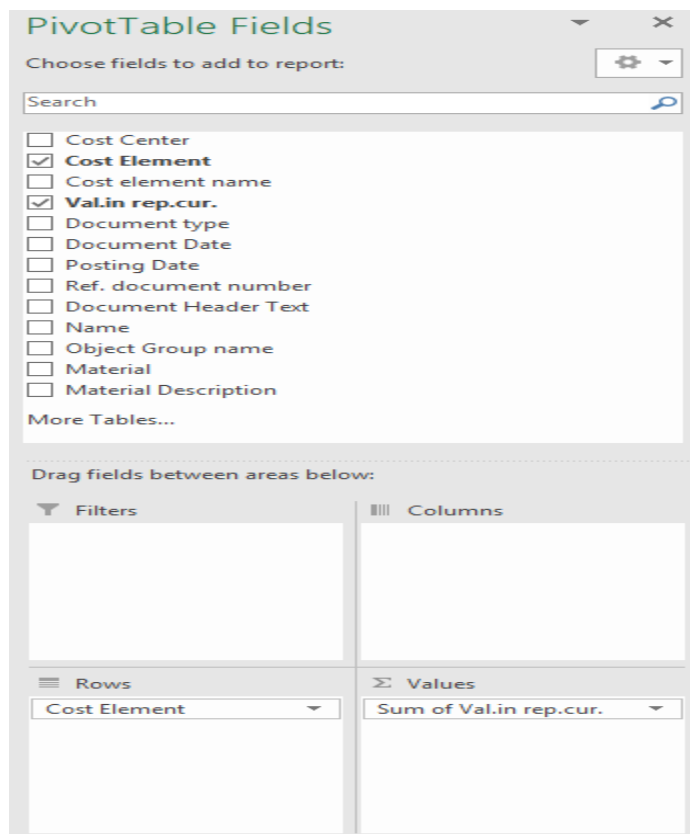


How to Determine Service Center Balance

1. Run t-code KSB1: Cost Centers: Actual Line Items.
2. Select the parameters.
 - a. Enter cost center
 - b. Posting date range (use start of fiscal year through current period)
 - c. Enter /SVCCTR in Layout Field
 - d. Select the More Settings button at the bottom.
 - Update Maximum Number of Hits to 99,999,999
 - Select Green Checkbox in bottom left hand corner
3. Execute the report.
4. Export KSB1 Data into Microsoft Excel.
5. Remove the Grand Total at the bottom of the data results.
6. Select all data including column headings.
7. Select the Insert tab in the menu bar.
8. Select Pivot Table
9. Select New Worksheet
10. For the Pivot Table fields:
 - a. Rows will be Cost Element
 - b. Values will be Val. in rep. cur.



11. Highlight all GLs and amounts (excluding the grand total) in the pivot table and copy.
12. On a new sheet, paste the pivot table as values.
13. Insert a row at line 1.

14. In row 1 add columns:

- a. Column A is Revenue GLs
- b. Column B is Amount
- c. Column C is Expense GLs
- d. Column D is amount

15. Separate GLs based on Revenue or Expense Classification:

- a. Keep Revenue GLs and amounts (4 GLs and the Service Center’s own recharge GL, 7 GL credits) in columns A and B.
- b. Move Expense GLs and amounts (51XXXX, 52XXXX, 53XXXX, 54XXXX, recharge GLs that do not belong to the service center being reviewed and 7 GL debits) in columns C and D. (Please note if the Prior Year Fund balance is a debit, include on the expense side).

16. Total Revenues and expenses

17. Calculate the balance below Total Revenue.

- a. Add Total Revenues and Total Expenses.
 - If this number is negative, there is a surplus balance in the service center.
 - If the balance is positive there is a deficit balance.

18. Calculate the percentage below Balance (Revenues + Expenses)

- a. Divide the balance by the Total Expenses.

Revenue GLS	Amount	Expenses	Amount
44XXXX	\$ (25,000.00)	51XXXX	\$ 1,100.00
48XXXX	\$ (2,500.00)	51XXXX	\$ 85.00
639XXX	\$ (30,000.00)	51XXXX	\$25,000.00
Total Revenue	\$ (57,500.00)	51XXXX	\$ 2,000.00
Balance (Revenues + Expenses)	\$ (3,675.00)	52XXXX	\$ 10.00
Balance in % (Balance divided by total Expenses)	-7%	52XXXX	\$ 25.00
		52XXXX	\$ 10.00
		52XXXX	\$ 25.00
		52XXXX	\$ 10.00
		52XXXX	\$ 50.00
		52XXXX	\$ 2,500.00
		52XXXX	\$ 10.00
		53XXXX	\$ 1,000.00
		53XXXX	\$ 750.00
		53XXXX	\$ 2,500.00
		53XXXX	\$ 3,500.00
		54XXXX	\$15,000.00
		6XXXXX	\$ 250.00
		Total Expenses	\$53,825.00