Part B: SAP component (Individual)
Submission Requirements & SAP client details

Weightage: **15%**

Objectives: **To assess student's understanding and skills to map the business scenario of the case study in SAP, perform appropriate cost allocations and produce reports**

Client: **414**

SAP Username: **learn-### assigned to you in workshops**

Initial password: **sapskills (all in small letters)**

Submission requirements:

- Your submission should have:
  - Your SAP User account, i.e., **learn-### and student SID in every page header.**
  - A first page that includes your name, student ID, learn-### number, and a table of master data elements (G/L accounts, cost centres, cost elements, activity types, statistical key figures etc.), document numbers and/or allocation cycle numbers generated by the system and codes for your allocation cycles.
  - Appropriate screen shots of i) **Actual distribution/assessment basic list that shows document number, cycle details, number of senders & number of receivers after final run and assessment/distribution line items display, ii) direct activity allocation document display screen with details of document number, cost centres and allocated values (both quantities and costs) clearly shown, and iii) actual/plan/variance cost centre reports for your cost centre group (KG###) and for each of your cost centres in the group (including activity types and statistical key figures) for the entire year.**
- You can place up to two screenshots in each page, and make sure they are visible (you must crop out unnecessary areas of the screenshots for better visibility).
- One single PDF document with pages not exceeding 20 (including cover page) must be submitted. Penalties apply if the screenshots are illegible or missing, the values are incorrect, and if the assignment does not have identifying information.

Further Instructions and hints:

- You must first complete the group work and arrive at calculations (of costs for various cost elements) and then start the SAP individual component. You may lose marks if incorrect cost values due to incorrect calculations are posted in SAP (and therefore appear in reports).

- You must first decide which master data, which transactions, and which allocation methods (for specific costs) are required to reflect the scenario and determine the reports required, execute them in the system, capture required screen shots and submit.

- You are using SAP configured for Global Business Bikes company in client 414 and therefore map and work within that firm as you have done in SAP exercises.

- **In the SAP accounting system, you need to map the COSTS AND TRANSACTIONS for the year 2022 as ACTUAL COSTS and the costs in the year 2021 as PLANNED/BUDGETED COSTS. It therefore requires you to multiply the 2022 costs by 2 (as they are for January to June only) and post them in SAP.**

- **Please remember to charge the costs (planned and actual) to appropriate cost centres as described in the business scenario.**

- **You DO NOT have to map the revenue/income and sales volumes in SAP.**

- SAP is a real-time accounting system, so you must use 01.01.2022 to 31.12.2022 for creating all your master data, today's date for all postings, and current year for all your allocations.

- Considering the limits on authorisations, complexity of the software, a focus on user perspective in workshops, and the real-time nature of the accounting system, it is easier and efficient to create new master data and transactions if mistakes are made, rather than correcting the errors. Please note, if errors are made either in the creation of master data or in performing transactions, they CANNOT simply be deleted, and the errors will therefore carry onto the final cost centre reports. Marks are proportionate and depends on correct mapping of the scenario in SAP including creation of relevant master data, evidence of transactions and reports, correctness of the methods employed for allocations, accuracy of the values in the reports and overall presentation (i.e., visibility of screen shots, submission of required screen shots & identifying information)

- **Table 1** provides a list of master data codes and **Table 2** provides a list of generic field values to be used while creating master records and executing transactions in the SAP system. Failing to use the assigned codes will attract penalties.

Table 1: Master data codes to be used in SAP

	Details of master data and transaction evidence	Master data codes
1	Bank Account	100 ###, 101### etc.
2	A/P Reconciliation account	250###, 251### etc.
3	Expense accounts (possible twelve account codes to choose from)	700###, 710###, 720###, 730###, 750###, 770###; 780###; 790###; 660###, 670###; 680###; 690###
8	Secondary cost elements	810###, 811### etc.
9	Cost centres	As indicated in the assignment scenario
10	Krishang Cost centre group	KG###
11	Assessment cycle	A###, R###, M### etc.
12	Distribution cycle	D###, M###, F### etc.
13	Activity type	MS###, SS### etc.
14	Statistical key figure	EN### or AR### or EM### etc.

Table 2: Generic field values to be used

Details of field	Field values
Assessment CEle	Assessed Costs
AType category – manual entry, manual allocation	1
Activity Unit – Hours	HR
Business area	BI00
Company code	US00
Controlling area /Hierarchy area	NA00
Cost centre category	H
Country (vendor record)	US
Currency	USD
Current year	2022
Key fig. cat. (category of statistical key figure)	Fixed value or Tot. values (to be determined)
Payment Terms – Payable immediately due net	0001
Plan version	0
Price Indicator – plan price automatically based on activity	1
Profit centre	NA00
Receiver Cost centre group	To be determined
Receiver Rule	To be determined
Sender Rule	Posted amounts
Sorting key (posting date)	001
Stat. Key fig. UnM. (unit measure)	MEJ (Mega joules) or PRS (persons) or other relevant UnM

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