

Accessing SAP BP2 & Business Explorer Analyzer (BEx) for Budget Development

The BEx Analyzer tool is used throughout the budget development process. Users need access to SAP BP2 in order to use BEx Analyzer. If you need access or have questions about access please contact us for assistance.

Logging into SAP BP2:

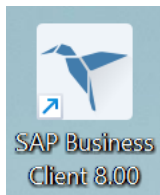
There are two ways to access SAP BP2 and both require logging into the SAP Business Client.

Note: There is no way to access SAP BP2 through the SAP Portal on the web.

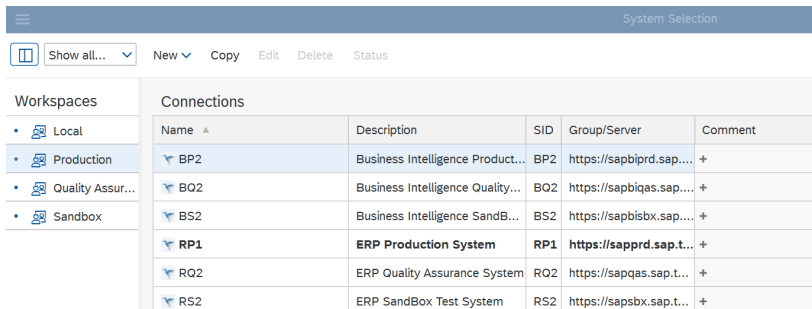
1. Access directly from your computer through the SAP Business Client.
 - This method works for Windows users, BEx does not work on Mac PCs.
 - If you do not already have the SAP Business Client on your computer it should be available for download in the Software Center.
 - For any assistance with downloading the SAP Business Client on your computer please contact ITAC.
2. Access through [RemoteApps](#) and once logged in select the SAP Business Client.
 - This method allows Mac users to access BEx and can be used as an alternative for Windows users having issues logging in from their PC.
 - For any questions related to RemoteApps you can find more information on ITAC's [RemoteApps website](#) or contact ITAC directly.

Moving forward the steps are the same whether you access the SAP Business Client directly from your desktop or through RemoteApps.

Click on the SAP Business Client icon:



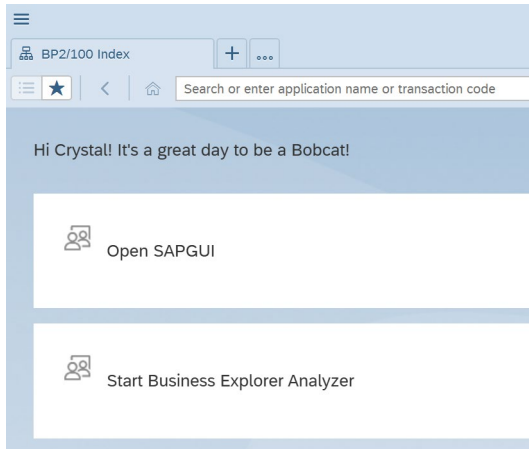
There will be a “System Selection” pop up box. Choose BP2 and log in with your usual NetID and password:



The screenshot shows the "System Selection" dialog box in SAP. It has a menu bar with "Show all...", "New", "Copy", "Edit", "Delete", and "Status". On the left, there are "Workspaces" listed: Local, Production, Quality Assur..., and Sandbox. The main area is a table titled "Connections" with columns: Name, Description, SID, Group/Server, and Comment.

| Name | Description | SID | Group/Server | Comment |
|------|----------------------------------|-----|-------------------------|---------|
| BP2 | Business Intelligence Product... | BP2 | https://sapbjprd.sap... | + |
| BQ2 | Business Intelligence Quality... | BQ2 | https://sapbiqas.sap... | + |
| BS2 | Business Intelligence SandB... | BS2 | https://sapbisbx.sap... | + |
| RP1 | ERP Production System | RP1 | https://sapprd.sap.t... | + |
| RQ2 | ERP Quality Assurance System | RQ2 | https://sapqas.sap.t... | + |
| RS2 | ERP SandBox Test System | RS2 | https://sapsbx.sap.t... | + |

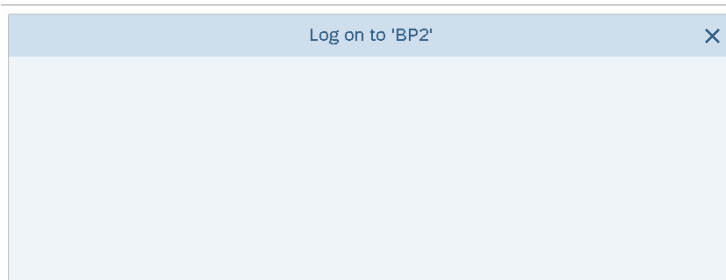
After logging in SAP BP2 will open and provide a list of options. Click on “Start Business Explorer Analyzer.”



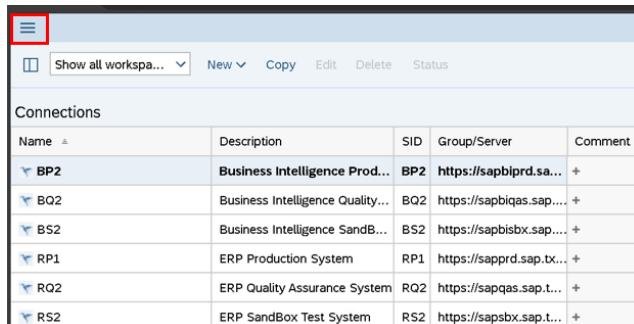
This should prompt an Excel window to pop up where you'll access the BEx Analyzer tool.

Troubleshooting some known issues with SAP BP2 and BEx Analyzer

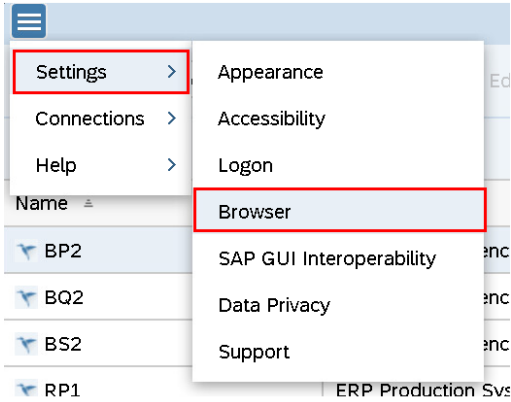
1. You encounter a blank log in screen after choosing BP2 System Selection screen. The log in screen pops up blank and you are unable to enter your NetID and password.



To correct this issue the “Primary Browser Control” needs to be updated. To start click on the menu in the top left corner of the system selection screen.

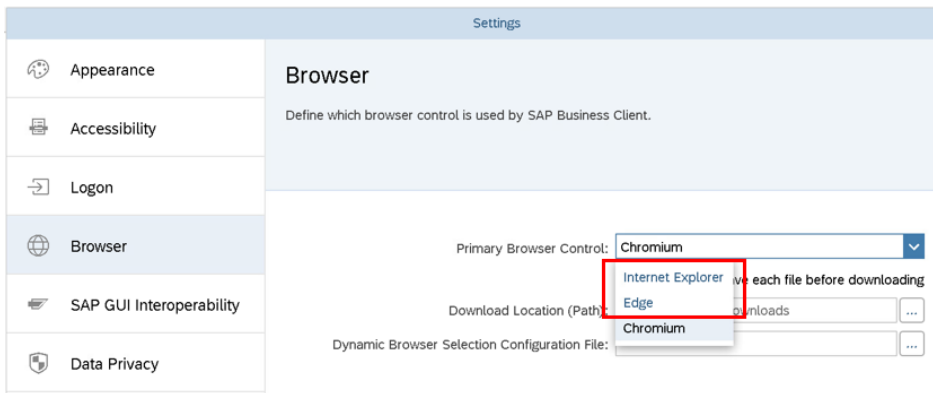


From the menu select settings, then browser



You should now be at “Browser” settings. In the drop-down options for “Primary Browser Control” choose Internet Explorer.

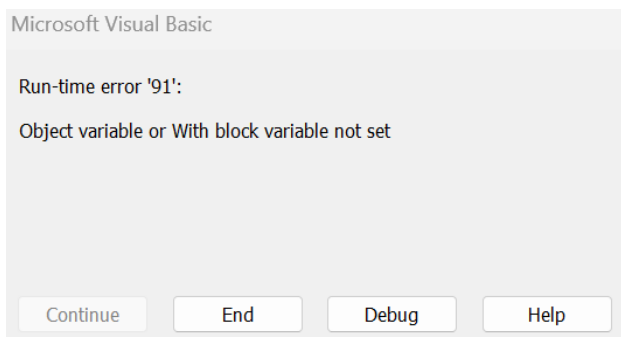
Note: It does not matter which browser you typically use, this is only a background setting.



After updating the Primary Browser Control setting try going back to the selection screen and choosing BP2.

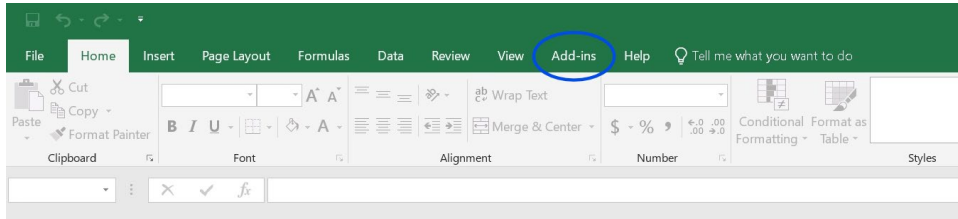
2. After logging in to SAP BP2 and choosing “Start Business Explorer” when Excel pops up you receive an error message that states “Run-time error 91.”

This error is related to issues with 32-bit vs 16-bit Windows. Please reach out to ITAC for assistance with this error. You can also log in via RemoteApps as an alternative.

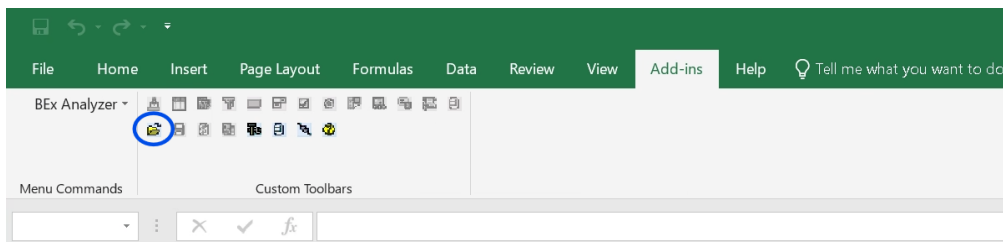


Navigating the BEx Analyzer tool in Excel and Running a Query

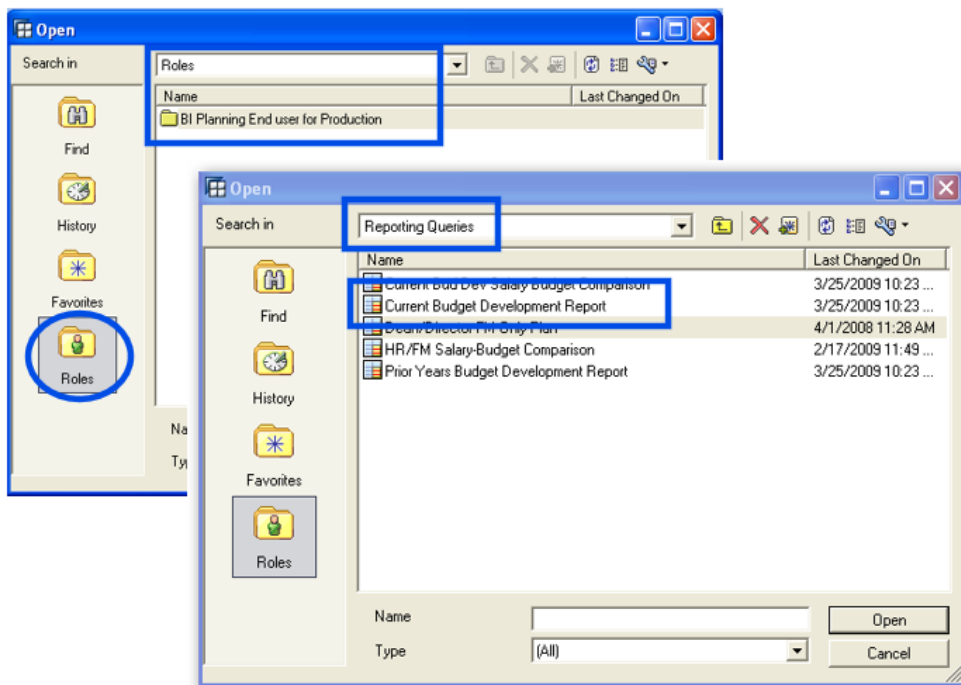
In Excel, click on the “Add-ins” tab across the top tool bar.



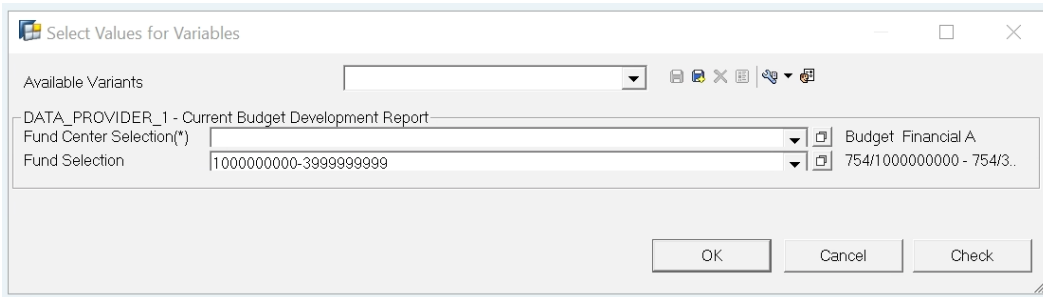
This will take you to the BEx Analyzer. Click on the folder icon and choose “Open Query” from the list of options.



A pop-up box will appear. From the left side menu select “Roles” and “BI Planning End User for Production” and then Reporting Queries should populate. There are multiple options, for this example we’ll choose “Current Budget Development Report



This will prompt a “Select Values for Variables” box.



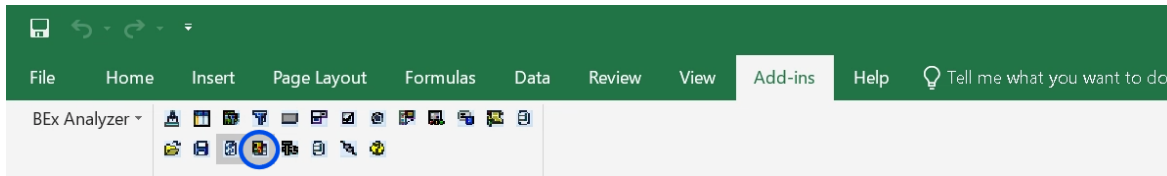
Entry fields:

- Available variants – Leave blank.
- Fund Selection – You can leave the full range of funds or enter a specific fund.

After filling out the entry fields click ok and data will populate.

| Funds Center | | Fund | | Commit Item | | Position | | Current Budget | Account Manager Plan | Dean Director Plan | Vice President Plan | Budget Office Plan | Budget Recon | Final Budget | New Proposed Budget |
|----------------|--------------|------------|------------|-------------|----------------|----------|---------------|----------------|----------------------|--------------------|---------------------|--------------------|--------------|--------------|---------------------|
| 1411230000 | Disney Parks | 2000011026 | Des Method | 670100 | Staff Salaries | 50000837 | Park Director | \$ 150,000.00 | | | | | | | \$ 150,000.00 |
| | | | | | | 50001489 | Movie Manager | \$ 117,346.56 | | | | | | | \$ 117,346.56 |
| | | | | | | 50002011 | Ticket Taker | \$ 13,857.57 | | | | | | | \$ 13,857.57 |
| | | | | | | 50030738 | Concierge | \$ 86,716.92 | | | | | | | \$ 86,716.92 |
| | | | | | | 50043185 | Hostess | \$ 71,405.28 | | | | | | | \$ 71,405.28 |
| | | | | | | 50044904 | Costume Mgr | \$ 47,514.00 | | | | | | | \$ 47,514.00 |
| | | | | | | 50045677 | Performer | \$ 65,000.04 | | | | | | | \$ 65,000.04 |
| | | | | | | Result | | \$ 551,840.37 | | | | | | | \$ 551,840.37 |
| | | | | 672000 | M&O | # | Not assigned | \$ 10,100.00 | | | | | | | \$ 10,100.00 |
| | | | | | | Result | | \$ 10,100.00 | | | | | | | \$ 10,100.00 |
| | | | | Result | | | | \$ 561,940.37 | | | | | | | \$ 561,940.37 |
| | | Result | | | | | | \$ 561,940.37 | | | | | | | \$ 561,940.37 |
| Overall Result | | | | | | | | \$ 561,940.37 | | | | | | | \$ 561,940.37 |

To run a new query go back to the “Add-ins” tab and click on the “Change Variables” icon.



For further detailed instructions relating to the Budget Development Process, SAP BP2 and the BEx Analyzer tool, please refer to the [Budget Office](#) website.

- [Budget Development Website](#)
- [BEx Analyzer Instructions](#)

If you have any questions related to Budget Development, SAP BP2 or the BEx Analyzer tool please feel free to contact us.

For any technical issues with SAP, BEx Analyzer or RemoteApps please contact ITAC at ITAC@txstate.edu or 5-4822.