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

December 3, 2017

# Document version

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| Version | Changed | Date |
| Version 1.0 | Created | December 3, 2017 |
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# Overview

## Purpose

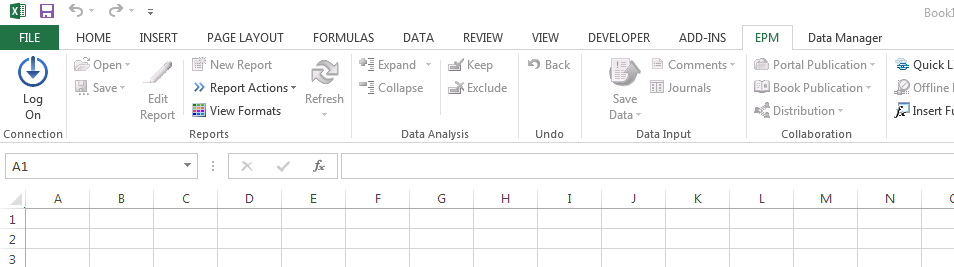
Enter Borrowing Projection for 12 Months (Loans, Bonds, etc……)

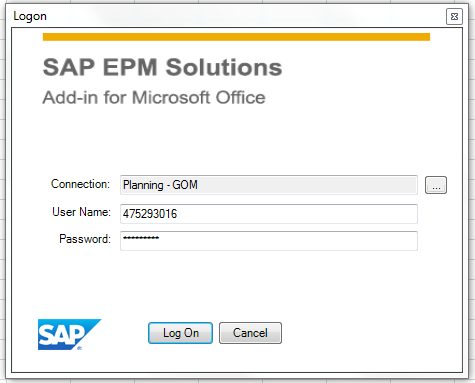
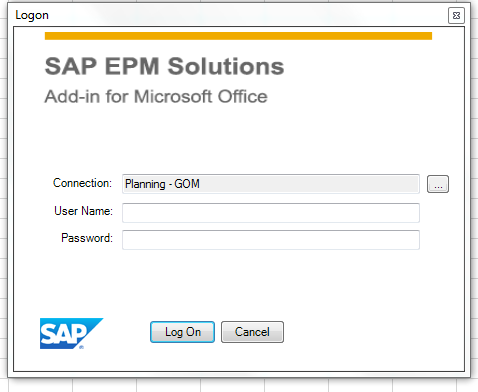
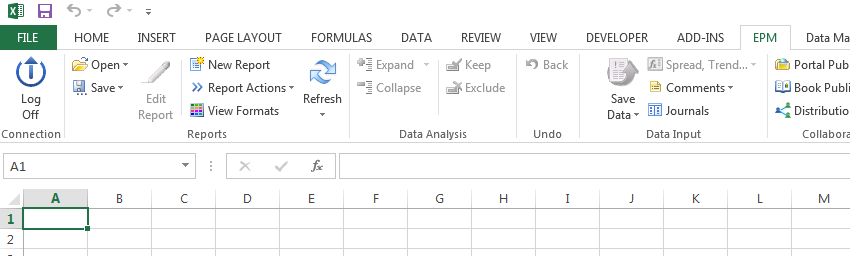
# Input Template Data Entry Steps

## SAP BPC Logon

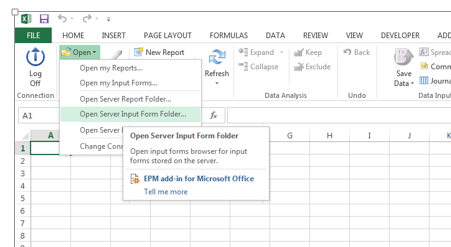
If you are logged on to SAP BPC, continue to Step #4. If you are not, please follow the below steps

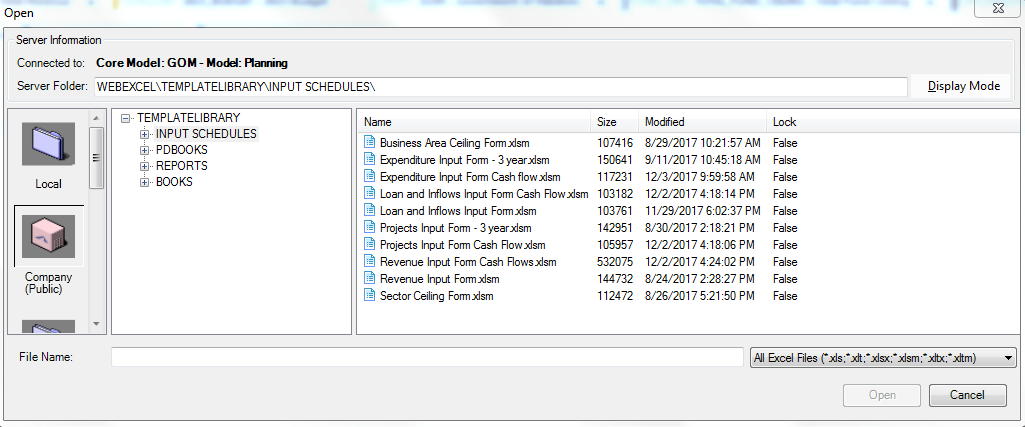
1. Open new Excel Sheet, and then click ‘Log On’ button from the EPM Ribbon.



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…

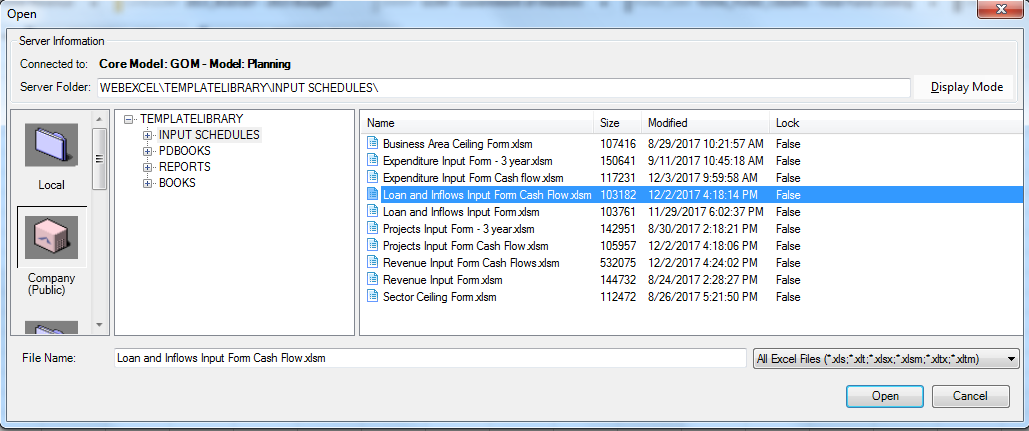
## Open Input Form

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

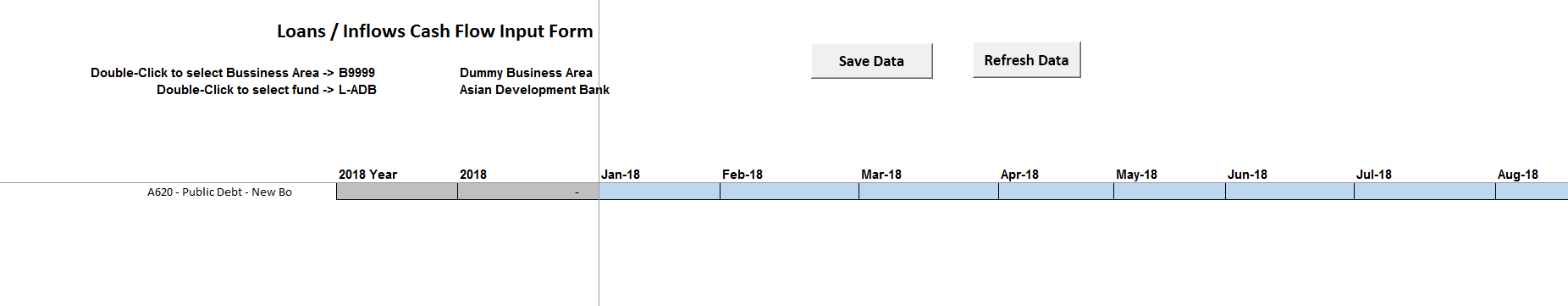


## Select Input Form ‘Loan and Inflow Input Form Cash Flow’

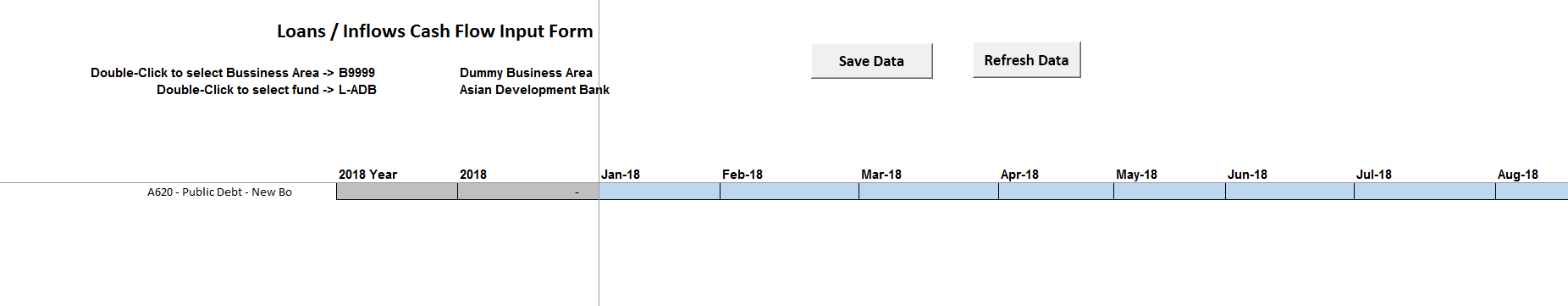
1. Select form ‘Loans and Inflows Input Form Cash Flow’ button



1. Selected input form will be displayed

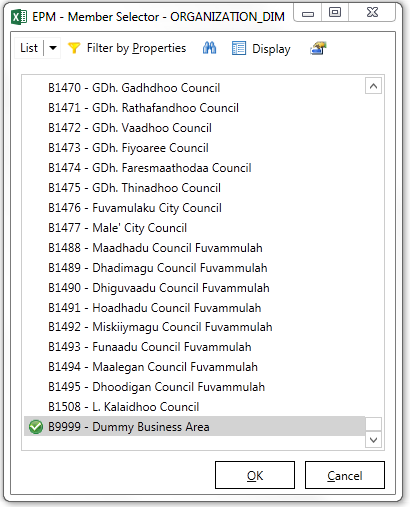


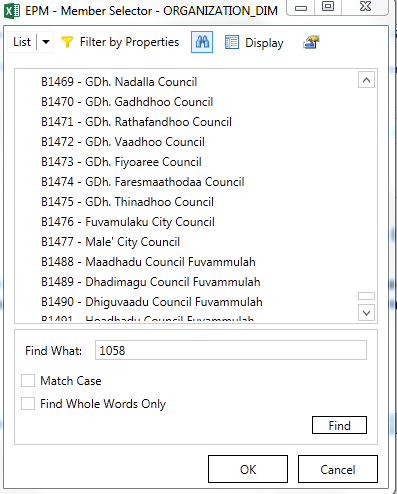
1. In this form, select your responsible Business Area by double clicking the Business Area code

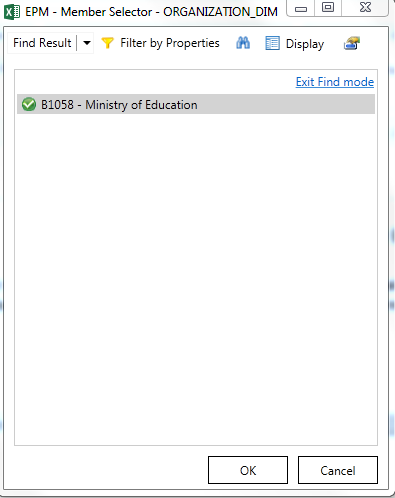


1. ‘EPM – Member Selector’ will be displayed. Select the desired Business Area by either
   1. Scrolling up/down and select to the desired Business Area Code
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Business Area code and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

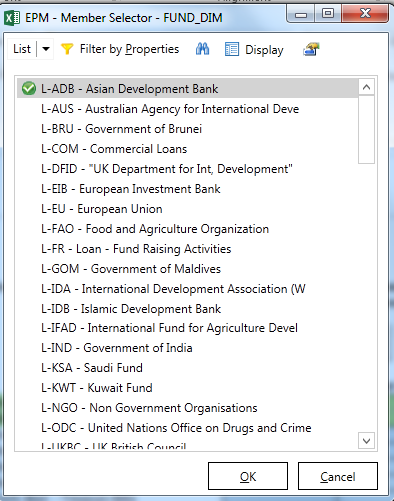


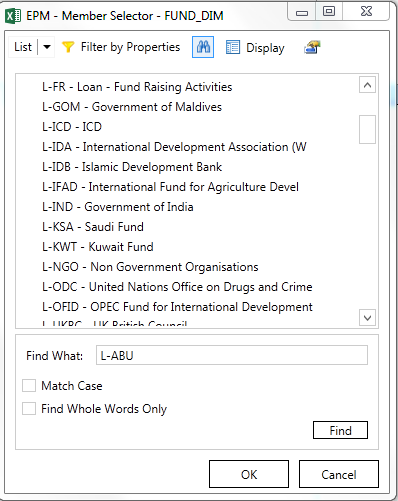


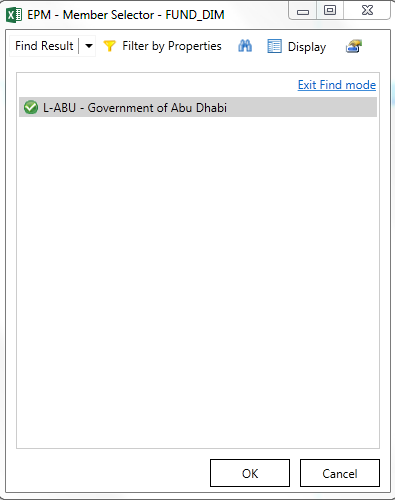


1. EPM – Member Selector’ will be displayed. Select the desired Fund Types by either
   1. Scrolling up/down and select to the desired Fund Code
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Fund Type code and Click ‘OK’ button.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

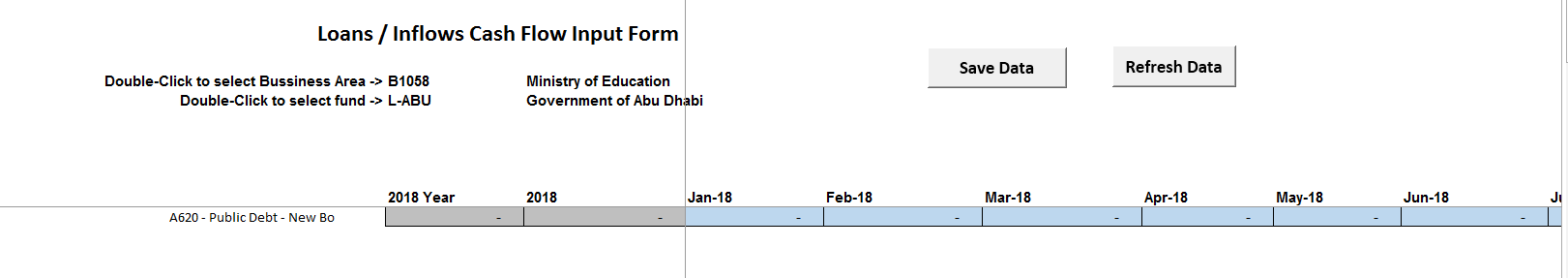
After selecting Fund Type code ‘Green Check Icon’ will be displayed next to the Fund Type code. Then, select OK button.



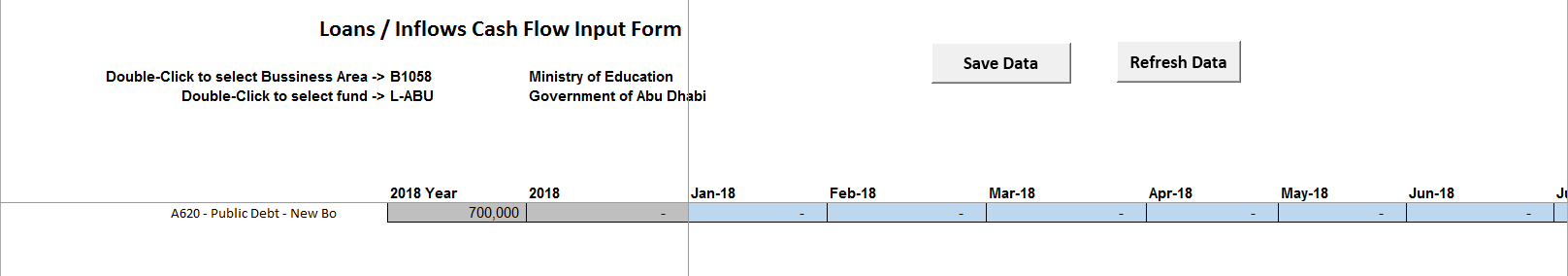




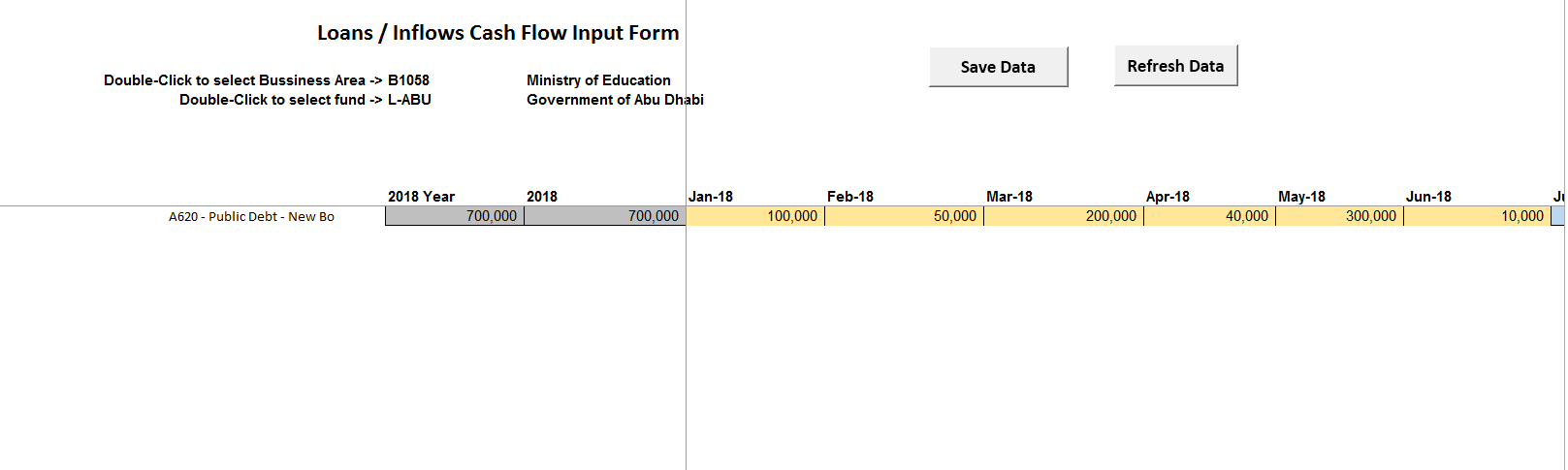
1. The selected Business Area, and Fund will be displayed on Input Form button. Next, click ‘Refresh’ button. This will refresh the data in the input form.



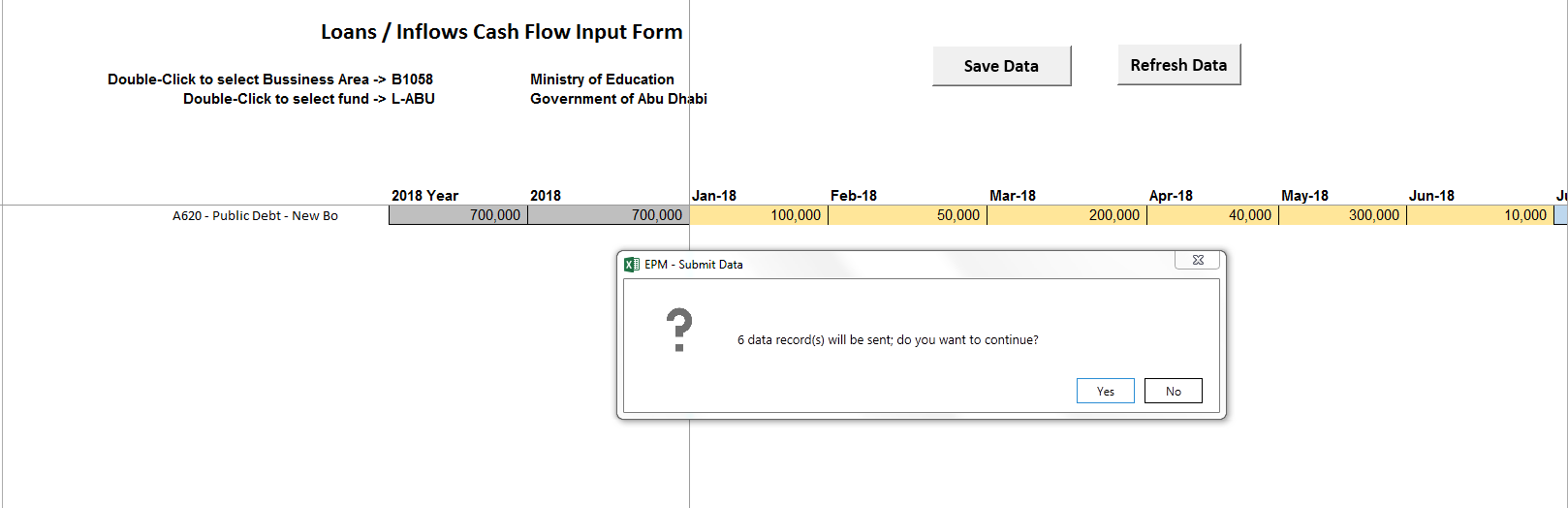
1. When refresh the form, Budget data will be displayed in 2018.INPUT Column



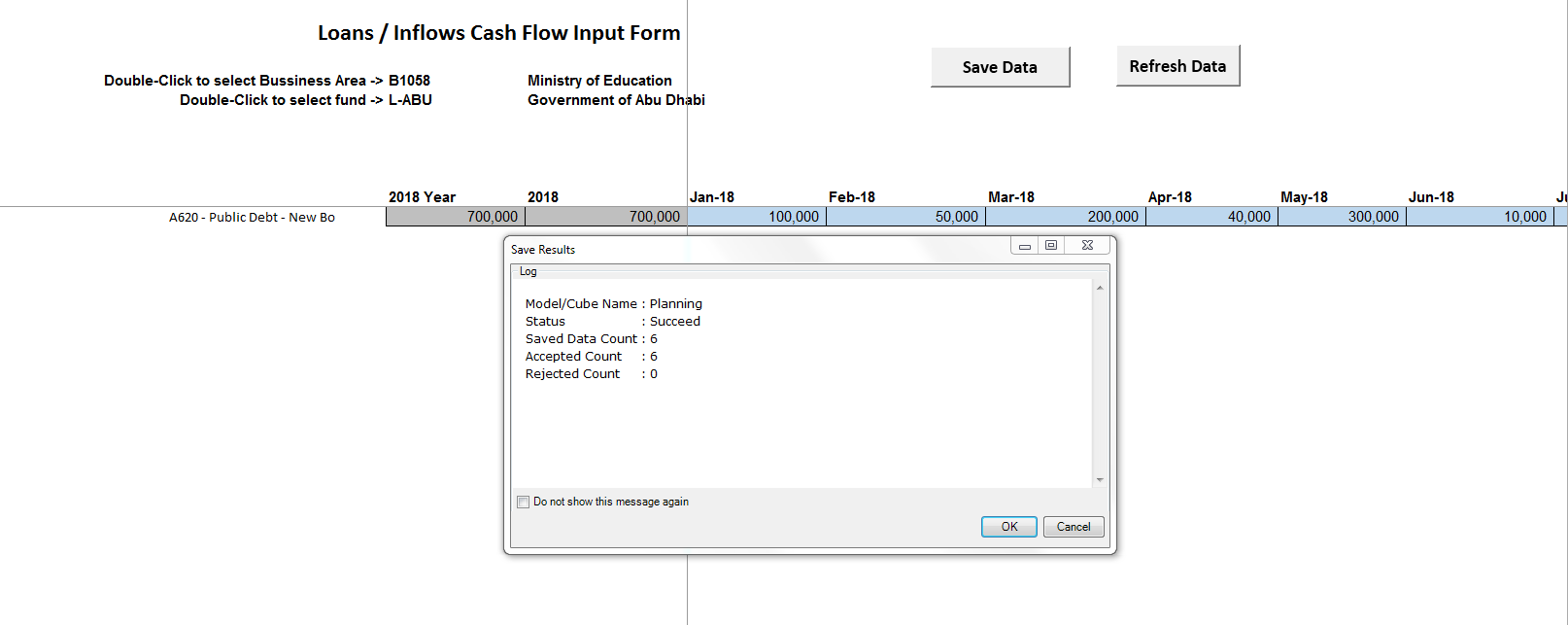
1. Please enter data for 12 months in blue cells for this Business Area. After you enter data in a cell, this cell will be highlighted to yellow. If you are ready to save the data, please click ‘Save Data’ button**. The total amount entered should equal to the 2018.INPUT data.**



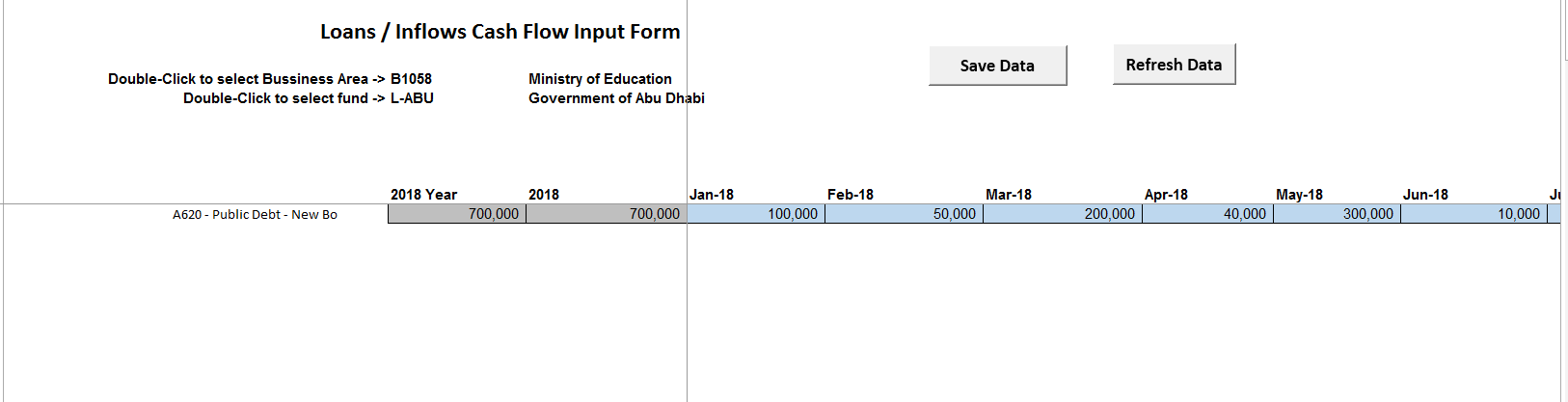
1. After you click ‘Save Data’, If the total input amount does not equals budgeted data and error will be displayed. Else, a conformation window will be displayed. This window will let you know how many cells with new data will be saved. If you want to continue saving, please click ‘Yes’, else ‘No’. Clicking ‘No’ will take you back to the input form without saving the data, you can keep continuing data entry.



1. 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.



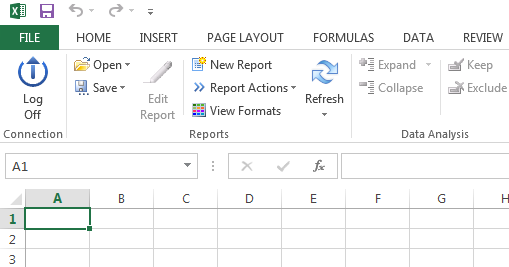
1. Input form will automatically refresh, updated data will be displayed.



1. 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.
2. 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.

