

SAP BPC 7.0: How to configure the work status feature in BPC MS?



Applies to:

This applies to SAP BPC 5.1 and above

Summary

This paper aims at providing a guideline to set up the work status feature in BPC and explains the usage of this feature with a business case.

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Author Bio



Badrish Shriniwas has 10 years of hands-on experience in managing and developing data models for data warehouses (BI) and EPM solutions. Badrish has managed multiple projects in different versions of SAP BPC. Badrish has a strong background in finance domain, database administration, OLAP modeling technologies, and proven success in translating complex requirements into value-add solutions.

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Work Status

The work status feature facilitates better information management and approval process by associating configurable and customizable work status to the combination or intersection of data. The work status feature allows seamless communication and tracking of the work status during the data collection phase. The work status also prevents the unwanted data changes (locking) once the data entry is finalized based on the work status. This eliminates the need for a complex security model to lock the data once the data is finalized.

Features of Work Status

- Enables associating a work status to specific data intersections
- Prevents unwanted data changes after finalizing the numbers
- Applies both on structured and unstructured data
- Work Status are both configurable and customizable
- The work status uses the owner dimension (explained in detail below) for determining the approval organization and data locking behavior

Concept of Owner and Manager (Mgr)

The concept of owner and manager plays a vital role in the work status setup. At the application level in the work status setting, a dimension can be assigned as the owner (controlling) dimension. This dimension should also contain a property named "owner" which will determine the owner (authorized person) for changing work status for this member.

For example in a planning application the entity dimension could be the owner (controlling) dimension. In this case the user id/team id mentioned in the OWNER property of the entity dimension will be the owner of the work status for the entity.

The screenshot shows the SAP Business Planning and Consolidation Administration interface. The main window displays the 'Dimension Elements' table for 'SAP - Entity.xls'. The table has columns for ID, PARENTH1, PARENTH2, CURRENCY, and OWNER. The data is as follows:

| ID | PARENTH1 | PARENTH2 | CURRENCY | OWNER |
|----|-------------|------------|----------|-------------------|
| 2 | Worldwide1 | | USD | domain\wwuser |
| 3 | Sales | Worldwide1 | USD | domain\salesusr |
| 8 | SalesUS | Sales | USD | domain\salesususr |
| 23 | SalesUSNest | SalesUS | USD | domain\usneastusr |
| 71 | | | | |
| 72 | | | | |
| 73 | | | | |
| 74 | | | | |
| 75 | | | | |
| 76 | | | | |

The interface also shows a tree view on the left with 'Entity' selected, and an action pane on the right with 'Logon: bpcadmin - ApShell' and 'Manage Dimensions' options.

Similarly the MGR for the same entity would be the OWNER of the parent of the controlling entity. In the above example for entity SalesUSNest the owner would be domain\usneastusr and the manager would be domain\salesususr. We can mention more than one user or have team id instead in this field

Note: This field is validated during the dimension processing.

Work Status Process

1. Configuring Work Status – Like Unlocked, Submitted and Approved
2. Ensure owner property is available in the controlling dimension – Example In a planning scenario the entity dimension could be the controlling dimension, so the owner property needs to be present with valid AD user id(s)
3. Configure the work status setting at the application level – The work status setting could contain different set dimension to determine and control the work status
4. Specify base hierarchy for the work state dimensions
5. Provide member validation for the non work state dimensions

Configuring Work Status

APPSET Level Configuration

At the application set level the work state can be maintained and configured. Work state lists the different status of a data combination. For example in a planning scenario the work status could be Unlocked, Submitted or Approved. BPC allows adding additional work state to this default list.

The screenshot displays the SAP Business Planning and Consolidation Administration interface. The main window is titled "Business Planning and Consolidation Administration" and shows a server name of "KRESSAPBPC701". The interface is divided into several sections:

- Server name:** KRESSAPBPC701
- Select an option from the action pane:** This section contains a table with the following data:

| Work State | DM | JRN | MAN | COMM | DOCS | ControlledBy |
|------------|--------|--------|--------|--------|--------|--------------|
| Unlocked | All | All | All | All | All | Both |
| Submitted | Mgr | All | Mgr | All | All | Both |
| Approved | Locked | Locked | Locked | Locked | Locked | Mgr |

- Left Panel:** A tree view showing the server hierarchy, including "ApShell", "Dimension Library", "Application", "Insight", "Work Status", "Security", "Business Rule Library", "Business Process Flows", and "Custom Menus".
- Right Panel (Action Pane):** Contains "Session Information" (Logon: bpcadmin - ApShell), "Work Status" section, "Manage Work Status" section, "Work Status Tasks" (Add a new work state, Reorder work state, Edit work state description, Delete a work state, Update work state), "Available Interfaces", and "See Also".

The work state also has a predefined sequence (order) in which it can be used. For example only after submitting a work it can be approved. This order can be changed using the "Reorder work state" option.

For every work state, there are five additional properties or attributes that needs to be configured to determine the lock behavior for different interfaces. The settings available for these interfaces are

- A. Locked – This locks sending the data via the interface for all,
- B. Owner - Allows the OWNER to send data via interface,
- C. Mgr - Allows the manage to send data via interface and
- D. All – Allows everyone to send the data via the interface (if the user has access via to the member via the security)

Below is the list of interface available

- A. DM determines the lock behavior of the data manager
- B. JRN determines the lock behavior of the Journals
- C. MAN determines the lock behavior of the data sent manually via the office
- D. COMM determines the lock behavior of the comments data
- E. DOC determines the lock behavior of the support document

The administrator can set the locking behavior for each of these interfaces at different work state levels. In the above example once the data intersection is submitted the data can be changed (manually/data manager) by the manger only. And once in the approved state it is locked for all the interfaces and users.

The controlled by column determines who can advance the data intersection in the given work status level. The three options available are owner, manager and both. In the above example the approved status for an intersection can be changed only by the manger (the owner of the parent member).

Application Level Configurations

The work status setting is determined at the application level. Using work status setting the data intersection to determine and control the work status can be configured. The work status is assigned to this intersection. Each dimension can be set as a work state dimension or non work state dimension or owner (controlling) dimension.

The screenshot displays the SAP Business Planning and Consolidation Administration interface. The main window title is "SAP Business Planning and Consolidation Administration". The server name is "KRESSAPBPC701". The "Work status information" table is visible, showing the following data:

| AppSet Dim Name | Work State | Member Validation | Base Hierarchy |
|-----------------|------------|-------------------|----------------|
| Account | No | VALIDATION | ... |
| Category | Yes | | 1 |
| DataSrc | No | TotalAdj | ... |
| Entity | Owner | | 1 |
| IntCo | No | All_InterCo | ... |
| RptCurrency | No | LC | ... |
| Time | Yes | | 1 |

The interface also shows a tree view on the left with "Work Status Settings" selected under the "Finance" folder. The right-hand side contains a sidebar with "Session Information" (Logon: bpcadmin - ApShell), "Work Status Settings" (Save Work Status Settings), "Available Interfaces", and "See Also".

Work State

If configured 'yes', the dimension is used for determining the intersection for work status purposes. In other words the dimension member will be used for tracking the work status. If configured 'no', the dimension is not used for the determining the data intersection for the work status. If configured as 'owner', the dimension is used for the intersection and the owner/manager of the intersection is also determined based on the "OWNER" property of the selected dimension.

Member Validation

For the non work state dimension it is mandatory to specify a default member, this member is used as the default value in the back end tables.

Base Hierarchy

For the work state or owner dimension it is mandatory to specify which hierarchy to be used.

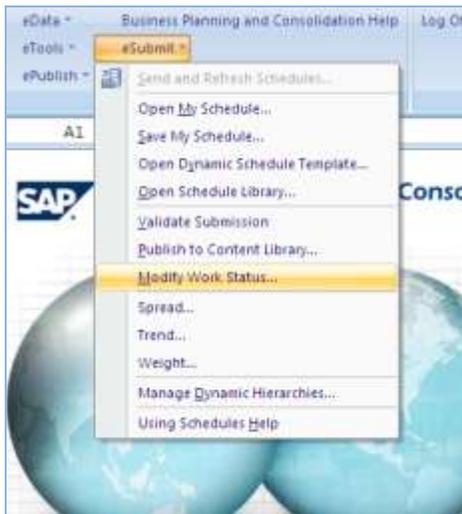
Once these settings are done the settings should be saved. If this setting changes later point in time then all the historical information stored might be lost.

How to Set the Work Status

The work status can be set in three different ways.

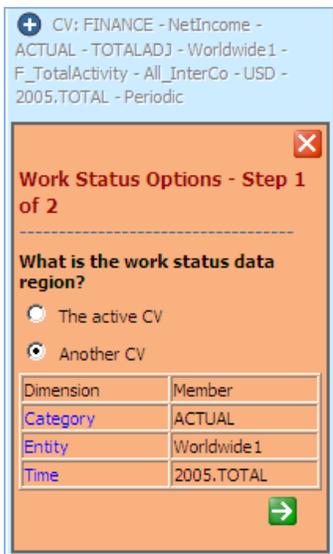
Using MS Office (Via BPC Web)

- A. Go to the ePublish >> Modify work status from the Excel client



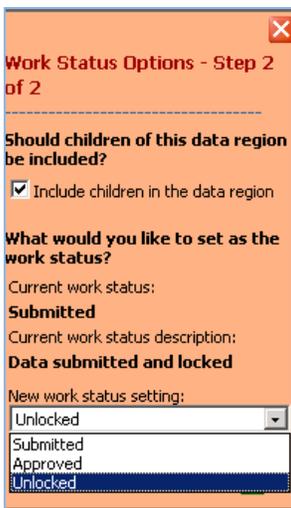
Note: This will redirect the page to the BPC Web

B. Select the data intersection for which you want to set the status.



Note: if you don't have access to the intersection as owner or manager then you may get the below error. "You are not authorized to perform this task; contact your BPC administrator."

C. Choose the appropriate status from the drop down.



Note: The available status will depend on the current work status and the owner attribute of the owner dimension.

Using BPF (via BPC Web)

You can create a step in the BPF to change the work status based on the below configuration. This task in the BPF will redirect the users to the BPC web for setting the status for the data intersection.

This will help the organization to standardize the data submission process via the BPF.

The screenshot shows the SAP 'Modify Business Process Flow (Budgeting Process)' window. The 'Define Actions' step is selected in the process flow. The configuration for the 'Update Status review action' is as follows:

Budgeting Process:

- Step 1. Managing
 - 1. Check Budget Data
 - 2. Budgeting - Input Budget Data
 - 3. View Comment
- Step 2. Submit Supporting Document
- Step 3. Review budget in Live Report
- Step 4. Update Status

Update Status review action:

Action Name: Update Status(default)

Action Detail:

Interface: BPC Web

Task: Set work status

Current View: Application: Finance

| Dimension | Current View Type | Member |
|-----------|--------------------------|--------|
| Account | Inherit from CV | |
| Category | Member lookup | BUDGET |
| DataSrc | Inherit from CV | |
| Entity | Inherit from data region | |
| InfCo | Inherit from CV | |

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Buttons: Help, Save, < Back, Next >, Close

Note: This task will open the set work status web page and doesn't have any other impact on BPF and its tasks.

Using Work Status – Sample Scenarios

APPSET level configuration

| Work State | DM | JRN | MAN | COMM | DOCS | ControlledBy |
|------------|--------|--------|--------|--------|--------|--------------|
| Unlocked | All | All | All | All | All | Both |
| Submitted | Mgr | All | Mgr | All | All | Both |
| Approved | Locked | Locked | Locked | Locked | Locked | Mgr |

Application level configuration

| AppSet Dim Name | Work State | Member Validation | Base Hierarchy |
|-----------------|------------|-------------------|----------------|
| Account | No | VALIDATION | ... |
| Category | Yes | | 1 |
| DataSrc | No | TotalAdj | ... |
| Entity | Owner | | 1 |
| IntCo | No | All_InteCo | ... |
| RptCurrency | No | LC | ... |
| Time | Yes | | 1 |

Typical example of a month-end forecast close scenario

- At month-end data is loaded and further adjusted by the authorized users. This authorization is driven by the member access profile (security) and has no dependency on the work status setting including the owner property
- Upon completion the responsible user (owner/manager) can set the work status to “submitted” via a BPF or from BPC web
- The data is locked to the owner and users of the entity, entity being the owner dimension (refer the configuration above)
- Although the data is locked; the user may submit supporting documents, journals or comment in this state, since the DOCS, JRN and COMM is open for all in the submitted status
- The manager or parent level owner, reviews the data, makes necessary changes and set the status to “approved”
- Once approved the data is locked for the manager, owner and users of the entity. All type of transactions including comments, journal and supporting documents are locked
- Users will get the following error if they try to send the data to the locked combination

“This cell cannot be updated; modify the submission status to allow changes::ACTUAL and SALESBRAZIL and 2005.JAN, ACTUAL and SALESBRAZIL and 2005.FEB”

Note: The combination of category, entity and time are the work status dimension in this case which is in the approved status and sending data for the all is locked.

- Once approved the manager can only change the status as the approved status is controlled by manager.

Related Content

[BPC Help documentations](#)

[How To Configure and Execute Business Process Flows in SAP BusinessObjects](#)

[Planning Data Validation](#)

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