

## Report – On SIOs by GL code

### S\_ALR\_87012999 – Orders: Actual/Plan/Commitments

This guidance shows how to run a report to view items posted to Statistical Internal Orders (SIO's). The report displays SIO's with their General Ledger (GL) code totals of Actual expenditure, Plan (budget) and Commitments (Procurement orders).

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#### Introduction

- **What is a Statistical Internal Order (SIO)?**  
It is a seven-digit number beginning with a 5.  
Your school has a “bank” of these numbers, unique to your cost centre and automatically linked to your cost centre.
- **What do I use them for?**  
To monitor specific funding or projects at a school level e.g., for Pupil premium and Sports funding expenditure.
- **How do I use them?**  
Enter the SIO number instead of entering your cost centre (the GL code must still be entered) when coding VIM invoices, creating shopping carts, entering income or in journals. Use them on the relevant GL code. You can set budgets for SIOs.
- **How can I view the SIOs already set up?**  
Go to **Appendix A** in this guide.
- **How do I get one set up?**  
You complete a form (MD3) to ask for a SIO to be set up e.g., for Pupil premium. Our Master Data team allocates a number from your “bank”.

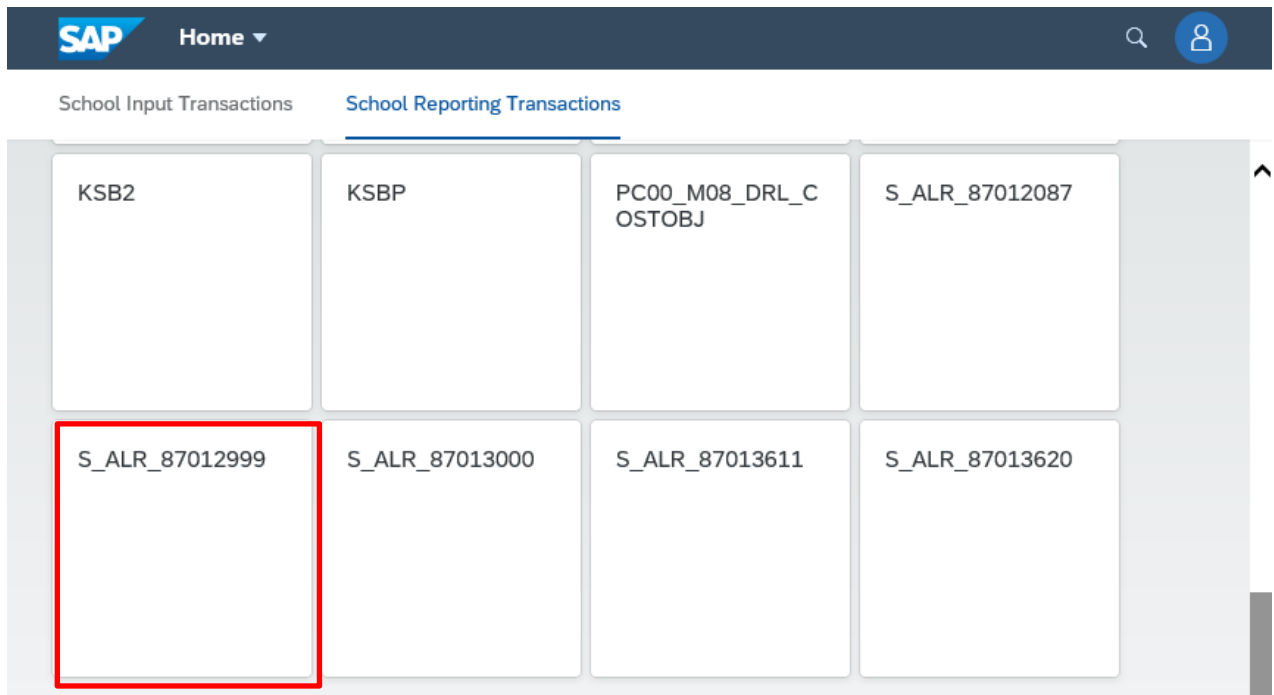
## Section 1 - Introduction to the S\_ALR\_87012999 SIO report

- The report displays SIO's with their current General Ledger (GL) code totals of Actual expenditure, Plan (budget) and Commitments (Procurement orders)
- Run this by financial year (you can also look back at previous years)
- Drill down to view invoice payments, copy invoices and other attachments.
- SIOs only show on the report if they have had actual or budget against them.

## Section 2 - View report (Actual, Plan, Commitment line items)

Log into SAP Fiori

- This loads the Fiori Dashboard
- Click on the **S\_ALR\_87012999 app.**



## Section 2.1 - Select by individual SIO

- In this screen ensure the **Plan Version** is **C**
- To view an individual SIO, type the **SIO number** in the **Or value(s)**
- Click **Execute**

Selection values

Controlling Area: 1000  
 Fiscal Year: 2021  
 From Period: 1  
 To Period: 12  
 Plan Version: C

Selection groups

Order Group:   
 Or value(s): 5001502 to:   
 Cost Element Group:   
 Or value(s):  to:

Execute

- Totals of Actual, Commitment, Assigned (Actual + Commitment columns), Plan and Available by General Ledger (GL) code display

Orders: Actual/Plan/Commitments Date: 18.02.2022 13:32:41 Page: 2 / 4

Order/Group 500150 Childcare (Under 3's)  
 Reporting period 1 - 12 2021

Cost Elements	Actual	Commitment	Assigned	Plan	Available
120000 Health & Safety Work		98.84	98.84		98.84
120010 Build - Minor Improv	37.00		37.00		37.00
121020 Gas	105.57		105.57		105.57
121030 Electricity	63.66		63.66		63.66
124000 Water Charges	140.19		140.19		140.19

## Section 2.2 - Select by cost centre (will show all SIOs with Actual, Budget or Committed)

- To view all your SIOs, type your school cost centre in Order Group

Selection groups

Order Group:

Or value(s):  to:

Cost Element Group:

Or value(s):  to:

- Click **Execute**

- Your school name is highlighted on the left hand side and all of the SIOs you have used this year display below. The cumulative SIO totals for each GL code show on the right

SAP Orders: Actual/Plan/Commitments Date: 18.02.2022 13:38:30

Navigation on/off Print page formatting on/off Column freeze on/off Options / Office Integration More

Variation: Order

School Name

Order/Group	CI	School
Reporting period	1 - 12 2021	

Cost Elements	Actual	Commitment	Assigned
120000 Health & Safety Work		98.84	98.84
120010 Build - Minor Improv	37.00		37.00
121020 Gas	105.57		105.57

- To view an individual SIO's totals, click on the SIO. The totals for that SIO display on the right

SAP Orders: Actual/Plan/Commitments Date: 18.02.2022 13:38:30

Navigation on/off Print page formatting on/off Column freeze on/off Options / Office Integration More

Variation: Order

CI

Order/Group	5001501	Breakfast Club
Reporting period	1 - 12 2021	

Cost Elements	Actual	Commitment	Assigned
140210 Learn resrce non ICT	60.00		60.00
144070 Visiting Lecturers			
* Costs	60.00		60.00
** Balance	60.00		60.00

### Section 2.3 View SIO line items

You can drill down to see the individual SIO postings items which make up the total and also see invoice copies and invoice payment details. You can also drill down into the Commitment items to view individual amounts and purchase order numbers.

- Double click on the **Actual figure**

Cost Elements	Actual	Commitment	Assigned
120000 Health & Safety Work		98.84	98.84
120010 Build - Minor Improv	37.00		37.00
121020 Gas	105.57		105.57

- Click **Orders: Actual line items** and click **Choose** (if you were in the Commitment column, select Orders: Commitment Line Items).

- The individual postings line items show, sorted in Cost element (GL code) order

Cost Elem.	Cost elem.name	Postg Date	Val.in RC
121020	Gas	07.05.2021	56.13
	Gas	25.05.2021	49.44
			<b>105.57</b>

- You can drill down to view more information eg invoice copies and invoice payments, by double clicking on any line to view further information
  - **To view an invoice**, click on **More**, then **Services for Object, Attachment list**. Double click on the attachment to open the invoice.
  - **To see if the invoice has been paid**, a number in the **Clearing Document** number shows the vendor has been paid. Double click on this number to see when payment was made.

The screenshot shows the SAP Fiori 'Display Document: Data Entry View' interface. At the top, there are navigation buttons: 'Display Another Document', 'Select Individual Object', 'More' (highlighted with a red box), and 'Exit'. Below this is the 'Data Entry View' section with various input fields for document details: Document Number (1900060668), Company Code (1000), Fiscal Year (2021), Document Date (28.04.2021), Posting Date (07.05.2021), Period (2), Reference (957725350), Cross-Comp.No., Currency (GBP), Texts Exist (checkbox), and Ledger Group.

Below the form is a toolbar with various icons. Underneath is a table with the following columns: Co..., Item, Account, Key, Amount, Descriptn, Text, Clrng doc., and Crcy. The first row is highlighted, and the 'Clrng doc.' field contains the value '2000027437', which is also highlighted with a red box.

Co...	Item	Account	Key	Amount	Descriptn	Text	Clrng doc.	Crcy
1000	1	20006340	31	305.58	British Gas Trading Limited		2000027437	GBP
	2	121030	40	190.99	Electricity	%75 RNS		GBP
	3	121030	40	63.66	Electricity	%25 RNSCC		GBP
	4	704200	40	50.93	Input VAT			GBP

- Payment date shows in the **Clearing field**

The screenshot shows the SAP Fiori 'Display Document Overview' interface. At the top, there are navigation buttons: 'Display Another Document', 'Call Up Document Overview', 'Display Previous Item', 'More' (highlighted with a red box), and 'Exit'. Below this is the 'Vendor' section with details for 'British Gas Trading Limited' (Company Code: 1000, 1303 Notting Hill, Derbyshire County Council, KINGSTON). Other fields include G/L Acct (840999), Doc. No. (1900060668), and Line Item 1 / Invoice / 31.

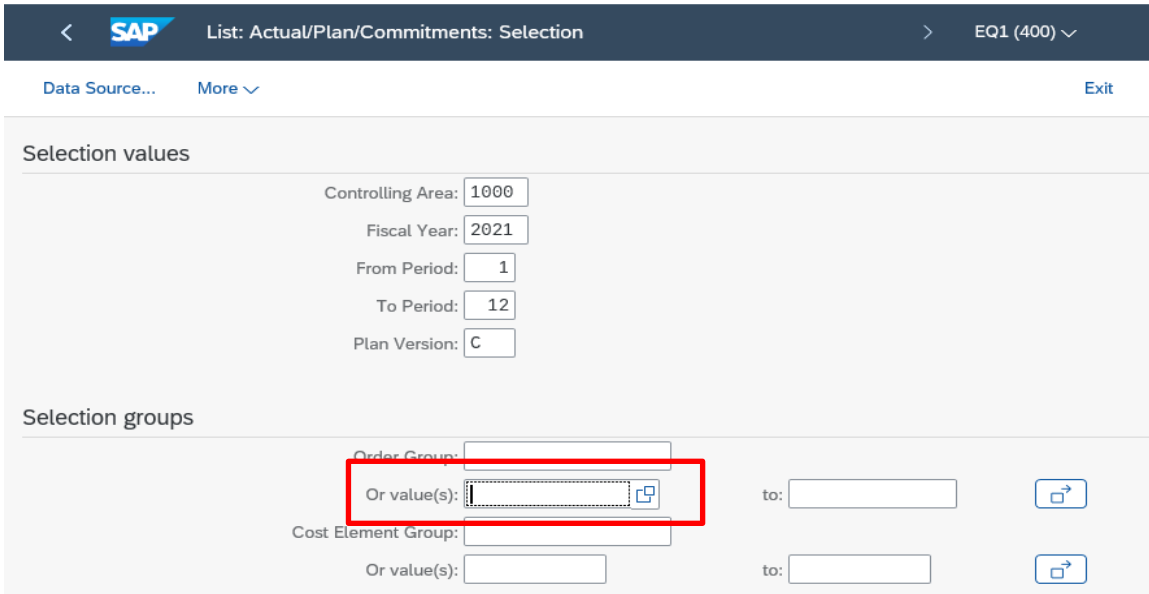
The 'Additional Data' section contains various fields: Bus. Area, CD Base (254.65 GBP), CD Amount (0.00 GBP), Payt terms (ZP01), Days/Percent (0 0.000 % 0 0.000 % 0), Bline Date (28.04.2021), Fixed (checkbox), Pmnt block (checkbox), Invoice Ref., and Payt Method.

The 'Clearing' field is highlighted with a red box and contains the value '10.05.2021 / 2000027437'.

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

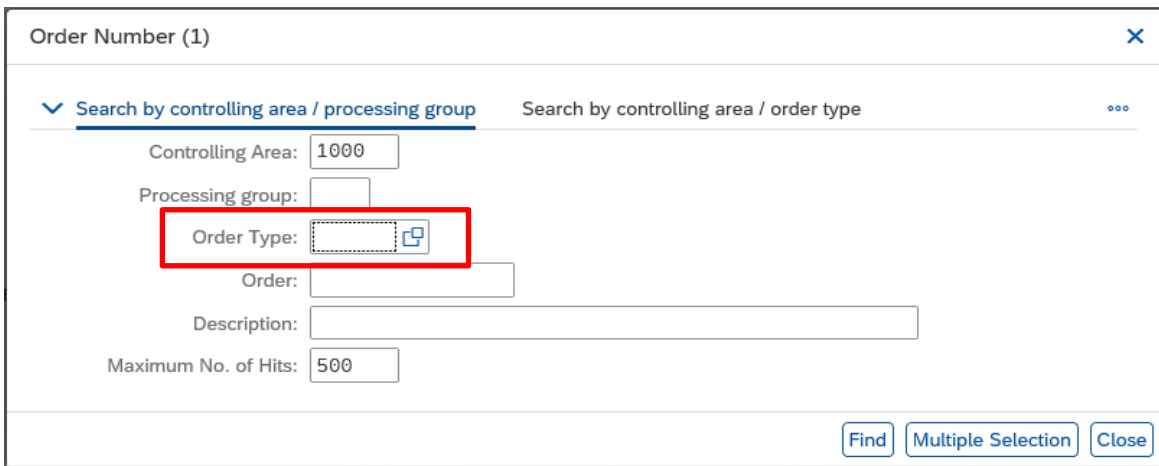
## Appendix A - View a list of SIOs

- Click on the **S\_ALR\_87012999** app
- Click into the **Or Values** field then click on the **search squares**



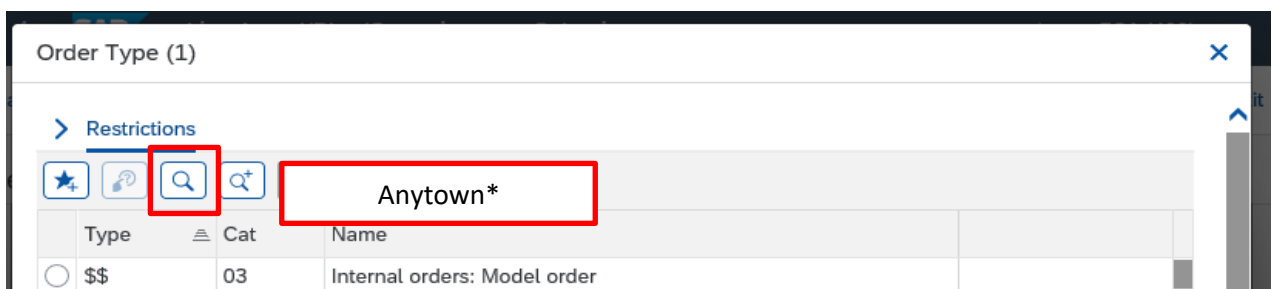
The screenshot shows the SAP Selection values screen. At the top, there is a header bar with the SAP logo, the text 'List: Actual/Plan/Commitments: Selection', and 'EQ1 (400)'. Below the header, there are navigation options: 'Data Source...', 'More', and 'Exit'. The main content area is divided into two sections: 'Selection values' and 'Selection groups'. In the 'Selection values' section, there are input fields for 'Controlling Area: 1000', 'Fiscal Year: 2021', 'From Period: 1', 'To Period: 12', and 'Plan Version: C'. In the 'Selection groups' section, there are two rows of input fields. The first row has 'Order Group:' followed by an empty field, and 'Or value(s):' followed by an empty field with a search icon. The second row has 'Cost Element Group:' followed by an empty field, and 'Or value(s):' followed by an empty field with a search icon. A red box highlights the 'Or value(s):' field in the first row.

- In this screen click into **Order Type**, then click on the **search boxes**



The screenshot shows the SAP Order Number (1) search screen. At the top, there is a header bar with the text 'Order Number (1)' and a close button. Below the header, there are two search options: 'Search by controlling area / processing group' (selected) and 'Search by controlling area / order type'. In the 'Search by controlling area / processing group' section, there are input fields for 'Controlling Area: 1000', 'Processing group:', 'Order Type:', 'Order:', 'Description:', and 'Maximum No. of Hits: 500'. A red box highlights the 'Order Type:' field. At the bottom right, there are three buttons: 'Find', 'Multiple Selection', and 'Close'.

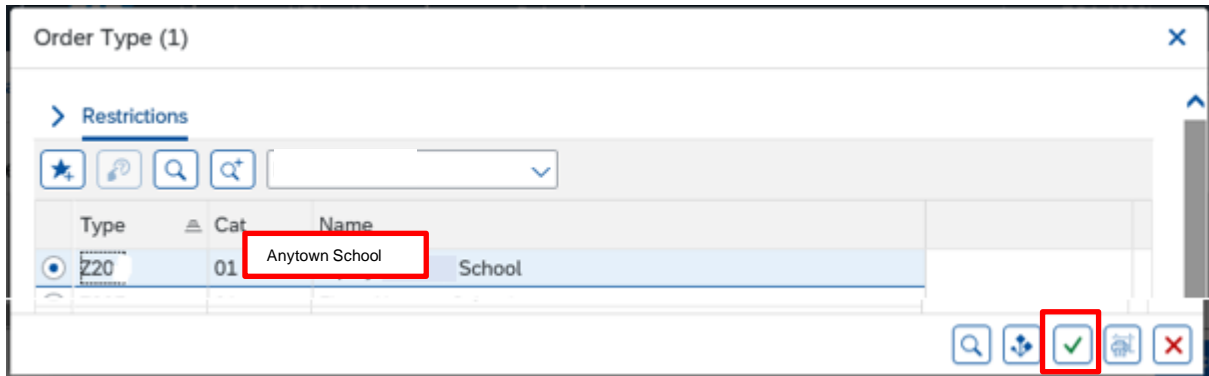
- In this screen, type in **part of your school name followed by an asterisk** eg Anytown\*, then click on the **looking glass icon**



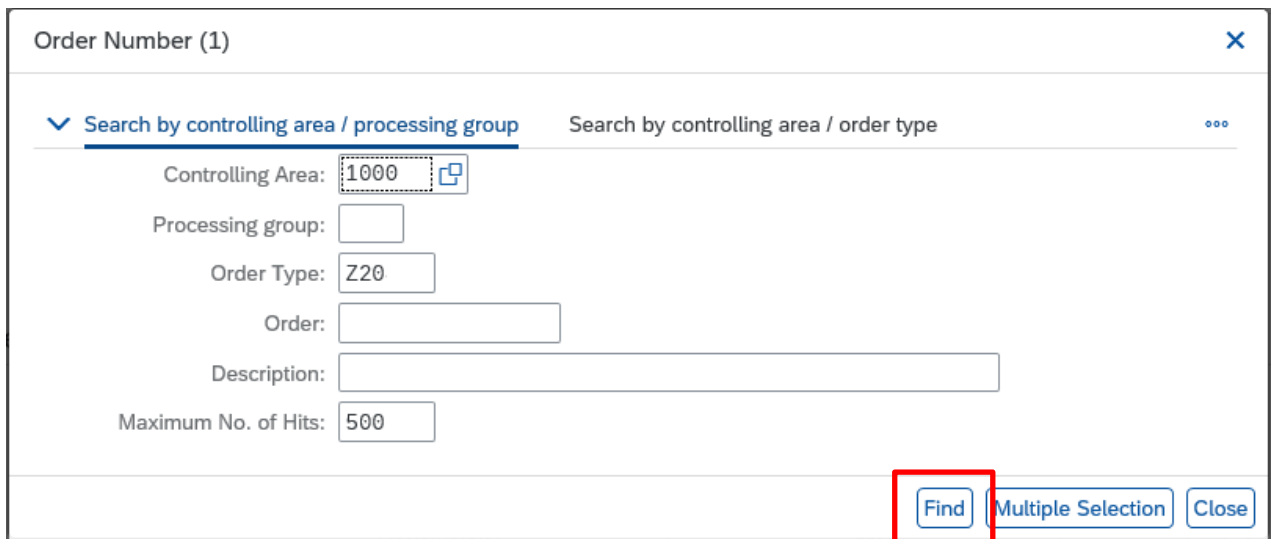
The screenshot shows the SAP Order Type (1) search results screen. At the top, there is a header bar with the text 'Order Type (1)' and a close button. Below the header, there is a 'Restrictions' section with a search icon and a search field containing 'Anytown\*'. Below the search field, there is a table with the following columns: 'Type', 'Cat', and 'Name'. The table contains one row with the following data: 'Type: \$\$', 'Cat: 03', and 'Name: Internal orders: Model order'. A red box highlights the search field containing 'Anytown\*'.

Type	Cat	Name
\$\$	03	Internal orders: Model order

- With your school name selected in the list, click on the **green tick**



- Back in the previous screen, the Order Type number is populated so click on **Find**



- All of your SIOs will display

Controllin...	Processing...	Order...	Order	Description	
<input checked="" type="radio"/>	1000	00	Z20	5001501	Breakfast Club
<input type="radio"/>	1000	00	Z20	5001502	Afterschool Club
<input type="radio"/>	1000	00	Z20	5001503	Early Years Pupil Premium
<input type="radio"/>	1000	00	Z20	5001504	Childcare (Under 3's)

- You cannot print from this screen but you could use the **Print screen** option to paste into a word document