



The BASO Connection

November 2003 ♦ Distributed monthly by the Business & Administrative Systems Organization

About This Newsletter



The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Organization (BASO) in HQ Code CF. Initially, the primary focus of this newsletter includes Core Financial (SAP, Business Warehouse, and P-Card) and Travel Manager. In the future, the content will expand to include additional systems supported by the BASO (e.g., Budget Formulation) as they are implemented.

- *OLQR Update Log*: lists the latest updates to the OLQR
- *Procurement*: information on important procurement issues and changes
- *Watch List – Reporting*: information about FY04 reporting

Keep checking the OLQR Flash Updates for the latest Core Financial news!

BW Queries: New and Improved!

The Business Warehouse (BW) Purchasing reports have been updated with new queries that reference the latest purchase order (PO) and purchase requisition (PR) information in SAP. Be sure to select the *Purchasing (New)* and *EIS Queries (New)* on the BW menu page to view the new queries!

In addition, BW is now configured to show non-financial procurement changes, such as a change in



OLQR News Flash!

The On-Line Quick Reference (OLQR) for Core Financial now features a section called *Flash Updates*, which provides you with the latest information concerning important changes, hot issues, and problem fixes for SAP, Business Warehouse, and P-Card. To access the Flash Updates:

- Go to the OLQR home page at <http://olqr-cf.ifmp.nasa.gov>
- Click on the smaller grey FLASH UPDATES button below the blue Purchasing button

The Content of the Flash Updates section is likely to change frequently. As of this newsletter, the current contents include:

In This Issue

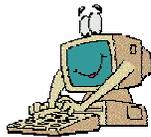
- **OLQR News Flash!**
- **BW Queries: New and Improved!**
- **Cruisin' in Travel Manager**
- **Did You Know?**
- **BASO Contacts**
- **Feedback**

the header text for a PR or a PO. The recent BW purchasing updates also included some problem fixes, for example:

- P-Card information is now correctly linked to the PO
- The Requirements Tracking Number now correctly matches the corresponding number in SAP
- The fields “PR Requisitioner” and “PR Created by Name” have been added to the BERPT2 queries

For more details on the recent BW purchasing updates, check out the OLQR at <http://olqr-cf-ifmp.nasa.gov> and go to Business Warehouse > Frequently Asked Questions > “What is changed with the new Purchasing release...?”

We're Here for You!



Remember that the Code CF BASO provides a wide range of services to make working in BW easier:

1. **Book a Workshop:** The schedule is filling up! Book your date and time before the New Year. View the schedule at www.corefinacial.hq.nasa.gov/BW
2. **Join the BW Mailing List:** Tips, tricks, tutorials, and juicy gossip... “Psst... did you hear about the Phasing Plans?” Sign up at www.corefinacial.hq.nasa.gov/BW
3. **Get a BW Web Page:** Public or private Bookmark Web Pages designed for your Code or Division. Contact Crystal Gorham (358-4418, cgorham@hq.nasa.gov) for more information

The BASO is just a call or a visit away at 358-IFMP, Room 4R49.

Cruisin' in Travel Manager



The following tips will help you avoid turbulence in Travel Manager!

Checking document status

All you need to do to check the status of a Travel Manager document is click the “Get Document as View Only” button in the “For this Document you can:” box. You don't need to enter your signature PIN to check document status.



Take care! If you do enter your signature PIN and click the “Sign to Review Document” button instead, then the document will automatically change to “Adjusted” status and will *not* route to the next step. Only enter your PIN when you want to sign, review, approve, or revise a document.

Naming travel documents

Make sure you're following the Agency guidelines for naming your Travel Manager documents! A proper document name has four components:

1. **Center AIN identification number:** 2 digits; always “10” for NASA HQ
2. **Organization code:** 3 letters; single- and two-letter org. codes should add the letter “A: as necessary (Example: CFA)
3. **Departure date:** in MM-DD format; use a hyphen (-) instead of a slash (/) (Example: 07-16)
4. **State or country of destination:** 2- or 3-letter abbreviation (Example: AL for Alabama; or ITA for Italy)

So in this example, the complete document name would be 10-CFA07-16AL. Questions? Call the BASO at 358-IFMP.

Did You Know?



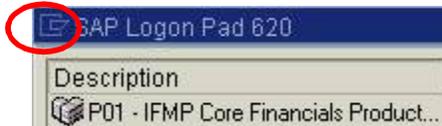
Updates to the SR Tool

When you log a Service Request (SR) for the IFMP Competency Center, you'll notice some changes in the SR Remedy Tool. There are now more options to specify the SR Type, Application, and Priority/Severity to better classify and prioritize SRs. To log an SR, go to <http://ipo.ifmp.nasa.gov> and click on "Submit a Service Request."

Do you have the latest SAPGUI?



If you access SAP via the SAPGUI application on your Windows desktop (as opposed to the web logon), make sure that you have the latest version of SAPGUI. To check your current version:

1. Double-click the "SAP Logon-pad" icon on your Windows desktop
 2. Click the icon in the upper-left corner
- 
3. Select "About SAP Logon Pad" from the drop down menu
 4. The version information window appears. For Release it should say "620 Final Release" and Patch Level should say "32."

If your version is showing something different, contact the BASO at 358-IFMP to get the latest version.

BASO Contacts

The BASO, housed within HQ Code CF provides support functions for Core Financial, Travel Manager and Business Warehouse report development.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.