**Chapter 03: Management Accounting**

**GBI Configuration Advanced**

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| **MOTIVATION**  In this exercise, you will do the following for Management Accounting processes:   1. Configure the enterprise structure 2. Configure the business rules and parameters 3. Setup up necessary master data 4. Test the processes |
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| **PRODUCT**  SAP ERP 6.0 EHP7 |
|  |
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| **FOCUS**  Controlling  Accounting |
|  |
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|  |
| **VERSION**  3.0 |
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| **PREREQUISITES**   1. You should be familiar with navigation in SAP ERP 2. You should be familiar with executing financial accounting process in SAP ERP |





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Overview and Table of Contents

Table of Contents

[Part I - Enterprise Structure 3](#_Toc481499213)

[Part II - Rules and Parameters 8](#_Toc481499214)

[Part III - Master Data 24](#_Toc481499215)

[Part IV - Testing 39](#_Toc481499216)

[Part V - Exercise Deliverables 74](#_Toc481499217)

1. Enterprise Structure

Table of Contents

[Section I.1: Maintain Controlling Area 4](#_Toc481499260)

[Section I.2: Assign Company Code to Controlling Area 5](#_Toc481499261)

[Section I.3: Define Standard Hierarchy 6](#_Toc481499262)

* 1. Maintain Controlling Area

In this section, you will create a Controlling Area that will eventually be associated with your Company Code. A Controlling Area is a Management Accounting entity that rolls up all Cost Accounting data from Company Codes.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Enterprise Structure 🡪 Definition 🡪 Controlling 🡪 Maintain Controlling Area

1. What is the T-Code to Maintain Controlling Area?  
    SPRO 🖉

* + 1. In the *“Select Activity”* pop-up, double-click “Maintain Controlling Area”.
    2. In the *“Change View “Basic data”: Overview”* screen, click New Entries .
    3. In the *“New Entries: Details of Added Entries”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Controlling Area | Uniquely identifies a controlling area. | NA## |
| Name | Name of the controlling area. | ## GBI North America |
| CoCd->CO Area | Controls assignment of company codes. | Cross-company-code cost accounting |
| Currency Type | Currency type for a controlling area. | *Company code currency* |
| Currency | Currency key for amounts in system. | *United States Dollar* |
| Chart of Accts | Uniquely identifies a chart of accounts. | *Your Chart of Accounts* |
| Fiscal Year Variant | Used to define the fiscal year. | *Cal. Year, 1 Special Period* |

1. What is currency type 20?  
    Controlling Area Currency 🖉
   * 1. Click Save .

* You will receive a message that says, “Data was saved
  1. Assign Company Code to Controlling Area

In this section, you will associate your Company Code to your previously created Controlling Area (NA##).

As noted before, larger firms can group many Company Codes into one Controlling Area. This allows management to have one view of Cost Accounting data across multiple legal entities. In this situation, each Company Code within a given Controlling area can use a different base currency, although they must have the same chart of accounts.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Enterprise Structure 🡪 Assignment 🡪 Controlling 🡪 Assign Company Code to Controlling Area

1. What is the T-Code to assign your company code to your controlling area?  
    OX19 🖉

* + 1. In the “Change View “Basic data”: Overview” screen, use the gray box to highlight the “NA##” row.
    2. Double-click on the “Assignment of company code(s)” folder.
* You will receive a message that says, “No entries found that match selection criteria”.
  + 1. In the “Change View “Assignment of company code(s)”: Overview” screen, click New Entries .
    2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CoCd | An organizational unit within financial accounting. | Your Global Bike Inc. |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.
  1. Define Standard Hierarchy

In this section, you will create an empty Cost Center Standard Hierarchy within your Controlling Area. Your Cost Center Standard Hierarchy (NA##) will eventually consist of all Cost Centers within your Company Code for a given time period. The Standard Hierarchy will represent all costs associated with your legal entity for that time period and will serve as a basis for Management Accounting (Controlling) reporting.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 General Controlling 🡪 Organization 🡪 Maintain Controlling Area

1. What is the transaction code to define your standard hierarchy?  
    SPRO 🖉
   * 1. In the “Select Activity” pop-up, double-click on “Maintain Controlling Area”.
     2. In the “Change View “Basic data”: Overview” screen, highlight the “NA##” row.
     3. Click Details .
     4. In the “Change View “Basic data”: Details” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CCtr Std. Hierarchy | Indicated hierarchy of cost center groups in which all cost centers in a controlling area are gathered together. | NA## |

* + 1. Press Enter .
    2. In the “Check standard hierarchy” pop-up, click Yes .
    3. In the *“Change view “Basic Data”: Details”* screen, double-click on the “Activate component/control indicators” folder.
    4. In the “Check standard hierarchy” pop-up, click Yes .
* You will receive a message that says, “No entries found that match selection criteria”.
  + 1. In the “Change View “Activate components/control indicators”: Overview” screen, click New Entries .
    2. In the “New Entries: Details of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Fiscal Year | Period, 12 months as a rule, for which the company is to create its inventory and balance sheet. | Current Year |
| Cost Centers | Indicator controlling, together with the CO interface, specific settings in Cost Center Accounting. | Component active |
| Order Management | Together with the CO interface, this indicator controls specific settings for order management. | Component active |
| Commit. Management | Controls whether commitments are updated. | Components active |

* + 1. Click Save .
* You will receive a message that says, “Data was saved”.

1. Rules and Parameters

Table of Contents

[Section II.1: Maintain Number Ranges for Controlling 9](#_Toc480374854)

[Section II.2: View Internal Order Number Ranges 10](#_Toc480374855)

[Section II.3: Maintain Number Ranges for Settlement Documents 11](#_Toc480374856)

[Section II.4: View Allocation Structures 12](#_Toc480374857)

[Section II.5: Maintain Allocation Structure 15](#_Toc480374858)

[Section II.6: View Allocation Structure: Assessment Data & Settlement Data 17](#_Toc480374859)

[Section II.7: View Source Structures 19](#_Toc480374860)

[Section II.8: View Settlement Profile 21](#_Toc480374861)

[Section II.9: View Automatic Generation of Settlement Rule 22](#_Toc480374862)

[Section II.10: Create Your Order Type 23](#_Toc480374863)

* 1. Maintain Number Ranges for Controlling

In a previous section, you created number ranges for Financial Accounting documents. In this section, you will copy number ranges for all Controlling document types from Controlling Area NA00. As GBI users create planned cost transactions (or any other Controlling document type), each planned cost transaction will have a unique, sequential number from a range defined in this step.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 General Controlling 🡪 Organization 🡪 Maintain Number Ranges for Controlling Documents

1. What is the transaction code to maintain number ranges for controlling docs?  
    KANK 🖉
   * 1. In the “Range Maintenance: CO Document” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| CO Area | Uniquely identifies a controlling area. | NA00 |

* + 1. Select Copy Subobject .

* + 1. In the “Copy: COA …” pop-up, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From… | Uniquely identifies a controlling area. | NA00 |
| To… | Uniquely identifies a controlling area. | Your GBI North America |

In the *“Copy: CO…”* pop-up, click Enter .

* + 1. In the “Number Range Interval Transport” pop-up, click .

You will receive a message that says, “CO Area NA00 was copied to NA##”

* 1. View Internal Order Number Ranges

Just like the controlling document number ranges, in this section you will view the number ranges specific for internal orders.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Internal Orders 🡪 Order Master Data 🡪 Maintain Number Ranges for Orders

* + 1. In the *“Range Maintenance: Order”* screen, click Display Intervals 

1. What is the From No. for the first interval?  
    000001000000 🖉
2. What is the To Number for the first interval?  
    000001999999 🖉
   1. Maintain Number Ranges for Settlement Documents

In the previous section, you copied number ranges from Controlling Area NA00 to your Controlling Area NA##. In this section, you will maintain the number ranges for settlement documents.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Number Ranges for Settlement Documents

1. What is the transaction code to maintain number ranges for settlement documents?  
    SNUM 🖉
   * 1. In the “Range Maintenance: CO object Settlement” screen, click Define Groups .
     2. In the *“Group Maintenance: Number Range CO\_ABRECHN”* screen, click on Your Controlling Area (NA##) under “Non-Assigned Elements”.

* It will be outlined in red brackets when it is selected.
  + 1. Click Assign Element Group.
    2. Click “Standard Accounting Document”.
    3. Click Copy .
* Your Controlling Area (NA##) should now appear under “Standard Accounting Document”.
  + 1. Click Save .
* You will receive a message that says, “Changes have been saved”.
  1. View Allocation Structures

In this section, you will display the preconfigured allocation structure in SAP. Allocation structures define the source of costs, valid types of receivers, and the method of settlement.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Allocation Structures

1. What is the T-Code to maintain Allocation Structures?  
    SPRO 🖉
2. What is the text for the A1 Allocation Structure?  
    CO allocation structure 🖉
3. What is the text for the Z1 Allocation Structure?  
    CP Internal Order Settle Str 🖉
4. Using the folders in the dialog structure section of the screen, what is contained under Allocation Structures? (only one word answer)  
    Assignments 🖉
   * 1. In the *“Display View “Allocation Structures”: Overview”* screen, highlight the A1 allocation structure.
     2. Double click the Assignments folder 
5. How many assignments are there in the A1 Allocation structure?  
    5 🖉
   * 1. Click Back 
     2. Repeat steps II.4.2 to II.4.4 for the remaining allocation structures.
6. How many assignments are there in the A2 Allocation structure?  
    1 🖉
7. How many assignments are there in the A3 Allocation structure?  
    3 🖉
8. How many assignments are there in the A4 Allocation structure?  
    2 🖉
9. How many assignments are there in the Z1 Allocation structure?  
    1 🖉
   * 1. In the “Display View “Allocation structures”: Overview” screen, click Other CO Area .
     2. In the *“Set Controlling Area”* pop-up, enter “NA00”
     3. Click Continue .
     4. In the *“Display View “Allocation Structures”: Overview”* screen, highlight the A3 Allocation Structure.
     5. Double Click the Assignments Folder .
     6. In the *“Display View “Assignments”: Overview”* screen, highlight Assignment 02.
10. What is the description of Assignment 02?  
     Revenue 🖉
    * 1. Double click the source folder .
11. What is the From cost element?  
     650000 🖉
12. What is the To cost element?  
     650100 🖉
    * 1. Click Creates new session .
      2. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Easy Access Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Element Accounting 🡪 Master Data 🡪 Cost Element 🡪 Collective Processing 🡪 Display

* + 1. In the *“Display Cost Elements: Initial Screen”* screen, in the Cost Element input field press F4 on your keyboard.
    2. In the *“Cost Element”* screen, click start search .

1. What is the similarity with the accounts you identified earlier?  
    Same 🖉
   * 1. In your other screen, the *“Display View “Source”: Details”* screen, click Other CO Area .
     2. In the *“Set Controlling Area”* pop-up, enter “NA##”
     3. Click Continue .
   1. Maintain Allocation Structure

In this section, you will maintain your allocation structures that you viewed in the last section for internal order settlements.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Allocation Structures

* + 1. In the “Change View “Allocation structures”: Overview” screen, highlight the “Z1 CP Internal Order Settle” row.
    2. Double-click Assignments .
* You will receive a message “One entry chosen”.
  + 1. In the “Change View “Assignments”: Overview” screen, highlight the “10 Settlement Primary” row.
    2. Double click Source .
* You will receive a message “One entry chosen.”
  + 1. In the “Change View “Source”: Details” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From cost el. | The cost element from which costs will be settled. | 650000 |
| To cost elem. | The cost element to which costs will be settled. | 799999 |

* + 1. Click Save .
* You will receive a message “Data was saved.”
  + 1. Click Back .
    2. In the “Change View “Assignments”: Overview” screen, highlight the “10 Settlement Primary” row.
    3. Double click “Settlement cost elements” .
* You will receive a message “No entries found that match selection criteria.”
  + 1. In the “Change View “Settlement cost elements”: Overview” screen, click New Entries .
    2. In the “New Entries: Overview of Added Entries” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Receiver cat. | Specifies the object type for the settlements receiver | Cost Center |
| By cost element | Settle by original cost element | Selected |

* + 1. Click Enter .
* You will receive a message “One entry chosen”.
  + 1. Click Save .
* You will receive a message “Data was saved”.
  1. View Allocation Structure: Assessment Data & Settlement Data

Internal Orders can be settled in a manner similar to assessment and distribution techniques. All costs can be combined/aggregated into a single cost element, or costs can be settled using the original cost elements. In this section, you will view how this is maintained in GBI.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Allocation Structures

* + 1. In the *“Display View “Allocation structures”: Overview”* screen, click Other CO Area .
    2. In the *“Set Controlling Area”* pop-up, enter “NA00”
    3. Click Continue .
    4. In the *“Display View “Allocation Structures”: Overview”* screen, highlight the “A3” row.
    5. Double click on the “Assignments” folder.
    6. In the *“Display View “Assignments”: Overview”* screen, highlight the “01” row.
    7. Double click on the “Assessment Cost Element” folder.

1. What is the Assess. CElem?  
    800100; Assessed Costs      🖉
   * 1. Double click on the “Settlement cost elements” folder.
2. What is the first Receiver Category?  
    CTR; CS Settlement     🖉
3. What is the second Receiver Category?  
    ORD🖉
4. Is the settlement cost element a primary or secondary cost element?  
    Secondary🖉

* Check Appendices B and C to determine whether it is a primary or secondary cost element.
  + 1. Click Back .
    2. In the *“Display View “Assignments”: Overview”* screen, highlight the “02” row.
    3. Double click on the “Settlement cost elements” folder.

1. What is the first Receiver Category?  
    ORD, 🖉
2. What is the second Receiver Category?  
    G/L; 650100🖉
3. Is the settlement cost element a primary or secondary cost element?  
    Primary🖉
   * 1. Click Back  twice.
     2. In the *“Change View “Allocation structures”: Overview”* screen, highlight the “Z1” row.
     3. Double click on the “Assignments” folder.
     4. In the *“Change View “Assignments”: Overview”* screen, highlight the “10” row.
     5. Double click on the “Settlement Cost Elements” folder.
4. What is the receiver category?  
    CTR 🖉
   1. View Source Structures

Source structures can be defined as part of allocation structures. They can also be defined separately and used in various controlling processes. In this section, you will view how these source structures are maintained in GBI.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Source Structures

1. How many source structures are there?  
    1🖉
   * 1. In the *“Display View “Source structures”: Overview”* screen, highlight the source structure.
     2. Double click the “Assignments” folder.
2. What is the text of the first assignment?  
    Cost🖉
3. What is the text of the second assignment?  
    Revenue🖉
   * 1. In the *“Display View “Assignments”: Overview”* screen, highlight the 1st source structure assignment.
     2. Double click on the “Source” folder.
4. What is the cost element range?  
    700000- 800800🖉
   * 1. Click Back .
     2. In the *“Display View “Assignments”: Overview”* screen, highlight the 2nd source structure assignment.
     3. Double click on the “Source” folder.
5. What is the cost element range?  
    650000- 650100🖉
   * 1. Exit the transaction.
     2. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Allocation Structures

* + 1. In the *“Change View “Allocation Structures”: Overview”* screen, click Other CO Area .
    2. In the *“Set Controlling Area”* pop-up, enter “NA##”
    3. Click Continue .
  1. View Settlement Profile

In this section, you will view the GBI Settlement Profile.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Maintain Settlement Profiles

* + 1. In the “Select Activity” pop-up, click “Maintain Settlement Profiles”
    2. Click Choose .
    3. Highlight the overhead costs row.
    4. Click Details .

1. How are Actual Costs/ Cost of Sales settled?  
    To be Settled in Full🖉
2. What is the allocation structure used?  
    A1; CO allocation structure🖉
3. What is one other allocation structure that could be used?  
    A4 : EAM Allocation Structure🖉
4. How many indicators are used?  
    2🖉
5. How many receivers allow settlement?  
    4🖉
   1. View Automatic Generation of Settlement Rule

In this section, you will view the automatic generation of settlement rules.

* Be sure to use your Display/Change button  so you do not change anything in this screen.
  + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide 🡪 Controlling 🡪 Internal Orders 🡪 Actual Postings 🡪 Settlement 🡪 Automatic Generation of Settlement Rules 🡪 Display Strategies for Automatic Generation of Settlement Rules

1. What is the sender type?  
    ORC; Internal Order🖉
2. How many predefined strategies are there?  
    11🖉
   * 1. Click Back .
     2. Enter the transaction “Strategy Sequence for Automatic Generation of Settlement Rules”
3. What is the Name of strategy sequence “SAP030”?  
    Requesting cost center (100%, PER and FUL)🖉
   * 1. In the *“Display View “Strategy sequences”: Overview”* screen, highlight the “SAP030” row.
     2. Double click the “Strategies” folder
4. What is the first column title?  
    Priority🖉
5. What is the second column title?  
    Strategy🖉
6. What is the fourth column title?  
    Percent🖉
7. What is the fifth column title?  
    Settlement Type🖉
   1. Create Your Order Type

In this section, you will create your order type for your internal order.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Internal Orders 🡪 Order Master Data 🡪 Define Order Types

* + 1. In the “Change View “Order Types”: Overview” screen, select the “1100 Company Picnic” order type.
    2. Click Copy As .
    3. In the “Change View “Order Types”: Details of Selected Set” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Order Type | Key that differentiates orders according to their purpose. | 11## |
| Description | Order type description | ## Company Picnic |

* + 1. Click Enter .
* You will receive a message “Numbers of entries copied: 1.”
  + 1. In the “Change View “Order Types”: Overview” screen, click Save .
* You will receive a message “Data was saved.”

1. Master Data

Table of Contents

[Section III.1: Create Standard Hierarchy 25](#_Toc480376201)

[Section III.2: Create Primary Cost Elements 28](#_Toc480376202)

[Section III.3: Create Secondary Cost Elements 30](#_Toc480376203)

[Section III.4: Create Cost Element Groups 33](#_Toc480376204)

[Section III.5: Create Copy Center Cost Center 35](#_Toc480376205)

[Section III.6: Define Activity Type 36](#_Toc480376206)

[Section III.7: Set Price of Activity Type for your IT Cost Center 37](#_Toc480376207)

* 1. Create Standard Hierarchy

In this section, you will populate the Cost Center Standard Hierarchy (NA##) that you created in the previous step. The Cost Center Standard Hierarchy is a tree structure that holds all the company’s Cost Centers, organizes them into Cost Center Groups, and assigns management responsibilities by assigning a responsible person.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Cost Center Accounting 🡪 Master Data 🡪 Cost Centers 🡪 Define Standard Hierarchy

1. What is the transaction code to populate the standard hierarchy?  
    OKEON 🖉

* Make sure you are in your Controlling Area (NA##). If not, go to Settings in the menu bar, click “Set Controlling Area”, enter your Controlling Area, and click enter.
  + 1. In the “Standard Hierarchy for Cost Centers Change” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | Description of Cost center group | ## GBI North America CCtr Std. Hierarchy |

* + 1. Right-click on “NA##” listed under “Standard Hierarchy”.
    2. Click “Create Group (Lower Level)”.
    3. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Group Name | Summarizes objects created with master data. | N10## |
| Short Description of Group | Description of Group | ## Corporate |

* + 1. Click Enter  to make your changes take effect.
    2. Right-click “Corporate”.

Click “Create Group (Lower Level)”.

* + 1. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Group Name | Summarizes objects created. | N11## |
| Description of Group | Description of Group | ## Executive Board |

* + 1. Click Enter  to make your changes take effect.
    2. Right-click “Executive Board”.
    3. Click “Create Cost Center”.
    4. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | NAEX10## |
| Name | General description of the object. | ## John Davis |
| Description | Description | ## NA Executive: John Davis |
| Person Responsible | Person responsible for the given cost center. | ## John Davis |
| Cost Center Category | Indicator used to define a category. | Administration |

* + 1. Click on the “Indicators” tab.
    2. Press Enter  to dismiss the warning message.
    3. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Commitment Update | Key indicating a commitment update. | Deselected |

* + 1. Right-click “N11##”.
    2. Click “Create Cost Center”.
    3. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | NAEX20## |
| Name | General description of the object. | ## Peter Weiss |
| Description | Description | ## NA Executive: Peter Weiss |
| Person Responsible | Person responsible for the given cost center. | ## Peter Weiss |
| Cost Center Category | Indicator used to define a category. | Administration |

* + 1. Click the “Indicators” tab.
    2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Commitment Update | Key indicating a commitment update. | Deselected |

* + 1. Click “Change Sequence: Move Down” C:\Users\Mike\Dropbox\Folder 05\SAP Icons\S_B_PRVI.gif.
* This will move the cost center down a position in the hierarchy.
  + 1. Click Save .
    2. In the *“Activation Check: Display Messages”* screen, Click Enter .
* You must press enter for each cost center you create
* You will receive a message that says, “Your data has been saved”.

You have just created your Corporate group within the Standard Hierarchy in the steps above. Appendix A contains data about all the Cost Centers and Groups used in the Standard Hierarchy at GBI. Use the data in Appendix A to create the rest of the Standard Hierarchy using the steps above as a guide.

* 1. Create Primary Cost Elements

In this section, you will create primary Cost Elements. Primary Cost Elements carry costs from Financial Accounting to Controlling. Each General Ledger expense account is associated with a primary Cost Element. Thus, each General Ledger expense posting in Financial Accounting is ***automatically*** posted in the corresponding primary Cost Element in Controlling. You will begin by setting up a primary Cost Element to carry all Labour expenses from the General Ledger (Account 700000) to Controlling (primary Cost Element 700000).

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Cost Element Accounting 🡪 Master Data 🡪 Cost Elements 🡪 Create Cost Elements

1. What is the transaction code for creating a primary cost element?  
    SPRO 🖉
   * 1. In the *“Select Activity”* pop-up, double-click on “Create Primary Cost Element”.
     2. In the “Create Cost Element: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Element | Key uniquely identifying a cost element. | 700000 |
| Valid From | Date indicating as of when an entry is valid. | First Day of Current Year |
| Valid to | Date indicating up to when an entry is valid. | 12/31/9999 |

* + 1. Click Enter .
    2. In the “Create Cost Element: Basic Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## Labor Expense |
| Description | Description | ## Labor Expense |
| CElem | Number identifying a cost element category used only in the controlling component. | Primary cost/cost-reducing revenues |

1. Which CElem category represents Revenues?  
    11 🖉
   * 1. Click Save .

* You will receive a message that says, “Cost element has been created”.

You have just created your Labor primary cost element in the steps above. Appendix B contains data about all the primary cost elements in GBI. Use the data in appendix B to create the remaining primary cost elements.

* For Cost Elements 650000 and 650100, “Cost Center” can be found under the *“Default Acct Assgnmt”* tab.
  1. Create Secondary Cost Elements

In this section, you will create secondary Cost Elements. Secondary cost elements are defined only in Controlling and are different from the Primary Cost Elements in that they ***do not*** correspond to General Ledger accounts. Secondary Cost elements carry costs within the Controlling module, and are used for allocations and settlements between Controlling Objects.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Cost Element Accounting 🡪 Master Data 🡪 Cost Elements 🡪 Create Cost Elements

1. What is the transaction code for creating a secondary cost element?  
    KA06 🖉
   * 1. In the “Select Activity” pop-up, double-click on “Create Secondary Cost Element.”
     2. In the *“Create Cost Element: Initial Screen”* screen, enter the following:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cost Element | Key uniquely identifying your new cost element | 900100 |
| Valid From | Date indicating as of when an entry is valid | *First day of current year* |
| Valid To | Date indicating up to when an entry is valid | 12/31/9999 |

* + 1. Click Enter .
    2. In the *“Create Cost Element: Basic Screen”* screen, enter the following:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Name | General Description of Object | ## HR TF Assessment |
| Description | The cost element description is used for online displays and evaluations that have sufficient space. | ## Human Resources TradeFair Assessment |
| CElem category | Number identifying a cost element category, used only in the Controlling (CO) component. | *Assessment* |

1. What does CElem category 43 represent?  
    Internal Activity Allocation 🖉
2. What does CElem category 42 represent?  
    Assessment 🖉
   * 1. Click Save .

* You will receive a message “Cost element has been created.”
  + 1. In the “Create Cost Element: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Element | Key uniquely identifying a cost element. | 900200 |
| Valid From | Date indicating as of when an entry is valid. | First Day of Current Year |
| Valid To | Date indicating as of when the entry is valid. | 12/31/9999 |

* + 1. Click Enter .
    2. In the “Create Cost Element: Basic Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## IT Programming |
| Description | Description | ## IT Programming Allocation |
| CElem category | Number identifying a cost element category used only in the controlling component. | Internal Activity Allocation |

* + 1. Click the “Default Acc Assgnmt tab” .
    2. In the “Create Cost Element: Default Account Assignment” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | Your IT Costs |

* + 1. Click Save .
* You will receive a message that says, “Cost element has been created.”
  + 1. In the “Create Cost Element: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Element | Key uniquely identifying a cost element. | 900300 |
| Valid From | Date indicating as of when an entry is valid. | First Day of Current Year |
| Valid To | Date indicating as of when an entry is valid. | 12/31/9999 |

* + 1. Click Enter .
    2. In the “Create Cost Element: Basic Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## RM Settlement |
| Description | Description | ## Raw Material Settlement |
| CElem category | Number identifying a cost element category used only in the controlling component. | Internal settlement |

* + 1. Click on the “Default Acc Assgnmt” tab  .
    2. In the “Create Cost Element: Default Account Assignment” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center | Key uniquely identifying a cost center. | Your Production Costs |

* + 1. Click Save .
* You will receive a message that says, “Cost element has been created.”

**You have just created your Raw Material Settlement secondary cost element in the steps above. Appendix C contains data about all the secondary cost elements in GBI. Use the data in appendix C to create the remaining secondary cost elements.**

* 1. Create Cost Element Groups

In this section, you will create Cost Element Groups. A Cost Element Group is simply a collection of Cost Elements with similar characteristics. They are used to track and control costs more efficiently. You will create a Cost Element Group that consolidates all Cost Elements (NA10##), another Cost Element Group that consolidates all primary Cost Elements (NAPRIM10##), and a third Cost Element Group that consolidates all secondary Cost Elements (NASECO10##).

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Customizing Implementation Guide🡪 Controlling 🡪 Cost Element Accounting 🡪 Master Data 🡪 Cost Elements 🡪 Create Cost Element Groups

1. What is the transaction code to create a cost element group?  
          🖉
   * 1. In the “Select Activity” pop-up, double-click on “Create Cost Element Group.”
     2. In the “Create Cost element group: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost element group | Summarize objects created with master data maintenance. | NA10## |

* + 1. Click Enter .
    2. In the “Create Cost element group: Structure” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Short description of a set | The set text that describes the contents and meaning of the set. | ## NA Cost Element Total |

* + 1. Click “Insert cost element group on lower level” .
    2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Set Name | Used for organizing hierarchies. | NASECO10## |
| Short description of a set | Description of the Group | ## NA Secondary Cost Element Total |

* + 1. Click “Insert Cost Element” .
    2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From Value | The lower limit of the interval in the set line. | Your Labor Allocation |
| To value | In conjunction with the “from” value. | 910000 |

* You will want to search using *your* chart of accounts.
  + 1. Click Enter .

* + 1. Click on NA10##.
    2. Click “Insert Cost Element Group on Lower Level” .
    3. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Set Name | Used for organizing hierarchies. | NAPRIM10## |
| Short description of a set | Description of the Group | ## NA Primary Cost Element Total |

* + 1. Click “Insert Cost Element” .
    2. Enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| From Value | This field contains the lower limit of the interval in the set line. | 650000 |
| To value | In conjunction with the “from” value. | 799999 |

* + 1. Click Enter .
    2. Click Save .
* You will receive a message that says, “The changes have been saved”.
  1. Create Copy Center Cost Center

GBI has decided to open a copy center in their building. In this section, you will create cost center to collect all the costs accumulated by the copy center.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

***Navigation***

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Master Data 🡪 Cost Center 🡪 Individual Processing 🡪 Create

1. What is the transaction code to create a cost center?  
    KS01 🖉
   * 1. In the “*Create Cost Center: Initial Screen*” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Field Name | Description | Data Entry |
| Cost Center | Key uniquely identifying your new cost element | NACC10## |
| Valid From | Date indicating as of when an entry is valid | First day of current year |
| Valid to | Date indicating up to when an entry is valid | 12/31/9999 |

* + 1. Click Enter .
    2. In the *“Create cost Center: Basic Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Field Name | Description | Data Entry |
| Name | Key uniquely identifying a cost center. | ## Copy Center |
| Description | General description of the object. | NA Copy Center |
| Person Responsible | Person responsible for the given cost center. | NA Copy Ctr Mgr |
| Cost Center Category | Indicator used to define a category | Service cost center |
| Hierarchy area | Portion of your Standard Hierarchy. | Internal Services |
| Currency | Currency for key amounts in the system. | United States Dollars |

* + 1. Click Enter .
    2. Click Enter  to dismiss the message that says, “Profit Center Accounting active but not profit center specified”.
    3. Click Save .
* You will receive a message “Cost center has been created.”
  1. Define Activity Type

In this section, you will define an activity type to be used whenever your IT department makes repairs. This will be used later for your Internal Activity Allocation

* + 1. In the *“SAP Easy Access Menu”* follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Master Data 🡪 Activity Type 🡪 Individual Processing 🡪 Create

1. What is the T-Code to create an activity type?  
    KL01 🖉
   * 1. In the *“Create Activity Type: Initial Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Activity Type | Key uniquely identifying an activity type. | PROGR |
| Valid From | Date indicating as of when an entry is valid. | *First Day of Current Year* |
| Valid To | Date indicating as of when an entry is valid. | 12/31/9999 |

* + 1. Click Enter .
    2. In the *“Create Activity Type: Basic Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Name | General description of the object. | ## Programming Hours |
| Activity Unit | Time or quantity unit used to post the consumed activity quantities. | Hour |
| CCtr categories | Indicator determining for which cost center types an activity type is allowed for planning and as a sender in activity allocation. | All Cost Center Cate |
| ATyp category | Determining the method of activity planning and allocation. | Manual entry, manual allocation |
| Allocation cost elem | A secondary cost element under which the activity type business process is allocated. | Your IT Programming |
| Price indicator | Indicator showing how the system calculates the price of a business process or activity type. | Plan price, automatically based on activity |

* Make sure to use Hour(H) and not Hours(HR) for the Activity Unit.
  + 1. Click Save .

You will receive a message that says, “Activity type has been created”.

* 1. Set Price of Activity Type for your IT Cost Center

In this section, you will set the price of your programming activity type. This sets how much it will cost to complete any IT repairs. Our IT Department charges $200 per hour for repairs.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

SAP Menu🡪 Accounting🡪 Controlling🡪 Cost Center Accounting🡪 Planning🡪 Activity Output/Prices🡪 Change

1. What is the T-code to change activity output/process?  
    KP26 🖉
   * 1. In the *“Change Activity Type/Price Planning: Initial Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Version | A collection of year-dependent indicators for planning data. | *Plan/Act – Version* |
| From Period | A planning period is the smallest closed unit of a fiscal year in which plan data can be entered and stored in the system. | 1 |
| To Period | A planning period is the smallest closed unit of a fiscal year in which plan data can be entered and stored in the system. | 12 |
| Fiscal year | Period when a company creates inventory. | *Current Year* |
| Cost Center | Organizational unit for grouping together cost centers | *Your IT Costs* |
| Activity Type | Description of the activity produced by a cost center | *Your Programming Hours* |

* + 1. Click Overview Screen .
    2. In the *“Change Activity Type/Price Planning: Overview Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Activity | Key uniquely identifying an activity type | PROGR |
| Plan Activity | Total of the plan activity quantities per cost center and activity type in activity type planning. | 100 |
| Distribution key | Key for distributing plan values on periods according to various criteria. | *Distribution as before* |
| Capacity | Field receiving a monthly value of plan capacity for an activity type in a cost center area. | (Do not write anything in this space) |
| Distribution Key | Key for distributing plan values on periods according to various criteria. | *Distribution as before)* |
| Price (Fixed) | Field receiving a monthly value of plan capacity for an activity type in a cost center area. | (Do not write anything in this space) |
| Variable Price | Variable price of an activity type in controlling area currency for a cost center. | 200 |

* + 1. Click Enter .
    2. Click Save .
* You will receive a message that says, “Changed data has been posted”.

1. Testing

Table of Contents

[Section IV.1: Create Distribution Cycle 40](#_Toc480448733)

[Section IV.2: Post Expense to Cost Center 43](#_Toc480448734)

[Section IV.3: Process Cost Center Report 45](#_Toc480448735)

[Section IV.4: Carry Out Actual Distribution 47](#_Toc480448736)

[Section IV.5: Process Cost Center Report 49](#_Toc480448737)

[Section IV.6: Create an Assessment Cycle 52](#_Toc480448738)

[Section IV.7: Post Expense to Cost Center 55](#_Toc480448739)

[Section IV.8: Process Cost Center Report 57](#_Toc480448740)

[Section IV.9: Carry Out Actual Assessment 59](#_Toc480448741)

[Section IV.10: Process Cost Center Report 61](#_Toc480448742)

[Section IV.11: Internal Activity Allocation Posting 64](#_Toc480448743)

[Section IV.12: Process Cost Center Report 65](#_Toc480448744)

[Section IV.13: Create Internal Order 66](#_Toc480448745)

[Section IV.14: Display Internal Order Balance I 68](#_Toc480448746)

[Section IV.15: Accumulate and Settle Costs for the Company Picnic 69](#_Toc480448747)

[Section IV.16: Display Internal Order Balance II 71](#_Toc480448748)

* 1. Create Distribution Cycle

The Marketing & Sales department heavily utilizes GBI's copy center for printing out reports. Sometimes there are delays in when they receive the documents they need. As such, they have decided to create their own copy center within the Marketing & Sales department. The copy center will allow them to quickly print and distribute the reports they use daily. The new copy center will absorb costs and then split them among the three groups in the Marketing & Sales department: Marketing, Sales, and Global Sales. In this section, you will create a distribution cycle. The distribution will be used to allocate costs incurred by the Copy Center to other cost centers.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Period-End Closing 🡪 Single Functions 🡪 Allocations 🡪 Distribution

1. What is the transaction code to create a distribution cycle?  
    KSV5 🖉
   * 1. In the *“Execute Actual Distribution: Initial Screen”* screen, follow the navigation path below:

Navigation

SAP Menu Bar 🡪 Extras 🡪 Cycle 🡪 Create

* + 1. In the *“Create Actual Distribution Cycle: Initial screen”* enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Definition** | **Data Value** |
| Cycle | Name of the cycle | DCC0## |
| Start Date | Determines the earliest validity date of the cycle. | First day of current year |

* + 1. Click Enter .
    2. In the *“Create Actual Distribution Cycle: Header Data”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Definition** | **Data Value** |
| To Date | The end date of the cycle. | 12/31/9999 |
| Text | Text for a cycle | 0## Monthly Exp. Distribution |

* + 1. Click Enter .
    2. In the *“Create Actual Distribution Cycle: Header Data”* screen, follow the navigation path below:

Navigation

SAP Menu Bar 🡪 Goto 🡪 Cycle run group.

* + 1. In the *“Determine Cycle Run Group”* screen, click Create Group .
    2. In the “Create Cycle Run Group” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Field Name** | **Description** | **Data Entry** |
| Cycle Run Group | You can use cycle run groups to allow the cycles for an allocation type to run parallel, when these do overlap in their objects. | G0## |
| Text | Description of Group | Group 0## Cycle Run Group |

* + 1. Click Enter .
    2. In the *“Information”* pop-up, you will see the message *“Cycle run group was created successfully”*. Click Enter .
    3. In the *“Determine Cycle Run Group”* pop-up, click Enter .
    4. In the “Create Actual Distribution Cycle: Header Data” screen, click Attach Segment .
    5. In the *“Create Actual Distribution Cycle: Segment”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Segment Name | Name of Distribution | DCCS-0## |
| Description | Text for Segment | 0## Monthly Distribution |
| Sender Rule | Controls how the sender values are calculated. | Posted amounts |
| Share in % | Percentage of the sender value credited to the sender. | 100 |
| Act. vals | Indicator ensuring reference to actual values as sender values when processing allocation. | Selected |
| Receiver Rule | Controls how receiver tracing factors are determined. | Fixed percentages |

* + 1. Click on the “Senders/Receivers” tab .
    2. In the *“Senders/Receivers”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Sender  Cost Center From | Key uniquely identifying a cost center. | Your Copy Center |
| Sender  Cost Element From | Key uniquely identifying a cost element. | Your Supplies Expense |
| Sender  Cost Element To | Key uniquely identifying a cost element. | Your Utilities Expense |
| Receiver  Cost Center Group | Identification of a set. | Your Marketing & Sales |

* + 1. Click on the “Receiver tracing factor” tab .
    2. In the *“Receiver Tracing Factor”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Your Global Sales Costs | Field for fixed percentages/fixed portions used in the sender and receiver combinations found. | 10 |
| Your Marketing Costs | Field for fixed percentages/fixed portions used in the sender and receiver combinations found. | 60 |
| Your Sales Costs | Field for fixed percentages/fixed portions used in the sender and receiver combinations found. | 30 |

* + 1. Click on the Segment Header Tab. .
    2. In the “Create Actual Distribution Cycle: Segment” screen, click Formal Check .
    3. You will receive a popup, Click Enter .
* You will receive a message “Cycle check with Warnings completed: For details see error log”
  + 1. Click Save .
* Should receive a message “Cycle DCCO##, starting date 01/01/#### has been saved.”
  1. Post Expense to Cost Center

In this section, you will post the expenses incurred by the Copy Center in the general ledger. When posting the expenses, you will also assign the costs to the Copy Center cost center to absorb the costs in Controlling.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document

1. What is the T-Code to enter a G/L document?  
    FB50 🖉
   * 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information:

* You will need to scroll right to see the Cost Center field.

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Doc. Date | The date the original document was issued. | Today’s Date |
| Currency | Currency key for amounts in the system. | United States Dollar |
|  |  |  |
| G/L Account | The number of the G/L accounts to which the transaction figures are updated. | Supplies Expense |
| D/C | Which side of the account is updated. | Debit |
| Amount in Doc.Curr | Line item amount in document currency | 1000 |
| Cost Center | Key uniquely identifying a cost center | Your Copy Center |
|  |  |  |
| G/L Account | The number of the G/L accounts to which the transaction figures are updated. | Rent Expense |
| D/C | Which side of the account is updated. | Debit |
| Amount in Doc.Curr | Line item amount in document currency | 1000 |
| Cost Center | Key uniquely identifying a cost center | Your Copy Center |
|  |  |  |
| G/L Account | The number of the G/L accounts to which the transaction figures are updated. | Utilities (electricity and phone) Expense |
| D/C | Which side of the account is updated. | Debit |
| Amount in Doc.Curr | Line item amount in document currency | 1000 |
| Cost Center | Key uniquely identifying a cost center | Your Copy Center |
|  |  |  |
| G/L Account | The number of the G/L accounts to which the transaction figures are updated. | Bank Account |
| D/C | Which side of the account is updated. | Credit |
| Amount in Doc.Curr | Line item amount in document currency | 3000 |

* + 1. Click Enter .
    2. Click Save .
* You will receive a message that says, “Document ####### was posted in company code US##”

1. What is the resulting document number?  
     100000005 🖉
   1. Process Cost Center Report

In this section, you will process a report on your Copy Center cost center for the current period to review the effects of your G/L posing on the Cost Centers.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Information System 🡪 Reports for Cost Center Accounting 🡪 Plan/Actual Comparisons 🡪 Cost Center: Actual/Plan/Variance

1. What is the t-code to process a cost center report?  
     🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

* Be sure to use the “Or Value(s)” field under “Cost Center Group.”

|  |  |  |
| --- | --- | --- |
| **Field Name** | **Description** | **Data Entry** |
| Controlling Area | Uniquely identifies a controlling area. | Your Controlling Area |
| Fiscal Year | Current fiscal year | Current Year |
| From Period | Beginning of range | 1 |
| To Period | End of range | 12 |
| Plan Version | Year-dependent indicators controlled by this. | Plan/Act – Version |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center | Your Copy Center |
| Cost Element Group | Organizational unit storing a group of cost elements. | Cleared Out – nothing in this field. |

* + 1. Click Execute .

1. How much is the Debit Posting?  
    6000 🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance”* screen, double-click on the line item for your Supplies Expense.
     2. In the *“Select Report”* pop-up, select “Cost Centers: Actual Line Items.”
     3. Click Enter .
     4. In the *“Display Actual Cost Line Items for Cost Centers”* screen, double-click on the line item.
2. Is this your original posting?  
    Yes 🖉
   * 1. In the “*Display Document: Data Entry View”* screen, Click Back  twice.
     2. In the “*Display Actual Cost Line Items for Cost Centers*” pop-up, click “Yes.”
     3. In the *“Cost Centers: Actual/Plan/Variance”* screen, Click Back .
     4. In the *“Exit List”* pop-up, click “Yes.”
     5. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Marketing Costs |

* + 1. Click Execute .

1. What is the Over/Underabsorption?  
    If the actual amount of overhead turns out to be different from the standard amount of overhead, then the overhead is said to either under absorbed or over absorbed depending upon the total act cost. 🖉

* Be sure to interpret the message you receive to determine the Act. Cost.
  + 1. Click Back .
    2. Repeat steps IV.3.12 & IV.3.13 for the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Sales Costs |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Global Sales Costs |

1. What is the total Act. Cost?  
    0.0 🖉
   1. Carry Out Actual Distribution

In this section, you will carry out an actual Distribution for your Copy Center. By carrying out the Distribution you are debiting the cost center(s) that will be receiving the costs and crediting the Copy Center cost center to remove the costs from it.

* + 1. In the *“SAP Easy Access”* screen, follow the menu path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Period-End Closing 🡪 Single Functions 🡪 Allocations 🡪 Distribution

1. What is the t-code to carry out an actual distribution?  
    KSV5 🖉
   * 1. In the *“Execute Actual Distribution: Initial Screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| From Period | Period signifying the start of the analysis or processing timeframe. | Current Period |
| To Period | Period signifying the end of the analysis or processing time frame. | Current Period |
| Fiscal Year | Current fiscal year | Current Year |
| Test Run | Controls whether a test run takes place. | Selected |
| Detail Lists | Displays a detailed list selection | Selected |
| Cycle | Your distribution cycle name | Your Distribution Cycle |

* + 1. Click List Selection .
    2. Check the “Sender and Receivers” box
    3. Next to “Sender and Receiver” click “Save Sender/Receiver List” .
    4. In the *“Information”* pop-up Click Enter .
    5. In the “Settings” pop-up Click Enter  .
    6. Click Execute .
* In the “Display CCA: Actual Distribution Basic List” screen, you should see THREE sender cost centers, as well as NINE receiver cost centers. There should also be a message “Processing completed without errors.”
  + 1. Click Receiver .
* In the *“Display CCA: Actual Distribution Receiver List”* screen, you will see the receiving cost centers. Verify the cost centers and the tracing factor percentages are correct.

1. How many different cost centers are there?  
    3 🖉
2. How many different cost elements are there?  
    3 🖉
   * 1. Click Back twice.
     2. In the “*Exit List*” pop-up, click “Yes.”
     3. In the *“Execute Actual Distribution: Initial Screen”* enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Test Run | Controls whether a test run takes place. | Deselected |

* + 1. Click Execute .
* In the “Display CCA: Actual Distribution Basic List” screen, you should see THREE sender cost centers, as well as NINE receiver cost centers. There should also be a message “Processing completed without errors.”
  1. Process Cost Center Report

In this section, you will process a cost center report to review the effects of your distribution cycle on your cost centers.

* + 1. In the *“SAP Easy Access”* Screen, follow the navigation path below:

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Information System 🡪 Reports for Cost Center Accounting 🡪 Plan/Actual Comparisons 🡪 Cost Centers: Actual/Plan/Variance

* + 1. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Controlling Area | Uniquely identifies a controlling area. | Your Controlling Area |
| Fiscal Year | Current fiscal year | Current Year |
| From Period | Beginning of range | 1 |
| To Period | End of range | 12 |
| Plan Version | Year-dependent indicators controlled by this | Plan/Act – Version |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center | Your Copy Center |
| Cost Element Group | Organizational unit storing a group of cost elements. | Cleared Out – nothing in this field. |

* + 1. Click Execute .

1. How much is the Debit Posting?  
    6000 🖉
2. How much is the Credit Posting?  
    3000 🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance”* screen, double-click on the SECOND line item for your Supplies Expense.
     2. In the *“Select Report”* pop-up, select “Cost Centers: Actual Line Items.”
     3. Click Enter .
     4. In the *“Display Actual Cost Line Items for Cost Centers”* screen, double-click a line item.
     5. In the *“Display Actual Cost Documents”* screen, click “detail can be expanded” .

* This is on the left-hand side of the screen

1. Does this information match your Distribution?  
    Yes 🖉
   * 1. Click Back .
     2. In the “*Display Actual Cost Documents*” pop-up, click “Yes” .
     3. Click Back .
     4. In the *“Display Actual Cost Line Items for Cost Centers”* pop-up, click “Yes” .
     5. Click Back .
     6. In the *“Exit Report”* pop-up, click “Yes” .
     7. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cost Center Group  Or Value(s) | Key uniquely identifying a cost center. | Your Marketing Costs |

* + 1. Click Execute .

1. What is the Over/Underabsorption amount?  
    Report contains no data 🖉
   * 1. Click Back .
     2. In the *“Exit Report”* pop-up, click “Yes”.
     3. Repeat steps IV.5.15 to IV.5.18 for your other two cost centers and answer the following questions:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Vlaue** |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Sales Costs |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Global Sales Costs |

1. What is the Over/Underabsorption amount for your Sales Costs?  
    $900 🖉
2. What is the Over/Underabsorption amount for your Global Sales Costs?  
    $300 🖉
   1. Create an Assessment Cycle

The Marketing and Recruiting teams at GBI have decided to go to a Trade Fair to recruit new employees to the company. They regularly do this and they have set up a trade fair cost center to absorb the costs. They have decided to split the costs based on the size of the departments. The recruiting department will only receive 30 percent of the costs and the marketing department will receive the other 70 percent of the costs. GBI is not interested in the name of the costs they are only concerned with how much the total trade fair costed each department. In this section, you will create an assessment cycle. The assessment will be used to allocate cost incurred by one cost center to other cost centers.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

***Navigation***

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Period-End Closing 🡪 Single Functions 🡪 Allocations 🡪 Assessment

1. What is the transaction code to create an assessment cycle?  
    KSU5 🖉
   * 1. In the *“Execute Actual Assessment: Initial Screen”* screen, follow navigation path below:

***Navigation***

SAP Menu Bar 🡪 Extras 🡪 Cycle 🡪 Create

* + 1. In the *“Create Actual Assessment Cycle: Initial screen”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cycle | Assessment Definition | *ACC0##* |
| Start Date | Posting time frame | *First day of current year* |

* + 1. Click Enter .
    2. In the *“Create Actual Assessment Cycle: Header Data”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Text | Text for a cycle | *0## HR Group Assessment* |
| To Date | The end date for the cycle. | *12/31/9999* |

* + 1. Click Enter .
    2. In the *“Create Actual Assessment Cycle: Header Data”* screen, follow the navigation path below:

***Navigation***

SAP Menu Bar 🡪 Goto 🡪 Cycle run group

* + 1. In the *“Determine Cycle Run Group”* screen, click Create Group .
    2. In the *“Create Cycle Run Group”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Cycle Run Group | Name of your cycle group. | G0## |
| Text | Description of Group | Group 0## Cycle Run Group |

* + 1. Click Enter .
    2. In the *“Information”* pop-up, Click Enter .
    3. In the *“Determine Cycle Run Group”* pop-up, click Enter .
    4. In the *“Create Actual Assessment Cycle: Header Data”* screen, click Attach Segment .
    5. In the *“Create Actual Assessment Cycle: Segment”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Segment Name | Name of Distribution | *ACCS-0##* |
| Description | Text for Segment | *0## Human Resources Assessment* |
| Assessment CELe | Unique key identifying a cost element. | *your HR TF Assessment* |
| Sender Rule | Controls how the sender values are calculated. | *Posted Amounts* |
| Share in % | Percentage of the sender value credited to the sender. | 100 |
| Actual Value Origin | Indicator ensuring reference to actual values as sender values when processing allocation. | *Selected* |
| Receiver Rule | Controls how receiver tracing factors are determined. | *Fixed Percentages* |

1. How many Sender rule options are there to choose from?  
    3 🖉
2. How many Receiver rule options are there to choose from?  
    4 🖉
   * 1. Click the Senders/Receivers tab .
     2. In the *“Senders/Receivers”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Sender  Cost Center  From | Key uniquely identifying a cost center. | *Your HR Trade Fair* |
| Receiver  Cost Center  From | Key uniquely identifying a cost center. | *Your HR Recruiting* |
| Receiver  Cost Center  To | Key uniquely identifying a cost center. | *Your Marketing Costs* |

* + 1. Click the Receiver Tracing Factor Tab .
    2. In the *“Receiver Tracing Factor”* tab, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Your HR Recruiting Cost Center | Field for fixed percentages/fixed portions used in the sender and receiver combinations found. | *30* |
| Your Marketing Costs Cost Center | Field for fixed percentages/fixed portions used in the sender and receiver combinations found. | *70* |

* + 1. Click the Segment Header tab .
    2. In the “Create Actual Assessment Cycle: Segment” screen, click Formal Check .
* You should receive a message “Formal cycle check was successful.”
  + 1. Click Save .
* You should receive a message “Cycle ACC0##, starting date 01/01/#### has been saved.”
  1. Post Expense to Cost Center

In this section, you will post expenses incurred by your Trade Fair in the general ledger to your HR Trade Fair cost center.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

***Navigation***

Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document

* + 1. In the *“Enter G/L Account Document: Company Code US##”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Document Date | The date on which the document was issued. | *Today’s Date* |
| Currency | Currency key for amounts in the system. | *United States Dollar* |
|  |  |  |
| G/L Account | This field contains the number of the G/L account to which the transaction figures are updated. | *Supplies Expense* |
| D/C | Shows on which side of the account the transaction figures are updated. | Debit |
| Amount in Doc.Curr | Line item amount in document currency. | 800 |
| Cost Center | Key uniquely identifying a cost center. | *Your HR Trade Fair* |
|  |  |  |
| G/L Account | This field contains the number of the G/L account to which the transaction figures are updated. | *Rent Expense* |
| D/C | Shows on which side of the account the transaction figures are updated. | Debit |
| Amount in Doc.Curr | Line item amount in document currency. | 300 |
| Cost Center | Key uniquely identifying a cost center. | *Your HR Trade Fair* |
|  |  |  |
| G/L Account | This field contains the number of the G/L account to which the transaction figures are updated. | *Bank Account* |
| D/C | Shows on which side of the account the transaction figures are updated. | Credit |
| Amount in Doc.Curr | Line item amount in document currency. | 1100 |

* You will need to scroll right to see the Cost Center field.
  + 1. Click Enter .
    2. Click Save .

1. What is the resulting document number?  
    100000006 🖉

* You will receive a message “Document was posted in company code US##”.
  1. Process Cost Center Report

In this section, you will process a cost center report for the current period to see the effect of posting expenses to your G/L accounts.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Information System 🡪 Reports for Cost Center Accounting 🡪 Plan/Actual Comparisons 🡪 Cost Centers: Actual/Plan/Variance

1. What is the transaction code to generate a Cost Center report?  
    S\_ALR\_87013611 🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Controlling Area | Uniquely identifies a controlling area | *Your Controlling Area* |
| Fiscal Year | Period of 12 months | *Current Year* |
| From Period | The period block indicates the highest period contained in a record | 1 |
| To Period | The period block indicates the highest period contained in a record | 12 |
| Plan Version | A collection of year-dependent indicators for planning data | *Plan/Act – Version* |
| Cost Center Group Or Value(s) | Uniquely identifying a cost center | *Your HR Trade Fair* |
| Cost Element Group | Organizational unit storing a group of cost elements. | Cleared Out – nothing in this field. |

* Be sure to use the “Or Value(s)” field under “Cost Center Group.”

1. What Cost Center did you post your costs to in the last step?  
    04 HR Trade Fair, NAHR2002 🖉
2. What Cost Center are you checking in this step?  
    04 HR Trade Fair,NAHR2002 🖉
   * 1. Click Execute .
3. How much is the Debit Posting?  
    2200 🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance”* screen, double-click on the Rent Expense line item.
     2. In the *“Select Report”* pop-up, select “Cost Centers: Actual Line Items.”
     3. Click Enter .
     4. In the *“Display Actual Cost Line Items for Cost Centers”* screen, double-click on the line item.

* A document will be displayed. This should be the document you created in previous step.

1. Is this your original posting?  
    Yes 🖉
   1. Carry Out Actual Assessment

In this section, you will carry out an actual assessment for your cost center.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Period-End Closing 🡪 Single Functions 🡪 Allocations 🡪 Assessment

1. What is the transaction code to process an Assessment?  
    KSU5 🖉
2. What is the transaction code to process Overhead Commitment?  
          🖉
   * 1. In the “Execute Actual Assessment: Initial Screen” screen,enter the following information:

|  |  |  |
| --- | --- | --- |
| Field Name | Description | Data Entry |
| First Period | Period signifying the start of the processing timeline. | Current Period |
| To Period | Period signifying the start of the processing timeline. | Current Period |
| Fiscal Year | Period, 12 months as a rule. | Current Year |
| Test Run | Controls whether a test run takes place | Selected |
| Detail Lists | Displays more detailed information | Selected |
| Cycle | Assessment Definition | Your Assessment Cycle |

* + 1. Click Execute .
* In the “Display CCA: Actual Assessment Basic List” screen, you should see ONE sender cost center, as well as TWO receiver cost centers. There should also be a message “Processing completed without errors.”
  + 1. Click Receiver .
* In the “Display CCA: Actual Assessment Receiver List” screen, you will see the receiving cost centers. Verify the cost centers and the tracing factor percentages are correct.

1. How many different cost centers are there?  
    2 🖉
2. How many different cost elements are there?  
    1 🖉
   * 1. Click Back  twice.
     2. In the “Exit List” pop-up, click “Yes” .
     3. In the “Execute Actual Assessment: Initial Screen” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Test Run | Controls whether a test run takes place | Deselected |

* + 1. Click Execute .
* In the “Display CCA: Actual Assessment Basic List” screen, you should see ONE sender cost center, as well as TWO receiver cost centers. There should also be a message “Processing completed without errors.”
  1. Process Cost Center Report

In this section, you will process a cost center report to review the effects of your assessment cycle.

* + 1. In the *“SAP Easy Access”* screen, follow the navigation path below:

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Information System 🡪 Reports for Cost Center Accounting 🡪 Plan/Actual Comparisons 🡪 Cost Centers: Actual/Plan/Variance

* + 1. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Controlling Area | Uniquely identifies a controlling area | Your Controlling Area |
| Fiscal Year | Period of 12 months | Current Year |
| From Period | The period block indicates the highest period contained in a record | 1 |
| To Period | The period block indicates the highest period contained in a record | 12 |
| Plan Version | A collection of year-dependent indicators for planning data | Plan/Act – Version |
| Cost Center Group Or Value(s) | Uniquely identifying a cost center | Your HR Trade Fair |
| Cost Element Group | Organizational unit storing a group of cost elements. | Cleared Out – nothing in this field. |

* + 1. Click Execute .
    2. In the *“Cost Centers: Actual/Plan/Variance”* screen, double click on the “HR TF Assessment” line item.
    3. In the *“Select Report”* screen, double click “Cost Centers: Actual Line Items”
    4. In the *“Display Actual Cost Line Items for Cost Centers”* screen, double click on the first line item.
* This will bring you to your original posting
  + 1. In the *“Display Actual Cost Documents”* screen, click “detail can be expanded” .
* This is on the left-hand side of the screen

1. Does this information match your Assessment?  
    No 🖉
2. On the screen, do you see anywhere telling you what the exact costs were?  
    No 🖉
   * 1. Click Back .
     2. In the “*Display Actual Cost Documents*” pop-up, click “Yes” .
     3. Click Back .
     4. In the *“Display Actual Cost Line Items for Cost Centers”* pop-up, click “Yes” .
     5. Click Back .
     6. In the *“Exit Report”* pop-up, click “Yes” .
     7. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center Group  Or Value(s) | Key uniquely identifying a cost center. | Your HR Recruiting |

* + 1. Click Execute .

1. What is the Over/Underabsorption amount?  
    330/ report contais no data 🖉
   * 1. Click Back .
     2. In the *“Exit List”* pop-up, click “Yes” .
     3. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Cost Center Group Or Value(s) | Key uniquely identifying a cost center. | Your Marketing Costs |

* + 1. Click Execute .

1. What is the HR TF Assessment amount?  
    770/report contains no data/ 🖉
   * 1. Click Back .
     2. In the *“Exit Report”* pop-up, click “Yes” .
   1. Internal Activity Allocation Posting

In this section, you will post repairs done by your IT department for the marketing department.

* + 1. In the *“SAP Easy Access Menu”* follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Actual Postings 🡪 Activity Allocation 🡪 Enter

1. What is the T-Code to post an internal activity allocation posting?  
          🖉
   * 1. In the *“Enter Direct Activity Allocation”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Send. CCtr | Sender cost center | *(This will be auto-populated when selecting SAtyTyp)* |
| SAtyTyp | Sender Activity Type | *Your Programming Hours* |
| Rec. CCtr | Receiver cost center | *Your Marketing Costs* |
| Total Quantity | Total quantity completed | 2 |

* + 1. Click Enter .

1. What is the total amount charged to Marketing?  
    400 🖉

* You will need to scroll to the right.
  + 1. Click Save .
* You will receive a message that says, “Document is posted under number 3#########”.

1. What is your document number?  
    300000024/300000000 🖉
   1. Process Cost Center Report

In this section, you will process a cost center report to review the effects of your Internal Activity Allocation Posting.

Navigation

Accounting 🡪 Controlling 🡪 Cost Center Accounting 🡪 Information System 🡪 Reports for Cost Center Accounting 🡪 Plan/Actual Comparisons 🡪 Cost Centers: Actual/Plan/Variance

* + 1. In the *“Cost Centers: Actual/Plan/Variance: Selection”* screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Controlling Area | Uniquely identifies a controlling area | Your Controlling Area |
| Fiscal Year | Period of 12 months | Current Year |
| From Period | The period block indicates the highest period contained in a record | 1 |
| To Period | The period block indicates the highest period contained in a record | 12 |
| Plan Version | A collection of year-dependent indicators for planning data | Plan/Act – Version |
| Cost Center Group Or Value(s) | Uniquely identifying a cost center | Your Marketing Costs |

* + 1. Click Execute .

1. How much is the Debit Posting?  
    2970/400 🖉
   * 1. In the *“Cost Centers: Actual/Plan/Variance”* screen, double click “IT Programming” line item.
     2. In the *“Select Report”* screen, double click “Cost Centers: Actual Line Items”
     3. In the *“Display Actual Cost Line Items for Cost Centers”* screen, double click on the line item.
2. What is the Document Number?  
    300000024/300000000 🖉
   1. Create Internal Order

Your company would like to have a Company Picnic. You need a person responsible and a way to allocate costs to a cost center. In this section, you will create an internal order which is a cost object that collects costs. You will assign a person responsible and assign a cost center for settlement.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Internal Orders 🡪 Master Data 🡪 Order Manager

1. What is the transaction code to create an internal order?  
    KO04 🖉
   * 1. In the “Order Manager” screen, click Create .
     2. In the “Create Internal Order” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Order Type | Key that differentiates orders | Your Company Picnic |

* + 1. Click Continue .
    2. In the *“Create Internal Order: Master Data”* screen, click on the “Assignments” tab , enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Description | Short Description of the order. | ## Company Picnic |
| Responsible CCtr | Key of the cost center responsible for carrying out the order. | Your John Davis Cost Center |

* + 1. Click on the “Control Data” tab .
    2. Click Release .
* You will receive a message “Order has been released”.

Click Settlement Rule .

* + 1. In the “Maintain Settlement Rule: Overview” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| CaT | The account assignment category specifies the object type for the settlement receiver. | Cost Center |
| Settlement Receiver | Settlement Receiver Key | Your John Davis Cost Center |
| % | Specifies the % at which costs collected in the sender object are distributed to the specified settlement receiver. | 50 |
| Equivalence no. | The costs collected in the sender object are distributed to the settlement receiver, in proportion to the equivalence numbers. | (Do not put anything in this space) |
| Settlement Type | Determines the settlement rule is used in particular type of settlement processing | Periodic Settlement |
|  |  |  |
| CaT | The account assignment category specifies the object type for the settlement receiver. | Cost Center |
| Settlement Receiver | Settlement Receiver Key | Your Peter Weiss Cost Center |
| % | Specifies the % at which costs collected in the sender object are distributed to the specified settlement receiver. | 50 |
| Equivalence no. | The costs collected in the sender object are distributed to the settlement receiver, in proportion to the equivalence numbers. | (Do not put anything in this space) |
| Settlement Type | Determines the settlement rule is used in particular type of settlement processing | Periodic Settlement |

* + 1. Click Save .
    2. In the *“Order validation: Display messages”* pop-up, Click enter .
* You will receive a message “Order was created with number ######”

1. What is the resulting order number?  
    500005/500022 🖉
   1. Display Internal Order Balance I

In this section, you will display the balance of the internal order you just created.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Internal Orders 🡪 Master Data 🡪 Special Functions 🡪 Order 🡪 Display

1. What is the t-code to display internal order balance?  
    KO03 🖉
   * 1. In the “*Display Internal Order: Initial screen”*, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Order | Number which identifies an order within a client. | *Order Number from the Previous Section* |

* + 1. Press Enter .
    2. In the *“Display Internal Order: Master data”* screen, follow the menu path below:

Navigation

SAP Menu Bar 🡪 Extras 🡪 Order Balance

1. What is the balance for your internal order?  
    0.00 🖉
   1. Accumulate Costs for the Company Picnic

In this section, you will enter several expenses for the company picnic such as rent for the venue, supplies, and other various expenses.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Financial Accounting 🡪 General Ledger 🡪 Document Entry 🡪 Enter G/L Account Document

* + 1. In the “Enter G/L Account Document: Company Code US##” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| Attribute | Description | Data Value |
| Document Date | The date in which the document was issued. | Current Date |
|  |  |  |
| G/L Acct | General ledger account. | Your Supplies Expense |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 200.00 |
| Order | Your order number from step III.10 | *Your Company Picnic* |
|  |  |  |
| G/L Acct | General ledger account. | Your Rent Expense |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 750.00 |
| Order | Your order number from step III.10 | *Your Company Picnic* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Miscellaneous Expense* |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 800.00 |
| Order | Your order number from step III.10 | *Your Company Picnic* |
|  |  |  |
| G/L Acct | General ledger account. | *Your Petty Cash Account* |
| D/C | The side of account the transaction figures are updated. | Debit |
| Amount in doc.curr | Line item amount in document. | 50.00 |
|  |  |  |
| G/L Acct | General ledger account. | *Your Bank Account* |
| D/C | The side of account the transaction figures are updated. | Credit |
| Amount in doc.curr | Line item amount in document. | 1800.00 |

* + 1. Click Save .
* You will receive a message that says “Document ######### was posted in company code US##”.

1. What is the resulting document number?  
    100000008/100000007 🖉
   1. Display Internal Order Balance II

In this section, you will display the balance of your internal order.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Internal Orders 🡪 Master Data 🡪 Special Functions 🡪 Order 🡪 Display

* + 1. In the “*Display Internal Order: Initial screen”*, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Entry** |
| Order | Number which identifies an order within a client. | *Order Number from the Previous Section* |

* + 1. Press Enter .
    2. In the *“Display Internal Order: Master data”* screen, follow the Navigation Path below:

Navigation

SAP Menu Bar 🡪 Extras 🡪 Cost Analysis

1. What is the balance for your internal order?  
    1750 🖉
2. What is the Account missing from this balance?  
    petty cash account 🖉
   1. Settle Costs for the Company Picnic

You have completed the actual posting on your Internal Order. Now, in this solution, you will settle it to John Davis’s and Peter Weiss’ executive cost centers.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Internal Orders 🡪 Period – End Closing 🡪 Single Functions 🡪 Settlement 🡪 Individual Processing

* + 1. In the “Actual Settlement: Order” screen, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Value** |
| Order | Number identifies an order within a client | Your Internal Order Number |
| Settlement Period | For distribution rules | Current Period |
| Posting Period | Settlement rules are posted in the posting period | Current Period |
| Fiscal Year | Typically, a period of 12 months | Current Year |
| Processing Type | See help | Automatic |
| Test Run | Executes but does not affect system | Deselected |

* + 1. Click Execute .
    2. In the “Actual Settlement: Order Basic List” screen, select Details List .
    3. In the “Actual Settlement: Order Detail List” screen, highlight the amount and select Receiver .
    4. In the “Actual Settlement: Order Receiver debits” screen, right click on the first receiver and select Choose Detail .
  1. Display Internal Order Balance III

In this section, you will display the balance of your internal order.

* + 1. In the “SAP Easy Access” screen, follow the navigation path below:

Navigation

SAP Menu 🡪 Accounting 🡪 Controlling 🡪 Internal Orders 🡪 Master Data 🡪 Special Functions 🡪 Order 🡪 Display

* + 1. In the “*Display Internal Order: Initial screen”*, enter the following information:

|  |  |  |
| --- | --- | --- |
| **Attribute** | **Description** | **Data Entry** |
| Order | Number which identifies an order within a client. | *Order Number from the Previous Section* |

* + 1. Press Enter .
    2. In the *“Display Internal Order: Master data”* screen, follow the Navigation Path below:

Navigation

SAP Menu Bar 🡪 Extras 🡪 Cost Analysis

1. What is the balance for your internal order?  
    Debit 1750, Settlement -1750 🖉

1. Exercise Deliverables

**Name:** Meru Bhatnagar

**Course and Section:** 20181:799:660:40

**Identifier:** GBI-002

**Client:** 213

1. What is the T-Code to Maintain Controlling Area?  
    🖉
2. What is currency type 20?  
    🖉
3. What is the T-Code to assign your company code to your controlling area?  
    🖉
4. What is the transaction code to define your standard hierarchy?  
    🖉
5. What is the transaction code to maintain number ranges for controlling docs?  
    🖉
6. What is the From No. for the first interval?  
    🖉
7. What is the To Number for the first interval?  
    🖉
8. What is the transaction code to maintain number ranges for settlement documents?  
    🖉
9. What is the T-Code to maintain Allocation Structures?  
    🖉
10. What is the text for the A1 Allocation Structure?
11. What is the text for the Z1 Allocation Structure?
12. Using the folders in the dialog structure section of the screen, what is contained under Allocation Structures? (only one word answer)  
     🖉
13. How many assignments are there in the A1 Allocation structure?  
     🖉
14. How many assignments are there in the A2 Allocation structure?  
     🖉
15. How many assignments are there in the A3 Allocation structure?  
     🖉
16. How many assignments are there in the A4 Allocation structure?  
     🖉
17. How many assignments are there in the Z1 Allocation structure?  
     🖉
18. What is the description of Assignment 02?  
     🖉
19. What is the From cost element?  
     🖉
20. What is the To cost element?  
     🖉
21. What is the similarity with the accounts you identified earlier?  
     🖉
22. What is the Assess. CElem?  
     🖉
23. What is the first Receiver Category?  
     🖉
24. What is the second Receiver Category?  
     🖉
25. Is the settlement cost element a primary or secondary cost element?  
     🖉
26. What is the first Receiver Category?  
     🖉
27. What is the second Receiver Category?  
     🖉
28. Is the settlement cost element a primary or secondary cost element?  
     🖉
29. What is the receiver category?  
     🖉
30. How many source structures are there?  
     🖉
31. What is the title of the first assignment?  
     🖉
32. What is the title of the second assignment?  
     🖉
33. What is the cost element range?  
     🖉
34. What is the cost element range?  
     🖉
35. How are Actual Costs/ Cost of Sales settled?  
     🖉
36. What is the allocation structure used?  
     🖉
37. What is one other allocation structure that could be used?  
     🖉
38. How many indicators are used?  
     🖉
39. How many receivers allow settlement?  
     🖉
40. What is the sender type?  
     🖉
41. How many predefined strategies are there?  
     🖉
42. What is the Name of strategy sequence “SAP030”?  
     🖉
43. What is the first column title?  
     🖉
44. What is the second column title?  
     🖉
45. What is the fourth column title?  
     🖉
46. What is the fifth column title?  
     🖉
47. What is the transaction code to populate the standard hierarchy?  
     🖉
48. What is the transaction code for creating a primary cost element?  
     🖉
49. Which CElem category represents Revenues?  
     🖉
50. What is the transaction code for creating a secondary cost element?  
     🖉
51. What does CElem category 43 represent?  
     🖉
52. What does CElem category 42 represent?  
     🖉
53. What is the transaction code to create a cost element group?  
     🖉
54. What is the transaction code to create a cost center?  
     🖉
55. What is the T-Code to create an activity type?  
     🖉
56. What is the T-code to change activity output/process?  
     KP26 🖉
57. What is the transaction code to create a distribution cycle?  
     🖉
58. What is the T-Code to enter a G/L document?  
     🖉
59. What is the resulting document number?  
     🖉
60. What is the t-code to process a cost center report?  
     🖉
61. How much is the Debit Posting?  
     🖉
62. Is this your original posting?  
     🖉
63. What is the Over/Underabsorption?  
     🖉
64. What is the total Act. Cost?  
     🖉
65. What is the t-code to carry out an actual distribution?  
     🖉
66. How many different cost centers are there?  
     🖉
67. How many different cost elements are there?  
     🖉
68. How much is the Debit Posting?  
     🖉
69. How much is the Credit Posting?  
     🖉
70. Does this information match your Distribution?  
     🖉
71. What is the Over/Underabsorption amount?  
     🖉
72. What is the Over/Underabsorption amount for your Sales Costs?  
     🖉
73. What is the Over/Underabsorption amount for your Global Sales Costs?  
     🖉
74. What is the transaction code to create an assessment cycle?  
     KSU5 🖉
75. How many Sender rule options are there to choose from?  
     3 🖉
76. How many Receiver rule options are there to choose from?  
     4 🖉
77. What is the resulting document number?  
     100000006 🖉
78. What is the transaction code to generate a Cost Center report?  
     🖉
79. What Cost Center did you post your costs to in the last step?  
     🖉
80. What Cost Center are you checking in this step?  
     🖉
81. How much is the Debit Posting?  
     🖉
82. Is this your original posting?  
     🖉
83. What is the transaction code to process an Assessment?  
     🖉
84. What is the transaction code to process Overhead Commitment?  
     🖉
85. How many different cost centers are there?  
     🖉
86. How many different cost elements are there?  
     🖉
87. Does this information match your Assessment?  
     🖉
88. On the screen, do you see anywhere telling you what the exact costs were?  
     🖉
89. What is the Over/Underabsorption amount?  
     🖉
90. What is the HR TF Assessment amount?  
     🖉
91. What is the T-Code to post an internal activity allocation posting?  
     🖉
92. What is the total amount charged to Marketing?  
     🖉
93. What is your document number?  
     🖉
94. How much is the Debit Posting?  
     🖉
95. What is the Document Number?  
     🖉
96. What is the transaction code to create an internal order?  
     🖉
97. What is the resulting order number?  
     🖉
98. What is the t-code to display internal order balance?  
     🖉
99. What is the balance for your internal order?  
     🖉
100. What is the resulting document number?  
      100000008 🖉
101. What is the balance for your internal order?  
      🖉
102. What is the Account missing from this balance?  
      🖉
103. What is the balance for your internal order?  
      🖉