→ **esa-p GUIDE**

Tracking and Reporting

esa-p Guide

Tracking and Reporting

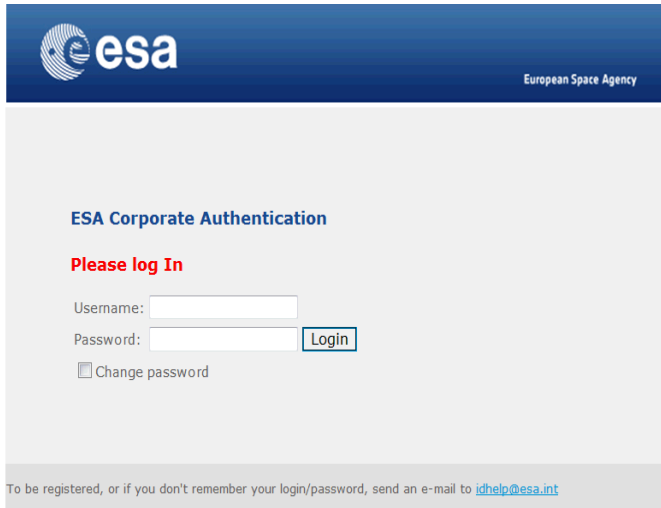**CHANGE LOG**

REASON FOR CHANGE	VERSION	DATE	PARAGRAPH(S)
Update of the esa-p user documentation for supplier	1.0	30/09/2015	All

Table of Contents

LOGIN

The following link in the browser http://esa-p.sso.esa.int prompts you to the esa-p login screen.


After login this 'Home' Screen, sub-Tab 'Welcome' is shown


If you had forgotten your username or password: contact idhelp@esa.int

ACTIVE QUERIES

The most reliable tools to search for contracts, invoices or MACs are the 'Active Queries' in the section "order collaboration > overview", which use powerful query criteria. Within the Active Queries screen you can see an overview of all predefined queries which can be customized, depending on the users-authorization.
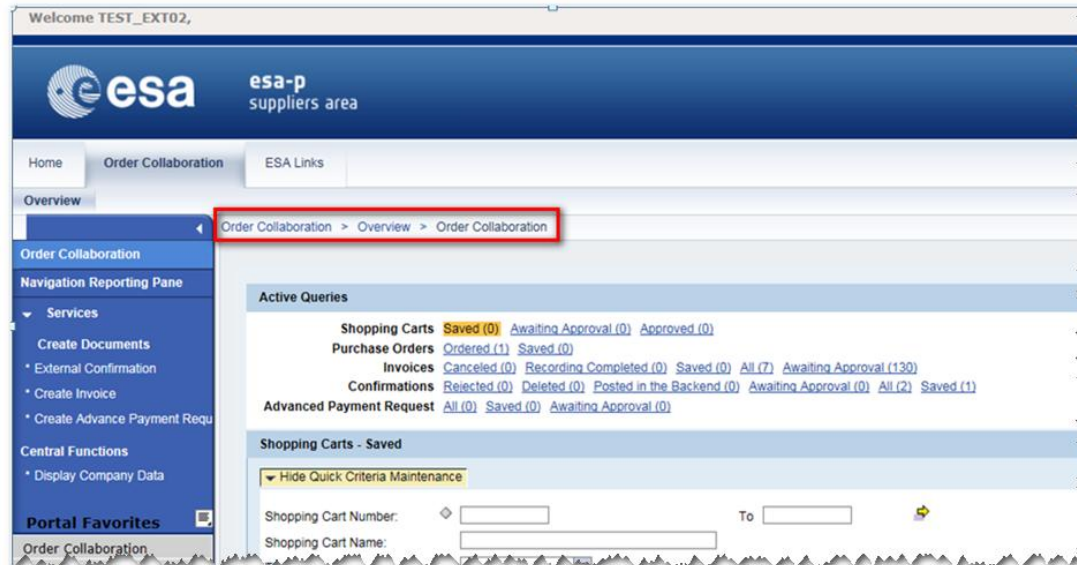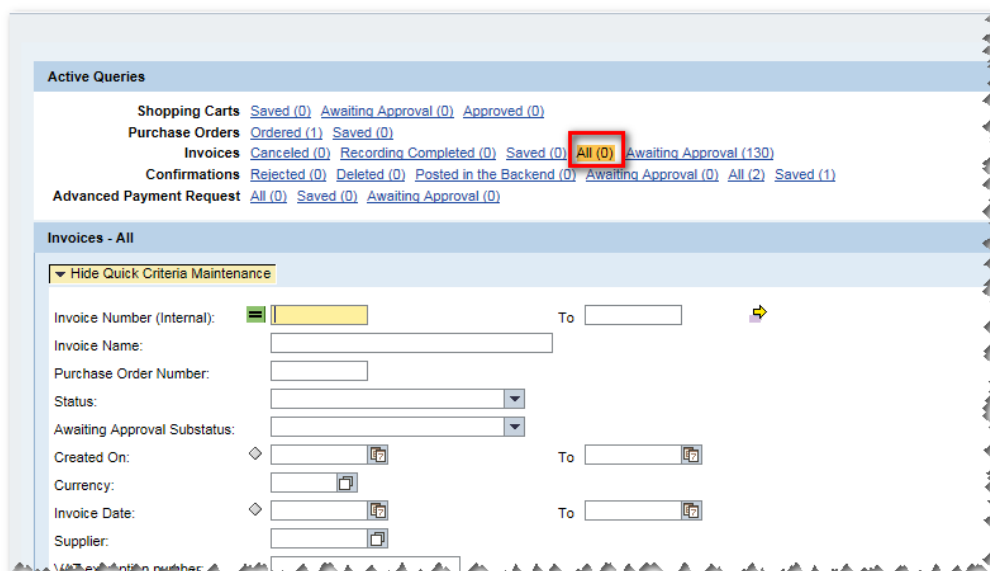

If the section "Quick criteria maintenance is hidden please click on the tab "Show Quick Criteria Maintenance" to expand all the searching criteria of the active queries.
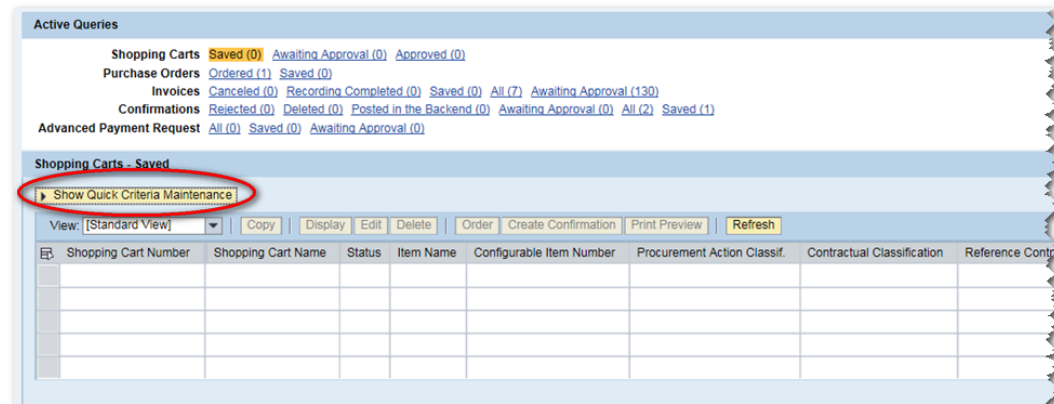
How to search a document

In the below example we will show how to use the search criteria in order to find a document. In this specific case we will use the query of the invoice.

First select the query Invoices > All

If you know the number of the invoice (as example 7000266820) it is simple to search the document just put it into the search field "Invoice number" then click on the "Apply" button at the bottom of the search criteria.
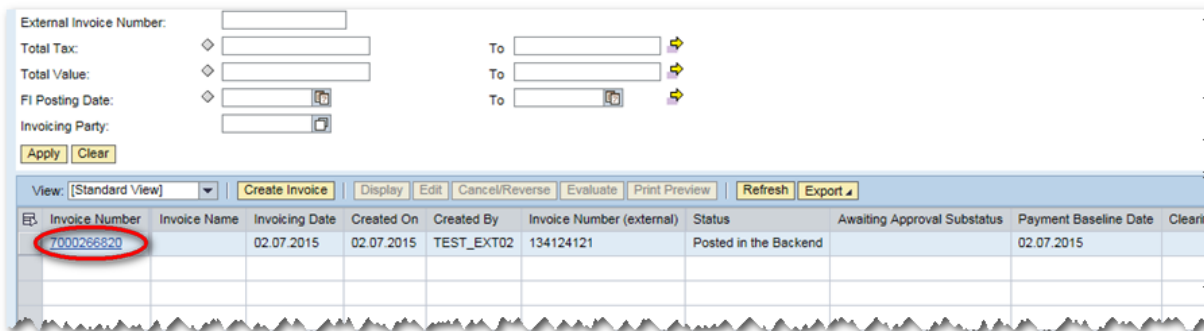
The document will be displayed in the tab results and can be directly opened by clicking on the hyperlink.
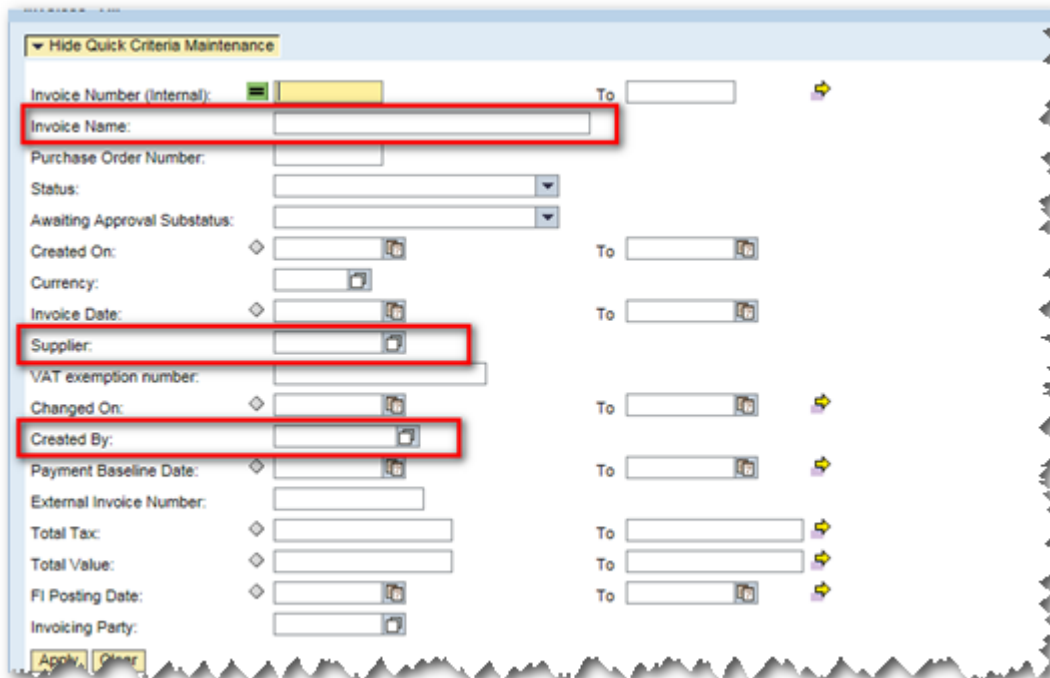
If you don't know the document number you can find it through other information related to the invoice as for example the invoice name, the supplier code or the user id author of the document. These searching fields ("Invoice name", "Supplier" and "Created by "all are available in the Query (see image below).
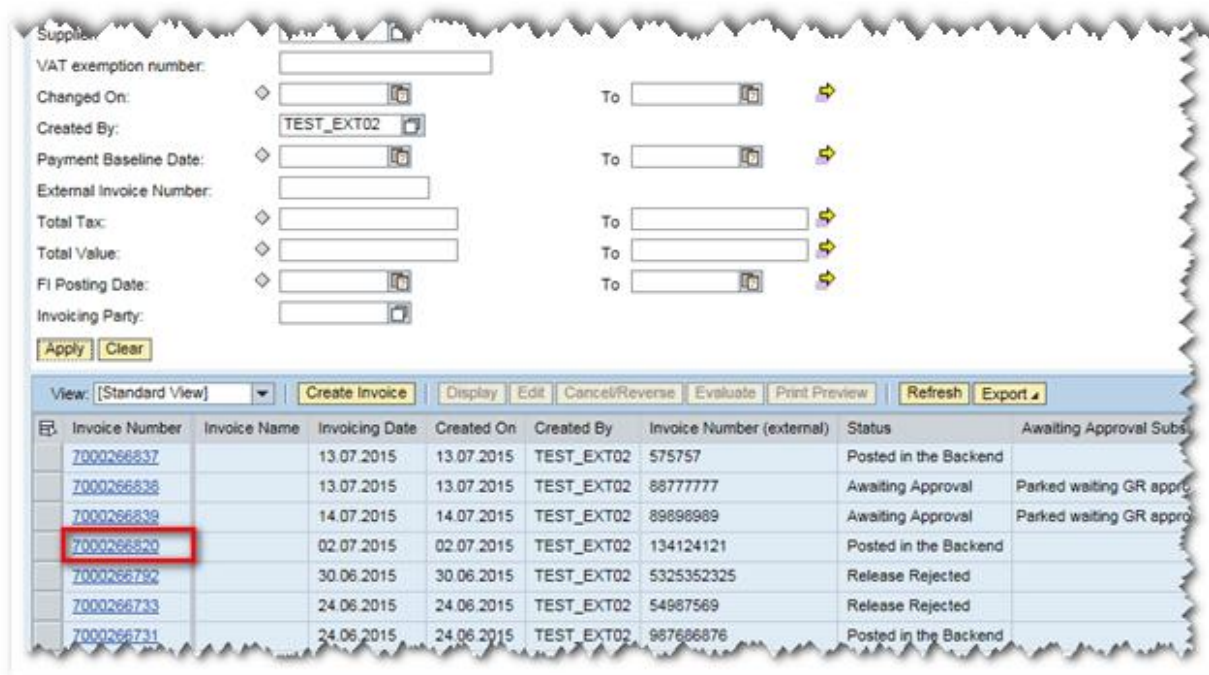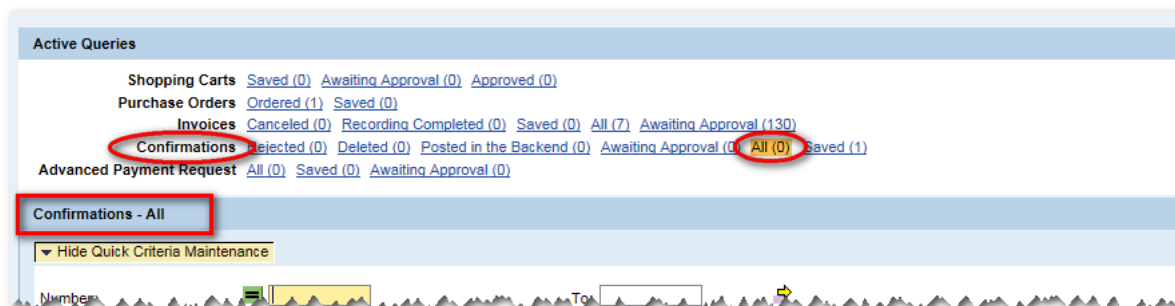
For example we can make a search using the field "Created by" and filling it with the user ID (TEST_EXT02) creator of the invoice then click the button "Apply".

The query result will show all the invoices created by the user ID TEST_EXT02 included the document number 7000266820

The same logic of search can be applied to the other active queries related to different document types (e.g. Purchase order, Confirmation..).

It is important to regularly refresh the data displayed in the Order Collaboration area by clicking the "Refresh" button otherwise the output list will show always the result of the query at the time of the query execution. Scroll to the bottom right to verify the time and date of the last refresh.

Query Personalization based on User Preferences

In addition to the standard 'Active Queries' per document type and status, you can refine your search and personalize the result view to match your requirements and to extract a report.

The following steps illustrate how to create, run, and extract a report in esa-p. In this example we will personalize a report based on invoice

Select the query invoices "All"

Drag to scroll bar right and open the setting dialogs

A new window will open.

Select the columns you want to remove from your report (for example the columns "Supplier Code" and "Supplier Name") and then click the option "Remove"
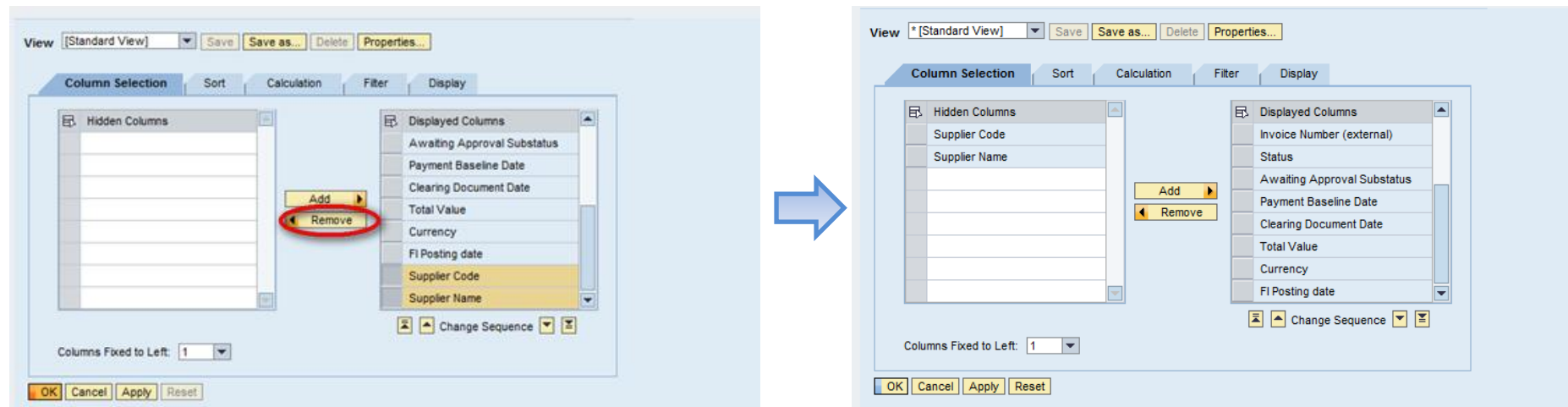
Select the columns you want to see as the first columns from the left in the report view,
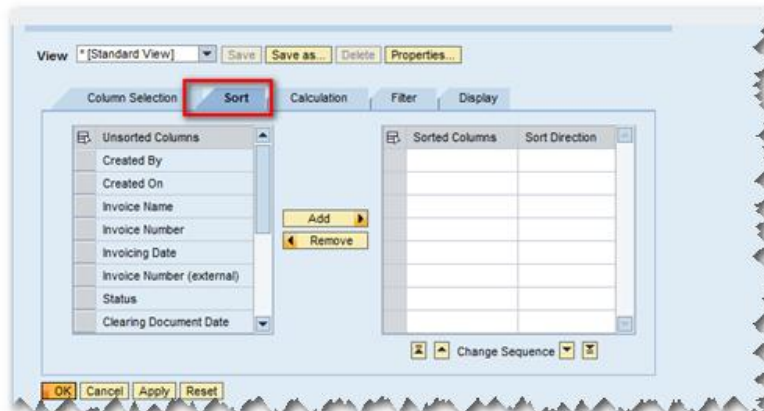
Click the button to move the selected lines (as example "Status" and "Awaiting approval substatus") to top of the list.

After the definition of the displayed column sequence, 'Apply' the changes to the current view clicking the button "Apply"; to verify if the report has the desired format check report layout preview.
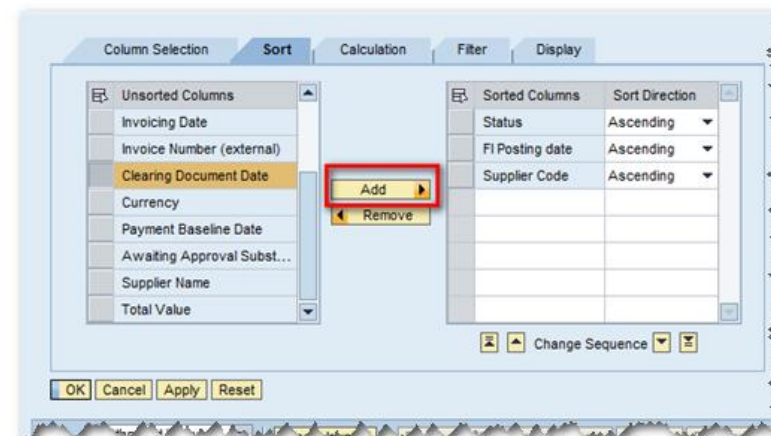
After having defined the columns to be displayed in the tab "Column Selection" we can set-up the sorting of the list using the functionality "Sort":
Click on tab "Sort"
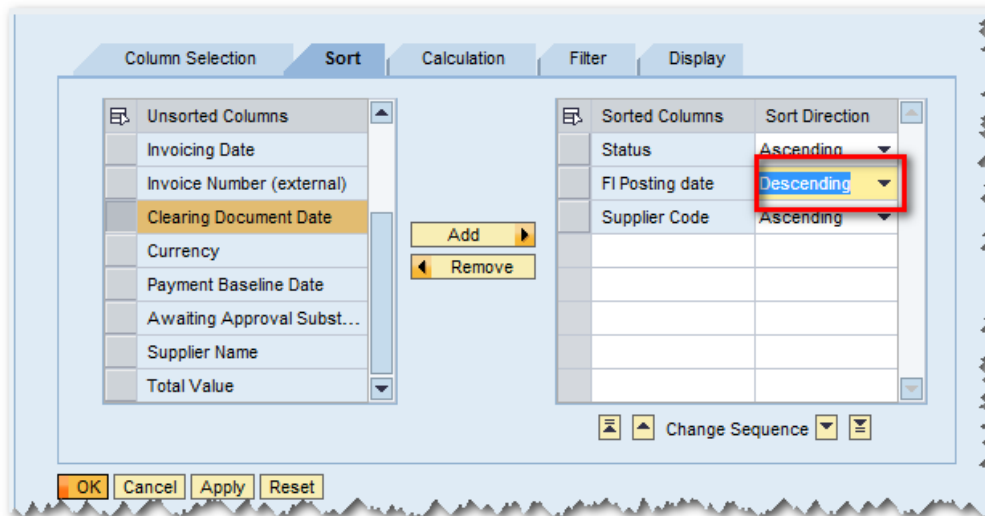
Select the sorting columns (e.g.: sort according to the selection done from left to right) then click "Add".
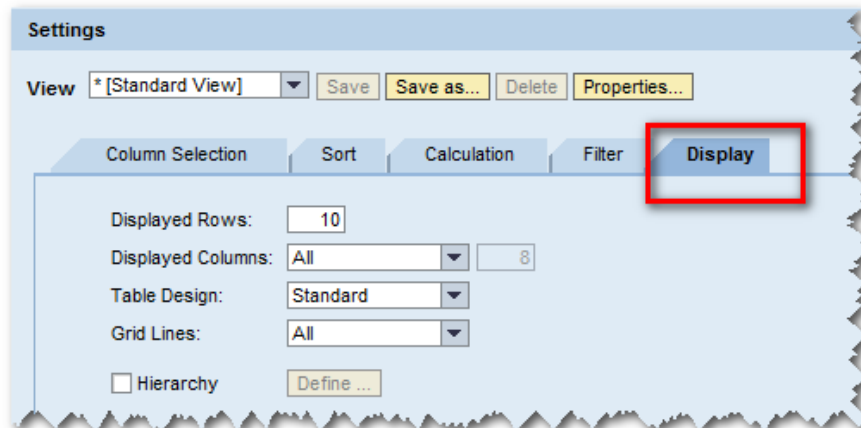
Select sort direction (descending or ascending)
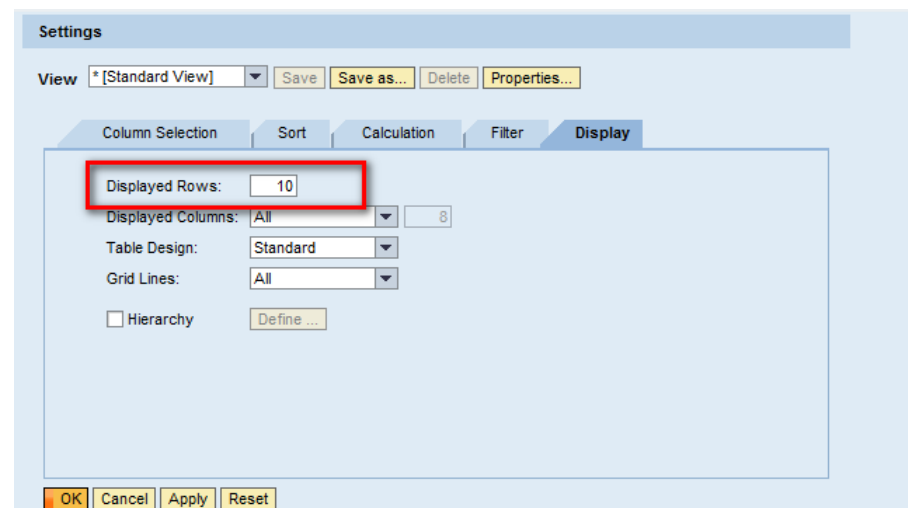
In order to define the number of visible rows for the report, you can check the number of items matching your search query selecting the tab "Display"

Enter the number of rows to be displayed in your report in the field "Displayed Rows"

When the report is finalized click "Save as "to save it as a separate view
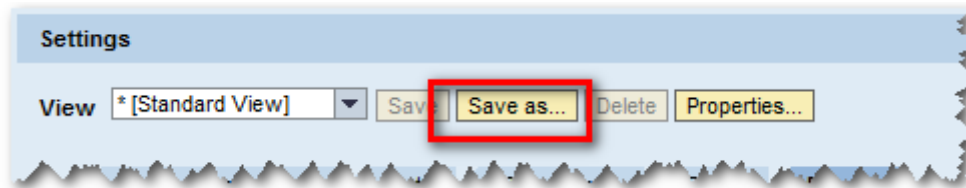
Enter a description / report name as mandatory field and set flag "Initial View" if you want this report to appear as your initial view whenever you run the query (in this example query "Invoices" –"All") then click "OK"
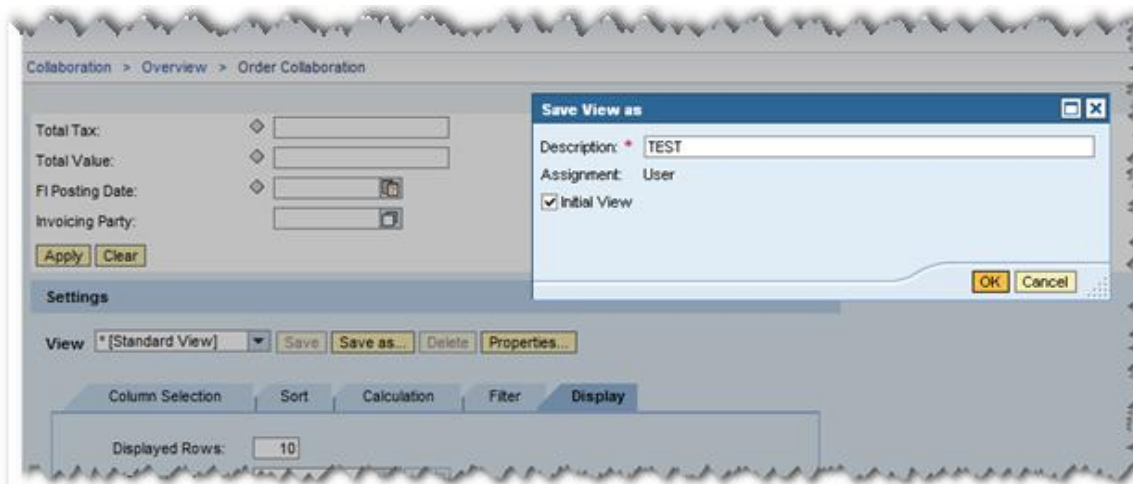
Clicking "OK", the defined report layout will be visible in your Order Collaboration area.

You can create several views / report layouts and select a different view (as example "TEST" via the drop down menu)

Finally if you wish to export the results of a query, you can use the button "Export" just above the Output list >Export to Microsoft Excel
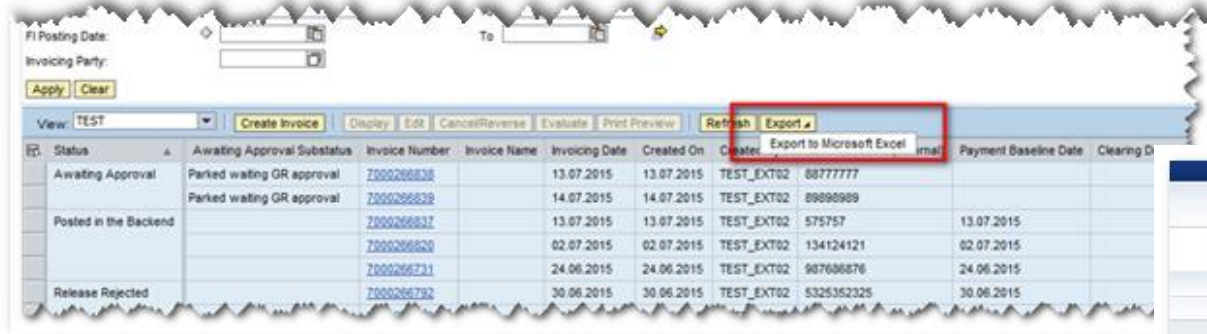
This action creates an Excel file based on the selected layout.
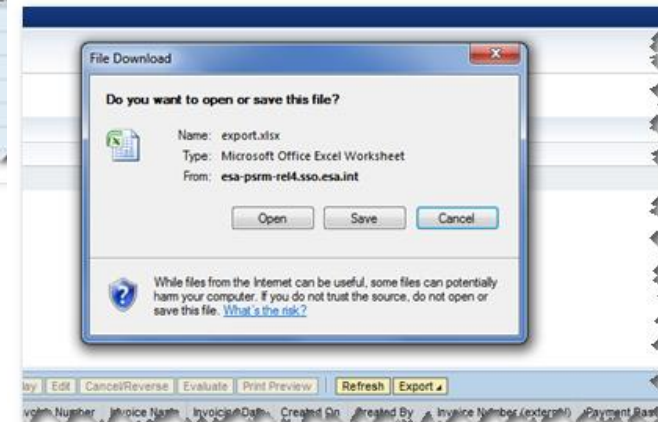
How to search for Related Documents (MAC, INV and APR)

If you want to have an overview of all the documents (Confirmations, Invoices and Advance Payment Requests) issued against a milestone it is possible to use the Tab "Related Documents" in the item details of the PO / Contract to find matching INV and MAC against a specific Milestone:

Open the contract display screen by clicking on the link of the query on Purchase Order
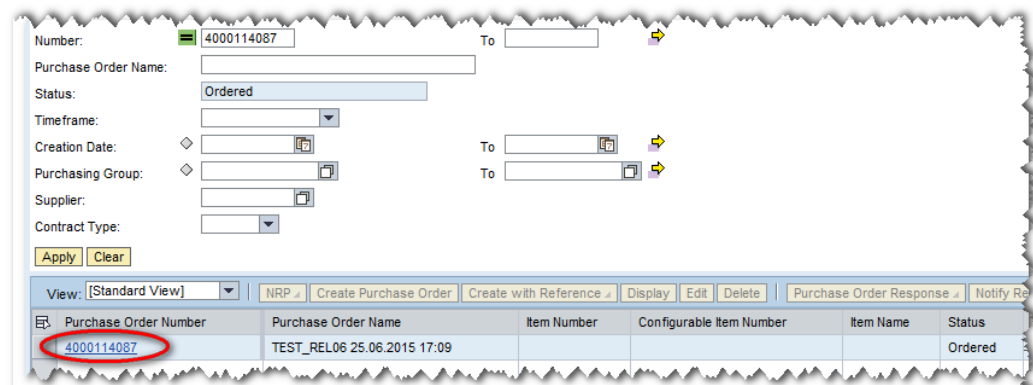
Locate the milestone in the contract structure

Select the "Related Document" tab: this will show all the documents linked to the selected milestones and their status.

Clicking on the link to the document number, the document is opened in a new window

Purchase Order	4000106957/10	91,908.000	91,908.00 16.18.2012	Transaction Completed	EUR	C10315 SOLO IMU (ASF)		4000106957/12
		91,908.000	91,908.00		EUR	Total		
Confirmation	6000189647/5	91,908.000	91,908.00 12.06.2014	Posted in the Backend	EUR	CCN clealiness		2014/5000116384
		91,908.000	91,908.00		EUR	Total		
Invoice	7000226369/5	91,908.000	91,908.00 17.06.2014	Paid	EUR	100031881-/7646		2014/5105673374
		91,908.000	91,908.00		EUR	Total		

Display Document: 7000226369

[Close]

Number 7000226369   **Name** 100031881-/7646   **External Invoice Number** 100031881-/7646   **Purchase Order Number** 4000106957   **Status** Paid   **Total Value** 91,908.00 EUR   **Supplier**   **Invoicing Party**

Overview	Header	Item	Notes and Attachments	Approval	Tracking	Invoice list

Purchase Order Number: [ ] [Add]

Invoicing Party: * 1000004255

Supplier: * 1000004092

External Invoice Number: * 100031881-/7646

Title: * IN ACCORDANCE WITH SIGNATURE OF CCN REF. FOG.CN.06345.T

Invoice Name: 100031881-/7646

Invoicing Date: * 27.08.2013

Invoice Recipient: ESA - European Space Agency

[Approval Info]

Total Value (Gross)/Currency: * 91,908.00 EUR [Calculate Total Value]

Balance: 0.00

Total Tax: 0.00 [Calculate Total Taxes] View Tax Details

Incidental Costs: 0.00

Payment Terms: 30 days for external vendors

Part. Bank: EUJ

Awaiting approval Sub-status: [ ]

VAT Exemption Number: [ ]

▼ Items
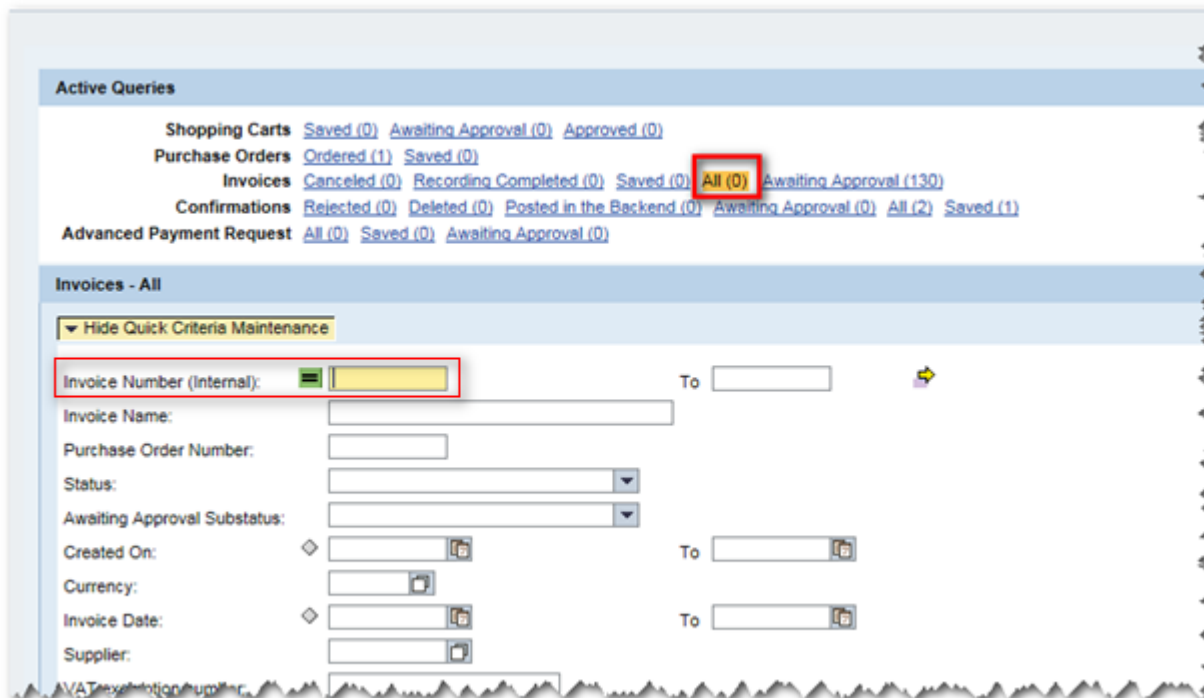
[Details] [Add Item] [Copy] [Paste] [Duplicate] [Delete] | [Include All] [Exclude All]

Line Number	Include	Type	Product ID	Description	Product Category	Purchase Order	Item	Quantity	Unit	Price/Unit	Currency	Price Unit	Net Value	Tax	G/L Account Number	Account Assignment Type
• 1	☑	Invoice		CCN192 initial bakeout of IMU,CCN1: WP1	Z004	4000106957	0000000012	91,908.000	EA	1.00	EUR	1	91,908.00	U7:Tax exemption 0.0 %	6171000	WBS element

How to search INV/GRN entered by Sub-contractors

If you need to see all the invoices created by lower tier subcontractor the tool 'Active Queries' in the section "order collaboration > Overview can be used.

Within the Active Queries screen you can see an overview of all predefined queries select the queries Invoice "all"

Please notice that only the prime has visibility on the full contract structure, the subcontractors directly paid by ESA only have visibility on their own contractual branch milestones and follow on documents.

If you know the number of the invoice it is simple to search the document just put it into the search field "Invoice number" then click on the "Apply" button

If you don't know the document number you can find it through other information related to the invoice for example the "Purchase Order Number" or the "Invoicing Party" supplier code.

For example we can make a search using the field "The invoicing party" and filling it with the code (100000XXXX) and click the button "Apply".

The query result will show all the invoices created by the subcontractor 100000XXXX

It is important to regularly refresh the data displayed in the Order Collaboration area by clicking the "Refresh" button. Scroll to the bottom right to verify the time and date of the last refresh.

INTRODUCTION OF THE NAVIGATION REPORTING PANE (NRP)

The Navigation Reporting Pane (NRP) is a web front-end tool available to ESA and Industry for improved navigation of single/multiple Contracts (normal or Large Contracts) or Purchase Orders. The main purpose of the NRP is to synthesize even complex contracts into one unique view to immediately display basic data of the contract and financial information, starting from consolidated data, drill down will then allow simplified navigation to all contractual and financial documents.
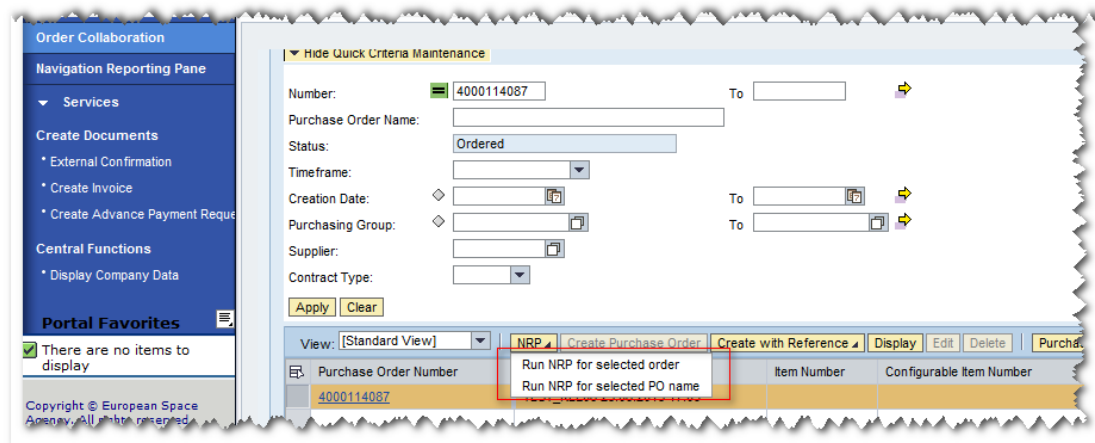
The NRP allows users to view and navigate through large contracts in esa-p as one single object and provides a consolidated financial overview.

It:

- Provides an overview of the whole contract/purchase order, including industrial consortium hierarchy and relevant figures, from contractual commitment to paid amount
- Allows to navigate through the Contract / PO and related follow-on documents (Confirmations, Invoices, APRs)
- Allows to have always the 'current view' of the Contract status: refreshing the view all the changes or new documents entered are included in the screen.
- Allows extraction of data in a MS Excel flat file for further elaboration.

How to access the NRP

NRP can be accessed in two ways:

1) Via "Active Query" query on Purchase Order: Selecting a Contract in the output list and choosing "Run NRP for selected order".

2) Via direct Portal hyperlink (in the section "Order Collaboration")

The difference between 1) and 2) is that:

•By accessing the NRP in the "Active Query" it is possible to run the NRP on a single Contract (normal or large) or on all Contracts sharing the same name.

•By accessing the NRP via Portal hyperlink a custom selection screen is opened where it is possible to run NRP for a multiple selection on Contract numbers.

NRP Quick overview

Running the NRP on a Contract opens a new window (see next picture).

The NRP screen is divided in three main sections:

1) The Top menu where the three links "Refresh", "Download in Excel" and "Load APR data" are available
2) The Settings/Filters bar that allows to access the possible filters and customizations of the interface
3) The browsing section where is possible to navigate through the Contract data.

	Deta	Item ...	Title/Refer...	Active PO Amt	Draft PO Amt	Confirmed Amt	Invoiced Net Amt	Paid Amt	APR Amt	Advance	CURR	Status	Sub-st
▼ 4000114087		ZCTR	TEST CONTRA(	435.000,00	0,00	35.000,00	22.020,00	0,00	19.000,00	0,00	EUR	Ordered	
▼ 4000114087.1		Z1_PRIN	PRIME CONTR,	435.000,00	0,00	35.000,00	22.020,00	0,00	19.000,00	0,00	EUR	Ordered	
▼ 4000114087.2		Z1_MPP	PRIME MPP	90.000,00	0,00	10.000,00	20,00	0,00	13.000,00	0,00	EUR	Ordered	
▶ 4000114087.3		Z3_MIL_	MILESTONE 01	20.000,00	0,00	10.000,00	20,00	0,00	5.000,00	0,00	EUR	Ordered	
▼ 4000114087.4		Z3_MIL_	MILESTONE 02	30.000,00	0,00	0,00	0,00	0,00	8.000,00	0,00	EUR	Ordered	
7000266870.2		INV	TEST12345633	0,00	0,00	0,00	2.000,00	0,00	0,00	0,00	EUR	Awaiting	Parked wa
7000266898.2		INV	432121421	0,00	0,00	0,00	10,00	0,00	0,00	0,00	EUR	Awaiting	Approved
8100021346.2		APR	FIRST APP	0,00	0,00	0,00	0,00	0,00	8.000,00	0,00	EUR	Posted	
4000114087.5		Z3_MIL_	MILESTONE 03	40.000,00	0,00	0,00	0,00	0,00	0,00	0,00	EUR	Ordered	
▼ 4000114087.6		Z1_SUB_	SUB 1.1 OUTL:	225.000,00	0,00	25.000,00	22.000,00	0,00	6.000,00	0,00	EUR	Ordered	
▼ 4000114087.7		Z1_MPP	SUB 1.1 MPP (	120.000,00	0,00	10.000,00	7.000,00	0,00	0,00	0,00	EUR	Ordered	
▶ 4000114087.8		Z3_MIL_	PROGRESS MI|	20.000,00	0,00	10.000,00	7.000,00	0,00	0,00	0,00	EUR	Ordered	
4000114087.9		Z3_MIL_	PROGRESS MI|	40.000,00	0,00	0,00	0,00	0,00	0,00	0,00	EUR	Ordered	
4000114087.1		Z3_MIL_	PROGRESS MI|	60.000,00	0,00	0,00	0,00	0,00	0,00	0,00	EUR	Ordered	
▼ 4000114087.16		Z1_SUB_	SUB 2.1 OUTL:	105.000,00	0,00	15.000,00	15.000,00	0,00	6.000,00	0,00	EUR	Ordered	
▼ 4000114087.1		Z1_MPP	SUB 2.1 MPP T	105.000,00	0,00	15.000,00	15.000,00	0,00	6.000,00	0,00	EUR	Ordered	
▼ 400011408		Z3_MIL_	MILESTONE 01	25.000,00	0,00	15.000,00	15.000,00	0,00	6.000,00	0,00	EUR	Ordered	
600023C		CONF		0,00	0,00	15.000,00	0,00	0,00	0,00	0,00	EUR	Posted	
7000266		INV	TEST EHP 2	0,00	0,00	0,00	15.000,00	0,00	0,00	0,00	EUR	Posted	

Total items: 53

In the browsing section, the leftmost column shows the Contracts hierarchy and the follow on documents.

Each row starts with an icon of a folder or of a document:

- Folder nodes are items that can be expanded or collapsed and typically represent Contracts, MPPs or Milestones having items hierarchically linked to them
- Document nodes are items that cannot be expanded or collapsed because there are no objects linked to them and typically they represent follow on documents (Confirmation, Invoices, APRs,) or milestones without follow on documents and so on.

Each row shows a set of attributes of the node e.g. the item type, the reference the total value committed for the item, the amount currently confirmed etc. that are relevant for the corresponding node.

You can find further details about the possible setting/filters and column descriptions and aggregation rules under this link http://esa-p-help.sso.esa.int section "Navigation Reporting Pane Presentation".