**TS410**

**Integrated Business Processes in SAP S/4HANA**

EXERCISES AND SOLUTIONS

Course Version: 09

Unit 5

Exercise 5

# Create a Primary Cost Account

Note that in this exercise, when the values include ###, replace### with the number your instructor assigned to you.

Your company (company code US00) needs a new G/L primary cost accounts.

1. Create G/L account in Chart of Accounts.

Create the primary Cost account 710### with description **Expenses TS410-###** in chart of accounts GL00. In the SAP Fiori Launchpad, choose the *Manage G/L Account Master Data* tile and create the new G/L account with the following values:

|  |  |
| --- | --- |
| Field Name | Value |
| *Header* tab |  |
| *G/L Account* | **710###** |
| *General* tab |  |
| *Short Text* | **Expenses TS410-###** |
| *Chart of Accounts* | **GL00** |
| *G/L Account Type* | **P Primary Costs or Revenue** |
| *G/L Account Long Text* | **Expenses TS410-###** |
| *Account Group* | *PL Profit and Loss* |
| *Functional Area* | **YB75 (Other Expenses)** |

1. Before postings can be made to G/L account *710###* in company code US00, you need to define the company code-specific settings with the following values:

|  |  |
| --- | --- |
| Field Name | Value |
| *Control Data* tab | |
| *Account Currency* | **USD** |
| *Tax Category* | **XI** |
| *Posting without tax allowed* | **mark** |
| *Create/Bank/Interest* tab | |
| *Field Status Group* | **ZEXP** |

|  |  |
| --- | --- |
| *Controlling Data* |  |
| *Cost Element Category* | **01 (Primary costs/cost-reducing revenues)** |

Unit 5

Solution 5

# Create a Primary Cost Account

Note that in this exercise, when the values include ###, replace### with the number your instructor assigned to you.

Your company (company code US00) needs a new G/L primary cost accounts.

1. Create G/L account in Chart of Accounts.

Create the primary Cost account 710### with description **Expenses TS410-###** in chart of accounts GL00. In the SAP Fiori Launchpad, choose the *Manage G/L Account Master Data* tile and create the new G/L account with the following values:

|  |  |
| --- | --- |
| Field Name | Value |
| *Header* tab |  |
| *G/L Account* | **710###** |
| *General* tab |  |
| *Short Text* | **Expenses TS410-###** |
| *Chart of Accounts* | **GL00** |
| *G/L Account Type* | **P Primary Costs or Revenue** |
| *G/L Account Long Text* | **Expenses TS410-###** |
| *Account Group* | *PL Profit and Loss* |
| *Group Account Number* | **YB75 (Other Expenses)** |

* 1. On the SAP Fiori Launchpad, choose the *Manage G/L Account Master Data* tile in the Launchpad. You can search for the tile by entering **manage G/L** in the search box on top of the screen.
  2. On the *Manage G/L Account Master Data* screen, choose *Add* (= “+” Icon).
  3. On the *New G/L Account Master Data* screen, enter the values in the table above.
  4. Choose *OK*.
  5. Choose *Save*.

You have created a G/L account on chart of account level.

* 1. Stay on this screen.

1. Before postings can be made to G/L account *710###* in company code US00, you need to define the company code-specific settings with the following values:

|  |  |
| --- | --- |
| Field Name | Value |
| *Control Data* tab | |

Solution 5: Create a Primary Cost Account

|  |  |
| --- | --- |
| Field Name | Value |
| *Account Currency* | **USD** |
| *Tax Category* | **XI** |
| *Posting without tax allowed* | **mark** |
| *Create/Bank/Interest* tab | |
| *Field Status Group* | **ZEXP** |

|  |  |
| --- | --- |
| *Controlling Data* |  |
| *Cost Element Category* | **01 (Primary costs/cost-reducing revenues)** |

* 1. On the *G/L Account Master Data* screen, choose the *Company Code Data* tab.
  2. Choose *Edit*.
  3. Choose *Add* (= “+” Icon) on the *Company Code Data* tab.
  4. Enter company code *US00* in the field *New Company Code Assignment*.
  5. On the *Control Data* tab, enter the values provided in the table for the *Account Currency* and *Tax Category* fields.
  6. On the *Create/Bank/Interest* tab, in the *Field Status Group* field, enter **ZEXP**.
  7. Choose *OK*.
  8. On the *Controlling Area* tab enter *Cost Element Category 01*.
  9. Choose *Save*.

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Exercise 6

# Create and Display Cost Centers

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create Cost Center *SERV-###* with the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **manage Cost centers**. Don’t use the *Cost Center* app, because this is a factsheet for a cost center.



Note:

In the training system you can still use transaction code KS01 as an alternative.

SAP Note 1946054 describes which transaction codes are substituted by apps. SAP Note 2084604 describes how to get the transaction codes back.

Enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| Controlling Area | NA00 |
| Cost Center | SERV-### |
| Valid from | 1.1.actual year |
| Valid to | 31.12.9999 |
| Person Responsible | your name |
| Cost Center Name | Service ### |
| Cost Center Description | Service TS410 ### |
| Cost Center Category | H Service Cost Center |
| Hierarchy area | N3200 |
| Company Code | US00 |

1. Search for your cost center.
2. Create Cost Center *ENGR-###* with the appropriate transactual app in your SAP Fiori Launchpad. Search with the search tool for **manage Cost centers**. Use the cost center *SERV-###* as reference.

Enter or change the following data:

|  |  |
| --- | --- |
| Field | Value |
| Controlling Area | NA00 |

Exercise 6: Create and Display Cost Centers

|  |  |
| --- | --- |
| Field | Value |
| Cost Center | ENGR-### |
| Valid from | 1.1.actual year |
| Valid to | 31.12.9999 |
| Reference Controlling Area | NA00 |
| Reference Cost Center | SERV-### |
| Cost Center Name | Engineering ### |
| Cost Center Description | Engineering TS410 ### |
| Person Responsible | your name |
| Cost Center Category | E Development |
| Hierarchy area | N3200 |
| Company Code | US00 |

Unit 5

Solution 6

# Create and Display Cost Centers

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create Cost Center *SERV-###* with the appropriate transactual app in your SAP Fiori Launchpad. Search with the search tool for **Manage Cost Centers**. Don’t use the *Cost Center* app, because this is a factsheet for a cost center.



Note:

In the training system you can still use transaction code KS01 as an alternative.

SAP Note 1946054 describes which transaction codes are substituted by apps. SAP Note 2084604 describes how to get the transaction codes back.

Enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| Controlling Area | NA00 |
| Cost Center | SERV-### |
| Valid from | 1.1.actual year |
| Valid to | 31.12.9999 |
| Person Responsible | your name |
| Cost Center Name | Service ### |
| Cost Center Description | Service TS410 ### |
| Cost Center Category | H Service Cost Center |
| Hierarchy area | N3200 |
| Company Code | US00 |
| Currency | USD |

* 1. Navigate to the SAP Fiori Launchpad. Use the search tool to search for **manage Cost Centers** and open the app.
  2. Choose *Add*.
  3. Enter the required data for the cost center master data record.
  4. Choose *Continue*.
  5. Enter the required data for the cost center master data record and choose *Save*.

Solution 6: Create and Display Cost Centers

You receive the message, Data saved.

* 1. To leave the screen, choose *Back*.

1. Search for your cost center.
   1. In the *Cost Center* field, enter **SERV-###**.

The more letters you write, the less items are in the list of search results.

* 1. To see the final list of search results, choose *Go*.
  2. Set your cursor on the name of your cost center in the list and choose *Display*.
  3. Close the active window and leave the app by choosing *Back*.

1. Create Cost Center *ENGR-###* with the appropriate transactual app in your SAP Fiori Launchpad. Search with the search tool for **manage Cost centers**. Use the cost center *SERV-###* as reference.

Enter or change the following data:

|  |  |
| --- | --- |
| Field | Value |
| Controlling Area | NA00 |
| Cost Center | ENGR-### |
| Valid from | 1.1.actual year |
| Valid to | 31.12.9999 |
| Reference Controlling Area | NA00 |
| Reference Cost Center | SERV-### |
| Cost Center Name | Engineering ### |
| Cost Center Description | Engineering TS410 ### |
| Person Responsible | your name |
| Cost Center Category | E Development |
| Hierarchy area | N3200 |
| Company Code | US00 |
| Currency | USD |

* 1. Navigate to the SAP Fiori Launchpad. Use the search tool to search for **manage Cost Centers** and open the app.
  2. Choose *Add*.
  3. Enter the required data for the cost center master data record.
  4. Choose *Continue*.
  5. Enter the required data for the cost center master data record and choose *Save*. You receive the message, Data saved.
  6. To leave the screen, choose *Back*.

Unit 5

Exercise 7

# Create a Posting from Financial Accounting

Business Example

When you record business transactions in an application component such as Financial Accounting (FI), your company wants to be sure that the corresponding cost data is also transferred to Management Accounting in real-time without reconciliation runs.

Enter business transactions in FI to see how the system uses the corresponding account assignment logic to automatically transfer the information to Management Accounting. Process Management Accounting reports to display these business transactions and drill down to access the source documents.

In this exercise, in the general ledger (FI), post an expense that is relevant to a cost center and determine which costs are transferred to Management Accounting.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create a general ledger (G/L) account posting, with today’s date, for the Training TS410 purchase for the American company code *US00* in USD currency. Enter a debit amount of $2380 for G/L account 710###. Assign the expenses to cost center SERV-###. Specify that the offsetting credit is to be made to G/L account 100000.
2. On the SAP Fiori Launchpad, select the Cost Center Report *Cost Centers — Plan/Actual*.
3. Drill down to the original document.

Unit 5

Solution 7

# Create a Posting from Financial Accounting

Business Example

When you record business transactions in an application component such as Financial Accounting (FI), your company wants to be sure that the corresponding cost data is also transferred to Management Accounting in real-time without reconciliation runs.

Enter business transactions in FI to see how the system uses the corresponding account assignment logic to automatically transfer the information to Management Accounting. Process Management Accounting reports to display these business transactions and drill down to access the source documents.

In this exercise, in the general ledger (FI), post an expense that is relevant to a cost center and determine which costs are transferred to Management Accounting.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create a general ledger (G/L) account posting, with today’s date, for the Training TS410 purchase for the American company code *US00* in USD currency. Enter a debit amount of $2380 for G/L account 7100###. Assign the expenses to cost center SERV-###. Specify that the offsetting credit is to be made to G/L account 100000.
   1. Go to the SAP Fiori Launchpad and choose *Post General Journal Entries*. (Alternatively, use t-code F-02 in the SAP GUI)
   2. On the screen, enter the following data:

Table 1: Values for a General Ledger Account Posting

|  |  |
| --- | --- |
| Field Name or Data Type | Value |
| *Journal Entry Date* | *Current Date* |
| *Company Code* | **US00** |
| *Posting Date* | **Current Date** |
| *Transaction Currency* | **USD** |
| *Period* | **Current Period** |
| *Journal Entry Type* | **SA** |
| *Line Item (1) Company Code* | **US00** |
| *(1) G/L Account* | **710###** (Expenses TS410-###) |
| *(1) Debit Amount* | **2380,--** |
| *(1) Assignment* Open the Account Assign- ment to select Cost Center | **SERV-###** |

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|  |  |
| --- | --- |
| Field Name or Data Type | Value |
| *(1) Tax Code* | **XI** |
| *(2) G/L Account* | **100000** (Bank Account) |
| *Credit Amount* | **2380,--** |
| In the *Tax Items* area |  |
| *Calculate tax* | **mark** |
| *Net Entry* | **Not marked** |

* 1. Check if the Total Balance is 0. To post your journal entry, choose *Post*.
  2. To check your document, select *Display*.
  3. Use Tax Jurisdiction for TX

1. On the SAP Fiori Launchpad, select the Cost Center Report *Cost Centers — Plan/Actual*. (Alternatively, use t-code S\_ALR\_87013611 – Cost Centers: Actual/Plan/Variance))
   1. On the *Cost Centers: Plan/Actual Prompt* screen, enter the following data: Table 2: Values for the Cost Centers — Plan/Actual Report

|  |  |
| --- | --- |
| Field Name or Data Type | Value |
| *Fiscal Year* | **Current Year** |
| *Posting Period* | **Current Period** |
| *Category* | **0** (Version) |
| *Company Code* | **US###** |
| *Cost Center* | **SERV–###** (your cost center) |



Note:

You can expand for searching possible entries. *Go* is only visible when you compress the expanded entry fields.

* 1. To execute the report, choose *Go*.

1. Drill down to the original document.
   1. To select the line items you want, position the cursor on the cell with the actual amount.
   2. Select *Jump to* and select the *Display G/L Account Line Items — Reporting View* report.
   3. Check the filter status. You may have to change it to *All items* and then choose *Go*.
   4. To get detailed information, expand the line item’s list and jump to the details of the original documents.

To jump to the original document that you posted in step 1, choose the *Journal Entry* hyperlink. If a pop-up window occurs, you may have to click on the line item number in the pop-up window.

Unit 5

Exercise 8

# Display a G/L Account and G/L Account Line Items

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. To look up the balance of account *710###* in company code *US00*, choose the SAP Fiori app *Display G/L Account Balances*.

Run the balance for the current year and period.

1. To look up the line items of account *710###* in company code *US00*, choose the SAP Fiori app *Display G/L Account Line Items — Reporting View*.

Run the report for current period.

1. To look up the line items of cost center SERV-### in company code US00, choose the SAP Fiori app *Cost Centers Actuals*.

Run the report for current period.

Unit 5

Solution 8

# Display a G/L Account and G/L Account Line Items

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. To look up the balance of account *710###* in company code *US00*, choose the SAP Fiori app *Display G/L Account Balances*.

Run the balance for the current year and period.

* 1. Go to the SAP Fiori Launchpad and choose the *Display G/L Account Balances* tile in the Launchpad.
  2. Enter the following data in the screen:

|  |  |
| --- | --- |
| Field Name | Value |
| *Ledger* | **0L** |
| *Company Code* | **US00** |
| *G/L Account* | **710###** |
| *Ledger Fiscal Year* | **Current year** |
| *Period from* | **Current period** |
| *Period to* | **Current period** |
| *Controlling Area* | NA000 |

* 1. Choose *Go*.
  2. To see the line items resulting in this total, choose the debit amount.
  3. Choose the Journal Entry number to see the details of the item.
  4. Choose *Manage Journal Entries* to see the posting document.

If this does not work (message FB03 does not exist), use transaction FB03 directly in the training system T41.

* 1. To return to the SAP Fiori Launchpad screen, choose *Home*.

1. To look up the line items of account *710###* in company code *US00*, choose the SAP Fiori app *Display G/L Account Line Items — Reporting View*.

Run the report for current period.

* 1. On the SAP Fiori Launchpad, choose the *Display G/L Account Line Items — Reporting View* tile in the Launchpad.
  2. Enter the following data in the screen:

Solution 8: Display a G/L Account and G/L Account Line Items

|  |  |
| --- | --- |
| Field Name | Value |
| *Ledger* | **0L** |
| *Company Code* | **US00** |
| *G/L Account* | **710###** |
| *Status* | **All Items** |
| *Posting Date* | **This Month** |



Note:

Tip: Delete *Plant* if it is defaulted.

* 1. Choose *Go*.
  2. To see the details of the item, choose the Journal Entry number.
  3. Choose *Manage Journal Entries* to see the posting document.

If this does not work (message FB03 does not exist), use FB03 as the transaction code directly in the training system T41.

* 1. To return to the SAP Fiori Launchpad screen, choose *Home*.

1. To look up the line items of cost center SERV-### in company code US00, choose the SAP Fiori app *Cost Centers Actuals*.

Run the report for current period.

* 1. On the SAP Fiori Launchpad, choose the *Cost Centers Actuals* tile in the Launchpad.
  2. Enter the following data in the screen:

|  |  |
| --- | --- |
| Field Name | Value |
| *Fiscal Year* | **actual year** |
| *Posting Period* | **current period** |
| *Company Code* | **US00** |
| *Cost Center* | **SERV-###** |

* 1. Choose *Go*.
  2. To eliminate the row *Indicator: Cost Center is statistical Account Assignment*, move the field from the *Rows* screen area to the *Available Fields* screen area on the left hand side of the window.
  3. Select the available field *Profit Center* to the area *Rows*.

To see the Profit Center column, you may need to adjust the columns in your *Data Analysis* area afterwards.

* 1. To return to the SAP Fiori Launchpad screen, choose *Home*.

Unit 5

Exercise 9

# Check an Account in the Financial Statement Version (Optional) This section not valid

Business Example

Check if your new account 710### is already assigned to the financial statement version G###.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. The new account should be included in the financial statement version *G###*. Check the financial statement subfolder *3180000 other operating expenses*. You will find this subfolder under *3000000 Profit and loss statement* → *3100000 Annual net income/ net loss* → *3200000 operating income*.

Unit 5

Solution 9

# Check an Account in the Financial Statement Version (Optional) This section not valid

Business Example

Check if your new account 710### is already assigned to the financial statement version G###.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. The new account should be included in the financial statement version *G###*. Check the financial statement subfolder *3180000 other operating expenses*. You will find this subfolder under *3000000 Profit and loss statement* → *3100000 Annual net income/ net loss* → *3200000 operating income*.
   1. Go to the SAP Fiori Launchpad and choose the *Display Financial Statement*

tile in the Launchpad.

1. To mark the complete line, click the empty field to the left of Financial Statement Version *US00*.
2. Choose *Financial Statement Items*.
3. To drill down to the *3000000 Profit and loss statement* → *3100000 Annual net income/ net loss* → *3200000 operating income* → *31800000 other operating expenses* balance sheet item, click the folder icon in front of the balance sheet item.
4. Check whether the interval **710### to 71000099** is entered (you need to page down) and *D & C* (for debit and credit balance) is marked. If not, change accordingly.
5. To leave the app, close the window.

Unit 5

Exercise 10

# Display a Financial Statement

Business Example

Run a (restricted) balance sheet to see if the postings to your new account 710### are also displayed in the balance sheet.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Choose the SAP Fiori app *Display Financial Statement* and run the balance sheet for your account 710### in company code US00 using financial statement version *US00*.



Hint:

If your postings show up in the section *All Accounts* under *Accounts not assigned*, in practice, you would have to alter the financial statement version and include your new account.

Run the financial statement for the current posting period (for current year and previous year).

Use the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Company Code* | **US00** |
| *Ledger* | **0L** |
| *Financial Statement Version* | **G###** |
| *Fin. State. Type* | **Normal** |
| *End Period* | **Current period and current year** |
| *Comparison End Period* | **Current period and current year – 1** |
| *Currency* | **USD** |

Unit 5

Solution 10

# Display a Financial Statement

Business Example

Run a (restricted) balance sheet to see if the postings to your new account 710### are also displayed in the balance sheet.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Choose the SAP Fiori app *Display Financial Statement* and run the balance sheet for your account 710### in company code US00 using financial statement version *US00*.



Hint:

If your postings show up in the section *All Accounts* under *Accounts not assigned*, in practice, you would have to alter the financial statement version and include your new account.

Run the financial statement for the current posting period (for current year and previous year).

Use the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Company Code* | **US00** |
| *Ledger* | **0L** |
| *Financial Statement Version* | **G###** |
| *Fin. State. Type* | **Normal** |
| *End Period* | **Current period and current year** |
| *Comparison End Period* | **Current period and current year – 1** |
| *Currency* | **USD** |

* 1. Go to the SAP Fiori Launchpad and choose the *Display Financial Statement* tile in the Launchpad.
  2. Enter the data provided in the table.
  3. Choose *Go*.
  4. Choose *Profit & Loss*.

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**e)** In the search field on the right hand side, enter the G/L account number **710###**

and choose the magnifying glass button to search in the hierarchy.

The G/L account is displayed in the balance sheet hierarchy. If it isn’t, choose *All Accounts*. Your account is displayed under *Accounts not assigned*.

f) To return to the SAP Fiori Launchpad screen, choose *Home*.

Unit 5

Exercise 11

# Create a Business Partner (Vendor)

Create a new Business Partner master record to use as vendor.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Start the *Maintain Business Partner* app in the SAP Fiori Launchpad.
2. Create the new business partner and maintain the *General Data* using the following information:

|  |  |
| --- | --- |
| Field Name | Value |
| Business Partner Categorization | **Organization** |
| Business Partner |  |
| Grouping |  |
| Business Partner Role | **Vendor (new)** |
| Title | **Company** |
| Name | **Riley-###** |
| Search Term 1 | **###** |
| Street/House Number | **W 5th Street 702** |
| Postal Code/City | **95928 Chico** |
| Country | **US (America)** |
| Region | **UW (US West)** |
| Tax Juris. | ***California*** |
| Transportation zone | ***Region West*** |
| Language | **English** |

1. Maintain the *Company Code Data* for the new business partner using the following information:

|  |  |
| --- | --- |
| Field Name | Value |
| Company Code | **US00** |
| Reconciliation Account | **300000** |
| Sort Key | ***Payment Date*** |
| Payment Terms | ***Payable immediately Due net*** |

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|  |  |
| --- | --- |
| Field Name | Value |
| *Payment Methods* | ***Inc****oming payment* |

Unit 5

Solution 11

# Create a Business Partner (Vendor)

Create a new Business Partner master record to use as vendor.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Start the *Maintain Business Partner* app (under Materials Management) in the SAP Fiori Launchpad.
   1. To start the app on the SAP Fiori Launchpad, choose the *Maintain Business Partner*

tile.

1. Create the new business partner and maintain the *General Data* using the following information:

|  |  |
| --- | --- |
| Field Name | Value |
| Business Partner Categorization | **Organization** |
| Business Partner | **Leave blank** |
| Grouping | **Leave blank** |
| Create in BP Role | **Vendor (New)** |
| Title | **Company** |
| Name | **Riley-###** |
| Search Term 1 | **###** |
| Street/House Number | **W 5th Street 702** |
| Postal Code/City | **95928 Chico** |
| Country | **US (America)** |
| Region | ***California*** |
| Tax. Juris. | | ***California*** |
| Transportation Zone | ***Region West*** |
| Language | **English** |

* 1. Choose *Create Organization*.
  2. Fill the *Create in BP Role*. Click “Create” in the pop-up
  3. On the *Address* tab, maintain the corresponding data. Click Expand to view Tax Juris, and Transportation Zone

1. Maintain the *Company Code Data* for the new business partner using the following information:

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|  |  |
| --- | --- |
| Field Name | Value |
| Company Code | **US00** |
| Reconciliation Account | **300000** |
| Sort Key | ***Posting Date*** |
| Payment Terms | ***Payable immediately Due net*** |
| *Payment Methods* | ***Incoming*** *payment* |

* 1. In Create in BP role, change to FI Vendor
  2. Click Save in the pop-up
  3. At the top of the screen, choose *Company Code*.
  4. Enter the company code. Click Enter
  5. On the *Vendor: Account Management* tab page, enter the reconciliation account and sort key.
  6. On the *Vendor: Payment Transactions* tab page, enter the payment terms and method.
  7. Save your entries and write down your new vendor number
  8. Exit to home (the main menu.)

Unit 5

Exercise 12

# Enter a Vendor Invoice with Document Splitting

Business Example

We receive a service invoice for the inspection of two company cars. The invoice refers to two different cost centers and thus two different profit centers. The invoice amount is USD 4760,--. The amount USD 2380,-- is attributed to the cost center, SERV-###, and USD 2380,-- to cost center ENGR-###. Use your vendor that you created. The invoice has the previous day as the invoice date and was sent directly to the accounting department, without going through logistics invoice verification. The invoice has the number 4###. The G/L account assignment is to account 710### (Expenses TS410-###).

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Post the invoice from vendor **that you created** using the SAP Fiori app *Create Incoming Invoices* on the two cost centers specified (SERV-### and ENGR-###). Use the *Z\_WITH\_COST\_CENTER* screen variant. Use the G/L account 710### as an offsetting account. Enter the invoice number in the *Reference* field and enter **Inspection costs TS410 ###** as the text.

Write down the accounting document number:

Document

Number:

\_

Display the document. Choose a layout in which the *Profit Center* field is displayed. Make sure that this document is suitable for creating financial statements at profit center level. Call up the relevant document view.

1. Display the document. If possible, in the right upper screen, choose

*More* → *Document* → *Display*. Use the option to switch between each document view. If this is not possible, leave the app and choose the app *Manage Journal Entry* on your Launchpad to show the document. Use a layout in which all the relevant fields are displayed. If this is not the case, choose layout /AC\_1 (Layout with Cost Center, Profit Center, Segment, and Functional Area). What distinguishes the Entry View from the Leading Ledger view?

Unit 5

Solution 12

# Enter a Vendor Invoice with Document Splitting

Business Example

We receive a service invoice for the inspection of two company cars. The invoice refers to two different cost centers and thus two different profit centers. The invoice amount is USD 4760,--. The amount USD 2380,-- is attributed to the cost center, SERV-###, and USD 2380,-- to cost center ENGR-###. Use your vendor that you created. The invoice has the previous day as the invoice date and was sent directly to the accounting department, without going through logistics invoice verification. The invoice has the number 4###. The G/L account assignment is to account 710### (Expenses TS410-###).

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Post the invoice from vendor **that you created** using the SAP Fiori app *Create Incoming Invoices* on the two cost centers specified (SERV-### and ENGR-###). Use the *Z\_WITH\_COST\_CENTER* screen variant. Use the G/L account 710### as an offsetting account. Enter the invoice number in the *Reference* field and enter **Inspection costs TS410 ###** as the text.

Write down the accounting document number:

Document

Number:

Display the document. Choose a layout in which the *Profit Center* field is displayed. Make sure that this document is suitable for creating financial statements at profit center level. Call up the relevant document view.

* 1. Go to the SAP Fiori Launchpad and choose the *Create Incoming Invoices* tile in the Launchpad.
  2. If the company code dialog box appears, enter the company code **US00**.
  3. Press Enter.
  4. On the *Basic data* tab page, enter the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Vendor* | ***your vendor number*** |
| *Invoice date* | **<yesterday’s date>** |
| *Posting date* | **<today’s date>** |

Solution 12: Enter a Vendor Invoice with Document Splitting

|  |  |
| --- | --- |
| Field Name | Value |
| *Reference* | **4###** |

* 1. Press Enter.
  2. To confirm warning messages, press Enter.

On the right of the screen, a link to the vendor master record is now shown.

* 1. Enter the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Amount* | **4760** |
| *Tax code* | **XI** |
| *Text* | **\*Inspection costs group ###** |

* 1. . Enter the following in separate line items:

|  |  |
| --- | --- |
| Field Name | Value |
| *G/L account* | **710###** |
| *D/C* | **Debit** |
| *Amount in doc. curr.* | **2380** |
| *Tax code* | **XI** |
| *Cost center* | **SERV-###** |

|  |  |
| --- | --- |
| Field Name | Value |
| *G/L account* | **710###** |
| *D/C* | **Debit** |
| *Amount in doc. curr.* | **2380** |
| *Tax code* | **XI** |
| *Cost center* | **ENGR-###** |

* 1. Choose *Post*. Do not choose *Park document*.
  2. Make a note of the accounting document number .
  3. Do not close the *Create Incoming Invoices* browser tab page.

1. Display the document. If possible, in the right upper screen ,choose

*More* → *Document* → *Display*. Use the option to switch between each document view. If this is not possible, leave the app and choose the app *Manage Journal Entry* on your Launchpad to show the document. Use a layout in which all the relevant fields are displayed. If this is not the case, choose layout /AC\_1 (Layout with Cost Center, Profit

Unit 5: Financial Accounting and Management Accounting: Basics

Center, Segment, Functional Area). What distinguishes the Entry View from the Leading Ledger view?

* 1. In the menu bar, choose *More* → *Document* → *Display*.

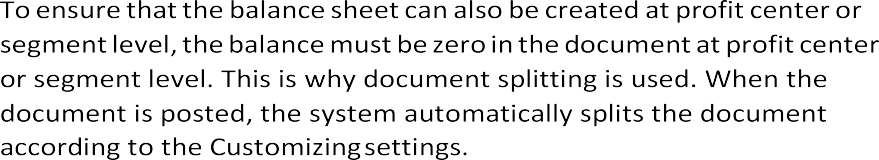
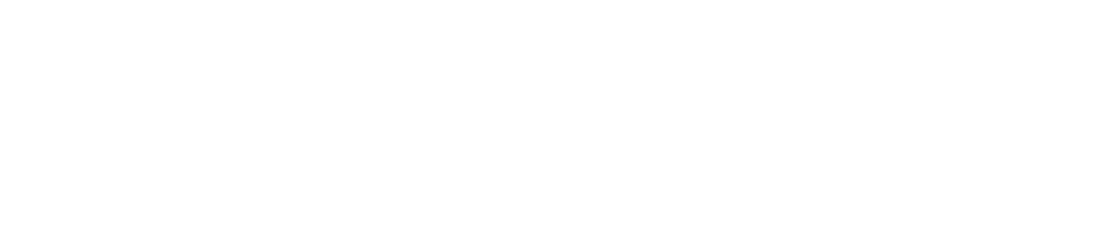
You are in the data entry view, *Display Document: Data Entry View*. You see the three line items that you entered and the tax item generated automatically by the system.

*b)* From the *Choose Layout* drop down list, on line item level, select the layout variant */ AC\_1 (Layout with Cost Center, Profit Center, Segment, Funct. Area)*

This layout shows that the two expense items refer to different profit centers and segments. The vendor line item and the tax item are displayed without profit center and segment assignment

1. To switch from the *Data Entry View* to the *General Ledger View* of Ledger 0L, choose the *General Ledger View* button.

Instead of the four line items, six are displayed in the Leading Ledger view (the ledger views are also called general ledger or split views). After the amounts in the G/L account have been split, the amounts for the vendor payables and tax items are split in the same way. This ensures that the balance for each profit center is zero.



1. Close the *Create Incoming Invoices* browser tab.

Unit 5

Exercise 13

# Post a Manual Outgoing Payment

Business Example

The vendor *T-BP###* requires the money urgently and asks the accounting department to make the payment quickly.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Post a manual outgoing payment. The payment is to be made via the Account 100000. Have the system calculate the payment amount.

Use payment method *I*.

1. Write down the number of the payment document.
2. Document number:
3. Check whether the outgoing payment has cleared the original open item and write down how much cash discount was calculated and posted.

Unit 5

Solution 13

# Post a Manual Outgoing Payment

Business Example

Your vendor requires the money urgently and asks the accounting department to make the payment quickly.

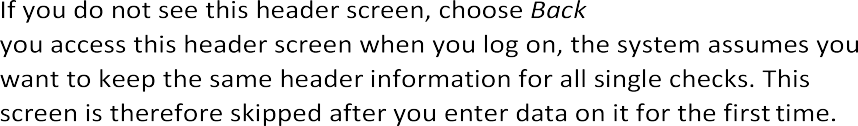
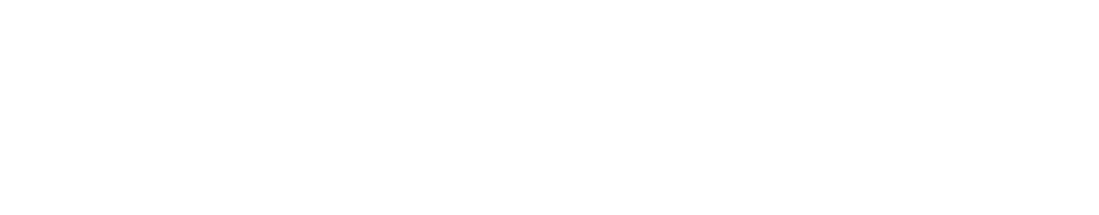
In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Post a manual outgoing payment. The payment is to be made via the Account 100000. Have the system calculate the payment amount.

Use payment method I.

* 1. Go to the SAP Fiori Launchpad and choose the *Post Outgoing Payments* tile in the Launchpad.

The *Payment: Header Data* screen is displayed.



* 1. Enter the following data:

Solution 13: Post a Manual Outgoing Payment with Check Printing

|  |  |
| --- | --- |
| Field Name | Value |
| *Company code* | **US00** |
| *Journal Entry Type* | **KZ** |
| *Account* | **100000** |
| *Amount/Currency* | **4760/USD** |

* 1. In the *Open Item Selection*, enter the following data:

|  |  |  |
| --- | --- | --- |
| Field Name |  | Value |
| *Supplier* |  | ***Your vendor*** |

* 1. Click Show Items to adopt all of the other data.
  2. Choose Clear to *Process Open Items*.
  3. If the open item is not automatically selected (Assigned = 0,00), double-click the USD Gross amount.
  4. Choose *Post*.
  5. If Account – ID is required for posting the outgoing payment, enter the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Account* | **100000** |

* 1. Choose *Post*.

1. Write down the number of the payment document and print out the check. Document number:
   1. Write down the number of the payment document.
   2. To confirm information about the document number, press Display.

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* 1. Go to the SAP Fiori Launchpad and choose the *Manage Supplier Line Items* tile in the Launchpad. Enter the following data in the filter bar:

|  |  |
| --- | --- |
| Field Name | Value |
| *Vendor* | *your vendor* |
| *Company Code* | **US00** |
| *Status* | **Cleared Items** |
| *Clearing Date* | Leave blank |
| *Item Type* | **Normal Items** |

* 1. Choose *Go*.
  2. Click the payment document number 1500000###.
  3. On the *Document number* window, choose *Manage Journal Entry*.
  4. If only one line item is displayed, on the bottom right of the screen, choose *Back to Journal Entry* .
  5. To go back to the SAP Fiori Launchpad, choose *Home*.

Unit 5

Exercise 14

# Display Vendors Account

Look up the balance of your vendor to verify the balance is zero.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. To look up the balance of your vendor, use the *Display Supplier Balances* app.

Unit 5

Solution 14

# Display Vendors Account

Look up the balance of your vendor to verify the balance is zero.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. To look up the balance of your vendor, use the *Display Supplier Balances* app.
   1. Enter your supplier and company code **US00**.
   2. Choose *Go*.

You see the debits and credits by period on your suppliers account.

* 1. Click the debit or credit amount to drill down to the according line item.
  2. Navigate back to the Launchpad.

Unit 5

Exercise 15

# Create an Asset Master Record

Business Example

Your company is purchasing a PC to enlarge the PC inventory. You need to create an asset master record in asset class 3100 (Computer) with the description, **PC TS410-###**. Let’s assume, the legal depreciation time is five years.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create an asset master record and assign the new car to cost center SERV-###, using the data from the following table:

|  |  |
| --- | --- |
| Field Name | Value |
| *Asset Class* | **3100 (Computer)** |
| *Company Code* | **US00** |
| *Number of similar assets* | **1** |
| *Description* | **PC TS410-###** |
| *Cost Center* | **SERV-###** |
| *Plant* | **DL00** |
| PC Serial Number | ***Your PC serial number###*** |

1. Save the asset, and make a note of the asset number: .



Note:

It is not necessary to note the zero after the blank at the end of the asset number. It represent the asset sub-number.

1. Display the asset master record, and identify how many depreciation areas are displayed. Seven depreciation areas are displayed for the asset. In this case, some depreciation keys of the depreciation areas are different, so different calculations are being driven.

Unit 5

Solution 15

# Create an Asset Master Record

Business Example

Your company is purchasing a PC to enlarge the PC inventory. You need to create an asset master record in asset class 3100 (Computer) with the description, **PC TS410-###**. Let’s assume, the legal depreciation time is five years.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

1. Create an asset master record and assign the new car to cost center SERV-###, using the data from the following table:

|  |  |
| --- | --- |
| Field Name | Value |
| *Asset Class* | ***Office Equipment and computers*** |
| *Company Code* | **US00** |
| *Number of similar assets* | **1** |
| *Description* | **PC TS410-###** |
| Quantity/ UoM | ***1/EA*** |
| PC Serial Number | ***123###*** |
| Cost Center | ***SERV-050*** |
| UseLife/Prd (in both rows) | ***5/Current Period*** |

* 1. Go to the SAP Fiori Launchpad and choose the *Create Asset Master Record* tile in the Launchpad. Alternatively, enter the transaction code AS01.
  2. On the *Create Asset: Initial screen*, enter the asset class, company code, and the number of similar assets, using the values in the table.
  3. Choose *Master data*.
  4. On the *General* tab page, enter the *Description*, using the value in the table.
  5. On the *Time-dependent* tab page, enter the *Cost Center*, using the value in the table.
  6. On the Deprec. Areas, enter Use Life and current period for both Depreciation types.

1. Save the asset, and make a note of the asset number: .
   1. Choose *Save*.
   2. On the status bar, note the asset number, excluding the zero after the blank at the end.
   3. Leave the app.

Solution 15: Create an Asset Master Record



Note:

It is not necessary to note the zero after the blank at the end of the asset number. It represent the asset sub-number.

1. Display the asset master record, and identify how many depreciation areas are displayed.
   1. Go to the SAP Fiori Launchpad and choose the *Display Asset* tile in the Launchpad. Alternatively, enter the transaction code AS03.
   2. On the *Display Asset: Initial* screen, in the *Asset* field, enter the asset number that you noted earlier in the exercise and press Enter.
   3. On the *Display Asset: Master data* screen, choose the *Deprec. Areas* tab.
   4. On the *Deprec. areas* tab page, count the number of depreciation areas listed.

Seven depreciation areas are displayed for the asset. In this case, some depreciation keys of the depreciation areas are different, so different calculations are being driven.

Unit 5

Exercise 16

# Post an Integrated Asset Acquisition

Business Example

Your company (company code US00) purchased a PC from vendor Rileys. You need to post the asset acquisition. The value of the PC is USD 2,000.

This exercise uses a record created in the exercise, Create Asset Master Data. The record is the asset master record with description PC TS410-###.

In this exercise, when a value includes ###, replace the ### characters with the number that your instructor assigned you.

1. Post an integrated asset acquisition, that is, post the asset acquisition and the amount payable to the vendor in one document. The company code is US00. The invoice and posting date is today’s date. Ensure that you use the payment terms 0001. Use transaction type 100 (External asset acquisition).



Hint:

For posting purposes, use the F4 help to search for the asset with the description **PC TS410-###**.

1. Display the FI document.
2. Which accounts were posted to in the operational part (vendor invoice) and the valuation parts (asset accounting) of the document?
3. Use the Asset Explorer (*Asset Values* app) to check the values of the new asset in the depreciation area, 32 (IFRS in local currency).
4. What are the planned and posted depreciation values for the current year?
5. Close the browser tab page *Fixed Asset*.

Unit 5

Solution 16

# Post an Integrated Asset Acquisition

Note: Currently not available in the GBI 3.2 system

Business Example

Your company (company code US00) purchased a PC from vendor T-BP###. You need to post the asset acquisition. The value of the PC is USD 2,000.

This exercise uses a record created in the exercise, Create Asset Master Data. The record is the asset master record with description PC TS410-###.

In this exercise, when a value includes ###, replace the ### characters with the number that your instructor assigned you.

1. Post an integrated asset acquisition, that is, post the asset acquisition and the amount payable to the vendor in one document. The company code is US00. The invoice and posting date is today’s date. Ensure that you use the payment terms 0001. Use transaction type 100 (External asset acquisition).



Hint:

For posting purposes, use the F4 help to search for the asset with the description **PC TS410-###**.

* 1. Go to the SAP Fiori Launchpad and choose the *Acquisition without order (integrated AP)* tile in the Launchpad. Alternatively, enter the transaction code **F-90**. Make a note of the FI document number. Use the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| *Document Date/Posting Date* | **Current date** |
| *Company Code* | **US00** |
| *Currency* | **USD** |
| First line item |  |
| *Posting key (PstKy)* | **31 invoice** |
| *Account* | ***your vendor*** |

* 1. Press Enter and enter the following data:

|  |  |
| --- | --- |
| Field Name | Value |
| Amount | 2000 |

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|  |  |
| --- | --- |
| Field Name | Value |
| Payment terms | 0001 |
| Next line item |  |
| PstKy (posting key) | 70 |
| Account | The asset number that you noted in the exercise, Create Asset Master Data (alternatively, use the F4 help to search for the asset with the description **PC for my IT Cost ### PC)**. |
| TType (Transaction Type Name) | 100 External asset Acquisition |

* 1. Press Enter.

To confirm the warning about changing the payment terms, press Enter.

|  |  |
| --- | --- |
| Field Name | Value |
| Amount | \* |
| Tax code | XI |

* 1. To view all account assignments, choose the *More* button in the line item.

|  |  |
| --- | --- |
| Field Name | Value |
| Reference Date | Current date |

* 1. Choose *Continue*.
  2. Choose *Post*.
  3. Make a note of the FI document number.

FI document number:

* 1. Remain on this screen.

1. Display the FI document.
   1. From the menu, choose *More* → *Document* → *Display*.
2. Which accounts were posted to in the operational part (vendor invoice) and the valuation parts (asset accounting) of the document?
   1. The document is posted:
      * To the technical clearing account for integrated asset acquisitions (16014000)
      * Via the vendor to the payables balance sheet account (21100000)
      * To the tax account (12600000)
   2. Choose *Asset Accounting*.

The document is posted for accounting principle *IFRS* and Ledger Group *0L*:

Solution 16: Post an Integrated Asset Acquisition

* + - Via the asset to the APC (acquisition and production costs) balance sheet account (16004000)
    - To the technical clearing account for integrated asset acquisitions (16014000)
  1. To display the posting in relation to the accounting principle *LG: Local GAAP*, choose

*AP/Currency LG: Local GAAP USD Document Currency*.

The document is posted for accounting principle *LG: Local GAAP* and ledger group *2L* :

* + - Via the asset to the APC (acquisition and production costs) balance sheet account (16004000)
    - To the technical clearing account for integrated asset acquisitions (16014000)

1. Use the Asset Explorer (*Asset Values* app) to check the values of the new asset in the depreciation area, 32 (IFRS in local currency).
   1. Go to the SAP Fiori Launchpad and choose the *Asset Values* app in the Launchpad. Alternatively, enter the transaction code AW01N. Enter the following data and press *Enter*:

|  |  |
| --- | --- |
| Field Name | Value |
| Company code | US00 |
| Asset | The asset number that you noted in the exercise, Create Asset Master Data (alternatively, use the F4 help to search for your asset with the description, PC for **my IT Cost ### PC**). |

* 1. From the *Depreciation Areas* folder structure on the left hand side of the screen, select

*Depreciation area 32* (IFRS in local currency).

1. What are the planned and posted depreciation values for the current year?

In contrast to the planned values, the posted depreciation is still 0 because the

depreciation is not posted until the depreciation posting run is executed

1. Close the browser tab page *Fixed Asset*.

Unit 5

Exercise 17

# Create a Secondary Cost Account and an Activity Type

In this exercise, when the values include ###, replace### with the number provided by your instructor.

1. Create a secondary cost account 943110### by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Manage G/L Account Master Data**. Use G/L account 90626100, Chart of accounts GL00 , as reference.



Note:

In the training system you can still use transaction code KA01, but you will be redirected to transaction code FS00.

SAP Note 1946054 describes which transaction codes are substituted by apps. SAP Note 2084604 describes how to restore these transaction codes.

Enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Header— and General data* |  |
| *G/L Account* | **810###** |
| *Company code* | *US00* |
| *Short Text* | **Int. working hrs ###** |
| *G/L Account Long Text:* | **Internal Working Hours ###** |
| *Chart of Accounts* | **GL00** |
| *Account Type* | **Secondary Costs** |
| *Account group* | **SECC — Secondary Costs / revenue** |
| *Company Code data* |  |
| *Field Status Group* | **ZEXP** |
| *Account Currency* | **USD** |
| *Controlling data* |  |
| *Cost Element Category* | **43** |
| *Unit of Measurement* | **H** |
|  |  |

Exercise 17: Create a Secondary Cost Account and an Activity Type

1. Create an activity type by using the app *Manage Activity Types*. Choose *Create* and enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Activity Type* | **PERS###** |
| *Valid from* | **1.1.actual year** |
| *Valid to* | **31.12.9999** |
| *Name* | **Pers. Hours ###** |
| *Activity Type Description* | **Personnel Hours ###** |
| *Cost Center Categories* | **\* (All)** |
| *Activity unit* | **H** |
| *Activity Type Category* | **Manual Entry, Manual Allocation** |
| *Allocation Cost Element* | **810###** |

1. Assign your activity type *PERS###* to your cost center *SERV-###* and enter an activity price. You do both by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Edit prices for activity types**.

Use the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Version* | **0** |
| *From Period* | **1** |
| *To Period* | **12** |
| *Fiscal Year* | **actual year** |
| *Cost Center* | **SERV-###** |
| *Activity Type* | **PERS###** |

Use the following price information:

|  |  |
| --- | --- |
| Field | Value |
| Total Activity Price | 120 |

1. Assign the activity type *PERS### as well* to your cost center *ENGR-###* and enter activity prices. You do both by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Edit prices for activity types**.

Use the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Version* | **0** |
| *From Period* | **1** |

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|  |  |
| --- | --- |
| Field | Value |
| *To Period* | **12** |
| *Fiscal Year* | **actual year** |
| *Cost Center* | **ENGR-###** |
| *Activity Type* | **PERS###** |

Use the following price information:

|  |  |
| --- | --- |
| Field | Value |
| *Total Activity Price* | **150** |

Unit 5

Solution 17

# Create a Secondary Cost Account and an Activity Type

In this exercise, when the values include ###, replace### with the number provided by your instructor.

1. Create a secondary cost account 943110### by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Manage G/L Account Master Data**. Use G/L account 90626100, Chart of accounts GL00 , as reference.



Note:

In the training system you can still use transaction code KA01, but you will be redirected to transaction code FS00.

SAP Note 1946054 describes which transaction codes are substituted by apps. SAP Note 2084604 describes how to restore these transaction codes.

Enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Header— and General data* |  |
| *G/L Account* | **810###** |
| *Company code* | **US00** |
| *Short Text* | **Int. working hrs ###** |
| *G/L Account Long Text:* | **Internal Working Hours ###** |
| *Chart of Accounts* | **GL00** |
| *Account Type* | **Secondary Costs** |
| *Account group* | **Secondary Costs** |
| *Create/ bank/ interest* |  |
| *Company Code* | **US00** |
| *Field Status Group* | **ZEXP** |
| *Account Currency* | **USD** |
| *Controlling data* |  |
| *Account Currency* | **USD** |
| *Cost Element Category* | **Internal activity allocation** |
| *Int. Meas. unit* | **H** |
|  |  |

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* 1. Navigate to the SAP Fiori Launchpad and open the *Manage G/L Account Master Data*

app.

1. Enter the *Chart of Accounts* **GL00**
2. Choose Go.
3. Click on the account number in column *G/L Accounts*.
4. Enter the data provided in the table under *Header ,* then click Create
5. Enter in the  *General data*.
6. Choose the *Company Code Data* tab, and check the copied data for company code US00 according the given data in the table section *Company Code* data. Change the data if required.
7. Choose the *Controlling Data* tab page.
8. Check and enter the data provided in the table under *Controlling data*.
9. Choose *Save*.

You receive the message, Data saved.

1. To leave the screen, close the browser tab.
2. Create an activity type by using the app *Manage Activity Types*. Choose *Create* and enter the following data:
   1. Navigate to the SAP Fiori Launchpad and open the *Manage Activity Type* app. (Alternatively use t-code KL01)
   2. Choose *Create*.
   3. Enter the *Activity Type and click enter*,
   4. .
   5. Enter the data given in the table.
   6. Choose *Save*.

Solution 17: Create a Secondary Cost Account and an Activity Type

* 1. Leave the app.

The following planner profile is not active in GBI. Use KL02, then click Change Planning control (pencil icon) in Allocation default values

1. Set the planner Profile to ZSAPEASY by using the App Set Planner Profile.
   1. Navigate to the FIORI Launchpad and search for the App Set Planner Profile.
   2. Save your entries in the User data.
   3. Choose *Continue* and then *Cancel*.
2. Assign your activity type *PERS###* to your cost center *SERV-###* and enter an activity price. You do both by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Edit prices for activity types**.

Use the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Version* | **0** |
| *From Period* | **1** |
| *To Period* | **12** |
| *Fiscal Year* | **actual year** |
| *Cost Center* | **SERV-###** |
| *Activity Type* | **PER###** |

Use the following price information:

|  |  |
| --- | --- |
| Field | Value |
| Total Activity Price | 120,-- |

* 1. Navigate to the SAP Fiori Launchpad, use the search tool to search for **Edit prices for activity types**, and open the app.
  2. Enter the data provided in the first table and choose *Overview Screen*.
  3. Enter the data provided in the table for price information and choose *Save*.
  4. Leave the screen by closing the browser window.

1. Assign the activity type *PER### as well* to your cost center *ENGR-###* and enter activity prices. You do both by using the appropriate transactional app in your SAP Fiori Launchpad. Search with the search tool for **Edit prices for activity types**.

Use the following data:

|  |  |
| --- | --- |
| Field | Value |
| *Version* | **0** |
| *From Period* | **1** |
| *To Period* | **12** |

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|  |  |
| --- | --- |
| Field | Value |
| *Fiscal Year* | **actual year** |
| *Cost Center* | **ENGR-###** |
| *Activity Type* | **PERS###** |

Use the following price information:

|  |  |
| --- | --- |
| Field | Value |
| *Total Activity Price* | **150,--** |

* 1. Navigate to the SAP Fiori Launchpad and use the search tool to search for **Edit prices for activity types** and open the app. (alternatively use t-code KP26 to change price)
  2. Enter the data provided in the first table, mark *Form-Based*, and choose *Overview Screen*.
  3. Enter the data provided in the table for price information and choose *Post*.
  4. To leave the screen, close the browser window.

Unit 5

Exercise 18

# Post an Activity Allocation

In this exercise, when the values include ###, replace### with the number your instructor assigned to you.

1. Allocate 40 hours of the activity type *PERS###* from cost center *SERV-###* to cost center

*ENGR–###* by using the *Enter Activity Allocation* app. Use the search tool to find the app.

|  |  |
| --- | --- |
| Field | Value |
| *Send. CCtr* | **SERV-###** |
| *SAtyTyp* | **PER###** |
| *Rec. CCtr* | **ENGR-###** |
| *Total Quantity* | **40** |

1. Check the CO documents that have been created using the *Display Actual Cost Documents* app.

*3.* Check the FI documents that have been created using the *Display G/L Account Line items*

app. Verify the posting and save your report as new tile in your Launchpad group.

|  |  |
| --- | --- |
| Field | Value |
| *Ledger* | **0L** |
| *Company Code* | **US00** |
| *G/L Account* | **810###** |
| *Status* | **All Items** |
| *Posting Date* | **From** + **1. of actual month** |



Note:

Be aware that the plant is not filled.

Unit 5

Solution 18

# Post an Activity Allocation

In this exercise, when the values include ###, replace### with the number your instructor assigned to you.

1. Allocate 40 hours of the activity type *PER###* from cost center *SERV-###* to cost center

*ENGR–###* by using the *Enter Activity Allocation* app. Use the search tool to find the app.

|  |  |
| --- | --- |
| Field | Value |
| *Send. CCtr* | **SERV-###** |
| *SAtyTyp* | **PER###** |
| *Rec. CCtr* | **ENGR-###** |
| *Total Quantity* | **40** |

* 1. In the Launchpad, open the *Enter Activity Allocation* app.(Alternatively use t-code KB21N)
  2. Enter the required data.
  3. Choose *Post* (Ctrl + S).
  4. Note the document number and leave the app.

1. Check the CO documents that have been created using the *Display Actual Cost Documents* app.
   1. In the Launchpad, open the *Display Actual Controlling Documents* app.
   2. Enter your *Document number* or choose the *Selection Options* icon, choose *User Name*, and enter your **User**. Enter Document number from **1** to **9999999999**. Be sure not to enter more than 10 digits.
   3. Choose *Execute*.
   4. Drill down from your document to the line items. Set your cursor on your cost center and choose *Details*.
   5. Close the window.
2. Check the FI documents that have been created using the *Display G/L Account Line items*

app. Verify the posting and save your report as new tile in your Launchpad group.

|  |  |
| --- | --- |
| Field | Value |
| *Ledger* | **0L** |
| *Company Code* | **US00** |
| *G/L Account* | **810###** |

Solution 18: Post an Activity Allocation

|  |  |
| --- | --- |
| Field | Value |
| *Status* | **All Items** |
| *Posting Date* | **From** + **1. of actual month** |



Note:

Be aware that the plant is not filled.

* 1. In the Launchpad, open the *Display G/L Account Line items* app.
  2. Enter the required data and choose *Go*.



Note:

The value flows between controlling objects are visible in Financial Accounting directly in real time and with the original cost element or account. The values are posted on the same account in Financial Accounting and Management Accounting. We use the **same source of truth**, which is the Universal Journal (table ACDOCA). So we see of course the same information independent from viewing the data with a FI or a CO report.

* 1. In the screen area *Line items*, click the name of the screen variant. Choose *Save as*. Use Name **TS410-###**, select *Set as Default*, and choose *OK*.
  2. Choose *Save as Tile* to save the report as new tile. Enter as title **My G/L Account line items** and use *My Home* as *Group*.
  3. Choose *Ok*.
  4. Leave the app

Unit 5

Exercise 19

# Maintain Master Data of an Internal Order

Business Example

You want to collect cost which are partially connected to your car fleet on a separate order for better controlling. Later you want to settle certain portions of the cost to the cost center SERV-

### and to your cost center ENGR-###.

Note that in this exercise, when the values include ###, replace### with the number your instructor assigned to you.

Create an Internal Order for Overhead Cost Management

Create an internal order for overhead management by using the *Manage Internal Orders* app.

1. Start the app and enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| Order Type | 0300 *or* 0650 (whichever works) |
| Order number | *Your PC serial number* (this is an external order number) |
| Description | Cost for maintenance services |
| Currency | USD |
| Assignments: |  |
| Company Code | US00 |
| Object Class | Overhead Costs |
| Profit Center | T-PCA### |
| Cost Center Responsible | ENGR-### |

Maintain as Settlement rule:

|  |  |
| --- | --- |
| Field | Value |
| ID 001 | |
| Category | Cost Center |
| Settlement Receiver | SERV-### |
| % | 30 |
| Settlement Type | Full Settlement |

|  |  |
| --- | --- |
| ID 002 | |
| Category | Cost Center |

Exercise 19: Maintain Master Data of an Internal Order

|  |  |
| --- | --- |
| Settlement Receiver | ENGR-### |
| % | 70 |
| Settlement Type | Full Settlement |

Unit 5

Solution 19

# Maintain Master Data of an Internal Order

Not yet updated

Business Example

You want to collect cost which are partially connected to your car fleet on a separate order for better controlling. Later you want to settle certain portions of the cost to the cost center SERV-

### And to your cost center ENGR-###.

Note that in this exercise, when the values include ###, replace### with the number your instructor assigned to you.

Create an Internal Order for Overhead Cost Management

Create an internal order for overhead management by using the *Manage Internal Orders* app.

1. Start the app and enter the following data:

|  |  |
| --- | --- |
| Field | Value |
| Order Type | 0300 *or* 0650 (whichever works) |
| Order number | *Your PC serial number* (this is an external order number) This area will not be editable. |
| Description | Cost for maintenance services |
| Currency | USD |
| Assignments: |  |
| Company Code | US00 |
| Object Class | Overhead Costs |
| Profit Center | T-PCA### |
| Cost Center Responsible | ENGR-### |

Maintain as Settlement rule:

|  |  |
| --- | --- |
| Field | Value |
| ID 001 | |
| Category | Cost Center |
| Settlement Receiver | SERV-### |
| % | 30 |
| Settlement Type | Full Settlement |

|  |  |
| --- | --- |
| ID 002 | |
| Category | Cost Center |

Solution 19: Maintain Master Data of an Internal Order

|  |  |
| --- | --- |
| Settlement Receiver | ENGR-### |
| % | 70 |
| Settlement Type | Full Settlement |

* 1. Navigate to the *Manage Internal Orders* app and choose *Create*. (Alternatively use t-code KO01)
  2. Enter the *Order Type* **0300 or 0650** and press *Continue*.
  3. Enter the data provided in the table.
  4. Choose *Maintain Settlement Rule*.
  5. In the *Distribution Rules* screen area, choose *Insert*.
  6. Enter the data provided in the second table into the line with line ID 001.
  7. Choose *Insert* again and enter the data from the second table into the line with line ID 002.
  8. To leave the settlement rule maintenance, choose *Done* and to save your order, choose *Save* .

Unit 5

Exercise 20

# Create Transaction-Based Postings to an Internal Order

Not yet updated

Business Example

You know that the orders used by the departments of your group are updated when business transactions are carried out in Materials Management and Financial Accounting, as well as directly in Management Accounting.

In this case, assume that some service cost are directly posted from Financial Accounting to the internal order YOUR PC SERIAL NUMBER###.

In this exercise, when the values include ###, replace### with the number provided by your instructor.

Create G/L Account Postings

Create G/L account postings for your motor pool order and compare the results in the information system.

1. In the SAP Fiori app, *Post General Journal Entries*, create a posting for layout consulting services using the data in the table:

|  |  |
| --- | --- |
| Field | Value |
| *Journal Entry Date* | **current date** |
| *Posting Date* | **current date** |
| *Company Code* | **US00** |
| *Transaction Currency* | **USD** |
| *1st Line Item:* | |
| *G/L Account* | **710###** |
| *Debit Amount* | **4000** |
| *Choose Details* |  |
| *Tax Code* | **XI** |
| *Order* | ***Your PC serial number*** |
| *2nd Line Item:* | |
| *G/L Account* | ***Your Equipment Account*** |
| *Credit Amount* | **4760** |
| *Tax Item:* |  |

Exercise 20: Create Transaction-Based Postings to an Internal Order

|  |  |
| --- | --- |
| Field | Value |
| *Calculate Tax* | **check the box** |

1. In the SAP Fiori app, *Internal Orders Plan/Actual*, check the effect of the G/L account postings on your order YOUR PC SERIAL NUMBER###. Display the posted document.

|  |  |
| --- | --- |
| Field | Value |
| Fiscal year | current fiscal year |
| Category | 0 |
| Posting Period is | current period |
| Order Number | *Your PC Serial Number* |

Unit 5

Solution 20

# Create Transaction-Based Postings to an Internal Order

Not yet updated

Business Example

You know that the orders used by the departments of your group are updated when business transactions are carried out in Materials Management and Financial Accounting, as well as directly in Management Accounting.

In this case, assume that some service cost are directly posted from Financial Accounting to the internal order YOUR PC SERIAL NUMBER###.

In this exercise, when the values include ###, replace### with the number provided by your instructor.

Create G/L Account Postings

Create G/L account postings for your motor pool order and compare the results in the information system.

1. In the SAP Fiori app, *Post General Journal Entries*, create a posting for layout consulting services using the data in the table:

|  |  |
| --- | --- |
| Field | Value |
| *Journal Entry Date* | **current date** |
| *Posting Date* | **current date** |
| *Company Code* | **US00** |
| *Transaction Currency* | **USD** |
| *1st Line Item:* | |
| *G/L Account* | **710###** |
| *Debit Amount* | **4000** |
| *Choose Details* |  |
| *Tax Code* | **XI** |
| *Order* | ***Your PC Serial Number*** |
| *2nd Line Item:* | |
| *G/L Account* | ***Your Equipment Account*** |
| *Credit Amount* | **4760** |
| *Tax Item:* |  |

Solution 20: Create Transaction-Based Postings to an Internal Order

|  |  |
| --- | --- |
| Field | Value |
| *Calculate Tax* | **check the box** |

* 1. In SAP Fiori, search for and open the *Post General Journal Entries* app.
  2. Enter the data from the table and choose *Simulate*.
  3. If no error messages show up, choose *Post*.
  4. Leave the app.

1. In the SAP Fiori app, *Internal Orders Plan/Actual*, check the effect of the G/L account postings on your order YOUR PC SERIAL NUMBER###. Display the posted document.

|  |  |
| --- | --- |
| Field | Value |
| Fiscal year | current fiscal year |
| Category | 0 |
| Posting Period is | current period |
| Order Number | *Your PC Serial Number* |

* 1. In SAP Fiori, search for and open the *Internal Orders Plan/Actual* app.
  2. Enter the data from the table.
  3. Choose *Go*. Check the posting on your order on G/L account 710###.
  4. Choose *Jump to*.
  5. Select the *Display G/L Line Items* report.
  6. Change the Status to *All Items* and choose *Go*.
  7. Verify the document number in the Journal Entry column and the related amount according to the posting.

Unit 5

Exercise 21

# Settle Orders at Period-End

Not yet updated

Business Example

In this scenario you will settle your order to cost centers.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

Perform a Settlement Run

Carry out a settlement run for your order.

1. Run the actual settlement for your order using the App *Run Actual Settlement (Order — Single)*.

Check the Balance of your Order Check the balance of your order.

1. Use the App *Internal Order (Plan/Actual)* to report for the current period. What is the balance on your order?
2. Examine the costs that have been settled to each cost center (*SERV-###* or *ENGR–*

*###*). Call up the *Cost Centers: Actual/Plan/Variance* report for the current period. Execute the report for each of the cost centers and the settlement cost element (92112000).

Go to the *Actual Line Items* report and switch to the Secondary costs: Value settlement layout so you can see the partner objects of the transactions. Your order should be displayed as a partner object.

Unit 5

Solution 21

# Settle Orders at Period-End

Not yet updated

Business Example

In this scenario you will settle your order to cost centers.

In this exercise, when the values include ###, replace ### with the number your instructor assigned to you.

Perform a Settlement Run

Carry out a settlement run for your order.

1. Run the actual settlement for your order using the App *Run Actual Settlement (Order — Single)*.
   1. Choose app *Run Actual Settlement (Order — Single)*.
   2. In the *Order* field, enter the order number **0300 *or* 0650.**
   3. In the *Settlement period* field, enter order the current period.
   4. In the *Fiscal year* field, enter the current fiscal year.
   5. For the processing type, choose *Automatic*.
   6. Deselect the *Test Run* checkbox.
   7. Choose *Execute*.
   8. Choose the *Detail lists* icon.
   9. To display the cost element information, choose *Receiver*.
   10. Choose *Back*.
   11. To display the accounting documents, choose *Accounting Documents* and double-click

*Accounting Document Number*.

* 1. Leave the transaction.

Check the Balance of your Order Check the balance of your order.

1. Use the App *Internal Order (Plan/Actual)* to report for the current period.
   1. Use the App *Internal Order (Plan/Actual)*.
   2. In the *Fiscal year* field, enter the current fiscal year.
   3. In the *Category* field, enter **0**.
   4. In the first *Order number* field, enter the order number **0300 *or* 0650.**
   5. Choose *Go*.

Unit 5: Financial Accounting and Management Accounting: Basics

What is the balance on your order?

The balance should be zero (blank).

1. Examine the costs that have been settled to each cost center (*SERV-###* or *ENGR–*

*###*). Call up the *Cost Centers: Actual/Plan/Variance* report for the current period. Execute the report for each of the cost centers and the settlement cost element (92112000).

Go to the *Actual Line Items* report and switch to the Secondary costs: Value settlement layout so you can see the partner objects of the transactions. Your order should be displayed as a partner object.

* 1. Choose *Accounting* → *Controlling* → *Cost Center Accounting* → *Information System* → *Reports for Cost Center Accounting* → *Plan/Actual Comparisons* → *Cost Centers: Actual/Plan/Variance*.
  2. In the *Controlling area* field, enter**NA000**.
  3. In the *Fiscal year* field, enter the current fiscal year.
  4. In the *From period* field, enter order the current period.
  5. In the *To period*, field, enter the current period.
  6. In the *Plan version* field, enter **0**.
  7. In the first *Or value(s)* field, enter cost center number **SERV-###**.
  8. Choose the *Multiple Selection* button in the same line.
  9. Enter **ENGR–###** as additional single-value.
  10. Choose *Copy*.
  11. Choose *Execute*.
  12. Double-click the report line for cost element 92112000.
  13. Double-click *Cost Centers: Actual Line Items*.
  14. Choose *Settings* → *Layout* → *Choose*.
  15. Double-click *Secondary costs: Value settlement*.