



pennsylvania
DEPARTMENT OF GENERAL SERVICES

BW Reporting

Logistics

- **Course Length**
- **Breaks**
- **Restrooms**
- **Cell Phone Etiquette**
- **Emergency Evacuation Procedures**

Course Contents

- **Objectives**
- **Course Overview**
- **BW Reporting & Exercises**
- **Review**
- **Wrap-Up**

Objectives

At the completion of this course, you will:

- Understand & navigate BW workbooks
- Execute BW workbooks, using BEx Analyzer
- Create & Use Variants
- Save workbooks to your favorites

Overview

From the user perspective:

- Reports are generated and presented in Excel
- Standard Excel functions (sort, subtotal, cut, paste, format, print, etc.) can be used in addition to BW functionality.
- End Users can use parameters, customize, and save individualized views

Overview

Business Explorer



- BW data is not “Real-Time” – BW is updated daily
- BW’s Primary purpose is to provide the ability to produce reports quickly, and to reduce the processing load on the core system, for example the SAP R/3 system
- BW is a separate system from the SAP transaction processing system; i.e., BW runs on its own server to produce reports

BW Terminology

BEx Analyzer – Also known as Business Explorer Analyzer. Use this program to log into BW to run a workbook from the role or your favorites.

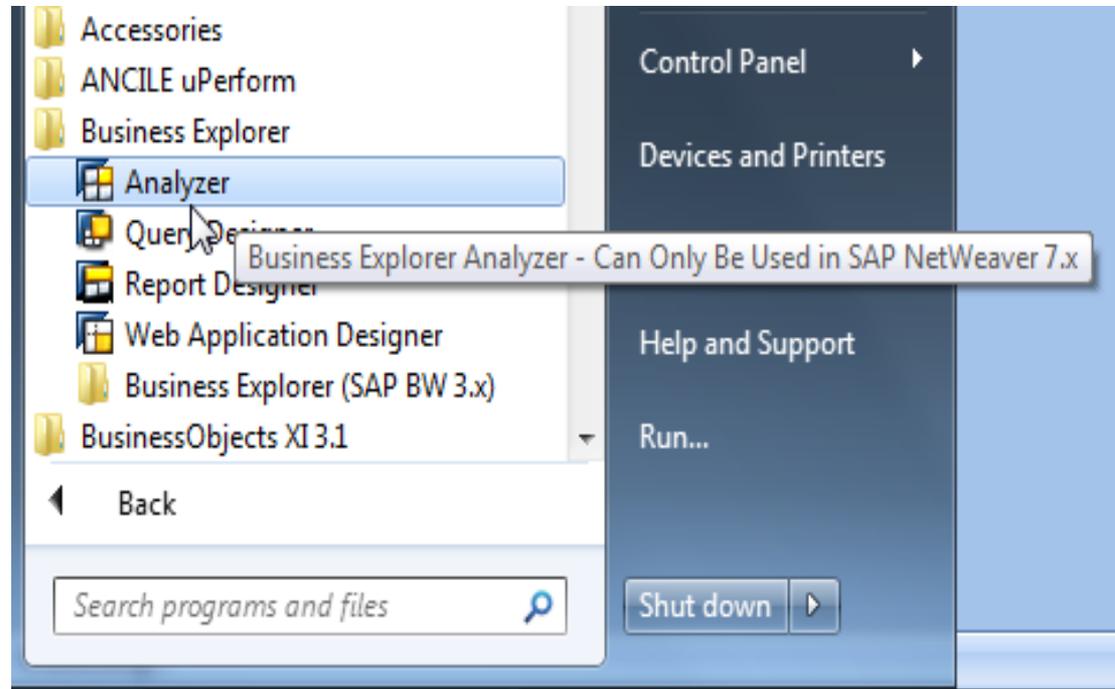
Workbook

A report, located within a role (folder).

Login to BW

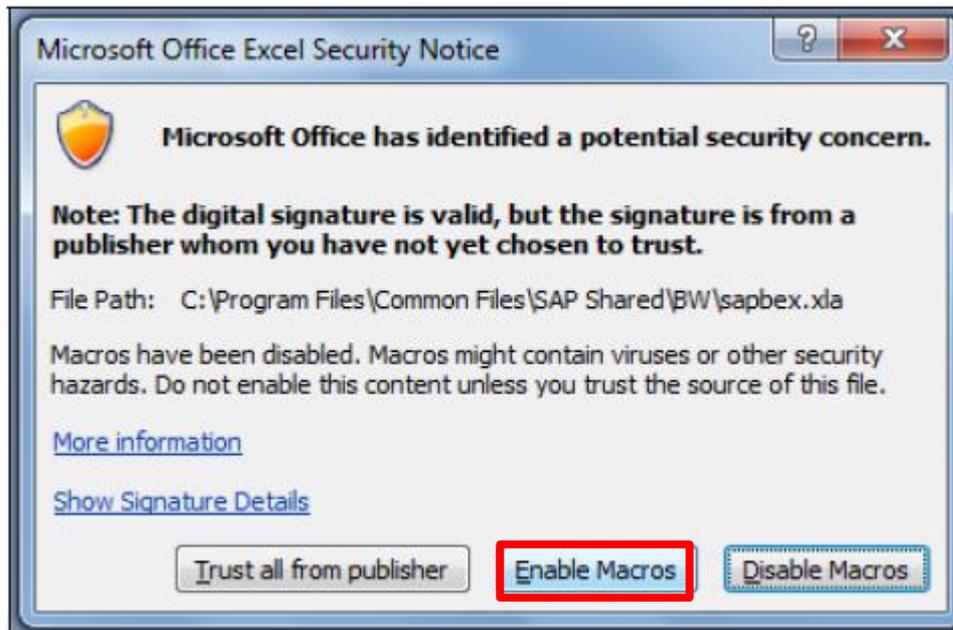
Select from Start Menu:

- All Programs
- Business Explorer
- Analyzer



Login to BW

Microsoft Office Excel Security Notice (Note, not everyone has this issue)

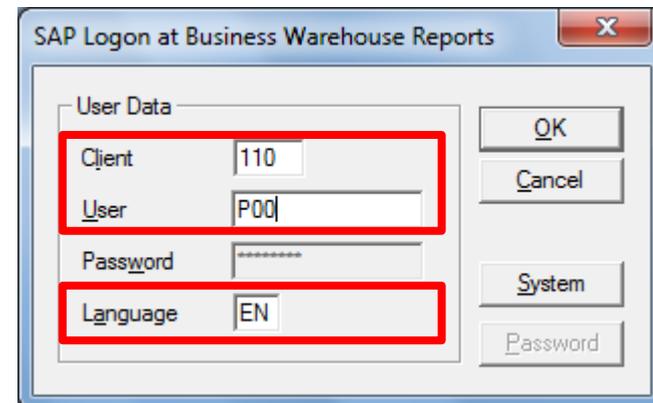
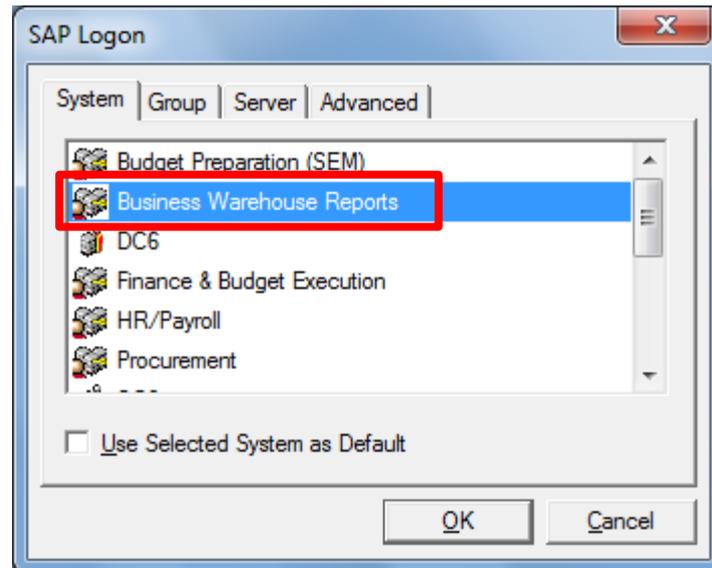


- Select the Enable Macros button

Login to BW

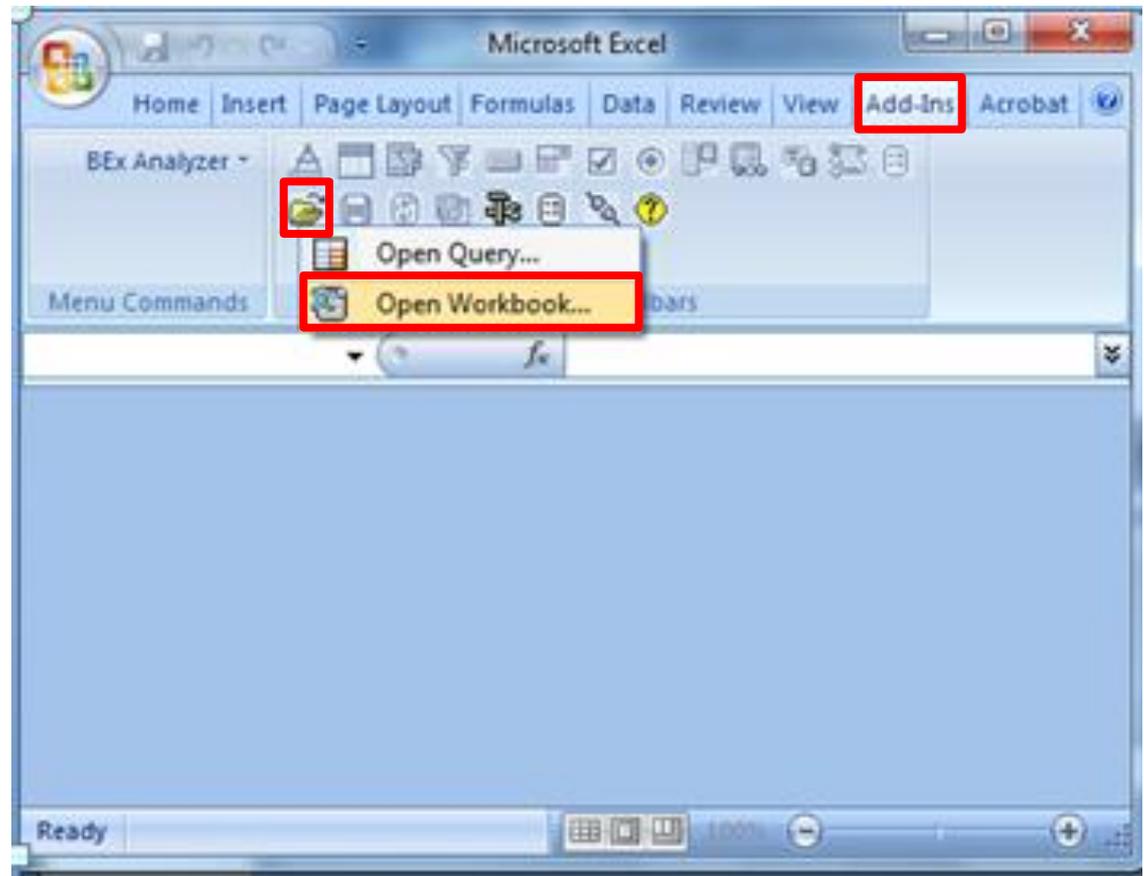
SAP Logon

- Highlight Business Warehouse Reports
- Client: 110
- User: P00 + your employee number (e.g. P00123456)
- Password: automatic, do not complete
- Language: EN



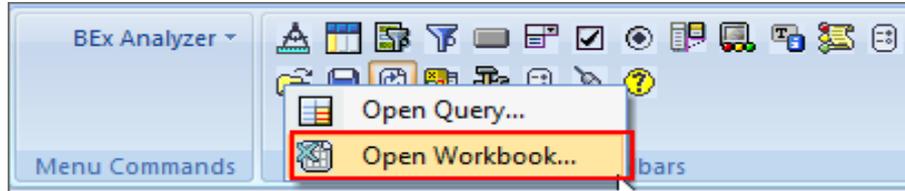
Login to BW

- **Select Add-Ins tab**
- **Select Open icon (file folder image)**
- **Always choose Open Workbook**

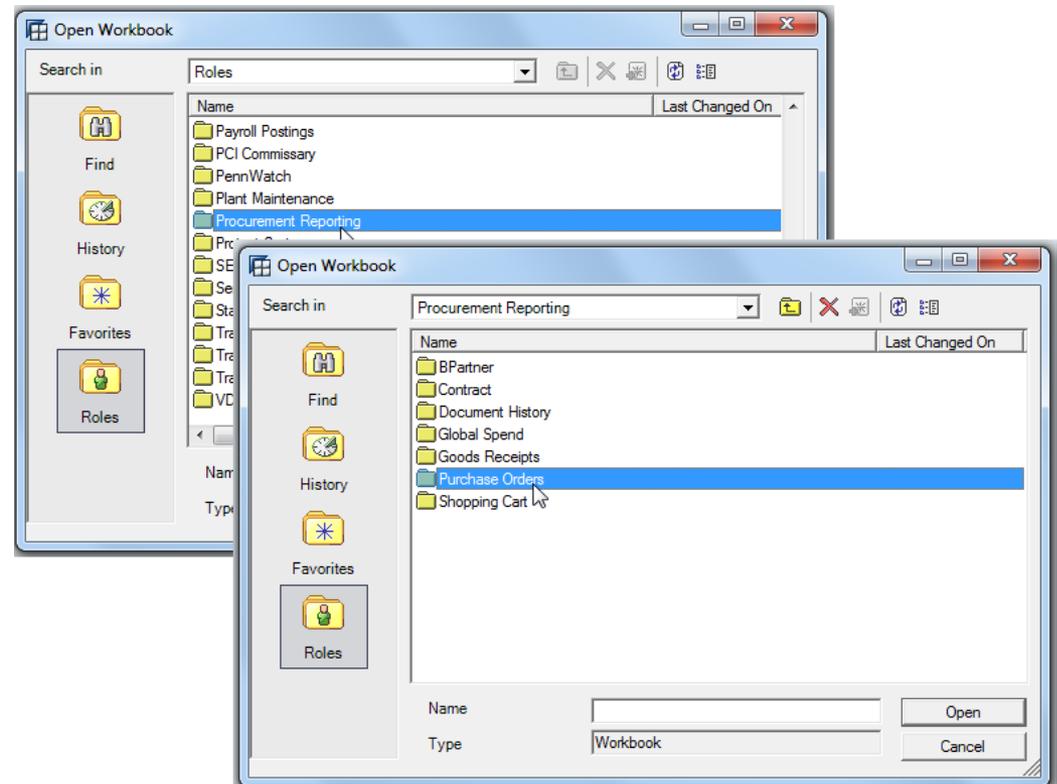


Open a Workbook

Open Workbook:

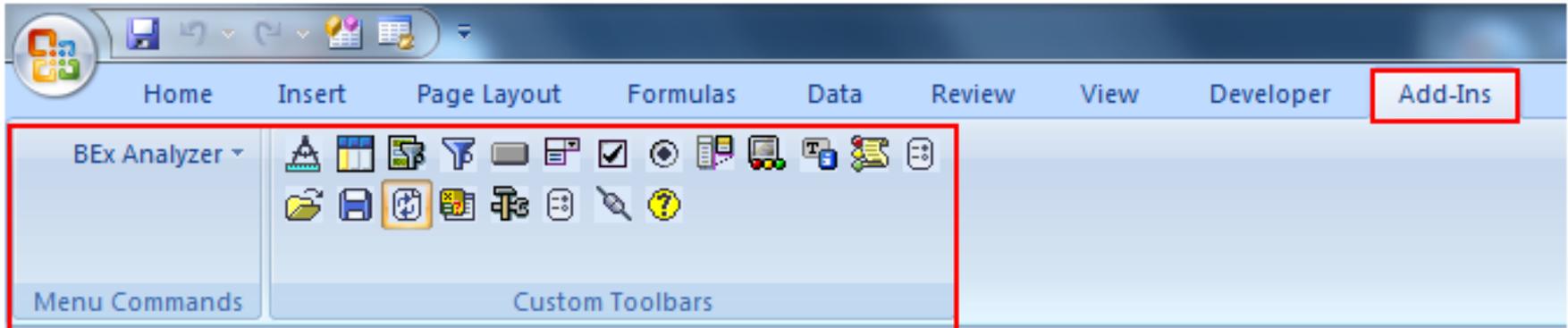


Select Role button on left and drill down to report through folders (similar to Windows style “open document”)

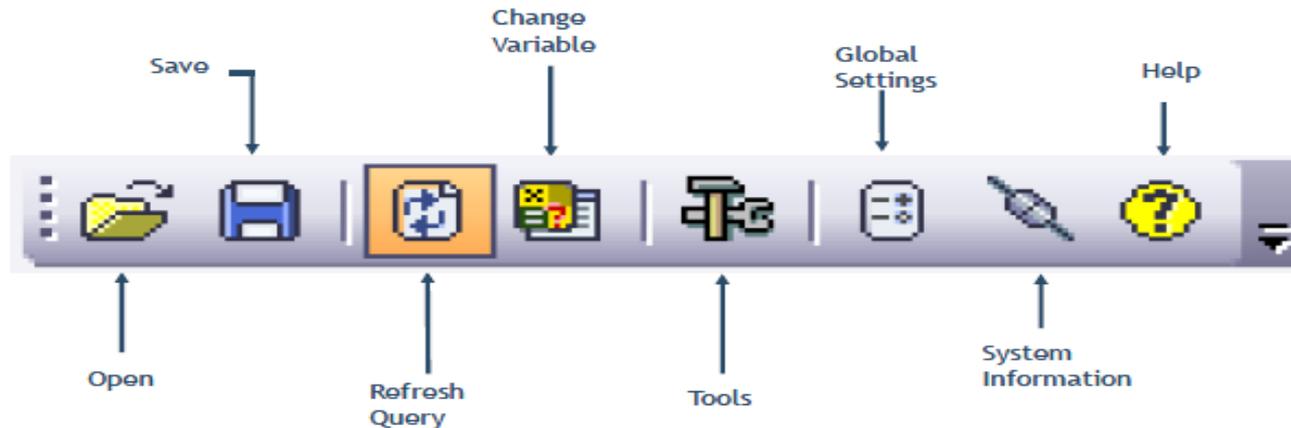


BEx Analyzer Toolbar

- BEx Analyzer toolbar:
 - Top row of toolbar related to developer functions
 - **Bottom row of toolbar related to general user functions, see next slide for further details**



BEx Analyzer Toolbar



- **Open** – used to open workbooks
- **Save** – allows you to save a workbook to your favorites
- **Refresh Query** – allows you to pause automatic refresh
- **Change Variable** – allows you to display the selection options, known as your input screen
- **Tools** - options under this are not used by the Commonwealth
- **Global Settings** – mostly used by BW development team
- **Systems Information** - used to connect or disconnect from BW system
- **Help** – provides a link to SAP Help Website

Input Parameters

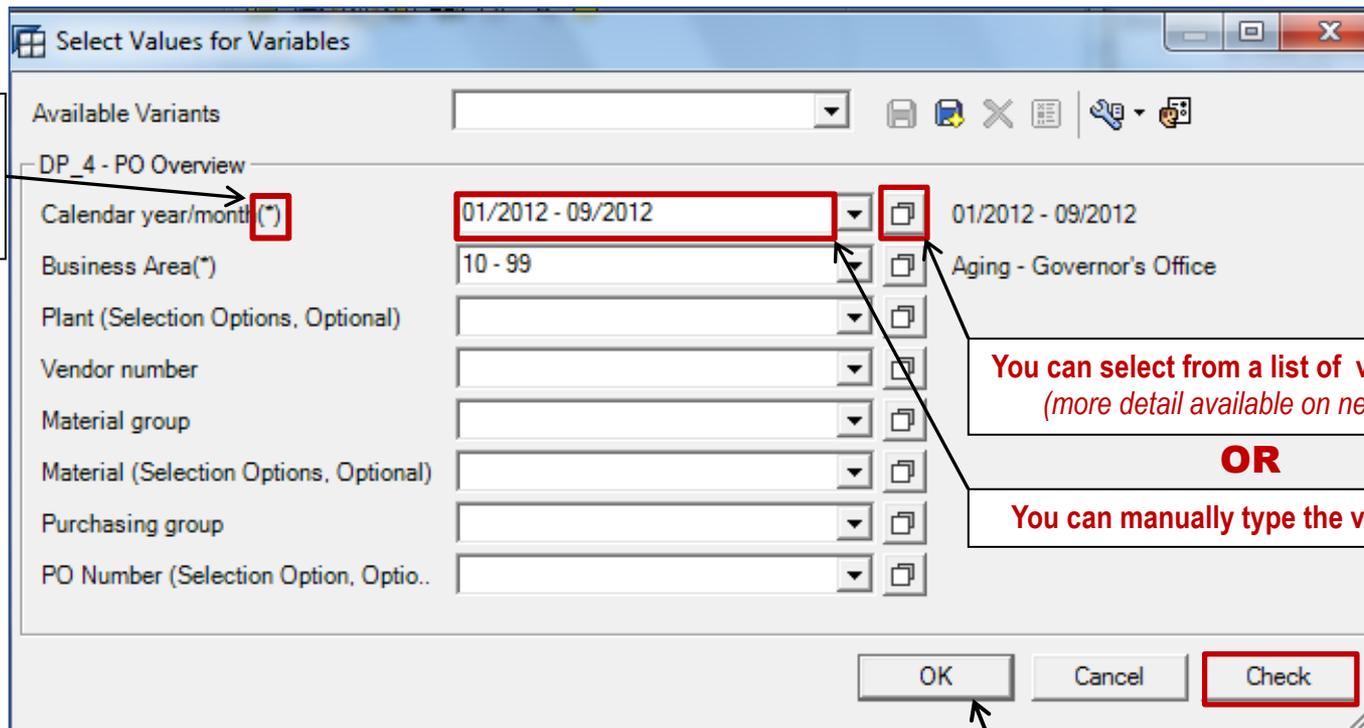
Input parameters, or selection criteria are used

- To specify the information that you want to see on your report,
- Minimize the time needed by the database to retrieve the data,
- Excludes unwanted data from your list

Input Parameters

Input Parameter Box – entries in these boxes can be single value, multiple value, a range of values or an interval value, depending on how it is defined in the query.

Note: When entering a range manually, values are separated by: space dash space. If you miss the spaces, you will get an error.
A good habit is to hit the Check button, and SAP will format your entry for you.



Select Values for Variables

Available Variants

DP_4 - PO Overview

Calendar year/month (*)	01/2012 - 09/2012	01/2012 - 09/2012
Business Area(*)	10 - 99	Aging - Governor's Office
Plant (Selection Options, Optional)		
Vendor number		
Material group		
Material (Selection Options, Optional)		
Purchasing group		
PO Number (Selection Option, Optio..)		

OK Cancel Check

Asterisk indicates mandatory entry

You can select from a list of values here.
(more detail available on next slide)

OR

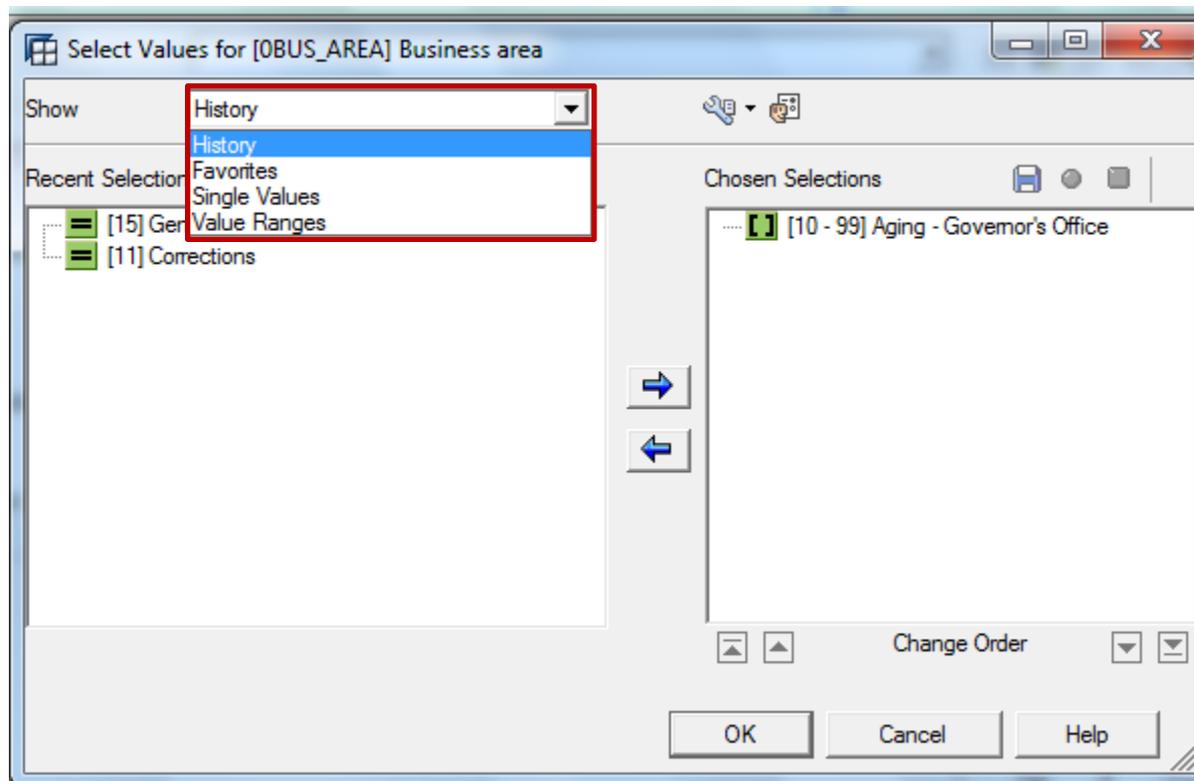
You can manually type the value here.

OK to Execute Report

Input Parameters

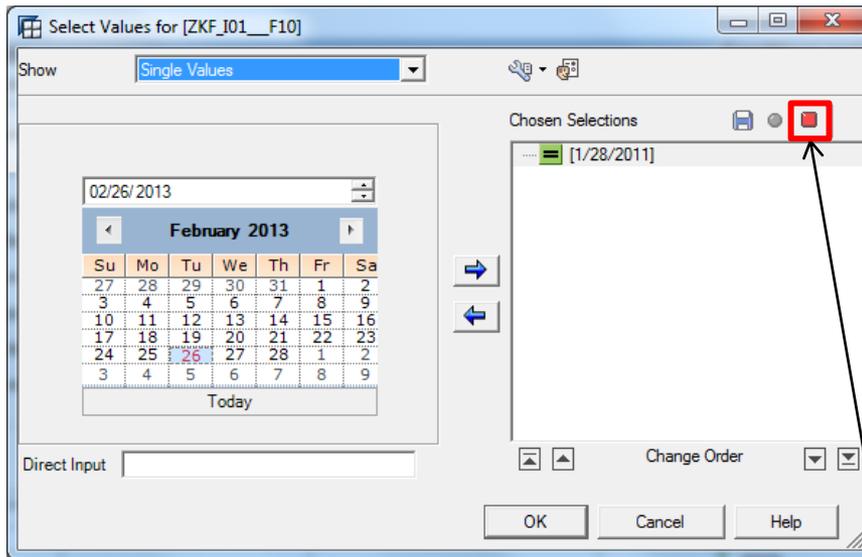
Input Parameter Box list of values selection

- Another method to enter other variables values (e.g. CDCs, Plants, etc.)
 - Select the appropriate option from drop down menu. Single Values and Value Ranges are shown in further detail on the next slide.

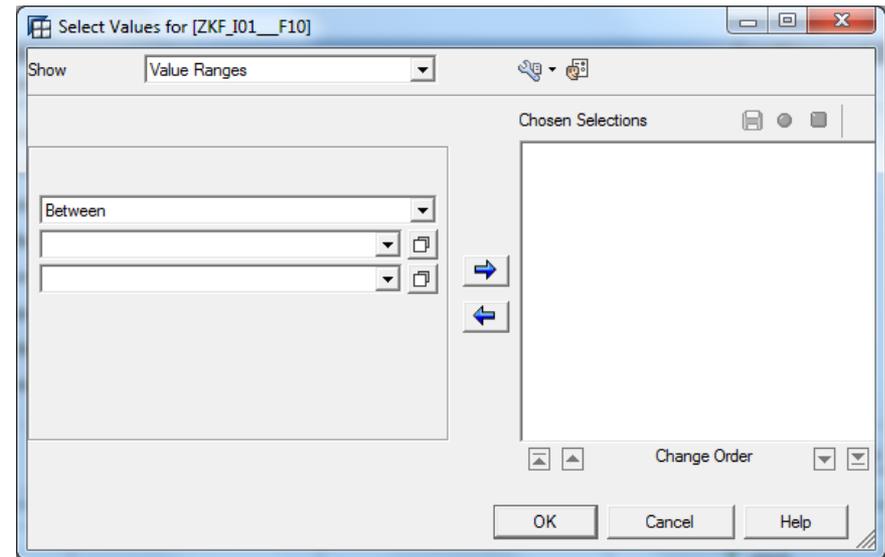


Input Parameters

Single Values



Value Ranges



Values can be excluded by clicking the chosen selection, and then clicking the red light above that column (the exclude button)

Workbook View

PO Overview - Microsoft Excel

BEx Analyzer | SnagIt | Window

BEx Toolbar

Navigation Block

Text Elements

Key Figures

Business area	PO Number	Vendor	Product Description	Purchasing doc. type	Item Category	Item
15	4300354618	319600	DIVERSIFIED STORAGE SOLUTIONS INC	#	#	26.0 EA
	4300356885	550306	EGAN VISUAL INTERNATIONAL	#	#	41.0 EA
	4300357354	118539	JP LILLEY & SON INC	#	#	149.0 EA
	4300359462	176676	TRANSTECK INC	#	#	1.0 EA
	4300359556	302833	WESTGATE CHEVROLET INC	#	#	1.0 EA
	4300359568	165683	HERTRICH FLEET SERVICES INC	#	#	2.0 EA
	4300359955	125126	HONDRO FORD INC	#	#	1.0 EA
	4300360015	165683	HERTRICH FLEET SERVICES INC	#	#	1.0 EA
	4300360029	163784	SPECTRUM INDUSTRIES INC	#	#	13.0 EA
	4300360063	169472	POMEROY IT SOLUTIONS SALES COMPANY	#	#	4.0 EA
	4300360197	116802	HERSHOCKS INC	#	#	1.0 EA
	4300360424	359946	GLENN R MONN	#	#	1.0 EA
	4300360495	117149	EDWIN L HEIM CO	#	#	1.0 EA
	4300360727	186996	EPLUS TECHNOLOGY INC	#	#	2.0 EA
	4300360843	169472	POMEROY IT SOLUTIONS SALES COMPANY	#	#	1.0 EA
	4300360871	104750	ENVIRONMENTAL SERVICE GROUP IIV INC	#	#	17,945.0 EA
	4300361102	162515	DEERE & COMPANY	#	#	4.0 EA
	4300361130	213814	DEFENSE EQUIPMENT SUPPLY & ASSOC	#	#	49.0 EA
	4300361414	122512	PAC INDUSTRIES INC	SBI	8/21/2012	5.0 EA
	4300361459	118115	SCHAEDLER YESCO DISTRIBUTION INC	#	#	3,276.0 *
	4300361641	186996	EPLUS TECHNOLOGY INC	#	#	104.0 EA
	4300361685	403468	DONALD L INTRIERI	#	#	4.0 EA
	4300361730	104274	XEROX CORPORATION	#	#	6.0 MON
	4300361886	126583	SUPPLY SOURCE INC	SBI	7/31/2012	31.0 EA
	4300361892	550306	EGAN VISUAL INTERNATIONAL	#	#	16.0 EA
	4300361895	126583	SUPPLY SOURCE INC	SBI	7/31/2012	129.0 EA
	4300361915	163713	HAWORTH INC	#	#	14.0 EA
	4300361940	171910	VWR INTERNATIONAL LLC	#	#	8.0 EA
	4300361957	142694	SANNER OFFICE SUPPLY COMPANY INC	#	#	4.0 EA
	4300361979	163101	CDW LLC	#	#	36.0 EA
	4300361982	137425	APPLE AUTOMOTIVE GROUP INC	#	#	50.0 EA
	4300361984	137425	APPLE AUTOMOTIVE GROUP INC	#	#	100.0 EA

BW Terminology

Characteristic

A data object in BW used to view data for analysis. It is an object that a user wants to “report by”, e.g., Offender ID, Order Number, Order Type etc.

Key Figures

A data object in BW that represents a figure being measured. Key figures answer questions, such as “how much money”. Examples of key figures include Price, Tax Rate, Refund Amount, etc.

Text Elements

Lists the input parameters used to run the workbook

Information

Provides information such as the date workbook was executed and user who ran the workbook

Navigation Options

- Workbook navigation, or drilldown, can be executed using the characteristics listed in the navigation area of the workbook
- A drilldown places the characteristic drilled down on in either a header row or column
- Query properties can be changed to place key figures in a row, rather than a column
- Drilldown options allow the user to present a different level of detail/summary that exists on the initial view of the workbook
- “Customized” workbooks can be saved as the user’s favorite, and that format can be reused

Filter Options

- Filters can be added to a workbook to “restrict” what data is presented on the report
- Filter values can be applied to any of the characteristics or key figures in the navigation area
- A single value or a range of values can be selected for filtering on characteristics

Navigation Options

A	B	C	D	E	F	G	H	I	J
PO Overview									
	Business area		PO Number		Query Technical Name	YZBBP_MP01_Q5001	Purchasing doc. type]ECPO[,]UB[,]ZCPO[
	Calendar day		Product Description		Changed At	11/27/2012 09:08:26	Item Category]Text[
	Cal. year / month		Category			11/1/2012 04:22:56			
	Contract ID		Purchasing doc. type			COLNICK			
	Contract Item Number		Purchasing group		Last Refreshed	11/29/2012 10:46:45			
	Country		Purchasing org.		Cal. year / month	01/2012..09/2012			
	ERS		Region		Business Area	10..99			
	Goods Recipient		Requested Deliv.Date		Plant (Selection Options, Optional)	Empty Demarcation			
	Material		Requester		Vendor number	Empty Demarcation			
	Material group		SBI (Small Business Ind.)		Material group	Empty Demarcation			
	MBE WBE VBE Indicator		SBI Cert. Exp. Date		Material (Selection Options, Optional)	Empty Demarcation			
	MBE WBE VBE Race		SBI Cert. Start Date		Purchasing group	Empty Demarcation			
	MBE WBE VBE Validity Start		SBI Re-cert. Date						
	MBE WBE VBE Validity End		Transaction Type						
	Plant		Vendor						
	PO Item Number		Key Figures						

Double click adds drilldown

Double click is now select Filter Value

PO Qty, PO Value

Business area	PO Qty	PO Value
11	30,536.0 *	\$ 96,216.19
12	100.0 DZ	\$ 1,200.00
13	65.0 *	\$ 157.50
14	10.0 EA	\$ 100.00
15	32,272.6 *	\$ 8,680,842.85
21	2,685.0 *	\$ 11,962.41
25	25.0 EA	\$ 6,250.00
74	22.0 CAR	\$ 316.40
78	22,867.2 *	\$ 431,331.21
81	1,203.0 EA	\$ 11,521.53
Overall Result	89,785.9 *	\$ 9,239,898.09

Context Menus

Context Menus are displayed via a right click on a cell. Based on where you click, you will get a different menu

Characteristic (result area)

Vendor	
100316	ADIURA STEEL SALE INC
100551	
100620	
100631	
100819	
101000	
101159	
101246	
101273	
101872	INC
101924	
101991	
102003	
102042	
102074	
102082	
102129	
102148	
102380	
102381	
102519	IS
102592	
102677	
102742	

Key Figure (result area)

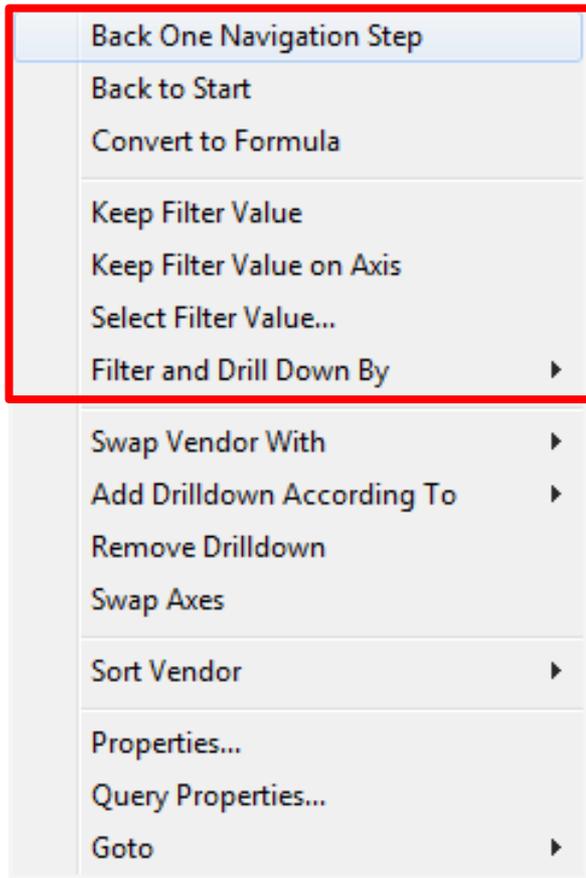
PO Qty	PO Value
250.00	€ 9.270,00
3.3	
8	
5	
1.2	
27	

Navigation Area

Business area	PO Number
Calend	
Cal. ye	
Contra	
Contra	
Countr	
ERS	
Goods	
Materia	
Materia	
MBE W	

Characteristic Context Menus

- **Context Menus: Characteristic (result area)**



Back One Navigation Step – removes most recent navigation step

Back to Start – returns to the initial view of the workbook

Convert to Formula – avoid this option

Keep Filter Value – used to restrict (filter) based on specific value chosen and removes that field from the workbook display

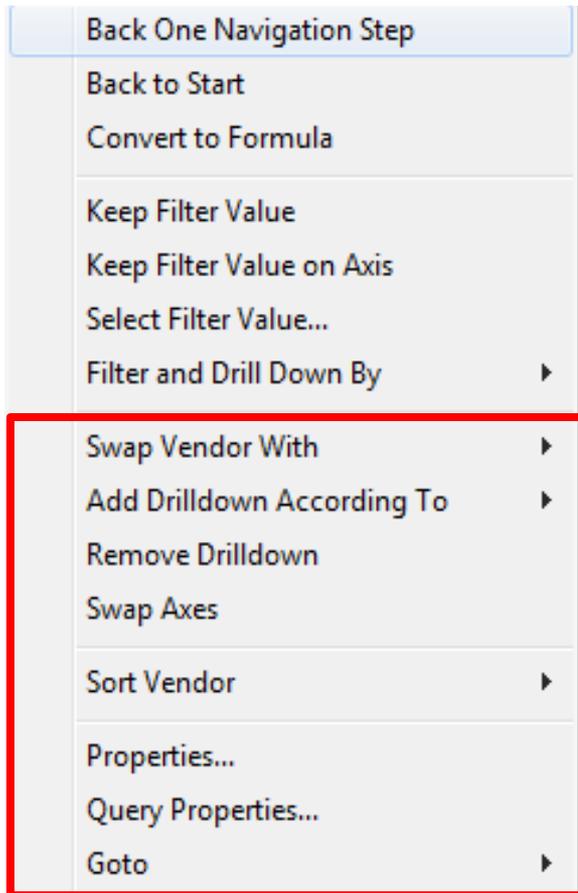
Keep Filter Value on Axis – used to restrict (filter) based on specific value chosen and retains that field in the workbook display

Select Filter Value – displays filter box to choose options to display/eliminate from the workbook

Filter and Drill Down By – used to restrict (filter) based on specific value chosen and add another characteristic that is selected

Characteristic Context Menus

- **Context Menus: Characteristic (result area)**



Swap <Characteristic> With – used to change the display to remove one characteristic and another

Add Drilldown According To – adds selected characteristic to the workbook display

Remove Drilldown – used to remove the chosen field from the workbook display

Swap Axes – right click function displays the view from drill down to drill across

Sort – allows user to change sort of the field based in ascending or descending order, based on Key or Text

Properties & Query Properties – described in detail on next slides

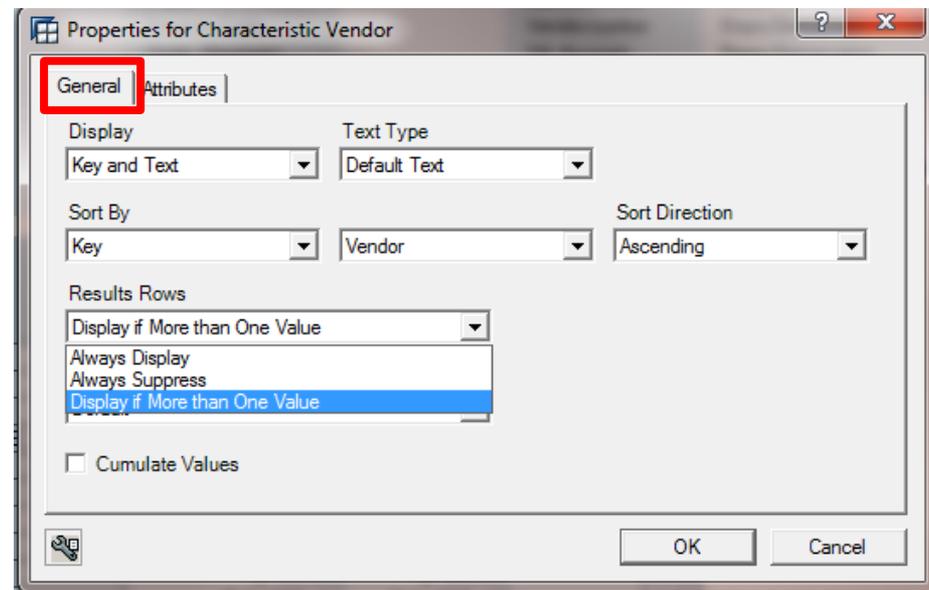
Goto – when available, allows users to “jump” from one workbook to another workbook, often one that contains more detail, or a transaction in the core system (example, FB03, ME23N)

Properties Context Menus

- **Context Menus: Characteristic (result area)**



- **Properties** – specific to particular cell
- **Option to display as Key and/or Text**
- **Sort Options**
- **Result Rows**
 - **Always Display**
 - results for single/multiple line item
 - **Always Suppress**
 - list of value, no totals
 - **Display if more than one value**
 - total for multiple line items, no totals for single line item

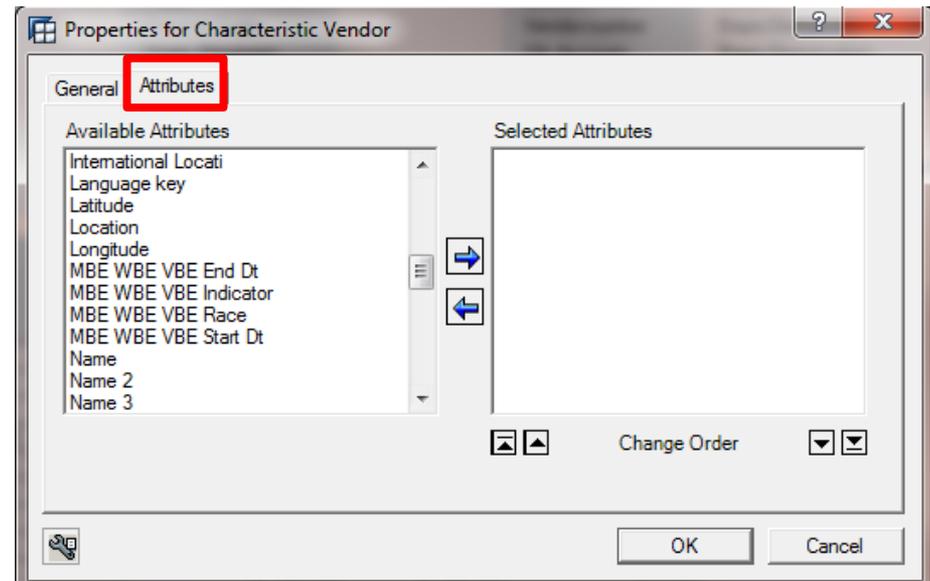


Properties Context Menus

- **Context Menus: Characteristic (result area)**

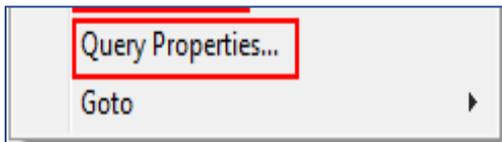


- **Properties** – specific to particular cell
- **Attributes tab, where available**
 - Allows user to add additional master data attributes to the results. An example of this would be address information.
 - These fields will be display only and cannot be used to filter or navigate the workbook.

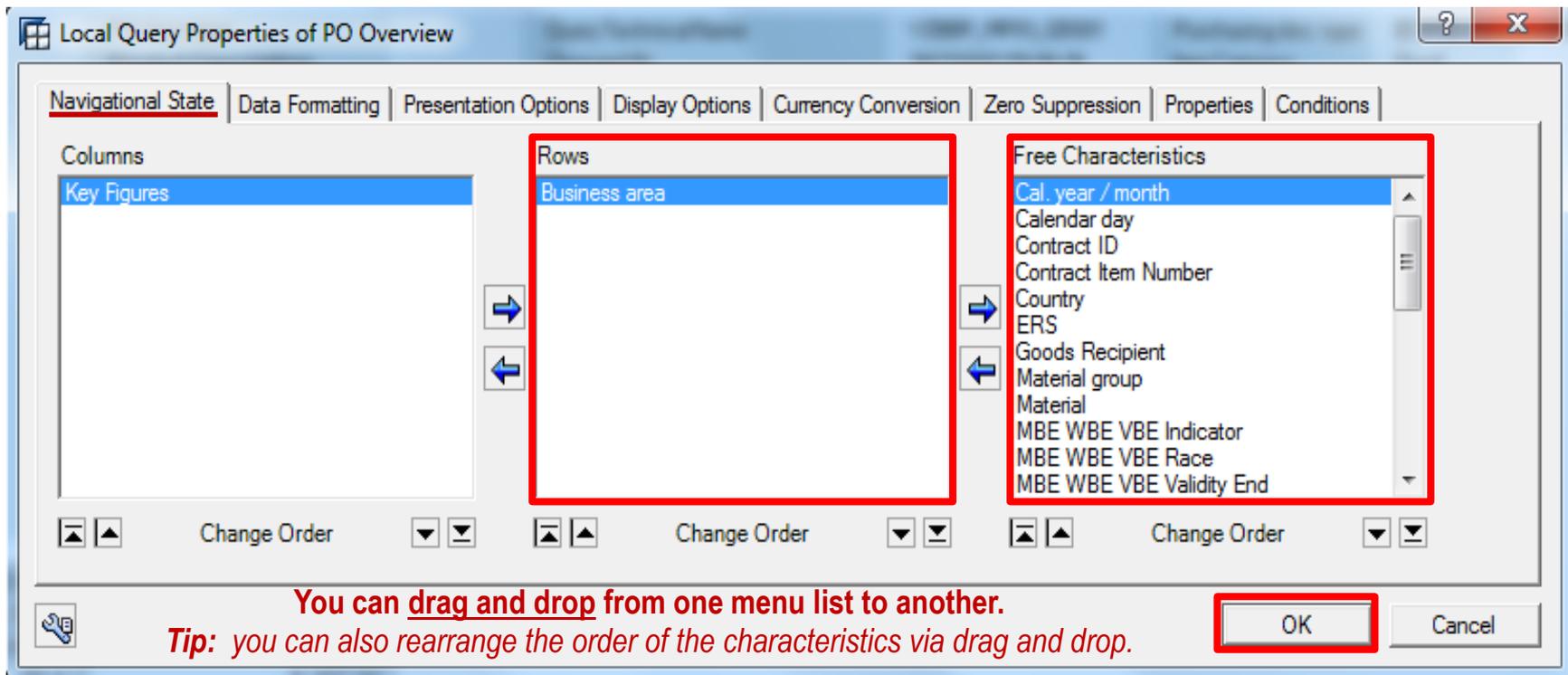


Query Properties Context Menus

“Query Properties...” is accessible on all Context Menus.



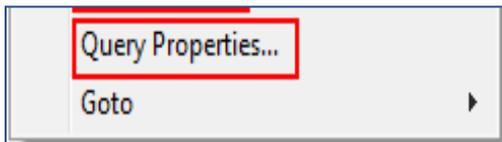
- **Rows** – these are the characteristics that will show in your report (e.g. Business Area, Vendor Number, Contract Number, PO Number).
- **Free Characteristics** – all characteristic options for the specific report. To add an option to your report (ex: Business Area), move it to the “Rows” list.



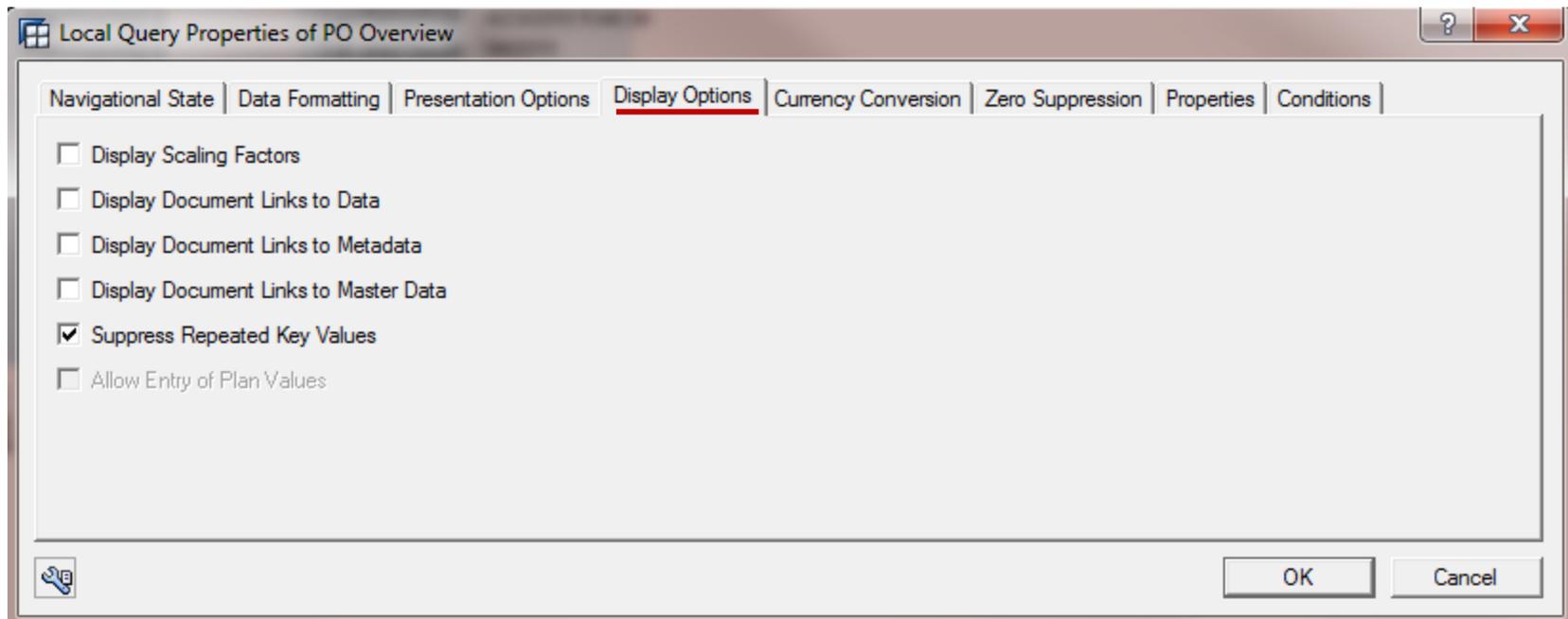
The screenshot shows the 'Local Query Properties of PO Overview' dialog box. It has several tabs: 'Navigational State', 'Data Formatting', 'Presentation Options', 'Display Options', 'Currency Conversion', 'Zero Suppression', 'Properties', and 'Conditions'. The 'Properties' tab is active. It contains three main sections: 'Columns', 'Rows', and 'Free Characteristics'. The 'Columns' section has 'Key Figures' listed. The 'Rows' section has 'Business area' listed. The 'Free Characteristics' section has a list of options including 'Cal. year / month', 'Calendar day', 'Contract ID', 'Contract Item Number', 'Country', 'ERS', 'Goods Recipient', 'Material group', 'Material', 'MBE WBE VBE Indicator', 'MBE WBE VBE Race', and 'MBE WBE VBE Validity End'. Below each list are 'Change Order' buttons. At the bottom, there are 'OK' and 'Cancel' buttons. A red box highlights the 'Rows' and 'Free Characteristics' sections. A red tip at the bottom reads: 'You can drag and drop from one menu list to another. Tip: you can also rearrange the order of the characteristics via drag and drop.'

Query Properties Context Menus

“Query Properties...” is accessible on all Context Menus.

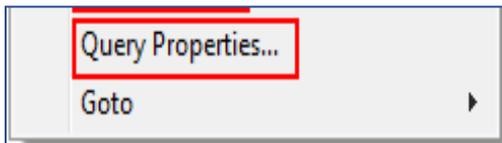


- **Suppress Repeated Key Values** - allows you to display the repeated values in each row of the results, rather than have a blank cell where the values are repeated.

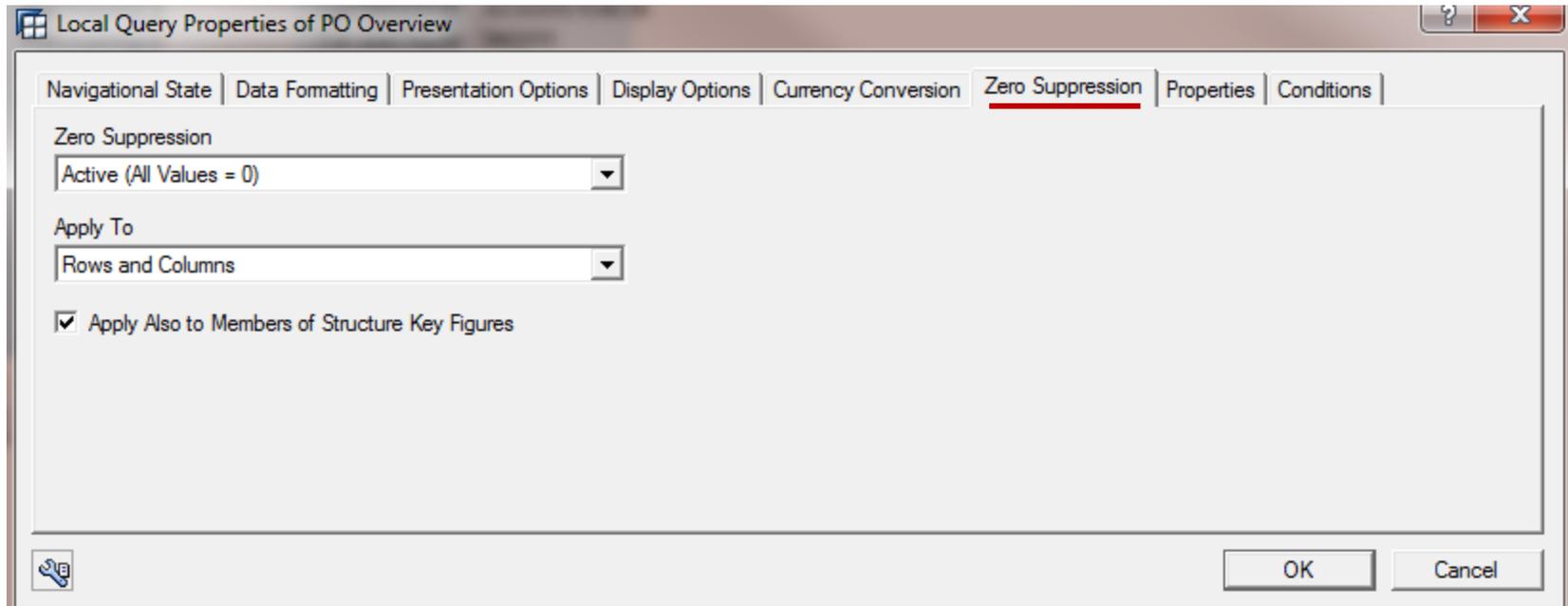


Query Properties Context Menu

“Query Properties...” is accessible on all Context Menus.

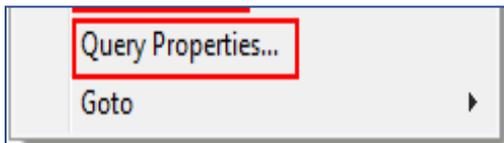


- **Zero Suppression** – zero suppression is active on most BW workbooks, unless business rules dictate that this option **NOT** be set. This option filters data from the results where all of the reported values equal zero.

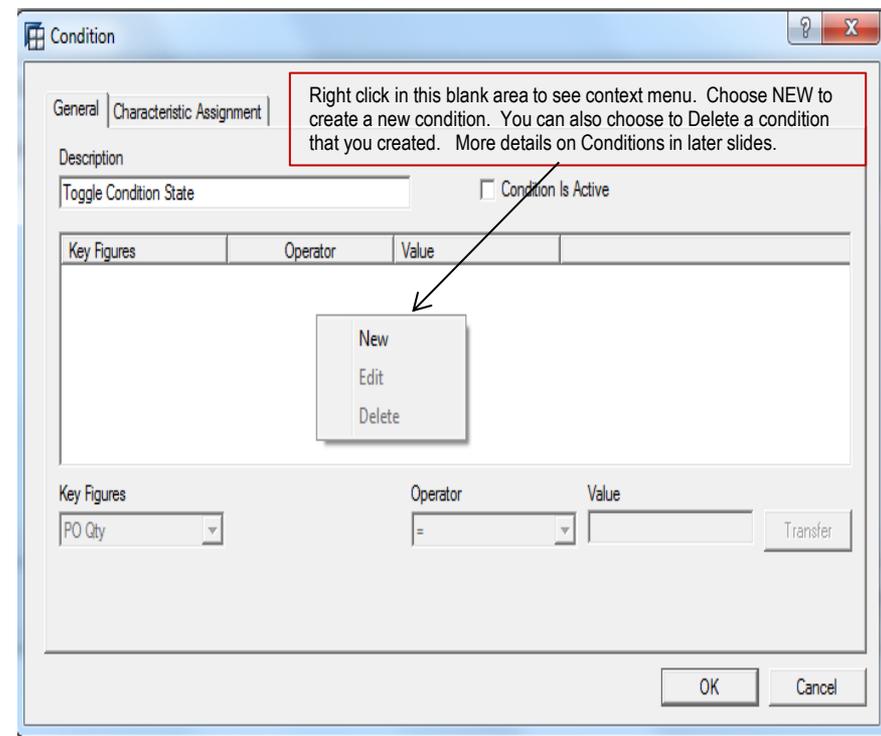
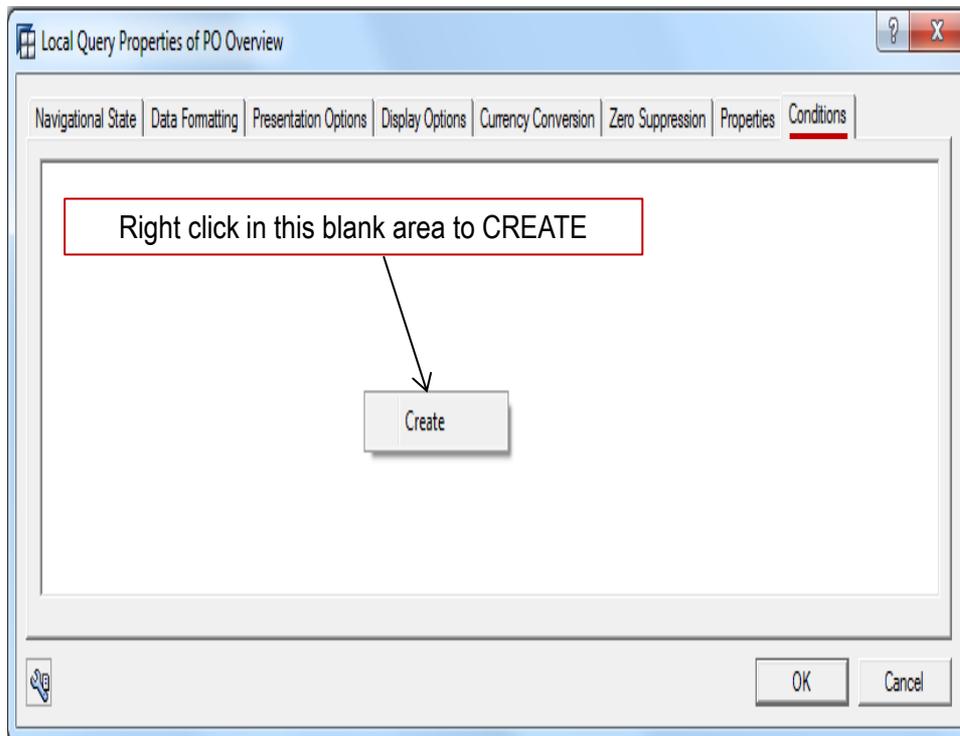


Query Properties Context Menu

“Query Properties...” is accessible on all Context Menus.

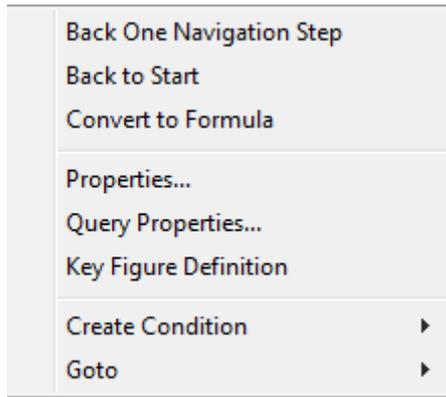


- **Conditions** – allows user to create a condition on the results, like “Top N” or Greater Than a specific value.



Key Figure Context Menus

- **Context Menus: Key Figure**



Back One Navigation Step – removes most recent navigation step

Back to Start – returns to the initial view of the workbook

Convert to Formula – avoid this option

Properties & Query Properties – described in detail on previous slides

Key Figure Definition – not configured

Create Condition – allows user to create a condition on the results, like “Top N,” or Greater Than a specific value. Described in detail on next slides.

Goto – when available, allows users to, “jump” from one workbook to another workbook, often one that contains more detail, or a transaction in the core system (example, FB03, ME23N)

Creating a Condition

- Right click on the key figure that you would like to use for your condition.
- Choose the Context Menu Option → Create condition → then pick from any of the conditions listed, or choose Using Dialog Box to create your own (displayed on next slide).

Original Amt/ Carry Fwd Amt	Total Amt	Activity Amt	Available Balance
\$ 10.00	\$ 10.00		\$ 10.00
			\$ 10.00
			\$ 10.00
			\$ 10.00
			\$ 25.00
			\$ 71.00
			\$ 25.00
			\$ 25.00
			\$ 25.00
			\$ 25.00
			\$ 20.00
			\$ 10.00
\$ 6,000			
\$ 1,000.00	\$ 1,000.00		
\$ 10.00	\$ 10.00		
\$ 10.00	\$ 10.00		
\$ 100.00	\$ 100.00		
\$ 120.00	\$ 120.00		
\$ 10,060.00	\$ 10,060.00		
\$ 150.00	\$ 150.00		
\$ 950.00	\$ 950.00		
\$ 535.00	\$ 535.00		
\$ 150.00	\$ 150.00		
\$ 350.00	\$ 350.00		

Back One Navigation Step

Back to Start

Convert to Formula

Properties...

Query Properties...

Key Figure Definition

Toggle Condition State ▶

Create Condition ▶

Goto ▶

Original Amt/Carry Fwd Amt <10

Original Amt/Carry Fwd Amt <=10

Original Amt/Carry Fwd Amt >10

Original Amt/Carry Fwd Amt >=10

Original Amt/Carry Fwd Amt Top 10

Original Amt/Carry Fwd Amt Top 10%

Original Amt/Carry Fwd Amt Bottom 10

Original Amt/Carry Fwd Amt Bottom 10%

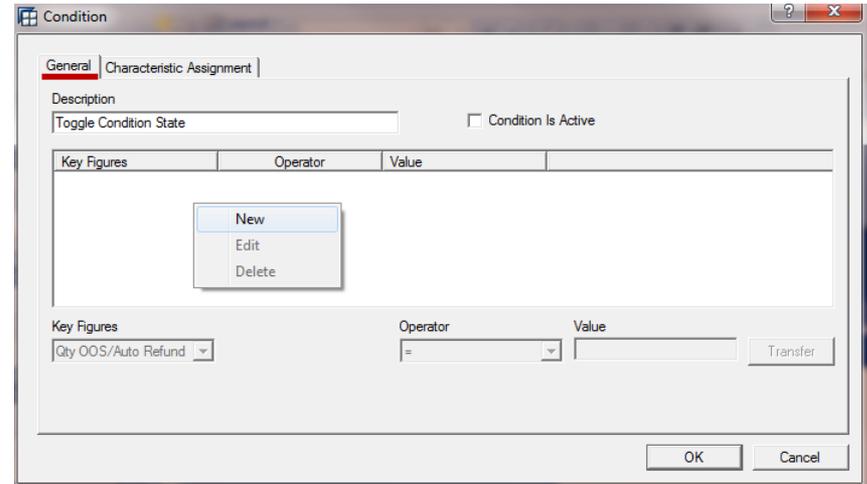
Set Threshold Value

Using Dialog Box

ts Shop Cart Notes

Creating Your Own Condition

- Right click in the blank section of the **General** tab
 - Choose NEW
 - On the Key Figures, using the dropdown box, choose the Key Figure you wish to use
 - Select the Operator that you wish to use
 - Manually enter the value that you are targeting for your condition
 - Click Transfer to move it to the middle section
-
- Click on the **Characteristic Assignment** tab
 - Choose to apply the condition to all characteristics, or to individual characteristics and characteristic combinations
 - If you choose individual characteristics and characteristic combinations, then you must select the characteristics
 - Click OK when the Condition is complete



Condition

General Characteristic Assignment

Description
Toggle Condition State Condition Is Active

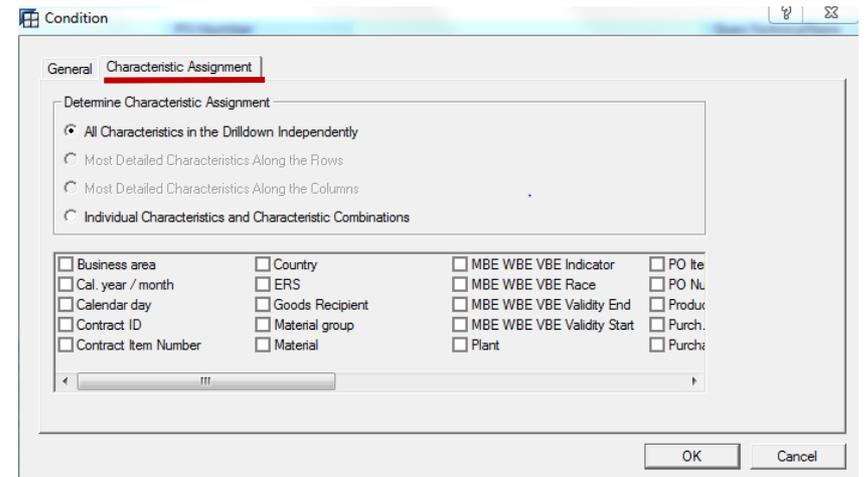
Key Figures	Operator	Value
<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> New Edit Delete </div>		

Key Figures Operator Value

Qty OOS/Auto Refund =

Transfer

OK Cancel



Condition

General Characteristic Assignment

Determine Characteristic Assignment

All Characteristics in the Drilldown Independently

Most Detailed Characteristics Along the Rows

Most Detailed Characteristics Along the Columns

Individual Characteristics and Characteristic Combinations

Business area Country MBE WBE VBE Indicator PO It

Cal. year / month ERS MBE WBE VBE Race PO Nu

Calendar day Goods Recipient MBE WBE VBE Validity End Produc

Contract ID Material group MBE WBE VBE Validity Start Purch.

Contract Item Number Material Plant Purch

OK Cancel

Activating a Condition

Open Commitments by Document Number - FY

Amount type	Fund Type
Appropriation	Funds center
Approp Fiscal Yr	Funds Ctr Lvl 3(N)
Business area	Funds Ctr Lvl 4(N)
Cl - Avail Con Lv	G/L Account
Commitment item	Grant Number
Commt/Actual Detail	Order
Contract	Posting period
Cost center	Purchasing group
Cst Ctr Agency Def	Ref. Document Numb
Date of Update	Sales doc. type
Document item	Vendor
Fiscal year	
Fiscal year/period	
Fund	

To Activate/Deactivate the condition setting, place the cursor on the red/green icon and click.

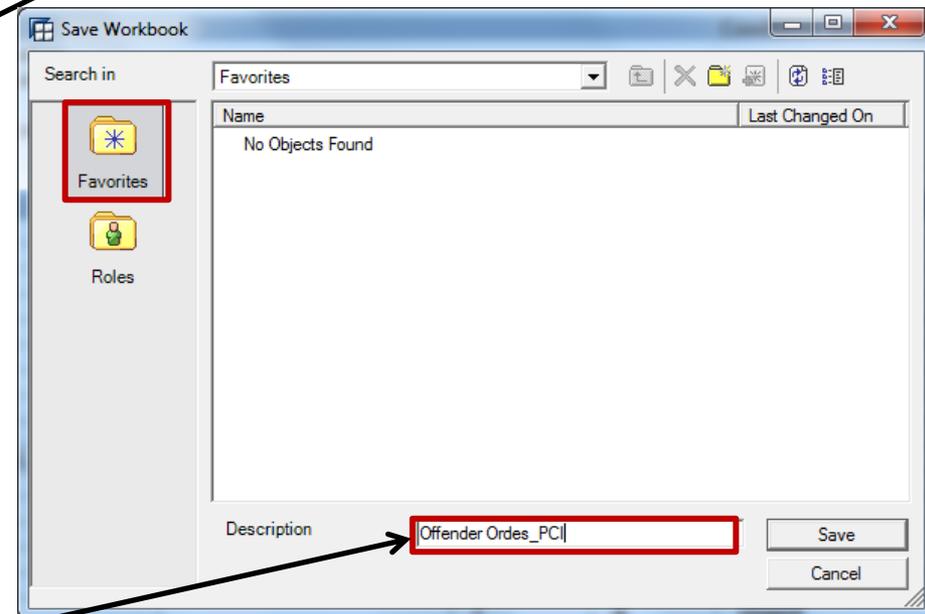
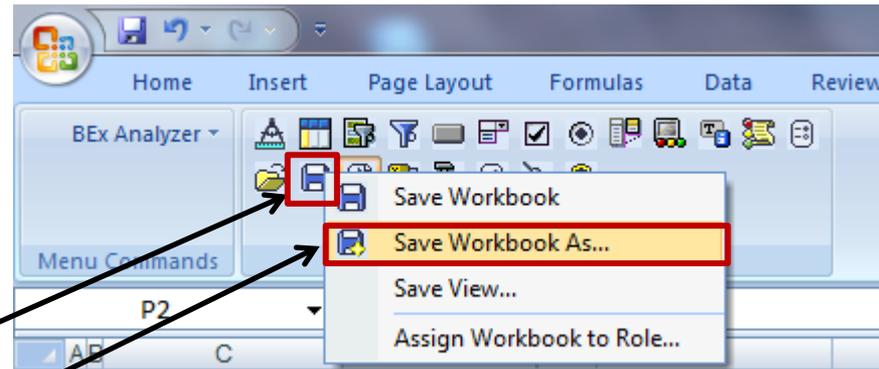
Avail Bal NE 0  Active

Ref. Document Number	Original Amt/ Carry Fwd Amt	Total Amt
 10004734	\$ 10.00	\$ 10.00
 10004735	\$ 10.00	\$ 10.00

Favorites

Once you have formatted the workbook to meet your needs, you can save the workbook as a favorite. This means that the workbook that you have created will reside in the FAVORITES folder, not within a role.

- In the BEx toolbar, click the Save Icon
- Select Save Workbook As
- This automatically opens to your Favorite folder. You simply need to enter a descriptive name for your new workbook that will help you identify it in the future.



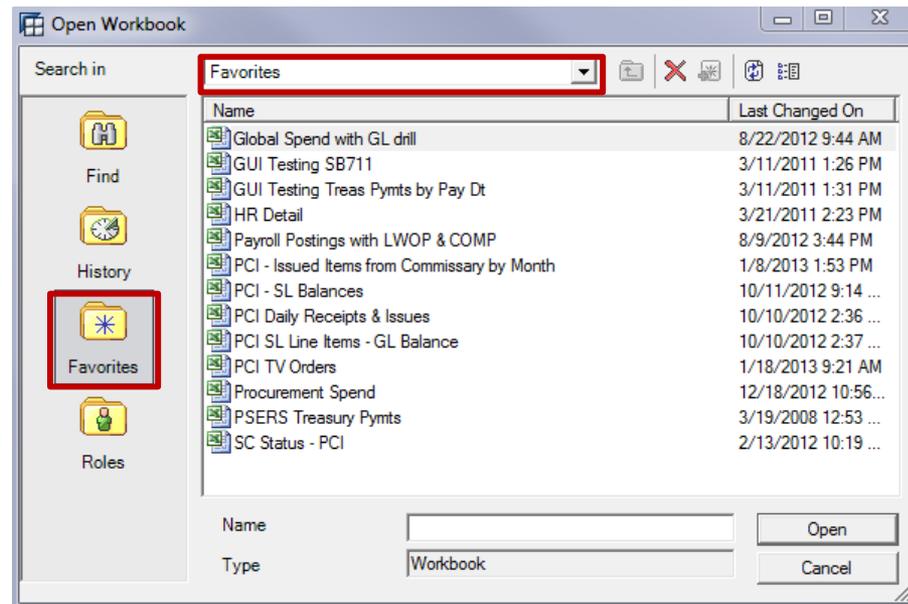
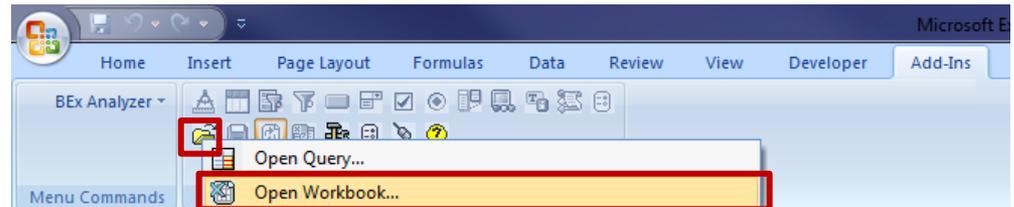
Enter Description Here

Favorites

To retrieve a workbook that was saved as a favorite:

- Click Open Icon
- Select Open Workbook

- From the Open Workbook dialog box, Select Favorites by using the drop down on the Search in area or the Favorites folder on the left side of the screen

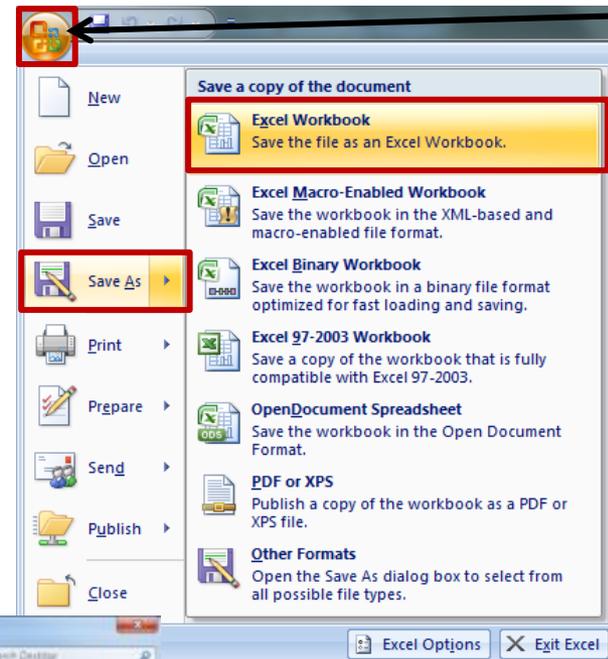


Saving a Workbook as a File

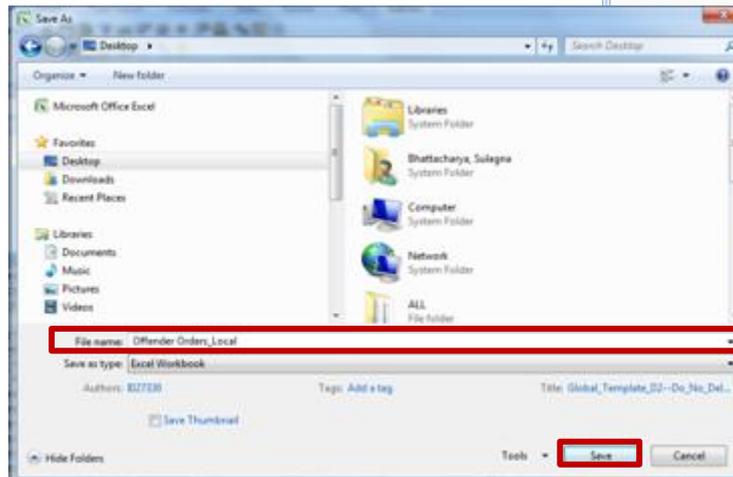
Workbooks can also be saved as an Excel file and placed on your PC or on a shared network drive.

To save a workbook as an Excel document:

- Click the Office Button in the top left corner of Excel
- Choose Save As
- Select Excel Workbook
- Find Location that you wish to save the file, as you would with any other Office document
- Provide a descriptive name for the document
- Click Save



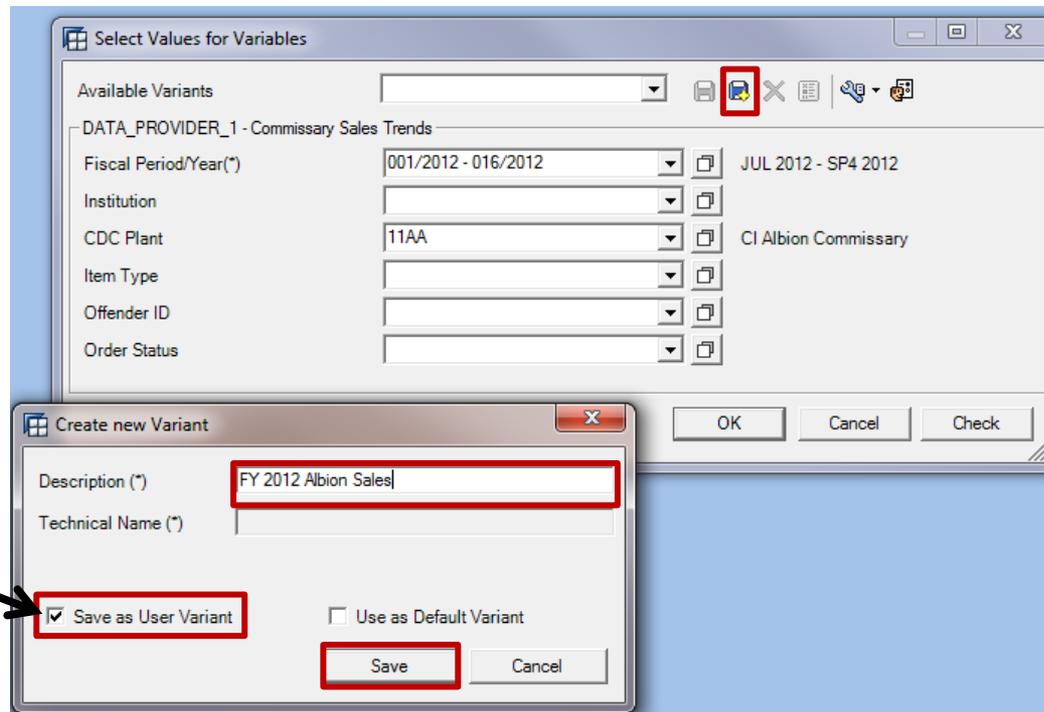
Office Button



User Variant

Users are able to create and save variants for the Input Parameter screens on any BW report. These variants can be reused by the user each time this workbook is executed.

- Complete the required entries for the input parameter screen
- Click the Save Icon in the Available Variants Section
- Enter a Description
- Click Save



The image shows two overlapping dialog boxes. The background dialog is titled "Select Values for Variables" and contains a list of input parameters for a report, including "Fiscal Period/Year(*)", "Institution", "CDC Plant", "Item Type", "Offender ID", and "Order Status". A red box highlights the save icon in the top right of this dialog. The foreground dialog is titled "Create new Variant" and has the following fields and options:

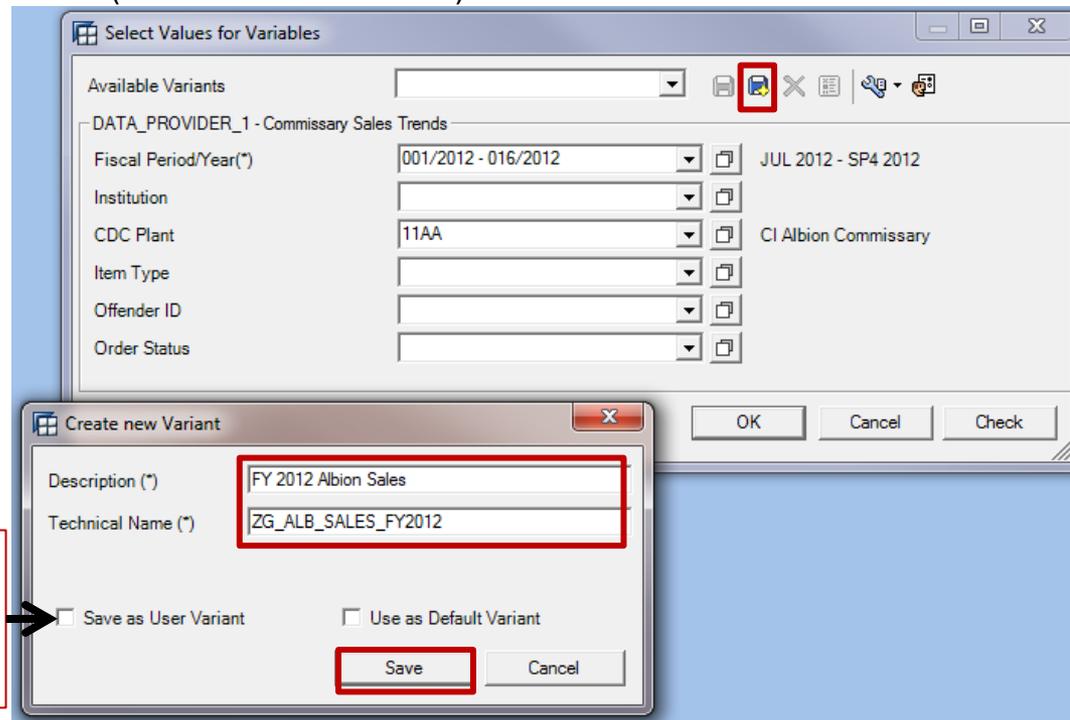
- Description (*): FY 2012 Albion Sales
- Technical Name (*):
- Save as User Variant
- Use as Default Variant
- Buttons: Save, Cancel

Saves the variant as a User Variant. Other users cannot use this variant.

Global Variant

Users are able to create and save variants for the Input Parameter screens on any BW report. These variants can be reused by the user each time this workbook is executed.

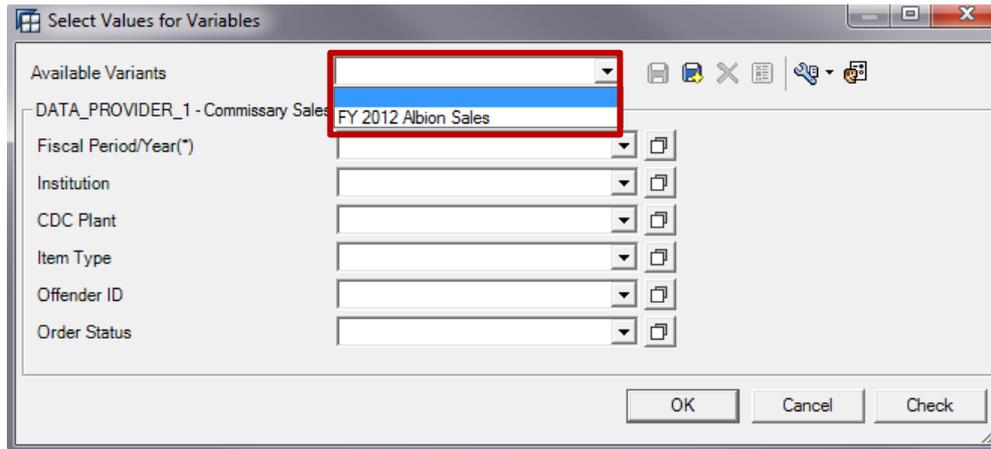
- Complete the required entries for the input parameter screen
- Click the Save Icon in the Available Variants Section
- Enter a Description & a technical name (this must start with Z*)
- Uncheck Save as User Variant
- Click Save



The screenshot shows two dialog boxes. The background dialog is titled "Select Values for Variables" and contains several input fields for variables like "Fiscal Period/Year(*)", "Institution", "CDC Plant", etc. A red box highlights the save icon in the top right of this dialog. Overlaid on top is a "Create new Variant" dialog. It has two text input fields: "Description (*)" containing "FY 2012 Albion Sales" and "Technical Name (*)" containing "ZG_ALB_SALES_FY2012". Below these are two checkboxes: "Save as User Variant" (unchecked) and "Use as Default Variant" (unchecked). A red box highlights the "Save" button. A red callout box with an arrow points to the "Save as User Variant" checkbox.

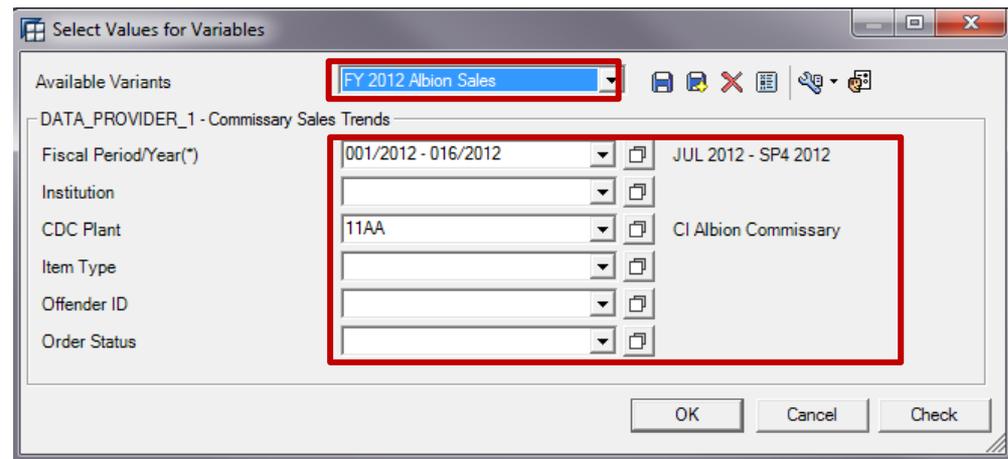
This box is now unchecked, which means others can see, use & change the variant.

Using Saved Variants



- Open a workbook
- On the input parameter screen, select dropdown next to the Available Variants (notice this workbook only has the variant that was saved in the previous slide)

- Choose the variant. The values that were saved will populate the Input parameter screen.
- Click OK to execute the workbook.



Business Warehouse Roles

BW Reports by Role

Documentation Folders

[Accounts Payable](#)

[Accounts Receivable](#)

[Activity Based Reporting](#)

[Agency Budget Preparation](#)

[Auditor General](#)

[Budget Execution](#)

[Budget Execution Projections](#)

[BW Reporting General Information](#)

[BW Revenue Reporting Parallel Run](#)

[Central Budget Preparation](#)

[Central FI \(OB and BFM\)](#)

[Central Payroll-Travel \(BCPO and OAG\)](#)

[Complement Reporting](#)

[Grant Accounting](#)

[Inventory Management](#)

[Master Data](#)

[Payroll Postings](#)

[Plant Maintenance](#)

[Procurement Reporting](#)

[Project Systems](#)

[Statewide Reporting](#)

[Travel Expense](#)

[Travel Planning](#)

Business Warehouse Roles

BW ROLES

Description	Technical Name of Role
Accounts Payable	YMW:FI_AP
Accounts Receivable	YMW:FI_AR
Activity Based Reporting	YMW:FI_ABR
Agency Budget Preparation	YMW:FI_BPA
Auditor General	YMW:AG
Budget Execution	YMW:FI_BE
Budget Execution Projections	YMW:FI_BEP
BW Reporting General Information	YIW:BUS_SPPRT_USER_COPA
BW Revenue Reporting Parallel Run	YMW:REV_PARALLEL_ROLE
Central Budget Preparation	YMW:FI_BPC
Central FI (OB and BFM)	YMW:CENTRAL_FI
Central Payroll-Travel (BCPO and OAG)	YMW:CTR_PY
Complement Reporting	YMW:HR_COMPL
Grant Accounting	YMW:FI_GA
Inventory Management	YMW:MM_IM
Payroll Postings	YMW:FI_PY
Plant Maintenance	YMW:PM
Project Systems	YMW:FI_PS
Procurement Reporting	YMW:SRM
Statewide Reporting	YMW:FI_SL
Travel Expenses	YMW:FI_TVE
Travel Planning	YMW:FI_TV

Procurement Reporting

BUSINESS WAREHOUSE (BW)

Procurement Reporting

Documentation Files

Top 25 Suppliers and Categories	Daily Receipts and Issues (Inventory)
Invoice Values	Daily GR Report (Non Inventory)
Global Spend Document Level Details	Movement Detail
SRM PO Status	Shopping Carts Still to be Approved
SRM PO Overview	Overview of Shopping Cart Approvals
PO Overview	Shopping Cart Status
PO - FY Comparison	Shopping Cart Overview
PO - CY Comparison	Shopping Cart Without Follow On Documents
Maverick Buying Analysis	Contracts by Vendor
Pareto Analysis by PO Volume (80/20 rule)	Contracts per Purchasing Org/Purchasing Group
STO Overview	Expiring Contracts
Delivery Overview	Contract Type Report
Document Flow: Shopping Cart to PO	Contract Usage by Grouped Amounts
Daily Consumption Report	Contract Purchase Compare with Detail
Consumption Report	Contract Purchasing Group Monitoring
GR Report (Non-Inventory)	Contact List with Validity Dates

TOP 25 SUPPLIERS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook contains two different scenarios, one tab shows the Top 25 Vendors, and the other tab shows the Top 25 Product Categories.

- These scenarios display as a result of conditions that are actively applied to the workbook
- You can single click on the red/green toggle beside, “Top 25” in the navigation block to remove the condition and display all of Vendors.

Select Values for Variables

Available Variants:

Common Variables:

Calendar year/month(*):

Business Area(*):

Top 25 Suppliers

Application of Funds	Funds Center	Query Technical No
Approp Fiscal Yr	Fund Type	Changed At
Business area	G/L Account	Status of Data
Calendar Year	Material	Current User
Calendar Year / Month	Material Group	Last Refreshed
Calendar Year / Quarter	Plant	
Contract ID	Product	Calendar year/month
Contract Item Number	Purchase Category	Business Area
Cost Center	State (Region)	Vendor Account Gr
Document Type	Vendor	
Fiscal year	Vendor Account Group	
Fiscal Year / Period	WBS Element	
Functional Area	Key Figures	
Fund		

Top 25 Active

Vendor		Net Invoice Values
394793	U S BANK NATIONAL ASSOCIATION ND	\$ 15,265,900.38
163299	UNISYS CORPORATION	\$ 7,379,997.89
171470	WRIGHT EXPRESS FINANCIAL SERVICES	\$ 5,721,204.69
369106	WALSH HEERY JOINT VENTURE	\$ 4,763,113.89
142769	UNIVERSITY OF PITTSBURGH	\$ 4,269,103.40
680695	PNC MERCHANT SERVICES CO	\$ 3,385,515.48
132283	KUTZTOWN UNIVERSITY OF PENNSYLVANIA	\$ 3,275,410.89
137425	APPLE AUTOMOTIVE GROUP INC	\$ 3,168,168.00
190116	ERIE COUNTY CONVENTION	\$ 2,263,774.69
343020	DANIEL J KEATING CONSTRUCTION CO	\$ 1,964,419.36

Top Suppliers | Top Categories | Notes | Sheet1

TOP 25 CATEGORIES

Business Information Warehouse

Role Name: Procurement Reporting

This workbook contains two different scenarios, one tab shows the Top 25 Vendors and the other tab shows the Top 25 Product Categories.

- These scenarios display as a result of conditions that are actively applied to the workbook
 - You can single click on the red/green toggle beside “Top 25” in the navigation block to remove the condition and display all of product categories.
 - The Top Categories tab has a hidden key figure for count of Vendors, which will display the number of Vendors per product category if it is unhidden. This hidden key figure may aid in Act 77 compliance issues. Global spend workbooks may be used as a tool for various research projects, including funds management and GAAP package issues.

Select Values for Variables

Available Variables:

Common Variables:

Calendar year/month(*):

Business Area(*):

Top 25 Categories

Application of Funds	Funds Center	Query Technical No: YZSLGS_M01_Q5002
Approp Fiscal Yr	Fund Type	Changed At: 2/10/2013 07:19:43
Business Area	G/L Account	Status of Data: 5/9/2013 04:18:00
Calendar Year	Material	Current User: P00026009
Calendar Year / Month	Material Group	Last Refreshed: 5/9/2013 09:06:13
Calendar Year / Quarter	Plant	
Contract ID	Product	Calendar year/month: 04/2013
Contract Item Number	Purchase Category	Business Area: 15
Cost Center	State (Region)	Vendor Account Gr: JEMPLOYEES
Document Type	Vendor	
Fiscal year	Vendor Account Gro	
Fiscal Year / Period	WBS Element	
Functional area	Key Figures	
Fund		

Top 25 Active

Purchase Category	Material group	Net Invoice Values	Count of Vendors
Not assigned	#	\$ 49,299,597.98	640
GENERAL BUILDING CON	72130000	\$ 5,662,400.18	25
GRAPHIC DESIGN	82140000	\$ 4,967,281.51	2
MOTOR VEHICLES	25100000	\$ 4,150,541.00	4
ARCHITECTURAL ENGINE	81101508	\$ 3,775,194.66	68
PLUMBING & HEATING	72102300	\$ 3,287,380.07	16
ELECTRICAL SVCS	72102200	\$ 2,706,319.05	19
BU MAIN & REPAIR SRV	72100000	\$ 876,223.98	18
PLUMBING SYS CONS	72102303	\$ 562,687.18	6

INVOICE VALUES

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays the Net Invoice Value (with or without a PO reference) by Vendor. This would be a useful tool to determine where the PO process is being circumvented. Input parameters allow the users to run the workbook by:

- Calendar Month/Year
- Business Area
- Vendor or G/L Account

Global spend workbooks may be used as a tool for various research projects, including funds management and GAAP package issues.

Invoice Values			
Application of Funds	Fund	Query Technical Name	YZSLGS_M01_Q5005
Approp Fiscal Yr	Funds Center	Changed At	2/10/2013 07:19:44
Business Area	G/L Account	Status of Data	5/9/2013 04:18:00
Calendar Year	Internal Order	Current User	P00026009
Calendar Year / Month	Invoice without PO R	Last Refreshed	5/9/2013 10:20:21
Calendar Year / Quarter	Material	Calendar year/month	01/2013_05/2013
Commitment Item	Material Group	Business Area	15
Contract ID	Plant	Vendor number	Empty Demarcation
Contract Item Number	Service Date	G/L Account	Empty Demarcation
Cost Center	State (Region)	Vendor Account Group	JEMPLOYEES
Document Type	Vendor		
Fiscal Year	Vendor Account Group		
Fiscal Year / Period	WBS Element		
Functional Area	Key Figures		
Fund Type			

Vendor	Net Invoice Value	With PO Reference	With PO Reference and Contract	With PO Reference Without Contract	Without PO Reference
100631 STAPLES INC	\$ 66.76	\$ 66.76		\$ 66.76	\$ 0.00
100994 HARTFORD FIRE INSURANCE CO	\$ 5,023.41				\$ 5,023.41
101000 PITNEY BOWES INC	\$ 62,619.78	\$ 62,619.78	\$ 62,619.78		\$ 0.00
101040 TRAVELERS CAS & SUR CO OF AMER	\$ 70.00				\$ 70.00
101273 DESIGN SPECIALTIES INC	\$ 46,738.68	\$ 46,738.68	\$ 46,738.68		\$ 0.00
101937 CASCADE WATER SERVICES INC	\$ 475.00	\$ 475.00		\$ 475.00	\$ 0.00
101991 HUMANSCALE CORPORATION	\$ 1,394.10	\$ 1,394.10	\$ 1,394.10		\$ 0.00
102074 HENRY SCHEIN INC	\$ 7,282.70	\$ 7,282.70	\$ 7,282.70		\$ 0.00
102129 MSC INDUSTRIAL SUPPLY CO INC	\$ 1,499.53	\$ 1,499.53		\$ 1,499.53	\$ 0.00
102377 GRAYBAR ELECTRIC CO INC	\$ 1,367.30	\$ 1,367.30		\$ 1,367.30	\$ 0.00
102380 IBM CORPORATION	\$ 22,850.00	\$ 22,850.00	\$ 22,850.00		\$ 0.00
102381 INTERNATIONAL PAPER CO	\$ 419,669.96	\$ 419,669.96	\$ 413,155.40	\$ 6,514.56	\$ 0.00
102677 SIEMENS INDUSTRY INC	\$ 7,200.00	\$ 7,200.00		\$ 7,200.00	\$ 0.00
102814 AMERICAN EXPRESS TRAVEL RELATED	\$ 146,287.73				\$ 146,287.73
103022 SCRANTON MALL ASSOCIATES	\$ 211,377.68				\$ 211,377.68

GLOBAL SPEND DOCUMENT LEVEL DETAILS

Business Information Warehouse

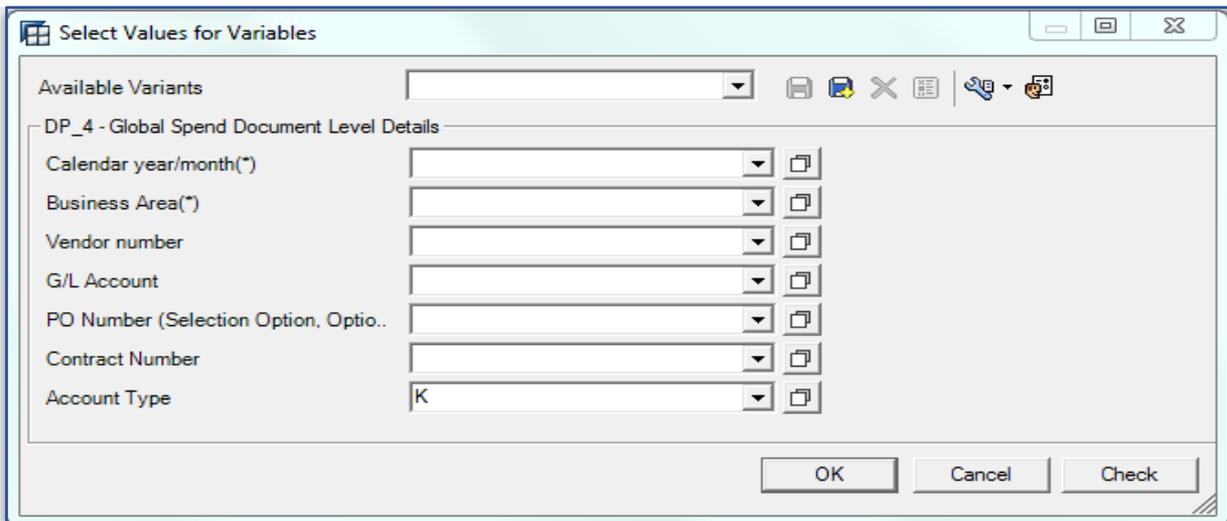
Role Name: Procurement Reporting

This workbook displays the Global Spend Debit, Credit Amounts, and Quantity (Invoice Quantity). The default view of the workbook displays the key figures by Vendor, Purchase Order (PO) Number, Contract Number, and Invoice Number.

Input parameters allow the users to run the workbook by:

- Calendar Month/Year
- Business Area
- Vendor
- G/L Account
- PO or Contract Number

This is the only global spend workbook that includes drills for document-level details. This workbook may be used for various research projects; including funds management and GAAP package issues.



Global Spend Document Level Details									
Account type	Business Area	Fiscal Year / Period	Posting Period	Query Technical N	Calendar year/month				
Business Area	Calendar Year / Month	Fund	Purchase Category	Changed At	2/10/2013 07:19:44	Business Area	15		
Calendar Year	Calendar Year / Quarter	Fund Type	SAP Inv # (or a related doc #)	Status of Data	5/9/2013 04:17:15	Vendor number	Empty Demarcation		
Commitment Item	Contract Item Number	G/L Account	SL Document Number	Current User	P00026009	G/L Account	Empty Demarcation		
Contract ID	Cost Center	Internal Order	SL Line Item Number	Last Refreshed	5/9/2013 10:01:34	PO Number (Selectio	Empty Demarcation		
Contract Item Number	Document Type	Item Text	State (Region)						
Cost Center	FI Document Number	Material	Unit of Measure						
Document Type		Material Group	Vendor						
FI Document Number		PO Item Number	Vendor Account Group						
		PO Number	WBS Element						
		Posting Date	Key Figures						
100631	STAPLES INC	4300348790	1	5108710805	#	\$ 0.00	\$ 66.76	\$ 66.76	0.000
				5108717191	#	\$ (66.76)	\$ 0.00	\$ (66.76)	0.000
				5108717650	#	\$ 0.00	\$ 66.76	\$ 66.76	0.000
100994	HARTFORD FIRE INSURANCE CO	#	#	2101153588	#	\$ 0.00	\$ 944.40	\$ 944.40	0.000
				2101155826	#	\$ 0.00	\$ 4,079.01	\$ 4,079.01	0.000
101000	PITNEY BOWES INC	4300087860	6	5108712127	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
				5108739925	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
				5108764705	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
				5108791377	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
		4300092809	6	5108712288	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
				5108739577	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
				5108745368	4400001587	\$ (42.16)	\$ 0.00	\$ (42.16)	0.000
				5108791335	4400001587	\$ 0.00	\$ 42.16	\$ 42.16	0.000
		4300254820	3	5108712473	4400003341	\$ 0.00	\$ 131.91	\$ 131.91	0.000
		4300350713	1	5108693398	4400008703	\$ 0.00	\$ 15,897.32	\$ 15,897.32	0.000

SRM PO STATUS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays Order Quantity, Net Order Value, and Net Price by processing status. Input parameters include: Key Date for Selection, Vendor, PO Number, Plant, and Purchasing Group (3 digit R/3), or Purchasing Group (SRM). This workbook includes only SRM PO's.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - SRM PO Status

Key Date for Selection(*) 7/1/2013 - 12/2/2013

Plant DGS Bureau of Procurement

Purch. Group

PO Number

Vendor Number

OK Cancel Check

SRM PO Status

Status of Data 12/3/2013 04:07:37 Last Refreshed 12/3/2013 16:30

Filter Information

Filter	
Calendar day	
Catalog	
Manufacturer Name	
Manufacturer Part Number	
Material	
Material group	
Plant	
PO Name	
PO Number	
PO Processing Status	Deleted
Product Description	
Purchasing group	
Purchasing Org	
Shopping Cart Number	
SRM Purchasing Group	
SRM Purchasing Org	
Transaction Type	
Vendor	
Key Figures	

Query and Input Restrictions			
PO Number	Empty Demarcation		
Plant	1504		
Purch. Group	Empty Demarcation		
Vendor Number	Empty Demarcation		
Calendar day	7/1/2013..12/2/2013		

Table			
PO Processing Status	Order Quantity	Net Order Value	Net Price
Held	6.00 EA	\$ 1,097.50	\$ 419.50
Ordered	3,917.00 *	\$ 937,082.49	\$ 779,696.56
Overall Result	3,923.00 *	\$ 938,179.99	\$ 780,115.06

SRM PO OVERVIEW

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays Order Quantity, Order Value, and Net Price. Input parameters include: Key Date for Selection, Vendor, PO Number, Purchasing Org., Purchasing Group (3 digit R/3), and Purchasing Group (SRM). This workbook includes only SRM POs as they exist in SRM.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - SRM PO Overview

Key Date for Selection(*) 7/1/2013 - 12/2/2013

PO Number

SRM PO Overview

Status of Data 12/3/2013 04:07:37 Last Refreshed 12/3/2013 16:50:36

Filter

Calendar day	
Catalog	
Contract ID	
Contract Item Number	
Manufacturer Name	
Manufacturer Part Number	
Material	
Material group	
Plant	
PO Item Number	
PO Number	
PO Processing Status	[Deleted]
Product	
Product (SRM)	
Product Category	
Product Category (Generic)	

Query and Input Restrictions

PO Number Empty Demarcation

Key Date for Sel: 7/1/2013..12/2/2013

Calendar day 7/1/2013..12/2/2013

Table

Vendor		Order Quantity	Net Order Value	Net Price
100196	SECURITIES CLASS ACTION SERVICES LL	4.00 YR	\$ 40,000.00	\$ 40,000.00
100271	HORIZON TECHNOLOGY INC	30.00 *	\$ 5,794.00	\$ 479.00
100280	DTC COMMUNICATIONS INC	3.00 EA	\$ 7,961.98	\$ 7,961.98
100316	MADURA STEEL SALE INC	3,543.00 *	\$ 139,940.00	\$ 457.10
100346	ALVIN I GERSTEIN	1,336.75 H	\$ 156,800.78	\$ 586.50
100445	UNIFIRST CORPORATION	17,677.00 EA	\$ 8,457.32	\$ 49.14
100479	GARY W BOWMAN	195.00 EA	\$ 29,250.00	\$ 450.00
100507	NATIONAL CONSUMER LAW CENTER INC	3,030.00 *	\$ 13,500.00	\$ 351.00
100551	EMC CORPORATION	11.00 EA	\$ 183,711.00	\$ 183,711.00

PO OVERVIEW WITH ACCOUNT ASSIGNMENT

Business Information Warehouse

Role Name: Procurement Reporting

This report was modeled after the PO Overview report with additional fields that was added. It gives a breakdown of Account Assignment, Fund, Cost Center Data, Validity Period End and Start, and WBS element. This report does NOT contain GR/IR data. That is only available on the original PO Overview report. This report covers all PO's from both systems.

Select Values for Variables

Available Variants:

DP_4 - PO Overview with Acct. Assignment

Calendar year/month(*) 01/2013 - 05/2013

Business Area(*) General Services

Plant (Selection Options, Optional)

Material group

Material (Selection Options, Optional)

Vendor number

PO Number (Selection Option, Optio..)

Purchasing group

OK Cancel Check

PO Overview with Acct. Assignment

Acct Assignme	GIL Account	Purchasing or	Query Technical Name	YZSR_MP03_0500	Fiscal Year Variant	V6
Business area	Grant Number	Purchasing gr	Changed At	2/10/2013 07:13:42		
Calendar day	Material	SBI (Small Bu	Status of Data	5/9/2013 04:42:50		
Cal. year / mon	Material group	SBI Cert. Exp	Current User	P00026009		
Commitment it	MBE WBE VE	SBI Re-cert. I	Last Refreshed	5/9/2013 11:14:54		
Contract	MBE WBE VE	SBI Cert. Star				
Contract Item N	MBE WBE VE	Storage locati	Business Area	15		
Cost Center	MBE WBE VE	Supplying Plai	Cal. year / month	01/2013_05/2013		
Deletion Indicat	Order	Transaction T	Plant (Selection Options, Optiona	Empty Demarcation		
Earmarked Func	Percentage fo	Validity period	Material group	Empty Demarcation		
Earmarked func	Plant	Validity period	Material (Selection Options, Optio	Empty Demarcation		
Functional area	PO Number	Vendor	Vendor number	Empty Demarcation		
Fund	PO Item Num	WBS Element	Purchasing group	Empty Demarcation		
Funds center	Product Desc	Key Figures	Fiscal year/period	>= V6/001/2009		

.PO Quantity

Business area	PO Number	Commitment item	Cost Center	Funds center	PO Quantity	
15 General Services	4300354618	Furniture and Fixtur	#	COPA/Not assigned	Education	26.0 EA
	4300356885	Furniture and Fixtur	#	COPA/Not assigned	SSHE	41.0 EA
	4300357324	Furniture and Fixtur	#	COPA/Not assigned	Corrections	44.0 EA
	4300357354	Furniture and Fixtur	#	COPA/Not assigned	SSHE	149.0 EA
	4300357370	Furniture and Fixtur	#	COPA/Not assigned	Corrections	122.0 EA
	4300358010	Machinery & Equipmen	#	COPA/Not assigned	Corrections	10.0 EA
	4300358022	Machinery & Equipmen	#	COPA/Not assigned	Corrections	6.0 EA
	4300358097	Furniture and Fixtur	#	COPA/Not assigned	Corrections	49.0 EA

NOTE: This workbook contains data from 7/1/2009 forward.

PO OVERVIEW

Business Information Warehouse

Role Name: Procurement Reporting

This report captures the PO Quantity and value according to the date range and Business Area input when the query is executed. It allows you to analyze the PO activity by many available options in the navigation block; including Business Area, and Material Group. Emergency purchases can also be determined from this workbook by using a filter value on the Purchasing Document Type.

Additional key figures can be added to the report to show the GR and IR Quantity, and the remaining Open PO Quantity. The GR and IR Quantity can also be seen as a percentage of the entire PO Quantity. This report covers all PO's from both systems. For manufacturer part information from SRM, see SRM PO Overview report.

Select Values for Variables

Available Variants

DP_4 - PO Overview

Calendar year/month(*) 01/2013 - 05/2013 01/2013 - 05/2013

Business Area(*) 10 - 99 Aging - Governor's Office

Plant (Selection Options, Optional)

Vendor number

Material group

Material (Selection Options, Optional)

Purchasing group

PO Number (Selection Option, Optio..)

OK Cancel Check

PO Overview

Business area	15	PO Number		Query Technical Name	Y2BBP_MP01_Q5001	Purchasing doc. type	{ECPOI},{UBI},{ZCPOI}
Calendar day		Product Description		Changed At	2/10/2013 07:13:36	Item Category	JText
Cal. year / mont		Purch. doc. category		Status of Data	5/9/2013 04:36:25		
Contract ID		Purchasing doc. type		Current User	P00026009		
Contract item N		Purchasing group		Last Refreshed	5/9/2013 12:56:11		
Country		Purchasing org.		Cal. year / month	01/2013..05/2013		
ERS		Region		Business Area	15		
Goods Recipient		Requested Deliv.Date		Plant (Selection Options)	Empty Demarcation		
Material		Requester		Vendor number	Empty Demarcation		
Material group		SBI (Small Business Ind		Material group	Empty Demarcation		
MBE WBE VBE I		SBI Cert. Exp. Date		Material (Selection Optic	Empty Demarcation		
MBE WBE VBE I		SBI Cert. Start Date		Purchasing group	Empty Demarcation		
MBE WBE VBE I		SBI Re-cert. Date					
MBE WBE VBE I		Transaction Type					
Plant		Vendor	126583 SUPPLY SOURCE INC				
PO Item Numbe		Key Figures	,PO Qty,PO Value,GR Qty,IR Qty,Open PO Qty				

Business area	Vendor	PO Number	SBI Cert. Start Date	SBI (Small Business Ind.)	SBI Cert. Exp. Date	PO Qty	PO Value	GR Qty	IR Qty	Open PO Qty	
15	126583	SUPPLY SOURCE INC	4300361886	7/31/2012	SBI	7/31/2013	31.0 EA	\$ 13,029.00	0.0	31.0 EA	31,000 EA
			4300361895	7/31/2012	SBI	7/31/2013	129.0 EA	\$ 71,710.87	0.0	129.0 EA	129,000 EA
			4300363481	7/31/2012	SBI	7/31/2013	2.0 *	\$ 530,850.90	0.0	0.0	2,000 *
			4300363486	7/31/2012	SBI	7/31/2013	1.0 LOT	\$ 58,880.38	0.0	0.0	1 LOT
			4300366073	7/31/2012	SBI	7/31/2013	1.0 LOT	\$ 1,354.60	0.0	0.0	1 LOT
			4300366136	7/31/2012	SBI	7/31/2013	2.0 *	\$ 33,230.31	0.0	0.0	2,000 *
			4300367546	7/31/2012	SBI	7/31/2013	147.0 EA	\$ 16,145.28	0.0	0.0	147,000 EA

PO – FY COMPARISON

Business Information Warehouse

Role Name: Procurement Reporting

This report captures the PO values for the input range of fiscal years and displays the results by Fiscal Year. It can be used to compare activity by Business Area, Material Group, Plant, Purchasing Document Type, Vendor, and many other items over a range of fiscal years. This report covers all PO's from both systems.

Select Values for Variables

Available Variants:

DP_4 - PO - FY Comparison

Fiscal Year(*) 2012 - 2013

Business Area(*) General Services

Plant (Selection Options. Optional)

Vendor number

Business area		PO Number	Query Tec	YZBBP_MP01_Q5002	Purch. doc. categ	Purchase order
Contract ID	Posting period		Changed	2/10/2013 07:13:36	Fiscal Year Variant	V6
County Code	Purchasing doc. type	[JEBP Stock trans ord,[,]]	Status of I	11/22/2013 04:34:51		
Country	Purchasing group		Current U:	P00026009		
Fiscal year	Purchasing org.		Last Refre	11/22/2013 13:49:32		
Material	Region		Fiscal Yea	2012..2013		
Material group	SBI (Small Business Ind.)		Business	15		
Material Type	SBI Cert. Exp. Date		Plant (Sel	Empty Demarcation		
MBE WBE VBE Indicator	SBI Cert. Start Date		Vendor n:	Empty Demarcation		
MBE WBE VBE Race	SBI Re-cert. Date					
MBE WBE VBE Validity Start	Vendor					
MBE WBE VBE Validity End	ZIP Code					
Plant	Key Figures					
PO Item Number						

Business area	Material group	Purchasing doc. type	Vendor	Fiscal year	PO Value		Overall Result	
					2012	2013		
15	10101502	DOGS	SRM Copy-Standard PO	319599	SHALLOW CREEK KENNELS INC		\$ 5,500.00	\$ 5,500.00
	11101713	IRON	SRM Copy-Standard PO	162368	W W GRAINGER INC	\$ 776.76		\$ 776.76
	12141806	SODIUM NA	Standard PO	166943	INTERNATIONAL SALT COMPANY	\$ 20,286.86	\$ 5,405.95	\$ 25,692.81
			Standard PO (New)	165791	HARVEY SALT COMPANY	\$ 8,132.16	\$ 3,088.96	\$ 11,221.12
	12164500	FOOD/DRUG ADDITIVES	Standard PO (New)	171912	UNIVAR USA INC	\$ 3,199.70		\$ 3,199.70
	14111500	PRINTING & WRITING P	SRM CopyAuto Stnd PO	102381	INTERNATIONAL PAPER CO	\$ 9,518.40		\$ 9,518.40
			SRM Copy-Standard PO	102381	INTERNATIONAL PAPER CO	\$ 670,221.99		\$ 670,221.99
	14111704	TOILET TISSUE	SRM Copy-Standard PO	118289	PENNSYLVANIA INDUSTRIES FOR THE	\$ 12,375.00		\$ 12,375.00
	15101505	DIESEL FUEL	Standard PO	135541	TALLEY PETROLEUM ENTERPRISES INC	\$ 60,500.00		\$ 60,500.00
	15101506	GASOLINE/PETROL	Standard PO (New)	393255	PAPCO INC	\$ 969,990.00	\$ 153,070.54	\$ 1,123,060.54
	15101601	COAL	SRM Copy-Standard PO	198773	PENN KEYSTONE COAL CO LLC	\$ 16,441.47	\$ 19,900.00	\$ 36,341.47
	20142601	WIRELESS PRODUCTION	SRM Copy-Standard PO	162505	ANIXTER INC	\$ 3,850.00		\$ 3,850.00

MAVERICK BUYING ANALYSIS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook shows for individual products the value of the PO's that have resulted from contracts. The strategic purchaser can compare values and uncover instances of PO transactions that deviate from the normal purchasing process in terms of expense (Maverick Buying). Process costs can be reduced if appropriate measures are adopted as a result of these analyses. This workbook contains both SRM & R/3 data.

Select Values for Variables

Available Variants:

DP_4 - Maverick Buying Analysis

Key Date for Selection(*) 7/1/2013 - 10/31/2013

Vendor Number

Business Area General Services

Plant

Purch. Group

Maverick Buying Analysis

Business area	15 General Services	Query Technical Name	YZSR_MPO_Q5001
Calendar day	7/1/2013..10/31/2013	Changed At	2/10/2013 07:13:35
Contract ID		Status of Data	11/22/2013 04:34:51
Material		Current User	P00026009
Material group		Last Refreshed	11/22/2013 15:19:51
Plant			
PO Number		Key Date	11/22/2013
Purchasing group		InfoProvider	ZBBP_C01
Purchasing org.			
Purch. doc. category			
Purch. doc. type]EBP Stock trans ord.[]Stock transport ord.[]F/ZCPO[
Vendor			
Structure			
PO Value on Contract	Inactive		
PO Value Not on Contract	Inactive		

Material group		PO Value not on Contract	PO Value on Contract
10101502	DOGS	\$ 5,500.00	
12141806	SODIUM NA		\$ 8,494.91
15101601	COAL		\$ 19,900.00
24101501	CARTS	\$ 1,239.50	
24101604	LIFTS	\$ 25,504.00	
24102000	SHELVING & STORAGE		\$ 1,133.29
24131508	CABINET REFRIGERATOR	\$ 790.20	
24131601	CHEST FREEZERS	\$ 9,212.96	
24131900	ICE MAKERS	\$ 4,364.85	
25100000	MOTOR VEHICLES		\$ 7,986,780.00

PARETO ANALYSIS BY PO VOLUME

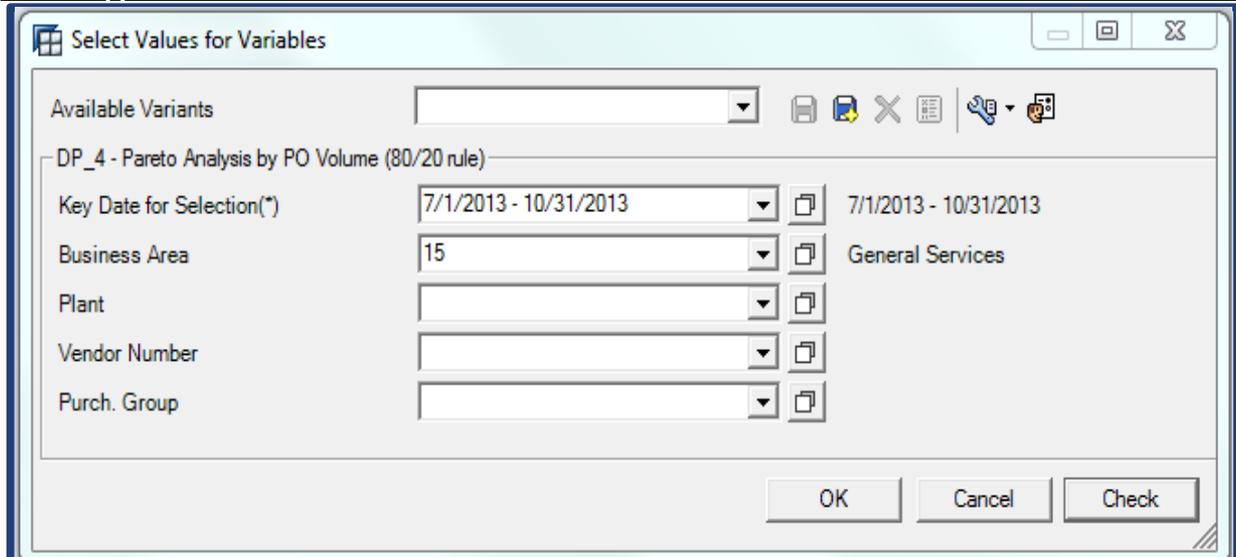
(80/20 RULE)

Business Information Warehouse

Role Name: Procurement Reporting

This workbook compares the number of PO's in different value limits. The strategic purchaser or procurement controller can use it as an analysis tool to identify bundling potential in the case of PO transactions for individual product categories, purchasing organizations, and purchasing groups. This workbook contain both SRM, and R/3 data. The value limits are defined as standard as follows:

1. Under 500
2. Between 500 and 1,000
3. Between 1,000 and 5,000
4. Between 5,000 and 20,000
5. Between 20,000 and 100,000
6. Above 100,000



Pareto Analysis by PO Volume (80/20 rule)

Business area	15 General Services	Query Technical Name	YZSR_MPO_Q5000
Calendar day	7/1/2013..10/31/2013	Changed At	2/10/2013 07:13:35
Contract ID		Status of Data	11/25/2013 04:47:47
Contract Item Number		Current User	P00026009
Material		Last Refreshed	11/25/2013 09:45:35
Material group			
Plant		Key Date	11/25/2013
PO Number		InfoProvider	ZBBP_C01
Purchasing org. (4 char)]# Not assigned[
Purch. doc. category			
Purch. doc. type]EBP Stock trans ord		
Purchasing group			
Transaction Type			
Vendor			
Key Figures			

Note: Pcard orders have been excluded from this report. To view them, remove the filter on Purchasing Org. (4 Char).

PO Value under 500	PO Value 500 - 1000	PO value 1000 - 5000	PO Value 5000 - 20,000	PO Value 20,000 - 100,000	PO Value over 100,000
23	20	64	121	53	23

STO OVERVIEW

Business Information Warehouse

Role Name: Procurement Reporting

This report captures the freight, shipping, and handling costs associated with goods issued against a Stock Transport Order (STO). These charges are a condition added at the line item level on the STO. When the DGS Warehouse issues material to another Plant, there is a markup on the unit price for that material. The markup includes the freight, and, shipping and handling charges associated with that transfer. The report shows the PO Quantity, and GR Quantity.

Select Values for Variables

Available Variants:

DP_4 - STO Overview

Calendar year/month(*): 07/2013 - 11/2013

Business Area(*): General Services

Plant (Selection Options, Optional):

Supplying Plant (Selection Options...):

STO Overview

Business area	PO Number	Query Techni	YZBBP_MP01_Q5	Cal. year / month	07/2013..11/2013
Calendar day	Purchasing doc. type	Current User	P00026009	Business Area	15
Cal. year / month	Purchasing group	Changed At	2/10/2013 07:13:38	Plant (Selection O	Empty Demarcati
Goods Recipient	Purchasing org.	Last Refreshe	11/25/2013 10:00:0	Supplying Plant(S	Empty Demarcati
Material	Requester	Status of Date	11/25/2013 04:47:47		
Material group	Supplying Plant			Purch. doc. categ	Purchase order
Plant	Transaction Type			Purchasing doc. ty	EBP Stock trans
PO Item Number	Key Figures				

Plant	Supplying Plant	Material	PO Qty	Material Value	Markup (20%)	GR Qty
1500	1500	130970	1.0 CAR	63.54	12.71	1.0 CAR
	2101	263339	ENVELOPE,INT-OFFIC,STD-504,10X15,500/CAR			
		263341	ENVELOPE,117,#10,2WN,500/BX	1,000.0 BOX	7,700.00	0.00
		263347	ENVELOPE,119, #10,2WN,P2,500/BX	7,700.0 BOX	54,263.00	0.00
		263348	ENVELOPE,133,#9,WN,BR,P2,MLRM,500/BX	120.0 BOX	1,032.00	0.00
		263348	ENVELOPE,135,#9,WN,BR,HIPP,500/BX	200.0 BOX	1,432.00	0.00
		263393	ENVELOPE,24,#9,BR,HIPP,500/BX	320.0 BOX	2,067.20	0.00
		301758	ENVELOPE,27,PW,#9,BR,500/BX	500.0 BOX	4,032.40	0.00
		301759	ENVELOPE,276,#10,CC,P2,500/BX	400.0 BOX	3,124.00	0.00
		301761	ENVELOPE, K47, PW,8.875X5.75,BR, 1000/BX	1,200.0 BOX	24,318.00	0.00
		301762	ENVELOPE,K72,PW,9.5X12,P2,CC,500/BX	840.0 BOX	24,276.00	0.00
		304108	ENVELOPE,K42,PW,6X9.5,P2,1000/BX	840.0 BOX	26,502.00	0.00
		317608	ENVELOPE,PWBR,19C,2500/CARTON	33.0 CAR	1,288.80	0.00
		319198	ENVELOPE,49,#10,CC,WN,CC,500/BX	48.0 CAR	1,943.52	0.00
		323230	ENVELOPE,K,6x9.5CNR,2WN,PWENVK41,1000/BX	160.0 BOX	7,537.60	0.00
		329148	ENVELOPE,120,#10,2WN,P2,500/BX	1,080.0 BOX	8,359.20	0.00
		Result		14,441.0 *	167,875.72	0.00
	7869	298942	PUBLICATION,BOUND,DOT,PUB 408B	1.0 EA	8.01	0.00
	Result			14,443.0 *	167,947.27	12.71
1501	1500	312213	SALT,ROCK,ICE CONTROL,50 LB BAG	294.0 BAG	1,258.32	251.66
1502	1500	130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	2.0 PAC	5.70	1.14
Overall Result				14,739.0 *	169,211.29	265.51

DELIVERY OVERVIEW

Business Information Warehouse

Role Name: Procurement Reporting

This report provides a count of PO's based on a variance between requested delivery dates, and date of Goods Receipt. When the hierarchy is expanded, the counts are displayed in various time groupings as defined by DGS. This report allows a user to analyze the delivery history of a Vendor. It can be used to determine if certain areas (i.e. Plant) have issues with a Vendor's delivery. Also, the PO number is available as a drill. Both R/3 and SRM PO's are included in this report.

Select Values for Variables

Available Variants:

DP_4 - Delivery Report

Calendar Day(*) 7/1/2013 - 10/31/2013

Business Area(*) General Services

Vendor number

Plant (Selection Options, Optional)

PO Number (Selection Option, Optio..)

Purchasing group

Delivery Report

Business area	Query Technic: YZBBP_MP02_Q5001
Calendar day	Changed At: 2/10/2013 07:13:39
Goods Recipient	Status of Data: 11/25/2013 04:35:31
Material	Current User: P00026009
Material group	Last Refreshed: 11/25/2013 10:17:06
Plant	Calendar Day: 7/1/2013..10/31/2013
PO Create Date	Business Area: 15
PO Number	Vendor number: Empty Demarcation
PO Item Number	Plant (Selector): Empty Demarcation
Purchasing Doc Category	Purchasing gro: Empty Demarcation
Purchasing Doc Type	PO Number (Se: Empty Demarcation
Purchasing group	
Purchasing org.	
SRM Purchasing Group	
SRM Purchasing Org	
Vendor	
Key Figures	.Deliveries,% 10 Days Early,% 9 Days Early to 0 Days Late,% 1 to 5 Days Late,% 6 to 14 Days Late...

Vendor	Deliveries	% 10 Days Early	% 9 Days Early to 0 Days Late	% 1 to 5 Days Late	% 6 to 14 Days Late	% 15 Days or more Late
100631 STAPLES INC	18	0	0	0	0	100
100790 PERKINELMER HEALTH SCIENCES INC	4	0	0	0	0	100
101000 PITNEY BOWES INC	8	0	0	0	0	100
101832 DATUM FILING SYSTEMS INC	39	0	0	0	0	100
101991 HUMANSIZE CORPORATION	18	0	0	50	0	50

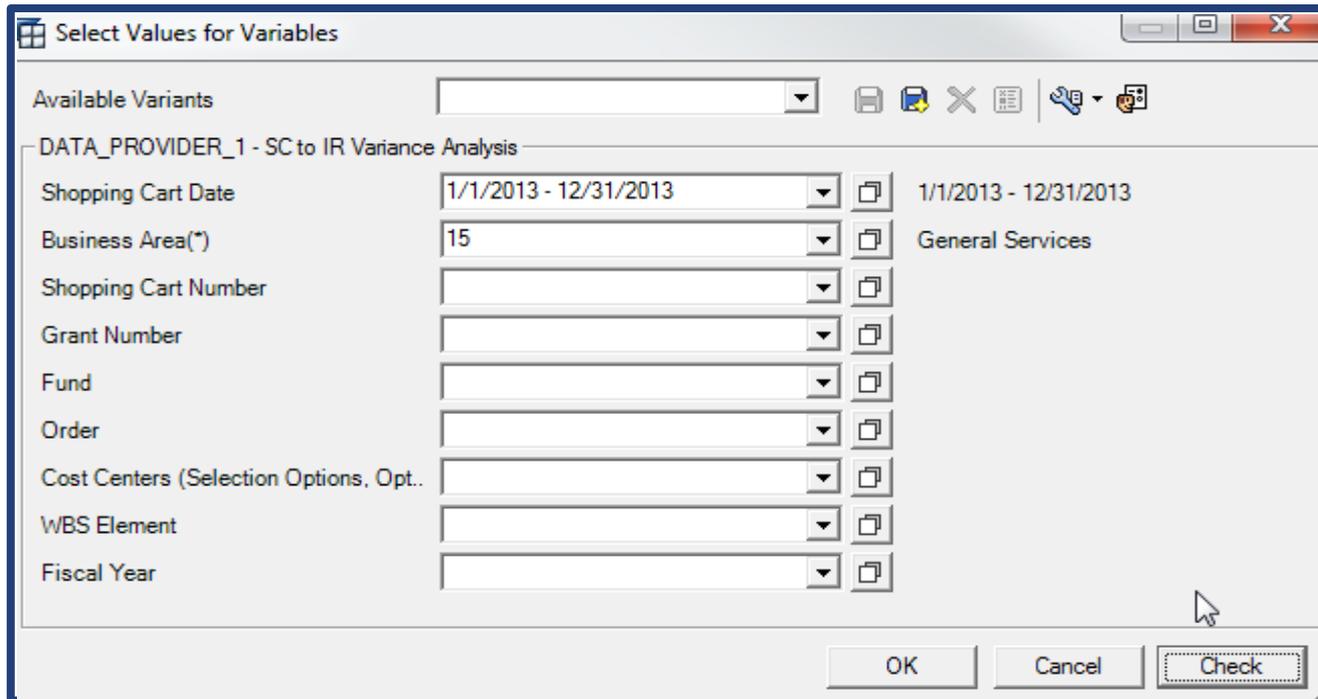
SC TO IR VARIANCE ANALYSIS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook joins data from Document History, Shopping Cart (SC), and PO targets. It displays the relationship between a SC, and its associated PO. Key figures and calculations pertain to the variances between SC Quantity, PO Quantity, Goods Receipt Quantity, and Invoice Quantity. Also, available in the report is the cost data from the SC, Cost Center, Account Assignment, Fund, WBS Element, Order, and Grant. The detail level of the report breaks down to the Account Assignment, and splitting the values of all key figures accordingly.

Input Parameter Box for the “SC to IR Variance Analysis” Report



The screenshot shows a dialog box titled "Select Values for Variables" with a toolbar at the top containing icons for save, print, close, and help. Below the toolbar, there is a section for "DATA_PROVIDER_1 - SC to IR Variance Analysis" with the following parameters:

Parameter	Value	Preview
Shopping Cart Date	1/1/2013 - 12/31/2013	1/1/2013 - 12/31/2013
Business Area(*)	15	General Services
Shopping Cart Number		
Grant Number		
Fund		
Order		
Cost Centers (Selection Options, Opt..)		
WBS Element		
Fiscal Year		

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Check".

SC TO IR VARIANCE ANALYSIS

Business Information Warehouse

Role Name: Procurement Reporting



SC to IR Variance Analysis

Status of Data 12/12/2013 03:52:24 Last Refreshed 12/12/2013 11:37:08

Filter Information

Filter	
Acct Assignment Ca	
Business area	
Commitment item	
Contract ID	
Cost Center	
Fiscal year	
Functional area	
Fund	
Funds center	
GL Account	
Grant Number	
Material	
Material group	
Order	
Plant	
PO Item Number	
PO Number	
Purch. doc. category	
Purchasing doc. type	
Purchasing group	
Purchasing org.	
Seq. No. Acct.Assig	
SC Item Number	
SC Number	
Shopping Cart Date	
Vendor	
WBS Element	
Key Figures	

Query and Input Restrictions
Order Empty Demarcation
Business Area 15
Grant Number Empty Demarcation
Shopping Cart I Empty Demarcation
Shopping Cart I 11/1/2013..12/31/2013
WBS Element Empty Demarcation
Fiscal Year Empty Demarcation
Fund Empty Demarcation
Cost Centers (Empty Demarcation
Purchasing doc [ECPO], [UB], [ZCPO]

Conditions and Exceptions
Var: SC to PO Active
Var: PO to GR Inactive
Var: GR to IR Inactive
Var: PO to IR Inactive

Table	PO Number	PO Item Number	SC Number	SC Item Number	Seq. No. Acct.Assign	Assign. percent.rate (SC)	SC Qty	SC Value	PO QTY	PO Value	GR QTY	IR QTY	Var. QTY: SC to PO	Var. QTY: PO to GR	VAR. QTY: GR to IR	Var. QTY: PO to IR
	4300366029	1	11446213	1	1	100.000	2,300.0 EA	\$ 2,300.00	1.000 EA	\$ 2,300.00	1.000 EA	1.000 EA	2,299.000 EA	0.000 EA	0.000 EA	0.000 EA

DOCUMENT FLOW: SHOPPING CART TO PO

Business Information Warehouse

Role Name: Procurement Reporting

You can use this query to derive which follow-on document (which PO) originates from a SC that a certain requester created within the last two weeks. PO's that originate both in the backend system, and locally in the Enterprise Buyer system are listed for the SC. You can display this information via the navigation to distinguish between the documents in the individual systems. Input parameter of SC allows this workbook to show the PO's processed for one or multiple SC's. This workbook contains SRM data only.

Select Values for Variables

Available Variants:

DP_4 - SRM Document Flow: Shopping Cart to PO with BA

Business Area:

Shopping Cart:

Shopping Cart Date:

Vendor:

SRM Document Flow: Shopping Cart to PO with BA

Business area	Query Technical Na	YZSR_ISFOBA_Q50	Business Process Type in Pr
Item Number in SC	Changed At	2/10/2013 07:26:29	Business Process Type in Fr
PO Doc Type	Status of Data	10/25/2013 17:21:19	Item Number in SC
PO Item Number	Current User	P00026009	
Purchase Order Date	Last Refreshed	11/25/2013 10:58:15	
Purchase Order No.			
Shopping Cart Date	Business Area	General Services	
Shopping Cart Number			
Vendor			
Key Figures	,SC Create Date,PO Create Date,Cycle Time: SC to PO		

Shopping Cart Number	Purchase Order No.	SC Create Date	PO Create Date	Cycle Time: SC to PO
10012193	9000000010	9/11/2006	9/11/2006	0
10027444	9000000031	9/25/2006	9/25/2006	0
10161846	4300008834	5/3/2007	5/4/2007	1
10179760	4300023573	6/1/2007	7/10/2007	39
10184120	4300023378	6/8/2007	7/6/2007	28
10184419	4300018074	6/11/2007	6/13/2007	2
10193134	4300023898	6/25/2007	7/11/2007	16

DAILY CONSUMPTION REPORT

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a listing of materials that have been either purchased directly from a Vendor or STO's from inventory that were distributed to the end user. It is based on receipts of materials not placed into inventory but directly consumed. When an STO is created via a 351 Goods issue movement type, the Account Assignment Invoicing is done on the goods issue rather than the receipt. Because of this the 101 movement type used to calculate the consumption does not show the value of the received materials. Consumption Value has been hidden on this report since it is only available for non STO PO's. If the user would like to see this, they can unhide it. The report shows the Material and Quantity consumed for a specified month, displayed at the Calendar day level. Storage location is not available on this report since this data is for non-inventoried materials. This report is identical to Consumption Report except it is a daily analysis for one given month. By using the, "Goto" option within the context menu of the results area, you can execute the Material Movement Details report for a selected material. This report contains detail such as Material document, PO if applicable, and movement type. This gives the user access to detailed information used in calculating the averages. The user can jump to a PO in R/3 (ME23N) through the detail report.

Select Values for Variables

Available Variants:

DP_4 - Daily Consumption Report for OT_CMONT

Calendar Mon/Year(*) 07/2013

Business Area(*) General Services

Plant (Selection Options, Optional)

Material group

Ext. Material Grp

Material (Selection Options, Optional)

Daily Consumption Report for 07/2013

Business area	Query Technical Name	YZIC_MC03_Q5010
Calendar day	Changed At	2/10/2013 07:14:13
Ext. matl group	Status of Data	11/25/2013 04:30:02
Material	Current User	P00026009
Material category	Last Refreshed	11/25/2013 11:26:07
Material group		
Material type		
Plant		
Vendor		
Key Figures	,Consumption Quantity	

Calendar day	Material	Consumption Quantity
7/1/2013	295512 IMPRESSIONS,750001 AND OVER	150,000.000 EA
	# Not assigned	4,243.953 *
	Result	154,243.953 *
7/2/2013	263339 ENVELOPE,117,#10,2WN,500/BX	100.000 BOX
	301761 ENVELOPE, K47, PW,8.875X5.75,BR, 1000/BX	100.000 BOX
	317608 ENVELOPE,PWBR,19C,2500/CARTON	2.000 CAR
	323230 ENVELOPE,K,6x9.5CNR,2WN,PWENVK41,1000/BX	40.000 BOX
	329148 ENVELOPE,120,#10,2WN,P2,500/BX	255.000 BOX
	# Not assigned	4,631.213 *
	Result	5,128.213 *

CONSUMPTION REPORT

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a listing of materials that have been either purchased directly from a Vendor or STO's from inventory that were distributed to the end user. It is based on receipts of materials not placed into inventory but directly consumed. When a STO is created via a 351 Goods Issue, the Account Assignment Invoicing is done on the Goods Issue rather than the Receipt. Because of this, the 101 used to calculate consumption does not show the value of the orders. If the user would like to see this, they can unhide it. The report shows the Material, and the Quantity consumed over the specified range of months. Storage Location is not available on this report since this data is for non-inventoried materials. This gives the user access to detailed information used in calculating the averages. The user can jump to a PO in R/3 (ME23N) through the detail report. Input selections are: Calendar month/year, Business Area, Plant, Material Group, External Material Group, and Material.

Select Values for Variables

Available Variants:

DP_4 - Consumption Report for OT_CMONT - OT_CMOTT

Calendar year/month(*) 07/2013 - 11/2013

Business Area(*) General Services

Plant (Selection Options, Optional)

Material group

Ext. Material Grp

Material (Selection Options, Optional)

OK Cancel Check

Consumption Report for 07/2013 - 11/2013

Business area	Query Technical Name	YZIC_MC03_Q5000
Cal. year / month	Changed At	2/10/2013 07:14:11
Ext. matl group	Status of Data	11/26/2013 04:20:43
Material	Current User	P00026009
Material category	Last Refreshed	11/26/2013 12:19:41
Material group		
Material type		
Plant		
Vendor		
Key Figures	,Consumption Quantity	

Material	Consumption Quantity	Consumption Quantity
130970	ENVELOPE,INT-OFFIC,STD-504,10X15,500/CAR	1.000 CAR
130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	2.000 PAC
131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	25.000 EA
141194	SODIUM CHLORIDE ROCK SALT	89.770 TON
144125	GASOLINE,REG,UNLEAD,TRK TRANS,87 MIN OCT	102,007.000 GAL

GR REPORT (NON-INVENTORY)

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a chronological listing of Goods Receipts for a specific calendar month. The key figures displayed are Goods Receipt Quantity, Goods Receipt Value by Calendar Day, and Material. Input parameters include Calendar Year/Month, Business Area, Plant, Material, and Material Group. A jump to Material Movements Detail is available by material. Additional information about the material can be found on that report. From there a jump to the PO Display, transaction ME23N in R/3, can be made.

Select Values for Variables

Available Variants:

DP_4 - GR Report (Non Inventory)

Calendar Year / Month(*): 01/2013 - 06/2013 01/2013 - 06/2013

Business Area(*): 15 General Services

Plant:

Material:

Material Group:

OK Cancel Check

GR Report (Non Inventory)

Business Area	15 General Services	Query Technical Na	YZIC_M03_Q6050
Calendar Year / Month	01/2013..06/2013	Changed At	2/10/2013 07:13:43
Material		Status of Data	11/26/2013 04:16:13
Material Category		Current User	P00026009
Material Group		Last Refreshed	11/26/2013 14:25:51
Material Type			
Plant			
PO Number			
Vendor			
Key Figures			

Material		GR Quantity	GR Value
107577	SALT,SOLR, EVAP/CRYS 50# BAG	98.000 BAG	\$ 0.00
130956	FORM,STD-330,REQUEST FOR LEAVE,100/PAC	25.000 PAC	\$ 0.00
130970	ENVELOPE,INT-OFFIC, STD-504,10X15,500/CAR	5.000 CAR	\$ 0.00
130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	30.000 PAC	\$ 0.00
131005	FORM,STD-505,PERSONNEL-CONFID,500/BOX	6.000 BOX	\$ 0.00
131093	CLIP,BASE,PVC,1"	15.000 EA	\$ 0.00
131094	BASE,BLK,10"L,32/CTN,ONO INDUST,728	2.000 EA	\$ 0.00
131270	CALCIUM CHLORIDE,50 LB BAG	280.000 BAG	\$ 0.00
131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	25.000 EA	\$ 36.50
141194	SODIUM CHLORIDE ROCK SALT	308.030 TON	\$ 20,286.86
144068	COAL, ANTHRACITE	75.180 TON	\$ 15,774.02
144125	GASOLINE,REG,UNLEAD,TRK TRANS,87 MIN OCT	136.010.000 GAL	\$ 391,712.62
148234	VEHICLE,OPTION	59.700.000 EA	\$ 59,700.00

DAILY RECEIPTS AND ISSUES (INVENTORY)

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a chronological listing of Goods Receipts for a specific calendar month. The key figures displayed are Receipt Quantity, Receipt Value, Issue Quantity, and Issue Value by Calendar Day, and Material. Input parameters include Calendar Year/Month, Business Area, Plant, Storage Location, Material, and Material Group. A jump to Material Movements Detail is available by material. Additional information about the material can be found on that report. From there a jump to the PO display, transaction ME23N in R/3, can be made.

Select Values for Variables

Available Variants:

DP_4 - Daily Receipts and Issues (Inventory)

Calendar Year/Month(*) 07/2013

Business Area General Services

Plant

Storage Location

Material

Material Group

OK Cancel Check

Daily Receipts and Issues (Inventory)

Business area	15 Gene	Movement Type	Query Technical N	Y2IC_M03_Q6	Calendar Year
Material category		Plant	Changed At	2/10/2013 07:1	Stock type
Material group		PO Number	Status of Data	11/26/2013 04:16:13	
Material type		Storage Location	Current User	P00026009	
Calendar Day		Vendor	Last Refreshed	11/26/2013 14:14:34	
Material		Key Figures			

Calendar Day	Material		Receipt Qty	Receipt Value	Issue Qty	Issue Value
7/1/2013	131272	CHEMICAL SODA ASH SODIUM CARBONATE 50	0.000 BAG	\$ 0.00	50.000 BAG	\$ 791.25
7/2/2013	107577	SALT,SOLR, EVAP/CRYS 50# BAG	0.000 BAG	\$ 0.00	276.000 BAG	\$ 1,087.44
	130956	FORM,STD-330,REQUEST FOR LEAVE,100/PAC	0.000 PAC	\$ 0.00	80.000 PAC	\$ 110.26
	131270	CALCIUM CHLORIDE,50 LB BAG	5.000 BAG	\$ 44.55	0.000 BAG	\$ 0.00
	Result		5.000 BAG	\$ 44.55	356.000 *	\$ 1,197.70
7/3/2013	130970	ENVELOPE,INT-OFFIC,STD-504,10X15,500/CAR	0.000 CAR	\$ 0.00	5.000 CAR	\$ 317.70
	130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	0.000 PAC	\$ 0.00	5.000 PAC	\$ 14.25
	131270	CALCIUM CHLORIDE,50 LB BAG	0.000 BAG	\$ 0.00	56.000 BAG	\$ 498.96
	131272	CHEMICAL SODA ASH SODIUM CARBONATE 50	0.000 BAG	\$ 0.00	30.000 BAG	\$ 474.75
	Result		0.000 BAG	\$ 0.00	96.000 *	\$ 1,305.66

DAILY GR REPORT (NON-INVENTORY)

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a chronological listing of Goods Receipts for a specific calendar month. The key figures displayed are Receipt Quantity, and Receipt Value, by Calendar Day, and material. Input parameters include Calendar Year/Month, Business Area, Plant, Material, and Material Group. A jump to Material Movements Detail is available by material. Additional information about the material can be found on that report. From there a jump to the PO display, transaction ME23N in R/3, can be made.

Select Values for Variables

Available Variants:

DP_4 - Daily GR Report (Non-Inventory)

Calendar Year/Month(*) 07/2013

Business Area(*) General Services

Plant

Material

Material Group

OK Cancel Check

Daily GR Report (Non-Inventory)

Business Area	15 Gene	Query Technical Name	YZIC_M03_Q6052
Calendar Day		Changed At	2/10/2013 07:13:43
Material		Status of Data	11/26/2013 04:16:13
Material Category		Current User	P00026009
Material Group		Last Refreshed	11/26/2013 14:41:00
Material Type		Calendar Year/Month	07/2013
Plant			
PO Number		Stock type	V
Vendor			
Key Figures			

Calendar Day	Material		GR Quantity	GR Value
7/1/2013	295512	IMPRESSIONS,750001 AND OVER	150,000.000 EA	\$ 13,500.00
	#	Not assigned	4,243.953 *	\$ 1,447,316.01
7/2/2013	263339	ENVELOPE,117,#10,2WN,500/BX	100.000 BOX	0.00
	301761	ENVELOPE, K47, PW,8.875X5.75,BR, 1000/BX	100.000 BOX	0.00
	317608	ENVELOPE,PWBR,19C,2500/CARTON	2.000 CAR	0.00
	323230	ENVELOPE,K,6x9.5CNR,2WN,PWENVK41,1000/BX	40.000 BOX	0.00
	329148	ENVELOPE,120,#10,2WN,P2,500/BX	255.000 BOX	0.00
	#	Not assigned	4,631.213 *	\$ 89,431.37
7/3/2013	131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	25.000 EA	\$ 36.50
	263347	ENVELOPE,133,#9,WN,BR,P2,MLRM,500/BX	40.000 BOX	0.00
	319198	ENVELOPE,49,#10,CC,WN,CC,500/BX	4.000 CAR	0.00
	#	Not assigned	2,108,109.660 *	\$ 2,365,017.81

MOVEMENTS DETAIL

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays a numerical listing of PO's by Calendar Day. The key figures displayed are Receipt Quantity, Receipt Value, Issue Quantity, and Issue Value. Input parameters include Calendar Year/Month, Business Area, Material, Plant, and Storage Location. A jump to Material Movement Detail is available by material. Additional information about the material can be found on that report. From there a jump to the PO display transaction ME23N in R/3 can be made.

Select Values for Variables

Available Variants:

DP_4 - Movements Detail

Calendar Year / Month(*): 01/2000 - 06/2012

Material(*): 130970

Business Area(*): 15

Plant:

Storage Location:

OK Cancel Check

Movements Detail					
Business Area	15 General Services	Material Type	Query Technical	YZIC_M03_Q605	
Calendar Day		Movement Typ	Changed At	2/10/2013 07:13:4	
Calendar Year / Month	01/2000..06/2012	Plant	Status of Data	11/26/2013 04:16:*	
Material	130970 ENVELOPE,INT-OFFIC,STD-504	PO Number	Current User	P00026009	
Material Category		Storage Locati	Last Refreshed	11/26/2013 15:14:3	
Material Document		Vendor			
Material Group		Key Figures		,Receipts Qty,Receipts Value,Issues Qty,Issues V	

PO Number	Calendar Day	Receipts Qty	Receipts Value	Issues Qty	Issues Value
4200001679	9/9/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 41.03
4200001709	9/9/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 41.03
4200001824	9/11/2002	0.000 CAR	\$ 0.00	8.000 CAR	\$ 328.25
4200001854	9/24/2002	0.000 CAR	\$ 0.00	2.000 CAR	\$ 82.06
4200002627	9/27/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 41.03
4200002780	9/28/2002	0.000 CAR	\$ 0.00	10.000 CAR	\$ 410.32
4200003085	10/8/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 41.03
4200003147	10/11/2002	0.000 CAR	\$ 0.00	2.000 CAR	\$ 82.06
4200003247	10/11/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 41.03
	12/2/2002	0.000 CAR	\$ 0.00	(1.000) CAR	\$ (44.67)
	12/3/2002	0.000 CAR	\$ 0.00	1.000 CAR	\$ 44.67
	12/10/2002	0.000 CAR	\$ 0.00	(1.000) CAR	\$ (44.67)

SHOPPING CARTS STILL TO BE APPROVED

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays all SC's that have not been approved, or rejected. The number of days the SC has been awaiting approval is displayed on this workbook. Input parameters include SC Number and/or Created on Date. Additional information about a SC can be obtained by jumping to the SC Overview query. Contains SRM data only.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - Shopping Carts Still To Be Approved

Created On Date:

Shopping Cart:

OK Cancel Check

Shopping Carts Still To Be Approved

Status of Data 11/26/2013 04:15:59 Last Refreshed 11/26/2013 15:43:55

Filter Information

Information

Author	C-KMOGAL	Last Refreshed	11/26/2013 15:43:55
Current User	P00026009	Key Date	11/26/2013
Last Changed by	C-VKRISHNA	Changed At	10/27/2013 00:11:08
InfoProvider	ZPSSC_M01	Status of Data	11/26/2013 04:15:59
Query Technical	YZPSSC_M01_Q5005	Relevance of Data (Date)	11/26/2013
Query Descriptio	Shopping Carts Still To Be Approved	Relevance of Data (Time)	04:15:59

Query and Input Restrictions

Created On Date Empty Demarcation
 Shopping Cart Empty Demarcation
 SC Approval Stat]Not assigned[,]APPR[,]RELR[

Table

SC Number	SC Name	SC Approval Status	Approved SC Value (Net)	Number of Days for Approval
10000134	GOLDSTEIN 08/29/2006 ASAP TIVOLI	Awaiting Approval	\$ 0.00	2,646
10000178	SIBEL 2-A	Awaiting Approval	\$ 0.00	2,645
10000187	SIBEL 3-A	Awaiting Approval	\$ 0.00	2,645
10000188	SIBEL 3-B	Awaiting Approval	\$ 0.00	2,645
10000192	SIBEL 2-B	Awaiting Approval	\$ 0.00	2,645
10000550	P00460343 08/31/2006 11:03	Awaiting Approval	\$ 0.00	2,644
10000839	SAMPLE	Awaiting Approval	\$ 0.00	2,644
10000962	DIETARY-CELERY,STICKS 09/12/06	Awaiting Approval	\$ 0.00	2,644
10000992	PSC STOCK - CALL MEMORANDUM TABLETS	Awaiting Approval	\$ 0.00	2,644

OVERVIEW OF SHOPPING CART APPROVALS

Business Information Warehouse
 Role Name: Procurement Reporting

This workbook displays all SC's approved by the approver chosen in the input parameters. It also displays information on the SC Creation Date, First Approval Date, Last Approval Date, Approval Time in Days, Number of Approval Steps, and the Approved SC Value. SC Date and SC Approval Status are optional drill downs. Additional information about a SC can be obtained by jumping to the SC Overview query. Contains SRM data only.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - Overview Of Shopping Cart Approvals

Approver: Vasquez

Shopping Cart:

Created On Date:

SC Approval Status:

OK Cancel Check

Overview Of Shopping Cart Approvals

Status of Data 12/2/2013 04:09:57 Last Refresh 12/2/2013 10:55:51

Filter Information

Filter	
Approver	
First Approval Date	
Last Approval Date	
SC Approval Status	
SC Date	
SC Name	
SC Number	
Key Figures	

Query and Input Restrictions		Conditions and Exceptions
Created On Date	Empty Demarcation	
SC Approval Stat	Empty Demarcation	
Approver	Vasquez	
Shopping Cart	Empty Demarcation	

Table								
SC Number	SC Name	Approver	SC Date	First Approval Date	Last Approval Date	Approval Time in Days	Approved SC Value (Net)	
11559326	CAI CONSULTANT REDO 10/29/2013 ITS/JCRUP	Vasquez	10/29/2013	10/29/2013	10/29/2013	0	\$ 62,824.090	
11561720	CDWG CPU DRIVES 10/31/2013 ITS/JCRUP	Vasquez	10/31/2013	10/31/2013	10/31/2013	0	\$ 36,590.945	
Overall Result						0	\$ 10,357.80	

SHOPPING CART STATUS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays SC Value, and SC Quantity by the SC Processing Status. Input parameters include Business Area, Plant, Created on Date, SC Processing Status, and Requester. Contains SRM data only.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - Shopping Cart Status

Business Area(*) General Services

Created On Date

Plant

SC Processing Status

Requester

Filter	
Approver	
Business area	
Cost Center	
Fund	
Funds center	
G/L Account	
Plant	
Product Category	
Product Category ID	
Product Description	
Product ID	
Purchasing Group	
Purchasing Organiza	
Requester	
SC Approval Status	
SC Date	
SC Item Number	
SC Name	
SC Number	
SC Processing Stat	
SC Transfer Status	
Transaction Type	
Key Figures	Net SC Value

Shopping Cart Status

Status of Data 12/2/2013 04:09:5 Last Refreshed 12/2/2013 11:13:27

Query and Input Restrictions

Business Area 15

SC Processing Status Empty Demarcation

Plant Empty Demarcation

Requester Empty Demarcation

Table		
SC Processing Status	Net SC Value	SC Quantity
Held	\$ 125,463.40	59.0 *
Deleted	\$ 439,038,264.14	49,649,558.8 *
Shopping cart ordered	\$ 41,115,253.29	9,166,537.3 *
Overall Result	\$ 480,278,980.83	58,816,155.1 *

SHOPPING CART OVERVIEW

Business Information Warehouse

Role Name: Procurement Reporting

This workbook gives you an overview of selected SC's by Business Area. Input parameters include Business Area, Plant, Vendor, Created on Date, Catalog, Product Category, SC, Product ID, and SC Status. Additional SC details (SC Quantity, number of items in a SC, number of SC's) can be added by right clicking on key figures in the, "Query Properties" menu to display on the report. Contains SRM data only.

Select Values for Variables

Available Variants: [Dropdown]

DATA_PROVIDER_1 - Shopping Cart Overview

Business Area(*)	15	General Services
Plant	1504	DGS Bureau of Procurement
Fund		
G/L Account		
Vendor		
Created On Date		
Catalog		
Product Category		
Shopping Cart		
Product ID		
SC Processing Status		
Purchasing Group		

OK Cancel Check

Shopping Cart Overview

Status of Data: 12/2/2013 04:09:57 Last Refreshed: 12/2/2013 11:39:58

Filter Information

Filter	Conditions and Exceptions
Approver	
Asset	
Business Area	
Catalog	
Commitment item	
Contract ID	
Contract Item Number	
Cost Center	
Functional area	
Fund	
Funds center	
G/L Account	
Internal Order	
Main Asset Number	
Manufacturer Name	
Manufacturer Part Number	
P-Card Company	
P-Card Number	

Query and Input Restrictions				Conditions and Exceptions		
Created On Date	Empty Demarcation	Purchasing Group	Empty Demarcation			
G/L Account	Empty Demarcation	SC Processing Status	Empty Demarcation			
Business Area	15	Product Category	Empty Demarcation			
Plant	1504	Product ID	Empty Demarcation			
Fund	Empty Demarcation	Shopping Cart	Empty Demarcation			
Vendor	Empty Demarcation	Catalog	Empty Demarcation			

Table						
Business Area	SC Name	SC Number	SC Processing Status	SC Date	SC Value	
15	General Services	EDINBOR UNIVERSITY - 406-51-87	11545533	Shopping cart ordered	9/26/2013	\$ 299,990.00
		EDINBORO UNV. - 406-51-106	11543980	Shopping cart ordered	9/23/2013	\$ 84,991.80
		EDINBORO UNV. - 406-51-87	11490739	Shopping cart ordered	5/21/2013	\$ 289,990.00
		KUTZTOWN 450101	11380590	Shopping cart ordered	9/27/2012	\$ 78,210.95
		P00658339 10/05/2012 13:08	11384676	Shopping cart ordered	10/5/2012	\$ 25.86
		SMARTUPS	11457086	Shopping cart ordered	3/13/2013	\$ 365.35
Overall Result						\$ 753,573.96

SHOPPING CART WITHOUT FOLLOW-ON DOCUMENTS

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays all SC's without follow-on documents. Additional information about the SC, like Purchasing Group, SC Date, SC Processing Status, SC Transfer Status, and Vendor (to name a few) can be obtained by adding items available in the navigation block. This workbook is especially helpful at fiscal year end when approving outstanding SC's is essential. Contains SRM data only.

Select Values for Variables

Available Variants: [Dropdown]

DATA_PROVIDER_1 - SCs Without Follow-On Documents

Day Interval: [Dropdown] [Copy]

Business Area: [15] [Dropdown] [Copy] General Services

Vendor Number: [Dropdown] [Copy]

Purchasing Group: [Dropdown] [Copy]

Product Category: [Dropdown] [Copy]

Product ID: [Dropdown] [Copy]

[OK] [Cancel] [Check]

SCs Without Follow-On Documents

Status of Data: 12/2/2013 04:09:57 Last Refreshed: 12/2/2013 12:34:09

[Filter] [Information]

Filter	
Acct Assignment Cd	
Business Area	
Commitment item	
Cost Center	
Functional area	
Fund	
Funds center	
G/L Account	
Grant Number	
Order	
P-Card Company	
P-Card Number	
Product Category	
Product Category ID	
Product Description	
Product ID	
Purchasing Group	
SC Approval Status	
SC Date	
SC Item Number	
SC Number	
SC Processing Stat	
SC Transfer Status	
Vendor	
WBS Element	
Key Figures	

Query and Input Restrictions		Conditions and
Vendor Number	Empty Demarcation	
Purchasing Group	Empty Demarcation	
Business Area	General Services	
Product Category	Empty Demarcation	
Product ID	Empty Demarcation	
Day Interval	Empty Demarcation	
Follow-On Document	#	

SC Number	SC Date	Business Area	SC Value	SC Quantity
10000685	8/31/2006	15	General Services \$ 1,265.28	4.0 EA
10004639	9/5/2006	15	General Services \$ 187.98	5.0 EA
10015470	9/12/2006	15	General Services \$ 651.90	2.0 EA
10016834	9/13/2006	15	General Services \$ 33.00	1.0 EA
10025673	9/21/2006	15	General Services \$ 27.09	3.0 EA
10027402	9/25/2006	15	General Services \$ 226.10	18.0 EA
10036010	10/4/2006	15	General Services \$ 67.50	2.0 EA
10095177	11/12/2007	15	General Services \$ 73.46	1.0 EA
10117563	2/21/2007	15	General Services \$ 2,662.00	200.0 EA
10238289	9/5/2007	15	General Services \$ 8,864.93	102.0 *
10241328	9/10/2007	15	General Services \$ 6,519.80	14.0 EA
10280535	11/5/2007	15	General Services \$ 96,260.76	2,388.0 CS
10292422	11/26/2007	15	General Services \$ 1,798.43	6.0 *
10307429	12/19/2007	15	General Services \$ 24.86	1.0 TS
10342547	2/8/2008	15	General Services \$ 135.23	1.0 H
10343537	2/11/2008	15	General Services \$ 1,440.00	12.0 MON

CONTRACTS BY VENDOR

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays the Target Value, PO Value Against Contract, Open Target Value (%), Target Quantity, PO Quantity Against Contract, Open Target Quantity (%), Target Quantity, PO Quantity Against Contract, Open Target Quantity (%) by Vendor, and Contract ID. Input parameters include Vendor Number, Contract Number, Product Category, Product ID, Created on Date, and End Date of Contract. The reports main page is filtered to display only header data. A second page is included to display line item data only. Deleted line items and GOA's have been excluded from the report. Contains SRM data only.

Select Values for Variables

Available Variants:

DATA_PROVIDER_1 - Contracts By Vendor

Vendor:

Product ID:

Created On Date:

Contract Number:

Product Category:

End Date of Contract:

Contract Start Date:

Contracts By Vendor

Status of Data: 12/2/2013 04:2 Last Refreshed 12/2/2013 13:17:02

Filter	
Contract ID	
Created On Date	
Item Number Contra	
Processing Status	
Prod.No.Bus.Partne	
Product Category ID	
Product Category	
Product Description	
Product ID	
Product	
Purchasing Group	
Purchasing Organiz	
Transaction Type	
Validity Period End	
Validity Period Start	
Vendor (BP)	
Vendor	
Key Figures	Header Target

Query and Input Restrictions		Conditions and Exceptions	
End Date of Contract	Empty Demarcation		
Contract Start Date	Empty Demarcation		
Created On Date	Empty Demarcation		
Product Category	Empty Demarcation		
Product ID	Empty Demarcation		
Vendor	Empty Demarcation		
Contract Number	Empty Demarcation		
Doc. Characteristics]Global Outline Agree[

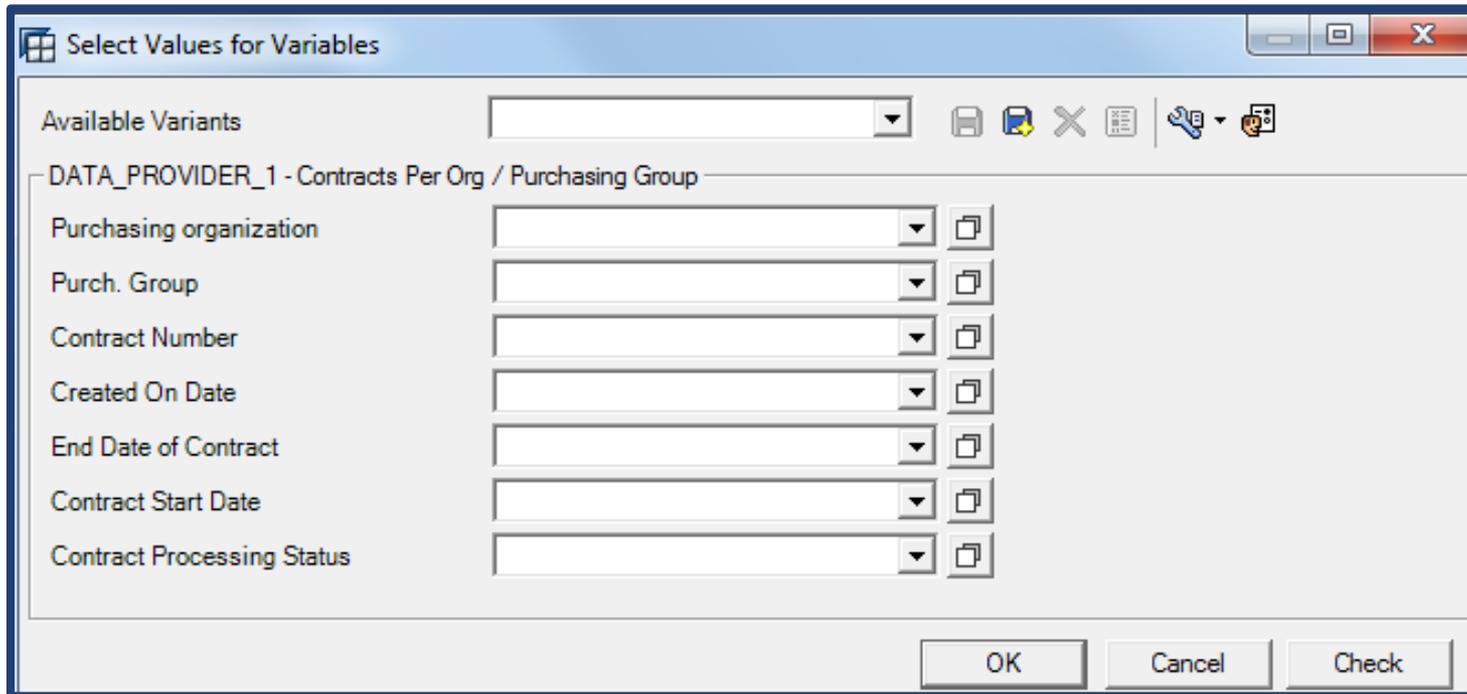
Table						
Vendor (BP)	Contract ID	Header Target Value	PO Value Against Contract	Open Target Value (%)	Target Quantity	PO Quantity Against Contract
CAMPBELL CONTRACT	4400012511	\$ 10,500.00	\$ 0.00	200.00000 %	0.000 EA	0.000
	4400012682	\$ 25,000.00	\$ 0.00	200.00000 %	0.000 EA	0.000
	4600010471	\$ 200,000.00	\$ 0.00	500.00000 %	0	0.000
	Result	\$ 235,500.00	\$ 0.00	900.00000 %	0.000 EA	0.000
IDEXX DISTRIBUTION	4600004187	\$ 999,999,999.00	\$ 8,853.00	199.99911 %	0.000 EA	22.000
	Result	\$ 999,999,999.00	\$ 8,853.00	199.99911 %	0.000 EA	22.000
DCI INC	4400007764	\$ 50,000.00	\$ 0.00	900.00000 %	0	0.000
	4400009388	\$ 1,100,000.00	\$ 0.00	800.00000 %	0	0.000
	4600009878	\$ 999,999.00	\$ 33,147.50	596.68525 %	0	51.000
	Result	\$ 2,149,999.00	\$ 33,147.50	2,296.68525 %	0	51.000
RAY TECH INFRARED	4400003213	\$ 133,000.00	\$ 0.00	200.00000 %	0	0.000
	Result	\$ 133,000.00	\$ 0.00	200.00000 %	0	0.000
HORIZON TECHNOLOGY	4400009574	\$ 60,000.00	\$ 38,400.00	2,236.00000 %	602.000 *	279.000
	Result	\$ 60,000.00	\$ 38,400.00	2,236.00000 %	602.000 *	279.000
DTC COMMUNICATIONS	4400000165	\$ 9,750,000.00	\$ 828,232.41	191.50531 %	0	221.000
	4600001974	\$ 1,000,000.00	\$ 0.00	600.00000 %	0.000 EA	0.000
	Result	\$ 10,750,000.00	\$ 828,232.41	791.50531 %	0.000 EA	221.000

CONTRACTS PER PURCHASING ORG/ PURCHASING GROUP

Business Information Warehouse

Role Name: Procurement Reporting

This workbook displays the Number of Days to Contract Expiration, Target Value, PO Value Against Contract, Target Quantity, PO Quantity Against Contract, and Open Target Value (%) by Purchasing Group, Contract ID, Contract Processing Status, and Validity End Period. Input parameters include Purchasing Organization, Purchasing Group, Contract Number, Created on Date, End Date of Contract, and Contract Processing Status. Contract items can be added by right clicking on key figures in the, "Query Properties" menu to add contract items. Deleted line items and GOA's have been excluded from this report. Contains SRM data only.



Select Values for Variables

Available Variants

DATA_PROVIDER_1 - Contracts Per Org / Purchasing Group

Purchasing organization	<input type="text"/>	
Purch. Group	<input type="text"/>	
Contract Number	<input type="text"/>	
Created On Date	<input type="text"/>	
End Date of Contract	<input type="text"/>	
Contract Start Date	<input type="text"/>	
Contract Processing Status	<input type="text"/>	

OK Cancel Check

CONTRACTS PER PURCHASING ORG/ PURCHASING GROUP

Business Information Warehouse

Role Name: Procurement Reporting

Contracts Per Org / Purchasing Group
 Status of Data 12/2/2013 04:23:51 Last Refreshed 12/2/2013 14:46:42

Filter Information

Filter	
Contract ID	
Contract Item Numb	
Contract Processing	
Created on	
Doc. Characteristics	
Error Status	
Product Category	
Product Category ID	
Product Description	
Product	
Product ID	
Purchasing group	
Purchasing org.	
Release Status	
Transaction Type	
Validity Period End	
Validity Period Start	
Vendor	
Vendor Product Num	
Key Figures	Number of Days

Query and Input Restrictions

End Date of Contract Empty Demarcation
 Contract Start Date Empty Demarcation
 Created On Date Empty Demarcation
 Purchasing organiza Empty Demarcation
 Contract Processing Empty Demarcation
 Purch. Group Empty Demarcation
 Contract Number Empty Demarcation
 Doc. Characteristics]Global Outline Agree[

Conditions and Exceptions

Target Value: \$0.00 to \$5000.00	Inactive
Target Value: \$5001.00 to \$10,000.00	Inactive
Target Value: \$10,001.00 to \$25,000.00	Inactive
Target Value: \$25,001.00 to \$50,000.00	Inactive
Target Value: \$50,001.00 to \$100,000.00	Inactive
Target Value: \$100,001.00 and up	Inactive

Table

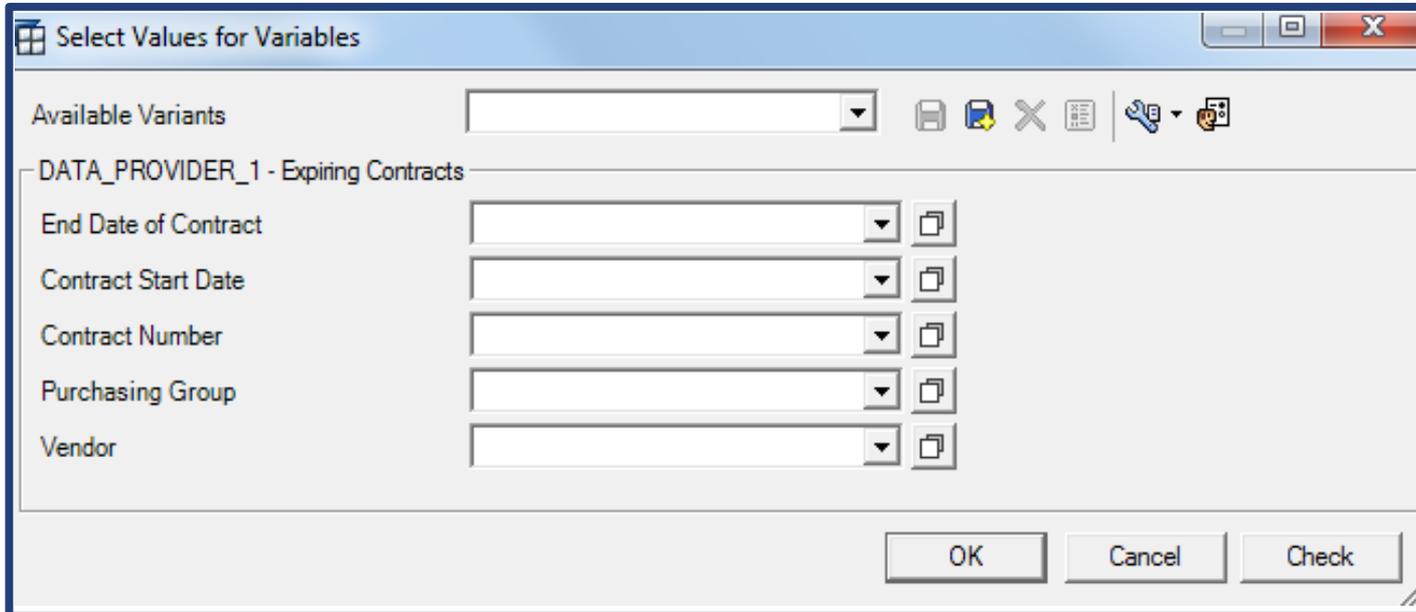
Purchasing group	Contract ID	Contract Processing Status	Validity Period End	Number of Days to Contract Expiration	Header Target Value	PO Value Against Contract	Target Quantity	PO Quantity Against Contract	Open Target Value (%)	Contract Items	
100	OA Central	4400000454	Released	6/30/2008	-1,981	\$ 1,000.00	\$ 1,000.00	0.0000	477.000 ERR	300.00 %	3
		4400000467	Released	9/30/2008	-1,889	\$ 50,000.00	\$ 27,912.85	0.0000	1,212.450 ERR	344.17 %	3
		4400000472	Released	9/30/2008	-1,889	\$ 410,000.00	\$ 371,067.55	0.0000	23,955.489 ERR	309.50 %	3
		4400000475	Released	9/30/2008	-1,889	\$ 235,000.00	\$ 131,629.27	0.0000	10,707.339 ERR	343.99 %	3
		4400000477	Released	9/30/2008	-1,889	\$ 80,000.00	\$ 79,690.85	0.0000	3,683.235 ERR	300.39 %	3
		4400000485	Released	9/30/2008	-1,889	\$ 157,000.00	\$ 127,526.21	0.0000	10,351.503 ERR	318.77 %	3
		4400000487	Released	9/30/2008	-1,889	\$ 50,000.00	\$ 13,398.25	0.0000	706.850 ERR	373.20 %	3
		4400000490	Released	6/30/2008	-1,981	\$ 300,000.00	\$ 69,511.44	0.0000	3,551.640 ERR	376.83 %	3
		4400000491	Released	9/30/2008	-1,889	\$ 85,000.00	\$ 81,728.40	0.0000	6,006.707 ERR	303.85 %	3

EXPIRING CONTRACTS

Business Information Warehouse

Role Name: Procurement Reporting

You can use this workbook to more precisely analyze the validity period of contracts that are about to expire or have already expired. Input parameters include End Date of Contract, Contract Number, Vendor Number, and Purchasing Group. Conditions on the workbook allow it to be filtered by Expired Contracts, Contracts Expiring 0 - 90 Days, Contracts Expiring 91-180 Days, Contracts Expiring 181-365 Days or Contracts Expiring > 365 Days. Two separate reports are available. The workbook automatically runs the report for Header information only. Line item information is available on the second worksheet. Contains SRM data only.



Select Values for Variables

Available Variants

DATA_PROVIDER_1 - Expiring Contracts

End Date of Contract

Contract Start Date

Contract Number

Purchasing Group

Vendor

OK Cancel Check

EXPIRING CONTRACTS

Business Information Warehouse

Role Name: Procurement Reporting

Expiring Contracts
 Status of Data 12/2/2013 04:2 Last Refreshed 12/2/2013 15:54:20

Filter Information

Filter	
Contract ID	
Contract Item Numb	
Contract Processing	
Created On Date	
Doc. Characteristics	
Item Released	
Order unit	
Product Category	
Product Category ID	
Product Description	
Product ID	
Purchasing group	
Purchasing org.	
Transaction Type	
Validity Period Start	
Validity Period End	
Vendor	
Vendor Product Num	
Key Figures	Number of Day

Query and Input Restrictions		Conditions and Exceptions	
Purchasing Group	Empty Demarcation	Contracts Expi	Inactive
End Date of Contract	Empty Demarcation	Contracts Expi	Inactive
Contract Start Date	Empty Demarcation	Contracts Expi	Inactive
Vendor	Empty Demarcation	Contracts Expi	Inactive
Contract Number	Empty Demarcation	Expired Contr	Inactive
Doc. Characteristics]Global Outline Agree[

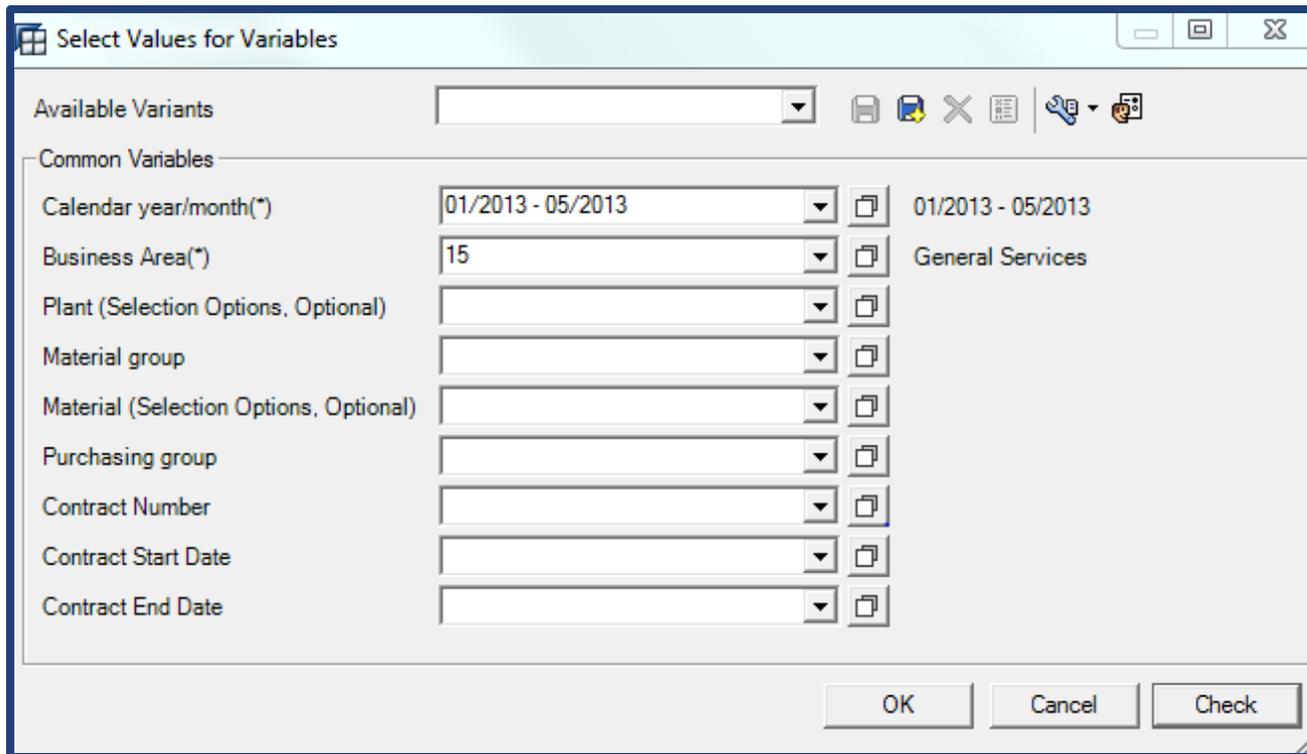
Table										
Validity Period End	Contract ID	Number of Days to Contract Expiration	Header Target Value	PO Value Against Contract	Open Target Value (%)	Target Quantity	PO Quantity Against Contract	Open Target Quantity (%)	Contract Utilization	
12/31/1999	4400000089	-5,085	\$ 1,000.00	\$ 0.00	100.00 %	0.000	0.000	0.00 %	0.00 %	
9/30/2003	4600004287	-3,716	\$ 5,000.00	\$ 0.00	1,000.00 %	0.000 H	0.000 H	0.00 %	0.00 %	
6/30/2004	4600004582	-3,442	\$ 999,999,999.00	\$ 0.00	500.00 %	0.000 H	0.000 H	0.00 %	0.00 %	
	4600004811	-3,442	\$ 999,999,999.00	\$ 0.00	2,000.00 %	0.000 H	0.000 H	0.00 %	0.00 %	
	4600004819	-3,442	\$ 999,999,999.00	\$ 0.00	13,600.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %	
	4600004822	-3,442	\$ 999,999,999.00	\$ 0.00	6,400.00 %	0.000 H	0.000 H	0.00 %	0.00 %	
	4600004826	-3,442	\$ 999,999,999.00	\$ 0.00	2,000.00 %	0.000 H	0.000 H	0.00 %	0.00 %	
	4600005233	-3,442	\$ 999,999,999.00	\$ 0.00	2,700.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %	
4/30/2005	4600004005	-3,138	\$ 0.00	\$ 0.00	0.00 %	9,999,999,999.000 EA	0.000 EA	100.00 %	0.00 %	
6/30/2005	4600004655	-3,077	\$ 999,999,999.00	\$ 0.00	4,700.00 %	0.000 EA	0.000 EA	0.00 %	0.00 %	

CONTRACT TYPE REPORT

Business Information Warehouse

Role Name: Procurement Reporting

Input Parameter Box for the "Contract Type" report



Select Values for Variables

Available Variants

Common Variables

Calendar year/month(*)	01/2013 - 05/2013	01/2013 - 05/2013
Business Area(*)	15	General Services
Plant (Selection Options, Optional)		
Material group		
Material (Selection Options, Optional)		
Purchasing group		
Contract Number		
Contract Start Date		
Contract End Date		

OK Cancel Check

CONTRACT TYPE REPORT

Business Information Warehouse

Role Name: Procurement Reporting

This report contains two worksheets, one containing statewide contracts, and one containing agency contracts. Contract ID, Material Group, and PO Value are displayed on the initial view. Contract filters were applied to the workbook in case the end user wants to modify the types of contracts the report is representing. This report can be used to monitor purchasing activity against statewide contracts. Contains both R/3 and SRM data.

Contract Type Report			
Business area		Plant	Query Technical Name
Calendar day		PO Item Number	Current User
Cal. year / month		PO Number	Changed At
Contract ID		Purch. doc. category	Last Refreshed
Contract Item Number		Purchasing doc. type	Status of Data
Contract Type	Invite To Qualify, Statewide C	Purchasing group	Cal. year / month
Contract Val. End Date		Purchasing org.	Business area
Contract Val. Start Date		Region	Plant (Selection Options, Optional)
Country		SBI (Small Business Ind.)	Material group
Doc. Category		SBI Cert. Exp. Date	Material (Selection Options, Optional)
Item Category		SBI Cert. Start Date	Purchasing group
Material		SBI Re-cert. Date	Contract Number
Material group		Transaction Type	
MBE WBE VBE Indic		Vendor	
MBE WBE VBE Rati		Key Figures	

Contract ID	Material group		PO Value
4400002000	43212100	COMPUTER PRINTERS	\$ 196.00
4400002811	32101622	FLASH MEMORY	\$ 58.60
	43201411	PERIPHERAL COMPONENT	\$ 261.98
	43211600	COMPUTER ACCESSORIES	\$ 813.57
	52161500	AUDIO & VISUAL EQUIP	\$ 72,847.62
	Result		\$ 73,981.77
4400002815	43222609	NETWORK ROUTERS	\$ 529,883.61
4400002818	43222609	NETWORK ROUTERS	\$ 2,107.88
4400002819	43211503	NOTEBOOK COMPUTERS	\$ 65,020.80
	43211507	DESKTOP COMPUTERS	\$ 214,729.39
	Result		\$ 279,750.19

CONTRACT TYPE REPORT

Business Information Warehouse

Role Name: Procurement Reporting

This report contains two worksheets, one containing statewide contracts and one containing agency contracts. Contract ID, Material Group, and PO Value are displayed on the initial view. Contract filters were applied to the workbook in case the end user wants to modify the types of contracts the report is representing. This report can be used to monitor purchasing activity against the agency contracts. Contains both R/3 and SRM data.

Contract Type Report

Business area		Plant	Query Technical Name	YZBBP_MP01_Q50
Calendar day		PO Item Number	Current User	P00026009
Cal. year / month		PO Number	Changed At	2/10/2013 07:13:38
Contract ID		Purch. doc. category	Last Refreshed	5/10/2013 10:55:25
Contract Item Number		Purchasing doc. type	Status of Data	5/10/2013 04:22:33
Contract Type	Agency Local Values, Agency Wide Qty,	Purchasing group	Cal. year / month	01/2013..05/2013
Contract Val. End Date		Purchasing org.	Business area	15
Contract Val. Start Date		Region	Plant (Selection Options, Optional)	Empty Demarcation
Country		SBI (Small Business Ind.)	Material group	Empty Demarcation
Doc. Category		SBI Cert. Exp. Date	Material (Selection Options, Optional)	Empty Demarcation
Item Category		SBI Cert. Start Date	Purchasing group	Empty Demarcation
Material		SBI Re-cert. Date	Contract Number	Empty Demarcation
Material group		Transaction Type		
MBE WBE VBE Indicator		Vendor		
MBE WBE VBE Race		Key Figures		

Contract ID	Material group	Material	PO Value
4600014343	81101508	ARCHITECTURAL ENGINE	\$ 63,505.54
4600015149	81101508	ARCHITECTURAL ENGINE	\$ 83,594.16
Overall Result			\$ 147,099.70

Statewide Contracts
Agency Contracts

CONTRACT USAGE BY GROUPED AMOUNTS

Business Information Warehouse

Role Name: Procurement Reporting

This report provides the PO Value and the Count of PO's on a contract for the requested time frame on the input parameter screen. When the hierarchy on the key figure Count of PO's is expanded the user will see the count of PO's by grouping, based upon dollar value of the PO. Contract's and PO's are pulled from both R/3 and SRM, and are available in this report.

Select Values for Variables

Available Variants:

DP_4 - Contract Usage by Grouped Amounts

Calendar year/month(*) 07/2013 - 12/2013

Business Area(*) General Services

Plant (Selection Options, Optional)

Vendor number

Purchasing group

Contract Number

Material group

Contract End Date

Contract Start Date

OK Cancel Check

Contract Usage by Grouped Amounts

Business area	PO Item Number	Query Technical	YZBBP_MP01LG	Material group	Empty Demarcation
Calendar day	PO Number	Changed At	2/10/2013 07:13:0	Purchasing doc. ty	JECPOI, JUBL, JZCPOI
Cal. year / month	Plant	Status of Data	12/2/2013 04:28:05		
Contract ID	Purch. doc. category	Current User	P00026009		
Contract Item Number	Purchasing doc. type	Last Refreshed	12/2/2013 16:31:23		
Contract Type	Purchasing group	Cal. year / month	07/2013..12/2013		
Contract Val. End Date	Purchasing org.	Business Area	15		
Contract Val. Start Date	SBI (Small Business Ind.)	Plant (Selection	Empty Demarcation		
Doc. Category	SBI Cert. Exp. Date	Vendor number	Empty Demarcation		
Indicator of Origin	SBI Cert. Start Date	Purchasing group	Empty Demarcation		
Material	SBI Re-cert. Date	Contract Number	Empty Demarcation		
Material group	Vendor				
MBE WBE VBE Indicator	Key Figures				
MBE WBE VBE Race					

Contract ID	PO Value	Count of POs	\$0 - 1500	\$1501 - 3000	\$3001 - 5000	\$5001 - 10000	\$10001 - 20000	> \$20001
4400002807	\$ 32,293.23	2	1	0	0	0	0	1
4400002811	\$ 8,805.55	2	0	1	0	0	0	0
4400002815	\$ 49,101.70	1	0	0	0	0	0	1
4400002819	\$ 44,061.82	5	1	1	0	1	2	0
4400003357	\$ 20,844.00	1	0	0	0	0	0	1
4400003361	\$ 107,515.56	3	0	0	0	0	0	3
4400004306	\$ 53.76	1	1	0	0	0	0	0
4400004632	\$ 18,902.44	1	0	0	0	0	0	1

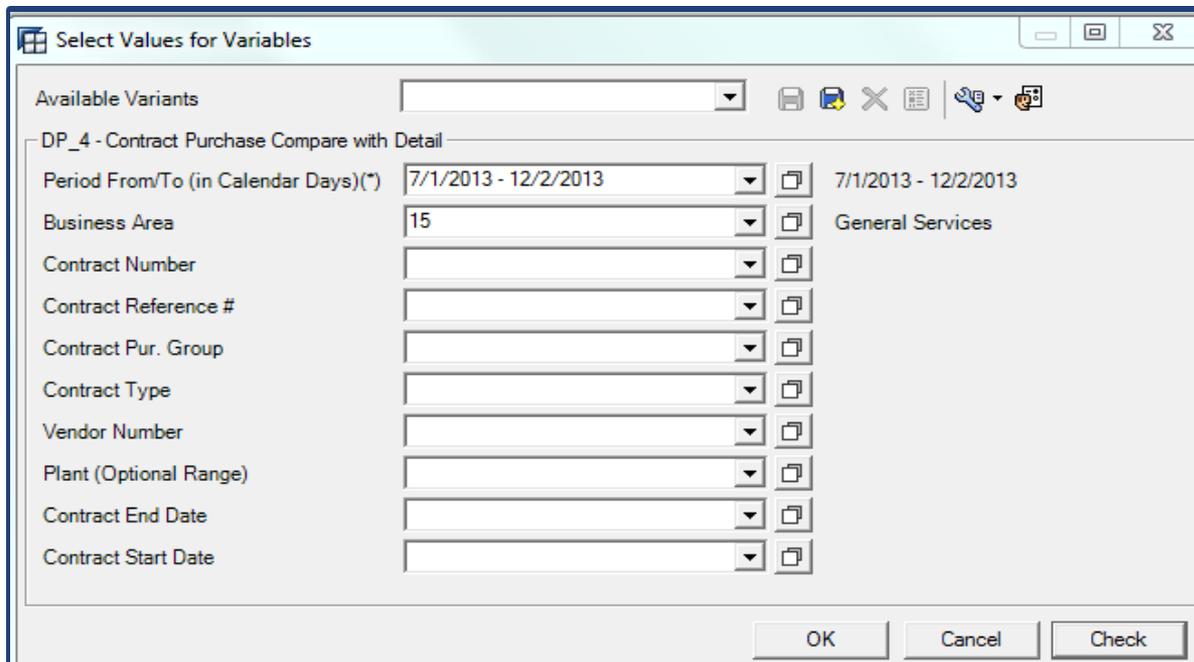
CONTRACT PURCHASE COMPARE WITH DETAIL

Business Information Warehouse

Role Name: Procurement Reporting

This report shows the value of PO's that have been produced against a contract and PO's that were not against a contract. This will assist the agency in evaluating contract usage. The report also shows the Materials purchased, and the Contract Reference Document number. This report is at a detail level so the PO number is available. A jump to R/3 transaction ME23N has been included. PO number must be included in the drilldown for this jump to initiate successfully. The report also contains two conditions that can be activated. PO Against Contract, when activated, will display all materials purchased against a contract. PO Not on Contract, when activated, will display all materials purchased without a contract. When *both* conditions are activated simultaneously, those materials that have been purchased both against, and not against a contract will be displayed. This will assist the user in determining materials that have been purchased without a contract while a contract exists for them. Contains both R/3 and SRM data.

Input Parameter Box for the "Contract Purchase Compare with Detail" report



The screenshot shows a dialog box titled "Select Values for Variables" with a toolbar at the top containing icons for save, copy, paste, and other functions. Below the toolbar, there is a section for "Available Variants" with a dropdown menu. The main area of the dialog is titled "DP_4 - Contract Purchase Compare with Detail" and contains several input fields, each with a dropdown arrow and a copy icon to its right:

- Period From/To (in Calendar Days)(*): 7/1/2013 - 12/2/2013
- Business Area: 15
- Contract Number: (empty)
- Contract Reference #: (empty)
- Contract Pur. Group: (empty)
- Contract Type: (empty)
- Vendor Number: (empty)
- Plant (Optional Range): (empty)
- Contract End Date: (empty)
- Contract Start Date: (empty)

At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Check".

CONTRACT PURCHASE COMPARE WITH DETAIL

Business Information Warehouse

Role Name: Procurement Reporting

Contract Purchase Compare with Detail

Business area	15 General Services	Material	Query Technic.	YBBP_DS1_Q5015
Calendar day		Material group	Changed At	2/10/2013 07:13:22
Contract ID		Plant	Status of Data	12/3/2013 04:24:52
Contract Doc. Category		PO Number	Current User	P00026009
Contract Pur. Group		Purch. doc. category	Last Refreshed	12/3/2013 15:32:42
Contract Ref. Doc		Purchasing doc. type	Period From/To	7/1/2013..12/2/2013
Contract Type		Purchasing group	Contract Refer	Empty Demarcation
Contract Val. End Date		Purchasing org.	Contract Pur. C	Empty Demarcation
Contract Val. Start Date		Vendor	Contract Type	Empty Demarcation
Item Number Contract		Structure	Plant (Optional	Empty Demarcation
Item No.in Order Doc		Key Figures		

]Stock transport ord.[

,Number Order Items,Order Qty,Order Value

PO Against Contract  Inactive
 PO Not on Contract  Inactive

The two items to the left -- *PO Against Contract* and *PO Not on Contract* are conditions that can be activated by double clicking the 'not active' button. This restricts the report to show purchases made against a contract; those not against a contract; or both. To view items purchased both against Contract and not against Contract, the results area must contain Material and/or Material

Material group	PO Number	PO Against Contract			PO NOT Against Contract		
		Number Order Items	Order Qty	Order Value	Number Order Items	Order Qty	Order Value
10101502 DOGS	4300384330				1	1.0 EA	\$ 5,500.00
12141806 SODIUM NA	4500727876	1	490.0 BAG	\$ 1,930.60			
	4500738442	1	89.8 TON	\$ 5,405.95			
	4500739266	1	294.0 BAG	\$ 1,158.36			
	4500742028	1	686.0 BAG	\$ 2,702.84			
	Result	4	1,559.8 *	\$ 11,197.75			
15101506 GASOLINE/PETROL	4500740129	1	60,200.0 GAL	\$ 153,070.54			
15101601 COAL	4300388770	1	100.0 TON	\$ 19,900.00			
24101501 CARTS	4300383959				2	2.0 EA	\$ 440.00
	4300385868				2	5.0 EA	\$ 799.50
	Result				4	7.0 EA	\$ 1,239.50

CONTRACT PURCHASING GROUP MONITORING

Business Information Warehouse Role Name: Procurement Reporting

This report is intended for use by Purchasing Groups who create contracts and want to monitor their use. This will mainly be used by the Department of General Services to review contract usage. Buyers can see the values or PO's cut against contracts. The initial report screen shows the Contract Purchasing Group, Contract Material Group, Material, Order Value, Confirmed Value, Invoice Value, and Open PO Value %.

Mandatory selections for, "Period" (date range), and "Contract Purchasing Group," must be made when this report is executed. **NOTE:** In the navigation (drill-down) area of the report, the only characteristics associated with the Contract are Item Number Contract, Contract Type, and Contract Purchasing Group. All other characteristics relate to the PO are created off the contract. Contains both R/3 and SRM data.

Select Values for Variables

Available Variants:

DP_4 - Contract Purchasing Group Monitoring

Period From/To (in Calendar Days)(*): 7/1/2013 - 12/2/2013

Contract Purchasing Group (Optional..):

Contract Type (Selection Option, Opti..):

Material group:

Material (Selection Options, Optional):

Vendor Number:

PO Number (Selection Option, Optio..):

Contract End Date:

Contract Start Date:

OK Cancel Check

Contract Purchasing Group Monitoring

Business area	Material group	Query Technical Nan	YBBP_DS1_G5009
Calendar day	Plant	Changed At	2/10/2013 07:13:21
Contract ID	PO Number	Status of Data	12/3/2013 04:24:52
Contract Pur. Group	Purch. doc. category	Current User	P00026009
Contract Type	Purchasing doc. type	Last Refreshed	12/3/2013 16:05:42
Contract Validity End Date	Purchasing group	Calendar day	7/1/2013..12/2/2013
Contract Validity Start Date	Purchasing org.	Material group	Empty Demarcation
Item Category	Requested Deliv.Date	Material (Selection ID	Empty Demarcation
Item Number Contract	Storage location	PO Number (Selectio	Empty Demarcation
Item No.in Order Doc	Vendor		
Material	Key figures		

Contract Pur. Group	Contract ID	Material group	PO Value	Invoice Value	Open PO Value in %
100	OA Central 4600012447	TECHNICAL SUPPORT/HE	\$ 4,550.00		100
279	DGS Central 4400007622	AIR CONDITIONERS	\$ 14,138.04	\$ 14,138.04	
		ALKALINE BATTERIES	\$ 42.51	\$ 42.51	
		AUTOMOTIVE SPECIALTY	\$ 6,270.00	\$ 6,270.00	
		BATTERY CHARGERS	\$ 410.40	\$ 410.40	
		BENCH VISES	\$ 65.10	\$ 65.10	
		CABLE/WIRE LUGS	\$ 21.66	\$ 21.66	
		CHEMICAL ADHESIVES	\$ 91.56	\$ 91.56	
		CIRCUIT BREAKERS	\$ 1,270.16	\$ 1,270.16	
		CLEANING CLOTHS/WIPE	\$ 218.81	\$ 218.81	
		COMPACT FLUORESCENT	\$ 2,180.04	\$ 2,180.04	

CONTRACT LIST WITH VALIDITY DATES

Business Information Warehouse

Role Name: Procurement Reporting

This report shows a list of all Contracts with their start and end dates. Additional information available includes Contract Reference Document Number, Contract Document Type, Category Purchasing Group, and Creation Date. This report is different from others in that it is a report off of Contract master data. There are no “key figures” (quantities, amounts, etc.) in this report. Contains both R/3 and SRM data.

Select Values for Variables

Available Variants:

DP_4 - Contract List with Validity Dates

Contract Reference #

Select Contract

Contract Type

Contract Pur. Group

Contract Create Date

Contract Start Date

Contract End Date

Vendor number

OK Cancel Check

Contract List with Validity Dates

Contract	Query Technical Narr	ZCONTRACT_IS5000	Contract Reference #	Empty Demarcation
Contract doc. cat	Changed At	2/16/2013 19:10:36	Select Contract	Empty Demarcation
Contract doc. type	Status of Data	12/3/2013 03:56:24	Contract Type	Empty Demarcation
Contract Pur. Group	Current User	P00026009	Contract Pur. Group	Empty Demarcation
Contract Ref. Doc Created on	Last Refreshed	12/3/2013 16:18:25	Contract Create Date	Empty Demarcation
Validity Start Date			Vendor number	Empty Demarcation
Validity End Date			Contract Start Date	Empty Demarcation
Vendor			Contract End Date	Empty Demarcation

Contract	Validity Start Date	Validity End Date
4400000047	3/10/2007	10/17/2008
4400000048	3/10/2007	1/4/2011
4400000061	3/12/2007	3/11/2008
4400000064	4/1/2007	6/30/2012
4400000065	4/1/2007	3/31/2012
4400000070	4/1/2007	3/31/2012
4400000071	4/1/2007	3/31/2012
4400000073	4/1/2007	3/31/2012
4400000074	4/1/2007	6/30/2012
4400000075	3/13/2007	12/31/9999
4400000076	4/1/2007	3/31/2012

Thank You!