

SAP PRESS

SAP
for Utilities

SAP Asset Management

SAP

Cost Element Accounting

POWERED BY SAP HANA

SAP S/4 HANA

**A Business and Technical
Roadmap to Deploying SAP**

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INTRODUCTION

Welcome to the fascinating world of SAP. This book helps you crack the tricks of mastering SAP HANA Customization

Cost Element Accounting

This section describes the default settings to be made in cost element accounting.

Further notes

For more information on the following IMG activities, see the *SAP Library* under *Accounting -> CO - Controlling -> Cost and Revenue Element Accounting*.

Requirements

Before you make settings for cost elements, you need to process the *Organisation* section in *General Controlling* in the Implementation Guide (IMG).

In cost element accounting, if you use the Information System for evaluations when generating the Project IMG, then you need to choose *Information System*, as well as cost element accounting.

Master Data

In the master data section, you determine the default settings for creating cost elements and cost element groups.

Note

Consider how the creation of your cost element groups will affect planning and reporting.

Recommendation

SAP recommends that you reconcile your cost element groups with Financial Accounting. This ensures that corresponding G/L accounts are created in FI for all primary cost elements.

Cost Elements

In the SAP system, you must manually activate automatic creation of cost elements for G/L accounts.

Additional Notes on Cost Elements

Cost Element Accounting, Cost Center Accounting, and Order Controlling are closely linked together in the SAP System. Every posting to a cost element account is assigned to an object in cost accounting.

Note the following differentiation when you create a cost element:

Primary cost element

You can create a primary cost element, only after you indicate it as a G/L account in the chart of accounts, and create it as a G/L account in Financial Accounting.

A primary cost element must have a corresponding account in Financial Accounting. When you create a cost element, the SAP System checks if a corresponding account was created in Financial Accounting.

Secondary cost element

A secondary cost element is used only in cost accounting, and may not be created in Financial Accounting.

The cost element category has a technical control function, which determines whether a cost element can be posted to directly or indirectly.

Direct posting

You post an amount to each account, specifying the account number. You can make direct postings to all primary cost elements.

Indirect posting

The SAP System always determines the account during the posting transaction. You cannot enter the account number during the posting transaction. You can only make indirect postings to secondary cost elements.

For more information on cost elements, see the *SAP Library* under *Financials -> CO Controlling -> Cost Center Accounting -> Master Data in Cost Center Accounting -> Cost Elements*.

Create Cost Elements

In this IMG activity you create primary and secondary cost elements.

Primary and secondary costs elements are G/L accounts with the following account types:

Primary Costs or Revenue

Secondary Costs

Requirements

You have completed the IMG activity Maintain Controlling Area under *General Controlling -> Organization*.

Activities

Define primary cost elements by selecting the account type *Primary Costs or Revenue*.

Define secondary cost elements by selecting the account type *Secondary Costs*.

You can specify indicators such as:

Cost element category

Record quantity

Quantity unit

Note on transport

To transport cost elements, a separate function is available in the IMG "General Controlling".

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Further notes

For more information on creating cost elements, see the *SAP Library* under *Financials -> CO Controlling -> Cost Center Accounting -> Master Data in Cost Center Accounting -> Cost Elements -> Processing Cost Elements*.

Create Cost Element Groups

You can combine similar cost elements into cost element groups. Similar cost element groups can be combined to form other cost element groups so as to build a cost element hierarchy.

You can use cost element groups:

In the information system

The row structure of your report is determined by the cost element structure. You can create totals for each node in the report.

When processing of several cost elements in one transaction, such as

Cost center planning

If, for example, you wish to display and plan personnel costs in one work transaction, select the group "Personnel costs".

Distribution

Assessment

Report totalling takes place via cost element group nodes. To achieve a clear illustration, each node on a level must have the same number of subordinate levels.

Prerequisites

In Customizing of *Financial Accounting* (under *General Ledger Accounting -> G/L Accounts -> Master Data*) you have maintained a chart of accounts.

You must have completed the Customizing activity Maintain Controlling Area in Customizing of *General Controlling* under *Organization*.

Default Settings

Standard cost element group **OAS-INT** is created for chart of accounts INT (international chart of accounts) in controlling area 0001.

Actions

Check whether the standard cost element groups meet your requirements.

Enter the group to be created or changed and choose "Enter".

In the structure screen, select the node from which the group is to be extended and choose "Same level" or "Lower level".

Data fields appear at the selected location in the tree structure.

Enter a name and a text for the new node.

Confirm by choosing "Accept changes".

To assign values to an end node, select the node and choose "Insert value".

Data fields appear in the tree structure.

Enter a "From" value and, if necessary, a "To" value.

Confirm by choosing "Accept changes".

The selected values appear together with the name.

Notes on Group Maintenance

During group maintenance, you can take advantage of the following functions.

- Selection Variants

If you create or change groups of cost centers, cost elements, activity types, internal orders, business processes or WBS elements, you can also add a selection variant onto an end node. This end node is one that you already defined in the implementation guide (IMG) for the corresponding object type. To do this, place the cursor on the end node, then choose *Insert lower level* followed by *.+<<<>< Name of selection variant>* (or choose the selection variant using input help).

By double-clicking, you can change each selection variant.

You cannot create new selection variants while processing a group.

You can reassign selection variants in the same way as groups.

You can display a list of the master data that belongs to one selection variant by placing the cursor on the selection variant and choosing *Extras -> Break down selection variant*. The system then displays a list of the corresponding master data in a dialog box.

Expand/collapse

You can open the entire hierarchy to the individual value level or hide it up to the second level. You can thus display and print different summarization levels of the hierarchy. Under *Edit*, you find *Expand all* and *Collapse all*.

Change node

You can change the location of subgroups or individual nodes in the hierarchy. To do so, select the highest subgroup node or individual node, select the reference node, and choose *Same level* or *Lower level*.

Remove nodes/values

You can remove subgroups or values from the structure. To do so, select the highest subgroup node, the value, or the value interval, and choose *Edit -> Selected entry -> Remove*. The affected node is thereafter no longer part of the complete group, but remains on the database.

Delete node from database

To delete nodes in a database structure, select the highest node and choose *Edit -> Selected entry -> Delete*.

You can only delete each node if it is not used elsewhere in the system. To check this, choose *Extras -> Where-used list group*. You then receive a selection of the areas for which you can create the Where-used list.

Find values

Within each group, you can search for particular values using *Edit -> Cost element, cost center, activity type, statistical key figure, business process, order or WBS structure -> Find*. The system expands the corresponding subgroup and highlights the single value.

Sort values

To sort values, choose *Edit -> Cost element/Cost center/Activity type/ Statistical key figure/Business process/Order WBS element -> Sort* in ascending order or *Sort in descending order*.

Display master data

You can branch to displaying master data. To do so, select the value and choose *Master data*.

If you entered a value interval, you cannot display master data.

Report info

To maintain report information, choose *Utilities -> Report settings* .

Maintain defaults

You can maintain the following defaults using *Utilities -> Defaults -> Structur, for:*

Master data

Node structures

You can make the following default settings to compare individual values with master data in the initial screen of group maintenance:

Display texts

Master data texts of individual values appear in the hierarchy.

Master data validation

Checks whether master data exists for the individual values of the hierarchy. If no master data exists, a warning message appears.

You can display individual values with existing master data by entering a search string in the individual value field.

Breakdown interval

Checks whether at least one individual value exists in master data within an interval of individual values. If no individual value exists, a warning message appears. If values exist in the master data, these appear instead.

Key date

Enter the test date for the master data. The current date is defaulted.

Notes on Copying Groups

To copy groups, you have the following options:

Copy Entire Group Structure

In the same controlling area/chart of accounts

To copy the group, you enter a supplementary key as a suffix. The copy receives a new name through the attachment of the suffix to the original name of the group node. If a suffix already exists, this will be replaced by the new suffix. Copy and original are two separate, independent structures.

Example:

CO area 0001, group HIER

-> CO area 0001, group HIER997

To a different controlling area/chart of accounts

In this case, you create a new group based on a reference group from another controlling area or chart of accounts.

The complete structure and name are copied from the current controlling area/chart of accounts.

Copy and original are two separate, independent structures.

Example:

CO area 0001, group HIER

-> CO area 9999, group HIER

This does not apply to order groups because they are not assigned to a controlling area or chart of accounts.

Copy Highest Group Node in Controlling Area/Chart of Accounts and Attach Existing Structure

In this case, you create a new group based on a reference group from the same controlling area or chart of accounts.

The highest node holds the given group name, and the existing structure attaches to the highest node. All changes in the original automatically affect the copy as well.

Example:

CO area 0001, group HIER --> CO area 0001, group NEW_HIER

+> Node 1	+> Node 1
+> Node 2	+> Node 2

When copying groups, the system checks whether group nodes with the copy name exist in the system. If at least one exists, the system asks whether it should overwrite all existing group nodes or whether it should not carry out copying. The standard hierarchy is exempt from this overwriting function.

Copying groups is especially useful when you want to freeze the characteristics of a group with time-based dependencies for objects at a given time in order to make changes affecting the following fiscal year.

Example: Copy standard hierarchy for cost centers

Problem:

You are using planning functions for cost centers. You want to execute planning for the following fiscal year in the current fiscal year, based on the standard hierarchy.

However, in the new fiscal year, changes will take place in the structure for the standard hierarchy, due for example to the removal or addition of cost centers, or because the hierarchy assignment for these cost centers has been changed. To be able to plan using the standard hierarchy structure that is valid for the next fiscal year, you must make the necessary changes to the standard hierarchy. The previous standard hierarchy is required for reporting in the current fiscal year, because it no longer matches the structure in the current fiscal year.

Solution:

Copy the current standard hierarchy to "freeze" its current state, and carry out the changes to the structure.

There are two hierarchies available for you in the system:

The current standard hierarchy used for reporting

The changed standard hierarchy used for planning the next fiscal year Further usages of the copying of groups is a possibility.

Note:

Remember that the number of groups doubles with each copying transaction. If you have a very large hierarchy, you should

regularly delete those copies you no longer need. Alternatively, you can keep the number of groups low by only copying those parts in which changes occur. If you do this, you need to create the backup copy manually.

Notes on transporting

A separate activity for transporting cost element groups exists in Customizing under *Controlling* -> *General Controlling*.

Note on Validity Period

Note that groups have no validity periods. However, most master data is time-based.

Further notes

For more information about creating cost element groups, see SAP Library under *Financials* -> *CO Controlling* -> *Cost Center Accounting* -> *Processing Master Data* and *Cost Elements* -> *Cost Element Groups*.

Define Search Helps for Cost Elements

In this IMG activity you can edit or redefine the existing search help for cost elements.

Requirements

Before you maintain search help, see the SAP Library under *Basis Components* -> *ABAP Development Workbench* -> *ABAP Dictionary* -> *Search Help*.

There you find information on how search help functions in the SAP system and how to create search helps in the ABAP Dictionary.

Notes

Search help maintenance requires technical knowledge of the ABAP Dictionary. Leave maintenance to the system administrator.

Note that a large number of search helps can slow system performance. Check which search help is needed for your work area and deactivate the others.

Search help is created independently of clients.

Standard settings

Cost elements are included with the following search helps:

C = Search by cost element in the chart of accounts

N = Search by cost element number

S = Search by cost element name

Activities

Check whether the standard delivery search helps meet your requirements.

If necessary, complete existing search help objects with further search help IDs, or create new search helps.

Accrual Calculation

This section contains information on accrual calculation.

Requirements for Accrual Calculation

You need to do the following, before calculating accrual:

Select an accrual calculation method

Create accrual cost elements

Specify Method

Before you define an accrual calculation, you should decide by which method you want to carry out accrual calculation in Controlling. You have the following options:

Generate a recurring entry in FI

Percentage method

Target=actual method

In Cost Element Accounting, you can create accrual cost elements, and define an overhead structure for the percentage method.

For target=actual accrual, there are no additional preparations required over and above maintaining accrual cost elements. This is because at this point, the necessary results analysis objects (cost centers or orders) are not available in the system and no plan data or target data exists.

Further notes

For more information, see Business Aspects of Accrual Calculation.

Create Accrual Cost Elements

Accrual cost elements are primary cost elements.

For the percentage method of accrual calculation, use cost element category 03, "Accrual cost element, percentage".

For the target=actual method, use cost element category 04, "Accrual cost element, target=actual".

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Special cost elements are used in accrual calculation for posting the accrual amounts.

In the percentage method, overhead is posted under the accrual cost element.

In the target=actual method, accrual cost elements are used for the affected cost centers for executing activity-dependent primary cost planning. The system calculates the target costs during accrual calculation for the affected cost center and sets the target values in the actual values.

Requirements

Complete the IMG activity Maintain Controlling Area located under *General Controlling -> Organization*.

Create G/L accounts in FI for the primary cost elements.

Activities

Define the primary cost elements.

You can store the following indicators:

Cost element category

Primary

Secondary

Record quantities

Quantity unit

Save default account assignments for cost centers or orders

Note on transport

To transport cost elements, a separate function is available in *General Controlling Customizing*.

Further notes

For more information on creating cost elements, see the SAP Library under *Financials -> Controlling -> Cost Center Accounting -> Master Data for Cost Center Accounting -> Cost Elements*.

Percentage Method

In this section you make settings for the percentage method in accrual calculation.

The percentage method can only be used in planning, as actual values do not yet exist (in which target values could be placed). However, you can use the percentage method and the target=actual method for actual data. In cost element accounting, you can only define an overhead structure for the percentage method.

Maintain Overhead Structure

The overhead structure controls the overhead calculation. Keys are determined for all controlling areas and, in a further step (separate for plan and actual accrual), are characterized at the controlling area level.

You must define the following keys in the structure, valid for all controlling areas in a client:

- Calculation Base

Definition

Key identifying different calculation bases.

The calculation base is used to determine those cost elements that are drawn upon to calculate the values of accrual cost elements.

- Overhead

Definition

Customizing profile key identifying different overhead.

The overhead is used to determine the overhead rates used to determine accrual calculation values, according to the calculation base. You can maintain differentiated overhead based on the dependency used.

- Credit Key

Definition

Key identifying a credit posting.

The credit posting determines:

Which overhead cost element is posted

Which cost center/order the credit includes

Sample Overhead Structure

Personnel costs "Vacation" and "Bonus" are accrued equally based on wages and salaries in plan and actual.

The keys A-B1 WAGES (cost elements 420000 and 4200) and A-B2 SALARIES (cost element 430000) make up the calculation base for the overhead.

For reconciliation with FI, the system collects credits monthly to an order or cost center (credit object). In FI, the complete expense is posted once to the order. You can then display the order balance anytime between CO and FI.

The accrual objects here are stored in the following credit keys:

```

-----
| Credit          | Valid To   | Cost Elem | Order  |
-----
| E11 Vacation   | 001 1999  | 434 000  | 9A99  |
| E12 Bonus      | 001 1999  | 435 000  | 9A99  |
-----

```

The link between calculation base and credit key is created in the overhead structure SAP000: ---

```

-----
| Row  | Base | Overhead | Frm | To  | Cred. | Name  |
-----

```

1	A-B1					Wages	
120	A-B2					Salaries	

190			1	120		Calc. base	

2		A-Z1	190		E11	Vacation pay	
220		A-Z2	190		E12	Bonus pay	

390			200	380		Overhead	
400						Total personnel	

This overhead structure determines that vacation and bonus money is calculated using the calculation base (step 190).

The following overhead to wages and salaries appear here:

Vacation money for all employees: %

Gratuities

For all employees: 5 %

For assembly line employees: 7 %
(Cost centers 43 and 4320)

An overhead key is created for each accrual cost element:

	Overhead Key			Perc.		Dependency	

	A-Z1 Vacation		Act	%		CO area	
			Plan	%			

	A-Z2 Bonus		Act	5%		CO area/cost	
			Plan	5%		center	
	Cost Center 43		Act	7%			
			Plan	7%			
	Cost Center 4320		Act	7%			
			Plan	7%			

Overhead calculation for a particular cost center is based on **dependencies**.

For the key with dependency "CO area", the system checks whether the controlling area overhead type (actual/plan) has overhead rates and uses these. This is the case with base A-Z1.

For the key with dependency "CO area/cost center", the procedure takes place in two steps.

In the first access, the SAP system checks whether the current controlling area has overhead rates maintained in the overhead for the given cost centers. This is the case for 43 and 4320, with rates of 7% for each.

For the others, no overhead exists, and the procedure moves to the second step, searching for overhead in the entire controlling area.

Here, in plan and actual, the system finds a rate of 5% that applies to all employees.

The sample accrual **SAP000** can be displayed or used as a reference copy for a custom overhead structure.

Requirements

To change an existing overhead structure, you need authorization for changing structures in all controlling areas using this structure.

To create a new overhead structure, you need authorization for creating structures for the controlling area to which you want to assign the structure.

Standard settings

The standard system includes overhead structure **SAP000**.

Activities

Create an overhead structure or change an existing one.

To create a new overhead structure, choose *Create*.

Enter the key and name and choose *Save*.

Go to the detail screen of your overhead structure.

Specify a separate row number for each calculation base.

Enter a key for the calculation base.

If you specify a calculation base that does not exist yet, the SAP system will propose creating it automatically.

Maintain the overhead.

Specify a separate row number for each overhead key.

Determine on which calculation bases the overhead will be calculated.

If the overhead key does not exist, you can have the system create it automatically. Then enter the dependency with which the overhead rates are to be determined.

Maintain the credit key for every row with an overhead key. You can have the SAP system create this as well, if it does not exist yet.

Assign the overhead structure to a controlling area.

Note on transport

To transport accrual calculation data, a separate function is available in Customizing under *Controlling - > General Controlling*.

Further notes

Business Aspects of Accrual Calculation

Business expenses are often allocated differently in Financial Accounting than in Cost Accounting.

If the expense is incurred for the whole fiscal year, you must allocate it in Cost Accounting to reflect the relevant periods and origins. This allocation lets you avoid cost fluctuations within Cost Accounting.

We refer to the uniform distribution of a one-off expense as "accrual calculation". You can use accrual calculation to take into account anticipated costs.

For more information on accrual calculation, see the SAP Library under *AC - Financials -> CO - Controlling -> Cost Center Accounting -> Period-End Closing -> Accrual Calculations*.

Utilities for Maintenance of Accrual Calculation

Access to accrual calculation maintenance is made through a tree structure in which you will find an access screen with a list of all available overhead structures and their uses in the different controlling areas. You can create menu-controlled alternative views of these lists, such as a controlling-area-related display. The list steps for the overviews can be expanded or contracted interactively.

A number of utilities, briefly explained below, are available for the maintenance for calculating accrual.

Assignments of overhead structures

If you select an overhead structure from the list and choose **Allocations -> Display assignments -> To overhead structure**, you receive an overview of the controlling areas, posting periods, and versions the structure is assigned to.

Assignments to the controlling area

The function *To controlling area* likewise displays in which controlling areas the structure appears.

Assignments of unused structures

Choose **Assignments -> Structures not used** for an overview of the structures not assigned to controlling areas. You can choose a structure from the list to make an assignment.

Delete overhead structure

Choose **Overhead structure -> Delete structure** to delete existing structures and/or assignments to the controlling area.

When selecting this function, you receive a selection list and can determine which data is to be deleted.

Change name

Choose **Edit -> Change name** to change the structure name. The structure's key (for example, SAP000) cannot be changed.

To change the key, you must copy the structure to a new name and then delete the origin structure. These functions are located under *Overhead structure*.

Set controlling area

If you make controlling area-dependent settings, the SAP system requests that you choose a controlling area. For subsequent data maintenance in other controlling areas, you must choose *Extra -> Set controlling area*.

Assignments to controlling area

To assign overhead structures to the "set" controlling area, choose **Allocations -> controlling area** depending on posting periods.

Actual postings

For actual postings, assign exactly one overhead structure to the controlling area.

Plan postings

For plan accrual, assign the overhead structure of the version.

Note that you cannot assign the structures to special periods. The system uses the structure of the last posting period for accrual calculation in special periods.

Environment data

Choose *Environment data* to branch to other processes and the maintenance of further object components:

Calculation base

Overhead rates

Credit

Target=actual credit

The SAP system branches each time to an overview screen where you can change or delete the available keys, create new keys, and store controlling area-specific definitions. Alternatively, you can directly select the key for the base, the overhead, and the credit in the detail screen of the overhead structure to allocate values for the set controlling area.

If you want to maintain credits for all business areas, proceed as follows:

Choose **Maintain accrual calculation**.

Select the overhead structure.

Choose *Structure*.

Select a row in which a credit is displayed.

Choose *Goto* -> *Credit*.

Enter the controlling area.

Note on Cost Element Accounting

Information System

This section describes how you can:

Maintain cost element groups for the Information System

Add to the list of standard reports for cost element accounting

Create user-defined reports using Report Painter

Set the request screen for executing your reports

Define Cost Element Groups

You can combine similar cost elements into cost element groups. Similar cost element groups can be combined to form other cost element groups so as to build a cost element hierarchy.

You can use cost element groups:

In the information system

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The row structure of your report is determined by the cost element structure. You can create totals for each node in the report.

When processing of several cost elements in one transaction, such as

Cost center planning

If, for example, you wish to display and plan personnel costs in one work transaction, select the group "Personnel costs".

Distribution

Assessment

Report totalling takes place via cost element group nodes. To achieve a clear illustration, each node on a level must have the same number of subordinate levels.

Prerequisites

In Customizing of *Financial Accounting* (under *General Ledger Accounting -> G/L Accounts -> Master Data*) you have maintained a chart of accounts.

You must have completed the Customizing activity Maintain Controlling Area in Customizing of *General Controlling* under *Organization*.

Default Settings

Standard cost element group **OAS-INT** is created for chart of accounts INT (international chart of accounts) in controlling area 0001.

Actions

Check whether the standard cost element groups meet your requirements.

Enter the group to be created or changed and choose "Enter".

In the structure screen, select the node from which the group is to be extended and choose "Same level" or "Lower level".

Data fields appear at the selected location in the tree structure.

Enter a name and a text for the new node.

Confirm by choosing "Accept changes".

To assign values to an end node, select the node and choose "Insert value". Data fields appear in the tree structure.

Enter a "From" value and, if necessary, a "To" value.

Confirm by choosing "Accept changes".

The selected values appear together with the name.

Notes on Group Maintenance

During group maintenance, you can take advantage of the following functions.

- Selection Variants

If you create or change groups of cost centers, cost elements, activity types, internal orders, business processes or WBS elements, you can also add a selection variant onto an end node. This end node is one that you already defined in the implementation guide (IMG) for the corresponding

object type. To do this, place the cursor on the end node, then choose *Insert lower level* followed by *.+<<<>< Name of selection variant>* (or choose the selection variant using input help).

By double-clicking, you can change each selection variant.

You cannot create new selection variants while processing a group.

You can reassign selection variants in the same way as groups.

You can display a list of the master data that belongs to one selection variant by placing the cursor on the selection variant and choosing *Extras -> Break down selection variant*. The system then displays a list of the corresponding master data in a dialog box.

Expand/collapse

You can open the entire hierarchy to the individual value level or hide it up to the second level. You can thus display and print different summarization levels of the hierarchy. Under *Edit*, you find *Expand all* and *Collapse all*.

Change node

You can change the location of subgroups or individual nodes in the hierarchy. To do so, select the highest subgroup node or individual node, select the reference node, and choose *Same level* or *Lower level*.

Remove nodes/values

You can remove subgroups or values from the structure. To do so, select the highest subgroup node, the value, or the value interval, and choose *Edit -> Selected entry -> Remove*. The affected node is thereafter no longer part of the complete group, but remains on the database.

Delete node from database

To delete nodes in a database structure, select the highest node and choose *Edit -> Selected entry -> Delete*.

You can only delete each node if it is not used elsewhere in the system. To check this, choose *Extras -> Where-used list group*. You then receive a selection of the areas for which you can create the Where-used list.

Find values

Within each group, you can search for particular values using *Edit -> Cost element, cost center, activity type, statistical key figure, business process, order or WBS structure -> Find*. The system expands the corresponding subgroup and highlights the single value.

Sort values

To sort values, choose *Edit -> Cost element/Cost center/Activity type/ Statistical key figure/Business process/Order WBS element -> Sort in ascending order* or *Sort in descending order*.

Display master data

You can branch to displaying master data. To do so, select the value and choose *Master data*. If you entered a value interval, you cannot display master data.

Report info

To maintain report information, choose *Utilities -> Report settings* .

Maintain defaults

You can maintain the following defaults using *Utilities -> Defaults -> Structur, for:*

Master data

Node structures

You can make the following default settings to compare individual values with master data in the initial screen of group maintenance:

Display texts

Master data texts of individual values appear in the hierarchy.

Master data validation

Checks whether master data exists for the individual values of the hierarchy. If no master data exists, a warning message appears.

You can display individual values with existing master data by entering a search string in the individual value field.

Breakdown interval

Checks whether at least one individual value exists in master data within an interval of individual values. If no individual value exists, a warning message appears. If values exist in the master data, these appear instead.

Key date

Enter the test date for the master data. The current date is defaulted.

Notes on Copying Groups

To copy groups, you have the following options:

Copy Entire Group Structure

In the same controlling area/chart of accounts

To copy the group, you enter a supplementary key as a suffix. The copy receives a new name through the attachment of the suffix to the original name of the group node. If a suffix already exists, this will be replaced by the new suffix. Copy and original are two separate, independent structures.

Example:

CO area 0001, group HIER

-> CO area 0001, group HIER997

To a different controlling area/chart of accounts

In this case, you create a new group based on a reference group from another controlling area or chart of accounts.

The complete structure and name are copied from the current controlling area/chart of accounts.

Copy and original are two separate, independent structures.

Example:

CO area 0001, group HIER

-> CO area 9999, group HIER

This does not apply to order groups because they are not assigned to a controlling area or chart of accounts.

Copy Highest Group Node in Controlling Area/Chart of Accounts and Attach Existing Structure

In this case, you create a new group based on a reference group from the same controlling area or chart of accounts.

The highest node holds the given group name, and the existing structure attaches to the highest node. All changes in the original automatically affect the copy as well.

Example:

CO area 0001, group HIER --> CO area 0001, group NEW_HIER

+> Node 1	+> Node 1
+> Node 2	+> Node 2

When copying groups, the system checks whether group nodes with the copy name exist in the system. If at least one exists, the system asks whether it should overwrite all existing group nodes or whether it should not carry out copying. The standard hierarchy is exempt from this overwriting function.

Copying groups is especially useful when you want to freeze the characteristics of a group with time-based dependencies for objects at a given time in order to make changes affecting the following fiscal year.

Example: Copy standard hierarchy for cost centers

Problem:

You are using planning functions for cost centers. You want to execute planning for the following fiscal year in the current fiscal year, based on the standard hierarchy.

However, in the new fiscal year, changes will take place in the structure for the standard hierarchy, due for example to the removal or addition of cost centers, or because the hierarchy assignment for these

cost centers has been changed. To be able to plan using the standard hierarchy structure that is valid for the next fiscal year, you must make the necessary changes to the standard hierarchy. The previous standard hierarchy is required for reporting in the current fiscal year, because it no longer matches the structure in the current fiscal year.

Solution:

Copy the current standard hierarchy to "freeze" its current state, and carry out the changes to the structure.

There are two hierarchies available for you in the system:

The current standard hierarchy used for reporting

The changed standard hierarchy used for planning the next fiscal year Further usages of the copying of groups is a possibility.

Note:

Remember that the number of groups doubles with each copying transaction. If you have a very large hierarchy, you should

regularly delete those copies you no longer need. Alternatively, you can keep the number of groups low by only copying those parts in which changes occur. If you do this, you need to create the backup copy manually.

Notes on transporting

A separate activity for transporting cost element groups exists in Customizing under *Controlling -> General Controlling*.

Note on Validity Period

Note that groups have no validity periods. However, most master data is time-based.

Further notes

For more information about creating cost element groups, see SAP Library under *Financials -> CO Controlling -> Cost Center Accounting -> Processing Master Data and Cost Elements -> Cost Element Groups*.

User-Defined Reports

In this section you learn how to quickly and easily create user-defined reports.

Standard Reports

In this activity, you add to the list of standard reports. You do so by:

Importing standard reports into your production system

Specifying report languages

Generating standard reports

Import Standard Reports

In this IMG activity, you import SAP standard reports from client 000, online or in background, to the client in which you are working.

You have the following import options:

Import some reports

Select the required standard reports from the list of all report groups offered.

Import all reports

Determine a time of low system use to create a background job for importing all reports.

Repeat the import of standard reports from client 000 after each update or new release.

Note

Do not change the standard objects in the target client. Rather, use them as models for your own objects. This ensures that changes are not overwritten by the next transport of standard objects.

Standard settings

The standard system includes all default reports for the components.

Activities

To import only some of the reports:

Choose *Online*.

Select the standard reports for the system to import.

Choose *Copy*.

To import all reports:

Determine a time of low system use

Choose *Background*

Enter a job name.

Transfer reports from the defaulted source client 000.

Enter the desired start time and date, or activate the *Start now* indicator to instantly begin the job.

The system plans the job and selects all available standard reports automatically.

Further notes

For more information on standard reports in Cost and Revenue Element Accounting, see the *SAP Library* under *Financials -> CO Controlling -> Cost Element Accounting -> Information System*. Following execution of a report, more information is also available by choosing *Extras -> Documentation*.

Specify Report Languages

Report Writer can generate a report in up to 32 languages simultaneously. When generating a report group, the system adopts the language-dependent report parts (such as rows or column texts) in the languages set by you in the report. In addition, the logon language is taken into account.

Note

The languages that you specify are valid for all Report Writer reports and **in all clients**.

To improve performance, only enter the languages required. The more languages specified, the longer it takes for the system to execute the report.

Activities

Determine the languages you need for your reports.

Enter the required languages.

choose *New entries*

Enter a language key and the corresponding description.

Save your entries.

Specify Report Languages

Report Writer can generate a report in up to 32 languages simultaneously. When generating a report group, the system adopts the language-dependent report parts (such as rows or column texts) in the languages set by you in the report. In addition, the logon language is taken into account.

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Activities

Determine the languages you need for your reports.

Enter the required languages.

choose *New entries*

Enter a language key and the corresponding description.

Save your entries.

Define Libraries

In this IMG activity, you can maintain previously defined libraries or create new ones. You must assign each report that you define to a library.

A library is a selection of characteristics, key figures, and predefined columns from the list of all options in the Report Writer table. In Controlling, table *CCSS* is used.

A characteristic (in earlier releases *field* or *dimension*) is a non-numerical field, for example, *Account*, *Cost center*, and *Business area*.

A key figure (new as of Release 3) is a numerical value field, such as *Amount in local currency*, *Total costs*, and *Activity quantity*.

A default column (in earlier releases *Data-set-entry* is made up of a key figure and one or more characteristics. With default columns, you can define standard columns that can be used more than once in your reports, for example, *Actual costs in current fiscal year* and *Plan costs in closed fiscal year*.

Four screens are available for library maintenance:

Header

Key figures

Characteristics

Default columns

Activities

Check whether the standard libraries satisfy your requirements. If not, proceed as follows:

Enter a name for the library and the name of the table to which the library is assigned.

To copy and change an existing library, enter the name of the reference library in the field of the same name.

Enter a description for your library.

Determine which key figures are to be used in the library.

Determine which characteristics are to be used in the library.

Determine which default columns are to be used in the library.

For steps 2 to 4, if necessary, enter the ranking order (position) in which the characteristics, default columns, and key figures are to appear in the selection lists of the Report Painter.

Note on transport

To transport libraries, a separate function is available, Transport Report Writer Objects, in the IMG for Financial Accounting under *Special Purpose Ledger -> Tools -> Transport*.

Further notes

For more information, see the *SAP Library* under *Financials -> Financial Accounting (FI) -> Special Purpose Ledger -> Libraries*.

Import Templates

You import standard SAP templates for report rows or columns from client 000, online or in the background, to the client you are using.

Templates are one-dimensional report modules in which complete row or column blocks are predefined, and which can be placed in reports during definition.

The following options are available:

Import a certain number of templates

The system displays a list of all templates, from which you select those required for your information system.

Import all templates

Importing all templates should be done during times where system usage is at a minimum, using a background job.

After installing a new release or update, repeat the import of templates from client 000 in order to access the changes.

Standard settings

The standard system defaults all templates.

Activities

To import only some of the templates, proceed as follows:

Choose *Online*.

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Mark the templates that the SAP system should import.

Choose *Copy*.

To import all templates, create a background job and schedule it as follows:

Choose *Background*.

Enter a job name.

Keep the defaulted value "000" as source client.

Enter the desired start time and date, or use the indicator *Start now* to execute the job immediately.

The system plans the job and automatically selects all existing templates.

Further notes

For more information, see the *SAP Library* under *Financials -> CO Controlling -> Cost Center Accounting -> Information System -> Report Definition -> Report Painter*.

Create Reports

Many reporting requirements are solved by standard system reports. If, however, non-standard requirements remain unfulfilled, you can use Report Painter for simple, quick definition of user-defined reports.

You can also use standard reference objects to construct your own reports: libraries, standard layouts, default columns, and row and column models, all in the standard system, and available for custom reports.

A report can consist of several "logical" pages. This is useful if you wish to construct managerial key figures, such as costs per employee. You can switch between logical pages and carry out calculations with them.

Report Painter report definition requires several Preparatory Steps, depending on the complexity of the report to be generated.

Requirements

To create reports for user-defined libraries with Report Painter, you must maintain the Libraries first.

Standard settings

The standard system includes many standard layouts and column and row models, as well as default columns for libraries 1VK, 1GK, 1AB, 1RU, and 7KK. As a rule these standard modules are sufficient for report definition.

Recommendation

Do not change a standard report because any changes will be overwritten when importing new reports from client 000 (which supplies standard reports).

- To make small changes to a standard, use the report as a model, copy it to another name, and change the copy only. Choose *Report -> Copy*.
You can use reports as models in one library only, but you can copy reports from other libraries.

Activities

The procedure when defining a Report Painter report depends on how far the supplied standards satisfy your requirements.

1. If the libraries, layouts, row and column models, and default columns in the standard system are sufficient:
 - a) Define report columns by using the supplied default columns and characteristics as well as formulas and standard layouts in the standard library.

You can construct columns from characteristics, formulas, or predefined columns. Predefined columns can be changed by inserting further characteristics. You can also use variables, but only those already defined in Report Writer.

Select a column by double-clicking.

Choose *Key figure with characteristics* or *Default columns* for the column structure.

If you choose *Key figure with characteristics*, use the dialog box to mark the key figure to be used in the report.

In the following dialog box, choose the characteristics to be used in the column and afterwards specify the characteristic values as individual values, groups, intervals, or variables.

To define all possible values for a chosen characteristic, enter an asterisk (*); to define an initial value, enter a pound sign (#).

To use variables, choose *Variables on/off*. The SAP system automatically indicates the appropriate field and automatically adjusts the field length. Choose "Possible entries" to display all existing variables.

If you choose *Default columns*, specify one of the standard default columns in the dialog box. You can then change or expand upon the suggested characteristics and characteristic values.

To define a further report column, select the element type *Formula* in the dialog box. Use the formula editor to select other report columns and predefined cells to define a formula which calculates a value for the column.

Enter a column text. Choose *Copy* to copy the short text to the fields *Middle* and *Long* as well.

You can also use variables in a column text. To store a variable, enter an ampersand (&) followed by a variable name. When you activate *Key* as text type in the standard report layout under *Column text*, the report issues the current value of the variable. If you activate *Name*, the report issues the name of the current value.
 - b) Define report rows by using the characteristics or row models available in the standard library.

All steps in row definition are similar to those in column definition.

If the libraries, layouts, and row and column models do not meet your requirements:

If necessary, maintain the corresponding library.

If necessary, create a new layout or change an existing one.

If necessary, maintain the standard default columns.

In Report Painter, choose **Set maintenance -> Data set entries -> Maintenance**.

If necessary, create new row and column models.

Proceed as described in the definition of report rows and columns.

For further report definition proceed as described in step 1.

Determine general selections

General selections include the characteristics according to which you select data for a report, but which are not to be identified in report rows or columns.

Save your report.

Insert your report into a report group.

Further Notes

Note the following when defining reports with Report Painter:

The SAP System stores reports created with Report Painter in a special storage area, in the same name range as Report Writer reports. When generating the related report group or copying to a Report Writer report, Report Painter reports are converted to Report Writer format. This results in the following:

- Report Painter reports can only be changed or displayed with Report Painter.
 - To subsequently change a report with Report Writer, first copy the report to a Report Writer report under a different name. Then modify the report with Report Writer. The SAP system automatically generates the necessary sets during copying.

It is possible to execute a Report Painter report with Report Writer and to assign Report Painter reports to a mixed report group, that is, to a report group that contains both Report Writer and Report Painter reports.

Additional editing functions

Below is an overview of functions and work techniques in Report Painter that will facilitate your report definitions.

F2 key

To define individual report columns or rows, select the specific column or row (in the report to be defined) by double clicking on the corresponding text (Column1, etc. or Row1 etc.) or with the F2 key.

Directories

You can display existing objects (defined by SAP or yourself) for layouts, libraries, row or column models as well as predefined columns.

Create with model

If you want to define your own libraries, reports, layouts, row or column models, you can use the standard objects delivered by SAP to aid you and then adjust them to your needs.

The following functions are available to structure and format the rows and columns of your reports:

Working with row and column models

When defining multiple reports with similar structure, it is useful to work with models. Models are one-dimensional, predefined modules for rows and columns, maintained with the the function "Model". To incorporate individual models into your report, choose "Edit -> Rows/Columns -> Get row/column model...".

Formula editor

You can define formulas to calculate a column, row or cell.

Changing text

You can make subsequent changes to column and row texts. Position on the desired object and choose the text function.

Changing characteristic values

You can make subsequent changes to characteristics of columns and rows. Position on the desired object and choose "Edit -> Change char.values".

Expanding rows

To expand groups down to the single value level, choose "Edit -> Rows -> Expand". You can then maintain totals levels. If you do not provide for expanding groups in the rows, the groups cannot be expanded in the report display.

Note

Formatting defined for expanded rows of a group is carried out for all sub-groups of the same summation level (indicated by the identical number of asterisks). Formatting includes color and underlining, for example.

Markings for cell calculation undertaken in the expanded rows of a group are always based on the highest summation level of the group. If you require a subgroup, you must define an additional report row for the subgroup, mark the desired cell, and afterwards hide the additional row again.

Show or hide rows/columns

You can show or hide one or more rows or columns. You can show hidden rows/columns again, change them or delete them.

Number formats

With this function you can define the scaling and the number of decimal places (only for columns).

Delete

To delete rows or columns, position on the object to be deleted and choose the delete function.

Select

You can select one or more rows or columns to then delete, copy, cut, etc. the selected set.

Maintain report texts

You can enter a title page, last page, header or footing for each report.

Note

It is much easier to enter report texts in the finished report after you have finished defining it.

Overview function

With this function you can create an overview of all characteristics, indicators, predefined columns and rows with details (name, last person to change it, date of change).

Goto

You can branch between the sections of a report as well as create new sections. You can combine multiple rows and columns of a report.

Format changes

Report Painter provides five column formats, corresponding to the print classes of Report Writer. You can assign a standard layout to a report, as well as additional format changes, such as reversing the sign, row format changes or column width. Format changes always affect all columns with the same format; this means columns cannot be changed individually.

Note on transport

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To transport Report Painter reports, see the IMG activity Transport Report Writer Objects in the IMG for Financial Accounting under *Special Purpose Ledger -> Tools -> Transport*.

For more information on user-defined reports, see the *SAP Library* under *Financials -> CO Controlling -> Cost Center Accounting -> Information System -> Defining Reports*.

Generate Reports

You must *generate* the reports that you created in the current client or in a different client. Having defined the report, it only by generating it that a program capable of being run in the information system is created.

Those reports that you created in a different client must first be imported into your current client.

You have the following generation options:

Generate some reports

From a list of all reports, you select those that you want to generate.

Generate all reports

To generate all reports, you should create a background job for times of low system use.

Activities

Enter one or more report groups for generation.

Use selection criteria to further delimit the reports to be generated.

If you want to generate only a small number of reports, proceed as follows:

Choose *Program -> Execute*.

- a) Select the report groups that the SAP System is to generate and choose *Generate*.

To generate all reports, create a background job by choosing *Program -> Execute in background*.

Further notes

A report created with Report Painter is automatically generated when the report is started from report definition using *Report -> Execute*. In doing so, you assign a report to a report group.

You can also generate report groups by choosing *Report Painter -> Report Writer -> Execute report group*.

User Settings

In this activity, you define the default settings for calling up Report Painter reports.

You can store the default settings either as a default setting for all users or as a user-specific setting.

The user settings include:

Settings for the report currency and for currency translations (report currency)

Presettings for the selection criteria during the report call (selection criteria)

Agreements on the work with extracts during the report call (settings for extract management)

Specify User Settings

In this IMG activity, you specify the following user settings for the information system:

Basic data

Planning time frame

Report time frame

Report currency

Other information, such as version and actual valuation

You can store the basic data, planning and report time frames as user-specific or standard settings. The standard settings are valid for all users without user-specific settings.

You thus determine the default values for the report selection screens.

These settings are only valid for reports in components within Controlling or Cost Element Accounting.

In the **basic data**, you can set the following default values:

Controlling area

Report objects, such as cost center groups, statistical key figure groups, activity type groups, cost element groups, or individual values or intervals for cost centers.

You can determine the **planning time frame** as follows:

Fiscal year

The fiscal year can be the current year, previous year, or a year that you defined.

If you choose *No profile*, the system takes the user-profile parameters for the selection.

Note

Maintain the *User profile* as follows:

Choose *System -> User defaults -> User data* and the *Parameters* tab index.

Period

The period can be the current period, previous period, or a period interval that you specified.

You can decide on the interval from period one to the current, or previous period. The current period, or the previous period is therefore defaulted for reports that you do not run during a period interval.

If you choose *No profile*, the system uses the user-profile for parameter selection.

You can specify the **report time frame** as follows:

Fiscal year

This can be the current fiscal year, the previous year, or an interval that you specify. If you choose *No profile*, the system uses the user-profile for parameter selection.

Period

The period can be the current period, previous period, or a period interval that you specified.

The period can be the interval between period one to the current or previous period. The current or previous period is therefore defaulted for reports that you do not run during a period interval.

If you choose *No profile*, the system uses the user-profile for parameter selection.

You can store the **report currency**, either user-defined, or as a standard setting. The standard setting is valid for all users without user-defined settings.

You use the report currency to specify which currency is used for Report Painter reports, line item reports or planning overviews, and to determine how the currency is translated.

The settings are valid in Controlling and Cost Element Accounting for all planning overviews and Report Painter reports that have the *Cost*, *Secondary cost*, *Actual cost*, and *Variable cost* key figures, in which the currency is not defaulted

In line item reports for Controlling, the settings are valid for the following columns: *Cost in report currency*, *Variable costs in report currency*, and *Fixed costs in report currency*.

These settings are valid, regardless of the component used to define the report currency.

You can display reports

in Cost Element Accounting in:

The company code currency

The group currency

The controlling area currency - A target currency that you specified

The Overhead Cost Controlling components in:

The controlling area currency

The object currency

The transaction currency

A target currency that you specified

In totals reports using report currency, if you call up another report using the report-report interface then the system displays both reports in the same currency.

When you enter a target currency, specify which reference currency is to be used for the currency translation. In Cost Element Accounting, the reference currency can be the company code currency, group currency, or controlling area currency. In the Controlling components, it can be the controlling area currency, the object currency, or the transaction currency.

You also need to enter the following:

Key date for translation

Translation for each exchange rate date

Translation on a fixed date

Period-specific translation on the last day of each period

The exchange rate type that you require

You can use the exchange rate type to differentiate between buying rate, bank selling rate, or the average rate.

To display reports in euro for all users, for example, you need to specify this in the standard settings.

Further entries

Versions

Default the plan version that you require for the reports.

Actual valuation

You enter settings for either legal, group, or profit center valuation.

Requirements

You need to process the Currencies IMG activity in the Implementation Guide under *Global Settings*.

Activities

Make default settings

If you want to create or change default settings, you do not have to enter a user. Choose *Execute*.

Choose *Change standard*.

Make your entries choose *Confirm* to exit the dialog box.

Save your entries.

Make settings for one, several, or all users

If you want to create or change the settings for one or more users, enter the corresponding user or users.

To enter several users, choose *Multiple selection*.

The system then displays a list of all users.

Select the users you want to edit, then choose *Copy* to leave the dialog box. The settings of all selected users can now be edited.

If you want to edit the settings for all users with user-specific settings, enter "*". The system displays a list of all users with user-specific settings.

Choose *Execute*.

If you selected users without any settings, you can transfer the settings from the default settings by choosing "Yes".

If you want to enter new settings, choose "No".

To create new user settings, proceed as follows:

You want to create new settings for a user.

Choose *Create* and enter the name of the user.

You want to copy the settings for a user from those of an existing user.

Select the existing user. Choose *Copy* and enter the name of the new user.

You want to copy the settings for a user from the standard settings. Choose *Copy from standard* and enter the name of the user.

To change user settings, proceed as follows:

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You want to change the settings of a user. Double-click the relevant line.

You want to edit the settings of several users.

Select the relevant lines and double-click one line. In the dialog box, you can display the settings for the selected users by choosing *Previous user* or *Next user*.

You want to make the same settings for several users.

Mark the relevant users.

You can select all users, for example, with *Select all*.

Position the cursor on a line in the column you want to change and choose *Multiple replace*.

You want to change a certain setting for all users, who fulfill certain filter criteria. Upon fiscal year change, for example, you changed a cost element group and you would like to store the new group as a selection criterion for all users, who have used the old cost element group up to now.

Select the column header to apply the filter to that column.

Choose Set filter.

Enter the filter criteria and choose *Copy*. The system displays a list of the users who fulfill the filter criteria.

Choose *Select all*.

Position the cursor on a line in the column you want to change and choose *Multiple replace*.

Enter the required settings, and choose *Copy* to exit the dialog box.

Save your entries.

Notes on transporting

To transport the default settings, choose *Default settings -> Transport*.

To transport the settings for individual users, mark the corresponding users, and choose *User settings -> Transport*.

Further notes

To edit lists, use the ABAP List Viewer functions. For information on these, see the SAP Library: *Cross-Application Components -> General Application Functions (CA-GTF)-> ABAP List Viewer*.

Archiving

In this section you make the settings for archiving totals records and line items and for evaluating archives and database data in the reconciliation ledger.

Define Report Groups and Read Programs

Here you determine which of the report groups and/or read programs you created are available during archive evaluation. You use these report groups and/or read programs to output reports on **archived data** of the reconciliation ledger and/or the database.

Activities

To enter a report group or a program, choose *New entries*.

Enter **CO_CEL-RCL** as archiving object.

When you enter a report group, enter **RW** as report type. This field stays blank if it is an ABAP program.

Enter the name of the report group or the program.

If the pushbutton <LSArchive selection is to appear on the read program screen in archiving, enter an **X** in the *Archive sel.act.* field.

For Report Writer and Report Painter reports and for generated programs, you must leave the fields blank.

To save your entries, choose *Table view -> Save*.

