

Section 14: Reporting on individual SIOs

Transaction S_ALR_87012993 – Orders: Actual/Plan/Variance

How to view items posted to Statistical Internal Orders (SIO's) showing Actual expenditure, Plan (budget) and Variance (difference).

- Log onto SAP
- Type **S_ALR_87012993** into the transaction field and click **Enter** or double click on the transaction in your **Favorites**
- In this screen ensure the **Plan Version** is **C**
- **To view all your SIOs:**
 - Enter your school cost centre in **Order Group**

OR

- **To view an individual SIO:**
 - Enter the SIO number in **Or Values**
- Click **Execute**

Orders: Actual/Plan/Variance: Selection

Menu ◀ Save as Variant... Back Exit Cancel System **Execute** Data Source... Report Group Documentation

Selection values

Controlling Area	<input type="text" value="1000"/>
Fiscal Year	<input type="text" value="2016"/>
From Period	<input type="text" value="1"/>
To Period	<input type="text" value="12"/>
Plan Version	<input type="text" value="C"/>

Selection groups

Order Group	<input type="text" value="CIP0003"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Cost Element Group	<input type="text"/>			
Or value(s)	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>

For assistance: Call: Core Business Systems Support Team on 01629 538088 | Email: SchoolsSAP@derbyshire.gov.uk

Individual SIO:

- The report displays, listing the SIO's actual, plan and variance figures per GL code
- To view the breakdown of **Actual** costs against an SIO, **double click** on the **Order Narrative**

Orders: Actual/Plan/Variance

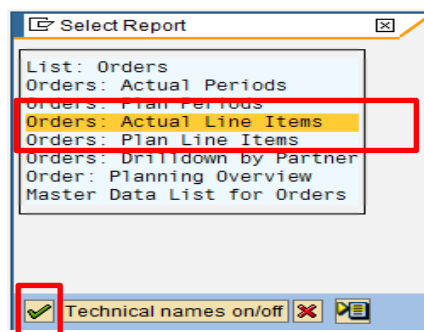
Menu | Back | Exit | Cancel | System | Navigation on/off | Print page formatting on/off | Column freeze on/off

Orders: Actual/Plan/Variance Date: 05.09.2012 10:25:19 Page: 2 / 2

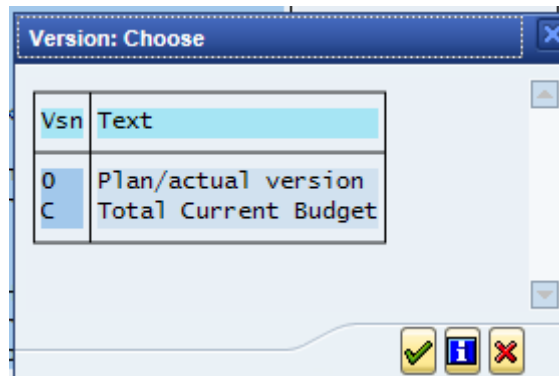
Order/Group: V100001 Numeracy
 Reporting period: 1 - 12 2012

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
121020 Gas	10.00		10.00	
125000 Fixtures & Fittings	37,500.00		37,500.00	
140000 Equipment	500.00		500.00	
140210 Learning Resources Not ICT	1,111.00		1,111.00	
141000 Food	108,000.00		108,000.00	
142010 Laundry	15,000.00		15,000.00	
143010 Admin Printing & Stationery	81,813.94		81,813.94	
231050 Tuition Fees - Exam				
313160 Sick Prem - Teachers				
* Costs	243,934.94		243,934.94	
** Balance	243,934.94		243,934.94	

- Select which items you wish to view by **clicking** on the line eg **Orders: Actual Line Items** and click on **the green tick** or press **Enter**



If you get the Version:Choose box select option C Total Current Budget



- Double click on a line to see further details eg a vendor invoice
- **When you run the report by school cost centre**, your school cost centre is listed on the left hand side of the screen with all your SIOs and the totals of **Actual, Plan** and **Variance** shown on the right hand side

Orders: Actual/Plan/Variance

Menu | Back | Exit | Cancel | System | Navigation on/off | Print page formatting on/off | Column freeze on/off | Options / Office Integration | Messages | Send report | Se

Variation: Order
 CIP2265 TEST SCHOOL SIO GROUP

V100002 Literacy
 V100001 Numeracy

Orders: Actual/Plan/Variance Date: 05.09.2012 10:49:03 Page: 2 / 2

Order/Group CIP2265 TEST SCHOOL SIO GROUP
 Reporting period 1 - 12 2012

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (%)
121020 Gas	10.00		10.00	
125000 Fixtures & Fittings	37,500.00		37,500.00	
140000 Equipment	500.00		500.00	
140210 Learning Resources Not ICT	1,555.00		1,555.00	
141000 Food	108,000.00		108,000.00	
142010 Laundry	15,000.00		15,000.00	
143010 Admin Printing & Stationery	81,813.94		81,813.94	
231050 Tuition Fees - Exam				
313100 Sick Prem - Teachers				
* Costs	244,378.94		244,378.94	
** Balance	244,378.94		244,378.94	

- Clicking on an individual SIO on the left will display its **Actual, Plan** and **Variance** for that SIO
- **Double clicking** on the **Order Narrative** in any line and selecting actual line items the postings show and you can drill down by double clicking on any line to view further information See **Section 9: KSB1 Reporting on Line Items**