

Activity Manager Reporting

GETTING STARTED WITH SAP	3
Logging on.....	3
Rules for Passwords.....	5
Logging Off.....	7
Set up Maintenance	8
Setting Expert Mode.....	9
Open command window	13
Navigating SAP	14
Using Easy Access Menu to select a task	14
Using Transactions Codes to select a task	15
Stop a Transaction	15
SAP Icons	16
MANAGING YOUR FAVORITES.....	18
Adding Favorites	18
Change Favorite Text	24
Inserting Web pages	27
Adding Files	29
THE BUSINESS WORKPLACE	31
Purpose	31
INTRODUCTION.....	37
WHAT IS CONTROLLING?.....	38
STANDARD MONTH-END REPORTS	45
Executive Summary.....	45
Self Sufficiency Summary	50
Summary Operations Statement	51
Budget Performance Activity – New.....	53
UFM APF Support Expense Report	54
UFM APF Offset Report	55
ANALYTICAL REPORTS (FIELD)	56
Executive Summary Rolling 12 months	56
Detailed Executive Summary Rolling 12 Months	57
Self-Sufficiency Summary (Cctr Grp)	59
Actuals Self-Sufficiency UFM Report	60
COGS	60
Cashier Overage/Shortage	62
Outstanding Purchase Orders	64
Purchase order with goods receipt, but no invoice	65
HR ADHOC QUERY	67
BUDGETING REPORTS	69
Fixed Asset Depreciation.....	69
NAF Budget by Category 12 months	74

NAF Budget Current & Prior Yrs Plan.....	75
12 Month Actual to Plan (Budget).....	76
Self Sufficiency Budget.....	77
Plan Self-Sufficiency UFM Report.....	78
INTERNAL ORDER REPORTS.....	79
ASSET REPORTS.....	86
Assets Under Construction (AUC) (using Flexible Asset Listing).....	86
Compare to Restricted Cash.....	87
Compare projects to budget.....	89
Unposted Asset Shells.....	90
OTHER ACCOUNTING TOOLS.....	93
SAP TERMS.....	94
REPORTING AIDS.....	96
Navigation on/off.....	96
Report Drilldown.....	96
Header Information.....	98
Overview Vendor Invoice.....	100
Export report to Excel.....	106
Reports via E-Mail.....	107
DOCUMENT TYPES.....	111
POSTING KEYS.....	112
SAP LIST VIEWER (ALV).....	113
Overview.....	113
Classic ALV vs. ALV Grid.....	113
Reports and ALV.....	115
Line Item Displays and ALV.....	123
The Balance Sheet and ALV.....	139

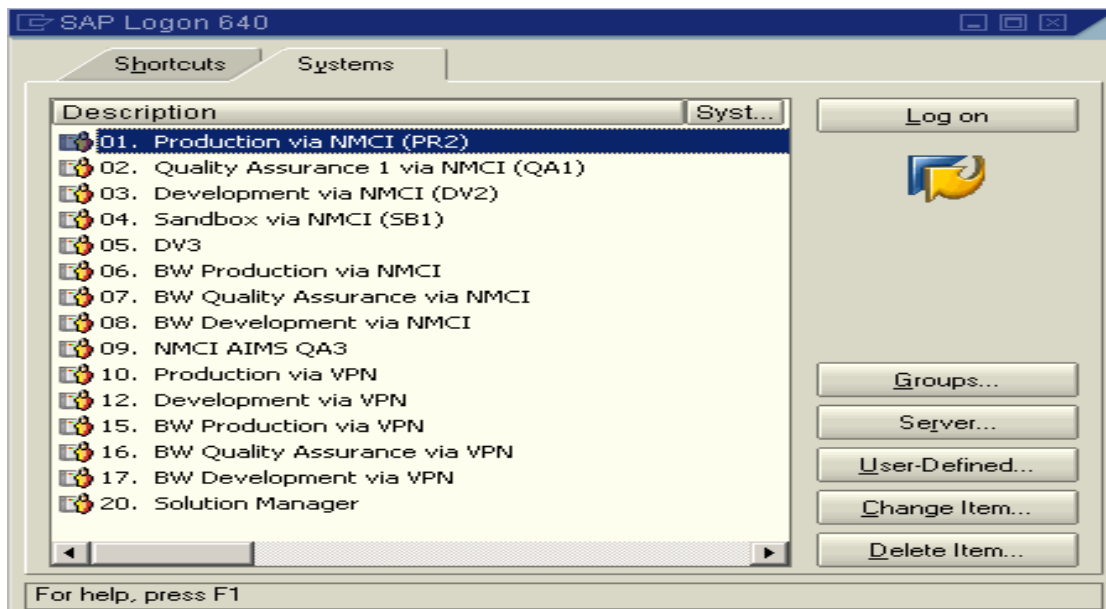
Getting Started with SAP

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.

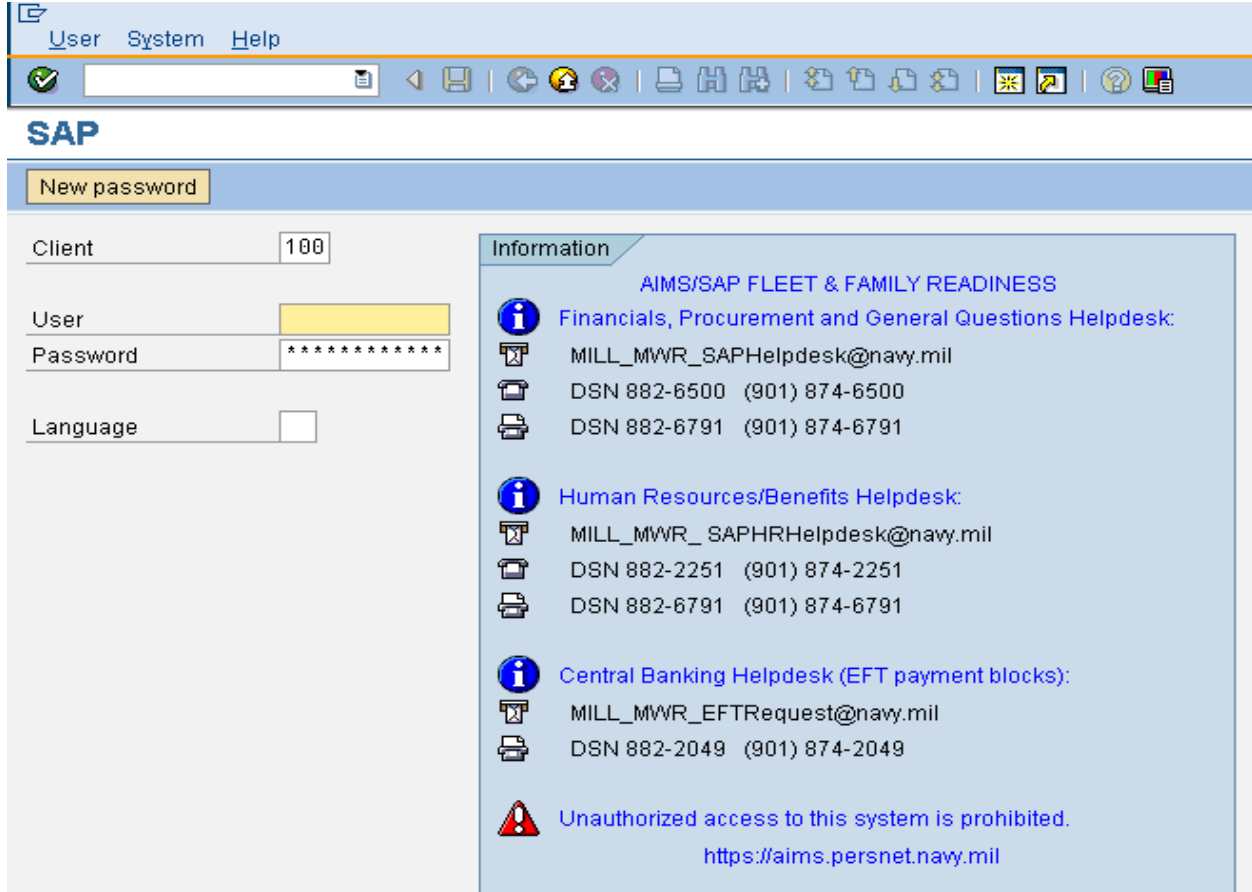
Logging on



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



The SAP logon screen will appear as shown below.



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.

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.

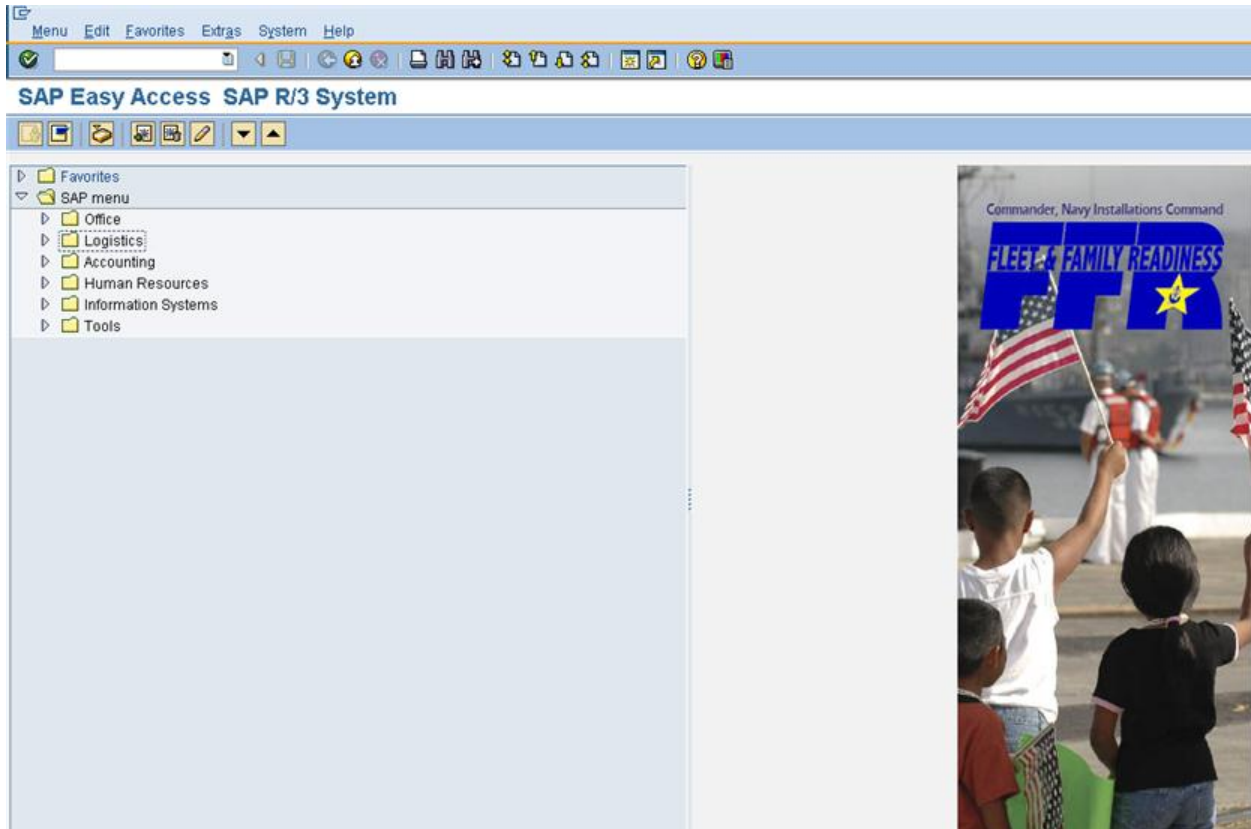
Rules for Passwords

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.

 **NOTE:** SAP passwords ARE case-sensitive.

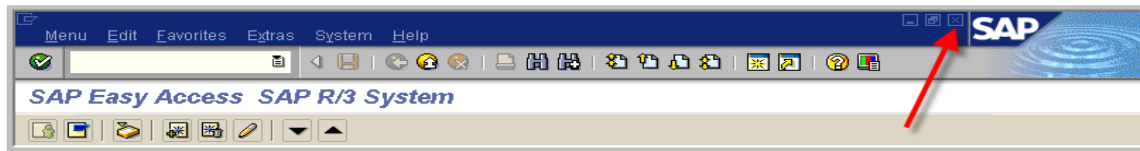
After logging on the SAP Easy Access Menu Screen will be displayed.



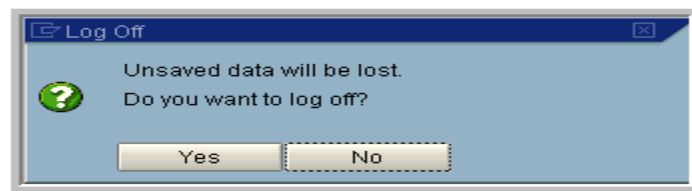
Logging Off

To log off SAP, follow these steps:

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



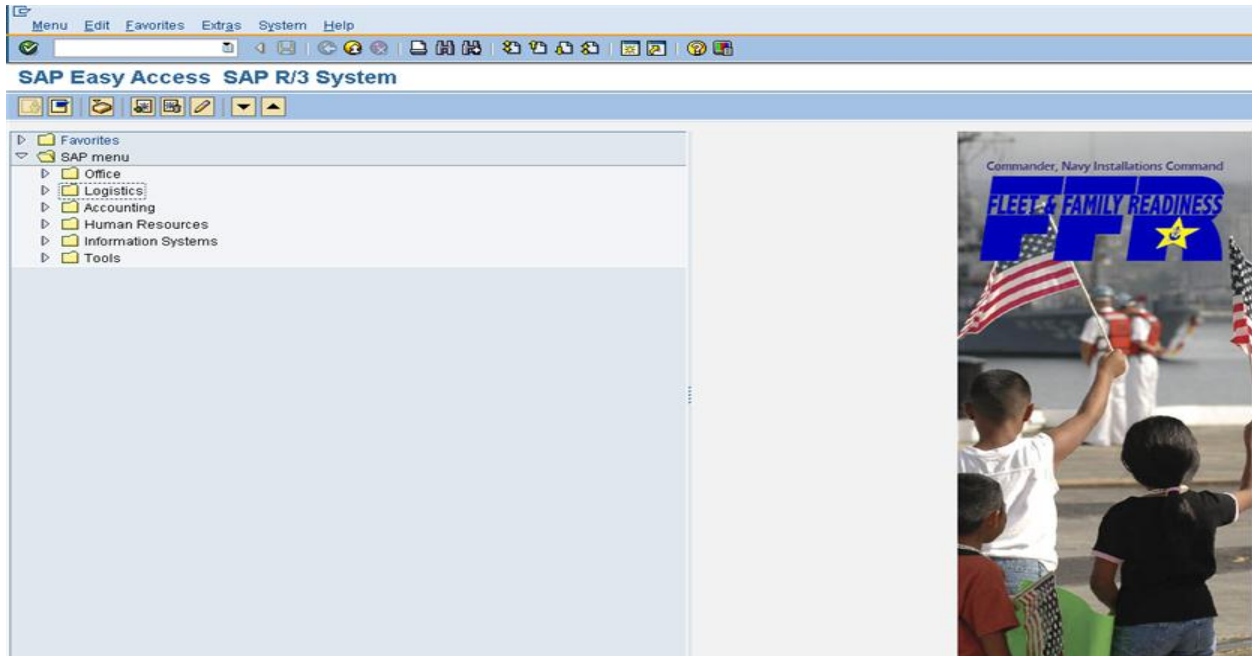
2. The Log Off dialog box appears (as shown here) informing the user that any data not saved will be lost.



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.

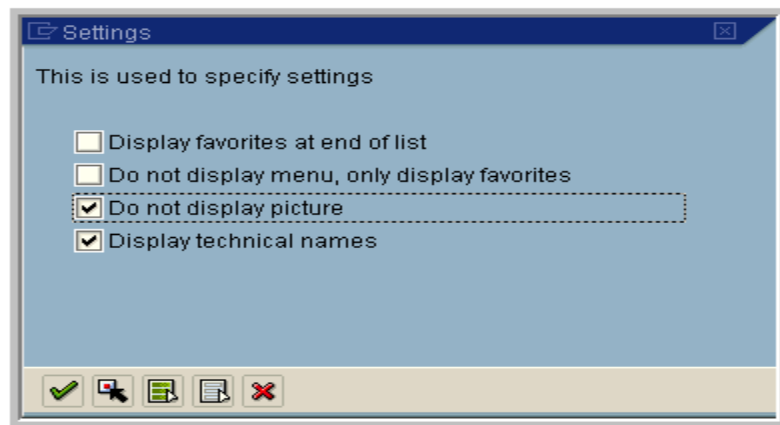
Set up Maintenance


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).

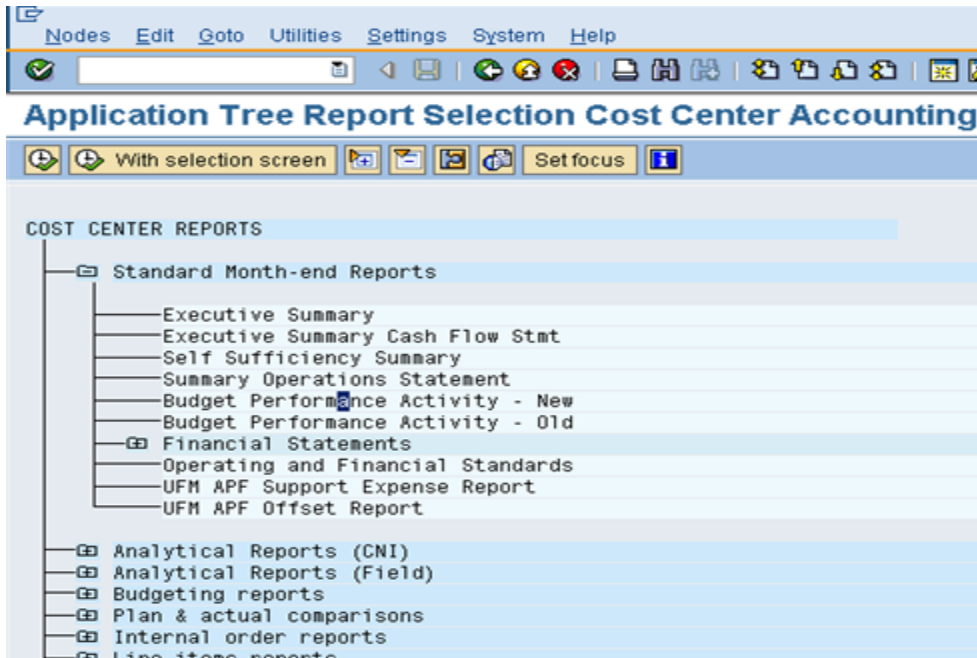


Once the boxes have been checked, click the green checkmark , or press the enter key on the keyboard.

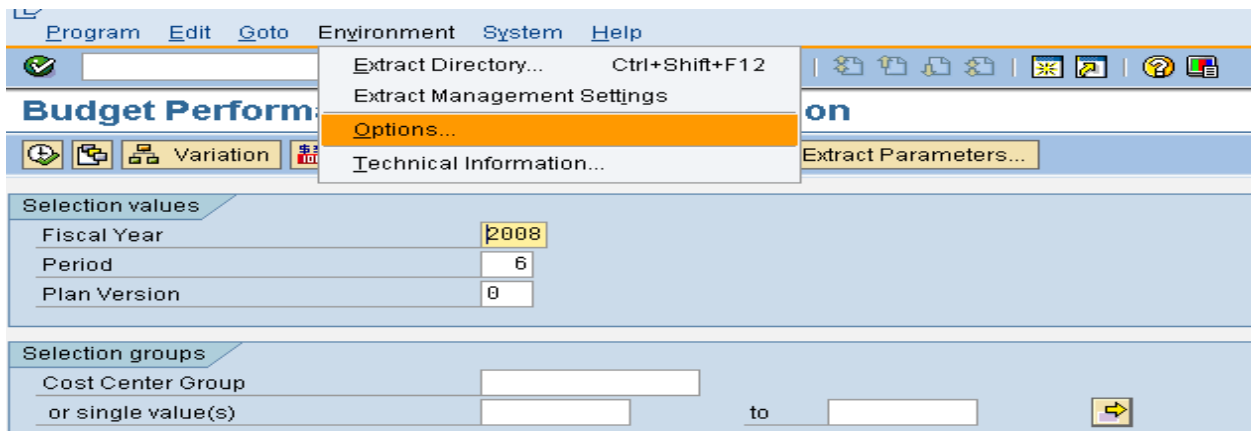
Setting Expert Mode

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.

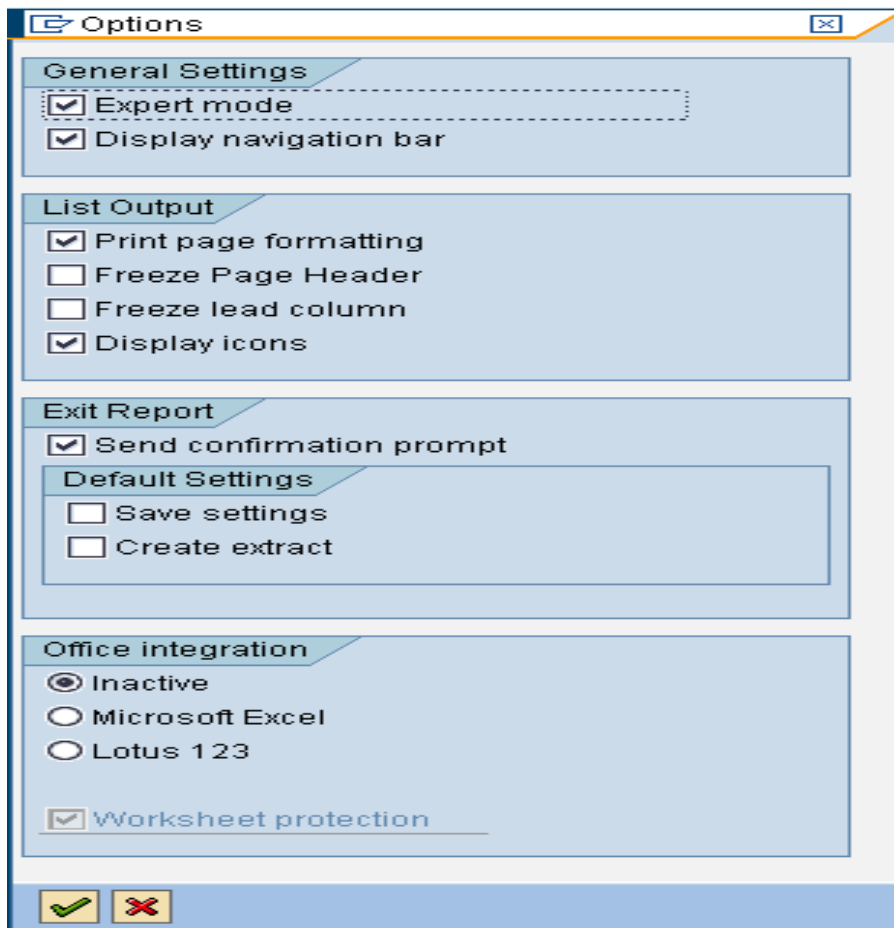
Using T-code **KSBB**, open any report. The example uses the Budget Performance Activity Report-New, which is under the Standard Month-end Reports node.



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



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.


Budget Perf. Act.

Report: ZVK/ZC01B
Name: HQ_LROBINSON

Cost Center or Group:
RAMCAS Activity:

	ACTUAL	PLAN
	142,520	263
	10,484	52
	153,004	316
	912-	
	912-	
	152,093	315
	493,420	839
	2,902-	3
	51,920	522
	6,431-	486
		1
	536,007	873
	2-	1
	924	1
	922	2
		6
	2,488	18
		1
	2,488	25
	691,510	1,217

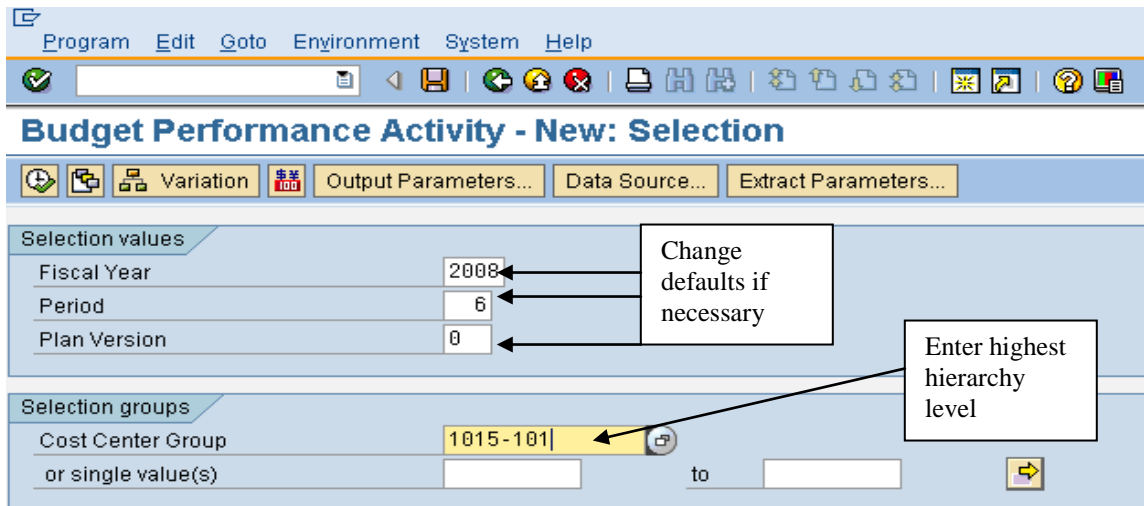


When complete, click the green check mark . This is a one-time setup and all reports will display according to the fields chosen. Changes can be made as necessary using these same steps on future reports.


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.



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 ).

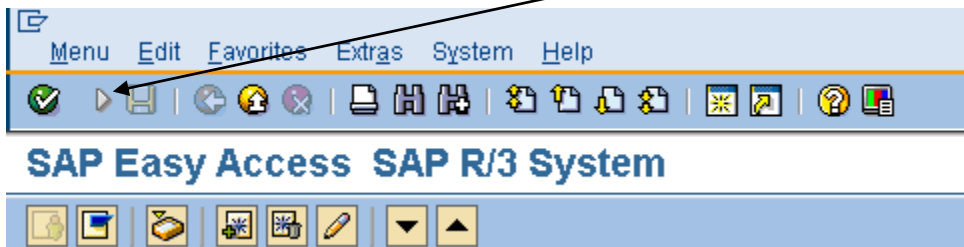
Report: ZVK/ZC01B
 Name: HQ_LROBINSON
 BUDGET PERFORMANCE ACTIVITY REPORT
 Period: 6 Ended March FY 2008

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034
 RANCAS Activity: 00..ZZ

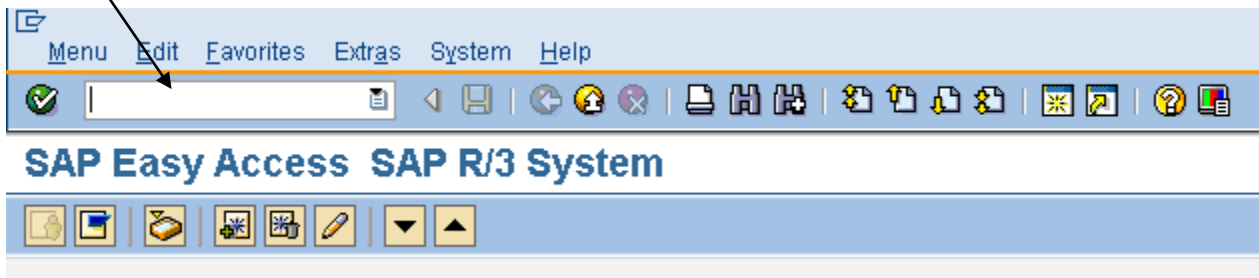
CURRENT MONTH					REVENUE ELEMENTS	
ACTUAL	PLAN	VAR	VAR %	PRIOR YEAR		
142,520	263,465	120,945-	46-	257,914	301000 RESALE REVENUE	1
10,484	52,536	42,052-	80-	65,716	302000 CATERING RESALE REVENUE	1
153,004	316,001	162,996-	52-	323,630	* RESALE REVENUE	1
912-	875-	37-	4	1,674-	303000 SALES DISCOUNTS	1
912-	875-	37-	4	1,674-	* SALES DISCOUNT RESALE REVENUE	1
152,093	315,126	163,033-	52-	321,956	** NET RESALE REVENUE	1
493,420	839,794	346,374-	41-	854,922	501000 PROGRAM REVENUE	4
2,902-	3,500-	599-	17-	3,744-	503000 OTH SALES DISCOUNT P	1
51,920	522,212	470,292-	90-	522,212	506010 GROSS TICKET REVENUE	1
6,431-	486,018-	479,587-	99-	486,018-	506011 DIRECT TICKET EXPENSE	1
	1,060	1,060-	100-	392	506020 GROSS TOUR REVENUE	1
	275	275-	100-		506021 DIRECT TOUR EXPENSE	1
536,007	873,823	337,816-	39-	887,763	** PROGRAM REVENUE	4
2-	1,200	1,202-	100-	819	592000 AMUSE/VEND MACH COMM	1
924	1,300	376-	29-	1,293	594000 OTHER COMMISSIONS	1

Open command window

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



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.



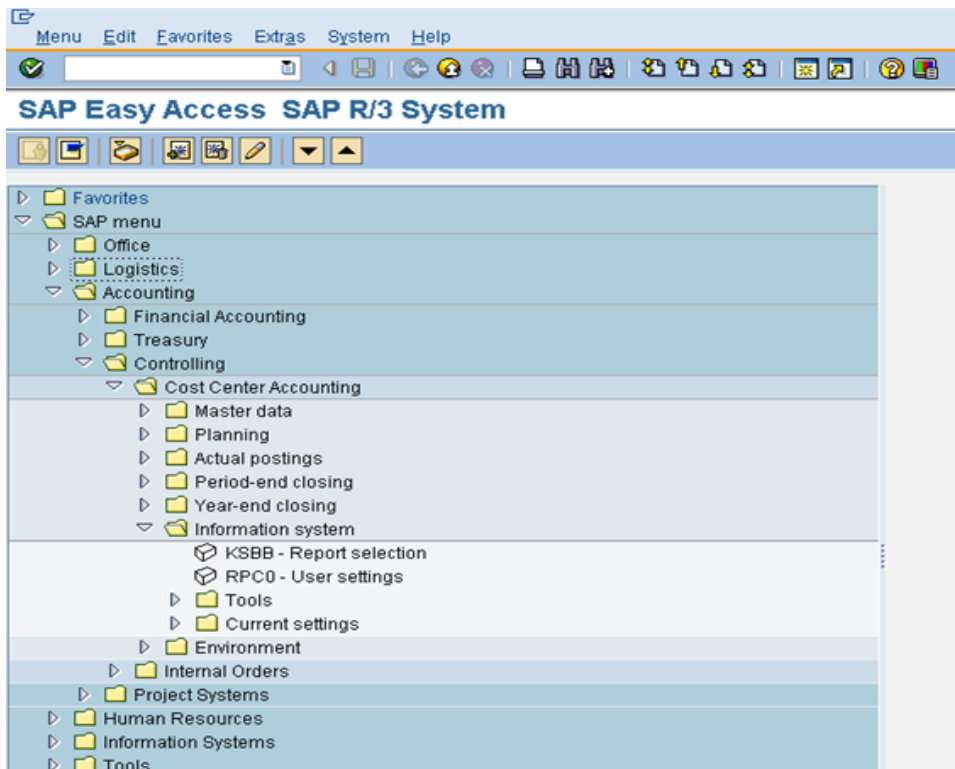
Navigating SAP

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.



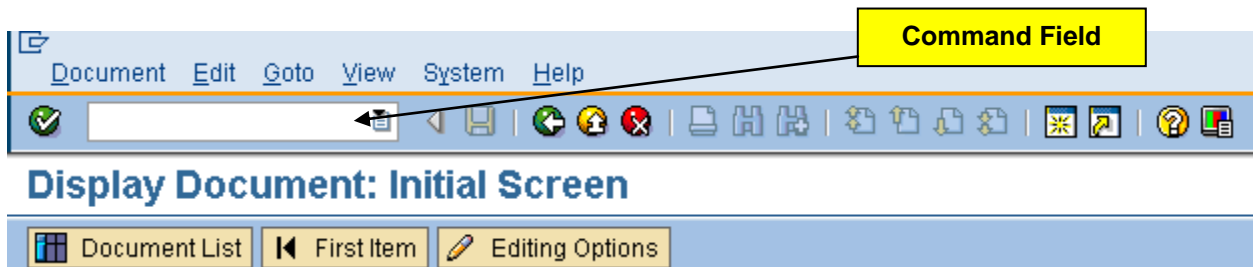
Using Transactions Codes to select a task


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.

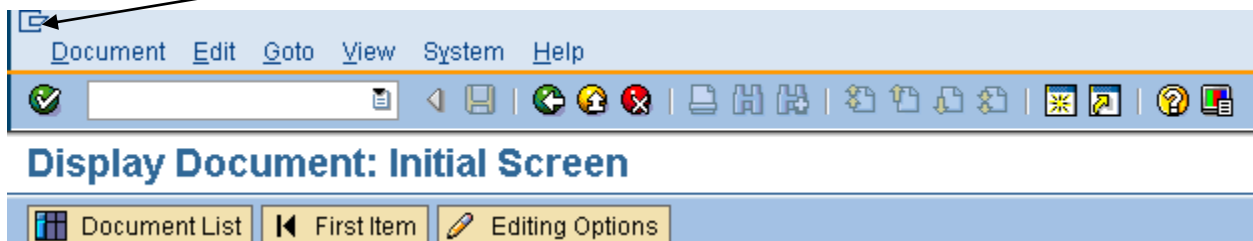
Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. “KSBB” and “FBL3N” are both valid transaction codes. Enter transaction codes in the command field.



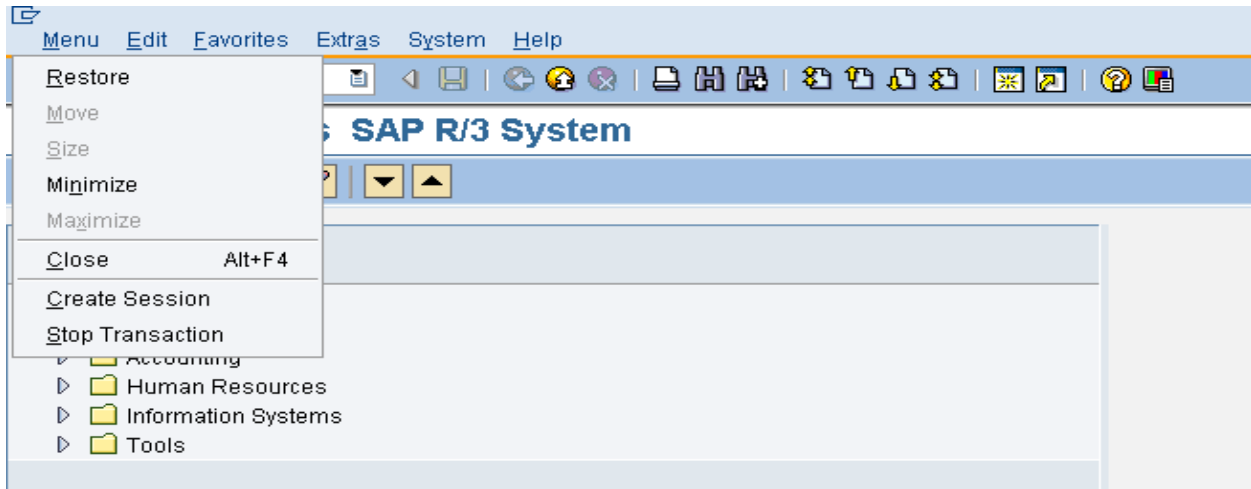
 **Note:** If the system is not at the Easy Access Menu, the transaction code will have to be preceded by `/n` (For example, the user is already in t-code FBL3N and wants to change to KSBB. Simply enter `/NKSBB` in the command field.)

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. 



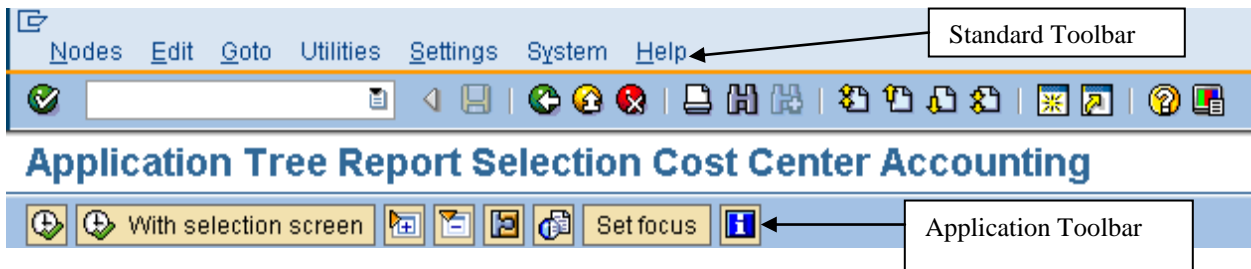
Choose Stop Transaction.



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







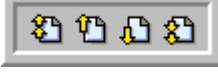







SAP Icons

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.



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

Icon Identifiers

	Enter		Back one Screen
	Cancel		Exit
	Execute		Overview
	Previous and Next Pages		Print
	Save/Post		Header Information
	Start new Session		Export Report
	Help Icon		SAP Options Icon

Managing Your Favorites

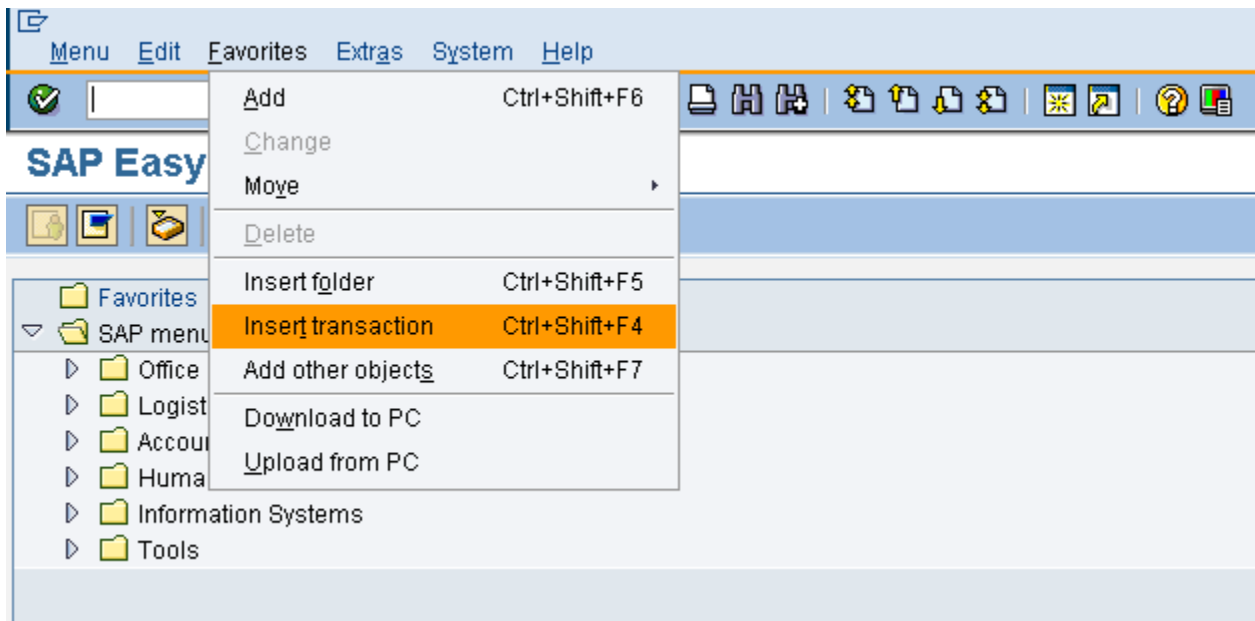
Adding Favorites

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.

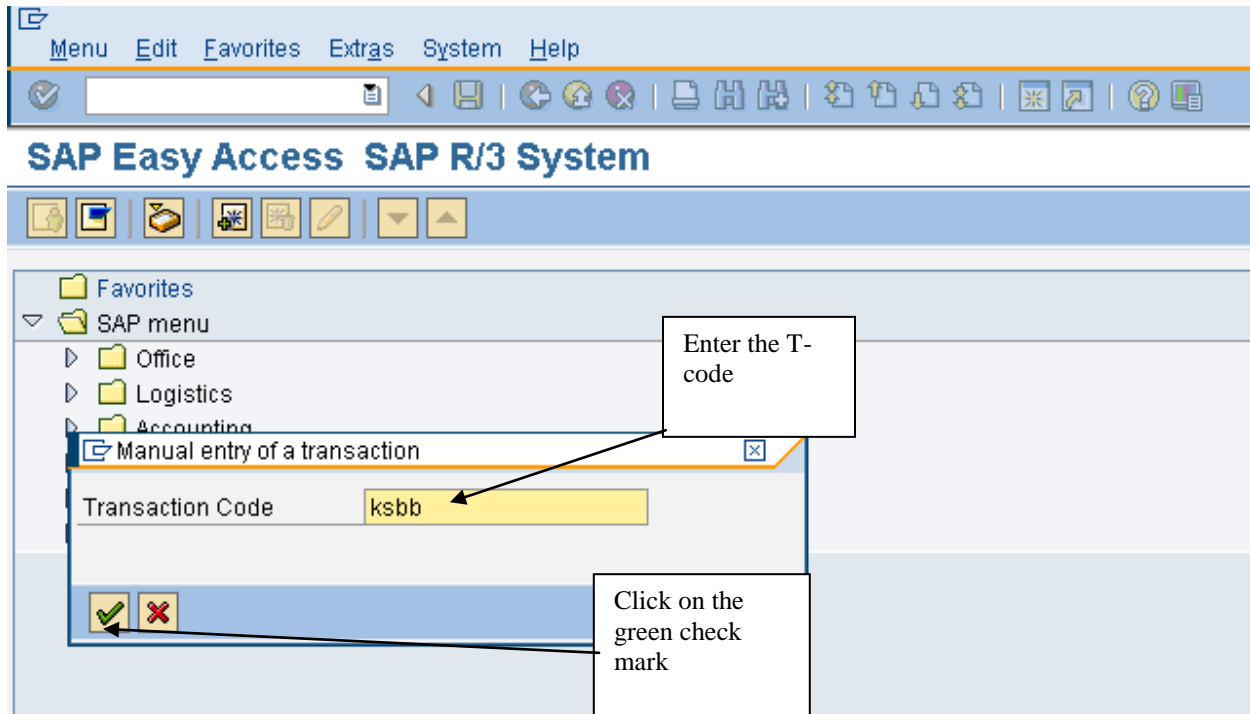
There are different methods on adding favorites to a user ID. The user can choose which method they feel comfortable using.

1) Insert Transaction

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



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



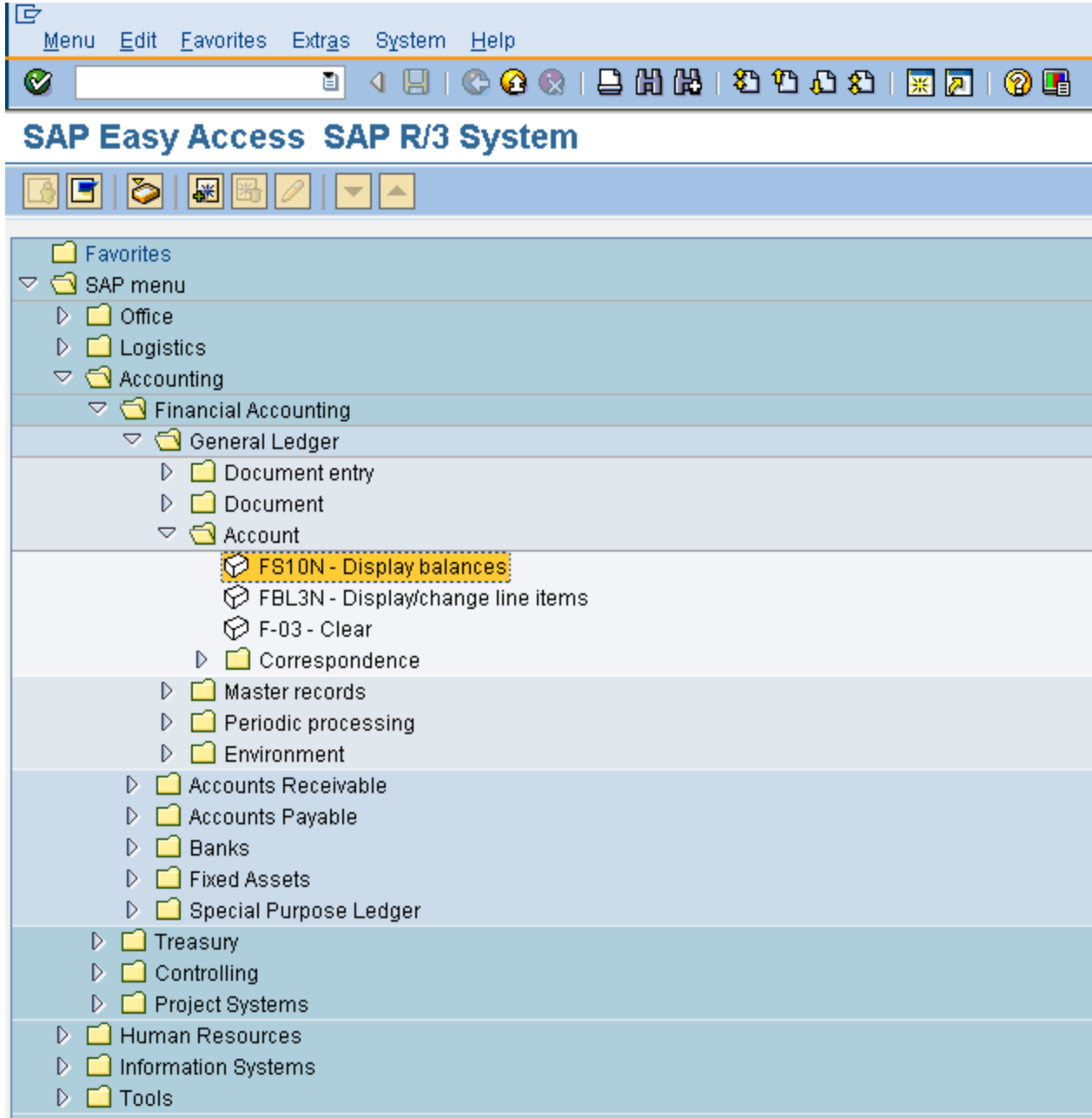
Continue with this process to add more T-codes.

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

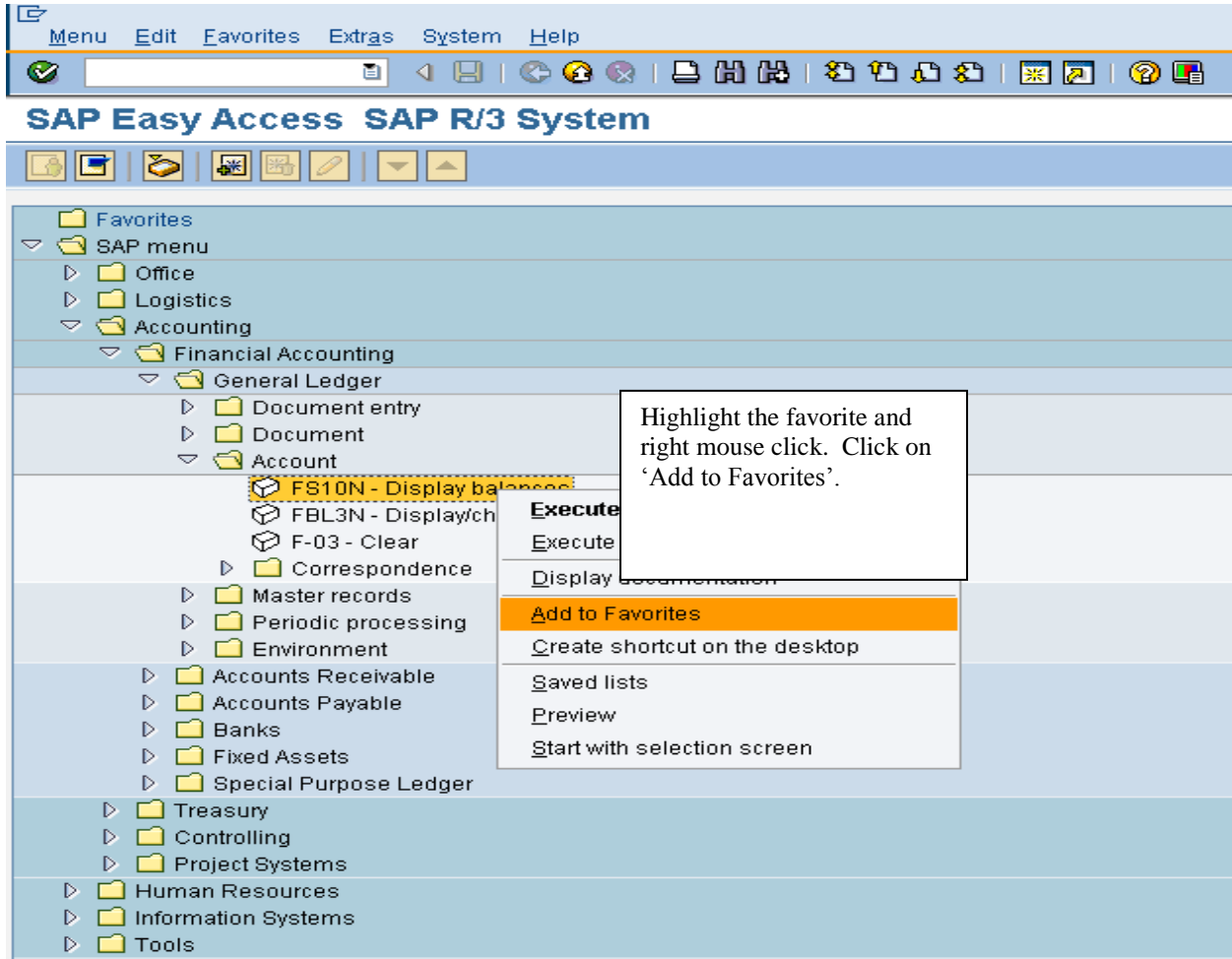
2) Drag and Drop

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



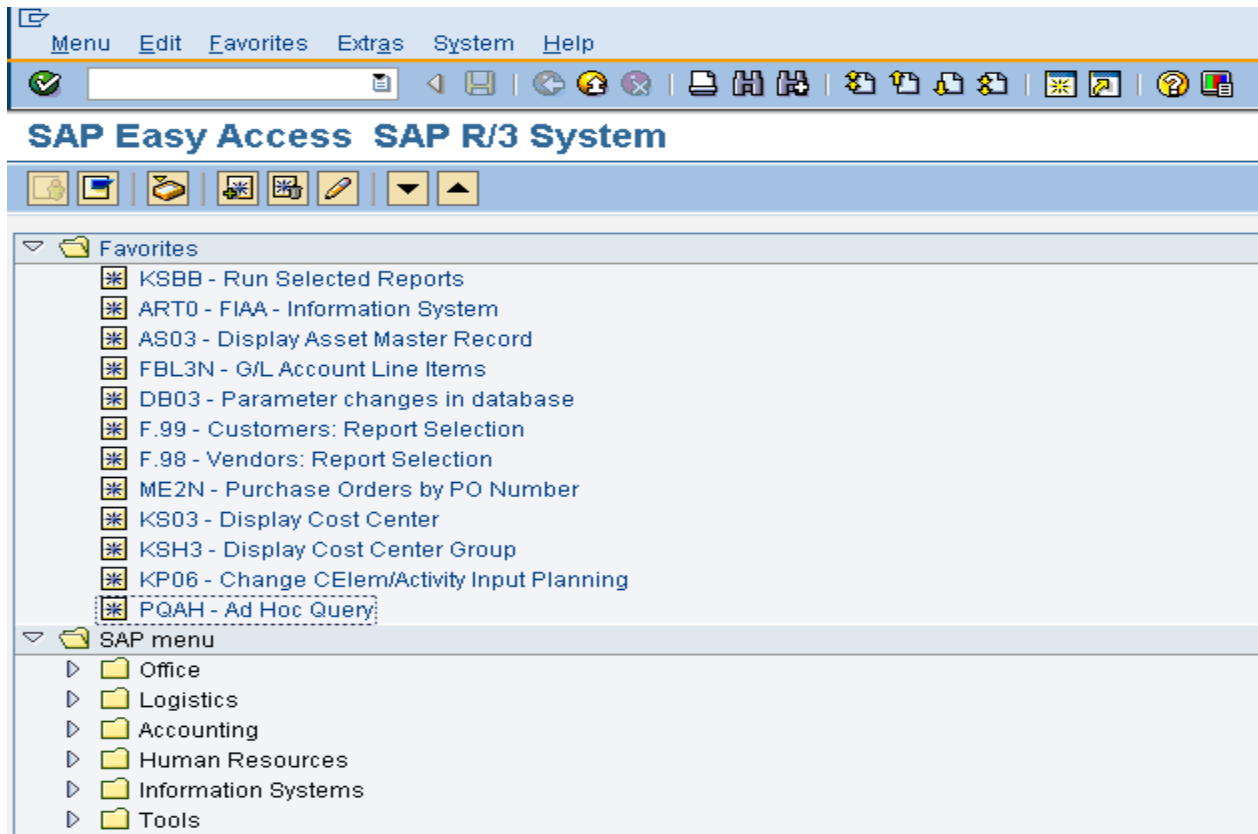
3) Add Manually

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



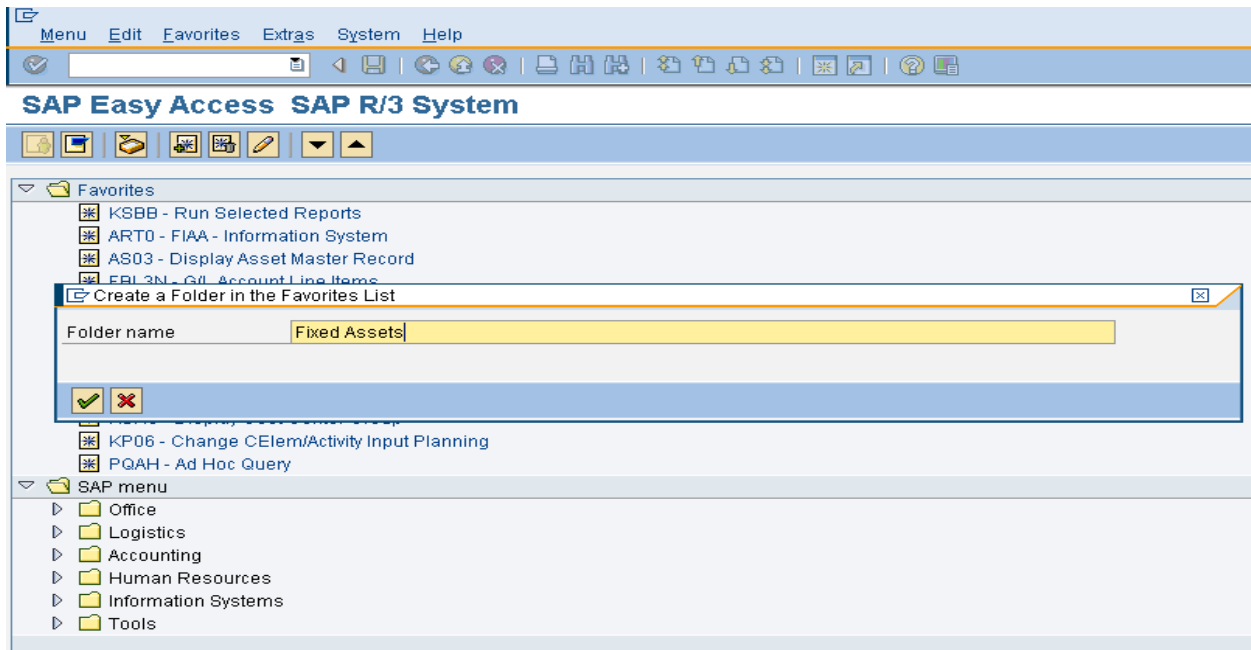
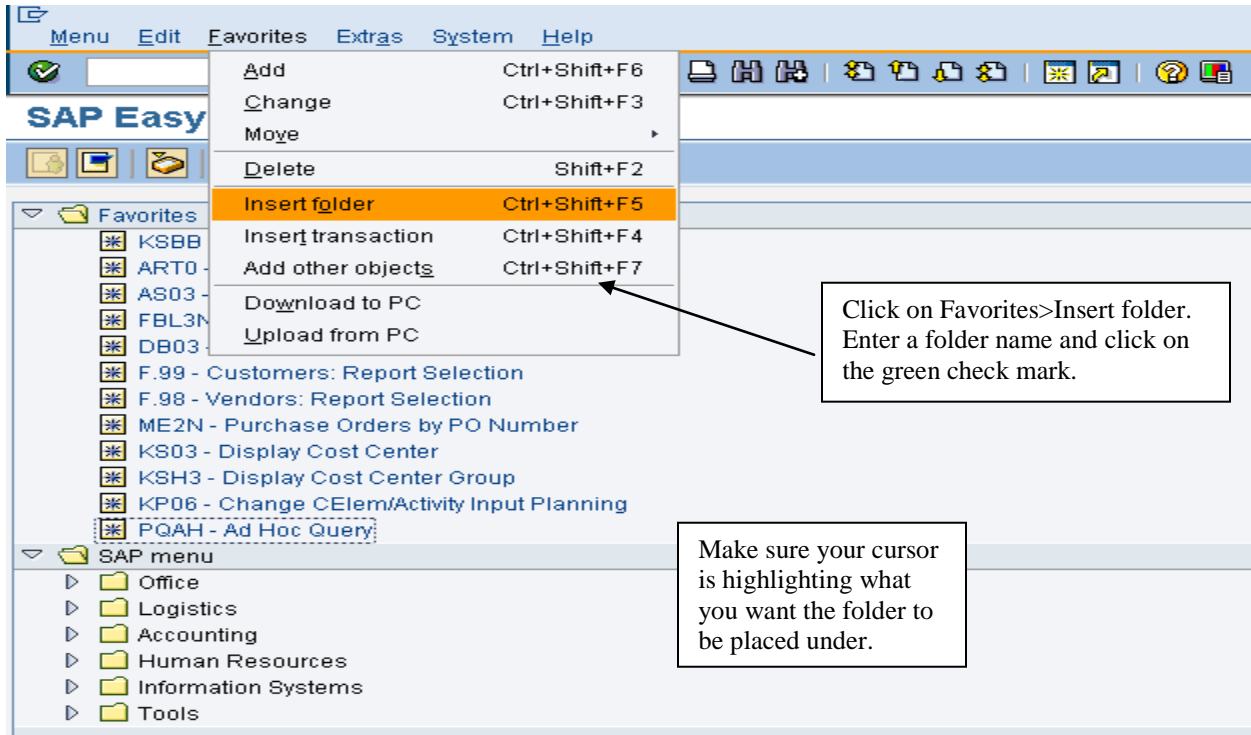
Activity Manager Reporting (CO)

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.

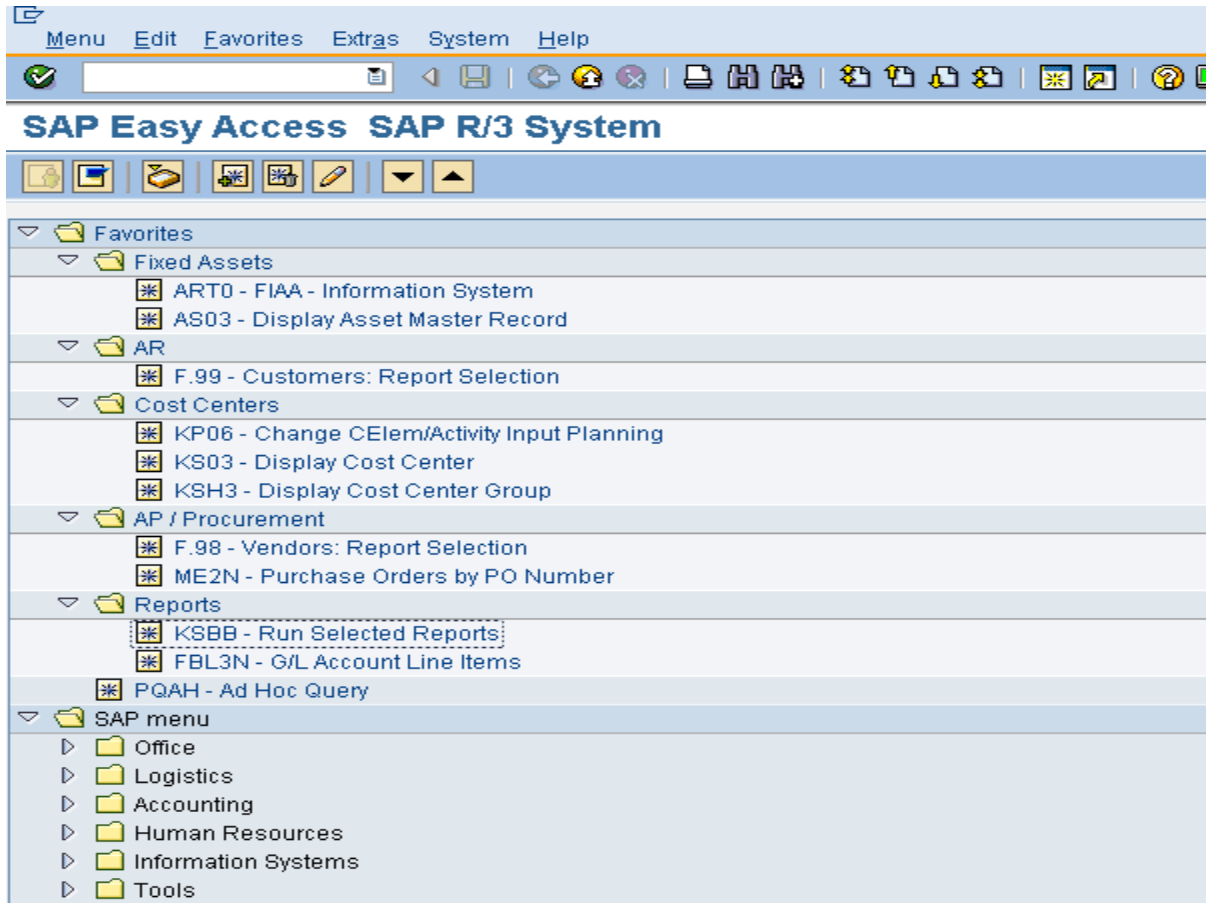


Inserting Folders

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.

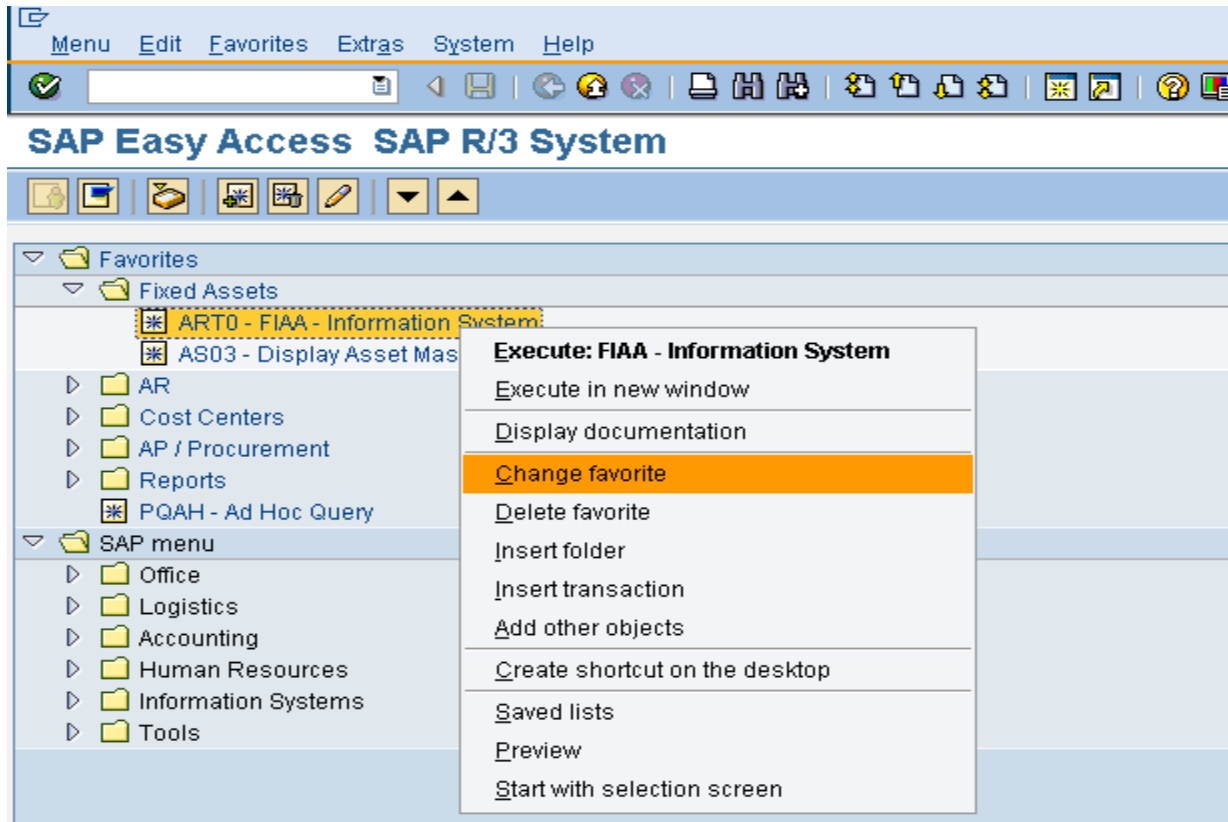


After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.

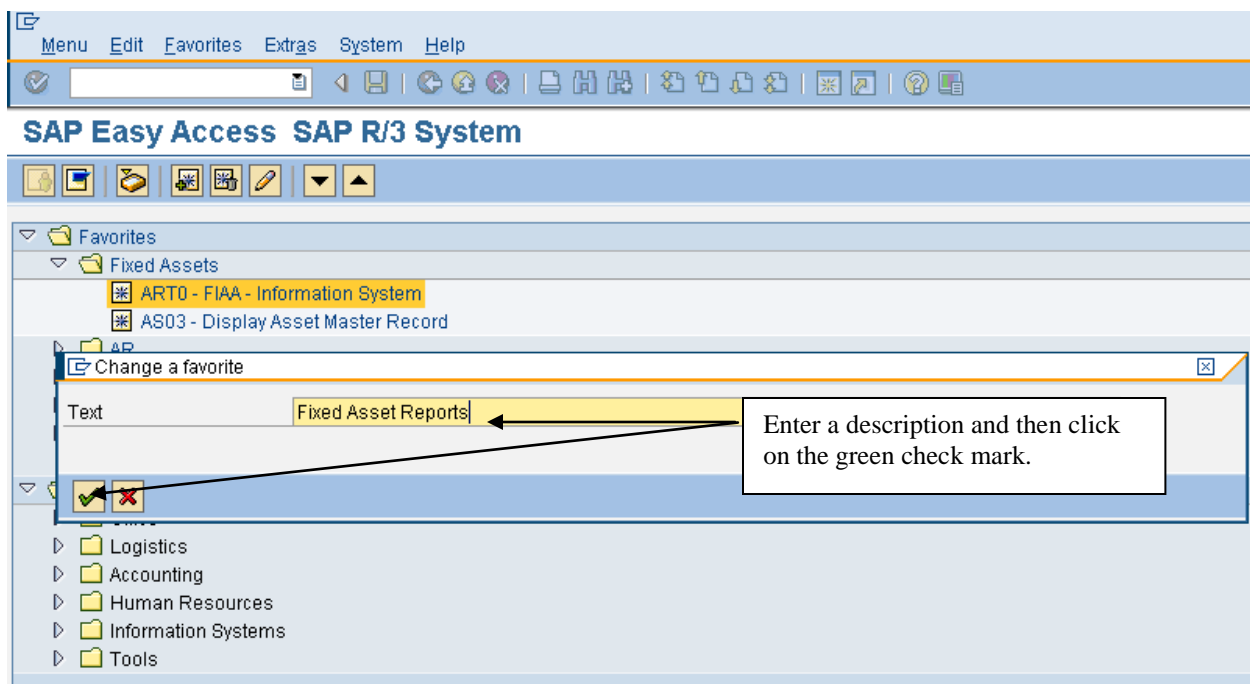


Change Favorite Text

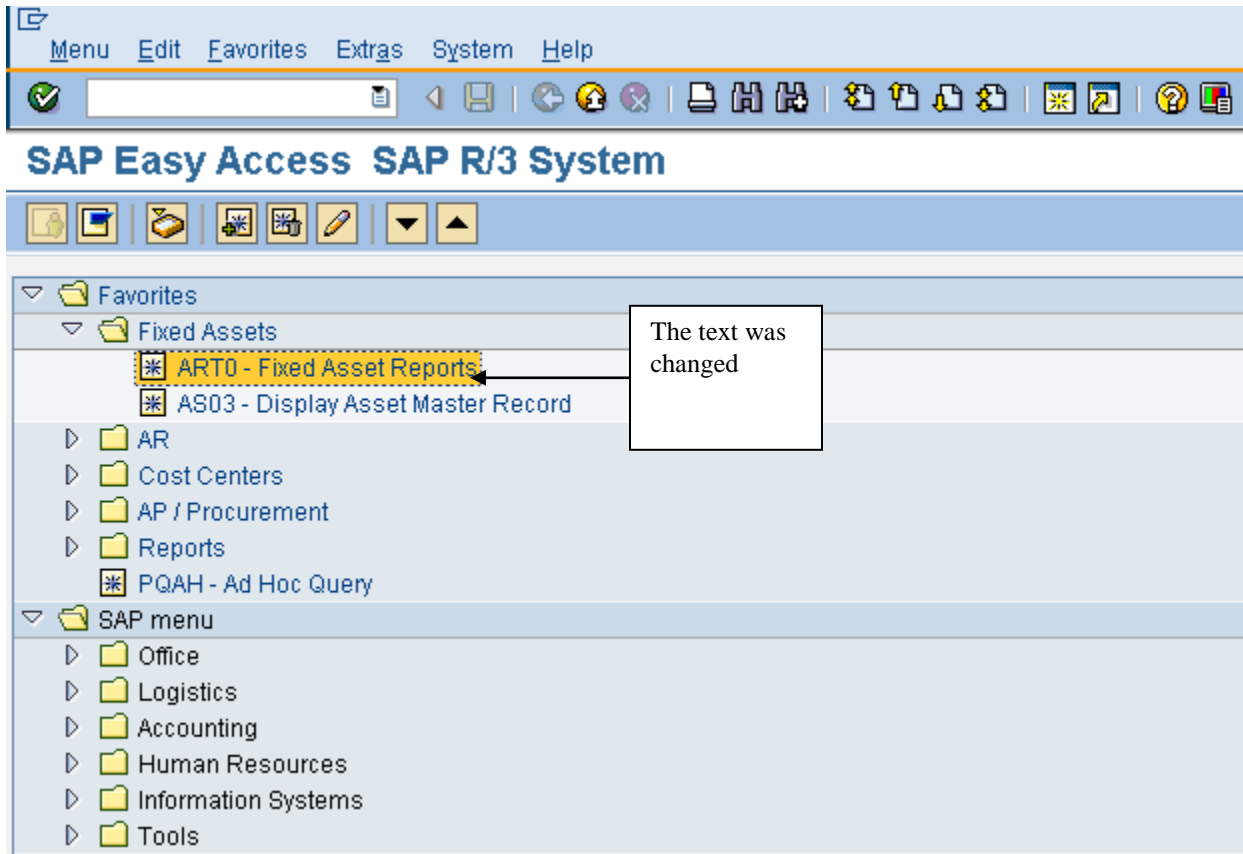
The description for the T-code may or may not make sense to the user. This description can be changed to make more sense. For example, FIAA T-code says FIAA- Information System. To most users, the title 'Fixed Asset Reports' might make more sense. To change a favorites description, single click on the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



Enter a text that is more meaningful.

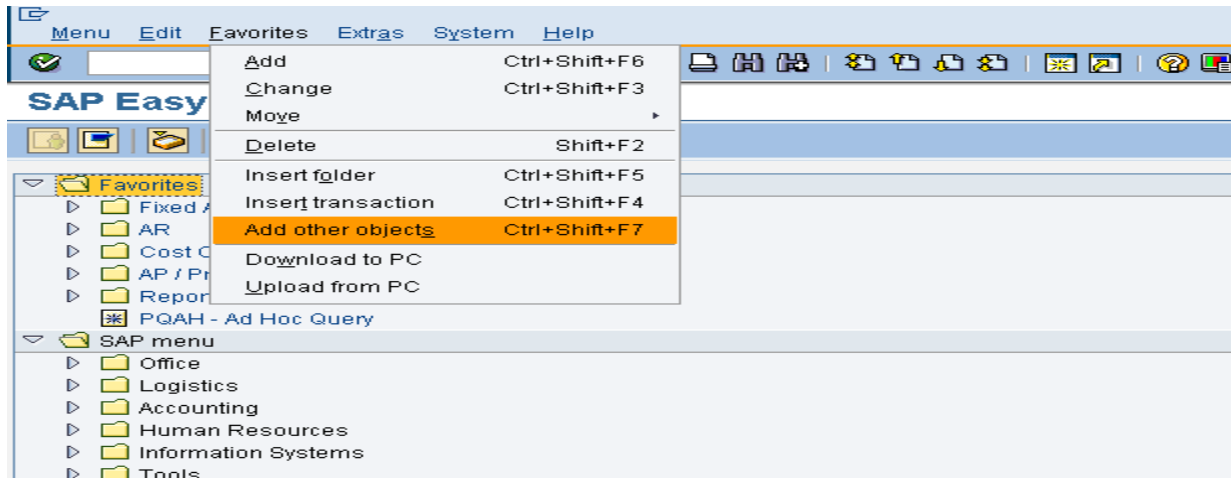


The text will change.

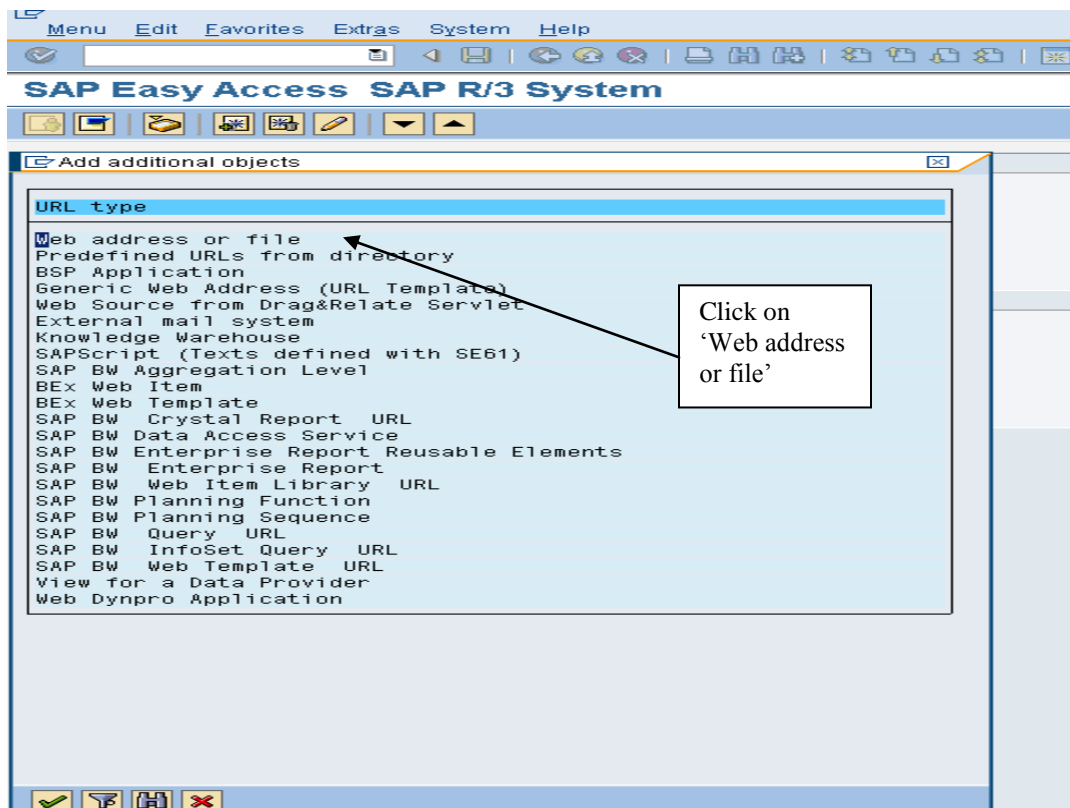


Inserting Web pages

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.

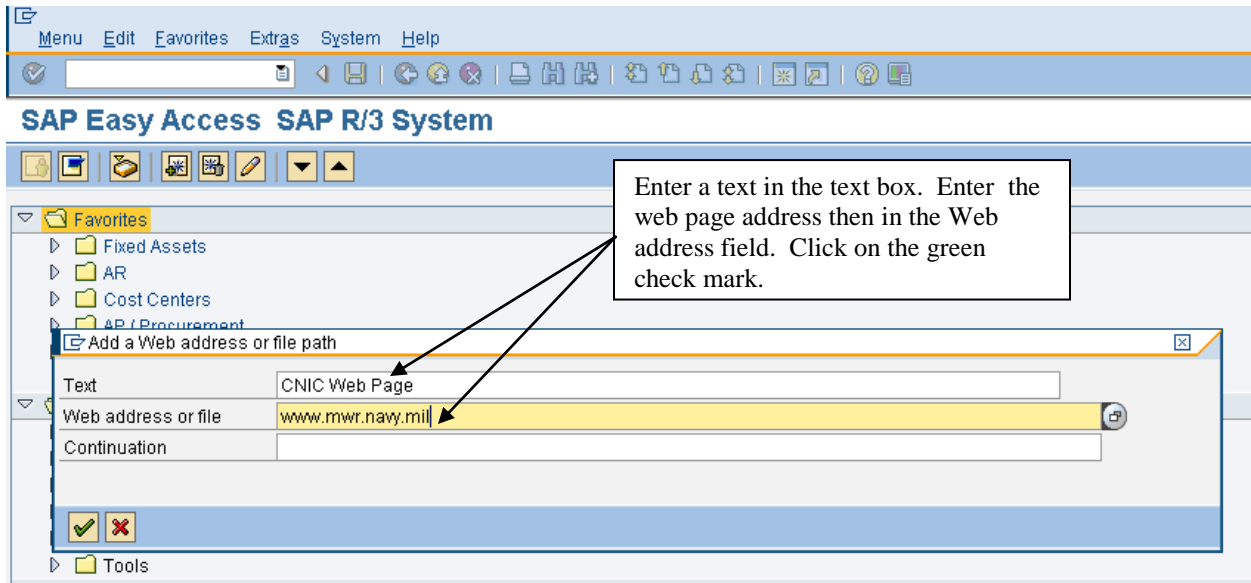


Double click on Web address or file.

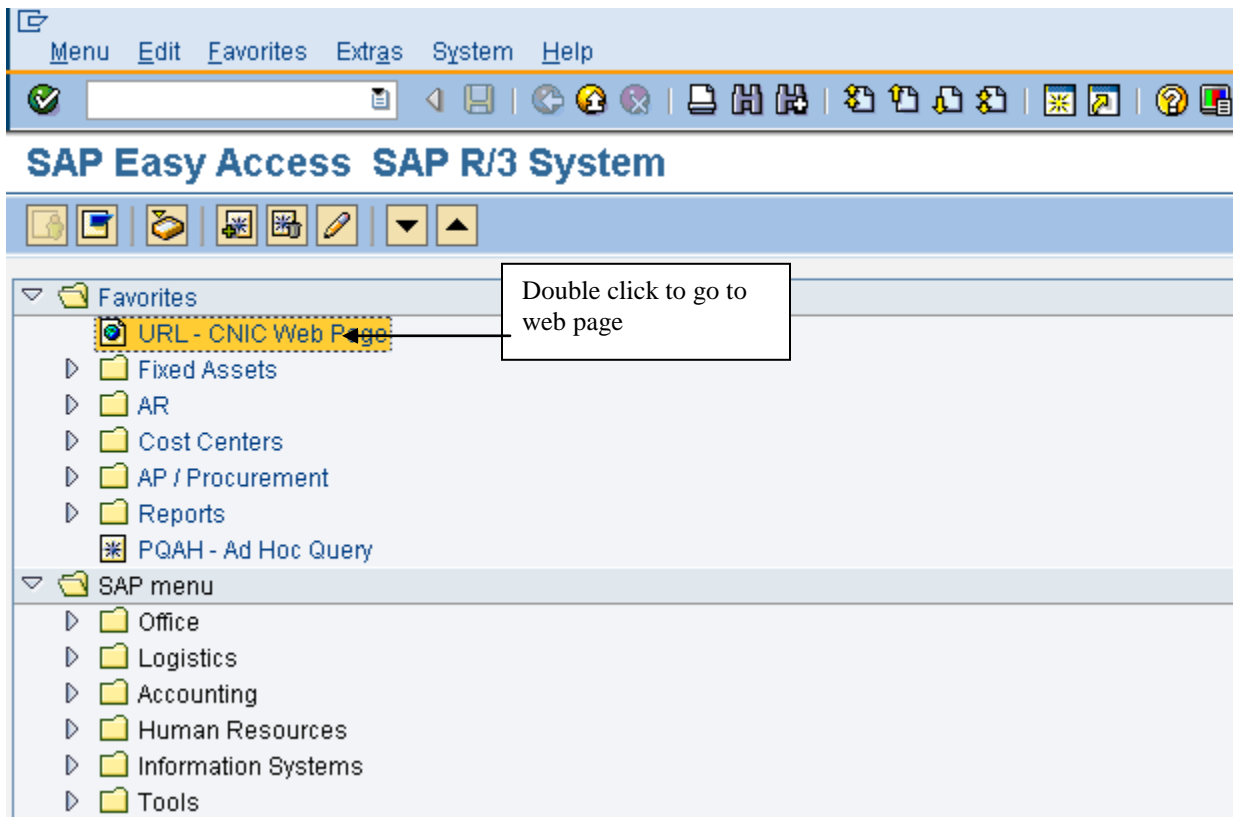


Activity Manager Reporting (CO)

Enter the text and web address.



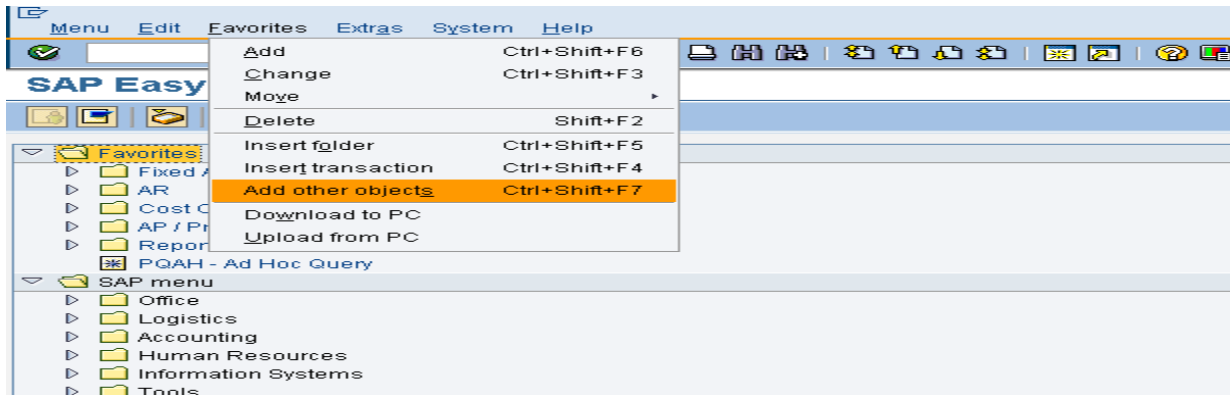
The web address will appear in the favorites and can be executed without exiting SAP.



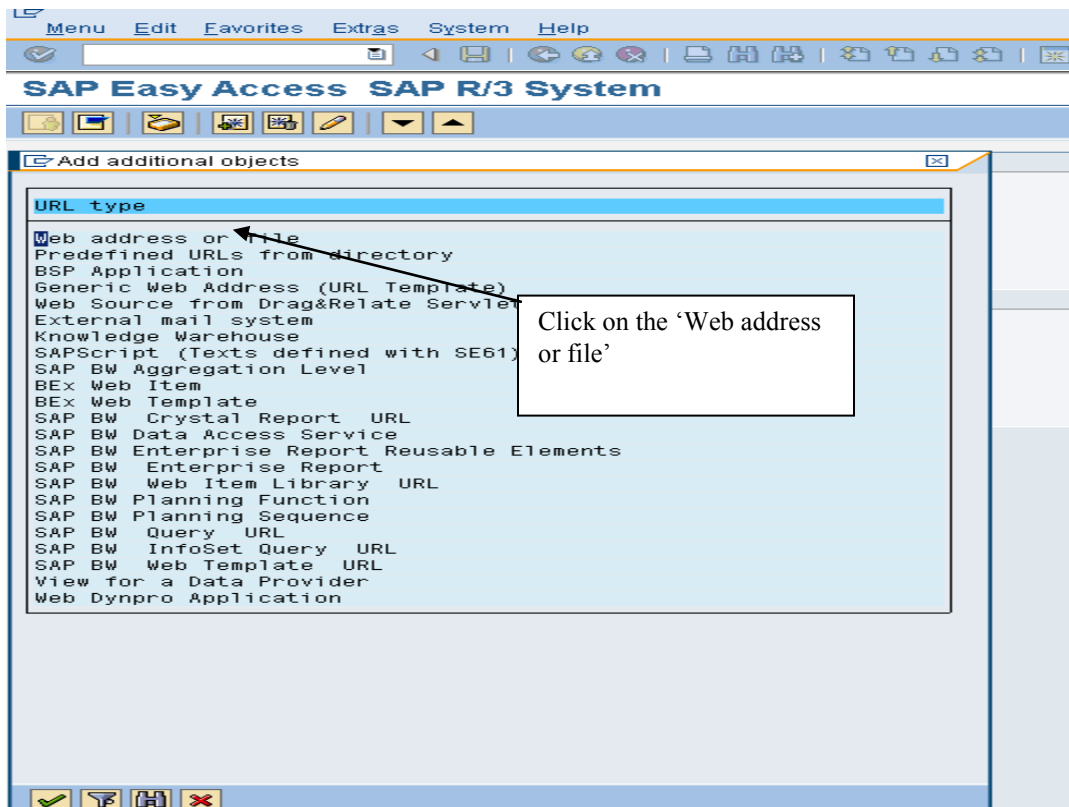
Adding Files

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.

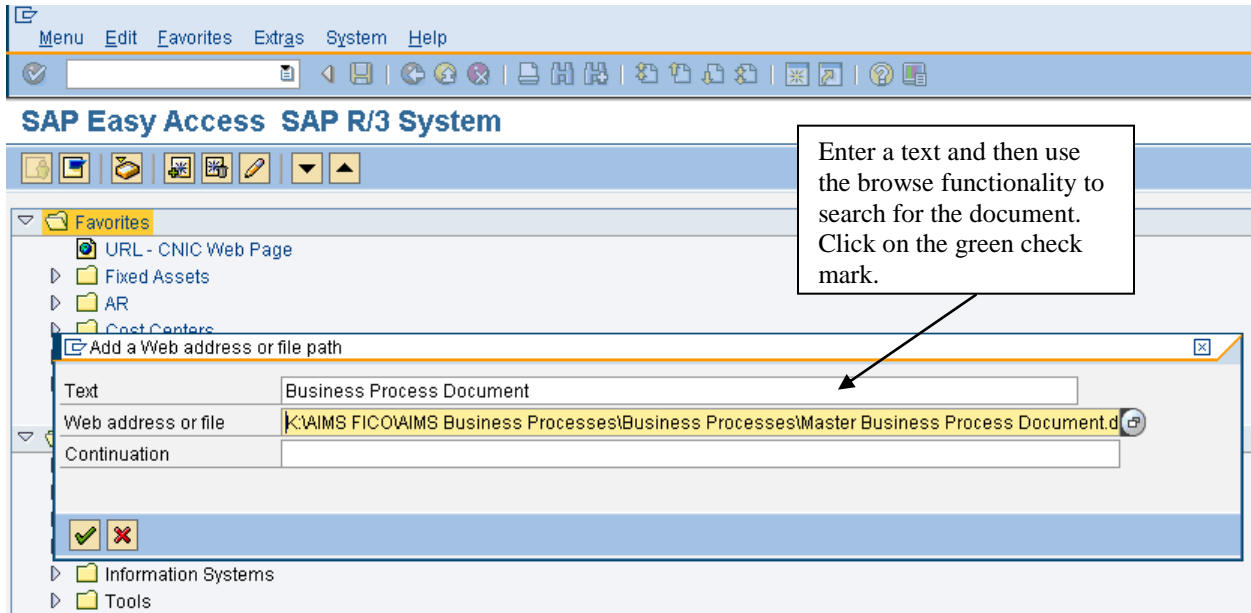
Highlight the folder that the document should go under and click on Favorites>Add other objects.



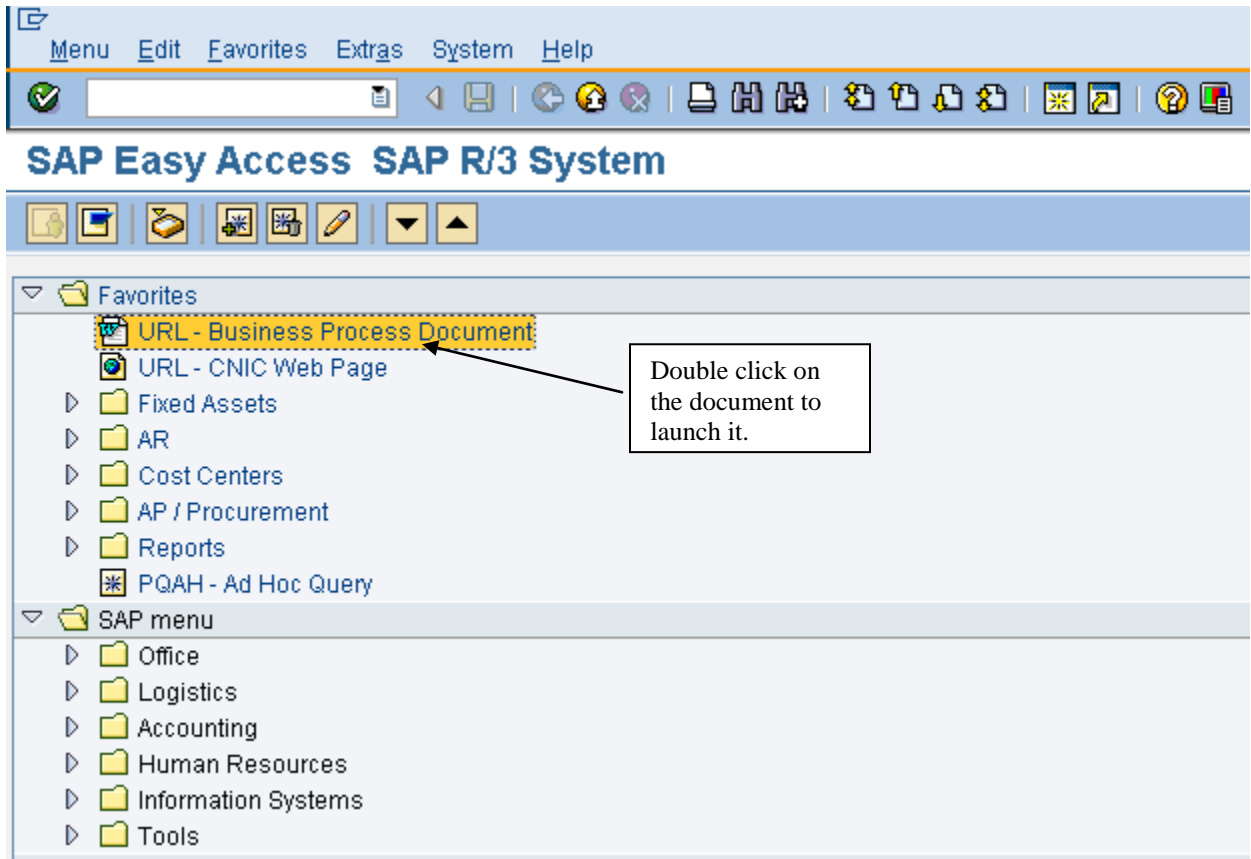
Double click on Web address or file.



Enter the text and then browse for the document.



The document is now available under the Favorites folder.



The Business Workplace

Purpose

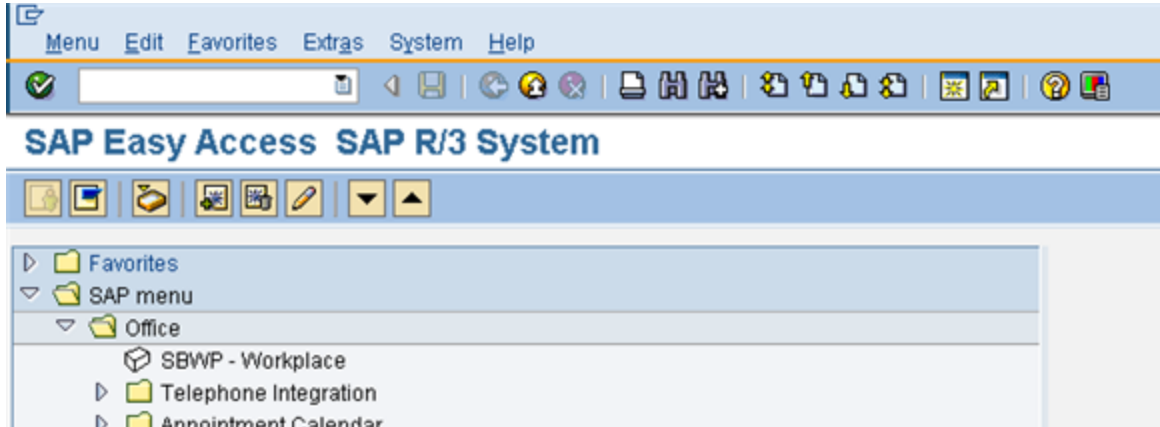
One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled 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.

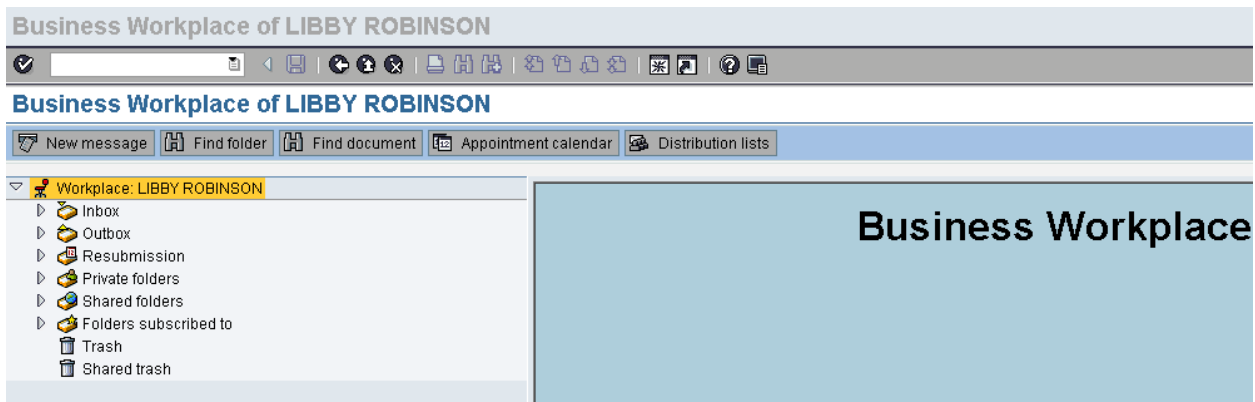
Working Environment	Description
Inbox	Under <i>Documents</i> , you find all the documents sent to you and their resubmissions. Under <i>Unread Documents</i> , you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window).
Outbox	Under <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:

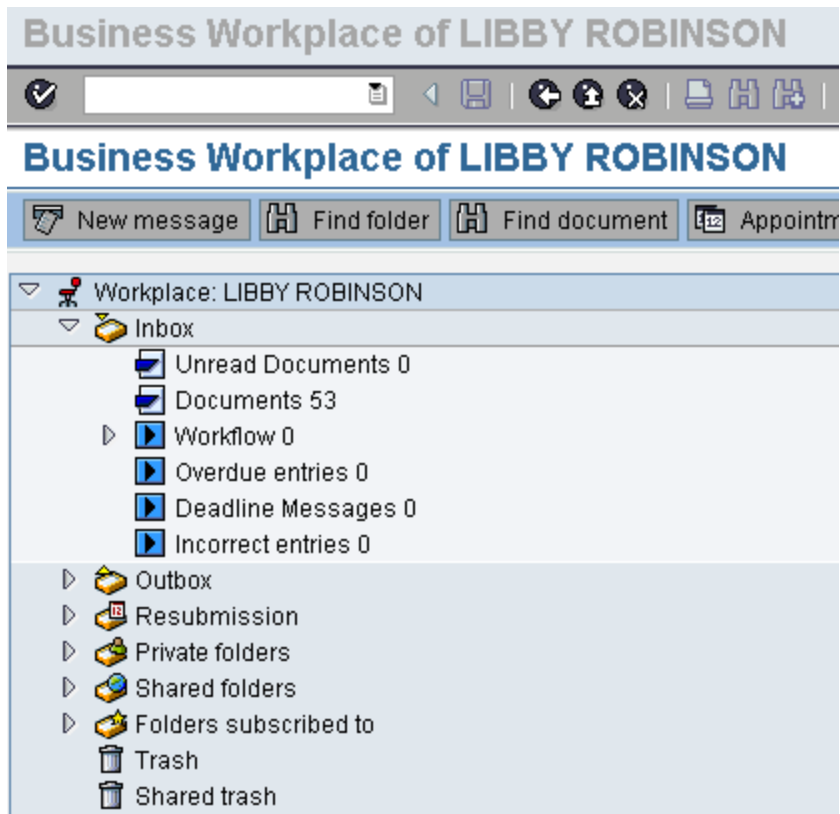
SAP Menu>Office>SBWPWorkplace



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

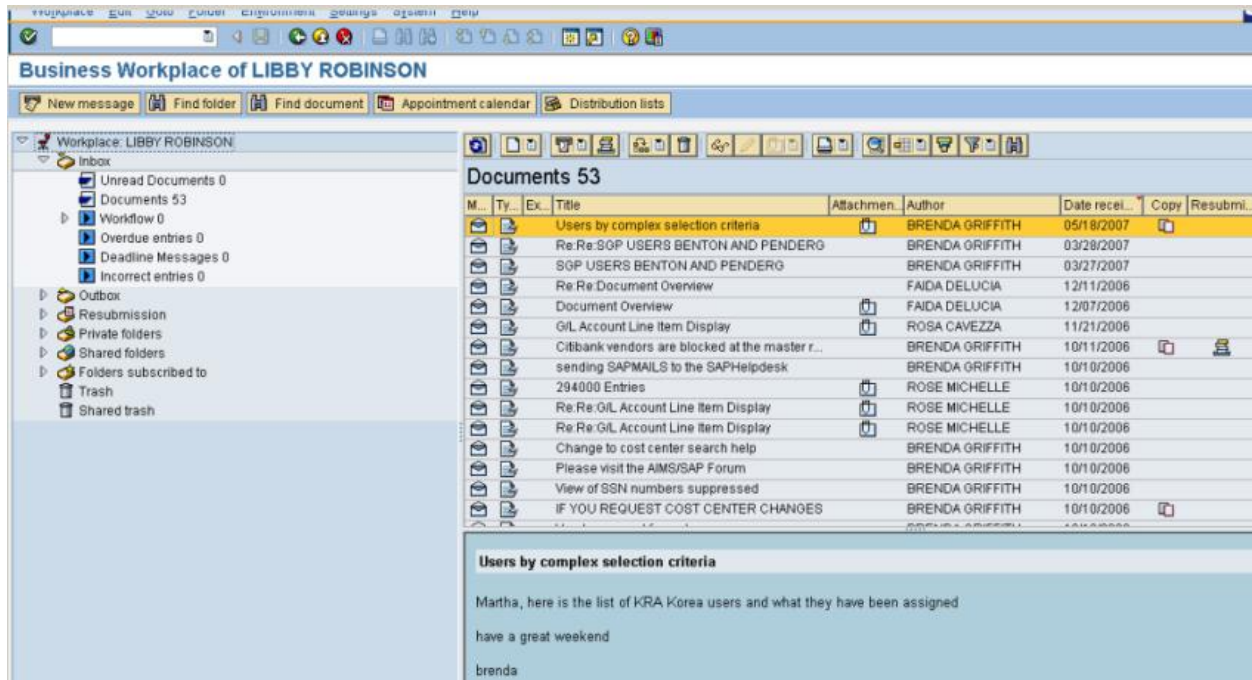


Further expansion of the tree shows the individual factors that make up the Inbox, for example.

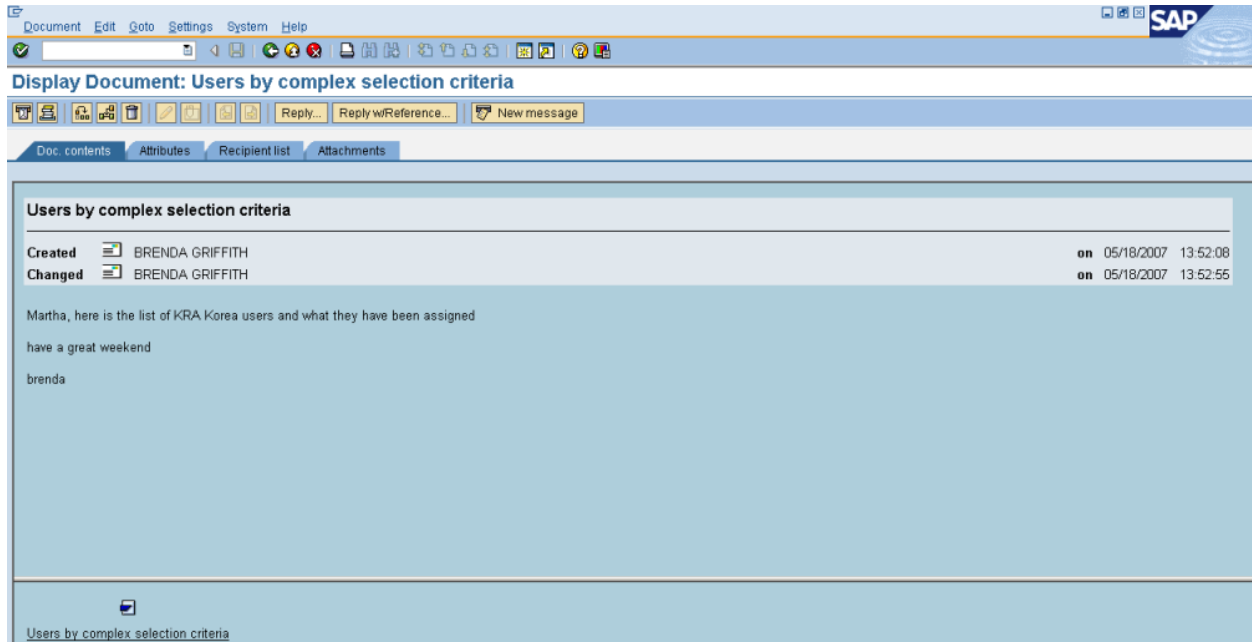


Activity Manager Reporting (CO)

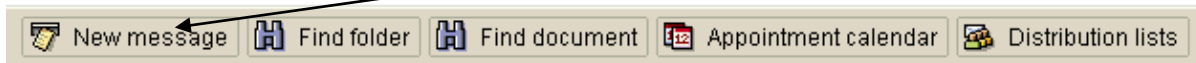
At the present time, the Workflow procedures are not enabled. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.



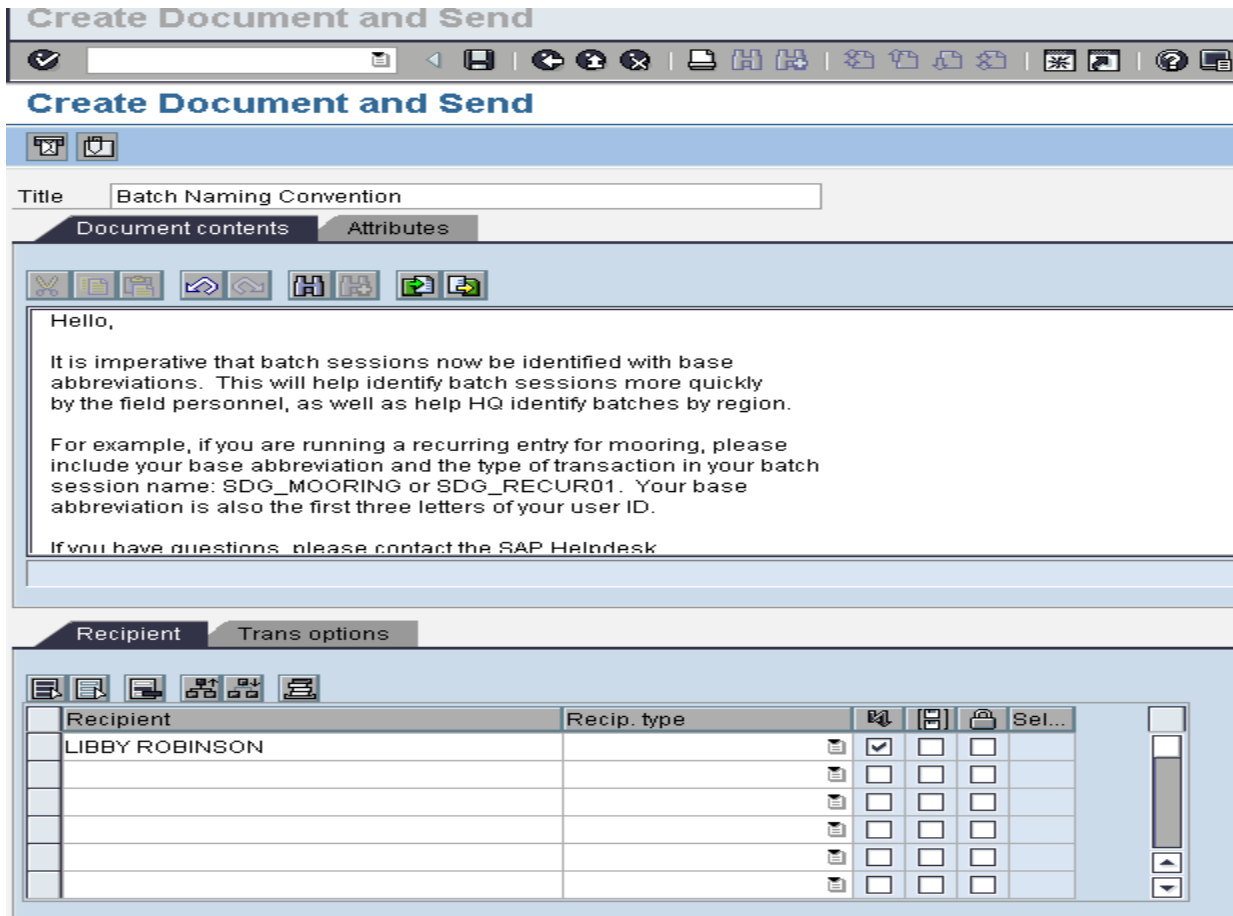
The previous screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking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



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

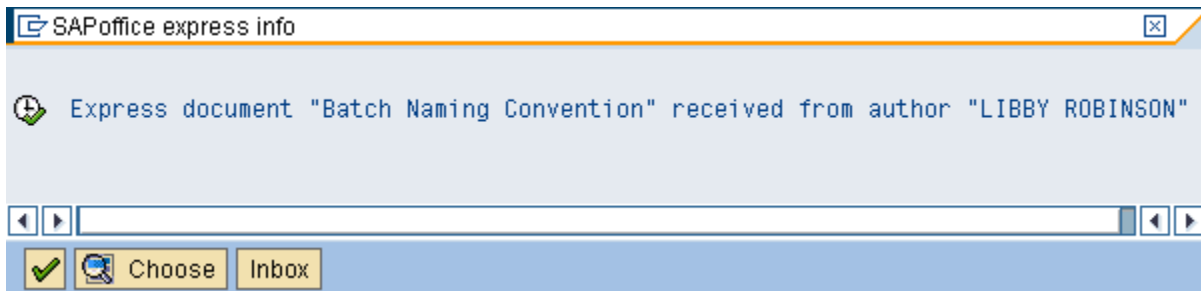



Clicking on this icon opens a window that allows the user to create, edit and attach documents to the message they wish to send within the SAP mail system.



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.



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

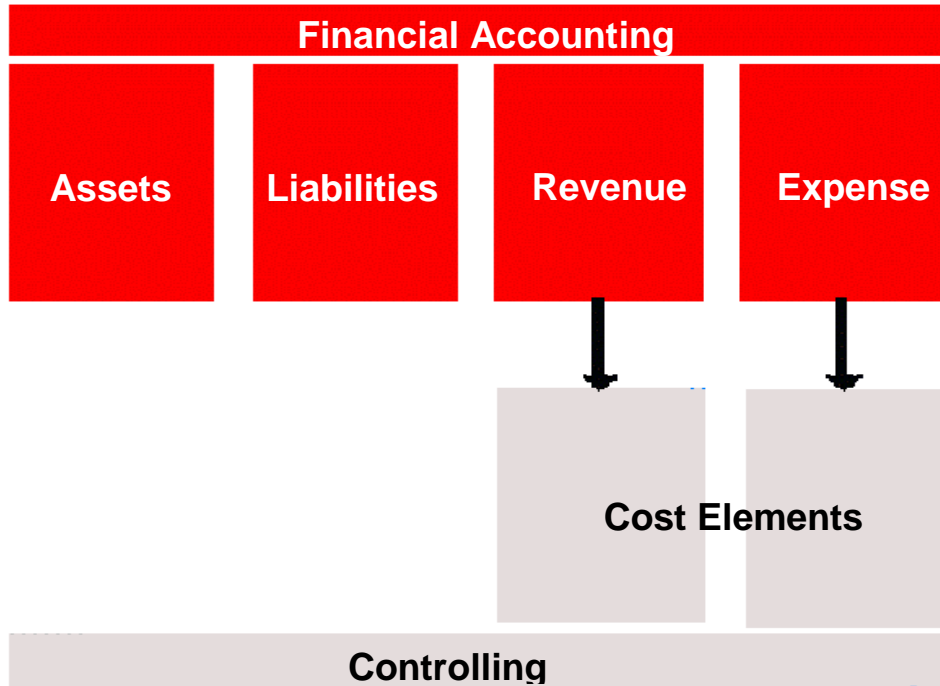
This manual is designed to give the Activity Manager a general overview of basic navigating within SAP as well as how to execute financial reports in SAP. The Controlling Reports display in a standard, functional format; but are quite flexible and user friendly. Users are encouraged to try different 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

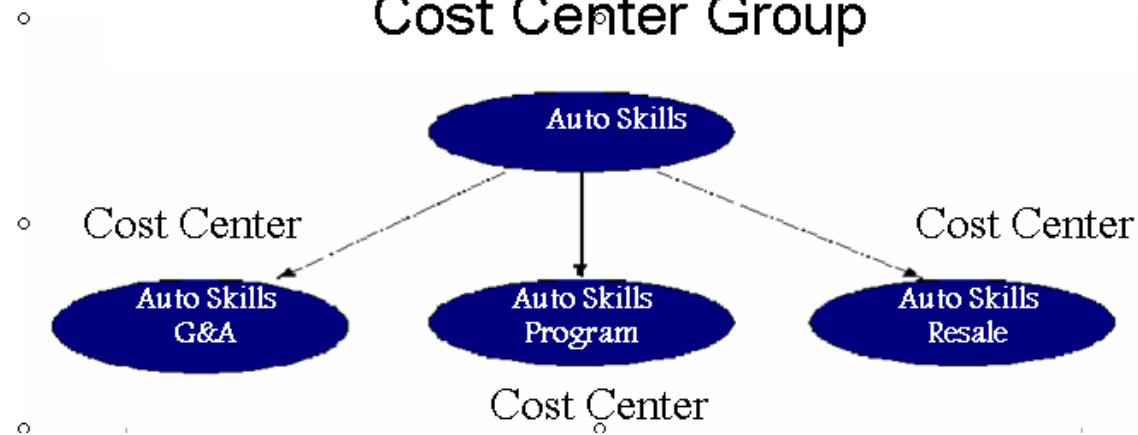
What is Controlling?

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.

Cost Center Group




Hierarchies

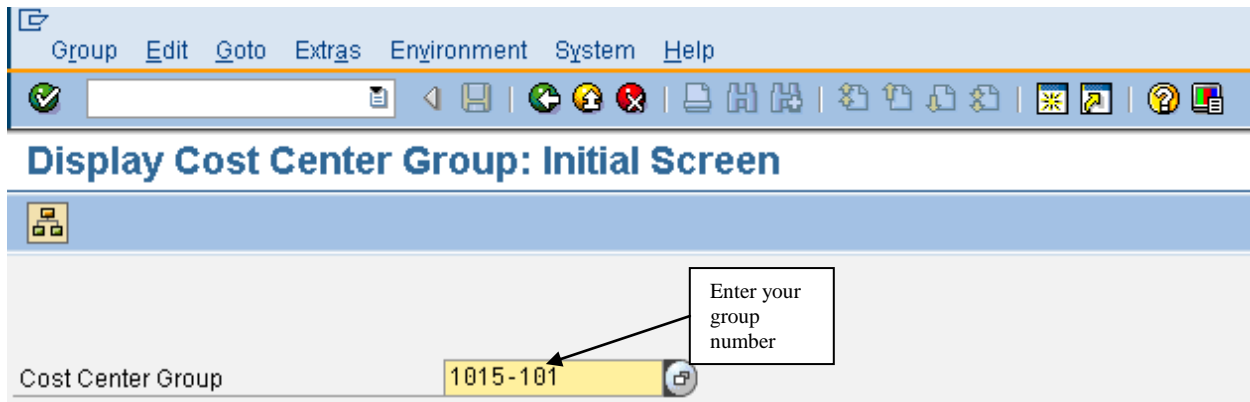
HQ has created several hierarchy groups to allow different views of cost center information. In addition, the hierarchy structure allows reports to be generated at logical dividing points such as by activity, groups of activities and company codes. The menu tree, the structure that combines the hierarchy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

Menu path: *Accounting* → *Controlling* → *Cost Center Accounting* → *Master Data* → *Cost center group* → *Display*

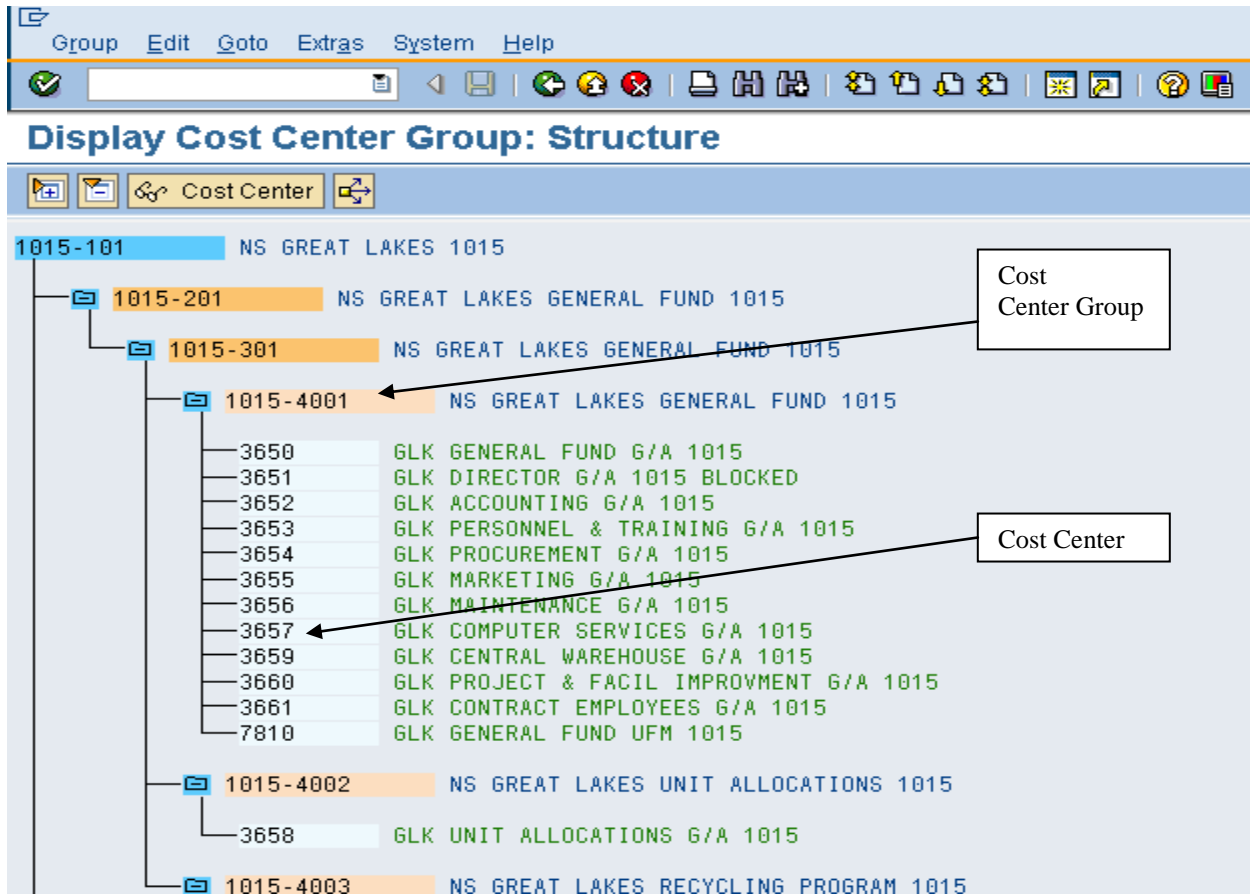
T-Code: *KSH3*

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 .



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.

Cost Center Edit Goto Extras Environment System Help

Display Cost Center: Basic Screen

Drilldown

Cost Center: 3650 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. fie...

Names

Name: GLK GENERAL FUND G ...
 Description: GLK GENERAL FUND G/A 1015

Basic data

User Responsible:
 Navy region: MIDWEST
 Installation code: 10015
 Cost Center Category: A CATEGORY A
 Hierarchy area: 1015-4001 NS GREAT LAKES GENERAL FUND 1015
 Company Code: 1015 MWR NS GREAT LAKES
 Business Area:
 Currency: USD
 Profit Center:

Click the Add. Fields tab to expose the underlying old RAMCAS activity and department; verify for accuracy.

Cost Center	3650	GLK GENERAL FUND G...
Controlling Area	2000	AIMS Controlling Area
Valid From	10/01/1950	to 12/31/9999

RAMCAS activity	00	ADMINISTRATION
RAMCAS department	00	G & A
Unit identification code	00128	
Geo classification	CONUS	

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 <http://www.mwr.navy.mil/> .

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  to return to previous screens and menus.

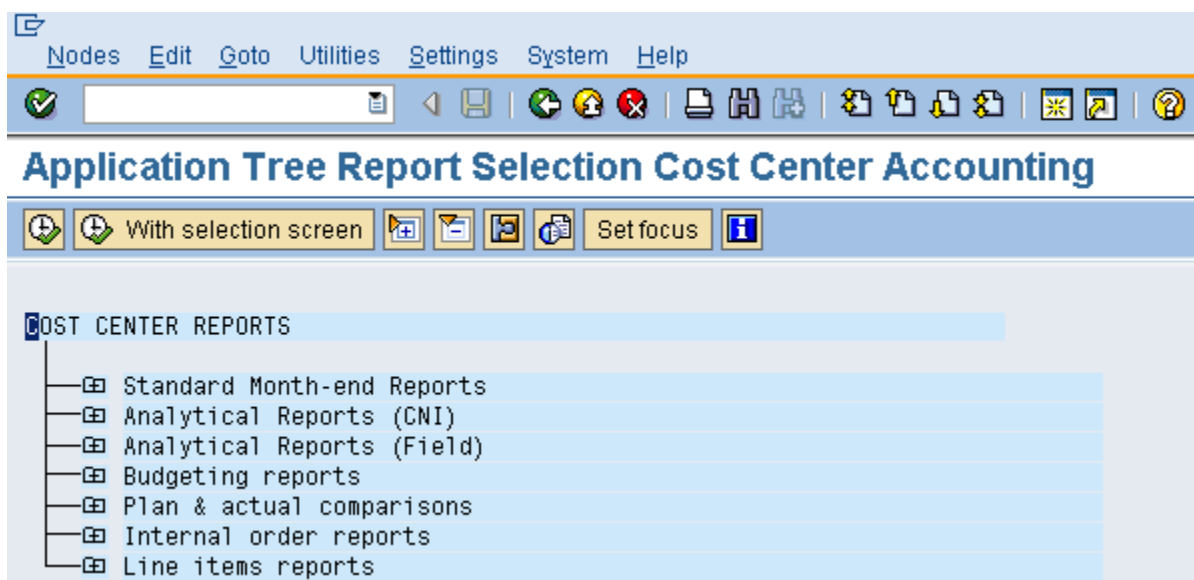
As mentioned earlier, the Controlling module provides the most flexible reporting for business income and expenses. For a detailed breakdown of cost center and cost center groups, reporting must be done in the Controlling module.

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

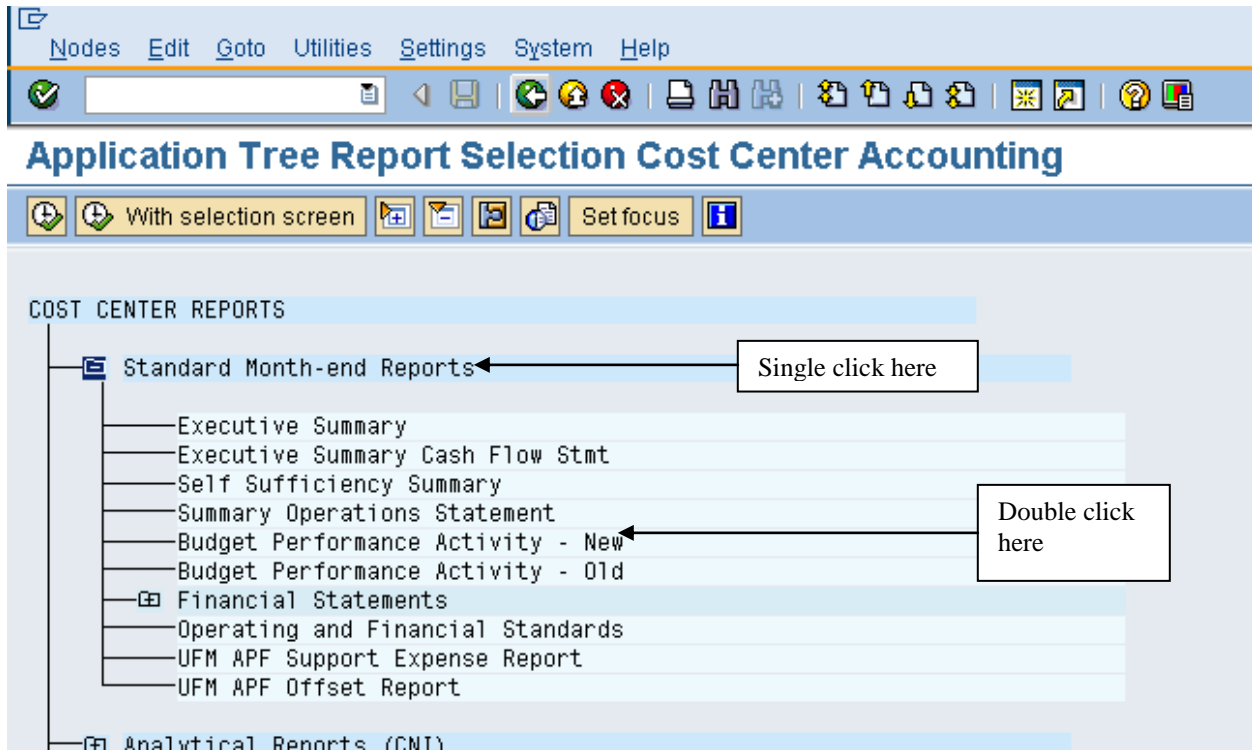
Menu Path: Accounting → Controlling → Cost Center Accounting → Information system → Report selection.

(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.



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.

Executive Summary: Selection

Variation Output Parameters... Data Source... Extract Parameters...


Selection values

Fiscal Year	2008
Period	6
Plan Version	0

Selection groups

Cost Center Group	1034-101		
or single value(s)		to	

Execute

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.

Activity Manager Reporting (CO)

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

Executive Summary

Variation: Cost Center
 Report: ZVK/ZC10C
 Name: HQ_LROBINSON
 EXECUTIVE SUMMARY
 SUMMARIZED OPERATIONS STATEMENT
 Period: 6 ended March FY 2008

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034
 Category:
 Activity:

	CURRENT MONTH					YEAR TO	
	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%
REVENUES:							
RESALE REVENUE	316,001	25.96	138,279	21.84	323,630	1,670,463	25.01
SALES DISCOUNT RESALE REVENUE	875	0.07	837	0.13	1,674	4,650	0.07
PROGRAM REVENUE	873,823	71.78	492,004	77.72	887,763	4,852,285	72.66
COMMISSIONS	2,500	0.21	922	0.15	2,112	8,850	0.13
OTHER REVENUE	25,941	2.13	2,467	0.39	41,360	151,481	2.27
EXTRA-ORDINARY REVENUE			185	0.03	9,295		
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	686,203	41.08
EXPENSES:							
SALARIES & BENEFITS	529,986	43.53	14,835	2.34	522,060	3,128,004	46.84
SUPPLIES	95,854	7.87	47,039	7.43	67,634	691,339	10.35
DEPRECIATION-LOCAL	79,910	6.56	125	0.02	75,872	478,712	7.17
DEPRECIATION-CENTRAL FUND	39,832	3.27			30,704	238,990	3.58
MAINTENANCE	17,321	1.42	5,113	0.81	10,170	118,940	1.78
ENTERTAINMENT	3,265	0.27	599	0.09	2,778	23,838	0.36
CONTRACTUAL	38,974	3.20	4,444	0.70	49,319	218,877	3.28
UTILITIES	29,596	2.43			35,263	166,077	2.49
ADVERTISING & PROMOTION	10,781	0.89	879	0.14	7,599	67,938	1.02
AWARDS & PRIZES	323,135	26.54	222,932	35.22	337,054	1,923,138	28.80
ALLOCATION EMPLOYEE BEN/INS COST	70,331	5.78			92,516	434,452	6.51

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.


Report: ZVK/ZC10C EXECUTIVE SUMMARY Page: 1 of 1
 Name: HQ_LROBINSON SUMMARIZED OPERATIONS STATEMENT Date: 03/18/2008
 Period: 6 ended March FY 2008

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034
 Category:
 Activity:

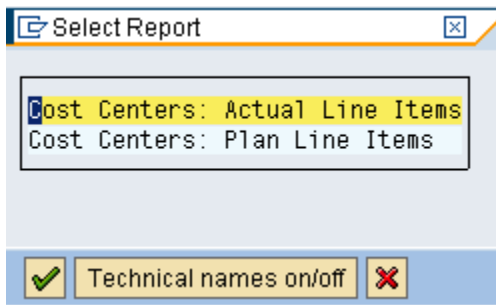
REVENUES:	CURRENT MONTH					YEAR TO DATE				
	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	YTD ACTUAL	%	PFY
RESALE REVENUE	316,001	25.96	138,279	21.84	323,630	1,670,463	25.01	1,422,181	23.19	1,685,235
SALES DISCOUNT RESALE REVENUE	875-	0.07-	837-	0.13-	1,674-	4,650-	0.07-	7,853-	0.13-	9,891-
PROGRAM REVENUE	873,823	71.78	492,004	77.72	887,763	4,852,295	72.66	4,339,434	70.77	5,308,878
COMMISSIONS	2,500	0.21	922	0.15	2,112	8,850	0.13	11,240	0.18	16,457
OTHER REVENUE	25,941	2.13	2,467	0.39	41,360	151,481	2.27	342,222	5.58	379,852
EXTRA-ORDINARY REVENUE			185	0.03	9,295			24,894	0.41	100,943
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	706,591
EXPENSES:	PLAN	%	ACTUAL	%	PFY	PLAN	%	ACTUAL	%	PFY
SALARIES & BENEFITS	529,986	43.53	14,835-	2.34-	522,060	3,128,004	46.84	2,443,444	39.85	2,862,035
SUPPLIES	95,854	7.87	47,039	7.43	67,634	691,339	10.35	385,305	6.28	661,338
DEPRECIATION-LOCAL	79,910	6.56	125-	0.02-	75,872	478,712	7.17	377,950	6.16	453,042
DEPRECIATION-CENTRAL FUND	39,832	3.27			30,704	238,990	3.58	162,388	2.65	184,224
MAINTENANCE	17,321	1.42	5,113	0.81	10,170	118,940	1.78	90,656	1.48	120,584
ENTERTAINMENT	3,265	0.27	599	0.09	2,778	23,838	0.36	19,755	0.32	601,478
CONTRACTUAL	38,974	3.20	4,444	0.70	40,319	218,877	3.28	161,932	2.64	197,093

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".



The detail general ledger for the account will display.

The screenshot shows the SAP Activity Manager Reporting (CO) interface. The title bar reads 'Display Actual Cost Line Items for Cost Centers'. Below the title bar is a menu bar with options: List, Edit, Goto, Settings, Extras, Environment, System, Help. A toolbar contains various icons for document, master record, and other functions. The main area displays the following information:

```

Layout          /AIMS01      AIMS Cost center line item display
Cost Center     72...      JAX BALLFLD G/A...
COarea currency USD      US Dollar
    
```

Below this information is a table with the following columns: Co..., Cost element, Cost element name, Doc..., Postg Date, Val/COArea Crcy, Cost Center, and Line item text. The table contains several rows of data, all with 'PROGRAM REVENUE' as the cost element name and 'SK' as the document type.

Co...	Cost element	Cost element name	Doc...	Postg Date	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	

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. 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. The information will return to the screen sorted and summed similar to the following.


List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

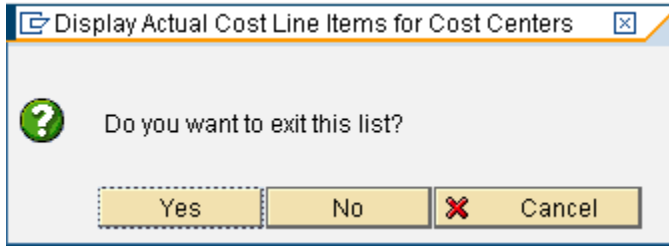
Document Master Record

Layout /AIMS01 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	Val/COArea Crcy	Cost Center	Line item text
1...	501000	PROGRAM REVENUE	SK	10/01/2006	12.00-	76	
				10/01/2006	12.00-	76	
1034	501000	PROGRAM REVENUE	SK	10/01/2006	76.00-	105	
				10/01/2006	76.00-	105	
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	
1034	501000	PROGRAM REVENUE	SK	10/01/2006	239.50-	126	
				10/01/2006	239.50-	126	
1034	501000	PROGRAM REVENUE	SD	10/01/2006	481.25-	129	
				10/01/2006	481.25-	129	
1034	501000	PROGRAM REVENUE	RV	10/01/2006	1,308.00-	130	
1034	501000	PROGRAM REVENUE	RV	10/01/2006	120.00-	130	
1034	501000	PROGRAM REVENUE	RV	10/01/2006	8,118.00-	130	

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

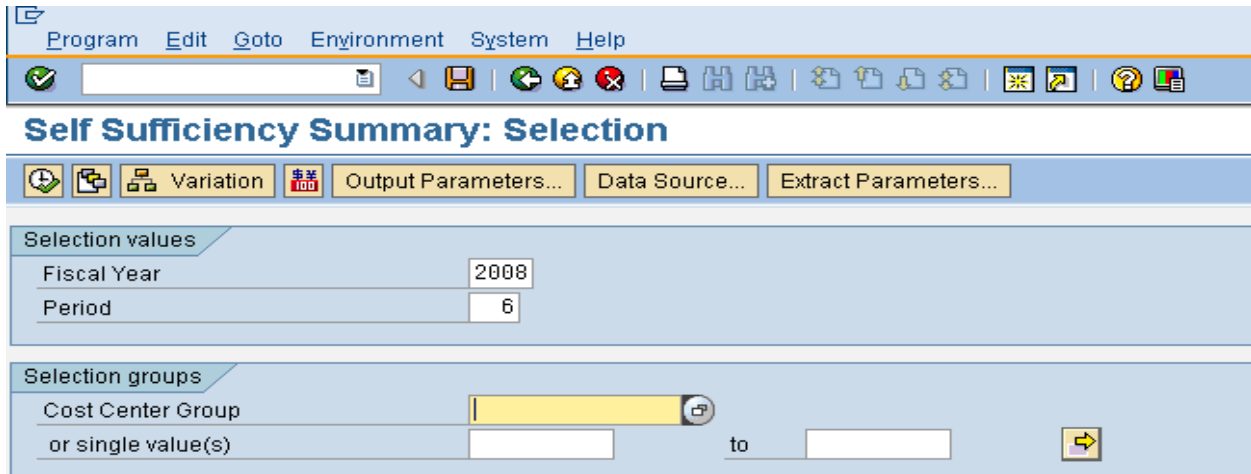
The following box will display, click the yes button and continue.



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).



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.

Activity	CURRENT MONTH				YEAR TO DATE		
	REVENUE	EXPENSE	PROF/LOSS	SS %	REVENUE	EXPENSE	PROF/LOSS
01 ALL HANDS CLUB	23,001	6,529	29,530	352.29	231,246	218,341	12,904
03 CPO CLUB	5,155	3,998	1,156	128.92	48,420	55,271	6,851
05 ENLISTED CLUB	29,575	21,706	7,869	136.25	547,610	417,303	130,307
78 SPECIALITY FOOD & BEV OPS 2	166	893	727	18.56	45,291	49,690	4,400
79 SPECIALITY FOOD & BEV OPS 3	1,639	61,482	59,843	2.67	70,983	209,175	138,192
* CATEGORY C TOTAL	59,535	81,549	22,015	73.00	943,550	949,781	6,231
** 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.

Program Edit Goto Environment System Help

Summary Operations Statement: Selection

Variation Output Parameters... Data Source... Extract Parameters...

Selection values

Fiscal Year: 2008
 Period: 6

Selection groups

Cost center group: []
 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.

Activity Manager Reporting (CO)

Report Edit Goto View Extras Settings System Help

Summary Operations Statement

Report: ZVK/ZC06A SUMMARY OPERATIONS STATEMENT Page:
 Name: HQ_LROBINSON Period 6 Ended March 2008 Date:

Cost Center or Group: 1163-303 CNRHI REGION FOOD & BEVERAGE 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
302000 CATERING RESALE REVENUE	3,439.00	5.79	35,004.75	5.50	22,100.50
* RESALE REVENUE	59,429.40	100.00	636,751.26	100.00	683,119.23
303000 SALES DISCOUNT RESALE REVENUE	579.95-	0.98-	5,368.55-	0.84-	11,908.05
* 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
** 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
* 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.

Report Edit Goto View Extras Settings System Help

Summary Operations Statement

812000 CASH OVERAGE	51.20		682.03		1,040.33
814000 PRIOR FY INCOME ADJUSTMENT					430.00
* TOTAL OTHER REVENUE	51.20		682.03		1,470.33
TOTAL DEP/GENERAL/NEX/OTHER REVENUE	59,534.66		943,549.52		1,036,804.23
912000 CASH SHORTAGE	55.16	0.09	1,087.03	0.12	1,291.44
913000 LOSS ON DISP OF FIXED ASSETS					584.33
914000 PRIOR FY EXPENSE ADJUSTMENT					20,791.00
915000 BAD CHECK EXPENSE					
916000 BAD DEBT EXPENSE					5,727.77
* TOTAL OTHER EXPENSE	55.16	0.09	1,087.03	0.12	28,394.54
NET PROFIT & LOSS	22,014.82-	36.98-	6,231.46-	0.66-	142,918.51
763000 DEPR EXPENSE FURN FIXTURES & EQUIP			67,344.03		73,774.67
* TOTAL DEPRECIATION			67,344.03		73,774.67
NET CASHFLOW FROM OPERATIONS	22,014.82-	36.98-	61,112.57	6.48	216,693.23
TOTAL DEPRECIATION/GENERAL/OTHER EXPENSE	81,549.48		949,780.98		893,885.61
SELF SUFFICIENCY PERCENTAGE	73.00		99.34		115.91

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.

The screenshot shows a software window titled "Budget Performance Activity - New: Selection". It has a menu bar with "Program", "Edit", "Goto", "Environment", "System", and "Help". Below the menu is a toolbar with various icons. The main area contains several sections:

- Selection values:**
 - Fiscal Year: 2008
 - Period: 6
 - Plan Version: 0
- Selection groups:**
 - Cost Center Group or single value(s): [Empty field] to [Empty field]

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

The screenshot shows a software window titled "Budget Perf. Act.". It has a menu bar with "Report", "Edit", "Goto", "View", "Extras", "Settings", "System", and "Help". Below the menu is a toolbar. The main area displays report information and a data table.

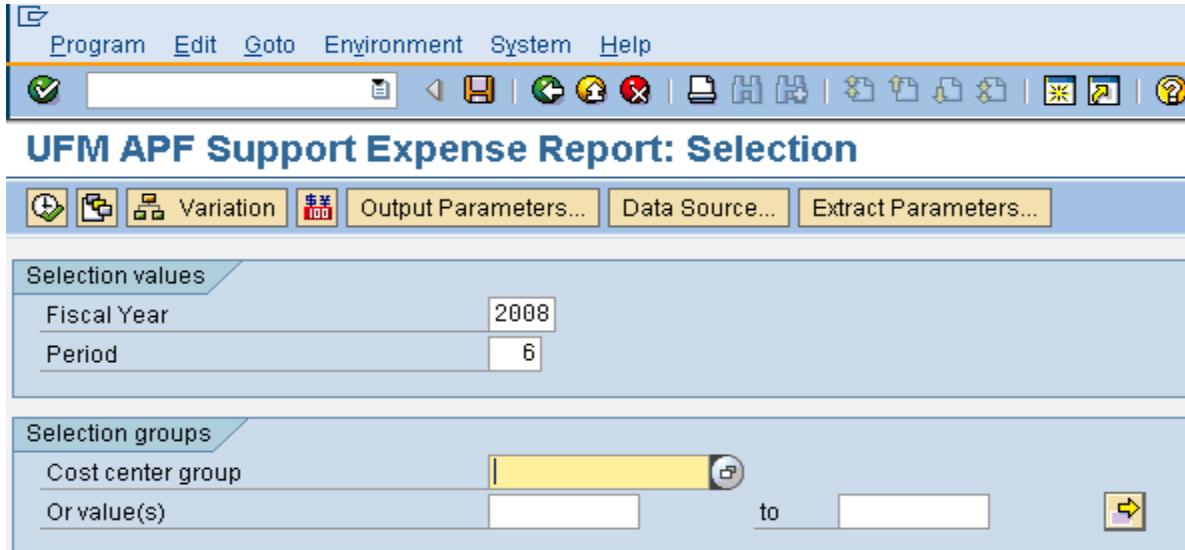
Report: ZVK/ZC01B
Name: HQ_LROBINSON
BUDGET PERFORMANCE ACTIVITY REPORT
Period: 6 Ended March FY 2008

Cost Center or Group: 1163-304 CNRHI REGION RECREATION 1163
RAMCAS Activity: 00..ZZ

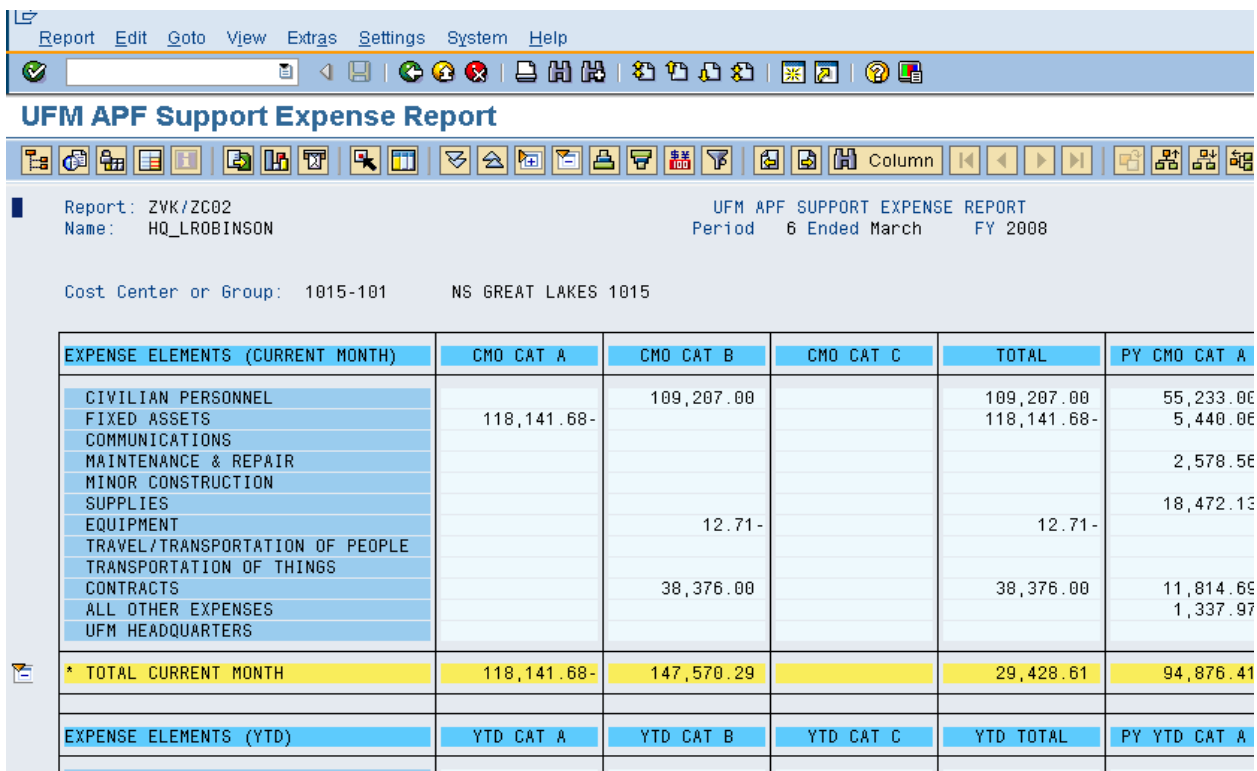
CURRENT MONTH					REVENUE ELEMENTS	ACT
ACTUAL	PLAN	VAR	VAR %	PRIOR YEAR		
75,949	127,500	51,551-	40-	128,790	301000 RESALE REVENUE	6
108	292-	400	137-	88	302000 CATERING RESALE REVENUE	
76,058	127,208	51,151-	40-	128,878	* RESALE REVENUE	6
	225-	225	100-	20-	303000 SALES DISCOUNTS	
	225-	225	100-	20-	* SALES DISCOUNT RESALE REVENUE	
76,058	126,983	50,926-	40-	128,859	** NET RESALE REVENUE	6
361,400	614,525	253,125-	41-	579,846	501000 PROGRAM REVENUE	3,2
2,078-	1,442-	636-	44	1,698-	503000 OTH SALES DISCOUNT P	
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
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
7,278	34,183	26,905-	79-	44,215	** COMMISSIONS	2
400	250	150	60	2,250	562000 C F OPERATING GRANTS	2
6,389	7,700	4,311	47	40,714	580000 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.



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



UFM APF Offset Report

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

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.

The screenshot shows the SAP selection dialog for the 'Executive Summary Rolling 12 Months' report. It includes a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are buttons for 'Variation', 'Output Parameters...', 'Data Source...', and 'Extract Parameters...'. The 'Selection values' section contains input fields for 'Ending fiscal year' and 'Ending period'. The 'Selection groups' section contains input fields for 'Cost Center Group or single value(s)' and 'RAMCAS activity', with 'to' indicators and arrow buttons for range selection.

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.

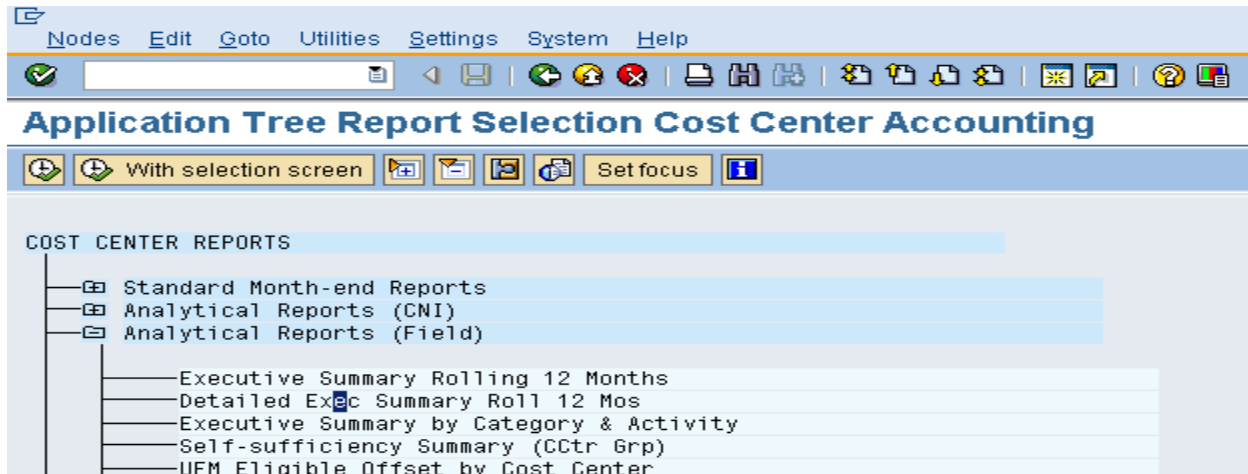
The screenshot shows the SAP report output for 'Executive Summary Rolling 12 Months'. The report title is 'EXECUTIVE SUMMARY SUMMARIZED OPERATIONS STATEMENT 11 MONTHS PRIOR TO PERIOD 6 FISCAL YEAR 2008'. The report parameters are: Report: ZVK / ZC22, Name: HO_LROBINSON, Cost Center or Group: 1015-101 NS GREAT LAKES 1015, and RAMCAS Activity: . The data is presented in a table with columns for months (APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV) and rows for various revenue and expense categories. The table is divided into 'REVENUES' and 'EXPENSES' sections. The 'TOTAL REVENUE' row shows values of 855,508 for APR, 957,188 for MAY, 1,320,625 for JUN, 966,920 for JUL, 1,026,713 for AUG, 923,263 for SEP, 885,601 for OCT, and 966,419 for NOV. The 'COST OF GOODS SOLD' row shows values of 172,075 for APR, 190,941 for MAY, 199,748 for JUN, 170,322 for JUL, 217,645 for AUG, 195,206 for SEP, 177,004 for OCT, and 248,630 for NOV. The 'COST OF GOODS SOLD %' row shows values of 39.81 for APR, 37.94 for MAY, 40.49 for JUN, 36.06 for JUL, 44.02 for AUG, 42.15 for SEP, 37.98 for OCT, and 46.38 for NOV. The 'EXPENSES' section includes rows for SALARIES & BENEFITS, SUPPLIES, DEPRECIATION-LOCAL, DEPRECIATION-CENTRAL FUND, MAINTENANCE, ENTERTAINMENT, CONTRACTUAL, UTILITIES, ADVERTISING & PROMOTION, and AWARDS & PRIZES.

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
REVENUES:								
RESALE REVENUE	434,234	503,258	493,350	472,394	494,455	463,356	466,064	536,120
SALES DISCOUNT RESALE REVENUE	748-	829-	635-	584-	635-	647-	601-	467-
PROGRAM REVENUE	261,563	327,519	364,134	344,453	324,890	305,108	245,876	271,969
COMMISSIONS	95,736	87,024	85,470	68,666	94,739	89,751	79,458	100,639
OTHER REVENUE	52,322	37,729	370,735	75,955	99,501	53,146	75,785	47,275
EXTRA-ORDINARY REVENUE	12,400	2,487	7,562	6,037	13,763	12,548	19,019	10,884
TOTAL REVENUE	855,508	957,188	1,320,625	966,920	1,026,713	923,263	885,601	966,419
COST OF GOODS SOLD	172,075	190,941	199,748	170,322	217,645	195,206	177,004	248,630
COST OF GOODS SOLD %	39.81	37.94	40.49	36.06	44.02	42.15	37.98	46.38
EXPENSES:								
SALARIES & BENEFITS	544,647	595,772	575,003	590,109	578,682	550,150	580,914	556,983
SUPPLIES	71,130	61,273	76,481	86,337	156,846	534,884	59,808	61,106
DEPRECIATION-LOCAL	92,094	92,201	94,007	94,432	94,343	91,522	91,522	91,281
DEPRECIATION-CENTRAL FUND	14,602	14,602	14,602	14,602	14,601	14,602	14,602	14,602
MAINTENANCE	22,056	16,952	33,787	12,460	20,330	13,502	14,333	12,660
ENTERTAINMENT	6,045	3,025	2,665	37,983	4,663	82	3,705	900
CONTRACTUAL	120,617	124,643	114,741	108,750	130,273	175,328	105,017	137,169
UTILITIES	26,155	25,791	29,609	31,873	33,542	27,336	35,412	26,973
ADVERTISING & PROMOTION	12,485	3,034	9,429	8,845	15,925	22,881	10,269	11,015
AWARDS & PRIZES	642	1,337	1,539	869	2,127	1,965	1,235	671

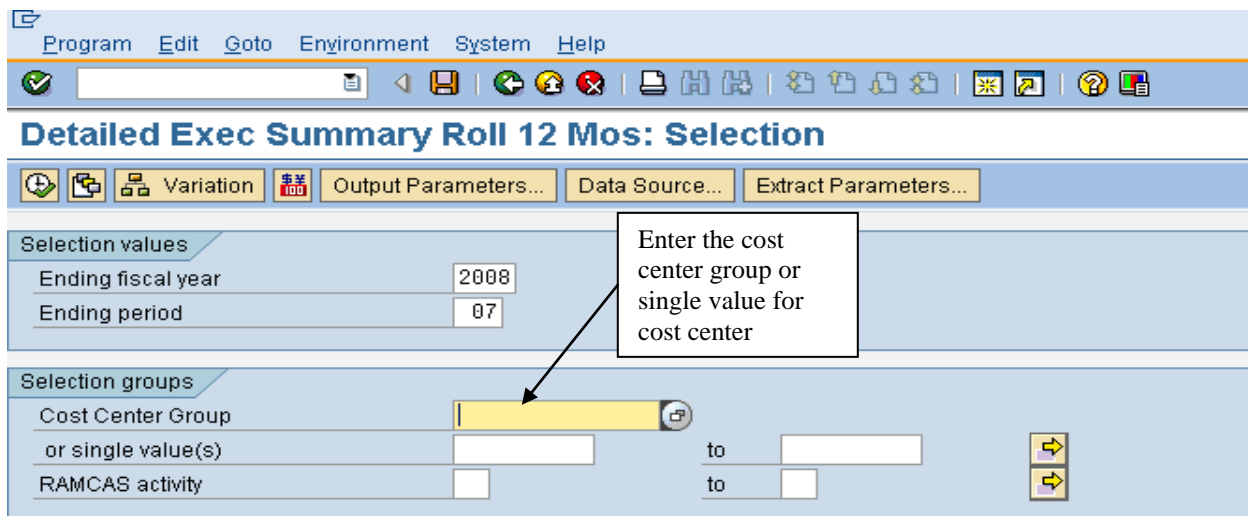
Detailed Executive Summary Rolling 12 Months

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



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.



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.

Activity Manager Reporting (CO)

Report: ZVK / ZC24
 Name: HQ_LROBINSON

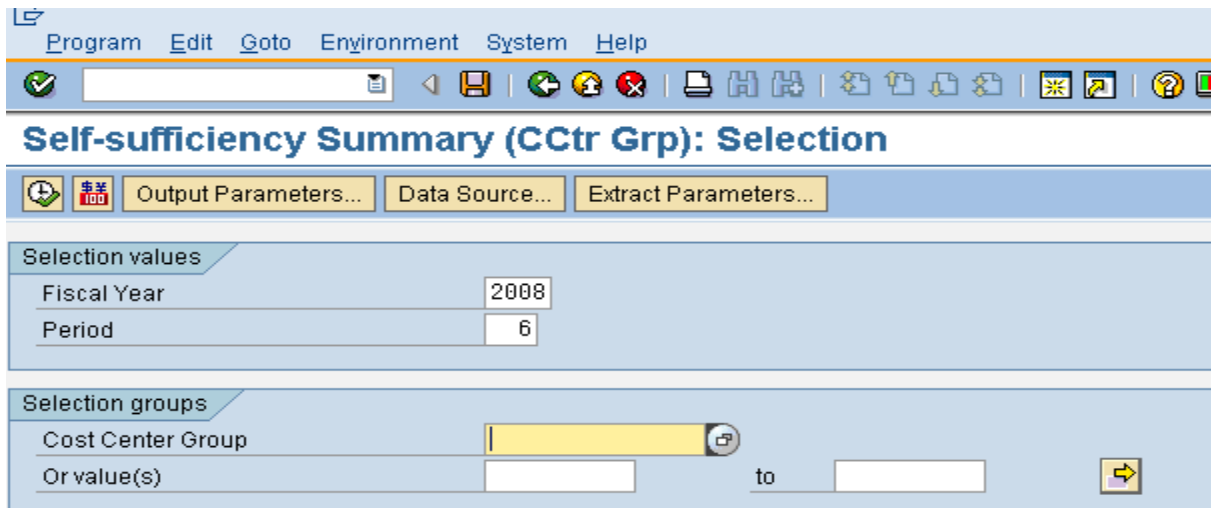
EXECUTIVE SUMMARY
 SUMMARIZED OPERATIONS
 11 MONTHS PRIOR TO PERIOD 7

Cost Center or Group: 1139-101 COMNAVREG, GULF COAST 1139
 RANCAS Activity:

REVENUES:	MAY	JUN	JUL	AUG	SEP	OCT
301000 RESALE REVENUE	464,875	505,130	479,727	441,145	291,241	409,35
302000 CATERING RESALE REVENUE	17,851	27,224	9,434	15,938	9,406	3,57
RESALE REVENUE	482,726	532,354	489,161	457,083	300,647	412,97
303000 SALES DISCOUNT RESALE REVENUE	766-	589-	564-	658-	355-	82
SALES DISCOUNT RESALE REVENUE	766-	589-	564-	658-	355-	82
501000 PROGRAM REVENUE	728,812	733,582	752,035	661,027	408,982	699,17
503000 OTHER SALES DISCOUNT PROGRAM	62-	30-	5-		12-	3
506010 GROSS TICKET REVENUE	134,961	134,035	127,671	85,768	31,522	78,06
506011 DIRECT TICKET EXPENSE	125,118-	124,103-	117,608-	85,447-	28,487-	68,65
506031 DIRECT CRUISE EXPENSE						
PROGRAM REVENUE	738,593	743,485	762,093	661,348	412,005	708,48
592000 AMUSE/VEND MACH COMM	338	331	251	384	131	
594000 OTHER COMMISSIONS	11,827	21,100	16,689	13,388	751	24,17
COMMISSIONS	12,165	21,431	16,940	13,772	882	24,17
562000 CENTRAL FUND-OPERATING GRANTS	2,717			23,000	34,402	
569000 OTHER REVENUE	59,915	40,824	48,030	80,644	48,158	3,58
571000 COMMERCIAL SPONSORSHIP REVENUE	450-	17,050		3,000	5,485-	4,66
OTHER REVENUE	62,183	57,874	48,030	106,644	77,075	8,18
812000 CASH OVERAGE	2,890	3,243	1,278	1,742	1,077	86
813000 GAIN ON DISP OF FIXED ASSETS	3,386					

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.



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.

COST CENTER	CURRENT MONTH					RE
	REVENUE	EXPENSE	P&L	SS %	PFY P&L	
4962 OAHU CLUB PEARL G/A 1163	367	714	1,081	-51.36	11,232	
4963 OAHU CLUB PEARL BAR 1163	16,400	596	16,996	-2751.92	11,672	
4964 OAHU CLUB PEARL RESALE 1163	870	0	870	0.00	1,307	
4969 OAHU CATERING & CONFERENCE BAR 1163	166	105	271	-158.04	662	
* OAHU CLUB PEARL 1163	17,803	1,415	19,218	-1258.08	24,873	
4975 OAHU OCEANS G/A 1163	19	-1,711	-1,692	1.14	-202	
4976 OAHU OCEANS BAR 1163	2,552	530	3,082	-481.48	-1,499	
4977 OAHU OCEANS RESALE 1163	65	0	65	0.00	61	
* OAHU OCEANS 1163	2,637	-1,181	1,455	223.22	-1,640	
4978 OAHU BEEMANS CENTER G/A 1163	0	-1	-1	13.33	-36	
4979 OAHU BEEMANS CENTER BAR 1163	957	-59,922	-58,966	1.60	-2,159	
4980 OAHU BEEMANS CENTER RESALE 1163	10	0	10	0.00	41	
* OAHU BEEMANS CENTER 1163	967	-59,923	-58,956	1.61	-2,154	
* PMRF SHENANIGANS ALL HANDS CLUB 1163	11,055	671	11,727	-1646.52	-8,328	
* OAHU FOOD & BEVERAGE CONTRACTS 1163	0	0	0	0.00	-1,691	
** TOTAL	32,461	-59,018	-26,556	55.00	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.

ACTIVITY	REVENUE	EXPENSE	P&L BEFORE UFM	SS %	UFM OFFSET	P&L AFTER UFM	SS %
01 ALL HANDS CLUB	11,855	-671	11,727	-1,646.52		11,727	-1,646.52
03 CPD CLUB	2,637	1,181	1,455	223.22		1,455	223.22
05 ENLISTED CLUB	17,637	-1,310	18,947	-1,346.11		18,947	-1,346.11
78 SPECIALITY FOOD & BEV D	166	-105	271	-158.04		271	-158.04
79 SPECIALITY FOOD & BEV D	967	59,923	-58,956	1.61		-58,956	1.61
* CATEGORY C TOTAL	32,461	59,018	-26,556	55.00		-26,556	55.00
** TOTAL ALL CATEGORIES	32,461	59,018	-26,556	55.00		-26,556	55.00

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.

Program Edit Goto Environment System Help

Output Parameters... Data Source... Extract Parameters...

Selection values

Fiscal Year: 2008
Period: 3

Selection groups

Cost center group: 1120-101
Or value(s): [] to []

Click Execute

Report: ZVK Cost of Goods Sold
 Name: DPHILLIPS
 Period: 3 ended December 2008
 COST OF GOODS PERCENTAGE REPORT
 Page: 1 of 3
 Date: 01/25/2008

Cost Center or Group:

COST CENTER	CUR PER SALES	CUR PER COGS	% OF SALES	YTD SALES	YTD COGS	% OF SALES
	116.60	33.96	29.13	264.48	1,348.57-	506.87-
	6,750.98	1,380.48-	20.45-	23,811.18	4,678.45-	19.65-
	31.00			1,225.20	201.03-	16.41-
					9.99	
				18.00-		
		314.31			257.21-	
					3,081.22	
		304.76			1,148.23	
	6,366.60	591.92	9.30	16,217.38	2,753.18	16.98
	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	22.98
	6,091.97	1,689.13	27.73	23,727.28	6,280.72	26.47
	32,062.82	11,421.12	35.62	121,992.50	33,099.07	27.13
	88,913.75	23,995.74	26.99	260,151.26	72,526.96	27.88
	3,485.37	792.84	22.75	8,872.37	2,538.35	28.61
	5,113.97	796.94	15.58	20,485.07	5,883.07	28.72
	6,043.17	2,103.47	34.81	13,725.33	3,964.26	28.88
	18,681.97	4,385.20	23.47	42,955.70	13,085.44	30.46
	3,886.75	1,036.15	26.66	9,979.50	3,150.17	31.57

Subtotalled by YTD %

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 Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account 812000 to
Company code to

Selection using search help

Search help ID
Search string
Search help

Line item selection

Status

Open items
Open at key date 01/25/2008

Cleared items
Clearing date to
Open at key date

All items
Posting date 10/01/2007 to 12/31/2007

Type

Normal items
 Noted items
 Parked items

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.

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

Status: Posted Parked open

Run Date: 01/25/2008 15:49:15
User : DPHILLIPS

1163 * *

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
*	2008/02	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
**		BLOCH FITNESS	5072	47.45

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

The screenshot shows the SAP 'Purchasing Documents per Document Number' configuration screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area contains a list of fields for report configuration, each with a 'to' field and a right-pointing arrow icon. The fields are: Purchasing document, Purchasing organization (2000), Scope of List (BEST), Selection Parameters (1_OPEN_PO), Document Type, Purchasing Group (336), Site, Item Category, Account Assignment Category, Delivery Date (10/01/2008), Validity Key Date, Range of Coverage to, Vendor, Supplying Site, Article, Merchandise Category, Document Date, Intern. Article No. (EAN/UPC), Vendor's Article Number, Vendor Subrange, Promotion, Season, Season Year, Short Text, and Vendor Name. Two callout boxes provide instructions: one points to the Purchasing Group field with the text 'Enter a purchasing group or a range', and another points to the Delivery Date field with the text 'Enter a delivery date that is less than 3 months earlier than the time you run the report, so new Pos will not appear on this report'.

Click on Execute.

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

PO	Type	Vendor	Name	Sgp	Order	Date			
Item	Article		Short Text		Mdse	Catgy			
D	I	A	Site SLoc	Order	Qty	Un	Net Price	Curr.	per Un
4500026082	NB	4000029662	UNIVERSAL TOURING CORP (JPY)	336	01/24/2006				
00001			HOTEL RESERVATION FOR KYOTO TOUR		4131105				
	K 5078			1	LOT		616,000	JPY	1 LOT
	Still to be delivered			1	LOT		616,000	JPY	100.00 %
	Still to be invoiced			1	LOT		616,000	JPY	100.00 %
4500026629	NB	4000000066	SPORTS SUPPLY GROUP	336	02/17/2006				
00004			NET PROTECTOR PAD		4070104				
	K 5070			1	EA		51.09	USD	1 EA
	Still to be delivered			1	EA		51.09	USD	100.00 %
	Still to be invoiced			1	EA		51.09	USD	100.00 %
			50R MERCURY CLUB BALL SIZE 4		4070104				
				50	EA		7.87	USD	1 EA
	Still to be delivered			50	EA		393.50	USD	100.00 %
	Still to be invoiced			50	EA		393.50	USD	100.00 %
4500027095	NB	4000028655	CONSTRUCTIVE PLAYTHINGS	336	03/09/2006				
00009			ITEM#COM278 BEAN BAG CHAIR GREEN		2070001				
	K 5102			2	EA		30.51	USD	1 EA
	Still to be delivered			2	EA		61.02	USD	100.00 %
	Still to be invoiced			2	EA		61.02	USD	100.00 %
4500027197	NB	4000002800	QUBICA AMF WORLDWIDE LLC	336	03/14/2006				
00020			ITEM#839533002B6 NUT-FLX-TK*8-32HT/BAG10		2070001				
	K 5070			40	BAG		2.83	USD	1 BAG
	Still to be delivered			28	BAG		79.24	USD	70.00 %
	Still to be invoiced			28	BAG		79.24	USD	70.00 %
00022			ITEM#814333122B6 SCR-HX 8-32X3/4 (BAG10)		2070001				
	K 5070			100	BAG		1.27	USD	1 BAG
	Still to be delivered			83	BAG		105.41	USD	83.00 %
	Still to be invoiced			83	BAG		105.41	USD	83.00 %
4500027311	NB	4000005560	PRECISION SMALL ENGING CO	336	03/17/2006				
00012			ITEM# 280MTN5117SP		2070001				
	K 5070			1	EA		385.99	USD	1 EA
	Still to be delivered			1	EA		385.99	USD	100.00 %
	Still to be invoiced			1	EA		385.99	USD	100.00 %
4500027938	NB	4000031409	INSTAWARES INC	336	04/10/2006				
00001			ITEM# BUF-MFCF27		2070001				
	A 5070			1	EA		1,761.36	USD	1 EA
	Still to be delivered			1	EA		1,761.36	USD	100.00 %
	Still to be invoiced			1	EA		1,761.36	USD	100.00 %
00002			ITEM# BUF-C811554		2070001				
	K 5070			2	EA		480.00	USD	1 EA
	Still to be delivered			2	EA		960.00	USD	100.00 %
	Still to be invoiced			2	EA		960.00	USD	100.00 %
4500028033	NB	4000000504	BROCK ENTERPRISES	336	04/13/2006				
00001			ITEM#9483TD TEACHING PLATFORM		2070001				
	K 5097			8	EA		1,910.00	USD	1 EA
	Still to be delivered			8	EA		15,280.00	USD	100.00 %
	Still to be invoiced			8	EA		15,280.00	USD	100.00 %
4500028351	NB	4000031870	HAYAMA SHOKUBUTSUEN	336	04/28/2006				
00001			PLANTS MAINTENANCE SERVICE		2070001				
	K 5085			1	JOB		32,000	JPY	1 JOB
	Still to be delivered			1	JOB		32,000	JPY	100.00 %

This report was executed Feb 2008. The purchase orders listed need to be investigated. The expected delivery dates are very old.

Double click on the orange line to drill down to the purchase order for more details.

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

Activity Manager Reporting (CO)

Click execute.

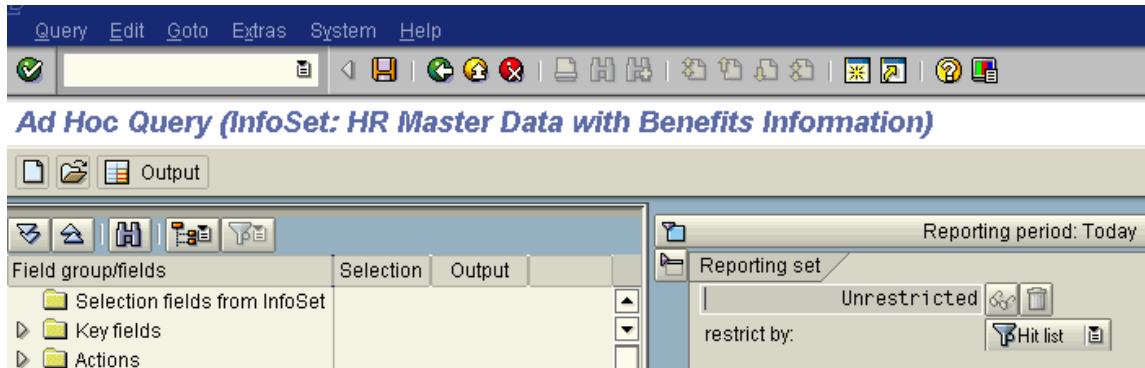
PO	Type	Vendor	Name	SGP	Order Date
Item	Article	Short Text			
D I A Site SLoc	Order Qty	Un	Net Price	Curr.	per Un
4500027095 NB		4000028655	CONSTRUCTIVE PLAYTHINGS	336	03/09/2006
00006			ITEM#CPX-1008 CLEAR TOTE BIN		2070001
K 5102			100 EA	5.95	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	100 EA	595.00 USD 100.00 %
00007			ITEM#TCF-026 GIANT CUDDLE-UP PILLOWS		2070001
K 5102			2 EA	175.06	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	2 EA	350.12 USD 100.00 %
00008			ITEM#COM-2745-07 BEAN BAG CHAIR BLUE		2070001
K 5102			2 EA	30.51	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	2 EA	61.02 USD 100.00 %
00010			ITEM#COM245 BEAN BAG CHAIR RED		2070001
K 5102			2 EA	30.51	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	2 EA	61.02 USD 100.00 %
00011			ITEM#COM245 BEAN BAG CHAIR MULTI PRIMARY		2070001
K 5102			4 EA	30.51	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	4 EA	122.04 USD 100.00 %
00014			ITEM#HIL-6100 SCORE BALL		2070001
K 5102			1 EA	18.86	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	1 EA	18.86 USD 100.00 %
00015			ITEM#KPP-017 DINO BEAN BAG TARGET GAME		2070001
K 5102			1 EA	29.99	USD 1 EA
			Still to be delivered	0 EA	0.00 USD 0.00 %
			Still to be invoiced	1 EA	29.99 USD 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**



- Click the open folder  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.  Reporting period: 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





Employee Report for Auditors

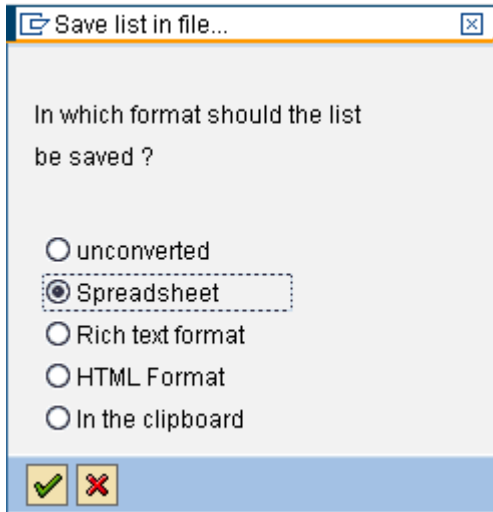
Pers.no.	Last name	First name	Pay Plan, S...	Object descripti...	Pay rate ...	Cost ctr	Cost Center	Personnel ar
00001871	EMPLOYEE	MARY ANN	CC 1702 02	Ed Tech (GSE 4)	12.36 U	5945	MA REG CD GRP HME ...	MWR COMN/
00004276	GENERALIST	HUMAN RESOURCE	CC 1702 02	Ed Tech (GSE 4)	12.36 U	7524	NOR CD PROG UFM	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.

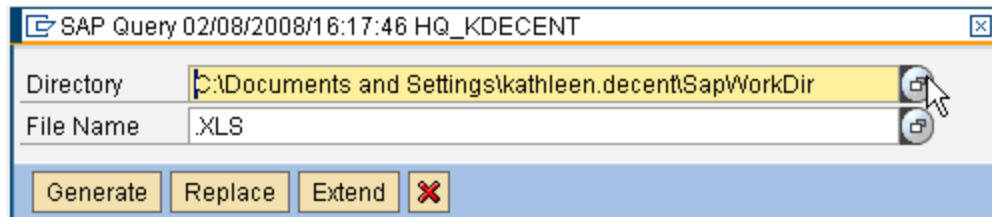
Downloading Query Data to Excel

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.



- 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.

Activity Manager Reporting (CO)

Program Edit Goto System Help

Asset Balances

Company code 1163 to []
 Asset number [] to []
 Subnumber [] to []

Enter the company code

Selections

Asset class [] to []
 Business area [] to []
 Cost center [] to []
 Site [] to []
 Location [] to []
 Asset super number [] to []

Enter the cost center

Worklist []

Settings

Report date 09/30/2008 []
 Depreciation area 01 Book deprec.
 Sort version Z099 Co. code / cost center / asset class
 Translation method []

Leave the default report date which should be the last day of the current fiscal year

Enter the sort version Z099

List assets
 ... or main numbers only
 ... or group totals only

Click on the icon for 'or group totals only'

Display options

Display variant
 Use ALV grid

Further selections

Balance sheet account [] to []
 Capitalization date [] to []
 Acquisition value [] to []
 Accumulated depreciation [] to []
 Book value [] to []

Further settings

Current book value

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 Balances

Report date: 09/30/2008 Asset Balances - 01 Book deprec.
Created on: 03/20/2008

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
1163	4957	171000	VEHICLES	12,384.00	12,384.00-	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.

Activity Manager Reporting (CO)

Program Edit Goto System Help

Asset Balances

Company code 1163

Asset number

Subnumber

Enter the company code

Asset class to

Business area to

Cost center to

Site to

Location to

Asset super number to

Worklist

Settings

Report date 09/30/2009

Depreciation area 01 Book depreciation

Sort version Z099 Co. code / cost center / asset class

Translation method

List assets

... or main numbers only

... or group totals only

Enter 09/30/XXXX with XXXX = the budget year

Enter Z099 for the sort version

Click on the icon for 'or group totals only'

Display options

Display variant

Use ALV grid

Further selections

Balance sheet account to

Capitalization date to

Acquisition value to

Accumulated depreciation to

Book value to

Further settings

Current book value

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.

CoCd	Cost Ctr	Class	Description	Acquis.val.	Accum.dep.	Book val.	Crncy
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
1163	1356	171000	VEHICLES	60,095.00	60,095.00-	0.00	USD
1163	1356	173000	FF&E	130,240.35	127,640.02-	2,600.33	USD
1163	1356	OTHER	OTHER FUNDS	0.00	0.00	0.00	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
1163	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
1163	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, download the figures and let excel calculate the depreciation expense.

NAF Budget by Category 12 months

Program Edit Goto Environment System Help

NAF Budget by Category 12 Mos: Selection

Variation Output Parameters... Data Source... Extract Parameters...

Selection values

Fiscal Year: 2008
Plan Version: 0

Selection groups

Cost Center Group: [] to []
or single value(s): []
Cost center category: [] to []
RAMCAS activity: [] to []

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

Report Edit Goto View Extras Settings System Help

NAF Budget by Category & Activity

Report: ZVK/ZC14
Name: HQ_LROBINSON

Cost Center or Group: 1163-303 CNRHI REGION FOOD & BEVERAGE 1163
Cost Center Category: *
RAMCAS Activity: *

REVENUES:	OCT	NOV	DEC	JAN
301000 RESALE REVENUE	139,683	139,683	139,683	139,683
302000 CATERING RESALE REVENUE	4,000	4,000	4,000	4,000
RESALE REVENUE	143,683	143,683	143,683	143,683
303000 SALES DISCOUNT RESALE REVENUE	1,767-	1,767-	1,767-	1,767-
SALES DISCOUNT RESALE REVENUE	1,767-	1,767-	1,767-	1,767-
592000 AMUSE/VEND MACH COMM	2,492	2,492	2,492	2,492
594000 OTHER COMMISSIONS	40,667	40,667	40,667	40,667
COMMISSIONS	43,158	43,158	43,158	43,158
569000 OTHER REVENUE	2,592	2,592	2,592	2,592
OTHER REVENUE	2,592	2,592	2,592	2,592
814000 PRIOR FY INCOME ADJUSTMENT	417	417	417	417
EXTRA-ORDINARY REVENUE	417	417	417	417
TOTAL REVENUE:	188,083	188,083	188,083	188,083
401000 COST OF GOODS SOLD	40,295	40,295	40,295	40,295

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.

Report Edit Goto View Extras Settings System Help

NAF Budget Current & Prior Years

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 FOOD & BEVERAGE 1163
 Cost Center Category: *
 RAMCAS Activity: *

REVENUES:	CURRENT YEAR	PREVIOUS YEAR	VARIANCE
301000 RESALE REVENUE	838,100	709,150	128,950
302000 CATERING RESALE REVENUE	24,000	21,000	3,000
RESALE REVENUE	862,100	730,150	131,950
303000 SALES DISCOUNT RESALE REVENUE	10,600-	0	10,600-
SALES DISCOUNT RESALE REVENUE	10,600-	0	10,600-
592000 AMUSEMENT VENDING MACHINE COMMISSIONS	14,950	14,000	950
594000 OTHER COMMISSIONS	244,000	278,500	34,500-
COMMISSIONS	258,950	292,500	33,550-
569000 OTHER REVENUE	15,550	15,000	550
OTHER REVENUE	15,550	15,000	550
814000 PRIOR FY INCOME ADJUSTMENT	2,500	0	2,500
EXTRA-ORDINARY REVENUE	2,500	0	2,500
TOTAL REVENUE:	1,128,500	1,037,650	90,850

EXPENSES:	CURRENT YEAR	PREVIOUS YEAR	VARIANCE
401000 COST OF GOODS SOLD	253,950	204,650	49,300

And, here is the bottom portion of the report.

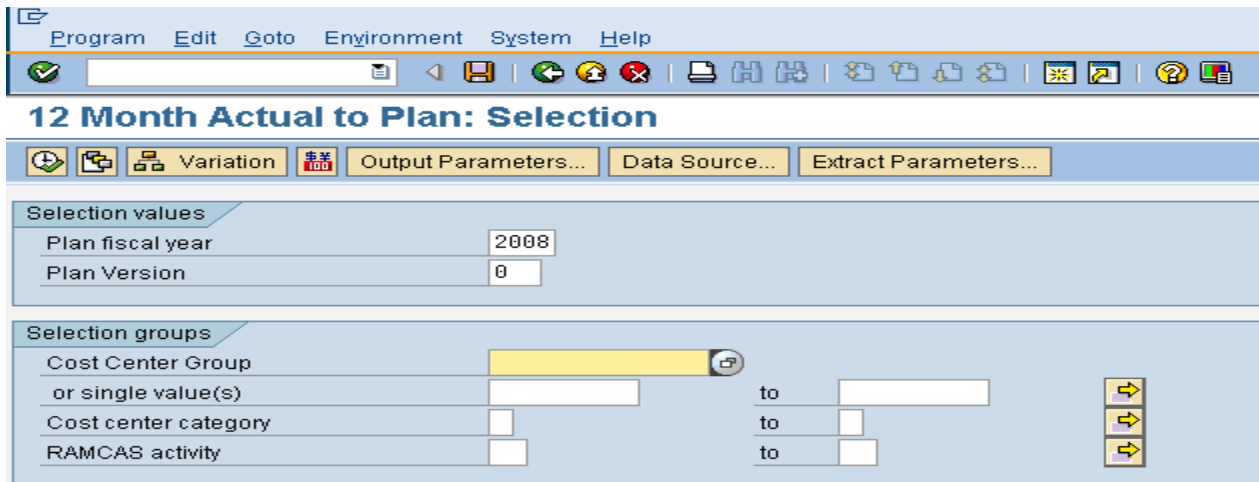
Report Edit Goto View Extras Settings System Help

NAF Budget Current & Prior Years

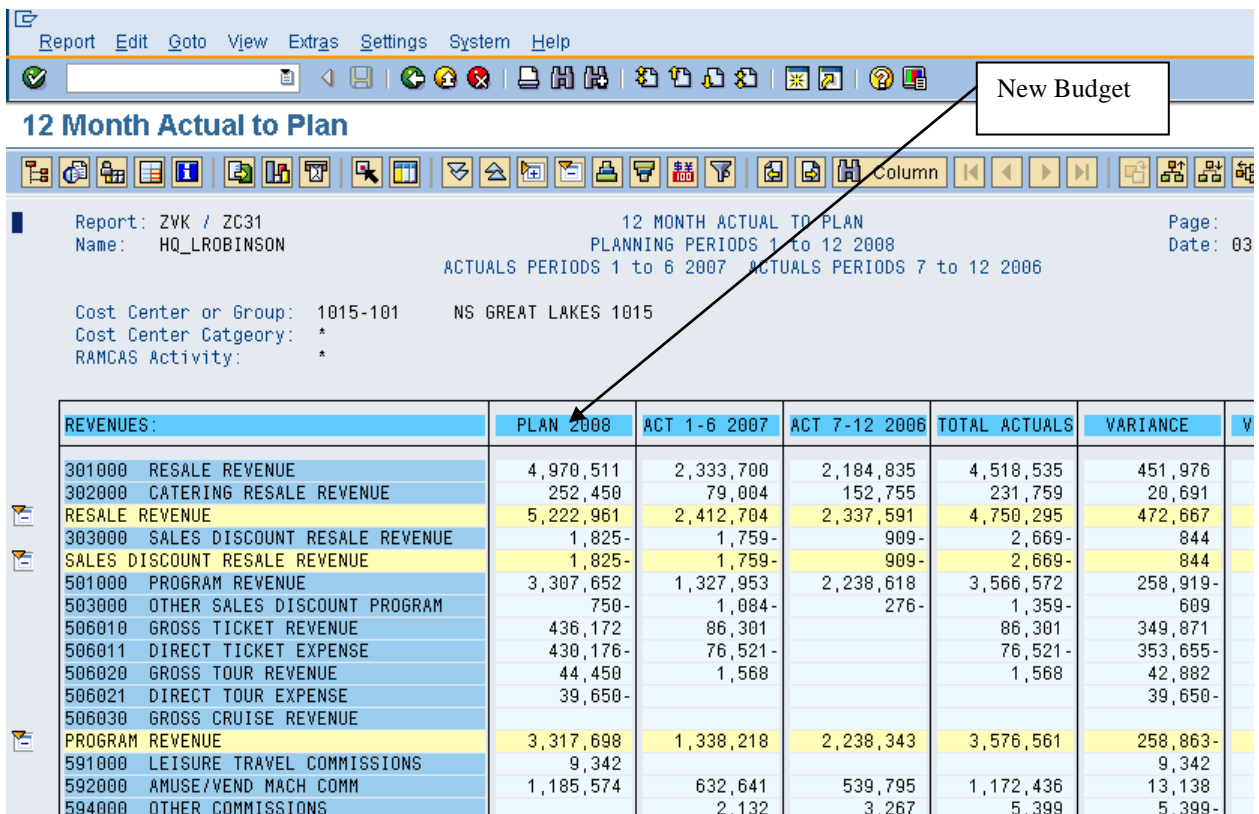
757000 UFM APF OFFSET COMMUNICATIONS	0	1,100-	1,100
758000 UFM APF OFFSET TRAVEL&PER DIEM	0	4,000-	4,000
750000 UFM APF OFFSET MINOR PROPERTY	0	2,500-	2,500
UFM EXP OFFSET NON-LABOR	0	21,100-	21,100
TOTAL NAF EXP. INCL. UFM OFFSET	926,600	870,500	56,100
OPERATIONS BEFORE NEX DIVIDEND	201,900	167,150	34,750
559000 NEX DIV FDSRV/CONCESSIONAIRE	85,000	0	85,000
NEX DIVIDEND FD SERV/CONCESSIONAIRE	85,000	0	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.

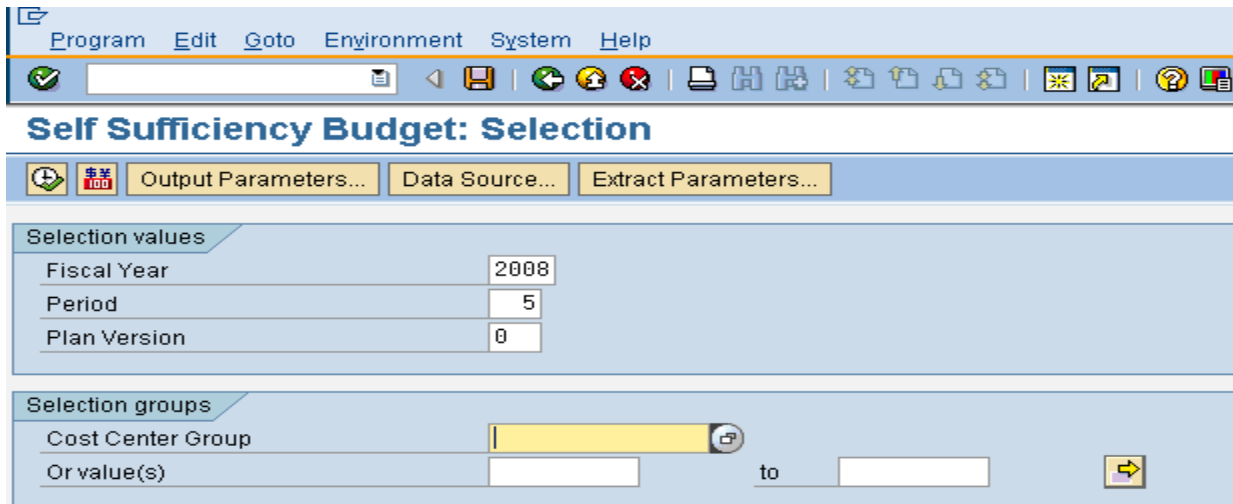


Run this report after the new budget has been entered. Check the large variances to make sure they can be explained.

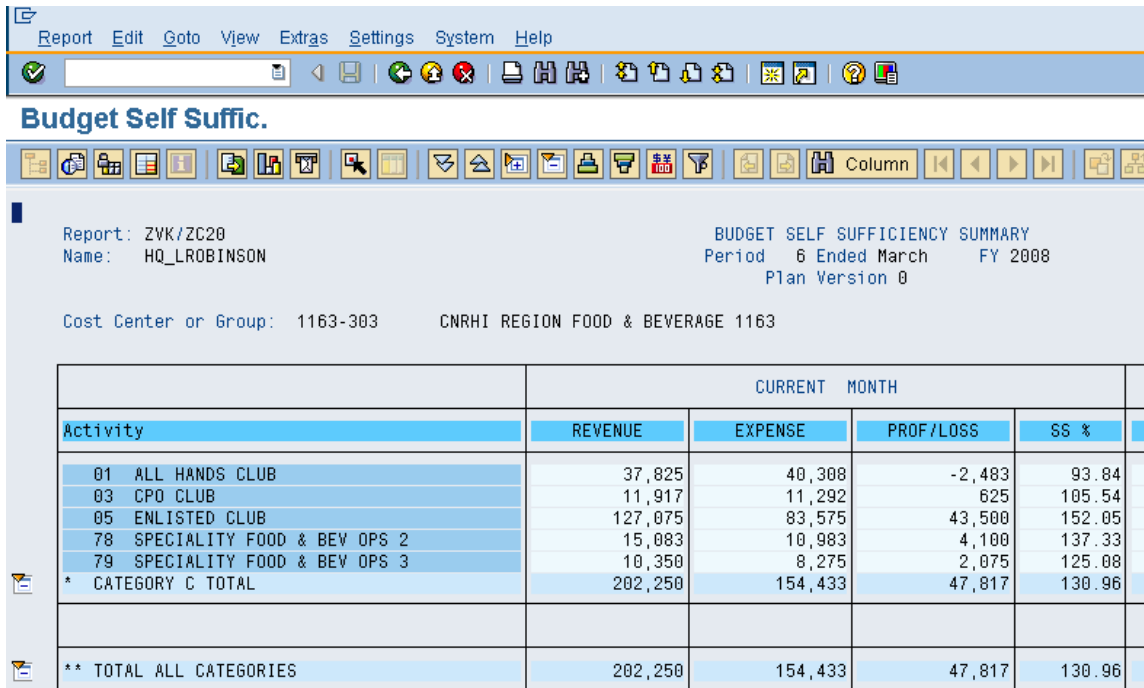


Self Sufficiency Budget

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



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



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.

Report: ZVK/ZC37
 Name: HQ_LROBINSON
 Cost Center or Group: 1163-303 CNRHI REGION FOOD & BEVERAGE 1163

PLAN SELF SUFFICIENCY BEFORE/AFTER UFM OFFSET
 Period 6 Ended March FY 2008
 Plan Version 0

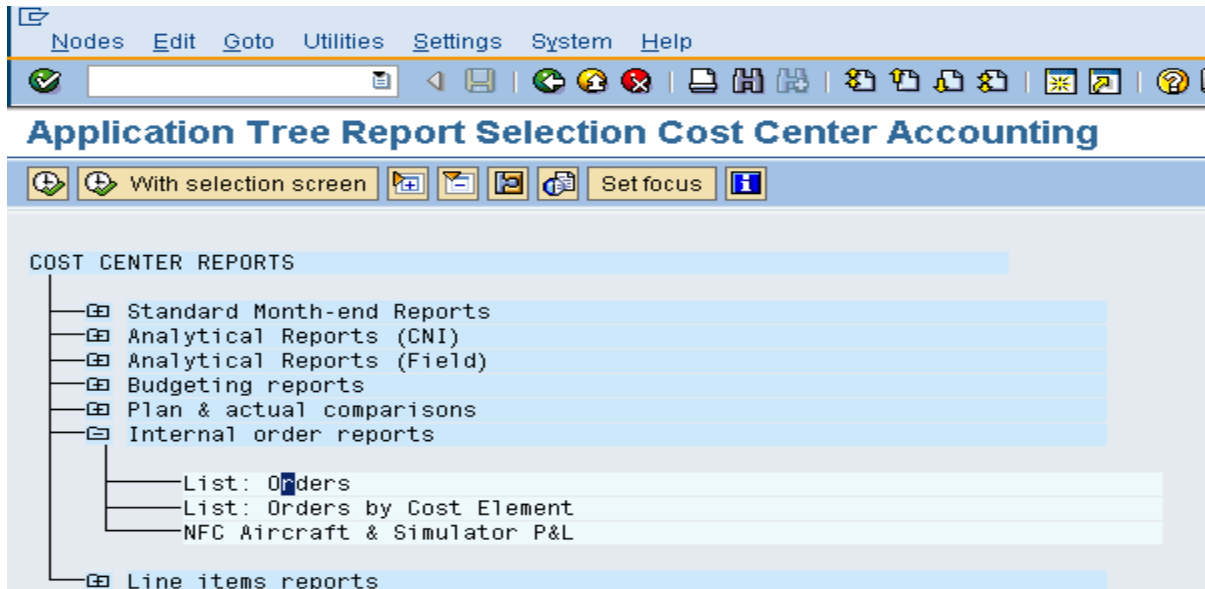
ACTIVITY	REVENUE	EXPENSE	P&L BEFORE UFM	SS %	UFM OFFSET	P&L AFTER UFM	SS %
01 ALL HANDS CLUB	37,825	48,017	-10,192	78.77	7,708	-2,483	93.84
03 CPO CLUB	11,917	11,292	625	105.54		625	105.54
05 ENLISTED CLUB	127,075	83,575	43,500	152.05		43,500	152.05
78 SPECIALITY FOOD & BEV 0	15,083	10,983	4,100	137.33		4,100	137.33
79 SPECIALITY FOOD & BEV 0	10,350	8,275	2,075	125.08		2,075	125.08
* CATEGORY C TOTAL	202,250	162,142	40,108	124.74	7,708	47,817	130.96
** TOTAL ALL CATEGORIES	202,250	162,142	40,108	124.74	7,708	47,817	130.96

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

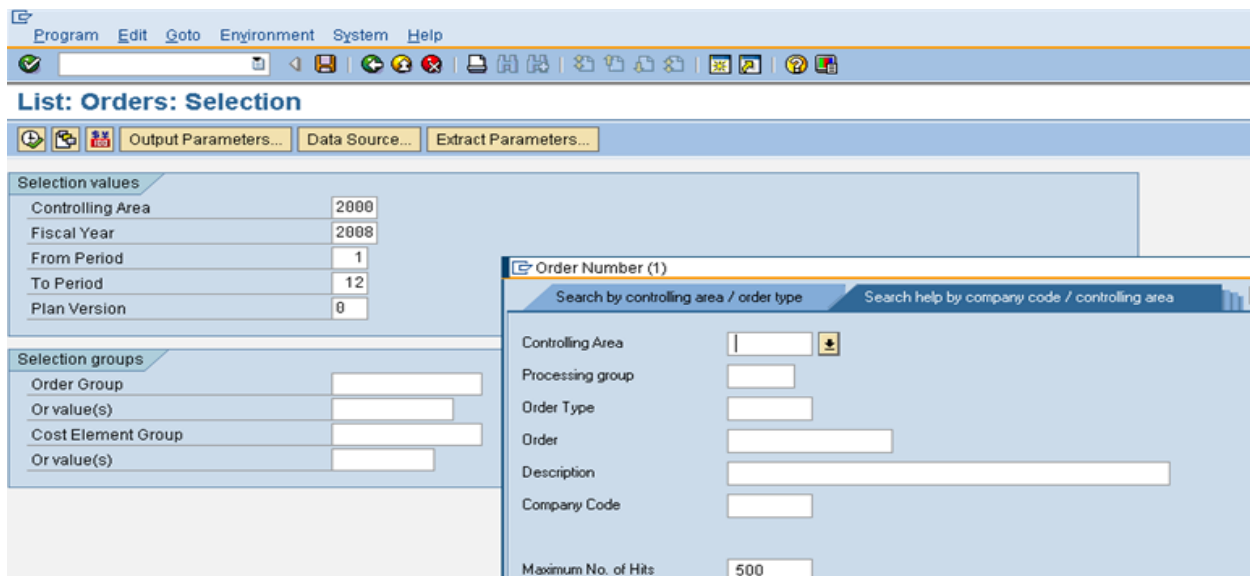
Internal Order Reports

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



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



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

Activity Manager Reporting (CO)

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-	
* 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.

Select Report

- Orders: Actual/plan/variance
- Orders: Actual Periods
- Orders: Plan Periods
- Orders: Actual Line Items**
- Orders: Plan Line Items
- Orders: Breakdown by Partner
- Order: Planning Overview
- Master Data List for Orders

Technical names on/off

List: Orders Date: 04/08/2008 12:32:38 Page: 2 / 2

Order/Group 1 1139 PEN NAVY BALL
 Cost Element Group Cost Element Group
 Reporting period 12 2008

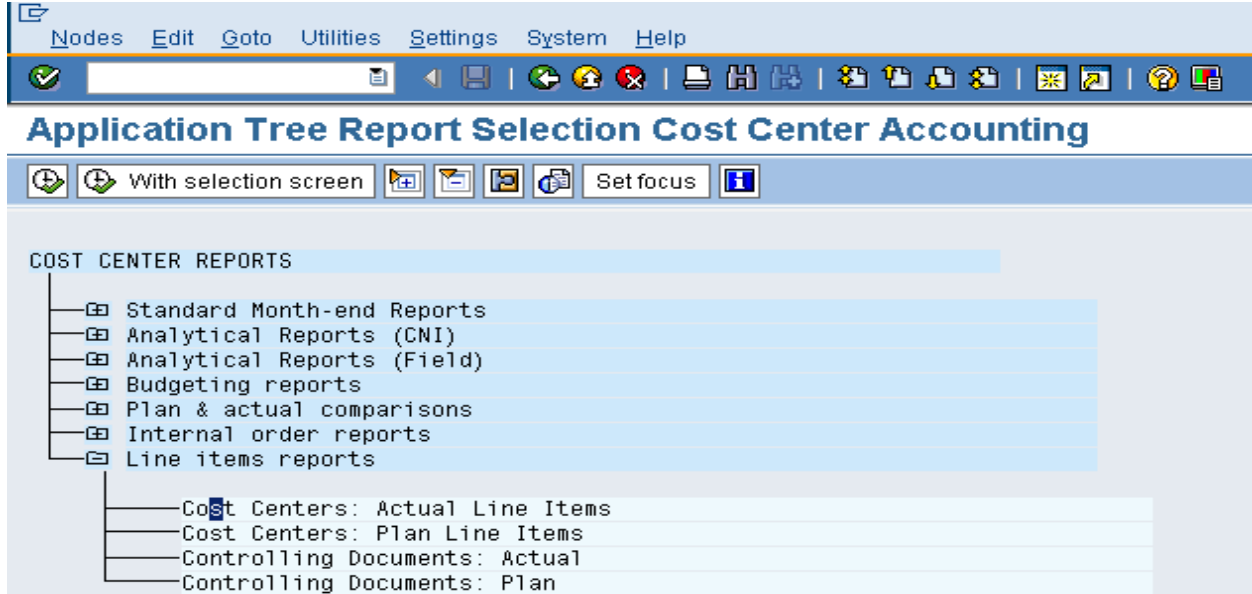
Orders	Actual	Plan	Var. (Abs.)	Var. (%)
	13,735-		13,735-	
	13,735-		13,735-	


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

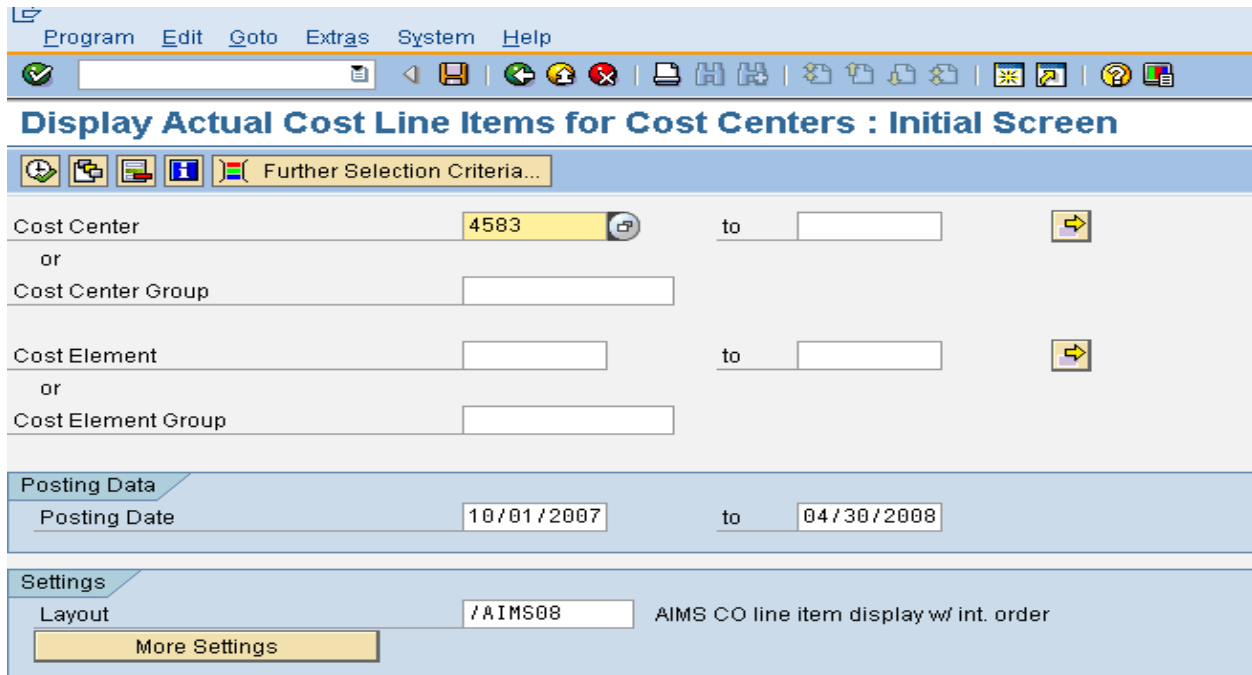
Display Actual Cost Line Items for Orders						
Layout /IO W/CC E I/O Report w/Cost Ctr and Event						
Order 1000821 1139 PEN NAVY BALL						
COarea currency USD US Dollar						
Cost element name	Posting Date	Val.in rep.cur.	Int. order	Quantity	CO object name	Line item text
PROGRAM REVENUE	10/01/2007	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	90.00	CTR 4583		1139 PEN NAVY BALL	CAPT JC SHIRLEY
PROGRAM REVENUE	10/02/2007	1,615.00	CTR 4583		1139 PEN NAVY BALL	NAVY BALL 07 TICKET SALES
PROGRAM REVENUE	10/03/2007	361.00	CTR 4583		1139 PEN NAVY BALL	NAVY BALL 07
PROGRAM REVENUE	10/09/2007	725.00	CTR 4583		1139 PEN NAVY BALL	NAVY BALL 07 GOLF TOUR
PROGRAM REVENUE	10/10/2007	540.00	CTR 4583		1139 PEN NAVY BALL	
PROGRAM REVENUE	10/11/2007	366.00	CTR 4583		1139 PEN NAVY BALL	
PROGRAM REVENUE	10/11/2007	11,367.50	CTR 4583		1139 PEN NAVY BALL	NAVY BALL 2007 SALES
PROGRAM REVENUE	10/15/2007	40.00	CTR 4583		1139 PEN NAVY BALL	
PROGRAM REVENUE	10/19/2007	895.00	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		29,171.29				
C F OPERATING GRANTS	03/20/2008	3,000.00	CTR 4583		1139 PEN NAVY BALL	
C F OPERATING GRANTS	03/20/2008	3,000.00	CTR 4583		1139 PEN NAVY BALL	
Cost element 562000		0.00				
COMM SPONSORSHIP	10/01/2007	500.00	CTR 4583		1139 PEN NAVY BALL	FIRST COMMAND/D BROOKS
COMM SPONSORSHIP	10/09/2007	3,000.00	CTR 4583		1139 PEN NAVY BALL	PEN AIR
COMM SPONSORSHIP	10/11/2007	100.00	CTR 4583		1139 PEN NAVY BALL	NAVY FEDERAL CREDIT UNION
COMM SPONSORSHIP	10/26/2007	1,000.00	CTR 4583		1139 PEN NAVY BALL	CHAMBER OF COMMERCE
COMM SPONSORSHIP	11/30/2007	3,500.00	CTR 4583		1139 PEN NAVY BALL	FY07
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	147.81	CTR 4583		1139 PEN NAVY BALL	ERICKSON, MADGE
SUPPLIES	10/31/2007	149.30	CTR 4583		1139 PEN NAVY BALL	ERICKSON, MADGE
SUPPLIES	10/31/2007	146.39	CTR 4583		1139 PEN NAVY BALL	ERICKSON, MADGE
SUPPLIES	10/31/2007	148.39	CTR 4583		1139 PEN NAVY BALL	ERICKSON, MADGE
Cost element 701000		3,154.32				
CONTRACTUAL EXPENSE	10/12/2007	962.00	CTR 4583		1139 PEN NAVY BALL	GOLF CATERING
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	400.00	CTR 4583	1	1139 PEN NAVY BALL	ENTERTAINMENT FOR 2007 NAVY BALL
Cost element 787000		400.00				
		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





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. 



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

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	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-		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-		ORD 1000805	GARAGE SALE SPRING 2008
562000	SE	02/07/2008	02/06/2008	3,000.00-			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-		ORD 1000820	CRS NAVY BALL
562000	SA	03/12/2008	03/12/2008	3,000.00-		ORD 1000821	PEN NAVY BALL
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 EVENTS
569000	SD	03/27/2008	03/27/2008	745.82-			LITTLE JEROME

Using the filter icon , 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.  The following popup box will be generated.

Double click in this box

Determine values for filter criteria

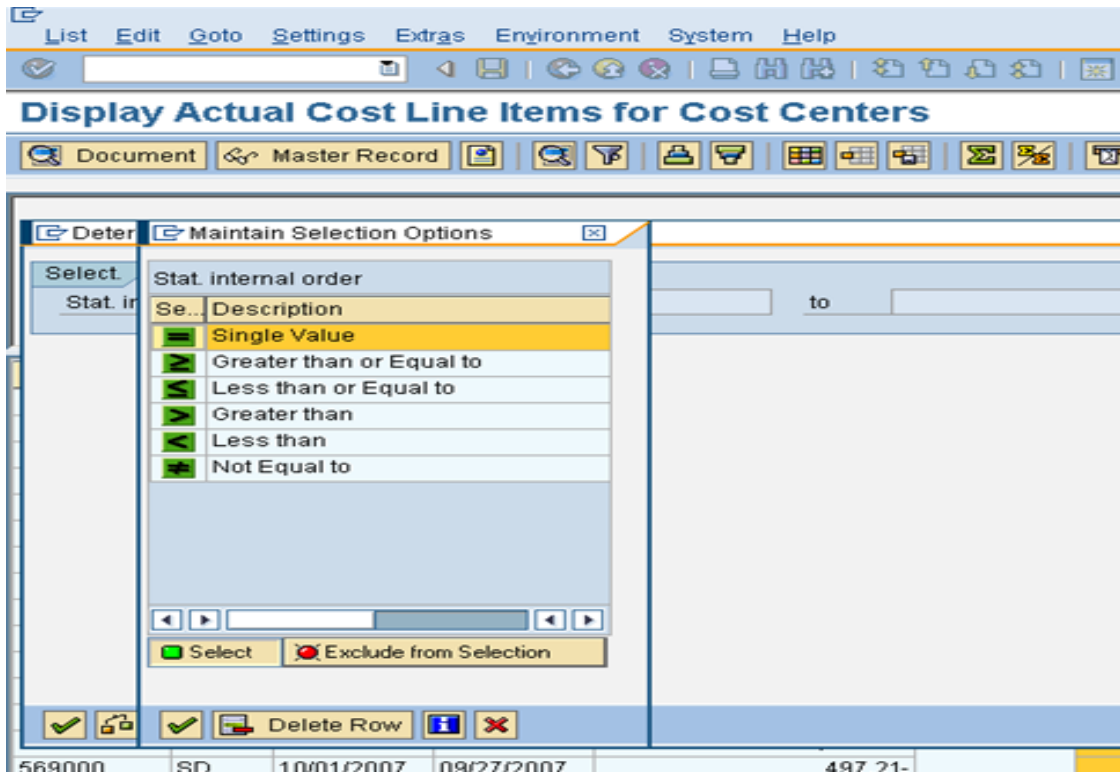
Select

Stat. internal order

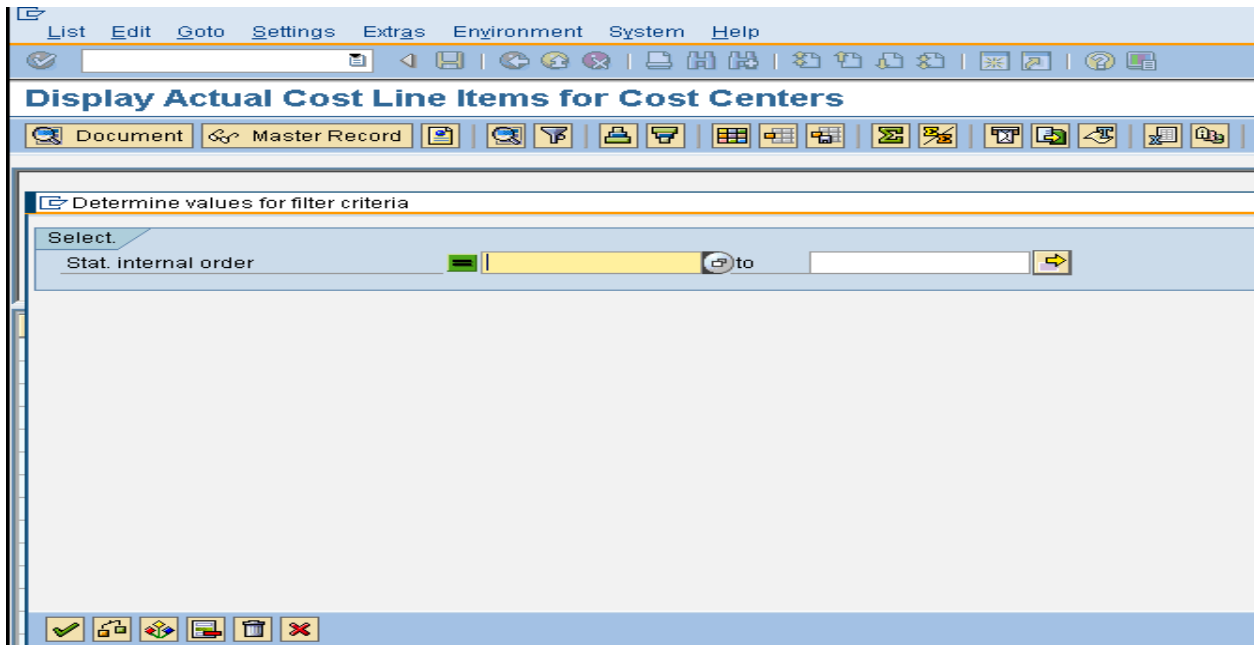
to

569000 SD 10/01/2007 09/27/2007 497.21- LITTLE JEROME-SPECIAL EVENT

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



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. 



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.

Display Actual Cost Line Items for Cost Centers

Layout /AIMS08 AIMS CO line item display w/ int. order Active
 Cost Center 4583 PEN SPL EVENTS PROG
 COarea currency USD US Dollar

Cost eleme...	DocTyp	Posting Date	Doc. Date	=	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 EVEN
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-			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			1139 PAYROLL ACCRUAL
601000	SC	11/01/2007	10/31/2007		79.30-			1139 PAYROLL ACCRUAL
601000	IP	01/31/2008	01/31/2008		845.54			1139

Simply click on the “cost element” column heading and use the subtotal icon. 

Display Actual Cost Line Items for Cost Centers

Layout /AIMS08 AIMS CO line item display w/ int. order Active
 Cost Center 4583 PEN SPL EVENTS PROG
 COarea currency USD US Dollar

Cst elemnt	DocTyp	Posting Date	Doc. Date	=	Val/COArea Crcy	Cost Center	Stat. internal order	Line iter
562000	SE	02/07/2008	02/06/2008		3,000.00-	4583		NAVY BA
	SE	02/07/2008	02/06/2008		2,153.00-	4583		NAVY BA
	SA	03/12/2008	03/12/2008		2,153.00	4583		TRANSF
	SA	03/12/2008	03/12/2008		3,000.00	4583		TRANSF
562000					0.00			
569000	SD	10/01/2007	09/27/2007		497.21-	4583		LITTLE,
	SD	03/27/2008	03/27/2008		745.83-	4583		LITTLE,
569000					1,243.04			
594000	SD	10/01/2007	09/24/2007		2,575.98-	4583		PROFIT
	SD	10/09/2007	10/09/2007		3,448.76-	4583		PROFIT
	SD	11/27/2007	11/27/2007		5,287.90-	4583		PROFIT
	SD	11/28/2007	11/28/2007		5,420.02-	4583		PROFIT
	SD	01/24/2008	01/24/2008		7,473.16-	4583		PROFIT
	SD	02/25/2008	02/25/2008		4,351.38-	4583		PROFIT
	SD	02/07/2008	02/07/2008		6,692.37-	4583		PROFIT

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).

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

Flexible Asset Listing (No APF / OTHER)

Company code: 1015 to

Asset number: to

Subnumber: to

Selections

Asset class: 179000 to

Cost center: to

Site: to

Settings

Report date: 09/30/2008

Depreciation area: 01 Book deprec.

Program selections

Only active assets?

Depreciation type: 1

Local evaluation field: to

Responsible cost center: to

Output format

SAP List Viewer /AIMS02

Enter the asset class 179000 for MWR and 179001 for VQ

Select 'only active assets'

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.

Site	Asset	Sub No.	Inventory No.	Qty	UoM	Acq. Date	Description	UL Yrs	UL Mos	EUL...	EUL M...	FY07 Yrs	Deprec	Original value	Acquisition Cost	Accumul...	Net Book Value
7034	17900061	0	17900061...	21	EA	05/21/2007	POC AUDIO VISUAL UPGRADE	0	0	0	5		0.00	200,000.00	248,261.09	0.00	248,261.09
7018	17900057	0	17900057...	257	EA	12/27/2006	REC CENTER RENOVATION	0	0	0	10		0.00	200,000.00	120,490.10	0.00	120,490.10
7002	17900050	0	17900050...	296	EA	05/17/2006	ACTIVITY F.&E FY06	0	0	1	5		0.00	250,000.00	64,182.25	0.00	64,182.25
7002	17900069	0	17900069...	3	EA	06/09/2007	MIDWEST REGION EQUIPMENT & VEHICLES	0	0	0	4		0.00	157,200.00	54,606.00	0.00	54,606.00
7009	17900017	0	17900017...	8	EA	04/18/2000	GOLF CLUBHOUSE	0	0	7	6		0.00	4,851,000.00	51,269.80	0.00	51,269.80
7000	17900059	0	17900059...	21	EA	04/23/2007	MIS UPGRADE	0	0	0	6		0.00	226,000.00	31,007.41	0.00	31,007.41
7002	17900066	0	17900066...	2	EA	09/08/2007	FY08 - FURNITURE, FIXTURES & EQUIPMENT	0	0	0	1		0.00	250,000.00	20,324.00	0.00	20,324.00
7025	17900033	0	17900033...	1	EA	10/23/2006	TEEN CENTER, BLDG. 2600	0	0	1	0		0.00	200,000.00	16,930.00	0.00	16,930.00
7016	17900034	0	17900034...	15	EA	03/23/2004	RENOVATION 1ST DECK, BLDG. 2A	0	0	3	7		0.00	100,000.00	14,410.90	0.00	14,410.90
7002	17900043	0	17900043...	4	EA	07/07/2004	POINT OF SALE SYSTEMS	0	0	3	3		0.00	200,000.00	9,254.12	0.00	9,254.12
7010	17900016	0	17900016...	3	EA	02/27/2001	GOLF MAINTENANCE FACILITY	0	0	6	8		0.00	200,000.00	8,988.26	0.00	8,988.26
7002	17900049	0	17900049...	0	EA	07/07/2004	FACILITIES CARPET REPLACEMENTS	0	0	3	3		0.00	50,000.00	8,932.00	0.00	8,932.00
7034	17900048	0	17900048...	18	EA	07/07/2004	PORT O' CALL INTERIOR PAINTING	0	0	3	3		0.00	25,000.00	3,254.27	0.00	3,254.27
7032	17900064	0	17900064...	1	EA	10/21/2006	PIER GENERAL REPAIRS	0	0	1	0		0.00	75,000.00	516.25	0.00	516.25
7037	17900056	0	17900056...	2	EA	11/02/2007	REPAIR OF CONSTITUTION FIELD TURF	0	0	0	0		0.00	1,000,000.00	408.04	0.00	408.04
7005	17900012	0	17900012...	2	EA	06/07/2000	MARINA HARBOR REPAIRS	0	0	7	4		0.00	1,250,000.00	0.00	0.00	0.00
														0.00	652,834.49	0.00	652,834.49

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

Activity Manager Reporting (CO)

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

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account 102000 to

Company code 1015 to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date 01/04/2008

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Noted items

Parked items

List Output

Layout

Maximum number of items

Enter g/l account and company code

Click on execute.

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Status: Posted Parked open Cleared

Run Date: 01/08/2008 15:11:01
User: DPHILLIPS

Open Items Key Date: 01/04/2008

Page 1

Subtotal by assignment field. This should give you a total by project.

102000 RESTRICTED CASH CAPITAL OUTLAYS

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar
		1015 17900012	1000006877	SA	08/31/2006	08/31/2006	40			8,253.97	MOVE TO PROJECT	
		1015 17900012	1000006877	SA	08/31/2006	08/31/2006	50			137,410.00	AUG 06 - DISBURSEMENTS	
		1015 17900012	1000006954	SA	06/30/2007	06/30/2007	40			221,942.17	TO PROJECT	
		1015 17900012	1000007571	SA	09/30/2006	09/30/2006	40			16,683.58	MOVE TO PROJECT	
		1015 17900012	9900000016	X1	09/28/2006	06/30/2002	40			209,358.00	FY01-001-34 / MARINA HARBOR REPAIRS	
		17900012								1,078,134.72		
		1015 17900016	1000000110	SA	10/17/2003	10/17/2003	40			7,955.18	MOVE TO PROJECT	
		1015 17900016	1000000864	SA	10/31/2006	10/31/2006	40			33,252.92	MOVE TO PROJECT	
		1015 17900016	1000001808	SA	02/12/2004	02/12/2004	40			12,896.28	MOVE TO PROJECT - PER J. HIEB E-MAIL	
		1015 17900016	1000002474	SA	02/14/2003	02/14/2003	50			200,000.00	MOVE FROM PROJECT - PER D. KONZIELA	
		1015 17900016	1000003387	SA	04/30/2004	04/30/2004	40			6,056.02	MOVE TO PROJECT	
		1015 17900016	1000003854	SA	05/11/2006	05/11/2006	50			100,000.00	MOVE TO 17900056 PER J. HIEB	
		1015 17900016	1000003871	SA	05/31/2004	05/31/2004	40			12,007.31	MOVE TO PROJECT	
		1015 17900016	1000003979	SA	06/15/2004	06/15/2004	40			6,260.21	MOVE TO PROJECT	
		1015 17900016	1000004462	SA	06/30/2004	06/30/2004	50			27,901.37	TO 17900019	
		1015 17900016	1000004504	SA	06/20/2006	06/20/2006	40			26,686.67	MOVE TO PROJECT	
		1015 17900016	1000004781	SA	07/30/2004	07/30/2004	40			24,000.00	MOVE TO PROJECT	
		1015 17900016	1000005423	SA	07/24/2006	07/24/2006	40			15,142.86	MOVE TO PROJECT	
		1015 17900016	1000005530	SA	08/31/2004	08/31/2004	40			156,726.37	MOVE TO PROJECT	
		1015 17900016	1000006006	SA	09/30/2004	09/30/2004	50			1,033.09	SEP 2004 - DISBURSEMENTS	
		1015 17900016	1000006510	SA	06/26/2007	06/26/2007	40			22,250.00	MOVE TO PROJECT	
		1015 17900016	1000006536	SA	09/30/2003	09/30/2003	50			7,955.18	SEP 2003 - DISBURSEMENTS	
		1015 17900016	1000006877	SA	08/31/2006	08/31/2006	40			8,253.97	MOVE TO PROJECT	
		1015 17900016	1000007147	SA	07/23/2007	07/23/2007	40			239,861.79	MOVE TO PROJECT	
		1015 17900016	1000007571	SA	09/30/2006	09/30/2006	40			16,683.58	MOVE TO PROJECT	
		1015 17900016	1000008072	SA	08/21/2007	08/21/2007	40			181,000.00	MOVE TO PROJECT	
		1015 17900016	1000008971	SA	08/31/2007	08/31/2007	40			123,000.00	MOVE TO PROJECT	
		1015 17900016	1000009834	SA	09/30/2007	09/30/2007	40			192,000.00	MOVE TO PROJECT	
		1015 17900016	9900000018	X1	05/29/2001	06/30/2002	40			200,000.00	FY01-010-40 / WILLOW GLEN GOLF MAINTENANCE BLDG	
		17900016								949,123.53		
		1015 17900017	1000000947	SA	07/31/2002	07/31/2002	40			56,146.48	MOVE FROM PROJECT - PER J. HIEB	
		1015 17900017	1000002272	SA	01/30/2003	01/30/2003	40			488,081.21	MOVE TO PROJECT - PER D. KONZIELA	
		1015 17900017	1000005261	SA	06/30/2003	06/30/2003	40			275,730.76	MOVE TO PROJECT - PER J. HIEB	
		1015 17900017	1000005303	SA	07/15/2003	07/15/2003	40			98,634.27	MOVE TO PROJECT - PER J. HIEB	
		1015 17900017	7000000367	AA	06/30/2003	06/30/2003	50			3,195,000.00	PROJECT N07-04 - HQ FUNDS	
		1015 17900017	9900000017	X1	05/16/2000	06/30/2002	40			2,276,407.28	FY00-013-40 / WILLOW GLEN GOLF CLUBHOUSE (N16-04)	
		17900017								0.00		
		1015 17900033	1000000343	SA	10/30/2002	10/30/2002	40			91,178.45	FY03-001-3764 / TEEN CENTER, BLDG. 2600	
		1015 17900033	1000000864	SA	10/31/2006	10/31/2006	50			16,930.00	OCT 06 - DISBURSEMENTS	
		1015 17900033	1000001808	SA	02/12/2004	02/12/2004	40			12,896.28	MOVE TO PROJECT - PER J. HIEB E-MAIL	
		1015 17900033	1000002272	SA	01/30/2003	01/30/2003	50			91,178.45	MOVE FROM PROJECT - PER D. KONZIELA	
		1015 17900033	1000003387	SA	04/30/2004	04/30/2004	40			6,056.02	MOVE TO PROJECT	
		1015 17900033	1000003871	SA	05/31/2004	05/31/2004	40			12,007.31	MOVE TO PROJECT	
		1015 17900033	1000003979	SA	06/15/2004	06/15/2004	40			8,259.99	MOVE TO PROJECT	

Compare projects to budget

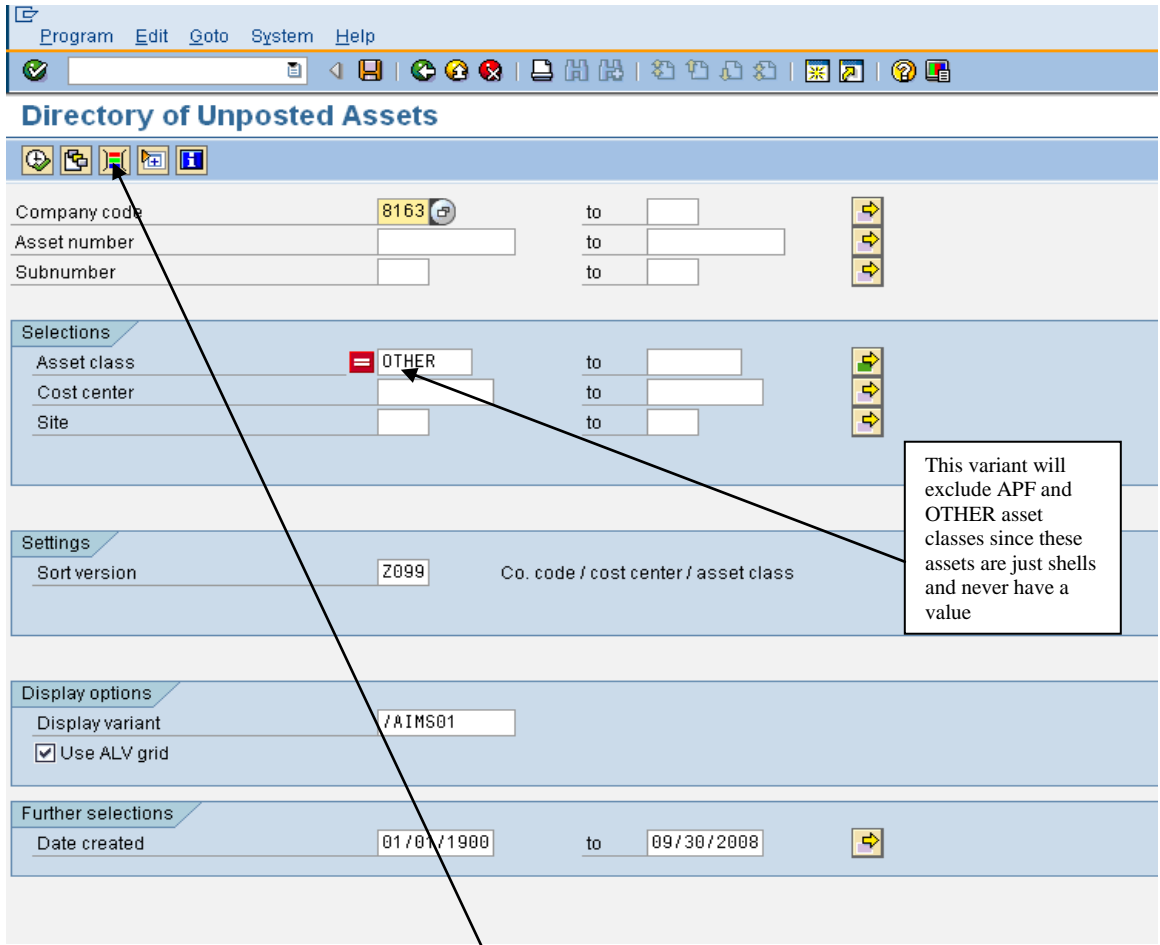
The amount in the original value should be the approved budget amount. You should always review the budget when analyzing restricted cash and AUCs. A project's life may go over several years, so consider that when reviewing the budget. Refer to RAMCAS section C.


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.

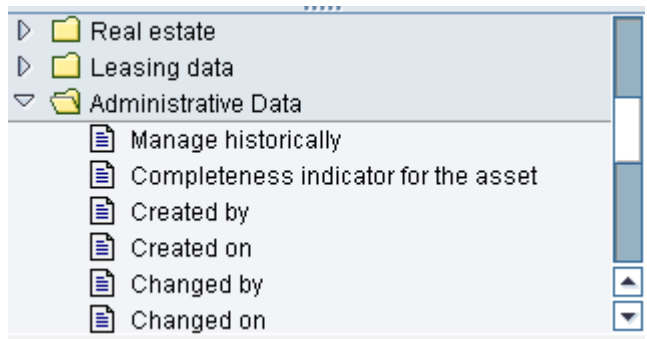
Unposted Asset Shells

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.

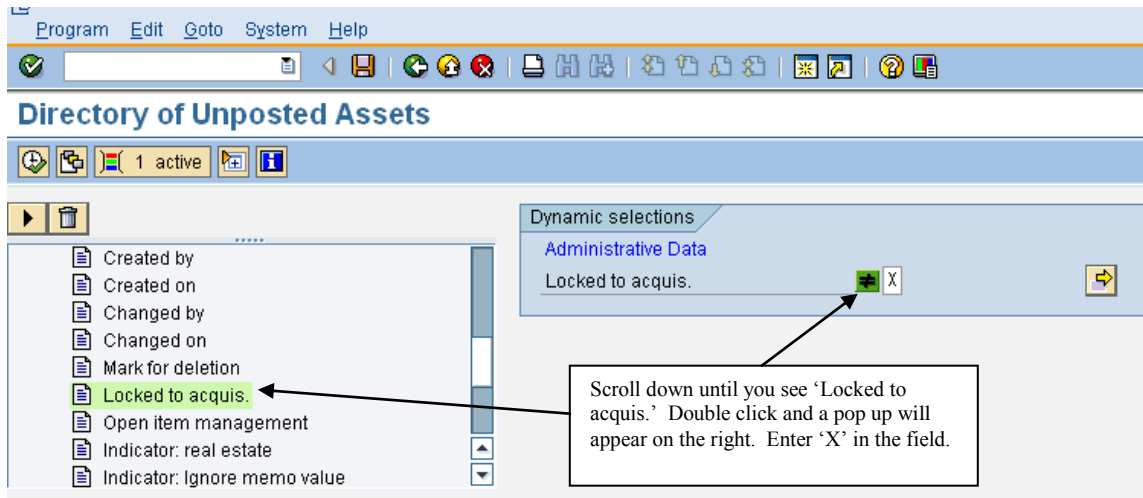
ART0 > AIMS > Directory of Unposted Assets > AIMS Unposted Asset Shells



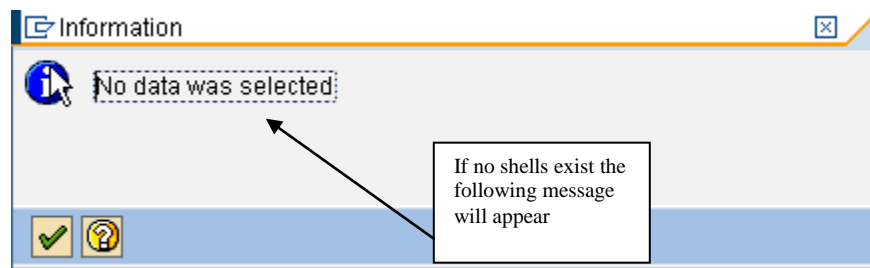
Click on the dynamic selections icon. 



VQ only: Scroll until you see the folder Administrative data and then open that folder.



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.

Activity Manager Reporting (CO)

Directory of Unposted Assets

Created on: 01/25/2008

Sort by Created on to see the oldest assets

CoCo...	Asset	SNo.	Cost Center	Created on	Created by	Asset description
1120	17301392	0	10404	07/31/2006	EUR_BGALEOTA	CLEANER WET DRY
1120	17301455	0	10633	06/19/2007	EUR_BGALEOTA	CROSS TRAINER
1120	17301456	0	10633	06/19/2007	EUR_BGALEOTA	CROSS TRAINER
1120	17100111	0	10471	07/09/2007	EUR_BGALEOTA	VAN 9 PASSENGER
1120	16500190	0	10560	07/10/2007	EUR_BGALEOTA	POP CORN POPPER
1120	16500191	0	10560	07/10/2007	EUR_BGALEOTA	POP CORN POPPER
1120	17100112	0	10560	07/23/2007	EUR_BGALEOTA	TRUCK FORD
1120	17301466	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301467	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301468	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301469	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301470	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301471	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301472	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17301473	0	10397	09/06/2007	EUR_FCANDIA	GOLF CART
1120	17700238	0	10560	10/01/2007	EUR_BGALEOTA	BRICK PAVING

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→Financial Accounting→Accounts Payable→Account→Display/Change Line items

T-code: FBL1N

Display Asset:

Menu Path: Accounting → Financial Accounting→Fixed Assets→Information System→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

Financial and **C**ontrolling 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



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

CURRENT MONTH					REVENUE ELEMENTS		ACTU
ACTUAL	PLAN	VAR	VAR %	PRIOR YEAR			
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
153,004	316,001	162,996-	52-	323,630	*	RESALE REVENUE	1,43
912-	875-	37-	4	1,674-	303000	SALES DISCOUNTS	
912-	875-	37-	4	1,674-	*	SALES DISCOUNT RESALE REVENUE	
152,093	315,126	163,033-	52-	321,956	**	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	2
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	
536,007	873,823	337,816-	39-	887,763	**	PROGRAM REVENUE	4,38

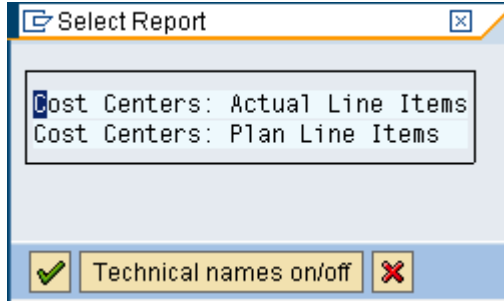
To explain, the Budget Performance Activity report is segmented into three parts. The first section to the left is current month actual, plan (budget), variance and prior year if available. The center section consists of general ledger accounts and descriptions. The third section to the right is year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

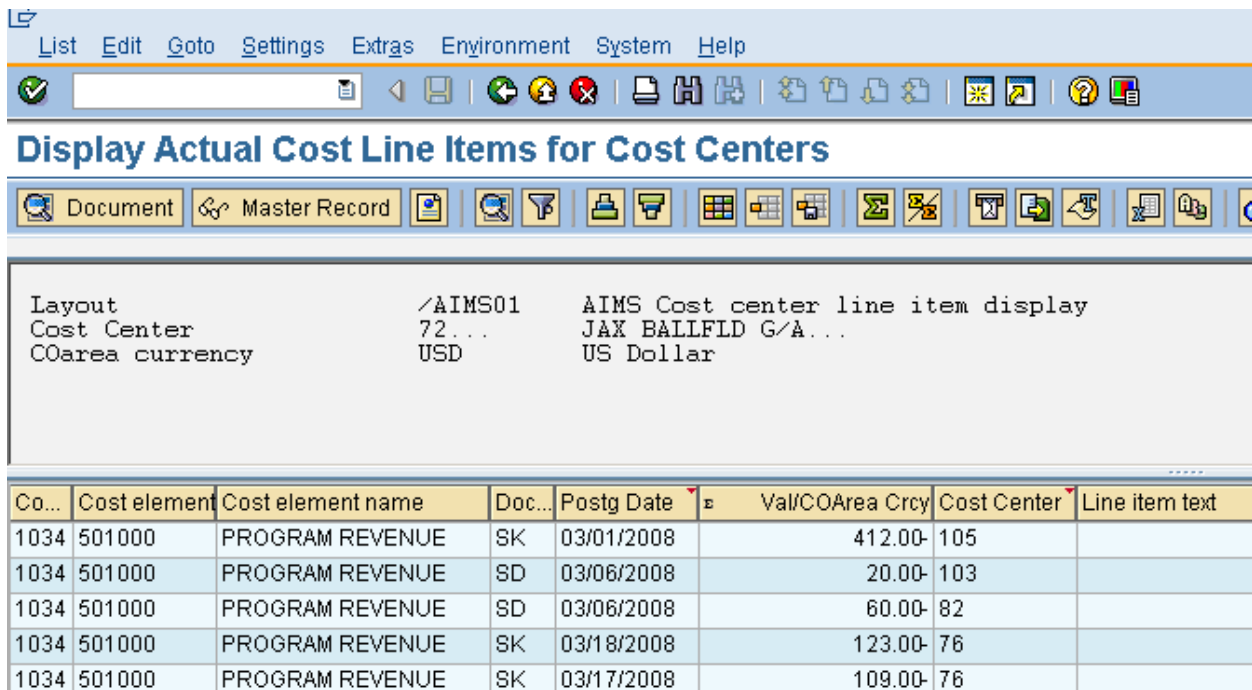
Select a number from the current month actual column; double click on the number in the current month actual column to receive detailed postings.

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.



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.



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 (gfv 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.

Activity Manager Reporting (CO)

The screenshot shows the SAP 'Document Overview - Display' window. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays document details in a table format:

Doc.Type : SD (DAR journal) Normal document					
Doc. Number	1300002988	Company code	1034	Fiscal year	2008
Doc. date	03/06/2008	Posting date	03/06/2008	Period	06
Calculate Tax	<input type="checkbox"/>				
Ref.doc.	JAX 030608				
Doc.currency	USD				

Itm	PK	S	Account	Account short text	Cost Ctr	Order	Assignment	Amount
1	40		101060	POS/DAR CLEARING			JAX 030608	282.00
2	50		501000	PROGRAM REVENUE	82			60.00-
3	50		501000	PROGRAM REVENUE	113			222.00-
*								0.00

Header Information

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




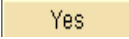
information button. This will reveal the exact time the document was posted and the accounting person responsible for posting. If there is a question or error, contact the user listed in the header box. See the following display.

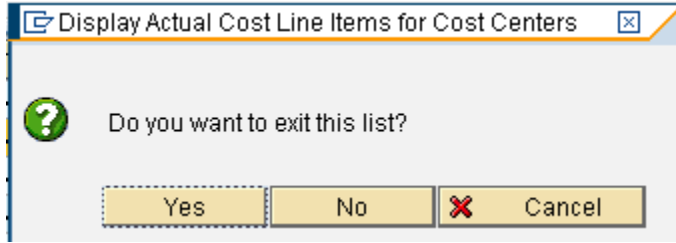
The screenshot shows the 'Document Header: Company Code 1015' window. It contains the following information:

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	USD	Posting Period	06 / 2008
Ref. Transactn	BKPF	Accounting document	
Reference key	130000332210152008	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	

At the bottom left, there are two buttons: a green checkmark and a red 'X'.

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

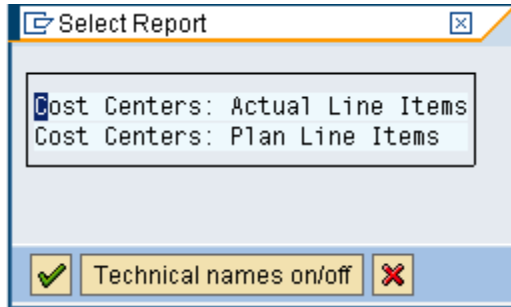
click the green arrow back button  to return to the line item detail and continue to green arrow back to the original report. The following box will appear when exiting from the line item detail. Click the yes button to return to the report. 



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,
Report: ZVK/ZC01B Name: HQ_LROBINSON BUDGET PERFORMANCE ACTIVITY REPORT Period 6 Ended March FY 2008 Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034 RAMCAS Activity: 00..ZZ						
CURRENT MONTH						
ACTUAL	PLAN	VAR	% VAR	PRIOR YEAR	COST ELEMENTS	ACTUAL
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	40,319	* CONTRACTUAL	161,
	29,071	29,071	100	34,514	641000 UTILITIES	117,
	525	525	100	749	641089 UTILITIES UFM	1,
	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”.



The detail general ledger for the account will follow.

Co...	Cost element	Cost element name	Doc...	Postg Date	Val/COArea Crcy	Cost Center
1...	785001	BINGO AWARDS/PRIZES	KR	03/20/2008	9,433.00	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/20/2008	2,274.25	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/20/2008	9,640.50	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/20/2008	2,234.50	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/18/2008	9,787.00	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/18/2008	2,848.00	130
1034	785001	BINGO AWARDS/PRIZES	KR	03/18/2008	10,000.00	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 Overview - Display

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

Ref.doc. JACKPOT WINNER

Doc.currency USD

Doc. Hdr Text

Item	PK	S	Account	Account short text	Cost Ctr	Order	Assignment	Amount
1	31		3000				JACKPOT WINNER	10,000.00-
2	40		785001	BINGO AWARDS/PRIZES	130		JACKPOT WINNER	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.

Exit Report

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.


Activity Manager Reporting (CO)

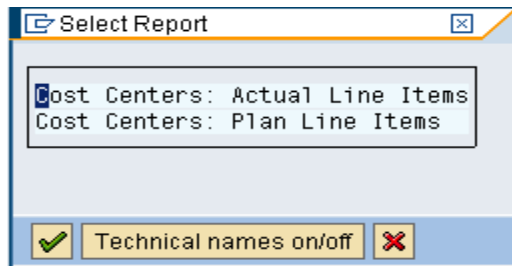
Report: ZVK/ZC10C
Name: HQ_LROBINSON

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 6 ended March FY 2008

Cost Center or Group: 1034-101 NAS JACKSONVILLE 1034
Category:
Activity:

	CURRENT MONTH				
REVENUES:	PLAN	%	ACTUAL	%	PFY
RESALE REVENUE	316,001	25.96	153,568	22.11	323,630
SALES DISCOUNT RESALE REVENUE	875-	0.07-	912-	0.13-	1,674-
PROGRAM REVENUE	873,823	71.78	538,260	77.50	887,763
COMMISSIONS	2,500	0.21	919	0.13	2,112
OTHER REVENUE	25,941	2.13	2,488	0.36	41,360
EXTRA-ORDINARY REVENUE			224	0.03	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 .



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.

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /AIMS01 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	Val/COArea Crcy	Cost Center	Line ite
1034	701089	SUPPLIES UFM	WE	03/17/2008	342.96	8819	FUSIOI
1034	701089	SUPPLIES UFM	WE	03/20/2008	1,199.20	8817	SPRAY
1034	701089	SUPPLIES UFM	WE	03/17/2008	36.00	8817	TANK C
1034	701089	SUPPLIES UFM	WE	03/17/2008	44.10	8817	DEFOA
1034	701089	SUPPLIES UFM	WE	03/12/2008	425.58	8817	SPEED
1034	701089	SUPPLIES UFM	WE	03/12/2008	235.00	8817	WEED
1034	701089	SUPPLIES UFM	WE	03/06/2008	70.32	8817	MISC. S
1034	701089	SUPPLIES UFM	WE	03/01/2008	520.00	8817	TUBE I

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

Goods Receipt Settings System Help

Display Article Document 5000350682 - LIBBY ROBINSON

Show Overview Hold Check Post Help

Display Article Document 5000350682 2008

General Vendor Doc. Info

Entered By MARGARET BAKER 904-542-3123 FI Documents
 Created On 03/17/2008 09:41:04
 Transaction Code Post Goods Receipt for PO MB01

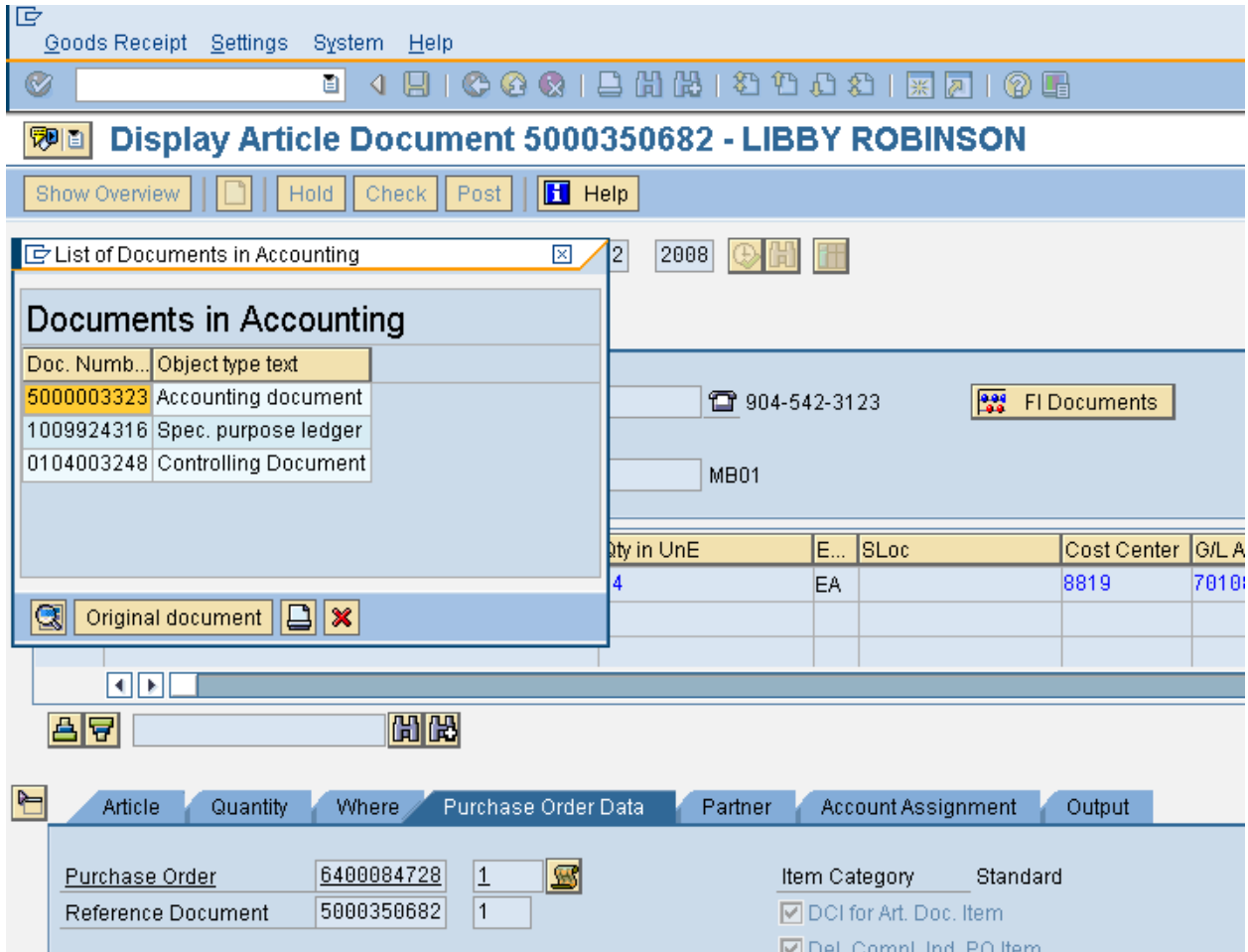
Line	Art. Short Text	Qty in UnE	E...	SLoc	Cost Center	G/L Account
1	FUSION T-CELL, ASSORTED	24	EA		8819	701089

Article Quantity Where Purchase Order Data Partner Account Assignment Output

Purchase Order 6400084728 1 Item Category Standard
 Reference Document 5000350682 1
 DCI for Art. Doc. Item
 Del. Compl. Ind. PO Item

Activity Manager Reporting (CO)

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.




The screenshot shows the SAP Activity Manager Reporting (CO) interface. The main window title is "Display Article Document 5000350682 - LIBBY ROBINSON". The interface includes a menu bar (Goods Receipt, Settings, System, Help), a toolbar, and a main content area. A "FI Documents" button is visible, and a "Documents in Accounting" window is open, displaying a list of accounting documents. The list has the following data:

Doc. Num...	Object type text
5000003323	Accounting document
1009924316	Spec. purpose ledger
0104003248	Controlling Document

Below the list, there are buttons for "Original document", a printer icon, and a red X icon. The main window also shows a "Purchase Order Data" tab with the following data:

Purchase Order	Quantity	Where	Purchase Order Data	Partner	Account Assignment	Output
6400084728	1					
Reference Document	5000350682	1				

Use the red X  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.


Credit Card PO 6400084728 Created by MARGARET BAKER

Document Overview On | Print Preview | Messages | Personal Setting

Credit Card PO 6400084728 Vendor 4000026953 NXTEC Doc. date 03/17/2008

Payment Terms M010 Currency USD
 Exchange Rate 1.00000 Exch. Rate Fixed

S...itm	A	I	Article	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per
1	K			FUSION T-CELL, ASSOR...	24	EA	D	03/07/2008	14.29	USD	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  back after reviewing the purchase order.

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

SAP


PO History for Purchase Order 6400084728 Item 00001

S...	MVT	Article Docu...	Item	Posting Date	Quantity	Delivery cost quantity	OU...	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\$

Activity Manager Reporting (CO)

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.

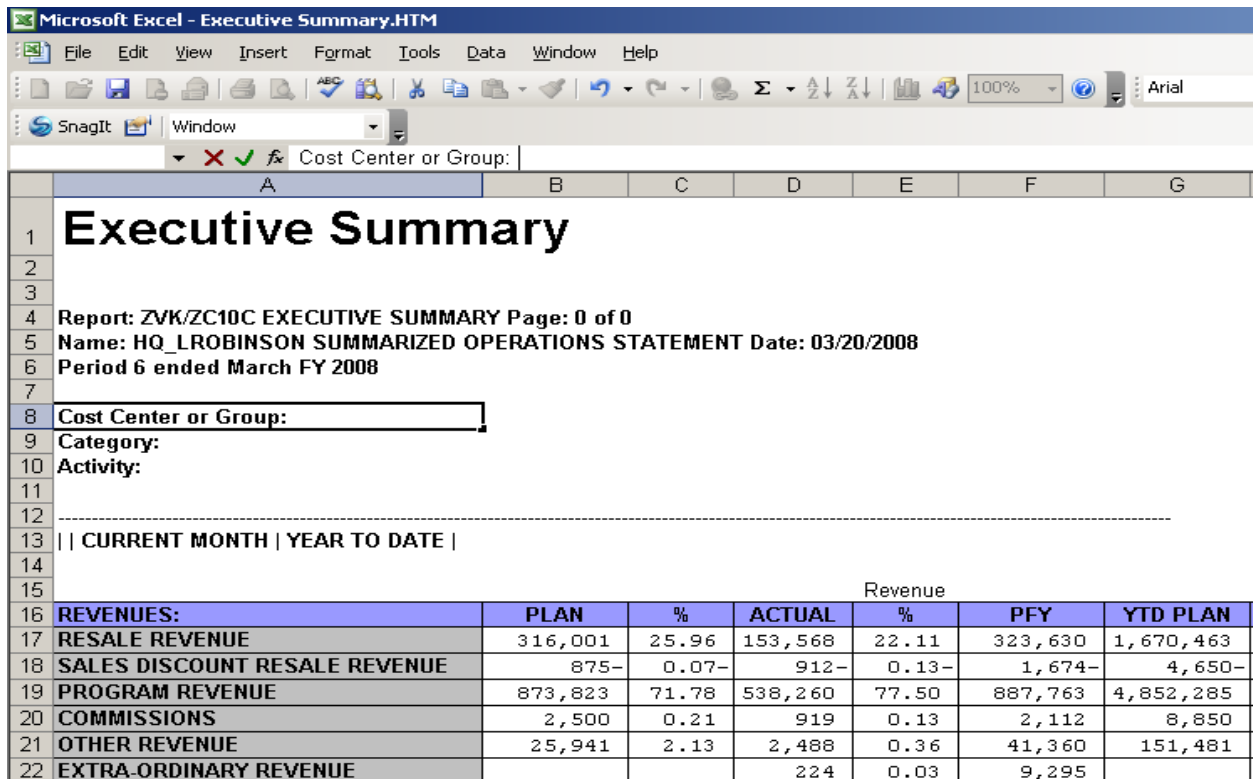
Simply continue to green arrow back  to return to the report tree. Once at the report tree, select another report to view.

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 **Report** → **Export**.




The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Executive Summary.HTM". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The toolbar contains various icons for file operations and editing. The main content area displays the "Executive Summary" report. The report title is "Executive Summary" in large bold font. Below the title, the report details are: "Report: ZVK/ZC10C EXECUTIVE SUMMARY Page: 0 of 0", "Name: HQ_LROBINSON SUMMARIZED OPERATIONS STATEMENT Date: 03/20/2008", and "Period 6 ended March FY 2008". There are input fields for "Cost Center or Group:", "Category:", and "Activity:". A dashed line separates the header from the data table. The data table has columns for "REVENUES:", "PLAN", "%", "ACTUAL", "%", "PFY", and "YTD PLAN". The rows include "RESALE REVENUE", "SALES DISCOUNT RESALE REVENUE", "PROGRAM REVENUE", "COMMISSIONS", "OTHER REVENUE", and "EXTRA-ORDINARY REVENUE".

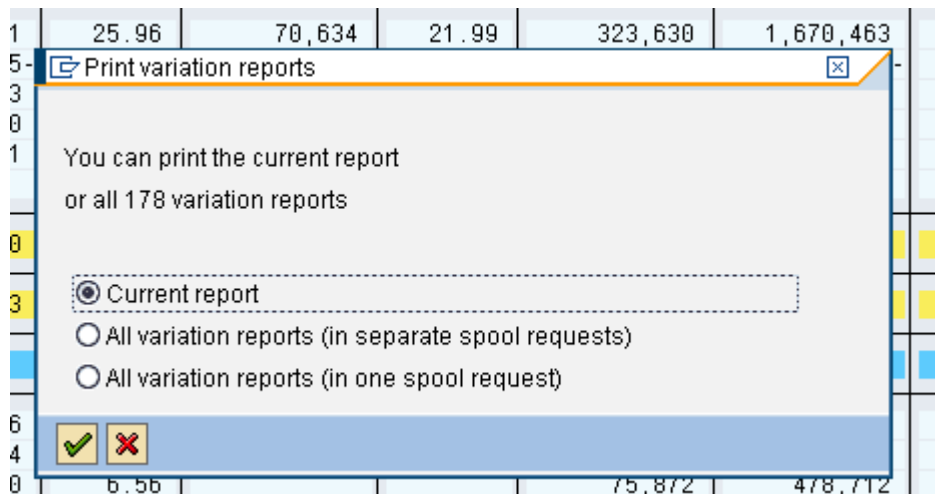
REVENUES:	PLAN	%	ACTUAL	%	PFY	YTD PLAN
RESALE REVENUE	316,001	25.96	153,568	22.11	323,630	1,670,463
SALES DISCOUNT RESALE REVENUE	875-	0.07-	912-	0.13-	1,674-	4,650-
PROGRAM REVENUE	873,823	71.78	538,260	77.50	887,763	4,852,285
COMMISSIONS	2,500	0.21	919	0.13	2,112	8,850
OTHER REVENUE	25,941	2.13	2,488	0.36	41,360	151,481
EXTRA-ORDINARY REVENUE			224	0.03	9,295	

Reports via E-Mail

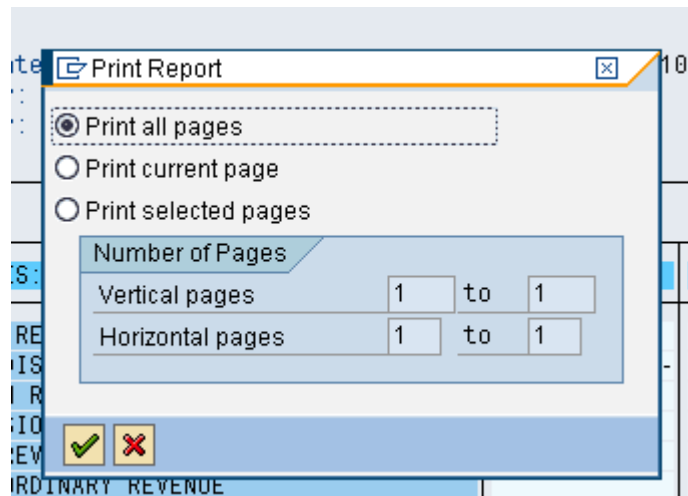
One of the new features that have been added to the report functions is the ability to send a copy of the complete report via email to the user or another recipient as a PDF file. This is a very simple procedure as illustrated below.

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.

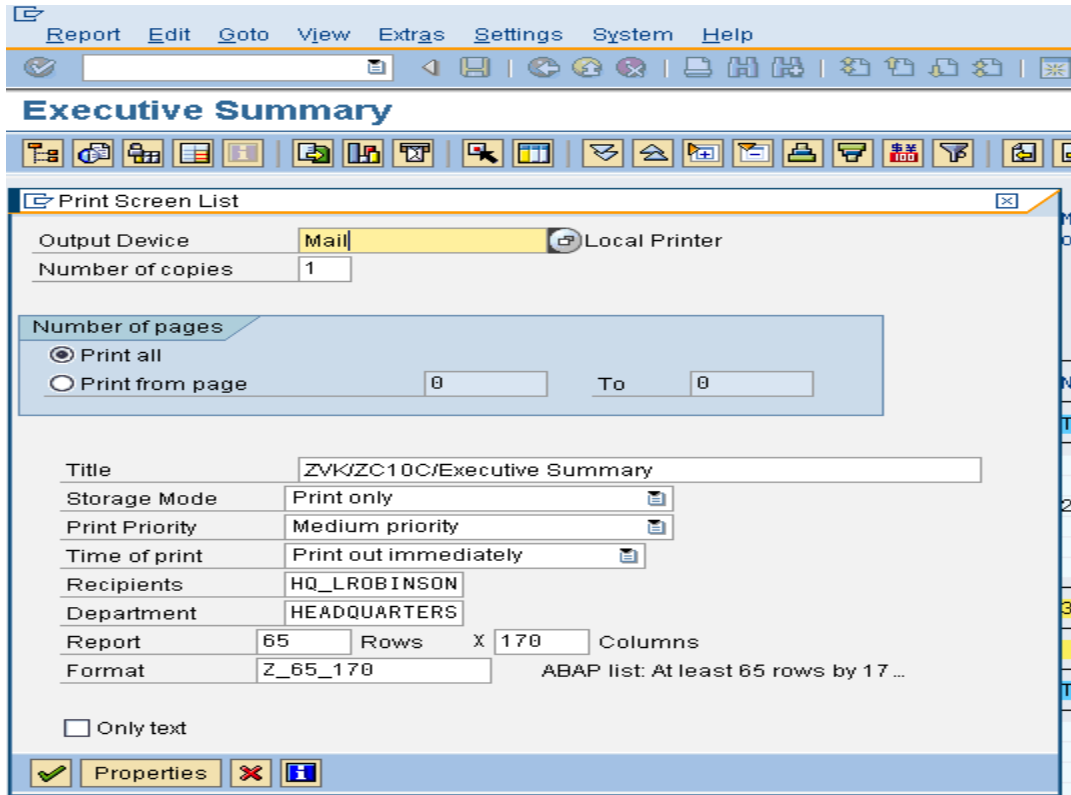
With the report showing on the screen, click the printer button on the top menu bar . The following Print Variation Reports window will be shown. **Make sure the Current Report radio button is checked.** Checking the second selection button will not only slow all printer functions but also would probably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



Just click the Green Checkmark on the window to continue.



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.



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

Report Edit Goto View Extras Settings System Help

Executive Summary

Print Screen List

Output Device: MAIL Output as E-mail with PDF Attachme ...

Mail Address:

Number of copies: 1

Number of pages

Print all

Print from page: To:

Title: ZVK/ZC10C/Executive Summary

Storage Mode: Print only

Print Priority: Medium priority

Time of print: Print out immediately

Recipients: HQ_LRROBINSON

Department: HEADQUARTERS

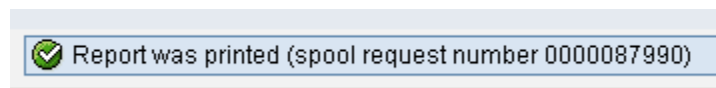
Report: 65 Rows: X 170 Columns

Format: X_65_200 ABAP list: At least 65 rows by 17 ...

Only text

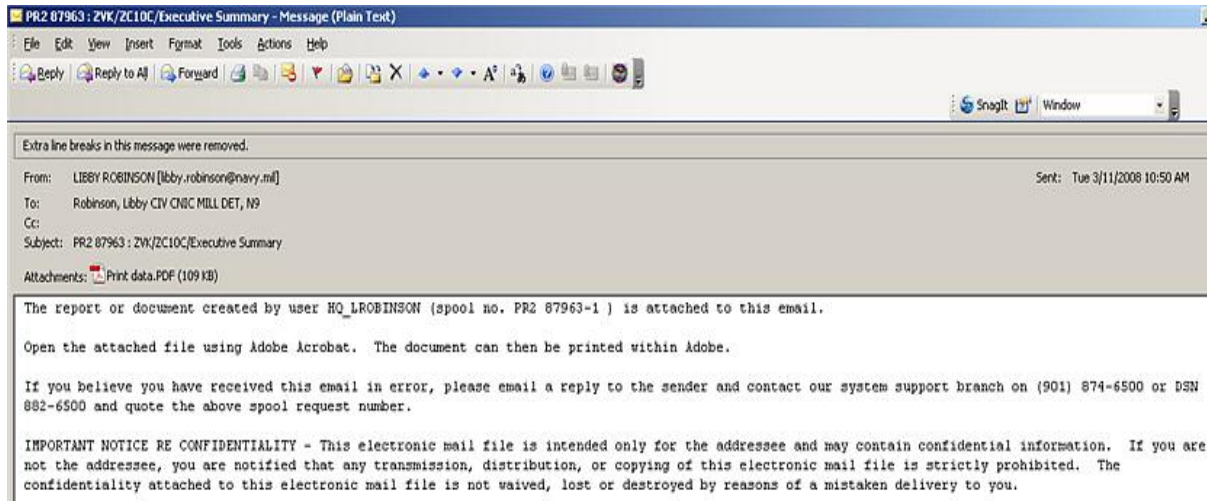
Properties

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



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.

Activity Manager Reporting (CO)



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.

Report: ZVK/ZC10C
 Name: HQ_LR0BINSON

EXECUTIVE SUMMARY
 SUMMARIZED OPERATIONS STATEMENT
 Period: 6 ended March FY 2008
 Page: 1 of 2
 Date: 03/11

Cost Center or Group: 1034-101 NAG JACKSONVILLE 1034
 Category:
 Activity:

REVENUES:	CURRENT MONTH					YEAR TO DATE			
	PLAN	%	ACTUAL	%	PPY	YTD PLAN	%	YTD ACTUAL	%
RESALES REVENUE	316,001	25.96	70,634	21.99	323,630	1,670,463	25.01	1,354,535	23.27
SALES DISCOUNT REVENUE	875	0.07	419	0.13	1,674	4,650	0.07	7,435	0.13
PROGRAM REVENUE	873,823	71.78	250,997	78.14	887,763	4,852,285	72.66	4,098,428	70.42
COMMISSION	2,500	0.21			2,112	8,850	0.13	10,317	0.18
OTHER REVENUE	25,941	2.13			43,360	151,481	2.27	319,755	5.84
EXTRA-ORDINARY REVENUE					5,295			24,709	0.42
TOTAL REVENUE:	1,217,300	100.00	323,212	100.00	1,262,486	6,678,429	100.00	5,820,310	100.00
COST OF GOODS SOLD	129,953	41.12	1,429	2.02	128,017	686,203	41.08	570,666	42.13
EXPENSES:	PLAN	%	ACTUAL	%	PPY	PLAN	%	ACTUAL	%
SALARIES & BENEFITS	529,986	43.53	14,835	4.62	522,060	3,128,004	46.84	2,443,444	41.98
SUPPLIES	95,854	7.87	31,474	9.80	67,634	601,339	10.35	369,583	6.35
DEPRECIATION-LOCAL	79,920	6.56			75,872	478,712	7.17	378,075	6.50
DEPRECIATION-CENTRAL FUND	39,832	3.27			30,704	238,990	3.58	162,388	2.79
MAINTENANCE	17,321	1.42	2,046	0.64	10,170	118,940	1.78	87,589	1.50
ENTERTAINMENT	3,265	0.27			2,798	23,838	0.36	19,156	0.33
CONTRACTUAL	38,974	3.20	3,434	1.07	40,319	238,877	3.28	148,672	2.55
UTILITIES	29,596	2.43			35,263	166,077	2.49	118,654	2.04
ADVERTISING & PROMOTION	10,781	0.89	377	0.12	7,599	67,938	1.02	38,738	0.67
AWARDS & PRIZES	323,135	26.54	111,164	34.61	337,054	1,923,138	28.80	1,729,766	29.72
ALLOCATION EMPLOYEE BEN/INSR COST	70,331	5.78			92,516	434,453	6.51	372,656	6.40
OTHER EXPENSE	50,475	4.15	22,195	6.91	55,230	365,483	5.47	546,012	9.38
EXTRA-ORDINARY EXPENSE			450	0.14	8,024			16,973	0.28

Document Types

Document 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
KP	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.

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 → Cost Center Reports → Standard Month End Reports → 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.

The screenshot shows the SAP 'Executive Summary: Selection' dialog box. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. Underneath the toolbar are four buttons: 'Variation', 'Output Parameters...', 'Data Source...', and 'Extract Parameters...'. The dialog is divided into two main sections: 'Selection values' and 'Selection groups'. In the 'Selection values' section, there are three input fields: 'Fiscal Year' with the value '2008', 'Period' with the value '7', and 'Plan Version' with the value '0'. In the 'Selection groups' section, there is a dropdown menu for 'Cost Center Group', a text input field for 'or single value(s)', and a 'to' field with a search icon.

Click on Execute to run the report. 


Activity Manager Reporting (CO)

Report: ZVK/ZC10C
Name: HQ_LR08INSON
EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended April1 FY 2008

Cost Center or Group: 1013-101 NSWC CRANE 1013
Category:
Activity:

	CURRENT MONTH				YEAR TO			
	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	Y
REVENUES:								
RESALE REVENUE	145,400	66.74			130,410	963,976	75.99	
SALES DISCOUNT RESALE REVENUE								
PROGRAM REVENUE	15,479	7.10			18,632	104,169	8.21	
COMMISSIONS	13,000	5.97			13,696	91,000	7.17	
OTHER REVENUE	43,990	20.19			39,419	109,454	8.63	
EXTRA-ORDINARY REVENUE					1,573			
TOTAL REVENUE:	217,869	100.00			203,730	1,268,599	100.00	
COST OF GOODS SOLD	54,550	37.52			42,109	358,248	37.16	
EXPENSES:								
SALARIES & BENEFITS	79,163	36.34			80,282	540,007	42.57	
SUPPLIES	11,485	5.27			10,945	72,915	5.75	
DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	72,224	5.69	
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	3,024	0.24	
MAINTENANCE	1,100	0.50			3,851	8,200	0.65	
ENTERTAINMENT					183	90	0.01	
CONTRACTUAL	41,010	18.82			34,177	92,840	7.32	
UTILITIES	6,300	2.89			6,975	45,930	3.62	
ADVERTISING & PROMOTION	15	0.01			2,345	105	0.01	
AWARDS & PRIZES	50	0.02				950	0.07	
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	48,566	3.83	

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.

Report Edit Goto View Extras Settings System Help

Executive Summary

Variation: Cost Center

Report: ZVK/ZC10C
Name: HQ_LROBINSON

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended Apr11 FY 2008

Cost Center or Group: 1013-101 NSWC CRANE 1013
Category:
Activity:

	CURRENT MONTH					
	PLAN	%	ACTUAL	%	PFY	YTD PL
REVENUES:						
RESALE REVENUE	145,400	66.74			130,410	96:
SALES DISCOUNT RESALE REVENUE					18,632	10+
PROGRAM REVENUE	15,479	7.10			13,696	91
COMMISSIONS	13,000	5.97			39,419	101
OTHER REVENUE	43,990	20.19			1,573	
EXTRA-ORDINARY REVENUE						
TOTAL REVENUE:	217,069	100.00			203,730	1,261
COST OF GOODS SOLD	54,550	37.52			42,109	351
EXPENSES:						
SALARIES & BENEFITS	79,163	36.34			80,282	541
SUPPLIES	11,485	5.27			10,945	71
DEPRECIATION-LOCAL	10,318	4.74	10,944		6,458	71
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	-
MAINTENANCE	1,100	0.50			3,851	1
ENTERTAINMENT					183	
CONTRACTUAL	41,010	18.82			34,177	91
UTILITIES	6,300	2.89			6,975	41
ADVERTISING & PROMOTION	15	0.01			2,345	
AWARDS & PRIZES	50	0.02				
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	41

Report Edit Goto View Extras Settings System Help

Executive Summary

Report: ZVK/ZC10C
Name: HQ_LROBINSON

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended Apr11 FY 2008

Page: 1 of 1
Date: 04/15/2008

Cost Center or Group: 1013-101 NSWC CRANE 1013
Category:
Activity:

	CURRENT MONTH					YEAR TO DATE				
	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	YTD ACTUAL	%	PFY
REVENUES:										
RESALE REVENUE	145,400	66.74			130,410	963,976	75.99	302,005	72.05	472,312
SALES DISCOUNT RESALE REVENUE								1,024	0.19	
PROGRAM REVENUE	15,479	7.10			18,632	104,169	8.21	37,215	7.00	73,882
COMMISSIONS	13,000	5.97			13,696	91,000	7.17	80,415	15.14	53,620
OTHER REVENUE	43,990	20.19			39,419	109,454	8.63	31,523	5.93	111,746
EXTRA-ORDINARY REVENUE					1,573			375	0.07	2,455
TOTAL REVENUE:	217,069	100.00			203,730	1,268,509	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:										
SALARIES & BENEFITS	79,163	36.34			80,282	540,007	42.57	245,083	46.20	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	10,944		6,458	72,224	5.69	75,423	14.20	29,579
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	3,024	0.24	3,022	0.57	3,022
MAINTENANCE	1,100	0.50			3,851	8,200	0.65	2,964	0.56	9,710
ENTERTAINMENT					183	90	0.01	500	0.09	7,712
CONTRACTUAL	41,010	18.82			34,177	92,040	7.32	27,119	5.10	84,015
UTILITIES	6,300	2.89			6,975	45,930	3.62	16,043	3.02	28,689
ADVERTISING & PROMOTION	15	0.01			2,345	105	0.01	19	0.00	2,380
AWARDS & PRIZES	50	0.02			50	950	0.07	24	0.00	659
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	48,566	3.83	29,027	5.46	35,678

QA3 (1) (100) mwsap3 INS


2. Print Page Formatting On/Off:

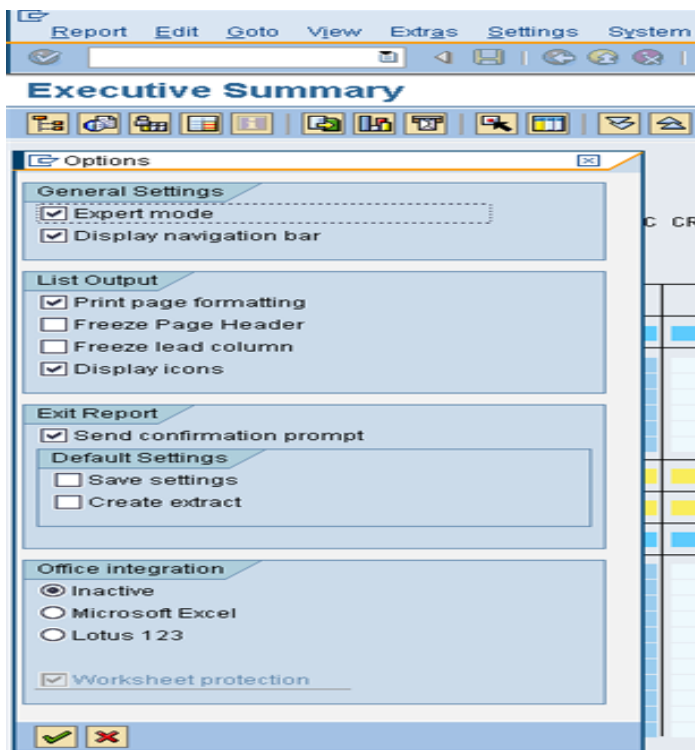
Report printing parameters have been formatted at Headquarters for all the SAP report printers. It is recommended that these parameters remain as the default.

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.

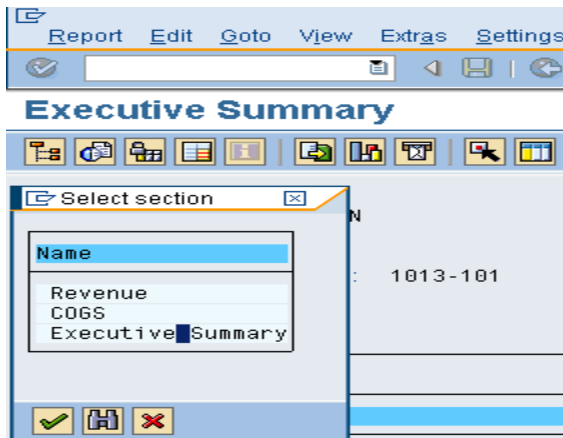
4. Options/Office Integration:

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. 



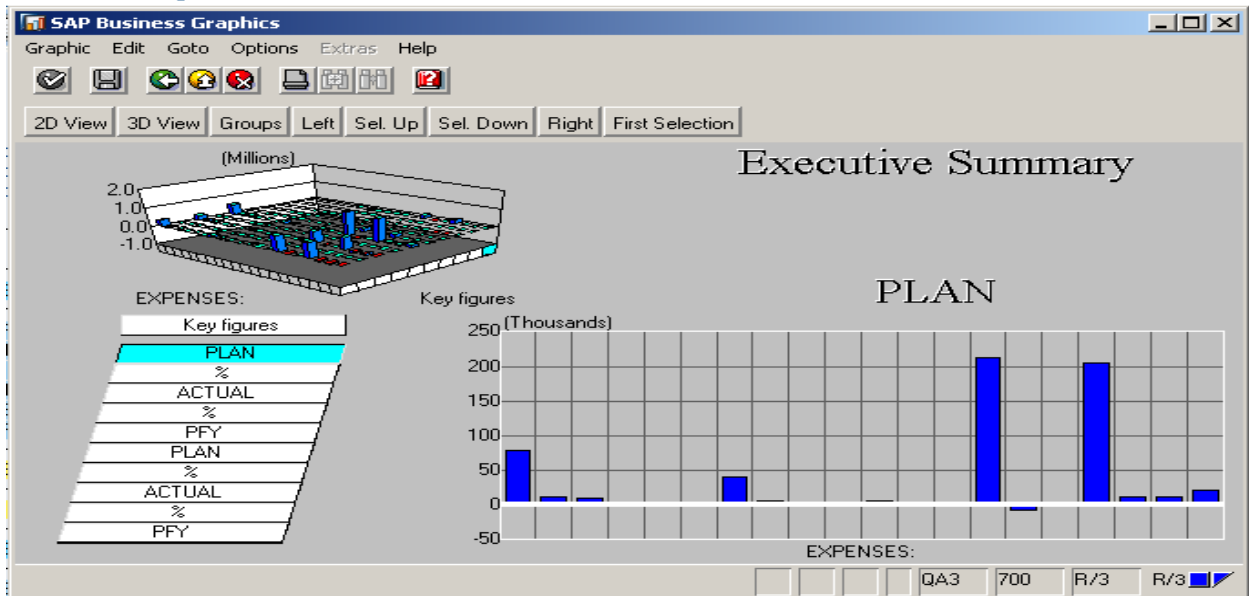
5. Presentation Graphics:

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.

e Summary

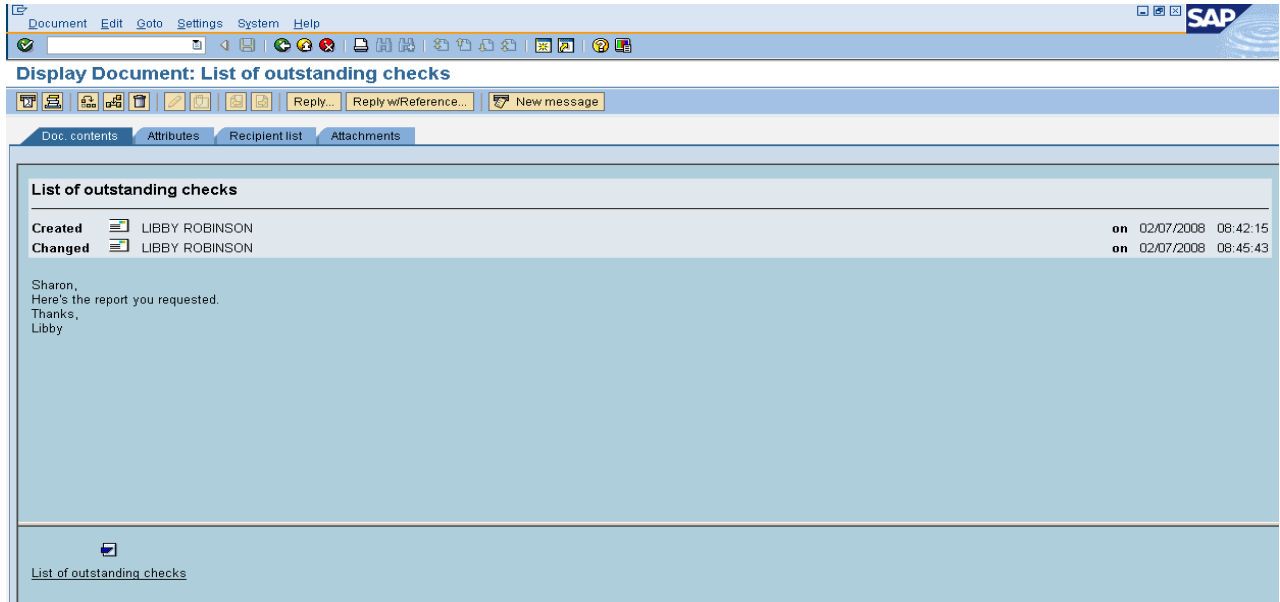


6. Mail Recipient

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.

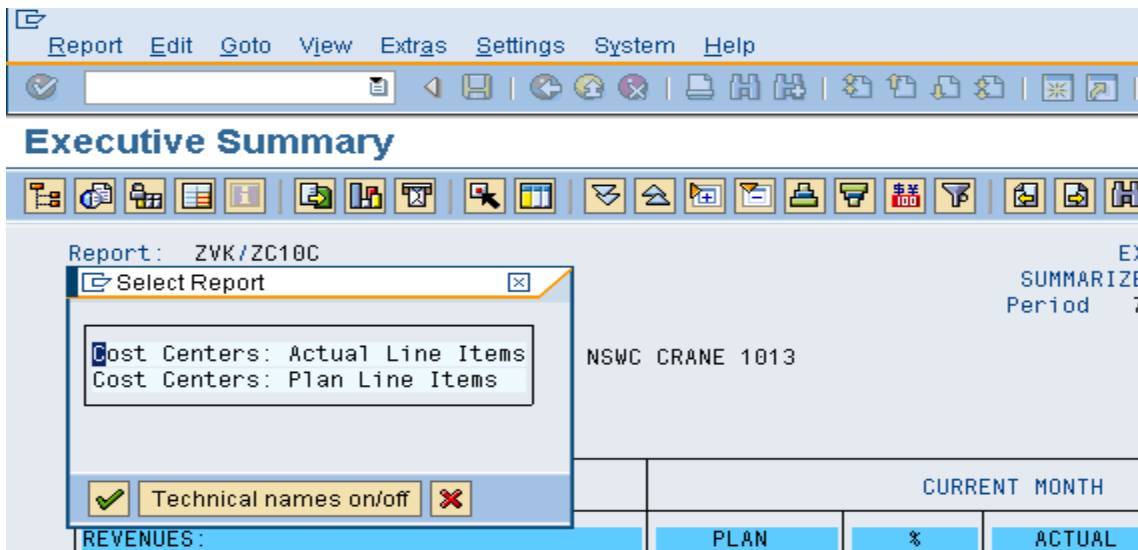
Additional text can be added to the body of the email and the recipients can be either internet email addresses or internal SAPmail addresses. The email subject line can also be changed.

Activity Manager Reporting (CO)



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.



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).

Report: ZVK/ZC10C
Name: HQ_LROBINSON

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended Apr11 FY 2008

Page: 1 of 1
Date: 04/15/2008

Cost Center or Group: 1013-101 NSWC CRANE 1013
Category:
Activity:

	CURRENT MONTH					YEAR TO DATE				
	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	YTD ACTUAL	%	PFY
REVENUES:										
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:										
SALARIES & 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	0.24	3,022	0.57	3,022
MAINTENANCE	1,100	0.50			3,851	8,200	0.65	2,964	0.56	9,710
ENTERTAINMENT					183	90	0.01	500	0.09	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	3.02	28,689
ADVERTISING & PROMOTION	15	0.01			2,345	105	0.01	19	0.00	2,380
AWARDS & PRIZES	50	0.02				950	0.07	24	0.00	659
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	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
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.

Report: ZVK/ZC10C
Name: HQ_LROBINSON

EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended Apr11 FY 2008

Page: 1 of 1
Date: 04/15/2008



Cost Center or Group: 1013-101 NSWC CRANE 1013
Category:
Activity:

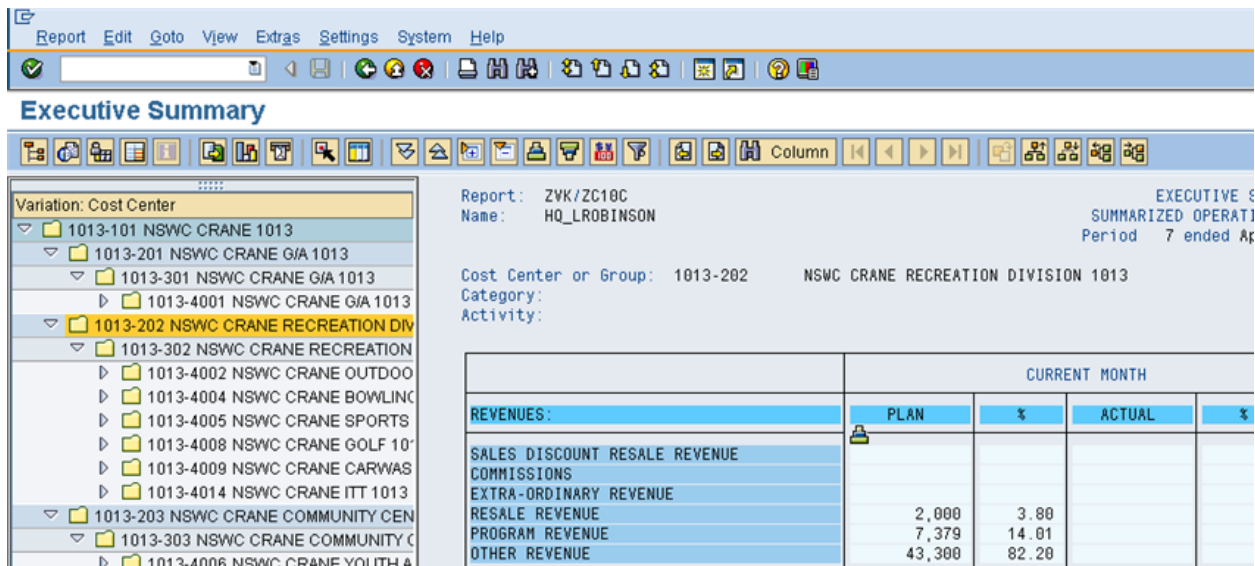
	CURRENT MONTH					YTD
	PLAN	%	ACTUAL	%	PFY	
REVENUES:						
TOTAL REVENUE:	217,869	100.00			203,730	1
COST OF GOODS SOLD	54,550	37.52			42,109	
EXPENSES:						
SALARIES & BENEFITS	79,163	36.34			80,282	
SUPPLIES	11,485	5.27			10,945	
DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	
MAINTENANCE	1,100	0.50			3,851	
ENTERTAINMENT					183	
CONTRACTUAL	41,010	18.82			34,177	
UTILITIES	6,300	2.89			6,975	
ADVERTISING & PROMOTION	15	0.01			2,345	
AWARDS & PRIZES	50	0.02				
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	
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	7,083	3.25			5,133	
UFM EXP OFFSET NON-LABOR						
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		9,850	

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,  , 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.



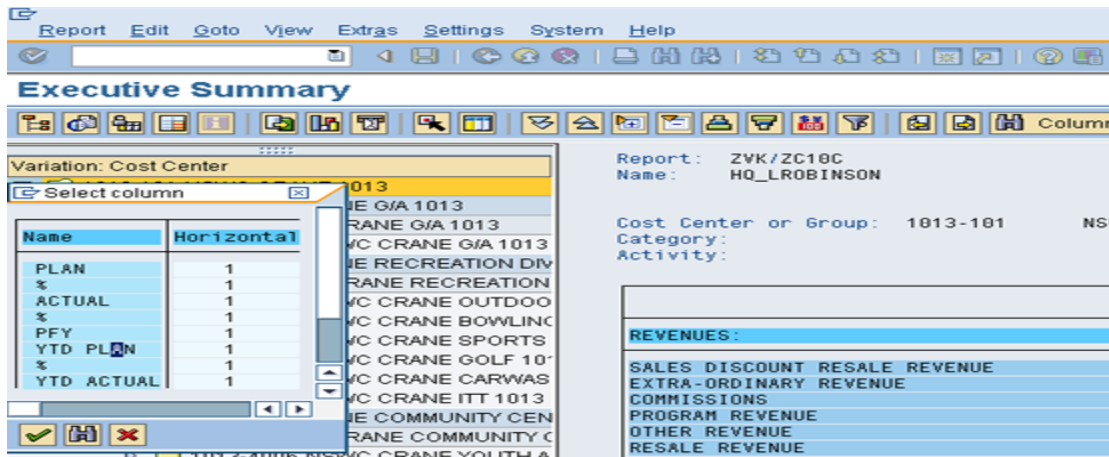
Report: ZVK/ZC10C
Name: HQ_LR0BINSON

Cost Center or Group: 1013-202 NSW CRANE RECREATION DIVISION 1013
Category:
Activity:

	CURRENT MONTH		
REVENUES:	PLAN	%	ACTUAL
SALES DISCOUNT RESALE REVENUE			
COMMISSIONS			
EXTRA-ORDINARY REVENUE			
RESALE REVENUE	2,000	3.80	
PROGRAM REVENUE	7,379	14.01	
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.



Report: ZVK/ZC10C
Name: HQ_LR0BINSON

Cost Center or Group: 1013-101 NSW CRANE RECREATION DIVISION 1013
Category:
Activity:

Name	Horizontal
PLAN	1
%	1
ACTUAL	1
%	1
PFY	1
YTD PLAN	1
%	1
YTD ACTUAL	1

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:

Run Date: 02/14/2008 12:47:35
 User : HQ_LROBINSON
 Open Items Key Date: 12/31/9999
101060 POS/DAR CLEARING

C.	Assignment	Document..	Type	Posting Date	PK	Cost Center	= Amount in local currency	Text	Ar	Amount in doc. curr.
1287		1000000000	SA	03/01/2002	50		302,494.28			302,494.28
		1300000000	SD	02/28/2002	50		1,000.00			1,000.00
		1300000012	SD	05/02/2002	40		500.00			500.00
		1300000015	SD	09/23/2002	40		1,472,822.73			1,472,822.73
		1300016468	SD	06/01/2001	50		634.50			634.50
		4300000000	RV	05/17/2002	40		451.75			451.75
			RV	05/17/2002	40		619.00			619.00
			RV	05/17/2002	40		26.50			26.50
			RV	05/17/2002	40		14.50			14.50
			RV	05/17/2002	40		18.50			18.50
			RV	05/17/2002	40		37.00			37.00
			RV	05/17/2002	40		11.25			11.25
			RV	05/17/2002	40		14.50			14.50
			RV	05/17/2002	40		254.00			254.00
			RV	05/17/2002	40		22.00			22.00
			RV	05/17/2002	40		13.00			13.00
			RV	05/17/2002	40		14.50			14.50
			RV	05/17/2002	40		21.75			21.75
			RV	11/16/2002	40		169.60			169.60
			RV	11/16/2002	50		4.00			4.00
			RV	10/10/2003	40		200.00			200.00

ALV Classic View:

Run Date: 02/14/2008 12:43:32
 User : HQ_LROBINSON
 Open Items Key Date: 12/31/9999
101060 POS/DAR CLEARING

Page: 1

St	CoCd	Assignment	DocumentNo	Type	Postng Date	PK	S	cost_ctr	Amount in local cur.	Text	Ar	Amount in doc. curr.
<input type="checkbox"/>		1287	1000000000	SA	03/01/2002	50			302,494.28			302,494.28
<input type="checkbox"/>		1287	1300000000	SD	02/28/2002	50			1,000.00			1,000.00
<input type="checkbox"/>		1287	1300000012	SD	05/02/2002	40			500.00			500.00
<input type="checkbox"/>		1287	1300000015	SD	09/23/2002	40			1,472,822.73			1,472,822.73
<input type="checkbox"/>		1287	1300016468	SD	06/01/2001	50			634.50			634.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			451.75			451.75
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			619.00			619.00
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			26.50			26.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			14.50			14.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			18.50			18.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			37.00			37.00
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			11.25			11.25
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			14.50			14.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			254.00			254.00
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			22.00			22.00
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			13.00			13.00
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			14.50			14.50
<input type="checkbox"/>		1287	4300000000	RV	05/17/2002	40			21.75			21.75
<input type="checkbox"/>		1287	4300000000	RV	11/16/2002	40			169.60			169.60
<input type="checkbox"/>		1287	4300000000	RV	11/16/2002	50			4.00			4.00
<input type="checkbox"/>		1287	4300000000	RV	10/10/2003	40			200.00			200.00

Activity Manager Reporting (CO)


T-code: FBL3N

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	LCurr	LC amt	Curr.	Amount in doc. curr.	T
	1013	CRN 010208	1300000406	SD	01/02/2008	01/02/2008	50		USD	30.50	USD	30.50	
	1013	CRN 010308	1300000407	SD	01/03/2008	01/03/2008	50		USD	82.75	USD	82.75	
	1013	CRN 010608	1300000408	SD	01/06/2008	01/06/2008	50		USD	709.75	USD	709.75	
	1013	CRN 010708	1300000412	SD	01/07/2008	01/07/2008	50		USD	33.75	USD	33.75	
	1013	CRN 010708	1300000413	SD	01/07/2008	01/07/2008	50		USD	536.55	USD	536.55	
	1013	CRN 010808	1300000416	SD	01/08/2008	01/08/2008	50		USD	868.65	USD	868.65	
	1013	CRN 010908	1300000410	SD	01/09/2008	01/09/2008	40		USD	73.75	USD	73.75	
	1013	CRN 010908	1300000409	SD	01/09/2008	01/09/2008	40		USD	10.50	USD	10.50	
	1013	CRN 010908	1300000414	SD	01/09/2008	01/09/2008	50		USD	724.20	USD	724.20	
	1013	CRN 010908	1300000415	SD	01/09/2008	01/09/2008	50		USD	320.00	USD	320.00	
									USD	3,221.90	USD	3,221.90	

The following icons appear in the FBL3N transaction code for general ledger line item displays.



1. Scrolling

These four icons  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.)

Assignment	DocumentNo	Type	Posting Date	PK	Cost Center	Amount in local currency	Text	Ar	Amount in doc. curr.
1287	1000000000	SA	03/01/2002	50		302,494.28			302,494.28
	1300000000	SD	02/28/2002	50		1,000.00			1,000.00
		SD	10/31/2003	40		100.00			100.00
	1300000001	SD	10/31/2003	40		150.00			150.00

The first line item of the document will be displayed.

Display Document: Line Item 001

Additional Data

G/L Account: 101060 POS/DAR CLEARING
 Company Code: 1287 MWR COMNAVREG, NW
 Doc. no.: 1000000000

Line Item 1 / Credit entry / 50
 Amount: 302,494.28 USD

Additional Account Assignments

Value date: Site:
 Assignment: Auto. created:
 Text: Long text

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

Display Document: Overview

Display Currency

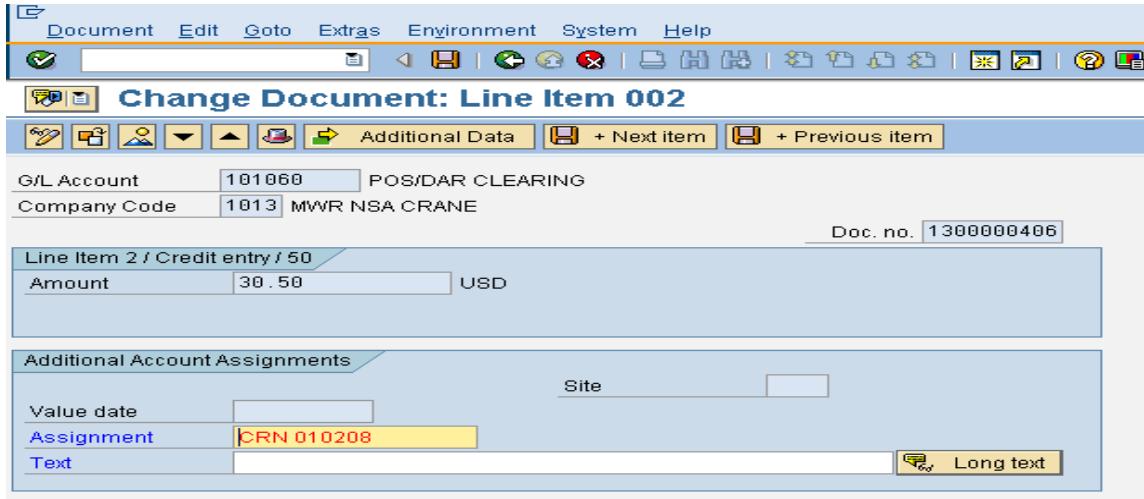
Document Number: 1000000000 Company Code: 1287 Fiscal Year: 2002
 Document Date: 03/01/2002 Posting Date: 03/01/2002 Period: 6
 Reference: Cross-CC no.:
 Currency: USD Texts exist:

Items in document currency						
Itm	PK	CoCd	Account	Description	CostCr Order	Amount in USD
001	50	1287	101060	POS/DAR CLEARING		302,494.28-
002	40	1287	101060	POS/DAR CLEARING		302,494.28

Activity Manager Reporting (CO)

3. Change Document:

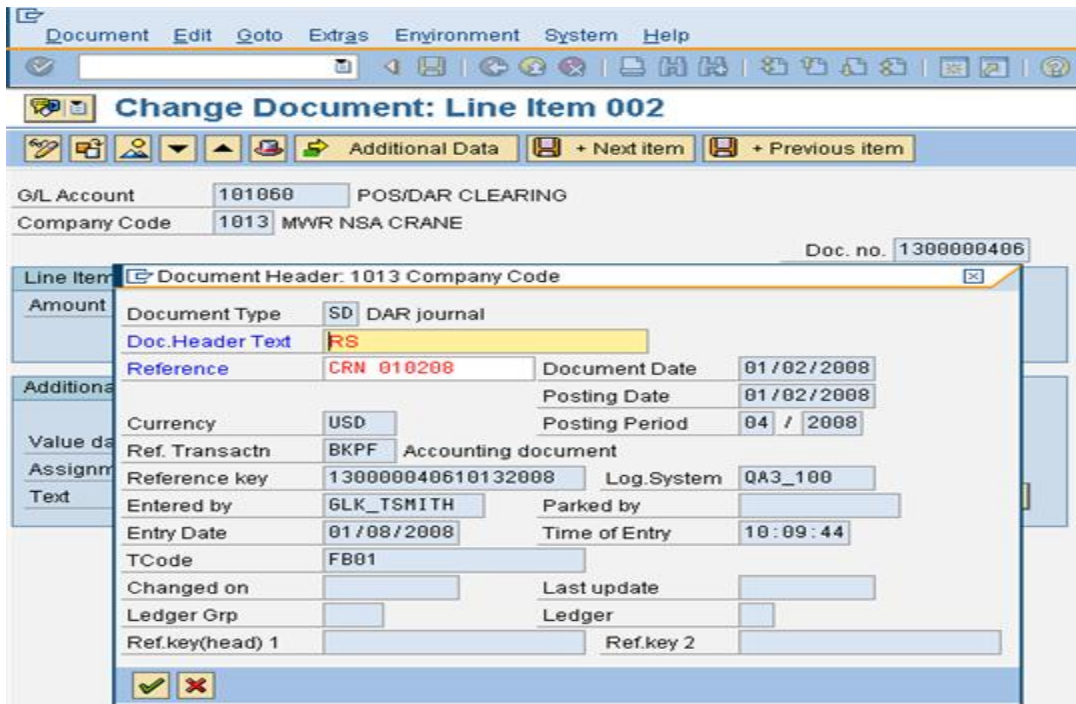
Use this icon to change assignment and text on documents. These are the only two fields that can be changed on a document.



The screenshot shows the SAP 'Change Document: Line Item 002' window. The menu bar includes 'Document', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and editing. The main area displays the following information:

- 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 USD
- Additional Account Assignments section with fields for Value date, Site, and Assignment (CRN 010208).
- A 'Text' field with a 'Long text' button.

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



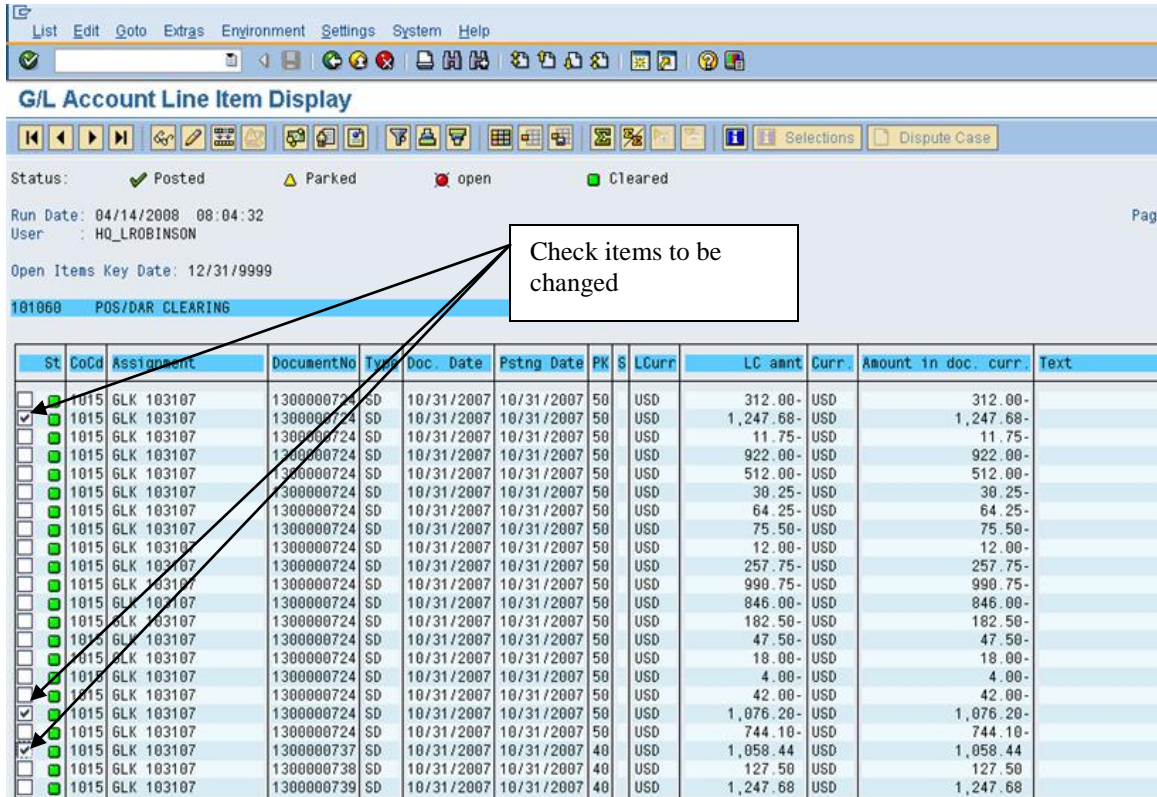
The screenshot shows the same SAP 'Change Document: Line Item 002' window, but with the 'Document Header: 1013 Company Code' dialog box open. The dialog box contains the following information:

- Document Type: SD DAR journal
- Doc. Header Text: RS
- Reference: CRN 010208
- Document Date: 01/02/2008
- Posting Date: 01/02/2008
- Currency: USD
- Posting Period: 04 / 2008
- Ref. Transactn: BKPF Accounting document
- Reference key: 130000040610132008
- Log. System: QA3_100
- Entered by: GLK_TSMITH
- Parked by: [empty]
- Entry Date: 01/08/2008
- Time of Entry: 10:09:44
- TCode: FB01
- Changed on: [empty]
- Last update: [empty]
- Ledger Grp: [empty]
- Ledger: [empty]
- Ref. key(head) 1: [empty]
- Ref. key 2: [empty]

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.




The screenshot shows the SAP G/L Account Line Item Display interface. At the top, there is a menu bar with options like List, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area displays the following information:

- Status: Posted Parked open Cleared
- Run Date: 04/14/2008 08:04:32
- User: HQ_LROBINSON
- Open Items Key Date: 12/31/9999
- 101060 POS/DAR CLEARING

A callout box with the text "Check items to be changed" points to the checkboxes in the first column of the table below. The table has the following columns: St, CoCd, Assignment, DocumentNo, Typ, Doc. Date, Pstng Date, PK, S, LCurr, LC amnt, Curr., Amount in doc. curr., and Text.

St	CoCd	Assignment	DocumentNo	Typ	Doc. Date	Pstng Date	PK	S	LCurr	LC amnt	Curr.	Amount in doc. curr.	Text
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	312.00-	USD	312.00-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,247.68-	USD	1,247.68-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	11.75-	USD	11.75-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	922.00-	USD	922.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	512.00-	USD	512.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	30.25-	USD	30.25-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	64.25-	USD	64.25-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	75.50-	USD	75.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	12.00-	USD	12.00-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	257.75-	USD	257.75-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	990.75-	USD	990.75-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	846.00-	USD	846.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	182.50-	USD	182.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	47.50-	USD	47.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	18.00-	USD	18.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	4.00-	USD	4.00-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	42.00-	USD	42.00-	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,076.20-	USD	1,076.20-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	744.10-	USD	744.10-	
<input type="checkbox"/>	1015	GLK 103107	1300000737	SD	10/31/2007	10/31/2007	40		USD	1,058.44	USD	1,058.44	
<input type="checkbox"/>	1015	GLK 103107	1300000738	SD	10/31/2007	10/31/2007	40		USD	127.50	USD	127.50	
<input checked="" type="checkbox"/>	1015	GLK 103107	1300000739	SD	10/31/2007	10/31/2007	40		USD	1,247.68	USD	1,247.68	

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)

G/L Account Line Item Display

Status: Posted Parked open Cleared

Run Date: 04/14/2008 08:04:32
User: HQ_LROBINSON

Open Items Key Date: 12/31/9999

101060 New Values

Payment data

Baseline Date: / /
Conditions: / /
Payment Block:
Payment Method:
House Bank:

Dunning data

Dunning Area:
Last dunned:
Dunning level:
Dunning block:
Dunning key:

Additional data

Text: HALLOWEEN CARNIVAL
Assignment:
Part. Bank Type:
Reason code:
AR Pledging Ind:

LC amt	Curr.	Amount
312.00	USD	
1,247.68	USD	
11.75	USD	
922.00	USD	
512.00	USD	
30.25	USD	
64.25	USD	
75.50	USD	
12.00	USD	
257.75	USD	
990.75	USD	
846.00	USD	
182.50	USD	
47.50	USD	
18.00	USD	
4.00	USD	
42.00	USD	
1,076.20	USD	
744.10	USD	
1,058.44	USD	
127.50	USD	
1,247.68	USD	
922.00	USD	
512.00	USD	
30.25	USD	

Execute changes

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



G/L Account Line Item Display

Status: Posted Parked open Cleared

Run Date: 04/14/2008 08:10:17
User: HQ_LROBINSON

Open Items Key Date: 12/31/9999

101060 POS/DAR CLEARING

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	LCurr	LC amt	Curr.	Amount in doc. curr.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	82.75	USD	82.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	926.05	USD	926.05	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	312.00	USD	312.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,247.68	USD	1,247.68	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	11.75	USD	11.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	922.00	USD	922.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	512.00	USD	512.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	30.25	USD	30.25	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	64.25	USD	64.25	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	75.50	USD	75.50	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	12.00	USD	12.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	257.75	USD	257.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	990.75	USD	990.75	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	846.00	USD	846.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	182.50	USD	182.50	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	47.50	USD	47.50	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	18.00	USD	18.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	4.00	USD	4.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	42.00	USD	42.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,076.20	USD	1,076.20	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	744.10	USD	744.10	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000737	SD	10/31/2007	10/31/2007	40		USD	1,058.44	USD	1,058.44	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000738	SD	10/31/2007	10/31/2007	40		USD	127.50	USD	127.50	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1015 GLK 103107	1300000739	SD	10/31/2007	10/31/2007	40		USD	1,247.68	USD	1,247.68	

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

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	LCurr	LC amt	Curr	Amount in doc. curr.	Text
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	82.75-	USD	82.75-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	926.05-	USD	926.05-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	312.00-	USD	312.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,247.68-	USD	1,247.68-	HALLOWEEN CARNIVAL
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	11.75-	USD	11.75-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	922.00-	USD	922.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	512.00-	USD	512.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	30.25-	USD	30.25-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	64.25-	USD	64.25-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	75.50-	USD	75.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	12.00-	USD	12.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	257.75-	USD	257.75-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	990.75-	USD	990.75-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	846.00-	USD	846.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	182.50-	USD	182.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	47.50-	USD	47.50-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	18.00-	USD	18.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	4.00-	USD	4.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	42.00-	USD	42.00-	
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	1,076.20-	USD	1,076.20-	HALLOWEEN CARNIVAL
<input type="checkbox"/>	1015	GLK 103107	1300000724	SD	10/31/2007	10/31/2007	50		USD	744.10-	USD	744.10-	
<input type="checkbox"/>	1015	GLK 103107	1300000737	SD	10/31/2007	10/31/2007	40		USD	1,058.44	USD	1,058.44	HALLOWEEN CARNIVAL
<input type="checkbox"/>	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, and then the green arrow. Enter only the dates needed: From 01/07/2008 to 01/07/2008. Click the green check mark at the bottom .

Activity Manager Reporting (CO)

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

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	LCurr	LC amt	Curr.	Amount in doc. curr.	Text
	1013	CRN 010708	1300000412	SD	01/07/2008	01/07/2008	50		USD	33.75-	USD	33.75-	
	1013	CRN 010708	1300000413	SD	01/07/2008	01/07/2008	50		USD	536.55-	USD	536.55-	
									USD	570.30-	USD	570.30-	

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.

List Edit Goto Extras Environment Settings System Help
G/L Account Line Item Display
 Status: Posted Parked open Cleared
 Run Date: 04/15/2008 12:59:37
 User : HQ_LROBINSON
 Open Items Key Date: 04/15/2008
101060 POS/DAR CLEARING

St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	LCurr	LC aamt	Curr.	Amount in doc. curr.	Tex
	1013	CRN 010208	1300000406	SD	01/02/2008	01/02/2008	50		USD	30.50-	USD	30.50-	
	1013	CRN 010308	1300000407	SD	01/03/2008	01/03/2008	50		USD	82.75-	USD	82.75-	
	1013	CRN 010608	1300000408	SD	01/06/2008	01/06/2008	50		USD	709.75-	USD	709.75-	
	1013	CRN 010708	1300000412	SD	01/07/2008	01/07/2008	50		USD	33.75-	USD	33.75-	
	1013	CRN 010708	1300000413	SD	01/07/2008	01/07/2008	50		USD	536.55-	USD	536.55-	
	1013	CRN 010808	1300000416	SD	01/08/2008	01/08/2008	50		USD	868.65-	USD	868.65-	
	1013	CRN 010908	1300000410	SD	01/09/2008	01/09/2008	40		USD	73.75	USD	73.75	
	1013	CRN 010908	1300000409	SD	01/09/2008	01/09/2008	40		USD	10.50	USD	10.50	
	1013	CRN 010908	1300000414	SD	01/09/2008	01/09/2008	50		USD	724.20-	USD	724.20-	
	1013	CRN 010908	1300000415	SD	01/09/2008	01/09/2008	50		USD	320.00-	USD	320.00-	
**									USD	3,221.90-	USD	3,221.90-	

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.

List Edit Goto Extras Environment Settings System Help
G/L Account Line Item Display
 Status: Posted Parked open Cleared
 List Status: Display


Sort criteria	
Posting Date	<input checked="" type="checkbox"/>

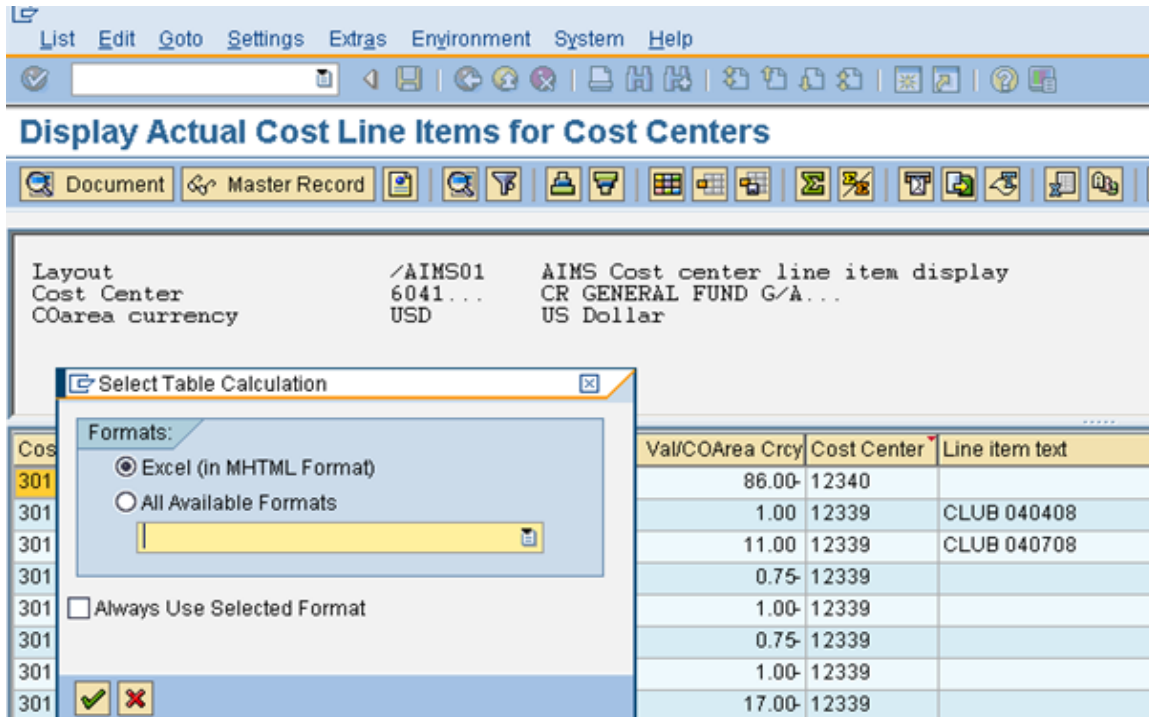
Data statistics		Number of
Records passed		10
Calculated total records		7

No	Type	Doc. Date	Pstng Date	PK	S	LCurr
06	SD	01/02/2008	01/02/2008	50		USD
07	SD	01/03/2008	01/03/2008	50		USD
08	SD	01/06/2008	01/06/2008	50		USD
12	SD	01/07/2008	01/07/2008	50		USD
13	SD	01/07/2008	01/07/2008	50		USD
1013	CRN	010808	01/08/2008	50		USD
1013	CRN	010908	01/09/2008	40		USD
1013	CRN	010908	01/09/2008	40		USD
1013	CRN	010908	01/09/2008	50		USD
1013	CRN	010908	01/09/2008	50		USD
**						USD

Activity Manager Reporting (CO)

8a. Spreadsheet-Method 1 (New)

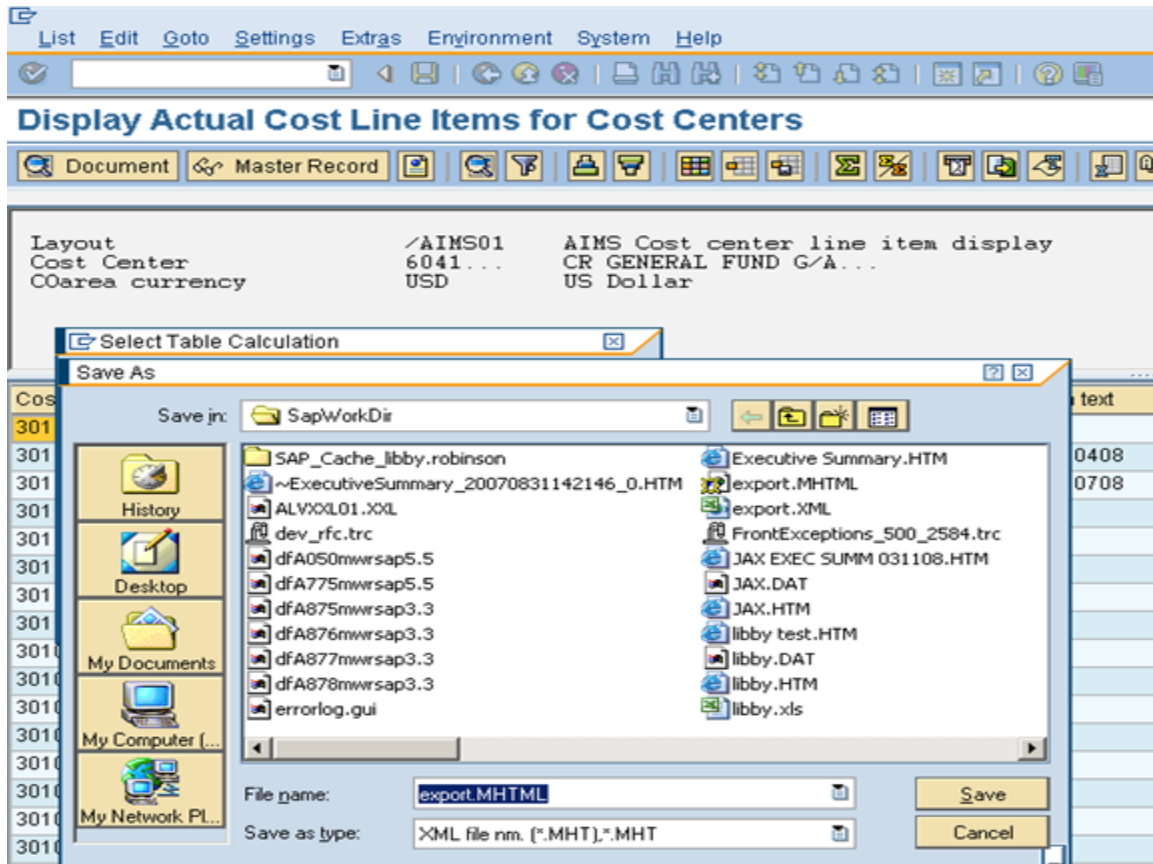
The screens shown below have recently changed and are quite different from the previous editions. The example used for this report is under the T-code KSBB>Line Item Reports>Cost Centers: Actual Line Items. By using this icon , the user can export the report to an Excel spreadsheet.



The screenshot displays the SAP List Viewer interface for the report 'Display Actual Cost Line Items for Cost Centers'. The main window shows a table with columns 'Val/COArea CrCY', 'Cost Center', and 'Line item text'. A dialog box titled 'Select Table Calculation' is open, showing the 'Formats' section with 'Excel (in MHTML Format)' selected. The table data is as follows:

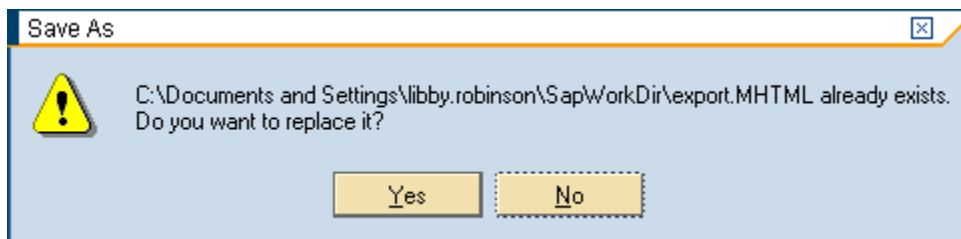
Val/COArea CrCY	Cost Center	Line item text
86.00	12340	
1.00	12339	CLUB 040408
11.00	12339	CLUB 040708
0.75	12339	
1.00	12339	
0.75	12339	
1.00	12339	
17.00	12339	

Leave the default setting and click on the green check mark .



Click . **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.**



Click Yes.


Activity Manager Reporting (CO)

A	B	C	D	E	F	G	H
Cost element	Cost element	Document type	Posting Date	Val/COArea	Cost Center	Line item text	
301000	SALE RE	SD	4/1/2008	-86.00	12340		
301000	RESALE RE	SA	4/15/2008	1.00	12339	CLUB 040408	
301000	RESALE RE	SA	4/15/2008	11.00	12339	CLUB 040708	
301000	RESALE RE	RV	4/11/2008	-0.75	12339		
301000	RESALE RE	RV	4/11/2008	-1.00	12339		
301000	RESALE RE	RV	4/11/2008	-0.75	12339		
301000	RESALE RE	RV	4/11/2008	-1.00	12339		
301000	RESALE RE	RV	4/11/2008	-17.00	12339		
301000	RESALE RE	RV	4/11/2008	-0.50	12339		
301000	RESALE RE	RV	4/11/2008	-0.75	12339		
301000	RESALE RE	RV	4/11/2008	-0.75	12339		
301000	RESALE RE	RV	4/11/2008	-730.20	12339		
301000	RESALE RE	RV	4/11/2008	-23.00	12339		

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.

Layout
Cost Center /AIMS01
COarea currency USD AIMS Cost center line item display
CR GENERAL FUND G/A...


US Dollar

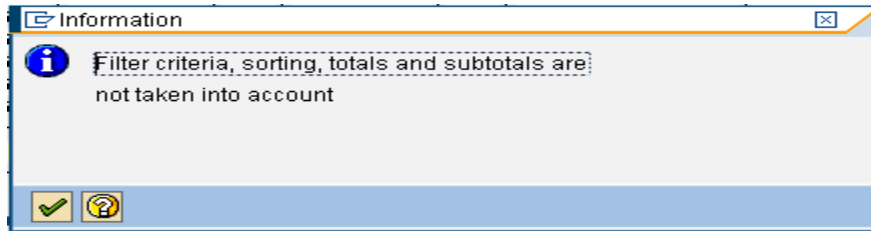
Select Table Calculation

Formats:


- Excel (in MHTML Format)
- All Available Formats
- Excel (in MHTML Format)
- Excel (in MHTML Format for 2000/97)
- Excel (in Office 2003 XML Format)
- SAP-Internal XML Format
- SAP Standard (Internal Table)
- Excel (in Existing XXL Format)

Val/COArea	CrCY	Cost Center	Line Item
86.00		12340	
1.00		12339	CLUB 0...
11.00		12339	CLUB 0...
0.75		12339	
1.00		12339	
0.75		12339	
1.00		12339	
17.00		12339	
0.50		12339	

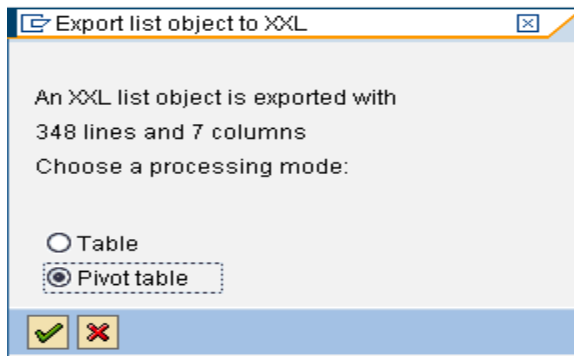
Click the green check mark. 




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.

Activity Manager Reporting (CO)

	A	B	C	D	E	F	G	H
1	Cost element	Cost element	Document type	Posting Date	Val/COArea	Cost Center	Line item text	
2	301000	SALE RE	SD	4/1/2008	-86.00	12340		
3	301000	RESALE RE	SA	4/15/2008	1.00	12339	CLUB 040408	
4	301000	RESALE RE	SA	4/15/2008	11.00	12339	CLUB 040708	
5	301000	RESALE RE	RV	4/11/2008	-0.75	12339		
6	301000	RESALE RE	RV	4/11/2008	-1.00	12339		
7	301000	RESALE RE	RV	4/11/2008	-0.75	12339		
8	301000	RESALE RE	RV	4/11/2008	-1.00	12339		
9	301000	RESALE RE	RV	4/11/2008	-17.00	12339		
10	301000	RESALE RE	RV	4/11/2008	-0.50	12339		
11	301000	RESALE RE	RV	4/11/2008	-0.75	12339		
12	301000	RESALE RE	RV	4/11/2008	-0.75	12339		
13	301000	RESALE RE	RV	4/11/2008	-730.20	12339		
14	301000	RESALE RE	RV	4/11/2008	-23.00	12339		
15	301000	RESALE RE	RV	4/11/2008	-112.50	12339		
16	301000	RESALE RE	RV	4/10/2008	-0.75	12339		
17	301000	RESALE RE	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:

SAP
List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Run Date: 02/13/2008 15:36:55
User : HQ_LROBINSON Page: 1

Open Items Key Date: 02/13/2008

151000 DEPARTMENT RESALE INVENTORIES

St	CoCd	Assignment	DocumentNo	Type	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar	Amount in doc. curr.
✓	1146		1000000000	SA	12/01/2002	50		4466	167.42	DFAS		167.42
✓	1146		1000000003	SA	12/01/2002	50		4467	81.95	COCA COLA		81.95
✓	1146		1000000004	SA	12/01/2002	50		4485	176.80	COCA COLA		176.80
✓	1146		1000000005	SA	12/01/2002	50		4486	264.20	COCA COLA		264.20
✓	1146		1000000027	SA	12/01/2002	50		4508	720.17	NAPA		720.17
✓	1146		1000000030	SA	12/01/2002	50		4477	1,093.20	TITLEIST		1,093.20
✓	1146		5000000000	WE	10/15/2002	81		4485	42.00	CAKE		42.00
✓	1146		5000000019	WE	01/13/2003	81		4485	42.00	CAKE		42.00
✓	1146		5000000020	WE	01/13/2003	91		4485	42.00	CAKE		42.00
✓	1146		5000000021	WE	01/13/2003	81		4485	21.00	CAKE		21.00
✓	1146		5000000024	WE	01/15/2003	91		4485	21.00	CAKE		21.00
✓	1146		5000000025	WE	01/15/2003	81		4485	24.24	CAKE		24.24
✓	1146		5000000026	WE	01/15/2003	81		4485	24.24	CAKE		24.24
✓	1146		5100000015	RE	01/15/2003	81		4485	11.76			11.76
✓	1146		5100000017	RE	01/15/2003	81		4485	1.76			1.76
✓	1146		9900000394	X1	11/30/2002	40		4466	18,914.09	CLUB FOOD RESALE		18,914.09
✓	1146		9900000395	X1	11/30/2002	40		4467	2,258.42	CLUB BAR RESALE		2,258.42
✓	1146		9900000396	X1	11/30/2002	40		4473	380.03	BINGO MERCHANDISE RESALE		380.03
✓	1146		9900000397	X1	11/30/2002	40		4468	640.89	CLUB OTHER RESALE		640.89
✓	1146		9900000398	X1	11/30/2002	40		4470	3,282.29	CPO CLUB RESALE		3,282.29
✓	1146		9900000399	X1	11/30/2002	40		4505	154.22	ELLISION OTHER F & B RESALE		154.22
✓	1146		9900000400	X1	11/30/2002	40		4500	411.93	SNACK SHACK RESALE		411.93

Account 151000 subtotaled based on the cost center:

SAP
List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Run Date: 02/14/2008 07:39:30
User : HQ_LROBINSON Page: 1

Open Items Key Date: 02/14/2008

151000 DEPARTMENT RESALE INVENTORIES

St	CoCd	Assignment	DocumentNo	Type	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar	Amount in doc. curr.
✓	1146		9900000407	X1	11/30/2002	40		4444	1,471.93	JDFC MERCHANDISE RESALE		1,471.93
✓	1146		9900000421	X1	11/30/2002	40		4444	1,471.93	JDFC MERCHANDISE RESALE		1,471.93
✓	1146	62-03	9900000029	X1	10/31/2002	40		4444	1,769.63	JDFC MERCHANDISE RESALE		1,769.63
✓	1146		1000000000	SA	12/01/2002	50		4466	167.42	DFAS		167.42
✓	1146		9900000394	X1	11/30/2002	40		4466	18,914.09	CLUB FOOD RESALE		18,914.09
✓	1146		9900000408	X1	11/30/2002	40		4466	18,914.09	CLUB FOOD RESALE		18,914.09
✓	1146	01-01	9900000016	X1	10/31/2002	40		4466	16,074.60	CLUB FOOD RESALE		16,074.60
✓	1146		1000000003	SA	12/01/2002	50		4467	81.95	COCA COLA		81.95
✓	1146		9900000395	X1	11/30/2002	40		4467	2,258.42	CLUB BAR RESALE		2,258.42
✓	1146		9900000409	X1	11/30/2002	40		4467	2,258.42	CLUB BAR RESALE		2,258.42
✓	1146	01-02	9900000017	X1	10/31/2002	40		4467	4,988.09	CLUB BAR RESALE		4,988.09
✓	1146		9900000397	X1	11/30/2002	40		4468	640.89	CLUB OTHER RESALE		640.89
✓	1146		9900000411	X1	11/30/2002	40		4468	640.89	CLUB OTHER RESALE		640.89
✓	1146	01-04	9900000019	X1	10/31/2002	40		4468	944.02	CLUB OTHER RESALE		944.02
✓	1146		9900000398	X1	11/30/2002	40		4470	3,282.29	CPO CLUB RESALE		3,282.29
✓	1146		9900000412	X1	11/30/2002	40		4470	3,282.29	CPO CLUB RESALE		3,282.29
✓	1146	03-02	9900000020	X1	10/31/2002	40		4470	1,795.28	CPO CLUB RESALE		1,795.28
✓	1146		9900000396	X1	11/30/2002	40		4473	380.03	BINGO MERCHANDISE RESALE		380.03
✓	1146		9900000410	X1	11/30/2002	40		4473	380.03	BINGO MERCHANDISE RESALE		380.03
✓	1146	01-03	9900000018	X1	10/31/2002	40		4473	371.05	BINGO MERCHANDISE RESALE		371.05
✓	1146							4473	1,131.11			

Activity Manager Reporting (CO)


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

The screenshot shows the SAP G/L Account Line Item Display interface. The title bar includes 'List Edit Goto Extras Environment Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area displays the following information:

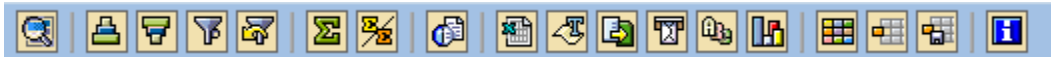
Run Date: 02/14/2008 07:56:33
 User : HQ_LROBINSON
 Page: 1
 Open Items Key Date: 02/14/2008

The account being displayed is 151000 DEPARTMENT RESALE INVENTORIES. The table below shows the line items and their amounts.


St	CoCd	Assignment	DocumentNo	Type	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar	Amount in doc. curr.
*								4444	4,713.49			
*								4466	53,735.36			
*								4467	9,442.98			
*								4468	2,225.80			
*								4470	8,359.86			
*								4473	1,131.11			
*								4477	62,306.43			
*								4485	11,248.66			
*								4486	13,459.06			
*								4487	3,130.90			
*								4500	1,369.18			
*								4505	543.30			
*								4508	8,821.40			
*								4515	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.



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.

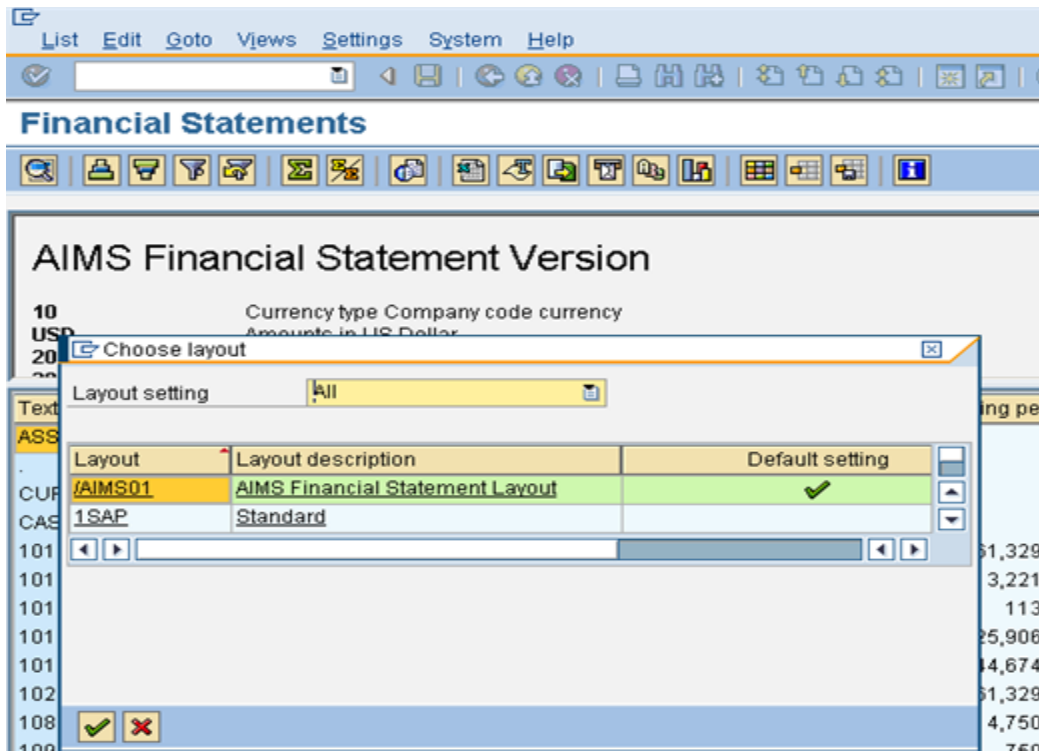
Group description	Cell Content
Text for B/S P&L item	101002 RESTRICTED C...
ID	4
ID	1
New Page	1
Hierarchy Level	7
Financial Statement Item	15
Chart of Accounts	2000
Account Number	101002
Alternative account no.	101
Company Code	1013
Posting period	16
Currency Type	10
Currency	USD
Total of reporting period	361,329.32-
Total of the comparison period	331,329.32-
Absolute difference	30,000.00-
Percentage difference	9.1-

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. 

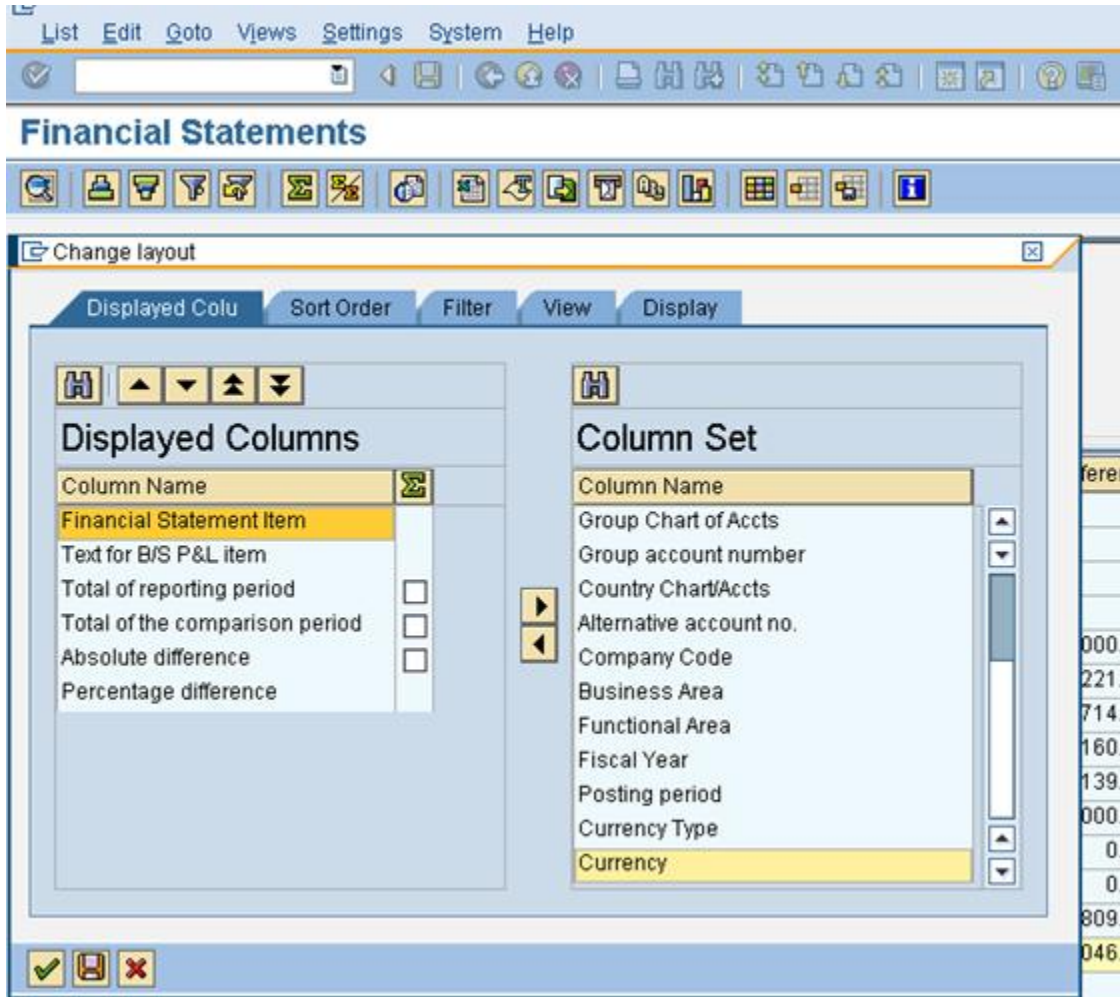


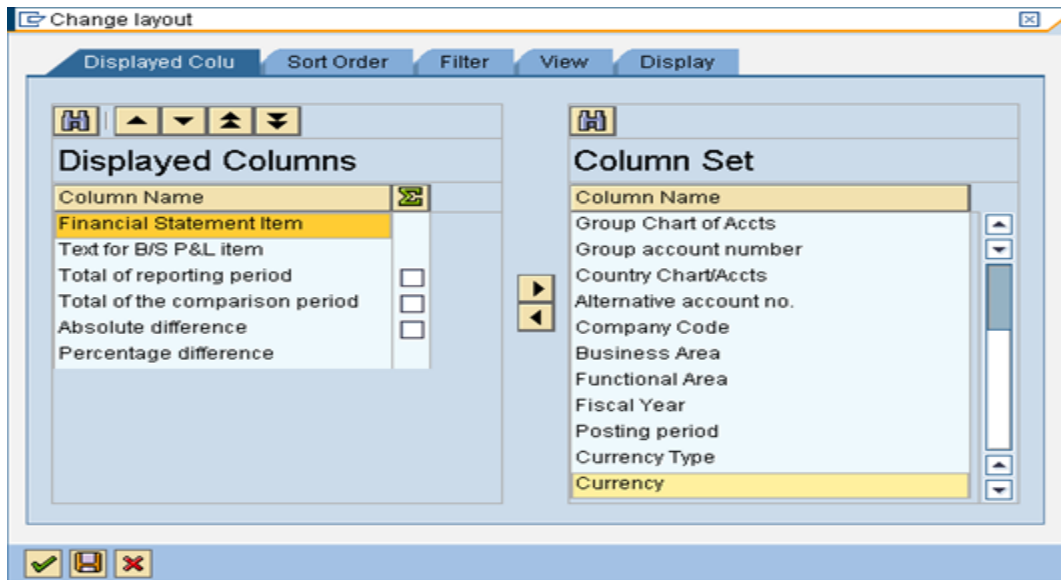
Choose 1SAP to change the layout. There are only 2 layout choices for the Balance Sheet, but other reports offer more layout choices.

The screenshot shows the SAP Financial Statements interface. A dialog box titled "AIMS Financial Statement Version" is open, showing a "Choose layout" screen. The dialog box has a "Layout setting" dropdown menu set to "All". Below this is a table with the following columns: "Layout", "Layout description", and "Default setting". The table contains two rows: "AIMS01" with "AIMS Financial Statement Layout" and a green checkmark in the "Default setting" column, and "1SAP" with "Standard". The background shows a partial view of the financial statement table with columns for "Text", "Amount", and "Currency".

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.  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.)





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.


Financial Statements

AIMS Financial Statement Version

10 Currency type Company code currency
USD Amounts in US Dollar
2008.01 -2008.16 Reporting periods
2007.01 -2007.16 Comparison periods

Crcy	FS Item	Text for B/S P&L Item	Total report.per.	tot.cmp.pr	Abs. difference	Pct.Diff.
	6	ASSETS				
	6	.				
	34	CURRENT ASSETS				
	9	CASH & CASH EQUIVALENTS				
USD	15	101002 RESTRICTED CASH TRANSFER	361,329.32	331,329.32	30,000.00	9.1
USD	15	101060 POS/DAR CLEARING	3,221.90	0.00	3,221.90	
USD	15	101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26	99.7
USD	15	101071 LOCAL DEPOSITORY	25,906.55	2,746.06	23,160.49	843.4
USD	48	101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72	20.7
USD	49	102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32	30,000.00	9.1
USD	14	108000 CHANGE FUNDS	4,750.00	4,750.00	0.00	0.0
USD	14	109000 PETTY CASH	750.00	750.00	0.00	0.0
USD	52	110000 CREDIT CARD CLEARING	6,749.20	2,060.75	8,809.95	427.5
USD	9	TOTAL CASH	714,411.26	982,457.58	268,046.32	27.3

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.

IMPORTANT: Please follow these rules for naming a User-Specific Display Layout.

1. Personal display variants must be assigned a name beginning with a letter (A-Z).
2. Be sure to **flag the User-Specific indicator** to make this a personal display variant.
3. **Please do not start your personal display variants with “/” character or over-write existing /AIMSxx display variants.**

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.

