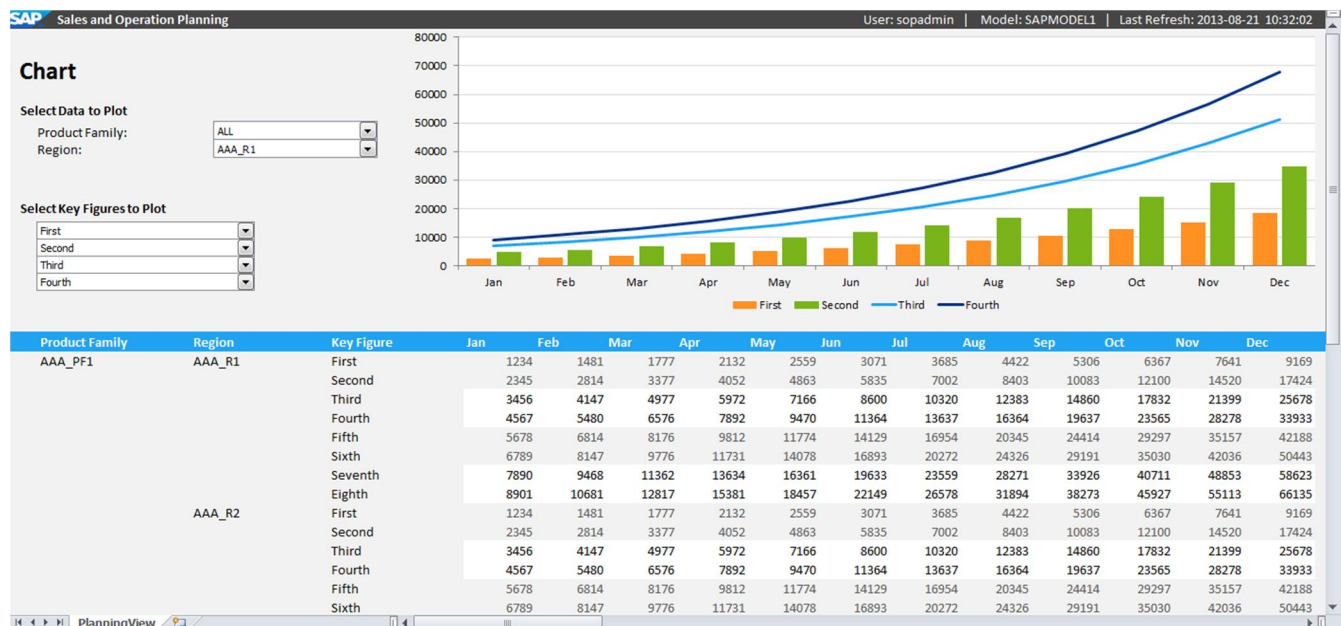


# IBP Excel Add-In

## How to Transfer Delivered Templates to Your Own Planning Area (Note 1790530)

Trying to execute any planning view, such as a template, in a planning area different from the one in which it was created will cause errors because planning views consist of planning-area-specific objects (such as planning attributes, key figures, time profiles, scenarios and their data) that will not be recognized in a different planning area. Consequently, the template Excel files cannot be re-used because they contain a planning view.

If you want to re-use the SAP standard templates delivered with the sample planning area SAP1, follow the steps below.

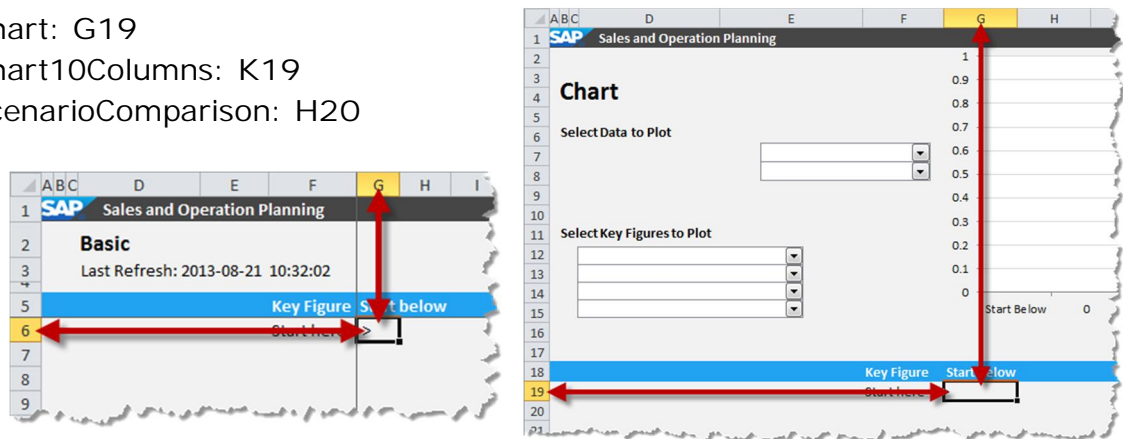


Cora Zimmermann, 2013-12-17, 2014-11-10



## STEP 1: RECREATE THE PLANNING VIEW IN AN EMPTY TEMPLATE

- From the IBP Add-In for Microsoft Excel, log on to the planning area for which you want to create your template.
- From the archive of Excel files delivered with these instructions, open the file named like the template you want to re-use. If you plan to use key figures that are editable in the past, choose a file with suffix flexKF and refer to the APPENDIX.
- Place the focus on the cell in which the first number of the planning view shall appear. Depending on the template, these are:
  - Basic: G6
  - Chart: G19
  - Chart10Columns: K19
  - ScenarioComparison: H20



Note: If you change the upper left-hand corner of the planning view in a file containing a chart, you need to make adjustments in the hidden sheet "ChartFeeder"; compare Chart and Chart10Columns.

- Use the *New View* button in the S&OP ribbon to create the default planning view in the template.

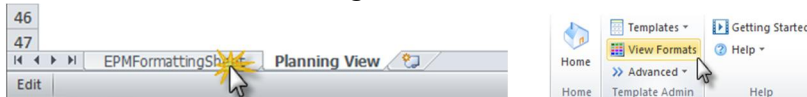
## STEP 2: ADJUST THE CHART

- Move and resize the chart to align with the time periods in the planning view.
- In Select Data to Plot select ALL for both values
- Select the appropriate key figure in Select Key Figures to Plot

### STEP 3: COPY THE KEY-FIGURE-SPECIFIC FORMATTING

Some formatting in the template may be specific to certain key figures (such as number formats or borders to visually structure the report). Since your key figures will have different identifiers, any formatting you want to keep needs to be re-created:

- Switch to the formatting sheet in the workbook that contains your planning view:



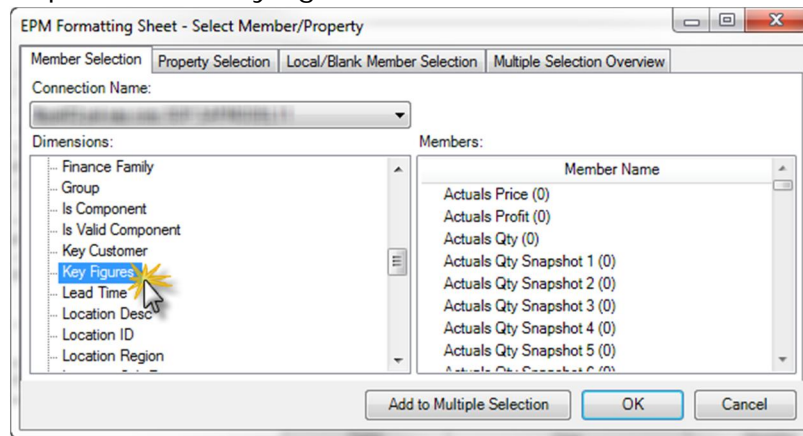
If you don't see the formatting sheet, switch it on via *View Formats* in the *Template Admin* group of the S&OP ribbon.

- Locate *Formatting on Specific Member/Property* in the *Row* section of the *Dimension Member/Property Formatting*:

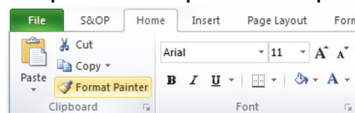
Dimension Member/Property Formatting						
<input checked="" type="radio"/> Priority to Column Format <input type="radio"/> Priority to Row Format						
Row			Data	Use	Header	Use
	<input type="checkbox"/> Apply	Custom Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Calculated Member Default Format	10000	All	Label	All
	<input checked="" type="checkbox"/> Apply	Inputable Member Default Format	10,000	All	Label	All
	<input type="checkbox"/> Apply	Local Member Default Format	10000	All	Label	All
	<input checked="" type="checkbox"/> Apply	Changed Member Default Format	10,000	All	Label	None
	<input checked="" type="checkbox"/> Apply	Formatting on Specific Member/Property:				
		Unconstrained Utilization Pct	1000000.00%	All	Label	All
		Constrained Load	10,000	All	Label	All
		Add Member/Property				
Column			Data	Use	Header	Use
	<input type="checkbox"/> Apply	Custom Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Calculated Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Inputable Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Local Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Changed Member Default Format	10000	All	Label	All
	<input type="checkbox"/> Apply	Formatting on Specific Member/Property:				
		Add Member/Property				

- If you want to apply any of the formatting you find here to your key figures, add the key figure, copy the formatting and the *Use* settings:
  - Click on the *Add Member/Property* button
  - Under *Dimensions*, select *Key Figures* and under *Members* select your key figure (for the scenario comparison template, choose dimension *Scenario*). Then press OK.

Repeat for all key figures:



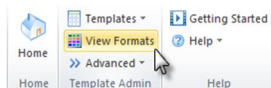
- Once you have inserted all your key figures, use the format painter to copy the data and header formatting you want to re-use. This will copy regular formatting as well as conditional formatting. Remember that you can copy the format of a range of cells to a similar range in one go – for that reason it helps to keep the sequence:



- Check if the settings under *Use* need to be adjusted (copy the content or double-click to choose). Typically you may have to change from *All* to *None*, *NumberFormat*, or *Border*.
- Remove the original settings (for performance reasons).
- Finally, switch back to the sheet named *Planning View* and refresh your planning view to verify that the formatting is applied correctly.

#### STEP 4: FINISH

- Hide the formatting sheet via *View Formats* in the *Template Admin* group of the S&OP ribbon to avoid end users from accessing it:



- Hide the ChartFeeder worksheet if you made it visible
- Upload your template via *Templates* → *Add* in the *Template Admin* group of the S&OP ribbon

## APPENDIX: FORMATTING KEY FIGURES EDITABLE IN THE PAST

The checkbox *Inputable* (using property *CALC* with values Y/N) works on entire rows and columns. A cell is editable only if all column and row attribute values relevant for the cell are editable.

Assume you have key figures in rows and time buckets in columns. Each key figure and time bucket only has one *CALC* flag: Either editable or not editable. Past time buckets are always flagged as "not editable". They cannot be flagged as editable for one key figure and as not editable for a different key figure.

Therefore flexible key figure editability cannot be formatted this way. IBP provides these two properties:

Property *Editable Indicator* for dimension *Key Figures* with these values:

- ALL
- FUTURE
- PAST
- NONE

Property *Past Current Future Indicator* for time dimensions with these values:

- P (past – all time dimensions)
- C (current – lowest granularity)
- F (future – all time dimensions)
- PC (past and current – aggregated time dimensions, e.g. Q1 in March)
- PCF (past, current, and future – aggregated time dimensions, e.g. Q1 in February)
- CF (current and future – aggregated time dimensions, e.g. Q1 in January)

The system will allow editing for these property value combinations:

Editable Indicator (Key Figures)	Past Current Future Indicator (Time)
ALL	(irrelevant)
FUTURE	C
FUTURE	CF
FUTURE	F
PAST	P

To give special formatting to editable cells, the formatting instructions need to match those property combinations for all aggregation levels in your time profile that are relevant for your template.

Below are the formatting instructions delivered with this note. They are maintained for a four tier time profile. It is safe to remove all instructions for PERIODID3 if your time profile only has three tiers:





Row

<input checked="" type="checkbox"/> Apply	Formatting on Specific Member/Property:				
Sales Fcst Price	10,000.00	NumberFormat	Label	None	Remove
Sales Fcst Rev	10000	Border	Label	Border	Remove
KEY_FIGURES.Editable Indicator = ALL	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID0.Past Current Future Indicator = C	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID1.Past Current Future Indicator = CF	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID2.Past Current Future Indicator = CF	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID3.Past Current Future Indicator = CF	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID0.Past Current Future Indicator = F	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID1.Past Current Future Indicator = F	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID2.Past Current Future Indicator = F	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = FUTURE   PERIODID3.Past Current Future Indicator = F	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = PAST   PERIODID0.Past Current Future Indicator = P	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = PAST   PERIODID1.Past Current Future Indicator = P	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = PAST   PERIODID2.Past Current Future Indicator = P	10,000	FontColorIndex   Pattern	Label	None	Remove
KEY_FIGURES.Editable Indicator = PAST   PERIODID3.Past Current Future Indicator = P	10,000	FontColorIndex   Pattern	Label	None	Remove
Add Member/Property					

If you need to maintain these instructions yourself, note that depending on the time you do this, not all indicators are sent for all time buckets. For example, the CF indicator for a year is only sent in January, since as of February the year already contains a past month and the current year is sent with indicator PCF, all other years either with P or F. At this point in time, you cannot set the CF-instruction for the year.

To introduce these instructions into an existing template, you can copy only the formatting sheet into the template's workbook. Rename and delete the formatting sheets as needed. Use the sheet options to make sure the planning view sheets refer to the correct formatting sheet (Template Admin → Advanced → Sheet Options → Formatting):

The screenshot shows the 'EPM - Sheet Options' dialog box with the 'Formatting' tab selected. The 'Report Format' section contains the following settings:

- ☐ Set Default Value in Empty Cell
- Empty Cell Default Value: 0
- ☒ Set Default Value when Member not Found in Shared Axis
- Member not Found Default Value: #NOMEMBERFOUND
- ☒ Apply Dynamic Formatting
- Default Formatting Sheet: EPMFormattingSheet (selected in the dropdown)
- ☒ Clear Report Format before Applying Dynamic Formatting

At the bottom of the dialog, there are buttons for 'Save as Default', 'OK', and 'Cancel'.