Welcome to…

Report Generation – Accounts Receivable

Welcome and Introductions

Course Prerequisites

- ✓Change Discussions
- ✓RWD SAP 4.6C

Course Objectives

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

Benefits of Report Generation – Accounts Receivable

- SAP and BW provide:
  - An automated means to display reports, select criteria, drill down and print
  - The means to export data to another application (e.g., Excel) for further formatting
  - The means to utilize analytical and transactional data respectively

Course Schedule

Agenda Item	Time (hr)
1. Introduction	00:15
2. Background Knowledge	00:10
3. Topic 1: SAP Report Generation	01:00
4. Topic 2: BW Report Generation	00:30
5. Topic 3: Accounts Receivable SAP Reports	01:00
6. Topic 4: Accounts Receivable Business Warehouse (BW) Reports	01:00
7. Course Summary	00:05
Total Course Time	**04:00 hrs**

Course Structure

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

Course Tool: On-Line Quick Reference

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

Prepare Your Workspace

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

Background Knowledge

Background Knowledge

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

Background Knowledge

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

Background Knowledge

Differences between SAP/BW and the previous system:

Old system:

- Center specific reporting tools
- Data redundancy and inconsistent information

SAP/BW system:

- Agency wide standard for reporting
- Standardized information and processing and recording of financial events efficiently

Topic 1

SAP Report Generation

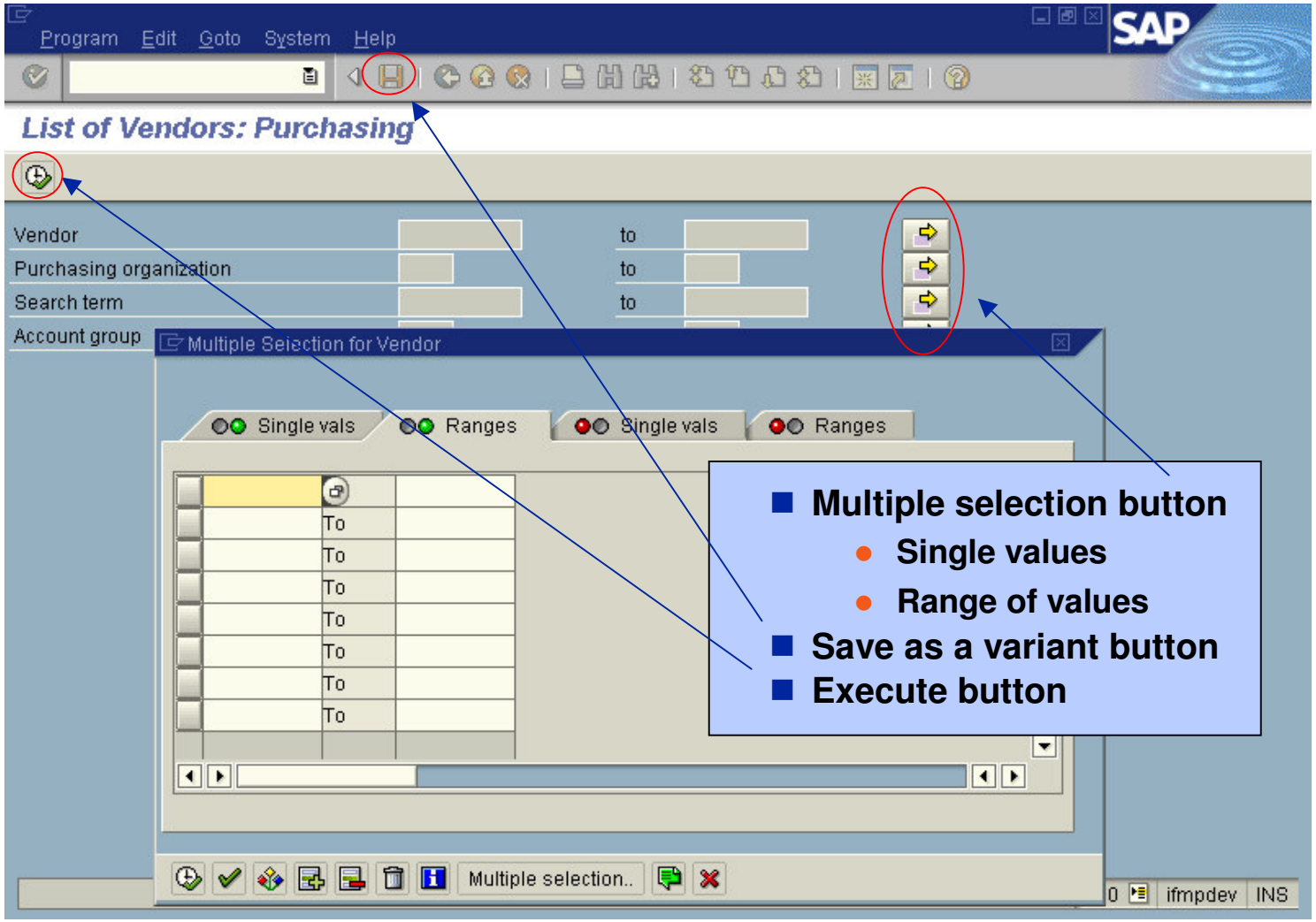
Topic 1: Overview

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

Topic 1: Objectives

- Upon completion of SAP Report Generation, individuals should be able to:
  - Select criteria and save a variant
  - Drill down
  - Display layouts
  - Print and export to Excel
  - Run a report in the background

Topic 1: Display List of Customers



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

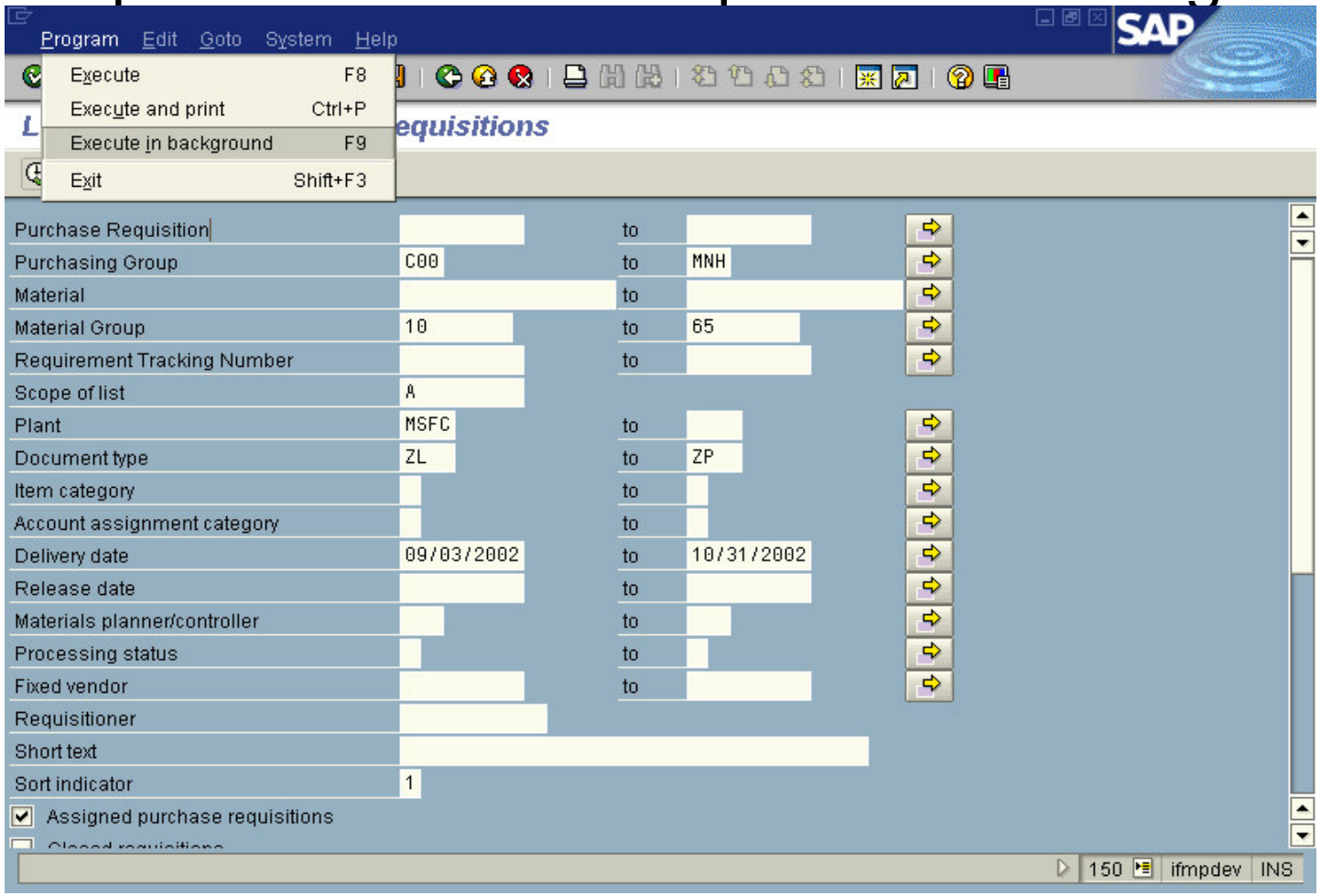
Demonstrations and Exercises Introduction

Demonstrations and Exercises

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

Topic 1: Running a Report in the Background

Menu path to execute a report in the background



Topic 1: Running a Report in the Background

Output parameters to report in the background

Program Edit Goto

List Display of Pu

Purchase Requisition
Purchasing Group
Material
Material Group
Requirement Tracking Num
Scope of list
Plant
Document type
Item category
Account assignment catego
Delivery date
Release date
Materials planner/controller
Processing status
Fixed vendor
Requisitioner
Short text
Sort indicator
Assigned purchase req

Background Print Parameters

Output device: MSF-4663-C121-4663_C121_A
Number of copies: 1

Number of pages
Print all
Print from page 0 To 0

Spool request
Name: RM06BA00_BAK
Title
Authorization

Spool options
Print immediately
Delete after output
New spool request
Print priority 5 Medium
Spool retention per. 8 Day(s)
Archiving mode: Print only

Cover sheets
D SAP cover page
D OperSys cover page
Selection cover page
Recipient: BAKERLE
Department

Print settings
Report page 65 Rows
Only text
Report width 80 Columns
Format: X_65_80

User-specific print parameters

INS

Topic 1: Debrief

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

Topic 2

BW Report Generation

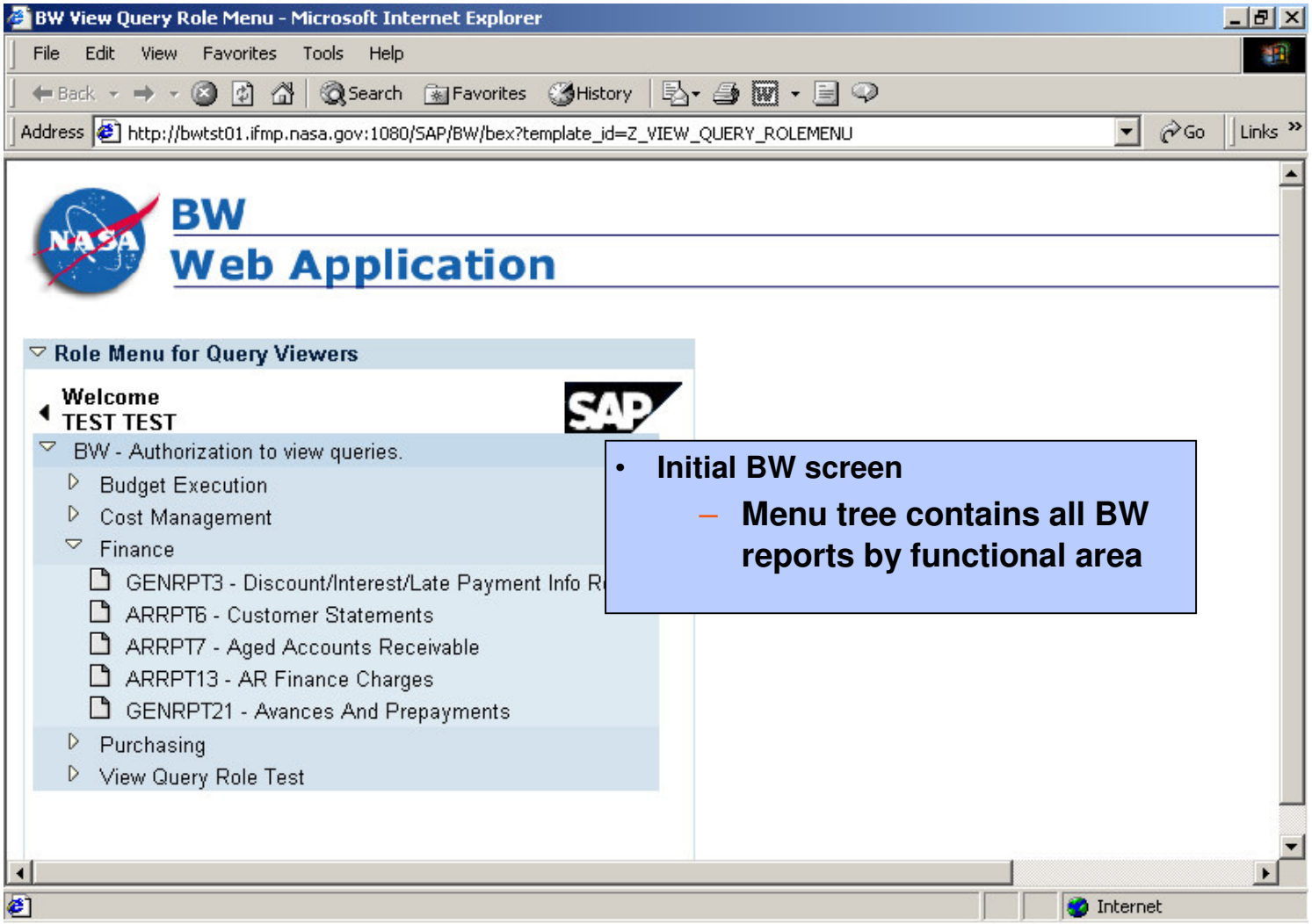
Topic 2: Overview

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

Topic 2: Objectives

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

Topic 2: Payment Methods



- **Initial BW screen**
  - **Menu tree contains all BW reports by functional area**

Demonstrations and Exercises Introduction

Demonstrations and Exercises

- **Running a BW Query From a Web Browser**

Topic 2: Debrief

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

Topic 3

Accounts Receivable SAP Reports

Topic 3: Overview

- Accounts Receivable SAP Reports
  - Refer to Collection Agency for Collection
    - ZRFI_AR_REFER
  - Preliminary Billing Register – Dunning
    - This report must be run in conjunction with the Dunning Process
  - Due Date Analysis for Open Items
    - S_ALR_87012168
  - Accounts Receivable Status
    - ZFI_AR_STATUS
  - Final Cost
    - ZFI_AR_FINAL_COST
  - Customer List
    - S_ALR_87012179
  - Customer Open Items
    - S_ALR_87012178 or S_ALR_87012173

Topic 3: Objectives

- Upon completion of the Accounts Receivable SAP Reports topic, individuals should be able to:
  - Describe the purposes and uses of Accounts Receivable SAP Reports
  - Identify the primary users for each Accounts Receivable SAP Report

Topic 3: Refer to Collection Agency for Collection Report

- Refer to Collection Agency for Collection Report
  - Lists delinquent bills referred to a Collection Agency
  - Reflects interest and penalty collected
  - Used to reconcile reports received from Treasury
- Role used
  - Account Maintainer
- When used
  - Month-end
  - Upon demand

Topic 3: Refer to Collection Agency for Collection Report

List Edit Goto System Help

SAP

Referred to Collection Agency for Collection

NASA Accounting and Financial Information Sys

Account Receivable

Referred to Collection Agency for Collecti

As of: 06/14/2002

RAR-006
CORESX

Customer Name Customer Address Customer Phone No.	Customer Account Number	Principal Bill No.	Principal Amount Billed	Interest Billed	Penalty/Admin Charges Billed	Additional Interest and Penalty from Treasury	Total Debt	NAS Col
Holly - Partial Residual 666 Styxx Rd Huntsville AL 99999	100167	1400000220	550.00	0.00	1,000.00	0.00	1,550.00	
Customer Total				0.00	1,000.00	0.00	1,550.00	
REPORT TOTAL				0.00	1,000.00	0.00	1,550.00	

Topic 3: Preliminary Billing Register – Dunning Report

- Preliminary Billing Register - Dunning Report
  - Lists customer dunning information
- Role used
  - Account Maintainer
- When used
  - When a delinquency is 45, 75 or 105 days old and a letter is to be sent to the delinquent customer

Topic 3: Preliminary Billing Register – Dunning Report

List Edit Goto System Help

SAP

FI Dunning

NASA Accounting and Financial Information System
Accounts Receivable
Preliminary Billing Register - Dunning Letters
Business Area: Marshall SFC
As of: 06/14/2002

Customer Name: Dun
Customer Address: 23 Huntsville Rd Huntsville, AL 33333

Bill Number	Sales Order #	Dunning Level	Outstanding Billed Amount	Interest	Penalty/Admin Amount	Delinquent History Text
1800000284		1	500.00	8.33	0.00	

Customer Total:	508.33
Business Area Total:	508.33
Report Total:	508.33

Topic 3: Due Date Analysis for Open Items Report

- Due Date Analysis for Open Items Report
  - Outlines the dollar amount of outstanding receivables
- Role used
  - Account Maintainer
  - Receivables Processor
- When used
  - Upon demand

Topic 3: Due Date Analysis for Open Items Report

Report Edit Goto Extras Settings System Help

SAP

Execute Drilldown Report Due Date Analysis for Open Items

Display comments Ctrl+F8

Navigation	P	N
Customer		
Company Code		
Document type		
Posting key		
Special G/L ind		
Business area		

Customer	Customer	Due--Total OI	Not due--Total...	Total OI--Total...
100065	Audrey Hepburn	886.84	139.35	1,026.19
100030	Cary Grant	329.44	214.13	543.57
66	Department of Agricu	17,295.40	0.00	17,295.40
61	Department of Air Fo	3,001,292.61-	0.00	3,001,292.61-
50	DEPARTMENT OF COMMER	119,923.03	0.00	119,923.03
71	Dept. of Agriculture	4,924,248.16	0.00	4,924,248.16
100045	George Clooney	3,251.54	0.00	3,251.54
100010	GOODRICH CORPORATION	24,707.72	0.00	24,707.72
100035	Institute Tech Devel	35,860,834.62-	823.59-	35,861,658.21-
100055	Paul Crawford	36,237.99	329.44	36,567.42
100017	REFLEXITE PRECISION	11,036.11	0.00	11,036.11
100019	SCI SYSTEMS	164.72	0.00	164.72
100070	Teddy Edge	164,718.12	1,647.18	166,365.30
Result		33,559,328.16-	1,506.51	33,557,821.65-

Daily period split	Due	Not due	Total OI
0 - 30	38,177.61	2,330.10	40,507.71
31 - 60	7,006,982.42-	0.00	7,006,982.42-
61 - 90	26,804,245.11-	0.00	26,804,245.11-
91 - 120	988.31	823.59-	164.72
121 - 150	164,882.84	0.00	164,882.84
151 - 180	26,519.62	0.00	26,519.62
181 - 210	0.00	0.00	0.00
211 - 99999	21,331.00	0.00	21,331.00
---	---	---	---
Total open items	33,559,328.16-	1,506.51	33,557,821.65-
==========	==========	==========	==========

Topic 3: Due Date Analysis for Open Items Report

Report Edit Goto Extras Settings System Help

SAP

Execute Drilldown Report Due Date Analysis for Open Items

Navigation	P	N
Customer		
Company Code		
Document type		
Posting key		
Special G/L ind		
Business area		

Special G/L ind	Due--Total OI	Not due--Total...	Total OI--Total...
Down payment	38,917,579.33-	0.00	38,917,579.33-
Interest receivable	16,839.13	0.00	16,839.13
Normal transactions	5,341,412.04	1,292.38	5,342,704.41
Penalties receivable	0.00	214.13	214.13
Result	33,559,328.16-	1,506.51	33,557,821.65-

Daily period split	Due	Not due	Total OI
0 - 30	38,177.61	2,330.10	40,507.71
31 - 60	7,006,982.42-	0.00	7,006,982.42-
61 - 90	26,804,245.11-	0.00	26,804,245.11-
91 - 120	988.31	823.59-	164.72
121 - 150	164,882.84	0.00	164,882.84
151 - 180	26,519.62	0.00	26,519.62
181 - 210	0.00	0.00	0.00
211 - 99999	21,331.00	0.00	21,331.00
---	---	---	---
Total open items	33,559,328.16-	1,506.51	33,557,821.65-
==========	==========	==========	==========

Topic 3: Due Date Analysis for Open Items Report

Report Edit Goto Extras Settings System Help

Execute Drilldown Report Due Date Analysis for Open Items

Navigation	P	N
Customer		
Company Code		
Document type		
Posting key		
Special G/L ind		
Business area		

Doc. Type	Document type	Due--Total OI	Not due--Total...	Total OI--Total...
ZK	Adjustment - inbnd	0.00	0.00	0.00
RV	Billing doc.transfer	5,116,935.17	0.00	5,116,935.17
DC	C clr dpt - remb agr	492,671.89	0.00	492,671.89
DP	Cst dpmt - reimb agr	39,410,251.23-	0.00	39,410,251.23-
DX	Customer collection	0.00	355.79-	355.79-
DA	Customer document	16.47-	823.59-	840.06-
DR	Customer invoice	242,747.40	2,685.89	245,433.29
DZ	Customer payment	261.90-	0.00	261.90-
WO	Write Off Bad Debt	1,153.03-	0.00	1,153.03-
Result		33,559,328.16-	1,506.51	33,557,821.65-

Daily period split	Due	Not due	Total OI
0 - 30	38,177.61	2,330.10	40,507.71
31 - 60	7,006,982.42-	0.00	7,006,982.42-
61 - 90	26,804,245.11-	0.00	26,804,245.11-
91 - 120	988.31	823.59-	164.72
121 - 150	164,882.84	0.00	164,882.84
151 - 180	26,519.62	0.00	26,519.62
181 - 210	0.00	0.00	0.00
211 - 99999	21,331.00	0.00	21,331.00
---	---	---	---
Total open items	33,559,328.16-	1,506.51	33,557,821.65-
==========	==========	==========	==========

Topic 3: Due Date Analysis for Open Items Report

Report Edit Goto Extras Settings System Help

Execute Drilldown Report Due Date Analysis for Open Items

Navigation	P	N	PK	Posting key	Due--Total OI	Not due--Total...	Total OI--Total...
Customer			11	Credit memo	3,212.00-	0.00	3,212.00-
Company Code	Previous value		15	Incoming payment	278.37-	1,179.38-	1,457.76-
Document type			01	Invoice	5,345,890.72	2,471.76	5,348,362.48
Posting key			17	Other clearing	1,153.03-	0.00	1,153.03-
Special G/L ind			05	Outgoing payment	164.72	0.00	164.72
Business area			19	Special G/L credit	39,453,901.53-	0.00	39,453,901.53-
			09	Special G/L debit	553,161.33	214.13	553,375.46
			Result		33,559,328.16-	1,506.51	33,557,821.65-

Daily period split	Due	Not due	Total OI
0 - 30	38,177.61	2,330.10	40,507.71
31 - 60	7,006,982.42-	0.00	7,006,982.42-
61 - 90	26,804,245.11-	0.00	26,804,245.11-
91 - 120	988.31	823.59-	164.72
121 - 150	164,882.84	0.00	164,882.84
151 - 180	26,519.62	0.00	26,519.62
181 - 210	0.00	0.00	0.00
211 - 99999	21,331.00	0.00	21,331.00
---	---	---	---
Total open items	33,559,328.16-	1,506.51	33,557,821.65-
==========	==========	==========	==========

Topic 3: Accounts Receivable Status Report

- Accounts Receivable Status Report
  - Details status on each receivable account
- Contingency
  - Receivables must exist
- Role used
  - Account Maintainer
  - Sales Invoice Processor
  - Receivables Processor
  - Reimbursables Manager
- When used
  - Upon demand

Topic 3: Accounts Receivable Status Report

- Data elements
  - Customer account number
  - Sales order number
  - Bill status
  - Fund
  - Bill number
  - Bill amount
  - Collection amount
  - Write off amount
  - Account balance
  - Totals

Topic 3: Accounts Receivable Status Report

- Selection criteria
  - Centers
  - Customer account numbers
  - Sales order numbers
  - Bill statuses

- Selection options
  - Center
  - Customer account number
  - Sales order number
  - Bill status

- Sort options
  - Customer account number

Topic 3: Accounts Receivable Status Report

List Edit Goto System Help

RAR-010 - Accounts Receivable Status

NASA Accounting and Financial Information System
Accounts Receivable
Accounts Receivable Status

Customer Number	Date	Bill Number	Sales Order Number	Bill Amount	Collection Amount	Write-off Amount	Account Balance
86	03/03/2002	1200000018		24.00	0.00	0.00	24.00
86	05/05/2002	1200000028		1.00	0.00	0.00	1.00
86	05/05/2002	1200000029		1.00	0.00	0.00	1.00
86	04/04/2002	1400000182		999,999.00	0.00	0.00	999,999.00
86	06/06/2002	1400000203		1,000.00	0.00	0.00	1,000.00
86	06/06/2002	1400000204	217	11.00	0.00	0.00	11.00
86	06/06/2002	1400000206	305	13.00	0.00	0.00	13.00
86	06/06/2002	1400000212	305	1,000.00	0.00	0.00	1,000.00
86	06/06/2002	1400000212	305	1,000.00	0.00	0.00	1,000.00
86	06/06/2002	1400000213	305	1,000.00	0.00	0.00	1,000.00
86	06/06/2002	1400000213	305	1,000.00	0.00	0.00	1,000.00
86	12/09/2001	1600000019	305	500.00	0.00	0.00	500.00
86	12/09/2001	1600000019	305	500.00	0.00	0.00	500.00
86	02/01/2002	1600000032	305	10.00	0.00	0.00	10.00
86	02/06/2002	1600000033	305	488.00	0.00	0.00	488.00

Topic 3: Final Cost Report

- Final Cost Report
  - Provides final cost on Reimbursable Customer Agreements for final billing
  - Used to reconcile cost and billing amounts
- Contingency
  - All orders and costs on orders should be final
- Role used
  - Sales Invoice Processor
  - Reimbursables Manager
  - Sales Order Processor
- When used
  - Upon demand
  - Reimbursable project completed; cost is final

Topic 3: Final Cost Report

- Data elements
  - Sales order number
  - Direct cost
  - Direct billed amount
  - Unbilled amount for each type of cost
  - Fringe benefit cost
  - Fringe benefit billed amount
  - Agency G&A cost
  - Agency G&A billed amount
  - Contract administration cost
  - Contract administration billed amount
  - Depreciation cost
  - Depreciation billing and fund
  - Total cost
  - Total billed
  - Total unbilled

Note: Total unbilled amount on final cost report, final bill should be zero.

Topic 3: Final Cost Report

- Selection criteria
  - Centers
  - Sales order numbers
- Selection options
  - Center
  - Sales order number
- Sort options
  - N/A

Topic 3: Final Cost Report

List Edit Goto System Help

Final Cost Report - RAR-011

Final Cost Report

ZRFI_AR_FINAL_COST
CORESX

06/14/2002
13:16
2

RAN: 500

Appropriation/Fund Source	Total Costs-WBS	Total Billed	Difference
HSF			
Fund Source 54			
HSF542001R	200,581.00	200,029.00-	552.00
HSF542002R	1,050.00	160.00-	890.00
Total FS 54	201,631.00	200,189.00-	1,442.00
Total Installation HSF	201,631.00	200,189.00-	1,442.00
Subtotal	201,631.00	200,189.00-	1,442.00
Agency G&A	0.00	0.00	0.00
Contract Administration	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00
Grand Total	201,631.00	200,189.00-	1,442.00

*** End of Report ***

Topic 3: Customer List Report

- Customer List Report
  - Lists customers and associated non-financial data
- Contingency
  - Customers must have been recorded
- Role used
  - Account Maintainer
  - Customer Master Maintainer
- When used
  - Upon demand

Topic 3: Customer List Report

- Selection criteria
  - An individual customer
  - A range of customers
  - All customers
  - Various customer data

- Selection option
  - Customer account number

- Sort option
  - Customer account number

Topic 3: Customer List Report

List Edit Goto System Help

Customer List

```
Integration test 2                                  Customer List                          Time 19:15:15     Date  06/13/2002
Huntsville                                                                                 RFDKVZ00/KSC931CR Page          1

Customer   Sort:       Acctgroup, Customer, CoCode
     CoCd

100040     SearchTerm DUNNING          Acct group ZCOM      Created by CORESX      Created on 03/07/2002
           Communication with customer
           Richard Graham                                   Language   EN
           Hunts RD
           HUNTSVILLE AL  22222
           USA
           Payment data
           Alt.payer                   Payer/doc.

      NASA Agency
           Interest calculation
           Int ID     99               Lst key dt           Lst int.rn             Int.cal.fr
           Reference data
           Pre.ac.no.                  Buying grp
           Payment data
           Payt terms Z000             Tol.group            Grace per.             Indiv.pmnt                Pmnt hist.
           Pmnt meths                  PmtMthSupl           Vend.clrg              B/e ch.trm                Grpng key
           Alt.payer                   House bank           Next payee             B/e limit  0.00           Leave
           Pymt block                  Lockbox              EDI                    Version                   Sel.rule
           Dunning data
           Dunn.proc. NASA             Dunn.block           Last dunn. 04/21/2002  Dun.recipt                Grpng key
           Dunn.area                   Dunn.level 2         Leg.dun.pr             Clerk
```

Topic 3: Customer List Report

List Edit Goto System Help

Customer List

```
Integration test 2                                  Customer List                          Time 19:23:08     Date  06/13/2002
Huntsville                                                                                 RFDKVZ00/KSC931CR Page           1

Customer   Sort:       Acctgroup, Customer

100000     SearchTerm 89                Acct group ZCOM       Created by TAIAY        Created on 01/15/2002
           Communication with customer
           AEGIS                                              Language   EN
           6703 ODYSSEY DRIVE
           HUNTSVILLE AL  35806
           USA

100001     SearchTerm 84                Acct group ZCOM       Created by TAIAY        Created on 01/15/2002
           Communication with customer
           ALABAMA AGRICULTURAL & MECH U                      Language   EN
           ATTN:  DR. ANUP SHARMA,
           None
           NORMAL AL  35762
           USA

100002     SearchTerm 89                Acct group ZCOM       Created by TAIAY        Created on 01/15/2002
           Communication with customer
           BALL AEROSPACE AND TECH CORP                       Language   EN
           1600 COMMERCE STREET
           BOULDER CO  80301
           USA

100003     SearchTerm 89                Acct group ZCOM       Created by TAIAY        Created on 01/15/2002
           Communication with customer
           BELLSOUTH TELECOMMUNICATIONS                       Language   EN
           ROOM 204-NA
           HWY. 280 SOUTH
           BIRMINGHAM AL  35243
           USA

100004     SearchTerm 89                Acct group ZCOM       Created by TAIAY        Created on 01/15/2002
```

Topic 3: Customer Open Items Report

- Customer Open Items Report
  - Lists the outstanding accounts receivable for a customer
  - Provides detailed posting information for the Accounts Receivable Standard General Ledger account
- Contingency
  - Customers must have been recorded and financial activity for these customers must have occurred
- Role used
  - Account Maintainer
  - Receivables Processor
- When used
  - Upon demand

Topic 3: Customer Open Items Report

- Selection criteria
  - Individual customer
  - Range of customers
  - All customers
  - As of a specified date
  - Subtotal
  - Include line items
  - Total by business area
- Selection option
  - Customer account number
- Sort options
  - N/A

Topic 3: Customer Open Items Report

List Edit Goto System Help

List of Customer Open Items

```
Agency                                    List of Customer Open Items                    Time 19:33:49     Date  06/13/2002
Washington DC                                                                            RFDOPO00/KSC931CR Page           1

Assignment          Pstg   Do Document   Doc.    BusA Lin PK D P   Cash disc.base PPBD   Dsc Disc.  Net   G Curr-          Amount
number              date   ty number     date                K K                  date  dy1 perc.1 due   L ency   document curr.

Sort: CC Recon.acct Acct no. Sp.G/L ind. Assignment no. Posting date Currency Business area

                                                     Total receivables:          20,242.85
                                                     Per currency:               20,242.85

NASA 1310.0000  100045     George Clooney                                                                Key date        06/13/02
                           1200 Jackson Blvd
                           US 90019 Los Angeles CA

                    111001 DR 1800000024 111001 62   001 01 3            950.00  111001          111001   USD            950.00
04000000012002      042402 WO 400000001  042402 62   002 17 0                    042402          042402   USD            700.00-
                    Ref.no.:  1800000024
14000000342002      052802 DZ 1400000034 052802 62   002 15 0                    052802          052802   USD             50.00-
14000000352002      052802 DZ 1400000035 052802 62   002 15 0                    052802          052802   USD             25.00-
18000000792002      042602 DR 1800000079 031502 62   001 01 0            799.00  031502          031502   USD            799.00
                                                Misc Receipt AR
18000001042002      060502 DR 1800000104 060502 62   001 01 0          1,000.00  060502          060502   USD          1,000.00

NASA 1310.0000  100045       *                                                                           USD          1,974.00  *

NASA 1310.0000  100045     **                                          USD            2,749.00  D
                                                                                        775.00  C
                                                     Total receivables:           1,974.00
                                                     Per currency:                1,974.00

NASA 1310.0000  100055     Paul Crawford                                                                 Key date        06/13/02
                           125 Davenport Court
                           US 23666 Hampton VA
```

Topic 3: Debrief

- Individuals should now be able to:
  - Describe the purposes and uses of Accounts Receivable SAP Reports
  - Identify the primary users for each Accounts Receivable SAP Report

Topic 4

Accounts Receivable BW Reports

Topic 4: Overview

- Accounts Receivable BW Reports
  - Reimbursable Activity
  - Accounts Receivable Finance Charges
  - Accounts Receivable by Customer Agreement
  - Analysis of Advances from Others

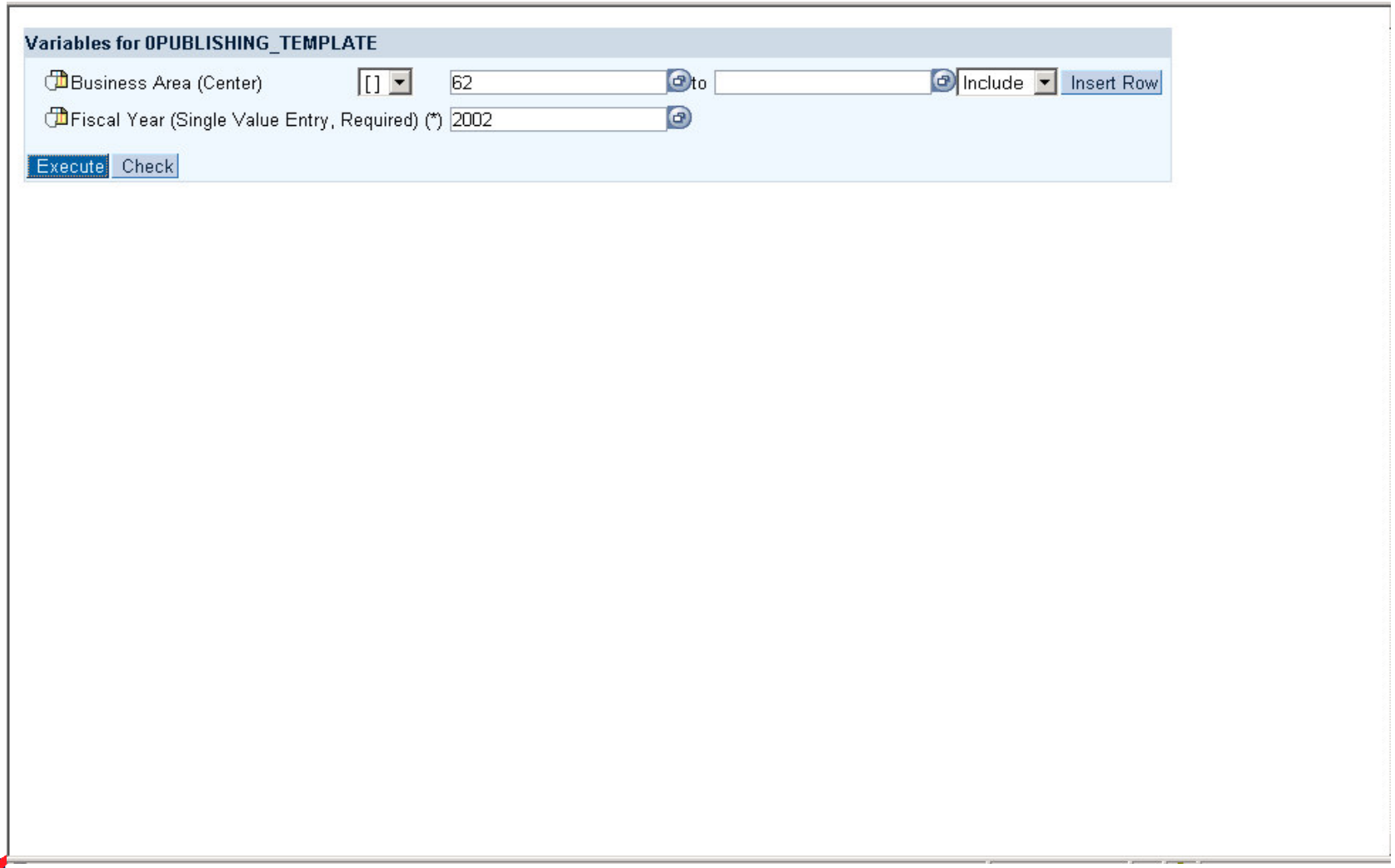
Topic 4: Objectives

- Upon completion of the Accounts Receivable BW Reports topic, individuals should be able to:
  - Describe the purposes and uses of Accounts Receivable BW Reports
  - Identify the primary users for each Accounts Receivable BW Report

Topic 4: Reimbursable Activity Report

- Reimbursable Activity Report
  - Reports fiscal year-end financial status of Reimbursable Activity to Headquarters
- Role used
  - Reimbursables Manager
  - Sales Order Processor
- When used
  - Fiscal year-end

Topic 4: Reimbursable Activity Report



Topic 4: Reimbursable Activity Report

BW
Web Application

Reimbursable Activity

n block:

a	Fiscal year	Fund
r	Key Figures	

Variable Values

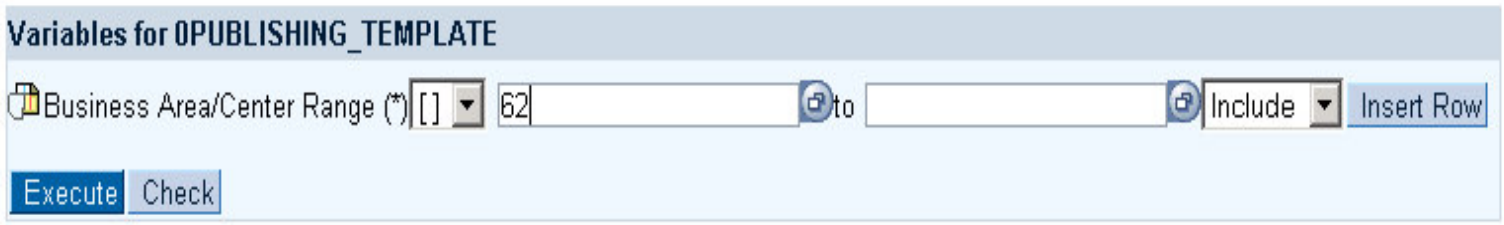
Business Area (Center)	Marshall Space Flight Center..Marshall Space Flight Center
Fiscal Year (Single Value Entry, Required)	2002

Funds Center	Fund	Reimbursable Resources Authority Received	Order Amount	Orders Obligated	Orders Unobligated	Orders Funded in Oct. (Manual)	Resource Authority
62-102	SAT291998R	$ 700.00				0	
	Result	**$ 700.00**				**0**	
62-146	SAT291996R	$ 367,679.70		$ -328,361.10	$ -328,361.10	0	
	SAT291997R	$ 684,764.79		$ -411,482.00	$ -411,482.00	0	
	SAT291998R	$ 1,700,932.01		$ -1,622,222.00	$ -1,622,222.00	0	
	SAT291999R	$ 2,512,317.16		$ -2,447,081.79	$ -2,447,081.79	0	
	Result	**$ 5,265,693.66**		**$ -4,809,146.89**	**$ -4,809,146.89**	**0**	
62-188	SAT291996R	$ 1,254,523.00		$ -959,594.00	$ -959,594.00	0	
	SAT291997R	$ 457,608.00		$ -457,608.00	$ -457,608.00	0	
	SAT291998R	$ 75,329.17		$ -45,180.00	$ -45,180.00	0	
	Result	**$ 1,787,460.17**		**$ -1,462,382.00**	**$ -1,462,382.00**	**0**	
62-217	MS481998R	$ 172,663.00				0	
	MS481999R	$ 171,950.00				0	
	Result	**$ 344,613.00**				**0**	
62-219	MS481998R	$ 186,399.00				0	
	MS481999R	$ 108,768.00		$ -62,586.00	$ -62,586.00	0	
	MS482000R	$ 219,532.00		$ -219,532.00	$ -219,532.00	0	
	Result	**$ 514,699.00**		**$ -282,118.00**	**$ -282,118.00**	**0**	
62-220	HSF341997R	$ 56,247.19				0	

Topic 4: Accounts Receivable Finance Charges Report

- Accounts Receivable Finance Charges Report
  - Lists finance charges billed for each receivable account
- Role used
  - Account Maintainer
- When used
  - Upon demand

Topic 4: Accounts Receivable Finance Charges Report



Topic 4: Accounts Receivable Finance Charges Report

Address https://bw1dev01.ifmp.nasa.gov/sap/bw/BEx?SAP-LANGUAGE=E&PAGENO=2&CMD=PROCESS_VARIABLE

Navigation block:

Account Group	Accounting Item Text	Business area
Clearing Doc.Number	Customer	Doc.number
Document type	Item Status	Reference Doc
Reversal Reason	Key Figures	

Variable Values

Business Area/Center Range	Marshall Space Flight Center..Marshall Space Flight Center

Business area	Account Group	Customer		Clearing Doc.Number	Doc.number	Reference Doc	Document type	Item Status	Interest Billed (DR)	Penalty
62	ZCOM	100004	AMERITECH	1410000090	1410000086	1810000115	DZ	C		
					1410000087	1810000116	DZ	C		
					1410000088	#	DZ	C		
					1410000089	181000019	DZ	C		
					1810000115	1810000114	DR	C	$ 30.00	
					1810000116	1810000114	DR	C		
					1810000118	1610000069	DR	C	$ 10.00	
					1810000119	1610000069	DR	C		
				Result					**$ 40.00**	
		100231	NAT'L CNTR FOR MICROGRAVITY RSRCH	1410000066	1410000065	1410000064	DZ	C		
					1410000066	1410000064	DZ	C		
				1410000068	1410000067	141000064	DZ	C		
					1410000068	1410000064	DZ	C		
				1410000072	1410000069	1810000101	DZ	C		
					1410000072	1810000101	DZ	C		
				1410000073	1410000070	1810000102	DZ	C		
					1410000073	1810000102	DZ	C		
				1410000077	1410000076	1810000102	DZ	C		
					1410000077	1810000102	DZ	C		
				1410000081	1410000078	1810000100	DZ	C		
					1410000081	1810000100	DZ	C		
				1410000082	1410000079	1810000102	DZ	C		
					1410000082	1810000102	DZ	C		
				1410000083	1410000075	1810000101	DZ	C		
					1410000083	1810000101	DZ	C		
				1410000084	1410000074	1810000099	DZ	C		
					1410000084	1810000099	DZ	C		
				1410000091	1410000091	#	DZ	C		
					1810000101	1410000064	DR	C	$ 10.00	
				#	1410000092	#	DZ	O		
					1810000095	1810000094	DR	O		

Topic 4: Accounts Receivable by Customer Agreement Report

- Accounts Receivable by Customer Agreement Report
  - Provides a financial status by customer agreement
  - Used to answer customer inquiries or review customer agreements

- Contingency
  - Customers with reimbursable activity must exist

- Role used
  - Sales Invoice Processor
  - Reimbursables Manager
  - Sales Order Processor

- When used
  - Month-end
  - Upon demand

Topic 4: Accounts Receivable by Customer Agreement Report

- Data elements
  - Obligation amount
  - Direct cost amount
  - Statistical cost amount
  - Disbursement amount
  - Billed cost amount
  - Collection amount
  - Down payment amount
  - Total by sales orders
  - Total by customer
  - Total by center for all amount data elements

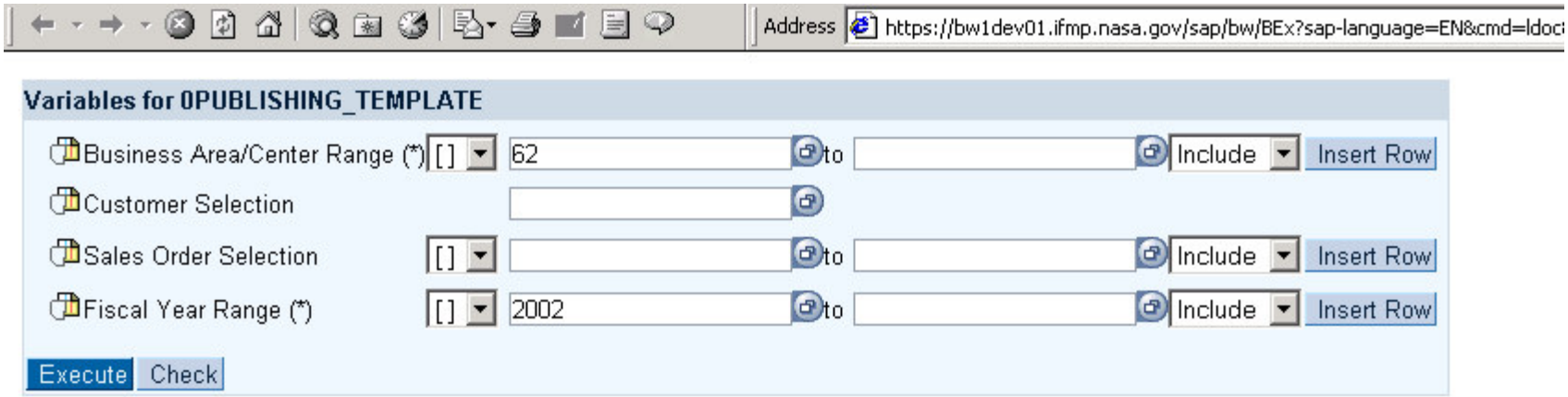
Topic 4: Accounts Receivable by Customer Agreement Report

- Selection criteria
  - Centers
  - Customer account numbers

- Selection options
  - Center
  - Customer account number
  - Sales order number

- Sort options
  - Customer account number
  - Sales order number

Topic 4: Accounts Receivable by Customer Agreement Report



Topic 4: Accounts Receivable by Customer Agreement Report

Navigation block:

Business area	Commitment item	Customer
FM area	Fiscal year	Fund
Funds Center	Material	Posting Category
Sales document	Subject Area	WBS element
Key Figures		

Variable Values

Business Area/Center Range	Marshall Space Flight Center..Marshall Space Flight Center
Customer Selection	Empty Demarcation
Sales Order Selection	Empty Demarcation
Fiscal Year Range	2002..2002

Row 1 / 602

Business area	Customer	Trading partner	Account group	Sales document	Funds Center	Fund	WBS element	FIPS 95 Code	Cust Order #	Reservation	Reserv
62	2	1213	ZFED	313	62-344	SAT292001R	62R-344-96-9363-CNV	2100	NF046110101045	$ 21.60	
					Result					**$ 21.60**	
				319	62-771	SAT292002R	62R-771-50-CO-9363-02	#	NF046110201006		
					Result						
				#	62-344	SAT292001R	62R-344-96-9366-01	#	NF046110101039		
					Result						
				Result						**$ 21.60**	
	4	9700	ZFED	#	62-713	SAT292002R	62R-713-10-9385-01	#	NAFRL016202113	$ 15,001.00	
					62-PRC	SAT412002R	62R-713-10-9385-01	#	NAFRL016202113	$ 0.00	
					Result					**$ 15,001.00**	
				Result						**$ 15,001.00**	
	6	9700	ZFED	350	62-251	SAT292002R	62R-251-96-0001-01	97AE	02-M205	$ 5,000.00	
							62R-251-96-DP-0001-01	97AE	02-M205	$ 400.00	
					62-361	SAT292002R	62R-092-AC-0001-01	97AE	02-M205		
							62R-092-CO-0001-01	97AE	02-M205	$ 0.00	
							62R-361-20-0001-01	97AE	02-M205	$ 24,000.00	
					62-771	SAT292002R	62R-771-50-AC-0001-01	97AE	02-M205	$ 2,500.00	
							62R-771-50-CO-0001-01	97AE	02-M205	$ 4,000.00	
					62-PRC	SAT412002R	62R-027-04-0001-01	97AE	02-M205	$ 15,000.00	
							62R-092-AC-0001-01	97AE	02-M205	$ 3,500.00	
							62R-092-CO-0001-01	97AE	02-M205	$ 15,000.00	
							62R-361-20-0001-01	97AE	02-M205	$ 0.00	
					Result					**$ 69,400.00**	
				#	62-251	SAT292001R	62R-251-10-8912-CNV	#	02-M205	$ 600.00	
							62R-251-10-8923-CNV	#	02-M205	$ 30,361.00	
							62R-251-10-8967-CNV	#	02-M205	$ 9,880.38	
							62R-251-10-8971-CNV	#	02-M205	$ 72,944.40	
						SAT292002R	62R-251-96-8991-01	#	01-M203	$ 35,683.00	

Topic 4: Analysis of Advances From Others Report

- Analysis of Advances from Others Report
  - Lists advances from customers
- Contingency
  - NASA must have received an advance from a customer and activity must have occurred against it
- Role used
  - Sales Invoice Processor
  - Reimbursables Manager
  - Sales Order Processor
- When used
  - Month-end
  - Upon demand

Topic 4: Analysis of Advances From Others Report

- Data elements
  - Customer name
  - Sales order number
  - Fund
  - WBS element
  - Original Liquidated and outstanding advance liquidated amount
  - Subtotal
  - Total

Topic 4: Analysis of Advances From Others Report

- Selection criteria
  - Centers
  - Customers
  - Sales orders
  - Advance documents

- Selection options
  - Center
  - Customer account number
  - Sales order number
  - Advance document number

- Sort options
  - Sales order
  - Fund
  - Customer account number
  - WBS element

Topic 4: Analysis of Advances From Others Report

Topic 4: Analysis of Advances From Others Report

Navigation block:

Business area	Customer	Doc.number
Document type	Fund	G/L Account
Item Status	Reversal Reason	Sales Order #
WBS element	Key Figures	

Variable Values

Business Area/Center Range	Marshall Space Flight Center..Marshall Space Flight Center

Business area	Customer		Fund	Sales Order #	WBS element	Orig Adv Amt	Liq Adv Amt	UnLiq Adv Amt
62	6	DEPT OF DEFENSE	SAT292002R	25	62R-344-96-9360-01	$ 5.00	$ 0.00	$ 5.00
					Result	**$ 5.00**	**$ 0.00**	**$ 5.00**
				350	62R-251-96-0001-01	$ 20.00	$ 35.00	$ -15.00
					62R-361-20-0001-01	$ 110.00	$ 20.00	$ 90.00
					Result	**$ 130.00**	**$ 55.00**	**$ 75.00**
			SAT412002R	350	62R-092-AC-0001-01	$ 340.00	$ 55.00	$ 285.00
					62R-092-CO-0001-01	$ 215.00	$ 130.00	$ 85.00
					Result	**$ 555.00**	**$ 185.00**	**$ 370.00**
			Result			**$ 690.00**	**$ 240.00**	**$ 450.00**
	18	DEPT OF TRANSPORTATION	SAT422002R	325	10-9962-02	$ 97.73	$ 0.00	$ 97.73
					Result	**$ 97.73**	**$ 0.00**	**$ 97.73**
			Result			**$ 97.73**	**$ 0.00**	**$ 97.73**
	19	GRC	SAT422002R	320	10-9905-01	$ 5,695.59	$ 0.00	$ 5,695.59
					Result	**$ 5,695.59**	**$ 0.00**	**$ 5,695.59**
			Result			**$ 5,695.59**	**$ 0.00**	**$ 5,695.59**
	20	GRC	HSF542002R	309	50-9981-01	$ 73,468.09	$ 0.00	$ 73,468.09
					62R-789-50-9981-01	$ 0.00	$ 10.00	$ -10.00
					Result	**$ 73,468.09**	**$ 10.00**	**$ 73,458.09**
			MS432001R	309	50-9981-01	$ 69,623.53	$ 0.00	$ 69,623.53
					Result	**$ 69,623.53**	**$ 0.00**	**$ 69,623.53**
			Result			**$ 143,091.62**	**$ 10.00**	**$ 143,081.62**
	100004	AMERITECH	SAT412002R	21	10-8959-02	$ 1,370.00	$ 0.00	$ 1,370.00
					Result	**$ 1,370.00**	**$ 0.00**	**$ 1,370.00**
			Result			**$ 1,370.00**	**$ 0.00**	**$ 1,370.00**
	100010	BARDEN PRECISION	SAT422002R	17	10-8915-01	$ 22,504.96	$ 0.00	$ 22,504.96
					Result	**$ 22,504.96**	**$ 0.00**	**$ 22,504.96**
			Result			**$ 22,504.96**	**$ 0.00**	**$ 22,504.96**
	100015	BIO TECH PLEX CORP	SAT292002R	30	10-8422-03	$ 14,039.26	$ 0.00	$ 14,039.26
					62R-251-10-8422-03	$ 0.00	$ 14,039.26	$ -14,039.26
					Result	**$ 14,039.26**	**$ 14,039.26**	**$ 0.00**

Topic 4: Debrief

- Individuals should be now able to accomplish the following:
  - Describe the purposes and uses of Accounts Receivable BW Reports
  - Identify the primary users for each Accounts Receivable BW Report

End of Course Review

Review Objectives & Expectations

Individuals should now be able to:

- ✓Utilize SAP and BW for reporting requirements
- ✓Understand when and how to use some of the Accounts Receivable reports offered in SAP and BW

Available Resources

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

Extra Practice - SAP Training Instance

- Use data from course training guide to practice transactions

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

Congratulations!

Training Course Feedback

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