

## Browse the Book

This chapter prepares you for a key cost object covered on the exam: internal orders. You'll walk through core concepts from master data to period-end close, review the terminology, and answer practice questions to solidify your understanding.









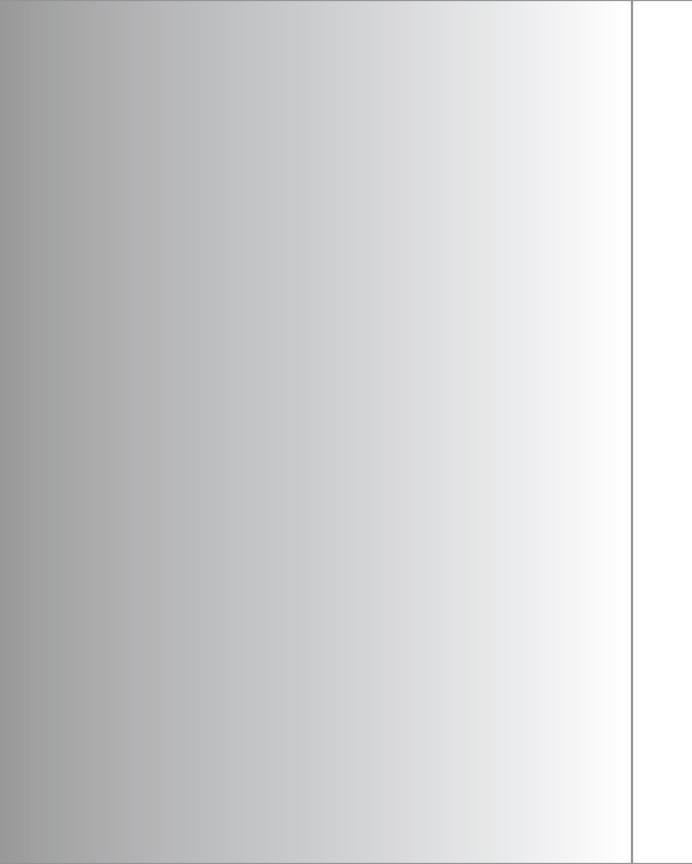
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# SAP S/4HANA Management Accounting Certification Guide

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# Chapter 4 Internal Orders

#### Techniques You'll Master

- Understand the four categories of internal orders
- Create and maintain internal orders
- Understand the requirements for commitment management
- Distinguish between planning and budgeting of internal orders
- Use an overhead costing sheet to debit an internal order
- Understand periodic settlement options

Key Concepts Refresher Chapter 4 177

In this chapter, we'll review the design and purpose of internal orders, one of three cost objects in overhead management (CO-OM).

#### Real-World Scenario

As a controlling (CO) consultant, you'll need an understanding of the benefits of using internal orders as temporary cost objects. SAP's intention with internal orders was to provide a convenient cost collector for short-term events or projects. If your company is sponsoring a company picnic, for example, how could you effectively collect those various expenses and divide up the cost based on attendance? Creating a cost center for an event like this would be impractical. An internal order is an ideal way to post all costs against a single cost object and, through periodic settlement, pass on each receiver's share of the event.

As a CO consultant, you'll need to explain the options available for the configuration of the internal order type, which controls all order parameters, from the order number to the period-end settlement process. You may also need knowledge of how to use overhead costing sheets, which are commonly used with internal orders.

For period-end processing, passing order costs to other cost objects is typically confusing to end users. Having a firm foundation in the configuration of a settlement profile will give you the tools necessary for explaining this process and completing your system design.

#### **Objectives of This Portion of the Test**

The objective of this portion of the certification exam will test your understanding of customizing the core objects required for internal order accounting as well as test your understanding of its main business processes.

The certification exam expects you to have a good understanding of the following topics:

- Configure internal order types
- Configure order-related profiles
- Period-end closing activities

- Planning and budgeting
- Commitments
- Daily business operations in internal order accounting

#### Note

The internal order accounting topic makes up 8% – 12% of the total exam.



#### **Key Concepts Refresher**

In this chapter, we'll discuss the role of an internal order as a master record and order types, as well as describe the configuration that controls the internal order itself. We'll discuss how postings are made to an internal order, the process of internal orders in period-end close, and the optional planning and budgeting features.

#### **Master Data**

An internal order is a cost object in CO. Often, you may hear this object referred to as a "temporary cost object." The idea is to use these fairly simple cost objects for shortterm events (like that company picnic) or even for small projects. Internal orders are not complicated and have far fewer dimensions than project systems (PS).

As the short-term event is taking place, costs are accumulated against the internal order master data in real time as the financial postings occur. At the end of the accounting period, or sometimes the end of the event, the internal order goes through a periodic process called settlement. During settlement, the costs collected on the order are assigned to a specific receiver object; settlement is a form of cost, or overhead, allocation.

Four categories of internal orders exist, defined by their usage:

- Overhead orders: These orders are used to collect costs, with settlement to other cost objects.
- Investment orders: These orders are used to collect costs, with settlement to fixed assets. This category may be integrated with investment management (IM) and plant maintenance (PM).
- Accrual orders: These orders are used in a unique design as an offsetting cost object for calculated, or accrued, values in CO.

• Orders with revenue: These orders can be integrated with sales and distribution (SD), or used only in CO, to collect cost and revenue, with settlement to any receiver.

To use internal orders, order management must be activated at the controlling area level, as shown in Figure 4.1.

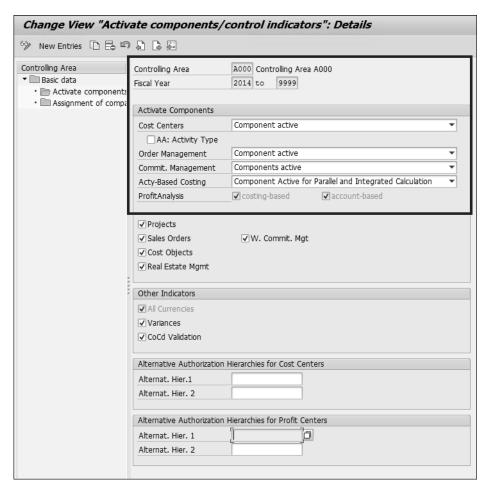


Figure 4.1 Activate Order Management for a Controlling Area

Let's walk through the configuration settings and create an internal order master record.

#### **Internal Order Type**

An internal order master record is created by first selecting an appropriate order type. All the control functions of the order type are then transferred to the internal order being created.

Order types are created and maintained in Customizing. Each order type represents certain control parameters that should align to a specific business process. For example, you could create an order type that allows settlement only to a fixed asset (this order type could then support assets under construction), or you could create an order type that allows settlement only to a cost center (this order type could then support overhead cost allocations).

An internal order type is created at the SAP client level (see Chapter 2), which means that all the controlling areas of a client can use the same order types.

As shown in Figure 4.2, an order type contains the following important control functions:

- Number range interval: This controls the number assigned to the internal order master record at creation. This range can be an internal or an external number range.
- **Settlement prof.**: This controls settlement routine of the internal order.
- Planning Profile: This controls how overall values are planned on the internal order.
- Budget Profile: This controls order spending by using the availability control feature.
- Functional area: This value will default to all orders created from the order type.
- Model Order: This function can be used to provide default field values when internal orders are created, for example, a default controlling area, company code, or profit center.
- Commit. Management: If selected, this order will be updated with commitments.
- Revenue Postings: If selected, orders can collect revenue via the cost element category of a transaction.
- Integrated Planning: If selected, orders will participate in integrated planning.
- Status Profile: This function controls the lifecycle of the internal order by determining which business transactions can be executed at which phase of the order. A user status profile can be assigned in this field if more control than standard SAP field status is required.

- Release Immediately: If selected, orders created will be set to the status REL (released) upon saving the new master record.
- Order Layout: This function can be used to control the presentation of the internal order master record, for example, by positioning groups of fields on the various tabs of the order.
- **Field selection**: This function can be used to set the status of the fields of the order master record.

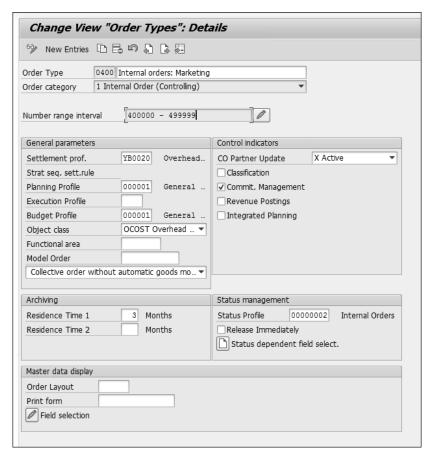


Figure 4.2 Order Type Configuration



Field status is used to identify fields that are to be hidden, displayed, required, or optional (HDRO), which determines priority in cases of conflict.

#### **Status Management**

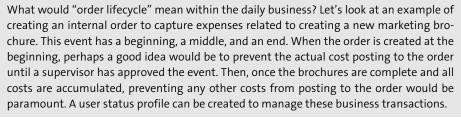
The various profiles mentioned earlier are created independently of the order type and can be assigned to many order types. We'll review various profiles in later sections of this chapter, but for now, let's briefly explore the status profile. Other profiles have a specific use in certain business processes, but the status profile is important for the entire order lifecycle.

Let's first look at status management purely from a database management point of view. Eventually, master data objects and line item details in our system must be aged or archived simply to manage memory and storage resources. In plain words, you could define an order lifecycle in the following way:

- 1. Create the master data.
- 2. Accumulate business transactions.
- 3. Mark the master data for aging.
- 4. Mark the line item details for archiving.

In any ERP system, flags on objects and line items direct the system on how to manage that data.

#### Tip



All settings for the status profile are maintained in the Customizing menu.

First, let's discuss the indicators of SAP's standard example of order status, referred to as system status:

■ REL (released): If this status is set, all business transactions can post against the internal order.

#### Warning!

If **REL** is not set, then no business transactions can be posted.



- **Chapter 4** Internal Orders
  - TECO (technically complete): If this status is set, limited business transactions can post against the internal order, but no changes can be made to the planned order values.
  - CLSD (closed): If this status is set, only a few activities are allowed, and no financial postings are allowed. Closed orders can be marked for deletion.

For many companies, these three system status indicators are enough. To activate system status, simply leave the status profile field blank in the order type. Figure 4.3 shows us an example of leaving the status profile field blank **1** on an order type. To have the order status always set to REL upon creation of an order, you must also select the Release Immediately checkbox 2.

order Type CPR1 CProjects Order category Internal Order (Controlling)  Ilumber range interval 6000000 - 699999  General parameters  Settlement prof. 20 Overhead	9 Control indicators	
lumber range interval 6000000 - 699999  General parameters  Settlement prof. 20 Overhead		
General parameters Settlement prof. 20 Overhead		
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	CO Partner Update Semi-active	
Strat seq. sett.rule	Classification	
Planning Profile 000001 General	Commit. Management	
Execution Profile	▼ Revenue Postings	
Budget Profile	☐ Integrated Planning	
Object class Overhead costs	•	
Functional area		
Model Order \$CPR1		
Collective order without automatic goods mov		
Archiving	Status management	
Residence Time 1 Months	Status Profile	
Residence Time 2 Months	Release Immediately	
	Status dependent field select.	
Master data display	т.	
Order Layout		
Print form		

Figure 4.3 Order Type, Status Management Group without Status Profile

If more control is needed over the order lifecycle, then an optional user status profile can be created and assigned to the order type, as shown in Figure 4.4.

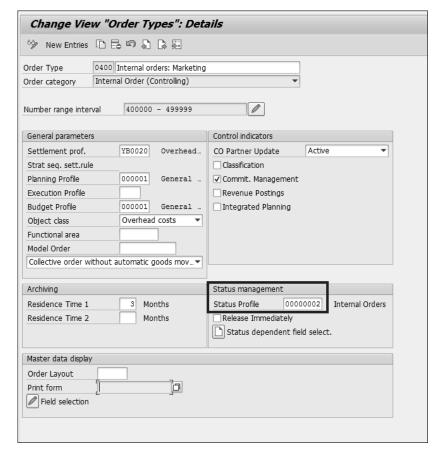


Figure 4.4 Order Type, Status Management Group with Status Profile

As shown in Figure 4.5, the user status profile and its rules allow you to define your own statuses by defining the following:

- User status and short text
- Indicator to set a status as the initial order status
- Lowest/highest status, which controls the subsequent status allowed

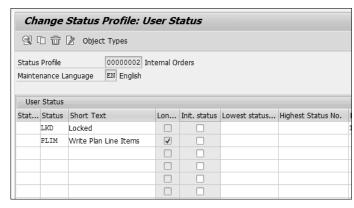


Figure 4.5 User Status Profile

As shown in Figure 4.6, each user status can be configured to allow or prohibit specific business transactions by setting the transaction control indicators.

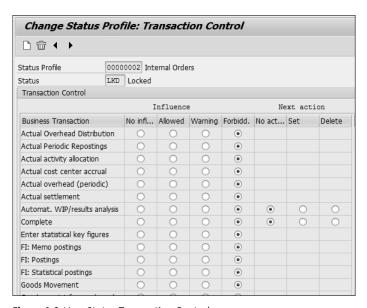


Figure 4.6 User Status Transaction Control



To prevent a business transaction from posting to an order, use the **Forbidd**. (forbidden) influence indicator in the user status profile.

#### Internal Order Master Record

Now that we've reviewed the configuration settings for internal orders, let's begin the process of creating an internal order. Internal orders are considered both master data and a cost object and are created on demand, whenever the business requirement exists.

Internal order master records can be created in several ways:

- Using the SAP GUI Transaction KO01
- Using the SAP GUI Transaction KOO4
- Using the SAP Fiori app Manage Internal Orders

Using any of these methods, the first step is to enter a controlling area and use the dropdown menu to select an order type, as shown in Figure 4.7. Once selected, you cannot change the order type.

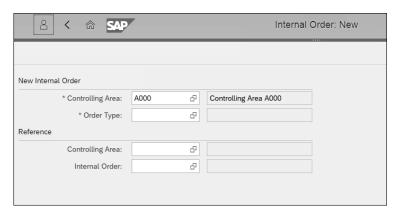


Figure 4.7 Internal Order: Create

In each method of order creation, you can also copy an existing order, which is referred to as "with reference." In this case, under the Reference heading, you would enter the Controlling Area and the number of the internal order master record from which you want to copy.

#### Note

Each internal order can be assigned to only one order type.



Figure 4.8 shows some details from the internal order master record for the General Data and Organizational Assignments data groups. Required fields are indicated with an asterisk (\*).

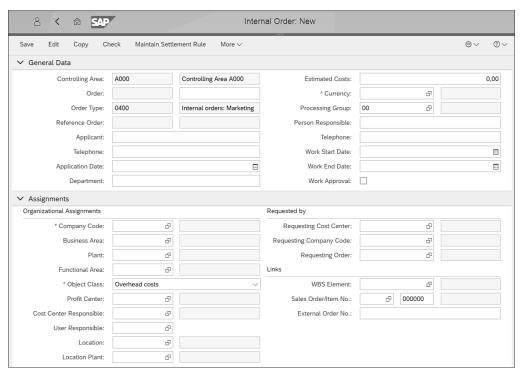


Figure 4.8 Internal Order: General Data and Organizational Assignments

You'll maintain the order at the controlling area level, with reference to an order type, which was created at the client level.

Key fields to fill out in the General Data section are as follows:

- Controlling Area: Identifies which controlling area the order is valid for.
- Order: The system will assign an order number from the number range assignment when the order is saved.
- Order Type: The order type was specified at order creation and cannot be changed from this view. If incorrect, exit and begin anew.
- Currency: Identifies the currency to be used in regard to the order. This field is required; if left blank, the default company code currency will be used.

For the **Assignments** section, fill out the **Company Code** field. This identifies for which legal entity the order is valid.

#### Warning!



A company code must be assigned to the controlling area entered in the **General Data** of the order; you'll won't be able to select a company code here.

The other fields in this group of the master data can be used to make assignments of the order to business area, profit center, and so on. If the order is a real (as opposed to statistical) cost object, the values entered on this order will be defaulted to the line item posted in each business transaction.

Figure 4.9 shows some details of the internal order master record for the **Status**, **Control**, and **Period-End Closing** data groups.

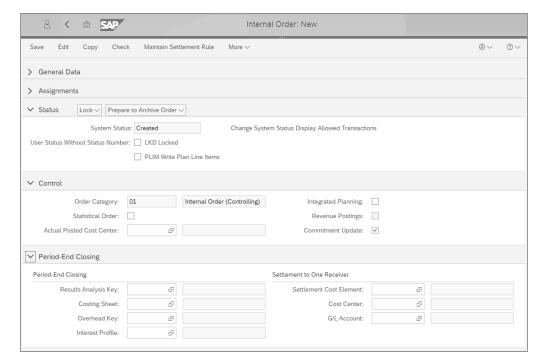


Figure 4.9 Internal Order: Status, Control, and Period-End Closing

Let's take a closer look at each group:

#### Status

In this data group, the settings from the **Status Profile** assigned to the **Order Type** are displayed. Once the order is saved, you may maintain the status manually in this group.

#### ■ Control

In this data group we can indicate integration with cost centers, planning, and other components. It contains the following:

- Order Category: This value defaulted from the order type and cannot be maintained.
- Statistical Order: If selected, this order will be posted to as a statistical cost object.
- Actual Posted Cost Center: If the Statistical Order box is selected, you can maintain the cost center to be posted to as a real cost object.
- Integrated Planning: If selected, this order participates in integrated planning.
- Revenue Postings: If selected, this order can collect revenue via the cost element category of a transaction.
- Commitment Update: If selected, this order will be updated with commitments.



#### Tip

For commitments to be active, the controlling area must also have the commitment indicator selected as described in Chapter 2. The order type can then provide a default selection to activate commitments.

#### ■ Period-End Closing

This data group is divided between the Period-End Closing and Settlement to One Receiver data groups. The data entered in this data group determines the type of processing to be executed at period end and includes the following key fields:

- Results Analysis Key: This field will control valuation at period end. This is useful if the order contains revenue, or if work in process (WIP) is required for the order.
- Costing Sheet and Overhead Key: This field will control the overhead calculation for the order.
- Interest Profile: This field will control the interest calculation.
- Settlement Cost Element: If there will be one, and only one, receiver of the order value during periodic settlement, then enter the cost element (category 21) in this field (see Chapter 3).

- Cost Center: If there will be one, and only one, cost center as receiver of the order value during periodic settlement, enter the cost center in this field.
- G/L Account: If there will be one, and only one, general ledger (G/L) account posted to during periodic settlement, enter the G/L account in this field.

#### Note



Settlement to one receiver is often referred to as "basic settlement." We'll review more detailed options for settlement, or "extended settlement," in the "Period-End Close" section.

Finally, as shown in Figure 4.10, additional data groups on the order master record include the following:

- Investment Management: If the order is integrated with inventory management (IM), those parameters can be entered in this data group.
- Translation and Long Text: Language translations, if applicable, will be located in this data group.
- Change Documents: This data group is an order-level change log.

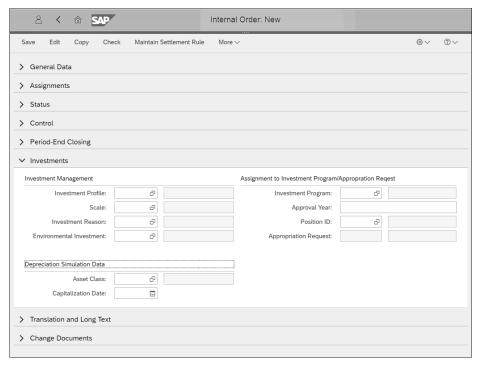


Figure 4.10 Internal Order: Investments, Translation, and Change Documents



Remember that the order layout of an order type determines what data groups and field statuses default from the order master record.

An internal order master record can be managed by creating order groups. Since the order number depends on the number range assigned in configuration, grouping similar orders together for reporting purposes can be helpful. Groups can be created using two methods:

- Manually using Transaction KOH1: If only a few orders need to be grouped together, you can enter each order number manually.
- Automatic collective processing using Transaction KOK4: If many orders should be grouped together, you can create a rule to automatically include orders in a group if the orders share the same profit center, for example.

In addition to collectively creating groups, Transaction KOK4 contains these additional features:

- Change order status
- Apply substitution rule

#### **Business Transactions**

Now that you have a firm understanding of the order type and the order master record, let's focus on the business transactions whose values will accumulate on the internal order.

If the G/L account being posted to is integrated with CO (see Chapter 3), a real (nonstatistical) internal order can be entered on the line item of the posting to meet the FI-CO process integration (or CO account assignment) requirement.

Before reviewing the basics of posting financial transactions to internal orders, let's look at the status of an order once again. Figure 4.11 shows the status data group of an order master record. In this data group, the order status can be manually maintained.

Remember that the status profile controls this activity. To see how the transaction control works, click **Display Allowed Transactions**. As shown in Figure 4.12, a listing of business transactions that can be executed against the internal order is then displayed.

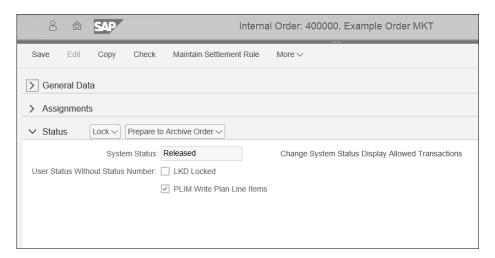


Figure 4.11 Order Status Group as Seen on the Internal Order Master Record

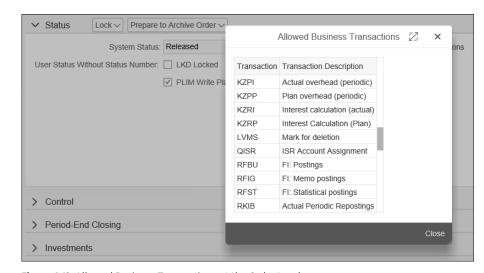


Figure 4.12 Allowed Business Transactions at the Order Level

#### **Posting Integrated Transactions**

As financial transactions are being recorded throughout the organization, internal orders are updated in real time—provided the order number was entered in the original FI document. So, exactly where can the internal order number be entered? The following are a few common examples:

#### ■ On a purchase order line item

If the buyer enters an account assignment category F (order) on the purchase order line item, then an order number is required to save the order. This order number will transfer to the goods receipt and the logistics invoice verification—both of which create financial postings.



#### Note

If commitments are active on the internal order, the undelivered purchase order item value will be visible at the order level. This occurs prior to the goods receipt.

#### ■ On a customer invoice

If integrated with sales and distribution (SD), the order number can default from the sales order line item. If not integrated, the order number can be manually entered in the FI accounts receivables invoice document.

#### ■ On a vendor invoice

If integrated with purchasing, the order number can default from the purchase order (as described in Chapter 2). If not integrated, the order number can be manually entered in the FI accounts payables (AP) invoice document.

#### ■ On a G/L manual posting

The order number can be manually entered for any G/L account number that is integrated with CO (see Chapter 3).

Figure 4.13 shows an example of the creation of a vendor invoice (not integrated with purchasing). Notice the internal order number is entered in the **Order** field for the G/L account **Purchased Services**.



#### Warning!

The internal order number used here must be assigned to the same company code entered in the line item of the FI document. If not, the user will receive an error message.

When the FI document is posted, all relevant data from the internal order master record is transferred to the posting. As shown in Figure 4.14, in our example, the profit center and business area were defaulted from the order for the expense line of **Purchased Services**.

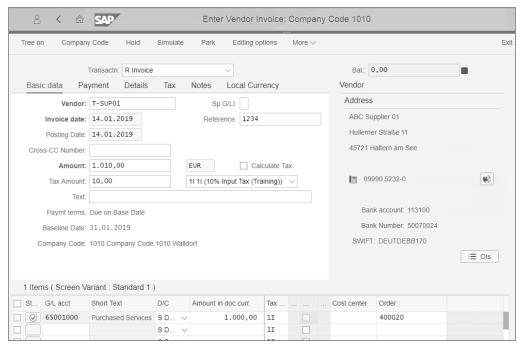


Figure 4.13 Enter Vendor Invoice with Internal Order

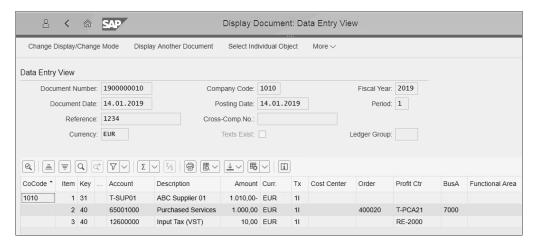


Figure 4.14 Vendor Invoice Posted with Internal Order

When the document is posted, the order information is updated in real time, as shown in Figure 4.15.

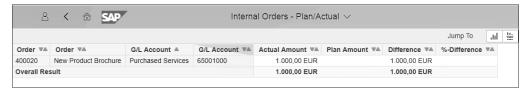


Figure 4.15 Internal Orders: Plan/Actual Report

#### **Commitment Management**

Commitment management is an optional feature that allows visibility on an internal order into all open purchase requisitions and purchase orders—provided the order number was entered in the purchasing document.

Activation of this feature is created by:

- 1. Indicator for the controlling area
- 2. Indicator for the order type
- 3. Indicator for the order master data



#### Tip

If you are managing a high-value capital project using an internal order, visibility of open purchase commitments for the project could be quite useful.

#### **Period-End Close**

As part of the period-end close process, internal orders can be debited and credited by using various techniques. The following are a few examples:

- Cost center allocations can debit internal orders with expenses if the order is named as a receiver (see Chapter 3).
- Overhead costing sheets can debit internal orders with costs if the costing sheet is entered in the order master record.
- Internal orders can be the sender of costs via periodic repostings (see Chapter 3).
- Internal orders can be the sender of costs through the settlement process.



#### Tip

As we look at overhead costing, keeping in mind the different "senders" and "receivers" of overhead could be useful. Any real cost object can be a sender/receiver. Think of this scenario as a realignment of responsibility: An internal order was used as a temporary cost object, but at period end, we could determine who is next responsible and transfer the cost to that receiver.

In this section, we'll walk through two key processes for period-end close.

#### **Overhead Costing Sheet**

This technique is commonly used to allocate costs in several CO components: cost center accounting, product costing, and internal orders.

Three main elements, or steps, determine the calculation for overhead costing:

- 1. The *calculation base* is used to identify the amount to which overhead is applied. This amount is expressed by cost elements.
- 2. The *overhead amount* indicates how much overhead to apply. This value can be expressed as a percentage or using a quantity-based method, and you can also distinguish between actual, plan, and even commitment amounts.
- 3. The *credit key* indicates the sender (either a cost center or an internal order) of the overhead. With the credit key, you can also identify the secondary cost element (category 41) for the posting to take place on when executed.

Let's look at an example. As shown in Figure 4.16, a simple overhead costing sheet consists of two rows:

- Row 10 defines the calculation base as **X00**.
- Row 20 defines the overhead amount as **Y00**, which is to be applied to the result of row 10. This row also defines the credit key as **Z00**.

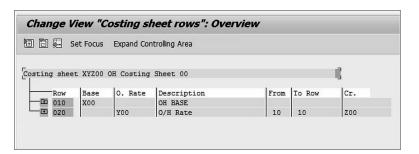


Figure 4.16 Overhead Costing Sheet

To better understand the calculation, let's look at the details found on the costing sheet, as shown in Figure 4.17.

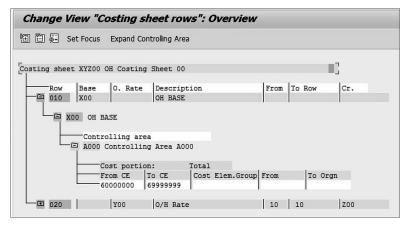


Figure 4.17 Overhead Base X00

By expanding row 10, as shown in Figure 4.17, you'll see the range of cost elements (from **60000000** to **69999999**) defines the calculation base of **X00**. If the internal order has any posted values to cost elements in this range, the total value will be the basis for the overhead calculation.

By expanding row 20, as shown in Figure 4.18, you'll see that the rate of 10% defines the overhead amount of **Y00** and that the credit key of **Z00** determines the cost element as **94111000** and the sender cost object as cost center **10101601**.



#### Tip

When creating an overhead amount key, you may use a dependency. In this example, the overhead type is the dependency. We could assign a different percentage for plan, actual, and commitments, and other dependencies are available.

How does SAP S/4HANA bring together these various components of a costing sheet? Let's look at a simple example:

- 1. If overhead costing sheet XYZOO is assigned to the internal order master record
- 2. And the internal order has an actual posted value of \$1,000 to cost element 60001000
- 3. Then the overhead amount will be \$100 (\$1,000  $\times$  10%)
- 4. And the internal order will be debited \$100, and cost center 10101601 will be credited all on cost element 94111000

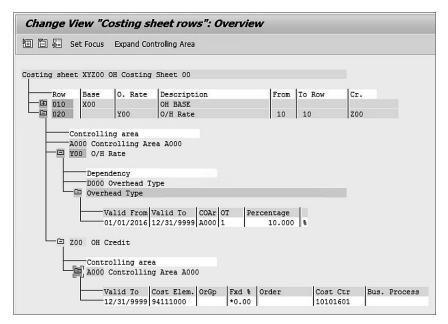


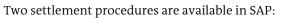
Figure 4.18 Overhead Rate Y00 and Credit Key Z00

#### Settlement

The last step in the period-end close process for internal orders is referred to as *set-tlement*. During the accounting period, the temporary cost collector has accumulated costs through actual postings. At period end, our task is to properly pass on to other cost objects their share of these costs.

#### Note

The settlement of internal orders is not mandatory.



- Simple settlement: Receiver information is entered on the **Prd-end closing** tab of the order, as shown in Figure 4.19.
- Extended settlement: Receiver information is entered in a *settlement rule*, where you can enter *distribution rules*, as shown in Figure 4.20. These distribution rules can be used to allocate costs to more than one receiver and are controlled by a *settlement profile* assigned to the order type.



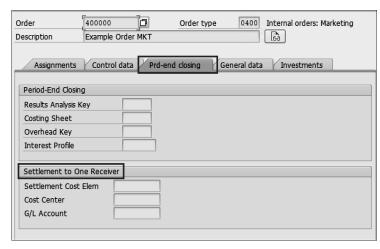


Figure 4.19 Simple Settlement

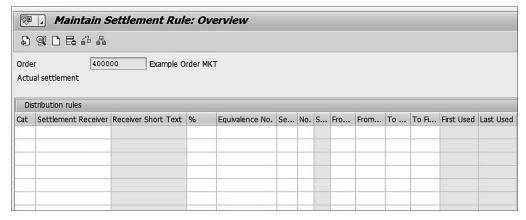


Figure 4.20 Extended Settlement

The settlement profile contains all control parameters for extended settlement and is entered in the General parameters section of the order type in configuration, as shown in Figure 4.21.



#### Tip

A single settlement profile could be assigned to many order types.

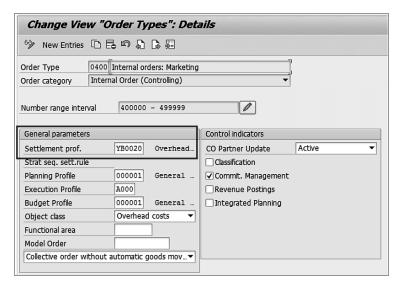
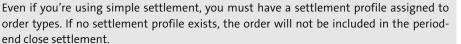


Figure 4.21 Settlement Profile in Order Type

The settlement profile, shown in Figure 4.22, controls the following:

- Determines if an order can be settled
- Indicates the appropriate receivers
- Assigns additional structures, if required
- Controls indicators that determine cost apportionment methods:
  - Percentages
- Amounts
- Equivalence numbers
- Determines the document type used in settlement posting
- Controls the number of distribution rules allowed

#### Warning!





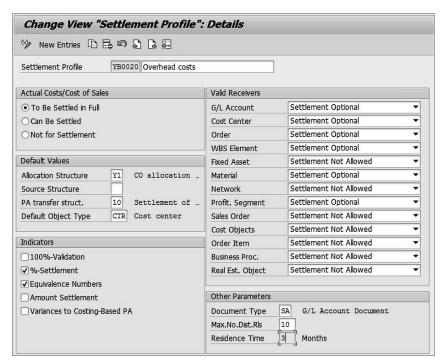


Figure 4.22 Settlement Profile

There are also the following three different structure types, which are assigned to the settlement profile:

#### Allocation structure

An *allocation structure* determines which cost elements will be posted to at settlement and is entered in the settlement profile. An allocation structure allows you to choose, by receiver type, either a secondary cost element or the original primary cost element, as follows:

- For settlement internal to CO: The secondary cost element used for order settlement must have cost element type (category) 21 in its definition.
- For settlement external to CO: The secondary cost element used for order settlement must have cost element type (category) 22 in its definition. This approach is usually seen when settling an asset for a G/L account.

Figure 4.23 shows an example of an allocation structure that allows the use of a secondary cost element if the receiver is a fixed asset or a cost center. However, if the receiver is another order, you'll want to use the original cost element of the posted cost.

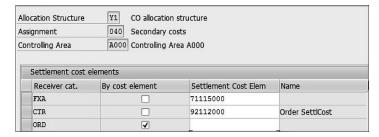


Figure 4.23 Allocation Structure

#### ■ PA transfer structure

If you are settling to a costing-based profitability analysis (CO-PA) profitability segment, a CO-PA transfer structure (PA transfer structure) is required to map cost elements used to post settlement to value fields in CO-PA. You'll enter this value into the settlement profile.

#### **■** Source structure

This structure allows you to group certain cost elements together for assignment to different receivers in the settlement rules. This structure can be assigned to the settlement profile or entered in the order master record.

#### Tip

Let's consider an example. Your order supports a training event. You have a requirement to settle internal personnel costs from the order to the human resources cost center, but any outside service costs should be settled to the training cost center. Use a source structure to group these different cost elements, then enter the distribution by receiver in the settlement rule.

#### Planning and Budgeting

*Planning* and *budgeting* are optional features that can be used with internal orders to monitor and control spending against an order. These features can be implemented alone or together.

Planning provides values to compare to actual cost. Often, planning is referred to as "funds requested." Budgeting provides a tighter control by preventing overspending. Often, budgeting is referred to as "funds approved."





#### Tin

To analyze plan/actual/variance for an order, you may want to plan spending by cost element. Then, using the information system plan versus actual can be analyzed.

To control spending for an order, you may want to create an overall budget and availability control with actions that determine how far over budget the values may go.

#### **Planning**

Planning can be performed for costs, activities, and business processes that will be incurred over the life of the order.

The levels of planning include:

#### Overall planning

This option is the simplest way to plan for an order. Values are planned at the order header level as overall and/or by year.

#### ■ Primary/secondary cost planning

This option is the most commonly used scope. When you have detail about expected spending by cost element, the analysis of plan versus actual is the most meaningful.

Within this scope, two methods are available:

- Manual planning: Plan costs are entered manually into a planning layout by cost element, activity input, and revenue.
- Automatic planning: Plan costs are calculated by use of an overhead rate, distribution, assessment, indirect activity allocation, process costs, and settlement.

#### Unit costing

This feature allows for a lower level of planning detail than overall planning.

#### Statistical key figures

Key figures such as headcount or square footage can be planned for use in reporting and periodic reposting.

A *planning profile* contains all planning parameters, as shown in Figure 4.24. Planning profiles are assigned to internal order types.

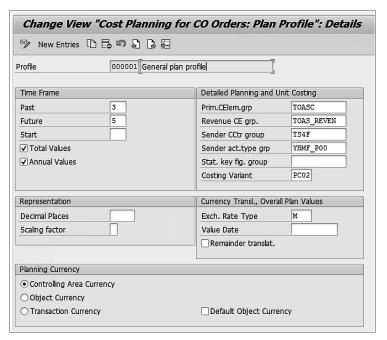


Figure 4.24 Planning Profile

Since planning is often an iterative process, you can use multiple *planning versions* to manage various plan assumptions. This method is the same version control referenced in Chapter 2, with version O always indicating actual values.

For planning purposes, two indicators in the version are important, as shown in Figure 4.25:

- The Integrated Planning checkbox allows plan values to be passed on to profit center accounting and special purpose ledgers.
- The Integrated planning with cost centers/bus. processes checkbox allows order planning to integrate with these components.

#### Tip

Order planning is only used for longer-term orders or large values. In other cases, order planning for each internal order would be impractical.



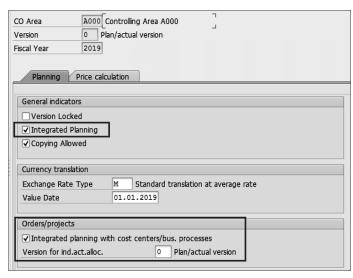


Figure 4.25 Planning Version Indicators

In SAP S/4HANA, internal order plan values should be entered using embedded SAP Business Warehouse (SAP BW) and SAP Analysis for Microsoft Office. This planned data can then be retracted.

#### **Budgeting**

Budgeting and availability control are features used to control the actual spending of an internal order. These features are popular when using orders to track capital expenditures and any other large-dollar events with a finite amount of funds available.

A budget profile must be created and assigned to the order type. All control parameters are found on this profile, including the activation type for Availability Control, as shown in Figure 4.26.

Availability control provides a system response when posting to an order based on three actions:

- Action 1: Warning to user
- Action 2: Warning to user and email to budget manager
- Action 3: Error to user

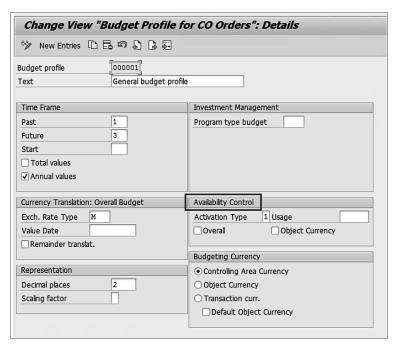


Figure 4.26 Budget Profile

Each of these actions can have a budget tolerance expressed as a percentage or an absolute variance, as shown in Figure 4.27.

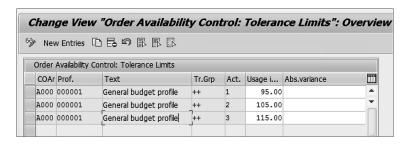


Figure 4.27 Availability Control Tolerance Limits

#### Note

Notice that the tolerance is assigned to a budget profile at the controlling area level.



For example, if an order has a budget of \$1,000 and a posting is attempted in the amount of \$951, the system will trigger a warning message to the user upon posting, as shown in Figure 4.28.

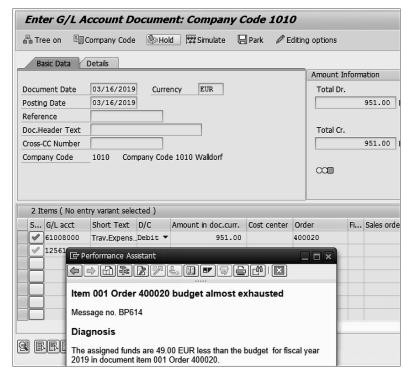


Figure 4.28 Availability Control Action 1 User Warning Message

If an order has a budget of \$1,000 and a posting is attempted in the amount of \$1,151, the system will trigger an error message to the user upon posting, as shown in Figure 4.29.

If action 2 is in use, you must also configure a budget manager in Customizing.



#### Tip

During configuration, you can exempt specific business transactions and cost elements from the availability control feature.

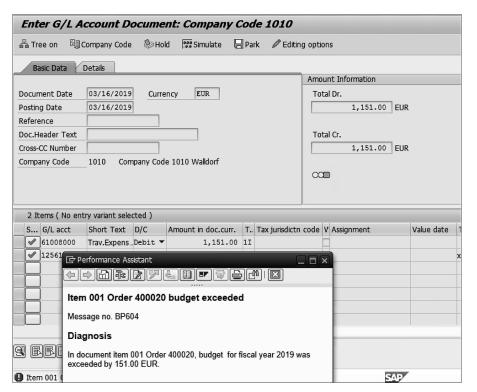


Figure 4.29 Availability Control Action 3 User Error Message

#### **Important Terminology**

In this chapter, the following terminology was used:

#### ■ Allocation structure

An allocation structure controls how original cost elements are assigned to settlement cost elements.

#### ■ Automatic collective processing

This kind of processing allows the grouping of multiple orders so that changes can be made at one time using substitution rules.

#### Availability control

This feature controls order spending based on tolerance to budget.

#### ■ Budget profile

A budget profile controls a budget's settings such as timeframe, exchange rate, currency, and the activation of availability control.

#### **■** Commitment management

This process can be used to identify future costs from existing purchase requisitions and purchase orders. This capability is activated at the controlling area level and by order type.

#### ■ Internal order

An internal order is a cost collector for short-lived projects or events.

#### Order grouping

This flexible tool can manage orders, whether created manually or via automatic collective processing.

#### ■ Order type

An order type contains all control parameters, including number range, for internal order master records.

#### Overhead costing sheet

The overhead costing sheet holds rules for applying overhead. Its three central elements are its calculation base, the overhead amount, and the percentage/ quantity-based approach.

#### ■ Planning level

The planning level determines how much detail is used to plan order cost. The three levels are overall, primary/secondary costs, and unit costing.

#### ■ Planning profile

A planning profile contains all control parameters for overall planning and is assigned to the order type.

#### ■ Settlement

This process is a periodic pass through of order costs to other receivers.

#### ■ Settlement profile

A settlement profile contains all control parameters that govern the settlement process.

#### **■** Source structure

A source structure controls the settlement to different receivers based on original cost.

#### ■ Status profile

A status profile controls which business transactions are valid during the order lifecycle.



#### **✓** Practice Questions

These practice questions will help you evaluate your understanding of the topics covered in this chapter. The questions shown are similar in nature to those found on the certification examination. Although none of these questions will be found on the exam itself, they will allow you to review your knowledge of the subject. Select the correct answers and then check the completeness of your answers in the "Practice Question Answers and Explanations" section. Remember that on the exam you must select all correct answers and only correct answers to receive credit for the question.

1.	At what organizational level are internal orders created?
	A. SAP client
	B. Company code
	C. Controlling area
	D. Operating concern
2.	True or False: Internal orders can be used to collect revenue.
	A. True
	B. False
3.	If activated, availability control offers which benefit?
	A. Used to notify the budget manager that budget is depleted
	B. Uses plan values to create a budget
	C. Used with postings to update commitments
4.	Where do you activate commitment management for internal orders? (There are two correct answers.)
	A. Controlling area
	B. Company code
	C. Order type
	D. Budget profile

5.	Which of the following are features of SAP system status? (There are two correct answers.)
	A. Controls the lifecycle of an order
	B. Can be configured
	C. Requires a status profile
	D. Determines which business transactions can post to an order
6.	Which of the following does the budget profile control?
	A. Planning level
	B. Availability control
	C. Allocation structure
7.	Which of the following are assigned to an order type? (There are three correct answers.)
	A. The number range for orders
	B. The description of the order
	C. General parameters for settlement, planning, and budgeting
	D. The profit center of the order
	E. The status profile
8.	Tolerance limits are assigned to which organization level?
	A. Order type
	B. SAP client
	C. Controlling area
9.	Which of the following are organizational assignments contained in the order master? (There are three correct answers.)
	A. Company code
	B. Order type
	C. Controlling area
	D. Business area
	E. Cost center

10.	Which of the following can be a receiver for an internal order settlement? (There are three correct answers.)
	A. A fixed asset
	B. A settlement profile
	C. A general ledger (G/L) account
	D. A cost object
	E. A statistical key figure
11.	True or False: Planning for internal orders is required in SAP S/4HANA.
	A. True
	B. False
12.	When using budgeting and availability control for internal orders, at which action is an email sent to the budget manager?
	A. When the original budget is entered on the order
	With the original suaget is entered on the order
	B. When spending on the order will exceed the third tolerance limit
_	
	B. When spending on the order will exceed the third tolerance limit
	B. When spending on the order will exceed the third tolerance limit C. When spending on the order will exceed the second tolerance limit
□ □ 13.	<ul><li>B. When spending on the order will exceed the third tolerance limit</li><li>C. When spending on the order will exceed the second tolerance limit</li><li>Which feature can be used to settle certain costs to different receivers?</li></ul>
□ □ 13. □	<ul><li>B. When spending on the order will exceed the third tolerance limit</li><li>C. When spending on the order will exceed the second tolerance limit</li><li>Which feature can be used to settle certain costs to different receivers?</li><li>A. Settlement profile</li></ul>
13.	<ul> <li>B. When spending on the order will exceed the third tolerance limit</li> <li>C. When spending on the order will exceed the second tolerance limit</li> <li>Which feature can be used to settle certain costs to different receivers?</li> <li>A. Settlement profile</li> <li>B. Source structure</li> </ul>
	<ul> <li>B. When spending on the order will exceed the third tolerance limit</li> <li>C. When spending on the order will exceed the second tolerance limit</li> <li>Which feature can be used to settle certain costs to different receivers?</li> <li>A. Settlement profile</li> <li>B. Source structure</li> <li>C. PA transfer structure</li> <li>Which element of an overhead costing sheet identifies the sender of the over-</li> </ul>
13. 14.	<ul> <li>B. When spending on the order will exceed the third tolerance limit</li> <li>C. When spending on the order will exceed the second tolerance limit</li> <li>Which feature can be used to settle certain costs to different receivers?</li> <li>A. Settlement profile</li> <li>B. Source structure</li> <li>C. PA transfer structure</li> <li>Which element of an overhead costing sheet identifies the sender of the overhead?</li> </ul>

15. Which setting controls where fields are positioned on the internal order master record?

☐ **A.** Status profile

 $\square$  **B.** Field selection

☐ **C.** Order layout

#### **Practice Question Answers and Explanations**

1. Correct answer: C

Orders are created within a controlling area. In the header of the order, you can then assign a company code and other organizational structures, but the initial creation is by controlling area.

2. Correct answer: A

True. If the order type has the revenue checkbox selected, the orders that are created with this order type can then be used to collect revenue. Remember a checkbox for revenue on the order master record is also available.

3. Correct answer: A

The purpose of availability control is to define the usage limits of a budget based on three actions. The second action triggers a notice to whomever is identified as the budget manager.

4. Correct answers: A, C

First, the controlling area must have commitment management activated. Next, the order type can indicate which commitments are in scope.

5. Correct answers: A, D

These activities are features of SAP-controlled system statuses. The remaining choices refer to a user status, which can be configured to meet specific requirements.

6. Correct answer: B

The budget profile determines the activation type for availability control.

7. Correct answers: A, C, E

Each order type contains all control parameters for creation of the internal order master data. The controls include a number range; profiles for settlement, planning, and budgeting; and a profile to control the status of the internal order. Order description and profit center are fields on the internal order master data.

#### 8. Correct answer: C

Each budget profile can have its own tolerance limits, but they are assigned at the controlling area organization level.

#### 9. Correct answers: A, C, D

An internal order is created by entering a controlling area and an order type. Of these two objects, only the controlling area is considered an organizational assignment. In the General Data section of the internal order, you can make the additional organizational assignments of company code and business area. You can also enter a responsible cost center, but this information would be considered master data, not an organizational assignment.

#### 10. Correct answers: A, C, D

The settlement profile assigned to the order type can allow an order to settle to other cost objects or to master data in FI. Of the possible answers, only fixed assets, G/L accounts, and cost objects could act as receivers.

#### 11. Correct answer: B

False. Planning is an optional feature for internal orders. Typically, we plan for orders that require significant spending or need to be managed over a long period of time.

#### 12. Correct answer: C

Three actions are triggered by spending compared to budget: action 1 sends a warning message to the user when the first budget tolerance limit has been reached; action 2 sends a warning message to the user and an email to the budget manager when the second budget tolerance limit has been reached; action 3 sends an error message to the user when the third budget tolerance limit has been reached.

#### 13. Correct answer: B

The source structure allows for the grouping of cost elements to be assigned to different receivers at settlement. The PA transfer structure is used when settling to costing-based CO-PA. Both of these structures are assigned to the settlement profile.

#### 14. Correct answer: B

The components of the overhead costing sheet are the calculation base, which determines the amount to calculate the overhead on; the overhead amount, which determines how much overhead to apply; and the credit key, which determines which cost object is the sender of the overhead as well as the secondary cost element for posting.

#### 15. Correct answer: C

The order layout can be used to position the tabs and fields of orders in a specific way. You can create different order layouts for each customer requirement and for each order type.

#### **Takeaway**

In this chapter, we focused on using internal orders as cost objects. We began with a review of how to activate internal orders at the controlling area level and discussed the four categories of internal orders: overhead, investment, accrual, and with revenue.

Next, we looked at the most important configuration object—the order type. Order types are aligned to specific business processes by the controls assigned. Each order type can use different rules, or profiles, to determine how to manage the business processes of settling, planning, and budgeting internal orders. Each profile has its own indicators relevant to the specific business process.

You should now understand how to create an order master record and the basics of the value flow from financial transactions to internal orders, including optional features to measure commitments. The period-end close process, which the optional use of an overhead costing sheet, was also reviewed, and we covered the periodic settlement of orders.

Armed with this information, you should be well equipped to meet the objectives of this portion of the test.

#### **Summary**

Internal orders offer a flexible cost collector for short-term projects and events, and a solid understanding of internal orders is necessary to meet your customers' requirements. You should now understand the most common configuration settings, as well as how to manage the order lifecycle.

This chapter completes our review of the components of CO-OM. Now, we can move on to the next component: product cost planning. In the next chapter, you'll learn what objects are needed in configuration to create material cost estimates for product cost planning.

### Contents

	ace	1
ntro	oduction: The Path to Certification	1
L	SAP HANA, SAP S/4HANA, and SAP Fiori	4
	Objectives of This Portion of the Test	4
	Key Concepts Refresher	4
	Digital Transformation	4
	Intelligent Enterprise Framework	4
	SAP S/4HANA	5
	The SAP Fiori User Interface	5
	Important Terminology	6
	Practice Questions	7
	Practice Question Answers and Explanations	-
	Takeaway	
	Summary	-
!	Organizational Assignments and Process Integration	7
	Objectives of This Portion of the Test	;
	Key Concepts Refresher	:
	Positioning Management Accounting	8
	Organizational Units for Controlling	
	Components of Management Accounting	
	Cost Objects	
	Integration with Other Processes	
	Important Terminology	10
	Practice Questions	10

	Practice Question Answers and Explanations	108
	Takeaway	111
	Summary	111
3	Cost Center Accounting	113
	Objectives of This Portion of the Test	114
	Key Concepts Refresher	115
	Master Data	116
	Primary Postings	135
	Adjustment Postings	
	Cost Center Reporting	
	Period-End Close	150
	Important Terminology	160
	Practice Questions	163
	Practice Question Answers and Explanations	169
	Takeaway	172
	Summary	173
_		
4	Internal Orders	175
	Objectives of This Portion of the Test	176
	Key Concepts Refresher	177
	Master Data	177
	Business Transactions	190
	Period-End Close	194
	Planning and Budgeting	201
	Important Terminology	207
	Practice Questions	209
	Practice Question Answers and Explanations	212

	Takeaway	214
	Summary	214
5	Product Cost Planning	215
	Objectives of This Portion of the Test	217
	Key Concepts Refresher	217
	Product Cost Planning Methods	218
	Product Cost Planning Basics	219
	Product Cost Planning Configuration	223
	Cost Estimate without Quantity Structure	234
	Cost Estimate with Quantity Structure	246
	Costing Run	265
	Transfer Control	271
	Important Terminology	272
	Practice Questions	275
	Practice Question Answers and Explanations	279
	Takeaway	283
	Summary	283
6	Cost Object Controlling	285
	Objectives of This Portion of the Test	286
	Key Concepts Refresher	287
	Methods and Valuation Phases	288
	Product Cost Controlling by Period	289
	Product Cost Controlling by Order	305
	Sales Order-Related Scenarios	328
	Important Terminology	340
	Practice Questions	343
	Practice Question Answers and Explanations	348

	Takeaway	35
	Summary	35
7	Profitability Analysis	35
	Objectives of This Portion of the Test	35
	Key Concepts Refresher	35
	Overview of Profitability Analysis	
	Organizational Structures	35
	Master Data	36
	Enhancements with the Universal Journal	37
	Flow of Actual Data	37
	Planning	37
	Reporting	38
	Predictive Accounting	38
	Important Terminology	38
	Practice Questions	38
	Practice Question Answers and Explanations	38
	Takeaway	39
	Summary	39:
8	Profit Center Accounting	39
	Objectives of This Portion of the Test	39
	Key Concepts Refresher	39
	Master Data	
	Transfer Pricing	
	Integration with Financial Accounting	
	Integration with Materials Management	
	Integration with Sales and Distribution	
	Period-End Close	42

	Important Terminology	426
	Practice Questions	429
	Practice Question Answers and Explanations	433
	Takeaway	435
	Summary	436
9	Reporting	437
	Objectives of this Portion of the Test	438
	Key Concepts Refresher	439
	SAP S/4HANA Reporting	
	List Display	
	Report Painter  Drilldown Reporting	
	Important Terminology	443
	Practice Questions	444
	Practice Question Answers and Explanations	446
	Takeaway	448
	Summary	448
The	Authors	449
Inde	x	451

## Index

A	Assessment 157, 161, 167, 17	1, 426
	structure	157
ABAP		
ABAP list viewer (ALV)	441 Asset accounting	414
Account assignment indicator		
Account assignment object 141	160 Asset master record	142
Account group	118 Asset valuation account	120
Account type	118 Assignment Monitor42	3, 426
Account-based CO-PA 88, 356, 369	383 Automatic account assignment 12	0, 142
planning 375	378 Automatic account determination	272
reporting	381 Automatic collective processing	207
tables	365 Automatic planning	378
Accrual allocation	151 Availability control 204, 20	6, 207
logic	153	
Accruals 151	161 <b>B</b>	
calculate	154	
order	177 Balance sheet account	118
transfer to FI	apply statistically	120
Acquisition transaction processing	Basic settlement	
(APC)	416 Bill of material (BOM) 220, 24	8, 272
Active derivation		
Active splitting	408 item category	249
characteristics	408 item detail fields	250
components	409 items	249
Activity allocation	selection process	257
Activity price	161 usage	248
Activity quantities		
Activity type 127, 161, 163, 166, 171	256 Budget tolerance	205
category		
Actual	102 Business area	100
Actual costing241	401 Business process23	2, 272
Actual data flow	375 rate	233
Additional learning resources	38 template 232, 23	3, 274
Additive cost	224 Business transaction 138, 40	9, 427
Adjustment postings	149 variant40	9, 427
Aggregation rule	360	
Aggressive compression	51 <b>C</b>	
Allocation 150	170	
methods	151 C_ACT_2016	22
PCA	425 C_S4IMP_16	22
Allocation price		
Allocation structure		
Analytical app	61 C_TS4FI_1610	22

Calculation base	195	Controlling by period (Cont.)	
CCS3	58	final costing	303
CDS view	439, 443	logistics production order .	
Central Finance	57	order type	
Characteristic	358, 383	order type for logistics	
types		preliminary costing	
Characteristic derivation		simultaneous costing	
steps		value flow	
table lookup		Controlling by sales order	
Client		final costing	
architecture		preliminary costing	
Collective processing		value flow	
master data groups		Controlling version	
screen variant		define	
selection variant		fiscal years	
time-based		Cost and revenue element	
Commitment management		accounting	97 102
Commitments188		Cost center 114, 1	
Company code 92, 100		asset accounting	
profit centers		assets	
Condition type		assign to hierarchy	
Contribution margin		category 124, 1	
· ·			
analysis formulas		groupshierarchies	
-		indicators	
user-created report			
Control key		organizational assignments	
Controlling area 88, 102		receive postings	
activate components settings		settings	
assign company codes		Cost center accounting	
basic settings		master data	
controlling version		Cost collector	98, 115, 176
define		Cost component	
price details		account assignment	
Controlling by order		auxiliary structure	
costing variant		details	
default values		flow	
final costing		main	
order type		primary	
order type for logistics		structure	•
preliminary costing	310	views	262
settlement	323	Cost component split	219
simultaneous costing	312	main	273
value flow	328	primary	274
variance	320	Cost element 1	16, 128, 141, 164
WIP		category1	18, 122, 161, 169
Controlling by period	288, 289	define	116
costing variant		derive	228
default values	291	determination	228

Cost estimate	Costing value report
alternative prices265	Costing variant 221, 223, 247, 273
assign to valuation371	assignments224
cost component view262	controlling by order 308
costing details259	controlling by period292
indented view260	preliminary292
itemization view260	simultaneous294
preliminary299	tabs 223
release265	transfer control272
standard 264, 287	Costing version
unit274	Costing with quantity structure
views219	Costing without quantity structure 218
with quantity structure 246, 247, 259, 273	Costing-based CO-PA 88, 356, 384
without quantity structure 234, 273	operating concern364
Cost management 114	planning 378
Cost object 98, 102, 115, 141, 161, 287, 306	reporting381
period-end close150	tables
profit centers 406, 408	value flow 375
Cost object controlling 285, 287	Create Production Order app300, 310
functions287	Credit
scenarios288	Credit key 195, 197
Cost of goods manufactured	Cross-client table83
(COGM)227, 259	Cross-company costing
Cost of goods sold (COGS) 227, 260	Cumulative Totals app64
profit centers421	Custom characteristic 358, 360, 366
splitting profile 373	Custom value field
view219	Customer invoice 192
Costing formula	Cycle
Costing item 220, 228, 235, 273	Cycle segment allocation 151
Costing key 371, 372, 384	Cycle segment method 154, 161, 166,
Costing level	170, 425
Costing run	cumulative156
analysis268	iteration156
cockpit267	types 157
costing268	
create267	D
error handling270	
marking269	Date control
processing268	Decoupling scenario290
release269	trigger294
selection268	Default account assignment 120
selection list266	Dependency196, 222
Costing sheet 151, 153, 221, 273	Depreciation processing 416
calculation222	Derivation427
CO-PA	Development (DEV) client84
Costing structure	Digital platform50
Costing type 225, 292	Digital transformation
product cost collector293	Direct activity allocation158, 161

Discrete manufacturing	305	Flexible hierarchy	427
Distribution		Forecasting	
Distribution allocation	425	Formulas	220
Distribution rule	197	Functional area	100, 427
Document	135		
create	136	G	
define number ranges	137		
types	136, 142	General ledger (G/L)	82
Document splitting	408, 410, 427	account	
constant		closing variant	
Document substitution	413	manual posting	192
Drilldown reporting	442, 443	new	
features	443	Graphical report structure	443
		Group costing	
E		Group valuation view	
_		1	
eAcademy	30	Н	
Environment	233		
Exam format	25	Hierarchy	123. 169
Exam scope	27	alternate	
1		HTML5	
F		Human capital management (He	
			,
Factsheet apps	61	I	
FI account determination			
variance settlement	325	Independent requirement	341
WIP	326	Indirect activity allocation	
Field status	180	Inheritance	427
Field status group	122	Input side variance	341
Final costing		Intangible item	
controlling by order		Integrated transactions	
controlling by period		Integration	
controlling by sales order		Intelligent enterprise	
Financial accounting (FI)		Intelligent suite	
account assignment		Intelligent technologies	
adjustment posting		Internal allocation transaction	
document number		Internal order	
document reversal	•	business transactions	
integration	80. 100	categories	
locks		control	
PCA		create	
source of value fields		general data	
Fiscal year variant		master record	
Fixed assets		number	,
Fixed characteristic		organizational assignment	
Fixed costs		period-end close	
Fixed portion		profit centers	

Internal order (Cont.)		Manage Internal Orders app		185
status	187	Manual planning		
types	179	Market Segment app		381
vendor invoice		Marking allowance		263
Internal postings		activate		263
International Financial Reporting Star	ndards	Master data		
(IFRS) 8		asset		414
Internet of Things	49	CO-PA		366
Inventory management (IM)	189	cost center accounting	114,	116
Investment order	177	groups	123, 131,	169
Item category 220, 228	, 409, 428	logistics	216,	247
Itemization	220	PCA		
		profit centers		
J		Master recipe		
		Material ledger		
JavaScript		Material master	235, 246,	416
jQuery	58	accounting	240,	241
		basic data		235
K		costing 1		
		costing 2		243
Key performance indicator (KPI)	440, 443	MRP 1		
		MRP 2	•	
L		MRP 4		
		Material stock account		
Labor postings		Materials management (MM) .		
Labor valuation	256	PCA		
formula		profit centers		
Ledger group		Modifiable item		
Legal valuation view		Multidimensional report		
Line item		Multilevel cost estimate		
repost		Multiple-choice example		
without profitability segment		Multi-valuation		404
List display				
Logistics 101		N		
order type				
production order master record		Non-operating account		
Logistics Information System (LIS)	129, 426	Non-operating cost		
		Number range		
M		CO		
		external		
Maintain Product Cost Collectors app		internal		
Make-to-order (MTO)		SAP		139
controlling scenarios				
profit centers		0		
with costing by SDI				_
Make-to-stock (MTS)		Online analytical processing (O	LAP) 72,	,76,
Manage Flexible Hierarchies app	398	440, 443		

Manage Internal Orders app 185
Manual planning
Market Segment app
Marking allowance
activate
Master data
asset
CO-PA
cost center accounting
groups
logistics
PCA
profit centers
Master recipe
Material ledger 240, 264, 401
Material master 235, 246, 416
accounting240, 241
basic data235
costing 1 242
costing 2
MRP 1 236
MRP 2237, 271
MRP 4 239
Material stock account 120
Materials management (MM)228, 264
PCA
profit centers416
Modifiable item 220
Multidimensional report 440
Multilevel cost estimate 245
Multiple-choice example35
Multi-valuation
N
Non-operating account
Non-operating cost
Number range 137, 318
<i>CO</i> 138
external
internal 137

Online transaction processing			
(OLTP)72			
openSAP			
OpenUI5			58
Operating chart of accounts	90,	103,	116
Operating concern 86, 103,	357,	362,	384
assign			88
attributes			364
data structure			363
define		86,	362
environment			364
maintain			87
tables			365
Operation			
Order group		190,	208
Order lifecycle			181
Order type 179, 208,	290,	306,	341
configure			
control functions			
controlling by order			
logistics			
Orders with revenue			
Order-to-cash			421
value flow			422
Organizational assignment			
Organizational structure			
Organizational units			
FI			100
Output variance		320,	341
Overall planning			
Overdue Payables app			
Overhead			222
Overhead amount			
Overhead controlling			
Overhead cost accounting			
Overhead cost controlling			
Overhead costing sheet	195,	196,	208
Overhead costs			
calculate			
Overhead management (CO-OM)			176
source of value fields			
Overhead order			

Prerequisite	428	Production version	256, 274
Price calculation	95	Profit and loss (P&L)	97
Price control	264	Profit calculation	337
Price determination	240	Profit center 96, 100, 103,	126, 141, 394
Price unit 12	28, 241	395, 428	
Prima nota	52, 426	accounts	400
Primary cost element 117, 142, 151, 16	52, 229	allocations	425
profit centers	405	assignment	406
Primary costs	88	company codes	399
Primary postings		constant	
account assignment	143	default	
other applications		derive	405, 422
rules		distributions	424
within CO	142	dummy	410
Process manufacturing25	5, 306	hierarchy	396
Procure-to-pay (P2P)10		master data	
Product cost collector 290, 29		settings	
calculate variances and WIP		statistical key figures	
create		substitution	
data default values	297	Profit center accounting (PCA)	
header		393, 395	
header default values		asset accounting	414
itemization		classic	
maintain		EC-PCA	395
master records		FI integration	
production process	298	FI posting	
simultaneous costing		master data	
Product cost controlling9		MM integration	
by order		period-end close	
by period		SD integration	
sales order scenarios		transfer pricing	
source of value fields	375	Profit center valuation view	
Product cost planning		Profitability analysis (CO-PA)	
basics		enhancements	
configure		master data	
methods	218	organizational structures	357, 365
Product lifecycle costing	218	planning	
Production (PROD) client		reporting	
Production order 300, 306, 34		Universal Journal	
control 30		Profitability and sales accounting	
costing variant	309	Profitability segment	
create		items without	
default values		Project systems (PS)	
preliminary cost		source of value fields	
status indicator		Purchasing	
Production planning		Purchasing organization	

Q		5	
Quality (QUAL) client	84	Sailor report	44
Quantity structure	217, 224, 246, 247	Sales and distribution (SD)	
control	274	PCA	42
determine	256	source of value fields	37
sources	247	Sales order item (SDI)	328, 32
Query Browser	440	requirements type	33
		settle	33
R		Sales order management	33
		Sales order stock	335, 34
RA key	292, 307, 342	Sales organization	10
Real assignment object		Sandbox	8
Real cost object	141, 162	SAP Analysis for Microsoft Office	20
Real postings	141	440, 444	
Real-time replication	136	SAP Ariba	5
Reconciliation	121	SAP Best Practices	4
Record type	370, 384	SAP Business Planning and	
Reference variant	226	Consolidation (SAP BPC)	37
Referenced characteristic	358	SAP Business Warehouse (SAP BW)	204, 44
Remote function call (RFC)	86	SAP Cloud Platform	50, 6
Repetitive manufacturing .	289	SAP Community	4
Report Painter	441, 444	SAP Concur	5
features		SAP Customer Experience	5
Reporting	381, 437	SAP document principle	13
drill down	442	SAP Education courses	
SAP S/4HANA	439	SAP ERP	
structure	444	controlling documents	13
what you see is what you	get	CO-PA	
(WYSIWYG)	441	material valuation	24
Reposting	162, 170	SAP Fieldglass	5
Requirements class	332, 342	SAP Fiori 48, 5	8, 70, 73, 7
Requirements type	331, 342	analytical apps	
Results analysis		app customization	6
calculate	338	browser	6
methods	338	for SAP S/4HANA	59, 7
version	342	themes	6
Revaluation at actual prices	303, 314, 335	tiles	6
Reverse and rebook		user experience	5
Routing	251, 274	user interface	48, 5
header	251	SAP Fiori apps reference library	
operation	252	SAP Fiori launchpad48, 5	
selection process		designerdesigner	
Rule derivation		SAP Gateway	57, 7
		server	
		SAP GUI	5

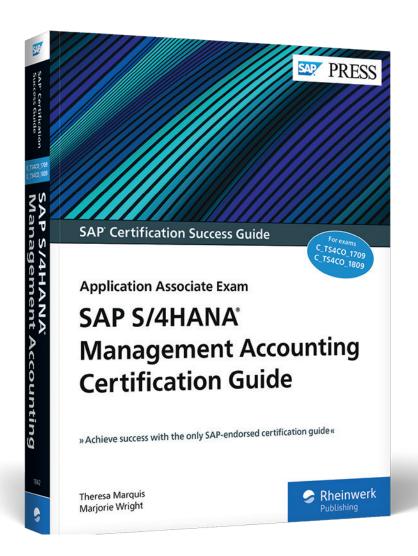
SAP HANA	48, 51, 74, 218, 440	Settlement (Cont.)	
architecture	51	cost center	170
columnar store	52, 69, 73	extended	197
compression	51	external	200
database	71	internal	200
in-memory database	51, 69	order balance	327
SAP Help Portal	41	simple	197
SAP Learning Hub	31	Settlement profile	. 197, 199, 208, 342
SAP Learning Room	31	production orders	323, 324
SAP Leonardo	50, 69, 75	structure types	200
SAP Live Access	30, 32	Settlement rule	197, 342
SAP Logon	58	Settlement type	342
SAP Lumira	440, 444	Shop floor reporting	
SAP S/4HANA	48, 53, 69, 72, 76	Simultaneous costing	289, 342
backend server	57	consumption	313
controlling documents	136	controlling by order	312
CO-PA	357	controlling by period	302
cost elements	92	controlling by sales order	334
costing sheets	196	goods receipt	314
deployment	55	order balance	314
PCA	396, 411	Single-level cost estimate	245
planning	204	Singular processing	130
reporting tools	439	Source structure	201, 208
system landscape	57	Special item	
tables	365	Special procurement key	274
SAP S/4HANA adoption	56	Splitting characteristic	428
landscape transformation	157	Splitting method	409
new implementation	56	Splitting profile	. 325, 326, 373, 384
system conversion	57	COGS	373
SAP S/4HANA Cloud	55	price difference	374
SAP Smart Business	440	Splitting rule	
SAP SuccessFactors	54	Splitting structure	
SAP User Assistance	42	SQL statement	
SAPUI5		Standard hierarchy	123, 131, 162, 164,
Screen variant	134, 162	167, 396	
Secondary cost element	117, 121, 151,	structure	
157, 162		Statistical cost object	
posting		Statistical key figure	
Segment 100, 155, 171		allocation	154
constant		portions	
define rules		profit centers	
derive		Statistical object	
reporting		Statistical postings	
Selection list		Status data group	
Selection variant	•	Status management	
Settlement 177		Status profile	181
controlling by order	323		

Strategic business unit	359	Transaction (Cont.)	
rule		OKG333	15, 336
Strategy	366	OKG4	319
Substitution 144, 169,	428	OKG5	319
Substitution rule	420	OKG833	19, 326
Suffix	132	OKG9	318
Supplier Invoice Search app	61	OKGD	303
System status indicator	181	OKO7	324
		OKP1	159
T		OKV1	321
		OKV6	323
Table		OKVG	22, 333
ACDOCA 136, 140, 357, 365,	439	OKZ329	91, 308
BESG	365	OMWB	325
CE1xxxx	366	OPL8	295
CE2xxxx	366	OPPS	332
CE3xxxx	366	OVZ1	332
CE4xxxx	366	OVZH	332
COEJ	365	PRD	325
COEP	365	SCC4	83
OKB9	143	SE11	383
Tangible item	274	WERK_ZID	318
Target = actual method 154,	171	Transaction control indicator	184
Target cost	342	Transactional app	61
Target cost version 322,	343	Transfer control	26, 271
Template allocation 303, 314,		Transfer pricing	401
Tips	3, 37	activate	403
Top-down distribution 378, 380,	384	define	402
process	380	Transfer structure	274
Tracing factor	426		
Transaction		U	
CKUC	245		
CO01300,	310	UI theme designer	65
COO3302,	312	Unit costing 202, 24	14, 334
COOIS302,	312	Universal Journal116, 136, 13	8, 141,
KEPM379,	380	142, 357, 365, 374, 381, 384, 388, 396,	419,
KES1	360	434, 439	
KKBC_ORD	312	posting	
KKBC_PKO	302	transfer pricing	404
KKF6M	296	Unvaluated stock	
KKF6N	296	Upcharge	402
KO01	185	Update prices	262
KO04	185	US Generally Accepted Accounting	
KOH1	190	Principles (US GAAP)	399
KOK4	190	User status profile 183, 19	90, 208
OB52			
OKB9 164, 169,	406		

V	Vendor invoice 192
	Version 0
Validation 144, 169	Virtual Live Classroom30
Validity period130	
Valuated stock	W
Valuation 366, 369, 385	
assign strategy371	Work breakdown structure (WBS) 416
user-defined370	Work center
Valuation variant 221, 225, 274, 303	5
requirements class334	Work in process (WIP)289, 343
Value field	at target 304
aggregation rules360	calculation315
Variable costs	configure 316
Variable portion 156	controlling by order 316
Variance	definitions 318
calculate305	FI account determination 326
categories320	product cost collector 304
category343	valuation methods 317
configure320	
Variance calculation 315	-
controlling by order320	
Variance key 320, 343	Zero balance splitting408
Variance variant	







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