Regular Budget request cash flow FORM – uSER INPUT INSTRUCTION   
SAP BPC Cash flow 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

To enter recurring expenditures BY Group Accounts for 12 months.

## Dependency

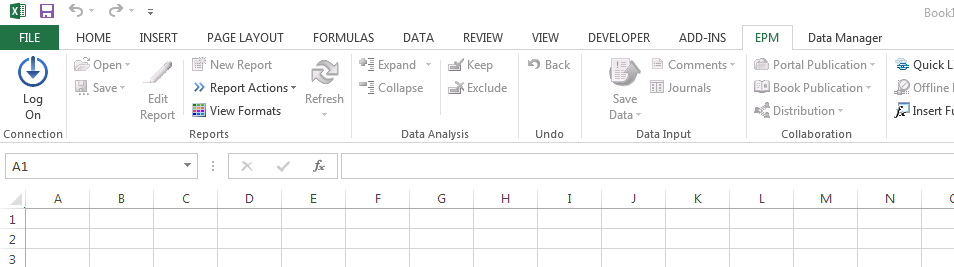
Recurring Budget Expenditure data has to be entered prior to use of this input form. If no Budget data is enter, you cannot save data using this form.

# Input Template Data Entry Steps

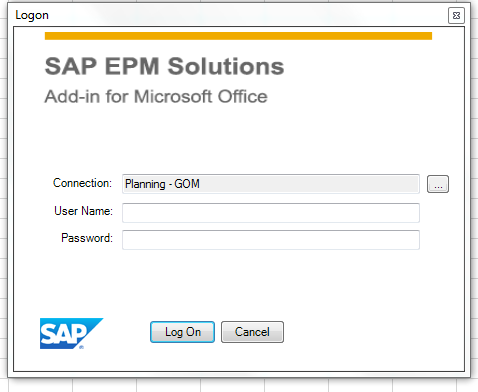
## SAP BPC Logon

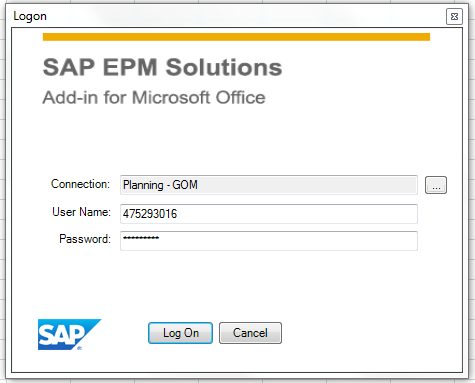
If you are not logged on to SAP BPC, continue to Step #4. If you are not, please follow the below steps

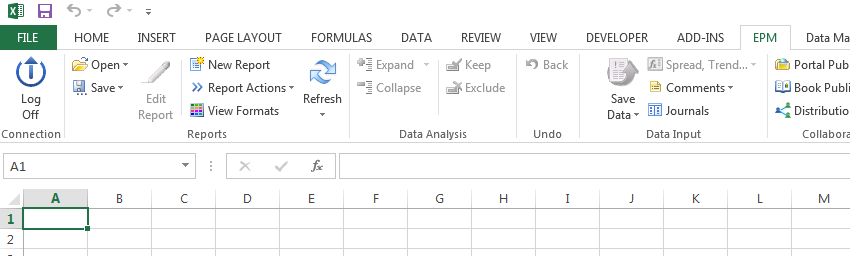
1. Open new Excel Sheet, and then click ‘Log On’ button from the EPM Ribbon.



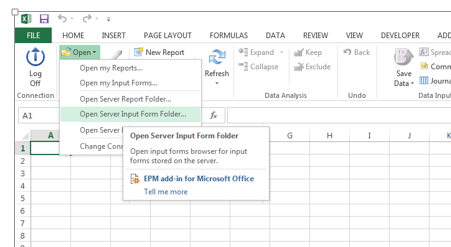
1. ‘Logon’ window will be displayed. Use your credentials username/password and then click ‘Log On’ button. If you need help please with credentials please contact….

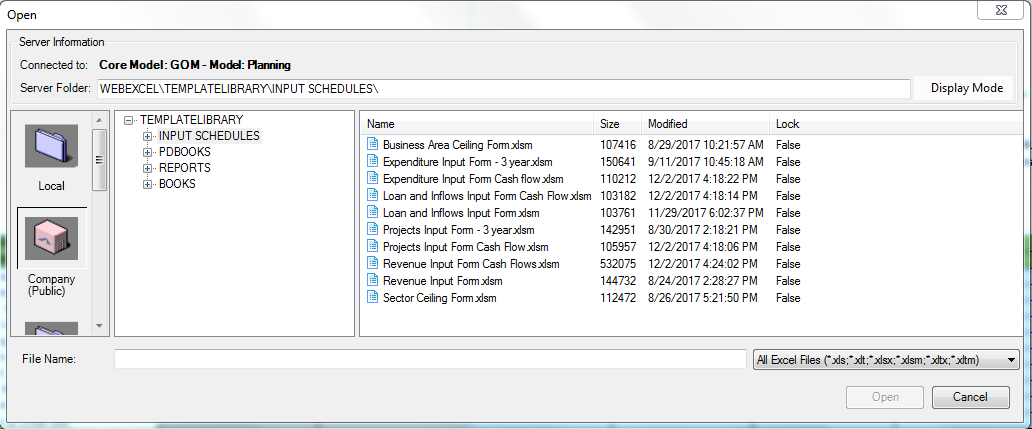




1. If you see ‘Log off’ button, you have successfully logged on to SAP BPC. If you have issues please contact…

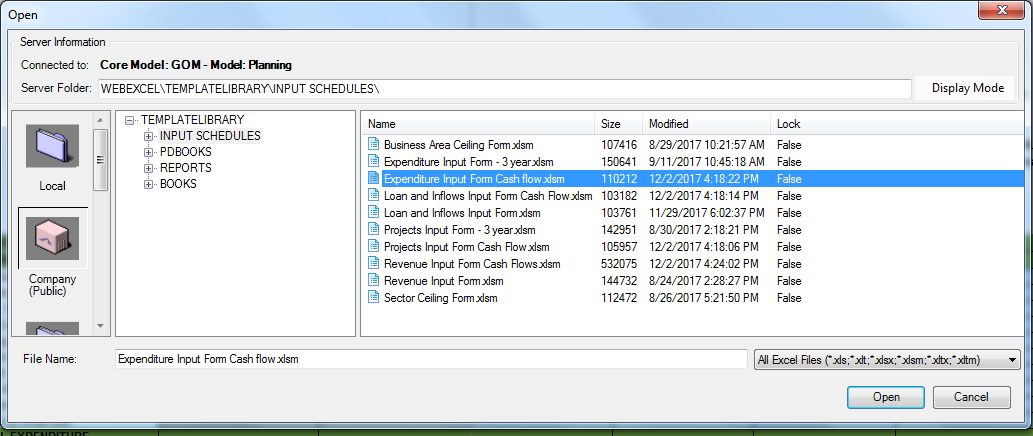
## Open Input Form

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

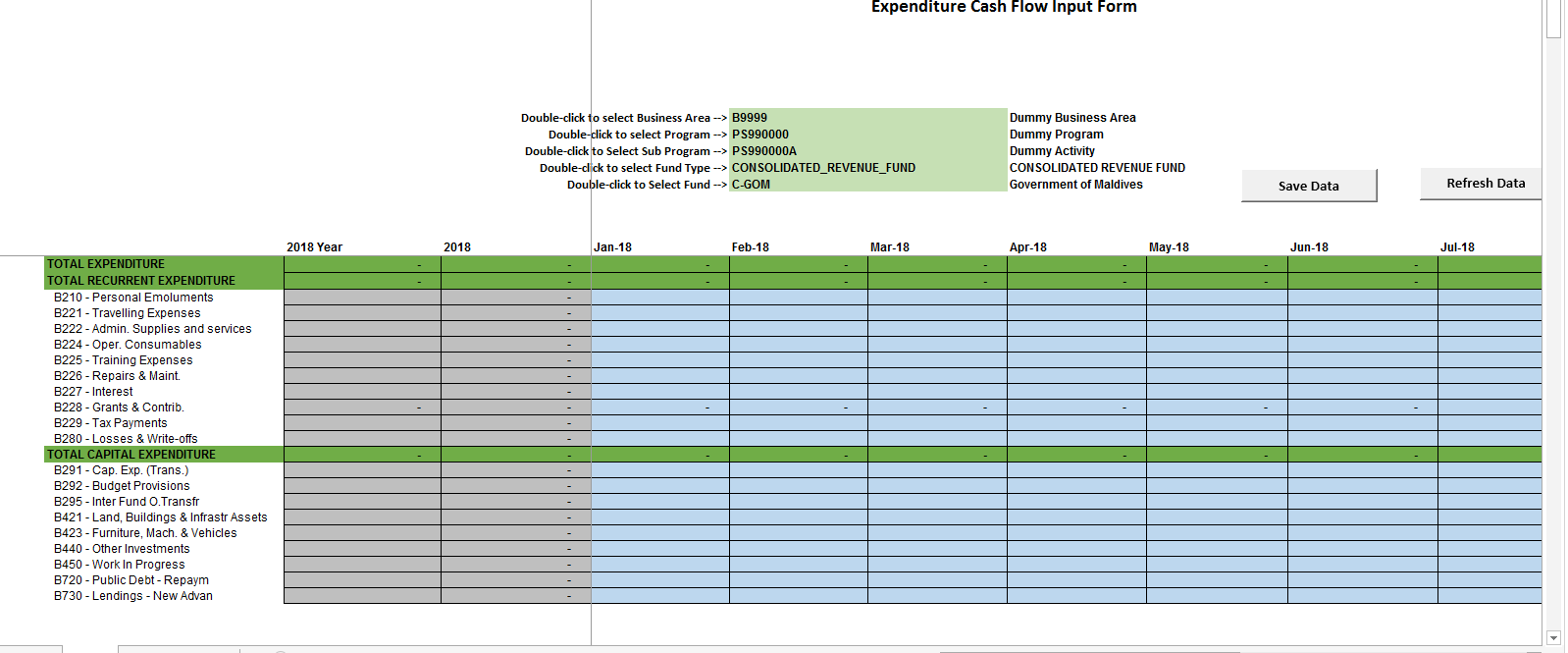


## Select Input Form ‘Expenditure Input Form Cash Flows’

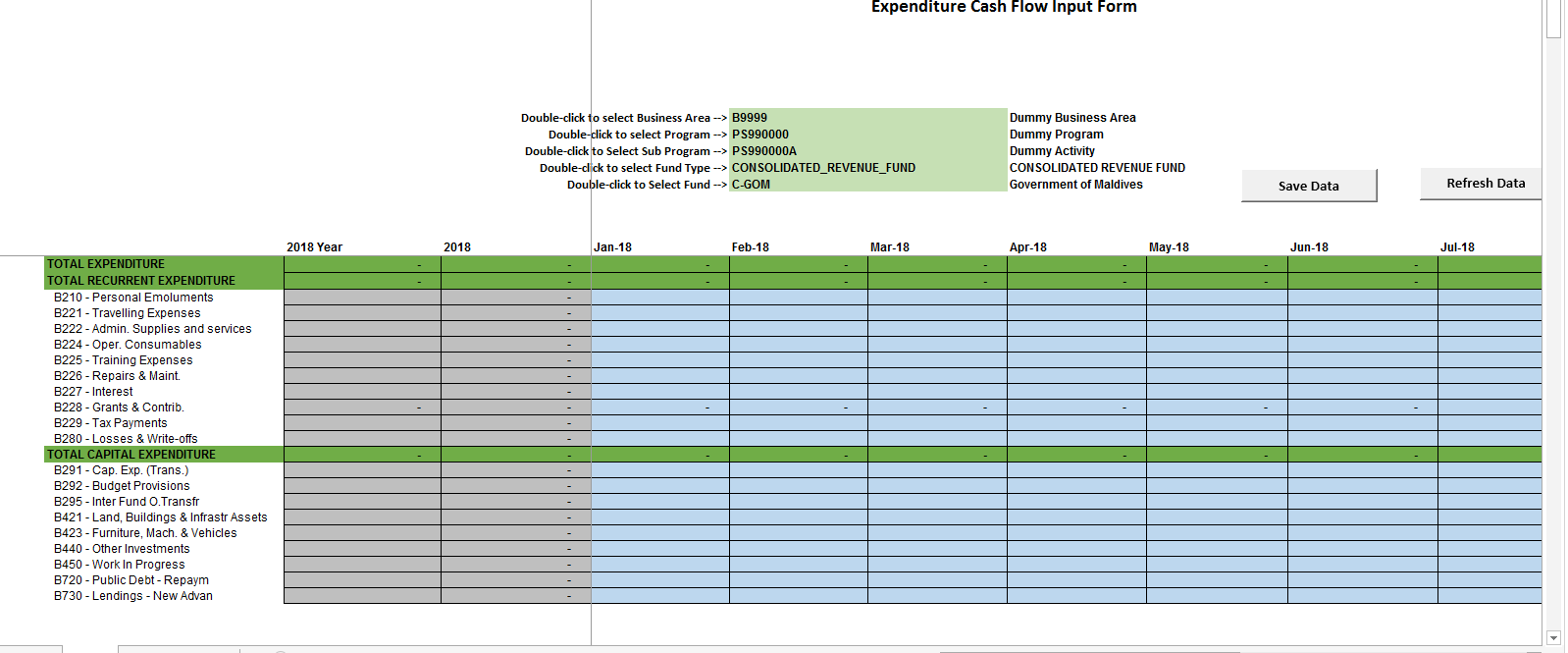
1. Select form ‘Expenditure Input Cash Flows’ and click ‘Open’ button



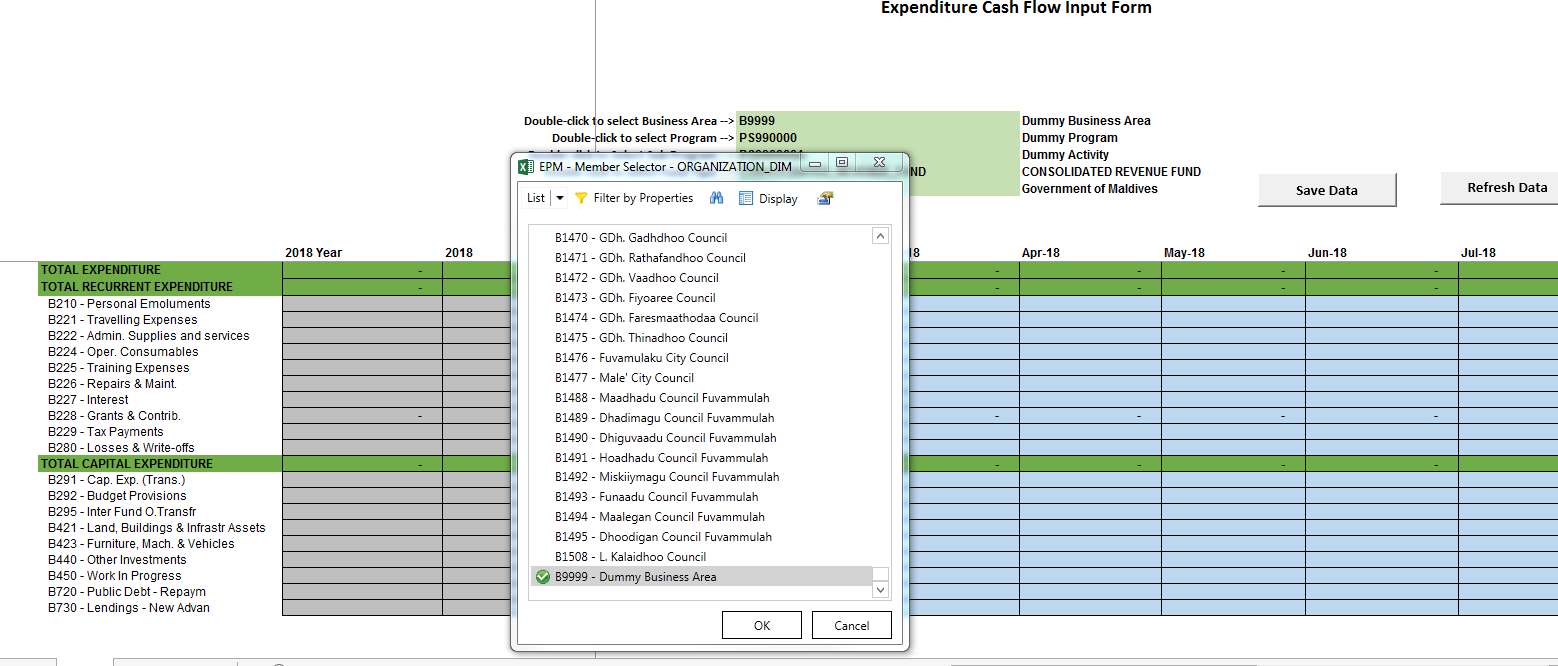
1. Selected Cash Flow form will be displayed

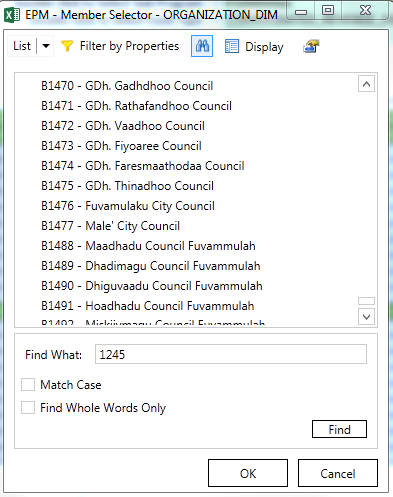


1. In this form, select your responsible Business Area by double clicking the Business Area code

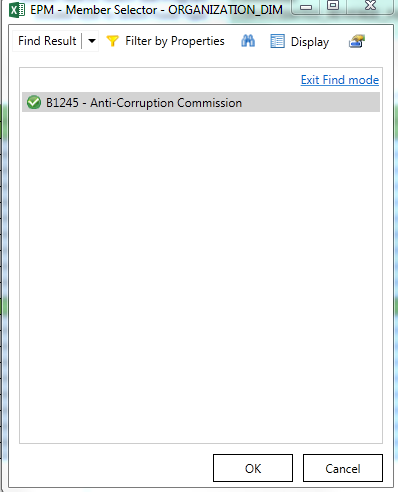


1. ‘EPM – Member Selector’ will be displayed. Select the desired Business Area by either
   1. Scrolling up/down and select to the desired Business Area
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Business Area code and Click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

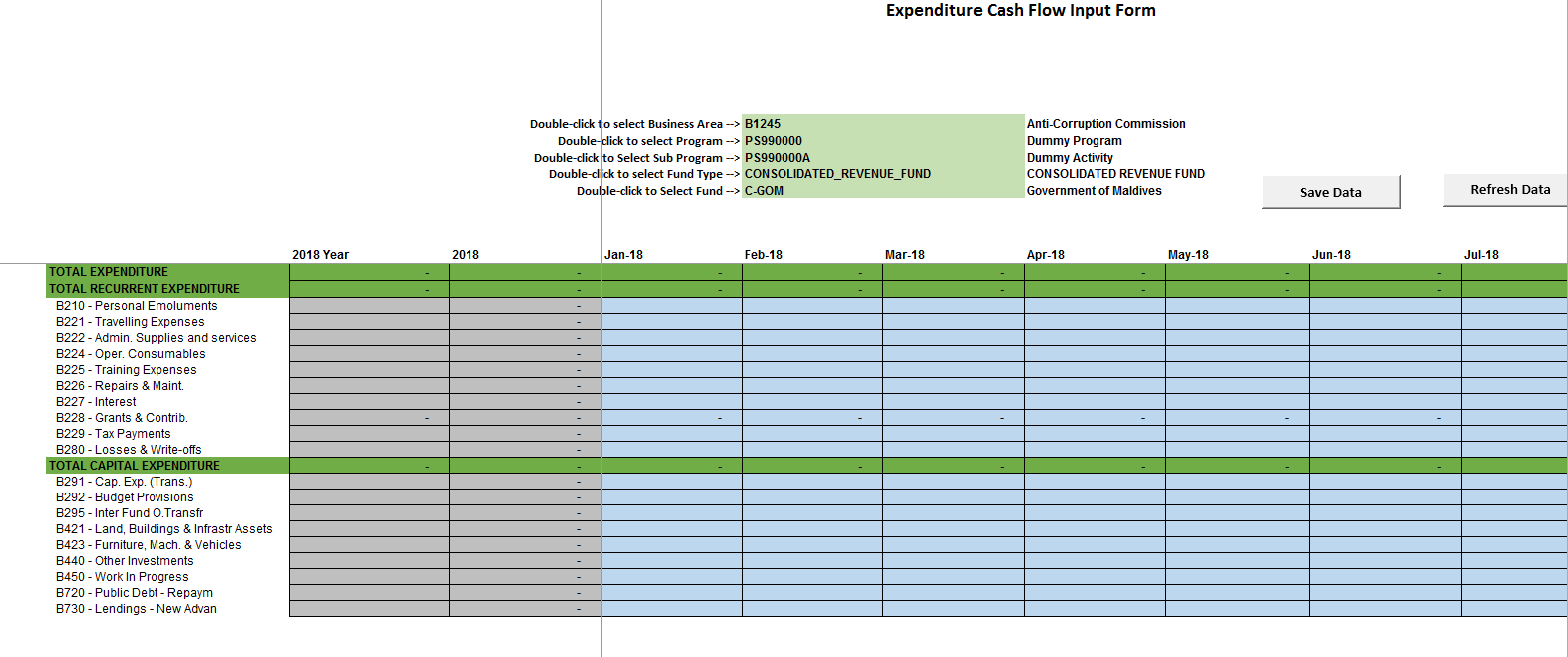




After selecting Business Area ‘Green Check Icon’ will be displayed next to the Business Area. Then, select OK button

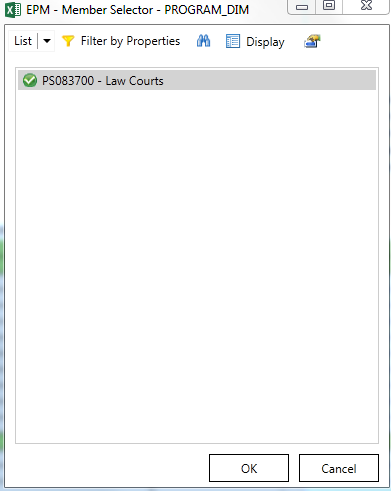


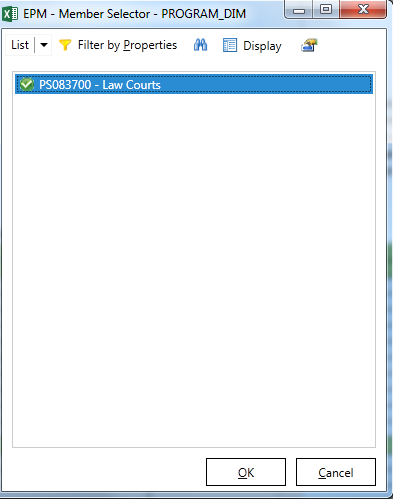
1. The selected Business Area will be displayed on Input Form button.
2. Next, select your responsible Program by double clicking on the Program code



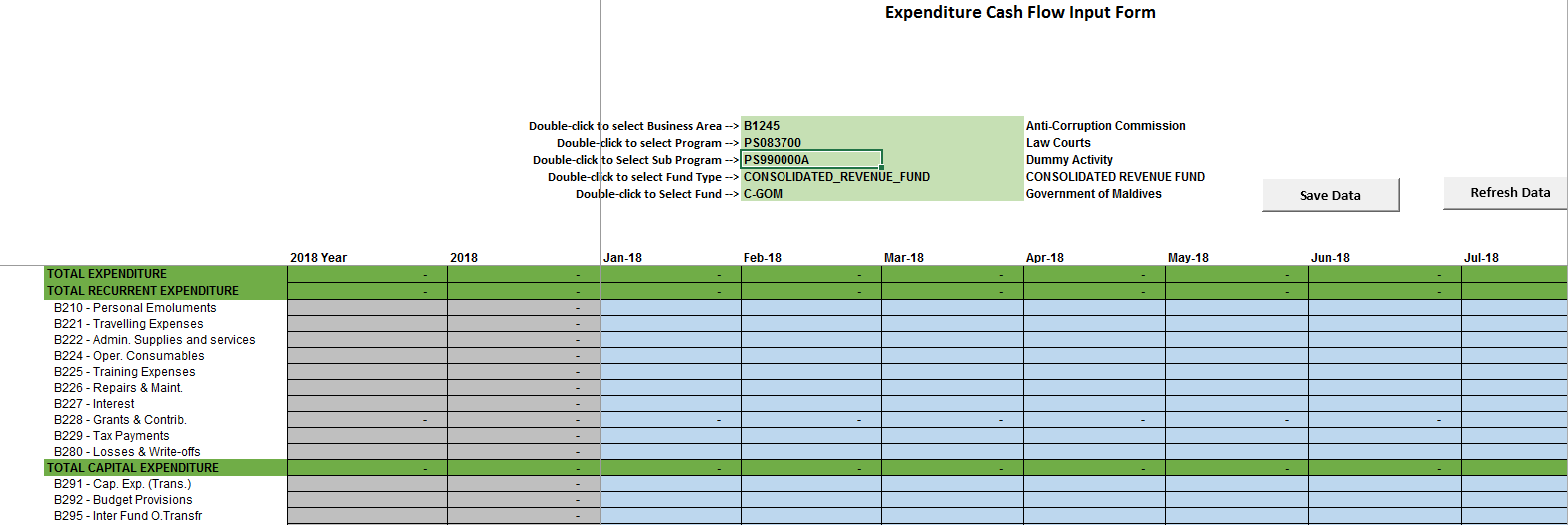
1. EPM – Member Selector’ will be displayed. Select the desired Program by either
   1. Scrolling up/down and select to the desired Program.
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Program code and Click ‘OK’ button. The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

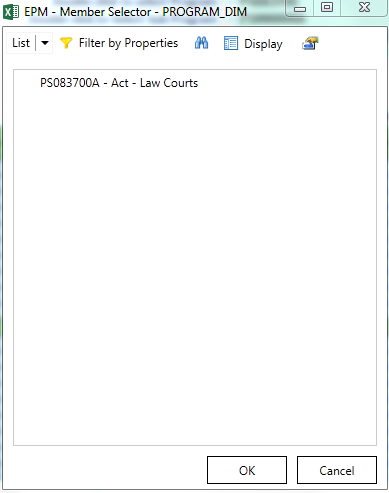




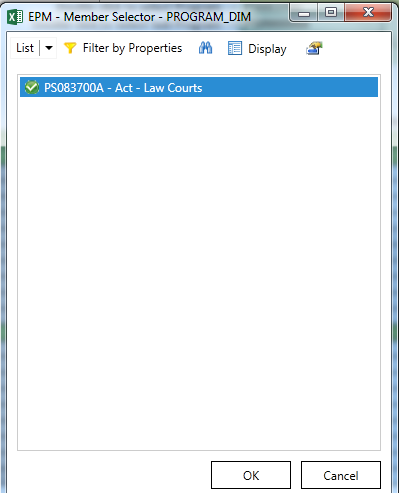
1. The selected Program code will be displayed on Input Form button
2. Next, select your responsible Program by double clicking on the Sub Program

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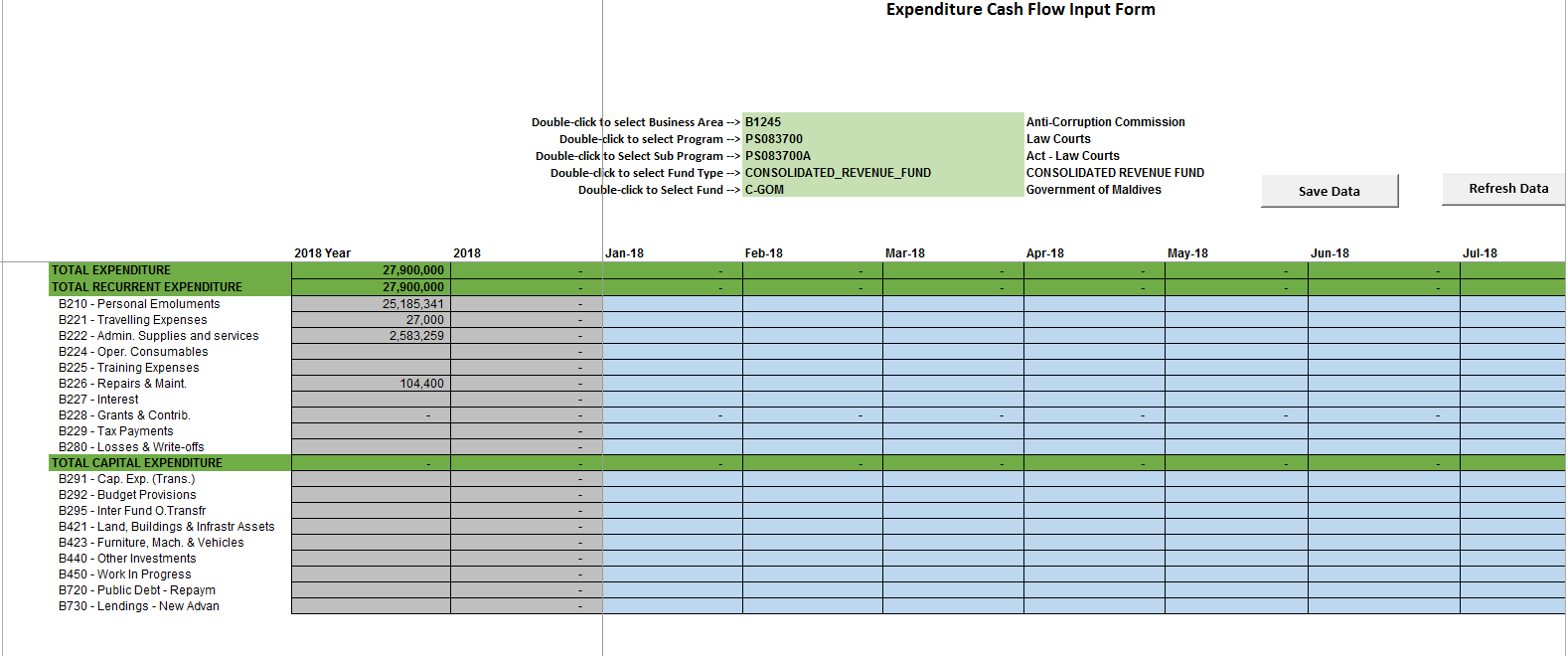
1. EPM – Member Selector’ will be displayed. Select the desired sub Program by either



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

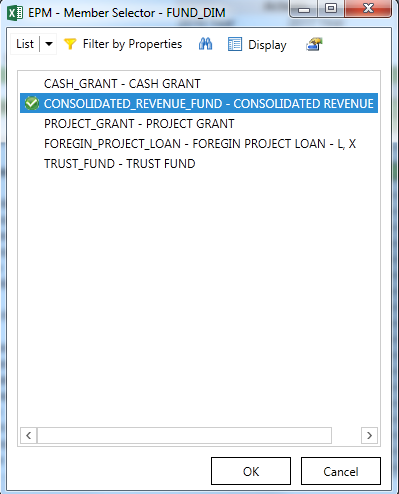


1. The selected Sub Program will be displayed on Input Form button.
2. Next, select your responsible Fund Type by double clicking on the Fund Type code.



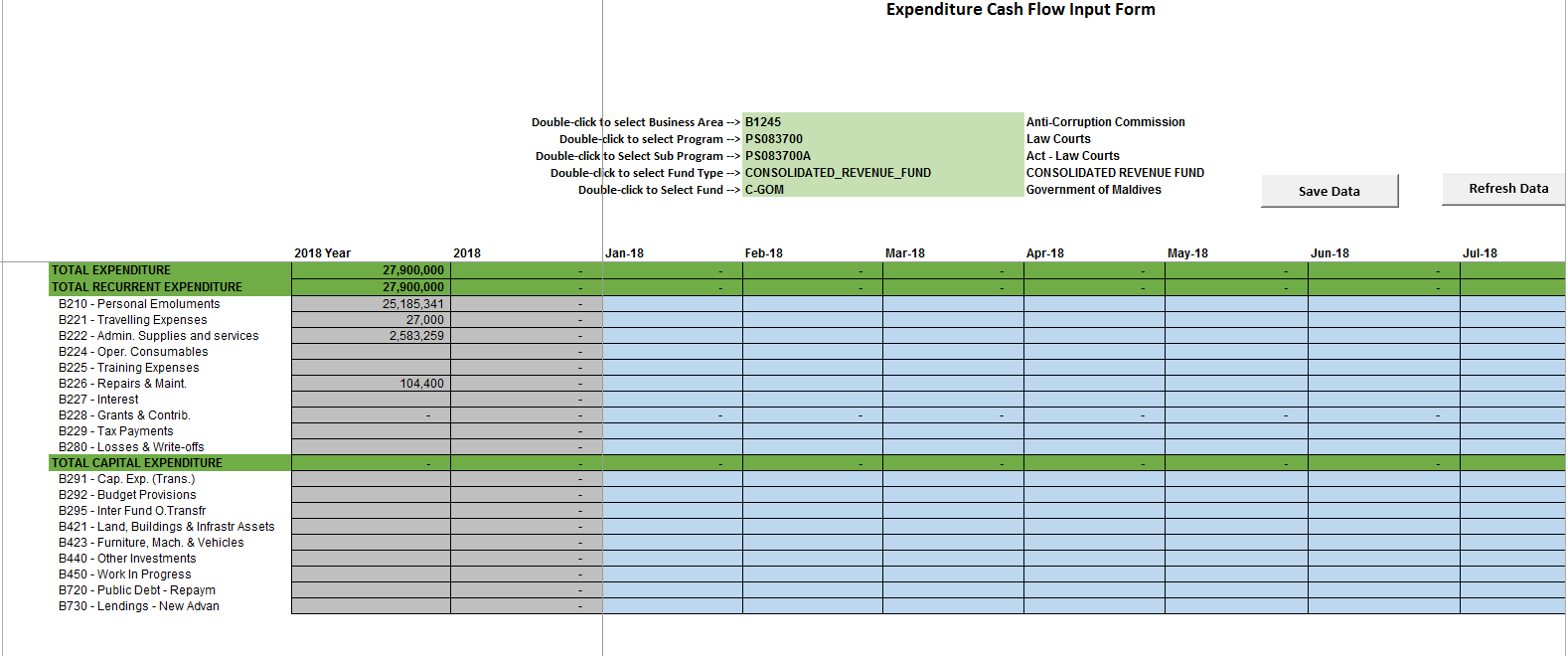
1. EPM – Member Selector’ will be displayed. Select the desired Fund Type by either

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

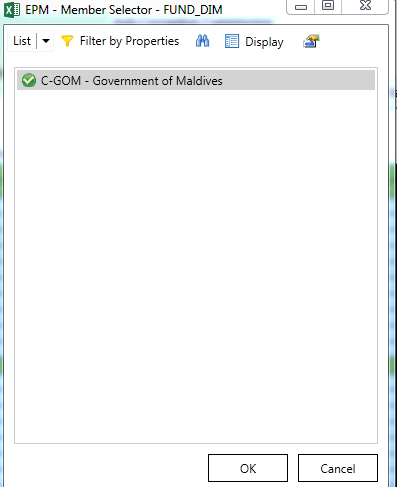


1. The selected Fund Type code will be displayed on Input Form button.

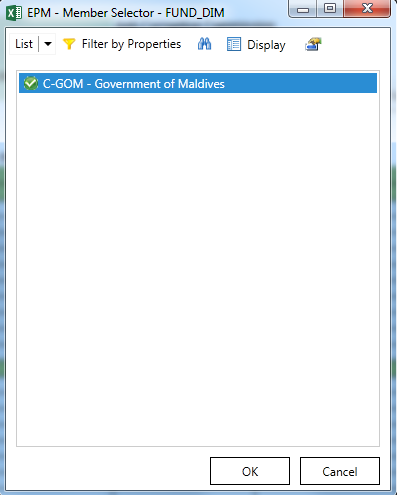
1. Next, select your responsible Fund by double clicking on the Fund code.



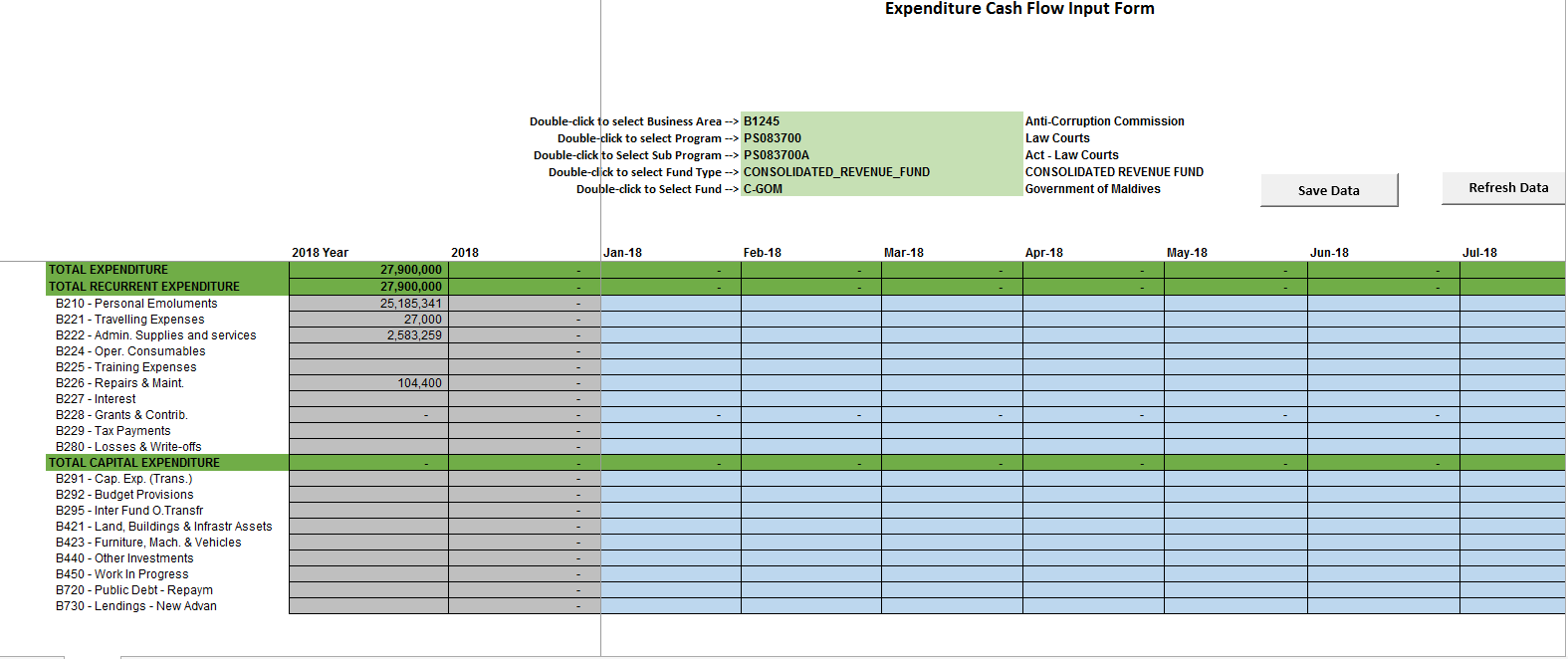
1. EPM – Member Selector’ will be displayed. Select the desired Fund by either
   1. Scrolling up/down and select to the desired Program.
   2. You can use the ‘Find’ to search. After you click ‘Find’, a search box will appear below in the same window. Enter Fund and Click ‘OK’ button. The Fund code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

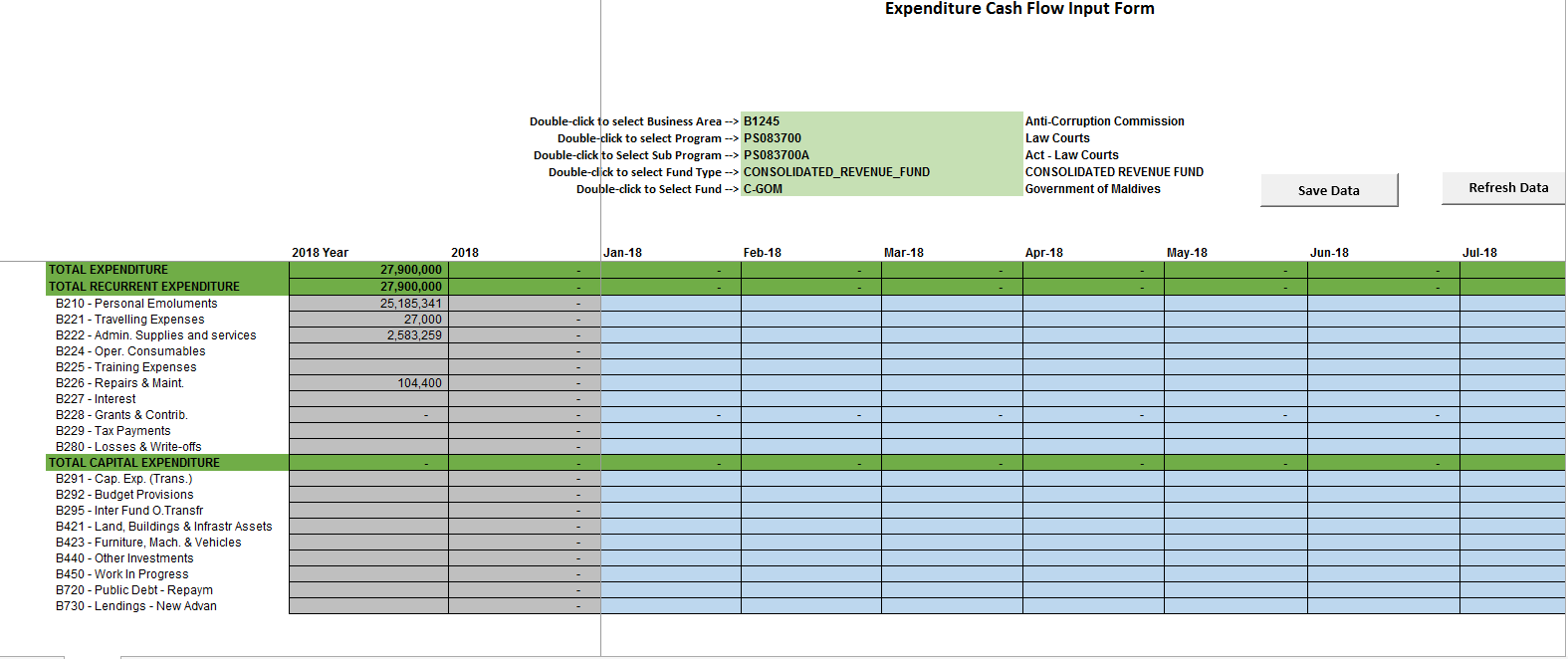


1. The selected Fund code will be displayed on Input Form button. Next, click ‘Refresh’ button. This will refresh the data in the input form.

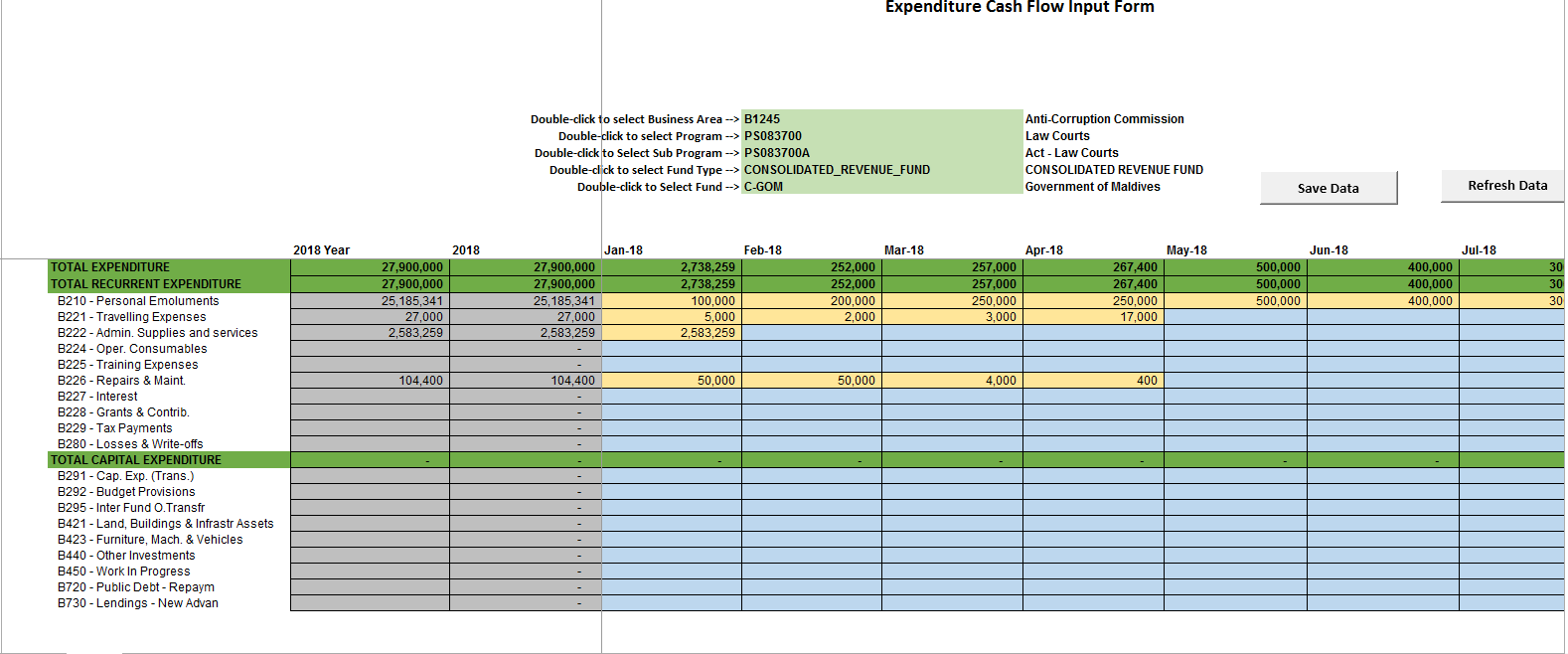


1. When refresh the form, Budget data will be displayed in 2018.INPUT Column respective Expenditure Group Accounts.

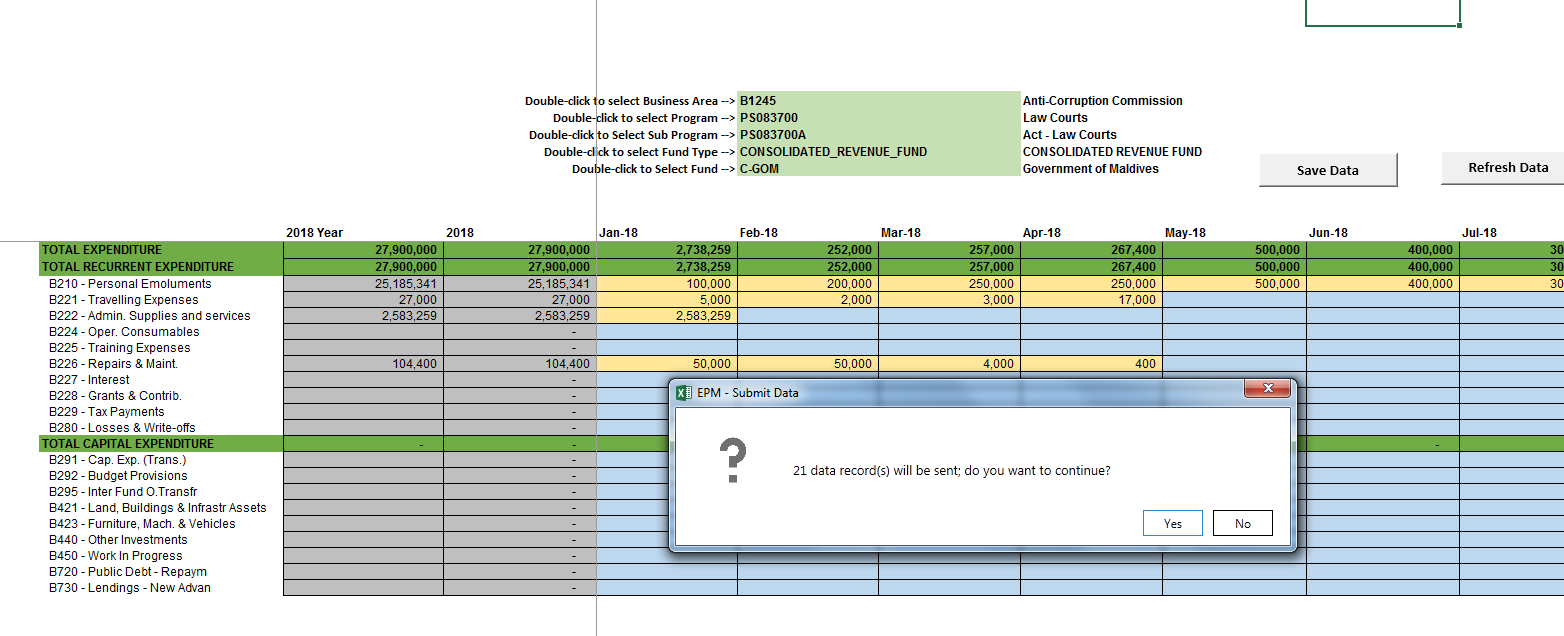
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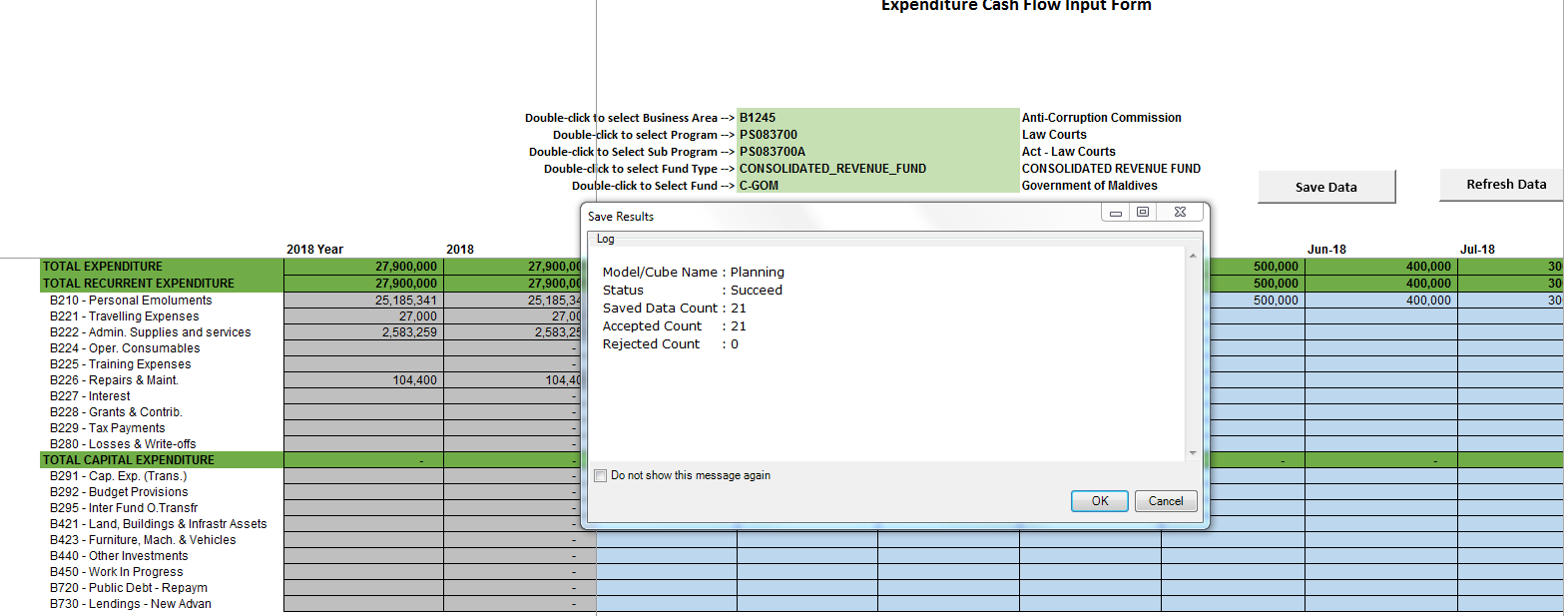
1. Now you can distribute the 2018.INPUT Budget data for 12 months in Blue collard cells for this Business Area. Whatever you entered the data for 12 Months, the totals reflect in 2018.Total Columns in receptive Group Accounts. Make sure that to enter the data is not Greater than or less then. It should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



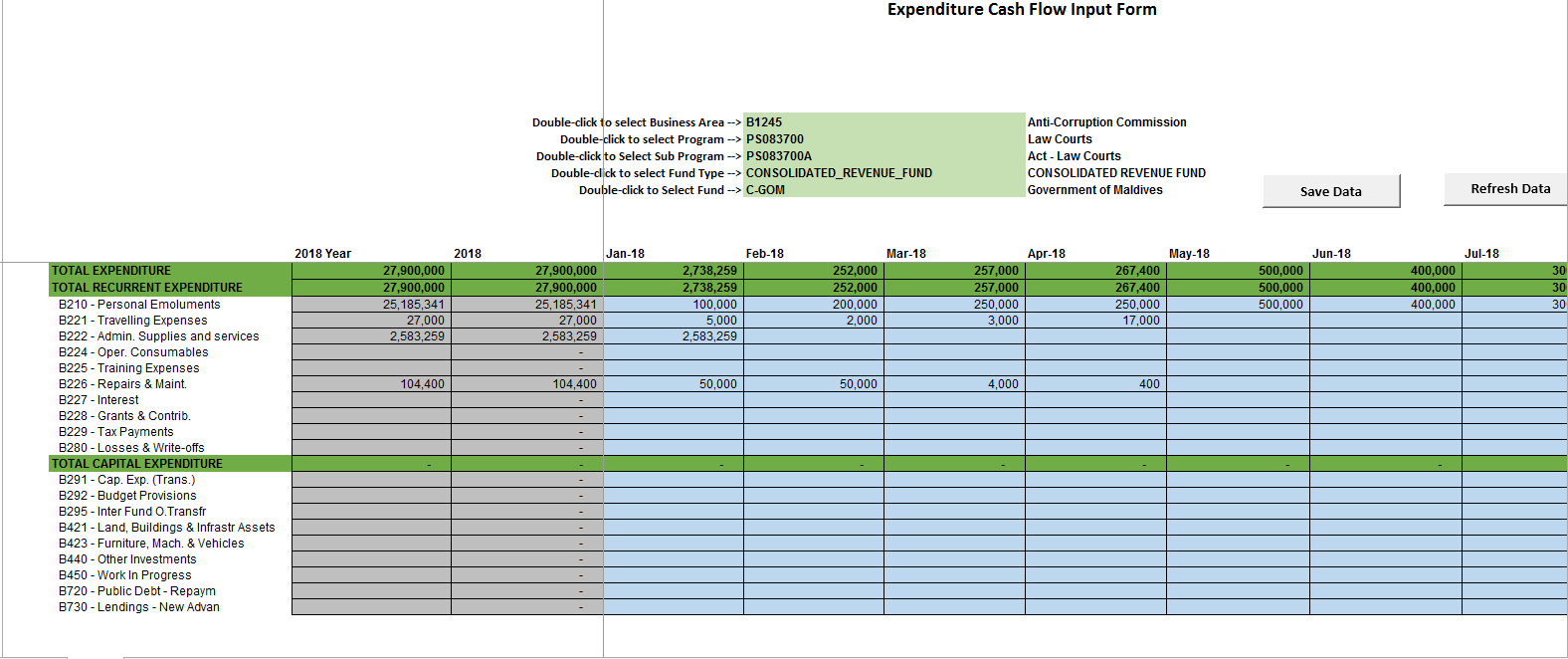
1. After you click ‘Save Data’, a conformation window will be displayed. This window will let you know how many cells with new data will be saved. If you want to continue saving, please click ‘yes’, else ‘No’. Clicking ‘No’ will take you back to the input form without saving the data, you can keep continuing data entry.



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.



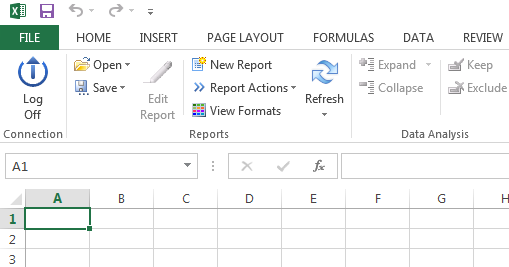
1. Input form will automatically refresh, updated data will be displayed. ‘Entered Expenses Amount..’ row will display the total expenses entered.



1. 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.
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.

