REVENUE cash flow FORM – uSER INPUT INSTRUCTION   
SAP BPC INPUT TEMPLATE

December 2, 2017

# Document version

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| Version | Changed | Date |
| Version 1.0 | Created | December 2, 2017 |
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# Overview

## Purpose

To distribute budget revenues for a Business Area, GL accounts for 12 Months.

## Dependency

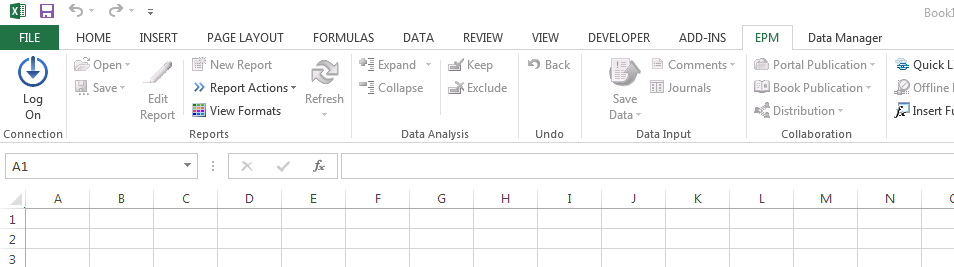
Revenue budget data has to be entered prior to use of this input form. If no budget data is enter, you cannot save data using this form.

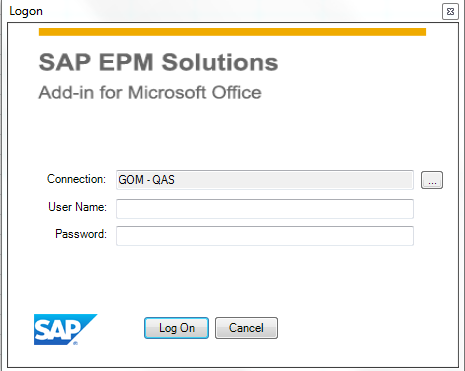
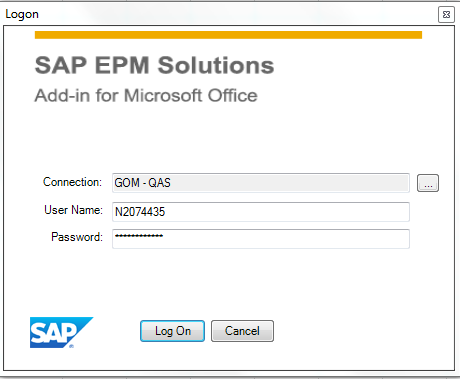
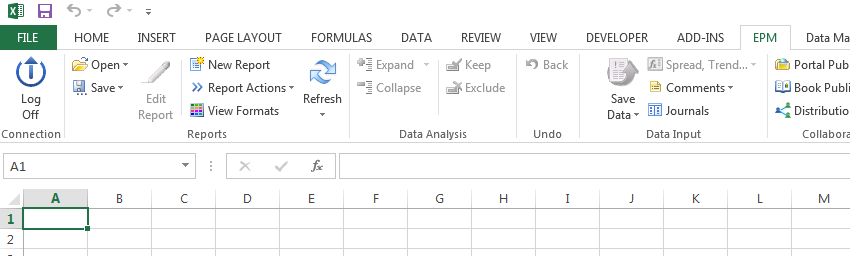
# Input Template Data Entry Steps

## SAP BPC Logon

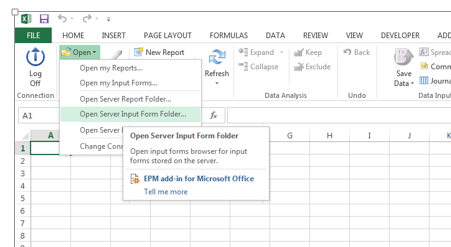
If you are not logged on to SAP BPC, continue to Step #4. If you are not, please follow the below steps

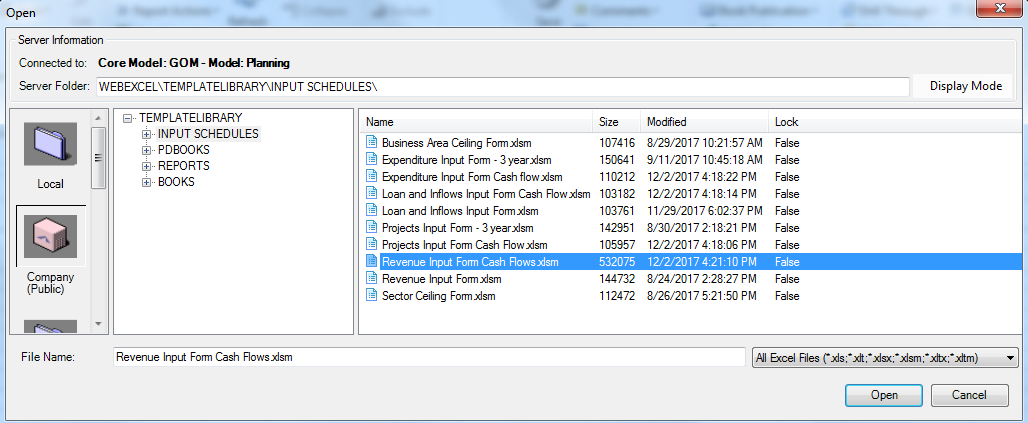
1. Open new Excel Sheet, and then click ‘Log On’ button from the EPM Ribbon.



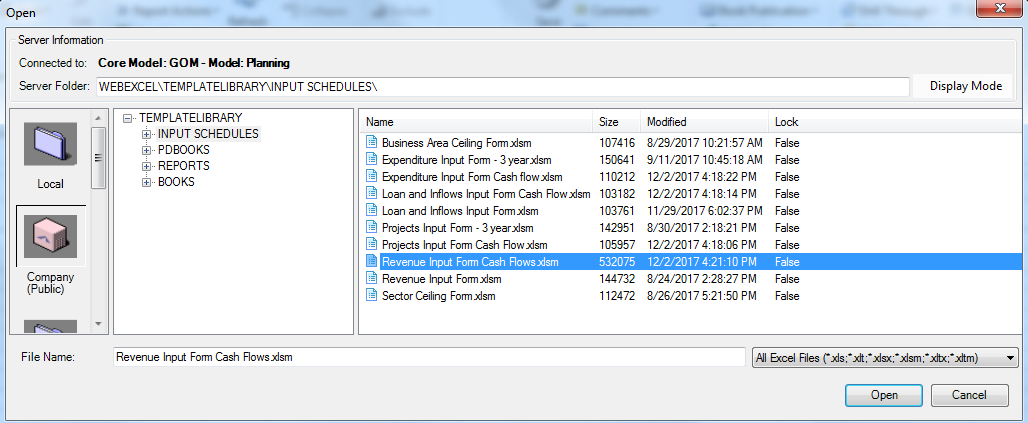
1. ‘Logon’ window will be displayed. Use your credentials username/password and then click ‘Log On’ button. If you need help please with credentials please contact….
2. 
3. If you see ‘Log off’ button, you have successfully logged on to SAP BPC. If you have issues please contact…

## Open Input Form

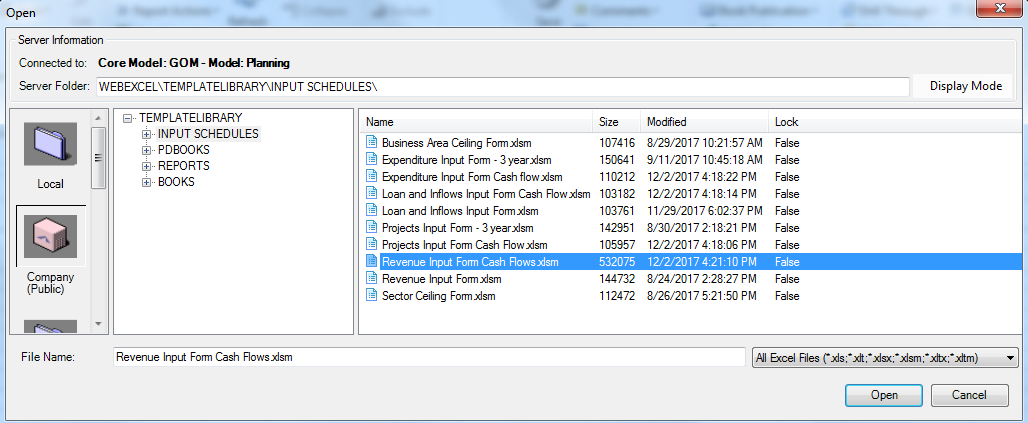
1. Next we will open the input form. From ‘EPM Ribbon’ click menu ‘Open > Open Server Input Form Folder..’ 
2. ‘Open’ window will be displayed



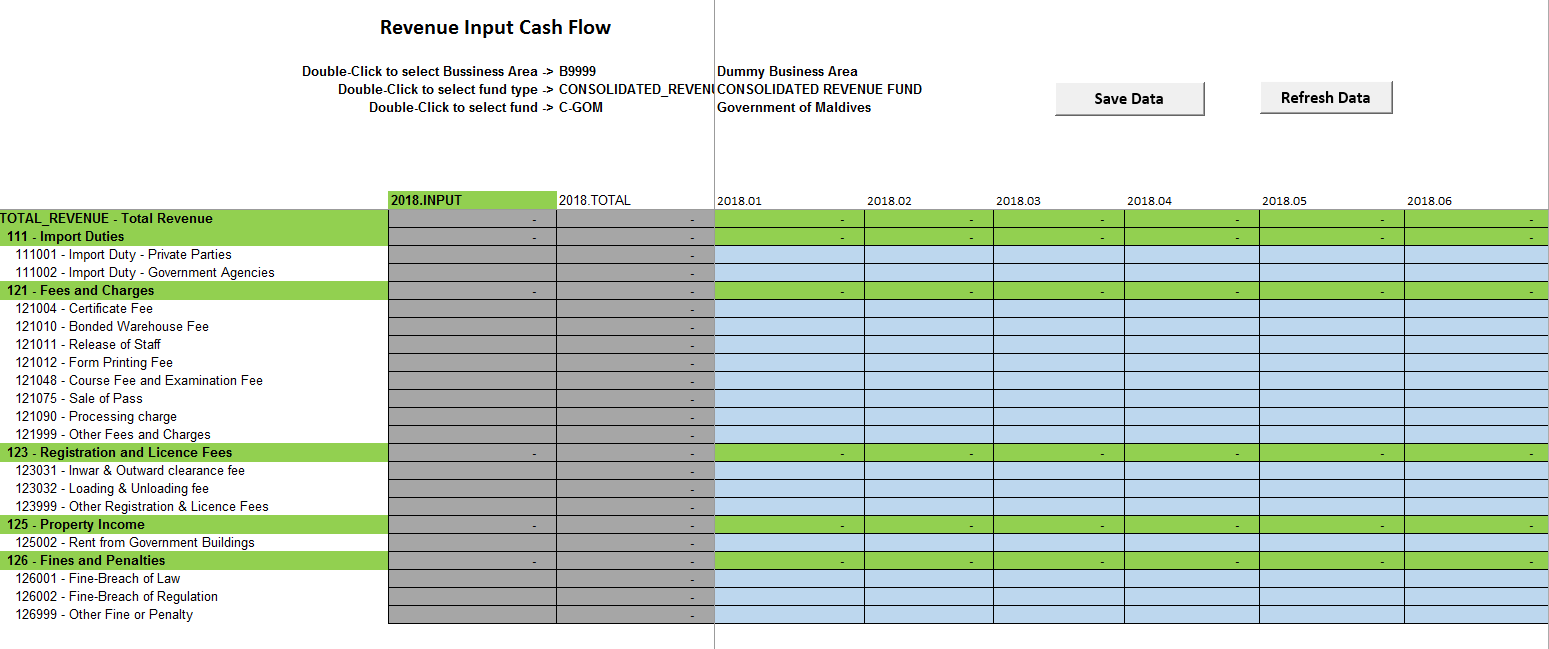
## Select Input Form ‘Revenue Form cash Flows’



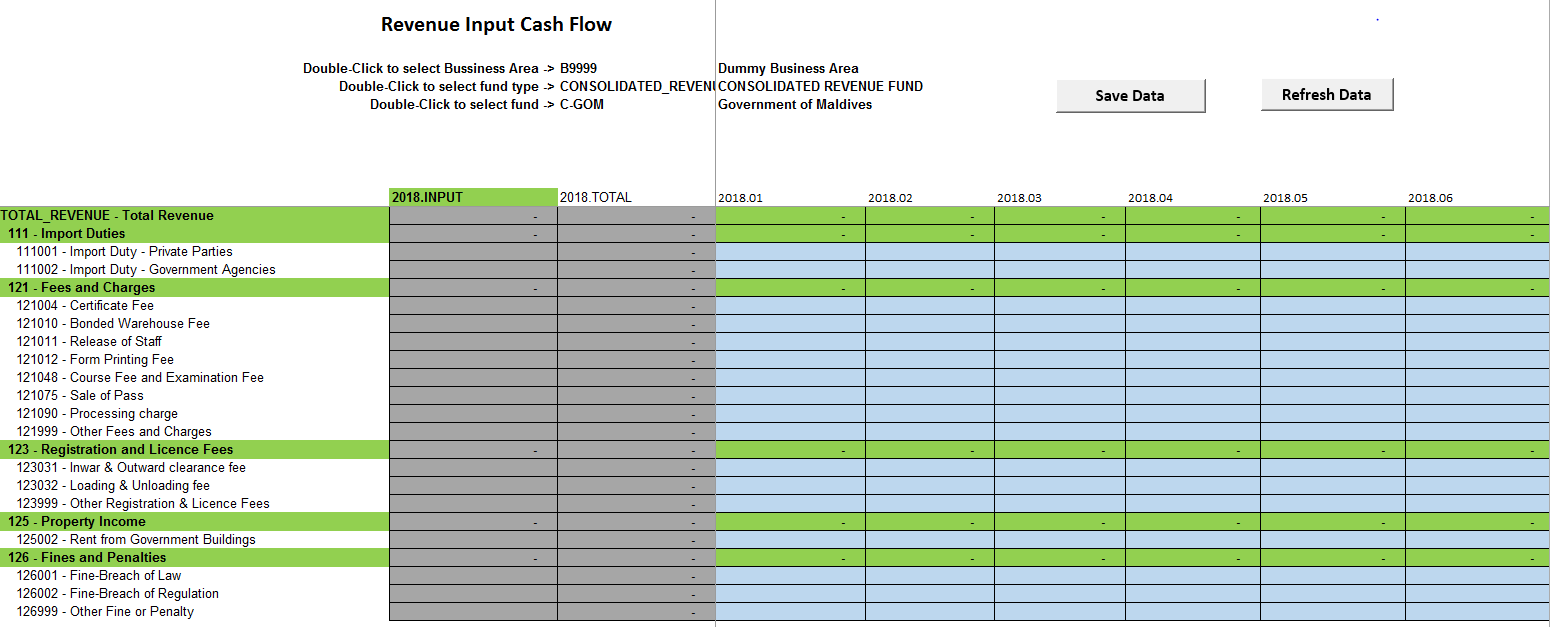
1. Select form ‘Revenue Form Cash Flows’ and click ‘Open’ button



1. Selected input form will be displayed

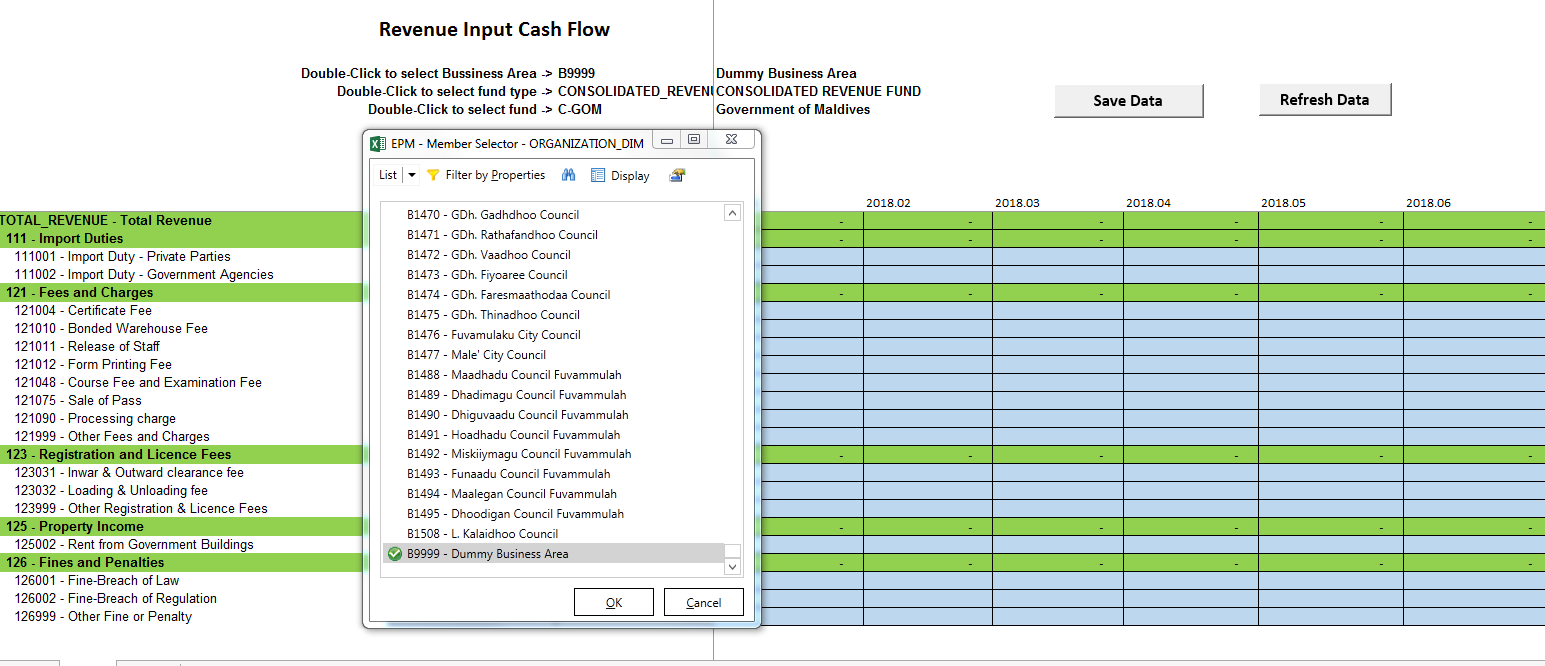


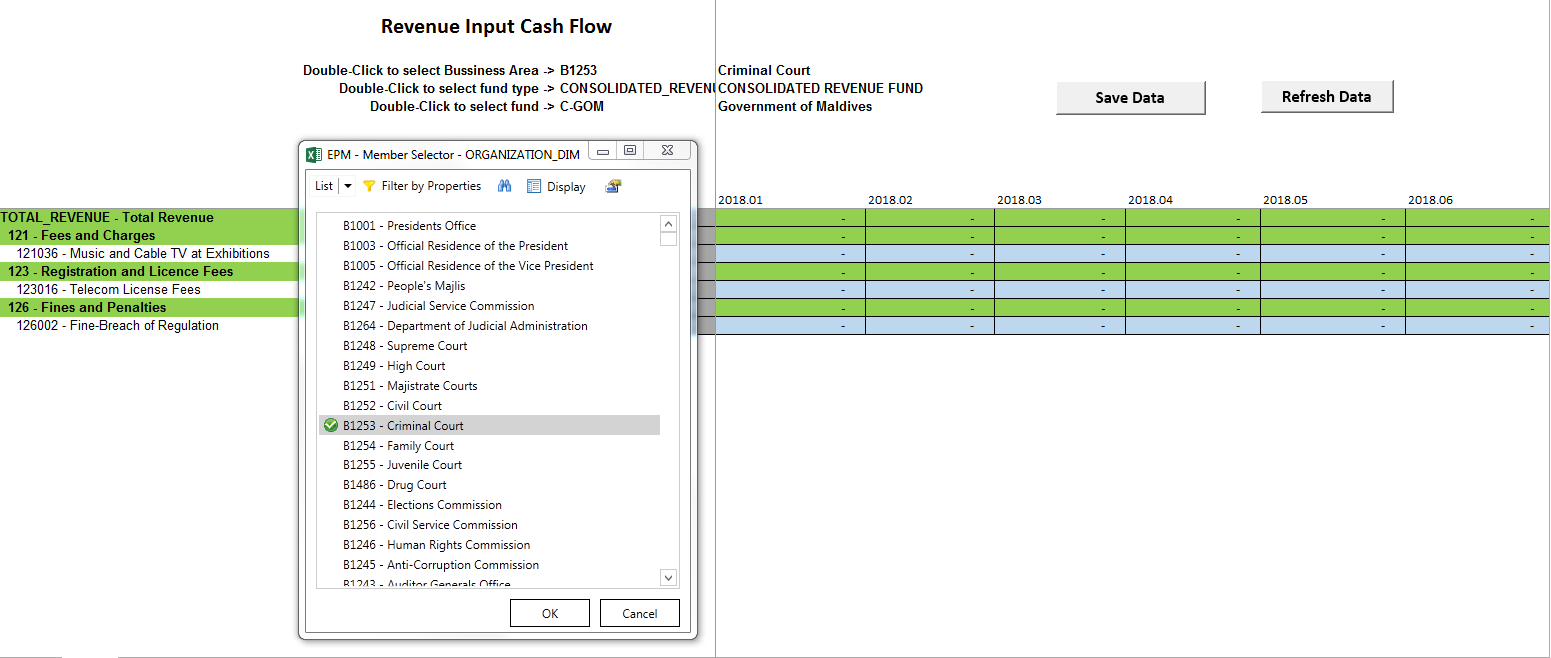
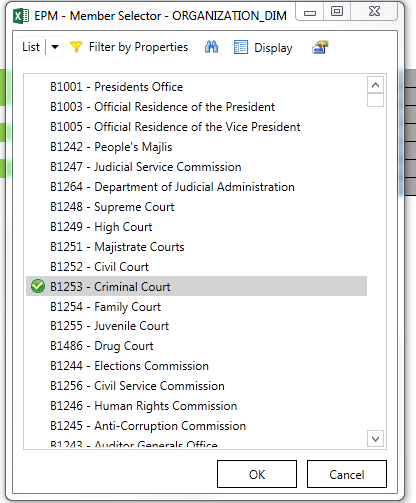
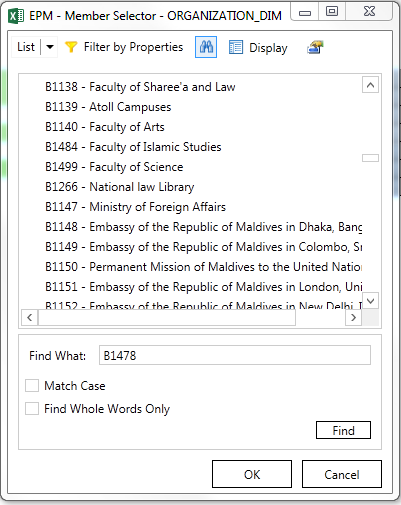
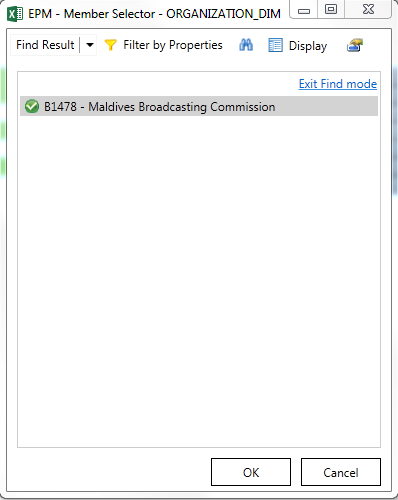
1. In this form, select your responsible Business Area(s) by double clicking the Business Area code

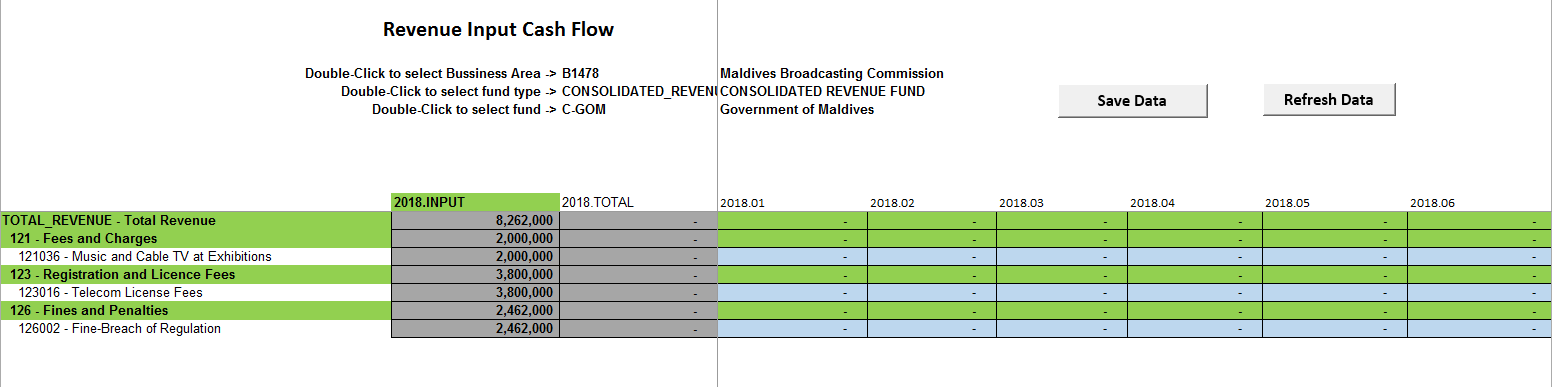


1. ‘EPM – Member Selector’ will be displayed. Select the desired Business Area by either
   1. Scrolling up/down and select to the desired Business Area
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Business Area code and Click ‘OK’ button. The Business Area code will be displayed, select the Business Area by clicking on it.

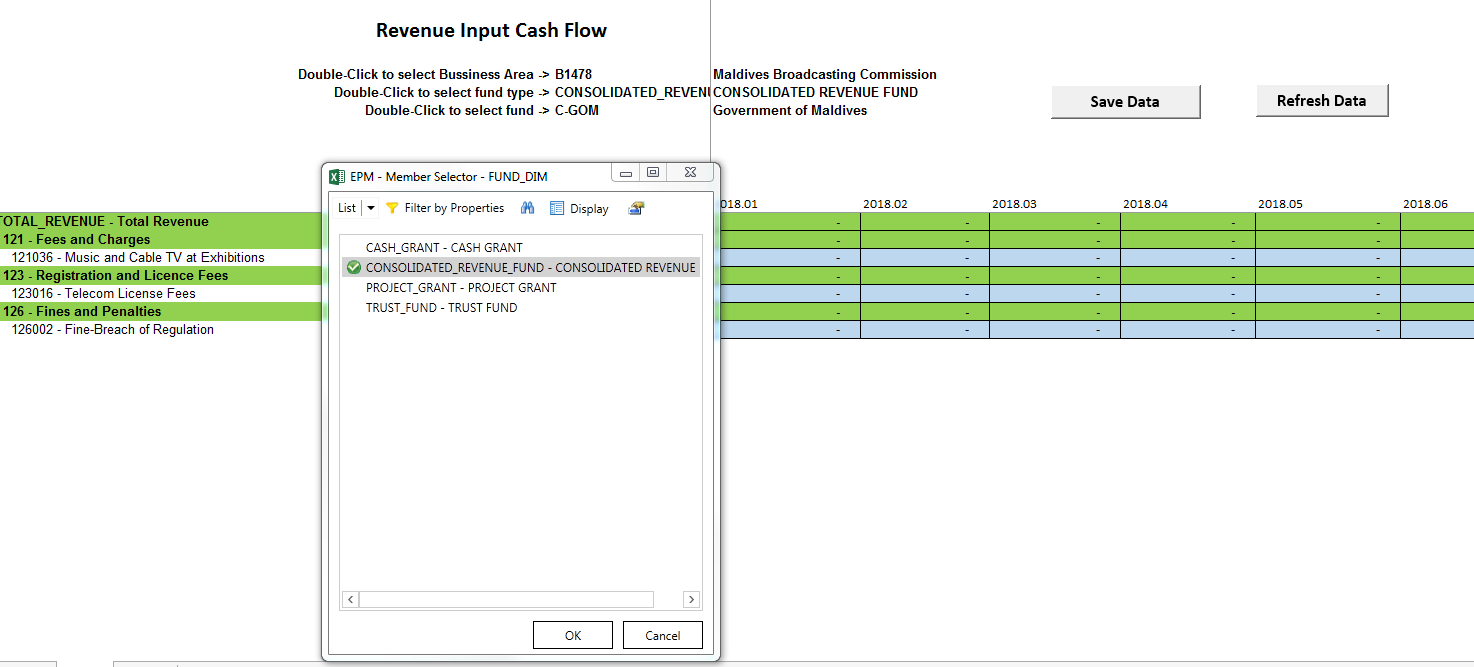
After selecting Business Area ‘Green Check Icon’ will be displayed next to the Business Area. Then, select OK button



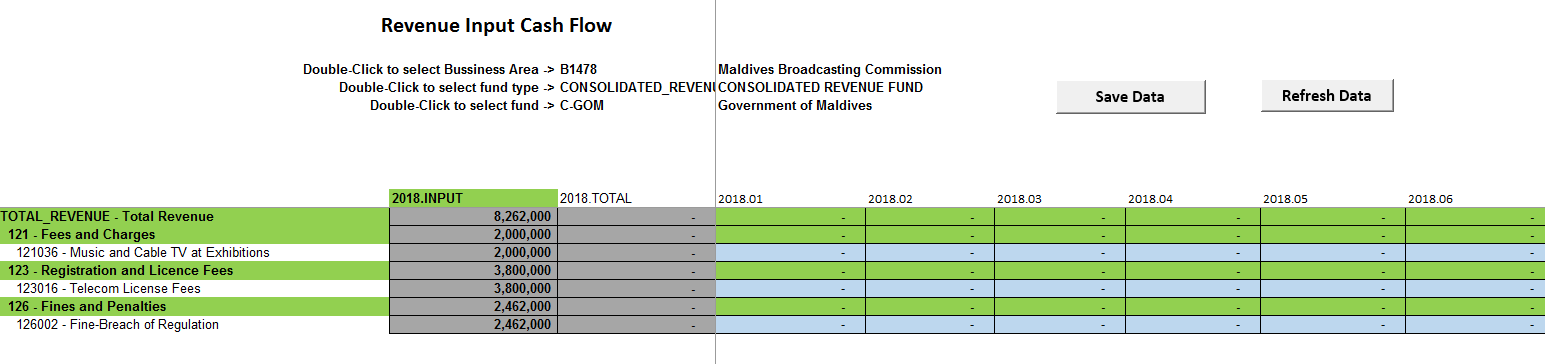
The selected Business Area will be displayed on Input Form button. Next, click ‘Refresh’ button. This will refresh the data in the input form. 

1. Select your responsible Fund Type by double clicking the Fund Type Code..

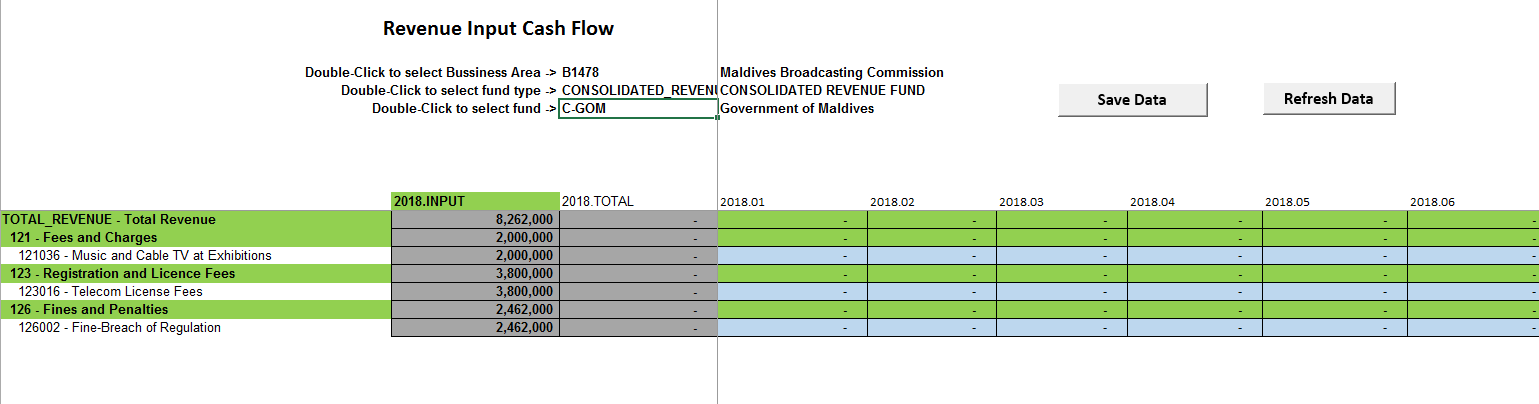


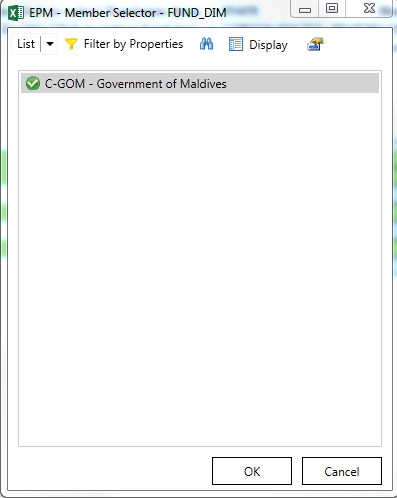
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1. The selected Fund Type will be displayed on Input Form button. Next, click ‘Refresh’ button. This will refresh the data in the input form.

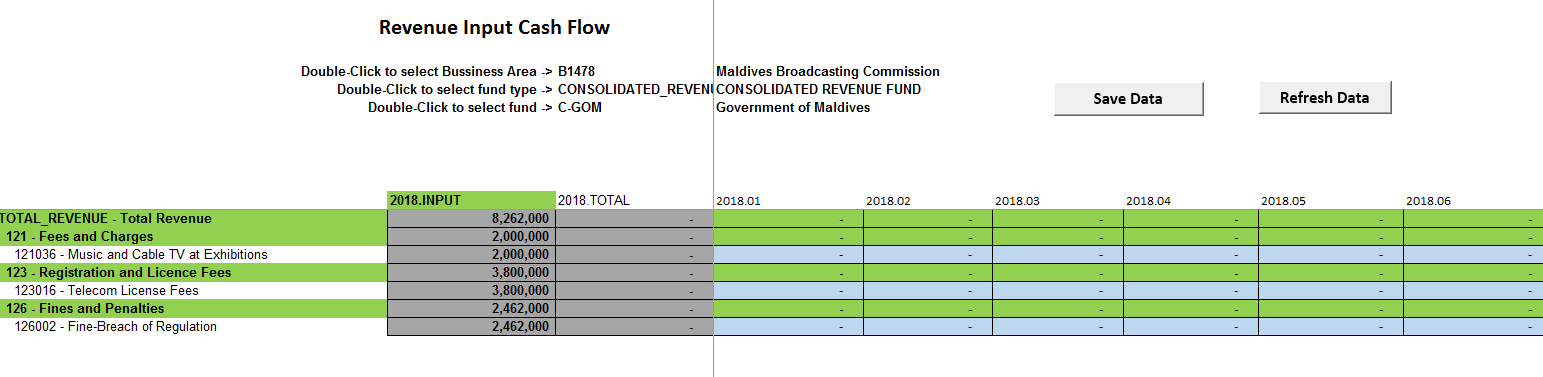


1. Select your responsible Fund by double clicking the Fund Code..

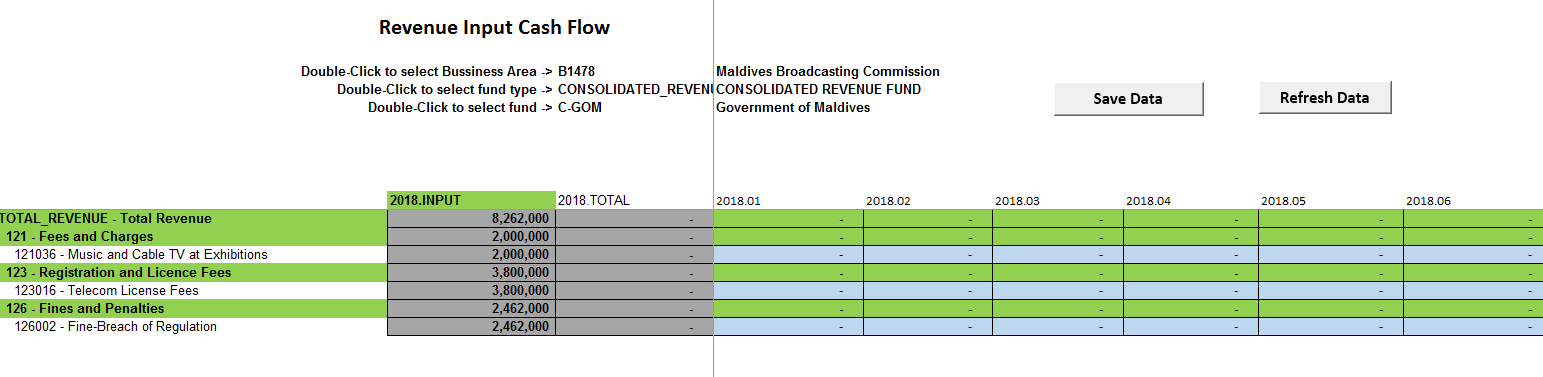




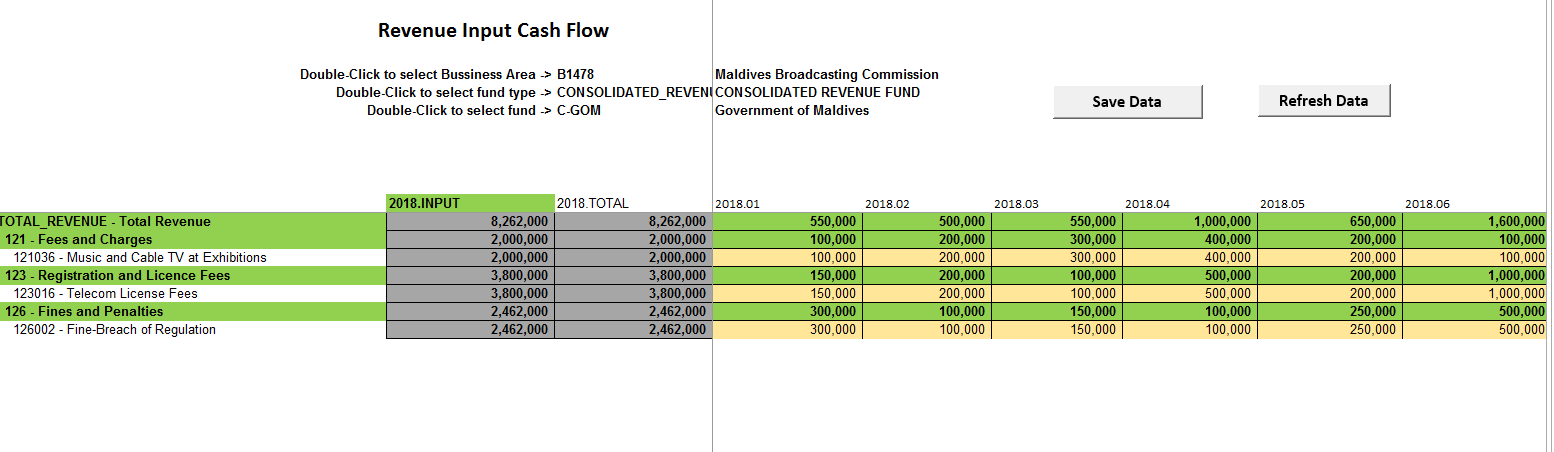
1. The selected Fund will be displayed on Input Form button. Next, click ‘Refresh’ button. This will refresh the data in the input form.



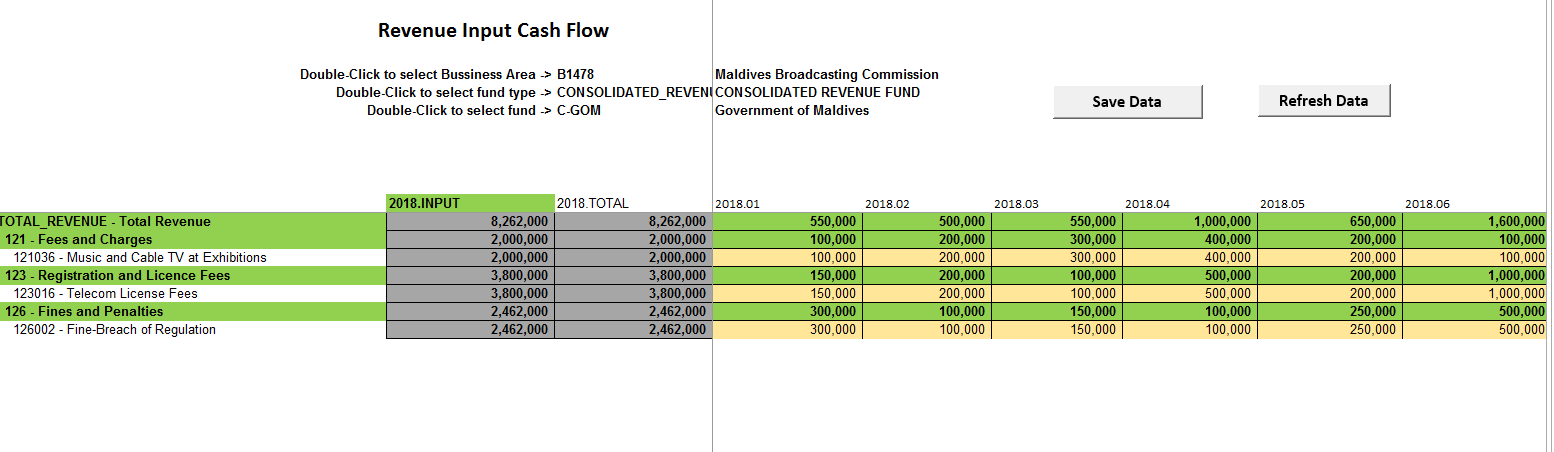
1. When refresh the form, Budget data will be displayed in 2018.INPUT Column respective Revenue Accounts.



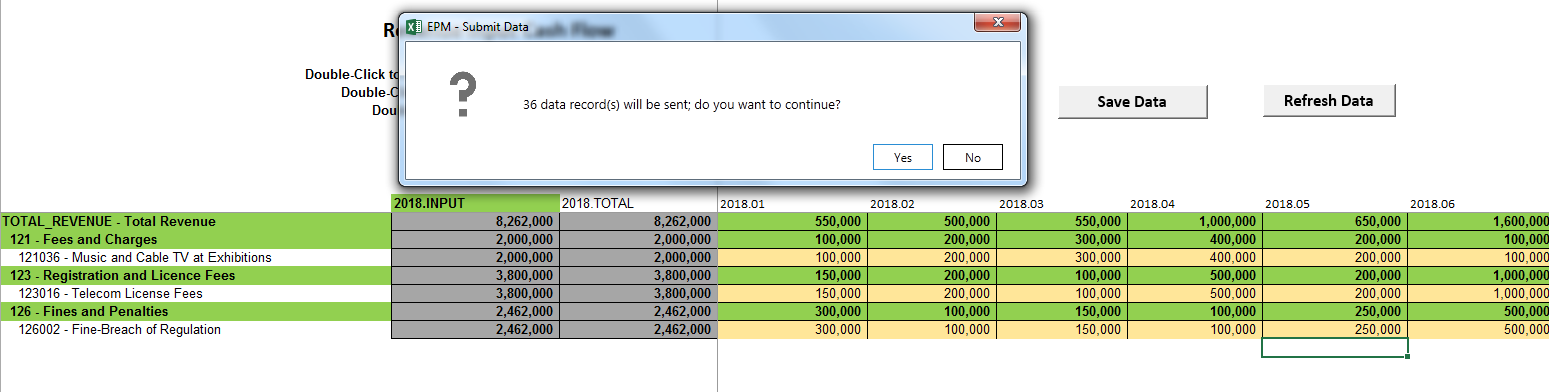
1. Now you can distribute the 2018.INPUT Budget data for 12 months in Blue collard cells for this Business Area. Whatever you entered the data for 12 Months, the totals reflect in 2018.Total Columns in receptive Revenue Accounts. Make sure that to enter the data is not Greater than or less then. It should be equal to the 2018.INPUT data.



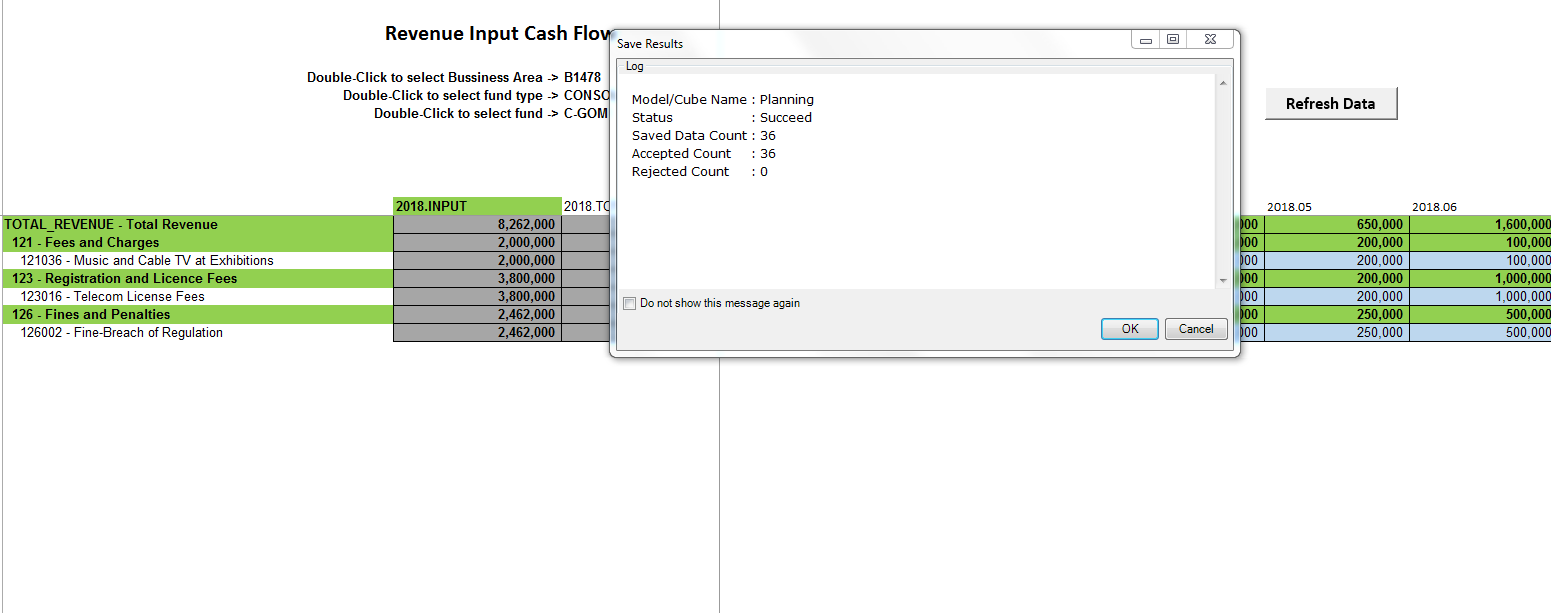
1. After enter the data and save the data throw save button. Make sure that 2018.TOTAL data should be equal to 2018.INPUT data.



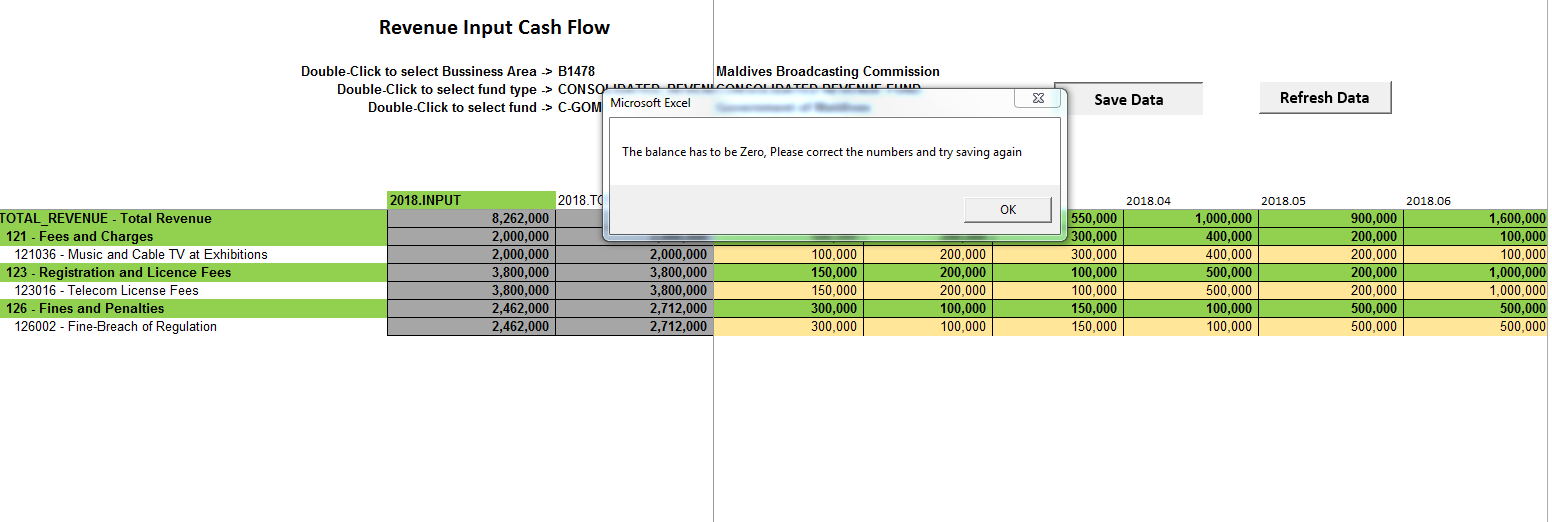
1. After Click the save button, display a window how many records to enter. Then click “YES “button to save the data in data base.



1. Click “OK” Button



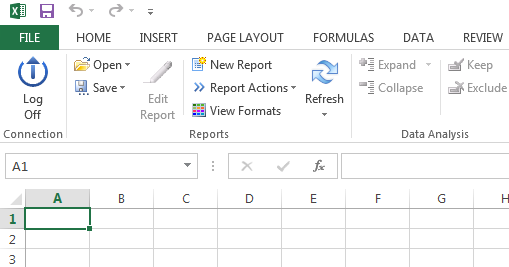
20. Try to save, the 2018.TOTAL data is not equal to 2018.INPUT data, system throw the error massage “The Balance has to be Zero, Please correct the numbers and try saving again” .



21. You can continue entering/editing data for combination of Business Area and Fund type, or change to other Business Area and Fund type. Please follow steps #8 onwards to enter data for new Selections.

22. If you want to close this input form, close this Excel sheet.

23. You can continue working in SAP BPC by open other input forms/reports. If you would like to logout, Click ‘Log Off’ button



1. After, successfully logging off you will see ‘Log On’ button.

