


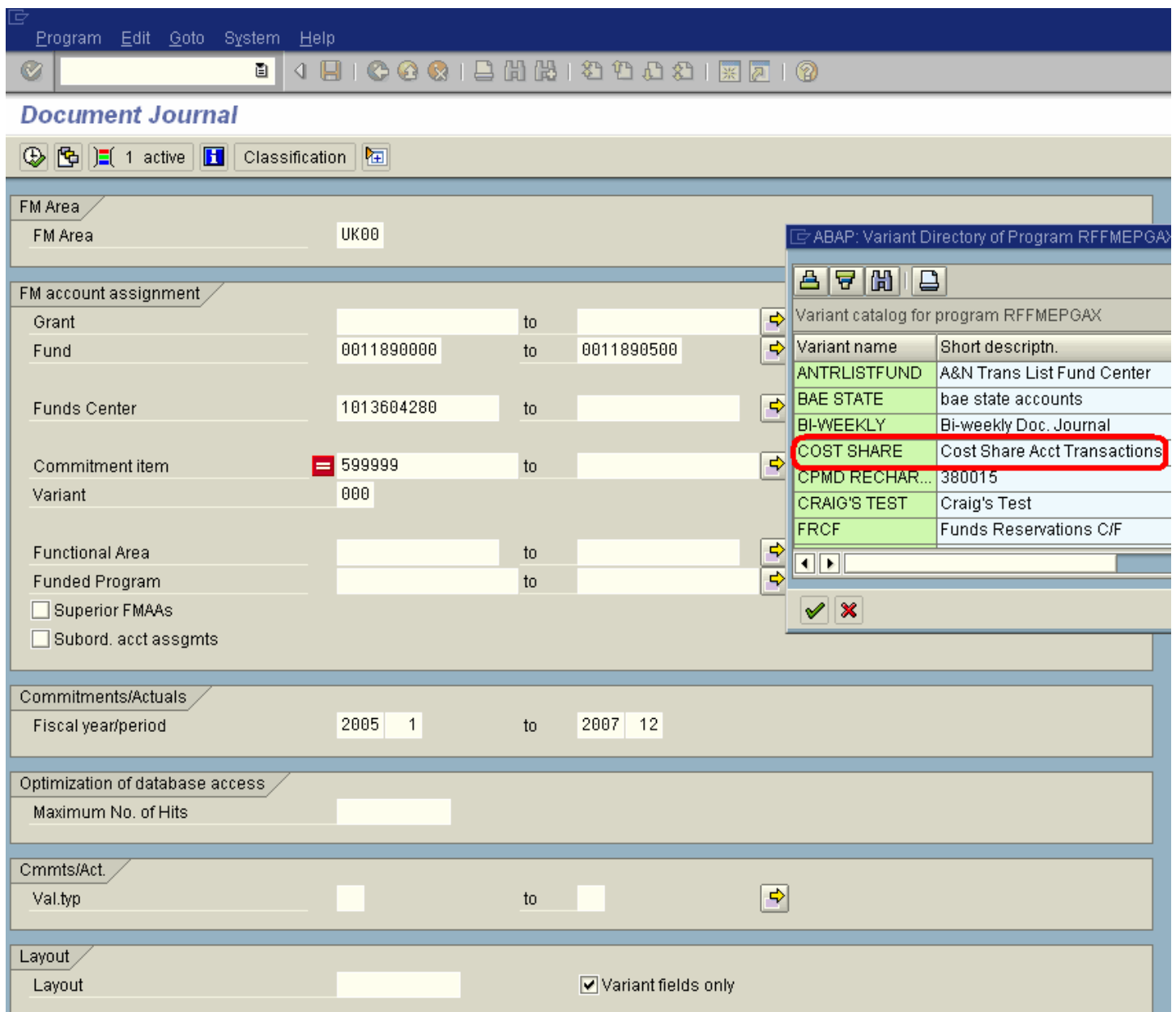
## Finding your Cost Share Cost Center Balance in SAP

**Please note: GR55 and BW reports do not provide accurate balance information for Cost Share Cost Centers.**

### Individual Transactions

- ❖ Open t-code FMRP\_RFFMEP1AX - All Postings
- ❖ Click on Get Variant  icon
- ❖ Select the COST SHARE variant
- ❖ Enter your cost share account number 10136XXXXX in the Funds Center field
- ❖ Enter Fiscal year/period to include the creation date and the current fiscal year and period

**Please note: The information will not be correct if the entire project period is not included in the report. For example, if the account was active in FRS at 6/30/05, the account must be run beginning with 2005/12 through today to obtain an accurate balance.**



The screenshot displays the SAP Document Journal interface. The main window shows the 'FM account assignment' section with the following data:

| Field           | Value      | to | Value      |
|-----------------|------------|----|------------|
| Grant           |            |    |            |
| Fund            | 0011890000 |    | 0011890500 |
| Funds Center    | 1013604280 |    |            |
| Commitment item | 599999     |    |            |
| Variant         | 000        |    |            |

The 'Fiscal year/period' section shows: 2005 1 to 2007 12.

The 'Optimization of database access' section shows: Maximum No. of Hits.

The 'Cmmnts/Act.' section shows: Val.typ.


The 'Layout' section shows:  Variant fields only.

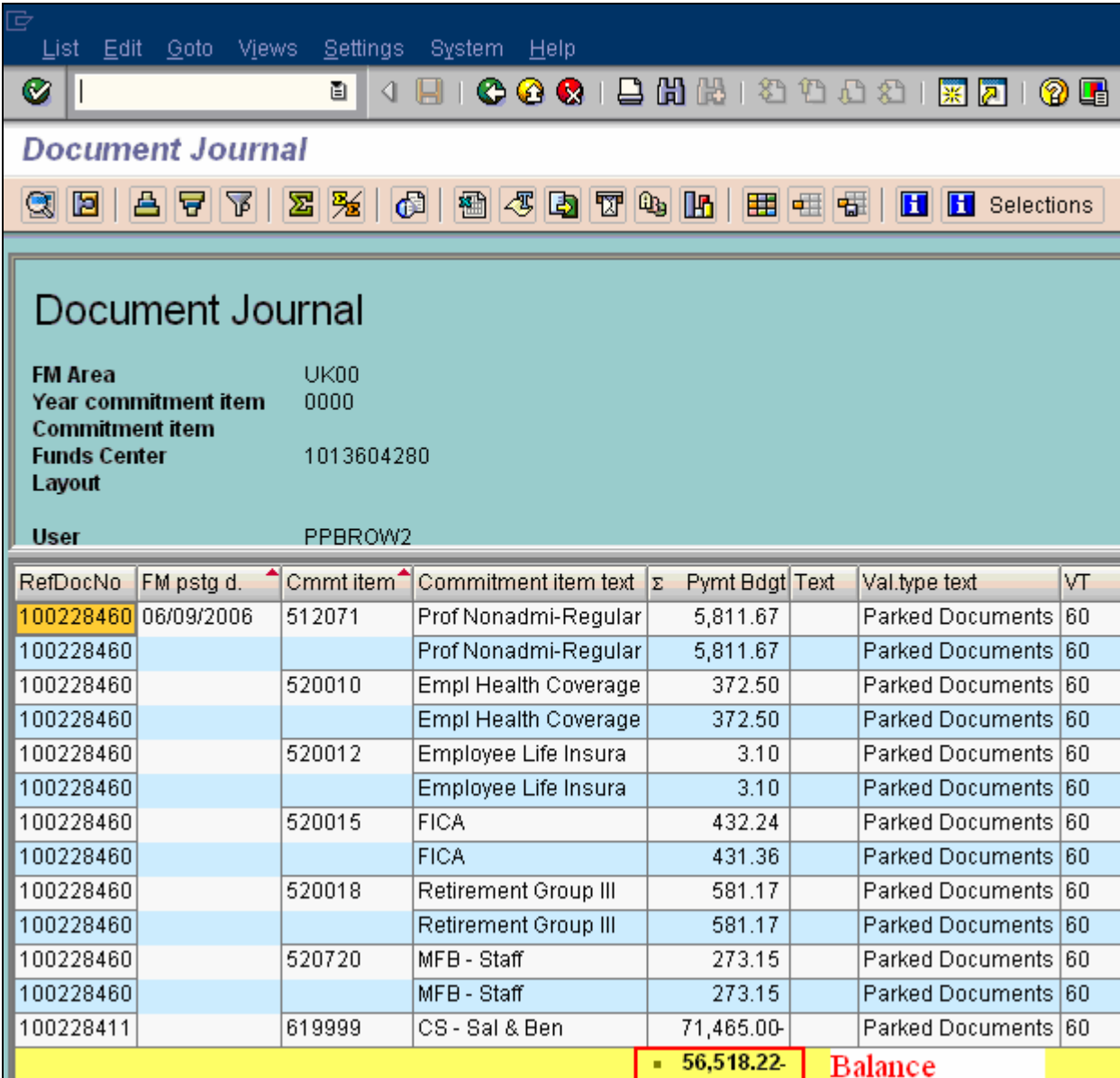
An 'ABAP: Variant Directory of Program RFFMEPGAX' dialog box is open on the right, listing variants:

| Variant name      | Short descriptn.                    |
|-------------------|-------------------------------------|
| ANTRLISTFUND      | A&N Trans List Fund Center          |
| BAE STATE         | bae state accounts                  |
| BI-WEEKLY         | Bi-weekly Doc. Journal              |
| <b>COST SHARE</b> | <b>Cost Share Acct Transactions</b> |
| CPMD RECHAR...    | 380015                              |
| CRAIG'S TEST      | Craig's Test                        |
| FRCF              | Funds Reservations C/F              |

The 'COST SHARE' variant is highlighted with a red box.

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- ❖ Click the execute icon  to run the report for all “real” postings to the cost share account as shown below





The screenshot shows the SAP Document Journal interface. The top menu bar includes List, Edit, Goto, Views, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area displays the following information:

**Document Journal**

FM Area: UK00  
 Year commitment item: 0000  
 Commitment item:  
 Funds Center: 1013604280  
 Layout:  
 User: PPBROW2

| RefDocNo  | FM pstg d. | Cmmt item | Commitment item text | Σ                 | Pymt Bdgt | Text           | Val.type text    | VT |
|-----------|------------|-----------|----------------------|-------------------|-----------|----------------|------------------|----|
| 100228460 | 06/09/2006 | 512071    | Prof Nonadmi-Regular | 5,811.67          |           |                | Parked Documents | 60 |
| 100228460 |            |           | Prof Nonadmi-Regular | 5,811.67          |           |                | Parked Documents | 60 |
| 100228460 |            | 520010    | Empl Health Coverage | 372.50            |           |                | Parked Documents | 60 |
| 100228460 |            |           | Empl Health Coverage | 372.50            |           |                | Parked Documents | 60 |
| 100228460 |            | 520012    | Employee Life Insura | 3.10              |           |                | Parked Documents | 60 |
| 100228460 |            |           | Employee Life Insura | 3.10              |           |                | Parked Documents | 60 |
| 100228460 |            | 520015    | FICA                 | 432.24            |           |                | Parked Documents | 60 |
| 100228460 |            |           | FICA                 | 431.36            |           |                | Parked Documents | 60 |
| 100228460 |            | 520018    | Retirement Group III | 581.17            |           |                | Parked Documents | 60 |
| 100228460 |            |           | Retirement Group III | 581.17            |           |                | Parked Documents | 60 |
| 100228460 |            | 520720    | MFB - Staff          | 273.15            |           |                | Parked Documents | 60 |
| 100228460 |            |           | MFB - Staff          | 273.15            |           |                | Parked Documents | 60 |
| 100228411 |            | 619999    | CS - Sal & Ben       | 71,465.00         |           |                | Parked Documents | 60 |
|           |            |           |                      | <b>56,518.22-</b> |           | <b>Balance</b> |                  |    |



- ❖ Click the select layout icon located at the top of the screen  to choose a layout
- ❖ Click the green checkmark when you get the message “Layout can only be partly changed”
- ❖ Following are three primary layouts suggested by SPA:
  - /SPABALANCE: Provides the total balance for the period included in the variant
  - /SPAEXPENSES: Provides the total expenses for the period included in the variant
  - /SPAFUNDING: Provides the total funding for the period included in the variant
- ❖ If the balance on the /SPABALANCE layout is negative (credit balance) as shown above, the account has more funds than expenditures. If the account is positive (debit balance), the account has more expenditures than funds. Therefore, all positive/debit balances will have to be funded to at least zero by year end. All credit balances will be carried forward to the next fiscal year.
- ❖ This report will run all transaction activity. If the Cost Share Cost Center has been created, but has no transactions, you will receive the following message at the bottom of the screen after executing the report. Once this message has been received, you will be required to re-select your variant to run the report.

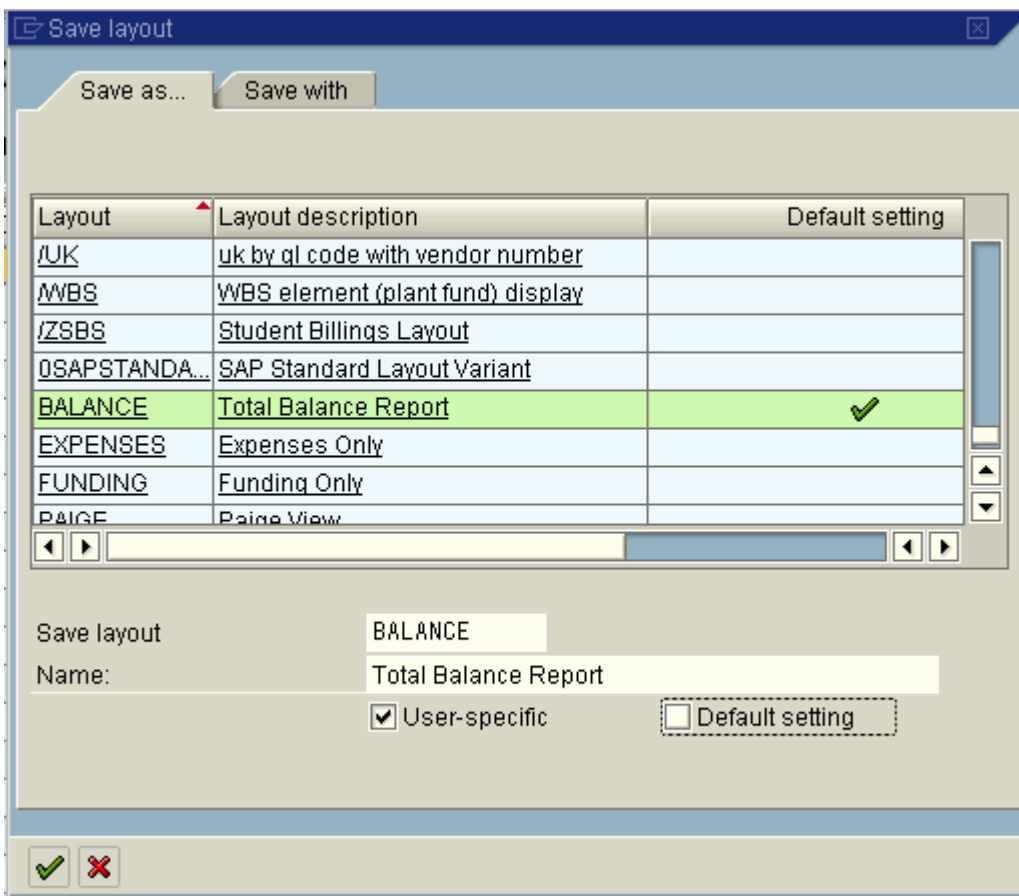
 The list contains no data

## Finding your Cost Share Cost Center Balance in SAP

### Saving Layouts

*Please note: Unlike variants, public layouts cannot be protected from unauthorized changes. Therefore, we suggest each person saves the SAP suggested layouts as their own.*



- ❖ Follow the directions above to run the cost share report
- ❖ Click the select layout icon located at the top of the screen  to choose a layout
- ❖ Click the green checkmark when you get the message “Layout can only be partly changed”
- ❖ Click the save layout icon 
- ❖ Change the name and description to personalize the layout
  - The “/” should not be used for user-specific names
- ❖ Check the user-specific box as shown below
- ❖ If you want the saved layout to be your default, check the default setting as well
  - Please do not check this box unless the user-specific box is checked
  - Only one layout can be selected as the default

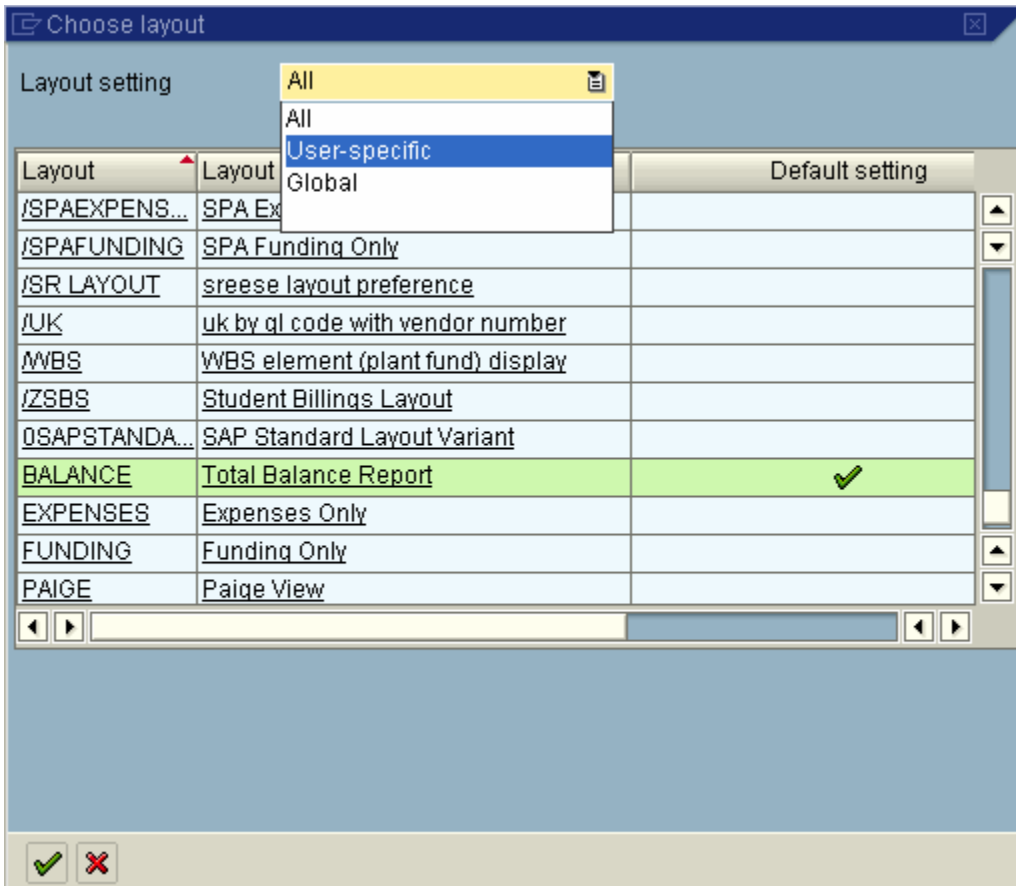


- ❖ Click the green checkmark to accept the changes
- ❖ Follow the above procedures to save all suggested layouts as your own

## Finding your Cost Share Cost Center Balance in SAP

### Selecting Saved Layouts

- ❖ Follow the directions above to run the cost share report
- ❖ Click the select layout icon located at the top of the screen  to choose a layout
- ❖ User-specific layouts will be listed at the bottom of the list, or can be selected as shown below
- ❖ Change the layout setting to user-specific by clicking the button to the far right 



- ❖ Select the layout from the user-specific list, which will only include layouts you have saved