

Small & Small Diverse Business Spend Report Instructions

Prerequisites

1. Know your 6-digit Employee ID Number.
2. Obtain: *
 - SAP logon account
 - A BW login account with username and password
 - SAP roles authorization (Procurement role)

* This is generally done through your agency Human Resources.

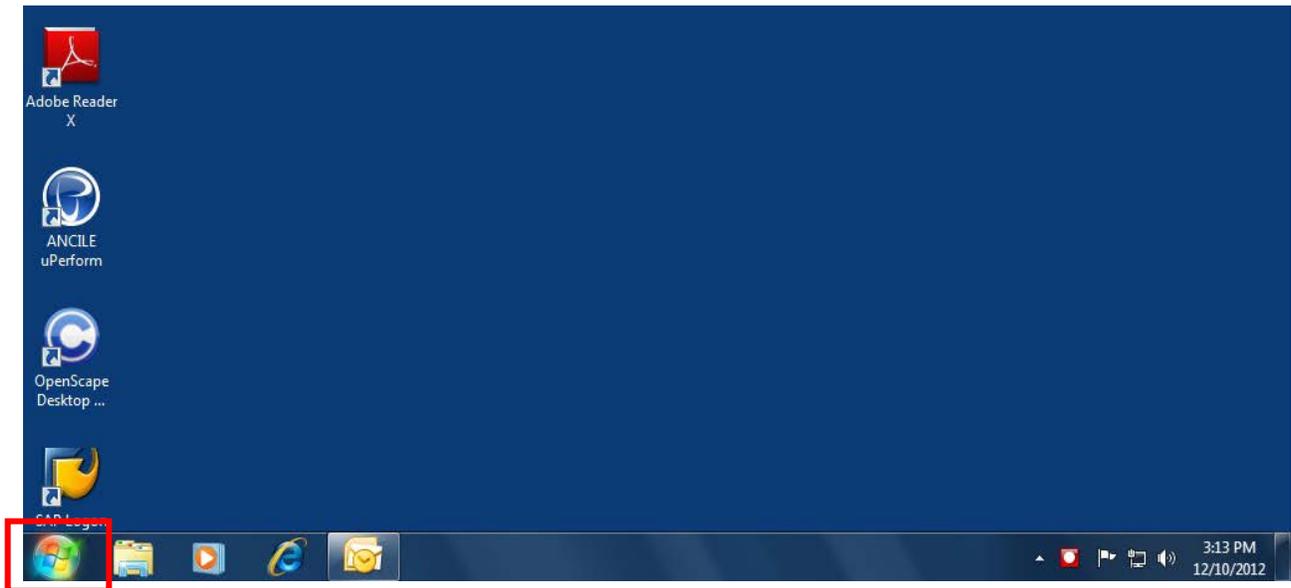
Connecting to BW

Use this procedure to connect to BW to execute a BW report. Basic instructions can be found at http://eniesrwa01.state.pa.us/ucontent/eee82f1695264a7a91a597dd327b5707_en-US/EUP/pdf/index.pdf.

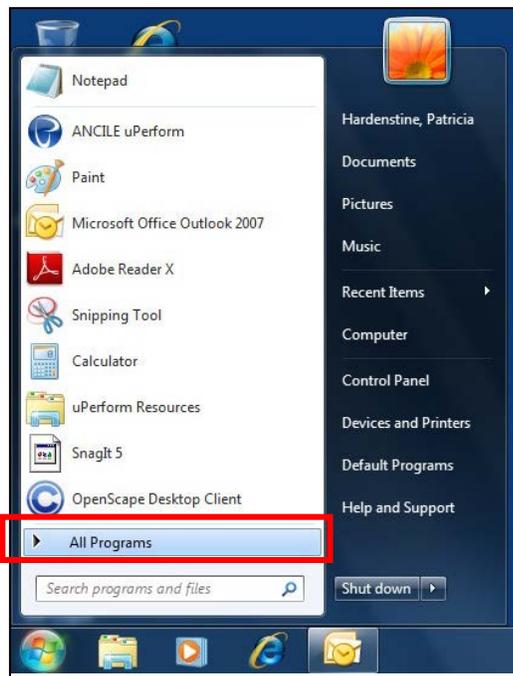
Use the following menu path(s) to begin this process:

Select **Start > All Programs > SAP Business Explorer > Business Explorer > Analyzer > Add-Ins** tab in Excel.

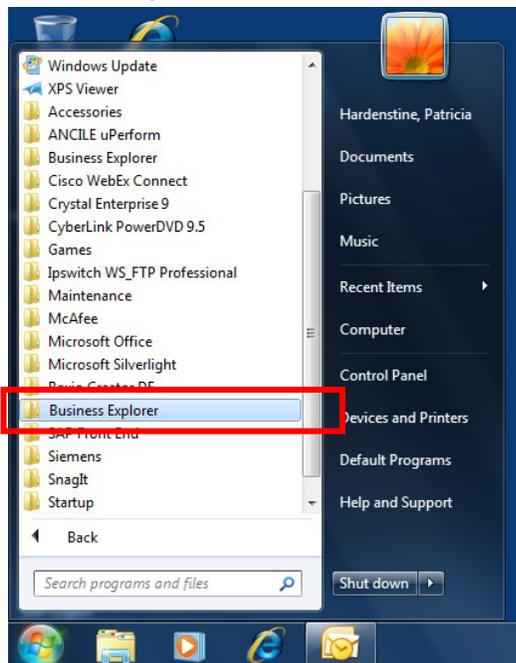
1. **Start** Icon



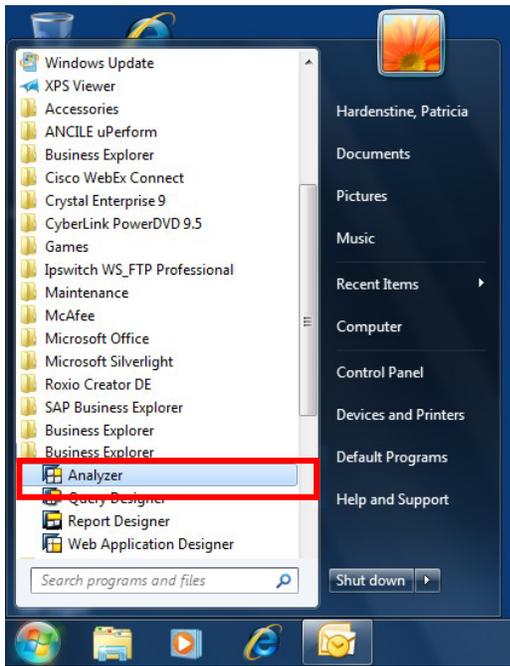
2. All Programs



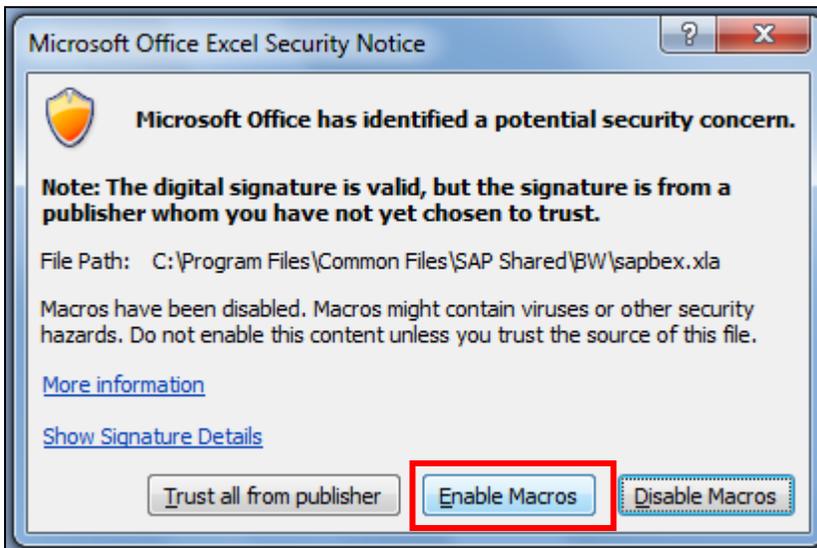
3. Business Explorer



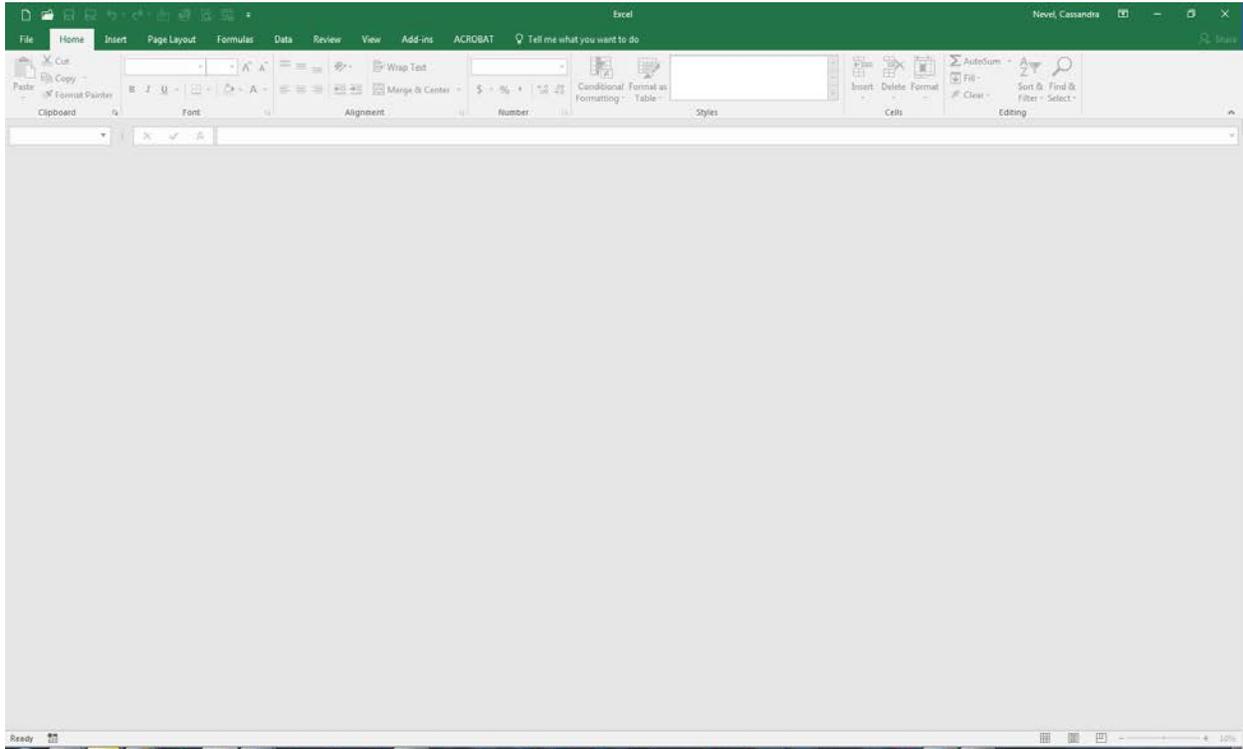
4. Analyzer



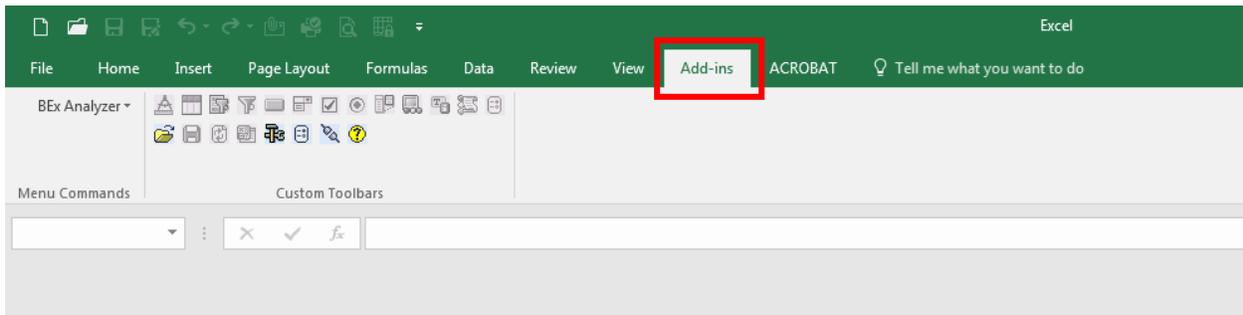
5. Enable Macros



6. Microsoft Excel will appear

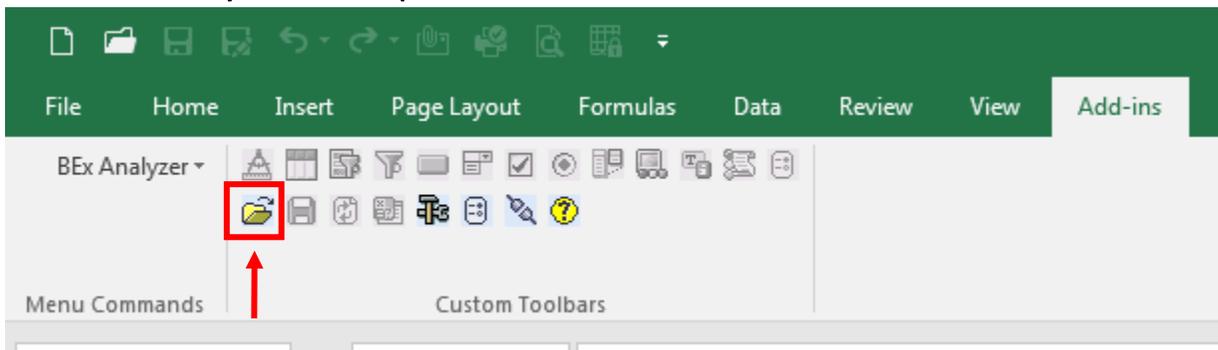


7. Add-Ins

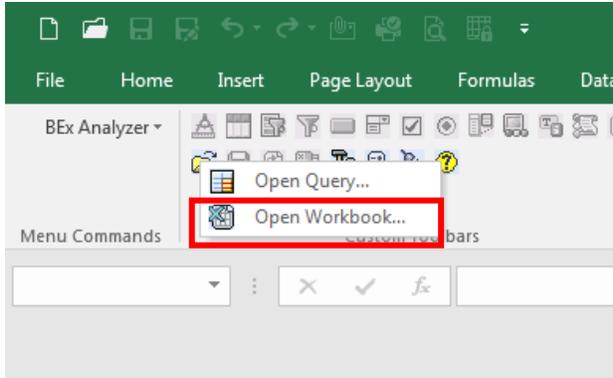


Opening the Report

1. Select the **BEx Analysis Toolbox: Open** icon.

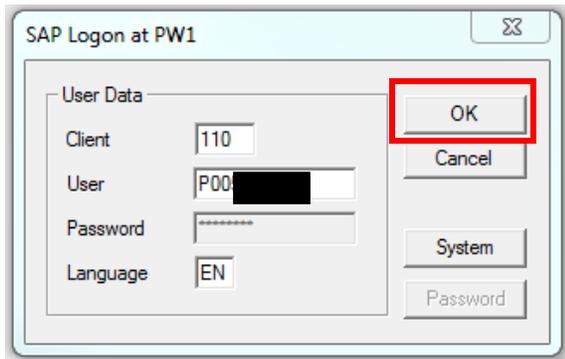


2. Open Workbook...

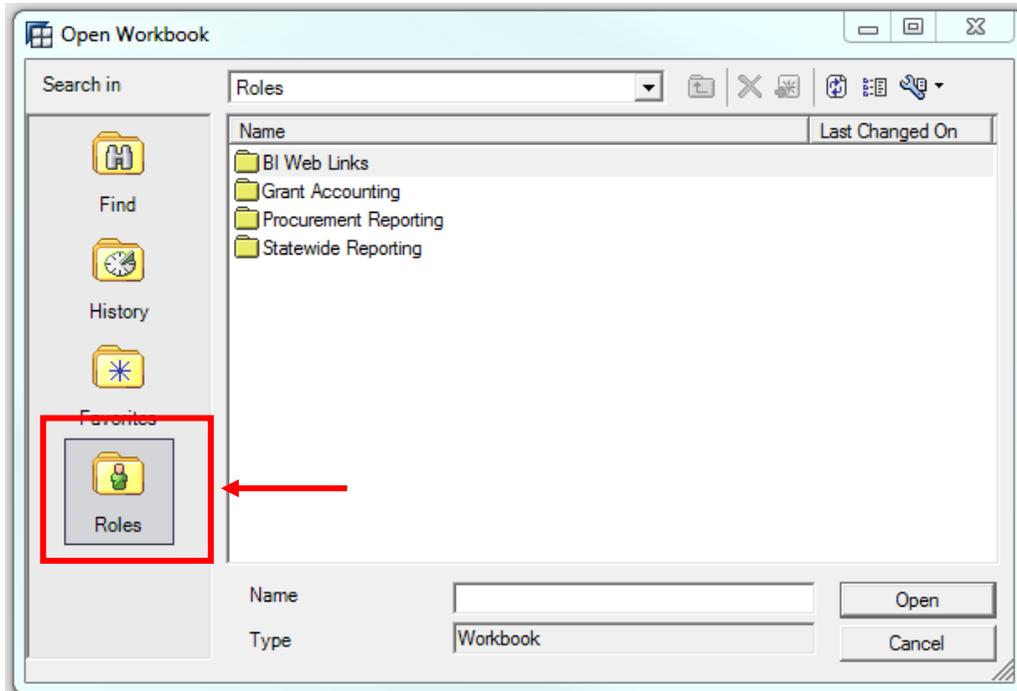


3. Enter your SAP Login information

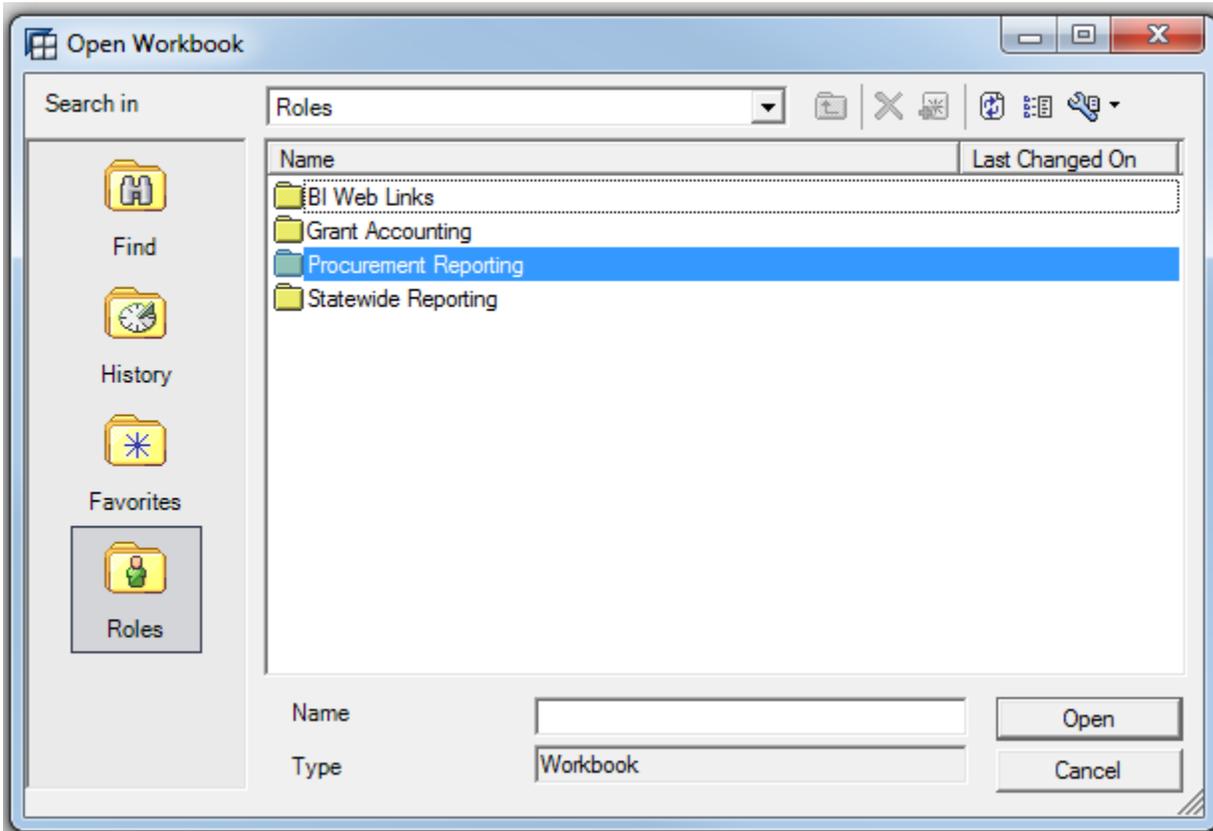
- a. Client "110"
- b. SAP User ID P00XXXXXX (XXXXXX is your Employee ID)
- c. Language "EN" (English)
- d. OK



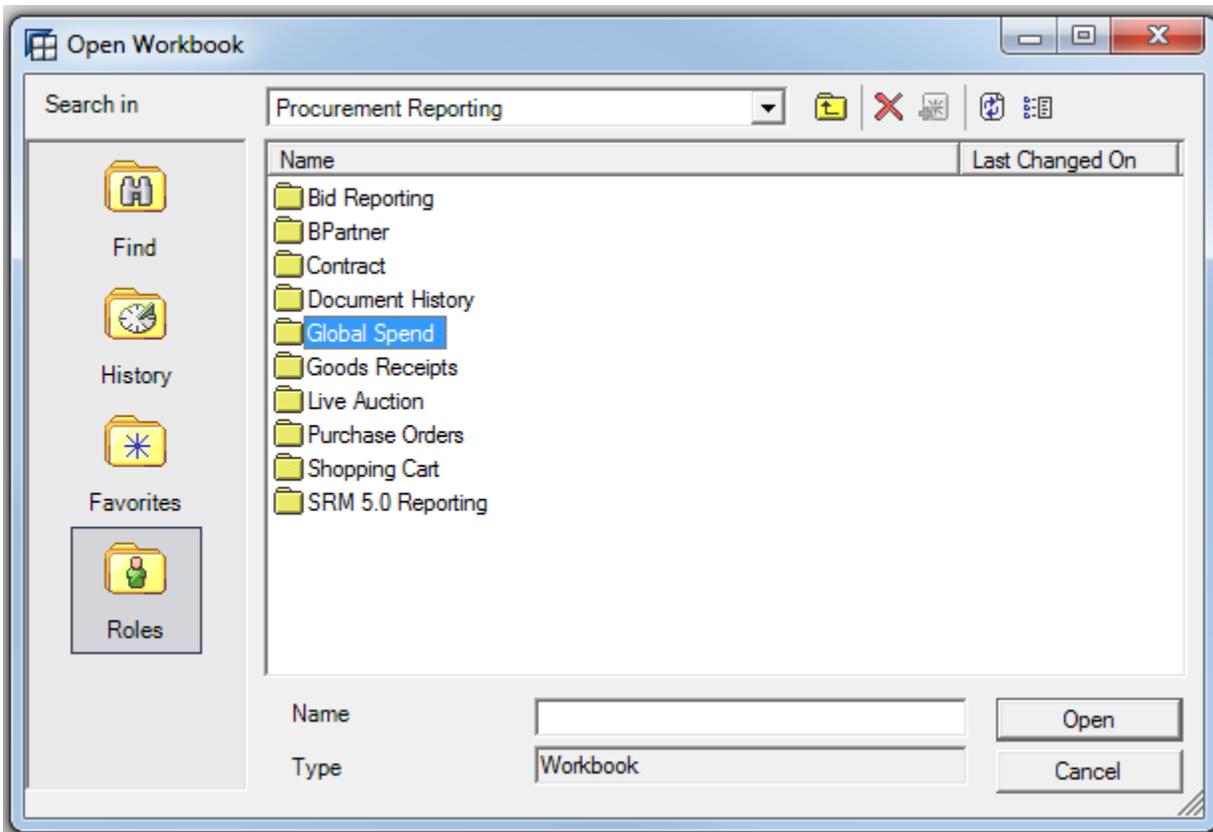
4. Roles



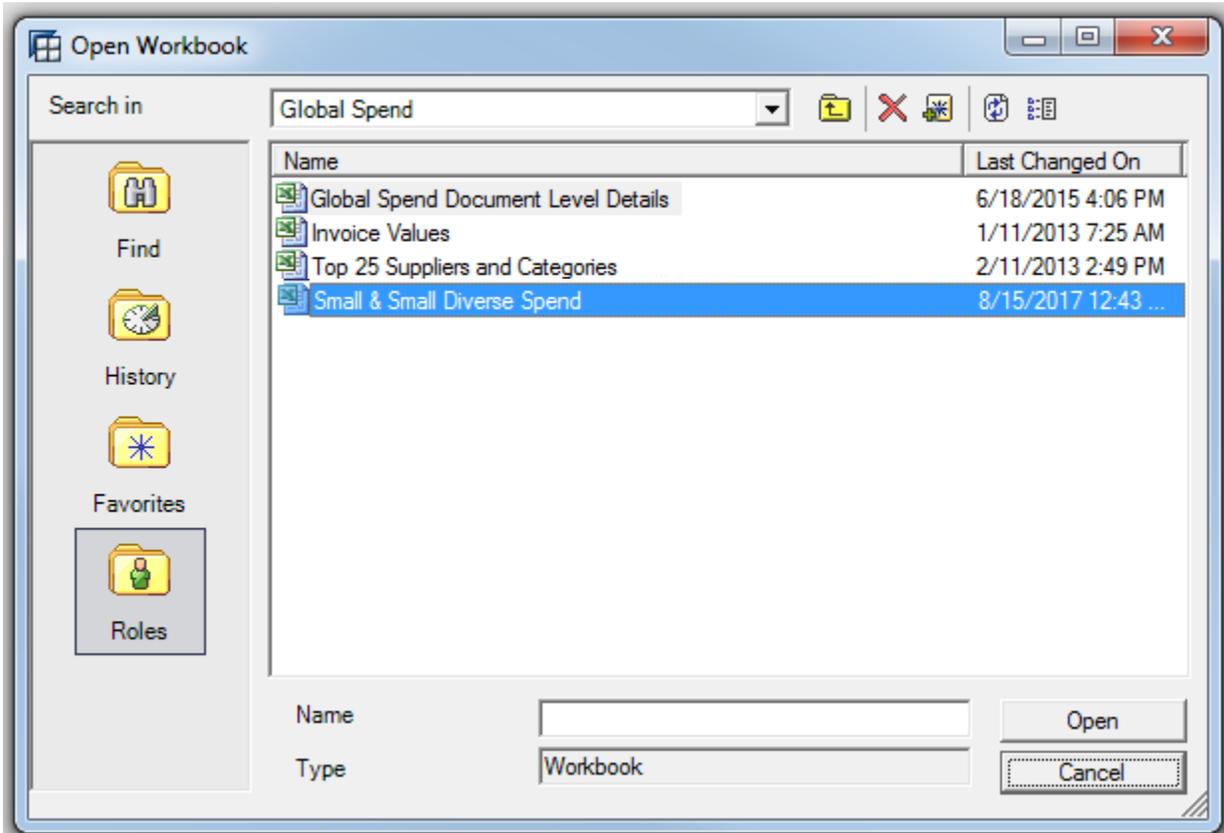
5. Procurement Reporting



6. Global Spend



7. Small & Small Diverse Spend



Small & Diverse Spend Report

Worksheet Overview

Instructions

This worksheet provides basic instructions to run the report.

With CI Hierarchy

This worksheet provides a summary of the Small Diverse Business and Small Business spend and the % of that spend for each business area. Spend will appear only for the business area on which the report is run. All other business areas will be \$0.

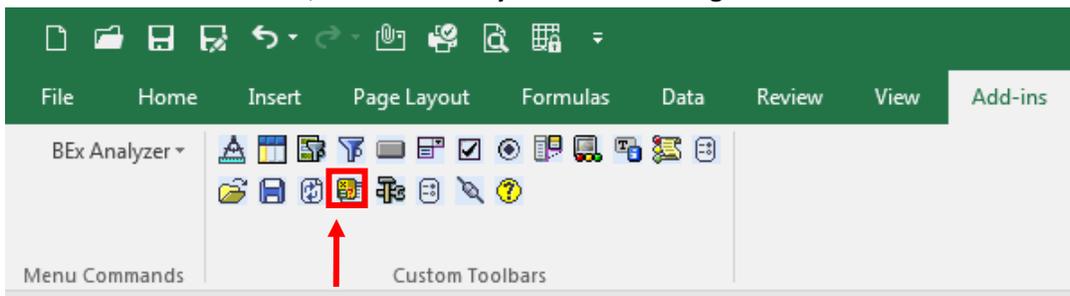
Small & Small Diverse Spend

This worksheet is the payment data on which the With CI Hierarchy summary is based. The payments are associated with specific Commitment Items identified by the Bureau of Diversity, Inclusion & Small Business Opportunities.

Running the Report

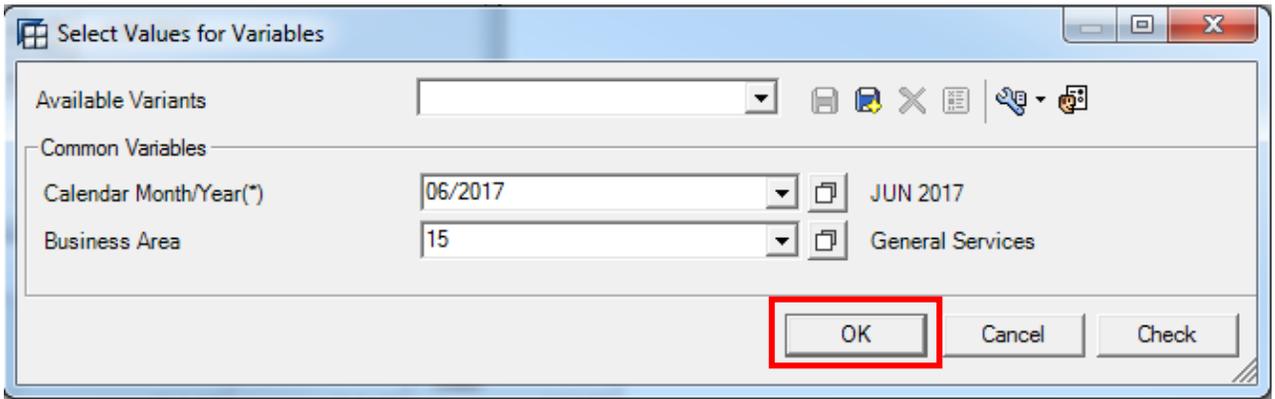
The report will be run monthly for your business area. Please see the last page for a list of business areas.

1. From the Excel Add-Ins tab, select **BEx Analysis Toolbox: Change Variable Values**



2. Enter the following

- *Calendar Month/Year*: The 2-digit month and 4-digit year for which the report is being run. This report can be run for multiple months by entering a space-hyphen-space between the month/years (e.g. 07/2017 - 10/2017).
- *Business Area*: Your agency's 2-digit business area.



3. Once the report has finished running (this may take several minutes), select the **With CI Hierarchy** worksheet/tab to view the summary of the Small Diverse Business and Small Business spend for your agency and the percentage of that spend as compared to your agency's total spend.

- *Net Postings*: Total payments associated with identified Commitment Items posted to the agency during the report period.
- *SDB Spend*: Portion of Net Postings paid to vendors with active Small Diverse Business (SDB) verifications during the report period. Because all SDBs qualify as SB, this value will also be included in SB Spend.
- *SB Spend*: Portion of Net Postings paid to vendors with active Small Businesses (SB) certifications during the report period. SB Spend payments will overlap with Small Reserve when the payment is made on a contract reserved for Small Business. Because all SDBs qualify as SB, this also includes all SDB Spend.
- *Small Reserved*: Portion of Net Postings paid on contracts that were reserved for SBs. Small Reserve payments will overlap with SB Spend when a vendor has an active SB certification at the time of payment and SDB Spend when a vendor has an active SDB verification as the time of payment.

Business Area	Net Postings w/ CI Hier	SDB w/ CI Hier	SDB w/ CI Hier %	SB Spend w/ CI Hier	SB Spend w/ CI Hier %	Small Reserved w/ CI Hier	Small Reserved w/ CI Hier %
77 Automobile Theft Prevention	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	0.00%	\$ 0.00	0.00%
78 Transportation	\$ 102,384,319.71	\$ 427,481.42	0.42%	\$ 3,456,250.17	3.38%	\$ 378,142.85	0.37%
79 Insurance	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	0.00%	\$ 0.00	0.00%
81 Executive Offices	\$ 0.00	\$ 0.00	0.00%	\$ 0.00	0.00%	\$ 0.00	0.00%

4. Select the **Small & Small Diverse Spend** worksheet/tab to view individual payment data.

- *Amount w/ CI Hier*: Same as Net Postings
- *SDB Valid On*: Same as SDB Spend
- *SB Valid On*: Same as SB Spend

Business Area		Posting Date	SDB Start	SDB End	SB Start	SB End	Amount w/ CI Hier	SDB Valid On w/ CI Hier	SB Valid On w/ CI Hier	Small Reserved w/ CI Hier
78	Transportation	6/1/2017	10/13/2011	10/31/2012	0/0/0000	0/0/0000	\$ 104.49	\$ 0.00		
78	Transportation	6/1/2017	9/18/2013	10/5/2014	10/5/2012	10/5/2017	\$ 4,878.10	\$ 0.00	\$ 4,878.10	
78	Transportation	6/1/2017	10/16/2013	10/31/2014	10/31/2012	10/31/2017	\$ 22,564.19		\$ 22,564.19	
78	Transportation	6/1/2017	12/4/2013	12/4/2014	12/4/2013	12/4/2017	\$ 3,224.20	\$ 0.00	\$ 3,224.20	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	2/5/2013	2/5/2018	\$ 5,600.00		\$ 5,600.00	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	3/20/2013	3/20/2018				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	4/9/2013	7/3/2018				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	5/13/2013	5/16/2018	\$ 2,857.98		\$ 2,857.98	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	9/13/2013	9/13/2017	\$ 1,860.00		\$ 1,860.00	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	4/1/2014	5/16/2018				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	7/29/2014	7/29/2016				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	8/21/2014	8/31/2019				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	2/10/2015	2/10/2016	\$ 1,492.50		\$ 0.00	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	4/8/2015	5/16/2018				
78	Transportation	6/1/2017	0/0/0000	0/0/0000	3/1/2016	3/1/2018	\$ 38,143.37		\$ 38,143.37	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	9/22/2016	9/22/2017	\$ 107,389.34		\$ 107,389.34	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	1/4/2017	1/4/2018	\$ 9,760.00		\$ 9,760.00	
78	Transportation	6/1/2017	0/0/0000	0/0/0000	0/0/0000	0/0/0000	\$ 3,828,711.12			\$ 165.77

5. Optional: For your own purposes, you may view payments made to individual vendors by swapping out the **Business Area with Vendor**

- a. Right click in any cell of the **Business Area** column
- b. Click **Swap Business Area With**
- c. Click **Vendor**

Business Areas

10	Aging	50	PA Sentencing Commission
11	Corrections	51	Supreme Court
12	Labor & Industry	52	Superior Court
13	Military & Veterans Affairs	53	Courts of Common Pleas
14	Attorney General	57	Miscellaneous Judges
15	General Services	58	Commonwealth Court
16	Education	59	Magisterial District Judges
17	Public Utility Commission	60	Governor's Office - Loans
18	Revenue	61	Philadelphia Traffic Court
19	State Department	62	Philadelphia Municipal Court
20	State Police	63	Regulatory Review Commission
21	Human Services	64	Thaddeus Stevens Coll of Tech
22	Fish & Boat Commission	65	PA Gaming Control Board
23	Game Commission	66	PA Securities Commission
24	Community & Economic Develop	67	Health
25	Probation & Parole	68	Agriculture
26	Liquor Control Board	70	State Employees' Retirement System
27	Milk Marketing Board	71	PA Municipal Retirement Board
28	Lieutenant Governor	72	Public School Employees' Retirement System
29	Business Area	73	Treasury
30	Historical & Museum Commission	74	Drug and Alcohol Programs
31	PA Emergency Management Agency	75	Banking & Securities
32	Civil Service Commission	76	Insurance Fraud Prevention
33	PA Infrastructure Investment	77	Automobile Theft Prevention
34	PA Public Television Network	78	Transportation
35	Environmental Protection	79	Insurance
36	State Tax Equalization Board	81	Executive Offices
37	Environmental Hearing Board	83	Patient Safety Authority
38	Conservation & Natural Resources	84	PA eHealth Partnership Authority
39	PA Higher Education Assistance	85	Health & Human Services
40	Ethics Commission	88	PA Port Authorities
41	Senate	90	System of Higher Education
42	House of Representatives	91	PA Turnpike Commission
43	Health Care Cost Containment	92	Auditor General
44	Legislative Reference Bureau	94	PA Housing Finance Agency
45	Legislative Misc & Commissions	95	PA Intergovernmental CO-OP
46	Joint State Government Comm.	97	Highway and Bridge Authority
47	Legislative Budget and Finance	98	Public School Building Auth.
48	Legislative Data Processing	99	Governor's Office
49	Air & Water Pollution Control		