The following instructions outline the steps in displaying Costing Sheet attributes such as Base Cost Elements, Overhead Rates, and, Credit Funding Lines.

1. Begin by either
   a. Typing the transaction code **S_ALR_87005104** in the command box and clicking/pressing “Enter”
   OR
   b. Accessing the transaction in the menu tree via **SAP Menu>Accounting>Controlling>Internal Orders>Period-End Closing>Current Settings>S_ALR_87005104 - Maintain Costing Sheet**

2. Click/Hit “Enter” when the following message comes up.
3. A Costing Sheet listing along with various command selections (left pane) will be displayed.

![Costing Sheet Attributes Diagram](image)

**NOTE:**

a. From here, you will have the option to display Base, Overhead Rate, and Credit funding line information. This handout will demonstrate how to display Overhead Rate information. The procedure to display the other attributes will be the same.

b. Some Costing Sheets will be marked as “INACTIVE”. These were deactivated after Fiscal Year 2013-14 because of a reporting requirement shift that brought about changes in the way Overhead posts.

4. Select a Costing Sheet to display, for example, “047803”, by clicking on the row marker and then double click on “Costing Sheet Rows”.

![Costing Sheet Rows Diagram](image)
5. “Costing Sheet Rows” will be displayed. Scroll down to view the various Costing Sheet Rows. From here you can select specific details on the chosen Costing Sheet.

6. Select a “Costing Sheet Row” or attribute to display, for example, Non-productive Labor overhead rates, by clicking on the row marker and double clicking on “Overhead Rate”.

NOTE:
   a. To view Base Cost Elements, click on a Row that shows a key in the “Base” column, for example Row 10, Base “ZX01”.
   b. To view Overhead Rates, click on a Row that shows a key in the “Overhead Rate” column.
   c. To view the Credit Funding Line, click on a Row that shows a key in the “Overhead Rate” column.
7. If a pop-up window appears asking for “Controlling Area”, enter “1000” and click “Enter”.

8. Scroll down to view the current information. Notice that there are Validity Periods and Order Types for which the stated rate would be valid.

You have now displayed Costing Sheet attributes.

For additional Costing literature, please visit The BASE Training Center.