

Report - On SIO Postings Line Items App KOB1 – Display Actual Cost Line Items for SIO's

This guidance shows how to produce a finance line-item report to view items posted to Statistical Internal Orders (SIO's). The report displays similarly to a KSB1 Postings Line Items report and you can run this across financial years. You can drill down to view individual items, invoices, and invoice payments.

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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”.

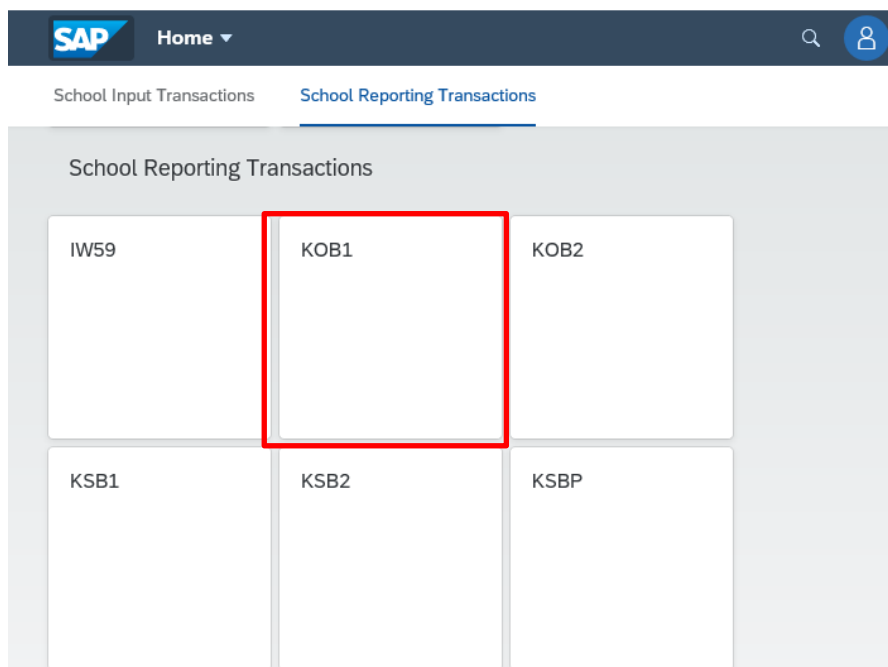
Introduction to the KOB1 SIO report

- The report displays postings line items for SIO's with their current General Ledger (GL)
- You can run this for any period e.g., by academic year to view sports expenditure.
- Drill down to view invoice payments, copy invoices and other attachments

1. View report (postings line items)

Log into Fiori

- This loads the Fiori Dashboard
- Click on the **KOB1 app**



You will now be in the **KOB1** criteria screen.

Enter your SIO number in Order.

1a. Select by individual SIO.

- In **Order** type in the SIO number
- In **Posting Date** enter the **From** and **to** dates as required
- Click **Execute**

< **SAP** Display Actual Cost Line Items for Orders : Initial Screen > EQ1 (400) ∨

Further Selection Criteria... More ∨ Exit

Controlling Area: 1000
 Order: 5001504 to: ↗
 or
 Order Group:
 Cost Element: to: ↗
 or
 Cost Element Group:

Posting Data
 Posting Date: 01.09.2020 to: 31.08.2021 ↗

Settings
 Layout: /1SAP Primary cost posting

Execute

- The postings line items display, listed in Cost element (GL code) order.

< **SAP** Display Actual Cost Line Items for Orders > EQ1 (400) ∨

Document Master Record Correction Request 🔍 🔍 More ∨ 🔍

Layout	/1SAP	Primary cost posting
Order	500150	Childcare (Under 3's)
Report Currency	GBP	Pound sterling

Cost Elem.	Cost elem.name	Postg Date	Val.in RC	Quantity
120000	H&S Work	09.02.2021	3.70	10.000
	H&S Work	09.02.2021	4.60	10.000
	H&S Work	09.02.2021	5.70	10.000
	H&S Work	09.02.2021	5.60	1.000
	H&S Work	09.02.2021	1.17	1.000
	H&S Work	15.03.2021	27.00	4.000
	H&S Work	15.03.2021	7.48	2.000
120010	Build - Minor Improv	03.12.2020	12.00	
	Build - Minor Improv	25.05.2021	37.00	
121020	Gas	03.12.2020	40.13	
	Gas	11.01.2021	51.23	

1b. Select by cost centre (all SIOs)

- In **Order Group** type in your cost centre
- In **Posting Date** enter the **From** and **to** dates as required

- Click **Execute**

The screenshot shows the SAP 'Display Actual Cost Line Items for Orders : Initial Screen' interface. The header includes the SAP logo, the title 'Display Actual Cost Line Items for Orders : Initial Screen', and a dropdown menu for 'EQ1 (400)'. Below the header, there are sections for 'Further Selection Criteria...', 'Posting Data', and 'Settings'. In the 'Further Selection Criteria...' section, 'Controlling Area' is set to '1000', 'Order Group' is 'Cip1234', and 'Cost Element Group' is empty. In the 'Posting Data' section, 'Posting Date' is '01.09.2020' and 'to:' is '31.08.2021'. In the 'Settings' section, 'Layout' is '/1SAP' and 'Primary cost posting' is selected. At the bottom right, there is a blue 'Execute' button highlighted with a red box.

- The postings line items display, subtotalled by SIO number.

The screenshot shows the SAP 'Display Actual Cost Line Items for Orders' interface. The header includes the SAP logo, the title 'Display Actual Cost Line Items for Orders', and a dropdown menu for 'EQ1 (400)'. Below the header, there are tabs for 'Document', 'Master Record', 'Correction Request', and 'More'. Below the tabs, there is a summary table with the following data:

Layout	/1SAP	Primary cost posting
Order	500150...	Breakfast Club...
Report Currency	GBP	Pound sterling

Below the summary table, there is a main table of cost line items with the following columns: Cost Elem., Cost elem.name, Postg Date, Val.in RC, Quantity, PUM, O., Offsetting Acct, and Nam. The table contains the following data:

Cost Elem.	Cost elem.name	Postg Date	Val.in RC	Quantity	PUM	O.	Offsetting Acct	Nam
140210	Learn resrce non ICT	03.02.2022	60.00			K	20016625	Pion
			60.00					
120000	H&S Work	09.02.2021	3.70	10.000	EA	S	703200	Gds
	H&S Work	09.02.2021	4.60	10.000	EA	S	703200	Gds
	H&S Work	09.02.2021	5.70	10.000	EA	S	703200	Gds
	H&S Work	09.02.2021	5.60	1.000	EA	S	703200	Gds
	H&S Work	09.02.2021	1.17	1.000	EA	S	703200	Gds

- Scroll to the right to see the SIO numbers in the **Order** column

Offsetting Acct	Name of Offsetting Account	Name	Order
20016625	Pioneer Vending	FQ1 Testing	5001501
			5001501
703200	Gds Rcd/Inv Rcd A/c	81604 small bandage	5001504
703200	Gds Rcd/Inv Rcd A/c	81612 medium bandage	
703200	Gds Rcd/Inv Rcd A/c	81620 large bandage	

1c. View invoice copies and invoice payments

- 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.

Display Document: Data Entry View

Display Another Document Select Individual Object **More** Exit

Data Entry View

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: Ledger Group:

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**

[Display Another Document](#) [Call Up Document Overview](#) [Display Previous Item](#) [More](#) [Exit](#)

Vendor:	20006340	British Gas Trading Limited	G/L Acct:	840999
Company Code:	1000	1303 Notting Hill		
Derbyshire County Council		KINGSTON	Doc. No.:	1900060668

Line Item 1 / Invoice / 31

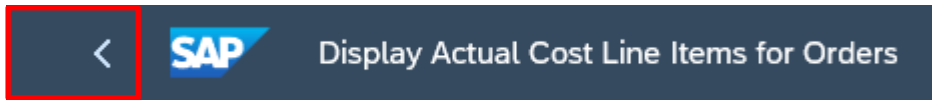
Amount:	305.58	GBP
Tax Code:	VA	

Additional Data

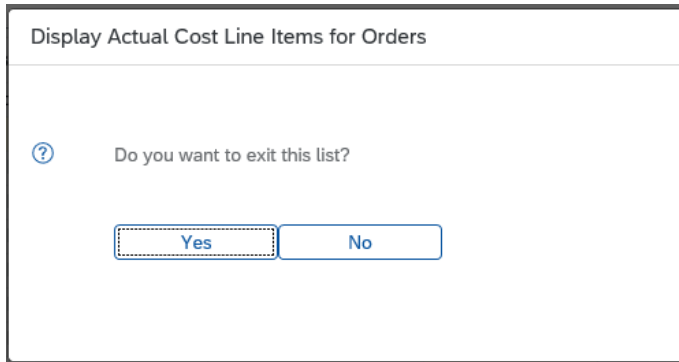
Bus. Area:				
CD Base:	254.65	GBP	CD Amount:	0.00 GBP
Payt terms:	ZP01		Days/Percent:	0 0.000 % 0 0.000 % 0
Bline Date:	28.04.2021		Fixed:	
Pmnt block:			Invoice Ref.:	/ / 0
Payt Method:				
Clearing:	10.05.2021	/	2000027437	

2. Logging off

- In the postings screen, click on the **Back** arrow.



- Click **Yes** to exit the postings screen

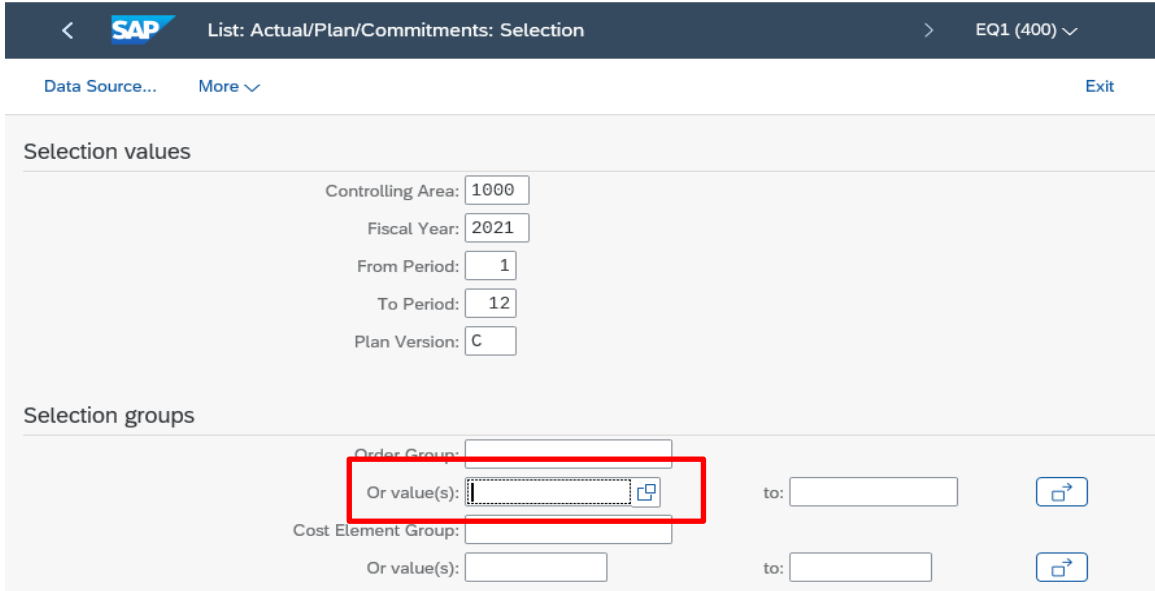


When you have finished using SAP, please ensure you log off the system and close out of all windows.

Appendix A

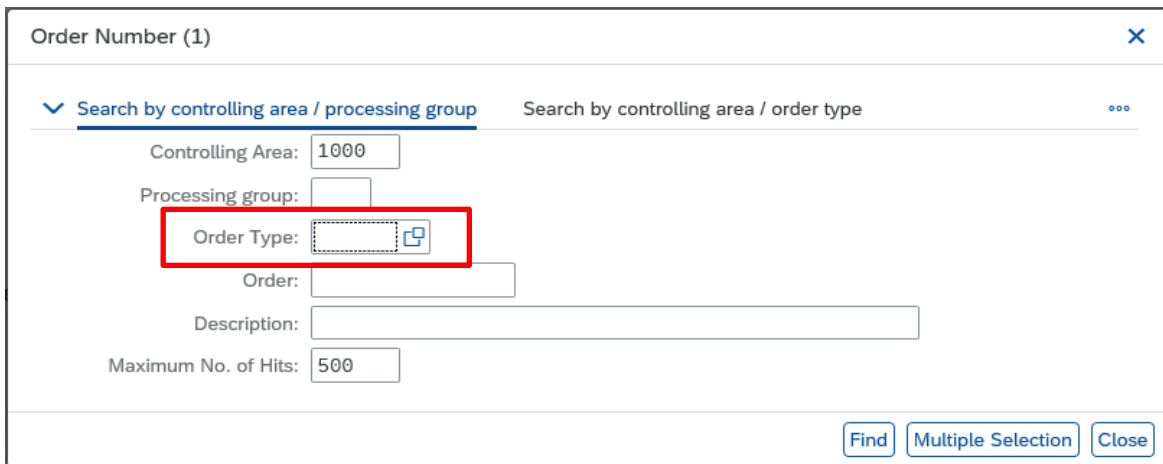
View a list of your SIOs in App S_ALR_87013000

- Click on the **S_ALR_87013000** app
- In the report criteria screen, click into the **Or Values** field then click on the **search squares**



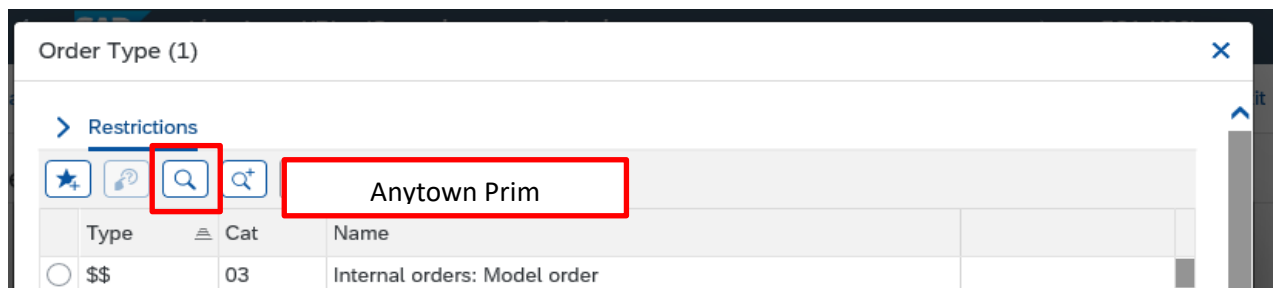
The screenshot shows the SAP selection criteria screen. At the top, it says 'List: Actual/Plan/Commitments: Selection' and 'EQ1 (400)'. Below this, there are fields for 'Controlling Area: 1000', 'Fiscal Year: 2021', 'From Period: 1', 'To Period: 12', and 'Plan Version: C'. Under the 'Selection groups' section, there are two rows. The first row has 'Order Group:' followed by an empty field, and 'Or value(s):' followed by a search box with a magnifying glass icon. The second row has 'Cost Element Group:' followed by an empty field, and 'Or value(s):' followed by another search box with a magnifying glass icon. A red box highlights the search box in the first row.

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



The screenshot shows the 'Order Number (1)' search screen. It has two search options: 'Search by controlling area / processing group' (selected) and 'Search by controlling area / order type'. Under the selected option, there are fields for 'Controlling Area: 1000', 'Processing group:', 'Order Type:' (with a search box and magnifying glass icon), 'Order:', 'Description:', and 'Maximum No. of Hits: 500'. A red box highlights the 'Order Type' search box. At the bottom, there are buttons for 'Find', 'Multiple Selection', and 'Close'.

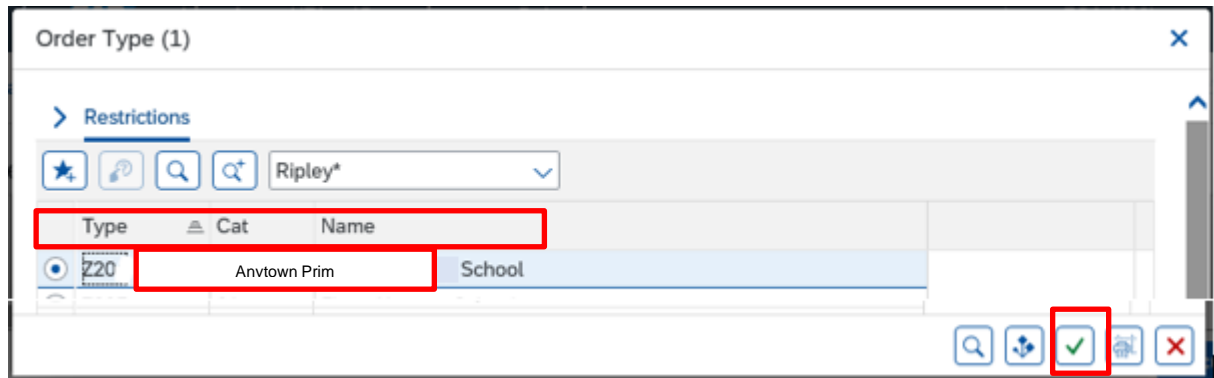
- In this screen, type in **part of your school name followed by an asterisk** eg Ripley*, then click on the **looking glass icon**



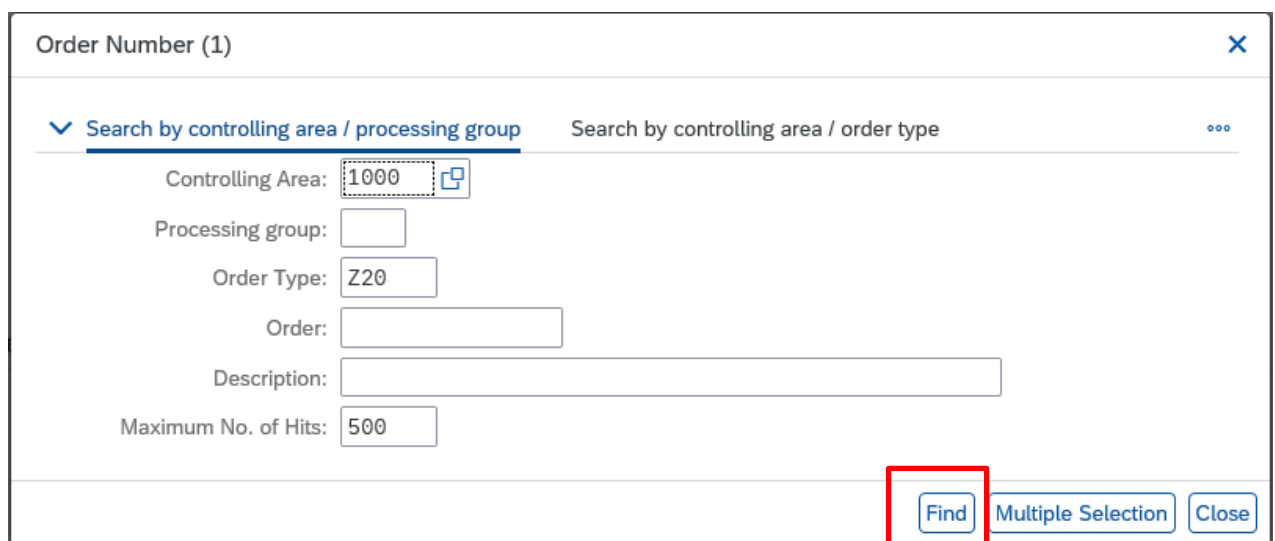
The screenshot shows the 'Order Type (1)' search results screen. It has a 'Restrictions' section with a search box containing 'Anytown Prim' and a magnifying glass icon. Below this is a table with columns 'Type', 'Cat', and 'Name'. The table has one row with 'Type: \$\$', 'Cat: 03', and 'Name: Internal orders: Model order'. A red box highlights the search box and the text 'Anytown Prim'.

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