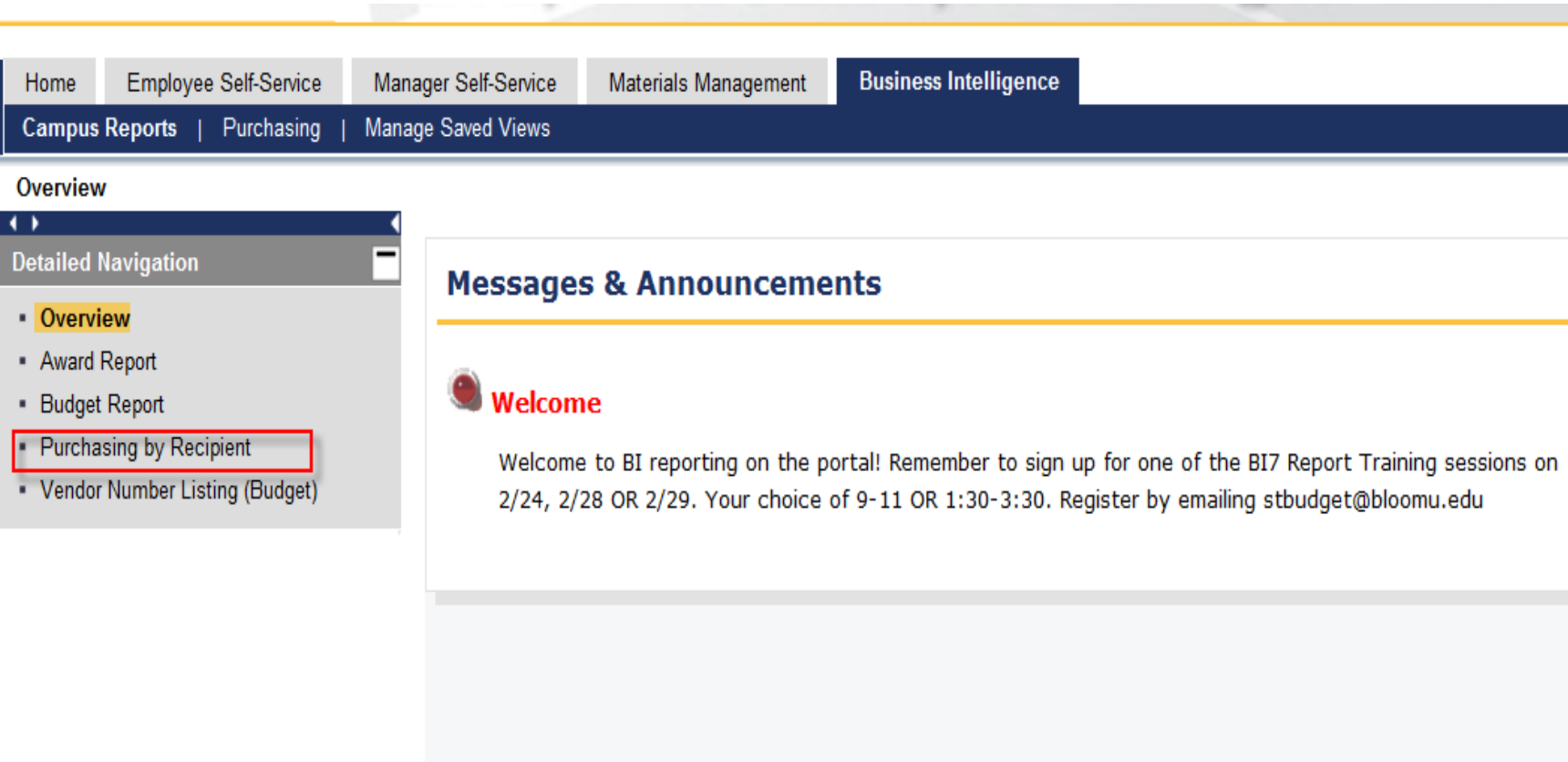


BI Training – Purchasing By Recipient



Purpose

Provide requisitioner's report of current status of their purchase requisitions (PR's) and detailed information of the Purchase Order (PO).



The screenshot shows a web portal interface with the following elements:

- Navigation Tabs:** Home, Employee Self-Service, Manager Self-Service, Materials Management, Business Intelligence (selected).
- Sub-Menu:** Campus Reports | Purchasing | Manage Saved Views
- Overview Section:** Overview, Detailed Navigation (with a minus sign icon).
- Detailed Navigation List:**
 - Overview (highlighted)
 - Award Report
 - Budget Report
 - Purchasing by Recipient (highlighted with a red box)
 - Vendor Number Listing (Budget)
- Messages & Announcements Section:**
 - Welcome:** A red circular icon with a white exclamation mark.
 - Text:** Welcome to BI reporting on the portal! Remember to sign up for one of the BI7 Report Training sessions on 2/24, 2/28 OR 2/29. Your choice of 9-11 OR 1:30-3:30. Register by emailing stbudget@bloomu.edu

Commitments

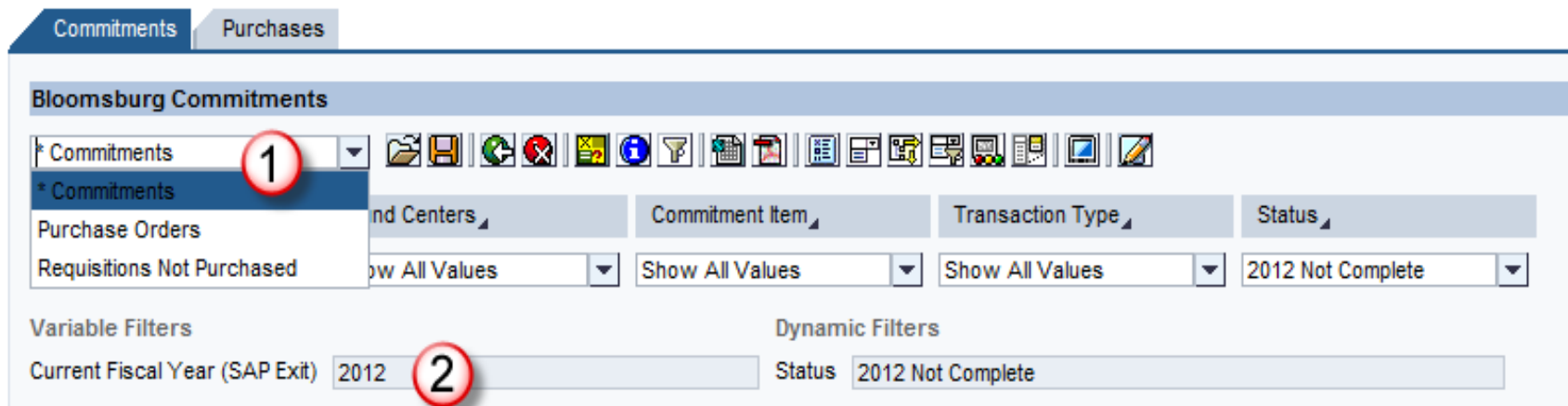
There are three views:

a. Requisitions Not Purchased (Default View) – All PR’s which have not yet been converted to a PO

b. Commitments – This will display a detail view of all Commitments

c. Purchase Orders – PR’s which have been converted to PO

Default Variable Filters – The Current Fiscal Year will also default



Commitments Purchases

Bloomsburg Commitments

Commitments 1

* Commitments

Purchase Orders

Requisitions Not Purchased

Fund Centers Commitment Item Transaction Type Status

Show All Values Show All Values Show All Values 2012 Not Complete

Variable Filters Dynamic Filters

Current Fiscal Year (SAP Exit) 2012 2

Status 2012 Not Complete

Selection Options

There are several selection options to filter on:

- Fund
- Fund Centers
- Commitment Item
- Transaction type – All, FR's, PR or PO's

The screenshot shows a filter interface with the following elements:

- Filter Row:** Five dropdown menus: Fund, Fund Centers, Commitment Item, Transaction Type, and Status. A red box highlights this row.
- Show All Values:** Five dropdown menus below the filter row, each with a downward arrow.
- Variable Filters:** A section with a label 'Current Fiscal Year (SAP Exit)' and a text input field containing '2012'.
- Dynamic Filters:** A section with two rows: 'Transaction Type' with a dropdown menu set to 'Purchase Requisition', and 'Status' with a dropdown menu set to '2012 Complete'.

The 'Status' dropdown menu is expanded, showing the following options:

- 2012 Not Complete (selected)
- 2012 Complete
- 2012 Reduced
- 2012 All Status
- 2013 Not Complete
- 2013 Complete
- 2013 Reduced
- 2013 All Status

Not Complete – Remaining % \leq 100%, but $>$ 0%

Complete – Remaining % = 0%

Reduced – Remaining % $<$ 100%

BI Report Interface to SAP

From any BI Report it is possible to “Jump” to another BI report or directly into SAP. To execute a Jump:

Always Right-click on a Key Figure. From the Context Menu choose Goto

Choose your Jump target

PO Detail Lines – The PO# must be in the rows. When the jump is executed the PO # and Item are sent to another report which will open in a new window giving you detailed information about the PO#.

ME23N – Display PO – The PO # must be in rows. When the jump is executed a new window will open displaying the PO in t-code ME23N in SAP.

ME53N – Display PR – The PR # must be in rows. When the jump is executed a new window will open displaying the PR in t-code ME53N in SAP.

FMX3 – Display Funds Reservation – The FR # must be in rows. When the jump is executed a new window will open displaying the Funds Reservation in t-code FMX3 in SAP.

Prev. Doc #	Doc #	Item	\$	\$	\$	%
10364213	4500347494	1	101.97		101.97	100.0
#	200123710	2		466.75		100.0
		3				100.0
		4				100.0
	200124086	1				28.1
	200124171	1	283.19			3.5
#	200115374	1	25,000.00			91.0
10364611	4500347464	2	4,582.00			100.0

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2
 Purchase Order Detail Lines
 SAP ME23N - Display Purchase Order
 SAP ME53N - Display Purchase Requisition
 SAP FMX3 - Display Funds Reservation
 Actuals Detail Lines
 Budget Detail Lines
 Commitment Detail Lines

Funds Center View *(with hierarchy active)*

Funds Center	2012 Not Complete			
	Original & Carryforward	Reductions & Adjustments	Balance (Open Commitments)	Remaining %
	\$	\$	\$	%
▼ BCS Groups	19,865,921.25	-9,465,898.45	10,400,022.80	
▼ State System of High	19,865,921.25	-9,465,898.45	10,400,022.80	
▼ Bloomsburg Universi	19,865,921.25	-9,465,898.45	10,400,022.80	
▼ Presidential Divisio	69,118.55	-15,146.47	53,972.08	
▶ President	65,218.55	-15,146.47	50,072.08	76.8
▶ Director Social Equi	3,900.00		3,900.00	100.0
▼ Academic Affairs Div	1,670,754.00	-410,967.60	1,259,786.40	
▶ Vice-President for A	687,218.93	-61,068.92	626,150.01	91.1
▶ Assistant VP for Aca	22,414.84	-2,389.85	20,024.99	89.3
▶ Asst VP for Info & C	512,713.27	-156,362.61	356,350.66	69.5
▶ Dean College of Busi	1,803.00		1,803.00	100.0
▶ Dean College of Libe	50,254.08	-9,983.21	40,270.87	80.1
▶ Dean College of Educ	20,527.92	-179.43	20,348.49	99.1
▶ Dean College of Scie	345,862.07	-174,494.95	171,367.12	49.5
▶ Dean Graduate Studie	904.00	-465.36	438.64	48.5
▶ Director Library Ser	29,055.89	-6,023.27	23,032.62	79.3
▼ Finance and Administ	2,379,445.36	-477,375.42	1,902,069.94	
▶ Vice-President for F	265,344.00	-53,768.89	211,575.11	79.7
▶ Assistant VP for Adm	168,037.97	-34,608.70	133,429.27	79.4
▶ Assistant VP for Adm	1,790,664.67	-371,548.22	1,419,116.45	79.3
▶ Director Safety and	97,005.55	-5,685.59	91,319.96	94.1
▶ Director Human Resou	38,407.50	-6,894.00	31,513.50	82.1
▶ Director Financial A	19,985.67	-4,870.02	15,115.65	75.6
▼ Student Affairs Divi	11,692,243.98	-6,874,995.80	4,817,248.18	
▶ Vice-President for S	17,910.38	-291.72	17,618.66	98.4
▶ Assistant VP for Stu	218,488.19	-109,739.80	108,748.39	49.8

Purchases Tab

The Purchasing tab has three views:

1. Purchases by Recipient – PO's sorted by the Recipient entered on the Account Assignment tab of the PO
2. Requisition Created by – PO's sorted by User ID of the creator of PR
3. Requisitions Converted to PO's – PO's sorted by User ID of the creator of the PR

Commitments | **Purchases**

Bloomberg Purchasing by Recipient

Purchases by Recipient **1** | [Icons]

Purchases by Recipient

Requisition Created By	Funds Center	Commitment Item	Functional Area	Recipient
Requisitions Converted to PO's	Show All Values	Show All Values	Show All Values	Show All Values
Orders Receipt	GR Non-Valuated	Final Delivery	Final Invoice	Delivery Date Mo/Yr
Show All Values	Show All Values	Show All Values	Show All Values	Show All Values

Room Item Purchases are not available in Account Assignment Reporting.

Static Filters | **2** | Dynamic Filters

Requisition Document Date (Interval, Optional) 09/01/2011 - 01/31/2012 None

Requisition Created By (Selection, Optional) 10ACOLEMAN

Finding a Check Number

From the Purchases Tab it is possible through two jumps to go from the PO# to the Check#.

PO Document	PO Item	Product Description	PO Quantity	Acc Assn %	PO Net Price	PO Net Value
			EA		\$	\$
4500337857	1	IPAD 2 16GB WITH WI-FI - PC769LL/A			499.00	499.00
	2	IPAD SMART COVER - POLYURETHANE - GRAY				
	Result					
RO00010343	1	ARAMARK - BLACK JEW DIALOGUES				
4500337695	1	MAKING CONNECTIONS JOURNAL	6,364	0.00		
RO00007130	1	INHERITING THE TRADE BOOK	30	0.00		
4500342686	1	AD FOR MAKING CONNECTIONS JOURNAL - 12/2	1	0.00		
	2	AD FOR MAKING CONNECTIONS JOURNAL - 12/9	1	0.00		
	Result			0.00		
4000027303	1	KING COAL BUS TRIP	1	0.00		
IL 4500343484	1	MEMBERSHIP -STEPHEN KOKOSKA 1/1-6/30/12	1	0.00		

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Purchase Order Detail Lines

PO Acct Assn Lines

Actuals Detail Lines

Commitment Detail Lines

SAP ME23N - Display Purchase Order

SAP ME53N - Display Purchase Requisition

SAP MK03 - Display Vendor

SAP ME33K - Display Contract

SAP FMX3 - Display Funds Reservation

SAP AS03 - Display Asset

SAP KO03 - Display Internal Order

From the Purchases tab right click on the Key Figure and choose Goto → Payment Detail Lines

Posting Date	FI Doc #	PO #	Doc Text	Actual
				\$
				499.00
10/24/2011	5100767442	4500337857	APPLE COMPUTER INC	499.00

Goto ▶

Change Drilldown ▶

Properties ▶

Special Ledger Detail Lines

Payment Detail Lines

Purchase Order Detail Lines

SAP FB03 - Display Accounting Document

SAP ME23N - Display Purchase Order

Finding a Check Number - cont'd

Actual Detail Lines will open in a new window. From the Key Figure choose Goto → Payment Detail Lines

Posting Date ▾	Invoice Date ▾	Vendor ▾	FI Doc # ▾	Reference ▾	Payment Method ▾	Payment Date ▾	Check Number ▾	Check		
10/24/2011	10/05/2011	2028469	APPLE COMPUTER INC	5100767442	9886452354	US/C	Check	10/28/2011	1000061831	11/04/

Payment Detail Lines will open in a new window. If a Check has been created, the Check Number will appear in Payment Detail Lines.

Broadcasting

BI offers a *Broadcasting* capability able to push to Outlook Inbox in the form of a pdf a finished report on a predefined schedule.

In the example below, the broadcast is created on Purchase Orders Created in the Prior 7 Days (2/13 – 2/20) for the B45CS Group (Funds Center Hierarchy) College of Science and is schedule every Monday.

The output may also be an Excel workbook, embedded in the body of the email, or a link which will open BI.

Purchase Orders Prior 7 Days

Number	PO Document	PO Item	Product Description	Material group	Delivery Date	Recipient	Unload
	RO00007213	1	FOLDERS	00148 OFFICE SUPPLIES	01/26/2012	C. KLIAMOVIC	CEH
	4500350685	1	AUDIOLOGY STUDENTS/STAFF SPACE AT RENAISSANCE	00148 OFFICE SUPPLIES	03/12/2012	B. BOTSFORD	338 C
	4500350656	1	POWER MULTIPLEXER WITH RELAYS PM2R	00252 COMPUTER SOFTWARE	02/17/2012	R. ANGELO	338 C
		2	ZBUS CADDIE W/25W POWER SUPPLY ZBIPS	00252 COMPUTER SOFTWARE	02/17/2012	R. ANGELO	338 C
	Result						
	4500350676	1	SUBSCRIPTION JOURNAL OF ENGINEERING TECH	00148 OFFICE SUPPLIES	02/13/2012	CKEMPER	HSC
	4500350684	1	DEP REGISTRATION RENEWAL	00148 OFFICE SUPPLIES	02/17/2012	D. SPRINGER	127 H
	4500351042	1	SUBSCRIPTION RENEWAL	00148 OFFICE SUPPLIES	02/22/2012	CKEMPER	HSC
	4500351016	1	141720,LUMBRICULUS VARIEGATUR	00100 EDUCATION-MATLS_SUPP	04/05/2012	C. SURMACZ	115 H
	4500351015	1	146392,L1500 FROGS, LG PK 12	00100 EDUCATION-MATLS_SUPP	04/12/2012	C. SURMACZ	115 H
		2	SHIPPING	00100 EDUCATION-MATLS_SUPP	04/12/2012	C. SURMACZ	115 H
	Result						
	4500351014	1	14-2314,L565 DAPHNIA	00100 EDUCATION-MATLS_SUPP	04/20/2012	C. SURMACZ	115 H
		2	13-2800,L55 HYDRA	00100 EDUCATION-MATLS_SUPP	04/20/2012	C. SURMACZ	115 H
		3	SHIPPING	00100 EDUCATION-MATLS_SUPP	04/20/2012	C. SURMACZ	115 H
	Result						
	4500351399	2	SHIPPING	00100 EDUCATION-MATLS_SUPP	03/01/2012	C. CORBIN	115 H
	4500351399	1	14147,POLY/COTTON BLEND LAB APRON	00100 EDUCATION-MATLS_SUPP	03/01/2012	C. CORBIN	115 H

Misc.

- Contact Procurement Dept. if interested in *Broadcast* reporting
- This user guide is also attached in BI (Documentation icon) and will be published on procurement website



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[Pcard Manual](#)

[Procurement Thresholds & Cycle Times](#)

[RFP Instructions](#)

[SAP Software](#)

[Speaker Engagement Contract](#)

[Training Opportunities](#)

[Procurement Home](#)

SAP Procurement Resources

Procurement Training Materials

The following Procurement training materials are available to assist you. Please contact the Procurement Office if you need assistance.

- [Quick Reference Guide for Requisitioners](#)
- [Purchase Requisition Creation Training](#)
- [Purchase Requisitions \(Creating/Editing/Deleting, etc.\)](#)
- [Encumbering Funds for Travel and Miscellaneous Requests \(FMX1\)](#)
- [Vendor List, Create Personal List of Vendors You Use](#)
- [Adding Attachments to Purchasing Documents/Records](#)
- [SAP Training – Material Groups, Portal Requisitioning and Refresher](#)

Storeroom Training Materials


The following Storeroom training materials are available to assist you. Please contact [Dang Labelle](#) if you need assistance.

- [Storeroom Requests \(Creating/Editing/Deleting, etc.\)](#)
- [Viewing/Printing Storeroom Listing](#)
- [Storeroom FAQs](#)

Other Department Specific SAP Resources

Other materials are available on the Office of Technology's [SAP Website](#).

- [Business Intelligence \(BI\) reporting instructions](#)



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Office hours:
 Fall/Spring - M-F, 8 a.m. to 4:30 p.m.
 Summer - M-F, 8 a.m. to 4 p.m.

Receiving Department
 400 East Second Street
 Bloomsburg, PA 17815
 Phone (570) 389-4223

Receiving hours:
 M-F, 8 a.m. to 3:30 p.m.



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General Report Documents	Tab / Query Specific Documents
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New ▾ View ▾			
Name	Author	Assignment	Content
BI Training	90RHECKMAN Feb 23, 2012	Object Name : ZC10_PURCHASING_RECIPIENT Object Type : BWWebTemplate	User guidelines for use of this report

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