

Entering Data

As you will see, there are several ways of entering data for planning. In this section we will go thru the initial entry screen to the actual entries.



Initial Entry Screen

To enter data into a cost center plan you must first get to the right place. The following menu path will get you there:

Accounting → Controlling → Cost Center Accounting → Planning → Cost and Activity Input → Change

An alternative is to use transaction code KP06

On the initial plan entry screen, enter either a cost center number or a cost center group (refer back to the preceding section on hierarchies). The difference between the 2 are as follows:

- Enter a single cost center number to enter plan amounts by cost element for the selected cost center. It is similar to budgeting for one department, ie Food Resale, of a specified activity.
- Enter a cost center group to enter plan amounts by cost element for each cost center in the group. This would be like inputting data for each department of an activity, ie Food Resale, Bar Resale, Program Operations for the Bowling center.

You will also need to select between Form-Based or Free entry when you are plugging in your data. The difference between the two is as follows:

- Free Entry - (Recommended) Only displays accounts where Plan Data currently exists. Free Entry will display fewer account elements on the Overview planning screen and does not prevent different or additional cost elements from being planned for a cost center.
- Form-Based - Every Account is displayed. This means that all account elements will be shown whether or not there are plan/actual amounts

REMINDER: The SAP system, as currently configured, requires that Revenue accounts (3,5,800 series) be entered as negatives (with the minus sign at the end, ie 578-) and Expense accounts (4,6,7,900 series) be entered as positive amounts. The only exception is the USA accounts (748-759) which need to be input as negatives also. However, the reports have been configured to reverse these signs so that all amounts will appear as absolute values.

The initial plan entry screen looks as follows:

The screenshot shows the SAP 'Change Cost Element/Activity Input Planning: Initial screen'. The interface includes a menu bar (Plan data, Edit, Goto, Extras, Settings, System, Help) and a toolbar. The main area is divided into 'Variables' and 'Entry' sections. The 'Variables' section contains fields for Version (1), From period (1), To period (12), Fiscal Year (2004), Cost center (603), and Cost element group (PROF_LOSS). The 'Entry' section has radio buttons for 'Free' (selected) and 'Form-based'. Three callout boxes provide additional information: one points to the default values (Version 1, From period 1, To period 12, Fiscal Year 2004) with the text 'Default values appear on the screen'; another points to the Cost center field (603) with the text 'Enter the cost center or cost center group for which the plan amounts will be entered on the next screen'; and a third points to the 'Free' radio button with the text 'Choose Free Entry Mode to suppress cost elements without dollar amounts on the overview planning screen or Form-Based to display all cost elements'.



Default Values

The following values are defaulted automatically by the system on the initial plan entry screen:

- Plan Version = 1
- From Fiscal Period = 1
- To Fiscal Period = 12
- Fiscal Year = Budget Year
- Cost Element Group = PROF_LOSS

Once you have selected the fiscal periods, year, version, cost center and method of entry you are ready to start inputting data. SAP gives you two options for entering; Overview and Period.



Overview Planning

The Overview view  is for entering annualized planned amounts for a given cost center. This means that you enter in the total year value for each income/expense account.

The Overview screen presents the revenue/cost elements in Income Statement (Profit/Loss) order as seen on the RAMCAS statement.

In this view you can use a Distribution Key (DK) to allocate that amount over the entire fiscal year. We will speak more about this later.

Change Cost Element/Activity Input Planning: Overview screen

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

Cost element	Plan 2004	DK	Plan 2003	DK	Difference	L
301000 RESALE REVENUE		2	469,300-	0	469,300	
401000 COST OF GOODS SOLD		2	199,606	0	199,606-	
601000 SALARIES & WAGES		2	198,373	0	198,373-	
621000 EMPLOYER'S SHARE OF FICA		2	15,175	2	15,175-	
622000 ANNUAL LEAVE EXPENSE		2	1,800	2	1,800-	
623000 SICK LEAVE EXPENSE		2	0	2	0	
687000 SMALLWARES		2	900	2	900-	
701000 SUPPLIES		2	10,200	2	10,200-	
629000 HEALTH / DISABILITY INSURANCE		2	7,000	2	7,000-	
633000 WORKERS COMPENSATION		2	3,000	2	3,000-	
634000 UNEMPLOY COMPENSATION		2	1,200	2	1,200-	

Annualized plan amounts are entered in the overview planning screen

Only those cost elements with dollar amounts are shown (Free Entry Mode)



Period Planning

The Period view  is for entering planned amounts on a month by month basis for a given accounting element. This lets you tailor specific accounting elements if they do not fit one of the pre-defined Distribution Keys (DK).

The Period view is visually very different from the Overview screen and is a much more methodical way of inputting data.

Change Cost Element/Activity Input Planning: Period screen

Version: 1 AIMS: Plan Version 1
 Cost center: 603 WINDJAMMER FOOD
 Cost element: 301000 RESALE REVENUE

P...		Plan 2004	Plan 2003	Difference	L
1	October		33,650-	33,650	
2	November		32,400-	32,400	
3	December		28,425-	28,425	
4	January		27,425-	27,425	
5	February		32,425-	32,425	
6	March		37,425-	37,425	
7	April		47,425-	47,425	
8	May		37,425-	37,425	
9	June		46,425-	46,425	
10	July		48,425-	48,425	
11	August		49,425-	49,425	

Plan entry by period by cost element

Monthly (period) plan amounts are entered using the period view screen

Using the two views together

Using the two differing views, Period and Overview, can be very useful. To do this, all you have to do is click on the appropriate icon to toggle back and forth.

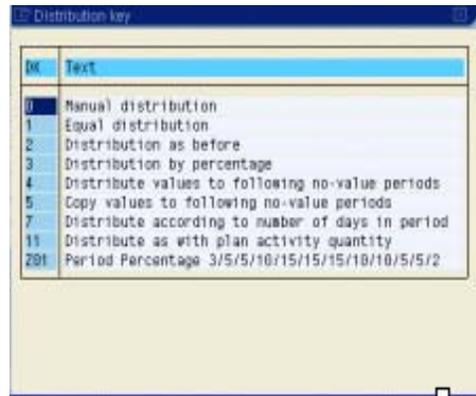
For instance, assume that you have just entered data in the Overview screen and have chosen a specific distribution key. However, this DK doesn't distribute the data they way you think it should, so you highlight that amount on the Overview screen and click the Period screen Icon and it will come up in the Period screen. Here you can adjust each month to where it needs to be.



Distribution Keys

Distribution Keys (DK)  are used to automate the Overview planning process. They enable the planning of a cost element using an annualized amount. These amounts can then be 'distributed' or allocated across the 12 fiscal periods (months) using various factors. As you can see there are a number of factors to choose from.

To access the Distribution Keys all you have to do is click in the column and go to the drop down menu. HQ can configure these distribution key at the request of the station/region.



Changing Combinations

In SAP Combinations refers to the remaining cost elements of a cost center, or the remaining cost centers of a cost center group. The process is the same for either scenario:

Goto → Next Combination (or Previous Combination).

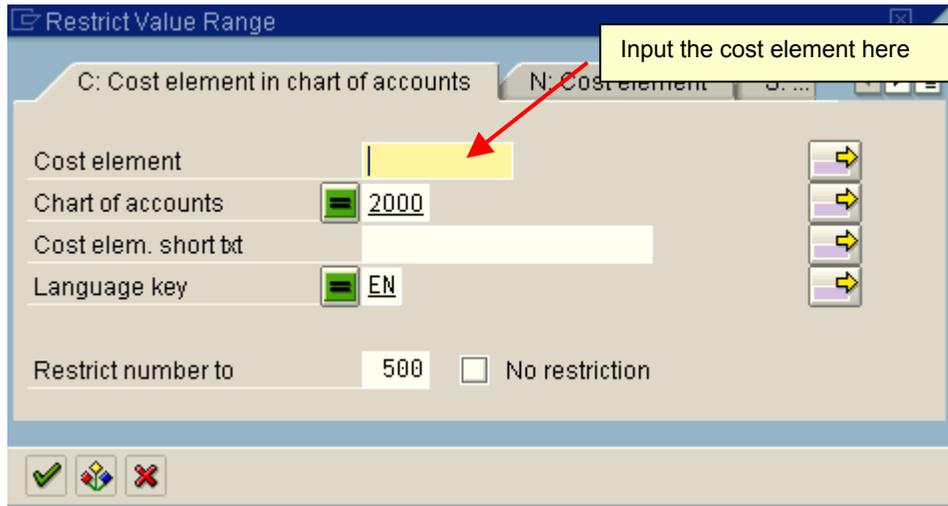


Adding Data

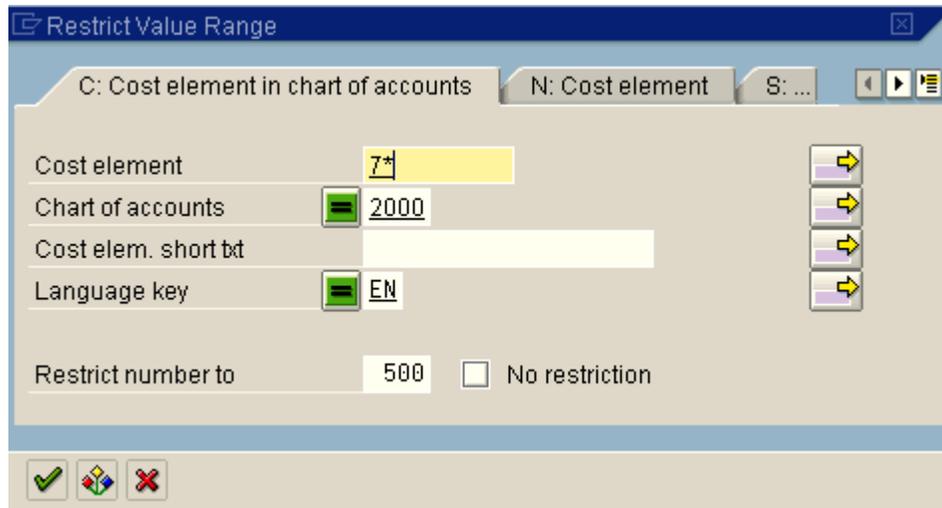
If you choose to input data using the Free Entry method (only displays cost elements where data currently exists) and you would like to add a cost element that isn't displayed, you can do it as follows. First you must scroll down to the bottom of the cost elements and click on one of the empty cost element cells.

Cost element	Plan 2004	DK	Plan 2003	DK	Difference	L
632000 OTHER BENEFIT COST	51	2	0	2	51	
633000 WORKERS COMPENSATION	1,556	2	3,000	2	1,444-	
634000 UNEMPLOY COMPENSATION	519	2	1,200	2	681-	
703009 LAUNDRY USA	2,000	1	0	2	2,000	
*Cost elem Total	96,406		31,966-		128,372	
		2		2		
		2		2		
		2		2		
		2		2		
		2		2		
		2		2		

A drop down menu will appear and you will need to click it. The following screen will appear:



If you know the exact cost element you can enter it. If you have an idea of the range that it is in you can use the asterik * to help you find it. Simply type the first or second digit, ie 7 or 76 and follow it with the asterick and hit the green check. This will bring up every cost element that begins with those numbers.



Cost elem.	ChAc	Short text	Language
701000	2000	SUPPLIES	EN
701001	2000	USDA OFFSET	EN
701002	2000	USDA PROGRAM EXP	EN
701003	2000	OFFICE SUPPLIES	EN
701004	2000	LINEN TOWELS BEDD	EN
701005	2000	CONSUM CLEAN SUPP	EN
701006	2000	UNIFORMS NAF EMP	EN
701009	2000	SUPPLIES USA	EN
702000	2000	AMENITIES-QTRS CONS	EN
702001	2000	AMEN QTR NONCONS	EN
702002	2000	AMEN HOSPITALITY	EN
703000	2000	LAUNDRY	EN
703001	2000	DRY CLEANING	EN
703009	2000	LAUNDRY USA	EN
704000	2000	FILM EXPENSE	EN
705000	2000	TICKET EXPENSE	EN
705002	2000	TICKET EXPENSE (SAP)	EN
705005	2000	TICKET CNT DIF (SAP)	EN
721000	2000	TRAVEL AND PER DIEM	EN
721009	2000	TRVVL & PER DIEM USA	EN
731000	2000	FREIGHT & TRANSPORT	EN
731009	2000	FRGHT & TRNSPRT USA	EN
741000	2000	SUPPORT SERV EXP	EN
741009	2000	SPPRT SERV EXP USA	EN
742000	2000	MWR INTNAL SERV R/R	EN
742001	2000	VQ INTNAL SERV R/R	EN
742002	2000	RSO PER/PR SERV	EN
742003	2000	RSO ACQUISITION SERV	EN
743000	2000	CNRSW SERV REND/RECD	EN
748000	2000	USA HEADQUARTERS 1	EN
749000	2000	USA HEADQUARTERS 2	EN

	DK	Plan 2003	DK	Difference	L
	103	2	0	2	103
	51	2	0	2	51
	1,556	2	3,000	2	1,444-
	519	2	1,200	2	681-
	14,563		31,966-		30,126,530
	2		2		
	2		2		
	2		2		
	2		2		
	2		2		
	2		2		

Once you have selected the appropriate cost element, highlight it and click the green check mark. Enter the data in the corresponding cell and hit enter. The cost element description will show up. The data will remain on the bottom of the screen until you exit the screen and save the data or toggle over to the period screen. Once you come back, the cost element will be in the correct place on the screen.

If you select a cost element that is already taken you will get a message at the bottom of the screen which says ‘the row you entered already exist’. To undo, click the Reset row icon on the second toolbar.



Copying Cell Amounts

To save time, individual or blocks of cells on the planning Overview screen can be selected and copied or moved to other cells.

Use the Select , Select All or Select Block buttons to choose the cells to copy or move. Paste the copied or cut cells by placing the cursor on the desired entry cell and then press the Paste button.



Revaluation Factors

Revaluation Factors are percentages or numerical values that can be applied to plan amounts to raise or lower them a specified amount.

To apply the Revaluation factors, first you must highlight the desired cell or cells and then click on the Change Values **Change values** button. Select either Percentage or value depending on what you prefer. If you want to raise/lower the amount by a fixed percentage, type the percentage amount in and click the Revaluate button. If you want to change the amount by a fixed amount, type it in the Value area and click the Add Values button.

Remember that if you want to lower the data, precede your change with a negative sign.

Change Cost Element/Activity Input Planning: Overview screen

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 Cost center: 603 WINDJAMMER FOOD

Cost element		Plan 2004	DK	Plan 2003	DK	Difference	L
622000	ANNUAL LEAVE EXPENSE		2	1,800	2	1,800-	
623000	SICK LEAVE EXPENSE		2	0	2	0	
687000	SMALLWARES		2	900	2	900-	
701000	SUPPLIES	12,558	2	10,200	2	2,358	
629000	HEALTH / DISABILITY INSURANCE		2	7,080	2	7,080-	
633000	WORKERS COMPENSATION		2	3,000	2	3,000-	
634000	UNEMPLOY COMPENSATION		2	1,200	2	1,200-	
*COST ELEM	TOTAL	12,558		31,966-		44,524	

Change Values dialog box:
 Revaluation factor: -25 %
 Value:
 Buttons: Revaluate, Add values



Lead Column Options

Within the Overview screen, the lead column (accounting element) can be displayed with the accounting element hierarchy node subtotals.

Settings → Lead Column
 Select either Hierarchy or Total



Long Texts

Detailed long texts can be attached to each plan amount for an individual accounting element. This is where you can store the backup (method or reason) for a particular number for future reference.

To do so, highlight the desired plan amount cell, and press the Long Text  button. Enter as much text as you like. Be sure and save the text by pressing the save icon.

