

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.....	1
Section 1 - Introduction to the S_ALR_87013000 SIO report	2
Section 2 - View report (Actual, Plan and Committed line items)	2
Section 2.1 - Select by individual SIO	3
Section 2.2 - Select by cost centre (will show all SIOs with Actual, Budget or Committed)	4
Section 2.3 - View SIO line items	5
Appendix A - View a list of your SIOs.....	7

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?**

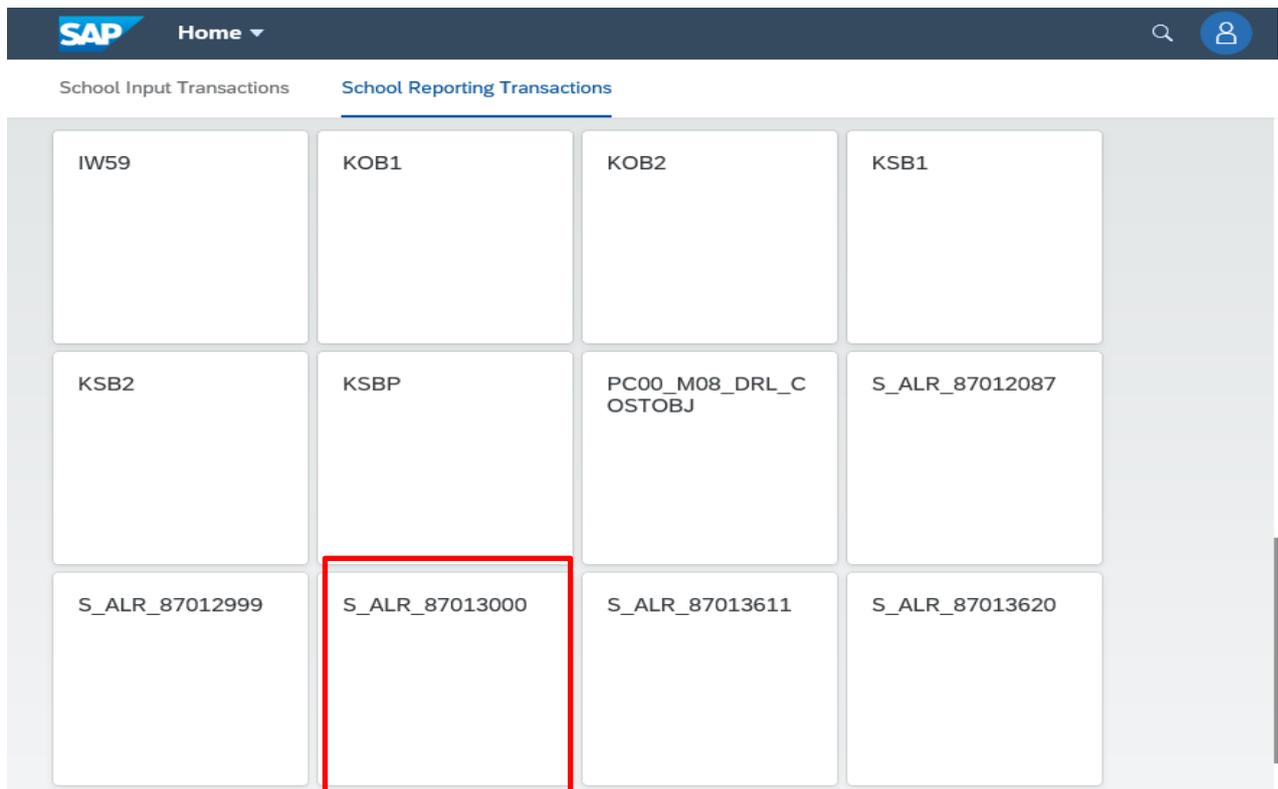
You complete a form (MD3) to ask for a SIO to be set up e.g., for Pupil premium. Our Master Data team allocates a number from your “bank”.

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.

Orders	Actual	Commitment	Assigned	Plan	Available
500150 Childcare (Under 3's)	953.79	98.84	1,052.63	2,755.00	1,702.37
* Total	953.79	98.84	1,052.63	2,755.00	1,702.37

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**.

Selection groups

Order Group: Or value(s):

Cost Element Group: Or value(s):

to:

to:

- Click **Execute**

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

SAP List: Actual/Plan/Commitments EQ1 (400)

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

List: Actual/Plan/Commitments Date: 18.02.2022 11:22:29 Page: 2 / 4

Order/Group Anytown Prim

Cost Element Group * Cost Element Group

Reporting period 1 - 12 2021

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

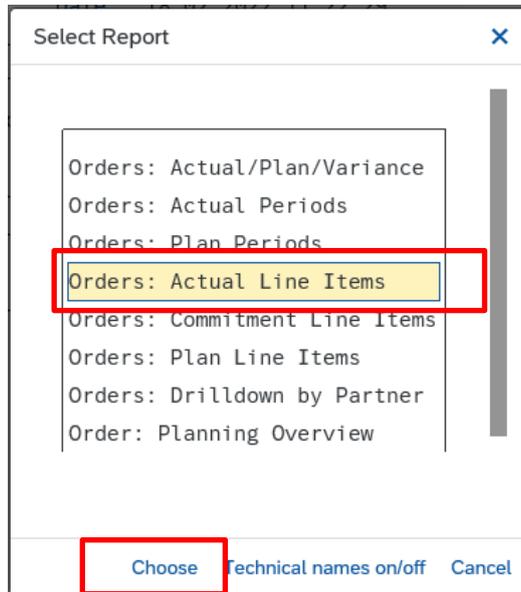
Section 2.3 View SIO line items

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).



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

Cost Elem.	Cost elem.name	Postg Date	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.
 - **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.: Ledger Group:
Currency: GBP Texts Exist:

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: Invoice Ref.: / / 0
Pmnt block: Clearing: 10.05.2021 / 2000027437
Payt Method:

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**.

The screenshot shows the SAP selection screen for 'List: Actual/Plan/Commitments: Selection'. The 'Selection values' section includes fields for Controlling Area (1000), Fiscal Year (2021), From Period (1), To Period (12), and Plan Version (C). The 'Selection groups' section has an 'Order Group' field with an 'Or value(s):' sub-field. This sub-field is highlighted with a red box, and a search icon (two squares) is also highlighted with a red box. There are 'to:' fields and search icons to the right of the 'Or value(s):' fields.

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

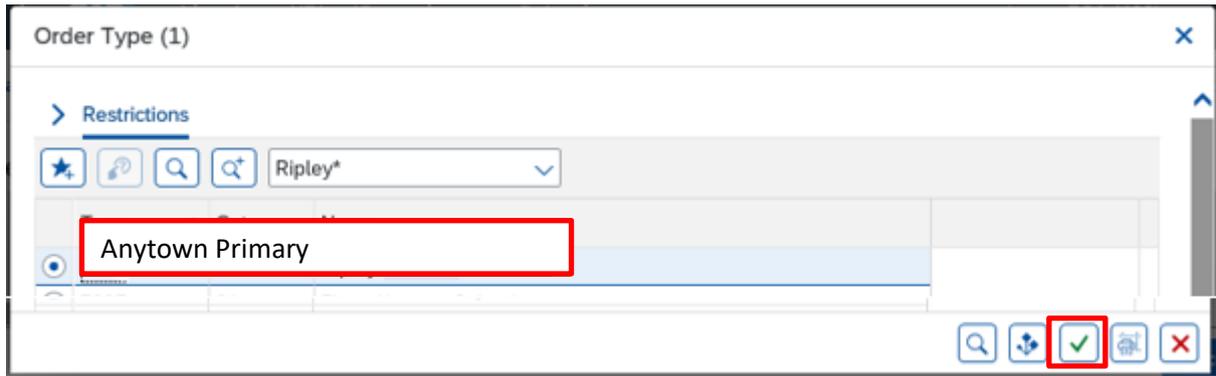
The screenshot shows the 'Order Number (1)' search dialog. It has two search options: 'Search by controlling area / processing group' (selected) and 'Search by controlling area / order type'. The 'Order Type' field is highlighted with a red box, and a search icon (two squares) is also highlighted with a red box. Other fields include Controlling Area (1000), Processing group, Order, Description, and Maximum No. of Hits (500). Buttons for 'Find', 'Multiple Selection', and 'Close' are at the bottom right.

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

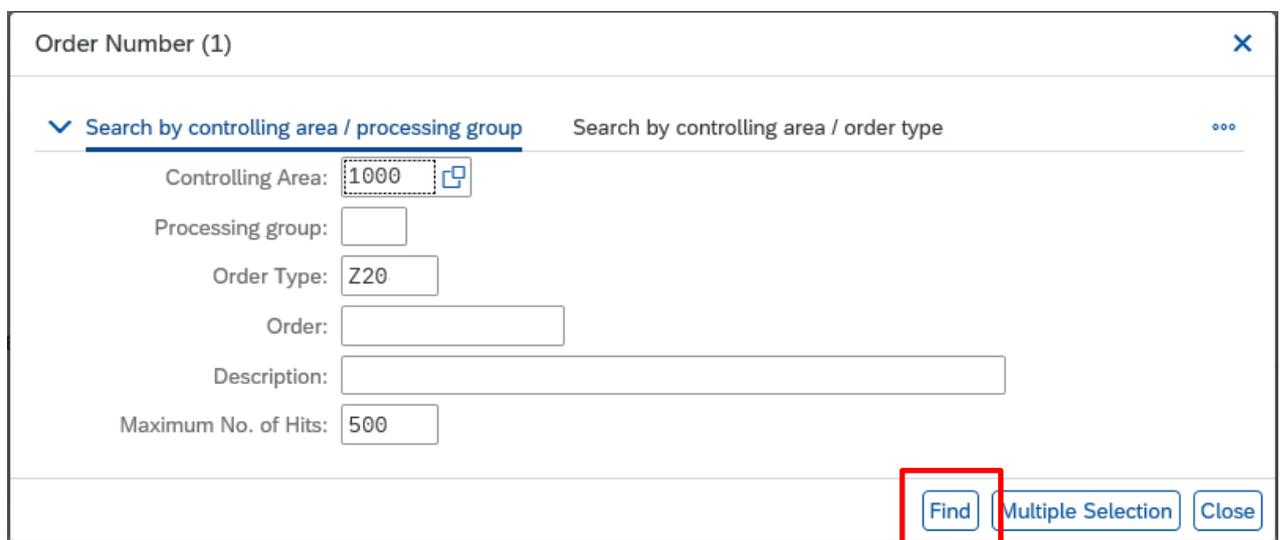
The screenshot shows the 'Order Type (1)' search results. The 'Restrictions' section has a search input field containing 'Anytown Prim', which is highlighted with a red box. A search icon (looking glass) is also highlighted with a red box. Below the search field is a table with columns 'Type', 'Cat', and 'Name'. The table contains one row: Type '\$\$', Cat '03', Name 'Internal orders: Model order'.

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.