Project Request CASH FLOW INPUT FORM – uSER INPUT INSTRUCTION

December 2, 2017

# Document version

|  |  |  |
| --- | --- | --- |
| Version | Changed | Date |
| Version 1.0 | Created | December 2nd, 2017 |
|  |  |  |
|  |  |  |

# Overview

## Purpose

To enter cash flow data projects by Group GL accounts

## Dependency

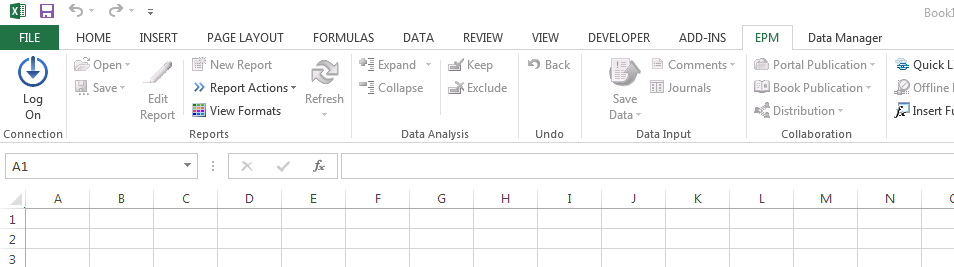
Project expenditure budget data has to be entered prior to use of this input form. If no budget data is enter, you cannot save data using this form.

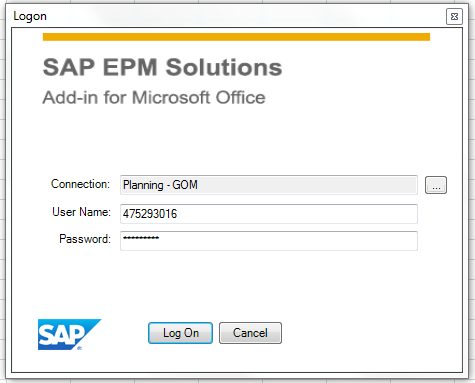
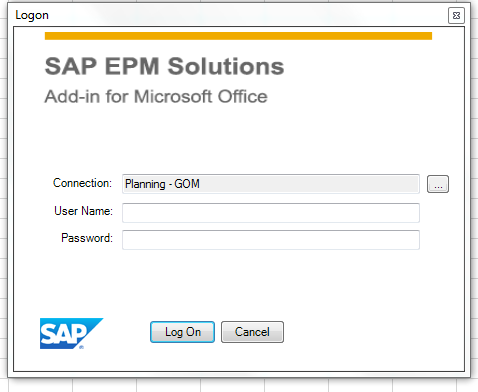
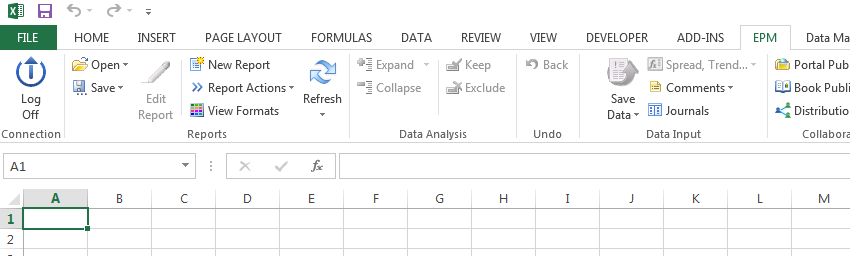
# Input Template Data Entry Steps

## SAP BPC Logon

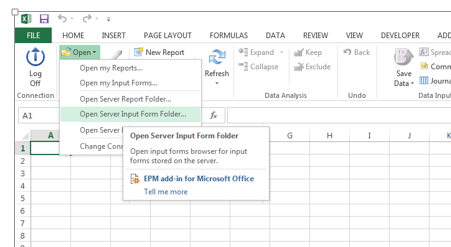
If you are not logged on to SAP BPC, continue to Step #4. If you are not, please follow the below steps

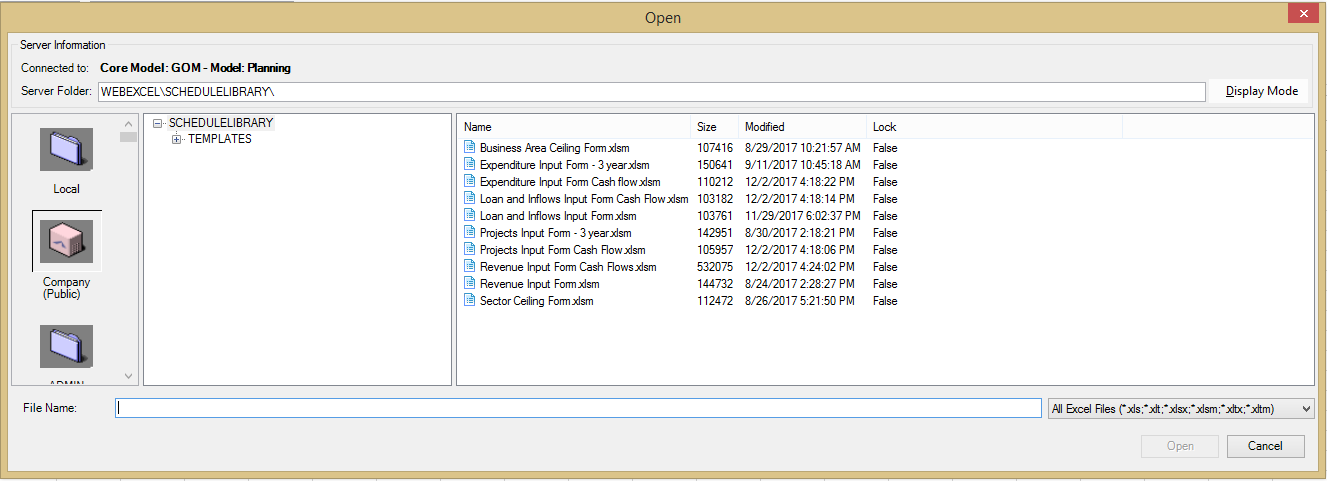
1. Open new Excel Sheet, and then click ‘Log On’ button from the EPM Ribbon.



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. If you see ‘Log off’ button, you have successfully logged on to SAP BPC. If you have issues please contact…

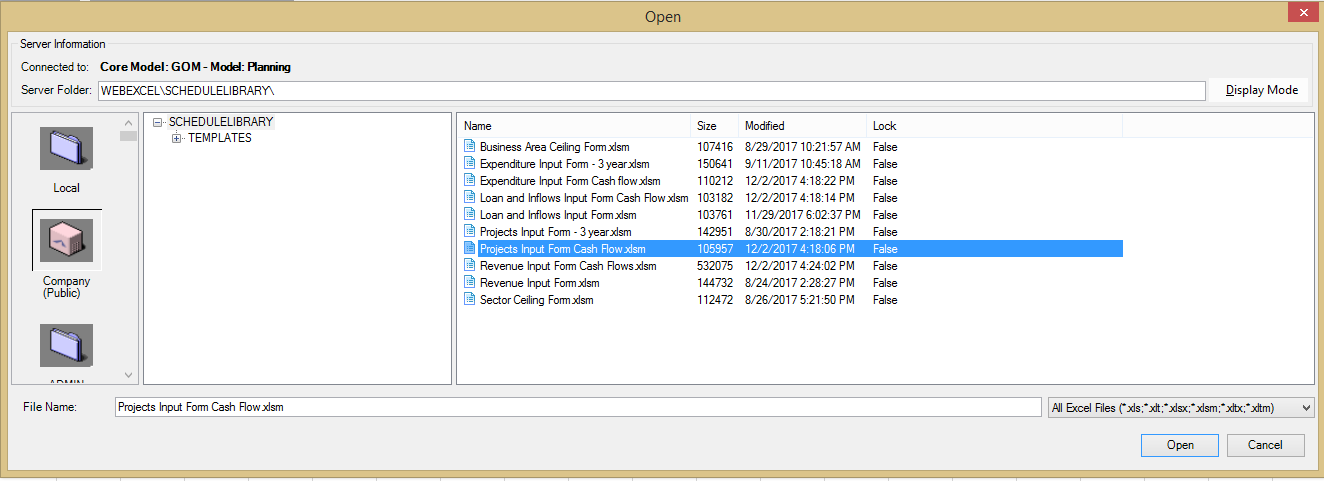
## Open Input Form

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

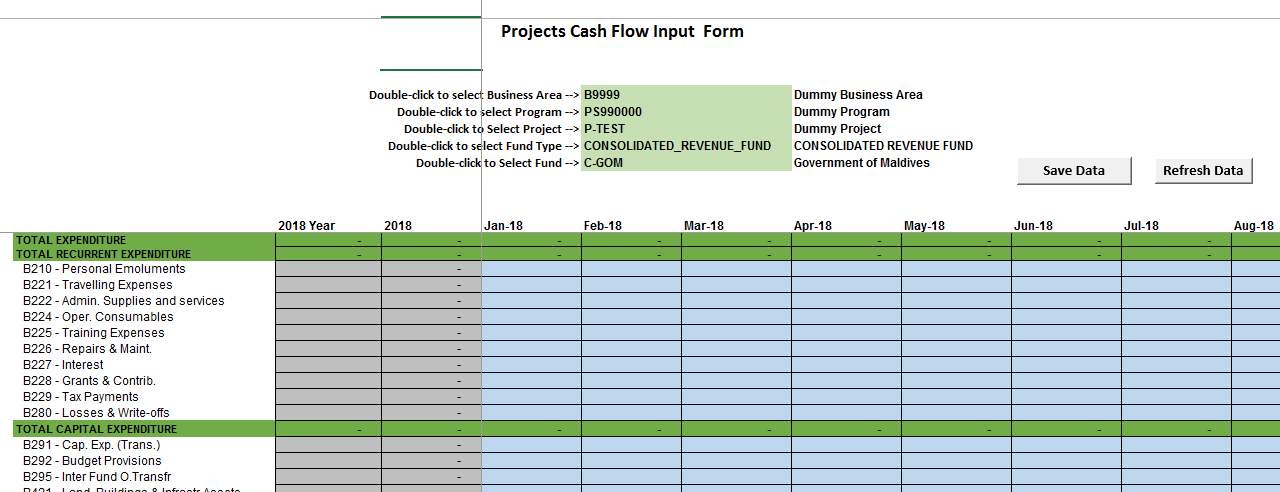


## Select Input Form ’10-PSIP Foreign Form’

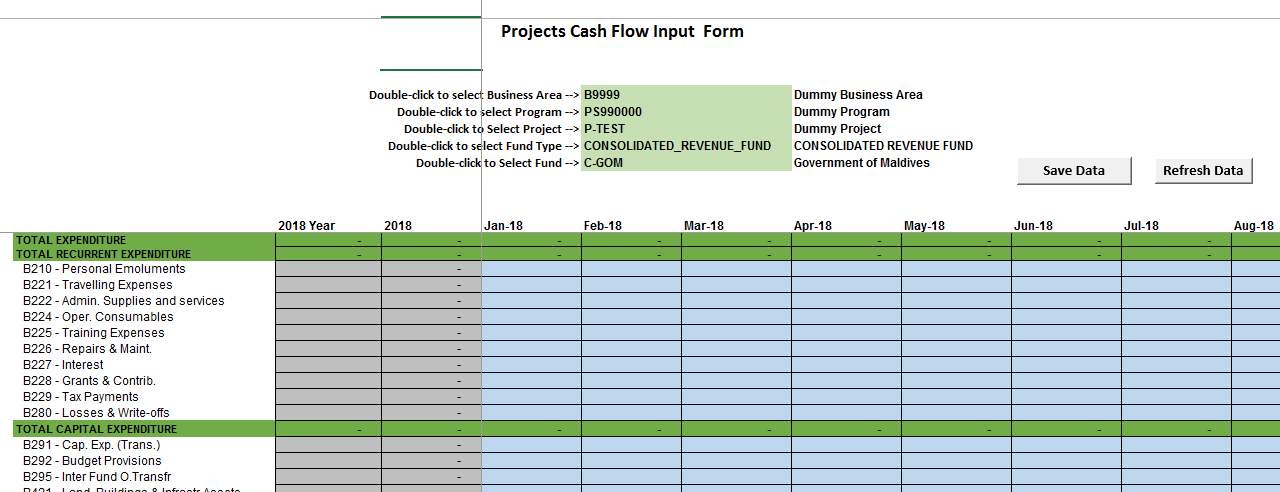
1. Select form ‘Project Input Form Cash Flow’ and click ‘Open’ button



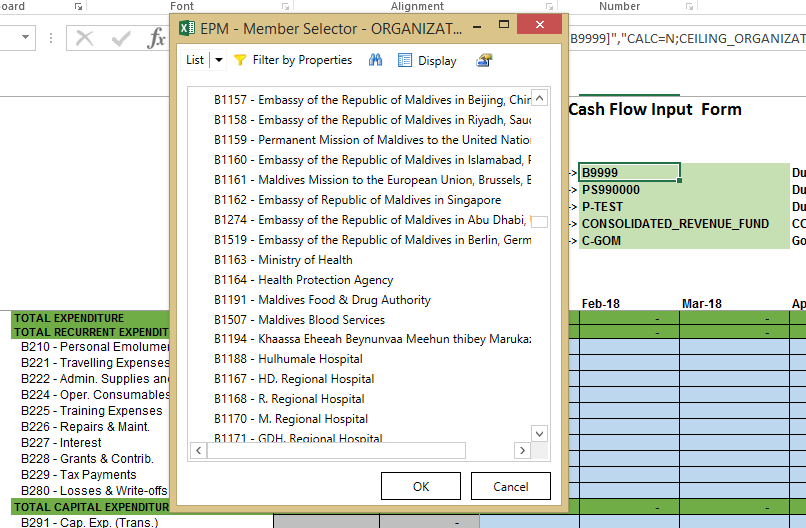
1. Selected input form will be displayed

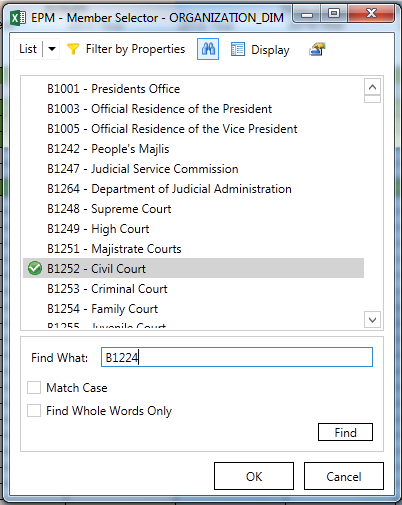


1. In this form, select your responsible Business Area by double clicking the Business Area code

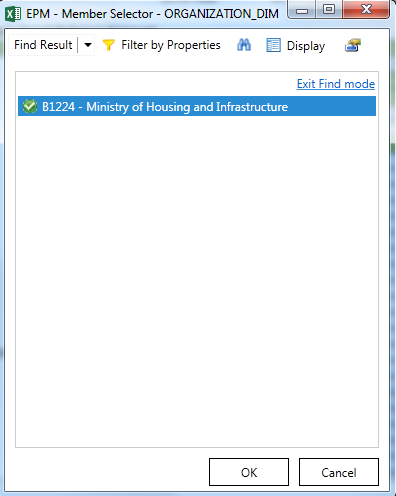


1. ‘EPM – Member Selector’ will be displayed. Select the desired Business Area by either
   1. Scrolling up/down and select to the desired Business Area
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Business Area code and Click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

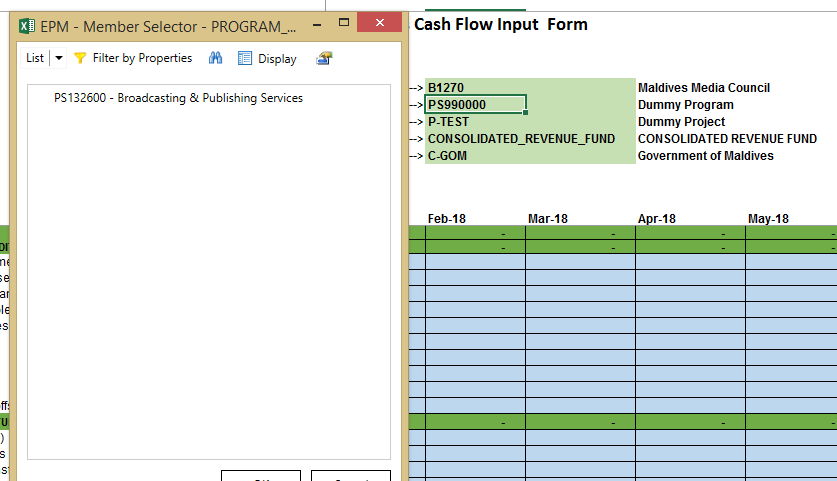




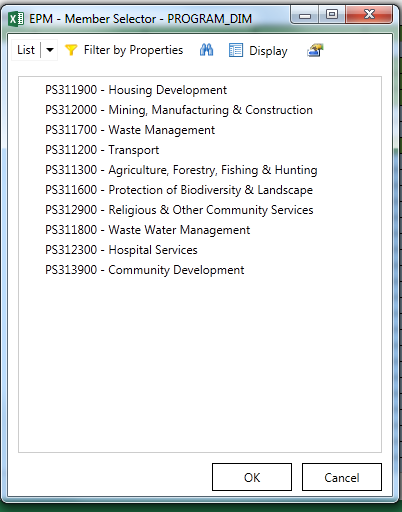
After selecting Business Area ‘Green Check Icon’ will be displayed next to the Business Area. Then, select OK button



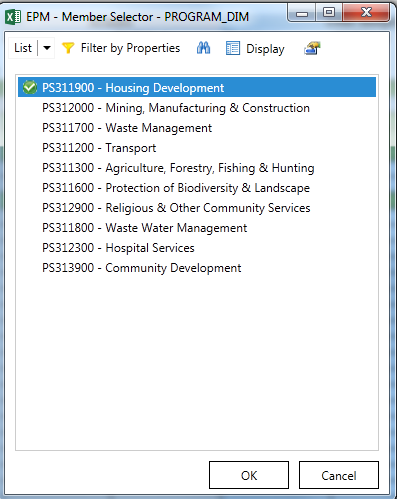
1. The selected Business Area will be displayed on Input Form button.
2. Next, select your responsible Program by double clicking on the Program code



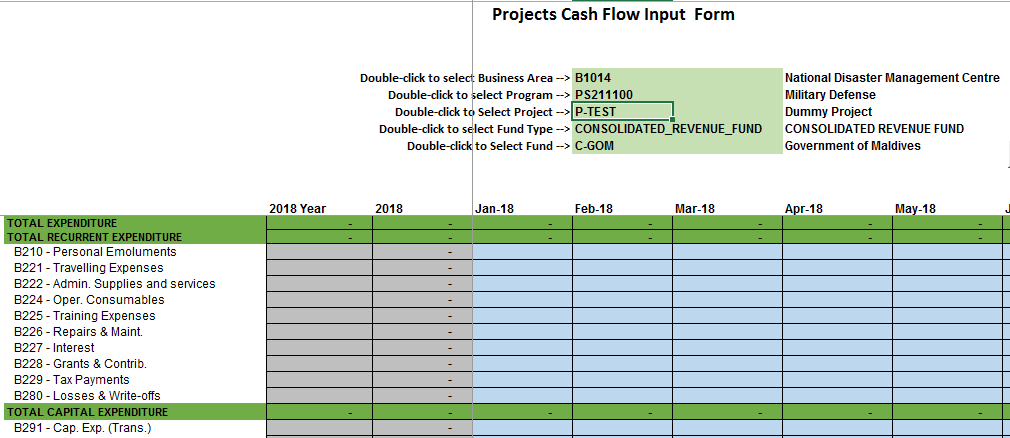
1. EPM – Member Selector’ will be displayed. Select the desired Program by either
   1. Scrolling up/down and select to the desired Program.
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Program code and Click ‘OK’ button. The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



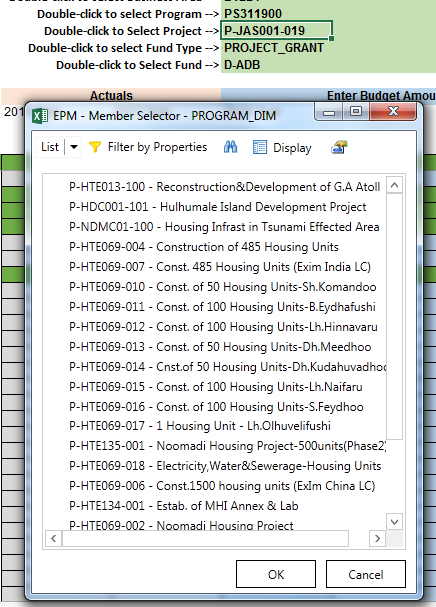
After selecting Program code ‘Green Check Icon’ will be displayed next to the Program code. Then, select OK

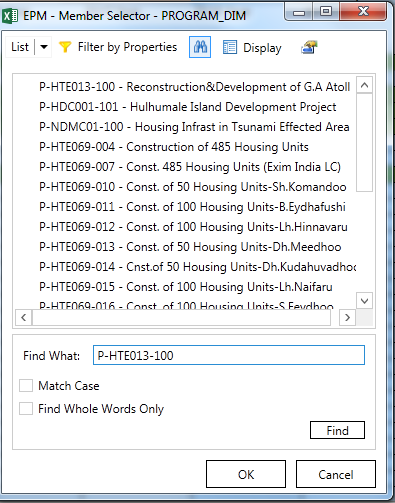


1. The selected Program code will be displayed on Input Form button.
2. Next, select your responsible Program by double clicking on the Project Code.

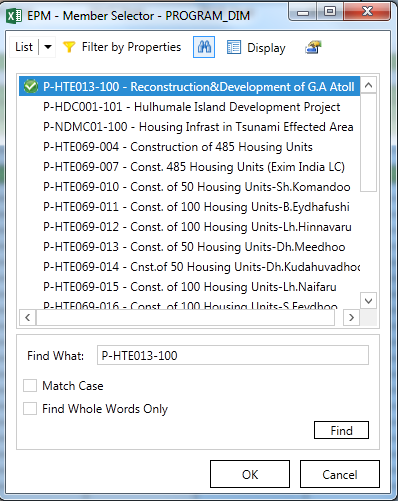


1. EPM – Member Selector’ will be displayed. Select the desired Project by either
   1. Scrolling up/down and select to the desired Project.
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Project code and Click ‘OK’ button. The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

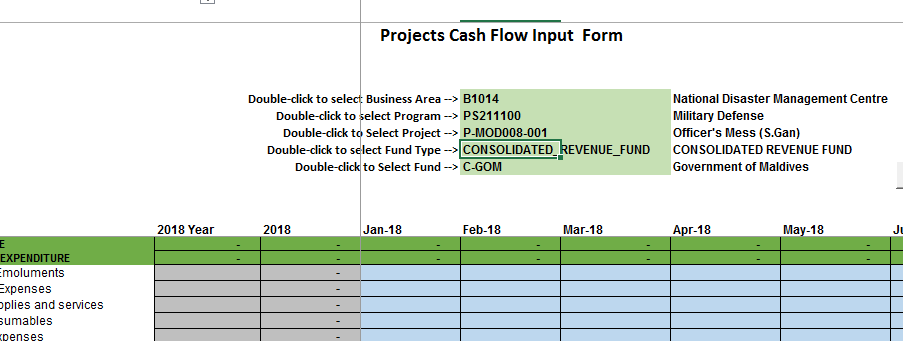




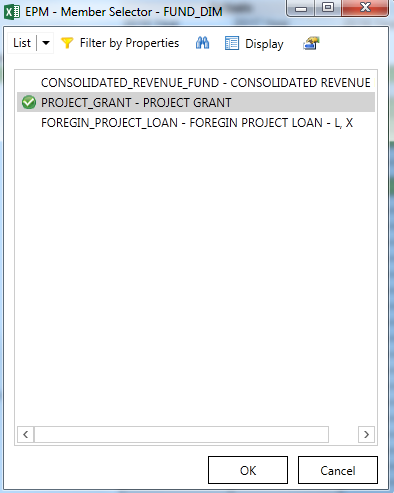
After selecting Project code ‘Green Check Icon’ will be displayed next to the Project code. Then, select OK



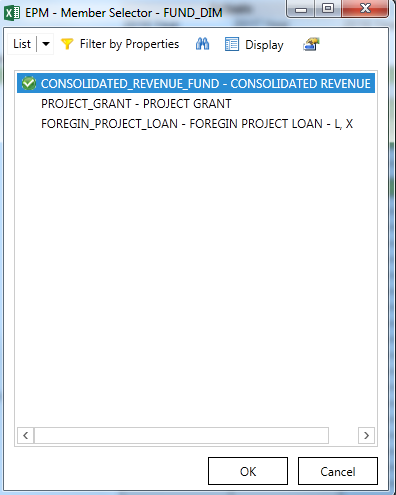
1. The selected Project code will be displayed on Input Form button
2. Next, select your responsible Fund Type by double clicking on the Fund Type code.



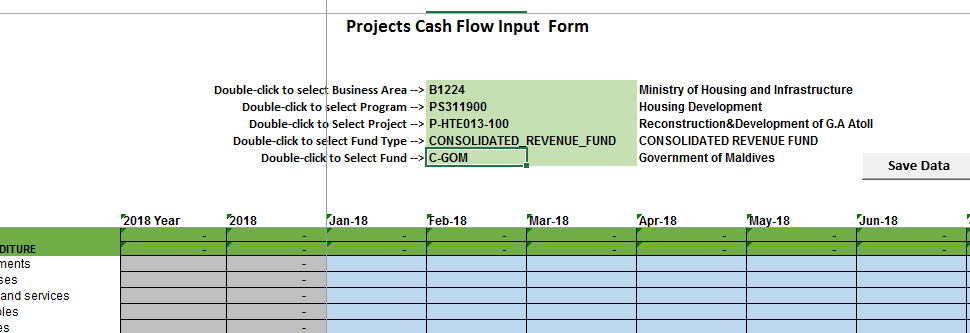
1. EPM – Member Selector’ will be displayed. Select the desired Fund Type by either
   1. Scrolling up/down and select to the desired Fund type.



After selecting fund type code ‘Green Check Icon’ will be displayed next to the code. Then, select OK

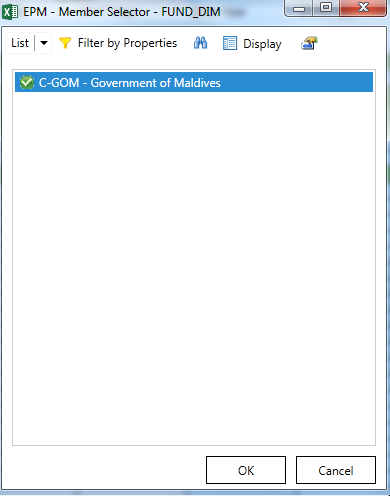


1. The selected Fund Type code will be displayed on Input Form button.
2. Next, select your responsible Fund by double clicking on the Fund code.

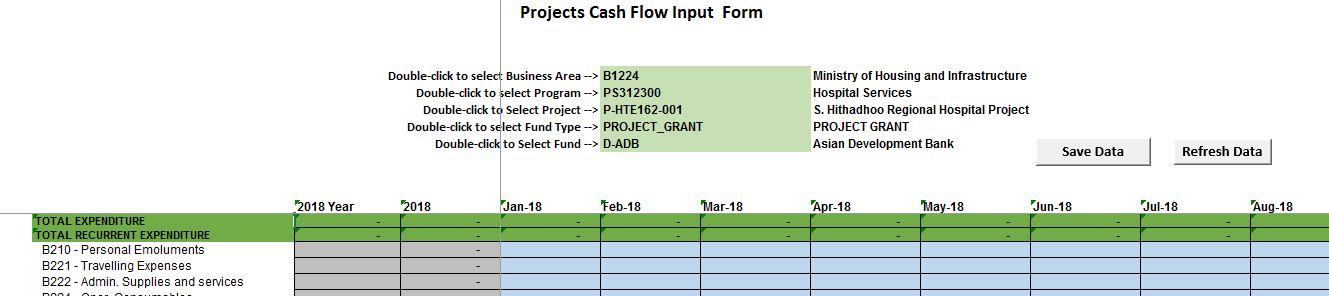


1. EPM – Member Selector’ will be displayed. Select the desired Fund by either
   1. Scrolling up/down and select to the desired Program.
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Fund and Click ‘OK’ button. The Fund code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

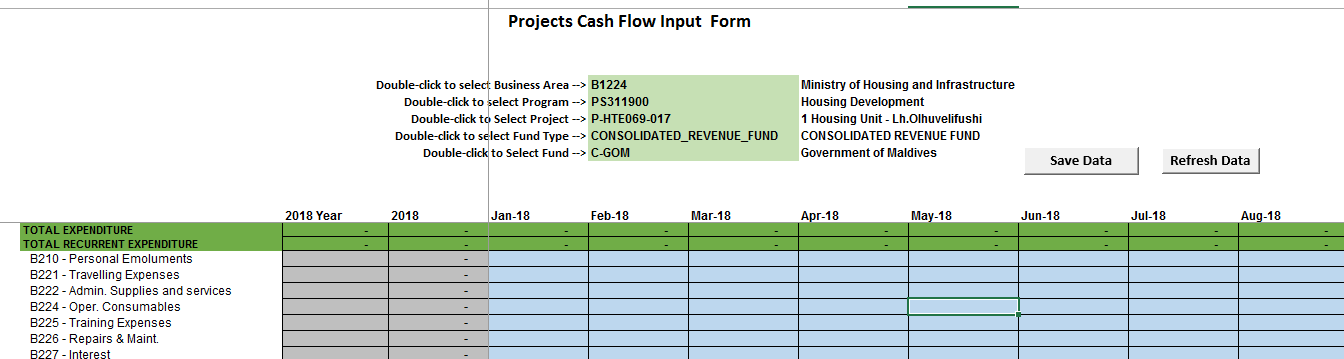
After selecting Fund code ‘Green Check Icon’ will be displayed next to the Fund code. Then, select OK



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



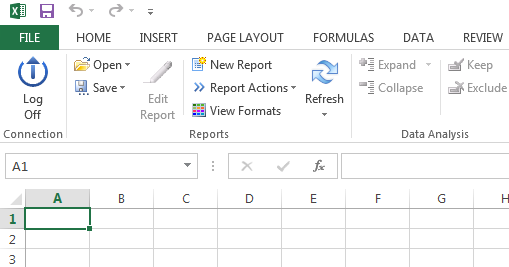
1. If data exists, it will be displayed. You can overwrite, enter new data or delete data in the ‘Blue’ cells only.



1. After you enter data in a cell, this cell will be highlighted to yellow. **Only if total for all periods is displayed in ‘2018’, is equal to data in ‘2018 Year’ you can save data**. If you are ready to save the data, please click ‘Save Data’ button.
2. After you click ‘Save Data’, a conformation window will be displayed. This window will let you know how many cells with new data will be saved. If you want to continue saving, please click ‘yes’, else ‘No’. Clicking ‘No’ will take you back to the input form without saving the data, you can keep continuing data entry.
3. ‘Save Results’ will display how many records were successfully saved. It also shows errors if any, please contact your SAP BPC administrator if you see any errors. Click ‘ok’ to close the window and return back to input form.
4. Input form will automatically refresh, updated data will be displayed. ‘Entered Expenses Amount.’ row will display the total expenses entered.
5. You can continue entering/editing data for this Business Area, or change to other Business Area. Please follow steps #8 onwards to enter data for new Business Area.
6. If you want to close this input form, close this Excel sheet.

## Log Off

1. 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.

