

Planning in AIMS/SAP

Planning is the term for Budgeting in SAP. Planning takes on a much different form in SAP than it did in Excel. The purpose of this course is to familiarize you with these changes so you may enter your budget without trepidation. Once you see how the process works and how to review the data, you will see that planning in SAP can enhance your budgeting experience.



Background

Planning in SAP is used for enforcing spending caps within the system and is done for a combination of cost centers and cost elements. There are three areas one must keep in mind while working in the Planning module. These are:

- Fiscal Periods/Years
- Plan Versions
- Planning Profiles



Fiscal Periods/Years

Plans are entered and saved by fiscal period and fiscal year. Periods must have a beginning period and an ending period. If you are only entering one month, then the beginning period is the same as the ending period.

When entering data you must ensure that you have identified the correct period. For example, if you are entering data for the entire FY, you must enter periods 1 through 12. If you are entering data for a specific month, April, then you must specify 7 through 7.

You must also be aware of what Fiscal Year you are entering data for. For purposes of this class, you will all be entering data for FY 2004.

The plans can (and will) be locked by HQ for each fiscal year to prevent plans from being overwritten and/or entered into the wrong year. .



Plan Versions

Plan versions are just what the name implies, different versions, or scenarios, of your budget. You may have multiple versions of the same fiscal year plan but only one will be submitted to NPC for approval. The version that is submitted as the 'actual' budget will be locked in August/September time frame so that it cannot be altered but the remaining versions will be left open for you to amend as you see fit.

For FY-04, HQ will set up a Version 1 for your entire fund by copying over your PY actual data. This is the version where you will actually input and change the data to come up with your FY-04 budget. Once this data has been modified and approved, it will be copied to Version 0 and locked. This will be your final budget for submission and approval. SAP will default automatically to Version 1 and will not respond if it is changed to Version 0. If you wish to start completely from scratch, then begin entering in data in a version other than 1.



Plan Profiles

Plan Profiles are the way SAP displays the planning data. We have set up three different profiles for you to choose from. Keep in mind that different profiles can be used by different managers and for different cost centers. It's a personal preference thing. The profiles are:

- Z-101: Displays the specified (upcoming) fiscal year planning data along with the prior year planned data.
- Z-102: Displays only the specified (upcoming) fiscal year.
- Z-103: Displays the specified (upcoming) fiscal year data along with the current year actual data.

Use Settings to change the profile

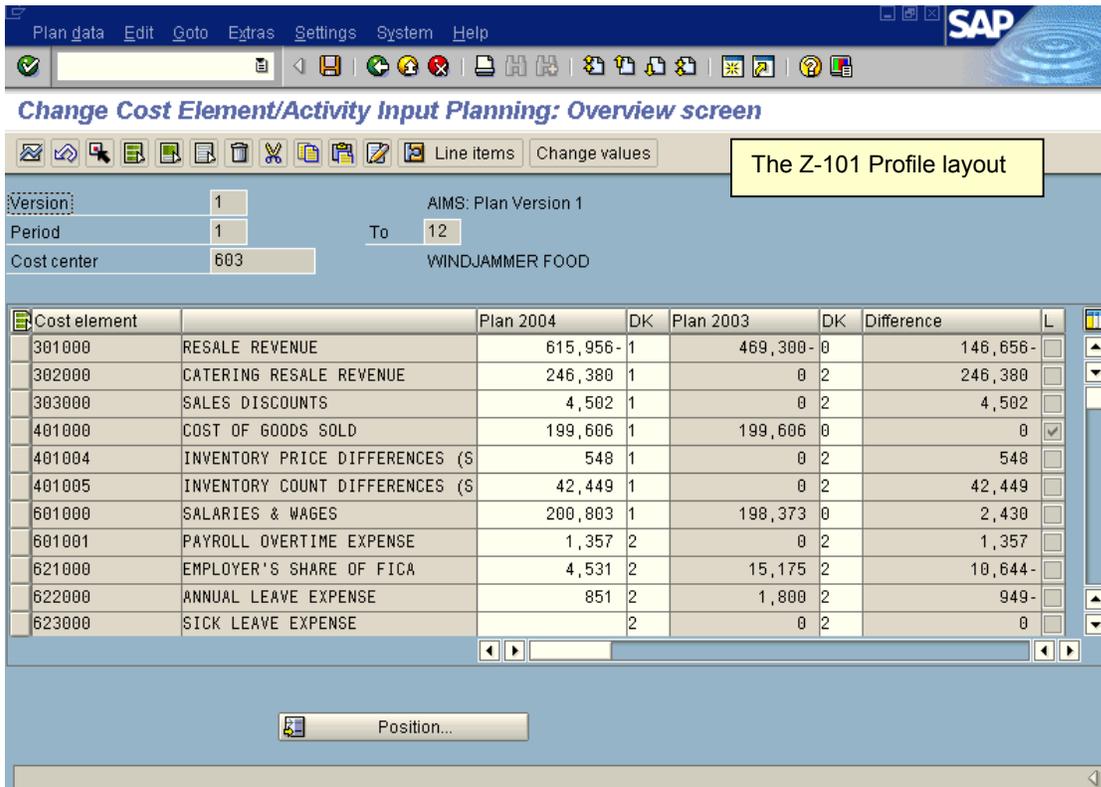
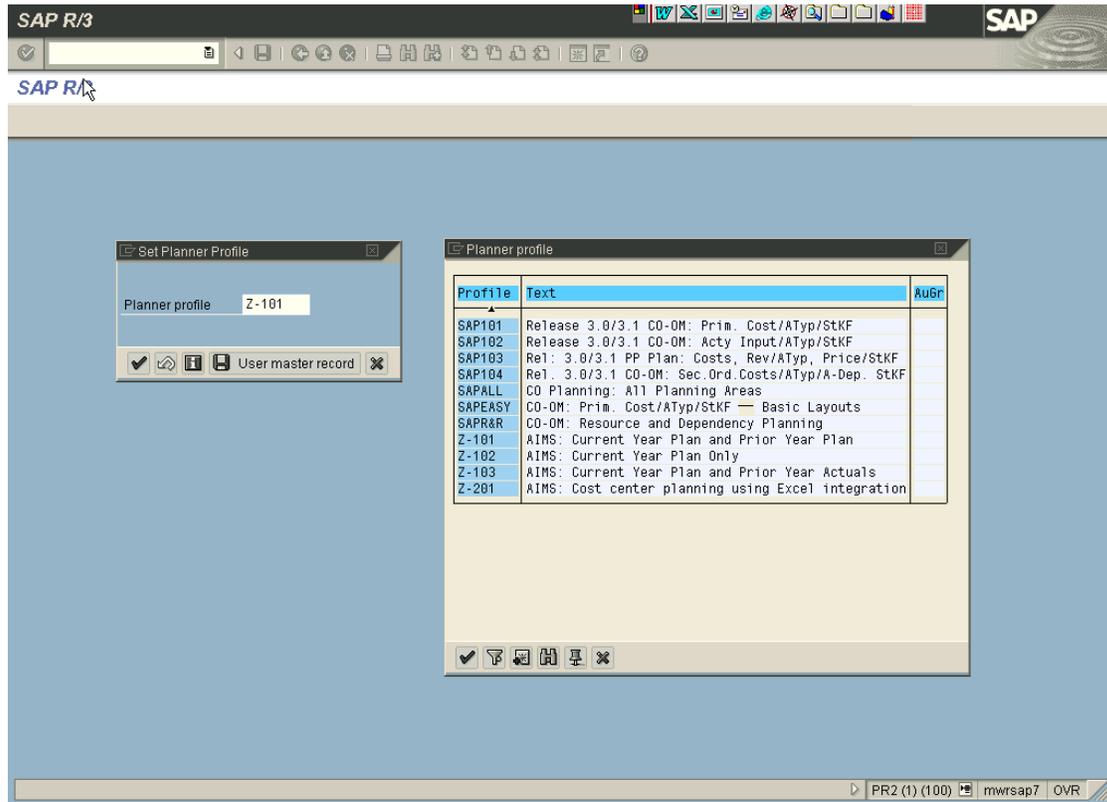
Identifies what profile you are using

Default values appear on the screen

Enter the cost center or cost center group for which the plan amounts will be entered on the next screen

In you decide to change the profile, you must click on Settings and then Set Planner Profile. You will get a box that displays the current profile, click on the drop down menu to see the

other profiles available. Once you have selected one, double click on it and then hit the green check mark.



Plan data Edit Goto Extras Settings System Help **SAP**

Change Cost Element/Activity Input Planning: Overview screen

Line items Change values

Version: 1 AIMS: Plan Version 1
 Period: 1 To 12
 Cost center: 603 WINDJAMMER FOOD

The Z-102 Profile layout

Cost element		Plan 2004	DK	L
301000	RESALE REVENUE	615,956	0	
302000	CATERING RESALE REVENUE	5,859,064	0	
303000	SALES DISCOUNTS	4,502	2	
401000	COST OF GOODS SOLD		0	
401004	INVENTORY PRICE DIFFERENCES (\$	548	2	
401005	INVENTORY COUNT DIFFERENCES (\$	42,449	2	
601000	SALARIES & WAGES	24,788,883	0	
601001	PAYROLL OVERTIME EXPENSE	1,357	2	
621000	EMPLOYER'S SHARE OF FICA	4,531	2	
622000	ANNUAL LEAVE EXPENSE	851	2	
623000	SICK LEAVE EXPENSE		2	

Position...

Change Cost Element/Activity Input Planning: Overview screen **SAP**

Change Cost Element/Activity Input Planning: Overview screen

Line items Change values

Version: 1 AIMS: Field Plan Ver
 Cost center: 603 ES PAC WINDJMER FO...

The Z-103 Profile layout

Cost element	Plan 2004	DK	Actual 1-6 2003	Actual 7-12 2002	Total Actuals	Change	Change %	L
301000	RESALE REVENUE	2	162,925	255,655	418,580	106,920	26	
302000	CATERING RESALE REVENUE	1	59,945	34,315	94,259	94,259	100	
303000	SALES DISCOUNTS	1	8,314	8,884	17,199	17,199	100	
401000	COST OF GOODS SOLD	2		0	0	225,975	0	
401004	INVENTORY PRICE DIFFERENCES (\$	1	437	393	829	829	100	
401005	INVENTORY COUNT DIFFERENCES (\$	1	95,259	124,486	219,745	219,745	100	
601000	SALARIES & WAGES	2	116,168	138,441	254,610	37,110	15	
601001	PAYROLL OVERTIME EXPENSE	1	2,987	2,935	5,922	5,922	100	
603000	BONUS / INCENTIVE	1	0	0	0	0	0	
621000	EMPLOYER'S SHARE OF FICA	2	9,439	11,000	20,439	3,800	19	
622000	ANNUAL LEAVE EXPENSE	2	1,602	1,619	3,220	1,420	44	
623000	SICK LEAVE EXPENSE	1	95	885	981	981	100	
686000	MINOR PROPERTY	1	0	2,213	2,213	2,213	100	
687000	SMALLWARES	2	900	0	0	900	0	
701000	SUPPLIES	2	10,200	3,926	6,167	10,093	107	1
683000	REPAIRS & MAINTENANCE-F.F.&E.	1	1,285	675	1,960	1,960	100	
685000	REPAIRS & MAINTENANCE-BLDG & F	1	16	0	16	16	100	
783000	CONTRACTUAL EXPENSE	1	80	0	80	80	100	
781000	ADVERTISING AND PROMOTION	1	0	10	10	10	100	
629000	HEALTH / DISABILITY INSURANCE	2	3,300	3,985	6,059	10,044	6,744	67

Position...

Locks or problems have occurred PR2 (1) (100) mwrsap7 OVR