

Reporting on Derbyshire Property Package Costs S_ALR_87013611 - Cost Centres: Actual/Plan/Variance

This guidance shows how to display actual cost line items posted to your Derbyshire Property Package (DPP) cost centre. Your DPP cost centre number shows as LYxxxx.

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Introduction

This report is a real time report and can be used by any school that buys into the Derbyshire Property package (DPP) to run monthly to assist in monitoring your DPP budget.

It shows last year's DPP brought forward balance, your annual contribution amount, actual expenditure and the remaining balance to spend.

You can drill down to see individual items and details of charges.

Section 1 - Running the report

Log into SAP Intelligence Suite (SIS)

- This loads the Fiori Dashboard
- Click on the **School Reporting Transactions** tab, then click on the **S_ALR_87013611** app

School Input Transactions

School Reporting Transactions

IW59	KOB1	KOB2	KSB1	KSB2
PC00_M08_DRL_C OSTOBJ	S_ALR_87012087	S_ALR_87012999	S_ALR_87013000	S_ALR_87013611

- In this screen ensure the following fields are populated:
 - **Fiscal year** - is populated with the current year (If you want to look at previous years, type in the year required and change **To period** to 16)
 - **From Period** – 1
 - **To Period** - 12
 - **Plan Version** – C (current budget)
 - **Or values** – type your **DPP cost centre number**
- Click **Execute** (at the bottom right)

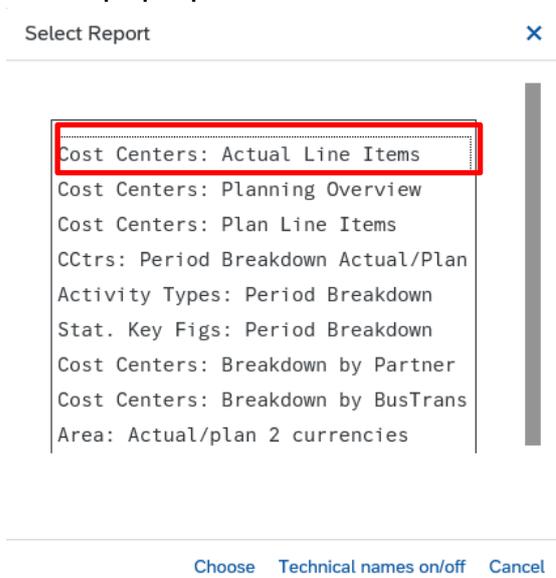
The screenshot shows the SAP interface for 'Cost Centers: Actual/Plan/Variance: Selection'. The top navigation bar includes the SAP logo, the title 'Cost Centers: Actual/Plan/Variance: Selection', and a dropdown menu 'ED1 (400)'. Below the navigation bar are links for 'Get Variant...', 'Data Source...', 'Report Group Documentation', and 'More', along with an 'Exit' button. The main content area is divided into 'Selection values' and 'Selection groups'. In the 'Selection values' section, a red box highlights the following fields: 'Controlling Area: 1000', 'Fiscal Year: 2021', 'From Period: 1', 'To Period: 12', and 'Plan Version: C'. In the 'Selection groups' section, a red box highlights the 'Or value(s): LY03107' field. Below this, there are empty fields for 'Cost Center Group', 'Cost Element Group', and 'Or value(s):', each followed by a 'to:' label and a copy icon. At the bottom right of the screen, a blue 'Execute' button is highlighted with a red box.

- The report for the Property Package Cost centre shows the actual costs:
- GL code: 317010 Property repairs/Mtc - this is where charges for jobs raised show
- GL code 317012 Property package contribution – your school’s annual contribution (from your CIP budget into your DPP budget)
- 319081 DPP Opening balance – any under or overspend brought forward from last year
- Over/under absorption – shows the amount remaining to spend

Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (%)
317010 Prop'ty repairs/Mtc	3,568.27		3,568.27	
317012 Property package co	4,755.90-		4,755.90-	
319081 DPP Opening Balance	5,353.09-		5,353.09-	
* Debit	6,540.72-		6,540.72-	
** Over/Underabsorption	6,540.72-		6,540.72-	

Section 2 - Viewing more information

- To view individual items making up the total Actual cost amounts, double click on the Actual cost figure (see above screenshot)
- In the pop up window, double click on the **Cost Centers: Actual line items**



- The report shows the breakdown of the total amount

Cost Elem.	Cost element name	Cost Ctr	CO O...	Val/COAr...	D.	Offset. acct name	Posting Date	Name
317010	Prop'ty repairs/Mtce	LY031...		69.94	D	3 Prop'ty repairs/Mtce	08.06.2021	Fan Cabinet Servicing S...
317010	Prop'ty repairs/Mtce	LY031...		193.69	D	3 Prop'ty repairs/Mtce	14.06.2021	Air Conditioning Service
317010	Prop'ty repairs/Mtce	LY031...		271.92	D	4 Prop'ty repairs/Mtce	06.07.2021	Kitchen Ventilation Clea...
317010	Prop'ty repairs/Mtce	LY031...		47.61	D	4 Prop'ty repairs/Mtce	07.07.2021	Legionella Summer Cat...
317010	Prop'ty repairs/Mtce	LY031...		161.00	D	4 Prop'ty repairs/Mtce	14.07.2021	Gas Soundness Testing
317010	Prop'ty repairs/Mtce	LY031...		299.11	D	5 Prop'ty repairs/Mtce	12.08.2021	Fire Alarm/EM Lighting S...
317010	Prop'ty repairs/Mtce	LY031...		97.75	D	7 Prop'ty repairs/Mtce	01.10.2021	Wasp nest by kitchen dc...
317010	Prop'ty repairs/Mtce	LY031...		104.49	D	7 Prop'ty repairs/Mtce	13.10.2021	Electrical - PAT Testing Requ...
317010	Prop'ty repairs/Mtce	LY031...		264.98	D	8 Prop'ty repairs/Mtce	02.11.2021	Carried out annual Mixer Val...
317010	Prop'ty repairs/Mtce	LY031...		543.88	D	8 Prop'ty repairs/Mtce	10.11.2021	Drains backing up from toilet
317010	Prop'ty repairs/Mtce	LY031...		216.12	D	9 Prop'ty repairs/Mtce	17.12.2021	Air Conditioning Servicing 2 c...
317010	Prop'ty repairs/Mtce	LY031...		123.51	D	1... Prop'ty repairs/Mtce	10.01.2022	Fire Alarm Service 2 of 2. Op...
317010	Prop'ty repairs/Mtce	LY031...		195.50	D	1... Prop'ty repairs/Mtce	29.03.2022	7439186Yr End Internal WIP
317010	Prop'ty repairs/Mtce	LY031...		157.70	D	1... Prop'ty repairs/Mtce	29.03.2022	7438437Yr End Internal WIP
				3,568.27				

- To view more detail, double click on the line required
- This screen displays. Click on the **first line** of payment detail

SAP Display Document: Data Entry View ED1 (400) v

Display Another Document
Select Individual Object
Display Document Header
Display Currency
More v
Exit

Data Entry View

Document Number: <input type="text" value="1000294681"/>	Company Code: <input type="text" value="1000"/>	Fiscal Year: <input type="text" value="2021"/>
Document Date: <input type="text" value="14.06.2021"/>	Posting Date: <input type="text" value="14.06.2021"/>	Period: <input type="text" value="3"/>
Reference: <input type="text" value="0090120012"/>	Cross-Comp.No.: <input type="text"/>	
Currency: <input type="text" value="GBP"/>	Texts Exist: <input type="checkbox"/>	Ledger Group: <input type="text"/>

Co...	Item	Account	Key	Amount	Description	Text
1000	1	317010	40	193.69	Prop'ty repairs/Mtce	Air Conditioning Service at
	2	317010	50	193.69-	Prop'ty repairs/Mtce	Air Conditioning Service at

Anytown Primary on 28.1
Anytown Primary on 28.1

- For the full narrative of the job, click on **Long Text**

Display Document: Line Item 1 ED1 (400) ✓

Display Another Document Call Up Document Overview Display Previous Item Display Next Item More ✓ Exit

G/L Account: 317010 Property Maintenance and Repairs
Company Code: 1000 Derbyshire County Council
Doc. No.: 1000294681

Line Item 1 / Debit entry / 40
Amount: 193.69 GBP
Tax Code:

Account Assignments
Cost Center: LY03107 Order:
WBS element:
Profit Center: LY03107 Sales Order: 40115479 10 0
Quantity: 1.000 EA
Assignment: 20210614
Text: Air Conditioning Service at Ripley Nursery on 28.1

Long Text

- In the pop up window, click on the same icon again (Editor)

Long Text for Document Line Item ✕

Notes

X	L	Description	1st line	T	L	CU...	1 / 3
<input type="checkbox"/>	EN	Note	Air Conditioning Service at , on 28.10.2020	✓			
<input type="checkbox"/>	EN	Structured QR Code	<input type="text"/>				
<input type="checkbox"/>	EN	Unstructured QR Code	<input type="text"/>				

- The full narrative for the job is displayed:

Display Note: 100010002946812021001 Language EN ED1 (400) ✓

Select Text Symbol Definition Services for Object ✓ More ✓

F...	L...	Row Text	R..
	1.....2.....3.....4.....5.....6.....	
*		Air Conditioning Service at on 28.10.2020	
*		2 ltr Coil Cleaner and 1 ltr Easy Finish	
*		£193.69	
*		Air Conditioning Servicing 2 of 2	
*		.	

- To exit, keep clicking on the **Back** arrow in each screen until you return back to the original screen, clicking **Yes** to the exit report message.

Section 3 - Printing the report

- In the report screen, click on **Print**

Cost Centers: Actual/Plan/Variance Date: 04.07.2022 Page: 2 / 2

Column: 1 / 2

Cost Center/Group: LY01234 Anytown Primary

Person responsible:

Reporting period: 1 to 12 2021

Cost Elements	Act. Costs	Plan Costs	Var.(Abs.)	Var.(%)
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** Over/Underabsorption	6,540.72-		6,540.72-	

- Click **Continue**

Print current report

Print page formatting is not active (page width 132)

Print formatted report (page length 59)

Print unformatted report (no fixed page length)

Continue Cancel

- Click on the **green tick**

Print Screen List

Output Device: LP01_WEB

* Number of Copies: 1

Page Area

Everything

Page 0 to: 0

Properties

Print Time: Immediately

Properties

- After printing, to exit the report, click on the **Back** arrow



- Click **Yes** to exit the report

Exit Report

Do you want to exit the report?

Yes No

- Click **Yes** in the report criteria screen



When you have finished using SIS, please ensure you log off the system and close out of all windows