
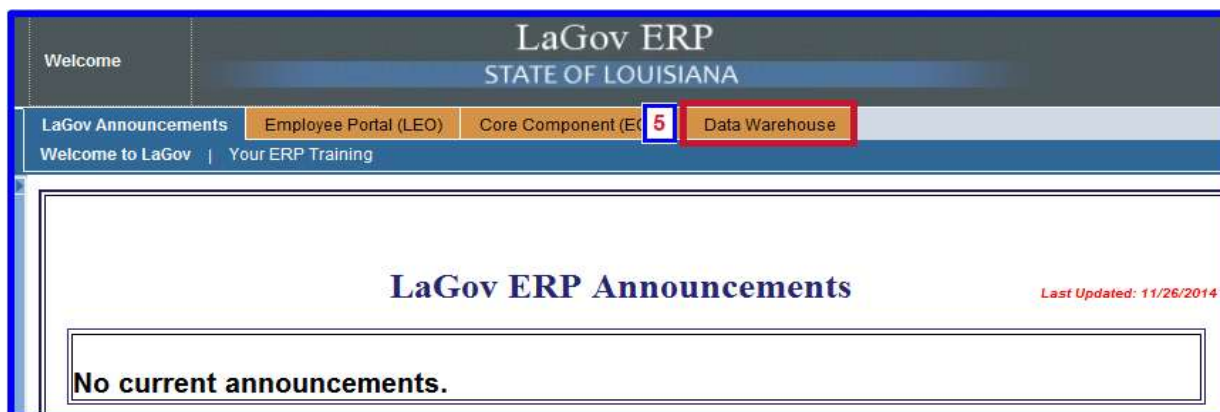


Accessing/Logging On to BO

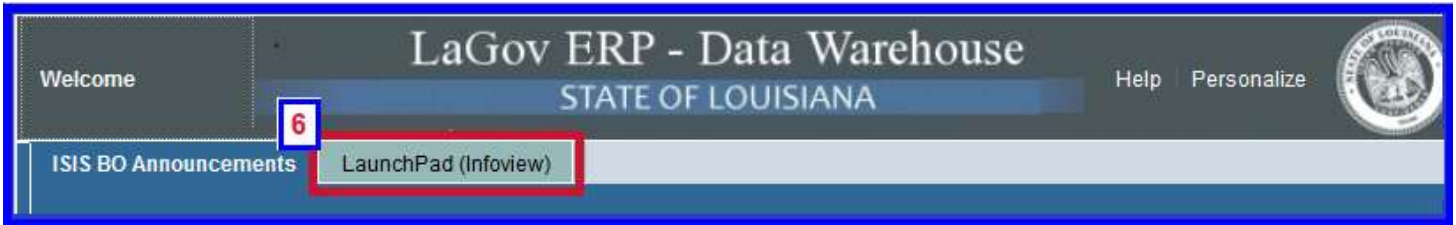
- 1 Log into the LaGov ERP Portal (<http://louisiana.gov/>).
- 2 Under **For State Employees**, click the down pointing arrow head  & then click **LaGov ERP**. The LaGov logon screen will be displayed.
- 3 Enter your Personnel id and password.
- 4 Click **Log On**.



The LaGov ERP page will display. 5 Click the **Data Warehouse** tab to display BO 4.1.



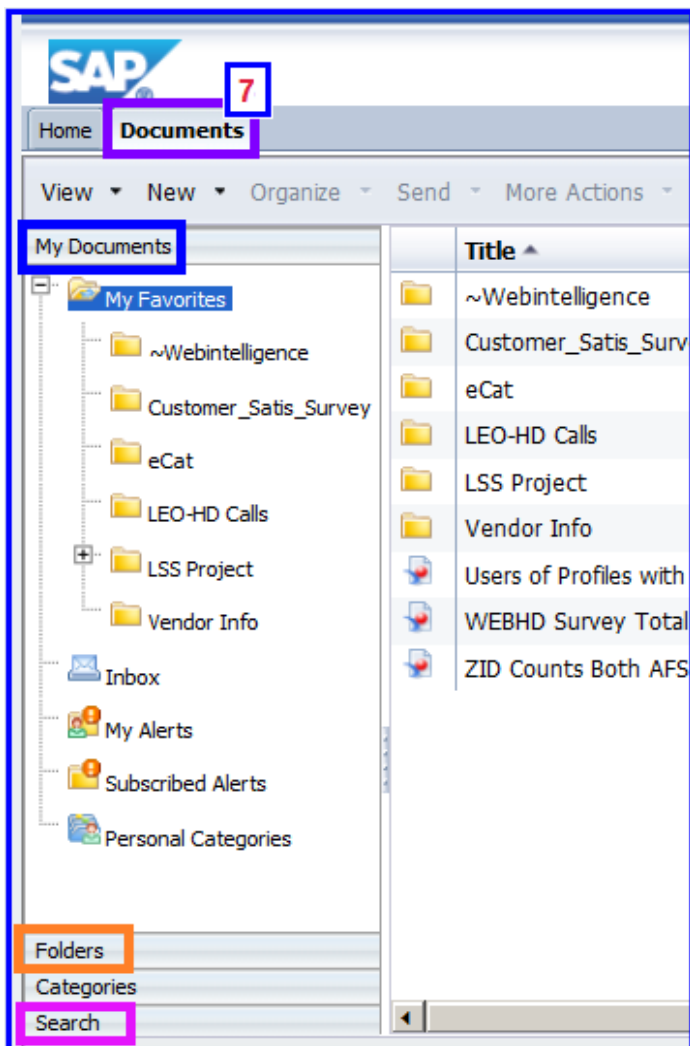
6 Click the **LaunchPad (Infoview)** tab to display BO 4.1.



Viewing a Report in BO

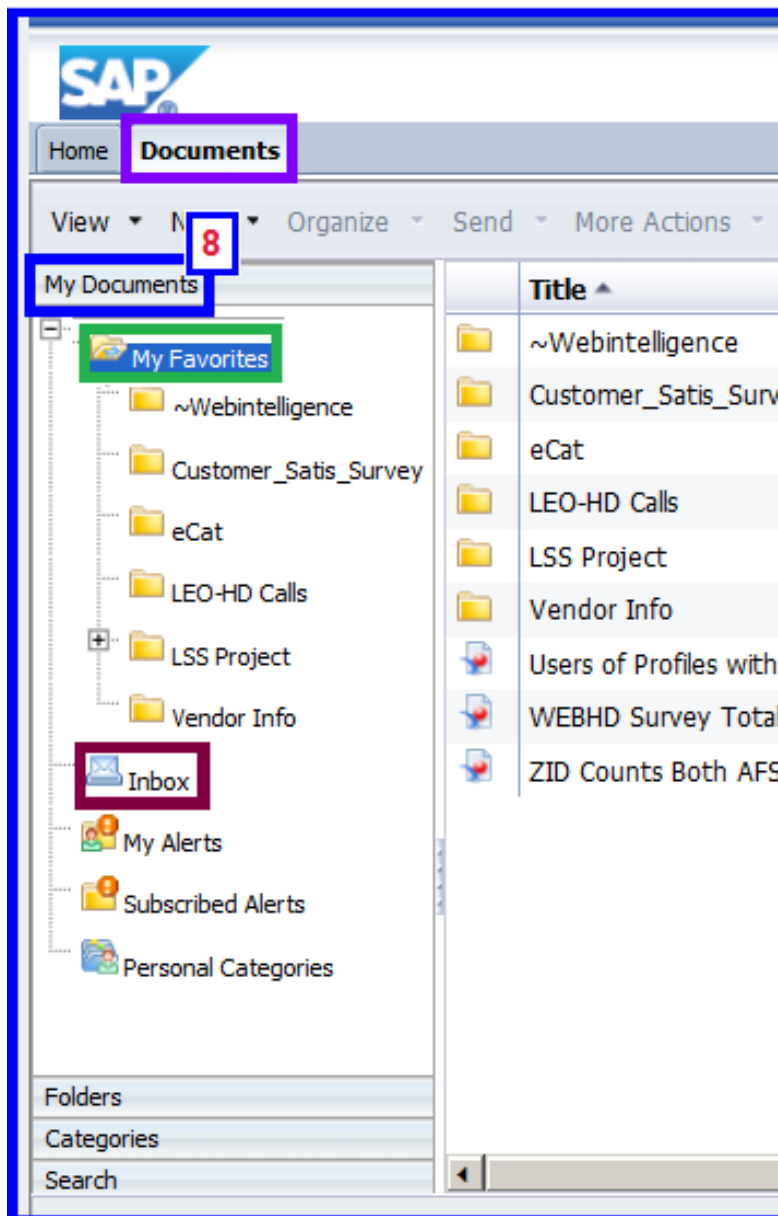
7 Click on the **Documents** tab (if it is not already selected) to display

My Documents, **Folders**, **Search**, etc.

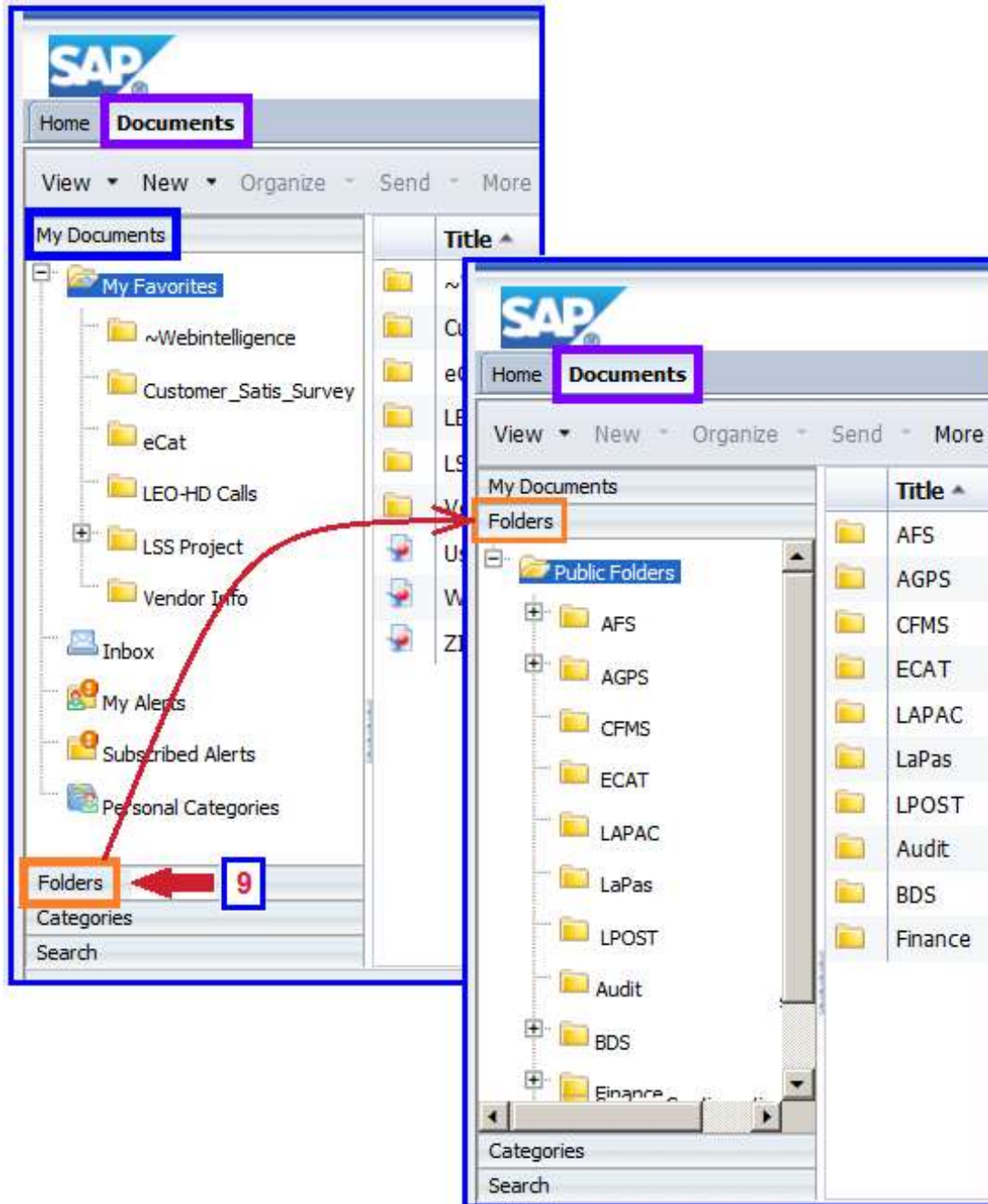


8 Click on **My Documents** (if not already open) to display any reports you may have in

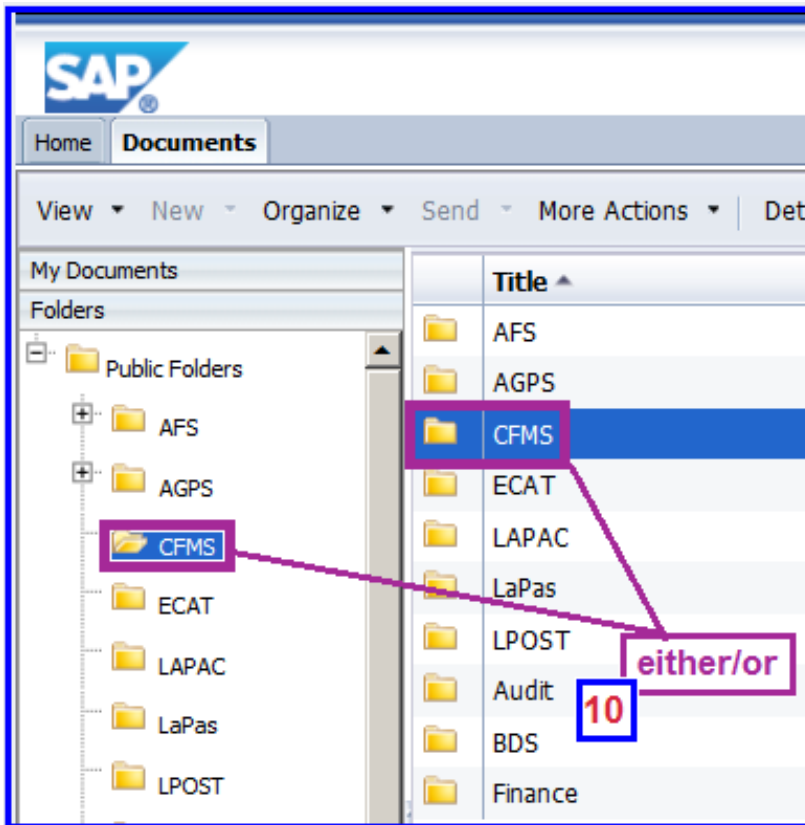
My Favorites, **Inbox**, etc.



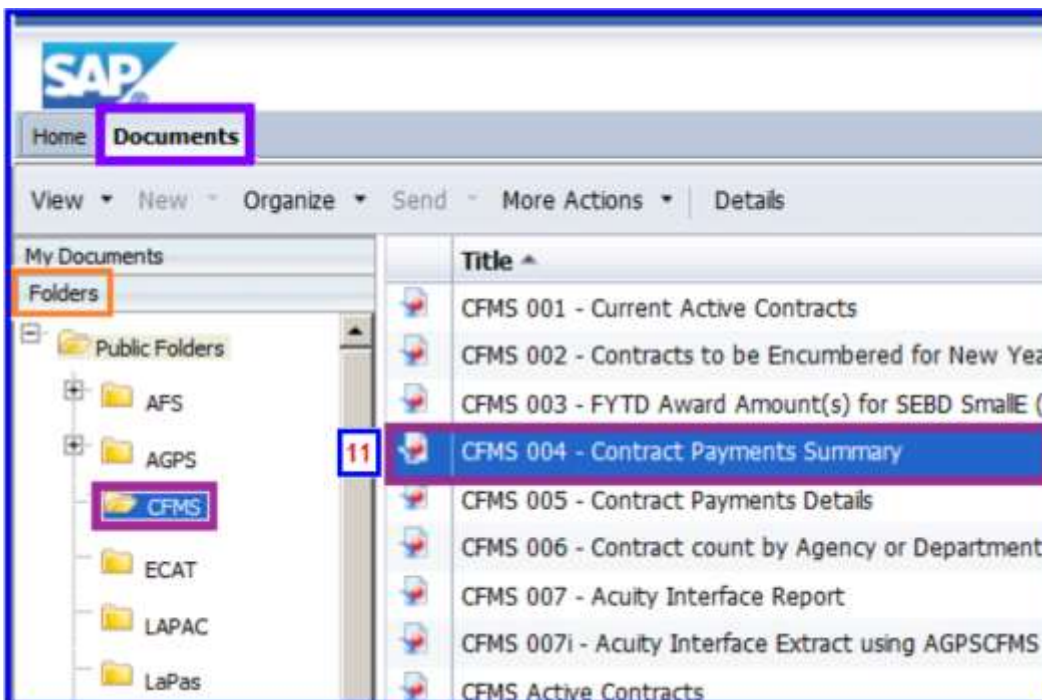
9 Click on **Folders** to display the **Public Folders** (corporate and agency folders) that you have security to view/update.



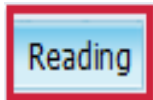
10 Click on the **CFMS** folder to display reports available to review/refresh.



11 **Double** click on the **CFMS 004 – Contracts Payment Summary** report to view it.



Reading and Design Modes



For basic tasks like refreshing and printing reports, click on the **Reading** button in the upper right section of the screen to display the "basic" tool bar with a few icons.



Click on 'Refresh' Icon, , to run the report.



For more advanced tasks like creating and modifying reports, click on the **Design** button in the upper right section of the screen to display the "extensive" tool bar with many icons and tabs.



If the **Design** button is greyed out, you do not have security to modify the report in that folder, but you have the option to copy the report to your personal folder where you will have security/permission to manipulate and save the report as needed.



Screen Layout-Landscape and Components

Side Panel & Icons

Close Side Panel

Report Window

In READING mode

STATE OF LOUISIANA Aged Outstanding Checks

Report Date: 10/20/14

Vendor Name	Vendor Number	Check Number	Bus Area	Payment Document	Print/Check Date	Check Amount	Days O/S	Amount O/S (1-30 days)	Amount O/S (31-60 days)
108 WESTERN PROPERTIES LLC	310033294	0000000137768	276	2000169447	06/27/2014	\$259.38	115		
108 WESTERN PROPERTIES LLC	Count of distinct checks: 1		Total Check Amounts:	\$259.38					
310001080	310006620	0000000137854	512	2000169585	10/08/2014	\$5.00	12	\$5.00	
310001080	Count of distinct checks: 1		Total Check Amounts:	\$5.00					
ACADIAN ENGINEERS & ENVR CONSUL	310002817	0000000137541	270	2000169168	06/27/2014	\$3,186.50	115		
ACADIAN ENGINEERS & ENVR CONSUL	Count of distinct checks: 1		Total Check Amounts:	\$3,186.50					
ACME GLASS CO OF ALEXANDRIA INC	310003116	0000000025008	276	2000030474	07/26/2011	\$468.88	1,182		
	310003116	0000000027716	276	2000032818	08/09/2011	\$205.13	1,168		
ACME GLASS CO OF ALEXANDRIA INC	Count of distinct checks: 2		Total Check Amounts:	\$674.01					
ACTIVE STEEL WELDING & REPAIR, INC	STLA1099M	0000000137088	276	2000169030	06/24/2014	\$1,000.00	118		
ACTIVE STEEL WELDING & REPAIR, INC	Count of distinct checks: 1		Total Check Amounts:	\$1,000.00					
ALACK REFRIGERATION CO INC	310003685	0000000136172	276	2000167383	06/17/2014	\$1,230.00	125		
ALACK REFRIGERATION CO INC	Count of distinct checks: 1		Total Check Amounts:	\$1,230.00					
AMERICAN EXPRESS TRS	310005298	0000000137626	276	2000169515	07/04/2014	\$5,924.86	108		
AMERICAN EXPRESS TRS	Count of distinct checks: 1		Total Check Amounts:	\$5,924.86					
AMERICAN KEY & LOCK CO INC	310005433	0000000137195	276	2000168729	06/24/2014	\$10.85	118		
AMERICAN KEY & LOCK CO INC	Count of distinct checks: 1		Total Check Amounts:	\$10.85					
ANDERSON MACHINE & WELDING, INC	310051984	0000000137014	276	2000168467	06/20/2014	\$80.71	122		

Report Tabs

Page & Zoom Tools

Page 1 of 1+ 100% 7 days ago

Quick Reference/Snapshot of the Basic Steps to Create a Report

For detailed instructions on report creation, click [HERE](#).

The screenshot displays the SAP BI Launchpad 4.1 interface for the LaGov ERP - Data Warehouse. The interface includes a navigation bar with tabs for 'LaunchPad (Infview)', 'Finance 4.1', 'Control Agency 4.1', 'Agency 4.1', 'Logistics 4.1', and 'Info View'. Below this is a 'Documents' table with columns for 'Title', 'Type', 'Last Run', 'Instances', and 'Description'. A 'Web Intelligence' document is highlighted in green, with a red arrow pointing to a 'New (Ctrl N)' context menu that says 'Create a Web Intelligence document'. A 'Create a Document' dialog box is open, showing options for data sources: 'No data source', 'Universe', 'Excel', 'BEx', and 'Analysis View'. The 'Universe' option is selected and highlighted with a red box. The 'OK' button in the dialog is also highlighted with a red box.

Title	Type	Last Run	Instances	Description
1AA - 3rd QTR FY-14 APPROVED AME	Web Intelligence		0	
1AA - 4th QTR FY-14 APPROVED AMB	Web Intelligence		0	
AFS 21 - Purchase Orders Listing	Web Intelligence			
Annual Commissioner's Report -				
Area B Expenditures FY 13				
Audit Compliance - Complete Ve				

1 Applications

2 Web Intelligence

3 New (Ctrl N)
Create a Web Intelligence document

4 Universe
Select a universe as a data source.

5 OK

