



# SAP Business Intelligence Training

„For a smooth process flow in your company we gladly support you with the handling of software-aided solutions. Just imagine being able to model performance optimized data flows in the future by you – from the data extraction out of your source systems, via their transformation up to reporting and analysis options. For the creation of analysis and reporting solutions we use proven tools of the SAP and SAP BusinessObjects portfolio. Optionally, the BI applications can be made available via the SAP Portal.“

Yours Dr.-Ing. Thorsten Kuhlmann (thorsten.kuhlmann@cimt.de)

## SAP BI Overview Training

A haptic impression is significantly intensive and valuable than theoretical essays. Goal is not only to get across the basics, but also to develop via exercises an own feeling. The demonstration of reporting, display and publication options can provide a better foundation in order to be able to evaluate and define requirements for BI functionality.

## SAP BI Starter Training

To gain an overview about the correlation and processes of a SAP Business Intelligence system is the objective of this training. Solutions for architecture and usage as well as their best practice approaches are trained here. Moreover, practical tutorials form the basis, to take part in BI projects and to be able to evaluate concepts, used tools and principles.

## SAP BI ETL-Processes

SAP Business Warehouse offers a variety of tools to build a Data Warehouse in your company. Therefore, data from different systems, modules and information areas needs to be integrated. The dependent variables are: a uniform definition, comprehensive analyses, high-performance queries and user-specific supply of Data Marts. ETL processes and a corresponding data modeling are the preconditions here. Our training provides BI administrators with the ability to analyze, optimize and model data flows via the Data Warehousing Workbench.

## SAP BI Reporting

As soon as the definition of reports, dashboards and analytical applications come to the fore, it gets interesting for analysts and application specialists. Uniform queries, formulas and conditions provide a central basis and are supplemented by presentation and publication options for nearly all application requirements. A main training focus lies on imparting the basics of query creation and backing these up via tutorials. Furthermore, the most important presentation forms including their design tools are shown. The participants will be enabled to define reports by themselves.

## SAP BI Administration

The monitoring of extraction and loading operations belongs to the responsibility area of SAP BI Administration. Here, daily analysis activities have to be assured as well as providing information for month-end and year-end closings. The training goal focuses here on providing the necessary knowledge for an undisturbed and high-performance operation of a SAP BI system. The in the BI field available functionalities as well as their application and optimization possibilities are shown and form the basis for self-contained enhancements.

## SAP BI Authorization

Knowledge is power. A Data Warehouse allows especially via a cross-functional comparison and trend analyses essential corporate insights. To apply this position systematically, authorizations play an important role in the context of Business Intelligence. Training goal is here to give a functional overview of authorization-steering functionalities and to develop and realize authorization concepts.

## User Training SAP Integrierte Planung

To implement the planning process effectively it is important to use the supporting systems in an optimal way. The training for planning users lays the foundation to handle planning scenarios, planning analyses, status and tracing system of the SAP Integrated Planner (SAP-IP).

## Training Planning Designer SAP Integrierte Planung

Planning processes are often adjusted to the new basic conditions and organizational structures as well as supplemental partial planning and planning steps being added. You are developing and optimizing your corporate planning and would like to learn the trade of implementation in your system. During operations it is necessary to adjust planning processes in the status and tracking system or to handle the lock management. Get to know the development and operating processes of your SAP IP in an interactive way.



## Target Groups

Our trainings address to all BI users. Main focus is to show users and power users about how SAP BI can be introduced profitably. Moreover, SAP administrators are enabled to conduct operation and enhancement tasks independently by themselves.

## Targets

- Imparting procedures for modeling of analytical applications
- Introducing modern reporting, analysis and planning technologies
- Administration of a BI environment

## Agenda

The trainings take place as classroom trainings. Either on-site at your company or in our training rooms.

## Tools

- SAP Data Warehousing Workbench
- SAP Business Explorer Suite (Query- & Web Application Designer, BEx Analyzer, BEx Web Analyzer)
- SAP Portal
- SAP Visual Composer
- SAP Integrated Planner
- SAP BusinessObjects
- Crystal Reports

## Repertory

Decide yourself about which contents and scope are most suitable for you. Furthermore, we offer you an individual coaching for concrete problem statements customized to your needs.

BI Starter Training	2 days
BI Overview Training	1 day
BI ETL-Processes	3 days
BI Reporting	3 days
BI Administration	3 days
BI Authorization	1 day
BI Planning User	1 day
BI Planning Designer	3 days



## Trainings in detail



### Invest into an independent future

Our trainings and practical exercises will put you by knowledge transfer into the place to establish your own reporting and analysis solutions in the future.

### Regular trainings for end users

Regular remote trainings provide a continuous offer and fast access also for an extended user circle. Recommended are monthly appointments, which are long-term fixed.

- Short introduction of the reporting tool
- Demonstration of navigation and main functionality
- Introducing handbook and tool
- Questions and answers

### Individual trainings

Also, to cover your training demand individually, we can arrange individual trainings together with you.

### Coaching

Individual coaching and training will establish a fast access according to actual topics. We gladly coordinate your BI projects or guide your internal IT.

#### SAP BI Overview training

*Target group:* IT Manager, BI process owner  
*Qualification:* None  
*Duration:* 1 days

- Introducing reporting with SAP BI
- The most important terms and principles
- Presentation and publication options
- Analysis exercises with SAP BI
- Utilization concepts

#### SAP BI Reporting

*Target group:* BI Power-User  
*Qualification:* None  
*Duration:* 3 days

- Reporting with SAP Business Explorer and Business Objects
- Classification of presentation options and tools
- Introducing the most important SAP BI Objects
- Navigation with workbooks and Web reports
- SAP BI Querydesign
- Hierarchies, variables, exceptions and conditions
- Naming conventions and quality aspects
- Global elements and structures for reporting
- Publication in roles
- Transporting report elements
- Introducing Broadcasting and Portal integration

#### SAP BI Administration

*Target group:* BI Administrators  
*Qualification:* SAP Basic Knowledge  
*Duration:* 3 days

- Overview of SAP NetWeaver BI objects
- Overview of Data Warehousing Workbench
- DataSources and BI Data flow
- BI processes and data flow modeling
- Manual Staging
- Definition of process chains
- Concept and Management of process chains
- Process chain monitoring
- Setting via Flatfiles
- Performance monitoring and optimization
- InfoCube maintenance and monitoring
- Set up and Roll-Up of InfoCube units
- BI Statistics / BI Administrations Cockpit
- BI transport handling

#### User Training SAP Integrated Planning

*Target group:* Planner  
*Qualification:* None  
*Recommendation:* Experience with SAP BI reporting  
*Duration:* 1 day.

- Introducing integrated planning
- Navigating in planning applications
- Analysis of target figures
- Usage and analysis of planning versions
- Status and tracking system
- Planning and tracking exercises

#### SAP BI Starter Training

*Target group:* BI Administrators, BI Power-User  
*Qualification:* None  
*Duration:* 2 days

- Introducing SAP BI and terminology
- Technical architecture / Enterprise Data Warehousing
- Analysis with SAP BI and SAP Business Objects
- SAP Data Warehousing Workbench
- Usage of Business Content
- Extraction and loading processes with SAP BI
- Query definition with SAP QueryDesigner
- Overview BI Administration processes
- Introducing SAP Planning and Consolidation

#### SAP BI ETL-Processes

*Target group:* BI Power-User, BI Administrators  
*Qualification:* SAP-/ Data Warehousing *Basic Knowledge*,  
*Recommendation:* Knowledge in BI Reporting.  
*Duration:* 3 days

- Technical architecture of SAP BI
- Introducing BI modeling
- Overview of BI objects and their configuration
- Extraction out of SAP and non-SAP systems
- Delta procedures
- Data flow processes in SAP BI
- Metadata Repository
- Usage of BI Content
- Principles of performance optimization

#### SAP BI Authorization

*Target group:* BI Administrators  
*Qualification:* SAP Basic Knowledge  
*Recommendation:* Knowledge SAP ERP authorization  
*Duration:* 1 day

- Introducing Authorizations with SAP
- Access and analysis authorization for BI users
- User, role maintenance, authorization profiles
- Access authorization for administration users
- Testing and trace functionality
- Business Content roles and templates
- Approach for an easy-care authorization concept
- Migration of authorizations from BW 3.x to BI 7.0
- Authorization maintenance SAP-BPS
- Structural authorization checks
- Approach for extended authorization requirements

#### Training Planning Designer SAP Integrated Planning

*Target group:* Designer of planning scenarios  
*Qualification:* Experience with SAP BI reporting  
*Duration:* 3 days.

- Introducing integrated planning
- Technical background information
- Lock management
- FOX formulas
- Configuration status and tracking system
- InfoProvider models for planning
- Overview and exercise with the planning modeler
- Integration SAP Business Explorer
- Usage of process chains
- Retraction concepts
- Specific expandabilities