

Understanding SAP Expenses

Previous Presentation in SAP

Posting Date	Cost Ele ¹	Assignment ²	Purch.Doc.	Document Header Text	Name ³	Σ	ValCOArCur
02/01/2020	521200	BK-TE0201		UNK TELECOMM	Telecommunication Charges:JAN20		26.50
02/01/2020	521202	BK-TE0201			Telecommunication Charges:JAN20		25.79
02/01/2020	521204	BK-TE0201			Telecommunication Charges:JAN20		113.74

The screenshot above is an example of all item items in an SAP expense report for one funds center. A line item appears for each type of charge (i.e., cost element).

1. Cost Element: Telecommunication expenses were summarized by several GL codes, including 521200 (communications), 521202 (long distance), 521204 (cellular), among several others.
2. Bill Date: The last for digits of the Assignment field represented the bill month and day, or 02/01 in the example. This is also the posting date.
3. Service Month: The month and year appearing in the Name field correspond to the month and year of service, or January 2020 in the example.

New Presentation in SAP

Posting Date	Cost Ele ¹	Assignment ²	Purch.Do.	Document Header Text ³	Name ⁴	⁵
12/19/2019	521200	1219 4024722002		UNL INFOTECHSERV 12-2019	VOICE-CENTREX	TELECOM ACCOUNTING MAIN

The screenshot above is an example of one line item in an SAP expense report. A line item will appear for each service charged to the funds center.

1. Cost Element: All telecommunication expenses will use code 521200.
2. Service Number: Expenses are summarized by service. A line item will appear for each service.
3. Bill Month: Charges will post in the month of service being billed. Usage will be from the month prior.
4. Service Type: Common service types include VOICE-VOIP, VOICE-CENTREX, and CELLULAR.
5. Service Description: Additional descriptive information about the service. Oftentimes, this will be a person's name.