

Report: Postings Line Items

Display Actual Cost Line Items for Cost Centres - KSB1 App

This guidance shows you how to produce a report which displays all items (expenditure and income) posted to your cost centre(s).

It is an Audit requirement that you run, print out and check this KSB1 postings report monthly.

Contents

Introduction	2
Section 1 What information is on the KSB1 report?	3
Section 2 Run and print the report as Audit requirement	5
Section 2.1 Printing the report	8
Section 2.2 Checking the report	10
Section 3 Run the report selecting different criteria.....	10
Section 3.1 Run the report across financial years	11
Section 3.2 Run the report on a single or range of GL codes:	12
Section 3.3 Increase the number of displayed records	15
Section 4 View a copy invoice and invoice payment	16
Section 4.1 View a copy of a VIM invoice.....	16
Section 4.2 View a VIM invoice payment	19
Section 5 Add a note or attachment to a postings line item	22
Section 6 Filter to specific items	24
Section 6.1 Filter to view groups of postings items	24
Payroll Postings.....	24
Cash Postings (SK Document Type).....	27
Cash Postings (T3 Document Type) Cashless transaction (ParentPay).....	27
SIO postings	29
Section 6.2 Filter By amount	30
Section 6.3 Filter by vendor.....	32
Changing the layout of the report (audit)	34
Section 6.4 Subtotals.....	34
Section 6.5 Sort ascending/descending order.....	37
Section 6.6 Columns: hide/add/change order	38
Section 7 Personalising/saving your own report layout	42
Section 7.1 Changing the layout of the report:	42

Section 7.1 Saving your personalised layout.....	42
Section 7.2 Selecting your personalised layout.....	45
Section 7.3 Changing your personalised layout	47
Section 8 Exporting the report into a spreadsheet	48

Introduction

The KSB1 is a valuable real time report to view all expenditure and income posted to your cost centre(s). You can use this report:

- To meet the **Audit requirement** of running, printing off and checking the complete report on or after the 8th of each month, for the previous month.
- To view expenditure or income **across academic years** eg to view Sports funding and expenditure.
- To view **copies of invoices** and **invoice payments** to vendors (VIM invoice and Purchase Requisition invoices).
- To view expenditure and income on **any of your cost centres**.
- To view **historic information** back to 2013.
- To quickly **filter to specific items** to meet your individual monitoring needs.

Section 1 What information is on the KSB1 report?

The KSB1 line-item postings report shows all items posted to your cost centre(s)

- money going out of your budget e.g. invoice payments, salary and extra hours/additional payments and charges from Derbyshire Council
- council departments,
- income coming into your budget e.g. external and from other Derbyshire schools using SAP or council departments,
- journal transfers (moving miscoded expenditure/income within your budget).

It is a real time report i.e. invoices show as charges to your budget as soon as your approver approves them. It is listed in Posting date order but you can sort and filter on any of the columns as you required.

Cost Element	AuxAcctAs1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Posting Date	N
230130		MIs & Ref Non VAT	CIP1234	Anytown Primary	10.50-	C	11	CJ0033	02.02.2024	Fi
230150		Food Stf MIs&Ref VAT	CIP1234	Anytown Primary	15.62-	C	11	CJ0033	02.02.2024	Fi
230130		MIs & Ref Non VAT	CIP1234	Anytown Primary	21.00-	C	11	CJ0033	02.02.2024	4t
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	05.02.2024	
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	06.02.2024	
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	06.02.2024	
121020		Gas	CIP1234	Anytown Primary	120.00-	C	11	Electricity	06.02.2024	E
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	06.02.2024	E
232030		Lettings	CIP1234	Anytown Primary	200.00-	C	11	Anne Byrne	07.02.2024	
232020		Rents	CIP1234	Anytown Primary	750.00-	C	11	Crearwy Randall	08.02.2024	te
230020		Book Sales	CIP1234	Anytown Primary	55.00-	C	11	Anwen Smart	08.02.2024	te
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00-	C	11	Brangwen Spencer	08.02.2024	te
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00-	C	11	Florence Read	08.02.2024	
232020		Rents	CIP1234	Anytown Primary	1,000.00-	C	11	Blackdragon LLC	09.02.2024	te

Here are explanations of the column headings with some examples:

- Cost Element:** or **General Ledger (GL) code**
- AuxAcctAs1:** **SIO and event numbers**
- Cost element name:** **Description of the Cost element (GL) code**
- Cost Centre:** **Your cost centre number**
- Object name:** **your school cost centre name**
- ValCOArCur:** **net amount**
- D:** **D = Debit, C=Credit**
- Per:** **the period (month) the item relates to**
- Name of Offsetting Account:** **Vendor name for VIM invoices, Description for other items**
- Posting Date:** **Date the item was posted into your budget**
- Name:** **Text description on cash journal**

Year:	Fiscal (financial) year
DocumentNo:	SAP generated document number
Doc. Date:	Date document created
DocTyp:	Document type of item
User:	Person who input the item
RefDocNo:	Document number e.g of journal
RT:	R is an Accounting document
Doc Header Text:	Text from journals
Purchasing Doc.	Purchase order number
Offsetting Acct:	General Ledger code

To find and display items more easily, there are layout options you can use on any column, such as sort ascending/descending), filter and change layout (adding/removing) visible columns. See sections 6 and 7 for guidance.

To exit, click on the grey cross in the top right corner of the screen.

Section 2 Run and print the report as Audit requirement

You need to run the KSB1 report monthly to meet Audit's requirement.

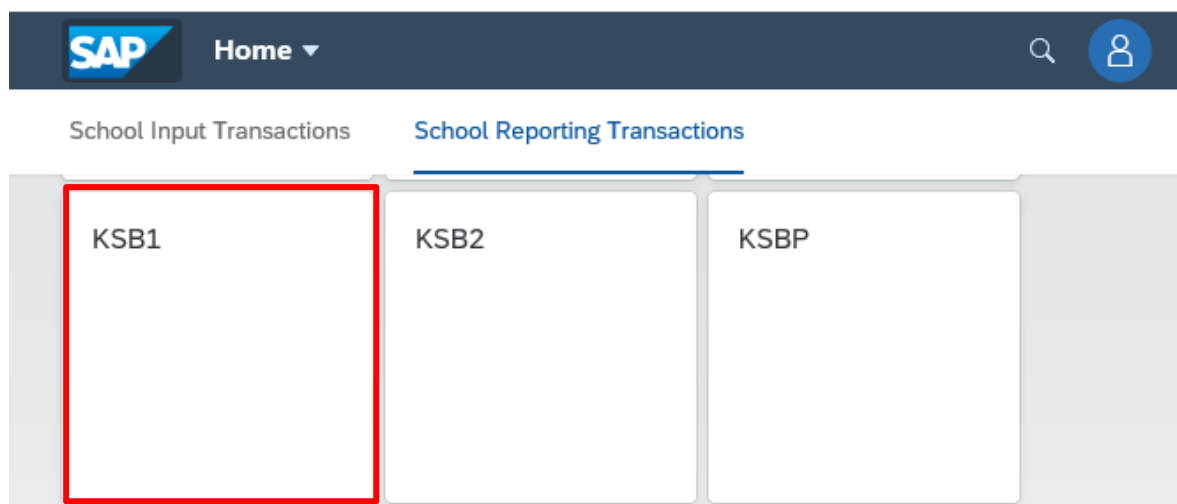
Run the report on/after the 8th day of the current month, for the previous month on all of your cost centres i.e., **CIP1234, CHD1234, LY01234**.

Then:

- Print off.
- Check for anomalies to ensure you are only paying for items, goods, services, and people who have supplied or worked at your school.
- Do not check individual items i.e., do not cross match with paying in slip books, invoices.
- Initial and date.
- Pass to your approver to initial and date.
- Store securely
- Any anomalies, contact cst.budgetsupport@derbyshire.gov.uk

Log into SAP Fiori

- This loads the Fiori Dashboard
- Click on the **KSB1** app



- In the report criteria screen, enter the following:
 - **Cost Centre**
 - **Posting Date** - change the **From** date to the first date of the last month and the **To** date to the last date of the last month
 - **Layout** is set at **Default – Primary cost posting – do not change this**
 - Click **Execute** to run the report.

SAP Display Actual Cost Line Items for Cost Centers : Initial Screen ED1 (400) v

Menu Further Selection Criteria... Exit

Controlling Area: 1000
 Cost Center: CIP1234 to:
 or
 Cost Center Group:
 or
 Cost Element: to:
 or
 Cost Element Group:

Posting Data
 Posting Date: 01.02.2024 to: 29.02.2024

Settings
 Layout: /DEFAULT LAYOUT
 More Settings

Execute

- The report is generated

SAP Display Actual Cost Line Items for Cost Centers ED1 (

Menu Document Master Record Correction Request

Layout 1000 /DEFAULT LAYOUT
 Cost Center CIP1234 Anytown Primary
 Report Currency GBP Pound sterling

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50-	C	11	CJ0033
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62-	C	11	CJ0033
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00-	C	11	CJ0033
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh
121020		Gas	CIP1234	Anytown Primary	120.00-	C	11	Electricity
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas
232030		Lettings	CIP1234	Anytown Primary	200.00-	C	11	Anne Byrne
232020		Rents	CIP1234	Anytown Primary	750.00-	C	11	Crearwy Randall
230020		Book Sales	CIP1234	Anytown Primary	55.00-	C	11	Anwen Smart
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00-	C	11	Brangwen Spencer
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00-	C	11	Florence Read
232020		Rents	CIP1234	Anytown Primary	1,000.00-	C	11	Blackdragon LLC

- The report layout is sorted in Posting Date order (the small red triangle in the **Postg Date** column heading signifies this)

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Posting Date
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50-	C	11	CJ0033	02.02.2024
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62-	C	11	CJ0033	02.02.2024
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00-	C	11	CJ0033	02.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	05.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	06.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00-	C	11	Olivia Pugh	06.02.2024
121020		Gas	CIP1234	Anytown Primary	120.00-	C	11	Electricity	06.02.2024
121030		Electricity	CIP1234	Anytown Primary	120.00-	D	11	Gas	06.02.2024
232030		Lettings	CIP1234	Anytown Primary	200.00-	C	11	Anne Byrne	07.02.2024
232020		Rents	CIP1234	Anytown Primary	750.00-	C	11	Crearwy Randall	08.02.2024
230020		Book Sales	CIP1234	Anytown Primary	55.00-	C	11	Anwen Smart	08.02.2024
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00-	C	11	Brangwen Spencer	08.02.2024
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00-	C	11	Florence Read	08.02.2024
232020		Rents	CIP1234	Anytown Primary	1,000.00-	C	11	Blackdragon LLC	09.02.2024

- To make it easier to check through the postings line items, you can sort them into Cost Element (General Ledger) code order.
- Right click on the **Cost Element** column and from the sub menu, click on **Sort in Ascending Order**

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name
230130	Copy Text	Mls & Ref Non VAT	CIP1234	Anytown Primary
230150	Hide	Food Stf Mls&Ref VAT	CIP1234	Anytown Primary
230130	Mls & Ref Non VAT	Mls & Ref Non VAT	CIP1234	Anytown Primary
232030	Show...	Lettings	CIP1234	Anytown Primary
232030	Optimize Width	Lettings	CIP1234	Anytown Primary
232030	Lettings	Lettings	CIP1234	Anytown Primary
121020	Freeze to Column	Gas	CIP1234	Anytown Primary
121030	Unfreeze Columns	Electricity	CIP1234	Anytown Primary
232030	Sort in Ascending Order	Lettings	CIP1234	Anytown Primary
232020	Sort in Descending Order	Rents	CIP1234	Anytown Primary
230020	Find	Book Sales	CIP1234	Anytown Primary
230080		Vending Machine Inc	CIP1234	Anytown Primary

- The report is now listed in ascending General ledger (Cost element) order.

Cost Element	Aux.acct assgmnmt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Period	Name of Offsetting Account	Posting Date
121020		Gas	CIP1234	Anytown Primary	120.00	C	11	Electricity	06.02.2024
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	06.02.2024
230020		Book Sales	CIP1234	Anytown Primary	55.00	C	11	Anwen Smart	08.02.2024
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00	C	11	Florence Read	08.02.2024
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00	C	11	Brangwen Spencer	08.02.2024
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50	C	11	CJ0033	02.02.2024
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00	C	11	CJ0033	02.02.2024
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62	C	11	CJ0033	02.02.2024
232020		Rents	CIP1234	Anytown Primary	750.00	C	11	Crearwy Randall	08.02.2024
232020		Rents	CIP1234	Anytown Primary	1,000.00	C	11	Blackdragon LLC	09.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	05.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	06.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	06.02.2024

- Follow the next section to print the report.

Section 2.1 Printing the report

- In your report, click on **Menu**, then click **List** and select **Print**.

Menu

- List > Print Preview (Ctrl+Shift+F10)
- Print (Ctrl+P)
- Export >
- Send To >
- Exit (Shift+F3)

Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C
Gas	CIP1234	Anytown Primary	120.00	C
Electricity	CIP1234	Anytown Primary	120.00	D
Book Sales	CIP1234	Anytown Primary	55.00	C
Mid Morning Break In	CIP1234	Anytown Primary	320.00	C
Vending Machine Inc	CIP1234	Anytown Primary	200.00	C
Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50	C
Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00	C
Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62	C
Rents	CIP1234	Anytown Primary	750.00	C

- In the **Print ALV List** screen, **Output Device** should be populated as LP01_WEB
- Ensure **Everything** is selected in Page Area
- Click on the **green tick**

Print ALV List

Output Device: LP01_WEB

* Number of Copies: 1

Page Area

Everything

Page

Print Time: Immediately

Properties

A Preview screen will shortly appear, click on the **Print** icon and then **Ok** to printing

Post Line	Subcontract	Date	Amount	Description												
121020		Gas	120.00	C	11 Electricity	06.02.2024	Elect ABC12345	2023	1800537900	06.02.2024	SA	02702901	1800507131	R	Invoice ref ABC12345	121030
121030		Electricity	120.00	D	11 Gas	06.02.2024	elec ABC12345	2023	1800537900	06.02.2024	SA	02702901	1800507131	R	Invoice ref ABC12345	121020
230020		Book Sales	55.00	C	11 Awwen Smart	08.02.2024	test p0	2023	1800030000	08.02.2024	DR	11102325	1800069463	R		40042718
230070		Mid Morning Break 1st	320.00	C	11 Florence Head	08.02.2024		2023	1800030000	08.02.2024	DR	11102325	1800069463	R		40022334
230080		Vending Machine Inc	200.00	C	11 Beaupren Spence	08.02.2024	test p3	2023	1800030000	08.02.2024	DR	11102325	1800069464	R		40055503
230130		Mia & Ref Non-VAT	10.50	C	11 CPO033	02.02.2024	Finance report	2023	1800020000	02.02.2024	DR	SCHOLLESPORT	1001930824	R	HEALS & REFRESH NON-VAT	838004
230130		Mia & Ref Non-VAT	21.00	C	11 CPO033	02.02.2024	401236	2023	1800020000	02.02.2024	DR	SCHOLLESPORT	1001930827	R	HEALS & REFRESH NON-VAT	838004
230150		Food Stf Wladwef VAT	15.02	C	11 CPO033	02.02.2024	Finance report	2023	1800020000	02.02.2024	DR	SCHOLLESPORT	1001930824	R	FOOD STAFF VOUCHER	838004
230200		Rents	780.00	C	11 Clewary Randall	08.02.2024	test p0	2023	1800030000	08.02.2024	DR	11102325	1800069464	R		40032031
232020		Rents	1,000.00	C	11 Blackdragon LLC	09.02.2024	test	2023	1800030000	09.02.2024	DR	SCHOLLESPORT	1800069468	R		10002000
232030		Lettings	150.00	C	11 Olivia Pugh	05.02.2024		2023	1800020000	05.02.2024	DR	SCHOLLESPORT	1800069459	R		40031416
232030		Lettings	150.00	C	11 Olivia Pugh	06.02.2024		2023	1800020000	06.02.2024	DR	SCHOLLESPORT	1800069459	R		40031416
232030		Lettings	150.00	C	11 Olivia Pugh	06.02.2024		2023	1800020000	06.02.2024	DR	SCHOLLESPORT	1800069459	R		40031416
232030		Lettings	200.00	C	11 Anne Byrne	07.02.2024		2023	1800537900	07.02.2024	DR	11102325	1800069463	R		50004681
			3,022.124													

- When the report has printed successfully, exit the screens.
To exit, click on the grey cross in the top right corner of the screen.

Section 2.2 Checking the report.

- You are checking for anomalies only, you are not required to check individual items i.e. get out copy invoices, paying in slip books, etc to cross match items.
- Ensure you are only paying for items, goods, services, and people who have supplied or worked at your school.
- Initial and date the report
- And then pass to your approver to initial and date.
- Store securely
- Any anomalies, contact cst.budgetsupport@derbyshire.gov.uk

Section 3 Run the report selecting different criteria.

You can run the report at any time, for any period of time e.g., for an academic year, either on all General Ledger (GL) codes or on one or a group of.

This is useful for reporting on your sports funding expenditure which runs in academic years.

You can also increase the number or records displayed e.g., if you are a large school and want to run the report over a long time period.

Section 3.1 Run the report across financial years.

You can run the report for whatever time frame you wish, particularly useful for reporting for academic years on specific items e.g., Sports and Pupil premium expenditure.

- Enter your **cost centre**.
- In **Posting Date** enter the date ranges in **From** and **To**
- Click **Execute**

The screenshot shows the SAP 'Display Actual Cost Line Items for Cost Centers : Initial Screen' interface. The 'Cost Center' field is set to 'CIP1234' and is highlighted with a red box. The 'Posting Date' range is set from '01.02.2021' to '29.02.2024', also highlighted with a red box. At the bottom right, the 'Execute' button is highlighted with a red box. Other fields include Controlling Area (1000), Cost Center Group, Cost Element, Cost Element Group, Layout (/DEFAULT), and various filters for Document Number, Posting Row, CO subkey, Value TranCurr, Value in Obj. CrCy, and Val/COArea CrCy.

- In the report, you can then sort or filter by whichever column you require

Section 3.2 Run the report on a single or range of GL codes:

You may wish to run the report over a long-time frame on just one General Ledger (GL) code e.g., to view your Pupil premium income.

Or select a range of GL codes e.g., to view salary payments for teaching assistants over a selected time period.

- To run by a single GL code, type the **GL code** into the first **Cost Element** field.
- Enter your **cost centre**.
- Enter your required **Posting dates** for your preferred time frame.
- Click **Execute**

The screenshot shows the SAP 'Display Actual Cost Line Items for Cost Centers : Initial Screen'. The interface includes several sections for data entry:

- Controlling Area:** 1000
- Cost Center:** CIP1234
- Cost Center Group:** (empty)
- Cost Element:** 140210 (highlighted with a red box)
- Cost Element Group:** (empty)
- Posting Data:** Posting Date: 01.02.2021 to 29.02.2024
- Settings:** Layout: /DEFAULT
- Selection Screen Definition:** Edit Selection Screen
- Chars:** Document Number, Posting Row, CO subkey
- Key Figures:** Value TranCurr, Value in Obj. Crcy, Val/COArea Crcy

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

- On a range of GL codes, populating your Cost centre and the Posting Date range, in **Cost Element**, click on the **arrow**.

< **SAP** Display Actual Cost Line Items for Cost Centers : Initial Screen

Menu  Further Selection Criteria... 

Controlling Area:


Cost Center:

to:



or

Cost Center Group:

Cost Element: 

to:

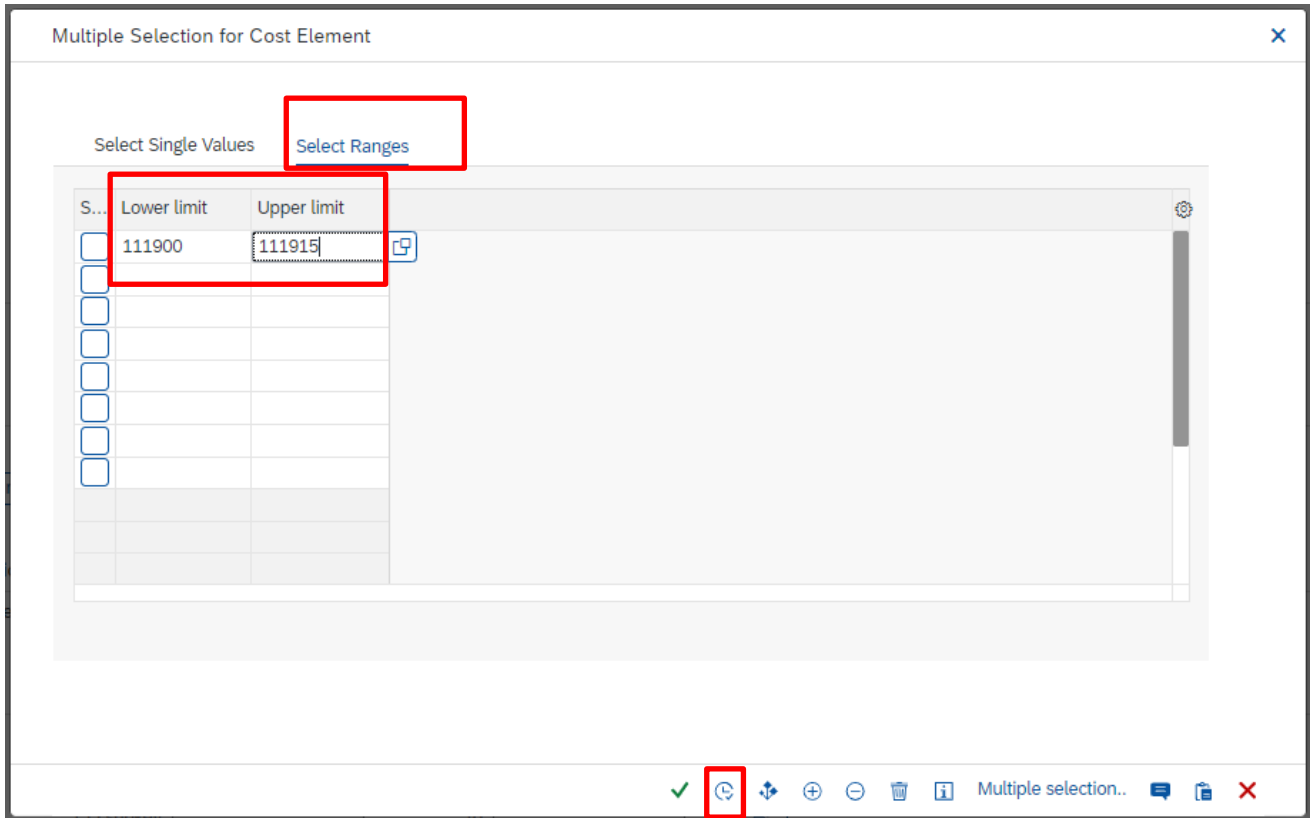


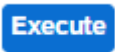
or

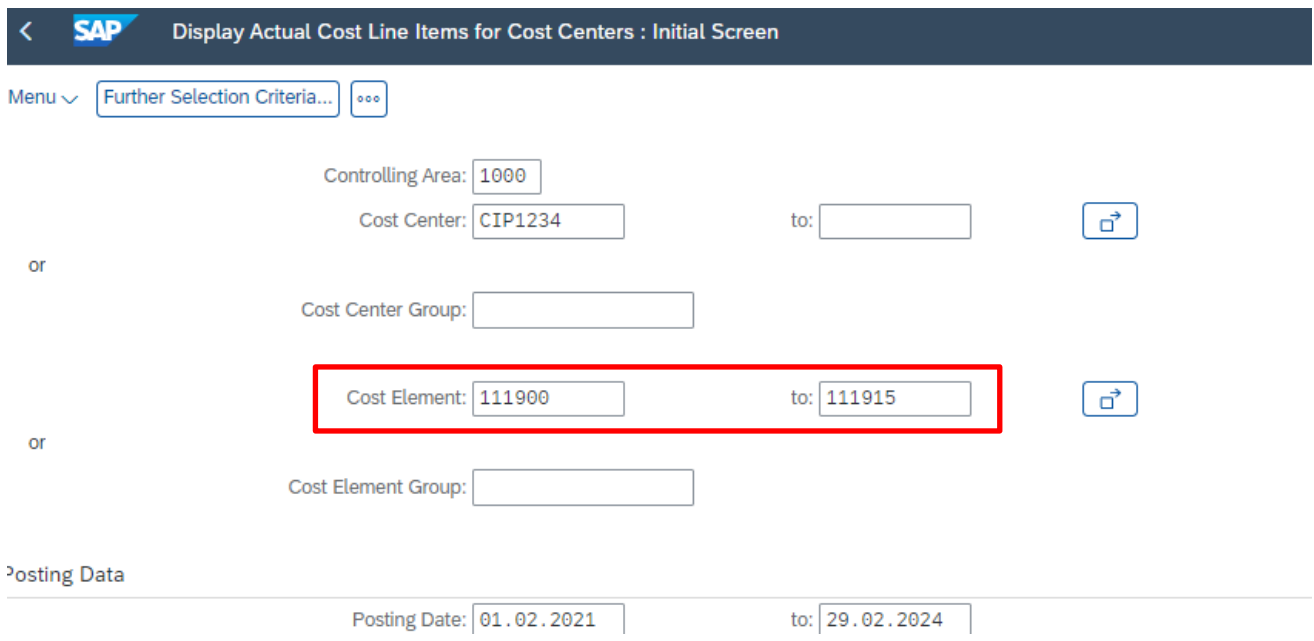
Cost Element Group:

Here you have the option to type in individual GL codes in the **Select Single Values** tab or enter a range of GL codes in the **Select Ranges** tab as shown here:

- Type in the lowest GL code in **Lower limit** and the highest GL code in **Upper limit**
- Click on the **Copy** button 



The Cost Element fields are both populated, click **Execute** 



The report displays.

Section 3.3 Increase the number of displayed records.

If you want to run the report over a long period of time and/or you are a big school, you may need to increase the number of records displayed. The default number is 5,000.

- In the KSB1 screen, click on **More Settings**

The screenshot shows the SAP 'Display Actual Cost Line Items for Cost Centers : Initial Screen'. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title. Below this is a 'Menu' dropdown and a 'Further Selection Criteria...' button. The main area is divided into sections: 'Controlling Area' (1000), 'Cost Center' (CIP1234), 'Cost Center Group', 'Cost Element', and 'Cost Element Group'. There are 'to:' fields and copy icons for the Cost Center and Cost Element. Below this is the 'Posting Data' section with 'Posting Date' (01.02.2021) and 'to:' (29.02.2024). The 'Settings' section shows 'Layout: /DEFAULT' and a 'More Settings' button highlighted with a red box.

- Overtyping the number field eg **10000** and click **Continue**

The screenshot shows a 'Select Further Settings' dialog box. It has a close button (X) in the top right. There are two checkboxes: 'Variant Fields Only' (unchecked) and 'Output in ALV Grid' (checked). Below the checkboxes is a text input field labeled 'Maximum No. of Hits' containing the value '10000', which is highlighted with a red box. At the bottom right, there are 'Continue' and 'Cancel' buttons, with 'Continue' highlighted by a red box.

- With cost centre and date range entered, click **Execute**.

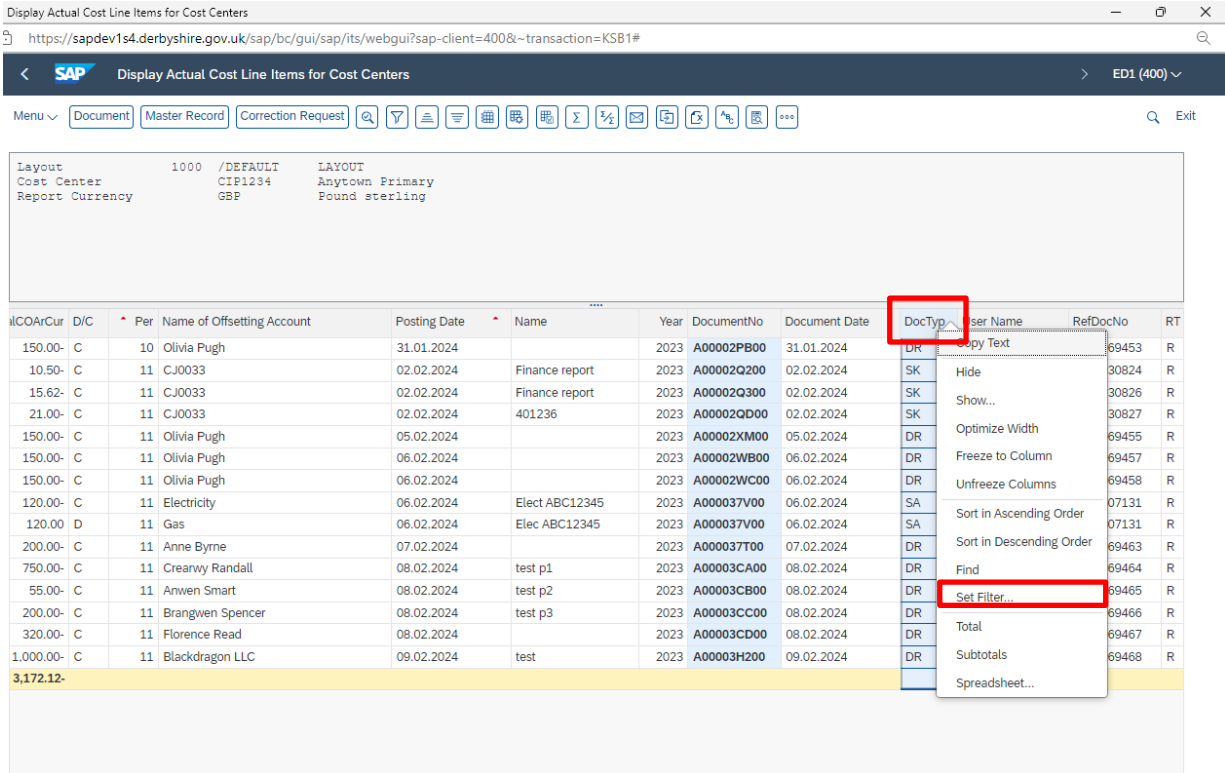
You will have to change this each time you run the report if you need to view large lists of postings items.

Section 4 View a copy invoice and invoice payment

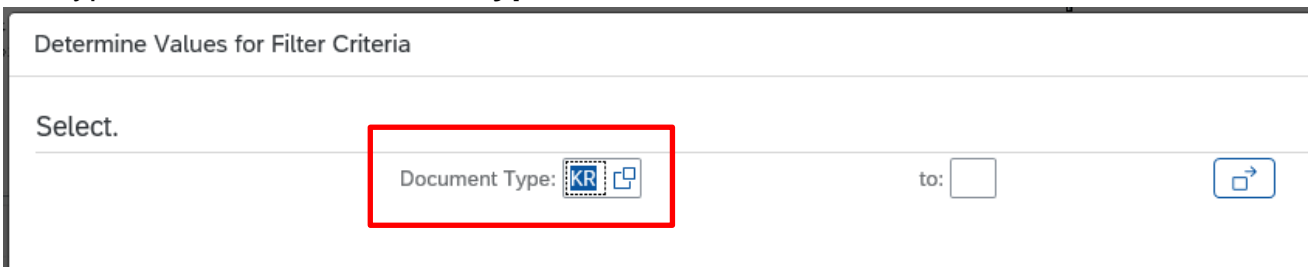
You can view pdf copies of your VIM invoices (the invoices you code and send onto your approver to approve) and also view the invoice payment to vendors in SAP. VIM invoices have a Document Type of KR. It is quickest to filter on this document type column to find your invoice.

Section 4.1 View a copy of a VIM invoice.

- Run the **KSB1** for your required period.
- In the report, **right click** on the **Doc Type** column and click on **Set Filter**



- Type **KR** in the **Document Type** field



- Click on the green tick



- All the VIM invoice lines display, the vendor's name shows in **Name of Offsetting account** column with the total net invoice amount in **Value**

Name of Offsetting Account	Postg Date	Name	Year	DocumentNo	Doc. Date	Doc....
Pioneer Vending	26.11.2021	FQ1 school input approve	2021	A000029100	23.11.2021	KR
Pioneer Vending	26.11.2021		2021	A000029100	23.11.2021	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A00003ZY00	01.02.2022	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A00003ZY00	01.02.2022	KR
Pioneer Vending	03.02.2022	FQ1 Testing	2021	A000042700	01.02.2022	KR

- **Double click** on an invoice line
- From this next screen, you can see if the invoice has been paid and a copy of the invoice

Display Document: Data Entry View

Document Number: 1900495120 Company Code: 1000 Fiscal Year: 2020
 Document Date: 03.02.2021 Posting Date: 23.02.2021 Period: 11
 Reference: 004460003121 Cross-Comp.No.:
 Currency: GBP Texts Exist: Ledger Group:

Co...	Item	Account	Key	Amount	Descriptn	Text	Clrng doc.	Crcy	Tx	G/L Acct
1000	1	20006340	31	11.69-	British Gas Trading Limited		2000246792	GBP	V1	840999
	2	121030	40	11.69	Electricity			GBP	V9	121030

To see the invoice copy:

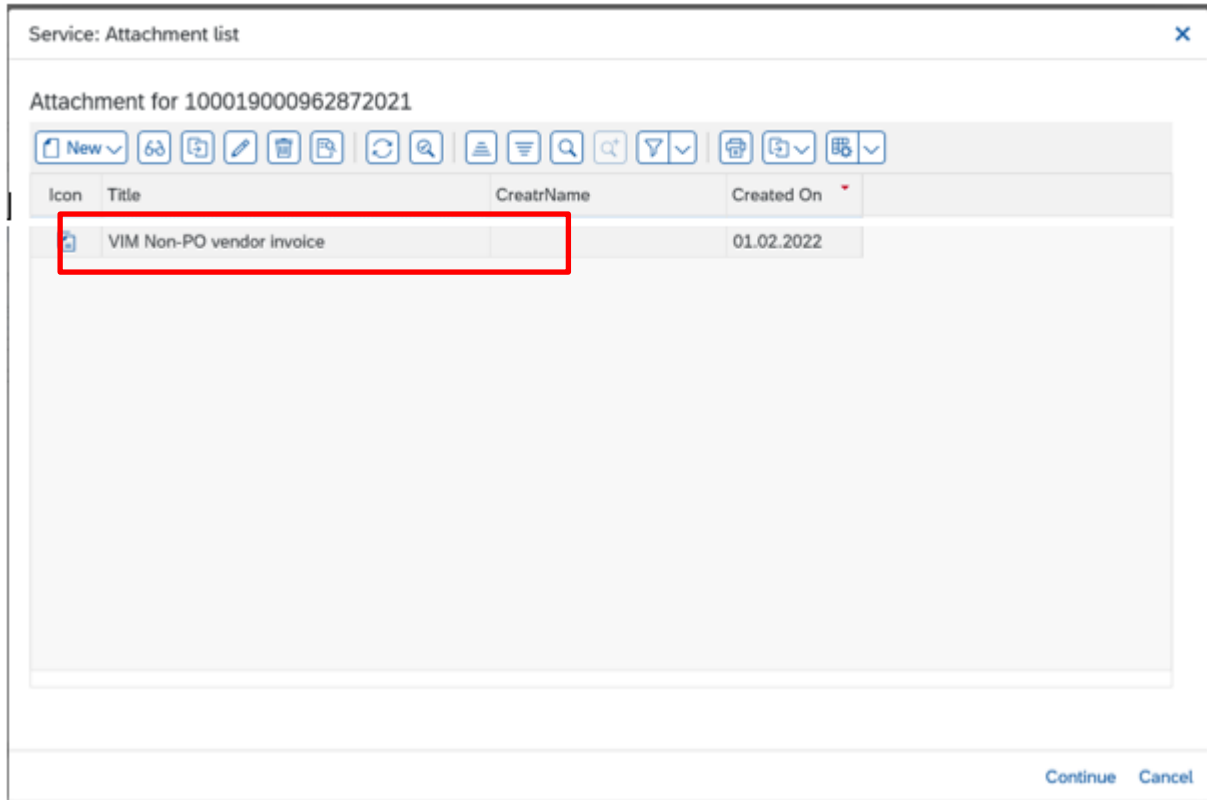
- Click on **More**, then on **Services for Object**, then **Attachment list**

Display Document: Data Entry View

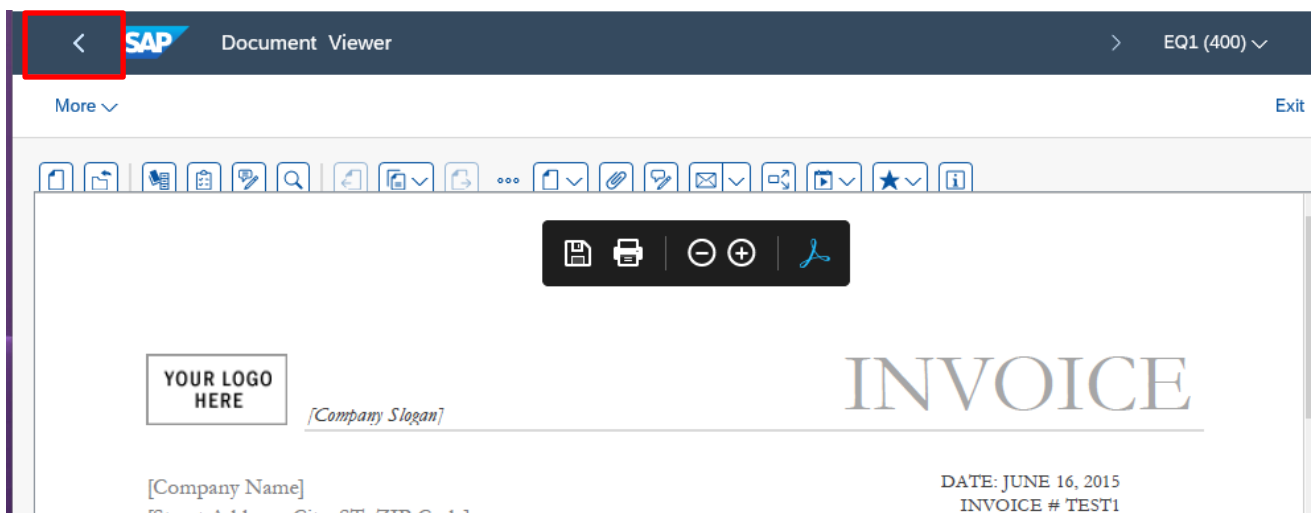
More ▾

- Display Currency (F8)
- General Ledger View (Ctrl+F9)
- Services for Object** ▸
 - Create... ▸
 - Attachment list**
 - Private note
 - Send
 - Relationships
 - Workflow
- Exit/Cancel (Escape)
- Document
- Edit
- Goto
- Extras

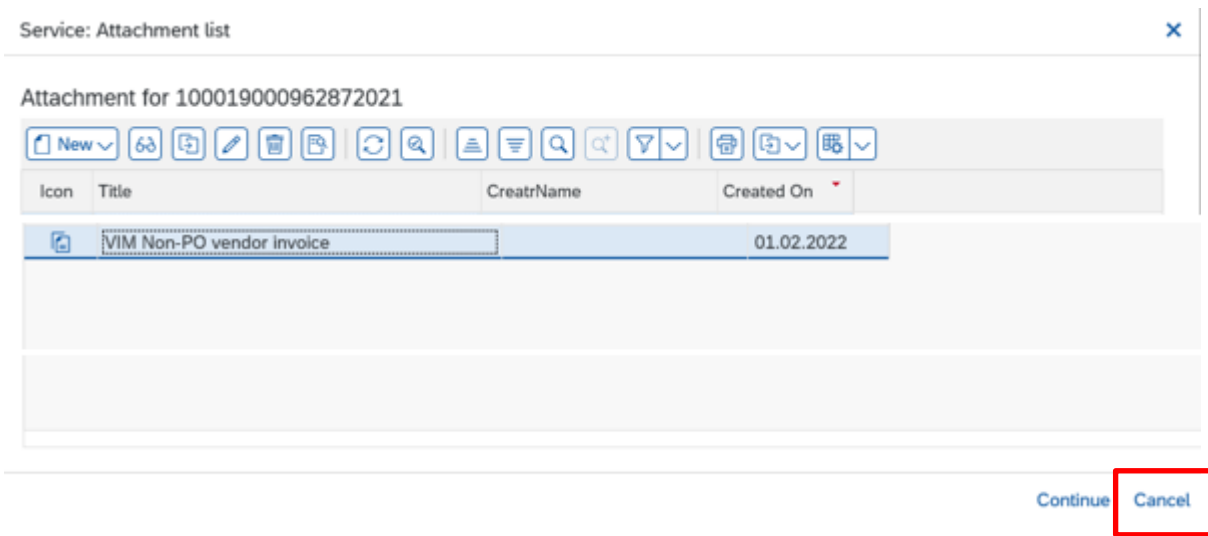
- In the Attachment list screen, **double click** on the **VIM Non-PO vendor invoice** line to open up the pdf copy of the invoice



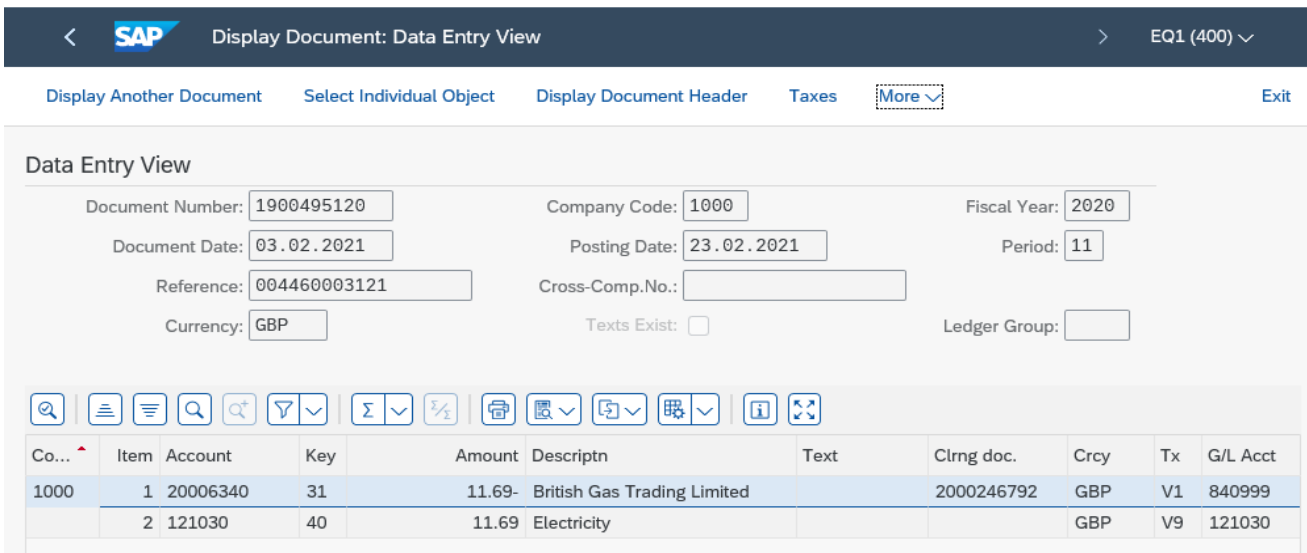
- The invoice opens
- Once viewed, click on the **Back** arrow to return to the previous screen



- Then click **Cancel** in the Attachment list screen



- You are now back in the Display Document: Data Entry View screen



Section 4.2 View a VIM invoice payment.

When a VIM invoice is approved, it immediately shows in your budget, however the payment goes to the vendor when the invoice payment terms are met (usually 30 days from the date of the invoice). You can view the amount (gross) and clearing document number (which appears on the remittance advice which goes to the Vendor).

- To find the invoice, run the **KSB1** report and **filter** to **Document Type** of **KR** as shown above.
- **Double click** on the invoice postings line
- If there is a clearing document number in the **Clrng doc.** field, payment has been made.

- To see the clearing date (which is the date money was transferred to the vendor's bank), **double click** on the **clearing document number**.

Display Document: Data Entry View

Document Number: 1900495120 Company Code: 1000 Fiscal Year: 2020
Document Date: 03.02.2021 Posting Date: 23.02.2021 Period: 11
Reference: 004460003121 Cross-Comp.No.:
Currency: GBP Texts Exist: Ledger Group:

Co...	Item	Account	Key	Amount	Descriptn	Text	Clrng doc.	Cray	Tx	G/L Acct
1000	1	20006340	31	11.69	British Gas Trading Limited		2000246792	GBP	V1	840999
	2	121030	40	11.69	Electricity			GBP	V9	121030

- In the **Clearing** field you can see the date the payment left our bank

Display Document: Line Item 1

Vendor: 20006340 British Gas Trading Limited G/L Acct: 840999
Company Code: 1000 1303 Notting Hill
Derbyshire County Council KINGSTON Doc. No.: 1900495120

Line Item 1 / Invoice / 31

Amount: 11.69 GBP
Tax Code: V1

Additional Data

Bus. Area:
CD Base: 0.00 GBP CD Amount: 0.00 GBP
Payt terms: ZP01 Days/Percent: 0 0.000 % 0 0.000 % 0
Bline Date: 03.02.2021 Fixed:
Pmnt block: Invoice Ref.: / / 0
Pavt Method:
Clearing: 24.02.2021 2000246792
Assignment: 1900495120
Text: Long Text

Your invoice payment may be part of a larger payment made to the vendor that day. We only pay the vendor once in a payment day, not in individual invoice amounts. Gross invoice amounts are shown on the vendor's remittance advice but not your school name.

- To see the total payment made to the vendor on that day, **double click** on the **clearing document number** (next to the Clearing date)

Additional Data

Bus. Area:

CD Base: GBP

Payt terms:

Bline Date:

Prmt block:


Payt Method:

Clearing: /

Assignment:

Text:

- You can see the total amount paid to the vendor on that date/clearing document number.
- Once viewed, click on the **Back** arrow to return to the postings report.

 **SAP** Display Document: Data Entry View

Display Another Document Select Individual Object More ▾

Data Entry View


Document Number: Company Code:

Document Date: Posting Date:

Reference:

Currency: Cross-Comp.No.:

Texts Exist:



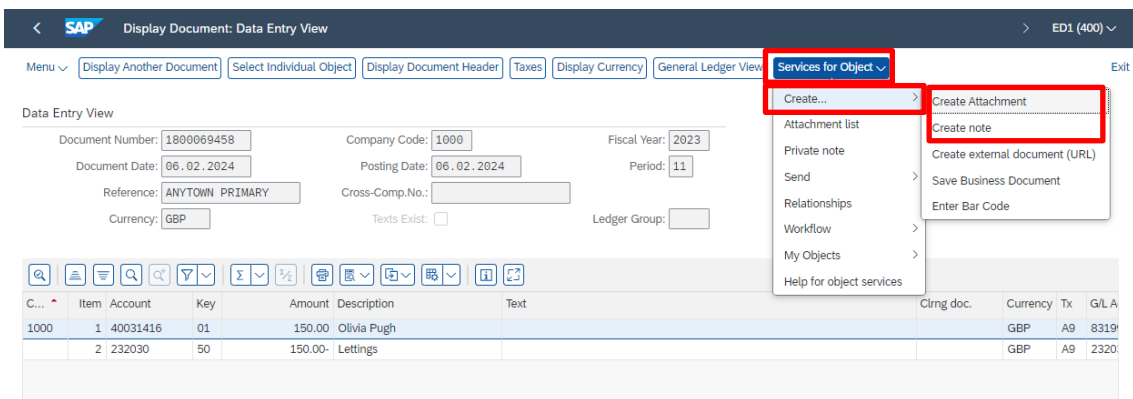
Item	Account	Key	Amount	Descriptn	Text	Clrng doc.
1	20006340	25	23,244.81	British Gas Trading Limited		2000246792
2	837002	50	23,244.81-	Creditor BACS-Lloyds		2000249515

Section 5 Add a note or attachment to a postings line item

You can add an additional attachment or a note to an invoice posting e.g., excel spreadsheet, word document, scanned image or email, a note regarding a Governors minute number. Documents should first be saved to your desktop added and then deleted from the desktop afterwards.

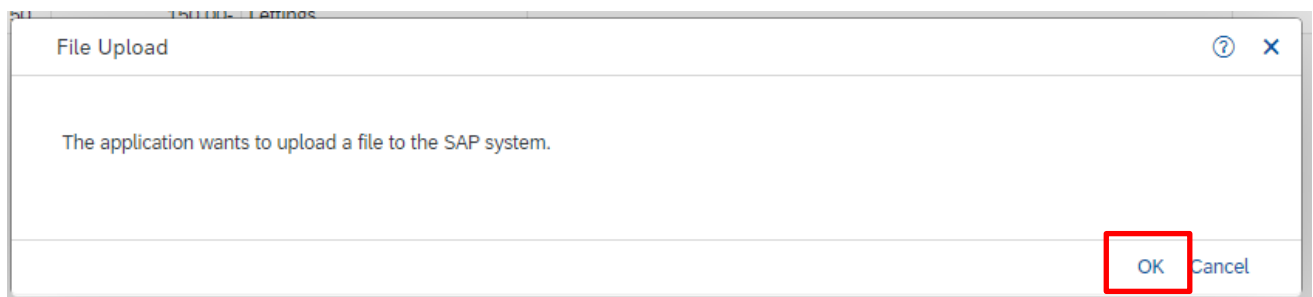
Adding notes or attachments creates a useful Audit trail.

- Run a **KSB1 report** for the required time period
- **Double click** into the posting line required
- Click on the **Services for Object** button, then click on **Create**, then **Create Attachment** or **Create note**

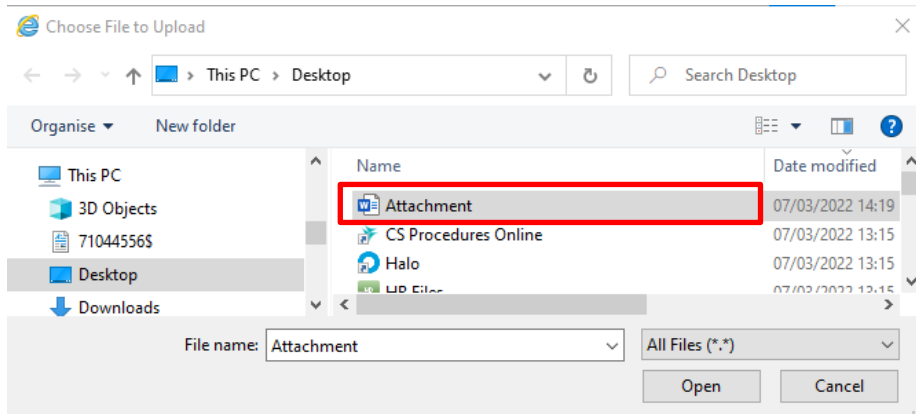


To add an attachment:

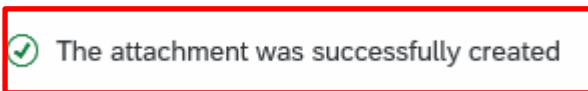
- Click **Create attachment**.
- Click **Ok** to the file upload message



- **Navigate** to the location of your saved file
- **Double click** on the attachment

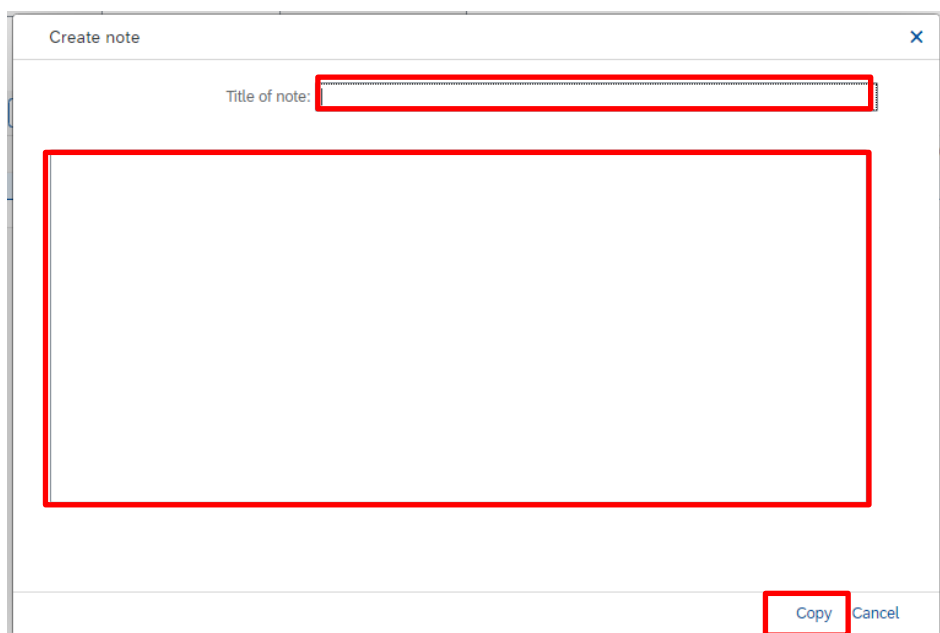


- A successful attachment creation message displays on the bottom left of the screen



To add a note:

- Click **Create Note**
- Type in the **Title** (do not click Enter)
- Click into the text field and type in the **text** of your note You can copy and paste into there, using Ctrl C and Ctrl V.
- Click **Copy**



- A successful note creation message displays on the bottom left of the screen
 - ✔ The note was successfully created
- Click on the **Back** arrow to return to the postings report

Section 6 Filter to specific items

You can use the filter to quickly identify groups of items and then drill down to view more information. Filtering can be applied to any of the columns and a red triangle signifies the sort.

To remove the filter, either **exit the KSB1 report** or **right click** on the filtered column, Select **Set Filter** and click on the **Bin** icon, then click on the **green tick**.



Section 6.1 Filter to view groups of postings items

Payroll postings are Document Type AB

Cash postings are Document Type SK

ParentPay cash postings are Document Type T3

SIO postings

Payroll Postings

To use the filter

- Run the **KSB1** report for the period required
- Highlight **Document Type** column, click **Set filter**.



- In the **Filter field** type the **Document type (AB)**

Determine Values for Filter Criteria ✕

Select.

Document Type:

to:

- And click the **green tick**



Payroll Postings (AB Document Type)

Payroll information displays by GL code in the KSB1 report and you can drill down to view individual employee details.

(Payroll information listed by employee displays more easily in the transaction **PC00_M08_DRL_COSTOBJ**, a specific payroll report which Audit require to be checked monthly).

Double click on the payroll posting line you wish to view

Cost Elem.	A...	Cost elem.name	C. Obj...	ValCOArCur	D...	Per	Name of Offsetting Account	Postg Date
111902		Tch Ass't Pension	CIN Ripley	2,684.86	D	1	Payroll Clearing	23.04.2021
111800		Teachers BP	CIN Ripley	13,772.88	D	1	Payroll Clearing	23.04.2021
111801		Teachers Nat Ins	CIN Ripley	1,423.15	D	1	Payroll Clearing	23.04.2021
111802		Teachers Pen	CIN Ripley	3,140.12	D	1	Payroll Clearing	23.04.2021
111901		Tch Ass't Nat Ins	CIN Ripley	708.81	D	1	Payroll Clearing	23.04.2021

- On the next screen click on the **Select all icon**
- Then click on **Display revision information**

Display Payroll Posting Document

Display revision information

Run 0000003547
 Company Code 1000
 Document 0000899152
 PostingCurrency GBP
 Reference HRPAY00057
 Doc. Type AB
 Run Type PP
 Posting Date 23.04.2021
 Document Type G/L Account Document
 Document Date 20.04.2021

- All the salary GL codes with the employees' individual amounts for that date display, scroll down to see the GL code you wish to view. The Wage type long text column shows the type of payroll payment eg Actual salary, Employer NIC

Display revision information for posting document

EQ1 (400)

Display Payroll Result Display Summarized Subtotal... More

Account Number with Text	Wage Type Long Text	Pers.No.	Name of employee or applicant	Debit Amount	Credit
<input type="checkbox"/> 111800 Teachers BP	1010 Actual Salary	39470010	Mrs Freya Chadwick	3,880.50	
<input type="checkbox"/> 111800 Teachers BP	1010 Actual Salary	71034507	Miss Imogen Norris	2,579.34	
<input type="checkbox"/> 111800 Teachers BP	1010 Actual Salary	71052940	Mrs Laura West	1,483.20	
* 111800 Teachers BP	1010 Actual Salary			7,943.04	
<input type="checkbox"/> 111800 Teachers BP	4100 Schl Hrs WrkNP	71052940	Mrs Laura West	25.35	
* 111800 Teachers BP	4100 Schl Hrs WrkNP			25.35	
<input type="checkbox"/> 111801 Teachers Nat Ins	/302 Employer NIC	39470010	Mrs Freya Chadwick	433.80	
<input type="checkbox"/> 111801 Teachers Nat Ins	/302 Employer NIC	71034507	Miss Imogen Norris	254.24	
<input type="checkbox"/> 111801 Teachers Nat Ins	/302 Employer NIC	71052940	Mrs Laura West	104.68	
<input type="checkbox"/> 111801 Teachers Nat Ins	/302 Employer NIC	71052940	Mrs Laura West	1.79	

Cash Postings (SK Document Type)

View your cash journal entries

- Highlight **Document Type** column, click **Set filter**.



- Type **SK** into the **Filter** field and click the green tick.

Determine Values for Filter Criteria

Select.

Document Type: SK

- **Double click** on the Cash posting line you wish to view.

Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Posting Date	Name	Year	DocumentNo
CIP1234	Anytown Primary	10.50-	C	11	CJ0033	02.02.2024	Finance report	2023	A00002Q20
CIP1234	Anytown Primary	15.62-	C	11	CJ0033	02.02.2024	Finance report	2023	A00002Q30
CIP1234	Anytown Primary	21.00-	C	11	CJ0033	02.02.2024	401236	2023	A00002QD0

- You are taken into the **Cash journal** input screen

SAP Cash Journal Company Code 1000 ED1 (400)

Menu ▾ Print Cash Journal Change Cash Journal

Data Selection Balance Display for Display Period

Display Period

02.02.2024 - 02.02.2024

< Today >

< This Week >

< Current Period >

Opening Balance: 0.00 GBP

+ Total cash receipts: 10.50 GBP Number: 1

+ Total Check Receipts: 0.00 GBP Number: 3

- Total Cash Payments: 10.50 GBP Number: 1

= Closing Balance: 0.00 GBP

Cash Thereof: 0.00 GBP

Cash Journal: AN Company Code: Derbyshire County Council

Cash Payments Cash Receipts Check Receipts

Business transaction	Amount	Doc...	Split	T...	G/L Acct	Receipt Recip.	Text	Customer	Posting Date	Tax rate	Document D...	Re
<input checked="" type="checkbox"/> MEALS & REFRESH N...	10.50				AN 230130		Finance report		02.02.2024	0.000	02.02.2024	65
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

Cash Postings (T3 Document Type) Cashless transaction (ParentPay)

Use this to reconcile with your ParentPay reports, as advised by Audit.

- Run the **KSB1** for the required time period.
- Type **T3** into the **Filter** field and click the green tick

Determine Values for Filter Criteria

Select.

Document Type: T3

- The Cash posting lines display in Posting date order.
 The income received with the reason shows for each income GL code used.
 The charge for the transaction shows on GL code 146200.
 The income and charges are grouped under the same posting date.

Cost Elem.	A...	Cost elem.name	C. Obj...	ValCOArCur	D/C	Per	Name of Offsetting Account	Postg Date	Name
146200		Debit/Cr card chg	Cl# Ripley	4.41	D	1	Mls & Ref Non VAT	13.04.2021	
146200		Debit/Cr card chg	Cl# Ripley	1.24	D	1	Mls & Ref Non VAT	13.04.2021	
230130		Mls & Ref Non VAT	Cl# Ripley	63.60-	C	1	Bank credits -Lloyds	22.04.2021	School Meals for Ripley
231110		Fees/Chgs - Gen	Cl# Ripley	50.00-	C	1	Bank credits -Lloyds	22.04.2021	Additional paid sessions
146200		Debit/Cr card chg	Cl# Ripley	0.81	D	1	Mls & Ref Non VAT	22.04.2021	
146200		Debit/Cr card chg	Cl# Ripley	0.64	D	1	Mls & Ref Non VAT	22.04.2021	
230130		Mls & Ref Non VAT	Cl# Ripley	208.40-	C	1	Bank credits -Lloyds	27.04.2021	School Meals for Ripley
231110		Fees/Chgs - Gen	Cl# Ripley	44.00-	C	1	Bank credits -Lloyds	27.04.2021	Additional paid sessions
146200		Debit/Cr card chg	Cl# Ripley	2.66	D	1	Mls & Ref Non VAT	27.04.2021	
146200		Debit/Cr card chg	Cl# Ripley	0.56	D	1	Mls & Ref Non VAT	27.04.2021	

- To drill down, **double click** on the Cash posting line you wish to view.
- You are taken into the **Display Document** screen with the Parent Pay reference showing in the Reference field.

SAP Display Document: Data Entry View

[Display Another Document](#)
 [Select Individual Object](#)
 [Display Document Header](#)
 [Taxes](#)
 [Display Currency](#)
 [General Ledger View](#)
 [More](#)

Data Entry View

Document Number: 1000083030 Company Code: 1000 Fiscal Year: 2021
 Document Date: 07.04.2021 Posting Date: 22.04.2021 Period: 1
Reference: PP 2021.04.07 Cross-Comp.No.:
 Currency: GBP Texts Exist: Ledger Group:

🔍 📄 📄 📄 📄 📄 📄 📄 📄 📄 📄 📄 📄 📄 📄

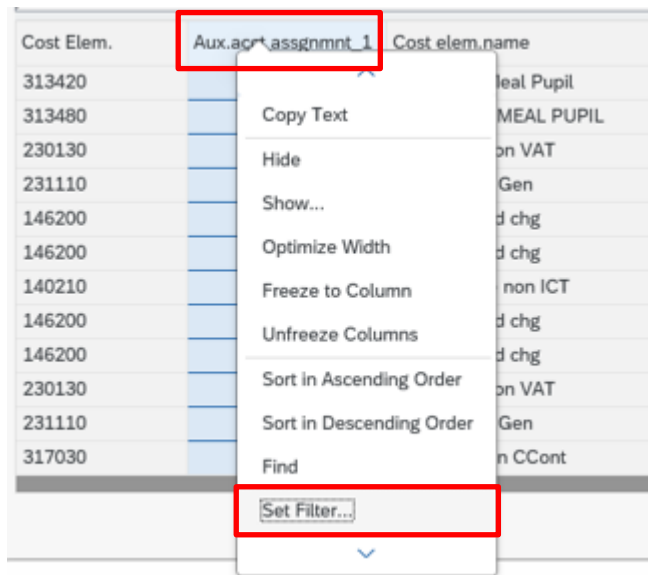
Co...	Item	Account	Key	Amount	Descriptn	Text
1000	1	837005	40	111.87	Bank credits -Lloyds	
	2	230130	50	63.60-	Mls & Ref Non VAT	School Meals for Ripley
	3	231110	50	50.00-	Fees/Chgs - Gen	Additional paid sessions
	4	146200	40	0.81	Debit/Cr card chg	

SIO postings

You can view items posted to a group of or individual SIO for a preferred date range eg to report on your Sports expenditure by academic year. SIO numbers show in the AuxAcctAssmt column.

To view an individual SIO

- In the report:
- Right click on the **Aux.acct.assmt_1** column, then click **Set Filter**



- In the Aux.acct.assignment_1 field type **ORD** then hit the **spacebar**, then type the **SIO number**

Determine Values for Filter Criteria

Select.

Aux. acct assignment_1: to:

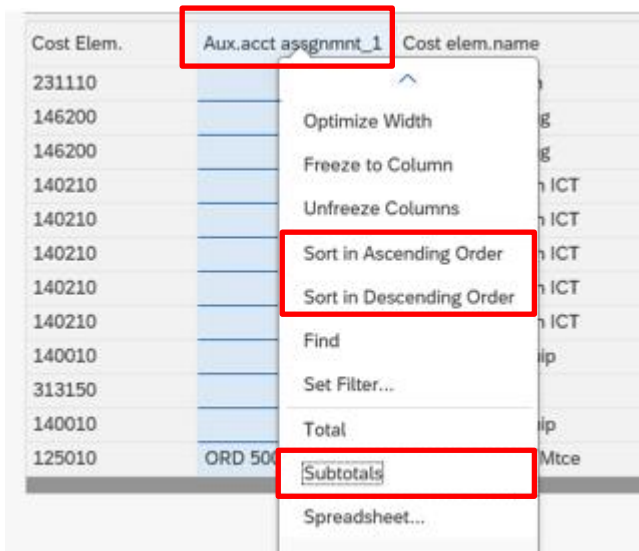
- Click the **green tick** at the bottom right of this screen.
- The posting items for that individual SIO display

Cost Elem.	AuxAcctAsmnt_1	Cost elem.name
127000	ORD 5001504	Grounds Mtce
121020	ORD 5001504	Gas
120010	ORD 5001504	Build - Minor Improv
144130	ORD 5001504	Trade Waste Serv

To view all SIOs:

You can either use the subtotal option or Sort in descending order option

- Right click on the **Aux.acct.assmt_1** column, then click **Sort Descending order** or click **Sub totals**



- The SIOs will display, listed as preferred
- If you select subtotals, scroll down to view your SIO numbers

Section 6.2 Filter By amount

You can search for an individual amount or for amounts greater than or less than.

To use the filter

- Run the **KSB1** report for the period required
- Highlight **Val/COArea Crcy** column by double clicking
- Click **Set filter**



If searching for an exact amount

- Type the figure (no £ sign) in the **Val/COArea Crcy** field

Determine Values for Filter Criteria

Select.

CO area currency: GBP to:

Val/COArea CrCy: 120 to:

then click the **green tick**



If searching for greater than or less than

- Type in the required amount as above, then click on the **Selection Options** button



- Click on the **required parameter**

Define Selection Options

Val/COArea CrCy

Sel...	Description
<input type="checkbox"/>	Single Value
<input checked="" type="checkbox"/>	Greater Than or Equal To
<input type="checkbox"/>	Less Than or Equal To
<input type="checkbox"/>	Greater than
<input type="checkbox"/>	Less than
<input type="checkbox"/>	Not Equal To

Select Exclude from Selection

Delete Row

- Click on the green tick in this screen
- Then click on the **green tick** at the bottom of this screen

Determine Values for Filter Criteria

Select.

CO area currency: to:

Val/COArea CrCy: to:

- All items for that value range display

Display Actual Cost Line Items for Cost Centers

Menu Document Master Record Correction Request

Layout 1000 /DEFAULT LAYOUT Active
Cost Center CIP1234 Anytown Primary
Report Currency GBP Pound sterling

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	Val/COArCur	D/C	Per	Name of Offsetting Account	Posting Date
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	06.02.2024

Section 6.3 Filter by vendor

To look for posting's items for one particular vendor (VIM invoices only).

- **Right click** on the **Name of offsetting account** column heading
- Click on **Set Filter**

Display Actual Cost Line Items for Cost Centers

https://sapdev1s4.derbyshire.gov.uk/sap/bc/gui/sap/its/webgui?sap-client=400&-transaction=KSB1#

Menu Document Master Record Correction Request

Layout 1000 /DEFAULT LAYOUT
Cost Center CIP1234 Anytown Primary
Report Currency GBP Pound sterling


Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	Val/COArCur	D/C	Per	Name of Offsetting Account	Posting Date
232030		Lettings	CIP1234	Anytown Primary	150.00	C	10	Olivia Pugh	31.01.2024
230130		Mis & Ref Non VAT	CIP1234	Anytown Primary	10.50	C	11	C.J0033	02.02.2024
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62	C	11	C.J0033	02.02.2024
230130		Mis & Ref Non VAT	CIP1234	Anytown Primary	21.00	C	11	C.J0033	02.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	05.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	06.02.2024
232030		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	02.02.2024
121020		Gas	CIP1234	Anytown Primary	120.00	C	11	Electricity	02.02.2024
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	02.02.2024
232030		Lettings	CIP1234	Anytown Primary	200.00	C	11	Anne Byrne	02.02.2024
232020		Rents	CIP1234	Anytown Primary	750.00	C	11	Creanwy Randall	02.02.2024
230020		Book Sales	CIP1234	Anytown Primary	55.00	C	11	Anwen Smart	02.02.2024
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00	C	11	Brangwen Spencer	02.02.2024
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00	C	11	Florence Read	02.02.2024
232020		Rents	CIP1234	Anytown Primary	1.000.00	C	11	Blackdragon LLC	02.02.2024
					3,172.12				


- Click on the **search squares** of **Name of offsetting account**



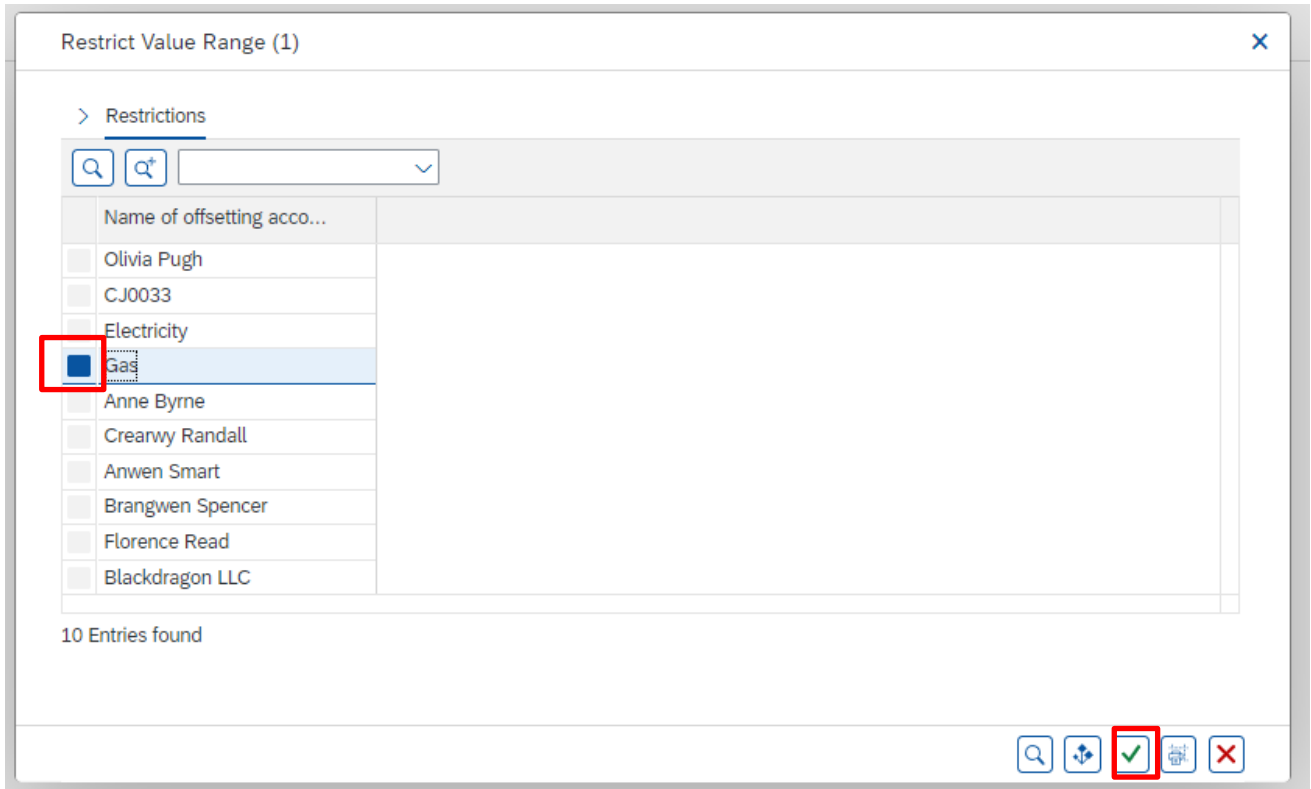
Determine Values for Filter Criteria

Select.

Name of offsetting account: 

to: 

- From the vendor list select the required vendor name then click the **green tick**








Restrict Value Range (1)

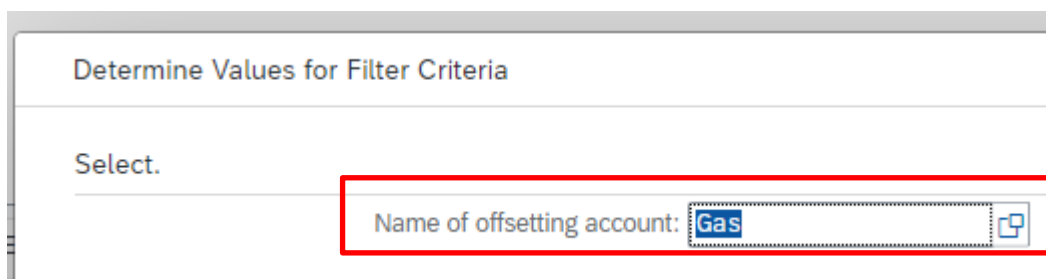
> Restrictions

Name of offsetting acco...
<input type="checkbox"/> Olivia Pugh
<input type="checkbox"/> CJ0033
<input type="checkbox"/> Electricity
<input checked="" type="checkbox"/> Gas
<input type="checkbox"/> Anne Byrne
<input type="checkbox"/> Crearwy Randall
<input type="checkbox"/> Anwen Smart
<input type="checkbox"/> Brangwen Spencer
<input type="checkbox"/> Florence Read
<input type="checkbox"/> Blackdragon LLC

10 Entries found


    

- Back in the previous screen, the vendor's name is shown in Name of offsetting account, click on the **green tick**



Determine Values for Filter Criteria

Select.

Name of offsetting account: 

- All items for that vendor display

Layout	1000 /DEFAULT	LAYOUT			Active
Cost Center	CIP1234	Anytown Primary			
Report Currency	GBP	Pound sterling			

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Posting Date	
121030		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	06.02.2024	
					120.00					

Changing the layout of the report

Although the default layout of the KSB1 has been devised to display the columns you need, you can make changes to the layout either temporarily or saving your own layout for future use as you wish.

Note: the monthly KSB1 report for Audit can be in any layout but should include all codes and postings for the period selected.

Section 6.4 Subtotals

This is a very useful sort, particularly when sub totalling on the Cost Element column (GL codes). You can then view a summary (total values) of sub totals by each GL code.

- **Right click** on the heading of the column you wish to subtotal eg Cost Element
- Click on **Subtotals**

The screenshot shows the SAP web interface for 'Display Actual Cost Line Items for Cost Centers'. The table below is a detailed view of the data, with a context menu open over the 'Cost Element' column header. The 'Subtotals' option is highlighted in the menu.

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C	Per	Name of Offsetting Account	Posting Date	
2300		Lettings	CIP1234	Anytown Primary	150.00	C	10	Olivia Pugh	31.01.2024	
2301		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50	C	11	CJ0033	02.02.2024	
2301		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62	C	11	CJ0033	02.02.2024	
2301		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00	C	11	CJ0033	02.02.2024	
2320		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	05.02.2024	
2320		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	06.02.2024	
2320		Lettings	CIP1234	Anytown Primary	150.00	C	11	Olivia Pugh	06.02.2024	
1210		Gas	CIP1234	Anytown Primary	120.00	C	11	Electricity	06.02.2024	
1210		Electricity	CIP1234	Anytown Primary	120.00	D	11	Gas	06.02.2024	
2320		Lettings	CIP1234	Anytown Primary	200.00	C	11	Anne Byrne	07.02.2024	
2320		Rents	CIP1234	Anytown Primary	750.00	C	11	Creanwy Randall	08.02.2024	
2300		Book Sales	CIP1234	Anytown Primary	55.00	C	11	Anwen Smart	08.02.2024	
2300		Vending Machine Inc	CIP1234	Anytown Primary	200.00	C	11	Brangwen Spencer	08.02.2024	
2300		Total	CIP1234	Anytown Primary	320.00	C	11	Florence Read	08.02.2024	
2320		Subtotals	CIP1234	Anytown Primary	1,000.00	C	11	Blackdragon LLC	09.02.2024	
					3,172.12					

- Data shows, subtotaled by your selected column eg Cost Element. The sub total lines show in pale pink.

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C
121020		Gas	CIP1234	Anytown Primary	120.00-	C
121020		Gas			• 120.00-	
121030		Electricity	CIP1234	Anytown Primary	120.00	D
121030		Electricity			• 120.00	
230020		Book Sales	CIP1234	Anytown Primary	55.00-	C
230020		Book Sales			• 55.00-	
230070		Mid Morning Break In	CIP1234	Anytown Primary	320.00-	C
230070		Mid Morning Break In			• 320.00-	
230080		Vending Machine Inc	CIP1234	Anytown Primary	200.00-	C
230080		Vending Machine Inc			• 200.00-	
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	10.50-	C
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	21.00-	C
230130		Mls & Ref Non VAT			• 31.50-	
230150		Food Stf Mls&Ref VAT	CIP1234	Anytown Primary	15.62-	C
230150		Food Stf Mls&Ref VAT			• 15.62-	

Subtotal Summary

You can view a condensed summary of the posting totals for each GL code.

- Scroll down to the end of the report
- **Double click** on the **blue double circles** next to the total amount

232030		Lettings	CIP1234	Anytown Primary	150.00-
232030		Lettings	CIP1234	Anytown Primary	150.00-
232030		Lettings	CIP1234	Anytown Primary	150.00-
232030		Lettings	CIP1234	Anytown Primary	150.00-
232030		Lettings	CIP1234	Anytown Primary	200.00-
232030		Lettings			• 800.00-
					• • 3,172.12-

This lists the individual GL codes with their current totals.

Cost Element	Aux.acct assignmnt_1	Cost element name	Cost Center	CO Object Name	ValCOArCur	D/C
121020		Gas			• 120.00-	
121030		Electricity			• 120.00	
230020		Book Sales			• 55.00-	
230070		Mid Morning Break In			• 320.00-	
230080		Vending Machine Inc			• 200.00-	
230130		Mls & Ref Non VAT			• 31.50-	
230150		Food Stf Mls&Ref VAT			• 15.62-	
232020		Rents			• 1,750.00-	
232030		Lettings			• 800.00-	
					• • 3,172.12-	

- To open a single GL code and view its individual posting lines, click on the **single circle** by its totals

232020		Rents			• 1,750.00-
--------	--	-------	--	--	-------------

- To close it up, click on the **blue circle** again

232020		Rents	CIP1234	Anytown Primary	750.00-
232020		Rents	CIP1234	Anytown Primary	1,000.00-
232020		Rents			• 1,750.00-

- To clear the subtotal summary, scroll to the bottom of the list and **double click** on the **double circles**.

230150	Food Stf Mls&Ref VAT	•	15.62-
232020	Rents	•	1,750.00-
232030	Lettings	•	800.00-
		• •	3,172.12-

Section 6.5 Sort ascending/descending order

This sort works on all columns eg on the Posting date column by earliest (ascending) or by the latest date (descending)

- Right click on the **column heading** you want to sort by
- Click on **Sort in Ascending Order** – or **Sort in Descending Order**
- Data now sorted and the red triangle signifies this column is sorted.

Section 6.6 Columns: hide/add/change order

While you are in the report, you can hide, add or change the order the columns appear in as a temporary view.

To hide a column:

- **Right click** on the column heading, click **Hide**

The screenshot shows the SAP interface for the report 'Display Actual Cost Line Items for Cost Centers'. The report parameters are: Layout 1000 /DEFAULT, LAYOUT Anytown Primary, Cost Center CIP1234, and Report Currency GBP. The report table has columns: Cost Element, Aux.acct assignment_1, Cost element name, Cost Center, CO Object Name, ValCOArCur, D/C, Per, and Name of Offsetting Account. A context menu is open over the 'Aux.acct assignment_1' column header, with the 'Hide' option selected. The menu options include: Copy text, Hide, Show..., Optimize Width, Freeze to Column, Unfreeze Columns, Sort in Ascending Order, Sort in Descending Order, Find, Set Filter..., Total, Subtotals, and Spreadsheet... The table data includes rows for various cost elements and a total row at the bottom with a value of 3,172.12.

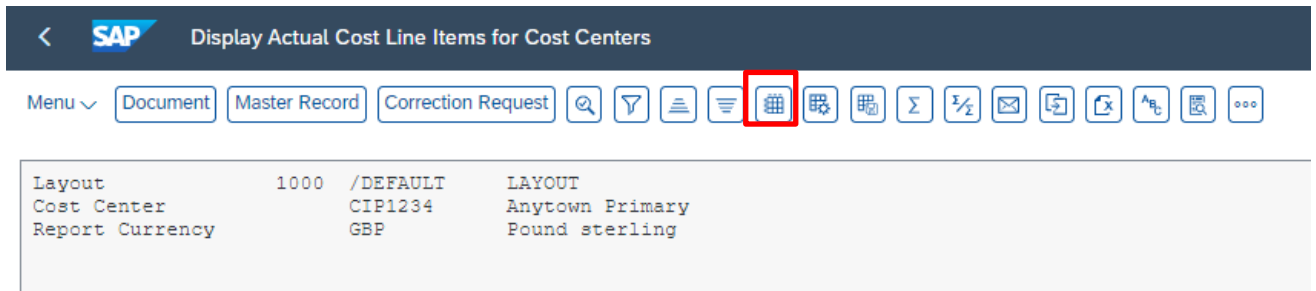
- The columns will reappear when you exit the report.

To make the hidden columns show again whilst still in the report, do the following:

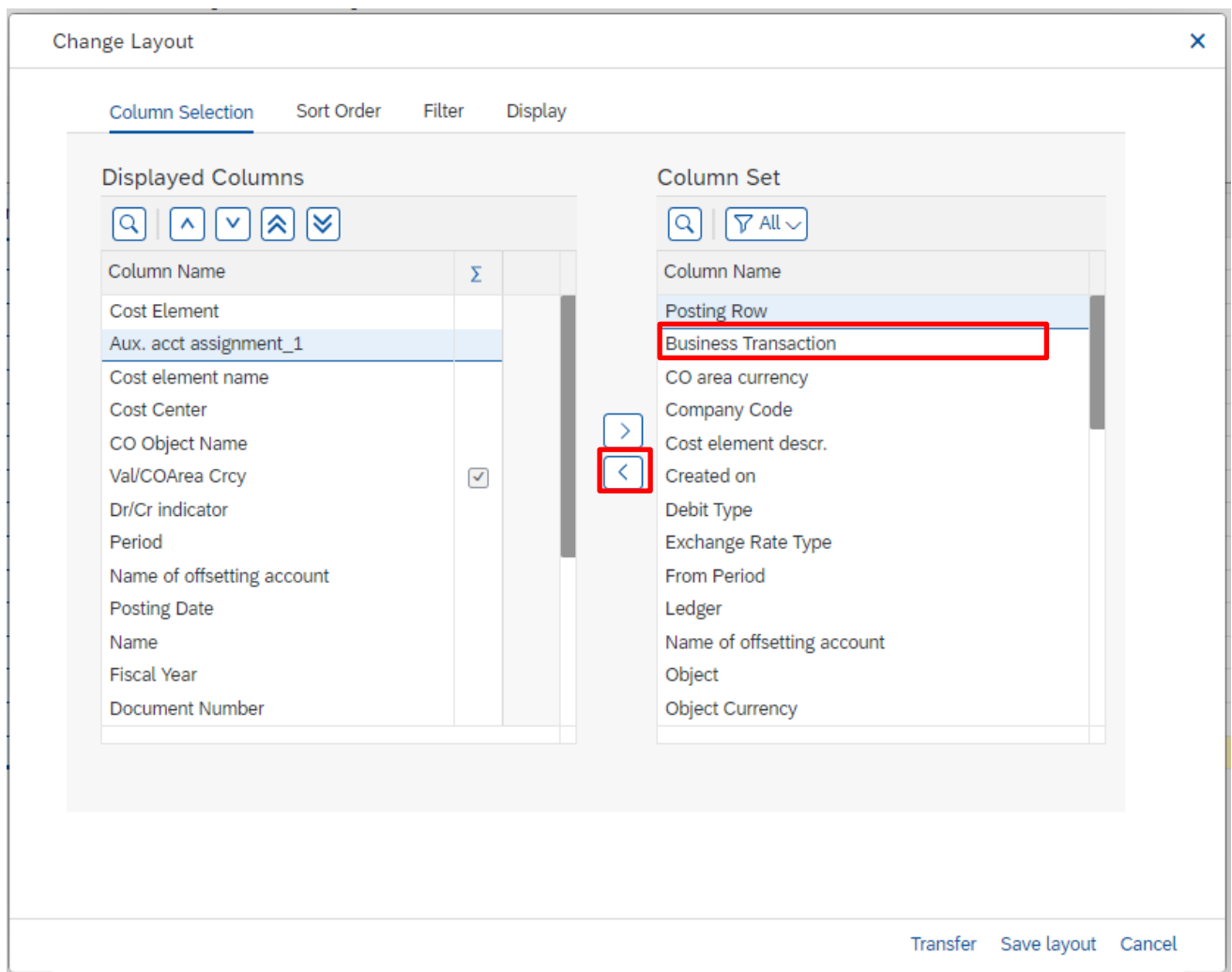
To add a column

To make the columns show again (without leaving the report) or to add extra columns into the report layout.

- **Right click** on any column, then click on the **Change layout icon**.



- In the **Change Layout** window, **Displayed Columns** shows the columns currently showing in the report, listed in the order they appear, **Column Set** shows the columns not showing and which can be added
- In the **Column Set** list on the right hand side, highlight the column to add back in, then click on the left facing arrow in the centre








- This moves the column to the bottom of the **Displayed Columns** list.

Change Layout

Column Selection Sort Order Filter Dis


Displayed Columns

 |    

Column Name	Σ
Posting Date	
Name	
Fiscal Year	
Document Number	
Document Date	
Document Type	
User Name	
Ref. document number	
Ref. Document Type	
Document Header Text	
Purchasing Document	
Offsetting Account	
Business Transaction	

- To move it into your required position, **highlight the column name** and click on the up arrows.

The single arrow  moves the column up one space, the double arrows

 moves it to the top of the list.

- Once the column is in your preferred place, click **Transfer**.



- The column shows now in KSB1.



BTran	Cost Element	Aux.
COIN	0130	
COIN	230150	
COIN	230130	
COIN	232030	
COIN	232030	
COIN	232030	
COIN	121020	
COIN	121030	
COIN	232030	
COIN	232020	
COIN	230020	
COIN	230080	
COIN	230070	
COIN	232020	

- This changed layout is not saved so on exiting the report, the layout of the report will go back to its default layout. **See the next section** on how to save your own layout.

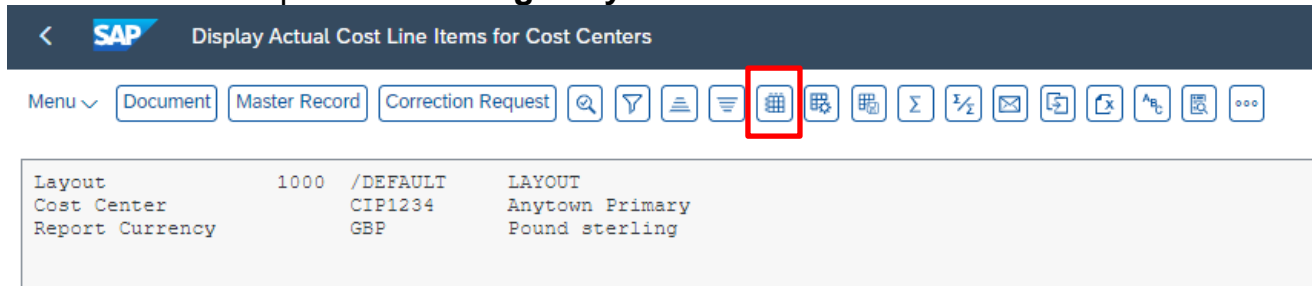
Section 7 – Personalising/saving your own report layout

You can personalise the layout and then save your altered layout to select as and when you require this or to save as your default layout.



Please be aware that the default KSB1 report setting displays all the columns required for you to monitor your budget and for the Audit report requirement.

Section 7.1 Changing the layout of the report:

- In the KSB1 report click **Change Layout** 



- In the **Change Layout** window, **Displayed Columns** shows the columns currently showing in the report, listed in the order they appear, **Column Set** shows the columns not showing, and which can be added
- **To add a column into the report**, highlight the column name in **Column Set** and click on the **left facing black arrow** (in the centre of the screen)
- **To remove a column from the report**, highlight the column name in **Displayed Columns** and click on the **right facing black arrow**.
- To move the added column into your required position in the Displayed Columns list, **highlight the column name** and click on the up arrows.

The single arrow  moves the column up one space, the double arrows  moves it to the top of the list.

- Click **Transfer** (bottom right of window)

- The changed layout displays.

Section 7.1 Saving your personalised layout

You can save the layout to use again, either as your default layout* or to select as you require.

**Please note if you save as your default layout, this will be your default layout for all*

SAP reports so it is advisable to select User specific which means you can select the layout when you wish to.

- With your personalised report on screen, click **Save Layout** at the top of the screen



- In **Save Layout** type a name for your report, **without** a forward slash before the name eg Test 22
- In **Name** type a description of your report eg Test 22 layout
- Untick **Default setting** and **tick User Specific**
- Click **Continue**

Save Layout ✕

Save As... Save with

Layout	Layout description	Default Setting
<u>/DEFAULT</u>	LAYOUT	✓
<u>/DEFAULTNBB</u>	LAYOUT	
<u>/DHTEST5</u>	My version of Cath's report doxc type sa	
<u>/DHTEST6</u>	My report for Julie	
<u>/EXCL PAY</u>	Philippa Posting_excl payroll	
<u>/JANET</u>	Posting report	
<u>/JOY</u>	Primary cost posting	
<u>/JULIA PO</u>	Purchase Order Julia	
<u>/JUNE</u>	Posting report	

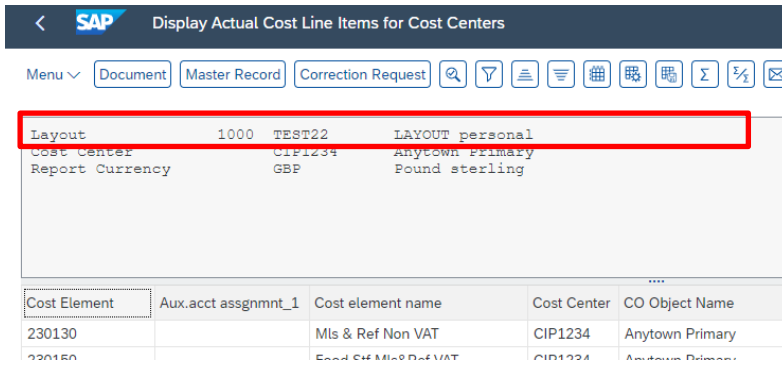
Save Layout:

Name:

User-specific Default Setting

Continue Cancel

The report shows in your layout. At the top of the screen the layout shows.



When you exit the report, the layout will go back to the default.

However, the next time you run the KSB1 you can select the report as follows.

Section 7.2 Selecting your personalised layout

If you have saved your layout as User specific, you can select your personalised layout as and when you need to.

- Run the KSB1 report as normal.
- Click on the **Select layout** icon at the top of the screen.



- Scroll down the list to find your own layout, **click on it** and click on **Continue**

Choose Layout ✕

Layout setting:

Layout	Layout description	Default Setting
<u>/DEFAULT</u>	<u>LAYOUT</u>	✓
<u>/DEFAULTNBB</u>	<u>LAYOUT</u>	
<u>/DHTEST5</u>	<u>My version of Cath's report doxc type sa</u>	
<u>/DHTEST6</u>	<u>My report for Julie</u>	
<u>/EXCL PAY</u>	<u>Philippa Posting excl payroll</u>	
<u>/JANET</u>	<u>Posting report</u>	
<u>/JOY</u>	<u>Primary cost posting</u>	
<u>/JULIA PO</u>	<u>Purchase Order Julia</u>	
<u>/JUNE</u>	<u>Posting report</u>	
<u>/KNIVETON</u>	<u>Primary cost posting</u>	
<u>/KNIVETONP</u>	<u>Primary cost posting</u>	
<u>/NBBDT1</u>	<u>Dawn's Summary</u>	
<u>/NBBEXT</u>	<u>External Expenditure - PROC</u>	

- The layout is changed. On exiting the report, the layout will go back to the default.

< **SAP** Display Actual Cost Line Items for Cost Centers

Menu ▾ Document Master Record Correction Request          

Layout	1000	TEST22	LAYOUT personal
Cost Center		CIP1234	Anytown Primary
Report Currency		GBP	Pound sterling

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	▾ V
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary	

Section 7.3 Changing your personalised layout

You can make changes to your personalised layout from within the KSB1 report screen ie to add columns, remove columns, change the column order.

In the KSB1 report screen, ensure you are in your personalised layout i.e. click on the **Select Layout** icon



- And select your layout, click **Continue**.

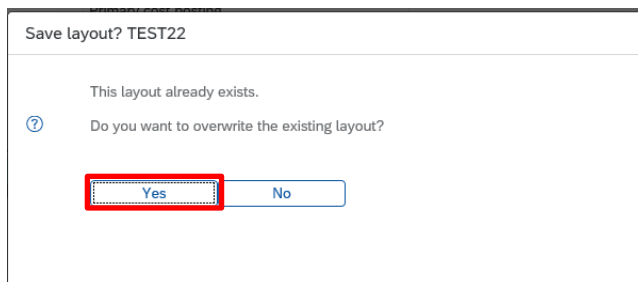
Layout	1000	TEST22	LAYOUT personal
Cost Center		CIP1234	Anytown Primary
Report Currency		GBP	Pound sterling

Cost Element	Aux.acct assgnmnt_1	Cost element name	Cost Center	CO Object Name	⊞	V
230130		Mls & Ref Non VAT	CIP1234	Anytown Primary		

- Click on the **Change layout** icon.



- Make the changes as shown previously in **Personalising your report layout**.
- Click **Save layout**.
- In **Save Layout**, your personalised layout will be already highlighted.
- Click on **Continue**
- Click **Yes** to the message to overwrite existing layout



- You are back in the Change layout screen, click **Transfer**.
- Your layout has changed.

Section 8 Exporting the report into a spreadsheet.

If you wish to export the report into a spreadsheet, please contact the Budget Manager Support team by email cst.budgetsupport@derbyshire.gov.uk

Note:

- 1. Ensure your spreadsheet is saved to a secure location as it could contain sensitive data.**
- 2. If using a spreadsheet to report to Governors, ensure that you evidence that the totals reflect the actual figures in SAP.**

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