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1 News Feed

RSS Feed is available for actual information on statement of accounts. Link can be imported in own mail account.

2 Login Statement of Accounts

Link:  [https://sdatu449.pvw.tu-darmstadt.de/irj/portal](https://sdatu449.pvw.tu-darmstadt.de/irj/portal)

Link via homepage – step by step

**TU-ID must be available to enter this encoded web area.**
Have a look on technical surroundings as browsers.

Recommended browsers:

**Mozilla Firefox or Internet Explorer.**

Technical Support is given by:

[www/hrz.tu-darmstadt.de/sap_technik](http://www/hrz.tu-darmstadt.de/sap_technik)

[www/hrz.tu-darmstadt.de/sap_faq](http://www/hrz.tu-darmstadt.de/sap_faq)

**Mail for trouble ticket to: sap-support@hrz.tu-darmstadt.de**

Click on link for statement of accounts – the following login screen appears:

![Login Screen](image)

First time login or reset of password:

**User Identification** – Prefix **T_** than add your **TU-ID** for example **T_GK07ROSE**

**Password**

**First time login.** Enter any data as login password. System indicates wrong entry!!!

Start with password reset in three steps:
Click on „Möchten Sie ein neues Kennwort beantragen“.

A new window opens

**Step 1. Enter user identification.**
Click on „Weiter“ - Step 2 verify identity „Identität verifizieren“:

Answer two security questions (staff registration code and date of birth). Staff registration code can be found when using the link: https://ando.hrz.tu-darmstadt.de or ask your HR administrator.

Click on „Weiter“ - step 3 – reset of password „Kennwort setzen“.

Define your own password (min 3 – max 6 characters) and click on „Fertig stellen“.

In a few seconds you will find a mail in your mail account with part 2 of your password. Combine your first part with this second part and enter this in the login mask.

Mail example for password part 2:
Attention:
This mail is sent to mail address which is relied to your TU-ID. All data saved there can be seen under (https://ando.hrz.tu-darmstadt.de/konto).

Now you can enter the new password in the sap login mask ("Altes Kennwort") then you can choose a password on your own ("Neues Kennwort").

Your personal password must consist of 8 characters. Letters, digits und special characters must be included. Special characters can be: !"§$%&/()=?'*

Enter your new own password two times “Neues Kennwort and Kennwort bestätigen”) – Click on „Ändern“. Then you can go ahead.
Statement of account is shown under financial data „Finanzen“.

There are two different reports for state funds and third party funds (Landes- and Drittmittel).

Attention: each report is based on a special SAP-module.

TU university financial data is based on SAP modules CO and FM.

**CO** = Controlling

**FM** = Funds management

**State funds** = Cost Center, project code starting with 4*, 65* till 69*
- since 2005 module CO, statement of accounts “Landesmittel”

**third party funds, project code starting with 5*, 9**
- always module FM, statement of accounts “Drittmittel”

**Special state funds project code starting with 61* till 649**
- module FM, statement of accounts “Drittmittel”

**Special state funds project code starting with 65* till 69**
- module CO, statement of accounts “Landesmittel”

See detailed list on homepage of Dez. III „Daten und Strukturen“.
Layout of statement of accounts is different for state funds and third party funds. The header differs. SAP-module CO shows selection items “Kostenstelle”, “Projekt” and “Profit Center”, SAP-module FM shows selection items “Kostenstelle” and “Projekt.”

If you choose the **wrong statement** of accounts the following **mistakes** will occur:

<table>
<thead>
<tr>
<th>Selection</th>
<th>Description</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 4th project or cost center with “Drittmittel-Kontoauszug”</td>
<td>Balance of previous year as well as budget entries are missing. SAP module FM shows revenues and expenditures only.</td>
<td><strong>ending balance is wrong</strong></td>
</tr>
<tr>
<td>Select 401th project or cost center with “Landes-Kontoauszugs” for period 2001 till 2004</td>
<td>All rebookings are made in SAP-Modul FM. All balances for previous years as well as budget entries are missing because SAP module CO uses different booking codes.</td>
<td><strong>ending balance is wrong</strong></td>
</tr>
<tr>
<td>Select projects 5th, 9th or 61th till 649th with “Landesmittel-Kontoauszug”</td>
<td>Balance of previous year is missing.</td>
<td><strong>ending balance is wrong</strong></td>
</tr>
</tbody>
</table>

### 3 Selection screen

If you click on button „Vollbild“ display on screen is greater “full screen”.

If you click once more on that button display shrinks to the normal format again.

Selection screen consists of two parts:

- Limitations “Einschränkungen“
- Execution parameters „Ausführungsparameter“
3.1 Selection State Funds (module CO)

Note: If you change selection of statements close full screen display in order to see the button for kind of statement („Kontoauszug Landesmittel or Kontoauszug Drittmittel). 

3.1.1 Cost Center „Kostenstelle“

Selection of „Kostenstelle“, „Projekt“ or „Profit Center“ indicates the funding area on which should be reported.

The illustration shown above is selection for cost center „Kostenstelle“. 

Selection box „Einzelauszug“ is important, if you select different funds. If a hook is given there you will receive a separate statement for each fund. We recommend never to remove this hook. It is preset as a standard layout. 

Please also set a hook on selection box „inklusive der Projekte des Landeshaushalts when analyzing data for cost center „Kostenstelle“. Otherwise you will miss data for projects with no budget (Project coding starts with 400“)

Selection box Mehrfachselektion is helpful if you want to analyze different cost centers or projects. You can make your own selection entering single values or intervals.
Selection period „Auswertungszeitraum“ should always start with 1 (January). If you want to see different periods within the year please enter this selection in the second selection line.

Note: SAP-system works with 12 months and 4 additional periods. Therefore full year represents 16 periods. Full year statements must therefore be based on periode 1-16.

Execution parameters „Planwert“ - never change anything

3.1.2 Projects „Projekt“

You can choose single project codes or various project codes. Besides you can enter the cost center in charge „verantwortliche Kostenstelle“. SAP system then indicates all projects which refer to the cost center. Attention: third party funded projects do not include all booking entries!

3.1.3 Profit Center

View on profit center stated funded is available since 2007.

Profit center is an organizational unit in accounting. Use of profit center in university refers to regular state funds and includes cost center as well as regular state funded projects.
As entry for profit center add „L“ as prefix to your cost center number:

The benefit of choosing profit center is that you can see all entries for regular state funds at a glance.

Example:
3.2 Selection Third Party Funds (module FM)

Note: If you change selection of statements close full screen display in order to see the button for kind of statement („Kontoauszug Landesmittel or Kontoauszug Drittmittel). 

3.2.1 Cost Center „Kostenstelle“

Statement on third party funds refers to Cost Center „Kostenstelle“ (valid for 2001 till 2004) and project „Projekt“ – no Profit Center is available. -.

Selection for cost center „Kostenstelle“ is similar to selection for state funds (see 3.1.1) 

Execution parameter „Budget“ never change anything.
3.2.2  Project “Projekt”

You can choose single project codes or various project codes. Besides you can enter the cost center in charge „verantwortliche Kostenstelle“. SAP system then indicates all projects which refer to the cost center. **Attention: state funded projects do not include all booking entries!**

Selection „Projektgruppe“ shows third party funded projects which refers to a common financing source. Third party funding administration gives you an information when such a special group of projects has been set up.
3.3 Edition of statement of accounts

Edition „Ausgabe“ defines screen and print layout of your statement and which kind of summary should be shown (single items, summary or balanced items).

You can choose either screen („Bildschirmausgabe“) or print layout („SAPscript-Ausgabe“). If you choose both the selection must correspond this means entries must be identical f.ex. single items.

All statements can be exported into EXCEL or printed.
Balanced items list „Saldenliste“ shows all balances, summary list „Summenliste (Konto)“ indicates summaries according to accounting codes, single item list „Einzelpostenliste“ indicates all single accounting entries.

Example: balanced items „Saldenliste“

The balance refers to the survey of the statement of accounts.

Example: summary list „Summenliste“

All entries for a special accounting code are summarized.
Example: single accounting entries „Einzelpostenliste“

Each single accounting entry is shown.

3.4 Sorting / Editing „Sortierung/Aufbereitung“

Sorting / Editing refers to sorting of items and print layout. We recommend not to change the standard layout „Version B zweizeilig“. 
3.4.1 Sorting

- The „Journal“ layout shows all single entries according to date of accounting entry (SAP-voucher).
- The „Konto“ layout refers to accounting codes.
- The layout „Konto mit Zwischensumme“ refers to accounting codes and shows a subtotal per accounting code. We recommend to use this layout.
- If you want to create statements for many projects which refer to different cost centers you can choose the layout „Projekte nach Kostenstelle sortiert“.

3.4.2 Print „Druckformular“

- „Version A“ gives single lines and small font.
- „Version B“ shows 2 lines per accounting entry and large font.

We recommend „Version B.“

3.4.3 Number of lines „Zeilenanzahl“

If you choose single line layout „einzeilig“ all accounting entries given in a second line are not shown.

If you want complete information on all accounting entries we recommend two lines “Version B zweizeilig.” This is standard layout.

If you have chosen all buttons explained above you can start the run for statement of accounts. Click on button „Ausführen“

After that “kick off” the screen shows a file for cost center or project. You can open that file in order to see all sub-trees by marking the file and clicking on the button with double arrow (fast track). If you do not mark the file you can open the account step by step when you make a click on the single arrow in front of each line (slow track).
4 Computer output

4.1 On screen computer output
Various buttons can be used:

- ![Print as SAPscript document](image): Print as SAPscript document: Details given in chapter 4.2.

- ![Export in Excel format](image): Export in Excel format Details given in chapter 4.3.

- ![optimal column width](image): optimal column width: The optimal fit of columns is automatically adjusted by the system.

- ![expand or compress sub-trees](image): expand or compress sub-trees: These buttons help to expand or compress subtrees of the hierarchy. Details given in chapter 3.4.3

- ![Search help](image): Search help

Click on this button and enter the parameter you are searching for. This parameter must not be seen on the screen it also can be hidden in compressed subtrees.

If a hook is made at “interaktiver Struktur” search shows single hits, if no hook is made all hits are shown at a glance.

- ![print preview / print](image): print preview / print: This button gives a print preview as well as the start off for printing.

4.2 Print

Have a look on technical pre-conditions given by SAP technical support

[www/hrz.tu-darmstadt.de/sap_technik](http://www/hrz.tu-darmstadt.de/sap_technik)

Besides you need the tool „Acrobat-Reader (pdf-Reader”).

Step by step:

- Generate your statement of accounts

- Click on print button
Print window opens, output device must be „ITS-Drucker“.

Click on button Drucken, statement of account is opened with acrobat reader.

If acrobat reader opens you once again must enter command for printing. If printing does not start check the printer driver. May be that you have to change „postskript“into „PCL-Drucker“.

If printing window does not show any output device click on search button and look for „ITS-Drucker“.
• Click on „ITS Drucker“
• Layout of pdf-print

pdf- Navigationsbar assists in printing, saving, going forward or backward, change font sizes or searching any items. You can even send a mail out.
Example for sending mail out of pdf-format

Click on Acrobat-Reader tool icon, a new tool bar appears.

Click on button „envelope“.
The following window opens, which gives two questions:
Use the copy version „Kopie der gesamten PDF-Datei als Anlage senden“ an click on „Kopie senden“. If you open your mail account a message is already opened which gives a pdf file as attachment to the mail:

Enter mail address, subject and any text and sent the mail.
4.3 Excel

Have a look on technical pre-conditions given by SAP technical support

www.hrz.tu-darmstadt.de/sap_technik

Homepage of TUD should be declared as trustworthy site.

Security options should allow: ActiveX, JavaScript, Download).

Popup-blocker must be inactive

Add-Ons are needed: Software for:

- ADOBE-Acrobat-Reader Version
- SUN Java-Plug-In Version.

All these entries are necessary before download of data output from SAP-system is possible.

Click on Excel - button. Data can be save das text file (with TAB separator). You can transform this format in MS EXCEL format.

After click on Excel - button the following screenshot appears:

Bitte warten Sie. Sie werden automatisch weitergeleitet.
Aus technischen Gründen musste diese Seite eingefügt werden.

Consider all safety instructions given above.

Define name and storage place.
5 Document views

5.1. SAP-document view

Attention: View on documents is possible based on single items statement only.

Double click on single item line. Document or SAP selections fields open:

Example: Budget entries „Planwertbuchung“

double click on single item line – SAP voucher opens directly as follows
Example: entries for revenues or expenditures “Einnahmen / Ausgaben”

double click on single item line – SAP selection field opens as follows:

Make a double click on “Buchhalungseleg” – then SAP accounting voucher opens:

Attention: No details for any entries for personnel expenses are possible.
Example: entries for asset investments „Investitionen“

double click on single item line – SAP selection field opens as follows:

![Image of SAP selection field for asset investments]

Make a double click on “Buchhaltungsbeleg” – then SAP accounting voucher opens:

![Image of SAP accounting voucher]

Example: entries for allocations „Verrechnungen“

double click on single item line – SAP selection field opens as follows:
5.2. View on digitized documents

Digitalization of documents started **January 2014**. For the years before no electronic documents are available.

An external service provider is in charge of scanning all documents. Therefore it takes some time between booking entries an online view of the original document.

Categories of documents digitized:

- Invoices of external suppliers (including service contracts, credits, Miro-invoices)
- Cancellation of creditors accounts
- Debit accounts (outgoing invoices), call for funds, credits
- Cancellation of debts
- Asset accounting (Investment or transfer of assets)

**Attention:**

- No view on personal data is possible (personnel or travel expense)
- If you use online shopping order as well as invoice can be seen
Procedure:

Call for statement of accounts single entries:

Note: Documents view is possible based on screen view only – do not use print view!
Double click on single item line – SAP selection field opens as follows:

Click on „Ursprungsbeleg“ or double click on „Buchhaltungsbeleg“:

Top right the following icon appears

Click on the arrow – the following selection opens:
Click on „Anlagenliste“:

Click on „Öffnen“ – then you have a look on the digitalized document:
## Manual for SAP

Statement of accounts

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### Rechnung

<table>
<thead>
<tr>
<th>Artikel</th>
<th>Bezeichnung</th>
<th>Einzelpreis</th>
<th>Anzahl</th>
<th>Gesamtpreis</th>
</tr>
</thead>
<tbody>
<tr>
<td>R20</td>
<td>OKI 44469803 Toner schwarz ~3500 Seiten OKI MC362dn</td>
<td>47,86 €</td>
<td>1</td>
<td>47,86 €</td>
</tr>
<tr>
<td>R29</td>
<td>OKI 44469706 Toner cyan ~2000 Seiten OKI MC362dn</td>
<td>64,96 €</td>
<td>1</td>
<td>64,96 €</td>
</tr>
<tr>
<td>R25</td>
<td>OKI 44469705 Toner magenta ~2000 Seiten OKI MC362dn</td>
<td>63,80 €</td>
<td>1</td>
<td>63,80 €</td>
</tr>
<tr>
<td>R29</td>
<td>OKI 44469704 Toner gelb ~2000 Seiten OKI MC362dn</td>
<td>64,96 €</td>
<td>1</td>
<td>64,96 €</td>
</tr>
</tbody>
</table>

*Bitte überweisen Sie den Betrag innerhalb von 7 Tagen auf unser Konto DE7570020270665204421 bei der HypoVereinsbank (HYVEDEMMXX).*

*Vielen Dank für Ihren Auftrag.*

Liefervorstand: 17.01.2014
The tool bar of the document helps to browse, enlarge, save …

Note: Display of the scanned document depends on your web browser.

Examples:

Click on „Ursprüngsbelegs zum FI-Dokument“
Windows is searching for graphic software as for example Windows Paint or Irfan View.

Set a hook on “Für Dateien dieses Typs immer diese Aktion ausführen”.
Another example for Windows Live Photo Gallery (Standard):

6 ALV-Sicht

ALV means ABAP-List-Viewers. This SAP tool enables to create your own special statement of accounts. All data given in the statement of accounts can be used as data base. You work directly in EXCEL-format.

The individual statements of account are comfortable und efficient for smart users.

A separate manual shows how to handle this tool.
7 Interpretation of data

7.1 Summary „at a glance”
In order to give information “at a glance” on the statement of accounts an overview is given at the first page when you print the statement. All computations there are shown logical and not based on accounting debt or credit information.

Example: Cost Center 2001 - 2004

### Verfügbarer Mittel:
- **Budget**
- **Einnahmen (Ist)**
- **Ausgaben/Investitionen/Verrechnungen (Ist)**

### Nachfristlich:
- **Summe Einnahmen (Obligo)**
- **Nachfristlich (nicht budgetrelevant) (Obligo+Ist)**

**Budget**
State funds granted for the year under report.

**Einnahmen**
Revenues for the year under report.

**Ausgaben/Investitionen/Verrechnungen (Ist) / (Obligo)**
Expenditures, investments, allocations for the year under report including balance of the previous year. “Ist-Daten” Ist data is realized „Obligo-Daten” obligo data refer to funds precommitted.

Verfügbare Mittel
Balance between budget, revenues, expenditures, investments and allocations.

„nachrichtlich“ no entries given there.

Example: Cost Center since 2005

<table>
<thead>
<tr>
<th>Verfügbare Mittel:</th>
<th>Planwert</th>
</tr>
</thead>
<tbody>
<tr>
<td>Einnahmen (Ist)</td>
<td></td>
</tr>
<tr>
<td>Summe Planwert und Einnahmen (Ist)</td>
<td></td>
</tr>
<tr>
<td>/ / Ausgaben/Investitionen/Verrechnungen (Ist)</td>
<td></td>
</tr>
<tr>
<td>/ / Ausgaben/Investitionen/Verrechnungen (Obligo)</td>
<td></td>
</tr>
<tr>
<td>Saldo Kostenstellen/Aufträge Gesamt</td>
<td></td>
</tr>
</tbody>
</table>

Nachrichtlich:
Summe Einnahmen (Obligo)
Nachrichtlich (nicht budgetrelevant) (Obligo+Ist)

Planwert
State funds granted for the year under report as well as the balance of previous year.

Note: can not be compared with reporting period 2001 till 2004 which shows balance for previous years under item “Ausgaben .....”

Einnahmen
Revenues for the year under report.

Ausgaben/Investitionen/Verrechnungen (Ist/Obligo)
Expenditures, investments, allocations for the year under report .“Ist” data is realized
“Obligo” data refer to funds precommitted

Saldo Kostenstelle / Aufträge Gesamt
Balance between budget, revenues, expenditures, investments and allocations.

Nachrichtlich refers to special accounting entries which are shown for information purposes only. Those entries do not change the budget.
example: Third party funded project

Liquidität:

Einnahmen (Ist)
J. Ausgaben/Investitionen/Verrechnungen (Ist)
Saldo gegen Geldeingang

Verfügbare Mittel:
Budget
J. Ausgaben/Investitionen/Verrechnungen (Ist)
J. Ausgaben/Investitionen/Verrechnungen (Obligo)
Saldo gegen Beteiligung

Nachrichtlich:
Nachrichtlich (nicht budgetrelevant) (Obligo-Ist)

Liquidität:

Einnahmen

Revenues for the year under report.
Balance of previous year is included there.

Ausgaben/Investitionen/Verrechnungen (Ist) / (Obligo)

Expenditures, investments, allocations for the year under report
"Ist" data is realized
"Obligo" data refer to funds precommitted

Saldo gegen Geldeingang

Balance between, revenues, expenditures, investments and allocations

"nachrichtlich" no entries given there.

example: state funded projects 2001 - 2004

Liquidität:

Einnahmen (Ist)
J. Ausgaben/Investitionen/Verrechnungen (Ist)
Saldo gegen Geldeingang

Verfügbare Mittel:
Budget
= Einnahmen (Ist)
J. Ausgaben/Investitionen/Verrechnungen (Ist)
J. Ausgaben/Investitionen/Verrechnungen (Obligo)
Saldo gegen Beteiligung

Nachrichtlich
Nachrichtlich (nicht budgetrelevant) (Obligo-Ist)
Actual balance is shown as „Saldo gegen Bewilligung“. Note: Do not consider „Saldo gegen Geldeingang“ which is valid for third party funded projects only.

example: state funded projects since 2005

<table>
<thead>
<tr>
<th>Verfügbare Mittel:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Planwert</td>
<td></td>
</tr>
<tr>
<td>+ Einnahmen (Ist)</td>
<td></td>
</tr>
<tr>
<td>Summe Planwert und Einnahmen (Ist)</td>
<td></td>
</tr>
<tr>
<td>./. Ausgaben/Investitionen/Verrechnungen (Ist)</td>
<td></td>
</tr>
<tr>
<td>./. Ausgaben/Investitionen/Verrechnungen (Uebige)</td>
<td></td>
</tr>
<tr>
<td>Saldo Kostenstellen/Aufträge Gesamt</td>
<td></td>
</tr>
</tbody>
</table>

| Nachrichtlich: |  |
| Summe Einnahmen (Uebige) |  |
| Nachrichtlich (nicht budgetrelevant) (Uebige+Ist) |  |

For interpretation see cost center since 2005.

7.2 Columns of statement of accounts

Account - Konto

Code of account used for accounting on business transactions. Coding is made by accounting department according to general accounting practice which is given by the state.

Description - Bezeichnung

Description refers to the coding of account.

Creditor/Debtor/Cash – Kreditor/Debitor/Kasse

= financial partner. Creditor is a supplier to whom we owe money, debtor is a client, which gives money to us.

Person making accounting entries - Erfasser

Name of staff member, who is entering accounting transactions into the SAP system.

Voucher No./ Kind of voucher – Belegnummer / Belegart

Voucher number indicates the number for each accounting entry into the SAP system. All documents are archived according to that number.

Kind of voucher is for internal information only.
Date of invoice - Rechnungsdatum

Date of original invoice.

Date of payment - Zahldatum

Date of payment.

Date of accounting entry - Buchungsdatum

Date of entering business transactions into the accounting system.

Obligo

Funds precommitted f.ex. deposits, advance payments.

Actual value - Ist

Accounting entry according to commercial accounting practise this means expenses reflect debit entries, revenues reflect credit entries (minus).

Funds available - Verfügbare Mittel

Balance: budget plus revenues minus expenses of any kind.

7.3 Lines of statement of accounts

Booking entries are summarized as follows:

- Budget
- Revenues - Einnahmen
- Expenditures - Ausgaben
- Capital investments - Investitionen
- Allocations - Verrechnungen (TU-interne Buchungen)
- Memo - nachrichtlich.

Note: Cost centers can include projects without any separate budget as cost collectors. In that cases first all data for cost center are listed, thereafter all entries for the project are shown.
7.4 Balanced items Saldenliste

Die Saldenliste gibt einen schnellen Überblick über die aktuellen Salden der Projekte bzw. der Kostenstellen, die von dem jeweils Verantwortlichen betreut werden.

Final balance is given as:


„Verfügbarkeit gegenüber Plan“ for cost center and state funded projects since 2005.

„Saldo gegen Geldeingang“ for third party funded projects.

8 Log out

Click on button „Abmelden“.