



SAP BW Walkthrough

Finance Reports:

- ◆ BW Basics
- ◆ Monthly Comparison
 - GAAP P&L Hierarchy
- ◆ Monthly Comparison – CO Line Item Detail Link

Variable Screen

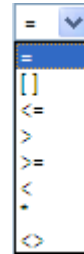
The screenshot shows a 'Variable Screen' interface with the following fields and controls:

- Period/Fiscal Year (Single Value Entry, Required) (*): [] JUN 2007
- Business Area (Selection Option, Optional): [=] [] JH COMMUNITY PHYSICIANS [Include] [Insert Row]
- Cost Centers (Selection Options, Optional): [=] [] [Include] [Insert Row]
- Order: [=] [] [Include] [Insert Row]
- Cost Element(Selection Option, Optional): [=] [] [Include] [Insert Row]
- Budget Version (Required) (*): [12] [12]
- Account Assignment object Type: [<>] 0POS [WBS element] [Include] [Insert Row]

Buttons: [Execute] [Check]

Any variables that have a (*) at the end are required fields.

Next to some variable fields is dropdown. From here you can select a specific value with a the = sign. Or you can select a range of values with the []. You can also select values by <=, >=, <>, <, >, *.



You can also select a non consecutive range of values using the [] at the far right of a variable you get a second box to input another value.

The screenshot shows the 'Business Area' field with the following configuration:

- Business Area (Selection Option, Optional): [=] 450 [] JH HEALTH SYSTEM CORPORATION [Include]
- [] 170 [] [Include] [Insert Row]

If you are unsure what value goes into a variable box you can use the Selection box [] and see a drop down with a list of valid selections.

This example is the Selection Box for the Business Area Field.

Business Area (Selection Option, Optional) Key

JH HEALTH SYSTEM CORPORATION 450

Search in Key

Search in Text

Maximum Number of Hits

Business Area (Selection Option, Optional) Key

<input type="checkbox"/> "#"	#
<input type="checkbox"/> JHMMC Cons Group	014
<input type="checkbox"/> INSTITUTION WIDE FUNDS	100
<input type="checkbox"/> UNIVERSITY ADMINISTRATION	101
<input type="checkbox"/> JHU ENDOWMENT INVESTMENT POOL	102
<input type="checkbox"/> JHU TEMPORARY INVESTMENT POOL	103
<input type="checkbox"/> APPLIED PHYSICS LAB	104
<input type="checkbox"/> HOMEWOOD STUDENT AFFAIRS	110
<input type="checkbox"/> KRIEGER SCH. OF ARTS & SCIENCE	115
<input type="checkbox"/> WHITING SCHOOL OF ENGINEERING	120
<input type="checkbox"/> SCHOOL OF EDUCATION	125
<input type="checkbox"/> SHERIDAN LIBRARIES	130
<input type="checkbox"/> PEABODY INSTITUTE	135
<input type="checkbox"/> NITZE SCH ADV INT STUDIES-SAIS	140
<input type="checkbox"/> BOLOGNA CENTER	141
<input type="checkbox"/> NANJING CENTER	142
<input type="checkbox"/> BLOOMBERG SCH OF PUBLIC HEALTH	160
<input type="checkbox"/> SCHOOL OF NURSING	165
<input type="checkbox"/> SCHOOL OF MEDICINE	170
<input type="checkbox"/> JH ACADEMIC DIV OF SINGAPORE	171
<input type="checkbox"/> FREDERICK NICU	172
<input type="checkbox"/> HOWARD COUNTY NICU	173
<input type="checkbox"/> WHITESQUARE NEPHROLOGY	174
<input type="checkbox"/> ACADEMIC & CULTURAL CENTERS	200
<input type="checkbox"/> AICGS	205

You can check off a new BA and then click the button to complete the selection.

Basic BW Report Layout

ROLE MENU

PAGE TABS

DATA ANALYSIS PAGE FUNCTIONS

REPORT BLOCK

NAVIGATION BLOCK

Cost Center		JUN 2007 Actual	JUN 2007 Budget Ver. 004	JUN 2007 Budget Variance	JUN 2007 YTD Actual	Validity of Data
1700000000	School of Medicine General Admin				2,728,650	
1700000001	Deans Reserves				4,006,059,071	
1700000002	Matthews Med Books				10,905	
1700000003	000					
1700000004	000					
1700000005	000					
1700000006	000					
1700000007	Supplemental Disability				(10,700)	
1700000008	Disability And Life Insurance				(1,400)	
1700000009	Telephone Revolving				600	
1700000010	Accts Rec-Med Insura				1,400	
1700000011	Executive Office					
1700000012	Deans Office Salary				9,167	
1700000013	Johns Hopkins Med				61,248	
1700000014	001					
1700000015	Johns Hopkins Intl					
1700000016	Payroll Error				45	
1700000017	Payroll/Non Payroll Default				8,602	
1700000018	005					
1700000019	Financial Affairs					
1700000020	003					
1700000021	003				1,931	
1700000022	General Admin					
1700000023	Medical Archives				(47,815)	
1700000024	Fine Arts Management				(8,052)	

Toggle Nav Block

This button will hide/unhide your navigation block.

Variable Screen

If you ever want to change the variables in your report you can click on the variable screen button. This takes you back to the variable screen that we started with.

Printing

In BW you can use the Printing button to print the report to Excel or to print a hard copy.

The No of Rows button allows you to display all rows in the browser.

No. of Rows

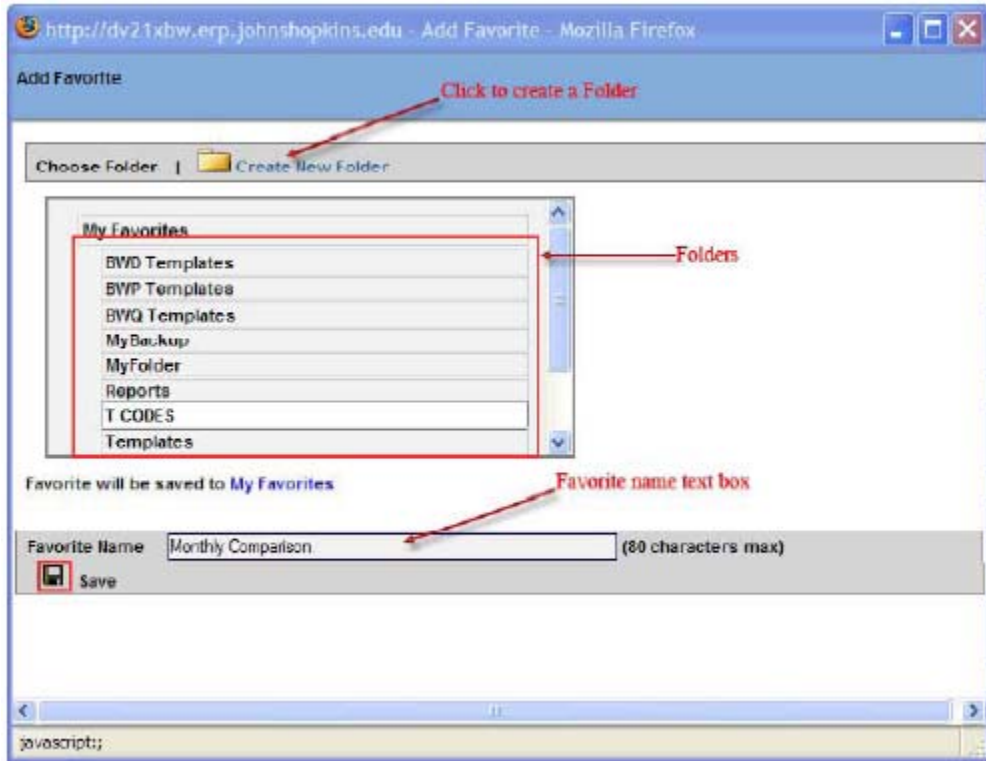
100
250
500
1000
All

No. of Columns

This expands the columns in a report.

Bookmark





Here is a view of the Bookmark option. When saving a report, you save the formatting you've applied to a report. When you run a bookmark you can change the data by using different variables.



When saving a bookmark it is recommended that you keep the name of the original BQ query and add your own description. Also, add a date. In BW you can save multiple bookmarks of the same report. However, BW does not overwrite bookmarks with the same name. Here is a good example of a bookmark name: "Monthly Comparison – My Report 7-20-07".

Free Characteristics are variable you can add to a report.

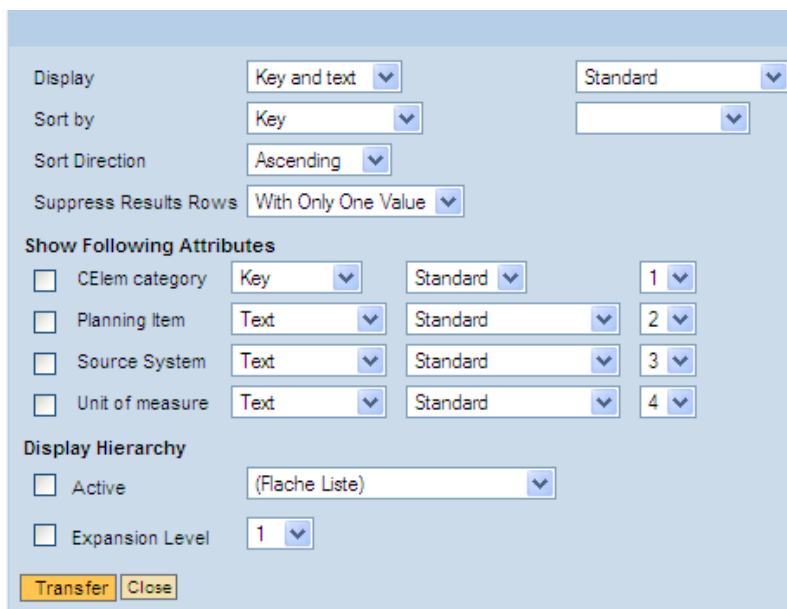
▼ Free Characteristics		
Acct Ass. Obj. Type		
Business area		
Cost Element		
Fund		
Material		
Order		
Partner Object Type		
Partner object		
WBS Element		

You can add the variable to the rows, displayed down the page with the  button. Or you can add the variables to the columns with the  button. You can use the  button to sort on a field, restricting the data in your report. You can remove a variable from a report using the  button.

In each BW report there is a Context Menu that has options to manipulate the report. You access the context menu by right clicking on a object in the report. The context menu looks like this:



To apply a GAAP P&L Hierarchy add the cost element to the report. Right click on it to get to the context menu. Go to Properties.



From the Display Hierarchy section, check off the Active box and select the GAAP P&L hierarchy from the drop down box. Then click Transfer to apply the changes to the report.

The report is now grouped by account area.

		JUN 2007 Actual
Cost Element		\$
▶ JHENPL1	Revenue	(176,619)
▶ JHENPL2	Expense	274,070
▶ JHENPL4_G	Inter-Entity Other R	(95,658)
▲ JHENPL	GAAP P&L ROLLUP	1,793

To use the Line Item report, first remove any hierarchies you have applied. Then, from the context menu, select the CO Line Item Detail (Link).

- [CO Line Item Detail \(Link\)](#)
- [Salary Detail \(Link\)](#)

The CO Monthly Comparison Line Item Detail Report default format:

Data Analysis
Graphical display
Information

CO Line Item Detail (Link)

Toggle Nav Block
Variable Screen
Printing
Bookmark
No. of Rows
No. of Columns
E-Mail
New Window
Exceptions/Conditions

▼ Rows

Cost Element			
Document type			

▼ Columns

Fiscal year/period			
Key Figures			

▼ Free Characteristics

Acont Ass. Obj. Type			
Business area			
450 JH HEALTH SYSTEM CORPORATION			
CO Business Transact			
CO Doc Line Item Txt			
CO Doc. Line Item			
CO Document Number			
CO Header Text			
Cost Center			
Created by			
Created on			
Document Date			
Material			
Offset Account			
Order			

Row 1 / 528

			Fiscal year/period	June 2007
				012/2007
				Amount
Cost Element	Document type			\$
414256	PARKING LOT 62 - JHU	Z2	Payroll Results Post	(48)
420101	SPONSORED REVENUE	YD	Deposit to Bank	(1,834)
420141	SPONSORED UNBILLED	ZQ	Unbill Grant Rev Acc	(244,137)
422001	FAC/ADMIN COST RECOV	SA	Journal Entry Doc	(17,360)
422002	F/A COST REC GOVT-DI	SA	Journal Entry Doc	0
430100	CURR OUTRIGHT GIFTS	SA	Journal Entry Doc	(416,666)
		YD	Deposit to Bank	0
		Result		(416,666)
441001	INV IN SUB - OPERATI	YD	Deposit to Bank	(185,630)
441005	INV INCOME - JHSHC	SA	Journal Entry Doc	(4,655)
441007	INV INCOME - BDC	SB	G/L account posting	(39,875)
441008	INV INCOME - JHHC	SA	Journal Entry Doc	203,316
441009	INV INCOME - MEDBIQ	SA	Journal Entry Doc	158,543
441010	INV INCOME - JHINT'L	SA	Journal Entry Doc	325,868
441011	INV INCOME- JHHC	SA	Journal Entry Doc	(7,980,737)
452105	REFUND SALES/SERV AU	YD	Deposit to Bank	(5,767)
453002	FACILITY RENT- EXT	SA	Journal Entry Doc	(345,022)
		SB	G/L account posting	(43,476)
		YD	Deposit to Bank	(8,333)

Notice that the Line Item report groups by cost element and document type. In SAP each kind of transaction has a document type associated with it.

There are now many more free characteristics available in the Line Item report. Fields that will be useful:

Created by - will give you the JHED ID of the person who posted the entry

Parked by User - field will give you the JHED ID of the person who parked an entry

Doc Line Item Text - will show a description for the entry if one was entered

Ref Doc Number - will give you the SAP document number of the original transaction

Vendor. – You can get the Vendor name in your report