

Take AIM

A Bi-Monthly Newsletter for SAP Users

Point of Sale Systems Updates

Special points of interest:

- What we are doing with P.O.S.
- Southeast Region Grows Again
- Vendor Master Records
- Use it or Lose It !!!
- Navy Flying Club Payments
- More VQ Interfaces implemented

We are continuing to implement AIMS at a furious pace and most CONUS bases will be on the SAP financial system by the end of the year, and we will start the overseas implementations next year. One area we are now finalizing is the **Point-Of-Sale option**. We are working with NAS Jacksonville to finalize the standard configurations and interfaces for each of the MWR facilities. We are working closely with Pat Shanaghan and his staff from the Business Activities Branch to develop a standard look & feel for POS that will meet your business requirements, and verifying it at NAS Jax. We anticipate this work will be completed in the next 60 days, and we will start rolling

out POS systems at the regions currently on the SAP portion of AIMS soon afterwards.

For Large food and beverage operations, MICROS systems will be used, and at other MWR facilities, Vermont Systems' (Rectrac, Golftrac, CYMS) software will be used. We also recently successfully tested the MICROS hardware with the Vermont Systems software to provide us greater flexibility when ordering the systems. We will continue to keep you informed of the status and the schedule for POS implementations in your area.

Southeast Grows Bigger and Bigger

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The southeast region is on the "grow-bigger-trend" once again. The 4 new VQ funds going live in April are NCBC Gulfport, NAS Key West, NavSta Pascagoula and NCSC Athens. At this time each base is preparing their information for trial data conversion. They are all working hard on the databases and open item spreadsheets that will be used for this trial conversion and the "real" data conversion coming at the end of March. The Southeast Regional business office staff will be handling most of the data entry into SAP, with the exception of the DAR's. The SAP team will be in Mayport later in March for "DAR Days", a three-day training class on the inputting and clearing of DAR's.

This is not the end of the "growth spurt" for the southeast region. They will also be adding 8 more funds in June. These include NavSta Guan-

tanamo Bay, both MWR & VQ, NCSC Athens, MWR, NCSC Panama City, MWR & VQ, and the three funds at NAS Atlanta, MWR, VQ and the Navy Flying Club. The SAP team will be in Jacksonville March 15th for the kick off meeting for these additional funds. At that time all the bases will get their "Welcome to SAP" packages and learn what trial data conversion is and all the wonderful databases and spreadsheets

Use it or lose it!!!
If you have a SAP ID and do not log in at least once a month, your ID will be deemed inactive and purged from the system. You know who you are and if you try to log in, chances are that you will get an error message. You will have to let your activation coordinator know to re-activate your ID.

Assets Under Construction Process

by Debbie Morrison

We're quite sure that with the amazing talent of our SAP instructors and the highest caliber students, when SAP training is complete, absolutely everything in the accounting world of SAP is completely clear and understood. However, just in case someone was a little distracted making sure they hit the tab key instead of the enter key or trying to figure out why the 'green arrow back' is actually a white arrow with a green circle, we like to occasionally review some of the less frequently used processes. This time around we've decided to tackle the AUC process. As you know, Construction in Progress, CIP, Assets Under Construction, AUC, and Projects are all terms we use interchangeably. Below is an overview of the AUC process from start to finish and how each step should be carried out in SAP. This is just an overview. For details of what each field should contain in each screen, please refer to your SAP Asset Management manual.

A new project has been approved....

Your office has just been notified that a new project has been approved. What's the first thing you need to do? Yep. You need to create an asset shell. This shell should be created using asset class 179000. When creating an asset shell for an AUC, be sure to enter the amount approved for the project in the 'original value' field and the project number in the 'original asset' field. Populating these fields will make monitoring the progress of the project simpler.

....and the project continues....

As items are purchased for the project, procurement should use the asset number created previously when entering purchase orders. Before entering any new purchase orders, you should re-

view the current balance of the project. To do this, use tcode AW01N. If you don't remember the SAP asset number, you can now look it up by using the project number in the original asset field. Once you bring up the asset, you can see all transactions that have been posted to it.

Remember that only direct invoices and goods receipts are posted to the asset. If a purchase order is outstanding (has been created, but has not been received), it will not show up in AW01N. To get a true balance for the project, you will need to determine the total of all previous transactions as discussed above, but you will also need the total of any outstanding purchase orders.

Outstanding purchase orders can be found with tcode ME2K. Enter your asset number for the project to limit the purchase order list to only those that relate to the project. If you do not know the SAP asset number, you can look it up by the project number. Click the drop down and choose the selection for search help tabs. Choose the tab '1: Old Asset Number'. Here you can enter the project number in the Original Asset field to find the SAP asset number. For Selection Parameters you will need to enter 1_OPEN_PO. Execute this transaction and the system will give you a list of all outstanding purchase orders for that project.

To get the balance for the project, get the current book value from AW01N, add the outstanding purchase orders from ME2K and then add your current purchase order. Compare this total to the figure in the original value of the asset in it's master data. This way, you can determine if you go over budget.

Continue the process above throughout the life cycle of the project. Something to note here, though. Every time items are purchased against this project, SAP automatically increases the quantity for the AUC asset. Needless to say,

by the time a project is complete, the quantity is greatly distorted. We will address this issue when the project is complete.

....Construction Complete!

So, the business manager says the project is complete. Now what? First of all, find out what the value date should be for the asset. This date will determine when depreciation will start. Next determine how many individual assets this AUC created. Change the SAP AUC asset with that quantity. This can be done through tcode AS02 and clicking the Master Data button. Enter the new quantity in the quantity field and click save.

The project will now need to be transferred to a new asset that is in a depreciable asset class. You can either create the asset shell(s) in advance, or you can create them on-the-fly during the transfer process. When creating the assets, be sure to enter the correct quantity for the new asset. When the assets are transferred, SAP will reduce the quantity of the AUC asset by the correct amount.

Enter tcode ABUMN and complete the information on the screen. Choose the radio button for Existing Asset or create a new asset here. Since projects usually create many assets, click the tab for 'Partial Transfer'. Complete that screen to transfer the first asset. Repeat this process for every asset that needs to be created, except for the last one. The process for the last asset is the same except the step for the 'Partial Transfer' tab is not necessary. SAP will automatically transfer all remaining value to this asset and it will also deactivate the asset for the project.

Vendor Master Records Maintenance

It is important to regularly evaluate your vendor master records for accuracy. One of the most common errors found is a vendor marked as an EFT vendor but does not have bank details. These vendors are never getting paid. They are excluded from the check runs and the EFT run will show them as exceptions.

To review your vendors for accuracy, your region must run the Vendor Bank Details and Payment Method Verification report located in the AP Report Tree (t code: F.98). Once in the AP Report Tree, click on the AIMS Accounts Payable Reports folder > Master Data > Vendor Bank Details and Payment Method Verifi-

cation.

There are two report variants already created to help you in your analysis.

Variant AIMS01 will show all vendors that are marked as EFT vendors but do not have bank details. Make sure to enter your company codes before executing.

Variant AIMS02 will show all vendors marked as check vendors in your company code but who DO have bank details maintained in their master records. Make sure to enter your company codes before executing to get only the vendors

vendors for your region. If you find vendors who have valid bank details (verify with those vendors that you can use the bank details shown in the report to make your payments).

Then send an Excel spreadsheet (remember, this report can be easily downloaded to Excel) with all vendors that can be changed to the SAP helpdesk and we will do a mass change for your region.

March 2004

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Wallops Island Lodging Touch	2	3	4	5 SAP HR Go-Live Crane, Lakehurst, Saratoga Spgs.	6
7	8	9	10	11 SAP HR Kick-off Gulfport, Charleston, Pasca-goula, Key West, Merid.	12	13
14	15 SAP FICO SE Oth#2 kick-off..SW HR Training	16	17 SAP FICO SE Oth#1 Training	18	19 Pensacola SAP Golf POS Interface	20
21	22 SW HR Training	23 Jacksonville ITT POS Go-Live	24	25	26	27
28	29	30	31			

Crane, Lakehurst and Saratoga Springs Go-Live!

We would like to welcome our newest users to SAP. The team did a great job and we would like to thank **Tina Cundiff, Pam Helms** and **Marlene Pauley** from Crane for all of their hard work and travel. The Great Lakes team also contributed in bringing on their newest member to their Region. Thanks again to **Dan Konziela, Laura Ready, Debbie Fielder, Deb Ellenson, Rene Lumanog and Angie Kuehlem.**

Crane is a part of the Mid-west Region, but did not merge their company codes with the existing ones. The new SAP company codes are MWR 1013, VQ 8013 and CMWR 4013.

The Northeast Region also welcomed Lakehurst and Saratoga Springs to their region. Thanks goes out **Johanna Hoyer, Debbie Vela, Alex Holinaty, Tom Battaglia and Phyllis Flannelly** from Lakehurst and **Linda Hughes and Ed Taylor** from Saratoga. The NE team of **Debbie Steeves, Nella Zouza, Mary Ellen Hunter, Mary Lou Crawford and Jackie Soares** also pitched in and enjoyed(?) the data conversion processes again.

The Northeast Region did merge their company codes. Lakehurst and Saratoga Springs balance sheets were merged into the existing company codes 1094 and 8094. The Lakehurst Navy Flying Club 5055 also went live on SAP at the same time.

April 2004

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Pearl Harbor and Meridian Lodging Touch	2 HR San Diego Go-Live	3
4	5 Jax #1 FICO Data Conversion	6	7	8	9 Jax #1 FICO Go_Live Meridian POS Go-Live	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



A Bi-Monthly Newsletter for SAP Users

Navy Personnel Command
Computer Services Branch Pers-657
7736 Kitty Hawk Avenue
Millington, TN 38055

Phone: 901-874-6556
Fax: 901-874-6791
DSN: 882-6556
Email: p657f2@persnet.navy.mil

We're on the Web

<http://www.mwr.navy.mil>

Budgeting/Asset Depreciation Tip

A reasonable estimate of planned depreciation by cost center can be obtained from the AIMS Budget Depreciation Forecast report found in the Asset Report Tree. This report can be used for budgeting depreciation expense by cost center.

The report can found in the Asset Report Tree (t code: ART0). Once in the Asset Report Tree, open AIMS Asset Accounting Reports > Depreciation > AIMS Budget Deprec Forecast. Make sure to enter your company code before executing.

Never a Dull Moment in HR-Land

The SAP HR and Kronos team has been staying busy since our last update. February welcomed the Hawaii Region to the world of SAP HR, and Crane, Indiana, and Lakehurst, New Jersey, joined us on March 5th. The Southwest Region is currently undergoing SAP HR training with an anticipated go-live on April 2nd. Expansion sites for the Southeast Region (Gulfport, Meridian, Pascagoula, Charleston, and Key West) had a kickoff meeting on March 11th and 12th, and we're looking forward to another successful rollout May 28th.

Our existing SAP HR and Kronos sites are still buzzing along smoothly. Don't feel left out, though---we're still applying increases for wage scale updates, and we'll be applying the remaining COLA very soon. No one complains about additional money!

Developments in SAP Lodging Touch VQ interfaces

Wallops Island, Va is the most recent interface to go live in Production. This brings the total VQ interfaces now in Production to 31, with Hawaii Naval Station and Meridian NAS scheduled for April 1.

Work is underway on implementing the interface at Pascagoula, Gulfport, Key West, and Athens. These VQ's will go on SAP at April 1. Manual DAR's will be entered until May 1, at which time, the interface will be put into Production, if all goes well.

Work is well underway on new enhancements to the interface. These should be completed and tested, and ready for implementation within a couple of weeks. The changes are those that have been requested by the Regions, and include a transaction code that permits payment by

the Regional Office Accounts Payable Department. Other functionality is transferring a payment from a folio to an Account Receivable account, entering the Lodging Touch A/R Account numbers in the Assignment Field for customer transactions, and putting Lodging Touch transaction comments in the Text Field for certain items.

Navy Flying Club Reminder...

Navy Flying Clubs cannot use the SAP EFT payment process from HQ because HQ does not control the NFC bank accounts. Any questions about possibly paying NFC vendors via EFT should be directed to the program manager, John Shaw. He can then make a formal request to the HQ Finance branch to investigate whether paying via EFT is feasible.