
Welcome to...

**Report Generation -
Purchasing**

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, individuals should be able to use SAP to:
 - Utilize SAP R/3 to generate reports
 - Utilize Business Warehouse (BW) to generate reports
 - Access OLQR to aid in performing tasks related to report generation



Benefits of Report Generation – Purchasing



- SAP and BW provide automation for:
 - Integrated system to display reports
 - Transactional and analytical data respectively



Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:15
2. Background	00:10
3. Topic 1: SAP R/3 Report Generation	01:00
4. Topic 2: BW Report Generation	00:30
5. Topic 3: Evaluate Workload	00:10
6. Topic 4: Display List of Vendors	00:10
7. Topic 5: Purchasing Award Document Detail Analysis	00:20



Course Schedule Continued



<u>Agenda Item</u>	<u>Time (hr)</u>
8. Topic 6: Workflow Document Tracking	00:15
9. Topic 7: Purchasing Values Detail/Summary Analysis	00:15
10. Topic 8: Generate Adhoc Queries/Report – Requisitions	00:20
11. Topic 9: Generate Adhoc Queries/Report – PO/Contracts	00:20
12. Course Summary	00:15
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Exercises
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the on-line training course feedback form



Course Tool: On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Characteristics:** An evaluation group, providing data set classification.
- **Characteristic values:** The permitted values of a characteristic in the master data.
- **Drill down:** To view more detailed information about the data contained in a report.
- **Filter Cells:** Contain characteristics that are used or may be used to select filters on.
- **Key figures:** Values or quantities.
- **List:** The results of a report or the report's output.
- **Parameters:** Report parameters determine the layout features of the report, such as the page format of the report and the numeric format of the report data.



Background Knowledge



- Key definitions:

- **Query:** A data evaluation based on the selection of characteristics and key figures
- **Results Area:** The lower portion of the workbook that displays the result set from the query, along with column headers and subtotals by drill down characteristic, and grand totals
- **Scope of List:** Parameters that define scope of lists determine the information to be displayed in the list. Scope of list controls whether certain information is displayed with the item data
- **Selection Criteria:** Specified data to be included in a report
- **Workbook:** A Microsoft Excel file with several worksheets



Background Knowledge



- Key definitions:

- **Collective Number:** This is the solicitation number.
- **Contract:** A contract, in SAP, refers to all IDIQs, BOAs, and BPAs.
- **Estimated Price:** Expected unit price for a line item.
- **Expected Total Value:** Expected extended value of a line item.
- **Expected Value:** Value that the unplanned services or materials covered by the line items are not expected to exceed. It is equal to the valuation price.
- **Item Category:** Identifier indicating the characteristics of an item as either a supply (Z) or service (D).



Background Knowledge



- Key definitions:

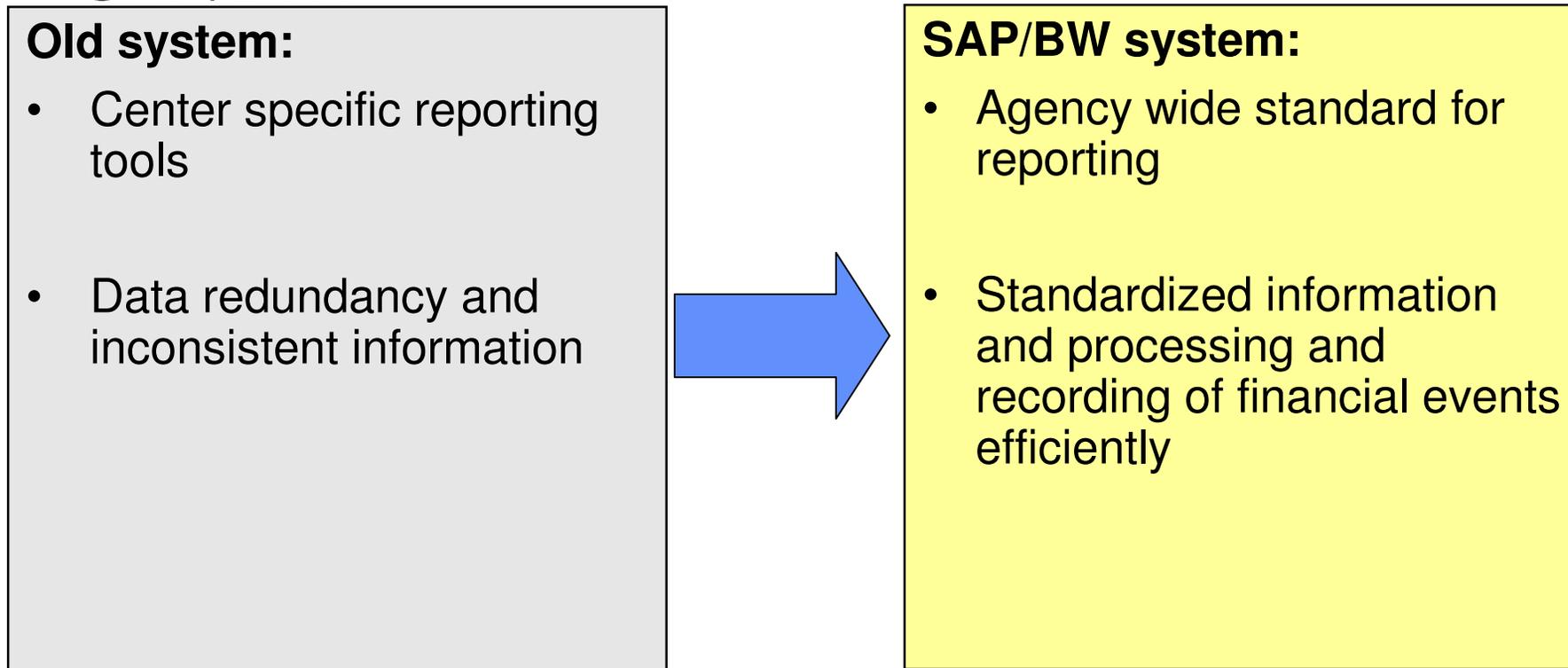
- **Limit:** Maximum total value for procurement line item. It is also equal to the estimated total value.
- **Our Reference:** A field used to record the DPAS rating
- **Overall Limit:** Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed
- **RFQ:** In SAP, this term refers to any type of solicitation
- **Valuation price:** Price per unit that is committed on the Purchase Request for supplies.
- **Your Reference:** Field used to identify a TO/DO issued against another agency contract (e.g., GSA contract).



Background Knowledge



Differences between the previous system and SAP/BW:



Topic 1

SAP R/3 Report Generation

Topic 1: Overview



-
- SAP Report Generation
 - Transactional data or current day's data
 - Features/capabilities of SAP R/3 reporting function



Topic 1: Objectives

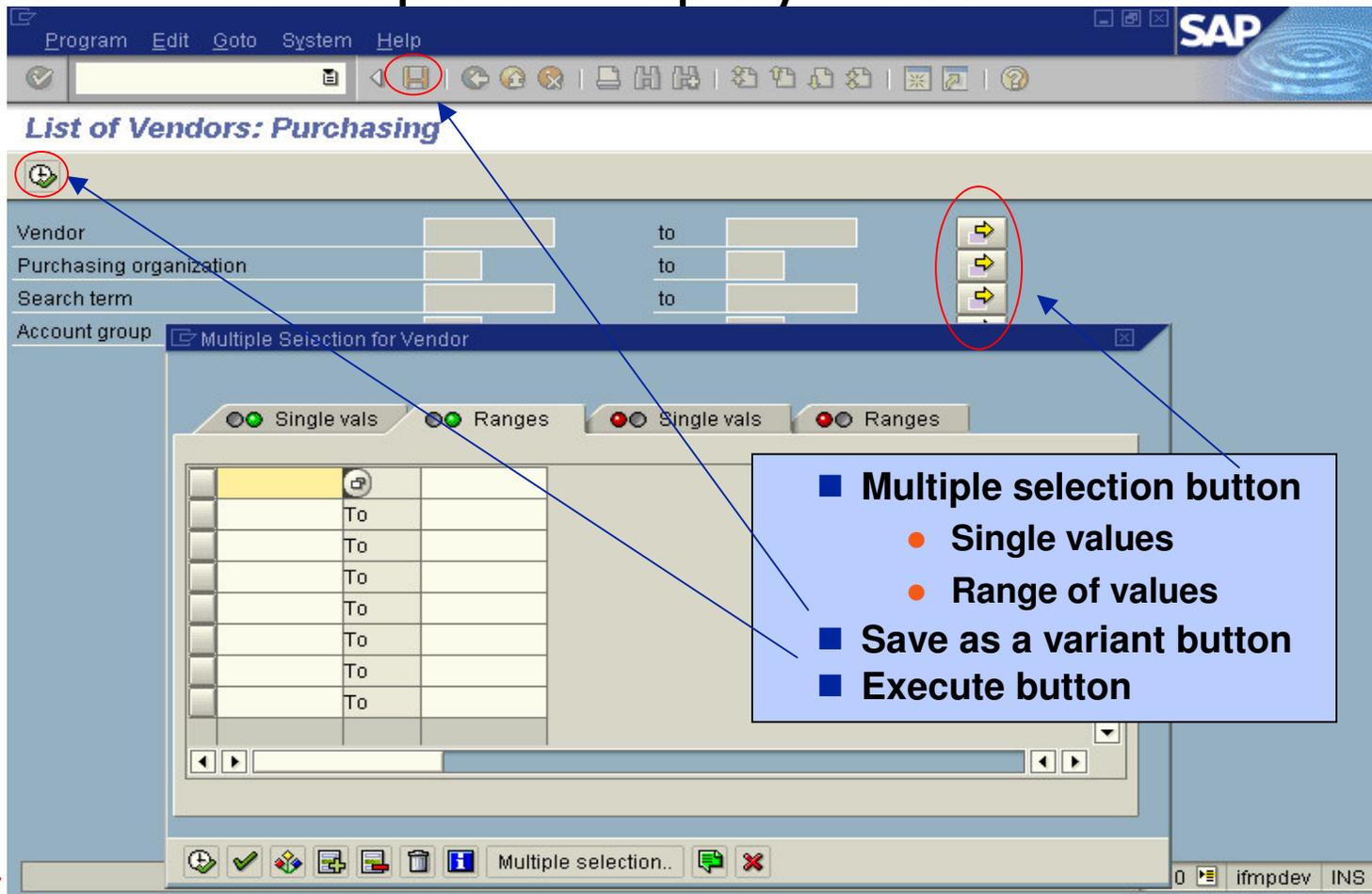


- Upon completion of this topic individuals should be able to accomplish the following:
 - Select criteria and save a variant
 - Drill down
 - Display layouts
 - Print and export to Excel
 - Run a report in the background



Topic 1: Screenshot

SAP R/3 Report: Display List of Vendors



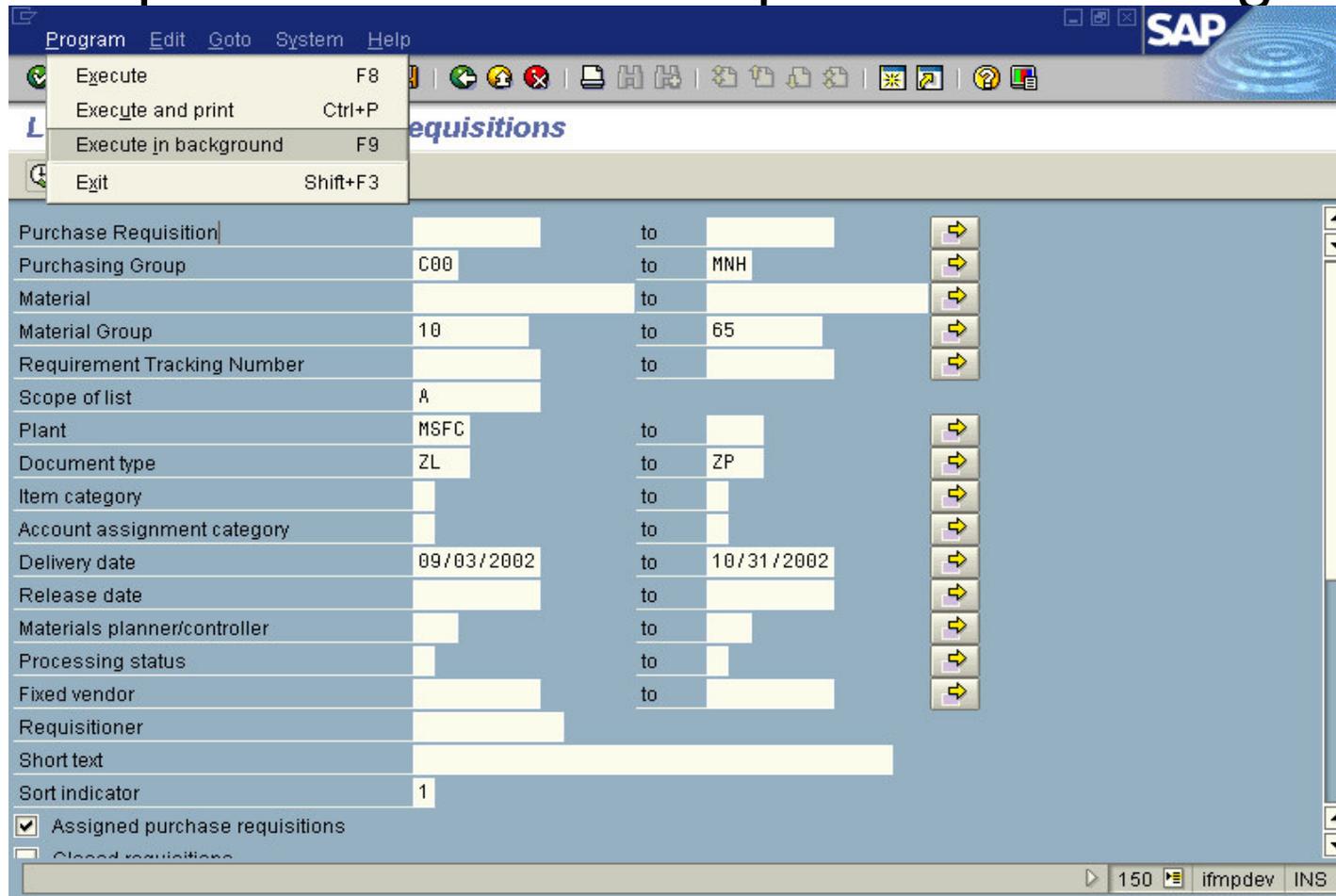
The screenshot shows the SAP R/3 interface for the 'List of Vendors: Purchasing' report. The main window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. A 'Save as a variant' button (floppy disk icon) is circled in red in the toolbar. Below the menu bar, the report title 'List of Vendors: Purchasing' is displayed. A search area contains fields for Vendor, Purchasing organization, Search term, and Account group, with 'to' labels. A 'Multiple Selection for Vendor' dialog box is open, showing a table with columns for selection and 'To' values. The dialog has tabs for 'Single vals' and 'Ranges'. A 'Multiple selection button' (checkbox icon) is circled in red in the dialog's top-left corner. A legend box on the right side of the dialog lists the following items:

- Multiple selection button
 - Single values
 - Range of values
- Save as a variant button
- Execute button

Topic 1: Running a Report in the Background



Menu path to execute a report in the background



Topic 1: Running a Report in the Background

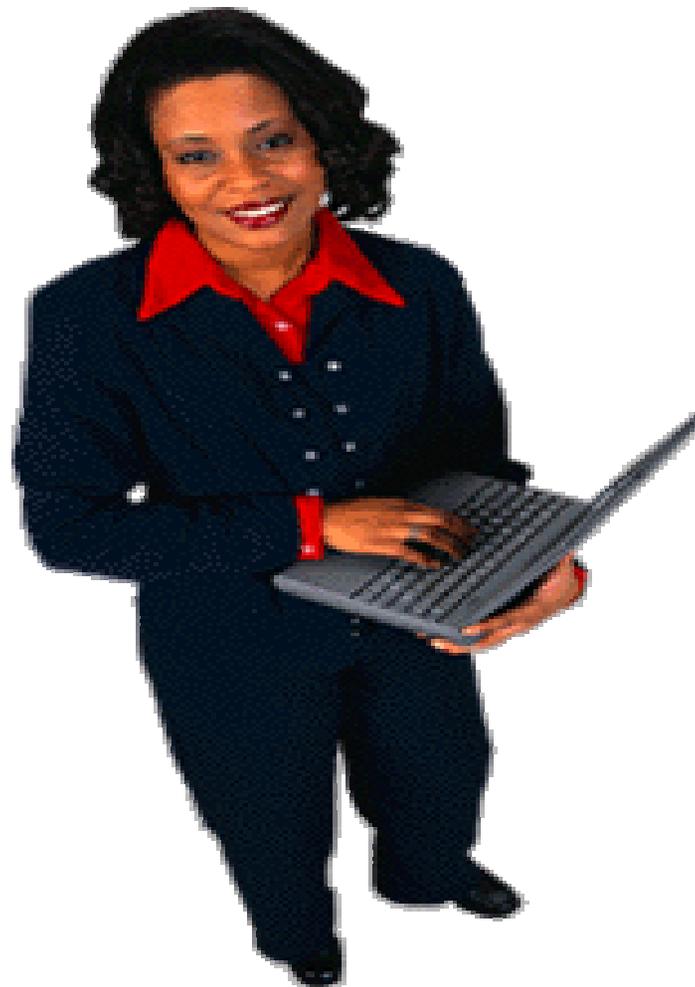


Output parameters to report in the background

The screenshot shows the 'Background Print Parameters' dialog box in SAP. The dialog is divided into several sections:

- Output device:** MSF-4663-C121-4663_C121_A
- Number of copies:** 1
- Number of pages:** Print all, Print from page 0 To 0
- Spool request:** Name: RM06BA00_BAK, Title: [empty], Authorization: [empty]
- Spool options:** Print immediately, Delete after output, New spool request. Print priority: 5 Medium. Spool retention per.: 8 Day(s). Archiving mode: Print only.
- Cover sheets:** SAP cover page, OperSys cover page, Selection cover page. Recipient: BAKERLE. Department: [empty]
- Print settings:** Report page: 65 Rows, Only text. Report width: 80 Columns. Format: X_65_80.
- User-specific print parameters:**

Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Select Criteria
- Drill Down
- Display Layout
- Print and Export a Report



Topic 1: Debrief



- Select criteria
 - Restricting the report
 - Saving a variant when appropriate
- Drill down
 - Accessing detailed reports and source documents
- Display layout
 - Navigating through the report
 - Utilizing sorting and summation features
- Print and export a report
 - Choosing from various print options
 - Exporting to Excel to format, save, and/or print
- Run a report in the background
 - Processing reports without tying up a session or opening multiple session



Topic 2

BW Overview

Topic 2: Overview



- BW Report Generation
 - Combines data across functional area
 - Accepts non-SAP data
 - Allows end-user to access and format data from a web browser
 - Presents data in another application



Topic 2: Objectives



- Upon completion of this topic, individuals should be able to accomplish the following:
 - Logon to BW
 - Select the applicable query
 - Sort the report
 - Drill down
 - Format the report
 - Attach and remove a chart
 - Print and save the report as a web page
 - Export the data to an Excel workbook



Topic 2: Screenshot

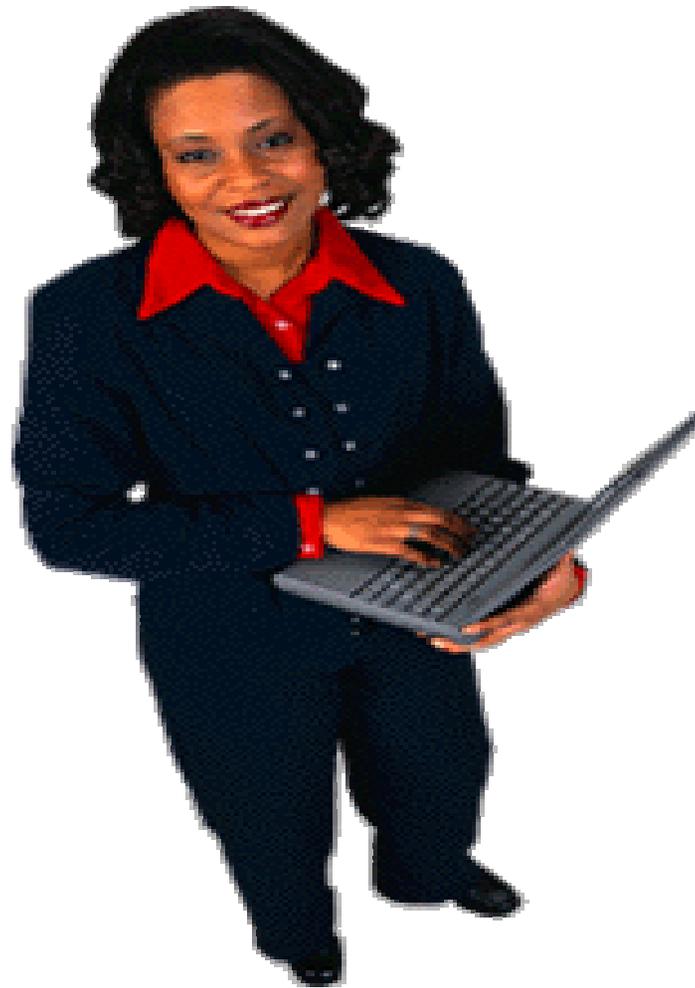


Payment Methods

Initial BW screen

- Menu tree contains all BW reports by functional area

Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Running a BW Query from a Web Browser

Topic 2: Debrief



- Features of BW
 - Select criteria
 - Filter the report
 - Sort the report
 - Drill down to greater detail
 - Hide a column
 - Print and save a report as a web page
 - Export a report to Excel



Topic 3

Evaluate Workload

Topic 3: Overview



- Evaluate Workload
 - Distribution of work among buyers
 - Multiple factors
 - Number of PRs, contracts, and POs assigned to Buyer
 - Complexity of purchase
 - Experience of the Buyer



Topic 3: Objectives



- Upon completion of the Evaluate Workload topic, individuals should be able to accomplish the following:
 - Use this report to facilitate workload distribution



Topic 3: Process Flow



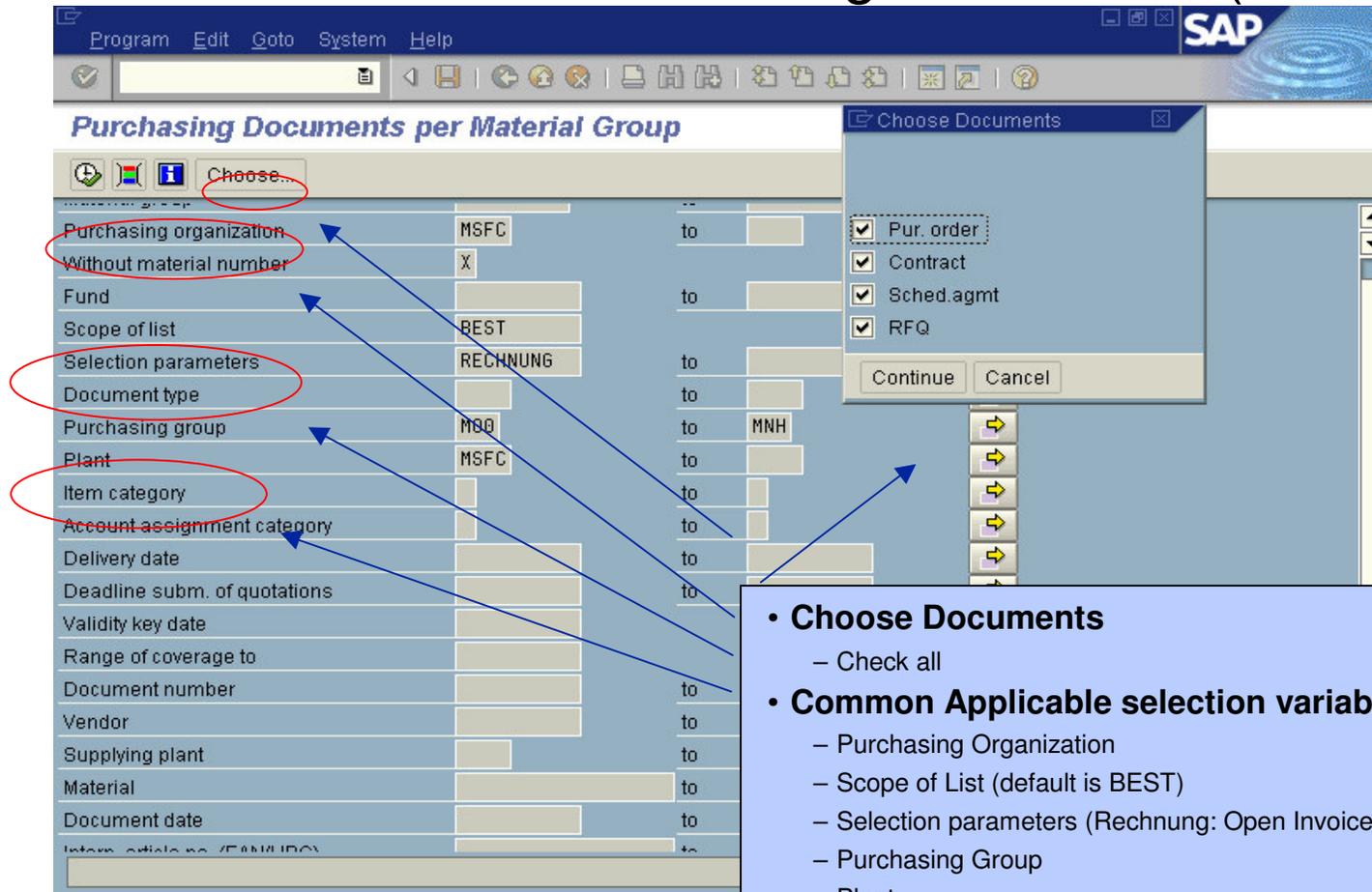
Perform Pre-Solicitation Activities

The screenshot displays a web-based interface for the Core Financial OLQR Mission Control system. At the top, there is a navigation bar with 'Contents', 'Index', and 'Search' options, and a 'powered by RoboHelp Enterprise' label. A left-hand navigation pane lists several menu items: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main content area features a 'Main Menu' with six large, blue, 3D-style buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is visible at the bottom of the main menu area. The interface includes a NASA logo and a background image of a spacecraft.



Topic 3: Screenshot

Evaluate Workload Purchasing Documents (List Display)



Choose Documents

- Pur. order
- Contract
- Sched. agmt
- RFQ

Continue Cancel

- **Choose Documents**
 - Check all
- **Common Applicable selection variables:**
 - Purchasing Organization
 - Scope of List (default is BEST)
 - Selection parameters (Rechnung: Open Invoices)
 - Purchasing Group
 - Plant

Topic 3: Screenshot



Evaluate Workload Purchasing Documents (List Display)

PO	Type	Vendor	Name	Short text	Order qty.	Un	Net Price	Curr	Mat. group	per Un
00010	Z P MSFC		books		1	EA	50.00	USD	66	1 EA
			Still to be delivered		1	EA	50.00	USD	100.00	%
			Still to be invoiced		1	EA	50.00	USD	100.00	%
NAS9-12121	YA	100013	B&K Manufacturing Co., Inc.					M00	10/25/2001	
00010	Z K MSFC MSFC		Oscilloscope		2	EA	45,000.00	USD	66	1 EA
			Still to be delivered		2	EA	90,000.00	USD	100.00	%
			Still to be invoiced		2	EA	90,000.00	USD	100.00	%
NAS9-22222	YE	100014	Fred Wilson & Associates, Inc.					M00	10/23/2001	
00010	Z P MSFC MSFC		Scanner		1	EA	100,100.00	USD	66	1 EA
			Still to be delivered		1	EA	100,100.00	USD	100.00	%
			Still to be invoiced		1	EA	100,100.00	USD	100.00	%
00020	Z P MSFC MSFC		Option 1		10	YR	1,000.00	USD	66	1 YR
			Still to be delivered		10	YR	10,000.00	USD	100.00	%
			Still to be invoiced		10	YR	10,000.00	USD	100.00	%
NAS9-23232	YA	100078	united Van Lines					M00	10/25/2001	
00010	Z P MSFC MSFC		Reimbursable		1	EA	1,000.00	USD	66	1 EA
			Still to be delivered		1	EA	1,000.00	USD	100.00	%
			Still to be invoiced		1	EA	1,000.00	USD	100.00	%
NAS7-11111	YA	100016	Metal Research Inc.					M00	10/30/2001	
00010	Z P MSFC MSFC		Things		1	EA	100.00	USD	76	1 EA
			Still to be delivered		1	EA	100.00	USD	100.00	%
			Still to be invoiced		1	EA	100.00	USD	100.00	%
NAS9-23232	YA	100078	united Van Lines					M00	10/25/2001	
00030	Z P MSFC MSFC		Option 1		10	YR	1,000.00	USD	89	10 YR
			Still to be delivered		10	YR	1,000.00	USD	100.00	%
			Still to be invoiced		10	YR	1,000.00	USD	100.00	%

- Drilldown capabilities to evaluate other factors affecting workload evaluation
 - Drilldown is possible on these lines within the report

Topic 3: Screenshot



Evaluate Workload Purchasing Documents

The screenshot displays the SAP interface for Contract NAS9-22222. The document overview section shows a table of document types and their values:

Document Type	Status	Quantity	Unit	Value
Blocked	Ordered	110,100.00	USD	
Not yet sent	Delivered	0.00	USD	
Not delivered	Still to deliv.	110,100.00	USD	
Not invoiced	Invoiced	0.00	USD	
	Down paymts	0.00	USD	

The item list table below shows the following items:

S. Item	A	I	Matl group	Short text	PO quantity	O...	Deliv. date	Net price	Curr...	Per	O...	
10	P	Z	Instruments	Scanner		1	EA	12/18/2001	100,100.00	USD	1	EA
20	P	Z	Instruments	Option 1		10	YR	12/18/2001	1,000.00	USD	1	YR
30	P	Z	Instruments	Option 2		1	YR	12/18/2002	0.00	USD	1	YR

The item details for '10] Scanner' show a total value of 200,000.00 and an option unexercised checkbox.

- Source Document for the Commercial PO identified in the report
 - Header Details
 - Item Overview
 - Item Details

Topic 3: Debrief



- Individuals should be able to accomplish the following:
 - Use Evaluate Workload Purchasing Documents to facilitate the distribution of workload
 - Narrow search using selection criteria
 - Drill down on information within the report to view details (e.g., source document)



Topic 4

Display List of Vendors

Topic 4: Overview



-
- Display List of Vendors
 - Determine the existence of vendors in SAP
 - Find potential sources for procurement



Topic 4: Objectives



- Upon completion of the Display List of Vendors topic, individuals should be able to accomplish the following:
 - Verify vendors exist in SAP
 - Access information to determine potential sources for procurement



Topic 4: Process Flow



Evaluate Offers

The screenshot displays a web-based interface for the Core Financial OLQR Mission Control system. At the top, there is a navigation bar with 'Contents', 'Index', and 'Search' options, and a 'powered by RoboHelp Enterprise' label. A left-hand navigation pane lists several menu items: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. The main content area features a large 'Main Menu' with six blue buttons arranged in two columns: Accounts Payable, Accounts Receivable, Budget Execution, Cost Management, Purchasing, and Standard General Ledger. A 'Glossary' link is visible at the bottom of the main menu area. The interface includes a NASA logo and a background image of a space shuttle.



Topic 4: Screenshot



List of Vendors: Purchasing

List of Vendors: Purchasing

Vendor: _____ to _____

Purchasing organization: NASA to _____

Search term: _____ to _____

Account group: _____ to _____

Purchasing Document Number: _____ to _____

Type of Business: _____ to _____

Type of Industry: _____ to _____

Obligated Amount: _____ to _____

Current Contract Value: _____ to _____

Potential Contract Value: _____ to _____

City: _____

Region/State: _____

Country: _____

Multiple Selection for Type of Business

1 Single Val Ranges Single vals Ranges

<input type="checkbox"/>	SDB and Women Owned	To	<input checked="" type="checkbox"/>	Small Disadvantaged Business
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	
<input type="checkbox"/>		To	<input type="checkbox"/>	

150 ifmpdev INS

- Select potential suppliers by type of business

Topic 4: Screenshot



List of Vendors: Purchasing

List of Vendors: Purchasing

Purchasing Central Purchasing Document

Vendor	Name	Group	Search term	Block	DF1
100016	Metal Research Inc.	KRED	1MRI4		
	338 PO Box US 35976 Gunterville				
	NASA Agency-wide Proc. 10F3 FOB origin				
		0.00	USD		
IDIQ-00001		0.00	0.00	0.00	0.00
IDIQ-00003		0.00	352,000.00	352,000.00	352,000.00
DO-001		210,900.00	210,900.00	210,900.00	210,900.00
DO-003		164,000.00	164,000.00	164,000.00	164,000.00
CC-55555B		0.00	0.00	0.00	0.00
NASA-00005		0.00	0.00	0.00	0.00
IDIQ-0010		0.00	0.00	0.00	0.00
XXXXXXXX		0.00	101,100.00	101,100.00	101,100.00
DO-002		131,000.00	0.00	0.00	0.00

Vendor	Name	Group	Search term	Block	DF1
100025	Surface Science Instruments	KRED	5SIS15		
	2305 E. Arapahoe Road US 80122 Littleton				

150 ifmpdev INS

• Double-click any information contained on the indicated lines to drill down on the vendor information

Topic 4: Debrief



- Individuals should be able to accomplish the following:
 - Verify vendors exist in SAP
 - Access information to determine potential sources for procurement



Topic 5

Purchasing Award Document Detail Analysis

Topic 5: Overview



- Purchasing Award Document Detail Analysis
 - Document status
 - Solicitations
 - POs
 - Contracts
 - Agency and plant summarized data
 - Close-out tracking



Topic 5: Objectives



-
- Upon completion of this topic, individuals should be able to accomplish the following:
 - Utilize the Purchasing Award Document Detail Analysis report to meet a variety of needs



Topic 5: Screenshot



Purchasing Award Document Detail Analysis

Purchasing Award Document Detail Analysis

Program Edit Goto System Help

Purchasing Award Document Detail Analysis

Obligation Amount to

Current Contract Value 25,000.00 to

Potential Contract Value to

Document Type

Document Category F

Purchasing Group

Purchasing Organization MSFC

Plant MSFC

Storage Location

Validity Start Date

Validity End Date

PPC

Contract Type

Vendor

Vendor Name

Type of Business Large Busi

Type of Industry

Physically Complete Date

Administratively Complete Da

Document on hold

Multiple Selection for Type of Business

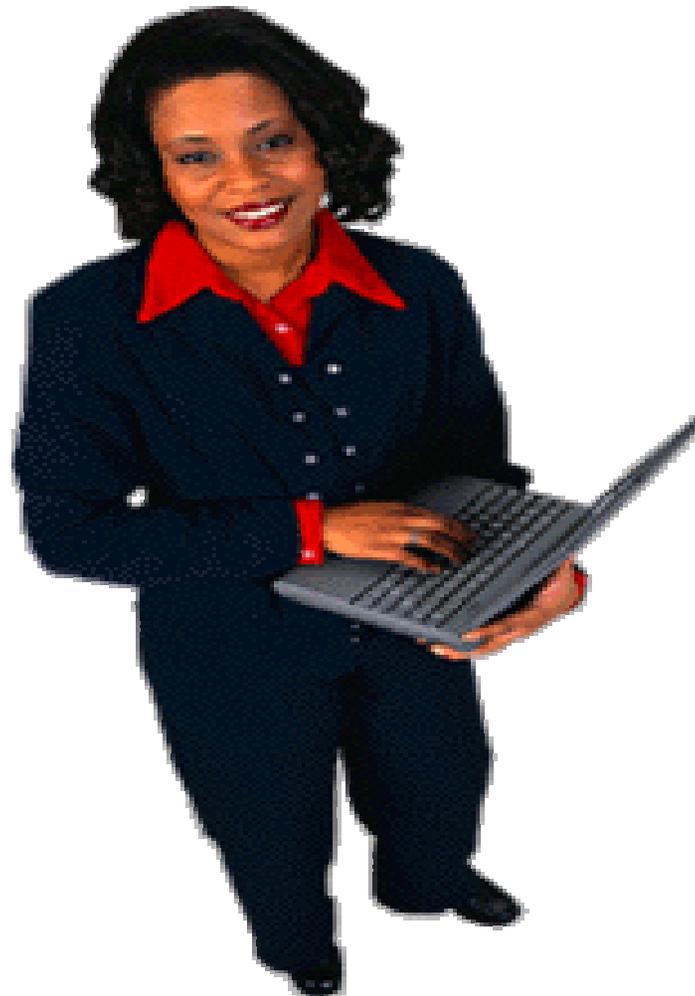
2Single vals Ranges Single vals Ranges

Large Business

Small Business - Women Owned

- Select vendors with contract values greater or equal to \$25K
- Type of Business field offers information concerning socioeconomic attributes
 - Select multiple single values for this characteristic in the dialog box

Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Purchasing Award Document Detail Analysis

Topic 5: Debrief



- Individuals should be able to accomplish the following:
 - Use the Purchasing Award Document Detail Analysis report to a variety of needs
 - Information contained within this report concerning:
 - Socioeconomic attributes
 - Different document types
 - Various other criteria



Topic 6

Workflow Document Tracking

Topic 6: Overview



-
- Workflow Document Tracking
 - Status of documents in the document chain
 - Lifecycle of the procurement process from start to finish in terms of time



Topic 6: Objectives



-
- Upon completion of this topic, individuals should be able to understand the following:
 - Why, how, and when the Workflow Document Tracking report is used



Topic 6: Process Flow



Workflow Document Tracking

Contents Index Search powered by RoboHelp Enterprise

Contents

- Accounts Payable
- Accounts Receivable
- Budget Execution
- Cost Management
- Purchasing
- Standard General Ledger

Core Financial OLQR Mission Control

Main Menu

- Accounts Payable
- Accounts Receivable
- Budget Execution
- Cost Management
- Purchasing
- Standard General Ledger

[Glossary](#)

Topic 6: Screenshot



Workflow Document Tracking

The screenshot displays the SAP Workflow Document Tracking interface. The top window shows the 'Please Choose Document Type to Determine Search' dialog with radio buttons for Purchase Requisition, RFQ, Purchase Order, and Contract. The 'Contract' option is selected and circled in red. The bottom window shows the 'Monitoring Period (By Contract Agreement Document Date)' section with radio buttons for Today, Last 30 days, Interval, Dates From/To, and All. The 'Dates From/To' section is set to 10/01/2001 to 09/30/2002, and the 'All' option is circled in red. The 'General Selection' section shows a list of fields with values: Document Number (NAS*), Document Category (K), Document Type, Plant, PPC, Release Indicator, Buyer, and Potential Contract Value. The 'Document Category' field is circled in red.

- Selection Criteria
 - Choose document type on initial screen
 - Select monitoring period
 - Select document numbers
 - Use wildcard to find all contracts containing "NAS" in the document number



Topic 6: Screenshot



Workflow Document Tracking

Workflow Document Tracking

NASA
ZRMM_WORKFLOW_TRACK_RPT_TWO
MS10855

Workflow Document Status

Plant A11
PPC A11
Release Indicator A11
Buyer A11
Potential Contract Value A11

NASA
ZRMM_WORKFLOW_TRACK_RPT_TWO
MS10855

Workflow

Purchasing Document	Doc Number	PPC	Buyer	Value	Release Sta			
Purchase Order	NAS2-15333	98	MBD	200.00	Approved		06/30/2002	06/30/2002
Purchase Requisition	4200000231		MBD	200.00			06/30/2002	06/30/2002
Purchase Order	NAS8-64516	BX	MNG	10,000,000.00	Approved		07/03/2002	00/00/0000

**Total Value for: Contract 372,855,500.00

End of Report

- Left portion of the report
 - Purchasing document
 - PRs and POs are grouped with contract they reference
 - Release status
 - Document date and release date



Topic 6: Screenshot



Workflow Document Tracking

Workflow Document Status				
				10/09/2002 11:03 2
Release Status	Document Date	Release Date	Total Processing Time	Time to Award
Released	06/25/2002	06/25/2002	No workflow time found	
Released	06/26/2002	06/26/2002	8m 57s	0 days
Blocked	06/18/2002	06/18/2002	No workflow time found	0 days
Released	10/02/2001	10/02/2001	5d 17h 11m 22s	
Released	10/02/2001	09/30/2001	6d 17h 42m 34s	
Released	10/03/2001	09/30/2001	6d 17h 42m 30s	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/04/2001	09/30/2001	No workflow time found	
Released	10/01/2001	10/01/2001	No workflow time found	
Released	10/02/2001	09/30/2001	No workflow time found	
Released	10/02/2001	09/30/2001	No workflow time found	0 days
Released	10/04/2001	09/30/2001	5d 00h 56m 08s	
Released	10/04/2001	09/30/2001	5d 00h 46m 50s	0 days

- Right portion of the report
 - Total processing time to complete each purchasing document



Topic 6: Debrief



- Individuals should be able to understand the following:
 - Why, how, and when the Workflow Document Tracking report is used
 - Equivalent to lead-time tracking report



Topic 7

Purchasing Values Detail/Summary Analysis

Topic 7: Overview



- Purchasing Values Detail/Summary Analysis
 - Satisfy a variety of NASA's reports
 - Select characteristics and key figures
 - Obligated amount
 - Current contract value
 - Potential contract value



Topic 7: Objectives



- Upon completion of this topic, individuals should be able to understand the following:
 - How Purchasing Values Detail/Summary Analysis can serve an assortment of needs to various roles



Topic 7: Screenshot



Purchasing Values Detail/Summary Analysis

Document Number | to |

Document Type LP to ZI

Purchasing Group to

Plant MSFC to

Purchase Requisition Number to

Modification Number to

PPC Code to

Contract Type to

Start of Validity Period

End of Validity Period

Physically Complete Date

Administrative Complete Date

Business and Industry

Business Type Small Business

Industry Type to

Count By

Count by Purchasing Group

Count by Vendor

- Note important selection criteria
 - Document Type
 - Business Type
 - Count by Vendor

Topic 7: Debrief



- Individuals should be able to understand the following:
 - How Purchasing Values Detail/Summary Analysis can serve an assortment of needs to various roles
 - Information contained within this report concerning:
 - Vendors
 - Awards
 - Values



Topic 8

Generate Adhoc Queries/Report - Requisitions

Topic 8: Overview



-
- Generate Adhoc Queries/Report - Requisitions
 - Status of acquisition requests report
 - BW report that contains the information of the entire agency



Topic 8: Objectives



- Upon completion of this topic, individuals should be able to understand the following:
 - How Generate Adhoc Queries/Report – Requisitions can be used to meet the reporting needs of the purchasing department



Topic 8: Screenshot



Generate Adhoc Queries/Report – Requisitions

Variables for PRRPT30 - Status of Acquisition Requests

Current Fiscal Year (Customer Exit)

Current Fiscal Period (Customer Exit)

Current Date (Customer Exit) (*) 3/29/2001

Execute Check

NASA BW Web Application

PRRPT30 - Status of PRs - FY Amounts

Navigation block:

- Cost center
- Fiscal year variant
- Funds Center
- Outline Agreement
- POrg
- Plant
- Key Figures
- Document Number
- Fiscal year
- Fiscal year/period
- Fund
- G/L Account
- Network
- Outline Agreement LI
- PGrp
- PR
- PR Request D
- WBS element
- Your Referenc

Variable Values

Plant (Center) Marshall Space Flight

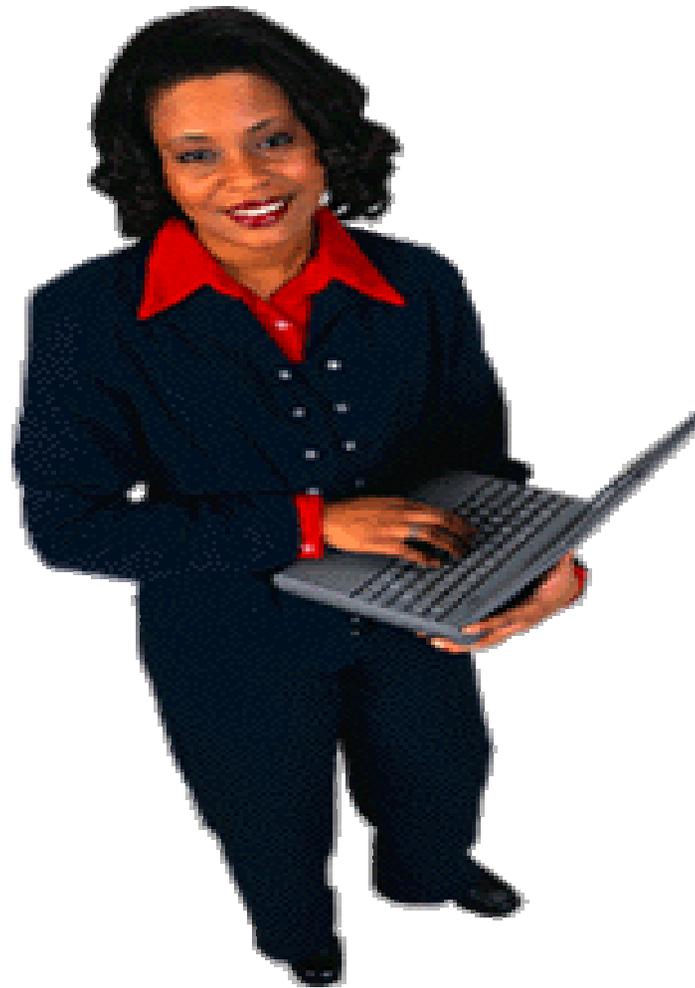
Table:

POrg	PGrp	PR	PR Request Date	Document Number	Fiscal year	FY Comm	FY Comm - Unob
MSFC	C00	4200002322	08/23/2002	CCRTEST1	2002	\$ 0.00	\$ 0.00
		#		CCRTEST1	2002	\$ 16,526,320.00	\$ 0.00
		4200002500	08/28/2002	CCRTEST2	2002	\$ 0.00	\$ 0.00
		#		CCRTEST2	2002	\$ 295,000.00	\$ 0.00
		4200002419	09/03/2002	NAS8-01083	2002	\$ 0.00	\$ 0.00
		4200002420	09/03/2002	NAS8-01083	2002	\$ 0.00	\$ 0.00
C1E		4200002421	09/03/2002	NAS8-01083	2002	\$ 0.00	\$ 0.00
		4200002449	09/08/2002	NAS8-01083	2002	\$ 0.00	\$ 0.00
		4200002504	09/19/2002	NAS8-01121	2002	\$ 0.00	\$ 0.00
		4200000983	07/15/2002	#	2002	\$ 2,489.00	\$ 2,489.00
		4200001011	07/15/2002	#	2002	\$ 0.00	\$ 0.00

- Variables
- Characteristics
- Result set from query



Demonstrations and Exercises Introduction



Demonstrations and Exercises



- Generate Adhoc Queries/Report - Requisitions

Topic 8: Debrief



- Individuals should be able to understand the following:
 - How Generate Adhoc Queries/Report - Requisitions can be used to meet the reporting needs of the purchasing department
 - Information contained within this report concerning:
 - Volume and status of PRs



Topic 9

Generate Adhoc Queries/Report – PO/Contracts

Topic 9: Overview



- Purchase Order Details
 - Similar to the detail analyses in SAP R/3
 - Document status
 - Solicitations
 - POs
 - Contracts
 - Agency and plant summarized data
 - Close-out tracking



Topic 9: Objectives



-
- Upon completion of this topic, individuals should be able to understand the following:
 - How Purchase Order Details can be used to meet the needs of the purchasing department



Topic 9: Screenshot



Purchase Order Details



BW
Web Application

PRRPT7 - Obligations by PPC/EOC/Contract Type - FY



Navigation block:

Cost center	Document Number	Fiscal year
Fiscal year variant	Fiscal year/period	Fund
Funds Center	G/L Account	K Type
Last Mod #	Network	Outline
Outline Agreement LI	PGrp	POrg
PPC	PUR Doc Type	Plant
Storage Loc	Type of Business	Type of
Validity per. start	Validity period end	Vendor
WBS element	Your Reference	Key Figures

• Characteristics
• Result set from query

Variable Values

Marshall Space Flight Center..Marshall Space Flight Center
Empty Demarcation
2002..2002
Empty Demarcation
Empty Demarcation

Row 1 / 1868

PPC	Document Number	Plant	K Type	Fiscal year	FY FI Obs Amt
96	GS0R	MSFC	FP	2002	\$ 242.22
	GS1R	MSFC	FP	2002	\$ 2,195.06
	GS23	MSFC	FP	2002	\$ 2,101.30
	GS8R	MSFC	FP	2002	\$ 3,406.39
	GS9R	MSFC	FP	2002	\$ 160.11
	ML13	MSFC	FP	2002	\$ 35,493.20



Topic 9: Debrief



- Individuals should be able to understand the following:
 - How Purchase Order Details can be used to meet the reporting needs of the purchasing department
 - Information contained within this report concerning:
 - Vendors
 - Awards
 - Values



End of Course Review

Review Objectives & Expectations



- Everyone here should now be able to:
 - Utilize SAP R/3 and BW for reporting requirements
 - Understand when and how to use some of the reports offered in SAP R/3 and BW for the Purchasing Department.
 - Evaluate Workload
 - Display List of Vendors
 - Purchasing Award Document Detail Analysis
 - Workflow Document Tracking
 - Purchasing Values Detail/Summary Analysis
 - FP CNT Status of PRs
 - Purchase Order Details



Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

