

BPC Quick Reference Guide

If you work in a delegation, and you have a slow internet connection, you can also read this guide in a [PDF format](#).



[Version française de cette page]



Contents

- 1. Introduction to SAP BPC
 - 1.1 Access to SAP BPC
 - 1.2 Draft Contracts (DC)
 - 1.3 Input Template
 - 1.4 Validation Template
 - 1.5 Variance Analysis Reports

Document History

Date	Modification
September 2016	Wiki Format Transformation
December 2017	Reference Guide Updated

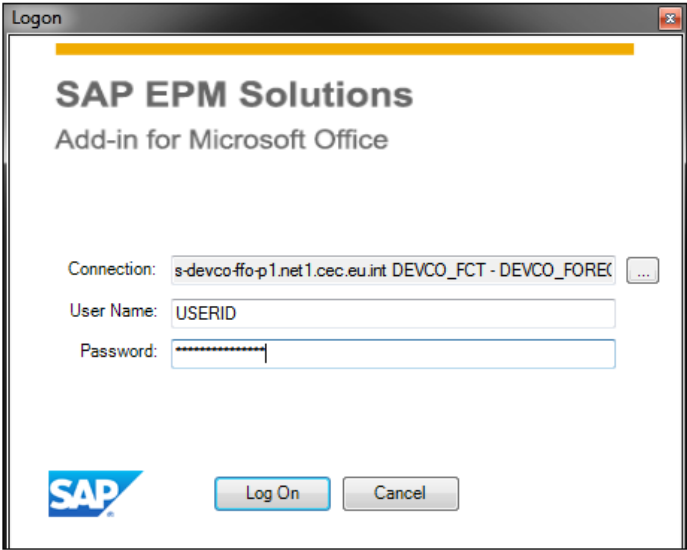
1. Introduction to SAP BPC

1.1 Access to SAP BPC

ACTIONS	DESCRIPTION
Installation check	Before accessing to SAP BPC, the user must: <ol style="list-style-type: none">1. Request a License/Permissions to work on the BPC system from DEVCO APPLICATION SUPPORT.2. Install the BPC Microsoft Excel EPM add-in.
Access to the application	The user must access to SAP BPC via the following URL: Download the New Excel Access http://s-devco-ffo-p1.net1.cec.eu.int/SAP/BPC/WEB/download.html Old web access: http://s-devco-ffo-p1.net1.cec.eu.int/SAP/BPC/WEB/
User ID / password (1)	The User must enter their Internet Login (i.e. User ID) and internet password (i.e. LDAP). When opening the template, remember to " Enable Content " in the yellow bar in the top your Excel worksheet if the system ask you to do so.


<p>Process selection (2)</p>	<p>Depending on the below roles, the user will have access to different reports and templates:</p> <ul style="list-style-type: none"> • Nominated Project Managers/GESTOPEs • Heads of Cooperation/RESTOPEs • Head of FC Section/Unit/RESPFIN • HOD-U (Head of Delegation or Unit) • HQ Verification Unit (HQ Validators)
<p>Select Organisation (3)</p>	<p>The user will only need to select the correct "Delegation/Unit" for which they require to enter forecasts, reports or validations for.</p>
<p>Open template or report (4)</p>	<p>Click on the name of the report (or template) to get a preview and description, or click on the "Open" button to open the report or template.</p>

(?) Processes illustrated in images below.



Remember to Enable Content when you open the template

! **Security Warning** Some active content has been disabled. Click for more details.
Enable Content



Announcements

31/01/2018: Validation of the initial forecasts by the Heads of Delegations or Heads of Units
 19/02/2018: Final validation by the Verification Units in HQ (i.e. Units B6, E3, F3 and R5).
 Reminder: Actuals in BPC differ from dashboards due to EDF recovery orders (separated in dashboards).

Useful Links

[CRIS](#) [BPC](#)
[ABAC](#) [Knowledge Base](#)
[Dashboards](#)

Dear torrrrob, confirm your Delegation/HQ Unit:

Double click

DEVCO_A_01

3

SDGs, Policy and Coherence

Connection	31 Dec 2017 00:00
Latest Actuals from CRIS/ABAC	

Click on report text to get a preview

One click to open

? Do you have any problem or question? Click to Contact Devco Application Support

Reporting for all (Delegations & HQ)

Variance Analysis	Open
Actual vs forecast by month	Open
Pivot Table Report	Open
Error Management Report	Open
Forecast Evolution Report	Open

Reporting requested by HQ

YTD & Semester Report	Open
All Risk Levels by Decision Report	Open
Decision Absorption Period Report	Open
Risk by Contract/Decision Report	Open
Directorate G Report	Open

Reporting R1

Large Payment Monitoring	Open
Reporting by Instrument	Open
Year-to-date Execution Rate	Open
Reporting Recovery Orders	Open
Reporting No Decision	Open

Encoding

Encoding Template	Open
Create & Manage Draft Contracts	Open
Pipeline Template	Open
Cross Delegation Template	Open

Validation

Head of Cooperation	Open
Head of FC Section	Open
Head of Unit/Delegation	Open
HQ Validation	Open

Variance Analysis Report
Actual Vs Forecast

The user will be able to run variance analysis on a specific financial instrument or on a specific instrument pool. The user will be able to drill down on the instrument pool.

Area	ACIS	Business Type	ALL
Delegation / Unit	DEVCO_A_01	Year	2017
Instrument Group	DR	Instrument	DR
Instrument Name	DR - State of California	Instrument Date	2017-01-01

Latest Refresh: 31/12/2017 11:30:00 AM

Attention: When selecting this menu, the user will be able to download all data (CRIS data with the actual and forecast) for all instruments. By selecting this menu, the user will not be able to analyze the actual performance of the beginning of the year and generate the final forecast.

Run an execution rate analysis with drill-down possibilities by financial instrument, entity in charge, nature, sub-nature, DAC code and beneficiary zone.

top ^

1.2 Draft Contracts (DC)

Definition - Draft contracts correspond to:

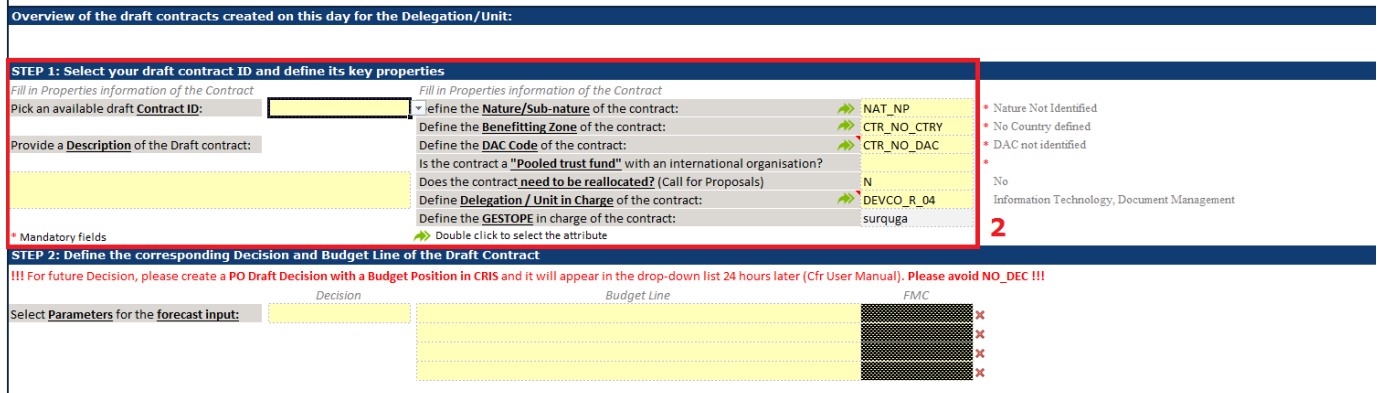
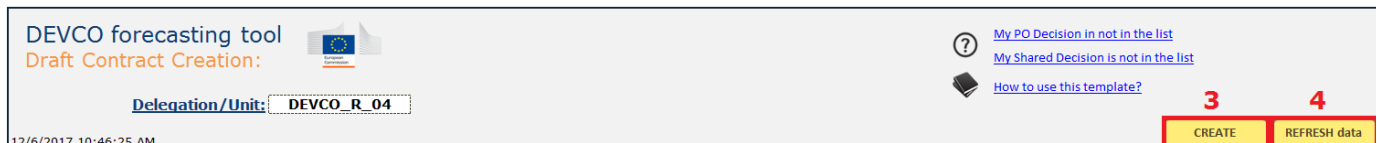
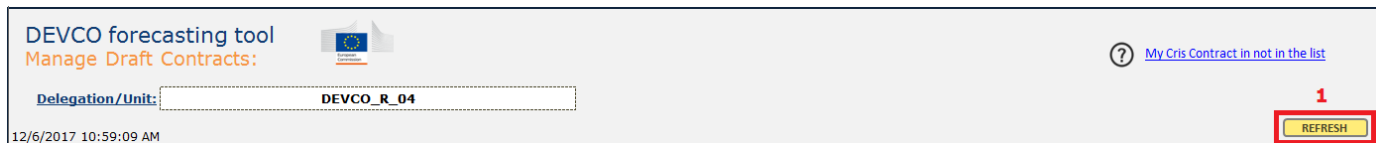
1. Individual contracts not yet registered in CRIS but expected to be signed in year N and N+1.
2. On-going (or expected to start) regional/thematic Calls for Proposal.
3. Contracts in the workflow, but not yet signed by the AOS.

ACTIONS	DESCRIPTION
Open the "Create & Manage Draft Contract" template	Open the template by clicking on the "Create & Manage Draft Contracts" link from the Encoding section from the BPC Tool index page.
Click on the "REFRESH" button (1)	The user must click on the "REFRESH" button in the "MANAGE DRAFT CONTRACT" tab to upload the Delegation's existing Draft Contracts.
Manage draft contracts	<p>The user can perform actions on the existing Draft Contracts* :</p> <ol style="list-style-type: none"> 1. Adapting key properties (e.g. Nature, Benefiting Zone, DAC Code, Pooled Trust Fund, To be reallocated). 2. Activating or deleting existing Draft Contracts (i.e. When activated, Draft Contract status is "DR", When deleted, "CA"). 3. Linking Draft Contract to a CRIS Contract.

<p>Create draft contracts (2)</p>	<ul style="list-style-type: none"> The user can create a new Draft Contract from the "CREATE DRAFT CONTRACT" tab in the template. Several key properties need to be entered (i.e. idem as above + "Define Delegation / Unit in Charge of the contract" in the case of the creation of a Draft Contract for another delegation). The Draft Contract can be linked to an existing Decision (if required), and to specific Budget Lines. Once created, the Draft Contract directly impacts the input template (without visible attributes) so that the user can directly encode forecasts on it. It takes however one day for the attributes to be loaded to the input template, and for the Draft Contract to be listed in the "MANAGE DRAFT CONTRACT" tab.
<p>Click on the "CREATE" button (3)</p>	<p>By clicking on the "CREATE" button, the user saves the newly-created Draft Contract.</p>
<p>Click on the "REFRESH data" button (4)</p>	<p>The user must click on the "REFRESH data" button in the "CREATE DRAFT CONTRACT" tab to upload the Delegation's newly-created Draft Contract in to the input template.</p>

* Not applicable for the 1st exercise.

(?) Processes illustrated in images below.



top ^

1.3 Input Template

Definition - The input template is the key interface to enter forecasts. This template offers a portfolio view of decisions and contracts, following the below colour code:

- Blue lines correspond to the total amount for the decisions.
- Dark grey lines correspond to the total amount of a specific budget line.
- White lines correspond to the split of amounts by contract.

ACTIONS	DESCRIPTION
Open the "Encode forecasts" template	Click on the "Encode Forecasts" link to open the Excel template.
Select filters (1)	In the first tab of the Excel template, the user can select (1) the filters to be applied in the report and (2) the columns that will appear in the report (i.e. layout).
Click on the "Generate Portfolio" button* (2)	Click on the "Generate Portfolio" button to upload the portfolio of decisions and contracts. This step can take a couple of minutes.
Encode forecasts (3)	<ul style="list-style-type: none"> The user will enter forecasts on a monthly basis. He/she will be able to enter forecasts on: <ul style="list-style-type: none"> (1) Decisions (i.e. Decided amounts, Decommited amounts) (2) Contracts (i.e. Contracted amounts, Decommited amounts, Paid amounts) The user must enter forecasts on 2-year horizon (i.e. N & N+1)
Encode associated risk levels	<ul style="list-style-type: none"> To each entered monthly forecast, a risk level must be associated by the user. The risk level range starts from 1 (i.e. Very Low) to 5 (i.e. Very High)
Comment when relevant	The user can enter comments on each line of the portfolio.
Control forecasts	<p>A list of attributes enables a quick and efficient control of the forecast. These attributes were selected in the "REPORT_FILTER" tab. Then, the user must check the accuracy of:</p> <ul style="list-style-type: none"> Actual & Forecast RAC, RAP, RAL Actual & Forecast Decided, Contracted and Paid amounts RAC, RAP, RAL validation
Click on the "Save Data" button (4)	By clicking on the "Save Data" button (i.e. available in both tabs), encoded data is directly sent and saved in the central database. The input template can thus be closed without losing any information.
Click on the "Submit" button** (5)	By clicking on the "Submit Data" button (i.e. in the "REPORT_FILTER" tab), calculations and controls are triggered on the entire forecasting model. The user must therefore check (1) if other delegations did not impact the indicators on shared decisions, (2) if periodic RAC, RAP, RAL are still positive.
Liaise with next actor for validation	Once the forecast encoding is considered as complete, the user must informally liaise with the next actor in the workflow chain (i.e. Head of OPS Section in Delegations, Person in charge of FC Unit in HQ) for validation.

* It is strongly advised to perform this action once a day, in the morning, during the forecasting period

** It is strongly advised to perform this action once a day, in the evening, during the forecasting period

(?) Processes illustrated in images below.

1 |BPC| Filter Settings

Delegation:	DELEG_SN
Benefitting zone:	NO_FILTER
Decision:	All Decisions
Instrument:	ALL
Year:	2014.TOTAL
Version:	E_TGT_1.0

|BPC| Report Lay-out

Budget Line:	Unhide
Large Payment:	Unhide
Decision Year:	Hide
FDC:	Hide
Start Date:	Hide
End Date:	Hide
FDI:	Hide
Domain Code:	Hide
Nature Code:	Hide
Benefitting Zone:	Unhide
GESTOPE:	Unhide
Amounts Actuals:	Unhide
Amounts Forecast:	Unhide
Actual Indicators:	Unhide
Workflow Amount:	Unhide
Validation Indicators:	Unhide
Year N:	Unhide
Year N+1:	Unhide
Year N+2:	Hide

2 |BPC| Actions

GENERATE PORTFOLIO 1

By clicking on "GENERATE PORTFOLIO", the user will create a view on its forecasts based on the options and the filters selected.

SAVE DATA 4

On the "SAVE DATA" button, the user will save the data to the central database to ensure the forecast information is taken into account. A pop-up will let you know if the saving process was successful.

SUBMIT DATA 5

The "SUBMIT" process will check the forecasting information with the entire forecasts portfolio. After running the "SUBMIT" procedure, the system will highlight the indicators in error. To see the results, the user will need to refresh its

OFFLINE MODE

The OFFLINE mode will enable the user to save the template locally and continue doing its forecasts without connecting to the system.
The ONLINE mode will enable the user to save the forecasts to the central database while connected to the system.

|BPC| Input Template Information

Last Refresh:	11/5/2014 5:06:17 PM
Mode:	ONLINE
User:	x55b190
Today:	11/11/2014

BPC DEVCO Forecasting						MENU PAGE											
Forecast 2014 - Initial Forecast - DELEG_SN - Delegation Senegal - Benefitting Zone No_Filter - Instruments ALL						SAVE DATA											
DECISION	CONTRACT	TITLE	RAC FORECAST	RAD FORECAST	RAL FORECAST	AMOUNT TYPE	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015	JUL 2015	AUG 2015	SEP 2015	OCT 2015	
15027		STARBUX 99 COFFEE - RAW OR ROASTED	0	0	0	TOTAL											
15027		STARBUX 99 COFFEE - RAW OR ROASTED	0	0	0	Decommitted. Dec											
15330		FRANCHISE ART 195 A - CAFE	0	230,692	230,692	TOTAL											
15330		FRANCHISE ART 195 A - CAFE	0	230,692	230,692	Decommitted. Dec											
15330	182063	STARBUX/11/REP LIV 2ND PR/BU - REPAYMENT AGREEMENT ART 195(A)(RECEIVED 19.04.01)		230,692		Contracted											
						Païd											
						Decommitted. Ctr											
16904		aménagement et bléavage de la m 12 (gtrg-karasi-moyinga)	20,021	0	20,021	TOTAL											
16904		aménagement et bléavage de la m 12 (gtrg-karasi-moyinga)	0	0	0	Decommitted. Dec											
16904		aménagement et bléavage de la m 12 (gtrg-karasi-moyinga)	20,021	0	20,021	Decommitted. Dec											
17431		APPUI TRANSITOIRE AU SECTEUR DE LA SANTE (PATSBU)	0	155,621	155,621	TOTAL											
17431		APPUI TRANSITOIRE AU SECTEUR DE LA SANTE (PATSBU)	0	155,621	155,621	Decommitted. Dec											
17431	192826	DP 1 - MINISTERE DE LA SANTE		0		Contracted											
						Païd											
						Decommitted. Ctr											
17431	192827	DP 2 02042005-31052006SANTE SUBANZA CIBITOKI CANKIIZO RUTANARUYIGI		155,621		Contracted											
						Païd											
						Decommitted. Ctr											
18916		Appui à l'investissement national du FED	618,299	45,415	663,715	TOTAL											
18916		Appui à l'investissement national du FED	618,299	45,415	663,715	Decommitted. Dec											
18917		Programme d'Appui budgétaire à la stabilisation macro-économique	0	32,193	32,193	TOTAL											
18917		Programme d'Appui budgétaire à la stabilisation macro-économique	0	32,193	32,193	Decommitted. Dec											
18917		Programme d'Appui budgétaire à la stabilisation macro-économique	0	0	0	Decommitted. Dec											

top ^

1.4 Validation Template

Definition - The validation template must be used by each actor in the workflow chain to grant a visa. It is composed of three sections:

1. Validation workflow overview (i.e. validation status and progress, indicators' check and reported comments, Validation / Rejection).
2. Delegation / Unit Dashboards.
3. Risk overview.

ACTIONS	DESCRIPTION
Open the "Validation Report"	Click on the "Validation Report" link to open the Excel template
Click on the "Generate Report" button (1)	The user must click on the "Generate" button to upload the template.
Indicators' check (2)	The user must check that RAC, RAP and RAL are all positive.
Review Dashboards and Risk overview (3)	Each sub-section (i.e. Financials, Variances, Portfolio, RAL, Absorption Capacity, Risks) as well as the detailed tab (i.e. second tab) must be reviewed.
Save comments (4)	The user shall enter comments and click on the "Save comments" button.
Validate / Reject forecasts (5)	If the user agrees on the validation template's content, he/she must click on the "Validate" button to pass on to the next actor in the visa chain. A message will appear in which the user will have to change the status from "unlocked" to "submitted". However, the user can also reject the forecasts by clicking on the "Reject" button, sending the workflow back to the encoder.

(?) Processes illustrated in images below.

GENERATE REPORT 1

Status	Step	%	#
<input type="checkbox"/>	1st validation by Head of Cooperation	0%	0 / 1
<input type="checkbox"/>	Global Review by FC Section	0%	0 / 1
<input type="checkbox"/>	2nd Validation by HOD-U	0%	0 / 1

2

RAC RAP RAL

If you have an error in your indicators please check the [Error Management Report](#)

COMMENTS

Role	ID	Date	Comments
Head of Cooperation (1)			
Head of FC Section - Unit			
Head of Delegation - Unit			

SAVE COMMENTS 4

VALIDATE 5

REJECT

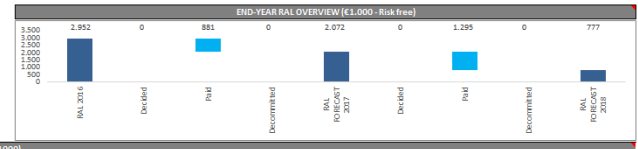
3

FINANCIALS OVERVIEW (2017 - € 1.000 - Risk Weighted)							EXECUTION RATE (2016 - Risk free)					ABSORPTION CAPACITY (Risk free)			
Amount Type	Initial Forecast (2017)	Mid-Year (Ongoing) = A	Actuals = B	Left to implement = A-B	Year-to-Date (YTD) Forecast = C	YTD Variance = C-B	Amount Type	Initial Forecast DEL	Initial Forecast HQ	Mid-Year Forecast DEL	Mid-Year Forecast HQ	Version	2016	2017	2018
Decided	0	0	0	0	0	0	Decided					Actuals	1,8		
Contracted	250	154	4	150	250	246	Contracted	-77%	-77%	-77%	-77%	Initial DEL		1,4	5,8
Paid	348	123	123	0	278	155	Paid	-42%	-42%	-42%	-42%	Initial HQ		1,4	5,8
Decommitted (DEC)	0	0	0	0	0	0	Decommitted (DEC)	0%	0%	0%	0%	Mid-Year DEL		2,4	1,6
Decommitted (CTR)	100	56	6	50	100	94	Decommitted (CTR)	0%	0%	0%	0%	Mid-Year HQ		2,4	1,6

PORTFOLIO OVERVIEW (All Years - € 1.000 - Risk free)

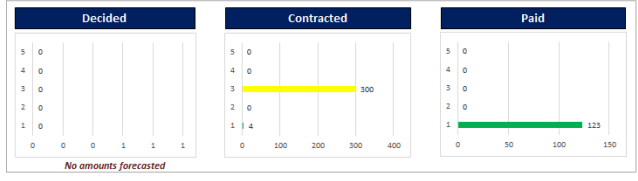
Amount Type	Count	Total amount	RAC FORECAST	RAP FORECAST	RAL FORECAST
Decisions (EC, EG, DE)	3	7.329	354		534
Draft decisions (DR, PO)	-	-			-
Contracts (EC, EG, DE)	4	468		142	
Draft contracts (DR, RE)	5	900		-	

* Combined = Actuals + Forecast



RISK OVERVIEW (2017 - €1000)

Amount Type	Risk-free total	Risk-weighted total
Decided amounts	-	-
Contracted amounts (incl. budget support)	304	154
Contracted amounts (budget support)	-	-
Paid amounts (budget support)	123	123
Decommitted (DEC)	-	-
Decommitted (CTR)	56	56
Decided (incl. decommitments)	-	-
Contracted (incl. decommitments)	-	98



Year: 2017
Budget Position: ALL

top ^

1.5 Variance Analysis Report

ACTIONS	DESCRIPTION
Open the "Variance Analysis Reports" template	Click on the "Variance Analysis Reports" link to open the Excel template.
Define query (1)	<p>The user must define his/her selection in the "REPORT_FILTER" tab. 9 dimensions must be informed:</p> <ol style="list-style-type: none"> 1. Year 2. Initial version 3. Revised version 4. Delegation 5. Risk 6. Measure 7. Financial Instrument 8. Fund source 9. Fund Management Center (FMC)ce Analysis Reports" link to open the Excel template.

Click on the "Generate Report" button (2)

The user must click on the "Generate Report" button to generate the report with the latest figures from the database.

Review the structure of the Variance analysis reports (3)

The user shall navigate through the 6 different reporting dimensions available:

1. Financial instrument
2. Entity in charge
3. Nature / Sub-Nature
4. Sectorial information
5. Beneficiary (Decisions)
6. Beneficiary (Contracts)

The user can use the "Drill-down" function (indicated with an arrow) by double-clicking on a given line to find the details needed.

(?) Processes illustrated in images below.

VARIANCE ANALYSIS REPORT

Filter Section:

1

Year:	2014.TOTAL
Initial (Target) Version:	E_TGT_1.0
Revised Version:	E_REV_1.0
Delegation/Unit:	DELEG_ZA
Risk:	Risk Free
Measure:	Periodic
Financial Instrument:	ALL
Fund Source:	ALL_FS
Fund Management Center:	ALL_FMC

2

Generate Report

NATURE (Contract)	DECISION	ORGANISATION	TITLE NATURE / SUB-NATURE
ALL_NATURES	↓ ALL_DEC	DELEG_ZA	All Contracts Natures
ACT_TOT	↓ ALL_DEC	DELEG_ZA	Action Grants - Total
↓ ACT_D01	↓ ALL_DEC	DELEG_ZA	Action Grants - Action grant to any entity except
↓ ACT_D02	↓ ALL_DEC	DELEG_ZA	Action Grants - Contribution agreement with an
↓ ACT_D04	↓ ALL_DEC	DELEG_ZA	Action Grants - Grant to an International
CF_TOT	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Total
↓ CF_M04	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Operations in indirect
↓ CF_M06	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Operations in joint
↓ NAT_NP	↓ ALL_DEC	DELEG_ZA	Nature Not Identified
PF_TOT	↓ ALL_DEC	DELEG_ZA	Pro forma registration (Program Estimates, Budget
↓ PF_201	↓ ALL_DEC	DELEG_ZA	Pro forma registration (Program Estimates, Budget Support) - Programmes Estimates (decentralised management)
↓ PF_202	↓ ALL_DEC	DELEG_ZA	Pro forma registration (Program Estimates, Budget Support) - Budget and sector support (direct centralised management)

NATURE (Contract)	DECISION	ORGANISATION	TITLE NATURE / SUB-NATURE
ALL_NATURES	↓ ALL_DEC	DELEG_ZA	All Contracts Natures
ACT_TOT	↓ ALL_DEC	DELEG_ZA	Action Grants - Total
↓ ACT_D01	↓ ALL_DEC	DELEG_ZA	Action Grants - Action grant to any entity except
↓ ACT_D02	↓ ALL_DEC	DELEG_ZA	Action Grants - Contribution agreement with an
↓ ACT_D04	↓ ALL_DEC	DELEG_ZA	Action Grants - Grant to an International

3

Year:	2014.TOTAL
Initial (Target) Version:	E_TGT_1.0
Revised Version:	E_REV_1.0
Delegation/Unit:	DELEG_ZA
Risk:	Risk Free
Measure:	Periodic
Financial Instrument:	ALL
Fund Source:	ALL_FS
Fund Management Center:	ALL_FMC

CF_TOT	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Total
↓ CF_M04	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Operations in indirect
↓ CF_M06	↓ ALL_DEC	DELEG_ZA	Financing Agreement - Operations in joint
↓ NAT_MP	↓ ALL_DEC	DELEG_ZA	<i>Nature Not Identified</i>
PF_TOT	↓ ALL_DEC	DELEG_ZA	<i>Pro forma registration (Program Estimates, Budget Support) - Programmes Estimates (decentralised management)</i>
PF_Z01	↓ ALL_DEC	DELEG_ZA	Pro forma registration (Program Estimates, Budget Support) - Programmes Estimates (decentralised management)
CTR_102370	↓ ALL_DEC	DELEG_ZA	Support to LED in Eastern Cape
CTR_153850	↓ ALL_DEC	DELEG_ZA	Programme Estimates Nr 1
CTR_164251	↓ ALL_DEC	DELEG_ZA	Programme Estimate 2. 1/9/2008 to 31/12/2009. Exchange rate = 10.5
CTR_172498	↓ ALL_DEC	DELEG_ZA	Full Operational Program Estimate 3
CTR_200171	↓ ALL_DEC	DELEG_ZA	Programme of Support to Local Economic Development in the Eastern Cape Province - Programme Estimate 2 - Operational period 1

top ^