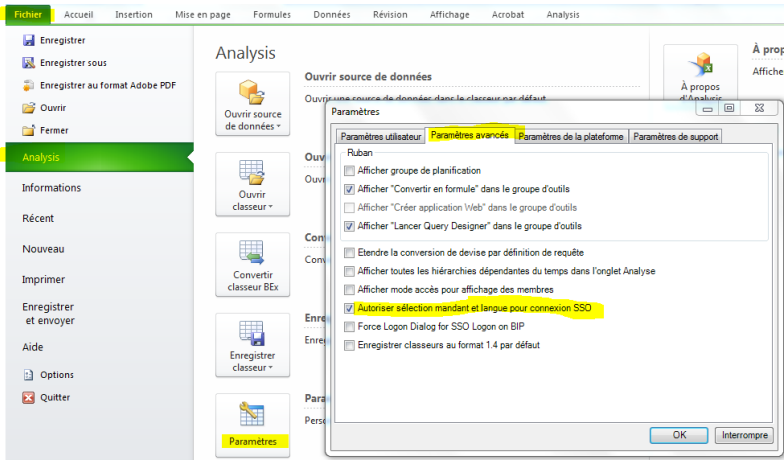


User Guide - Procurement - SPRINT report

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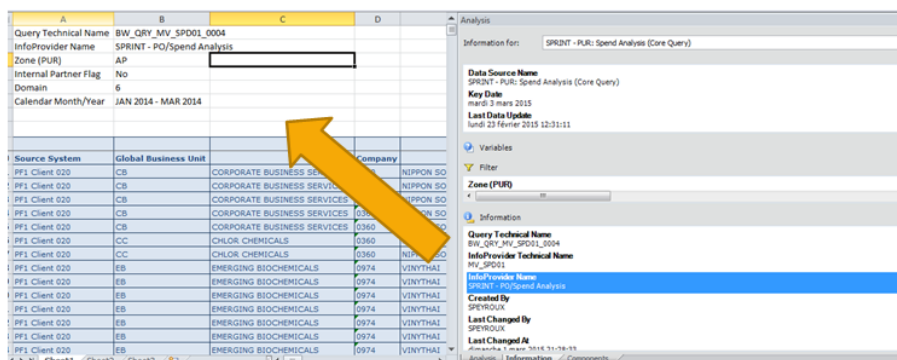
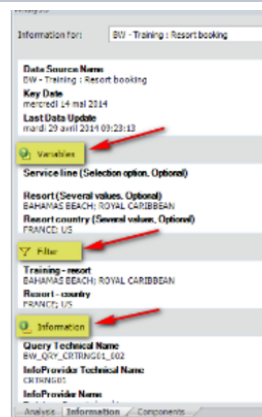
QUESTION	ANSWER
How I can ask access for SPRINT Purchasing?	Please ask SPRINT PURCHASING access through e-form link here .
What are different the different steps to go to SPRINT Purchasing?	The different steps are described here .
I need a training, how can I ask for it?	Please ask an access to SBS . Click here
I need a broadcast, how must I proceed?	Please ask an access to SBS . Click here
The Analysis tab has disappeared, what must I do ?	Please see all explanations here .
All the fields are written with technical codes, what happened?	Please see all explanations here .
How can I change SPRINT language?	The automatic logon with SSO select your native language which is not English. The solution is to force Analysis to use EN language. - File / Analysis / Parameters / Advanced parameters - Check "Allow mandant and language selection for SSO connection"  1. Press "OK", close eXcel, restart Analysis. you can select the "EN" language via the following popup . blocked URL
How I can repeat the lines in my report (repeating members)	You have to go in the Design Panel, Repeating members (see here).

How I can put query information in my report?

Information Tab

On the Information Tab of the Design Panel you can choose to see details information about the entire workbook or a particular data source :

- Data source Name
- Key Date : Current date except for very specific reports.
- Last Data Update : Date of the last data loading (Careful : Not always accurate in the case of queries build on Multi-Providers).
- Variables : List of prompts and their values
- Filter : Any filters applied in the report
- Information : Identification of the datasource



Just drag and drop the info from the info tab on your report

What's the difference between the SPEND & PO Follow Up queries?

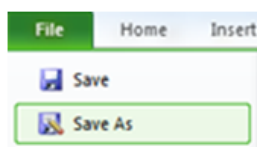
The PO Follow Up query is based on SAP MM Module information. That's why, this query is able to give information related to Purchase Orders.

Indeed, the PO Follow Up query gives Purchase Orders amount (commitments), Receipts (Accruals) and Invoices (Spend) with their related quantities, while query gives only spend information (invoicing) in amount.

How I save my report?

To save your report in your computer :

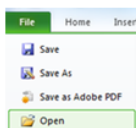
1. Go to the File tab
2. Select Save as
3. Select Save Workbook



How I refresh my report?

To refresh your report :

1. Go back to SPRINT and Open your report and then click on **Refresh All**



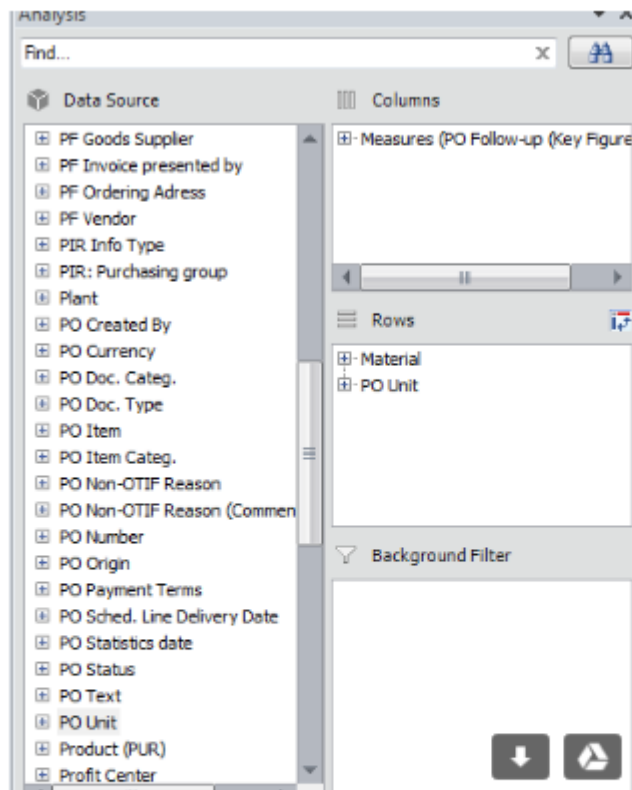
You will see the Analysis tab in your report only once connected to SPRINT

For Advanced Information, please see this related documentation [here](#).

How may I know the signification of Unit Acronymes (PO Follow Up query)?

If you go to the PO Follow Up query, add the dimension "PO Unit" in the Design Panel (Rows).

Then, in the report, you will have all Unit Acronymes with their related description.



	Ordered Qty	Ordered Value (EUR)	Average Ordered Value
PO Unit		EUR	
Activ.unit	1,00 AU	5 820,00	5 820,00 EUR / AU
ASTM KG	64,00 KGA	171,52	2,68 EUR / KGA

Do you have a SPRINT glossary?

Yes, SPRINT Glossary is available [here](#).

I can not run my report on the PO Follow Up query.

Maybe your report is too big :

Due to technical restriction, huge PO Follow Up extract doesn't work with Analysis.

Then, for huge reports (for ex. global domain extract for a 6 month period), thank you to use ANALYZER tool.

For an ANALYZER training, kindly ask [SBS](#).

For other reports (small period, or GBU extract), Analysis works perfectly.

blocked URL The best way to get IT support is to use the new [Service One Platform](#).