

Section 8 - Reporting on School Budgets

Transaction S_ALR_87013620 – Cost Centres: Actual/Plan/Commitments

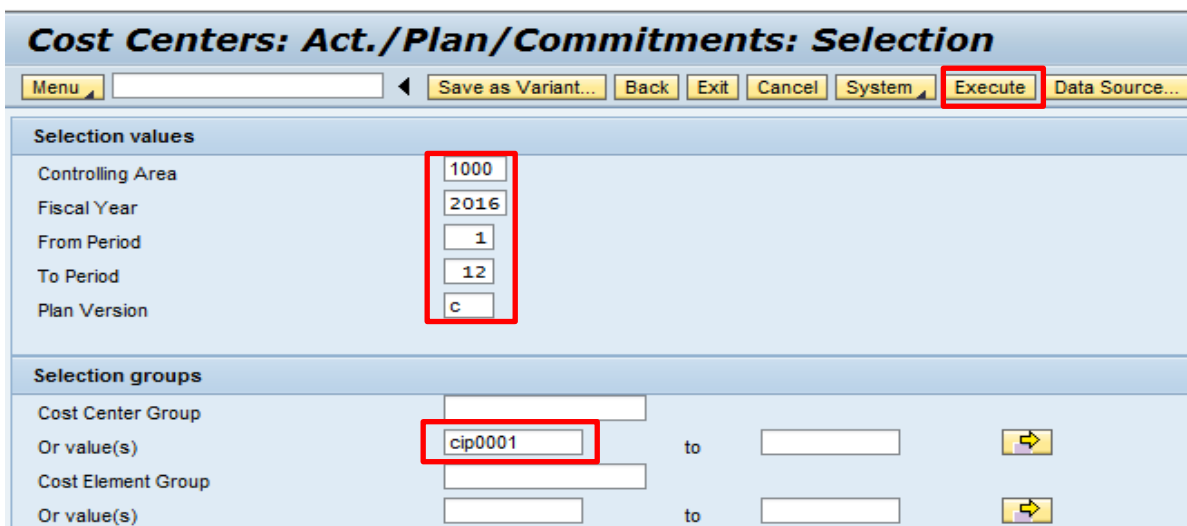
This report displays actual expenditure and income, commitments and plan (budget) for your school's cost centre budget. (A commitment in SAP is an OrderPoint Purchase Order which has been raised, but is yet to be receipted).

8.1 Reporting on cost centre budget

- Log onto SAP
- In the transaction bar, type **S_ALR_87013620** then click **Enter** on your keyboard



- **Fiscal year** - will be populated with the current year. *If you want to look at previous years, type in the year required and change the 'To period' to 16.*
- **Plan Version - C.** (See **Section 1: Initial Set Up** guide to ensure this defaults to C)
- **Or value(s)** - enter your school's cost centre number
- Click **Execute**



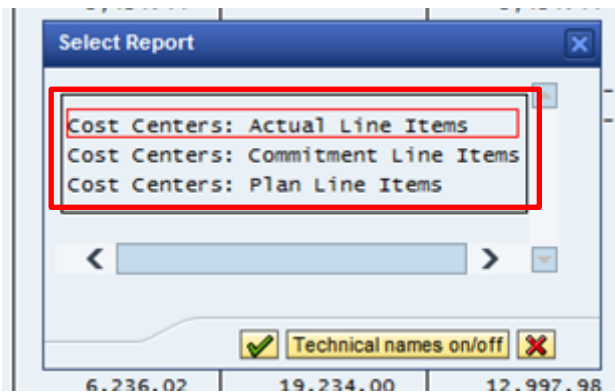
- All **Cost Elements** (GL codes), relating to your cost centre show the total figures for Actual, Commitment, Plan (budget) and Available
- Use the scroll bar at the right hand side to move up and down the report

Act/Plan/Commit		Page: 2 / 2			
Cost Center/Group	CIP0001	School 1	Column: 1 / 2		
Person responsible	TRAIN001				
Reporting period	1 to 12 2015				
Cost Elements	Actual	Commitment	Allotted	Plan	Available
110605 C/tkrs Non-DLO OT	79.69		79.69		79.69-
110610 C/tkrs Non-DLO SP	71.72		71.72		71.72-
110615 C/tkrs Non-DLO All	99.08		99.08		99.08-
110800 Cleaners Non-DLO BP	5,212.95		5,212.95		5,212.95-
110801 Cleaners Non-DLO NI	436.72		436.72		436.72-
110805 Cleaners Non-DLO OT	58.26		58.26		58.26-
110810 Cleaners Non-DLO SP	3,434.44		3,434.44		3,434.44-
111100 M-day Supervis BP	4,921.03		4,921.03	14,440.00	9,518.97
111102 M-day Supervis Pen	138.96		138.96	580.00	441.04
111105 M-day Supervis OT	68.07		68.07		68.07-
111115 M-day Supervis Allow	2.40		2.40		2.40-
111700 SN T Assists BP	2,980.40		2,980.40	34,453.00	31,472.60
111701 SN T Assists NI	220.30		220.30	3,260.00	3,039.70
111702 SN T Assists Pen	256.00		256.00	3,645.00	3,389.00
111800 Teachers Basic Pay	150,811.57		150,811.57	547,793.00	396,981.43
111801 Teachers NI	20,185.22		20,185.22	76,691.00	56,505.78

- To view the individual items against an individual cost element (GL code), double click on the narrative for the code you wish to view.

120010 Build - Minor Improv	160.00		160.00	1,000.00	840.00
121020 Gas	7,145.97		7,145.97	7,014.00	131.97-
121030 Electricity	5,773.98		5,773.98	5,858.00	84.02

- You then can choose from the pop up which type of costs to view:
 - ie **Actual Line Items** (actual expenditure/income)
 - Commitment Line Items** (any OrderPoint orders not yet goods receipted)
 - or **Plan Line Items** (your budget)
- Double click** on your chosen type eg Actual Line Items



- You then see the breakdown of the postings line items that make up the total amount

Layout
Cost Center
Report currency GBP Pound sterling

Cost Elem.	AuxAcctAs1	CElem.name	Val/COArea Cr...	D/C	Per	OffAc.name	Posting Date	Name	Year	Docum
121020		Gas	208.19	D	4	Corona Ogc	19.07.2016		2016	111766
121020		Gas	324.79	D	4	Corona Ogc	19.07.2016		2016	111766

- To view more detail, you can **double click** on a line eg to view a payment
- To exit out, click on the **Back** button, then click **Yes** to the exit report message

8.2 Printing the S_ALR_87013620 Cost Centres: Actual/Plan/Commitments

- This report can be printed, from the report screen, click **Menu > Report > Print**

Act/Plan/Commit

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

Report > Print... (Ctrl+P)
Edit > Send... (Shift+F5)

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Exit (Shift+F3) 01 School 1
TKAIN001
1 to 12 2016

	Actual	Commitment	Allotted	Plan	Available
on-DLO BP	6,131.11		6,131.11		6,131.11-
on-DLO NI	119.53		119.53		119.53-
on-DLO OT	73.00		73.00		73.00-
110610 C/TKERs Non-DLO SP	23.43		23.43		23.43-

8.3 Exporting to a Spreadsheet

If you wish to export the report into a spreadsheet please contact Core Business Systems Team 01629 538088 or email schoolsap@derbyshire.gov.uk for advice.

Note: Please be aware that this report could contain sensitive data and should be saved securely. Reports presented for budgeting and monitoring purposes should include all the information held on SAP for the codes and period selected.