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**User Codes &
SIO/UC Reporting
(FI_GU_322)**

Presented by Enterprise Applications Training

UK Information
Technology Services

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Course Learning Objectives

This course is intended to give departmental financial personnel a solid understanding of using User Codes in order to accumulate costs and revenues for internal reporting purposes. The course will also cover several reports that are available for reporting with Statistical Internal Orders and User Codes.

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Course Content

Unit 1: User Codes

Unit 2: SIO and User Code Reports

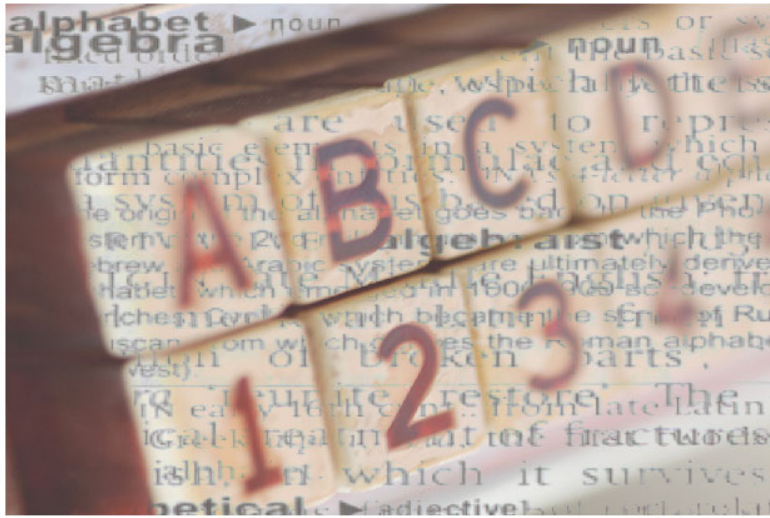
User Codes & SIO/UC Reporting myHelp Website



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Unit 1: User Codes



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User Code vs. SIO

In lieu of entering an SAP-generated Statistical Internal Order (SIO) number in the **Order** field of a business transaction, the **Assignment** field can be used to enter a custom User Code (UC).

Advantages:

- You do not need to create an SIO. You make up the User Code yourself!
- You don't have to wait for business transactions to post before the costs are included in the reporting. The costs will be included as soon as a business transaction is parked.
- You can change the **Assignment** field value even after a document has been posted by your accounting office.
 - This could also be a disadvantage since anyone can change the value in this field at any time!

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User Code vs. SIO (Continued)

Disadvantages:

- The **Assignment** field is informational only and no field validation is performed. It is possible for a user to incorrectly enter data in the field, which will make reporting more difficult.
- There is no **Assignment** field in an SAP Requisition (transaction ME51N).
 - The User Code would have to be entered (using transaction FB02 (FB-zero-2) after the Requisition has gone through the process and an FI document has been created (posted).

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User Codes

Unlike an Statistical Internal Order, a User Code does not need to have master data created in SAP.

- The User Code is established outside of SAP, but be sure to keep a list of your User Codes somewhere for easy reference and share them with other coworkers who need to know and use them.

A User Code can:

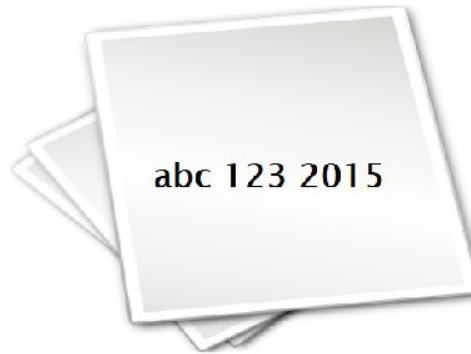
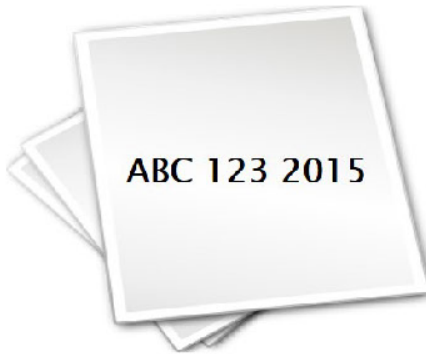
- Be alphanumeric
- Contain special characters and spaces
- Be up to 18 characters in length

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User Codes (Continued)

It's very important to enter a User Code exactly verbatim on each and every business transaction, or reporting on a User Code will be difficult/incomplete.



For example: If **ABC 123 2015** is used on some transactions, **abc 123 2015** is used on others, and then you enter **ABC 123 2015** in the reporting transaction, the costs for those with **abc 123 2015** will not be included.

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GL Account Document Example

Park G/L Account Document: Company Code UK00

Tree on Company Code Simulate

Basic Data Details

Document Date 10/26/2012 Currency
Posting Date 10/26/2012
Reference GA
Doc.Header Text Recharge travel costs
Company Code UK00 University of Kentucky

6 Items (Screen Variant : Standard 1)

St	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	Text	Bus...	Cost center	C
✓	530015	Travel-IS MI...	H Credit	98.54			0101	1012062470	
✓	530015	Travel-IS MI...	S Debit	98.54	Smith2012		0101	1012527060	
✓	530015	Travel-IS MI...	H Credit	79.25			0101	1012062470	
✓	530015	Travel-IS MI...	S Debit	79.25	Jones2012		0101	1012527060	
✓	530015	Travel-IS MI...	H Credit	23.90			0101	1012062470	
✓	530015	Travel-IS MI...	S Debit	23.90	Miller2012		0101	1012527060	

In this example, the user has a custom User Code for each faculty member (last name w/ first letter capitalized and the 4-digit fiscal year with no space in-between). All of the actual debit costs will post to the Cost Center (1012527060), and the costs will statistically post to the various User Codes listed in the Assignment field/column.

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Unit 2 - SIO and User Code Reports



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Reports Overview

There are a few transactions available in SAP that can be used for reporting against SIOs and User Codes.

- KOK5
- KO03
- S_ALR_87012993
- S_ALR_87012282
- FBL3N

For SIOs, costs can be viewed at either the individual SIO or SIO group level.

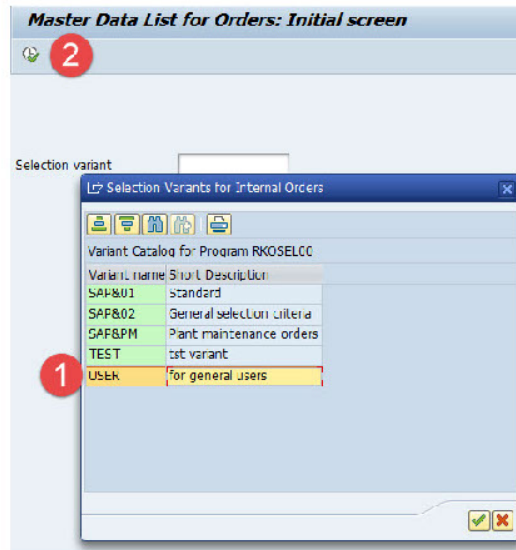
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KOK5: Master Data List for Orders

Transaction **KOK5** (K-letter O-K-5) can be used to obtain a master list of SIOs.

1. Upon entering the transaction, double-click on the desired **Variant name** in the pop-up window to select
2. Click on the **Execute** icon in the Application Toolbar

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KOK5: Master Data List for Orders

(Continued)

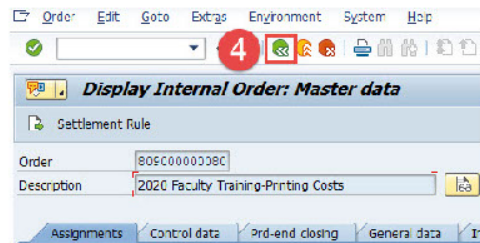
- After the list of SIOs appears, double-click on any **Order** number to open and display the order's master data record (KO03).

Display Internal Order: Standard one-line

Order Master Data

Order	Type	RefOrder	Entered by	Person Responsible	Created on	Description	Rel	Cls	Re
80900000...	UK20		KREAGER	Jane Doe	11/09/2020	2020 Faculty Training-Printing Costs	X		11
809000000081	UK20	809000000080		Jane Doe	11/09/2020	2020 Faculty Training-Food Products	X		11
809000000082	UK20	809000000080		Jane Doe	11/10/2020	2020 Faculty Training-Handouts			11
809000000083	UK20	809000000080		Jane Doe	11/10/2020	2020 Faculty Training-Room Rental	X		11
809000000084	UK20	809000000080		Jane Doe	11/10/2020	Lexington Printing Costs	X		11
809000000085	UK20	809000000080		Jane Doe	11/10/2020	Lexington Food Costs	X		11

- From the master data record, click on the green **Back** icon in the Application Toolbar to return to the KOK5 screen.



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KO03: SIO Master Data Reporting

Costs posted to an SIO can be viewed within the SIO's master data record using transaction **KO03**(as well as **KO02**, if you're in making a change to any of the master data).

1. Enter the SIO number in the **Order** field, and then click on the **Master Data** button in the Application Toolbar (or press **Enter**)

Display Internal Order: Initial screen

The screenshot shows the 'Display Internal Order: Initial screen' in SAP. At the top, there is a blue header bar with the text 'Display Internal Order: Initial screen'. Below this, there is a light blue application toolbar. On the left side of the toolbar, there is a 'Master Data' button with a red circle containing the number '2' next to it. Below the toolbar, there is an 'Order' field with a red circle containing the number '1' next to it. The field contains the value '809000000080' and has a magnifying glass icon to its right.

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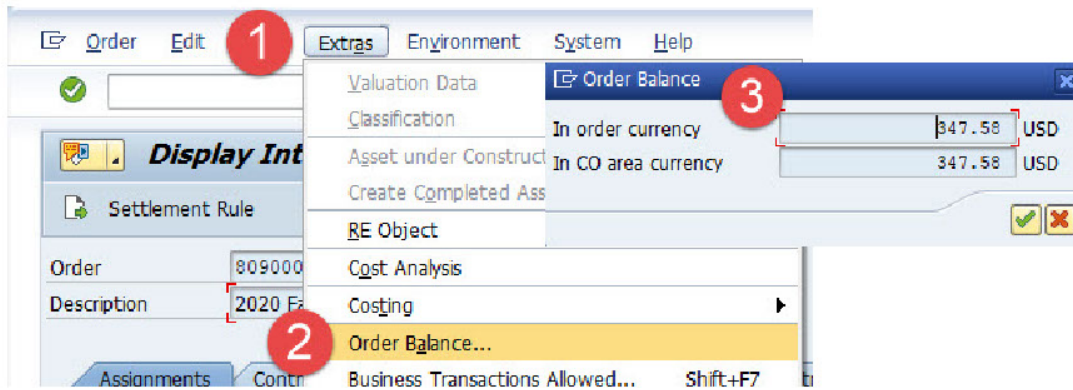
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KO03: SIO Master Data Reporting

(Continued)

Option 1: Order Balance

Click on **Extras** (1) >> **Order Balance** (2) in the Menu Bar, and the **Order Balance** pop-up window (3) will appear displaying the total amount currently posted to the Statistical Internal Order (from posted transactions).



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KO03: SIO Master Data Reporting

(Continued)

Option 2: Cost Analysis

Click on **Extras** (1) >> **Cost Analysis** (2) in the Menu Bar, and the **Plan/Actual Comparison** screen (3) will appear listing the individual line items currently posted to the SIO and a grand total (darker yellow line at the very bottom of the list).

The screenshot shows the software interface with the 'Plan/Actual Comparison' window open. The 'Extras' menu is highlighted with a red circle '1'. The 'Cost Analysis' option is highlighted with a red circle '2'. The 'Plan/Actual Comparison' window is highlighted with a red circle '3'. The window displays the following data:

Cost Element	Cost Element (Text)	Total plan costs	Total actual costs	Plan/actual variance	P/A var(%)	Currency
540JJ	Printing Supplies	0.00	347.58	347.58		USD
Debit		0.00	347.58	347.58		USD
		0.00	347.58	347.58		USD

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KO03: SIO Master Data Reporting

(Continued)

Option 2: Cost Analysis (Continued)

Double-click anywhere along a line item (1) to drill down to the source document.

Order: 809000000090 2020 Faculty Training-Printing Costs
 Order Type: UK20 User Code (Statistical Order)
 Plan Version: 0 Plan/Act - Version
 Cumulative Data
 Legal Valuation

Cost Element	Cost Element (Text)	\$	Total plan costs	\$	Total actual costs	\$	Plan/actual variance	P/A var(%)	Currency
540337	Printing supplies		0.00		347.58		347.58		USD
	Debit		0.00	**	347.58	**	347.58		USD
		**	0.00	**	347.58	**	347.58		USD

The screen will change ever so slightly. You will need to double-click anywhere along the line (2) a second time.

Layout: 10AP Primary cost posting
 Usocct: 809000000090 2020 Faculty Training-Printing Costs
 Report currency: USD

Cost Elem.	Cost element name	\$	Val in res. cur.	Total quantity	PUM	Offstacct	Name of offsetting account
540337	Printing supplies		347.58				
Order 809000000090 2020 Fac...		**	147.58				
		**	147.58				

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KO03: SIO Master Data Reporting

(Continued)

Option 2: Cost Analysis (Continued)

This is the source document (a JV). The line item with SIO number 809000000080 is highlighted.

Document Overview - Display

Doc.Type : SA (G/L account document | Normal document
Parked by KREAGER Posted by KREAGER
Doc. Number 100000121 Company Code UK00 Fiscal Year 2021
Doc. Date 11/10/2020 Posting Date 11/10/2020 Period 05
Calculate Tax
Ref.Doc. AFRS
Doc. Currency USD
Doc. Hdr Text Recharge print supplies

Itm	EK	Account	Account short text	Assignment	Amount	Text	Cost Ctr	Order	WBS
1	50	540337	Printing Supplies	20201110	347.58-		1012000810		
2	40	540337	Printing Supplies	20201110	347.58		1012000820	809000000080	
*					0.00				

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S_ALR_87012993: SIO Group Report

Use transaction S_ALR_87012993 to report against an SIO group.

1. Enter the desired **Fiscal Year** and **From/To Period** values (**Controlling Area** should always be UK00, and the **Plan Version** the number zero (0).)
2. Enter the SIO group name in the **Order Group** field
3. Click on the **Execute** icon in the Application Toolbar

Orders: Actual/Plan/Variance: Selection

 **3** Source... 

Selection values

Controlling Area	UK00
Fiscal Year	2021
From Period	1 1
To Period	12
Plan Version	0

Selection groups

Order Group	FACTRAIN20 2
Or value(s)	

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S_ALR_87012993: SIO Group Report

(Continued)

The costs information seen on the right/main side of the screen (1) is based on the highlighted item in the left section of the screen (2). For example:

- If the SIO group name is selected at the very top, the costs from all SIOs are rolled together.
- If only one SIO is selected, only the costs associated with that SIO will be displayed.

Cost Elements	Actual	Plan	Var. (Abs.)	Var. (k)
540337 Printing Supplies	347.58		347.58	
* Costs	347.58		347.58	
** Balance	347.58		347.58	

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S_ALR_87012993: SIO Group Report

(Continued)

The ability to drill down to the source document is available, if desired.

1. Double-click anywhere along the line item
2. In the Select Report pop-up window double-click on the **Orders: Actual Line Items** report

Orders: Actual/Plan/Variance

Date: 11/11/2020 08:02:16 Page: 2 / 2

Order/Group: FACTRAIN20 2020 Faculty Training Session

Reporting period: 1 12 2021

Elements	Actual	Plan	Var. (Abs.)	Var. (%)
040337 Printing Supplies	347.58		347.58	
Costs	347.58		347.58	
Balance	347.58		347.58	

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S_ALR_87012993: SIO Group Report

(Continued)

3. Double-click anywhere along the line item again

Cost Clerk	Cost element name	Val in (acc. cur.)	Total quantity	PUH	Q1 of (cost. acc.)	Name of ordering account
S40337	Printing Supplies	347.58	5	S40337		Printing Supplies
Order: 809000000080	2020 Fac...	347.58				
		347.58				

This is the source document. The line item with SIO number 809000000080 is highlighted.

Doc. type: SA (G/L account document) / Normal document

Entered by: HREALAR Created by: HREALAR

Doc. Number: 10000021 Company Code: 1000 Fiscal Year: 2020

Doc. Date: 11/11/2020 Posting Date: 11/11/2020 Period: 00

Calculate Tax:

Ref. Doc.: MFRG

Doc. Currency: USD

Doc. Hdr Text: Recharge print supplies

Ita	PK	Account	Account short text	Assignment	Amount	Text	Cost Ctr	Order	WBS
1	50	S40337	Printing Supplies	20201110	347.58-		102200811		
2	40	S40337	Printing supplies	20201110	347.58		102200811	809000000080	
					0.00				

Click on the green **Back** icon a couple times to return to the SIO group report screen.

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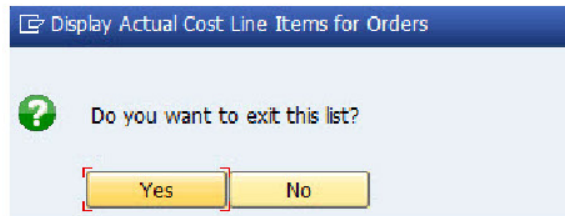
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S_ALR_87012993: SIO Group Report

(Continued)

The **Display Actual Cost Line Items for Orders** window may appear a time or two when clicking on the green **Back** icon in this transaction.

- Click on the **Yes** button to continue going back
- Click on the **No** button to remain on the same screen

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S_ALR_87012282: SIO & UC Report

Transaction S_ALR_87012282 can be used to view costs statistically posted using a custom User Code in the **Assignment** field.

1. Leave the current date in the **Open items at key date** field
2. Click in the checkbox next to **Parked Documents** (otherwise, line items from only posted documents would be listed)
3. Click on the **Dynamic selections** icon to access the **Order** and **Assignment** fields

The screenshot shows the 'General Ledger Line Items' configuration screen. It includes several sections: 'G/L account selection' with fields for Chart of accounts, G/L account, and Company code; 'Selection using search help' with Search help ID, Search string, and a Search help button; 'Line item selection' with Business area, Open items at key date (set to 11/11/2020), and Clearing date; and 'Further selections' with checkboxes for Parked Documents (checked), Only OI-Managed Accounts, and Business Area Substitution. Red callout boxes with numbers 1, 2, and 3 point to the 'Open items at key date' field, the 'Parked Documents' checkbox, and the 'Dynamic selections' icon (represented by a small icon with a red box) respectively.

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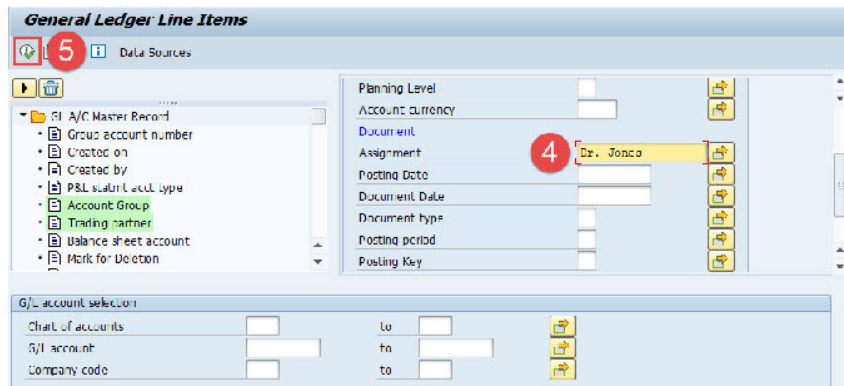
S_ALR_87012282: SIO & UC Report

(Continued)

The **Dynamic selections** icon adds a section with additional search fields at the top of the screen. (The default fields on the right are highlighted green on the left.)

4. Scroll down the right side and enter your User Code in the **Assignment** field

5. Click on the **Execute** icon in the Application Toolbar



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S_ALR_87012282: SIO & UC Report (Continued)

There are four line items that included the User Code (Dr. Jones) in the Assignment field (1).

A grand total of all lines items is seen in the dark yellow line at the very bottom of the report (2).

With this report, there is no ability to drill down to the source document.

G/L line items

University of Kentucky

Posting Date	Type	Document#	Doc. Date	PK	Assignment	Clearing	Clng doc.	Qty	Amount in PK	Amount in local cur.	Text
11/11/2020	GA	100000122	11/11/2020	50	Dr. Jones			300		455.75	
11/11/2020	SA	100000122	11/11/2020	50	Dr. Jones			300		455.75	
* Business Area 0101											
** G/L Account 530022											
455.75											

University of Kentucky

Posting Date	Type	Document#	Doc. Date	PK	Assignment	Clearing	Clng doc.	Qty	Amount in PK	Amount in local cur.	Text
09/21/2009	IT	1700014901	09/07/2009	40	Dr. Jones			300		100.07	CHARLES RIVER LAB
09/21/2009	IT	1700014901	09/07/2009	40	Dr. Jones			300		100.07	DRY LABS
* Business Area 0101											
** G/L Account 540114											
201.90											
201.90											

Training Clinic 500 SBE

Posting Date	Type	Document#	Doc. Date	PK	Assignment	Clearing	Clng doc.	Qty	Amount in PK	Amount in local cur.	Text
****								300		231.03	
231.03											

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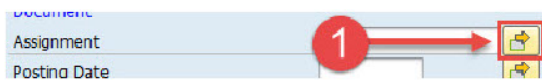
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S_ALR_87012282: SIO & UC Report

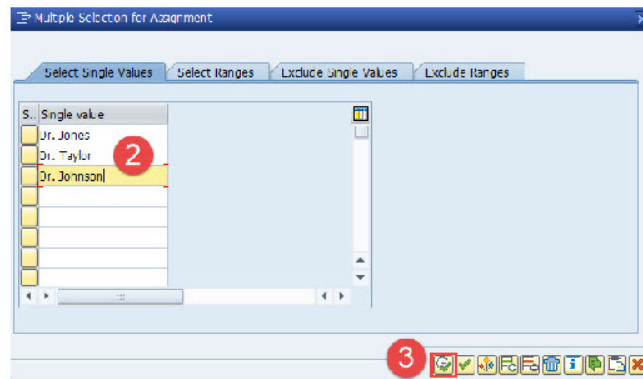
(Continued)

Use the **Multiple Selection** icon to the right of any field to enter more than one value, if applicable. For example, if you wanted to report on multiple User Codes:

1. Click on the **Multiple Selection** icon to the far right of the **Assignment** field



2. Enter the multiple User Codes in the **Single value** column on the **Select Single Values** tab on the **Multiple Selection for Assignment** pop-up window



3. Click on the **Copy** icon in the lower corner of the pop-up window

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S_ALR_87012282: SIO & UC Report

(Continued)

There will now be a green light under the yellow arrow on the **Multiple Selection** icon, and only the first User Code entered in the pop-up window will be seen in the **Assignment** field.

Assignment	Dr. Jones	
Posting Date		

- The green light on the icon simply indicates there are more values identified for this field than the one seen in the field.

You would then click on the **Execute** icon in the Application Toolbar in order to generate the report, which would include all of the specified User Codes in the **Assignment** column.

Posting Date	Type	Document No	Doc. Date	PK	Assignment	Clearing	Clearing doc.	Crpy	Amount in FU	Amount in local cur.
Code		USD	W/L root 830.02		LONG TERM Travel	Out of State Lodging				
Bus. Area 1101										
11/11/2020	SA	10.000132	11/11/2020	51	Dr. Jones			USD		655.75
11/11/2020	SA	10.000132	11/11/2020	41	Dr. Jones			USD		655.75
11/11/2020	SA	10.000133	11/11/2020	41	Dr. Taylor			USD		590.31
11/11/2020	SA	10.000133	11/11/2020	41	Dr. Johnson			USD		557.67
Business Area 1101								USD		1,386.98
G/L Account 830.022								USD		1,386.98

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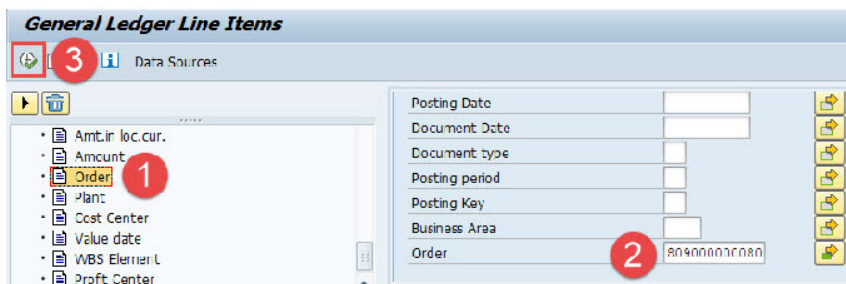
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S_ALR_87012282: SIO & UC Report

(Continued)

To use transaction S_ALR_87012282 for reporting on an SIO, the **Order** field must be added to the available search fields in the **Dynamic selections** section.

1. Scroll down the left side and double-click on **Order** (as it is not a default field on the right side)



2. Scroll down the right side and enter the SIO number in the **Order** field (or use the **Multiple Selection** icon to enter multiple SIOs, if applicable)
3. Click on the **Execute** icon in the Application Toolbar

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S_ALR_87012282: SIO & UC Report

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All line items associated with the SIO (1) will display.

G/L line items

University of Kentucky G/L line items Time 10:21:47 Date 11/11/2020
Lexington RFSOF000/NEEAGER Page 1

Posting Date	Type	DocumentNo	Doc. Date	PK	Assignment	Amount in local cur.	Text	Order
CuCode UNDO G/L acc. 540337 Descr Text Printing Supplies								
Bus. Area 0101								
11/10/2020	SA	100000121	11/10/2020	40	20201110	347.58		1
* Business Area 0101								
** G/L Account 540337								
*** Company Code UNDO								

Training Client 590-50x G/L line items Time 10:21:47 Date 11/11/2020
Lexington RFSOF000/NEEAGER Page 2

Posting Date	Type	DocumentNo	Doc. Date	PK	Assignment	Amount in local cur.	Text	Order

347.58								

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S_ALR_87012282: SIO & UC Report

(Continued)

One last note: Feel free to use any of the other fields on the screen or in the **Dynamic selections** section to further refine your search, if desired (i.e. **Cost Center (1)**, **WBS Element (2)**, **G/L account (3)**).

The screenshot shows the SAP 'General Ledger Line Items' interface. It features a left-hand navigation pane with a tree view containing items like Amount, Order, Plant, Cost Center (annotated with a red box and '1'), Value date, WBS Element (annotated with a red box and '2'), Profit Center, Real Estate Key, and Reference date. To the right is a 'Dynamic selections' section with fields for Account Group, Trading partner, Company code, Planning group, Planning Level, Account currency, and Document. At the bottom is a 'G/L account selection' section with fields for Chart of accounts, G/L account (annotated with a red box and '3'), and Company code. A red line highlights the G/L account field and its corresponding selection icon.

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FBL3N: SIO & User Code Report

Transaction FBL3N can also be used to report against an SIO or User Code.

The **Dynamic selections** section works exactly as previously discussed with transaction S_ALR_87012282.

You can double-click on any line item in this report, and the system will drill you down to the source document, if desired.

The **Set Filter**, **Sort (2)**, **Total**, **Subtotal**, and **Layout (3)** icons are also available in the Application Toolbar to further manipulate the report screen, if desired.

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FBL3N: SIO & User Code Report

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On the initial FBL3N screen it is important to complete the **Line item selection** section before executing the report.

1. Click on the radio button next to the desired **Status**
 - The date fields can be left blank (to include everything in the system) or a set date or date range can be entered, if applicable.
2. Ensure all three checkboxes in the **Type** section contain a checkmark

Note: The **G/L account** field (3) can be populated on this screen also, if applicable.

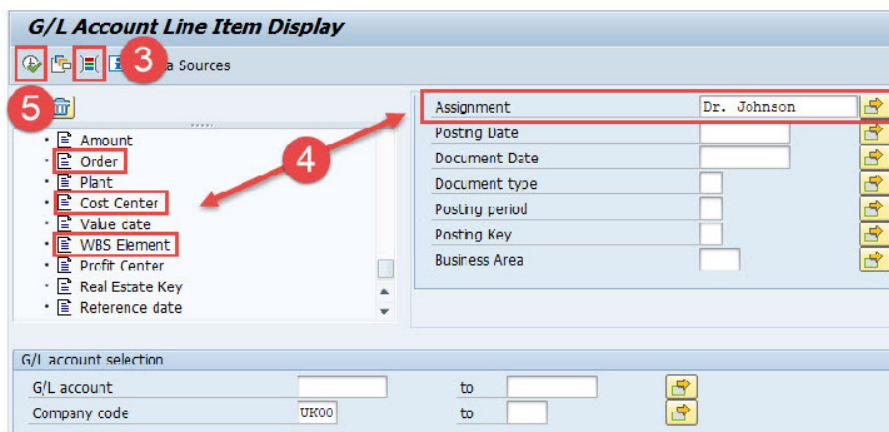
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FBL3N: SIO & User Code Report

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3. Click on the **Dynamic selections** icon (3) in the Application Toolbar to enter the appropriate **Order** (SIO), **Assignment** (User Code), **Cost Center**, **WBS Element**, etc. (4).
4. Click on the **Execute** icon (5) to run the report



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FBL3N: SIO & User Code Report

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The User Codes are seen in the **Assignment** column (1).

A green checkmark in the Status (**St**) column (2) indicates the line item is from a posted document; a yellow triangle indicates it is from a parked document.

Double-click on any line item to drill down to the source document.

G/L Account Line Item Display

6/L Account: 530722 Travel - Out of State Lodging
 Company Code: 0801

St	Assignment	DocumentNo	BusB Type	Doc. Date	PK	Amount in Local cur.	LCurr	TR Cling doc.	Text
2	Dr. Johnson	100002123	0101 SA	11/11/2010	40	557.67	USD		
Y						557.67	USD		
** Account: 530022						557.67	USD		

6/L Account: * A
 Company Code: *

St	Assignment	DocumentNo	BusB Type	Doc. Date	PK	Amount in Local cur.	LCurr	TR Cling doc.	Text
**						557.67	USD		

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Reports Summary

Use transaction **KOK5** to obtain a master list of SIOs.

Use transaction **KO03** to view an SIO's Order Balance or Cost Analysis.

Use transaction **S_ALR_87012993** for reporting on an SIO group.

Use transactions **S_ALR_87012282** and/or **FBL3N** to report on SIOs and User Codes.

SUMMARY

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User Codes & SIO/UC Reporting myHelp Website

The User Codes & SIO/UC Reporting myHelp website, myhelp.uky.edu/rwd/HTML/FI/FI_GU_322.html, contains the following:







- (Coming Soon) Several Quick Reference Cards (QRCs), which provide specific step-by-step instructions for most of the key transactions covered in this course.
- A PDF, printable version of the course manual.

FI_GU_322 User Codes & SIO/UC Reporting

This course is intended to give departmental financial personnel a solid understanding of using User Codes in order to accumulate costs and revenues for internal reporting purposes. The course will also cover several reports that are available for reporting with Statistical Internal Orders and User Codes.

 [FI_GU_322 User Codes & SIO/UC Reporting Course Manual](#)

Related Quick Reference Cards (QRC)

- Related Links**
-  [Accounts Payable](#)
 -  [Controller & Treasurer](#)
 -  [General Accounting](#)
 -  [Planning, Budget, and Policy Analysis](#)
 -  [OSEA](#)
 -  [Plant Assets Inventory](#)
 -  [Purchasing](#)
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The End

Congratulations, you have successfully completed this training course!



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