Reports 100

Prerequisites, Overview and Module Objectives

Prerequisites

Prior to starting this training, we recommend that you complete the following modules:

- GoCM Navigation for Registered Users (Navigation 100)

This module will provide some valuable tools and helpful suggestions to assist you in learning about GoCM Reports.

If you would like to take this module before starting **GoCM Reports**, please click on the **All Modules** link in the left hand navigation bar.

Module Overview

This module is designed to teach you about GoCM reports. The numerical menu bar above this text indicates which section of the module you are in.

1. Prerequisites, Overview and Module Objectives
2. Step-by-Step process with screen shots and demonstrations
3. Review and Try it Now
4. Helpful Tips and Job Aids

While you can skip menu items, we recommend that you follow the natural progression of the module as it will help you better understand how to work in GoCM.

Objectives of this Module

GoCM Reports is designed to assist you in running reports within the system. Additionally, the process for saving and printing reports is described.

The objectives of this module are to allow users to:

- Run Reports
- Save Reports
- Print Reports
- Know what GoCM reports are available and their descriptions

Additional reporting tips are provided in the Helpful Tips and other Job Aids section of this module. These include explanations on how to:

- Filtering and drilling down your report
- Displaying your report graphically
- Viewing properties of your report

Step-by-Step Process with Screen Shots and Demonstrations

The following scenario will be used throughout this module to help you learn how to execute reports in GoCM:

- You want to run a Purchase Order Details report for the last three months. Run, save and print this report.
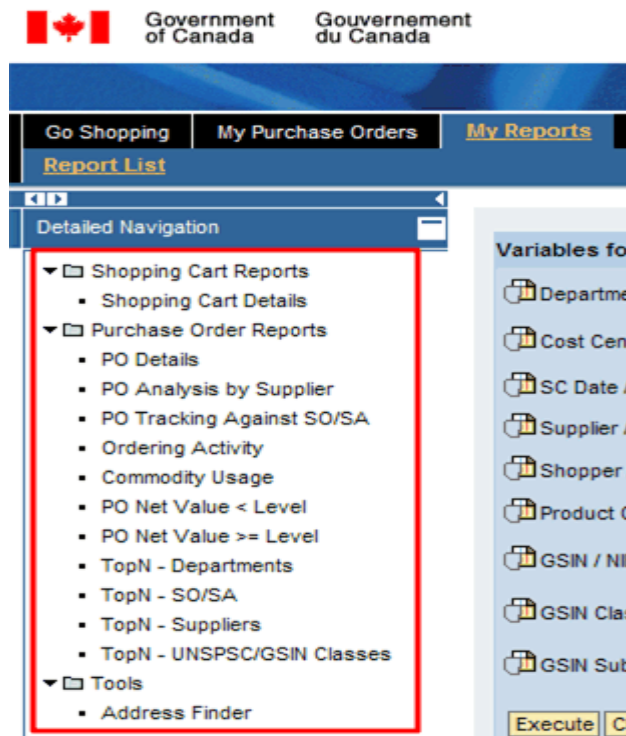

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Running a GoCM Report

Go to the **My Reports** tab.

As illustrated in the image below, in the **Detailed Navigation** part of your screen, you will notice all the various types of reports you can run. The data that is displayed in these reports will depend on the type of access you have to the information and what department/agency you belong to.

Click on the **Purchase Order Details** reports link to view the information on that report.

The screen below shows the report selection fields that allow you to limit the report data according to your needs.

1 - Your department/agency will default to the information in your profile. If you are registered to have reporting access to other departments, then you can also insert rows to add other departments/agencies to your report output.

2 - For the **Cost Centre** field, you can select the cost centre(s) to be included in the report using various criteria. The symbols mean the following criteria:

- [] Range of values
- = Equals
- <= Less than and equal to
- > Greater than
- >= Greater than and equal to
- < Less than
- * Contains some of the information provided (e.g. 12* to find cost centres with the first two numbers 1 and 2)
- <> Not Equal

Again, if you want to insert rows to include other parameters, you may do so by clicking on the **Insert Row** button as demonstrated in the above image.

3 - The **PO date** field lets you select the date range for the report. Since you want to run this report for the last three months, select this for the date range.

4 - The **Supplier** field allows you to identify a specific supplier for which you would like to run your report. You can select as many suppliers as you want. If you want to run the report without specifying a supplier, you can leave this field blank.

5 - You can also specify the shopper for which you would like to run the report by using the **Shopper** field. If you have the rights to view other shoppers, you can select as many shoppers as you want by clicking on the **Insert Row** button. If you want to run the report without specifying a shopper, you can leave this field blank.

For any of the variable fields, you can click on the **Selection** icon to search for the value you are looking for.
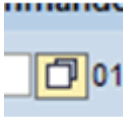
For example, when you click on the icon next to the **Supplier** field a new window opens up where you can select the specific supplier you want included in your report. You can search and select as many suppliers as you want.
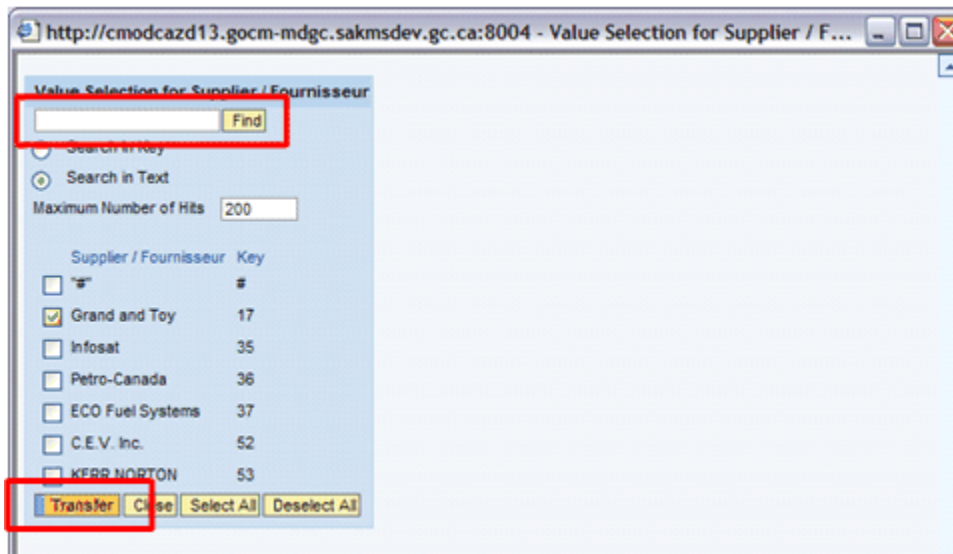
- Click the **Transfer** button to continue.
- Click the **Close** button to exit that window.
- Click the **Select all** button to choose all the items listed.
- Click the **Deselect all** button to not include the items on the list.

For more information on how to search for a supplier, please read **How to search for a supplier?**.

Additionally, where there are variable fields and the information entered is inaccurate, at least two messages will appear:

- The first message is the information message, which contains the validation error.
- The second message is the standard SAP message 'Variables contain invalid values'.

The information in parenthesis in the Validation error message is valuable to track problems and should be supplied to the GoCM Service Desk when problems are reported. Specifically, 'u-' followed by the id that SAP believes you are running the report from, and 'v-' followed by the timestamp of the date the query was last modified.

In the example below, the message is generated because the user does not have authorization to see all departments, and has cleared the department number field. The message is also produced when there is no variable for departments (i.e. the Top N departments report).

Messages:

- (i) User does not have authorization for all departments (u- BKENNA v-20061115031416)
- (!) Variables contain invalid values.

Variables for Ad Hoc Report

Department / Ministère   [_____] 🔲

Once you have identified your reporting criteria, click the **Execute** button to run your report as illustrated below. You can click on the **Check** button before executing your report. This function will check the details of your criteria before running your report.

The report screen will have two components - the actual report on the right and the navigational block on the left.

1 - The report appears in the larger space of the screen.

Rows are represented in grey; columns are represented in white. Totals are represented in yellow.

Notice that if you move your cursor around the report over any of the detail, the detail becomes underlined when the cursor is over top. If you right click over the underlined detail, you will get a menu of tasks you can do with the report as demonstrated in the image below:
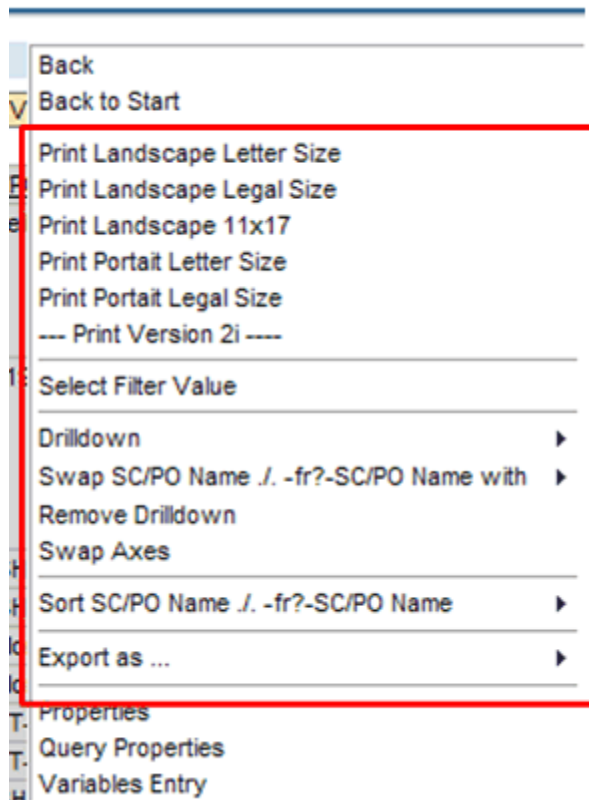
- Print. This will be discussed later in the module.
- Filter, drill down and sort on different values.
- Modify the look of your report by swapping column/row headers or changing the axes.
- Export the data as CSV (Comma Separated Values) or Excel files. This will be discussed later in the module.

You will notice that some of these tasks are also available in the buttons above the report. They will be discussed later in the module.
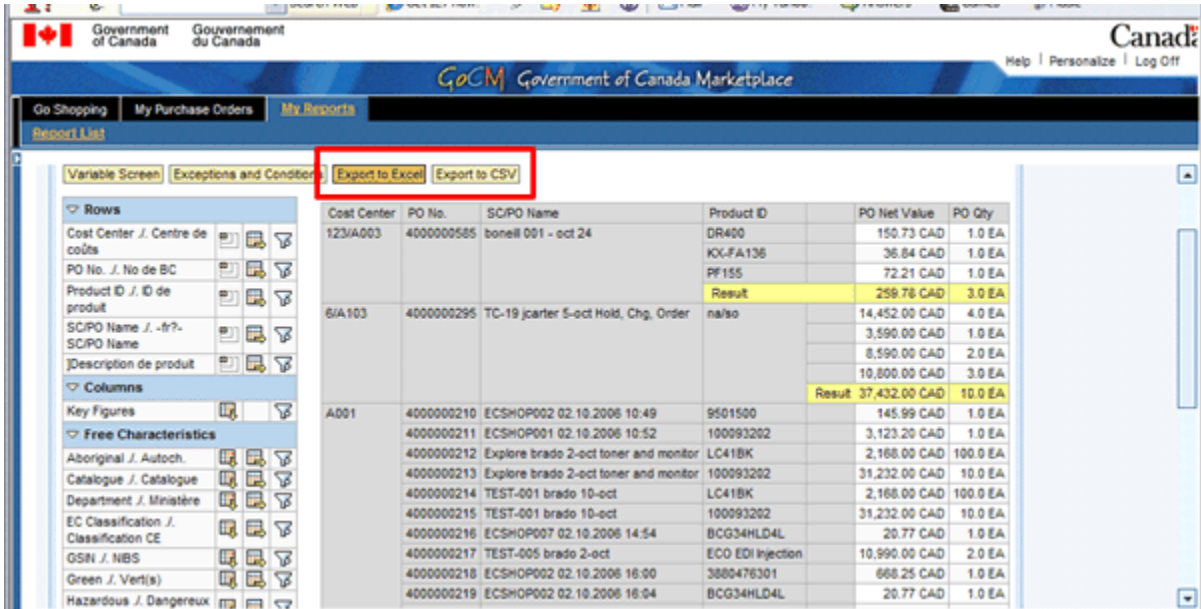
The reporting tool used to display GoCM reports has significant capabilities to allow you to alter the layout and content of the report after it has initially opened. This allows you to carryout much more analysis of the data than possible just by viewing the initial report displayed. The most important features to know are how to: add filter conditions, Drilldown and remove Drilldowns. The key **Drilldown** feature to be aware of is on the context menu of data cells in the report table. See the Helpful Tips section of this module for more information.

2 - The navigational block as illustrated below, allows you to remove the variable from the report, drill down in the columns, drill down in the rows, and select filter values.

The navigational block is categorized into rows, columns and free characteristics. A **Free Characteristic** is an item that is not present in your report, but can be if you choose to add the item.

Below the meanings of important icons are summarized. For more details see the **How to** documents in the Job Aids section at the end this module.

Data found in the **Rows** and **Columns** sections are present in your report.

You can choose to remove the field by clicking on the **Remove Drilldown** icon. This will move the field under the **Free Characteristics** section.

You may also choose to drilldown horizontally with this item in the columns by clicking on the **Drilldown on Columns** icon.

Additionally, you may choose to drilldown vertically with this item in the rows by clicking on the **Drilldown on Rows** icon.

Finally, you can also click on the **Select Filter Value** icon to further focus your report.

A new window will appear for you to further filter the value.
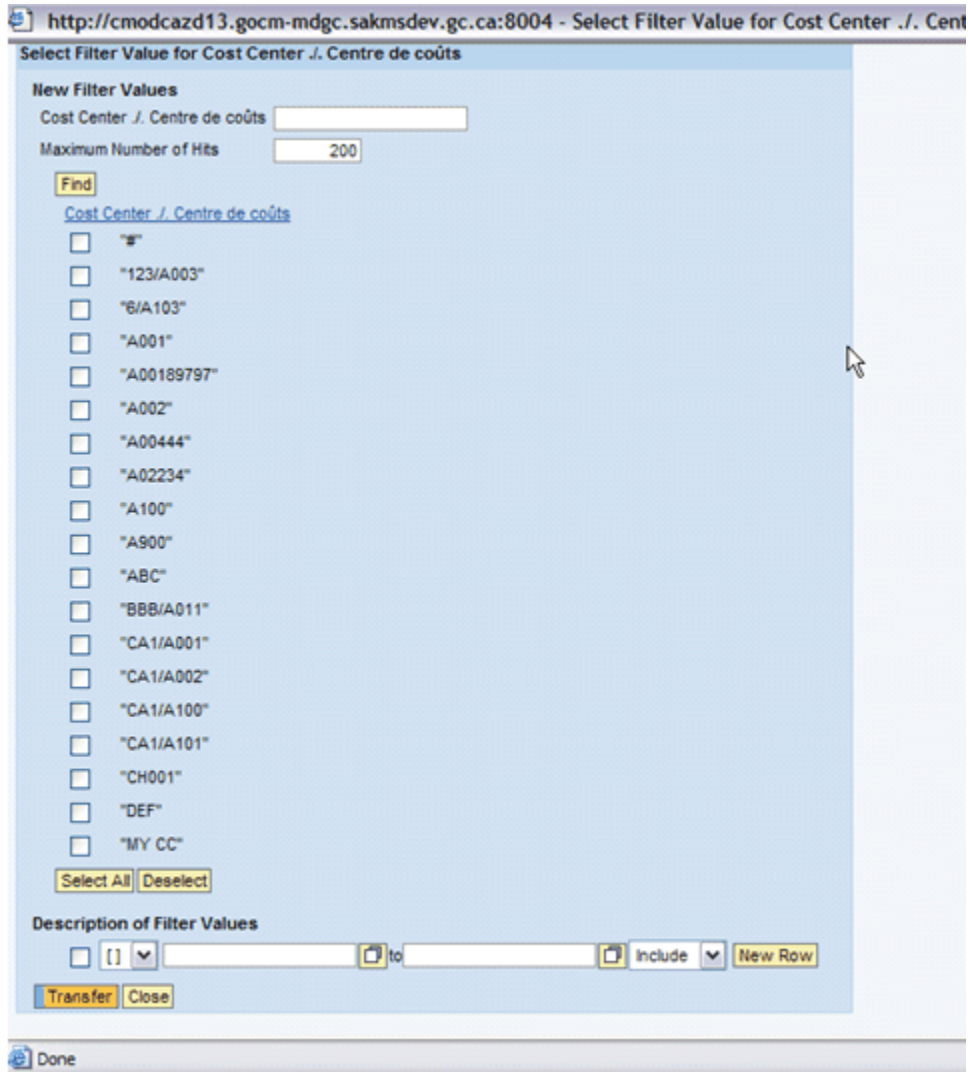
Below the **Rows** and **Columns** sections you will see **Free Characteristics**.

The **Free Characteristics** section represents items that are not present in your report, but can be if you choose to add them. You can click on either one of the **Drilldown on Rows** or **Drilldown on Columns** icons to include the category in your report.

As per the Rows & Columns description above, once an item is in a row or column it can be removed by clicking on the **Remove Drilldown** icon for that item. It subsequently returns to the **Free Characteristics** area of the navigational block.

Saving your Report

If you want to save your report, you have a couple of options.
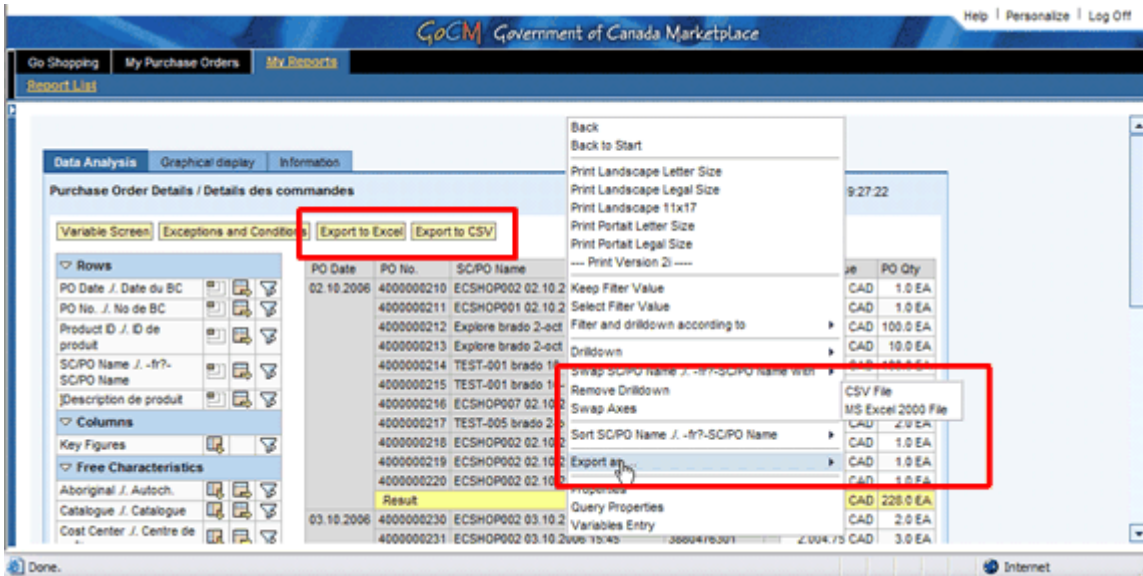
As illustrated above, you can select **Export to Excel** or **Export to CSV** (Comma Separated Values) by either right clicking on any of the hyperlinked text in the report or clicking on the buttons above the report.

When you click on one of the selections, a window will open asking whether you would like to open the file, save the file, or cancel the process.

- If you click on **Open**, the Excel or CSV file will open right away.
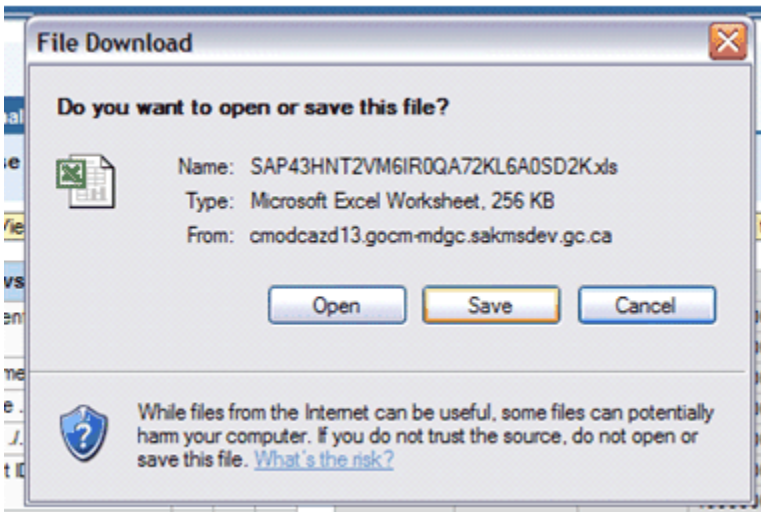- If you click on **Save**, you will be directed to save the file somewhere on your computer.

Tip: If you have a PDF writing program installed on your machine, you can also save your report in that format by printing to your PDF Printer. Once saved in PDF format, the report layout in the PDF file cannot be modified.

Tip: Depending on the report, fonts and data, some reports have varying widths and heights on different pages. Choose a paper size and orientation that gives plenty of room - such as Legal and Landscape. Quickly scan your report to ensure all columns and rows fit within the page boundaries.

Printing your Report

You can print your report by right clicking on any of the hyperlinked text in the report.
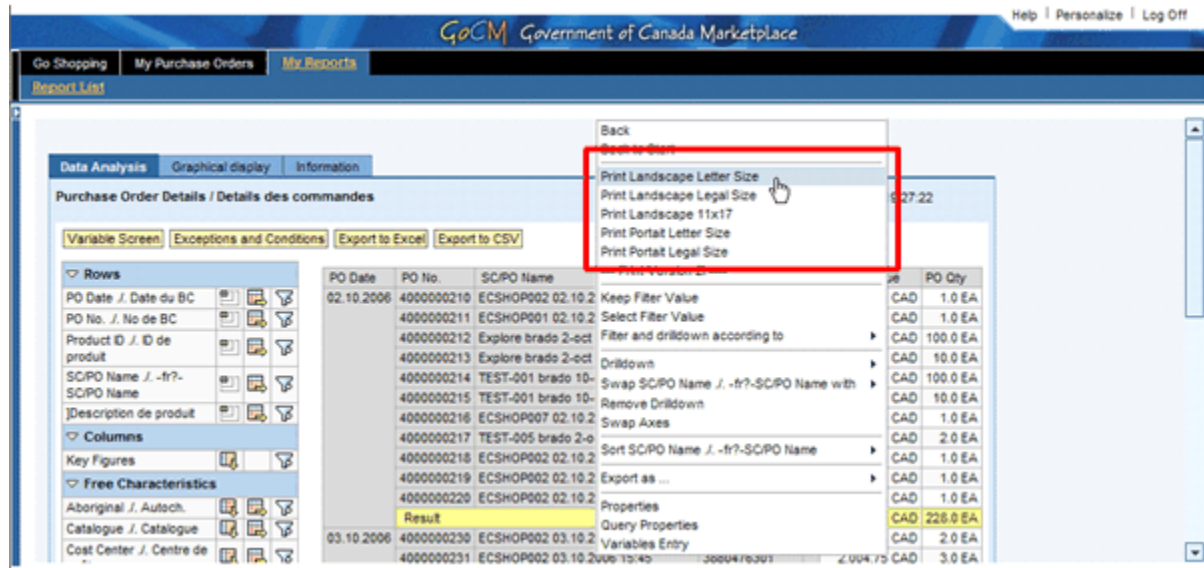
A variety of print options will appear for you to choose how you would like to your report printed. Click on the option you would like.

Note: This will not select the paper size for your printer, it will only lay out the report to fit on that size of paper. The next steps will assist you in ensuring the right paper is selected for printing in your browser.

Once you have selected your option, a separate browser window will open that will preview your report.

The first part of the view is technical in nature (it controls page margin, headers and footers) and can be clicked closed by unchecking the **Preview Mode** box, as illustrated below. Click the **Enter** button to close this preview and open the report screen.
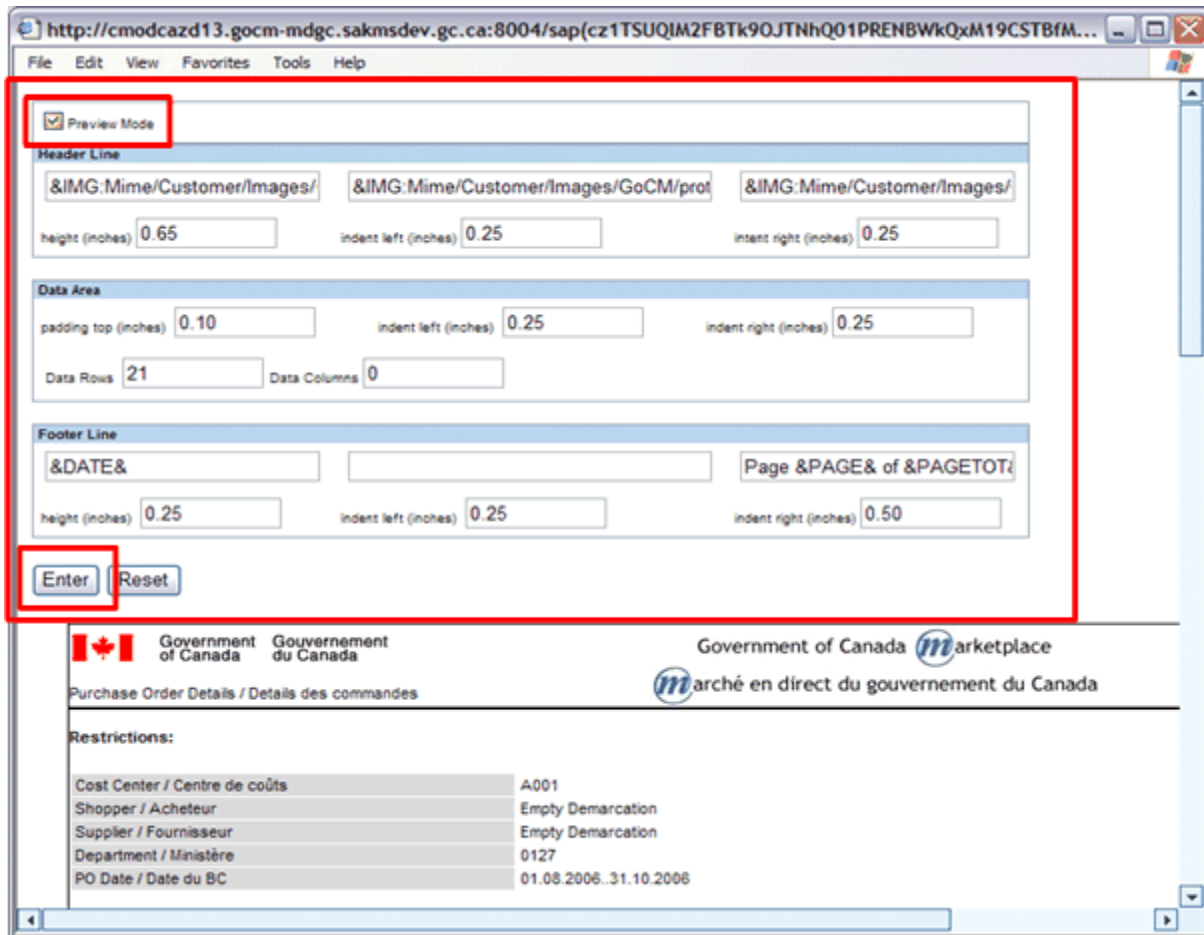
Prior to printing your document, you may want to ensure all columns and rows appear on the screen by viewing the document in print preview mode. Go to **File** and select **Print Preview**. This process will assist you in selecting the paper size for your printer.
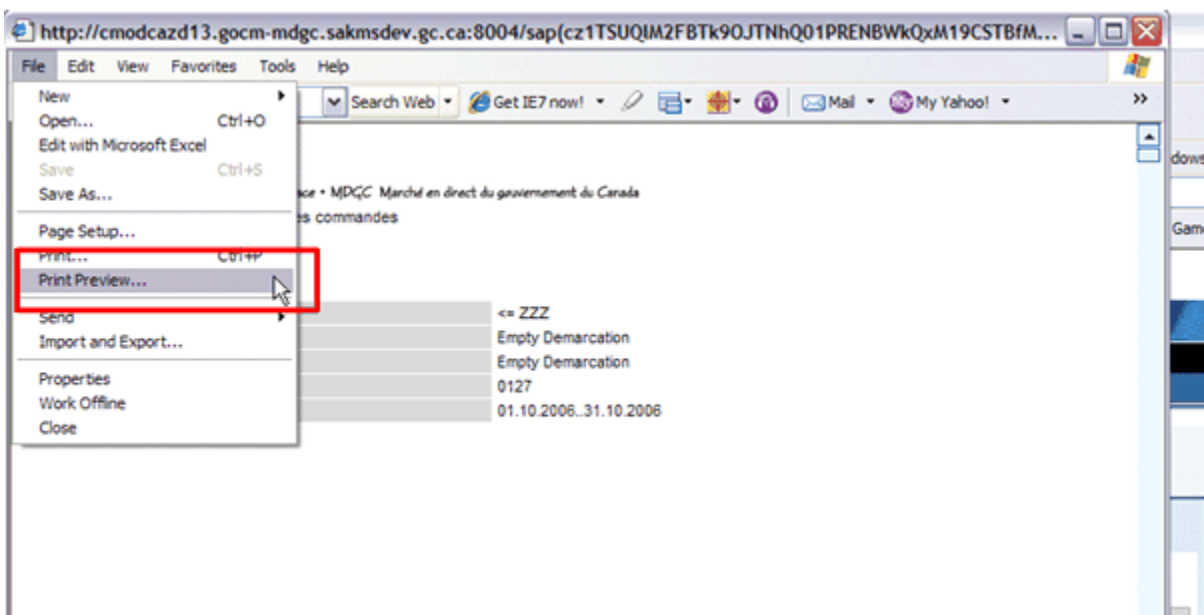
You will have to scroll through the document by clicking on the page forward and backward buttons in the print preview menu at the top of the screen.
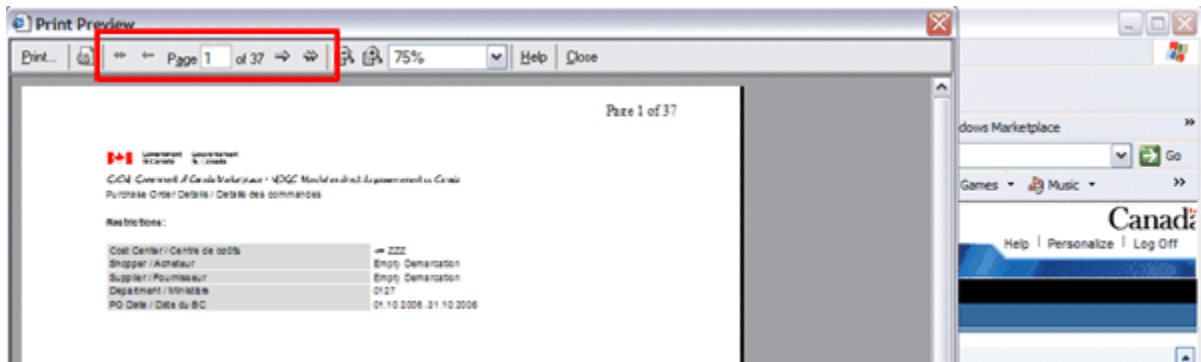
If you are viewing the report in an Internet Explorer browser (image below):

- Click on the **Gear Icon** second from the top left of the preview page in order to open the page setup options.
- Select **Landscape** and paper size.
- The **Header** and **Footer** sections should be blank.
- Margins should all be set at 0.25.
- Scroll down through the report and confirm that all the columns and rows appear properly. If you notice not all of your report is present, you can go back and select a different size of paper. Close the window.
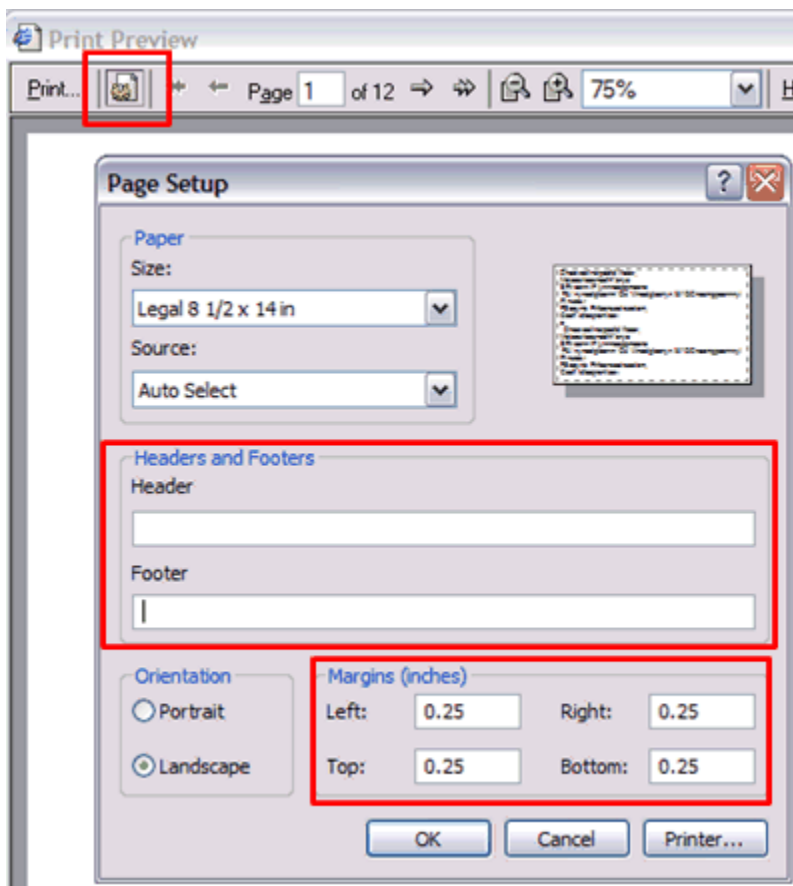
To print, select the **Print** option.

Select your printer and click **Print** to print your document.
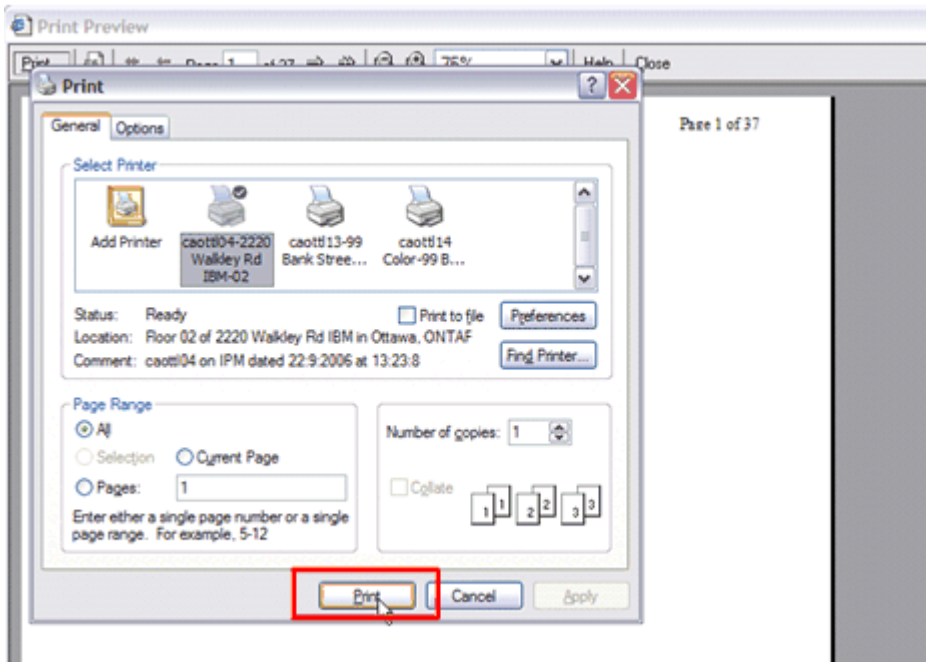
Click the **Close** button to close the Window.

Click the **X** on the upper right corner to close the previous window.

GoCM Reports Available to You

Shopping Cart Details

This report would typically be used by a shopper to analyze their shopping carts. This report opens displaying Shopping Cart details to the level of individual Products within the shopping carts. Several drilldowns are available for additional analysis. The initial selection screen is given below.

Purchase Order Details

This report would typically be used by a shopper to analyze their Purchase Orders. This report opens displaying Purchase Order details to the level of individual Products within the POs. Several drilldowns are available for additional analysis. The initial selection screen is given below.

PO Analysis by Supplier

RC Managers would typically use this report to determine Spend by Supplier and determine the underlying factors affecting the spend level. This report displays Purchase Order Spend by Supplier for on-catalogue and off-catalogue purchases. Several other drilldowns are available for additional analysis. The initial selection screen is given below.

PO Tracking Against SO/SA

This report focuses on the Spend against individual Supply Agreements compared to the "Call-up Limit" for a single PO. The report determines how many POs over what period of time results in a specified % of the limit being attained. The user can specify this "% Used Display Tolerance" on the selection screen, with the default being 100%. Several other drilldowns are available for additional analysis. The initial selection screen is given below.

Variables for PO Tracking Against SO/SA / Suivi des BC en regard des BA/MA

Department / Ministère	0127	Public Works and Government Services		Insert Row
Cost Center / Centre de coûts (*)	[] ⌄		To	Include ⌄ Insert Row
PO Date / Date du BC (*)	01.11.2006		To 30.11.2006	
Supplier / Fournisseur				Insert Row
Shopper / Acheteur				Insert Row
Product Category / Catégorie de produits				Insert Row
GSIN / NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Class / Classe NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Sub-class / Sous-classe NIBS	[] ⌄		To	Include ⌄ Insert Row
% of PO Limit Used / % de la limite BA utilisé > (*) 100				

Execute Check

Ordering Activity

This report displays the Spend by Shopper and Supplier. The user can specify a "Red Highlight Tolerance" on the report selection screen. Any Amounts in the report that exceed this Tolerance are automatically highlighted in red. The default value for the Tolerance is $1 Million. Several other drilldowns are available for additional analysis. The initial selection screen is given below.

Variables for Ordering Activity / Activité d'ordonnancement

Department / Ministère	0127	Public Works and Government Services		Insert Row
Cost Center / Centre de coûts (*)	[] ⌄		To	Include ⌄ Insert Row
PO Date / Date du BC (*)	01.11.2006		To 30.11.2006	
Supplier / Fournisseur				Insert Row
Shopper / Acheteur				Insert Row
Product Category / Catégorie de produits				Insert Row
GSIN / NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Class / Classe NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Sub-class / Sous-classe NIBS	[] ⌄		To	Include ⌄ Insert Row
Red Highlight Tolerance / Tolérance mise en valeur en rouge 1,000,000				

Execute Check

Commodity Usage

This report displays the Spend by; Supplier, Supply Agreement and Product. Several other drilldowns are available for additional analysis. The initial selection screen is given below.

Variables for Commodity Usage Report / Utilisation de la marchandise

Department / Ministère	0127	Public Works and Government Services		Insert Row
Cost Center / Centre de coûts (*)	[] ⌄		To	Include ⌄ Insert Row
PO Date / Date du BC (*)	01.11.2006		To 30.11.2006	
Product Category / Catégorie de produits				Insert Row
GSIN / NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Class / Classe NIBS	[] ⌄		To	Include ⌄ Insert Row
GSIN Sub-class / Sous-classe NIBS	[] ⌄		To	Include ⌄ Insert Row

Execute Check

Purchase Orders Net Value < LEVEL

This report includes all Purchase Orders where each has a value less than the user specified value for LEVEL. The default value for LEVEL is $25k. The Spend is displayed by; Aboriginal(Y/N), Supplier and Supply Agreement. Several other drilldowns are available for additional analysis. For example the report can be drilled down by PO in order to do analysis at a more detailed level. The initial selection screen is given below.

Purchase Orders Net Value >= LEVEL

This report includes all Purchase Orders where each has a value greater than or equal to the user specified value for LEVEL. The default value for LEVEL is $25k. The Spend is displayed by; Aboriginal(Y/N), Supplier and Supply Agreement. Several other drilldowns are available for additional analysis. For example the report can be drilled down by PO in order to do analysis at a more detailed level. The initial selection screen is given below.

Top N Departments

This report lists the Top N Departments based on the Department Spend. The user can specify the value for N with the default being Top 10. The total Spend and PO count are listed for each of the Top N Departments. The report opens sorted by Department. To sort by Spend, right click on the PO Net Value

column and use the sort option. Several other drilldowns are available for additional analysis. The initial selection screen is given below.

Variables for Top N Departments / N principaux ministères

PO Date / Date du BC (*)	01.11.2006	To 30.11.2006
Product Category / Catégorie de produits		Insert Row
GSIN / NIBS	[ ]	To	Include	Insert Row
GSIN Class / Classe NIBS	[ ]	To	Include	Insert Row
GSIN Sub-class / Sous-classe NIBS	[ ]	To	Include	Insert Row
N value for Top N / Valeur N pour majeur (*)	10	

Execute Check

Top N SO/SA

This report is identical to the Top N Departments Report except that it reports the Top N Supply Agreements (SO/SA) rather than Departments. The initial selection screen is given below.

Variables for Top N SO/SA / Principaux N - OC/AA

Department / Ministère	0127	Public Works and Government Services	Insert Row
Cost Center / Centre de coûts (*)	[ ]	To	Include	Insert Row
PO Date / Date du BC (*)	01.11.2006	To 30.11.2006	
Product Category / Catégorie de produits		Insert Row
GSIN / NIBS	[ ]	To	Include	Insert Row
GSIN Class / Classe NIBS	[ ]	To	Include	Insert Row
GSIN Sub-class / Sous-classe NIBS	[ ]	To	Include	Insert Row
N value for Top N / Valeur N pour majeur (*)	10	

Execute Check

Top N Suppliers

This report is identical to the Top N Departments Report except that it reports the Top N Suppliers rather than Departments. The initial selection screen is given below.

Variables for Top N Suppliers / N principaux fournisseurs

Department / Ministère	0127	Public Works and Government Services	Insert Row
Cost Center / Centre de coûts (*)	[ ]	To	Include	Insert Row
PO Date / Date du BC (*)	01.11.2006	To 30.11.2006	
Product Category / Catégorie de produits		Insert Row
GSIN / NIBS	[ ]	To	Include	Insert Row
GSIN Class / Classe NIBS	[ ]	To	Include	Insert Row
GSIN Sub-class / Sous-classe NIBS	[ ]	To	Include	Insert Row
N value for Top N / Valeur N pour majeur (*)	10	

Execute Check

Top N UNSPSC/GSIN Classes

This report is identical to the Top N Departments Report except that it reports the Top N UNSPSC Classes rather than Departments. The initial selection screen is given below.

Variables for Top N Classes / N principales classes							
Department / Ministère		0127	Public Works and Government Services				Insert Row
Cost Center / Centre de coûts (*)	[] ∨			To		Include ∨	Insert Row
PO Date / Date du BC (*)		01.11.2006		To	30.11.2006		
Product Category / Catégorie de produits							Insert Row
GSIN / NIBS	[] ∨			To		Include ∨	Insert Row
GSIN Class / Classe NIBS	[] ∨			To		Include ∨	Insert Row
GSIN Sub-class / Sous-classe NIBS	[] ∨			To		Include ∨	Insert Row
N value for Top N / Valeur N pour majeur (*)	10						

Execute Check

Address Finder

This report would typically be used by a shopper to determine the delivery address key and invoicing address key to assign to their user profile. This report provides a detail list of all addresses available in GoCM. By default, you can see all delivery and invoicing addresses in your department. You may see delivery and invoicing addresses in other departments by removing or changing the default department code. Several drilldowns are available for additional analysis. The initial selection screen is given below.

Variables for Department Address Finder				
Address Number /. No d'adresse				Insert Row
Department Code /. Code du ministère		127	Public Works and Government Services	Insert Row
City /. Localité	* ∨ *		Include ∨	Insert Row
c/o CIS/Addr Code /. Code SIC/Code d'adresse de référence	* ∨ *		Include ∨	Insert Row
Region Code /. Code de Région				Insert Row
Invoice /. Facture				
Delivery /. Livraison	X	Yes		

Execute Check

Review and Try it Now

Review

In this module you learned how to run reports and view their components.

You also learned how to save and print reports.

Additional training tips on GoCM Reporting can be found in the next section - ***Helpful Tips and Other Job Aids***.

You have now completed all modules as part of the GoCM Training program! If you want to access any training or help material while you use GoCM, you can access the training website at any time. Additionally, there is training assistance on every screen of GoCM related to the topic you are in.

Try it Now

You now have the option to complete a series of exercises related to Searching the GoCM Catalogue.

Log on to GoCM to complete these exercises.

Exercise 1:

You want to run a Shopping Cart details report for the last three months. Run and save this report in Excel format.

1. Go to the **My Reports** tab. In the **Detailed Navigation** section, select **Shopping Cart Details**
2. Enter the variables for Shopping Cart Details, including your Department/Agency and Cost Centre. In the **SC Date** field, enter a three month period. Click **Execute** to run the report.
3. Click on the **Export to Excel** button
4. Click on **Save** to save your report to a file on your computer. Save it as a name that is familiar to you so you can access whenever you want.

Exercise 2:

You want to run a Shopping Cart details report for the last three months. Run and print this report.

1. Go to the **My Reports** tab. In the **Detailed Navigation** section, select **Shopping Cart Details**
2. Enter the variables for Shopping Cart Details, including your Department/Agency and Cost Centre. In the **SC Date** field, enter a three month period. Click **Execute** to run the report.
3. To print, right click on any of the hyperlinked text in the report. Select the print option that is right for you.
4. In the window, uncheck the **Preview Mode** box and click **Enter**
5. In your browser, select **Print Preview**. Page through your report to ensure all data is viewable. If not, go to page setup to modify your margins.
6. Once you are satisfied, click on **Print** to print your document.

Helpful Tips and other Job Aids

FAQs

- How to run a report?
- How to print a report?
- How to save a report?
- How to search for a supplier?
- How to view the variable screen once in your report?
- How to swap data in a report?
- How to filter a report?
- How to drilldown in a report?
- How to create exceptions and conditions?
- How to display graphical settings?
- How to view properties of your report?