



**Target audience:**  
Consultants and end-users,  
for training purposes, for example

# SAP Integrated Business Planning, add-in for Microsoft Excel

## Feature Overview and End-User Guide

Based on the Excel Add-In Version 2108.2.0

Product Management, SAP  
August, 2021

PUBLIC

# 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.

# What's New in 2108.2.0

- Time-based disaggregation of partially editable child nodes (page 125 - 129)
- Simulations with inventory profiles (page 140)

# Agenda

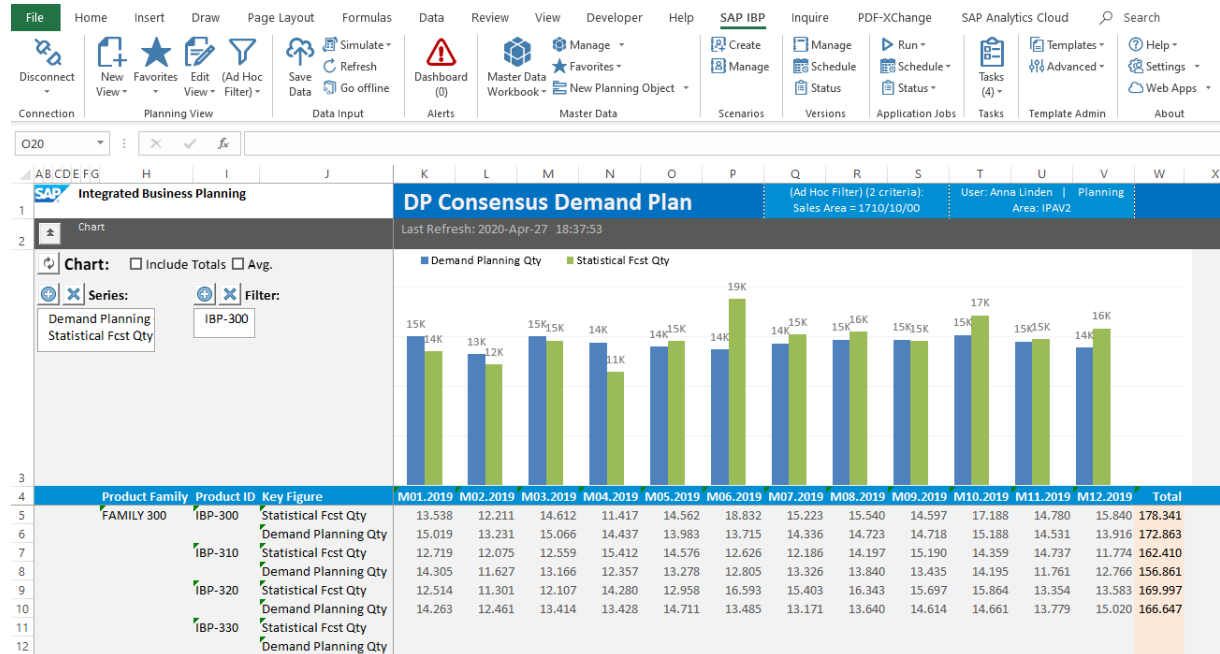
- 1) Introduction
- 2) How to log on to SAP Integrated Business Planning via the Excel add-in
- 3) How to create planning views
- 4) How to save data
- 5) How to work with planning views
- 6) Application jobs in the Excel add-in
- 7) Master data maintenance
- 8) Alert key figures and alert dashboard
- 9) S&OP task management
- 10) Navigation to the Web UI
- 11) User settings and more in the *About* area
- 12) How to log off from the Excel add-in and troubleshooting a disabled Excel add-in



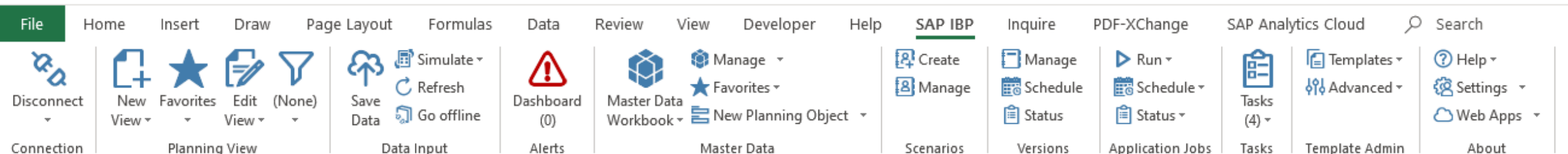
# Introduction



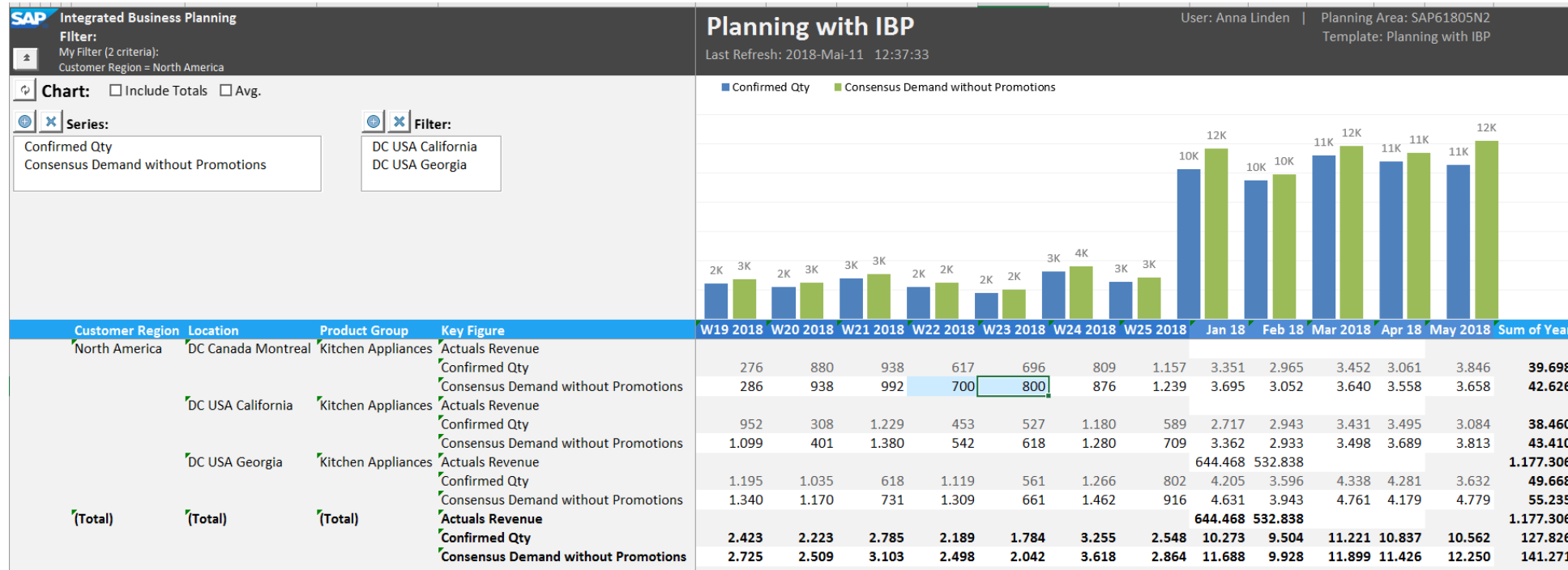
# Planning in Microsoft Excel for professional planners



- 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



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 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.
- With every SAP IBP release, a new Excel add-in version is also released, but it is not mandatory to use the newest add-in version, even though it is best practice.
- New features, such as planning notes or fixing of key figures, are only available as of the respective Excel add-in version.
- The current Excel add-in versions are **upward compatible and downward compatible**. This means that they can be used with lower and higher releases of SAP IBP. However, some functionality might not be available if you use an older Excel add-in version with a newer SAP IBP backend system.  
The lowest possible version that can be used is the 1808.2.0 version of the Excel add-in.
- For more information, see SAP Note [2394311](https://launchpad.support.sap.com/#/notes/2394311) (*Version information for the IBP Excel add-in*) at <https://launchpad.support.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 Release Restriction Note (SAP Note [3017652](https://launchpad.support.sap.com/#/notes/3017652)) at <https://launchpad.support.sap.com/#/notes/3017652>.

# 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 active.



# Downloading the Excel add-in

- Customers can **download** the Excel add-in in the software download area of the SAP Support Portal at <https://launchpad.support.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.

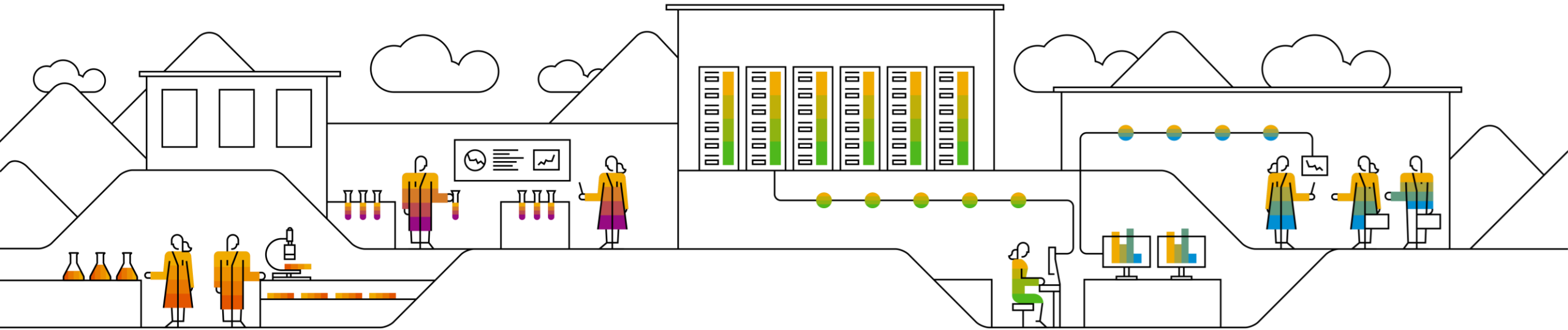
Your IT department usually provides you with the installation file, or even installation package, and pushes these installations to your local PC. For more information, see the following SAP Notes:

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

# Excel add-in on a MacBook and mobile devices

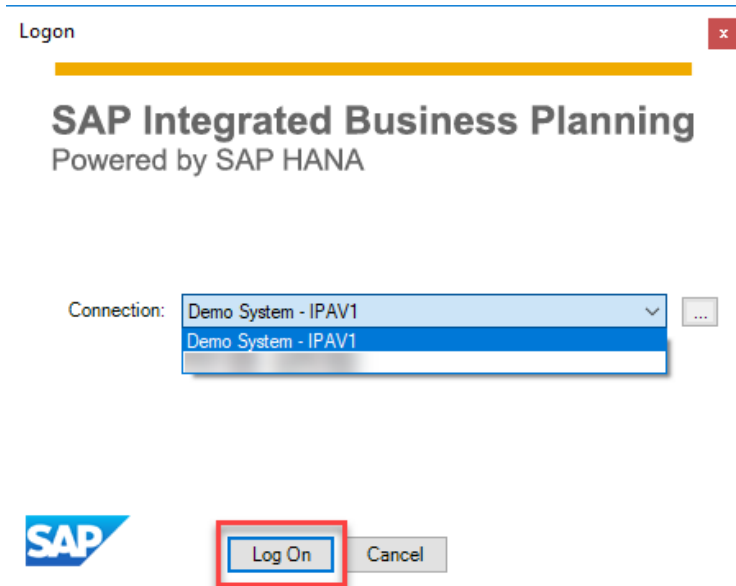
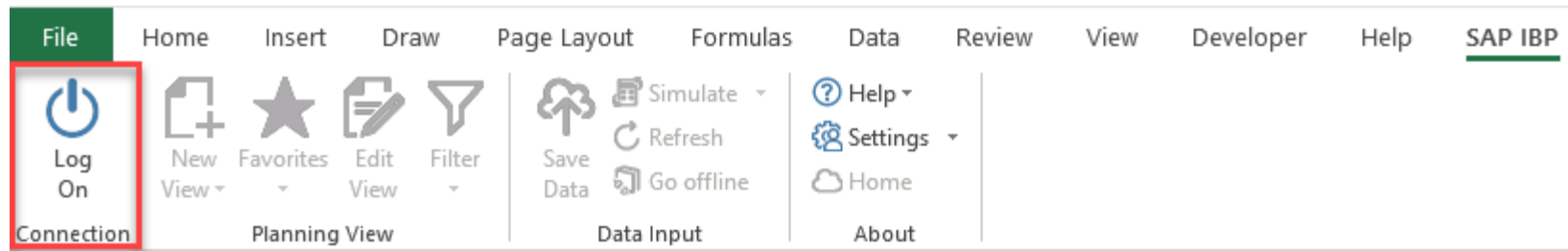
- The Excel add-in can run on a MacBook. The prerequisite is that a virtual machine (VM) is set-up and that a Windows and Office environment is installed on the VM. Then you can install the Excel add-in on that VM as usual.
- The Excel add-in can be installed on Microsoft Surface devices.
- You cannot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

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



# Logon

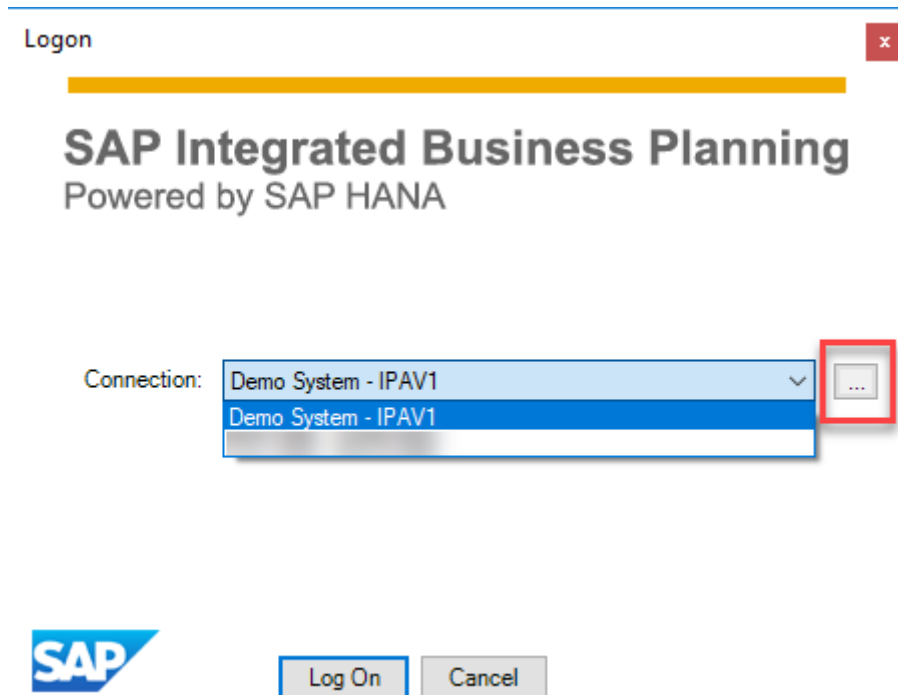
If the Excel add-in is installed correctly, you find a new entry in the Microsoft Excel ribbon, called *SAP IBP*. As a first step, you need to log on to the SAP IBP backend by clicking *Log On*.



- The *Logon* window appears. Usually, your administrator distributes the relevant connection details automatically 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.
- A favorite list is available in the dropdown menu.

# Setting up a connection (1)

## Step 1: Navigate to the Connection Manager



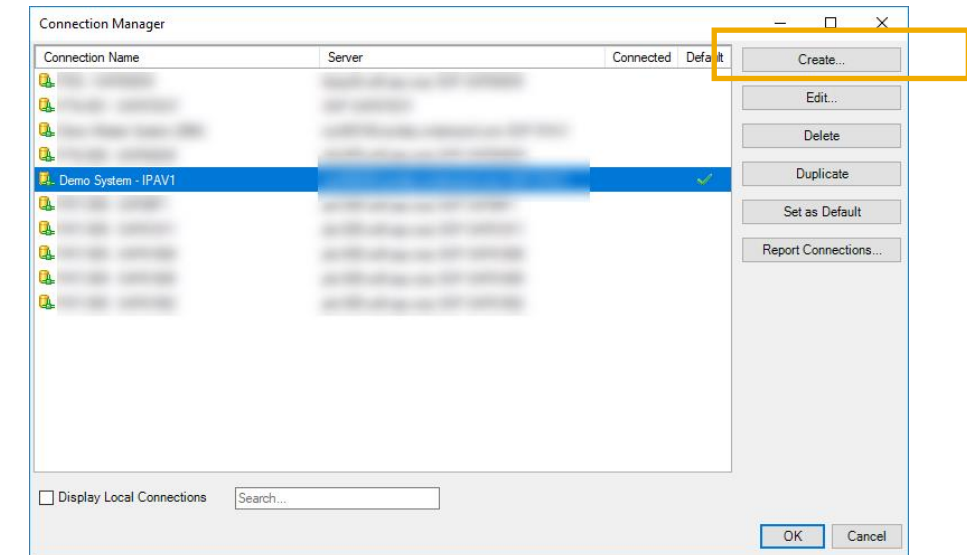
To set up a new connection,

click 

Then click *Create*.



Connection Manager:



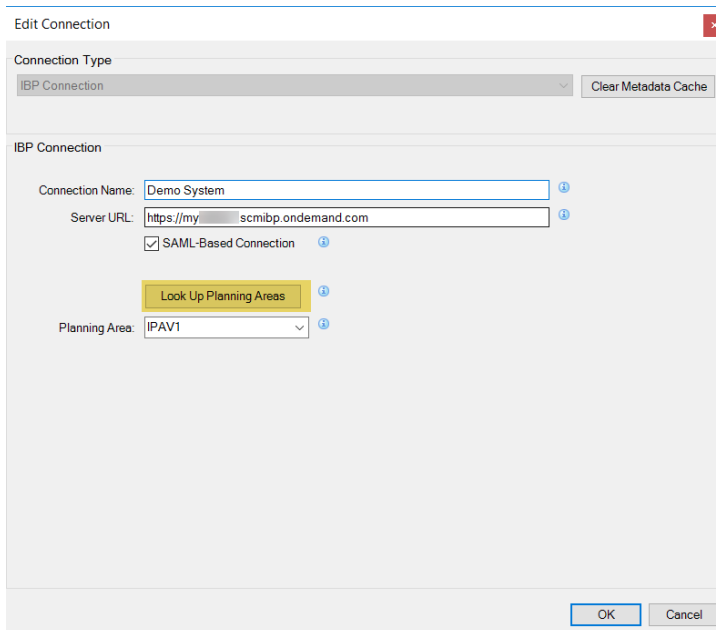


# Setting up a connection (2)

## Step 2: Enter the system credentials and the planning area

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

Then click *OK*.



Edit Connection

Connection Type: IBP Connection

Clear Metadata Cache

IBP Connection

Connection Name: Demo System

Server URL: https://my.scmibp.ondemand.com

☒ SAML-Based Connection

Look Up Planning Areas

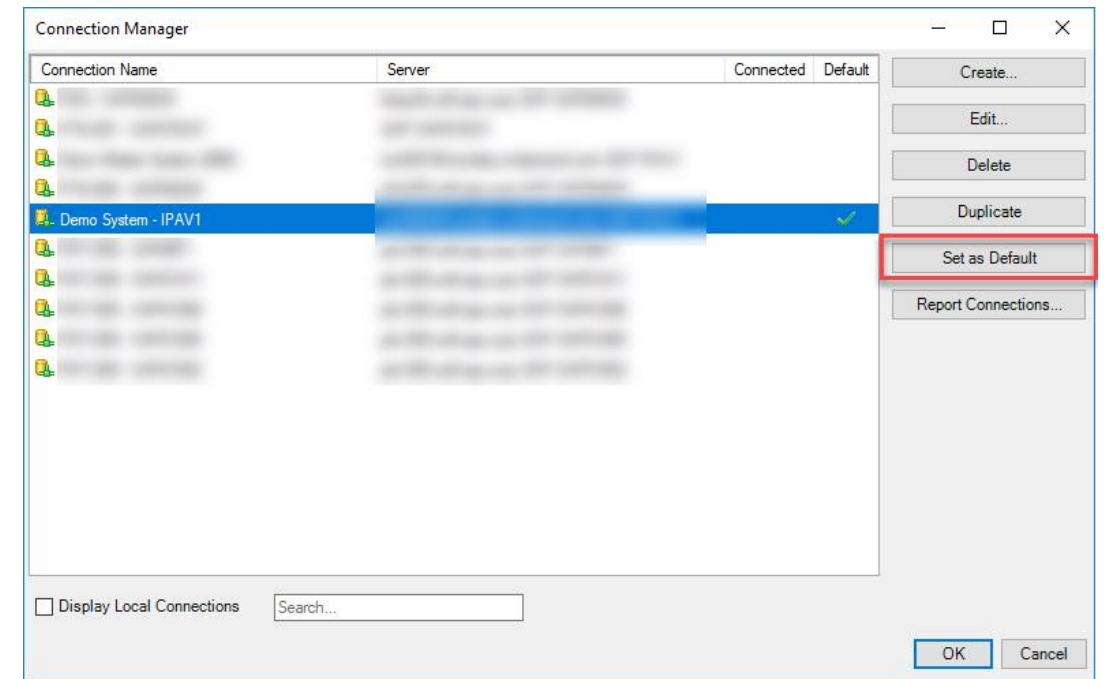
Planning Area: IPAV1

OK Cancel

## Step 3: Set a planning area as default (optional)

Click the connection that you want to set as default and then click *Set as Default*. A green checkmark appears next to the connection.

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



Connection Manager

Connection Name	Server	Connected	Default
Demo System - IPAV1			✓

Create... Edit... Delete Duplicate Set as Default Report Connections...

☐ Display Local Connections Search...

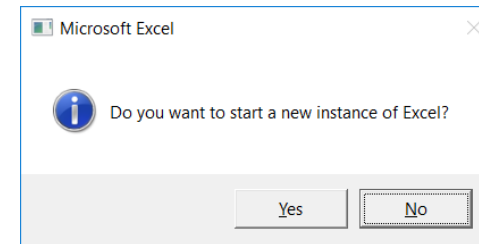
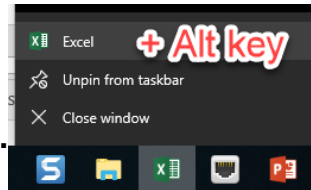
OK Cancel

# 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 20...* 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.

If you use the Excel add-in version 2005 or higher, you can achieve the same by double-clicking on the desktop item (if your administrator has enabled the desktop shortcut during installation).



# Clearing the metadata cache

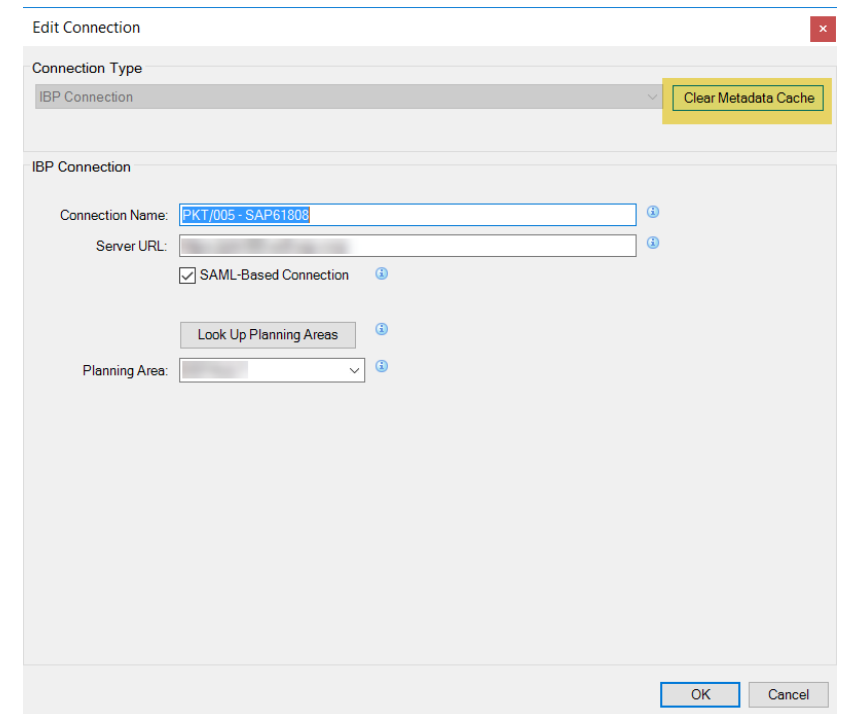
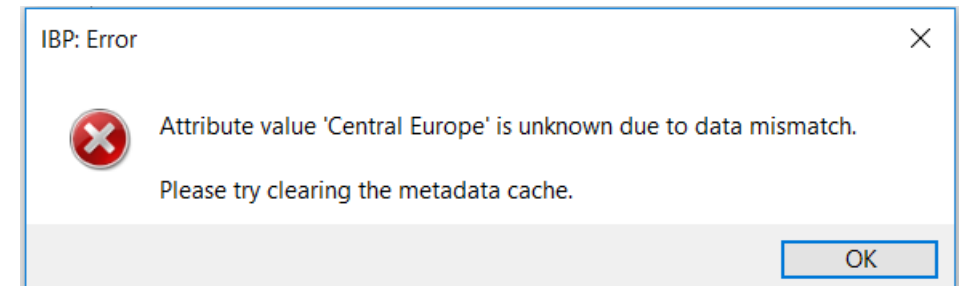
When you select a connection in the Excel add-in and log on to that connection, all planning level attributes and their corresponding values are downloaded to the Excel add-in, and each of these attributes is marked with a version number. The next time you log on to the same connection and planning area, this version information is compared with the current version on the server. If the versions do not match, the data is downloaded again.

Usually, there is no need to clear the cache. However, if you think the cache in the Excel add-in is not accurate, you can clear it, which forces all planning level attributes and their corresponding values to be downloaded again. For example, if you know that an attribute value, such as the description of a brand, has been changed in the model configuration in the Web client, but the changed name does not appear in the templates in the Excel add-in, try clearing the metadata cache.

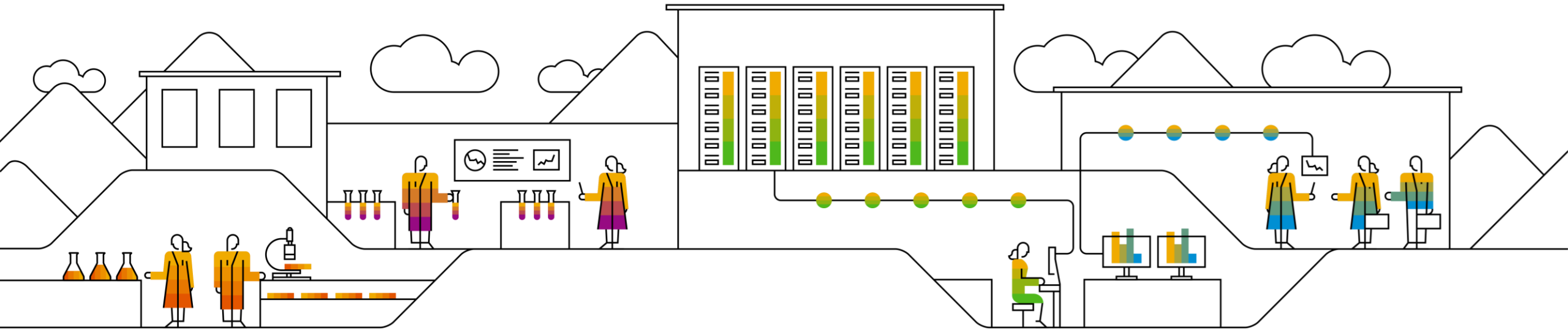
Please note: Master data attributes that are marked as personal data are not cached but are read on the fly from the SAP IBP backend.

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:



# How to Create Planning Views

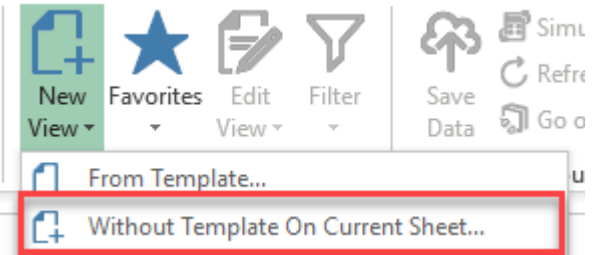


# Planning views in SAP IBP

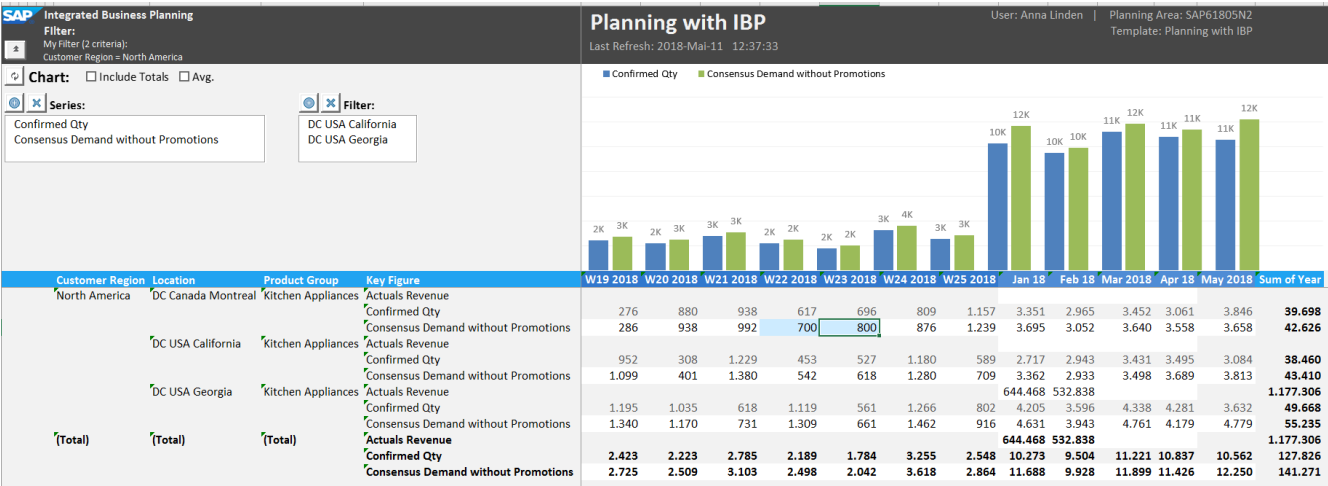
## Plain SAP IBP planning view (no EPM formatting, no VBA code, ...)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				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

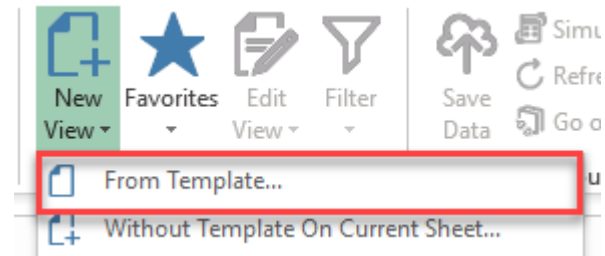


## VBA-based planning view template including EPM formatting (example)



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

Data from SAP IBP database



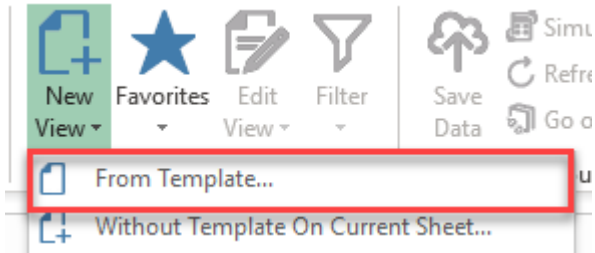


# Basic Settings

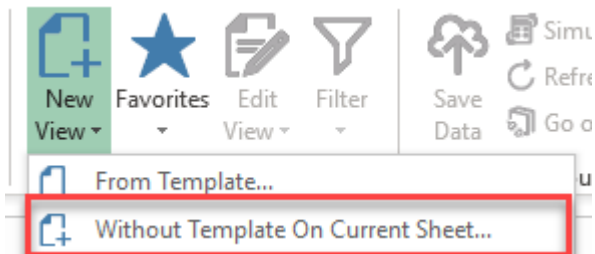
# Creating a new planning view (1)

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

**Edit Planning View**

Scenarios: Baseline  
Versions: Base Version  
Planning Scope: W18(4).2020 - W27.2024 | Baseline | Base Version | IBP1

**Time**  
M01.2019 - 2019  
Mixed Time, Rolling

**Attributes**  
Product Family, Product ID

**Key Figures**  
Statistical Fcst Qty, Demand  
Planning Qty

**Layout**

**Filter**  
(Ad Hoc Filter)  
(None)

**Alerts**  
(None)

**Time Settings**

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Month	Rolling	M01.2019	M12.2019	12 Periods
<input type="checkbox"/> Total	Total	Year	Rolling	2019	2019	1 Period

Add Period

Statistical Forecast | Demand Plan | Sales Plan | Baseline Consens. Plan | Baseline Consens. Plan - detail | Final Consens. Plan | Final Consens. Plan vs Target

OK Cancel

# 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.

**Edit Planning View**

Scenarios: Baseline ...

Versions: Base Version ...

Planning Scope: W18(4).2020 - W27.2024 | Baseline | Base Version | IBP1 ...

**Time**  
M01.2019 - 2019  
Mixed Time, Rolling

**Attributes**  
Product Family, Product ID

**Time Settings**

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Month	Rolling	M01.2019	M12.2019	12 Periods
<input type="checkbox"/> Total	SUM of the Year	Year	Rolling	2019	2019	1 Period

**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

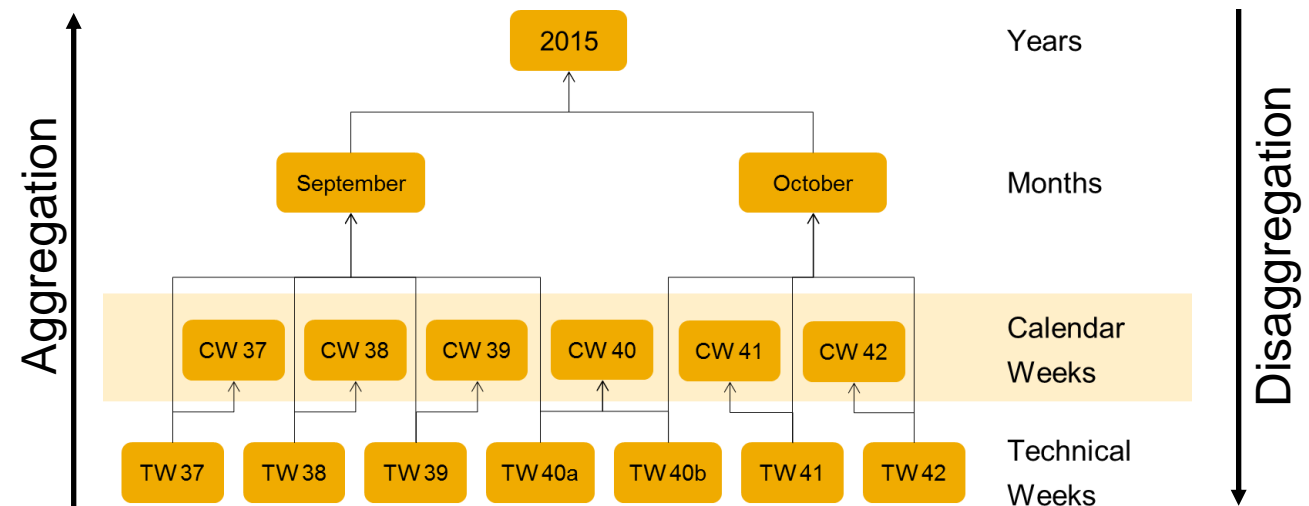
Data in SAP IBP is stored at the base level of the respective key figure. The base level defines the type of periods in which the data is stored, for example, weeks or days. When displaying the data, it is automatically aggregated up to the requested time period. Example: if key figure data is stored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

Base Planning Level	LOCPRODCUSTWEEKLY
Aggregation Mode	Sum
Disaggregation Mode	Sum
Period Weight Factor	Min
Disaggregation Expression	Max
	Avg
	Custom

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

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Month	Rolling	M01.2019	M12.2019	12 Periods
<input type="checkbox"/> Total	SUM of the Year	Day	Rolling	2019	2019	1 Period
<input type="button" value="Add Period"/>						

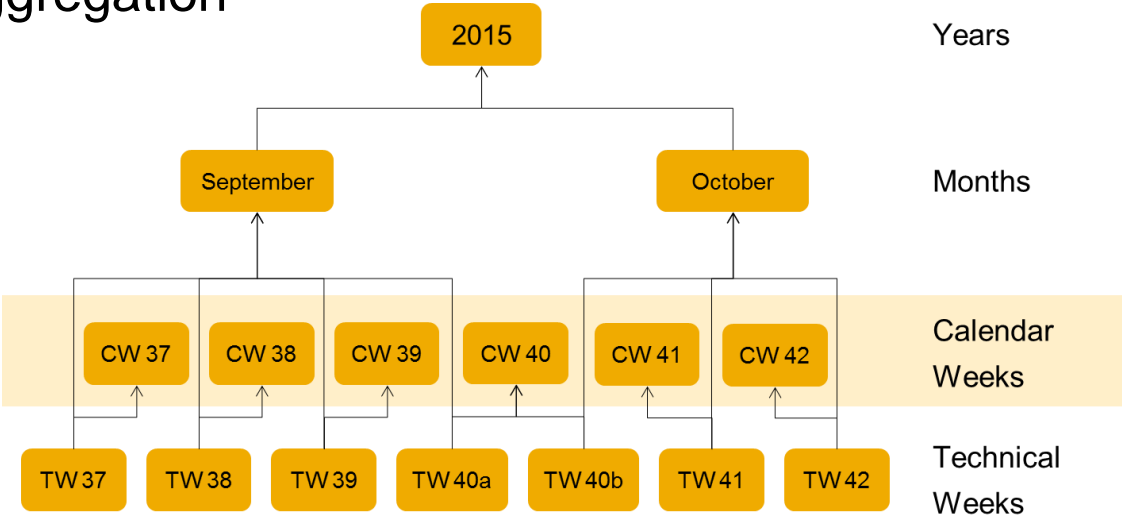




# Time period - what is a technical week?

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

Time Period		Roll
<input type="checkbox"/>	Month	Ro
<input type="checkbox"/>	Day	Ro
<input checked="" type="checkbox"/>	Week (technical)	
<input type="checkbox"/>	Week	
<input type="checkbox"/>	Month	
<input type="checkbox"/>	Quarter	
<input type="checkbox"/>	Year	

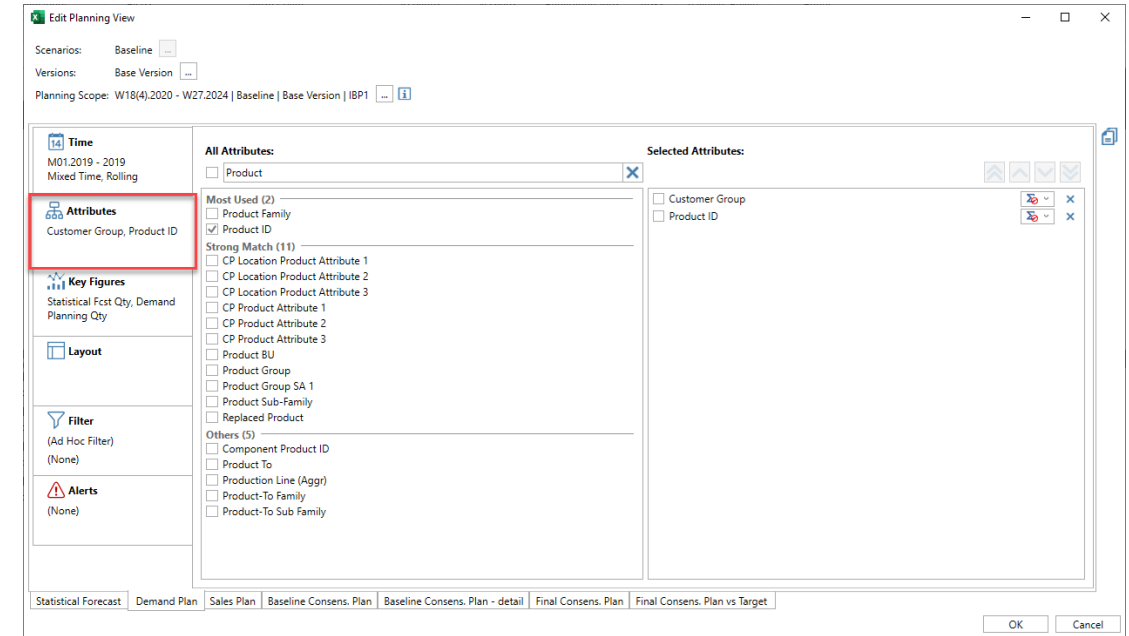


A weighting factor is used as a proportional factor to split data during disaggregation:

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

# Creating a new planning view – attributes (planning level)

- 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

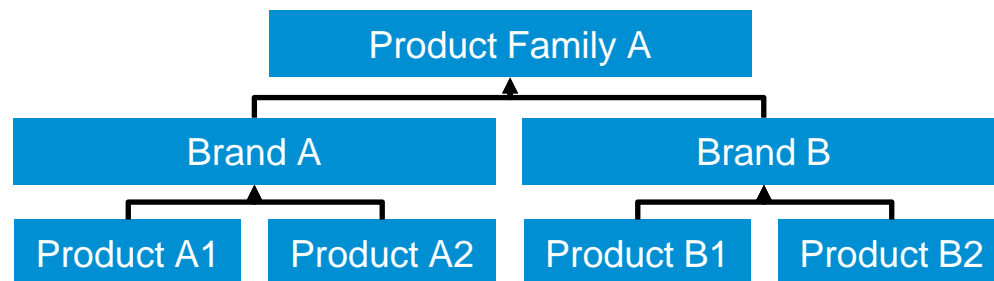
PROD = product ID

CUST = customer ID

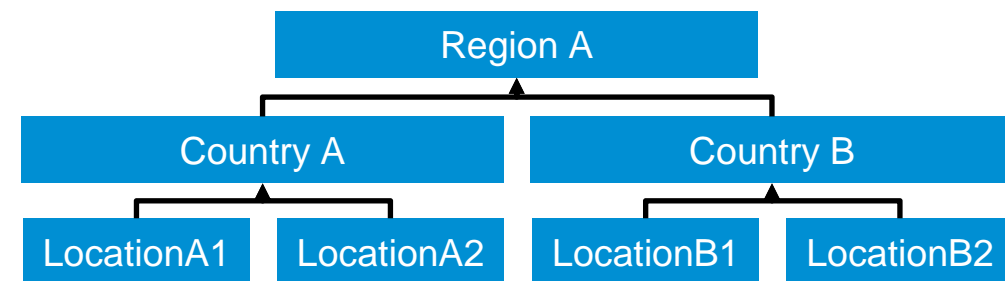
When the data is displayed, it is automatically aggregated up to the requested planning level.

Example: If key figure data is stored at the product ID level and the user displays 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

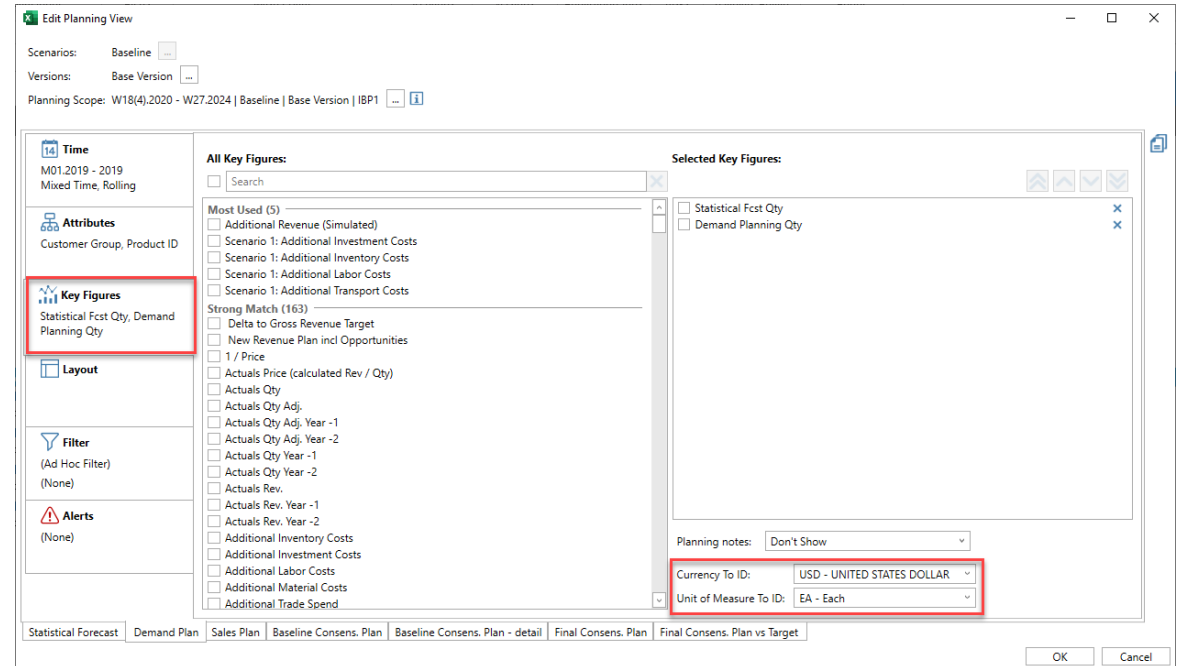


## Example for Location Planning Levels



# Creating a new planning view – key figures

- 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.

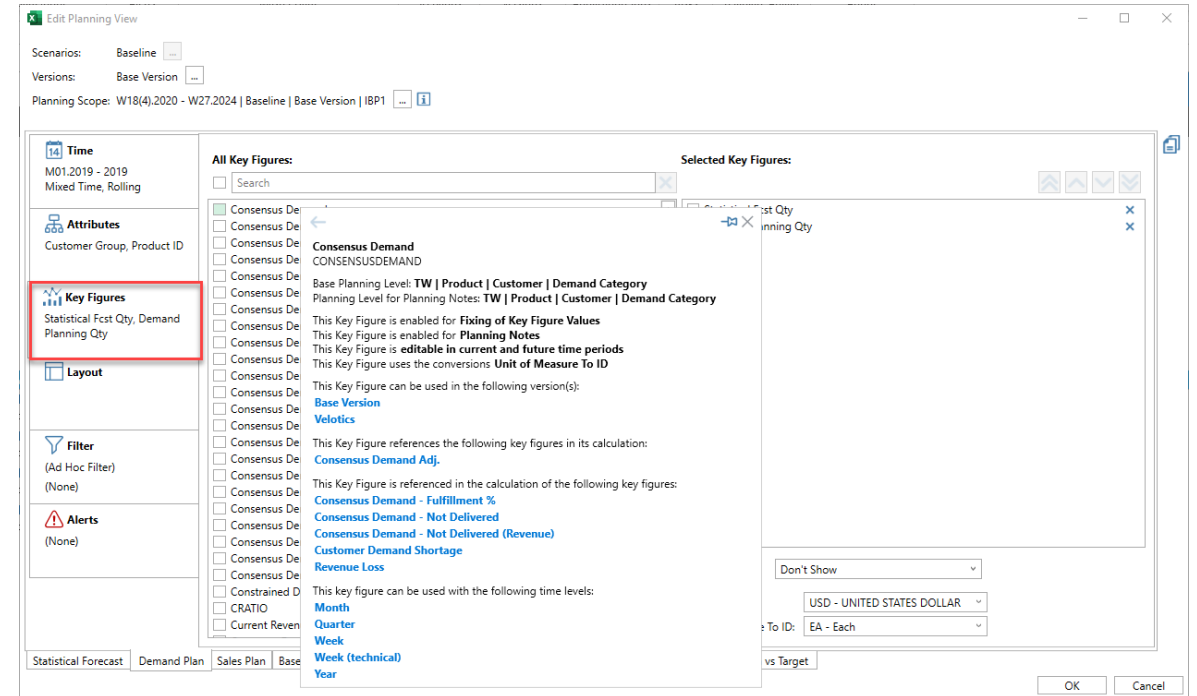


# Creating a new planning view – tooltip for key figures

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.



# 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.

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

The screenshot displays the SAP Key Figure Groups application. The left pane shows a list of key figure groups under the 'Standard' filter. The right pane provides a detailed view of the 'Demand Key Figures' group, including its ID, name, description, and a list of associated key figures.

**Key Figure Groups (10)**

Planning Area ID	Key Figure Group ID	Key Figure Group Name	Key Figure Group Description	Number of Key Figures	Where-Used
<input checked="" type="checkbox"/>	SAP6 Demand (SAP62005)	DEMAND	Demand Key Figures	23	Excel Add-In
<input type="checkbox"/>	SAP6 Demand (SAP62005)	EXCHANGERATE	Exchange Rate	2	Excel Add-In
<input type="checkbox"/>	SAP6 Demand (SAP62005)	FUTUREORDER	Future Order Key Figures	12	Excel Add-In
<input type="checkbox"/>	SAP6 Demand (SAP62005)	MARKETINGPROMOTION	Marketing & Promotion		

**Demand Key Figures**

DEMAND

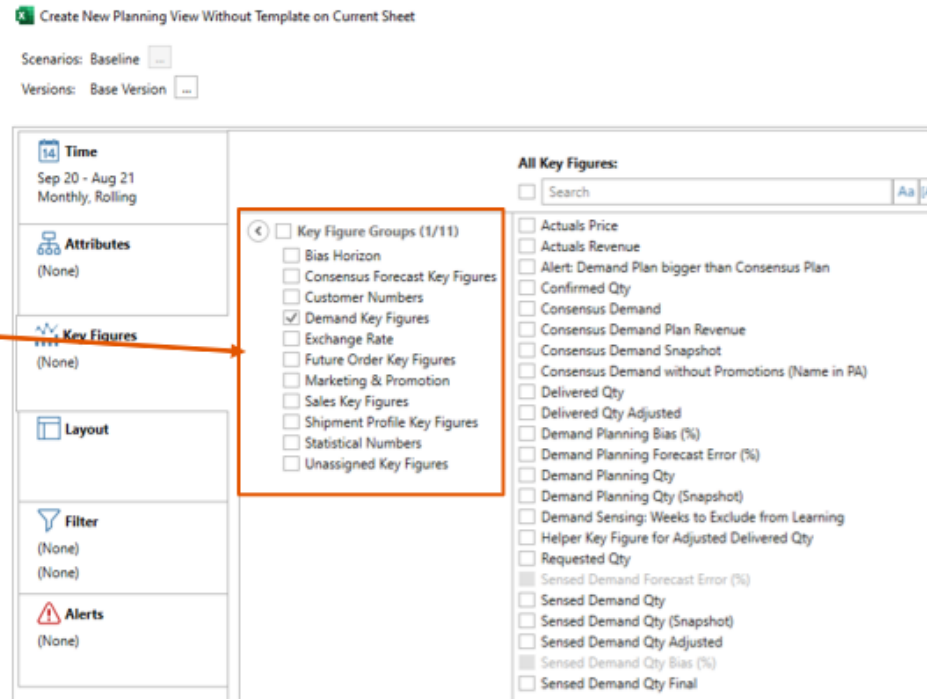
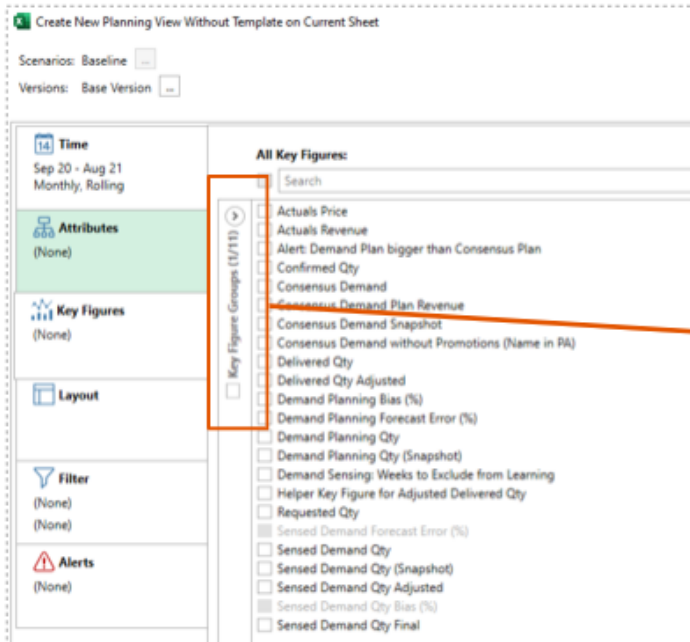
General | **Key Figures** | Administrative Information

**Key Figures (23)**

ID	Name
<input type="checkbox"/> ACTUALSPRICE	Actuals Price
<input type="checkbox"/> ACTUALSREV	Actuals Revenue
<input type="checkbox"/> ADJDELIVQTY	Delivered Qty Adjusted
<input type="checkbox"/> ADJDELIVQTYHELPER	Helper Key Figure for Adjusted Delivered Qty
<input type="checkbox"/> ADJSENSEDDEMANDQTY	Sensed Demand Qty Adjusted
<input type="checkbox"/> ALERTKF	Alert: Demand Plan bigger than Consensus Plan
<input type="checkbox"/> CONFQTY	Confirmed Qty
<input type="checkbox"/> CONSENSUSDEMAND	Consensus Demand without Promotions (Name in PA)
<input type="checkbox"/> CONSENSUSDEMANDREV	Consensus Demand Plan Revenue

# 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.

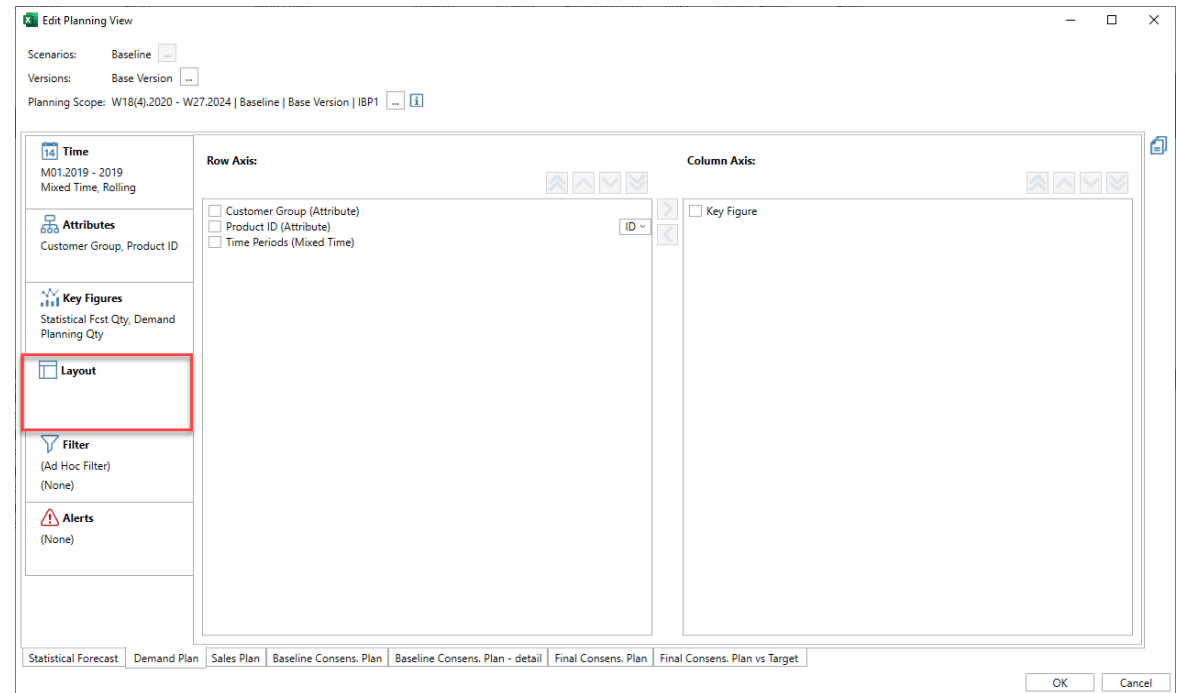
Also, when opening a template or favorite, relevant groups are preselected if you have already added key figures to your selection that belong to a group.

# Creating a new planning view – 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



# Creating a new planning view – filter (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 (2)

**Edit Planning View**

Scenarios: Baseline ...

Versions: Base Version ...

Planning Scope: W18(4).2020 - W27.2024 | Baseline | Base Version | IBP1 ... i

**Time**

M01.2019 - 2019

Mixed Time, Rolling

**Attributes**

Customer Group, Product ID

**Key Figures**

Statistical Fcst Qty, Demand Planning Qty

**Layout**

**Filter**

(Ad Hoc Filter)

(Ad Hoc Filter)

**Alerts**

(None)

**Attribute-Based Filter**

Filter: (Ad Hoc Filter) Add Update Delete

Attribute	Operator	Values	
Sales Area	=	1710/10/00	X
Product ID	=	IBP-300; IBP-310; IBP-320; IBP-330	X

Add Attribute

**Value-Based Filter**

Filter: (Ad Hoc Filter) Add Update Delete

Month Rolling M04.2020 M03.2022 24 Periods

Demand Planning Qty Greater Than 500 In At Least One Period

Edit Template Settings

Statistical Forecast Demand Plan Sales Plan Baseline Consens. Plan Baseline Consens. Plan - detail Final Consens. Plan Final Consens. Plan vs Target

OK Cancel

# Creating a new planning view – 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 (also a list of values can be copied).

Selection with value help:

**Attribute-Based Filter**

Filter: Region Asia Add Update Delete

Attribute	Operator	Values
Customer Region	=	Asia
ABC Code	=	A
Product Desc	=	Food Processor 8000 80W white; Food P...

Add Attribute

**Cascading Filter**

Search:

Product Desc	Selected Items
<input type="checkbox"/> (None)	<input checked="" type="checkbox"/> Food Processor 8000 80W white
<input type="checkbox"/> ASIA	<input checked="" type="checkbox"/> Food Processor 7000 70W spacegray
<input type="checkbox"/> Clever!tele 42inch white	<input checked="" type="checkbox"/> Hand Blender 5000 50W black
<input type="checkbox"/> Clever!tele 42inch white NEW	
<input type="checkbox"/> Clever!tele 48inch silver	
<input type="checkbox"/> Clever!tele 48inch silver NEW	
<input type="checkbox"/> C-Phone 9 black	
<input type="checkbox"/> C-Phone 952 white	
<input checked="" type="checkbox"/> Food Processor 7000 70W spacegray	
<input checked="" type="checkbox"/> Food Processor 8000 80W white	
<input checked="" type="checkbox"/> Hand Blender 5000 50W black	
<input type="checkbox"/> M-Phone 3D 64GB black/green	
<input type="checkbox"/> M-Phone 3D 64GB black/green NEW	
<input type="checkbox"/> M-Phone 3D 128GB ultrablack/chrome	
<input type="checkbox"/> SharpColor 3D 48inch black	
<input type="checkbox"/> SharpColor 3D 48inch black NEW	
<input type="checkbox"/> SharpColor 3D Ultra 50inch black	
<input type="checkbox"/> SharpColor 3D Ultra 50inch black NEW	
<input type="checkbox"/> Super Sharp 52 inch	
<input type="checkbox"/> Super Sharp 55 inch	
<input type="checkbox"/> Super Sharp 60 inch	

OK Cancel

new 5	
1	Relevant Product IDs
2	HT_009
3	HT_011
4	HT_013

Copy and paste

**Attribute-Based Filter**

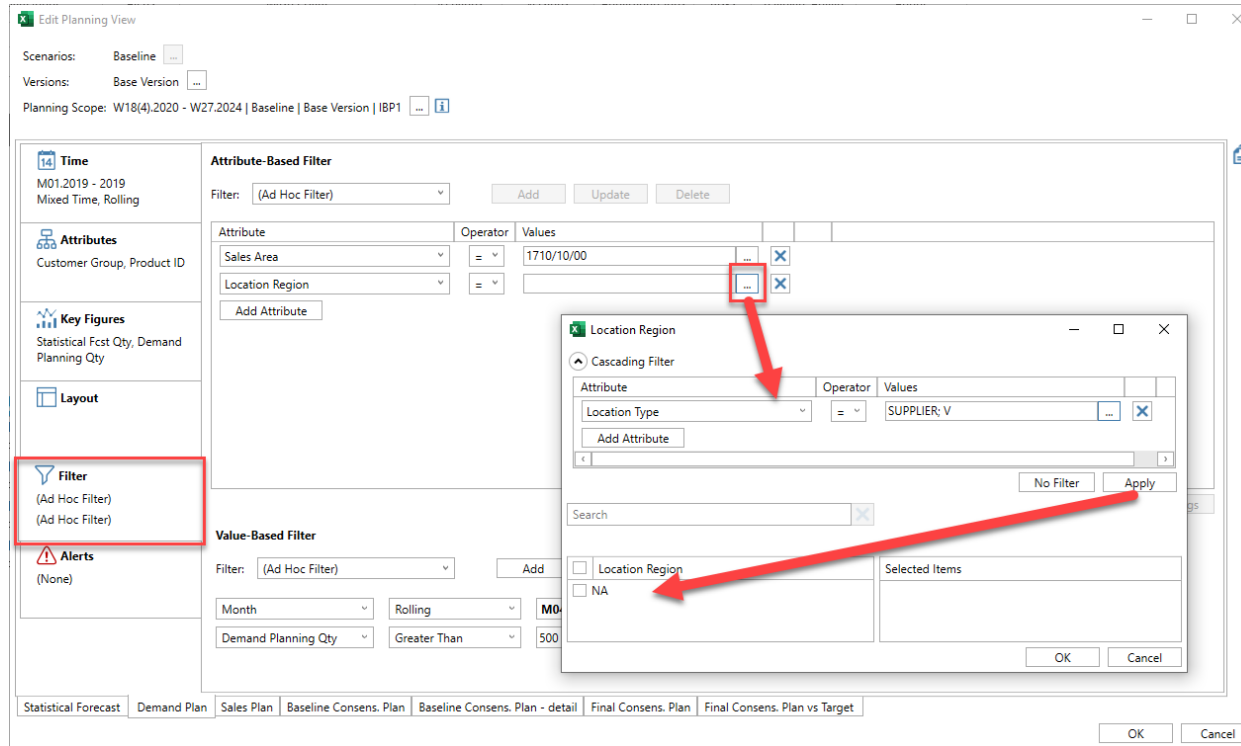
Filter: (Ad Hoc Filter) Add Update Delete

Attribute	Operator	Values
Brand ID	=	ConsumersChoice Kitchen Products
ABC Code	=	A
Product ID	=	HT_009; HT_011; HT_013

Add Attribute

System automatically adds the separators (;)

# Creating a new planning view – 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 location. Using the cascading filter, you can set another filter criterion, such as region. The system then displays a list of locations that are part of the region you specified.

# Creating a new planning view – 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.

**S6PRODUCT**

Name\* Product  
Description Product  
Master Data Type Simple  
Used in Planning Area 1

Assigned Attributes Search This View

Attributes	Description	Key	Required	Description...	Status
<input checked="" type="checkbox"/> ABCCODE	ABC Code	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> BRAND	Brand ID	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> BRANDDESC	Brand	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> CATD	Category ID	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> CATDESC	Category	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> PRDGROUP	Product Group	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> PRDID	Product ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> PRODESC	Product Descr	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> S6PRDATT01	Product Attribute 01	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> S6PRDATT02	Product Attribute 02	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> S6PRDATT03	Product Attribute 03	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active

**Product ID**

Cascading Filter

Attribute	Operator	Values
Brand Description		ConsumersChoice Kitchen Products

Add Attribute

No Filter Apply

Search

☐ Product ID

Selected Items

- ☐ HT\_009
- ☐ HT\_010
- ☐ HT\_011

# Creating a new planning view – cascading filter for compound master data types

Example: Both attributes, location and product, are part of the same compound master data type location product.

- Filter for attribute 1 (location ID) is based on the cascading filter attribute (product ID) which is part of the same compound master data type.
- Cascading filters use the value combinations loaded for the compound master data type (location product).

## Compound master data type location product:

The screenshot shows the configuration for the compound master data type S6LOCATIONPRODUCT. It includes fields for Name, Description, Master Data Type (set to Compound), and Used in Planning Area (set to 1). A 'Composed of (2)' table lists the components: S6PRODUCT (Product, Active) and S6LOCATION (Location, Active). Below this, the 'Assigned Attributes' table lists three attributes: DEMANDPLANNER, LOCID, and PRDID, all of which are active.

Attributes	Description	Key	Required	Description ...	Status
<input checked="" type="checkbox"/> DEMANDPLANNER	Demand Planner	<input type="checkbox"/>	<input type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> LOCID	Location ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼	Active
<input checked="" type="checkbox"/> PRDID	Product ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼	Active

## Cascading filter:

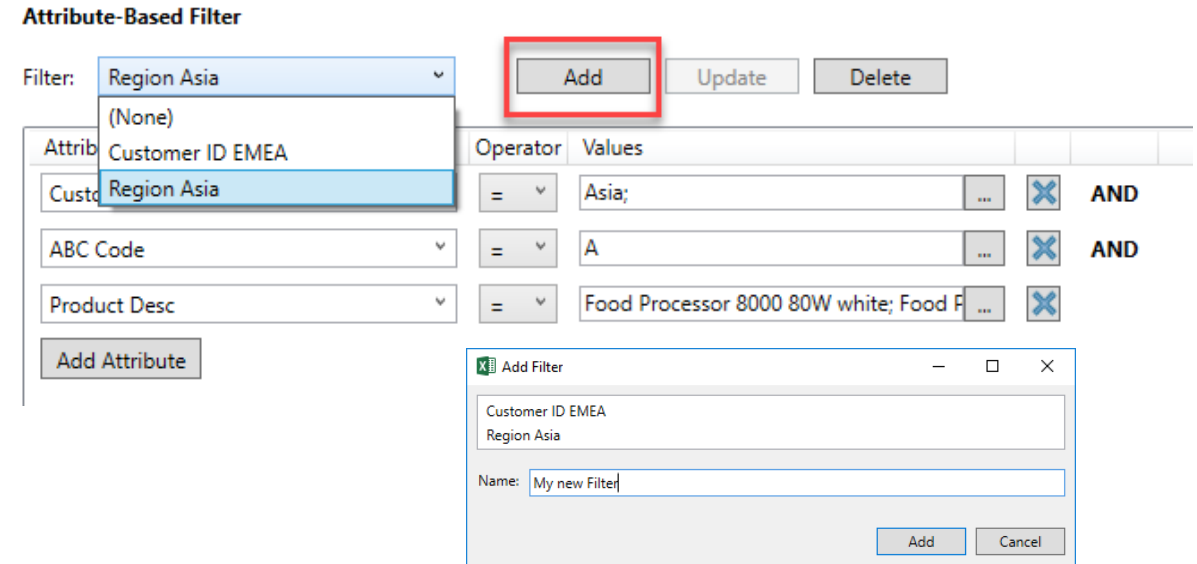
The screenshot shows the cascading filter configuration for the Location ID attribute. The 'Cascading Filter' section shows a filter rule where the 'Attribute' is 'Product ID' (highlighted with an orange box), the 'Operator' is '=', and the 'Values' are 'HT\_001; HT\_002; HT\_NEW\_1'. Below this, the 'Location ID' attribute is listed with a checkbox (highlighted with an orange box) and a list of selected items: HD\_DC\_CA\_E, HD\_DC\_FR, HD\_DC\_US\_E, and HD\_DC\_US\_W.

# Creating a new planning view – saving your attribute-based filter

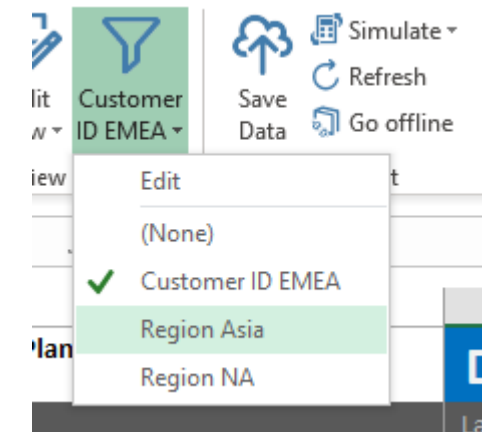
You can save your attribute-based filter settings to have them available later on with just one click as a planning filter.

The saved 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

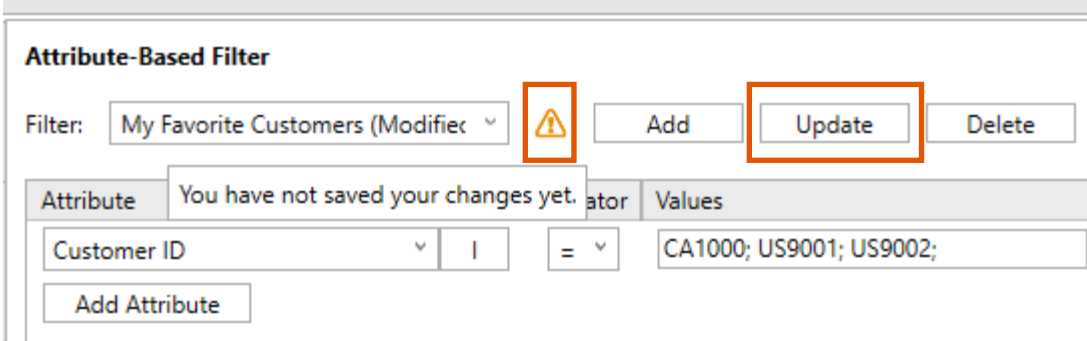


Planning filter menu in the SAP IBP ribbon:



# Updating and deleting attribute-based planning filters

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

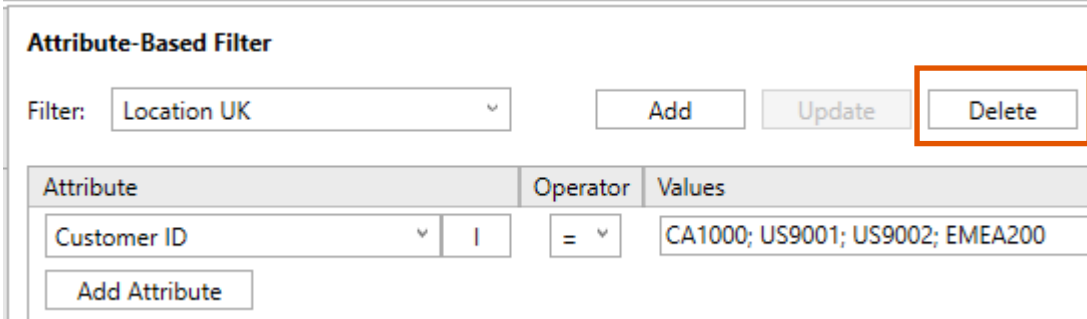


The screenshot shows the 'Attribute-Based Filter' dialog. At the top, the 'Filter:' dropdown is set to 'My Favorite Customers (Modifier)'. To its right is a warning icon. Further right are three buttons: 'Add', 'Update', and 'Delete'. The 'Update' button is highlighted with an orange rectangle. Below this, a message bar says 'You have not saved your changes yet.' Below the message bar is a table with three columns: 'Attribute', 'Operator', and 'Values'. The table contains one row: 'Customer ID' in the 'Attribute' column, '=' in the 'Operator' column, and 'CA1000; US9001; US9002;' in the 'Values' column. Below the table is an 'Add Attribute' button.

Attribute	Operator	Values
Customer ID	=	CA1000; US9001; US9002;

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

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



The screenshot shows the 'Attribute-Based Filter' dialog. At the top, the 'Filter:' dropdown is set to 'Location UK'. To its right are three buttons: 'Add', 'Update', and 'Delete'. The 'Delete' button is highlighted with an orange rectangle. Below this, a table with three columns: 'Attribute', 'Operator', and 'Values'. The table contains one row: 'Customer ID' in the 'Attribute' column, '=' in the 'Operator' column, and 'CA1000; US9001; US9002; EMEA200' in the 'Values' column. Below the table is an 'Add Attribute' button.

Attribute	Operator	Values
Customer ID	=	CA1000; US9001; US9002; EMEA200



# 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.

The screenshot shows the 'Edit Planning View' window. On the left, a sidebar contains sections for 'Time' (DEC 2019 - Nov 20, Monthly, Rolling), 'Attributes' (Customer Group / Segment, Customer ID, ... (3)), 'Key Figures' (Delivered Qty Adjusted, Delivered Qty), 'Layout', and 'Filter' (Location Canada and France (None)). The main area is titled 'Attribute-Based Filter'. It shows a filter dropdown set to 'Location Canada and France' with 'Add', 'Update', and 'Delete' buttons. Below this is a table with columns 'Attribute', 'Operator', and 'Values'. The table contains one row: 'Location' with operator '=' and values 'DC Canada Montreal; DC Europe Lyon'. An 'Add Attribute' button is below the table. A red box highlights the 'Delete' button, and a red arrow points from it to an error dialog box. The dialog box is titled 'IBP: Error' and contains a warning icon and the text: 'You cannot delete this Planning Filter because it is still being used. Please refer to the Planning Filters app in the IBP WebUI for the detailed usage analysis.' with an 'OK' button. Below the attribute-based filter section is a 'Value-Based Filter' section with a dropdown set to '(None)' and 'Add', 'Update', and 'Delete' buttons.

# 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].

Where-Used	
Jobs:	No data.
Job Templates:	No data.
Planning View Favorites:	[MD]FavoriteWithFilter]-1][COMMO
Planning View Templates:	No data.

<

Planning Filters (55)

Search

Location Canada and France  
SAP62005

Planning Filter

Location Canada and France  
Planning Area: SAP62005

Filter Criteria

Location: Equal to DC Canada Montreal, DC Europe Lyon

Where-Used

Jobs: Monthly Consensus Planning w Copy Operator

Job Templates: No data.

Planning View Favorites: Overview Customers

Planning View Templates: List of Customers FR and CAN

Interactive Planning: No data.

Alert Definition: No data.

Analytics Charts: No data.

Dashboards: No data.

Planning Filters  
Filters 55

# 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:

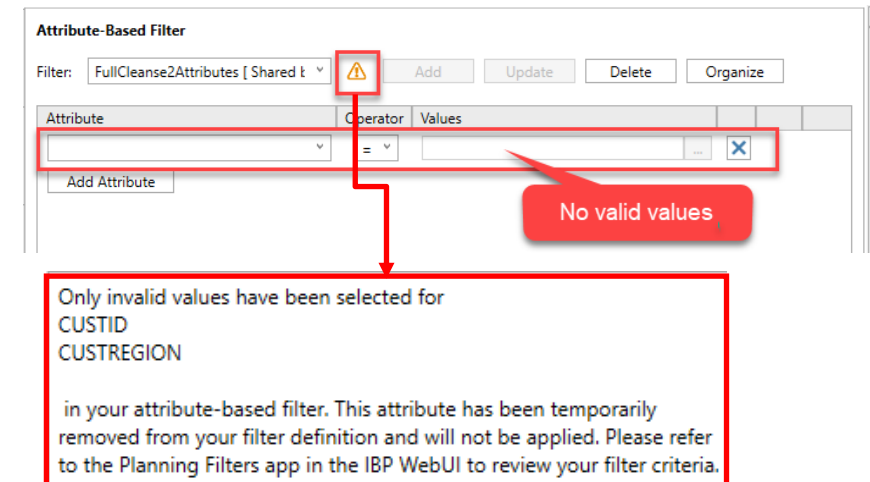
- When you defined the filter, you included the products A, B, and C. Later on, the product C was removed from the system, but is still included in the filter. This means that the filter now contains an invalid value.
- It can even happen that none of the products defined in the filter exist any longer 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)

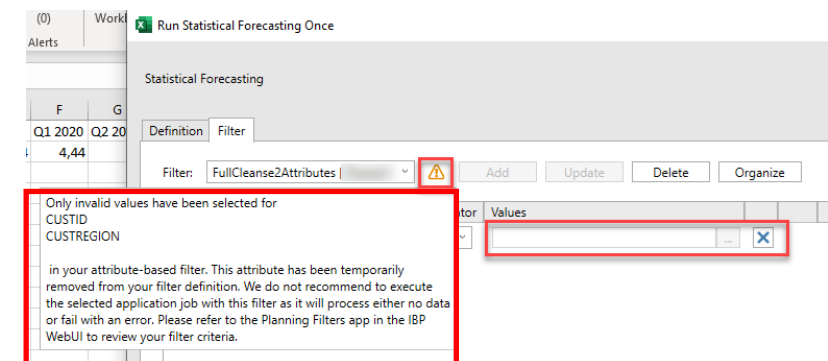
What happens if an attribute-based filter contains invalid values?

- 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)

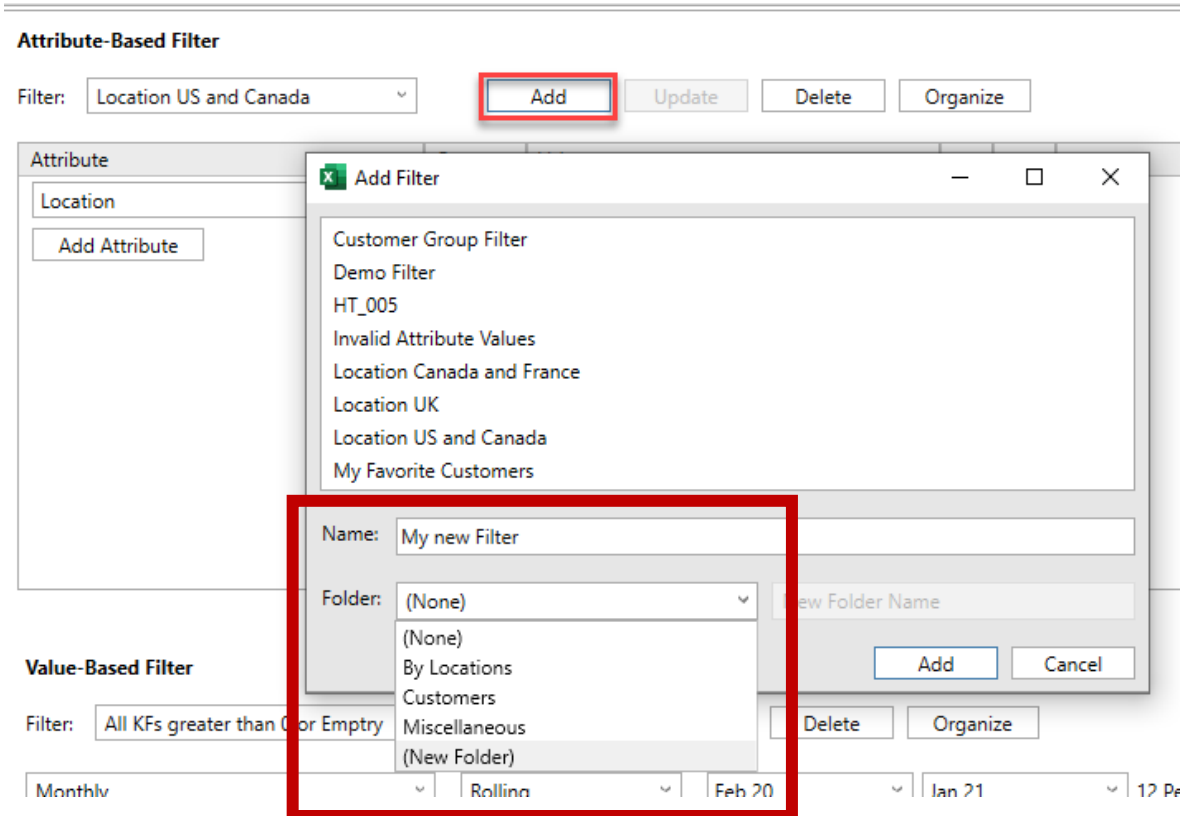
The screenshot displays the 'Edit Planning View' interface. On the left, a sidebar contains sections for 'Time' (W29 2020 - 2020, Mixed Time, Rolling), 'Attributes' (Customer ID, Product Group, ... (3)), 'Key Figures' (Consensus Demand without Promotions, Requested Qty, ... (5)), 'Layout', 'Filter' (Location US and Canada, All KFs greater than 0 or Empty), and 'Alerts' (None). The main area is divided into two sections: 'Attribute-Based Filter' and 'Value-Based Filter', both highlighted with red rectangles. The 'Attribute-Based Filter' section shows a dropdown menu with options: '(None)', 'Demo Filter', 'By Locations' (selected), 'Location Canada and France', 'Location UK', 'Location US and Canada', 'Customers', 'Customer Group Filter', 'My Favorite Customers', 'Miscellaneous', 'HT\_005', and 'Invalid Attribute Values'. The 'Value-Based Filter' section shows a dropdown menu with options: '(None)', 'All Key Figures' (selected), 'All KFs greater than 0 or Empty', 'Consensus Demand', 'Consensus Demand greater 10000', and 'Consensus greater than 0'. Both sections include 'Add', 'Update', 'Delete', and 'Organize' buttons. The 'Value-Based Filter' section also includes a 'Rolling' dropdown set to '12 Periods' and a 'Not Empty or Zero' dropdown set to 'In At Least One Period'.

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.

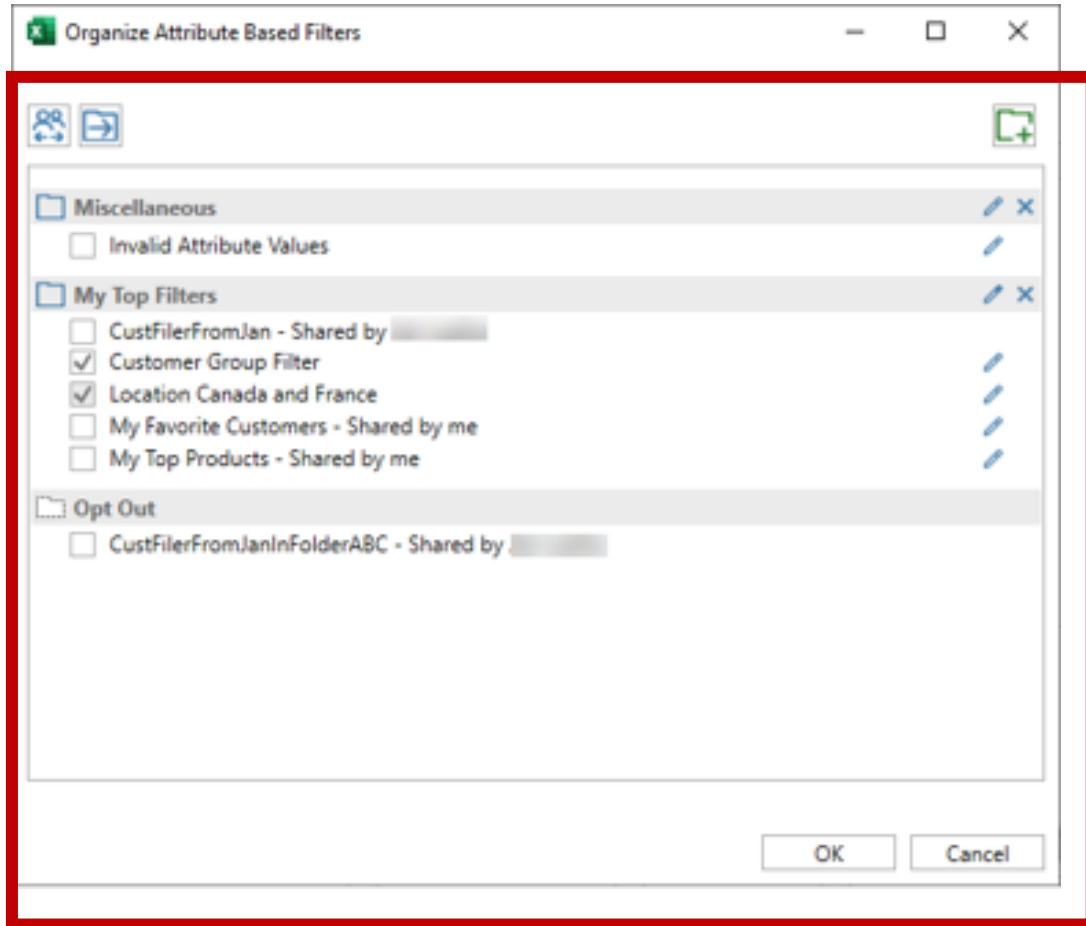
In the filter dropdown menu, you can see your filters in folders.

## 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

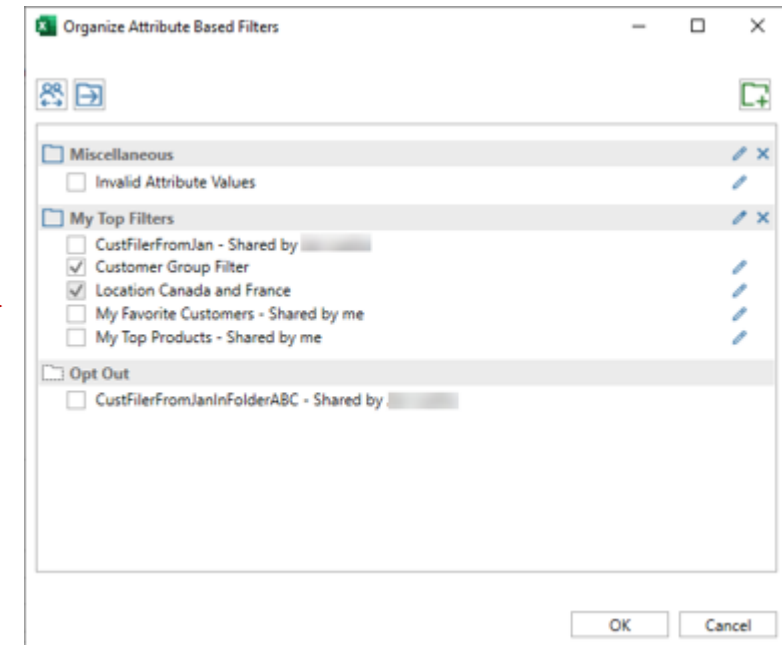
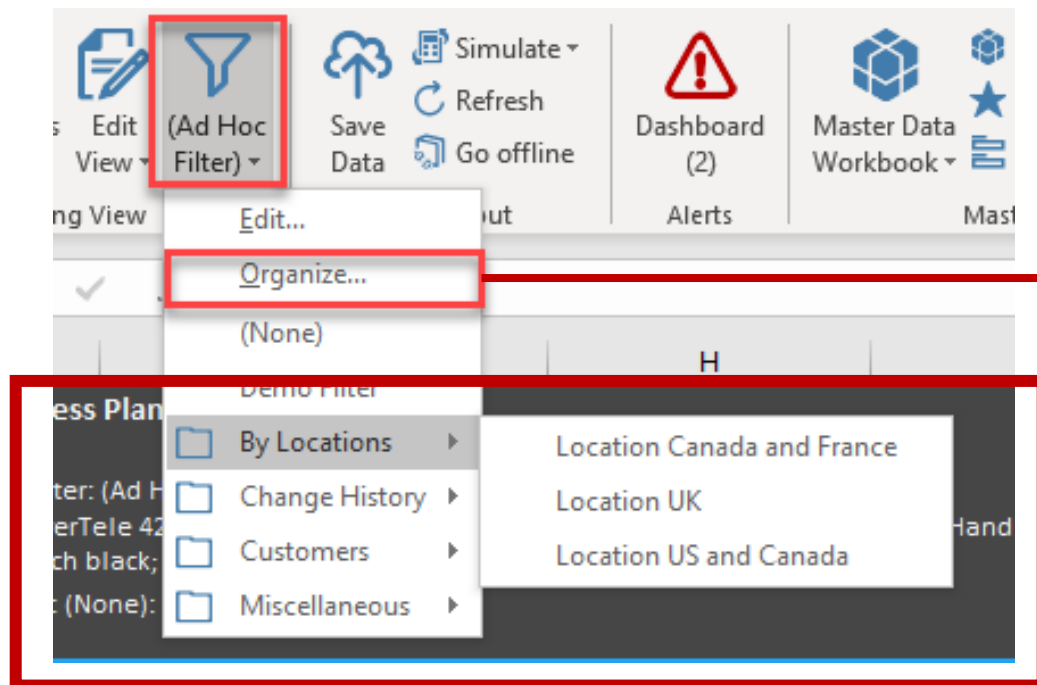
(Note that folders that do not contain any filters are deleted automatically. ) 

- 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.

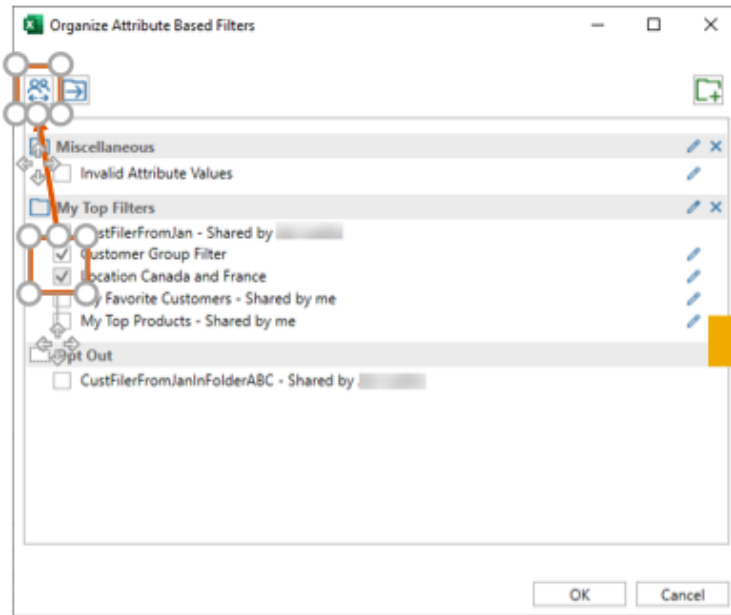
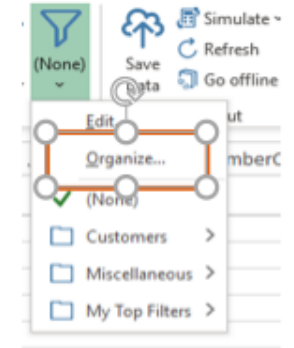
To reorganize the folders, choose *Organize*. Also see previous slide.




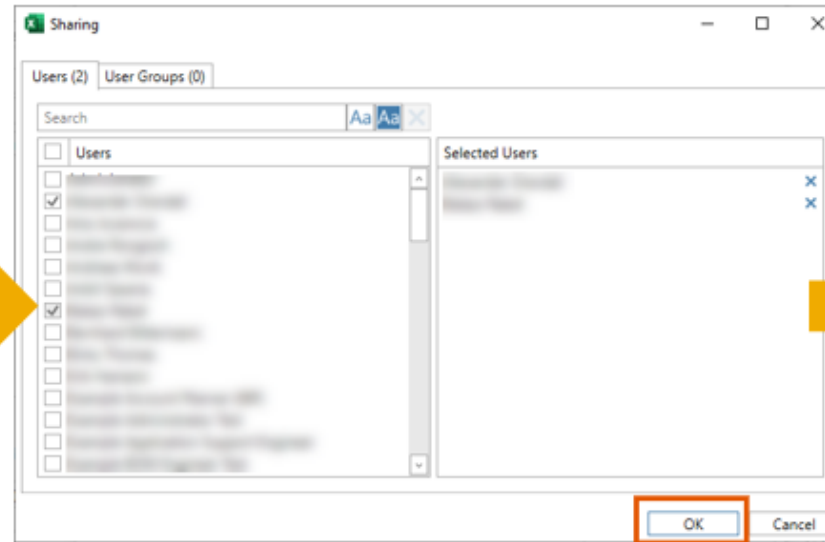


# Sharing attribute-based filters with other users

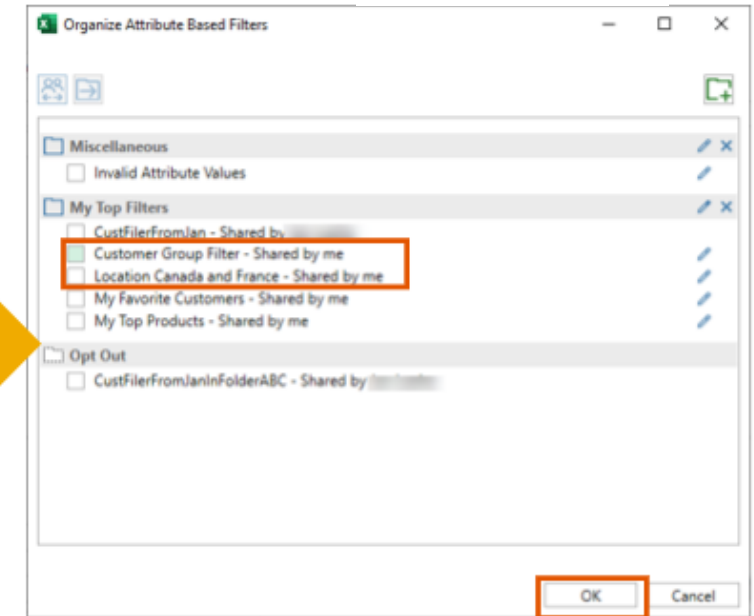
You can share attribute-based filters using the *Organize* dialog either in the *SAP IBP* ribbon or in the *Filters* tab of the *Edit Planning View / New View* window.



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



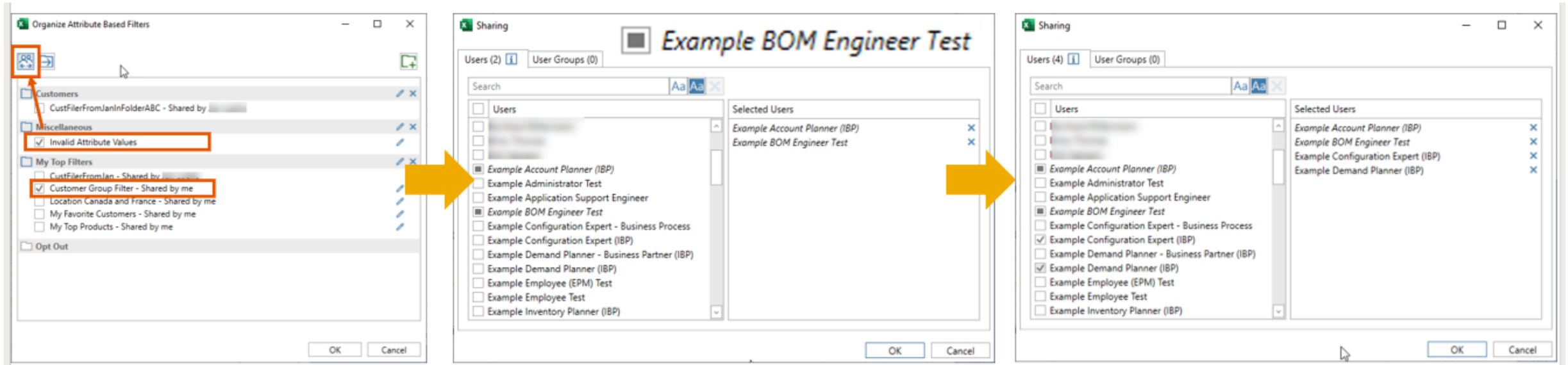
Select the users or user groups. Your selection is saved once you click *OK*.



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.

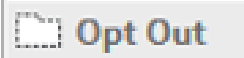
If you selected some shared filters but not all filters that you selected were shared with the same users, the names of the users are shown in italic and with a filled checkbox in the dialog.

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.

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

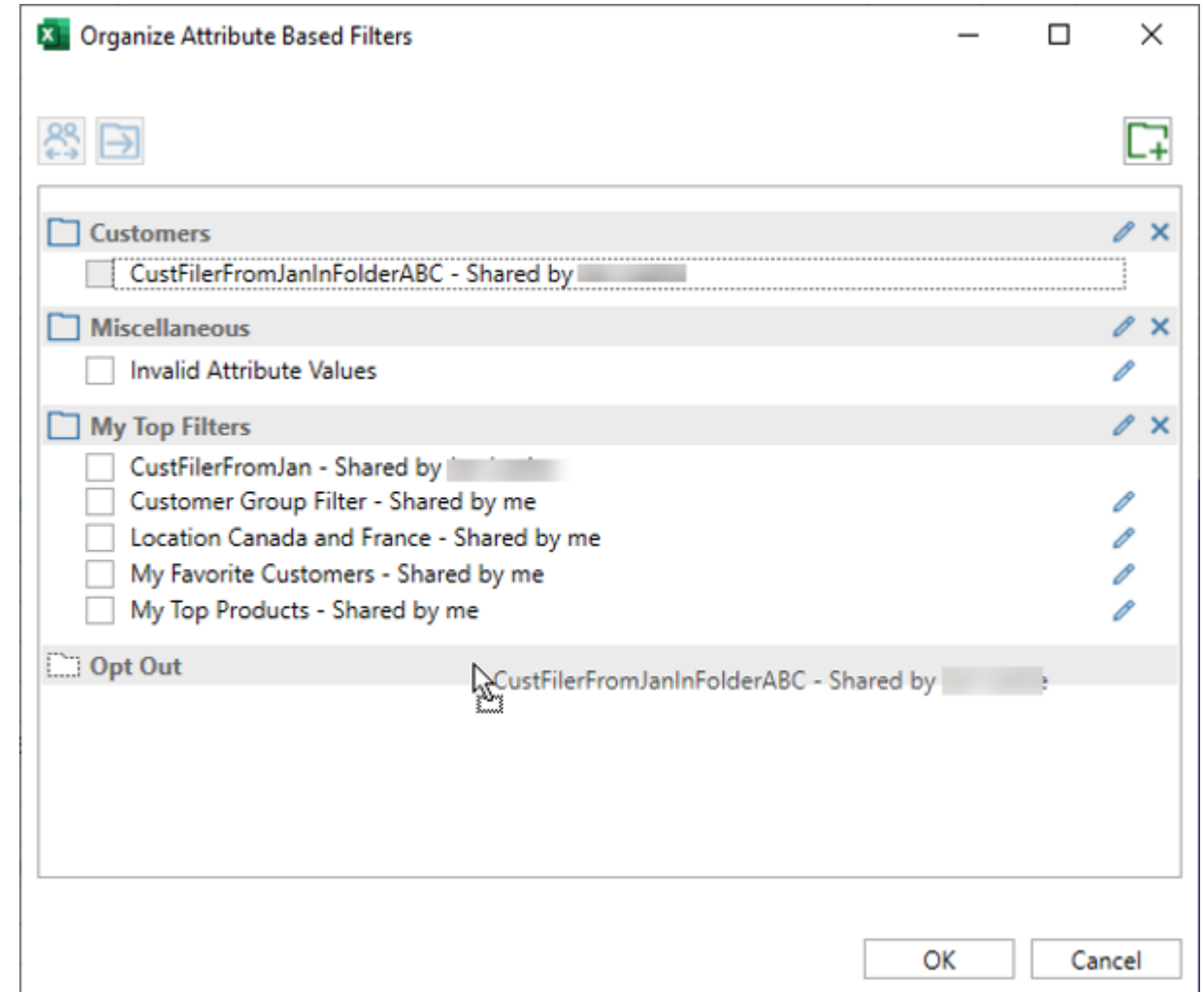
You can opt out of attribute-based filters that were shared with you by other users.

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

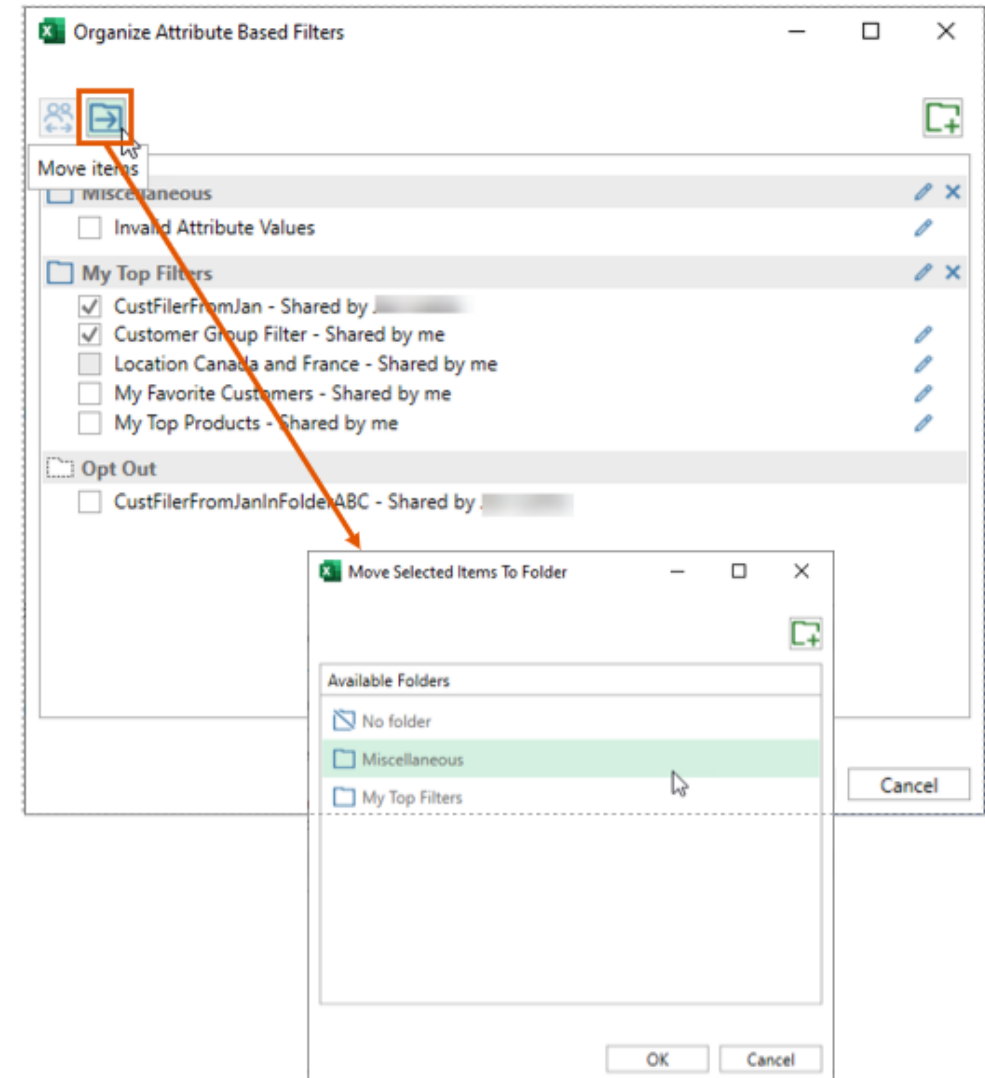
To assign or re-assign multiple attribute-based filters to folders, you can use the *Move items* dialog, as follows:

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

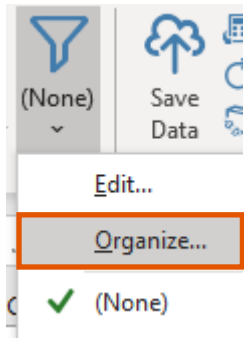


# Renaming attribute-based filters and their folders (1)

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

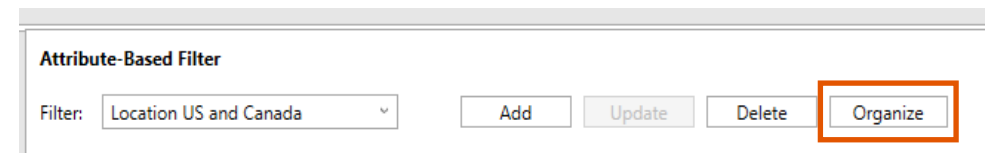
## SAP IBP ribbon

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






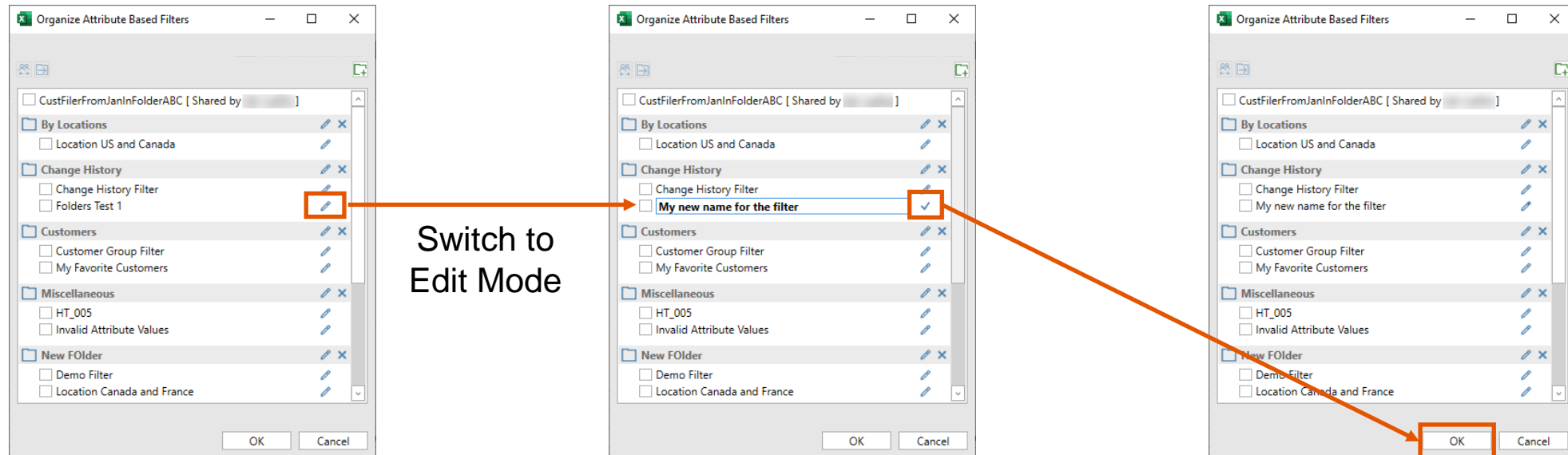
## *New Planning View / Edit Planning View* window

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.



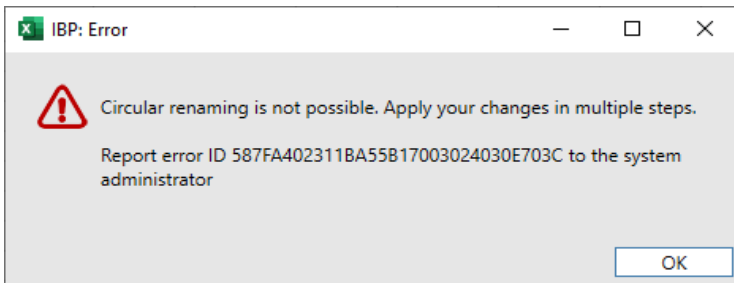
# Renaming attribute-based filters and their folders (3)

Please note that you cannot do the following:

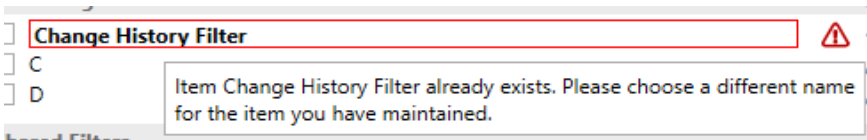
- Rename favorites or attribute-based filters that are shared with you



- Apply a circular renaming in one step, such as  $A \rightarrow B$ ,  $B \rightarrow C$ ,  $C \rightarrow A$



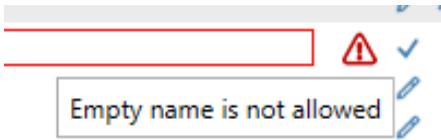
- Create duplicate names



# Renaming attribute-based filters and their folders (4)

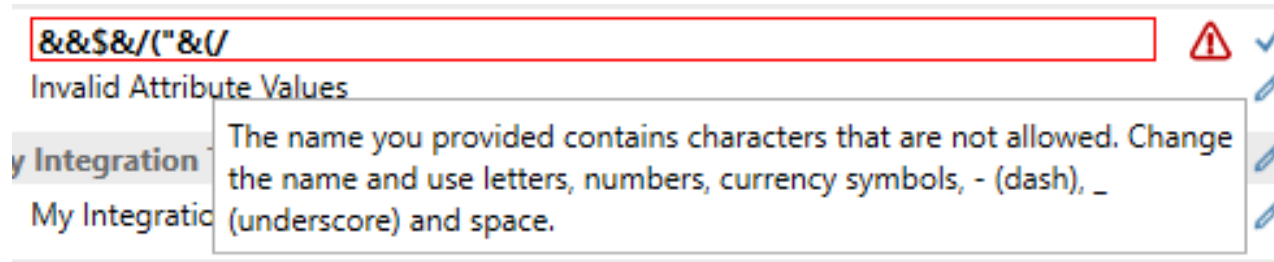
The following are also not allowed:

- 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.



## 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*.

**Value-Based Filter**

Filter: (Ad Hoc Filter) ⓘ Add Update Delete

Monthly	Rolling	MAR 2018	Aug 18	6 Periods
Daily	Rolling	20000	40000	In At Least One Period
Weekly (technical)	Fixed			
Weekly	From Rolls			
Monthly	To Rolls			
Quarterly				
Yearly				

OK

## 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*

The screenshot shows the 'Value-Based Filter' dialog box. At the top, there are buttons for 'Add', 'Update', and 'Delete'. Below these, the 'Filter' is set to '(Ad Hoc Filter)'. The time range is configured as 'Monthly', 'Rolling', from 'MAR 2018' to 'Aug 18' for '6 Periods'. The key figure 'Consensus Demand without Promotions' is selected from a dropdown menu. The operator 'Between' is chosen, with threshold values of '20000' and '40000'. The criteria 'In At Least One Period' is selected from a dropdown menu. Other options in the criteria dropdown include 'In At Least One Period', 'In All Periods', and 'In Total'. The dialog also includes 'OK' and 'Cancel' buttons at the bottom right.

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*.

### Value-Based Filter

Filter: VBF Remove Empty and NULL Add Update Delete

Yearly Rolling 2019 2019 1 Period

All Selected Key Figures Not Empty or Zero In At Least One Period

HT_008	Statistical Forecast Qty	602	605	680	682	801	703
	Consensus Demand without Promotions	1.267	1.370	164	1.431	1.266	1.427
	Sales Forecast Qty	1.629	1.281	1.624	1.634	1.450	1.626
	Demand Planning Qty	1.043	1.044	1.173	1.174	1.049	1.175
	Statistical Forecast Qty	1.079	1.079	1.219	1.216	1.442	1.241
HT_NEW_1	Consensus Demand without Promotions						
	Sales Forecast Qty						
	Demand Planning Qty						
	Statistical Forecast Qty						

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

You can create, update, and delete your value-based filters.

- Creating a new filter: If you click *Add*, you are asked for the filter name. The filter will be included in the filter dropdown menu. The filter contains the settings that you had set for the filter before you clicked *Add*.
- Updating a filter: If you change the filter criteria for a previously saved filter, you need to click *Update* to overwrite the previous settings.
- Deleting a filter: To delete a filter, select it in the dropdown menu and click *Delete*.

**Value-Based Filter**

Filter: Demo ▼ ⓘ Add Update Delete

Month: (None) Alert Rolling MAR 2018 Aug 18 6 Periods

Consolidation: Demo Between 20000 40000 In At Least One Period ▼

TEST

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.

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

If you want to remove the value-based filter criteria from your planning view, you simply need to switch to *(None)* in the filter dropdown menu. This will remove the value-based filter from your planning view.

**Value-Based Filter**

Filter: (Ad Hoc Filter) ⓘ

Weekly (None)  TW28 2018  24 Periods

Conserv   0

Demo

TEST

## Creating a new planning view – value-based filter (6)

- 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*, *Copy as suggestion* or *Copy as mandatory* (which you have for the attribute-based filters).

# Creating a new planning view – value-based filter (7)

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:

SAP Integrated Business Planning				Value-based Filter				
Filter: (None) (0 criteria):				Last Refresh: 2018-Sep-18 17:23:37				
Customer Region	Location	Product Group	Key Figure	W33 2018	W34 2018	W35 2018	W36 2018	W37 2018
Central Europe	DC Europe Lyon	Consumer Electronics	ALERT	8	8	16	8	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	2
			Consensus Demand without Promotions	603	601	602	600	
			Confirmed Qty	557	567	563	555	
			Demand Planning Qty	501	492	494	493	
		North America	ALERT	8	8	16	8	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	
North America	DC Canada Montreal	Consumer Electronics	ALERT	8	8	16	8	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	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	ALERT	8	8	16	8	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	
North America	DC USA California	Consumer Electronics	ALERT	8	8	16	8	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	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	ALERT	8	8	16	8	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:

SAP Integrated Business Planning				Value-based Filter									
Filter: (None) (0 criteria):				Last Refresh: 2018-Sep-18 17:23:37									
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	2
			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	

# Renaming value-based filters and their folders

You can rename value-based filters and their respective folders via the *Organize* menu.

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

Value-Based Filter

Filter:

Please note that the same process and limitations apply as for the renaming of the attribute-based planning filters. For more information, see slides 53-54.

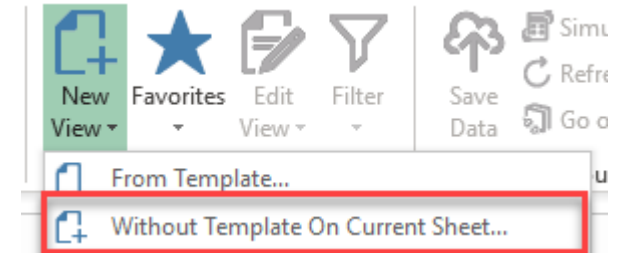


# Creating a planning view – result

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
						M04.2020	M05.2020	M06.2020	M07.2020	M08.2020	M09.2020	M10.2020	M11.2020	M12.2020	M01.2021	M02.2021
1																
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.

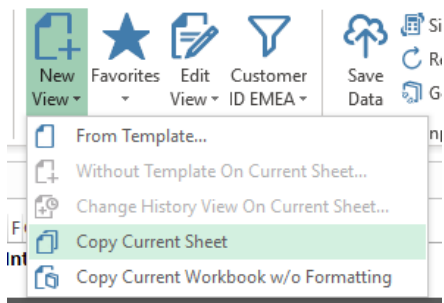
Please note that it is mandatory to use the SAP IBP formatting sheet if you want to use the following:

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

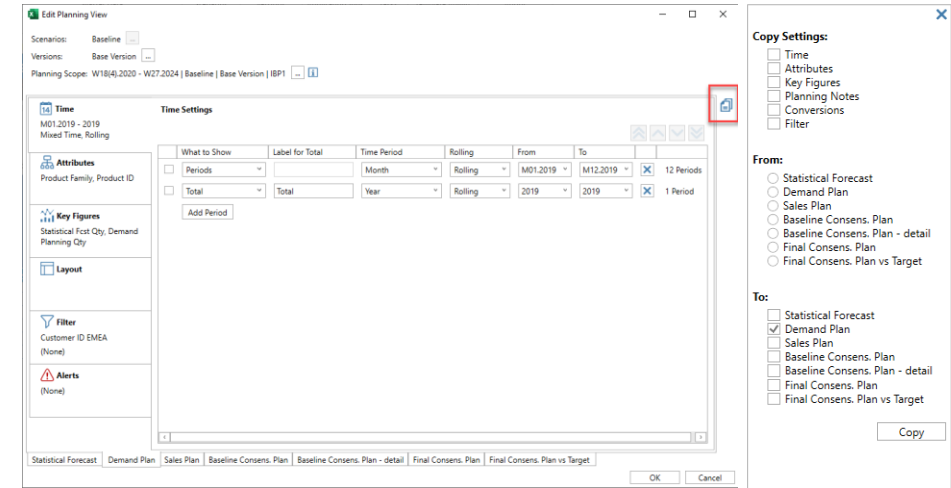
# Adding a new worksheet or copying a worksheet

- 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.

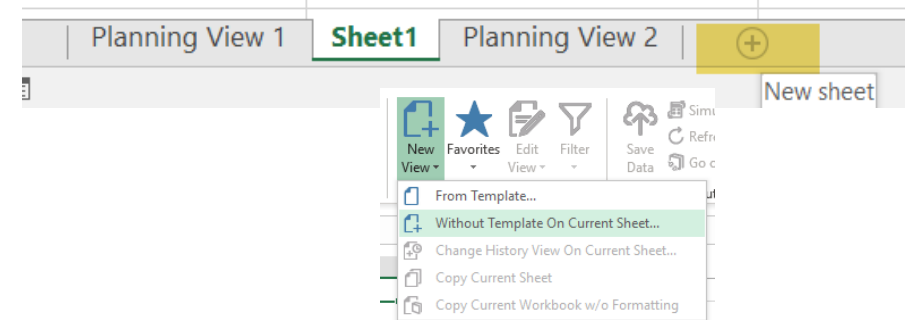
Copy current worksheet  
(system automatically adds new worksheet):



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:

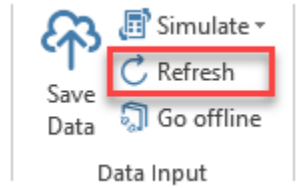
- Reduce the PC's memory utilization, which grows with the number of open workbooks and transactions. The user should still be able to work in parallel with other applications.
- Reduce the SAP IBP backend load

# 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 the user 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

Time Settings

What to Show: ☐ Periods and Total

Label for Total: Last 6 month

Time Period: Monthly

Rolling: Rolling

From: Jan 17 to Jun 17

6 Periods

Add Period

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
	HT_002	Consensus Demand without Promotions	113.586	101.690	113.355	110.982	114.633	112.526	666.772
		Consensus Demand	256.999	282.762	246.234	393.929	49.222	2.456.680	3.685.827
HT_003	HT_002	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
HT_004	HT_003	Consensus Demand without Promotions	174.424	2.274	327.828	174.971	22.927	229.390	931.814
		Consensus Demand	97.739	93.455	96.368	97.623	97.994	94.000	577.179
	HT_004	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.

What to Show	Label for Total	Time Period	Rolling	From	to	
<input type="checkbox"/> Periods		Weekly	Rolling	W19 2017	W03 2018	37 Periods
<input type="checkbox"/> Total						
<input type="checkbox"/> Periods and Total						

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
279.931	946.240	925.489	1.729.407	1.608.409	2.226.005	1.570.957

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

<input type="checkbox"/> Total	Year to Date	Weekly (technical)	To Rolls	TW00 2017	TW27 2017	Currently 33 Periods
<input type="checkbox"/> Total	Rest of the Year	Weekly (technical)	From Rolls	TW28 2017	TW52 2017	Currently 30 Periods

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.

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Monthly	Rolling	Jul 18	Jun 19	12 Periods
<div>Add Period</div>						



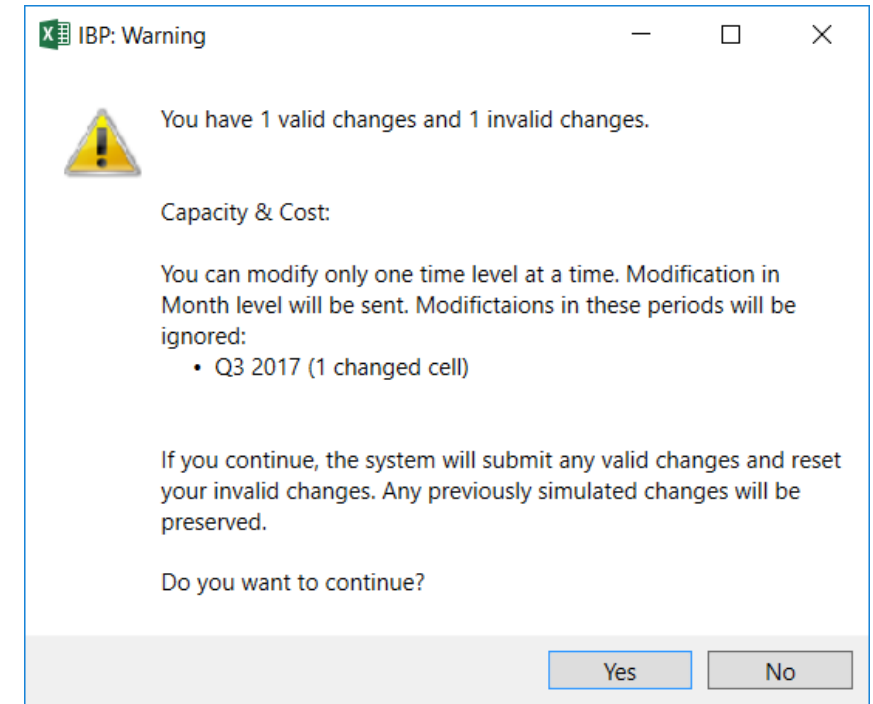


## Advanced time settings – limitations (1)

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**

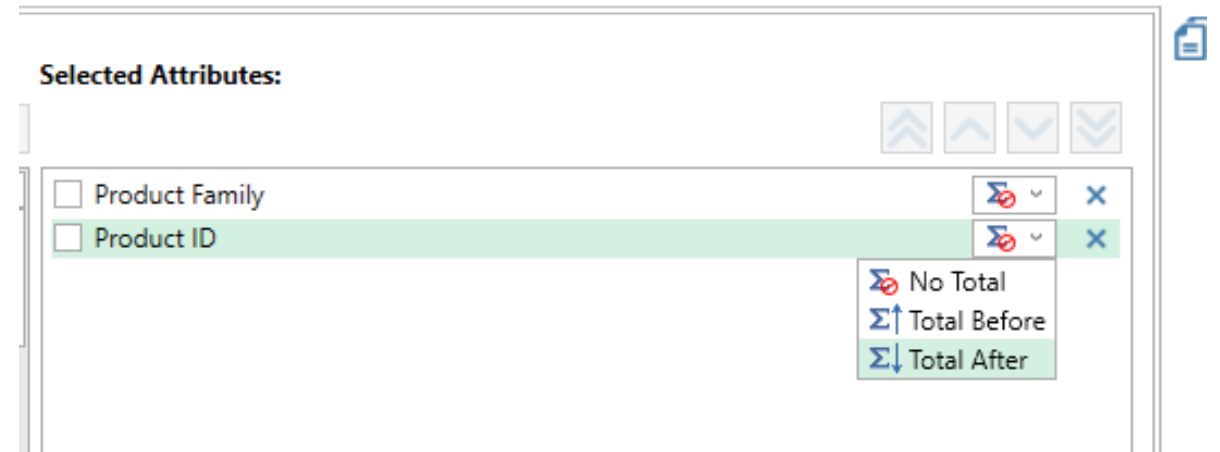
**Attribute-Based Totals & Subtotals**

# 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

SAP Integrated Business Planning				Sub Totals												Planning Area: Template: Sub Totals	
Filter: (Ad Hoc Filter) (2 criteria): Product Desc = CleverTele 42inch white; CleverTele 48inch silver				Last Refresh: 2017-Sep-22 14:11:14													
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)	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).

	Consensus Demand without Promotions	3.918	2.847
DC Europe Lyon	Confirmed Qty	2.772	2.236
	Delivered Qty	2.827	2.224
	Consensus Demand without Promotions	45.706	2.300
DC USA California	Confirmed Qty	2.040	1.213
	Delivered Qty	2.061	1.213
	Consensus Demand without Promotions	34.294	1.513
(Total)	Confirmed Qty	4.812	3.449
	Delivered Qty	4.888	3.437
	Consensus Demand without Promotions	80.000	3.878

# 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).

SAP Integrated Business Planning				Totals and Subtotals			
Filter: (None) (0 criteria):				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

Subtotals for planning level *Customer Region / Product Group*

Grand total for planning level *Customer Region*



# **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>.

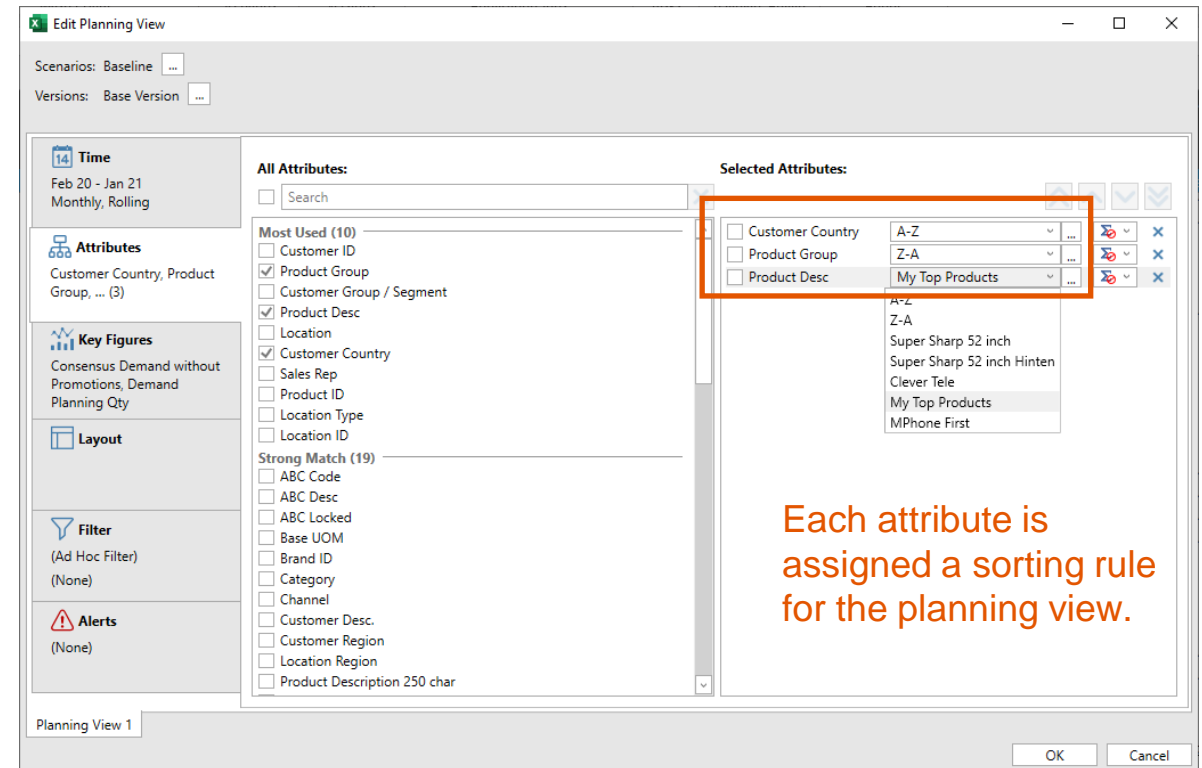
ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character	ASCII (decimal) Character Code	Symbol/ Character
...	...	65	A	99	c	192	À	226	â
32	space	66	B	100	d	193	Á	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)



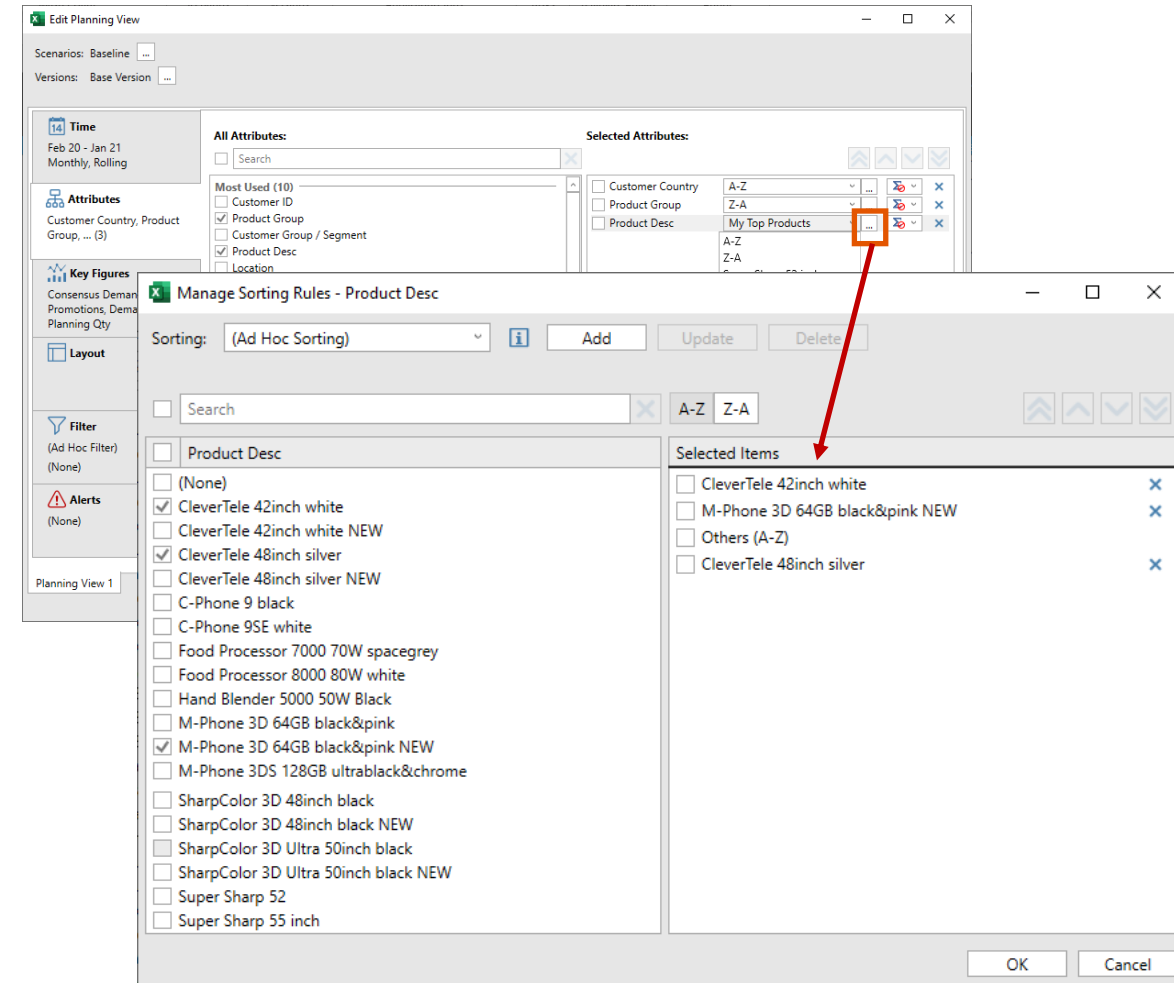
# Defining a sorting rule for an attribute

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

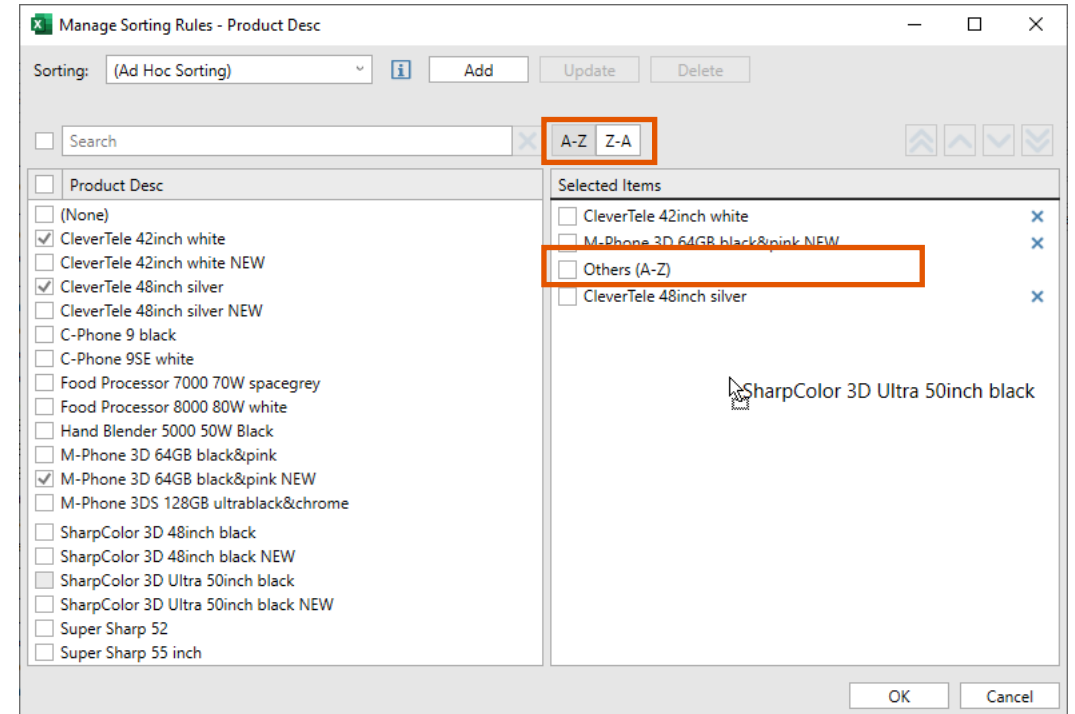
The *Selected Items* section shows a list of attribute values. This list is the sorting rule for the *Product Desc* attribute. With this rule, the planning view will list monitors and phones in the planning view in the following order:

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



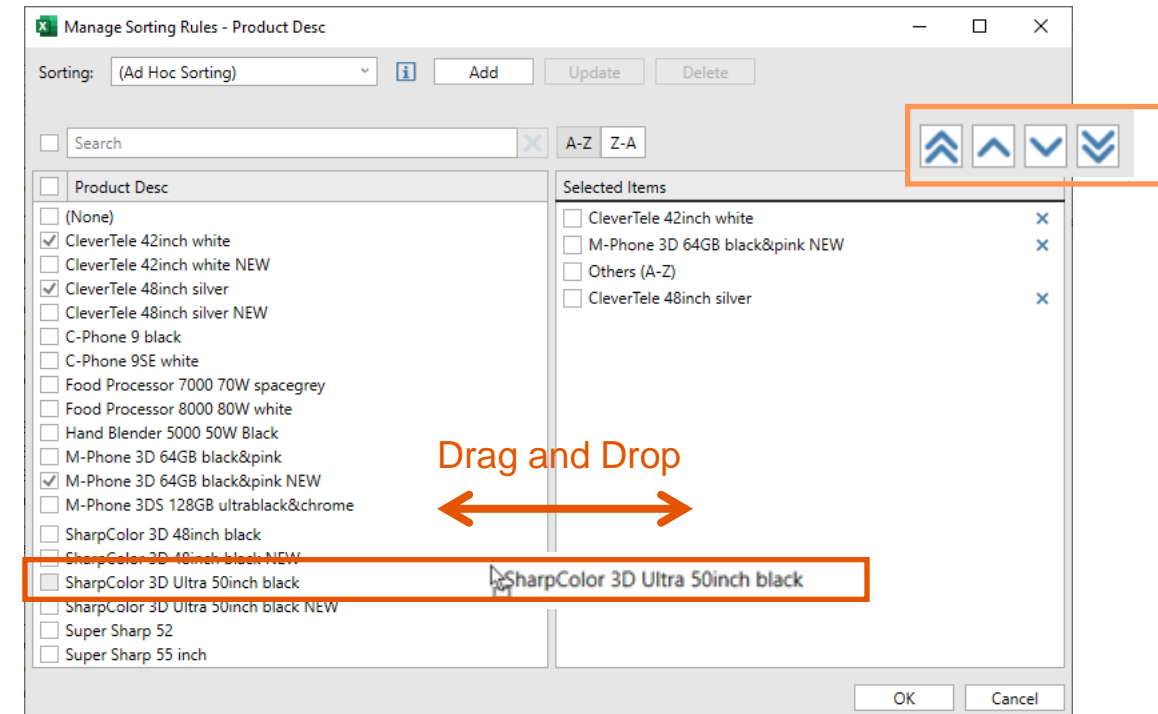
# Defining a sorting rule – “Others”

- *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

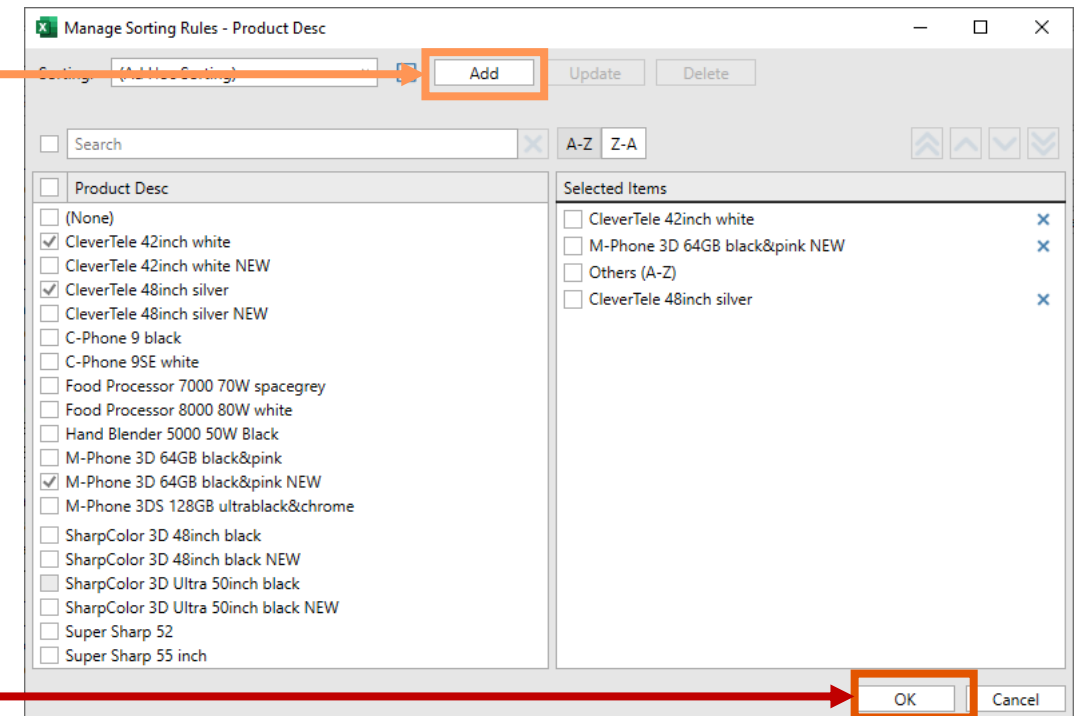
- To **select** an item for the sorting rule, select the respective checkbox on the left side or drag and drop the item from the left side to the right.
- To **deselect** an item: Do the same, just from the right to the left.
- To **change the sequence** of the selected items, move them up and down using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



# Closing the rule creation

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

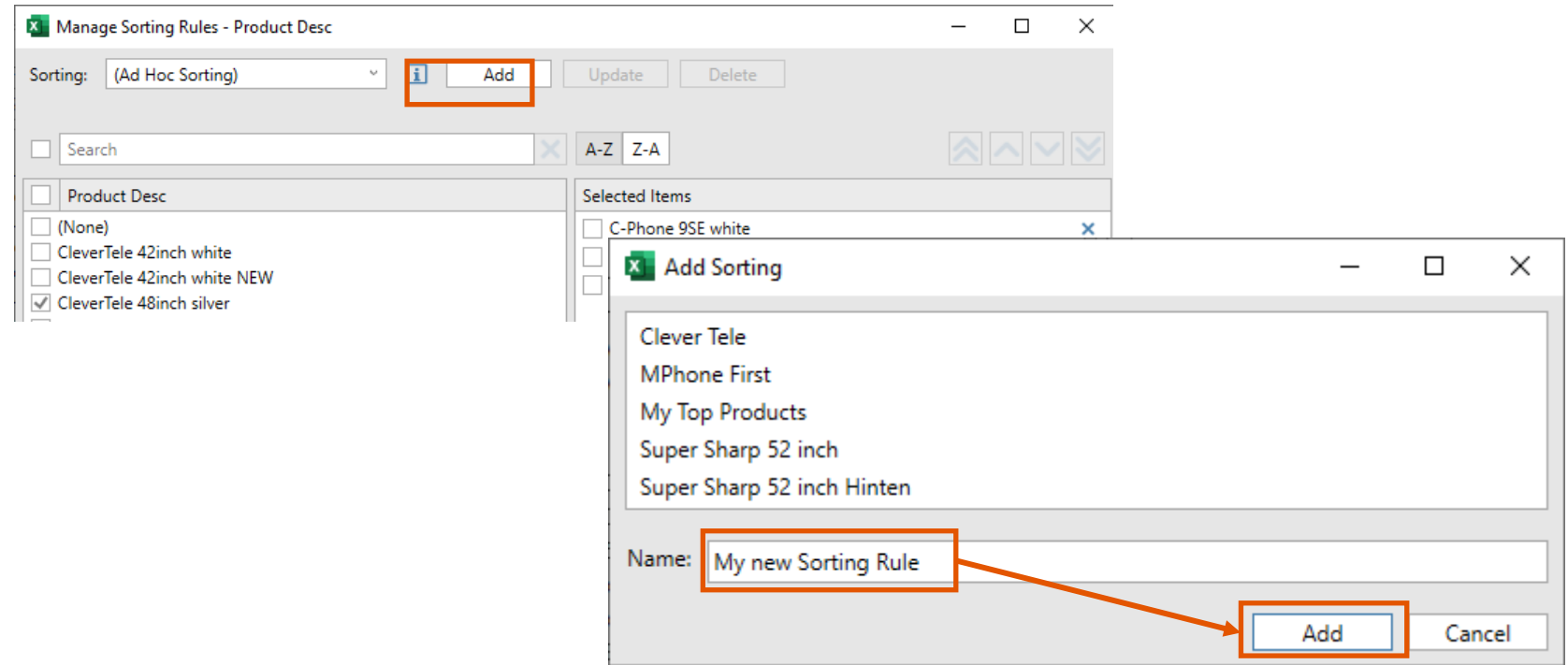
- As a rule that is immediately applied to your planning view, by choosing OK (ad hoc sorting)
- As a custom rule with a specific name, by choosing *Add*



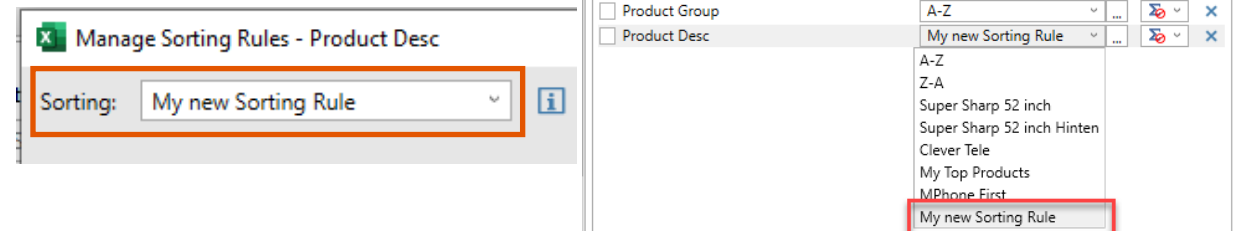


# Saving a custom sorting rule

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

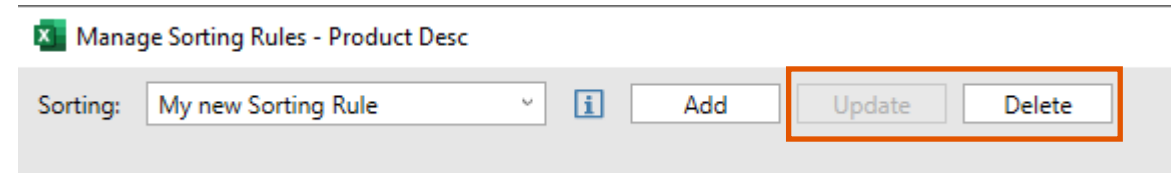


Your sorting rule is now available in the sorting dropdowns.

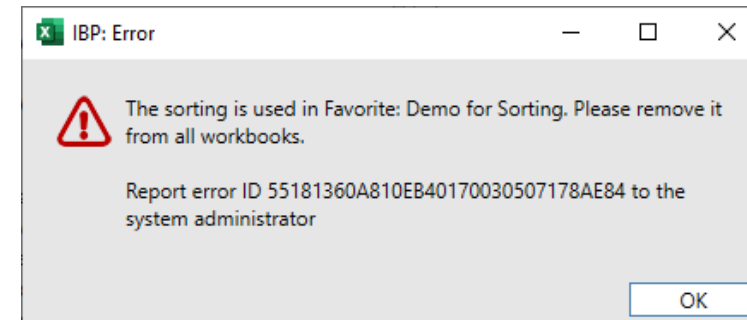


# Updating and deleting a custom sorting rule

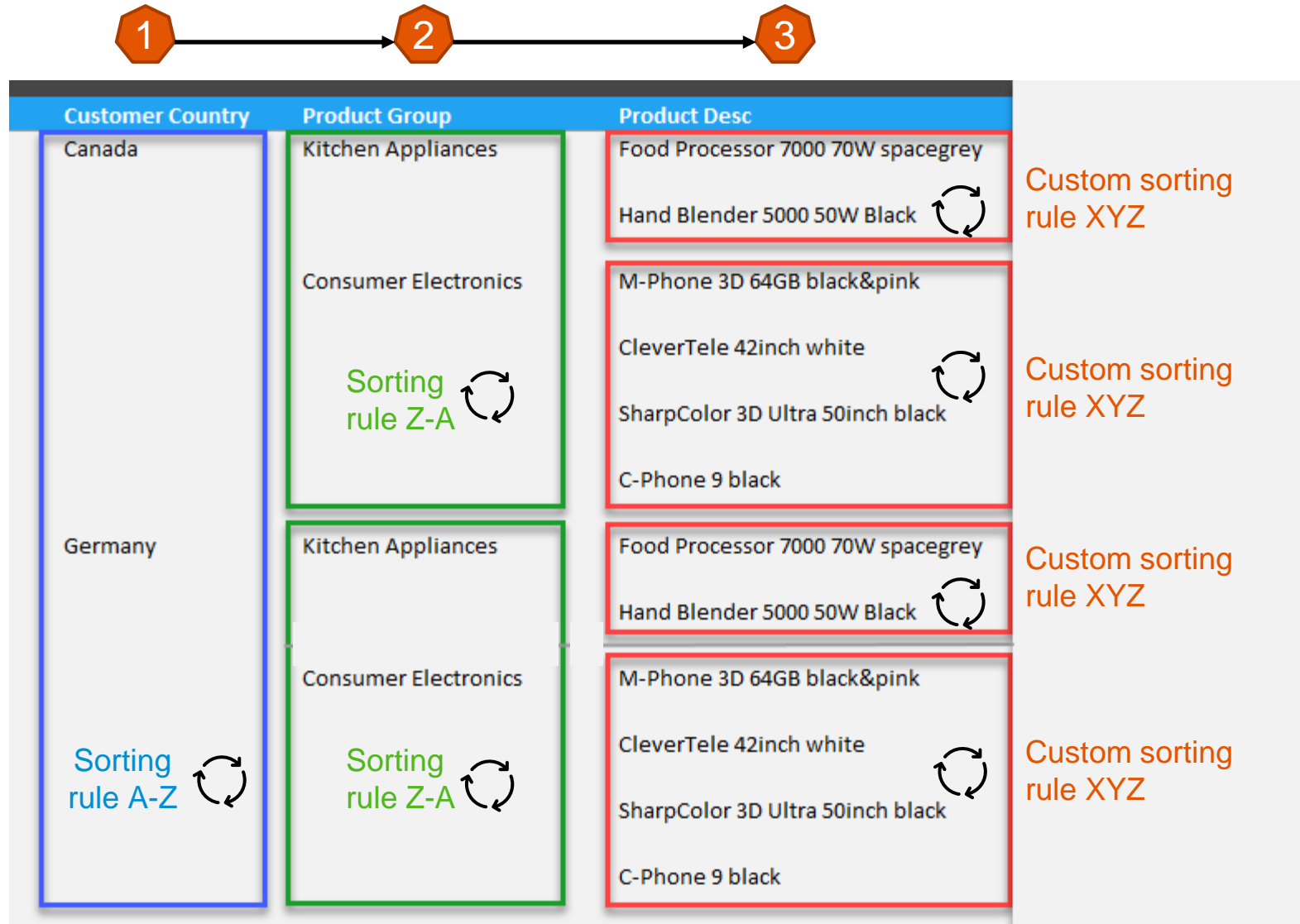
In the *Manage Sorting Rules* window, you can also update or delete a sorting rule.



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.

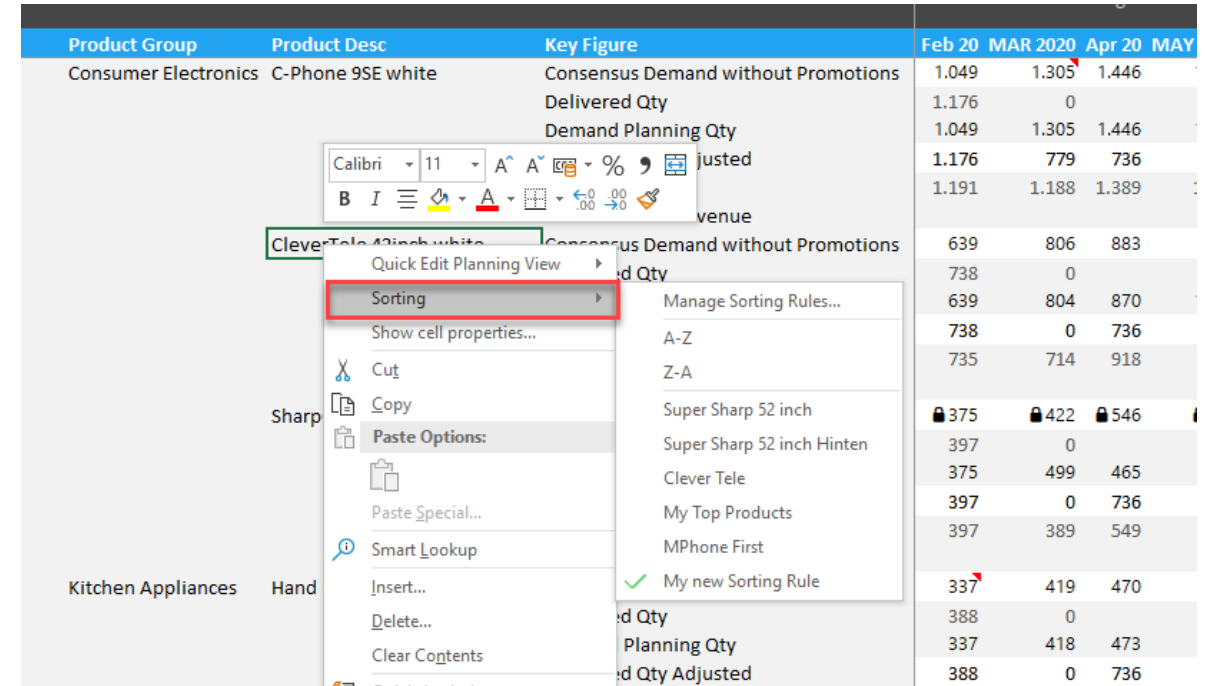
## Example in the screenshot

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



The screenshot shows the SAP Planning View interface. A context menu is open over a table, with the 'Sorting' option highlighted. The table has columns for Product Group, Product Desc, Key Figure, and months (Feb 20, MAR 2020, Apr 20, MAY). The context menu includes options like 'Quick Edit Planning View', 'Sorting', 'Show cell properties...', 'Cut', 'Copy', 'Paste Options', 'Paste Special...', 'Smart Lookup', 'Insert...', 'Delete...', and 'Clear Contents'. The 'Sorting' submenu is open, showing 'Manage Sorting Rules...', 'A-Z', 'Z-A', and several custom rules, with 'My new Sorting Rule' selected and marked with a green checkmark.

Product Group	Product Desc	Key Figure	Feb 20	MAR 2020	Apr 20	MAY
Consumer Electronics	C-Phone 9SE white	Consensus Demand without Promotions	1.049	1.305	1.446	
		Delivered Qty	1.176	0		
		Demand Planning Qty	1.049	1.305	1.446	
			1.176	779	736	
			1.191	1.188	1.389	
		venue				
		Consensus Demand without Promotions	639	806	883	
		id Qty	738	0		
			639	804	870	
			738	0	736	
			735	714	918	
		Super Sharp 52 inch	375	422	546	
		Super Sharp 52 inch Hinten	397	0		
		Clever Tele	375	499	465	
		My Top Products	397	0	736	
		MPhone First	397	389	549	
		My new Sorting Rule	337	419	470	
		id Qty	388	0		
		Planning Qty	337	418	473	
		id Qty Adjusted	388	0	736	

# 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.

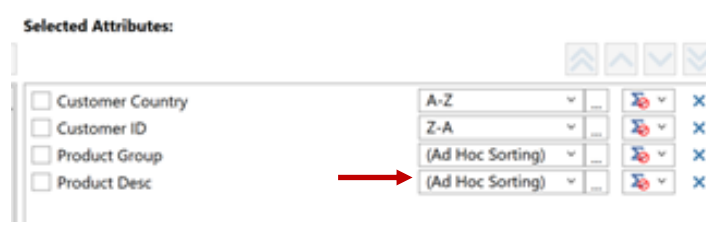
The sorting rules for attributes are saved with a planning view template or a favorite. So, next time you open the template or favorite, your choice of sorting rules is preset for the selected attributes.

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

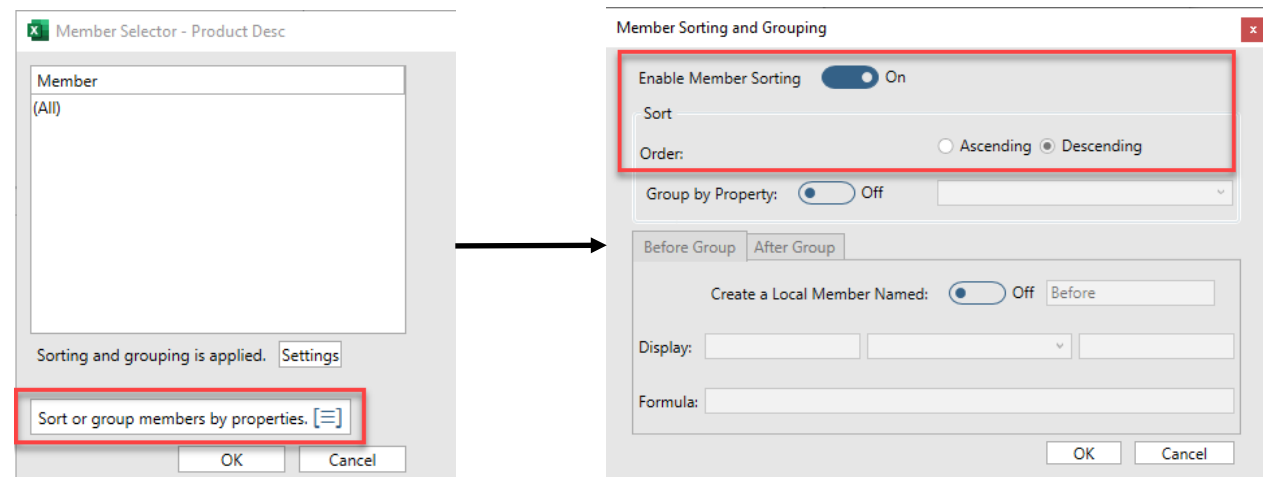
**Please note:** Local members are covered in greater detail later on. This slide is just about sorting aspects.

Besides attribute-based sorting, you can still use classic member sorting in the report editor.

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**

**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 *Month* 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.

The screenshot shows the SAP planning view configuration interface. It has three tabs: **Time**, **Attributes**, and **Key Figures**. The **Time** tab is selected, showing "W23 2019 - W42 2019" and "Weekly, Rolling". The **Attributes** tab shows "Product Group, Promotion ID". The **Key Figures** tab shows "Consensus Demand without Promotions, Actuals Price". On the right, there is a section titled "All Key Figures:" with a search bar. Below this, there are two groups of key figures: "Strong Match (4)" and "Light Match (77)". The "Strong Match (4)" group is highlighted with an orange border and contains four items: "Helper Key Figure for Promotion Split", "Promotion Uplift", "Promotion Uplift (internal key figure)", and "Promotion Uplift (Source)". The "Light Match (77)" group contains two items: "Actuals Price" (which is checked) and "Actuals Revenue".

Time	Attributes	Key Figures
W23 2019 - W42 2019 Weekly, Rolling	Product Group, Promotion ID	Consensus Demand without Promotions, Actuals Price

**All Key Figures:**

**Strong Match (4)**

- ☐ Helper Key Figure for Promotion Split
- ☐ Promotion Uplift
- ☐ Promotion Uplift (internal key figure)
- ☐ Promotion Uplift (Source)

**Light Match (77)**

- ☒ Actuals Price
- ☐ Actuals Revenue

# 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.

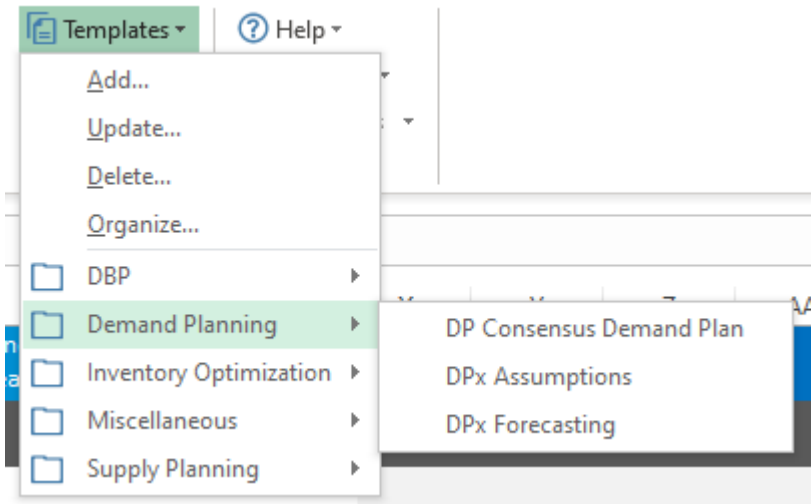
Product Group	Customer Country	Promotion ID	Key Figure	Jan 19	Feb 19	MAR 2019	Apr 19	MAY 2019	Jun 19	Rest of Year
Consumer Electronics	Canada	(None)	Consensus Demand without Promotions	6.999	7.462	913	7.816	6.929	7.767	46.006
		(None)	Consensus Demand without Promotions	6.184	6.687	16.637	6.964	6.231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

# **Saving Planning Views as Templates and Favorites**

# Comparing templates and favorites

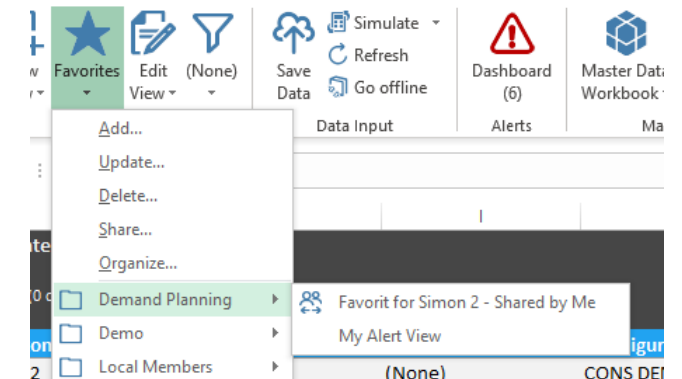
## Templates

- 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



Add...

Udate...

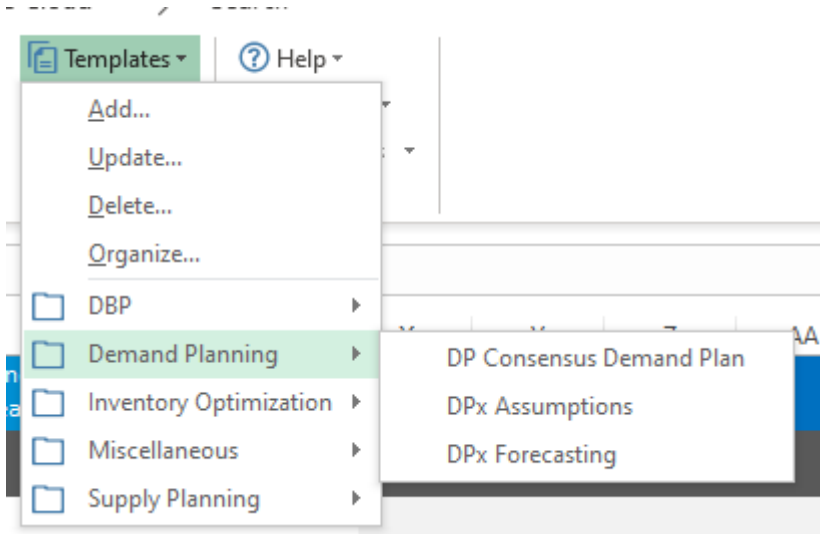
Delte...

Organize...

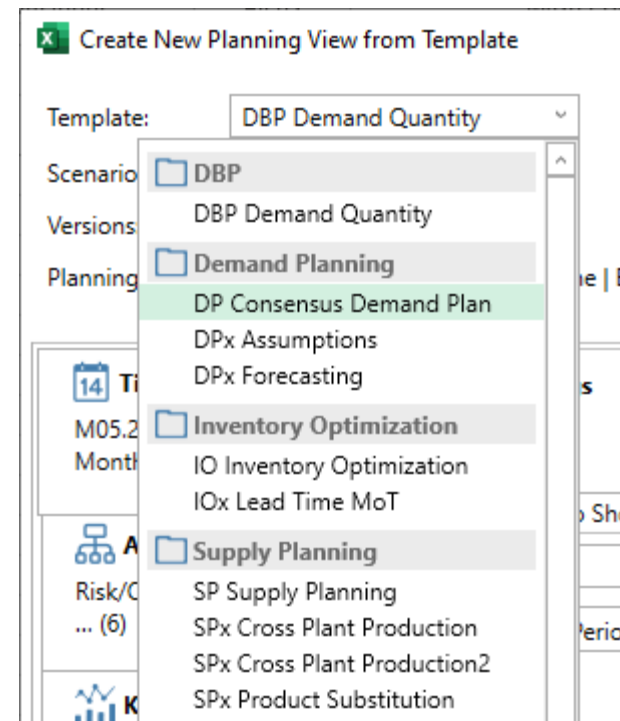
# Accessing templates

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)



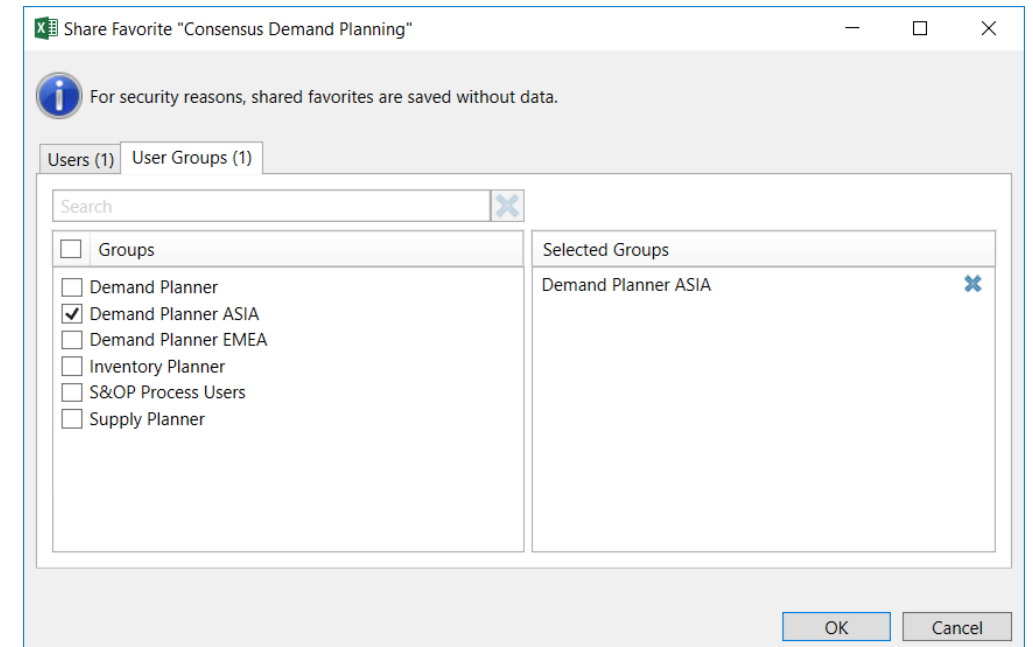
When you create a new planning view from a template, you can select the template to open. The settings can then also be adjusted directly.



# Sharing a favorite with another user

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

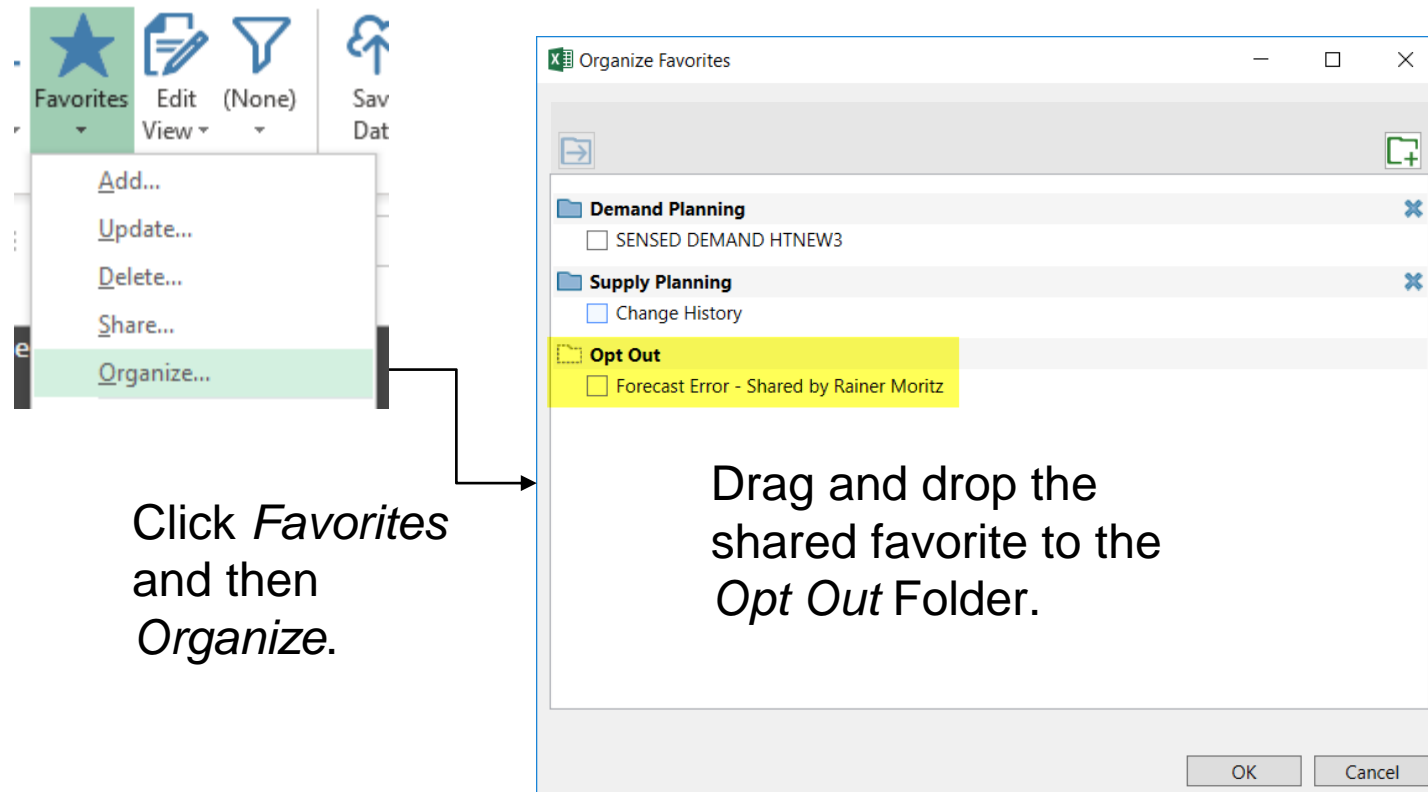
- 1) Open the favorite.
- 2) In the *SAP IBP* ribbon, click *Favorites* and then click *Share*.
- 3) Select the users and user groups and click *OK*.





# Opting out of favorites

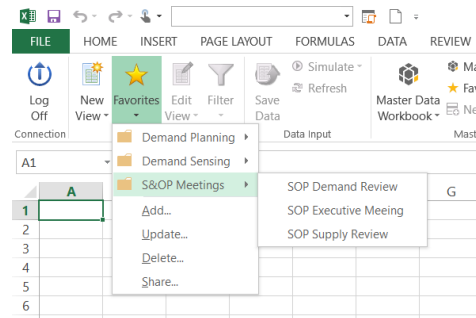
You can opt out of favorites that another user has shared with you and that you don't want to see any longer.



# Organizing favorites and templates using folders

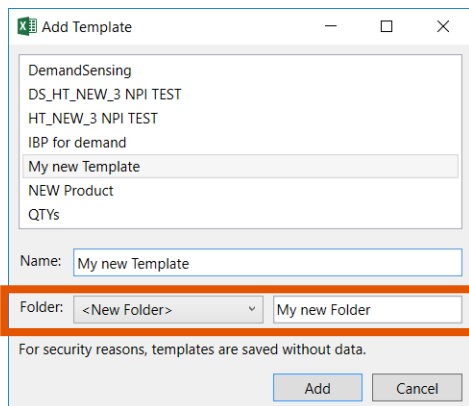
Folders can be created for:

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

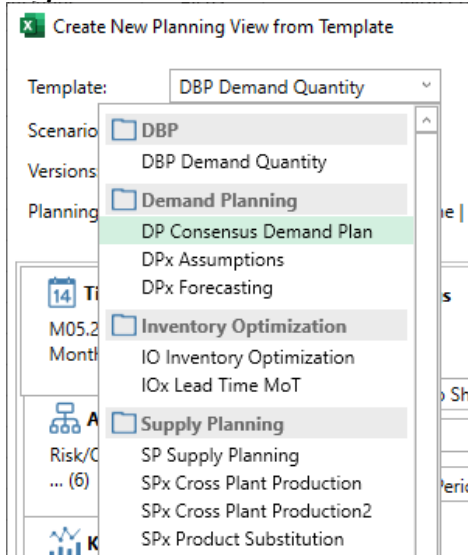


- Folders only exist when they have favorites assigned. Folders that do not contain a favorite or template are removed.
- Folders cannot be transported or shared with other users.

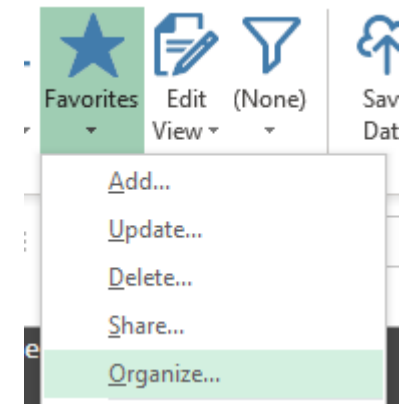
To create a folder, create a planning view and select *Add* or *Update*.



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



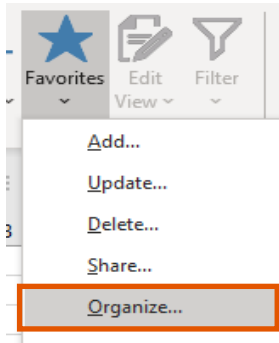
Organize your folders and planning views by using drag and drop, sorting, creating and deleting folders.



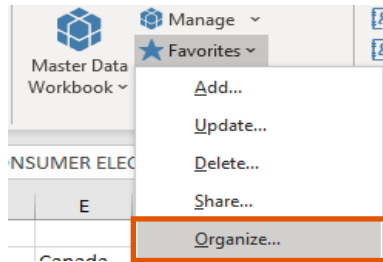
# Renaming favorites and templates

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

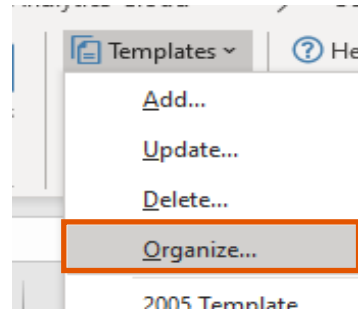
The *Organize* menu is included in the following groups of the *SAP IBP* ribbon:



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.

# 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.

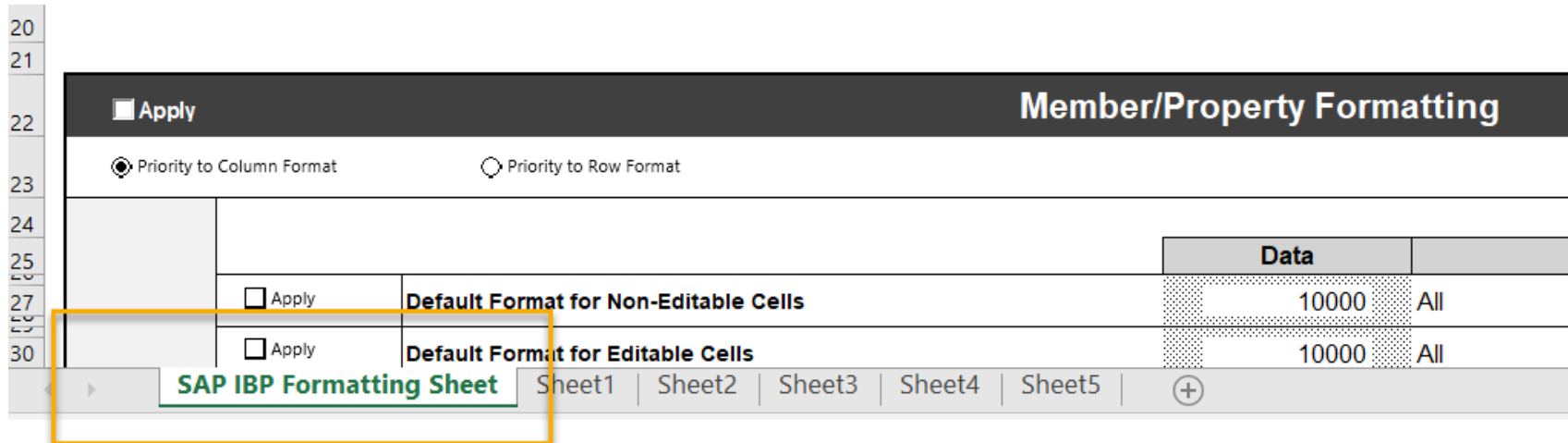
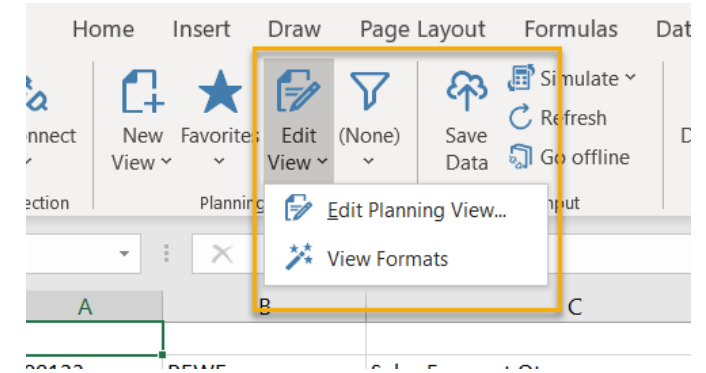
For a detailed description of the different sections, and how to apply formatting to your planning views using the SAP IBP Formatting sheet, see the application help on the SAP Help Portal at <https://help.sap.com/ibp>, under [SAP IBP Formatting Sheet](#).

# 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 Enhancements

Starting with the **2105.2.0 version of the SAP IBP, add-in for Microsoft Excel**, 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 Enhancements

Before 2105.2.0

IBP Formatting Sheet

Note: The format settings in lower sections override the ones in upper sections if there are conflicts.

Hierarchy Level Formatting						
		Date	Use	Header	Use	
Row	<input checked="" type="checkbox"/> Apply	Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Row Level Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Formatting on Specific Levels:				
		Level 1	10000	AI	Label	AI
		Level 2	10000	AI	Label	AI
		Add Level		Remove Last Level		
Column	<input checked="" type="checkbox"/> Apply	Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Column Level Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Formatting on Specific Levels:				
		Level 1	10000	AI	Label	AI
		Level 2	10000	AI	Label	AI
		Add Level		Remove Last Level		

Dimension Member/Property Formatting						
		Date	Use	Header	Use	
Row	<input type="checkbox"/> Apply	Custom Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Calculated Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Segmented Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Local Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Changed Member Default Format	10000	AI	Label	AI
<input type="checkbox"/> Apply	Formatting on Specific Member/Property:					
		Add Member/Property				
Column	<input type="checkbox"/> Apply	Custom Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Calculated Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Segmented Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Local Member Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Changed Member Default Format	10000	AI	Label	AI
<input type="checkbox"/> Apply	Formatting on Specific Member/Property:					
		Add Member/Property				

Row and Column Banding						
		Date	Use	Header	Use	
Row	<input checked="" type="checkbox"/> Apply	Odd Formatting	10000	AI	Label	AI
	<input checked="" type="checkbox"/> Apply	Even Formatting	10000	AI	Label	AI
Column	<input checked="" type="checkbox"/> Apply	Odd Formatting	10000	AI	Label	AI
	<input checked="" type="checkbox"/> Apply	Even Formatting	10000	AI	Label	AI

Page Axis Formatting					
		Header	Use		
<input checked="" type="checkbox"/> Apply	Default Format	Label	AI		
<input type="checkbox"/> Apply	Formatting on Specific Dimension:				
		Add Dimension			

New with 2105.2.0

SAP IBP Formatting Sheet

Note: If there are conflicts, the format settings in the lower sections override the ones in the upper section.

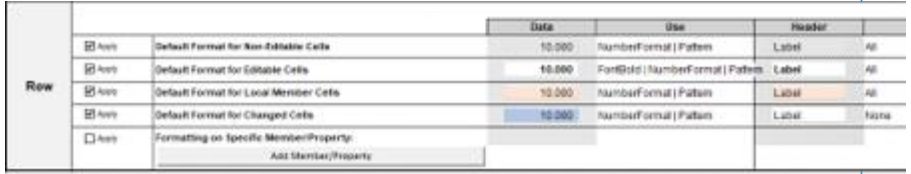

Default Formatting						
		Date	Use	Header	Use	
Row	<input checked="" type="checkbox"/> Apply	Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format	10000	AI	Label	AI
Column	<input checked="" type="checkbox"/> Apply	Default Format	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format	10000	AI	Label	AI

Member/Property Formatting						
		Date	Use	Header	Use	
Row	<input type="checkbox"/> Apply	Default Format for Non-Editable Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Editable Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Local Member Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Changed Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Formatting on Specific Member/Property:				
		Add Member/Property				
Column	<input type="checkbox"/> Apply	Default Format for Non-Editable Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Editable Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Local Member Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Default Format for Changed Cells	10000	AI	Label	AI
	<input type="checkbox"/> Apply	Formatting on Specific Member/Property:				
		Add Member/Property				

Row and Column Banding						
		Date	Use	Header	Use	
Row	<input checked="" type="checkbox"/> Apply	Odd Formatting	10000	AI	Label	AI
	<input checked="" type="checkbox"/> Apply	Even Formatting	10000	AI	Label	AI
Column	<input checked="" type="checkbox"/> Apply	Odd Formatting	10000	AI	Label	AI
	<input checked="" type="checkbox"/> Apply	Even Formatting	10000	AI	Label	AI



# SAP IBP Formatting Sheet - new rules in the Member/Property Formatting section

Formatting Rule	Purpose	Example
<b>Default Format for Non-Editable Cells</b>	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.	 
<b>Default Format for Editable Cells</b>	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.	
<b>Default Format for Changed Cells</b>	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.	
<b>Default Format for Local Member Cells</b>	Maintain specific formatting settings that should be applied to cells that are associated with a local member. If not applied, the default formatting is applied.	
<b>Formatting on Specific Member/Property</b>	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.	

# 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 screenshot shows the SAP 'Manage Editability Horizons for Key Figures' app. At the top, there's a header with the SAP logo and the app title. Below the header, there's a filter section with 'Standard\*' and a dropdown arrow. The main form area contains several input fields: 'Planning Area' (with a search icon and a selected value 'SAP6 Demand (RB...)'), 'Key Figure' (with a search icon), 'Created By' (with a search icon), 'Assigned to User' (with a search icon), and 'Assigned to Business Role' (with a search icon). There's also an 'Adapt Filters (2)' link. Below the form, there's a table with columns: Name, ID, Description, Planning Area, and Status. The table is filtered by 'Planning Area: RBSAP6' and shows three rows: '2105\_MD', '2105\_PL', and '2105\_STATIC', all with a status of 'Ready'. The table has a 'Create' button and a 'Copy' button. There are also 'Delete' and 'Show Details' buttons. The table has a 'Name' column, an 'ID' column, a 'Description' column, a 'Planning Area' column, and a 'Status' column. The 'Name' column contains '2105\_MD', '2105\_PL', and '2105\_STATIC'. The 'ID' column contains '2105\_MD', '2105\_PL', and '2105\_STATIC'. The 'Description' column is empty. The 'Planning Area' column contains 'RBSAP6'. The 'Status' column contains 'Ready'.

Name	ID	Description	Planning Area	Status
Planning Area: RBSAP6				
2105_MD	2105_MD		RBSAP6	Ready
2105_PL	2105_PL		RBSAP6	Ready
2105_STATIC	2105_STATIC		RBSAP6	Ready

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

*The app is only available in normalized systems. You can find more information on normalization in the SAP Notes [2885767](#) and [2885814](#).*

# Definition of Key Figure Editability Horizon – (fixed rule - static horizon)

The screenshot shows the SAP 'Editability Horizon for Key Figures' configuration page. At the top, the header includes the SAP logo, the title 'Editability Horizon for Key Figures', and navigation icons. Below the header, the main area is divided into tabs: 'Key Figures (2)', 'Horizon', 'Administrative Information', and 'Change History'. The 'Key Figures (2)' tab is active, displaying a table with two key figures: 'Marketing Forecast Qty' and 'Sales Forecast Qty'. Below this, the 'Horizon' tab is selected, showing the 'Time Period' set to 'Monthly' and a 'Fixed Rule' section with 'From: 1 Monthly' and 'To: 4 Monthly'.

2105\_STATIC  
2105\_STATIC

Key Figures (2) Horizon Administrative Information Change History

Name	ID	Description
Marketing Forecast Qty	MARKETINGFCSTQTY	Marketing Forecast Qty
Sales Forecast Qty	SALESFCSTQTY	Sales Forecast Qty

Horizon

Time Period:  
Monthly

Fixed Rule

From: 1 Monthly To: 4 Monthly

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)

Name	ID	Description
Demand Planning Qty	DEMANDPLANNINGQTY	Demand Planning Qty

Horizon

Time Period:  
Weekly

Fixed Rule

From:

To:

0 Weekly

Unlimited

Dynamic Rule - Planning Level

Attribute Assignment

From:

To:

FROZENHORIZON

Weekly

Fixed To

Weekly

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)

Horizon

Time Period:  
Monthly

Fixed Rule

From:  
0 Monthly

To:  
4 Monthly

Dynamic Rule - Master Data

Referenced Master Data Type

ID:  
REGIONHO  
RIZON

Name:  
REGIONHORIZON

Description:

Attribute Assignment

From:  
RBHORIZONFROM Monthly

To:  
RBHORIZONTO Monthly

Advanced Join Condition

Search

↕

🔍

Planning Level Attribute	Description	Operator	Master Data Attribute	Description
LOCREGION	Location Region	equal to	LOCREGION	Location Region

It is possible that the attribute defined in the **From** and/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.

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119

# Definition of Key Figure Editability Horizon – (create master data)

Standard\*

Loc. Region:  Adapt Filters

Balazs Region Horizon (REGIONHORIZON) (3)

<input type="checkbox"/> Loc. Region	Horizon From	Horizon To
<input type="checkbox"/> Asia	1	6
<input type="checkbox"/> Europe	0	5
<input type="checkbox"/> South America	0	3
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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)

2105 EH Business Role  
2105\_EH\_BUSINESS\_ROLE

Write Access: **Restricted**  
Read Access: Unrestricted  
Value Help Access: Unrestricted

Draft Last Changed By: [redacted]  
Draft Last Changed On: [redacted]

Editing Status: Draft

Write, Read, Value Help   Read, Value Help   Value Help

Write, Read, Value Help   Restricted

☐ Restrictions and Values

General

Administration Functions	* (Unrestricted)
Editability Horizon	2105_MD, 2105_PL, 2105_STATIC, SAP_DEFAULT_HORIZON
Application Logs	* (Unrestricted)
Reason Code ID	* (Unrestricted)
Realignment Execution Mode	* (Unrestricted)
Permission Filter ID	* (Unrestricted)

Planning Objects

Planning Level ID	* (Unrestricted)
Planning Area	* (Unrestricted)

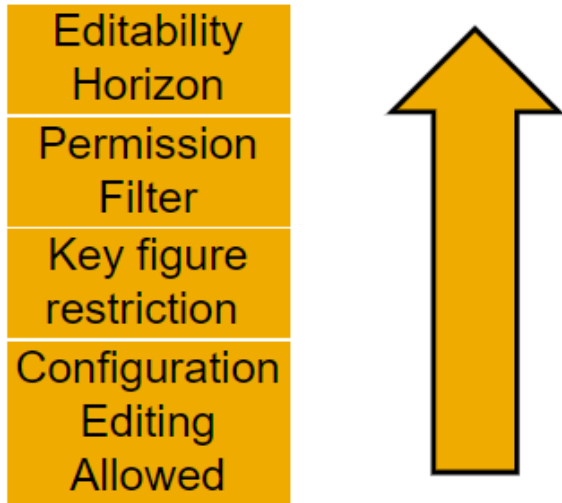
The editability horizon needs to be assigned to the users via roles. It can be found in the *Write, Read, Value Help* section

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



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

## 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

# Formatting rules to visualize the Key Figure Editability Horizon

The screenshot shows the 'Member/Property Formatting' dialog box. It has two tabs: 'Priority to Column Format' (selected) and 'Priority to Row Format'. The 'Row' section contains five rules with checkboxes and a 'Data' table. The 'Column' section contains five rules with checkboxes and a 'Data' table. The 'Data' table has two columns: 'Data' and 'Use'.

Row	Apply	Rule	Data	Use
	<input checked="" type="checkbox"/>	Default Format for Non-Editable Cells	10000	Pattern
	<input checked="" type="checkbox"/>	Default Format for Editable Cells	10000	Pattern
	<input type="checkbox"/>	Default Format for Local Member Cells	10000	All
	<input checked="" type="checkbox"/>	Default Format for Changed Cells	10000	Pattern
	<input type="checkbox"/>	Formatting on Specific Member/Property: Add Member/Property		

Column	Apply	Rule	Data	Use
	<input type="checkbox"/>	Default Format for Non-Editable Cells	10000	All
	<input type="checkbox"/>	Default Format for Editable Cells	10000	All
	<input type="checkbox"/>	Default Format for Local Member Cells	10000	All
	<input type="checkbox"/>	Default Format for Changed Cells	10000	All
	<input type="checkbox"/>	Formatting on Specific Member/Property: Add Member/Property		

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

SAP Integrated Business Planning				EH Demo											
Filter: (Ad Hoc Filter) (1 criteria): Product ID = HT_001; HT_005				User:   Planning Area:   Template:											
				Last Refresh: 2021-Apr-6 15:55:59											
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
			Marketing Forecast Qty	0	0	0	0	0	0	0	0	0	0	0	0
		North America	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
			Marketing Forecast Qty	0	0	0	0	0							
			Demand Planning Qty	0	0	0	0	0							
HT_005	2	Europe	Sales Forecast Qty	0	0	0	0	0							
			Consensus Demand	0	0	0	0	0							
			Marketing Forecast Qty	0	0	0	0	0							
			Demand Planning Qty	0	0	0	0	0							
			Sales Forecast Qty	0	0	0	0	0							
		North America	Consensus Demand	0	0	0	0	0							
			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							

# **Time-Based Disaggregation of Partially Editable Child Nodes**

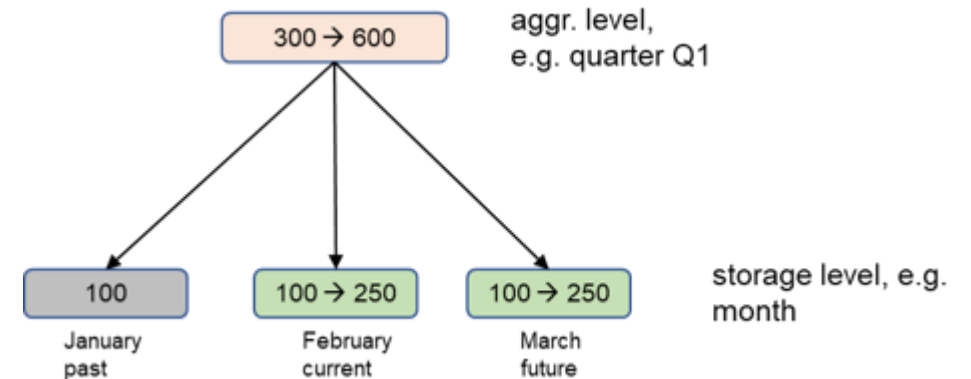
# Time-Based Disaggregation of Partially Editable Child Nodes

## – 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 **Web-Based Planning** app, or 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't fix or unfix** values of cells that are in partially editable periods.
- 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).

**Member/Property Formatting**

☒ Priority to Column Format ☐ Priority to Row Format

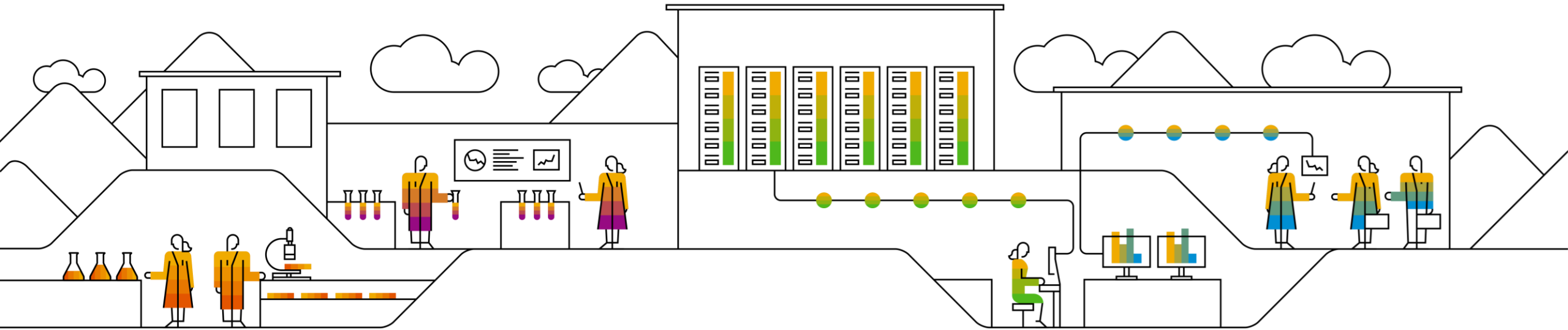
**Row**

			Data	Use
<input checked="" type="checkbox"/> Apply	Default Format for Non-Editable Cells		10000	Pattern
<input checked="" type="checkbox"/> Apply	Default Format for Editable Cells		10000	Pattern
<input type="checkbox"/> Apply	Default Format for Local Member Cells		10000	All
<input checked="" type="checkbox"/> Apply	Default Format for Changed Cells		10000	Pattern
<input type="checkbox"/> Apply	Formatting on Specific Member/Property:			
	Add Member/Property			

**Column**

			Data	Use
<input type="checkbox"/> Apply	Default Format for Non-Editable Cells		10000	All
<input type="checkbox"/> Apply	Default Format for Editable Cells		10000	All
<input type="checkbox"/> Apply	Default Format for Local Member Cells		10000	All
<input type="checkbox"/> Apply	Default Format for Changed Cells		10000	All
<input type="checkbox"/> Apply	Formatting on Specific Member/Property:			
	Add Member/Property			

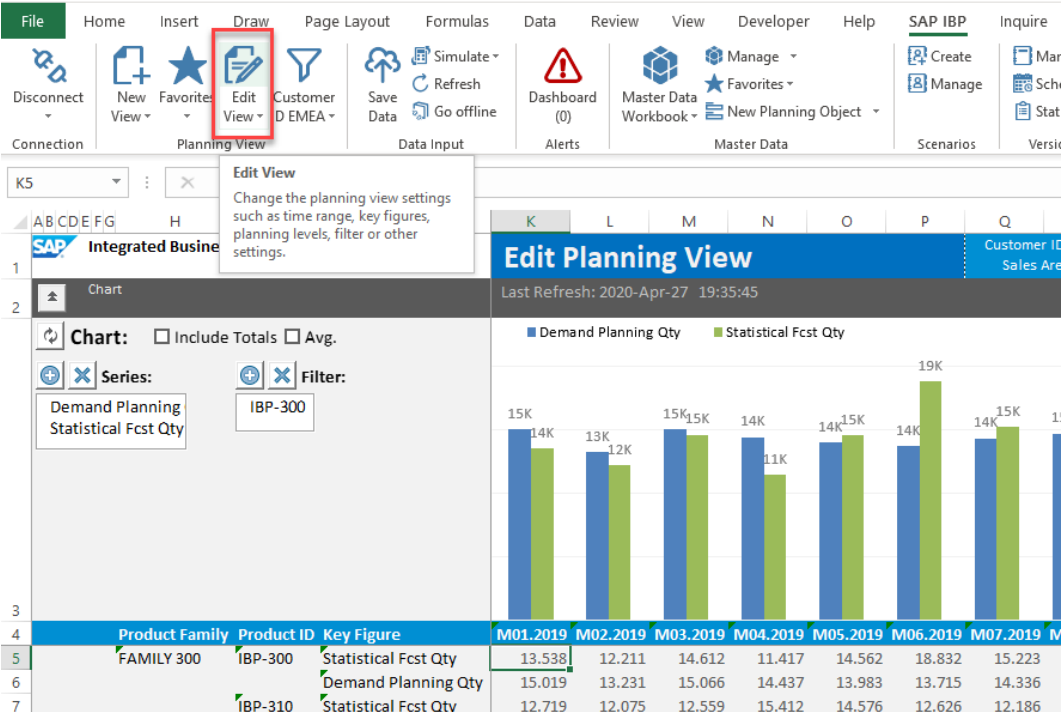
# How to Work with Planning Views



# Editing Planning Views

# Editing planning view

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



The screenshot shows the 'Edit Planning View' dialog box. The 'Time' tab is selected, showing settings for the time range (M01.2019 - 2019) and the time period (Mixed Time, Rolling). The 'Attributes' tab is also visible, showing settings for the product family and product ID.

**Time Settings:**

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Month	Rolling	M01.2019	M12.2019	12 Periods
<input type="checkbox"/> Total	Total	Year	Rolling	2019	2019	1 Period

**Attributes:** Product Family, Product ID

**Key Figures:** Statistical Fcst Qty, Demand Planning Qty

**Layout:**

**Filter:** Customer ID EMEA (None)

**Alerts:** (None)

**Buttons:** OK, Cancel

**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.

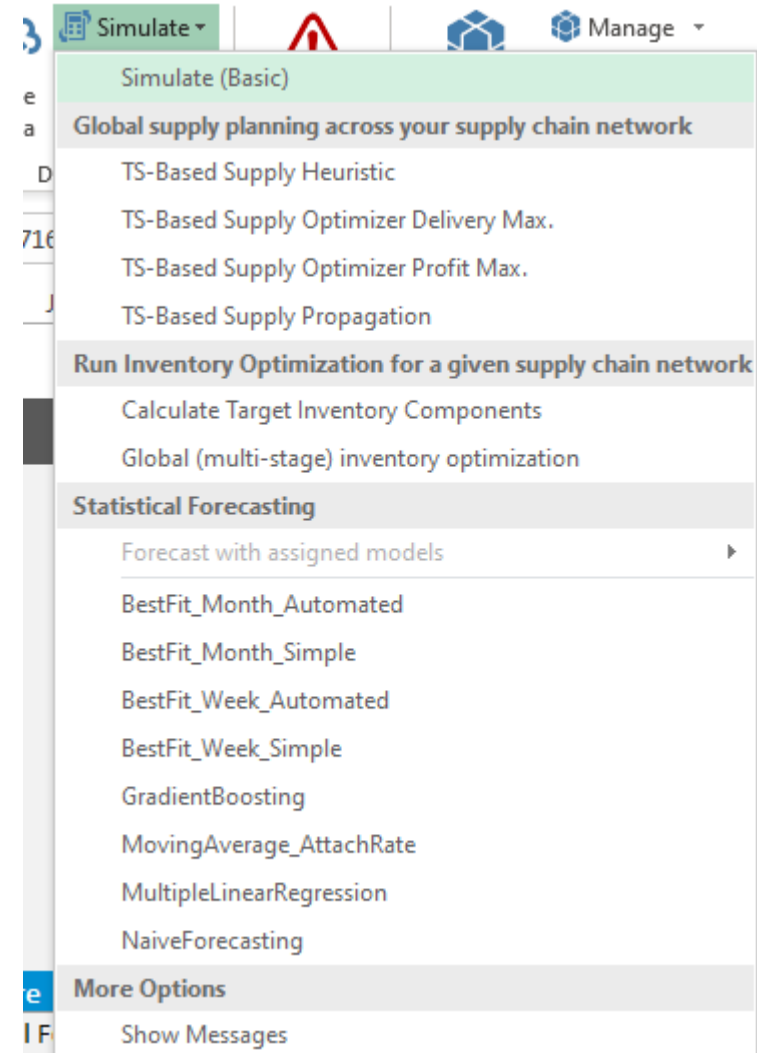
However, if you come to the conclusion that your changes are valid, you can save the simulation so that it becomes the actual planning.

# 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.

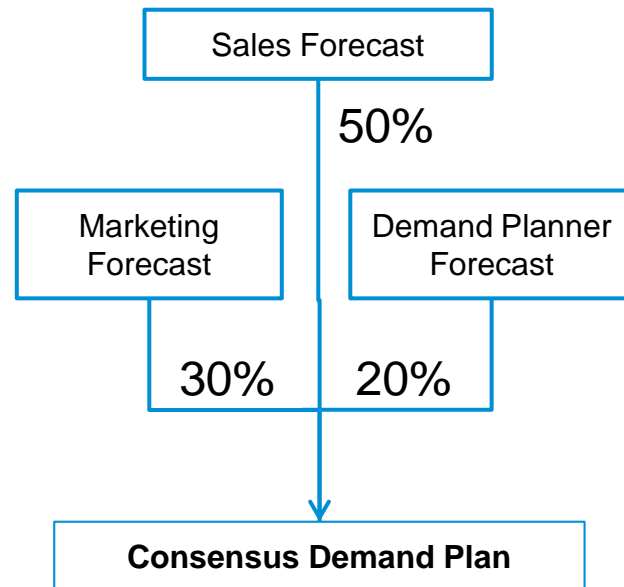




# Simulate (Basic) – overview

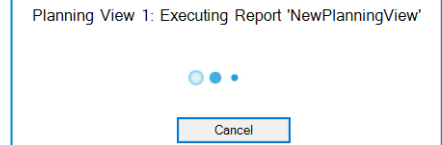
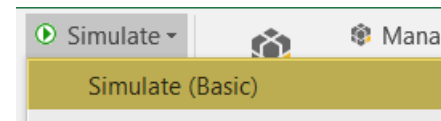
The consensus demand is calculated from the sales forecast quantity, the marketing forecast quantity, and the demand planning quantity entered by the demand planner.

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.



SAP Integrated Business Planning		Simulate_Basic						
Filter: (None) (0 criteria):		Last Refresh: 2018-Jul-16 14:26:36						
Product Group	Key Figure	W26 2018	W27 2018	W28 2018	W29 2018	W30 2018	W31 2018	W32 2018
Consumer Electronics	Sales Forecast Qty	14.469	25.000	28.000	17.000	18.920	15.360	18.020
	Marketing Forecast Qty	12.878	13.971	12.932	10.386	16.868	13.687	16.092
	Demand Planning Qty	10.372	11.278	10.382	8.396	13.687	11.045	12.963
	Consensus Demand	13.172	14.289	13.147	10.597	17.258	13.995	16.430
Kitchen Appliances	Sales Forecast Qty	3.128	5.238	3.371	3.787			4.996
	Marketing Forecast Qty	2.805	4.676	3.020	3.382	4.676		4.478
	Demand Planning Qty	2.261	3.793	2.461	2.739	3.888		3.631
	Consensus Demand	2.858	4.780	3.084	3.456	4.900		4.568

Data Changes



SAP Integrated Business Planning		Simulate_Basic						
Filter: (None) (0 criteria):		Last Refresh: 2018-Jul-16 14:26:36						
Product Group	Key Figure	W26 2018	W27 2018	W28 2018	W29 2018	W30 2018	W31 2018	W32 2018
Consumer Electronics	Sales Forecast Qty	14.469	25.000	28.000	17.000	18.920	15.360	18.020
	Marketing Forecast Qty	12.878	13.971	12.932	10.386	16.868	13.687	16.092
	Demand Planning Qty	10.372	11.278	10.382	8.396	13.687	11.045	12.963
	Consensus Demand	13.172	18.947	19.956	13.295	17.258	13.995	16.430
Kitchen Appliances	Sales Forecast Qty	3.128	5.238	3.371	3.787			4.996
	Marketing Forecast Qty	2.805	4.676	3.020	3.382	4.676		4.478
	Demand Planning Qty	2.261	3.793	2.461	2.739	3.888		3.631
	Consensus Demand	2.858	4.780	3.084	3.456	4.900		4.568

Values Recalculated

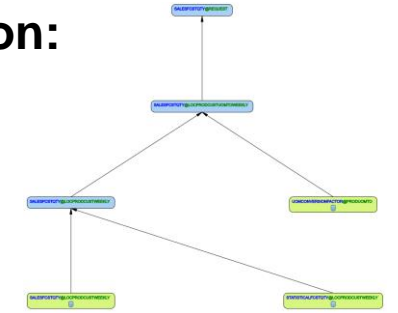
## Simulate (Basic) – complex key figure calculations

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 recalculate the dependent key figures for that single changed value.

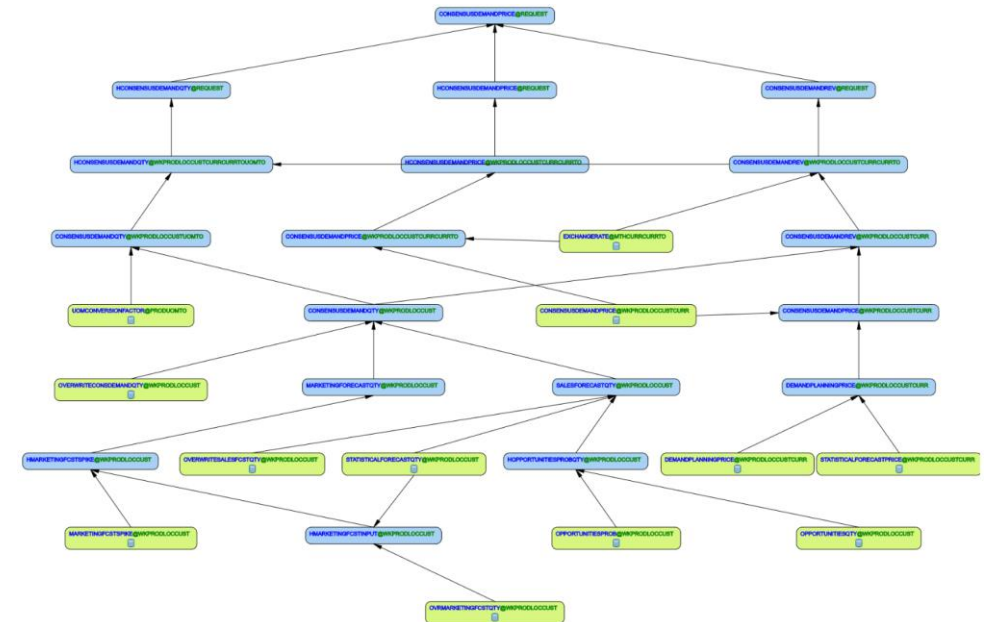
This means that the size of key figure calculations plays a role in the performance of interactive planning.

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 from the planning view for the forecast model.

The available forecast models automatically appear in the *Simulate* dropdown menu.

The screenshot shows the 'Manage Forecast Models' dialog box in SAP. The 'FORECASTING STEPS' tab is active. The 'Forecasting Steps' section shows 'Delivered Qty Adjusted' as the selected step. The 'Target Key Figure for Forecast' is 'Statistical Forecast Qty'. The 'Algorithms' section is expanded, showing 'Automated Exponential Smoothing' with the following settings:

- Scope of Optimization: Optimize Within Selected Smoothing Algorithm
- Measure Used for Optimization: Mean Square Error (MSE)
- Calculate Number of Periods in a Season: ☒
- Enable Trend Dampening: ☒
- Algorithm Used for Optimization: Triple Exponential Smoothing
- Type of Seasonality: Multiplicative Seasonality
- Periods in a Season: (empty field)
- Lower Limit for Alpha: 0.2
- Upper Limit for Alpha: 0.7
- Lower Limit for Beta: 0.3
- Upper Limit for Beta: 0.8
- Lower Limit for Gamma: 0.2
- Upper Limit for Gamma: 0.9



The screenshot shows the 'Simulate' dropdown menu in SAP. The menu is open, displaying the following options:

- Simulate (Basic)
- Global supply planning across your supply chain network
  - SQP Supply Propagation
  - Time-Series-Based Supply Planning Heuristic
  - Time-Series-Based Supply Planning Optimizer
- Run Inventory Optimization for a given supply chain network
  - Calculate Target Inventory Components
  - Decomposed (single-stage) inventory optimization
  - Global (multi-stage) inventory optimization
- Statistical Forecasting
  - Forecast with assigned models
  - AutomatedExpSmoothing\_M
  - AutomatedExpSmoothing\_W
  - BestPick\_M
  - BestPick\_W
  - DemandSensingFull
  - DemandSensingUpdate
  - Double\_Ex\_W
- More Options
  - Show Messages

# Planning operators in simulation mode – inventory optimization profiles

Whether an operator is available in the simulation menu, depends on the configuration of the operator, which is done by your administrator: The *Interactive Mode* checkbox must be selected in the operator profile and the planning operator must be assigned to the planning area.

If a planning scope is defined for your planning area, the system uses the planning scope that was set in the *Edit Planning View* header automatically for the operator simulation.

Starting with the 2108.2.0 version of the SAP IBP, add-in for Microsoft Excel 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.

The image shows two screenshots. The left screenshot is the 'Planning Operators Model Configuration' window in SAP. It displays a table of planning operators. The right screenshot shows the SAP IBP Excel add-in interface, specifically the 'Simulate' dropdown menu, which includes the 'Inventory Planning (Advanced)' option.

**Planning Operators Model Configuration**

ID	Name	Description	Interactive Mode	Batch Mode	Filter Mode	Parameters
108	Calculate DDMRP buffer levels	Calculate DDMRP buffer levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define parameters
109	Recommend Decoupling Points	Recommend Decoupling Points (Solve)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define parameters
10002	Single Stage Inventory opt	Decomposed (single-stage) inventory optin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Define parameters
10003	Multistage Inventory opt	Global (multi-stage) inventory optimization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define parameters
10006	Calculate Inventory Components	Calculate Target Inventory Components	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define parameters

**SAP IBP Excel Add-in Simulation Menu**

- Simulate (Basic)
- Inventory Planning (Advanced)**
  - IO Planning Profile (Horizon 40 Weeks)
  - IO Planning Profile (Horizon 52 Weeks)
  - Run Inventory Optimization for a given supply chain network**
    - Calculate Target Inventory Components
    - Decomposed (single-stage) inventory optimization
    - Global (multi-stage) inventory optimization
- More Options
  - Show Messages

# Planning operators in simulation mode – supply operators

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

If a planning scope is defined for your planning area, the system uses the planning scope that was set in the *Edit Planning View* header automatically for the operator simulation.

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

The image shows two screenshots from the SAP SCM interface. The left screenshot displays the 'SCM' configuration page for 'Planning Operators(14)'. It includes a table with columns: ID, Name, Description, Interactive Mode, Batch Mode, Filter Mode, Parameters, and Optimizer Profile. The 'Interactive Mode' column has checkboxes for each operator, all of which are checked. An orange arrow points from the 'Interactive Mode' column to the right screenshot. The right screenshot shows the 'Simulate (Basic)' menu, which lists the following options: 'Global supply planning across your supply chain network', 'SOP Supply Propagation', 'Time-Series-Based Supply Planning Heuristic', and 'Time-Series-Based Supply Planning Optimizer'.

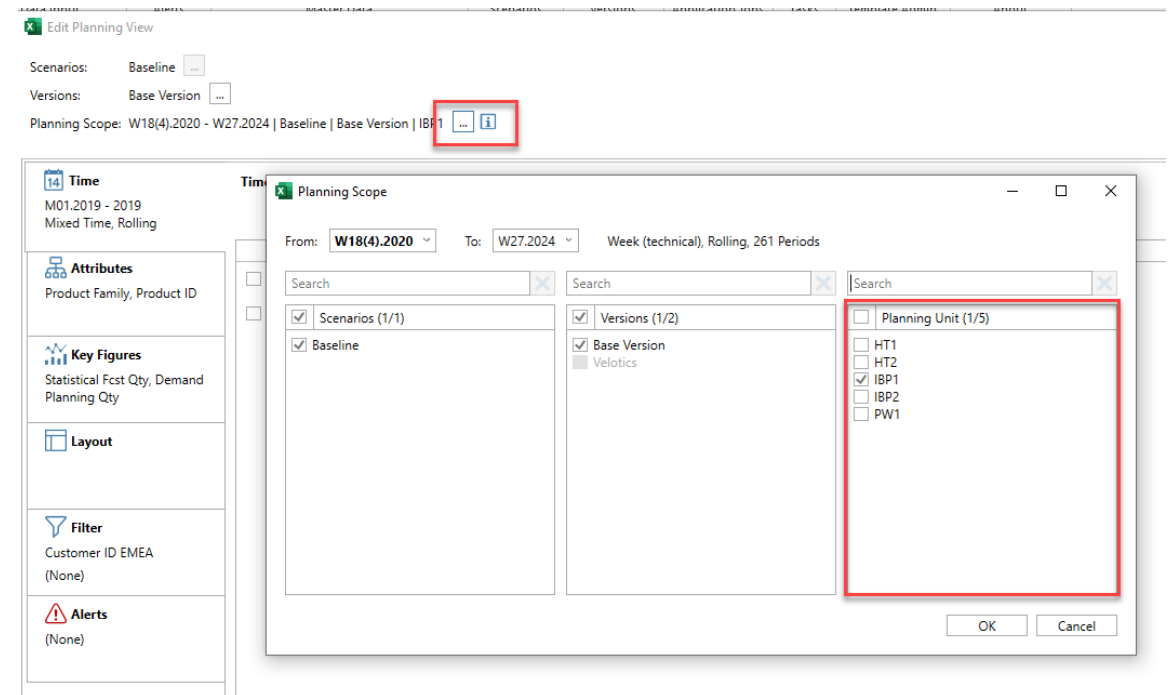
ID	Name	Description	Interactive Mode	Batch Mode	Filter Mode	Parameters	Optimizer Profile
90	Local Updates	Local Updates Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Define param...	
100	TS-Based Supply Heuristic	Time-Series-Based Supply Plannii	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define param...	
101	S&OP Heuristic W2M	S&OP Heuristic W2M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define param...	
102	S&OP Optimizer W2M	S&OP Optimizer W2M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Define param...	Set Profile

# 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 it is set-up for your planning area, you need to select the subnetworks that you want to plan in the *Planning Scope* window in the *Edit Planning View* header. The setting is applied to all planning views of the workbook and automatically used in the planning operator simulations.

You can set a default planning scope 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.

Simulate (Basic)

Global supply planning across your supply chain network

SQP Supply Propagation

Time-Series-Based Supply Planning Heuristic

Time-Series-Based Supply Planning Optimizer

Run Inventory Optimization for a given supply chain network

Calculate Target Inventory Components

Decomposed (single-stage) inventory optimization

Global (multi-stage) inventory optimization

Statistical Forecasting

Forecast with assigned models

AutomatedExpSmoothing\_M

AutomatedExpSmoothing\_W

BestPick\_M

BestPick\_W

DemandSensingFull

DemandSensingUpdate

Double\_Ex\_W

More Options

Show Messages

Planning Area	Product Group	Forecast Model / Reference	Step	Severity	Message
		FA163E5B8BDA1EE8A29F3F3467490D73		Information	The simulation has started.
		FA163E5B8BDA1EE8A29F3F3467490D73		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 Exponential Smoothing	Information	The following parameter values were determined:
SAP61808	Consumer Electronics	BestFitForecastingmodel	Automated Exponential Smoothing	Information	Alpha: 0.874713
SAP61808	Consumer Electronics	BestFitForecastingmodel	Automated Exponential Smoothing	Information	Model selection: Single exponential smoothing
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponential Smoothing	Information	The following parameter values were determined:
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponential Smoothing	Information	Alpha: 0
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponential Smoothing	Information	Gamma: 0
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponential Smoothing	Information	Model selection: Triple exponential smoothing
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Automated Exponential Smoothing	Information	No trend detected.
		BestFitForecastingmodel		Information	Step 2 of 2 forecasting steps
SAP61808	Consumer Electronics	BestFitForecastingmodel	Simple Average	Information	Simple average algorithm was executed.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Simple Average	Information	Processing planning object.
		BestFitForecastingmodel		Information	Processing planning object.
		BestFitForecastingmodel		Information	The Choose Best Forecast method was applied based on MPE.
SAP61808	Consumer Electronics	BestFitForecastingmodel	Best Forecast using Test Phase	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 Exponential 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	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	Simple Average was selected.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Best Forecast using Test Phase	Information	MPE for Automated Exponential 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	Kitchen Appliances	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
SAP61808	Consumer Electronics	BestFitForecastingmodel	Simple Average	Information	Simple average algorithm was executed.
SAP61808	Kitchen Appliances	BestFitForecastingmodel	Simple Average	Information	MPE: -118.706%
		FA163E5B8BDA1EE8A29F3F3467490D73		Information	MPE: -132.363%
				Information	The simulation has ended.

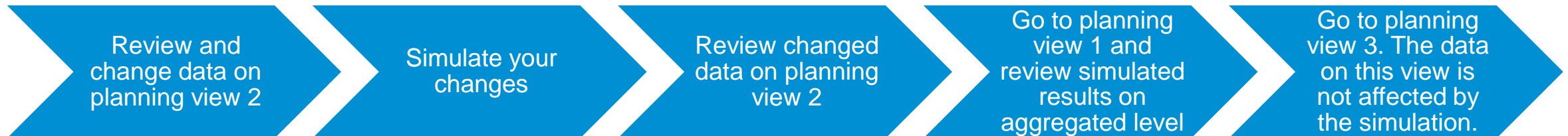


# Simulation across different planning views

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.

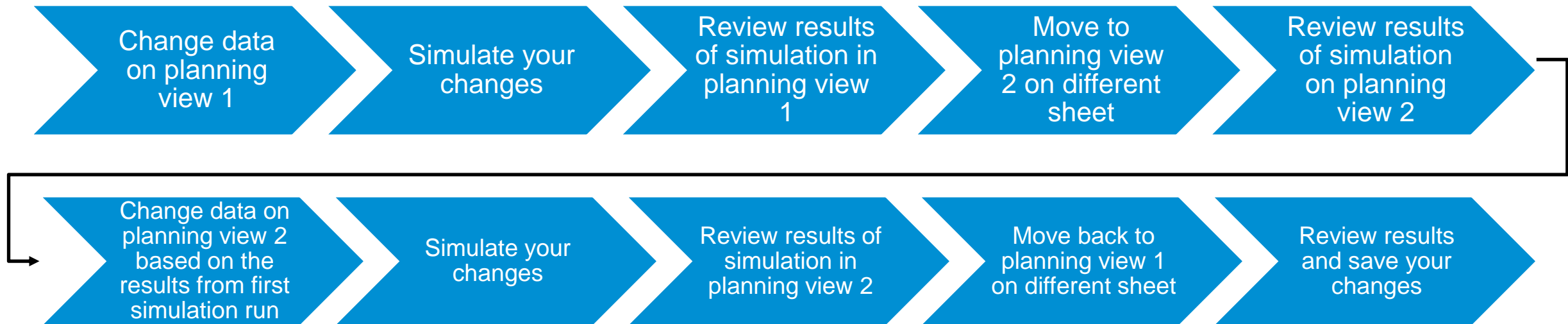




# Consecutive simulations in one simulation session

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*.

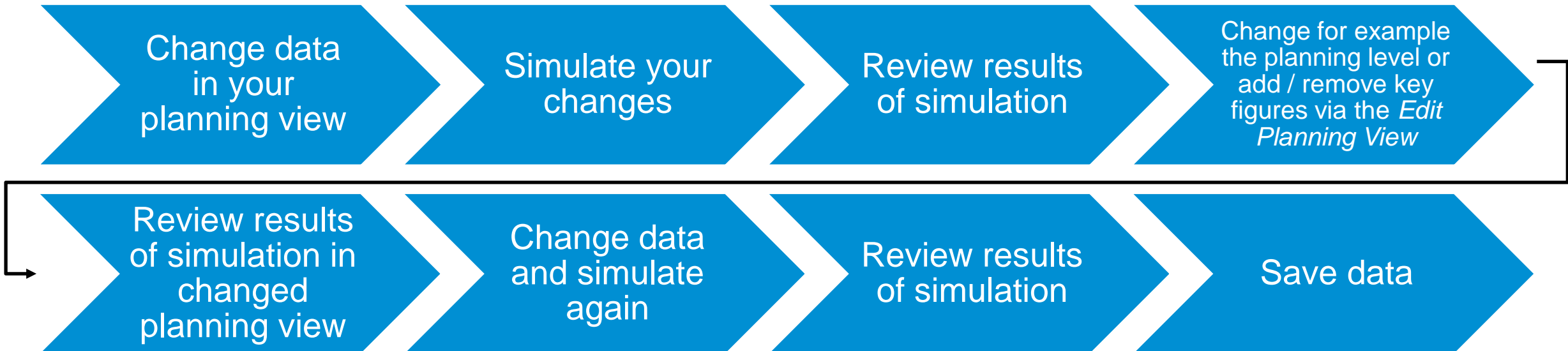
Example:



# 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:

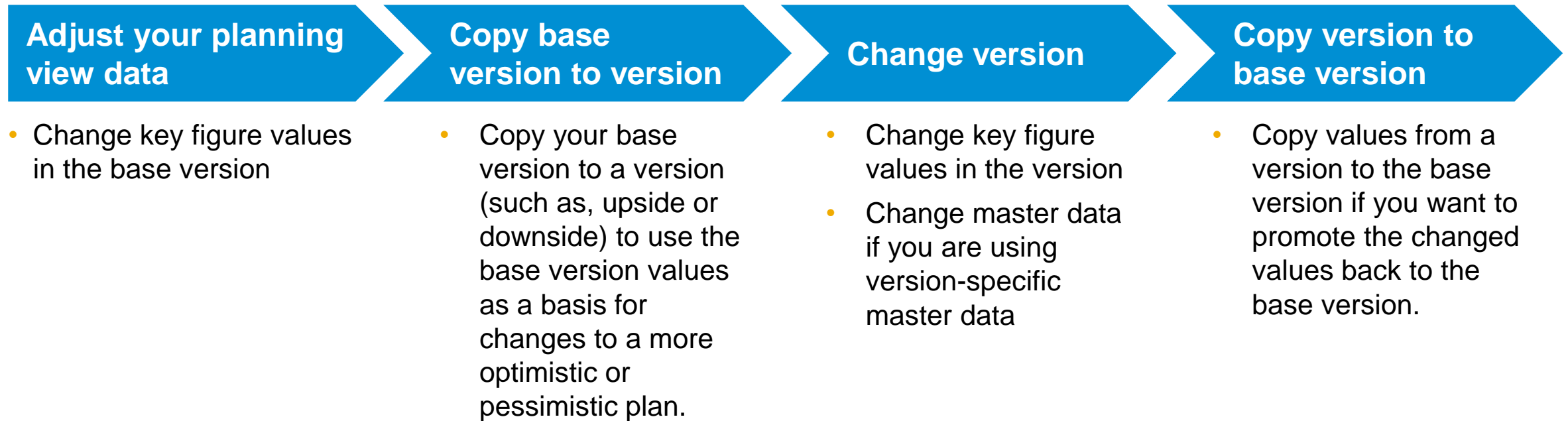


# Versions

# About versions

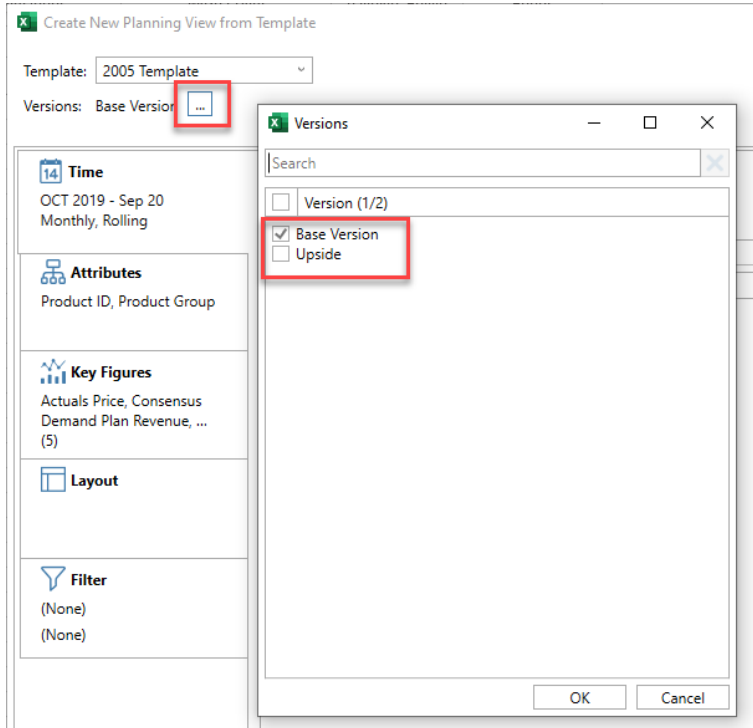
- Versions are used to create “alternative realities” of the global company plan.
- The base version represents the base plan (operational plan) that is used within the company as the go-to plan.
- Additional versions can help determine what the best path forward is, without interfering with the base 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



# Comparing versions

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



SAP Integrated Business Planning				Versions							
Filter: (None) (0 criteria):				Last Refresh: 2018-Jul-13 13:20:11							
Customer Region	Product Group	Key Figure	Version	W24 2018	W25 2018	W26 2018	W27 2018	W28 2018	Last 4 Weeks	Q1 2018	Q2 2018
Central Europe	Consumer Electronics	Confirmed Qty	UPLIFT								
			Base Version	3.481	3.428	2.429	3.047	3.144	15.529	39.012	38.908
		Consensus Demand without Promotions	UPLIFT								
			Base Version	3.725	11.121	7.860	17.328	21.045	61.079	39.869	53.750
	Kitchen Appliances	Sales Forecast Qty	UPLIFT								
			Base Version	4.258	4.209	2.975	3.725	3.857	19.024	45.469	47.876
		Confirmed Qty	UPLIFT								
			Base Version	916	1.710	376	1.464	563	5.029	14.427	13.566
		Consensus Demand without Promotions	UPLIFT								
			Base Version	1.001	5.430	1.197	4.839	1.812	14.279	14.596	19.016
		Sales Forecast Qty	UPLIFT								
			Base Version								

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.

The image displays two SAP application windows. The top window, titled 'Manage Versions', features a sidebar with 'Manage' (highlighted with a red box), 'Schedule', and 'Status' buttons, and a 'Versions' section. The main area has radio buttons for 'Copy' (selected) and 'Delete'. It includes 'From' and 'To' dropdown menus, a 'Filter' section with a 'Key Figures' tab and a table for attributes, operators, and values, and a 'Time' section with date pickers and a 'Daily, Rolling' frequency. The bottom window, titled 'Schedule version copy', has a 'Job Name' dropdown and 'Add', 'Update', and 'Delete' buttons. It contains a 'Data' tab with 'Weekly', 'Monthly', and 'Yearly' radio buttons, and a 'Recurrence' section with 'Run Job Every ...' checkboxes for days of the week and a 'Starting At' time field.

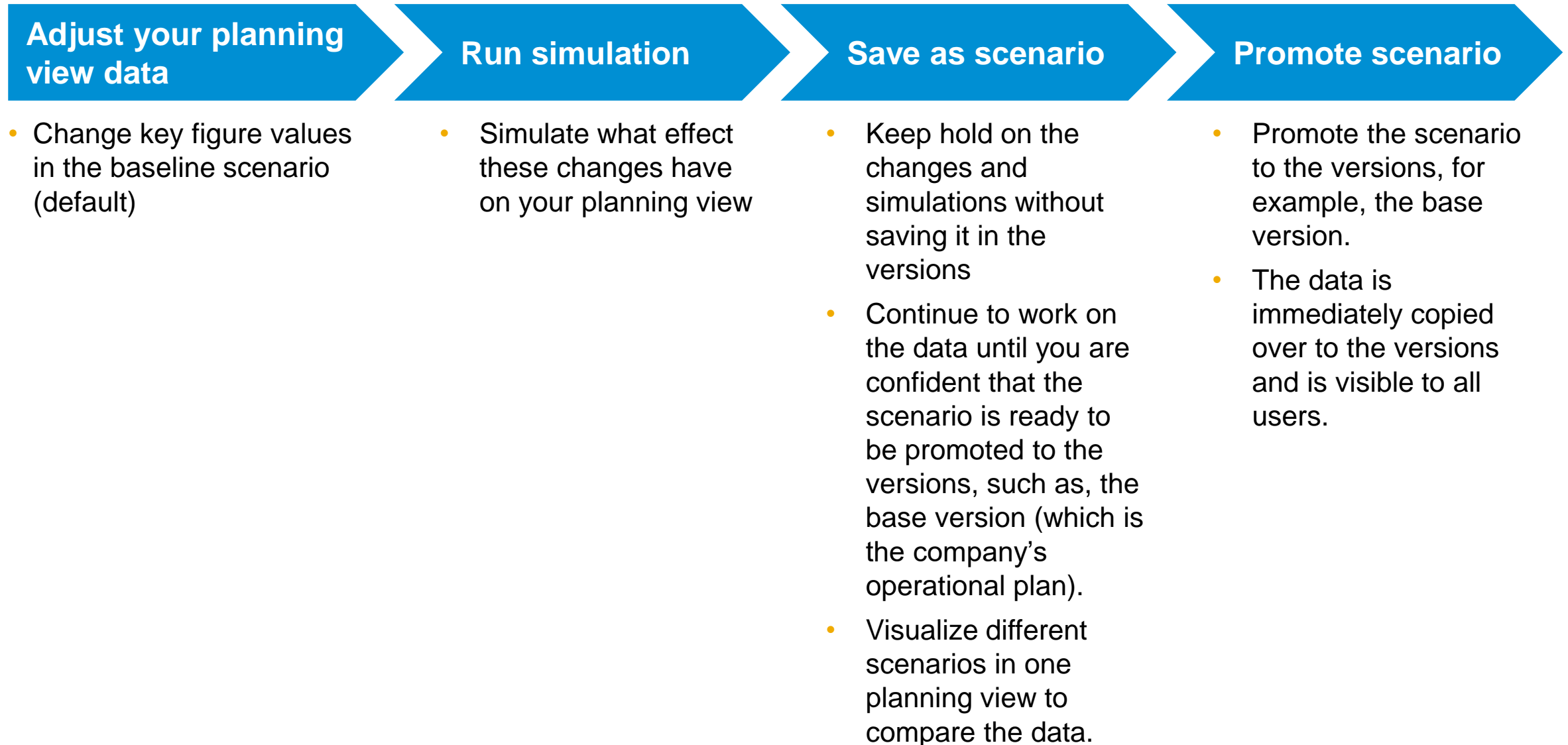
# Scenarios



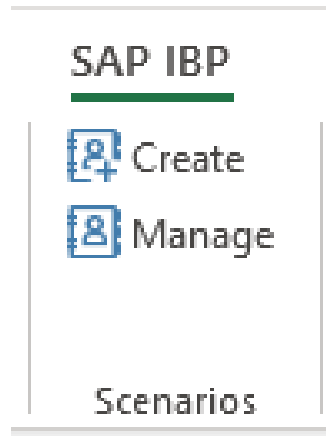
# About scenarios

- 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 or multiple versions.
- 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



# Creating a scenario

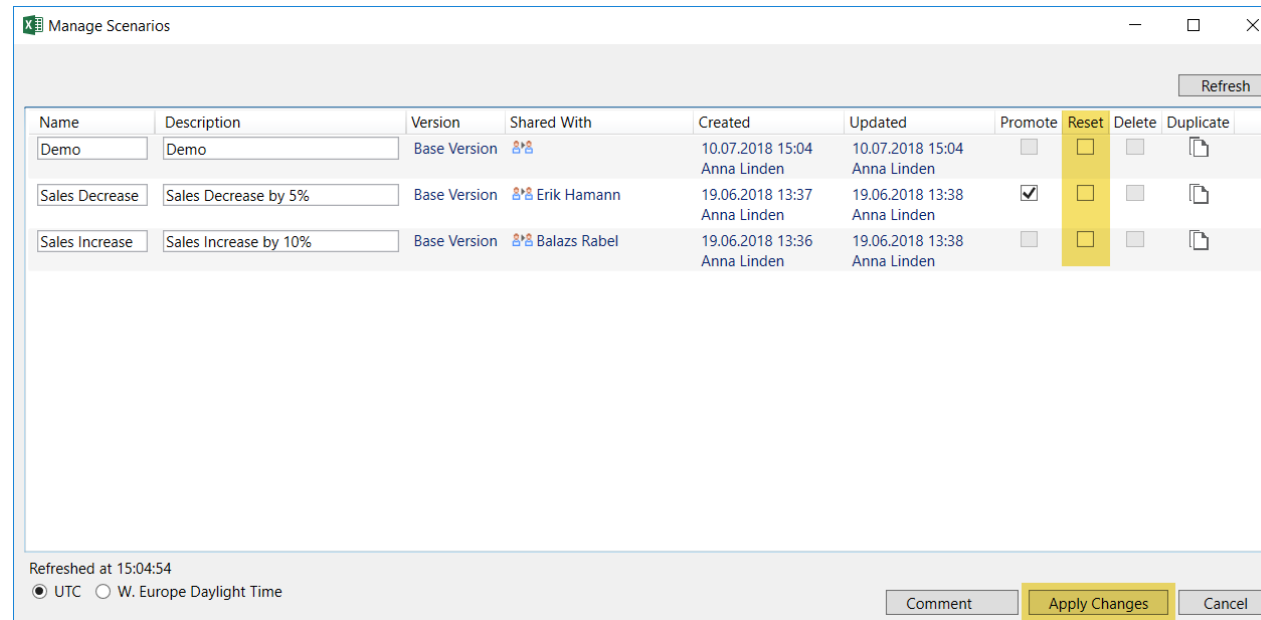
A screenshot of the 'Save Changes as New Scenario' dialog box. The dialog box has a title bar with a close button. The main area contains a warning message: 'No simulation or changed cells found for this planning view. Do you want to create an empty scenario?'. Below this, there are input fields for 'Name' (Sales Decrease) and 'Description' (Sales Decrease in Country CA). There is a 'Shared With' section with tabs for 'Users (1)' and 'User Groups (0)'. The 'Users (1)' tab is active, showing a list of users: Administrator, Andreas Munk, Ankit Saxena, Balazs Rabel (checked), and Erik Hamann. A 'Selected Users' list on the right shows 'Balazs Rabel'. At the bottom, there are 'OK' and 'Cancel' buttons.

- In the *Scenarios* area, click *Create*.
- Enter a name and a description of the new scenario.
- At this point, you can share it 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)*.
- 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:

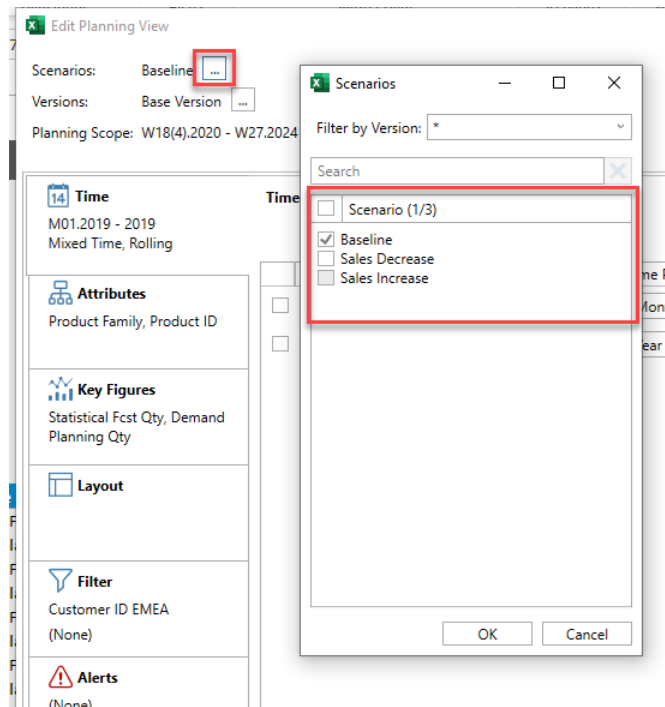
- If the invalid changes can be detected on the frontend, you are informed about the invalid changes before the new scenario is created. All changes are discarded when the scenario is created.
- If the invalid changes cannot be detected by the frontend, you are not informed about the invalid changes before the new scenario is created. All changes are discarded when the scenario is created.

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

# Comparing scenarios

In the planning view definition, 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.



SAP Integrated Business Planning				User-Defined Scenario				
Filter: (None) (0 criteria):				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

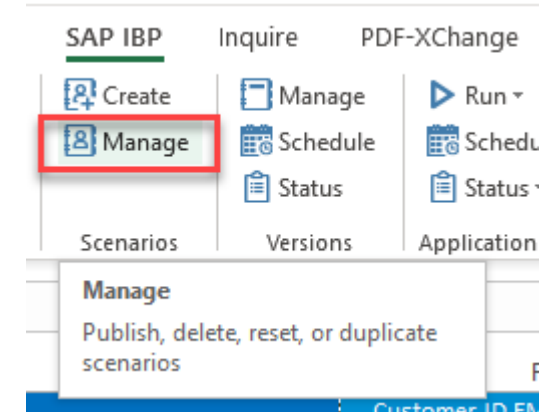
In the planning view, a new column is added, called *Scenario*. You can compare the different scenarios, change values, and more.

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 versions involved
- Reset the scenario to the baseline values
- Delete the scenario
- Duplicate the scenario, that is, copy it to a new scenario




The screenshot shows the 'Manage Scenarios' window with a table of scenarios. The table has columns for Name, Description, Version, Shared With, Created, Updated, Promote, Reset, Delete, and Duplicate. The data is as follows:

Name	Description	Version	Shared With	Created	Updated	Promote	Reset	Delete	Duplicate
Demo	Demo	Base Version		10.07.2018 15:04 Anna Linden	10.07.2018 15:04 Anna Linden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Decrease	Sales Decrease by 5%	Base Version	Erik Hamann	19.06.2018 13:37 Anna Linden	19.06.2018 13:38 Anna Linden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Increase	Sales Increase by 10%	Base Version	Balazs Rabel	19.06.2018 13:36 Anna Linden	19.06.2018 13:38 Anna Linden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

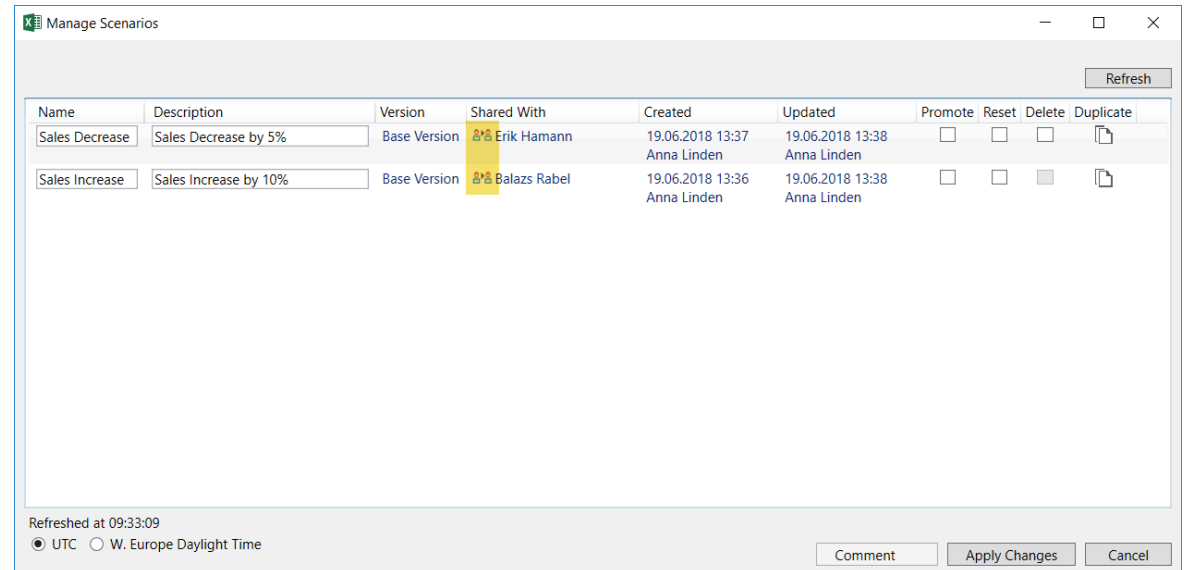
Refreshed at 15:04:54  
☒ UTC ☐ W. Europe Daylight Time  
Comment Apply Changes Cancel

# 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.

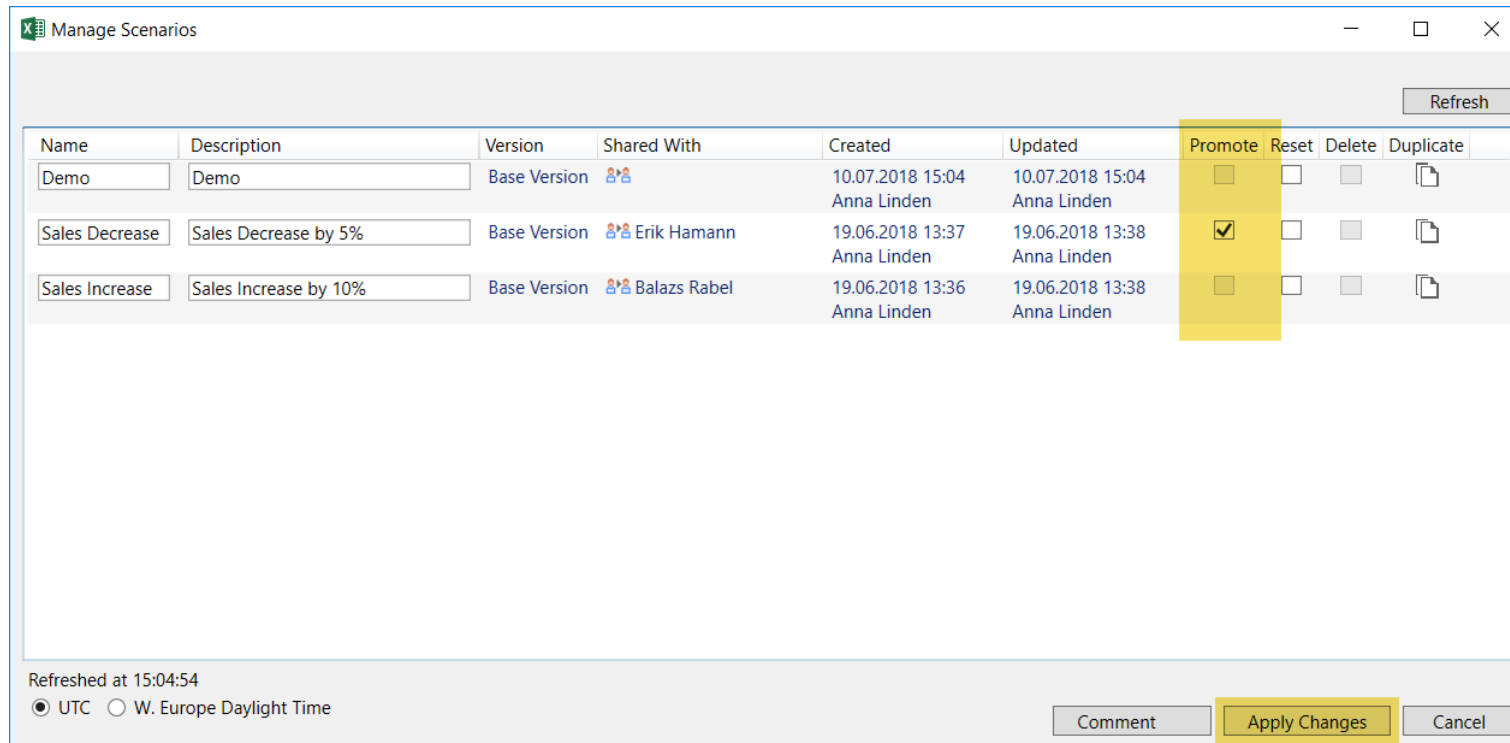




# Promoting a scenario

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

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



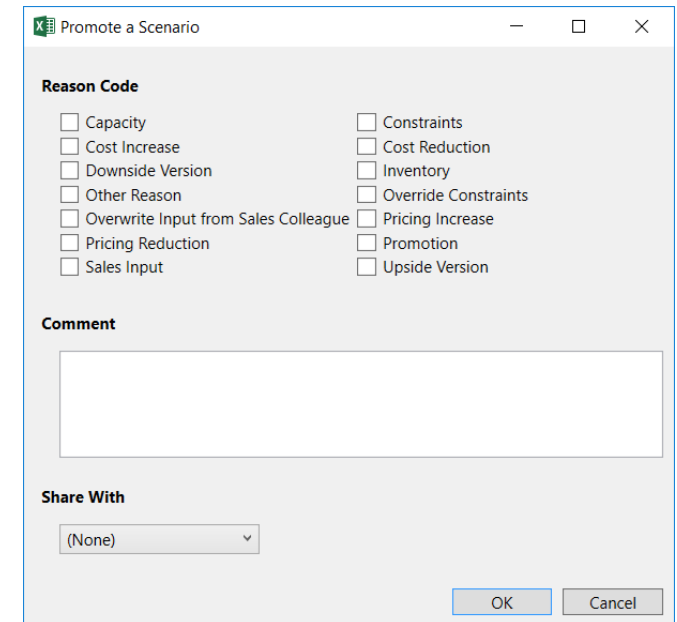
Manage Scenarios

Name	Description	Version	Shared With	Created	Updated	Promote	Reset	Delete	Duplicate
Demo	Demo	Base Version		10.07.2018 15:04 Anna Linden	10.07.2018 15:04 Anna Linden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sales Decrease	Sales Decrease by 5%	Base Version	Erik Hamann	19.06.2018 13:37 Anna Linden	19.06.2018 13:38 Anna Linden	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sales Increase	Sales Increase by 10%	Base Version	Balazs Rabel	19.06.2018 13:36 Anna Linden	19.06.2018 13:38 Anna Linden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Refresh

Refreshed at 15:04:54  
● UTC ○ W. Europe Daylight Time

Comment Apply Changes Cancel



Promote a Scenario

**Reason Code**

- ☐ Capacity
- ☐ Cost Increase
- ☐ Downside Version
- ☐ Other Reason
- ☐ Overwrite Input from Sales Colleague
- ☐ Pricing Reduction
- ☐ Sales Input
- ☐ Constraints
- ☐ Cost Reduction
- ☐ Inventory
- ☐ Override Constraints
- ☐ Pricing Increase
- ☐ Promotion
- ☐ Upside Version

**Comment**

**Share With**

(None) v

OK Cancel

# 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.

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.

SAP Integrated Business Planning				User-Defined Scenario							
Filter: (None) (0 criteria):				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	

SAP Integrated Business Planning				User-Defined Scenario							
Filter: (None) (0 criteria):				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
<b>What is it?</b>	<ul style="list-style-type: none"> <li>• A set of key figures that represents a particular plan of the company.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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 versions or baseline is not changed.</li> <li>• The planner can use scenarios for long running what-if simulations to see how changes to the planning data might affect the overall plan.</li> <li>• A scenario can also be used to quickly save changes made and continue to work on these later on.</li> <li>• A scenario can include data from one or multiple versions: All versions that were shown on the planning view at the time when the planner created the scenario are represented in the scenario.</li> <li>• A scenario usually consists of less data and has a shorter lifecycle, compared to a version.</li> </ul>
<b>Who creates it and where?</b>	The administrator creates it in configuration.	Planners create it in the Excel add-in.
<b>Who can change it?</b>	The administrator	<ul style="list-style-type: none"> <li>• Planners can change their own scenarios.</li> <li>• A planner can share a scenario with other planners so that they can view and edit it (on-the-fly collaboration).</li> </ul>

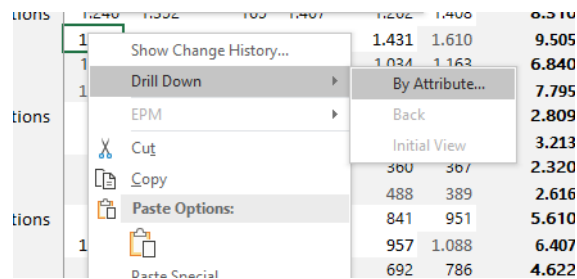
**Ad-Hoc Drill down**

# 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.

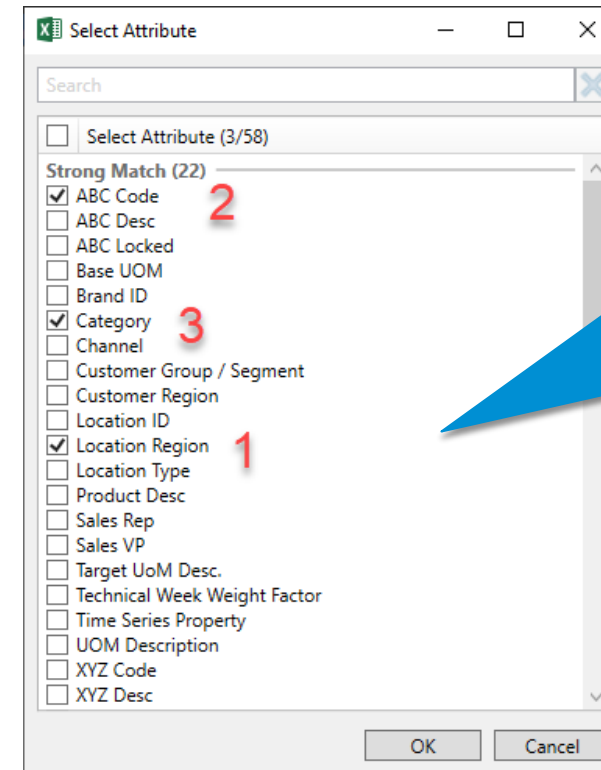
Product Group	Location	Customer Country	Product ID	Key Figure	Jan 19	Feb 19	M
Consumer Electronics	DC Canada Montreal	Canada	HT_001	Consensus Demand without Promotions	798	855	
				Sales Forecast Qty	1.000	9.555	
				Demand Planning Qty	663	648	
				Statistical Forecast Qty	683	674	

## Drill Down:



1	1.240	1.332	1.03	1.407	1.202	1.400	6.510
1					1.431	1.610	9.505
1					1.034	1.163	6.840
1							7.795
1							2.809
1							3.213
1					360	367	2.320
1					488	389	2.616
1					841	951	5.610
1					957	1.088	6.407
1					692	786	4.622

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



Select Attribute

Search

☐ Select Attribute (3/58)

Strong Match (22)

- ☒ ABC Code
- ☐ ABC Desc
- ☐ ABC Locked
- ☐ Base UOM
- ☐ Brand ID
- ☒ Category
- ☐ Channel
- ☐ Customer Group / Segment
- ☐ Customer Region
- ☐ Location ID
- ☒ Location Region
- ☐ Location Type
- ☐ Product Desc
- ☐ Sales Rep
- ☐ Sales VP
- ☐ Target UoM Desc.
- ☐ Technical Week Weight Factor
- ☐ Time Series Property
- ☐ UOM Description
- ☐ XYZ Code
- ☐ XYZ Desc

OK Cancel

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.

Product Family	Customer Region	Customer ID	Key Figure	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15
x Phone	APAC	103	Sales Fcst Qty	1 230	1 229	1 227	1 229	0	0	0	0	0	0
			Sales Fcst Price	100,0									
			Sales Fcst Rev	123 00									
		110	Sales Fcst Qty	1 23									
			Sales Fcst Price	100,0									
			Sales Fcst Rev	123 00									
		111	Sales Fcst Qty	2 46									
			Sales Fcst Price	100,0									
			Sales Fcst Rev	246 00									
		126	Sales Fcst Qty	1 23									
			Sales Fcst Price	100,0									
			Sales Fcst Rev	123 000	122 850	122 700	122 850	0	0			0	0
		131	Sales Fcst Qty	2 460	2 457	2 454	2 457	0	0			0	0
			Sales Fcst Price	100,00	100,00	100,00	100,00	0,00	0,00			0,00	0,00
			Sales Fcst Rev	246 000	245 700	245 400	245 700	0				0	0

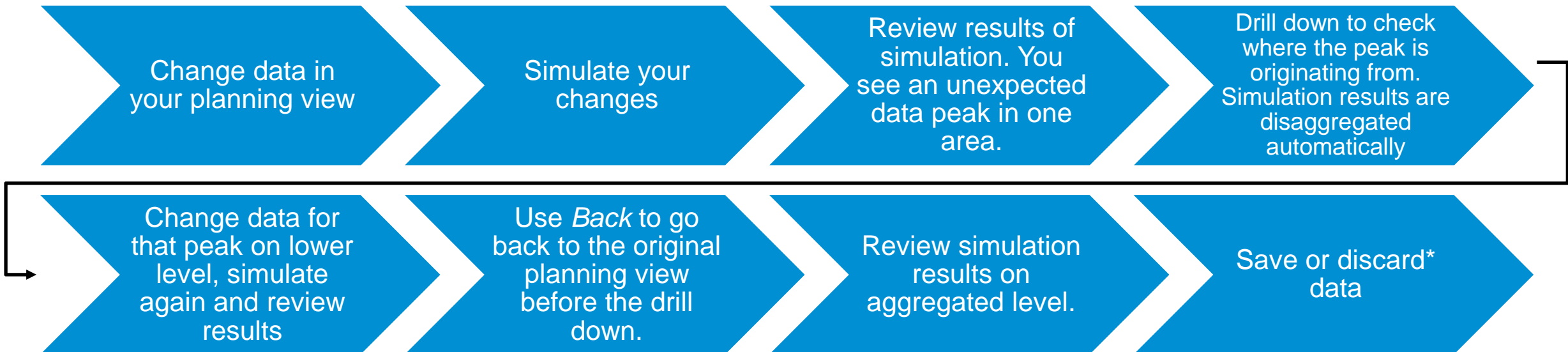
Right-click *Back* to go one step back, or *Initial View* to return to the planning view as it was defined before the drill down.

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.

 Integrated Business Planning




Filter:  
(None) (0 criteria):

## Quick Edit Planning View

Last Refresh: 2018-Jul-10 16:37:38


Product Group	Customer Region	Customer ID	Key Figure	W10 2018	W20 2018	W21 2018	W22 2018	W23 2018	V
Consumer Electronics	Central Europe	EMEA20	Confirmed Qty	2.360	3.010	3.165	2.606	2.766	
	North America	CA1000		2.604	3.305	3.509			
		US9001		2.454	3.418	2.714			
Kitchen Appliances	Central Europe	EMEA20	Confirmed Qty	859	914	597			
	North America	CA1000		952	1.021	650			
		US9001		1.326	1.856	1.631	1.084	2.468	
				1.434	2.006	1.739	1.175	2.673	


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Quick Edit Planning View

EPM

 Cut

 Copy

Paste Options:

 Paste Special...

Insert...

Delete...

Add Planning Level Before...

Add Planning Level After...

Delete Selected Planning Level

Move attribute to first place

Filter on this attribute...

Right-click an attribute value or a cell within the time header in the planning view and choose *Quick Edit Planning View* and select, for example, *Add Planning Level Before*.

# 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.

The screenshot displays the SAP Integrated Business Planning interface. The top header shows 'SAP Integrated Business Planning' and 'Quick Edit Planning View' with a 'Last Refresh' timestamp of '2018-Jul-10 16:37:38'. Below the header, a table lists planning data with columns for 'Product Group', 'Customer Region', 'Customer ID', and various weeks (W19 2018, W20 2018, W21 2018, W22 2018, W23 2018, W24 2018). The table contains data for 'Consumer Electronics' and 'Kitchen Appliances' across 'Central Europe' and 'North America' regions, with specific customer IDs like 'EMEA20', 'CA1000', and 'US9001'. A context menu is open over the table, showing options like 'Quick Edit Planning View', 'EPM', 'Cut', 'Copy', 'Paste Options', 'Paste Special...', and 'Insert...'. The 'Filter on this attribute...' option is highlighted in yellow.

Product Group	Customer Region	Customer ID	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018
Consumer Electronics	Central Europe	EMEA20	2.360	3.010	3.165	2.606	2.766	
			2.604	3.305	3.509	2.826	2.981	
	North America	CA1000	2.454	2.418	2.711	2.811	4.270	
						016	3.087	4.632
		US9001				910	4.226	8.382
Kitchen Appliances	Central Europe	EMEA20				396	4.576	9.058
						552	1.311	1.109
	North America	CA1000				513	1.427	1.211
			859	914	597	727	811	
			952	1.021	650	769	884	
		US9001	1.326	1.856	1.631	1.084	2.468	
			1.424	2.006	1.720	1.175	2.672	

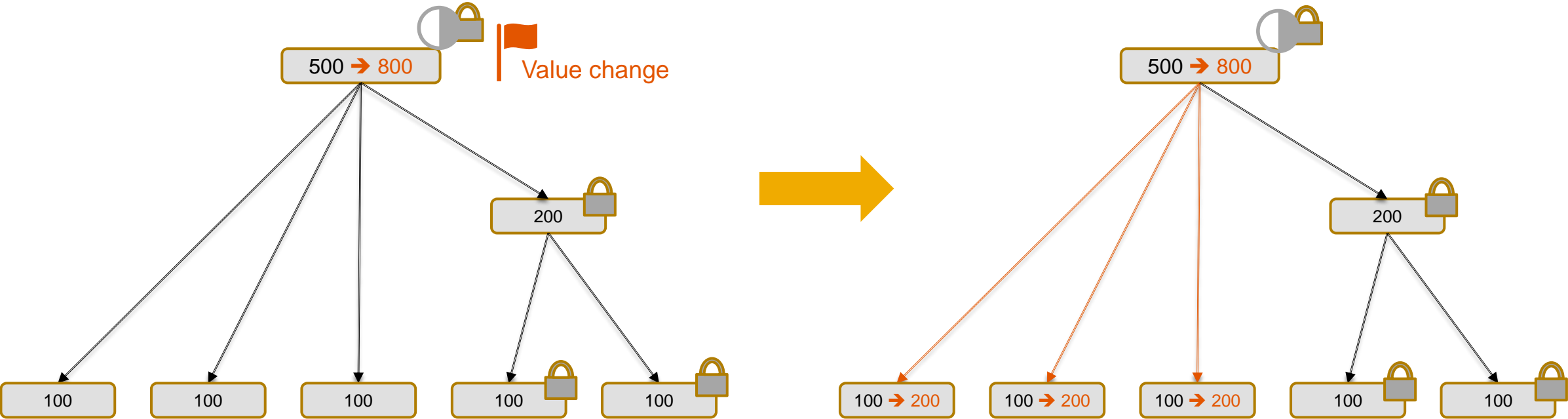
# Fixing Key Figure Values

# 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



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	6.458	
			Baseline	4.622	9.538	6.510	8.062	7.272	7.237	6.567	4.623	10.086	6.458	
		Consensus Demand without Promotions	Test	5.622	11.608	7.900	9.849	8.875	8.875	8.774	7.067	5.612	12.301	7.868
			Baseline	5.622	11.608	7.900	9.849	8.875	8.875	8.774	7.067	5.612	12.301	7.868

Fix this Cell

Unfix this Cell

Show Change History...

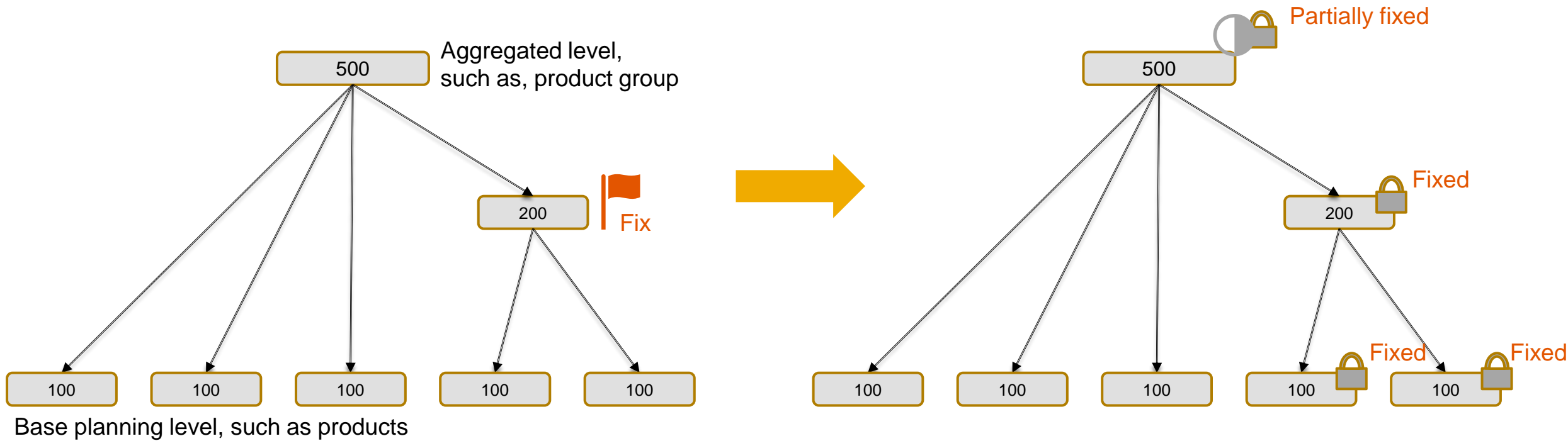
Drill Down

EPM

3295 is fixed

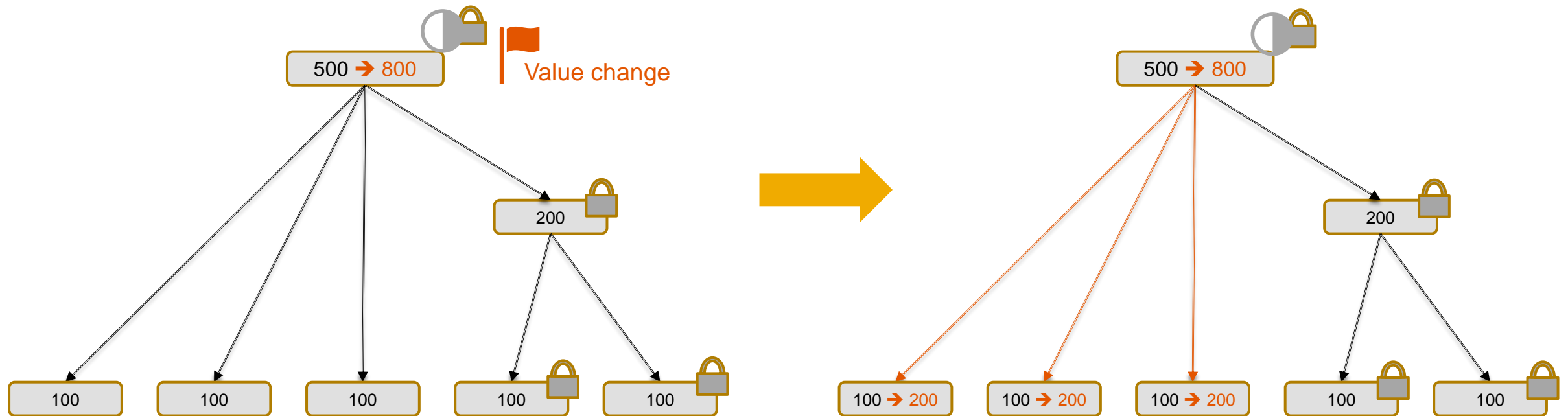
# Fixing of cell values – subhierarchies (1)

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



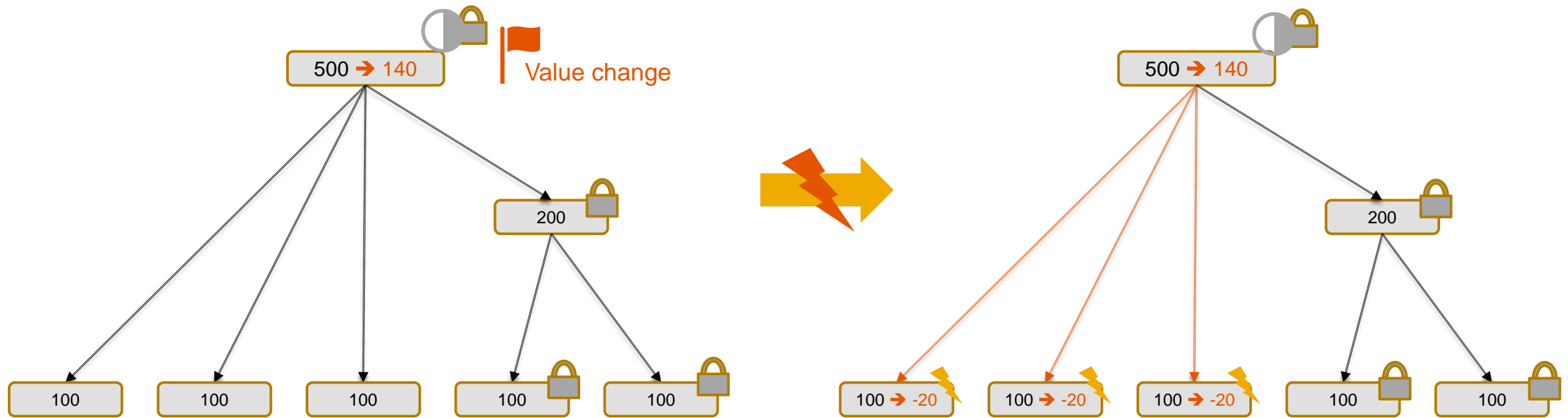
## Fixing of cell values – subhierarchies (2)

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

**SAP Integrated Business Planning**  
Filter:  
(Ad Hoc Filter) (1 criteria):  
Customer Country = USA

**Fixing in IBP**  
Last Refresh: 2018-Mrz-1 15:02:27

Customer Country	Customer Region	Key Figure	Scenario	W02 2018	W03 2018	W04 2018	W05 2018	W06 2018	W07 2018	W08 2018
USA	North America	Delivered Qty Adjusted	Test	5.250	11.000	5.000	5.000	8.365	8.274	
		Delivered Qty	Baseline	5.250	11.000	7.9				
			Test	5.250	10.760	7.9				
			Baseline	5.250	10.760	7.9				
		Demand Planning Qty	Test	4.622	9.538	6.510	8.062	7.272	7.237	6
			Baseline	4.622	9.538	6.510				6
		Consensus Demand without Promotions	Test	5.622	11.608	7.9			774	7
			Baseline	5.622	11.608	7.9			774	7


**Right click**

**Right click**

You can fix:

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

# How to indicate fixed values

























 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  
Template: Fixing in IBP

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	W11 2018	W12 2018	W13 2018	W14 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	 6.458	 5.000	 7.246	7.293	
			Baseline	4.622	9.538	6.510	8.062	7.272	7.237	6.567	 4.623	 10.086	 6.458	8.071	7.246	7.293	
		Consensus Demand without Promotions	Test	5.622	11.608	7.900	9.849	8.875	 8.774	 8.774	 7.067	 5.612	 12.301	 7.868	 9.804	 8.804	8.835
			Baseline	5.622	11.608	7.900	9.849	8.875	 8.774	 8.774	 7.067	 5.612	 12.301	 7.868	 9.804	 8.804	8.835

Format Cells

?

×

Number

Alignment

Font

Border

Fill

Protection

3295 is fixed

Format Cells

Number

Alignment

Font

Border

Fill

Protection

Category:

General

Number

Currency

Accounting

Date

Time

Percentage

Fraction

Scientific

Text

Special

Custom

Sample

60

Type:

Standard

\_\* ##0. € \_;\_\* ##0. € \_;\_\* " " € \_;\_\* @ \_

\_;\_\* ##0,00 € \_;\_\* ##0,00 € \_;\_\* " " € \_;\_\* @ \_

\_;\_\* ##0,00 € \_;\_\* ##0,00 € \_;\_\* " " € \_;\_\* @ \_

&#128274;

"Yes";"Yes";"No"

"True";"True";"False"

"On";"On";"Off"

[\$€-x-euro2] ##0,00 \_;[Red]([\$€-x-euro2] ##0,00)

[\$-de-DE]TTTT. T. MMMM JJJJ

Standard

Standard

Delete

Type the number format code, using one of the existing codes as a starting point.

OK

Close

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

**SAP Integrated Business Planning**  
Filter:  
(Ad Hoc Filter) (1 criteria):  
Customer Country = USA

**Fixing in IBP**  
Last Refresh: 2018-Mrz-1 15:02:27

User: Anna Linden | Planr

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	W11 2018
USA	North America	Delivered Qty Adjusted	Test	5.250	11.000	5.000	5.000	8.365	8.274	7.41			
			Baseline	5.250	11.000	7.379	9.323	8.365					
		Delivered Qty	Test	5.250	10.760	7.379	9.323	8.365					
			Baseline	5.250	10.760	7.379	9.323	8.365					
		Demand Planning Qty	Test	4.622	9.538	6.510	8.062	7.272					
			Baseline	4.622	9.538	6.510	8.062	7.272					
		Consensus Demand without Promotions	Test	5.622	11.608	7.900	9.849	8.875					
			Baseline	5.622	11.608	7.900	9.849	8.875					

**Right click**

**Right click**

**Right click**

You can unfix:

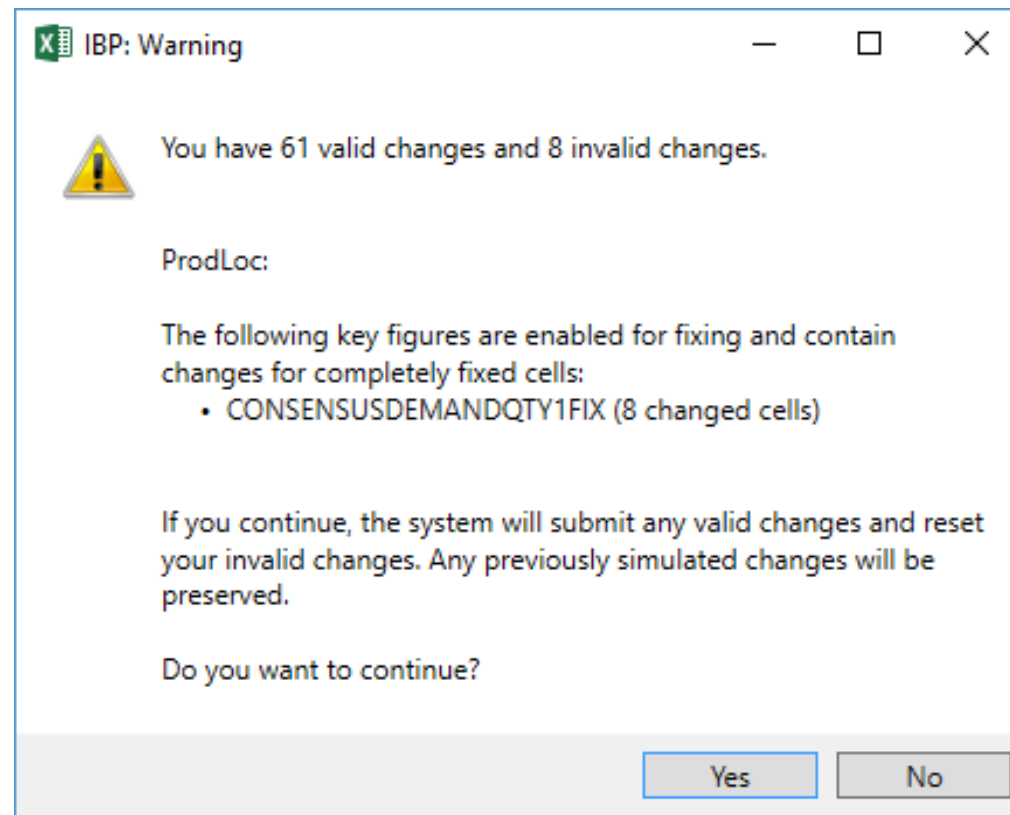
- Individual cells
- Ranges of up to 50 cells
- Individual rows

# 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)

The screenshot displays the SAP IBP interface with a data table and two dialog windows. The data table has columns labeled I through O, representing weeks from 2018 CW20 to 2018 CW26. A 'Rejected Changes' dialog box is open, indicating that the back end rejected some changes. Below it, the 'Details of Rejected Cells' window provides a list of errors.

**Rejected Changes Dialog:**

The back end rejected some of the changes that you made to 5 cells:

- Errors occurred in disaggregation (5 changed cells)

Buttons: Details..., Highlight Cells, Resend Valid Entries, Close.

**Details of Rejected Cells Window:**

Product ID	Location ID	Key Figure	Time	Old Value	New Value	Cell Message
<b>Errors occurred in disaggregation (5)</b>						
PROD001	DC01	CONSENSUSDEMANDQTYFIX	2018 CW25	40288,999995	2000	The change would lead to a negative value due to fixing.
PROD001	PLANT01	CONSENSUSDEMANDQTY1FIX	2018 CW20	60421,753040	200	The change would lead to a negative value due to fixing.
PROD001	PLANT02	CONSENSUSDEMANDQTY1FIX	2018 CW20	60421,753040	500	The change would lead to a negative value due to fixing.
PROD001	SUPP01	CONSENSUSDEMANDQTY1FIX	2018 CW20	60421,753040	7000	The change would lead to a negative value due to fixing.
PROD001	SUPP02	CONSENSUSDEMANDQTY1FIX	2018 CW20	60421,753040	50000	The change would lead to a negative value due to fixing.

Buttons: Continue Work, Close.

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 value 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

 Copy

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

 Copy

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
<b>Interactive disaggregation</b> (including versions and scenarios)	Yes (Default)	Yes	Yes
<b>Forecast simulation</b>	Yes (Default)	No	No
<b>Batch forecast run</b>	Yes (Default)	No	No
<b>Copy &amp; Disaggregate Key Figures operator</b>	Yes (Default)	Yes	Yes
<b>Copy operator</b>	No	No	Yes
<b>Copy Version Operator</b>	No	No	Yes
<b>Data integration</b>	No	No	Yes
<b>Mass unfixing</b>	No	No	Yes
<b>Inventory optimization</b>	No	No	Yes
<b>Response management</b>	No	No	Yes
<b>Lag-based snapshot</b>	No	No	Yes

Consider fixed (target) key figure values by default

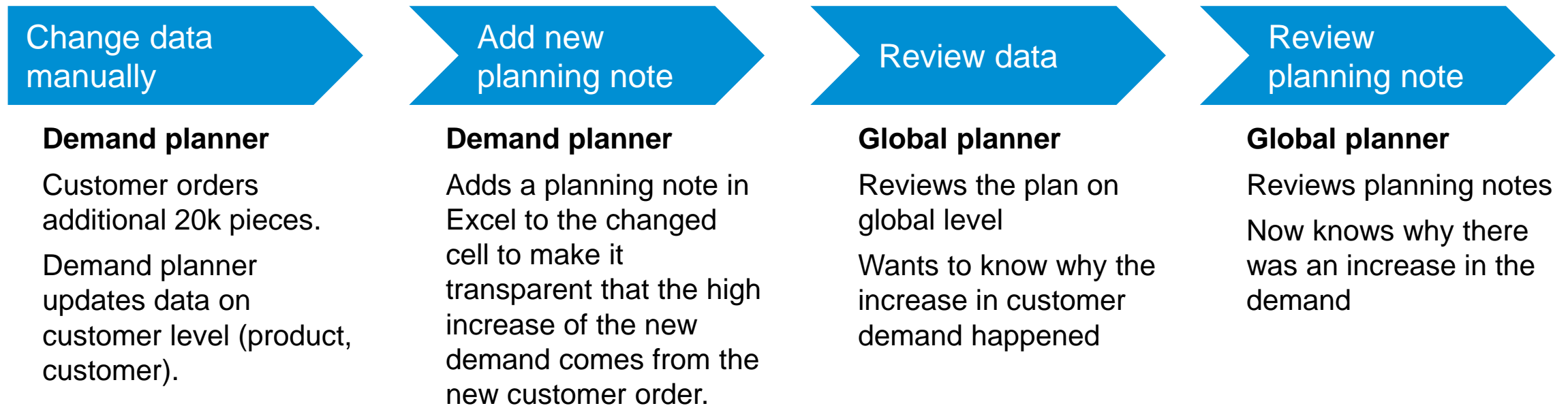
Unfix fixed (target) key figure values by default

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.



# 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)

SAP Integrated Business Planning			Planning Notes								User: Anna Linde
Filter:			Last Refresh: 2018-Jun-27 12:10:05								
(Ad Hoc Filter) (2 criteria):											
Product Group = Consumer Electronics											
Product Group	Customer Region	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	2018	SUM OF YEAR	
Consumer Electronics	Central Europe	Confirmed Qty	2.300	3.010	3.165	2.808	2.788	3.481	158.921	158.921	
		Consensus Demand	2.548	3.271	5.000	2.754	2.921	3.725	353.719	353.719	
		Marketing Forecast Qty	2.604	3.305	3.509	2.826	2.981	3.797	171.607	171.607	
		Demand Planning Qty	2.083	2.682	2.835	2.277	2.998	3.052	139.370	139.370	
	North America	Confirmed Qty	2.454	3.418	2.711	2.811	4.270	2.971	172.028	172.028	
		Consensus Demand	2.615	3.609	2.963	3.029	4.564	3.213	388.375	388.375	
		Marketing Forecast Qty	2.666	5.000	3.016	3.087	4.632	3.261	190.962	190.962	
		Demand Planning Qty	2.146	2.974	2.429	2.507	4.086	2.642	153.419	153.419	

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

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

## Creating a planning note (2)

SAP Integrated Business Planning

Filter:  
(Ad Hoc Filter) (2 criteria):  
Product Group = Consumer Electronics

Planning Notes  
Last Refresh: 2018-Jun-27 12:10:05

Product Group	Customer Region	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	2018	SUM OF YEAR
Consumer Electronics	Central Europe	Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921	156.921
		Consensus Demand	2.548	3.271	5.000	2.754	2.921	3.725	353.719	353.719
		Marketing Forecast Qty	2.600	3.000	3.000	2.826	2.981	3.797	171.607	171.607
	North America	Demand Planning Qty	2.000	2.000	2.000	2.277	2.998	3.052	139.370	139.370
		Confirmed Qty	2.400	2.400	2.400	2.811	4.270	2.971	172.028	172.028
		Consensus Demand	2.600	2.600	2.600	3.029	4.564	3.213	388.375	388.375
		Marketing Forecast Qty	2.600	2.600	2.600	3.087	4.632	3.261	190.962	190.962
		Demand Planning Qty	2.100	2.100	2.100	2.507	4.086	2.642	153.419	153.419

Context menu options:

- Add Planning Note
- Show Change History...
- Drill Down
- EPM
- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert...
- Delete...
- Clear Contents
- Quick Analysis
- Filter
- Sort
- Insert Comment
- Format Cells...
- Pick From Drop-down List...
- Define Name...
- Link

Create Planning Note

Promotion AGF223 running for customer region europe.  
Promotion was postponed from May 2018. Uplifts were corrected accordingly (around plus 15%).

146 of 1000 used

OK Cancel

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:

- The user has 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.

**Time Settings**

What to Show	Label for Total	Time Period	Rolling	From	To	
<input type="checkbox"/> Periods		Weekly	Fixed	W19 2018	W24 2018	6 Periods
<input checked="" type="checkbox"/> Total	SUM OF YEAR	Yearly	To Rolls	2018	2018	Currently 1 Period

**SAP Integrated Business Planning**

Filter:  
(Ad Hoc Filter) (2 criteria):  
Product Group = Consumer Electronics

**Planning Notes**  
Last Refresh: 2018-Jul-2 12:39:55

Product Group	Customer Region	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	SUM OF YEAR
Consumer Electronics	Central Europe	Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921
		Consensus Demand	2.548	3.271	5.000	2.754	2.921	3.725	353.719
		Marketing Forecast Qty	2.604	3.305	3.509	2.826	2.981	3.797	171.607
		Demand Planning Qty							139.370
	North America	Confirmed Qty							172.028
		Consensus Demand							388.375
		Marketing Forecast Qty							190.962
		Demand Planning Qty							153.419
	(Total)	Confirmed Qty							328.949
		Consensus Demand							742.094

IBP: Error

It is not allowed to create Planning Notes on Time Totals.

OK

It is **not** possible to create planning notes for cells containing grand totals. It works for subtotals.

**Selected Attributes:**

☐ Product Group

☐ Customer Region

Σ↑

Σ↑

**SAP Integrated Business Planning**

Filter:  
(Ad Hoc Filter) (2 criteria):  
Product Group = Consumer Electronics

**Planning Notes**  
Last Refresh: 2018-Jul-2 12:39:55

Product Group	Customer Region	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	SUM OF YEAR
Grand Total	(Total)	Confirmed Qty	4.814	6.428	5.876	5.417	7.036	6.452	328.949
		Consensus Demand	5.163						094
		Marketing Forecast Qty	5.270						569
		Demand Planning Qty	4.229						789
Sub Total	Consumer Electronics	Confirmed Qty	4.814						949
		Consensus Demand	5.163						094
		Marketing Forecast Qty	5.270						569
		Demand Planning Qty	4.229						789
	Central Europe	Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921
		Consensus Demand	2.548	3.271	5.000	2.754	2.921	3.725	353.719

IBP: Error

It is not allowed to create planning notes on grand totals.

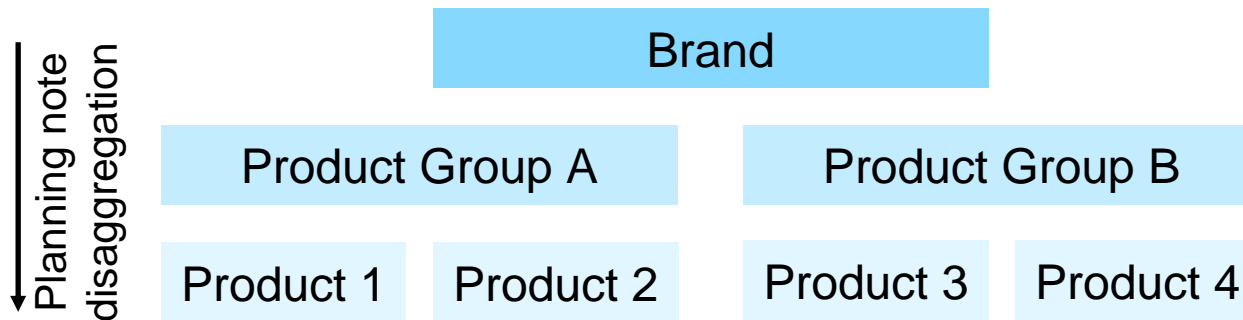
OK

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

# Disaggregation of planning notes

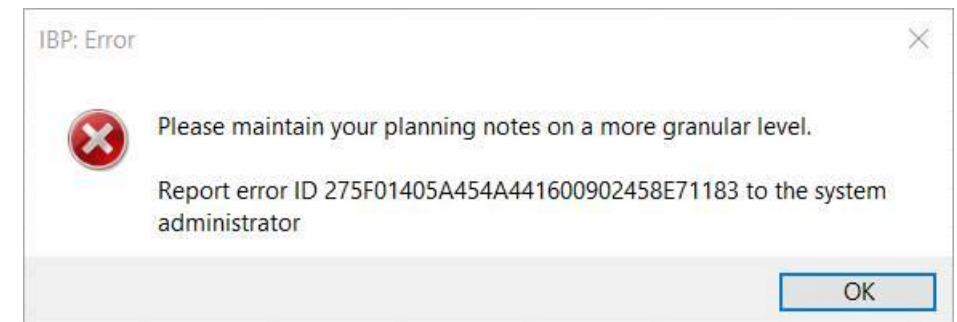
Planning notes that are created on an aggregated level are - during saving - disaggregated to the base planning level of the respective key figure. This means that the planning note is attached to each value of a key figure at the base planning level.

Note that 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:





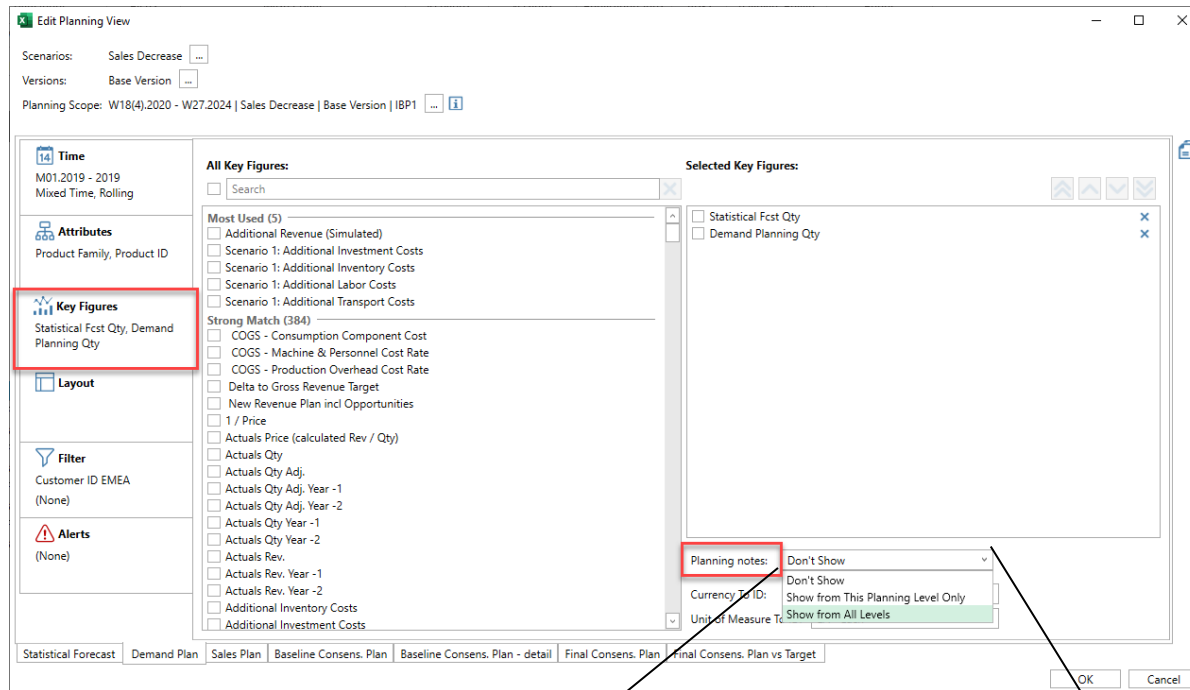
# Displaying planning notes in the planning view (1)

SAP Integrated Business Planning				Planning Notes								User: Anna Linden   Planning Area: SAP6180			
Filter: (Ad Hoc Filter) (2 criteria): Product Group = Consumer Electronics				Last Refresh: 2018-Jun-27 12:10:05								Template: Planning Note			
Product Group	Customer Region	Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	2018	SUM OF YEAR					
Consumer Electronics	Central Europe	Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921	156.921					
		Consensus Demand	2.548	3.271	5.000	2.754	2.921	3.725	353.719	353.719					
		Marketing Forecast Qty	2.604	3.305	3.509	2.826	2.981	3.797	171.607	171.607					
	North America	Demand Planning Qty	2.083	2.682	2.835	2.277	2.998	3.052	139.370	139.370					
		Confirmed Qty	2.454	3.418	2.711	2.811	4.270	2.971	172.028	172.028					
		Consensus Demand	2.615	3.609	2.962	2.920	4.564	2.213	388.375	388.375					
		Marketing Forecast Qty	2.666	5.000					190.962	190.962					
		Demand Planning Qty	2.146	2.974					153.419	153.419					

**Changed At: 07.06.2018 08:26**  
**Changed By: Anna Linden**  
**Text:**  
**Promotion Period in US**  
**1 further planning notes exist for that cell**

- The planning note is visualized as an Excel-native comment in the planning view.
- The user 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 the users clicks into the cell.

# Displaying planning notes in the planning view (2)



To see planning notes in the planning view, the user needs 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.

# Multiple planning notes in a cell

788	298	655	588	476	867	29.502	29.502
334	317	727	622	521	057	65.519	65.519
365	438						
592	258						
L76	702						
L90	762						
L90	769						
L54	621	232	544	578	384	23.560	23.560

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.*

Show Planning Notes

Add Planning Note

Show Change History...

Drill Down

EPM

Cut

Copy

Paste Options:





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

Planning Note	Changed At	Changed By	Edit	Delete	Filter	Time Period	Customer Region	Customer ID	Product Group	Product ID
Potential sales lift reported from...	28.06.2018 09:13:04	Anna Linden				W20 2018		CA1000	Consumer Electronics	HT_008
Promotion Period in US	07.06.2018 08:26:01	Anna Linden				W20 2018	North America		Consumer Electronics	
Sales Impact on US customers...	07.06.2018 08:23:28	Anna Linden				W20 2018	North America		Consumer Electronics	

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

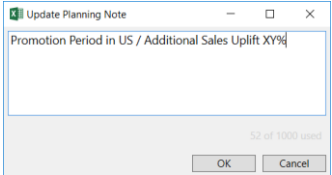
## Planning level and attribute values for which the planning notes were created

Planning Note	Changed At	Changed By	Edit	Delete	Filter	Time Period	Customer Region	Customer ID	Product Group	Product ID
 Potential sales lift reported from...	28.06.2018 09:13:04	Anna Linden				W20 2018		CA1000	Consumer Electronics	HT_008
 Promotion Period in US	07.06.2018 08:26:01	Anna Linden				W20 2018	North America		Consumer Electronics	
 Sales Impact on US customers...	07.06.2018 08:23:28	Anna Linden				W20 2018	North America		Consumer Electronics	

## Date and Time of last change

User who last changed the planning note

Click to edit the planning note



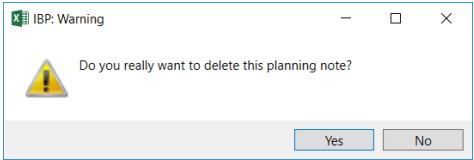
Update Planning Note

Promotion Period in US / Additional Sales Uplift XY9%

52 of 1000 used

OK Cancel

Click to delete the planning note



IBP: Warning

Do you really want to delete this planning note?

Yes No

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

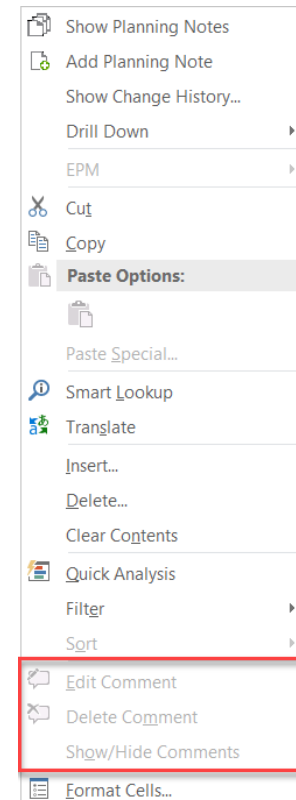
Note: If you edit or delete a planning note, you still need to save these changes afterwards!

# Comparing planning notes and Microsoft Excel comments

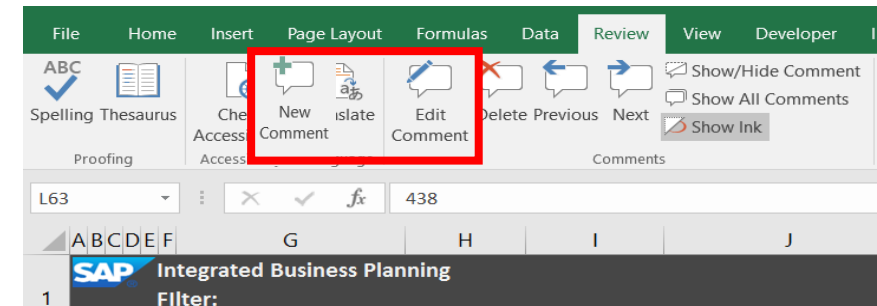
**Planning notes use the Microsoft Excel comment features to visualize the planning notes in the planning view, as follows:**

- Editing and deleting planning notes using Microsoft Excel comment 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.
- Creating a Microsoft Excel native comment in an SAP IBP planning view also leads to a warning message. Such a comment is also not saved in the SAP IBP database and will be lost after a refresh of the planning view.
- Other Microsoft Excel comment features in the *Review* tab, such as *Previous*, *Next*, *Show/Hide Comments*, *Show All Comments* can be used.

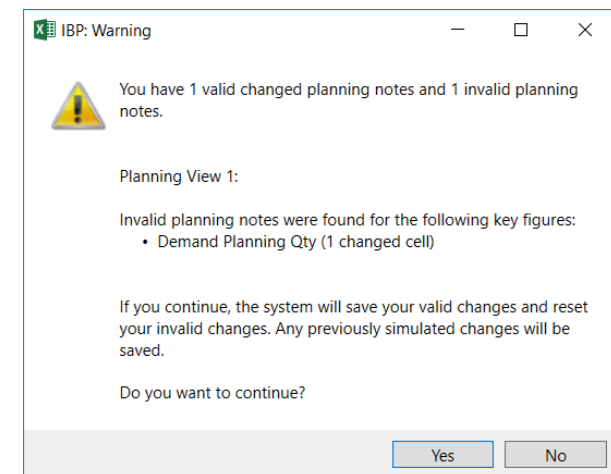
Context menu:



*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 comments. But the copied comments are not recognized as SAP IBP planning notes and subsequently not saved in the SAP IBP database.

Copy cell:

Planning Notes								
Last Refresh: 2018-Jul-5 09:59:17								
Key Figure	W19 2018	W20 2018	W21 2018	W22 2018	W23 2018	W24 2018	2018	SUM OF YEAR
Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921	156.921
Consensus Demand	2.548	3.271	5.000	2.754	2.024	2.725	585.277	585.277
Marketing Forecast Qty	2.604	3.305	3.016	2.606	2.766	3.481	156.921	156.921
Demand Planning Qty	2.083	2.682	2.835	2.083	2.682	2.835	139.370	139.370
Confirmed Qty	2.454	3.418	2.615	2.454	3.418	2.615	171.607	171.607
Consensus Demand	2.615	3.609	2.615	2.615	3.609	2.615	172.028	172.028
Marketing Forecast Qty	2.666	5.000	3.016	2.666	5.000	3.016	688.981	688.981
Demand Planning Qty	2.146	2.974	2.429	2.146	2.974	2.429	190.962	190.962

Copy

↑

Changed At: 05.07.2018 07:59  
Changed By: Anna Linden

Text:  
New Promotion for North America

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

Confirmed Qty	2.360	3.010	3.165	2.606	2.766	3.481	156.921	156.921
Consensus Demand	2.548	3.271	5.000	2.754	2.024	2.725	585.277	585.277
Marketing Forecast Qty	2.604	3.305	3.016	2.606	2.766	3.481	156.921	156.921
Demand Planning Qty	2.083	2.682	2.835	2.083	2.682	2.835	139.370	139.370
Confirmed Qty	2.454	3.418	2.615	2.454	3.418	2.615	171.607	171.607
Consensus Demand	2.615	3.609	2.615	2.615	3.609	2.615	172.028	172.028
Marketing Forecast Qty	2.666	5.000	3.016	2.666	5.000	3.016	688.981	688.981
Demand Planning Qty	2.146	2.974	2.429	2.146	2.974	2.429	190.962	190.962

Changed At: 05.07.2018 07:59  
Changed By: Anna Linden

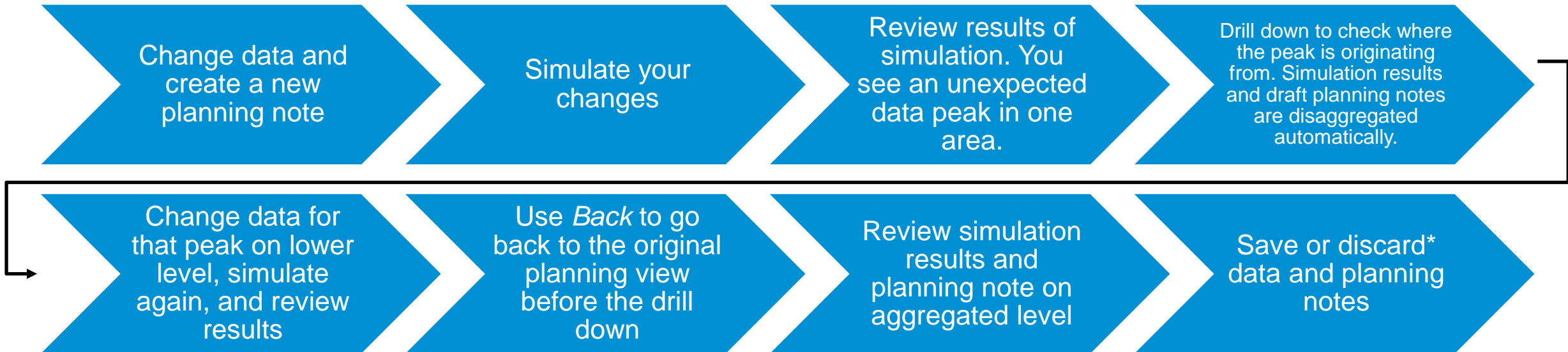
Text:  
New Promotion for North America

Details of Planning Notes

Planning Note	Changed At	Changed By	Edit	Delete	Time Period	Customer Region	Product Group
DEMO	05.07.2018 10:30:21	Anna Linden			W21 2018	Central Europe	Consumer Electronics

# 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, creating scenarios, and so on.



\*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*

The screenshot shows the SAP 'Delete Planning Notes' application job configuration interface. The top navigation bar includes the SAP logo, a 'New Job' dropdown, and search and menu icons. The main title is 'Delete Planning Notes' with a 'New' button. Below the title are three tabs: 'GENERAL INFORMATION', 'SCHEDULING OPTIONS', and 'PARAMETERS'. The 'PARAMETERS' tab is active, showing a 'Parameter Section' with a 'General' sub-section. The parameters are as follows:

Parameter	Value
*Planning Area:	SAP61808
Version:	UPLIFT   _BASELINE
Keyfigure:	CONSENSUSDEMAND   DEMANDPLANNINGQTY
User:	CB8980000010
Attributes of Planning Note Level:	BRAND   CATEGORY
Notes Created Before:	01/01/2018
Periods Ending Before:	03/31/2018
Rolling:	<input checked="" type="checkbox"/>
Notes Older than Days:	178
Periods with End Date Older than Days:	89

At the bottom right, there are four buttons: 'Schedule' (highlighted in blue), 'Check', 'Template', and 'Cancel'.

# Copying planning notes with planning operators

You can use planning operators, such as, *Version Copy*, *Copy*, and *Copy & Disaggregate Key Figures*, to copy data from a source to a target version, key figure, or planning area.

Note that the operators *Copy* and *Copy & Disaggregate Key Figures* don't copy planning notes.

# **Adding Own Key Figures** ***(Local Members)***

# Local formulas and calculations on top of SAP IBP data

- Users can quickly add their own MS Excel calculations and formulas on top of data from SAP IBP.
- No need to contact the local IT to get another key figure defined.
- Calculation is kept consistent when changing the planning view definition.
- 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.
- Local formulas are calculated by the Microsoft Excel frontend and not by the SAP IBP backend. A vast amount of calculations (because the formulas are complex or the planning view is large) can have an impact on performance. You should check case by case whether a local key figure 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.

# Example for local key figures in rows

K8

✕

✓

fx

=K7-K6

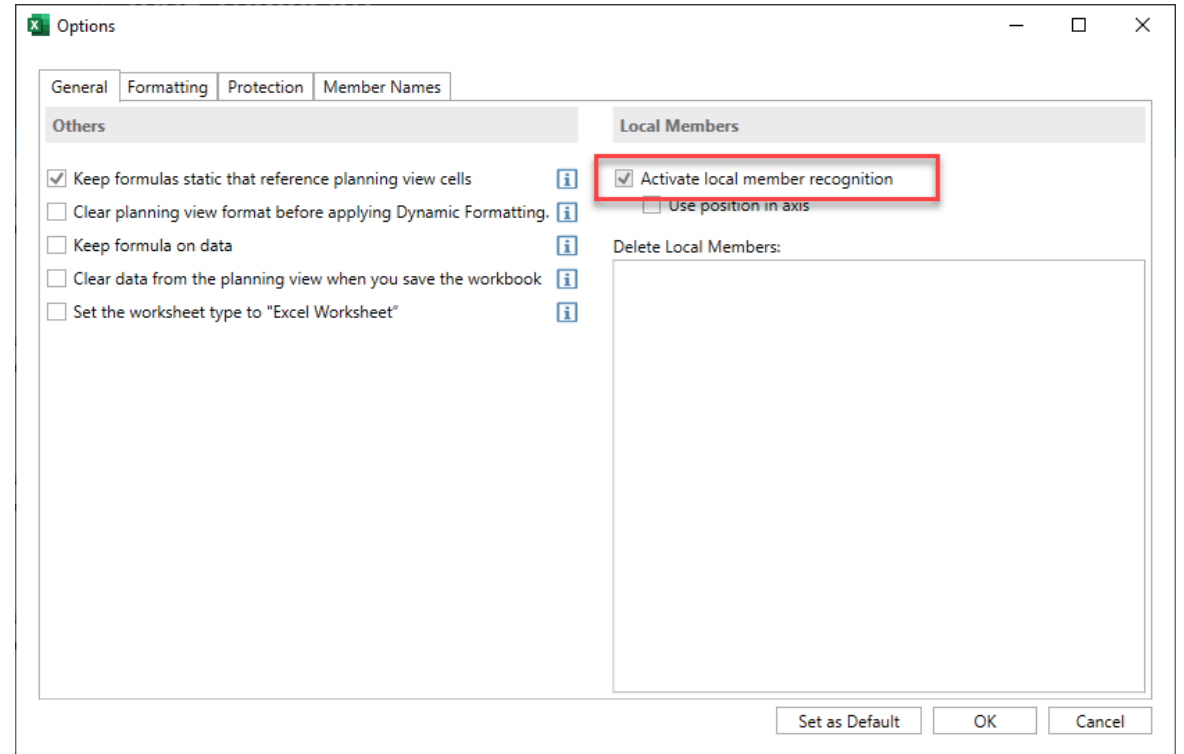
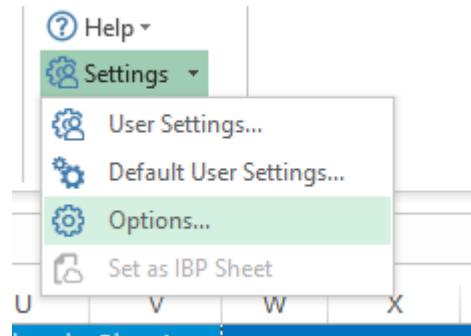
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<div> <b>SAP Integrated Business Planning</b> </div>										<div> <h1>Local key figures</h1> <p>Last Refresh: 2019-Jan-11 16:58:33</p> </div>						
2	<div> <b>Filter:</b>            (None) (0 criteria):         </div>																
4	<div> <div>Customer Country</div> <div>Key Figure</div> </div>										Jul 18	Aug 18	Sep 18	OCT 2018	Nov 18	DEC 2018	Jan 19
5	Canada	Consensus Demand without Promotions									10.557	8.452	9.490	9.513	8.810	14.394	11.512
6		Demand Planning Qty									8.665	6.960	7.809	7.839	6.953	8.726	6.950
7		Marketing Forecast Qty									10.761	8.500	9.680	9.686	8.611	10.789	8.623
8		My local key figure									2.096	1.540	1.871	1.847	1.658	2.063	1.673
9	Germany	My local key figure 2									4.192	3.280	3.742	3.694	3.316	4.126	3.340
10		Consensus Demand without Promotions									10.758	8.595	9.667	9.692	9.217	16.816	13.402
11		Demand Planning Qty									8.840	7.093	7.959	7.966	7.079	8.842	7.054
12		Marketing Forecast Qty									10.957	8.770	9.846	9.876	8.756	10.974	8.772
13		My local key figure									2.117	1.677	1.887	1.910	1.677	2.132	1.718
14		My local key figure 2									4.234	3.354	3.774	3.820	3.354	4.264	3.430

# Example for local key figures in columns

N5				=SUM(K5; L5; M5)/3			
SAP Integrated Business Planning				Local key figures			
Filter: (None) (0 criteria):				Last Refresh: 2019-Jan-11 16:58:33			
Customer Country Key Figure				Jul 18	Aug 18	Sep 18	My Local Calculation
Canada	Consensus Demand without Promotions			10.557	8.452	9.490	9.500
	Demand Planning Qty			8.665	6.960	7.809	7.811
	Marketing Forecast Qty			10.761	8.600	9.680	9.680
Germany	Consensus Demand without Promotions			10.758	8.595	9.667	9.673
	Demand Planning Qty			8.840	7.093	7.959	7.964
	Marketing Forecast Qty			10.957	8.770	9.846	9.858
USA	Consensus Demand without Promotions			42.616	34.869	40.165	39.217
	Demand Planning Qty			34.908	28.415	32.931	32.085
	Marketing Forecast Qty			43.256	35.530	40.907	39.898

# Prerequisites for creating a local key figure

To make the SAP IBP system recognize your local calculations in the planning view, select the ***Activate Local Member Recognition*** checkbox in the *Options* menu.



# Creating a local key figure (1)

- 1) In *Options*, select *Activate Local Member Recognition*.
- 2) In the planning view, add a new line or column where you want to add your new local key figure.
- 3) Enter a name for your key figure.

SAP Integrated Business Planning			Local Key Figures						
Filter: (None) (0 criteria):			Last Refresh: 2018-Jul-11 12:42:23						
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
		My new key figure							
North America	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
	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



## Creating a local key figure (2)

4. Add the calculation (formula) in the first cell. You can use simple calculations but also more complex Microsoft Excel formulas (such as, VLOOKUP)

SAP Integrated Business Planning			Local Key Figures			
Filter: (None) (0 criteria):			Last Refresh: 2018-Jul-11 12:42:23			
Customer Region	Product Group	Key Figure	W24 2018	W25 2018	W26 2018	W27 2018
Central Europe	Consumer Electronics	Confirmed Qty	3.481	3.428	2.429	3.047
		Consensus Demand without Promotions	3.725	11.121	7.860	17.328
		Sales Forecast Qty	4.258	4.209	2.975	3.725
		My new key figure	=MAX(K5:			
	Kitchen Appliances	Confirmed Qty	MAX(number1; [number2]; ...)			
		Consensus Demand without Promotions	1.001	5.430	1.197	4.839
		Sales Forecast Qty	1.150	2.063	456	1.846
		Confirmed Qty	8.952	11.370	9.453	9.758

5. Press *Enter*.
6. The system automatically applies the formula to the whole row.

You can change the calculation at any time and in any cell of the local key figure. The system automatically applies the changes to all cells of the local key figure and all lines and columns associated with it.

## Creating a local key figure (3)

- 7) The system automatically adds new lines/columns at the same position for all attribute/time combinations.

SAP Integrated Business Planning			Local Key Figures						
Filter: (None) (0 criteria):			Last Refresh: 2019-Jan-9 16:08:09						
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	4.200	12.156	10.371	18.024	22.563	46.656	155.493
		Sales Forecast Qty	4.801	4.599	6.016	11.242	8.039	3.304	3.777
		My new key figure	4.801	12.156	10.371	18.024	22.563	46.656	155.493
	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	12.708	32.346
		Sales Forecast Qty	1.150	2.063	456	1.846	682	1.594	1.367
		My new key figure	1.150	5.430	1.197	4.839	1.812	12.708	32.346
North America	Consumer Electronics	Confirmed Qty	8.952	11.370	9.453	9.758	8.649	6.986	12.902
		Consensus Demand without Promotions	10.398	42.324	32.526	64.734	67.428	147.915	816.561
		Sales Forecast Qty	11.859	16.158	18.984	38.758	19.961	9.581	17.365
		My new key figure	11.859	42.324	32.526	64.734	67.428	147.915	816.561
	Kitchen Appliances	Confirmed Qty	2.589	2.389	2.204	2.763	2.209	1.810	3.321

First row is manually added by the user after the first attribute combination.

Additional new lines are automatically added by the system.

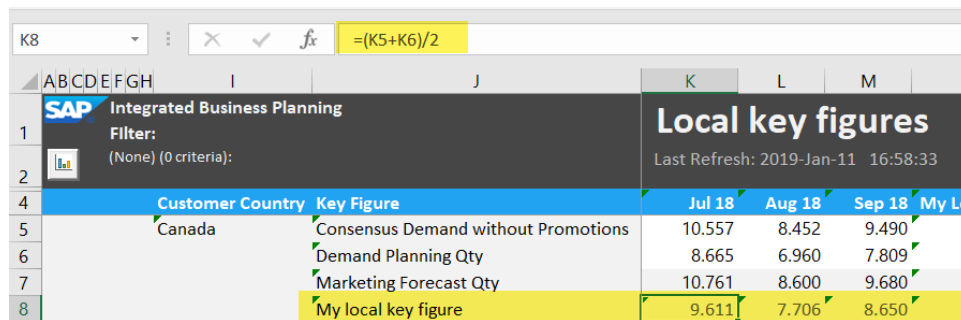
## Creating a local key figure (4)

A local key figure created with local member recognition is linked to the following:

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

That's why the formulas remain consistent when changing the planning view, for example, by changing the order of the attributes or key figures or by adding and removing key figures. When removing key figures, however, please make sure that no local calculation is associated with them as the local calculation would otherwise disappear from the planning view.

Example: When using local key figure, the yellow formula on the left is translated to the statement on the right.

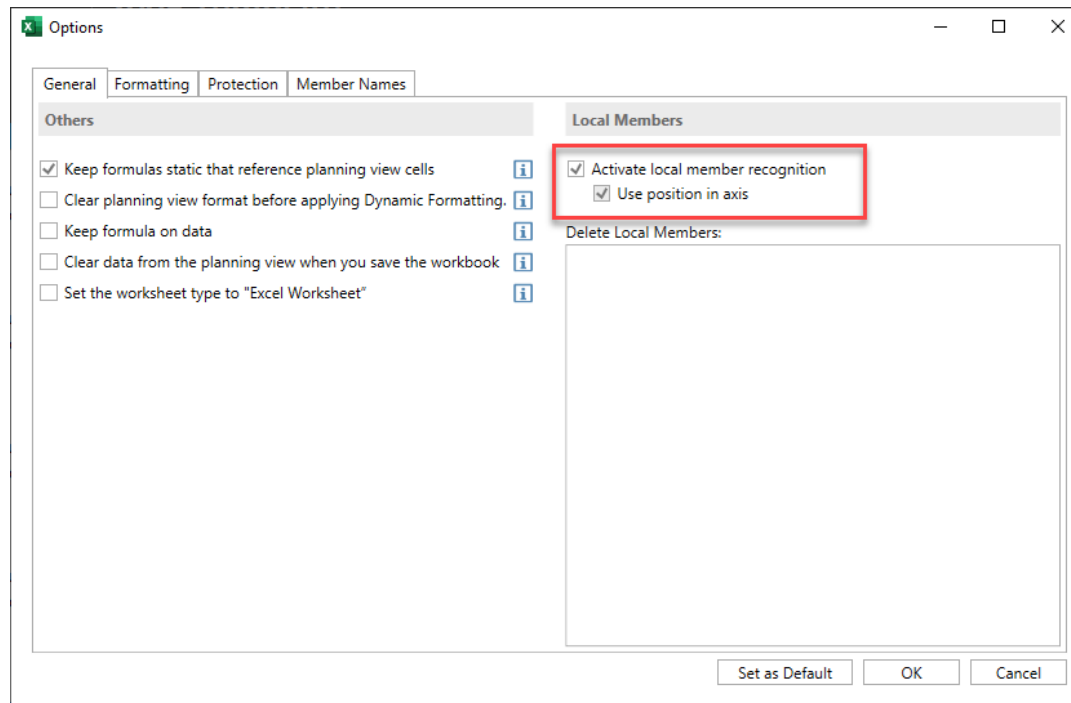


Customer Country	Key Figure	Jul 18	Aug 18	Sep 18	My Lo
Canada	Consensus Demand without Promotions	10.557	8.452	9.490	
	Demand Planning Qty	8.665	6.960	7.809	
	Marketing Forecast Qty	10.761	8.600	9.680	
	My local key figure	9.611	7.706	8.650	

=EPMEMBER([KEY\_FIGURES].[].[CONSENSUSDEMAND])+EPMEMBER([KEY\_FIGURES].[].[DEMANDPLANNINGQTY]))/2

# Creating a local key figure – *Use Position in Axis*

In certain cases, you might not want to have a direct linkage between the local key figure and the SAP IBP objects used to calculate it, but instead want the local key figure to remember a certain position in the planning view. In this case, you select the *Use Position in Axis* in *Options*.



## Using *Use Position in Axis* – example (1)

The *Position in Axis* setting is useful, for example, when you use a local key figure that sums up the next 3 months. The time periods are set to *Rolling*.

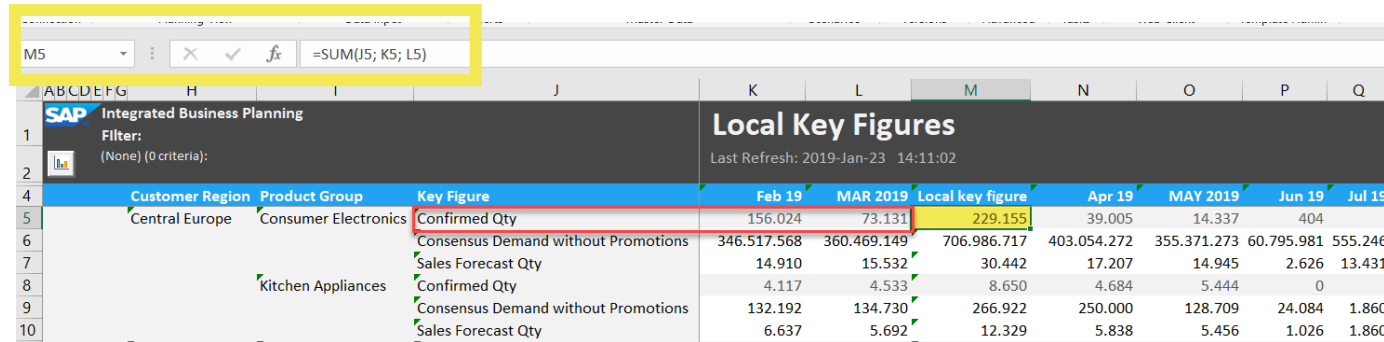
In January 2019, the planning view and the local key figure calculation look like this:

N5																		X		✓		fx		=SUM(K5; L5; M5)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					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## Using *Use Position in Axis* – example (2)

In February 2019, the time periods displayed in the planning view have rolled by one month.

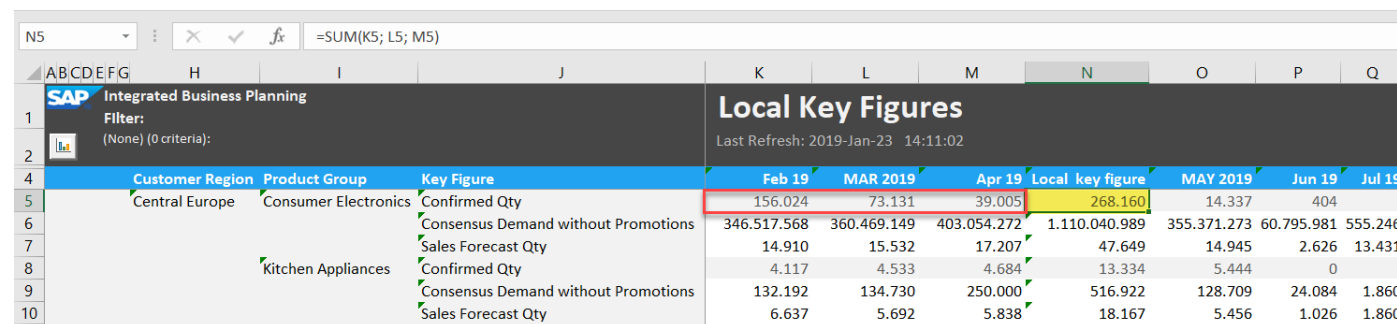
Without *Position in Axis* selected, the calculation and the planning view look like this:



Customer Region	Product Group	Key Figure	Feb 19	MAR 2019	Local key figure	Apr 19	MAY 2019	Jun 19	Jul 19
Central Europe	Consumer Electronics	Confirmed Qty	156.024	73.131	229.155	39.005	14.337	404	
		Consensus Demand without Promotions	346.517.568	360.469.149	706.986.717	403.054.272	355.371.273	60.795.981	555.246
		Sales Forecast Qty	14.910	15.532	30.442	17.207	14.945	2.626	13.431
	Kitchen Appliances	Confirmed Qty	4.117	4.533	8.650	4.684	5.444	0	
		Consensus Demand without Promotions	132.192	134.730	266.922	250.000	128.709	24.084	1.860
		Sales Forecast Qty	6.637	5.692	12.329	5.838	5.456	1.026	1.860

The local key figure moved to the left by one column as it is linked to the March time bucket. It is now summing up February and March 2019 only and also includes the column J with the key figure description.

With *Position in Axis* selected, the calculation and the planning view look like this:



Customer Region	Product Group	Key Figure	Feb 19	MAR 2019	Apr 19	Local key figure	MAY 2019	Jun 19	Jul 19
Central Europe	Consumer Electronics	Confirmed Qty	156.024	73.131	39.005	268.160	14.337	404	
		Consensus Demand without Promotions	346.517.568	360.469.149	403.054.272	1.110.040.989	355.371.273	60.795.981	555.246
		Sales Forecast Qty	14.910	15.532	17.207	47.649	14.945	2.626	13.431
	Kitchen Appliances	Confirmed Qty	4.117	4.533	4.684	13.334	5.444	0	
		Consensus Demand without Promotions	132.192	134.730	250.000	516.922	128.709	24.084	1.860
		Sales Forecast Qty	6.637	5.692	5.838	18.167	5.456	1.026	1.860

The local key figure has kept its position as column 4 of the time axis and sums up now the months February, March, and April 2019.

# Using *Use Position in Axis* – internal representation of formulas

With *Use Position in Axis* selected, the yellow formula on the left is internally translated to the statement on the right.

K8     $\text{fx}$      $\text{=(K5+K6)/2}$      $\Rightarrow$      $\text{=(EPMPOSITION(1)+EPMPOSITION(2))}/2$

SAP Integrated Business Planning			Local key figures					
Filter: (None) (0 criteria)			Last Refresh: 2019-Jan-11 16:58:33					
Customer Country	Key Figure		Jul 18	Aug 18	Sep 18	OCT 2018	Nov 18	DEC 2018
Canada	Consensus Demand without Promotions		10.557	8.452	9.490	9.513	8.810	14.394
	Demand Planning Qty		8.665	6.960	7.809	7.839	6.953	8.726
	Marketing Forecast Qty		10.761	8.600	9.680	9.686	8.611	10.789
	My local key figure with position in axis		9.611	7.706	8.650	8.676	7.882	11.560
Germany	Consensus Demand without Promotions		10.758	8.595	9.667	9.693	8.217	16.816
	Demand Planning Qty		8.840	7.093	7.959	7.964		
	Marketing Forecast Qty		10.957	8.770	9.846	9.858		
USA	Consensus Demand without Promotions		42.616	34.869	40.165	39.217		
	Demand Planning Qty		34.908	28.415	32.931	32.085		
	Marketing Forecast Qty		43.256	35.530	40.907	39.898		

N5     $\text{fx}$      $\text{=SUM(K5; L5; M5)}/3$      $\Rightarrow$      $\text{=SUM(EPMPOSITION(1), EPMPOSITION(2), EPMPOSITION(3))}/3$

SAP Integrated Business Planning			Local key figures			
Filter: (None) (0 criteria)			Last Refresh: 2019-Jan-11 16:58:33			
Customer Country	Key Figure		Jul 18	Aug 18	Sep 18	My local key figure with position in axis
Canada	Consensus Demand without Promotions		10.557	8.452	9.490	9.500
	Demand Planning Qty		8.665	6.960	7.809	7.811
	Marketing Forecast Qty		10.761	8.600	9.680	9.680
	My local key figure with position in axis		9.611	7.706	8.650	8.656
Germany	Consensus Demand without Promotions		10.758	8.595	9.667	9.673
	Demand Planning Qty		8.840	7.093	7.959	7.964
	Marketing Forecast Qty		10.957	8.770	9.846	9.858
USA	Consensus Demand without Promotions		42.616	34.869	40.165	39.217
	Demand Planning Qty		34.908	28.415	32.931	32.085
	Marketing Forecast Qty		43.256	35.530	40.907	39.898

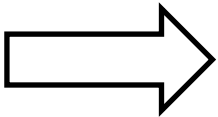
# Local key figures – changing settings for the planning view

If you use your own local key figures, you can still change the planning view definition. You can, for example, change the sequence of the key figures or add or remove attributes. The calculations for the local key figures (formulas) are automatically kept consistent by the system.

You can usually change, add, or delete time levels, attributes, and key figures as long as the formula calculation is kept consistent.

**Example:** After you have changed the sequence of the key figures, the formula for the local key figure *My local key figure* still refers to the same input key figures – provided the *Position in Axis* checkbox is not selected.

Category Key Figure		W24 2018	W25 2018
s MP	Confirmed Qty	1.851	1.410
	Consensus Demand without Promotions	1.851	4.554
	Sales Forecast Qty	2.108	1.715
	Actuals Revenue	3.959	3.125
	My local keyfigure	=SUM(K5; I	3.125
TV	Confirmed Qty	1.769	2.018

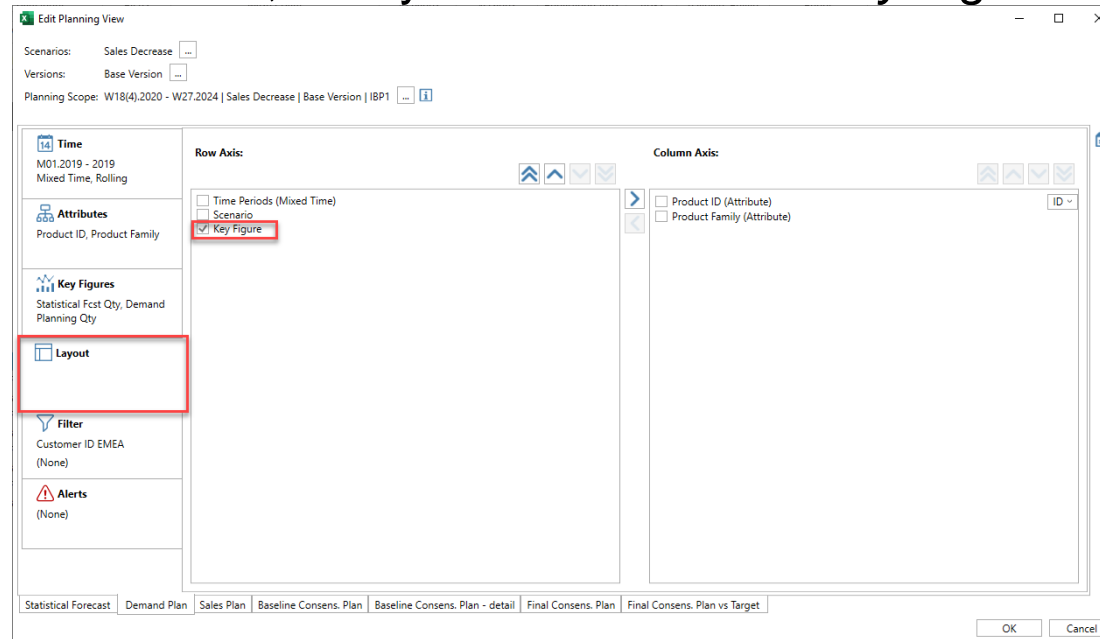


Category Key Figure		W24 2018	W25 2018	W
ics MP	Confirmed Qty	1.712	1.410	
	Actuals Revenue			
	Consensus Demand without Promotions	1.851	4.554	
	Sales Forecast Qty	2.108	1.715	
	My local keyfigure	=SUM(K5; I	3.125	
TV	Confirmed Qty	1.769	2.018	



# Local key figures – changing the layout of the planning view

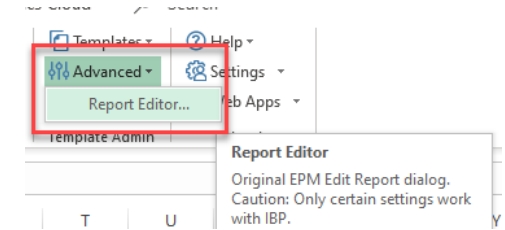
Even with local key figures included, you can change the layout of the planning view in the *Edit Planning View* window anytime. However, always make sure that *Key Figure* stays the last entry to be displayed.



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

# Local key figures – complex calculations across different columns

Local key figures are an easy-to-use feature, designed for simple, on-the-fly calculations. But in some cases, more complex calculations are required. One example is when formulas are spread across different columns. This cannot be achieved with the local member recognition, but requires a power user with access to the report editor.



Example: When you use local member recognition and enter the formula  $=K7+L7$  in the K8 cell, the formula gets automatically changed to  $=K7+K7$ . In cases like this, you need to ask a power user to set up the calculations with the report editor.

L7		=K7+L7				
SAP Integrated Business Planning		Local key figures				
Filter:		Last Refresh: 2019-Jan-11 17:27:45				
(None) (0 criteria):						
4	Customer Country	Key Figure	Jul 18	Aug 18	Sep 18	OCT 2018
5	Canada	Consensus Demand without Promotions	10.557	8.452	9.490	9.513
6		Demand Planning Qty	8.665	6.960	7.809	7.839
7		Marketing Forecast Qty	10.761	8.600	9.680	9.686
8		My local key figure	=K7+L7			
9	Germany	Consensus Demand without Promotions	10.758	8.595	9.667	9.692



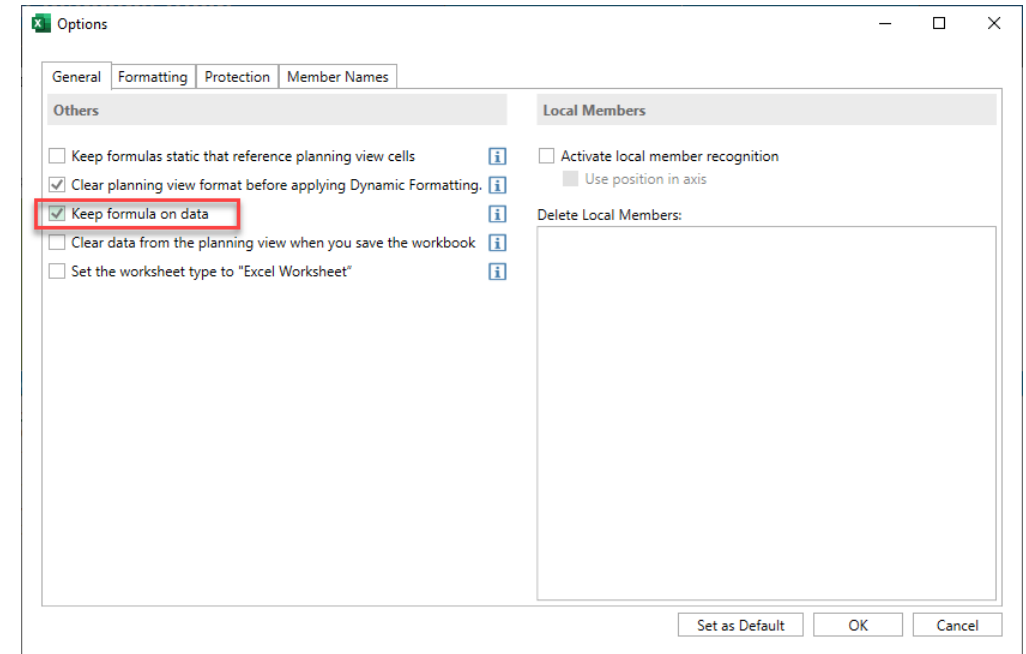
K8		=K7+K7										
ABCDEF		G	H	I	J	K	L	M	N	O	P	
SAP		Integrated Business Planning					Local key figures					
Filter:		(None) (0 criteria):					Last Refresh: 2019-Jan-11 17:27:45					
Customer Country		Key Figure					Jul 18	Aug 18	Sep 18	OCT 2018	Nov 18	DEC 2018
Canada		Consensus Demand without Promotions					10.557	8.452	9.490	9.513	8.810	14.3
		Demand Planning Qty					8.665	6.960	7.809	7.839	6.953	8.7
		Marketing Forecast Qty					10.761	8.600	9.680	9.686	8.611	10.7
		My local key figure					21.522	17.200	19.360	19.372	17.222	21.5
Germany		Consensus Demand without Promotions					10.758	8.595	9.667	9.692	9.217	16.8


# Local key figures – keeping formula on data

You can also enter a formula in a cell that already contains data, for example, an SAP IBP key figure.


When you perform a refresh, this formula is usually removed.

If you want the formulas to remain after a refresh, select the *Keep Formula on Data* option in the *Options* menu. This option also has a positive effect on performance in many cases. Therefore we recommend that you keep it switched on.



Integrated Business Planning

Filter:  
(None) (0 criteria):



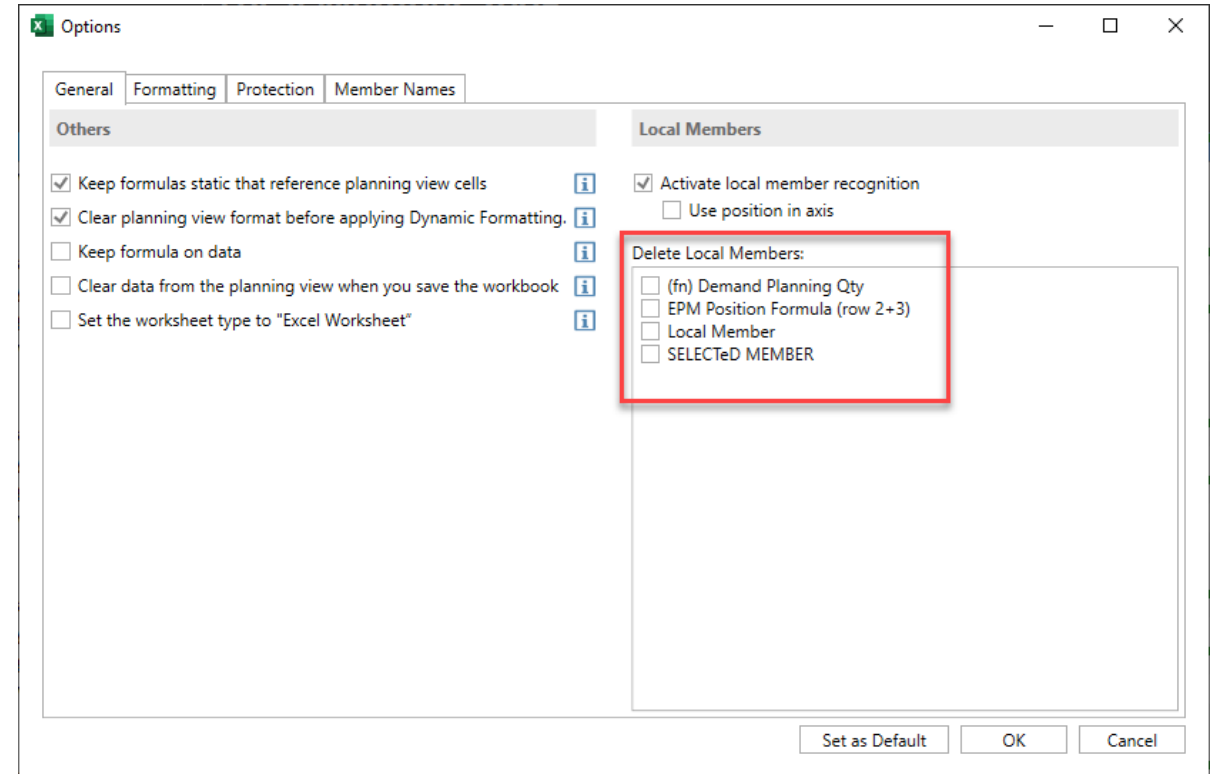
Local Key Figures

Last Refresh: 2018-Jul-11 14:08:00

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	=K6	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	My local keyfigure	7.983	7.637	5.404	6.772	7.001	5.647	6.156
		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	1.504	1.367	

# Deleting a local key figure

The easiest way to delete local key figures is using the *Options* menu. Select the local key figure you want to delete and click *OK*.

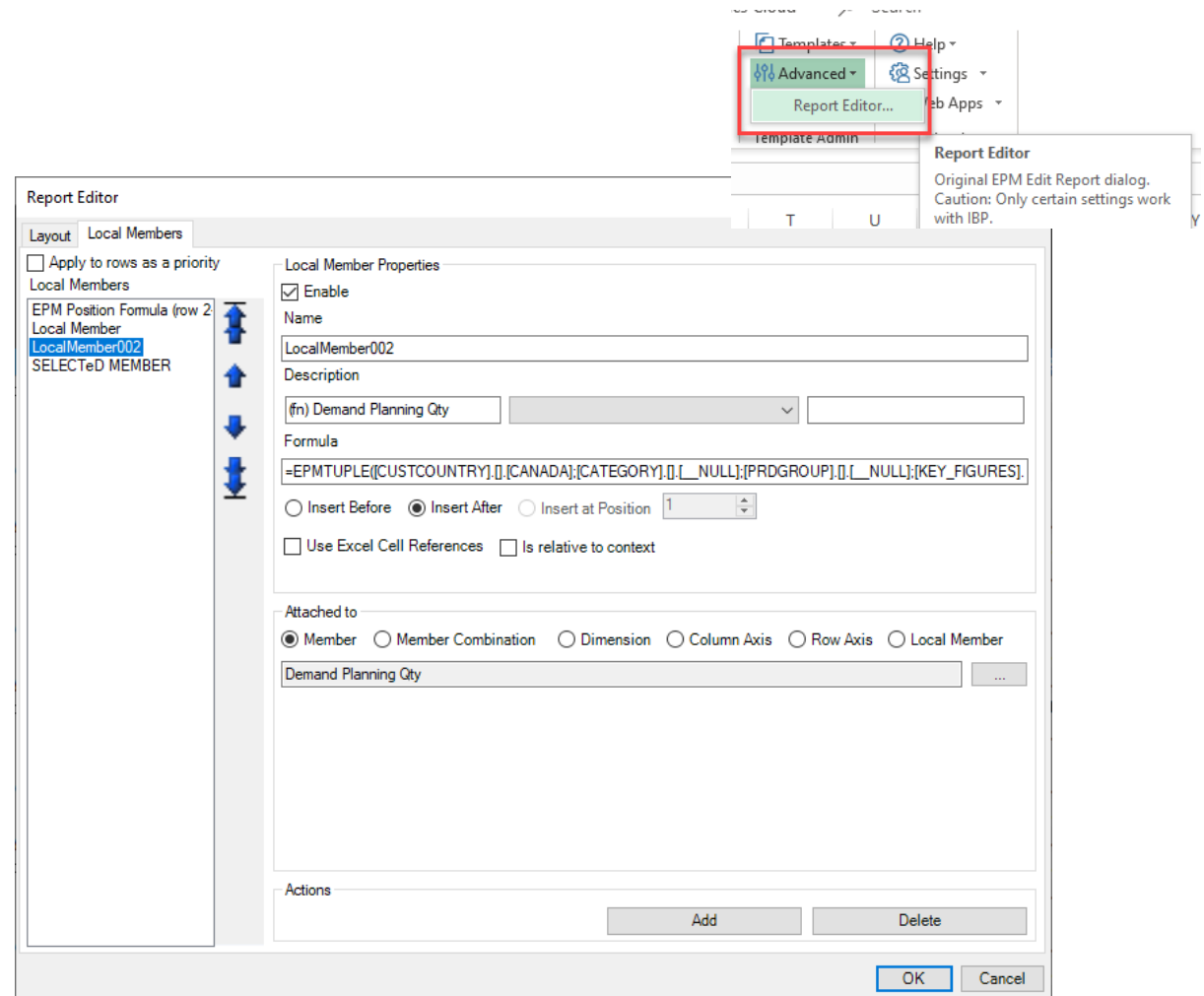


# Local members – expert setup

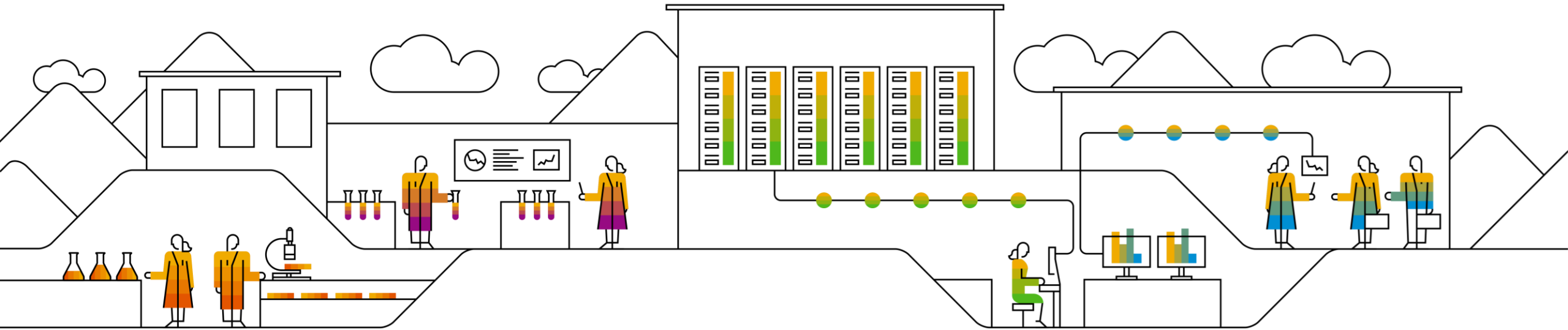
For a more complex definition of local key figures and advanced setup possibilities, use the *Local Members* tab in the report editor.

You can find more information and examples about local members in the SAP IBP documentation:

<https://help.sap.com/ibp> -> Use -> Application Help -> User Interface > Planning with Microsoft Excel



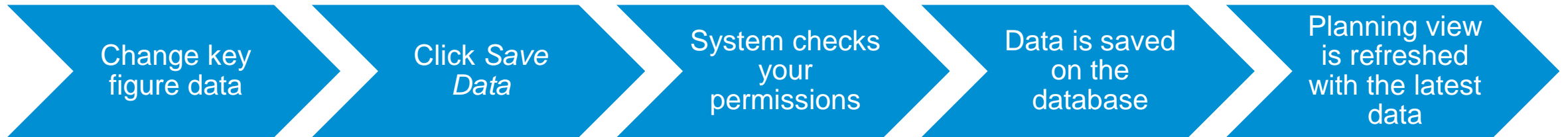
# How to Save Key Figure Data in a Planning View



# 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

The screenshot shows the SAP IBP Planning View interface. The 'Save Data' button is highlighted in the 'SAP IBP' ribbon. Below the ribbon, a data table is visible with columns for Product Family, Product ID, Key Figure, Scenario, and various months (M01.2020 to M08.2020). A red box highlights the 'Save Data' button and a red arrow points to the 'Save Data' button in the ribbon.

Product Family	Product ID	Key Figure	Scenario	M01.2020	M02.2020	M03.2020	M04.2020	M05.2020	M06.2020	M07.2020	M08.2020
FAMILY 300	IBP-300	Statistical Fcst Qty	Sales Decrease	15.306	14.906	3.881	12.695	13.065	12.643	13.065	13.0
		Demand Planning Qty	Sales Decrease	14.334	12.917	12.887	13.367	14.787	14.629	14.250	14.6
		Consensus Baseline Demand Qty	Sales Decrease	15.340	14.155	15.860	14.812	15.584	15.271	15.029	15.6
		Consensus Demand	Sales Decrease	25.052	23.432	25.550	24.111	24.022	24.320	24.510	25.0
IBP-310	Adjusted Dependent Customer Demand	Sales Decrease	15.096	15.292	0	9.990	12.399	11.999	12.399	12.3	
		Statistical Fcst Qty	Sales Decrease	13.138	12.160	13.541	12.254	13.519	13.122	13.388	13.1
		Demand Planning Qty	Sales Decrease	14.171	12.924	13.809	13.317	14.150	13.661	13.828	13.8
		Consensus Baseline Demand Qty	Sales Decrease	24.980	22.631	24.160	23.383	24.096	23.901	24.476	24.1
IBP-320	Adjusted Dependent Customer Demand	Sales Decrease	17.093	15.022	0	10.907	13.525	13.089	13.525	13.5	
		Statistical Fcst Qty	Sales Decrease	13.848	14.090	13.404	13.458	14.184	12.848	13.552	12.8
		Demand Planning Qty	Sales Decrease	14.888	14.160	14.380	14.405	15.008	14.330	14.812	14.8
		Consensus Baseline Demand Qty	Sales Decrease	24.980	22.631	24.160	23.383	24.096	23.901	24.476	24.1

- 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.

The 'Save Key Figure Changes' dialog box is shown. It contains the following sections:

- Planning View Details**: Cells Changed: 3
- Reason Code**: A list of checkboxes for reasons such as Capacity, Cost Increase, Downside Version, Other Reason, Overwrite Input from Sales Colleague, Pricing Reduction, Sales Input, Constraints, Cost Reduction, Inventory, Override Constraints, Pricing Increase, Promotion (checked), and Upside Version.
- Comment**: A text area containing the comment 'Promotion running in the US region for our consumer electronics products.'
- Share With**: A dropdown menu set to 'Integrated Planning'.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right.

The 'Planning View 1: Executing Report' dialog box is shown. It contains the following sections:

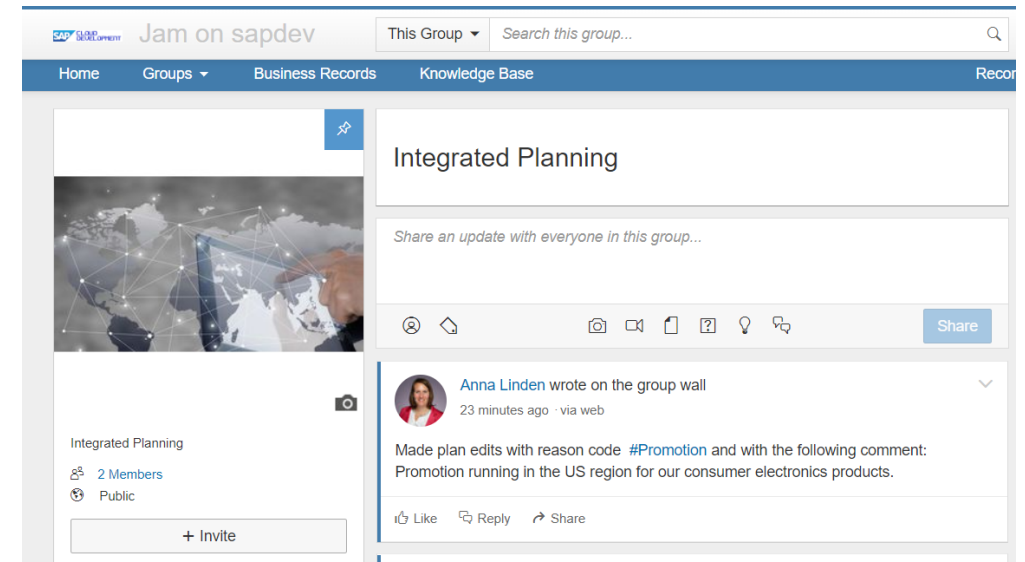
- Text**: 'Planning View 1: Executing Report 'NewPlanningView''
- Buttons**: A 'Cancel' button at the bottom right.



# Reason code and comment

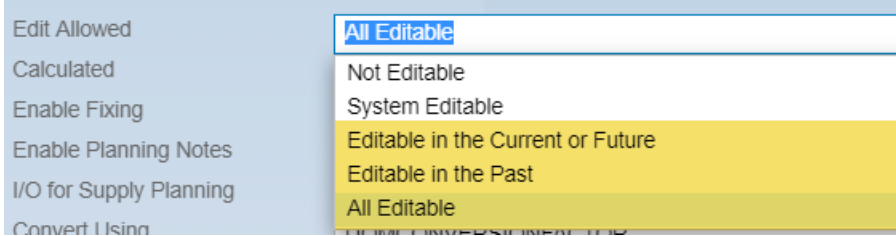

- Adding a reason code and a comment is an optional step when saving your changes.
- **Reason codes** are predefined by your IT/administrator and are used to classify the change. Codes can more easily be analyzed than free text.
- Using a **comment** (free text), the user can add more information about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

The screenshot shows a dialog box titled "Save Key Figure Changes". It has a "Planning View Details" section indicating "Cells Changed: 3". Below this is a "Reason Code" section with two columns of checkboxes. The first column includes: Capacity, Cost Increase, Downside Version, Other Reason, Overwrite Input from Sales Colleague, Pricing Reduction, and Sales Input. The second column includes: Constraints, Cost Reduction, Inventory, Override Constraints, Pricing Increase, Promotion (which is checked), and Upside Version. Below the checkboxes is a "Comment" section with a text area containing the text: "Promotion running in the US region for our consumer electronics products." At the bottom is a "Share With" section with a dropdown menu currently set to "Integrated Planning". "Save" and "Cancel" buttons are at the bottom right.



# Saving data - prerequisites

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

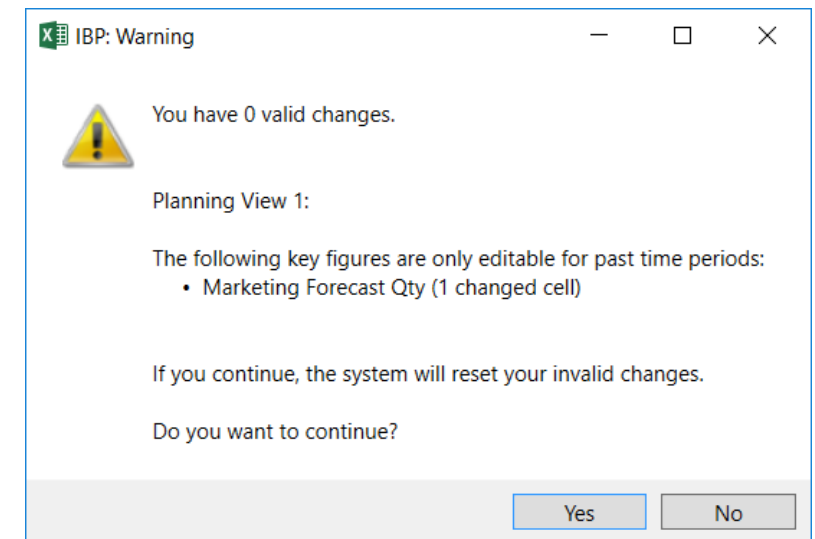
- The key figure has been configured to be editable by your administrator. Depending on the configuration, changes are allowed for past periods, current/future periods, or all periods.
- 
- The screenshot shows a configuration menu with options: Edit Allowed, Calculated, Enable Fixing, Enable Planning Notes, I/O for Supply Planning, and Convert Using. A dropdown menu is open, showing options: All Editable (selected), Not Editable, System Editable, Editable in the Current or Future, Editable in the Past, and All Editable.
- 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:  2.365
  - 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 can be saved from  
**July 13, 2018** onwards.

Data is changed in  
weekly periods:

Data can be saved from  
**calendar week 28**  
onwards.

Data is changed in  
monthly periods:

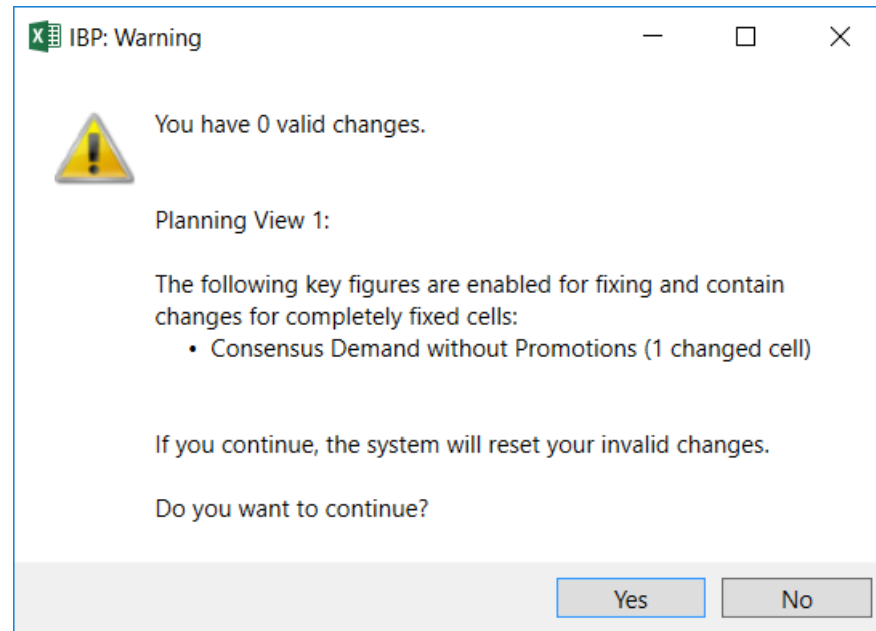
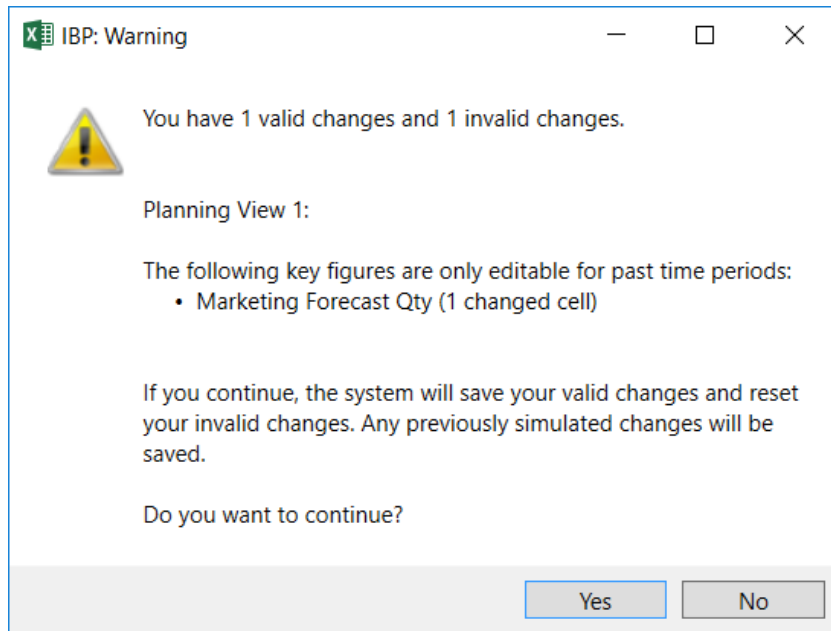
Data can be saved from  
**August 2018** onwards.

Data is changed in  
yearly periods:

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

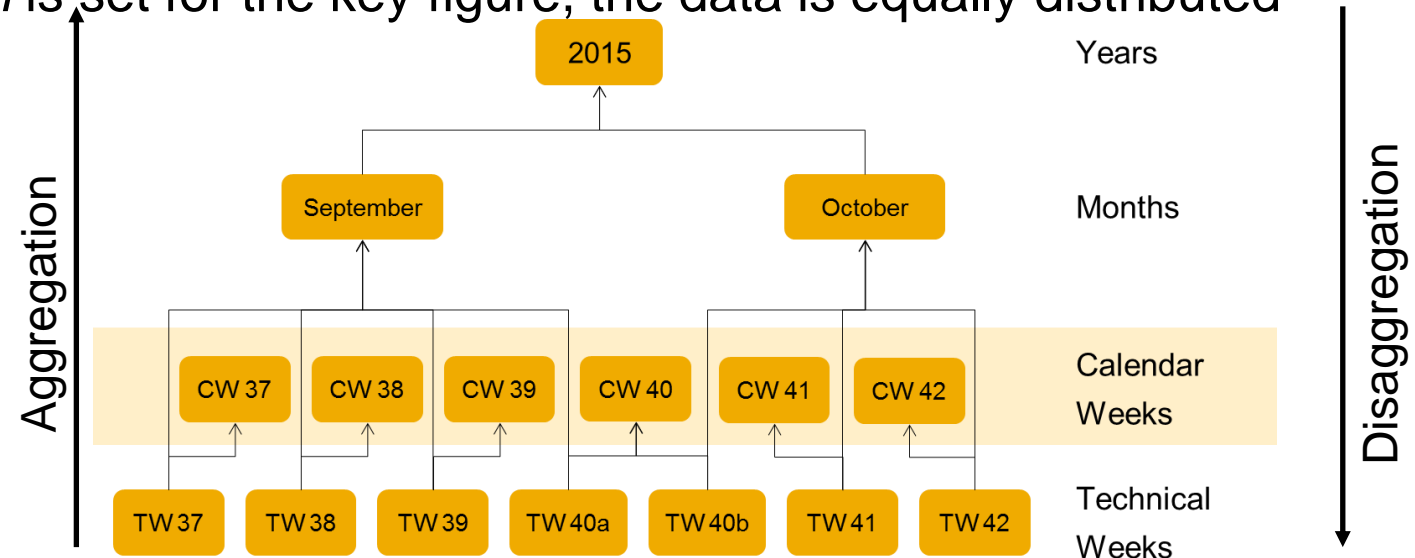
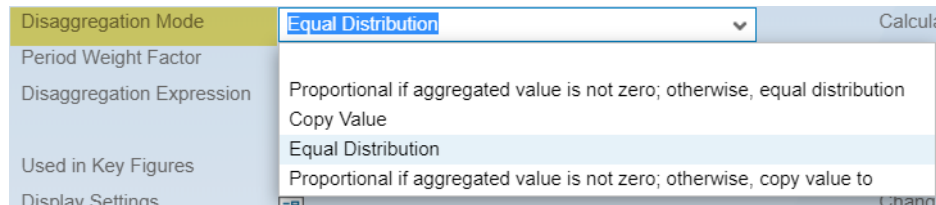
→ The changes from user A will overwrite the changes from user B.

# 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

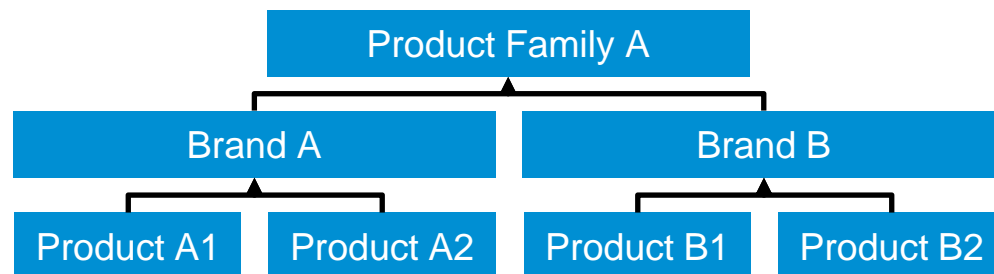
When saving data for an aggregated planning level, the data is automatically disaggregated down to the base level of the respective key figure and stored in these lowest periods.

## Example:

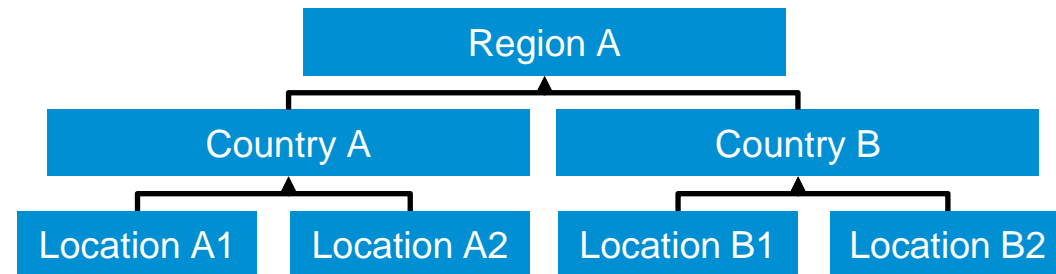
Data is saved for the planning level brand/region. The base level for the key figure is location ID/product ID/customer ID.

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

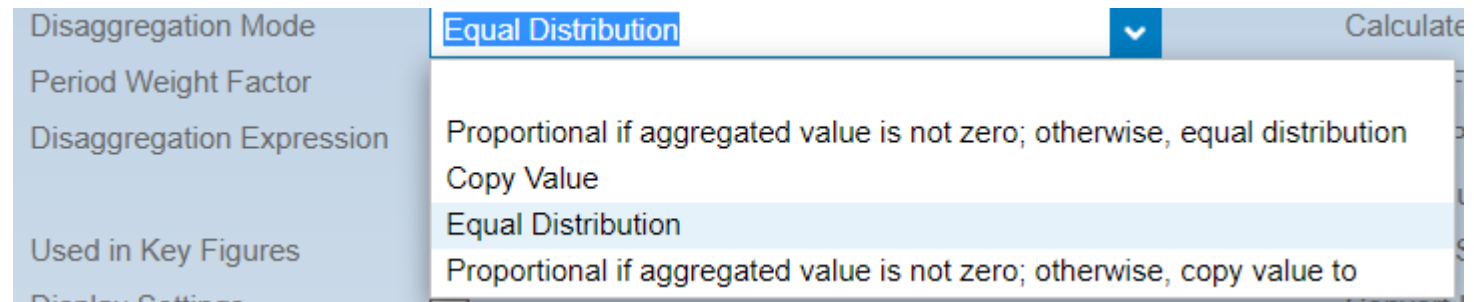
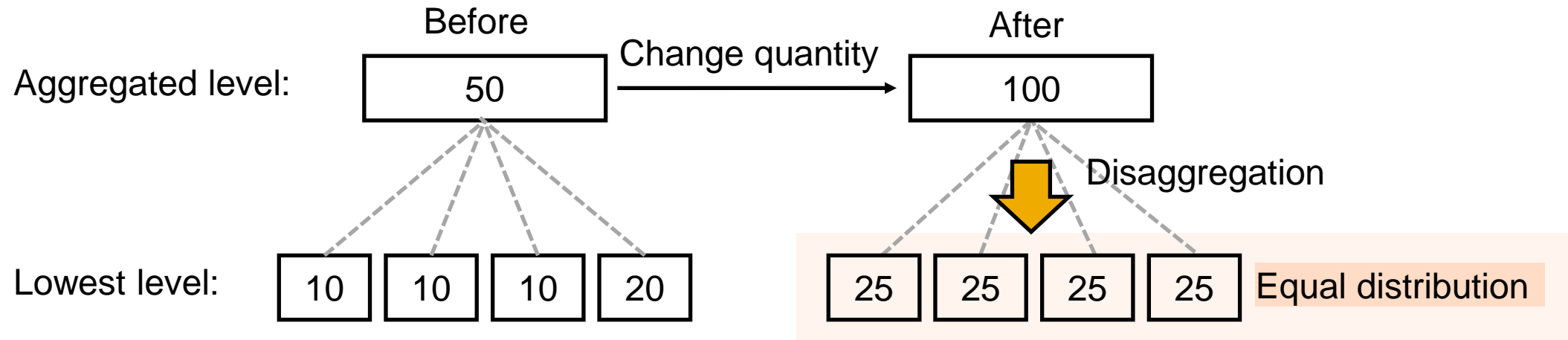


### Example for Locations



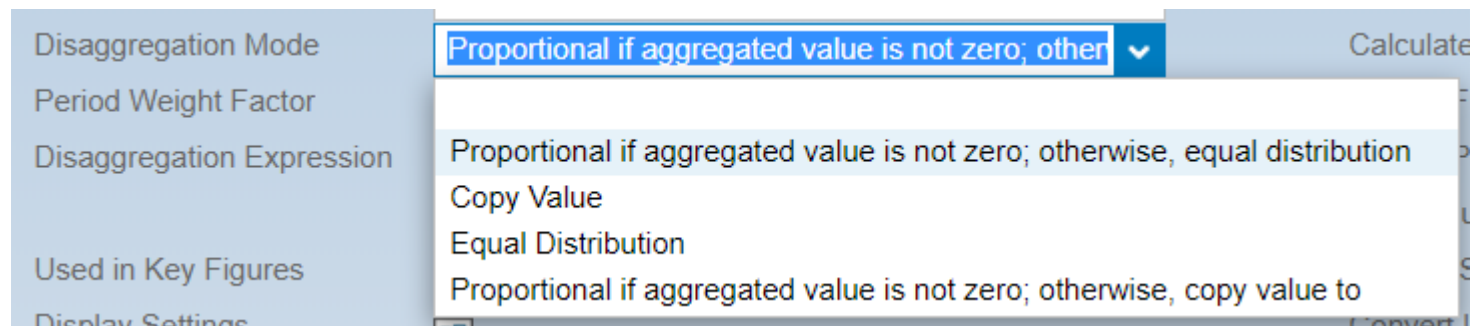
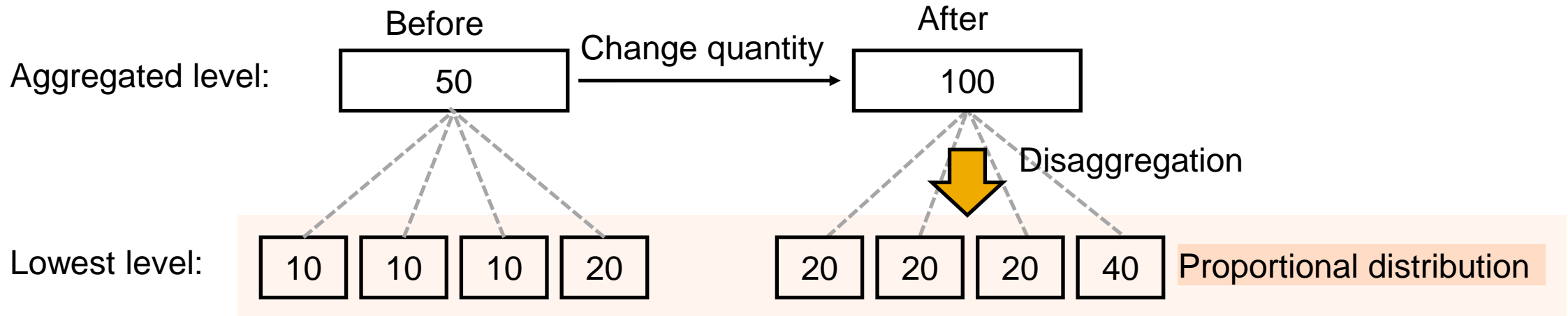
## Disaggregation mode examples: *Equal distribution*

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



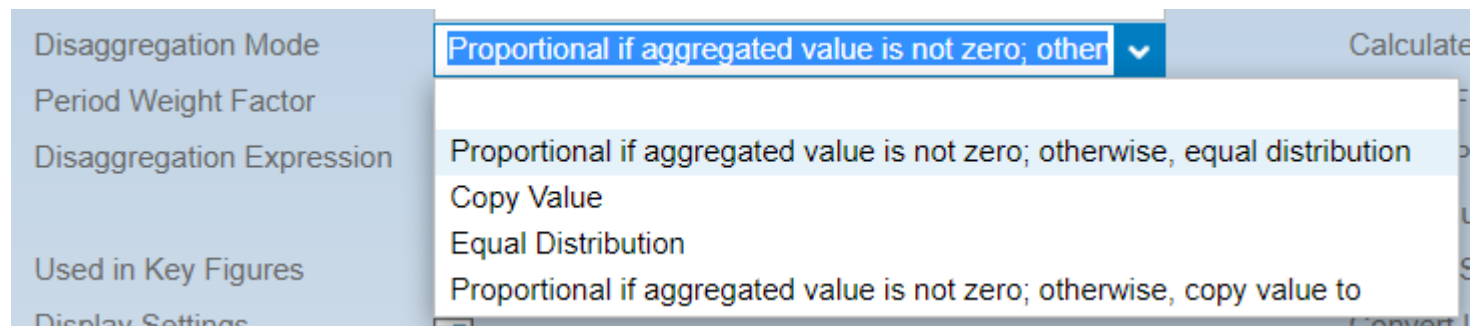
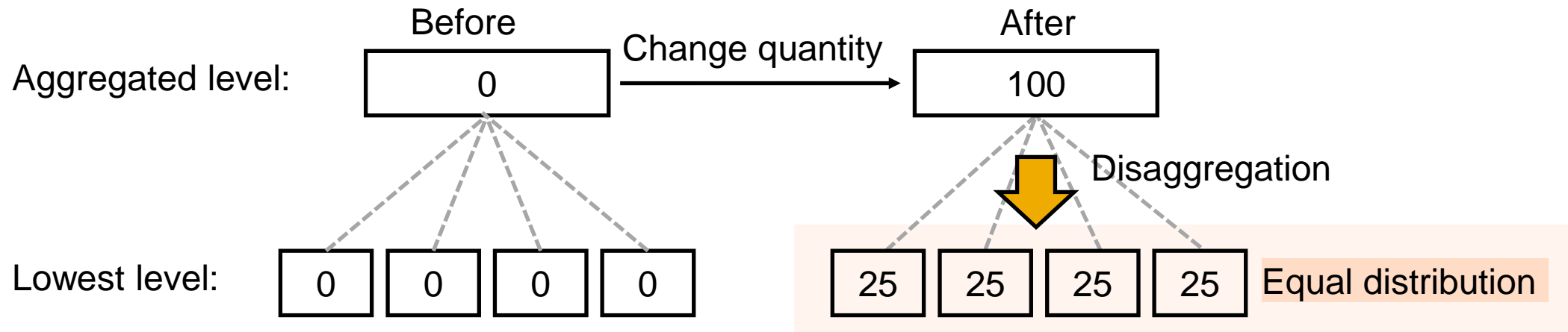
## Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise, equal distribution (1)*

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.



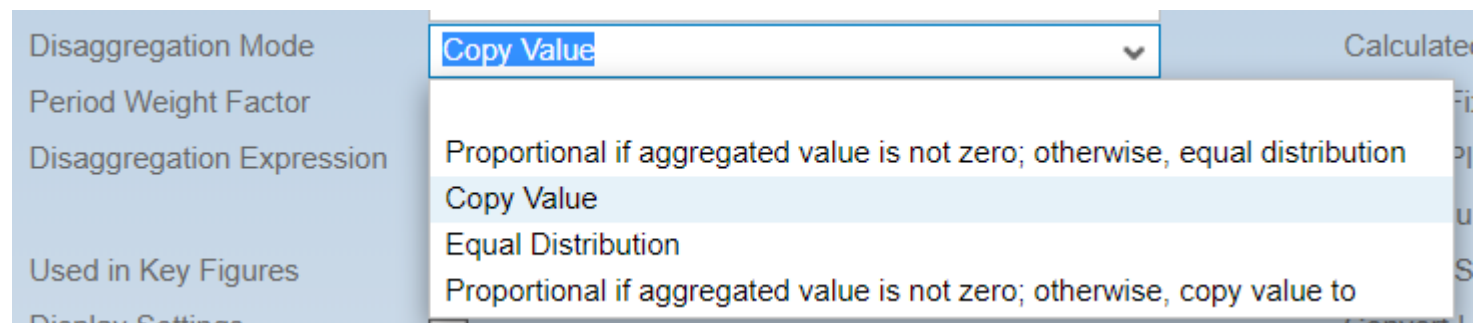
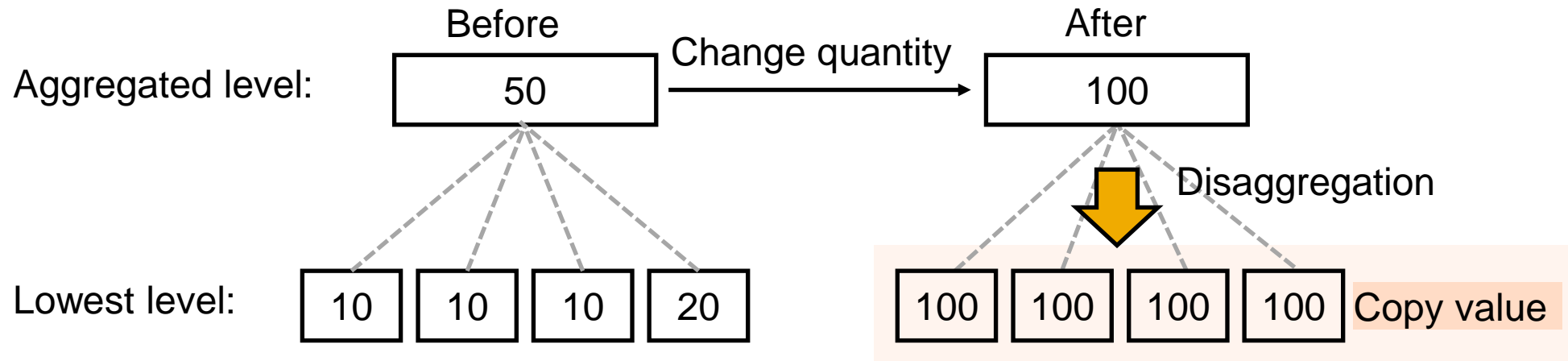
## Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise, equal distribution (2)*

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.



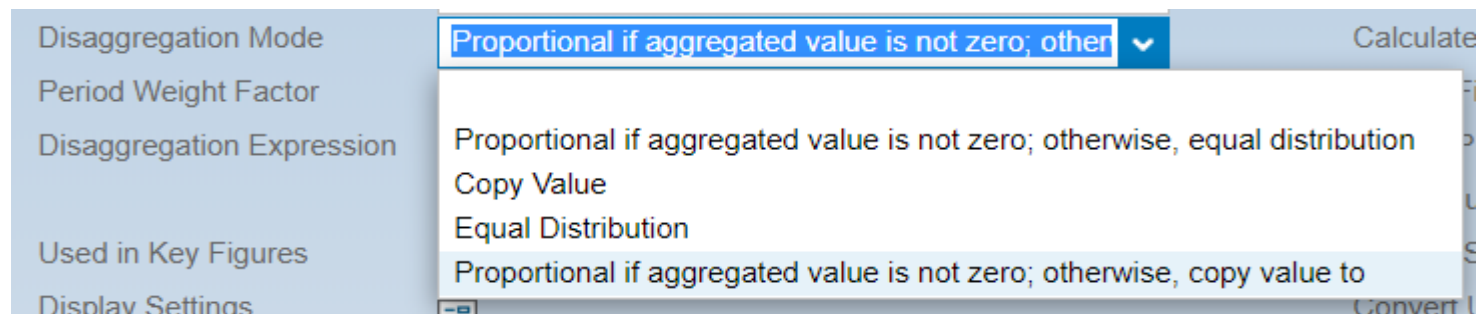
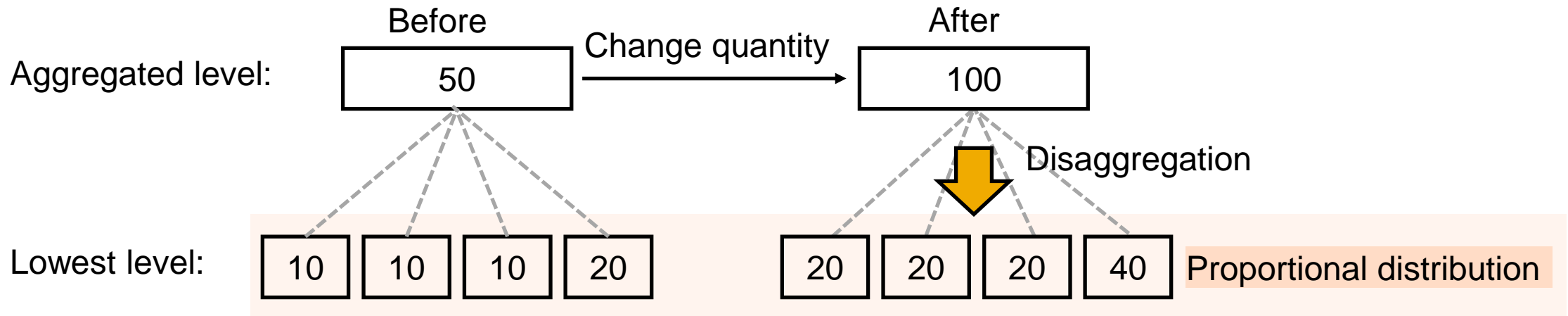
# Disaggregation mode examples: *Copy Value*

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.



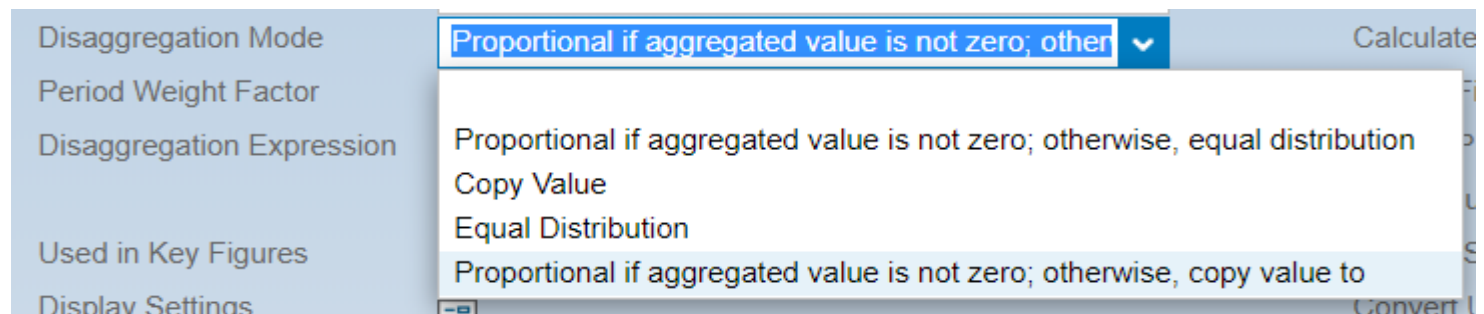
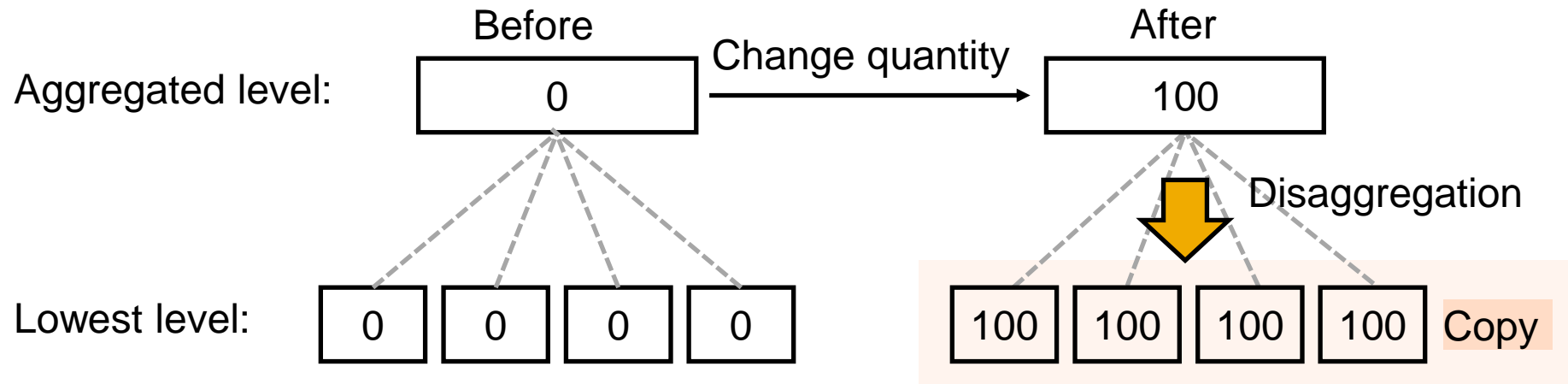
## Disaggregation mode examples: *Proportional if aggregated value is not zero; otherwise copy value to (1)*

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.

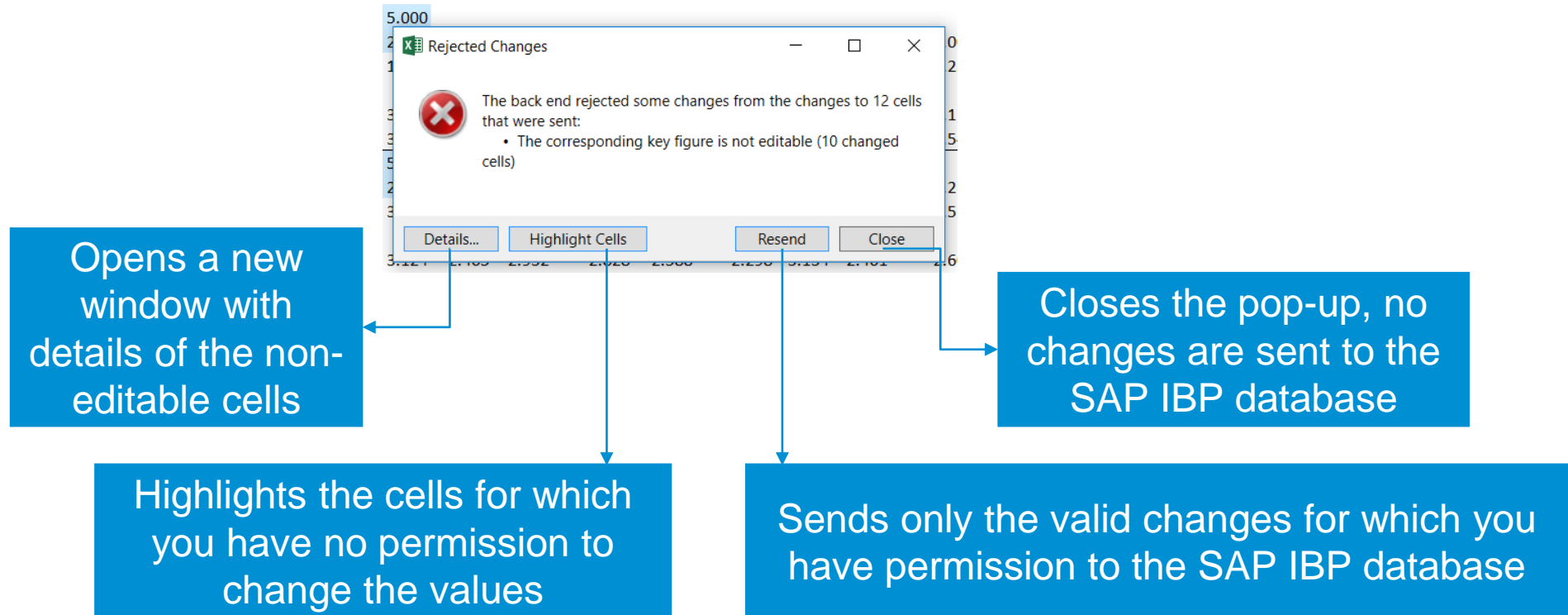
In the planning view, you have changed the values in the blue cells. (Note that you have changed key figure values for objects for which you are not authorized, such as, product HT\_002).

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

[illegible]

## Missing write permissions (2)

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



# 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.

Permission Filter EKT

User: Balazs Rabel | Planning Area: RBSAP6  
Template: Supply Demand Match  
Last Refresh: 2017-Dez-15 11:17:02

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	5.000	5.000										
		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	5.000	5.000										
		Consensus Demand without Promotions	2.000	2.000										
		Sales Forecast Qty	2.211											
	US9001	Delivered Qty Adjusted												
		Consensus Demand without Promotions	3.007											
		Sales Forecast Qty	3.445											
HT_002	CA1000	Delivered Qty Adjusted	5.000											
		Consensus Demand without Promotions	2.000											
		Sales Forecast Qty	2.864											
	EMEA200	Delivered Qty Adjusted												
		Consensus Demand without Promotions	2.382											
		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.

Permission Filter EKT

User: Balazs Rabel | Planning Area: RBSAP6  
Template: Supply Demand Match  
Last Refresh: 2017-Dez-15 11:17:02

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

# 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.

Write Access for Key Figures

Restricted

Unrestricted

Write Key Figure (2)

Name	ID
Consensus Demand without Promotions	CONSENSUSDEMAND
Sales Forecast Qty	SALESFCSTQTY

Filter Criteria for Write Access

Restricted

Unrestricted

No Access

Filter Criteria (2)

Attribute	Operator	Value
Customer ID	Not Equal to	EMEA200,EMEA201
Product ID	Not Equal to	HT_002,HT_003,HT_004

SAP

Integrated Business Planning

Filter:  
(Ad Hoc Filter) (2 criteria):  
Product ID = HT\_001; HT\_002

Permission Filter EKT

User: Balazs Rabel | Planning Area: RBSAP6  
Template: Supply Demand Match

Last Refresh: 2017-Dez-15 11:17:02

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	5.000	5.000										
		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	5.000	5.000										
		Consensus Demand without Promotions	2.000	2.000	1.896	2.086								
		Sales Forecast Qty	2.211	1.980	2.157	1.526								
	US9001	Delivered Qty Adjusted												
		Consensus Demand without Promotions	3.007	3.300	3.346	6.103								
		Sales Forecast Qty	3.445	3.763	3.363	3.580								
HT_002	CA1000	Delivered Qty Adjusted	5.000	5.000										
		Consensus Demand without Promotions	2.000	2.000	2.085	2.327								
		Sales Forecast Qty	2.864	3.580	2.363	2.637								
		Consensus Demand without Promotions	2.382	3.124	2.405	2.932								
		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
		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

Rejected Changes

The back end rejected some changes from the changes to 12 cells that were sent:

- The corresponding key figure is not editable (10 changed cells)

Details...

Highlight Cells

Resend

Close

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245

# 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.

The screenshot displays the SAP Integrated Business Planning (IBP) Excel interface. The main window shows a table with columns for Product ID, Customer ID, Key Figure, and Time. The table is filtered by Product ID = HT\_001; HT\_002. A 'Permission Filter' dialog is open, showing a table of rejected cells. The table has columns for Product ID, Customer ID, Key Figure, Time, Old Value, and New Value. The 'Details of Rejected Cells' window is also open, showing a table of rejected cells. The 'Details of Rejected Cells' window has a title bar that says 'Details of Rejected Cells' and a message that says 'The corresponding key figure is not editable (10)'. The table in the 'Details of Rejected Cells' window has columns for Product ID, Customer ID, Key Figure, Time, Old Value, and New Value. The 'Details of Rejected Cells' window also has a 'Continue Work' button and a 'Close' button. The 'Permission Filter' dialog has a 'Details...' button that is circled in red. The 'Permission Filter' dialog also has a 'Highlight Cells' button, a 'Resend' button, and a 'Close' button. The 'Permission Filter' dialog has a message that says 'The back end rejected the changes that were sent to the cells'. The 'Permission Filter' dialog also has a 'Continue Work' button and a 'Close' button.

Product ID	Customer ID	Key Figure	Time	Old Value	New Value
HT_001	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_001	CA1000	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jun 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Consensus Demand without Promotions	Jun 17	1941	2000
HT_001	EMEA200	Consensus Demand without Promotions	Jul 17	1724	2000
HT_002	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_002	CA1000	Consensus Demand without Promotions	Jun 17	2525	2000
HT_002	CA1000	Consensus Demand without Promotions	Jul 17	3149	2000

# 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.

The screenshot shows the SAP IBP Excel interface with the 'Permission Filter EKT.xlsm' file open. The 'Details of Rejected Cells' dialog box is displayed, showing a table of rejected cells. The dialog box has a title bar and a close button. The table contains the following data:

Product ID	Customer ID	Key Figure	Time	Old Value	New Value
<b>The corresponding key figure is not editable (10)</b>					
HT_001	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_001	CA1000	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jun 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Consensus Demand without Promotions	Jun 17	1941	2000
HT_001	EMEA200	Consensus Demand without Promotions	Jul 17	1724	2000
HT_002	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_002	CA1000	Delivered Qty Adjusted	Jul 17		5000
HT_002	CA1000	Consensus Demand without Promotions	Jun 17	2525	2000
HT_002	CA1000	Consensus Demand without Promotions	Jul 17	3149	2000

The 'Continue Work' button is circled in red in the bottom right corner of the dialog box.

# 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.

The screenshot displays the SAP IBP Planning View interface. The main table shows key figures for Product ID HT\_001 and HT\_002, Customer ID CA1000 and EMEA200, and Key Figure Delivered Qty Adjusted. The 'Details of Rejected Cells' dialog box is open, showing a list of rejected cells. The 'New Value' column is highlighted, and a red circle is drawn around it. An arrow points from the 'New Value' column in the dialog box to the corresponding cell in the main table.

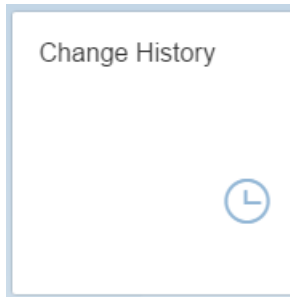
Product ID	Customer ID	Key Figure	Time	Old Value	New Value
HT_001	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_001	CA1000	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jun 17		5000
HT_001	EMEA200	Delivered Qty Adjusted	Jul 17		5000
HT_001	EMEA200	Consensus Demand without Promotions	Jun 17	1941	2000
HT_001	EMEA200	Consensus Demand without Promotions	Jul 17	1724	2000
HT_002	CA1000	Delivered Qty Adjusted	Jun 17		5000
HT_002	CA1000	Delivered Qty Adjusted	Jul 17		5000
HT_002	CA1000	Consensus Demand without Promotions	Jun 17	2525	2000
HT_002	CA1000	Consensus Demand without Promotions	Jul 17	3149	2000



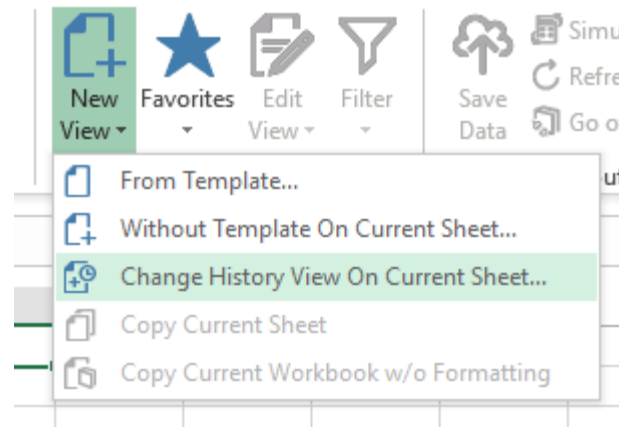
# Change History **Views**

# Change history view – 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 view – prerequisites in planning area configuration

The screenshot shows the SAP IBP Configuration interface. The top navigation bar includes 'IBP Configuration' and a search icon. Below this, the 'Master Data' and 'Planning' tabs are visible. The 'Planning' tab is active, and the 'Planning Area and Details' sub-tab is selected. The configuration is for 'SAP6TEST2', last modified by Georgina Laczo on 2016-07-07 at 13:22:09. The 'Change History' section is expanded, and the 'Planning Area Enabled' checkbox is checked and highlighted with a red box. Other settings include 'Description: SAP6 Demand', 'Time Profile\*: 69', 'Storage Time Profile Level: Daily', 'Current Period Offset: 0', 'Planning Horizons', and 'Planning Operator'. A 'Selected Attributes' dropdown is at the bottom left, and a search bar is at the bottom right.

Master Data	Planning Area	Business	Attribute	Key Fig	From	To	Time Profile	Filter Set	Group By	Status
[Table content is partially obscured]										

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 view – prerequisites in key figure configuration

The screenshot shows the SAP IBP Configuration interface for Key Figures. The 'CONSENSUSDEMAND' key figure is selected. The 'Change History Enabled' checkbox is checked and highlighted with a red box. A callout box labeled 'Configuration' with a wrench icon points to the top right of the interface.

CONSENSUSDEMAND		Last Modified By/On: Rainer Moritz , 2016-06-23 06:07:48	
Name*	Consensus Demand without Promotions	Snapshot Key Figure	<input type="checkbox"/>
Description	Consensus Demand without Promotions	Alert Key Figure	<input type="checkbox"/>
Business Meaning		Stored	<input checked="" type="checkbox"/>
Base Planning Level	LOCPRODCUSTWEEKLY	Edit Allowed	All Editable
Aggregation Mode	Custom	Calculated	<input checked="" type="checkbox"/>
Disaggregation Mode	Proportional if aggregated value is not zero; other	I/O for Supply Planning	
Period Weight Factor	WEEKWEIGHT	Convert Using	UOMCONVFACTOR
Disaggregation Expression	IF(ISNULL("CONSENSUSDEMAND"), "DEMAND PLANNINGQTY" "CONSENSUSDEMAND")	Change History Enabled	<input checked="" type="checkbox"/>
Used in Key Figures	4		
Display Settings			

Calculation Definitions


**CONSENSUSDEMAND** = SUM( "CONSENSUSDEMAND@LOCPRODCUSTUOMTOWEEKLY" )

@REQUEST

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 view – example

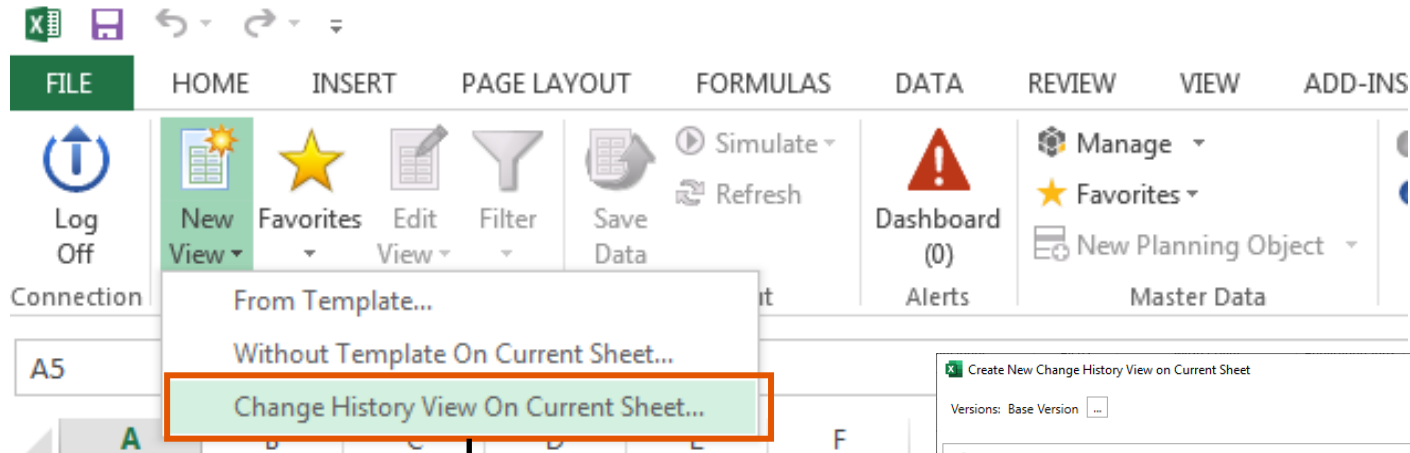
Key Figure	Stored	Calculated	Change-history enabled	Change history visible in Excel?
KF1	X	X	Yes	Yes
KF2	X		No	No
KF3		X (KF3 = <b>KF1</b> * KF2)	No	Yes



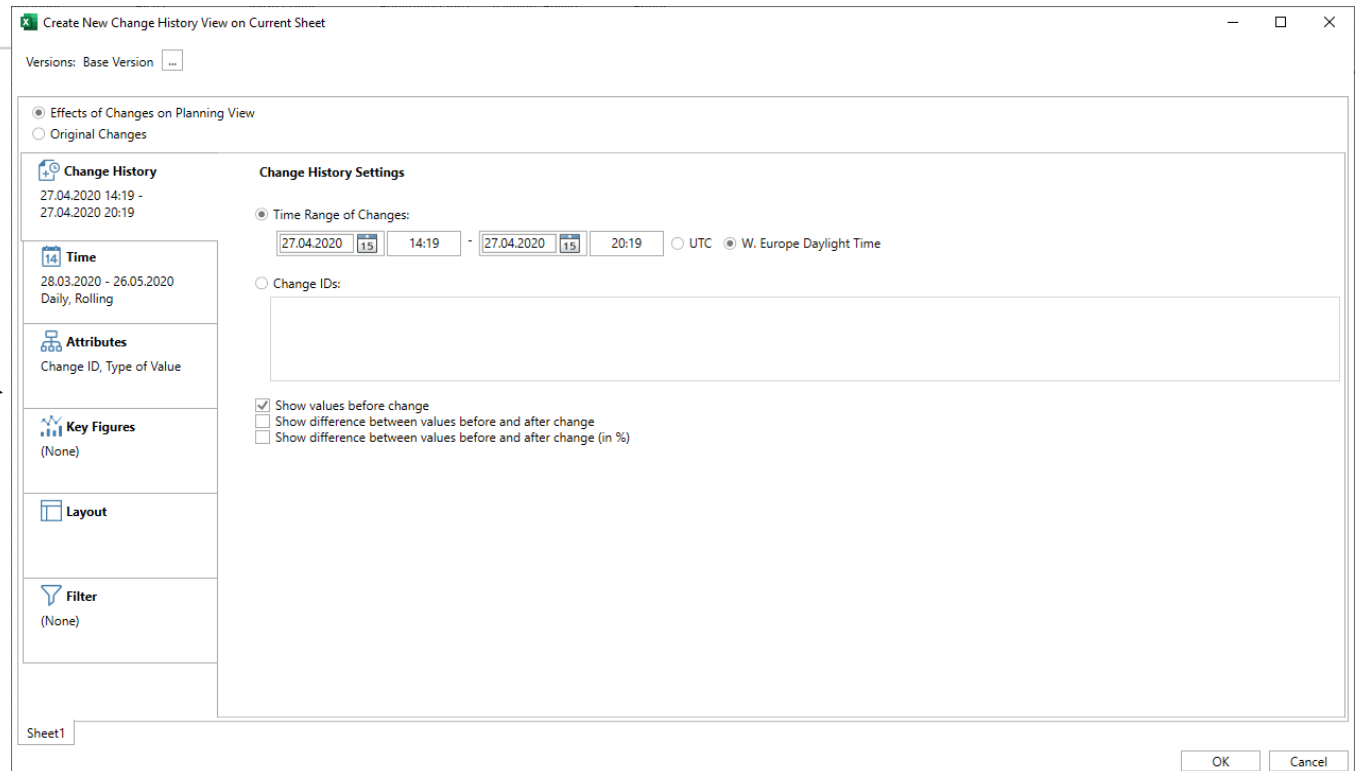
Key figure changes are tracked for KF3 because it is calculated from the change-history-enabled key figure KF1.

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 view – 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

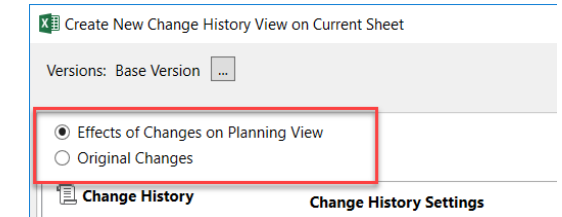
Additionally, you can set filters according to your requirements.

## *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)

Create New Change History View on Current Sheet

Versions: Base Version

☒ Effects of Changes on Planning View  
☐ Original Changes

**Change History**  
01.04.2020 14:19 - 27.04.2020 20:19

**Change History Settings**

☒ Time Range of Changes:  
01.04.2020 14:19 - 27.04.2020 20:19 ☐ UTC ☒ W. Europe Daylight Time

☐ Change IDs:

☒ Show values before change  
☒ Show difference between values before and after change  
☒ Show difference between values before and after change (in %)

**Time**  
October 2019 - September 2020  
Monthly, Rolling

**Attributes**  
Change ID, Type of Value

**Key Figures**  
(None)

**Layout**

**Filter**  
(None)

Sheet1

OK Cancel

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)

Create New Change History View on Current Sheet

Versions: Base Version ...

☒ Effects of Changes on Planning View  
☐ Original Changes

**Change History**  
27.04.2020 14:21 -  
27.04.2020 20:21

**Time**  
October 2019 - September  
2020  
Monthly, Rolling

**Attributes**  
Change ID, Type of Value

**Key Figures**  
(None)

**Layout**

**Filter**  
(None)

**Time Settings**

Time Period: ☐ Daily  
☐ Weekly (technical)  
☐ Weekly  
☒ Monthly  
☐ Quarterly  
☐ Yearly

From: October 2019 To: September 2020 12 Periods

Rolling: ☒ Yes ☐ No

Sheet1

OK Cancel

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

## Effects view – settings (3)

Create New Change History View on Current Sheet

Versions: Base Version ...

☒ Effects of Changes on Planning View  
☐ Original Changes

**Change History**  
27.04.2020 14:21 -  
27.04.2020 20:21

**Time**  
October 2019 - September 2020  
Monthly, Rolling

**Attributes**  
Product Desc, Change ID, ...  
(3)

**Key Figures**  
(None)

**Layout**

**Filter**  
(None)

**All Attributes:**

- ☐ ABC Code
- ☐ ABC Desc
- ☐ ABC Locked
- ☐ Actual Goods Movement Date
- ☐ Base UOM
- ☐ Brand ID
- ☐ Category
- ☒ Change ID
- ☐ Channel
- ☐ Currency Description
- ☐ Currency ID
- ☐ Customer Country
- ☐ Customer Desc.
- ☐ Customer Group / Segment
- ☐ Customer ID
- ☐ Customer Region
- ☐ Date on Which Record Was Created
- ☐ Date when the Object Was Created
- ☐ Day Weight Factor
- ☐ Delivery Document
- ☐ Delivery Item
- ☐ Delivery Schedule Line Number
- ☐ Is...

**Selected Attributes:**

- ☐ Product Desc
- ☒ Change ID
- ☒ Type of Value

Sheet1

OK Cancel

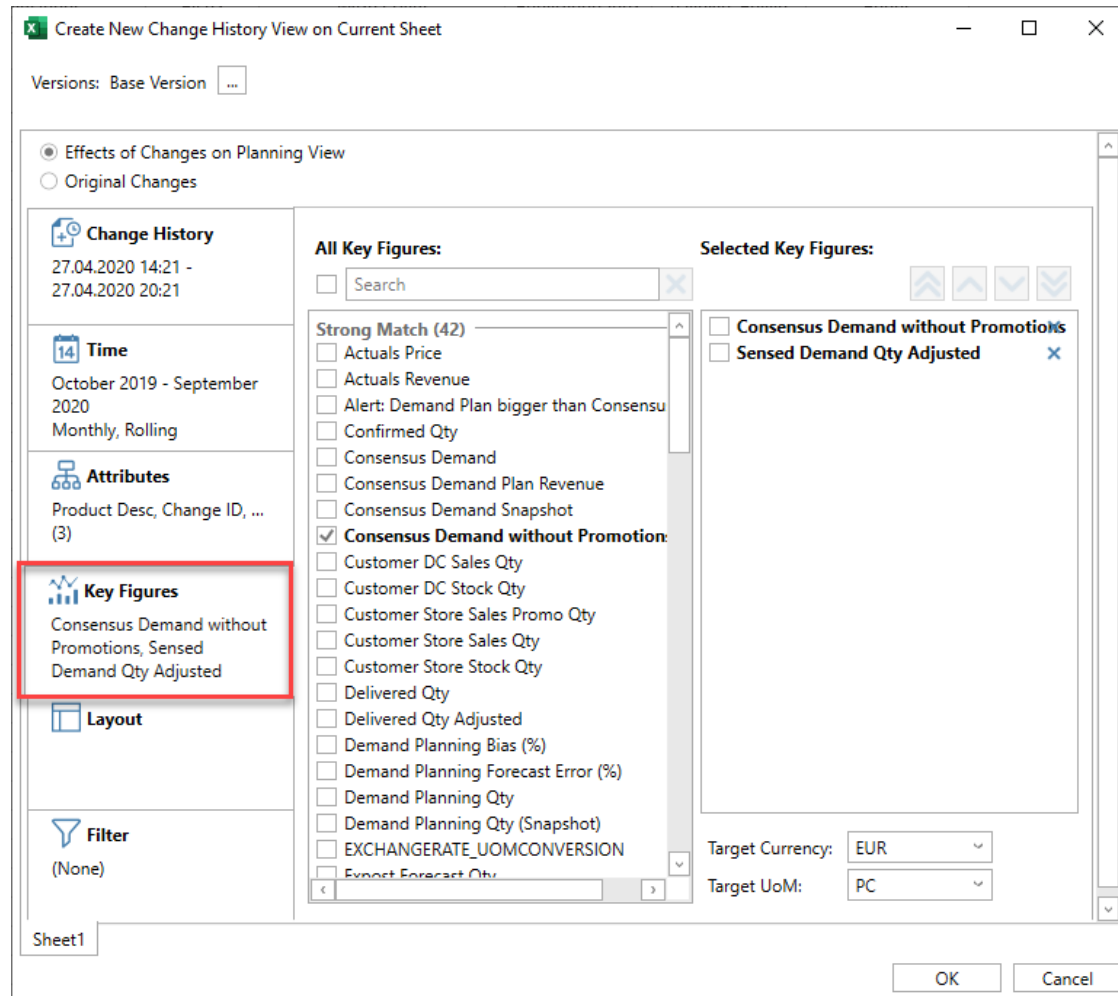
On the *Planning Level* tab, two attributes are already preselected for a change history view:

- *Change ID*
- *Type of Value:*
  - ☒ Show Value Before Change
  - ☒ Show Difference between Before and After
  - ☒ Show Difference between Before and After in Percent

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)

The screenshot shows a dialog box titled "Create New Change History View on Current Sheet". It has a sidebar on the left with tabs: "Change History", "Time", "Attributes", "Key Figures", "Layout", and "Filter". The "Filter" tab is selected and highlighted with a red rectangle. The main area is titled "Attribute-Based Filter" and contains a "Filter:" dropdown menu set to "(Ad Hoc Filter)". Below this is a table with columns "Attribute", "Operator", and "Values". The table has two rows: "Reason Code" with operator "=" and value "Pricing Reduction; Other Reason", and "Changed By" with operator "=" and an empty value field. There are "Add", "Update", and "Delete" buttons above the table, and an "Add Attribute" button below it. At the bottom right of the main area is an "Edit Template Settings" button. The dialog box has "OK" and "Cancel" buttons at the bottom.

Versions: Base Version ...

☒ Effects of Changes on Planning View  
☐ Original Changes

**Change History**  
27.04.2020 14:21 -  
27.04.2020 20:21

**Time**  
October 2019 - September  
2020  
Monthly, Rolling

**Attributes**  
Product Desc, Change ID, ...  
(3)

**Key Figures**  
Consensus Demand without  
Promotions, Sensed  
Demand Qty Adjusted

**Layout**

**Filter**  
(Ad Hoc Filter)

**Attribute-Based Filter**

Filter: (Ad Hoc Filter) [Add] [Update] [Delete]

Attribute	Operator	Values
Reason Code	=	Pricing Reduction; Other Reason
Changed By	=	

[Add Attribute]

[Edit Template Settings]

Sheet1

[OK] [Cancel]

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)

Book2														
Book2 - Excel														
FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW	DEVELOPER	IBP	POWERPIVOT	PDF-XChange 2012			
Log Off	New View	Favorites	Edit View	(None)	Save Data	Simulate	Refresh	Manage	Manage	Create	Copy and Disaggregate Key Figure	Redo Snapshot	Home	Templates
								Favorites		Manage	Copy Operator	Snapshot	Promotions	Advanced
								New Planning Object			Forecast Error	Statistical Forecasting	Help	Settings
													Message History	About
A1														
Change History Header														
1	2	A	B	C	D	E	F	G	H	I	J	K	L	M
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
6		HT_002	19458	Before	Consensus Demand without Promotions	19466	19683	19726	19744	19741	19900	20001	19958	20259
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
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
12				Difference	Consensus Demand without Promotions	17371	17370	17407	17416	17413	17415	17438	17467	17468
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
15				After	Consensus Demand without Promotions									
16				Difference	Consensus Demand without Promotions	-21187	-21188	-21124	-21144	-21347	-21106	-21266	-21277	-21231
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.

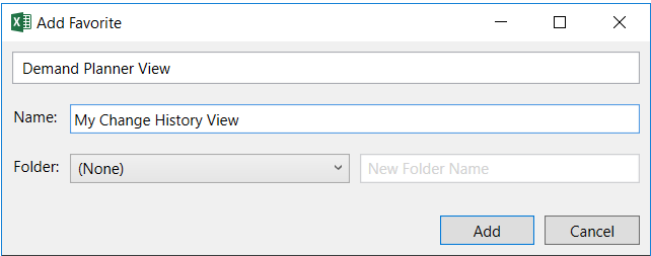
Product ID	Change ID	Type of Value	Key Figure	2016 CW20	2016 CW21	2016 CW22	2016 CW23
HT_002	19458	Before	Consensus Demand without Promotions	19466	19683	19726	19744
		After	Consensus Demand without Promotions	4388	4473	4526	4460
		Difference	Consensus Demand without Promotions	-15078	-15210	-15200	-15284
		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



- ☒ Show values before change
- ☒ Show difference between values before and after change
- ☒ Show difference between values before and after change (in %)

# 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.**

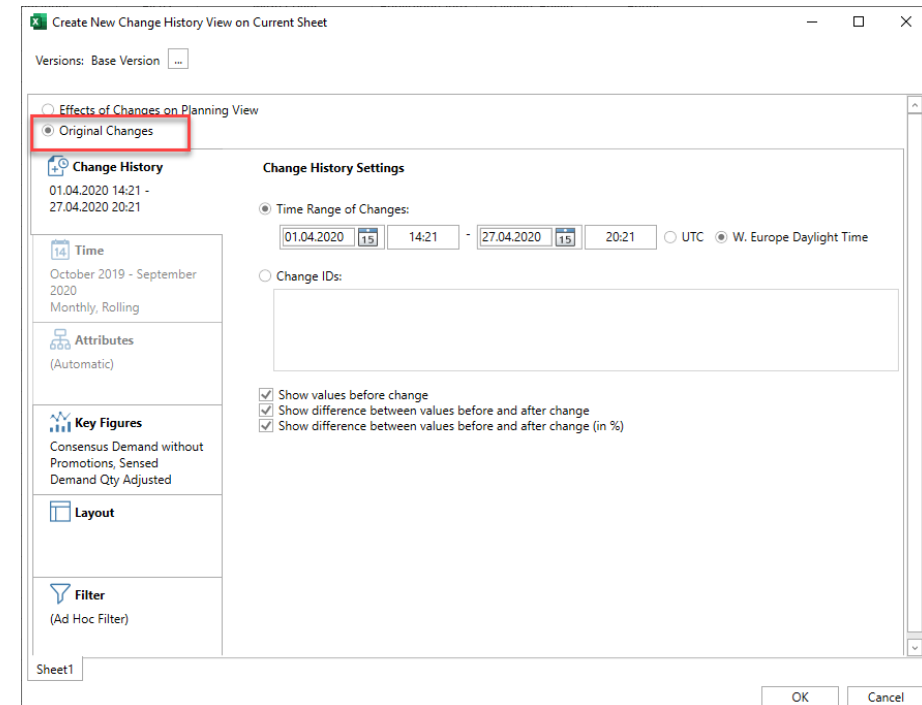


Change History Header				
	19458	13.07.2016 13:05	Demand Planning User	Reason Codes: Override Constraints; Comment: Quarterly Update
	19459	13.07.2016 13:07	Demand Planning User	Reason Codes: Promotion; Comment: new promotion for product HT_013 in Bel

# 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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		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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				
0				HT_010	140690/2	Before	Consensus Demand without Promotions	12960	5211					
1						After	Consensus Demand without Promotions	13000	500					
2						Difference	Consensus Demand without Promotions	40	-4711					
3						Difference in Percent	Consensus Demand without Promotions	0,31	-90,4					
4														

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

Product Family	Customer Group	Key Figure	Q1 2016	Q2 2016	Q3 2016	Q4 2016	Q1 2017	Q2 2017	Q3 2017	Q4 2017
Bearings - Family 300	Customer Bearings APJ	Actuals Qty Prior Yr	11.377	15.194	15.060	16.160	15.779	15.446	15.105	16.176
		Sales Forecast Qty (Past Cycle)	14.930	15.023	15.011	15.223	16.374	16.874	16.105	16.176
		Sales Opportunity Qty						1.000		
		Opportunities Probability						80,0%		
	Customer Bearings EURO	New Sales Forecast Qty	14.930	15.023	15.011	15.223	16.374	17.874	21.105	16.176
		Actuals Qty Prior Yr	6.813	8.879	8.726	9.564	8.989	9.010	9.719	9.719
		Sales Forecast Qty (Past Cycle)	8.783	8.875	9.012	9.167	10.127	9.731	9.719	9.719
		Sales Opportunity Qty								
	Customer Bearings US	Opportunities Probability								
		New Sales Forecast Qty	8.783	8.875	9.012	9.167	10.127	9.731	9.719	9.719
		Actuals Qty Prior Yr	32.351	42.134	41.977	44.339	41.769	42.543	42.543	45.135
		Sales Forecast Qty (Past Cycle)	40.884	41.062	40.817	41.272	44.597	45.012	45.012	45.135
		Sales Opportunity Qty								
		Opportunities Probability								
		New Sales Forecast Qty	40.884	41.062	40.817	41.272	44.597	45.012	45.012	45.135

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
PROD_002	LOC_002	Consensus Demand without Promotions	14.499	26.055

Fix this Cell

Unfix this Cell

Show Change History...

Drill Down

EPM

22.248	8.478	19.521
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

	A	B	C	D
1	<b>Change History Header (Effects of Changes on Planning View)</b>			
2		19458	13.07.2016 15:05	
3		19459		
4				
5	Product ID	Change		
6	HT_002	19458		Demand without Promotions
7				Demand without Promotions
8				Demand without Promotions
9				Demand without Promotions
10		19459		Demand without Promotions
11				Demand without Promotions
12				Demand without Promotions
13				Demand without Promotions
14	HT_013	19459		Demand without Promotions
15				Demand without Promotions
16				Demand without Promotions
17				Demand without Promotions
18				Demand without Promotions
19				Demand without Promotions
20				Demand without Promotions

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*.

# **Working Offline with Planning Views**

# Working offline with SAP IBP planning views – overview

You can work offline with the SAP IBP planning views, and later save your data changes to the SAP IBP database.

To do so, you can simply save the Microsoft Excel workbook to your local PC or share drive and edit the key figure values. When you are done, you can open the workbook, logon to SAP IBP, and save the data to the SAP IBP database.

## Advantages

- You don't have to be online to edit data.
- You can send the offline file to your customers or suppliers so that they can review and update the information.

# Working offline with SAP IBP 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.

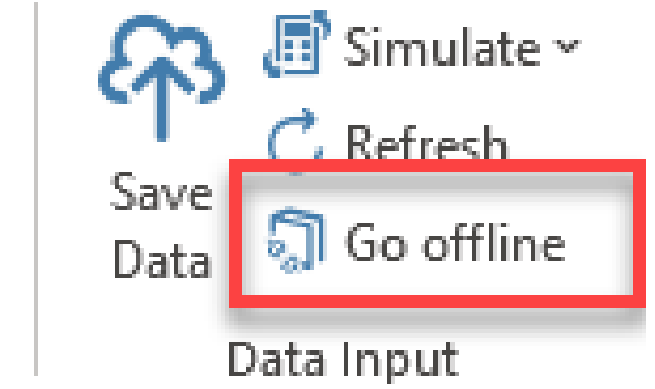


# Sharing Planning Views with Non-SAP- IBP Users

# 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")

Product ID	Product Group	Key Figure	Last Refreshed
HT_001 - CleverTele 42inch white	Consumer Electronics	Actuals Price	October 2017
		Consensus Demand Plan Revenue	
		Consensus Demand without Promotions	3.50
		Delivered Qty	
		Delivered Qty Adjusted	
		My Local Member	19.44
HT_002 - CleverTele 48inch silver	Consumer Electronics	Actuals Price	
		Consensus Demand Plan Revenue	

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.

**SAP Integrated Business Planning**

Filters:  
Attribute-Based Filter: (None) (0 criteria):

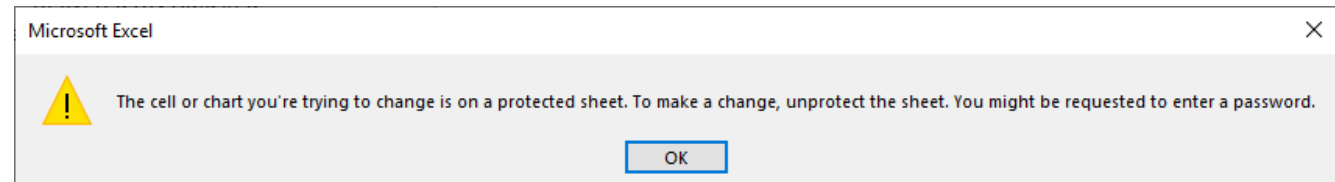
Value-Based Filter: (None):

Product Group	Key Figure
Consumer Electronics	Actuals Price
	Consensus Demand Plan Revenue
	Consensus Demand without Promotions
	Delivered Qty
	Delivered Qty Adjusted
Kitchen Appliances	Actuals Price
	Consensus Demand Plan Revenue
	Consensus Demand without Promotions
	Delivered Qty
	Delivered Qty Adjusted

**Offline Mode**

Last Refresh: 2020-Jan-16 13:23:29

July 2019	August 2019	September 2019	October 2019	November 2019	December
54.796	48.964	62.750	50.566	51.637	65.
8.227	800	9.139	7.355	7.329	9.

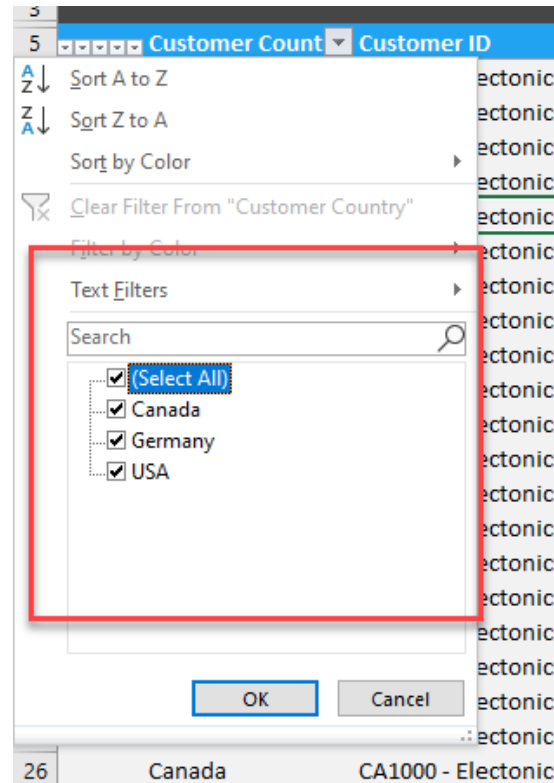


Please note that the SAP IBP formatting sheet is not protected against changes.

## 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.

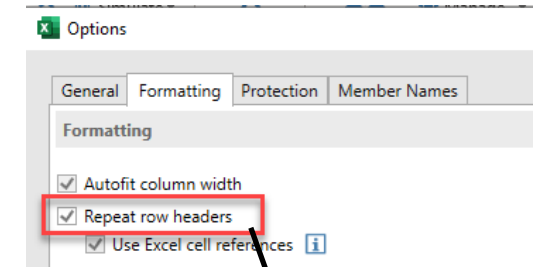


## Filtering data in offline mode (2)

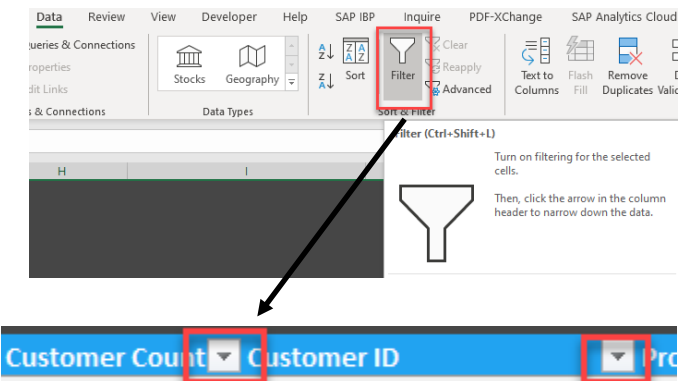
To enable filtering for the users who want to work with a planning view in offline mode, additional settings are required.

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.



Customer Country	Customer ID	Product Group	Product Desc
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D Ultra 50inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black
Canada	CA1000 - Electronics Point	Consumer Electronics	SharpColor 3D 48inch black



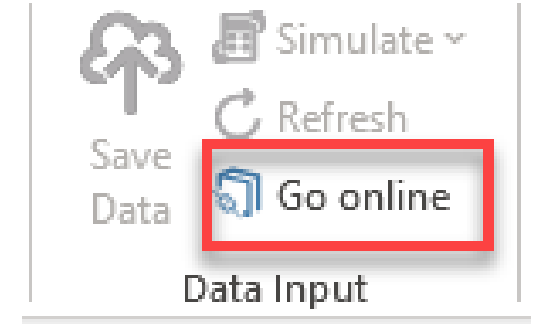
Customer Country	Customer ID	Product Group
------------------	-------------	---------------

# 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

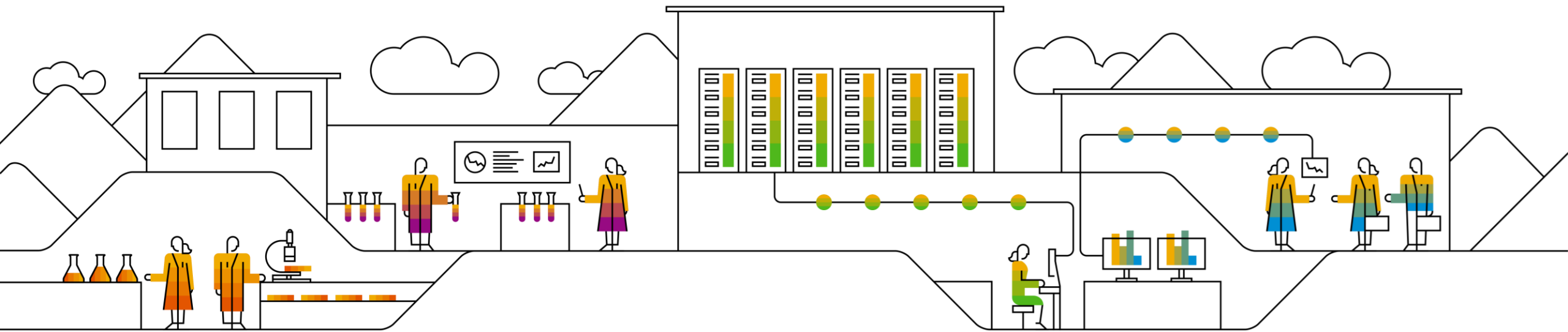
Only sheets with worksheet type SAP IBP will be set to offline mode when you use the *Go Offline* feature on the *SAP IBP* ribbon.

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.



# Application Jobs



# 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 use 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.

Scheduling Information

Start Immediately: ☐

Job Start: 07/17/2018, 10:30:03 Central Europe

Recurrence Pattern: Weekly

Every: 1 Week(s)

On: Tuesday

End: By 17.07.2019, 10:30

On Non-Working Day: No restriction

Calendar: Germany (Standard)

OK Reset Scheduling Options Cancel

## 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.

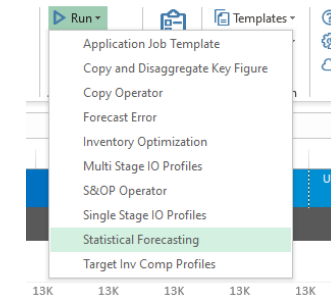
The following operators are available:

- Copy Operator
- Copy and Disaggregate Key Figures
- Copy Operator (Advanced)
- Group Operator
- Statistical Forecasting
- Forecast Error
- Inventory Optimization
- S&OP Operator (heuristic and optimizer for time-series based supply planning)
- ABC & XYZ Segmentation
- Snapshot
- Redo Snapshot

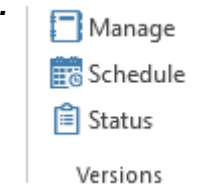
The following other application jobs and templates are available:

- Version Copy
- Application Job Templates

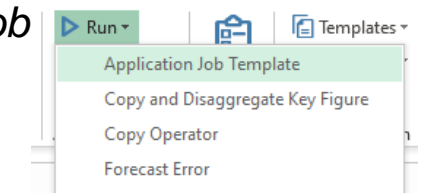
## Example for Planning Operators:



## Version Copy:



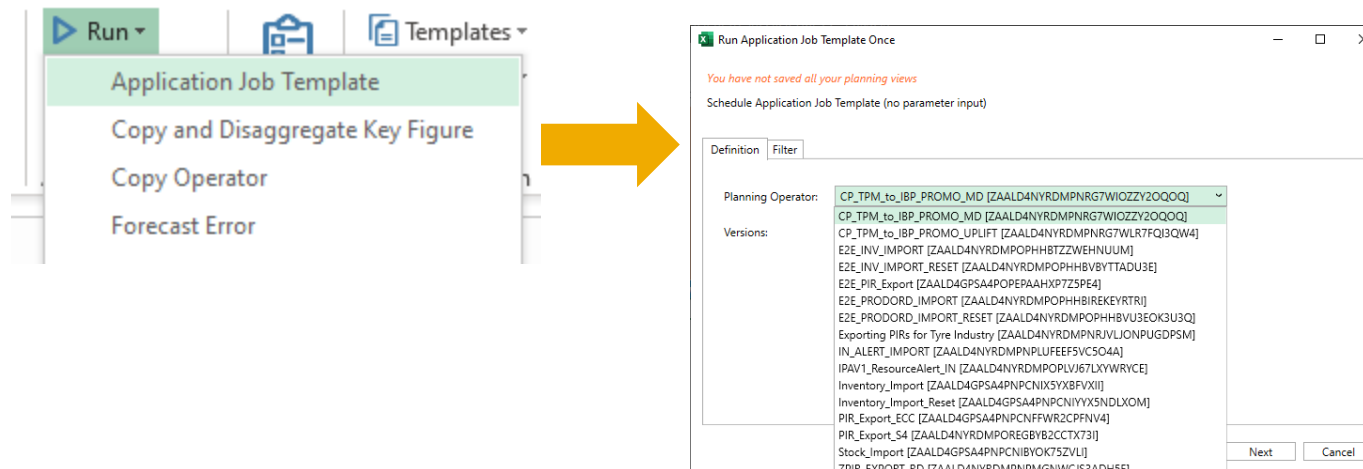
## Application Job Templates:



# Running application job templates in the Excel add-in

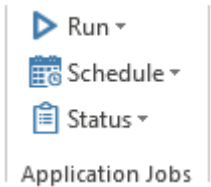
Your administrator can also define application job templates in the SAP IBP backend and make them available in the Excel add-in. These templates can consist of different steps and operators (job chains, for example) and can also contain operators that you can normally not start directly from the Excel add-in, such as, operators for order-based planning, data integration via CPI-DS, 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.

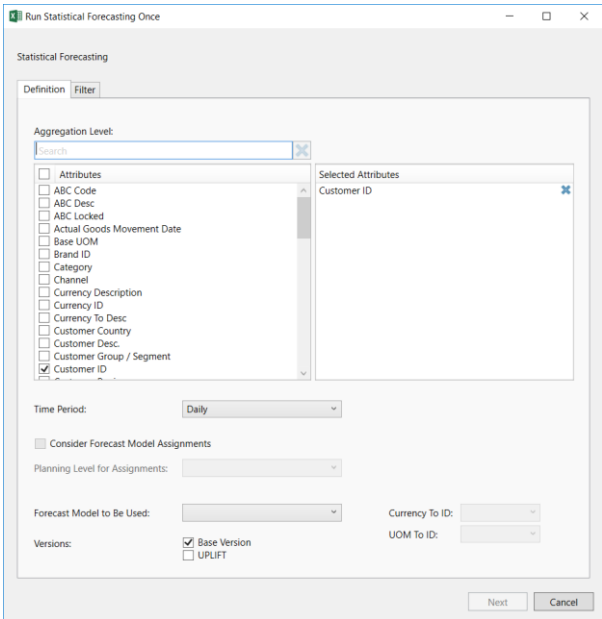
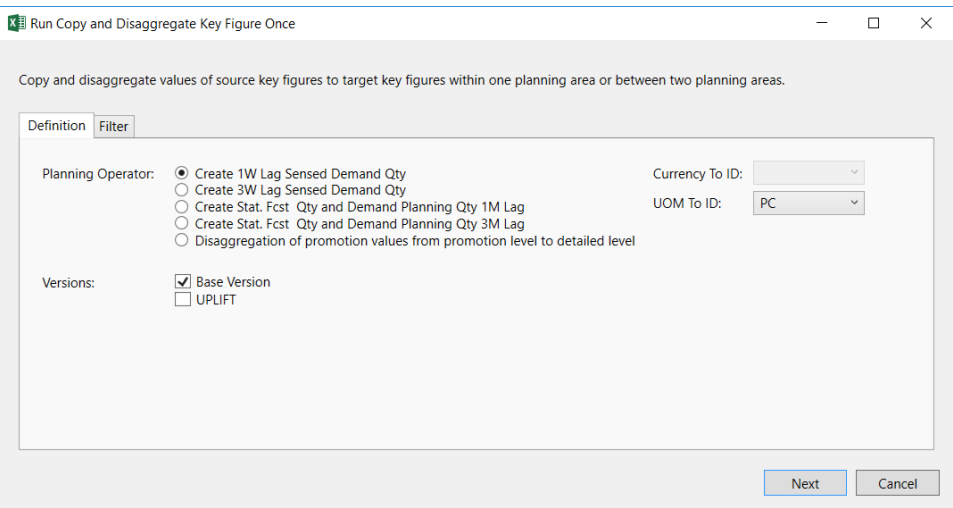
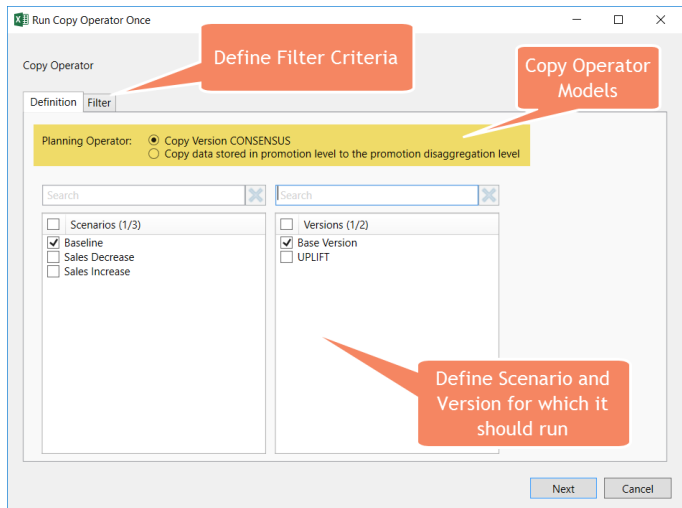


# Starting an application job

You can start an application job by selecting *Run* in the respective dropdown menu in the *Advanced* area.



Depending on the application job, you first select the planning operator that you want to run and then set different parameters. Some examples:



# 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 a planning session, 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 and time-series based supply 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.

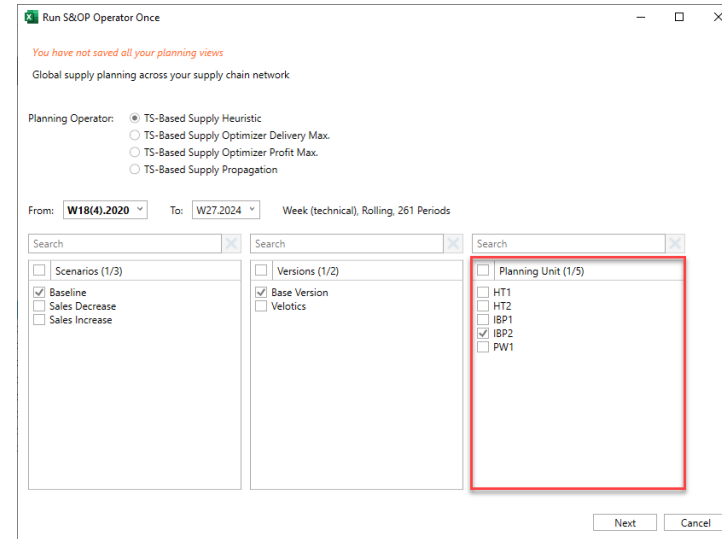
## Simulation runs

For planning operator simulation runs, you need to select the subnetworks that you want to plan from the *Planning Scope* window in the planning view definition.

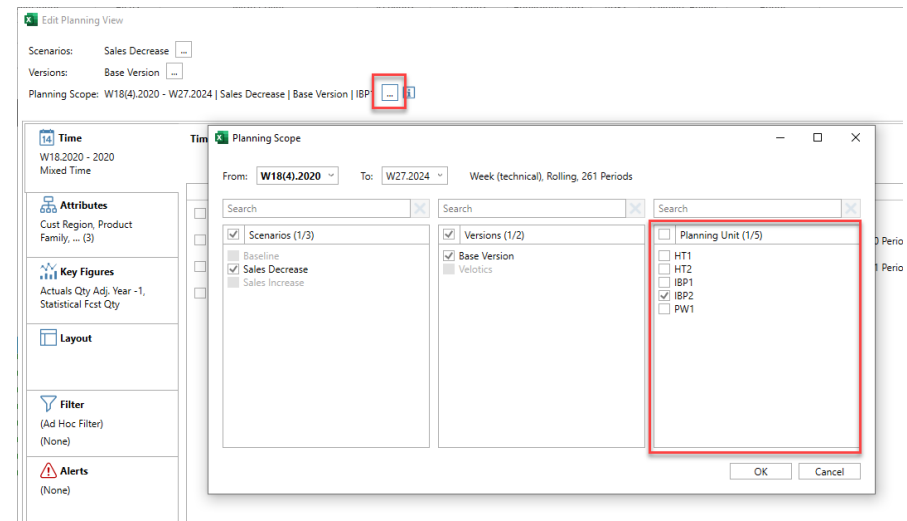
You can set a default planning scope in the user settings.

For more information, see the operator documentation.

Run S&OP operator as an application job:



Set planning scope in planning view definition:





# 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.

Run Multi Stage IO Profiles Once

You have not saved all your planning views

Multi Stage IO Profiles

Definition Filter

Planning Operator: ☒ Anna ☐ Bla

Search

☐ Scenarios (1/3)

- ☐ Baseline
- ☒ Sales Decrease
- ☐ Sales Increase

Search

☐ Versions (1/2)

- ☒ Base Version
- ☐ Velotics

Search

☐ Planning Unit (1/5)

- ☐ HT1
- ☐ HT2
- ☐ IBP1
- ☒ IBP2
- ☐ PW1

Next Cancel

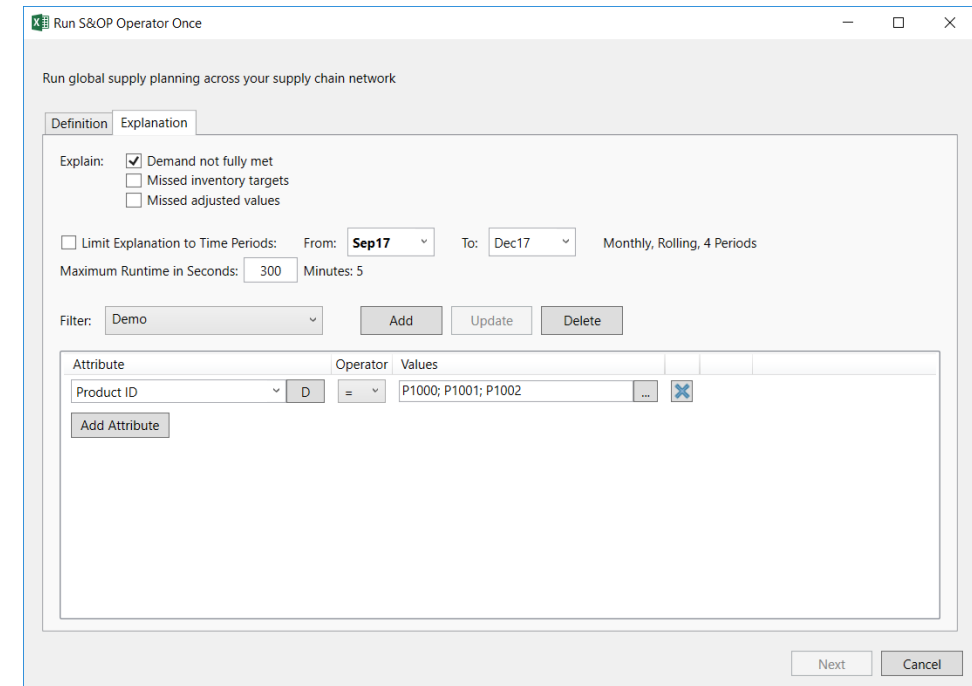
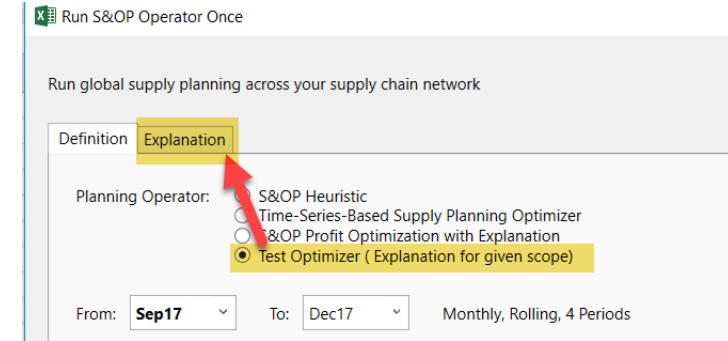
# Explanation of S&OP optimizer results

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 details, see [Explanation of Optimizer Results](#) in the application help at <http://help.sap.com/ibp>.



# Filter criteria

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.

Definition

Filter

Filter:

Consumer Electronics

Add

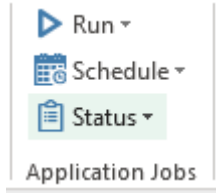
Update

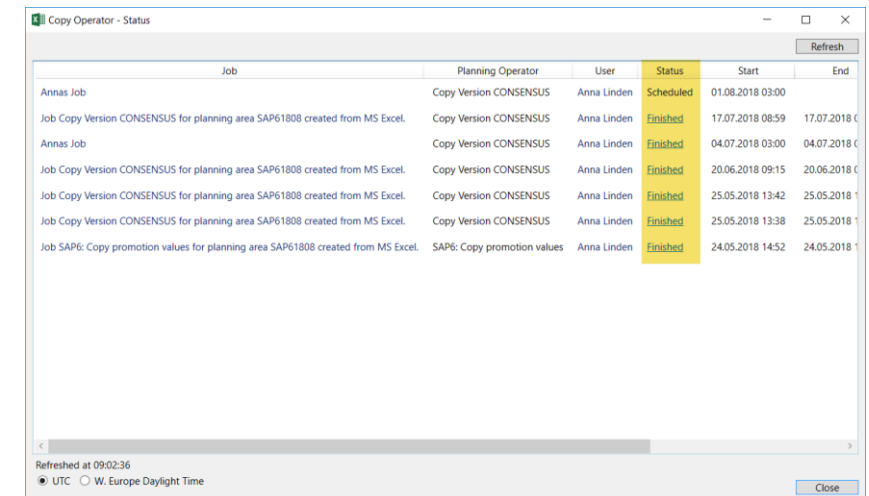
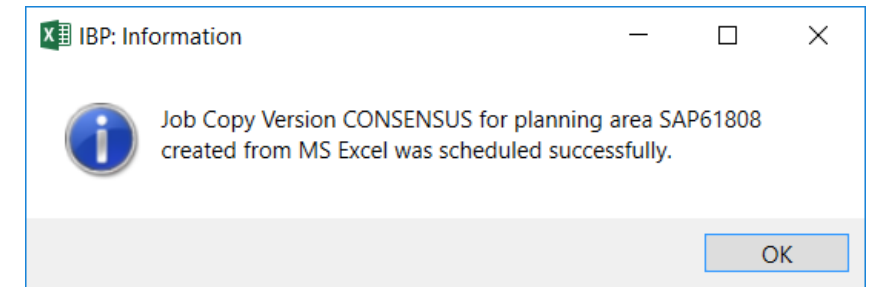
Delete

Attribute	Operator	Values		
Product Group	=	Consumer Electronics	...	<div>✕</div> AND
Category	=	MP	...	<div>✕</div>

Add Attribute

# Application job status

- A pop-up window informs you that the application job was started.
- When this pop-up 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	Planning Operator	User	Status	Start	End
Annas Job	Copy Version CONSENSUS	Anna Linden	Scheduled	01.08.2018 03:00	
Job Copy Version CONSENSUS for planning area SAP61808 created from MS Excel.	Copy Version CONSENSUS	Anna Linden	Finished	17.07.2018 08:59	17.07.2018 09:00
Annas Job	Copy Version CONSENSUS	Anna Linden	Finished	04.07.2018 03:00	04.07.2018 03:00
Job Copy Version CONSENSUS for planning area SAP61808 created from MS Excel.	Copy Version CONSENSUS	Anna Linden	Finished	20.06.2018 09:15	20.06.2018 09:15
Job Copy Version CONSENSUS for planning area SAP61808 created from MS Excel.	Copy Version CONSENSUS	Anna Linden	Finished	25.05.2018 13:42	25.05.2018 13:42
Job Copy Version CONSENSUS for planning area SAP61808 created from MS Excel.	Copy Version CONSENSUS	Anna Linden	Finished	25.05.2018 13:38	25.05.2018 13:38
Job SAP6: Copy promotion values for planning area SAP61808 created from MS Excel.	SAP6: Copy promotion values	Anna Linden	Finished	24.05.2018 14:52	24.05.2018 14:52

Refreshed at 09:02:36  
UTC W. Europe Daylight Time

# 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)

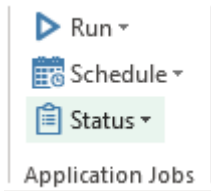
# Business logging – example

	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 Exponential Smoothing 1	Information	MAPE: 18.956%	03/27/2017 14:59:08,6490000
58	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	MASE: 0.655	03/27/2017 14:59:08,6490000
59	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
60	18100001	6210	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000
61	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	MAPE: 17.181%	03/27/2017 14:59:08,6490000
62	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	MASE: 0.653	03/27/2017 14:59:08,6490000
63	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
64	10100001	3710	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000
65	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	MAPE: 21.373%	03/27/2017 14:59:08,6490000
66	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	MASE: 0.691	03/27/2017 14:59:08,6490000
67	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	The following parameter values were determined:	03/27/2017 14:59:08,6490000
68	17100001	1720	IBP-100	BestFit52Weeks	Automated Exponential Smoothing 1	Information	Alpha: 0	03/27/2017 14:59:08,6490000



# 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.



The 'Statistical Forecasting - Status' window displays a table of forecasting jobs. A yellow arrow points from the 'Show Business Log' link in the table to the 'Filter' dialog box. A red arrow points from the 'CUSTID, LOCID, PRDID' attributes in the table to the 'Product ID' attribute in the filter dialog.

Job	Forecast Model	User	Status	Business Log	Start	End	Filter	Version	Attributes
8268	Best Fit Forecast - 52 Weeks	Anna Linden	Finished	<a href="#">Show Business Log</a>	27.03.2017 16:58	27.03.2017 17:00	(None)	Base Version	CUSTID, LOCID, PRDID
8264	Best Fit Forecast - 12 Months	Anna Linden	Finished	<a href="#">Show Business Log</a>	27.03.2017 16:35	27.03.2017 16:36	(None)	Base Version	PRDFAMILY, CUSTDESCR

Refresh

Filter: (Ad Hoc Filter) Add Update Delete

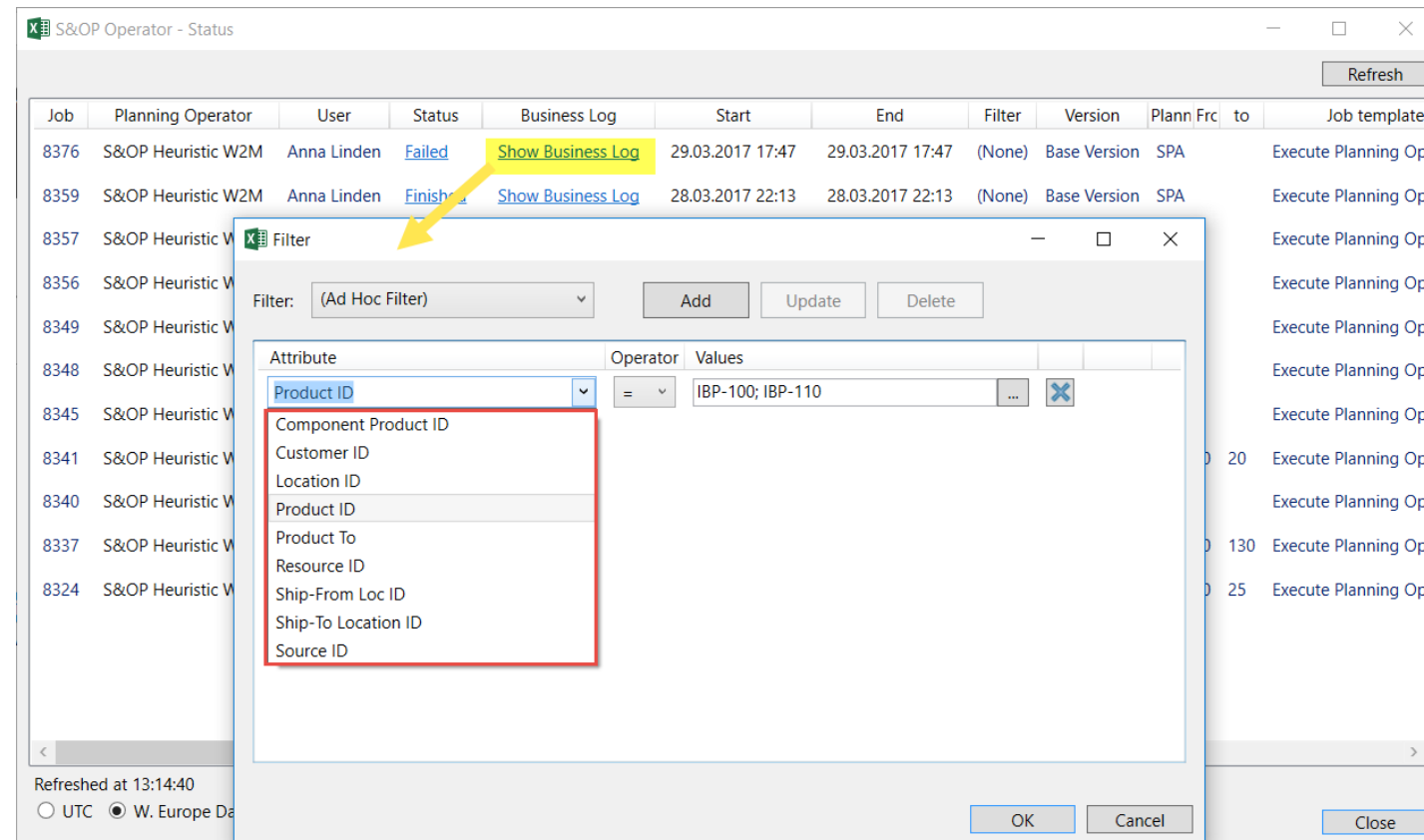
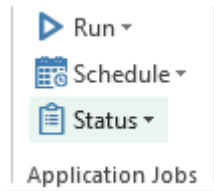
Attribute	Operator	Values
Product ID	=	IBP-100; IBP-110

Refreshed at 13:06:32  
☐ UTC ☒ W. Europe Day

OK Cancel Close

# 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.



The screenshot shows the 'S&OP Operator - Status' window. It contains a table with columns: Job, Planning Operator, User, Status, Business Log, Start, End, Filter, Version, Plann Frc, to, and Job template. The table lists several jobs, including job 8376 which is 'Failed'. A yellow arrow points from the 'Show Business Log' link in the 'Business Log' column of job 8376 to a 'Filter' dialog box. The dialog box has a 'Filter:' dropdown set to '(Ad Hoc Filter)' and buttons for 'Add', 'Update', and 'Delete'. Below these is a table with columns 'Attribute', 'Operator', and 'Values'. The 'Attribute' column has a dropdown menu open, showing a list of attributes: Component Product ID, Customer ID, Location ID, Product ID, Product To, Resource ID, Ship-From Loc ID, Ship-To Location ID, and Source ID. The 'Operator' column has a dropdown set to '='. The 'Values' column contains the text 'IBP-100; IBP-110'. At the bottom of the dialog are 'OK', 'Cancel', and 'Close' buttons. The main window also has a 'Refresh' button at the top right and a status bar at the bottom showing 'Refreshed at 13:14:40' and radio buttons for 'UTC' and 'W. Europe Da'.

Job	Planning Operator	User	Status	Business Log	Start	End	Filter	Version	Plann Frc	to	Job template
8376	S&OP Heuristic W2M	Anna Linden	Failed	Show Business Log	29.03.2017 17:47	29.03.2017 17:47	(None)	Base Version	SPA		Execute Planning Op
8359	S&OP Heuristic W2M	Anna Linden	Finished	Show Business Log	28.03.2017 22:13	28.03.2017 22:13	(None)	Base Version	SPA		Execute Planning Op
8357	S&OP Heuristic W2M										Execute Planning Op
8356	S&OP Heuristic W2M										Execute Planning Op
8349	S&OP Heuristic W2M										Execute Planning Op
8348	S&OP Heuristic W2M										Execute Planning Op
8345	S&OP Heuristic W2M										Execute Planning Op
8341	S&OP Heuristic W2M									20	Execute Planning Op
8340	S&OP Heuristic W2M										Execute Planning Op
8337	S&OP Heuristic W2M									130	Execute Planning Op
8324	S&OP Heuristic W2M									25	Execute Planning Op

# 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.

The screenshot illustrates the process of scheduling a job in SAP. On the left, the 'Application Jobs' menu is visible with options 'Run', 'Schedule', and 'Status'. An arrow points from 'Schedule' to the 'Schedule a Recurring Job for Copy and Disaggregate Key Figure' dialog box.

The dialog box has three tabs: 'Definition', 'Filter', and 'Recurrence'. The 'Recurrence' tab is selected and highlighted with a red box. It contains the following settings:

- Job Name:** (empty text field)
- Add** button (highlighted with a red box)
- Update** button
- Delete** button
- Recurrence Settings:**
  - Run Job Every ...**
    - ☒ Weekly
    - ☐ Monthly
    - ☐ Yearly
  - Run Job Every ...**
    - ☒ Monday
    - ☐ Tuesday
    - ☐ Wednesday
    - ☐ Thursday
    - ☐ Friday
    - ☐ Saturday
    - ☐ Sunday
  - Starting At:** 08 : 00 (In UTC time zone, where the current time is Mittwoch 17:13)

A blue callout box with the text 'Click Add to save and schedule the job' points to the 'Add' button. A red box highlights the 'Add' button, and a red text message below it says 'You have not saved your changes yet.'

An arrow points from the 'Add' button to the 'Status' window. The 'Status' window is titled 'Copy and Disaggregate Key Figure - Status' and contains a table with the following data:

Job	Planning Operator	User	Status	Start	End	Filter
Weekly Copy Job - Monday morning	PROMODISAGGSAP6		Scheduled	21.01.2019 09:00		(No

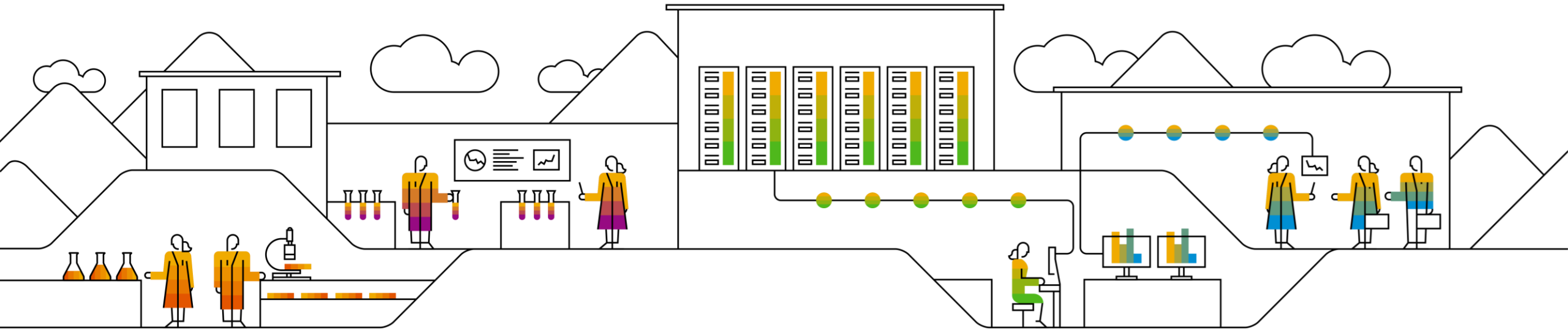
The 'Status' window also has a 'Refresh' button and a 'Close' button. A red box highlights the 'Scheduled' status and the start time '21.01.2019 09:00'. An arrow points from the 'Status' window to the 'IBP: Information' dialog box.

The 'IBP: Information' dialog box contains the following message:

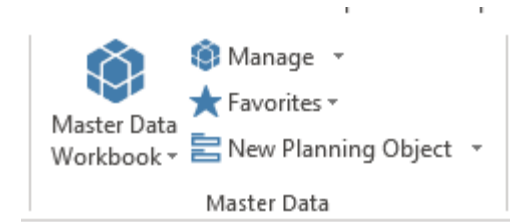
The recurrent job for operator Disaggregation of promotion values from promotionlevel to detailed level was scheduled.

An arrow points from the 'IBP: Information' dialog box to the 'Status' window.

# Master Data Maintenance



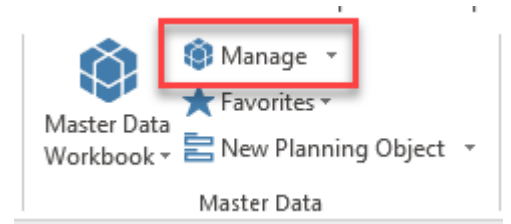
# Making changes to the master data in the Excel add-in








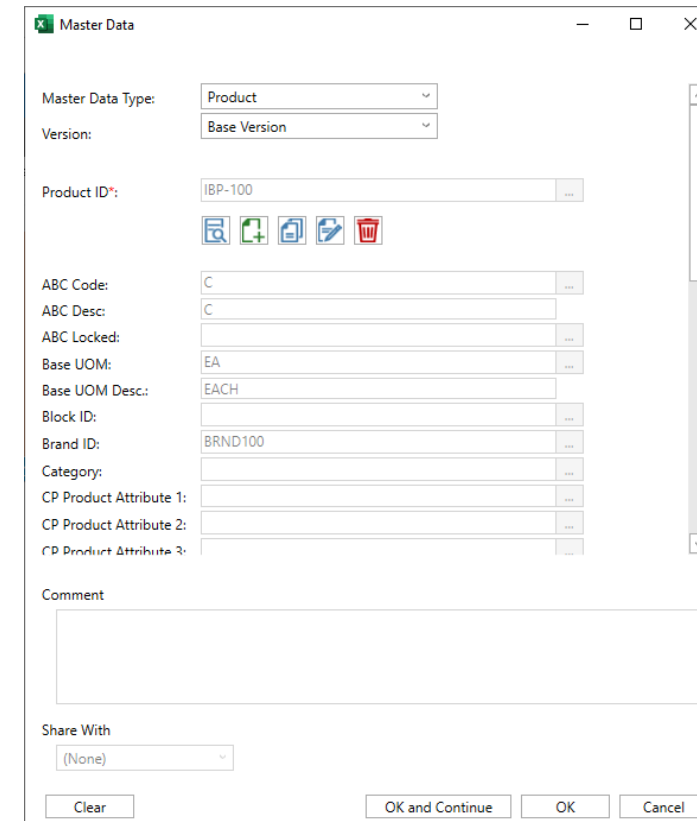
- The basic assumption for SAP IBP is that master data records are imported from a leading system on a regular basis, using standard data integration (CPI-DS). Examples of leading systems include systems for master data management, BW systems, ERP systems, such as SAP ERP or SAP S/4HANA.
- However, there 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



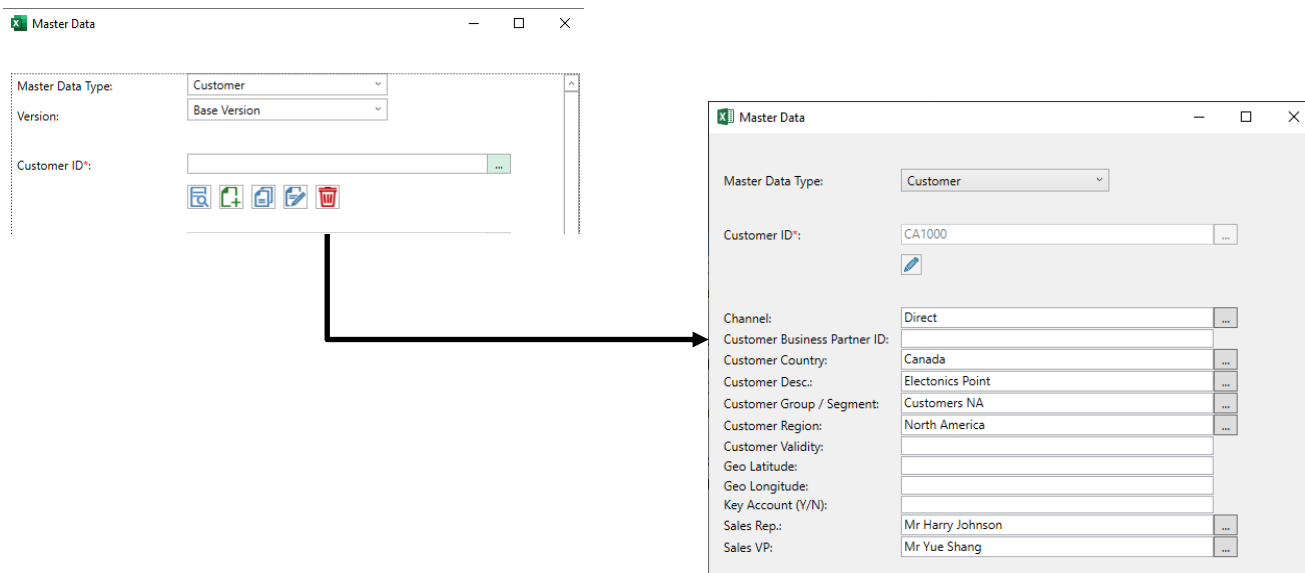
- You can access a single master data record, such as, a product, including all of its master data attributes.
- You can view , copy , and edit  the master data attributes for a single master data record.
- You can delete  the whole master data record.
- You can create  a new master data record and the 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.

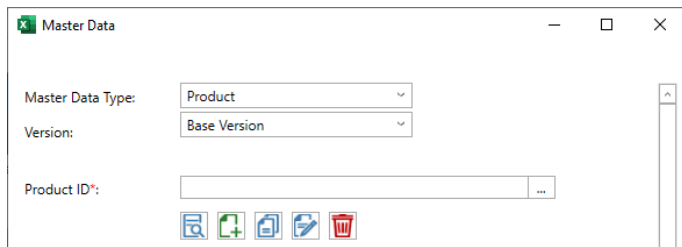




## Example: Attribute permissions (write access) in the single master data view (2)

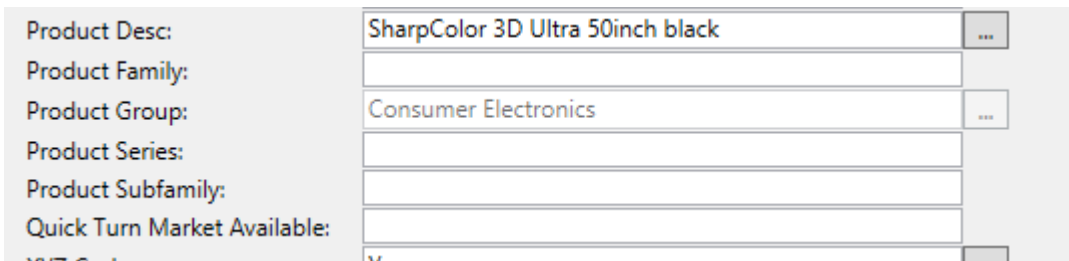
Example: You don't have write access for the attribute Product Group

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.



The screenshot shows a window titled 'Master Data'. It contains two dropdown menus: 'Master Data Type' set to 'Product' and 'Version' set to 'Base Version'. Below these is a text field for 'Product ID\*' with a search icon to its right. At the bottom, there are five icons: a magnifying glass (View), a plus sign (Add), a document (Copy), a pencil (Edit), and a trash can (Delete).

You can't edit the attribute Product Group in this case. That is the reason why the font color in this field is grey.

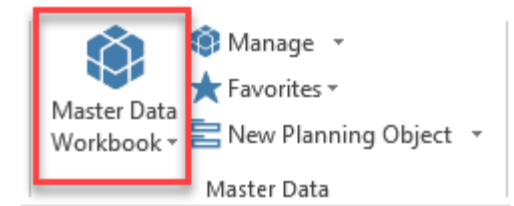


The screenshot shows a form with several attributes. The 'Product Desc:' field contains 'SharpColor 3D Ultra 50inch black'. The 'Product Family:' field is empty. The 'Product Group:' field contains 'Consumer Electronics' and has a grey font color. The 'Product Series:' field is empty. The 'Product Subfamily:' field is empty. The 'Quick Turn Market Available:' field is empty. The 'Product Group:' field has a grey font color, indicating it is not editable.

# Master Data **Workbook**

# Mass maintenance using the master data workbook

- You can access multiple master data types and mass records in parallel.
- 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 attributes.
- A master data workbook can include multiple worksheets, one worksheet per master data type.
- You cannot delete master data records in the master data workbook. This is only possible in single master data maintenance.

A screenshot of the 'Create Master Data Workbook' dialog box. The 'Common Filter' section is checked, and the filter is set to '(Ad Hoc Filter)'. Below this, there is a table with columns 'Attribute', 'Operator', and 'Values'. The 'Attribute' is set to 'Brand', the 'Operator' is '=', and the 'Values' are 'BRND200; BRND100; BRND300'. There is an 'Add Attribute' button. Below the table, a message states '18 worksheets have been added; review the settings on the new worksheets.' and there is a 'Suggest Sheets' button. The 'Master Data' section shows 'Master Data Type' as 'Customer Product' and 'Version' as 'Base Version'. At the bottom, there is a grid of master data types with checkboxes, including 'Customer Product', 'Customer Product Category', 'Location Product', 'Product', 'Production Source Resource', 'Production Source Item', 'Product Substitution', 'Location Product Resource', 'Sales Area Product', 'Demand Stream', 'Customer Source', 'Validity of Customer Source', 'Location Source', 'Location Source Validity', 'Production Source Header', 'Production Source Validity', 'Transportation Cost', and 'Unit of Measure Conversion'. The 'OK' and 'Cancel' buttons are at the bottom right.

# Creating a view in the master data workbook

**Create Master Data Workbook**

☐ Common Filter

Master Data: ▼

Master Data Type: Product ▼

☒ Edit

Filter: My New Filter ▼ Add Update Delete

Attribute	Operator	Values
<span>Product Group ▼</span>	<span>= ▼</span>	<span>Consumer Electronics</span> <span>...</span> <span>✕</span>

Add Attribute

Product 📄

OK

**Choose the master data type.**

**Select *Edit* to be able to change or delete master data records.**

**Use attribute filters to limit or specify the master data records that you want to see.**

**You can create a master data workbook containing multiple sheets. Each sheet shows the records of a different master data type.**

Product ID	ABC Desc	ABC Code	Brand ID	Category	Product Desc	Product Family	Product Group	Proc
HT_001	Average	B	ConsumersChoice Television	TV	CleverTele 42inch white		Consumer Electronics	
HT_002	Average	B	ConsumersChoice Television	TV	CleverTele 48inch silver		Consumer Electronics	
HT_003	Important	A	ConsumersChoice Television	TV	SharpColor 3D 48inch black		Consumer Electronics	
HT_004	Important	A	ConsumersChoice Television	TV	SharpColor 3D Ultra 50inch black		Consumer Electronics	
HT_005	Unimportant	C	ConsumersChoice Mobile Phones	MP	M-Phone 3D 64GB black&pink		Consumer Electronics	
HT_006	Average	B	ConsumersChoice Mobile Phones	MP	M-Phone 3DS 128GB ultrablack&chrome		Consumer Electronics	
HT_007	Important	A	ConsumersChoice Mobile Phones	MP	C-Phone 9 black		Consumer Electronics	
HT_008	Important	A	ConsumersChoice Mobile Phones	MP	C-Phone 9SE white		Consumer Electronics	
HT_012	Important	A	ConsumersChoice Television	TV	Super Sharp 52 inch		Consumer Electronics	
HT_013	Important	A	ConsumersChoice Television	TV	Super Sharp 55 inch		Consumer Electronics	
HT_014	Important	A	ConsumersChoice Television	TV	Super Sharp 60 inch		Consumer Electronics	
HT_NEW_1	Unimportant	C	ConsumersChoice Television	TV	CleverTele 42inch white NEW		Consumer Electronics	
HT_NEW_2	Important	A	ConsumersChoice Television	TV	CleverTele 48inch silver NEW		Consumer Electronics	
HT_NEW_3	Unimportant	C	ConsumersChoice Television	TV	SharpColor 3D 48inch black NEW		Consumer Electronics	
HT_NEW_4	Average	B	ConsumersChoice Television	TV	SharpColor 3D Ultra 50inch black NEW		Consumer Electronics	
HT_NEW_5	Important	A	ConsumersChoice Mobile Phones	MP	M-Phone 3D 64GB black&pink NEW		Consumer Electronics	

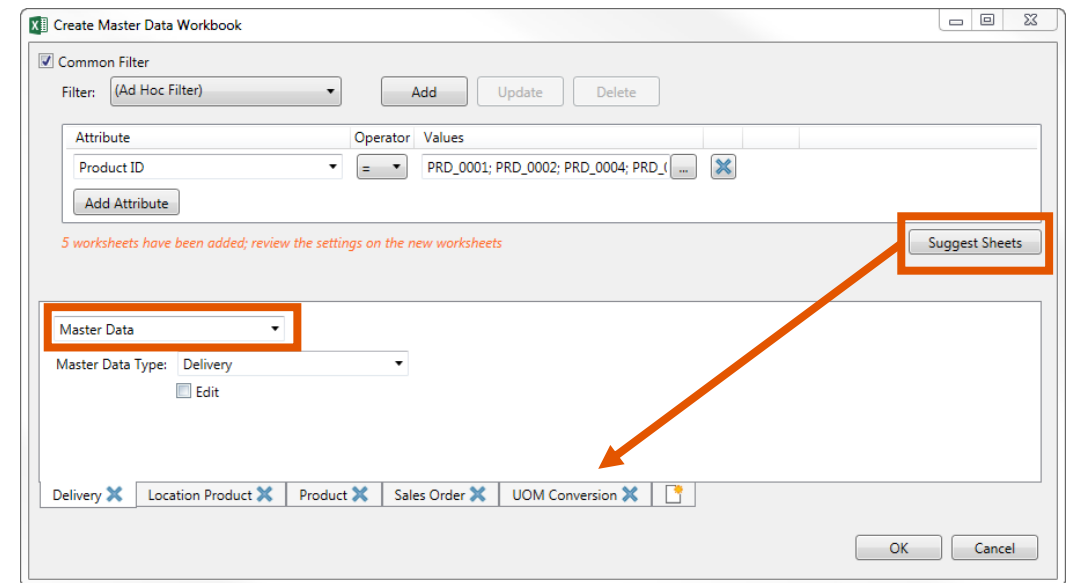
# Using a common filter and suggesting worksheets

When creating a master data workbook, you can define a **common filter**. The filter is used for all worksheets that you create.

You can also let the system **suggest worksheets** that fit this filter: For each master data type that contains the attributes specified in the filter, the system suggests one worksheet.

## Example

You have defined a common filter that is filtering for certain product IDs. The system suggests all master data types where the product ID is an attribute.



# 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.

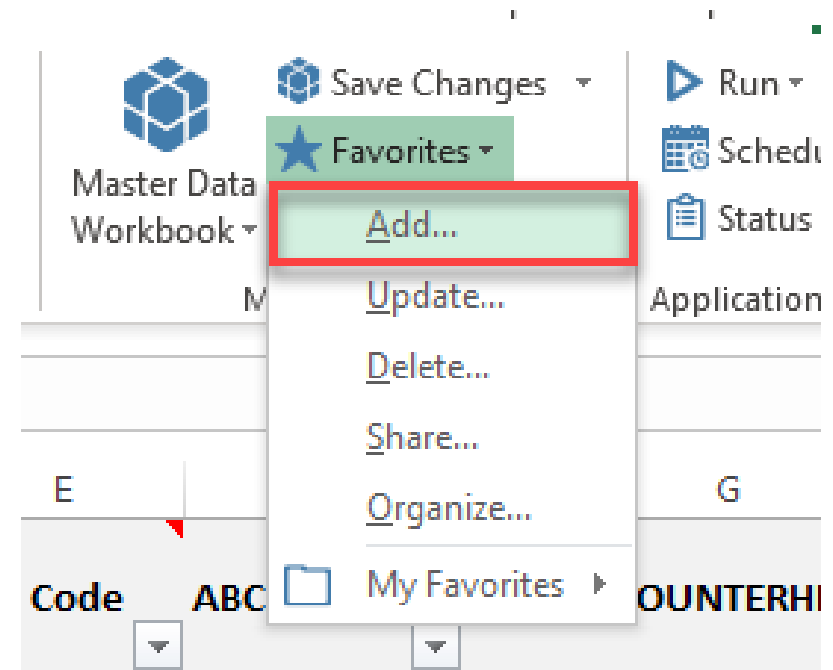
In the *Favorites* drop down menu, you can create and manage favorites:

- Add a new favorite
- Access, update, or delete existing favorites
- Organize the favorites in a folder structure

Please note that structural changes or formatting changes that you made manually in the master data workbook (such as hiding and reordering columns, or adding background colors) are not saved as part of the favorite and will be lost.

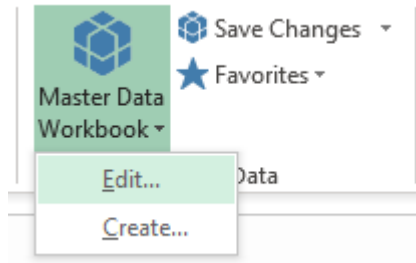
If you need permanent structural and formatting changes, contact your administrator. They can use VBA Hooks to influence the appearance of the master data workbook:

<https://launchpad.support.sap.com/#/notes/2421657>



# Editing the master data workbook

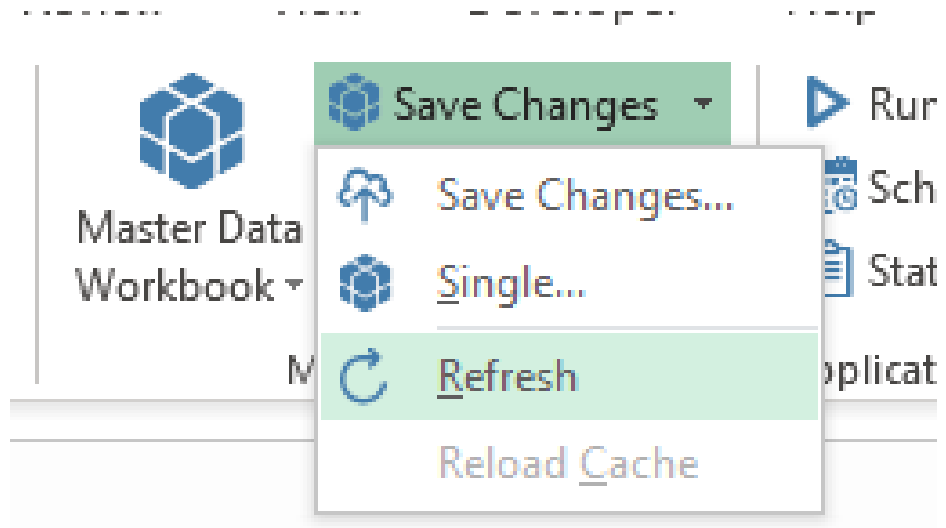
You can edit the master data workbook at any time.

A screenshot of the 'Edit Master Data Workbook' dialog box. The dialog has a title bar with a green 'x' icon and the text 'Edit Master Data Workbook'. It contains several sections: a 'Common Filter' section with a checked checkbox, a 'Filter:' dropdown set to '(None)', and 'Add', 'Update', and 'Delete' buttons; a table with columns 'Attribute', 'Operator', and 'Values'; a 'Suggest Sheets' button; a 'Master Data' dropdown; a 'Master Data Type:' dropdown set to 'Product'; a checked 'Edit' checkbox; and a 'Product' label with a blue cube icon. At the bottom are 'OK' and 'Cancel' buttons.

Attribute	Operator	Values
	=	

# 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.





# Do's and don'ts for changing entries in the master data workbook

## You can:

- Delete rows that will not change (does not delete records, improves performance)
- Cut a row or column and paste it elsewhere
- 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

## Do not:

- 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 large numbers of records while other users are logged in (for performance reasons and to keep the data consistent for these users)
- Please note that master data workbooks cannot be used in offline mode. The SAP IBP backend only recognizes a workbook as a master data workbook if you are logged on to the SAP IBP backend. If you log off from the SAP IBP backend while a master data workbook is open and then log on again, the SAP IBP backend will no longer recognize it. Your previous unsaved changes in the master data workbook are lost.



	A	B	C	D	E	F
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						

## Example: creating new master data records for a new product

The new product PRODNEW is introduced and all relevant master data needs to be created for the product. PRODNEW is very similar to the already existing product PRODOLD.

You can achieve this as follows:

1. Open the master data workbook.
2. Select *Common Filter* and define the filter *Product* = PRODOLD.
3. Click *Suggest Sheets*, delete the worksheets you do not need, select the *Edit* checkbox on all worksheets and click *OK*.
4. Worksheets are created for all master data types that contain the product as a key or attribute. They get filled with the existing master data of product PRODOLD.
5. Go through the worksheets and replace PRODOLD with PRODNEW using the *Find and Replace* Excel feature. Make manual changes as needed in order to define all master data information for the new product.
6. Save the changes.
7. Master data is created for the new product.

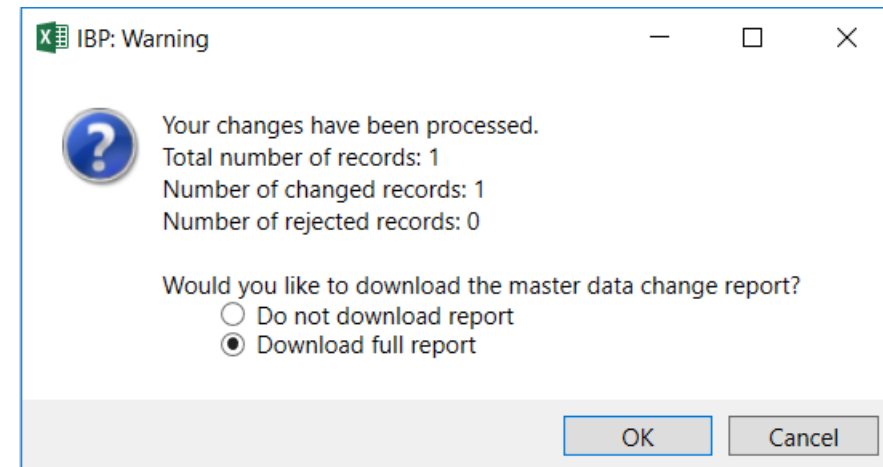
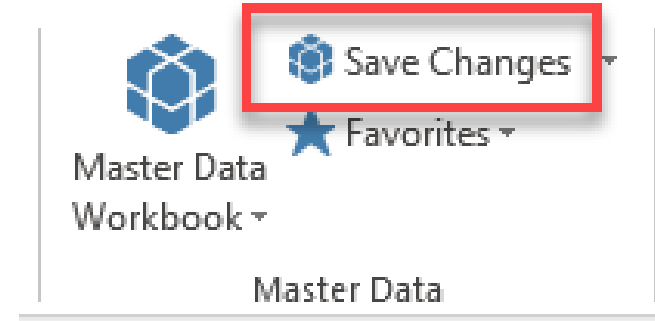
# Saving changes

*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.

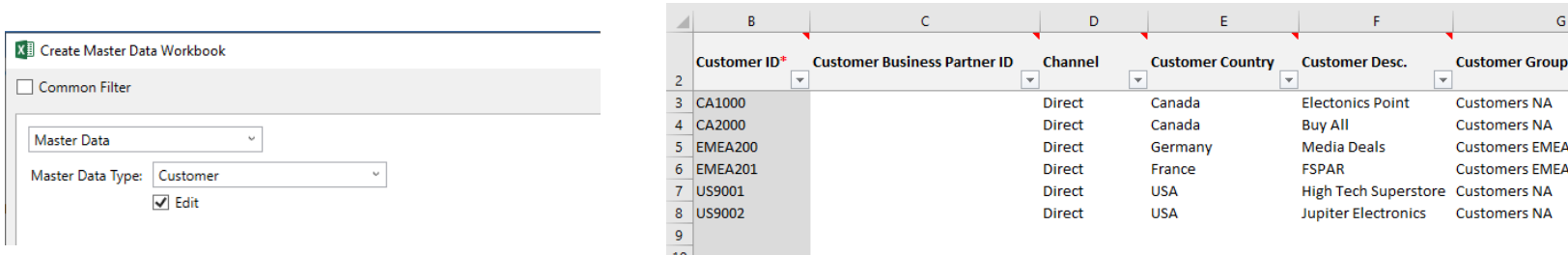
When finished, the system offers a summary of the changes and you can download a report. This is useful, for example, if data changes have rejected and you want to analyze the reasons.



# 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.

You can select the master data type Customer and select *Edit*.

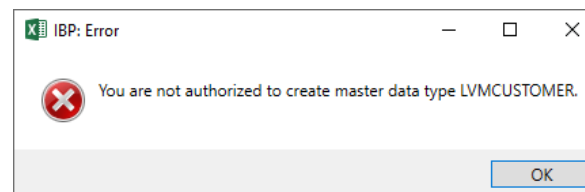


The screenshot shows the 'Create Master Data Workbook' dialog on the left and a data table on the right. The dialog has a 'Common Filter' checkbox, a 'Master Data' dropdown, and a 'Master Data Type' dropdown set to 'Customer'. The 'Edit' checkbox is checked. The table has columns: Customer ID\*, Customer Business Partner ID, Channel, Customer Country, Customer Desc., and Customer Group. The 'Customer ID\*' column is highlighted with a grey background.

	B	C	D	E	F	G
	Customer ID*	Customer Business Partner ID	Channel	Customer Country	Customer Desc.	Customer Group
2						
3	CA1000		Direct	Canada	Electronics Point	Customers NA
4	CA2000		Direct	Canada	Buy All	Customers NA
5	EMEA200		Direct	Germany	Media Deals	Customers EMEA
6	EMEA201		Direct	France	FSPAR	Customers EMEA
7	US9001		Direct	USA	High Tech Superstore	Customers NA
8	US9002		Direct	USA	Jupiter Electronics	Customers NA
9						
10						

In the workbook itself, the Customer ID values are marked with a grey background to indicate that they are not editable.

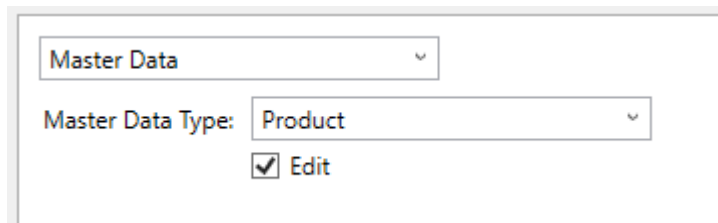
Because the Customer ID is a key field, you get an error message upon saving when you try to create, copy or delete a master data record.



## Example: attribute permissions (write access) in the master data workbook (2)

Example: You don't have write access for the attribute Product Group.

You can select the master data type Product and select *Edit*.



Master Data

Master Data Type: Product

☒ Edit

	B	C	N	
	Product ID*	Product Desc	Product Group	Produ
2				
3	HT_001	CleverTele 42inch white	Consumer Electronics	
4	HT_002	CleverTele 48inch silver	Consumer Electronics	
5	HT_003	SharpColor 3D 48inch black	Consumer Electronics	
6	HT_004	SharpColor 3D Ultra 50inch black	Consumer Electronics	
7	HT_005	M-Phone 3D 64GB black&pink	Consumer Electronics	

In the workbook itself, the Product Group values have a grey background.

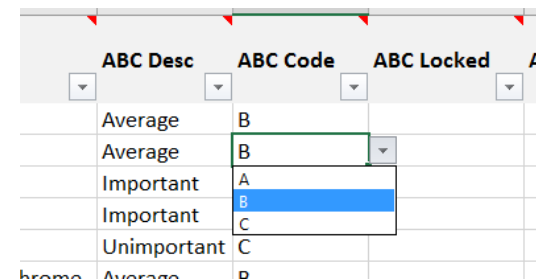
If you edit the attribute values for Product Group and save these changes, the system disregards the changes.

# 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



The screenshot shows a table with four columns: ABC Desc, ABC Code, ABC Locked, and AE. The ABC Code column has a dropdown menu open, showing options A, B, and C. The current value in the ABC Code column is B. The table contains several rows with values for ABC Desc and ABC Code.

ABC Desc	ABC Code	ABC Locked	AE
Average	B		
Average	B		
Important	A		
Important	B		
Unimportant	C		
Unimportant	C		
Unimportant	C		

More information: <https://launchpad.support.sap.com/#/notes/2421657>

# 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

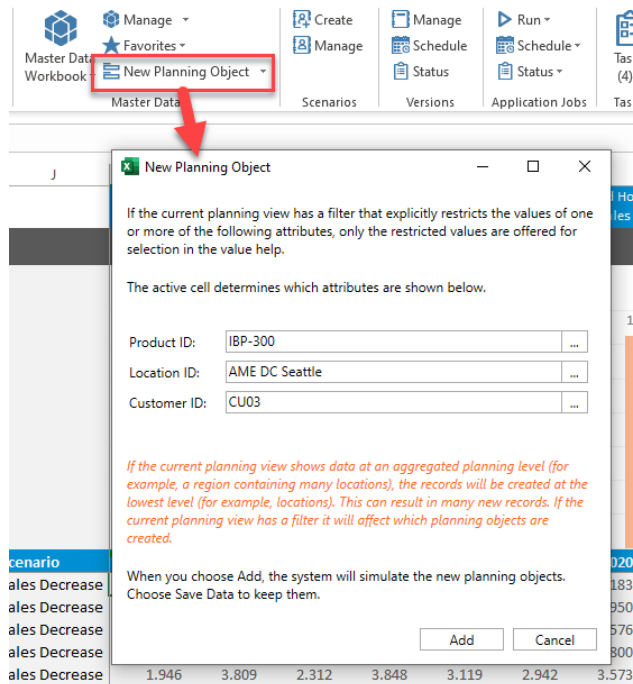
3. The 3 combinations can now be planned upon and are visible in the Excel add-in.
4. Other combinations might theoretically be possible, for example a DC3, but might not be realistic. Therefore no planning should be possible. Example: DC3 is in Europe and the new product is only sold to US customers and is only distributed by US DCs.

Note that the new master data record must already exist before you can create planning objects.

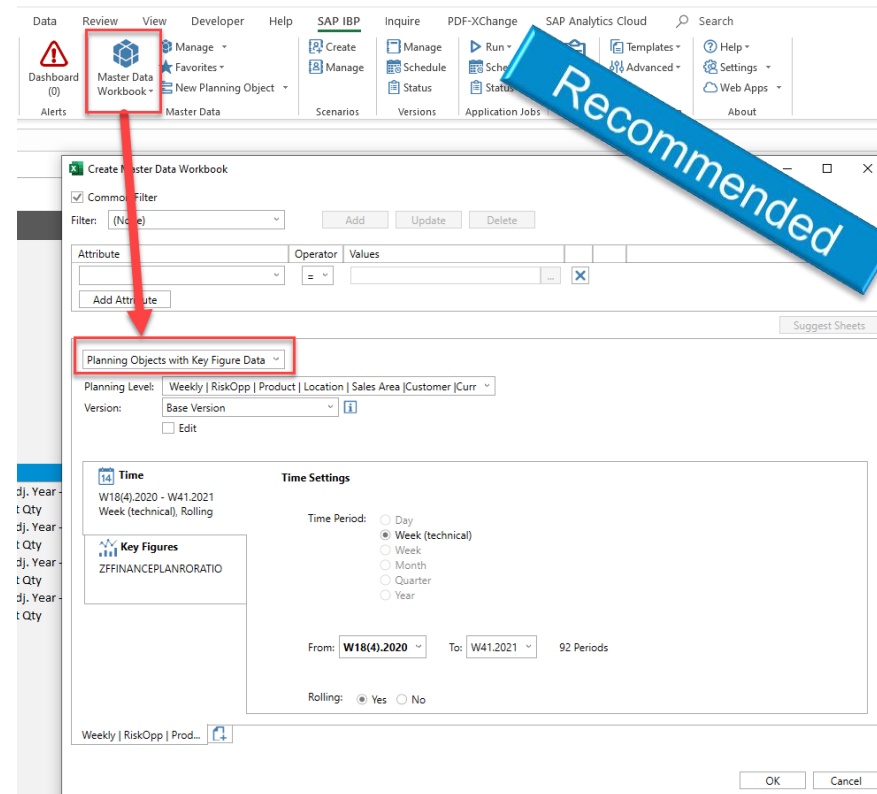
# Creating planning objects

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 on the Web UI)
- Simulate selling a product in a new region or bringing a new plant online

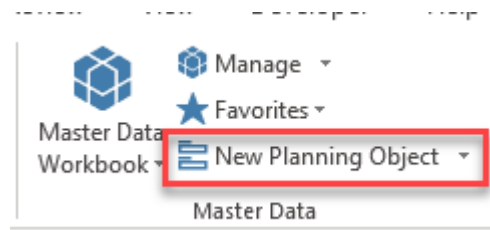
Please note: This function does not replace the data integration functions that are normally used in SAP IBP (such as, CPI-DS). We recommend that you use it to create and edit **smaller** numbers of planning objects and only from a low disaggregation level (such as, product ID).

# 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.

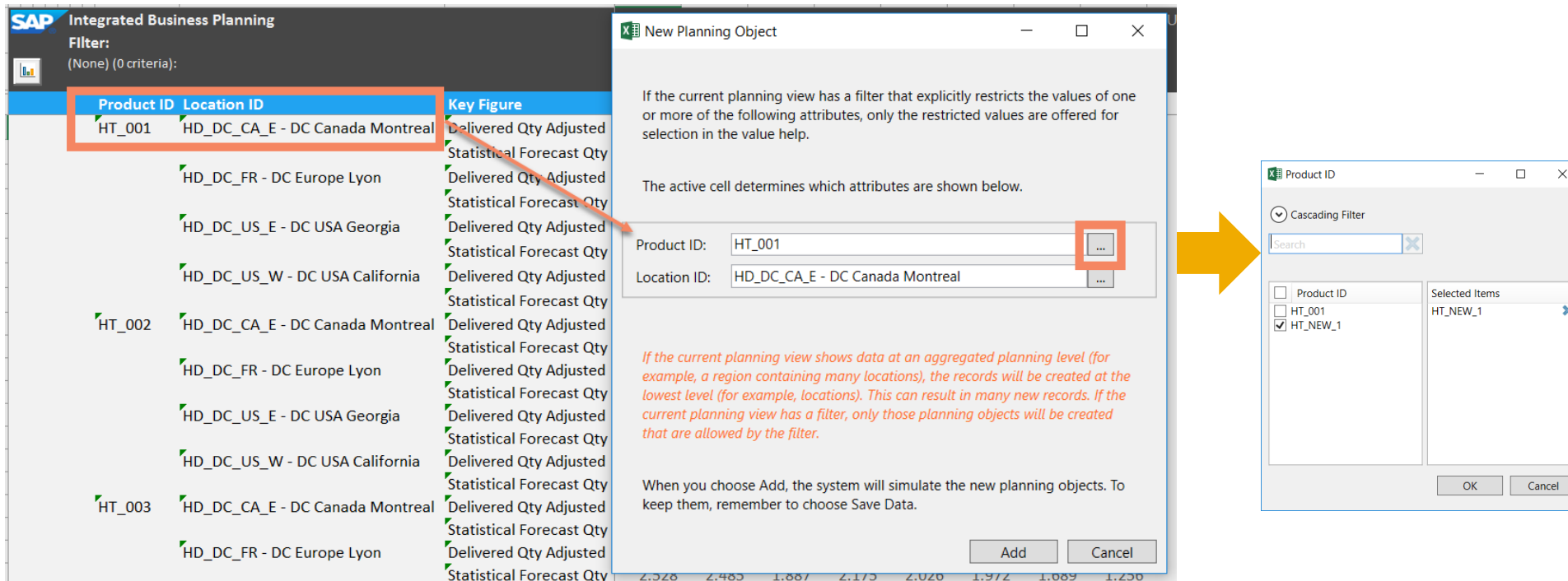
SAP Integrated Business Planning			New Planning Object							
Filter: (Ad Hoc Filter) (1 criteria): Product ID = HT_NEW_1; HT_001			Last Refresh: 2018-Jul-16 18:09:50							
Product ID	Location ID	Key Figure	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019
HT_001	HD_DC_CA_E - DC Canada Montreal	Delivered Qty Adjusted	4.922	5.184	5.285	2.901				
		Statistical Forecast Qty	4.551	4.862	4.496	4.782	5.104	4.964	4.639	3.195
	HD_DC_FR - DC Europe Lyon	Delivered Qty Adjusted	4.848	5.108	5.124	3.271				
		Statistical Forecast Qty	4.428	4.660	4.595	4.450	4.649	4.858	4.390	3.510
	HD_DC_US_E - DC USA Georgia	Delivered Qty Adjusted	3.150	3.172	3.540	1.918				
		Statistical Forecast Qty	2.728	2.929	2.991	2.854	3.189	3.195	3.217	2.046
	HD_DC_US_W - DC USA California	Delivered Qty Adjusted	5.345	5.434	5.041	3.460				
		Statistical Forecast Qty	4.705	4.989	4.679	4.909	5.226	5.061	4.736	3.247

2) Click *New Planning Object*.



## Creating planning objects in the planning view (2)

3) In the *New Planning Object* window, select the master data records for which you want to create the planning objects. The attributes that are available in the *New Planning Objects* window 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) Click *Add*. Please note that the system first simulates the new planning objects and shows the simulation results in the planning view.

**New Planning Object**

If the current planning view has a filter that explicitly restricts the values of one or more of the following attributes, only the restricted values are offered for selection in the value help.

The active cell determines which attributes are shown below.

Product ID:

Location ID:

*If the current planning view shows data at an aggregated planning level (for example, a region containing many locations), the records will be created at the lowest level (for example, locations). This can result in many new records. If the current planning view has a filter, only those planning objects will be created that are allowed by the filter.*

When you choose Add, the system will simulate the new planning objects. To keep them, remember to choose Save Data.



SAP Integrated Business Planning			New Planning Object							
Filter: (Ad Hoc Filter) (1 criteria): Product ID = HT_NEW_1; HT_001			Last Refresh: 2018-Jul-16 18:09:50							
Product ID	Location ID	Key Figure	Q3 2017	Q4 2017	Q1 2018	Q2 2018	Q3 2018	Q4 2018	Q1 2019	Q2 2019
HT_001	HD_DC_CA_E - DC Canada Montreal	Delivered Qty Adjusted	4.922	5.184	5.285	2.901				
		Statistical Forecast Qty	4.551	4.862	4.496	4.782	5.104	4.964	4.639	3.195
	HD_DC_FR - DC Europe Lyon	Delivered Qty Adjusted	4.848	5.108	5.124	3.271				
		Statistical Forecast Qty	4.428	4.660	4.595	4.450	4.649	4.858	4.390	3.510
	HD_DC_US_E - DC USA Georgia	Delivered Qty Adjusted	3.150	3.172	3.540	1.918				
		Statistical Forecast Qty	2.728	2.929	2.991	2.854	3.189	3.195	3.217	2.046
	HD_DC_US_W - DC USA California	Delivered Qty Adjusted	5.345	5.434	5.041	3.460				
		Statistical Forecast Qty	4.705	4.989	4.679	4.909	5.226	5.061	4.736	3.247
HT_NEW_1	HD_DC_CA_E - DC Canada Montreal	Delivered Qty Adjusted								
		Statistical Forecast Qty								
	HD_DC_FR - DC Europe Lyon	Delivered Qty Adjusted								
		Statistical Forecast Qty								
	HD_DC_US_E - DC USA Georgia	Delivered Qty Adjusted								
		Statistical Forecast Qty								
	HD_DC_US_W - DC USA California	Delivered Qty Adjusted								
		Statistical Forecast Qty								

5) Review the planning objects to verify the data is correct. Then click *Save Data*.

Please note that the new planning objects will only be displayed in planning views if key figure values are associated to them. So if you want to immediately use the planning objects in a planning view, 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, and 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.

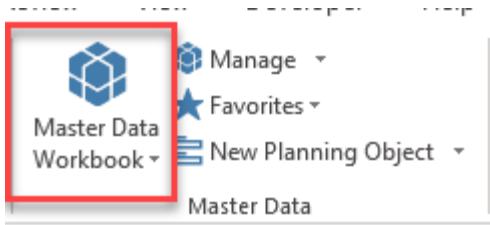
Therefore, please create planning objects at the lowest level possible, **OR use the SAP recommended way using *Planning Objects with Key Figure Data* in the master data workbook.**

# Creating planning objects with key figure data in the master data workbook (1)

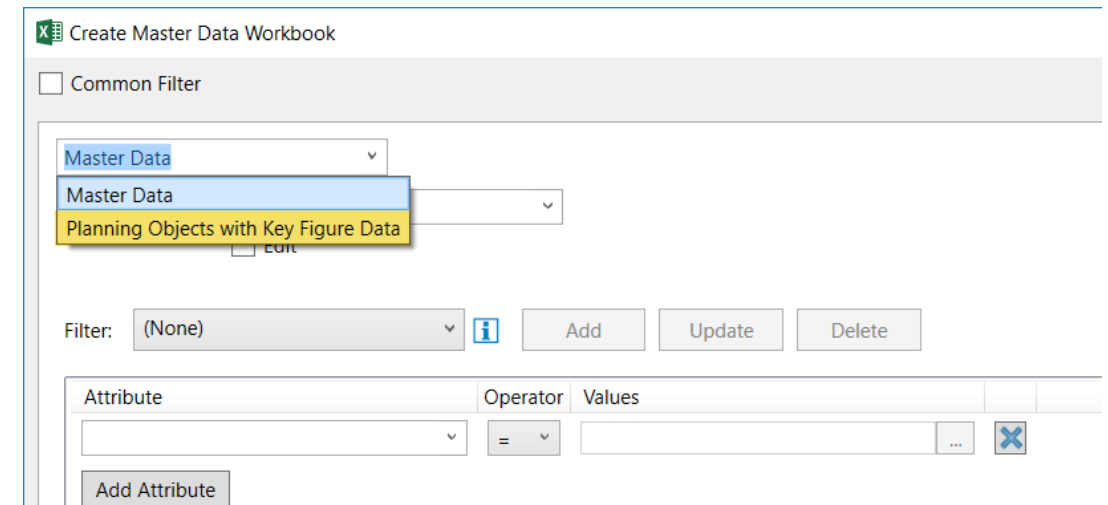
In the master data workbook, you can create, view, and edit planning objects and stored key figure data for a selected planning level.

**This is the recommended way to create planning objects manually in the Excel add-in:**

- 1) Click *Master Data Workbook*.



- 2) Select *Planning Objects with Key Figure Data* from the drop down menu (instead of *Master Data*, which is the default setting)





# Creating planning objects with key figure data in the master data workbook (2)

- 3) Select the relevant planning level and version. You can define several sheets for multiple relevant planning levels for which the planning objects need to be created.
- 4) Select a time horizon and a key figure for each sheet. Only key figures that store values can be selected. Calculated key figures are not shown in this list.
- 5) Use a filter if needed.
- 6) Select the *Edit* checkbox.
- 7) Click *OK*.

Create Master Data Workbook

☒ Common Filter

Filter: (None) Add Update Delete

Attribute Operator Values

Add Attribute

Suggest Sheets

Planning Objects with Key Figure Data

Planning Level: TW | Output Product | Location | Product | Source ID

Version: Base Version

Edit

**Time**  
W18(4).2020 - W41.2021  
Week (technical), Rolling

**Key Figures**  
Work-In-Process Component Supply, Dependent Production Demand, ... (4)

**Stored Key Figures at Planning Level:**

☒ Search

☒ Component Supply  
☒ Dependent Production Demand  
☒ Inter-Subnetwork Production Component Supply  
☒ Work-In-Process Component Supply

**Selected Key Figures:**

☐ Work-In-Process Component Supply  
☐ Dependent Production Demand  
☐ Inter-Subnetwork Production Component Supply  
☐ Component Supply

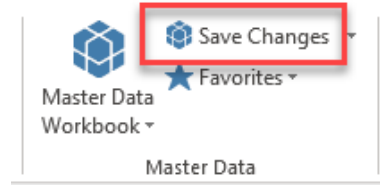
TW | Output Product | Lo...

OK Cancel

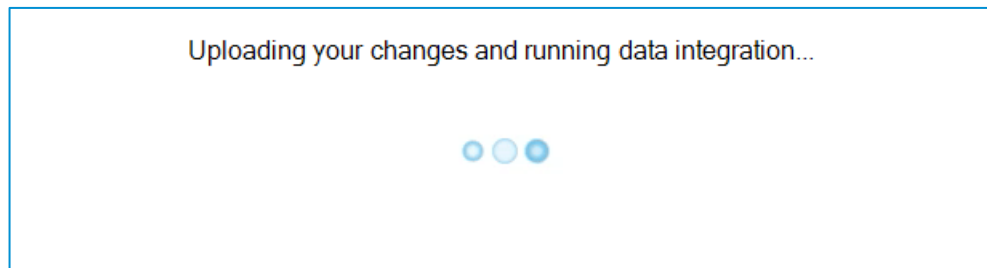
# Creating planning objects with key figure data in the master data workbook (3)

- 8) The view shows all available planning objects for the selection.
- 9) Create a new planning object by adding a row or changing data.

- 10) Click *Save Changes*.

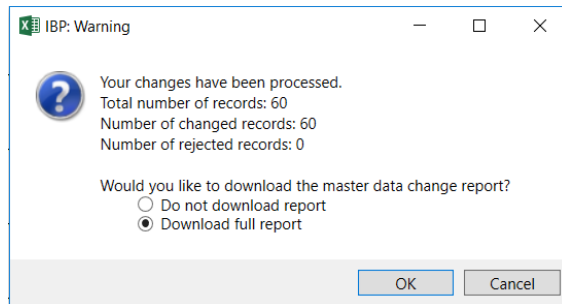


- 11) The planning objects are created in the SAP IBP backend. Depending on the data volume, this task might take some time.



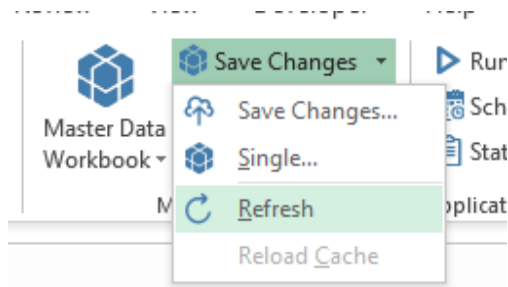
# Creating planning objects with key figure data in the master data workbook (4)

- 8) When finished, the system offers a summary of the changes. If, for example, data changes have been rejected, you can download the report and analyze it.



	A	B	C	D	E	F	G
1	REJECTION_CODE	REJECTION_DESCRIPTION	CUSTID	KEYFIGUREDATE	LOCID	PRDID	SALESFCSTQTY
2	0	Data import of row was successful.	US9002	2019-07-15	HD_DC_US_W	HT_NEW_6	0.000000
3	0	Data import of row was successful.	US9002	2018-07-30	HD_DC_US_W	HT_NEW_6	0.000000
4	0	Data import of row was successful.	US9002	2018-08-01	HD_DC_US_W	HT_NEW_6	0.000000
5	0	Data import of row was successful.	US9002	2018-08-06	HD_DC_US_W	HT_NEW_6	0.000000
6	0	Data import of row was successful.	US9002	2018-08-13	HD_DC_US_W	HT_NEW_6	0.000000
7	0	Data import of row was successful.	US9002	2018-08-20	HD_DC_US_W	HT_NEW_6	0.000000
8	0	Data import of row was successful.	US9002	2018-08-27	HD_DC_US_W	HT_NEW_6	0.000000
9	0	Data import of row was successful.	US9002	2018-09-01	HD_DC_US_W	HT_NEW_6	0.000000
10	0	Data import of row was successful.	US9002	2018-09-03	HD_DC_US_W	HT_NEW_6	0.000000
11	0	Data import of row was successful.	US9002	2018-09-10	HD_DC_US_W	HT_NEW_6	0.000000
12	0	Data import of row was successful.	US9002	2018-09-17	HD_DC_US_W	HT_NEW_6	0.000000
13	0	Data import of row was successful.	US9002	2018-09-24	HD_DC_US_W	HT_NEW_6	0.000000

- 9) The planning view does not refresh automatically after you saved the changes. To refresh the screen, click *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.

/69	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					

- The new product ID must already exist as master data in the SAP IBP backend.
- Click *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	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											

	B	C	D	E	F	G	H	I	J	K
2	Version*	Customer ID*	Location ID*	Product ID*	Key Figure*	TW05a 2018	TW05b 2018	TW06 2018	TW07 2018	TW08 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.

69	Base Version	US9002	HD_DC_US_W	HT_NEW_1	Demand Planning Qty
70	Base Version	US9002	HD_DC_US_W	HT_NEW_1	Sales Forecast Qty
71	Base Version	US9002	HD_DC_US_W	HT_NEW_1	Sales Forecast Qty
72					

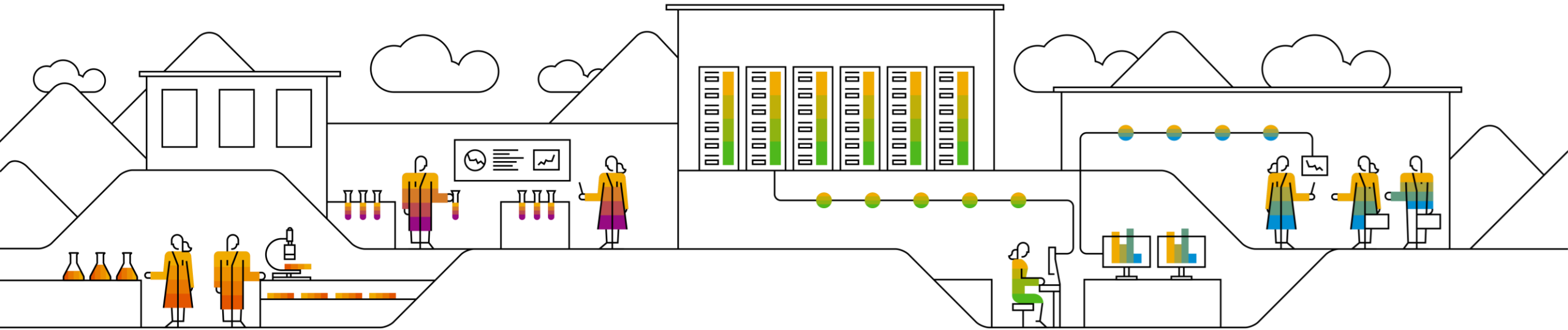
- Then proceed as in the previous slide.

## 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.

					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	TW37
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	

# 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*.

The screenshot shows the 'Edit Planning View' dialog box with the 'Alerts' tab selected. The left sidebar contains a tree view with the following items: 'Time' (October 2019 - September 2020, Monthly, Rolling), 'Attributes' (Customer Country, Brand ID), 'Key Figures' (Demand Planning Qty, Consensus Demand without Promotions), 'Layout', 'Filter' ((None)), and 'Alerts' (MY ALERT, highlighted with a red box). The main area is divided into two sections: 'Alerts' and 'Alert Overview'. The 'Alerts' section contains a table with the following data:

Base Calculation	Highlighted Key Figure	Version	Name in Alert Dashboard (Favorite Views Only)
Alert: Demand Plan bigger than Consensus Plan	Demand Planning Qty	Base Version	MY ALERT

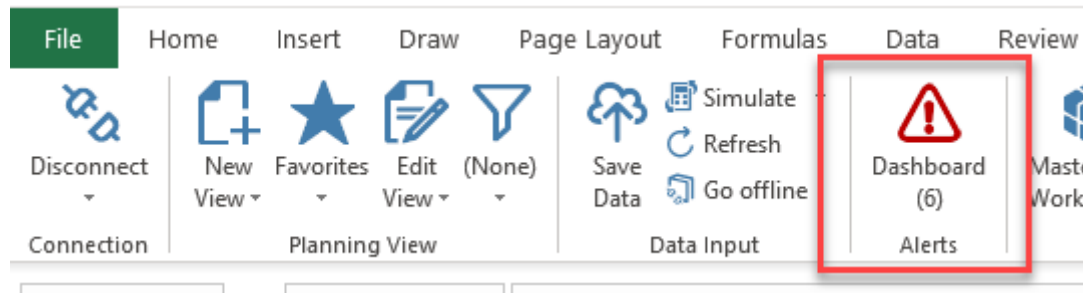
Below the table is an 'Add Alert' button. The 'Alert Overview' section displays the following information:

Alert: Demand Plan bigger than Consensus Plan  
Alert: Demand Plan bigger than Consensus Plan  
References: Alert: Demand Plan bigger than Consensus Plan  
Consensus Demand without Promotions  
Demand Planning Qty

At the bottom of the dialog, there is a tab labeled 'Planning View 1' and 'OK' and 'Cancel' buttons.



# Alert dashboard and planning view favorites – example



Alert Dashboard

Refresh

Exceptions	Alert Name	Favorite View	Version
8	DEMO ALERT	<a href="#">2002 Member Names</a>	Base Version
8	DEMO ALERT2	<a href="#">Sheet Protect</a>	Base Version
28	DEMO ALERT3	<a href="#">Favorite EPM Protection 2002</a>	Base Version
48	MY ALERT	<a href="#">My Alert View</a>	Base Version
46	My Alert for Consensus2	<a href="#">PV - new view with alert</a>	Base Version
46	My Alert for DP in Version2	<a href="#">PV - new view with alert</a>	Base Version

Refreshed at 19:43:07.

☐ UTC ☒ W. Europe Daylight Time

Close

Click to open Favorite

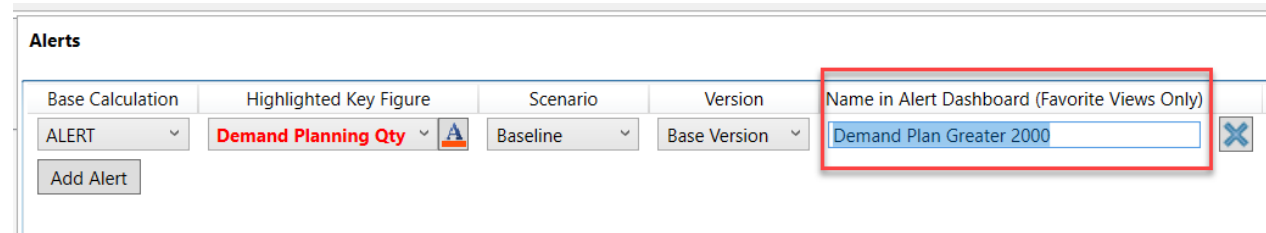
In the planning view, the cells where the alert threshold is met are highlighted according to your settings in the planning view definition.

SAP Integrated Business Planning			Alert Key Figure					
Filter:			Last Refresh: 2018-Jul-16 15:41:27					
(Ad Hoc Filter) (1 criteria):								
Resource ID = CP1-PROD								
Resource ID	Location ID	Key Figure	W31 2018	W32 2018	W33 2018	W34 2018	W35 2018	W36 2018
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%	
		Alert: Capacity Overload Alert Threshold	1	1	1	1	1	

# Alert dashboard

An alert is only displayed in the alert dashboard if:

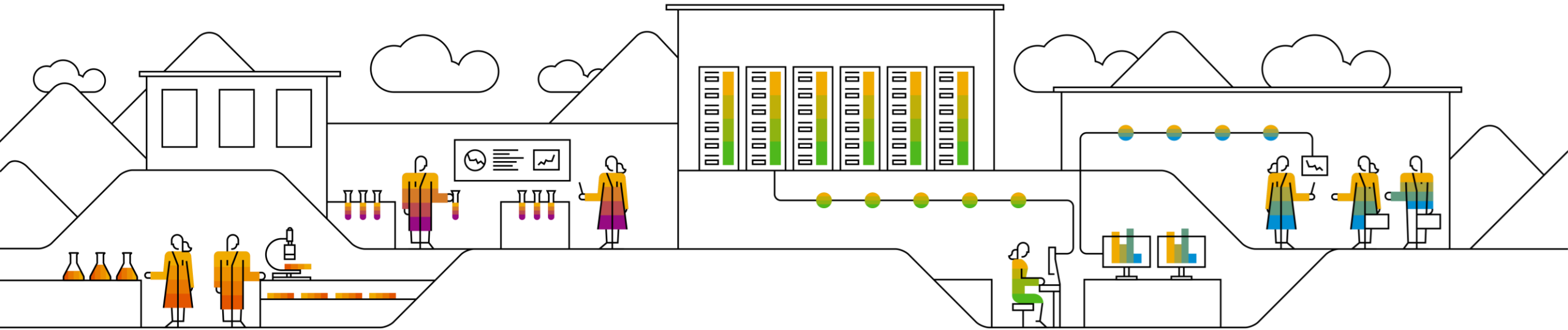
- 1) The planning view which contains the alert key figure definition has been saved as a favorite planning view.
- 2) The *Name in Alert Dashboard (Favorite Views Only)* field has been filled.



The screenshot shows the 'Alerts' configuration window. It contains several fields: 'Base Calculation' (set to 'ALERT'), 'Highlighted Key Figure' (set to 'Demand Planning Qty'), 'Scenario' (set to 'Baseline'), and 'Version' (set to 'Base Version'). The 'Name in Alert Dashboard (Favorite Views Only)' field is highlighted with a red box and contains the text 'Demand Plan Greater 2000'. There is an 'Add Alert' button at the bottom left.

Please note that the alerts in the alert dashboard are constantly recalculated by the system. This can have an impact on the performance.

# S&OP Task Management



# S&OP task management

- Open tasks that have been assigned to you as part of an S&OP process step can be visualized in the Excel add-in.
- Process, process step details, and progress can be seen as well.
- You can close tasks in the Excel add-in.
- Tasks can be grouped and sorted by the following:
  - Process
  - Priority
  - Due date

The screenshot displays the SAP Analytics Cloud interface. At the top, the 'Tasks' menu is highlighted with a red box. Below it, the 'Processes and Tasks' window is open, showing a list of tasks. 'Task #2: Do this and that 2' is selected, and its details are shown in a pop-up window.

**Task #2: Do this and that 2**

Status	Priority	Due Date
<input type="radio"/>	Medium	15.11.2019

**Description**  
Do this and that 2Do this and that 2Do this and that 2Do this and that 2Do t

**Process Instance**  
Name: Tasks with no Process Assigned  
Start Date: No Start Date  
End Date: No End Date

**Process Step**  
Name: Tasks with no Process Assigned  
Start Date: No Start Date  
End Date: No End Date  
Process Step Progress: 0 out of 0 tasks are completed.  
0%

Refreshed at 15:48:47.  
UTC W. Europe Daylight Time

# S&OP process management

The S&OP processes and tasks that are visible in the Excel add-in are defined and managed using the *Manage Processes* app.

The image displays the SAP S&OP process management interface and the Manage Processes app. The interface shows the 'S&OP monthly process' with a table of steps and a process timeline. The Manage Processes app is shown as a separate window, displaying tasks and process details.

**S&OP monthly process**

Name	Owners	Participant Group	Reviewer	Duration	Tasks
Product Review	Greg Jones	DEMANDPLANNING		2 Days	3
Demand Review	Greg Jones	DEMANDPLANNING		7 Days	4
Inventory Review	Greg Jones	INVENTORY		2 Days	1
Supply Review	Greg Jones	SUPPLY		5 Days	2
S&OP Review	Greg Jones	DEMANDPLANNING		1 Days	1

**Process Timeline**

Step Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Product Review															
Demand Review															
Inventory Review															
Supply Review															
S&OP Review															

**Manage Processes**

**Tasks** Process Refresh

**Monthly Integrated Planning (April 2017)**

- ☐ Align Demand and Supply (12.04.2017)
- ☐ Finalize Consensus Planning (12.04.2017)

**Tasks with no Process Assigned**

**Alert:** Check demand and supply match (29.03.2017)

**Finalize Consensus Planning**

Status	Priority	Due Date
<input type="radio"/>	Medium	12.04.2017

**Description**

Finalize Consensus Planning. Roll-Out of plan to the organization

**Process Instance**

Name: Monthly Integrated Planning (April 2017)  
Start Date: 27.03.2017  
End Date: 12.04.2017

**Process Step**

Name: Balance Demand and Supply  
Start Date: 08.04.2017  
End Date: 12.04.2017  
Process Step Progress: 1 out of 3 Tasks completed  
33%

Refreshed at 11:02:26  
☒ UTC ☐ W. Europe Daylight Time

Close

# S&OP task window in the Excel add-in

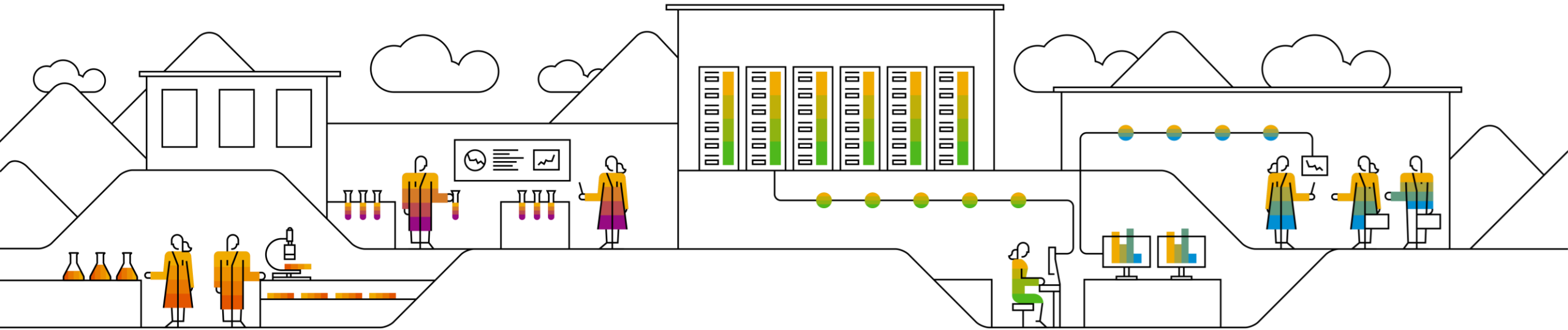
The *Processes and Tasks Dashboard* window is a separate window and not a pop-up. It can therefore be arranged within a split window next to the Excel window with the planning view on the same screen (Windows functionality as of Windows 10).

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.

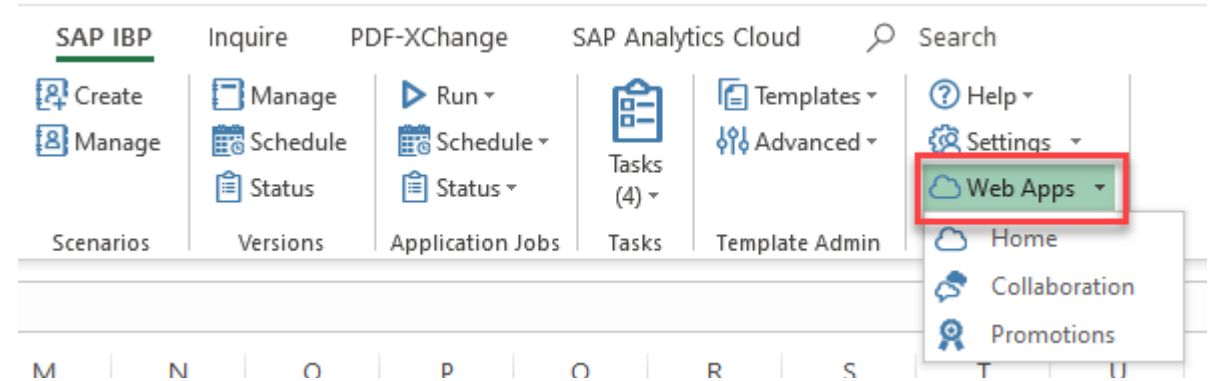
The screenshot displays the SAP IBP Excel add-in interface. The main window shows the 'My Alert View' dashboard, which is a table of key figures for various products and regions. The table is organized by Customer Country (Canada, France, Germany, USA) and Brand ID (CONSUMERSCHOICE KITCHEN PRODUCTS, CONSUMERSCHOICE MOBILE PHONES, CONSUMERSCHOICE TELEVISION). The columns represent months from October 2019 to June 2020. The table includes data for Demand Planning Qty, Consensus Demand without Promotions, and Consensus Demand. The 'Processes and Tasks' window is open on the right side, showing a list of tasks with their due dates and status. The tasks are: Task #1 (06.06.2019), Task #2 (15.11.2019), Task #3 (15.11.2019), and Task #4 (15.11.2019). The status of each task is indicated by a colored circle (green for completed, red for overdue, yellow for pending).

Customer Country	Brand ID	Key Figure	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
Canada	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty	2,500	2,480	3,128	2,482	2,482	930			
		Consensus Demand without Promotions	3,036	3,030	3,814	3,028	3,814	1,142			
CONSUMERSCHOICE KITCHEN PRODUCTS	(None)	Demand Planning Qty	5,952	5,990	7,498	5,976	5,964	2,234			
		Consensus Demand without Promotions	7,250	7,266	9,136	7,238	9,140	2,084			
		Demand Planning Qty	5,510	5,498	6,744	5,482	5,482	2,084			
		Consensus Demand without Promotions	7,656	5,702	8,208	6,638	6,640	2,532			
CONSUMERSCHOICE MOBILE PHONES	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE TELEVISION	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
France	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE KITCHEN PRODUCTS	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE MOBILE PHONES	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE TELEVISION	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
Germany	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE KITCHEN PRODUCTS	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE MOBILE PHONES	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE TELEVISION	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
USA	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE KITCHEN PRODUCTS	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE MOBILE PHONES	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									
CONSUMERSCHOICE TELEVISION	(None)	Demand Planning Qty									
		Consensus Demand without Promotions									
		Demand Planning Qty									
		Consensus Demand without Promotions									

# Navigation to Web User Interface (UI)



# Navigation to Web user interface



You can navigate from the Excel add-in to specific SAP Fiori apps on the SAP Fiori launchpad (*Web Client*).

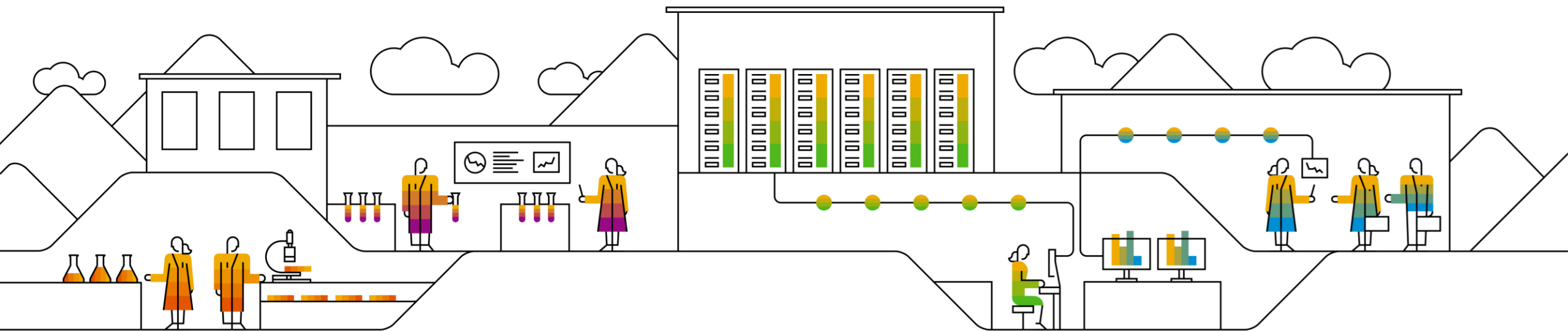
- *Collaboration* opens the *Collaboration* SAP Fiori app.
- *Home* opens the SAP Fiori launchpad.
- *Promotions* opens the *Analyze Promotions* SAP Fiori app.

Please note that Microsoft Internet Explorer must be installed on your local PC for the navigation. However, other browsers can be installed and be defined as the default browser, as well.

For more information, see the SAP Note [2454058](https://launchpad.support.sap.com/#/notes/2454058) (*Collaboration and Home functionality in SAP IBP Excel Addon*) at <https://launchpad.support.sap.com/#/notes/2454058>.

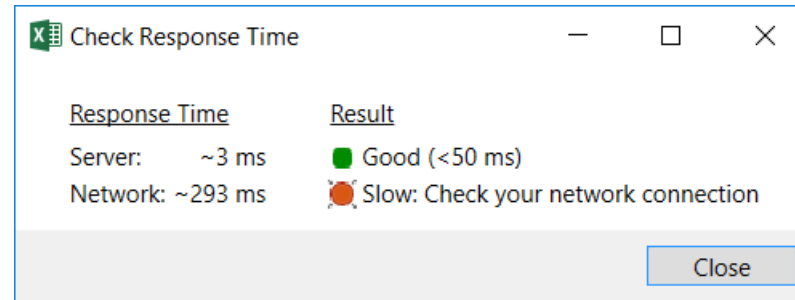
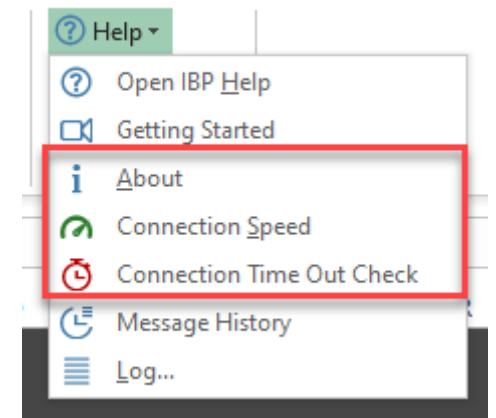


# Help and Additional Information

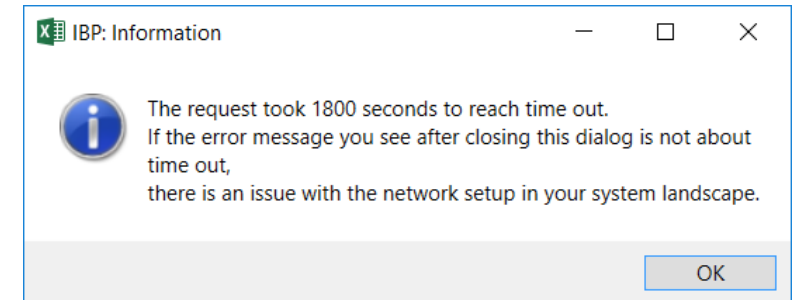


# Help

The *About* area of the Excel add-in provides help and additional information.



*Connection Speed:* Check the response times of the server and the network



*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.

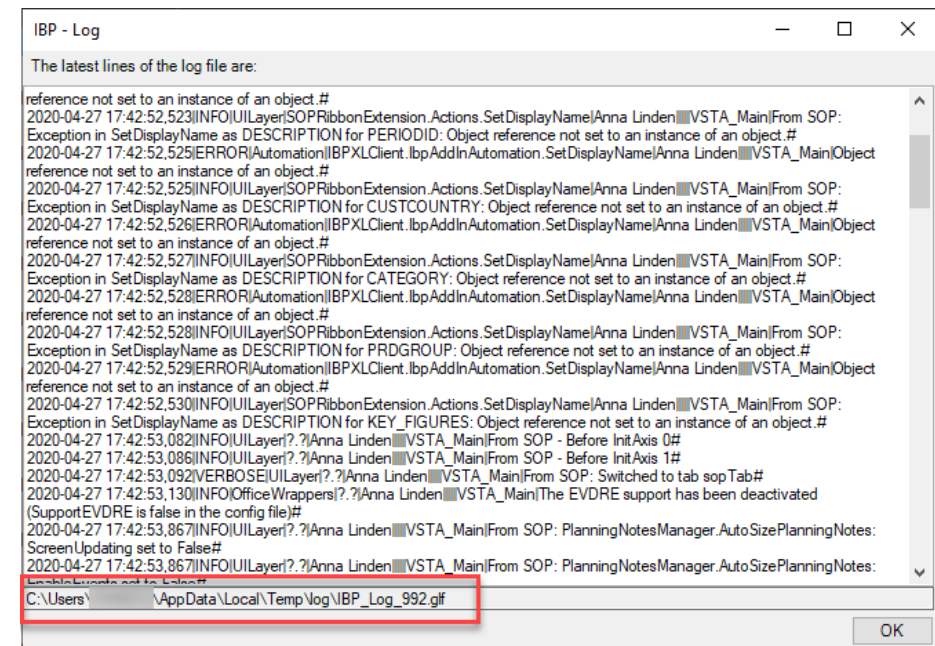
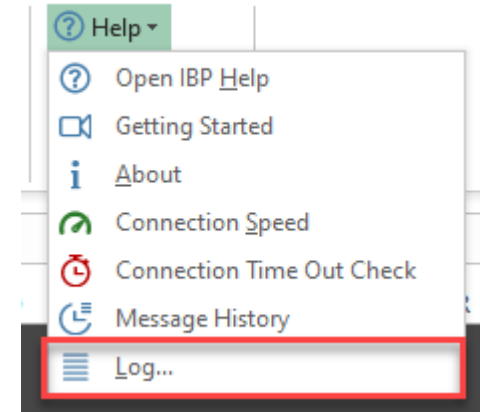
*About:* Know which Excel add-in version is installed

# Log

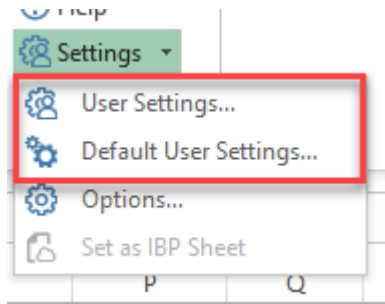
The SAP IBP log is a technical log that can be used to perform a more detailed error analysis.

If you encounter issues with the Excel add-in, your administrator or the SAP support team might ask to provide the log file.

To find the location of the log file on your PC, select *Log* from the *Help* menu, and use the path at the bottom of the window.



# Settings



The settings are valid for the particular connection (system/planning area combination). You need to make changes individually for each connection. The settings are not stored locally on your PC.

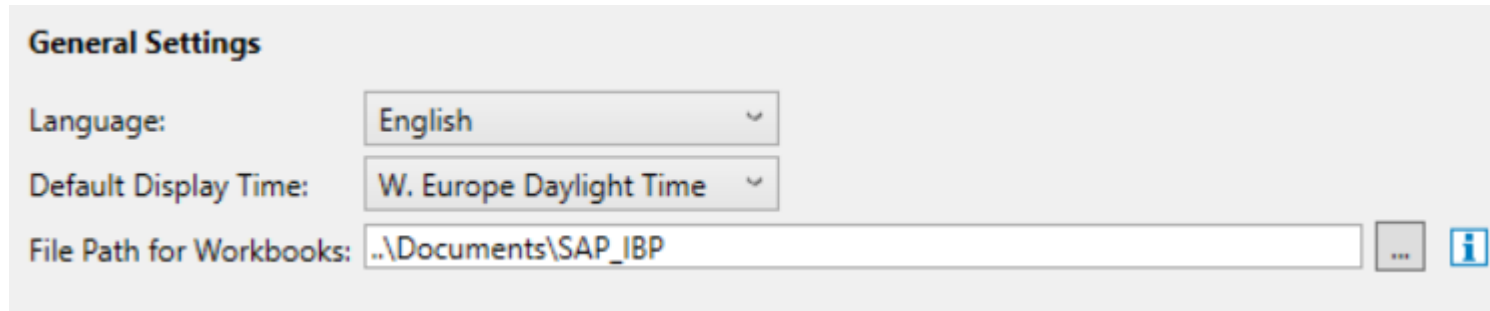
## *Default User Settings (Administrator Settings)*

A screenshot of the 'Default User Settings' dialog box. It has a title bar with a green icon and the text 'Default User Settings'. The dialog is divided into several sections: 'General Settings' with 'Default Display Time' set to 'UTC' and 'File Path for Workbooks' set to 'Documents\SAP\_IBP'; 'Default Values' with 'Jam Group' set to 'Fixed' and '(None)', 'Target Currency' set to 'Fixed', 'Target UoM' set to 'Fixed', and 'Planning Notes' set to 'Fixed' and 'Don't Show'; 'Display Options' with 'Display Operator Types One by One' set to 'Up to 6', and several checkboxes for 'Show Master Data Instruction', 'Expand Cascading Filter', 'Apply Planning Note Limit (5000)', 'Show Planning Note Display Limit Instruction', 'Show Planning Level for Planning Notes Instruction', 'Show up to 5 most used attributes/key figures', 'Show Strong and Light Match Groups', and 'Show information about slow connection speed if the response time is more than 300 milliseconds'; 'Formatting' with 'Threshold for auto-sizing of planning notes' set to '0'; and 'Validation' with 'Perform Planning Note Validation' checked. At the bottom are buttons for 'Reset to Default', 'OK', and 'Cancel'.

## *User Settings (user-specific settings)*

A screenshot of the 'User Settings' dialog box. It has a title bar with a green icon and the text 'User Settings'. The dialog is divided into several sections: 'General Settings' with 'Language' set to 'English', 'Default Display Time' set to 'W. Europe Daylight Time', and 'File Path for Workbooks' set to 'Downloads\SAP\_IBP\_NO\_SHAREPOINT'; 'Default Values' with 'Jam Group' set to 'Last Used' and '(None)', 'Target Currency' set to 'Fixed' and 'EUR', 'Target UoM' set to 'Fixed' and 'PC', and 'Planning Notes' set to 'Fixed' and 'Show from This Planning Level Only'; 'Display Options' with 'Display Operator Types One by One' set to 'Never', and several checkboxes for 'Show Master Data Instruction', 'Expand Cascading Filter', 'Apply Planning Note Limit (5000)', 'Show Planning Note Display Limit Instruction', 'Show Planning Level for Planning Notes Instruction', 'Show up to 0 most used attributes/key figures', 'Show Strong and Light Match Groups', and 'Show information about slow connection speed if the response time is more than 300 milliseconds'; 'Formatting' with 'Threshold for auto-sizing of planning notes' set to '50'; and 'Validation' with 'Perform Planning Note Validation' unchecked. At the bottom are buttons for 'Reset to Default', 'OK', and 'Cancel'.

# Settings – general settings



General Settings

Language: English

Default Display Time: W. Europe Daylight Time

File Path for Workbooks: ..\Documents\SAP\_IBP

- **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 template or favorite planning view, the workbook is downloaded from the SAP IBP backend and copied to a certain share. From there, it is opened on your PC. This file path determines the storage location. For performance considerations, it is recommended that you store the workbook in a folder on your local PC instead of a network share.

Refreshed at 19:04:47.


☐ UTC ☒ W. Europe Standard Time

## 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 Jam groups or units of measure.

**Default Values**

Jam Group:	Fixed	Integrated Planning	
Currency To ID:	Fixed	EUR	<input checked="" type="checkbox"/> Overwrite Template
UOM To ID:	Last Used	PC	<input checked="" type="checkbox"/> Overwrite Template
Planning Notes	Fixed	Show from All Levels	<input checked="" type="checkbox"/> Overwrite Template 

Display Planning Notes: Show from All Levels

Currency To ID: EUR - Euro

UOM To ID: KG - Kilogram

Don't Show

Show from This Planning Level Only

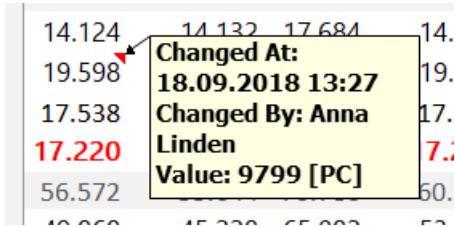
Show from All Levels

# Settings – auto-sizing planning notes

## Formatting

Threshold for Auto-Sizing of Planning Notes

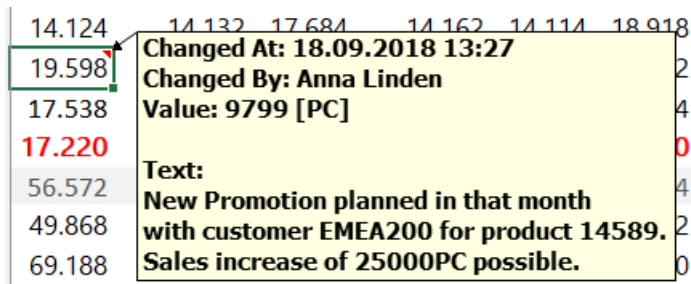
## Standard size:



A screenshot of a standard-sized planning note tooltip. The tooltip is a small yellow box with a black border. It contains the following text: "Changed At: 18.09.2018 13:27", "Changed By: Anna Linden", and "Value: 9799 [PC]". The background shows a grid of numbers, with the cell containing the note highlighted in red.

14.124	14.132	17.684	14.
19.598			19.
17.538			17.
17.220			7.
56.572			50.

## Autosized to fit the full text :



A screenshot of an autosized planning note tooltip. The tooltip is a larger yellow box with a black border, fitting the full text of the note. It contains the following text: "Changed At: 18.09.2018 13:27", "Changed By: Anna Linden", "Value: 9799 [PC]", and "Text: New Promotion planned in that month with customer EMEA200 for product 14589. Sales increase of 25000PC possible." The background shows a grid of numbers, with the cell containing the note highlighted in red.

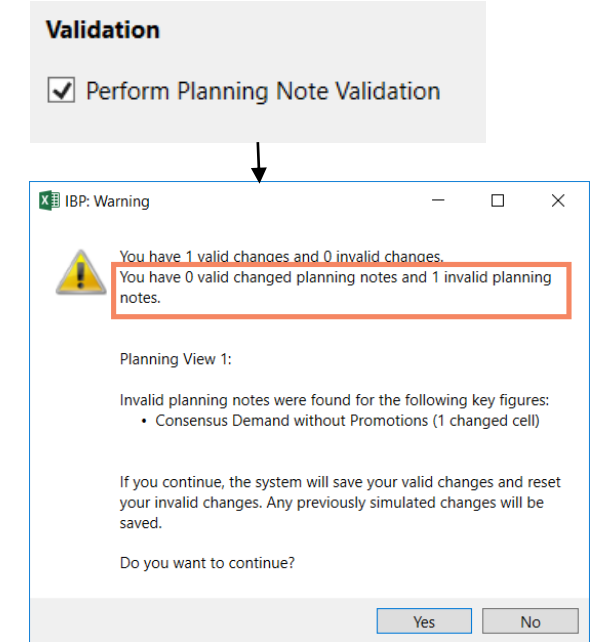
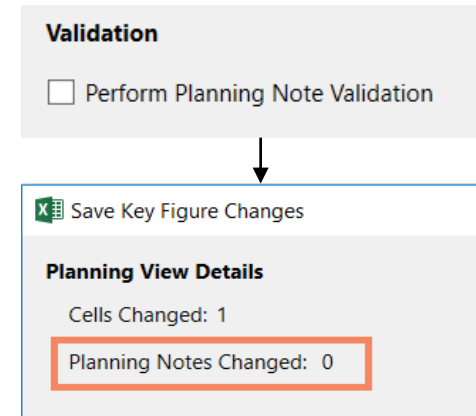
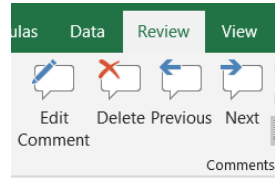
14.124	14.132	17.684	14.162	14.114	18.918
19.598					2
17.538					4
17.220					0
56.572					4
49.868					2
69.188					0

- 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 Comment*.



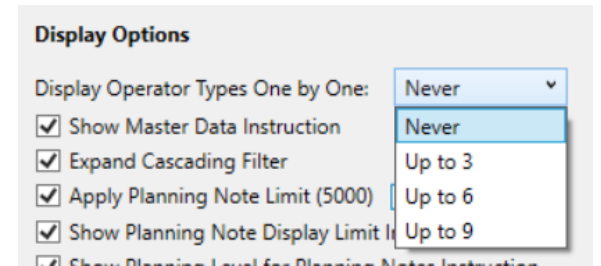
With or without using the additional check, invalid changes to the planning note are not saved. But with the additional validation check switched on, the system provides you with information in a warning message. So you have a better chance to see that the changes you made to the planning note were invalid 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 comments with SAP IBP planning notes.

As a default, the validation is switched on.

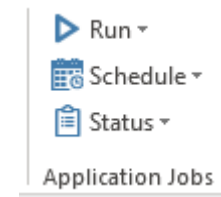


## Settings – display options (1)

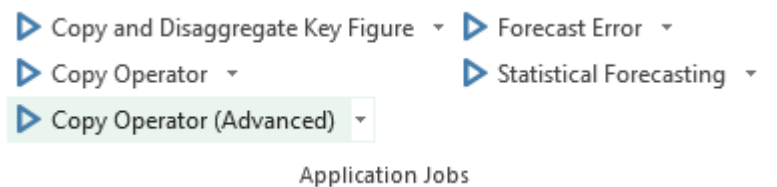


Depending on how many planning operators are assigned to your planning area, the list in the *Application Jobs* group in the Excel add-in ribbon can get rather long. In the *Display Operator Types One by One* field, you can enter how many planning operators or application jobs are listed.

Choose *Never* if no individual application jobs should be displayed.



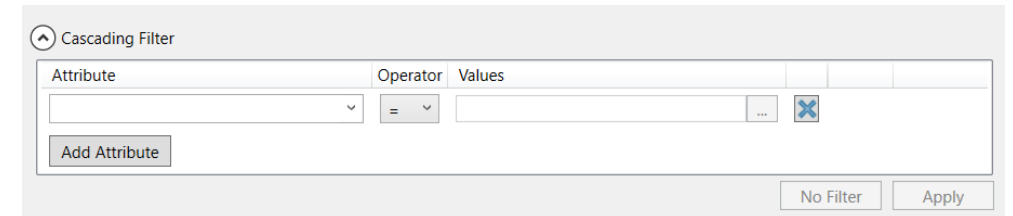
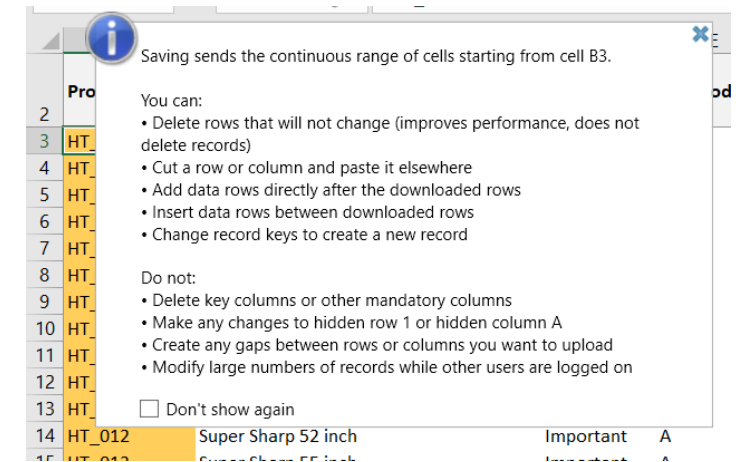
Choose, for example, *Up to 6* to show up to six individual application jobs:



If more than 6 application jobs are assigned to your planning area, no application jobs are displayed (same as the *Never* option).

## Settings – display options (2)

- **Show Master Data Instruction:** 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.



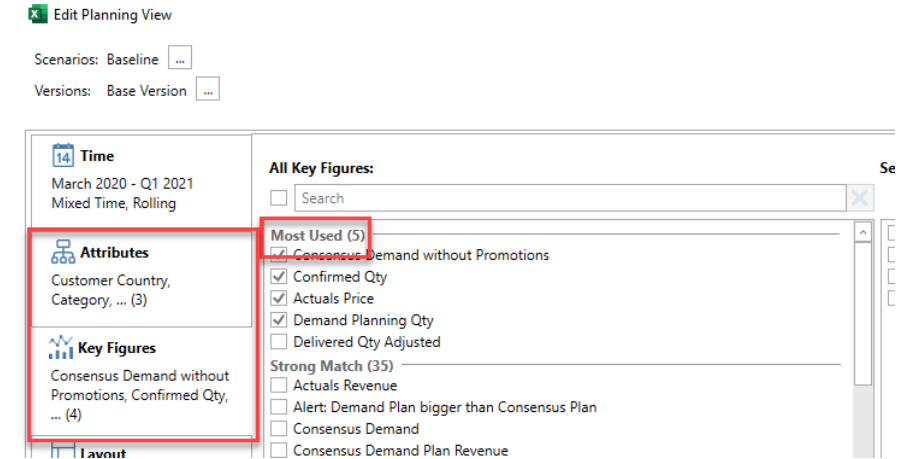
- **Apply Planning Note Limit (5000):** Displaying a large amount of planning notes in a planning view has a significant impact on performance due to additional data that need to be read, written, and rendered as Microsoft Excel comments on the Microsoft Excel UI. If you select this checkbox, no planning notes are displayed if a planning view contains more than 5000 planning notes.
- **Show Planning Note Limit Instruction:** If the number of planning notes exceeds the limit of 5000 and no planning notes are displayed for this reason (see setting above), you get informed in a pop-up.

# Settings – display options (3)

Show up to 5 most used attributes/key figures

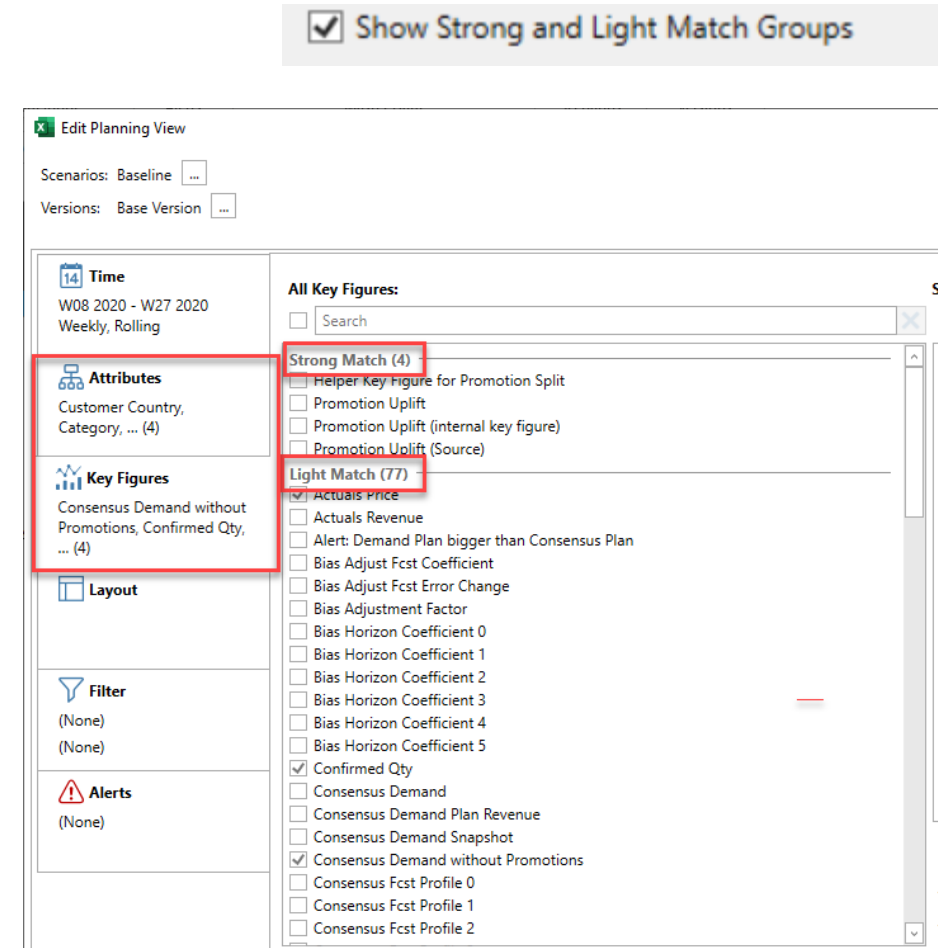
## Show up to <number> most used attributes/key figures:

- 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 (4)

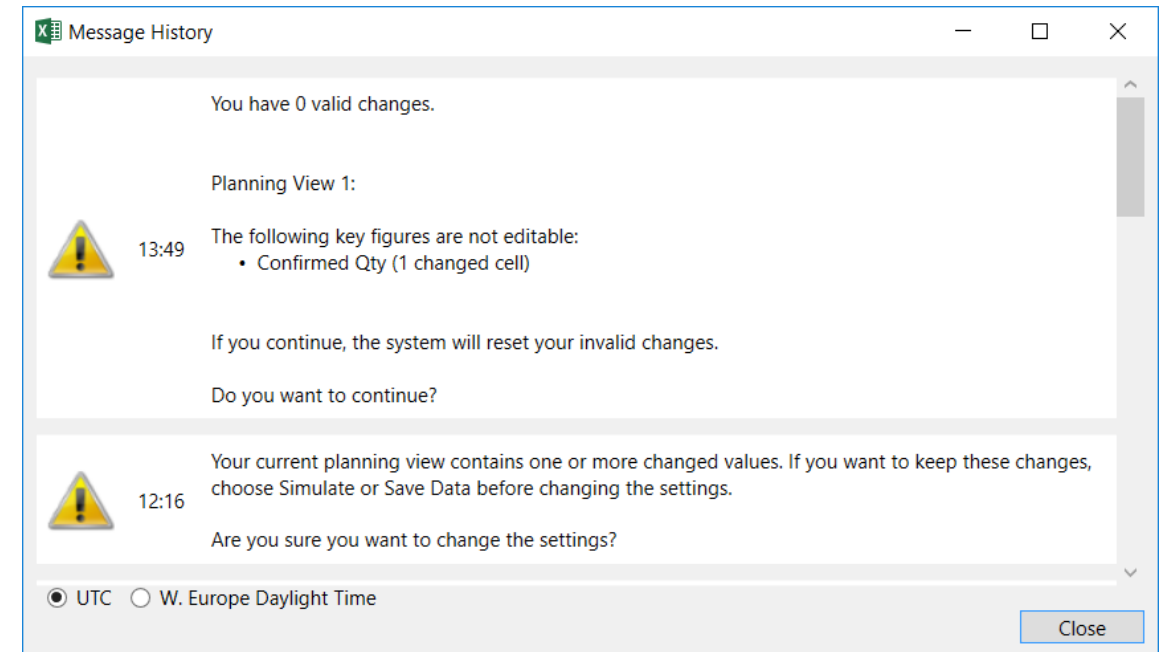
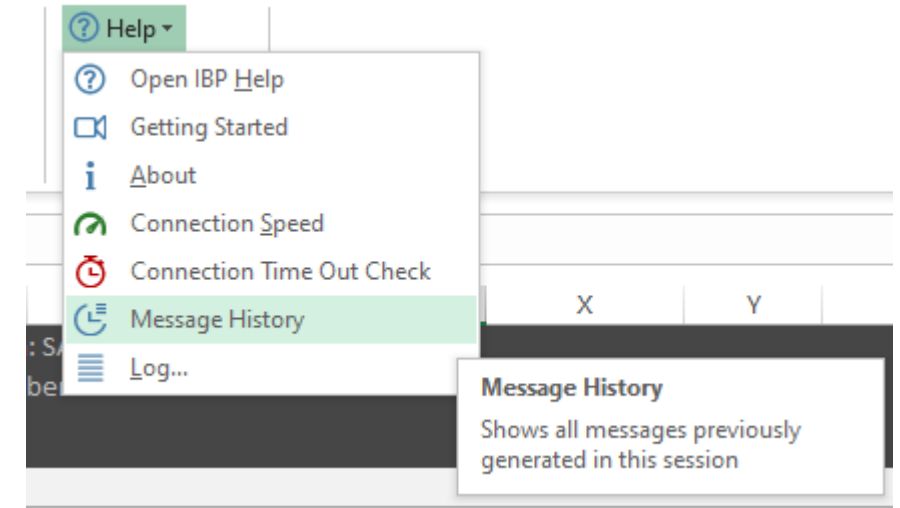
If the attributes and key figure list in the planning view settings should use the strong-match group and the light-match group, select the *Show Strong and Light Match Groups* checkbox.



# 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.

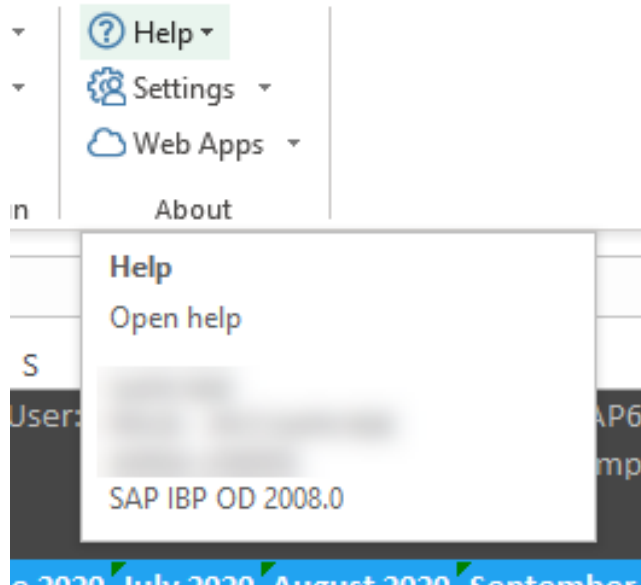
This is useful if you closed a error/warning pop-up, and want to review the information, or when you face issues and need to inform your administrator. In the second case, you can send a screenshot of the respective warning/error message for further analysis.



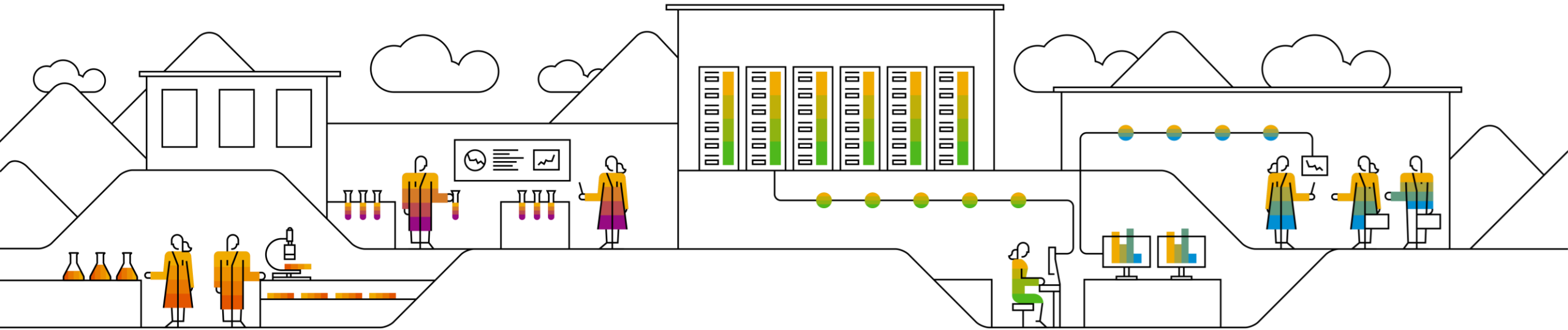
# Check backend version

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.

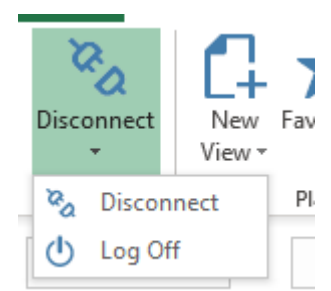
Example: SAP Integrated Business Planning 2008.0 means that the backend is SAP IBP release 2008, Hotfix Collection 0



# 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 get disconnected from the SAP IBP system without losing the *Remember me* settings (depending on the identity provider).

Alternatively, you can close all Excel workbooks by clicking *Close (X)* in the upper right corner.

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

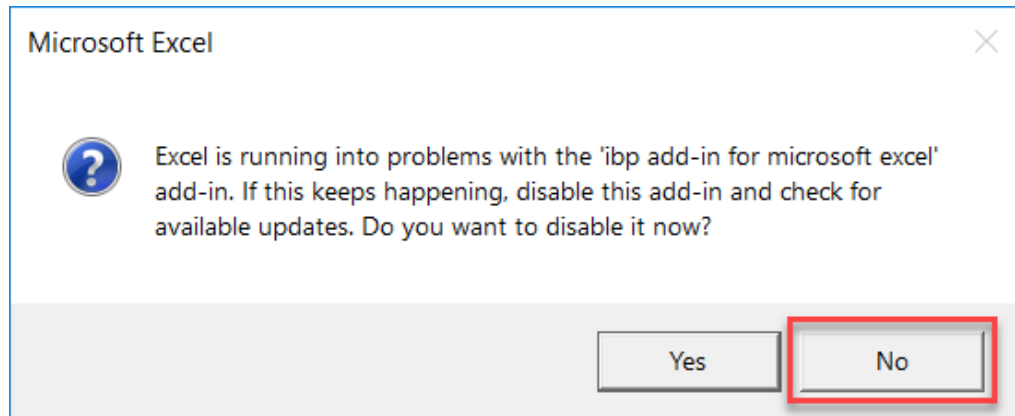
## Log off

If you choose this option, you get logged off from the system completely. The system “forgets” you, so that you need to enter the user and password next time when you log on again.



# 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.

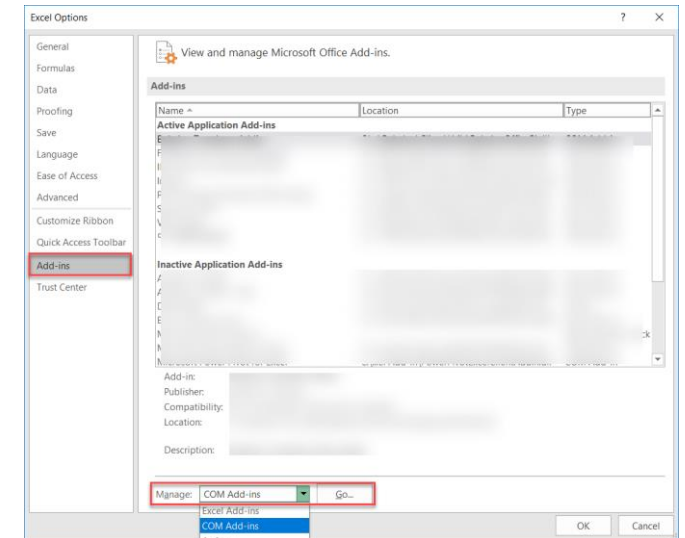
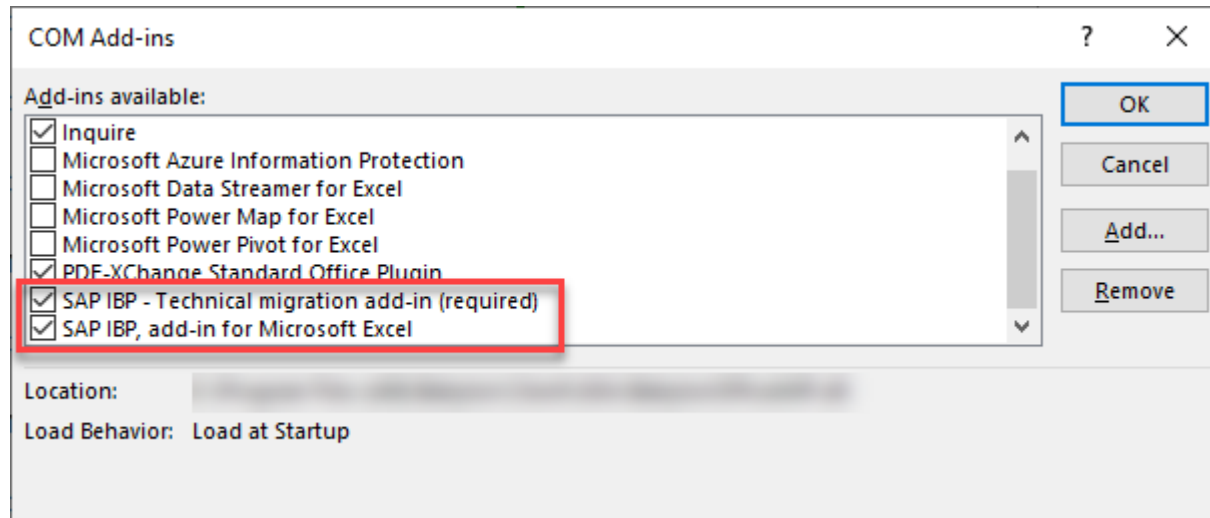
# How to enable the Excel add-in (1)



If the *SAP IBP* menu has disappeared from the Microsoft Excel ribbon, a likely reason is that it has been disabled.

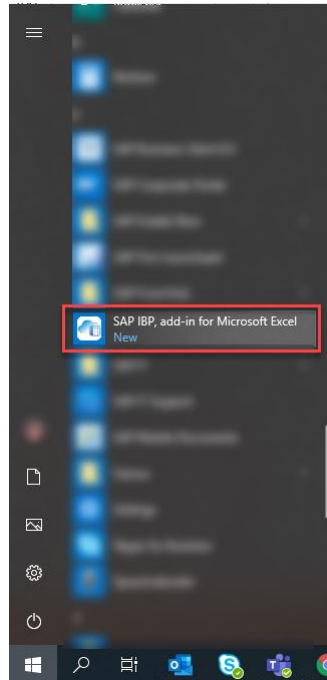
How to enable the Excel add-in:

- 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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