

Planning Reports

There are many reports within SAP that display plan and actual data for budgeting purposes. The types of reports available are Plan/Actual – Departmental comparisons, the Executive Summary, the NAF Budget report, Budget Performance Activity and Plan Line Items (drill-down reports). These numerous reports can be found on one of several Report Trees.

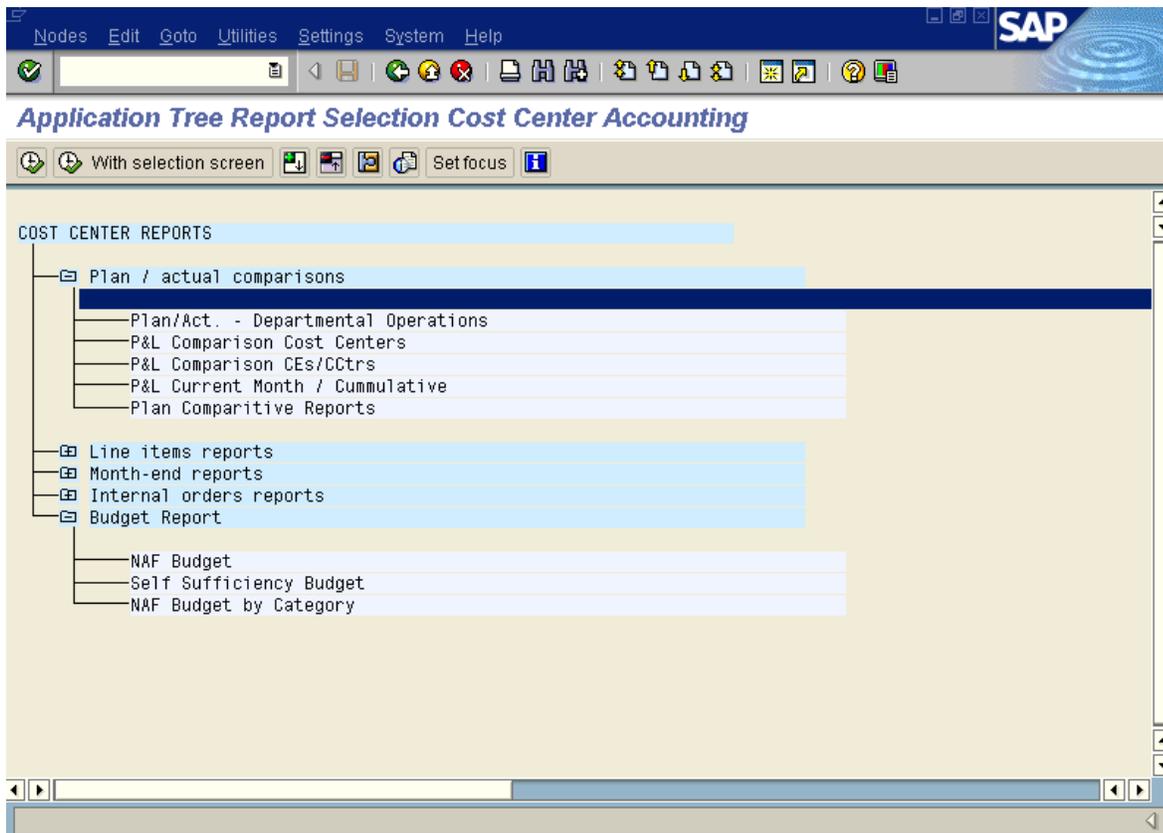


Report Trees

Cost Center Account:

Accounting → Controlling → Cost Center Accounting → Information Systems → Report Selection

An alternative is to use transaction code KSBB



The fiscal year, fiscal periods and plan version parameters on all reports will determine which plan data is displayed.

Plan version '0' is the default value on all plan/actual reports in the system.

P&L Comparison Cost Centers: Selection

Data source...

Selection values

Fiscal Year	2004
From Period	1
To Period	12
Plan version	01

Selection groups

Cost center group		to	
Or value(s)	603		
Cost element group	PROF_LOSS		
Or value(s)		to	

Fiscal periods are very important when comparing plan to actual amounts since you could end up comparing "apples to oranges"

Plan version selection criteria determines which version of the plan data will be shown in the report -- BE AWARE



NAF Budget Report

This report is very similar to the Fund Summary (TAB D) of the NAF Budget package. To access it, you need to go to the Cost Center Account Report tree (transaction code KSBB).

This is the report that will help you input your data into the Excel package so that it can be loaded into RAMCAS.

This report will automatically default to the current fiscal year so you will need to change it to the upcoming budget year.

Program Edit Goto Environment System Help **SAP**

NAF Budget: Selection

Data source...

Selection values

Fiscal Year: 2004
Plan version: 1

Selection groups

Cost center group:
Or value(s): 603 to

Report Edit Goto View Extras Settings System Help **SAP**

NAF Budget

Report: ZVK/ZC14
Name: HQ_P652D2

Cost Center or Group: 603 WINDJAMMER FOOD

REVENUES:	OCT	NOV	DEC	JAN
301000 RESALE REVENUE	29,923	23,967	11,690	
302000 CATERING RESALE REVENUE	6,420	14,374	857	
303000 SALES DISCOUNTS	1,406-	1,346-	850-	
* RESALE	34,937	36,995	11,696	
** TOTAL REVENUE:	34,937	36,995	11,696	
EXPENSES:	OCT	NOV	DEC	JAN
401004 INV PRICE DIFF (SAP)	425		13	
401005 INV COUNT DIFF (SAP)	17,249	16,710		
* COST OF GOODS SOLD	17,675	16,710	13	
601000 SALARIES & WAGES	19,706	19,038	5,789	
601001 PAYROLL OVERTIME EXPENSE	362	621	103	

Depending on the level of data that you are requesting, Cost Center group and up, you can use the Navigation icon to hide all the drill down capabilities.



REVENUES:		OCT	NOV
301000	RESALE REVENUE	44,166	42,525
302000	CATERING RESALE REVENUE	1,737,434-	3,889,839-
303000	SALES DISCOUNTS	1,758-	1,682-
*	RESALE	1,695,026-	3,848,996-
501000	PROGRAM REVENUE	42,253	44,138
*	PROGRAM	42,253	44,138
569000	OTHER REVENUE		
*	OTHER REVENUE		
**	TOTAL REVENUE:	1,652,772-	3,804,859-
EXPENSES:		OCT	NOV
401004	INV PRICE DIFF (SAP)		



Conversion to Excel

This report can be exported into Excel where it can then be manipulated and be input into the actual NAF Budget Workbook.

To put it into Excel, after running the report, click on the Options/Office Integration button.



Be sure to click the radio button for Microsoft Excel in the Office Intergration sections. Then hit the green check mark.

The screenshot shows the SAP NAF Budget report interface. On the left, an 'Options' dialog box is open, displaying settings for 'General settings', 'List output', 'Exit report', and 'Office integration'. The 'Office integration' section has 'Microsoft Excel' selected. The main report area displays a table for 'DJAMMER FOOD' with columns for OCT, NOV, DEC, and JAN. The table contains two data rows, with the second row highlighted in blue.

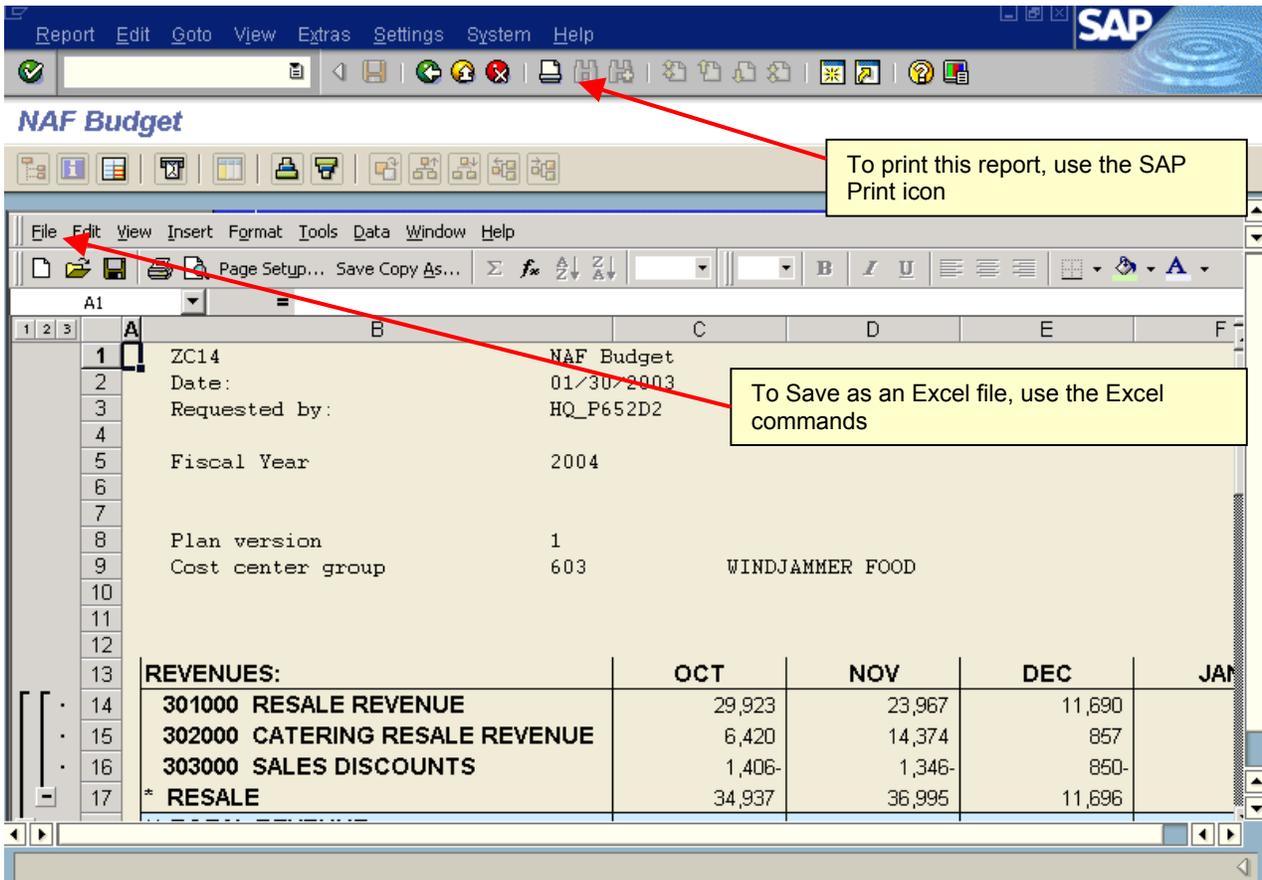
	OCT	NOV	DEC	JAN
	29,923 6,420 1,406- 34,937	23,967 14,374 1,346- 36,995	11,690 857 850- 11,696	
	34,937	36,995	11,696	
	OCT	NOV	DEC	JAN
	425 17,249 17,675 19,706 362	16,710 16,710 19,038 621	13 13 5,789 103	

Some users may experience a Excel pop-up window asking them to “enable macros”. Here you will need to respond with a Yes otherwise the spreadsheet will come up blank.

WARNING: When you select this integration you will automatically display every report in the excel format. To undo, you will need to go back into the the Options/Office Integration and select Inactive under Office Integration. Then hit the green check mark.



The excel version looks as follows:



Be aware that even though all data appears as absolute values, the Revenue numbers are actually negatives. You will need to correct this if you plan on copying these cells directly into the NAF Budget standard Excel worksheets.

Once open, you can then save this file as a 'filename' for future reference. **To save you must use the Excel commands, not the SAP commands.** This filename should be something that identifies the activity and/or cost center and the version. Also, you may want to establish a specific folder for these files so that they can be readily accessed.

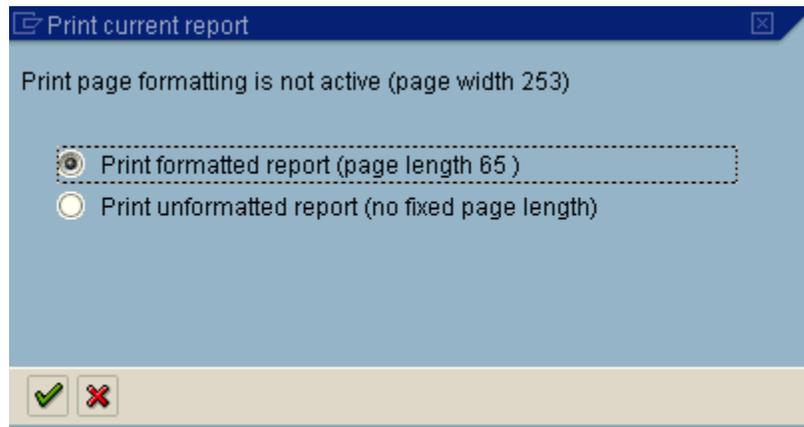
Be aware that the Excel version is Protected. This means that you will not be able to do anything to the file, ie., change column or row widths, insert data or formulas, etc. To unprotect the file, go to Tools → Protections → Unprotect Sheet. Also be aware that the sum amounts (in rows or columns) do not contain a formula so changing the data will not change the total without inserting a formula.

You can save each individual activity, each individual Category or the entire fund.

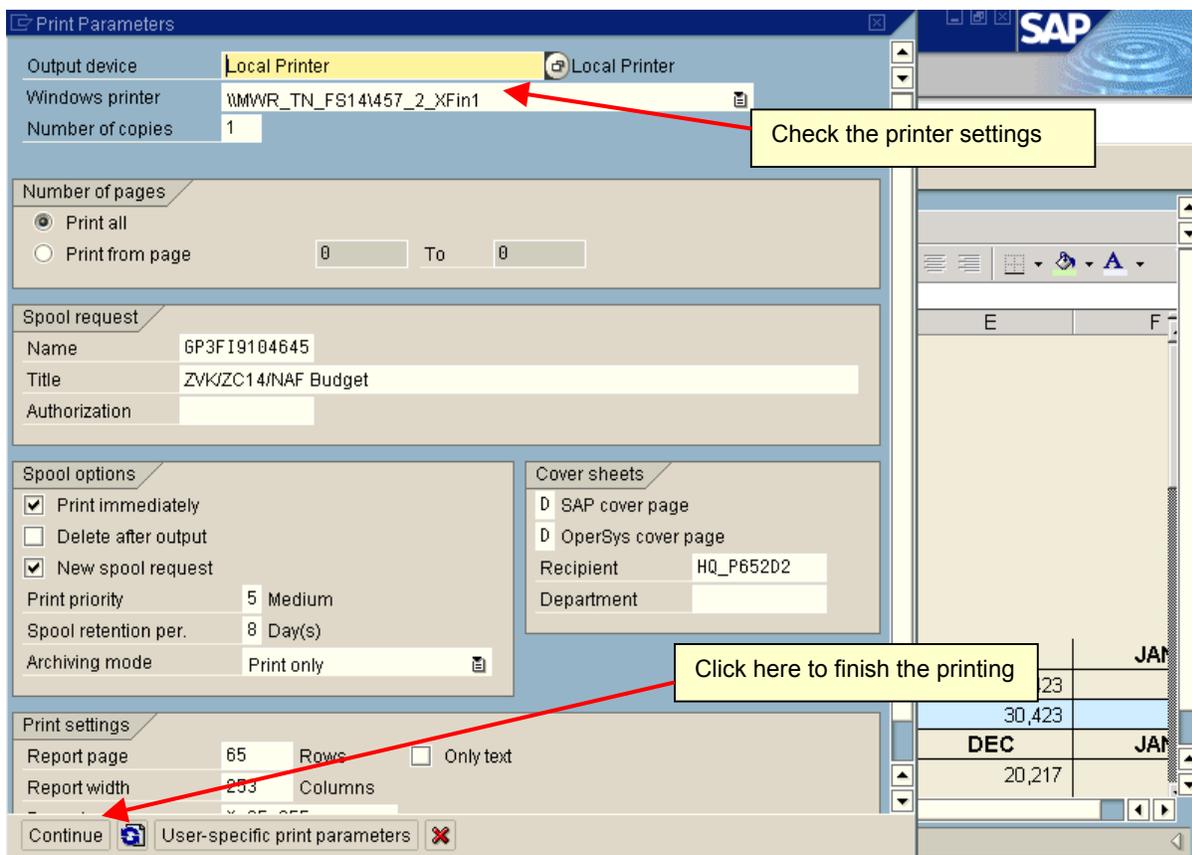
WARNING: Once you have converted the file to Excel, there is no longer a link with SAP so any changes made in the Excel version will not show up in SAP.

AIMS/SAP Planning

To print this report, be sure to use the SAP printer icon on the top toolbar, not the printer icon on the Excel worksheet. SAP will give you the following window:



Leave it as is and click the green check mark and continue with the SAP printing function.



Note: Depending on how your system is configured you may not get the above screens.