Report - On SIOs
S_ALR_87013000 List: Actual/Plan/Commitments

This guidance shows how to run a report to view items posted to Statistical Internal Orders (SIO's). The report, run by financial year, displays SIO's in a list with their current totals of Actual expenditure and income, Plan (budget) and Commitments (Procurement orders).

Contents

Introduction to SIOs

- **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 (in the Order field) **instead** of entering your cost centre (in the Cost centre field) (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 do I know what SIOs are already set up?**
  Go to Appendix A of 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_87013000 SIO report

- The report displays SIO's in a list with their current 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 and 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 and Committed line items)

- Log into SAP Fiori.

- This loads the Fiori Dashboard.

- Click on the **S_ALR_87013000 app.**
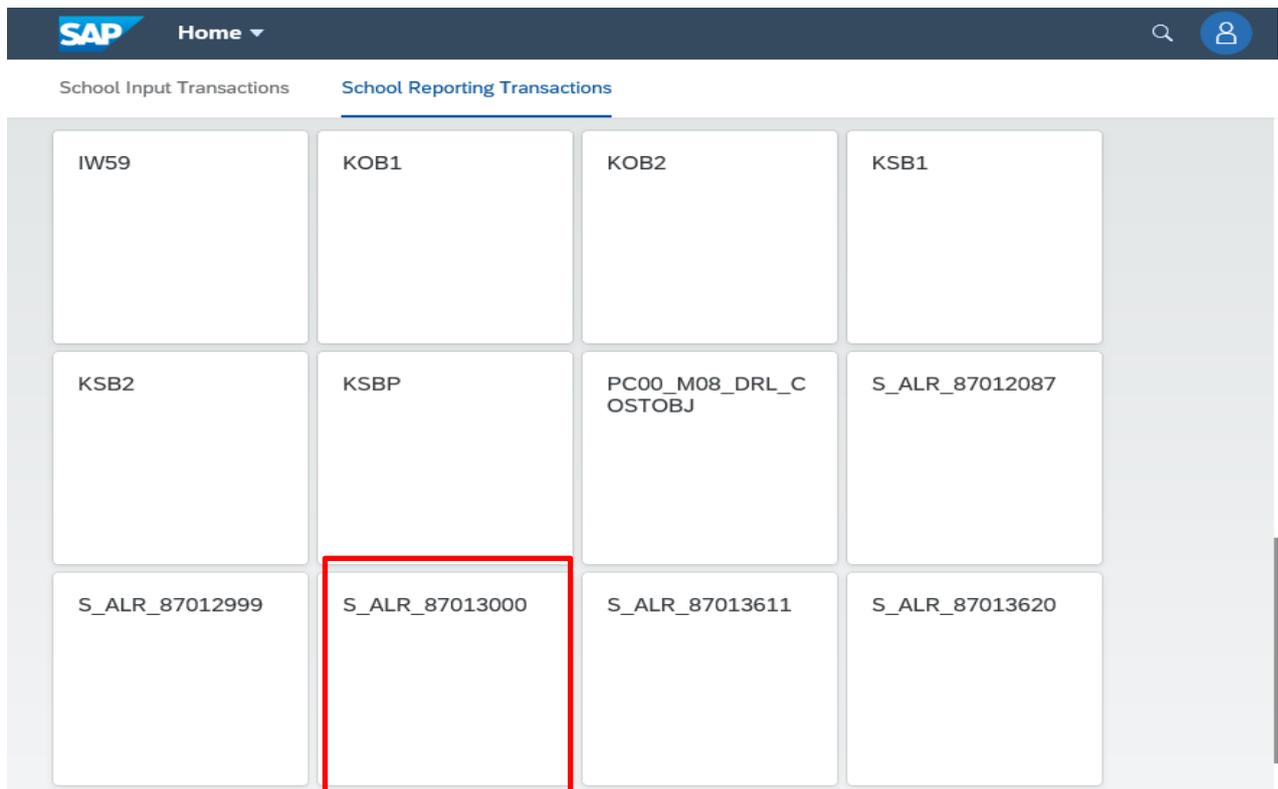
Section 2.1   Select by individual SIO.

- In this screen ensure the **Plan Version** is **C.**

- **To view an individual SIO,** type in the **SIO number** in the **Or Value** field.

- Click **Execute**.

- Totals of Actual, Commitment, Assigned (Actual + Commitment), Plan (Budget) and Available display for that SIO.

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

- In this screen ensure the **Plan Version** is **C.**

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

- Click **Execute**

- Totals of Actual, Commitment, Plan (Budget) and Available display against each SIO with overall totals at the bottom (coloured yellow).

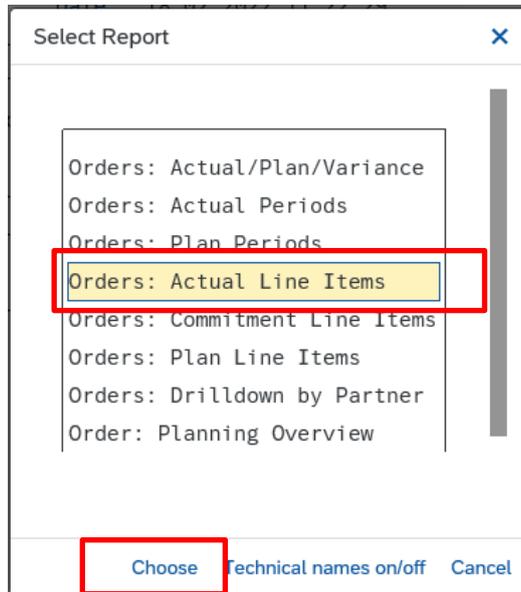| Orders	Actual	Commitment	Assigned	Plan	Available
5001501 Breakfast Club	60.00		60.00	2,210.00	2,150.00
5001502 Afterschool Club				2,705.00	2,705.00
5001503 Early Years Pupil Premium				3,955.00	3,955.00
5001504 Childcare (Under 3's)	953.79	98.84	1,052.63	2,755.00	1,702.37
5001505 Holiday Club				3,355.00	3,355.00
5001506 Lunchtime Sessions				3,000.00	3,000.00
5001507 Additional (Paid) Sessions				3,200.00	3,200.00
* Total	1,013.79	98.84	1,112.63	21,180.00	20,067.37

Section 2.3   View SIO line items

You can drill down to see the individual 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.**

Orders	Actual	Commitment	Assigned	Plan	Available
5001501 Breakfast Club	60.00		60.00	2,210.00	2,150.00
5001502 Afterschool Club				2,705.00	2,705.00
5001503 Early Years Pupil Premium				3,955.00	3,955.00
5001504 Childcare (Under 3's)	953.79	98.84	1,052.63	2,755.00	1,702.37

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

Select Report

Orders: Actual/Plan/Variance
Orders: Actual Periods
Orders: Plan Periods
Orders: Actual Line Items
Orders: Commitment Line Items
Orders: Plan Line Items
Orders: Drilldown by Partner
Order: Planning Overview

Choose   Technical names on/off   Cancel

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

	SAP	Display Actual Cost Line Items for Orders											EQ1 (400)
Document	Master Record	Correction Request								More			Exit

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

Cost Elem.	Cost elem.name	Postg Date	Σ	Val.in RC	Quantity	PUM	O.	Offsetting Acct	Name of Offsetting Acc
120010	Build - Minor Improv	25.05.2021		37.00			K	20005618	Steve Walters Property
121020	Gas	07.05.2021		56.13			K	20006880	Corona Ogc
	Gas	25.05.2021		49.44			K	20006880	Corona Ogc
121030	Electricity	07.05.2021		63.66			K	20006340	British Gas Trading Lim
124000	Water Charges	25.05.2021		140.19			K	20004158	Water Plus Limited

- You can drill down to view more information eg invoice copies and invoice payments, by double clicking on any line to view further information.

    o **To view an invoice**, click on **More,** then **Services for Object, Attachment list.** Double click on the attachment to open the invoice.

    o **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.

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

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

- Click on the **S_ALR_87013000 app.**

- Click into the **Or Values** field then click on the **search squares.**

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

- In this screen, type in **part of your school name followed by an asterisk** eg Ripley*, then click on the **looking glass icon.**
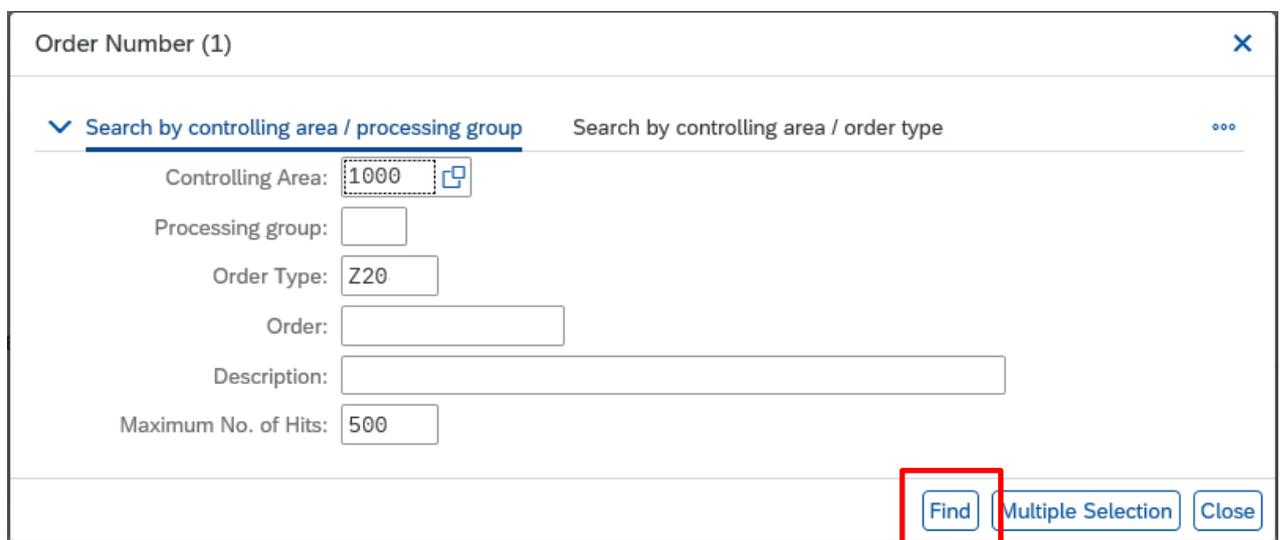
- With your school name selected in the list, click on the **green tick.**
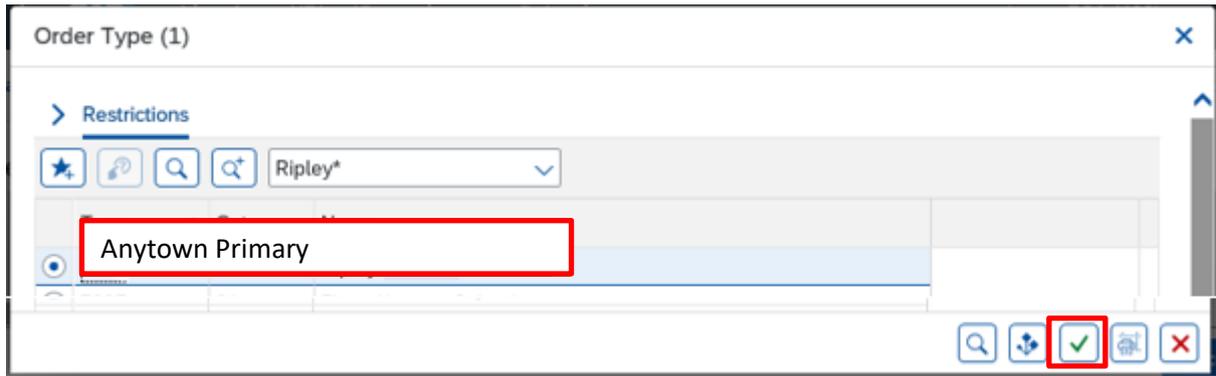
- Back in the previous screen, the Order Type number is populated so click on **Find.**

- All of your SIOs will display.

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