

## Report: Outstanding Commitments

### Cost Centres: Commitment Line Items KSB2 app –

This guidance shows you how to produce this report which Audit recommend schools run, print out and check on a monthly basis.

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## Introduction

To clear any outstanding commitments (items not received yet or awaiting goods receipting) on the school budget Audit recommend running and checking the KSB2 Cost Centres: Commitment Line Items report on a regular basis:

### Section 1- What information shows on the KSB2 report?

The KSB2 report shows individual line items of purchase orders which are still showing as committed expenditure i.e. items not received in school or not yet goods receipted.

It is a real time report which can be run across financial years and as far back as required.

It is listed in Cost Element (General Ledger) code number order, however you can sort by Purchase order number (showing in the RefDocNo column).

Audit recommend you run this report regularly.

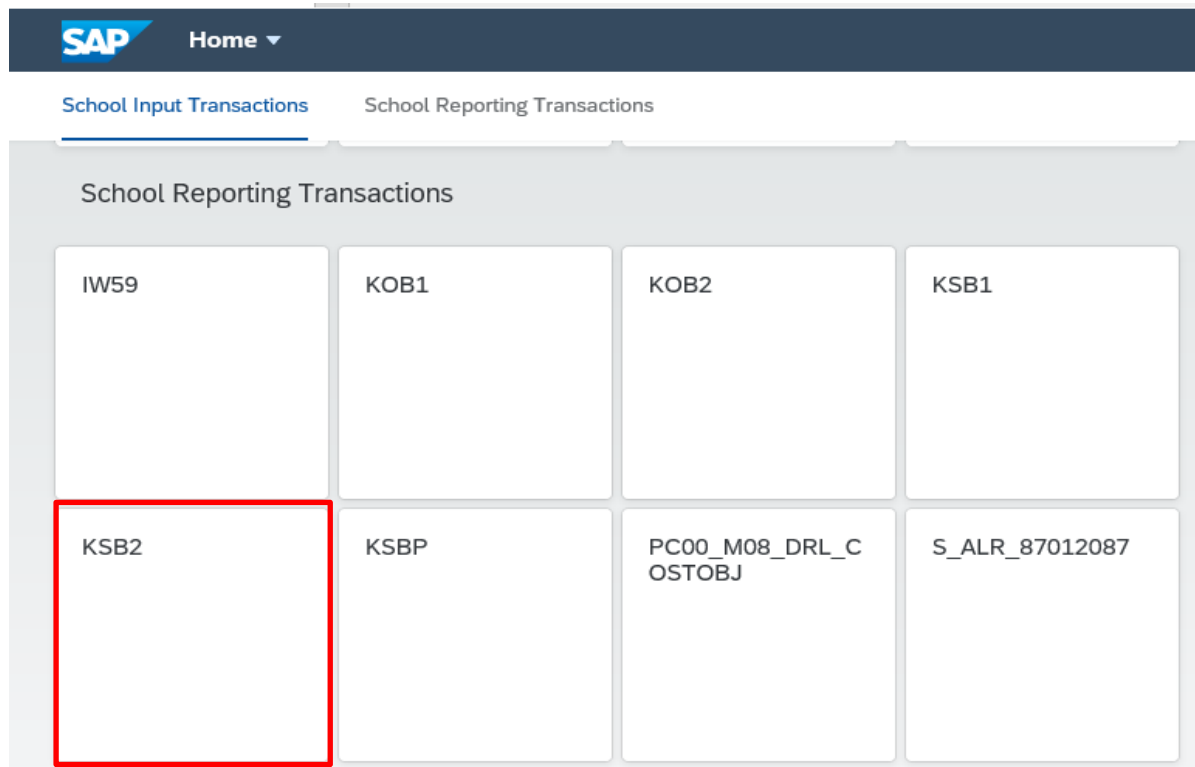
Cost elem.	Val in r...	Quantity	Vendor	Name	RefDocNo	Ref Item	Debit Date	Doc. Date	TCurr
120000	2.25	1.000	20001624	31655 eye wash	6500613986	19	10.05.2021	06.05.2021	GBP
	55.00	20.000	20001624	87122 vinyl powder free gloves medium	6500608592	1	12.04.2021	30.03.2021	GBP
140000	16.99	1.000	20005116	Ladder BKS	8500000185	10	10.12.2021	15.12.2021	GBP
	89.95	5.000	20005116	Paint BKS	8500000150	10	10.12.2021	10.12.2021	GBP
	18.99	1.000		Overall BKS	10032785	10	11.03.2022	11.03.2022	GBP
	17.99	1.000		Paint BKS	10032785	20	11.03.2022	11.03.2022	GBP
	16.99	1.000		Ladder BKS	10032785	30	11.03.2022	11.03.2022	GBP
140210	7.95	1.000	20001624	130559 blu tac	6500613986	12	10.05.2021	06.05.2021	GBP

## Section 2 - Run and print the report as per Audit recommendation.

Log into SAP Fiori:

- This loads the Fiori Dashboard

Click on the **KSB2** app.



- Enter your **cost centre**.
- In **Posting data**, enter the **From** date in **Expected Debit Date**
- In **To** enter end date required.
- Tick **Open Items only**
- Click **Execute** to run the report.

The screenshot shows the SAP 'Display Commitment Line Items for Cost Centers: Initial Screen'. Key fields include:
 

- Controlling Area: 1000
- Cost Center: CIP0001
- Expected Debit Date: 01.04.2021 to 30.04.2022
- Open Items Only:
- Layout: /ZSHDA
- Cost center, cost element, ref. document

 An 'Execute' button is located at the bottom right of the form.

- The report displays in Cost Element (General Ledger) code order

Cost elem.	D	Val.in...	Quantity	Vendor	Name	RefDocNo	Ref Item	Debit Date
140000		• 160.91	• 9.000					
140210		30.83	1.000	20008383	123 school kit caterpillar refill	6500610848	1	04.06.2021
		10.60	1.000	20004552	layers pellets	6500612608	1	04.05.2021
		10.50	1.000	20004552	layers mash	6500612608	2	04.05.2021
		10.50	1.000	20004552	shavings	6500612608	3	04.05.2021
		7.95	1.000	20001624	130559 blu tac	6500613986	12	10.05.2021
		1.75	1.000	20001624	35769 pens	6500613986	13	10.05.2021
		1.75	1.000	20001624	35750 pens	6500613986	14	10.05.2021
		14.52	4.000	20001624	127248 colour A4 card	6500613986	15	10.05.2021
		6.50	1.000	20001624	227501 stickers	6500613986	16	10.05.2021
		4.40	2.000	20001624	174912 hole punch	6500613986	17	10.05.2021
		2.28	2.000	20001624	45772 forehead thermometer	6500613986	18	10.05.2021
140210		• 101.58	• 16.000					

- You can subtotal the report by purchase order number to make it easier.  
**Right click on the RefDocNo column, click Subtotals**

Cost elem.	D	Val	Lin r...	Quantity	Vendor	Name	RefDocNo	Ref.Item	Debit	Date
120000		2.25		1.000	20001624	31655 eye wash	65006			21
		55.00		20.000	20001624	87122 vinyl powder free gloves medium	65006	Optimize Width		21
140000		16.99		1.000	20005116	Ladder BKS	85000	Freeze to Column		21
		89.95		5.000	20005116	Paint BKS	85000	Sort in Ascending Order		21
		18.99		1.000		Overall BKS	10032	Sort in Descending Order		22
		17.99		1.000		Paint BKS	10032	Find		22
		16.99		1.000		Ladder BKS	10032	Set Filter...		21
140210		7.95		1.000	20001624	130559 blu tac	65006	Total		21
		1.75		1.000	20001624	35769 pens	65006	Subtotals		21
		1.75		1.000	20001624	35750 pens	65006	Spreadsheet...		21
		14.52		4.000	20001624	127248 colour A4 card	65006			21
		6.50		1.000	20001624	227501 stickers	65006			21

### Section 3 - Printing the report.

- Click on the **More** button, then on **Print**.

Display Commitment Line Items for Cost Centers

Document Master Record

Layout /ZSHDA Cost center, cost element, ref. document  
Cost Center  
Report Currency GBP Pound sterling

in RC	CIP0001	Quantity	Vendor	Name	Ref Item
10.50	CIP0001	1.000	20004552	layers mash	2
10.50	CIP0001	1.000	20004552	shavings	3
31.60		3.000			

In the following pop up box **Click** on the green tick

Print ALV List

Output Device: LP01\_WEB

\* Number of Copies: 1

Page Area

Everything

Page 0 to 0

Properties

Print Time: SAP spool only for now

✓ Properties

## **Section 4 - Checking the report**

The KSB2 report shows outstanding committed items for your cost centre, either goods not yet received or not yet goods receipted.

- Have items showing on the report been received?
- If so, they need to be goods receipted (to clear the committed amount) or
- Has the invoice been paid through the VIM invoice coding and approving route in error?
- If items have not been received, do you need to contact the vendor? or
- Was the order made to the wrong vendor or for the wrong items – in which case the order needs to be cancelled by emailing [accounts.payable@derbyshire.gov.uk](mailto:accounts.payable@derbyshire.gov.uk) quoting the order number and asking for the order to be blocked and the committed amounts to be cleared.

For assistance in running the report please contact the Budget Manager Support team at [cst.budgetsupport@derbyshire.gov.uk](mailto:cst.budgetsupport@derbyshire.gov.uk)

**When you have finished using SAP Fiori please ensure you log off the system and close out of all windows.**