



# **SAP S4 HANA PUBLIC CLOUD**

END USER MANUAL

Controlling

Analytics( Reporting)

Submitted to

**Ethiopian Engineering Corporation**

Prepared by

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**Note:**

All the values given for Profit center, Cost Center , Activity types, Statistical key figures , Cost Center and Cost Center and Cost Element groups , Dates etc. in this are hypothetical data and should be taken as for Examples

# 1 Cost Centers Actual Data Reporting

## *APP NAME - Cost Centers Actuals*

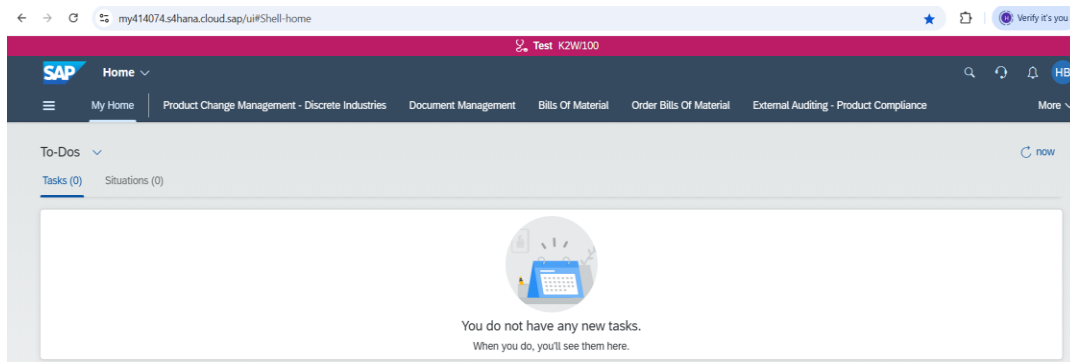
**Purpose**

In this activity, you run the cost centers actual data reporting.

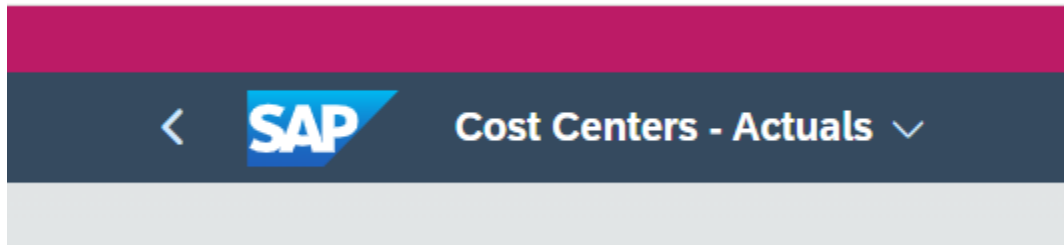
**Procedure**

**Step 1** Log on to the SAP Fiori launchpad as a Divisional Accountant

The SAP Fiori launchpad displays



Step 2 [Open Cost Centers Actuals](#) The Prompts dialog box displays.



Step 3 [Selection Criteria](#)

Make the following entries:

1. [Ledger:0L](#)
2. [Ledger Fiscal Year :2024](#)
3. [Company Code: EECC](#)
4. [Key Date: 19/01/2025](#)

**SAP** Cost Centers - Actuals

Standard \* ▾

Ledger:\* OL × Fiscal Year of Ledger:\* 2024 Key Date:\* 01/19/2025 × Fiscal Period: Company Code: Cost Center:

Profit Center: Functional Area: Segment: G/L Account Hierarchy: G/L Account (Node):

Adapt Filters (2) **Go**

Navigation Panel

Dimensions

Search Dimensions

Rows

Cost Center Is Stat. Cost Center G/L Account

Data Analysis Graphical Display Query Information

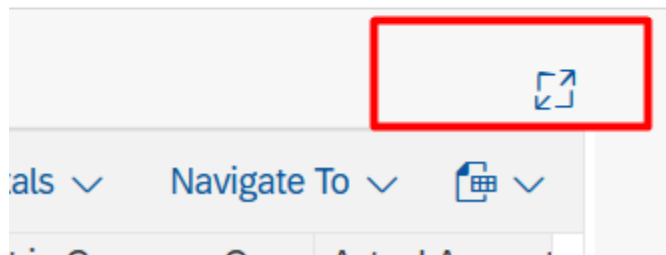
<No Bookmark Loaded> ▾ Filter ▾ Sort ▾ Hierarchy ▾ Drilldown ▾ Display ▾ Measures ▾ Totals ▾ Navigate To ▾

To start, set the relevant filters and and choose Go

**Step 4 Choose Go** A report showing actual costs for the cost centers is displayed.

Choose The Maximize icon

Adapt Filters (3) **Go**



< SAP Cost Centers - Actuals

Standard

Filtered By (3): Ledger, Fiscal Year of Ledger, Key Date

Data Analysis

<No Bookmark Loaded> Filter Sort Hierarchy Drilldown Display Measures Totals

Cost Center	Fiscal...	G/L Account	Actual Amount L...	Actual Amount in Company Co...	Actual Amount in Global Crcy
# A000/Not assigned	7	10010000 Petty Cash	-1,000.00 ETB	-1,000.00 ETB	-1,000.00 ETB
# A000/Not assigned	7	11001001 Main Incoming Bank	86,932.50 ETB	86,932.50 ETB	86,932.50 ETB
# A000/Not assigned	7	12100000 Rcvbls Domestic	0.00 ETB	0.00 ETB	0.00 ETB
# A000/Not assigned	7	21190000 Down Paymnt Custome	-15,000.00 ETB	-15,000.00 ETB	-15,000.00 ETB
# A000/Not assigned	7	22000001 VAT Output 15%	-9,382.50 ETB	-9,382.50 ETB	-9,382.50 ETB
# A000/Not assigned	7	41090000 Other Operating Reve	-62,550.00 ETB	-62,550.00 ETB	-62,550.00 ETB
# A000/Not assigned	7	Total	-1,000.00 ETB	-1,000.00 ETB	-1,000.00 ETB
# A000/Not assigned	Total	Total	-1,000.00 ETB	-1,000.00 ETB	-1,000.00 ETB
80500000 Water and Energy ...	7	41090000 Other Operating Reve	0.00 ETB	0.00 ETB	0.00 ETB
80500000 Water and Energy ...	7	54020101 Salary for Contract	-10,000.00 ETB	-10,000.00 ETB	-10,000.00 ETB
80500000 Water and Energy ...	7	65400000 Freight	0.00 ETB	0.00 ETB	0.00 ETB
80500000 Water and Energy ...	7	94308000 Consulting	-12,500.00 ETB	-12,500.00 ETB	-12,500.00 ETB
80500000 Water and Energy ...	7	Total	-22,500.00 ETB	-22,500.00 ETB	-22,500.00 ETB
80500000 Water and Energy ...	Total	Total	-22,500.00 ETB	-22,500.00 ETB	-22,500.00 ETB
80600000 Infrastructure Dep't	7	94308000 Consulting	12,500.00 ETB	12,500.00 ETB	12,500.00 ETB
80600000 Infrastructure Dep't	7	Total	12,500.00 ETB	12,500.00 ETB	12,500.00 ETB
80600000 Infrastructure Dep't	Total	Total	12,500.00 ETB	12,500.00 ETB	12,500.00 ETB

Note: The Cost centers not assigned belong to the B/L sheet account numbers which can be excluded from the report by entering cost centers in the Selection criteria

## 2 Cost Center Comparisons/Review Booklet

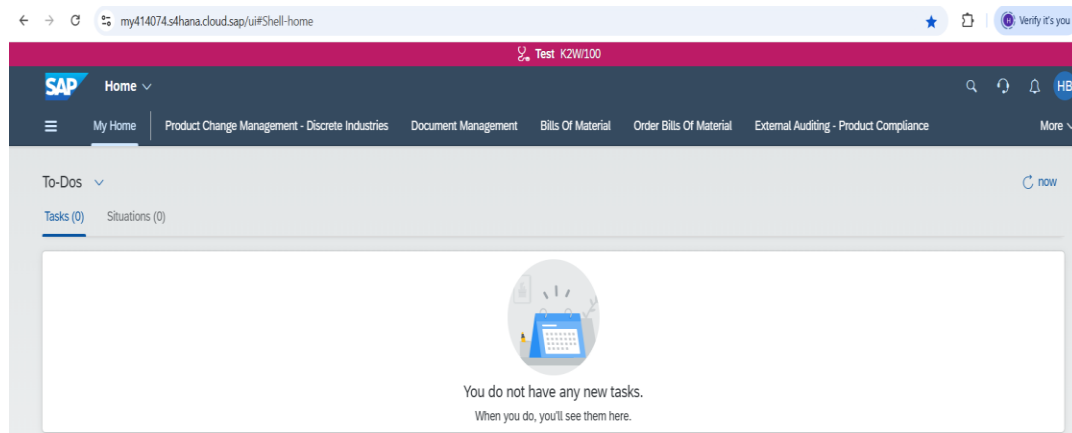
### APP Name Cost Centers- Review Booklet

#### Purpose

In this activity, you can run reports to view year over year comparisons for selected company codes, cost center hierarchy, and G/L account hierarchy combinations.

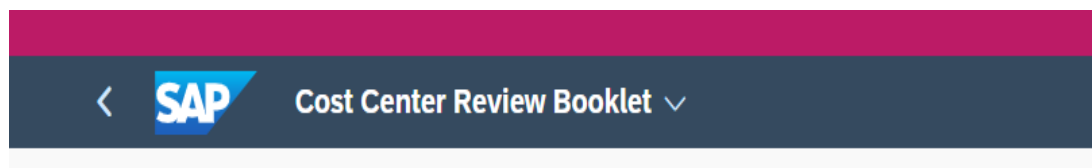
#### Procedure

Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. The SAP Fiori launchpad displays.



## Step 2 Open Cost Centers - Review Booklet

The Cost Center - Review Booklet dialog box displays.



## Step 3 Selection Criteria

A report showing year-to-date comparison for selected company code, cost center hierarchy, and G/L account hierarchy combination displays.

Make the following entries and choose **Go** and choose the **Maximize Button**

1. Ledger **0L**
2. Company Code: EECC
3. Reporting Date: 19/01/2025
4. G/L Account Hierarchy 0102/YCOA/EC00
5. Cost Center Hierarchy: **001**

**SAP Cost Center Review Booklet**

Standard

Ledger: \* Reporting Date: \* Company Code: \* Cost Center Hierarchy: \* Cost Center (Node): G/L Account Hierarchy: \*

Ledger: OL Reporting Date: 01/20/2025 Company Code: Ethiopian Engg ... Cost Center Hierarchy: 0001 Cost Center (Node): All Expense Cost Elements

G/L Account (Node):

Go Adapt Filters

Actuals Plan/Actuals

Year-to-Date Comparison No Active Page Filters

Auto Refresh: ON Rows: Cost Center & G/L Account Columns: Year-to-Date Comparison

**SAP Cost Center Review Booklet**

Year-to-Date Comparison Active Page Filters 1 Auto Refresh: ON Rows: Cost Center & G/L Account Columns: Year-to-Date Comparison

		Measures		Amount in Company Code Currency			
		Structure		Reporting Year-to-Date 2024	Previous Year-to-Date 2023	Diff. RYID 2024 - PYID 2023	% Diff. RYID 2024 - PYID 2023
Cost Center	G/L Account			ETB		ETB	
Building Dep't	▼ All Expense Cost Elements Group	0102/YCOA/EC00/0EC00		10,000.00	-	10,000.00	
	▼ Salary and Related	0102/YCOA/EC00/0EC01		10,000.00	-	10,000.00	
	Salary for Contract Employees	YCOA/54020101		10,000.00	-	10,000.00	
	> Not Assigned G/L Account(s)	REST_H		1,000.00	-	1,000.00	
Infrastructure Dep't	▼ Not Assigned G/L Account(s)	REST_H		12,500.00	-	12,500.00	
	Consulting	YCOA/94308000		12,500.00	-	12,500.00	
Water and Energy Dept	▼ All Expense Cost Elements Group	0102/YCOA/EC00/0EC00		-10,000.00	-	-10,000.00	
	▼ Salary and Related	0102/YCOA/EC00/0EC01		-10,000.00	-	-10,000.00	
	Salary for Contract Employees	YCOA/54020101		-10,000.00	-	-10,000.00	
	> Not Assigned G/L Account(s)	REST_H		-12,500.00	-	-12,500.00	

### 3 Commitments by Cost Center



## App Name Cost Centers- Plan/Actual/Committed

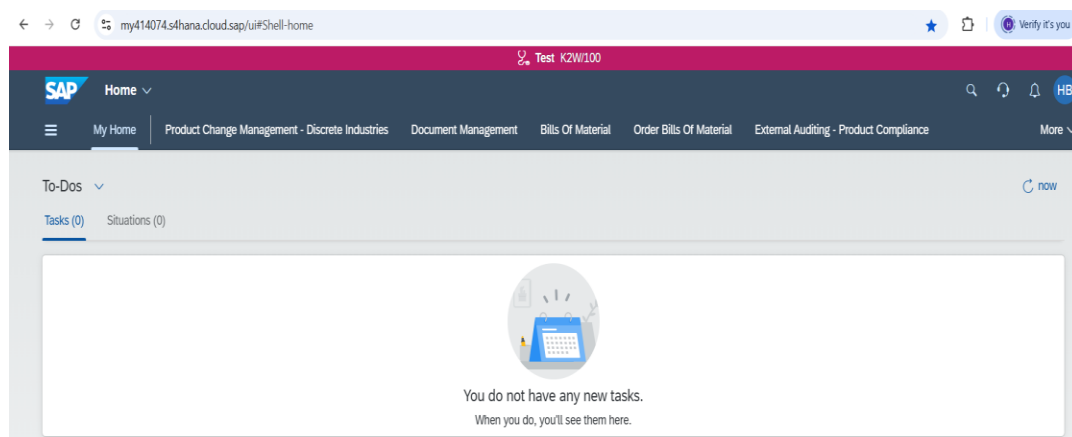
### Purpose

This report shows the plan, actual, and committed data to be viewed by cost center and cost elements.

### Procedure

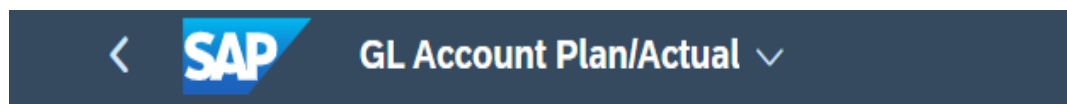
**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.



**Step 2** Open P&L - Plan/Actual/Committed

The Commitments by Cost Center screen displays.



**Step 3** Make the following entries and choose Go:

A report showing plan, actual, and commitments for the cost object displays.

Make the following entries and choose Go:

1. Key Date: 19/01/2025

2. Ledger: 0L
3. Plan Category: ZEEC
4. Fiscal Year of Ledger: 2024
5. G/L Account Hierarchy: 0102/YCOA/EC00
6. Company Code: EECC
7. Cost Center: 80700000

## 4 Display Line Items in Controlling

App Name [Display Line-Item Cost Accounting](#)

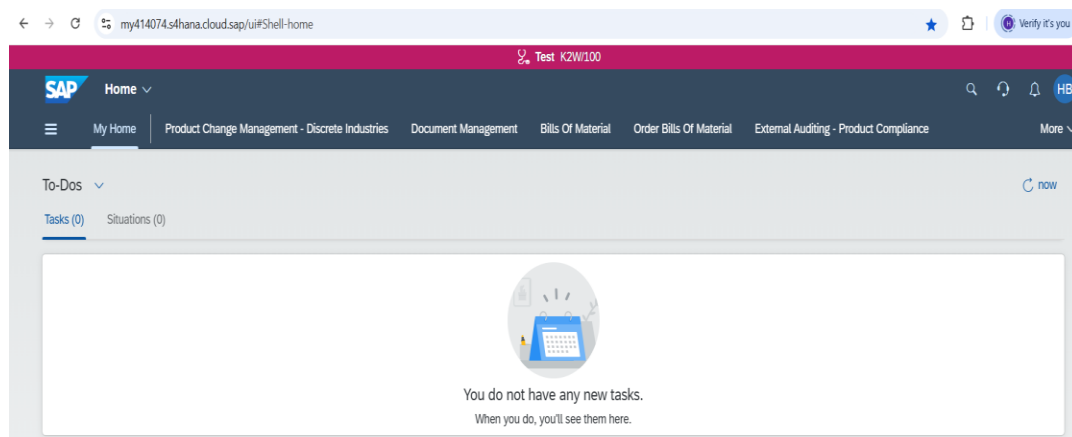
### Purpose

This activity allows you to view various postings in controlling.

### Procedure

[Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.](#)

The SAP Fiori launchpad displays.



[Step 2 open Display Line Items - Cost Accounting](#)

The [Display Line Items](#) view displays.



### Step 3 Make the following entry and choose Go:

A report showing the posting details display.

1. Ledger : <Enter your ledger, for example OL>
2. Company Code: EECC
3. Posting Date: This Month 01/01/2025 – 01/31/2025

**SAP Display Line Items**

Standard

Hide Filters

Ledger: \* OL (Ledger OL) Company Code: G/L Account: Posting Date: This Month (01/01/20... Cost Center: Order ID: WBS Element External ID:

Project: Journal Entry: Business Transaction Type: Sales Document: Service Document: Reference Document: Go Adapt Filters (2)

Line Items (21) Standard

Line Item Details

Company Code	G/L Account	G/L Account Name	Business Transaction Type	Journal Entry	Journal Entry T...	Reference Document	Posting Date	Fiscal Year Peri...	Amount in Glot
> Cost Center:									-1,000.00
✓ Cost Center: 8050000 - Water and Energy Dep									
EECC (Ethiopian E...	65400000 (Freight)	Freight	RFBU	100000000	SA (G/L Accoun...	100000000	01/16/2025	007/2024	1,000.00
EECC (Ethiopian E...	54020101 (Salary f...	Salary for Contract	RKU1	100000001	SA (G/L Accoun...	200000001	01/19/2025	007/2024	-10,000.00
EECC (Ethiopian E...	41090000 (Other O...	Other Operating Reve	RFIC	1800000000	DR (Customer i...	1800000000	01/15/2025	007/2024	-75,000.00
EECC (Ethiopian E...	41090000 (Other O...	Other Operating Reve	RFIC	1800000002	DR (Customer i...	1800000002	01/15/2025	007/2024	75,000.00
EECC (Ethiopian E...	94308000 (Consult...	Consulting	RKL	2300000000	CO (Secondary...	300000000	01/19/2025	007/2024	-12,500.00
EECC (Ethiopian E...	65400000 (Freight)	Freight	RKU3	2300000001	CO (Secondary...	200000000	01/19/2025	007/2024	-1,000.00
									-22,500.00
✓ Cost Center: 80600000 - Infrastructure Dep't									
EECC (Ethiopian E...	94308000 (Consult...	Consulting	RKL	2300000000	CO (Secondary...	300000000	01/19/2025	007/2024	12,500.00

## 5 View Budget by Cost Center

App Name Cost Center Budget Report

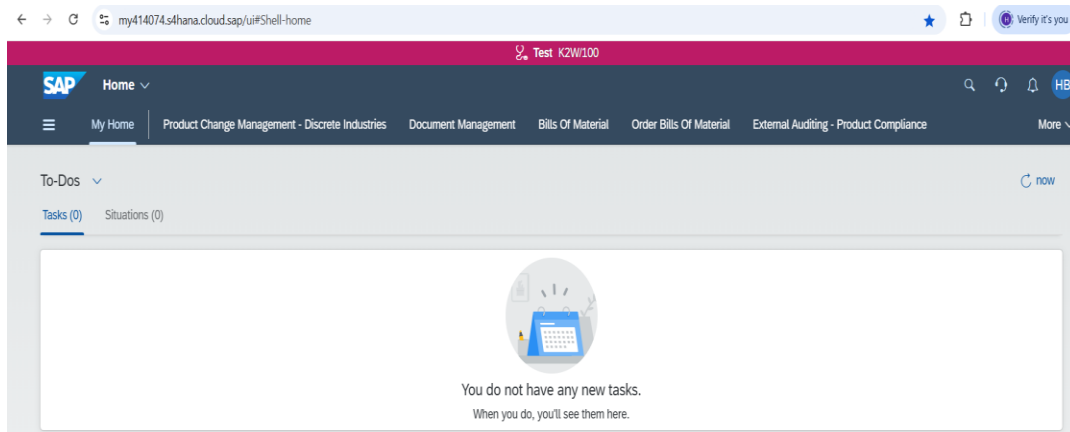
Purpose

This report allows visibility of purchase order commitments to be viewed by cost center and cost elements.

## Procedure

### Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.



### Step 2 Open Cost Center Budget Report App

The Cost Center Budget Report (F3871) view displays.



### Step 3 Selection Criteria

Make the following entries:

1. Plan Category: ZEEC01 (EEC Cost Center Budget Category )
2. Company Code: EECC
3. Fiscal Year: 2025

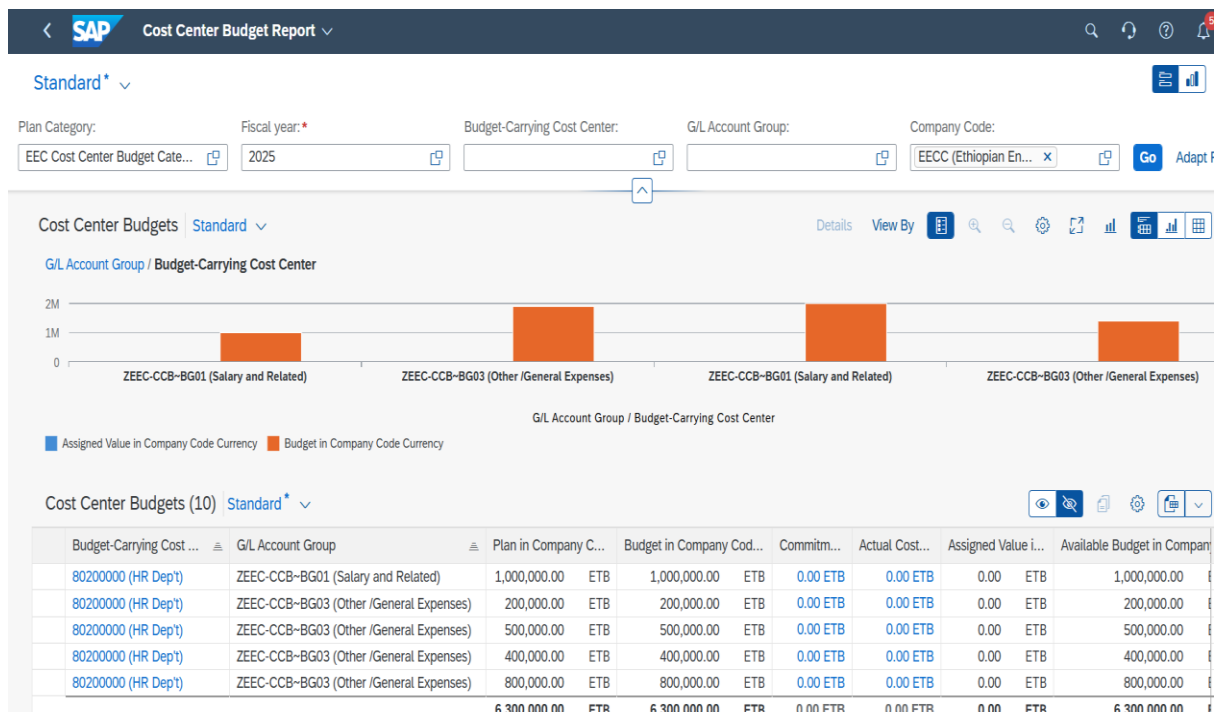
**SAP Cost Center Budget Report**

Standard\*

Plan Category: EEC Cost Center Budget Cate... Fiscal year: 2025 Budget-Carrying Cost Center: G/L Account Group: Company Code: EECC (Ethiopian En... X Go Adapt Filters (3)

#### Step 4 Commit for the Cost Centers Choose Go.

The report with different options is displayed



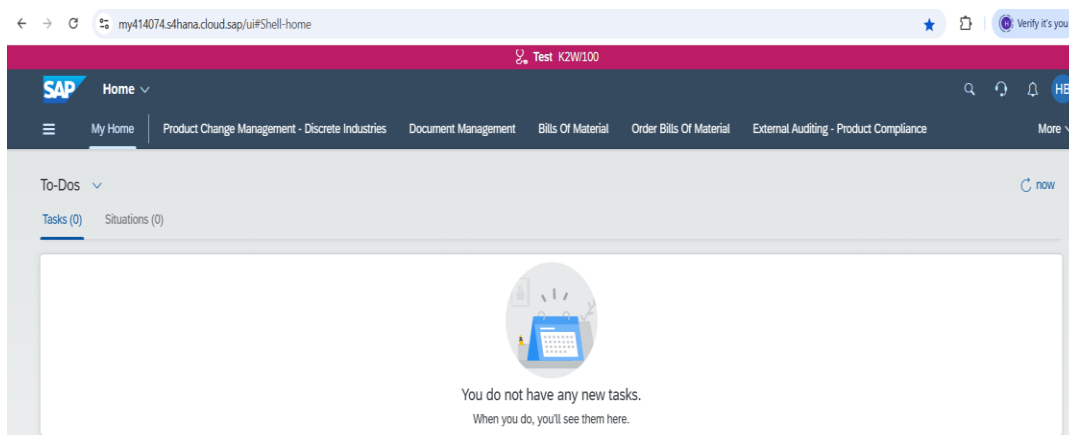
## 6 Profit Center Report

### 6.1 Profit Center - Plan/Actual

#### APP Name Profit Center - Plan/Actual

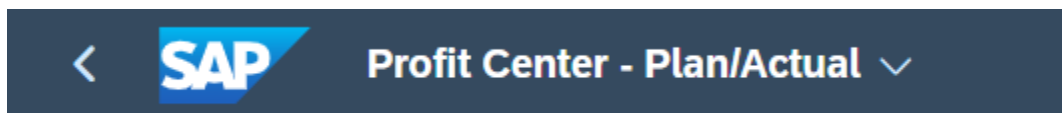
**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.



**Step 2** Open **Profit Center - Plan/Actual App**

The Profit Center - Plan/Actual Report view displays.



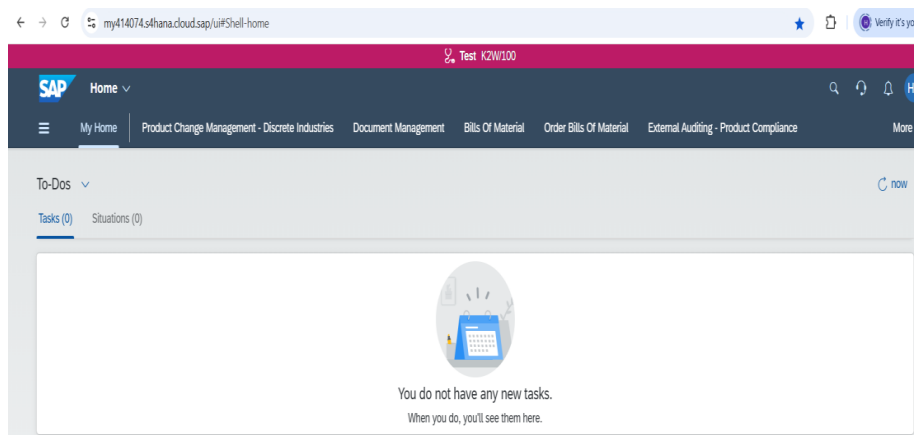
**Step 3** Selection Criteria

Make the following entries:

1. Ledger OL
2. Fiscal year 2024
3. Plan Category 2024 ZEEC

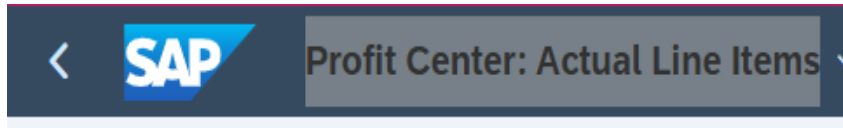
## 6.2 Profit Center – Actual Line Items

The SAP Fiori launchpad displays.



Step 2 Open **Profit Center - Plan/Actual** App

The Profit Center - Plan/Actual Report view displays.



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