SAP S4 HANA PUBLIC CLOUD
END USER MANUAL
Controlling
Master Data

Submitted to

Ethiopian Engineering Corporation

Prepared by

Haile Belay

Approval for use		
Role	**Name**	**Date**
Project Manager EEC	Mr. Fitsum Milion	
Project Manager Ethiopian Airlines	Mr. Mulualem Birhanu	
Business Process Owner (BPO) **EECC**	Mr. Henok Petros Ms. Abenet Kebret Mr. Samuel Mesfin, Mr. Meron Temesgen	
Module Consultant Orane / Ethiopian Airlines	Mr. Haile Belay	

Contents

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. Create Profit Center Master Data

APP NAME – Manage Profit Centers

Purpose

A profit center is an organizational unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control.

 The master data of a profit center includes the name of the profit center, the controlling area it is assigned to, and the profit center's period of validity, as well as information about the person responsible for the profit center, the profit center's assignment to a node of the standard hierarchy, Etc.

Using this app users with the allowed access can create, change and display profit center master data
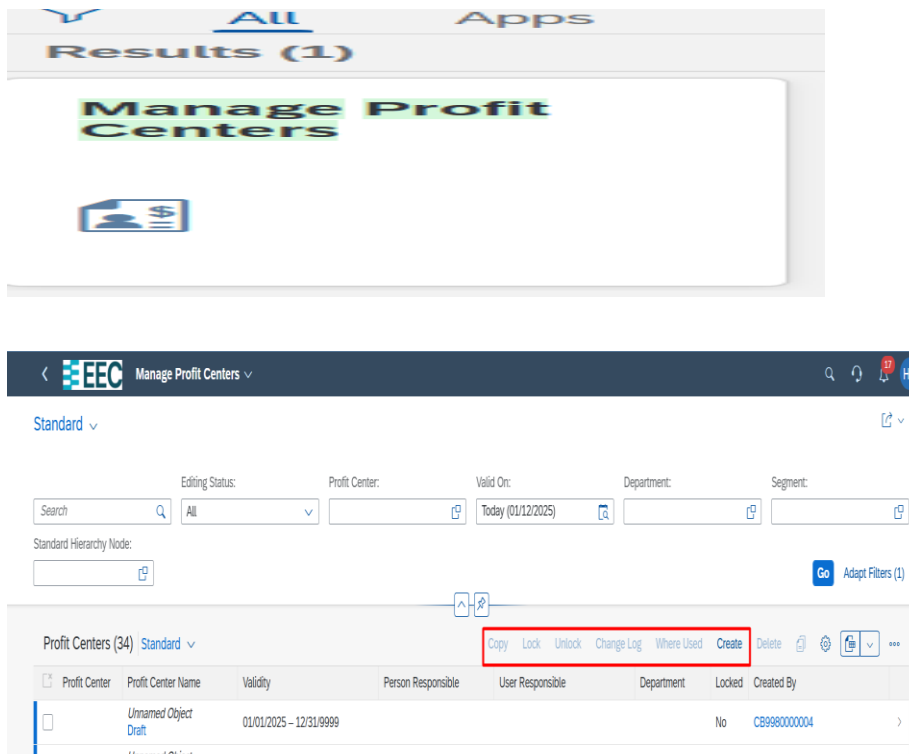
Procedure

Step 1 Log on to the SAP Fiori launchpad as a Divisional Accountant
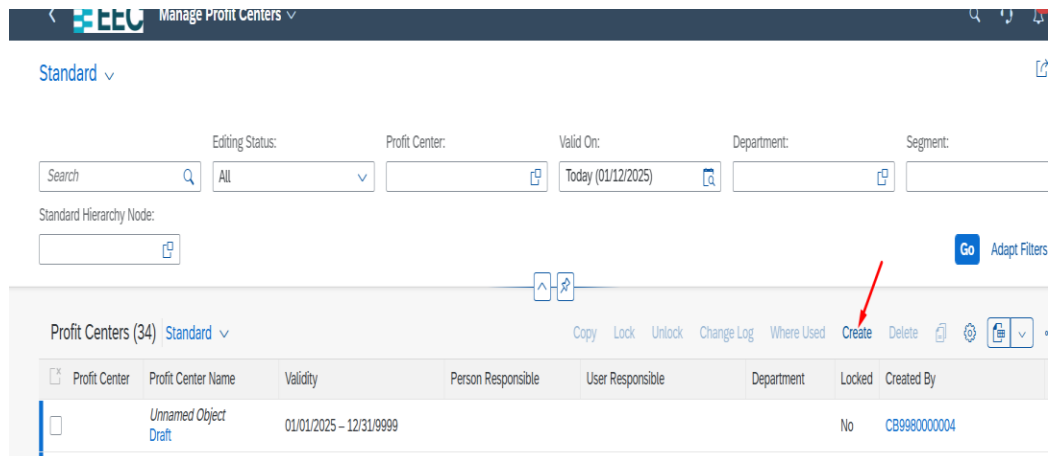
The SAP Fiori launchpad displays
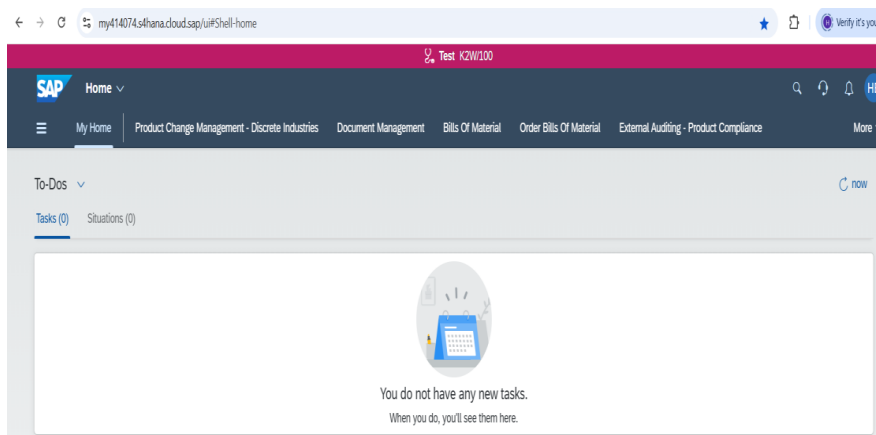
Step 2 Open Manage Profit Centers app

A new window opens, showing the Master Data for Profit Center screen.

Step 3   Choose Create

A new window opens, showing the Profit Center: New screen

Step 4   Enter New Profit Center Data

Under General Information tab

Enter

1. Profit Center: 1000-08-05 (Maximum of 10 characters)
2. Valid From:01.01.2020
3. Valid to 31.12.9999
4. Name: Water and Energy
5. Responsible Person: Mr. Terefe Belayneh
6. *Under Organizational Unit tab*
7. *Standard Hierarchy Node:* EECOPR
8. *Segment :1000*

The Company code is automatically assigned as we have only one company code

New Profit Center
Water and Energy

Copy | Where Used

General Information | Indicators | Organizational Unit | Address | Communication | Company Codes | Translation | Change L⟩ ⌄

Profit Center: *
1000-08-05

User Responsible:

Profit Center Name: *
Water and Energy

Person Responsible: *
Mr.Terefe Belayneh

Description:
Water and Energy Profit Center

Created On:
01/12/2025

Valid From: *
01/01/2020

Created By:
CB9980000030 (Haile Belay)

Valid To: *
12/31/9999

Indicators

Profit Center Locked:
⬤ NO

Organizational Unit

Standard Hierarchy Node: *
EECOPR

Department:

Segment: *
1000

Company Codes (1) Standard ⌄

Company ...	Company Name	Assigned
EECC	Ethiopian Engg Corp Const	✓

Step 5 Save Your Data Choose Create the profit center master data is created and Saved

1000-08-05
Water and Energy

Edit | Delete | Copy | Validity Periods | Where Used

Validity: 01/01/2000 – 12/31/9999   User Responsible: Person Responsible: Mr.Terefe Belayneh

General Information | Indicators | Organizational Unit | Address | Communication | Company Codes | Translation | Change L⟨ ⟩ ⌄

Profit Center:
1000-08-05

Profit Center Name:
Water and Energy

Description:
–

Valid From:
01/01/2000

Valid To:
12/31/9999

User Responsible:
–

Person Responsible:
Mr.Terefe Belayneh

Created On:
01/15/2025

Created By:
CB9980000030 (Haile Belay)

Organizational Unit

Standard Hierarchy Node:
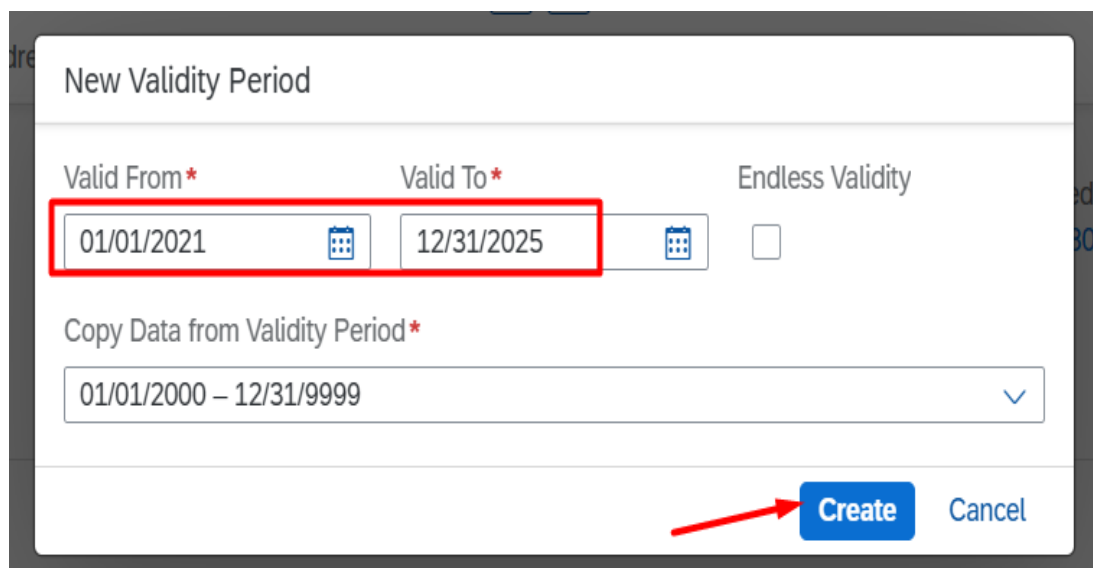EECOPR (Operating Profit center Group)

Segment:
1000 (EEC Construction Segment)

Department:
–

Step 6   Set New Validity Period(optional)

1. In the profit center you have created, choose Validity Period > New Validity Period .

2. Enter Valid from and Valid To and select a source data period.

3. Choose Create The cost Center is created and Saved

Step 7   Change Time Dependent fields (Optional)

You could change the following time-dependent fields in the newly created validity period.

Department

Person Resp. for PC

User Responsible

Title

Name

Name 2

Lock Indicator

and Others

> ➢   Note If you change other not time-dependent fields, the change will be applied in all validity periods.

2. Create Cost Center and Cost Center Groups

2.1 Cost Center Master Data

APP NAME – Manage Cost Centers

Purpose

Cost centers represent organizational unit areas of responsibility to which financial costs can be assigned. Dividing an organization into cost centers allows you to follow several goals.

Assigning costs to cost centers lets determine where costs are incurred within the organization.

If plan costs at cost-center level, we can check cost efficiency at the point where costs are incurred.

If you want to assign overhead costs accurately to individual products, services, or market segments, you need to further allocate the costs to those cost centers directly involved in the creation of the products or services. From these cost centers you can then use different methods to assign the activities and costs to the relevant products, services, and market segments.
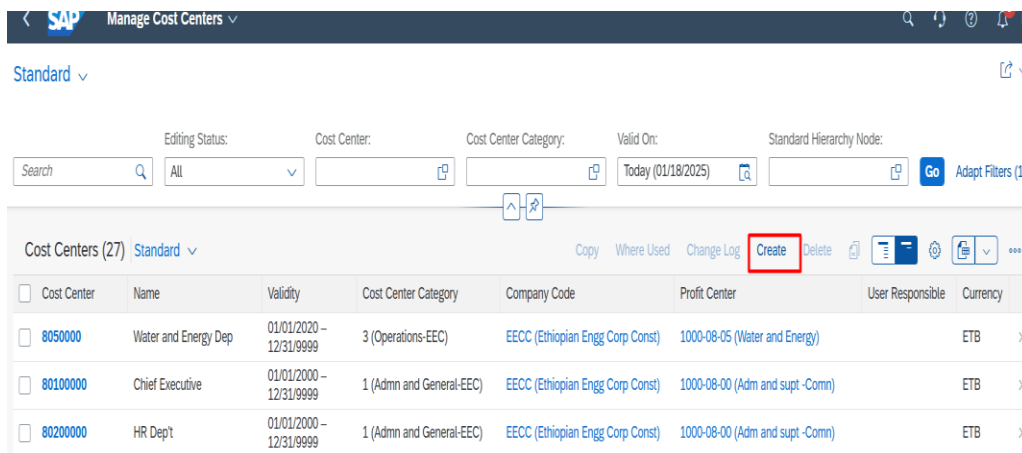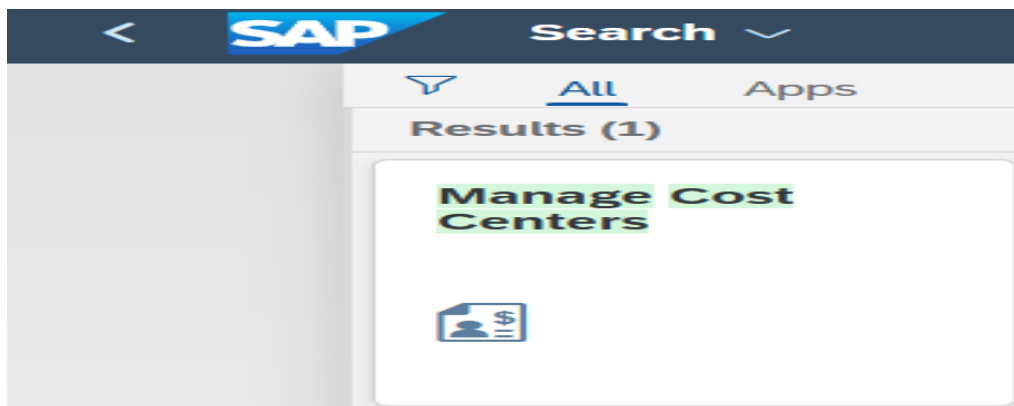
Procedure

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

The SAP Fiori launchpad displays
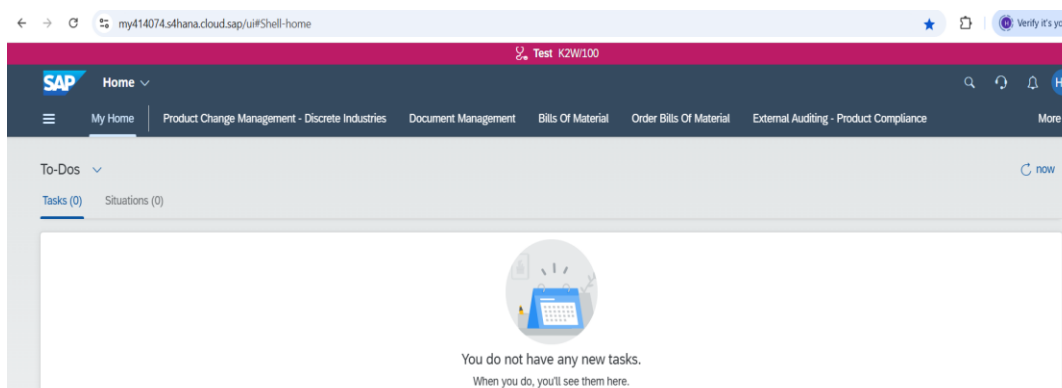
Step 2   Open Manage Open Manage Cost Centers .

The app opens.

Step 3   Create a New Cost Center: Choose Create to create a new cost center.

Step 4   Enter New Cost Center

On the General Information tab, make the following entries:

1. Cost Center: 80200000

2. Name: HR Dept.

3. Description: Human Resource Department

4. Person Responsible: Mr. Tibebu Nega

5. Valid From:01/01/2020

6. Valid To:12/31/9999

7. Cost center category: 1

8. Go to the next tab.

➢ Optionally, you can change the default values for valid dates and select a reference from the existing cost center master data.

80200000 Draft ∨   Copy   Validity Periods
HR Dep't

General Information   Organizational Units   Control ∨   Address   Communication   Translation   Change Log

Cost Center: Person Responsible: *
80200000 (HR Dep't)   Mr.Tibebu Nega

Name: *   Department:
HR Dep't

Description: *   Cost Center Category: *
Human Resource Department   1 (Admn and General-EEC)

Valid From: *   Created On:
01/01/2000   01/17/2025

Valid To: *   Created By:
12/31/9999   CB9980000030 (Haile Belay)

User Responsible:

Step 5 Enter Cost Center Organizational Data

The selection scrolls, displaying the organizational data.

1. On the Organizational Units tab and Control tab, make the following entries:

2. Standard Hierarchy Node: HRM

3. Company Code: EECC

4. Functional area:

5. Profit Center: 1000-08-00

6. Budget carrying cost center: 80200000

7. Budget availability control profile: ZEECBC

8. Budget availability control is active: Yes

80200000   Draft ⌄   Copy | Validity Periods | Where Used | ⤴ ⌄

HR Dep't

General Information | **Organizational Units** | Control ⌄ | Address | Communication | Translation | Change Log

Organizational Units

Standard Hierarchy Node:*   Profit Center:

HRM (HRM Group)   1000-08-00 (Adm and supt -Comn)

Company Code:*   Functional Area:

EECC (Ethiopian Engg Corp Const)

Currency:

ETB (Ethiopian Birr)

80200000   Draft ⌄   Copy | Validity Periods | Where Used | ⤴ ⌄
HR Dep't

General Information | Organizational Units | **Control** ⌄ | Address | Communication | Translation | Change Log

Record Quantity: Lock Revenue Posting:
( ) OFF   ( ) OFF

Lock Primary Costs Posting: Lock Commitment Updates:
(ON ●)   ( ) OFF

Lock Secondary Costs Posting:
( ) OFF

Budget Availability Control

Budget-Carrying Cost Center: Budget Availability Control is Active:
80200000 (HR Dep't)   (ON ●)

Budget Availability Control Profile:
ZEECBC (EEC Cost Center Budget)

Step 6   Create the cost center Choose to create

The cost center is created and saved

Create

8050000
Water and Energy Dep

Edit | Delete | Copy | Validity Periods | Where Us

Validity: 01/01/2020 – 12/31/9999   User Responsible: Person Responsible: Mr.Terefe Belayneh

General Information | Organizational Units | Control ⌄ | Address | Communication | Translation | Change Log

Cost Center:
8050000 (Water and Energy Dep)

Name:
Water and Energy Dep

Description:
Water and Energy Dept

Valid From:
01/01/2020

Valid To:
12/31/9999

User Responsible:
–

Person Responsible:
Mr.Terefe Belayneh

Department:
–

Cost Center Category:
3 (Operations-EEC)

Created On:
01/15/2025

Created By:
CB9980000030 (Haile Belay)

Organizational Units

Standard Hierarchy Node:
WAE (Water and Energy Group)

Company Code:
EECC (Ethiopian Engg Corp Const)

Currency:
ETB (Ethiopian Birr)

Profit Center:
1000-08-05 (Water and Energy)

Functional Area:
–

Lock Secondary Costs Posting:

OFF

Budget Availability Control

Budget-Carrying Cost Center:
8050000 (Water and Energy Dep)

Budget Availability Control Profile:
ZEECBC (EEC Cost Center Budget)

Budget Availability Control is Active:

ON

2.2 Cost Center Group

APP NAME – Manage Cost Center Groups

Cost center groups represent a hierarchical structure of cost centers known as the standard hierarchy. Each cost center that is created must be assigned to a group in the standard hierarchy. This ensures that the standard hierarchy contains all the cost centers in the controlling group. When analyzing the standard hierarchy, the SAP system automatically includes all cost centers.

Note that cost centers may be assigned to any number of alternative groups. However, alternative groups cannot be created when maintaining the standard hierarchy

Procedure

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

The Start page appears.
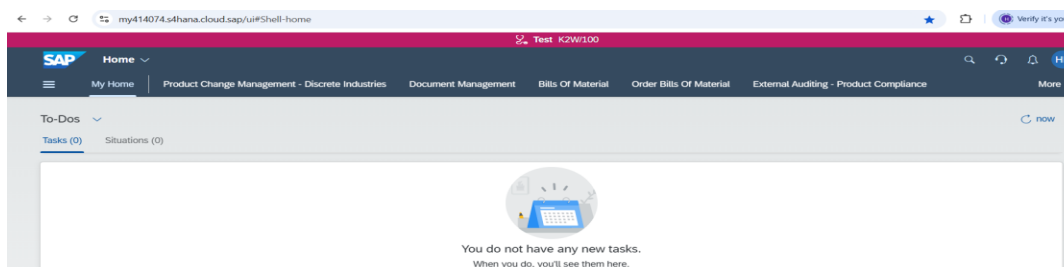
Step 2 Access the SAP Fiori App   Open Manage Cost Center Groups
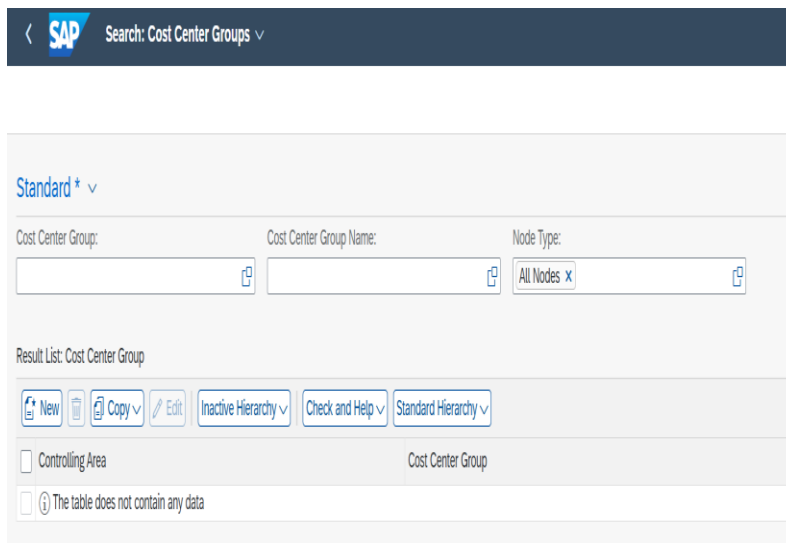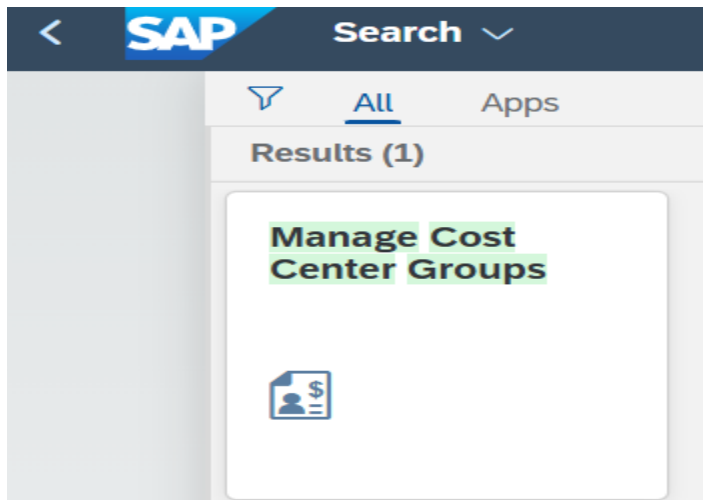
Step 3   Create a New Cost Center Group   In the Result List: Cost Center Group section, choose New.
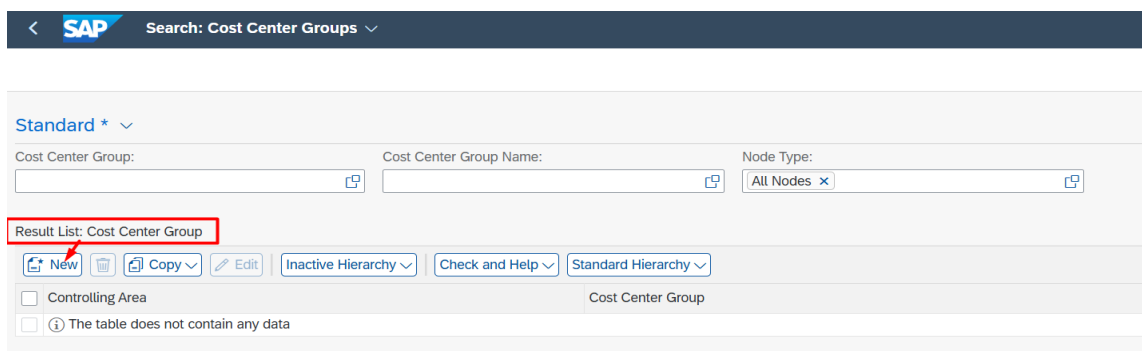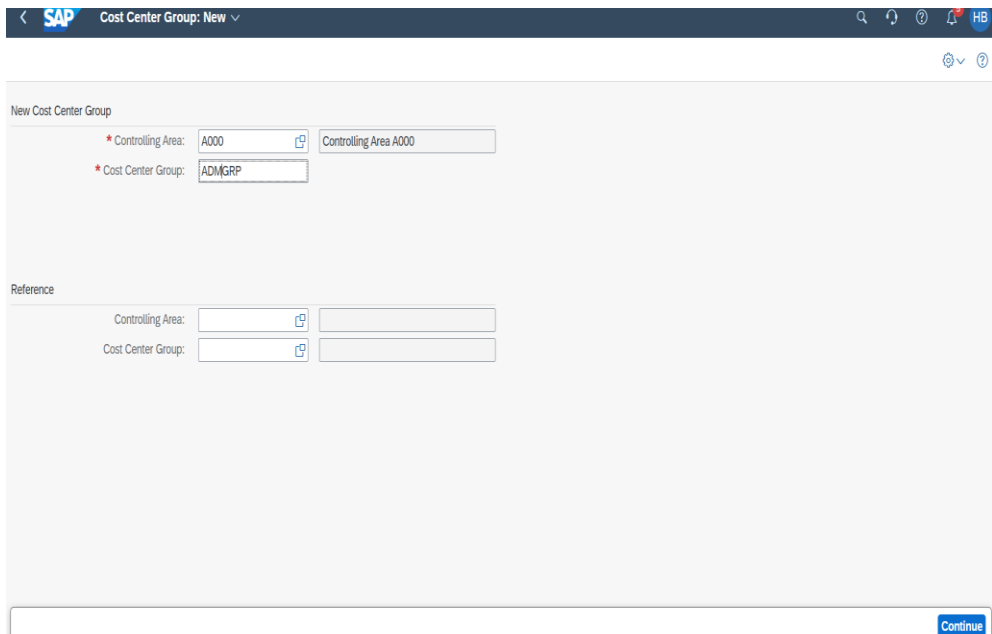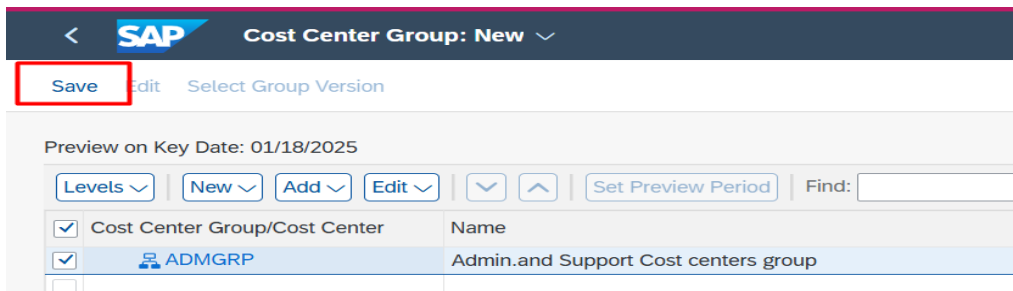
Step 4   Enter New Cost Center Group on the Cost Center Group: New screen, make the following entries:

A new window opens, displaying the Cost Center Groups: New screen.

On the Cost Center Group: New screen, make the following entries:

1. Controlling Area: A000

2. Cost Center Group: ADMGRP

3. Choose Continue, and then make the following entry:

4. Name: Admin.and Support cost centers group

5. Choose Save.

Optionally, you can choose a reference from the existing Cost Center Groups.

Step 5   Enter Cost Center Organizational Data . In the new window Cost Center Groups: New, you can make the following entries:

New master data is displayed on the Cost Center Groups: New screen.

In the new window Cost Center Groups: New, make the following entries:

On the top level, create new master data with New:

1. New child group: CEOGRP

2. New Sibling group HRMGRP

3. New Sibling group FINGRP

4. New Sibling group ICTGRP

5. New Sibling group LGCGRP

6. From the ADD tab add Cost Center for each group
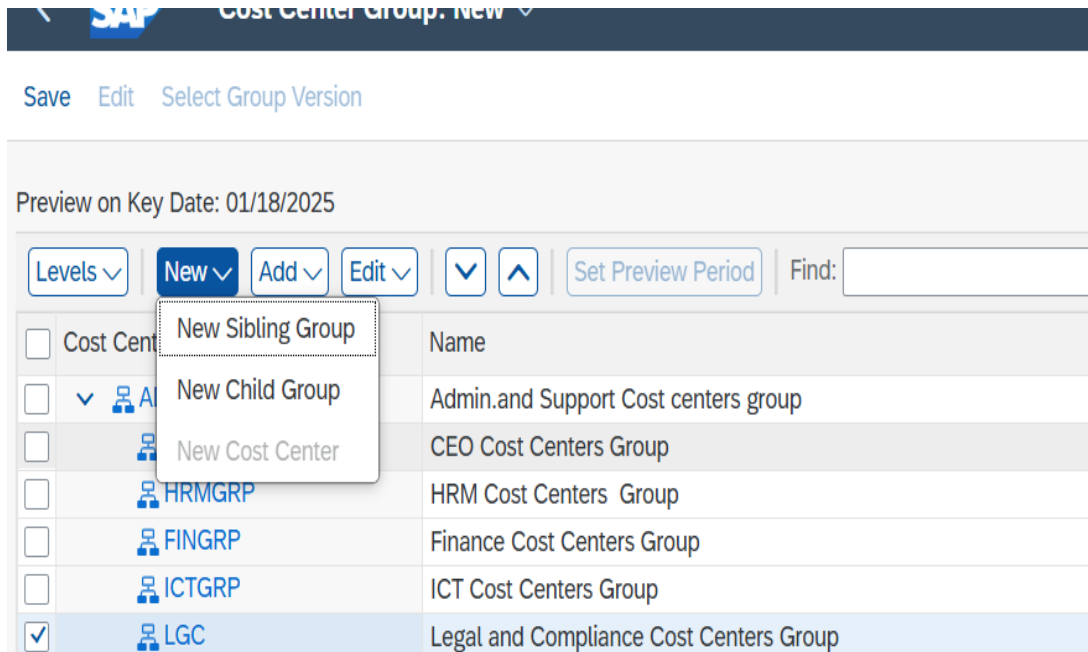
   CEOGRP 80100000

   HRMGRP 80200000

   FINGRP 80300000

   ICTGRP   82300000

   LCDGRP   82400000

> ➤ Note You can also delete , remove or reassign the nodes or cost centers if required by selecting the node or cost center you want to delete

Step 6 Save your Data   Choose Save   The Cost center groups will be saved

Save   Cancel

	Cost Center Group/Cost Center	Name
☐	∨ 品 ADMGRP	Admin.and Support Cost centers group
☐	∨ 品 HRMGRP	HRM Cost Centers Group
☐	80200000	HR Dep't
☐	∨ 品 FINGRP	Finance Cost Centers Group
☐	80300000	CFO Dep't
☐	∨ 品 ICTGRP	INformation Tech Cost Centers group
☐	82300000	Information Technol
☐	∨ 品 LGC	Legal and Compliance Cost Centers Group
☐	82400000	Legal and Complianc
☐	∨ 品 CEOGRP	chief Excutive Office Cost centers group
☐	80100000	Chief Executive

3 Create Cost Element Group

APP NAME – Manage Cost Element Groups

Purpose (Business Context)

Cost element groups are typically used to collect cost elements with similar characteristics for purposes of reporting. Cost element groups can be used in the information system, for example. You can use the cost element group structure to define the row structure of your reports. Totals are calculated in the report for

each node. You can also use cost element groups whenever you want to process several cost elements in one transaction. For example, in cost center planning, distribution
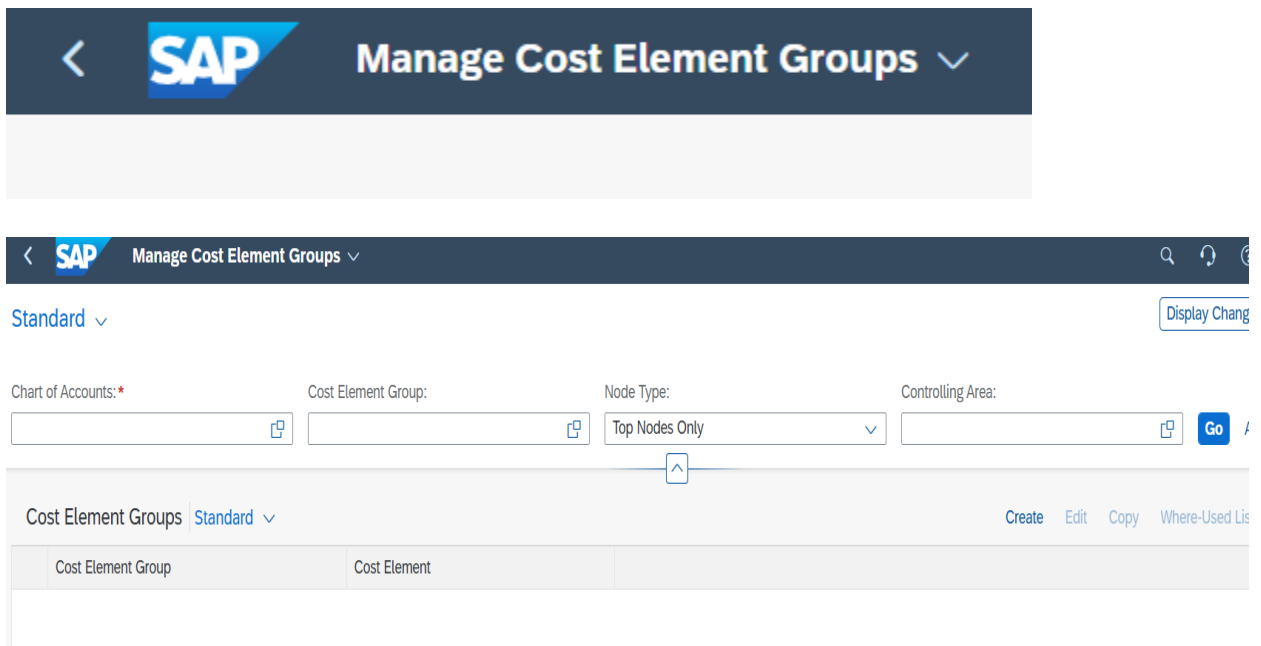
Procedure

Step 1 Log on to the SAP Fiori launchpad using your user credentials.

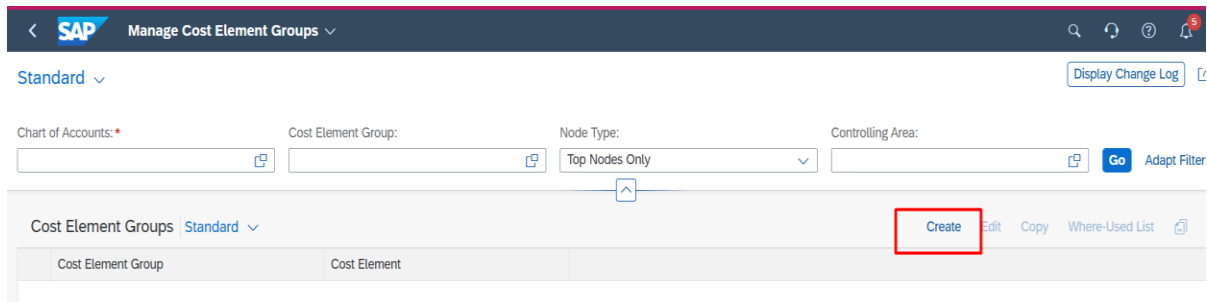The SAP Fiori launchpad displays
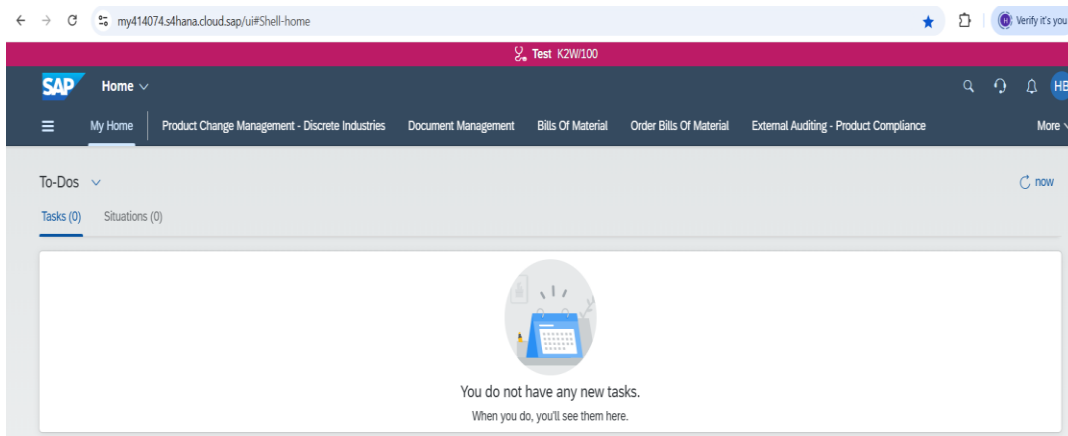
Step 2 Open Manage Cost Element Groups

The Manage Cost Element Groups screen displays

Step 3   Enter New Cost Element Group

A new window opens, showing Create Cost Element Group: Structure

On the Manage Cost Element Groups screen, choose Create. On the Create Cost Element Group: Initial Screen, make following entries:
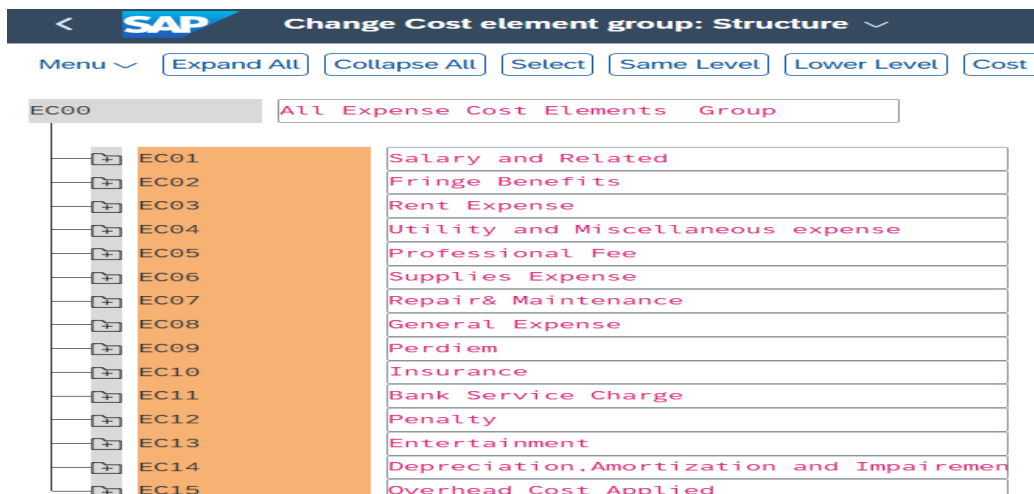
● Cost Element Group:EC00 -All cost Element Groups-EECC

Select Enter. Optionally, you can choose a reference from existing cost center groups

Step 4   Enter Cost Element and/or Cost Element Group

New master data is displayed on the Cost Element Groups: New screen.

 ● Enter Cost Element group and Description:

 ● Lower Level: ● Cost Element: (Insert option) - Add cost elements or element ranges

● Same Level - Insert additional cost element groups on the same lower level

Step 5   Save Your Data Choose Save

The cost element group is saved

4 Create Activity Type

APP NAME – Manage Activity Types

Purpose

Activity types represent the activities produced by a cost center within a controlling area. Activity types are uses to plan and allocate activities recorded and measured in activity units. Activity quantities are valuated using an activity price which is maintained on the cost center.

Activity types are used as follows:

To determine the quantity-based output of a cost center. The plan activity quantities of production and service cost centers must be reconciled with the master production schedule in logistics. This determines the required plan activity quantity, as well as the plan capacity.

To control the activity quantities on the cost centers. This enables the measurement of the operating rate or the rate of capacity utilization of a cost center.

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

The Start page appears.
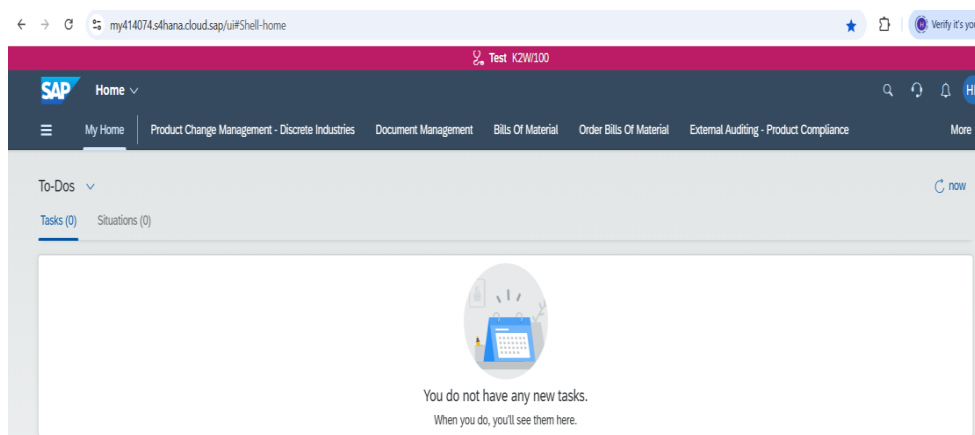
Step 2   Open Manage Activity Types

A new window opens, showing the Manage Activity Types screen.

Step 3   Choose Create

Step 4   Enter Activity Type Data A new section opens, showing the General Data and various tabs.

On the New Activity Type: New screen, in the General Data tab , make the following entries:-

1. Enter Activity Type1000

2. Activity Unit: HR

3. Name: **Consulting Hours**

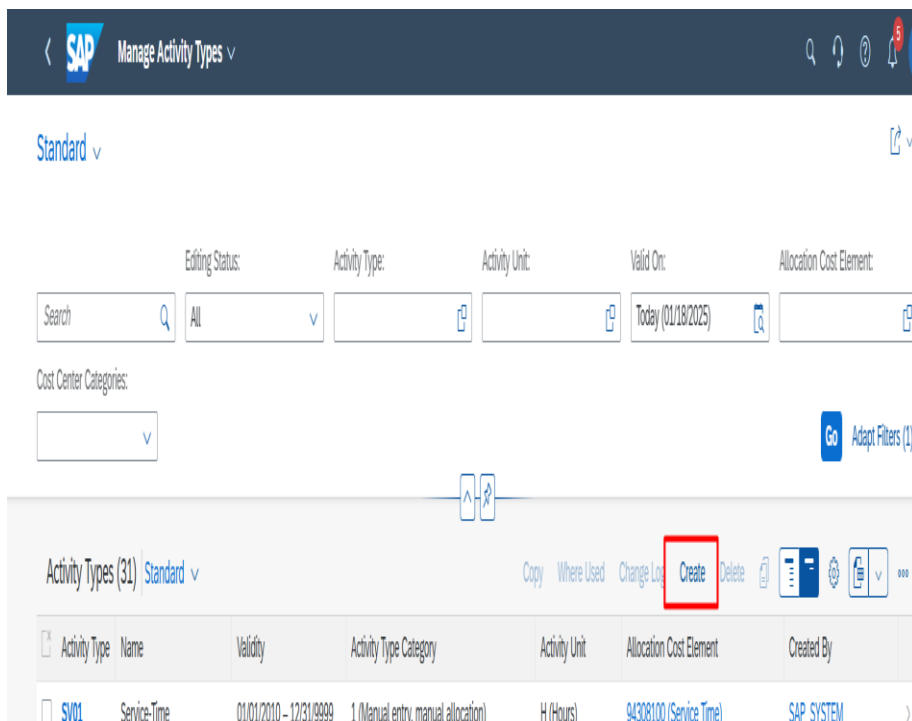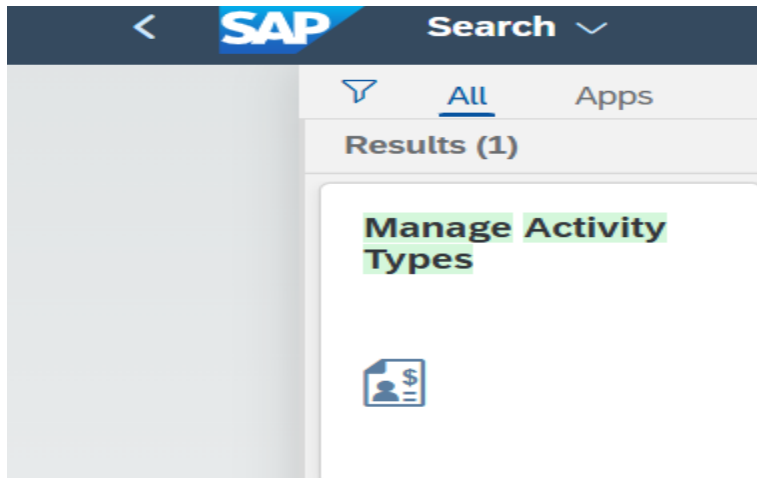4. Activity Type description: Consulting Hours

5. Valid From: 01/01/2025

6. Valid To: 31/12/9999

7. Cost center category: 3 (Operations)

8. Activity Type Category1 (Manual entry, manual allocation)

9. Allocation Cost Element: **94308000 (Consulting)**

--

1000
Consulting Hours

| Copy | Validity Periods | Where Used |

General Information   Allocation ⌄   Indicators   Output   Translation   Change Log

Activity Type:*	Activity Unit:*
1000	HR (Hours)
Name:*	**Created On:**
Consulting Hours	01/18/2025
Description:	**Created By:**
Consulting Hours	Haile Belay
Valid From:*	**Cost Center Categories:***
01/01/2025	3 (Operations-EEC)
Valid To:*	
12/31/9999	

1000
Consulting Hours

Copy Validity Periods Where Used

General Information   Allocation ⌄   Indicators   Output   Translation   Change Log

Allocation

Default Values

Activity Type Category: *

1 (Manual entry, manual allocation) ⌄

Allocation Cost Element:

94308000 (Consulting)

Default Variance Values for Actual Allocation

Indicators

Lock:

OFF

Step 6   Save Your Data   choose Create   The activity type is created and saved.

Create   **Discard Draft**

1000
Consulting Hours

Edit Delete Copy Validity Periods Where Used

Validity: 01/01/2025 – 12/31/9999   Activity Unit: HR

General Information   Allocation ⌄   Indicators   Output   Translation   Change Log

Activity Type:
1000 (Consulting Hours)

Activity Unit:
HR

Name:
Consulting Hours

Cost Center Categories:
3

Description:
Consulting Hours

Created On:
01/18/2025

Valid From:
01/01/2025

Created By:
Haile Belay

Valid To:
12/31/9999

Default Values

Activity Type Category:
1 (Manual entry, manual allocation)

Allocation Cost Element:
94308000 (Consulting)

Default Variance Values for Actual Allocation

Indicators

5 Statistical Key figures

*APP NAME – Manage Statistical Key figures*

Purpose

Statistical key figure is a number providing information about non-monetary data relating to organizational units. These are, for example: Employee Headcount, Number of machines. etc. They are used for cost allocations and in reporting.
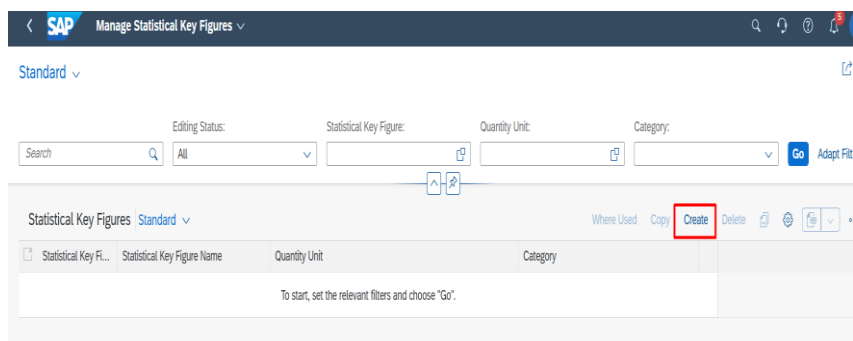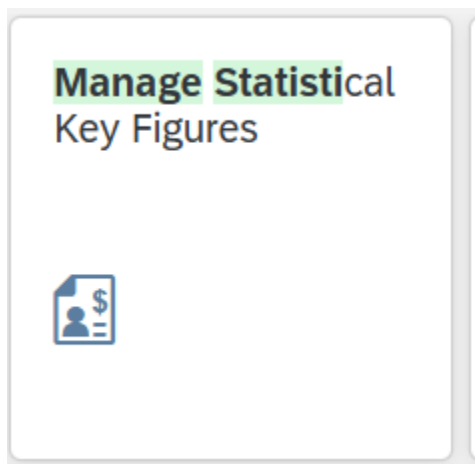
Procedure

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

The start Page Appears
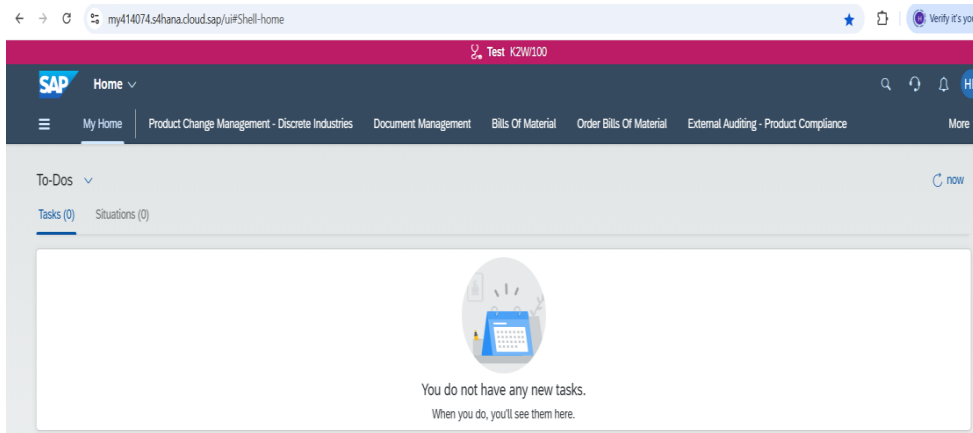
Step 2   Open Manage Activity Types App.

A new window opens, showing the Manage Activity Types screen.

Step 3   Choose Create

Step 4   Enter Activity Type Data   A new section opens, showing the General Data and various tabs.

On the General Data tab

1. Enter Statistical Key Figure: EHDCT (Number, Text, or Alphanumeric)

2. Enter Statistical Key Figure Name: Employee Head Count

3. Quantity Unit: EA (Each)

4. Category: Fixed

Fixed value: are carried forward from the current posting period to all subsequent posting periods in the current Fiscal Year. Any change in values only need to be posted in subsequent period.

Total value: are posted in the current posting period only. Posting required every period to represent a statistical value against the cost object.

Step 5   Save Your Data   Choose to create

The activity type is created and saved.

Create Discard Draft

EHDCT
Employee Head Count

Edit Delete Copy Where Used

General Information   Translation

Statistical Key Figure:
EHDCT (Employee Head Count)

Quantity Unit:
EA (Each)

Statistical Key Figure Name:
Employee Head Count

Category:
1 (Fixed Values)

Translation (1) | Standard ⌄

Language Key	Statistical Key Figure Name	
EN (English)	Employee Head Count	

---**End of Document** --