



# WBSCM UPDATE

Feature

Status Corner

Did You Know ?

Ed Corner

Next Month

Ask Us



## FEATURE

### WBSCM Readiness: Training Job Aids

We are now live with Phase 1 Functionality!

The previous issues of the WBSCM update featured the agencies' Go-Live collaborative activities focused on getting the WBSCM user community ready and prepared for WBSCM.

This issue of the WBSCM update focuses on the Job Aids that supplement the training courses.

### Job Aids

Job Aids are used to supplement both instructor led training (ILT) and e-learning courses and help reinforce business processes. A Job Aid example is a quick reference document containing a condensed explanation of the steps necessary to complete a transaction.

Job Aids will be available across all areas of training, which include Finance, Fulfillment, Procurement, and Reports.

### Finance Job Aids

Job Aids that will be used to supplement all the Finance training courses are:

- Terms/Glossary mapping
- Map of system interfaces

The following Job Aids will be used for the FIN310 General Ledger course:

- Chart of accounts
- Mapping of Finance United States Standard General Ledger (USSGL) account to Financial Management (FM) commitment items

The Fund Type Mapping Job Aid will be used for the FIN300 Funds Management course and the Rejection Reason Codes Job Aid for the FIN320 Vendor Invoice Approvals course.

An example of a Finance Job Aid is shown below in Figure 1.

WBSCM Job Aid Chart of Accounts		
Account Number	Company Code	Account Name in WBSCM
5991.0000	1200	Accrued Collection of Others – Statement of Cust
6100.0001	1200	Operating Expenses/Program Costs
6100.0002	1200	Operating Expenses/Program Costs – Non Fed – Proce
6100.0003	1200	Operating Expenses/Program Costs – Fed
6101.0000	1200	Non Federal Program Expense
6101.0001	1200	Operating Expenses/Program Costs – Non Fed – Commo
6101.0002	1200	Non – Federal Program Expense
6330.0000	1200	Other Interest Expense
6500.0000	1200	Cost of Goods Sold
6500.0001	1200	Cost of Goods Sold – Freight

Figure 1

### Fulfillment Job Aids

For Fulfillment courses, the following are examples of available Job Aids that may apply to most Fulfillment courses:

- WBSCM overall process flow
- Terms/Glossary mapping
- Order statuses
- Reports available and their definitions

For External Fulfillment courses, the following are examples of available Job Aids that may apply to most External Fulfillment courses:

- Rules of order consolidation

The following lists specific fulfillment courses and the Job Aids that are provided:

- [EXT330](#) (SDA/PVO Complaints Administration), [FUL340](#) (Complaints Processing) - **Complaint Statuses Job Aid.**
- [FUL400](#) (FAS Fulfillment View Only), [FUL420](#) (Domestic Fulfillment View Only), [FUL\\_430](#) (USAID Fulfillment View Only) - **General Fulfillment Reports Job Aid.**
- [FUL380](#) (Inventory Management for National Warehouse) - **National Warehouse (NW) Movement Types (Internal) Job Aid.**
- [EXT350](#) (NW Administration) - **NW Movement Types (External) Job Aid.**

An example of a fulfillment Job Aid is shown below.

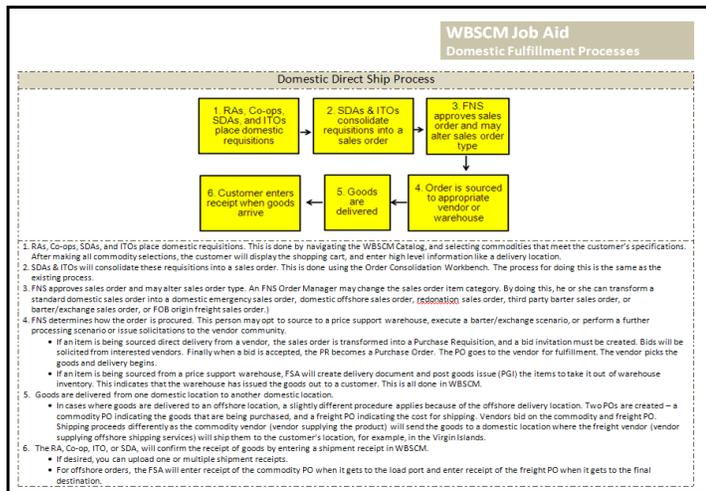


Figure 2

### Procurement Job Aids

Procurement courses will have general types of Job Aids and course specific Job Aids. The following are examples of general Job Aids:

- Old terms vs New terms
- Terms and Definitions

In addition to the general Job Aids, the following Job Aids are provided for each course:

- [PRO180](#) (International Freight) - **Purchase Order (PO) document types for freight Job Aid**
- [PRO390](#) (Domestic Contract Management) - **Delivery Order Competition Job Aid**
- [PRO200](#) (International Commodity Contract) - **Allocation Invitation Job Aid**

- [PRO130](#) (Master Data View) - **Creating DMS Document Job Aid**
- [EXT440](#) (Maintain Freight POs) - **Bulk Shipping Rules Job Aid**
- [PRO120](#) (Master Data View Only), [PRO130](#) (Master Data View) - **Material Master Views Job Aid**
- [PRO170](#) (International Commodity PO), [PRO180](#) (International Freight), [PRO185](#) (International Freight and Service PO), [PRO190](#) (International Service), [PRO200](#) (International Commodity Contract), [PRO370](#) (Domestic Commodity PO), [PRO380](#) (Domestic Freight Contracting), [PRO390](#) (Domestic Contract Management) - **FPDS-NG field map Job Aid.**

- o This Job Aid consists of a list of which fields in FPDS-NG will auto-populate from WBSM.

- [PRO160](#) (International Bid Evaluation), [PRO360](#) (Domestic Bid Evaluation) - **BEOS Reports Job Aid**
- [PRO170](#) (International Commodity PO), [PRO180](#) (International Freight) - **Shortfall Process Job Aid**
- o This Job Aid describes the process for partial or full line item shortfalls
- [PRO100](#) (Procurement Overview), [PRO110](#) (Procurement View Only) - **Reports Job Aid**
- [EXT435](#) (International Commodity Bidding) - **Selection Options for Bidding (International) Job Aid**

An example of a Procurement Job Aid is shown below in Figure 3.

Report Name	Description
Bid Status	Shows bids by vendors, number of bids as well as a min/max bid price.
All Bids	Shows all vendor bids for a particular invitation.
Invalid Bids	Shows all invalid bids for this invitation. Non Responsive, not responsible bids are marked as invalid into BEOS.
Outlier Bids	Shows all bids that fall outside a pre-determined (by template) percentage.
All Items	Shows all items for an invitation. The All Items report allows users to set shortfall priorities for certain requests (numbered 1-9).
Invalid Items	Shows all items that have been marked invalid. SRM will not pass items left off and/or deleted, so this will be for only items invalidated in BEOS.
Vendor Constraints	Details out all constraints created by commodity vendors.
Contract Constraints	Shows all contractual obligations and details what tonnage is available and what has already been awarded. This is an LTR/RRP report.
Tie Bids	Showing all bids with the same prices to the same load ports. This report does not factor in freight and/or matching components.
Port Capacity	Details out all ports bid on and their corresponding capacity.

Figure 3

## Reporting Job Aids

There will be several Job Aids available for Reports. There will be a master list of all Reports in WBSCM, and individual Job Aids providing more detail by report. An example of the master list of Reports is shown below in Figure 4.

Category	Sub Category	Report Title
Master Data	Material Master	List of Materials
Master data	Document Management	Find CRD/Announcement
Master Data	Quality Management	Display QM MIC
Master Data	Quality Management	Display code group
Master Data	Quality Management	Missing or Unusable Inspection Plans
Master Data	Quality Management	Missing or Unusable Goods Receipt Inspection Plans
Master Data	Business Partner	CRM Business Partner Report
Master Data	Business Partner	Business Partner Report
Master Data	Business Partner	Business Partner Relationship Report
Master Data	Business Partner	Business Partner Category Report
Master Data	Delivery Schedule	Multi-Food Delivery Schedule Report

Figure 4

Category	Sub Category	Report Title
Transactions	Sales Order	Multi-Food Received Shipment Report
Transactions	Sales Order	Value of Commodities Received – Multi-Food
Transactions	Sales Order	Value of Commodities Received – Domestic Direct Ship + Price Support
Transactions	Sales Order	Domestic Price Support Report
Transactions	Sales Order	Incomplete Sales and Distribution Documents
Transactions	Sales Order	Sales Documents Blocked for Delivery
Transactions	Sales Order	Order and Shipment Quantities and Values
Transactions	Sales Order	Top 10 Materials
Transactions	Sales Order	Sales Volume for Product Hierarchy
Transactions	Funds Management	Status of Funds
Transactions	Purchase Order	Purchase Order Analysis
Transactions	Purchase Order	Purchase Order by Material
Transactions	Purchase Order	Purchasing Documents per Account Assignment
Transactions	Purchase Order	Purchase Order Item Report
Transactions	Purchase Order	Purchase order quantities & values
Transactions	Purchase Order	Number of Vendors per Material
Transactions	Purchase Order	Price trend Analysis
Transactions	Delivery Management	Outbound Delivery Monitor
Transactions	Inventory Management	Stock Overview: Display Inventory
Transactions	Inventory Management	Material Document List
Transactions	Inventory Management	MRP List
Transactions	Inventory Management	Stock Requirements List
Transactions	Inventory Management	Stocks on Posting Date
Transactions	Inventory Management	Summary Stock Requirements List
Transactions	Inventory Management	Accounting Documents for a Material
Transactions	Inventory Management	List of GR/IR Balances
Transactions	Inventory Management	List of Cancelled Material Documents
Transactions	Batch Management	Batch where used list
Transactions	Batch Management	Batch Information Cockpit
Transactions	Inventory Management	Stock Overview
Transactions	Inventory Management	Stock Overview Extended
Transactions	Quality Management	Inspection Results Analysis per Vendor
Transactions	Quality Management	Inspection Analysis
Transactions	Quality Management	Inspection Lots without Usage Decision (new t-code: ZQVM3)
Transactions	Quality Management	Inspection results: Rejection Quota
Transactions	Quality Management	Inspection results outside of the Specification
Transactions	Quality Management	Material Analysis Inspection Lots
Transactions	Quality Management	Vendor Evaluation: Proportion of accepted lots
Transactions	Invoices & Payments	Display Vendor Line Item
Transactions	Invoices & Payments	Display Customer Line Item
Transactions	Purchase Order	List of Purchase Orders - USDA
Transactions	Purchase Order	List of Purchase Orders - USDA
Transactions	Purchase Order Response	List of Purchase Order Responses: USDA
Transactions	Purchase Order Response	List of Purchase Order Responses
Transactions	ASN	Advanced Shipping Notification Report for USDA
Transactions	ASN	Advanced Shipping Notification Report
Transactions	Goods Receipt	SUS - Goods Receipts
Transactions	Invoices & Payments	SUS - Invoice - USDA
Transactions	Invoices & Payments	SUS - Invoice - Vendor
Transactions	Quality Management	SUS - PO Inspection Lot Discount Report - USDA
Transactions	Quality Management	SUS - PO Inspection Lot Discount Report - Vendor
Transactions	User Management	User Audit Report
Transactions	Pricing	Pricing Report
Transactions	Inventory Management	Display Warehouse Stocks of a Material
Transactions	Price Support	Price Support PCA Report
Transactions	Price Support	Price Support In Transit and Delivered Summary Report
Transactions	Price Support	Contract Rate Report
Transactions	Price Support	Product Allocation Report
Transactions	Price Support	Inventory Age Analysis
Transactions	Price Support	Price Support Replenishment Report
Transactions	Price Support	Price Support Yield Report

Figure 5

There will be over 70 Job Aids available for Reports.

An example of a Reporting Job Aid is shown below. This is a Job Aid for the Sales Volume for Product Hierarchy Report.

WBSCM Job Aid  
Sales Volume for Product Hierarchy

<b>Report Title</b>	Sales Volume for Product Hierarchy
<b>Purpose</b>	<p>This query provides consolidated order and shipment information. The query enables user to understand the order and shipment volume (in base unit of measure) and value for any of the characteristics listed below. All sales orders are being loaded into this query with the following exceptions:</p> <ul style="list-style-type: none"> <li>Direct-Ship Requisitions submitted by RA's (Order Type ZREQ) as these requisitions have been consolidated into the Domestic Direct Ship Orders (Order Type ZDOM);</li> <li>Substitutable materials selected by the customer; the query contains the generic item for sales orders which have not yet been awarded Purchase Orders, and the actual materials purchased for sales orders which have been awarded Purchase Orders (this currently applies only to domestic orders – Order Type ZDOM)</li> </ul>
<b>Portal Navigation Path</b>	Reports > Order Processing > Order and Shipment Quantities and Values
<b>User Group / Role</b>	View Only Role, that is all USDA / USAID users with access to the system
<b>Report Selection Screen</b>	

Figure 6



## What's My Role?

You can gain more insight and awareness into WBSCM functionality through the viewing of online demonstrations (over 30 simulations are available) and general WBSCM information in preparation for training. All WBSCM information is found on AGNISX or agency-specified sites.

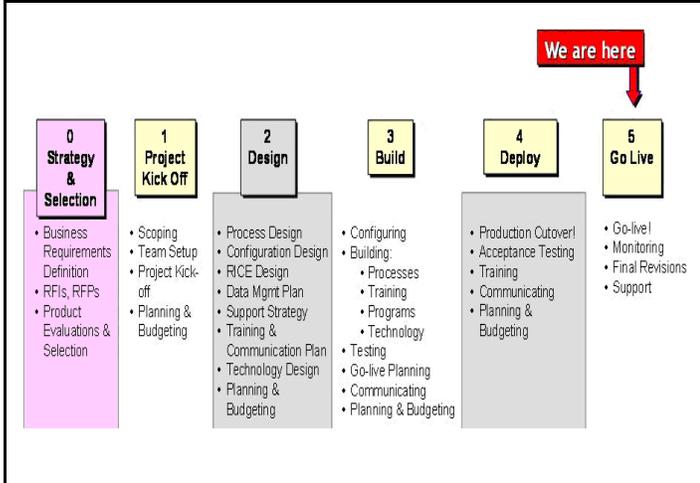
## New to WBSCM?

If you are new to the WBSCM team, you can go online and view the [WBSCM Overview Course](#). This course is available by selecting the link on the bottom of the web page. Topics include WBSCM overview, technologies, basics of the SAP order process, and the program timeline.

## STATUS CORNER

The list of playbacks to date can be found in previous editions of the [WBSCM Update](#).

The WBSCM team is currently in the Go Live phase.



### ASK US



We'd appreciate your thoughts and feedback! Please email any WBSCM questions or suggestions you have to:

[WBSCM@kcc.usda.gov](mailto:WBSCM@kcc.usda.gov)

You can find more WBSCM information on the [WBSCM Program Web site](#).



## ED CORNER

### WBSCM Terminology

**Job Aid:** Used to supplement both ILT and E-Learning courses and will help reinforce business processes.

**ILT:** Instructor Led classroom training courses will include a combination of classroom and computer instruction, along with the use of simulation and Job Aids.

**E-Learning:** E-learning or self-paced web based training courses will include the use of simulations and will be supplemented with online help and supplemental information such as Job Aids.



### DID YOU KNOW?

... **USDA to Provide Funding to Rehabilitate Farmland Damaged by Floods, Tornadoes, Drought and Wildfire**

... **USDA Unveils New Consumer Information Resources About SNAP for People in Need of Food Assistance**

... **Secretary Vilsack Announces Purchase of Up to \$6 Million of Fresh Tomatoes for Federal Nutrition Assistance Program**