



I. Introduction

Several standard Internal Order reports are available in SAP. In the SAP Easy Access menu, they are located in the folder shown below:

| SAP Easy Access |
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| |
| Cross-Application Components |
| |
| |
| Financial Accounting |
| Financial Supply Chain Management |
| |
| Cost Element Accounting |
| Cost Center Accounting |
| 🗢 🖓 🔂 Internal Orders |
| 📔 🗋 Master Data |
| Description of the second seco |
| D C Budgeting |
| 📔 🗅 🗋 Actual Postings |
| 📔 🕑 🗋 Period-End Closing |
| 📔 🗅 🗋 Year-End Closing |
| California System |
| Reports for Internal Orders |
| Plan/Actual Comparisons |
| Actual/Actual Comparison |
| Planning Reports |
| D Carl Line Items |
| 👂 🧰 Master Data Indexes |
| 👂 🗀 Summarization Reports |
| 👂 🗀 More Reports |

The type of report to use depends on the sort of information desired by the user. Typical prerequisites for running CO reports are:

- 1) Internal Orders choose from the following selection methods:
 - a. Individual Orders
 - b. Range of Orders
 - c. Internal Order Group
- 2) Cost Elements choose from the following selection methods:
 - a. Individual Cost Elements
 - b. Range of Cost Elements
 - c. Cost Element Group





II. Data Selection

The first task in determining data to use is actually to define what it is that is being sought in SAP. For this example, we will assume that the goal of the report is to show the balance of Non-Productive Overhead (NP OH) IOs and recoveries. Say for example that the subject section is M&O-1393 and that the analysis is for Non-Productive (NP) recovery. The method for selecting IOs, whether for use as a list or an IO Group, is basically the same. This is done via the following:

- 1) Access transaction KOK3 Display Internal Orders (mass)
 - a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
 - b) Via the command box:
 - i) /okok3 opens the transaction in a new session (window) OR,
 - ii) /nkok3 opens the transaction in the session currently in use

2) Click 'cancel' on the selection variant pop-up window

| A ⊽ (1) (18) | D | |
|------------------------|--------------------------------|---|
| Variant catalog for pr | ogram RKOSEL00 | |
| Variant name | Short Description | |
| 00IT07 | IT07 Variant | ▲ |
| 0478 | Jobs master data -Section 0478 | |
| 0486 | Jobs master data -Section:0486 | |
| 0510 | Job Cost Master Data – section | |
| 0631 | Jobs master data -Section:0631 | |
| 0681 | Jobs master data -Section:0681 | |
| 0682 | Jobs master data -Section:0682 | |
| 0683 | Jobs master data -Section:0683 | |
| 0684 | Jobs master data -Section:0684 | |
| 0605 | John monter data, Castion:0605 | |

3) Click 'change' icon

| Collective Display for Internal Orders: Initial screen | |
|--|--|
| (| |
| | |
| Selection variant 🖉 🕝 | |





- Updated: [02-07-2014]
- 4) At the initial selection screen, click on the 'Order Type' field and double-click on the Order Type for Non-Productive IOs

| Selection Criteria: Internal Ord | lers | |
|----------------------------------|---|--|
| 🔓 🔁 Get 🔁 Save 🚺 User-Defined Fi | ields Characteristics | |
| Order group | | |
| Order | to 🗢 | |
| Order type | 🗁 Order Type (2) 74 Entries found | |
| External order number | Restrictions | |
| Short text | | |
| | | |
| Assignments | | |
| Company code | Type Name | |
| Business area | QM01 QM: sample drawing instruction | |
| Plant | QM02 QM: inspection instruction | |
| Functional area | QM03 QM: Physical sample label | |
| Object Class | QN01 Defect costs | |
| Profit center | RM01 Product cost collector | |
| Responsible cost center | SD01 Delivery scheduling | |
| User Responsible | SM01 Service order (with revenues) | |
| Baguasting company code | SM02 Service order (with revenues) | |
| Requesting company code | TB01 Telephone Billing - Special | |
| Requesting cost center | TK01 Truck Operations - Special | |
| Requesting order | TK02 Truck Operations - Standing | |
| WBS Element | TU01 Telecommunications - Special | |
| Sales order | TU02 Telecommunications - Standing | |
| Sales order item | UIND Indirect -Pooling for all Sections | |
| Jurisdiction Code | V0NP Non-Productive -Pooling for all Sections | |
| Location | WOMT Material Transf-Pooling for all Sections | |
| Location Plant | X0UF Unfunded -Pooling for all Sections | |
| | YOIS Intersection -Pooling | |
| Status | 74 Entries found | |
| | 74 Enures round | |

5) Click the 'User-defined Fields' icon to add selection parameters.

| Selection Criteria: Internal Orders | | | | | | |
|--|------|----|--|----------|--|--|
| 🔓 🔁 Get 😰 Save 🔣 User-Defined Fields Characteristics | | | | | | |
| Order group | | | | | | |
| Order | | to | | | | |
| Order type | VONP | to | | | | |
| External order number | | to | | S | | |
| Short text | | to | | = | | |





6) In the 'User-defined fields' pop-up window, click on the arrowhead next to 'Internal Order Custom Fields' to display the field list. Then, double-click on 'Requesting Functional Area'.

| 🗁 Select using user-defined fields | | | |
|---|--|------------------------------|---|
| Select using user-defined fields Internal Order Custom Fields Requesting WBS Element Requesting Functional Are Job Category Job Category Dynamic Update Route Route/ Trip Number Vehicle Type Billing Amount Customer External Bill Note Revenue Functional area A/R Billed Project AVC Check | Dynamic selections Internal Order Custom Fields Requesting Functional Area | to | |
| 🖆 📙 🕨 Copy Selected Items [| 🖞 Delete Selected Objects 🗌 Single Valu | es Only Hide Field Selection | × |

7) After 'Requesting Functional Area' is displayed in the dynamic selections window, click on the multiple selection icon.

| 🖻 Select using user-defined fields | | | | |
|--|--|--------------------|----------------------|---|
| Internal Order Custom Fields Requesting WBS Element Requesting Functional Ares Job Category Dynamic Update Route Route/ Trip Number Vehicle Type Billing Amount Customer External Bill Note Revenue Functional area A/R Billed Project AVC Check | Dynamic selections Internal Order Custom Fi Requesting Functional Ar | eids rea | to | |
| | | | | |
| 🔓 📙 🕨 Copy Selected Items | Delete Selected Objects | Single Values Only | Hide Field Selection | × |





8) Click on the 'maintain selection options' icon (looks like a flower) and double-click on 'Not Equal to'.

| 🔄 Multiple Selection for Requesting Functional Ar | 🖻 Maintain Selection Options 🛛 🖂 |
|---|----------------------------------|
| | Requesting Functional Area |
| Select Single Values (1) Select Ranges | S Description |
| | Single Value |
| O Single value | Greater than or Equal to |
| | Less than or Equal to |
| | Sreater than |
| | < Less than |
| | 📧 Not Equal to |
| | |
| | |
| | |
| | |
| | |
| | |
| | Select @Exclude from Selection |
| 🕀 🖌 💽 🛱 🖪 Multiple selection | |
| | 🖌 📑 Delete Row 🖪 🗶 |
| | |

9) The 'single value' field should look as shown below. Leave the field blank and click the 'copy' icon.

| 🗁 Multiple Selection for Requesting Functional Area | \times |
|---|----------|
| Select Single Values (1) Select Ranges Exclude Single Values Exclude Ranges | |
| | |
| 🚱 🖌 🚱 🖬 🖬 Multiple selection 📭 🖀 🗶 | |

This was done to include only the IOs that were 'converted' and/or ones that are currently in use. The 'non-converted' IOs would have blank Requesting Functional Area fields.





10) Click 'save'

| 🖻 Select using user-defined fields | | | | | |
|--|--|--------------------|----------------------|---|--|
| Internal Order Custom Fields Requesting WBS Element Requesting Functional Are: Job Category | Dynamic selections Internal Order Custom F Requesting Functional A | ields rea ≢ | Doto | • | |
| Dynamic Update Route Route/ Trip Number Dynamic Update Route Route/ Trip Number Route/ Trip Number Route Type Route Billing Amount | | | | | |
| Customer Customer External Bill Note Revenue Functional area A/R Billed Project AVC Check | | | | | |
| | | | | | |
| Copy Selected Items | Delete Selected Objects | Single Values Only | Hide Field Selection | × | |

11) After returning to the initial selection screen, scroll down to the 'Status' box and un-check the 'Closed' tick box. This is done to filter out closed IOs.

| Selection Criteria: Internal Order | S |
|-------------------------------------|-----------------|
| 🔁 🔁 Get 🔁 Save 🚺 User-Defined Field | Characteristics |
| Status | |
| Order Phase | |
| Created | |
| Released | |
| Technically completed | |
| Closed | |
| | |
| Status Selection Profile | |
| Order status / status number | to 🗢 |
| | |





12) Scroll down to the 'General Data' box and enter the section, e.g. 1393. If the section is alphanumeric, please enter letters in **uppercase** format.

Selection Criteria: Internal Orders

| 🕼 🔁 Get 🔁 Save 📘 User-Defined Fields Characteristics | | | | | |
|--|------|----|----------|--|--|
| General Data | | | | | |
| Section | 1393 | to | = | | |
| Branch | | to | _ | | |
| Job Requested by | | to | S | | |
| Job Category | | to | S | | |
| Requested Date | | to | S | | |
| Nature of Job | | to | S | | |
| Job Start Date | | to | S | | |
| Job End Date | | to | S | | |
| External Billed | | to | S | | |
| Processing group | | to | S | | |
| | | | | | |

13) Click on the white page arrow back icon

| | Selection Criteria: Internal Orders | | | | | | | | | |
|---|-------------------------------------|-------|--------|--|---------------------|-----------------|--|--|--|--|
| l | ß | 🔁 Get | 🔁 Save | | User-Defined Fields | Characteristics | | | | |

14) Click 'execute'

| ⊕ | | | | |
|--------|-------------|---|---|---------|
| _ | | | | |
| Colort | ion verient | 1 | | |
| Select | ion variant | 1 | 9 | L 🖉 987 |
| | | | | |





15) Once the output is displayed, this may be downloaded onto Excel and saved to the local hard drive. On the menu, click Order List>Export>Spreadsheet to initiate the download.

| ¢, | Order List | Edit Goto Ex | tras Environment S | ettinas Svs | tem Help | | | | P |
|----|------------|--------------|--------------------|-------------|----------|--------------------|----------|-------------------|---|
| C | Print | • | | 😡 🖾 🖁 | 間間 | ሻ ብ ይ 🕱 🔊 | 2 | | |
| | Export | • | Word Processing | Shift+ | F5 | | | | The second se |
| D | Send | Shift+F8 | Spreadsheet | Shift+ | -F4 | | | | |
| I | Evit. | Obie FO | Local File | 0 | FO PAS | elect 🔁 Save 💹 | ba 🖻 🔏 | | |
| | EXIL | Shiit+F3 | | | | | |) | |
| | Туре | Order | Description | Resp. CCtr | Req. CC | External order no. | Req.WBS | Requesting F.Area | SysStatus |
| | VONP 🗗 | 240024991393 | NON-FMLA: PREGN | 9139301 | 9139301 | J24991393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025501393 | VACATION | 9139301 | 9139301 | J25501393 | | 0000-8100-99778 | REL SETC - |
| | V0NP | 240025511393 | ILLNESS | 9139301 | 9139301 | J25511393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025521393 | MILITARY LEAVE | 9139301 | 9139301 | J25521393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025531393 | BOARD AUTHORIZ | 9139301 | 9139301 | J25531393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025541393 | PERSONAL NECES | 9139301 | 9139301 | J25541393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025551393 | HOLIDAY | 9139301 | 9139301 | J25551393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025561393 | JURY DUTY | 9139301 | 9139301 | J25561393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025571393 | INDUSTRIAL INJUR | 9139301 | 9139301 | J25571393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025581393 | BEREAVEMENT | 9139301 | 9139301 | J25581393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025591393 | UNPAID ABSENCES | 9139301 | 9139301 | J25591393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025601393 | LUMP SUM VACATI | 9139301 | 9139301 | J25601393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025611393 | FAMILY LEAVE/ILLN | 9139301 | 9139301 | J25611393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025621393 | FAMILY LEAVE/UNP | 9139301 | 9139301 | J25621393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025631393 | FAMILY LEAVE/VAC | 9139301 | 9139301 | J25631393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025641393 | ACT OF VIOLENCE | 9139301 | 9139301 | J25641393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025651393 | ANNUAL PHYSICAL | 9139301 | 9139301 | J25651393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025671393 | TAKING EXAM | 9139301 | 9139301 | J25671393 | | 0000-8100-99778 | REL SETC |
| | V0NP | 240025681393 | OTHER PAID ABSE | 9139301 | 9139301 | J25681393 | | 0000-8100-99778 | REL SETC |
| L | VONP | 240025701393 | FAMILY LEAVE/PER | 9139301 | 9139301 | J25701393 | | 0000-8100-99778 | REL SETC |
| | | | | | | | | | |
| _ | | | | | | | | | |
| | | | | | | | KOK3 🔚 s | aporx-2td OVR | |

16) Click 'Continue'







17) Mark the 'Table' radio button and click 'Continue'



18) Click 'Continue'



19) Once the data appears in Excel, save the file in the local hard drive; close the file; and, re-open the file.

| | 💕 🌡 | 3 9 - (2 | <u>∆</u> = | | Wo | orksheet in Al | LVXXL01 (1) - Micr | osoft Excel | | | | | | | | x |
|---|-------|-----------------|--|------------|------------|----------------|--------------------|--------------------|--------------------|--------------------|------------|------------|-------------|--------------------|--------------------|------|
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| | A | В | С | | D | E | F | G | Н | 1 | J | K | L | Μ | N | TE |
| 1 | Туре | Order | Description | 1 | Resp. CCtr | Req. CC E | External order no | . Req.W | BS Req.F.Area | SysStatu | is Section | CostSh | Dynamic. Ro | ute/Trip | Vehicle T | / C |
| 1 | 2 VON | 24002499139 | NON-FMLA: PREGNANCY-RELATED ILLN | ESS/DISA | 9139301 | 9139301 J | 24991393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 3 | VON | 24002550139 | VACATION | 1 | 9139301 | 9139301 J | 25501393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 4 | VON | 24002551139 | ILLNESS | 1 | 9139301 | 9139301 J | 25511393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 5 | VON | 24002552139 | MILITARY LEAVE | 1 | 9139301 | 9139301 J | 25521393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | = |
| 6 | VON | 24002553139 | BOARD AUTHORIZE TIME | | 9139301 | 9139301 J | 25531393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 7 | VON | 24002554139 | PERSONAL NECESSITY | 1 | 9139301 | 9139301 J | 25541393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 8 | VON | 24002555139 | HOLIDAY | | 9139301 | 9139301 J | 25551393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 9 | VON | 24002556139 | JURY DUTY | | 9139301 | 9139301 J | 25561393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 0 VON | 24002557139 | INDUSTRIAL INJURY(USE AFTER 480 HRS | OF F | 9139301 | 9139301 J | 25571393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 1 VON | 24002558139 | BEREAVEMENT | | 9139301 | 9139301 J | 25581393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 2 VON | 24002559139 | UNPAID ABSENCES | | 9139301 | 9139301 J | 25591393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 3 VON | 24002560139 | LUMP SUM VACATION | | 9139301 | 9139301 J | 25601393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 4 VON | 24002561139 | FAMILY LEAVE/ILLNESS (CI) | | 9139301 | 9139301 J | 25611393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 5 VON | 24002562139 | FAMILY LEAVE/UNPAID (UC) | | 9139301 | 9139301 J | 25621393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 6 VON | 24002563139 | FAMILY LEAVE/VACATION (CV) | | 9139301 | 9139301 J | 25631393 | | 0000-8100-9977 | 8 REL SET | C 1393 | | | | | |
| 1 | 7 VON | 24002564139 | ACT OF VIOLENCE | | 9139301 | 9139301 J | 25641393 | | 0000-8100-9977 | 8 REL SET | C 1393 | _ | | | | - |
| н | 4 F F | Sheet1 🤇 🖏 | | | | | | | | 1111 | | | | | | |
| F | leady | | | | | | | | | | | | □ □ 100% (| -) | 0 | + |

Please remember that in Citrix, the end-user's specific local drive must be selected in order to be able to save and retrieve the file properly.





- 20) Once the list is retrieved, there are two options for using this data:
 - a) Copy the list of IOs onto the clipboard (CTRL + C) and use this list to create an IO group with specific values. Please note that with this method, new IOs must be added to the group each time they are created, thereby necessitating more end-user maintenance.
 - b) Take note of the lowest IO number available and use this as the lower parameter of an IO range.
 Please note that this may not work for certain ranges where different responsible sections' numbering might intersect.

III. Creating Internal Order Groups

The instructions below are specific to IO Groups. However, the same procedures could be followed for creating other master data groupings, e.g. Cost Element Groups (KAH1), Cost Center Groups (KSH1). Literature for creating master data groups are available in the BTS and LRP websites.

- 1) Access transaction KOH1 Create Internal Order Group
 - a) Via the Portal: Controlling > Manage Master Data > Create Internal Order Group
 - b) Via the command box:
 - i) /okoh1 opens the transaction in a new session (window) OR,
 - ii) /nkoh1 opens the transaction in the session currently in use
- 2) Enter a 10-character name for your IO Group. Please make this something logical to your section. Please do not use special characters (e.g. #, %, &). It is also suggested to use a prefix to denote whether you are an end-user from any of the Responsible Sections (U) or Job Cost Accounting (J). Create Order Group: Initial Screen

| Orden Oran | |
|-------------|------------|
| Order Group | 0_H01393NP |
| | |
| Reference | |
| Order Group | |
| | |

3) Click or hit 'Enter'







4) Enter a name or description for your IO Group Create Order Group: Structure



5) Click on 'Order' to enter your parameters
Create Order Group: Structure

U_M01393NP M&O Non-Productive IOs

a) To enter a range, enter the lower value in the first field in the first column, then, enter the upper value in the first field of the second column.



b) To enter specific values, repeatedly click on the 'Order' icon until sufficient. Enter or paste single or list of values on the left column.

| Create Order Group: Structure | | | | | | | | | | |
|-------------------------------|---------------------------------------|----------|----------|-----------------------|---|--|--|--|--|--|
| 🔁 🔁 💺 📲 Sar | me Level 🔤 🔤 Lower Level | ∎≝ Order | Deselect | ổ∂ [,] Order | ₽ | | | | | |
| U_M01393NP Ma | &O Non-Productive IOs | | | | | | | | | |
| | | | | | | | | | | |
| 240024991393 | · · · · · | | | | | | | | | |
| 240025501393 | · · · | | | | | | | | | |
| 240025511393 | · · · | | | | | | | | | |
| 240025521393 | • | | | | | | | | | |
| 240025531393 | | | | | | | | | | |
| 240025541393 | | | | | | | | | | |
| 240020001393 | | | | | | | | | | |
| 240025501393 | | | | | | | | | | |
| 240025581393 | | | | | | | | | | |
| 240025591393 | | | | | | | | | | |
| 240025601393 | - | | | | | | | | | |
| 240025611393 | | | | | | | | | | |
| 240025621393 | · · · | | | | | | | | | |
| 240025631393 | · · · | | | | | | | | | |
| 240025641393 | | | | | | | | | | |
| 240025651393 | | | | | | | | | | |
| 240025671393 | • | | | | | | | | | |
| 240025681393 | • | | | | | | | | | |
| 240025701393 | · · · · · · · · · · · · · · · · · · · | | | | | | | | | |
| 240025711393 | · | | | | | | | | | |
| 240025731393 | | | | | | | | | | |
| 240025741393 | | | | | | | | | | |
| 240025751393 | | | | | | | | | | |
| 240025761393 | · · · | | | | | | | | | |
| -240025771393 | ¥ | | | | | | | | | |
| 240025781393 | | | | | | | | | | |
| 240025791393 | | | | | | | | | | |
| 240025091393 | | | | | | | | | | |
| 240025931393 | | | | | | | | | | |
| 240025961393 | | | | | | | | | | |
| 240098001393 | | | | | | | | | | |
| 240099991393 | • | | | | | | | | | |
| | - | | | | | | | | | |
| | | | | | | | | | | |





*Please note that IO Groups could also be used the same way as IO numbers. Instead of clicking 'order', click 'lower level'. The drawback is that the system run time will be longer as it will take more processing time and resources to execute the report.

6) Click 'Save'



IV. Execute the CO Report

- 1) Access the report that was selected earlier for the type of information being sought. For this example, report 'S_ALR_87012995 List: by Order' will be used. Begin the transaction by
 - a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
 - b) Via the command box:
 - i) /okok3 opens the transaction in a new session (window) OR,
 - ii) /nkok3 opens the transaction in the session currently in use
- 2) Enter the parameters
 - a) Fiscal Year
 - b) Period range, e.g. 1 to 12, 1 to 1, 1 to 4
 - c) Enter version '0'
 - d) Enter the IO values or group

| List: Orders: Selection | | | | |
|---|------------------------------|-----------------|----------------|-----|
| Data Source | | | | |
| Selection values Controlling Area Fiscal Year From Period To Period Plan Version | 1000 2014 1 12 0 | | | |
| Selection groups Order Group Or value(s) Cost Element Group Or value(s) | U_M01393NP | to | | • |
| | | | | |
| | | | | 4 • |
| | ▷ S_A | LR_87012995 🖭 🕴 | sapqrx-2te OVR | |





3) Click 'Execute'



4) Navigate the report

| Lis | st: Orders | | | | | | | | |
|-----|-----------------|----------------------------|----------------------|----------------|----------------------|----------|--|--|--|
| | 61 | | | | | | | | |
| | | | | | | • | | | |
| | List: Orders | I | Date: 12/19/2013 12 | 2:20:22 | Page: | 2/2 | | | |
| | Order/Group | U_M01393NP MA | &O Non-Productive IC |)s | | | | | |
| | Cost Element Gr | oup * Co | ost Element Group | | | | | | |
| | Reporting perio | u 1 - 12 2014 | | | | | | | |
| | Orders | | Actual | Plan | Var (Abs) | Var (%) | | | |
| | | | | | | | | | |
| | 240025501393 | VACATION | 78,280 | | 78,280 | | | | |
| | 240025511393 | ILLNESS | 57,079 | | 57,079 | | | | |
| | 240025531393 | BOARD AUTHORIZE TIME | | | | | | | |
| | 240025541393 | PERSONAL NECESSITY | 5,823 | | 5,823 | | | | |
| | 240025551393 | HOLIDAY | 55,149 | | 55,149 | | | | |
| | 240025561393 | JURY DUTY | 641 | | 641 | | | | |
| | 240025571393 | INDUSTRIAL INJURY(USE AF | 27,408 | | 27,408 | | | | |
| | 240025581393 | BEREAVEMENT | 439 | | 439 | | | | |
| | 240025591393 | UNPAID ABSENCES | | | | | | | |
| | 240025601393 | LUMP SUM VACATION | 40,450 | | 40,450 | | | | |
| | 240025611393 | FAMILY LEAVE/ILLNESS (C | 12,459 | | 12,459 | | | | |
| | 240020021393 | FAMILY LEAVE/UNPAID (UC) | | | | | | | |
| | 240020031393 | ANNUAL DUXSTON | 1.640 | | 1.640 | | | | |
| | 240020001393 | ANNUAL PHISICAL | 1,049 | | 1,049 | | | | |
| | 240025071595 | ATTER BATE ARSENCES | 332 | | 332 | | | | |
| | 240025081393 | FAMILY LEAVE / PERSONAL NE | 1 811 | | 1 811 | | | | |
| | 240025701393 | PERSONAL NECESSITY/KIN C | 13 373 | | 13 373 | | | | |
| | 240025711393 | FAM LEAVE/INDUSTRIAL IN L | 5 230 | | 5 230 | | | | |
| | 240025731393 | FAMILY LEAVE/PN KIN CARE | 1 839 | | 1 839 | | | | |
| | 240025771393 | MAINTENANCE: AD IUSTMENT | 1,000 | | 1,000 | | | | |
| | 240025931393 | EMLA/NON-DEDUCT_PERSONAL | | | | | | | |
| | 240098001393 | FURLOUGH | | | | | | | |
| | 240099991393 | Non Prod Cost Recovery I | 68,392- | | 68,392- | | | | |
| 1 | * Total | | 193,117 | | 193,117 | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | S_ALR_87012995 | sapqrx-2te OVR 🥡 | 🖛 🖆 ///. | | | |

You have now created a CO report for analyzing specific costs belonging to a specific Responsible Section.

For additional Costing literature, please click the links below to visit the Base Training Center website at http://basetraining.lausd.net