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.**

Contents:

Description	Page
Introduction	1
1. Running the report	2
2. Viewing more information	4
3. Printing the report	7

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

- In this screen ensure the following fields are populated:

    o **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)

    o **From Period** – **1**

    o **To Period** - **12**

    o **Plan Version** – **C** (current budget)

    o **Or values** – type your **DPP cost centre number**
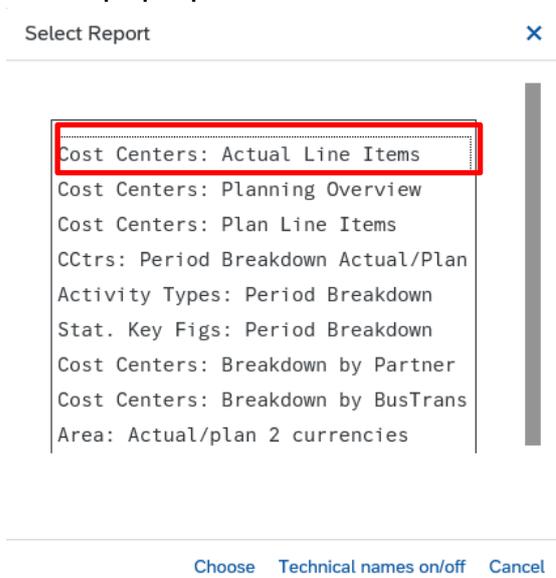
- Click **Execute** (at the bottom right)

- 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**

Select Report   ✕

Cost Centers: Actual Line Items
Cost Centers: Planning Overview
Cost Centers: Plan Line Items
CCtrs: Period Breakdown Actual/Plan
Activity Types: Period Breakdown
Stat. Key Figs: Period Breakdown
Cost Centers: Breakdown by Partner
Cost Centers: Breakdown by BusTrans
Area: Actual/plan 2 currencies

Choose   Technical names on/off   Cancel

- The report shows the breakdown of the total amount

Cost Elem.	Cost element name	Cost Ctr	CO O...	Σ 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 Se
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 Valv
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) ⌄

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

Data Entry View

Document Number:	1000294681	Company Code:	1000	Fiscal Year:	2021
Document Date:	14.06.2021	Posting Date:	14.06.2021	Period:	3
Reference:	0090120012	Cross-Comp.No.:			
Currency:	GBP	Texts Exist: ☐		Ledger Group:	

Co... ▲	Item	Account	Key	Amount	Description	Text	
1000	1	317010	40	193.69	Prop'ty repairs/Mtce	Air Conditioning Service at	Anytown Pri**mar**y on 28.1
	2	317010	50	193.69-	Prop'ty repairs/Mtce	Air Conditioning Service at	Anytown Primary on 28.1

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

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

- The full narrative for the job is displayed:

- 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**

- Click **Continue**

- Click on the **green tick**

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

- Click **Yes** to exit the report

- 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