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NAF Budget Current & Prior Yrs Plan	
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## Getting Started with SAP

The user is required to log in and out of SAP with a unique ID and password. The first time the user logs into the system, the password will be a generic password that the administrator will provide. Depending on the connectivity, some users will need to access SAP via Citrix. If a user needs to use Citrix, a separate user ID and password will need to be requested and created. Please contact the region technical department to see which access is required.

### Logging on

BAP Logon 640

Double click the SAP Icon on the computer desktop. **SAP Logon** This will open a display window to select the target system. Double click the icon for Production, see below.

Shortcuts Systems Description Syst... Log on 📫 01. Production via NMCI (PR2) 📸 02. Quality Assurance 1 via NMCI (QA1) 📸 03. Development via NMCI (DV2) 📸 04. Sandbox via NMCI (SB1) 📸 05. DV3 📸 06. BW Production via NMCI 10 07. BW Quality Assurance via NMCI 📸 08. BW Development via NMCI 📸 09. NMCI AIMS QA3 10. Production via VPN Groups... 📸 12. Development via VPN 15. BW Production via VPN Server.. 📸 16. BW Quality Assurance via VPN <u>U</u>ser-Defined. 📸 17. BW Development via VPN 10 20. Solution Manager Change Item. ► Delete Item. - | For help, press F1



The SAP logon screen will appear as shown below.

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Client 100	Information
	AIMS/SAP FLEET & FAMILY READINESS
User	Financials, Procurement and General Questions Helpdesk:
Password **********	III MILL_MWR_SAPHelpdesk@navy.mil
	DSN 882-6500 (901) 874-6500
Language	🖶 DSN 882-6791 (901) 874-6791
	Human Resources/Benefits Helpdesk:
	MILL_MWR_ SAPHRHelpdesk@navy.mil
	DSN 882-2251 (901) 874-2251
	🖶 DSN 882-6791 (901) 874-6791
	Central Banking Helpdesk (EFT payment blocks):
	MILL_MWR_EFTRequest@navy.mil
	B DSN 882-2049 (901) 874-2049
	Unauthorized access to this system is prohibited. https://aims.persnet.navy.mil

During the SAP logon process the TAB key is the quickest and most efficient way to toggle between fields. When the TAB key is pressed, the cursor moves to the beginning of the next field.

### Logging on for the first time:

The system administrator will provide an ID and initial password. Enter the following information into the logon screen:

FIELD	DESCRIPTION
Client	Should always be 100
User	Enter user ID provided by administrator
Password	Enter initial password provided by administrator

**Note:** While typing the password, asterisks display in the field as the cursor moves. As a security measure, the system does not display what is typed.

The system will prompt the new user to create a new password. The new password dialog box is displayed below.

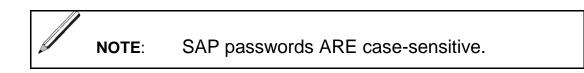
C SAP	× /
New Password	****
Repeat Password	* * * * * * * * * * * * * * * * * * * *
📘 Entry is Case-Sensitive	
<ul><li>✓</li></ul>	

Enter a new password using the rules that follow. Once the new password is entered, click the green check mark or press "ENTER" on the keyboard.

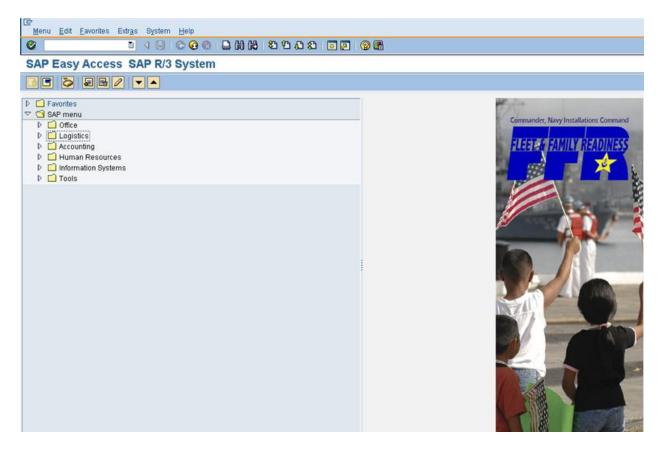
### **Rules for Passwords**

- 1. Passwords must have at least 8 characters.
- 2. Passwords ARE case sensitive.
- 3. Passwords must contain an upper case letter, a lower case letter, a special character, and at least one number. Any combination of alphanumeric characters may be used.
- 4. Do **NOT** begin a password with any of the following: a question mark, an exclamation point or a blank space.
- 5. Do NOT begin a password with three identical characters (for example, bbbat)
- 6. Do NOT begin a password with any sequence of three characters that is contained in the User ID (for example, "smi", if User ID is "sea\_dsmi"
- 7. Do NOT use "password" for password
- 8. Do NOT use any of the last five passwords used (does not apply for first time log on)

### THE USER WILL BE PROMPTED TO CHANGE THE PASSWORD EVERY 90 DAYS. DO NOT USE A PREVIOUSLY USED PASSWORD WHEN PROMPTED TO CHANGE THE PASSWORD TO A NEW ONE.



After logging on the SAP Easy Access Menu Screen will be displayed.



### Logging Off

To log off SAP, follow these steps:

1. From the menu bar, choose *System*  $\rightarrow$  *Log Off* or click the in the upper right corner of the window.



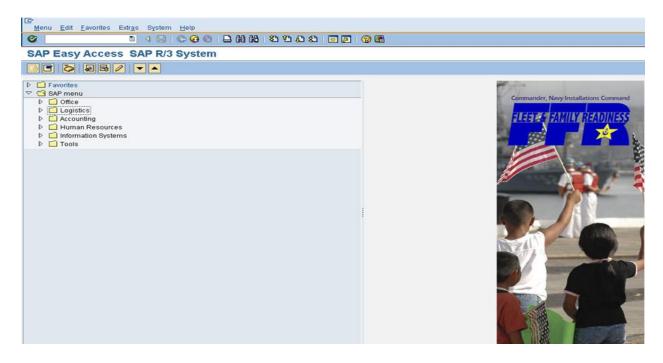
2. The Log Off dialog box appears (as shown here) informing the user that any data not saved will be lost.



3. If the user is certain there is no data to save, click **Yes**. All the SAP sessions will close and the system will return to the desktop Windows environment. The user is successfully logged off the system.

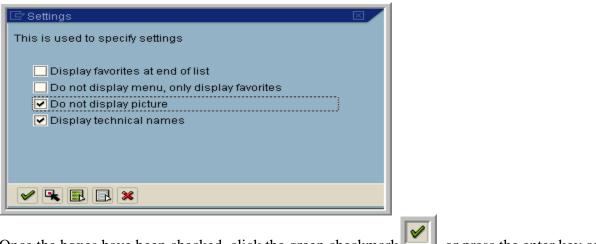
### Set up Maintenance

For first time users the initial SAP screen displays a picture that can be removed.



Go to menu path *Extras* -> *Settings* on the top toolbar. A box will display similar to the following. Check the following boxes:

- Do not display picture (personal choice)
- Display technical names (adds the t-codes to the main menu).

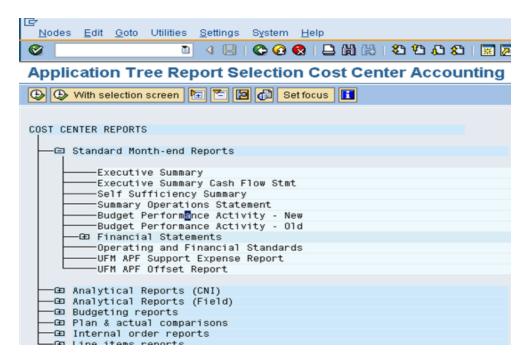


Once the boxes have been checked, click the green checkmark , or press the enter key on the keyboard.

### Setting Expert Mode

To allow for more flexibility to change the layout of reports, the user must have the Expert Mode active. This is a one-time setup.

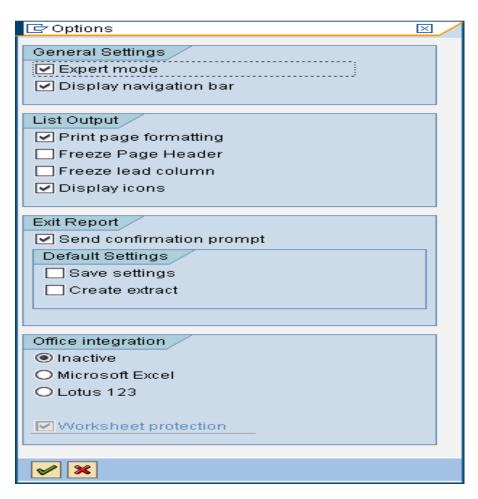
Using T-code **KSBB**, open any report. The example uses the Budget Performance Activity Report-New, which is under the Standard Month-end Reports node.



From the selection criteria screen use drop down menu *Environment* $\rightarrow Options$  to set the user report options.

Program Edit Goto I	En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp	
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Selection groups		
Cost Center Group		
or single value(s)	to	

Once "Options" is clicked the following box will appear. Click the button to activate **Expert Mode**. Always check the Print Page Formatting box to allow for the proper page breaks in the printed report.



Also, using the Freeze page Header allows the header to display when scrolling vertically. Freeze lead column prevents the lead column from being lost when scrolling horizontally.

This option is also available after the report processes by using the Options icon at the top of the Report screen.

□ Freeze Page Header         □ Freeze lead column         □ Display icons         □ Display icons         □ Exit Report         □ Send confirmation prompt         □ Default Settings         □ Create extract         □ Office integration         ○ Lotus 123         □ Worksheet protection	[ट Report Edit <u>G</u> oto View Extr <u>a</u> s <u>S</u> ettings	System	<u>H</u> elp	
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General Settings   Expert mode   Display navigation bar     List Output   Print page formatting   Freeze Page Header   Freeze lead column   V Display icons     142,520   22   19,484   912-   92- <th>C Options</th> <th></th> <th></th> <th></th>	C Options			
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<ul> <li>✓ Print page formatting</li> <li>Freeze Page Header</li> <li>Freeze lead column</li> <li>✓ Display icons</li> <li>✓ Display icons</li> <li>✓ Send confirmation prompt</li> <li>✓ Default Settings</li> <li>Save settings</li> <li>✓ Create extract</li> <li>✓ Office integration</li> <li>✓ Microsoft Excel</li> <li>✓ Lotus 123</li> <li>✓ Worksheet protection</li> <li>✓ Worksheet protection</li> </ul>	Display navigation bar			
<ul> <li>✓ Print page formatting</li> <li>Freeze Page Header</li> <li>Freeze lead column</li> <li>✓ Display icons</li> <li>✓ Display icons</li> <li>✓ Send confirmation prompt</li> <li>✓ Default Settings</li> <li>Save settings</li> <li>✓ Create extract</li> <li>✓ Office integration</li> <li>✓ Microsoft Excel</li> <li>✓ Lotus 123</li> <li>✓ Worksheet protection</li> <li>✓ Worksheet protection</li> </ul>	List Output			
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Exit Report       912- 912- 912- 912- 912- 912- 912- 912-	Display icons		10,484	52
Exit Report       912-         Send confirmation prompt       152,093         Default Settings       2,902-         Save settings       51,920         Create extract       6,431-         Office integration       924         924       922         O Microsoft Excel       2,488         Vorksheet protection       2,488		1		316
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Save settings       51,920       52         Create extract       6,431-       44         Office integration       924       924         O Microsoft Excel       922       922         O Lotus 123       2,488       2         ✓ Worksheet protection       2,488       2				839
□ Create extract       6,431 -       44         □ Create extract       536,007       83         ○ Microsoft Excel       924       922         ○ Microsoft Excel       2,488       2         ○ Worksheet protection       2,488       2				3 522
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✓ ※		1	691,510	1,217
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When complete, click the green check mark . This is a one-time setup and all reports will display according to the fields chosen. Changes can be made as necessary using these same steps on future reports.

The system will return to the selection criteria screen. Choose the report: Budget Performance Activity-New under the Standard Month End Reports node.

This report displays the Budget (labeled Plan within SAP), the actual amount, the variance between the two, the percentage of variance and the prior year amount. This is at least a three-page report depending on the selection variables.

Once the specific report has been selected for viewing and after double clicking on the report line description, the selection criteria screen will appear. Each report's selection criteria screen will vary depending on which report the user wishes to view.

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Budget Performance Activity - New: Selection							
🕒 🔁 📇 Variation 👪 Output Par	rameters Data Source Extract Parameters						
Selection values Fiscal Year Period Plan Version	2008 Change defaults if necessary 0 Enter highest hierarchy						
Selection groups Cost Center Group or single value(s)	1015-101      ▲     Ievel       to     ➡						

Enter the cost center group as defined by the program represented by the user or a single cost center in the second option. Choose either a Cost Center Group or a Single Cost Center. Values cannot be entered in both fields! Once the fiscal year, period and cost center group has

been entered, click the execute button. The system will post messages on the bottom tool bar as the report is being generated. Once the report generates, the screen will display similar to the following.

NOTE:	Ranges of cost centers may also be entered in the Single Values, but
	all cost centers in the group will be included. Cost centers within a
	range can not be omitted. Multiple single values can be entered (not
	in a range, by using the arrow facing right 🛃 .

Er <u>Report Edit Goto View Extras Settings</u> Sy	stern	Help							
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		924	1,300	376-	29-	1,293	5940	00 OTHER COMMISSIONS	

### **Open command window**

The command window can be opened or closed by clicking the icon on the upper left of the screen.

⊡ Menu <u>E</u> dit <u>Favorites Extra</u> s S <u>y</u> stem <u>H</u> elp
Ø MICCS III HHI 19 10 11 11 10 11
SAP Easy Access SAP R/3 System

Once the command window is open the display will change to the following. The user can enter the t-code in this box for the transaction to be used.

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<u>M</u> enu	Edit	<u>F</u> avorites	Extr <u>a</u> s	System	<u>H</u> elp						
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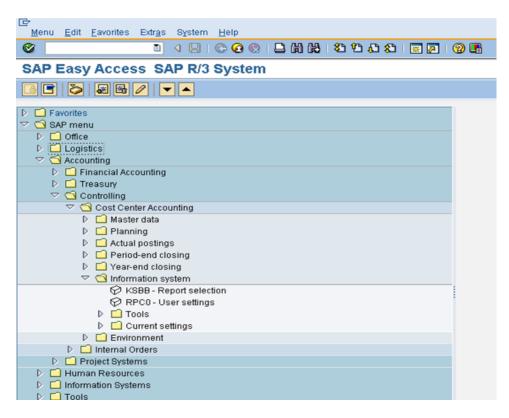
### Navigating SAP

Within the SAP system, there is usually more than one way to perform a task:

- 1. The user can select the task from a series of *menus and functions*. With menus, the user can easily find the application by opening folders on the *Easy Access Menu* without having to memorize any special codes.
- 2. The user can enter a *transaction code* (T-code) in the command field. With transaction codes, the user can go directly to a task without having to travel through several different layers of menus.
- 3. *Favorites menu*, the user can create or combine functions into a custom user menu. A custom menu allows the user to quickly find and choose a function/transaction, without having to navigate through multiple levels of menus.

### Using Easy Access Menu to select a task

To choose an application, such as Accounting, double click the appropriate application from the Easy Access menu, as shown below. One can surmise from this view, the Easy Access menu mirrors functionality with Windows Explorer. The nodes may be expanded or collapsed as the user drills deeper into the structure. It is a more visual way of navigating through the system.



### Using Transactions Codes to select a task

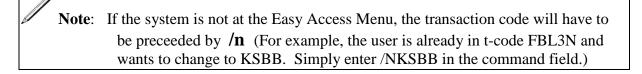
A transaction code is a variable length character code that takes the user directly to the screen for the task to perform. For example, when requesting a report from SAP CO, the user can put transaction code **KSBB** – the transaction code for management reports, directly into the

command field and go to that transaction with one click on the green check mark

Transaction codes can be used to access tasks in other applications simultaneously while remaining in the current transaction code. By using valid transaction codes, the user can go from task 1 in management reports application to task 2 in general ledger accounts application.

Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. "KSBB" and "FBL3N" are both valid transaction codes. Enter transaction codes in the command field.

¢							Command	d Field	
<u>D</u> ocument	<u>E</u> dit <u>G</u> ot	o <u>V</u> iew	System	<u>H</u> elp					_
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Display Document: Initial Screen									
Document List   First Item / Editing Options									



### **Stop a Transaction**

Often when running a report, the system seems to grind and grind with no response. SAP has provided an exit for those occasions. If the system seems to be non responsive after the execute button has been clicked, go to the upper left corner of the screen and click to open the icon illustrated in the diagrams below.

Document	<u>E</u> dit	<u>G</u> oto	⊻iew	System	<u>H</u> elp	
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Choose Stop Transaction.

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Ma <u>x</u> imize	
<u>C</u> lose Alt+F4	
Create Session Stop Transaction Contractio	

By using this exit strategy the system will stop the executed transaction and return to the Easy Access Menu.

### **SAP Icons**

Depending on the task being performed, certain buttons will be available in the standard toolbar and in the application toolbar. These buttons have various functions such as Save, Display, Enter or Exit. The typical SAP application toolbar is shown below.

l⊆r Nodes <u>E</u> d	t <u>G</u> oto	Utilities	<u>S</u> ettings	System	<u>H</u> elp <b>∢</b>		Standar	d Toolbar	
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Application Tree Report Selection Cost Center Accounting									
🕒 🕀 With	selection	screen 🧗	I 🔁 🖪	🛛 🔂 Se	et focus 🔢 🗲		Applicati	on Toolbar	

To choose a function with one of these buttons, simply click on the appropriate button.

	Enter	<b>O</b>	Back one Screen
	Cancel	<b>@</b>	Exit
	Execute		Overview
8008	Previous and Next Pages		Print
8	Save/Post	3	Header Information
	Start new Session		Export Report
	Help Icon		SAP Options Icon

# Icon Identifiers

## **Managing Your Favorites**

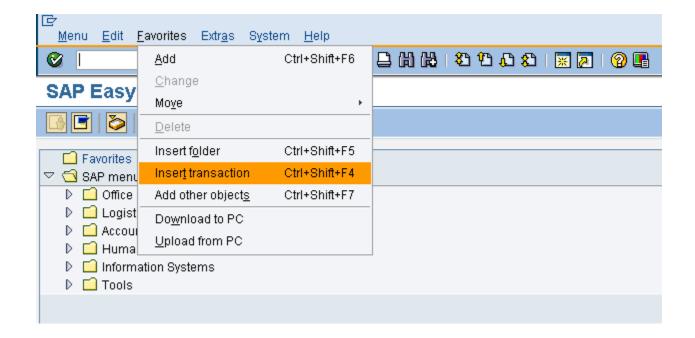
### **Adding Favorites**

One of the more productive ways of working within SAP is to use the Favorites procedure. Generally a user processes the same T-codes over and over. SAP has a built-in method of gathering all of these procedures into one area labeled Favorites. This allows the user to find their T-code easily without looking for it in the menus or memorizing it.

There are different methods on adding favorites to a user ID. The user can choose which method they feel comfortable using.

### 1) Insert Transaction

On the main menu in SAP click on Favorites>Insert Transaction



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SAP Easy Access SAP R/3 System								
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Favorites								
<ul> <li>✓ G SAP menu</li> <li>▷ G Office</li> </ul>	Enter the T-							
<ul> <li>Image: Contract of Contract o</li></ul>	code							
Accounting								
Transaction Code ksbb								
X	Click on the green check							
	mark							

Enter the T-code and then click on the green check.

Continue with this process to add more T-codes.

For Activity Managers, the following T-codes are recommended:

KSBB -Cost Center Reports
KS03 -Display Cost Center
KSH3 -Display Cost Center Group
KP06 -Budget Changes
ART0 -Asset Accounting Reports
AS03 -Display Asset
FBL3N-G/L Account Line Item Display
FB03 -Display Document
F.99 -Accounts Receivable Reports
F.98 -Accounts Payable Reports

ME2N-Purchasing Documents by Document Number

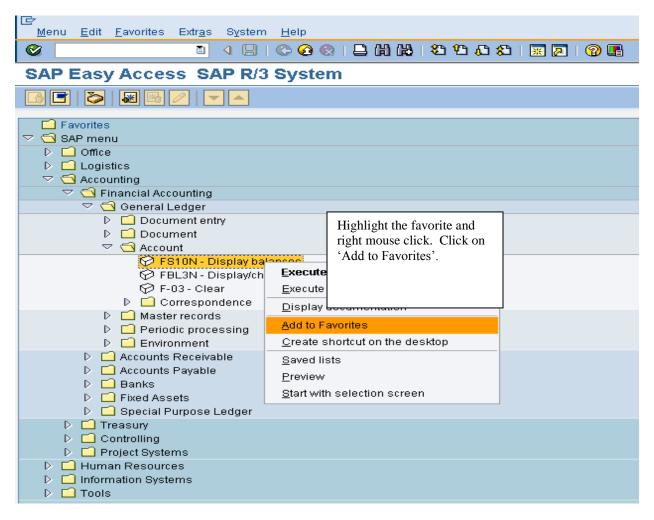
### 2) Drag and Drop

If the user finds a T-code in a menu, it can be added by dragging and dropping it under the Favorites folder.

SAP Easy Access SAP R/3 System     SAP Easy Access Supplying the syste
Image: Second seco
<ul> <li>Favorites</li> <li>SAP menu</li> <li>Office</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>SAP menu</li> <li>Office</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>Office</li> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>Logistics</li> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>Accounting</li> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>Financial Accounting</li> <li>General Ledger</li> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
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<ul> <li>Document entry</li> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
<ul> <li>Document</li> <li>Account</li> <li>FS10N - Display balances</li> </ul>
💬 FS10N - Display balances
🖓 EBL2N – Dienlav/shanga ling itoma
Ø F-03 - Clear
<ul> <li>Correspondence</li> <li>Master records</li> </ul>
P C Master records P C Periodic processing
Environment
Accounts Receivable
▷ 🛄 Accounts Payable
D 🗖 Banks
Fixed Assets
D D Special Purpose Ledger
D Contracting
Controlling Project Systems
<ul> <li>Project systems</li> <li>Human Resources</li> </ul>
Information Systems

### 3) Add Manually

If the user finds a T-code in the menu, it can be added by right mouse clicking and clicking on 'Add to Favorites'.

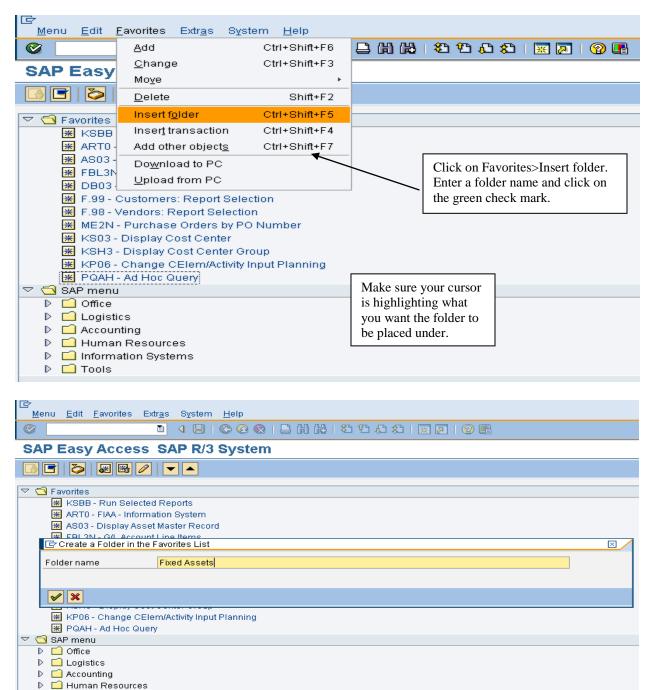


Once your favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.

I⊂ Menu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp							
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SAP Easy Access SAP R/3 System							
🗢 🔁 Favorites							
KSBB - Run Selected Reports							
😹 ART0 - FIAA - Information System							
🗶 AS03 - Display Asset Master Record							
⊮ FBL3N - G/L Account Line Items							
🗶 DB03 - Parameter changes in database							
🗶 F.99 - Customers: Report Selection							
■ F.98 - Vendors: Report Selection							
ME2N - Purchase Orders by PO Number							
😹 KS03 - Display Cost Center							
🕱 KSH3 - Display Cost Center Group							
KP06 - Change CElem/Activity Input Planning							
ROAH - Ad Hoc Query							
SAP menu							
D 🗋 Office							
Logistics							
D 🖸 Accounting							
👂 🛄 Human Resources							
Information Systems							
D 🖸 Tools							

### **Inserting Folders**

If a user has several T-codes, folders can be added to organize. This is up to the user. Folders do not have to be created. To add a folder, click on Favorites>Insert folder. The user can then drag and drop the T-codes into the appropriate folders.



Information Systems

Tools

After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.

 <u>M</u> enu _ <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp					
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SAP Easy Access SAP R/3 System					
🗢 🔁 Favorites					
🗢 🔁 Fixed Assets					
😹 ART0 - FIAA - Information System					
😹 AS03 - Display Asset Master Record					
🗢 🔁 AR					
🗰 F.99 - Customers: Report Selection					
🗢 🔁 Cost Centers					
😹 KP06 - Change CElem/Activity Input Planning					
😹 KS03 - Display Cost Center					
😹 KSH3 - Display Cost Center Group					
🗢 🔁 AP / Procurement					
🗰 F.98 - Vendors: Report Selection					
😹 ME2N - Purchase Orders by PO Number					
🗢 🔁 Reports					
🔀 KSBB - Run Selected Reports					
🔀 FBL3N - G/L Account Line Items					
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Information Systems					
D 🗋 Tools					

### **Change Favorite Text**

The description for the T-code may or may not make sense to the user. This description can be changed to make more sense. For example, FIAA T-code says FIAA- Information System. To most users, the title 'Fixed Asset Reports' might make more sense. To change a favorites description, single click on the favorite to highlight it. Right mouse click and change the description.

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RT0 - FIAA - Information 9	Systemi	1
😹 AS03 - Display Asset Mas	Execute: FIAA - Information System	
D 🖸 AR	Execute in new window	
<ul> <li>Cost Centers</li> <li>AP / Procurement</li> </ul>	Display documentation	
D C Reports	<u>C</u> hange favorite	
ROAH - Ad Hoc Query	<u>D</u> elete favorite	
SAP menu	<u>I</u> nsert folder	
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<ul> <li>Logistics</li> <li>Accounting</li> </ul>	Add other objects	
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Information Systems	<u>S</u> aved lists	
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	Start with selection screen	

Enter a text that is more meaningful.

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<ul> <li>Favorites</li> <li>Fixed Assets</li> <li>ARTO - FIAA - In</li></ul>	Asset Master Record          Fixed Asset Reports		Enter a description and then click on the green check mark.	

The text will change.

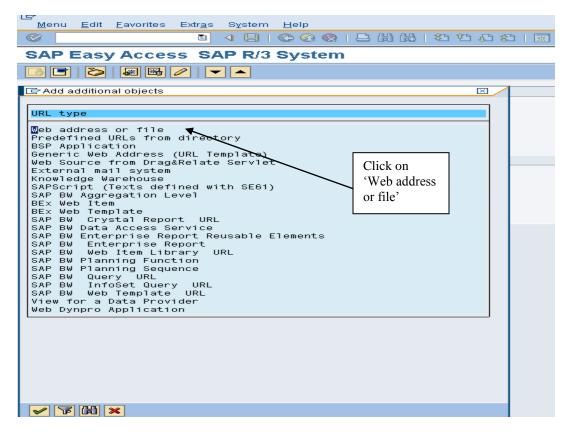
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🗢 🔂 Favorites								
<ul> <li>Fixed Assets</li> <li>ARTO - Fixed Asset Reports</li> <li>AS03 - Display Asset Master Record</li> <li>AR</li> <li>Cost Centers</li> <li>Cost Centers</li> <li>AP / Procurement</li> <li>Reports</li> <li>PQAH - Ad Hoc Query</li> <li>SAP menu</li> </ul>	The text was changed							
<ul> <li>D file</li> <lid file<="" li=""> <li>D file</li></lid></ul>								

### **Inserting Web pages**

There are several web pages that users have to refer to while conducting their job. SAP allows URL addresses to be added as favorites. Highlight the folder that the URL address should go under and click on Favorites>Add other objects.

I⊆≁ Menu Edit F	avorites Extr <u>a</u> s S <u>v</u> st	tem <u>H</u> elp	
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🗢 🔁 Favorites	Insert f <u>o</u> lder	Ctrl+Shift+F5	
Fixed /	Inser <u>t</u> transaction	Ctrl+Shift+F4	
D 🗖 AR	Add other object <u>s</u>	Ctrl+Shift+F7	
D Cost C	Do <u>w</u> nload to PC		
D C Repor	<u>U</u> pload from PC		
🛞 PQAH -	Ad Hoc Query		-
🗢 🔁 SAP menu			
🛛 🕨 🗀 Office			
📔 🕑 🗀 Logisti	cs		
📔 🖻 🗀 Accoun	iting		
📔 🖻 🗀 Humar	n Resources		
🔋 🕒 🗋 Informa	ation Systems		
🕨 🗋 Tools			

Double click on Web address or file.



Enter the text and web address.

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SA	P Easy Access	SAP R/3 System					
	🖻   🏷   😹 🔀 🥖		Enter a text in the text box. Enter the				
	Savorites		web page address then in the Web				
	<ul> <li>Fixed Assets</li> <li>AR</li> </ul>	1	address field. Click on the green				
	Cost Centers		check mark.	j			
	AP ( Procurement Add a Web address or	file path					
	Text	CNIC Web Page					
$\bigtriangledown$	Web address or file	www.mwr.navy.mil 🖌		<b>a</b>			
	Continuation						
l i	> 🗋 Tools						

The web address will appear in the favorites and can be executed without exiting SAP.

I ⊆ Menu Edit Eavorites Extras System	n <u>H</u> elp
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SAP Easy Access SAP R/3	3 System
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<ul> <li>✓ Carries</li> <li>✓ URL - CNIC Web Rege</li> <li>▷ Fixed Assets</li> <li>▷ AR</li> <li>▷ Cost Centers</li> <li>▷ AP / Procurement</li> <li>▷ Reports</li> <li>※ PQAH - Ad Hoc Query</li> </ul>	Double click to go to web page
<ul> <li>SAP menu</li> <li>Office</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> <li>Information Systems</li> <li>Tools</li> </ul>	

### **Adding Files**

Files can also be added to the favorites. Any Microsoft product (excel, word or powerpoint) can be added. The file can only be accessed when the drive associated to it is available. For example, if a file from the local C drive is added, it will only be available when logged on to that machine. If a file has been added from a shared drive, the file will be available as long as the computer has access to the shared drive.

Highlight the folder that the document should go under and click on Favorites>Add other objects.

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SAP Easy	<u>C</u> hange	Ctrl+Shift+F3	
	Mo <u>v</u> e	•	
	<u>D</u> elete	Shift+F2	
Favorites	Insert f <u>o</u> lder	Ctrl+Shift+F5	
Fixed /	Inser <u>t</u> transaction	Ctrl+Shift+F4	
	Add other object <u>s</u>	Ctrl+Shift+F7	
D Cost C	Do <u>w</u> nload to PC		
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😿 PQAH -	Ad Hoc Query		
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▷ □ Office			
D Logistic	s		
🔋 🕒 Account			
🔋 🖻 🗋 Human	Resources		
🔋 🗈 🗀 Informa	tion Systems		
D D Tools			

Double click on Web address or file.

L⊈? MenuEdit _Eavorites Extr <u>a</u> s System <u>H</u> elp	
	80 40 40 80   🛒
SAP Easy Access SAP R/3 System	
Add additional objects	
URL type	
Web address or The Predefined URLs from directory	
BSP Application Generic Web Address (URL Template)	
Web Source from Drag&Relate Serviet	
External mail system Knowledge Warehouse	
SAPScript (Texts defined with SE61) Of file'	
BEx Web Item BEx Web Template	
SAP BW Crystal Report URL	
SAP BW Data Access Service SAP BW Enterprise Report Reusable Elements	
SAP BW Enterprise Report SAP BW Web Item Library URL	
SAP BW Planning Function SAP BW Planning Sequence	
SAP BW Query URL	
SAP BW InfoSet Query URL SAP BW Web Template URL	
View for a Data Provider Web Dynpro Application	
✓ F H ×	

Enter the text and then browse for the document.

⊡ Menu <u>E</u> dit <u>F</u> avorites	Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp					
SAP Easy Acces	s SAP R/3 System					
📑 📑 🔰 🐺 👪		Enter a text and then use the browse functionality to				
		search for the document.				
Favorites	Pana	Click on the green check				
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Continuation						
<ul><li>✓ ×</li></ul>						
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The document is now available under the Favorites folder.

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	Double click on
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D Cost Centers	
D AP / Procurement	
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## The Business Workplace

### Purpose

One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled from entirely within the SAP environment without the necessity of going outside the system. This part of **The Business Workplace** is called SAP Mail and is, in fact, an internal e-mail system.

The Business Workplace has six working environments for processing documents and messages. The working environments are as follows and are flagged with symbols.

Working Environment	Description
Inbox	Under <i>Documents</i> , you find all the documents sent to you and their resubmissions. Under <i>Unread</i> <i>Documents</i> , you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window).
Outbox	Under <i>Documents</i> , you will find an overview and other information about the documents sent to you.
Resubmissions	Under <i>Documents</i> , you will find the documents that are to be resubmitted to the user's inbox at a later date.
Private Folders	Folder structure that you create yourself to manage documents, lists, messages, etc.
Shared Folders	Folder structure for publishing and/or managing information on an enterprise or group-specific basis.
Subscribed Folders	The folders that you subscribe to are listed here. HQ does not support this function at the present time.
Trash Folder	Deleted folders, documents, lists and messages are stored here temporarily and you have the option of reversing the deletion.

The entry into any personal workplace is through opening SAP Easy Access Menu Tree as shown below:

### SAP Menu>Office>SBWPWorkplace

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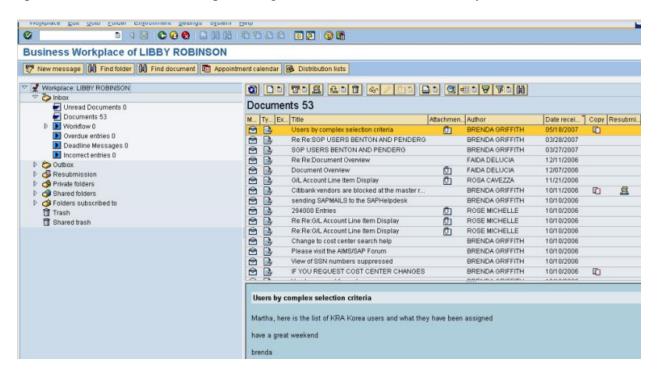
The individual working environments are shown after expanding the Workplace tree.

Business Workplace of LIBBY ROBINSON					
	1 <sup>(1)</sup> A A I <b>X</b> I <b>( ) I</b>				
Business Workplace of LIBBY ROBINSON					
💯 New message 🕼 Find folder 🕼 Find document 🔤 Appointme	nt calendar 🛛 🚘 Distribution lists				
<ul> <li>Workplace: LIBBY ROBINSON</li> <li>Inbox</li> <li>Outbox</li> <li>Private folders</li> <li>Shared folders</li> <li>Folders subscribed to</li> <li>Trash</li> <li>Shared trash</li> </ul>	Business Workplace				

Further expansion of the tree shows the individual factors that make up the Inbox, for example.

Business Workplace of LIBBY ROBINSON
Business Workplace of LIBBY ROBINSON
🕅 New message 🛱 Find folder 🛱 Find document 🖬 Appointm
<ul> <li>Workplace: LIBBY ROBINSON</li> <li>Inbox</li> <li>Unread Documents 0</li> <li>Documents 53</li> <li>Workflow 0</li> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> <li>Incorrect entries 0</li> </ul>
<ul> <li>Outbox</li> <li>Resubmission</li> <li>Private folders</li> <li>Shared folders</li> <li>Folders subscribed to</li> <li>Trash</li> <li>Shared trash</li> </ul>

At the present time, the Workflow procedures are not enabled. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.



The previous screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.

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Users by complex selection criteria	
Created I BRENDA GRIFFITH	on 05/18/2007 13:52:08
Changed 🗐 BRENDA GRIFFITH	on 05/18/2007 13:52:55
Martha, here is the list of KRA Korea users and what they have been assigned	
have a great weekend	
brenda	
Lears by complex selection criteria	
Users by complex selection criteria	

To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.

🕎 New message 🛗 Find folder	🛗 Find document 🔤 Appointment calendar 🐼 Distribution lists

Clicking on this icon opens a window that allows the user to create, edit and attach documents to the message they wish to send within the SAP mail system.

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Create Document and Send								
Title Batch Naming Convention								
Document contents Attributes								
Hello,								
It is imperative that batch sessions now be identified with base abbreviations. This will help identify batch sessions more quickly by the field personnel, as well as help HQ identify batches by region.								
For example, if you are running a recurring entry for mooring, please include your base abbreviation and the type of transaction in your batch session name: SDG_MOORING or SDG_RECUR01. Your base								
abbreviation is also the first three letters of your user ID.								
Lif you have questions, please contact the SAP Helpdesk								
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To send the communication to a particular recipient, merely type a partial last name combined with a wild card \* (asterisk) to search for the user. It is NOT necessary to enter a Recipient type. (The wild card \* (asterisk) can be used for many searches in SAP.)

Note the three checkboxes to the right of the Recip. Type. The "Lightning Bolt" checkbox allows Express mail. The SAP definition of Express mail means that as long as the recipient is in the SAP system, they will be notified that mail awaits them. This notification will show on their screens as illustrated below.

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By clicking on the Execute button , the recipient may instantly see the document. If speed is not a priority, the message will remain in the Inbox to be read at the recipient's leisure.

# Introduction

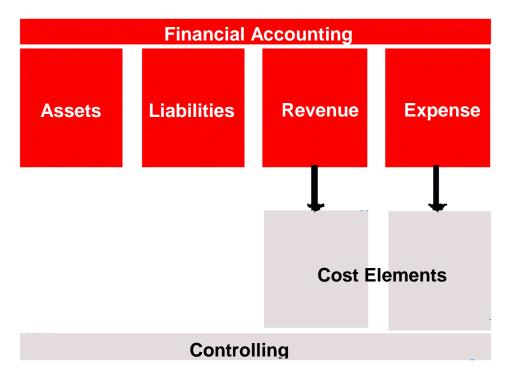
This manual is designed to give the Activity Manager a general overview of basic navigating within SAP as well as how to execute financial reports in SAP. The Controlling Reports display in a standard, functional format; but are quite flexible and user friendly. Users are encouraged to try different criteria to obtain reports that meet requirements as needed. Users are also encouraged to run reports as often as needed, not just at the end of the month.

If a report is not discussed in this manual, please contact the SAP HelpDesk for assistance, if necessary.

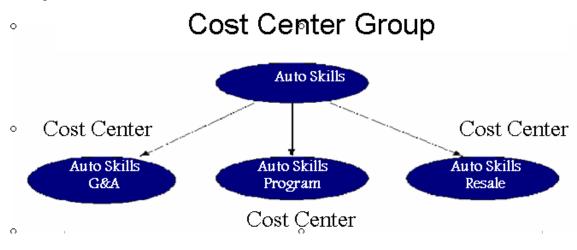
 $MILL\_MWR\_SAPHelpdesk@navy.mil$ 

# What is Controlling?

The Controlling module (CO) in SAP deals with the responsibility aspect of financial accounting. No actual postings are made in Controlling, instead all transaction information flows to Controlling through the other modules of SAP. The Controlling module provides the most flexible business income and expense reporting for program managers.



At the core of Controlling is the cost center, which represents a location where revenues and expenses originate. Cost centers are then grouped in various ways, via hierarchies, to facilitate management review.



## Hierarchies

HQ has created several hierarchy groups to allow different views of cost center information. In addition, the hierarchy structure allows reports to be generated at logical dividing points such as by activity, groups of activities and company codes. The menu tree, the structure that combines the hierarchy pieces, starts at the highest organizational level. Depending on the operation, every activity will have a <u>minimum</u> of two cost centers; one being a G & A cost center. To view these hierarchies, use the following menu path:

# **Menu path:** Accounting $\rightarrow$ Controlling $\rightarrow$ Cost Center Accounting $\rightarrow$ Master Data $\rightarrow$ Cost center group $\rightarrow$ Display

## T-Code: KSH3

Group nodes are identified as a number that consists of a SAP Company code plus three or four additional numbers (ie. 1154-XXXX). Enter the user's hierarchy number (group node) in the

text box. Click the green check

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	NS GREAT LAKES GENERAL FUND 1015 GENERAL FUND G/A 1015 DIRECTOR G/A 1015 BLOCKED ACCOUNTING G/A 1015 PERSONNEL & TRAINING G/A 1015 COST Center MARKETING G/A 1015 MARKETING G/A 1015 COMPUTER SERVICES G/A 1015 CENTRAL WAREHOUSE G/A 1015 CONTRACT EMPLOYEES G/A 1015 CONTRACT EMPLOYEES G/A 1015 GENERAL FUND UFM 1015
	NS GREAT LAKES UNIT ALLOCATIONS 1015 UNIT ALLOCATIONS G/A 1015
□ 1015-4003	NS GREAT LAKES RECYCLING PROGRAM 1015

The system will display the hierarchy requested as seen in the following display.

Use the Expand and Collapse buttons to provide more/less details of the hierarchy. Click on any desired folder to expand or collapse that region of the hierarchy and to view cost centers.

The different nodes represent different levels in the organizational chart. Each node is a reporting node that will offer summary level or detailed level financial information for all subordinate nodes or cost centers. The cost centers are identified as the four or five digit numbers at the lowest level of the hierarchy (ie. 3657).

To display the underlying master data information about the cost center, double click on the cost center NUMBER. The following screen will display. Fields need to be verified for accuracy, description, category and additional fields.

Image: Control Ing Area       2000       AlMS Controlling Area       2000       AlMS Controlling Area         Valid From       10/01/1950       to       12/31/9999         Basic data       Control Templates       Address       Communication       Add. fie       Image: Control Ing Area         Names       GLK GENERAL FUND G       Image: Control Ing Area       Control Ing Area       Image: Control Ing Area         Names       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Names       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Names       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Name       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Name       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Name       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area         Name       GLK GENERAL FUND G       Image: Control Ing Area       Image: Control Ing Area       Image: Control Ing Area	Cost Center Edit Goto Extr							
Cost Center       3658       GLK GENERAL FUND G         Controlling Area       2000       AIMS Controlling Area         Valid From       10/01/1950       to       12/31/9999         Basic data       Control       Templates       Address       Communication       Add. file       Image: Communication         Names       GLK GENERAL FUND G       Description       GLK GENERAL FUND G       Image: Communication       Communication       Add. file       Image: Communication		- 4 🕒   😋 😪   🗅 🛗 🖧   巻 竹 む む   📰 🗖   🕲 🖪						
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Controlling Area       2000       AIMS Controlling Area         Valid From       10/01/1950       to       12/31/9999         Basic data       Control       Templates       Address       Communication       Add. fie       Image: Communication         Names       OLK GENERAL FUND G       Description       GLK GENERAL FUND G/A 1015       Image: Communication         Basic data       User Responsible       Image: Control MIDWEST       Image: Control MIDWEST       Image: Control MIDWEST         Installation code       10015       CATEGORY A       Image: Company Code       1015         Hierarchy area       1015-4001       NS GREAT LAKES GENERAL FUND 1015         Business Area       USD       Image: Currency       USD	C Drilldown							
Names       GLK GENERAL FUND G         Description       GLK GENERAL FUND G/A 1015         Basic data       Image: Context Co	Controlling Area 2000 Valid From 10/01/1	AIMS Controlling Area 1950 to 12/31/9999						
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Click the Add. Fields tab to expose the underlying old RAMCAS activity and department; verify for accuracy.

<u>Cost Center</u> <u>E</u> dit <u>G</u> oto E	xtr <u>a</u> s En <u>v</u> ironment System <u>H</u> elp
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RAMCAS activity RAMCAS department	00 ADMINISTRATION 00 G & A
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Cost centers are used by SAP to represent a location that generates revenue and expenses. Imagine a tree surrounded by buckets. As the raindrops fall from the leaves, they are collected in the buckets. Likewise, revenue and expenses (raindrops) are posted to activities and departments via cost centers (buckets). Cost centers are grouped through the hierarchy into decision, managerial and responsibility groups to facilitate queries and reporting. F & FR cost center master data includes the RAMCAS category, activity and department designators.

Cost centers and cost center groups are maintained by F & FR Headquarters. The field can request additional cost centers or changes to existing cost centers or cost center groups by submitting a "Create/Change Cost Center Request Form." This request can be found on the Information Technology page of our website at <u>http://www.mwr.navy.mil/</u>.

For any questions regarding the use of the AIMS/SAP processes, notify the SAP help desk at MILL\_MWR\_SAPhelpdesk@navy.mil

Click the green arrow back button it to return to previous screens and menus.

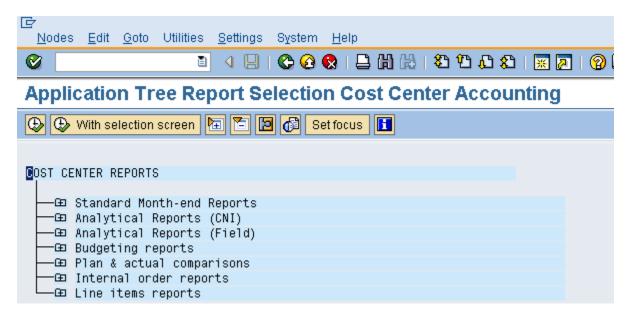
As mentioned earlier, the Controlling module provides the most flexible reporting for business income and expenses. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.

The SAP Controlling reports can be found through the following menu path:

**Menu Path**: Accounting  $\rightarrow$  Controlling  $\rightarrow$  Cost Center Accounting  $\rightarrow$  Information system  $\rightarrow$  Report selection.

# (T-Code: KSBB)

The following report tree will be displayed



Open the folder for Standard Month-end reports by clicking once on the folder. Select the desired report by double clicking on the report line description. The screen will look similar to the following screen.

⊡⊂ Nodes <u>E</u> dit <u>G</u> oto Utilities <u>S</u> ettings S <u>γ</u> stem <u>H</u> elp								
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Application Tree Report Selection Cost Center Accounting								
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COST CENTER REPORTS								
Executive Summary Cash Flow Stmt Self Sufficiency Summary Summary Operations Statement Budget Performance Activity - New Budget Performance Activity - Old Budget Statements								
UFM APF Support Expense Report UFM APF Offset Report								

**Note:** While this category of report is called **Month-End reports**, restricting these to the end of the month is no longer the case. You now have the ability to run these reports from your desk-top at any time during the month. Remember however, Headquarters enters certain items such as payroll and depreciation only at certain times during the month.

# **Standard Month-end Reports**

#### **Executive Summary**

The Executive Summary is a summarized presentation of the current month's and year-to-date income and expense amounts for the entire fund. It includes plan (budget), actual, prior fiscal year (if available) and variances for both current month and year to date. The bottom line on this report matches the bottom line on the Summary Operations Statement for the total fund. Several accounts are summarized in the line description. Once the specific report has been selected for viewing and after double clicking on the report line description, the selection criteria screen will appear. Selection criteria screens will vary depending on which report the user wishes to view.

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Executive Summary: Selection						
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Selection values						
Fiscal Year	2008					
Period	6					
Plan Version	0					
Colortion groups						
Selection groups	1034-101					
Cost Center Group						
or single value(s)	to 😒					

Enter the cost center group OR cost center value in the designated field and click the execute

button. The system will post messages on the bottom tool bar as the report is being generated.

Once the report generates, the screen will display similar to the following.

	8	9 9 9 9 9 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4							
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	•	Report: ZVK/ZC10C Name: HO_LROBINSON			SUMMARIZED 0	PERATIONS			
<ul> <li>D 1034-301 NAS JACKSONVILLE FINANCE</li> <li>⊂ 1034-202 NAS JACKSONVILLE FOOD &amp; BE</li> <li>D 1034-302 NAS JACKSONVILLE FOOD &amp;</li> <li>⊂ 1034-203 NAS JACKSONVILLE FOOD &amp;</li> </ul>		Cost Center or Group: 1034-101 NA Category: Activity:	S JACKSONVILLE 10	134					
D 1034-303 NAS JACKSONVILLE RECREA					YEAR				
1034-204 NAAS JAX CHILD & YOUTH 1034 1034-4012 NAS JAX CHILD DEVELOPM		REVENUES:	PLAN	x	ACTUAL	x	PFY	YTD PLAN	x
<ul> <li>1034-4026 NAS JAX YOUTH PROGRAM</li> <li>1034-4027 NAS JAX YOUTH PROGRAM</li> </ul>		RESALE REVENUE SALES DISCOUNT RESALE REVENUE PROGRAM REVENUE COMMISSIONS DTHER REVENUE EXTRA-ORDINARY REVENUE	316,001 875- 873,823 2,500 25,941	25.96 0.07- 71.78 0.21 2.13	138,279 837- 492,004 922 2,467 185	21.84 0.13- 77.72 0.15 0.39 0.03	323,630 1,674- 887,763 2,112 41,360 9,295	1,670,463 4,650- 4,852,285 8,850 151,481	25.01 0.07 72.66 0.13 2.27
	2	TOTAL REVENUE:	1,217,390	100.00	633,021	100.00	1,262,486	6,678,429	100.00
		COST OF GOODS SOLD	129,953	41.12	2,172	1.57	128,017	686,283	41.88
		Sector Se	PLAN	*	ACTUAL	x	PFY	PLAN	x
		EXPENSES:	PLAN						
		SALARIES & BENEFITS SUPPLIES DEPRECIATION-LOCAL DEPRECIATION-CENTRAL FUND	529,986 95,854 79,910 39,832	43.53 7.87 6.56 3.27	14.835- 47.039 125-	2.34- 7.43 0.02-	522,060 67,634 75,872 30,704	3,128,004 691,339 478,712 238,990	46.84 10.35 7.17 3.58
		SALARIES & BENEFITS SUPPLIES DEPRECIATION-LOCAL	529,986 95,854 79,910	43.53 7.87 6.56	47,039	7.43	67.634 75.872	691,339 478,712	10.35

Notice the left side of the report displays the company hierarchy, which can be expanded to

reveal the cost centers. To close the hierarchy box click the navigation on/off button. Once the hierarchy has been closed the report will appear as follows.

1

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	Report: ZVK/ZC10C Name: HO_LROBINSON			SUMMARIZED (	UTIVE SUMMA OPERATIONS nded March					Page: 1 Date: 03/1	
	Cost Center or Group: 1034-101 NAS . Category: Activity:	JACKSONVILLE 10		ENT MONTH					TO DATE		
	REVENUES:	PLAN	CURRI	ACTUAL	x	PFY	YTD PLAN	TEAR	YTD ACTUAL	x	PFY
	RESALE REVENUE SALES DISCOUNT RESALE REVENUE PROGRAM REVENUE COMMISSIONS OTHER REVENUE EXTRA-ORDINARY REVENUE	316,001 875- 873,823 2,500 25,941	25.96 0.07- 71.78 0.21 2.13	138,279 837- 492,004 922 2,467 185	21.84 0.13- 77.72 0.15 0.39 0.03	323,630 1,674- 887,763 2,112 41,360 9,295	1,670,463 4,650- 4,852,285 8,850 151,481	25.01 0.07- 72.66 0.13 2.27	1,422,181 7,853- 4,339,434 11,240 342,222 24,894	23.19 0.13- 70.77 0.18 5.58 0.41	1,685,235 9,891 5,308,878 16,457 379,852 100,943
2	TOTAL REVENUE:	1,217,390	100.00	633,021	100.00	1,262,486	6,678,429	100.00	6,132,119	100.00	7,481,473
	COST OF GOODS SOLD	129,953	41.12	2,172	1.57	128,017	686,203	41.08	571,409	40.18	786,591
	EXPENSES:	PLAN	*	ACTUAL	X	PFY	PLAN	*	ACTUAL	x	PFY
	SALARIES & BENEFITS SUPPLIES DEPRECIATION-LOCAL DEPRECIATION-CENTRAL FUND MAINTENANCE ENTERTAINMENT	529,986 95,854 79,910 39,832 17,321 3,265	43.53 7.87 6.56 3.27 1.42 0.27	14,835- 47,039 125- 5,113 599	2.34- 7.43 0.02- 0.81 0.09	522,060 67,634 75,872 30,704 10,170 2,778	3,128,004 691,339 478,712 238,990 118,940 23,838	46.84 10.35 7.17 3.58 1.78 0.36	2,443,444 385,305 377,950 162,388 90,656 19,755	39.85 6.28 6.16 2.65 1.48 0.32	2,862,035 661,336 453,042 184,224 120,584 601,478
	CONTRACTUAL	38,974	3.20	4.444	0.70	40,319	218.877	3.28	161,932	2.64	197,893

#### **Report Drilldown**

Select a line from the revenue or expense categories (example: Program Revenue \$873,823); double click on the number in the current month actual column to receive detailed postings.

**Note**: If the user double clicks on the month total the detail will correspond to month, however if the user double clicks anywhere else on the selected line, the corresponding detail will be year to date.

The following box will display. Select "Cost Center: Actual Line Items".

🕞 Select Report 🛛 🗵									
<mark>Bost Centers: Actual Line Items</mark> Cost Centers: Plan Line Items									
🖌 Technical names on/off 🗶									

The detail general ledger for the account will display.

⊡ List Edit <u>G</u> oto <u>S</u> ettings Extr <u>a</u> s Environment System <u>H</u> elp									
<b>Ø</b>									
Dis	Display Actual Cost Line Items for Cost Centers								
<b>Q</b> (	🕄 Document 🛷 Master Record 🕑 🕄 🌾 🖴 🐬 🖽 🖷 🖽 🛣 🔀 🔀 🕼 🖓 🚇 🕼								
Layout /AIMSO1 AIMS Cost center line item display Cost Center 72 JAX BALLFLD G/A COarea currency USD US Dollar									
Co	Cost element	Cost element name	Doc	Postg Date	Б	Val/COArea Crcy	Cost Center	Line item text	
1 🗗	501000	PROGRAM REVENUE	SK	03/17/2008		100.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/16/2008		200.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/15/2008		570.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/14/2008		100.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/13/2008		15.00	12683		
1034	501000	PROGRAM REVENUE	SK	03/12/2008		150.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/11/2008		215.00-	12683		
1034	501000	PROGRAM REVENUE	SK	03/10/2008		105.00-	12683		
			014	0010010000	-	700.00	40000		

#### Sort and Sum report detail

Notice that this detail brings in document type SK which is a POS DARS. There are two additional buttons that help in sorting the data for analysis. Select a column by clicking once in the heading of the column, ex. posting date, and click the ascending or descending sort

button B

The system will sort the data by posting date.

If the user wishes to sum the information by date by cost center the information can be sorted and summed by selecting the columns to sort and sum using the control key to highlight multiple

columns and click the subtotals button **1**. The information will return to the screen sorted and summed similar to the following.

G List <u>E</u> dit <u>G</u> oto <u>S</u> ettings Extr <u>a</u> s En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp										
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<b>Q</b> (										
Layout /AIMSO1 AIMS Cost center line item display Cost Center 72 JAX BALLFLD G/A COarea currency USD US Dollar										
Co	Cost element	Cost element name	Doc	Postg Date 1	Е	Val/COArea Crcy	Cost Center*	Line item text		
1	501000	PROGRAM REVENUE	SK	10/01/2006		12.00-				
				10/01/2006		12.00-	76 🗖			
1034	501000	PROGRAM REVENUE	SK	10/01/2006		76.00-				
				10/01/2006	•	76.00-	105 🗕	1		
1034	501000	PROGRAM REVENUE	SD	10/01/2006		259.85-	107			
1034	501000	PROGRAM REVENUE	SD	10/01/2006		140.15-	107	251000 RETRAC		
				10/01/2006	•	400.00-	107 🗕	2		
1034	501000	PROGRAM REVENUE	SK	10/01/2006		239.50-	126			
				10/01/2006	•	239.50-	126 🗕	2		
1034	501000	PROGRAM REVENUE	SD	10/01/2006		481.25-	129			
				10/01/2006	•	481.25-	129 🚨	1		
1034	501000	PROGRAM REVENUE	RV	10/01/2006		1,308.00-	130			
1024	501000		RV	10/01/2006		120.00-	130			
1034	301000	PROGRAM REVENUE	EX Y	10/01/2000		120.004	150			

To return to the previous screen, use the green arrow back button click again to return to the original report.

The following box will display, click the yes button and continue.

🕑 Di	splay Actual Cost Line Items for Cost Centers	$\times$
0	Do you want to exit this list? Yes No 🔀 Cancel	

SAP will return to the Executive Summary Report.

#### Self Sufficiency Summary

The selection screen for reports is almost always the same; enter the Fiscal Year, the Accounting period, and either a cost center group or individual cost center(s).

l Program <u>E</u> dit <u>G</u> oto En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp
S ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (
Self Sufficiency Summary: Selection
🕒 🔁 📇 Variation 👪 Output Parameters Data Source Extract Parameters
Selection values       Fiscal Year       Period
Selection groups       Cost Center Group       or single value(s)   to

The Self Sufficiency Summary provides the self sufficiency percentages derived from dividing revenue by expenses. This report has both a current month and year to date section and is displayed by categories. Use the scroll bar at the bottom of the screen to see the remainder of the data.

R	eport Edit Qoto View Extr <u>a</u> s <u>S</u> ettings System <u>F</u>	ielp (13) (13)   32 12 (	3 83   🗑 🖉   (	) 🖪				
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1		- A 7 # '	7 3 8 6 (	Column 🛛 🗐 🕨		*****		
			CURRENT N	IONTH			YEAR TO DA	TE
	Activity	REVENUE	EXPENSE	PROF/LOSS	SS %	REVENUE	EXPENSE	PROF/LOSS
Ē	01 ALL HANDS CLUB 03 CPO CLUB 05 ENLISTED CLUB 78 SPECIALITY FOOD & BEV OPS 2 79 SPECIALITY FOOD & BEV OPS 3 * CATEGORY C TOTAL	23,001 5,155 29,575 166 1,639 59,535	6,529- 3,998 21,706 893 61,482 81,549	29,530 1,156 7,869 727- 59,843- 22,015-	352.29 128.92 136.25 18.56 2.67 73.00	231,246 48,420 547,610 45,291 70,983 943,550	218,341 55,271 417,303 49,690 209,175 949,781	12,904 6,851- 130,307 4,408- 138,192- 6,231-
2	** TOTAL ALL CATEGORIES	59,535	81,549	22,015-	73.00	943,550	949,781	6,231-

#### **Summary Operations Statement**

The Summary Operations Statement has been a standard report in the legacy system (RAMCAS) for many years. The selection screen follows.

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Period	6	
Selection groups		
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Or value(s)	to	

The example is a three-page document. The screenshots displayed show the header portion of page one and the bottom part of page three. It has Expansion and Collapse buttons on the left side as well.

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_	Report: ZVK/ZC06A Name: HQ_LROBINSON	SUMMARY OPER Period 6 Er	RATIONS STAT nded March	EMENT 2008		Page: Date:
	Cost Center or Group: 1163-303 CNRHI REGI	DN FOOD & BEVERAG	GE 1163			
		CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV	LAST YTD
	301000 RESALE REVENUE	55,990.40	94.21	601,746.51	94.50	661,018.73
1	302000 CATERING RESALE REVENUE * RESALE REVENUE	3,439.00 59,429.40	5.79 100.00	35,004.75 636,751.26	5.50 100.00	22,100.50 683,119.23
	303000 SALES DISCOUNT RESALE REVENUE	579.95-	0.98-	5,368.55-	0.84-	11,908.05
1	* SALES DISCOUNT RESALE REVENUE	579.95-	0.98-	5,368.55-	0.84-	11,908.05
	COST OF GOODS SOLD			181,112.98	28.44	202,811.45
1	** GROSS PROFIT & LOSS	58,849.45	99.02	450,269.73	70.71	468,399.73
	569000 OTHER REVENUE			79.75		143.00
	592000 AMUSE/VEND MACH COMM			8,280.60		11,731.30
	594000 OTHER COMMISSIONS			34,627.32		32,312.91
1	* OTHER DEPARTMENT REVENUE			42,987.67		44,187.21
	601000 SALARIES & WAGES	19 273 80	32 75	358 673 04	53 19	313 205 06

And, the bottom of the last page would look like this.

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Su	mmary Operations Statement					
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	812000 CASH OVERAGE 814000 PRIOR FY INCOME ADJUSTMENT	51.20		682.03		1,040.3
1	* TOTAL OTHER REVENUE	51.20		682.03		1,470.3
	TOTAL DEP/GENERAL/NEX/OTHER REVENUE	59,534.66		943,549.52		1,036,804.2
	912000 CASH SHORTAGE	55.16	0.09	1,087.03	0.12	1,291.4
	913000 LOSS ON DISP OF FIXED ASSETS 914000 PRIOR FY EXPENSE ADJUSTMENT					584.3- 20,791.0
	915000 BAD CHECK EXPENSE 916000 BAD DEBT EXPENSE					5,727.7
1	* TOTAL OTHER EXPENSE	55.16	0.09	1,087.03	0.12	28,394.5
	NET PROFIT & LOSS	22,014.82-	36.98-	6,231.46-	0.66-	142,918.5
	763000 DEPR EXPENSE FURN FIXTURES & EQUIP			67,344.03		73,774.6
1	* TOTAL DEPRECIATION			67,344.03		73,774.6
	NET CASHFLOW FROM OPERATIONS	22,014.82-	36.98-	61,112.57	6.48	216,693.2
	TOTAL DEPRECIATION/GENERAL/OTHER EXPENSE	81,549.48		949,780.98		893,885.6
	SELF SUFFICIENCY PERCENTAGE	73.00		99.34		115.9

This is a very complete report that can be executed for a cost center group or an individual cost center.

# **Budget Performance Activity – New**

This report compares actual to budget for the current month/year with variance amounts and percentages. This is a comparison for current month to the same month for the previous year.

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or single value(s) to

Enter the Fiscal Year, the Accounting period, and the Cost Center Group or individual cost center (s).

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	Report: ZVK/ZC Name: HQ_LRC	CO1B DBINSON					BUDGET PERFORMANCE ACTIVITY REP Period 6 Ended March FY 2	
	Cost Center or RAMCAS Activity			I REGION RI	ECREATION 1163			
		CUR	RENT MONTH					
	ACTUAL	PLAN	VAR	VAR %	PRIOR YEAR	REVE	INUE ELEMENTS	ACT
	75,949	127,500	51,551-	40-	128,790		301000 RESALE REVENUE	6
-	108	292-	400	137-	88		302000 CATERING RESALE REVENUE RESALE REVENUE	
1	76,058	127,208 225-	<mark>51,151-</mark> 225	40- 100-	128,878 20-		303000 SALES DISCOUNTS	6
<b>1</b>		225-	225	100-	20-	*	SALES DISCOUNT RESALE REVENUE	
	76,058	126,983	50,926-	40-	128,859	* *	NET RESALE REVENUE	6
	361,400	614,525	253,125-	40-	579,846		501000 PROGRAM REVENUE	3,2
	2,078-	1,442-	636-	41-	1,698-		503000 OTH SALES DISCOUNT P	3,2
	257,675	948,083	690,409-	73-	912,925		506010 GROSS TICKET REVENUE	4,0
	117,121	827,083-	944,205	114-	802,747-		506011 DIRECT TICKET EXPENSE	3,2
1	734,118	734,083	35	0	688,327	* *	PROGRAM REVENUE	4,0
		1,517	1,517-	100-	1,394		592000 AMUSE/VEND MACH COMM	
	7,278	32,667	25,389-	78-	42,821		594000 OTHER COMMISSIONS	2
1	7,278	34,183	26,905-	79-	44,215	* *	COMMISSIONS	2
	400	250	150	60	2,250		562000 C F OPERATING GRANTS	2
	0.000	7 700	4 004	47	40.744		ECOCO OTHER REVENUE	

# **UFM APF Support Expense Report**

This shows the Expense elements (all UFM offset accounts) broken down by Categories. Again, by clicking the Expand and Collapse buttons additional data can be displayed.

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Enter data in the Fiscal Year, Period, and Cost center group fields.

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•	Report: ZVK/ZCO2 Name: HQ_LROBINSON		UFM AF Period	PF SUPPORT EXPEN 6 Ended March	GE REPORT FY 2008				
	Cost Center or Group: 1015-101 NS GREAT LAKES 1015								
	EXPENSE ELEMENTS (CURRENT MONTH)	CMO CAT A	CMO CAT B	CMO CAT C	TOTAL	PY CMO CAT A			
	CIVILIAN PERSONNEL FIXED ASSETS COMMUNICATIONS	118,141.68-	109,207.00		109,207.00 118,141.68-	55,233.00 5,440.00			
	MAINTENANCE & REPAIR MINOR CONSTRUCTION					2,578.56			
	SUPPLIES EQUIPMENT TRAVEL/TRANSPORTATION OF PEOPLE		12.71-		12.71-	18,472.13			
	TRANSPORTATION OF THINGS CONTRACTS ALL OTHER EXPENSES UFM HEADQUARTERS		38,376.00		38,376.00	11,814.65 1,337.97			
1	* TOTAL CURRENT MONTH	118,141.68-	147,570.29		29,428.61	94,876.41			
	EXPENSE ELEMENTS (YTD)	YTD CAT A	YTD CAT B	YTD CAT C	YTD TOTAL	PY YTD CAT A			
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# **UFM APF Offset Report**

The breakdown between UFM Labor and Non-Labor is displayed on this report.

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UFM APF Offset Report									
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Name: HQ_LROBINSON	Name: HQ_LROBINSON Period 6 Ended March FY 2008								
Cost Center or Group: 1163-303 CNRHI REGION FOO	N & REVERIGE 116	2							
Activity	CMO LABOR	CMO NON LABOR	YTD LABOR	YTD NON LABOR					
7950 PMRF SHENANIGANS UFM 1163			42,199-						
** 01 ALL HANDS CLUB			42,199-						
CATEGORY C TOTAL			42,199-						
**** TOTAL ALL CATEGORIES			42,199-						

This report is similar to others with Expand and Collapse buttons down the left edge of the window.

# Analytical Reports (Field)

#### **Executive Summary Rolling 12 months**

One of the more useful new reports is the Executive Summary Rolling 12 months. Facilities on the SAP system for less than 12 months will not see a full comparison on this report until after the first year. Enter the fiscal year, period and cost center group.

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Selection values /
Ending fiscal year
Ending period
Selection groups
Cost Center Group
or single value(s)     to       RAMCAS activity     to
RAMCAS activity to

This report shows pertinent data from Executive Summaries for the previous twelve months, which depending on when the report is run could include parts of two fiscal years. All of the functions, including drilldowns are available with this report as well as most of the others. As a facility/Activity manager, experiment with all of the reports and decide which will be useful.

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ĸe	cutive Summary Rolling 12 Mo	onths										
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	Report: ZVK / ZC22 Name: H0_LROBINSON Cost Center or Group: RAMCAS Activity:											
R	EVENUES:	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV			
R	ESALE REVENUE	434,234	503,258	493,359	472,394	494,455	463,356	466,864	536,1			
s	ALES DISCOUNT RESALE REVENUE	748-	829-	635-	584-	635-	647-	601 -	4			
	ROGRAM REVENUE	261,563	327,519	364,134	344,453	324,890	305,108	245,876	271,9			
	OMMISSIONS	95,736	87,024	85,478	68,666	94,739	89,751	79,458	100,6			
	THER REVENUE	52,322	37,729	370,735	75,955	99,501	53,146	75,785	47,2			
E	XTRA-ORDINARY REVENUE	12,400	2,487	7,562	6,037	13,763	12,548	19,019	10,8			
T	OTAL REVENUE	855,508	957,188	1,320,625	966,920	1,026,713	923,263	885,601	966,4			
C	OST OF GOODS SOLD	172,875	190,941	199,748	170,322	217,645	195,286	177,004	248,6			
c	OST OF GOODS SOLD %	39.81	37.94	40.49	36.06	44.02	42.15	37.98	46.			
E	XPENSES :											
s	ALARIES & BENEFITS	544,647	595,772	575,003	590,109	578,682	550,150	580,914	556,9			
s	UPPLIES	71,130	61,273	76,481	86,337	156,846	534,884	59,808	61,1			
	EPRECIATION-LOCAL	92,094	92,201	94,007	94,432	94,343	91,522	91,522	91,2			
	EPRECIATION-CENTRAL FUND	14,682	14,602	14,602	14,602	14,601	14,602	14,602	14,6			
	AINTENANCE	22,856	16,952	33,787	12,460	20,330	13,502	14,333	12,6			
	NTERTAINMENT	6,045	3,025	2,665	37,983	4,663	82	3,705	90			
10	ONTRACTUAL	120,617	124,643	114,741	108,750	130,273	175,328	105,017	137,10			
	TILITIES	26,155	25,791	29,689	31,873	33,542	27,336	35,412	26,97			
U	DVERTISING & PROMOTION	12,485	3,034	9,429	8,845	15,925	22,881 1,965	10,269	11,0			
U	WARDS & PRIZES											

# **Detailed Executive Summary Rolling 12 Months**

While the Executive Summary Rolling 12 months report displays totals for revenues and expenses, the Detailed Executive Summary will display totals by actual general ledger accounts. This report has drilldown functionality to see the actual line items.

# T-code: KSBB

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Executive Summary Rolling 12 Months
Detailed Exec Summary Roll 12 Mos
Executive Summary by Category & Activity
Self-sufficiency Summary (CCtr Grp)
UFM Eligible Offset by Cost Center

Double click on the report title. Then enter the Ending fiscal year and ending period. Also, enter a Cost Center Group or single cost center.

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Selection values     Enter the cost center group or single value for cost center       Ending period     07
Selection groups       Cost Center Group       or single value(s)       RAMCAS activity

Using the navigation icons on the left of the report allows the user to expand or collapse sections of the report as necessary. This is a great tool during budget preparations.

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•	Report: ZVK / ZC24 Name: HO_LROBINSON Cost Center or Group: 1139-101 COM RAMCAS Activity:	NAVREG, GULF COAS	ST 1139				KECUTIVE SUMM ED OPERATIONS TO PERIOD 7
	REVENUES:	MAY	JUN	JUL	AUG	SEP	OCT
	301000 RESALE REVENUE	464,875	505,130	479,727	441,145	291,241	409.3
	302000 CATERING RESALE REVENUE	17,851	27,224				
	302000 CATERING RESALE RETENUE		27.224	3.434	15.938	9.405 1	3.5
-	RESALE REVENUE	482,726	532,354	9,434 489,161	15,938 457,083	9,406 300,647	3,412,9
							412,
	RESALE REVENUE	482,726	532,354	489,161	457,083	300,647	412,
	RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 501000 PROGRAM REVENUE	482,726 766-	532,354 589-	489,161 564-	457,083 658-	300,647 355-	412,
	RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 501000 PROGRAM REVENUE 503000 OTHER SALES DISCOUNT PROGRAM	482,726 766- 766- 728,812 62-	532,354 589- 589- 733,582 30-	489,161 564- 564- 752,035 5-	457,083 658- 658- 658- 661,027	300,647 355- 355- 408,982 12-	412,9 699,7
	RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 501000 PROGRAM REVENUE 503000 OTHER SALES DISCOUNT PROGRAM 506010 GROSS TICKET REVENUE	482,726 766- 766- 728,812 62- 134,961	532,354 589- 589- 733,582 38- 134,835	489,161 564- 564- 752,035 5- 127,671	457,083 658- 658- 661,027 85,768	300,647 355- 355- 408,982 12- 31,522	412, 699, 78,
	RESALE         REVENUE           303000         SALES         DISCOUNT         RESALE         REVENUE           501000         PROGRAM         REVENUE         S03000         OTHER         SALES         DISCOUNT         PROGRAM           503000         OTHER         SALES         DISCOUNT         PROGRAM         S06010         GROSS         TICKET         REVENUE         S06011         DIRECT         TICKET         REVENUE         S06011         DIRECT         TICKET         REVENUE         S06011         DIRECT         S06011         S06011 <td>482,726 766- 766- 728,812 62-</td> <td>532,354 589- 589- 733,582 30-</td> <td>489,161 564- 564- 752,035 5-</td> <td>457,083 658- 658- 658- 661,027</td> <td>300,647 355- 355- 408,982 12-</td> <td>412, 699, 78,</td>	482,726 766- 766- 728,812 62-	532,354 589- 589- 733,582 30-	489,161 564- 564- 752,035 5-	457,083 658- 658- 658- 661,027	300,647 355- 355- 408,982 12-	412, 699, 78,
	RESALE         REVENUE           303000         SALES         DISCOUNT         RESALE         REVENUE           SALES         DISCOUNT         RESALE         REVENUE           501000         PROGRAM         REVENUE           503000         OTHER         SALES         DISCOUNT         PROGRAM           506010         GROSS         TICKET         REVENUE         506011         DIRECT         TICKET         EXPENSE           506031         DIRECT         CRUISE         EXPENSE         506031         DIRECT         REVENUE	482,726 766- 728,812 62- 134,961 125,118-	532,354 589- 589- 733,582 30- 134,035 124,103-	489,161 564- 564- 752,035 5- 127,671 117,608-	457,083 658- 658- 661,027 85,768 85,447-	300,647 355- 355- 408,982 12- 31,522 28,487-	412, 699, 78, 68,
	RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 501000 PROGRAM REVENUE 503000 OTHER SALES DISCOUNT PROGRAM 506010 GROSS TICKET REVENUE 506011 DIRECT TICKET EXPENSE 506031 DIRECT CRUISE EXPENSE PROGRAM REVENUE	482,726 766- 728,812 62- 134,961 125,118- 738,593	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093	457,083 658- 661,027 85,768 85,447- 661,348	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005	412, 699, 78, 68,
	RESALE         REVENUE           303000         SALES         DISCOUNT         RESALE         REVENUE           501000         PROGRAM         REVENUE         S03000         OTHER         SALES         DISCOUNT         PROGRAM           501000         PROGRAM         REVENUE         S03000         OTHER         SALES         DISCOUNT         PROGRAM           506010         GROSS         TICKET         REVENUE         S06011         DIRECT         TICKET         EXPENSE           506031         DIRECT         CRUISE         EXPENSE         PROGRAM         REVENUE           502000         AMUSE/VEND         MACH         COMM         S02000         SUBERSE	482,726 766- 768,812 62- 134,961 125,118- 738,593 338	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485 331	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093 251	457,083 658- 668- 661,027 85,768 85,447- 661,348 384	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131	412, 699, 78, 68, 708,
	RESALE         REVENUE           303000         SALES         DISCOUNT RESALE         REVENUE           SALES         DISCOUNT RESALE         REVENUE         501000         PROGRAM           503000         OTHER         SALES         DISCOUNT PROGRAM           506010         GROSS         TICKET         REVENUE           506011         DIRECT         TICKET         REVENSE           506031         DIRECT         CRUISE         EXPENSE           592000         AMUSE/VEND         MACH         COMM           594000         OTHER         COMMISSIONS	482,726 766- 768,812 62- 134,961 125,118- 738,593 338 11,827	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485 331 21,100	489,161 564- 554- 752,035 5- 127,671 117,608- 762,093 251 16,689	457,083 658- 658- 661,027 85,768 85,447- 661,348 384 13,388	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751	412, 699, 78, 68, 708, 24,
	RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 503000 OTHER SALES DISCOUNT PROGRAM 506010 GROSS TICKET REVENUE 506031 DIRECT TICKET EXPENSE 506031 DIRECT CRUISE EXPENSE PROGRAM REVENUE 592000 AMUSE/VEND MACH COMM 594000 OTHER COMMISSIONS COMMISSIONS	482,726 766- 728,812 62- 134,961 125,118- 738,593 338 11,827 12,165	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485 331	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093 251	457,083 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882	412, 699, 78, 68, 708, 24,
	RESALE REVENUE         303000       SALES DISCOUNT RESALE REVENUE         SALES DISCOUNT RESALE REVENUE         501000       PROGRAM REVENUE         503000       OTHER SALES DISCOUNT PROGRAM         506010       GROSS TICKET REVENUE         506011       DIRECT TICKET REVENUE         506011       DIRECT CRUISE EXPENSE         506031       DIRECT CRUISE EXPENSE         506031       DIRECT CRUISE SALE         506031       OTHER COMMISSIONS         COMMISSIONS       COMMISSIONS         502000       CENTRAL FUND-OPERATING GRANTS	482,726 766- 728,812 62- 134,961 125,118- 738,593 338 11,827 12,165 2,717	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485 331 21,100 21,431	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093 251 16,689 16,940	457,083 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772 23,000	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882 34,402	412, 699, 78, 68, 708, 24, 24,
	RESALE         REVENUE           303000         SALES         DISCOUNT RESALE         REVENUE           501000         PROGRAM         REVENUE         503000         OTHER         SALES         DISCOUNT PROGRAM           506010         PROGRAM         REVENUE         506011         DIRECT         SALES         DISCOUNT PROGRAM           506011         DIRECT         TICKET         REVENUE         506031         DIRECT         CRUISE         S06031         DIRECT         CRUISE         S92000         AMUSE/VEND         MACH         COMM           594000         OTHER         COMMISSIONS         COMMISSIONS         S62000         CENTRAL FUND-OPERATING GRANTS           569000         OTHER         FEVENUE         S62000         CENTRAL FUND-OPERATING GRANTS	482,726 766- 768,812 62- 134,961 125,118- 738,593 338 11,827 12,165 2,717 59,915	532,354 589- 589- 733,582 30- 134,035 124,103- 124,103- 743,485 331 21,100 21,431 40,824	489,161 564- 554- 752,035 5- 127,671 117,608- 762,093 251 16,689	457,083 658- 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772 23,000 80,644	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882 34,402 48,158	412, 699, 78, 68, 708, 24, 24, 24, 3,
	RESALE REVENUE         303000       SALES DISCOUNT RESALE REVENUE         SALES DISCOUNT RESALE REVENUE         501000       PROGRAM REVENUE         503000       OTHER SALES DISCOUNT PROGRAM         506011       GROSS TICKET REVENUE         506011       DIRECT TICKET EXPENSE         506011       DIRECT CRUISE EXPENSE         506031       DIRECT CRUISE EXPENSE         592000       AMUSE/VEND MACH COMM         594000       OTHER COMMISSIONS         562000       CENTRAL FUND-OPERATING GRANTS         569000       OTHER REVENUE         571000       COMTERCIAL SPONSORSHIP REVENUE	482,726 766- 788,812 62- 134,961 125,118- 738,593 338 11,827 12,165 2,717 59,915 450-	532,354 589- 589- 733,582 38- 134,035 124,103- 743,485 331 21,100 21,431 40,824 17,050	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093 251 16,689 16,940 48,030	457,083 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772 23,000 80,644 3,000	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882 34,402 48,158 5,485-	412, 699, 78, 68, 708, 24, 24, 24, 3, 4,
	RESALE REVENUE         303000       SALES DISCOUNT RESALE REVENUE         SALES DISCOUNT RESALE REVENUE         501000       PROGRAM REVENUE         503000       OTHER SALES DISCOUNT PROGRAM         506011       DIRECT TICKET REVENUE         506011       DIRECT TICKET EXPENSE         506011       DIRECT CRUISE EXPENSE         506031       DIRECT CRUISE EXPENSE         506031       OTHER COMMISSIONS         COMMISSIONS       COMMISSIONS         562000       CENTRAL FUND-OPERATING GRANTS         569000       OTHER REVENUE         571000       COMMERCIAL SPONSORSHIP REVENUE         571000       COMMERCIAL SPONSORSHIP REVENUE	482,726 766- 728,812 62- 134,961 125,118- 738,593 338 11,827 12,165 2,717 59,915 450- 62,183	532,354 589- 589- 733,582 30- 134,035 124,103- 743,485 331 21,100 21,431 40,824 17,050 57,874	489,161 564- 554- 752,035 5- 127,671 117,608- 762,093 251 16,689 16,940 48,030 48,030	457,083 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772 23,000 80,644 3,000 106,644	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882 34,402 48,158 5,485- 77,075	412, 699, 78, 68, 708, 24, 24, 24, 3, 4, 8,
	RESALE REVENUE         303000       SALES DISCOUNT RESALE REVENUE         SALES DISCOUNT RESALE REVENUE         501000       PROGRAM REVENUE         503000       OTHER SALES DISCOUNT PROGRAM         506011       GROSS TICKET REVENUE         506011       DIRECT TICKET EXPENSE         506011       DIRECT CRUISE EXPENSE         506031       DIRECT CRUISE EXPENSE         592000       AMUSE/VEND MACH COMM         594000       OTHER COMMISSIONS         562000       CENTRAL FUND-OPERATING GRANTS         569000       OTHER REVENUE         571000       COMTERCIAL SPONSORSHIP REVENUE	482,726 766- 788,812 62- 134,961 125,118- 738,593 338 11,827 12,165 2,717 59,915 450-	532,354 589- 589- 733,582 38- 134,035 124,103- 743,485 331 21,100 21,431 40,824 17,050	489,161 564- 564- 752,035 5- 127,671 117,608- 762,093 251 16,689 16,940 48,030	457,083 658- 661,027 85,768 85,447- 661,348 384 13,388 13,772 23,000 80,644 3,000	300,647 355- 355- 408,982 12- 31,522 28,487- 412,005 131 751 882 34,402 48,158 5,485-	412, 699, 78, 68,

## Self-Sufficiency Summary (CCtr Grp)

This report displays the revenues, expenses, profit and loss, and the self-sufficiency percentages by cost center. The Selection window requires entries in the Fiscal Year, Period, and Cost Center Group fields.

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Self-sufficiency Summary (CCtr	Grp): Selection
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Or value(s)	to

Notice the Expand and Collapse buttons on the left edge in the screenshot below. By clicking the expand buttons, the system displays the individual cost centers that make up the group and all the related data including the separate self-sufficiency percentages.

	Image: Construction of the sector of the										
	Self Sufficiency Summary CCtr Grp										
8											
	Report: ZVK/ZC38     SELF SUFFICIENCY SUMMARY BY COST CENTER GROUP       Name: HQ_LROBINSON     Period 6 Ended March FY 2008										
	Cost Center or Group: 1163-303 CNRHI REG	SION FOOD & BE	VERAGE 1163								
			CURF	RENT MONTH							
	COST CENTER	REVENUE	EXPENSE	P&L	SS %	PFY P&L	RE				
	4962 OAHU CLUB PEARL 6/A 1163 4963 OAHU CLUB PEARL BAR 1163 4964 OAHU CLUB PEARL RESALE 1163	367 16,400 870	714 596 0	1,081 16,996 870	0.00	11,232 11,672 1,307					
1	4969 OAHU CATERING & CONFERENCE BAR 1163 * OAHU CLUB PEARL 1163 4975 OAHU OCEANS G/A 1163 4976 OAHU OCEANS BAR 1163	166 17,803 19 2,552	105 1,415 -1,711 530	271 19,218 -1,692 3,082	1.14	662 24,873 -202 -1,499					
1	4977 OAHU OCEANS RESALE 1163 * OAHU OCEANS 1163 4978 OAHU BEEMANS CENTER G/A 1163 4979 OAHU BEEMANS CENTER BAR 1163	65 <mark>2,637</mark> 0 957	0 <mark>-1,181</mark> -1 -59,922	65 <mark>1,455</mark> -1 -58,966	13.33 1.60	61 -1,640 -36 -2,159					
जिस्ते जि	4980 OAHU BEEMANS CENTER RESALE 1163 OAHU BEEMANS CENTER 1163 PMRF SHENANIGANS ALL HANDS CLUB 1163 OAHU FOOD & BEVERAGE CONTRACTS 1163 TOTAL	10 967 11,055 0 32,461	0 -59,923 671 0 -59,018	10 -58,956 11,727 0 -26,556	-1646.52 0.00	41 -2,154 -8,328 -1,691 11,060					

#### **Actuals Self-Sufficiency UFM Report**

The report shows the Actual Profit/Loss before and after the UFM offset and the Self-Sufficiency percentages before and after the UFM offset. As with the previous report, the 'expand' and 'collapse' buttons along the left edge will display more data if desired.

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ctual Self Sufficiency UFM							
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Report: ZVK/ZC23 Name: HQ_LROBINSON			S SELF SUFFICIEN Period 6 Ended		FTER UFM OFFSE 2008	т	
Cost Center or Group: 1163-303	CNRHI REGION	I FOOD & BEVERAG	GE 1163				
Cost Center or Group: 1163-303	CNRHI REGION		GE 1163 P&L BEFORE UFM	SS <b>%</b>	UFM OFFSET	P&L AFTER UFM	SS %
	REVENUE 11,055			-1,646.52	UFM OFFSET	P&L AFTER UFM 11,727	-1,646.5
ACTIVITY 01 ALL HANDS CLUB 03 CPO CLUB	REVENUE 11,055 2,637	EXPENSE P -671 1,181	P&L BEFORE UFM 11,727 1,455	-1,646.52	UFM OFFSET	11,727 1,455	-1,646.5
ACTIVITY 01 ALL HANDS CLUB 03 CPO CLUB 05 ENLISTED CLUB	REVENUE 11,055 2,637 17,637	EXPENSE P -671 1,181 -1,310	P&L BEFORE UFM 11,727 1,455 18,947	-1,646.52 223.22 -1,346.11	UFM OFFSET	11,727 1,455 18,947	-1,646.5 223.2 -1,346.1
ACTIVITY 01 ALL HANDS CLUB 03 CPO CLUB	REVENUE 11,055 2,637	EXPENSE P -671 1,181	P&L BEFORE UFM 11,727 1,455	-1,646.52	UFM OFFSET	11,727 1,455	-1,646.5

# COGS

After ending inventories are entered for the month, this report is generated showing the total current period revenues and expenses per cost center and the per cent of sales. This report is for current month as well as year to date COGS.

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Selection values       Fiscal Year       Period       3
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#### Click Execute

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Report: ZVK Cost o				OF GOODS			
Name: DPHILLIPS	00040 0014		PERCENT	AGE REPORT	2008		Page: 1 of Date: 01/25/20
Cost Center or Group							
	· • · · · · · · · · · · · · · · · · · ·						
COST CENTER	CUR	PER SALES	CUR PER COGS	% OF SALES	YTD SALES	YTD COGS	% OF SALES
1		116.60	33.96	29.13	264.48	1,340.57-	506.87
		6,750.98	1,380.48-	20.45	23,811.18	4,678.45-	19.65
1		31.00			1,225.20	201.03-	16.41
						9.99	
					18.00-		
1					0.14 ( 1.1		
1			314.31		Subtotaled	257.21-	
					by YTD %	3,081.22	
1	2		304.76			1,140.23	
1						X	
1		6,366.60	591.92	9.30	16,217.38	2,753.18	16.98
1		31,285.75	6,092.94	19.48	72,240.30	15,335.95	21.23
		80.14	27.80	34.69	411.74	89.05	21.63
		657.50	292.50	44.49	2,720.00	621.26	22.84
		43,862.00	10,767.65	24.55	141,640.48	32,550.35	22.96
	9	6,091.97	1,689.13	27.73	23,727.28	6,280.72	26.47
1	1	32,062.82	11,421.12	35.62	121,992.50	33,099.07	27.13
1	2	88,913.75	23,995.74	26.99	260,151.26	72,526.96	27.86
1	1	3,485.37	792.84	22.75	8,872.37	2,538.35	28.61
1	1	5,113.97	796.94	15.58	20,485.07	5,883.07	28.72
1	1	6,043.17	2,103.47	34.81	13,725.33	3,964.26	28.88
	1	18,681.97	4,385.20	23.47	42,955.70	13,085.44	30.46
1		3,886.75	1,036.15	26.66	9,979.50	3,150.17	31.57

Click on a column and sort. The above report was sorted on YTD % of sales.

This report can be used to compare current COGS to the recommended COGS in the financial standards 1710.11 appendix G.

**NOTE:** Non-retail activities cannot use the drilldown function in the COGS columns.

# **Cashier Overage/Shortage**

A g/l line item display report can be run to review the overages/shortages. Execute this report monthly and investigate any large amounts. Take necessary steps to reduce these occurrences.

#### FBL3N GL Display Line item

⊡ Program <u>E</u> dit <u>G</u> oto System <u>H</u> e	q			
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G/L Account Line Item D	isplay			
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G/L account	812000	to to		
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Selection using search help	Enter	any code		
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O Open items	01/25/2008			
Open at key date	0172572008			_
O Cleared items			Enter a date	
Clearing date		to	range	
Open at key date				
All items				
Posting date	10/01/2007	to 12/31/2007	\$	
Туре				
Normal items				
Parked items				N
				6
List Output Layout				
Maximum number of items				

Enter both the overage and shortage account. Looking at one account without the other could be misleading.

Click Execute.

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/L Ac	count Li	ne Item Displa	ıy		
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n :	DPHILLIPS				layout.
3 *	*				
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St	Year/month	Assignment	Cost Ctr	Amount in local cur.	
*	2008/01	ASC	5048	8.00-	
*	2008/02	ASC	5048	2.75-	
*	2008/03	ASC	5048	3.50-	
* *		ASC	5048	14.25-	
* * *		ASC		14.25-	
*	2008/01	BANYAN	4962	1.05-	
*	2008/02	BANYAN	4962	2.50	
*	2008/03	BANYAN	4962	15.88	
* *		BANYAN	4962	17.33	
* * *		BANYAN		17.33	
*	2008/01	BEEMAN	4978	31.15	
*	2008/02	BEEMAN	4978	11.05-	
*	2008/03	BEEMAN	4978	10.20-	
* *		BEEMAN	4978	9.90	
* * *		BEEMAN		9.90	
*	2008/01	BEEMANS	4978	12.25-	
* *		BEEMANS	4978	12.25-	
* * *		BEEMANS		12.25-	
*	2008/01	BLOCH	5031	23.26	
*	2008/01	BLOCH	5031	18.00-	
*	2008/03	BLOCH	5031	35.25	
* *		BLOCH	5031	40.51	
* * *		BLOCH		40.51	
*	2008/01	BLOCH FITNESS	5072	2.00	
	2008/02	BLOCH FITNESS	5072	1.45	
*	2008/03	BLOCH FITNESS	5072	44.00	

Select AIMS21 layout to see a summary for the quarter by cost center.

This report can be subtotaled by assignment which is the location or by text which is the cashier's name.

# **Outstanding Purchase Orders**

The field should be analyzing their outstanding purchase orders regularly. Sometimes things change and a purchase order needs to be cancelled or the product is never received. As long as the goods receipt has not been posted, a purchase order can be deleted.

#### **Transaction: ME2N**

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Delivery Date <	10/01/2008 🕝 to 🖻
Validity Key Date	
Range of Coverage to	Enter a delivery
Vendor	date that is less than 3 months earlier
Supplying Site	than the time you
Article	run the report so
Merchandise Category	new Pos will not
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Vendor Subrange	to 🖻
Promotion	to 😒
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Short Text	
Vendor Name	

Click on Execute.

Note: This report can take a couple of minutes to compile the data.

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Purchasing Do	cuments by I	Document N	umber				
					Services		
			wery ochedule		Delvices		
PO Type Ven	dor Name			SGp	Order Date	г	
Item Article D I A Site SLoc	Short Text Order		Net Price	Curr	Mdse Catgy		This report was
							executed Feb 2008. The purchase orders
4500026082 NB 400 00001	0029662 UNIVERSAL HOTEL RESE	TOURING CORP (. ERVATION FOR KYO		336	01/24/2006		listed need to be
K 5078		1 LOT	616,000	JPY	🖌 1 LOT		investigated. The
Still to be de		1 LOT	616,000	JPY	100.00 %		expected delivery
Still to be in 4500026629 NB 400	voiced 0000066 SPORTS SUR		616,000	JPY 336	100.00 % 02/17/2006		dates are very old.
00004	NET PROTEC			550	4070104		2
<u> </u>		1 EA	51.09	USD	1 EA	L	
Double click of	n the	1 EA	51.09	USD	100.00 %		
orange line to o	drill down	1 EA 1ercury club bal	51.09 L SIZE 4	USD	100.00 %		
to the purchase	order for	50 EA	7.87	USD	1 EA		
more details.		50 EA	393.50	USD	100.00 %		
1500007005 ND 100		50 EA	393.50	USD	100.00 %		
4500027095 NB 400 00009	0028655 CONSTRUCTI	78 BEAN BAG CHAI	R GREEN	330	03/09/2006 2070001		
K 5102	11211/001121	2 EA	30.51	USD	1 EA		
Still to be de		2 EA	61.02		100.00 %		
Still to be in		2 EA	61.02		100.00 %		
4500027197 NB 400 00020	0002800 QUBICA AMP ITEM#83953	• WURLDWIDE LLC 33002BG NUT-FLX•	TK*8-32HT/B		03/14/2006		
K 5070	1121#0333	40 BAG	2.83		1 BAG		
Still to be de	livered	28 BAG	79.24	USD	70.00 %		
Still to be in		28 BAG	79.24	USD	70.00 %		
00022 K 5070	ITEM#81433	33122BG SCR-HX 8 100 BAG	3-32X374 (BA 1.27	610) USD	2070001 1 BAG		
Still to be de	livered	83 BAG	105.41	USD	83.00 %		
Still to be in	voiced	83 BAG	105.41	USD	83.00 %		
	0005560 PRECISION		)	336	03/17/2006		
00012 K 5070	ITEM# 280M	11N5117SP 1 EA	385.99	USD	2070001 1 EA		
Still to be de	livered	1 EA	385.99	USD	100.00 %		
Still to be in		1 EA	385.99	USD	100.00 %		
	0031409 INSTAWARES			336	04/10/2006		
00001 A 5070	ITEM# BUF	-MFCF27 1 EA	1,761.36	USD	2070001 1 EA		
Still to be de	livered	1 EA	1,761.36	USD	100.00 %		
Still to be in	voiced	1 EA	1,761.36	USD	100.00 %		
00002	ITEM# BUF		400.00	Her	2070001		
K 5070 Still to be de	livered	2 EA 2 EA	480.00	USD	1 EA 100.00 %		
Still to be in		2 EA	960.00	USD	100.00 %		
	0000504 BROCK ENTE			336	04/13/2006		
00001	ITEM#94831	TD TEACHING PLAT		Hee	2070001		
K 5097 Still to be de	livered	8 EA 8 EA	1,910.00 15,280.00	USD USD	1 EA 100.00 %		
Still to be in		8 EA	15,280.00	USD	100.00 %		
4500028351 NB 400	0031870 HAYAMA SHO	KUBUTSUEN			04/28/2006		
00001	PLANTS MAI	INTENANCE SERVIO		IDV	2070001		
K 5085 Still to be de	livered	1 JOB 1 JOB	32,000 32,000	JPY JPY	1 JOB 100.00 %		
Scrift to be de	i i vel eu	1 300	32,000	JET	100.00 %		

#### Purchase order with goods receipt, but no invoice

As explained in the g/l line item section, there is a chance that a direct invoice (AP) was entered instead of invoice verification (MM) resulting in double expensing. There is a transaction to check to see if goods have been received, but no invoice entered.

#### **Transaction: ME2N**

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Site			to	correct	=>
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Account Assignment Category			to	parameter	<u> </u>
Delivery Date					=>
Validity Key Date		Enter a			
Range of Coverage to		purchasi	ng		
Vendor		group or			=>
Supplying Site		range			=>
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Short Text					
Vendor Name					

#### Click execute.

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4500027095 NB 4000028655	CONSTRUCTIVE PLAYTHINGS	3	36 03/09/2006		
00006	CONSTRUCTIVE PLAYTHINGS ITEM#CPX-1008 CLEAR TOTE BIN		2070001		
K 5192	100 FA		ISD 1 EA		
Still to be delivered	0 EA		ISD 0.00 %		
Still to be invoiced	100 FA	595.00 L	ISD 100.00 %		
00007	ITEM#TCF-026 GIANT CUDDLE-UP	PILLOWS	2070001		
K 5102	2 EA	175.06 L	ISD 1 EA		
Still to be delivered	0 EA	0.00 L	ISD 0.00 %		
Still to be invoiced	2 EA		ISD 100.00 %		
00008	ITEM#COM-2745-07 BEAN BAG CH/		2070001		
K 5102	2 EA		ISD 1 EA		
Still to be delivered	0 EA		ISD 0.00 %		
Still to be invoiced	2 EA		ISD 100.00 %		
00010	ITEM#COM245 BEAN BAG CHAIR RE	ED	2070001		
K 5102 Still to be delivered	2 EA 0 EA		ISD 1 EA ISD 0.00 %		
Still to be delivered Still to be invoiced			ISD 0.00 % ISD 100.00 %		
00011	Z ER		ISU 100.00 A		
K 5102	ITEM#COM245 BEAN BAG CHAIR MU 4 EA	30.51 L	ISD 1 EA		
Still to be delivered	9 EA		ISD 0.00 %		
Still to be invoiced	4 EA		ISD 100.00 %		
	ITEM#HIL-6100 SCORE BALL	122.04 0	2070001		
K 5102		18.86 L	ISD 1 EA		
Still to be delivered	0 E8		ISD 0.00 %		
Still to be invoiced	1 E8	18.86 L	ISD 100.00 %		
00015	ITEM#KPP-817 DINO BEAN BAG T/	RGET GAME	2070001		
K 5102	1 EA	29.99 L	ISD 1 EA		
Still to be delivered	0 EA	0.00 L	ISD 0.00 %		
Still to be invoiced	1 EA	29.99 L	ISD 100.00 %		

This purchase order was received, but never invoiced in the MM module. Review the vendor open and cleared items to see if a direct invoice was entered.

# HR ADHOC Query

All employees HR data should be entered into SAP. GS and local national employees have limited data stored since they are not paid with NAF dollars and do not flow through to ADP. A report can be executed in SAP which lists information that will assist with audits.

Transaction code **PQAH** 

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Ad Hoc Query (InfoSet	: HR Master D	ata with E	Ben	efits Information)
🗋 😂 📘 Output				
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Field group/fields	Selection Output			Reporting period: Today Reporting set
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Field group/fields	Selection Output			Reporting set

- Click the open folder  $\stackrel{\text{loc}}{\cong}$  icon. The list of queries will appear.
- Scroll down the list of Queries, select H\_HQ\_004 Employee Report for Auditors, and click the green check mark to accept.
- Reporting Period defaults to today. To change the date click on Reporting period and use the drop down to select Key Date. Change to desired date.
- In the Personnel Area field use the drop down arrow to select the desired personnel area.
- In the Personnel SubArea field use the drop down arrow to select one SubArea (individual base name) or click on the right arrow and select more than one.
- Employment status is 3 for active employees. Use the drop down to change status or leave as defaulted. If you do not wish to limit by employment status leave blank and withdrawn, inactive, retiree and active employees will populate.
- Click the Output \_\_\_\_\_\_ icon to run the report.

# **Employee Report for Auditors**

Q A 7 7 2 6 9 3 9 7 9 H H I

## Employee Report for Auditors

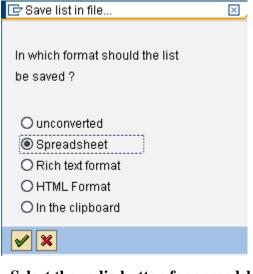
Pers.no.	Last name	First name	Pay Plan, S	Object descripti	Pay rate		Cost ctr	Cost Center	Personnel ar
a <mark>00001871</mark>	EMPLOYEE	MARY ANN	CC 1702 02	Ed Tech (GSE 4)	12.36	U	5945	MA REG CD GRP HME	MWR COMN/
00004276	GENERALIST	HUMAN RESOURCE	CC 1702 02	Ed Tech (GSE 4)	12.36	U	7524	NOR CD PROG UFM	MWR COMN/
00004355	SPECIALIST	NON APPROPRIATED	NF 1101 04	Ops Mgr (FB)	39.00	U	7511	MID-ATL REG F&B UFM	MWR COMN/

Query results will be listed.

#### **Downloading Query Data to Excel**

Click the Excel icon 🛍 to transfer report to an Excel spreadsheet or the local file icon 🖻 will save spreadsheet to a specific drive.

Click the local file icon.



#### • Select the radio button for spreadsheet.

📴 SAP Query	02/08/2008/16:17:46 HQ_KDECENT	×
Directory File Name	C:\Documents and Settings\kathleen.decent\SapWorkDir	
Generate	Replace Extend X	

• Directory - Click the drop down menu to choose where the report will be saved.

• Click Replace to save the report.

Report has been transferred to desired location

# **Budgeting Reports**

There are several reports that can be run before and after entering the new budget to assist and check the new budget projection.

# **Fixed Asset Depreciation**

The SAP Fixed Asset Balance Report can be executed to help the manager determine the budget year's depreciation. The report will have to be executed twice. The difference between the reports will be the next year's budget depreciation amount. SAP will take into account any assets that will be fully depreciated in the year the reports are executed. The manager will need to manually add any planned additions and manually deduct any retirements to both reports.

# ART0>AIMS Asset Accounting reports>Asset Balances

Since the budget call is usually done in May, execute the report leaving the default date. This will show the fixed assets net book value as of the end of the current fiscal year. In this example, the current fiscal year is 2008. The budget year is 2009.

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Asset Balances	
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The report will show totals by cost center by asset class. The accumulated depreciation is the projected accumulated depreciation up to September 30 of the current year.

Asset Balan	ces					
H I I I I 🤅	387	7 🛛 🏂 🚂 🖉 🖓 🖓		🕂 Assets		
Report dat	e: 09/30/:	2008 Asset Balances - 01 Book	deprec.			
	on: 03/20/3		•			
CoCd Cost Ctr	Class	Description	Acquis.val.	Accum.dep.	Book val.	Crcy
1163 1356	OTHER	OTHER FUNDS	0.00	0.00	0.00	USD
1163 1356			190,335.35	176,253.43-	14,081.92	USD
1163 1440	165000	PREPAID MINOR PRPTY	5,326.20	5,326.20-	0.00	USD
1163 1440	173000	FF&E	567,812.51	470,066.10-	97,746.41	USD
1163 1440	OTHER	OTHER FUNDS	0.00	0.00	0.00	USD
1163 1440			573,138.71	475,392.30-	97,746.41	USD
1163 4954	171000	VEHICLES	18,731.00	18,731.00-	0.00	USD
1163 4954	173000	FF&E	11,336.65	10,737.75-	598.90	USD
1163 4954	174000	MWR CF FF&E	267,067.64	189,172.91-	77,894.73	USD
1163 4954			297,135.29	218,641.66-	78,493.63	USD
1163 4955	173000	FF&E	20,044.00	11,351,48-	8,692.52	USD
1163 4955	APF	APPROPRIATED FUNDS	0.00	0.00	0.00	USD
1163 4955			20,044.00	11,351.48-	8,692.52	USD
1163 4956	173000	FF&E	16,807.46	16,807.46-	0.00	USD
1163 4956	174000	MWR CF FF&E	119,684.00	119,684.00-	0.00	USD
1163 4956	OTHER	OTHER FUNDS	0.00	0.00	0.00	USD
1163 4956			136,491.46	136,491.46-	0.00	USD

Create another session and execute the same report, but advance the date of September 30 to the year of the budget call. In this example, the budget year is 2009.

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The report will show the same fixed assets. The total accumulated depreciation will be what the accumulated depreciation will be as of the end of the next fiscal year (the budget year) assuming no increases or decreases. The difference between the two numbers is the projected depreciation

expense for the budget year. Again, the depreciation expense derived from these two reports does not include any new acquisitions or retirements for the current year (in this example 2008) or any acquisitions or retirements for the budget year (in this example 2009). It will only give the starting point.

- List	Edit Goto	Settings	S <u>y</u> stem <u>H</u> elp				
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4			V 🛛 🏂 🖌 🗐 🐨 🗣	🎟 🖷 🖷 🖪   日	册 Assets		
	Report dat	e: 09/30/2	2009 Asset Balances - 01 Book	deprec.			
		in: 03/20/2					
CoCd	Cost Ctr	Class	Description	Acquis.val.	Accum.dep.	Book val.	Crcy
1163	1353	165000	PREPAID MINOR PRPTY	24,011.74	24,011.74-	0.00	USD
1163	1353			24,011.74	24,011.74-	0.00	USD
1163	1354	165000	PREPAID MINOR PRPTY	20,733.21	20,733.21-	0.00	USD
1163	1354			20,733.21	20,733.21-	0.00	USD
	1356	171000	VEHICLES	60,095.00	60,095.00-	0.00	USD
	1356 1356	173000 OTHER	FF&E OTHER FUNDS	130,240.35 0.00	127,640.02- 0.00	2,600.33 0.00	USD USD
1163	1356			190,335.35	187,735.02-	2,600.33	USD
1163	1440	165000	PREPAID MINOR PRPTY	5,326.20	5,326.20-	0.00	USD
	1440	173000	FF&E	567,812.51	528,224.89-	39,587.62	USD
1163	1440	OTHER	OTHER FUNDS	0.00	0.00	0.00	USD
1163	1440			573,138.71	533,551.09-	39,587.62	USD
1163	4954	171000	VEHICLES	18,731.00	18,731.00-	0.00	USD
	4954	173000	FF&E	11,336.65	11,336.65-	0.00	USD
1163	4954	174000	MWR CF FF&E	267,067.64	267,067.64-	0.00	USD
1163	4954			297,135.29	297,135.29-	0.00	USD
1163	4955	173000	FF&E	20,044.00	14,560.49-	5,483.51	USD
1163	4955	APF	APPROPRIATED FUNDS	0.00	0.00	0.00	USD
1163	4955			20,044.00	14,560.49-	5,483.51	USD
1163	4956	173000	FF&E	16,807.46	16,807.46-	0.00	USD

These reports can be downloaded into excel, so if the user is comfortable using excel, down load the figures and let excel calculate the depreciation expense.

## NAF Budget by Category 12 months

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Budgeted amounts are displayed by month by cost center on this report.

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NA	NAF Budget by Catgeory & Activity						
1							
•	Report: ZVK/ZC14 Name: HQ_LROBINSON Cost Center or Group: 1163-303 CNRHI REGION FOOD & BEVERAGE 1163						
	Cost Center Category: * * * * * * *						
	REVENUES:	OCT	NOV	DEC	JAN		
	301000 RESALE REVENUE	139,683	139,683	139,683	139,683		
<b>F</b>	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE	139,683 4,000	139,683 4,000	139,683 4,000	139,683 4,000		
2	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE	139,683 4,000 143,683	139,683 4,000 143,683	139,683 4,000 143,683	139,683 4,000 143,683		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE	139,683 4,000	139,683 4,000	139,683 4,000	139,683 4,000		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE	139,683 4,000 143,683 1,767-	139,683 4,000 <mark>143,683</mark> 1,767-	139,683 4,000 <mark>143,683</mark> 1,767-	139,683 4,000 143,683 1,767-		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE	139,683 4,000 143,683 1,767- 1,767-	139,683 4,000 143,683 1,767- 1,767-	139,683 4,000 143,683 1,767- 1,767-	139,683 4,000 143,683 1,767- 1,767-		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 592000 AMUSE/VEND MACH COMM	139,683 4,000 143,683 1,767- 1,767- 2,492	139,683 4,000 143,683 1,767- 1,767- 2,492	139,683 4,000 143,683 1,767- 1,767- 2,492	139,683 4,000 143,683 1,767- 1,767- 2,492		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 592000 AMUSE/VEND MACH COMM 594000 OTHER COMMISSIONS	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667		
1	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 592000 AMUSE/VEND MACH COMM 594000 OTHER COMMISSIONS COMMISSIONS 569000 OTHER REVENUE OTHER REVENUE	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667 43,158 2,592 2,592	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667 43,158 2,592 2,592	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667 43,158 2,592 2,592	139,683 4,000 143,683 1,767- 2,492 40,667 43,158 2,592 2,592		
	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE 303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE 592000 AMUSE/VEND MACH COMM 594000 OTHER COMMISSIONS COMMISSIONS 569000 OTHER REVENUE 569000 OTHER REVENUE 0THER REVENUE 814000 PRIOR FY INCOME ADJUSTMENT	139,683 4,000 143,683 1,767- 2,492 40,667 43,158 2,592 2,592 417	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667 43,158 2,592 2,592 2,592 417	139,683 4,000 143,683 1,767- 1,767- 2,492 40,667 43,158 2,592 2,592 417	139,683 4,000 143,683 1,767- 2,492 40,667 43,158 2,592 2,592 417		
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By clicking on the buttons on the left edge of the display, each element in detail can be viewed or collapse the display to show only the major headings.

## NAF Budget Current & Prior Yrs Plan

This report displays comparisons between what is budgeted for the current fiscal year and what was budgeted last year. The variance between current FY and previous FY is also displayed. This report should be run after the new budget has been entered. Large variances should be questioned to make sure an error has not occurred.

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NAF Budget Current & Prior Years						
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Report:     ZVK/ZC26     NAF BUDGET CURRENT & PRIOR YEARS     Page:     1 of     1       Name:     HQ_LROBINSON     INCOME/EXPENSE     Date:     03/12/2008       Period     6 ended MAR     2008       Plan     Version     0						
Cost Center or Group: 1163-303 CNRHI REGION FO Cost Center Category: * * * RAMCAS Activity: * *	OD & BEVERAGE 1163					
REVENUES:	CURRENT YEAR	PREVIOUS YEAR	VARIANCE			
301000     RESALE REVENUE       302000     CATERING RESALE REVENUE       303000     SALES DISCOUNT RESALE REVENUE       303000     SALES DISCOUNT RESALE REVENUE       502000     ANUSEMENT VENDING MACHINE COMMISSIONS       594000     OTHER COMMISSIONS       COMMISSIONS     569000       60     OTHER REVENUE       814000     PRIOR FY INCOME ADJUSTMENT       EXTRA-ORDINARY REVENUE       TOTAL REVENUE:	838,100 24,000 862,100 10,600- 14,950 244,000 258,950 15,550 2,500 2,500 2,500	709,150 21,000 730,150 0 14,000 278,500 292,500 15,000 15,000 0 0 0	128,950 3,000 131,950 10,600- 950 34,500- 3550 550 2,500 2,500 2,500 90,850			
EXPENSES:	CURRENT YEAR	PREVIOUS YEAR	VARIANCE			

And, here is the bottom portion of the report.

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NA	F Budget Current & Prior Years						
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1	757000 UFM APF OFFSET COMMUNICATIONS 758000 UFM APF OFFSET TRAVEL&PER DIEM 750000 UFM APF OFFSET MINOR PROPERTY UFM EXP OFFSET NON-LABOR	0 0 0	1,100- 4,000- 2,500- <mark>21,100-</mark>	1,100 4,000 2,500 21,100			
1	TOTAL NAF EXP. INCL. UFM OFFSET	926,600	870,500	56,100			
	OPERATIONS BEFORE NEX DIVIDEND	201,900	167,150	34,750			
1	559000 NEX DIV FDSRV/CONCESSIONAIRE NEX DIVIDEND FD SERV/CONCESSIONAIRE	85,000 85,000	0	85,000 85,000			
	NET PROFIT/LOSS	286,900	167,150	119,750			
	NET CASH FLOW FROM OPERATIONS	362,050	266,650	95,400			

#### 12 Month Actual to Plan (Budget)

This report divides the fiscal year into two groups; months 1 to 6 of the current fiscal year and months 7 to 12 from the prior year. This report is used for preparing the future budget when all the data from the current year is not available. It shows the actual data from the last 12 months at the time of the budget call. Expand and collapse the headings to provide more or less data being seen.

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Cost Center Group		B	
or single value(s)		to	<b>S</b>
Cost center category		to	<u>ि</u>
RAMCAS activity		to	<b>-</b>

Run this report after the new budget has been entered. Check the large variances to make sure they can be explained.

	eport <u>E</u> dit <u>G</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> ettings S <u>v</u> ste	em <u>H</u> elp					
0	🖉 🔲 🛛 🕙 🕲 🚱 🗳 🗳 🛱 🔀 🗳 🏝 🎗 🔛 🖉 🖉 🖉 🖉 🖉 Mew Budget						
12	Month Actual to Plan			/			
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•	Report: ZVK / ZC31 Name: HQ_LROBINSON ACTU.		2 MONTH ACTUAL NING PERIODS 1 to 6 2007 ACTI		to 12 2006	Page: Date:	
	Cost Center or Group: 1015-101 NS Cost Center Catgeory: * RAMCAS Activity: *	GREAT LAKES 10	15				
	REVENUES:	PLAN 2008	ACT 1-6 2007	ACT 7-12 2006	TOTAL ACTUALS	VARIANCE	۷
1	301000 RESALE REVENUE 302000 CATERING RESALE REVENUE RESALE REVENUE	4,970,511 252,450 5,222,961	2,333,700 79,004 2,412,704	2,184,835 152,755 2,337,591	4,518,535 231,759 4,750,295	451,976 20,691 472,667	
1	303000 SALES DISCOUNT RESALE REVENUE SALES DISCOUNT RESALE REVENUE	1,825- <mark>1,825-</mark>	1,759- 1,759-	909- 909-	2,669- 2,669-	844 844	
	501000 PROGRAM REVENUE 503000 OTHER SALES DISCOUNT PROGRAM 506010 GROSS TICKET REVENUE	3,307,652 750- 436,172	1,327,953 1,084- 86,301	2,238,618 276-	3,566,572 1,359- 86,301	258,919- 609 349,871	
	506011 DIRECT TICKET EXPENSE 506020 GROSS TOUR REVENUE 506021 DIRECT TOUR EXPENSE	430,176- 44,450 39,650-	76,521- 1,568		76,521- 1,568	353,655- 42,882 39,650-	
1	506030 GROSS CRUISE REVENUE PROGRAM REVENUE 591000 LEISURE TRAVEL COMMISSIONS	3,317,698 9,342	1,338,218	2,238,343	3,576,561	258,863- 9,342	
	592000 AMUSE/VEND MACH COMM 594000 OTHER COMMISSIONS	1,185,574	632,641 2.132	539,795 3.267	1,172,436 5.399	13,138 5.399-	

## Self Sufficiency Budget

This report shows budgeting for self-sufficiency for both month and the Year to Date.

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Self Suff	iciency	Budget:	Selec	tion					
🕒 👪 Out	out Paramet	ers Data S	ource	Extract Pa	rameters				
Selection value	es								
Fiscal Year			2008						
Period			5						
Plan Version	1		0						
Selection grou	ps /								
Cost Center	Group				3				
Or value(s)					to			4	

A part of the report is shown with the standard expand and collapse buttons on the left of the screen.

E R Ø	eport <u>E</u> dit <u>G</u> oto View Extr <u>a</u> s <u>S</u> ettings System <u>F</u>	elp (1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(	3 83   🛒 🗾 1 🤅						
Bu	Budget Self Suffic.								
0,11									
1	Report: ZVK/ZC20       BUDGET SELF SUFFICIENCY SUMMARY         Name: HQ_LROBINSON       Period       6 Ended March       FY 2008         Plan Version 0       Plan Version 0         Cost Center or Group: 1163-303       CNRHI REGION FOOD & BEVERAGE 1163								
			MOL 1103						
				IONTH					
	Activity	REVENUE		IONTH PROF/LOSS	SS %	_			
Ē			CURRENT M		SS % 93.84 105.54 137.33 125.08 130.96				

With this report, both the current month and the year to date, as well as the Self-Sufficiency percentages are ready for review.

## **Plan Self-Sufficiency UFM Report**

The following partial view of this report shows the budgeted self-sufficiency both before and after the UFM offset. Managers can also check actual UFM/Non-UFM performance in the "Actual Self Sufficiency UFM Report" in the Analytical Reports (Field) section of this manual.

e R	eport <u>E</u> dit <u>G</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> e	ttings S <u>y</u> stem <u>H</u> el	lp					
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Pla	an Self Sufficiency UFM							
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1	Report: ZVK/ZC37       PLAN SELF SUFFICIENCY BEFORE/AFTER UFM OFFSET         Name:       HQ_LROBINSON         Period       6 Ended March         FY 2008         Plan Version 0         Cost Center or Group:       1163-303         CNRHI REGION FOOD & BEVERAGE 1163							
	ACTIVITY	REVENUE	EXPENSE	P&L BEFORE UFM	SS %	UFM OFFSET	P&L AFTER UFM	SS %
	01 ALL HANDS CLUB	37,825	48,017	-10,192	78.77	7,708	-2,483	93.84
	03 CPO CLUB	11,917	11,292		105.54		625	105.54
	05 ENLISTED CLUB	127,075	83,575		152.05		43,500	
		4E 000	10,002	4 100	407 00		4 100	152.05
	78 SPECIALITY FOOD & BEV 0	15,083	10,983		137.33		4,100	137.33
2		15,083 10,350 202,250	10,983 8,275 162,142	2,075	137.33 125.08 124.74	7,708	4,100 2,075 47,817	

Expand and collapse the titles to show more or less data as needed.

## **Internal Order Reports**

For those activities using Internal Orders, reports for revenue and expenses associated with those orders can be found under KSBB. There are reports available to analyze the revenues and expenses posted to an internal order, as well as, reports that display postings to Special Events cost centers that are not posted to individual internal orders.

### **T-Code: KSBB**

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Application Tree Report Selection Cost Center Accounting
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COST CENTER REPORTS B Analytical Reports (CNI) C Analytical Reports (Field) B Analytical Reports C B Analytical Reports C B Budgeting reports C B Internal order reports
List: Orders List: Orders by Cost Element NFC Aircraft & Simulator P&L
Gen Line items reports

Enter the Internal order number or use the dropdown to find the order number by company code.

<u>P</u> rogram <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp		
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List: Orders: Selection		
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Selection values       Controlling Area       Piscal Year       2008       From Period       1       To Period       12       Plan Version	C Order Number (1)	rea / order type Search help by company code / controlling area
Selection groups         Order Group         Or value(s)         Cost Element Group         Or value(s)	Controlling Area Processing group Order Type Order Description Company Code	
	Maximum No. of Hits	500

The following report displays actual postings to this particular Internal Order.

	<u>R</u> eport <u>E</u> dit <u>G</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> ettings System <u>H</u> elp												
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	List: Orders	Date: 04/08/2008 12:32:38 Page: 2 / 2											
	Order/Group 1000821 1139 PEN NAVY BALL Cost Element Group * Cost Element Group Reporting period 1 - 12 2008												
	Orders	Actual	Plan	Var.(Abs.)	Var.(%)								
	1000821 1139 PEN NAVY BALL	13,735-		13,735-									
1	* Total	13,735-		13,735-									

Drilldown on the actual items by double clicking on the amount and a popup screen will appear. Choose Orders: Actual Line Items. Then, click the green check mark.

[] 	eport <u>E</u> dit <u>G</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> etti	ngs Syste	em <u>H</u> elp									
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	🔁 Select Report 🛛 🖂	1	Date: 04/08/2008 12	2:32:38	Page:	2/2						
	Orders: Actual/plan/variance Orders: Actual Periods Orders: Plan Periods Orders: Actual Line Items											
	Orders: Plan Line Items Orders: Breakdown by Partner		Actual	Plan	Var.(Abs.)	Var.(%)						
	Order: Planning Overview Master Data List for Orders		13,735-		13,735-							
1			13,735-		13,735-							
	V Technical names on/off		· ·									

These are the actual line items that make up the total revenues and expenses for this Internal Order.

로 List Edit Goto Settings Extr <u>a</u> s Environment System <u>H</u> elp												
S I I I I S S S S S I I I I I I I I I I												
Display Actual Cost Line Items for Orders												
🔍 Document 🛷 Master Record 🕐 🔍 🌾 🚔 😴 🔠 🖷 🖷 🛣 🏂 📅 🖨 🍜 💭												
Layout Order COarea currency			I∕O Repo 1139 PEN US Dolla	ort w/Cost Ctr and Eve NAVY BALL ar	ent							
Cost element name	Posting Date	≖ Val.in rep.cur.	Int. order	Quantity CO object name	Line item text							
PROGRAM REVENUE	10/01/2007	70.00-	CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/02/2007	70.00-	CTR 4583	1139 PEN NAVY BALL	BURCH, JEFF							
PROGRAM REVENUE	10/02/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/02/2007		CTR 4583		NAVY BALL 07 TICKET SALES							
PROGRAM REVENUE	10/03/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/09/2007		CTR 4583		NAVY BALL 07 GOLF TOUR							
PROGRAM REVENUE	10/10/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/11/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/11/2007	11,367.50-			NAVY BALL 2007 SALES							
PROGRAM REVENUE	10/15/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	10/19/2007		CTR 4583	1139 PEN NAVY BALL								
PROGRAM REVENUE	11/30/2007	13,031.79-	CTR 4583	1139 PEN NAVY BALL	GOLF TOURMTS/FUNDRAISERS							
Cost element 501000		<ul> <li>29,171.29-</li> </ul>										
	03/20/2008		CTR 4583	1139 PEN NAVY BALL								
C F OPERATING GRANTS	03/20/2008		CTR 4583	1139 PEN NAVY BALL								
Cost element 562000		• 0.00										
COMM SPONSORSHIP	10/01/2007		CTR 4583		FIRST COMMAND/D BROOKS							
COMM SPONSORSHIP	10/09/2007		CTR 4583	1139 PEN NAVY BALL								
COMM SPONSORSHIP	10/11/2007		CTR 4583		NAVY FEDERAL CREDIT UNION							
COMM SPONSORSHIP	10/26/2007		CTR 4583		CHAMBER OF COMMERCE							
COMM SPONSORSHIP	11/30/2007		CTR 4583	1139 PEN NAVY BALL	FYU/							
Cost element 571000		• 8,100.00-										
SUPPLIES	10/26/2007	67.00-	CTR 4583	1139 PEN NAVY BALL	*HOLMES/CAREY 10/19/07							
SUPPLIES	10/26/2007	67.00	CTR 4583	1139 PEN NAVY BALL	*HOLMES/CAREY 10/19/07							
SUPPLIES	10/26/2007	2,251.49	CTR 4583	1139 PEN NAVY BALL	*HOLMES/CAREY 10/19/07							
SUPPLIES	10/26/2007	163.50	CTR 4583	1139 PEN NAVY BALL	*HOLMES/CAREY 10/19/07							
SUPPLIES	10/31/2007	147.44	CTR 4583	1139 PEN NAVY BALL	ERICKSON, MADGE							
SUPPLIES	10/31/2007		CTR 4583	1139 PEN NAVY BALL								
SUPPLIES	10/31/2007		CTR 4583									
SUPPLIES	10/31/2007		CTR 4583	1139 PEN NAVY BALL								
SUPPLIES	10/31/2007		CTR 4583	1139 PEN NAVY BALL	ERICKSUN, MADGE							
Cost element 701000		<ul> <li>3,154.32</li> </ul>										
CONTRACTUAL EXPENSE			CTR 4583	1139 PEN NAVY BALL								
CONTRACTUAL EXPENSE	12/31/2007	16,520.28-	CTR 4583	1139 PEN NAVY BALL	NAVY BALL 07							
CONTRACTUAL EXPENSE	12/31/2007	16,520.28	CTR 4583	1139 PEN NAVY BALL	NAVY BALL 07							
CONTRACTUAL EXPENSE	12/31/2007	16,520.28	CTR 4583	1139 PEN NAVY BALL	NAVY BALL 07							
Cost element 783000		17,482.28			·							
AWARDS & PRIZES	10/26/2007	2,500.00	CTR 4583	1139 PEN NAVY BALL	*HOLMES/CAREY 10/19/07							
Cost element 785000		. 2,500.00										
ENTERTAINMENT/TICKET	10/18/2007		CTR 4583	1 1139 PEN NAVY BALL	ENTERTAINMENT FOR 2007 NAVY BALL							
Cost element 787000	10/10/2001	• 400.00	511(4505	T TOOT ENTRATE DALL	ETTERTONIMENT OT 2001 NAT DALL							
<u>.</u>		• 13,734.69										

In the event that an internal order number is overlooked on an invoice or DAR, a report can be run that displays postings to a Special Events cost center not associated with an internal order number.

### T-code: KSBB

Image: Nodes       Edit       Goto       Utilities       Settings       System       Help         Image: Nodes       Edit       Goto       Utilities       Settings       System       Help         Image: Nodes       Edit       Goto       Utilities       Settings       System       Help         Image: Nodes       Edit       Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes         Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes       Image: Nodes         Image: Nodes
Application Tree Report Selection Cost Center Accounting
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COST CENTER REPORTS
Cost Centers: Plan Line Items Controlling Documents: Actual
Controlling Documents: Plan

Double click on Cost Centers: Actual Line Items. On the next screen enter the Special Events cost center, a posting date range, and always use the /AIMS08 layout. Click on execute.

 Programditoto Extr <u>a</u> s Syste	em <u>H</u> elp										
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Posting Date	10/01/2007	to 04/30/2008									
Settings											
Layout	/AIMS08 AIMS	CO line item display w/ int. order									
More Settings		,									

The following report containing all items posted to this cost center, with and without internal order numbers, is generated.

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Display Actual Cost Line Items for Cost Centers											
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Layout /AIMS08 AIMS CO line item display w/ int. order Cost Center 4583 PEN SPL EVENTS PROG COarea currency USD US Dollar											
Cost eleme	DocTyp	Posting Date	Doc. Date	Σ	Val/COArea Crcy	Cost Center*	Stat. internal order	Line item text			
501000	SD	10/11/2007	10/11/2007		11,367.50-	4583	ORD 1000821	NAVY BALL 2007 SALES			
501000	SD	10/15/2007	10/15/2007	-	40.00-		ORD 1000821				
501000	SD	10/19/2007	10/19/2007		895.00-		ORD 1000821				
501000	SD	10/23/2007	10/23/2007		1,621.00-		ORD 1000806				
501000	SA	11/30/2007	11/30/2007		13,031.79-		ORD 1000821	GOLF TOURMTS/FUNDRAISERS			
501000	SD	02/04/2008	02/04/2008		510.00-	1	ORD 1001882	ADVENTURE RACE REGISTRATIO			
501000	SA	02/04/2008	02/04/2008		90.00-		ORD 1001882	EXTREME CHALLENGE			
501000	SD	03/17/2008	03/17/2008		1,492.00-	1	ORD 1000805	GARAGE SALE SPRING 2008			
562000	SE	02/07/2008	02/06/2008		3,000.00-	1		NAVY BALL REIMBURSEMENT			
562000	SE	02/07/2008	02/06/2008		2,153.00-	1		NAVY BALL REIMBURSEMENT			
562000	SA	03/12/2008	03/12/2008		2,153.00-	1	ORD 1000820	CRS NAVY BALL			
562000	SA	03/12/2008	03/12/2008		3,000.00-	1	ORD 1000821	PEN NAVY BALL			
562000	SA	03/12/2008	03/12/2008		2,153.00	1		TRANSFER NAVY BALL GRANT \$			
562000	SA	03/12/2008	03/12/2008		3,000.00	1		TRANSFER NAVY BALL GRANT \$			
569000	SD	10/01/2007	09/27/2007		497.21-	1		LITTLE JEROME-SPECIAL EVENT			
560000	SD.	03/27/2008	03/27/2008		7/15.82	1		LITTLE JEROME			

Using the filter icon  $\boxed{\mathbf{v}}$ , the report can be adjusted to display only those postings without an internal order number attached. Click on the column heading "Stat. internal order" and then click on the filter icon.  $\boxed{\mathbf{v}}$  The following popup box will be generated.

⊑ List Edi	t <u>G</u> oto	<u>S</u> ettings Ex	tr <u>a</u> s En <u>v</u> iror	nment Syste	em <u>H</u> elp				
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Display	/ Actu	al Cost L	ine Item.	is for Co	ost Cente	rs			
🔇 Docum	ient 😚	Master Recor	'd 🖪   🕄	THE S	7   🎟 🖽	5   🛛 🏂	77 🞝	Double click	
								in this box	
C Determ	ine values	s for filter criter	ria						
Select.		_	-		6010				
Stat. Inte	ernal orde	ſ			to		\$		
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569000	SD	10/01/2007	09/27/2007		497.2	-		L	LITTLE JEROME-SPECIAL EVEN

On the Maintain Selections screen, choose "= **Single Value**" and choose the green check mark to continue.

다 List Edit Goto Settings Extras Environment System Help											
Display Actual Cost Line Items for Cost Centers											
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Select. Stat. internal order											
Stat. If Se., Description											
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569000 SD 10/01/2007 09/27/2007 497 21-											

Notice that the screen now has the = sign highlighted in green. Do not enter a value in the box and click the green check mark to continue.  $\checkmark$ 

⊡ List <u>E</u> dit <u>G</u> oto <u>S</u> ettings Extr <u>a</u> s Environment System <u>H</u> elp
Display Actual Cost Line Items for Cost Centers
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🖻 Determine values for filter criteria
Select.
Stat. internal order 🔤 🔽 😰 to

The resulting report now contains only those items posted to the cost center without internal order numbers attached. These items can be sorted and subtotaled by general ledger account.

⊡ List Edit	Goto	Settings Ext	r <u>a</u> s Environ	ment	System <u>H</u> elp					
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Display	Actu	al Cost L	ine Item	s fo	or Cost Center	s				
S Docume	ent 🛷	Master Record	• • •	F		2 %				
Layout /AIMS08 AIMS CO line item display w/ int. order F Active Cost Center 4583 PEN SPL EVENTS PROG COarea currency USD US Dollar										
Cost eleme	DocTyp	Posting Date	Doc. Date	E	Val/COArea Crcy	Cost Center*	Stat, internal order	Line item text		
562000	SE	02/07/2008	02/06/2008		3,000.00-	4583		NAVY BALL REIMBURSEMENT		
562000	SE	02/07/2008	02/06/2008		2,153.00-		-	NAVY BALL REIMBURSEMENT		
562000	SA	03/12/2008	03/12/2008		2,153.00			TRANSFER NAVY BALL GRANT		
562000	SA	03/12/2008	03/12/2008		3,000.00			TRANSFER NAVY BALL GRANT		
569000	SD	10/01/2007	09/27/2007		497.21-			LITTLE JEROME-SPECIAL EVE		
569000	SD	03/27/2008	03/27/2008		745.83-			LITTLE, JEROME		
594000	SD	10/01/2007	09/24/2007		2,575.98-			PROFIT SHARE AUG 07		
594000	SD	10/09/2007	10/09/2007		3,448.76-			PROFIT SHARE AUG 07		
594000	SD	11/27/2007	11/27/2007		5,287.90-			PROFIT SHARE OCT 07		
594000	SD	11/28/2007	11/28/2007		5,420.02-	1		PROFIT SHARE SEPT 07		
594000	SD	01/24/2008	01/24/2008		7,473.16-			PROFIT SHARE NOV 07		
594000	SD	02/25/2008	02/25/2008		4,351.38-			PROFIT SHARE FEB 08		
594000	SD	02/07/2008	02/07/2008		6,692.37-			PROFIT SHARE JAN 08		
601000	IP	10/25/2007	10/25/2007		185.03			1139		
601000	SB	10/31/2007	10/31/2007		79.30	1		1139 PAYROLL ACCRUAL		
	SC	11/01/2007	10/31/2007	-	79.30-			1139 PAYROLL ACCRUAL		
601000	30									

Simply click on the "cost element" column heading and use the subtotal icon. 🔀

List Edit	<u>G</u> oto	<u>S</u> ettings Ext	r <u>a</u> s En <u>v</u> iron	men	t S <u>y</u> stem <u>H</u> elp			
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Display	Actu	al Cost L	ine Item	s fe	or Cost Center	s		
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## Asset Reports

### Assets Under Construction (AUC) (using Flexible Asset Listing)

There are two types of assets under construction. The first one is when the field is buying the items for the project. The second type is when HQ funds the project and then transfers it to the field.

If the field purchases the items for the project, they will create an asset shell in SAP using asset class 179000. All invoices and expenses will be posted to the fixed asset. Once the asset is complete, the field will transfer the asset from the asset 179XXXXX to a depreciating asset. The SAP manual instructs the field to use the asset transfer t-code (ABUMN) in SAP and not a general ledger journal. If they use the proper t-code, the original asset number in the new depreciating asset will have the AUC asset number in the 'original asset' field. You can also determine the history of any asset by looking at the transactions using t-code AS03 (Asset Values).

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### ART0 > AIMS > Flexible Asset Listing (No APF / Other) > Abbrev. Asset List (Site)

Click on Execute.

There are several things to look for:

1) Make sure that the original value field has a value. This is a tool for the field to use to ensure that they do not spend over budget. Since there is no budget control on an asset (SAP will not stop you from posting over budget), the field is instructed to look at the

current asset value + outstanding purchase orders and compare it to the value entered in the 'original value' field. If the two combined amounts plus the new purchase are less than the amount in the 'original value' field, the base can make the purchase.

- 2) Make sure there is a Net Book Value. If this is zero two things could have happened. This is a new asset that has not had purchases yet or this asset was transferred with partial retirement. The last transfer needs to be a full retirement for SAP to automatically put in the deactivation date. If they do a partial as the last transfer, they need to manually enter the deactivation date. Once the asset has a deactivation date, it will no longer be considered 'active'.
- 3) Make sure the accumulated depreciation is zero. If it has a value then they transferred the asset to a depreciating asset and then transferred it back. If they did not select the correct dates, the asset will have a balance in the accumulated depreciation field.
- 4) Do not worry about the quantity. SAP adds to the quantity each time there is a purchase. Projects have several purchases before the asset is complete. The field needs to change the quantity to the correct quantity prior to transferring the asset.

3	Flexible Asset Listing (No APF / OTHER) 고 A 부 부 호 M C 환경 제 한 M 배송 티 lexible Asset Listing (No APF / OTHER)					Add the field Original Acq. Value to show the approved budget for this project					ion Cost				
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Site	Asset	Sub No.	Inventory No.		Acq. Date	Description	UL Yrs	_							≖ Net Book Value
034	17900061	0	17900061 17900057	21 EA 257 EA	05/21/2007	POC AUDIO VISUAL UPGRADE	U	0	0	5	0.00	<b>\$0,000.00</b>	248,261.0		248,261.09
018	17900057	0	17900057	257 EA 296 EA	05/17/2006	REC CENTER RENOVATION ACTIVITY F.F&E FY06	0	0	0	10	0.00	200,000.00	120,490.1		120,490.10
7002		0					0	0		5	0.00		64,182.2		64,182.25
7002	17900069	0	17900069+	3 EA	06/09/2007	MIDWEST REGION EQUIPMENT & VEHICLES	U	0	0	4	0.00	157,200.00	54,606.0		54,606.00
7009	17900017	-	17900017	8 EA 21 EA	04/18/2000	GOLF CLUBHOUSE MIS UPGRADE	U	0		6	0.00	4,851,000.00	51,269.8		51,269.80
000	17900059	0	17900059	21 EA 2 EA	04/23/2007	FY08 - FURNITURE, FIXTURES & EQUIPMENT	0	0	0	6	0.00	226,000.00 250,000.00	31,007.4		31,007.41 20,324.00
002	17900086	0	17900066	2 EA 1 EA	10/23/2006	TEEN CENTER, BLDG. 2600	0	0	1	1	0.00	200.000.00	20,324.0		20,324.00
025	17900033	0	17900033	15 EA	03/23/2006	RENOVATION 1ST DECK, BLDG, 2A	0	0	3	0	0.00	100.000.00	16,930.0		14,410,90
7002	17900034	0	17900034	15 EA 4 EA	03/23/2004	POINT OF SALE SYSTEMS	0	0	3	3	0.00	200.000.00	9,254.1		9,254,12
7002	17900043	0	17900043	4 EA 3 EA	02/27/2004	GOLF MAINTENANCE FACILITY	0	0	6	3					
7010	17900016	0	17900016	3 EA	02/2/12001	FACILITIES CARPET REPLACEMENTS	0	0	3	8	0.00	200,000.00	8,988.2		8,988.26
7034	17900049	0	17900049	18 EA	07/07/2004	PORT O' CALL INTERIOR PAINTING	0	0	3	3	0.00	25.000.00	3,932.0		3.254.27
7034	17900048	0	17900048	18 EA	10/21/2004	PIER GENERAL REPAIRS	0	0	3	3	0.00	25,000.00	3,254.2		3,254.27
7032	17900064	0	17900064	2 EA	11/02/2007	REPAIR OF CONSTITUTION FIELD TURF	0	0	0	0	0.00	1,000,000.00	408.0		408.04
1037 7005	17900056	0	17900056	2 EA 2 EA	06/07/2000	MARINA HARBOR REPAIRS	0	0	7	0	0.00	1,000,000.00	408.0		408.04
1005	17900012	0	17900012	2 EA	00/07/2000	MARINA RARDUR REPAIRS	0	0	1	4	= 0.00	1,250,000.00	<ul> <li>652.834.4</li> </ul>		

# Compare to Restricted Cash

Not all projects have restricted cash and not all restricted cash entries have a project yet, but it would be a good thing to check.

SAP has two restricted cash accounts: 102000 Capital Outlays 103000 Local Nationals (OCONUS)

Both accounts are posted in US Dollars only.

In order to make the bank general ledger accounts balance to the bank reconciliations, an offset account was created. Each time cash is restricted or unrestricted, both the restricted and offset account must be posted to. The two accounts combined in every company code should always net to zero.

Restrict cash

DR Restricted Cash 102000 \$ 10,000 CR Restricted Cash Offset 101002 \$ 10,000

The field is instructed to enter the project number in the assignment field. Several bases are using the SAP 179 asset number and year as the project number. This allows you to trace back to the asset in SAP. Other bases have their own internal project numbering system.

To view the restricted cash g/l account, use the g/l line item display t-code (FBL3N).

#### Accounting > Financial Accounting > General Ledger > Account > Display Line Items

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Click on execute.

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	<u> </u>		17900012	1000006877			08/31/2006			8,253.97	MOVE TO PROJECT		
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H	- 2		17900012 17900012	1000006954 1000007571			06/30/2007 09/30/2006				TO PROJECT		
	- 5		17900012	99000000016			06/30/2000			16,683.58 209,358.00	MOVE TO PROJECT FY01-001-34 / MARINA H	ADDOD DEDATOS	
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		1015	17900016	1000000864	SA	10/31/2006	10/31/2006	40			MOVE TO PROJECT		
	- X		17900016	1000001808		02/12/2004	02/12/2004	40			MOVE TO PROJECT - PER		
	<u> </u>		17900016	1000002474		02/14/2003	02/14/2003	50			MOVE FROM PROJECT - PE	R D. KONDZIELA	
Ц	- <u>e</u>		17900016	1000003387		04/30/2004	04/30/2004	40			MOVE TO PROJECT	11750	
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	- 2		17900016	1000003979			06/15/2004				MOVE TO PROJECT		
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		1015	17900016	1000004781	SA	07/30/2004	07/30/2004	40		24,000.00	MOVE TO PROJECT		
	- <u>Ø</u>		17900016	1000005423	SA	07/24/2006	07/24/2006	40			MOVE TO PROJECT		
	<u> </u>		17900016	1000005530	SA		08/31/2004			156,726.37	MOVE TO PROJECT		
	<u> </u>		17900016	1000006006			09/30/2004				SEP 2004 - DISBURSEMEN	TS	
H	- 8		17900016 17900016	1000006510 1000006536	SA	0672672007	06/26/2007 09/30/2003	40		22,250.00	MOVE TO PROJECT SEP 2003 - DISBURSEMEN		
H	- 😓		17900016	1000006877			08/31/2006				MOVE TO PROJECT	15	
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H	- 🍯		17900016	1000007571		09/30/2006	09/30/2006	40			MOVE TO PROJECT		
	- 🏹	1015	17900016	1000008072	SA	08/21/2007	08/21/2007	40		181,000.00	MOVE TO PROJECT		
	<u> </u>		17900016	1000008971			08/31/2007				MOVE TO PROJECT		
	- X		17900016	1000009834			09/30/2007			192,000.00	MOVE TO PROJECT		
þ	्र	1015	17900016	9900000018	X1	0572972001	06/30/2002	40		200,000.00	FY01-010-40 / WILLUW G	LEN GOLF MAINTENANCE BLDG	
	۰ <u>س</u>	1015	17900016 17900017	1000000947	C A	07/01/0000	07/31/2002	40		949,123.53 56,146.48	MOVE FROM PROJECT - PE		
Н	- 5		17900017	1000002272			01/30/2003				MOVE TO PROJECT - PER		
H	- 😴		17900017	1000005261			06/30/2003				MOVE TO PROJECT - PER		
F	- 🗑	1015	17900017	1000005303	SA	07/15/2003	07/15/2003	40		98,634.27	MOVE TO PROJECT - PER	J. HIEB	
			17900017	7000000367			06/30/2003			3,195,000.00-	PROJECT N07-04 - HQ FU	NDS	
		1015	17900017	9900000017	X1	05/16/2000	06/30/2002	40			FY00-013-40 / WILLOW G	LEN GOLF CLUBHOUSE (N16-04	4)
	*		17900017							0.00			
			17900033	1000000343			10/30/2002				FY03-001-3764 / TEEN C	ENTER, BLDG. 2600	
H		1015	17900033 17900033	1000000864	58	10/31/2006	10/31/2006	30		16,930.00- 12,896.28	OCT 06 - DISBURSEMENTS MOVE TO PROJECT - PER		
H	- 🌽		17900033	1000002272		02/12/2004	02/12/2004 01/30/2003	50			MOVE FROM PROJECT - PER		
H	- 7		17900033	1000003387			04/30/2004			6,056.02	MOVE TO PROJECT		
H	- 🗃		17900033	1000003871		05/31/2004	05/31/2004	40			MOVE TO PROJECT		
			17900033	1000003979		06/15/2004					MOVE TO PROJECT		

# Compare projects to budget

The amount in the original value should be the approved budget amount. You should always review the budget when analyzing restricted cash and AUCs. A project's life may go over several years, so consider that when reviewing the budget. Refer to RAMCAS section C.

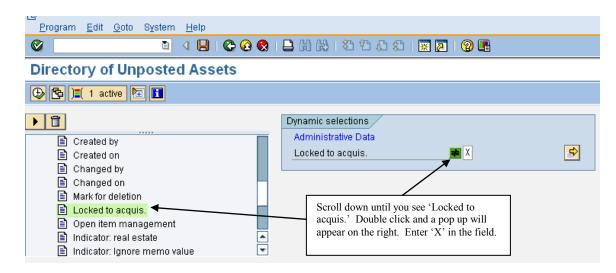
Although SAP does have the capability to budget balance sheet accounts, a decision was made not to enter this budget in SAP. The review of the budget for projects has to be done manually outside of SAP. Refer to RAMCAS section D.

## **Unposted Asset Shells**

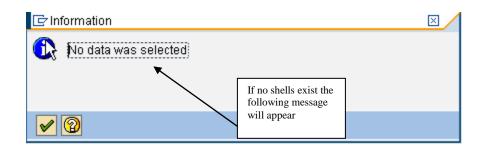
This report is used to determine which asset shells have been created, but not posted to financially (no value to the asset). Usually this means that the asset has not been received.

⊡ ⊡Program <u>E</u> dit <u>G</u> oto System	n <u>H</u> elp				
<b>V</b>		) (1) (1) (1) (1) (1) (1) (1) (1) (1) (1	0 🕄   💥 🗾	2 🖪	
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**ART0 > AIMS > Directory of Unposted Assets > AIMS Unposted Asset Shells** 



Click on execute.



If data does appear there could be several reasons why.

- 1) The shell was created for procurement reasons and the asset has not been received yet.
- 2) A main asset was recorded for whole room and was not blocked as part of the process. The field should block the asset.
- 3) An asset shell was created and then a second asset shell was created. If there are duplicates or a purchase was cancelled, the asset shell should be deleted or deactivated. Once deactivated, the asset shell will not appear on this report.

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	17301472	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART						
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Assets that were created a long time ago need to be investigated. Another asset shell could have been posted to or an asset could have been expensed.

# **Other Accounting Tools**

## **Display GL account:**

Menu Path: Accounting →Financial Accounting→General Ledger→Account→Display/Change Line Items

T-code: FBL3N

## **Display Vendor:**

Menu Path: Accounting $\rightarrow$ Financial Accounting $\rightarrow$ Accounts Payable $\rightarrow$ Account $\rightarrow$ Display/Change Line items

T-code: FBL1N

## **Display Asset:**

Menu Path: Accounting  $\rightarrow$  Financial Accounting  $\rightarrow$  Fixed Assets  $\rightarrow$  Information System  $\rightarrow$  Report Selection

T-code: ART0

# SAP TERMS

### **Company code**

For all F & FR entities, the company code replaces the RAMCAS Fund number. SAP refers to company code as an independent accounting entity. Each company code has its own complete chart of accounts. Balance Sheets can be produced at the Company Code level. In general, regions are represented by Company Codes

### **Controlling area**

This is the highest organizational level for which costs and revenues are calculated. This designator helps to control posting periods across company codes. All F & FR company codes belong to controlling area 2000.

### **Cost centers**

This unit is used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped into decision, managerial and responsibility groups to facilitate query and reporting. F & FR cost centers include category, activity and department designators. The Cost Center name is used by SAP to represent a location to account for Revenue and Expenses. It is a 'bucket' to collect this data. F & FR cost center master data includes category, hierarchical area, Company code and the legacy (RAMCAS) activity and department designators.

### **Cost center groups**

Cost centers are assigned to groups to combine like entities or reporting groups. Cost center groupings can be found as nodes on the standard hierarchy.

### **Cost elements**

Chart of account elements that depict costs and revenues. All F & FR revenue and expense accounts are considered cost elements in SAP. Cost elements are used to ensure comprehensive reporting (tracking costs and revenue) and detailed planning (budgeting).

### **Document Date/Posting Date**

The document date is the actual date of the transaction. The posting date determines the accounting period that should include the transaction. This would usually be the next day but the end of the month or other factors might cause a variance in the date the transaction was posted into SAP.

## FICO

**FI**nancial and **CO**ntrolling are the two SAP modules that form the basis for our AIMS Accounting Information Management System

### **Internal Orders**

Internal Orders are statistical "buckets' only. They provide a method of collecting data, both revenue and expense, to account for a specific event outside of the regular accounting functions. A good example of using an Internal Order is keeping track of all data pertaining to a base-wide special event. The data is still accounted for using cost centers but it is also tracked using an Internal Order.

## "Moon Over Miami"

This is the title given to the Overview icon that allows the user to check whether a document is in balance. It also gives the overview look at the entire document. Other names include: "Moon Over Ranier" and "Moon Over Diamondhead", etc.

# **Reporting Aids**

There are several additional functions in SAP to customize and navigate reports easily. Reports can be exported from SAP into Excel spreadsheets and attached to e-mail. The following functions and examples were taken from the Cost Center Reports using T-code: KSBB.

## Navigation on/off

Notice the left side of the report displays the company hierarchy, which can be expanded to reveal the cost centers. To close the hierarchy box click the navigation on/off button

2

Once the hierarchy has been closed the report will appear as follows.

	L <del>or</del> Report Edit <u>O</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> ettings System <u>H</u> elp										
<b></b>		E 4 (	🗏   😋 😧 😡	I 🖴 (H) (F	8 1 <b>8</b> 1 <b>9</b> 1 6 1	<b>1</b>	🛒 🗾   🔞 📭				
Bu	Budget Perf. Act.										
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	Report:         ZVK/ZC01B         BUDGET         PERFORMANCE         ACTIVITY         REPORT           Name:         HQ_LROBINSON         Period         6 Ended         March         FY 2008										
	Cost Center or			JACKSONVILL	_E 1034						
F	RAMCAS Activity	/: 00ZZ	: 								
		CUF	RENT MONTH								
	ACTUAL	PLAN	VAR	VAR %	PRIOR YEAR	REV	ENUE ELEMENTS	ACTU			
	142,520	263,465	120,945-	46-	257,914		301000 RESALE REVENUE	1,23			
-	10,484	52,536	42,052-	80-	65,716		302000 CATERING RESALE REVENUE	26			
1	153,004	316,001	162,996-	52-	323,630	*	RESALE REVENUE	1,43			
-	912-	875- 875-	37 - 37 -	4	1,674-		303000 SALES DISCOUNTS				
2	912- 152,093	315,126	163,033-	4 52-	1,674- 321,956	**	SALES DISCOUNT RESALE REVENUE NET RESALE REVENUE	1,42			
	493,420	839,794	346,374-	41-	854,922		501000 PROGRAM REVENUE	4,25			
	2,902-	3,500-	599	17-	3,744-		503000 OTH SALES DISCOUNT P	7,20			
	51,920	522,212	470,292-	90-	522,212		506010 GROSS TICKET REVENUE	1,41			
	6,431-	486,018-	479,587	99-	486,018-		506011 DIRECT TICKET EXPENSE	1,26			
		1,060	1,060-	100-	392		506020 GROSS TOUR REVENUE				
		275	275-	100-			506021 DIRECT TOUR EXPENSE				
1	536,007	873,823	337,816-	39-	887,763	* *	PROGRAM REVENUE	4,38			
		4 000 1	4 000	400	010		EGODOG ANUCE WEND MACH COMM				

To explain, the Budget Performance Activity report is segmented into three parts. The first section to the left is current month actual, plan (budget), variance and prior year if available. The center section consists of general ledger accounts and descriptions. The third section to the right is year to date actual, plan (budget), variance and prior year if available. This report is widely used to compare budget to actual by month and year to date.

### **Report Drilldown**

Select a number from the current month actual column; double click on the number in the current month actual column to receive detailed postings.

**Note:** If the user double clicks on the month total the detail will correspond to month, however if the user double clicks anywhere else on the selected line, the corresponding detail will be year to date.

The following box will appear.

🖙 Select Report 🛛 🖂
Cost Centers: Actual Line Items Cost Centers: Plan Line Items
🖌 Technical names on/off 🔀

Double click on the line "Cost Centers: Actual Line Items". The system will deliver the detailed general ledger postings that comprise the initial selection. The detail will appear similar to the following.

L <del>iz</del> Lisi	t <u>E</u> dit <u>G</u> oto			-	Help						
<b>2</b>	8 🔹 🔹 🖓 I 💭 I 🚱 🚱 I 💭 🛗 🛗 I 🏵 I 🛣 I 🛣 I 🕅 🔛 I 🚱 🌆										
Dis	Display Actual Cost Line Items for Cost Centers										
3	🕄 Document 🛷 Master Record 🖆 🕄 🌾 📥 🐬 🌐 🖽 🖅 🖾 🏂 📆 🖓 🚛 📭 🕻										
Cos	Layout /AIMSO1 AIMS Cost center line item display Cost Center 72 JAX BALLFID G/A COarea currency USD US Dollar										
Co	Cost element	Cost element name	Doc	Postg Date 🏅	val/COArea Crcy Cost Center Line item text						
1034	501000	PROGRAM REVENUE	SK	03/01/2008	412.00- 105						
1034	501000	PROGRAM REVENUE	SD	03/06/2008	20.00- 103						
1034	501000	PROGRAM REVENUE	SD	03/06/2008	60.00- 82						
1034	501000	PROGRAM REVENUE	SK	03/18/2008	123.00-76						
1034	501000	PROGRAM REVENUE	SK	03/17/2008	109.00-76						

Notice the cost element column; this is the general ledger account. It has been expanded to six digits by adding three zeros to the original RAMCAS ledger account. The document type column will allow the user to analyze the posting in more detail as to what type document was used for posting. There is a document type legend included as Exhibit 1 in the back of the training manual. Refer to it to determine what type action is being taken in the account. For example in the screen shot provided, there are SA documents (gjv adjustment) and a SD (DAR) which is a daily activity report posting.

Select a line and double click to drilldown to the source document. The source document in this example is the actual DAR that was entered by the accounting office. The following document will display the details of the DAR posting.

⊡ Document <u>E</u> dit <u>G</u> o	to <u>S</u> ettings Extr <u>a</u> s En <u>v</u> iror	nment S <u>y</u> stem <u>H</u>	lelp								
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Doc. Number 130 Doc. date 03/ Calculate Tax	<mark>R journal ) Normal docum</mark> 0002988 Company co 06/2008 Posting da 030608	de 1034	Fiscal year 3 Period	2008 06							
Itm PK S Account	Account short text	Cost Ctr Orde	er Assignme	nt Amount							
1         40         101060           2         50         501000           3         50         501000	POS/DAR CLEARING PROGRAM REVENUE PROGRAM REVENUE	82 113	JAX 0306	08 282.00 60.00- 222.00-							
*				0.00							

### **Header Information**

If there are questions about the posting after reviewing the document, click the header

information button. This will reveal the exact time the document was posted and the accounting person responsible for posting. If there is a question or error, contact the user listed in the header box. See the following display.

🖻 Document Header: Company Code 1015 🛛 🛛 🖂										
Document Type	SD DAR journal									
Doc.Header Text	CDC 3110									
Request Number										
Reference	GLK 030408	Document Date	03/04/2008							
		Posting Date	03/04/2008							
Currency	Currency USD		06 / 2008							
Ref. Transactn	BKPF Accounting d	ocument								
Reference key	1300003322101520	08 Log.System	PR2_100							
Entered by	GLK_RPETERSO	Parked by								
Entry Date	03/10/2008	Time of Entry	09:55:25	_						
TCode	FB01									
Changed on		Last update								
<ul><li>✓ ×</li></ul>										

Close the document header box by clicking the  $\bowtie$  at the upper right section. The system will return to the document overview screen. From the document overview screen

click the green arrow back button it to return to the line item detail and continue to green arrow back to the original report. The following box will appear when exiting from the line item detail. Click the yes button to return to the report.

📴 Di	splay Actual Cost Line Items for Cost Centers 🛛 🖂 🦯
0	Do you want to exit this list? Yes No 🔀 Cancel

On the Budget Performance Activity report, scroll down the report, by using the right side scroll bars, to an expense line and select an expense account to drill down for additional information. Example shows 785001 Bingo Awards & Prizes.

		14,956	14,956	100		742000 MWR INTNAL SERV R/R	73
Na	eport: ZVK/ZC ame: HQ_LRC ost Center or AMCAS Activity	BINSON Group: 1034-1		JACKSONVILI	LE 1034	BUDGET PERFORMANCE ACTIVITY REPO Period 6 Ended March FY 20	
		CUR	RENT MONTH				
	ACTUAL	PLAN	VAR	% VAR	PRIOR YEAR	COST ELEMENTS	ACTUAL
Γ	291	1,625	1,334	82	1,126	662000 CABLE/SATELLITE SERVICE	5,
	265	1,362	1,097	81	545	662089 CABLE/SATELLITE UFM	4 ,
	1,623	9,093	7,470	82	8,009	783000 CONTRACTUAL EXPENSE	37,
		902	902	100	902	783001 CUSTODIAL EXPENSE	
		70-	70-	100	384	783002 INSTRUCTOR EXPENSE	1,
	2,324	8,285	5,961	72	7,528	783089 CONTRACTUAL EXPENSE UFM	23,
	4,503	38,974	34,471	88 100	40,319	* CONTRACTUAL 641000 UTILITIES	161,
		29,071 525	29,071 525	100	34,514 749	641089 UTILITIES UFM	117,
		29,596	29,596	100	35,263	* UTILITIES	118,
	1,343	4,904	3,561	73	2,621	781000 ADVERTISING & PROMOTION	22,
	1,256	5,878	4,621	79	4,978	781089 ADVRTSNG & PROMO UFM	18,
	2,599	10,781	8,182	76	7,599	* ADVERTISING & PROMOTION	40,
	257	6,885	6,629	96	5,747	785000 AWARDS & PRIZES	47
	246,514	316,200	69,686	22	331,307	785001 BINGO AWARDS/PRIZES	1,818,
		50	50	100		785089 AWARDS & PRIZES UFM	

Double click on the number in the **current month actual column**. The following box will display. Select "Cost Center: Actual Line Items".

🖙 Select Report 🛛 🖂 🗸
ost Centers: Actual Line Items Cost Centers: Plan Line Items
🖌 Technical names on/off 🔀

The detail general ledger for the account will follow.

l€* Lis	t <u>E</u> dit <u>G</u> oto	<u>S</u> ettings	Extr <u>a</u> s	En <u>v</u> ii	ronmei	nt S <u>v</u> stem	<u>H</u> elp	
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	st Center Area curren	ncy		2 SD		JAX BAL US Dolla	LFLD G/A ar	
Co	Cost element	Cost eleme	ent name		Doc	Postg Date	💈 🛛 Val/COArea Crcy	Cost Center
1 🗗	785001	BINGO AW/	ARDS/PRI	ZES	KR	03/20/2008	9,433.00	130
1034	785001	BINGO AW/	ARDS/PRI	ZES	KR	03/20/2008	2,274.25	130
1034	785001	BINGO AW/	ARDS/PRI	ZES	KR	03/20/2008	9,640.50	130
1034	785001	BINGO AW/	ARDS/PRI	ZES	KR	03/20/2008	2,234.50	130
1034	785001	BINGO AW/	ARDS/PRI	ZES	KR	03/18/2008	9,787.00	130
	103001	DITOOTIN				00/10/2000	0,101.00	100
	785001	BINGO AW/		ZES	KR	03/18/2008	2,848.00	130

### **Overview Vendor Invoice**

Select an item with a KR (vendor invoice) document type and double click on the line. The example is using \$4500.00 to drill on. The system will display the source document as a vendor invoice. Notice the Vendor account.

Document Edit Goto				8   🛒 🗖   🔞 📭	
	t Overview - Displa	ay			
	a 7 8 7 2 <u>%</u>	S Choo	se 🔁 Save		ax data 🚹 🔮
Doc.Type : KR (Vendor invoice ) Normal document         Doc. Number       3500001018       Company code       1034       Fiscal year       2008         Doc. date       03/16/2008       Posting date       03/18/2008       Period       06         Calculate Tax					
Itm PK S Account	Account short text	Cost Ctr	Order	Assignment	Amount
1 31 3000 2 40 785001	BINGO AWARDS/PRIZES	130		JACKPOT WINNER JACKPOT WINNER	10,000.00- 10,000.00
*					0.00

Each vendor has a unique vendor number in SAP. In this example if there were any questions about this charge, the user could identify the vendor to help recall the expenditure. Note in the text field there is additional useful information.

To return to the previous screen, use the green arrow back button click again to return to the original report. The following box will display, click the yes button.

Use the green arrow back to exit the report. The following box will display, click the yes button to return to the report tree.

🖙 Ex	it Report	$\mathbf{X}$
3	Do you want to exit the report?	
	Yes No	

In addition to being able to drilldown on the payment, the user may also drilldown for the documentation that backs up the payment. This would include the purchase order and goods receipt for purchases of supplies. Using KSBB, display an Executive Summary. Double click on the current month amount for Supplies.

I⊂> <u>R</u> eport <u>E</u> dit <u>G</u> oto V <u>i</u> ew Extr <u>a</u> s <u>S</u> ettings S <u>v</u> st	em <u>H</u> elp						
Executive Summary							
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Report:         ZVK/ZC10C         EXECUTIVE SUMMARY           Name:         HQ_LROBINSON         SUMMARIZED OPERATIONS STATEMENT           Period         6 ended March         FY 2008							
Cost Center or Group: 1034-101 NAS Category: Activity:	JACKSONVILLE 10	034					
		CURRE	ENT MONTH				
REVENUES:	PLAN	*	ACTUAL	*	PFY		
RESALE REVENUE SALES DISCOUNT RESALE REVENUE PROGRAM REVENUE COMMISSIONS OTHER REVENUE EXTRA-ORDINARY REVENUE	316,001 875- 873,823 2,500 25,941	25.96 0.07- 71.78 0.21 2.13	153,568 912- 538,260 919 2,488 224	22.11 0.13- 77.50 0.13 0.36 0.03	323,630 1,674- 887,763 2,112 41,360 9,295		
TOTAL REVENUE:	1,217,390	100.00	694,548	100.00	1,262,486		
COST OF GOODS SOLD	129,953	41.12	2,571	1.67	128,017		
EXPENSES:	PLAN	*	ACTUAL	×	PFY		

Under Select Report, choose Cost Centers: Actual Line Items. Click the green check mark 🖌.

🖻 Select Report 🛛 🖂	/
ost Centers: Actual Line Items	
Cost Centers: Plan Line Items	
🖌 Technical names on/off 🗶	

The actual line items that make up this total are displayed. The first line is a WE, which is a goods receipt. Double click on the WE document on the first line.

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Dis	play Act	ual Cost Li	ne Ite	ms f	or Cost	Cei	nters							
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1034 1034 1034 1034	701089 701089 701089	SUPPLIES UFM SUPPLIES UFM SUPPLIES UFM	ne	WE WE WE	03/17/2008 03/20/2008 03/17/2008	E	342.96 1,199.20- 36.00 44.10	8819 8817 8817	FUSIOI SPRAY TANK (					
1034 1034 1034 1034 1034	701089 701089 701089 701089	SUPPLIES UFM SUPPLIES UFM SUPPLIES UFM SUPPLIES UFM	ne	WE WE WE WE	03/17/2008 03/20/2008 03/17/2008 03/17/2008	E	342.96 1,199.20- 36.00 44.10	8819 8817 8817 8817	FUSIOI SPRAY TANK ( DEFOA					
1034 1034 1034 1034 1034 1034	701089 701089 701089 701089 701089 701089	SUPPLIES UFM SUPPLIES UFM SUPPLIES UFM SUPPLIES UFM	ne	WE WE WE WE WE	03/17/2008 03/20/2008 03/17/2008 03/17/2008 03/12/2008		342.96 1,199.20- 36.00 44.10 425.58 235.00	8819 8817 8817 8817 8817 8817	FUSIOI SPRAY TANK ( DEFOA SPEEE					

The next screen displays the Goods Receipt document. This is the second part of the three-way match process.

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	Entered By	MARGARET BAKER		<b>1</b> 904-54	2-31	23	📴 FID	ocuments	
	Created On	03/17/2008 09:41:04							
	Transaction Code	Post Goods Receipt for PO		MB01					
L	ine Art. Short Text		Qty in UnE		E	SLoc		Cost Center	G/L Account B
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From the General tab, all details about the goods received is displayed. The Vendor tab displays the vendor number, name, zip code and city. The third tab provides the purchasing group and the name of person ordering. The Doc. Info tab details the posting date, time, and person's name entering the goods receipt into the system. Also, from this tab, click on the FI Documents button to display the actual accounting documents for this goods receipt.

⊡ <u>G</u> oods Receipt <u>S</u> ettings S <u>y</u> stem <u>H</u> elp					
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	ty in UnE E	SLoc	Cost Center G/L A		
🕄 Original document 📮 🗙	4 EA		8819 7010		
Article Quantity Where Purchase Order	Data Partner Ad	ccount Assignment	Output		
Purchase Order         6400084728         1         State           Reference Document         5000350682         1	DC	Category Standard I for Art. Doc. Item I. Compl. Ind. PO Item	I		

Use the red X  $\Join$  to close the window when finished reviewing the Accounting documents. Additionally, the user can review the purchase order from this screen. Click on the Purchase Order Data tab in the bottom section of the screen.

I⊈ Purchase Order <u>E</u> dit <u>G</u> oto En <u>v</u> i	ronment S <u>y</u> stem <u>H</u> elp					
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Credit Card PO 6	400084728 Creat	ted by MARGA	RET BA	KER		
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🕎 Credit Card PO 👔 640008	4728 Vendor	4000026953 NXTEC		Doc. date	03/17/2008	
Delivery/Invoice Condition	s Texts Address	Communication	Partners	Additional Dat	a Org. Data	S
	.000 % .000 %	Currency Exchange Rate	USD 1.00000	Exch.	Rate Fixed	
SItm A I Article	Short Text FUSION T-CELL, ASSOR.		0 C Deliv. D EA D 03/07/		e Curr 14.29 USD	Per 1

In order to see the complete details for the purchase order, click on the Purchase Order document number. If necessary, the user can display any of the information on the purchase order by

clicking on the tabs or using any of the buttons in the toolbar. Green arrow Seak after reviewing the purchase order.

To see the PO History, click on the scroll to the right of the Purchase Order Document number.

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SAP					
	🕞 PO History for Purchas	e Order 6400084728 Iten	n 00001		
	3 A 7 M M				
	S MvT Article Docu	Item Posting Date 🕫	Quantity	Delivery cost quantity OUn	n ≥ Amount in LC L
	GR 101 5000350682	1 03/17/2008	24	0 EA	342.96 U
	Tr./Ev. Goods receipt		24	EA	• 342.96 U

Click on Continue to return to the previous screen.

The user can drilldown from the Executive Summary to the DAR detail for revenues, or down to the PO level from the expense line items. This completes the display of the three way match for purchasing-PO, Goods Receipt, and Invoice through Payment. The drilldown feature on the reports provides the Activity Manager with information without having to back out of the report, or having to open duplicate sessions.

Simply continue to green arrow back to return to the report tree. Once at the report tree, select another report to view.

#### **Export report to Excel**

It is recommended reports be exported using HTML. Reports can be exported from SAP to an Excel worksheet, with full Excel functionality in the worksheet. Printing options in SAP should be set to Local Printer to print the reports directly from SAP.

From the Executive Summary or Budget Performance Report either click the *Export Report* 

icon	, or choose menu <b>Report</b> $\rightarrow$ <b>Export</b>

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17 RESA	E REVENU	E				316,001	25.9	96	153,568	22.11	323,630	1,670,463	t
18 <b>SALE</b>	5 DISCOUNT	T RESA	ALE REV	/ENUE		875	- 0.0	)7-	912-	0.13-	1,674-	4,650-	t
19 PROG	RAM REVEN	IUE				873,823	71.7	78	538,260	77.50	887,763	4,852,285	t
20 COMM	ISSIONS					2,500	0.2	1	919	0.13	2,112	8,850	Ī
21 OTHE	REVENUE					25,941	2.1	13	2,488	0.36	41,360	151,481	ſ
22 EXTR/	-ORDINAR)	Y REVE	ENLIE						224	0.03	9.295		T

#### **Reports via E-Mail**

One of the new features that have been added to the report functions is the ability to send a copy of the complete report via email to the user or another recipient as a PDF file. This is a very simple procedure as illustrated below.

**NOTE**: Until a user's email address is recorded in the SAP system, the described function will not operate. It is recommended that user's periodically review the e-mail address on file in SAP. Please send updated information to the helpdesk so that this very valuable function is available to you.

With the report showing on the screen, click the printer button on the top menu bar The following Print Variation Reports window will be shown. **Make sure the Current Report radio button is checked.** Checking the second selection button will not only slow all printer functions but also would probably crash your email server.

1	25.96	70,634	21.99	323,630	1,670,4	463	
5-	📴 Print varia	ation reports			$\times$	<u>_</u>	
3							
0 1	You can pr	int the current repo	ort				
	or all 178 v	ariation reports					_
0							
3	Ourren	t report					
4	O All varia	ation reports (in se	eparate spool	requests)			
	O All varia	ation reports (in or	ne spool requ	est)			
6 4	<ul><li>✓ ×</li></ul>						
0	0.50			75,872	478,7	rtz	

Just click the Green Checkmark on the window to continue.

ite 🖸	Print Report				×	103		
۲	) Print all pages							
	) Print current page							
0	) Print selected pages							
	Number of Pages							
.51	S: Vertical pages 1 to 1							
RE	RE Horizontal pages 1 to 1							
IS						-		
R								
RUIN	ART REVENUE							

The Print Report window has several choices. Click the '**Print all pages**' radio button. This tells the system that to produce all pages of the current report, not all the variations. Again, click the green check mark to continue.

Report Edit Goto	Vjew Extr <u>a</u> s <u>S</u> ettings S <u>v</u> stem <u>H</u> elp
Executive Sun	
🔁 🔂 🏪 🔳 🔳	
📴 Print Screen List	
Output Device	Mail Docal Printer
Number of copies	1
Number of pages	
Print all	
O Print from page	0 <u>To</u>
Title	ZVK/ZC10C/Executive Summary
Storage Mode	Print only
Print Priority	Medium priority 🛅
Time of print	Print out immediately
Recipients	HQ_LROBINSON
Department	HEADQUARTERS
Report 65	
Format Z	65_170 ABAP list: At least 65 rows by 17
_	
Only text	
Properties 🗙	

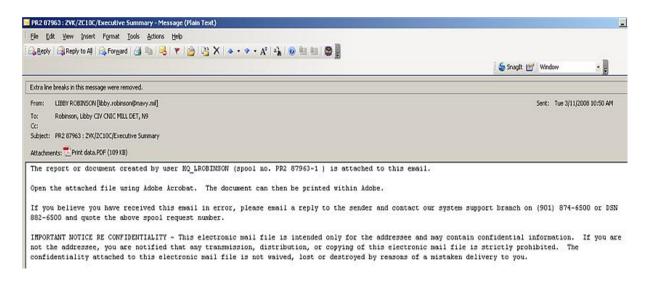
Type "MAIL" in the Output Device text box as shown above. Then click "Continue" on the bottom of this window.

I⊂ <u>R</u> eport <u>E</u> dit <u>G</u> oto	V <u>i</u> ew Extr <u>a</u> s <u>S</u> ettings S <u>v</u> stem <u>H</u> elp	
	🛯 < 🕒 I 😋 🚱 😫 I 🖧 I 🏖 🗅 🕰 🕄 🗃	5
Executive Sun	nmary	
🔁 🔂 🐜 🔲 🔲	8 1 7	B
📴 Print Screen List		M.A
Output Device Mail Address	MAIL Output as E-mail with PDF Attachme	00
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O Print from page	Θ Το Θ	π
		7
Title	ZVK/ZC10C/Executive Summary	25
Storage Mode	Print only	
Print Priority	Medium priority 🛅	
Time of print	Print out immediately	
Recipients	HQ_LROBINSON	32
Department	HEADQUARTERS	
Report 65	6 Rows X 170 Columns	
Format X	65_200 🕢 🙆 ABAP list: At least 65 rows by 17	Е
Only text		1
Properties 💥		

A pop-up window or message at the bottom of the screen shows the results.

😵 Report was printed (spool request number 0000087990)	

After email processing is complete, a message will appear in the user's Email (Outlook, not SAP Workplace) that the report has been received. The subject line should look very similar to the one shown here.



The report itself will be attached to the email as a PDF file. Print data.PDF (109 KB) . Notice that the file will be called "Print data". By 'double-clicking' on the PDF button the report will open as shown below if the user has Acrobat Reader on the computer. Change the name of the file and send it through email with comments added.

't Outlook													
Go <u>T</u> ools	Print data.PDF - Adobe Reader												
 	Beply File Edit View Document Tools GeoPDF Window Help												
	Int' Arra	- 📀 o	GeoTo	ool 🌏 GeoLocator 🔗 Geol	Measure 👻	🧑 Ge	oTrack 👻						
<b>)</b> [3]			х	aport: 2VK/2ClOC are: QQ_LROBINGON			SUMMARIZED	UTIVE GIMMA OPERATIONS ided March					Page: 1 o Date: 03/11
nson, Libby 📥		?	c	ost Center or Group: 1034-101 NAS ategory: ctivity:	JACKSONVILLE 1	034							
						CURRE	NT MONTH				YEAR	TO DATE	
· · · · ·				REVENUES :	PLAN	÷	ACTUAL	*	DBJ	YTD PLAN	*	YTD ACTUAL	*
1) ) iual Upgrad /el Module				REGALE REVENUE GALES DISCOUNT REGALE REVENUE FROGAM REVENUE COMMISSIONS OTHER REVENUE EXTRA-ORDINARY REVENUE	316,001 875- 873,823 2,500 25,941	25.96 0.07- 71.78 0.21 2.13	70,634 419- 250,997	21.99 0.13- 78.14	323,630 1,674- 887,763 2,112 41,360 9,295	1,670,463 4,650- 4,852,285 8,850 151,481	25.01 0.07- 72.66 0.13 2.27	1,354,535 7,435- 4,098,428 10,317 339,755 24,709	23.27 0.13- 70.42 0.18 5.84 0.42
				TOTAL REVENUE:	1,217,390	100.00	321,212	100.00	1,262,486	6,678,429	100.00	5,820,310	100.00
letters				COST OF GOODS SOLD	129,953	41.12	1,429	2.02	128,017	686,203	41.08	570,666	42.13
				EXDENSES :	PLAN	ŧ	ACTUAL	\$	DFY	PLAN		ACTUAL	*
jers <b>llow Up</b> [3				SALARIES & BENEFITS SUPPLIES DEFRECIATION-LOCAL DEFRECIATION-CENTRAL FUND MAINTENANCE	529,986 95,854 79,910 39,832 17,321	43.53 7.87 6.56 3.27 1.42	14,835- 31,474 2,046	4.62- 9.80 0.64	522,060 67,634 75,872 30,704 10,170	3,128,004 691,339 478,712 238,990 118,940	45.84 10.35 7.17 3.58 1.78	2,443,444 369,583 378,075 162,388 87,589	41.98 6.35 6.50 2.79 1.50
<i>fail</i> s				ENTERTAINNENT CONTRACTUAL UTILITIES	3,265 38,974 29,596	0.27 3.20 2.43	3,434	1.07	2,778 40,319 35,263	23,838 218,877 166,077	0.36 3.28 2.49	19,156 148,672 118,654	0.33 2.55 2.04
rs 👻				ADVERTISING & DECMOTICE ANARDS & PRIEC ALLOCATION EMPLOYEE BEN/INS COST OTHER EXDENSE EXTRA-CRDINARY EXPENSE	10,781 323,135 70,331 50,475	0.89 26.54 5.78 4.15	377 111,164 22,195 450	0.12 34.61 6.91 0.14	7,599 337,054 92,516 55,220 8,024	67,938 1,923,138 434,452 365,483	1.02 28.80 6.51 5.47	38,738 1,729,766 372,656 546,012 16,573	0.67 29.72 6.40 9.38 0.28

# **Document Types**

<b>Document</b> Type	Description	Number Range
AF	Depreciation Posting	71
AA	Asset Posting	70
AR	Asset Reversal	73
BR	Bank Reconciliation	60
DA	Customer Returned Check	20
DG	Customer Credit Memo	21
DP	Customer Account Maintenance	24
DR	Customer Invoice	23
DW	Customer Receivable Write-Off	25
DZ	Customer Payment Receipt	26
EA	Allocations	40
IC	Mellon Credit Card	47
IP	Payroll Interface	45
IS	FI Posting Interface	46
KA	Vendor Document	30
KG	Vendor Credit Memo	31
КР	Vendor Account Maintenance	34
KR	Vendor Invoice	35
KZ	Vendor Payment Receipt	36
RE	Vendor Procurement Invoice	51
RV	POS Tenders and Revenue	43
SA	General JV	10
SB	Accrual JV (auto reversing only)	11
SC	Accrual Reversal (for SB only)	12
SD	DAR Journal	13
SE	HQ General JV	14
SG	Recurring Journal	15
SI	Inventory JV (non-Retail)	16
SR	Standard Reversal	19
WA	Goods Transfer or Goods Issue	53
WI	Inventory Count Difference	54
WE	Goods Receipt	50
ZC	Check Payment	80
ZF	Cash Concentration	81
ZT	EFT Payment	82
ZV	Payment Clearing	83

## **POSTING KEYS**

Customer/ Vendor	Posting Key	Description	Debit/ Credit
Customer	01	Customer Invoice	Debit
Customer	02	Reverse Customer Credit Memo	Debit
Customer	03	Service Charge	Debit
Customer	05	Refund	Debit
Customer	08	Payment Clearing (system)	Debit
Customer	09	Special Customer Debit	Debit
Customer	11	Customer Credit Memo	Credit
Customer	15	Incoming Payment (DAR)	Credit
Customer	17	Write-off	Credit
Customer	18	Payment Clearing (system)	Credit
Customer	19	Special Customer Credit	Credit
Vendor	21	Vendor Debit	Debit
Vendor	25	Outgoing Payment (system)	Debit
Vendor	28	Payment Clearing (system)	Debit
Vendor	29	Special Vendor Debit	Debit
Vendor	31	Vendor Credit	Credit
Vendor	35	Incoming Payment (DAR)	Credit
Vendor	38	Payment Clearing (system)	Credit
Vendor	39	Special Vendor Credit	Credit
G/L	40	Debit Entry	Debit
G/L	50	Credit Entry	Credit
Asset	70	Debit Asset	Debit
Asset	75	Credit Asset	Credit
Purchasing / Inventory Mgmt	86	Goods Movement Debit (system)	Debit
Purchasing / Inventory Mgmt	96	Goods Movement Credit (system)	Credit

## SAP List Viewer (ALV)

#### Overview

The SAP List Viewer (ALV) functionality unifies and simplifies the use of lists in the SAP ERP system. ALV presents a uniform and generally consistent look-and-feel to all of the reports using it. Common ALV functionality buttons include selecting, filtering, sorting, displaying, summarizing, sub-totaling, drill-down, emailing, and downloading to a file.

The functionality also permits users to customize the entire layout of a report from changing the column order and adding new columns to enabling filters and sorting criteria. The user layouts can be saved for future use.

ALV provides standardized functions for many reports, such as:

- Sort data by any column
- Sub-total data by any column
- Column display layouts are user-definable through the use of display layouts (also known as display variants)

Many reports use ALV functionality, such as:

- GL, vendor and customer account line item displays
- Customer aging reports
- GL, vendor and customer account balances
- Check Register Report

There are common ALV function icons for both reports and line item displays. Line item display reports and some other specialized reports have additional buttons.

#### Classic ALV vs. ALV Grid

There are two different presentation methods used by the SAP List Viewer technology: Classic ALV and ALV Grid. The Classic ALV method renders reports as text-based, whereas the ALV Grid method is more graphical in nature.

**NOTE**: Not all reports are available in both Classic ALV view and ALV Grid view at this time. Future SAP enhancements will slowly phase out the Classic ALV view, and leave the ALV Grid view as the default display. **Balance Sheet in Classical List Display**:

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F	inar	ncia	I Statements					
	R NSA ANE	CRAN	E AIMS Financial Statemen	t Version		12:16:12 Dat /HQ_LROBINSON Pag		7/200
Com	npany	code	1013 Business area ****		Amou	nts in USD		
	Comp code	Bus. area	Texts	Reporting period (01.2008-13.2008)	Comparison period (01.2007-13.2007)	Absolute difference	Rel dif	Sumt leve
			ASSETS					
			CURRENT ASSETS					
Н			CASH & CASH EQUIVALENTS					
	1013		101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00-	9.1-	
	1013		101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90-		
	1013		101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26-	99.7-	
	1013		101071 LOCAL DEPOSITORY	25,906.55-	2,746.06-	23,160.49-	843.4-	
	1013		101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72-	20.7-	
	1013		102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32	30,000.00	9.1	
	1013		108000 CHANGE FUNDS	4,750.00	4,750.00	0.00		
	1013 1013		109000 PETTY CASH 110000 CREDIT CARD CLEARING	750.00	750.00	0.00	427.5-	
Н	1013		TOTAL CASH	714,411.26	982,457.58	268,046.32-	27.3-	
	4040		ACCOUNTS RECEIVABLE	70,408,04	04 007 07	E4 000 04	000 F	
	1013 1013		131005 ACCOUNTS RECEIVABLE GENERAL RECON 132000 ACCOUNTS RECEIVABLE RETURNED CHECKS	72,436.21	21,397.87 48.15	51,038.34 48.15-	238.5	
	1013		136000 ACCOUNTS RECEIVABLE USA APF SUP	79,000.00	48.15	48.15-	108.8-	
	1013		TOTAL RECEIVABLES	151,436.21	21,446.02	129,990.19	606.1	*3*
				101,400.21	21,440.02	120,000.10	000.1	
			RESALE & SUNDRY INVENTORIES					

#### **Balance Sheet in ALV Grid Display:**

List Edit Goto Views Settings System Help     Image: Contract of the system Help     Image: Contract of the system        Image: Contract of the system								
AIMS Financial Statement Version USD Currency type Company code currency Amounts in US Dollar Reporting periods								
Text for B/S P&L item	Total of reporting period	Total of comp. per.	Absolute differenc					
ASSETS								
CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY 101005 INTER-COMPANY CASH 102000 RESTRICTED CASH CAPITAL OUTLAYS 108000 CHANGE FUNDS 109000 PETTY CASH 110000 CREDIT CARD CLEARING TOTAL CASH	361,329.32 3,221.90 113.92 25,906.55 744,674.99 361,329.32 4,750.00 750.00 6,749.20 714,411.26	331,329.32 0.00 38,828.18 2,746.06 938,814.71 331,329.32 4,750.00 750.00 2,060.75 982,457.58	30,000.01 3,221.91 38,714.24 23,160.44 194,139.7; 30,000.01 0.01 0.00 0.00 8,809.94 <b>268,046.3</b> ;					
ACCOUNTS RECEIVABLE								
131005 ACCOUNTS RECEIVABLE GENERAL RECON 132000 ACCOUNTS RECEIVABLE RETURNED CHECKS 135000 ACCOUNTS RECEIVABLE I ISA ADE SUID	72,436.21 0.00 70,000,00	21,397.87 48.15	51,038.3 48.1 70,000,00					

#### **Reports and ALV**

To better illustrate the ALV functionality, a sample report will be used to demonstrate the most commonly used icons. In this case, the Executive Summary report is a specialized report but it uses most of the common ALV functions.

**Menu Path:** Accounting  $\rightarrow$  Cost Center Reports  $\rightarrow$  Standard Month End Reports  $\rightarrow$  Executive Summary

#### T-code: KSBB

Enter the fiscal year, period of the desired report, and plan version zero. Then under Selection groups enter the cost center group, or an individual cost center in the appropriate box.

⊡ Program <u>E</u> dit <u>G</u> oto En <u>v</u> ironment	S <u>v</u> stem <u>H</u> elp
S	] - 오 오 오 - 그 바 많 * ^ ^ ~ *
Executive Summary: Sel	ection
🕒 🔁 📇 Variation 👪 Output Par	ameters Data Source Extract Parameters
Selection values	
Fiscal Year	2008
Period	7
Plan Version	Θ
Selection groups	
Cost Center Group	
or single value(s)	to 🖻

Click on Execute to run the report.

2 0 0 0 0 0								
xecutive Summary								
: 🗗 🐜 🗉 📑 🖪 🖪 🐨 🔍 🖼 🔝	원 📧 🖀 🗑 👪 🍞 🔛 😫 関 Column		88	86 86				
nation: Cost Center ■ 1013-101 NSWC CRANE 1013 ▼ ■ 1013-201 NSWC CRANE G(A 1013	Report: ZVK/ZC18C Name: HO_LROBINSON			EXEC SUMMARIZED Period 7 e				
<sup> </sup>	Cost Center or Group: 1013-101 NSW Category: Activity:	C CRANE 1013						
1013-4002 NSWC CRANE OUTDOO			CURR	ENT MONTH				YEAR
D 1013-4004 NSWC CRANE BOWLINC D 1013-4005 NSWC CRANE SPORTS	REVENUES:	PLAN	*	ACTUAL	X	PFY	YTD PLAN	x
<ul> <li>1013-4008 NSWC CRANE GOLF 10'</li> <li>1013-4009 NSWC CRANE CARWAS</li> </ul>	RESALE REVENUE	145,400	66.74			130,410	963,976	75.99
D □ 1013-4009 NSHC CRANE CARMAS     D □ 1013-4004 NSWC CRANE ITT 1013     1013-203 NSWC CRANE COMMUNITY CEN     1013-303 NSWC CRANE COMMUNITY (     D □ 1013-4006 NSWC CRANE YOUTH A	SALES DISCOUNT RESALE REVENUE PROGRAM REVENUE Commissions Other Revenue Extra-ordinary Revenue	15,479 13,000 43,990	7.10 5.97 20.19			18,632 13,696 39,419 1,573	104,169 91,000 109,454	8.21 7.17 8.63
D 1013-4007 NSWC CRANE COMMUN 1013-204 NSWC CRANE FOOD & BEVERAC	TOTAL REVENUE:	217,869	100.00			203,730	1,268,599	100.00
1013-304 NSWC CRANE CAFETERIAS *	COST OF GOODS SOLD	54,550	37.52			42,109	358,248	37.16
Interpretation of the second secon	EXPENSES:	PLAN	\$	ACTUAL	x	PFY	PLAN	\$
<ul> <li>1013-4012 NSWC CRANE CONF CT</li> <li>1013-4015 NSWC CRANE CONFER</li> </ul>	SALARIES & BENEFITS SUPPLIES DEPRECIATION-LOCAL DEPRECIATION-CENTRAL FUND MAINTENANCE	79,163 11,485 10,318 432 1,100	36.34 5.27 4.74 0.20 0.50	10,844 432		80,282 10,945 6,458 432 3,851 183 34,177	540,007 72,915 72,224 3,024 8,200 90 92,840	42.57 5.75 5.69 8.24 8.65 8.81 7.32
1013-4013 NSWC CRANE VENDING	ENTERTAINMENT CONTRACTUAL	41,010	18.82					

These are the common functionality keys that are used to change the layout of reports. Some account line item displays contain additional icons and will be discussed later in this section.

(Note: There are a few icons that are not generally used for gl displays and reports and will not be covered in this section.



# 1. Navigation On/Off Icon: 🖪

By clicking this icon, the user can display the Executive Summary (or any report containing this icon) with the cost center hierarchy displayed or hidden. The first example has the hierarchy displayed, and the second is the result of using the navigation icon to turn off the hierarchy.

Ξx	ecutive Summary											
		820	1 A 5	7 8 7 6		Column	< P H		-88 -88			
ieis	ation: Cost Center			/ZC10C						UTIVE SUMM		
C	1013-101 NSWC CRANE 1013	Na	ne: HQ_I	LROBINSON					SUMMARIZED Period 7 er			•
1	<ul> <li>1013-201 NSWC CRANE G/A 1013</li> <li>1013-301 NSWC CRANE G/A 1013</li> </ul>			or Group: 10	013-101	NSWC CRA	NE 1013					
~	D 1013-4001 NSWC CRANE G/A 10 1013-202 NSWC CRANE RECREATION		tegory: tivity:									
	TI 1013-302 NSWC CRANE RECREATI	ON										
	<ul> <li>I013-4002 NSWC CRANE OUTD</li> <li>I013-4004 NSWC CRANE BOWL</li> </ul>	JINC -						CURREN	T MONTH			
	<ul> <li>I013-4005 NSWC CRANE SPOR</li> <li>I013-4008 NSWC CRANE GOLF</li> </ul>	Le F	EVENUES:				PLAN	*	ACTUAL	*	PFY	YTD
	1013-4009 NSWC CRANE CARW	(AS	ESALE REVEN	UNT RESALE RE	EVENUE		145,400	66.74			130,410	
5	D 1013-4014 NSWC CRANE ITT 10 1013-203 NSWC CRANE COMMUNITY 0 1013-203 NSWC CRANE COMMUNITY 0	EN C	ROGRAM REV OMMISSIONS				15,479 13,000	7.18			18,632 13,696	
	I 1013-303 NSWC CRANE COMMUNITY 1013-4005 NIGHO CRANE VOLT		THER REVEN	ARY REVENUE			43,990	20.19			39,419 1,573	
	<ul> <li>1013-4006 NSWC CRANE YOUT</li> <li>1013-4007 NSWC CRANE COMM</li> </ul>	IUN 😤 👖	OTAL REVEN	UE :			217,869	100.00			283,738	1.
~	1013-204 NSWC CRANE FOOD & BEVE 1013-304 NSWC CRANE CAFETERIN 1013-304 NSWC CRANE CAFETERIN		0ST 0F 600	DS SOLD			54,550	37.52			42,109	
	<ul> <li>I 1013-4010 NSWC CRANE CAFE</li> <li>I 1013-4011 NSWC CRANE CAFE</li> </ul>	TEF	XPENSES:				PLAN	x	ACTUAL	x	PFY	P
	I 1013-4012 NSWC CRANE CONF	ст 5	ALARIES & I	BENEFITS			79,163	36.34			88,282	
	<ul> <li>In 1013-4015 NSWC CRANE CONF</li> <li>In 1013-4013 NSWC CRANE VEND</li> </ul>	ING	UPPLIES EPRECIATIO				11,485 10,318	5.27	10,844		10,945 6,458	
			EPRECIATIO AINTENANCE	N-CENTRAL FUN	ND		432	0.20 0.50	432		432 3,851	
		E	NTERTAINME ONTRACTUAL	NT			41,010	18.82			183 34,177	
		U	TILITIES				6,388	2.89			6,975 2,345	
		ADVERTISING & PROMOTION AWARDS & PRIZES				50	0.02					
(	port Edt Qoto View Extras Settings Syster D Q C C C ecutive Summary C C C C C C C C C C C C C C C C C C C	n Help	80 10 AD 1	EMPLOYEE BENJ			7.261	3.33			7.198	9
R	a 🛛 🖉 😂 😧 😒	n Help	80 10 AD 1	EMPLOYEE BEN	Column ()	STATEMENT	7.261	3.33		Page: 1 ( Date: 04/15	of 1	
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RNCCA	Image: Summary         Image:	n Help 00 08 1 1 2 20 1 1 2 20 1 1 2 20 1 1 2 20 1 2 20		ENT MONTH	Column ()	STATEMENT FY 2008	7.261	3.33	YTD ACTUAL 382,895	Date: 04/15	■ ■ ■ SAP	9
RNCCA	Image: Summary         Image:	n Help ■ 00 03 ■ ■ ■ ■ RANE 1013 PLAN 145,401 15,477	2 2 2 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	ENT MONTH	Column ()	STATEMENT FY 2008 PFY 130,410 18,632	7.261	3.33 YEAR 75.99 8.21	YTD ACTUAL 382,805 1,024- 37,215	T2.05 0.19- 7.09		9
	Image: Summary         Image:	DO DO DO CRANE 1013 PLAN 145,400	CURR CURR 66.74 7.10 5.97	ENT MONTH	Column ()	STATEMENT FY 2008 PFY 130,410 18,632 13,696 39,419	7.261	3.33 ¥ ¥ ¥ ¥ ¥ ¥ ¥ ¥ 8.21 7.17 7.17	YTD ACTUAL 382,885 1,824- 37,215 88,415 31,523	<b>X</b> 72.05 0.19- 7.00 15.14 5.93	PFY 472,312 73,882 53,620 111,746	
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	Image: Summary         Comparing the sum of the sum o	■ Help ■ 00 08 ■ ■ ■ ■ ■ RANE 1013 PLAN 145,400 15,477 13,000 43,999 217,660	CURR CURR 66.74 7.10 5.97 20.19	ENT MONTH	Column ()	PFY 2008 PFY 2008 130,410 18,632 13,666 39,419 1,573 203,730	7.261 7.261 7.261 7.261 8 8 9 9 9 9 9 9 9 9 9 9 9 9 9	3.33 ¥8 ¥EAR ¥ 75.99 9.21 7.17 8.20 100.00	YTD ACTUAL 382,605 1,624- 37,215 80,415 31,523 375 531,310	x 4/11 72.05 0.19- 7.00 15.14 15.93 0.07 100.00	PFY 472,312 73,882 55,620 111,746 111,745 714,015	
	Image: Summary         Image:	■ Help ■ 00 08 RANE 1013 PLAN 145,400 15,477 13,000 217,666 54,555	CURR CURR CURR 66.74 7.10 5.97 20.19 100.00 37.52	ENT MONTH	Column ()	PFY           130,410           18,632           13,6410           18,632           13,573           203,730           42,109	7.261 7.	3.33 YEAR 75.99 8.21 7.17 8.21 7.17 100.00 37.16	YTD ACTUAL 382,885 1,024- 37,215 80,415 31,523 375 531,310 136,625	Tele: 04/11 Tele:	PFY 472,312 73,882 55,609 111,746 2,455 714,015 179,979	
	Image: Second	■ Help ■ 00 08 RANE 1013 PLAN 145,400 15,477 13,000 43,999 217,666 54,555 PLAN	CURR CURR CURR 66.74 7.10 5.97 20.19 100.00 37.52 <b>x</b>	ENT MONTH	Column ()	STATEMENT FY 2008 PFY 130,410 18,632 13,566 39,419 1,573 203,730 42,109 PFY	7.261 7.261 963,97 104,16 91,90 109,45 1,268,59 359,24 PLAN	3.33 YEAR YEAR 75.99 8.21 7.57 8.21 7.59 8.21 7.57 8.50 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57 8.51 7.57	YTD ACTUAL 382,805 1,824 37,215 80,415 31,523 375 531,310 136,825 ACTUAL	x         04/11           72.05         0.19-7.00           75.04         15.14           75.03         0.07           100.00         35.53           x         1	PFY 472,312 73,882 53,629 111,746 2,455 714,015 179,979 PFY	
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	CONTRACTOR	CANE 1013	CURR CURR CURR 100.000 100.00 1000.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	ENT MONTH	Column ()	STATEMENT           FY 2008           PFY           130,410           18,632           13,596           39,419           1,573           203,730           42,109           PFY           80,282           10,945           6,458           439	7.261 7.	3.33 ¥EAR ¥EAR 5.99 9.21 7.17 8.63 100.00 100.	YTD         ACTUAL           382,885         1,024           37,215         80,415           31,523         375           531,310         136,025           ACTUAL         245,883           245,883         3,022           3,022         3,022	X         I           72:05         0.19-           70:01         15.14           935.53         0.07           100.00         35.53           X         0.07           131.5         13.15           14.20         0.57	PFY 472,312 73,882 53,620 111,746 2,455 714,015 179,979 PFY 352,716 66,185 29,579 3,922	
	CONTRACTOR LOCAL BALARIES & BENEFITS SALARIES & SALE FUND BENEFICIATION-LOCAL DEPRECIATION-LOCAL DEPRECIATION-CENTRAL FUND MINITENNACE	■ Help ■ 00 03 ■ 145,401 145,401 145,401 145,401 145,405 9 217,865 PLAN 79,16: 11,485 10,311 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,485 10,315 11,455 10,315 10,	CURR CURR CURR 100.000 100.00 1000.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	ENT MONTH ACTUAL 10,844	Column ()	STATEMENT FY 2008 PFY 130,410 18,632 13,696 39,419 1,573 203,730 42,109 PFY 80,282 10,945 6,459	7.261 7.261 7.261 7.261 8 9 9 9 9 9 9 9 9 9 9 9 9 9	3.33 YEAR YEAR 75.99 8.21 7.17 8.63 100.00 37.16 42.57 5.69 0.24 0.24 0.63	YTD ACTUAL           382,865         1,624-           37,215         31,523           31,523         375           531,310         136,625           ACTUAL         245,883           245,883         69,893           75,423         75,423	X         A           72.05         0.19-           7.00         19-           7.00         19-           7.00         15.14           5.93         0.07           100.00         35.53           X         46.28           13.15         14.20	PFY           472,312           73,882           53,620           1111,746           2,455           714,015           179,979           PFY           352,716           66,185           20,579           3,022           9,710	
	CONTRACTON-LOCAL CONTRACTAL FUND CALARLES & BENEFITS SUPPLIES DEFECTATION-CENTRAL FUND MAINTENANCE ENTERTAINMENT CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL	PLAN     145,400     15,477     13,000     217,666     54,556     PLAN     79,16;     11,48     43,399     217,666     54,556     PLAN     79,16;     11,48     43,31     100	CURRI CURRI CURRI 666.74 7.10 5.97 20.19 1000.00 1000.00 37.52 36.34 5.27 4.74 0.20 0.59 18.82	ENT MONTH ACTUAL 10,844	Column ()	STATEMENT FY 2008 PFY 130,410 18,632 13,666 39,419 1,573 203,730 42,109 PFY 80,282 10,945 6,458 432 3,951 18,33 34,177	7.261 7.261 7.261 7.261 8 9 9 9 9 9 9 9 9 9 9 9 9 9	3.33 YEAR YEAR 75.99 8.21 7.17 8.63 1.100.00 37.16 42.57 5.69 0.24 0.61 7.32	YTD ACTUAL           382,805           1,024-           37,215           80,415           31,523           37,55           531,310           136,025           ACTUAL           245,883           69,893           75,423           3,022           2,964           560           27,119	x         a           72.05         0.19-           7.005         0.07           100.00         15.14           5.93         0.07           100.00         13.53           X         0.67           46.28         13.15           14.20         0.57           0.56         0.99	PFY           472,312           73,882           55,620           111,745           179,979           PFY           352,716           66,165           22,579           3,022           9,710           7,712           84,015	
	CONTRACTOR SALE REVENUE REVENUES: REVENUES: CONT OF GOODS SOLD CONT OF CONTON CONTRAL FUND MAINTENANCE CONT OF CONTON CONTRAL FUND MAINTENANCE CONT OF CONTON CONTRAL FUND MAINTENANCE CONT OF CONTON CONTRAL FUND CONTRACTON CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRAL FUND CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON CONTRACTON CONTRACTON CONTRAL FUND CONTRACTON CONTRACTON	PLAN PLAN PLAN PLAN PLAN PLAN PLAN PLAN	CURRI CURRI CURRI 66.74 7.10 5.97 20.19 100.000 100.000 100.00000000	ENT MONTH ACTUAL 10,844	Column ()	STATEMENT           FY 2008           PFY           130,410           18,652           13,696           39,419           1,592           203,730           42,109           PFY           90,292           10,455           6,458           432           3,851           1851	7.261 7.262 7.261 7.262 7.	3.33 YEAR YEAR 75.99 8.21 7.17 8.63 1000.00 37.16 42.57 5.69 0.24 0.64 0.63 100.24 0.64 0.61 0.24 0.64	YTD ACTUAL           382,885           1,624           37,215           80,415           31,523           375           531,310           136,625           ACTUAL           245,883           69,893           75,423           3,022           2,964           590	X         I           72.05         0.19-           7.001         15.14           5.93         0.07           100.00         35.53           X         0           46.28         13.15           14.207         0.56	PFY 472,312 73,882 53,620 111,746 2,455 714,015 179,979 PFY 352,716 66,185 29,579 3,022 9,710 7,712	

# 2. Print Page Formatting On/Off:

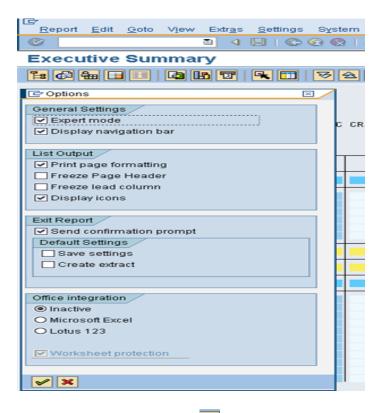
Report printing parameters have been formatted at Headquarters for all the SAP report printers. It is recommended that these parameters remain as the default.

## 3. Column freeze on/off: 🛅

Some reports are larger than the monitor screen. If the user desires that the descriptive columns (revenues/expenses) be displayed at all times as the user scrolls to the right to display hidden columns, then use this icon to freeze the descriptions in place.

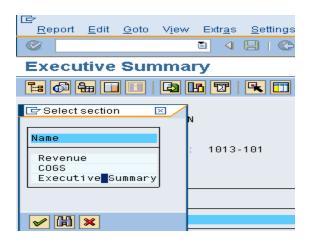
## 4. Options/Office Integration: 🕮

This icon also allows the user to freeze columns, headers, and export the report to an Excel worksheet. By clicking on the icon, a popup window displays for the user options. After making selections, click on the green checkmark.

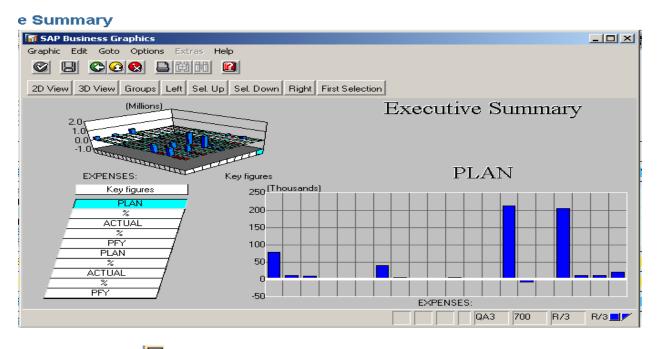


## 5. Presentation Graphics:

Using this icon presents the data in a graphical display. A popup box appears for the user to make a choice of presenting certain categories graphically or the entire report.



Executive Summary was chosen for this example and then click on the green arrow.



# 6. Mail Recipient 🔟

The icon automatically transfers the user to the SAP Workplace and into an outgoing e-mail. The subject/title is automatically defaulted into the SAP mail and the report is automatically attached.

Additional text can be added to the body of the email and the recipients can be either internet email addresses or internal SAPmail addresses. The email subject line can also be changed.

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Sharon, Here's the report you requested. Thanks, Libby	
List of outstanding checks	

# 7. Call up Report: 🔟

To view the details that make up the amounts in the Executive Summary, use this icon to pull up line item details for budgeted or actual line items. User will make a choice via a popup box.

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✓ Technical names on/off 🗶			CURRI	ENT MONTH					
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## 8. Expand/Collapse Report Fully: 🛛 🖂

These icons can be used to toggle between a fully expanded report as in all the previous examples or one that only has totals by category (for this example, expenses cannot be collapsed any further).

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	Report: ZYK/ZC18C Name: HO_LROBINSON			EXEC SUMMARIZED ( Period 7 er		STATEMENT				Page: 1 Date: 04/1	
	Cost Center or Group: 1013-101 NSWC Category: Activity:	CRANE 1013									
			CURR	ENT MONTH				YEAR	TO DATE		
	REVENUES:	PLAN	*	ACTUAL	×	PFY	YTD PLAN	٤	YTD ACTUAL	×	PFY
<b>T</b>	TOTAL REVENUE:	217,869	100.00			203,730	1,268,599	100.00	531,310	100.00	714,015
	COST OF GOODS SOLD	54,550	37.52			42,109	358,248	37.16	136,025	35.53	179,979
	EXPENSES:	PLAN	3	ACTUAL	×	PFY	PLAN	*	ACTUAL	x	PFY
	SAMARIES & BENEFITS	79,163	36.34			80,282	540,007	42.57	245,883	46.28	352,716
	SUPPLIES	11,485	5.27			10,945	72,915	5.75	69,893	13.15	66,185
	DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	72,224	5.69	75,423	14.20	29,579
	DEPRECIATION-CENTRAL FUND	432	0.20	432		432	3,024	8.24	3,022	0.57 0.56	3,822
	MAINTENANCE ENTERTAINMENT	1,100	8.58			3,851 183	8,200	0.65 0.01	2,964	8.55	9,710 7,712
	CONTRACTUAL	41,010	18.82			34,177	92,840	7.32	27,119	5.10	84,015
	UTILITIES	6,300	2.89			6,975	45,930	3.62	16,043	3.82	28,689
	ADVERTISING & PROMOTION	15	0.01			2,345	185	0.01	10,043	0.00	2,380
	AWARDS & PRIZES	50	0.02			2,040	950	0.07	24	0.00	659
	ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,198	48,566	3.83	29,027	5.46	35,670
	OTHER EXPENSE	1,443	0.66	11		2,468	10,295	0.81	18,101	3.41	11,792
	EXTRA-ORDINARY EXPENSE					1,598			16,330	3.07	7,044
Ð	TOTAL NAF EXP. INCL. UFM OFFSET	206,043	94.57	11,286		193,880	1,203,811	94.89	619,123	116.53	783,150
	OPERATIONS BEFORE NEX DIVIDEND	11,826	5.43-	11,286-		9,850	64,788	5.11-	87,813-	16.53	69,135-

# 9. Expand/Collapse Section: 🖭 🛅

Sometimes, the user may want sections of a report expanded and other sections collapsed. These icons allow that function. In the following example, Total Revenue is still collapsed, while the UFM offset section has been expanded.

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			CURRE	ENT MONTH			
	REVENUES:	PLAN	*	ACTUAL	\$	PFY	YT
Þ	TOTAL REVENUE:	217,869	100.00			203,730	1
	COST OF GOODS SOLD	54,550	37.52			42,109	
	EXPENSES:	PLAN	*	ACTUAL	\$	PFY	
	SALARIES & BENEFITS	79,163	36.34			80,282	
	SUPPLIES	11,485	5.27			10,945	
	DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	
	DEPRECIATION-CENTRAL FUND	432	0.20	432		432	
	MAINTENANCE ENTERTAINMENT	1,100	0.50			3,851	
	CONTRACTUAL	41,010	18.82			183 34,177	
	UTILITIES	6,300	2.89			6,975	
	ADVERTISING & PROMOTION	15	0.01			2,345	
	AWARDS & PRIZES	58	0.02			2,045	
	ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,198	
	OTHER EXPENSE	1,443	0.66	11		2,468	
	EXTRA-ORDINARY EXPENSE					1,598	
	SUBTOTAL NAF EXP. EXCL. UFM OFFSET	213,127	97.82	11,286		199,013	1
	UFM EXP OFFSET LABOR UFM EXP OFFSET NON-LABOR	7,083-	3.25-			5,133-	
1	TOTAL NAF EXP. INCL. UFM OFFSET	206,043	94.57	11,286		193,880	1
	OPERATIONS BEFORE NEX DIVIDEND	11,826	5.43-	11,286-		9,858	

# 10. Previous section/Next section:

These icons allow the user to scroll vertically on the report.

## 11. Sort in Ascending/Descending Order

By clicking on the header of any column and then clicking either of these icons, B, the line item display or report can be sorted by the data in that column. For the example, we can sort in ascending or descending order based on the amounts in the current month revenue. The following list has been sorted in descending order based on the amount. That icon will appear in the column to let the user know the report has been sorted.

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Executive Summary					
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Variation: Cost Center	Report: ZVK/ZC10C Name: HQ_LROBINSON			SUMMARIZED	UTIVE S OPERATI ended Ap
	Cost Center or Group: 1013-202 NSWC Category: Activity:	CRANE RECREAT	ON DIVISIO	DN 1013	
<ul> <li>✓ ☐ 1013-302 NSWC CRANE RECREATION</li> <li>▶ ☐ 1013-4002 NSWC CRANE OUTDOO</li> </ul>			CURRE	ENT MONTH	
	REVENUES:	PLAN	\$	ACTUAL	\$
<ul> <li>Introduction Control International Control Internatio</li></ul>	SALES DISCOUNT RESALE REVENUE Commissions Extra-ordinary revenue	8			
<ul> <li>✓ ☐ 1013-203 NSWC CRANE COMMUNITY CEN</li> <li>✓ ☐ 1013-303 NSWC CRANE COMMUNITY C</li> </ul>	RESALE REVENUE PROGRAM REVENUE OTHER REVENUE	2,000 7,379 43,300	3.80 14.01 82.20		
D 1013-4006 NSWC CRANE YOUTH A	OTHER REVENUE	43,300	82.20		

### 12. Find Column: 🔀 Column

Due to the width of some reports, all columns may not display at the same time. This icon provides a dropdown box so that the user can select a column to display.

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YTD ACTUAL	-	- Inc	CRANE CAR CRANE ITT 1		EXTRA-ORDINARY REVENUE
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	1013-4006		CRANE YOU		RESALE REVENUE

#### Line Item Displays and ALV

The following report is a line item display (FBL3N) in the ALV grid format. Below this report is the same general ledger account display in the classic view. The ALV function icons are the same except that the classic view has additional icons to scroll left or right across the screen.

#### ALV Grid View:

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		1	300000015	SD	09/23/2002	40		1,472,822.73			1,472,822.
		1	300016468	SD	06/01/2001	50		634.50-			634.
		4	300000000	RV	05/17/2002	40		451.75			451.3
				RV	05/17/2002	40		619.00			619.
				RV	05/17/2002	40		26.50			26.
				RV	05/17/2002	40		14.50			14.9
				RV	05/17/2002	40		18.50			18.5
				RV	05/17/2002	40		37.00			37.0
				RV	05/17/2002	40		11.25			11.3
				RV	05/17/2002	40		14.50			14.6
				RV	05/17/2002	40		254.00			254.0
				RV	05/17/2002	40		22.00			22.0
				RV	05/17/2002	40		13.00			13.0
				RV	05/17/2002	40		14.50			14.5
				RV		40		21.75			21.7
				RV	11/16/2002	40		169.60			169.6
				RV	11/16/2002	50		4.00-			4.0
				RV	10/10/2003	40		200.00			200.0

#### **ALV Classic View:**

⊡ List Edit <u>G</u> oto Extr <u>a</u> s Environm	nent <u>S</u> ettings	Sys	tem <u>H</u> elp						
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Run Date: 02/14/2008 12:43:32								Pag	je: 1
User : HQ_LROBINSON									
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101060 POS/DAR CLEARING									
St CoCd Assignment	DocumentNo	Type	Pstng Date	PK S	Cost Ctr	Amount in local cur.	Text	Ar	Amount in doc. curr.
1287	1000000000		03/01/2002	50		302,494.28-			302,494.28-
1287	1300000000	SD	02/28/2002	50		1,000.00-			1,000.00-
1287	1300000012	SD	05/02/2002 09/23/2002	40		500.00			500.00
1287 1287	1300000015		0972372002	40		1,472,822.73 634.50-			1,472,822.73 634.50-
1287	4300000000		05/17/2002	40		451.75			451.75
1287	4300000000		05/17/2002			619.00			619.00
1287	4300000000	RV	05/17/2002	40		26.50			26.50
1287	4300000000		05/17/2002	40		14.50			14.50
2 287	430000000		05/17/2002	40		18.50			18.50
1287	4300000000	RV	05/17/2002	40		37.00			37.00
1287	4300000000	RV	05/17/2002 05/17/2002	40		11.25 14.50			11.25 14.50
1287 1287	4300000000	RV	05/17/2002	40		254.00			254.00
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1287	4300000000	RV	05/17/2002	40		13.00			13.00
1287	4300000000	RV	05/17/2002	40		14.50			14.50
1287	430000000	RV	05/17/2002	40		21.75			21.75
2 287	4300000000		11/16/2002			169.60			169.60
1287	4300000000		11/16/2002	50		4.00-			4.00-
1287	4300000000	RV	10/10/2003	40		200.00			200.00

#### T-code: FBL3N

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101060	PI	OS/DAR CLEARING										
St	CoCd	Assignment	DocumentNo	Туре	Doc. Date	Pstng Date	PK S	LCurr	LC amnt	Curr.	Amount in doc.	curr.
1		CRN 010208	1300000406			01/02/2008		USD	30.50-			0.50-
		CRN 010308 CRN 010608	1300000407			01/03/2008	50	USD	82.75-	USD	8	
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H 🖉						01/06/2008		USD	709.75-	USD		9.75-
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	(1013 (1013 (1013	CRN 010708 CRN 010708 CRN 010808	1300000412 1300000413 1300000416	SD SD SD	01/07/2008 01/07/2008 01/08/2008	01/07/2008 01/07/2008 01/08/2008	50 50 50	USD USD USD USD	709.75- 33.75- 536.55- 868.65-	USD USD USD	3	9.75- 3.75-
	(1013 (1013 (1013 (1013	CRN 010708 CRN 010708 CRN 010808 CRN 010908	1300000412 1300000413 1300000416 1300000410	SD SD SD SD	01/07/2008 01/07/2008 01/08/2008 01/09/2008	01/07/2008 01/07/2008 01/08/2008 01/09/2008	50 50 50 40	USD USD USD USD USD	709.75- 33.75- 536.55- 868.65- 73.75	USD USD USD USD	3 53 86 7	9.75- 3.75- 6.55- 8.65- 3.75
	(1013 (1013 (1013 (1013 (1013 (1013	CRN 010708 CRN 010708 CRN 010808 CRN 010908 CRN 010908	1300000412 1300000413 1300000416 1300000410 1300000409	SD SD SD SD SD	01/07/2008 01/07/2008 01/08/2008 01/09/2008 01/09/2008	01/07/2008 01/07/2008 01/08/2008 01/09/2008 01/09/2008	50 50 50 40 40	USD USD USD USD USD USD	709.75- 33.75- 536.55- 868.65- 73.75 10.50	USD USD USD USD USD	3 53 86 7 1	9.75- 3.75- 6.55- 8.65- 3.75 0.50
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The following icons appear in the FBL3N transaction code for general ledger line item displays.



#### 1. Scrolling

These four icons **I allow** the user to move the screen left or right to view columns that may be outside the parameters of monitor.

## 2. Display Document:

By clicking on any line item in the line item display, and then clicking this icon, the actual document for this posting is displayed. (Click on any cell or the blue box to the left of the line item.)

☐      ist      idit      oto       Extras       Environment         ☑       □ </th <th></th> <th></th> <th></th> <th>  💥 🗾   🖗 📑</th> <th></th> <th></th>				💥 🗾   🖗 📑		
G/L Account Line Item Disp	ay					
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Run Date: 02/11/2008 13:45:13 User: H0_LROBINSON Open Items Key Date: 02/11/2008 101060 POS/DAR CLEARING					Double click on any line item or cl blue box to the left of the item.	lick the
Assignment Docum	nt <sup>°</sup> Type	e Posting Date	PK Cost Cente	r 🔹 Amount in local currency Te	ext Ar	Amount in doc. curr.
100000	000 00	03/01/2002	50	302,494.28-		
1207	1000 SA	03/01/2002	50	302,434.20		302,494.28-
	0000 SA		50	1,000.00-		302,494.28- 1,000.00-
		02/28/2002		·		· · · · · · · · · · · · · · · · · · ·

e Document Edit Goto Extras Environment System Help 🖣 🔲 🕐 🚱 😫 🔚 🏭 🎝 🍄 🖓 🔛 🖉 📲  $\otimes$ 🕫 🗈 Display Document: Line Item 001 💖 🖻 🧟 🔻 🔺 遇 🖨 Additional Data 101060 POS/DAR CLEARING G/L Account Company Code 1287 MWR COMNAVREG, NW Doc. no. 100000000 Line Item 1 / Credit entry / 50 302,494.28 USD Amount Additional Account Assignments Site Value date Auto, created Assignment Text 🧟 Long text

The first line item of the document will be displayed.

To see the entire document, then click the Document Overview button.  $\square$ 

⊡ Document Edit	<u>G</u> oto Extr <u>a</u> s <u>S</u> ett	iings En <u>v</u> ironment	S <u>v</u> stem <u>H</u> elp		
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001 50 1287 101	1060 POS/DAR	CLEARING		302,4	94.28-
002 40 1287 101	1060 POS/DAR	CLEARING		302,4	94.28

# 3. Change Document: 🖉

Use this icon to change assignment and text on documents. These are the only two fields that can be changed on a document.

⊡ Document Edit Goto Extras Environment System Help	
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🕫 Change Document: Line Item 002	
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G/L Account 101060 POS/DAR CLEARING	
Company Code 1013 MWR NSA CRANE Doc. no. 1300000406	
Line Item 2 / Credit entry / 50       Amount     30.50	
Additional Account Assignments Site	
Value date Assignment CRN 010208	
Text Cong text	

Header information can be changed from this view by clicking on the Header icon. 🞑

				1000001	
	Change Doo	cument: Line	e item 002		
1		Additional Data	+ Next item	+ Previous item	
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				Doc. no. 1300	0000406
Line Item	🖻 Document Hea	der: 1013 Company	Code		
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	Ledger Grp		Ledger		
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Only the Doc. Header Text and Reference can be changed.

# 4. Mass Change 🚟

**NOTE: Please call the SAP HelpDesk before attempting to use this icon**. Check the items that need to be changed in the boxes to the far left of the screen.

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	GLK 103107	1300000724	SD	10/31/2007	10/31/2007		USD	312.00-		312.00-	
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	GLK 103107	130000724	SD	10/31/2007	10/31/2007		USD	11.75-	USD	11.75-	
	6LK 103107	120000724	SD	10/31/2007	10/31/2007		USD	922.00-	USD	922.00-	
	6LK 103107	1300000724	SD		10/31/2007		USD	512.00-	USD	512.00-	
	GLK 103107	1300000724	SD	10/31/2007			USD	30.25-	USD	30.25-	
	6LK 103107 6LK 103107	1300000724		10/31/2007	10/31/2007		USD	64.25- 75.50-	USD	64.25- 75.50-	
	GLK 103107	1300000724		10/31/2007			USD	12.00-	USD	12.00-	
	GLK 183187	1300000724		10/31/2007	10/31/2007		USD	257.75-	USD	257.75-	
	GLK 10310	1300000724		18/31/2007			USD	990.75-	USD	990.75-	
	GLX 102107	1300000724			10/31/2007		USD	846.00-	USD	846.00-	
		130000724		10/31/2007			USD	182.50-	USD	182.50-	
	GLV 103107	1300000724		10/31/2007	10/31/2007		USD	47.50-	USD	47.50-	
1 0 2015	2LK 103107	1300000724			10/31/2007		USD	18.00-	USD	18.00-	
	GLK 103107	1300000724			10/31/2007		USD	4.00-	USD	4.00-	
1815	GLK 103107	130000724	SD	18/31/2887	18/31/2887	58	USD	42.88-	LUSD	42 00-1	
	GLK 103107 GLK 103107	1300000724		10/31/2007	10/31/2007		USD	42.00-	USD	42.00-	
1815	6LK 103107	130000724	SD	10/31/2007	10/31/2007	50	USD	1,076.20-	USD	1,076.20-	
1815			SD SD	10/31/2007		50 50		1,076.20- 744.10-		1,076.20- 744.10-	
V 0 1815 1015 1815	GLK 103107 GLK 103107	1300000724 1300000724	SD SD SD	10/31/2007 10/31/2007 10/31/2007	10/31/2007 10/31/2007	50 50 40	USD USD	1,076.20-	USD USD	1,076.20-	

Click on the Mass Change icon , you can change certain fields in numerous documents simultaneously. Enter the data. This data will apply to all documents highlighted and will replace any existing data already in those fields! Be sure you want all the data overwritten on the documents chosen.

#### Activity Manager Reporting (CO)

List Edit Goto Extras Environment Settings System Help			
G/L Account Line Item Display			
	🗐 🚺 🔝 Sel	ections	Di:
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	75.50-	USD	
a 10 Dunning Area	12.00-	USD	
a 18 Last dunned	257.75-	USD	
	998.75-	USD	
	846.00-		
19 Dunning block	182.50-	USD	
Dunning key	47.50-		
	18.00-	USD	
	42.00-		
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HALLOWEEN CARNIVAL	744.10-	USD	
Assignment	1,058.44	USD	
9 10 Part, Bank Type	127.50	USD	
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Everute changes			

Then, click on the Execute changes icon on the bottom. 🛩 Execute changes

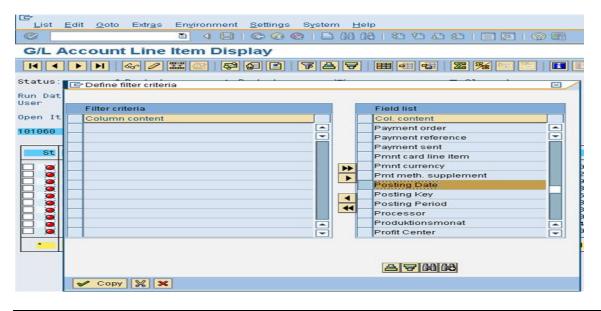
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The line items display screen returns with those line items shaded. To see the effect of your changes, click on List>Refresh.

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E.	1015	GLK 103107	1300000724	sn	18/31/2887	10/31/2007	50	USD	82.75-	usp	82.75-		
		GLK 103107	1300000724		10/31/2007			USD	926.05-		926.05-		
6		GLK 103107	1300000724			10/31/2007		USD	312.00-	USD	312.00-		
	1015	GLK 103107	1300000724		10/31/2007			USD	1,247.68-	USD	1,247.68-	HALLOWEEN	CARNIVAL
		GLK 103107	1300000724			10/31/2007		USD	11.75-		11.75-		
		GLK 103107	1300000724		10/31/2007			USD	922.00-	USD	922.00-		
		GLK 103107	1300000724			10/31/2007		USD	512.00-	USD	512.00-		
		GLK 103107	130000724		10/31/2007			USD	30.25-		30.25-		
		GLK 103107	1300000724			10/31/2007		USD	64.25-	USD	64.25-		
HS		GLK 103107	130000724			10/31/2007		USD	75.50-	USD	75.50-		
H		GLK 103107 GLK 103107	1300000724		10/31/2007	10/31/2007		USD	12.00- 257.75-	USD	12.00- 257.75-		
H		GLK 103107	1300000724			10/31/2007		USD	990.75-	USD	990.75-		
н		GLK 103107	1300000724		10/31/2007			USD	846.00-	USD	846.00-		
H 3		GLK 103107	1300000724			10/31/2007		USD	182.50-	USD	182.50-		
H		GLK 103107	1300000724			10/31/2007		USD	47.50-	USD	47.50-		
H a		GLK 103107	1300000724			10/31/2007		USD	18.00-	USD	18.00-		
H i		GLK 103107	1300000724		10/31/2007			USD		USD	4.00-		
Б		GLK 103107	1300000724			10/31/2007		USD		USD	42.00-		
		GLK 103107	1300000724		10/31/2007			USD	1,076.20-			HALLOWEEN	CARNIVAL
	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50	USD		USD	744.10-		
		GLK 103107	130000737		18/31/2007			USD	1,058.44	USD		HALLOWEEN	CARNIVAL
	1015	GLK 103107	1300000738	SD	10/31/2007	10/31/2007	40	USD	127.50	USD	127.50		

## 5. Set Filter 🍞

If you only want to see limited information from this report, you can click on the column heading and then click the filter icon. The user may only want to see the DARS from a certain posting date. Choose posting date, click the left arrow,  $\checkmark$  and then the green arrow.  $\checkmark$  Copy Enter only the dates needed: From 01/07/2008 to 01/07/2008. Click the green check mark at the bottom  $\checkmark$ .



🔄 Filter criteria			
Select. Posting Date	01/07/2008	to 01/07/2008	\$
🖌 🖧 😔 🖬 🗶			

The resulting report would look like this, only showing 2 outstanding checks from the first 15 days of the month.

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## 6. Total/Sub-total 🔳 🧏



By using these icons 📓 😹, columns can be totaled and/or subtotaled at the user's discretion. All screen shots in this section reflect the total highlighted in gold. The user can also sub-total based on the other columns. For simplicity, the following screenshot is sub-totaled based on the Posting Date and the subtotals are highlighted in yellow.

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# 7. List Status: 🚺

The list status () simply identifies the most recent functions used on any report. For this example, the data is listed in ascending order by posting date and sub-totaled by posting date. There are a total of ten (10) records in the report with seven (7) sub-totals/totals.

**NOTE**: On certain reports and line item displays in other modules, this pushbutton will send the user to SAP online help.

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# 8a. Spreadsheet-Method 1 (New)

The screens shown below have recently changed and are quite different from the previous editions. The example used for this report is under the T-code KSBB>Line Item Reports>Cost Centers: Actual Line Items. By using this icon, the user can export the report to an Excel spreadsheet.

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Leave the default setting and click on the green check mark  $\checkmark$ .

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Click Save . NOTE: This is simply a temporary file. Always leave the default file name and directory. Save the resulting Excel file once the spreadsheet launches by using File>Save as in the Excel screen.

The first file saved should be stored in the SAPWorkDir. Subsequent files will produce the message shown below since SAP uses the same file name each time for the temporary file. Always overwrite the files in the SAPWorksDir. Any files previously saved here should have been saved using Excel's File>Save as function immediately after the spreadsheet launched.

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Data is transferred to an Excel spreadsheet with full functionality in Excel. Use the **File>SaveAs** on the top toolbar to save the spreadsheet on the Desktop or other location. **All of the summation, sorting, subtotaling and filter criteria completed in SAP are passed to Excel.** This is a tremendous improvement over the previous SAP Excel integration and is the recommended choice.

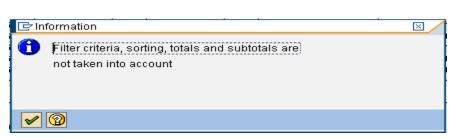
# Note: This is merely a snapshot of the data stored in SAP. There is no active or dynamic link back to SAP. Any changes made to the data in the EXCEL spreadsheet will not transfer to SAP.

# 8b. Spreadsheet-Method 2 (Classic) 📕

Another option for the spreadsheet is to click on the Spreadsheet icon, use the dropdown box, and choose Excel in Existing XXL format. This is the same as the standard SAP-Excel integration on previous versions of AIMS/SAP.

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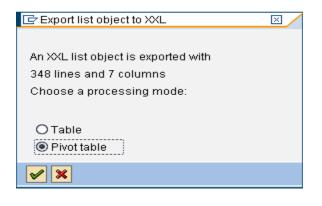
Click the green check mark.



Any summation, sorting, subtotals, and filter criteria are lost in the transition from SAP to Excel using this method. Save this spreadsheet first, then make any changes directly into the Excel spreadsheet. Spreadsheet method 1 does not lose the summation, sorting, subtotaling, and filter criteria.

Click the green check mark.

Though Pivot Table is the default, most users prefer to use **Table.** Select the desired radio button.



Click the green check mark.

The data is now transferred to a spreadsheet. All sorting and subtotaling performed in SAP is lost, however.

# Note: This is merely a snapshot of the data stored in SAP. There is no active or dynamic link back to SAP. Any changes made to the data in the EXCEL spreadsheet will not transfer to SAP.

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	17	301000	RESALE REV	RV	4/10/2008	-30.00	12339		

# 9. Expand/Collapse 🛅 🛅

Sometimes the user may want to view information with all the line items, but then have a quick view of totals based on specific criteria. For instance, using T-code FBL3N will display all the open items for this account on the current day by default. Subtotaling by cost center will display the total debits/credits for a specific date for that cost center. Scrolling to the bottom of the screen and clicking on the total, and clicking on the Collapse icon 🖆 will display the total of all open items by cost center. This can be an exceptionally handy tool when preparing a specialized report.

The Collapse function can also be reached by clicking on **Settings>Summation Levels>Define** Breakdown>Account. To return to the full line items display click Settings> Summation Levels>Breakdown>Non-total Lines.

This screen is FBL3N for the 151000 account in company code 1146 including all open items for the current day 02/14/2007:

⊑ List	<u>E</u> dit <u>(</u>	⊇oto Extr <u>a</u> s Environr ॏ √				<mark>8</mark> ጋ የ	C 4C 4C   🛛	1 2   9 <b>F</b>			SAP
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	St CoCd	Assignment	DocumentNo	Туре	Pstng Date	PK 8	6 Cost Ctr	Amount in local cur.	Text	At	Amount in doc. curr.
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	1146		100000003		12/01/2002	50	4467		COCA COLA		61.95-
	1146		100000004		12/01/2002		4485		COCA COLA		176.80-
H	✓ 1146		100000005		12/01/2002		4486 4508	264.20- 720.17-	COCA COLA		264.20- 720.17-
H	1146		1000000027		12/01/2002 12/01/2002	50	4508				
H	1146		5000000000		10/15/2002	01	4477	1,093.20- 42.00	CAKE		1,093.20- 42.00
H	1146		5000000019		01/13/2002	01	4485	42.00	CAKE		42.00
H	1146		5000000020		01/13/2003	01	4485	42.00-			42.00-
H	1146		5000000021		01/13/2003	81	4485	21.00	CAKE		21.00
Б	1146		5000000024		01/15/2003		4485	21.00-			21.00-
H	1146		5000000025		01/15/2003	81	4485		CAKE		24.24
П	1146		5000000026		01/15/2003	81	4485	24.24	CAKE		24.24
	1146		5100000015		01/15/2003	81	4485	11.76			11.76
	1146		5100000017		01/15/2003	81	4485	1.76			1.76
	1146		9900000394		11/30/2002		4466		CLUB FOOD RESALE		18,914.09
	V 1146		9900000395		11/30/2002		4467	2,258.42	CLUB BAR RESALE		2,258.42
	1146		9900000396		11/30/2002		4473	380.03	BINGO MERCHANDISE RESALE		380.03
	1146		9900000397		11/30/2002		4468	640.89	CLUB OTHER RESALE		640.89
	1146		9900000398		11/30/2002		4470	3,282.29	CPO CLUB RESALE		3,282.29
	✓ 1146 ✓ 1146		9900000399		11/30/2002		4505 4500	154.22	ELLISON OTHER F & B RESALE		154.22
			9900000400		11/30/2002			411.93	SNACK SHACK RESALE		411.93

#### Account 151000 subtotaled based on the cost center:

List	Edit	<u>Goto Extras Env</u> iron					31	0000) B	<u>*</u> 2   🖗 📭				
G/L	Acco	ount Line Item	Display										
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	1146		9900000407	¥1	11/30/20	12 4	2	4444	1,471,93	JDFC MERCHANDISE RESALE			1,471.93
	1146		9900000421	X1	11/30/20	12 4		4444	1,471.93	JDFC MERCHANDISE RESALE			1,471.93
н	1146	62-03	9900000029		10/31/20			4444	1,769.63	JDFC MERCHANDISE RESALE			1,769.63
*								4444	4,713.49				
	1146		1000000000	SA	12/01/20	92 5	3	4466	167.42-	DFAS			167.42-
	1146		9900000394	X1	11/30/20			4466	18,914.09	CLUB FOOD RESALE			18,914.09
	1146		9900000408		11/30/20			4466	18,914.09	CLUB FOOD RESALE			18,914.09
	1146	01-01	9900000016	X1	10/31/20	92 41	9	4466	16,074.60	CLUB FOOD RESALE			16,074.60
· ·								4466	53,735.36				
	1146		100000003		12/01/20			4467	61.95-				61.95-
H '	1146		9900000395		11/30/20			4467	2,258.42	CLUB BAR RESALE	_		2,258.42
H 1	1146	01-02	9900000409 9900000017		11/30/20			4467 4467	2,258.42 4,988.09	CLUB BAR RESALE CLUB BAR RESALE			2,258.42 4,988.09
	1140	01-02	990000017	A 1	10731720	92 41	9	4467	9,442,98	CLUD DAR REGALE			4,900.09
	1146		9900000397	¥1	11/30/20	32 41		4468	640.89	CLUB OTHER RESALE			640.89
H 3	1146		9900000411		11/30/20			4468	640.89	CLUB OTHER RESALE			640.89
	1146	01-04	9900000019		10/31/20			4468	944.02	CLUB OTHER RESALE			944.02
*	~							4468	2,225.80				
	1146		9900000398		11/30/20			4470	3,282.29	CPO CLUB RESALE			3,282.29
	1146		9900000412		11/30/20			4470	3,282.29	CPO CLUB RESALE			3,282.29
	1146	03-02	9900000020	X1	10/31/20	92 41	9	4470	1,795.28	CPO CLUB RESALE			1,795.28
								4470	8,359.86				000
H ·	1146		9900000396		11/30/20			4473	380.03	BINGO MERCHANDISE RESALE			380.03
	1146	01.00	9900000410 9900000018		11/30/20			4473 4473	380.03	BINGO MERCHANDISE RESALE BINGO MERCHANDISE RESALE			380.03 371.05
	1140	01-03	9900000018	A I	10731720	32 41	2	4473	1,131.11	DINCU HERGRANDIGE REGALE			371.05
1	1						1	44/3	1,131.11			1	

Finally, scroll to the bottom of the screen, place the cursor on the total cell, and then click on the Collapse icon.

⊡ List	<u>E</u> dit	<u>G</u> oto Extr <u>a</u> s En <u>v</u> ironi	ment <u>S</u> etting:	s Sy	stern <u>H</u> elp						
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St	CoCd	Assignment	DocumentNo	Туре	Pstng Date	PK	S Cost Ctr	Amount in local cur.	Text	1A	Amount in doc. curr.
							4444 4466 4467 4470 4473 4473 4477 4485 4486 4485 4486 4487 4500 4505 4508 4515	4,713,49 53,735,36 9,442,98 8,359,86 1,131,11 62,306,43 11,248,66 3,130,90 1,369,16 543,30 8,821,40 71,163,86			
**								251,651.39			

Returning to the previous screen with all the line items displayed and subtotaled by cost center is easily accomplished by clicking on the total box again and then clicking the Expand icon.

Accounts with large amounts of line items can be collapsed to only display the total by scrolling to the bottom and clicking on the total box and then clicking the Collapse icon. This is especially helpful when displaying a range of accounts. Each total has to be collapsed, but the amount of scrolling is greatly reduced, if only totals are needed.

⊡ List <u>E</u> dit <u>G</u> oto Extr <u>a</u> s Environm	nent <u>S</u> ettings	S <u>v</u> stem <u>H</u> elp				SAP
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Run Date: 02/14/2008 08:02:43 User : HQ_LROBINSON						Page: 1
Open Items Key Date: 02/14/2008						
151000 DEPARTMENT RESALE INVE	NTORIES					
St CoCd Assignment	DocumentNo	Type Pstng Date P	K S Cost Ctr	Amount in local cur.	Text	Ar Amount in doc. curr.
** Account 151000				251,651.39		
Run Date: 02/14/2008 08:02:43 User : HQ_LROBINSON Open Items Key Date: 02/14/2008						Page: 2
152000 CENTRAL STOREROOM INVE	NTORIES					
St CoCd Assignment	DocumentNo	Type Pstng Date P	K S Cost Ctr	Amount in local cur.	Text	Ar Amount in doc. curr.
** Account 152000				58,706.19		
Run Date: 02/14/2008 08:02:43 User : HQ_LROBINSON						Page: 3
Open Items Key Date: 02/14/2008						
161000 PREPAID SUPPLIES						
St CoCd Assignment	DocumentNo	Type Pstng Date Pl	K S Cost Ctr	Amount in local cur.	Text	Ar Amount in doc. curr.

#### The Balance Sheet and ALV

There are some slight variations on the ALV icons with the Balance Sheet. (Most of the icons have been discussed previously.) There are no ALV icons in the Classic View, only in the ALV Grid view.

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3 4 7 7 7 2 % 6 1 4 3 4 7 4 1 1 1 1 1											
AIMS Financial Statement Version 10 Currency type Company code currency USD Amounts in US Dollar 2008.01 -2007.16 Comparison periods Comparison periods											
Text for B/S P&L item	Total of reporting period	Total of comp. per.	At								
ASSETS											
CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER	361,329.32	331,329.32									
101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS	3,221.90- 113.92	0.00 38,828.18									
101070 LOCAL DEPOSITORY RECONCILED TEMS	25,906.55-	2,746.06-									
101005 INTER-COMPANY CASH	744,650.60	938,814.71									
102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32									
108000 CHANGE FUNDS	4,750.00	4,750.00									
109000 PETTY CASH	750.00	750.00									
110000 CREDIT CARD CLEARING	6,723.20-	2,060.75									
TOTAL CASH	714,412.87	982,457.58									



# 1. Details Icon: 🖾

Click on any line item in the report and then click the details icon. In this case, all the details for the 101002 account are displayed.

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01 -2007	ID	1	
B/S P&L	New Page	1	al of repo
3	Hierarchy Level	7	al offepo
-	Financial Statement Item	15	
INT ASS	Chart of Accounts	2000	
CASH	Account Number	101002	
RESTR	Alternative account no.	101	
POS/D/	Company Code	1013	
LOCAL	Posting period	16	
LOCAL	Currency Type	10	
INTER-	Currency	USD	
RESTR	Total of reporting period	361,329.32-	
CHANG	Total of the comparison period	331,329.32-	
PETTY	Absolute difference	30,000.00-	
CREDI	Percentage difference	9.1-	
CASH			
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ACCOL			3

# 2. Delete Filter: 🖾

Simply reverses any filters that have been placed.

## 3. Select Layout 🖽

All the screenshots in this section have been in the /AIMS01 standard layout. Other layout options can be chosen using the "Select layout" icon.

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101				3,221
101				25,906
101				4,674
102				\$1,329
108	🖌 🗙			4,750

Choose 1SAP to change the layout. There are only 2 layout choices for the Balance Sheet, but other reports offer more layout choices.

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USD	Amounts in US Dollar				
	1-2008.16 Reporting periods				
2007.0	1 -2007.16 Comparison periods				
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15	101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00-	9.1-
15	101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90-	
15	101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26-	99.7
	101071 LOCAL DEPOSITORY	25,906.55-	2,746.06-	23,160.49-	843.4
15					
	101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72-	20.7
48	101005 INTER-COMPANY CASH 102000 RESTRICTED CASH CAPITAL OUTLAYS		938,814.71 331,329.32	194,139.72- 30,000.00	
48 49		744,674.99		Uncertainty of the second	9.1
48 49 14	102000 RESTRICTED CASH CAPITAL OUTLAYS	744,674.99 361,329.32	331,329.32	30,000.00	9.1 0.0
48 49 14 14	102000 RESTRICTED CASH CAPITAL OUTLAYS 108000 CHANGE FUNDS	744,674.99 361,329.32 4,750.00	331,329.32 4,750.00	30,000.00 0.00	9.1 0.0 0.0
15 48 49 14 14 52 9	102000 RESTRICTED CASH CAPITAL OUTLAYS 108000 CHANGE FUNDS 109000 PETTY CASH	744,674.99 361,329.32 4,750.00 750.00	331,329.32 4,750.00 750.00	30,000.00 0.00 0.00	20.7 9.1 0.0 427.5 27.3
48 49 14 14 52	102000 RESTRICTED CASH CAPITAL OUTLAYS 108000 CHANGE FUNDS 109000 PETTY CASH 110000 CREDIT CARD CLEARING	744,674.99 361,329.32 4,750.00 750.00 6,749.20-	331,329.32 4,750.00 750.00 2,060.75	30,000.00 0.00 0.00 8,809.95	9.1 0.0 0.0 427.5

## 4. Change layout 🔳

You may want to add additional fields on the Standard Layout to suit your needs. This is accomplished using the Change Layout icon. If The list on the left contains the columns that are presently in the display. The list on the right contains other items that can be added to the report. Suppose Currency should be added. Click on Currency and on the item to follow the new selection, then click on the left arrow button. (In the example, the Currency will be displayed as the first column.)

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Total of reporting period			Country Chart/Accts	
Total of the comparison period			Alternative account no.	
Absolute difference			Company Code	
Percentage difference			Business Area	
			Functional Area	
			Fiscal Year	
			Posting period	
			Currency Type	
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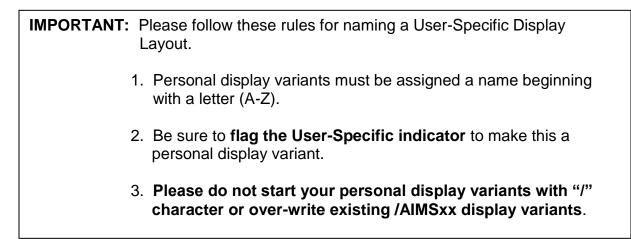
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Text for B/S P&L item			Group account number		
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Total of the comparison period			Alternative account no.		
Absolute difference			Company Code		
Percentage difference			Business Area		
			Functional Area		
			Fiscal Year		
			Posting period		
			Currency Type		
			Currency		

Click on the copy button at the bottom, and generate the new report. The new column "Currency" is now displayed as the first column in the newly generated report.

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USD	6 34 9 15	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00-	9.1-						
USD	6 34 9 15 15	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90							
USD USD USD	6 34 9 15 15 15	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS	3,221.90- 113.92	0.00 38,828.18	3,221.90 38,714.26	99.7-						
USD USD USD USD	6 34 9 15 15 15 15	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY	3,221.90- 113.92 25,906.55-	0.00 38,828.18 2,746.06	3,221.90 38,714.26 23,160.49	99.7- 843.4-						
USD USD USD USD USD	6 34 9 15 15 15 15 15 48	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY 101005 INTER-COMPANY CASH	3,221.90 113.92 25,906.55 744,674.99	0.00 38,828.18 2,746.06 938,814.71	3,221.90 38,714.26 23,160.49 194,139.72	99.7- 843.4- 20.7-						
USD USD USD USD USD USD	6 34 9 15 15 15 15 48 49	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY 101005 INTER-COMPANY CASH 102000 RESTRICTED CASH CAPITAL OUTLAYS	3,221.90- 113.92 25,906.55- 744,674.99 361,329.32	0.00 38,828.18 2,746.06 938,814.71 331,329.32	3,221.90 38,714.26 23,160.49 194,139.72 30,000.00	99.7- 843.4- 20.7- 9.1						
USD USD USD USD USD USD USD	6 34 9 15 15 15 15 48 49 14	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY 101005 INTER-COMPANY CASH 102000 RESTRICTED CASH CAPITAL OUTLAYS 108000 CHANGE FUNDS	3,221.90 113.92 25,906.55 744,674.99 361,329.32 4,750.00	0.00 38,828.18 2,746.06 938,814.71 331,329.32 4,750.00	3,221.90 38,714.26 23,160.49 194,139.72 30,000.00 0.00	99.7- 843.4- 20.7- 9.1 0.0						
USD USD USD USD USD USD	6 34 9 15 15 15 15 48 49	CURRENT ASSETS CASH & CASH EQUIVALENTS 101002 RESTRICTED CASH TRANSFER 101060 POS/DAR CLEARING 101070 LOCAL DEPOSITORY RECONCILED ITEMS 101071 LOCAL DEPOSITORY 101005 INTER-COMPANY CASH 102000 RESTRICTED CASH CAPITAL OUTLAYS	3,221.90- 113.92 25,906.55- 744,674.99 361,329.32	0.00 38,828.18 2,746.06 938,814.71 331,329.32	3,221.90 38,714.26 23,160.49 194,139.72 30,000.00	99.7- 843.4- 20.7- 9.1						

5. Save the layout 😼

Now, suppose you want to save this particular version for future use. By clicking on the "Save the layout" icon 🗐, you can save this as a User-Specific Display Layout.



The Layout: Save as... box reflects any filters, sorts, etc. that are active before you save the variant. If you are satisfied with the layout, then click the SAVE button.

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