

SAP Interactive Excel 3.0

Enhancement Package 5 for SAP ERP 6.0 and later



Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE	Keys on the keyboard, for example, F2 or ENTER .

Document History

Version	Date	Change
1.0	2013-04-17	Initial version
1.1	2013-07-09	<ul style="list-style-type: none">• New chapter: Chapter 2 Quick Guide to Using SAP Interactive Excel Describes the steps that are necessary for first-time use of SAP Interactive Excel• New chapter numbering
1.2	2014-01-28	<p>The following chapters are new:</p> <ul style="list-style-type: none">• 5 Matrix Examples• 6 Working with Structures• 7 Pivot Tables• 8 Security• 9 SAP Interactive Excel Converter

Table of Contents

1	About SAP Interactive Excel.....	6
2	Quick Guide to Using SAP Interactive Excel.....	8
2.1	Logging On to a System	9
2.2	Defining Global Parameters (Optional)	11
2.3	Reporting.....	13
2.4	Posting Data.....	17
3	Online Data Entry with SAP Interactive Excel.....	20
3.1	Opening a New Workbook with SAP Interactive Excel.....	22
3.2	Interactive Database Connection.....	23
3.3	Connecting SAP Interactive Excel to a Database	24
3.4	SAP Interactive Excel Settings	25
3.5	Data Matrix.....	27
3.5.1	Creation of a Data Matrix	29
3.5.2	Making Global Settings for a New Data Matrix.....	34
3.5.3	Definition of Column and Rows of a Matrix Layout.....	36
3.5.4	Specifying Single Values	40
3.5.5	Specifying Sets	41
3.5.6	Specifying Hierarchies	43
3.5.7	Specifying Attributes.....	45
3.5.8	Changing Characteristic Values	46
3.5.9	Determination of Values for Characteristics.....	47
3.5.10	Creation of Further Matrices.....	51
3.5.11	Preparation for Data Entry	52
3.5.12	Entry of Data in a Matrix	54
3.5.13	Deleting a Matrix	55
3.6	Saving of Financial Data to the Database.....	56
3.7	Information about the Origin of Data.....	57
3.8	Creating a Snapshot of a Worksheet or Workbook	59
4	Reporting with SAP Interactive Excel.....	60
4.1	Creation of Reports on the Basis of Interactive Data Matrices.....	62
4.2	Reporting for Specific Data Categories	63
4.3	Refreshing of Report Data	64
5	Matrix Examples	65
5.1	Data Reporting/Data Entry Matrix.....	65
5.2	Building Up a Matrix	74
5.3	Changing a Matrix.....	79

6	Working with Structures	85
7	Pivot Tables.....	87
7.1	Definition of a Pivot Table	89
7.2	Defining a Pivot Table	91
8	Security.....	93
9	SAP Interactive Excel Converter	94
10	Glossary	96

1 About SAP Interactive Excel

Purpose

Interactive Excel enables you to enter reported financial data of consolidation units in user-defined matrices and save this data to the backend consolidation component directly from a Microsoft Excel spreadsheet. The backend consolidation component can be the database tables for EC-CS totals records in an SAP ERP 6.0 system or, if SAP Enhancement Package 5 for SAP ERP 6.0 or later is installed on your system, an InfoCube for Business Consolidation (SEM-BCS) totals records in SAP NetWeaver Business Warehouse. You can use Interactive Excel for online data entry as an alternative to online data entry in an SAP system.

Another option for a backend database is to use a Microsoft Access file created by using the Enterprise Controlling Consolidation (EC-CS) tool for offline data entry. For more information, see the documentation on [SAP Help Portal](#) and search for *Consolidation: Offline Data Entry with MS Access*.

Implementation Considerations

You can use Interactive Excel to access and maintain reported financial data in the Enterprise Controlling Consolidation (EC-CS) component if you have installed SAP Interactive Excel, version 3.0.

Interactive Excel allows you greater flexibility in the definition of data entry forms than the online data entry in an SAP system. For example, in the backend system, data entry form layouts are fixed, and you cannot change the column definition whereas using Interactive Excel, you can change the layout.

Integration

- You can use the master data and the control parameters of the backend system to help you define data entry matrices.
- You can use Interactive Excel for various scenarios regarding the relationship between components and the organization of the data entry procedure.

For more information, see [Online Data Entry with SAP Interactive Excel](#).

Features

Flexible Definition of Data Entry Matrices

In a data matrix, you enter reported financial data for various characteristics and combinations of characteristics. To simplify the definition of a data matrix, you can use lists of proposals for the characteristics predefined in Interactive Excel. The system generates these proposals from the master data and the control parameters in the database.

However, you can also define your own matrix or part of a matrix without using the values from the backend system, and you can apply any formatting that you require.

For more information, see [Data Matrix and Creation of a Data Matrix](#).

Excel Formatting

Interactive Excel is an add-in program for the standard Microsoft Excel application in the form of a template. Therefore, it has the advantage that it is based on a well-known spreadsheet program that offers a wide range of formatting functions.

Preparation for Data Entry

Before you enter data in a matrix, you can run a preparation for data entry. During this procedure, matrix cells in which data cannot be entered are blocked, and data from the *totals* (InfoCube or database table) is imported into the matrix as reference data.

For more information, see Preparation for Data Entry.

Checks/Validations

Interactive Excel checks the consistency of data before exporting it to the *totals* InfoCube.

Reporting

You can use Interactive Excel to evaluate the current data in an SAP system by creating user-defined reports.

For more information, see Reporting with SAP Interactive Excel.

2 Quick Guide to Using SAP Interactive Excel

This chapter describes the steps that are necessary for first-time use of SAP Interactive Excel.

Prerequisites

You have installed SAP Interactive Excel and have set up a connection to an SAP ERP backend system on which Enterprise Controlling Consolidation (EC-CS) or Business Consolidation (SEM-BCS) is installed.

For EC-CS only: You can also connect SAP Interactive Excel to an offline data entry database in Microsoft Access.

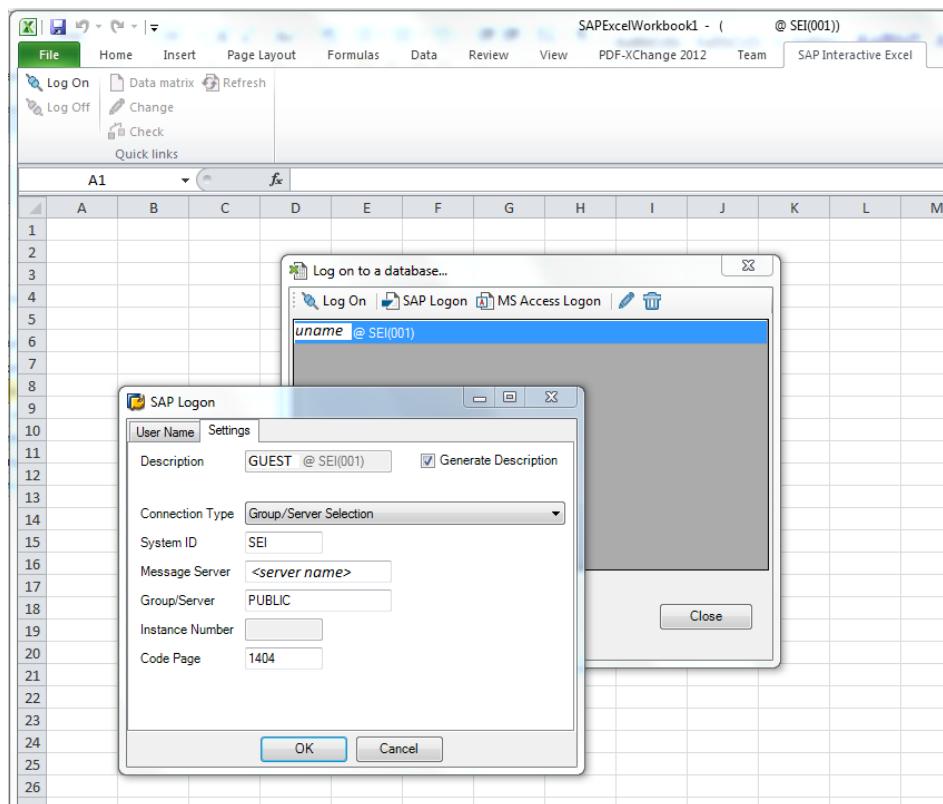
Activities

- Logging On to a System
- Defining Global Parameters (Optional)
- Reporting
- Posting Data

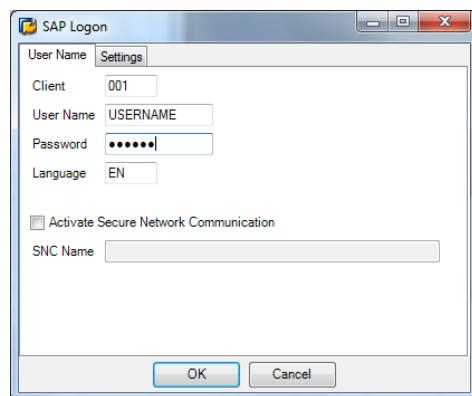
2.1 Logging On to a System

1. Open the SAPExcelWorkbook.xlsx file from the Windows *Start* menu by selecting *All Programs* → *SAP Front End* → *SAP Interactive Excel 3.0*.
Microsoft Excel opens.
2. Enable the SAP Interactive Excel add-in.
3. On the *SAP Interactive Excel* tab, click *Logon*.
The *SAP Logon* dialog box opens.
4. Create a new logon entry by doing one of the following:
 - o To connect to an SAP ERP backend system, click the *New SAP System* toolbar button.
 - o To connect to a Microsoft Access database with offline data entry for EC-CS, click *MS Access Logon*.
5. Configure the logon customizing manually to enable access to the backend systems on the *User* and *Settings* tabs.

You can apply the settings from the standard SAP Logon entry if it is available.

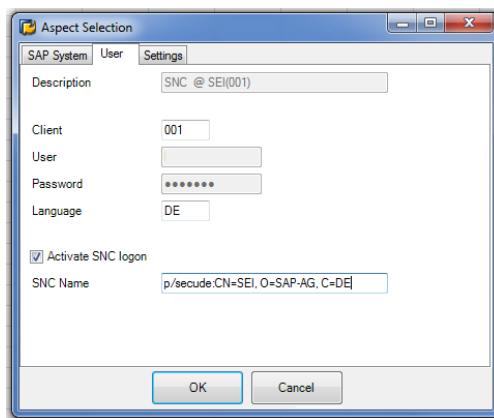


Creating a new logon entry



Configuring the logon settings

6. If Secure Network Communications (SNC) is active in your landscape, select *Activate Secure Network Communication* and enter identification string instead of your user credentials.



Using Secure Network Communications (SNC)

7. Log on to a backend system.

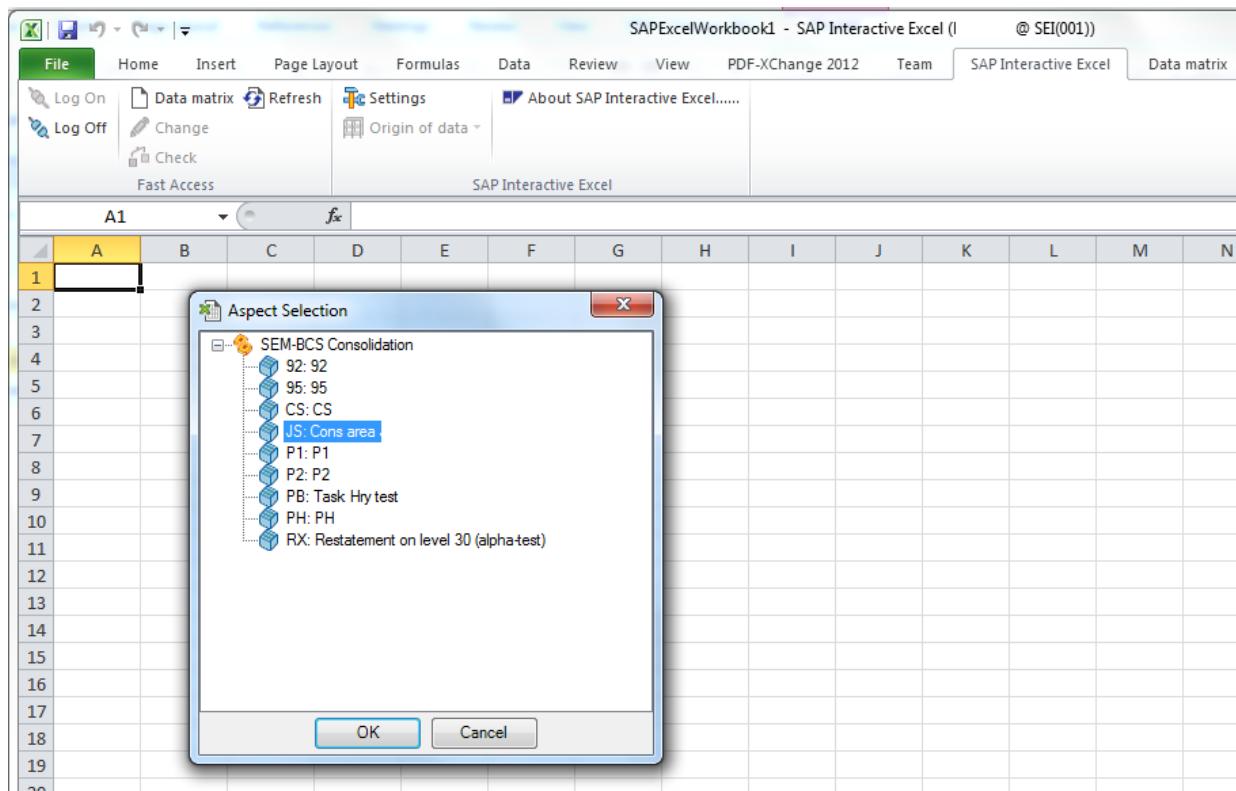
If the connection to an SAP system or a Microsoft Access database is correctly defined and you have logged on successfully, the connection parameters are stored and appear on the logon overview screen the next time you log on.

You can change previously defined connection parameters, for example, your user name, by clicking *Change*. You can delete existing connections by clicking *Delete*.

2.2 Defining Global Parameters (Optional)

1. Log on to a backend system with active component from the *Logging on to a System* test case.
2. On the *SAP Interactive Excel* tab, click *Settings*.

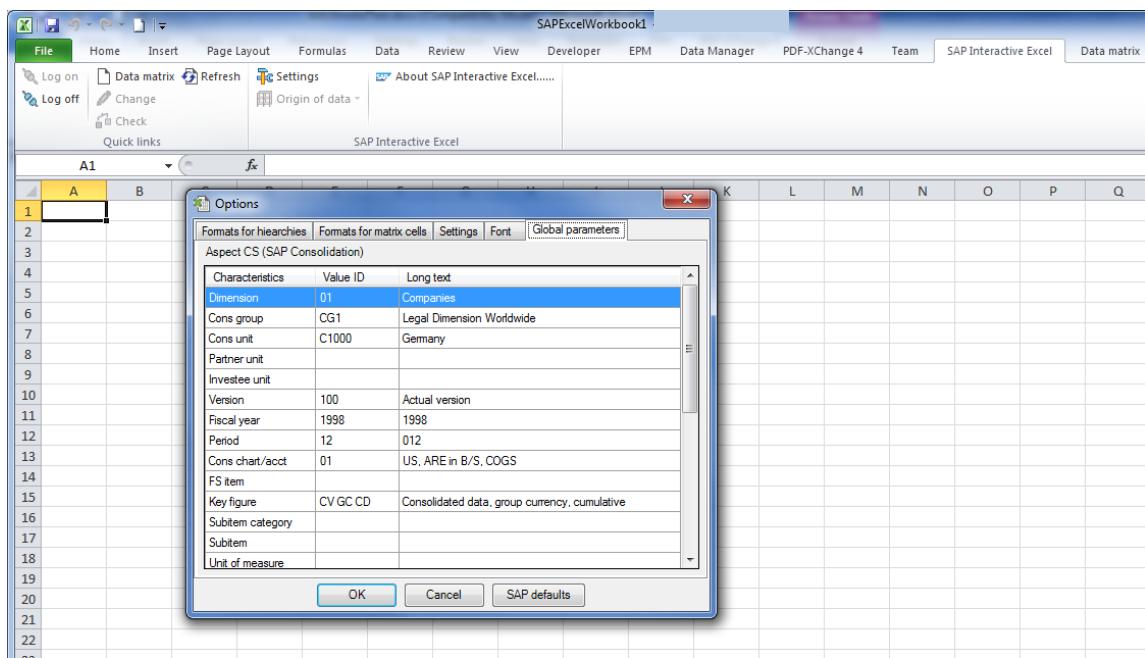
The global parameters are always assigned to a specific aspect. If no aspect has been selected, the *Aspect Selection* dialog box opens by default. If you do not select any aspect, the *Global parameters* tab page is not available in the *Options* dialog box.



Aspect Selection dialog box

3. In the *Options* dialog box on the *Global parameters* tab, define the global parameters.

The global parameters you define are available on the *Global parameters* tab the next time you log on. By default, the parameters are inserted into a new matrix definition. If the global parameters are not defined, no predefined settings are available in the matrix definition.

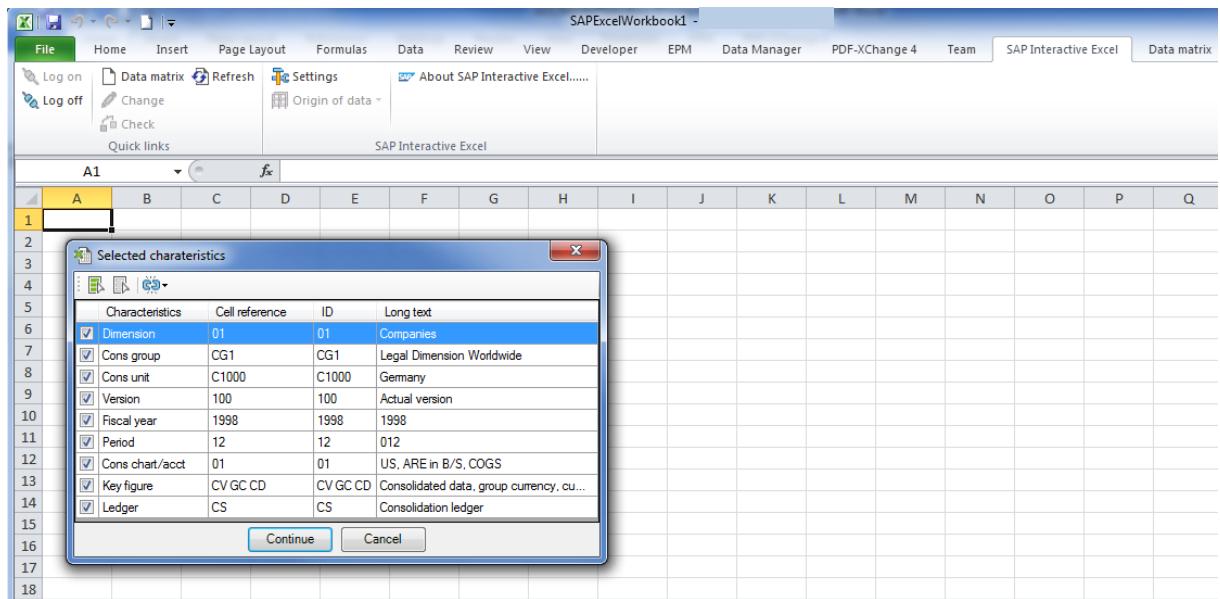


Defining global parameters

2.3 Reporting

1. On the *SAP Interactive Excel* tab, click *Data matrix*.

If you have defined global parameters, the *Selected characteristics* dialog box opens and the parameters are available as the predefined settings of the new matrix. You can use these settings or you can ignore specific parameters by clearing the corresponding checkboxes.



Selecting global parameters

The *Reference values/Insert values* options are relevant when you create a new matrix and another matrix already exists. You can reference the parameters of the previous matrix by selecting *Reference values*. If you select *Insert values*, the new parameters are inserted into the new matrix.

2. To confirm the global parameters you want to use, click *Continue*.

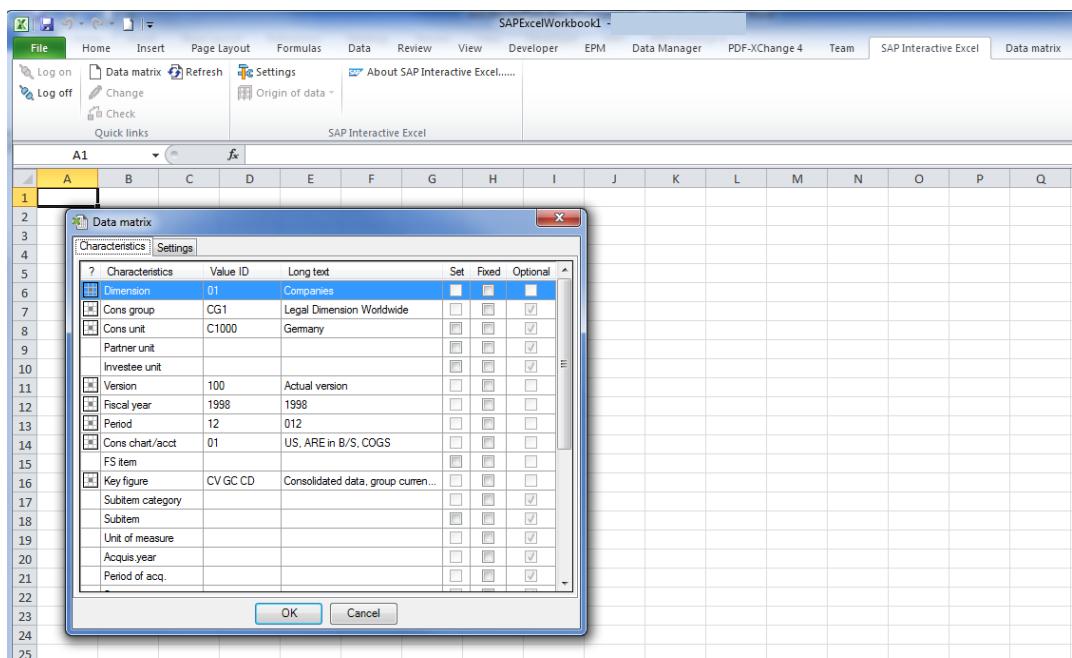
A dialog box opens and displays the data matrix definition.

3. Add your selection criteria.

Example

Cons. group	CG1
Cons. unit	C1000
Key figure	CV GC CD

4. Open the data matrix definition and confirm the matrix header by clicking *OK*.



Data matrix definition

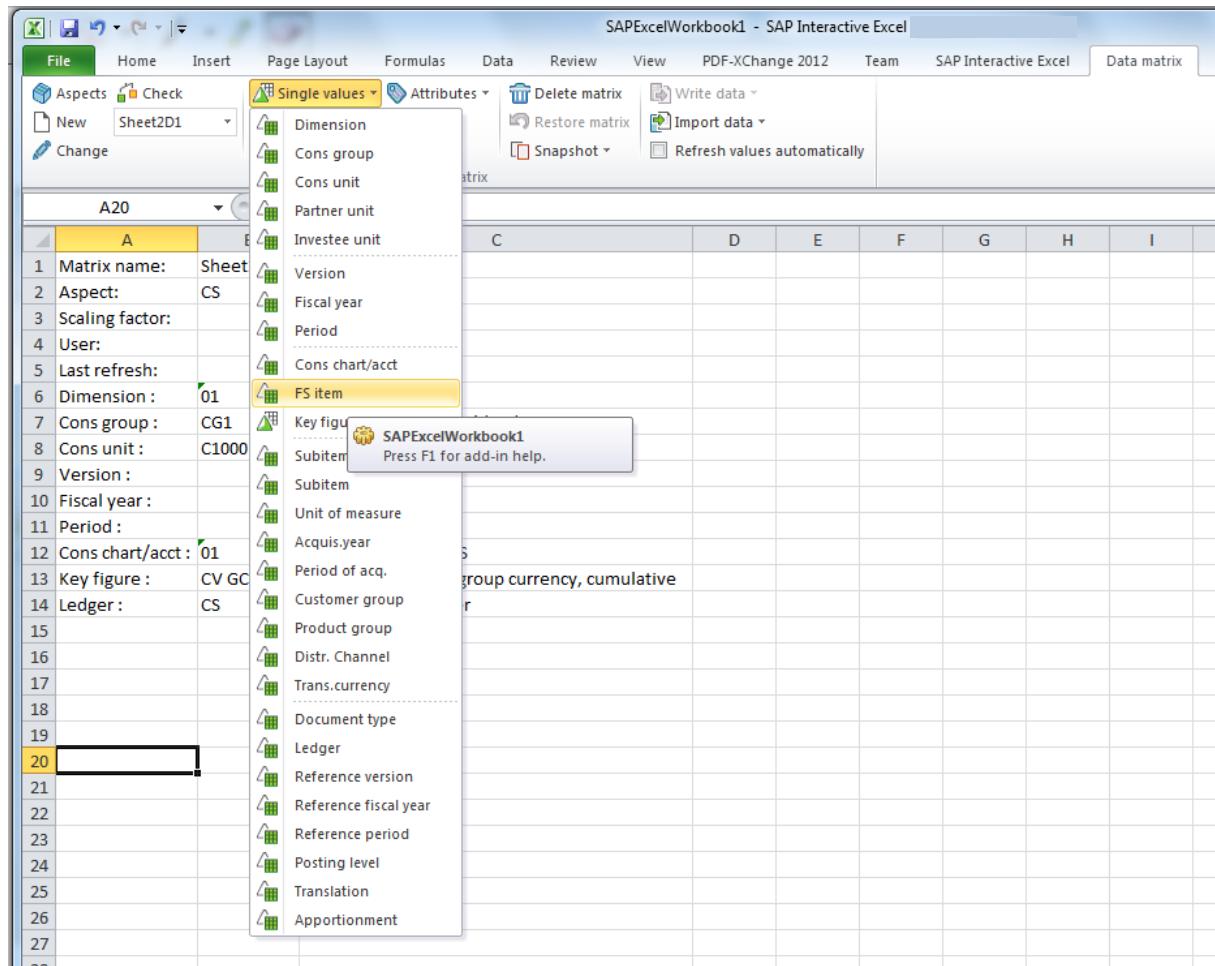
5. Add the values of the required FS items to a worksheet, for example, to cells A20 - A27, as follows:
 1. On the *SAP Interactive Excel* tab, click *Change*.
 2. Assign the range \$A\$20:\$A\$27 to the FS Item characteristic and then click *OK*.
 3. Import data by clicking *Import Data*.

Characteristic	Value/Value reference
FS item	\$A\$20:\$A\$26

Importing the values of required characteristics

Note

You can also insert FS item values on the *Data matrix* tab by clicking *Single values*, *Sets* or *Hierarchies* and selecting the required FS items from the list of characteristic values.

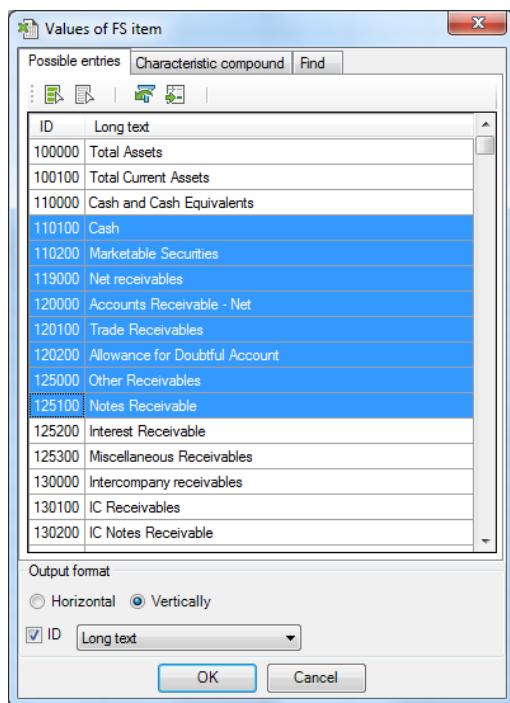


The screenshot shows the SAP Interactive Excel interface. The ribbon at the top has the 'Data matrix' tab selected. On the left, there's a sidebar with 'Aspects' and 'Check' sections, and a list of matrix parameters. A context menu is open over cell A20, with 'FS item' highlighted. A tooltip for 'FS item' shows 'SAPExcelWorkbook1' and 'Press F1 for add-in help.' The main area shows a grid with columns C through I and rows 1 through 28.

Inserting characteristic values

Caution

Before you insert the characteristic values, position the cursor in the required target cell, for example, A20.



Selecting FS item values

6. Click **OK**.

The selected values of FS items are inserted into the sheet vertically, into and below the cell A20.

i Note

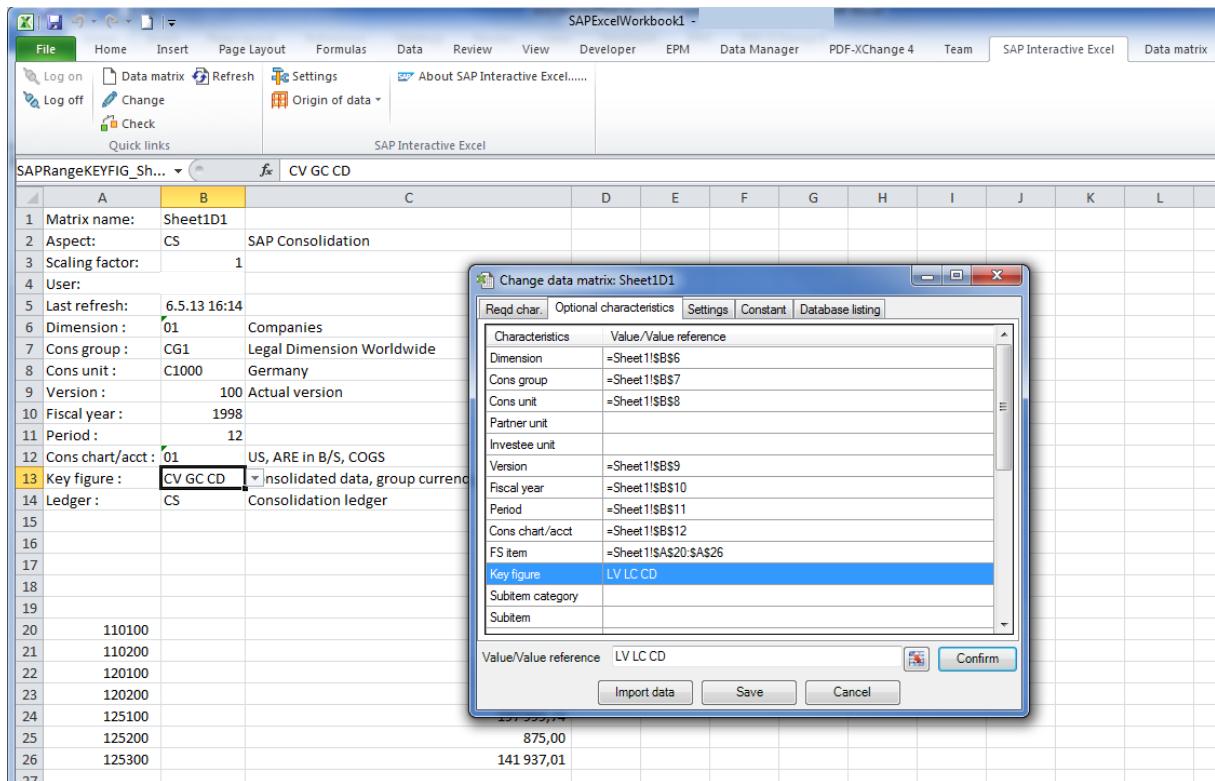
If you inserted FS item values on the *Data matrix* tab, import the data by using the *Import data* command on the *Data matrix* tab.

Importing data on the Data matrix tab

Data is inserted into the range that is assigned for the values. If no value range is defined, a dialog box opens where you can specify the cell identification or you can position the cursor in the cell, which shall be top left corner of the value range.

2.4 Posting Data

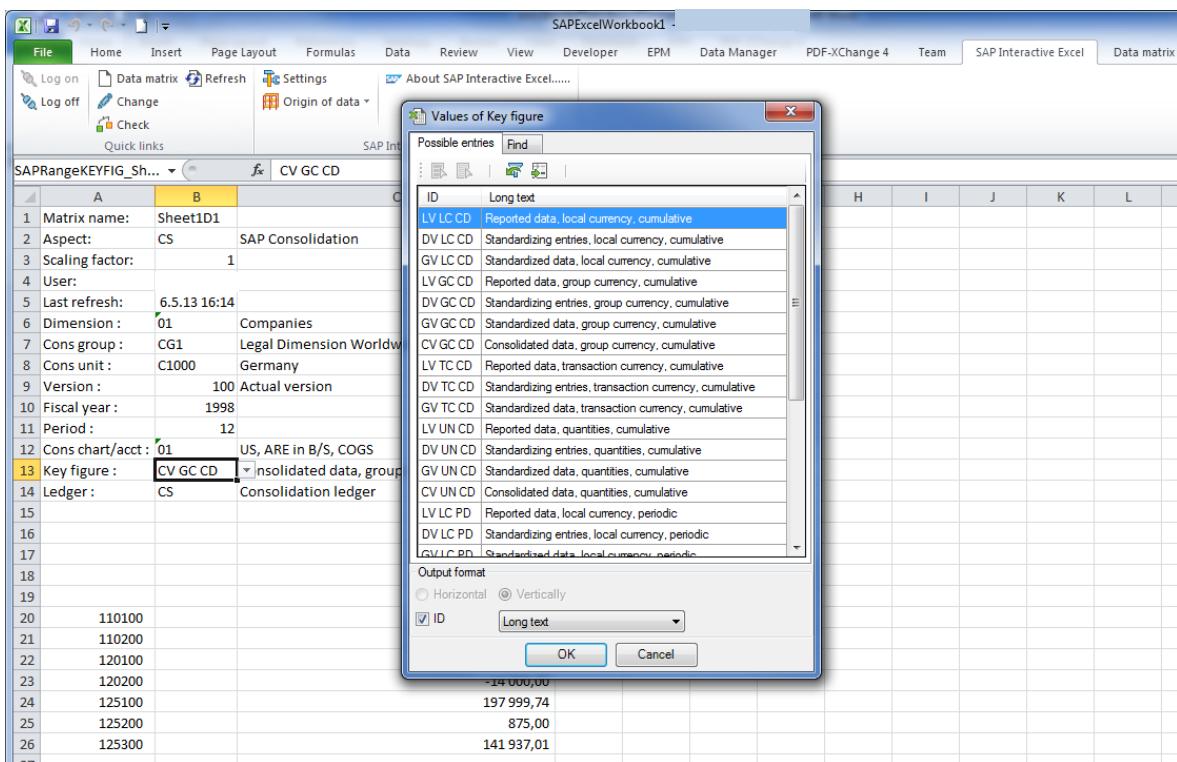
1. Follow the steps described under *Data reporting*.
2. On the *SAP Interactive Excel* tab, open the matrix definition by clicking *Change* and change the key figure parameter value to **LV LC CD**.



Changing a parameter value (1)

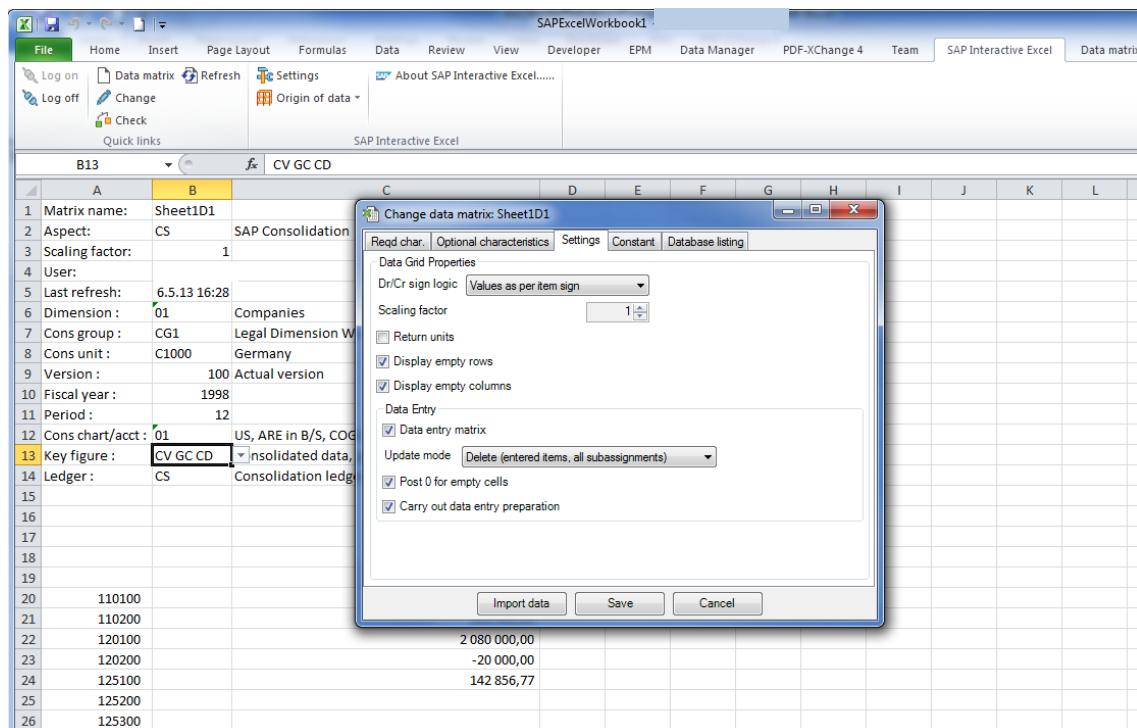
Note

You can also access the key figure from the worksheet directly and change its value in the *Values of Key figure* dialog box.



Changing a parameter value (2)

- Change the matrix mode to *Data Entry* and click *Import data*.



Importing data for posting

4. Change the value as required and click *Write Data*.

The screenshot shows the SAP Interactive Excel interface with the title bar "SAPExcelWorkbook1". The ribbon menu includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, EPM, Data Manager, PDF-XChange 4, Team, SAP Interactive Excel, and Data matrix. The Data matrix tab is selected. A context menu is open over a cell, with "Write data" highlighted. A sub-menu for "Worksheet" is also visible. The main worksheet area displays a table of configuration parameters. A small "Write data" dialog box is overlaid on the screen, containing a checkbox labeled "Test run" and two buttons: "OK" and "Cancel".

1	Matrix name:	Sheet1D1
2	Aspect:	CS SAP Consoli
3	Scaling factor:	1
4	User:	KRISTEK
5	Last refresh:	6.5.13 16:28
6	Dimension :	01 Companies
7	Cons group :	CG1 Legal Dimension Worldwide
8	Cons unit :	C1000 Germany
9	Version :	100 Actual version
10	Fiscal year :	1998
11	Period :	12
12	Cons chart/acct:	01 US, ARE in B/S, COGS
13	Key figure :	LV LC CD Reported data, local currency, cumulative
14	Ledger :	CS Consolidation ledger
15		
16		
17		
18		
19		
20	110100	3 000 000,00
21	110200	100 000,00
22	120100	2 080 000,00
23	120200	-20 000,00
24	125100	142 856,77
25	125200	
26	125300	

Writing data to the backend system



When writing data, do not select *Test run*; otherwise, the system only checks data but does not post it to the backend system.

3 Online Data Entry with SAP Interactive Excel

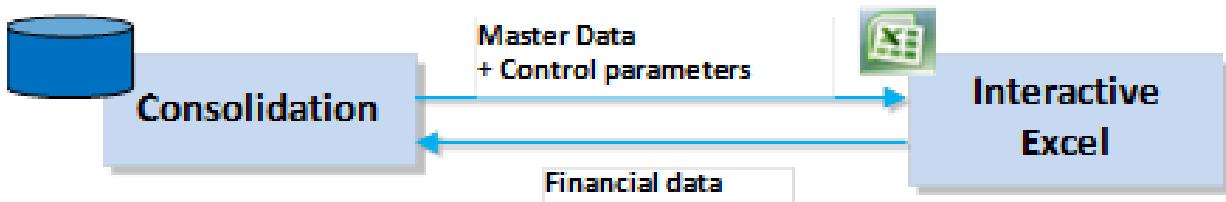
Purpose

You can use SAP Interactive Excel for data entry within a subgroup in different scenarios. Each scenario is determined by decisions taken within a subgroup concerning the technical organization and procedures for data entry.

Prerequisites

You have installed Microsoft Excel 2010 or later and SAP Interactive Excel, version 3.0.

Scenario Example



1. You must assign the *Interactive Excel* data collection procedure to the data collection method that you assign to one data collection task for the consolidation units, for example, companies, which will enter their reported financial data by using SAP Interactive Excel.
2. A subsidiary creates its own data entry matrices in SAP Interactive Excel based on the master data and the control parameters in the consolidation backend system. It may also run a preparation for data entry for the matrices.
3. The subsidiary enters its financial data in the matrices and saves the data to the *totals* InfoCube of SEM-BCS or to the *totals* database table of EC-CS.

i Note

The parent company does one of the following:

- o Allows its subsidiaries to define their own matrices
- o Creates templates for matrices centrally and distributes them

Result

After the completion of data entry in SAP Interactive Excel, you can continue processing the data in the SAP system. In particular, you can execute consolidation tasks that use the reported financial data maintained in SAP Interactive Excel as input data.

3.1 Opening a New Workbook with SAP Interactive Excel

Prerequisites

You have installed Microsoft Excel 2010 or later and SAP Interactive Excel, version 3.0.

Note

If you have enabled the SAP Interactive Excel add-in, the *SAP Interactive Excel* tab is automatically added to the ribbon. You can use this tab to log on to a database connected to the SAP system.

Procedure

1. Open Microsoft Excel.
2. Enable macros.
3. On the *SAP Interactive Excel* tab, click *Log On*.
4. Log on to the backend consolidation system.

Result

The *SAP Interactive Excel* tab is added to the standard Excel ribbon. You use this tab to log on to SAP systems and access transactional and master data from the consolidation system. The *SAP Interactive Excel* tab is displayed in the language that you select when you log on to a backend system. The language is independent of the Microsoft Office default language.

3.2 Interactive Database Connection

Use

This central function of SAP Interactive Excel enables you to do the following:

- Save reported financial data from a data entry form to the *totals* InfoCube
- Import up-to-the-minute data from the *totals* InfoCube into reports defined in SAP Interactive Excel
- Use master data and control parameters stored in the database as value proposals when defining data entry forms and reports

Prerequisites

You have access to the appropriate database tables.

Features

Communication Between SAP Interactive Excel and the Database

Data can be transferred between SAP Interactive Excel and a database as follows:

- You can save data entered in an SAP Interactive Excel form to a *totals* InfoCube for SEM-BCS in SAP NetWeaver Business Warehouse or to a *totals* database table in an EC-CS system.
- You can import data from a *totals* InfoCube for SEM-BCS in SAP NetWeaver Business Warehouse or from a *totals* database table for EC-CS into an SAP Interactive Excel report.

Loading of Interface Texts for SAP Interactive Excel

The language that you specify when logging on to the SAP system determines the language that appears on the user interface of SAP Interactive Excel.

3.3 Connecting SAP Interactive Excel to a Database

You connect SAP Interactive Excel to a database by logging on to an SAP system from the *SAP Interactive Excel* tab in Microsoft Excel.

Procedure

1. Open an empty file or predefined a file that you created using the SAP Interactive Excel add-in.
2. Open the delivered template (`SAPExcelWorkbook.xlsx`) or another file that was created by using SAP Interactive Excel earlier.
3. Click *SAP Interactive Excel → Log On*.
4. In the *SAP Logon* dialog box, log on to the SEM-BCS or EC-CS system.

The language that you specify when logging on determines the interface language of the SAP Interactive Excel component.

Result

SAP Interactive Excel is connected to the database and the *Data Matrix* tab is added to standard Excel ribbon.
Additional functions are available on the *SAP Interactive Excel* tab.

 Note

You can connect a workbook to only one database in the backend system at a time.

3.4 SAP Interactive Excel Settings

Use

You can make different formatting settings and general definitions for your work with SAP Interactive Excel.

Features

Formats for Hierarchies

You can change the color of the individual levels and their indent level. Your settings are saved locally on your computer.

Formats for Matrix Cells

You can define different formats for the following cells:

- Locked Cells (cannot be used for data entry, for example, *totals* items or invalid characteristics)
- Cells that can be used for data entry
- Output Cells in Reports (into which data is imported)

These settings are valid for the entire workbook.

If you choose *Change* for the relevant cells, a standard Excel dialog box appears. In this dialog box, you define the formats that you want to use.

The default format template for SAP Interactive Excel is applied and should be sufficient for your needs. However, you can choose a different template if required.

Settings

• Shortcut Key for Possible Entries Function

When you insert a single value or set aggregation into a cell, a possible entries function is applied to the cell. You can use the button to the right of the cell to display a list of possible values.

The default key combination for this function is **STRG** + **H**. If required, you can set a different key combination.

• Only read the values manually

Choose this setting if you want to prevent data from being automatically read from the SAP system.

Changed matrix data is normally automatically read again from the SAP system. You can prevent this using SAP Interactive Excel, for example, if you want to create varied valuations on the basis of data from a key date.

If you activate this option, only manual update is allowed and every time you log on to SAP Interactive Excel, a system message prompts you that the automatic update feature is deactivated.

Define Font

If required, you can change the font used for displaying the user interface texts (dialogs) in SAP Interactive Excel.

You can choose either a fixed-width font or a proportional font, for which there are further options available. You can also display sample texts.

Global Settings

You can display and change the global parameters that you work with in the SAP system.

Default Settings

You can use the [SAP defaults](#) function to restore the standard settings for SAP Interactive Excel.

Activities

You can make your settings by clicking [SAP Interactive Excel –Settings](#).

3.5 Data Matrix

Definition

User-defined table in SAP Interactive Excel that can function either as a data entry form or as a report.

Use

You can use data matrices for the following purposes:

- Entering financial data in the consolidation backend system

The parent in a consolidation group usually decides whether it will define the data entry matrices for all subsidiaries using SAP Interactive Excel, or whether it will allow the subsidiaries to define their own matrices.

- Reporting on the basis of current financial data in an SAP system

For more information, see [Creation of a Data Matrix](#).

Structure

A data matrix consists of the following elements:

Header Data

Characteristics are valid for a matrix as a whole and appear outside the row and column layout of the matrix. Single values (for example, fiscal year or version) or set aggregations (represented as Single Selections in SEM-BCS) can be used for these characteristics. Each characteristic value that is defined as header data fills exactly one cell. The values that you select are inserted in the worksheet in a block, but you can subsequently move them to a different position.

Constants

Characteristics are fixed for a matrix as a whole. You specify these characteristics during matrix definition, after which they are hidden in the matrix and can no longer be selected during further definition.

Column Layout

Multiple values or set aggregations for a characteristic, which extend across several columns. A column layout in a matrix can consist of several rows. You do not necessarily have to position these rows directly beneath each other.

For more information, see [Definition of Column and Rows of a Matrix Layout](#).

Row Layout

Multiple values or set aggregations for a characteristic, or one or more hierarchies, which extend across several rows. A row layout in a matrix can consist of several columns. You do not necessarily have to position these columns directly beside each other.

For more information, see [Definition of Column and Rows of a Matrix Layout](#).

User-Defined Entries

Empty rows or columns are inserted into a column/row layout, that is, where no characteristics are specified for a whole column/row. In reporting, you can use these cells for your own functions, for example, you can use an Excel formula.

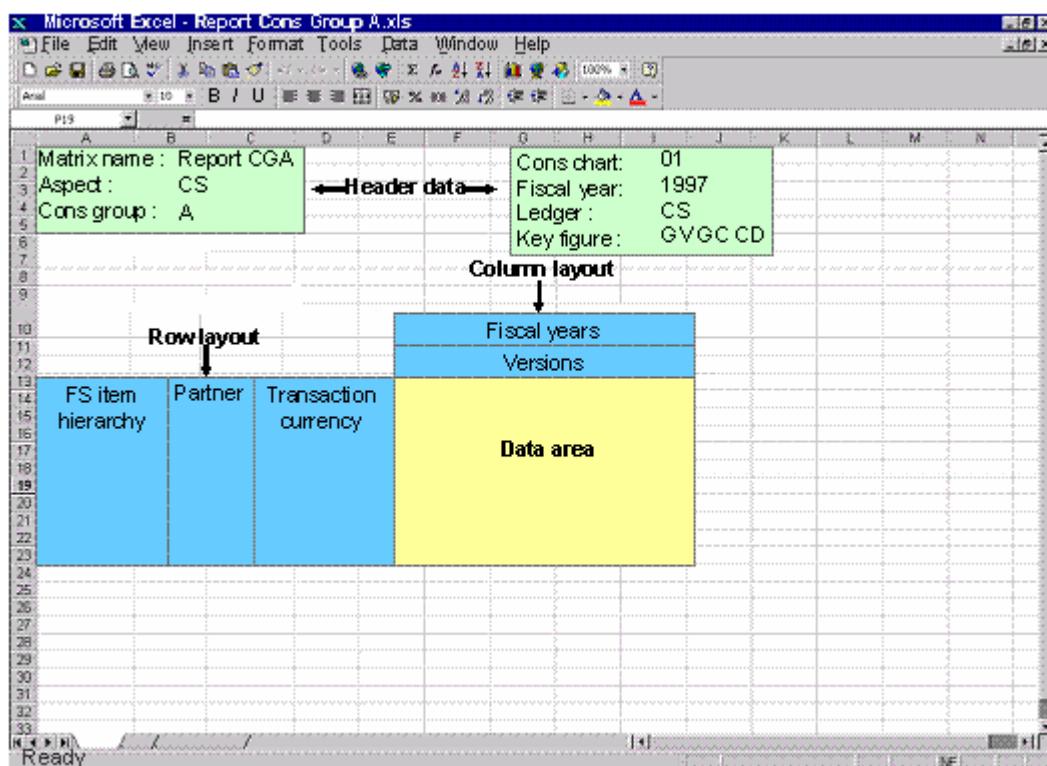
Data Area

Area directly adjacent to the row and column layouts, in which financial data is entered or reported data is displayed.



SAP Interactive Excel must be able to identify the row and column layout before it can identify a data area. The program cannot distinguish a layout that only covers one row/column from header data and, therefore cannot identify it as a row/column layout. If your layout cannot be identified, a message appears prompting you to explicitly indicate the data area.

A Simple Data Matrix and Its Base Elements



If you have created a complex matrix and want to identify the various elements in the matrix definition, you can click [SAP Interactive Excel –Origin of data –Active matrix –Matrix definition](#). This function marks the row and column layout and the header data on a worksheet.

3.5.1 Creation of a Data Matrix

Purpose

You can create a new data matrix as a data entry form or report by defining the settings that are valid for the whole matrix. You can create more than one matrix in a single worksheet.

For an example of how to create a data matrix, see Matrix Examples.

Prerequisites

- You have created an SAP Interactive Excel workbook based on the delivered `SAPExcelWorkbook.xlsx` template.
- If you want to use master data and control parameters from the target or source environment (that is, the consolidation area in the SEM-BCS system) as proposals for the definition of characteristic values, you must log on to the appropriate SAP SEM-BCS/EC-CS system.

Note

You can define a matrix without using proposals originating from existing master data and control parameters. However, you must specify additional definitions; therefore, this manual procedure is more complex.

- You have selected an aspect for the matrix.

An aspect determines the source or target environment for the matrix data. In the context of SEM-BCS, this means the consolidation area from which you want to import data into reports (source environment) or the consolidation area to which you want to store the data entered in the data matrix (target environment), and whose master data and control parameters you want to use for the matrix definition.

If EC-CS is used as the backend system, the CS aspect is always used.

Note

You cannot change an aspect after it has been selected for a matrix.

Your selected aspect is used as the default for further matrices, which you process with SAP Interactive Excel, until you change the aspect.

Process Flow

1. You specify the following global settings:

- **Matrix name**

If you define several matrices for a single worksheet, you can give them different names.

Note

You cannot change the name of a matrix later.

- **Debit/credit sign logic**
For information, see Debit/Credit Sign Logic.
- **Scaling**
Data can be entered/displayed at a specified scaling factor. Scaling from 1 to 1,000,000 is possible when you create a matrix. You can later change the scaling factor as required.
- **Return units indicator**
If you select this indicator, values are displayed with a unit in SAP Interactive Excel reports, for example, currency or unit of measure.
- **Data entry matrix indicator**
You need to set this indicator if you want to use a matrix in order to enter data and run a preparation for data entry.
- **Display blank lines indicator**
Normally blank lines are also displayed in a data matrix; therefore, the indicator is selected. Deselecting the indicator suppresses blank lines. You can suppress blank lines to improve clarity.
- **Display blank columns indicator**
Normally blank columns are also displayed in a data matrix; therefore, the indicator is selected. Deselect this indicator to suppress blank columns and improve clarity.
- **Post 0 for blank cells indicator**
Use this indicator if you want to write zero (0) for blank cells. You can use this setting to enter a numerical value in all items.
- **Update mode**
The update mode specifies how the system is to process the values of data records that were posted earlier. You have the following options:
 - *Delete* (all FS items, all subassignments): all existing data for each object is reset to zero
 - *Delete* (entered items, all subassignments): all existing data for each object in posted items is deleted before writing the entered data.
 - *Delete* (FS items in the matrix, all subassignments): all existing data for each object in the matrix is deleted with all subassignments, before writing the entered data.

i Note

This option is available for an EC-CS backend system only.

- *Overwrite* (entered items and subassignments): the existing entries are overwritten by the entered ones (when identical to the item and all subassignments), other entered data is written; otherwise, existing settings remain unchanged
- *Allocate* (overwrite, but total per item remains unchanged): the value, which already exists in an item, is divided onto the uploaded subassignments the total per item remains unchanged. To achieve this, an automatic offsetting entry is generated on the respective default subassignment.

i Note

This option is available for an EC-CS backend system only.

- *No Modification*: all data in the target system remains unchanged; the new data is posted only if it does not exist in the target system yet; otherwise, an error message is displayed.

Note

This option is available for an SEM-BCS backend system only.

Note

The *Divide* function is currently restricted to the *Partner* subassignment.

2. You specify global characteristic values.

- You can specify single values or set aggregations as characteristic values for a matrix header. To do this, you can use master data and control parameters in the source/target environment (that is, the consolidation area) as proposals.
- If a characteristic value is valid for an entire matrix, you can mark it as a constant. The value is set in the background, and the characteristic is no longer available for definition, thereby reducing the number of characteristics that are listed.
- You can find out which characteristics are set as a constant and undo this setting at any time. For more information, see *Making Global Settings for a New Data Matrix*.
- If a particular characteristic is irrelevant for your matrix, you can mark it as a constant without assigning a value. It will then be inactive and no longer offered for selection.
- If you subsequently change a characteristic value in a report matrix when connected to a database, the matrix is automatically refreshed with the appropriate database data.

3.5.1.1 Debit/Credit Sign Logic

The logic that you select determines the debit and credit signing used for entering data or for displaying data that is imported from the totals InfoCube. The following table describes the sign logic that is supported.

Debit/credit sign logic	Represents
Database values	<p>In data entry, the system stores the values to the database with the same sign that you specify when entering the data on the user interface.</p> <p>In reporting, the system displays the values on the user interface with the same sign that is stored on the database.</p> <p> Example</p> <p>Assets items as positive (without a sign) and liabilities/stockholders' equity items as negative (with a minus sign).</p>
Values as per item sign	<p>In data entry, the system takes into account both the sign that you specify on the user interface and the debit/credit sign set in the master data of the item/subitem concerned. When storing the value to the database, the system stores the product of the user-specified sign and the signs in the master data of the item/subitem concerned.</p> <p>In reporting, the system takes into account both the sign that is stored on the database and the debit/credit sign set in the master data of the item/subitem concerned. When displaying the value on the user interface, the system displays the product of the sign on the database and the signs in the master data of the item/subitem concerned.</p> <p> Example</p> <p>The balance of a liabilities/stockholders' equity item is usually a credit. The subitem for acquisition is a debit. Therefore, when you maintain acquisition data on a liabilities/stockholders' equity item, you do not explicitly specify a sign on user interface. Nevertheless, the system stores the value with a negative sign to the database.</p>
Inverse database values	<p>In data entry, the system stores the values to the database with the opposite sign as compared to the sign that you specify when entering the data on the user interface.</p> <p>In reporting, the system displays the values on the user interface with the opposite sign as compared to the sign that is stored on the database.</p>

Debit/credit sign logic	Represents
	 Example You can use this logic for an income statement item, if you want to show expenses as negative (with a minus sign) and revenue as positive (without a sign). This relationship between positive and negative values enables you to calculate financial results using standard Excel formulas.

3.5.2 Making Global Settings for a New Data Matrix

Prerequisites

You have opened a workbook that was created using the SAP Interactive Excel template.

Procedure

1. Place the cursor on a cell that you want to form the upper left corner of the matrix header data.
2. Click *Data Matrix* → *New*.

The settings of existing matrices are copied into your matrix as default values.

A dialog box appears that displays the *Preset Characteristics* (that is, the global parameters).

You can predefined the global parameters by clicking *SAP Interactive Excel* → *Settings* → *Global Parameters*.

You can deactivate certain parameters.

3. On the *Settings* tab, enter a name for your matrix and specify the following parameters:
 - o A debit/credit sign logic
 - o A scaling factor for data
 - o Whether you want to enter values with units or display units for imported data
 - o Whether blank lines should be displayed
 - o Whether empty columns should be displayed
 - o Whether the matrix is a data entry matrixFor information about the parameters, see Making Global Settings for a New Data Matrix.
4. On the *Characteristics* tab, specify values for characteristics that are valid for the whole matrix as follows:
 1. Select a characteristic in the dialog box.
 2. Determine the characteristic type for the value.You can define the value as either a single value or a set aggregation.
 3. Use the arrow button next to the *Value ID* field to display a list of possible values and select one of these values.
 4. Select *Fix* if a characteristic is valid for the whole matrix and you do not want it to appear on the worksheet.

Note

- o If you want to change the value selected for a characteristic, position the cursor on the characteristic and select a new value from the list of possible values using the arrow button; then select the correct value.
- o If you want to remove the value selected for a characteristic, position the cursor on the characteristic, and select the empty entry at the top of the list of possible values.

5. Repeat step 4 until you have specified all the characteristic values that you require and then click *OK*.

Result

- The relevant characteristic values are inserted as a block at the cursor position, unless you specified them as constants, in which case they are invisible. General information, for example, user, scaling factor, and aspect is also inserted.
- Header data can be formatted, moved, or deleted after it is inserted into a worksheet. You can change all global settings except for the matrix name and aspect after insertion.
- You can check your settings and make changes at any time by clicking [Data Matrix → Change → Settings](#).

Note

In this way, you can find out which characteristic values are defined as constants on the *Constant* tab and therefore do not appear on the worksheet. You can also remove the *Constant* indicator for a characteristic value.

- For more information about changing values, see [Changing Characteristic Values](#).
- You can predefine the settings for new data matrices. To do this, click [SAP Interactive Excel → Settings → Global Parameters](#).

Global parameters are saved for every single aspect. In exactly the same way, you can copy the settings of already existing matrices as default values.

3.5.3 Definition of Column and Rows of a Matrix Layout

Purpose

You can define the row and column layout of a data entry form or report matrix by arranging characteristics and characteristic values on a worksheet.

Prerequisites

You have created a matrix and defined the basic settings for your matrix. For more information, see Creation of a Data Matrix.

Process Flow

1. You define characteristic values and insert them into the worksheet as a row and column layout.

You can specify characteristics and their values in the following ways:

- o By manually inserting them in the matrix
- o By selecting them from proposal lists that are generated from master data and control parameters in the database

Note

The advantage of selecting values from lists of proposals is that SAP Interactive Excel recognizes the reference of the cell in which a characteristic value is located and you do not need specify it explicitly. For more information, see Determination of Values for Characteristics.

If you use proposals, you can display the key and/or the short or long text in the matrix. If, in addition to the key, you use the long text, the long text automatically changes if you select a different characteristic value by entering a new key.

You can use the following types of characteristics to define the matrix layout:

- o **Single values**

You can arrange these in sequence, either horizontally or vertically.

- o **Set list**

A series of single values arranged in sequence, either horizontally or vertically. Single selections are restricted by a named single selection, which is defined in backend system.

- o **Set aggregation**

A single entry in the matrix definition summarizes data for all entries of named single selection.

- o **Hierarchy**

A series of single values arranged vertically with a structure of up to eight (8) levels. This feature is determined by the native grouping options of Microsoft Excel.

You can insert an unlimited number of single values, sets, and hierarchies into your data matrix, and subsequently delete, move, format, or change them.

 **Caution**

A large number of different characteristics can have a negative impact on the performance of the created report.

 **Recommendation**

If you use more hierarchies for columns/rows, the display can combine both together. We recommend that you use one hierarchy for one direction (column/rows).

When you insert a single value or set aggregation into a cell on the worksheet, a help function for values is automatically set for this cell. You can display a list of possible values for the characteristic by positioning the cursor on the cell and using the function button that appears. This function enables you to change a characteristic value quickly and easily.

 **Caution**

If you subsequently change a characteristic value in a report matrix when connected to a database, the matrix is automatically refreshed with the appropriate database data. You can suppress automatic update by deselecting *Refresh values automatically* on the *Data Matrix* tab.

 **Caution**

When you define characteristics, take this into account that certain characteristics are dependent on others. The value you set for one characteristic could determine the values that SAP Interactive Excel proposes for a second characteristic.

When you use the *Data Matrix* tab in SAP Interactive Excel to specify values for characteristics that you want to insert into a matrix, you need to define any delimiting characteristics before a proposal list can be generated.

Before you prepare a matrix for data entry, you need to define all required characteristics. Required characteristics are defined roles of a consolidation model, which are required for valid data selection.

The following table shows the characteristic roles that are supported by SAP Interactive Excel. Their dependencies are defined by the roles of the consolidation data model.

Role	Characteristic required	In SAP dependent on...
Fixed in consolidation area	No	
FS item	Yes	Cons chart of accounts
Version	Yes	
Restatement	Characteristic required, if restatement is part of data model	
Fiscal year	Yes	
Period	Yes	
Consolidation group	Characteristic required, if:	
Single value	- reporting mode is different from	Dimension

Role	Characteristic required	In SAP dependent on...
Attributes	"None" or: - no consolidation unit is specified	Dimension Version Fiscal year
Hierarchy	or: - consolidated data (posting level 30)	Dimension Version Fiscal year Period
Consolidation unit	Characteristic required, if no consolidation group is specified	Dimension
Single value		Dimension
Attributes		Fiscal year
Set		Dimension Fiscal year Period Version
Hierarchy		Dimension Fiscal year Period Version
Partner unit	No	
Single value/Set		Dimension
Attributes		Dimension Fiscal year
Key figure	Yes	
Subassignment	No	
Unit of measure	No	
Year of acquisition	No	
Period of acquisition	No	
Custom characteristic	No	
Transaction currency	No	

Role	Characteristic required	In SAP dependent on...
Document type	No	Dimension
Reference fiscal year	No	
Reference period	No	
Posting level	No	Key figure

 Note

Data is aggregated for characteristics without a defined value. For example, if a receivables item has a breakdown by trading partner and transaction currency and you do not specify a value for the trading partner breakdown, the sum of all data records with a trading partner assignment is calculated (reporting) by the system or must be entered (data entry) by the user, for this item. If a row or a column contains no specified characteristics, it can be used for a user-defined entry, for example, in an Excel formula.

 Note

The value context help of some characteristics displays a restricted value list only. This feature is deliberate to improve performance. If you need to specify a value that is not displayed in the list box, first select any value and then write the required value directly into the respective cell of the worksheet.

For example, it would be extremely time consuming to preselect and display all possible fiscal years from 0000 to 9999. Only twenty years around the current fiscal year are offered in the context value help for SEM-BCS. The years are displayed in EC-CS are the years for which transactional data has already been posted to the database.

2. You can display additional information for certain characteristics in any cell in the form of an attribute.

 Note

You can display the debit/credit sign of a financial statement item or the currency, text, or language of a company. This additional information is irrelevant for the import (reporting) and export (entry) of data because it has no influence on the matrix definition.

3. You make sure that values or value references are set for all the characteristics that you have defined, so that data can be saved correctly to or imported correctly from the database.
4. You specify any remaining required characteristics and check your global settings.
5. To check the data structure of the data matrix, on the *Data Matrix* tab, click  or *Check*.

3.5.4 Specifying Single Values

You can use a list of proposed values to define a characteristic as a single value and insert it into the matrix.

Procedure

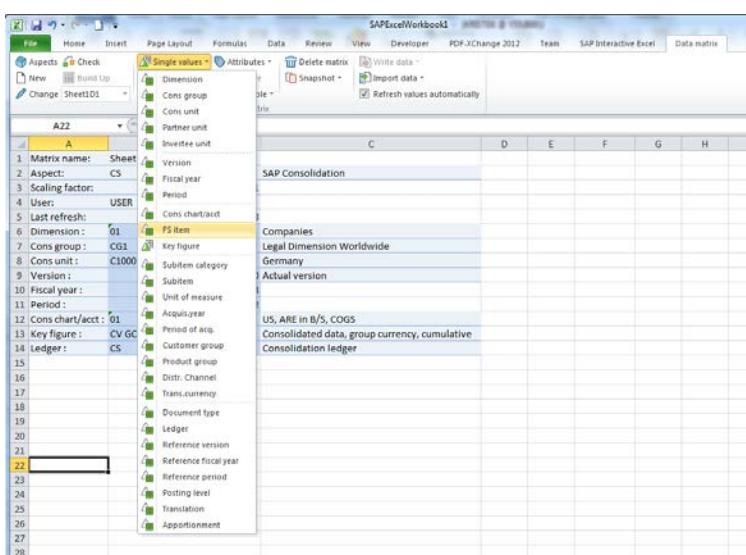
1. Place the cursor on the cell in which you want to insert a characteristic value.
2. On the *SAP Interactive Excel* tab, click *Data Matrix* → *Single values* and then select a characteristic.

A dialog box appears with a list of values for the characteristic.

Depending on the characteristic that you are defining, values for other characteristics that you have already specified, and on which the values in the proposal list are dependent, may appear in the fields at the top of the box.

Note

You may want to specify a value for a characteristic that is dependent on the values of characteristics that you have not yet specified. To generate a list of valid proposals, you need to specify these delimiting characteristic values. An example of a delimiting characteristic value is the consolidation chart of accounts, which represents a compound of the characteristic FS item. A value list for FS items is displayed only after you have specified the chart of accounts.



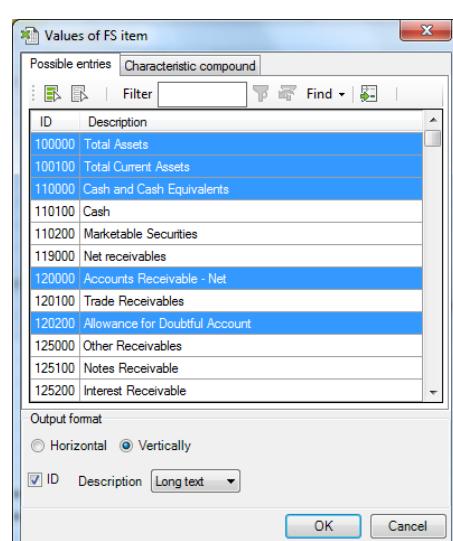
Note

If a list is very long, first, a condensed form of the list is displayed, which you can selectively expand as required.

3. Select one or more values.

You can use Windows selection functions to select multiple values (**CTRL** + click) or blocks of values (**SHIFT** + click). You can also use the search function by ID values or long texts to go to its position in the list. In addition, you can position on a value using

4. If you want to insert more than one single value, specify how you want the values to be arranged on the worksheet:
 - o Vertically: multiple values in a single column. This option is useful when you are defining rows of a matrix.



- o Horizontally: multiple values in a single row. This option is useful when you are defining columns of a matrix.

5. Click **OK**.

Result

The values are inserted at the cursor position, either vertically or horizontally (depending on the arrangement selected).

If you select multiple values, these values are inserted in the sequence in which they are listed in the database.

You can format, move, delete or change single values after insertion into a worksheet.

The screenshot shows a Microsoft Excel spreadsheet titled "SAPExcelWorkbook1". The ribbon tabs include File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, PDF-XChange 2012, Team, SAP Interactive Excel, and Data matrix. The Data matrix tab is active. The spreadsheet contains several rows of data:

1	Matrix name:	Sheet1D1
2	Aspect:	CS
3	Scaling factor:	1
4	User:	USER
5	Last refresh:	11.1.14 14:48
6	Dimension:	01 Companies
7	Cons group:	CG1 Legal Dimension Worldwide
8	Cons unit:	C1000 Germany
9	Version:	100 Actual version
10	Fiscal year:	1998
11	Period:	12
12	Cons chart/acct:	01 US, ARE in B/S, COGS
13	Key figure:	CV GC CD Consolidated data, group currency, cumulative
14	Ledger:	CS Consolidation ledger
15		
16		
17		
18		
19		Partner
20		SPACE 99999 C1000 C2000
21	FS Item	Initial value Germany Great Britain
22	100000 Total Assets	
23	100100 Total Current Assets	
24	110000 Cash and Cash Equivalents	
25	120000 Accounts Receivable - Net	
26	120200 Allowance for Doubtful Account	
27		
28		

i Note

You can define multiple single values in a single step.

3.5.5 Specifying Sets

You can use a list of proposed values to define a characteristic as a set and insert it into the matrix. Sets are defined as named single selections in the consolidation workbench. A set consists of characteristics such as consolidation unit and FS item.

Procedure

1. Place the cursor on the cell in which you want to insert the first entry in the set.
2. On the **SAP Interactive Excel** tab, click **Data Matrix → Sets** and then select the characteristic you require.

A dialog box appears with a list of values for the characteristic. Depending on the characteristic that you are defining, values for other characteristics that you have already specified, and on which the values in the proposal list are dependent, may appear in the fields at the top of the box.

i Note

You may want to specify a value for a characteristic that is dependent on the values of characteristics that you have not yet specified. In order to generate a list of valid proposals, you need to specify these delimiting characteristic values. A value list displayed only after you have made this specification.

Note

If a list is very long, first, a condensed form of the list is displayed, which you can selectively expand as required.

3. Select one or more sets.

You can use Windows selection functions to select multiple values (**CTRL** + click) or blocks of values (**SHIFT** + click). You can enter a value ID (in the form of the field name) to go to its position in the list. You can also use the search function by ID values or long texts to go to their position in the list. In addition, you can position on a value using .

4. Determine the following:

- o How the set entries should be arranged on the worksheet (in the case of a set list or multiple set aggregations)
- o Whether the ID and/or short text and/or long text of the characteristic should be displayed
- o Whether the set is a list set or a set aggregation

5. Click **OK**.

Result

Set list

The relevant set entries are inserted at the cursor position, either vertically or horizontally (depending on the arrangement selected).

Set entries are inserted in the sequence in which they are entered in the set.

Set aggregation

Only one entry is inserted into the worksheet. This entry represents the sum of all entries in the set.

Sets can be formatted, moved, deleted or changed after insertion into a worksheet.

3.5.6 Specifying Hierarchies

You can use a list of proposed values to define a characteristic as a hierarchy and insert it into the matrix. You can specify hierarchies for the following characteristics:

- Consolidation group
- Consolidation unit
- Partner unit
- FS item
- Other characteristic, if the corresponding InfoObject has a hierarchy and the hierarchy is not disabled by role definition

Procedure

1. Place the cursor on the cell in which you want to insert the first entry in the hierarchy.

 Note

If a list is very long, first, a condensed form of the list is displayed, which you can selectively expand as required.

2. Click *Data Matrix → Hierarchies* and the characteristic you require.

A dialog box appears with a list of values for the characteristic. For example, you can select a consolidation unit.

 Note

If a list is very long, first, a condensed form of the list is displayed, which you can selectively expand as required.

3. Select one or more hierarchies.

You can use the standard Windows commands to select multiple values (`CTRL` + click) or blocks of values (`SHIFT` + click). You can enter a value ID to go to its position in the list.

4. Click *Settings* and determine

- Whether you want hierarchy levels to be indented when inserted into the worksheet (*Format* checkbox)
- How many hierarchy levels (up to 8) should be expanded when the hierarchy is inserted into the worksheet
- Whether a color should be applied to the hierarchy
- Whether the ID and/or short text and/or long text of the characteristic should be displayed, check box ID and combobox for text types

5. Click *OK*.

Result

The relevant hierarchy is inserted at the cursor position, with the specified formatting. All hierarchy entries are inserted, regardless of the number of levels that are expanded.

You can change the color format and indent of the individual levels by clicking *SAP Interactive Excel → Settings*. Your settings are saved locally on your computer.

3.5.7 Specifying Attributes

Prerequisites

You have specified header data for your matrix. You may have also defined the matrix layout. You now want to insert an attribute into the matrix to provide additional information about a single value, set entry or hierarchy entry. An attribute is not part of the information required for communication between SAP Interactive Excel and the database. SAP provides possible attributes as well as further custom characteristics.

The information that can be provided by an attribute depends on the characteristic, for example, a debit/credit sign or short text can be inserted for a financial statement item.

Note

You cannot insert attributes for a set aggregation because this characteristic has multiple values.

Procedure

1. Place the cursor on the cell in which you want to insert an attribute.
2. Click *Data Matrix* → *Attribute* and then the relevant characteristic.

A modeless dialog box appears in which you specify the relevant characteristic value.

3. Place the cursor on the cell in which the ID or long text for the value is located.

The cell reference is displayed in the field. Click *OK*.

By entering an area, you can also display the attributes for all of the fields within the area.

In the next dialog box, select an attribute and click *OK*.

Note

You may want to specify an attribute for a characteristic that is dependent on the values of characteristics that you have not yet specified. In order to generate a list of valid attributes, you need to specify these delimiting characteristic values. A list of attributes displayed only after you have made this specification.

Result

The attribute is inserted at the cursor position, and can be subsequently formatted, moved, deleted, or changed.

You can use the procedure described above to change an attribute that you have already defined. When you change an attribute, you need to confirm that you want to overwrite it with new data.

3.5.8 Changing Characteristic Values

You can change some or all of the values that you have already specified for characteristics in a matrix. To do this by:

- Changing values manually in a matrix
- Change the existing values by typing over them in the worksheet directly
- Changing values by means of proposal lists

Procedure

You can change values by means of proposal lists by doing one of the following:

By a selection list:

1. Place the cursor on the cell you want to change.
2. For sets and/or single values, select a value from the dropdown listbox.
You cannot change hierarchies by using the listbox because there is no dropdown for cells with hierarchies.
3. When the value listbox appears, click the required value, for example, the name of a specific consolidation unit, and then click *OK*.

Using SAP Interactive Excel, from where you go to the application menu for Consolidation:

1. Place the cursor on the cell in which the characteristic you want to change is located.
2. Click *Data Matrix* and then select the relevant characteristic type and the characteristic.
3. When prompted, confirm that you want to overwrite the existing value.

A dialog box appears with a list of values for the characteristic.

Select a value, check that the display format is correct, and then click *OK*.

3.5.9 Determination of Values for Characteristics

Use

The link between the database characteristics (that is, the fields in the *totals* InfoCube for SEM-BCS of fields of *totals* database table of EC-CS) and the characteristics available in SAP Interactive Excel is preprogrammed. Your assignment of characteristic values in a matrix to the preset SAP Interactive Excel characteristics enables data to be transferred between the correct database fields and matrix fields.

You can identify a characteristic value by entering one of the following:

- A cell reference
- A single value

If you use master data and control parameters from a database as proposals when defining characteristics, the value reference of characteristic is automatically set. This reference is automatically adjusted when a characteristic is moved to a different location on a worksheet.

However, you need to specify the value or value reference for characteristics that you have defined as follows:

- By manual insertion in a matrix, outside a list of set entries or a hierarchy
- By copying and pasting from another matrix

It is helpful to specify missing values or missing value references after you have completed the definition of a matrix. To do this, on the *SAP Interactive Excel* tab, click *Data Matrix → Change* and then specify the missing values.

3.5.9.1 Specifying a Value/Value Reference for Characteristics

Prerequisites

You have not yet specified a characteristic value or the cell reference of a characteristic value, for example, if you manually inserted a characteristic into your matrix.

Procedure when Using Detailed Menu

1. Click *Data Matrix → Change*.
2. On the tab strip in the following dialog box, click *Optional characteristics* and then select the appropriate characteristic.
3. Enter one of the following into the Value/Value reference field.
 - o A single value
If the ID of the single value is identical to a possible cell coordinate, for example a transaction type with the ID B10, you need to enter the value preceded by an apostrophe, for example, '**B10**'.
 - o A cell reference, for example, **B3**
 - o A cell reference, by clicking on the button to the right of the entry fieldA dialog box appears. When you drag the cursor over the appropriate matrix area on the worksheet, its coordinates appear in the dialog box field. Use the function button next to the co-ordinate field to confirm your entry.
4. Click *Confirm* to complete your selection.
5. Once you have specified all values and value references click *OK*.
If you have not yet defined a required characteristic, a warning message appears. In this case, click *Data Matrix → Change* and define the appropriate characteristics on the *Req. char.* tab. Then click *OK*.

Procedure when Using Context Menu

1. Select one or more fields by marking it/them, for example, the FS item, and then right-click.
2. Click *SAP Interactive Excel → Allocate/Allocate globally* and select the item or a characteristic that you have chosen instead.

Result

Cell Reference

An assignment is created between a characteristic on the worksheet and a characteristic preset in SAP Interactive Excel. The cell reference of a characteristic is automatically adjusted if you move the characteristic to a different location on the worksheet.

Single Value

The characteristic is invisible on the worksheet, as is the case for all constants.

3.5.9.2 Identifying the Area for Data Input/Output

Use

Before SAP Interactive Excel can import data into or export data from a matrix, SAP Interactive Excel must be able to identify the data area in the matrix. The data area in a matrix is adjacent to the column and row layout, and consists of cells relating to these layouts. For a simple graphic showing the different elements of a matrix definition, see [Data Matrix](#).

If you define a matrix in which the row and column layouts and their respective cells are unique, SAP Interactive Excel automatically recognizes the data area.

If a layout only occupies a single row or column, it can be confused with the header data and therefore SAP Interactive Excel cannot identify the layout as a row or column layout. In this case, you are prompted to explicitly specify the data area at the following events:

- After you have saved a matrix definition that you have changed by clicking [Data Matrix → Change](#).
- Click [Data Matrix → Import data](#) to fill a matrix with data.



Example

You have inserted a hierarchy of consolidation items in the row layout of a matrix and a version in the column layout. SAP Interactive Excel cannot identify the data area because it does not recognize a layout that only contains one characteristic value.

Activities

1. Select the data area by dragging the cursor over the worksheet.
2. Select [Choose](#) to the right of the coordinate field to confirm your entry.
3. Click [Confirm](#).

3.5.9.3 Entry of Specific Data Categories

Use

You can enter cumulative financial data for a combination of the following parameters by specifying an appropriate key figure:

- Valuation
- Local requirements (reported financial data)
- Currency or quantity
- Local currency
- Transaction currency
- Quantity



Example

You select the key figure `LV LC CD` (reported financial data, local currency, cumulative).

Activities

When you define a data matrix, you specify the data category for your financial data by setting the appropriate key figure as a global characteristic value. For more information about the definition of global characteristic values, see [Making Global Settings for a New Data Matrix](#)

3.5.10 Creation of Further Matrices

Use

When you create an additional matrix, global characteristic values set for the initial matrix are automatically proposed for the header data.

Features

When you create an additional matrix, global characteristic values set for the initial matrix are automatically proposed for the header data of the new matrix. This minimizes the effort required for defining two or more matrices with similar or identical header data.

Activities

You create an additional matrix in the same way as the initial matrix, by clicking [Data Matrix → New](#), see Creation of a Data Matrix.

You select the values that you want to copy. A value is selected when the field to its left is selected. After you confirm your selections, a dialog box appears where you define other global settings.

3.5.11 Preparation for Data Entry

Use

This function enables you to prepare a data matrix for the entry of financial data. During preparation, SAP Interactive Excel blocks certain cells in the matrix and makes other automatic settings, as described below. It then imports existing financial data from the database as a reference for data entry.

Preparation for data entry ensures that data is entered correctly. It can be carried out by a parent before distribution of matrices to subsidiaries, or it can be performed by the subsidiaries themselves.

Prerequisites

- You have defined a matrix locally or received a predefined matrix from a parent, for which the Data entry matrix indicator is set. For more information, see [Definition of Column and Rows of a Matrix](#).
- You have access to the backend system in which you want to save the data.

Features

Blocking of Cells against Data Entry

SAP Interactive Excel checks all cells in the data area to determine whether they are valid for data entry. Cells that are not valid for data entry (for example those in which *totals* items or invalid characteristics are located) are locked and their content cannot be saved to the database.



Caution

- If you enter data in invalid cells and try to export it to the database, a warning message is issued and you can then correct the error. Once you have corrected an error, data can be exported to the database. You do not need to rerun the preparation.
- **If you do not correct a recognized error and you try to export data to the database again, data is transferred;** however, the data with errors is not saved in the database, and an entry is made in the error log. This procedure enables you to save correct data to the database without having to first correct any data with errors.

You can use the [Information about the Origin of Data](#) function to display cells that are blocked for data entry.

Insertion of Totals Formulas for Hierarchy Nodes

Values for hierarchy nodes are replaced by *totals* formulas, which automatically calculate the sum of data entered for all items below the nodes.



Caution

Due to the insertion of *totals* formulas, preparation for data entry is not suitable in the following cases:

- If you use hierarchies of companies/consolidation units in the matrix:

Only summarization within a hierarchy of consolidation items can produce a value that is valid for consolidation purposes.

- If you have specified that you want to use the *Values as per item sign* debit/credit sign logic:
Since the majority of values are entered/displayed as positive using this logic, the total calculated at the hierarchy nodes will be incorrect.

Note

A cell comment contains information from the SAP system about the reason why the update cannot take place. Some reasons might be:

- Subassignments were not transferred from the SAP system.
- A wrong, non-existing company was addressed.
- The item is a *totals* item.
- A matrix was deactivated.

After a matrix has been prepared for data entry, it is deactivated. The connection to the database is not terminated, but if you subsequently change the definition of the matrix, data is not automatically refreshed. However, you can manually trigger a refresh of data.



Example

You prepare a matrix with actual data for 1997. You then redefine the matrix for the entry of 1998 plan data and use the actual data for 1997 as a reference for data entry. When you change the year to 1998, the data is not refreshed.

Data Import

Any data that exists in the database for the combination of characteristic values in your matrix definition is inserted into the matrix and serves as a reference that can simply be typed over.

Activities

You can run the preparation function as follows:

- When you save a matrix definition, click *Data matrix → Change → Import data*.
- Click *Data Matrix → Import data* and then the relevant work area.

3.5.12 Entry of Data in a Matrix

Purpose

You can enter financial data in a data matrix and save it to a backend system.

Prerequisites

The matrix in which you want to enter data is already defined, and you have access to the system in which the data is to be saved. You have defined a matrix or a parent company/unit has provided you with a predefined matrix in which you can enter data. For more information, see [Definition of Column and Rows of a Matrix](#).

Process Flow

1. If required, you run the preparation for data entry function.

During the preparation, the system imports current data from a backend database into the matrix, certain cells in the matrix and other automatic settings are blocked. For more information, see [Preparation for Data Entry](#).

 Note

A parent can run the preparation for data entry function on a matrix before sending it to a subsidiary. If this is the case, the subsidiary does not have to run the preparation function when it receives the matrix.

2. You enter your financial data for the period in the data area of the matrix, either in empty fields or by typing over the reference data from the preparation for data entry.
3. You save the data to the database.

When you save data to the database, characteristic values in your matrix definition are checked for consistency. You can also trigger a validation of data using predefined rules.

 Note

If required, you export data in test mode to find and remove any errors before you update the database.

3.5.13 Deleting a Matrix

You can completely remove a data matrix definition from a worksheet and reset all settings made for the matrix.

Procedure

4. Click *Data Matrix* → *Delete matrix*.

A dialog box opens.

5. Specify the data to be deleted by doing one of the following:
 - o Enter the name of the matrix to be deleted.
 - o Select the area to be deleted by dragging the cursor over the appropriate matrix area on the worksheet.
When its coordinates appear in the dialog box field, use the function to the right of the field to confirm the coordinates of the fields to be deleted.
6. Click *OK* to delete the selected area.

3.6 Saving of Financial Data to the Database

Use

You can export financial data entered in a data matrix into a backend system.

Prerequisites

- You have entered financial data in a matrix, possibly after preparing your matrix for data entry.
- The relevant backend system is available.

Features

Checks

When you save data to the database, characteristic values in your matrix definition are checked for consistency.

- A warning message appears if characteristic values in a matrix are inconsistent with those in the database, for example, if they are invalid or have an incorrect breakdown. You can correct any errors and restart the database update.
- Data in rows or columns without a definition is not saved to the database.
- The value 0 (zero) is saved for empty cells.

Error Log

Errors that are detected during the export are written in an error log in a text editor window. You can delete errors in the text editor once you have corrected them in the matrix, and you can copy the log to other applications for printing or archiving purposes.

Test Run

You can save data in test mode. The system checks characteristics, validates data if specified, and generate a log of any errors, without updating the database. The test run enables you to remove any errors before saving in update mode.

Activities

To save data to the backend system, you click [Data Matrix → Update Data](#). You specify whether you want to run the update in test mode and whether the system should validate the data.

You can save data from all matrices in a worksheet or all matrices in a workbook to the database.

Note

If status management is switched on in the settings of the consolidation area, the status of that data collection task in the SAP backend system, to which you have assigned a data collection method with the [Active Excel](#) data collection procedure is updated by the exported data.

3.7 Information about the Origin of Data

Use

You can view important information about the status and the origin of data in a data matrix, a pivot table, or an individual cell on a worksheet.

Features

Origin of Data in a Matrix

You can display and, if required, insert the following information into the worksheet at the cursor position:

- Characteristics used in the matrix and their values
- Logon user name with which data was imported
- System/Database from which data was imported
- Date on which report data was refreshed most recently
- Scaling factor
- Further technical information such as add-on version on the *Version* tab

The following functions are also available in the documentation dialog box:

- *Locked Cells* button: for highlighting of cells blocked for data entry
The blocked cells are marked with a color.
- *Matrix Definition* button: for demarcation of the data matrix definition
All active cells belonging to the matrix definition are highlighted on the worksheet.
- *Insert Data*: you can insert this technical information into the active worksheet on position of the cursor.



Caution

Insert technical information into empty range of the worksheet; otherwise, you can overwrite your processing data.

The relevant cells are marked until you choose another function. However, you can print out a copy of the worksheet with this information displayed before you continue.

Origin of Data in a Cell

You can display and, if required, print information about the parameters for the data in a cell. You may want to do this, for example, if you cannot establish the origin of data in a cell from the characteristic values that appear on the worksheet.

If data has been calculated using an Excel formula, the formula is displayed. Data that has been typed directly into the worksheet is identified as a constant.

Activities

To display information about the origin of data, click *SAP Interactive Excel → Origin of data → Active Matrix or Cell*. Alternatively, you can get information about the origin of data by using the context menu *SAP Interactive Excel → Origin of data*.

3.8 Creating a Snapshot of a Worksheet or Workbook

As a security measure or for test or presentation purposes, you can create a copy of a worksheet or a workbook.

 Note

You cannot refresh the data in a copy of a worksheet or a workbook by importing data from a database.

Procedure

1. Click *Data Matrix* → *Snapshot* → *Workbook* or *Worksheet*.
A dialog box opens
2. Enter the name of the workbook for which you want to create a snapshot or leave the field empty if you want to create the snapshot in a new workbook.
3. Click *OK*.

Result

An identical copy of the workbook or worksheet is created in the specified workbook.

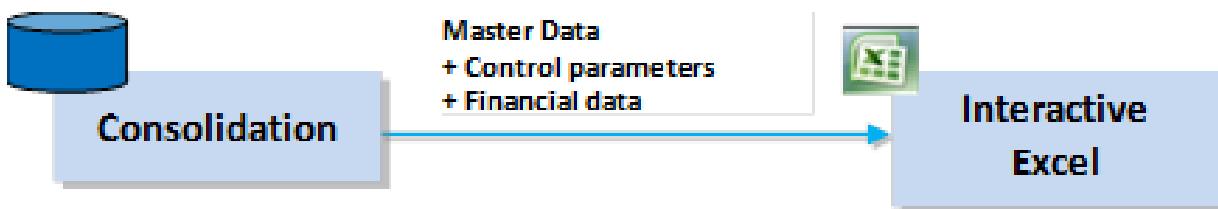
 Note

This copy cannot be connected to a database.

4 Reporting with SAP Interactive Excel

Purpose

You can use Interactive Excel to evaluate the current data in an SAP system by creating user-defined reports.



Implementation Considerations

You can use SAP Interactive Excel to create and run reports on reported, standardized, and consolidated financial data in the SEM-BCS or EC-CS consolidation component if you have installed SAP Interactive Excel, version 3.0.

The SAP Interactive Excel component allows you greater flexibility in the definition of reports than the database analysis lists in an SEM-BCS/EC-CS backend system.

Features

Flexible definition of reports

SAP Interactive Excel enables you to evaluate data in the report types of data matrices.

In a report, you evaluate financial data for various characteristics and combinations of characteristics. To simplify the definition of a report, you can use lists of proposals for the characteristics predefined in SAP Interactive Excel by accessing master data and control parameters that exist in an SAP system. However, you can also define your own report or part of a report and apply any formatting that you require.

Excel formatting

SAP Interactive Excel is an add-in program for the standard Microsoft Excel application in the form of a template. Therefore, it has the advantage that it is based on a well-known spreadsheet program that offers a wide range of formatting functions.

Import of report data

You can import current data from the consolidation backend system into a report for the purpose of evaluation. Data imported from the SAP system originates from the SEM-BCS *totals* InfoProvider in SAP NetWeaver Business Warehouse or a database table for totals in an EC-CS system.

Refreshing of report data

A live link to the relevant database enables report data to be automatically refreshed after any changes in the report definition such as a change in the fiscal year. You can also trigger a refresh at any time to overwrite data in a report with the up-to-the-minute data from the database.

See Also

- Opening a New Workbook with SAP Interactive Excel
- Interactive Database Connection
- Data Matrix
- Creation of a Data Matrix
- SAP Interactive Excel Settings
- Information about the Origin of Data
- Creating a Snapshot of a Worksheet or Workbook

4.1 Creation of Reports on the Basis of Interactive Data Matrices

Use

You can use this function to create a report in the form of a data matrix, into which current data can be imported from a database at any time.

For an example of how to create a data matrix, Matrix Examples.

Prerequisites

- You have installed Microsoft Excel 2010 or later and SAP Interactive Excel, version 3.0.
- The source database in the backend system for report data is accessed through your local area network. Therefore, you must have access to the appropriate database tables.
- For more information, about the tasks you must perform to create reports using SAP Interactive Excel, see:
 - Opening a New Workbook with SAP Interactive Excel
 - Interactive Database Connection
 - Data Matrix

See Also

- SAP Interactive Excel Settings
- Information about the Origin of Data
- Creating a Snapshot of a Worksheet or Workbook

4.2 Reporting for Specific Data Categories

Use

You can import financial data for a combination of the following parameters by specifying an appropriate key figure:

- Valuation
- Local requirements (reported financial data)
- Standardizing entries
- Group requirements (standardized financial data)
- Consolidated data
- Currency or quantity
- Local currency
- Group currency
- Transaction currency
- Quantity
- Input type
- Periodic
- Cumulative



You select the key figure cv GC CD (consolidated data, group currency, cumulative).

Activities

When you define a data matrix, you specify the data category for your report data by setting the appropriate key figure as a global characteristic value.

4.3 Refreshing of Report Data

Use

You can overwrite data in an SAP Interactive Excel matrix report with up-to-the-minute data from a database. You can import data into one or more reports over an interactive connection to an SAP system.

Prerequisites

- You have opened an SAP Interactive Excel workbook in which a matrix report is defined.
- You have logged on to a SAP SEM-BCS or EC-CS system.

Features

Automatic Refresh

Whenever you change characteristics and their values in your report definition, report data is automatically refreshed. You can activate and deactivate the automatic update of data by clicking [Data Matrix → Refresh values automatically](#).

Note

Report data is not automatically refreshed when data in the database is modified. However, each time you log on to a database, you can specify whether you want to refresh report data.

Manual Refresh

You can import the latest database data into a matrix without changing the matrix definition. In this case, you need to trigger the refresh manually. This ensures that no undesired changes are made to report data.

You can refresh a single matrix, a pivot table, a worksheet, or an entire workbook.

Activities

After you have changed a matrix definition, data is refreshed automatically when you press **ENTER**.

To refresh report data in a data matrix, click [Data Matrix → Import Data](#) and select the relevant report area.

Caution

Before you refresh one of several reports on a worksheet, make sure that you select the relevant report. On the [Data Matrix](#) tab, the names of all reports on the worksheet are listed in a combobox. The currently selected report is displayed when the combobox is collapsed. You can select only one report at a time.

5 Matrix Examples

5.1 Data Reporting/Data Entry Matrix

Purpose

A matrix definition consists of several layout areas and a header as shown in the following example.

The screenshot shows a Microsoft Excel spreadsheet with a SAP ribbon menu. The matrix definition is organized into several layout areas:

- Matrix header:** Located at the top left, containing 9 characteristics created by New matrix.
- Column layout:** Partner columns inserted as Single values.
- Column layout:** Attributes (Country, Language) inserted from menu.
- Row layout:** 5 characteristics in row definition inserted as Single values one by one.
- Data area:** The main body of the matrix containing transaction data.

Key characteristics listed in the matrix header:

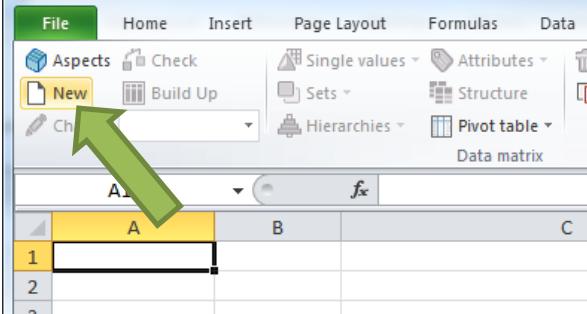
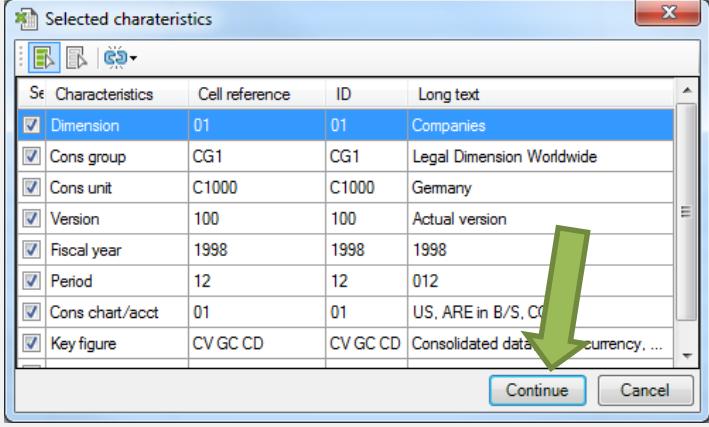
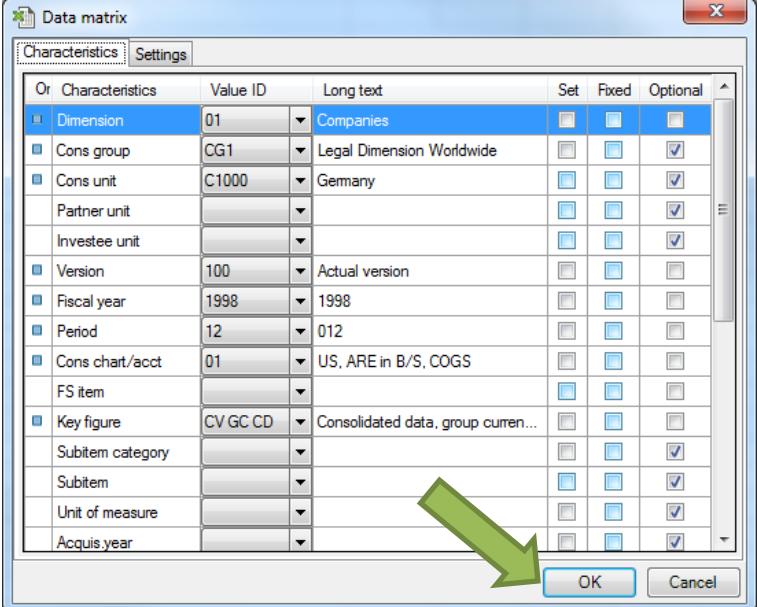
- 1 Matrix name: Sheet1D1
- 2 Aspect: CS SAP Consolidation
- 3 Scaling factor: 1
- 4 User: USER
- 5 Last refresh: 11.1.14 16:45
- 6 Dimension: 01 Companies
- 7 Cons group: CG1 Legal Dime
- 8 Cons unit: C1000 Germanv
- 9 Version:
- 10 Fiscal year:
- 11 Period: 12
- 12 Cons chart/acct: 01 US, ARE in b/s, C000
- 13 Key figure: CV GC CD Consolidated data, group currency, cumulative
- 14 Ledger: CS Consolidation ledger

Note

A matrix for data entry differs from a matrix for reporting. To create a matrix for data entry, in the [Settings](#) section, select [Data entry matrix](#).

Data entry is allowed for reported data only; this means that the matrix can only use the key figures beginning with *LV**.

Process Flow

Step	Figure
<p>1. Create a new matrix.</p> <ul style="list-style-type: none"> On the <i>SAP Interactive Excel</i> tab or on <i>Data matrix</i> tab, click <i>New</i>. 	
<p>2. Apply global parameters.</p> <p>If the global parameters are maintained or if the workbook contains further matrices, the <i>Selected characteristics</i> dialog box is displayed.</p> <ul style="list-style-type: none"> Optional: Confirm you want to select the characteristics by clicking <i>Continue</i>. 	
<p>3. Define the matrix header.</p> <ul style="list-style-type: none"> Adjust the characteristic values you want to be globally valid for the whole matrix and then click <i>OK</i>. 	

Step

The matrix header is inserted in the worksheet.

Figure

	A	B	C	D	E
1	Matrix name:	Sheet1D1			
2	Aspect:	CS	SAP Consolidation		
3	Scaling factor:	1			
4	User:	USER			
5	Last refresh:	13.1.14 23:00			
6	Dimension :	01	Companies		
7	Cons group :	CG1	Legal Dimension Worldwide		
8	Cons unit :	C1000	Germany		
9	Version :	100	Actual version		
10	Fiscal year :	1998			
11	Period :	12			
12	Cons chart/acct :	01	US, ARE in B/S, COGS		
13	Key figure :	CV GC CD	Consolidated data, group currency, cumulative		
14	Ledger :	CS	Consolidation ledger		
15					

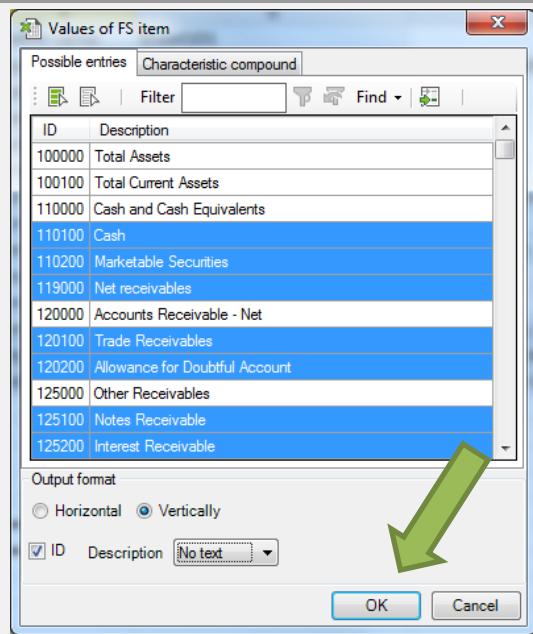
4. Define rows.

1. Select the top left cell for the first row.
2. On the *Data Matrix* tab, click *Single values*, *Sets*, or *Hierarchies*, and then select the characteristic you want to assign to the rows.

	A	C	D	E
1	Matrix name:	Sheet1D1		
2	Aspect:	CS		
3	Scaling factor:			
4	User:	USER		
5	Last refresh:	13.1.14 23:00		
6	Dimension :	01		
7	Cons group :	CG1		
8	Cons unit :	C1000		
9	Version :			
10	Fiscal year :			
11	Period :			
12	Cons chart/acct :	01		
13	Key figure :	CV GC CD	group currency, cumulative	
14	Ledger :	CS	Consolidation ledger	
15				
16				
17				
18				
19				
20				

Step**Figure****5. Define rows.**

1. Select the characteristic values you want to insert into the sheet.
2. Select the **vertical** output format for rows (values will be inserted into and below the active cell).
3. Select **ID** and/or a value description to be inserted into the sheet and then click **OK**.



The characteristic values are inserted into the active matrix.

File		Home	Insert	Page Layout	Formulas	Data	Review	View	Developer	PDF-XChange 2012	Team
Aspects	Check		Single values	Attributes	Delete matrix	Write data					
New	Build Up	Sets	Structure			Import data					
Change	Sheet1D1	Hierarchies	Pivot table								
B20	f _k										
1	Matrix name:	Sheet1D1									
2	Aspect:	CS									
3	Scaling factor:										
4	User:	USER									
5	Last refresh:		13.1.14 23:00								
6	Dimension:	01									
7	Cons group:	CG1									
8	Cons unit:	C1000									
9	Version:		100	Actual version							
10	Fiscal year:		1998								
11	Period:		12								
12	Cons chart/acct:	01		US, ARE in B/S, COGS							
13	Key figure:	CV GC CD		Consolidated data, group currency, cumulative							
14	Ledger:	CS		Consolidation ledger							
15											
16											
17											
18											
19											
20	110100										
21	110200										
22	119000										
23	120100										
24	120200										
25	125100										
26	125200										
27											

Step

Figure

6. Define rows.

1. Select cells B20-B26 and allocate these cells (on the context menu) to another characteristic to be used in the rows.
Allocation assigns the range to a characteristic.
2. Set a value for each cell from the context menu or by typing the value directly into the cell.
3. Select cells C20-C26 and repeat step 6 for other required characteristics.

The screenshot shows a Microsoft Excel spreadsheet with data in columns A through E and rows 8 to 26. The cells B20 through B26 are selected, and a context menu is open over them. The menu includes options like Cut, Copy, Paste Options, Insert..., Delete..., Clear Contents, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Define Name..., Hyperlink..., SAP Interactive Excel, Origin of data..., Allocate, and Allocate globally. A green arrow points to the 'Allocate' option under the SAP Interactive Excel section.

7. Define columns.

1. Select the top left cell for the first column.
2. On the *Data Matrix* tab, click *Single values*, *Sets*, or *Hierarchies* and then select the characteristic you want to assign to the columns.

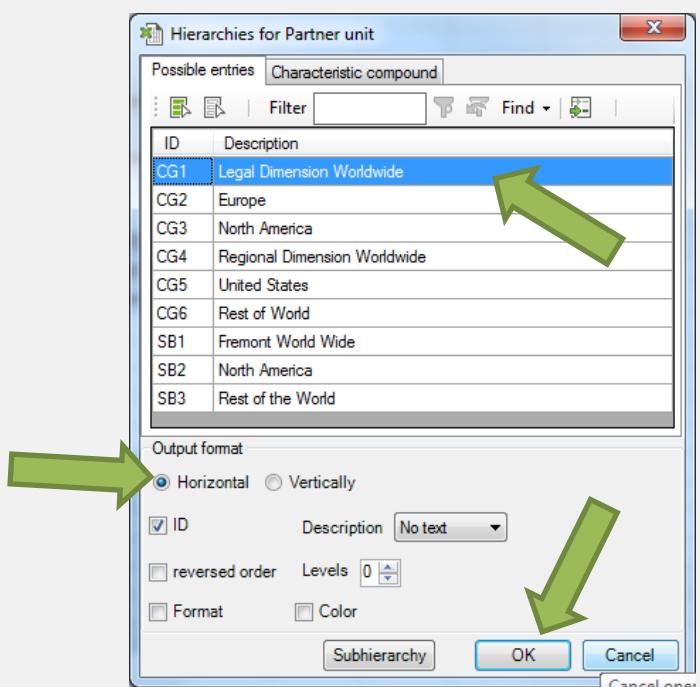
The screenshot shows a Microsoft Excel spreadsheet with data in columns A through I and rows 1 to 26. The cell E17 is selected, and a context menu is open over it. The menu includes options like Single values, Sets, Hierarchies, Attributes, Structure, Pivot table, and Data matrix. Under the Hierarchies option, 'Cons group', 'Cons unit', 'Partner unit', 'FS item', and 'Subitem' are listed. A green arrow points to the 'Partner unit' option. The background shows a table with various dimensions and their values.

Step

Figure

8. Define columns.

1. Select the characteristic values you want to insert into the sheet.
2. Select the **horizontal** output format for columns (values will be inserted into and to the right of the active cell).
3. Select *ID* and/or a value description to be inserted into the sheet and then click *OK*.



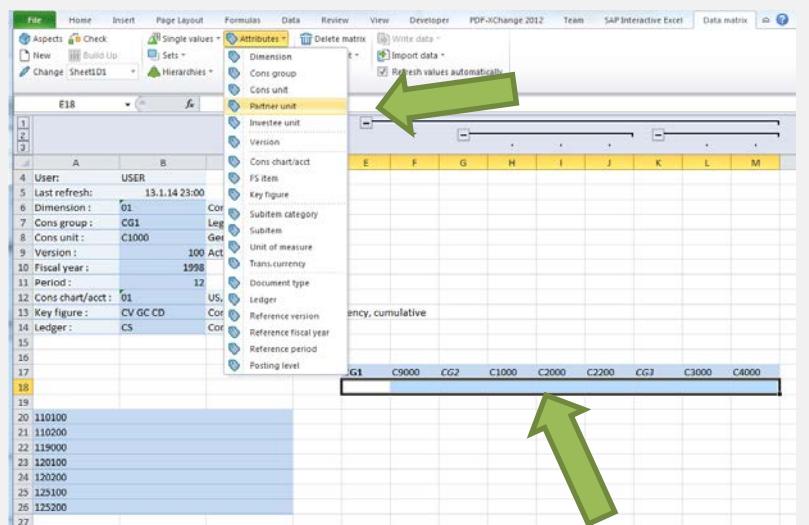
The characteristic values are inserted into the active matrix.

	A	B	C	D	E	F	G	H	I	J	K	L
4	User:	USER										
5	Last refresh:		13.1.14 23:00									
6	Dimension :	01	Companies									
7	Cons group :	CG1	Legal Dimension Worldwide									
8	Cons unit :	C1000	Germany									
9	Version :		100 Actual version									
10	Fiscal year :		1998									
11	Period :		12									
12	Cons chart/acct :	01	US, ARE in B/S, COGS									
13	Key figure :	CV GC CD	Consolidated data, group currency, cumulative									
14	Ledger:	CS	Consolidation ledger									
15												
16												
17					CG1	v 000	CG2	C1000	C2000	C2200	CG3	C3000
18												
19												
20	110100											
21	110200											
22	119000											
23	120100											
24	120200											
25	125100											
26	125200											
27												
28												

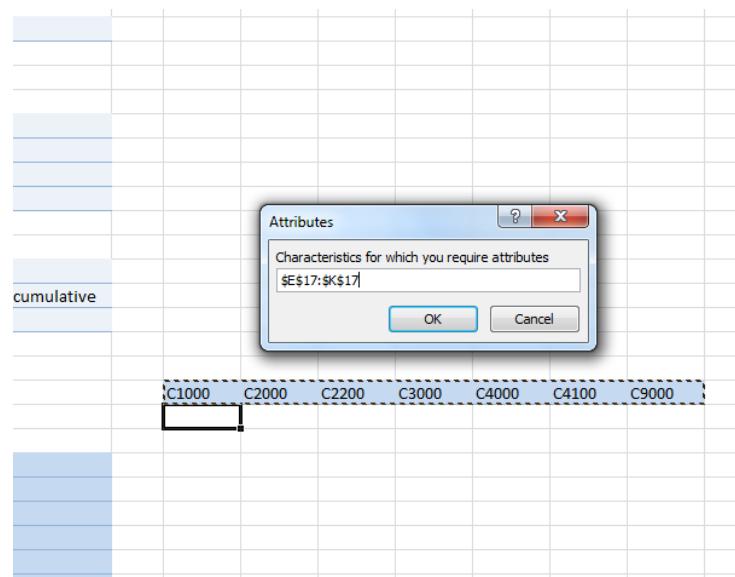
Step**Figure****9. Define columns.**

- Select cell E18 and click *Attributes* for to select a characteristic (*Partner unit*).

The characteristic must be available on the worksheet.

**10. Define columns.**

- Select the range of the characteristic (*Partner unit*), you want attributes to refer to and then click *OK*.



Step	Figure																																				
<p>11. Define columns.</p> <ul style="list-style-type: none"> Select the attribute you want to insert into the columns of the matrix and then click OK. <p>The attributes are inserted into the columns definition.</p>	 <p>Possible entries Characteristic compound</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>TF160-BLINE</td><td>Industrial sector</td></tr> <tr><td>TF160-LANGU_BU</td><td>Language Key</td></tr> <tr><td>TF160-LFORM</td><td>Legal form</td></tr> <tr><td>TF161-TXTMI</td><td>Medium text</td></tr> <tr><td>TF161-TXTSH</td><td>Short text</td></tr> <tr><td>TF162-CITY</td><td>City</td></tr> <tr><td>TF162-CNTRY</td><td>Country</td></tr> <tr><td>TF162-NAME1</td><td>Name 1</td></tr> <tr><td>TF162-NAME2</td><td>Name 2</td></tr> <tr><td>TF162-POBOX</td><td>PO Box</td></tr> <tr><td>TF162-STRET</td><td>Street</td></tr> <tr><td>TF162-TEFAX</td><td>Telefax</td></tr> <tr><td>TF162-TELEX</td><td>Telex</td></tr> <tr><td>TF162-TELFN</td><td>Telephone switchboard</td></tr> <tr><td>TF162-ZIPC1</td><td>Postal code/street addr.</td></tr> <tr><td>TF162-ZIPC2</td><td>Postal code/mailing addr</td></tr> <tr><td>TF162-ZIPR</td><td></td></tr> </tbody> </table> <p>OK Cancel</p>	ID	Description	TF160-BLINE	Industrial sector	TF160-LANGU_BU	Language Key	TF160-LFORM	Legal form	TF161-TXTMI	Medium text	TF161-TXTSH	Short text	TF162-CITY	City	TF162-CNTRY	Country	TF162-NAME1	Name 1	TF162-NAME2	Name 2	TF162-POBOX	PO Box	TF162-STRET	Street	TF162-TEFAX	Telefax	TF162-TELEX	Telex	TF162-TELFN	Telephone switchboard	TF162-ZIPC1	Postal code/street addr.	TF162-ZIPC2	Postal code/mailing addr	TF162-ZIPR	
ID	Description																																				
TF160-BLINE	Industrial sector																																				
TF160-LANGU_BU	Language Key																																				
TF160-LFORM	Legal form																																				
TF161-TXTMI	Medium text																																				
TF161-TXTSH	Short text																																				
TF162-CITY	City																																				
TF162-CNTRY	Country																																				
TF162-NAME1	Name 1																																				
TF162-NAME2	Name 2																																				
TF162-POBOX	PO Box																																				
TF162-STRET	Street																																				
TF162-TEFAX	Telefax																																				
TF162-TELEX	Telex																																				
TF162-TELFN	Telephone switchboard																																				
TF162-ZIPC1	Postal code/street addr.																																				
TF162-ZIPC2	Postal code/mailing addr																																				
TF162-ZIPR																																					
<p>12. Define columns.</p> <ul style="list-style-type: none"> Insert further attributes by repeating the steps 9-11. 	<p>cy, cumulative</p> <table border="1"> <thead> <tr> <th>C1000</th> <th>C2000</th> <th>C2200</th> <th>C3000</th> <th>C4000</th> <th>C4100</th> <th>C9000</th> </tr> </thead> <tbody> <tr> <td>DE</td> <td>GB</td> <td>FR</td> <td>US</td> <td>CA</td> <td>AU</td> <td>US</td> </tr> </tbody> </table>	C1000	C2000	C2200	C3000	C4000	C4100	C9000	DE	GB	FR	US	CA	AU	US																						
C1000	C2000	C2200	C3000	C4000	C4100	C9000																															
DE	GB	FR	US	CA	AU	US																															

Step**13. Import data.**

As soon as the matrix definition is complete, you can import data for an active matrix, a worksheet or a whole workbook.

Figure

The screenshot shows the SAP Interactive Excel interface. The ribbon at the top has tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, PDF-XChange 2012, Team, and Help. A context menu is open over a table, with the 'Import data' option highlighted in yellow. A green arrow points from the text in the 'Step' section to this highlighted option. The table below contains various financial data rows, such as ledger information and transaction details.

FS item	Suitem category	Subite m	Posting level	Transaction currency	Partner	SPACE	99999	C2000	C2200	Country	Initial value	Great Britain	France	U	
110100		00	DEM			5 190 000,00				GB	66 000,00				
110200		00	DEM			1 800 000,00				FR	-12 000,00				
120100		00	DEM			85 714,06				E	25 110,00	136 500,00			
120200		00	DEM							F	30 700,00				
125100		00	DEM							E		4 355,86			
125300		20	DEM										25 110,00	136 500,00	
125300		20	USD												
125300		20	FRF												
125300		20	DEM												
125300		20	CAD												

5.2 Building Up a Matrix

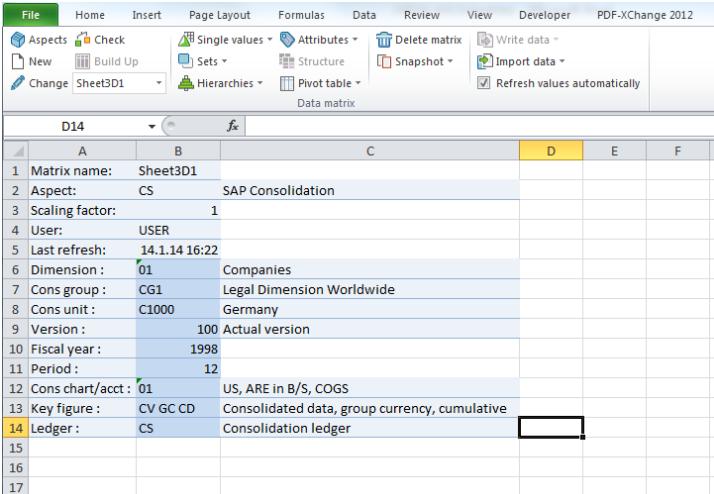
Purpose

You can automate the process of matrix creation by using the Build-up feature. It simplifies and accelerates matrix creation.

Prerequisites

- You define a matrix header with characteristics, which are valid globally.
- You also select all characteristics, which shall be used for rows/columns definition.
- Then you can let the interactive Excel to generate the matrix for you.
- Matrix is generated on the basis of available data in a backend. Data is restricted by pre-selection of characteristics, which have been assigned to rows/columns.
- The generation of the matrix is controlled only by characteristics, for which a row range is defined, not by characteristics, for which a column range is defined.

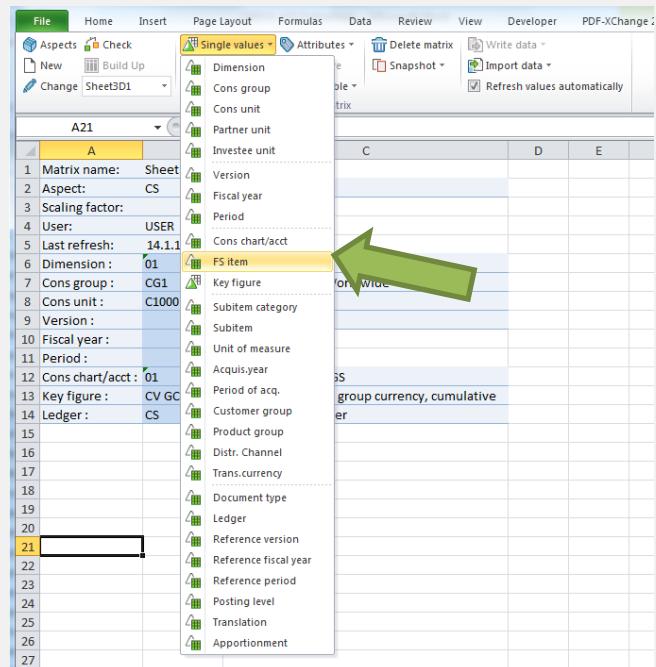
Process Flow

Step	Figure																																				
1. Define a matrix header. See 5.1 Data Reporting/Data Entry Matrix, steps 1-4.	 <table border="1"><tr><td>1 Matrix name:</td><td>Sheet3D1</td></tr><tr><td>2 Aspect:</td><td>CS SAP Consolidation</td></tr><tr><td>3 Scaling factor:</td><td>1</td></tr><tr><td>4 User:</td><td>USER</td></tr><tr><td>5 Last refresh:</td><td>14.1.14 16:22</td></tr><tr><td>6 Dimension :</td><td>01 Companies</td></tr><tr><td>7 Cons group :</td><td>CG1 Legal Dimension Worldwide</td></tr><tr><td>8 Cons unit :</td><td>C1000 Germany</td></tr><tr><td>9 Version :</td><td>100 Actual version</td></tr><tr><td>10 Fiscal year :</td><td>1998</td></tr><tr><td>11 Period :</td><td>12</td></tr><tr><td>12 Cons chart/acct :</td><td>01 US, ARE in B/S, COGS</td></tr><tr><td>13 Key figure :</td><td>CV GC CD Consolidated data, group currency, cumulative</td></tr><tr><td>14 Ledger :</td><td>CS Consolidation ledger</td></tr><tr><td>15</td><td></td></tr><tr><td>16</td><td></td></tr><tr><td>17</td><td></td></tr><tr><td>18</td><td></td></tr></table>	1 Matrix name:	Sheet3D1	2 Aspect:	CS SAP Consolidation	3 Scaling factor:	1	4 User:	USER	5 Last refresh:	14.1.14 16:22	6 Dimension :	01 Companies	7 Cons group :	CG1 Legal Dimension Worldwide	8 Cons unit :	C1000 Germany	9 Version :	100 Actual version	10 Fiscal year :	1998	11 Period :	12	12 Cons chart/acct :	01 US, ARE in B/S, COGS	13 Key figure :	CV GC CD Consolidated data, group currency, cumulative	14 Ledger :	CS Consolidation ledger	15		16		17		18	
1 Matrix name:	Sheet3D1																																				
2 Aspect:	CS SAP Consolidation																																				
3 Scaling factor:	1																																				
4 User:	USER																																				
5 Last refresh:	14.1.14 16:22																																				
6 Dimension :	01 Companies																																				
7 Cons group :	CG1 Legal Dimension Worldwide																																				
8 Cons unit :	C1000 Germany																																				
9 Version :	100 Actual version																																				
10 Fiscal year :	1998																																				
11 Period :	12																																				
12 Cons chart/acct :	01 US, ARE in B/S, COGS																																				
13 Key figure :	CV GC CD Consolidated data, group currency, cumulative																																				
14 Ledger :	CS Consolidation ledger																																				
15																																					
16																																					
17																																					
18																																					

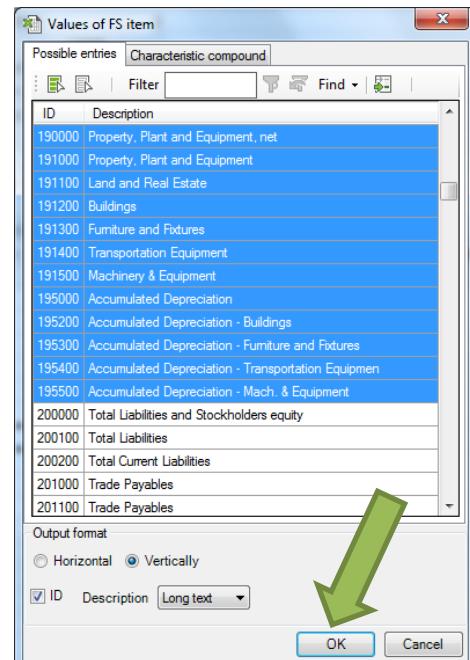
Step

2. Select the first characteristic you want to use for the row definition.

Figure



3. Select all relevant characteristic values in the popup for single values, for example, FS Items.



Step

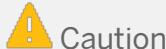
The characteristic values are inserted into the sheet.

Figure

A	B	C
1 Matrix name:	Sheet3D1	SAP Consolidation
2 Aspect:	CS	1
3 Scaling factor:		
4 User:	USER	
5 Last refresh:	14.1.14 16:22	
6 Dimension :	01	Companies
7 Cons group :	CG1	Legal Dimension Worldwide
8 Cons unit :	C1000	Germany
9 Version :	100	Actual version
10 Fiscal year:	1998	
11 Period :	12	
12 Cons chart/acct :	01	US, ARE in B/S, COGS
13 Key figure :	CV GC CD	Consolidated data, group currency, cumulative
14 Ledger :	CS	Consolidation ledger
15		
16		
17		
18		
19		
20		
21 100000	Total Assets	
22 100100	Total Current Assets	
23 110000	Cash and Cash Equivalents	
24 110100	Cash	
25 110200	Marketable Securities	
26 119000	Net receivables	
27 120000	Accounts Receivable - Net	
28 120100	Trade Receivables	
29 120200	Allowance for Doubtful Account	
30 125000	Other Receivables	
31 125100	Notes Receivable	
32 125200	Interest Receivable	

4. Repeat steps 2-4 for all relevant characteristics.

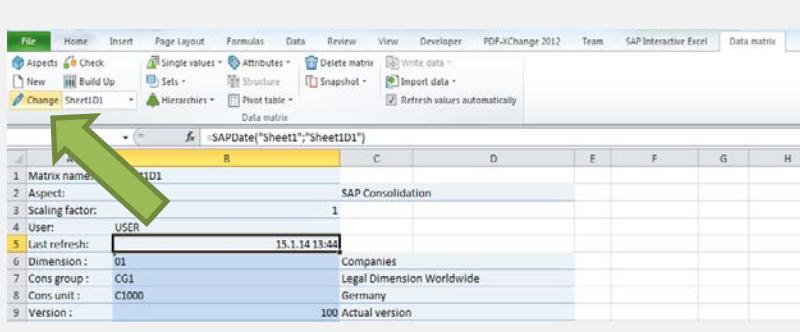
The screenshot shows the result.



In this status, no data selection is possible because the characteristic vectors have different lengths. If you try to import data, an error will occur.

A	B	C	D	E	F	G	H
1 Matrix name:	Sheet1D1	SAP Consolidation					
2 Aspect:	CS	1					
3 Scaling factor:							
4 User:	USER						
5 Last refresh:	15.1.14 13:44						
6 Dimension :	01	Companies					
7 Cons group :	CG1	Legal Dimension Worldwide					
8 Cons unit :	C1000	Germany					
9 Version :	100	Actual version					
10 Fiscal year:	1998						
11 Period :	12						
12 Cons chart/acct :	01	US, ARE in B/S, COGS					
13 Key figure :	CV GC CD	Consolidated data, group currency, cumulative					
14 Ledger :	CS	Consolidation ledger					
15							
16							
17							
18							
19 F5 item		Subitem		Partner			
20							
21 100000	Total Assets	SPACE Initial value		SPACE Initial value			
22 100100	Total Current Assets	100	Opening balance	99999			
23 110000	Cash and Cash Equivalents	105	Opening bal.translation diff.	C1000 Germany			
24 110100	Cash	120	Acquisitions	C2000 Great Britain			
25 110200	Marketable Securities	125	Acquisitions from partners	C2000 France			
26 119000	Net receivables	130	Acquisitions by the cons group	C3000 United States			
27 120000	Accounts Receivable - Net	140	Retirements	C4000 Canada			
28 120100	Trade Receivables	145	Retirements to partner units	C4100 Australia			
29 120200	Allowance for Doubtful Account	150	Retirements to partner units	C9000 Parent Company			
30 125000	Other Receivables	170	Transfers				
31 125100	Notes Receivable	180	Transf. diff. OB				
32 125200	Interest Receivable	200					
33 125300	Miscellaneous Receivables						
34 130000	Intercompany receivables						
35 130100	IC Receivables						
36 130200	IC Notes Receivable						
37 130300	IC Interest Receivable						

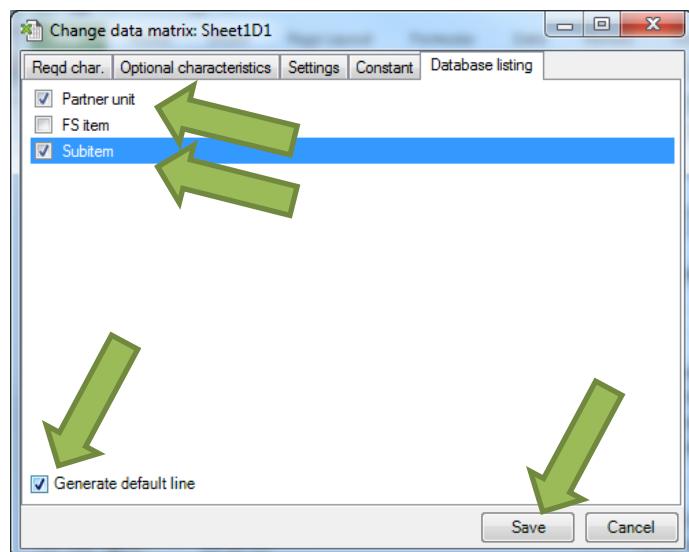
5. On the *Data matrix* tab, select *Change*.



Step

6. In the *Change data matrix* window, select the *Database listing* tab to display all characteristics for which you have defined row ranges in previous steps.
7. Select the checkbox for the characteristic you want to be generated from data lines and added to rows definition.
8. If you also want to insert empty lines for the FS items, for which no data will be found, select *Generated default line* and then click *Save*.

Figure



9. On the *Data matrix* tab, click *Build Up* and then select the active cell for the data output area if prompted.

A	B	C	D	E	F	G	H	I
1 Matrix name:	Sheet1D1							
2 Aspect:	CS	SAP Consolidation						
3 Scaling factor:		1						
4 User:	USER							
5 Last refresh:		15.1.14 13:44						
6 Dimension:	01	Companies						
7 Cons group:	CG1	Legal Dimension Worldwide						
8 Cons unit:	C1000	Germany						
9 Version:		100 Actual version						
10 Fiscal year:		1998						
11 Period:		12						
12 Cons chart/acct:	01	US, ARE in B/S, COGS						
13 Key figure:	CV GC CD	Consolidated data, group currency						
14 Ledger:	CS	Consolidation ledger						
15								
16								
17								
18								
19 FS item		Subitem		Partner				
20								
21 100000	Total Assets	SPACE	Initial value	SPACE	Initial value			
22 100100	Total Current Assets	100	Opening balance	99999				
23 110000	Cash and Cash Equivalents	105	Opening bal.translation diff.	C1000	Germany			
24 110100	Cash	120	Acquisitions	C2000	Great Britain			
25 110200	Marketable Securities	125	Acquisitions from partners	C2200	France			
26 119000	Net receivables	130	Acquisitions by the cons group	C3000	United States			
27 120000	Accounts Receivable - Net	140	Retirements	C4000	Canada			
28 120100	Trade Receivables	145	Retirements to partner units	C4100	Australia			
29 120200	Allowance for Doubtful Account	150	Retirements from cons group	C9000	Parent Company			
30 125000	Other Receivables	170	Transfers					
31 125100	Notes Receivable	180	Transl. diff. OB					
32 125200	Interest Receivable	200						
33 125300	Miscellaneous Receivables							
34 130000	Intercompany receivables							

Step

Valid combinations of specific characteristics are generated for each line.

The worksheet displays only combinations for which a data line exists in the backend system.

Figure

A	B	C	D	E	F	G	H	I
1 Matrix name:	Sheet1D1							
2 Aspect:	CS	SAP Consolidation						
3 Scaling factor:		1						
4 User:	USER							
5 Last refresh:	15.1.14 13:34							
6 Dimension:	01	Companies						
7 Cons group:	CG1	Legal Dimension Worldwide						
8 Cons unit:	C1000	Germany						
9 Version:		100 Actual version						
10 Fiscal year:		1998						
11 Period:		12						
12 Cons chart/act:	01	US, ARE in B/S, COGS						
13 Key figure:	CV GC CD	Consolidated data, group currency, cumulative						
14 Ledger:	CS	Consolidation ledger						
15								
16								
17								
18								
19 F-Item		Subitem		Partner				
20								
21 100000	Total Assets					116 409 841,10		
22 100100	Total Current Assets					27 723 884,36		
35 130100	IC Receivables			C2000 Great Britain		0,00		
36 130100	IC Receivables			C2200 France		0,00		
37 130100	IC Receivables			C3000 United States		0,00		
38 130100	IC Receivables			C4000 Canada		0,00		
39 130100	IC Receivables			C4100 Australia		28 000,00		
40 130100	IC Receivables			C9000 Parent Company		0,00		
41 130200	IC Notes Receivable			C2200 France		0,00		
42 130200	IC Notes Receivable			C4000 Canada		0,00		
43 130300	IC Interest Receivable			C2000 France		0,00		
44 131000	IC Elimination of Payables and Receivables					1 742 053,42		
45 135000	Inventories					21 388 714,29		
46 135100	Raw Materials	100	Opening balance			10 780 076,29		
47 135200	Work in Process	100	Opening balance			3 568 741,00		
48 135300	Finished Goods Inventory - Purchased	100	Opening balance			455 685,00		
49 135400	Finished Goods Inventory - Production	100	Opening balance			6 594 212,00		
50 140000	Other Current Assets					585 000,00		
51 140100	Prepaid Insurance					500 000,00		

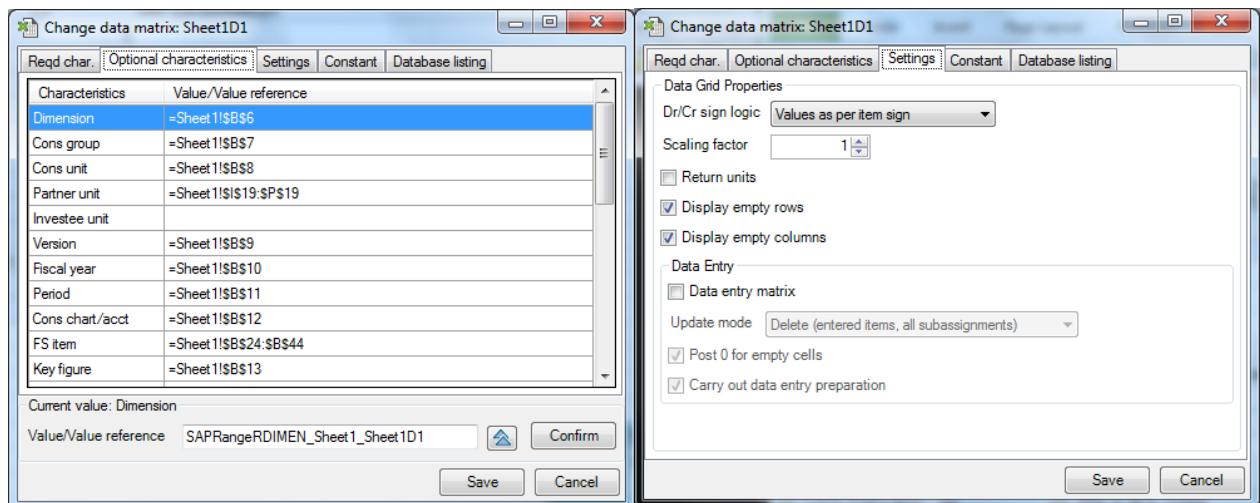
5.3 Changing a Matrix

Purpose

You want to improve or adjust the layout of an existing matrix. You do not want to delete the matrix and create a new one from scratch.

Use

You open the *Change data matrix* dialog box on the *Data matrix* tab, by selecting *Change*.



Name of Tab	Description
Required characteristics	Lists the characteristics required for the matrix, but to which no values are assigned.
Optional characteristics	Lists all characteristics in the matrix definition. The left column gives the characteristic name, the right column gives either the characteristic value or the reference to the sheet where the char. value is specified. Each value can be changed by selecting the proper line and modifying the value in the <i>Value/Value reference</i> field.
Settings	Matrix Customizing settings. For information, see Creation of a Data Matrix.
Constant	If a checkbox is selected for a characteristic in this list, the value of this characteristic is hidden and is no longer displayed in the sheet nor in the list of optional characteristics.

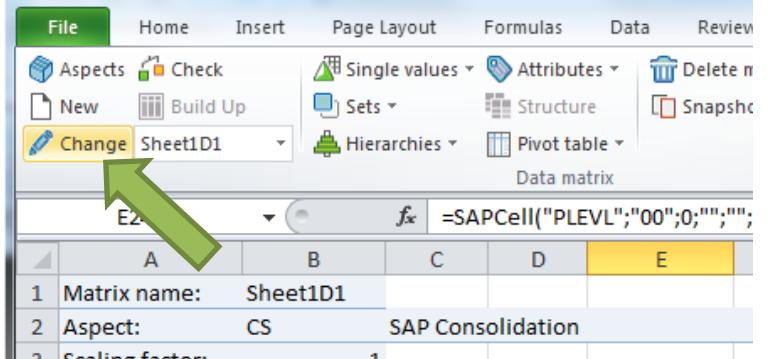
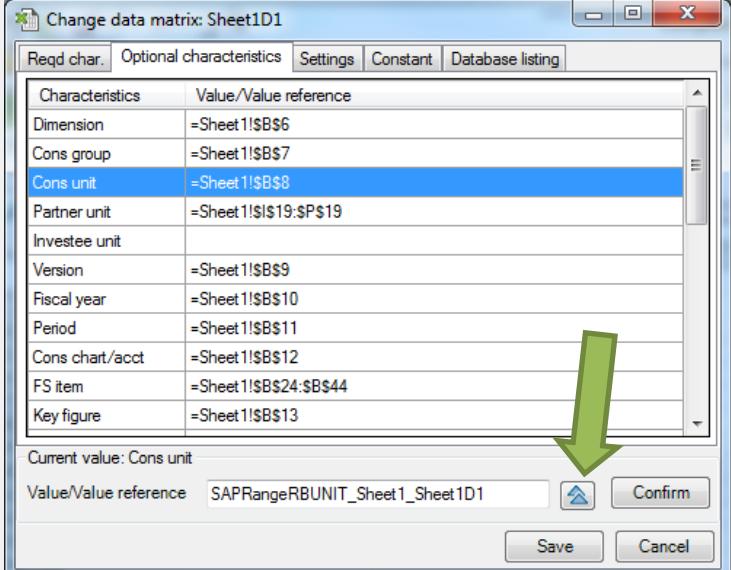
Name of Tab	Description
Database listing	Used for matrix generation. See 5.2 Building Up a Matrix. _Build-up_a_matrix

Prerequisites

- You have defined a matrix header with characteristics that are valid globally.
- Optional: You have defined characteristics for rows/columns definition.

The screenshot shows the SAP Interactive Excel interface. The ribbon bar at the top has tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, PDF-XChange 2012, Team, SAP Interactive Excel, and Data matrix. The Data matrix tab is currently active. In the main workspace, there is a table with 14 rows labeled 1 through 14. Rows 1-13 contain parameters such as Matrix name (Sheet1D1), Aspect (CS SAP Consolidation), Scaling factor (1), User (USER), Last refresh (16.1.14 16:48), Dimension (01 Companies), Cons group (CG1 Legal Dimension Worldwide), Cons unit (C1000 Germany), Version (100 Actual version), Fiscal year (1999), Period (12), Cons chart/acct (01 US, ARE in B/S, COGS), Key figure (CV GC CD Consolidated data, group currency, cumulative), and Ledger (CS Consolidation ledger). Row 15 is empty. Below this table is a detailed transaction table with columns for Partner, Country, Language, and various financial fields like 99999, C2000, C2200, C3000, C4000, C4100, C9000, and currency amounts. The transaction table spans from row 19 to 45.

Process Flow

Step	Figure
<p>1. Move a consolidation unit from the header to a row definition, see matrix example above:</p> <ul style="list-style-type: none"> On the <i>SAP Interactive Excel</i> or <i>Data Matrix</i> tab, click <i>Change</i>. <p>The <i>Change data matrix</i> dialog box opens.</p>	
<p>2. In the <i>Change data matrix</i> dialog box, on the <i>Optional characteristics</i> tab, select the line for <i>Cons unit</i> and click <i>Collapse</i>.</p>	

Step

3. Select the range you want to assign to the Cons unit and then click *Expand*.

Figure

The screenshot shows a SAP Interactive Excel interface with a data matrix. In the matrix, cell A24 contains the value 'Cons unit'. A green arrow points from this cell to a context menu titled 'Change data matrix: Sheet1D1'. This menu displays the current value 'Cons unit' and the value reference '\$A\$24:\$A\$44'. There is also a 'Confirm' button at the bottom of the menu.

The range reference is applied to the Cons unit line.

4. Save the adjusted area.

The screenshot shows the 'Change data matrix: Sheet1D1' dialog box. The 'Value/Value reference' field is set to '\$A\$24:\$A\$44'. A green arrow points from this field to the 'Confirm' button at the bottom right of the dialog. The dialog also includes tabs for 'Reqd char.', 'Optional characteristics', 'Settings', 'Constant', and 'Database listing'.

Step

The active range for the consolidation unit is moved to the required location.

Note

You can see formatting changes. The formatting for the output cells has moved from the header to the first column.

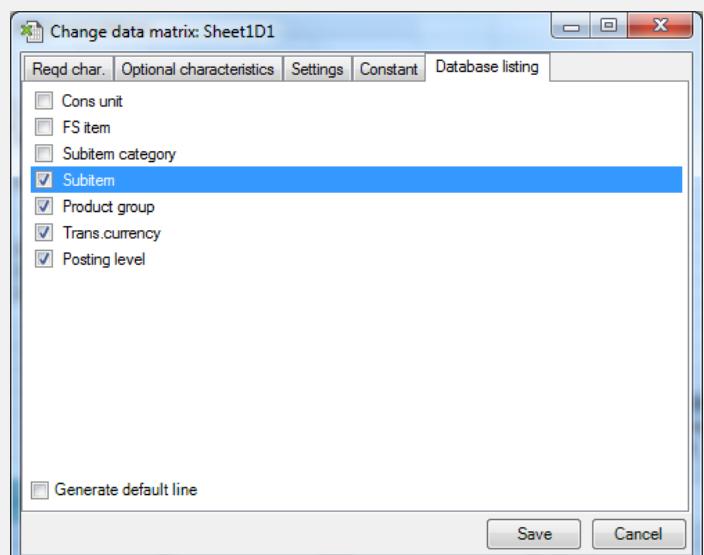
- Set consolidation units for each line.

You can use the context value help by pressing the context button, which is attached to a cell or you can type the value into the cell directly (use standard Microsoft Excel features to copy, drag & drop, etc.)

- In the *Change matrix* dialog box, on the *Database listing* tab, check the characteristics for which you want to generate data lines and then save your settings.

Figure

A screenshot of an SAP Excel add-in interface. At the top, there is a header with various parameters such as Scaling factor, User, Last refresh, Dimension, Company group, Cons unit, Version, Fiscal year, Period, Cons chart/account, Key figure, and Ledger. Below this is a large data matrix table with columns for Partner, Space, C99999, C2000, C2200, C3000, C4000, and C41. The rows represent different items and their details like FS item, Subitem category, Subitem level, Posting group, Product group, Transaction currency, and amounts. The 'Subitem level' column header is highlighted with a yellow background. A green arrow points from the 'Subitem' checkbox in the 'Change data matrix' dialog box below to this column header.



Step

Figure

7. Click *Build Up*.

The screenshot shows the SAP Interactive Excel interface with the ribbon menu at the top. The 'Build Up' button is highlighted in yellow. Below the ribbon, a table titled 'SAPRangeRDIMEN_S...' is displayed. The table has rows 8 through 15, each containing a parameter setting. Row 8: Cons unit:; Row 9: Version : 100 Actual version; Row 10: Fiscal year : 1999; Row 11: Period : 12; Row 12: Cons chart/acct 01 US, ARE in B/S, COGS; Row 13: Key figure : CV GC CD Consolidated data, group currency, cumulative; Row 14: Ledger : CS Consolidation ledger; Row 15: (empty). The table has columns A through H.

New data lines are generated for pre-selected consolidation units and FS items.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
19								Partner	99999	C2200	C3000	C4000	C4100	C5000		
20								Country	Initial value	Great Britain	France	United States	Canada	Australia	Parent Company	
21								Language	GB	FR	US	CA	AU	US		
22									E	E	E	E	E	E		
23																
24	C1000	110100		'00					\$ 190 000,00							
25	C1000	110200		'00					64 000,00							
26	C1000	120100		'00					1 800 000,00							
27	C1000	120200		'00					-12 000,00							
28	C1000	125100		'00					85 714,06							
29	C1000	125200		'00											420,00	
30	C1000	125300		'00											25 110,00	
31	C1000	125400		'00											1 365 500,00	
32	C1000	125500		'00											799,20	
33	C1000	130100		'00											5 256,40	
34	C1000	130200		'00												
35	C1000	130300		'00											363,60	
36	C1000	130400		'00											4 555,86	
37	C1000	130500		'00											36 008,40	
38	C1000	130600		'00											24 000,00	
39	C1000	130700		'00											13 414,80	
40	C1000	130800		'00												
41	C1000	135100	1 100	'00												
42	C1000	135200	1 100	'00											3 420 065,39	
43	C1000	135300	1 100	'00											2 400 000,00	
44	C1000	135400	1 100	'00											3 600 000,00	
45	C1000	135500	1 100	'00											1 288 920,84	
46	C1000	135600	1 100	'00											400 000,00	
47	C1000	135700	1 100	'00											1 200 000,00	
48	C1000	135800	1 100	'00											258 587,14	
49	C1000	135900	1 100	'00											60 000,00	
50	C2000	110100	1 100	'00											9 183 516,48	
51	C2000	110200	1 100	'00											4 250 000,00	
52	C2000	120100	1 100	'00											3 454 000,00	
53	C2000	120200	1 100	'00											117 804,60	
54	C2000	125100	1 100	'00											199 999,40	
55	C2000	125200	1 100	'00											567 595,57	
56	C2000	125300		'00												
57	C2000	125400		'00											18 270,00	
58	C2000	130100		'00											22 199,99	
															19 843,40	
															41 400,00	

6 Working with Structures

Prerequisites

You can insert all characteristics into a matrix using the *Single Values*, *Sets*, and *Hierarchies* menu. Single values are maintained in flat form, but the other options are organized in superordinate entities, referred to as *structures*.

Types of structures

- **Set**

Set of characteristic values that can be processed together. SEM-BCS uses named *Single Selections* instead of sets.

- **Hierarchy**

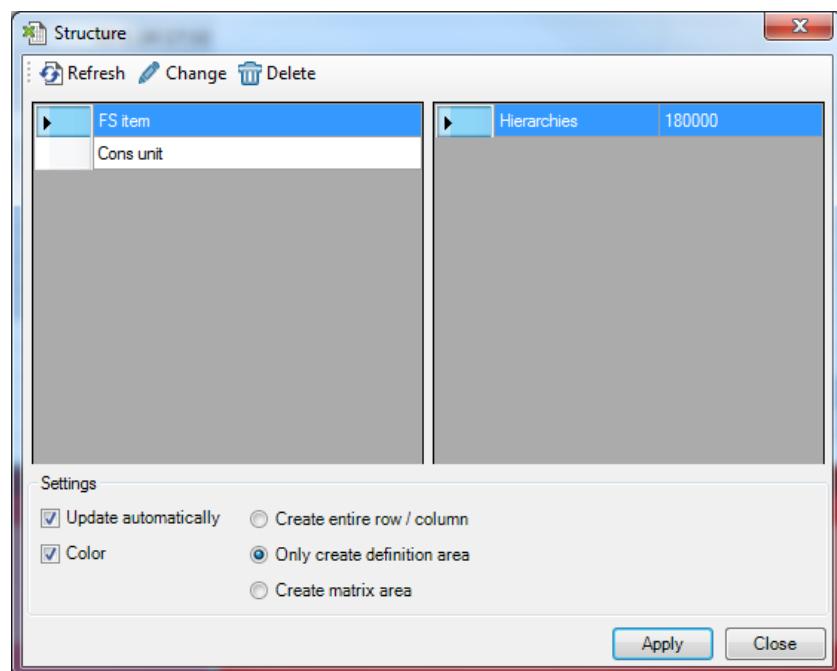
Set of characteristic values and edges among them.

All characteristic values that are assigned to a structure are processed at the same time to simplify data selection and accelerate the reporting and data entry.

Procedure

Whenever you insert a hierarchy or a set into a sheet, a structure is created by default.

To maintain structures, on the *Data Matrix* tab, use the *Structures* function.



The following functions are available for maintaining structures:

Function	Description
Refresh structure	You can update the structure with current data from the backend system.
Change structure	<p>You can change the structure as follows:</p> <ul style="list-style-type: none">• Create entire row/column When you change a matrix is, it always deletes/inserts entire rows or entire columns. It clears current data output area.• Create a definition area only You can delete or insert cells that only belong to the structure definition.• Create matrix area You can delete/insert the cells that only belong to the structure definition or to the output area data of the matrix.
Delete structure	You can delete structures.

Result

By working with structures, you can make the data set clearer and, in particular, easier to evaluate.

7 Pivot Tables

Use

You can use this function to create a report in the form of a standard Microsoft Excel pivot table, into which you can import current data from the backend system as required.

The data in a pivot table can also be reorganized interactively by using the standard Microsoft Excel pivot features in order to present it in different ways.

The screenshot shows the SAP Interactive Excel interface with a PivotTable set up. The ribbon at the top has tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, PDF-XChange 2012, Team, SAP Interactive Excel, Data matrix, PivotTable Tools (Options, Design), and Help. The main area displays a PivotTable with data from row 1 to 37. Row 1 contains headers like 'SAPPVT49173', 'Aspect:', 'CS', and 'SAP Consolidation'. Rows 2 through 13 show various dimensions like 'Ledger', 'Key figure', 'Cons chart/acct', 'Period', 'Fiscal year', 'Version', 'Cons unit', 'Cons group', and 'Dimension'. Row 15 is 'Sum of PivotData'. Rows 16 through 37 list financial accounts with their respective values. The right side of the screen features the 'PivotTable Field List' pane, which lists fields like 'Cons group', 'Cons chart/acct', 'Cons unit', 'Dimension', 'Fiscal year', 'FS item', 'Key figure', 'Ledger', 'Partner unit', 'Period', 'PivotData', and 'Version'. Below this is the 'Drag fields between areas below:' section, which includes 'Report Filter' and 'Column Labels' fields. The bottom right corner of the interface shows a 'Defer Layout Update' button and an 'Update' button.

Prerequisites

- You have installed Microsoft Excel 2010 or later and the Interactive Excel component provided by SAP.
- A temporary folder with write permission must be available for current user in which an auxiliary database for the pivot data needs to be created.

Features

Interactive Structuring of Reports

Pivot table reports have a very flexible layout. Characteristics are inserted into the sheet in the form of field buttons that you can drag between the header, rows, and columns, as required. For information, see the Microsoft Excel documentation for pivot tables.

7.1 Definition of a Pivot Table

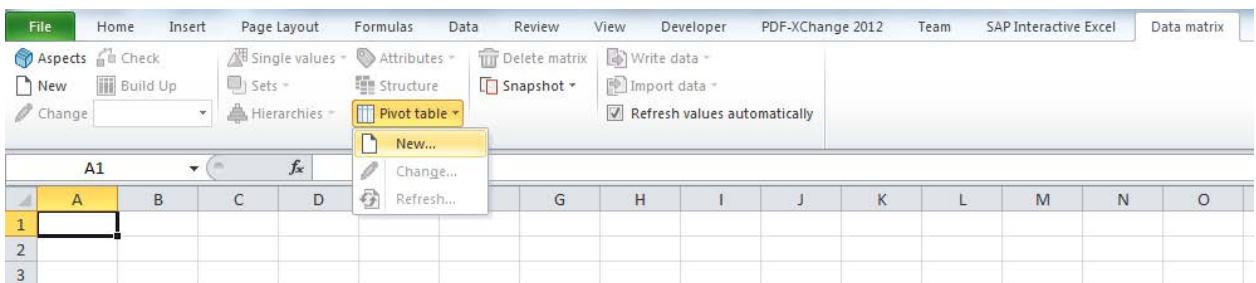
Use

You can use the *Pivot table* function to define the basic layout of a pivot table. You define a pivot table by specifying the characteristic values and the location within the pivot table.

After you have created the pivot table, you can still interactively rearrange data in the table at any time by using the standard Microsoft Excel pivot table functions.

Prerequisites

You have opened a workbook that uses the Interactive Excel template.

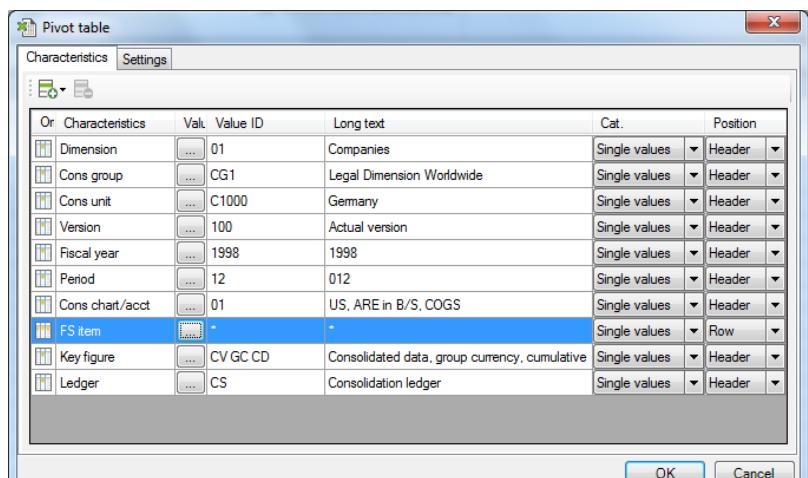


Features

Specification of Characteristic Values

You can enter the following categories of characteristics in a pivot table:

- Single value
Selected characteristic values are used in the pivot table definition.
- Set list
All characteristic values from the selected sets are used in the pivot table definition.
- Hierarchy
All branches from the selected hierarchies are used in the pivot table definition.



Location of a Characteristic in a Table

- Row/column layout

The selected characteristic values are displayed in the row column of the pivot table. You can change their position as required.

- Header data

The selected characteristics are valid globally for the whole pivot table.

- Constant

Data is used similar to header data, but the value is hidden, that is, it is not display in the sheet.

Specification of Debit/Credit Sign Logic

The logic is the same as the logic for data matrix. For information, see **Debit/Credit Sign Logic**.



Use the sign logic of values with caution. Pivot tables can summarize characteristic values on their own (standard feature of Microsoft Excel). When sign logic is used such as sums can be inevitably incorrect.

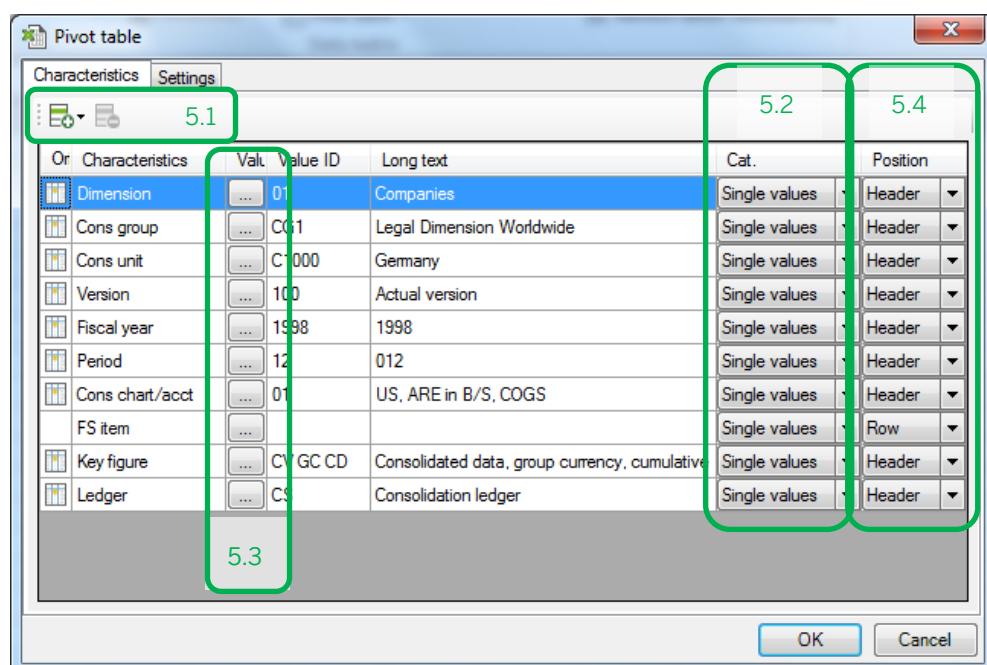


You can create a pivot chart in Microsoft Excel 2010 by selecting *Pivot chart* and then *Type of chart*.

7.2 Defining a Pivot Table

Procedure

1. Optional: On the *SAP Interactive Excel* tab, click *Consolidation* → *Aspects*.
In the next dialog box, select the appropriate aspect and choose *OK*.
2. Place the cursor on a cell that you want to form the uppermost left corner of the table.
3. On the *Data Matrix* tab, click *Pivot table* → *New*.
 - o If you did not select an aspect, a dialog box for displayed where you can select an aspect.
 - o If you have defined global parameters (*SAP Interactive Excel* tab → *Settings*), a dialog box with predefinition is displayed and the parameters are applied to the pivot table definition.
4. Specify characteristics and values for selected characteristics as follows:
 1. In the upper part of the dialog box, select a characteristic.
 2. Determine the characteristic category for the value.
You can define a value as a single value, a set, or a hierarchy.
 3. Use the value help in the form of a *Value* button  next to the characteristic field to display a list of possible values for the selected characteristic and select one or more values.



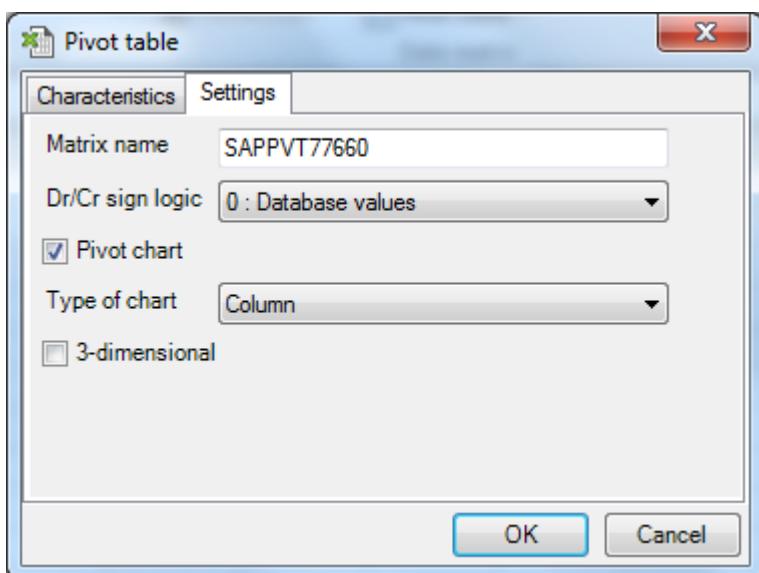
Note

If you want to insert all existing values for a characteristic into the table, select the asterisk (*) from the list.

4. In the pivot layout, determine where you want to insert the characteristic when the table is generated.
You can choose the options *Row*, *Column*, *Header*, or *Constant*.

- If you want to change the value selected for a characteristic, position the cursor on the characteristic, select a new value from the list of possible values (button ) , and then click **OK**.
 - If you want to remove the value selected for a characteristic, position the cursor on the characteristic, select the empty entry at the top of the list of possible values (button ) , and then click **OK**.
5. Repeat step 4 until you have specified all characteristic values that you require; then click **OK**.
6. In the *Pivot table* dialog box on the *Settings* tab, specify the settings for debit/credit sign logic for the table.
7. Specify a name for the pivot table.
8. Decide whether you want the output in the form of a pivot diagram.

If you select a pivot chart form, you can also select the type of the chart and whether it should be a 3D chart.



Caution

If you choose *Pivot chart*, a chart is displayed in a new chart sheet and the original sheet is hidden.

Result

- A pivot table or pivot chart is inserted.
A field button is inserted for each characteristic.
- The values are imported from the backend system.
- You can change the layout by using the standard Microsoft Excel features for pivot tables.

Caution

When at least one pivot table is created on the active matrix, you can also use the function *Consolidation* → *Pivot table* → *Change* to change the definition of the pivot table, and you can use the function *Consolidation* → *Pivot table* → *Refresh* to reread the data from the backend system.

8 Security

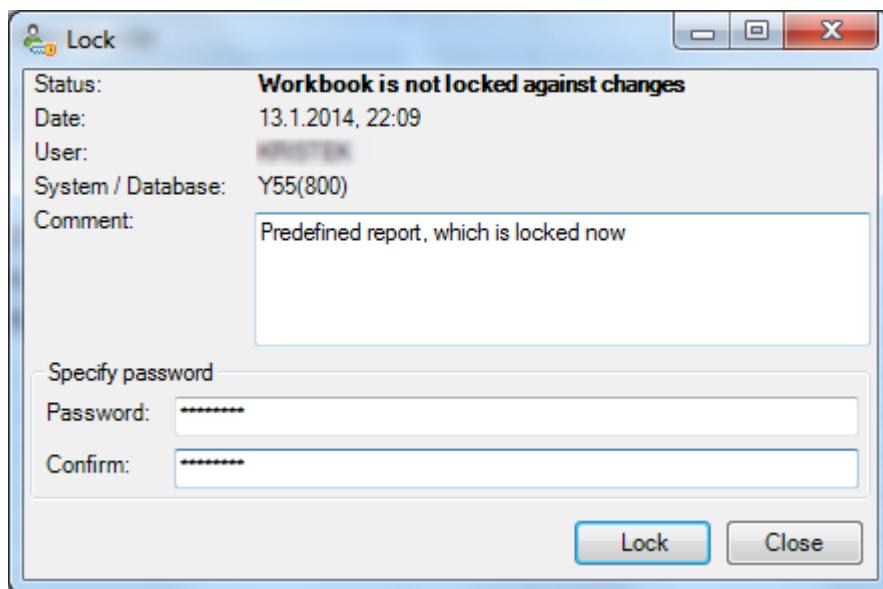
Use

Each workbook can be locked to prevent changes to its layouts. This feature is useful for preparation of reports for the end users who should not be able to change the definition of the matrices and who should only be able to read/write data based on the predefined matrix.

Procedure

The layout of a report is designed by a user with the power user role, and then the workbook is locked and distributed to end users. Data can be read or posted from and to the backend system, but it is not possible to change the layout of the report.

It is only possible to change the layout of a report by unlocking the workbook. To do this, you must enter a valid password. After the workbook is unlocked, it is then possible to change the layout.



Caution

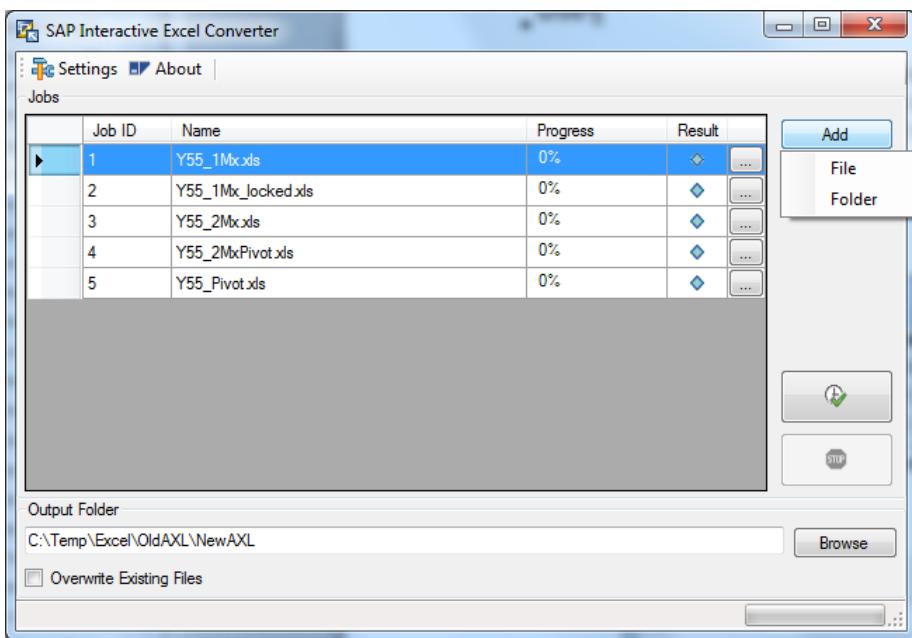
For matrices that are enabled for data entry, import the data after the workbook has been locked so that the data area is identified and unlocked. Otherwise, you will not be able to type any values into the cells within the data area.

9 SAP Interactive Excel Converter

Use

Interactive Excel, version 3.0 replaces version 2.1, which was delivered as part of SAP GUI (up to SAP GUI 7.30). Version 2.1 could be used for reporting/posting ERP data. Versions 2.1 and 3.0 store data in different formats; therefore, a conversion tool for converting existing files from version 2.1 to version 3.0 is available.

The converter (*SAPExcelWorkbookConverter.exe*) is located in the installation folder of SAP Interactive Excel 3.0.



Prerequisites

You have used the SAP Interactive Excel version 2.1 and you want to convert existing workbooks to the new format.

Process Flow

1. Open the converter from the Windows *Start* menu by selecting *All Programs → SAP Front End → SAP Interactive Excel Converter*.
2. Add the source files or a folder you want to convert by selecting:
 - o *Add → File* to include single workbook files
 - o *Add → Folder* to include all existing files from a selected folderYou can also use drag-and-drop to insert the files you want to convert.

3. Select the target folder where you want to save all converted files.
4. Run the conversion process by pressing the *Start* () button.

 **Caution**

If a source file is locked, an error is displayed and conversion is not possible.

You can define that log files are created in *Settings*.

10 Glossary

SAP Interactive Excel (SEM-BCS / EC-CS)

Consolidation (SEM-BCS / EC-CS)

An add-in program for the Microsoft Excel application that enables Microsoft Excel worksheets to be used for data entry and reporting in SAP SEM-BCS and in SAP EC-CS.

An accountant for a consolidation unit can use SAP Interactive Excel to:

- Enter the reported financial data of the consolidation unit in user-defined matrices and transfer this data from SAP Interactive Excel to an InfoCube for SEM-BCS in SAP NetWeaver Business Warehouse or to a *totals* database table if EC-CS is used.
- For reporting purposes, to display financial data of the consolidation unit in user-defined matrices and further process those data by using the spreadsheet functions of Microsoft Excel.



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