

# I fill the template IAC 03.07

The file is composed by three tabs. Only the last tab has to be updated thanks to a BW query.

## STEP 1

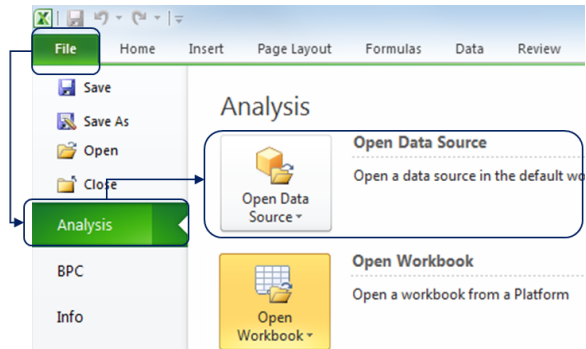
I open a data source or a workbook.

- [Open Data Source](#)
- [Open a workbook \(on the server\)](#)
- [Open a workbook \(saved on your local drive\)](#)

## Open Data Source

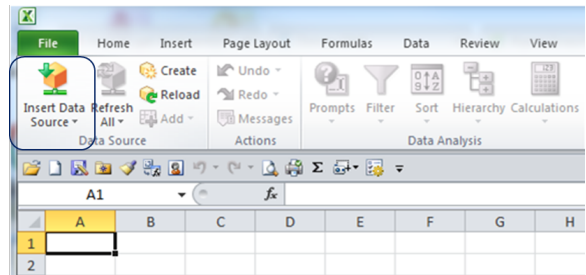
There are 2 options to open Data Source:

- Go to the File tab, click on Analysis then Open Data Source.



Or click the Analysis tab

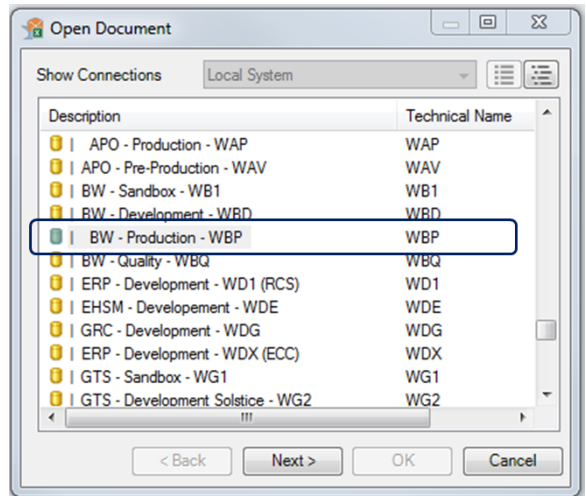
1. First, select an empty cell where you wish to insert your data (Ex : A1)
2. Click on "Insert Data Source"



**i** When you click on "Insert", it will show the "Select Data Source" option but also **up to 10 queries from your history**

Select the source system: BW - Production - WBP

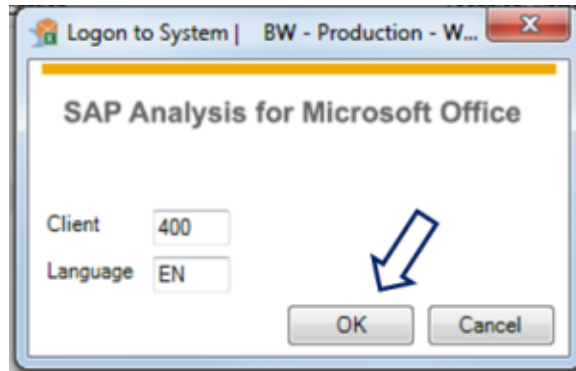
**i** **Account**  
No Account ? Go to [Getting a BW Account](#).



Click « OK »

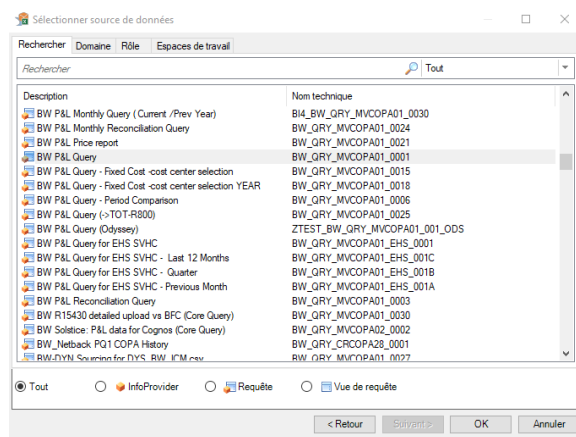
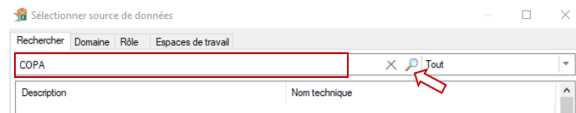
- Client: 400
- Language: EN

**i** **Language**  
Only English is fully supported.



The "Select Data Source" window opens. Here you can:

- either search for the queries by description/technical name (Search Tab)

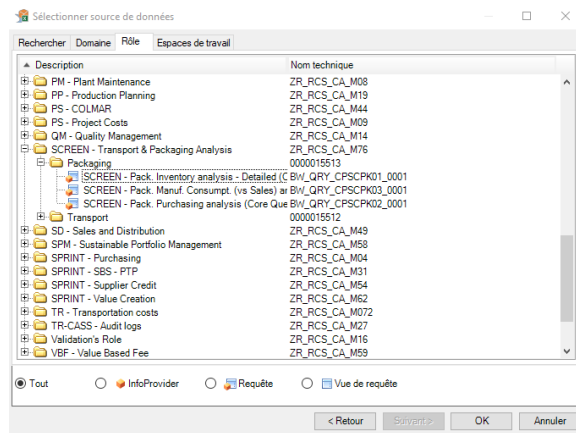


- or via browsing in the roles

**Roles**

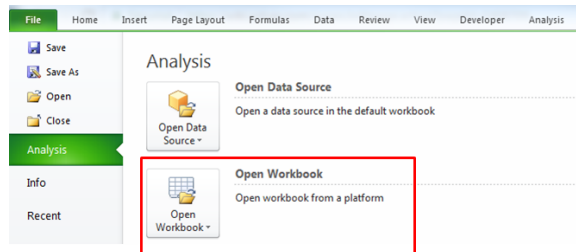
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

Select the query you want to insert and click OK. This will launch the query and a prompt will appear for you to select the data.



## Open a workbook (on the server)

- Go to the File tab, click on Analysis then Open Workbook.

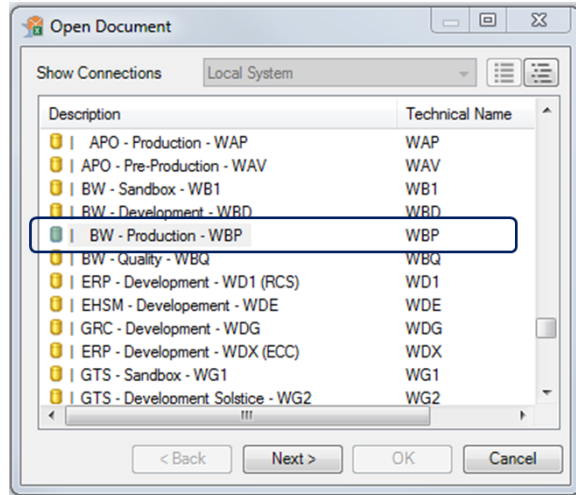


Select the source system: BW - Production - WBP



### Account

No Account ? Go to [Getting a BW Account](#).



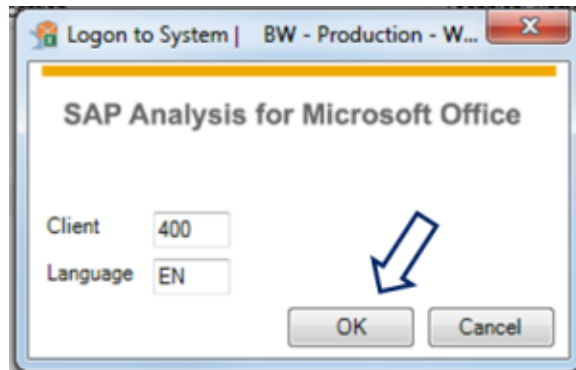
Click « OK »

- Client: 400
- Language: EN



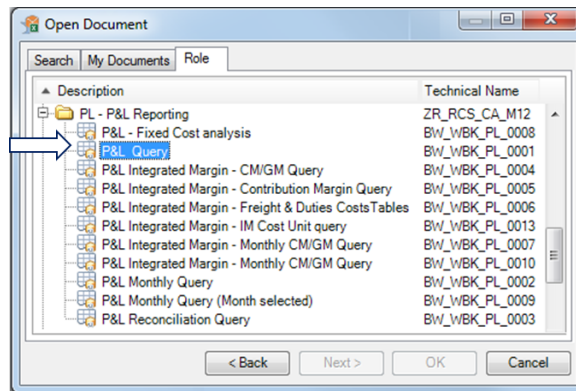
### Language

Only English is fully supported.



Go to the tab "Role" and then open a working capital workbook.

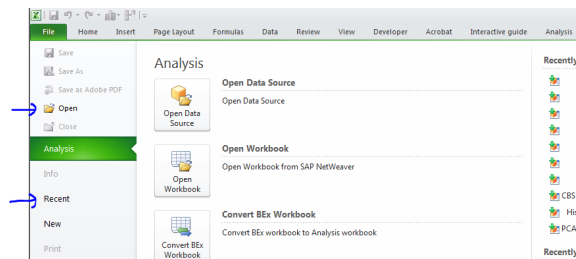
Select and open the folder and double click on the workbook.



## Open a workbook (saved on your local drive)

You need to first open "Analysis for Microsoft Excel", then open your BW file (by File --> Open or Recent).

If you first open your BW file, then open "Analysis for Microsoft Excel", there will be two Excel opened and you can't refresh your BW file.



### Related Information

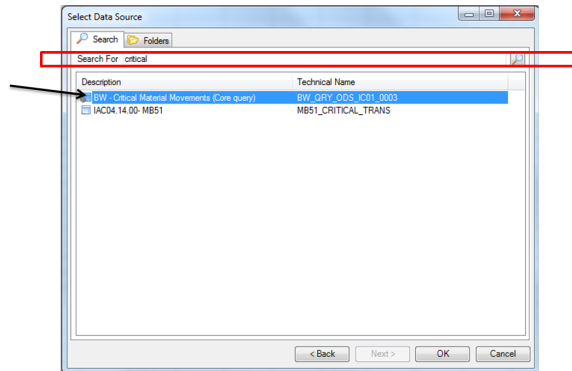
- [The Prompt Window](#)

**STEP 2**

I select the query

**BW - Critical Material Movements (core query)**

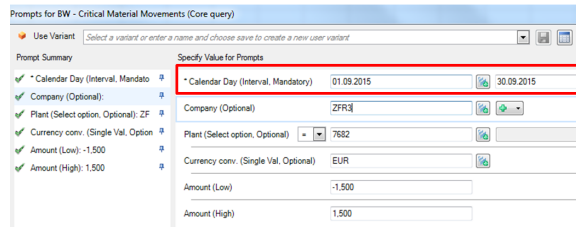
*Comment:* the technical name of the query is BW\_QRY\_ODS\_IC01\_0003



**STEP 3**

I run the query

1. Enter the mandatory information that is to say at least the calendar day.
2. Enter detail information like the company code, the plant code to obtain the information that you are interested in.



**STEP 4**

I obtain the report and I justify the highlighted amount in the appropriate column

*Comment:* There is an automatic filter to obtain only the amount to be justify but it can be removed (see next step)

Company code	Plant	Movement Type	Nb of material	Qty in Qty	Amnt. in local curr	COMMENT
ZFR3	Rhodia Operation 7682	ZFR3 Salindres 509	TF.tfr.ps.mat.to.mat 4924602008	28,000 KG	2,879.2	
		701	GR.phys.inv.:.whse 4924480326	1 PC	-1,633.0	
			4924567491	14 PC	-4,046.0	
			4924588805	601 PC	-74,373.1	
			4924570317	21,343 KG	-3,500.0	
			4924570318	48 PC	-12,588.9	
			4924570477	287 PC	-12,216.7	
		702	GI.phys.inv.:.whse 4924567491	758 PC	20,212.7	
			4924567577	601 PC	74,373.1	
			4924570317	1	44,420.6	

**STEP 5**

I remove the filter in the amount criteria

