



# User Codes & SIO/UC Reporting

## FI\_GU\_322



## Course Description & Table of Contents



- This course is intended to give departmental financial personnel a solid understanding of using User Codes in order to accumulate costs and revenues for internal reporting purposes. The course will also cover several reports that are available for reporting with Statistical Internal Orders and User Codes.
- Table of Contents:
  - Unit 1 – User Codes
  - Unit 2 – SIO and User Code Reports





# User Codes

## User Code vs. SIO

- In lieu of entering an SIO number in the **Order** field of a business transaction, the **Assignment** field can be used to enter a custom User Code (UC).
  - **Advantages:**
    - You do not need to create an SIO.
    - You don't have to wait for business transactions to post before the costs are included in the reporting. The costs will be included as soon as a business transaction is parked.
    - You can change the **Assignment** field value even after a document has been posted by your accounting office.
      - This could also be a disadvantage since anyone can change the value in this field at any time!



Advantage

## User Code vs. SIO (Continued)



- Disadvantages:
  - The **Assignment** field is informational only and no field validation is performed. It is possible for a user to incorrectly enter data in the field, which will make reporting more difficult.
  - There is no **Assignment** field in an SAP Requisition (ME51N).
    - The User Code would have to be entered (using transaction FB02 (FB-zero-2) after the Requisition has gone through the process and an FI document has been created (posted).



Disadvantage

## User Codes



- Unlike an SIO, a User Code does not need to have master data created in SAP.
  - The Code is established outside of SAP, but be sure to keep a list of your User Codes somewhere for easy reference and share them with other coworkers who need to know and use them.
- A User Code can be alphanumeric, contain special characters and spaces, and be up to 18 characters in length.



## User Codes (Continued)



- It's very important to enter a User Code exactly verbatim on each and every business transaction, or reporting on a User Code will be difficult/incomplete.



- For example: If **ABC 123 2015** is used on some transactions, **abc 123 2015** is used on others, and you enter **ABC 123 2015** in the reporting transaction, the costs for those with **abc 123 2015** will not be included.

## G/L Account Document Example



*Park G/L Account Document: Company Code UK00*

Tree on Company Code Simulate

Basic Data Details

Document Date 10/26/2012 Currency  
 Posting Date 10/26/2012  
 Reference GA  
 Doc.Header Text Recharge travel costs  
 Company Code UK00 University of Kentucky

6 Items ( Screen Variant : Standard 1 )

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Busl.	Cost center	C
✓	530015	Travel-IS Mil...	H Credit	98.54			0101	1012062470	
✓	530015	Travel-IS Mil...	S Debit	98.54	Smith2012		0101	1012527060	
✓	530015	Travel-IS Mil...	H Credit	79.25			0101	1012062470	
✓	530015	Travel-IS Mil...	S Debit	79.25	Jones2012		0101	1012527060	
✓	530015	Travel-IS Mil...	H Credit	23.90			0101	1012062470	
✓	530015	Travel-IS Mil...	S Debit	23.90	Miller2012		0101	1012527060	

In this example, the user has a custom User Code for each faculty member (last name w/ first letter capitalized and the 4-digit fiscal year with no space in-between). All of the actual debit costs will post to the Cost Center (1012527060), and the costs will statistically post to the various User Codes listed in the **Assignment** field/column.



# Unit 1

## Check for Understanding

## Unit 2



# SIO and User Code Reports

## Reports Overview



- There are a few transactions available in SAP that can be used for reporting against SIOs and User Codes.
  - KOK5
  - KO03
  - S\_ALR\_87012993
  - S\_ALR\_87012282
  - FBL3N
- For SIOs, costs can be viewed at either the individual SIO or SIO group level.

## KOK5 – Master Data List for Orders



- Transaction **KOK5** (K-letter O-K-5) can be used to obtain a master list of SIOs.

The screenshot shows the 'Master Data List for Orders: Initial screen' in SAP. A dialog box titled 'Selection Variants for Internal Orders' is open, displaying a list of variants. The 'USER' variant, described as 'for general users', is highlighted with a red box. A yellow callout box with the number '1' points to this variant with the text: '1. Double-click on the desired Variant name to select'. Below the dialog box, the 'USER' variant is selected in the main screen's 'Selection variant' field. A second yellow callout box with the number '2' points to the 'Execute' icon (a play button) in the top right corner of the main screen with the text: '2. Click on the Execute icon'.

Variant name	Short Description
SAP&01	Standard
SAP&02	General selection criteria
SAP&PM	Plant maintenance orders
TEST	tst variant
USER	for general users

## KOK5 – Master Data List for Orders (Continued)



Double-click on any SIO number to open and display the order's master data record (KO03).

Click on the Back icon to return to the list of orders.

## KO03 – SIO Master Data Reporting



- Costs posted to an SIO can be viewed within the SIO's master data record using transaction **KO03** (as well as **KO02**, if you're in making a change to any of the master data).

1. Enter the SIO number in the **Order** field, and then either press the **Enter** key or click on the **Master Data** button in the Application Toolbar

## KO03 – SIO Master Data Reporting (Continued)



- Option 1: Order Balance

2. Click on **Extras** in the menu bar

3. Click on **Order Balance...**

This pop-up window will appear displaying the total amount currently posted to the SIO.

Order Balance		
In order currency	347.58	USD
In CO area currency	347.58	USD

## KO03 – SIO Master Data Reporting (Continued)



- Option 2: Cost Analysis

2. Click on **Extras** in the menu bar

3. Click on **Cost Analysis**

This window will appear listing the individual line items currently posted to the SIO and a grand total (darker, yellow line at very bottom of the list).

Cost Element	Cost Element (Text)		Total plan costs	Total actual costs	Plan/actual variance	P/A var(%)	Currency
540337	Printing Supplies		0.00	347.58	347.58		USD
Debit		*	0.00	347.58	347.58		USD
		**	0.00	347.58	347.58		USD



## KO03 – SIO Master Data Reporting (Continued)



- Option 2: Cost Analysis (Continued)

**Plan/Actual Comparison**

Order: 809000000081 2015 Faculty Training-Printed materials  
 Order Type: UK20 User Code (Statistical Order)  
 Plan Version: 0 Plan/Act - Version  
 Cumulative Data  
 Legal Valuation

Double-click anywhere along a line to drill down to the source document...

Cost Element	Cost Element (Text)	z	Total plan costs	Total actual costs	Plan/actual variance	P/A var(%)	Currency
540337	Printing Supplies		0.00	347.58	347.58		USD
<b>Debit</b>		*	<b>0.00</b>	<b>347.58</b>	<b>347.58</b>		<b>USD</b>
		**	<b>0.00</b>	<b>347.58</b>	<b>347.58</b>		<b>USD</b>

**Display Actual Cost Line Items for Orders**

Layout: 15AP Primary cost posting  
 Cost: 809000000081 809000000081  
 Report currency: USD US Dollar

Double-click anywhere along the line again...

Cost Elem.	Cost element name	z	Val in rep. cur.	Total quantity/PUM	Offet. acct	Name of offsetting account
540337	Printing Supplies		347.58		S 540341	Training Supplies
<b>Order 809000000081 2015 Fac.</b>		*	<b>347.58</b>			
		**	<b>347.58</b>			

## KO03 – SIO Master Data Reporting (Continued)



- Option 2: Cost Analysis (Continued)

This is the source document. The line item with SIO number 809000000081 is highlighted.

**Document Overview - Display**

Doc. Type: SA ( G/L account document ) Normal document  
 Doc. Number: 100000116 Company Code: UK00 Fiscal Year: 2015  
 Doc. Date: 05/28/2015 Posting Date: 05/28/2015 Period: 11  
 Calculate Tax:   
 Ref. Doc.: GA  
 Doc. Currency: USD  
 Doc. Hdr Text: Faculty training expenses

Item	FK	Account	Account short text	Tx Text	Amount	Cost Ctr	Order
1	50	540341	Training Supplies	Training materials	843.76	1012000810	
2	40	540337	Printing Supplies		347.58	1012000820	809000000081
3	40	540322	Food Products		496.18	1012000820	809000000082
*					0.00		

## S\_ALR\_87012993 – SIO Group Report



- Use transaction **S\_ALR\_87012993** to report against an SIO group.

3. Click on the **Execute** icon

1. Ensure the **Fiscal Year**, **From Period**, and **To Period** are as desired

2. Enter the name of the SIO group

Controlling Area	UK00
Fiscal Year	2015
From Period	1
To Period	12
Plan Version	0

Selection groups

Order Group	FACTRAIN15	to	
Or value(s)		to	
Cost Element Group		to	
Or value(s)		to	

- The **Controlling Area** should always be **UK00**, and the **Plan Version** the number zero (0).

## S\_ALR\_87012993 – SIO Group Report (Continued)



- The costs information seen on the right/main side of the screen is based on the highlighted item in the left section of the screen. For example:
  - If the SIO group name is selected at the very top, the costs from all SIOs are rolled together.
  - If only one SIO is selected, only the costs associated with that SIO will be displayed.

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
540322 Food Products	496.18		496.18	
540327 Printing Supplies	347.50		347.50	
* Costs	843.76		843.76	
** Balance	843.76		843.76	

## S\_ALR\_87012993 – SIO Group Report (Continued)

Orders: Actual/Plan/Variance

Order: FACTRAN15 2015 Faculty Training Se  
809000000081 2015 Faculty Train  
809000000082 2015 Faculty Train

Orders: Actual/Plan/Variance Date: 05/28/2015 17:09:54 Page: 2 /

Order/Group: 809000000081 2015 Faculty Training-Printed materials  
Reporting period: 1 - 12 2015

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
540337 Printing Supplies	347.58		347.58	
* Coats	347.58		347.58	
** Balance	347.58		347.58	

Orders: Actual/Plan/Variance

Order: FACTRAN15 2015 Faculty Training Se  
809000000081 2015 Faculty Train  
809000000082 2015 Faculty Train

Orders: Actual/Plan/Variance Date: 05/28/2015 17:09:54 Page: 2 /

Order/Group: 809000000082 2015 Faculty Training-Food products  
Reporting period: 1 - 12 2015

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
540322 Food Products	496.18		496.18	
* Coats	496.18		496.18	
** Balance	496.18		496.18	

## S\_ALR\_87012993 – SIO Group Report (Continued)

- The ability to drill down to the source document is available, if desired.

Orders: Actual/Plan/Variance

Order: FACTRAN15 2015 Faculty Training Se  
809000000081 2015 Faculty Train  
809000000082 2015 Faculty Train

Orders: Actual/Plan/Variance Date: 05/28/2015 17:09:54 Page: 2 /

Order/Group: 809000000082 2015 Faculty Training-Food products  
Reporting period: 1 - 12 2015

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
540322 Food Products	496.18		496.18	
* Coats	496.18		496.18	
** Balance	496.18		496.18	

2. Double-click on the **Orders: Actual Line Items** report

1. Double-click anywhere along the line item

Display Actual Cost Line Items for Orders

Document: Master Record

Layout: 1389 Primary cost posting  
Order: 809000000082 2015 Faculty Training-Food products  
Report currency: USD US Dollar

Cost Elem.	Cost element name	Var. plan org.	Var. (Abs.)	Cost element/DIST	Order cost	Name of affected account
540322	Food Products	496.18	496.18	15540341	Training Supplies	
Order 809000000082 2015 Fac.			496.18			
**			496.18			

3. Double-click anywhere along the line item again

## S\_ALR\_87012993 – SIO Group Report (Continued)

This is the source document. The line item with SIO number 809000000082 is highlighted.

**Document Overview - Display**

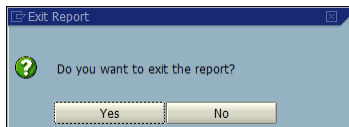
Doc.Type : SA ( G/L account document ) Normal document  
 Doc. Number 100000116 Company Code UK00 Fiscal Year 2015  
 Doc. Date 05/28/2015 Posting Date 05/28/2015 Period 11  
 Calculate Tax   
 Ref.Doc. GA  
 Doc. Currency USD  
 Doc. Hdr Text Faculty training expenses

Item	PK	Account	Account short text	Text	Amount	Cost Ctr	Order
1	50	540341	Training Supplies	Training materials	843.76	1012000810	
2	40	540337	Printing Supplies		347.58	1012000820	8090000000081
3	40	540322	Food Products		496.18	1012000820	8090000000082
*					0.00		

- Click on the green **Back** icon in the Standard Toolbar a couple times to return to the SIO group report.

## S\_ALR\_87012993 – SIO Group Report (Continued)

- The **Exit Report** window may appear a time or two when clicking on the green **Back** icon in this transaction.
  - Click on the **Yes** button to continue going back
  - Click on the **No** button to remain on the same screen



## S\_ALR\_87012282 – SIO & UC Report



- Transaction **S\_ALR\_87012282** can be used to view costs statistically posted using a custom User Code in the **Assignment** field.

The screenshot shows the 'General Ledger Line Items' interface. Callouts provide the following instructions:

- 3. Click on the **Dynamic selections** icon to access the **Order** and **Assignment** fields
- 1. Leave this as the current date
- 2. Click in the checkbox next to **Parked Documents**, otherwise line items from only posted documents would be listed

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- The **Dynamic selections** icon adds a section with additional search fields at the top of the screen.
  - The default fields on the right are highlighted green on the left.

The screenshot shows the 'General Ledger Line Items' interface with the 'Dynamic selections' section expanded. Callouts provide the following instructions:

- 6. Click on the **Execute** icon
- 4. Scroll half way down to find the **Assignment** field
- 5. Enter the User Code

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- With this report there is no ability to double-click on a line item to drill down to the source document.
- The Sort (2), Set Filter, Total, Subtotal, Export, and layout (3) icons are available in the Application Toolbar.

G/L line items

University of Kentucky  
Lexington

Posting Date	Type	DocumentNo	Doc. Date	FK	HP	Assignment	Clearing	Client	Amount in FC	Amount in local cur.	Text
	COCode	0000	G/L acct			530504					Long Text Team Training
	Bus. Area	0101									
05/29/2015	SA	100000117	05/29/2015	40		Jones				750.00	
	* Business Area	0101								750.00	
	** G/L Account	530504								750.00	
	*** Company Code	0000								750.00	
Training Client 510 Lexington											
										750.00	
****											

There is only one line item for this particular User Code

Grand total of all line items for the User Code

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- Use the **Multiple Selection** icon to the right of any field to enter more than one value.

Planning group  
Planning Level  
Account currency  
Document  
Assignment Jones  
Posting Date  
Document Date  
Document Type  
Posting Period

1. Click on the **Multiple Selection** icon

2. Enter the multiple User Codes on the **Select Single Values** tab

3. Click on the **Copy** icon

4. There will now be a green light under the arrow on the **Multiple Selection** icon

Multiple Selection for Assignment

Select Single Values (2)

Select Single Values	Exclude Ranges
Single value	
Jones	
Taylor	

Document  
Assignment Jones  
Posting Date

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- After clicking on the **Execute** icon in the Application Toolbar, the report will now list all line items containing the multiple User Codes.

*G/L line items*

University of Kentucky  
Lexington

Posting Date	Type	Document No	Doc. Date	PK	NR	Assignment	Clearing	Clng doc	Crcy	Amount in FC	Amount in local cur.	Text	
COCode 0900 G/L acct 530504 Long Text Team Travel													
05/29/2015	SA	100000117	05/29/2015	40		Jones			USD		750.00		
05/29/2015	SA	100000117	05/29/2015	40		Taylor			USD		670.00		
* Business Area 0101										USD		1,420.00	
** G/L Account 530504										USD		1,420.00	
*** Company Code 0900										USD		1,420.00	

Training Client 510  
Lexington

Posting Date	Type	Document No	Doc. Date	PK	NR	Assignment	Clearing	Clng doc	Crcy	Amount in FC	Amount in local cur.	Text	
****										USD		1,420.00	

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- To use transaction **S\_ALR\_87012282** for reporting on an SIO, the **Order** field must be added to the available search fields in the **Dynamic selections** section.

*General Ledger Line Items*

3. Click on the **Execute** icon to run the report

1. Scroll to the bottom of this left side and double-click on **Order**

2. Scroll to the bottom of this right side and enter the SIO number in the **Order** field (or use the **Multiple Selection** icon to list multiple SIOs)

Posting Date  
Document Date  
Document Type  
Posting Period  
Posting Key  
Business Area  
Order 809000000081

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- All line items associated with the SIO will display.

University of Kentucky Lexington												
G/L line items												
Posting Date	Type	DocumentNo	Doc. Date	PK	NP	Assignment	Clearing	Clng doc.	Ctry	Amount in FC	Amount in local cur.	Text
GoCode UK00												
Bus. Area 0101												
05/28/2015	SA	100000116	05/28/2015	40		20150528			USD		347.58	
Long Text Printing Supplies												
* Business Area 0101												
** G/L Account 540337												
*** Company Code UK00												
Training Client 510												
Lexington												
G/L line items												
Posting Date	Type	DocumentNo	Doc. Date	PK	NP	Assignment	Clearing	Clng doc.	Ctry	Amount in FC	Amount in local cur.	Text
****												

## S\_ALR\_87012282 – SIO & UC Report (Continued)



- One last note: Feel free to use any of the other fields on the screen or in the **Dynamic selections** section to further refine your search, if desired (i.e. **Cost Center**, **WBS Element**, **G/L account**).



## FBL3N – SIO & User Code Report



- Transaction **FBL3N** can also be used to report against an SIO or User Code.
- The **Dynamic selections** section works exactly as previously discussed with transaction **S\_ALR\_87012282**.
- You can double-click on any line item in this report, and the system will drill you down to the source document, if desired.
- The Set Filter, Sort (2), Total, Subtotal, and layout (3) icons are also available in the Application Toolbar.

## FBL3N – SIO & User Code Report (Continued)



- On the initial **FBL3N** screen it is important to complete the **Line item selection** section before executing the report.

The screenshot shows the 'G/L Account Line Item Display' window. It includes sections for 'G/L account selection', 'Selection using search help', 'Line item selection', and 'Type'. Callouts provide instructions: 'Click on the radio button next to the desired Status', 'The date fields can be left blank (to include everything in the system) or a set date or date range can be entered.', and 'Click in all three checkboxes in the Type section'.

## FBL3N – SIO & User Code Report (Continued)



**G/L Account Line Item Display**

G/L Account: 530504  
Company Code: UK00

PK	Assignment	Doc. No.	Doc. Date	PK	Amount in local cur.	LCurr	%	Cling doc.	Text
	Jones	100000117	0101 SA	05/29/2015	40	750.00	050		
	Taylor	100000117	0101 SA	05/29/2015	40	670.00	050		
						1,420.00			

The User Codes are seen in the **Assignment** column.

A yellow triangle indicates the line item is from a Parked document. A green checkmark indicates the line item is from a Posted document.

Double-click on any line item to drill down to the source document.

**Display Parked G/L Document 010000117 UK00 2015**

Document Date: 05/29/2015  
Posting Date: 05/29/2015  
Document Number: 000000117  
Balance: 00  
Doc. Header Text: Faculty travel expenses  
Company Code: UK00 University of Kentucky Lexington

Doc. No.	Short Desc.	Doc. Date	Amount in doc. cur.	Assignment	Text	Stat.	Cost center	Order
010000117	Team Travel B Cr. S	05/29/2015	1,420.00			0001	0000000001	
010000117	Team Travel B Cr. S	05/29/2015	750.00	Jones		0001	0000000001	
010000117	Team Travel B Cr. S	05/29/2015	670.00	Taylor		0001	0000000001	

## Reports Summary



- Use transaction **KOK5** to obtain a master list of SIOs.
- Use transaction **KO03** to view an SIO's Order Balance or Cost Analysis.
- Use transaction **S\_ALR\_87012993** for reporting on an SIO group.
- Use transactions **S\_ALR\_87012282** and/or **FBL3N** to report on SIOs and User Codes.

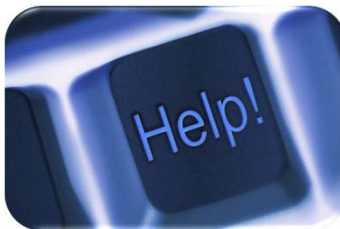


## Unit 2

# Check for Understanding

## myHelp Website

- myHelp-FI\_GU\_322 User Codes & SIO/UC Reporting website:
  - [http://myHelp.uky.edu/rwd/HTML/FI/FI\\_GU\\_322.html](http://myHelp.uky.edu/rwd/HTML/FI/FI_GU_322.html)
  - Contains
    - Quick Reference Cards
    - Link to a printable version of this course manual



## Printing Course Manual (Optional)



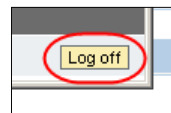
- If you'd like to obtain a printed copy of this course manual, follow the steps below.
  1. Click on the printer (the manual will open in a separate browser window)
  2. Print the course manual
  3. Close the separate browser window
  4. Return to [this](#) course window
  5. Click on the **Continue** button below
- To proceed without printing, click on the **Continue** button below.



## Course Completion – Last Slide



- To complete this WBT, click on the yellow **Log off** button in the lower corner of this window.



- **Note:** This window will close, and you should be returned to the main, myTraining page for this WBT. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation. For example:



You may then safely navigate away from the main page.