

24 Column Account Managers Report Quick Reference

Navigating to the 24 Column Account Managers Report entry screen

From the "SAP Easy Access" screen, follow the navigation path:
User Menu → **Role ZMIT** → **Reports** → **Account Mgr Report**
 Or use the transaction code: **Inza24**

Reporting Period

- 1 Budget Version: 0
- 2 From: JUL 2001
- 3 To: JUN 2002
- 4 Current: OCT 2001
- Fiscal Period (req'd for June): 1, 12, 4

Cost Objects

- 5 Profit Center, Project, WBS Element, Internal Order, Cost Center
- 8 Include lower level WBS's:
- 9 WBS Level: 0
- 10 Cost Object (unknown type)
- 11 Term code: Open, 1, 2, 3

Cost Elements

- 6 Cost Element Group: CEMIT-EA
- 12 Cost Element

Output option. Each part shows a group of 6 columns

- 1 Part A - Current month
- 1 Part B - Reporting period to current month
- 1 Part C - Full reporting period
- 1 Part D - Day 1 to report end period
- 3 Exclude Blanket Orders from COMMITMENT
- 4 Page breaks when printing

Sort Options

- 5 By Cost Element
- By Cost Object

I. Complete the Selection Criteria Screen:

REQUIRED FIELDS

1. Enter department budget or keep 0 (Institute budget).
2. Enter beginning fiscal period and year.
3. Enter ending fiscal period and year.
4. Leave current month and year or change them.
5. Enter profit center (dept. # preceded by a "P"), project, or cost object(s) -- WBS element, internal order, or cost center.
6. Enter cost element group; CEMIT-EA is the standard AMR.

OPTIONAL FIELDS

7. Enter 12-16 for June only. Use same closing period for all fiscal periods in June.
8. Check to report on all lower WBS's under the WBS you entered.
9. To limit the WBS levels for the WBS element you entered, type in the level nos. 2-5.
10. Enter the cost object if you don't know whether it is a cost object, WBS, or internal order and press the Enter/Return key.
11. Click to include cost objects by term code; deselect to omit them.
 - open** = open for charges
 - 1 = active, but in the closing period
 - 2 = no longer in use
 - 3 = closed; no charges allowed
12. Enter individual cost elements from the cost element group you entered to report on only those cost elements. Otherwise, all cost elements in the group will be shown.
13. Click the **Options** tab.

II. Complete the Options Screen:

REQUIRED FIELDS

1. Click in the box to select the Part(s) or fiscal periods you want to report on.

OPTIONAL FIELDS

2. Type in a title for the report.
3. Check to exclude blanket POs from the Commitment Listing.
4. Check to print each cost object on a separate page if the report is sorted by cost object.
5. Click in the radio button to sort the report by cost element or by cost object.
6. Click the Execute button to run the report.

Reading the 24 Column Account Managers Report

Columns

Click on an amount under Col. 2 to see the budget listing. Click on an amount under Cols. 3, 5, and 6 to see detailed transaction information.

- 1 Lists the cost elements for each cost object run.
- 2 Amounts for the budget version you selected.
- 3 Actual Revenue or Expenses; any item posted to the cost object in the selected report period.
- 4 Net amount of Budget minus Actuals.
- 5 All open commitments for the report period based on the delivery date.
- 6 Actuals + Commitments.
- 7 Budget minus (Actuals + Commitments).

Buttons

- Download** Allows you to download the report to a spreadsheet.
- Moves left 6 columns to the previous part (D-A)
- Moves right 6 columns to the next part (A-D).
- Change layout** Rearranges the report columns.
- Refresh** Reruns the report for up-to-date data.
- Cost Object** Sorts by cost object or by cost element.

Parts or Report Periods

Use the buttons to move to as many parts or report periods as you selected on the entry screen. Each period is six columns and appears in this order if all are selected:

Part A Current month or the one you selected.

ACTIVITY / FUNCTION	JAN 01 Budget (Version 000)	JAN 01 Actual	JAN 01 Variance 1	JAN 01 Commit	JAN 01 Actual+Commit	JAN 01 Variance 2

Part B Beginning month of report period to the current month.

ACTIVITY / FUNCTION	JUL 00 - JAN 01 Budget (Version 000)	JUL 00 - JAN 01 Actual	JUL 00 - JAN 01 Variance 1	JUL 00 - JAN 01 Commit	JUL 00 - JAN 01 Actual+Commit	JUL 00 - JAN 01 Variance 2

Part C Full report period (beginning to ending months).

ACTIVITY / FUNCTION	JUL 00 - JUN 01 Budget (Version 000)	JUL 00 - JUN 01 Actual	JUL 00 - JUN 01 Variance 1	JUL 00 - JUN 01 Commit	JUL 00 - JUN 01 Actual+Commit	JUL 00 - JUN 01 Variance 2

Part D Beginning of the cost object to the ending month of the report period (*not recommended for cost centers*)

ACTIVITY / FUNCTION	CUMULATIVE Budget (Version 000)	CUMULATIVE Actual	CUMULATIVE Variance 1	CUMULATIVE Commit	CUMULATIVE Actual+Commit	CUMULATIVE Variance 2