

Reporting on PIR creation and modification

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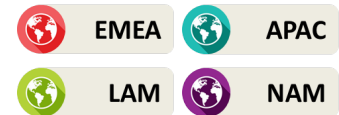
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1. Objective and Scope

The purpose of this document is to explain how to update extract reports related with PIR creation and change.

- The material groups in scope are all started with ZP.

Scope



ERP



References

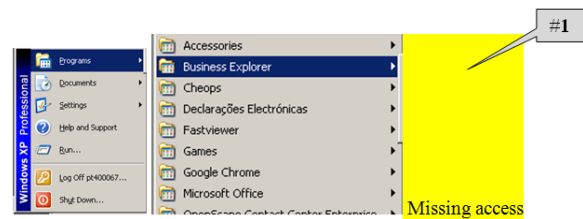
[List of SOPS related to PRO 20.1](#)

Attachments

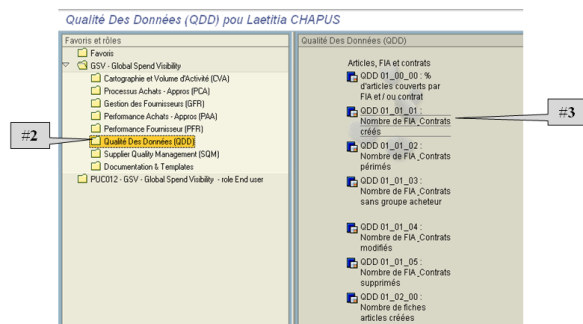
2. Standard Operating Procedure Description

2.1 Reporting on PIR Creation

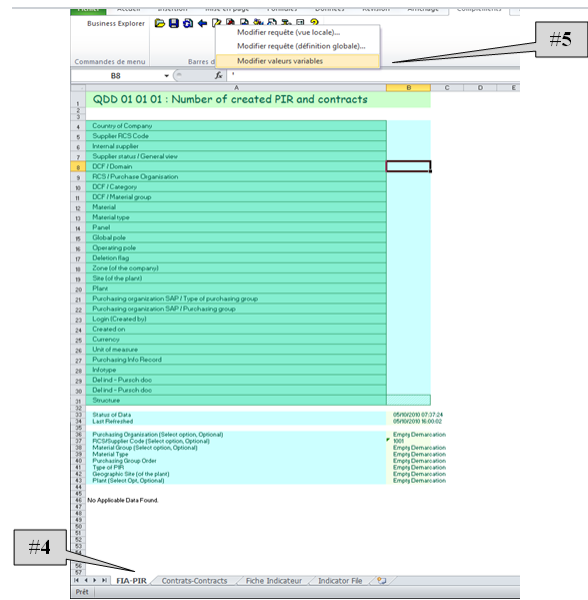
#	Main activities	Tips / Best practices	Key points
1	Enter the Business Explorer (BW) /Browser		



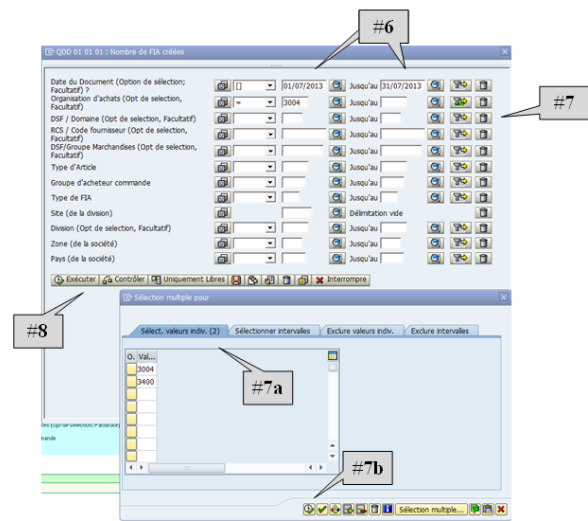
#	Main activities	Tips / Best practices	Key points
2	Inside the BW, browse for the folder "Qualité Des Données (QDD)"		
3	Double click on query QDD_01_01_01		



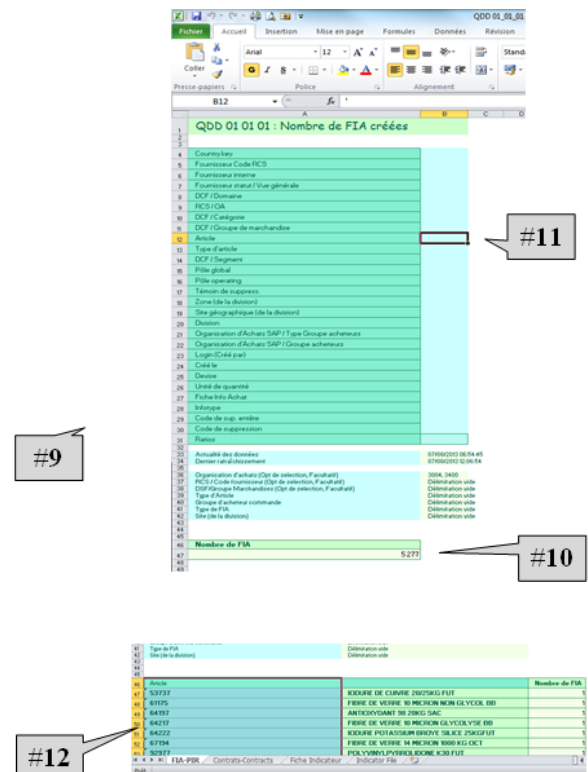
#	Main activities	Tips / Best practices	Key points
4	Select the "FIA-PIR" sheet.		
5	Go to "Supplements" on the menu and select "Modify variable values".		





#	Main activities	Tips / Best practices	Key points
6	Document date from first day of month of reporting to last day of the concerned month.	Above example is reporting for July.	
7	Purchasing organization 3004 and 3400.	To enter multiple values go to : 1. Enter the values n "Single Values" tab 2. Click	
8	Run the report.		

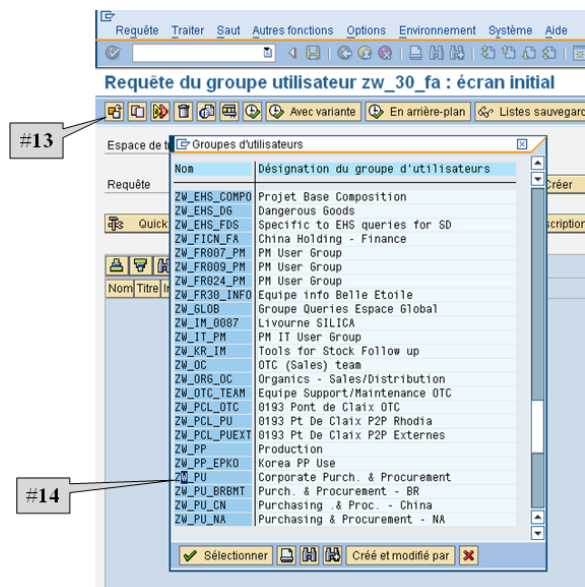



#	Main activities	Tips / Best practices	Key points
9	The result of the query is shown.		
10	Number of PIRs created for the period and selections chosen.		
11	Double click the box on the right of "Articles" for the item codes.		

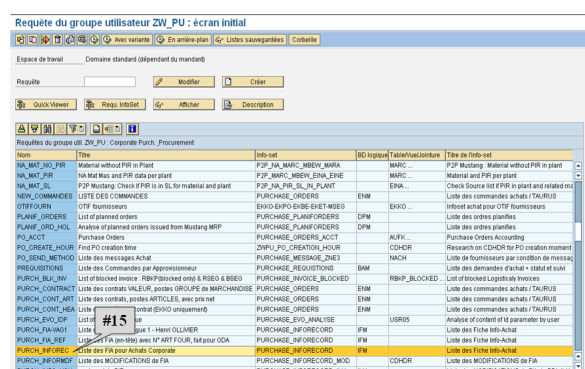





#	Main activities	Tips / Best practices	Key points
12	Select the item codes and open transaction SQ00 (in SAP).		

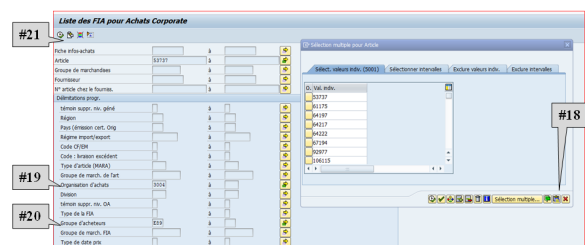
#	Main activities	Tips / Best practices	Key points
13	Click in  to select the User group.		
14	Select "ZW_PU" and click  .		



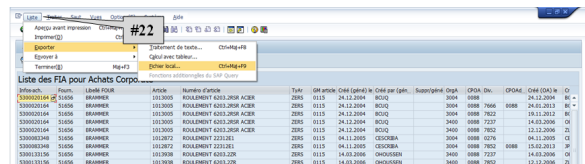
#	Main activities	Tips / Best practices	Key points
15	Select Query "PURCH_INFOREC".		
16	Click in  .		



#	Main activities	Tips / Best practices	Key points
17	On the Material line go to  .		
18	In tab "Single Values" paste the article numbers copied from the BW extraction using button  . Hit  .		
19	Enter values 3004 and 3400 on the Purchasing Organization fields.		
20	Enter Purchasing groups: E89, E94, EAB, EAD, EAF		
21	Run the transaction		




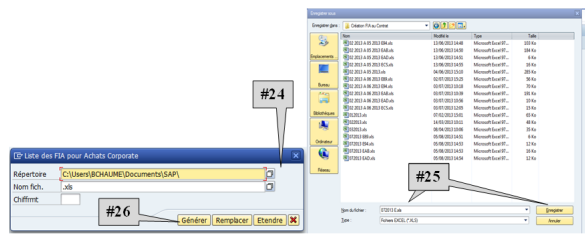
#	Main activities	Tips / Best practices	Key points
22	Export the result of the query using path: List-> Export -> Local file.		



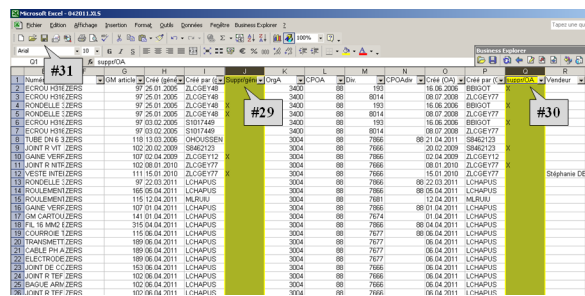
#	Main activities	Tips / Best practices	Key points
23	Select option "spreadsheet".		



#	Main activities	Tips / Best practices	Key points
24	Click in  to select the desired file path.		
25	Name the file as "DD-MM-YYYY". Save.		
26	Generate the file.		



#	Main activities	Tips / Best practices	Key points
27	Open the file.		
28	Insert an autofilter.	Use shortcut key CTRL+SHIFT+L	
29	In column J (Suppr/Géné) delete the lines with an X.		
30	In column Q (Suppr/OA) delete the lines with an X.		
31	Save the file.		



2.2 Reporting on PIR Modification

Important

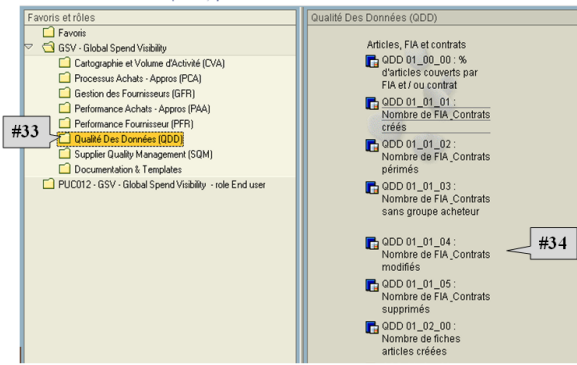
This procedure must be repeated for each Buyer group E89, E94, EAB, EAD, FAE. We will focus on code E94 as an example.

#	Main activities	Tips / Best practices	Key points
32	Enter the Business Explorer (BW) /Browser		

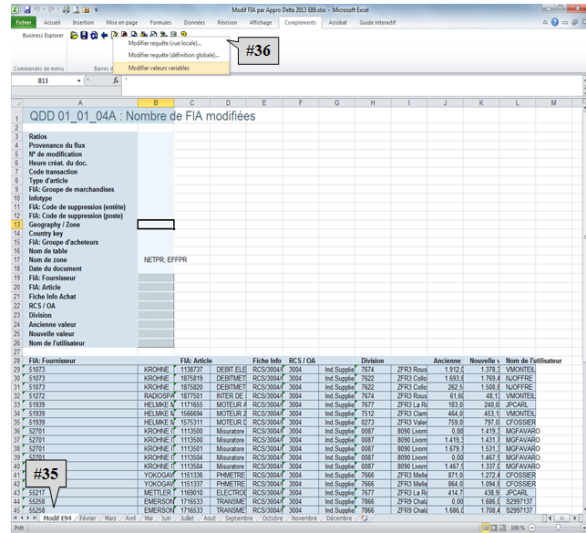


#	Main activities	Tips / Best practices	Key points
33	On the BW, browse for the folder "Qualité Des Données"		
34	Double click on query QDD_01_01_04		

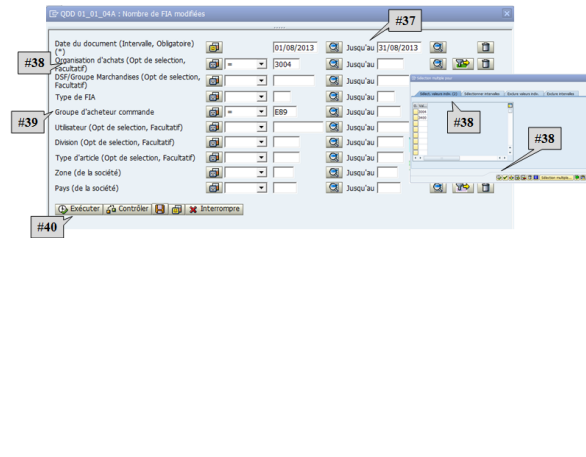
Qualité Des Données (QDD) pour Laetitia CHAPUS



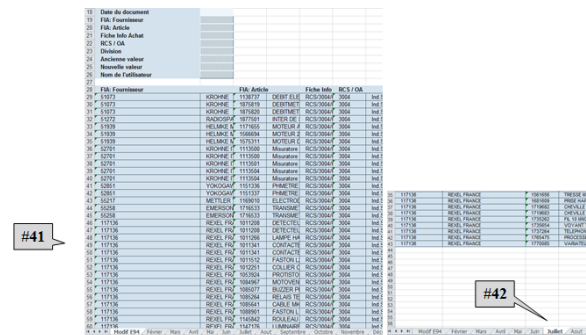
#	Main activities	Tips / Best practices	Key points
35	Select the "Modif E94" sheet.		
36	Go to "Supplements" on the menu and select "Modify variable values".		



#	Main activities	Tips / Best practices	Key points
37	Document date from first day of month of reporting to last day of the concerned month.	Above example is reporting for August.	
38	Purchasing organization 3004 and 3400.	To enter multiple values go to : 1. Enter the values n "Single Values" tab 2. Click	
39	Insert the correspondent Purchasing group being reported for.		
40	Run the report.		



#	Main activities	Tips / Best practices	Key points
41	Copy the rows in sheet "Modif XXX" that correspond to the modified PIRs.		
42	Paste them into the corresponding Monthly Excel sheet.		
43	Save the file.		
44	Repeat steps 35 to 42 for the remaining Purchasing groups.		



#	Main activities	Tips / Best practices	Key points

45	Send the finished (either created or modified) files to the corresponding Buyer.		
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