

Section 15: Reporting on SIO's

Transaction S_ALR_87012999 – Orders: Actual/Plan/Commitments

How to view items posted to Statistical Internal Orders (SIO's) eg Actual expenditure, Plan (budget) and commitments (OrderPoint orders).

15.1 Reporting on Actual/Plan/Commitment line items for an individual SIO

- Log onto SAP
- Type **S_ALR_87012999** into the transaction field and click **Enter** or double click on the transaction from your **Favorites**
- In this screen, ensure the current **Fiscal Year**, **From** and **To Period** are correct and the **Plan Version** is **C**
- Type the SIO number in the **Or value(s)**
- Click **Execute**

Orders: Actual/Plan/Commitments: Selection

The screenshot shows the SAP Selection screen for transaction S_ALR_87012999. The 'Execute' button is highlighted with a red box. The 'Selection values' section shows Controlling Area: 1000, Fiscal Year: 2012, From Period: 1, To Period: 12, and Plan Version: C. The 'Selection groups' section shows Order Group: V100001 highlighted with a red box.

- The report displays, showing the Actual, Commitment, Assigned (Actual+Commitment), Plan and Available figures. The **Actual** column includes all VIM invoices which have been coded and approved, Cash entered on SAP and goods receipted OrderPoint items. The **Commitment** column shows all approved OrderPoint orders not yet goods receipted
- Like other reports, by double-clicking on an amount, you can see details of postings. See **Section 9: KSB1 Reporting on Line Items**

Cost Elements	Actual	Commitment	Assigned	Plan	Available
121020 Gas	10.00		10.00		10.00-
125000 Fixtures & Fittings	37,500.00	37,500.00	75,000.00		75,000.00-
140000 Equipment	500.00		500.00		500.00-
140210 Learning Resources Not ICT	1,111.00		1,111.00		1,111.00-
141000 Food	108,000.00		108,000.00		108,000.00-
142010 Laundry	15,000.00		15,000.00		15,000.00-
143010 Admin Printing & Stationery	81,813.94	10,818.75	92,632.69		92,632.69-
603201 IT Equipment - DFC					
* Costs	243,934.94	48,318.75	292,253.69		292,253.69-
** Balance	243,934.94	48,318.75	292,253.69		292,253.69-

15.2 Reporting on Orders: Actual/Plan/Commitment line items for a group of SIO's

- In the **S_ALR_87012999** screen, enter your school cost centre in **Order Group** and click **Execute**

Orders: Actual/Plan/Commitments: Selection

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Data Source...

Selection values

Controlling Area: 1000
 Fiscal Year: 2012
 From Period: 1
 To Period: 12
 Plan Version: C

Selection groups

Order Group: CIP2265
 Or value(s): [] to []
 Cost Element Group: []
 Or value(s): [] to []

- If you have more than one SIO against your school's cost centre, they will be listed on the left hand side under your school cost centre and name
- With your school cost centre highlighted on the left, the right hand side of the screen shows the cumulative totals of all of your SIO's, per GL code

Orders: Actual/Plan/Commitments

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

Variation: Order

- CP0001 School 1 SIO Group
 - V010000 Sports Funding
 - V010001 Pupil Premium
 - V010002 CPD
 - V010003 Key Stage 1
 - V010004 Key Stage 2

Orders: Actual/Plan/Commitments Date: 28.06.2017 16:17:24 Page: 2 / 3

Order/Group CIP0001 School 1 SIO Group

Reporting period 1 - 12 2017

Cost Elements	Actual	Commitment	Assigned	Plan	Available
118300 Training	742.32		742.32		742.32-
140000 Equipment	250.00		250.00		250.00-
140210 Learning Resources Not ICT	250.00		250.00		250.00-
143010 Admin Printing & Stationery	722.40		722.40		722.40-
145520 Computer Software	35.28		35.28		35.28-
= Costs	2,000.00		2,000.00		2,000.00-
** Balance	2,000.00		2,000.00		2,000.00-

- Clicking on an **individual SIO** on the left will display its totals per GL code on the right hand side
- Double clicking on any line item and selecting eg **Orders: Actual Line Items** will display its individual line item postings see **Section 9: KSB1 Reporting on Line Items**
 Click **Back** to exit out