

# **USER MANUAL**

## **CONTROLLING**

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**CONTROLLING TRAINING MANUAL**

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**Note**

*This training document may not serve all your necessities for the familiarity of the SAP Controlling . It should be treated as a supplement and/or guide to your daily work and nothing further.*

*This training document will only provide explanation of the key and mandatory data fields and not all of the fields appear on the screen. However, users may use the online help facility provided by SAP R/3 system by placing the cursor on the field that requires explanation and click the [ ? ] icon.*

**Legend for R/O/C**

R = Required field

O = Optional field

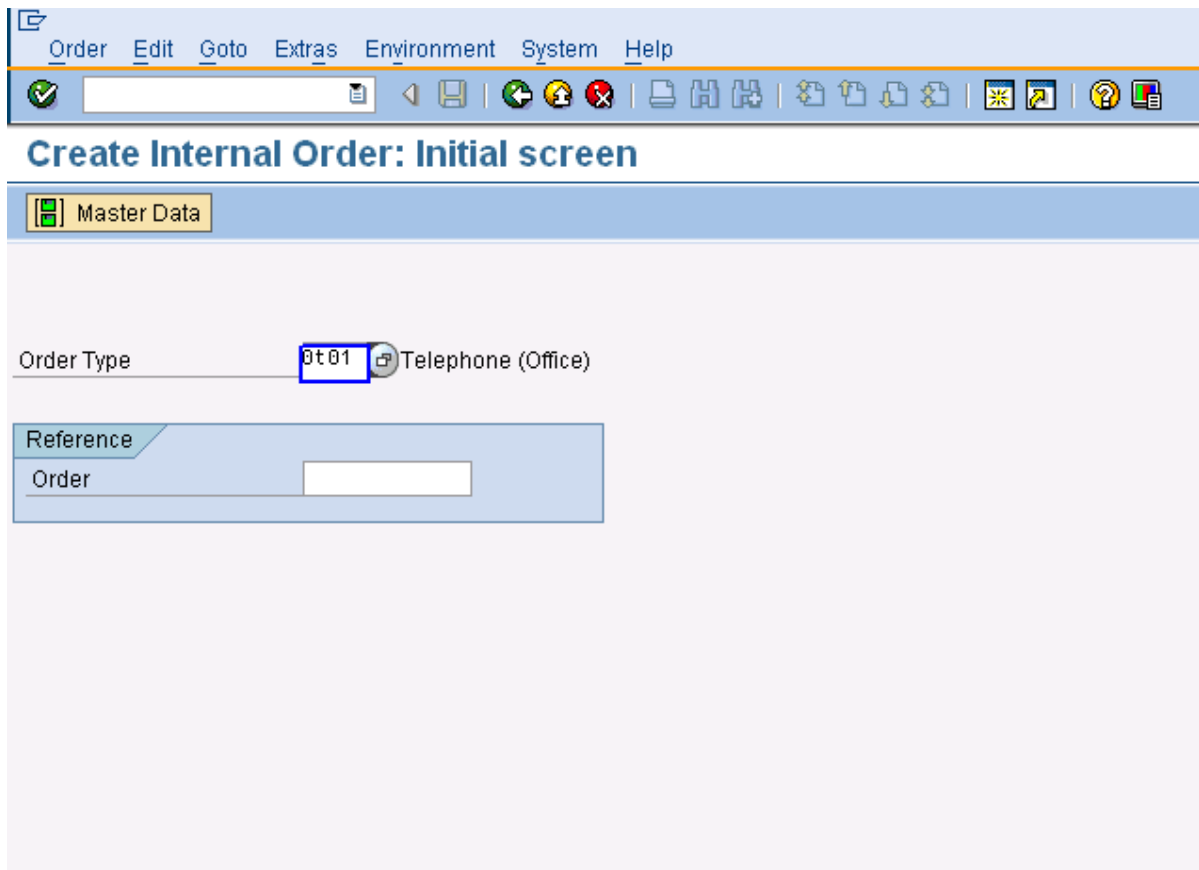
C = Check box

**SECTION 1 INTERNAL ORDER MASTER DATA PROCESSING**

**1.1 Create Internal Order**

Access transaction by:

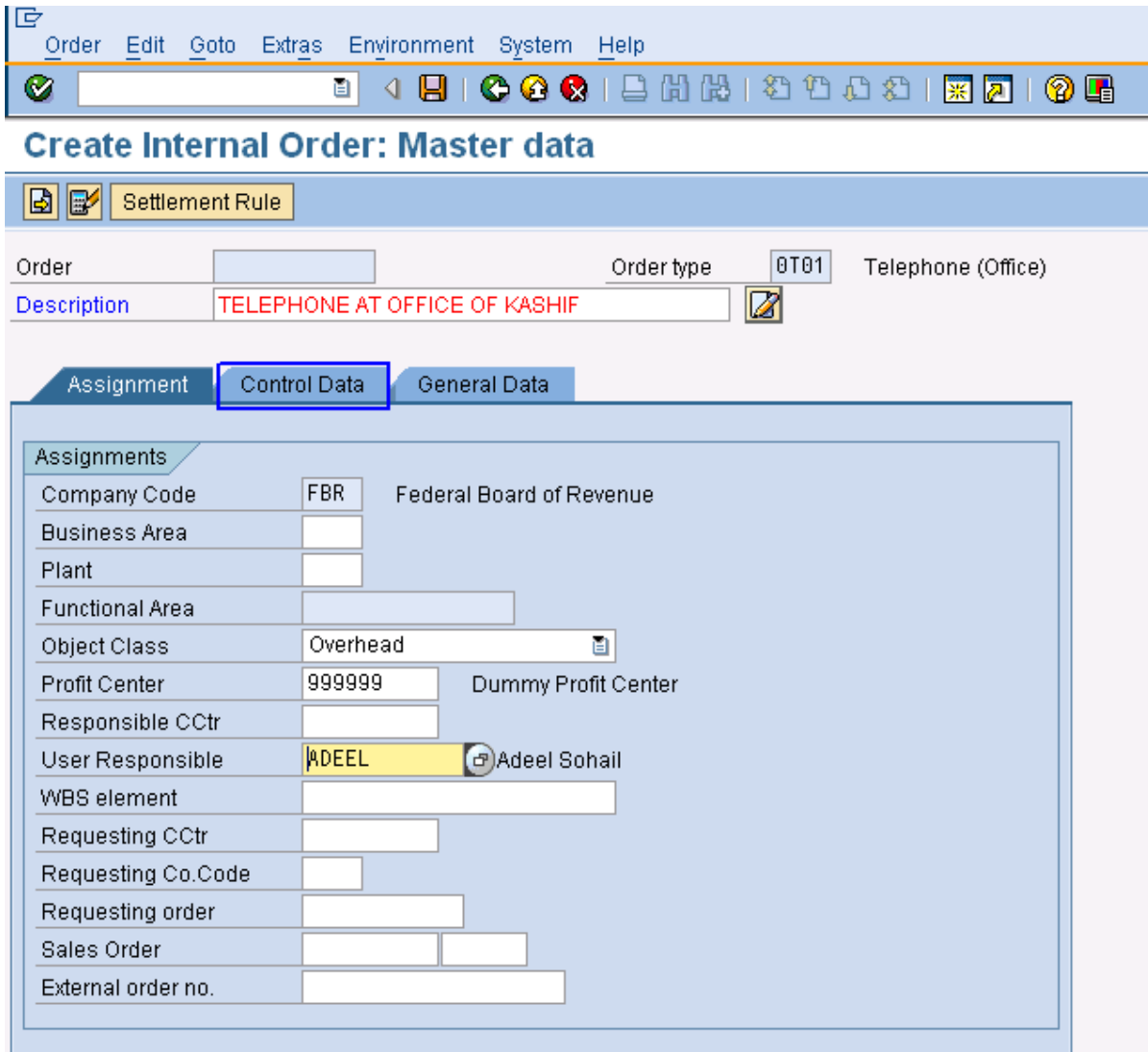
<b>Via Menus</b>	Accounting>controlling>Internal Orders>Master Data>Special Functions>Order>Create.
<b>Via Transaction Code</b>	KO01



On screen “Create Inter Order: Initial Screen”, enter information in the field(s) as specified in the table below:

Field Name	Description	R/O/C	Comments
Order Type	Select Order Type	R	

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On screen “Create Inter Order: Master Data”, enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	Comments
Profit Center	Profit Center name as required	R	
Description	Order description name as required	R	
Business Area	Select Business area using F4	R	
Object Class	Automatically populated against select order type		
Profit Center	Name of profit Center in which this order may come Under	O	
User Responsible	Name of responsible user	O	
External Order no.	Use this field to enter sanction Order no <b>*( For report particulars of hired office &amp; Residential accommodation)</b>	R	



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Order Edit Goto Extras Environment System Help

Order type: OT01 Telephone (Office)

Description: TELEPHONE AT OFFICE OF KASHIF

Assignment Control Data General Data

General data

Applicant		Application date	
Telephone		Department	
Person responsible		Work Start	
Telephone		End of Work	
Estimated costs		PKR	<input type="checkbox"/> Work approval

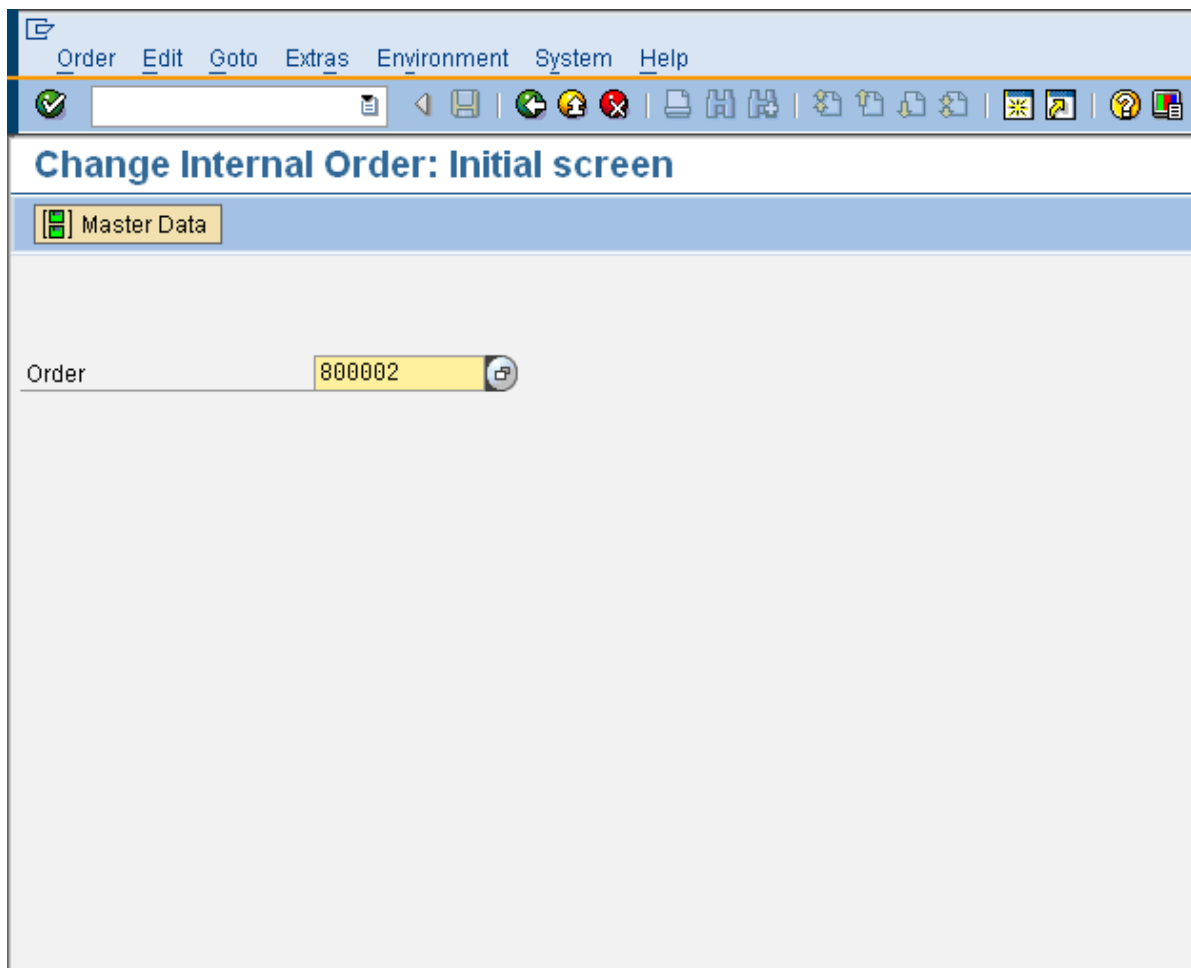
Field Name	Description	R/O/C	Comments
Person Responsible	Use this field to enter Name & Designation <b>*( For report particulars of hired office &amp; Residential accommodation)</b>	R	
Application Date	Use this field to enter sanction date <b>*( For report particulars of hired office &amp; Residential accommodation)</b>	R	
Estimated Costs	Use this field to enter Rent per Month <b>*( For report particulars of hired office &amp; Residential accommodation)</b>	R	



**1.2 Change Internal Order**

Access transaction by:

<b>Via Menus</b>	Accounting>controlling>Internal Orders>Master Data>Special Functions>Order>Change.
<b>Via Transaction Code</b>	KO02



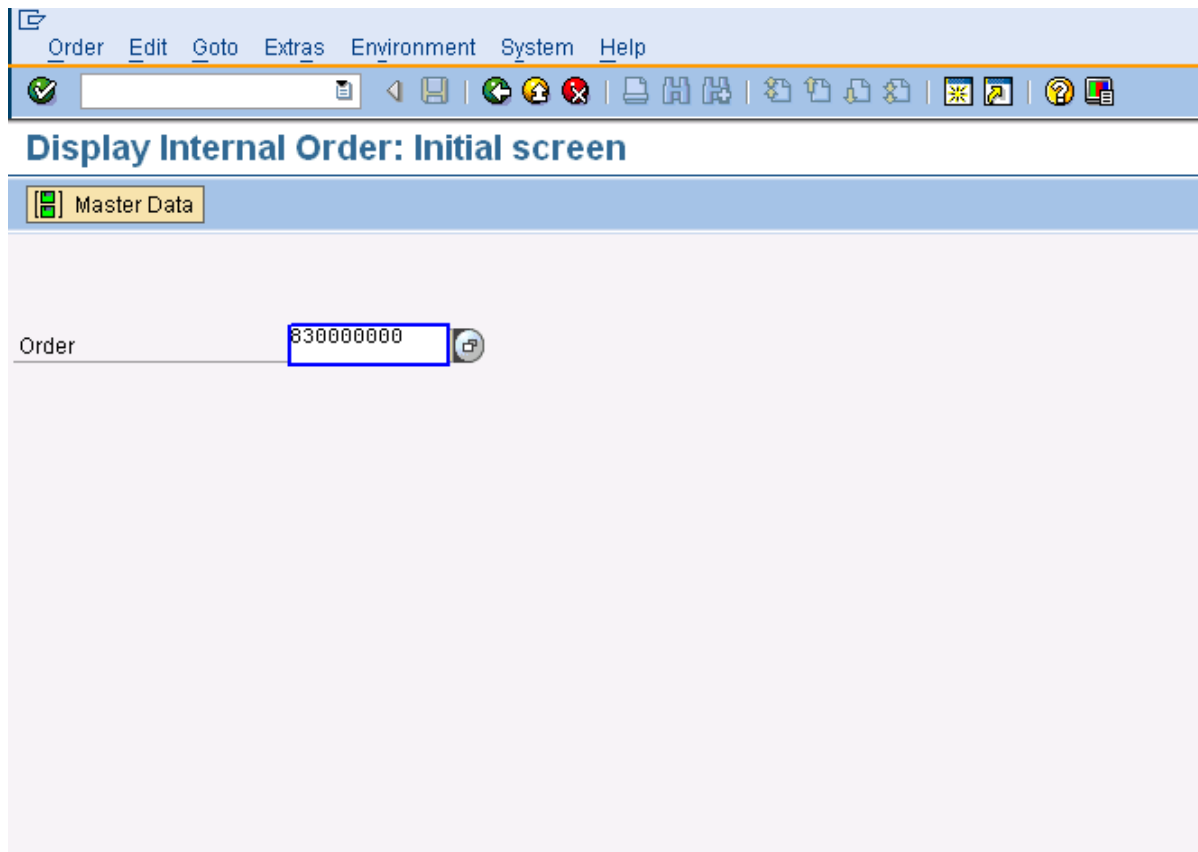
Field Name	Description	R/O/C	Comments
Order	Select 'Order Code' from Order field in which you want to change data	R	

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**1.3 Display Internal Order**

Access transaction by:

<b>Via Menus</b>	Accounting>controlling>Internal Orders>Master Data>Special Functions>Order>Display.
<b>Via Transaction Code</b>	KO03



Field Name	Description	R/O/C	Comments
Order	Select 'Order Code' from Order field for which you want to display data	R	

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Order Edit Goto Extras Environment System Help

Display Internal Order: Master data

Settlement Rule


Order 830000000 Order type 0T01 Telephone (Office)

Description TELEPHONE AT OFFICE OF KASHIF

Assignment Control Data General Data

Assignments

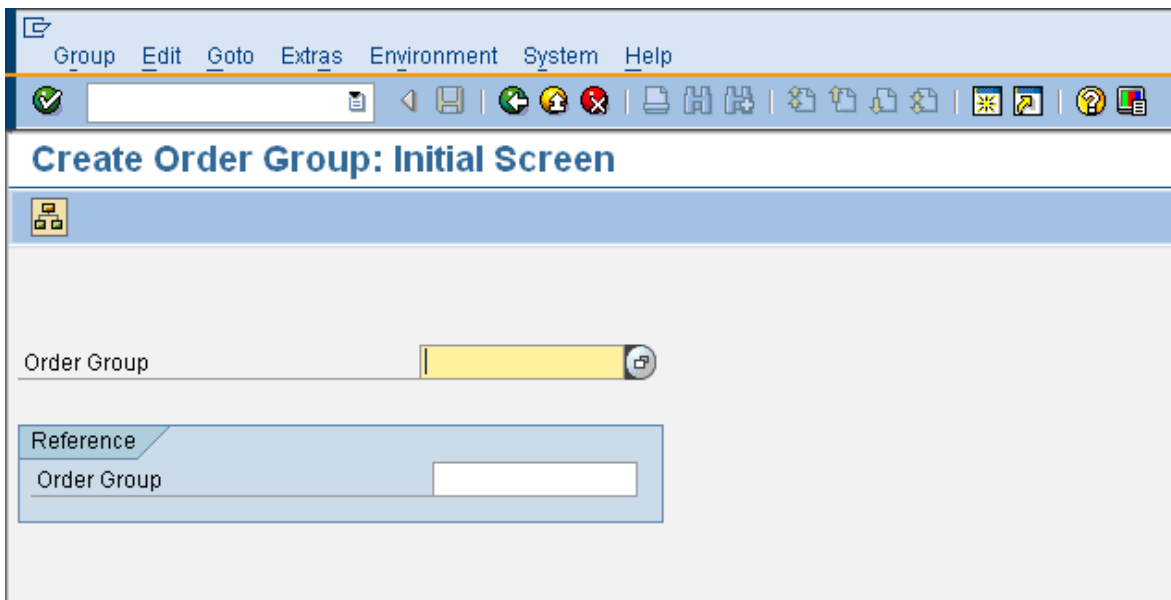
Company Code	FBR	Federal Board of Revenue
Business Area		
Plant		
Functional Area		
Object Class	Overhead	
Profit Center	999999	Dummy Profit Center
Responsible CCtr		
User Responsible	ADEEL	Adeel Sohail
WBS element		
Requesting CCtr		
Requesting Co.Code		
Requesting order		
Sales Order		0
External order no.		

Click back Button  to exit to main menu.

**1.4 Create Inter Order Group**

Access transaction by:

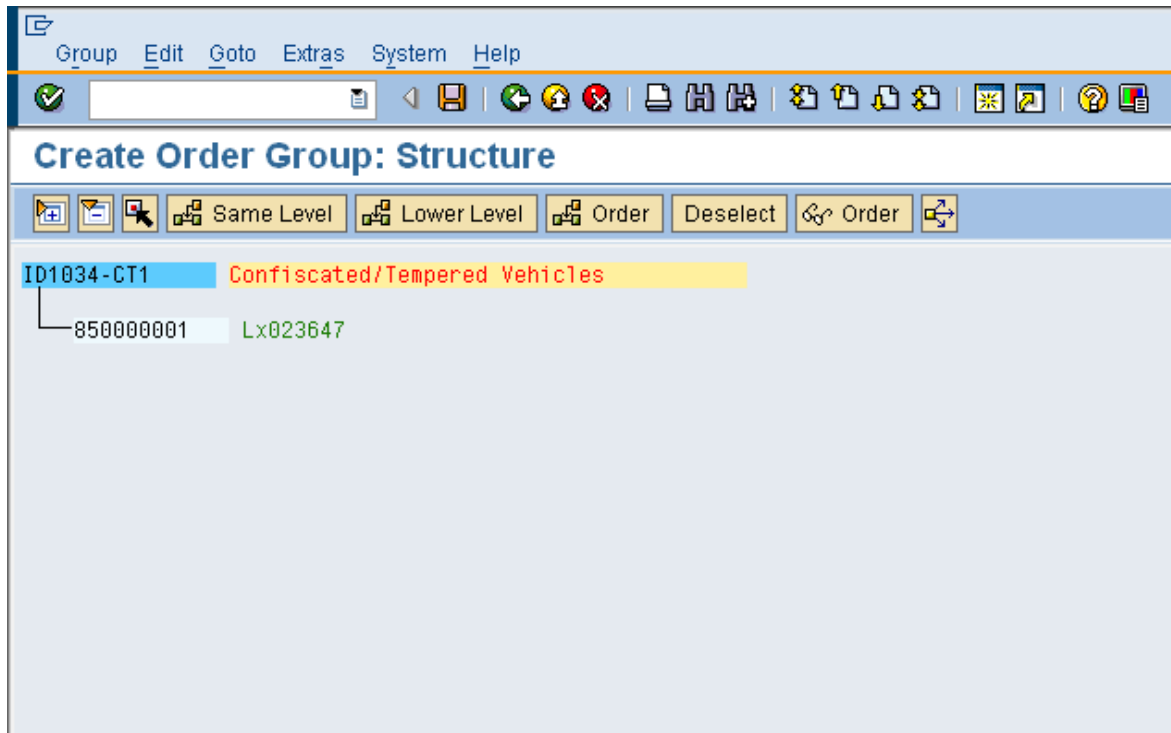
<b>Via Menus</b>	Accounting>controlling>Internal orders>Master Data>Order Group > Create.
<b>Via Transaction Code</b>	KOH1



On screen “Create Order Group: Initial Screen”, enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	Comments
Order Group	Name of Order Group as desired	R	
<b>Reference</b>	<b>Copy From</b>		
Order Group	Source Order Group for copying	O	
Co Area	Source CO Area for copying	O	

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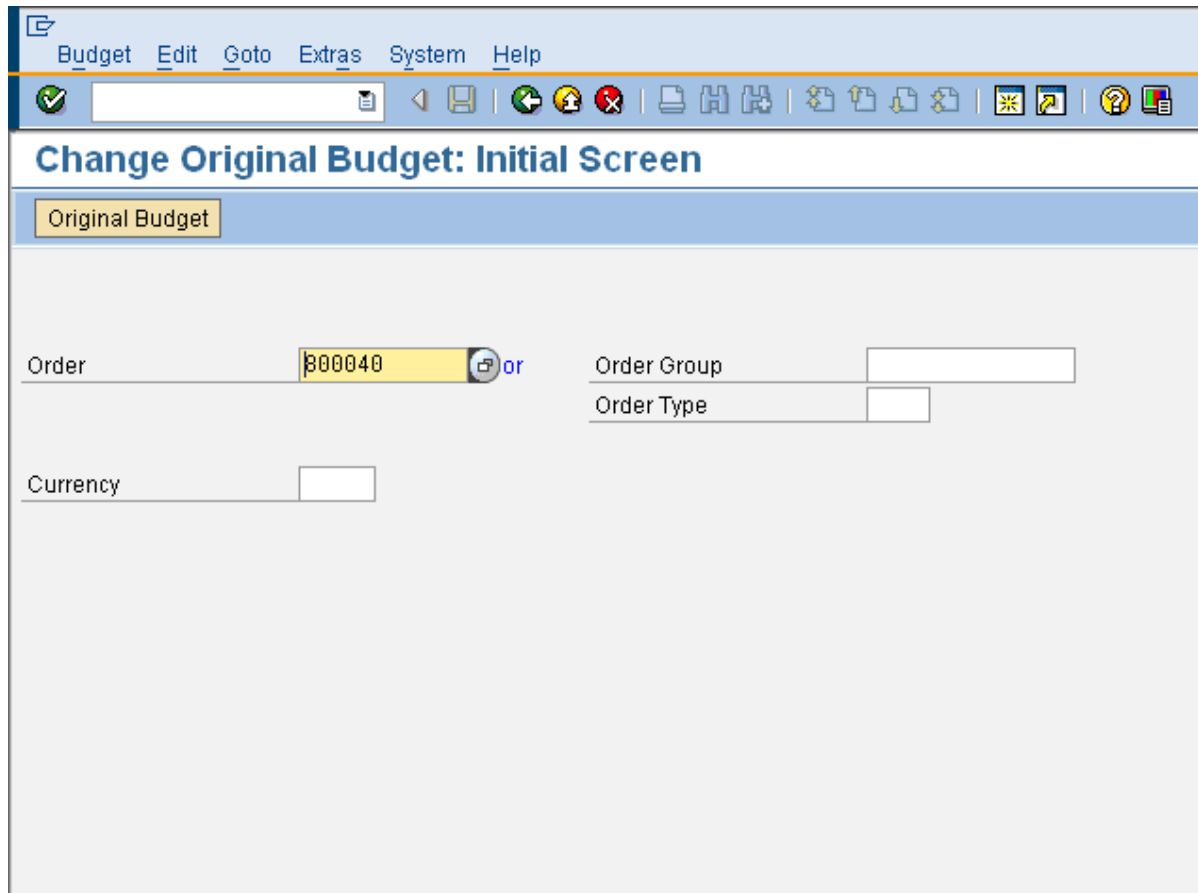
Enter the name of Order Group and select the level. Order Group can be parent and child of any exiting group.

**SECTION 2 INTERNAL ORDER BUDGET ENTRY**


**2.1 Change Original Budget**

Access transaction by:

<b>Via Menus</b>	Accounting>controlling>Internal Orders>Budgeting>Original Budget>Change.
<b>Via Transaction Code</b>	KO22



Field Name	Description	R/O/C	Comments
Order	Enter Order Code	R	

Press <Enter> or click on 

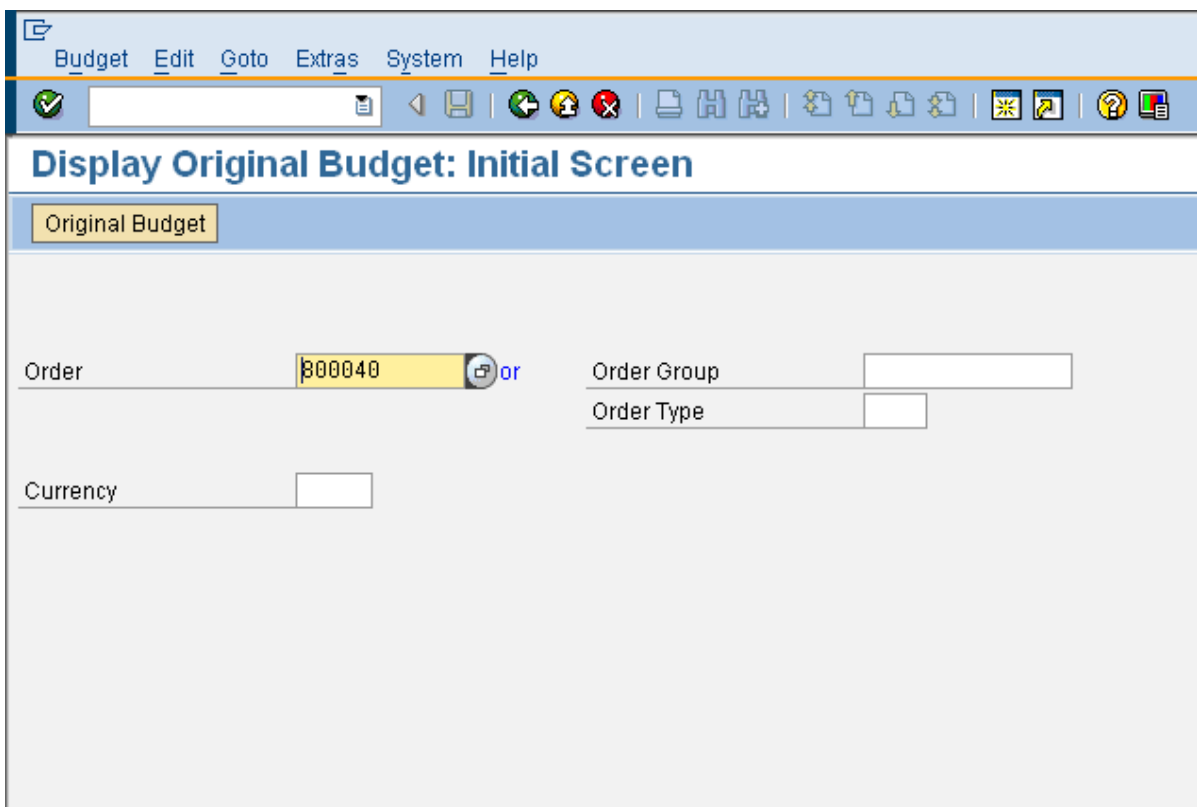
You will be prompted with the following screen:




**2.2 Display Original Budget**

Access transaction by:

<b>Via Menus</b>	Accounting>Controlling>Internal Orders>Budgeting>Original Budget>Display.
<b>Via Transaction Code</b>	KO23



Field Name	Description	R/O/C	Comments
Order	Enter Order Code	R	

Press <Enter> or click on 

You will be prompted with the following screen:



