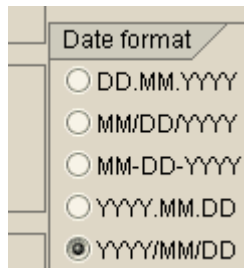


How to populate new dataload template..

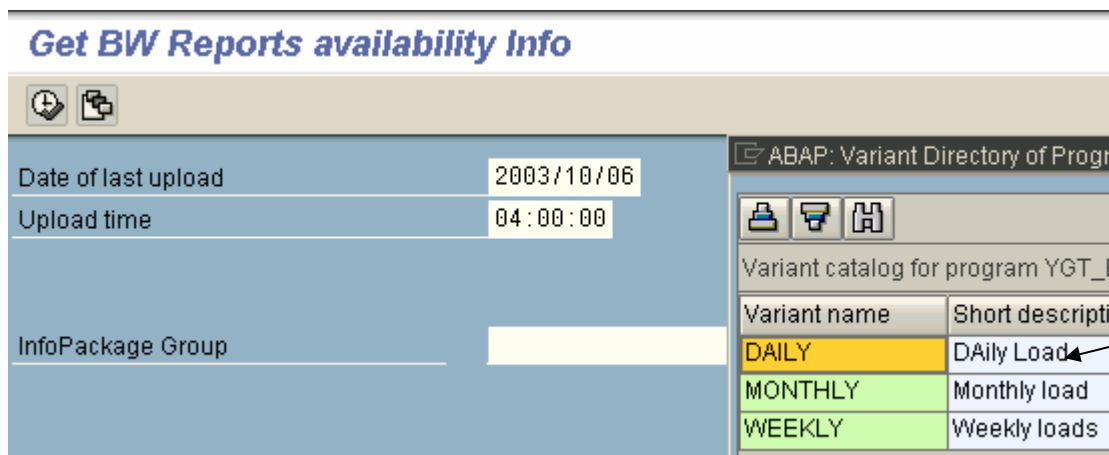
Start by changing your date format in BW using tcode SU3 to the following, should be YYYY/MM/DD:



The screenshot shows a 'Date format' selection window with five radio button options. The last option, 'YYYY/MM/DD', is selected with a black dot.

| Date format |
|---|
| <input type="radio"/> DD.MM.YYYY |
| <input type="radio"/> MM/DD/YYYY |
| <input type="radio"/> MM-DD-YYYY |
| <input type="radio"/> YYYY.MM.DD |
| <input checked="" type="radio"/> YYYY/MM/DD |

Next, go to tcode YBW03



The screenshot shows the 'Get BW Reports availability Info' screen. On the left, there are fields for 'Date of last upload' (2003/10/06) and 'Upload time' (04:00:00). On the right, there is a table titled 'ABAP: Variant Directory of Program YGT_E'.

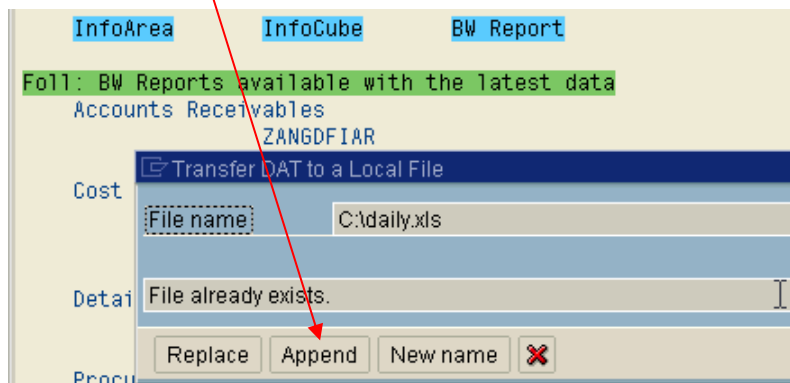
| Variant name | Short description |
|--------------|-------------------|
| DAILY | Daily Load |
| MONTHLY | Monthly load |
| WEEKLY | Weekly loads |

An arrow points from a text box to the 'DAILY' variant.

Choose
Daily
New
variant

The report must be run once for each variant.

The data for the three variants should be saved into one file by simply appending the changes.



The screenshot shows the 'Transfer DAT to a Local File' dialog. The 'File name' field contains 'C:\daily.xls'. A message 'File already exists.' is displayed. At the bottom, there are three buttons: 'Replace', 'Append', and 'New name'. A red arrow points to the 'Append' button.

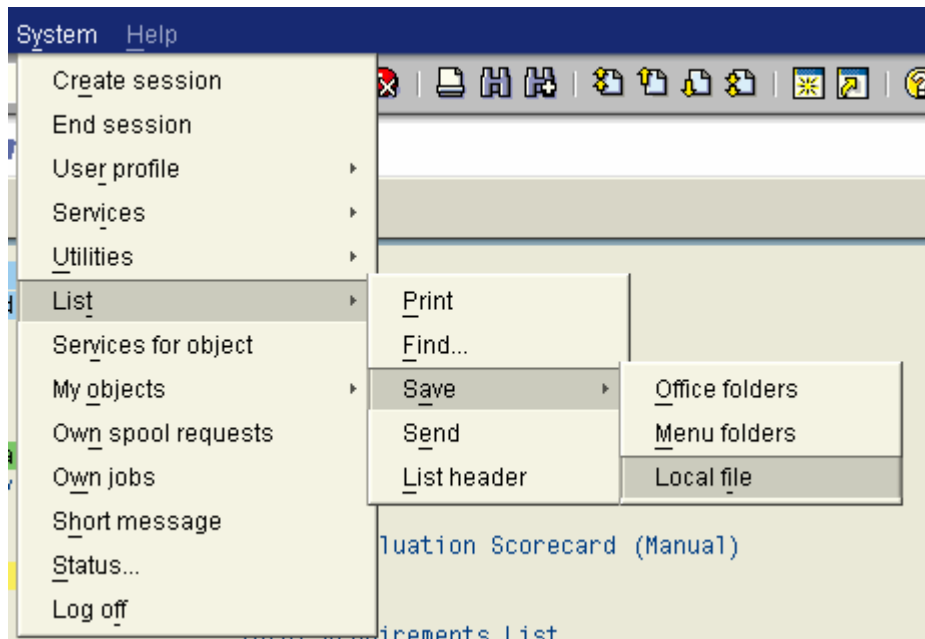
| File name |
|--------------|
| C:\daily.xls |

File already exists.

Replace Append New name

For daily you have to save it like normal and for weekly and monthly you have to save in the same file but clicking the "Append" button.

In order to save the report in excel you have to go to “System” menu + List + Save + Local file.



Next, open the xls spreadsheet with data and copy / paste the data into the template (the worksheet named *Report Data*)

A screenshot of an Excel spreadsheet. The active cell is A1, containing the formula '= Selected date of las'. The spreadsheet has columns A, B, C, and D. Row 1 contains 'Selected date of last upload:-' in A1 and '#####' in D1. Row 2 contains 'Selected data load time:-' in A2 and '4:00:00' in D2. Row 3 is empty. Row 4 is empty. Row 5 contains 'InfoArea' in B5 and 'InfoCube' in C5. Row 6 is empty. Row 7 contains 'Foll: BW Reports available with the latest da' in A7. Row 8 contains 'Accounts Receivables' in B8. Row 9 contains 'ZANGDFIAR' in C9. Row 10 is empty.

| | A | B | C | D |
|----|---|----------------------|-----------|---------|
| 1 | Selected date of last upload:- | | | ##### |
| 2 | Selected data load time:- | | | 4:00:00 |
| 3 | | | | |
| 4 | | | | |
| 5 | | InfoArea | InfoCube | |
| 6 | | | | |
| 7 | Foll: BW Reports available with the latest da | | | |
| 8 | | Accounts Receivables | | |
| 9 | | | ZANGDFIAR | |
| 10 | | | | |

Once you finished, don't forget to hide the worksheet “Report Data” before to send the report.

Go to Excel menu -> Format + Sheet + Hide