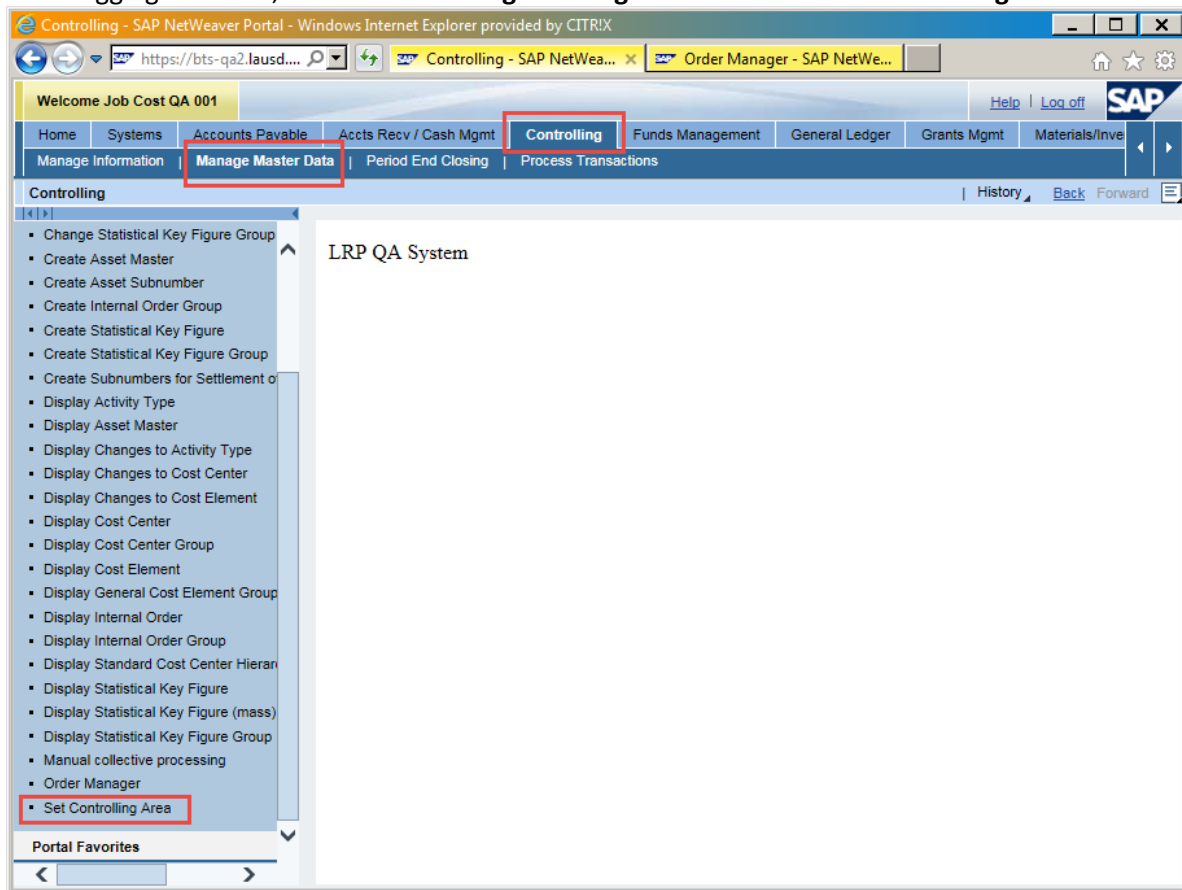
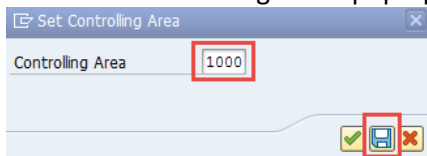


A Controlling (CO) Area is an organizational unit within a company, used to represent a closed system for cost accounting purposes¹. In LAUSD, only one Controlling Area is used. In some CO transactions, the Controlling Area field is “display only”; in others, it is modifiable; and, in some, the field is not displayed. In most cases, because Controlling Area is the first piece of information a CO user will enter into the system, SAP will have already given the user the option to save the value. The following instructions outline various ways to set a default Controlling Area in SAP.

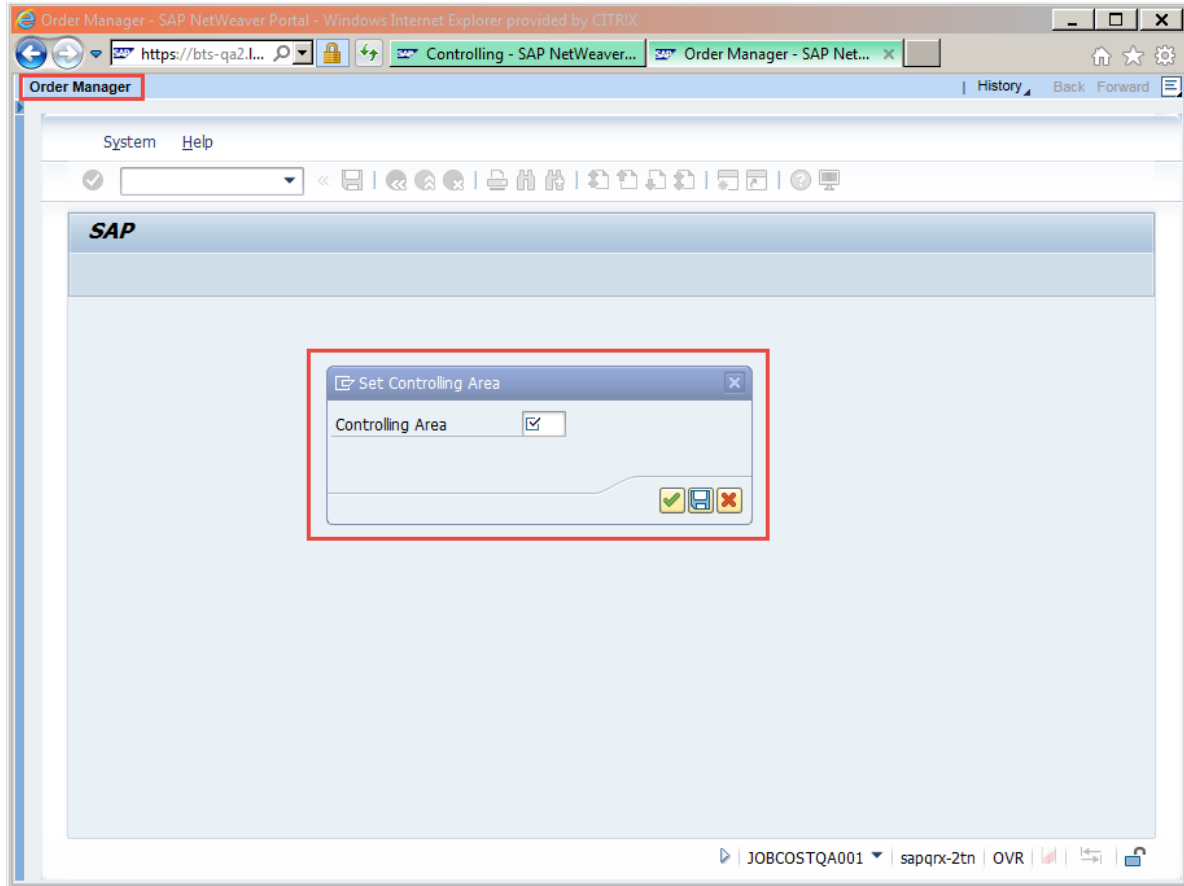
1. Via the SAP welcome portal
 - a. After logging in to SAP, click on **Controlling > Manage Master Data > Set Controlling Area**.



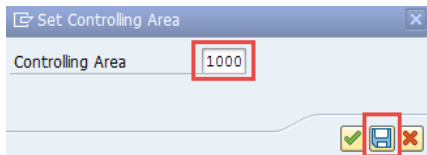
- b. In the “Set Controlling Area” pop-up window, enter “1000” then click Save.



2. Via a transaction
 - a. In some transactions, such as KO04-Order Manager, the moment they are accessed, the “Set Controlling Area” pop-up window automatically appears.

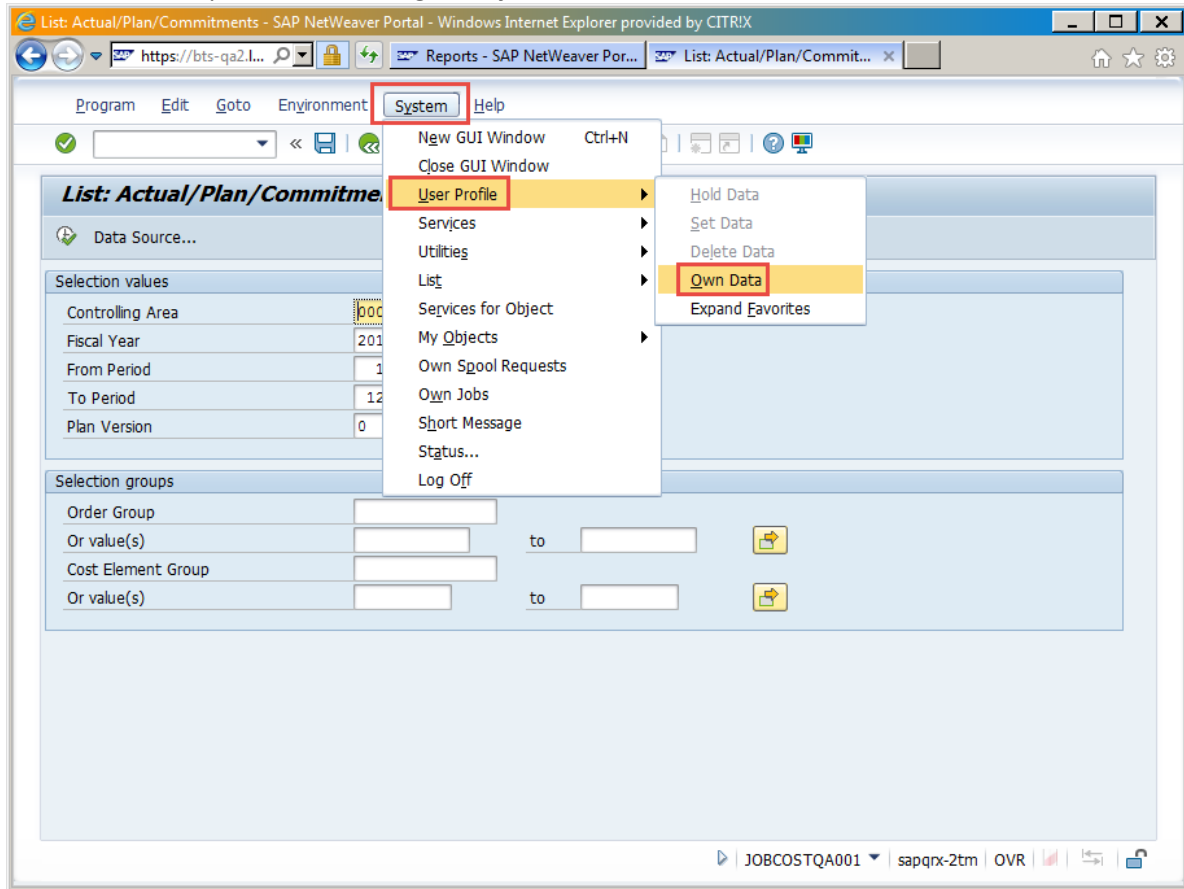


- b. Enter “1000” then click Save.

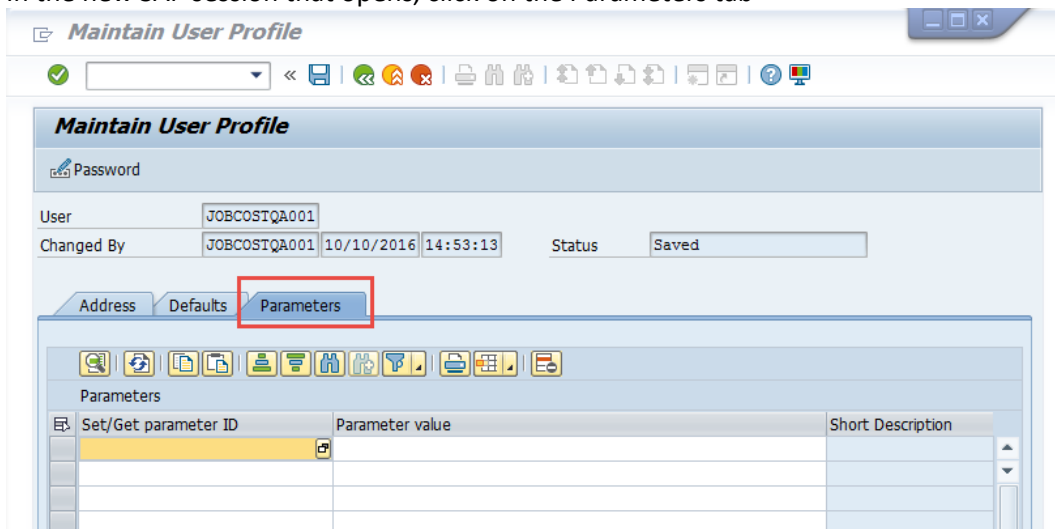


3. Via "User Profile"

a. From within an open SAP session, go to **System > User Profile > Own Data**



b. In the new SAP session that opens, click on the Parameters tab



- c. For Set parameter ID, type **"CAC"**. For Parameter value, type **"1000"**. Click enter to confirm

Maintain User Profile

Password

User: JOBCOSTQA001
Changed By: JOBCOSTQA001 10/10/2016 14:53:13 Status: Revised

Address Defaults Parameters

Parameters

Set/Get parameter ID	Parameter value	Short Description
CAC	1000	Controlling area

- d. Click Save.

Maintain User Profile

Password

User: JOBCOSTQA001
Changed By: JOBCOSTQA001 10/10/2016 14:53:13 Status: Revised

Address Defaults Parameters

Parameters

Set/Get parameter ID	Parameter value	Short Description
CAC	1000	Controlling area

- e. A confirmation message will come up as soon as the updates are successfully saved.

✓ User JOBCOSTQA001 has changed

SAP | JOBCOSTQA001 | sapqrx-2tm | OVR

You have now set a default Controlling Area value.

For additional Costing literature, please visit [The BASE Training Center](#).

Reference:

¹SAP Library Glossary. (n.d.). Retrieved October 10, 2016, from http://help.sap.com/saphelp_glossary/en/index.htm