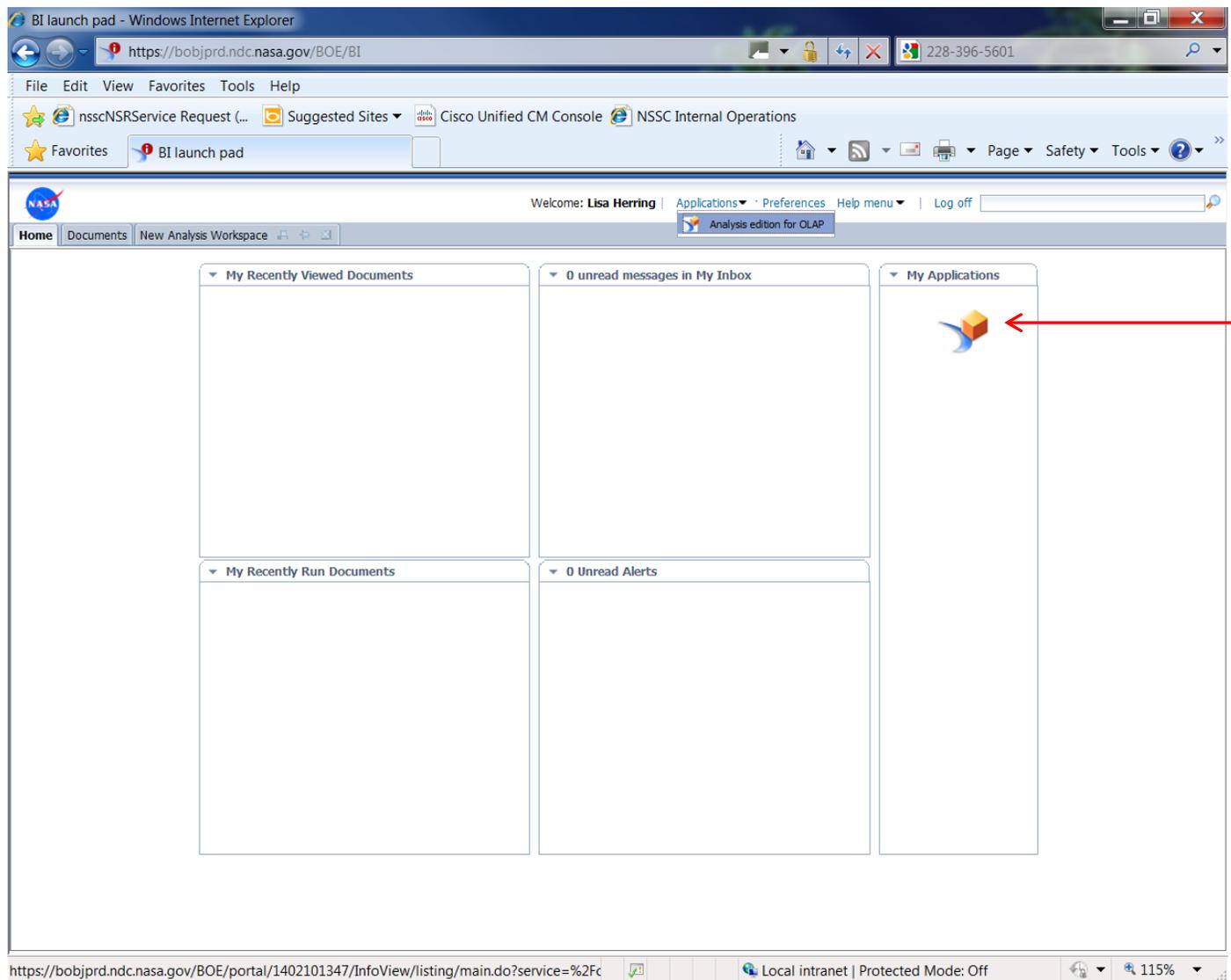


AP Payment History and Procurement PO Details Job Aid

Go to NASA Business Objects (BOBJ) BI Launch Pad at <https://bobjprd.ndc.nasa.gov/BOE/BI> and login.

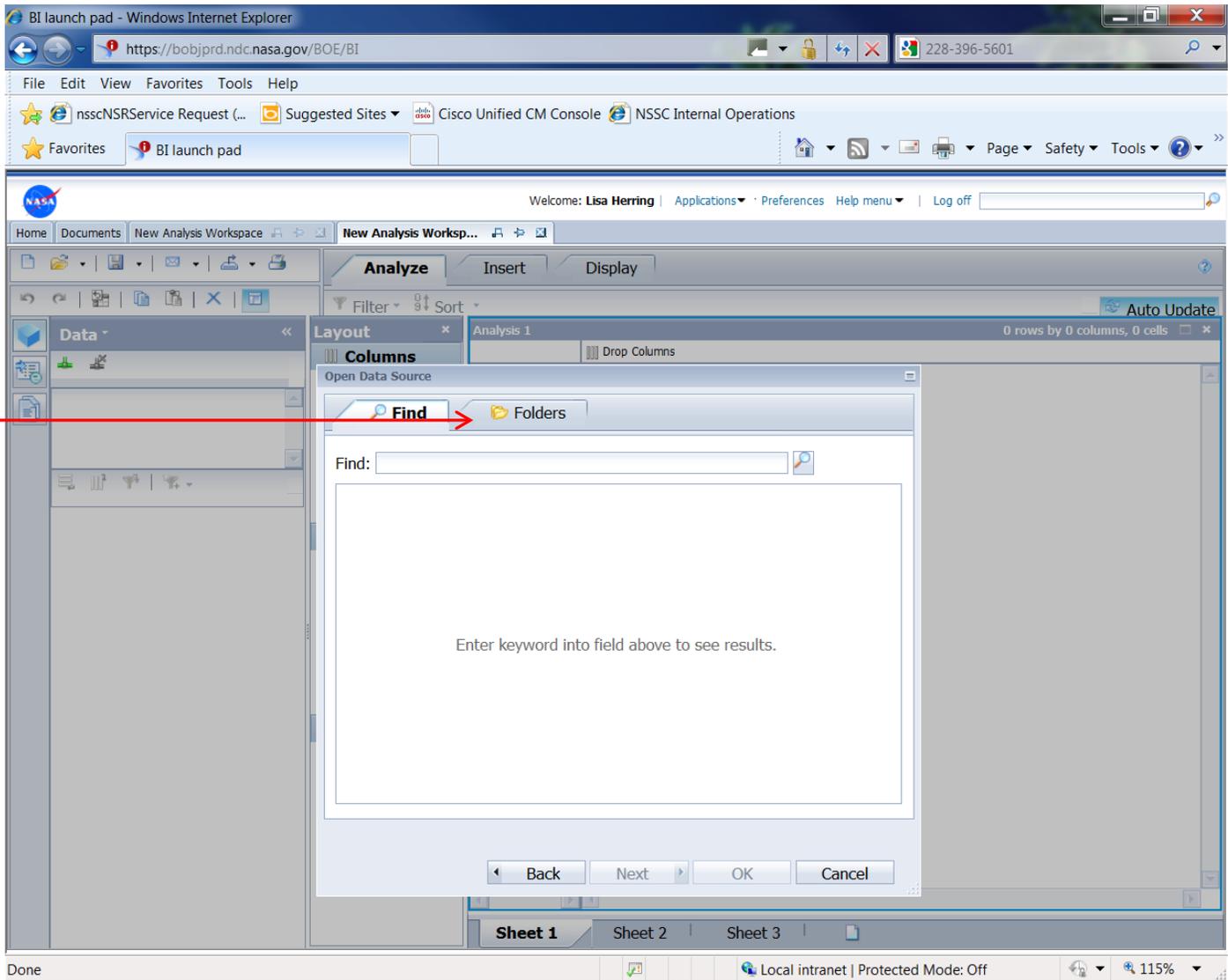
Note: Your User Name is your BW ID (NS000###). For password info or reset, contact the NEACC Help Desk at 256-544-5700.

Click on My Applications



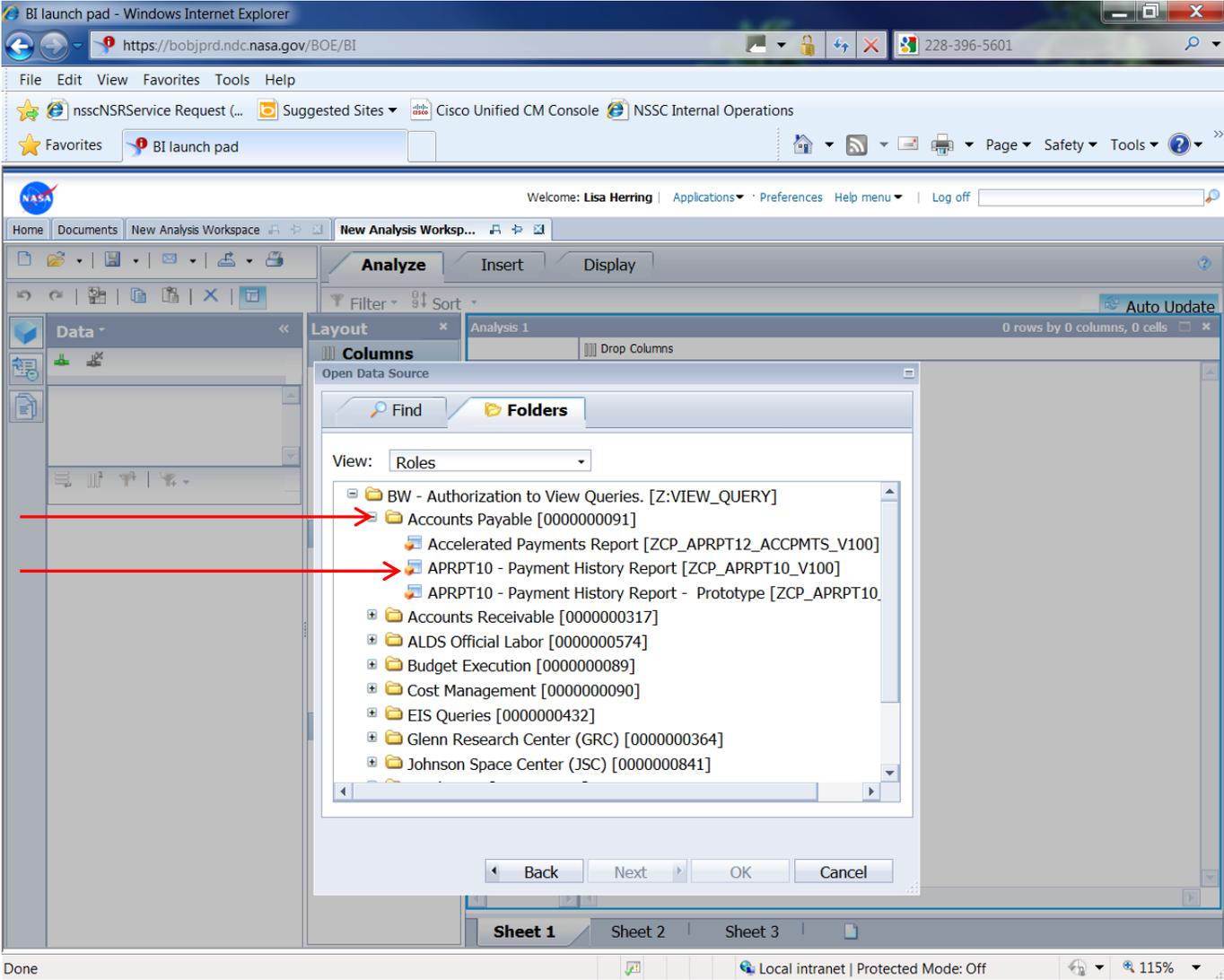
AP Payment History and Procurement PO Details Job Aid

Click on Folders tab



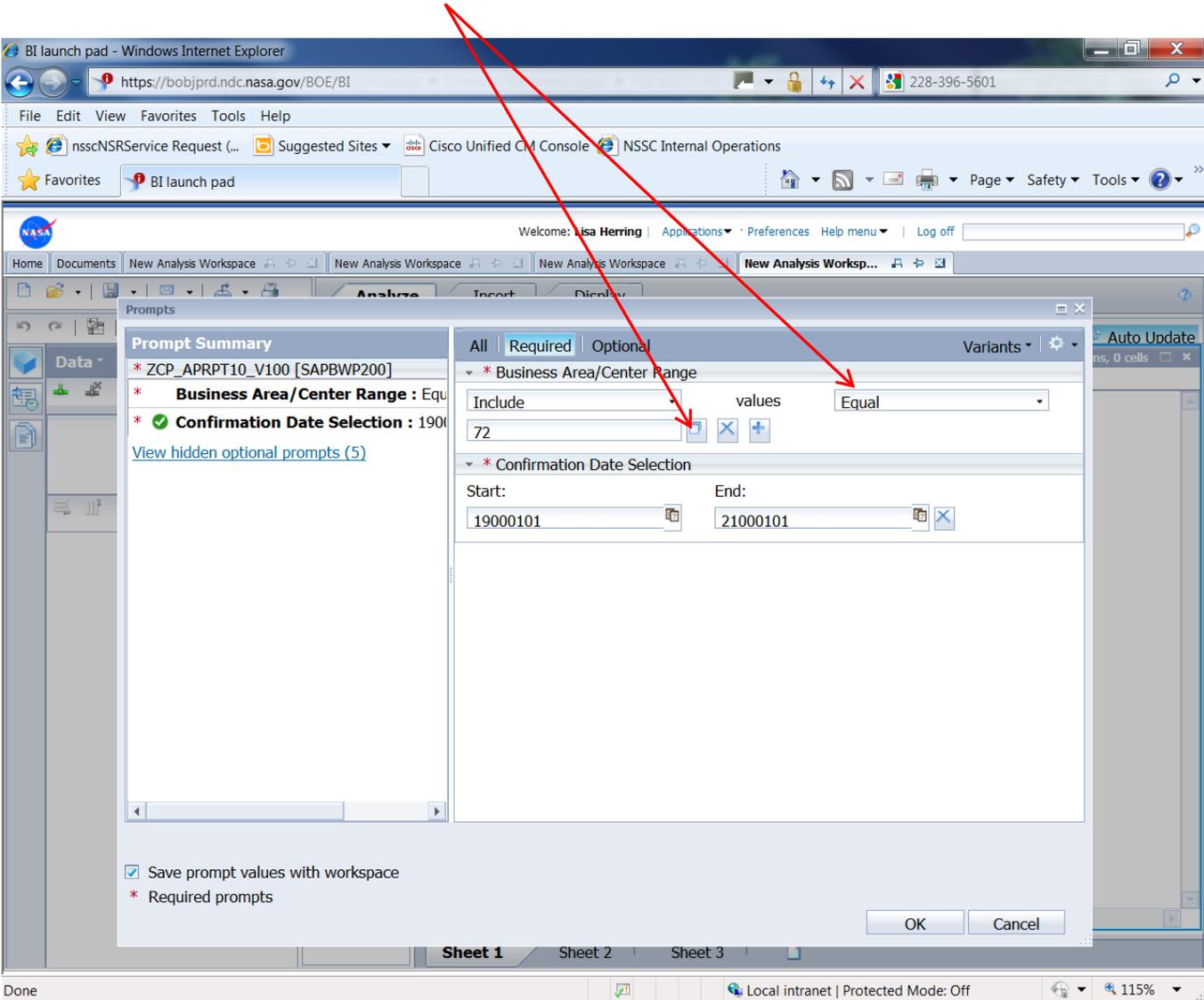
AP Payment History and Procurement PO Details Job Aid

Click on Accounts Payable dropdown and then double click on APRPT10 – Payment History Report



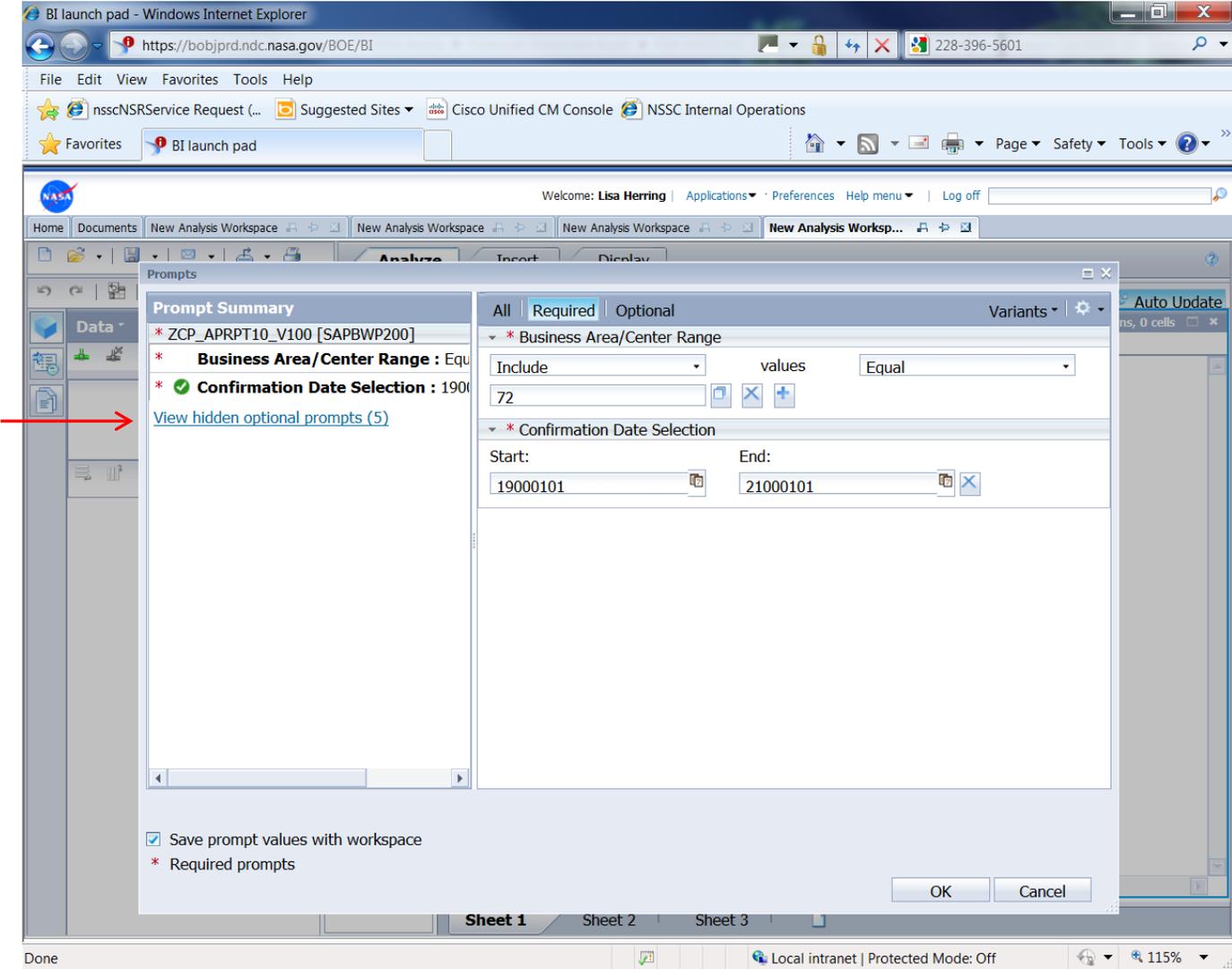
AP Payment History and Procurement PO Details Job Aid

Change the values to Equal and select the Business Area



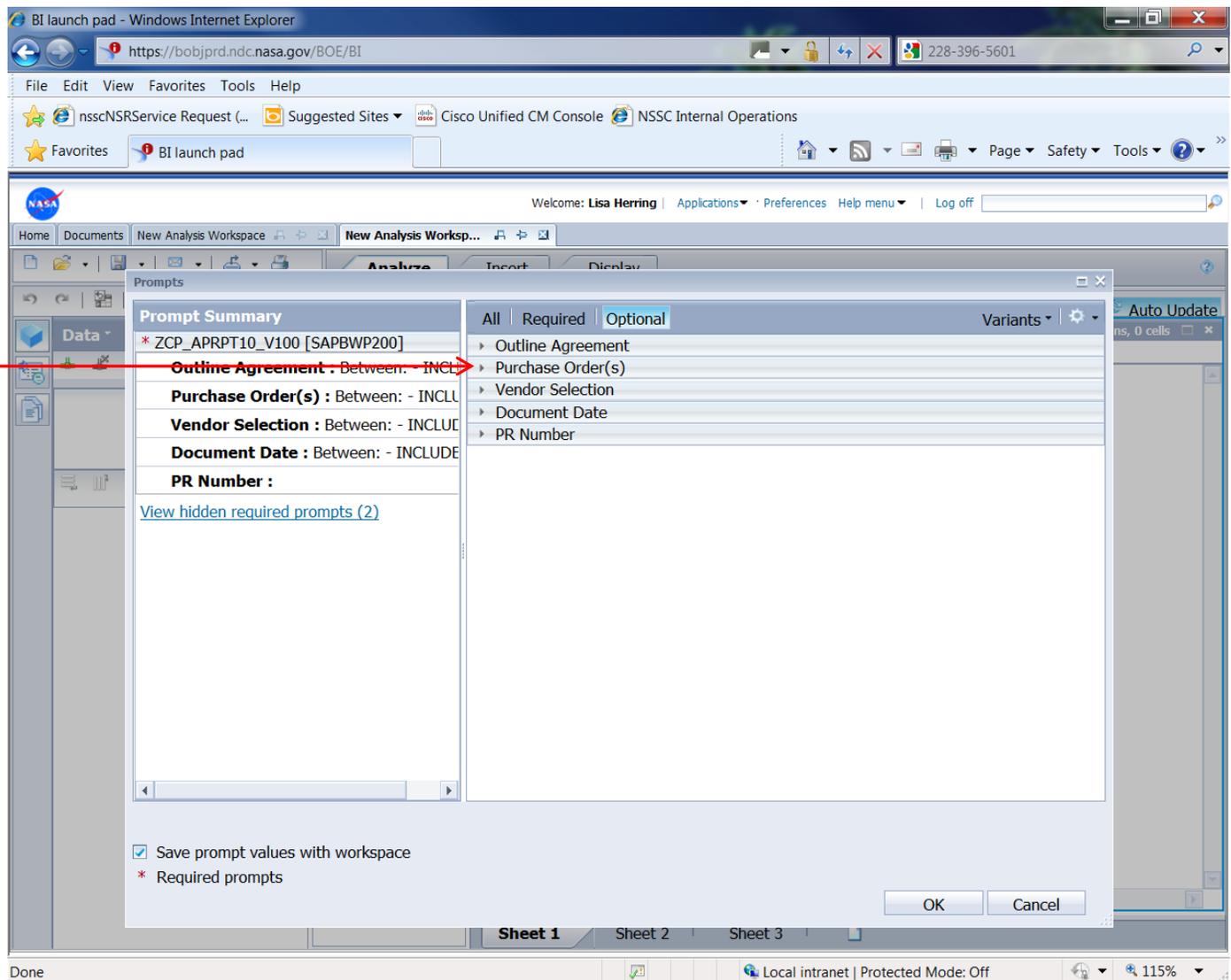
AP Payment History and Procurement PO Details Job Aid

Click on the View Hidden Optional Prompts (5)



AP Payment History and Procurement PO Details Job Aid

Click on Outline Agreement or Purchase Order(s) as applicable



AP Payment History and Procurement PO Details Job Aid

Change values to Equal, enter the Purchase Order # and click OK.

The screenshot displays a 'Prompts' dialog box within a web browser. The dialog is titled 'Prompts' and contains the following sections:

- Prompt Summary:**
 - * ZCP_APRPT10_V100 [SAPBWP200]
 - Outline Agreement :**
 - Purchase Order(s) :** Equal: 46000000
 - Vendor Selection :**
 - Document Date :**
 - PR Number :**
 - [View hidden required prompts \(2\)](#)
- Required:**
 - Outline Agreement
 - Purchase Order(s):
 - Include (dropdown)
 - values: Equal (dropdown)
 - 460000002 (text input)
 - Vendor Selection
 - Document Date
 - PR Number

At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A red arrow points from the top of the dialog to the 'values' dropdown menu.

AP Payment History and Procurement PO Details Job Aid

Data results for the selected variables.

The screenshot displays a BI launch pad interface with a table of AP Payment History and Procurement PO Details. The table is organized into columns for Business area, Purchase Order, Reference, Outline Agreement, Doc. Number, Conf. Date, AP Pay RunID-Rui, Inv. Rec. Date, Payment Method, and Key Figures. The Key Figures column includes Debt amt in LC, Credit amt in LC, Discount amt, and Pen. The table shows data for Johnson Space Center (72) and various purchase orders (e.g., 4600000002, 008/NU06VA01C, 009/NU06VA01C, etc.).

Business area	Purchase Order	Reference	Outline Agreement	Doc. Number	Conf. Date	AP Pay RunID-Rui	Inv. Rec. Date	Payment Method	Debt amt in LC	Credit amt in LC	Discount amt	Pen
Overall Result									\$ 75,706,898.00	\$ 125,132,614.02	\$ 0.00	
Result	4600000002								\$ 75,706,898.00	\$ 125,132,614.02	\$ 0.00	
Result	008/NU06VA01C	NU06VA01C		5100005223	04/12/2007	Not assigned	01/03/2007	D	\$ 8,577,632.00	\$ 0.00	\$ 0.00	\$ 0.00
Result				5600661727	04/12/2007	Not assigned	01/03/2007	D	\$ 0.00	\$ 8,577,632.00	\$ 0.00	\$ 0.00
Result	009/NU06VA01C	NU06VA01C		5100005222	04/12/2007	Not assigned	01/08/2007	D	\$ 9,224,997.00	\$ 0.00	\$ 0.00	\$ 0.00
Result				5600662850	04/12/2007	Not assigned	01/08/2007	D	\$ 0.00	\$ 9,224,997.00	\$ 0.00	\$ 0.00
Result	012/NU06VA01C	NU06VA01C		5600676783	02/08/2007	JSPID-20070207	02/01/2007	D	\$ 0.00	\$ 2,139,818.00	\$ 0.00	\$ 0.00
Result	020/NU06VA01C	NU06VA01C		5600704741	04/11/2007	JSPID-20070410	04/04/2007	D	\$ 0.00	\$ 1,900,000.00	\$ 0.00	\$ 0.00
Result	023/NU06VA01C	NU06VA01C		5600718488	03/09/2007	JSPID-20070508	05/02/2007	D	\$ 0.00	\$ 1,214,000.00	\$ 0.00	\$ 0.00
Result	026/NU06VA01C	NU06VA01C		5600732268	06/07/2007	JSPID-20070606	05/31/2007	D	\$ 0.00	\$ 308,000.01	\$ 0.00	\$ 0.00
Result	030/NU06VA01C	NU06VA01C		5600746808	07/12/2007	JSPID-20070711	07/05/2007	D	\$ 0.00	\$ 226,000.01	\$ 0.00	\$ 0.00
Result	034/NU06VA01C	NU06VA01C		5600759101	08/09/2007	JSPID-20070808	08/02/2007	D	\$ 0.00	\$ 130,000.00	\$ 0.00	\$ 0.00
Result	038/NU06VA01C	NU06VA01C		5600777019	09/13/2007	JSPID-20070912	09/06/2007	D	\$ 0.00	\$ 86,000.00	\$ 0.00	\$ 0.00
Result	1/NU06VA01C	NU06VA01C		5100005217	04/12/2007	Not assigned	10/24/2006	D	\$ 35,762,715.00	\$ 0.00	\$ 0.00	\$ 0.00
Result				5600636867	04/12/2007	Not assigned	10/24/2006	D	\$ 0.00	\$ 35,762,715.00	\$ 0.00	\$ 0.00
Result	14/NU06VA01C	NU06VA01C		5600688397	03/08/2007	JSPID-20070307	03/01/2007	D	\$ 0.00	\$ 500,000.00	\$ 0.00	\$ 0.00
Result	2/RPST/NU06VA	NU06VA01C		5600708838	04/13/2007	Not assigned	11/03/2006	D	\$ 0.00	\$ 6,527,180.00	\$ 0.00	\$ 0.00
Result	4/NU06VA01C	NU06VA01C		5100005224	04/12/2007	Not assigned	11/21/2006	D	\$ 11,620,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Result				5600642060	04/12/2007	Not assigned	11/21/2006	D	\$ 0.00	\$ 11,620,000.00	\$ 0.00	\$ 0.00
Result	5/NU06VA01C	NU06VA01C		5100005221	04/12/2007	Not assigned	12/01/2006	D	\$ 8,577,632.00	\$ 0.00	\$ 0.00	\$ 0.00
Result				3600649220	04/12/2007	Not assigned	12/01/2006	D	\$ 0.00	\$ 8,577,632.00	\$ 0.00	\$ 0.00

AP Payment History and Procurement PO Details Job Aid

Go to bReady at <https://bready.nasa.gov/group/bready/home>.

Click My Systems, Procurement, PO Details/Closeout

The screenshot shows the bReady NASA Enterprise Applications Competency Center interface. The user is logged in as LISA G HERRING. The 'My Systems' dropdown menu is open, displaying the following categories and items:

- Financial (+)
- Budget (+)
- Procurement (-)
 - EPDW
 - NAIS
 - PO Details/Closeout (highlighted with a red arrow)
 - Vendor Payments
 - View Attachments
 - Web Access Tool
- Employee (+)
- Support (+)
- Information Delivery (+)

The background shows the main navigation menu with 'Home', 'Procurement', and 'Information' visible. The 'Procurement' menu item is highlighted. Below the navigation menu, there is a QR code and a link to <https://apps.nasa.gov>.

AP Payment History and Procurement PO Details Job Aid

Enter the Outline Agreement (OA) or Purchase Order (PO) and then click applicable Search button.

The screenshot shows a web browser window with the URL <https://ndmswbpvip.ndc.nasa.gov/cmm/mainpos.html#>. The page title is "# - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a search section with the following fields and buttons:

- OA: CLIN:
- PO: PLI:

A red arrow points to the PO search field. Below the search section is a table titled "Outline Agreement:" with the following columns: System, Physically Complete, Admin Complete, Sent-To-Close, Destroy, Current K, Potential K, and Total Obligations. Below this table is a button labeled "Send Dates to SAP".

Below the "Outline Agreement:" table is a table with the following columns: CLIN, Description, Price Unit, Unit, Target Qty, and Net Price. Below this table is a table titled "Funding Orders" with the following columns: PO, PLI, CLIN, Delivery Complete, and Final Invoice. Below the "Funding Orders" table is a table titled "Task Orders" with the following columns: Archived Task Order.

At the bottom of the page, there is a "Purchase Order:" section. The browser's status bar shows "Done", "Local intranet | Protected Mode: Off", and "115%".

AP Payment History and Procurement PO Details Job Aid

Invoice data results.

Outline Agreement:
Purchase Order: 4600000002

System	Physically Complete	Admin Complete	Sent-To-Close	Destroy	Current K	Potential K	Total Obligations
PRISM					\$0.00	\$0.00	\$49,425,716.02
SAP							

Send Data to SAP

PLI	Obligation	Uncosted OI	Undisbursed	Invoice Total	MR11 Total	SES Total	GR Total	Item Category	Account Ass	Free Item	Delivery C...	Final Invo...	
000001	\$49,425,716.02	\$0.00	\$0.00	\$49,425,716.02	\$0.00	\$49,425,716.02	\$49,425,716.02	Service	P				
								Invoice Receipt			Invoice Posting Date	SES Sheet	GR
								5600636867			2006-11-18	1001100770	5000731710
								5600642969			2006-11-27	100112038	5000739958
								5600649220			2006-12-06	1001121320	5000745980
								5600651237			2006-12-11	1001129076	5000750175
								5600661727			2007-01-08	1001145594	5000753761
								5600662850			2007-01-11	1001159966	5000765003
	\$49,425,716.02	\$0.00	\$0.00	\$49,425,716.02	\$0.00	\$49,425,716.02	\$49,425,716.02						

Done Local intranet | Protected Mode: Off 115%