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Introduction

This tutorial is intended to familiarize you with the basic modeling concepts that are used in SAS Activity-Based Management software. To complete the model-building process, perform this tutorial from beginning to end, exactly as it is presented.

Note: You can import an already-completed model for the Parcel Express Tutorial by doing the following:

1   Select **File > Import > Model Data**.

2   Select **XML or ZIP File** as the type of data you want to import, and click **Next**.

3   Browse to the following file: <install director>\Activity-Based Management Solution\Client\Samples\Models\Native**ParcelExpressTutorial.xml**, and click Next.

4   Name the tutorial. You can name it anything you want. Click **Next**, review your choices, then click **Finish**.

The tutorial model is imported. You must calculate the model to view calculated data.

If you are new to the discipline of activity-based management (ABM), you might benefit more from this tutorial by first learning about the concept. A number of books and articles present excellent overviews. Even without this background, you will learn some basic ABM concepts by completing this tutorial.

Even though you might know ABM, work through this tutorial to become familiar with SAS Activity-Based Management software—the concepts, terminology, commands, and dialog boxes.

Tutorial Conventions

This section discusses the conventions that are used throughout this tutorial.

Fonts

Font	Represents	Example
Bold	Menu > Command	Select **File > Save Model As**.
	User input	Type **Parcel Express Tutorial**.
	User interface elements, such as menus, dialog boxes, buttons, or list items	Select **Calculate Specific Modules**

Procedures

A procedure is a task that includes a set of numbered step-by-step instructions. Some steps are followed by a comment or an explanation. A section that has the following convention indicates a procedure:

➢ **Begin this tutorial**

1 Perform step one.

Explanatory comments and illustrations, which explain and display results of proper completion of the preceding steps, are included between steps, when necessary.

2 Perform step two.

Notes and Tips

A note indicates additional information. This is the convention for indicating a note:

Note: Text that is set off in this manner presents important information.

The format for a tip is similar.

Illustrations

Depending on your display settings and the number of times that you perform a step or procedure, the information in the windows might differ slightly from the illustrations that are presented in this tutorial. If you enter, then delete, and then re-create accounts and cost elements, the reference number might differ from the illustration. The displayed order of accounts might differ if you close and reopen the model. Consider the illustrations to be guides.

Illustrations will usually show only the pertinent portions of the window that are being discussed.

Terminology

This tutorial refers to both the discipline of activity-based management (ABM), and the SAS Activity-Based Management solution. References to the discipline appear in lowercase or by abbreviation. The SAS solution is always capitalized.

The discipline of activity-based management has a set of specialized terms. Some are used in this tutorial precisely because of their specialized meaning to the theory and practice of ABM. As these terms are introduced, this tutorial provides brief definitions. More complete definitions can be found in the *CAM-I Glossary of Activity-Based Management*.

Online Help

The online Help is a comprehensive information system that has full-text search capabilities. It includes:

- ❑ detailed step-by-step instructions to complete specific tasks
- ❑ information about features
- ❑ reference material

Technical Support

If you encounter problems that you cannot solve by reading the online Help or this tutorial, refer to the Worldwide Technical Support topic in the online Help.

Additional Training and Tutorials

Additional training and tutorials can be found at the SAS Web site and the companion Web site, http://www.bettermanagement.com. BetterManagement.com offers in-depth content about selected management concepts that are aimed at improving an organization's performance. The BetterManagement.com site is a comprehensive source for performance management information.

Topics that are covered on the BetterManagement.com site include value-based management, profitability analysis, strategic enterprise management, activity-based costing/management, business intelligence, and performance measurement.