Activity Manager Reporting

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. SAP Logon This will open a display window to select the target system. Double click the icon for Production, see below.
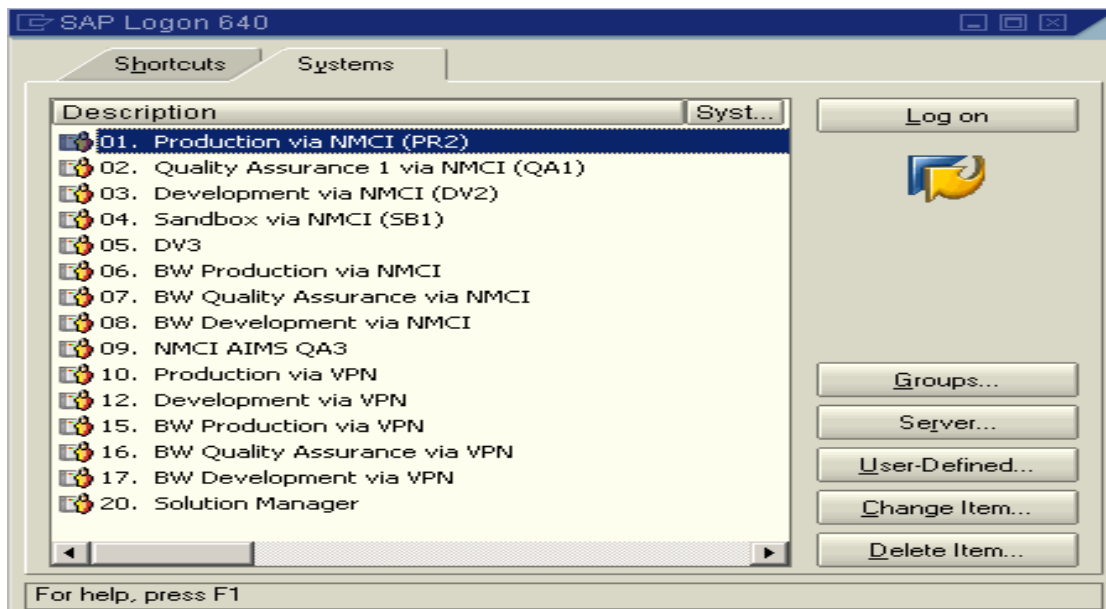
The SAP logon screen will appear as shown below.
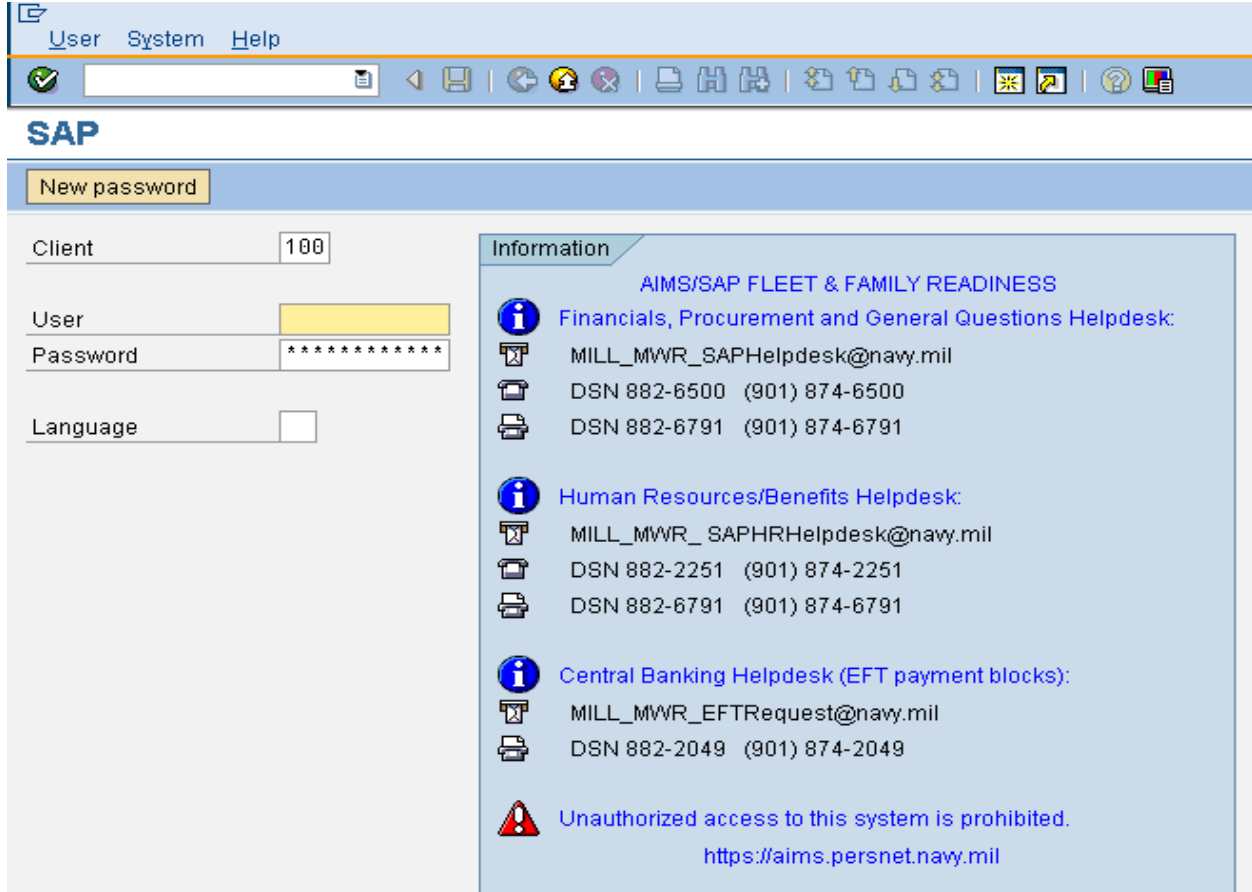
During the SAP logon process the TAB key is the quickest and most efficient way to toggle between fields. When the TAB key is pressed, the cursor moves to the beginning of the next field.

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.

```
┌─ SAP ──────────────────────────────────────────────────────────────── ⊠ ┐
│                                                                          │
│  New Password           |***************************************         │
│  Repeat Password         ***************************************         │
│                                                                          │
│  ℹ️  Entry is Case-Sensitive                                             │
│                                                                          │
│  ✔️ ✖️                                                                    │
└──────────────────────────────────────────────────────────────────────────┘
```

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.

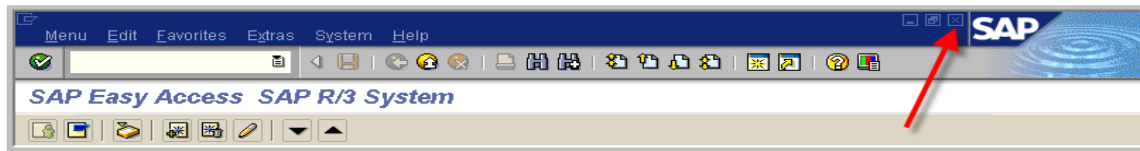**NOTE**: SAP passwords ARE case-sensitive.

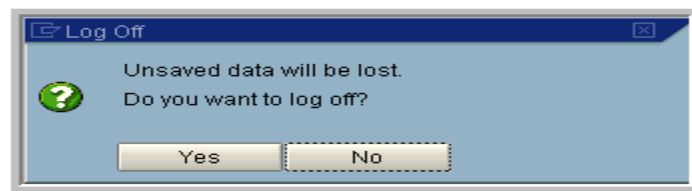After logging on the SAP Easy Access Menu Screen will be displayed.
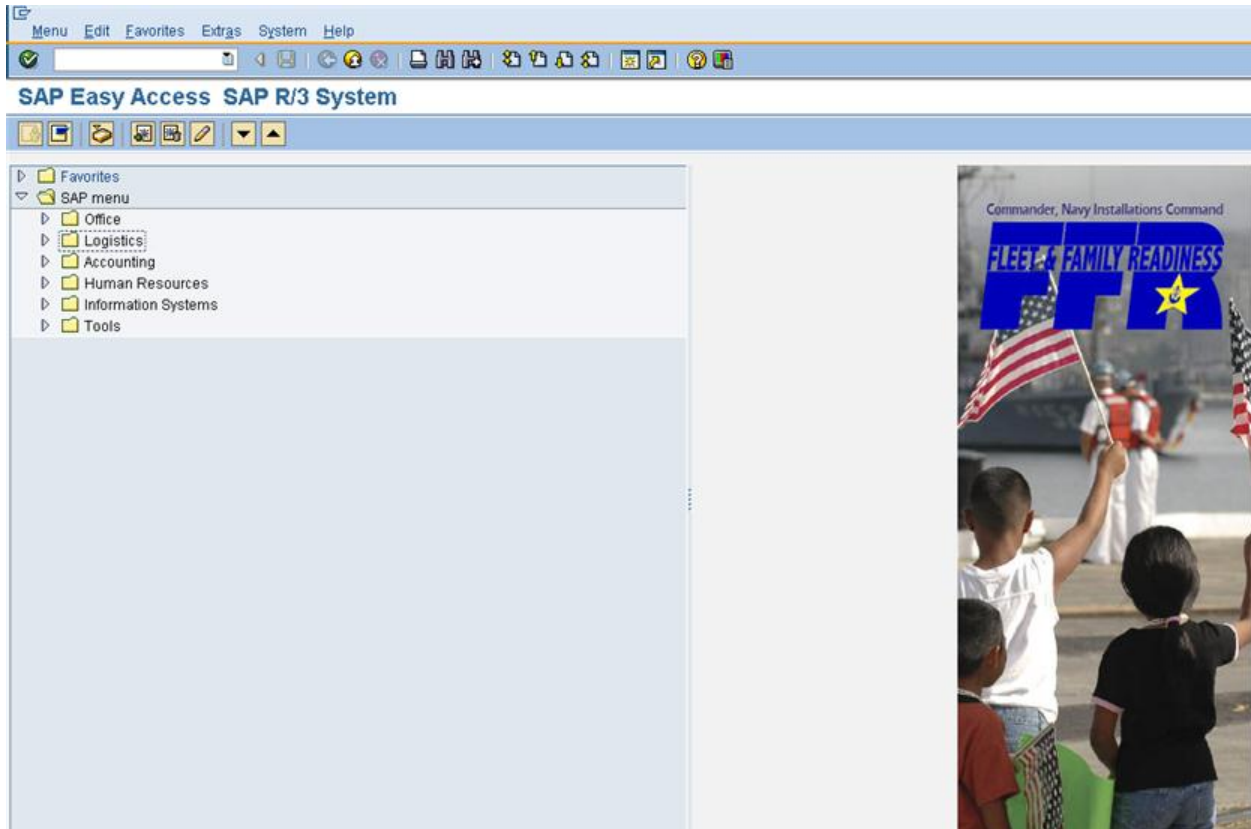
Logging Off

To log off SAP, follow these steps:

1. From the menu bar, choose *System → Log Off* or click the [X] 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.
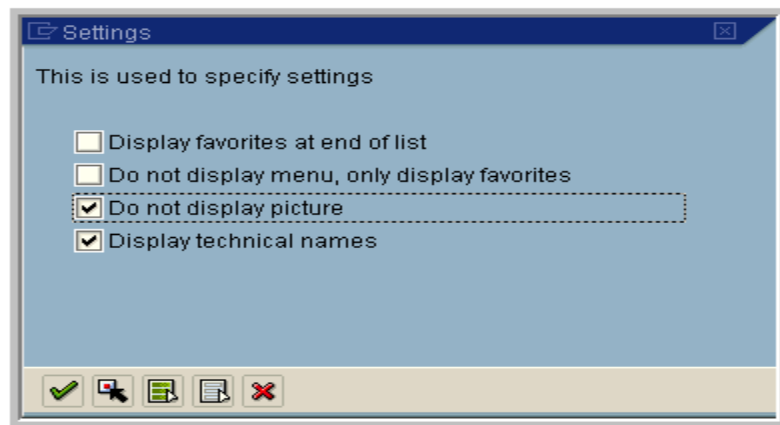
Set up Maintenance

For first time users the initial SAP screen displays a picture that can be removed.
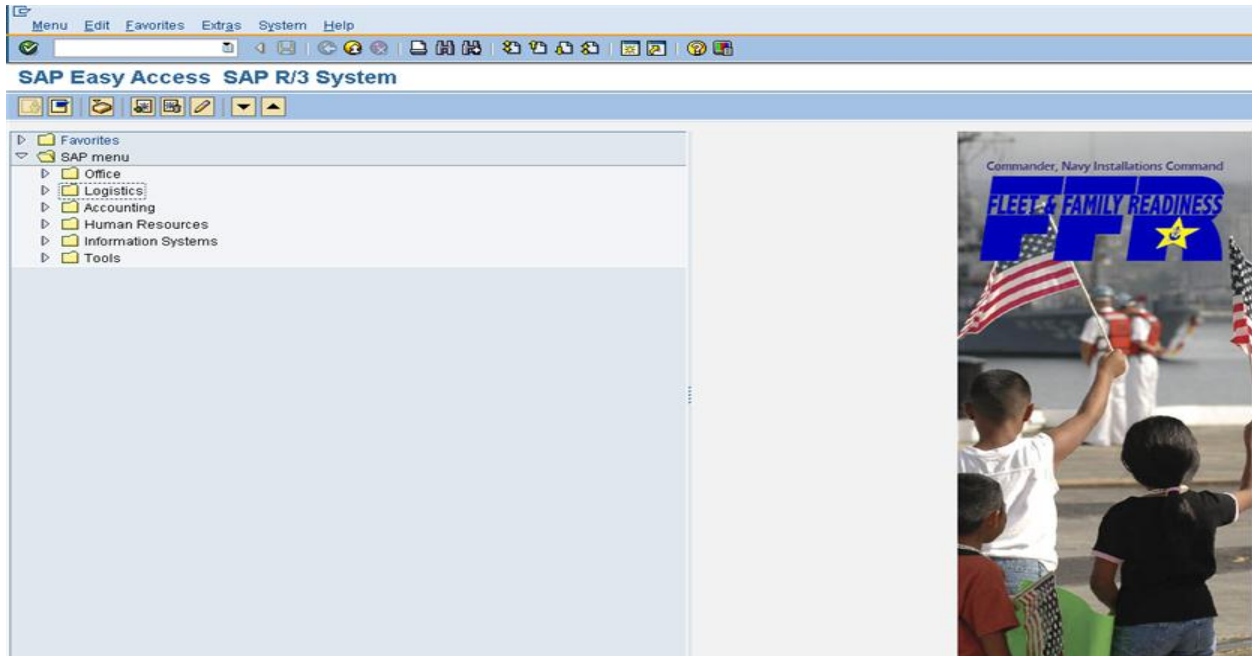
Go to menu path *Extras→Settings* on the top toolbar. A box will display similar to the following. Check the following boxes:

• 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.
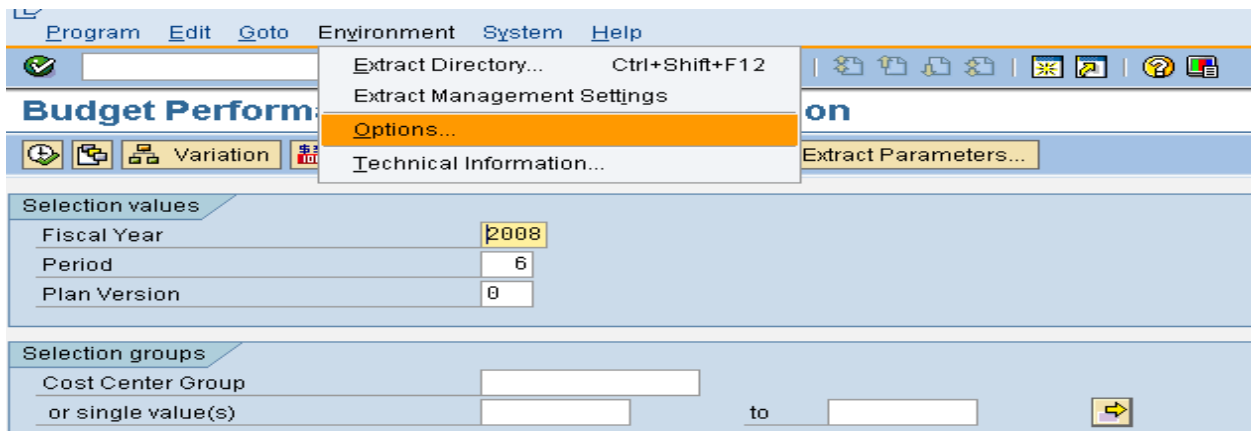
Setting Expert Mode

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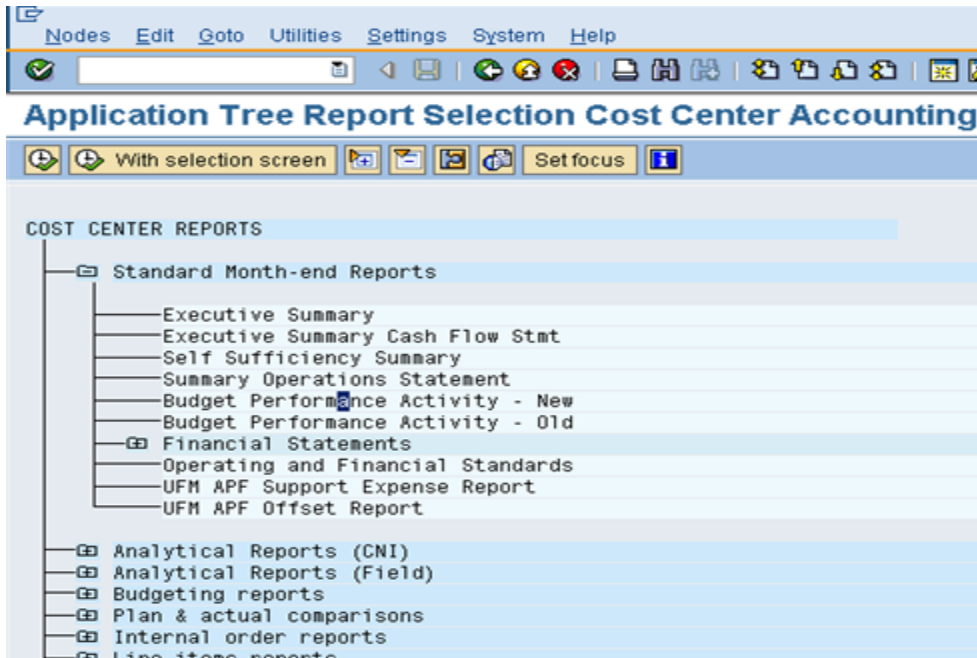
From the selection criteria screen use drop down menu *Environment→Options* to set the user report options.

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.

```
Options                                              ⊠

  General Settings
  ☑ Expert mode
  ☑ Display navigation bar

  List Output
  ☑ Print page formatting
  ☐ Freeze Page Header
  ☐ Freeze lead column
  ☑ Display icons

  Exit Report
  ☑ Send confirmation prompt
    Default Settings
    ☐ Save settings
    ☐ Create extract

  Office integration
  ◉ Inactive
  ○ Microsoft Excel
  ○ Lotus 123

  ☑ Worksheet protection

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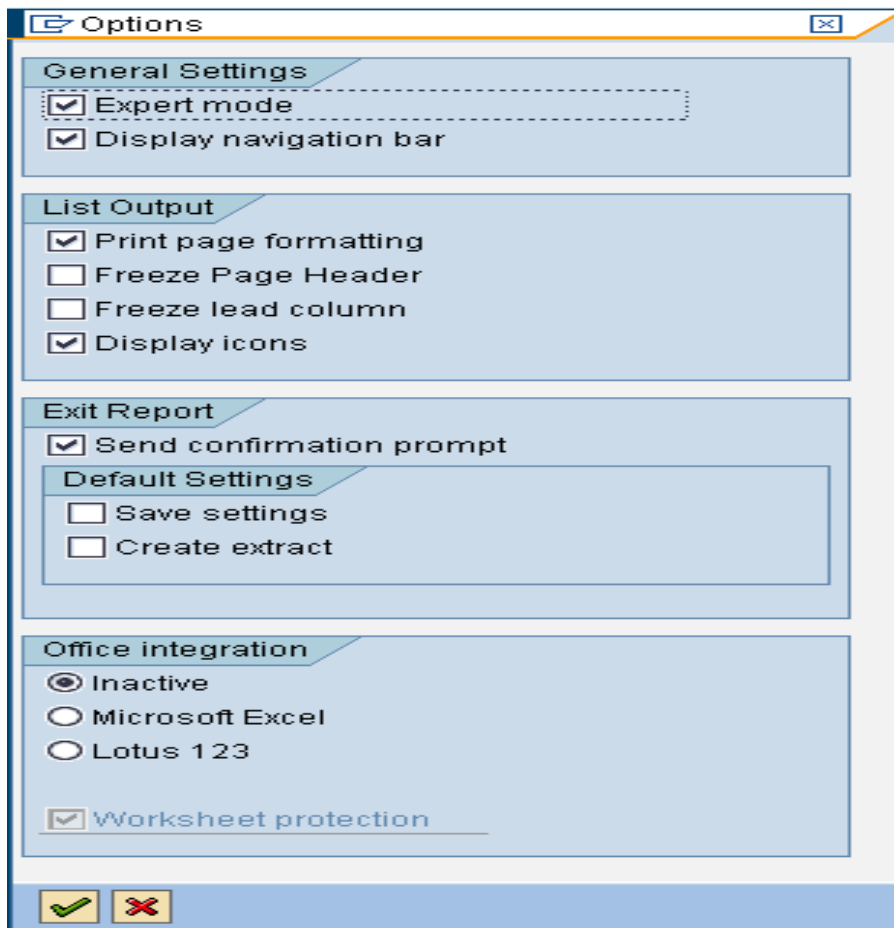
Also, using the Freeze page Header allows the header to display when scrolling vertically.
Freeze lead column prevents the lead column from being lost when scrolling horizontally.

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


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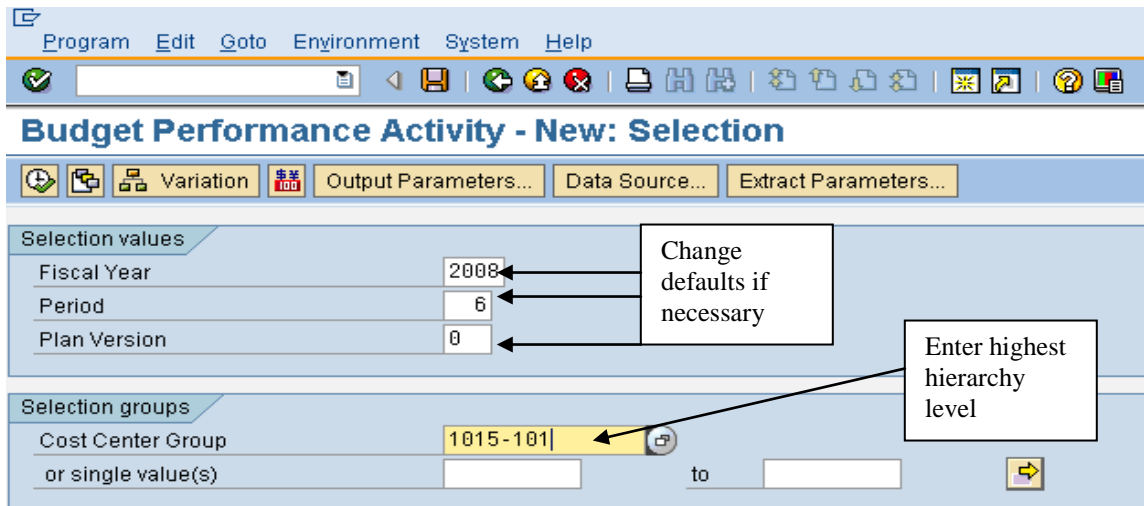
Enter the cost center group as defined by the program represented by the user or a single cost center in the second option. **Choose either a Cost Center Group or a Single Cost Center. Values cannot be entered in both fields!** Once the fiscal year, period and cost center group has

been entered, click the execute button [icon]. 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 [icon].
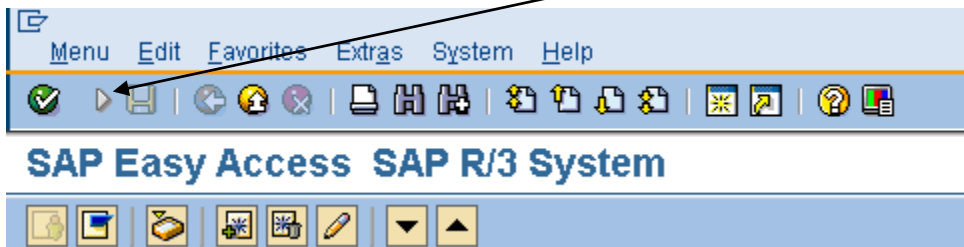
Open command window

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.
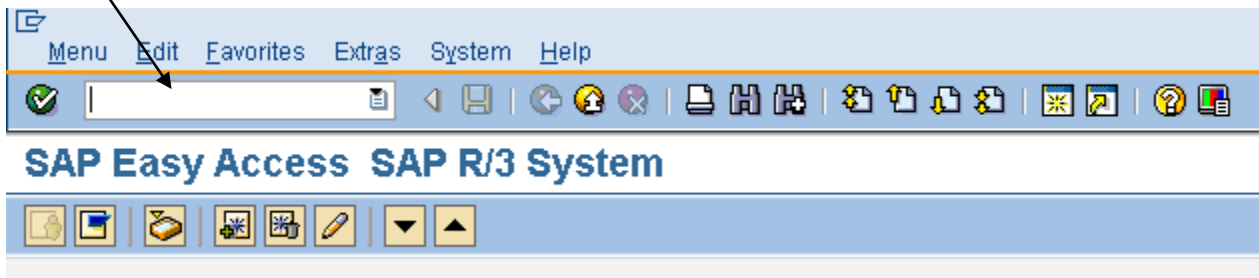
Navigating SAP

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.
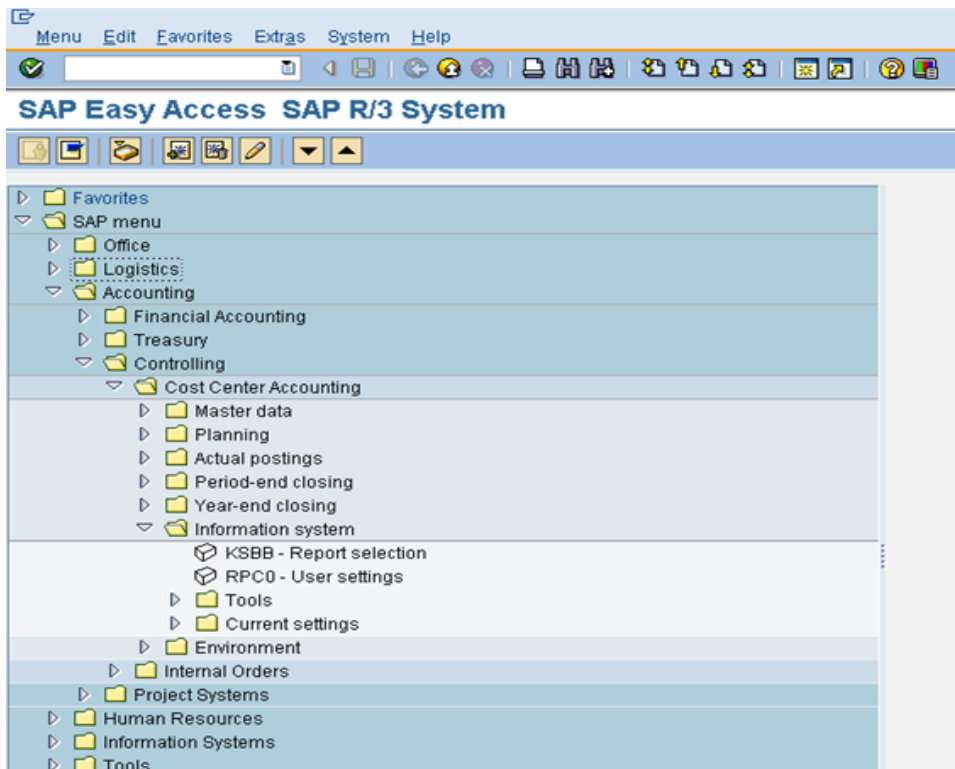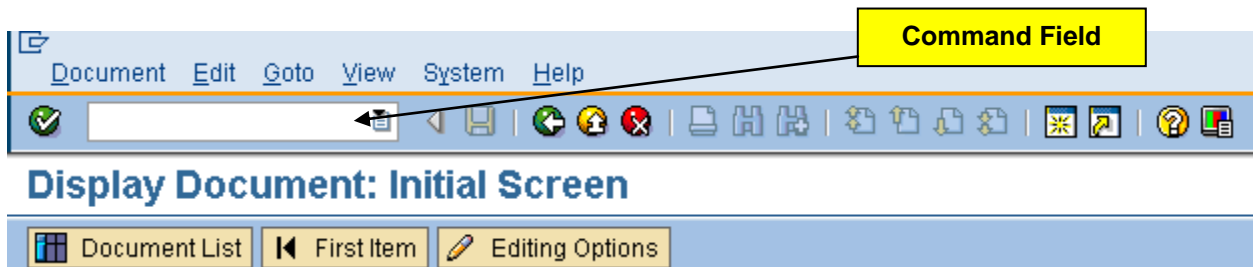
Using Transactions Codes to select a task

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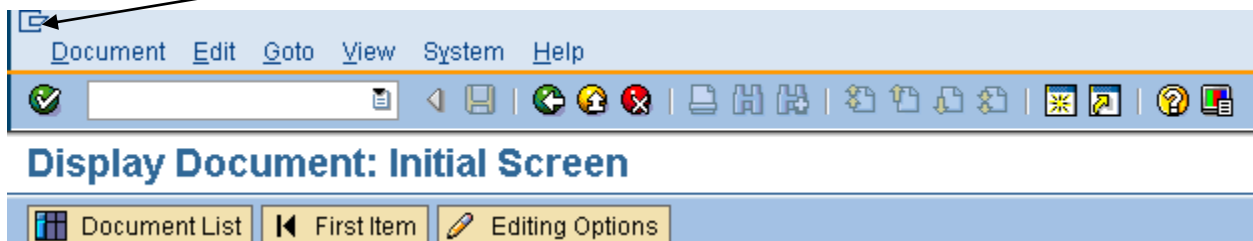
Each function in SAP has a transaction code associated with it. A transaction code consists of letters, numbers, or both. "KSBB" and "FBL3N" are both valid transaction codes. Enter transaction codes in the command field.

Command Field

Document Edit Goto View System Help

Display Document: Initial Screen

Document List | First Item | Editing Options

Note: If the system is not at the Easy Access Menu, the transaction code will have to be preceeded 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.

Document Edit Goto View System Help

Display Document: Initial Screen

Document List | First Item | Editing Options

Choose Stop Transaction.
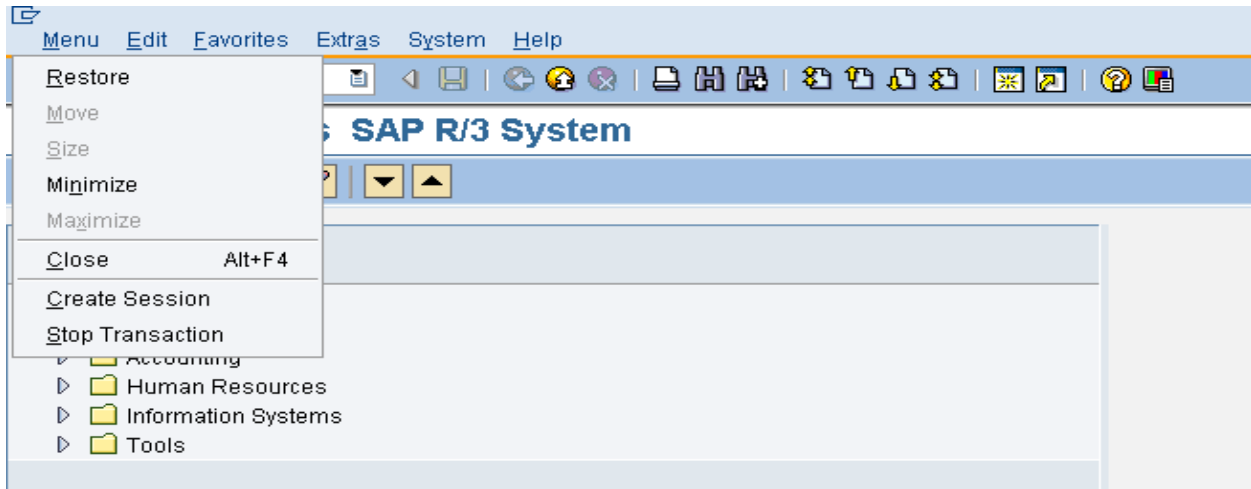
By using this exit strategy the system will stop the executed transaction and return to the Easy Access Menu.
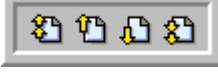
SAP Icons

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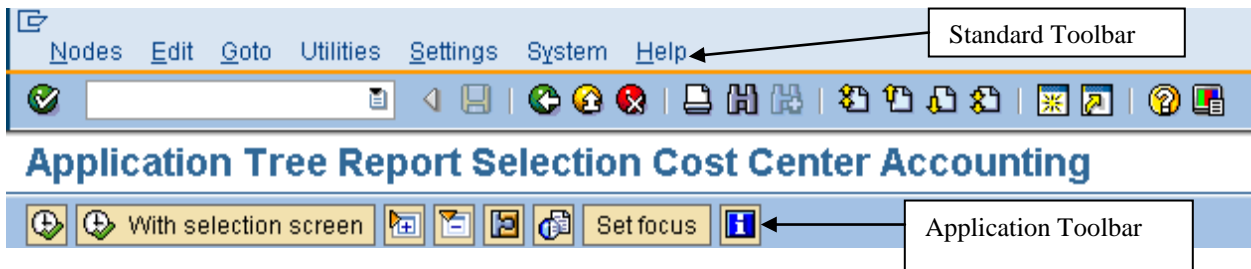
To choose a function with one of these buttons, simply click on the appropriate button.

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
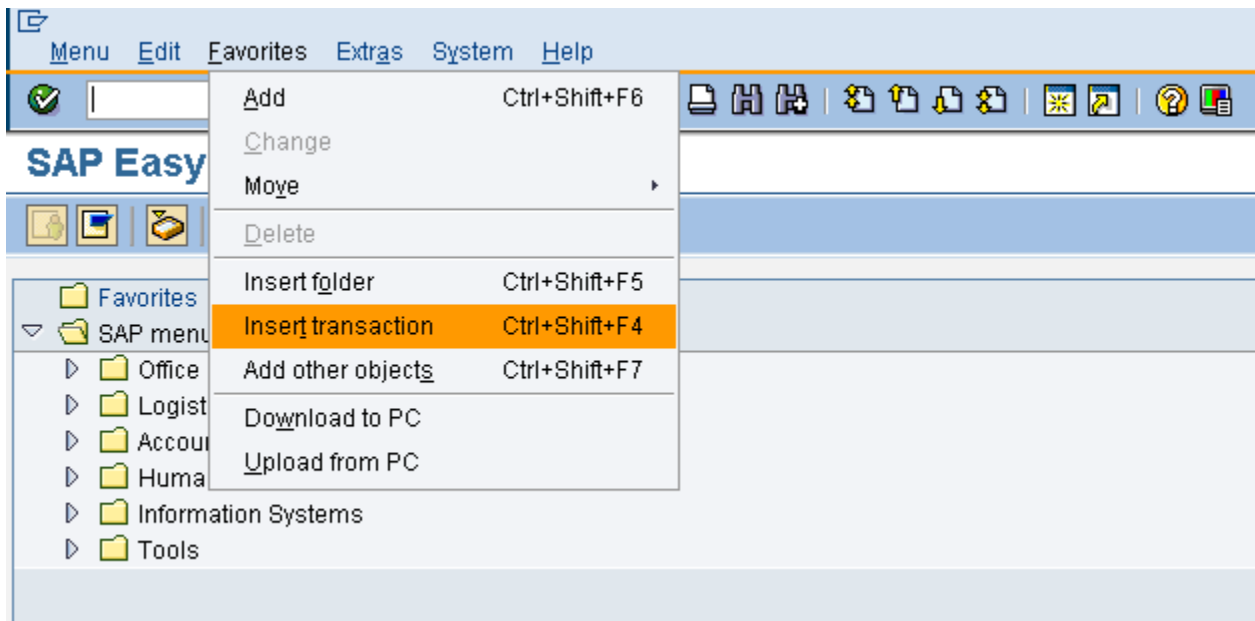
Enter the T-code and then click on the green check.
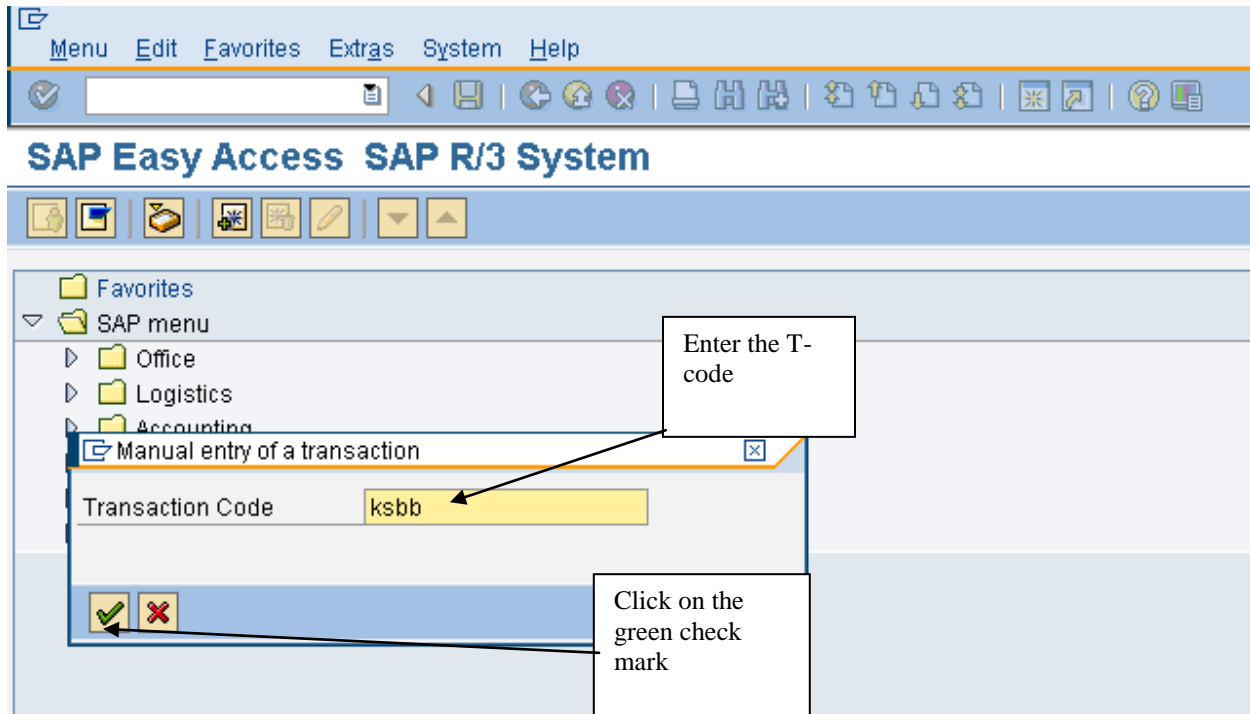
Continue with this process to add more T-codes.

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.
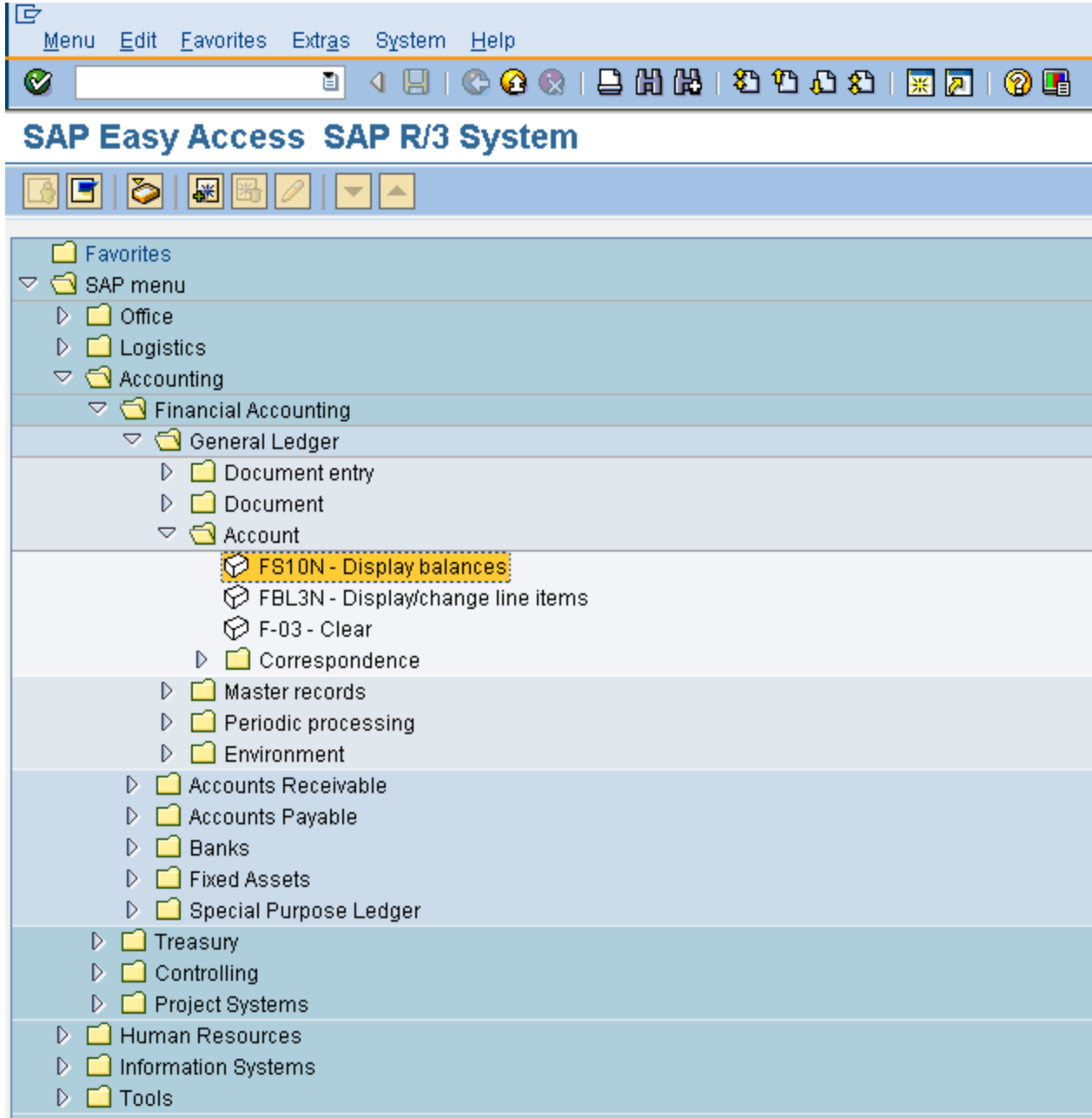
3) Add Manually

If the user finds a T-code in the menu, it can be added by right mouse clicking and clicking on 'Add to Favorites'.
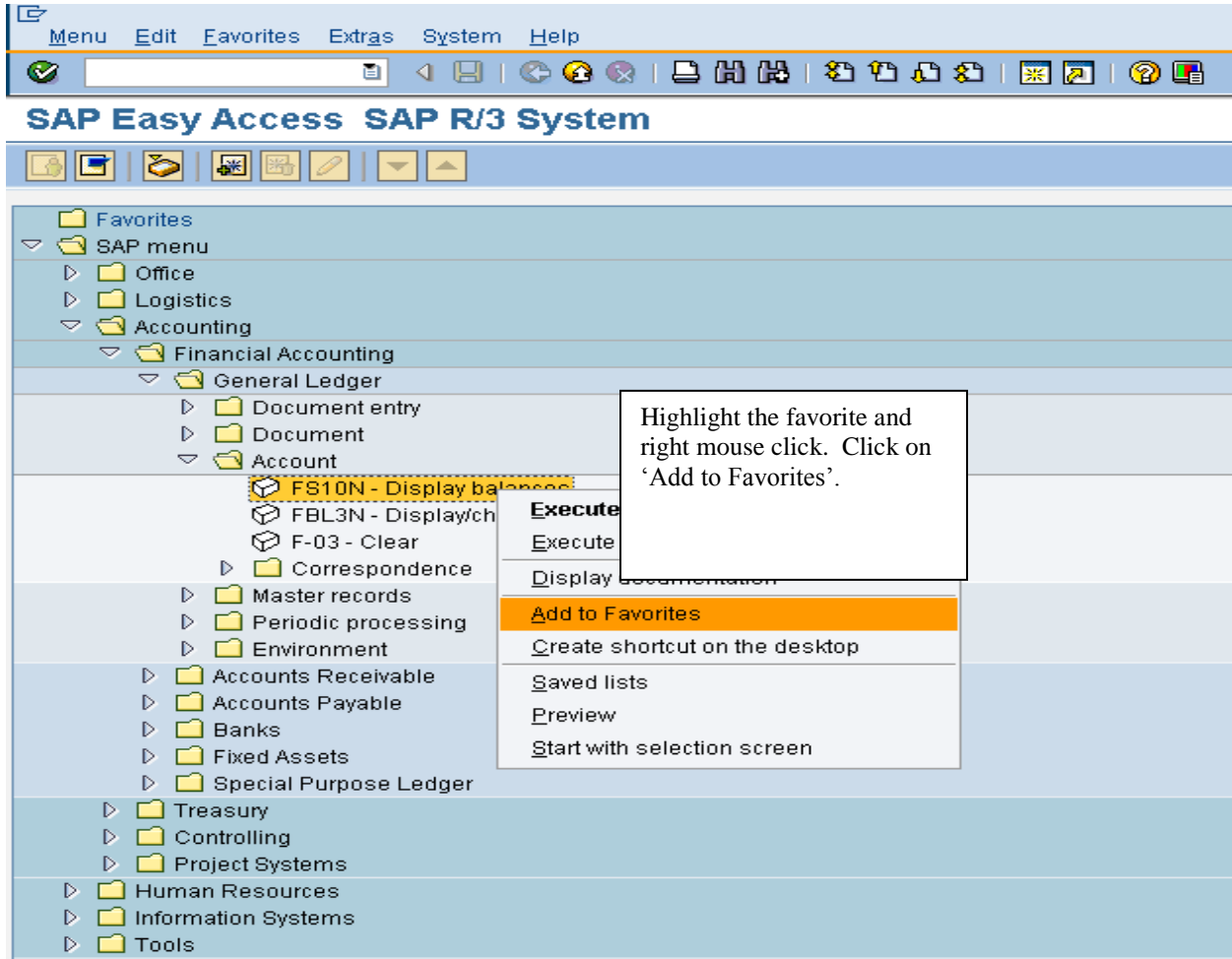
Once your favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.
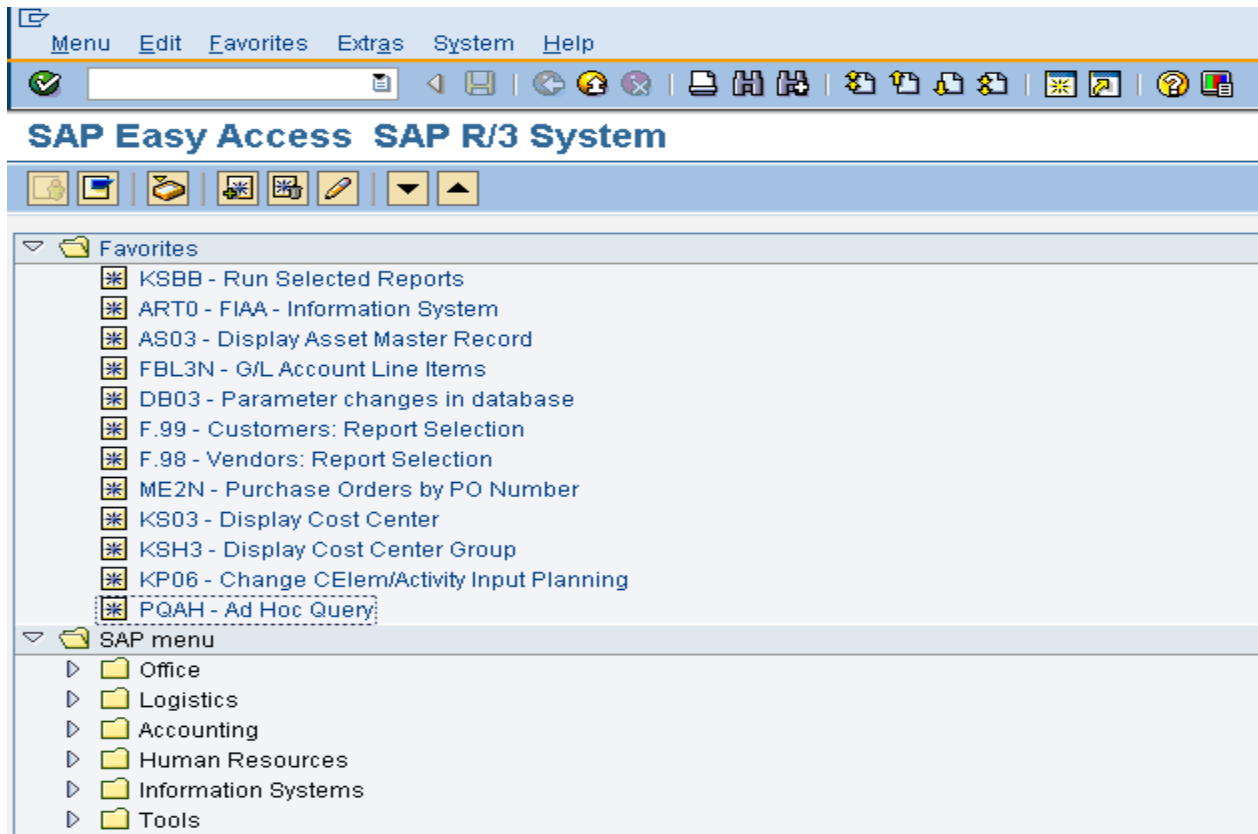
Inserting Folders

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.

Click on Favorites>Insert folder. Enter a folder name and click on the green check mark.

Make sure your cursor is highlighting what you want the folder to be placed under.
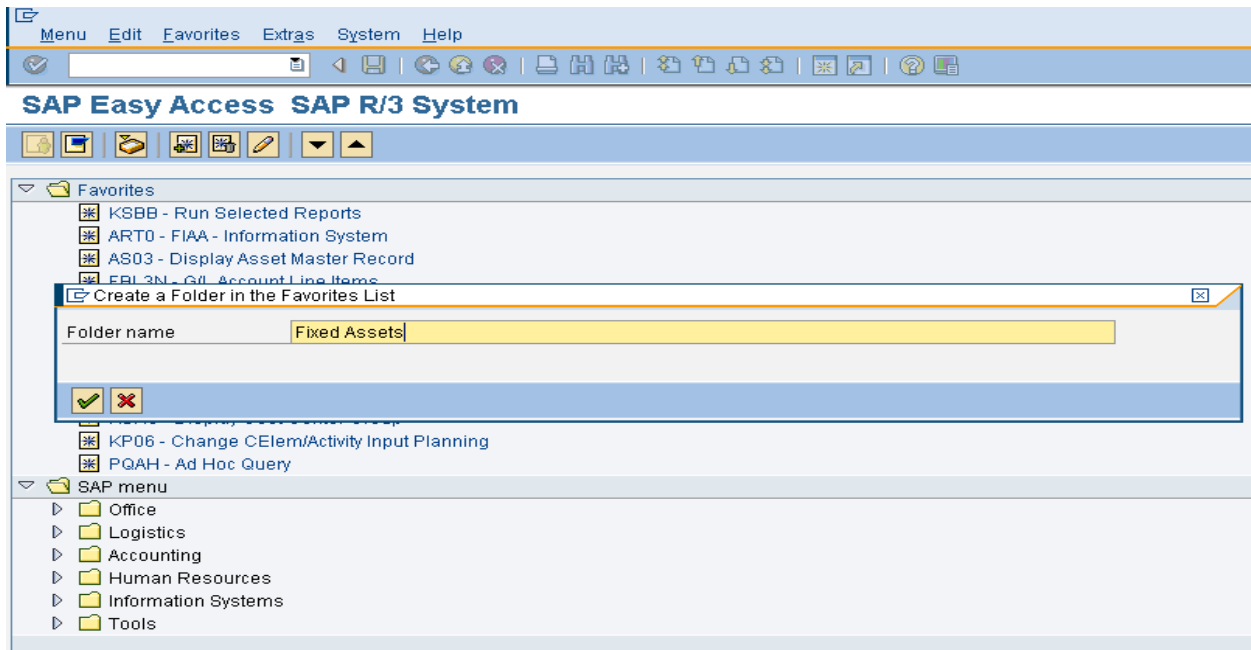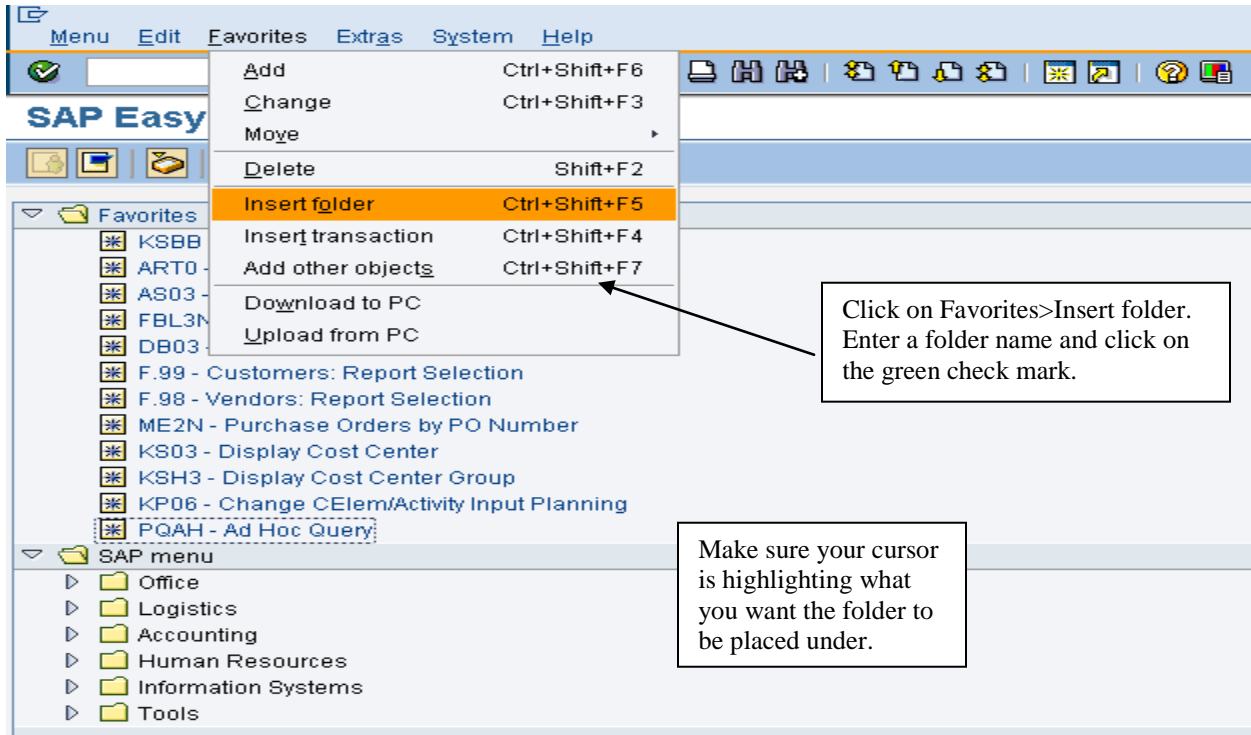
After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.
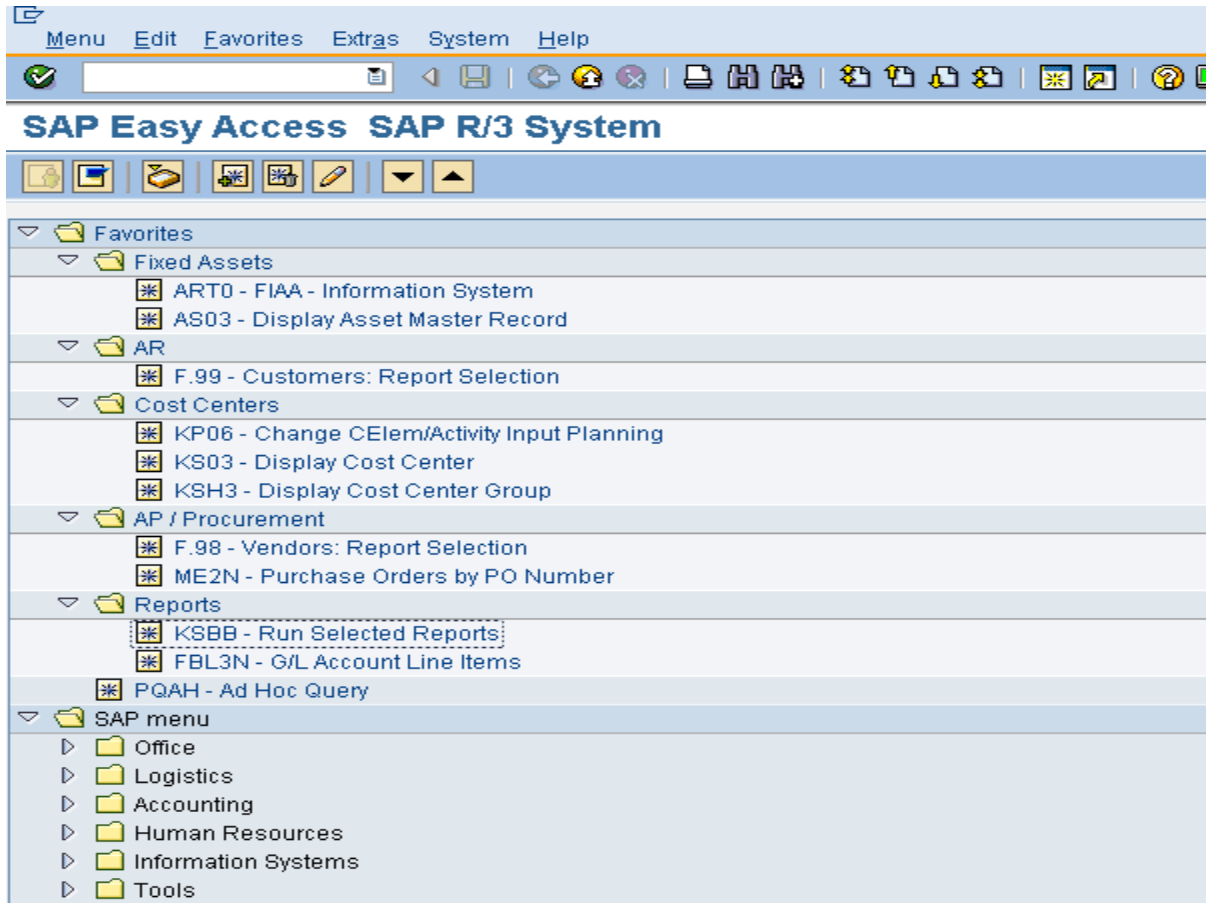
Change Favorite Text

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.
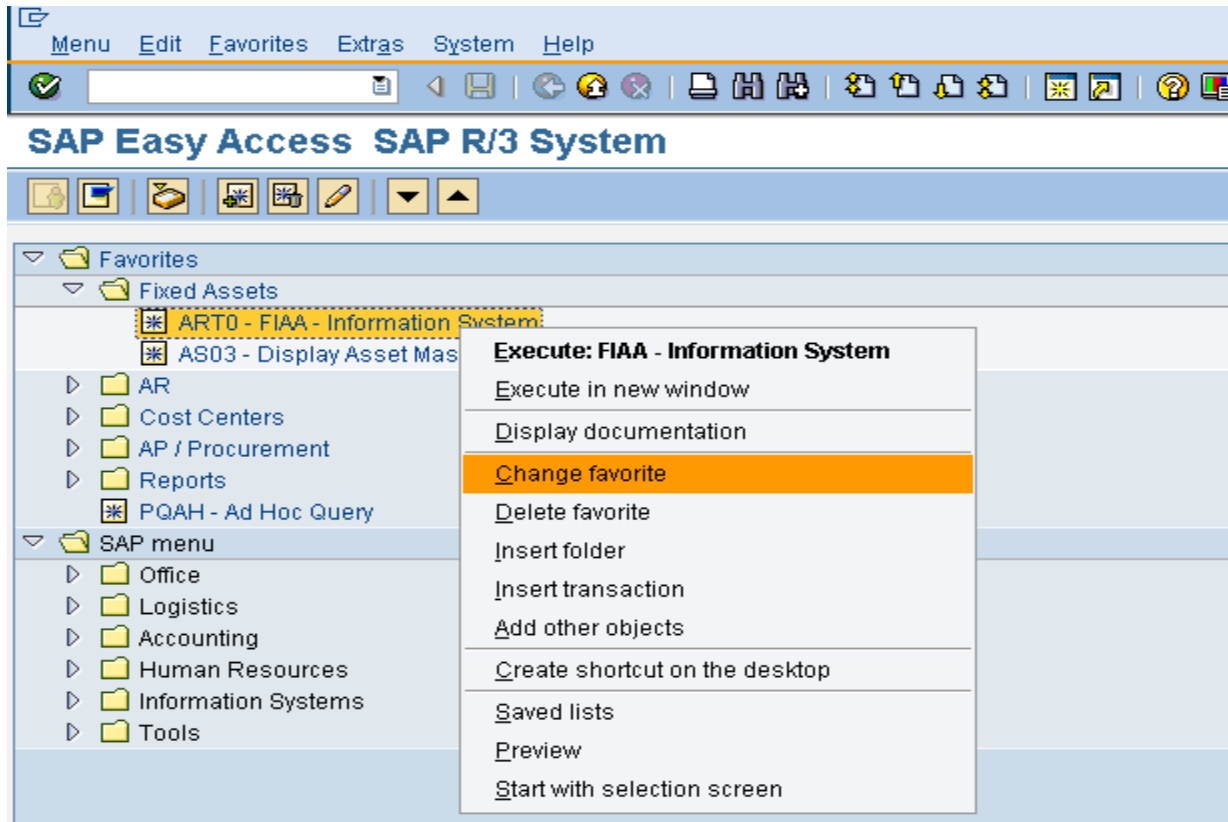
Enter a text that is more meaningful.
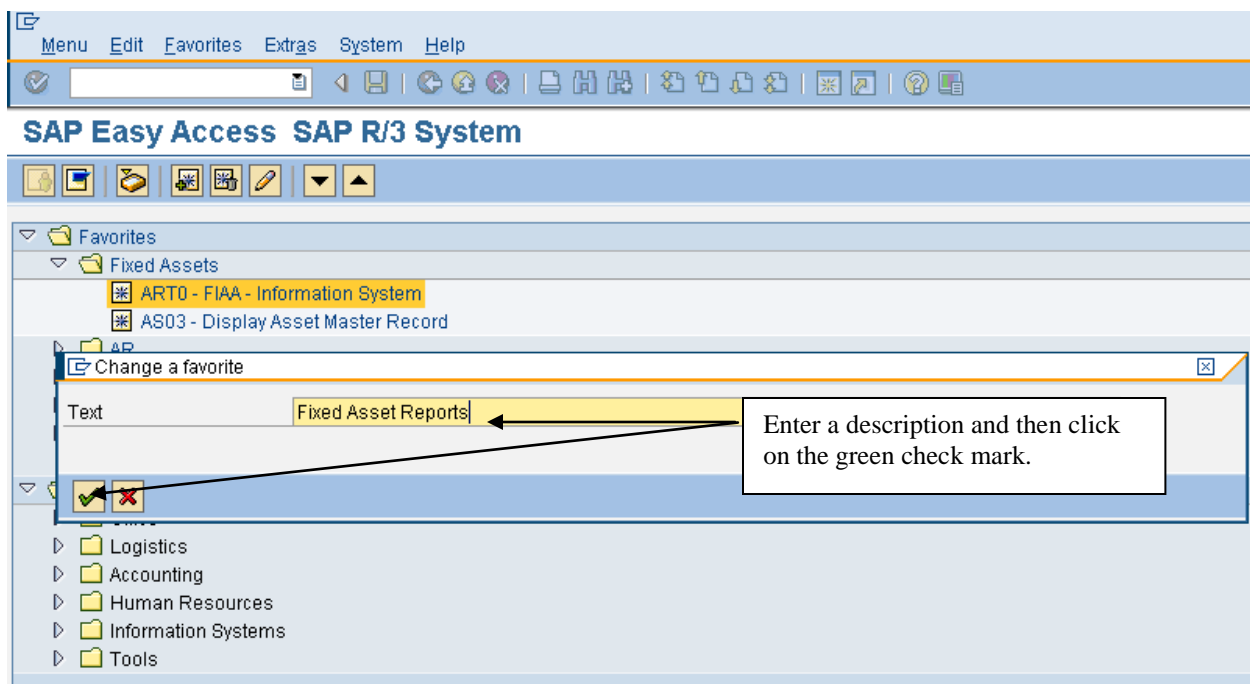
The text will change.
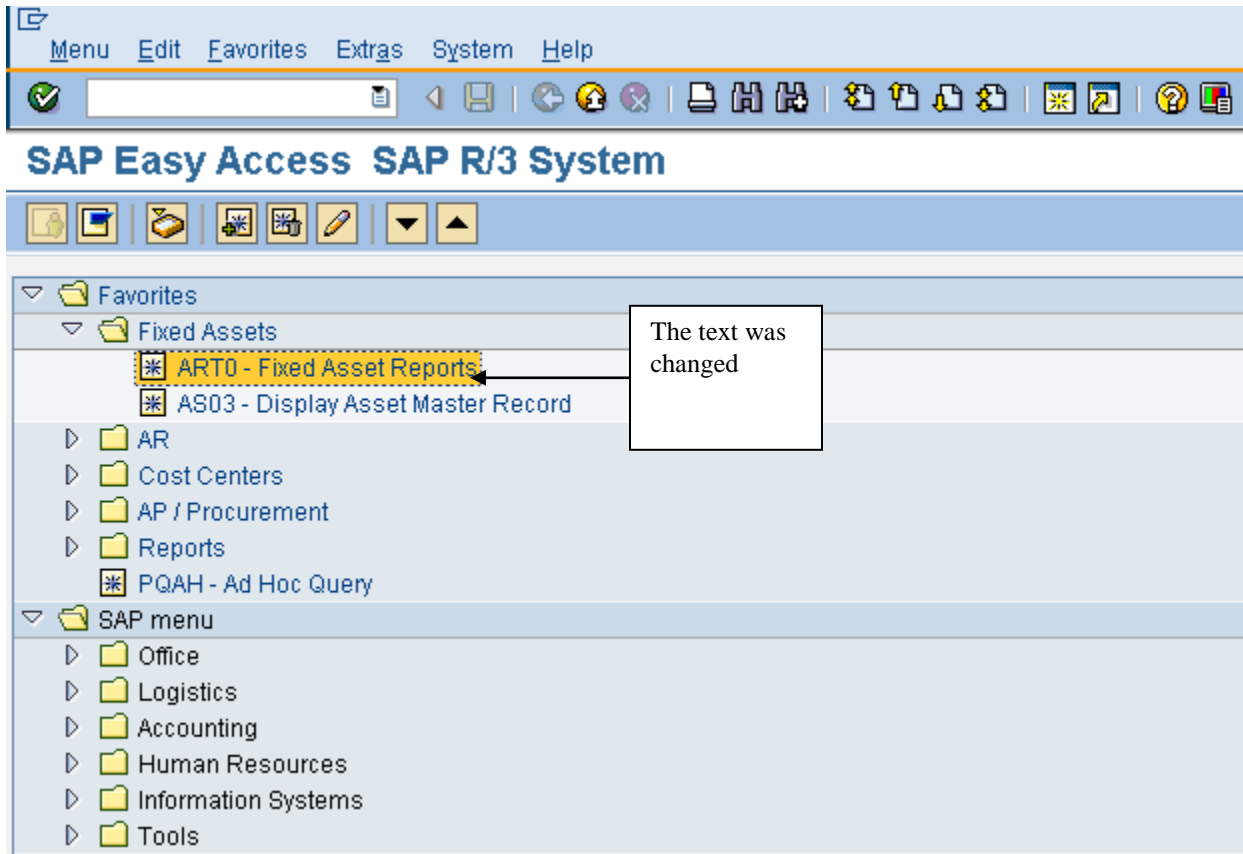
Inserting Web pages

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.
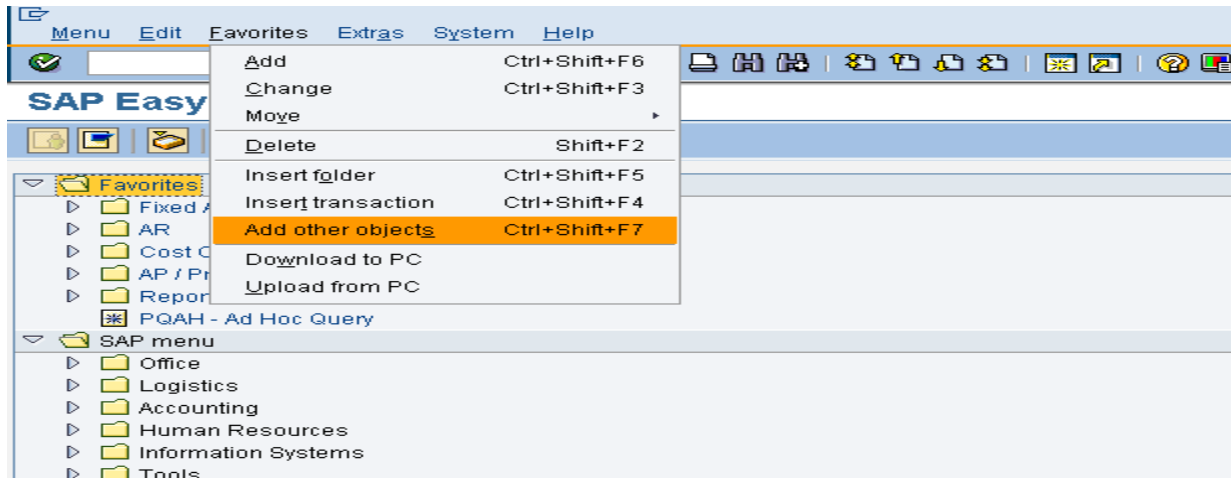
Double click on Web address or file.
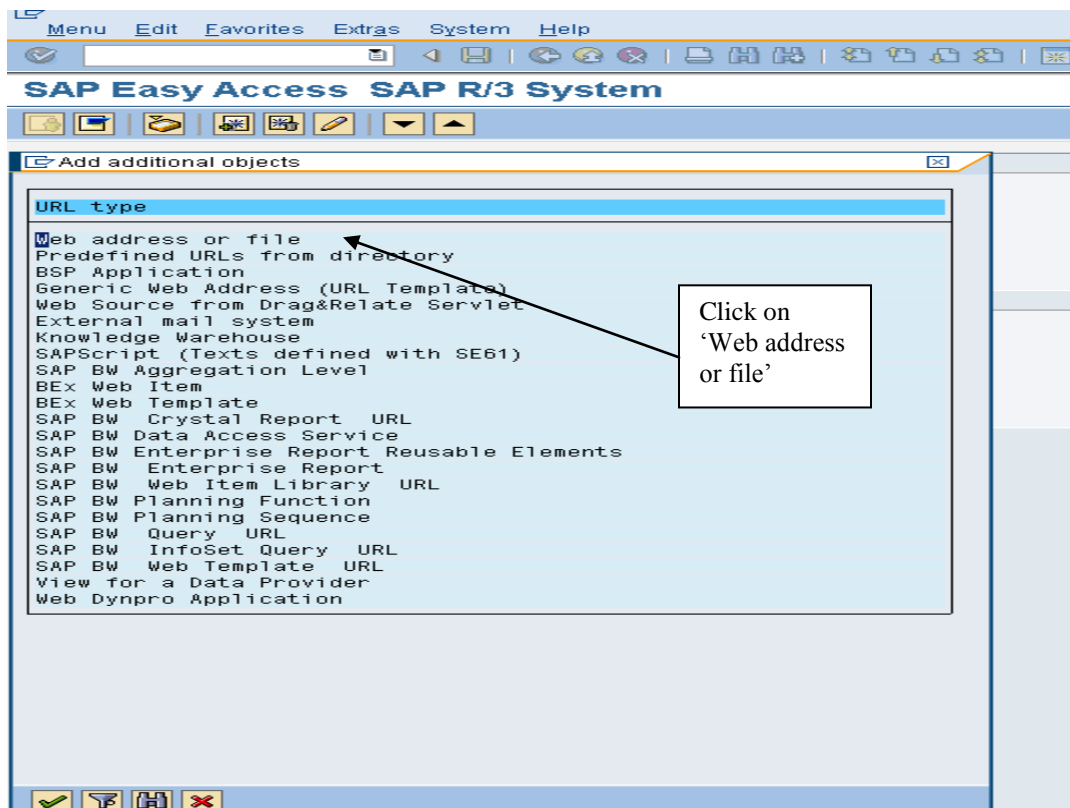
Enter the text and web address.
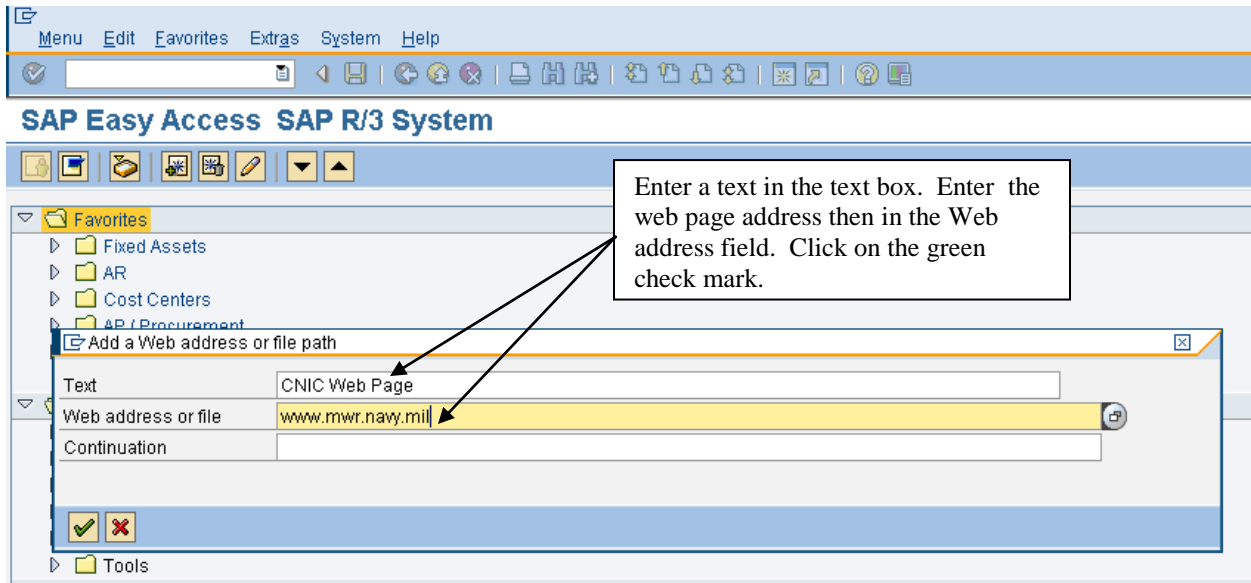
The web address will appear in the favorites and can be executed without exiting SAP.
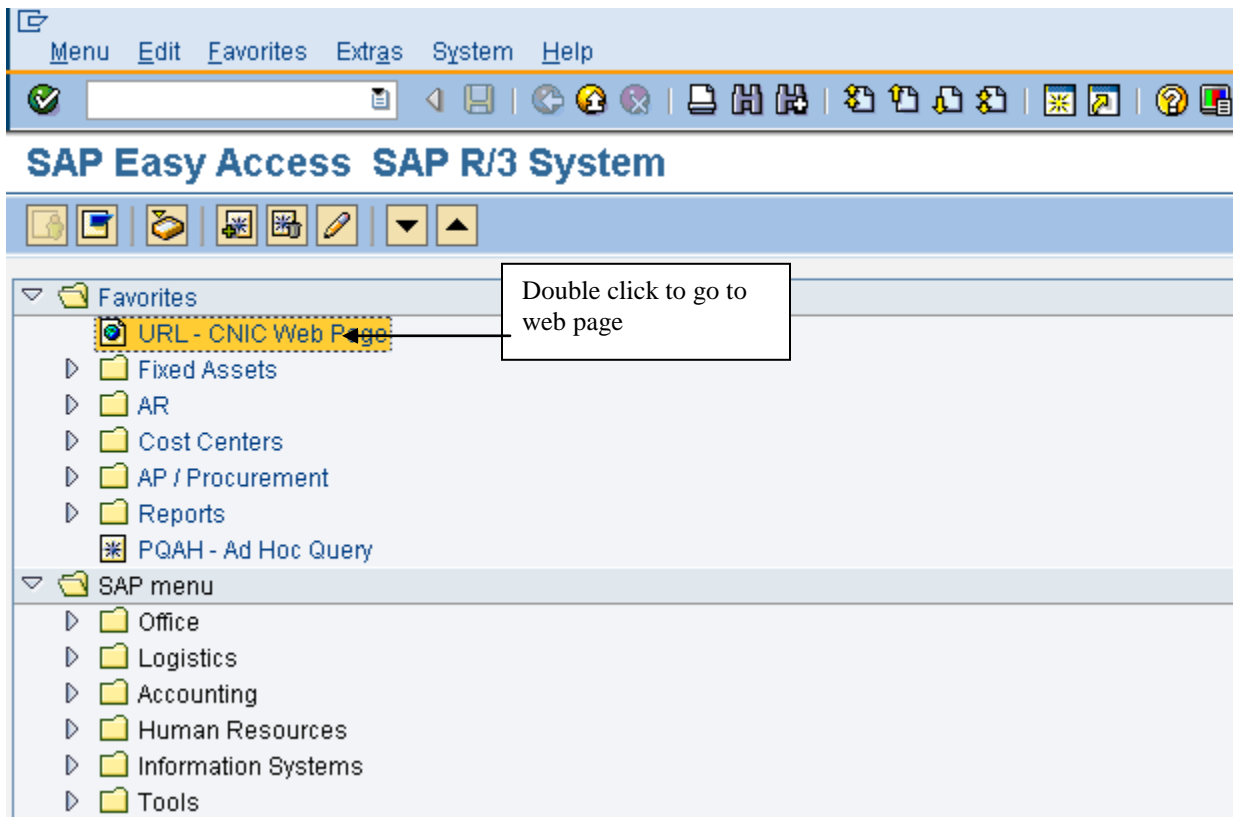
Adding Files

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.
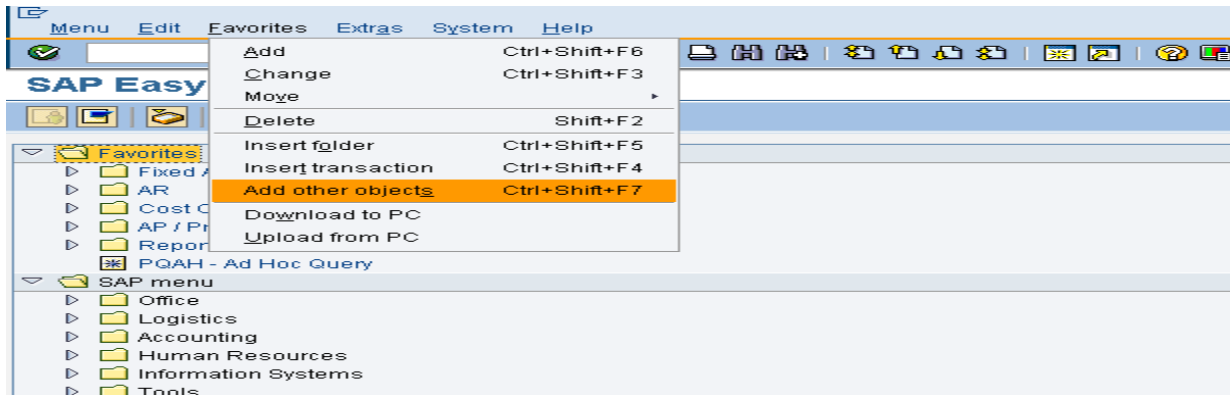
Double click on Web address or file.
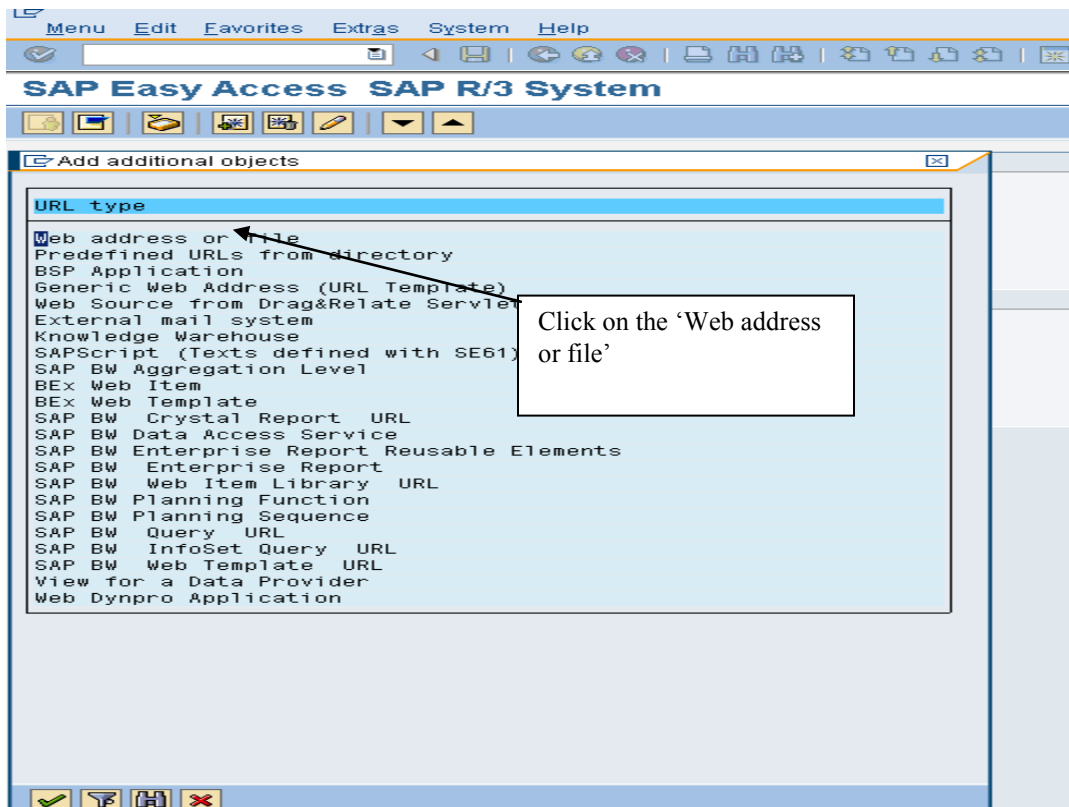
Enter the text and then browse for the document.
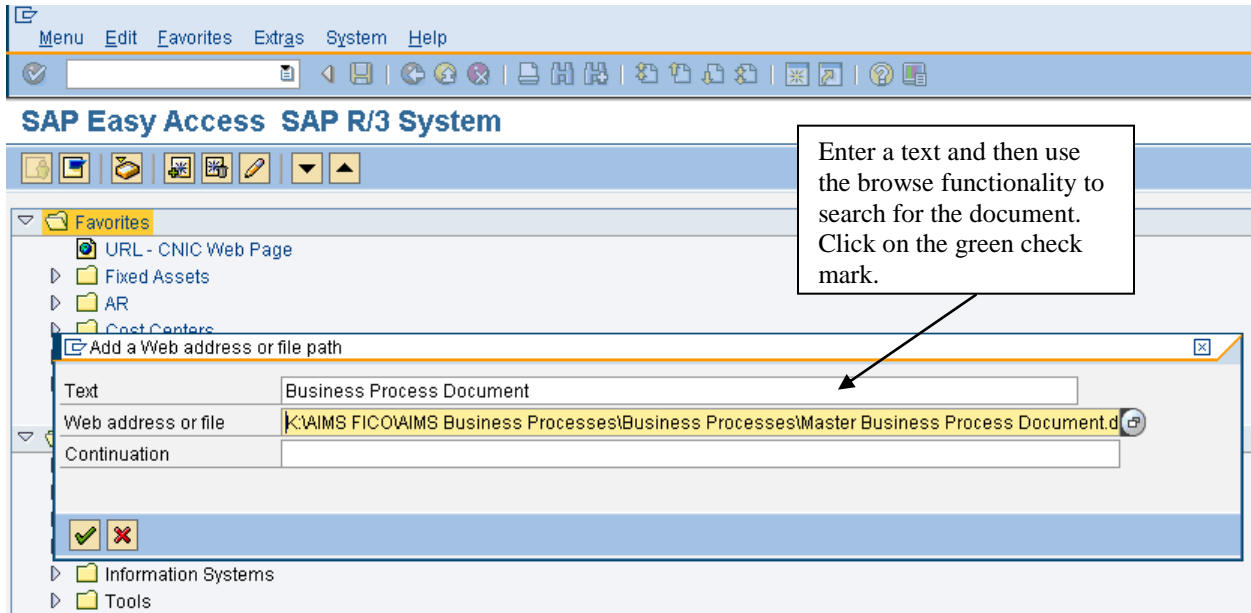
The document is now available under the Favorites folder.
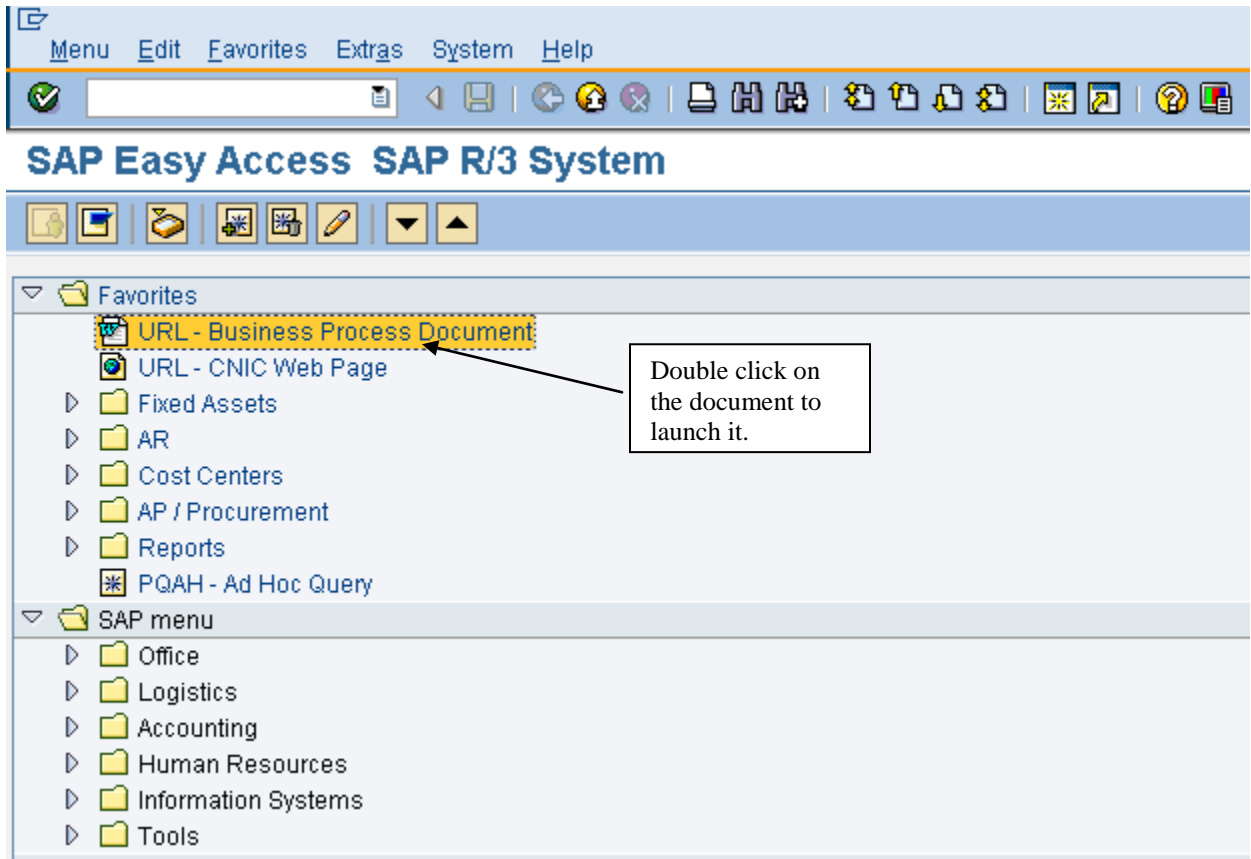
The Business Workplace

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 *Documents*, you find all the documents sent to you and their resubmissions. Under *Unread Documents,* you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window).
Outbox	Under *Documents*, you will find an overview and other information about the documents sent to you.
Resubmissions	Under *Documents*, 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
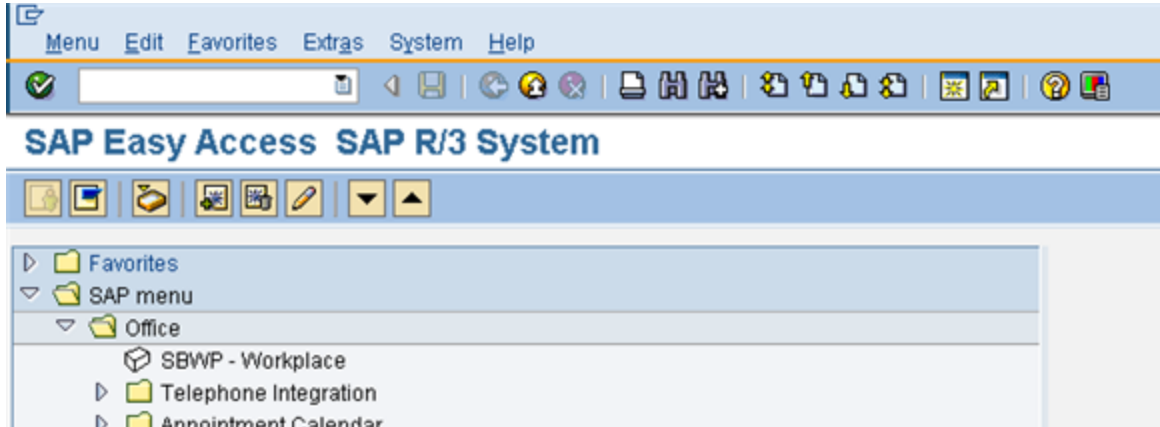
The individual working environments are shown after expanding the Workplace tree.
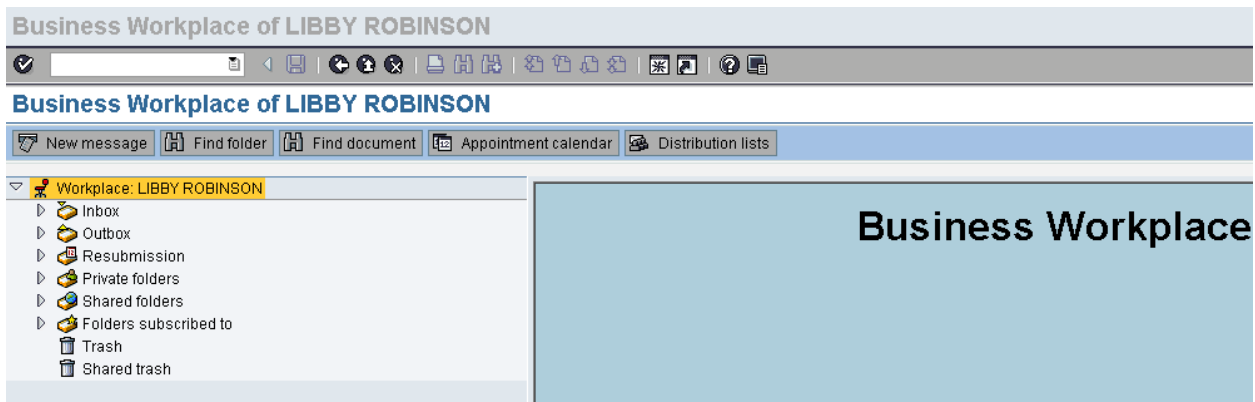
Further expansion of the tree shows the individual factors that make up the Inbox, for example.

Business Workplace of LIBBY ROBINSON

Business Workplace of LIBBY ROBINSON

New message   Find folder   Find document   Appointm

▽   Workplace: LIBBY ROBINSON
   ▽   Inbox
      Unread Documents 0
      Documents 53
    ▷   Workflow 0
      Overdue entries 0
      Deadline Messages 0
      Incorrect entries 0
  ▷   Outbox
  ▷   Resubmission
  ▷   Private folders
  ▷   Shared folders
  ▷   Folders subscribed to
    Trash
    Shared trash
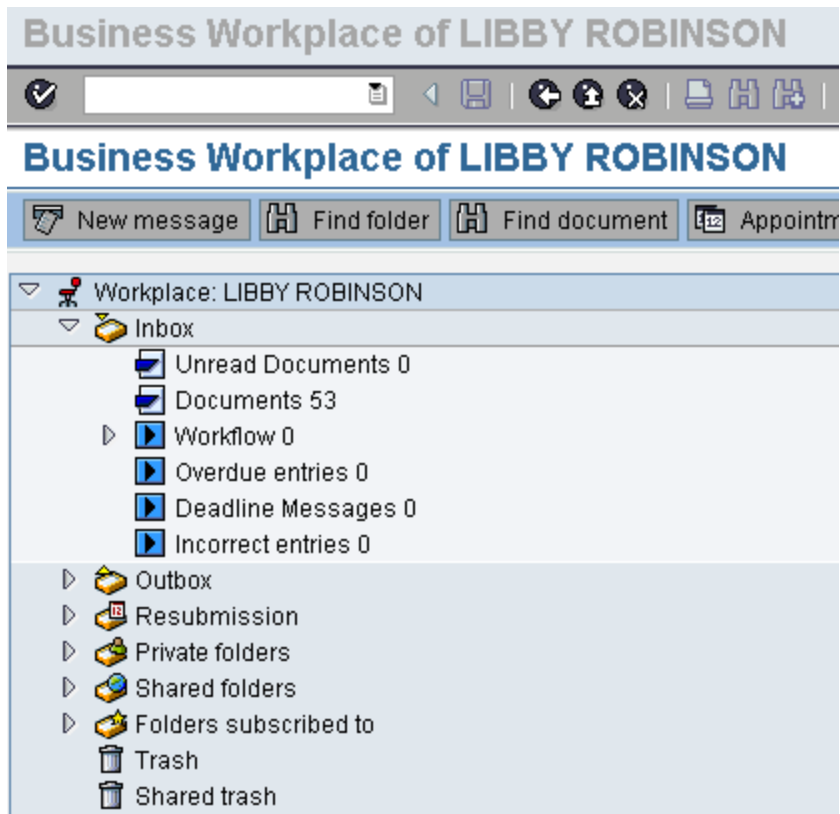
At the present time, the Workflow procedures are not enabled. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.
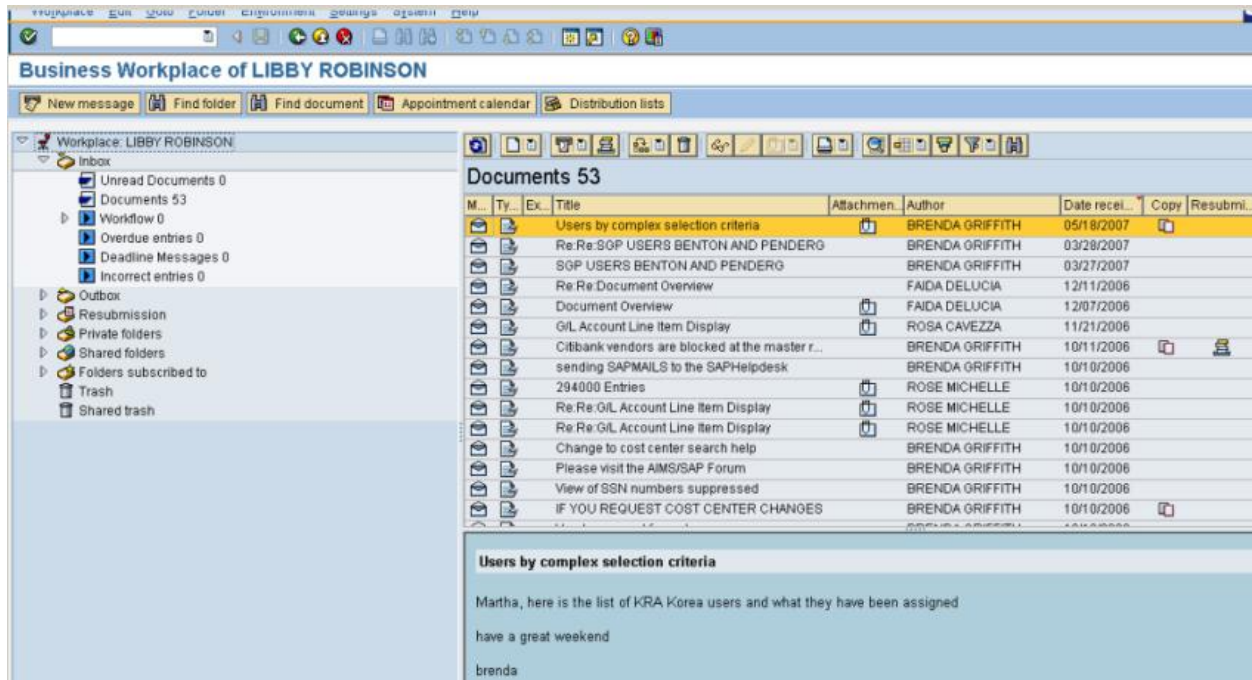
The previous screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.
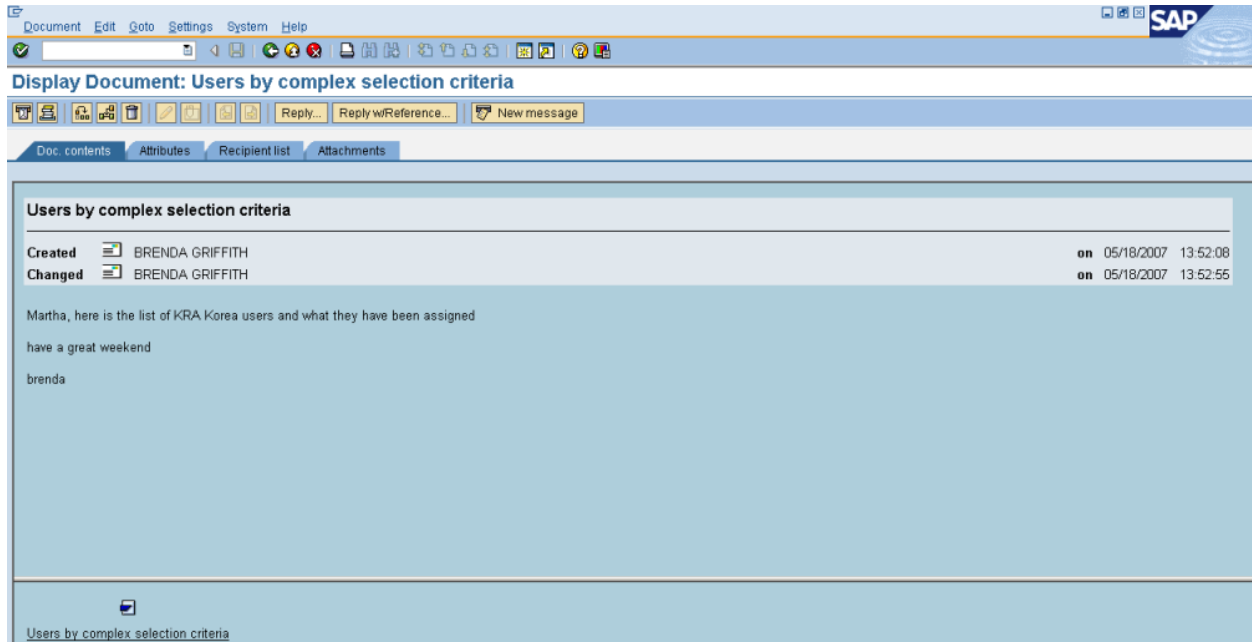
To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.
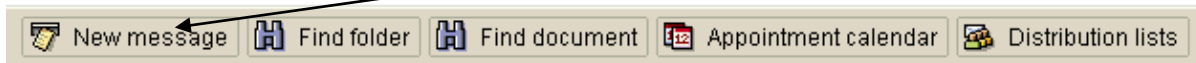
Clicking on this icon opens a window that allows the user to create, edit and attach documents to the message they wish to send within the SAP mail system.
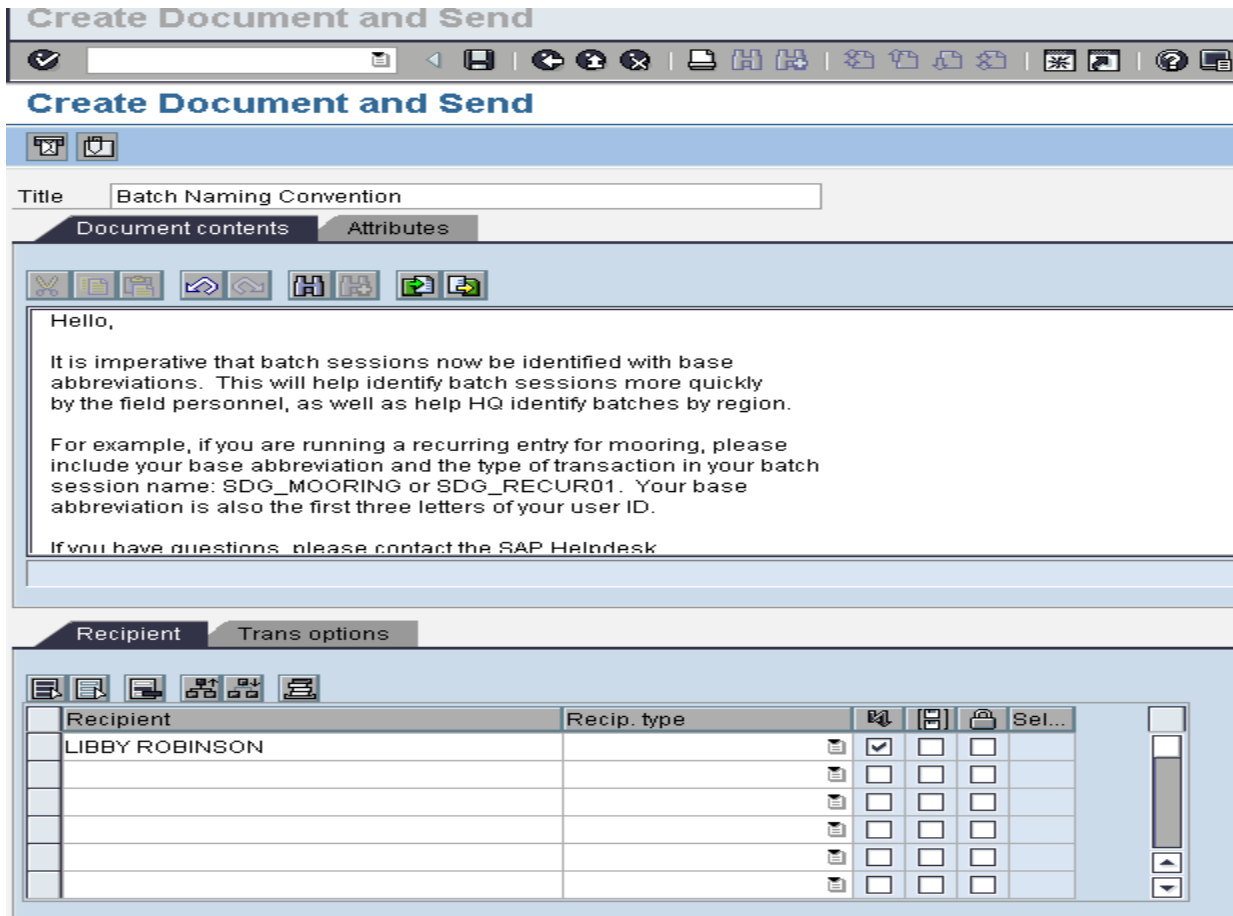
To send the communication to a particular recipient, merely type a partial last name combined with a wild card * (asterisk) to search for the user. It is NOT necessary to enter a Recipient type. (The wild card * (asterisk) can be used for many searches in SAP.)

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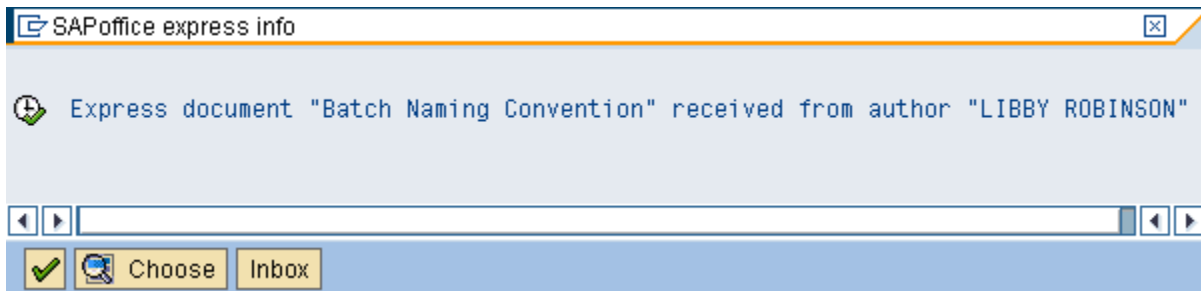
By clicking on the Execute button , the recipient may instantly see the document. If speed is not a priority, the message will remain in the Inbox to be read at the recipient's leisure.

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.

Financial Accounting			
Assets	Liabilities	Revenue	Expense

Cost Elements
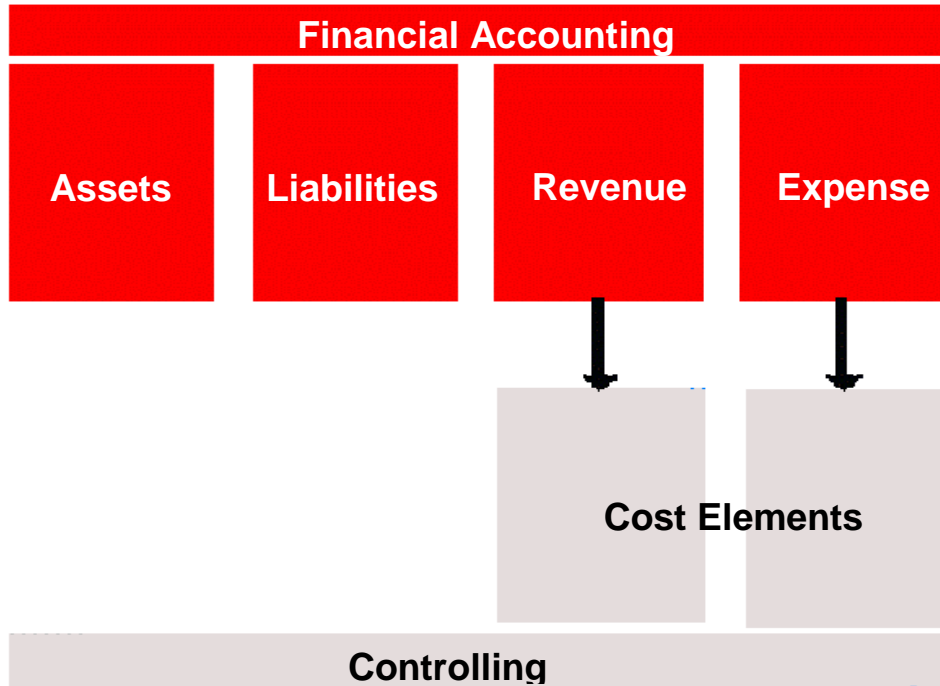
Controlling

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

- Cost Center

Auto Skills

Auto Skills G&A

Auto Skills Program

Auto Skills Resale

Cost Center
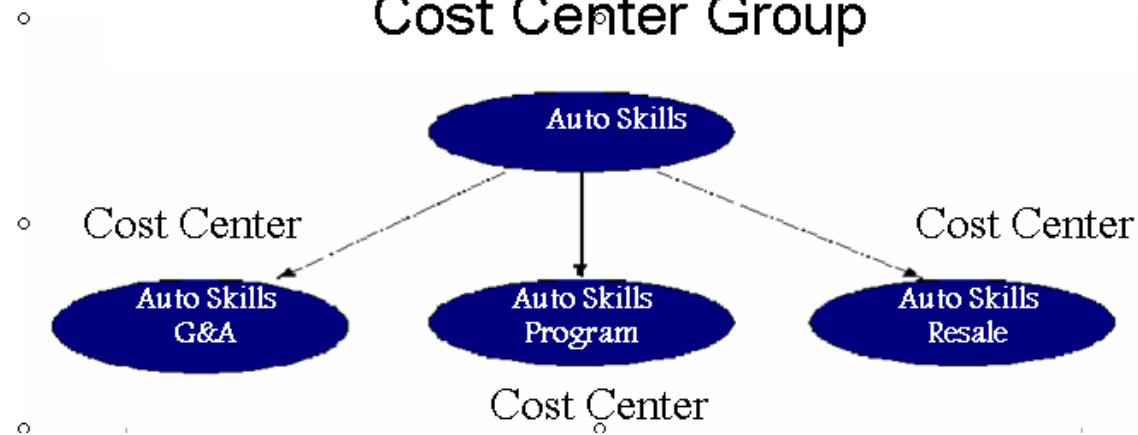
Cost Center

Hierarchies

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

> **Menu path:** *Accounting → 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 [✓].
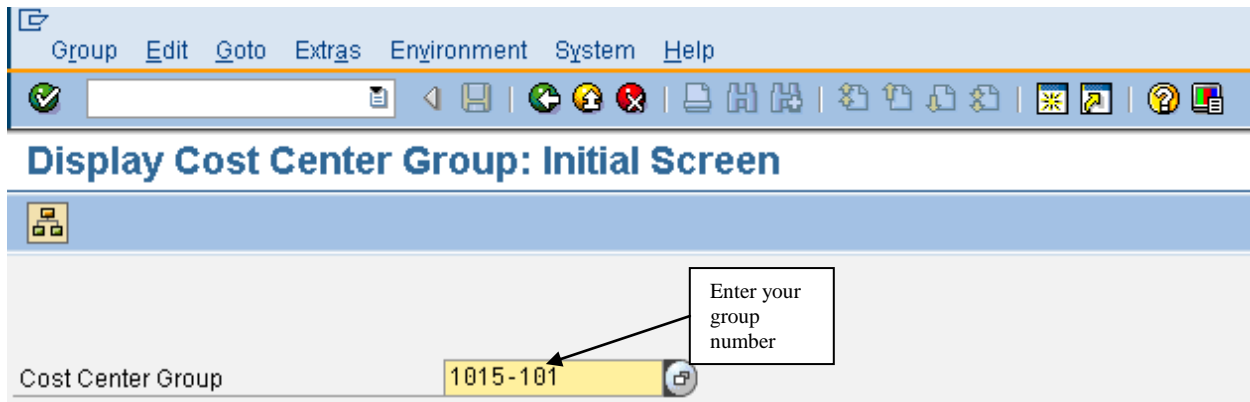
The system will display the hierarchy requested as seen in the following display.
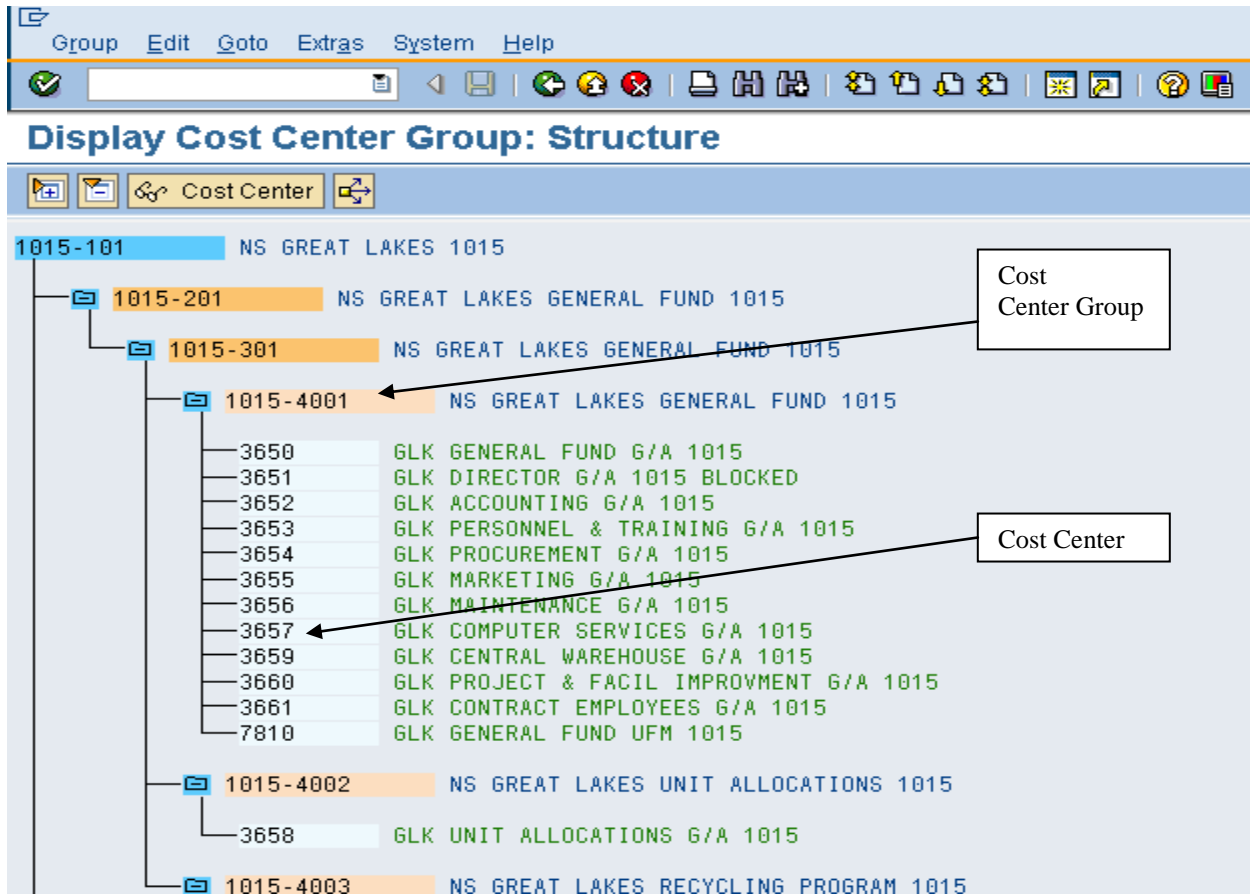
Use the Expand and Collapse buttons to provide more/less details of the hierarchy. Click on any desired folder to expand or collapse that region of the hierarchy and to view cost centers.

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.

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

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
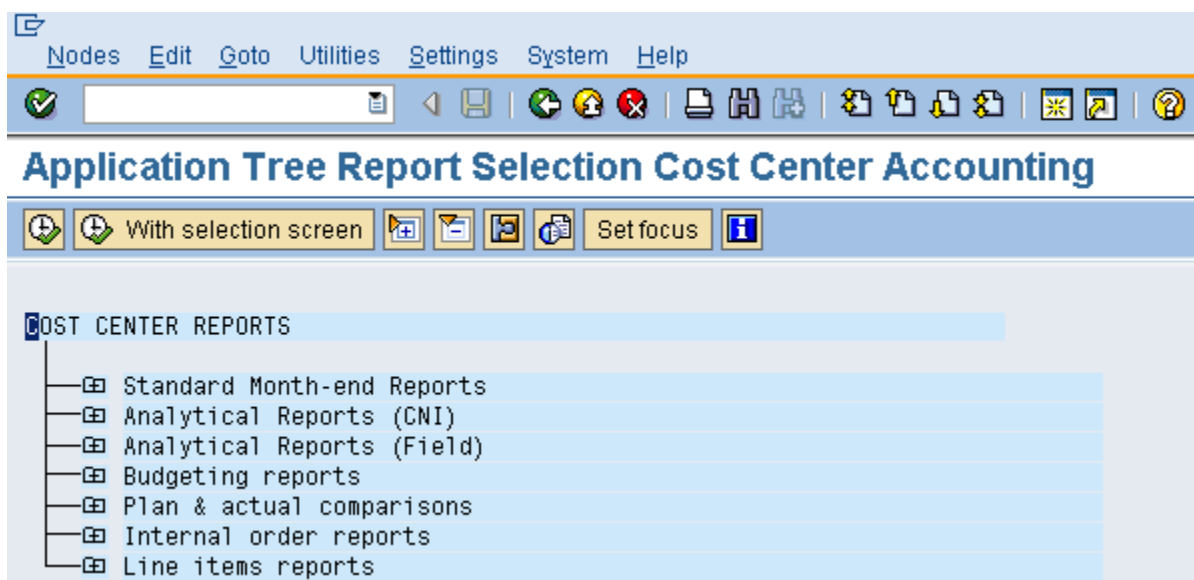
Open the folder for Standard Month-end reports by clicking once on the folder. Select the desired report by double clicking on the report line description. The screen will look similar to the following screen.
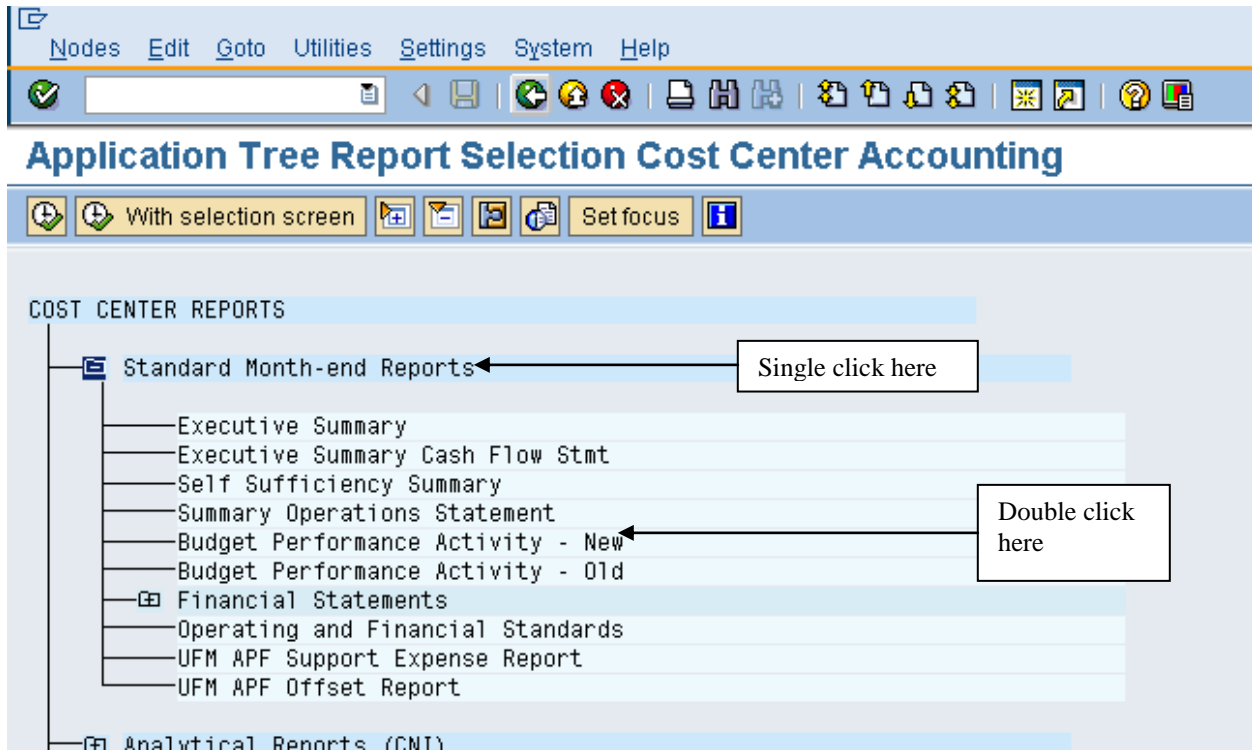
Note: While this category of report is called **Month-End reports**, restricting these to the end of the month is no longer the case. You now have the ability to run these reports from your desk-top at any time during the month. Remember however, Headquarters enters certain items such as payroll and 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.

Enter the cost center group OR cost center value in the designated field and click the execute button [icon]. 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.

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 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".
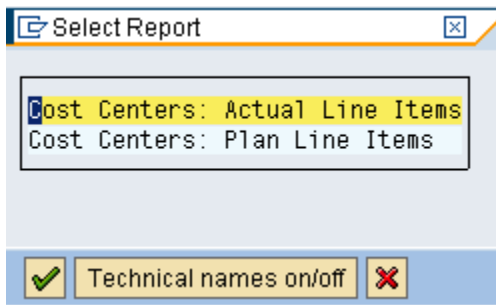
The detail general ledger for the account will display.

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 [icons]. 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 [icon]. 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	Σ	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 [image] click again to return to the original report.

The following box will display, click the yes button and continue.
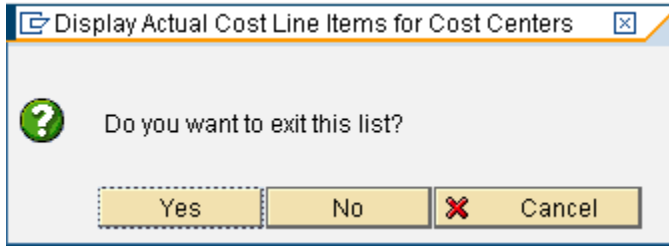
SAP will return to the Executive Summary Report.

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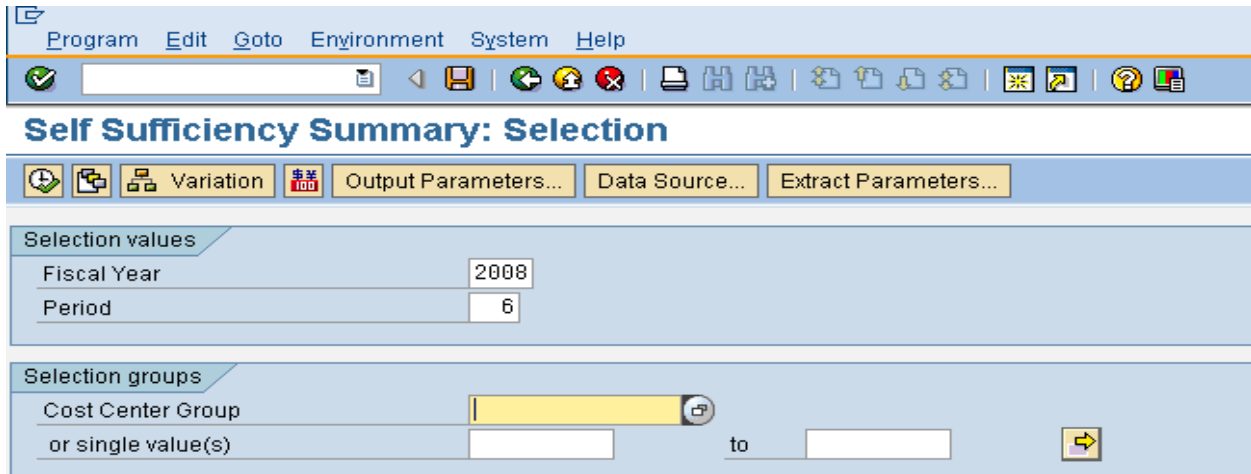
The Self Sufficiency Summary provides the self sufficiency percentages derived from dividing revenue by expenses. This report has both a current month and year to date section and is displayed by categories. Use the scroll bar at the bottom of the screen to see the remainder of the data.

Summary Operations Statement

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

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.

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.

Summary Operations Statement

	CURRENT MONTH	% OF REV	CURRENT YTD	% OF REV	LAST YTD
812000 CASH OVERAGE	51.20		682.03		1,040.3
814000 PRIOR FY INCOME ADJUSTMENT					430.0
* TOTAL OTHER REVENUE	51.20		682.03		1,470.3
TOTAL DEP/GENERAL/NEX/OTHER REVENUE	59,534.66		943,549.52		1,036,804.2
912000 CASH SHORTAGE	55.16	0.09	1,087.03	0.12	1,291.4
913000 LOSS ON DISP OF FIXED ASSETS					584.3
914000 PRIOR FY EXPENSE ADJUSTMENT					20,791.0
915000 BAD CHECK EXPENSE					
916000 BAD DEBT EXPENSE					5,727.7
* TOTAL OTHER EXPENSE	55.16	0.09	1,087.03	0.12	28,394.5
NET PROFIT & LOSS	22,014.82-	36.98-	6,231.46-	0.66-	142,918.5
763000 DEPR EXPENSE FURN FIXTURES & EQUIP			67,344.03		73,774.6
* TOTAL DEPRECIATION			67,344.03		73,774.6
NET CASHFLOW FROM OPERATIONS	22,014.82-	36.98-	61,112.57	6.48	216,693.2
TOTAL DEPRECIATION/GENERAL/OTHER EXPENSE	81,549.48		949,780.98		893,885.6
SELF SUFFICIENCY PERCENTAGE	73.00		99.34		115.9

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

Budget Performance Activity – New

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

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

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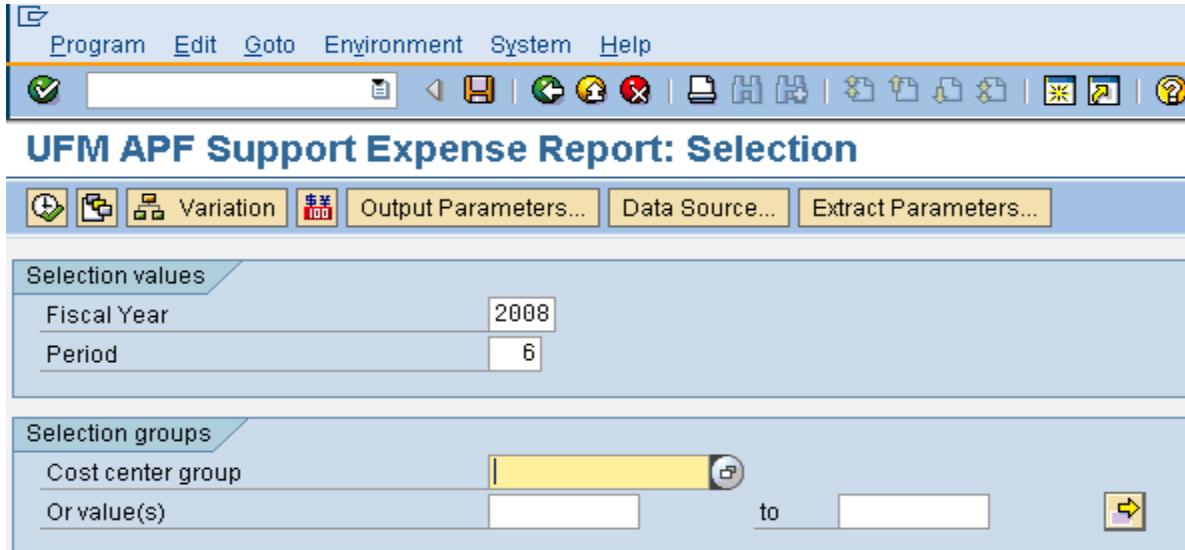
Enter data in the Fiscal Year, Period, and Cost center group fields.

.
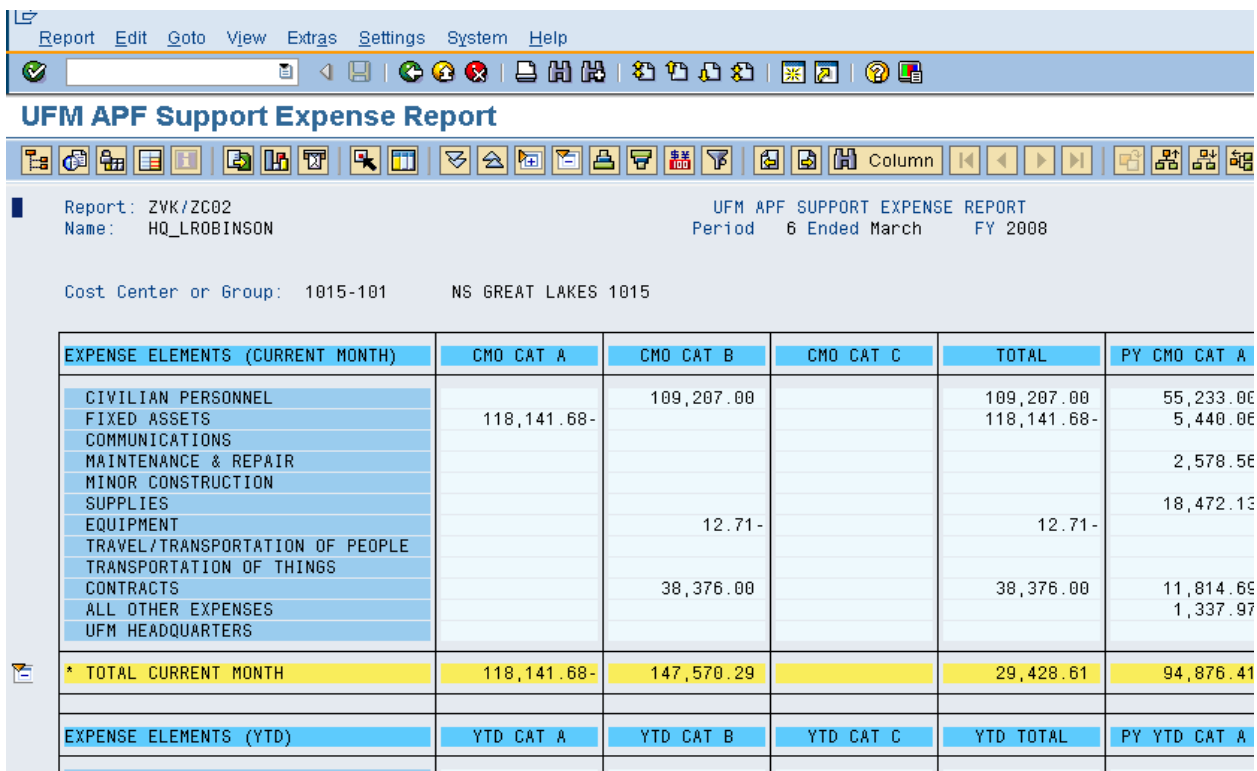
UFM APF Offset Report

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

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.

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.

REVENUES:	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
RESALE REVENUE	434,234	503,258	493,359	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	172,875	190,941	199,748	170,322	217,645	195,286	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
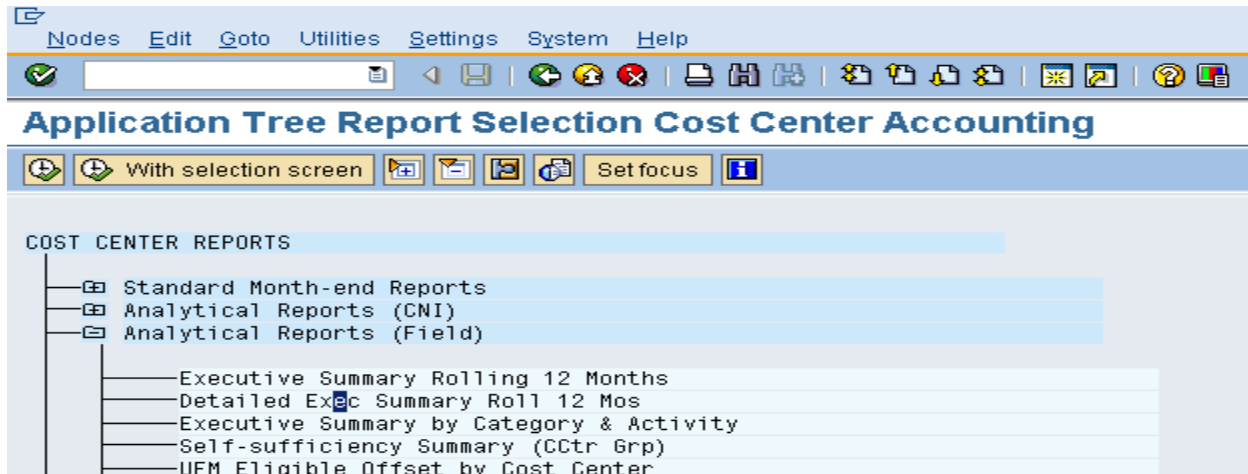
Double click on the report title. Then enter the Ending fiscal year and ending period. Also, enter a Cost Center Group or single cost center.
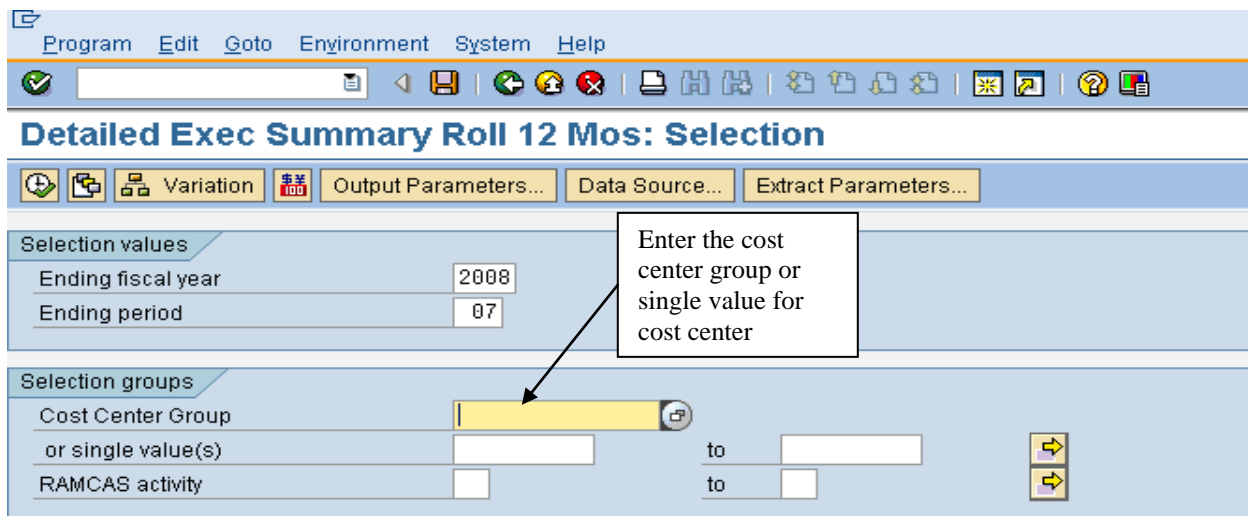
Using the navigation icons on the left of the report allows the user to expand or collapse sections of the report as necessary. This is a great tool during budget preparations.

Det ExSum Roll 12 Mo

```
Report: ZVK / ZC24                                          EXECUTIVE SUMM
Name:   HQ_LROBINSON                                     SUMMARIZED OPERATIONS
                                                  11 MONTHS PRIOR TO PERIOD  7

Cost Center or Group:  1139-101    COMNAVREG, GULF COAST 1139
RAMCAS Activity:           *
                           *
```

REVENUES:	MAY	JUN	JUL	AUG	SEP	OCT
301000 RESALE REVENUE	464,875	505,130	479,727	441,145	291,241	409,39
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	78,00
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	80
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.
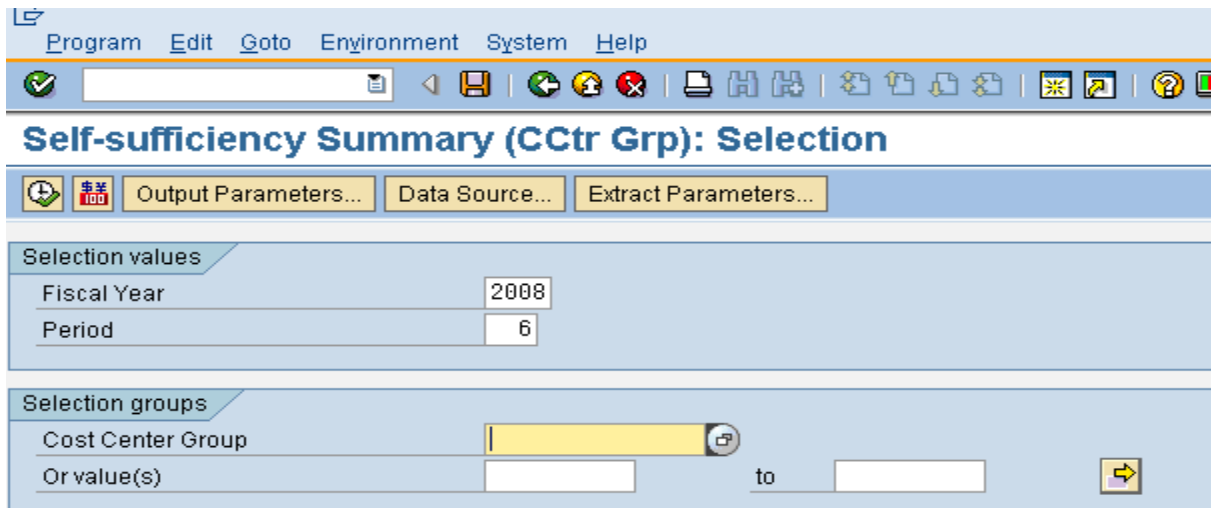
Notice the Expand and Collapse buttons on the left edge in the screenshot below. By clicking the expand buttons, the system displays the individual cost centers that make up the group and all the related data including the separate self-sufficiency percentages.

Report: ZVK/ZC38   SELF SUFFICIENCY SUMMARY BY COST CENTER GROUP
Name: HQ_LROBINSON   Period   6 Ended March   FY 2008

Cost Center or Group: 1163-303   CNRHI REGION FOOD & BEVERAGE 1163

COST CENTER	CURRENT MONTH					
	REVENUE	EXPENSE	P&L	SS %	PFY P&L	RE
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.

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.

Click Execute

Report Edit Goto View Extras Settings System Help

Cost of Goods Sold

Report: ZVK Cost of Goods Sold   COST OF GOODS   Page: 1 of 3
Name: DPHILLIPS   PERCENTAGE REPORT   Date: 01/25/2008
                                         Period 3 ended December   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	1,340.57-	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			1,140.23	
	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

> Subtotaled 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

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.

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

Click on Execute.

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

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

Purchasing Documents per Document Number

Purchasing document		to	
Purchasing organization	2000	to	
Scope of List	BEST		
Selection Parameters	2_NO_INV	to	
Document Type		to	
Purchasing Group		to	
Site		to	
Item Category		to	
Account Assignment Category		to	
Delivery Date			
Validity Key Date			
Range of Coverage to			
Vendor		to	
Supplying Site		to	
Article		to	
Merchandise Category		to	
Document Date		to	
Intern. Article No. (EAN/UPC)		to	
Vendor's Article Number		to	
Vendor Subrange		to	
Promotion		to	
Season		to	
Season Year		to	
Short Text			
Vendor Name			

Enter the correct selection parameter

Enter a purchasing group or range

Click execute.

Purchasing Documents by Document Number

Print Preview | PO History | Changes | Delivery Schedule | Services

```
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

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-817 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**
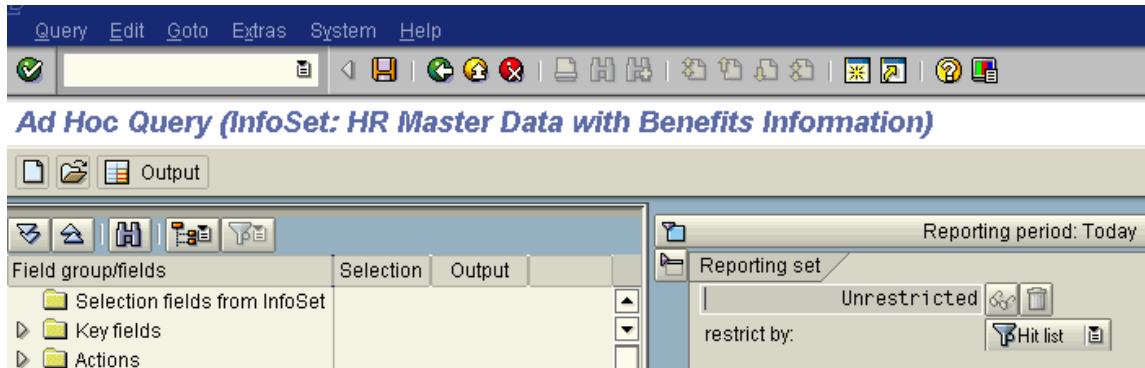
- Click the open folder ![icon] icon. The list of queries will appear.

- 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 ![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 COMNA
00004276	GENERALIST	HUMAN RESOURCE	CC 1702 02	Ed Tech (GSE 4)	12.36	U	7524	NOR CD PROG UFM	MWR COMNA
00004355	SPECIALIST	NON APPROPRIATED	NF 1101 04	Ops Mgr (FB)	39.00	U	7511	MID-ATL REG F&B UFM	MWR COMNA

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.
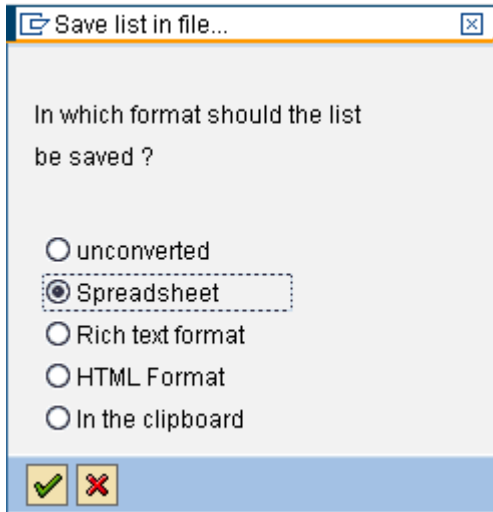
- **Select the radio button for spreadsheet.**
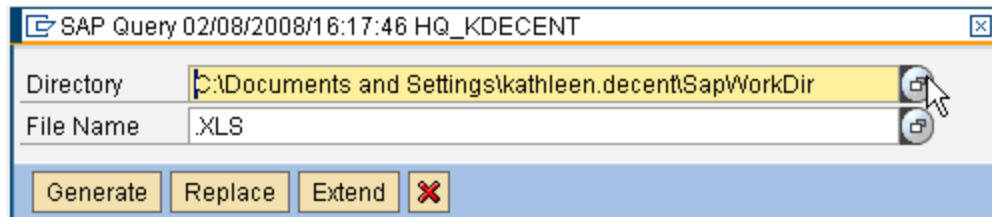
- Directory - Click the drop down menu to choose where the report will be saved.

- 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.

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

Worklist

Enter the cost center

Settings

Report date   09/30/2008

Depreciation area   01   Book deprec.

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

Translation method

○ List assets

○ ... or main numbers only

◉ ... or group totals only

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

Enter the sort version Z099

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   1

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.

Asset Balances

Field	Value
Company code	1163
Asset number	
Subnumber	

Enter the company code

Selections

Field		to	
Asset class		to	
Business area		to	
Cost center		to	
Site		to	
Location		to	
Asset super number		to	
Worklist			

Settings

Field	Value	
Report date	09/30/2009	
Depreciation area	01	Book depr.
Sort version	Z099	Co. code / cost center / asset class
Translation method		

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

Enter Z099 for the sort version

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

Click on the icon for 'or group totals only

Display options

Field	
Display variant	
☐ Use ALV grid	

Further selections

Field		to	
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.

Asset Balances

Report date: 09/30/2009   Asset Balances - 01 Book deprec.
Created on: 03/20/2008   1

CoCd Cost Ctr	Class	Description	Acquis.val.	Accum.dep.	Book val.	Crcy
1163 1353	165000	PREPAID MINOR PRPTY	24,011.74	24,011.74-	0.00	USD
* 1163 1353			24,011.74	24,011.74-	0.00	USD
1163 1354	165000	PREPAID MINOR PRPTY	20,733.21	20,733.21-	0.00	USD
* 1163 1354			20,733.21	20,733.21-	0.00	USD
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, down load 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		
or single value(s)		to
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 Catgeory & 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	43,225	43,225	43,225	43,225

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.

And, here is the bottom portion of the report.

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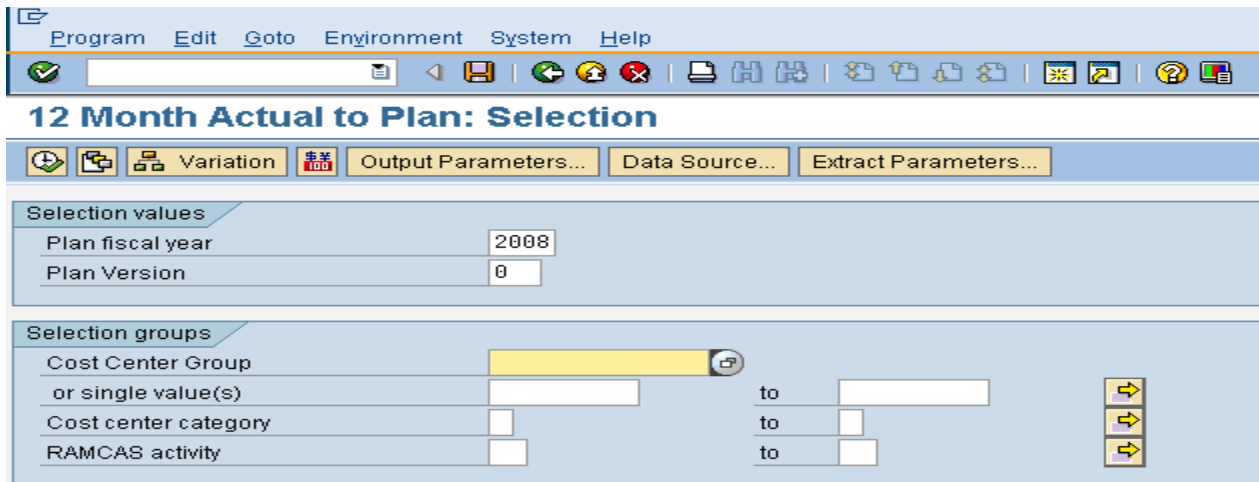
Run this report after the new budget has been entered. Check the large variances to make sure they can be explained.

REVENUES:	PLAN 2008	ACT 1-6 2007	ACT 7-12 2006	TOTAL ACTUALS	VARIANCE
301000 RESALE REVENUE	4,970,511	2,333,700	2,184,835	4,518,535	451,976
302000 CATERING RESALE REVENUE	252,450	79,004	152,755	231,759	20,691
RESALE REVENUE	5,222,961	2,412,704	2,337,591	4,750,295	472,667
303000 SALES DISCOUNT RESALE REVENUE	1,825-	1,759-	909-	2,669-	844
SALES DISCOUNT RESALE REVENUE	1,825-	1,759-	909-	2,669-	844
501000 PROGRAM REVENUE	3,307,652	1,327,953	2,238,618	3,566,572	258,919-
503000 OTHER SALES DISCOUNT PROGRAM	750-	1,084-	276-	1,359-	609
506010 GROSS TICKET REVENUE	436,172	86,301		86,301	349,871
506011 DIRECT TICKET EXPENSE	430,176-	76,521-		76,521-	353,655-
506020 GROSS TOUR REVENUE	44,450	1,568		1,568	42,882
506021 DIRECT TOUR EXPENSE	39,650-				39,650-
506030 GROSS CRUISE REVENUE					
PROGRAM REVENUE	3,317,698	1,338,218	2,238,343	3,576,561	258,863-
591000 LEISURE TRAVEL COMMISSIONS	9,342				9,342
592000 AMUSE/VEND MACH COMM	1,185,574	632,641	539,795	1,172,436	13,138
594000 OTHER COMMISSIONS		2,132	3,267	5,399	5,399-

New Budget

Self Sufficiency Budget

This report shows budgeting for self-sufficiency for both month and the Year to Date.
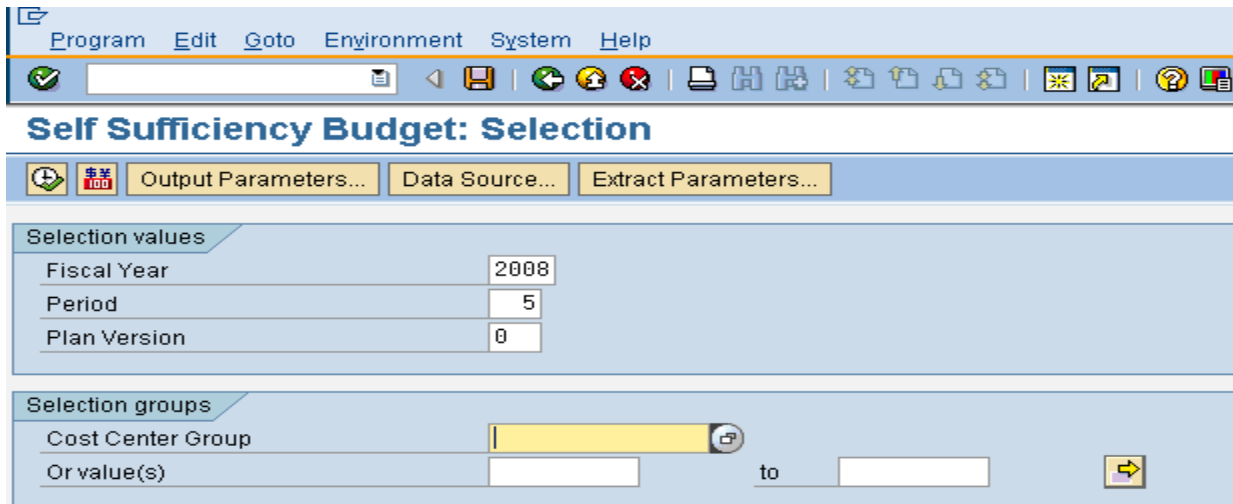
A part of the report is shown with the standard expand and collapse buttons on the left of the screen.
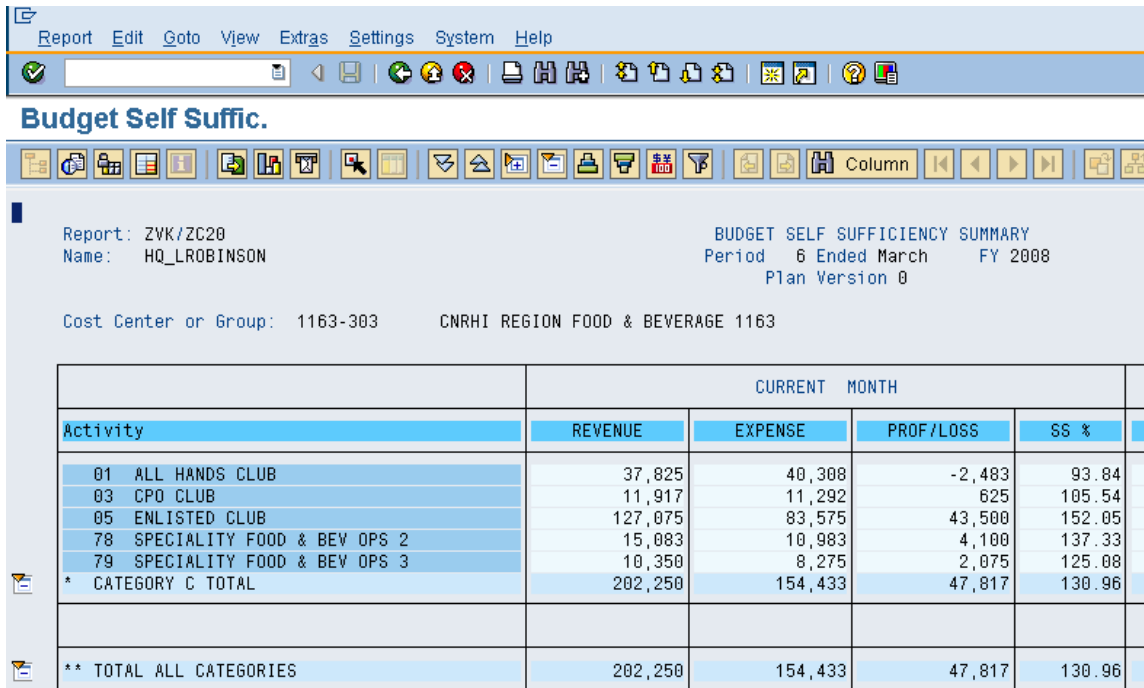
With this report, both the current month and the year to date, as well as the Self-Sufficiency percentages are ready for review.

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.

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
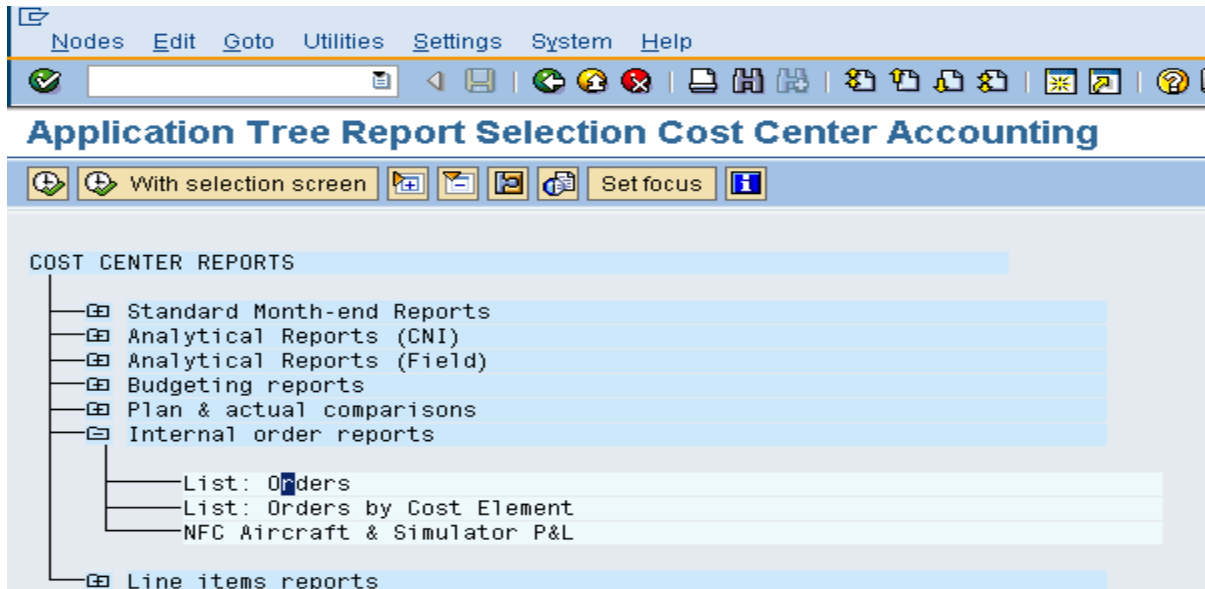
Enter the Internal order number or use the dropdown to find the order number by company code.
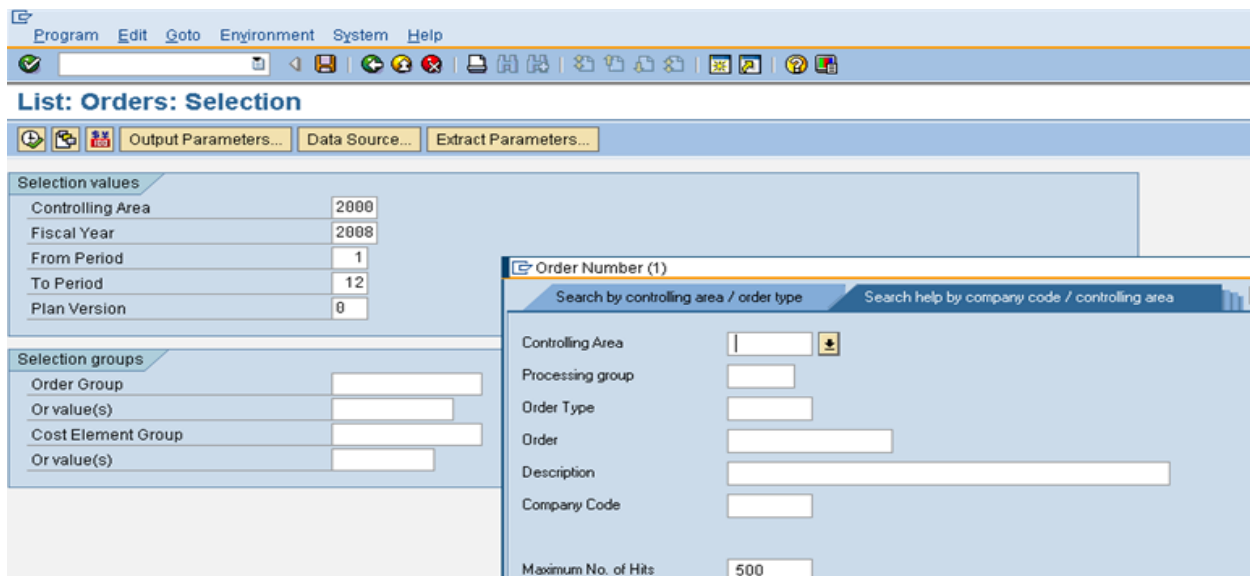
The following report displays actual postings to this particular Internal Order.

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.

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

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Orders

Document Master Record

```
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	Σ 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
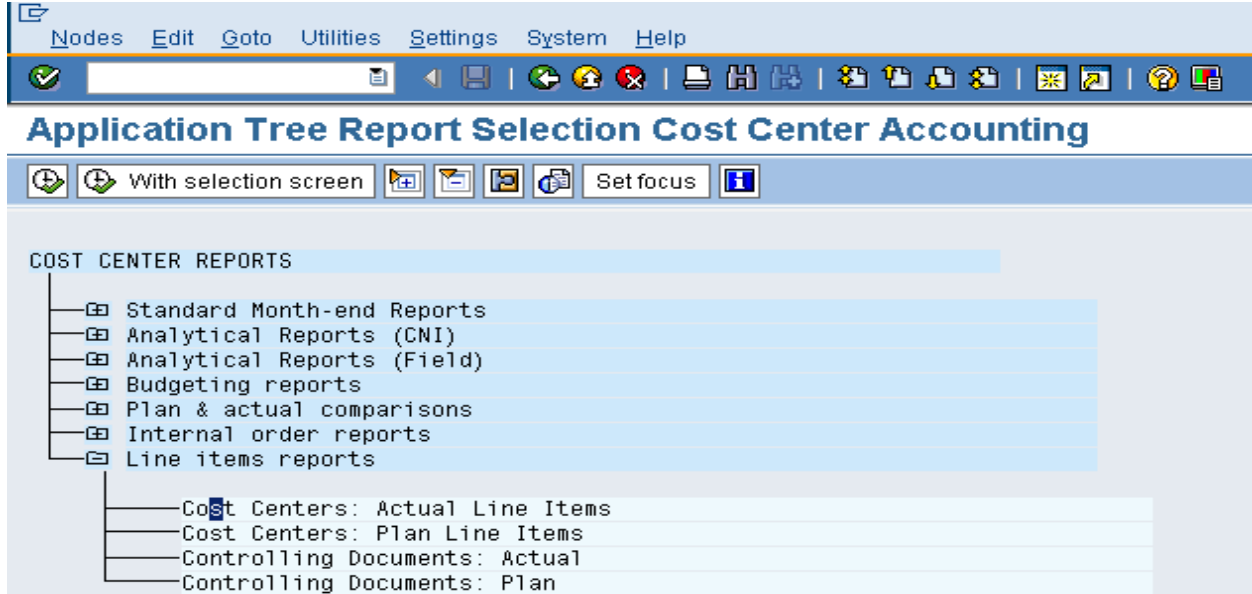
Double click on Cost Centers: Actual Line Items. On the next screen enter the Special Events cost center, a posting date range, and always use the /AIMS08 layout. Click on execute.
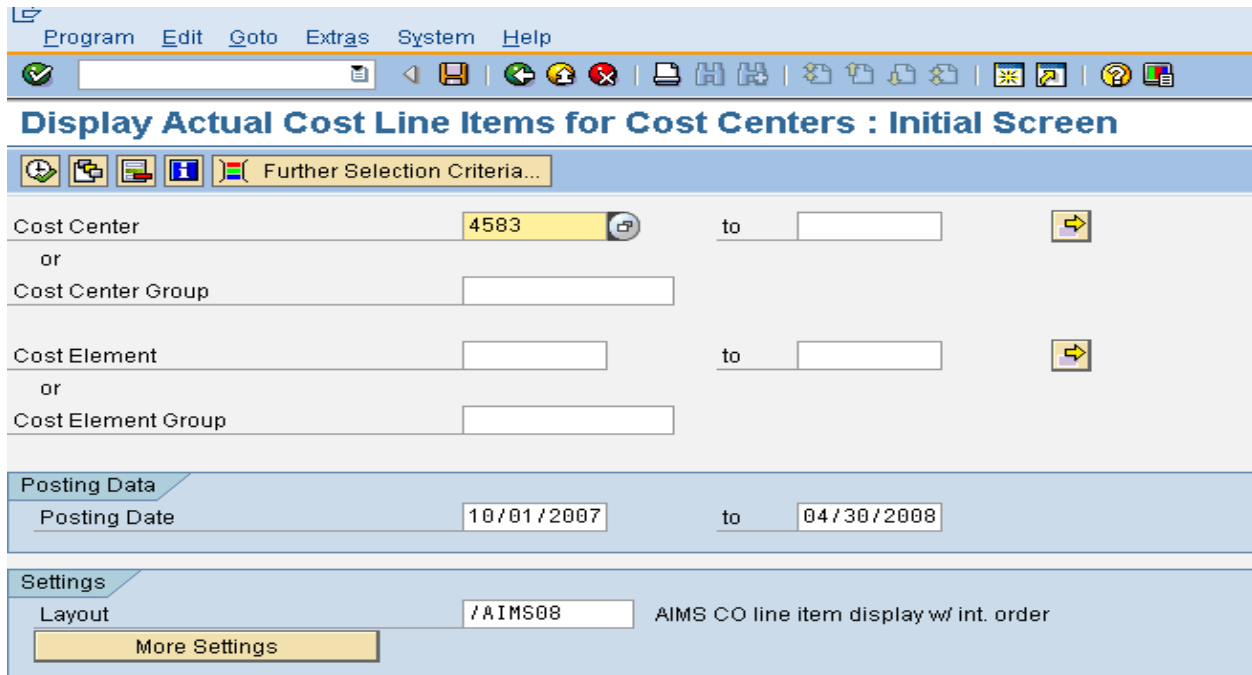
The following report containing all items posted to this cost center, with and without internal order numbers, is generated.

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.

On the Maintain Selections screen, choose "**= Single Value**" and choose the green check mark to continue. ✔
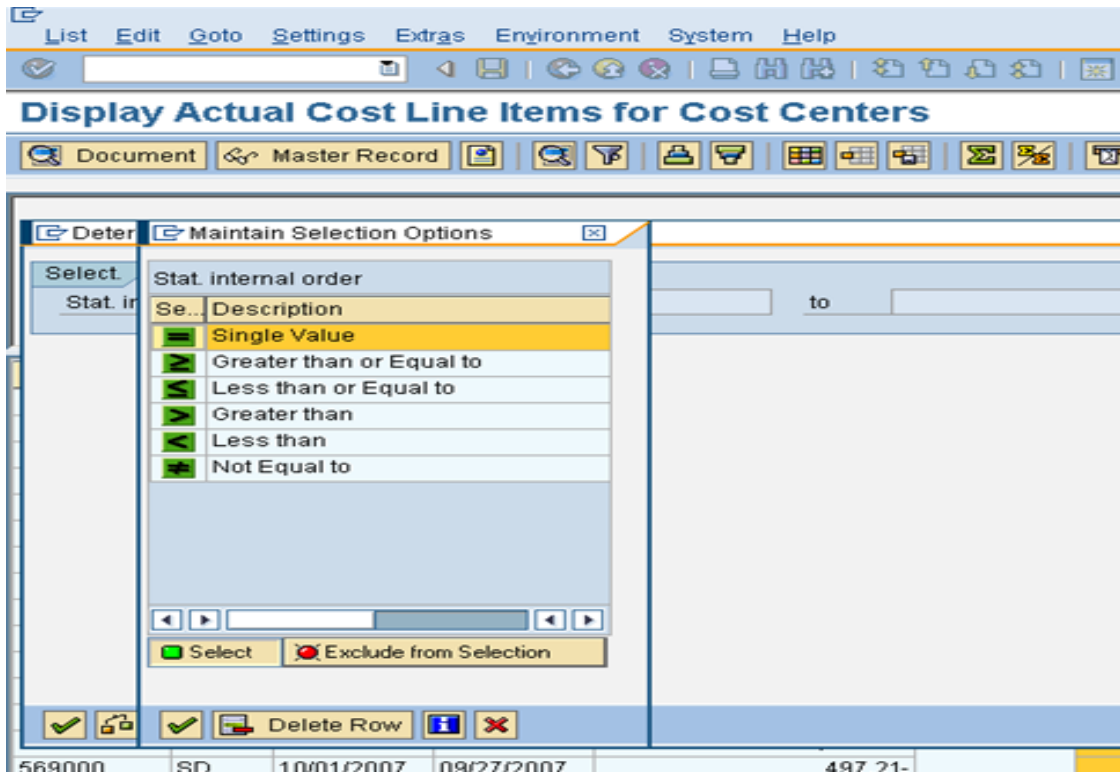
Notice that the screen now has the = sign highlighted in green. Do not enter a value in the box and click the green check mark to continue.
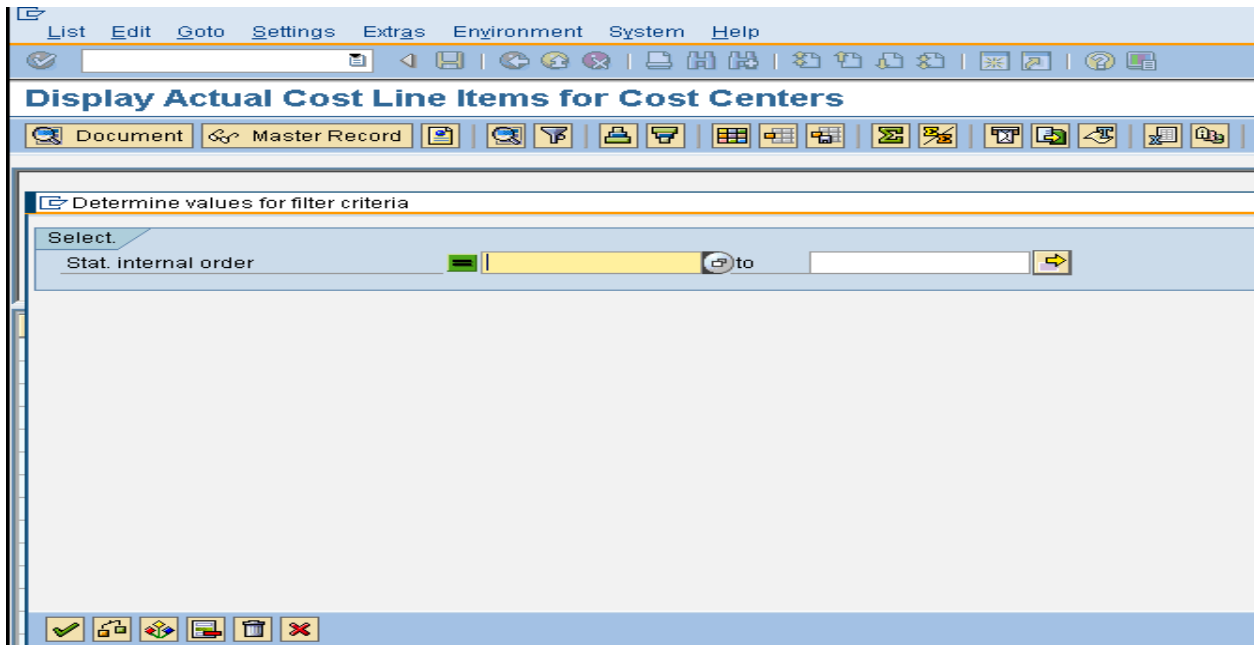
The resulting report now contains only those items posted to the cost center without internal order numbers attached. These items can be sorted and subtotaled by general ledger account.

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

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)

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.

Compare to Restricted Cash

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

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

Both accounts are posted in US Dollars only.

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

Restrict cash

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

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

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

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

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

102000   RESTRICTED CASH CAPITAL OUTLAYS

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

Page   1

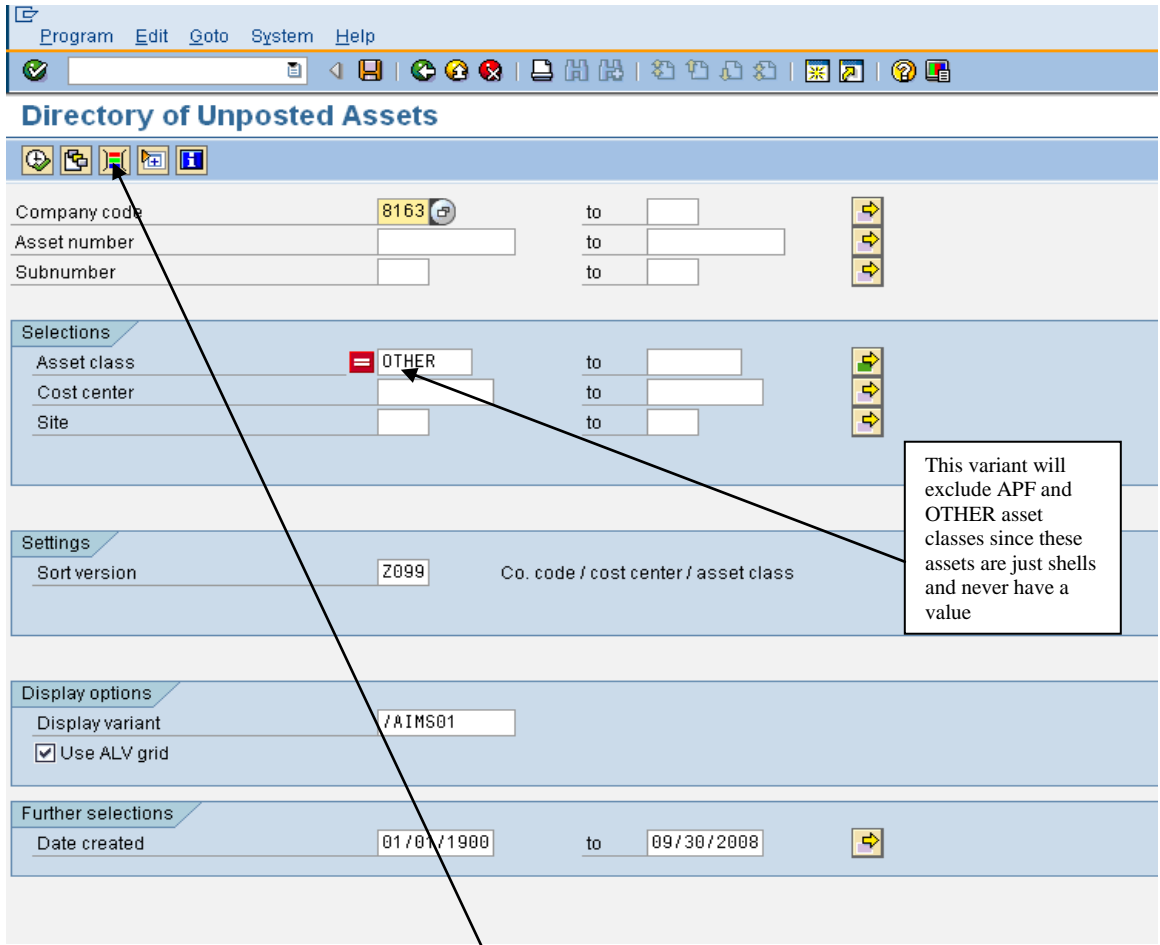| St	CoCd	Assignment	DocumentNo	Type	Doc. Date	Pstng Date	PK	S	Cost Ctr	Amount in local cur.	Text	Ar
⊙	1015	17900012	1000006877	SA	08/31/2006	08/31/2006	40			8,253.97	MOVE TO PROJECT	
⊙	1015	17900012	1000006877	SA	08/31/2006	08/31/2006	50			137,410.00-	AUG 06 - DISBURSEMENTS	
⊙	1015	17900012	1000006954	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	09/28/2000	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. KONDZIELA	
⊙	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			8,260.21	MOVE TO PROJECT	
⊙	1015	17900016	1000004462	SA	06/30/2004	06/30/2004	50			27,901.37-	TO 17900019	
⊙	1015	17900016	1000004584	SA	06/20/2006	06/20/2006	40			26,666.67	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			1,033.08-	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. KONDZIELA	
⊙	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	40			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. KONDZIELA	
⊙	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.
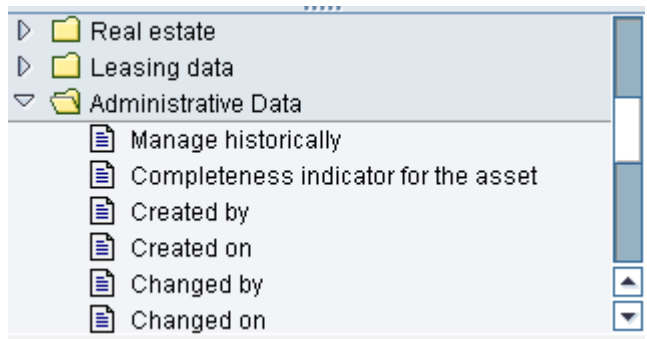
Unposted Asset Shells

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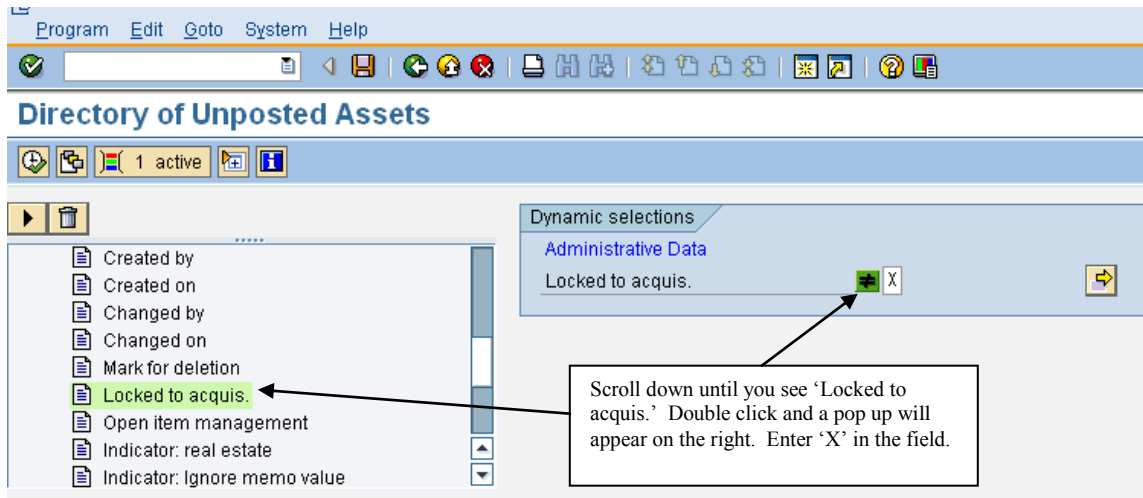
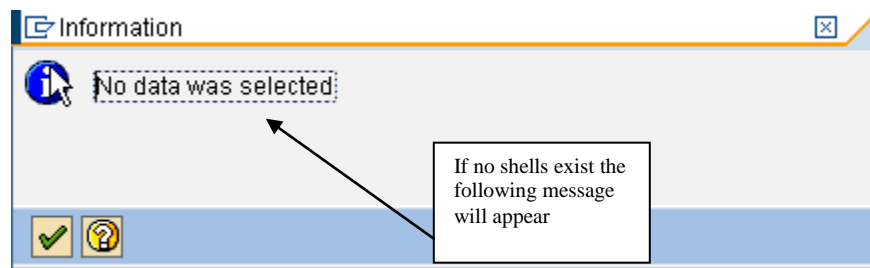**ART0 > AIMS > Directory of Unposted Assets > AIMS Unposted Asset Shells**

This variant will exclude APF and OTHER asset classes since these assets are just shells and never have a value

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.

Directory of Unposted Assets

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

Internal Orders

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

"Moon Over Miami"

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

Reporting Aids

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

Navigation on/off

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

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

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.
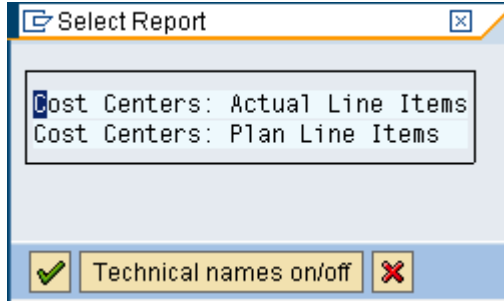
Double click on the line "Cost Centers: Actual Line Items". The system will deliver the detailed general ledger postings that comprise the initial selection. The detail will appear similar to the following.
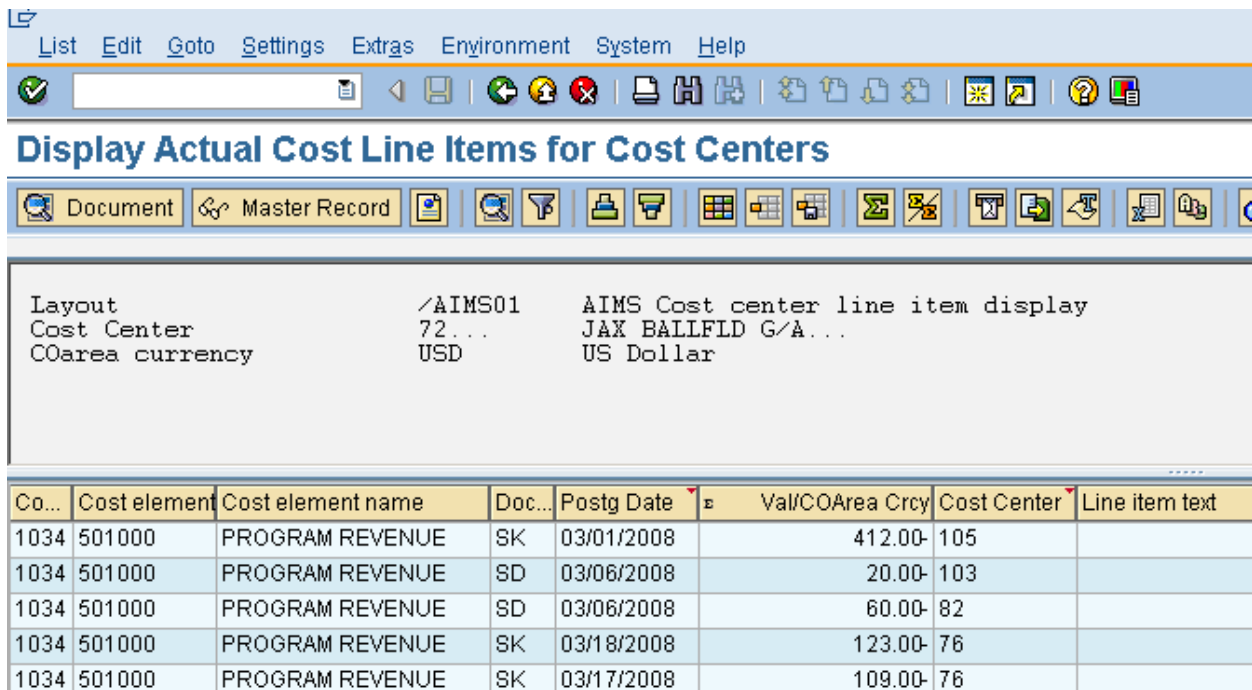
Notice the cost element column; this is the general ledger account. It has been expanded to six digits by adding three zeros to the original RAMCAS ledger account. The document type column will allow the user to analyze the posting in more detail as to what type document was used for posting. There is 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 (gjv adjustment) and a SD (DAR) which is a daily activity report posting.

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

Header Information

If there are questions about the posting after reviewing the document, click the header information button [image]. 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.
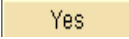
Close the document header box by clicking the ⊠ at the upper right section.
The system will return to the document overview screen. From the document overview screen
click the green arrow back button 🔙 to return to the line item detail and continue to green
arrow back to the original report. The following box will appear when exiting from the line item
detail. Click the yes button to return to the report. | Yes |

Display Actual Cost Line Items for Cost Centers ⊠

❓ Do you want to exit this list?

| Yes | No | ✖ Cancel |
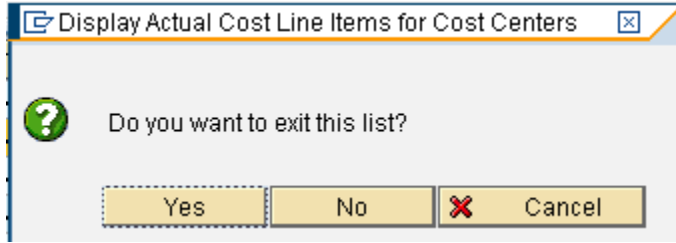
On the Budget Performance Activity report, scroll down the report, by using the right side scroll
bars, to an expense line and select an expense account to drill down for additional information.
Example shows 785001 Bingo Awards & Prizes.

```
              14,956      14,956        100                     742000  MWR INTNAL SERV R/R            73,


Report:  ZVK/ZC01B                                      BUDGET PERFORMANCE ACTIVITY REPORT
Name:    HQ_LROBINSON                                   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".
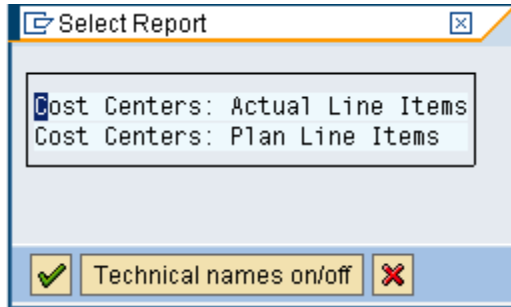
The detail general ledger for the account will follow.

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

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.

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.

Executive Summary

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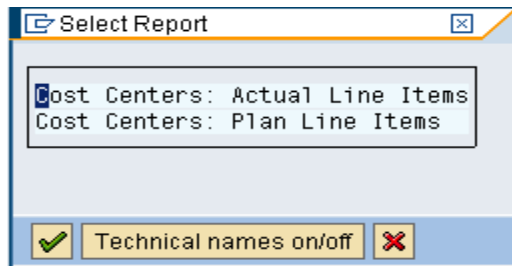
The actual line items that make up this total are displayed. The first line is a WE, which is a goods receipt. Double click on the WE document on the first line.

The next screen displays the Goods Receipt document. This is the second part of the three-way match process.
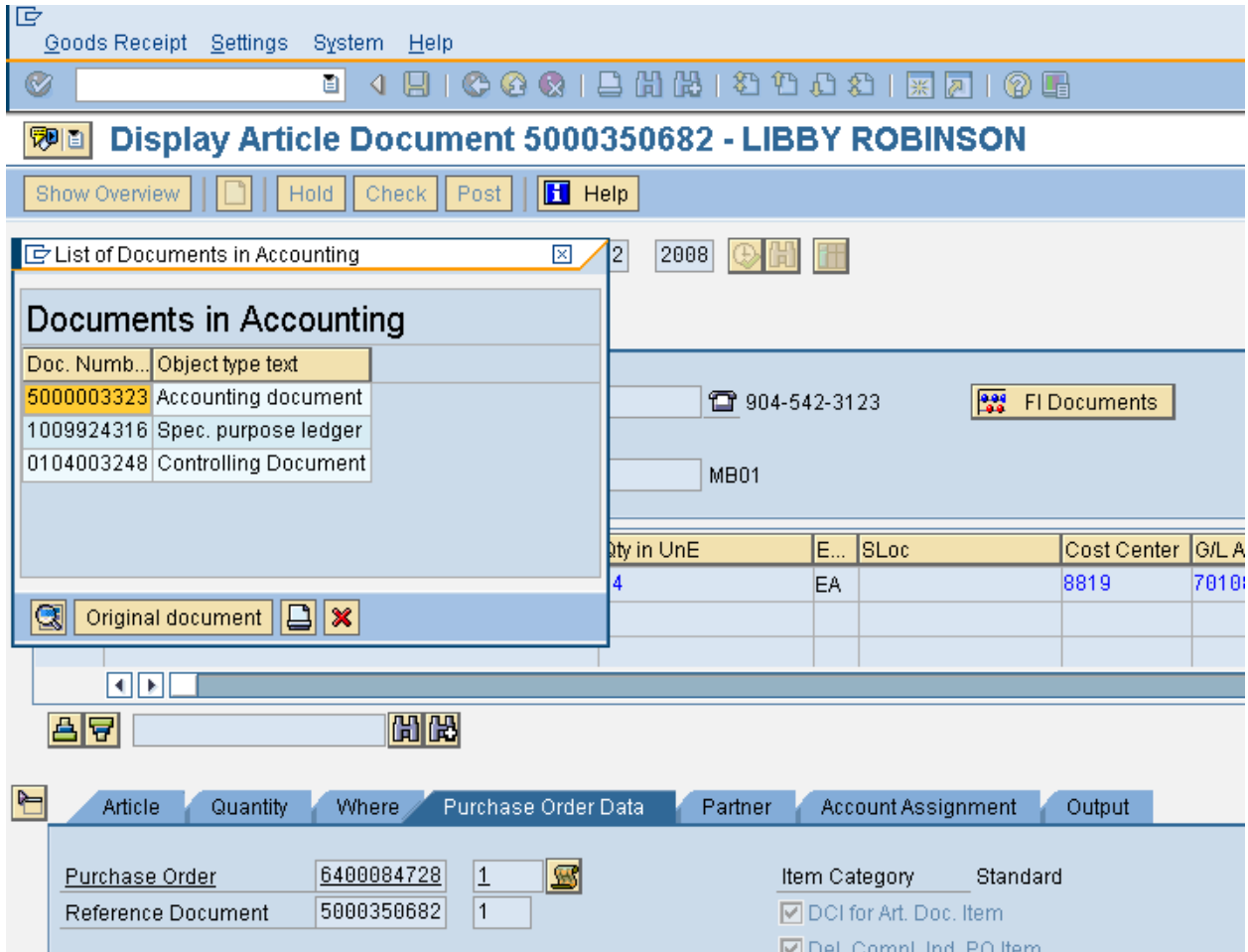
From the General tab, all details about the goods received is displayed. The Vendor tab displays the vendor number, name, zip code and city. The third tab provides the purchasing group and the name of person ordering. The Doc. Info tab details the posting date, time, and person's name entering the goods receipt into the system. Also, from this tab, click on the FI Documents button to display the actual accounting documents for this goods receipt.

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.

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.

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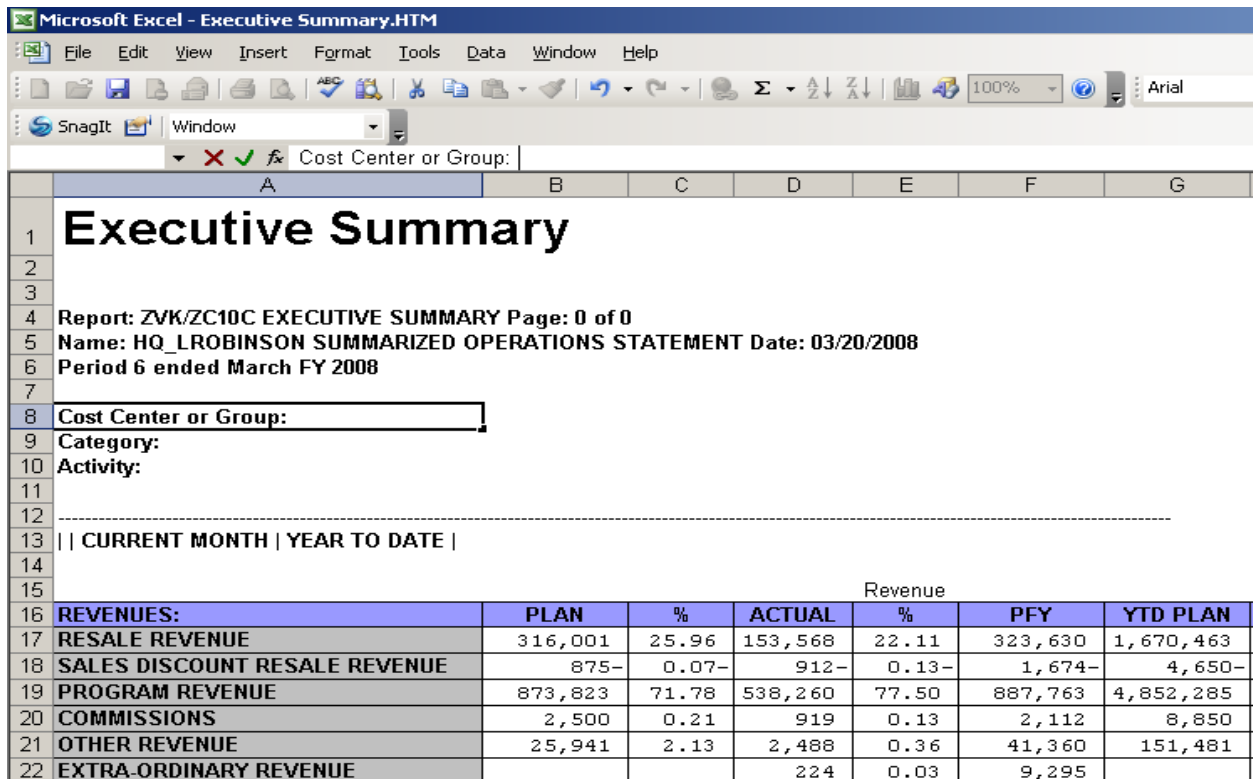
Simply continue to green arrow back to return to the report tree.
Once at the report tree, select another report to view.

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_**.

Microsoft Excel - Executive Summary.HTM						
File Edit View Insert Format Tools Data Window Help						

Executive Summary

Report: ZVK/ZC10C EXECUTIVE SUMMARY Page: 0 of 0
Name: HQ_LROBINSON SUMMARIZED OPERATIONS STATEMENT Date: 03/20/2008
Period 6 ended March FY 2008

Cost Center or Group:
Category:
Activity:

|| CURRENT MONTH | YEAR TO DATE |

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.
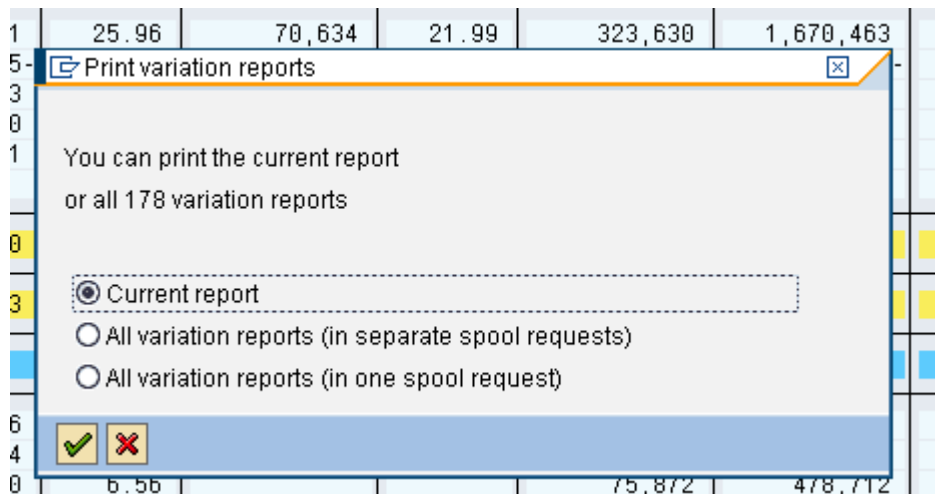
Just click the Green Checkmark on the window to continue.
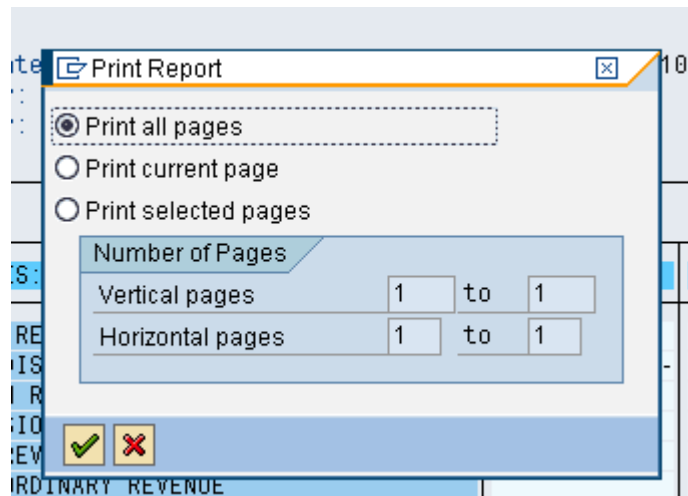
The Print Report window has several choices. Click the '**Print all pages'** radio button. This tells the system that to produce all pages of the current report, not all the variations. Again, click the green check mark to continue.
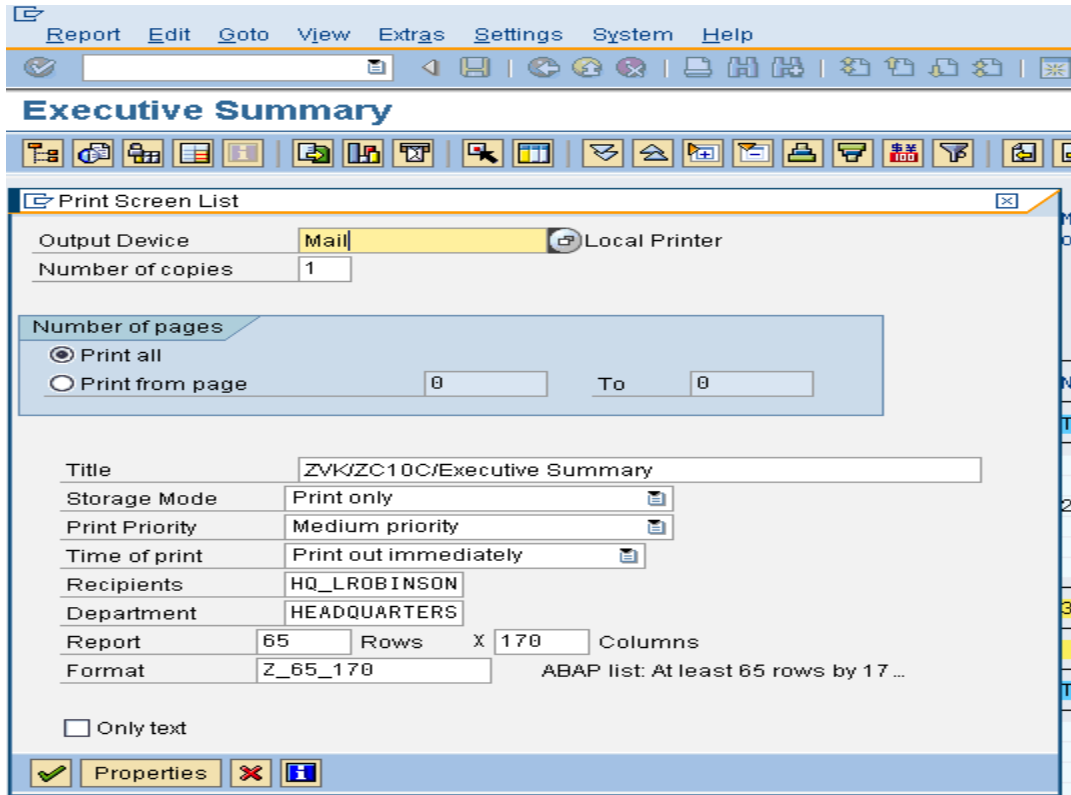
Type "MAIL" in the Output Device text box as shown above. Then click "Continue" on the bottom of this window.

A pop-up window or message at the bottom of the screen shows the results.
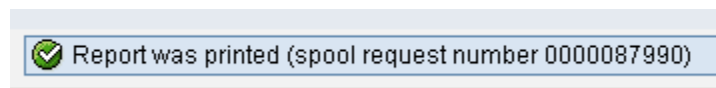
After email processing is complete, a message will appear in the user's Email (Outlook, not SAP Workplace) that the report has been received. The subject line should look very similar to the one shown here.
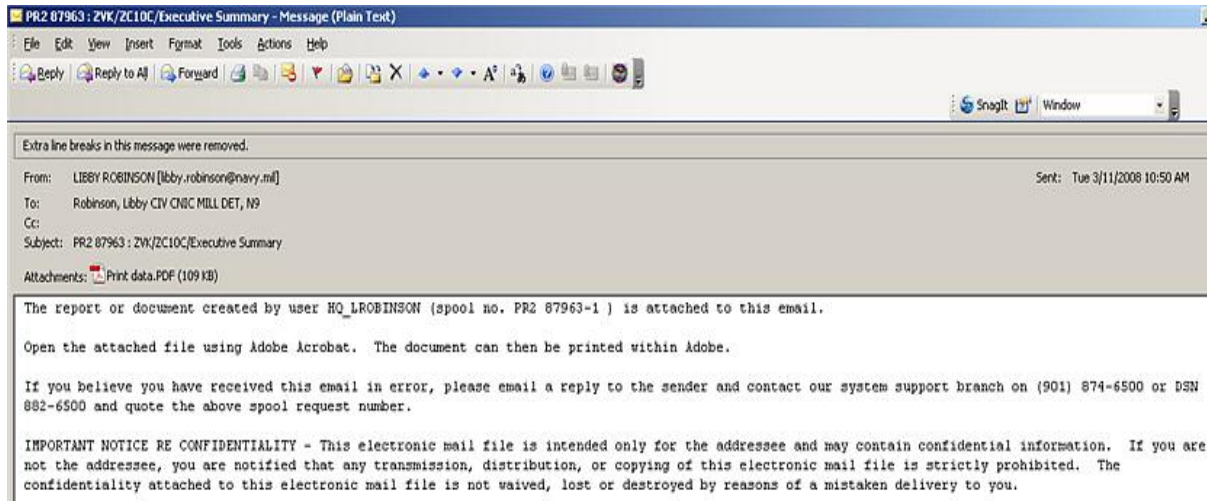
The report itself will be attached to the email as a PDF file. Print data.PDF (109 KB) . Notice that the file will be called "Print data". By 'double-clicking' on the PDF button the report will open as shown below if the user has Acrobat Reader on the computer. Change the name of the file and send it through email with comments added.

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.

Balance Sheet in Classical List Display:


```
  List  Edit  Goto  System  Help

Financial Statements


MWR NSA CRANE              AIMS Financial Statement Version            Time 12:16:12   Date 04/17/2008
CRANE                                                            RFBILA00/HQ_LROBINSON Page        1

Company code  1013 Business area    ****                                      Amounts in USD
```

C F	Comp code	Bus. area	Texts	Reporting period (01.2008-13.2008)	Comparison period (01.2007-13.2007)	Absolute difference	Rel dif	Sumtr level
			ASSETS					
			.					
			CURRENT ASSETS					
			CASH & CASH EQUIVALENTS					
	1013		101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00-	9.1-	
	1013		101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90-		
	1013		101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26-	99.7-	
	1013		101071 LOCAL DEPOSITORY	25,906.55-	2,746.06-	23,160.49-	843.4-	
	1013		101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72-	20.7-	
	1013		102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32	30,000.00	9.1	
	1013		108000 CHANGE FUNDS	4,750.00	4,750.00	0.00		
	1013		109000 PETTY CASH	750.00	750.00	0.00		
	1013		110000 CREDIT CARD CLEARING	6,749.20-	2,060.75	8,809.95-	427.5-	
			TOTAL CASH	714,411.26	982,457.58	268,046.32-	27.3-	*3*
			ACCOUNTS RECEIVABLE					
	1013		131005 ACCOUNTS RECEIVABLE GENERAL RECON	72,436.21	21,397.87	51,038.34	238.5	
	1013		132000 ACCOUNTS RECEIVABLE RETURNED CHECKS	0.00	48.15	48.15-	100.0-	
	1013		136000 ACCOUNTS RECEIVABLE USA APF SUP	79,000.00	0.00	79,000.00		
			TOTAL RECEIVABLES	151,436.21	21,446.02	129,990.19	606.1	*3*
			RESALE & SUNDRY INVENTORIES					

Balance Sheet in ALV Grid Display:


```
  List  Edit  Goto  Views  Settings  System  Help

Financial Statements


AIMS Financial Statement Version

10                   Currency type Company code currency
USD                  Amounts in US Dollar
2008.01 -2008.13     Reporting periods
```

Text for B/S P&L item	Total of reporting period	Total of comp. per.	Absolute difference
ASSETS			
.			
CURRENT ASSETS			
CASH & CASH EQUIVALENTS			
101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00
101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90
101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26
101071 LOCAL DEPOSITORY	25,906.55-	2,746.06-	23,160.49
101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72
102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32	30,000.00
108000 CHANGE FUNDS	4,750.00	4,750.00	0.00
109000 PETTY CASH	750.00	750.00	0.00
110000 CREDIT CARD CLEARING	6,749.20-	2,060.75	8,809.95
TOTAL CASH	714,411.26	982,457.58	268,046.32
ACCOUNTS RECEIVABLE			
131005 ACCOUNTS RECEIVABLE GENERAL RECON	72,436.21	21,397.87	51,038.34
132000 ACCOUNTS RECEIVABLE RETURNED CHECKS	0.00	48.15	48.15
136000 ACCOUNTS RECEIVABLE USA APF SUP	79,000.00	0.00	79,000.00

Reports and ALV

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

Menu Path: Accounting → 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.

Click on Execute to run the report.

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.

Executive Summary (Screen 1)

Report: Edit Goto View Extras Settings System Help

Executive Summary

Variation: Cost Center
- 1013-101 NSWC CRANE 1013
  - 1013-201 NSWC CRANE G/A 1013
    - 1013-301 NSWC CRANE G/A 1013
      - 1013-4001 NSWC CRANE G/A 1013
  - 1013-202 NSWC CRANE RECREATION DIV
    - 1013-302 NSWC CRANE RECREATION
      - 1013-4002 NSWC CRANE OUTDOO
      - 1013-4004 NSWC CRANE BOWLINC
      - 1013-4005 NSWC CRANE SPORTS
      - 1013-4008 NSWC CRANE GOLF 10'
      - 1013-4009 NSWC CRANE CARWAS
      - 1013-4014 NSWC CRANE ITT 1013
  - 1013-203 NSWC CRANE COMMUNITY CEN
    - 1013-303 NSWC CRANE COMMUNITY (
      - 1013-4006 NSWC CRANE YOUTH A
      - 1013-4007 NSWC CRANE COMMUN
  - 1013-204 NSWC CRANE FOOD & BEVERAG
    - 1013-304 NSWC CRANE CAFETERIAS '
      - 1013-4010 NSWC CRANE CAFETEF
      - 1013-4011 NSWC CRANE CAFETEF
      - 1013-4012 NSWC CRANE CONF CT
      - 1013-4015 NSWC CRANE CONFER
      - 1013-4013 NSWC CRANE VENDINC

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

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

REVENUES:	PLAN	%	ACTUAL	%	PFY	YTD P
RESALE REVENUE	145,400	66.74			130,410	963
SALES DISCOUNT RESALE REVENUE						
PROGRAM REVENUE	15,479	7.10			18,632	104
COMMISSIONS	13,000	5.97			13,696	91
OTHER REVENUE	43,990	20.19			39,419	109
EXTRA-ORDINARY REVENUE					1,573	
TOTAL REVENUE:	217,869	100.00			203,730	1,268
COST OF GOODS SOLD	54,550	37.52			42,109	358
EXPENSES:	PLAN	%	ACTUAL	%	PFY	PLAN
SALARIES & BENEFITS	79,163	36.34			80,282	540
SUPPLIES	11,485	5.27			10,945	72
DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	72
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	3
MAINTENANCE	1,100	0.50			3,851	8
ENTERTAINMENT					183	
CONTRACTUAL	41,010	18.82			34,177	92
UTILITIES	6,300	2.89			6,975	45
ADVERTISING & PROMOTION	15	0.01			2,345	
AWARDS & PRIZES	50	0.02				
ALLOCATION EMPLOYEE BEN/INS COST	7,261	3.33			7,190	48

Executive Summary (Screen 2)

Report Edit Goto View Extras Settings System Help

Executive Summary

Report: ZVK/ZC10C
Name: HQ_LROBINSON
EXECUTIVE SUMMARY
SUMMARIZED OPERATIONS STATEMENT
Period 7 ended April   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				
REVENUES:	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	YTD ACTUAL	%	PFY
RESALE REVENUE	145,400	66.74			130,410	963,976	75.99	382,805	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:	217,869	100.00			203,730	1,268,599	100.00	531,310	100.00	714,015
COST OF GOODS SOLD	54,550	37.52			42,109	358,248	37.16	136,025	35.53	179,979
EXPENSES:	PLAN	%	ACTUAL	%	PFY	PLAN	%	ACTUAL	%	PFY
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

QA3 (1) (100) mwrsap3 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.
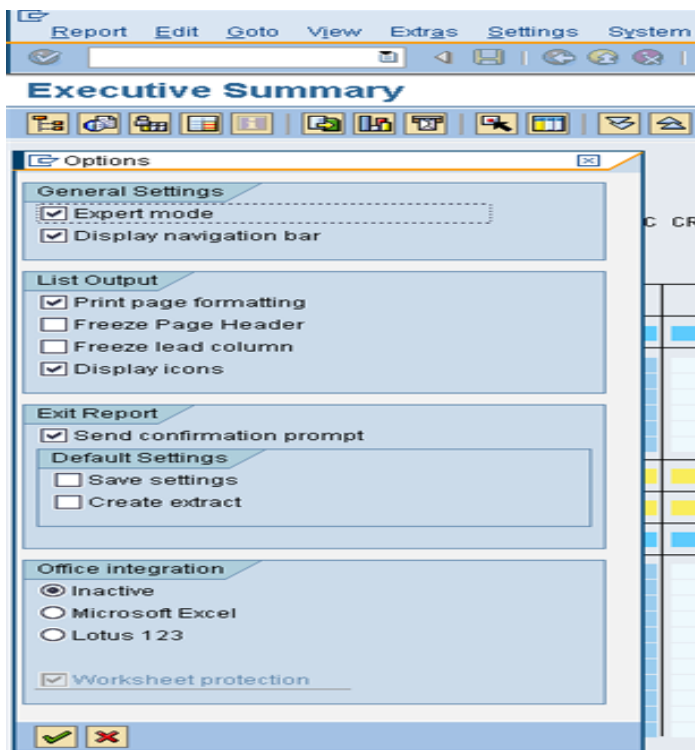
5. Presentation Graphics:

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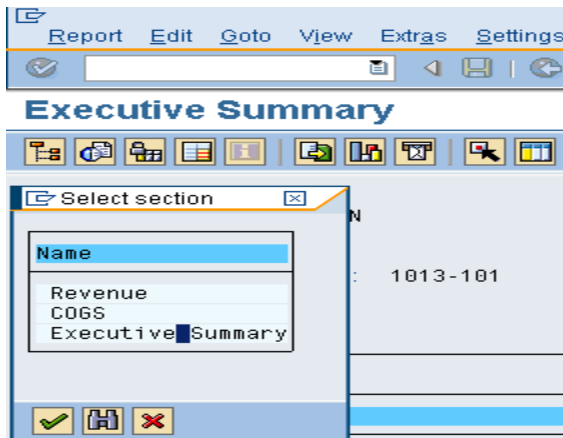
Executive Summary was chosen for this example and then click on the green arrow.
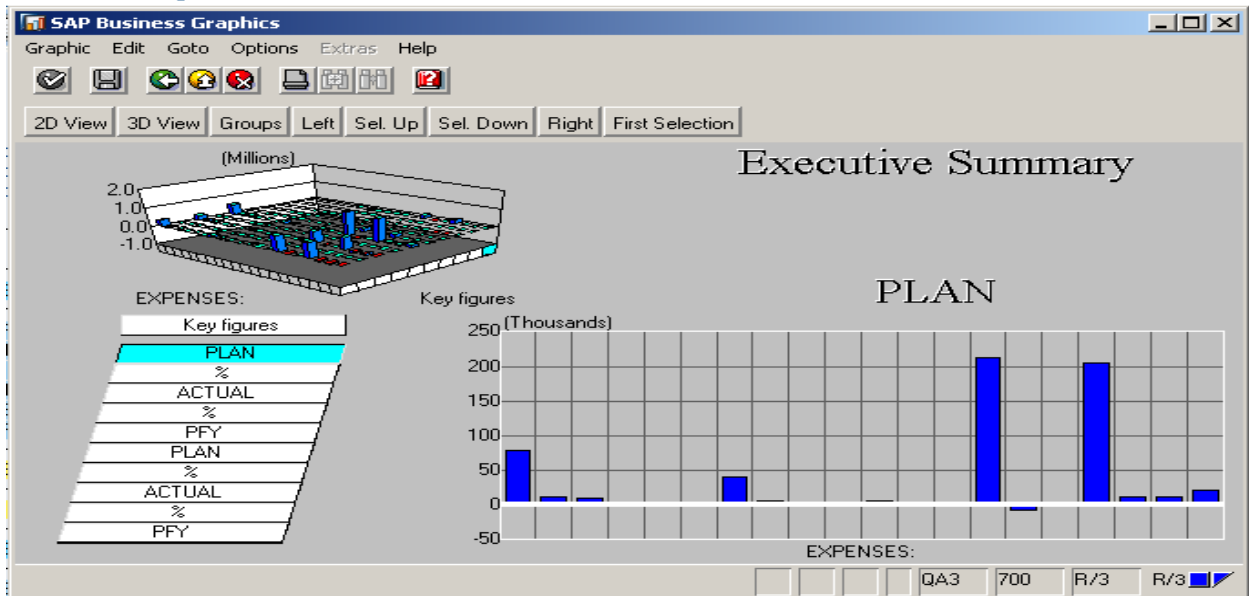
6. Mail Recipient

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.
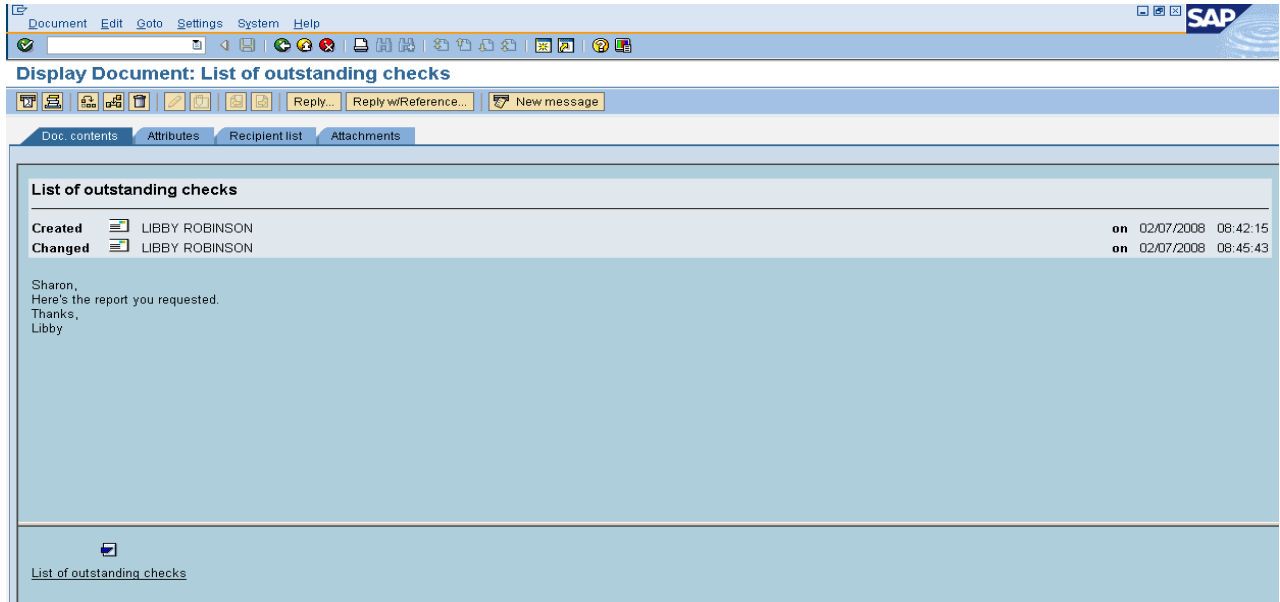
7. Call up Report:

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.
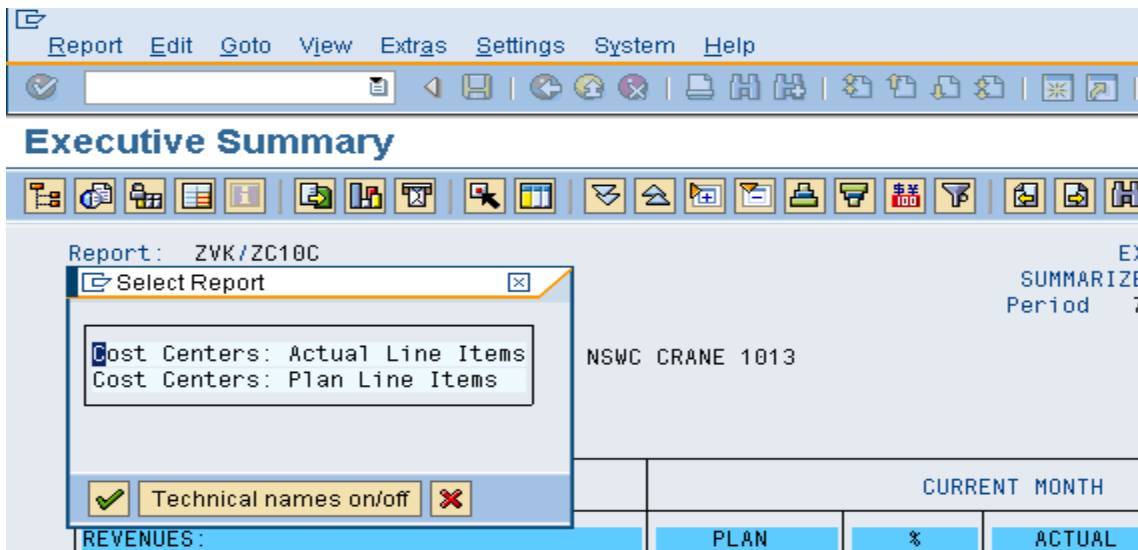
8. Expand/Collapse Report Fully:

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 Edit Goto View Extras Settings System Help

Executive Summary

```
Report:  ZVK/ZC10C                      EXECUTIVE SUMMARY                    Page:  1 of  1
Name:    HQ_LROBINSON              SUMMARIZED OPERATIONS STATEMENT            Date: 04/15/2008
                                  Period   7 ended April    FY 2008

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

		CURRENT MONTH					YEAR TO DATE				
REVENUES:	PLAN	%	ACTUAL	%	PFY	YTD PLAN	%	YTD ACTUAL	%	PFY	
TOTAL REVENUE:	217,869	100.00			203,730	1,268,599	100.00	531,310	100.00	714,015	
COST OF GOODS SOLD	54,550	37.52			42,109	358,248	37.16	136,025	35.53	179,979	
EXPENSES:	PLAN	%	ACTUAL	%	PFY	PLAN	%	ACTUAL	%	PFY	
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 Edit Goto View Extras Settings System Help

Executive Summary
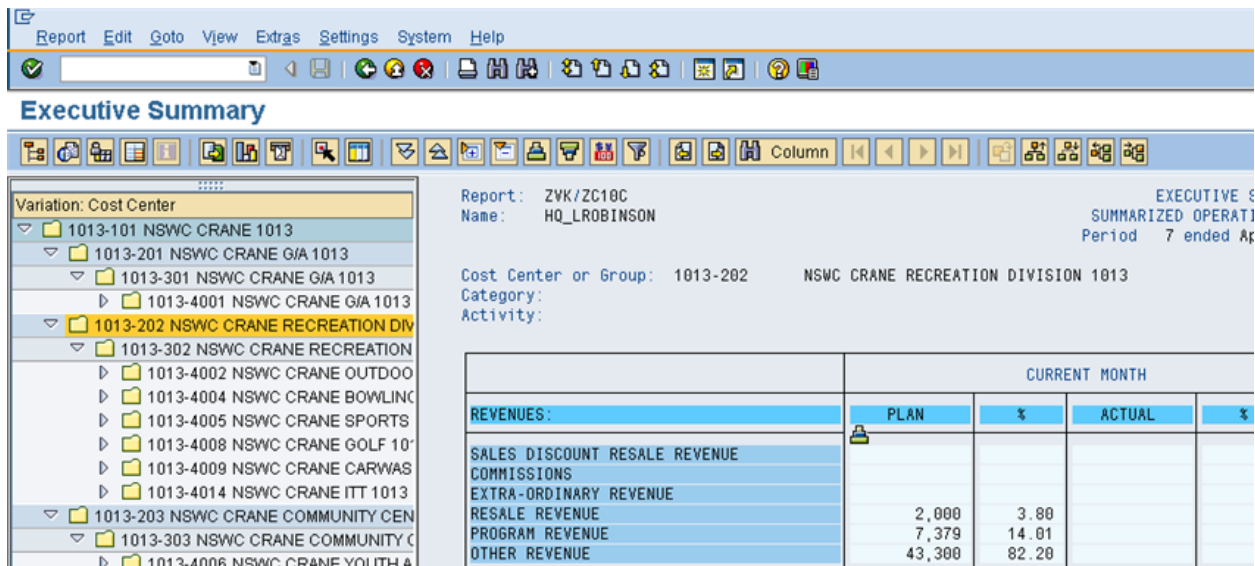
	CURRENT MONTH					
REVENUES:	PLAN	%	ACTUAL	%	PFY	YT
TOTAL REVENUE:	217,869	100.00			203,730	1
COST OF GOODS SOLD	54,550	37.52			42,109	
EXPENSES:	PLAN	%	ACTUAL	%	PFY	
SALARIES & BENEFITS	79,163	36.34			80,282	
SUPPLIES	11,485	5.27			10,945	
DEPRECIATION-LOCAL	10,318	4.74	10,844		6,458	
DEPRECIATION-CENTRAL FUND	432	0.20	432		432	
MAINTENANCE	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.
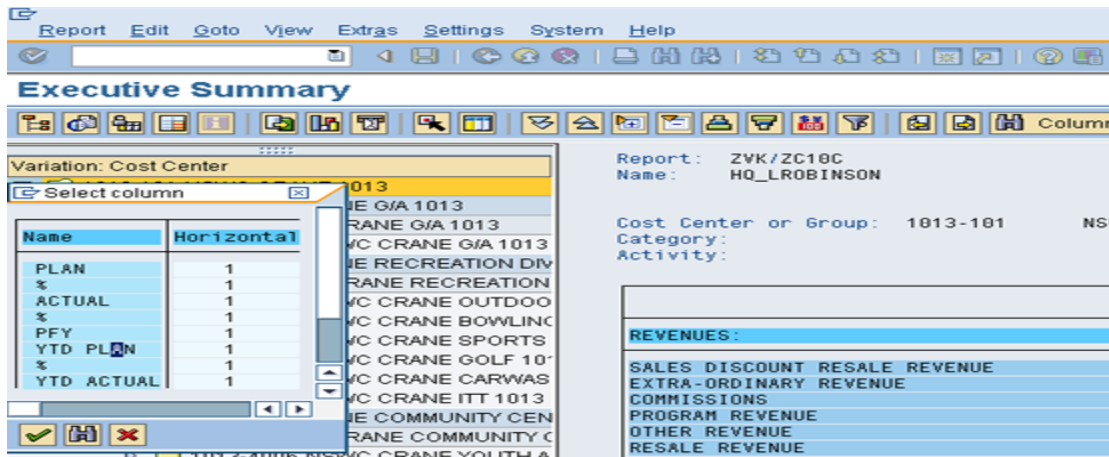
12. Find Column:

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.

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:

G/L Account Line Item Display

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:

G/L Account Line Item Display

Run Date: 02/14/2008 12:43:32   Page: 1
User   : HQ_LROBINSON

Open Items Key Date: 12/31/9999

101060   POS/DAR CLEARING

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

T-code: FBL3N

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.)

Double click on any line item or click the blue box to the left of the item.

The first line item of the document will be displayed.

To see the entire document, then click the Document Overview button.
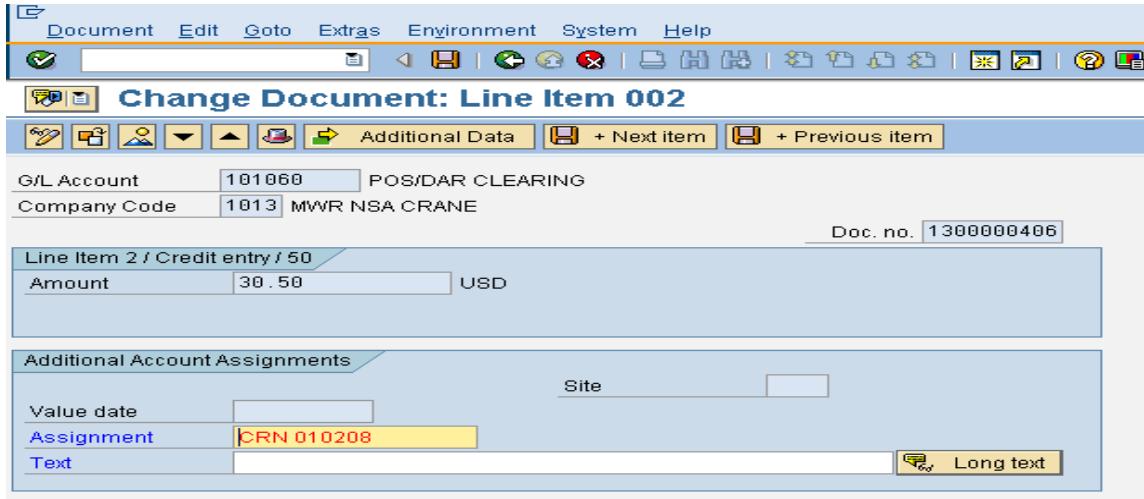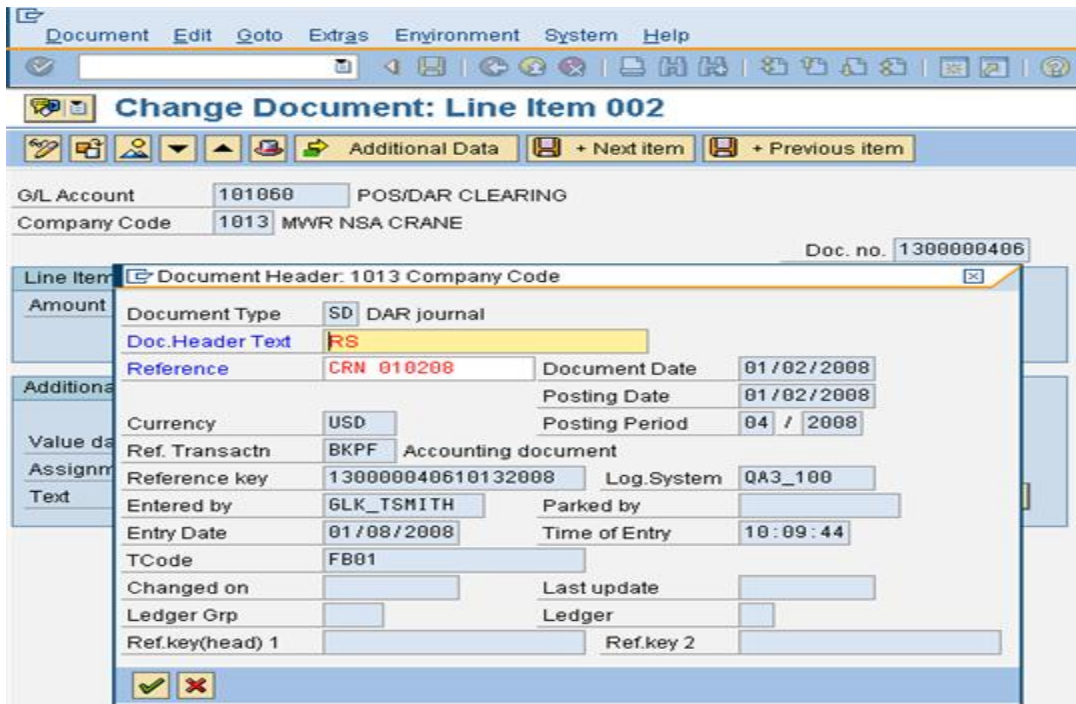
3. Change Document: ✏️

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

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

Only the Doc. Header Text and Reference can be changed.

4. Mass Change [icon]

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.

Click on the Mass Change icon [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.**

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

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

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. ✓ Copy
Enter only the dates needed: From 01/07/2008 to 01/07/2008. Click the green check mark at the bottom.

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

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.

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.

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.

Leave the default setting and click on the green check mark.
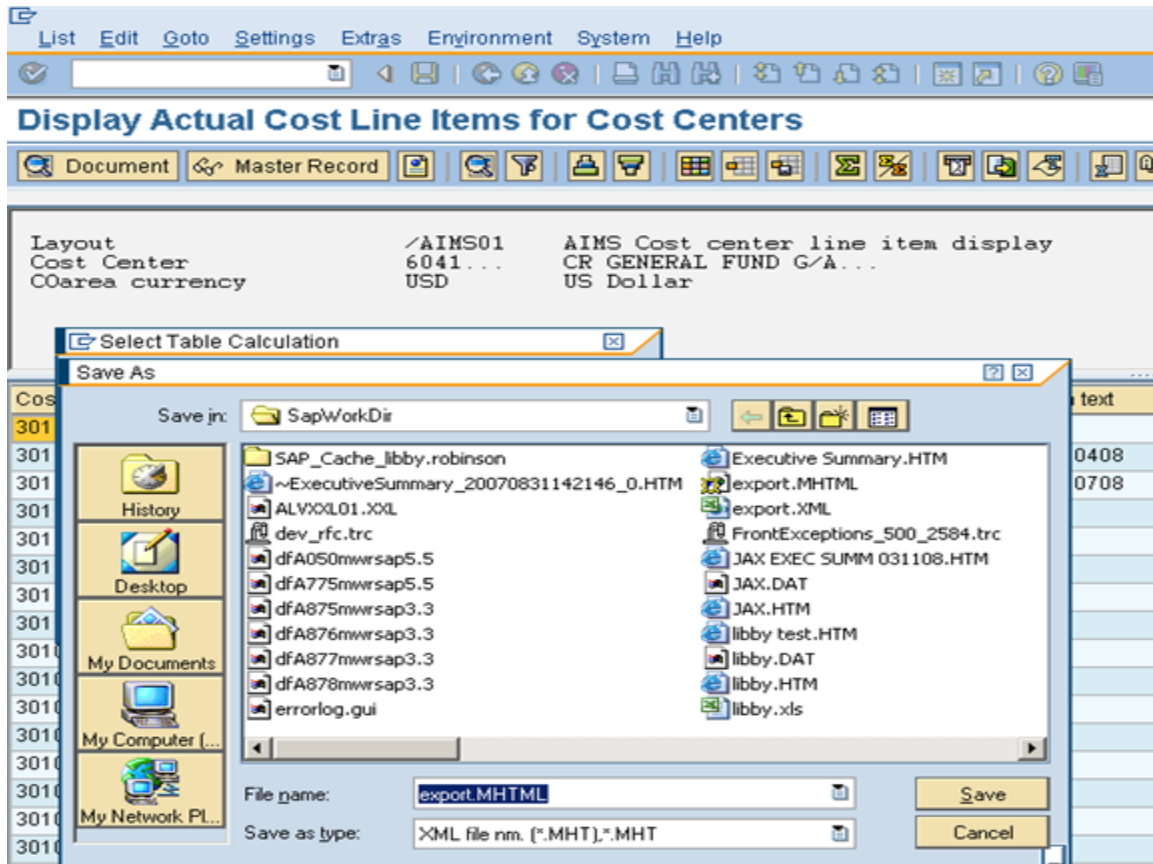
Click [Save]. **NOTE:** This is simply a temporary file. **Always leave the default file name and directory.** Save the resulting Excel file once the spreadsheet launches by using File>Save as in the Excel screen**.**

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

Click Yes. [Yes]

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.

Click the green check mark. ✔

> **Information**   ⊠
>
> ℹ Filter criteria, sorting, totals and subtotals are
>   not taken into account
>
> ✔ ⑦
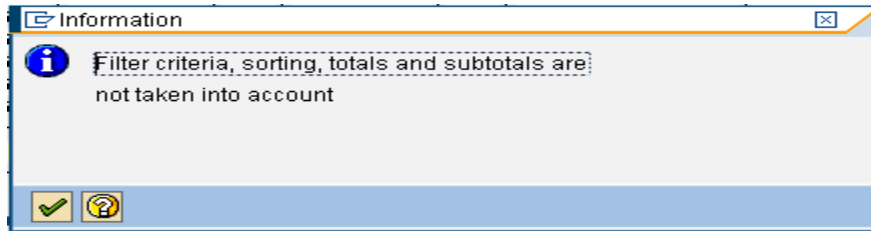
Any summation, sorting, subtotals, and filter criteria are lost in the transition from SAP to Excel using this method. Save this spreadsheet first, then make any changes directly into the Excel spreadsheet. Spreadsheet method 1 does not lose the summation, sorting, subtotaling, and filter criteria.

Click the green check mark. ✔

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

> **Export list object to XXL**   ⊠
>
> An XXL list object is exported with
> 348 lines and 7 columns
> Choose a processing mode:
>
> ○ Table
> ◉ Pivot table
>
> ✔ ✖
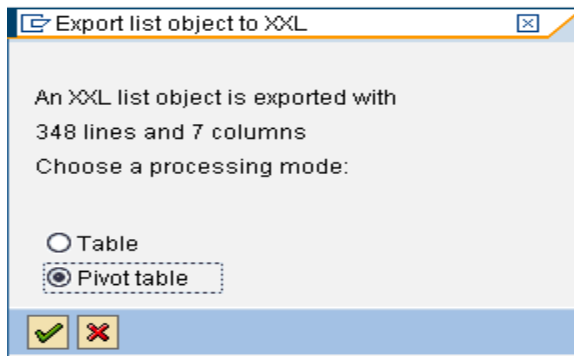
Click the green check mark. ✔

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.**

9. Expand/Collapse [icons]

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 [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:

Account 151000 subtotaled based on the cost center:

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

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.

The Balance Sheet and ALV

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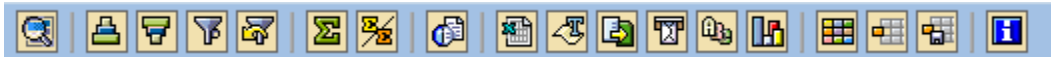
1. Details Icon:

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.

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.

Financial Statements

AIMS Financial Statement Version

10   Currency type Company code currency
USD   Amounts in US Dollar

Choose layout

Layout setting	All

Layout	Layout description	Default setting
/AIMS01	AIMS Financial Statement Layout	✓
1SAP	Standard	

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

Financial Statements

AIMS Financial Statement Version

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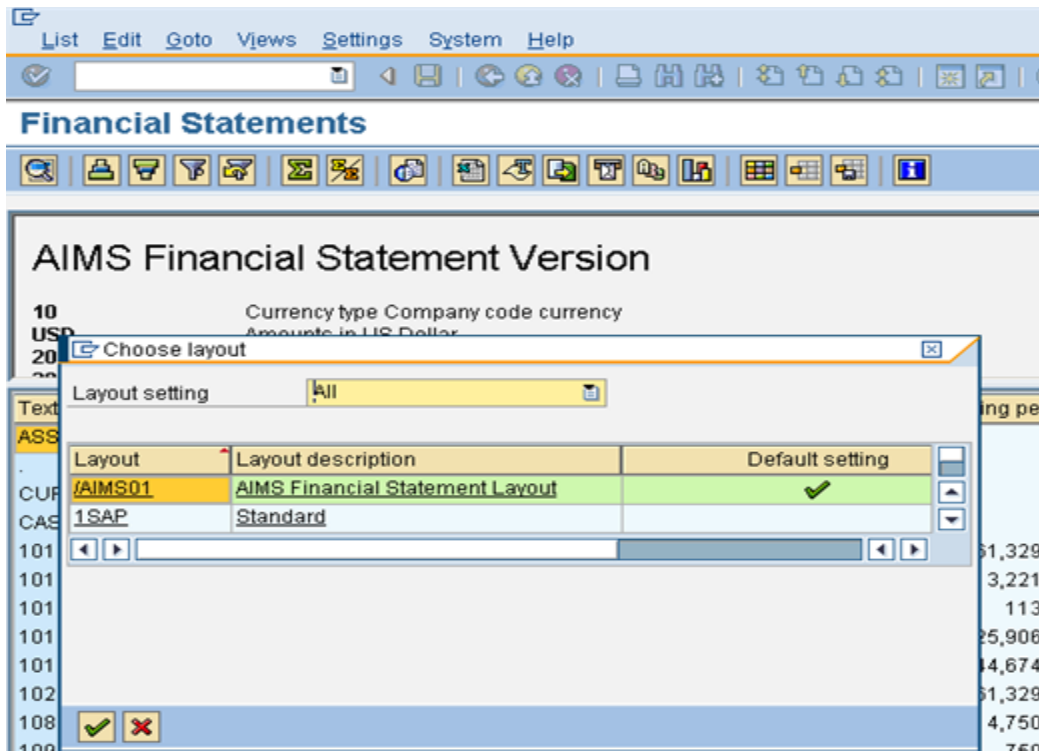**2008.01 -2008.16**   Reporting periods
2007.01 -2007.16   Comparison periods

FS Item	Text for B/S P&L item		tot.cmp.pr	Abs. difference	Pct.Diff.
6	ASSETS				
6	..				
34	CURRENT ASSETS				
9	CASH & CASH EQUIVALENTS				
15	101002 RESTRICTED CASH TRANSFER	361,329.32-	331,329.32-	30,000.00-	9.1-
15	101060 POS/DAR CLEARING	3,221.90-	0.00	3,221.90-	
15	101070 LOCAL DEPOSITORY RECONCILED ITEMS	113.92	38,828.18	38,714.26-	99.7-
15	101071 LOCAL DEPOSITORY	25,906.55-	2,746.06-	23,160.49-	843.4-
48	101005 INTER-COMPANY CASH	744,674.99	938,814.71	194,139.72-	20.7-
49	102000 RESTRICTED CASH CAPITAL OUTLAYS	361,329.32	331,329.32	30,000.00	9.1
14	108000 CHANGE FUNDS	4,750.00	4,750.00	0.00	0.0
14	109000 PETTY CASH	750.00	750.00	0.00	0.0
52	110000 CREDIT CARD CLEARING	6,749.20-	2,060.75	8,809.95-	427.5-
9	TOTAL CASH	714,411.26	982,457.58	268,046.32-	27.3-
16	ACCOUNTS RECEIVABLE				
16	131005 ACCOUNTS RECEIVABLE GENERAL RECON	72,436.21	21,397.87	51,038.34	238.5

4. Change layout

You may want to add additional fields on the Standard Layout to suit your needs. This is accomplished using the Change Layout icon. 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.)
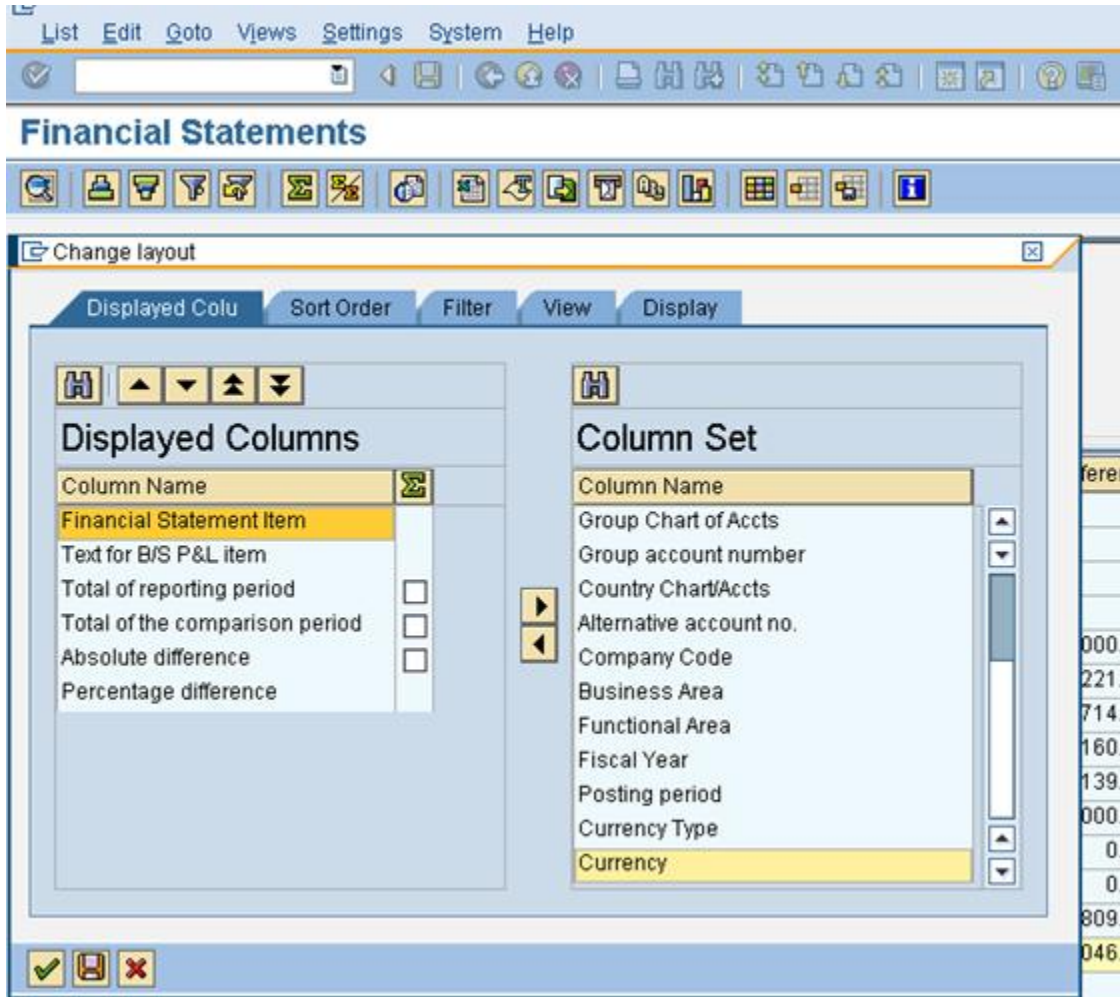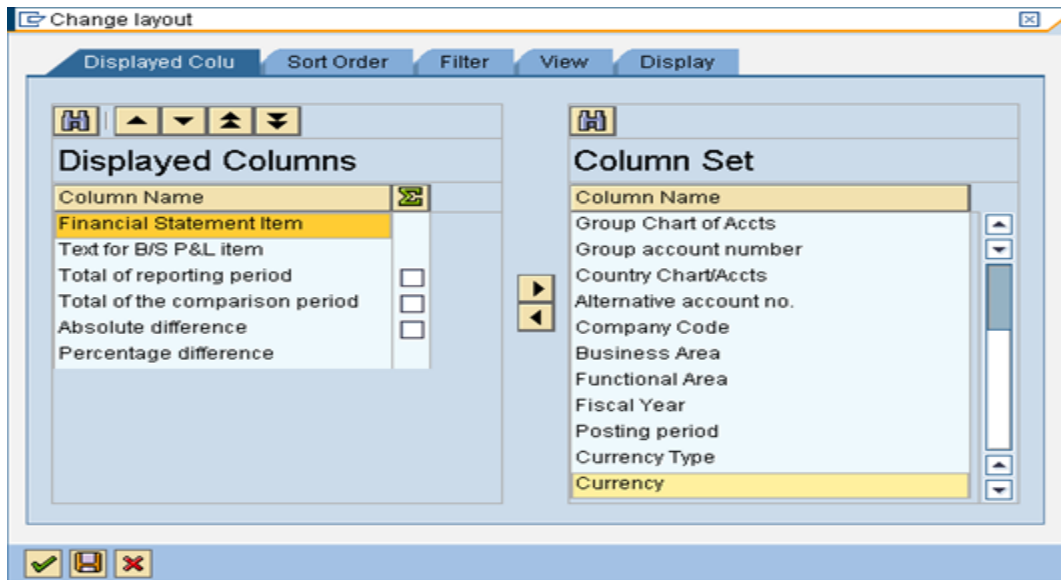
Click on the copy button at the bottom, and generate the new report. The new column "Currency" is now displayed as the first column in the newly generated report.

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.