<u>Accessing BW Reports</u>
Expand BW
Expand Accounts Receivable
Click Report to access in BW
Note on all Reports:
    # symbol means not assigned
    Blank cell means the same info as in above cell

<u>Export all Reports:</u>
    Click on any filled cell to open menu
        More choices are available for drilldown data than for numberic data
    Click Enhanced Menu
    Click Export as
    Click MS Excel 2000 File
    Report appears on screen
    Click <File><Save as>
    Click on >> to customize the report or click <back>
        1) To work on another BW report
        2) To enter Excel to customize report
    Note: Linking the Formatted Excel Report to BW must be accomplished; too manual to do each month

<u>Accounts Receivable Reports in BW</u>

Customer Statement

Shows what makes up the outstanding amount the customer owes NASA (invoices, collections, adjustments, credit memos, writeoffs, liquidation of down payment)

Shows subtotals by customer and overall total

Run on as needed basis

No comparable report today

Enter Parameters: (* means required)
    Business Area Parameter=62
    (would normally do for a single or small group of customers also)

Customize the Report:
    Remove Business Area Drilldown from the report (all entries should be for the business area chosen)
    Add Posting Key and Document Type Drilldown to the report - helpful at first to insure amounts are reported in right columns and to learn relationship between document numbers and document types/transactions
    Select Filter Value for the Sales Order or WBS to see only Reimb Customer Info (exclude "#" unassigned sales orders or WBSs)

Bookmark the Report
    Drilldowns will be maintained but filters must be redone when the report is run again

Export the Report

Click on minimized Main BW Menu button to return to main menu to select another report

Aged Accounts Receivable

Shows the age of each customer invoice owed to NASA
Shows subtotals by customer and overall total
Required monthly but can be viewed at any point in time
Comparable to our current Aging report today
Enter Parameters: (* means required)
Business Area Parameter=62
Current Date
Customize the Report:
Remove Business Area Drilldown from the report (all entries should be for the business area chosen)
Remove Account Group Drilldown from the report (non-fed and fed customers can be identified by customer number) unless you want to get total by account group in Excel
Remove Document Date Drilldown from the report (aging is based on the baseline date; will be different from document date for a residual invoice created)
Add Document Type Drilldown to the report (usually either RV or DR; for a residual invoice, the type will be different – these you may want to verify)
Bookmark the Report
Drilldowns will be maintained but filters must be redone when the report is run again
Export the Report
Click on minimized Main BW Menu button to return to main menu to select another report

Accounts Receivable Finance Charges

Shows interest and penalty/admin charges invoiced to customers and owed to NASA/Treasury
Required monthly but can be viewed at any point in time
No comparable report today
Enter Parameters: (* means required)
Business Area Parameter=62
Customize the Report:
Remove Business Area Drilldown from the report (all entries should be for the business area chosen)
Remove Account Group Drilldown from the report (these charges are accessed only on non-federal customers
Remove Item Status Drilldown from the report
Add Accounting Item Text Drilldown to the report (this distinguishes penalty from admin charges)
Note: Reference Document refers to the Principal Document on which these charges are based

Bookmark the Report

Drilldowns will be maintained but filters must be redone when the report is run again

Export the Report

Click on minimized Main BW Menu button to return to main menu to select another

Reimbursable Activity

Shows all PY Reimbursable Activity for a given fiscal year by funds center and fund

Shows subtotals by funds center and overall total

Requires manual input to complete report (not all amounts can be system generated; columns are indicated as manual)

Required annually but can be viewed at any point in time

Comparable to existing Reimbursable Activity Report generated each yearend

Enter Parameters: (* means required)

Business Area Parameter=62

Fiscal Year (single value)=2002

Customize the Report:

Remove Business Area Drilldown from the report (all entries should be for the business area chosen)

Bookmark the Report

Drilldowns will be maintained but filters must be redone when the report is run again

Export the Report

Click on minimized Main BW Menu button to return to main menu to select another

Analysis of Advances from Others

Shows status of advances/down payments by fund and WBS for the sales order by customer

Shows subtotals by Sales Order and Customer and overall total

Required monthly but can be viewed at any point in time

Comparable to existing Down Payment Report

Enter Parameters: (* means required)

Business Area Parameter=62

Customize the Report:

Remove Business Area Drilldown from the report (all entries should be for the business area chosen)

Add Document Type Drilldown to the report (usually DP; could be a DC or some other document type; these you may want to verify)

Print the Report (Click <File><Print>)

Only report that can be printed without further customizing in Excel unless overall total for advances is preferred; most reports too wide to print correctly from BW

Accounts Receivable by Customer Agreement

YTD, ITD, PTD versions of report

Reservation is the amount of the funds reservation for that sales order for that fund and funds center

For of Rev Amt (forecast of Revenue) is the amount of the sales order for that fund and funds center

Shows also COCD, billing, advance liquidation and customer payment amount

Includes the FIPS95 Code

Shows status of reimbursable activity from start to finish

Shows subtotals by Sales Order and Customer

Required monthly but can be viewed at any point in time

Comparable to existing Reimstat Report

Enter Parameters: (* means required)

- Business Area Parameter=62
- Fiscal Year Range 2002/2003
- Sales Order Range and Customer can also be selected

Customize the Report:

- Remove Business Area Drilldown from the report (all entries should be for the business area chosen)
- Funds Center and Fund columns can be swapped with the customer (using the Enhanced Menu) to more easily compare report to budget reports and the Reimbursable Activity Report
- Remove Account Group Drilldown from the report (non-fed and fed customers can be identified by customer number) unless you want to get total by account group in Excel
- Remove attribute Accounting Group from the Customer (Click on Properties from Enhanced Menu for the Customer); note that the Trading Partner is also an attribute of the Customer

Bookmark the Report

- Drilldowns will be maintained but filters must be redone when the report is run again

Export the Report

- **Click on minimized Main BW Menu button** to return to main menu to select another

__**Accessing SAP Reports**__

Accessed by Transaction Code

NASA Custom Reports

SAP Standard Reports

See OLQR Job Aide for a List

Some Reports can be Printed directly from SAP – these reports can be scheduled to run periodically, usually monthly

Some Reports may need further customizing outside SAP using Excel

See AR Report Training Material