

Reconciliation Training Manual

March 2008

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Getting Started

Session Goals

- Provide an overview of the information available on the Controller's website.
- Suggest guidelines for reconciling department cost center accounts.
- Discuss documentation commonly needed to reconcile department accounts.
- Increase comfort level understanding the reconciliation process.

COST CENTER RESPONSIBILITY TABLE

DESCRIPTION	ACCOUNTS STARTING WITH	WBS	ACCOUNTANT	TELEPHONE
GENERAL FUND	1XXXX 2XXXX 3XXXX		TRICIA COTTER	7360
DESIGNATED FUND	4XXXX		STEVE MILLARD	7366
AUXILIARY	5XXXX		TRICIA COTTER	7360
FEDERAL GRANTS/CONTRACTS FEDERAL MATCHING	61XXX 91XXX	F	LAKSHMI VUNGARALA	7359
STATE GRANTS/CONTRACTS STATE MATCHING	62XXX 92XXX	S	JULIE MONTROSS	7361
PRIVATE GRANTS PRIVATE MATCHING SCHOLARSHIPS CONTRACTS, PRIF & REF GRANTS CONTRACTS MATCHING	63XXX 93XXX 64XXX 65XXX 95XXX	P C	LENORA CALKINS	1280
ENDOWMENTS	66XXX		KIM WAGESTER	7388
RESTRICTED GIFTS <\$25,000	67XXX		STEVE MILLARD	7366
COLLEGE WORK STUDY DIRECT LENDING, PELL, SEOG	68XXX XXXXX		LENORA CALKINS	1280
PLANT FUND	7XXXX		PAT DUFFY	1139
AGENCY FUND	8XXXX-88XXX		STEVE MILLARD	7366
RETIREMENT FUND	89XXX		STEVE MILLARD	7366

SAP Document Types and Number Ranges

Accounting Services Department (Grants) (x7361)

Doc. Type	Description	From Number	To Number
DA	Customer Document	1800000000	1899999999
DG	Customer Credit Memo	1800000000	1899999999
DR	Customer Credit Memo	1800000000	1899999999
DZ	Customer Invoice	1800000000	1899999999
KA	Customer Payment	1400000000	1499999999

Accounting Services Department (x2571)

Doc. Type	Description	From Number	To Number
AA	Asset Posting	1000000000	1999999999
AB	Accounting Document	1000000000	1999999999
AF	Dep. Posting	3000000000	3999999999
SA	G/L Account Document	1000000000	1999999999
ZA	Transfer G/L Account Document	1000000000	1999999999
Z1	F27 Interface (Cash Receipt)	2700000000	2749999999
Z2	F26 Interface (Cash Receipt)	2600000000	2649999999
Z3	F60 Interface (Cash Receipt)	6000000000	6049999999
ZZ	SAP F180 B/A Clearing	4000000000	4999999999

Payable Accounting Department (x3523)

Doc. Type	Description	From Number	To Number
KA	Vendor Document	1700000000	1799999999
KG	Vendor Credit Memo	1700000000	1799999999
KN	Net Vendors	1900000000	1999999999
KP	Acct Maint (GR/IR)	4800000000	8999999999
KR	Vendor Invoice	1900000000	1999999999
KZ	Vendor Payment	1500000000	1599999999
RA	Sub Cred Memo Stmt	5100000000	5199999999
RE	Invoice Receipt	5100000000	5199999999
RN	Invoice Receipt	5100000000	5199999999
SU	Subseqnt Debit Doc	1000000000	1999999999
Z4	F50 Interface	5500000000	5599999999
Z9	P O Credit Memo	5200000000	5299999999
ZC	Consignment Invoice	5100000000	5199999999

Purchasing Department (x3118)

Doc. Type	Description	From Number	To Number
WA	Goods Issue	4900000000	4999999999
WE	Goods Receipt	5000000000	5099999999
WL	Goods Issue/Delivery	4900000000	4999999999

Payroll Department (x3481)

Doc. Type	Description	From Number	To Number
Z5	F40 Gross Payroll Ex	4000000000	4099999999
Z6	Payroll Distribution	4100000000	4199999999
Z7	SAP Payroll Feed	2000000000	2099999999
Z8	Payroll Correction	4000000000	4099999999

http://www.controller.cmich.edu/Accounting/doc_type.htm

**Monthly Close Dates
2008**

Month	External Depts. and Feeds	UC Cash and Sales	Internal Entries	Close
January	Jan 31 - noon	Feb 1 - noon	Jan 31	Feb 4 - noon
February	Feb 29 - noon	Mar 3 - noon	Feb 29	Mar 4 - noon
March	Mar 28 - noon	Apr 1 - noon	Mar 28	Apr 2 - noon
April	Apr 30 - noon	May 1 - noon	Apr 30	May 2 - noon
May	May 30 - noon	June 2 - noon	May 30	June 3 - noon
June	July 3 - noon	July 3 - noon	July 7	July 7 - noon
July	July 31 - noon	Aug 1 - noon	July 31	Aug 4 - noon
August	Aug 29 - noon	Sept 2 - noon	Aug 29	Sept 3 - noon
September	Sept 30 - noon	Oct 1 - noon	Sept 30	Oct 2 - noon
October	Oct 31 - noon	Nov 3 - noon	Oct 31	Nov 4 - noon
November	Nov 28 - noon	Dec 1 - noon	Nov 28	Dec 2 - noon
December	Dec 23 - noon	Jan 2 - noon	Jan 5	Jan 9 - noon

http://www.controller.cmich.edu/Accounting/close_dates.htm

CENTRAL MICHIGAN UNIVERSITY
CREATE A G/L POSTING DOCUMENT - MUST ATTACH RELATED SUPPORT DOCUMENTS

Via Menus: Accounting, Financial Accounting, General Ledger, Document entry, GL Account Posting Or Via Transaction Code: F-02

Document Date: Doc. Type: S A Posting Date: (Defaults to today's date)

Period: (July=1, Aug=2, etc.) Reference Doc:

*P K: (40=DR, 50=CR)	Cost Center:	Internal Order Number:	WBS Element No.	Bus. Area	G/L Account No.	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Explanation: (50 characters)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Document No:

BACKUP MUST BE ATTACHED. IF NO BACKUP IS AVAILABLE A DETAILED EXPLANATION MUST BE COMPLETED.

Total Debits: \$

Explanations:

Total Credits: \$

*DR=Debit, which means you are taking money out of an acct.
 CR=Credit, which means you are giving money to an account

Prepared by: Phone No:
 Approved by:

Date: 03/12/08
 Keyed by:

Page: of Revised 9-27-05
 Date Keyed:

SAP006

CENTRAL MICHIGAN UNIVERSITY
CREATE A G/L POSTING DOCUMENT - MUST ATTACH RELATED SUPPORT DOCUMENTS

Via Menus: Accounting, Financial Accounting, General Ledger, Document entry, GL Account Posting Or Via Transaction Code: F-02

Document Date: Doc. Type: Posting Date: (Defaults to today's date)

Period: (July=1, Aug=2, etc.) Reference Doc:

*P K: (40=DR, 50=CR) Cost Center: Internal Order Number: WBS Element No. Bus. Area G/L Account No. Amount

Explanation: (50 characters)

Correct Key Error DOC 1900447376

Correct Key Error DOC 1900447376

The screenshot shows the SAP 'Document Overview - Display' window. The document type is SA (G/L account document) Normal document. Key details include: Doc. Number 100544344, Company code CMU, Fiscal year 2008, Doc. date 03/10/2008, Posting date 03/12/2008, Period 09, Ref. doc. TC120408, and Doc. currency USD. Below the details is a table with the following data:

Item	PK	BusA	Grant	WBS element	Cost Ctr	Funds Center	Int. Order	Account	Account short text	Amount	Text
1	50	1000	DEFAULTGRANT		21300	21300	13363	740200	TRAVEL	186.60	CORRECT KEY ERRO
2	40	1000	DEFAULTGRANT		21380	21380	13363	740200	TRAVEL	186.60	CORRECT KEY ERRO

Document No:

BACKUP MUST BE ATTACHED. IF NO BACKUP IS AVAILABLE A DETAILED EXPLANATION MUST BE COMPLETED.

Explanations: Incorrect Cost Center used on original entry

Total Debits: \$ 186.60

Total Credits: \$ 186.60

*DR=Debit, which means you are taking money out of an acct.
 CR=Credit, which means you are giving money to an account

Prepared by: C. Zalud Phone No: 35 25
 Approved by: _____

Date: 03/10/08
 Keyed by: KT

Page: of Revised 9-27-05
 Date Keyed: 3/12/2008

SAP006

GL Posting Document Procedures

To prepare a journal entry, a [G/L Posting Document \(SA\)](#) form needs to be filled out. See page 9 of this manual.

The following are guidelines for filling out this form. You may also refer to a [sample of the G/L Posting Document](#) and [transfer examples](#).

Please send completed entries to Accounting Services, Warriner 304, for processing.

Rules for Filling Out the G/L Posting Document (SA) Form

1 Document Date	Most of the time, you will want to use today's date. Example: 07012000 (four character year).
2 Period	Use a number to represent the (fiscal) month in which the entry should be posted. Example: a Document Date of 07012000 would use a Period of 1. July = 1 August = 2 September = 3 October = 4 November = 5 December = 6 January = 7 February = 8 March = 9 April = 10 May = 11 June = 12
3 Reference Doc	Leave this field blank, and Accounting Services will assign a reference number.
4 P.K.	In this field you need to specify a Debit or a Credit. Write a 40 to indicate a Debit (taking money away from an account), and write a 50 to indicate a Credit (giving money to an account).
5 Cost Center	Cost Center is the departmental account number.
6 Internal Order	Internal orders are created by departments to segregate expenses in a more detailed manner. The number can be 2 to 10 digits long. For more information on internal orders, contact Accounting Services.
7 WBS Element	Used in place of a cost center number for most grants created subsequent to 11/1/05. WBS elements ending with the digit "1" represent EXTERNAL funding (e.g., grant F60074 would have the WBS element 600741). WBS elements ending with the digit "2" represent INTERNAL or matching funds (e.g., grant F60074 would have the WBS element 600742).
8 Business Area	Business Areas are overall funds that contain the Cost Centers. For example, the General Fund is 1000, the Designated Fund is 2000, etc. If you enter a Cost Center and a G/L Account Number (below), you do not need to fill in this field (the system can determine the Business Area).
9 G/L Account No	G/L Account No is the General Ledger Account Number. The G/L that should be used depends on which costs centers are used.

10 Amount	Enter the amount of the transaction, without a dollar sign. Always use positive numbers. For example, to process a \$100.00 transaction, write 100 and then 00 after the separation line to indicate 100 dollars and 0 cents.
11 Explanation	In this field you have 50 characters to explain why you are creating this transaction. If your journal entry has several transactions and you want each entry to read the same, then after entering the text in the first line you can place a plus sign (+) in this field for the second and subsequent items. Note, however, that the text must read exactly the same as the previous line. So if entries vary even by date, you must enter new wording in the Explanation field.
(additional entries)	Repeat steps 4 through 9 as needed. Remember, each Debit must be accompanied by a Credit (and vice versa), and the Debit total must match the Credit total.
12 Document No	Document numbers are generated automatically by the SAP system. Please leave this field blank.
13 Total Debits	Add up all Debits (40-type transactions) and enter the total here.
14 Total Credits	Add up all Credits (50-type transactions) and enter the total here. Also, check that Total Debits equals Total Credits.
15 Prepared By	Please print your name here. Also, include your telephone number behind your name so that we can contact you if we have questions about your entry.
16 Date	Enter the date for the journal entry. Sometimes this date may vary from the date the form is actually filled out.
17 Backup Attached?	Merely answer Yes or No. If you have documentation that supports the entry you are processing, circle Yes and attach it to the entry. If you have not attached any backup, circle No, and complete the Comments area explaining the reason for the entry.
18 Comments	Indicate any other helpful comments regarding this journal entry. For example, Backup located in University Events.
19 Approved By	Once your entry has been reviewed by Accounting Services, an accountant will approve your entry and sign his or her name in this space, so leave this field blank.
20 Keyed By	Currently Accounting Services is keying journal entries. Leave this field blank.

<http://www.controller.cmich.edu/Accounting/GLposting.htm>

Reconciling Department Accounts

Below are suggested guidelines and other factors to consider when reconciling departmental accounts:

- Department accounts should be reconciled within two weeks from the month-end closing date.
- Month-end closings are typically at noon of the second working day of the following month. See http://www.controller.cmich.edu/Accounting/close_dates.htm for monthly close dates. For 2008 these dates are also listed on page 8 of this manual.
- Departments are responsible for retrieving their departmental report on-line. It is recommended that the **Cost Centers: Actual Line Items report**, which should be used to reconcile departmental transactions, be retrieved and printed monthly for reconciliation purposes. (The SAP shortcut code KSB1 can be used to access this report or FMRA transaction code will access the departmental reporting tree, reconciliation (detail), cost center: actual line items)
- It is important that the accounts be reconciled to ensure that they accurately include authorized transactions. Each transaction, other than mailroom and copier charges, should be supported by documentation. The mailroom and copier entries should be reviewed for reasonableness. As of February 2008, a new mailroom report became available that details the line item charge from SAP for your central mailroom monthly charges. This report should be reviewed for reasonableness and included with the reconciliation. The detail is displayed by either your meter or UPS ID number. You can access the report at http://www.purchasing.cmich.edu/forms/mailroom_Report_Search.htm after each monthly upload into SAP (generally the last Friday of the month). If you have any questions regarding this report of your charges please contact the mailroom at ext 3298.
- Payroll transactions should be reconciled monthly against the expense distribution reports that are mailed to departments semi-monthly. See Payroll reconciliation procedures at <http://www.controller.cmich.edu/Payroll/ReconcilingMyPayroll.pdf>.
- In addition to identifying unauthorized transactions, the reconciliation should include identification of transactions initiated by the department but not yet posted to the account. Financial information should be adjusted to reflect pending transactions identified, thereby providing up-to-date financial information to be used in the monitoring of the availability of funds.
- After completing the reconciliation, the statements along with the supporting documentation need to be given to a second person for review. The entire review should be completed within a month. The preparation and review process should be properly documented with signatures and dates of both reviews along with supporting documentation. These records should be kept for at least two years.

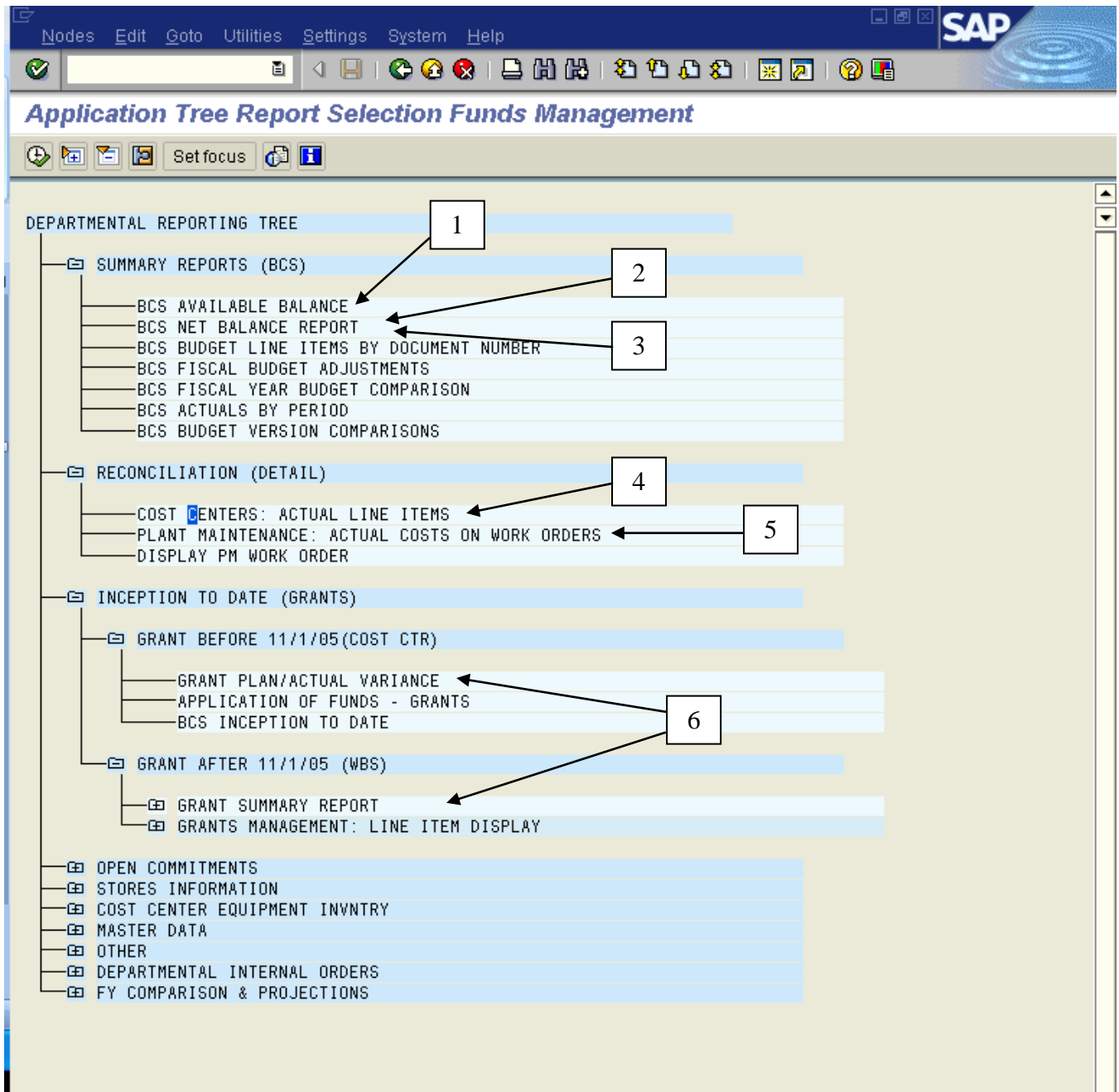
<http://www.controller.cmich.edu/Accounting/Policies/ReconDeptAccts.htm>

Reports Used for Reconciliation Purposes (SAP Transaction: FMRA (see p. 15))

Report	Description	Period covered	Funds Center Range					
			20000 39999	40000 49999	50000 59999	64000 64999	68000 68997	80000 90000
1 Summary Reports (BCS) →BCS Available Balance	This is a summary of all activity in your account. This shows plan revenue and expense, actual revenue and expense, open encumbrances (commitments), carry forwards, and your available balance. Users are able to drill down to detail transactions. Users should run this report as soon as possible to get an accurate picture of open encumbrances.	0 through the month being reconciled	x	x				
2 Summary Reports (BCS) →BCS Net Balance Report →Run YTD	Since any open encumbrance does not appear on your line item report, look at this report to make sure that the purchase orders listed on this are indeed yours. Users are not able to drill down to detail transactions. Users should run this report as soon as possible to get an accurate picture of open encumbrances.	Execute the report to display all open encumbrances	x	x	x			x
3 Summary Reports (BCS) →BCS Net Balance Report →Run through reconciliation period	This report shows actual revenues and expenditures only. Any changes to Plan will not be reflected on this report. Users are able to drill down to detail transactions.	0 through the month being reconciled	x	x	x	x	x	x
4 Reconciliation (Detail) → Cost Centers: Actual Line Items Report	This report gives you the name and number of each G/L that had activity in it, along with a brief description in the text field as to what the charge or credit is for. This report is the most helpful in reconciling your account. Any changes to plan will not be reflected. Users are able to drill down to detail transactions.	Enter Date Range for period being reconciled	x	x	x	x	x	x
5 Plant Maintenance Actual Costs on Work Orders	This report only shows work orders that were entered into the system for that cost center within the specific date range.	Enter Date Range for period being reconciled	x	x	x	x	x	x
6 Inception to Date (Grants)	For Grants: The selection of a report differs slightly based on whether the Grant has been entered in SAP as either a cost center grant or using a WBS element number. For additional info see the grant accounting website http://www.controller.cmich.edu/Grants/grants.htm	See grant accounting website						

Note: For Grants, to attend the Grant Directors' Training, please call x3707. For Information concerning Endowments, please call x7388.

Reports Used for Reconciliation Purposes (SAP Transaction: FMRA Tree)



1. BCS Available Balance Report

Report Edit Goto View Extras Settings System Help

BCS AVAILABLE BALANCE

Date: 03/25/2008 Page: 1 / 1

Fiscal Year 2008 Version 0
 Period From 1 Period To 12

Funds Center 26430 ACCOUNTING SERVICES
 Fund *

Funds Center/Commitment Item	CUR PLAN	ACTUAL	COMMITMENT
* TOTAL REV / 5000002	587,867.00-	656,010.07-	0.00
5167002 PRIVATE GIFTS	0.00	200.00-	0.00
5998002 CARRYFORWARD	0.00	11,911.07-	0.00
5999102 REVENUE TRANSFERS	587,867.00-	643,899.00-	0.00
*** TOTAL EXP / 6000001	587,867.00	473,215.10	147,554.23
** 6100002 REGULAR COMPENSATION	567,504.00	413,562.93	133,531.86
** 6200002 OTHER COMPENSATION	2,500.00	44,655.79	14,022.37
** 6300002 SUPPLIES & EQUIPMENT	17,863.00	14,996.38	0.00
**** AVAILABLE BALANCE	0.00	182,794.97-	147,554.23

2. BCS Net Balance Report (Run YTD or through Period 12)

Report Edit Goto View Extras Settings System Help

BCS NET BALANCE REPORT

BCS NET BALANCE REPORT Date: 03/25/2008 Page: 1 / 1

Fiscal Year 2008
 Period From 1 Period To 12

Funds Center 26430 ACCOUNTING SERVICES
 Fund *

Funds Center/Commitment Item	REVENUES/ACTUALS	COMMITMENTS	NET BALANCE
* TOTAL REV / 5000002	656,010.07-	0.00	656,010.07-
5167002 PRIVATE GIFTS	200.00-	0.00	200.00-
5998002 CARRYFORWARD	11,911.07-	0.00	11,911.07-
5999102 REVENUE TRANSFERS	643,899.00-	0.00	643,899.00-
*** TOTAL EXP / 6000001	473,215.10	147,554.23	620,769.33
** 6100002 REGULAR COMPENSATION	413,562.93	133,531.86	547,094.79
** 6200002 OTHER COMPENSATION	44,655.79	14,022.37	58,678.16
** 6300002 SUPPLIES & EQUIPMENT	14,996.38	0.00	14,996.38
**** NET BALANCE	182,794.97-	147,554.23	35,240.74-

3. BCS Net Balance Report (Run through Reconciliation Period)

BCS NET BALANCE REPORT Date: 03/25/2008 Page: 1 / 1

Fiscal Year: 2008
 Period From: 0 Period To: 8

Funds Center: 26430 ACCOUNTING SERVICES
 Fund: *

Funds Center/Commitment Item	REVENUES/ACTUALS	COMMITMENTS	NET BALANCE
* TOTAL REV / 5000002	656,010.07-	0.00	656,010.07-
5167002 PRIVATE GIFTS	200.00-	0.00	200.00-
5998002 CARRYFORWARD	11,911.07-	0.00	11,911.07-
5999102 REVENUE TRANSFERS	643,899.00-	0.00	643,899.00-
*** TOTAL EXP / 6000001	419,215.43	147,554.23	566,769.66
** 6100002 REGULAR COMPENSATION	364,609.85	133,531.86	498,141.71
** 6200002 OTHER COMPENSATION	39,773.20	14,022.37	53,795.57
** 6300002 SUPPLIES & EQUIPMENT	14,832.38	0.00	14,832.38
**** NET BALANCE	236,794.64-	147,554.23	89,240.41-

4. Actual Line Items Detail Report

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /ZACTUALP/GL ACTUAL LINE ITEM--PRINT VER/SORTED GL
 Cost Center 26430 ACCOUNTING SERVICES
 Report currency USD US Dollar

DocNo	Item	Postg D...	D...	Doc.Header Text	Reference	Cmmnt item	GL No.	Cur Cmt	Text	Name of offsetting account	
7569	874	03/06/2008	Z7	PP0000007009		621800	621800	124.98	BIWEEKLY PAY 2/10-2/23	NATIONAL CITY PAYROL...	
7584	886	03/20/2008	Z7	PP0000007026		621800	621800	83.37	BIWEEKLY PAY 2/24-3/08	NATIONAL CITY PAYROL...	
							621800	208.35			
7580	962	03/14/2008	Z7	PP0000007018		626700	626700	1,856.67	SEMIMONTHLY PAY 3/1 - 3/15	NATIONAL CITY PAYROL...	
7598	972	03/31/2008	Z7	PP0000007038		626700	626700	1,856.58	SEMIMONTHLY PAY 3/16 - 3...	NATIONAL CITY PAYROL...	
							626700	3,713.25			
7580	963	03/14/2008	Z7	PP0000007018		628700	628700	480.50	SEMIMONTHLY PAY 3/1 - 3/15	NATIONAL CITY PAYROL...	
7598	973	03/31/2008	Z7	PP0000007038		628700	628700	480.49	SEMIMONTHLY PAY 3/16 - 3...	NATIONAL CITY PAYROL...	
							628700	960.99			
49213888	1	03/03/2008	WA			690100	690100	3.38	58713	UNIV STORES INVENT	
49213998	1	03/05/2008	WA			690100	690100	34.34	58749	UNIV STORES INVENT	
49214550	1	03/17/2008	WA			690100	690100	27.91	58846	UNIV STORES INVENT	
49214945	1	03/25/2008	WA			690100	690100	27.91	58943	UNIV STORES INVENT	
							690100	93.54			
49214486	1	03/14/2008	WA			690200	690200	34.34	58836	UNIV STORES INVENT	
49214888	2	03/24/2008	WA			690200	690200	1.78	58938	UNIV STORES INVENT	
49214888	1		WA			690200	690200	34.34	58938	UNIV STORES INVENT	
							690200	70.46			
Cost Center 26430 ACCOUNTING SERVICES								**	53,999.67		
								***	53,999.67		

5. Plant Maintenance Actual Costs on Work Orders

SAP

List Edit Goto System Help

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

ALV EIS Selections

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 03/25/2008
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
298391	SUPPLY ONE PLASTIC CLIP-NAME BADGE	09/20/2007	10/24/2007	WA304	26430		730288	0.000	1.00-	
298391	SUPPLY ONE PLASTIC CLIP-NAME BADGE	09/20/2007	10/24/2007	WA304	26430		754099	0.000	1.00	
Work Order Total 298391										
Total Receiver cost center 26430										
Overall total										

6a. Inception to Date (Grants – Cost Center)

Report Edit Goto View Extras Settings System Help

Cost Centers: Actual/Plan/Variance

Column

Cost Centers: Actual/Plan/Variance Date: 03/25/2008 Page: 2 / 3
 Column: 1 / 1

Cost Center/Group 62167 CENTER GRANT
 Person responsible: HAGEMAN J
 Reporting period: to

Cost elements	BUDGET/PLAN	ACTUAL COSTS	COMMITMENTS	VARIANCE
613200 FACULTY SALARIES	205,000.00			205,000.00
615400 FACULTY BENEFITS	38,000.00			38,000.00
665200 PRINT & REPRODUCT				
672200 OUTSIDE SERVICES		205,056.92		205,056.92-
672300 OUTSIDE SERVICES		20,587.12		20,587.12-
672400 OUTSIDE SERVICES		75,382.48		75,382.48-
672500 OUTSIDE SERVICES		74,335.98		74,335.98-
730200 SUPPLIES-OTHER	57,000.00			57,000.00
754000 OTHER ADMIN EXPNS	200,000.00			200,000.00
954603 OT FAC EXP-PROP	250,000.00	250,000.00		
* EXPENDITURES	750,000.00	625,362.50		124,637.50
** OVER/UNDER BUDGET	750,000.00	625,362.50		124,637.50

Cost Centers: Actual/Plan/Variance Date: 03/25/2008 Page: 3 / 3
 Column: 1 / 1

Cost Center/Group 62167 CENTER GRANT
 Person responsible: HAGEMAN J
 Reporting period: to

Statistical postings	REV BUDGET/PLAN	REV ACTUAL	VARIANCE
515300 STATE GRANTS & CON	750,000.00-	750,000.00-	

Reconciling My Revenue

What do I need?

Academic Centers:

- SAP Cost Centers: Actual Line Items Report
- Supporting Documentation for Gifts
- Supporting Documentation for Miscellaneous Deposits
- Backup for Journal Transfer Entries

Service Centers:

- SAP Cost Centers: Actual Line Items Report
- Operating Budget Data from Website
*(Located on the Budget and Planning web page -
<http://www.budget.cmich.edu/operatingBudget/operating.html>)*
- Supporting Documentation for Gifts
- Supporting Documentation for Miscellaneous Deposits
- Backup for Journal Transfer Entries

Reconciling Revenue

Academic Center:

Revenue for an Academic Division will mainly come from tuition revenue and enrollment fees.

The steps below outline the general guidelines that could be used for reconciling cost center revenue:

1. Run the Cost Centers: Actual Line Items (KSB1) report for the month being reconciled, using a cost element range of 500000 to 599999.
2. Verify tuition revenue.
3. Some departments receive funding from alumni or corporations that appear in their 2 accounts. If you see PRIVATE GIFTS listed on your Actual Line Items report, you should receive a Contribution Listing report from Development & Alumni Relations. You can use this report for comparison to what has been posted against your 2 account. Gifts will be posted to G/L account 516700.
4. If your department made miscellaneous deposits, pull any backup – for example, a copy of the check or advice, or a copy of the departmental receipt. These amounts should equal the amount in G/L account 540300, or whatever G/L account your department indicated.
5. The Operating Budget Book lists every department's plan for the year. For Service Centers, the state appropriation amount for each cost center can be found here. This amount should equal G/L account 599970. Operating budget can be found at:
<http://www.budget.cmich.edu/operatingBudget/operating.html>.
6. Carryforward amounts are posted to G/L 599800, while commitment carryforwards are posted to G/L 599801. Carryforward transfers within the same fund are posted to G/L 599802.

COST CENTERS: ACTUAL LINE ITEMS – ACADEMIC CENTER (KSB1 - REVENUE ONLY)

SAP

List Edit Goto Settings Extras Environment System Help

Display Actual Cost Line Items for Cost Centers

Document Master Record

Layout /ZACTUALP/GL ACTUAL LINE ITEM--PRINT VER/SORTED GL
 Cost Center 21100 BIOLOGY
 Report currency USD US Dollar

DocNo	Itm	Postg Date	D...	Doc.Header Text	Reference	Cmmt item	GL No.	Σ	Cur Cmt	Text	Item	Name of offset
							512100		2,165,094.25-			Tuition - Spring
							512200		52,106.50-			Tuition-Summer I
							512400		3,034,260.00-			Tuition - Fall
6000005739	3	07/31/2007	Z3	BJE STEVE MILLARD		5167002	516700		25.00-	DEVELOPMENT - JULY 2007		PRIVATE GIFTS
6000006104	1	10/31/2007	Z3	BJE NICOLE CRIPPS		5167002			50.00-	DEVELOPM		PRIVATE GIFTS
6000006359	1	12/31/2007	Z3	BJE NICOLE CRIPPS		5167002			100.00-	DEVELOPM		PRIVATE GIFTS
6000006486	1	01/31/2008	Z3	BJE NICOLE CRIPPS		5167002			50.00-	DEVELOPM		PRIVATE GIFTS
6000006606	1	02/29/2008	Z3	BJE NICOLE CRIPPS		5167002			20.00-	DEVELOPM		PRIVATE GIFTS
							516700		245.00-			Verify against contribution report received from Development & Alumni Relations
6000005613	1	07/01/2007	Z3	BJE PAT DUFFY		5998002	599801		17,720.00-	GENERAL FUND COMMITME...		FUND BALANC
							599801		47.74-			Carry Forward
							599923		120.00-			
							599934		590.91-			
							599950		0.00			Revenue Transfers – verify against department documentation
							599951		5,388.19-			
							599953		0.00			
							599960		87,604.24			
							599976		450.00-			
									5,363,583.01-			

NOTE: THE ABOVE REPORT SHOWS COST CENTER 21100, COST ELEMENT RANGE OF 500000-599999 AND POSTING DATE RANGE OF 07/01/2007 – 03/13/2008)

Reconciling Revenue

Service Center:

Revenue for Service Centers will mainly come from State Appropriations. Some Service Centers may also have external sources of revenue.

The steps below outline the general guidelines that could be used for reconciling cost center revenue:

1. Run the Cost Centers: Actual Line Items (KSB1) report for the month being reconciled, using a cost element range of 500000 to 599999.
2. Some departments receive funding from alumni or corporations that appear in their 2 accounts. If you see PRIVATE GIFTS listed on your Actual Line Items report, you should receive a Contribution Listing report from Development & Alumni Relations. You can use this report for comparison to what has been posted against your 2 account. Gifts will be posted to G/L account 516700.
3. The Operating Budget Book lists every department's plan for the year. The Operating Budget Book indicates the state appropriation amount for each service center. This amount should equal G/L account 599960. Operating budget can also be found on the Budget and Planning website, <http://www.budget.cmich.edu/operatingBudget/operating.html>
4. If your department made miscellaneous deposits, pull any backup – for example, a copy of the check or advice, or a copy of the departmental receipt. These amounts should equal the amount in G/L account 540300, or whatever G/L account your department indicated.
5. Carryforward amounts are posted to G/L 599800, while commitment carryforwards are posted to G/L 599801. Carryforward transfers within the same fund are posted to G/L 599802

COST CENTERS: ACTUAL LINE ITEMS – SERVICE CENTER (KSB1 - REVENUE ONLY)

Layout /ZACTUALP/GL ACTUAL LINE ITEM--PRINT VER/SORTED GL
 Cost Center 26440 RECEIVABLE ACCNTNG
 Report currency USD US Dollar

DocNo	Itm	Postg D...	D...	Doc.Header Text	Reference	Cmnt item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offset	
							540301	4,460.26-				Miscellaneous Revenue	
							540302	799,522.42-					
							540303	53,000.00-					
							540304	290,700.00-					
6000005725	85	07/01/2007	Z3	BJE PAT DUFFY		5998002	599800	510,531.57-	GENERAL FUND CARRYFO...			Carry Forward	
							599800	510,531.57-					
6000005669	259	07/12/2007	Z3	BJE CHRIS PETRIM...		5999102	599960	698,492.00-	FY 2008 BUDGETREVENU...			Verify against Operating Budget Book	
100515470	4	08/10/2007	SA		TC014008	5999102		8,774.00-	07-08 BGT CORR RECLAS...				
100527534	8	10/31/2007	SA		TC056108	5999102		25.00-	BGT CORR ST ONE TIME P...				
100531927	5	11/30/2007	SA		TC000096	5999102		2,153.00-	PFP BONUS PAYMENT, SAL...				
100541441	4	02/19/2008	SA		TC107808	5999102		127,300.00-	TSF BGT FOR S&E GENER...				
							599960	836,744.00-					
Cost Center 26440 RECEIVABLE ACCNTNG													
									2,494,958.25-				
									2,494,958.25-				

(NOTE: THE ABOVE REPORT SHOWS COST CENTER 26440, COST ELEMENT RANGE OF 500000-599999 AND POSTING DATE RANGE OF 07/01/2007 – 03/13/2008)

Reconciling My Payroll

What do I need?

Academic Centers:

- SAP Cost Centers: Actual Line Items Report
- Expense Distribution Reports
- Transfer Requests
- Information on changes in staff personnel (*to be acquired from the hiring manager's completion of the HR online Performance Review and Personnel Transaction system. See the Human Resource web page – www.hrs.cmich.edu → Forms → Personnel Transaction Forms*)
- Faculty Personnel Transaction Form (*located on Faculty Personnel Services web page – <http://www.fps.cmich.edu/documents/fptf.doc>*)

Service Centers:

- SAP Cost Centers: Actual Line Items Report
- Expense Distribution Reports
- Transfer Requests
- Information on changes in staff personnel (*to be acquired from the hiring manager's completion of the HR online Performance Review and Personnel Transaction system. See the Human Resource web page – www.hrs.cmich.edu → Forms → Personnel Transaction Forms*)

Reconciling Payroll

Payroll is separated into Regular Compensation and Other Compensation. Regular Compensation includes all salaried faculty (regular and temporary), and both salaried and hourly staff in your department. Other Compensation includes student assistants (GSA), temporary staff (or soft funded positions), higher class pay, shift differential, and overtime.

Below is a list of recommended guidelines to follow when reconciling payroll:

1. Each employee group has a separate G/L account. Check your Cost Centers: Actual Line Items report (KSB1) against your Expense Distribution report to verify that the charges and corresponding employee names are correct. Report any discrepancies to Payroll. Keep in mind that College Work Study students should be in a separate 68XXX cost center from your regular cost centers.
2. For your regular employees, you should generally see about the same amount charged to your account for each pay period. Any large fluctuations should signal a “red flag”, leading to further investigation.
3. For Other Compensation, check the Expense Distribution Report for the names of students, overtime, or temporary staff charges.
4. Check G/L accounts on your Cost Center: Actual Line Items Report and your Expense Distribution Report to ensure that College Work Study (CWS) students are being charged to cost centers that begin with 68XXX. Also verify that GSA students are **not** being charged to the 68XXX cost centers.
5. Separate any salary transfer entries from your other payroll charges. Salary transfer entries will not show on your Expense Distribution report. These transfers are reimbursements to cover payroll charges actually posted to another department.

Earnings Wage Types

The Payroll Expense Distribution Report is sent to all CMU departments *semi-monthly*, after the 15th and the last day of the month.

The following table provides an explanation of the wage type codes that appear on the Expense Distribution. These codes are also used when filling out timesheets.

WAGE TYPE	DESCRIPTION	WAGE TYPE	DESCRIPTION
00AC	ACAD EARN MULT ASSGN	0SGA	GA SALARY
00AD	ADVISING RATE	0SHC	SALARIED HIGHER CLASS
00AM	CEL-ADV/MENTOR EARN	0SRG	REGULAR SALARY
00BN	BONUS w/o RETIREMENT	30CA	CALL BACK ACTUAL
00CS	CEL-COURSE EARN	30CB	CALL BACK PAY
00EA	EMPLOYEE EXCELLENCE	30CP	COMPTIME PAID
00LG	LONGEVITY	30CS	COURT REQUIRED SERVICE
00LM	LUMP SUM PAY	30CT	COMPTIME WORKED
00LV	LIVING ALLOWANCE	30CU	COMPTIME USED
00ML	MEALS	30CW	COLLEGE WORK STUDY
00MO	MONITOR EARN-CEL	30FL	FUNERAL LEAVE
00MP	MERIT PAY	30GS	GENERAL STUDENT ASST
00NS	NON-STUDENT EARN	30HP	HOLIDAY PAY
00PR	TERM-PERSONAL @ RET	30HW	HOLIDAY WORKED
00PT	TERM-PERSONAL @ TERM	30LW	LEAVE W/PAY
00RI	REPORT IN PAY	30MG	MGWS STUDENT EARNINGS
00RP	RETIREMENT PAYOFF	30MU	MWS STUDENT EARNINGS
00RS	RET SERVICE AWARD	3002	OT 2 ND SHIFT PREMIUM
00RT	RETIREMENT EARNINGS	3003	OT 3 RD SHIFT PREMIUM
00RV	CEL REVIEWER	300L	OT NON BASE COMP
00SA	SPECIAL PAY	300P	OVERTIME
00SM	SUMMER SESSION	300S	OVERTIME STRAIGHT

WAGE TYPE	DESCRIPTION	WAGE TYPE	DESCRIPTION
00SU	SUPPLEMENTAL PAY	300T	OVERTIME BASE
00TM	TWELVE MONTH	30PA	PAID ABSENCE
00TU	TUTORIAL-CEL	30PP	PERSONAL PAY
00VR	RET VACATION PAY	30RG	REGULAR PAY
00VT	TERM VACATION PAY	30SH	SICK @ HALF
00WS	CEL WORKSHOP	30SP	SICK PAY
0ADJ	ADJUSTMENT EARN	30SS	2 ND SHIFT PAY
0BAB	BENEFITS ADJ PRETAX	30TS	THIRD SHIFT PAY
0DF1	10 MTH 1 ST 18 PAYS	30VP	VACATION PAY
0DF3	10 MTH LAST 6 PAYS	3CS0	COURT REQ SERVICE
0HCW	HOURLY / CWS	3CU0	COMPTIME USED
0HGS	HRLY RATE GSA	3FLO	FUNERAL LEAVE
0HHC	HOURLY HIGHER CLASS	3HHR	HOLIDAY PAY
0HMG	HRLY RATE MWG	3HP0	HOLIDAY PAY
0HMU	HRLY RATE MWS	30B1	OT BLENDED RATE 1
0HR1	SPECIAL HIGHER CLASS RATE	30B2	OT BLENDED RATE 2
0HRG	HOURLY RATE REGULAR	3PA0	PAID ABSENCE
0HSS	HRLY RATE SECOND SHIFT	3PP0	PERSONAL TIME
0HTS	HRLY RATE THIRD SHIFT	3REG	REGULAR PAY
00B1	HRLY RATE BLENDED OT1	3SH0	SICK @ ½
00B2	HRLY RATE BLENDED OT2	3SP0	SICK PAY
0SAC	REGULAR SALARY 12 MONTH	3VP0	VACATION PAY

**Central Michigan University
Payroll Department
Bi-Weekly 2007-2008
Pay Schedule
Hourly Staff / Students**

**Central Michigan University
Payroll Department
Semi-Monthly 2007-2008
Pay Schedule
Salaried Staff / Faculty**

<u>PAY PERIODS</u>	<u>PAYDATE</u>	<u>NO.</u>
06/17/07 - 06/30/07 ***	07/12/07	14
07/01/07 - 07/14/07	07/26/07	15
07/15/07 - 07/28/07	08/09/07	16
07/29/07 - 08/12/07	08/23/07	17
08/12/07 - 08/26/07	09/06/07	18
08/26/07 - 09/09/07	09/20/07	19
09/09/07 - 09/23/07	10/04/07	20
09/23/07 - 10/07/07	10/18/07	21
10/07/07 - 10/21/07	11/01/07	22
10/21/07 - 11/04/07	11/15/07	23
11/04/07 - 11/18/07	11/29/07	24
11/18/07 - 12/02/07	12/13/07	25
12/02/07 - 12/16/07	12/27/07	26
12/16/07 - 12/30/07 *	01/10/08	1
12/30/07 - 01/13/08	01/24/08	2
01/13/08 - 01/27/08	02/07/08	3
01/27/08 - 02/10/08	02/21/08	4
02/10/08 - 02/24/08	03/06/08	5
02/24/08 - 03/10/08	03/20/08	6
03/09/08 - 03/24/08	04/03/08	7
03/23/08 - 04/07/08	04/17/08	8
04/06/08 - 04/21/08	05/01/08	9
04/20/08 - 05/05/08	05/15/08	10
05/04/08 - 05/19/08	05/29/08	11
05/18/08 - 05/31/08	06/12/08	12
06/01/08 - 06/14/08	06/26/08	13
06/15/08 - 06/28/08 **	07/10/08	14
06/29/08 - 07/12/08	07/24/08	15

<u>No.</u>	<u>Pay Periods</u>	<u>Pay Date</u>	<u>Day</u>	<u>No.</u>
22	07/01/07 - 07/15/07	07/13/07	Fri	13
23	07/16/07 - 07/31/07	07/31/07	Tue	14
24	08/01/07 - 08/15/07	08/15/07	Wed	15
1	08/16/07 - 08/31/07	08/31/07	Fri	16
2	09/01/07 - 09/15/07	09/14/07	Fri	17
3	09/16/07 - 09/30/07	09/28/07	Fri	18
4	10/01/07 - 10/15/07	10/15/07	Mon	19
5	10/16/07 - 10/31/07	10/31/07	Wed	20
6	11/01/07 - 11/15/07	11/15/07	Thu	21
7	11/16/07 - 11/30/07	11/30/07	Fri	22
8	12/01/07 - 12/15/07	12/14/07	Fri	23
9	12/16/07 - 12/31/07	12/31/07	Mon	24
10	01/01/08 - 01/15/08	01/15/08	Tue	1
11	01/16/08 - 01/31/08	01/31/08	Thu	2
12	02/01/08 - 02/15/08	02/15/08	Fri	3
13	02/16/08 - 02/29/08	02/29/08	Fri	4
14	03/01/08 - 03/15/08	03/14/08	Fri	5
15	03/16/08 - 03/31/08	03/31/08	Mon	6
16	04/01/08 - 04/15/08	04/15/08	Tue	7
17	04/16/08 - 04/30/08	04/30/08	Wed	8
18	05/01/08 - 05/15/08	05/15/08	Thu	9
19	05/16/08 - 05/31/08	05/30/08	Fri	10
20	06/01/08 - 06/15/08	06/13/08	Fri	11
21	06/16/08 - 06/30/08	06/30/08	Mon	12
22	07/01/08 - 07/15/08	07/15/08	Tue	13
23	07/16/08 - 07/31/08	07/31/08	Thu	14
24	08/01/08 - 08/15/08	08/15/08	Fri	15

*Last Date to use Personal Leave

**2007-2008 Accounting Prorate

***2006-2007 Accounting Prorate

<http://www.controller.cmich.edu/payroll/paysched08bw.htm>

<http://www.controller.cmich.edu/payroll/paysched08sm.htm>

College Work Study (CWS) Accounts

For departments that currently employ work-study students, please note that the **ONLY** cost centers and wage types to be designated on the students' time sheets are as follows:

Federal Work Study

Cost Center: 68xxx

Wage Type: OHCW (G/L acct. 624200)

Michigan Undergraduate Work Study

Cost Center: 68xxx

Wage Type: OHMU (G/L acct. 624300)

Michigan Graduate Work Study

Cost Center: 62xxx

Wage Type: OHMG (G/L acct. 624400)

NOTE: GL's are NOT to be used in 2 accounts.

Departments that submit time sheets with cost centers and wage types other than what is listed above may be charging their own department in error. Federal and Michigan Undergraduate work-study wages must be paid from a cost center in the work-study series 68xxx. Michigan Graduate work study wages must be paid from 62xxx.

NON-Work Study students are ONLY to be charged to:

General Student Assistants

Cost Center: 2xxxx or any except 68xxx

Wage Type; OHGS (G/L acct. 621800)

If there are any questions about work-study, please call Accounting Services at ext. 3707. If you have any questions about information on student time sheets, please call Payroll at ext. 3481 or email payroll@cmich.edu

Payroll Expense Distribution Report Academic

PRD/010/SMITH1CL	CENTRAL MICHIGAN UNIVERSITY	DATE: 12/01/2001
ZPRPR008		
CMU/HR PAYROLL EXPENSE DISTRIBUTION REPORT		TIME: 08:49
		PAGE: 75

DOCUMENT DATE: 11/16/01 - 11/30/01
 BURLINGTON RF BR217

EMPLOYEE NAME	PERS #	WAGE	PERIOD	EARNINGS	BENEFITS
COST CENTER 21100 BIOLOGY					
			TYPE		
				See Earnings Wage Types for Explanation	
ACCOUNT 611000					
CHRISTMAS, MERRY	00000000	00AC	22/2001	437.67	0.00
CHRISTMAS, MERRY	00000000	OSRG	22/2001	2,004.43	0.00
CHRISTMAS, MERRY	00000000	3VP0	22/2001	200.48	0.00
EASTWOOD, CLINT	00000000	OSRG	22/2001	1,527.17	0.00
MCINTYRE, REBA	00000000	OSRG	22/2001	1,203.45	0.00
MCINTYRE, REBA	00000000	3SP0	22/2001	267.36	0.00
PRESLEY, ELVIS	00000000	00AC	22/2001	102.78	0.00
PRESLEY, ELVIS	00000000	OSRG	22/2001	1,385.13	0.00
TOTAL ACCOUNT 611000				7,128.47	0.00

ACCOUNT 611200					
SPRING, FLOWER	00000000	3ORG	25/2001	710.40	0.00
SPRING, FLOWER	00000000	3HHR	25/2001	177.60	0.00
LEAVES, FALL	00000000	3ORG	25/2001	679.83	0.00
LEAVES, FALL	00000000	3HHR	25/2001	175.44	0.00
LEAVES, FALL	00000000	3SP0	25/2001	21.93	0.00
TOTAL ACCOUNT 611200				1,765.20	0.00

ACCOUNT 612500					
HUDSON, ROCK	00000000	3ORG	25/2001	843.92	0.00
HUDSON, ROCK	00000000	3HHR	25/2001	241.12	0.00
HUDSON, ROCK	00000000	3VP0	25/2001	120.56	0.00
HAMSTER, MOREY	00000000	3ORG	25/2001	855.60	0.00
HAMSTER, MOREY	00000000	3HHR	25/2001	228.16	0.00
HAMSTER, MOREY	00000000	3VP0	25/2001	57.04	0.00
DRACULA, COUNT	00000000	00AC	25/2001	177.78	0.00
DRACULA, COUNT	00000000	3ORG	25/2001	996.60	0.00
DRACULA, COUNT	00000000	3HHR	25/2001	265.76	0.00
DRACULA, COUNT	00000000	3PP0	25/2001	66.44	0.00
TOTAL ACCOUNT 612500				3,852.98	0.00

ACCOUNT 613200					
NECKTIE, HAROLD	00000000	ODF1	22/2001	1,669.84	0.00
NECKTIE, HAROLD	00000000	ODF2	22/2001	556.61	0.00
BEDSPRINGS, RUSTY	00000000	ODF1	22/2001	2,959.13	0.00
BEDSPRINGS, RUSTY	00000000	ODF2	22/2001	986.38	0.00
CLAUS, SANTA	00000000	ODF1	22/2001	4,043.71	0.00
CLAUS, SANTA	00000000	ODF2	22/2001	1,347.90	0.00
CAT, TOM	00000000	ODF1	22/2001	4,687.11	0.00
BROOKS, GARTH	00000000	ODF1	22/2001	2,820.83	0.00
BLACK, CLINT	00000000	ODF1	22/2001	3,649.08	0.00
GILMORE, HAPPY	00000000	ODF1	22/2001	509.13	0.00

GILMORE, HAPPY	00000000	ODF2	22/2001	169.71	0.00
BUICK, SKYLARK	00000000	ODF1	22/2001	1,916.67	0.00
BUICK, SKYLARK	00000000	ODF2	22/2001	638.89	0.00
BEATLE, V. W	00000000	OSAC	22/2001	2,147.72	0.00
HAMSTER, JOSEY	00000000	ODF1	22/2001	2,734.17	0.00
HAMSTER, JOSEY	00000000	ODF2	22/2001	911.39	0.00
DOG, CHAKA	00000000	ODF1	22/2001	1,961.83	0.00
DOG, CHAKA	00000000	ODF2	22/2001	653.94	0.00
STEWART, ROD	00000000	00AC	22/2001	266.67	0.00
STEWART, ROD	00000000	ODF1	22/2001	2,874.00	0.00
STEWART, ROD	00000000	ODF2	22/2001	958.00	0.00
SIMON, CARLY	00000000	ODF1	22/2001	2,481.17	0.00
SIMON, CARLY	00000000	ODF1	22/2001	2,783.25	0.00
SIMON, CARLY	00000000	ODF2	22/2001	927.75	0.00
HUTTON, E.F.	00000000	ODF1	22/2001	2,518.63	0.00
HUTTON, E.F.	00000000	ODF2	22/2001	839.54	0.00
GUMP, FORREST	00000000	ODF1	22/2001	2,644.96	0.00
GUMP, FORREST	00000000	ODF2	22/2001	881.65	0.00
GUMP, FORREST	00000000	ODF1	22/2001	2,555.56	0.00
WEBBER, ANDRES LLOYD	00000000	ODF1	22/2001	1,482.29	0.00
WEBBER, ANDRES LLOYD	00000000	ODF2	22/2001	494.10	0.00
HERB, ROSEMARY	00000000	ODF1	22/2001	2,124.91	0.00
HERB, ROSEMARY	00000000	3PP0	22/2001	472.24	0.00

TOTAL ACCOUNT	613200			58,668.74	0.00
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ACCOUNT 613300

PITT, BRAD	00000000	00TM	22/2001	364.58	0.00
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TOTAL ACCOUNT	613300			364.58	0.00
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ACCOUNT 613500

CARLOFF, BORUSS	00000000	ODF1	22/2001	266.67	0.00
CHICKS, DIXIE	00000000	ODF1	22/2001	1,936.08	0.00
DISNEY, WALT	00000000	ODF1	22/2001	729.44	0.00
DOE, JOE	00000000	ODF1	22/2001	850.00	0.00
DEERE, JOHN	00000000	ODF1	22/2001	492.00	0.00

TOTAL ACCOUNT	613500			4,274.17	0.00
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ACCOUNT 613600

HAGGART, JESSICA	00000000	OSGA	25/2001	477.78	0.00
BERTONELLI, VALORIE	00000000	OSGA	25/2001	477.78	0.00
SMART, MAXWELL	00000000	OSGA	25/2001	488.89	0.00
BOND, JAMES	00000000	OSGA	25/2001	477.78	0.00
DIFFY, JOE	00000000	OSGA	25/2001	488.89	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	477.78	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
REINDEER, RUDY	00000000	OSGA	25/2001	477.78	0.00
BEAR, FRED	00000000	OSGA	25/2001	477.78	0.00
ARK, NOAH S.	00000000	OSGA	25/2001	488.89	0.00
LAS VEGAS, CHING	00000000	OSGA	25/2001	488.89	0.00
INDIANA, GARY	00000000	OSGA	25/2001	119.44	0.00
LINCOLN, ABE	00000000	OSGA	25/2001	477.78	0.00
INN, HAMPTON	00000000	OSGA	25/2001	477.78	0.00
FAUSETT, FARAH	00000000	OSGA	25/2001	488.89	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	488.89	0.00
BEAR, FRED	00000000	OSGA	25/2001	477.78	0.00
THATCHER, BECKY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	477.78	0.00
STAR, RINGO	00000000	OSGA	25/2001	488.89	0.00

JONES, DAVEY	00000000	OSGA	25/2001	488.89	0.00
REINDEER, RUDY	00000000	OSGA	25/2001	488.89	0.00
CARTRIGHT, BEN	00000000	OSGA	25/2001	488.89	0.00
BING, CHANDLER	00000000	OSGA	25/2001	576.39	0.00
GELLER, MONICA	00000000	OSGA	25/2001	488.89	0.00
TRIBINI, JOEY	00000000	OSGA	25/2001	488.89	0.00
GELLER, ROSS	00000000	OSGA	25/2001	477.78	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
BEAR, FRED	00000000	OSGA	25/2001	488.89	0.00
TEXAS, HOUSTON	00000000	OSGA	25/2001	488.89	0.00
SMITH, KREGG M	00000000	OSGA	25/2001	570.33	0.00
LITTER, KITTY	00000000	OSGA	25/2001	477.78	0.00
REINDEER, RUDY	00000000	OSGA	25/2001	358.33	0.00
BEAR, WOOLEY	00000000	OSGA	25/2001	477.78	0.00
CROCKET, DAVEY	00000000	OSGA	25/2001	488.89	0.00
ST. NICK, JOLLY OLD	00000000	OSGA	25/2001	488.89	0.00
APPLE, CANDY	00000000	OSGA	25/2001	488.89	0.00
CANE, PEPPER MINT	00000000	OSGA	25/2001	488.89	0.00

TOTAL ACCOUNT	613600			18,568.99	0.00
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ACCOUNT 615000

EINSTEIN, ALBERT	00000000		22/2001	0.00	843.46
KRISPIE, RICE	00000000		22/2001	0.00	455.23
BROWN, RUSTY	00000000		22/2001	0.00	409.96
MOOSE, DELBERT	00000000		22/2001	0.00	352.10

TOTAL ACCOUNT	615000			0.00	2,080.75
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ACCOUNT 615200

GILMORE, HAPPY	00000000		25/2001	0.00	550.41
GELLER, ROSS	00000000		25/2001	0.00	465.08

TOTAL ACCOUNT	615200			0.00	1,015.48
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ACCOUNT 615400

ST. NICK, JOLLY OLD	00000000		22/2001	0.00	614.86
BELL, JINGLE	00000000		22/2001	0.00	922.80
GELLER, ROSS	00000000		22/2001	0.00	908.32
EASTWOOD, CLINT	00000000		22/2001	0.00	1,863.23
CHRISTMAS, MERRY	00000000		22/2001	0.00	767.09
FIR, DOUGLAS	00000000		22/2001	0.00	1,042.64
TAPE, SCOTCH	00000000		22/2001	0.00	153.15
GILMORE, HAPPY	00000000		22/2001	0.00	728.35
GUMP, FORREST	00000000		22/2001	0.00	574.14
DISNEY, WALT	00000000		22/2001	0.00	756.40
BLACK, CLINT	00000000		22/2001	0.00	555.68
HUDSON, ROCK	00000000		22/2001	0.00	839.47
PEPPER, SALTY	00000000		22/2001	0.00	715.08
BEAR, FRED	00000000		22/2001	0.00	939.21
DOG, CHAKA	00000000		22/2001	0.00	946.10
HORSE, ZOOM ZOOM	00000000		22/2001	0.00	858.72
SWAN, GRACE	00000000		22/2001	0.00	659.95
CLIP, PAPER	00000000		22/2001	0.00	627.22
SLEIGH, RED	00000000		22/2001	0.00	861.51

TOTAL ACCOUNT	615400			0.00	15,331.92
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ACCOUNT 615600

LAVENDER, TEAL	00000000	22/2001	0.00	86.08
KING, MARTIN LUTHER	00000000	22/2001	0.00	508.83
BUSH, GEORGE	00000000	22/2001	0.00	55.81
CLINTON, HILARY	00000000	22/2001	0.00	308.99
KENT, CLARK	00000000	22/2001	0.00	37.63

TOTAL ACCOUNT	615600		0.00	993.32
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ACCOUNT 616500

ANT, ADAM	00000000	25/2001	0.00	652.30
SPOT, MARK THE	00000000	25/2001	0.00	609.47
HAMMER, M.C.	00000000	25/2001	0.00	257.19

TOTAL ACCOUNT	616500		0.00	1,518.96
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ACCOUNT 621800

NELSON, RICKY	00000000	OHGS 25/2001	88.00	0.00
CLEAVER, BEAVER	00000000	OHGS 25/2001	84.75	0.00
CLEAVER, WALLY	00000000	OHGS 25/2001	113.78	0.00
CLEAVER, JUNE	00000000	OHGS 25/2001	91.43	0.00
FLINSTONE, FRED	00000000	OHGS 25/2001	79.75	0.00
RUBBLE, BARNEY	00000000	OHGS 25/2001	99.00	0.00
RUBBLE, BETTY	00000000	OHGS 25/2001	56.65	0.00
FLINSTONE, WILMA	00000000	OHGS 25/2001	100.63	0.00
PICKLE, VLASICK	00000000	OHGS 25/2001	19.08	0.00
OHHELLO, JAMES	00000000	OHGS 25/2001	185.93	0.00
MONOPOLY, MARY	00000000	OHGS 25/2001	68.75	0.00
YATZEE, FRED	00000000	OHGS 25/2001	56.18	0.00
SCRABBLE, ROSIE	00000000	OHGS 25/2001	89.60	0.00
UCKER, BOB	00000000	OHGS 25/2001	72.90	0.00
ZAPPA, MOON	00000000	OHGS 25/2001	103.13	0.00
SEARCH, STAR	00000000	OHGS 25/2001	51.50	0.00
GELLER, ROSS	00000000	OHGS 25/2001	113.10	0.00
GUMP, FORREST	00000000	OHGS 25/2001	103.35	0.00
MOOSE, DELBERT	00000000	OHGS 25/2001	40.60	0.00
BROWN, RUSTY	00000000	OHGS 25/2001	70.20	0.00

TOTAL ACCOUNT	621800		1,688.31	0.00
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ACCOUNT 624300

SNOWMAN, BLUE	00000000	OHMU 25/2001	239.85	0.00
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TOTAL ACCOUNT	624300		239.85	0.00
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TOTAL COST CENTER	21100		96,551.29	20,920.43
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(TOTAL EARNINGS & BENEFITS = 96,551.29 + 20,920.43 = 117,471.72)

TIP: To find out who this report is being mailed to, run the Cost Center Master Data List (KS02) for the appropriate cost center and note the Person Responsible on the report.

COST CENTERS: ACTUAL LINE ITEMS REPORT WITH DOC DATE – ACADEMIC CENTER (PAYROLL EXPENSES)

DocNo	Itm	Postg D...	D...	Doc.Header Text	Reference	Cmmt Item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offsetting account	Int Ord
2262	259	11/30/2001	Z7			SALSTAFF	611000	7,128.47	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							611000	7,128.47					
2270	263	12/06/2001	Z7			SALSTAFF	611200	1,765.20	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							611200	1,765.20					
2270	264	12/06/2001	Z7			SALSTAFF	612500	3,852.98	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							612500	3,852.98					
2262	260	11/30/2001	Z7			SALFAC	613200	58,668.74	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613200	58,668.74					
2262	261	11/30/2001	Z7			SALFAC	613300	364.58	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613300	364.58					
2262	262	11/30/2001	Z7			SALFAC	613500	4,274.17	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							613500	4,274.17					
2270	265	12/06/2001	Z7			SALFAC	613600	18,568.99	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							613600	18,568.99					
2262	263	11/30/2001	Z7			BNFTSTF	615000	2,060.75	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615000	2,060.75					
2270	266	12/06/2001	Z7			BNFTSTF	615200	1,015.48	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							615200	1,015.48					
2262	264	11/30/2001	Z7			BNFTFAC	615400	15,331.92	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615400	15,331.92					
2262	265	11/30/2001	Z7			BNFTFAC	615600	993.32	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615600	993.32					
2270	267	12/06/2001	Z7			BNFTSTF	616500	1,518.96	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							616500	1,518.96					
2270	268	12/06/2001	Z7			SALSDT	621800	1,688.31	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							621800	1,688.31					
2270	269	12/06/2001	Z7			CWS	624300	239.85	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							624300	239.85					
Cost Center 21100 BIOLOGY								117,471.72					
								117,471.72					

Cost center total agrees with Expense Distribution Report total.

NOTE: When reconciling, add the column totals for Earnings & Benefits found on the Total Cost Center line of the Payroll Expense Distribution Report. The total amount should match the actual line item report (KSB1 - to get total run it for just payroll related G/L accounts). If the two do not match, reconcile by line item.

Payroll Expense Distribution Report - Service Center

PRD/010/SMITH1CL
ZPRPR008

CENTRAL MICHIGAN UNIVERSITY

DATE: 12/01/2001

CMU/HR PAYROLL EXPENSE DISTRIBUTION REPORT

TIME: 08:49

PAGE: 545

DOCUMENT DATE: 11/16/01 - 11/30/01

RUBINGH C WA105

EMPLOYEE NAME	PERS #	WAGE	PERIOD	EARNINGS	BENEFITS
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TYPE

COST CENTER 26440 RECEIVABLE ACCNTNG

See Earnings Wage
Types for Explanation

ACCOUNT 611000

CHRISTMAS, MERRY	00000000	OSRG	22/2001	499.17	0.00
CHRISTMAS, MERRY	00000000	3SP0	22/2001	374.40	0.00
CHRISTMAS, MERRY	00000000	3VP0	22/2001	499.20	0.00
BELLS, JINGLE	00000000	OSRG	22/2001	1,544.69	0.00
REINDEER, RUDY	00000000	3VP0	22/2001	154.48	0.00
CANE, CANDY	00000000	OSRG	22/2001	1,262.70	0.00
GUMP, FORREST	00000000	OSRG	22/2001	1,249.45	0.00
WEBBER, ANDREW LLOYD	00000000	3VP0	22/2001	124.96	0.00
WEBBER, ANDREW LLOYD	00000000	OSRG	22/2001	1,104.38	0.00
WEBBER, ANDREW LLOYD	00000000	3VP0	22/2001	245.44	0.00
ANTOINETTE, MARIE	00000000	OSRG	22/2001	1,104.39	0.00
EASTWOOD, CLINT	00000000	3VP0	22/2001	245.44	0.00
PITT, BRAD	00000000	OSRG	22/2001	2,083.34	0.00
PITT, BRAD	00000000	3VP0	22/2001	208.32	0.00
BOND, JAMES	00000000	OSRG	22/2001	1,737.03	0.00

TOTAL ACCOUNT	611000			12,437.39	0.00
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ACCOUNT 611200

ANT, ADAM	00000000	3ORG	25/2001	690.56	0.00
APPLE, CANDY	00000000	3HHR	25/2001	172.64	0.00
BEANSTALK, JACK	00000000	3ORG	25/2001	732.16	0.00
BEAR, FRED	00000000	3HHR	25/2001	183.04	0.00
DIFFY, JOE	00000000	3ORG	25/2001	713.00	0.00
DIFFY, JOE	00000000	3HHR	25/2001	228.16	0.00
DIFFY, JOE	00000000	3PP0	25/2001	85.56	0.00
DIFFY, JOE	00000000	3VP0	25/2001	114.08	0.00
DISNEY, WALT	00000000	3ORG	25/2001	515.52	0.00
DISNEY, WALT	00000000	3HHR	25/2001	171.84	0.00
DISNEY, WALT	00000000	3SP0	25/2001	85.92	0.00
DISNEY, WALT	00000000	3VP0	25/2001	85.92	0.00
COBB, TY	00000000	3ORG	25/2001	376.08	0.00
COBB, TY	00000000	3HHR	25/2001	250.72	0.00
COBB, TY	00000000	3PP0	25/2001	313.40	0.00
COBB, TY	00000000	3VP0	25/2001	313.40	0.00
RUTH, BABY	00000000	3ORG	25/2001	511.08	0.00
RUTH, BABY	00000000	3HHR	25/2001	166.88	0.00
RUTH, BABY	00000000	3SP0	25/2001	73.01	0.00

RUTH, BABY	00000000	3VP0	25/2001	83.44	0.00
BERRY, HOLLY	00000000	3ORG	25/2001	578.05	0.00
BERRY, HOLLY	00000000	3HHR	25/2001	168.16	0.00
BERRY, HOLLY	00000000	3SP0	25/2001	94.59	0.00
MORGAN, LORI	00000000	3ORG	25/2001	693.12	0.00
CLEAVER, BEAVER	00000000	3HHR	25/2001	173.28	0.00
GELLER, ROSS	00000000	3ORG	25/2001	619.32	0.00
GELLER, MONICA	00000000	3HHR	25/2001	190.56	0.00
BING, CHANDLER	00000000	3PP0	25/2001	35.73	0.00
GREEN, RACHEL	00000000	3SP0	25/2001	11.91	0.00
TRIBIANI, JOEY	00000000	3VP0	25/2001	95.28	0.00
SNOW, PHEOBE	00000000	3ORG	25/2001	702.72	0.00
CLAUS, SANTA	00000000	3HHR	25/2001	175.68	0.00

TOTAL ACCOUNT	611200		9,404.80	0.00
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ACCOUNT 615000

GILMORE, HAPPY	00000000		22/2001	0.00	558.44
GROUP, BLUE MAN	00000000		22/2001	0.00	616.77
HARTMAN, MARY	00000000		22/2001	0.00	542.15
BROLIN, JAMES	00000000		22/2001	0.00	563.02
BERRY, CHUCK	00000000		22/2001	0.00	715.04
REINDEER, RUDY	00000000		22/2001	0.00	514.24
PICOLLO, BRIAN	00000000		22/2001	0.00	1,059.32
SAYER, GAIL	00000000		22/2001	0.00	463.52

TOTAL ACCOUNT	615000		0.00	5,032.50
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ACCOUNT 615200

ST. NICK, OLE	00000000		25/2001	0.00	404.31
DOG, CHAKA	00000000		25/2001	0.00	388.84
PRINCE, FREDDIE	00000000		25/2001	0.00	494.49
PICKLE, VLASICK	00000000		25/2001	0.00	377.69
GRAPE, ALBERT	00000000		25/2001	0.00	532.61
GARLAND, JOY	00000000		25/2001	0.00	240.14
VALLEY, FRANKIE	00000000		25/2001	0.00	502.28
FREED, JOSEY	00000000		25/2001	0.00	519.81
SNOWMAN, BLUE	00000000		25/2001	0.00	374.51
TURKEY, TOM	00000000		25/2001	0.00	409.78

TOTAL ACCOUNT	615200		0.00	4,244.46
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ACCOUNT 621000

MISTLETOE, CARRIE	00000000	0HRG	24/2001	61.75	0.00
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TOTAL ACCOUNT	621000		61.75	0.00
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ACCOUNT 621800

MISTLETOE, CARRIE	00000000	0HGS	24/2001	61.75-	0.00
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TOTAL ACCOUNT	621800		61.75-	0.00
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ACCOUNT 623300

BEAR, FRED	00000000	OHHC	25/2001	11.60	0.00
TOTAL ACCOUNT		623300		11.60	0.00
TOTAL COST CENTER		26440		21,853.79	9,276.96

(TOTAL EARNINGS & BENEFITS = 21,853.79 + 9,276.96 = 31,130.75)

TIP: To find out who this report is being mailed to, run the Cost Center Master Data List (KS02) for the appropriate cost center and note the Person Responsible on the report.

COST CENTERS: ACTUAL LINE ITEMS REPORT WITH DOC DATE – SERVICE CENTER (PAYROLL EXPENSES)

DocNo	Itm	Postg D...	D...	Doc.Header Text	Reference	Cmmt Item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offsetting account	Int Ord
2262	776	11/30/2001	Z7			SALSTAFF	611000	12,437.39	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							611000	12,437.39					
2270	785	12/06/2001	Z7			SALSTAFF	611200	9,404.80	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							611200	9,404.80					
2262	777	11/30/2001	Z7			BNFTSTF	615000	5,032.50	SEMIMONTHLY PAY 11/16 - ...			NATIONAL CITY PAYROL...	
							615000	5,032.50					
2270	786	12/06/2001	Z7			BNFTSTF	615200	4,244.46	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							615200	4,244.46					
2270	787	12/06/2001	Z7			SALTEMP	621000	61.75	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							621000	61.75					
2270	788	12/06/2001	Z7			SALSDT	621800	61.75-	BIWEEKLY PAY 11/11-11/24			FLEX ER CONTRIBUTIO...	
							621800	61.75-					
2270	789	12/06/2001	Z7			ADDCOMP	623300	11.60	BIWEEKLY PAY 11/11-11/24			NATIONAL CITY PAYROL...	
							623300	11.60					
Cost Center 26440 RECEIVABLE ACCNTNG							..	31,130.75					
							..	31,130.75					

Cost center total agrees with Expense Distribution Report total.

NOTE: When reconciling, add the column totals for Earnings & Benefits found on the Total Cost Center line of the Payroll Expense Distribution Report. The total amount should match the actual line item report (KSB1 - to get total run it for just payroll related G/L accounts). If the two do not match, reconcile by line item.

TIP: To reconcile payroll expenses, run the Cost Centers: Actual Line Items report (KSB1) for G/L accounts 610000 – 629999 and the document date range listed in the header of the Payroll Expense Distribution Report.

To run the report, complete the selection screen below by updating the Cost Center field with the appropriate cost center, and the Cost Element fields with cost element range 610000 to 629999. Then, update the Posting Date field by using a large enough date range to include the document dates on the Payroll Expense Distribution report.

Next, press the Further Selection Criteria... button.

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Cost Center: 21100 to []

or

Cost Center Group: []

Cost Element: 610000 to 629999

or

Cost Element Group: []

Posting Data

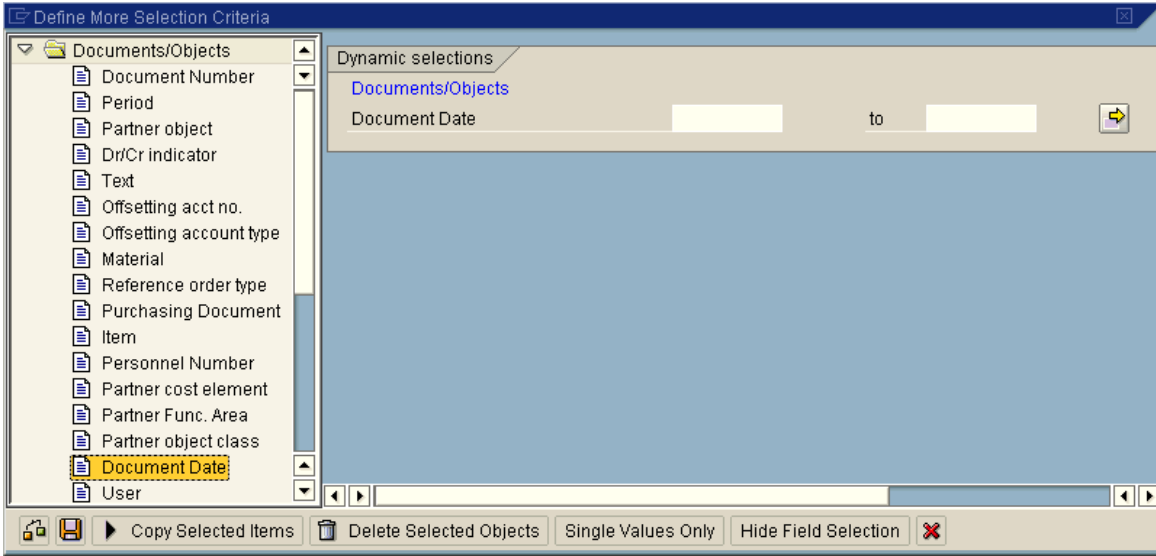
Posting Date: 11/01/2001 to 12/31/2001

Settings

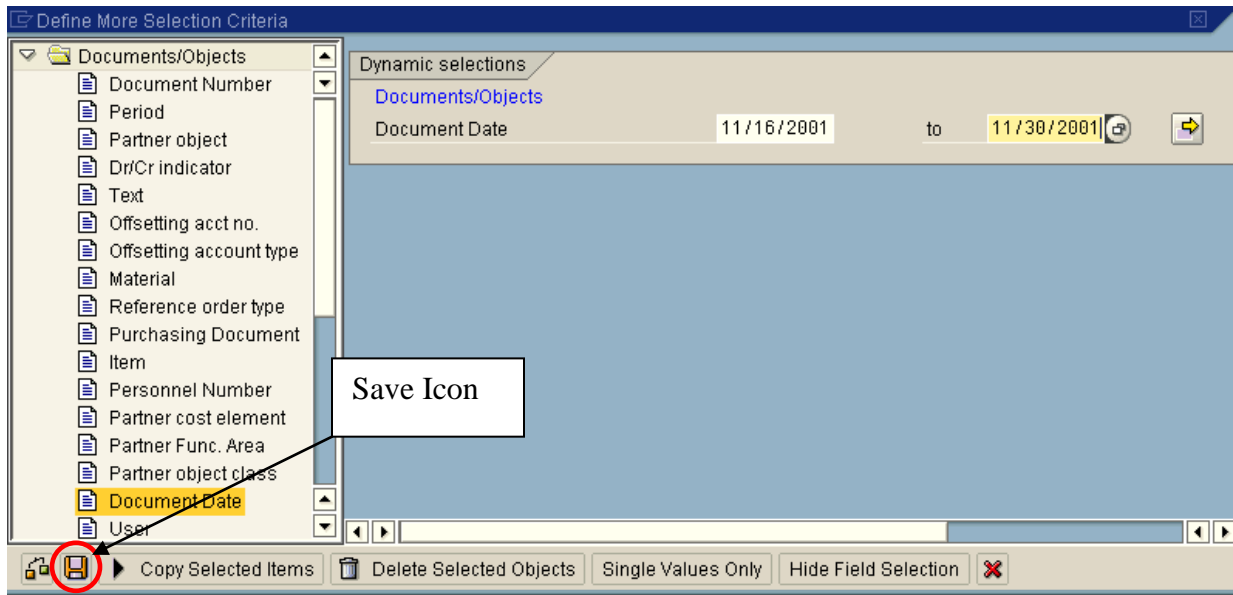
Layout: /ZACTUALP/GL ACTUAL LINE ITEM --PRINT VER/SORTED GL

More Settings

Open the Documents/Objects folder and double click on Document Date.









Update the Document Date field with the date range found on the Payroll Expense Distribution report.




Press the Save icon.

Display Actual Cost Line Items for Cost Centers : Initial Screen

     Further Selection Criteria...

Cost Center to 

or
Cost Center Group

Cost Element to 

or
Cost Element Group

Posting Data

Posting Date to

Settings

Layout ACTUAL LINE ITEM --PRINT VER/SORTED GL

Run the report by pressing the Execute button.

Reconciling My Supplies & Equipment (S/E)

What do I need?

Academic & Service Centers:

- SAP Cost Centers: Actual Line Items Report
- Purchase Orders / Goods Receipts Slip
- Goods Issue Slips (Stores Purchases)
- Invoice Voucher Requests
- Journal Entries or Backup Documentation for Entries
- Employee Reimbursement Vouchers (*located on controller's web page – www.controller.cmich.edu – See the Travel expense area of the website*)
- Telephone Bills
- Copy Center and Media Center Slips
- Printing Services Slips
- Facilities Management Recharge Invoices
- Credit Card Statements and Detail of Purchases
- Mailroom Report

Suggested Guidelines for Expenditure Approval and Reconciliation

- The department should establish policies for approval of expenditures. For instance, in some departments the chair or director will approve all purchase requisitions, invoice vouchers and quick purchase orders. In others, two levels of approval may be established; i.e., the assistant director can approve expenditures up to a certain amount but the director must approve anything over that amount.
- The person who approves expenditures must have the authority to do so and the necessary knowledge to make informed decisions.
- The department should establish a segregation of duties, so the same person who is authorized to approve expenditures is not also responsible for reconciling the department's accounts, unless a second person reviews the reconciliation.
- Detailed supporting documentation for all expenditures should be kept by the department and used to reconcile the expenditures recorded in the accounts.
- Timecards should be signed by the employee, approved and signed by the immediate supervisor.
- Student employees should be using Timelink with the time being verified by the Supervisor of Student Employees
- Travel expense vouchers must be approved by someone who is administratively senior to the traveler.
- Specific guidelines are available from Purchasing Services related to the use and record keeping associated with departmental purchasing. (See their home page at http://www.purch.cmich.edu/frametemp/purch_main.html)
- Specific guidelines are available from Payroll/Travel Services related to the use and record keeping associated with business card usage. (See their home page at <http://www.controller.cmich.edu/travel/travel.html>)

Reconciling Supplies & Equipment (S/E)

There should be documentation for most everything that appears in Supplies & Equipment. In some instances, the text field helps to identify what the charge is for. Here are some other guidelines:

1. Check postage charges for reasonableness. Questions to ask include, “Have there been any mass mailings in the past month?” and “Has anything been sent UPS?”
2. Compare the phone bill you receive from Telecommunications to what has been posted to your account using the Cost Centers: Actual Line Items report. Make sure that any telephone repairs or upgrades charged to your account are indeed yours.
3. Printing Costs. The job number or invoice number are displayed in the text field of each entry. Match up charges to invoices. Printing Services can provide documentation if you did not receive an invoice.
4. Office Supplies. Here again, the text field can help you with this. If you ordered supplies from Stores, it will reference the number found on the upper right hand corner of your pink copy of the University Stores Requisition form. Bookstore charges are referenced in the text section as well.
5. Compare the business card statement to the charges on your Actual Line Items report. Make sure that you have documentation for each item on the business card statement. You should also have receipts to back up the activity on the business card statement. You will not be able to see the actual vendors from the business card statement within the transaction on SAP; instead, you will see JPMorganChase as the SAP vendor.
TIP: You can adjust the G/L account to which the business card charges are assigned prior to the end of the month using Smart Data Online (“SDOL”). For more information on SDOL see - <http://www.controller.cmich.edu/CreditCards/SDOLMainPage.htm>
6. For each travel charge you have, the text field lists whatever was put in the Description / Comment line on the employee reimbursement voucher. If you wish to see specific information in the text field, please write it in the description field of the voucher.

Central Michigan University Employee Reimbursement Voucher		Employee		SSN(last 4)					
		Office Add.		Phone #					
A Officially working out of home:		Dept Name		Personnel #					
CONTACT	Narrative: Describe the general purpose of your expenses. If expenses are related to a trip, also include destination and names of others on trip.								
DAILY TRAVEL EXPENSES	B Date								
	Time of Departure								Total
	Time of Return								
	Circle meals claimed	B L D	B L D	B L D	B L D	B L D	B L D	B L D	
	1 Employee Travel Meals								0.00
	2 Lodging*								0.00
	3 Lodging Tips								0.00
	4 Taxi, Bus*								0.00
	5 Parking, Tolls*								0.00
	6 Rental Car Expense*								0.00
								0.00	
								0.00	
								0.00	
TRANSPORTATION	C Type of Transportation (Personal Car, Train, Bus, Air)	Departure		Arrival		Personal Car Mileage	Amount		
		Date	Location	Date	Location				
	1								
	2								
	3								
	Did you already receive reimbursement for these?	Conference Fees		Airfare		0.0	0.00		
EXPENDITURES	D Expenditure (When submitting entertainment expenses, please complete and attach an Entertainment/Hosting Activities form. Use a separate attachment # per event.)	Attach. # Entertain./ Hosting only	Date	Comment (if applicable)		Amount			
	1								
	2								
	3								
	4								
	5								
	6								
COMMENTS	E COMMENTS					H Total Expenses	0.00		
						I Less Expenses not Reimbursed			
APPROVAL	F EMPLOYEE'S SIGNATURE (REQUIRED)**		DATE	SENIOR ADMINISTRATOR SIGNATURE (REQUIRED)		DATE	J Reimbursement Claim (Taxable meals will be included on paycheck.)		0.00
	ADDITIONAL SIGNATURE (IF APPLICABLE)**		DATE	SENIOR ADMINISTRATOR PRINT NAME (REQUIRED)**				K Exchange Rate	
FINANCIAL	G CstCtr/WBS Name	CostCtr/WBS#	INT ORDER	G/L	AMOUNT	DESCRIPTION (50 Characters Per Line)			
* RECEIPTS TO BE ATTACHED				TOTAL	0.00	Submit Non-CEL requests to WA204. 989-774-3523			
** IT IS RECOMMENDED THAT SIGNATURES ARE IN BLUE INK				Submit CEL requests to CEL/North. 989-774-6944					

This form is also available on the Controllers website at:
<http://www.controller.cmich.edu/downloads/forms.htm#Travel>
 under the Employee Reimbursement Voucher Form link, located within the Travel section of the webpage.

GOODS RECEIPT SLIP

No. 50027364

Page 1

Goods receipt date : 08/18/2001
Current date : 08/18/2001

Plant E : CMU
Description : CMU MAIN PLANT

Vendor : 0000013053
Name : TRAILMASTER
PO : 45025053
Pur. group : W BRAD STAMBAUGH Telephone : 989-774-3141

Itn	Material	Description	Qty.	Un
	Acct.assgt.	Recipient		

001 TRAILMASTER 1500 ACTIVE INDIVIDUAL GAME

K 21100 730200 J SCOFIELD 4 EA
BR 141 260.00 EA 1,040.00 USD
1 CTN UPS X66-622

002 TM-35-1 CAMERA KIT

K 21100 730200 J SCOFIELD 4 EA
BR 141 290.00 EA 1,160.00 USD

Each of these items will appear as an expense on the Actual Line Items report.

Purchase Order Example – P.O. List Display

PO	Type	Vendor	Name	PGp	Order date	
Item	Material		Short text		Mat. group	
D I A	Plnt	Sloc	Order qty.	Un	Net Price	Curr. per Un
	SL	del. date	Sched. qty.	Un		
45025053	NB	13053	TRAILMASTER	W	08/26/2001	Unit Price
00010			TRAILMASTER 1500 ACTIVE INDIVIDUAL GAME	78080000		
	K CMU	STOR		4 EA	260.00 USD	1 EA
		D 08/19/2001		4 EA		
	Total goods receipts			4 EA	1,044.73 USD	100.00 %
	Total invoices			4 EA	1,044.73 USD	100.00 %
	Still to be delivered			0 EA	0.00 USD	0.00 %
	Still to be invoiced			0 EA	0.00 USD	0.00 %
Purchase order line item						
Cat.	Doc. no.	Itm	MvT	Pstg. dt.	Qty. in OUn	Value in local curr
GR	50027364	0001	101	08/18/01	4 EA	1,040.00 USD
Total variances through IR						4.73 USD
Total goods receipts					4 EA	1,044.73 USD
IR	5100051934	0002		08/18/01	4 EA	1,044.73 USD
Total invoices					4 EA	1,044.73 USD
Person resp. Date Time Transaction Change document						
Doc. header 45025053						
Item 00010						
TRAVI1GK 08/26/2001 15.46.21 ME22 386888						
SCHPR Estimated price indicator Changed						
Old:						
New: X						
Acct. assgt 01						
TRAVI1GK 08/26/2001 15.46.21 ME22 386888						
WEMPF Goods recipient Changed						
Old: JEFF SCOFIEL						
New: J SCOFIELD						
	00020		TM-35-1 CAMERA KIT	64080000		
	K CMU	STOR		4 EA	290.00 USD	1 EA
		D 08/19/2001		4 EA		
	Total goods receipts			4 EA	1,165.27 USD	100.00 %
	Total invoices			4 EA	1,165.27 USD	100.00 %
	Still to be delivered			0 EA	0.00 USD	0.00 %
	Still to be invoiced			0 EA	0.00 USD	0.00 %
Cat.	Doc. no.	Itm	MvT	Pstg. dt.	Qty. in OUn	Value in local curr
GR	50027364	0002	101	08/18/01	4 EA	1,160.00 USD
Total variances through IR						5.27 USD
Total goods receipts					4 EA	1,165.27 USD
IR	5100051934	0004		08/18/01	4 EA	1,165.27 USD
Total invoices					4 EA	1,165.27 USD
Person resp. Date Time Transaction Change document						
Doc. header 45025053						
TRAVI1GK 08/26/2001 15.46.21 ME22 386888						
F01 EN Item text Changed						
Item 00020						
TRAVI1GK 08/26/2001 15.46.21 ME22 386888						
SCHPR Estimated price indicator Changed						
Old:						
New: X						
Acct. assgt 01						
TRAVI1GK 08/26/2001 15.46.21 ME22 386888						
WEMPF Goods recipient Changed						
Old: JEFF SCOFIEL						
New: J SCOFIELD						

Unit Price

Purchase order line item

Will Match Goods Receipt

Price difference between P.O. Goods receipt and invoice.

TIP: To run a Purchase Order List Display go to: Logistics → Material Management → Purchasing → Purchase Order → List Display → By PO Number, or enter transaction code ME2N. Enter the PO Number and change **BEST** to **ALLES**, press execute.

GOODS ISSUE/TRANSFER

Doc. No. 49081737

Posting date	08/16/2001
Current date	08/16/2001

Plant CMU
Description CMU MAIN PLANT
Movement 201 GOODS ISSUE TO CCTR

Item	Material	Description	Qty.	Un
	Storage loc.	Acct. assgt./GL account		Total value
		Recipient		

001	102320	JOHNNY MOPS		
	STOR 1G02D	K 21100 690200	12	EA
		JAN MOREY	9.59	USD

GI 1572

002	102040	PAPER 24 LB WHITE 8 ½ X 11		
	STOR 3D	K 21100 690200	30	RM
		JAN MOREY	81.70	USD

GI 1572

Each line item will appear on the actual line items report as an expense.

COST CENTERS: ACTUAL LINE ITEMS FOR SUPPLIES AND EQUIPMENT-ACADEMIC CENTER

DocNo	Itm	Postg D...	D...	Doc.Header Text	Reference	Cmmt Item	GL No.	Cur Cmt	Text	Purch.Doc.	Item	Name of offsetting account	Int Ord
1900197485	4	07/25/2001	KN		588332036*	POSTAGE	640200	72.54	*FED EXPRESS MAILINGS			FEDEX CORPORATION	
6000001594	3	07/30/2001	Z3	MAILROOM F60 INT...		POSTAGE		16.63	MAILROOM:Jul01 Y			INVENTORIES-METER M...	
6000001594	4		Z3	MAILROOM F60 INT...		POSTAGE		82.36	MAILROOM:Jul01 Y			INVENTORIES-METER M...	
100176417	19	07/31/2001	SA		PK001010	POSTAGE		0.21	POSTAGE DUE 7/2/01				
							640200	171.74					
1900195456	2	07/10/2001	KN		586657081*	POSTAGE	640300	90.24	*FED EXPRESS 586657081				
1900195698	2	07/11/2001	KN		586687071*	POSTAGE		115.60	*FEDEX ACCT 2438-7395-9				
1900195910	2	07/12/2001	KN		586701044*	POSTAGE		69.83	*ACCT 2438-7395-9			FEDEX CORPORATION	
1900196656	2	07/19/2001	KN		586716652*	POSTAGE		20.94	*FED EXPRESS MAILING			FEDEX CORPORATION	
1900196760	2	07/20/2001	KN		586730689*	POSTAGE		19.93	*FED EXPRESS MAILING			FEDEX CORPORATION	
6000001594	5	07/30/2001	Z3	MAILROOM F60 INT...		POSTAGE		82.41	MAILROOM:Jul01 Y			INVENTORIES-METER M...	
							640300	398.95					
6000001596	7	07/31/2001	Z3	TELECOMM F60 INT...		TELELOC	645200	540.78	MONTHLY RECURRING CH...				
							645200	540.78					
6000001596	1	07/31/2001	Z3	TELECOMM F60 INT...		TELELD	645300	26.66	CELL PHONE CHARGES				
6000001596	2		Z3	TELECOMM F60 INT...		TELELD		35.73	CALL ADJUSTMENT - ADMIN.				
6000001596	4		Z3	TELECOMM F60 INT...		TELELD		46.25	INTERNATIONAL CALLS				
6000001596	6		Z3	TELECOMM F60 INT...		TELELD		49.05	LOCAL CALLS				
6000001596	3		Z3	TELECOMM F60 INT...		TELELD		145.05	INTERSTATE CALLS				
6000001596	5		Z3	TELECOMM F60 INT...		TELELD		216.98	INTRASTATE CALLS				
							645300	519.72					
100171968	51	07/09/2001	SA	CC4 DEPARTMENT...	UCCC	PRNTCST	665200	214.74	C374909				
100172479	16	07/11/2001	SA	CC4 DEPARTMENT...	UCCC	PRNTCST		85.90	C374914				
							665200	300.64					
100172545	2	07/11/2001	SA		JMBI0070	OFCSUP	690200	59.00	SUPPLIES R. BAILEY			SUPPLIES-OFFICE	
6000001573	1	07/13/2001	Z3	F60 BOOKSTORE I...		OFCSUP		59.00	Bookstore RC0886588 Y			INTERDEPTMNTL CHR	
49081737	1	07/16/2001	WA			OFCSUP		9.59	GI 1572			UNIV STORES INVENT	
49081737	2		WA			OFCSUP		81.70	GI 1572				
6000001583	2	07/20/2001	Z3	F60 BOOKSTORE I...		OFCSUP		8.40	Bookstore RC0889031 Y				
6000001583	1		Z3	F60 BOOKSTORE I...		OFCSUP		23.95	Bookstore RC0888742 Y				
							690200	123.64					
1900196633	2	07/19/2001	KN		866960	OFCSUP	690600	63.09	*PETTY CASH REIMBURSE...				
							690600	63.09					

Check Mailroom (Postage) charges for reasonableness.

Compare Telephone charges to your Telecommunications report.

Compare to copy center slips.

Compare Bookstore charges to bookstore report and University Stores goods issues to the Goods Issue / Transfer report.

5500169551	2	07/25/2001	Z4	PROCARD F50 INT...	NBD-0701	NBDCRD	693000	327.23	*CRCARD CLARKIRAY Y			BA	Compare to the credit card statement.
5500169549	2		Z4	PROCARD F50 INT...	NBD-0701	NBDCRD		486.43	*CRCARD SCOFIELDJEFF Y			BA	
5500169547	2		Z4	PROCARD F50 INT...	NBD-0701	NBDCRD		1,553.71	*CRCARD BAILEYKIM Y			BANK ONE PURCHASIN...	
								693000	2,367.37				
1900198046	2	07/31/2001	KN		5949	MNTSUP	700200	150.08	*CLARK/TRAVEL			RA	Compare against travel voucher.
								700200	150.08				
50026988	4	07/05/2001	W			OTHSUP	730200	503.10		45024945	40	GR/IR	ORD 16077
50026988	1		W			OTHSUP		1,540.35	1 CTN BR 141 Fed Ex 4866	45024945	10	GR/IR	ORD 16077
50026988	2		W			OTHSUP		1,540.35		45024945	20	GR/IR	ORD 16077
50026988	3		W			OTHSUP		1,540.35		45024945	30	GR/IR	ORD 16077
50027123	3	07/09/2001	W			OTHSUP		537.64		45024946	90	GR/IR	ORD 16077
50027202	1	07/11/2001	W			OTHSUP		806.46	2 CTN UPS	45024946	90	GR/IR	ORD 16077
5100051637	3	07/12/2001	RN	45024423	112020436	OTHSUP		46.00	*CARBON DIOXIDE/BIO	45024423	10	AIRGAS GREAT LAKES INC	
1900195911	2		KN		PRE961	OTHSUP		76.60	*EME CORP/SCIENTIFIC M...			NPO TEMP VENDORS A...	ORD 16077
5100051636	3		RN	45024423	112808238	OTHSUP		92.65	*ASST GASES/BIO	45024423	10	AIRGAS GREAT LAKES INC	
50027278	1	07/13/2001	W			OTHSUP		365.00	1 CTN UPS 284-726	45024943	20	GR/IR	ORD 16077
1900196209	2	07/17/2001	KN		92676483	OTHSUP		8.55	*RENT SPECIALTY GAS			AGA GAS INC	
5100051934	3	07/18/2001	RN	45025053	1012577	OTHSUP		4.73	*TRAIL MONITOR/CAMERA ...	45025053	10	TRAILMASTER	ORD 16077
5100051934	5		RN	45025053	1012577	OTHSUP		5.27	*TRAIL MONITOR/CAMERA ...	45025053	20	TRAILMASTER	ORD 16077
49081948	1		WA			OTHSUP		10.44	GI 1601			UNIV STORES INVENT	ORD 16077
49081948	2		WA			OTHSUP		14.52	GI 1601			UNIV STORES INVENT	ORD 16077
1900196272	2		KN	Q105592	070101	OTHSUP		27.05	*VIDEO/COMMUNITY CONS...			ONE TIME VENDOR A-Z	
50027364	1		W			OTHSUP		1,040.00	1 CTN UPS X66-622	45025053	10	GR/IR	ORD 16077
50027364	2		W			OTHSUP		1,160.00		45025053	20	GR/IR	ORD 16077
50027473	1	07/20/2001	W			OTHSUP		215.00	received	45024976	10	GR/IR	ORD 16077
50027465	1		W			OTHSUP		1,301.32	2 CTN UPS 129-826	45024946	60	GR/IR	ORD 16077
50027496	1	07/23/2001	W			OTHSUP		1,791.00	1 CTN UPS 212-185	45024944	10	GR/IR	ORD 16077
50027496	2		W			OTHSUP		1,935.00		45024944	20	GR/IR	ORD 16077
50027522	1	07/24/2001	W			OTHSUP		499.56	1 CTN K&R	45024946	40	GR/IR	ORD 16077
1900198004	2	07/30/2001	KN		OE2035723...	OTHSUP		26.08	*#156546 MARCHANTIA AR...			CAROLINA BIOLOGICAL ...	
5100052440	3	07/31/2001	RN	45024423	112034302	OTHSUP		69.00	*CARBON DIOXIDE	45024423	10	AIRGAS GREAT LAKES INC	
								730200	15,156.02				
5500169548	2	07/25/2001	Z4	PROCARD F50 INT...	NBD-0701	OTHSUP	730400	636.50	*CRCARD MORGAVANBET...			BANK ONE PURCHASIN...	
								730400	636.50				

5500169550	2	07/25/2001	Z4	PROCARD F50 INT...	NBD-0701	OTHSUP	730500	379.30	*CRCARD BROWNAUDRE...			BANK ONE PURCHASIN...		
							730500	379.30						
1900195547	2	07/10/2001	KN		18026	OTHSUP	730700	65.00	*SLAKOVIC/REGISTRATION...			DINA SLAKOVIC	ORD 16185	
							730700	65.00						
1900196655	2	07/19/2001	KN		AS2001-05*	OTHSUP	732100	2,180.00	*GULF CO/TUITION FEES			NPO TEMP VENDORS A...		
							732100	2,180.00						
5100052267	3	07/26/2001	RN	45024125	94876	OTHSUP	733000	14,592.00	*service contract 7/01/01-6/3...	45024125	10	FEI COMPANY		
1900197777	2	07/27/2001	KN	Q105595	903106	OTHSUP		68.45	*FUJI WATER CONDITIONI...				ONE TIME VENDOR A-Z	
							733000	14,660.45						
5100051825	3	07/16/2001	RN	45024194	S3270	OTHSUP	733100	88.76	*MAY STMT	45024194	10	TOP HAT CRICKET FARM...		
							733100	88.76						
1900194792	2	07/03/2001	KN	Q103864	2010134	OTHSUP	733700	63.00	*TOXIN FRWD PRIMER/TOX...			ONE TIME VENDOR A-Z		
1900196673	2	07/20/2001	KN	Q105582	245050	OTHSUP		57.90	*SEALS/EXPRESS REPAIR/...				RAININ INSTRUMENT C...	
1900196674	2		KN	Q105582A	248007	OTHSUP		374.00	*PIPETTE REPAIR/SEALS				RAININ INSTRUMENT C...	
							733700	494.90						
1900198130	2	07/31/2001	KN		S67175*	OTHSUP	733800	890.00	*RENTALS			NPO TEMP VENDORS A...	ORD 16156	
1900198064	2		KN		11689	OTHSUP		1,641.05	*HERTZLER/LOS ANGELES...				PHILIP L HERTZLER	
							733800	2,531.05						
1900196424	2	07/18/2001	KN		9262	TRAVEL	740200	76.72	*SCHEIDE/REIM FOR BEAV...			JOHN IVER SCHEIDE	ORD 16144	
1900196331	2		KN		S66925*	TRAVEL		270.00	*REGISTRATION/BAILEY & ...				CLARE GLADWIN RESD	ORD 16146
							740200	346.72						
1900197346	2	07/24/2001	KN		LJ694*	PROFEES	750500	40.50	*1 YR SUBSCRIP JOHN SC...			CHRONICLE OF HIGHER...		
							750500	40.50						
5100051548	3	07/10/2001	RN	45024647	D257383	EQUIP	753500	13.89	*ADOBE PHOTOSHOP/FRT	45024647	20	CDW GOVERNMENT INC		
							753500	13.89						
1900196377	2	07/18/2001	KN		S66940	ADMEXP	754000	65.00	*COURTER REIMBURSEM...			NPO TEMP VENDORS A...		
							754000	65.00						
50027123	2	07/09/2001	W			EQUIP	801000	1,282.50		45024946	80	GR/IR	ORD 16077	
50027191	1	07/10/2001	W			EQUIP		5,475.00	4 CTN K&R CHI6217147	45024946	10	GR/IR	ORD 16077	
50027322	2	07/16/2001	W			EQUIP		12,400.00		45024976	30	GR/IR	ORD 16077	
50027654	1	07/30/2001	W			EQUIP		213.75	1 CTN UPS 129-826	45024946	80	GR/IR	ORD 16077	
							801000	19,371.25						

50026917	1	07/01/2001	W			EQUIP	805200	6,225.00	GR 5 CTN	45024892	10	GR/IR	ORD 16077
50026903	1		W			EQUIP		9,960.00	GR 8 CTN UPS X30 718	45024892	10	GR/IR	ORD 16077
50026922	1	07/02/2001	W			EQUIP		2,313.00	1 CTN BR 220 Devantier	45024956	10	GR/IR	
50027066	1	07/07/2001	W			EQUIP		1,758.00	1 CTN BR 220 ABF 25383	45024923	10	GR/IR	
50027087	1	07/09/2001	W			EQUIP		2,447.00	1 CTN FEDEX GRD	45024700	20	GR/IR	
50027127	1		W			EQUIP		4,842.00	1 PC YELLOW FRT	45025087	10	GR/IR	
50027191	3	07/10/2001	W			EQUIP		3,284.22		45024946	50	GR/IR	ORD 16077
50027172	1		W			EQUIP		3,805.65	2 CTN WATKINS	45025164	10	GR/IR	
50027176	1		W			EQUIP		5,408.68	2 CTN OVERNITE	45024946	30	GR/IR	
50027441	1	07/20/2001	W			EQUIP		3,018.86	3 CTN UPS 563-E1W	45024678	10	GR/IR	
5100052235	3	07/26/2001	RN	45024678	610285207	EQUIP		65.00	*COMPUTER/SH	45024678	10	GR/IR	
50027669	4	07/30/2001	W			EQUIP		10,920.00		45024893	40	GR/IR	
								805200	53,917.41				
50026896	1	07/01/2001	W			EQUIP	805201	53.00	GR 1 CTN FDX 7521605928...	45024956	20	GR/IR	
50026900	1		W			EQUIP		919.00	GR 1 CTN FDX 4988495088...	45024956	30	GR/IR	
50027172	2	07/10/2001	W			EQUIP		30.15		45025164	20	GR/IR	
50027500	1	07/23/2001	W			EQUIP		62.99	1 PKG UPS E2E-863	45024675	10	GR/IR	
5100052239	3	07/26/2001	RN	45024675	201240048	EQUIP		12.50	*256MB DIMM/SH	45024675	10	GR/IR	
								805201	1,052.64				
50027123	1	07/09/2001	W			EQUIP	805500	1,344.90	1 CTN UPS 129-826	45024946	70	GR/IR	ORD 16077
50027191	2	07/10/2001	W			EQUIP		285.26		45024946	20	GR/IR	ORD 16077
50027258	1	07/12/2001	W			EQUIP		100.63	returned by department per ...	45013264	150	GR/IR	
50027669	5	07/30/2001	W			EQUIP		228.80		45024893	50	GR/IR	
50027669	1		W			EQUIP		1,976.00	2 PALLETS VITRAN	45024893	10	GR/IR	
50027669	2		W			EQUIP		3,259.75		45024893	20	GR/IR	
50027669	3		W			EQUIP		3,608.80		45024893	30	GR/IR	
50027713	1	07/31/2001	W			EQUIP		452.85	REVERSE PER BRAD S.	45013264	150	GR/IR	
								805500	10,150.03				
50027322	1	07/16/2001	W			EQUIP	805600	290.09	5 CTN FEDEX GRD	45024976	20	GR/IR	ORD 16077
5100052319	4	07/27/2001	RN	45024976	213872	EQUIP		40.09	*THERMAL PAPER/EAGLE E...	45024976	20	GR/IR	ORD 16077
								805600	250.00				
100175191	1	07/27/2001	SA		FMMR0308	EXPTRFG	954600	300.00	550428 I/O BR 181 CARPET...			RE	
								954600	300.00				
Cost Center 21100 BIOLOGY								..	126,335.43				
								...	126,335.43				

Compare all purchase order activity against the Purchase Order document (both online & hard copy), and against the Goods Receipt report.

Compare against manually created journal entry documentation.

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS DISPLAY WORK ORDER LINE DETAIL

Enter Transaction code FMRA; Open the Reconciliation node of the departmental report tree and double click on Plant Maintenance: Actual Costs on Work Orders

This report can be used to display information in a number of ways by changing the information entered in the selection fields. Also, work orders are now settled on a monthly basis, which means any expenses incurred by the work order during the month will be charged to your department's cost center at the end of each month.

There are three different methods for running the report:

1. By funds center and G/L account 754099: This method provides a summarized view of the work order expenses related to your funds center that have been charged to your account.
2. All work order activity, including the settlement G/L account 754099.
3. All work order activity, excluding the settlement G/L account 754099.

When you select the Plant Maintenance – Actual Cost on Work Orders report, the following screen will be displayed.

Program selections

Equipment No.		to		↕
Object ID of PM Work Ctr		to		↕
Work Order		to		↕
W/O Completion Date		to		↕
Location		to		↕
AUC Internal Order		to		↕
Fund Center		to		↕
WBS Element		to		↕
PO No.		to		↕
Fiscal Year	2007	to		↕
GL Acct. No.		to		↕
Period		to		↕
License No.		to		↕

Output format

SAP List Viewer

ABAP List

Graphic

ABC analysis

Executive Info System (EIS)

File store

Save with ID

Display as table

Word processing

Spreadsheet

For an explanation about each field on the report selection screen above, refer to the following table:

Field	<i>Data</i>
EQUIPMENT NO.	Number assigned to equipment or vehicles
WORK ORDER NO.	Number assigned to repair or maintenance task
WO COMPLETION DATE	Date the work was completed
LOCATION	Building and/or room where repair or maintenance is performed
FUND CENTER	Funds center charged for repair or maintenance
PO NO.	Purchase order used to purchase external items for work order
FISCAL YEAR	Fiscal year in which funds/cost center is charged for repairs/maintenance
GL Acct. No.	General ledger number, represents the type of Charge
PERIOD	Represents month the charge was posted for repairs/maintenance (Example: July =1, August=2June=12)
LICENSE NO.	Vehicle license plate number

Information about the report: The Actual Costs on Work Orders report displays information for work being performed by Facilities Management that is, or will be, charged to a department's cost center.

The table below explains each column of the Plant Maintenance: Actual Line Items report.

Field	<i>Data</i>
WRK ORD	Work order number
WORK ORDER TEXT	Short description of the work being performed
CREATED	Date the work order was created. Generally is the date the Service Center received the call
COMPLETED	Date the work was completed
LOCATION	Location where work is being performed
FUND CENTER	The funds center charged for the work completed on the work order
GL #	G/L account used to post expenses to the work order.
GENERAL LEDGER ACCOUNTS	Labor – Regular 612199 Labor – Overtime 623199 Labor – CWS 624299 Labor – GSA 621899 Materials – Inventory 690199 Materials – External 731399 Shop Stock 730288 Misc Expenses 730299 (credit card/QPO) Charge to Cost Center 754099
QUANTITY	Materials quantity or number of hours of labor charged to the work order
W/O AMOUNT	Cost charged to the work order
FUND CTR AMOUNT	Portion of the work order charge that will be charged to the cost center. This is important when more than one funds center will be charged for services.
ITEM TEXT	Description of what is being charged to the work order
MATRL #	Material number (used for materials purchased from stores)
PO #	Purchase order number. (used for external purchases)
ITEM	Purchase order line number
M/R	Code used to identify whether the work performed is maintenance or recharge. Contact Facilities management if you see a M displayed in this column.
EQUIPMNT #	Represents a piece of equipment or vehicle
LICENSE #	License number of vehicle

Below is an example of the Plant Maintenance: Actual Line Items report for cost center 21100.

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 02/01/2002
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	GL #	QUANTITY	W/O AMOUNT	FUND CTR AMOUNT	ITEM
206229	CUT FIVE NE 19 KEYS	09/05/2001	09/14/2001	BR147	21100	730288	0.000	5.00-	5.00-	5 KE
206229	CUT FIVE NE 19 KEYS	09/05/2001	09/14/2001	BR147	21100	754099	0.000	13.92	13.92	
206229	CUT FIVE NE 19 KEYS	09/05/2001	09/14/2001	BR147	21100	612199	0.500 H	8.92-	8.92-	
Work Order Total 206229										*
201904	CONSTRUCT 6 DOOR NAMEPLATES	10/09/2001	11/30/2001	BR01	21100	754099	0.000	7.70	7.70	
201904	CONSTRUCT 6 DOOR NAMEPLATES	10/09/2001	11/30/2001	BR01	21100	621899	1.000 H	6.20-	6.20-	
201904	CONSTRUCT 6 DOOR NAMEPLATES	10/09/2001	11/30/2001	BR01	21100	730288	0.000	1.50-	1.50-	50 S
Work Order Total 201904										*
203139	SCRAPE/PAINT WALLS/FLOOR IN CAGE WA	11/06/2001	09/09/0000	BR118	21100	730299	0.000	145.56-	145.56-	2EA
Work Order Total 203139										*
203306	CUT 8 PADLOCK KEYS	11/08/2001	11/30/2001	NL	21100	730288	0.000	8.00-	8.00-	8 KE
203306	CUT 8 PADLOCK KEYS	11/08/2001	11/30/2001	NL	21100	754099	0.000	16.92	16.92	
203306	CUT 8 PADLOCK KEYS	11/08/2001	11/30/2001	NL	21100	612199	0.500 H	8.92-	8.92-	
Work Order Total 203306										*
204449	CUT (4) NE 58 KEYS AND (5) N4 KEYS	12/07/2001	09/09/0000	BR	21100	730288	0.000	9.00-	9.00-	9 KE
204449	CUT (4) NE 58 KEYS AND (5) N4 KEYS	12/07/2001	09/09/0000	BR	21100	612199	0.500 H	8.92-	8.92-	Opsec
Work Order Total 204449										*
205300	CUT KEYS (NE77, NE 21-24, N4)	01/07/2002	01/28/2002	BR217	21100	612199	0.500 H	8.92-	8.92-	Opsec
205300	CUT KEYS (NE77, NE 21-24, N4)	01/07/2002	01/28/2002	BR217	21100	730288	0.000	6.00-	6.00-	6 KE
Work Order Total 205300										*
Overall total								178.40-	178.40-	**

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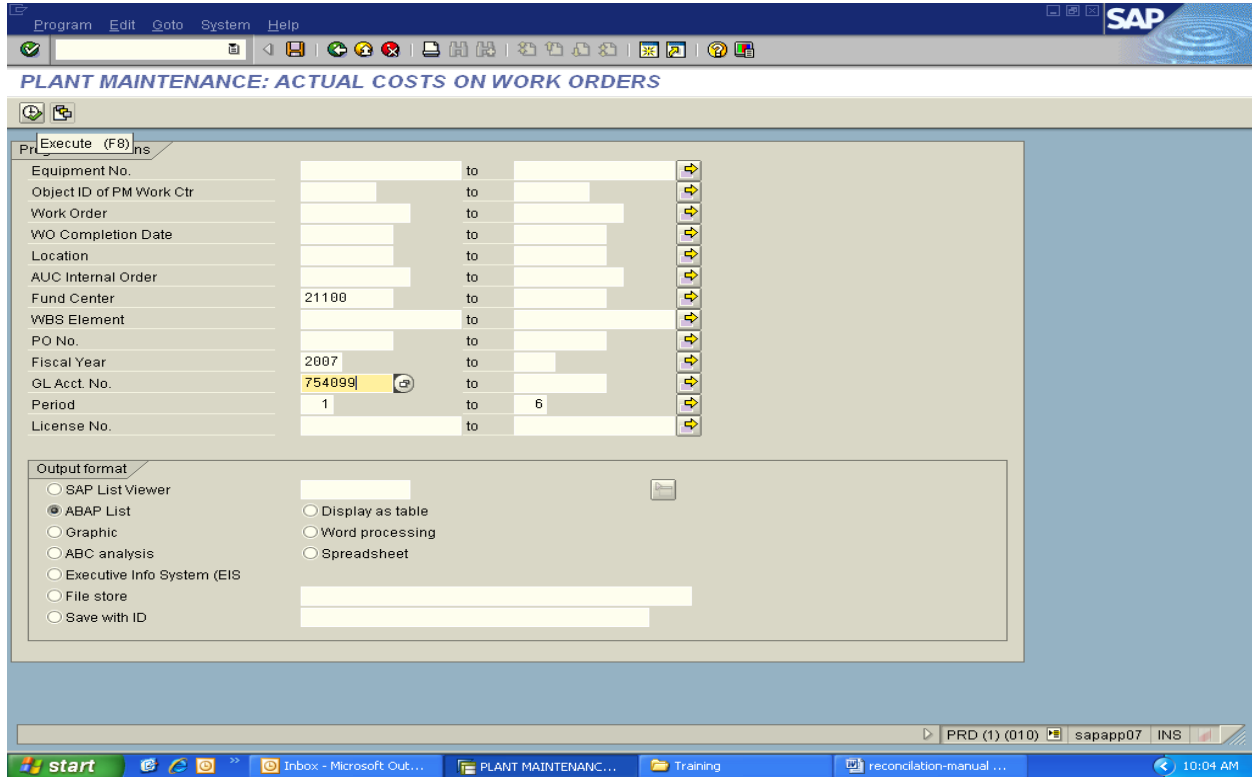
Report (continued):

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 02/01/2002	
FUND C	GL #	QUANTITY	W/O AMOUNT	FUND CTR AMOUNT	ITEM TEXT	MATL #	PO #	ITEM	M/R	EQUIPMNT#	LICE
21100	730288	0.000	5.00-	5.00-	5 KEYS			00000	R		
21100	754099	0.000	13.92	13.92				00000	R		
21100	612199	0.500 H	8.92-	8.92-				00000	R		
*											
21100	754099	0.000	7.70	7.70				00000	R		
21100	621899	1.000 H	6.20-	6.20-				00000	R		
21100	730288	0.000	1.50-	1.50-	50 SQ IN PREM VINYL			00000	R		
*											
21100	730299	0.000	145.56-	145.56-	2EA POLYAMIDE,2EA CATALYST			00000	R		
			145.56-	145.56-	*						
21100	730288	0.000	8.00-	8.00-	8 KEYS			00000	R		
21100	754099	0.000	16.92	16.92				00000	R		
21100	612199	0.500 H	8.92-	8.92-				00000	R		
*											
21100	730288	0.000	9.00-	9.00-	9 KEYS			00000	R		
21100	612199	0.500 H	8.92-	8.92-	Opscan Data Entry -01/07/2002			00000	R		
			17.92-	17.92-	*						
21100	612199	0.500 H	8.92-	8.92-	Opscan Data Entry -01/30/2002			00000	R		
21100	730288	0.000	6.00-	6.00-	6 KEYS			00000	R		
			14.92-	14.92-	*						
			178.40-	178.40-	**						

WORK ORDER EXPENDITURES CHARGED (SETTLED) TO A DEPARTMENT COST CENTER

1. **By Funds Center and G/L Account 754099:** This method displays total charges to your account and should be used for monthly departmental reconciliation. Enter your funds center, fiscal year, period and G/L account 754099.



NOTE: 754099 represents actual expenses charged (settled) to a cost center.

Press Execute and the following report appears:

The screenshot shows the SAP report 'PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS' dated 01/29/2007. The report displays a table of work orders with columns for WRK ORD, WORK ORDER TEXT, CREATED, COMPLETED, LOCATION, FUND C, Internal Ord, GL #, QUANTITY, W/O AMOUNT, and FUND CT. The report is filtered by Fund Center 21100 and GL Account 754099. The table shows the following data:

WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		754099	0.000	24.00	
Work Order Total 274910										24.00
275427	INSTALL LOCK ON DOOR BTW RM 193 & 1	06/01/2006	06/21/2006	BR193	21100		754099	0.000	22.00	
Work Order Total 275427										22.00
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		754099	0.000	6.00	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		754099	0.000	10.28	
Work Order Total 275805										16.28
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		754099	0.000	12.00	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		754099	0.000	20.56	
Work Order Total 276269										32.56
277418	REMOVE BLACK LOCK ON DOOR TO 206	07/18/2006	08/03/2006	BR205	21100		754099	0.000	10.00	
277418	REMOVE BLACK LOCK ON DOOR TO 206	07/18/2006	08/03/2006	BR205	21100		754099	0.000	26.73	
Work Order Total 277418										36.73
277783	CUT (15) NE244 KEYS	07/25/2006	08/08/2006	BR208	21100		754099	0.000	15.00	
277783	CUT (15) NE244 KEYS	07/25/2006	08/08/2006	BR208	21100		754099	0.000	10.28	
Work Order Total 277783										25.28
277840	CUT TEN NE14 KEYS	07/26/2006	08/10/2006	BR202	21100		754099	0.000	10.00	
277840	CUT TEN NE14 KEYS	07/26/2006	08/10/2006	BR202	21100		754099	0.000	10.28	
Work Order Total 277840										20.28

Report (continued):

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List Edit Goto System Help

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

ALV ABC EIS Selections

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 01/29/2007
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
Work Order Total 280979									135.64	
281339	CUT ONE S153 CABINET KEY	09/26/2006	10/20/2006	BR217	21100		754099	0.000	1.00	
281339	CUT ONE S153 CABINET KEY	09/26/2006	10/20/2006	BR217	21100		754099	0.000	32.90	
Work Order Total 281339									33.90	
281563	CHECK TEMPERATURE ON INSECT CHAMBER	09/29/2006	10/10/2006	BR206A	21100		754099	0.000	98.38	
Work Order Total 281563									98.38	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	5.00	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	6.17	
Work Order Total 282286									11.17	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	4.50	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	10.06	
Work Order Total 283075									14.56	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	5.00	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	16.45	
Work Order Total 283626									21.45	
Total Receiver cost center 21100									1,000.66	1
Overall total									1,000.66	1

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NOTE: After running the Plant Maintenance: Actual Line Items report for G/L Account 754099, verify the results against the Cost Centers: Actual Line Items report for G/L account 754099. The amounts should match as they do below.

SAP

List Edit Goto System Help

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

ALV ABC EIS Selections

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 01/29/2007
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
Work Order Total 280979									135.64	
281339	CUT ONE S153 CABINET KEY	09/26/2006	10/20/2006	BR217	21100		754099	0.000	1.00	
281339	CUT ONE S153 CABINET KEY	09/26/2006	10/20/2006	BR217	21100		754099	0.000	32.90	
Work Order Total 281339									33.90	
281563	CHECK TEMPERATURE ON INSECT CHAMBER	09/29/2006	10/10/2006	BR206A	21100		754099	0.000	98.38	
Work Order Total 281563									98.38	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	5.00	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	6.17	
Work Order Total 282286									11.17	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	4.50	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	10.06	
Work Order Total 283075									14.56	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	5.00	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	16.45	
Work Order Total 283626									21.45	
Total Receiver cost center 21100									1,000.66	1
Overall total									1,000.66	1

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ALL WORK ORDER ACTIVITY, INCLUDING THE SETTLEMENT G/L 754099

- All work order activity, including settlement G/L 754099:** This method will display all work order activity, regardless of whether the costs have been charged to your account or not. Enter your funds center, fiscal year, period, and select make sure that the G/L Account field is **blank**, as seen below.

The screenshot shows the SAP 'PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS' selection screen. The 'Program selections' section contains the following fields:

Equipment No.		to		
Object ID of PM Work Ctr		to		
Work Order		to		
WO Completion Date		to		
Location		to		
AUC Internal Order		to		
Fund Center	21100	to		
WBS Element		to		
PO No.		to		
Fiscal Year	2007	to		
GL Acct. No.		to		
Period	1	to	6	
License No.		to		

The 'Output format' section contains the following options:

- SAP List Viewer
- ABAP List
- Graphic
- ABC analysis
- Executive Info System (EIS)
- File store
- Save with ID
- Display as table
- Word processing
- Spreadsheet

The SAP status bar at the bottom shows 'PRD (1) (010) sapapp07 INS' and the Windows taskbar shows the time as 10:10 AM.

Press Execute and the following report will appear:

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS SAP

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

ALV | ABC | EIS | Selections

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 01/29/2007
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		730288	0.000	4.10-	
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		730288	0.000	0.60-	
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		730288	0.000	8.50-	
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		730288	0.000	2.90-	
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		730288	0.000	7.90-	
274910	INSTALL OUTLET FOR FREEZER	05/22/2006	06/27/2006	BR230	21100		754099	0.000	24.00	
Work Order Total 274910										
275427	INSTALL LOCK ON DOOR BTW RM 193 & 1	06/01/2006	06/21/2006	BR193	21100		730288	0.000	22.00-	
275427	INSTALL LOCK ON DOOR BTW RM 193 & 1	06/01/2006	06/21/2006	BR193	21100		754099	0.000	22.00	
Work Order Total 275427										
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		754099	0.000	10.28	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		612199	0.500 H	10.28-	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		612199	0.500 H	10.28-	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		612199	0.500- H	10.28	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		730288	0.000	6.00-	
275805	CUT SIX NE16 KEYS	06/08/2006	06/28/2006	BR217	21100		754099	0.000	6.00	
Work Order Total 275805										
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		612199	1.000 H	20.56-	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		612199	1.000 H	20.56-	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		612199	1.000- H	20.56	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		730288	0.000	12.00-	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		754099	0.000	12.00	
276269	CUT 8 (NE16) & (4) NE91 KEYS	06/19/2006	07/06/2006	BR217	21100		754099	0.000	20.56	
Work Order Total 276269										

PRD (1) (010) | sapapp07 | INS | 11:40 AM

Report (continued):

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS SAP

PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS

ALV | ABC | EIS | Selections

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 01/29/2007
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CT
281563	CHECK TEMPERATURE ON INSECT CHAMBER	09/29/2006	10/10/2006	BR206A	21100		612199	3.300 H	63.66-	
281563	CHECK TEMPERATURE ON INSECT CHAMBER	09/29/2006	10/10/2006	BR206A	21100		754099	0.000	98.38	
Work Order Total 281563										
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		612199	0.300 H	6.17-	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		730288	0.000	5.00-	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	5.00	
282286	CUT FIVE NE42 KEYS	10/13/2006	11/17/2006	BR	21100		754099	0.000	6.17	
Work Order Total 282286										
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		612199	0.500 H	10.06-	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		730288	0.000	4.50-	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	4.50	
283075	CREATE SIGN (DNA SEQ & ANALYSIS FAC	10/27/2006	11/17/2006	BR208	21100		754099	0.000	10.06	
Work Order Total 283075										
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		612199	0.800 H	16.45-	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		730288	0.000	5.00-	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	5.00	
283626	CUT FIVE NE50 KEYS	11/07/2006	12/06/2006	BR336	21100		754099	0.000	16.45	
Work Order Total 283626										
Total Receiver cost center 21100										
Overall total										

PRD (1) (010) | sapapp07 | INS | 11:40 AM

As you can see, this report shows both settled (754099) charges, as well as the individual line item expenses for each work order that were settled to the department's cost center.

ALL WORK ORDER ACTIVITY, EXCLUDING THE SETTLEMENT G/L 754099

- All work order activity, excluding settlement G/L 754099:** This method will display the individual line items of the work order without showing the settlement g/l account 754099. Enter your funds center, fiscal year, period, and make sure that the G/L Account field has a **not equal to** sign and update the G/L Account field with 754099, as seen below.

The screenshot shows the SAP selection screen for 'PLANT MAINTENANCE: ACTUAL COSTS ON WORK ORDERS'. The 'Program selections' section contains the following fields:

Equipment No.		to		➔
Work Order		to		➔
WO Completion Date		to		➔
Location		to		➔
AUC Internal Order		to		➔
Fund Center	21100	to		➔
PO No.		to		➔
Fiscal Year	2004	to	2004	➔
GL Acct. No.	➔ 754099	to		➔
Period	1	to	3	➔
License No.		to		➔

The 'Output format' section includes the following options:

- SAP List Viewer
- ABAP List
- Graphic
- ABC analysis
- Executive Info System (EIS)
- File store
- Save with ID
- Display as table
- Word processing
- Spreadsheet

TIP: To update a field with the Not equal to sign, place your cursor in the desired field and follow the menu path **Edit**→**Selection Options**. Double click on the Not equal to option

 Not equal to to update the selection screen.

Press Execute; the following screen will appear:

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 02/11/2004
WRK ORD	WORK ORDER TEXT	CREATED	COMPLETED	LOCATION	FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CTR AMOUNT
228640	DUPLICATE MAILBOX KEY #18	06/25/2003	07/14/2003	BR217	21100		730288	0.000	1.00-	1.00-
228640	DUPLICATE MAILBOX KEY #18	06/25/2003	07/14/2003	BR217	21100		612199	0.500 H	9.46-	9.46-
Work Order Total 228640									10.46-	10.46-
230584	REPAIR COMPUTER	08/13/2003	08/18/2003	6H	21100		612199	2.300 H	42.02-	42.02-
Work Order Total 230584									42.02-	42.02-
230775	CUT TWO NE13 KEYS	08/18/2003	08/21/2003	BR222	21100		612199	0.500 H	9.46-	9.46-
230775	CUT TWO NE13 KEYS	08/18/2003	08/21/2003	BR222	21100		730288	0.000	2.00-	2.00-
Work Order Total 230775									11.46-	11.46-
231227	CUT 3 (NE 116) KEYS	08/25/2003	08/27/2003	BR121	21100		730288	0.000	3.00-	3.00-
231227	CUT 3 (NE 116) KEYS	08/25/2003	08/27/2003	BR121	21100		612199	0.500 H	9.46-	9.46-
Work Order Total 231227									12.46-	12.46-
231515	CUT 1 NE4 KEY FOR BIOLOGY DEPT	08/28/2003	09/03/2003	BR	21100		612199	0.300 H	5.67-	5.67-
231515	CUT 1 NE4 KEY FOR BIOLOGY DEPT	08/28/2003	09/03/2003	BR	21100		730288	0.000	1.00-	1.00-
Work Order Total 231515									6.67-	6.67-
Overall total									83.07-	83.07-

Report (continued):

PLANT MAINTENANCE: ACTUAL LINE ITEM COSTS										DATE: 02/11/2004		
FUND C	Internal Ord	GL #	QUANTITY	W/O AMOUNT	FUND CTR AMOUNT	ITEM TEXT	PO #	MATRL #	ITEM	M/R	EQUIPMT#	LICENSE#
21100		730288	0.000	1.00-	1.00-	1 KEY			00000	R		
21100		612199	0.500 H	9.46-	9.46-	Timelink Data Entry -07/14/200			00000	R		
				10.46-	10.46-	*						
21100		612199	2.300 H	42.02-	42.02-	Timelink Data Entry -08/18/200			00000	R		
				42.02-	42.02-	*						
21100		612199	0.500 H	9.46-	9.46-	Timelink Data Entry -08/25/200			00000	R		
21100		730288	0.000	2.00-	2.00-	2 KEYS			00000	R		
				11.46-	11.46-	*						
21100		730288	0.000	3.00-	3.00-	3 KEYS			00000	R		
21100		612199	0.500 H	9.46-	9.46-	Timelink Data Entry -09/02/200			00000	R		
				12.46-	12.46-	*						
21100		612199	0.300 H	5.67-	5.67-	Timelink Data Entry -09/08/200			00000	R		
21100		730288	0.000	1.00-	1.00-	1 KEY			00000	R		
				6.67-	6.67-	*						
				83.07-	83.07-	**						

The report above shows all work order expenditures, excluding the settlement g/l account 754099.

Running this report by excluding the settlement g/l account can also be useful for forecasting purposes to derive a relatively precise estimate of the current month's expenditures, which, in turn, provides a more accurate picture of your revenue vs. expenditures. For example, if you were attempting to forecast the work order expenditures for your department's cost center, you could run the above line item detail report for the current (unsettled) month and see the expenditures that will be charged to your cost center at the end of the month. This information would then be included in the amount of non-work order expenditures you calculated for your forecast.

Tips To Use When Running Reports

TIP: To drill down to the Document Header in the Cost Center: Actual Line Items Report, do the following: Run the Actual Line Items report then double click on the item you wish to see in more detail. Note the Item number to locate the item in the drill down detail. Click on the document number or double click on the dollar amount to bring up further detail. Click on the Document Header icon (F5) to get additional information.

TIP: When calling Accounting Services for assistance (x3707) - Give the reference document number to department secretary or clerk so they can efficiently direct your call. Or look at the Cost Center Responsibility sheet on page 5 to directly call the Accountant responsible for your cost center.

TIP: To find out who a report is being mailed to, do the following: Type FMRA in the transaction box. Select the Cost Center Master Data List report under the Master Data folder, key in the cost center and execute. This will provide the person and mailing address.

TIP: To run a Purchase Order List Display go to: Logistics→Material Management→Purchasing→Purchase Order→List Display→By PO Number. Enter the PO Number and change **BEST** to **ALLES**, press enter and execute.