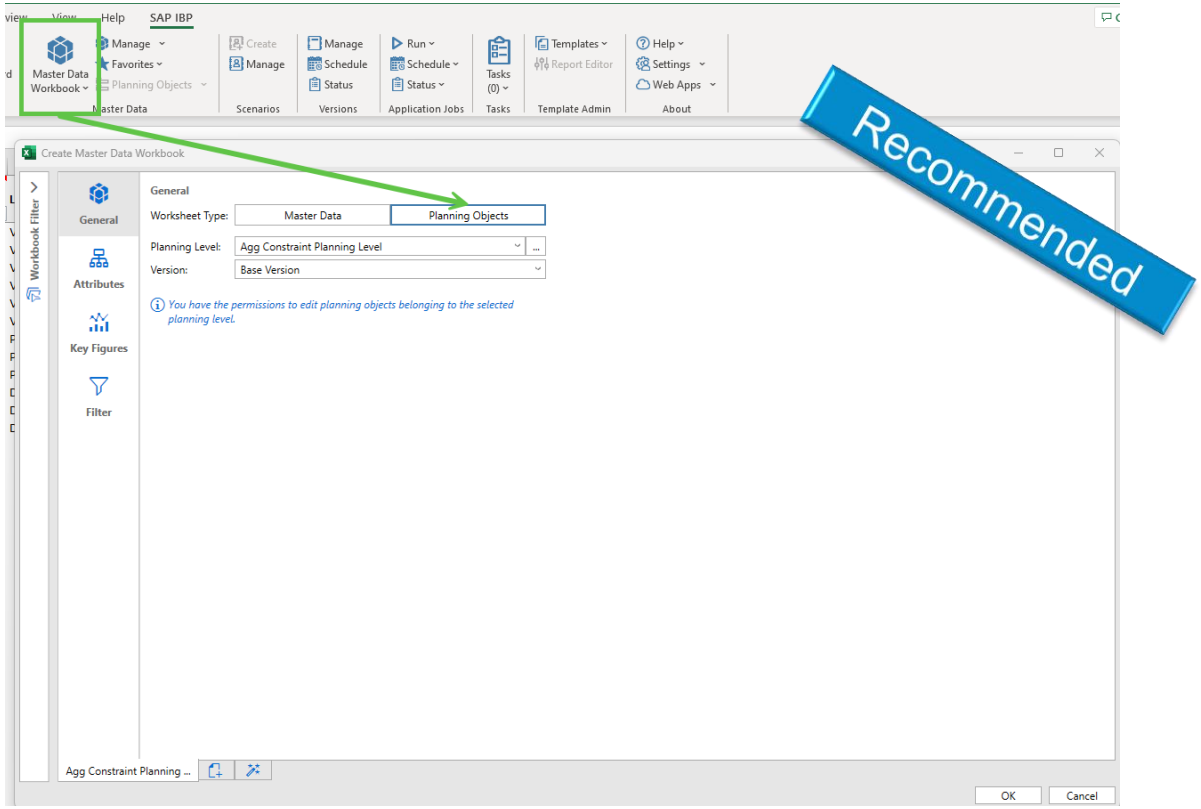
Creating planning objects

There are two places where you can create new planning objects after you have created a new master data record for a new product:

New Planning Object in the planning view



Planning Objects with Key Figure Data in the master data workbook



Creating planning objects in the planning view – overview

You can add new planning objects to a planning view. Note: Even if the planning view shows data at an aggregated planning level (for example, a region containing many locations), the records are created at the lowest level (for example, locations).

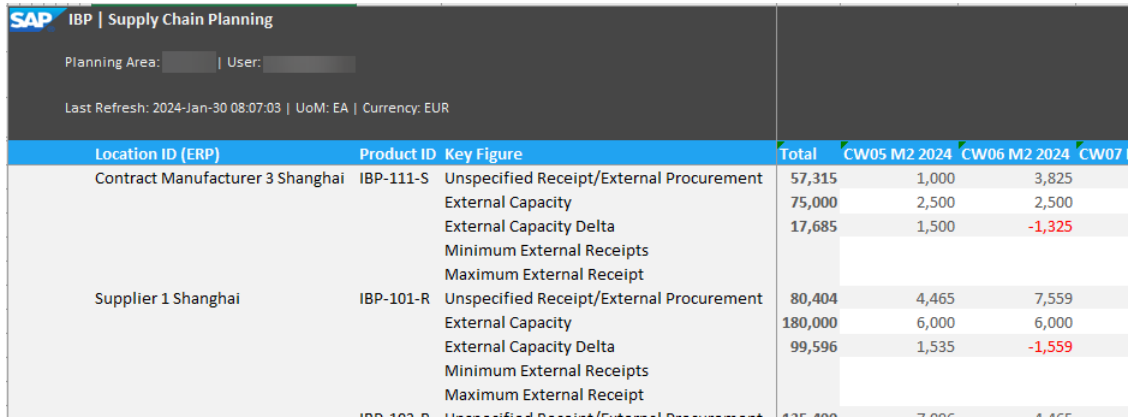
You create planning objects, for example, to do the following:

- Introduce a new product based on the planning objects of an existing product, directly in the Excel add-in without having to use data integration functions (such as, CPI-DS or the *Data Integration* app.
- Simulate selling a product in a new region or bringing a new plant online

Please note: This function does not replace the data integration functions that are normally used in SAP IBP (such as, CPI-DS). We recommend that you use it to create and edit **smaller** numbers of planning objects and only from a low disaggregation level (such as, for example, product ID).

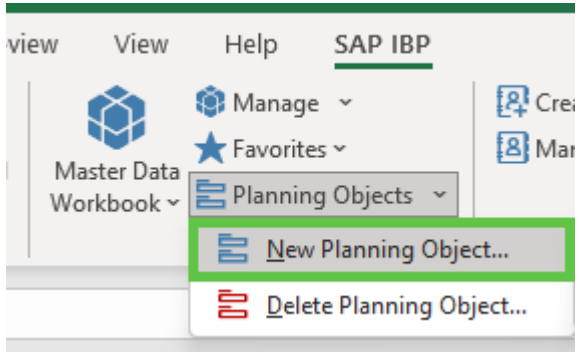
Creating planning objects in the planning view (1)

1) Open a planning view that has the key figures and is in the planning level for which you want to create new planning objects.



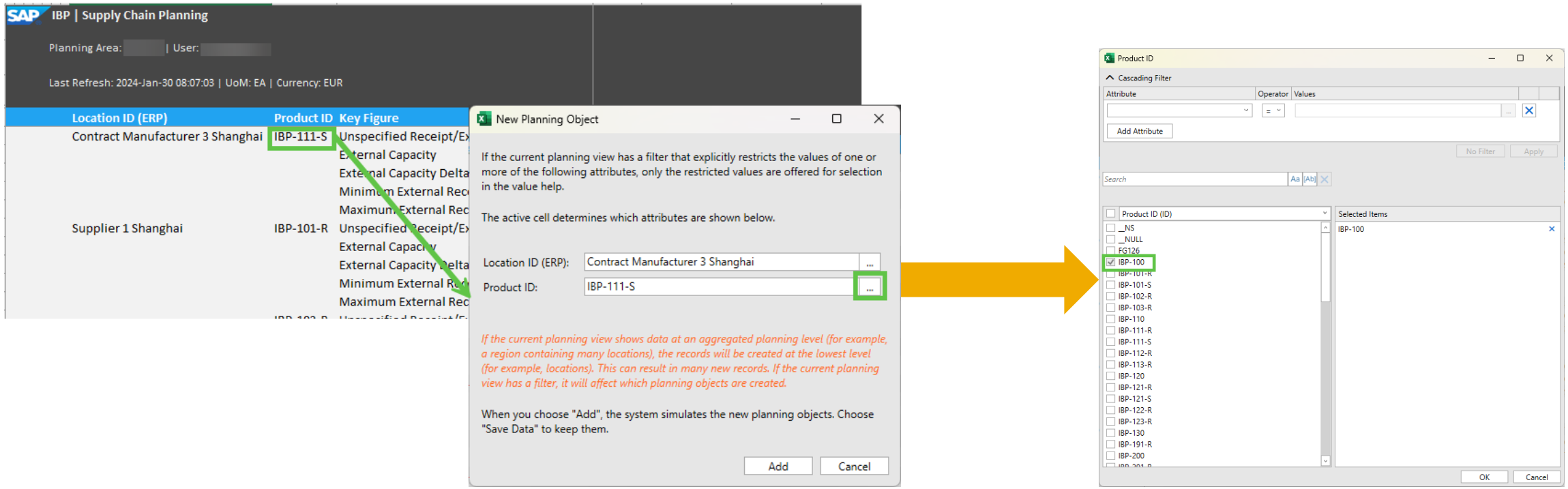
Location ID (ERP)	Product ID	Key Figure	Total	CW05 M2 2024	CW06 M2 2024	CW07
Contract Manufacturer 3 Shanghai	IBP-111-S	Unspecified Receipt/External Procurement	57,315	1,000	3,825	
		External Capacity	75,000	2,500	2,500	
		External Capacity Delta	17,685	1,500	-1,325	
		Minimum External Receipts				
		Maximum External Receipt				
Supplier 1 Shanghai	IBP-101-R	Unspecified Receipt/External Procurement	80,404	4,465	7,559	
		External Capacity	180,000	6,000	6,000	
		External Capacity Delta	99,596	1,535	-1,559	
		Minimum External Receipts				
		Maximum External Receipt				

2) Choose *Planning Objects -> New Planning Object.*



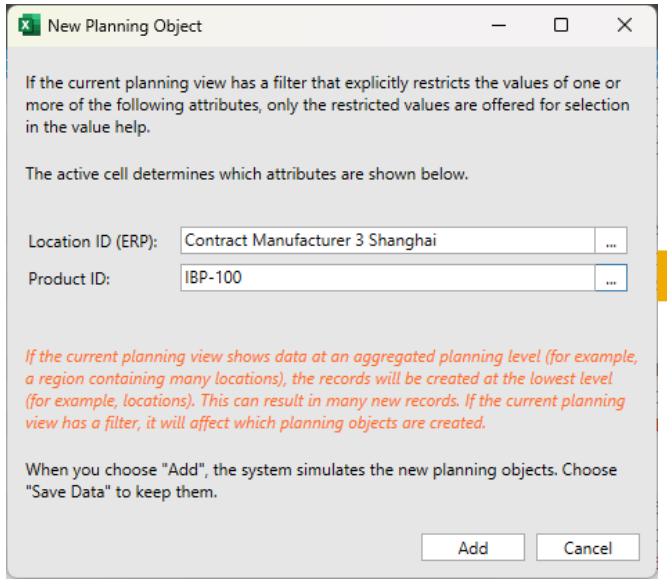
Creating planning objects in the planning view (2)

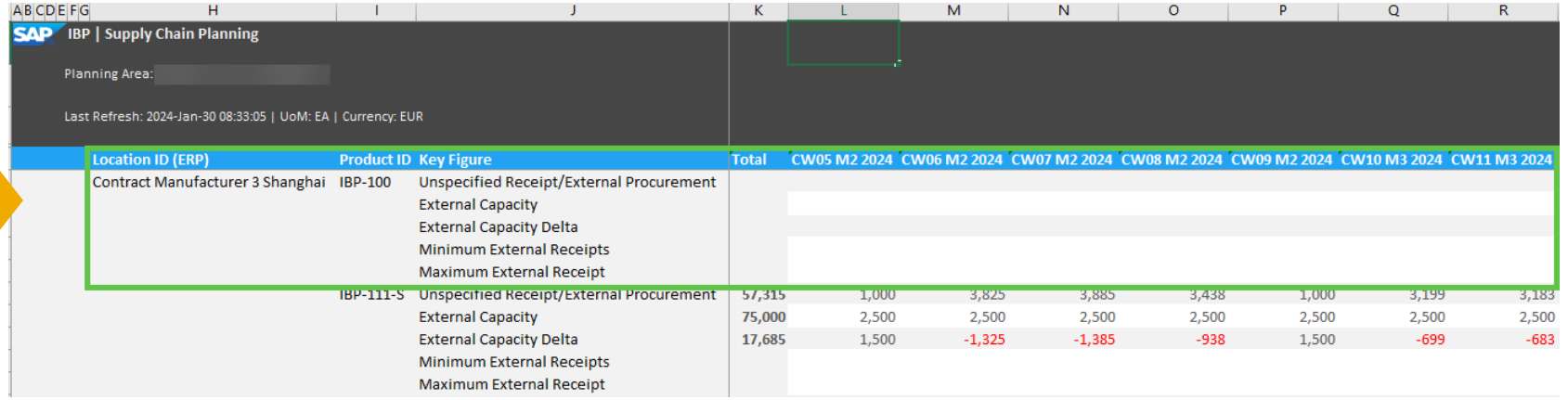
3) In the *New Planning Object* dialog, select the master data records for which you want to create the planning objects. The attributes that are available in the *New Planning Objects* dialog are determined by the attributes that you selected as the planning level for your planning view.



Creating planning objects in the planning view (3)

4) Choose *Add*. Please note that the system first simulates the new planning objects and shows the simulation results in the planning view.





5) Review the planning objects to verify the data is correct. Then choose *Save Data*.

Please note that the new planning objects will only be displayed in the planning view if key figure values are associated to them. So, if you want to use the planning objects in a planning view immediately, please enter key figure values before saving. Otherwise, the planning objects will not be displayed in the planning view.

Recommendations for creating new planning objects

A mass creation of planning objects at a high level is **not recommended**, as the planning object records are created at the base level of the key figures (for example, product-location-customer-days).

Example: You create planning objects at a high level such as brand = SHOES and the key figure base level is product-location-customer-days. In that case, the system creates planning objects for all available product-location-customer combinations (where the respective attribute brand = SHOES), with all locations, all customers, **and all days**.

This may result in many new planning objects that are logically wrong because the combination product *New Shoe US* / location *Rome, Italy* / customer *Garibaldi (Italy)* is never planned since the new product is only sold in the US market.

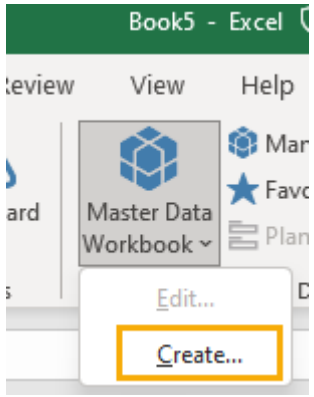
Therefore, please create planning objects at the lowest level possible, **OR use the SAP recommended way of creating planning objects, using *Planning Objects with Key Figure Data* in the master data workbook.**

Creating planning objects with key figure data in the master data workbook (1)

In the master data workbook, you can create, view, and edit planning objects and stored key figure data for a selected planning level.

This is the recommended way to create planning objects manually in the Excel add-in.

1) Choose *Master Data Workbook -> Create….*



Creating planning objects with key figure data in the master data workbook (2)

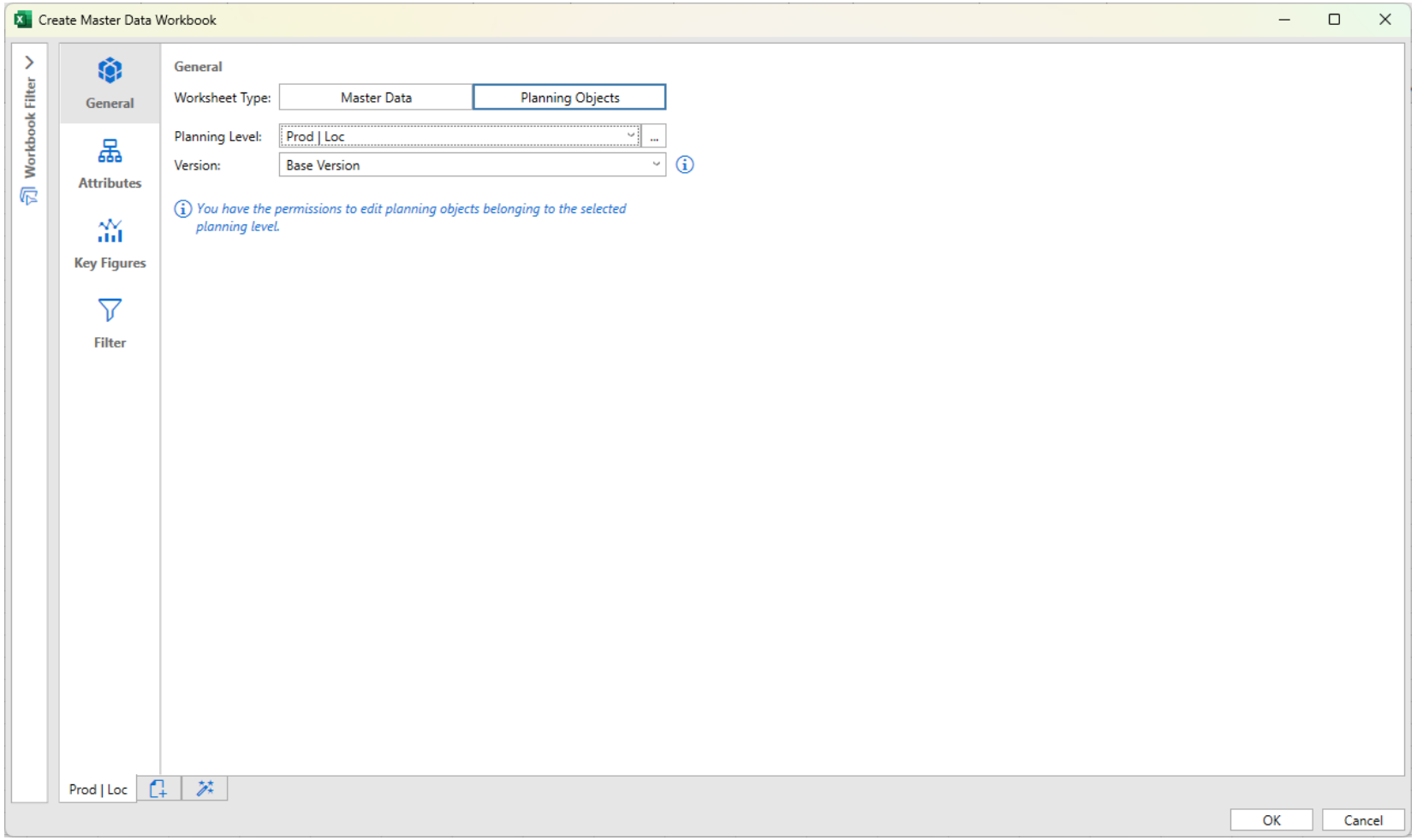
2) On the *General* tab, choose the *Planning Objects* button.

3) Select the relevant planning level and version.

   An information message tells you whether you have the relevant permissions to edit the planning objects of the selected planning level.

   You can also select time-independent planning levels in the *Planning Level* dropdown. When you select time-independent planning levels, the time settings are removed, but all other settings such as version, attributes, key figures, and filters remain the same as when you select time-dependent planning levels. The layout of the worksheet differs from time-dependent planning levels, as the key figures are displayed on the column axis.

4) Specify the time horizon for which you want to create planning objects with key figure data.

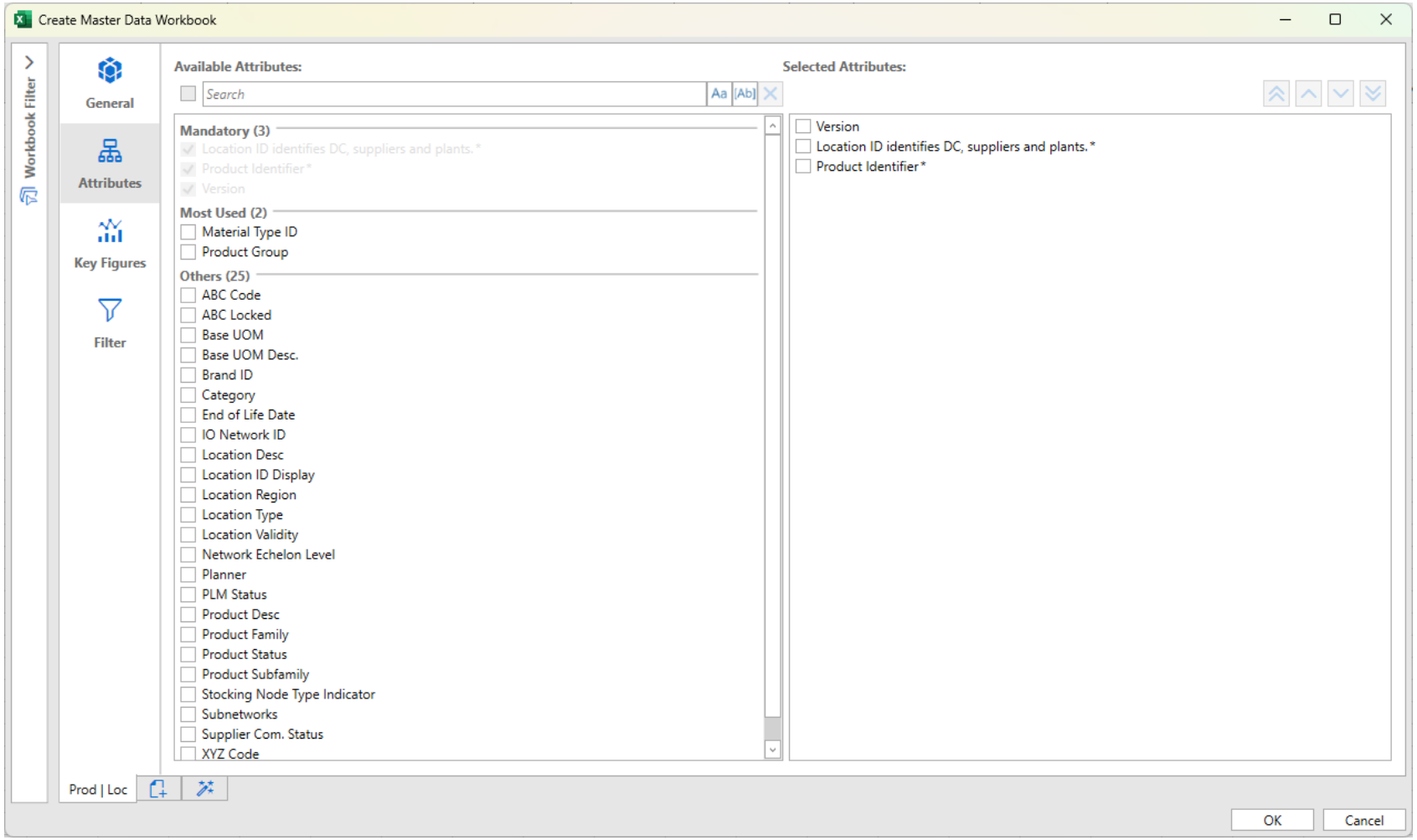


Creating planning objects with key figure data in the master data workbook (3)

5) On the *Attributes* tab, select the attributes that you want to be displayed in the planning object worksheet.

   You can choose from the attributes that are available for the selected planning level. Root attributes are selected by default and can't be removed. The values of non-root attributes can only be displayed in the master data workbook, but not edited.

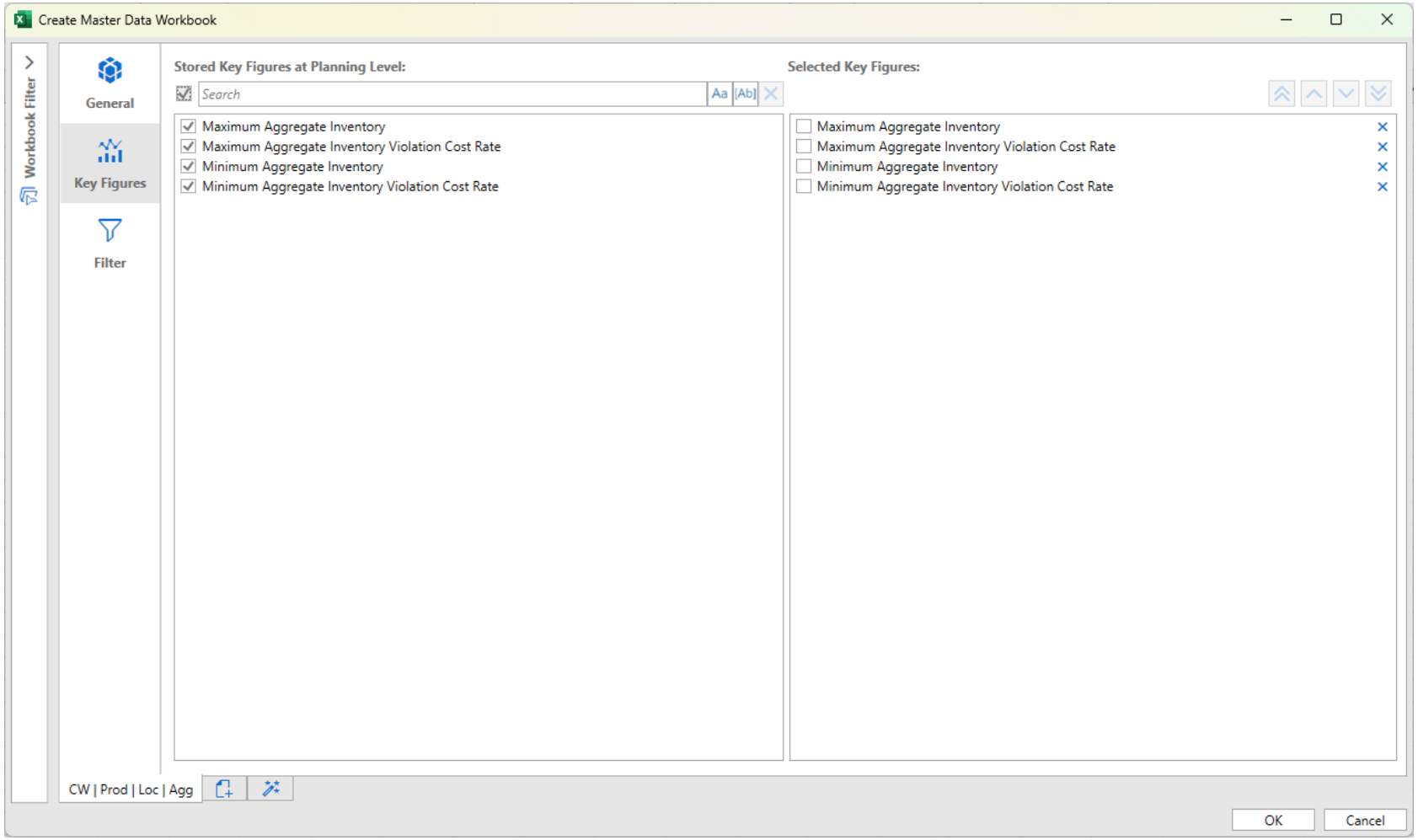
   You can define the order in which the attributes are displayed using drag and drop, or the arrows in the dialog.



Creating planning objects with key figure data in the master data workbook (4)

6) On the *Key Figures* tab, select the key figures whose data you want to display in the worksheet.

Only key figures that belong to the selected planning level and store values are displayed, calculated key figures are not shown in this list. All available key figures are selected by default, but you can remove the ones that you don't need and change the order in which they will be displayed in the master data workbook, as needed. You can drag and drop the key figures in the order you'd like or use the checkboxes in combination with the arrows under *Selected Key Figures*.



Creating planning objects with key figure data in the master data workbook (5)

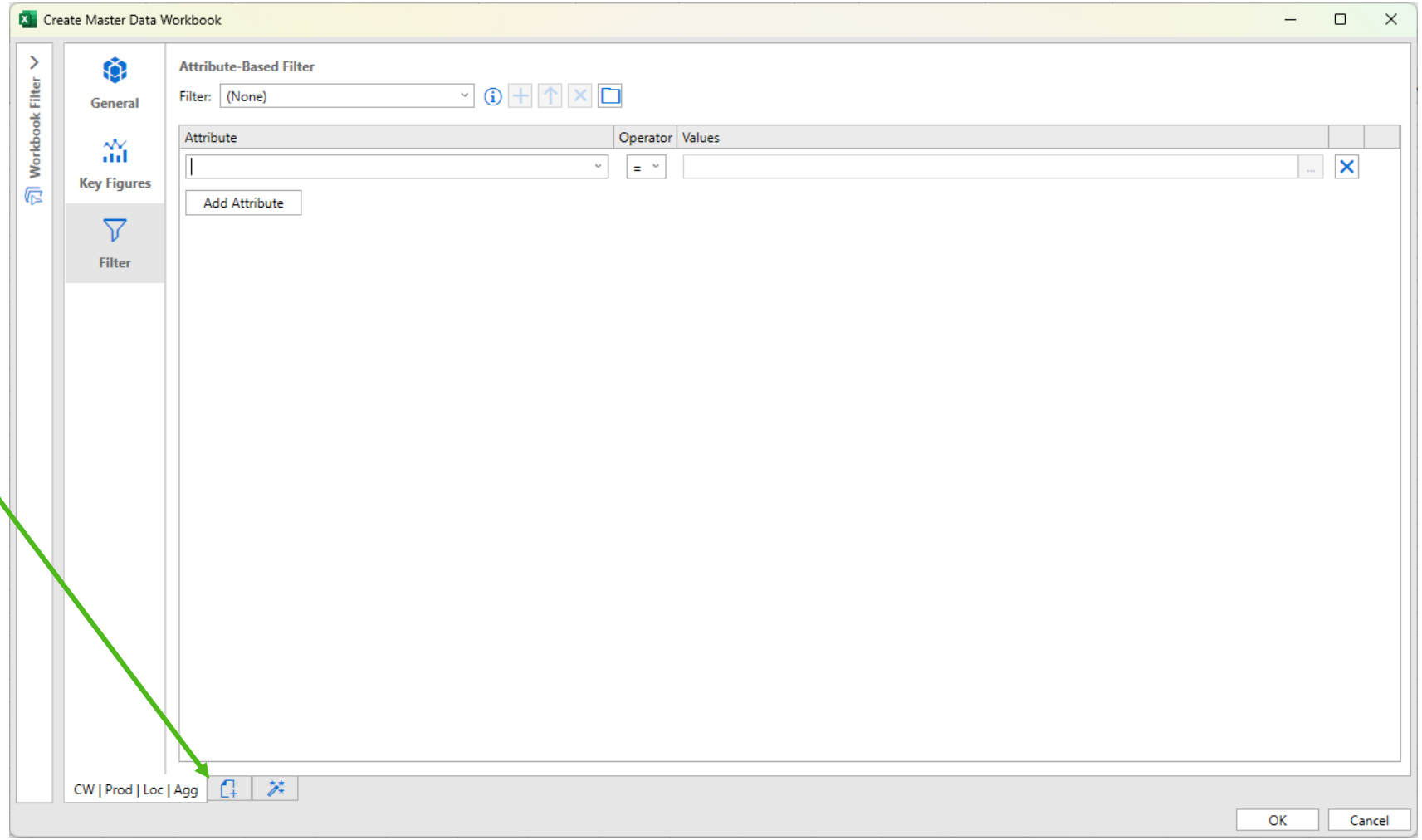
7) On the *Filter* tab, define a filter for the attribute values you want to work with in the worksheet.

8) *Optional:* You can define several worksheets for additional planning levels, versions, and time horizons by choosing the button with the document icon (tooltip: *Add*) and specifying the required values.

9) Choose *OK*.

   The worksheet shows all planning objects that are available for the selection you made.

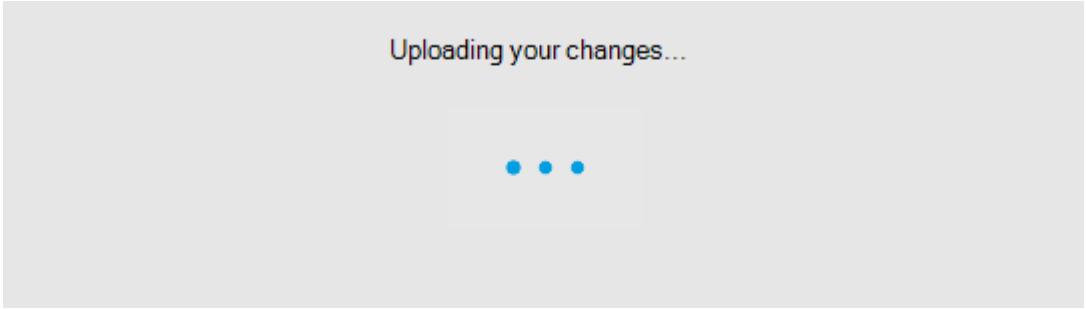
10) Create a new planning object by adding a row or changing data in the worksheet.



Creating planning objects with key figure data in the master data workbook (6)

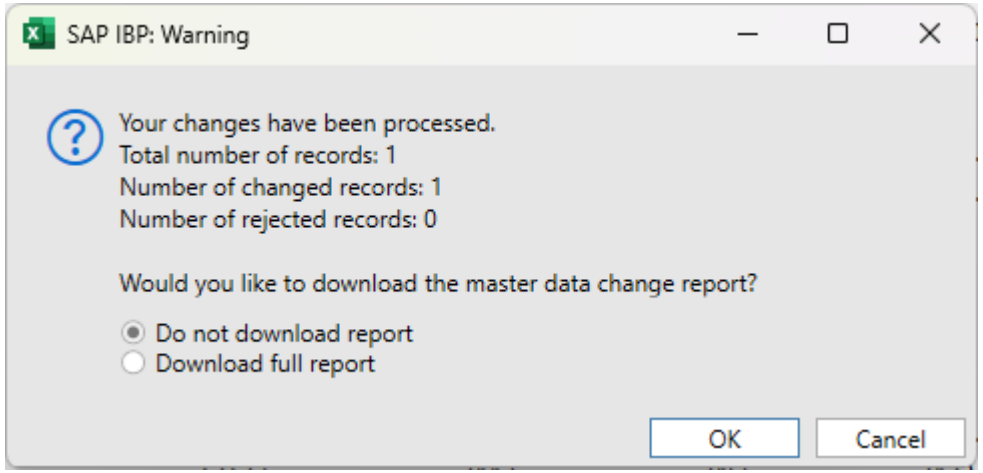
11) In the *Master Data* group of the *SAP IBP* ribbon, choose *Save Changes*.

The planning objects are created in the SAP IBP system. Depending on the data volume, this task might take some time.



11) The system offers a summary of the changes when it has finished saving the data.

You can decide if you want to see the full report of the changes. If, for example, data changes have been rejected, you can download the report and analyze it.



12) The planning view does not refresh automatically after you saved the changes. To refresh the screen, choose *Save Changes -> Refresh*.

Creating planning objects with key figure data – example (1)

- Edit the master data at base level, for example, overwrite the product ID HT_001 of an existing planning object with the product ID HT_NEW_1 of the new planning object.

769	Base Version	US9002	HD_DC_US_W	HT_NEW_5	Demand Planning Qty
770	Base Version	US9002	HD_DC_US_W	'HT_NEW_1	Sales Forecast Qty
771					

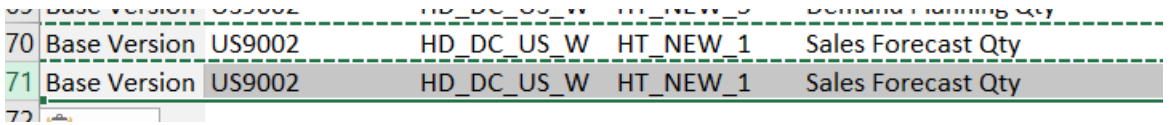
	B	C	D	E	F	G	H	I	J	K	L
2	Version*	Customer ID*	Location ID*	Product ID*	Key Figure*	TW05a 2018	TW05b 2018	TW06 2018	TW07 2018	TW08 2018	TW09a 2
3	Base Version	CA1000	HD_DC_CA_E	HT_001	Consensus Demand without Promotions	126	125	540	143	334	
4	Base Version	CA1000	HD_DC_CA_E	HT_001	Demand Planning Qty	103	103	439	115	275	
5	Base Version	CA1000	HD_DC_CA_E	HT_001	Sales Forecast Qty	145	144	621	162	384	
6	Base Version	EMEA200	HD_DC_FR	HT_001	Consensus Demand without Promotions	413	412	233	487	137	
7	Base Version	EMEA200	HD_DC_FR	HT_001	Demand Planning Qty	339	338	187	405	113	
8	Base Version	EMEA200	HD_DC_FR	HT_001	Sales Forecast Qty	475	475	261	551	159	
9	Base Version	US9001	HD_DC_US_E	HT_001	Consensus Demand without Promotions	118	119	497	126	222	
10	Base Version	US9001	HD_DC_US_E	HT_001	Demand Planning Qty	99	100	410	103	180	
11	Base Version	US9001	HD_DC_US_E	HT_001	Sales Forecast Qty	138	137	567	143	253	
12	Base Version	US9001	HD_DC_US_W	HT_001	Consensus Demand without Promotions	131	132	556	143	351	
13	Base Version	US9001	HD_DC_US_W	HT_001	Demand Planning Qty	109	110	458	118	282	
14	Base Version	US9001	HD_DC_US_W	HT_001	Sales Forecast Qty	152	151	623	166	399	
15											

- The new product ID must already exist as master data in the SAP IBP backend.
- Choose *Save Changes*.
- The system creates the new planning objects for the new product ID and key figure data using the existing key figure values.
- You need to remove the key figure values if you don't want them to be copied over to the new planning objects. (Empty cells are copied as NULL values.)

	B	C	D	E	F	G	H	I	J
2	Version*	Customer ID*	Location ID*	Product ID*	Key Figure*	TW05a 2018	TW05b 2018	TW06 2018	TW07 2018
3	Base Version	CA1000	HD_DC_CA_E	HT_001	Consensus Demand without Promotions	126	125	540	143
4	Base Version	CA1000	HD_DC_CA_E	HT_001	Demand Planning Qty	103	103	439	115
5	Base Version	CA1000	HD_DC_CA_E	HT_001	Sales Forecast Qty	145	144	621	162
6	Base Version	CA1000	HD_DC_CA_E	HT_NEW_1	Consensus Demand without Promotions	126	125	540	143
7	Base Version	CA1000	HD_DC_CA_E	HT_NEW_1	Demand Planning Qty	103	103	439	115
8	Base Version	CA1000	HD_DC_CA_E	HT_NEW_1	Sales Forecast Qty	145	144	621	162
9	Base Version	EMEA200	HD_DC_FR	HT_001	Consensus Demand without Promotions	413	412	233	487
10	Base Version	EMEA200	HD_DC_FR	HT_001	Demand Planning Qty	339	338	187	405
11	Base Version	EMEA200	HD_DC_FR	HT_001	Sales Forecast Qty	475	475	261	551
12	Base Version	EMEA200	HD_DC_FR	HT_NEW_1	Consensus Demand without Promotions	413	412	233	487
13	Base Version	EMEA200	HD_DC_FR	HT_NEW_1	Demand Planning Qty	339	338	187	405
14	Base Version	EMEA200	HD_DC_FR	HT_NEW_1	Sales Forecast Qty	475	475	261	551
15	Base Version	US9001	HD_DC_US_E	HT_001	Consensus Demand without Promotions	118	119	497	126
16	Base Version	US9001	HD_DC_US_E	HT_001	Demand Planning Qty	99	100	410	103
17	Base Version	US9001	HD_DC_US_E	HT_001	Sales Forecast Qty	138	137	567	143
18	Base Version	US9001	HD_DC_US_E	HT_NEW_1	Consensus Demand without Promotions	118	119	497	126
19	Base Version	US9001	HD_DC_US_E	HT_NEW_1	Demand Planning Qty	99	100	410	103
20	Base Version	US9001	HD_DC_US_E	HT_NEW_1	Sales Forecast Qty	138	137	567	143
21	Base Version	US9001	HD_DC_US_W	HT_001	Consensus Demand without Promotions	131	132	556	143
22	Base Version	US9001	HD_DC_US_W	HT_001	Demand Planning Qty	109	110	458	118
23	Base Version	US9001	HD_DC_US_W	HT_001	Sales Forecast Qty	152	151	623	166
24	Base Version	US9001	HD_DC_US_W	HT_NEW_1	Consensus Demand without Promotions	131	132	556	143
25	Base Version	US9001	HD_DC_US_W	HT_NEW_1	Demand Planning Qty	109	110	458	118
26	Base Version	US9001	HD_DC_US_W	HT_NEW_1	Sales Forecast Qty	152	151	623	166

Creating planning objects with key figure data – example (2)

- To create a new planning object, you can also copy and paste an existing entry (the entire row, for example) to a new row.



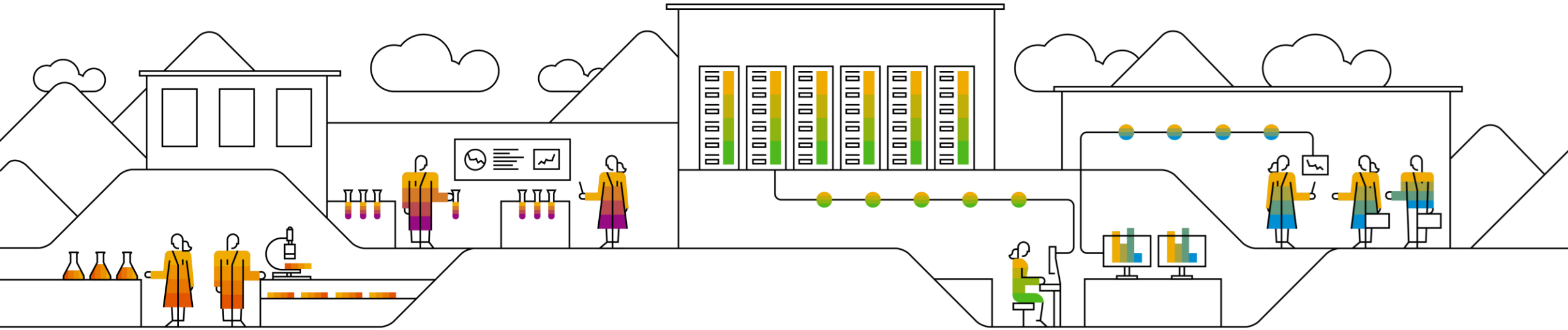
- Then proceed as in the previous slide.

Creating planning objects with key figure data – example (3)

You can also use the *Planning Objects with Key Figure Data* view to overwrite the key figure values for the individual combinations.

B	C	D	E	F	G	H	I	J	K	L	M	N
Version*	Customer ID*	Location ID*	Product ID*	Key Figure*	TW31a 2018	TW31b 2018	TW32 2018	TW33 2018	TW34 2018	TW35a 2018	TW35b 2018	TW36 2018
Base Version	CA1000	HD_DC_CA_E	HT_001	Consensus Demand without Promotions								
Base Version	CA1000	HD_DC_CA_E	HT_001	Demand Planning Qty								
Base Version	CA1000	HD_DC_CA_E	HT_001	Sales Forecast Qty								
Base Version	CA1000	HD_DC_CA_E	HT_002	Consensus Demand without Promotions								
Base Version	CA1000	HD_DC_CA_E	HT_002	Demand Planning Qty								
Base Version	CA1000	HD_DC_CA_E	HT_002	Sales Forecast Qty								
Base Version	CA1000	HD_DC_CA_E	HT_003	Consensus Demand without Promotions								
Base Version	CA1000	HD_DC_CA_E	HT_003	Demand Planning Qty								
Base Version	CA1000	HD_DC_CA_E	HT_003	Sales Forecast Qty								
Base Version	CA1000	HD_DC_CA_E	HT_004	Consensus Demand without Promotions								
Base Version	CA1000	HD_DC_CA_E	HT_004	Demand Planning Qty								
Base Version	CA1000	HD_DC_CA_E	HT_004	Sales Forecast Qty	121	120	960	123	605	238	237	367
Base Version	CA1000	HD_DC_CA_E	HT_005	Consensus Demand without Promotions	16605	50058	223560	66096	144828	23085	23085	285768
Base Version	CA1000	HD_DC_CA_E	HT_005	Demand Planning Qty	165	166	755	221	489	78	78	323
Base Version	CA1000	HD_DC_CA_E	HT_005	Sales Forecast Qty	232	232	1050	309	681	106	106	439

16) Alert Key Figures and Dashboard



Alert key figures in the planning view

In configuration, the administrator can define alert key figures. Alert key figures can make the user aware of any data that hits a predefined threshold. For example, the capacity utilization exceeds 95%. Alerts can be displayed in the alerts dashboard of the planning view.

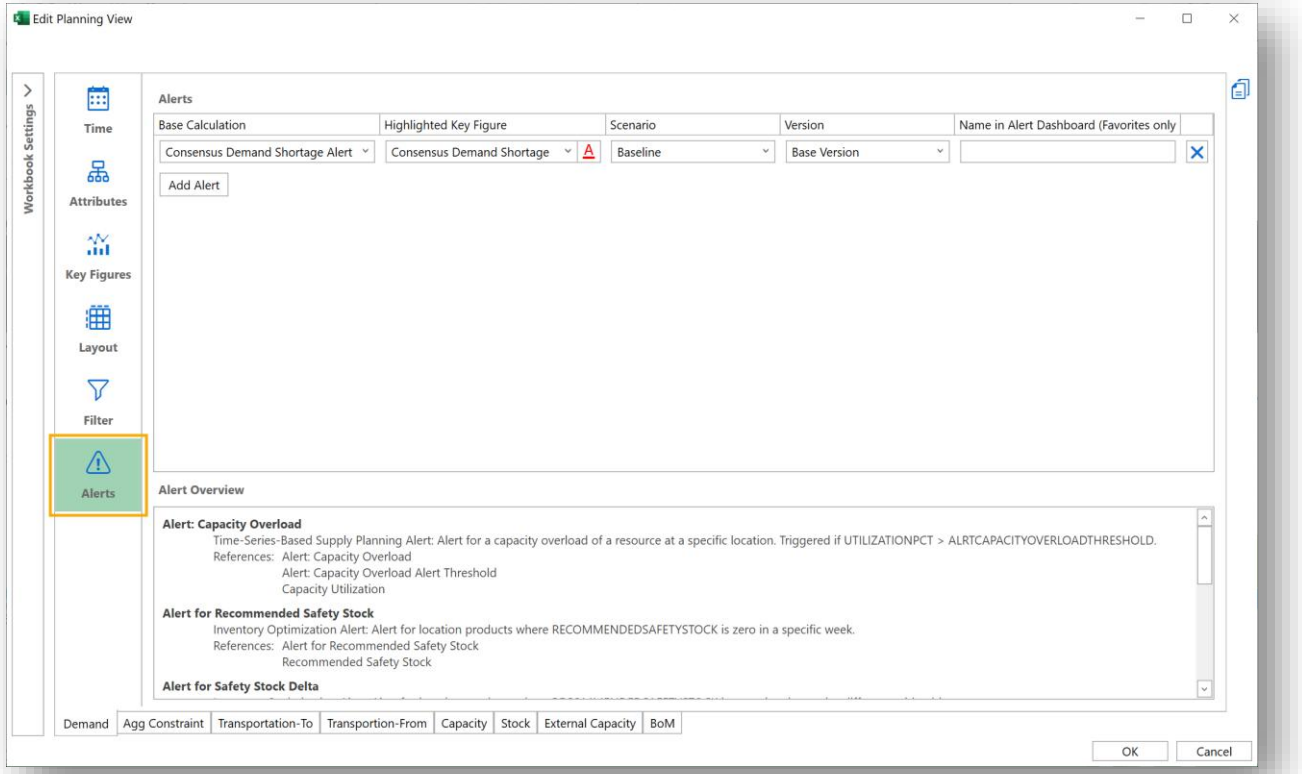
If alert key figures have been configured for the planning area, the *Alerts* tab is available when you create and edit a planning view.

You need to assign an alert key figure to the following:

- Scenario
- Version
- Workbook sheet

Note:

- If you share a planning view favorite that contains alerts, the recipients don't see the alerts in the alert dashboard.
- Alert key figures do not work with the sheet option *Remove Empty and Zero Values*.



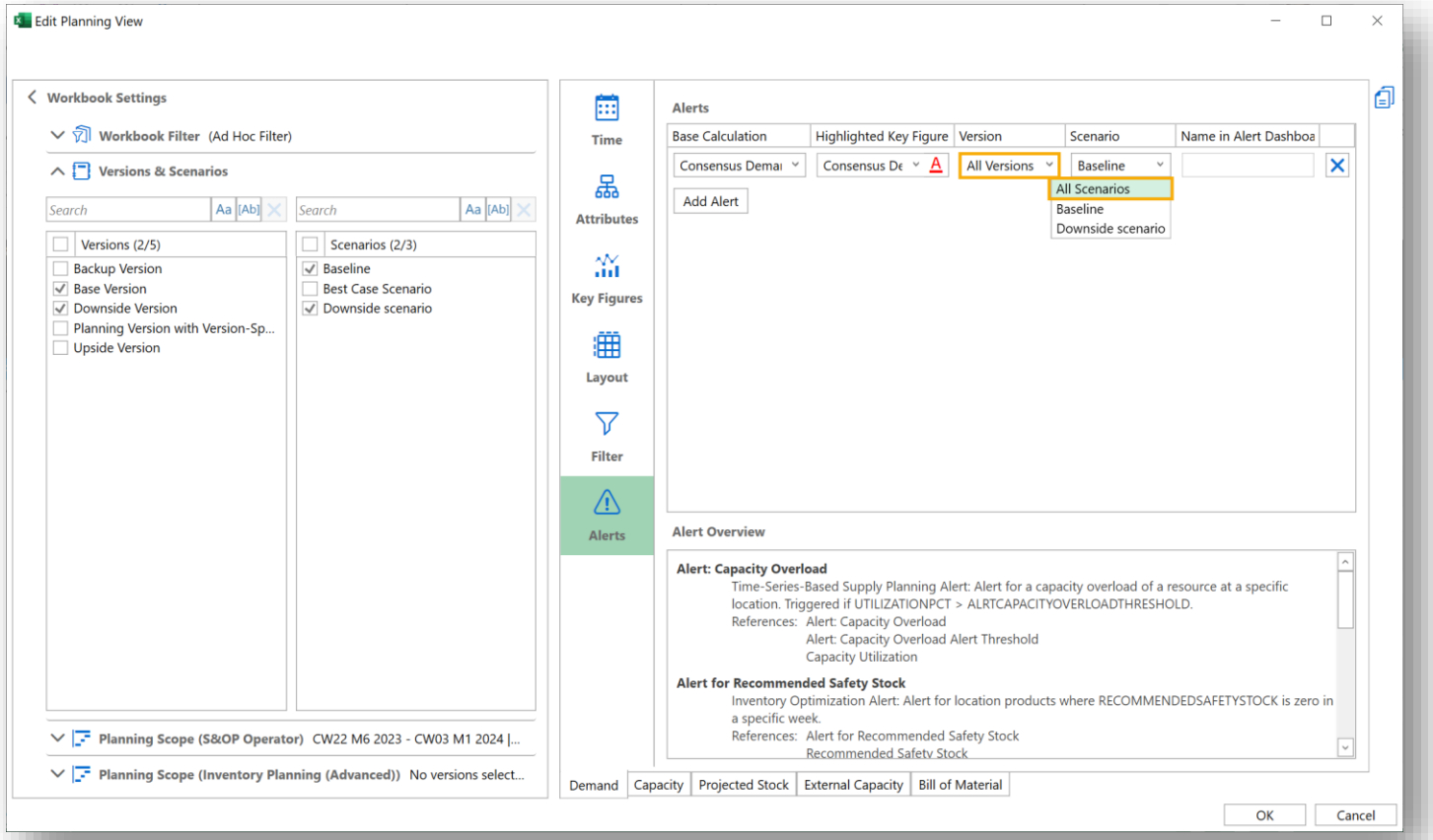
Alert key figures in the planning view - *All Versions* and *All Scenarios* for alerts (1)

In the *Edit Planning View* or *Create Planning View* dialogs, you can define a formatting rule for alert key figures on the *Alerts* tab. When defining a formatting rule you need to select the version and the scenario to which the alert formatting should be applied.

You can choose *All Versions* in the version dropdown of the alert definition and *All Scenarios* in the scenario dropdown, instead of selecting a specific version or scenario. This way, the alert formatting is applied to all valid version and scenario combinations that are selected in the *Workbook Settings* side panel.

When changing the version or scenario in the *Workbook Settings* side panel, you do not need to adjust the alert definition if *All Versions* or *All Scenarios* was previously selected. The selection stays and can also be saved in templates and favorites.

Please note: If you want to check the alert in different versions, the respective alert key figures and referenced key figures must be available in all relevant versions.

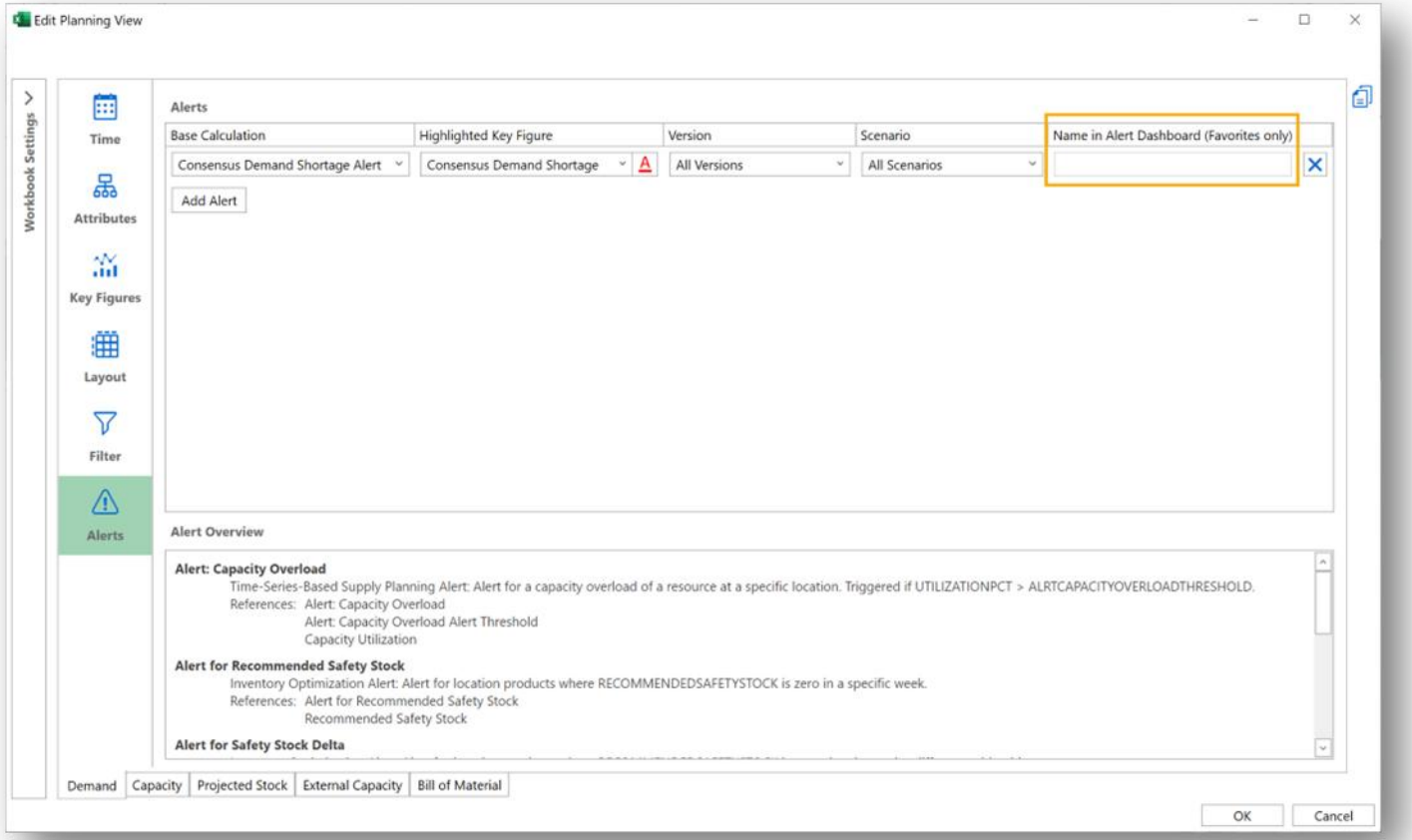


Alert key figures in the planning view - *All Versions* and *All Scenarios* for alerts

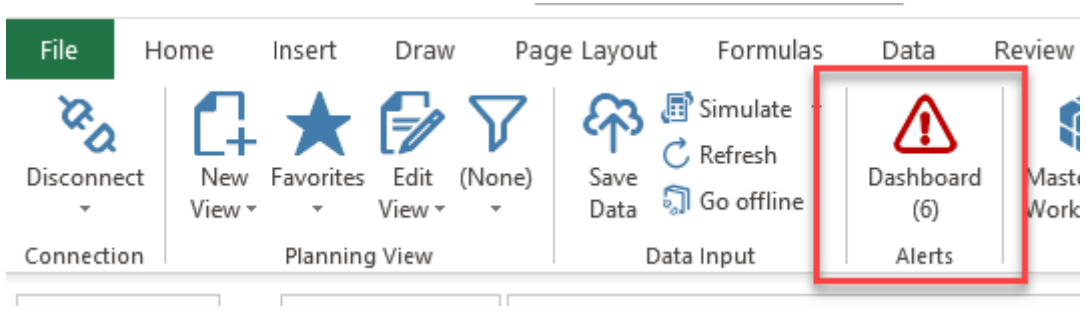
If you select *All Versions* or *All Scenarios* when defining alert formatting, the text field for *Name in Alert Dashboard (Favorites only)* stays active, so you can provide a name for the alert.

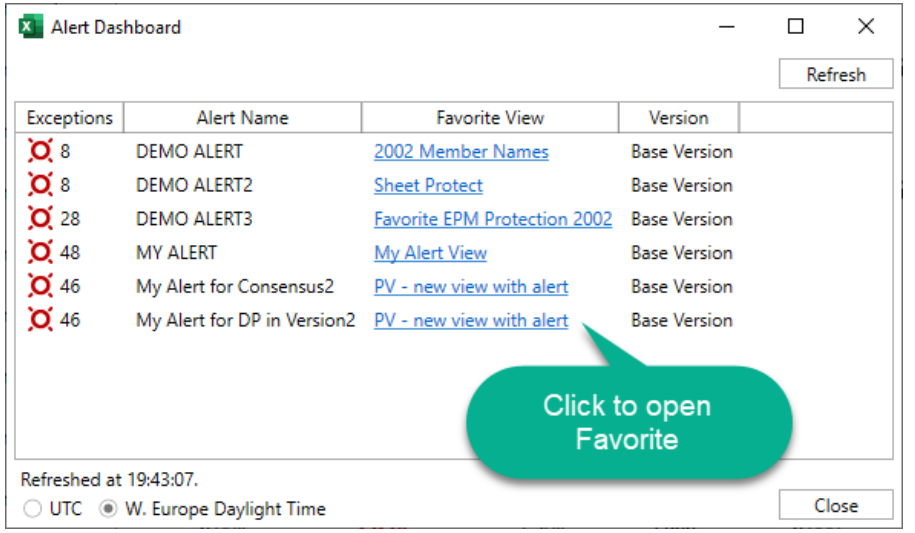
The respective alerts appear in the *Alert Dashboard* dialog, which means that you can display the same alert several times in the *Alert Dashboard* for different version and scenario combinations.

To this end, the *Scenario* column has been added to the *Alert Dashboard.* It displays the scenario the alert has been set up for. The number of exceptions is calculated and displayed for each version and scenario combination.



Alert dashboard and planning view favorites – example





In the planning view, the cells where the alert threshold is met are highlighted according to your settings in the planning view definition.

SAP Integrated Business Planning

Filter:
(Ad Hoc Filter) (1 criteria):
Resource ID = CP1-PROD

Alert Key Figure

Last Refresh: 2018-Jul-16 15:41:27

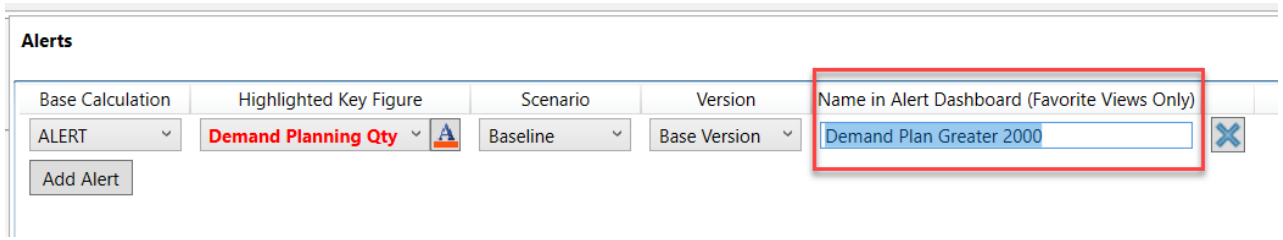
Resource ID	Location ID	Key Figure	W31 2018	W32 2018	W33 2018	W34 2018	W35 2018	W3
CP1-PROD	L10	Number of shifts per time bucket	1	1	1	2	2	
		Available capacity per shift	1.800	1.800	1.800	1.800	1.800	
		Total Capacity Availability	1.800	1.800	1.800	3.600	3.600	
		Capacity Usage - Production	3.390	3.378	3.404	3.500	3.476	
		Capacity Utilization (%)	188,33%	187,67%	189,11%	97,22%	96,56%	9
		Alert: Capacity Overload Alert Threshold	1	1	1	1	1	

Alert dashboard

An alert is only displayed in the alert dashboard if:

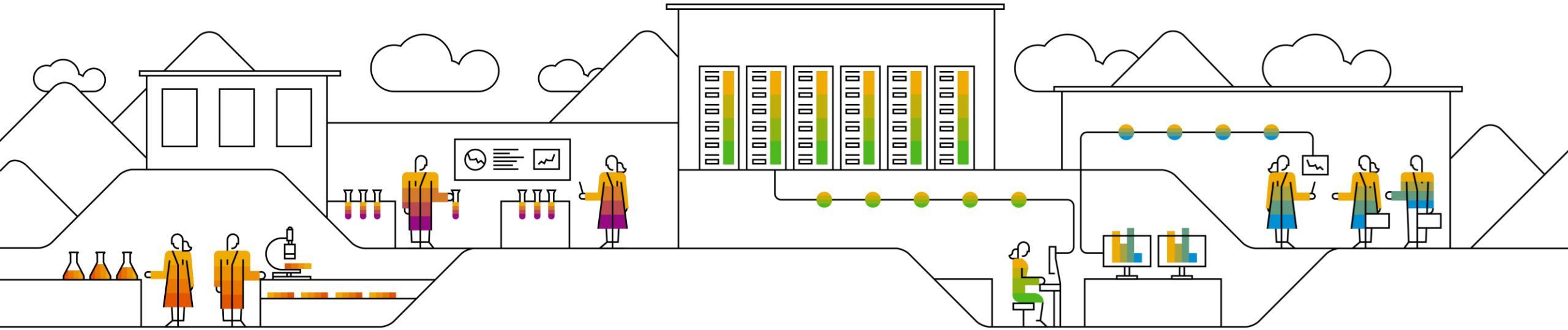
1) The planning view which contains the alert key figure definition has been saved as a favorite planning view.

2) The *Name in Alert Dashboard (Favorite Views Only)* field has been filled.



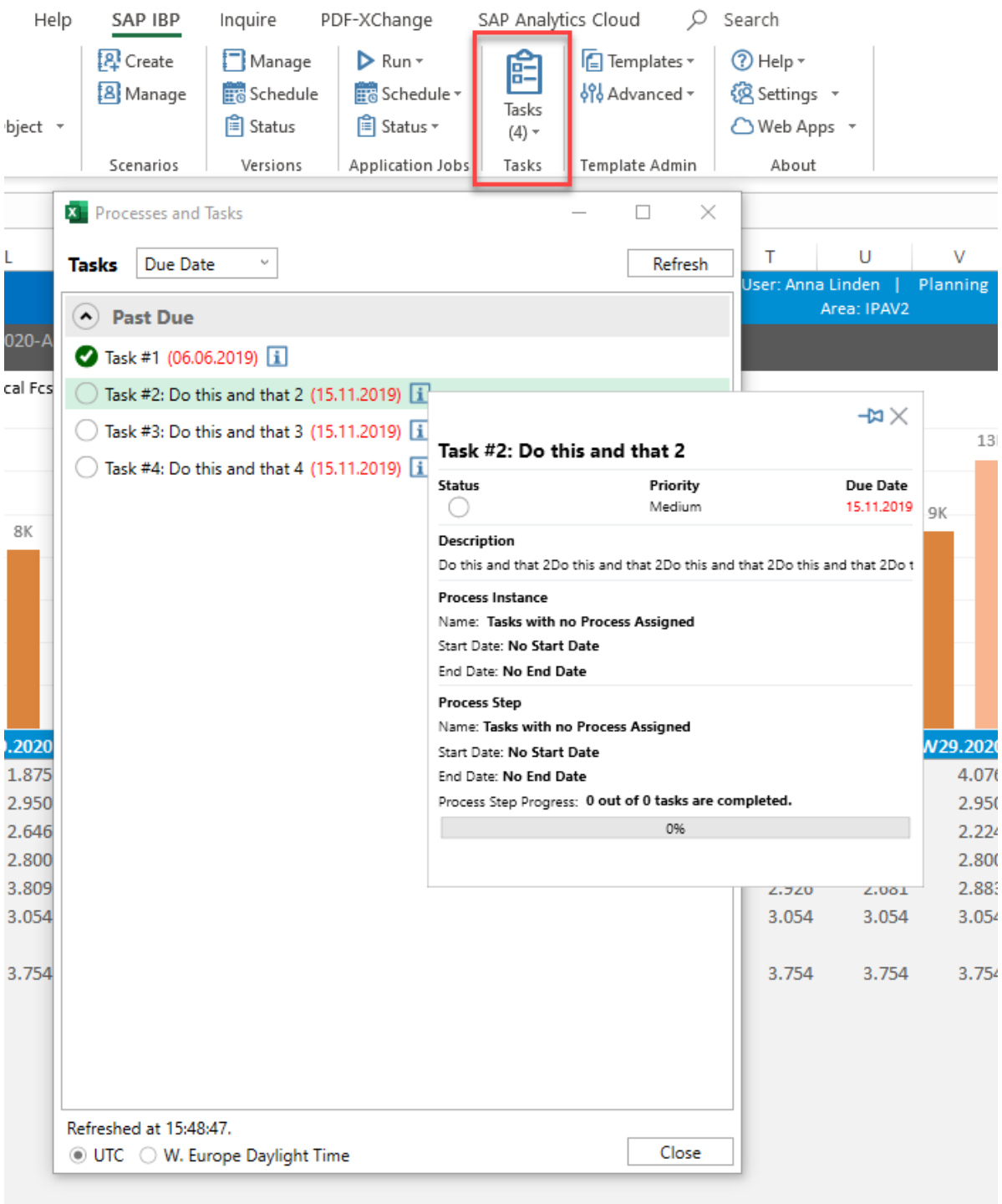
Please note that the alerts in the alert dashboard are constantly recalculated by the system. This can have an impact on the performance.

17) Task Management



Task management

- Open tasks that have been assigned to you as part of a process step can be visualized in the Excel add-in.
- Process, process step details, and progress can be seen as well.
- Tasks can be grouped and sorted by the following:
  - Process
  - Priority
  - Due date



Task management

You can set the status of your tasks to *Completed* by clicking on the task. If you complete a task, refresh the dialog to make it disappear from the list of tasks. (The process and task-related information is automatically refreshed when you log on to the Excel add-in, but you need to refresh it manually while you are working in your planning view.)

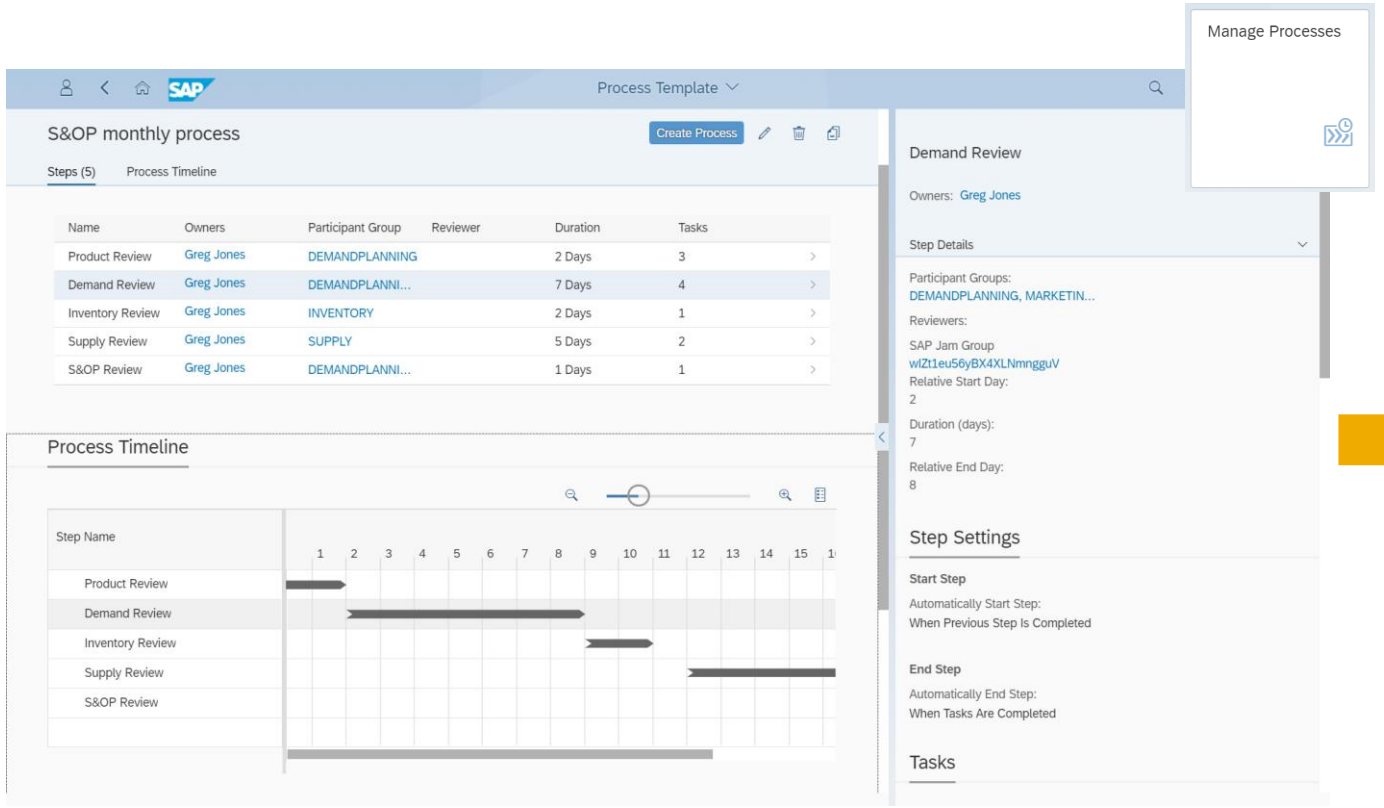
You can set the status of your tasks from the Excel add-in as follows:

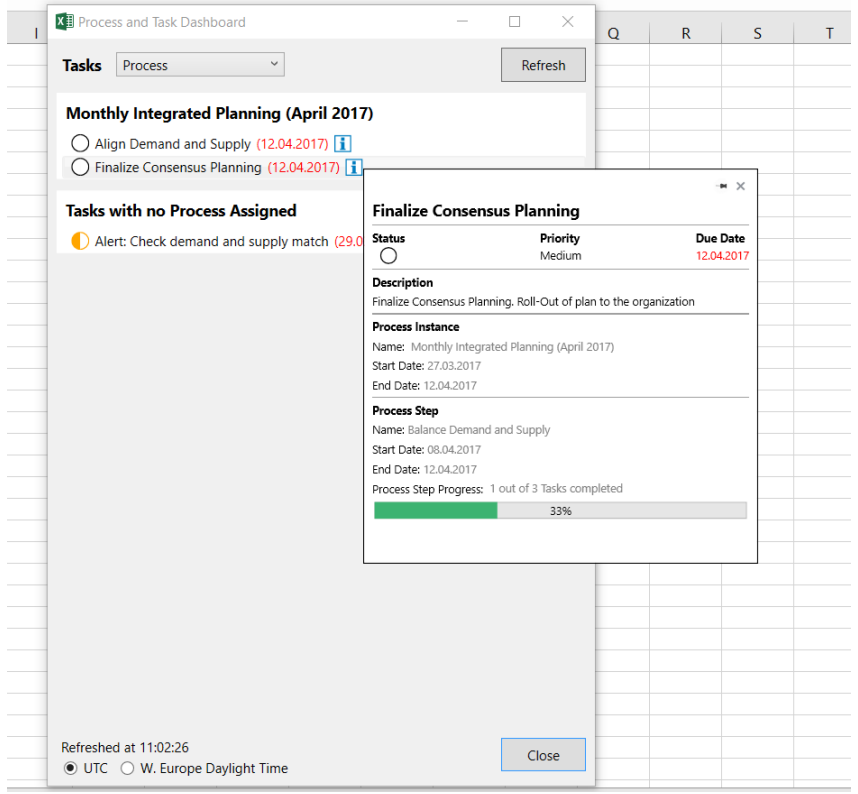
Status of the Task	**Can It Be Changed in the Excel Add-In?**	**To What Status?**
Open	Yes	Completed
In Progress	Yes	Completed
Completed	No	-

If you change the status of a task to *Completed*, and you decide that the task is not completed after all, you can change the status back to *Open* in the ***Collaboration*** app. Similarly, if you have a task in status *In Progress*, you need to change it back to status *Open* in the ***Collaboration*** app to be able to complete the task in the Excel add-in.

Process management

The processes and tasks that are visible in the Excel add-in are defined and managed using the *Manage Processes* app.

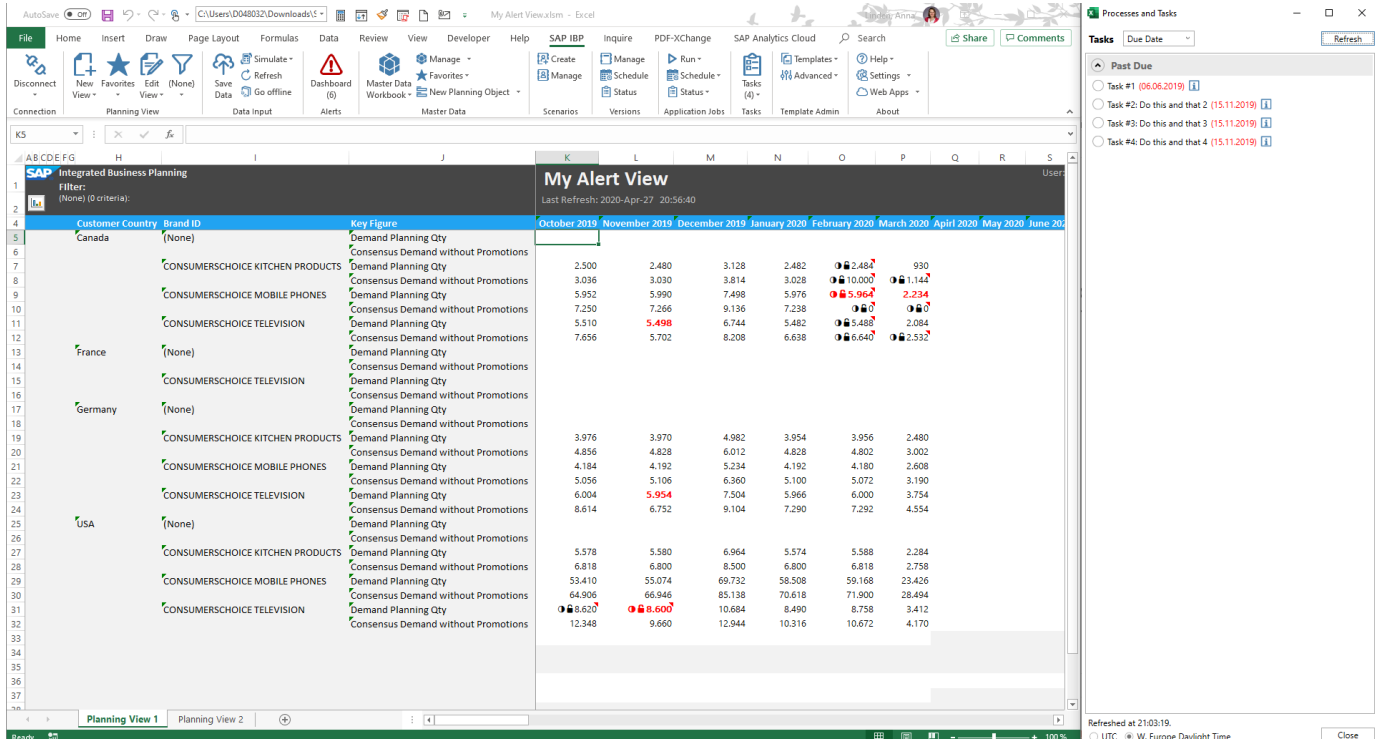




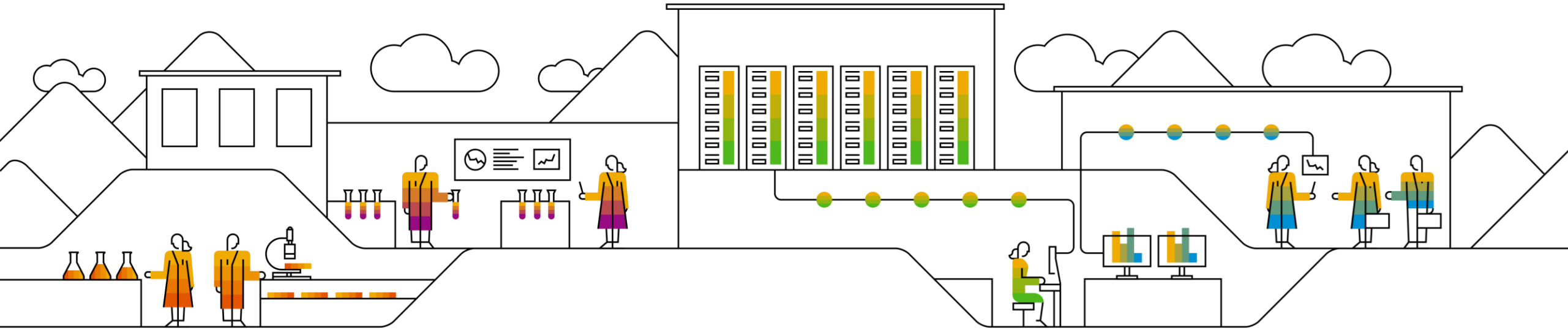
Task window in the Excel add-in

The ***Processes and Tasks Dashboard*** window is a separate window and not a pop-up. It can therefore be arranged within a split window next to the Excel window with the planning view on the same screen (Windows function as of Windows 10).

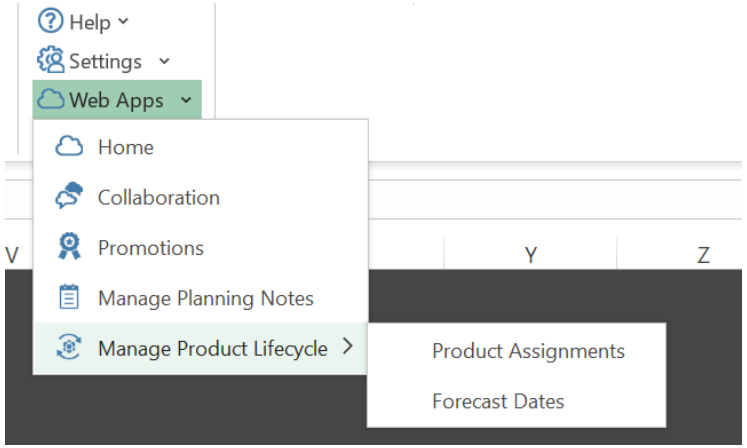
This makes it easier for you to take a look at the tasks and, in parallel, review and change the data to complete the tasks.



18) Navigation to the Web UI



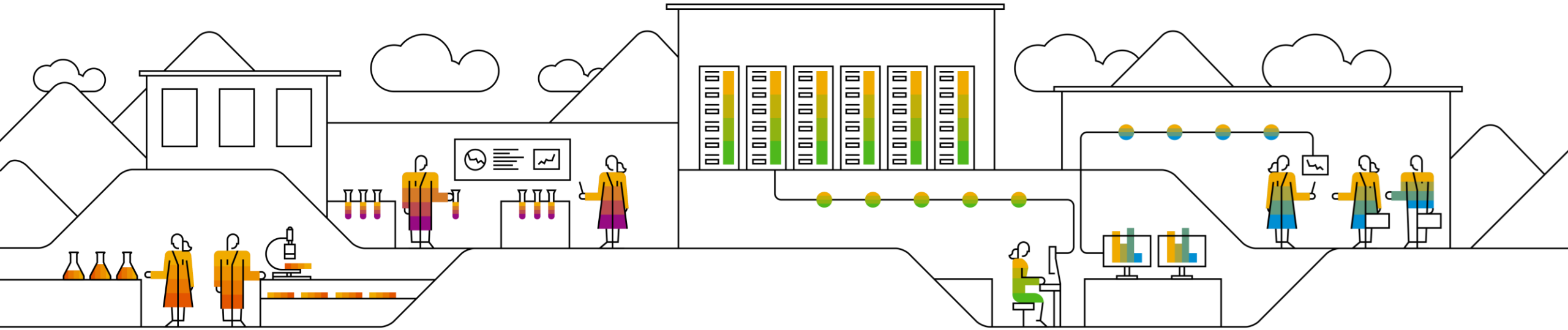
Navigation to the Web UI



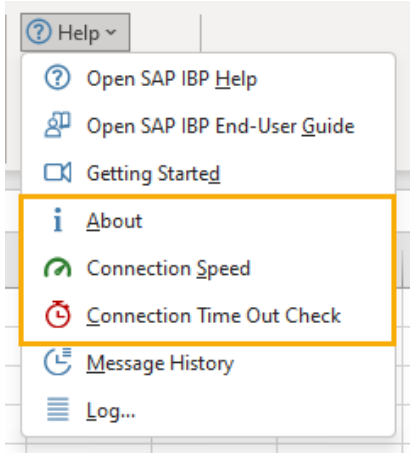
You can navigate from the Excel add-in to specific SAP Fiori apps on the SAP Fiori launchpad (*Web Client*).

- *Home* opens the SAP Fiori launchpad.
- *Collaboration* opens the *Collaboration* SAP Fiori app.
- *Promotions* opens the *Analyze Promotions* SAP Fiori app.
- *Manage Planning Notes* opens the *Manage Planning Notes* SAP Fiori app.
- *Manage Product Lifecycle* opens the *Product Assignments* or *Forecast Dates* tab of the *Manage Product Lifecycle* app.

19) Help, user settings, and more in the About area



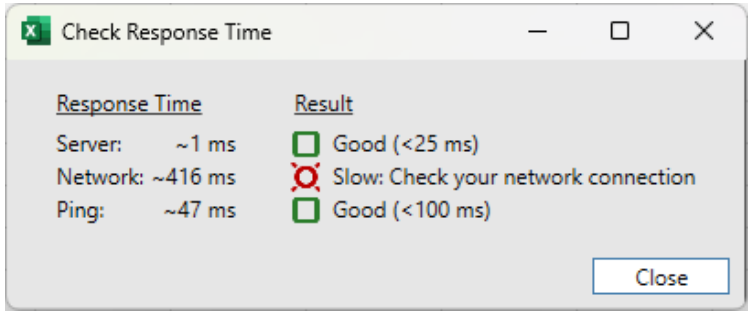
Help



The *About* area of the Excel add-in provides help and additional information.

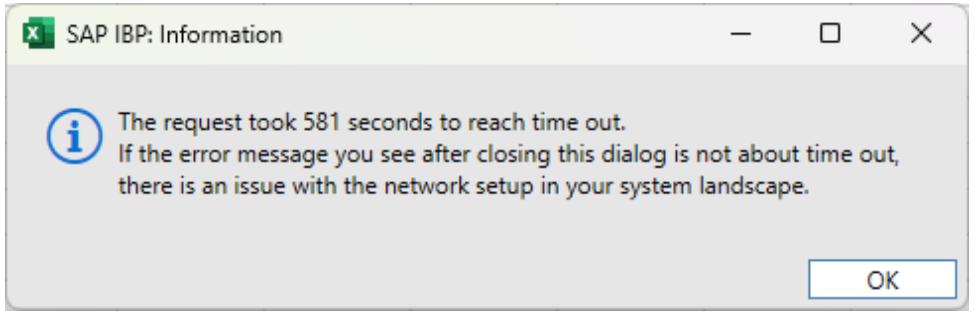


About: Know which Excel add-in version is installed



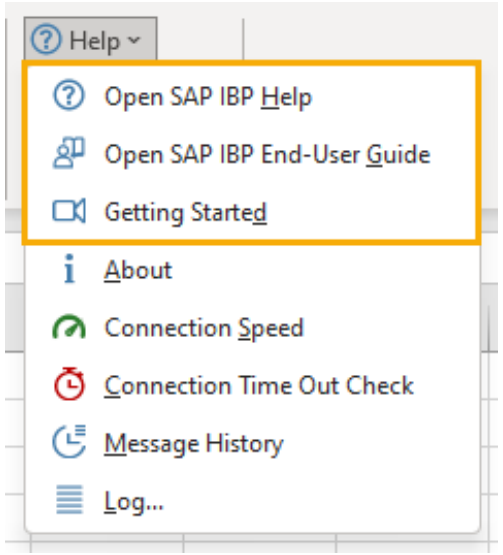
Connection Speed:

- The server time measures the time for basic database access.
- The network time measures the time it takes to download a predefined response.
- The ping time measures the time it takes for a small data package to reach the SAP IBP server until receiving it back (roundtrip).



Connection Time Out Check: Checks how long it takes to reach time out and whether the network is set up properly. This feature is designed mainly for administrators and consultants.

Help



You can open the help that is available on the SAP Help Portal as well as the getting started video hosted on the SAP youtube channel, from the *About* area of the Excel add-in.

- *Open SAP IBP Help:* opens the application help which has a section for end users as well as a section for administrators.
- *Open SAP IBP End-User Guide*: opens this guide.
- *Getting Started*: opens the getting started video.

You can also open the detailed help from the respective dialog or field in the Excel add-in by pressing the F1 key.

Note: This function doesn't work in all of the dialogs of the Excel add-in, but we're adding new topics continuously.

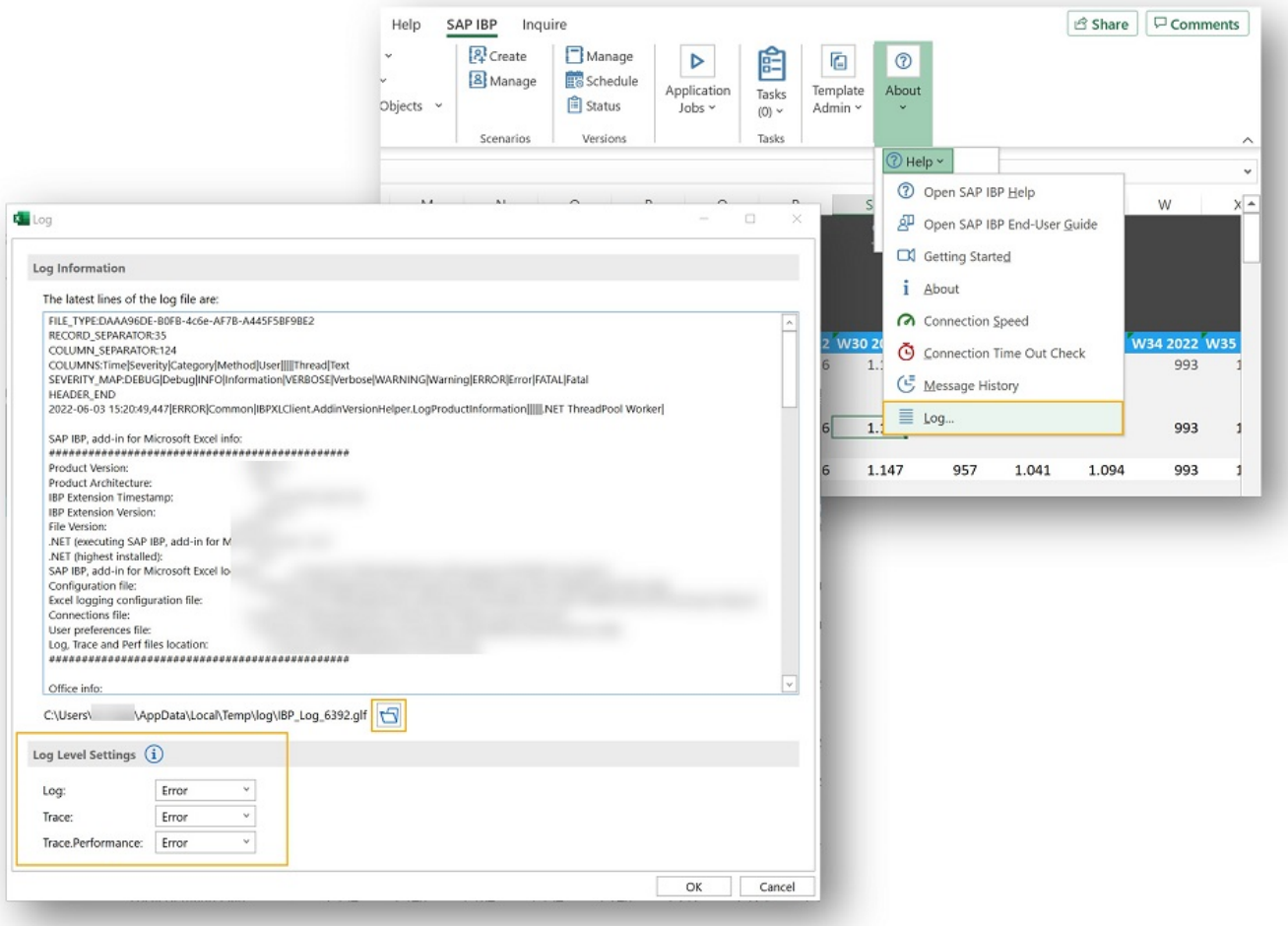
Log

The SAP IBP log is a technical log that can be used to perform a more detailed error analysis.

If you encounter issues with the Excel add-in, your administrator or the SAP support team might ask to provide the log file.

You can use the *Log Dialog* to find the log and trace files that you need, and copy them directly out of the dialog.

To open the *Log* dialog, in the *SAP IBP* ribbon, in the *About* group, choose *Help -> Log*.



Log Dialog

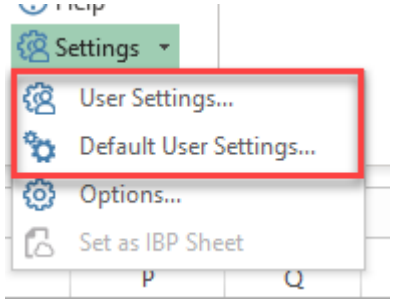
In the *Log Dialog*, you can see the following information:

- The recent lines of the log.
  If you need to provide the log information to your administrator, or to SAP support, you can copy and paste the text directly out of the dialog.
- Technical information about your installed software and environment.
- The location of the log files on your computer.
  By choosing the *Open folder...* button, you can access the log files directly. You can also copy the file path to your clipboard.

In the *Log* dialog, you can specify in which case the Excel add-in should create logs for your current Microsoft Excel instance. In pervious versions, this required administrator permissions.

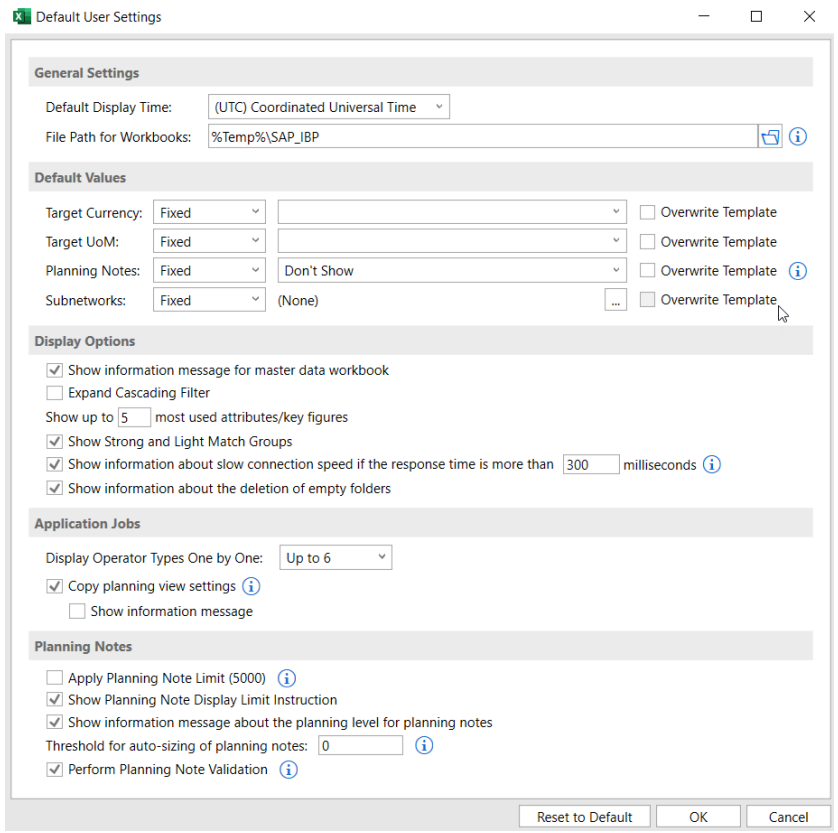
For more information, see Trace and Log Files in the Excel Add-In.

Settings

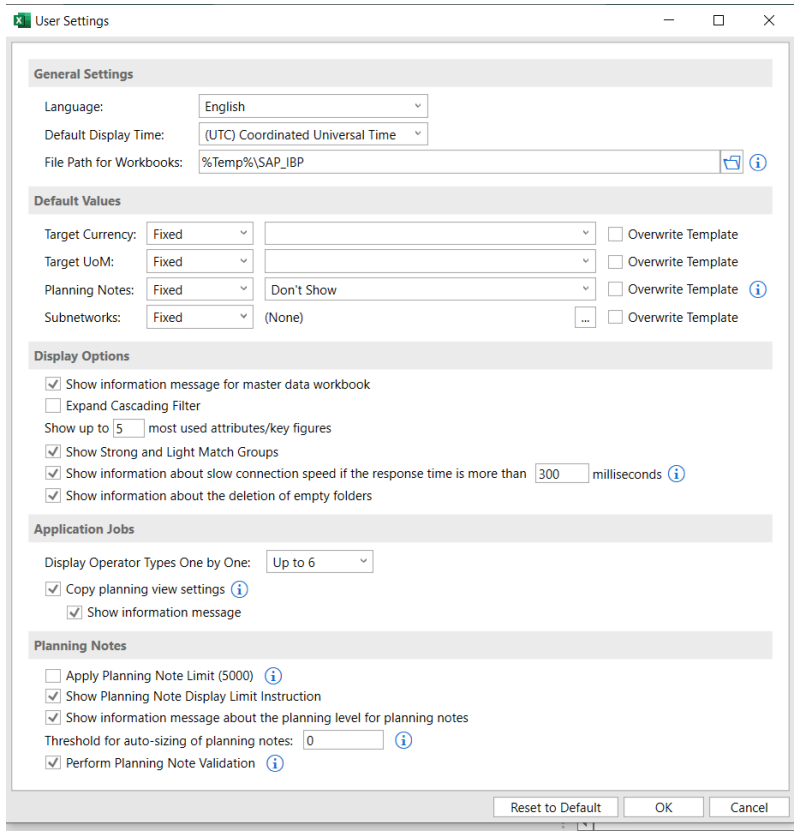


The settings are valid for the particular connection (system/planning area combination). You need to make changes changes individually for each connection. The settings are not stored locally on your PC.

Default User Settings (Administrator Settings)

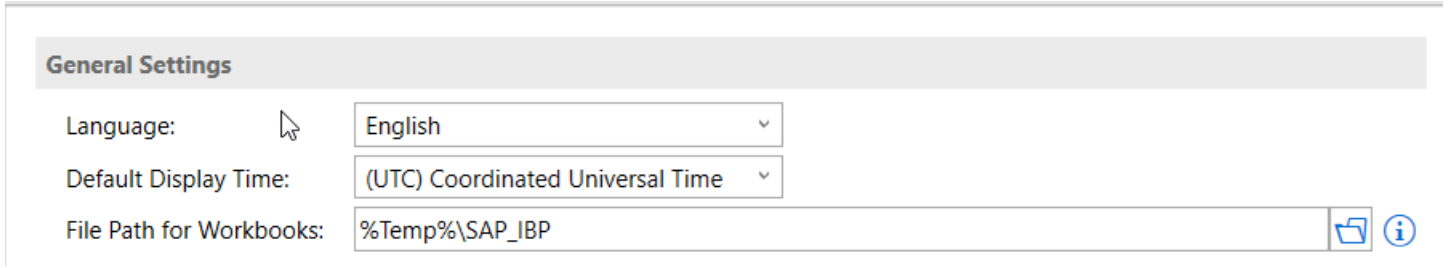


User Settings (user-specific settings)



For more information about the settings, see SAP Help Portal at User Settings.

Settings – general settings



- ***Language***: You can change the language for the Excel add-in. All Excel add-in controls are displayed in the selected language.
- ***Default Display Time*:** You can decide in which default time zone the dates and times are shown (in the planning operator logs, for example).



- ***File Path for Workbooks***: When you open a planning view template or favorite, the workbook is downloaded from the SAP IBP system and stored in a certain folder. From there, it is opened on your PC. This file path determines the storage location. For performance considerations, it is recommended that you specify a file path pointing to a folder on your local PC instead of a folder located on a network drive or shared drive. The default file path is the following:

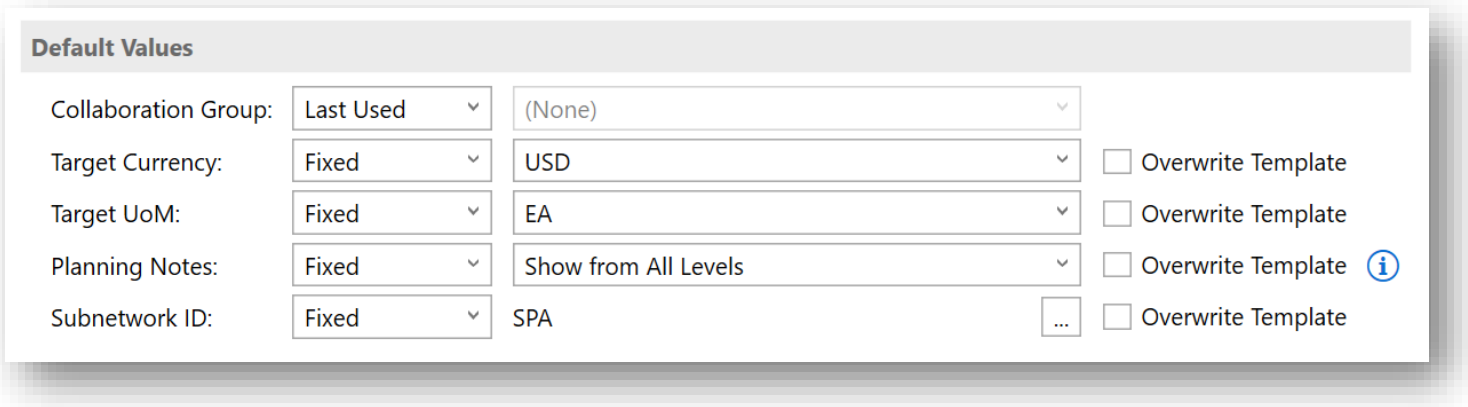
  %localappdata%\SAP_IBP_AddIn\Workbooks

For more information, see Setting Up File Paths for Workbooks, and Setting Up Your Own File Path for Workbooks.

Settings – default values

In the settings, you can set various default values, for example, the default currency and unit of measure. These default values help you to save time when working with planning views.
You can set fixed values or define that the value last used is applied. You can also overwrite these values with your user-specific ones in the template planning views.

It depends on the configuration of your planning area whether you see the default value fields. If, for example, no key figure is planning note enabled, then the *Display Planning Notes* field is not visible. The same is true for Collaboration groups or units of measure.



Settings – display options (1)

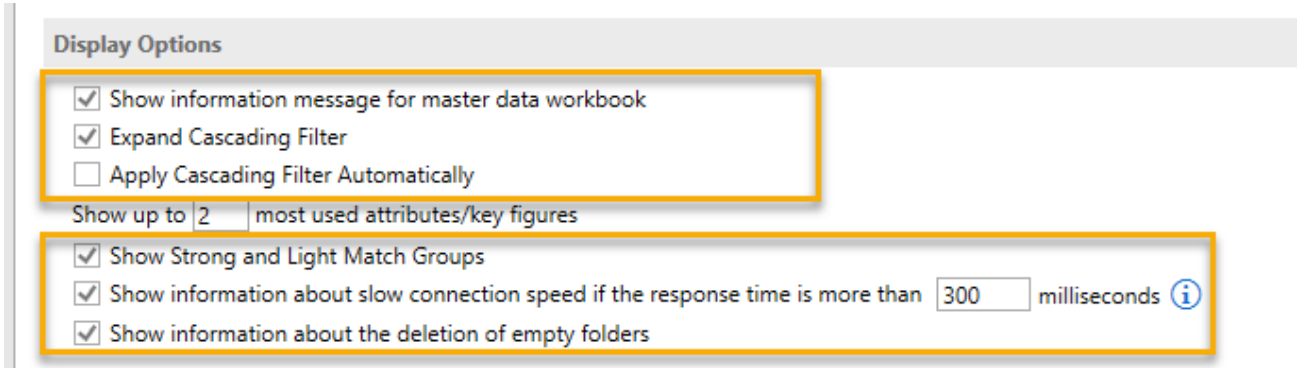
Show information message for master data workbook: Defines if you get a pop-up when opening a master data workbook with additional instructions.

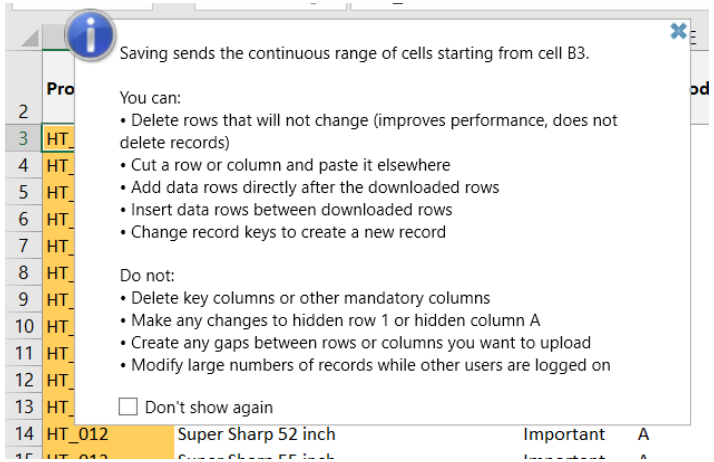
Expand Cascading Filter: Defines if the *Cascading Filter* dropdown menu (for example, on the *Filter* tab of the planning view definition) should be automatically expanded.

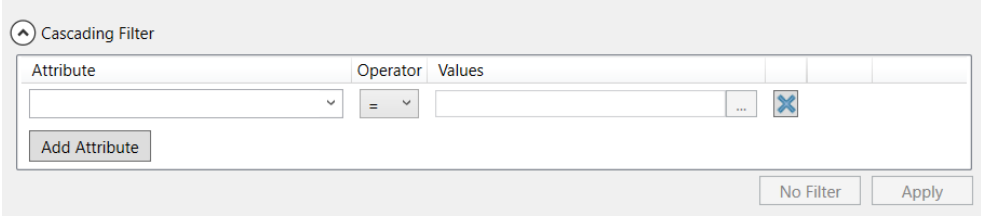
Apply Cascading Filter Automatically: When you select this checkbox, the cascading filter is applied automatically when you open the value help to select attribute values for filter conditions. You don't need to choose *Apply* manually.

Show information about slow connection speeds if response time is more than … miliseconds: If you select this checkbox, and specify a value here, you will be informed about slow response times between your computer and the SAP IBP server as well as a potentially slow network connection. The response time is measured during logon, and combines server and network response times.

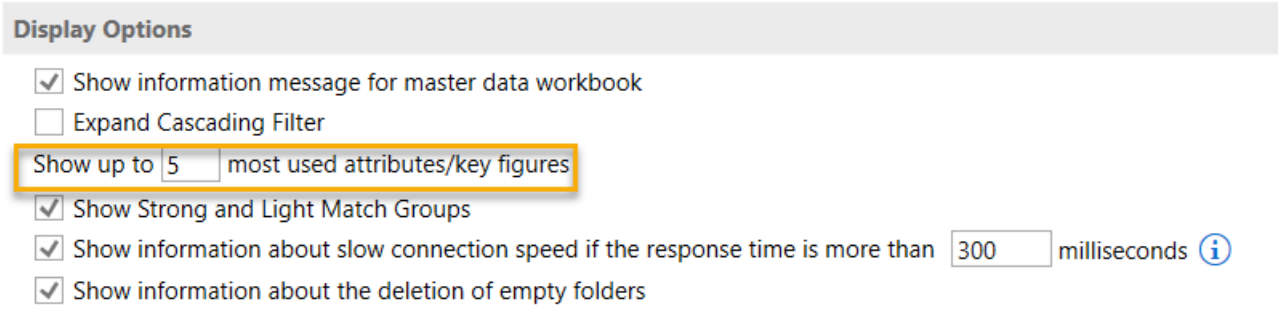
Show information about the deletion of empty folders: If folders have been created by using the *Organize* function, and if no entities (templates, favorites, filters, and so on) are assigned to them, the empty folders are deleted when you close the *Organize* dialog.





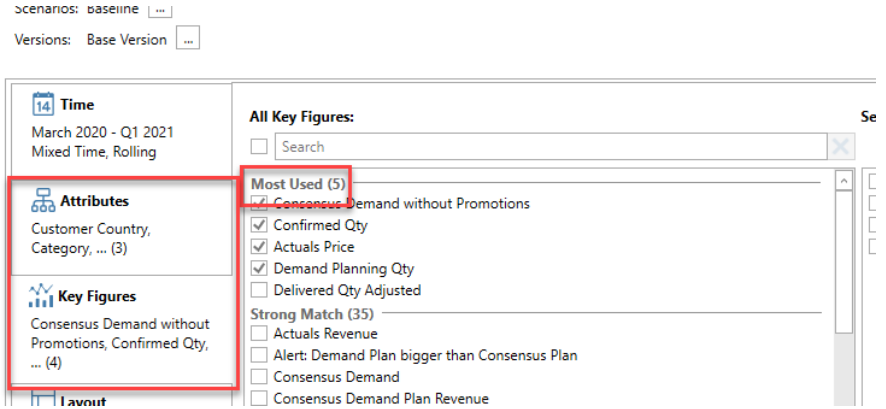


Settings – display options (2)



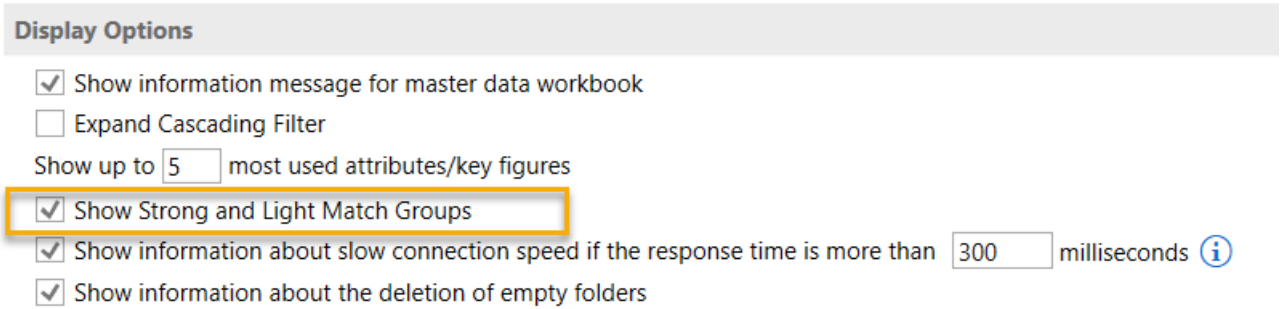
Show up to <number> most used attributes/key figures:

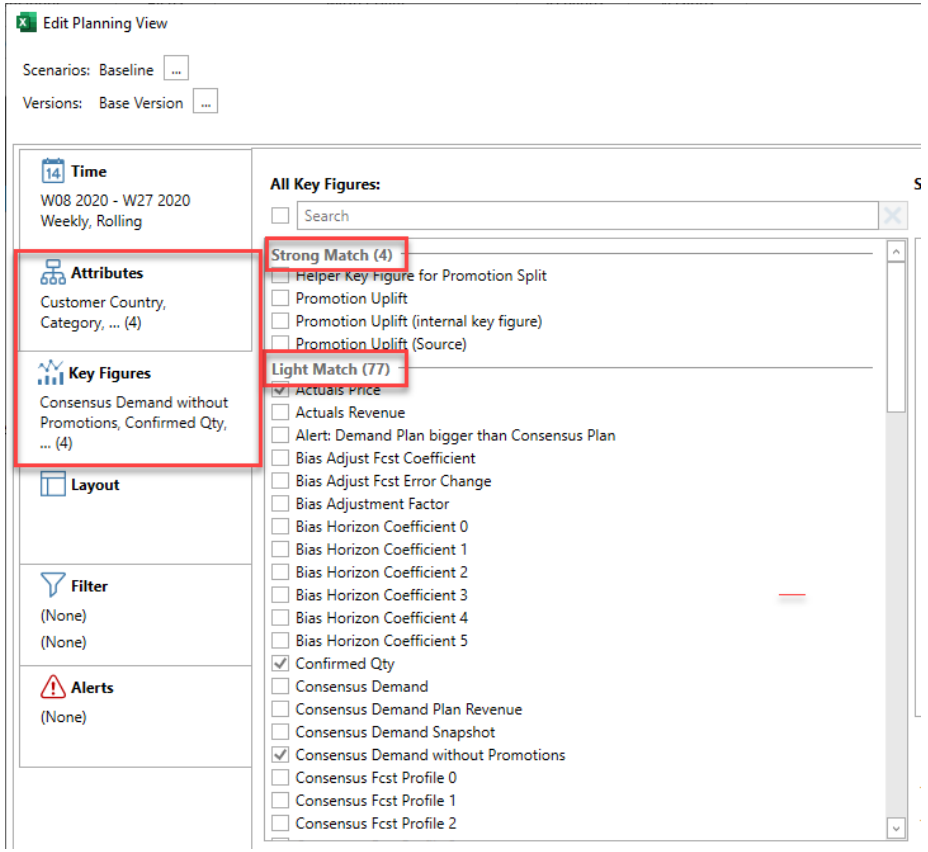
- You can see a list of your most used attributes and key figures in multiple places in the Excel add-in.
- This short list helps you to quickly see the attributes and key figures that are most relevant to you. You do not need to pick them from a long list of key figures and attributes.
- The default value is 5.
- Set the value to zero to turn the feature off.
- If you reset the user settings by clicking the *Reset to Default* button, the Excel add-in “forgets” your most used key figures and attributes but learns them again over time.



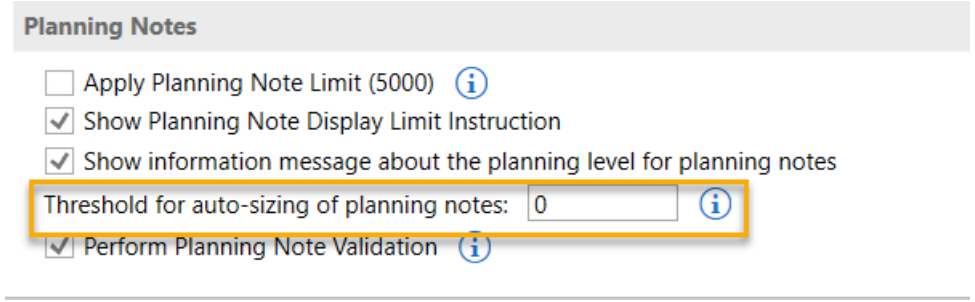
Settings – display options (3)

If the attributes and key figure list in the planning view settings should use the strong-match group and the light-match group, select the *Show Strong and Light Match Groups* checkbox.

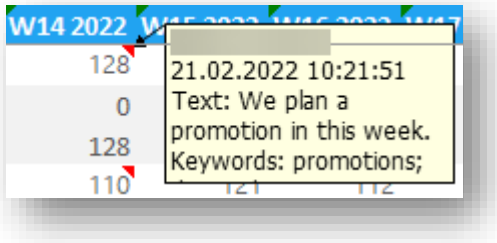




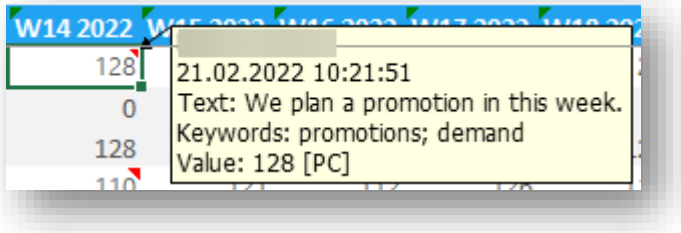
Settings – auto-sizing planning notes



Standard size:



Autosized to fit the full text :



If you hover the **mouse over** a cell containing a planning note, the planning notes are displayed in a standard size that does not display the free text.

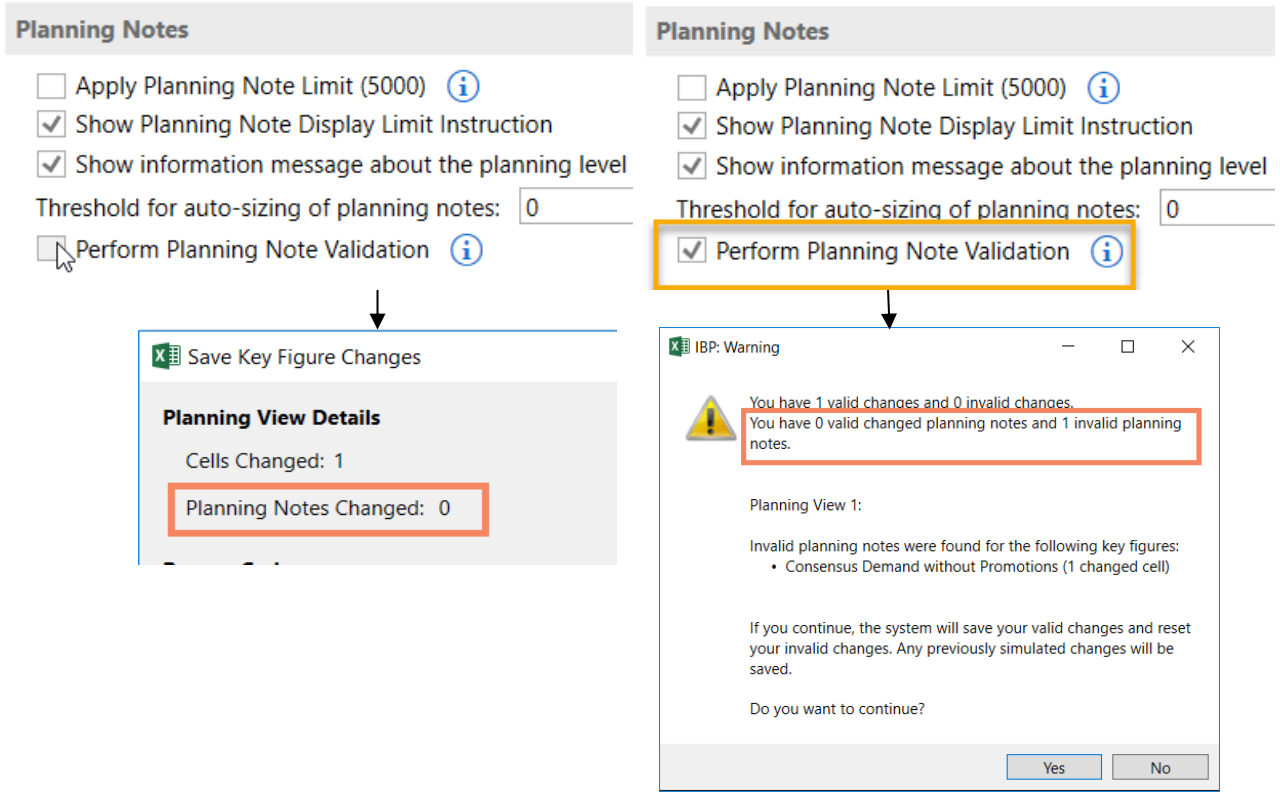
The system automatically can increase the size of the boxes, adapting them to the respective free text.

- Auto-sizing is only performed if the number of planning notes in the planning view does not exceed the threshold that you have entered in the settings.
- The default threshold is 0 (no auto-sizing).
- In the example, the threshold is set to 7. This means that auto-sizing is active if the planning view contains 7 or less planning notes.
- Consider that auto-sizing a large number of planning notes can have a significant performance impact.
- Note that if you **click** a cell, the planning note is always displayed in full size.

Settings – planning note validation

You can decide whether an **additional** validation step should run when saving planning notes and inform you about invalid changes.

Invalid changes can happen if you change an SAP IBP planning note with native Microsoft Excel functions, such as, *Edit Note*.

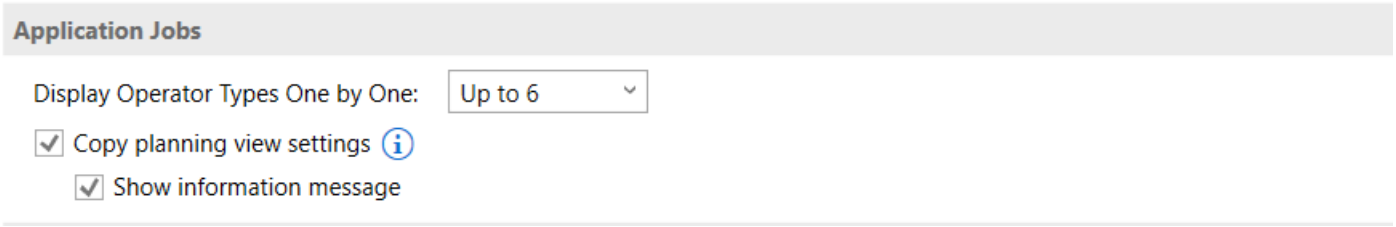


With or without using the additional check, invalid changes to the planning note are not saved. But with the additional validation check switched on, the system provides you with information in a warning message. So you have a better chance to see that the changes you made to the planning note were invalid and will not be saved.

Please note that the additional validation check can have a negative impact on the performance. It can be skipped for users who are familiar with the restriction not to use any Microsoft Excel native notes with SAP IBP planning notes.

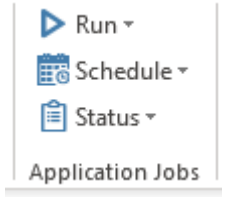
As a default, the validation is switched on.

Settings – application jobs

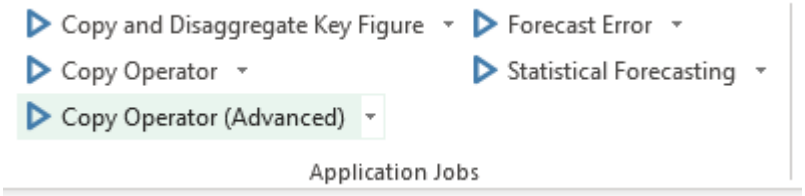


Depending on how many planning operators are assigned to your planning area, the list in the *Application Jobs* group in the Excel add-in ribbon can get rather long. In the *Display Operator Types One by One field*, you can enter how many planning operators or application jobs are listed.

Choose *Never* if no individual application jobs should be displayed.



Choose, for example, *Up to 6* to show up to six individual application jobs:

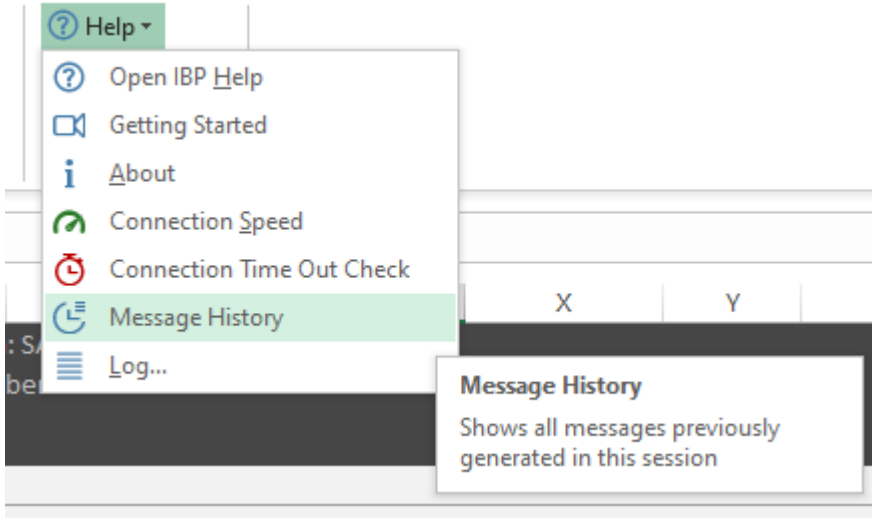


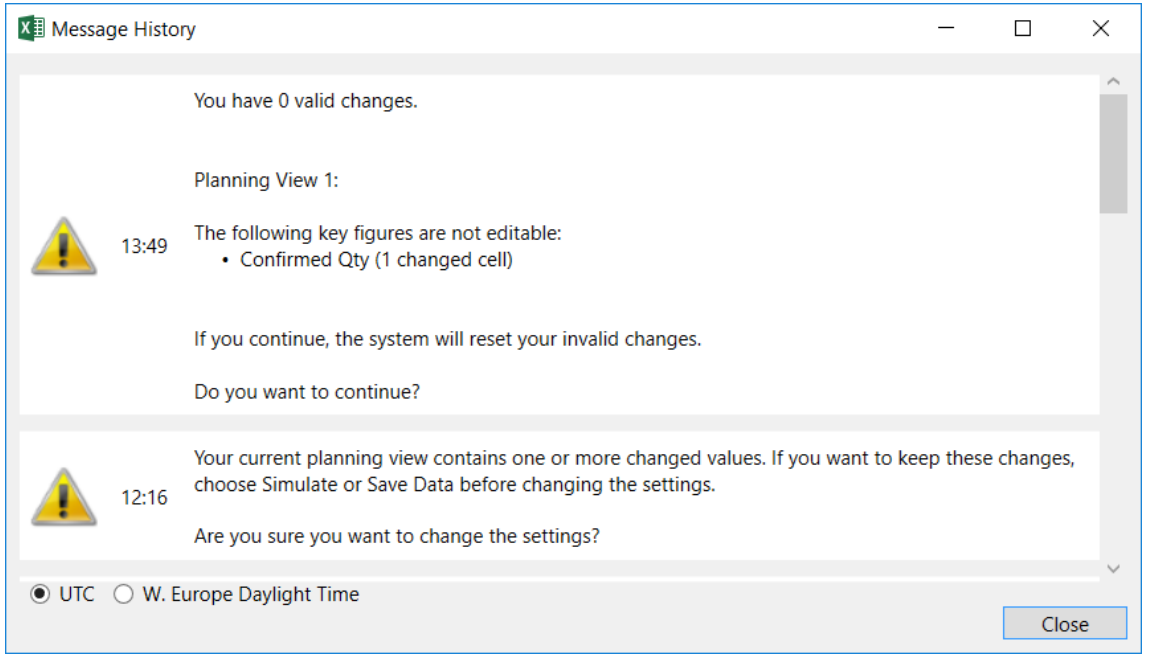
If more than 6 application jobs are assigned to your planning area, no application jobs are displayed (same as the *Never* option).

Message history

In the message history window, you can see all of the warning and error messages you've received since your last logon to the SAP IBP system.

This is useful if you closed a error/warning pop-up, and want to review the information, or when you face issues and need to inform your administrator.
In the second case, you can send a screenshot of the respective warning/error message for further analysis.

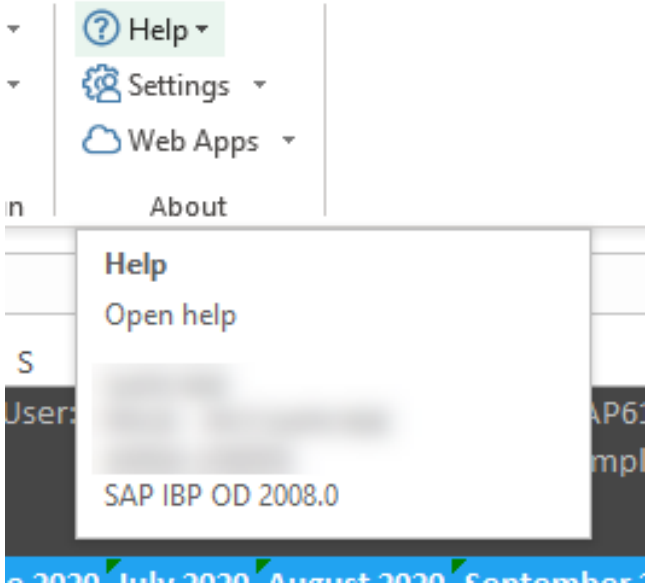




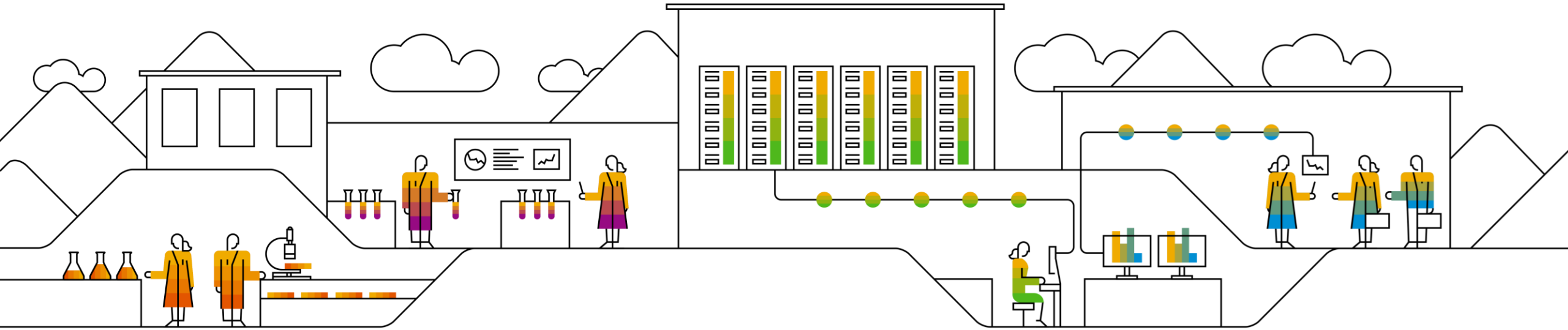
Check backend version

Hover the mouse over *Help* button to show the release of the SAP IBP backend, as well as the Hotfix Collection. This comes in handy when you are asked, for example, by your administrator or by SAP support, which version of the Excel add-in is installed on your PC.

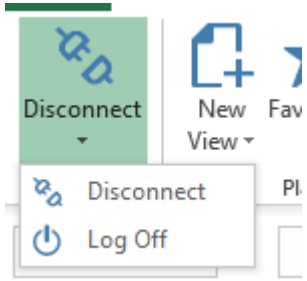
Example: SAP Integrated Business Planning 2008.0 means that the backend is
SAP IBP release 2008, Hotfix Collection 0



20) Logging Off and Troubleshooting Disabled Excel add-ins



Comparing disconnect and log off



After you have finished your work, you can disconnect or log off from the SAP IBP backend system.

Disconnect

If you choose this option, you are logged off from the SAP IBP system but not from your identity provider. When using a **Remember Me** option you do not need to enter the credentials again the next time you log on.

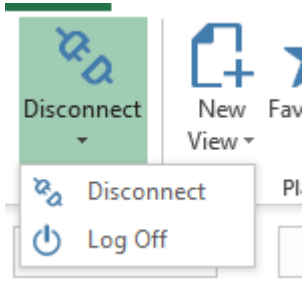
Use disconnect, for example, if you have left the Excel add-in inactive for too long or if a planning area activation is in progress.

Log Off

If you choose this option, you get logged off from the SAP IBP system completely.

You log off from the entire system environment, including your identity provider. You'll have to provide your credentials for the identity provider used by your company the next time you log on.

Disconnect (continued)



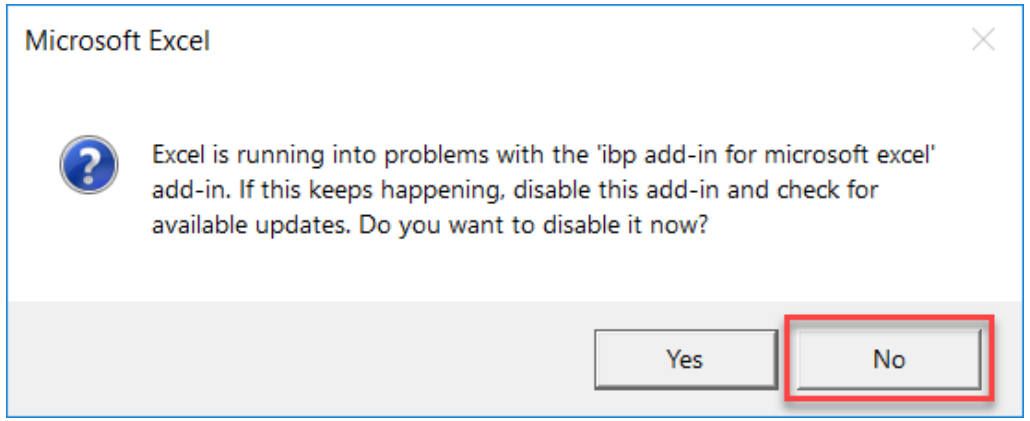
The following are considered as disconnecting from the system:

- You log on again after disconnecting using the **Disconnect** option.
- You close Microsoft Excel while you're logged on and afterward open Microsoft Excel again.
- You get logged out due to a system time-out and have to log on again.
- You're logged on and open a new instance of the Excel add-in to connect to a different system or planning area that is connected to the same identity provider.

If your company doesn't use the "Remember Me" option, you have to authenticate yourself again when reconnecting to the Excel add-in.

Troubleshooting a disabled Excel add-in

If Microsoft Excel “crashes” while working with the Excel add-in, or was ended in an exceptional way, for example, through the task manager, it might start the next time without the Excel add-in that it suspects to have caused the shutdown. In such a case, a pop-up like the following will appear when you start Microsoft Excel:



Please select *No*.

If you select *Yes*, the Excel add-in will be disabled and disappear from the ribbon. You need to manually enable it again.

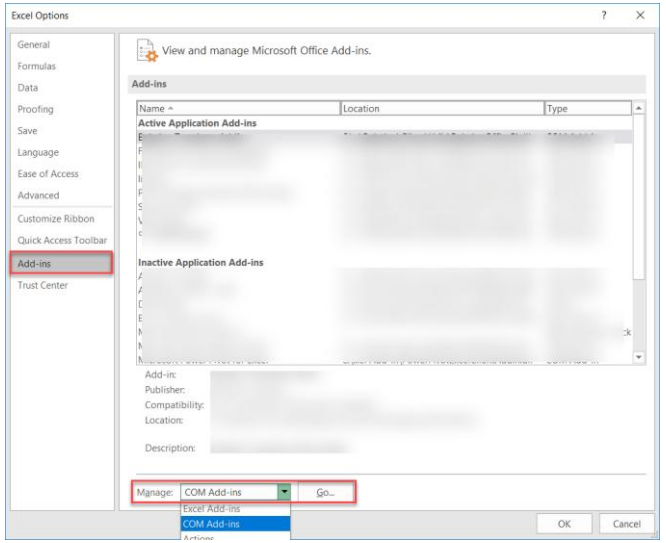
How to enable the Excel add-in (1)

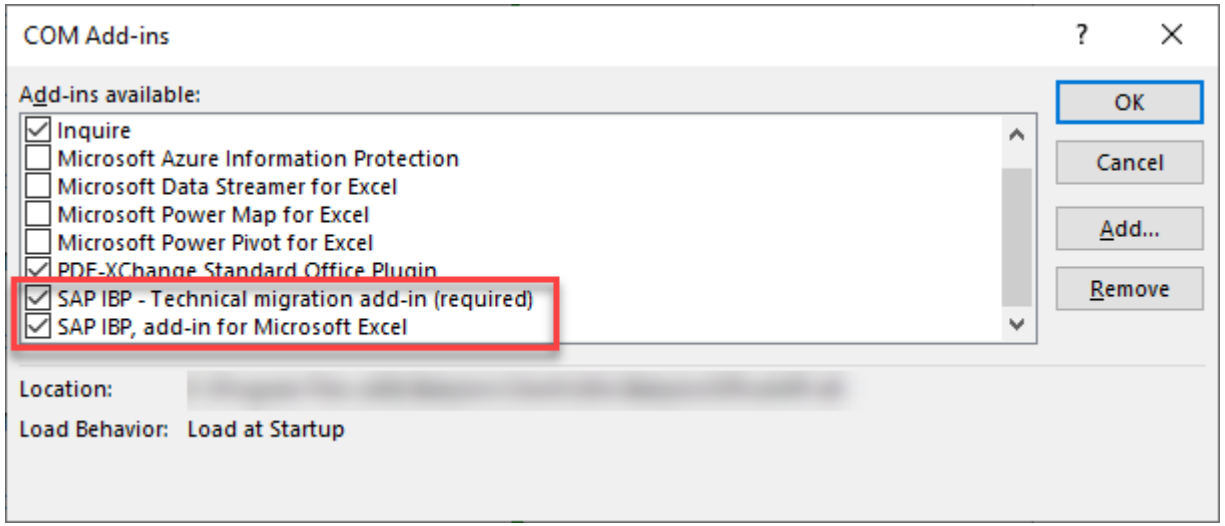


If the *SAP IBP* menu has disappeared from the Microsoft Excel ribbon, a likely reason is that it has been disabled.

How to enable the Excel add-in:

- In Microsoft Excel, choose *File* → *Options* → *Add-Ins.*
- Select *Manage: COM Add*-Ins and choose *Go.*
- Select *SAP IBP, add-in for Microsoft Excel* and choose *OK.*

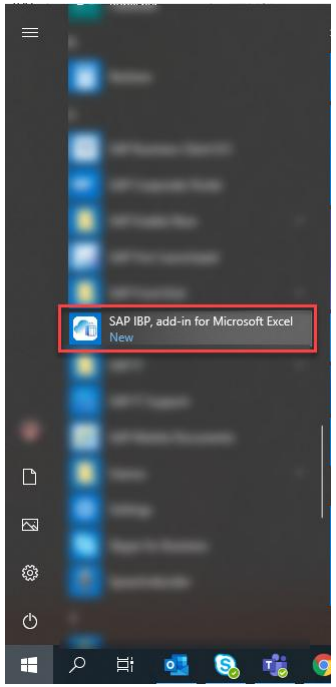




How to enable the Excel add-in (2)

Try starting the Excel add-in via the desktop shortcut or the Windows programs.





Please note that this option is only available if your administrator has enabled it.

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