



THE BEST-RUN E-BUSINESSES RUN SAP



Controlling Course

LearnSAP

5101 Camden Lane, Pearland, TX 77584

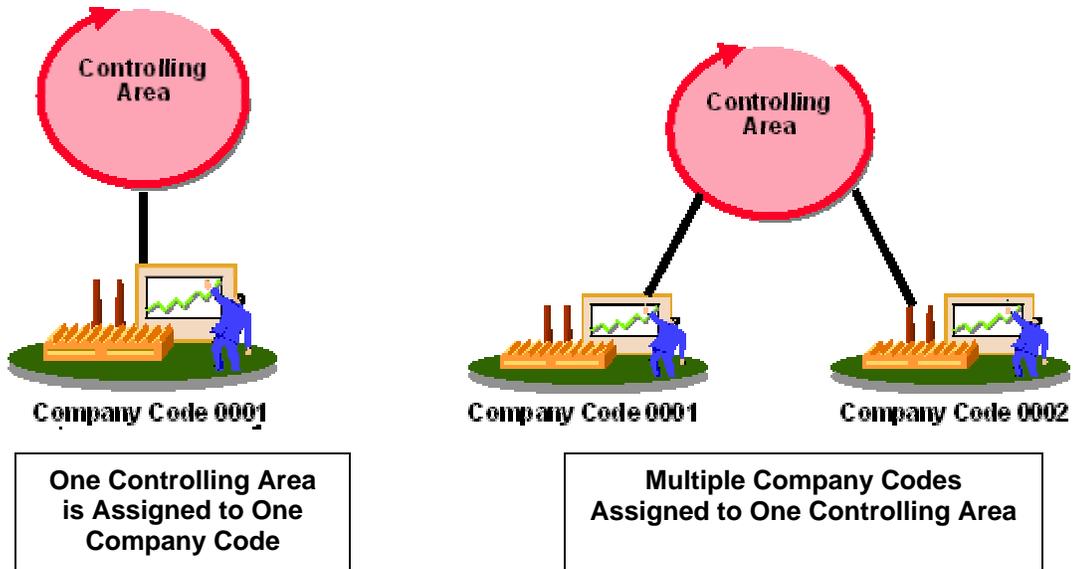
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Step – 1 Setup Controlling Area – Basic Data

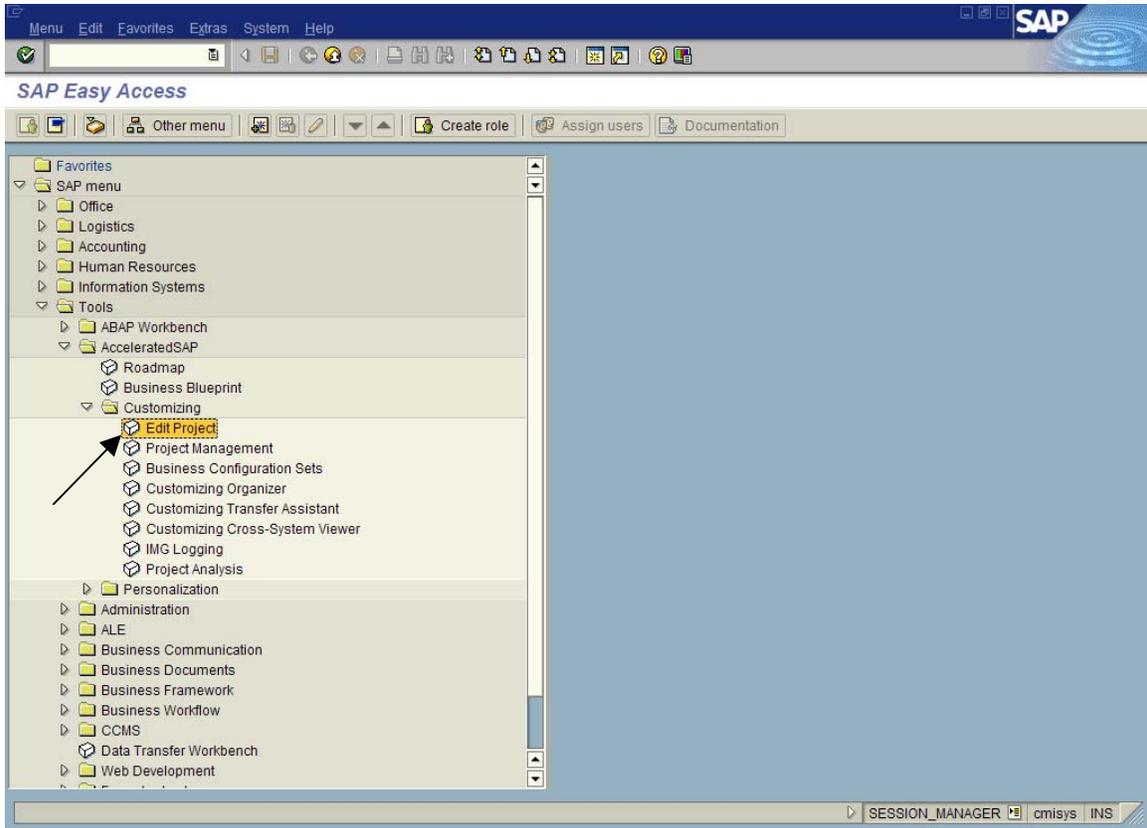
The controlling area is the central organizational unit within the CO module. There are four rules concerning the controlling area that you must know.

- If you utilize CO you must configure at least one controlling area.
- A controlling area can contain multiple Company Code assignments.
- A Company Code can only be assigned to one controlling area.
- The link between FI (financial) and CO (controlling) is established through the assignment of Company Codes to the controlling area.

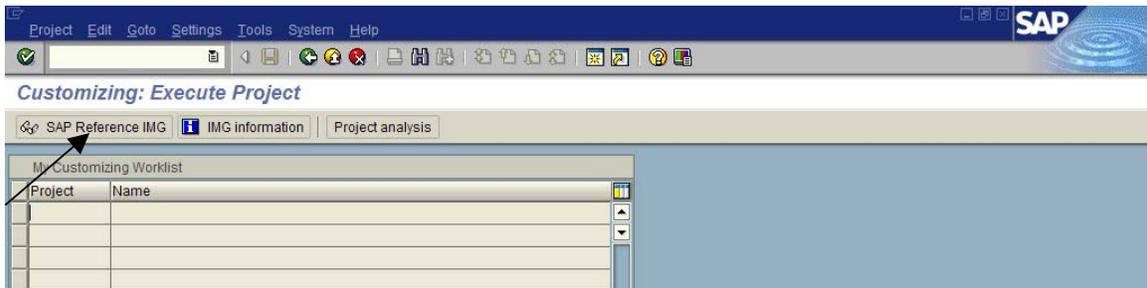


Menu Path:

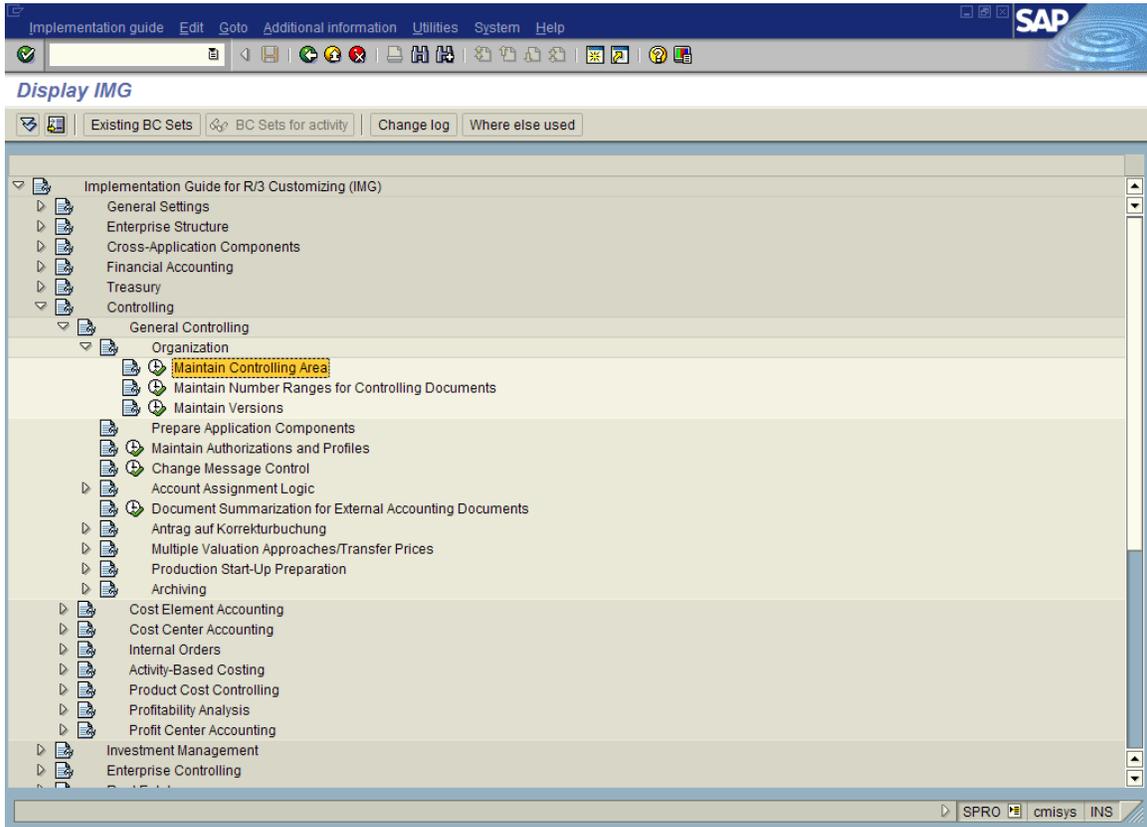
SAP Main Screen > Tools > Accelerated SAP > Customizing > Edit Project (double click)



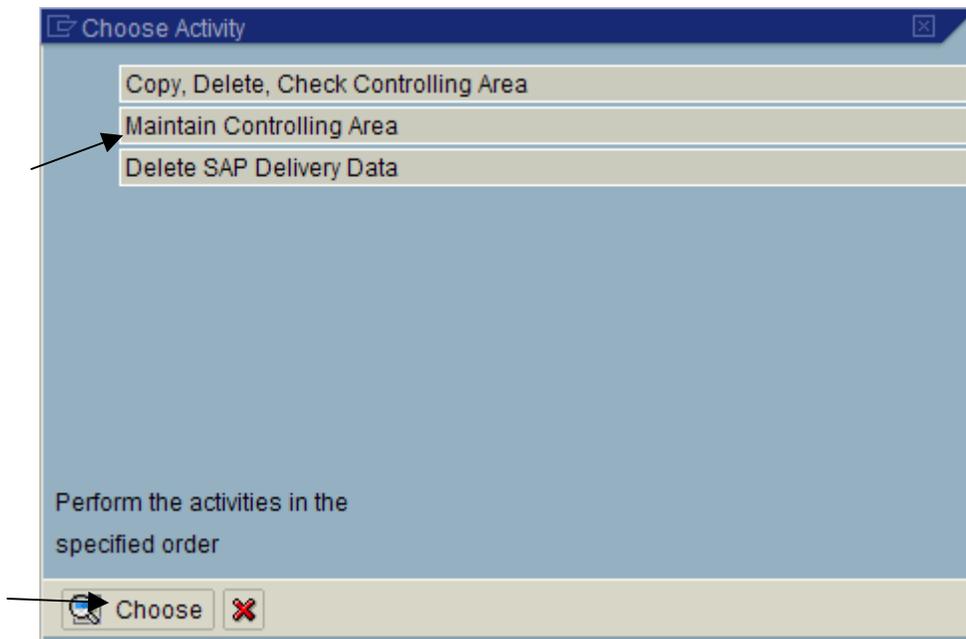
Click on SAP Reference IMG



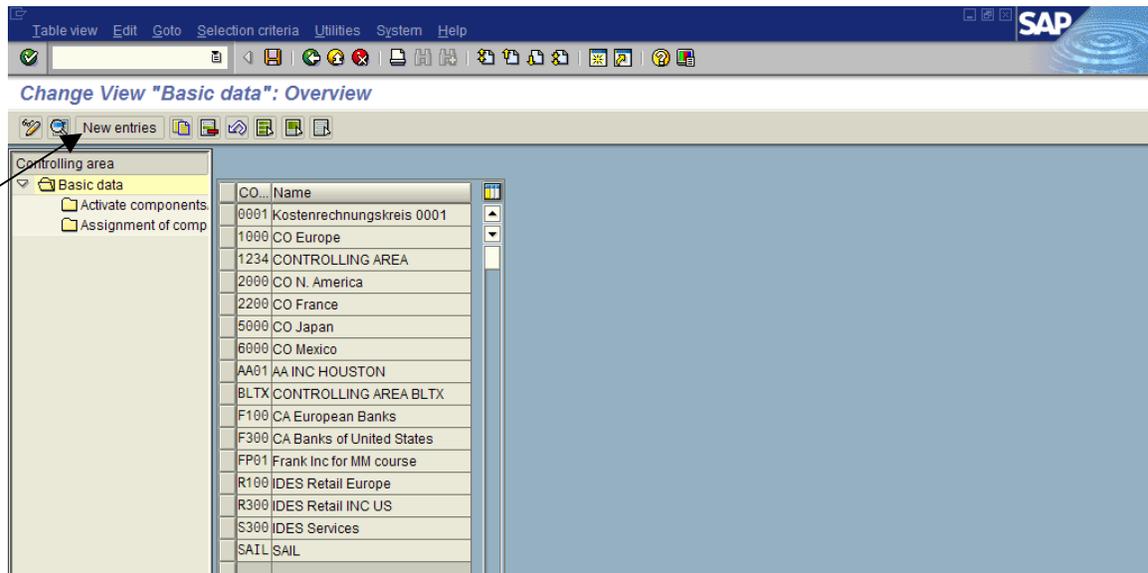
On the IMG Page click on Controlling > General Controlling > Organization > Maintain Controlling Area (Click on )



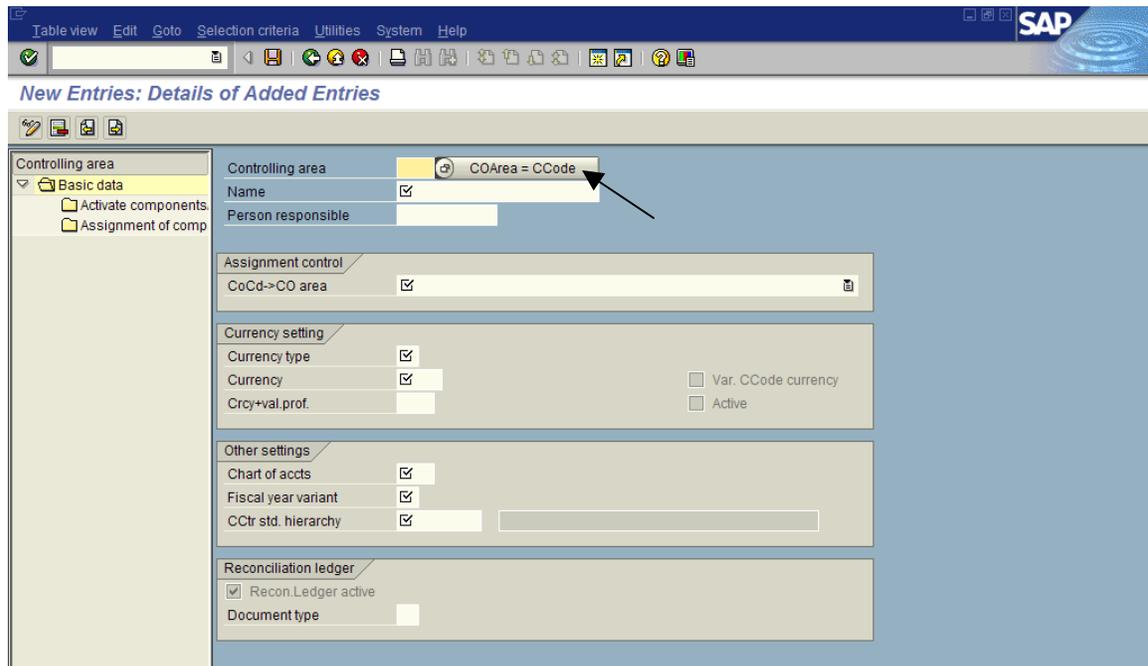
Put your cursor on Maintain Controlling Area and then click on Choose



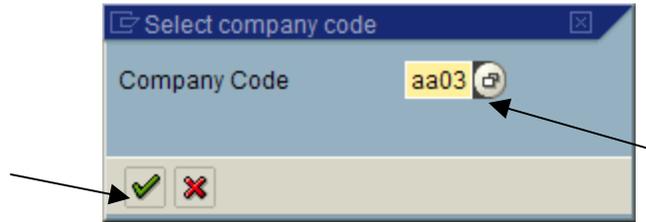
On the next screen you see a list of Controlling Areas that already exist in the system. These were either created by SAP as examples or by other students like yourself. You want to create a new controlling area, so you have to click on the New Entries button.



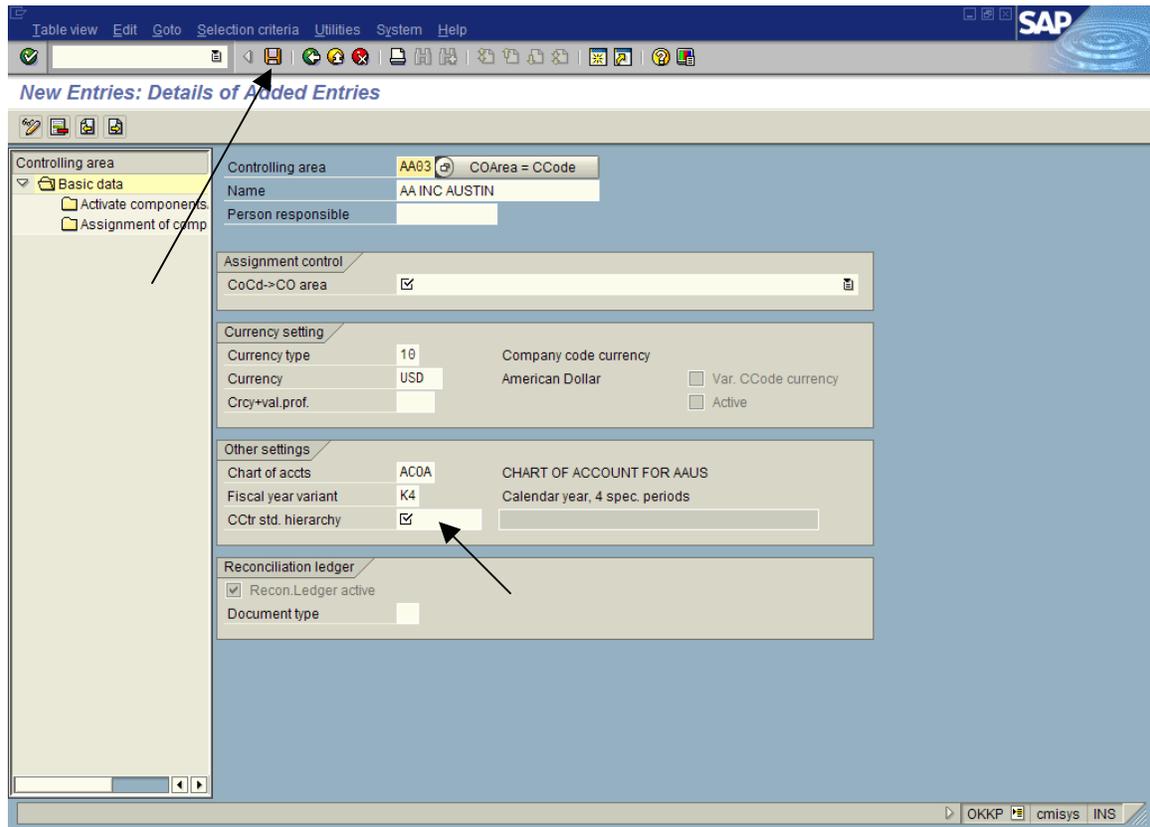
This time we are going to assign just one company code to the controlling area. On the new screen click on the identifier "COArea = CCode"



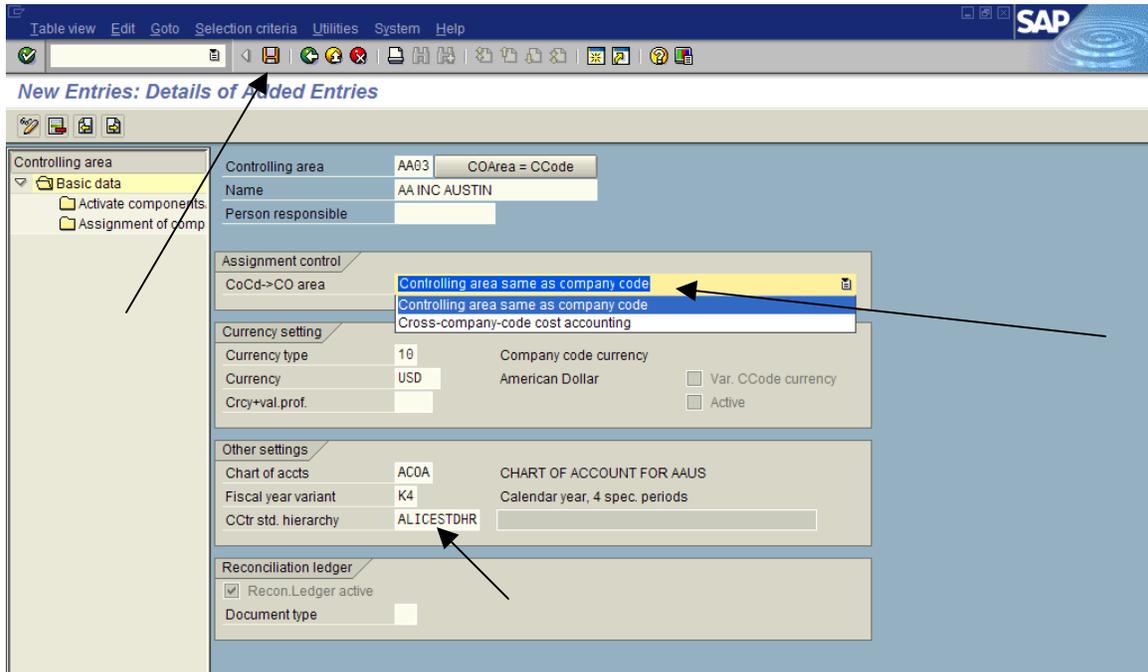
On the pop-up window enter your Company Code and click on enter to continue. SAP will assign the same name, as your Company Code, to the Controlling Area.



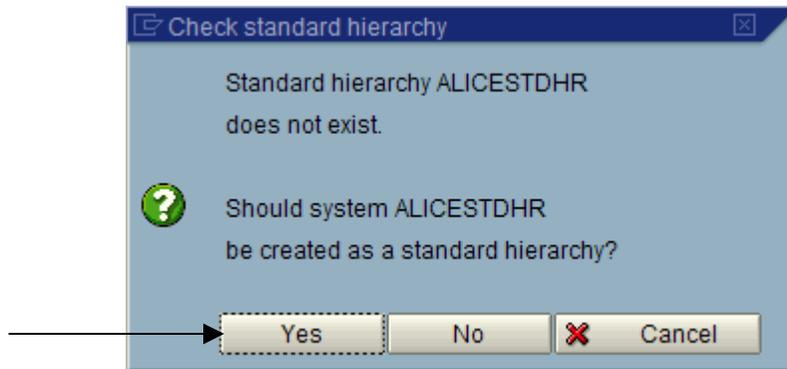
SAP will also populate all the relevant fields that it can, by looking at your Company Code master record.



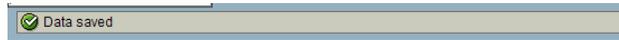
All fields are maintained except “CoCd->Co” and “Cctr std. Hiera” area field. In the first field you have to choose “Controlling area same as Company Code”. In the second field enter a logical name for the Standard Hierarchy (Max 10 Character) and then click on Save.



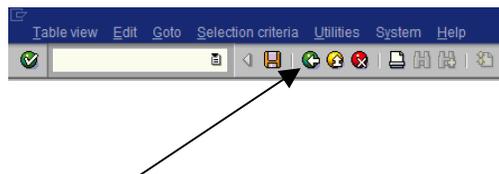
A new window will pop-up confirming to create the Standard Hierarchy if already does not exist. Click on Yes to continue.



SAP will display a message in the status bar that the data was saved.



Click on the back arrow to get back to the basic data overview screen.



Step 2 Activate Components / Control Indicators

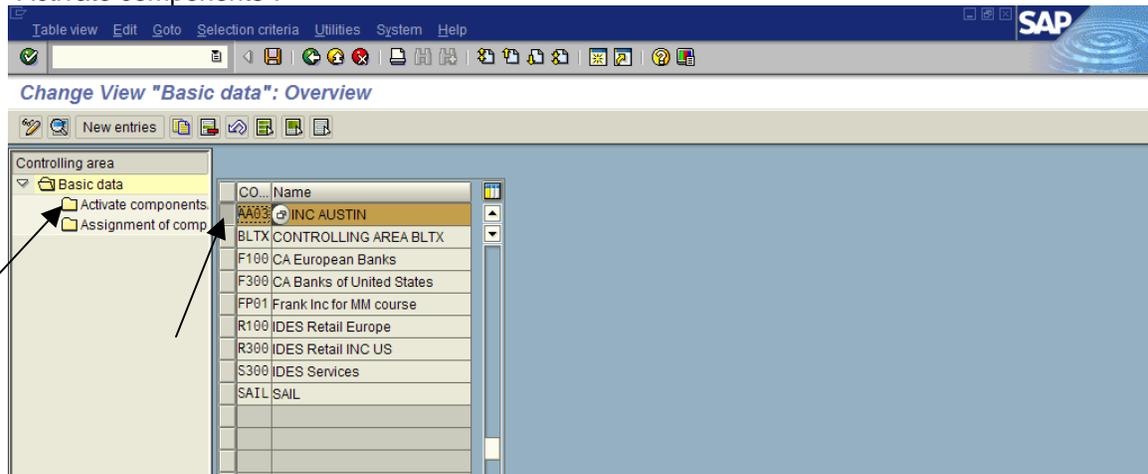
Control indicator

You can use the control indicator to activate or deactivate particular components and functions in Controlling per fiscal year.

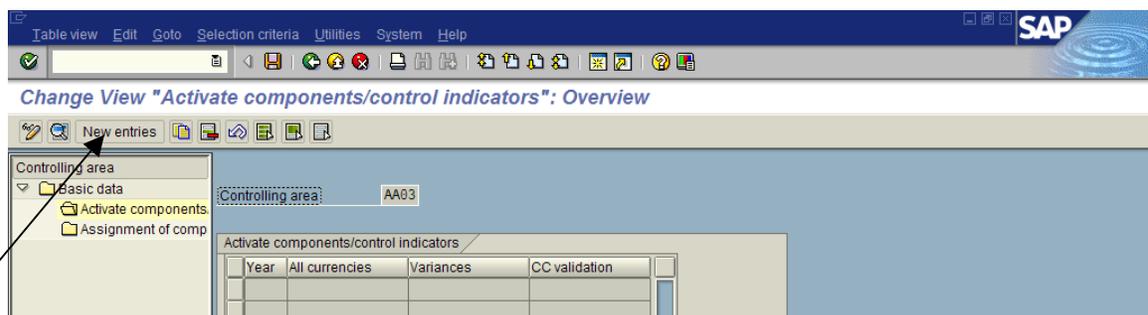
Click on Position and in the pop-up window enter your Controlling Area and click on Enter to continue.



When you see your controlling area on the top of the list click on the square box that precedes it to select the whole row (your controlling area). Then in the left panel double click on the folder "Activate components".



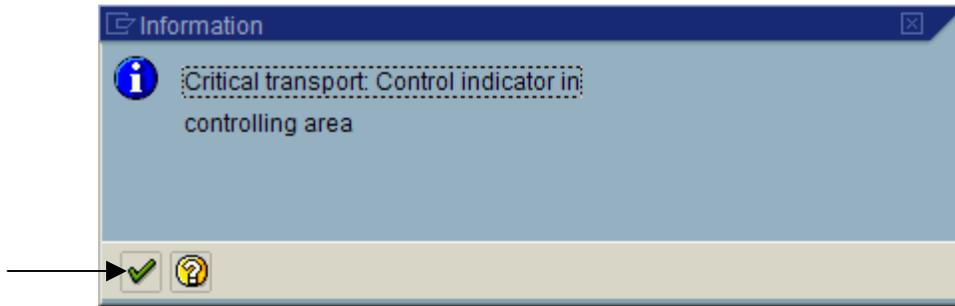
On the next screen click on New Entries



On the next screen maintain the following fields.

Fiscal year	Enter your fiscal Year. Here, the fiscal year defines when the control parameters become valid.
Cost Center	Click on the drop down and choose Component Active. This means CCA is active without limitation. Cost centers are validated against the cost center master. They can be used as account assignment objects. The CO files are updated on posting.
Order Management	Click on the drop down and choose Component Active. This means Internal order management is active on a limited basis. Orders are validated against the order master. They can be used as account assignment objects. In the corresponding posting transactions, the CO files are updated.
Commitment Management	Leave component not active. This means You set the indicator in the order type. When you change it, the change is valid immediately for all existing orders in the system that have this order type.
Profit / Analysis	Leave component not active. This means, if you set this indicator, you can make an account assignment to a business segment. The documents assigned to a business segment from the operational systems, such as Sales (SD) or Financial Accounting (FI), are posted to Profitability Analysis (CO-PA). In the CO module you can assign orders or projects to business segments. Cost center costs can be transferred to CO-PA.
Acty-Based Costing	Indicator controlling whether the Activity-Based Costing component (CO-OM-ABC) is active or not. Leave component not active which means ABC is inactive. Validation of business processes does not take place. They cannot be used as account assignment objects.
Profit Center Accounting	Leave blank. Not flagged for activation of Profit Center
Projects	Check this Option, which means CO files are updated. The WBS element and network numbers are validated with the corresponding master data.
Sales Order	Check this option. This Indicator controls the use of sales orders in make-to-order production
w. Commitment	Leave Blank. This indicator controls whether Commitments for sales orders are updated.

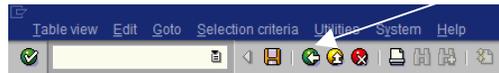
A pop-up information window will show up. Click on Enter to Continue.



SAP will display a message in the status bar that the data was saved.

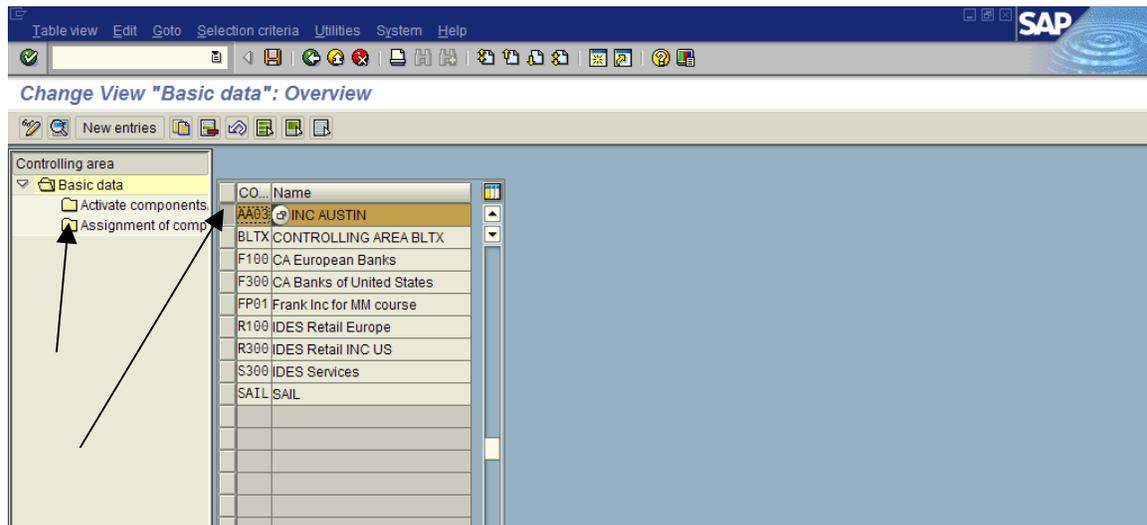


Click on the back arrow until you get back to the basic data overview screen.

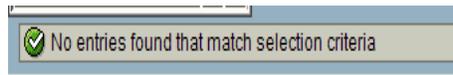


Step 3 Assignment of Company Code

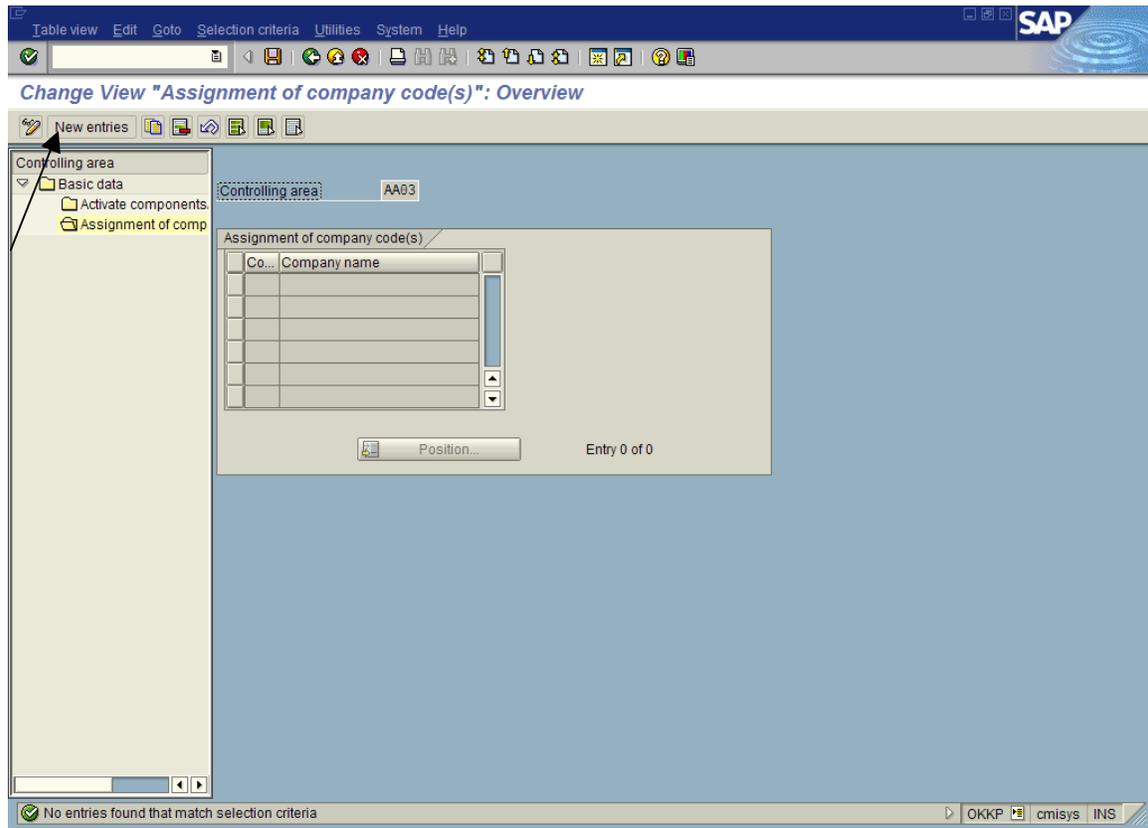
From the "Basic data" screen, make sure that your controlling area is still selected. If it is not on the top the click on "position" and on the pop-up window, enter your controlling area; your controlling area should now be on the top of the list. Click on the box that precedes your controlling area to select the row. Double click on the folder that precedes "Assignment of Company codes"



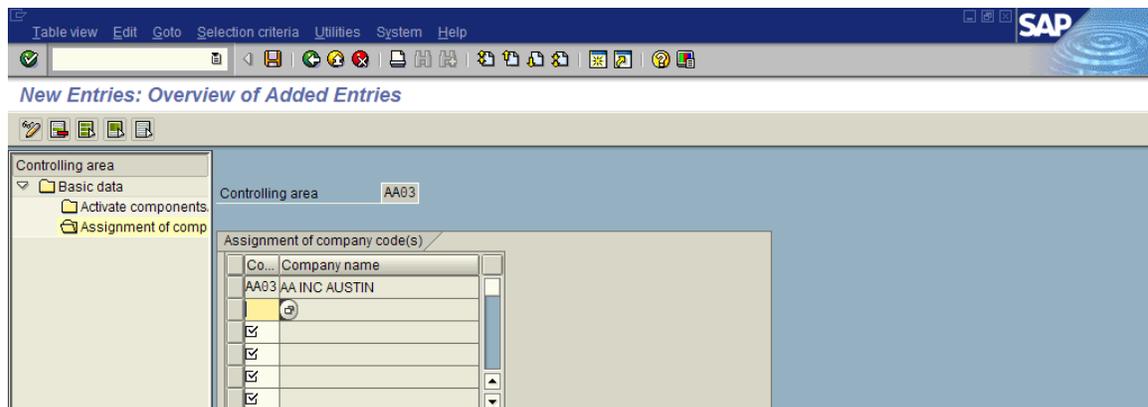
At the bottom of the new screen you will notice



On this window click on "New entries" to assign company code(s) to this controlling area.



Enter your company code in the active field and then click on SAVE  SAP will display the relevant data from the Company Code master record. And at the bottom of the screen another message confirms that DATA Saved

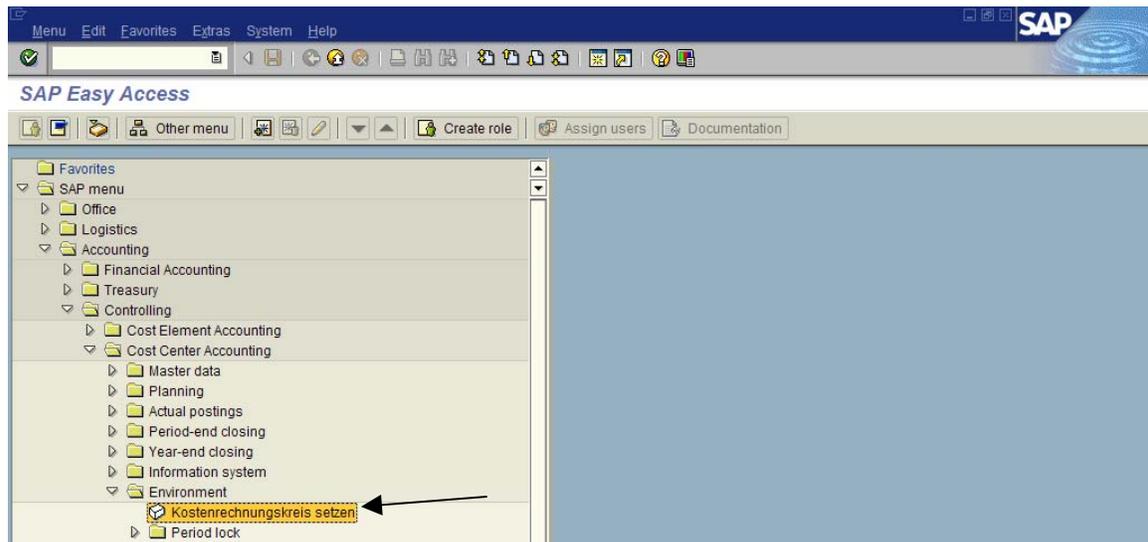


Step 4 Set Controlling Areas

To make sure that you are working with your desired controlling area, you first must set it in the environment.

Menu Path:

SAP Main Menu > Accounting > Controlling > Cost Center Accounting > Environment > Set controlling Area (double click)



On the pop-up window enter your controlling area and click on Enter to continue.

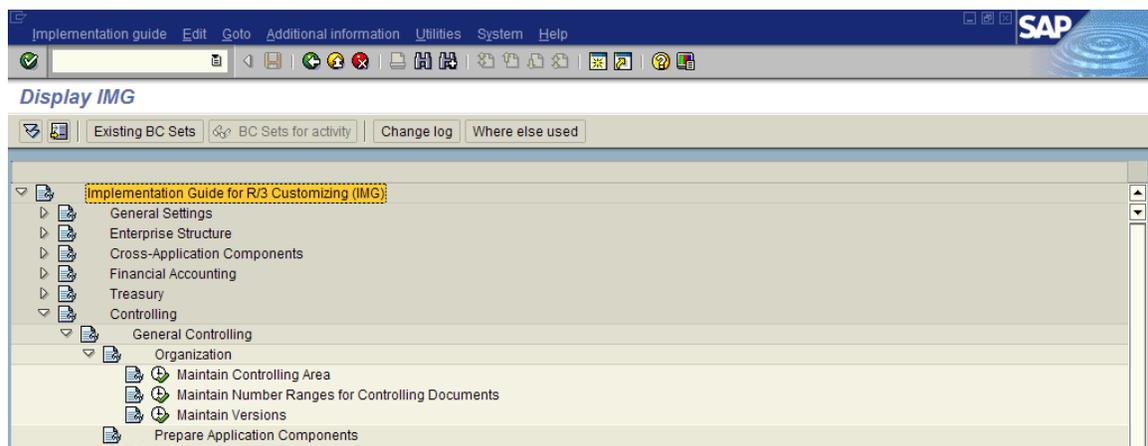


Step 5 – Maintain Controlling Document Groups and their Number Ranges

Every transaction initiated in the CO module generates a document. Example of transaction CO are planning primary cost, or making an assessment of actual cost. Each document created in the system has a number. These numbers can be assigned manually (e.g. externally by the user) or internally by the R3 system. Transactions and therefore document numbers are organized in the R3 system in the Number Range Group. A range of document numbers is assigned to each group so that documents relating to a particular type of transaction are easily recognized by their numbers. Number Range Groups are also used to re-organize documents. Document numbers from different ranges can be used to control how long different types of documents should remain stored, thus controlling their organization in the system. In an extreme case you could setup a different Number Range Group for every type of transaction. Alternately, you could assign all transactions to the same group and take all document numbers from the same range.

Menu Path:

SAP IMG > Controlling > General Controlling > Organization > Maintain Number Ranges for Controlling Documents (click on )



On the new screen enter you Controlling Area and then click on 

