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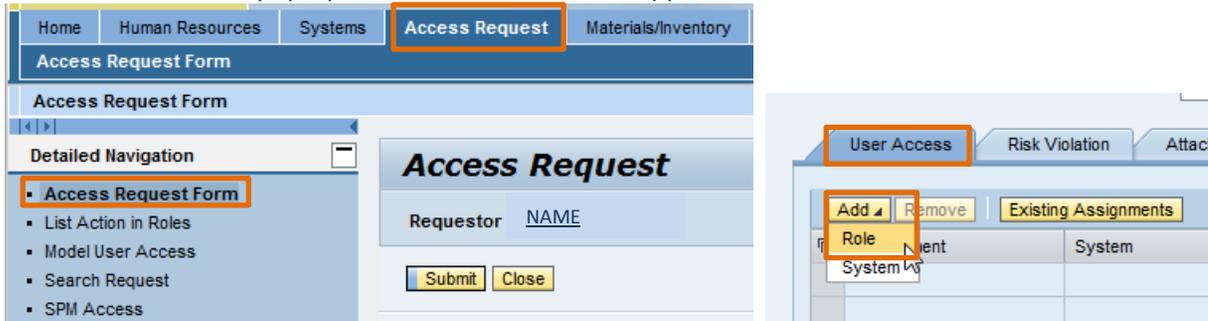
## Background

EP010 Contract Summary primarily contains **Contract Header** data from **SRM (Supplier Relationship Management)**. This report can be used to track the system agreements that have been approved by the District to issue purchase orders against. The report assists Procurement/Contract staff to track contract expiration dates, remaining balances, sponsoring department and the contract status as well as the contract types.

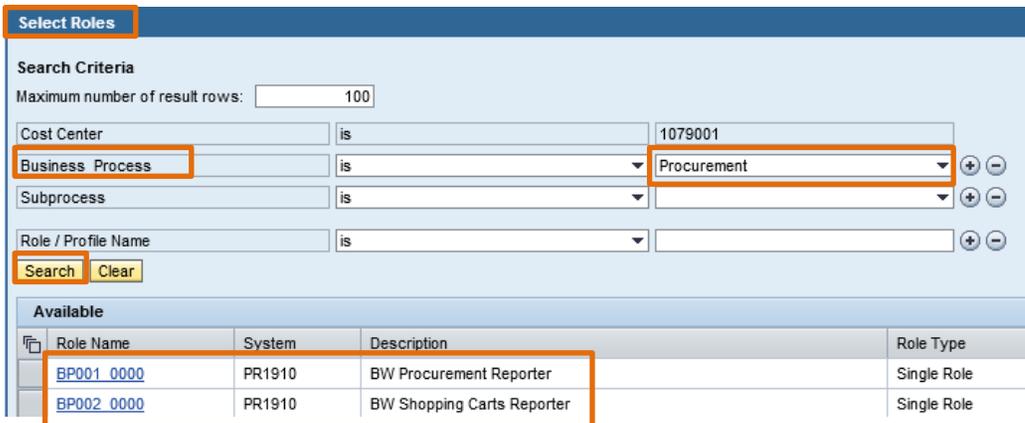
## Security Role Mapping

BW Report Name	BW Security Role Name
EP010 Contract Summary	BP001_0000 BW Procurement Reporter
	BP002_0000 BW Shopping Carts Reporter

To request access, log onto SAP, click on **Access Request** tab, and click on **Access Request Form**. Go to **User Access** tab, click on **Add**, and select **Role**. **Select Roles** pop-up opens. From **Business Process** drop-down, select **Procurement**, click on **Search** button. Procurement roles will appear. Select appropriate role and click on **OK** button. **Select Roles** pop-up closes and selected role appears under **User Access** tab. Click on **Submit** button.



The screenshot shows the SAP 'Access Request Form' interface. The 'Access Request' tab is selected. The 'User Access' sub-tab is active, showing an 'Add' button and a dropdown menu with 'Role' selected. The 'Requestor' field is set to 'NAME'. 'Submit' and 'Close' buttons are visible at the bottom.



The screenshot shows the 'Select Roles' pop-up window. The 'Business Process' dropdown is set to 'Procurement'. The 'Search' button is highlighted. Below, the 'Available' table lists roles:

Role Name	System	Description	Role Type
<a href="#">BP001_0000</a>	PR1910	BW Procurement Reporter	Single Role
<a href="#">BP002_0000</a>	PR1910	BW Shopping Carts Reporter	Single Role

## How to Find Procurement/Contract Reports

Log onto [bts.lausd.net](http://bts.lausd.net). Click on **Reports** tab. Click on **Procurement/Contracts** sub-tab.



Welcome BP001 - BW - Procurement Reporter

Home **Reports**

Procurement/Contracts

Reports

- BE007 Price Comparison Over Multiple Bid Invitations
- BE008 Bidder Analysis of a Bid Invitation
- BE009 Bidder Analysis by Product Category
- EP001 Purchase Values per Order
- EP002 Procurement Value Analysis
- EP003 Supplier Information
- EP004 Key Performance Indicators
- EP005 ABC Supplier
- EP006 Purchase Order Document Analysis
- EP007 Workload per Purchasing Group
- EP008 Pareto Analysis According to Purchase Order Volume (Chart)
- EP009 Pareto Analysis According to PO Volume per Category
- EP010 Contract Summary**
- EP011 Contract Detail Report

1) Click on **Reports** tab

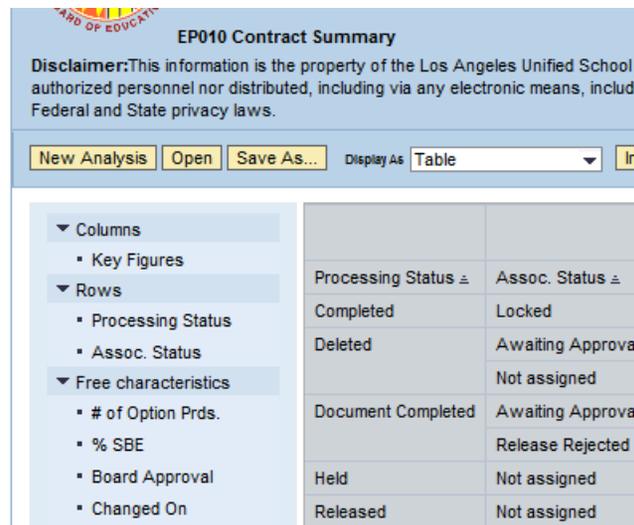
2) Click on **Procurement/Contracts** sub-tab

3) Click on **EP010 Contract Summary**

## Helpful Information

### Using Processing Status with Associated Status

Processing Status	Associated Status	Where Does This Occur in Contract Release Process?	Comments
Released	Not Assigned	Contract has been released	Contract is Released. This group also includes expired contracts.
Completed	Locked	After Contract has been released	Document is closed. No further actions can take place on the contract.
Held	Not Assigned	Prior to Contract being released	Started working on the Contract and is saved (Held) for more information or work.
Document Completed	Awaiting approval	Prior to Contract being Released	Contract is 'Awaiting Approval'.
Document Completed	Release Rejected	Prior to Contract being Released	Contract was not approved.
Deleted	Awaiting approval	Prior to Contract being released	Contract is deleted while in approval. Approver could have rejected and initiator deleted.
Deleted	Not Assigned	Prior to Contract being released	Started working on the Contract but later Deleted.



The screenshot shows the 'EP010 Contract Summary' application interface. At the top, there is a disclaimer: 'Disclaimer: This information is the property of the Los Angeles Unified School District. This information is not to be distributed, including via any electronic means, including Federal and State privacy laws.' Below the disclaimer are buttons for 'New Analysis', 'Open', 'Save As...', and 'Info'. A 'Display As' dropdown menu is set to 'Table'. On the left, there is a navigation pane with expandable sections: 'Columns' (containing 'Key Figures'), 'Rows' (containing 'Processing Status' and 'Assoc. Status'), and 'Free characteristics' (containing '# of Option Prds.', '% SBE', 'Board Approval', and 'Changed On'). The main area displays a table with two columns: 'Processing Status' and 'Assoc. Status'. The data rows are as follows:

Processing Status	Assoc. Status
Completed	Locked
Deleted	Awaiting Approval
	Not assigned
Document Completed	Awaiting Approval
	Release Rejected
Held	Not assigned
Released	Not assigned

## Variable Entry Page

The Variable Entry page allows users to enter filter criteria prior to running the report. Selection criteria can usually be typed in or selected by clicking on the selection button . If manually typing in filter values, separate multiple entries with a semi-colon (;). It is strongly advised that users enter selection criteria before running any BW report. This is because SAP allows a maximum of 500,000 cells for report results.

## Select Values (Search, Value Range)

Click on **Selection** button to open **Select Values** pop-up.

To search for a filter value, click on **Show view:** drop down menu, select **Search**. To search by either **Key** or **Text**, click on the drop down next to the field name. Type in your search criteria in the field located to the left of the **Search** button. Keep in mind, search is CASE SENSITIVE. Also, using a \* (wildcard) before and after search may help.

More than 1000 values available; not all values are displayed

Show tool: Single values Show view: All

All

Maximum Records: 1000 Refresh

Select all

Vendor: Key	Vendor: Text
#	Not assigned
1000000007	PALLER-ROBERTS
1000000009	ECOLOGY CONTROL
1000000012	UNIVERSITY OF THE
1000000013	STRUMWASSER &
1000000015	JOHNSTONE SUPPLY
1000000019	KAMRAN & CO, INC.
1000000023	WIDOM WEIN COHEN
1000000025	TEAM PRIME TIME,
1000000038	WAISMAN
1000000040	KI THOUGHTBRIDGE
1000000047	NESTOR & GAFFNEY

Enter a value for Vendor:

Add Remove

OK Cancel

Show tool: Single values Show view: Search

Search

Vendor: Text \*APPLE\* Search

Maximum Key 1000

Select

Vendor: Key	Vendor: Text
1000001789	APPLE COMPUTER, INC.
1000002409	APPLE COMPUTER, INC.

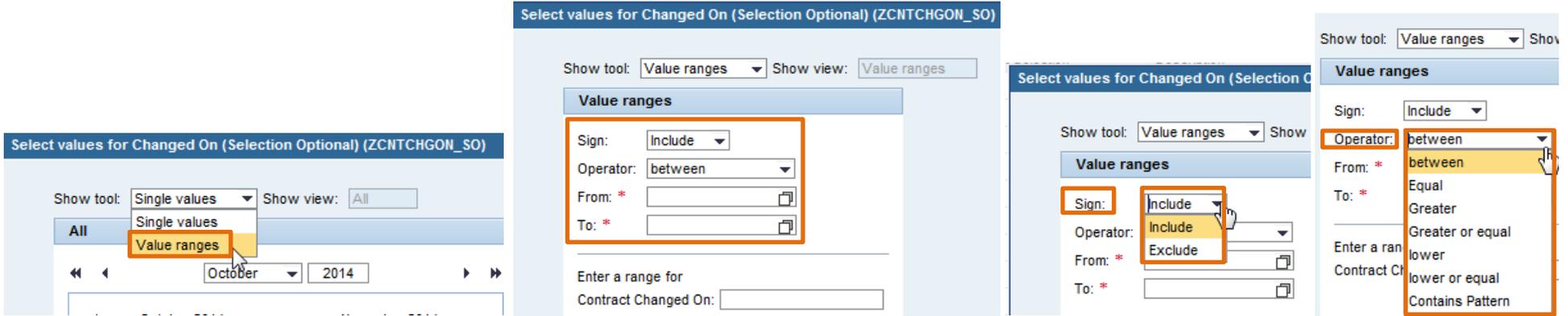
Enter a value for Vendor:

Add Remove

Change Order

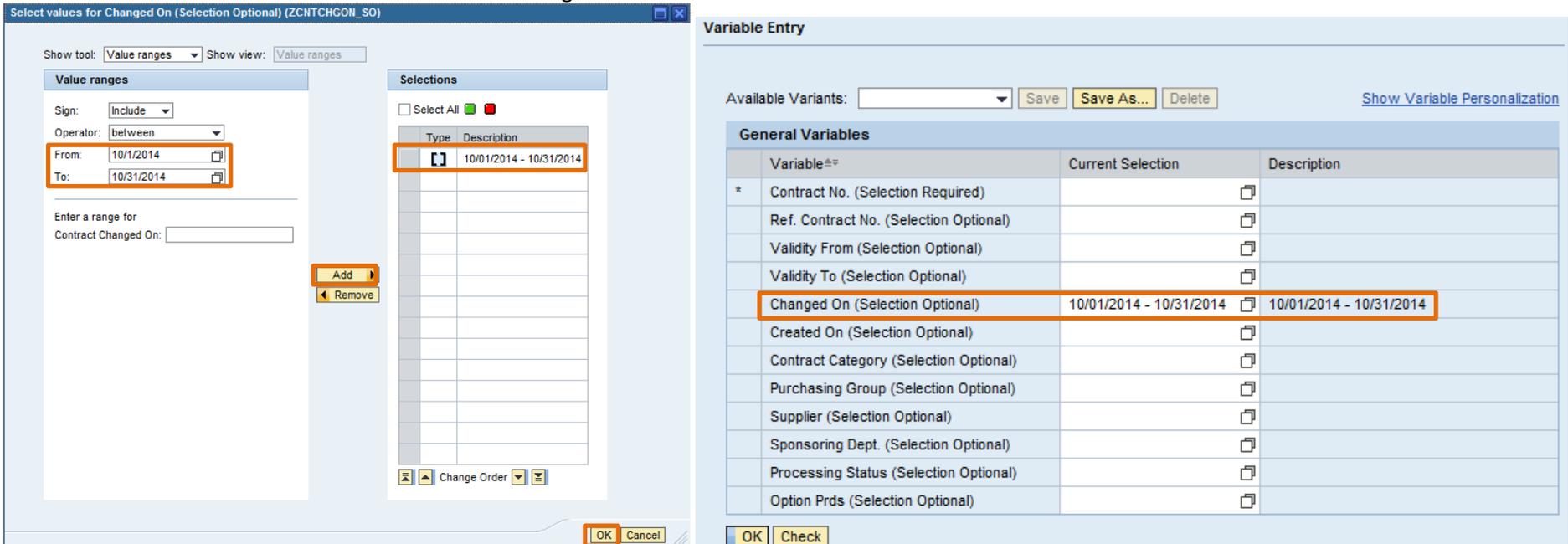
OK Cancel

To enter a **Value range**, click on the **Show tool:** dropdown and select **Value ranges**. **Value ranges** can be further customized to **Sign:** Include/Exclude and **Operator:** between, Equal, Greater, Greater or equal, lower, lower or equal, Contains Pattern



The first screenshot shows the 'Show tool:' dropdown menu with 'Value ranges' selected. The second screenshot shows the configuration for 'Sign:' set to 'Include' and 'Operator:' set to 'between'. The third screenshot shows the 'Operator:' dropdown menu with 'between' selected.

Enter **From:** and **To:** values. Click on **Add** button to move range to **Selections** screen. Click on **OK** button.



The first screenshot shows the 'From:' field with '10/1/2014' and the 'To:' field with '10/31/2014'. The 'Add' button is highlighted. The second screenshot shows the 'Variable Entry' screen with a table of variables.

Variable	Current Selection	Description
* Contract No. (Selection Required)		
Ref. Contract No. (Selection Optional)		
Validity From (Selection Optional)		
Validity To (Selection Optional)		
<b>Changed On (Selection Optional)</b>	<b>10/01/2014 - 10/31/2014</b>	<b>10/01/2014 - 10/31/2014</b>
Created On (Selection Optional)		
Contract Category (Selection Optional)		
Purchasing Group (Selection Optional)		
Supplier (Selection Optional)		
Sponsoring Dept. (Selection Optional)		
Processing Status (Selection Optional)		
Option Prds (Selection Optional)		

## Saving a Variant

A **Variant** is a filter variation that can be saved and reused whenever running a report. **Variants** allow users to save filter criteria on the **Variable Entry** screen for future use.

Creating report variants on the **Variable Entry** screen can be a time saver. Report **Variants** can be used to save frequently entered filter criteria. For example, **EP010 Contract Summary** requires users to enter at least one **Contract Number**. Creating a **Variant** for a specific **Contract** or range of **Contracts** may be helpful.

To create a **Variant**:

Variable Entry

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

Variable <sup>△</sup>	Current Selection	Description
* Contract No. (Selection Required)		<input type="checkbox"/>
Ref. Contract No. (Selection Optional)		<input type="checkbox"/>
Validity From (Selection Optional)		<input type="checkbox"/>
Validity To (Selection Optional)		<input type="checkbox"/>
Changed On (Selection Optional)		<input type="checkbox"/>
Created On (Selection Optional)		<input type="checkbox"/>
Contract Category (Selection Optional)		<input type="checkbox"/>
Purchasing Group (Selection Optional)		<input type="checkbox"/>
Supplier (Selection Optional)		<input type="checkbox"/>
Sponsoring Dept. (Selection Optional)		<input type="checkbox"/>
Processing Status (Selection Optional)		<input type="checkbox"/>
Option Prds (Selection Optional)		<input type="checkbox"/>

Manually type in selection criteria  
Or, click on selection button

OK Check

1) Enter **Filter Criteria**

Show tool: Value ranges Show view: Value ranges

Value ranges

Sign: Include

Operator: between

From: 0

To: 999999999

Enter a range for Contract ID:

Add Remove

Click on drop down for **Show tool**:  
Select **Value ranges**  
Enter From = **0**  
Enter To = **999999999**  
Click on **Add** button to add range to **Selections**  
Click on **OK** button

Type	Description
<input type="checkbox"/>	0 - 999999999

Change Order

OK Cancel

2) Enter **Value Range**

Variable Entry

Available Variables:  Save **Save As...** Delete [Show](#)

Variable <sup>SP</sup>	Current Selection	Description
* Contract No. (Selection Required)	0 - 999999999	0 - 999999999
Ref. Contract No. (Selection Optional)		
Validity From (Selection Optional)		
Validity To (Selection Optional)		
Changed On (Selection Optional)		
Created On (Selection Optional)		

**3) Save *Variant***

Click on **Save As** button

Save Variant

Save As User Variant

Description:

OK Cancel

**4) Save *Variant* pop-up opens**

Keep **Save As User Variant** checked

Enter **Description**  
Click on **OK** button

Variable Entry

Available Variables:  Save  Delete [Show](#)

Variable <sup>SP</sup>	Current Selection	Description
* Contract No. (Selection Required)	0 - 999999999	0 - 999999999
Ref. Contract No. (Selection Optional)		
Validity From (Selection Optional)		
Validity To (Selection Optional)		
Changed On (Selection Optional)		
Created On (Selection Optional)		
Contract Category (Selection Optional)		
Purchasing Group (Selection Optional)		
Supplier (Selection Optional)		
Sponsoring Dept. (Selection Optional)		
Processing Status (Selection Optional)		
Option Prds (Selection Optional)		

OK Check

**5) Available *Variants***

**Variant** can be reused by clicking on dropdown next to **Available Variants**  
Clicking on **Delete** button will delete **Saved Variant**

## Analysis Area

The Analysis Area represents the report data. The Analysis Area is defaulted to a layout that is pre-defined by the business owner. The Analysis Area can be changed by dragging and dropping fields, filtering, sorting, etc.

## Drag and Drop

Drag and Drop allows users to grab a field and drag it into or out of a report. It also gives users the ability to move or swap fields in a report.

**Add/move field:** place cursor on field, left click and hold (to grab the desired field), drag from Free Characteristics into Analysis Area; line indicates field placement

Columns	Rows
Key Figures	CommitItem
	Program
Free characteristics	
FiscalYear	
FuncArea	
Fund	
Funded Program	
FundsCenter	
Grant	
Posting period	

**Remove field:** place cursor on field heading, left click and hold (to grab the desired field), drag out of report until you see X; X means remove

CommitItem	Grant	Program
430001	General Supplies	110002
		110002
		200764

## Drag and Drop

**Swap fields:** place cursor on field, left click and hold (to grab the desired field), drag over field to be replaced (blue highlight on field to be replaced)

CommitItem	Program	Fund
430001	General Supplies	1064
		11476

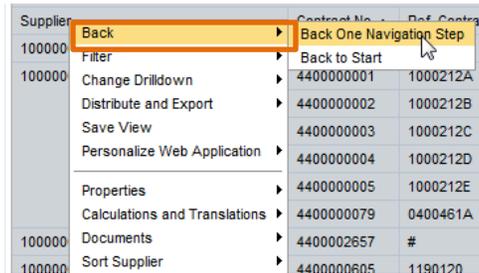
**Remove Result Row/Column:** place cursor on results row, left click and hold (to grab the desired field), drag field until you see X; X means remove

FundsCenter	CommitItem
1043984	110077
	310117
	330137
	340117
	350117
	360117
	370117
	430009
	<b>Result</b>
1043991	430009

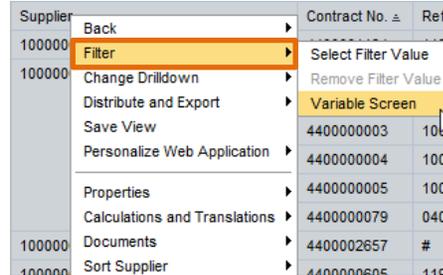
## Context Menu

Provides users with additional report options. To get to the **Context Menu**, place cursor on a field and right click. The **Context Menu** has 5 primary features: **Back**, **Filter**, **Change Drilldown**, **Properties**, and **Sort**.

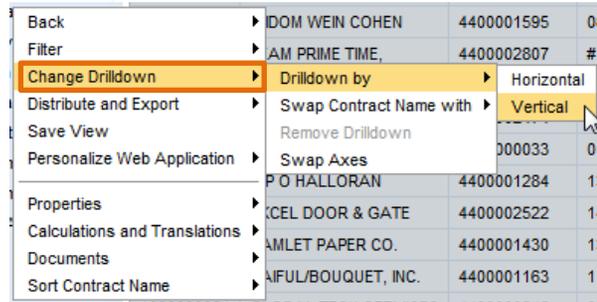
**Back** can be used to go **Back One Navigation Step** or **Back to Start**. **Back One Navigation Step** removes the last “action”. **Back to Start** returns the report to the original, default layout.



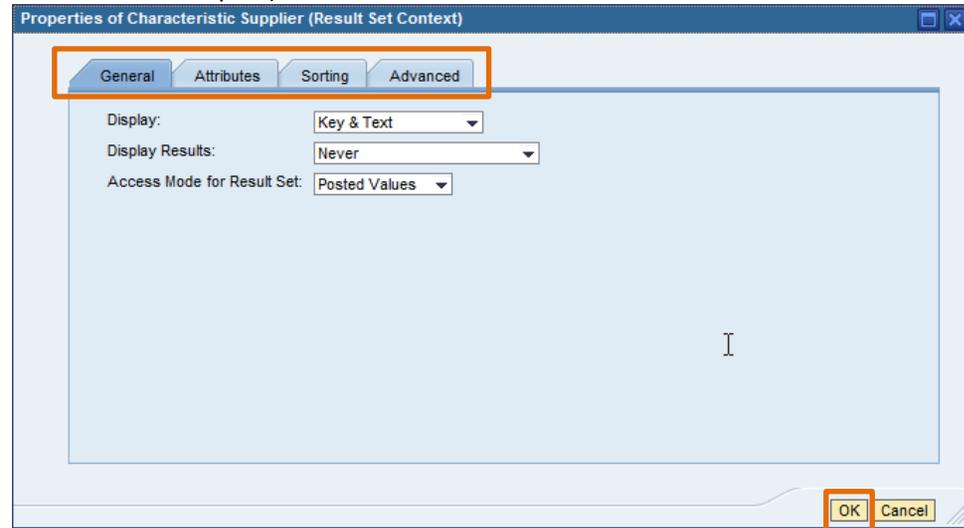
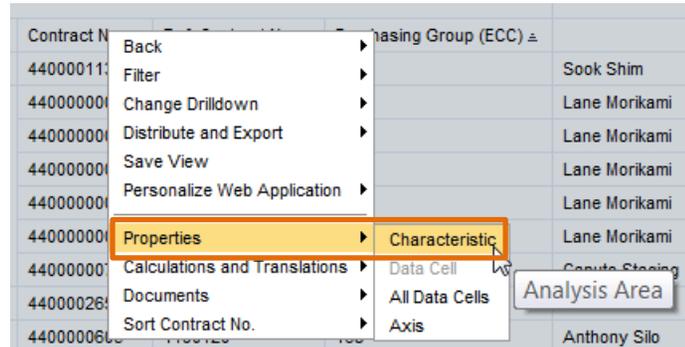
**Filter** allows the user to further filter data. **Filter** has 3 options: **Select Filter Value**, **Remove Filter Value**, and **Variable Screen**. **Select Filter Value** adds another filter. **Remove Filter Value** removes all filter values. **Variable Screen** re-opens the **Variable Entry** page for changing variable filter criteria.



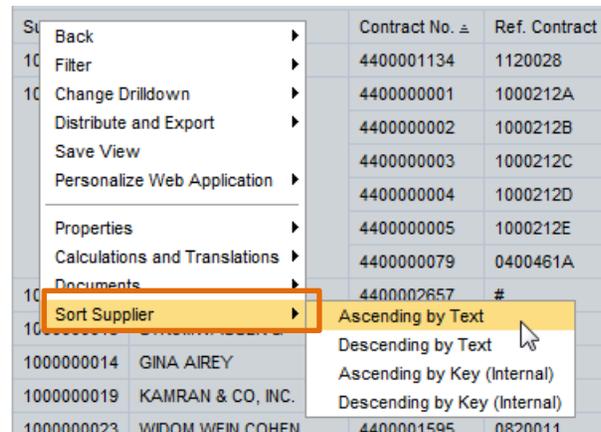
**Change Drilldown** offers an alternative to **Drag and Drop**. Choose **Drilldown by Horizontal** (Columns) or **Vertical** (Rows) to add a field from **Free Characteristics** to the **Analysis Area**. **Swap** can be used to swap one field with another. Use **Remove Drilldown** to remove a field from the **Analysis Area**.



**Properties** is used to change the related field's display. From the **General** tab, users can change the field **Display** to **Key**, **Text**, or **Key and Text** as well as change **Display Results** to **Never** or **Always**. **Attributes** (if available for the field) allows users to add additional information about the field. Keep in mind, however, that **Attributes** are always as of TODAY'S DATE (even in a historical report).



**Sort** allows users to sort fields. Keep in mind, BW reports automatically sort in the order of the fields displayed in the **Analysis Area**. Clicking on the up or down arrow next to a field will sort the field in ascending or descending order.



Supplier	Contract No.	Ref. Contract No.
1000000007 PALLER-ROBERTS	4400001134	1120028
1000000009 ECOLOGY CONTROL	4400000079	0400461A
	4400000005	1000212E
	4400000004	1000212D
	4400000003	1000212C
	4400000002	1000212B
1000000012 UNIVERSITY OF THE	4400002657	#
1000000013 STRUMWASSER &	4400000605	1190120
1000000014 GINA AIREY	4400002869	#
1000000019 KAMRAN & CO, INC.	4400001318	1150101
1000000023 WIDOM WEIN COHEN	4400001595	0820011
1000000025 TEAM PRIME TIME,	4400002807	#
1000000038 WAISMAN	4400000186	0610170

## Using *Save As...* to save customized report layout to *Portal Favorites*

- Saving a report using the **Save As** button saves the customized report in **Portal Favorites**
- Reports saved to **Portal Favorites** can be stored and organized in custom folders for easy access
- Reports saved to **Portal Favorites** do not “break” like Bookmark links when the underlying report is changed

**EP010 Contract Summary**

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Open **Save As...** Display As Table Info Send Print Version

Supplier Contract No. Ref. Contract

**Save As** allows you to save report layouts to **Portal Favorites**

**Portal Favorites**

- CAFR
- FIGL
- HR
- Payroll Exp
- Procurement
  - EP010 Contract Summary - by Contract Type
  - PC010 PO History - Cost Center
  - PC011 PO History - Site Admin

Clicking on **Save As...** button opens **Save as** pop-up. Enter **Description** and click on **OK** button.

**Save as**

System: @PORT Type: KMBookmark

Save Variable Values

**Description**

- CAFR
- FIGL
- HR
- Payroll Exp
- Procurement
- Time - Absence

Description: EP010 Contract - Changed On by Mo & Release Sta

OK Cancel

**EP010 Contract Summary**

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New Analysis Open **Save As...** Display As Table Info Send Print Version Export to Microsoft Excel Notes

Created On	Changed On	Contract No.	Contract Name	Validity From	Validity To	Processing Status
07/25/2014	07/25/2014	4400002910	#	07/25/2014	07/24/2015	Released
		4400002921	(COPY OF CONTRACT 4400002910)	07/25/2014	07/24/2015	Released
		4400002922	(COPY OF CONTRACT 4400002921)	07/25/2014	07/24/2015	Released
		4400002923	(COPY OF CONTRACT 4400002922)	07/25/2014	07/24/2015	Released
		4400002924	(COPY OF CONTRACT 4400002923)	07/25/2014	07/24/2015	Released
		4400002925	(COPY OF CONTRACT 4400002924)	07/25/2014	07/24/2015	Released
07/30/2014	07/30/2014	4400002911	#	07/30/2014	07/29/2015	Released

**Portal Favorites**

- CAFR
- FIGL
- HR
- Payroll Exp
- Procurement
- Time - Absence
- EP010 Contract - Changed On by Mo & Release Status

## Glossary of Terms

Field Name (used in report)	Grouping	SRM / ECC	Header / Line	Description	Examples
# of Option Prds.	Option Prds	SRM	Header	Number of options periods in a contract	1, 2, 3, 4, 5
% SBE		SRM	Header	Percentage of SBE participation contractor has agreed to use	10, 15, 20, 30, 50, 90, 100
Assoc. Status	Status	SRM	Header	Supplemental status to Processing Status is an additional status that provides further information on what is happening with the contract prior to Release or after it has been Released.	Awaiting Approval, In Renewal, Locked
Board Approval		SRM	Header	The Date when the Board approved the contract	mm/dd/yyyy
Changed On	Changed On/Created On	SRM	Header	The Changed On date is the last action date on that particular contract	mm/dd/yyyy
Contract Category	Contract Grouping	SRM	Header	Is the grouping of agreement type	1 A&B Letters, 3 Design-Build, 4 Facilities Provide & Install, 5 Food & Food Related Supplies, 6 Instructional Materials, 8 Lease-Leaseback, 9 Memorandum of Understanding Agreement, 10 Non-Stock Supplies, Equipment, Gen. Services, 11 Professional Services - A&E, 12 Professional Services - Construction, 13 Professional Services - General, 14 Professional Services - Master Bench
Contract Name	Contract Grouping	SRM	Header	Name of Contract	YARNS & ROVING (C-295 SOUTHWEST SCHOOL), VALUE CONTRACT_EXCEEDS LIMIT, TONER CARTRIDGES
Contract No.	Contract Grouping	SRM	Header	System generated number and the contract numbering ranges start from 4400000000 to 44999999999	4400000170, 4400000518, 4400001125
Contract Type	Contract Grouping	SRM	Header	Price structure grouping (describes pricing)	1 Firm Fixed Price, 2 Fixed Unit Rate, 3 Fixed Price with Eco, 5 Time and materials, 6 Cost Plus, 7 Other
Created On	Changed On/Created On	SRM	Header	System date when the contract was started	mm/dd/yyyy
Dept. Contact	Sponsoring Dept	SRM	Header	Sponsoring Department Contact Name; should be the name of an individual in the Sponsoring Department (must be an SAP user)	JOE SMITH, MARY JANE, BILL JOHNSON
Distr. to Catalog		SRM	Header	Identifies if the contract was sent to the MDM Catalog module	Yes (X), No (#)
Exempt Comp. Approval	Exempt Comp	SRM	Header	Date exemption (from going through formal competition) was approved	mm/dd/yyyy
Exempt Comp. Type	Exempt Comp	SRM	Header	Identifies the exemption type from bidding (only populated if contract was exempt)	Federal Exemptions for Federally-Funded Projects, Mandated Service Provider, Other, Piggy-backed Contract, Single Source, Sole Source
Insurance Approval		SRM	Header	The date in which Risk Management approves the contractors' insurance	mm/dd/yyyy

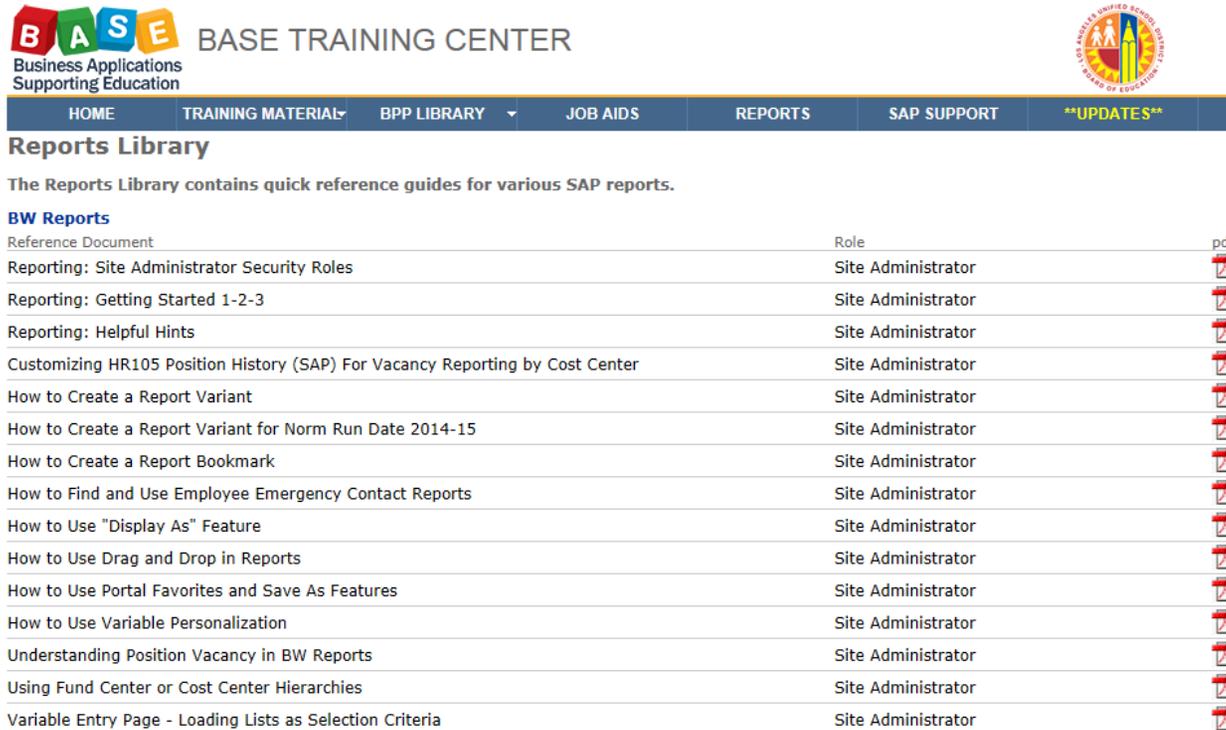
Field Name (used in report)	Grouping	SRM / ECC	Header / Line	Description	Examples
Location 1	Contract Location	SRM	Header	Can have up to 4 locations.	102 LAUSD, 103 Stores Distribution, 104 Foods Distribution
Location 2	Contract Location	SRM	Header	Can have up to 4 locations.	102 LAUSD, 103 Stores Distribution, 104 Foods Distribution
Location 3	Contract Location	SRM	Header	Can have up to 4 locations.	102 LAUSD, 103 Stores Distribution, 104 Foods Distribution
Location 4	Contract Location	SRM	Header	Can have up to 4 locations.	102 LAUSD, 103 Stores Distribution, 104 Foods Distribution
Ltd. NTP		SRM	Header	Date Notice to Proceed was issued	mm/dd/yyyy
Modification No.		SRM	Header	Free text field, for keeping track of contract modifications	1090101.05, AMEND #4, AMEND 1, ES-13082, OPTION 1,
Option Prds.	Option Prds	SRM	Header	Type of Options (duration)	30 Days, 6 Months, 1 Year (3) , 2 Years (4) , Others (5)
Option Prds. Remaining	Option Prds	SRM	Header	Number of remaining option periods (unused)	1, 2, 3, 4, 5, 6
Processing Status	Status	SRM	Header	Contracts in Process	I1009 Held, I1040 Deleted, I1141 Released, I1180 Document Completed, I1185 Completed
Purchasing Group (ECC)	Buyer	ECC		Represents the buyer in ECC	001 Caputo Staging, 004 Construction/JOCS, 006 Hirsch Staging, 011 CENTRAL OFFICES, 104 FPPS, 186 ESC South
Ref Contract Number		SRM	Header	Free text field, houses old IFS contract numbers and can also be used for Piggyback contract references	0001446, 000446, 0151252, Piggyback
Resp. Employee	Buyer	SRM	Header	Represents the buyer (person that created the contract).	123 Smith, Joe; 555 Jones, Mary; 759 Reed, Manny
RFx Advertise	RFx	SRM	Header	When bid was advertised in the newspaper (first day)	mm/dd/yyyy
RFx Pre-Solicit. Mtng.	RFx	SRM	Header	Date of pre-bid conference mtg	mm/dd/yyyy
Sponsoring Dept.	Sponsoring Dept	SRM	Header	Office requesting the contract (Contract Owner); should be a Fund Center/Cost Center	Accts Payable-CC, BSD - Gen Stores Whse, Carver MS, Health Education Pro, Manual Arts SH, Sch Polic Dept, Sp Ed Adm Srvcs, Translations Unit
Supplier		SRM	Header	Vendor/Contractor Name	1000000007 PALLER-ROBERTS, 1000000019 KAMRAN & CO, INC., 1000003637 ACC ENVIRONMENT, 1000006102 AMBIENT
Surety Approval		SRM	Header	Date bonds were approved	mm/dd/yyyy
Validity From	Validity	SRM	Header	Contract Validity Dates - Start	mm/dd/yyyy
Validity To	Validity	SRM	Header	Contract Validity Dates - End	mm/dd/yyyy
Authorized Amount		SRM	Header	Total contract value (EXCEPTION: sometimes this value is split; in certain cases may not represent total contract value)	
Release Amount		SRM	Header	How much of the contract authorized amount has been used to date	

## Other Resources

### BASE Training Center

All of the BW Report handouts can be found on the BASE Training Center website. <http://www.lausd.net/ol/basetraining/reports.html>

Many of the concepts in this handout are covered in greater detail here.



**BASE TRAINING CENTER**  
Business Applications Supporting Education

Navigation: HOME | TRAINING MATERIAL | BPP LIBRARY | JOB AIDS | **REPORTS** | SAP SUPPORT | \*\*UPDATES\*\*

### Reports Library

The Reports Library contains quick reference guides for various SAP reports.

**BW Reports**

Reference Document	Role	pdf
Reporting: Site Administrator Security Roles	Site Administrator	
Reporting: Getting Started 1-2-3	Site Administrator	
Reporting: Helpful Hints	Site Administrator	
Customizing HR105 Position History (SAP) For Vacancy Reporting by Cost Center	Site Administrator	
How to Create a Report Variant	Site Administrator	
How to Create a Report Variant for Norm Run Date 2014-15	Site Administrator	
How to Create a Report Bookmark	Site Administrator	
How to Find and Use Employee Emergency Contact Reports	Site Administrator	
How to Use "Display As" Feature	Site Administrator	
How to Use Drag and Drop in Reports	Site Administrator	
How to Use Portal Favorites and Save As Features	Site Administrator	
How to Use Variable Personalization	Site Administrator	
Understanding Position Vacancy in BW Reports	Site Administrator	
Using Fund Center or Cost Center Hierarchies	Site Administrator	
Variable Entry Page - Loading Lists as Selection Criteria	Site Administrator	