

BACKGROUND: CO003-Job Cost Order Activity Report is a Controlling (CO) report in SAP Business Warehouse (BW). The report displays expenditure postings against Internal Orders from a Controlling or cost accounting perspective in a “per day” layout.

To better understand the data in the report, recall that there are different modules in SAP. The modules that post actuals to CO are Payroll, Finance (FI; includes General Ledger, Accounts Receivable, and Accounts Payable), and Procurement. For the labor portion, CO003 also uses data from the Time Management module. Melding the information allows us to present data in the “per day” layout.

The following are some differences of CO003 in data and presentation when compared to Finance (FI) and Funds Management (FM) reports like GL025-Detailed GL Activity and FM012-FM Transactional Detail, respectively:

1. Postings displayed will only be Internal Order-related.
2. Secondary Cost Elements will be shown.
3. Most reports are in Posting Period level. CO003 is presented in a “per day” layout.

Additional Information:

1. One of the bases for CO003 is BU041 – Payroll Expenditures (Salary Distribution Report or “SalDist”).
2. CO003 uses calculated amounts for Fringe Benefits and Overhead.
 - a. Fringe Benefit amounts are calculated based on SalDist Labor ratios. Payroll postings DO NOT go to a “per day” level of detail. There may be penny differences when compared with BU041.
 - b. Indirect and Non-productive Overhead amounts are calculated based on period postings for the IO. Overhead postings do not go to a “per day” level of detail. There may be penny differences when compared with KOB1.
3. To gain access to the report, role BF708_0000-BW – FI Central Site Job Cost Report Analyst should be requested via SAP GRC. Please note that access to this role will be limited as the reports mapped to it can display salary information.

APPLICABLE SCENARIOS

Aside from the Direct Bill scenario, the following are other CO posting types that CO003 can show:

#	Allocation	Business Transaction	Ref Transaction	Original BTran	Cost Element	Person ID Appears	Comments
1	Activity Type	RKL	COBK		Suffix "T"	N/A	Activity Type postings are not currently used for payroll.
2	Assessment	RKIU	COBK		Suffix "M"	Yes	Person IDs appear if they were used in CATS time entries against the IO.
3	Settlement to AuC	COIN	AUAK	KOAE	580080, 580081	Yes	Person IDs appear if they were used in CATS time entries against the IO.
4	Settlement to WBS	KOAO	AUAK		Suffix "S"	Yes	Person IDs appear if they were used in CATS time entries against the IO.
5	Fleet Transactions	COIN	BKPFF	RFBU	430007, 575080	N/A	Labor detail information is housed in FASTER, Fleet Services' Fleet Management System.

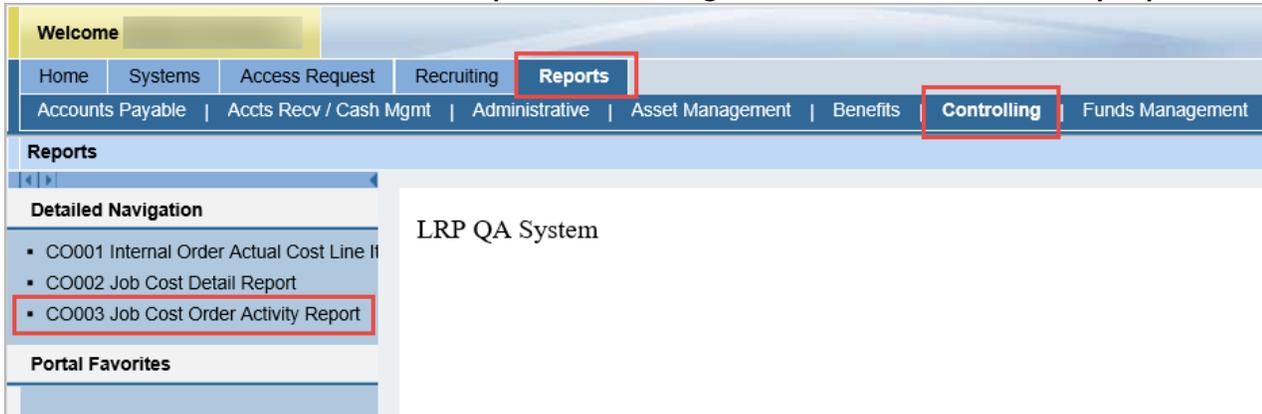
About Manual Repostings (MRs) via KB15N:

As of this writing, only repostings in the 4000 and 5000-series Cost Elements will appear in the report. 2000 and 3000-series Cost Elements will be added at a later date. However, the premise of this report is to show expenditures, primarily labor, on a “per day” level. This is the primary requirement from some federal and state funding sources. Repostings do not have employee information and therefore, cannot be relied upon for fulfilling funding sources’ “per day” level requirements. The original point of entry (original IO) will need to be used for this purpose.

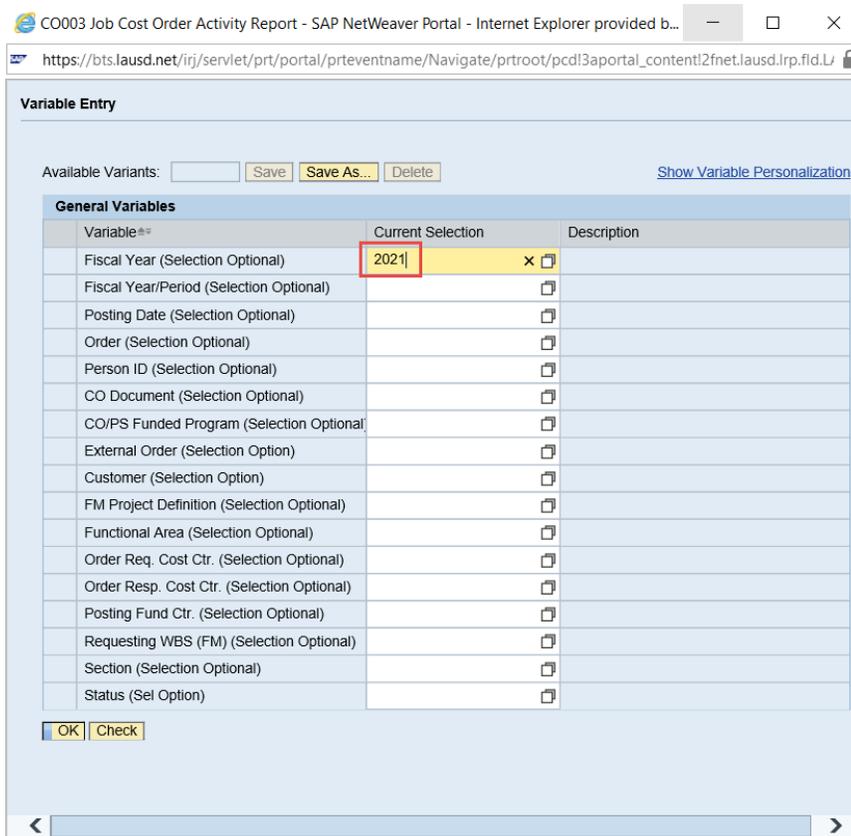
NOTE: BASE Training Center BW job aid links are provided in the “Resources” section of this document. If this is your first time running BW reports, it is highly recommended that you read the BW job aids prior to running this report as there are very helpful tips and tricks in the literature.

BASIC REPORT NAVIGATION:

1. From the SAP Welcome Screen, select **Reports > Controlling > CO003 Job Cost Order Activity Report**.

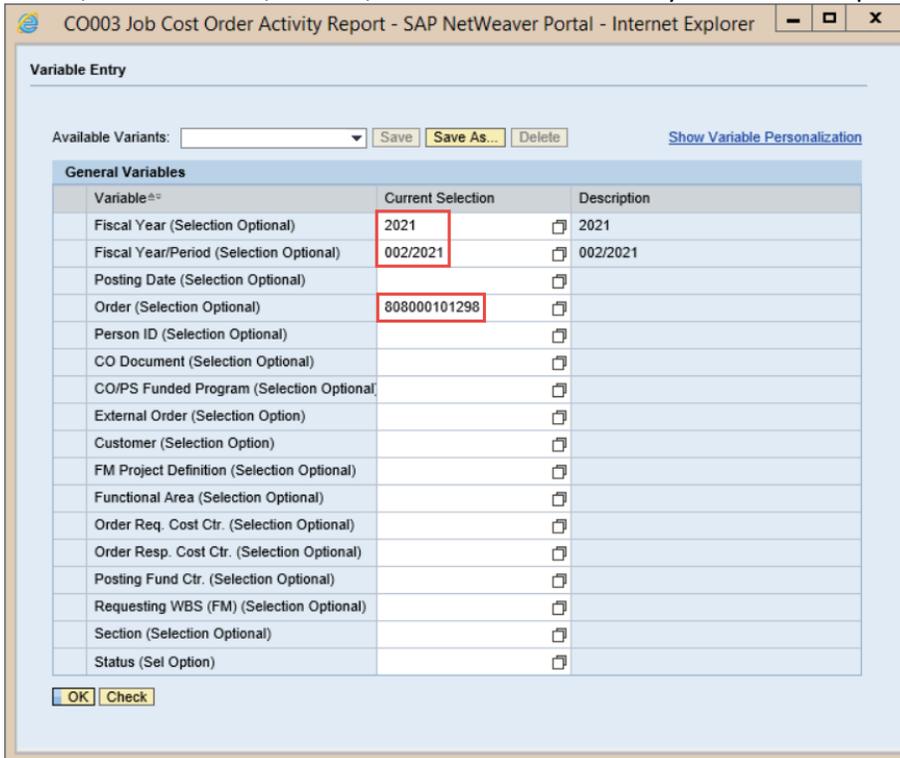


2. Enter the desired Fiscal Year.



- a. Please note there is a 500,000 cell limit on what can be displayed in BW reports. Selecting multiple Fiscal Years increases the likelihood of hitting that cell limit and getting an error.

- b. Selecting multiple Fiscal Years can also slow down drawing data. Depending on the possible amount of postings, it is suggested to limit the Fiscal Year to one or to “chunk” into small groups.
3. Enter values for other Variable fields. Multiple entries and ranges can be entered onto Variable fields, like Posting Period, Internal Order, Section, etc. Click OK when ready to draw the report.



The screenshot shows the 'Variable Entry' window in SAP NetWeaver Portal. It includes a table of 'General Variables' with columns for 'Variable', 'Current Selection', and 'Description'. The 'Fiscal Year' is set to 2021, 'Fiscal Year/Period' is 002/2021, and 'Order' is 008000101298. There are 'OK' and 'Check' buttons at the bottom.

Variable	Current Selection	Description
Fiscal Year (Selection Optional)	2021	2021
Fiscal Year/Period (Selection Optional)	002/2021	002/2021
Posting Date (Selection Optional)		
Order (Selection Optional)	008000101298	
Person ID (Selection Optional)		
CO Document (Selection Optional)		
CO/PS Funded Program (Selection Optional)		
External Order (Selection Optional)		
Customer (Selection Optional)		
FM Project Definition (Selection Optional)		
Functional Area (Selection Optional)		
Order Req. Cost Ctr. (Selection Optional)		
Order Resp. Cost Ctr. (Selection Optional)		
Posting Fund Ctr. (Selection Optional)		
Requesting WBS (FM) (Selection Optional)		
Section (Selection Optional)		
Status (Sel Option)		

- a. Please see notes in the preceding step regarding data selection and output.
- b. For instructions on uploading multiple values, please see BW literature titled [“Variable Entry Page – Loading Lists as Selection Criteria”](#) in the BASE Training Center. More informational links are provided in the “Resources” section of this job aid.

- Data will be presented with fields similar to KOB1-Display Actual Cost Line Items, like Reference Transaction, Business Transaction, and Original Transaction.

BEx Web - CO003 Job Cost Order Activity Report - Internet Explorer

CO003 Job Cost Order Activity Report

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New Analysis | Open | Save As... | Display As: Table | Info | Send | Print Version | Export to Microsoft Excel | Notes

Order#	Employee	Calendar day	Activity CE Entry Types	Wage Type	Cost Element	CO Doc Num	CO Ln	Acct Doc Num	Acct Ln	Refer Trans	Business Type	Orig Trans	Ref. Doc Num		
808000101298	225278	08/14/2020	2	0118	220003	128967109	155	9600281030	137	HRPAY	COIN	HRP1	2711861		
			3	390R	360201	128967109	240	9600281030	222	HRPAY	COIN	HRP1	2711861		
				4952	320201	128967109	161	9600281030	143	HRPAY	COIN	HRP1	2711861		
				4954	330201	128967109	167	9600281030	149	HRPAY	COIN	HRP1	2711861		
						128988460	341	9600281604	328	HRPAY	COIN	HRP1	2714337		
				4956	330202	128967109	181	9600281030	163	HRPAY	COIN	HRP1	2711861		
						128988460	359	9600281604	346	HRPAY	COIN	HRP1	2714337		
			4960	350201	128967109	125	9600281030	107	HRPAY	COIN	HRP1	2711861			
						128988460	352	9600281604	339	HRPAY	COIN	HRP1	2714337		
					5	0112	520001	128967109	150	9600281030	132	HRPAY	COIN	HRP1	2711861
				08/17/2020	2	0100	220001	128988462	303	9600281606	280	HRPAY	COIN	HRP1	2714337
					3	390R	360201	128988462	233	9600281606	210	HRPAY	COIN	HRP1	2714337
				4952	320201	128988460	368	9600281604	355	HRPAY	COIN	HRP1	2714337		
				4954	330201	128988460	341	9600281604	328	HRPAY	COIN	HRP1	2714337		
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				4960	350201	128988460	352	9600281604	339	HRPAY	COIN	HRP1	2714337		
			5	0112	520001	128988462	249	9600281606	226	HRPAY	COIN	HRP1	2714337		
		08/14/2020	2	0100	220001	128966896	239	9600281175	226	HRPAY	COIN	HRP1	2712053		
				0118	220003	128966896	471	9600281190	383	HRPAY	COIN	HRP1	2712053		
			3	390R	360201	128966896	239	9600281190	151	HRPAY	COIN	HRP1	2712053		
				4927	340201	128966881	489	9600281175	476	HRPAY	COIN	HRP1	2712053		
				4928	370201	128966881	506	9600281175	493	HRPAY	COIN	HRP1	2712053		
				4952	320201	128966881	433	9600281175	420	HRPAY	COIN	HRP1	2712053		
				4954	330201	128966896	457	9600281190	369	HRPAY	COIN	HRP1	2712053		
						128991285	582	9600281967	479	HRPAY	COIN	HRP1	2714358		

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- Displayed fields can be changed by moving the column headers between the "Rows" section and "Free Characteristics" section.

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				390R	360201	126967109	240	9600281030	HRPAY	COIN	HRP1	2711861	ZY		
				4952	320201	126967109	161	9600281030	HRPAY	COIN	HRP1	2711861	ZY		
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		4960	350201	126988460	352	9600281604	HRPAY	COIN	HRP1	2714337	ZY				
		5		0112	520001	126988462	249	9600281606	HRPAY	COIN	HRP1	2714337	ZY		
	752091	08/14/2020	2	0100	220001	126966881	239	9600281175	HRPAY	COIN	HRP1	2712053	ZY		
0118				220003	126966896	471	9600281190	HRPAY	COIN	HRP1	2712053	ZY			
390R				360201	126966896	239	9600281190	HRPAY	COIN	HRP1	2712053	ZY			
4927				340201	126966881	489	9600281175	HRPAY	COIN	HRP1	2712053	ZY			
4928				370201	126966881	506	9600281175	HRPAY	COIN	HRP1	2712053	ZY			
		4952	320201	126966881	433	9600281175	HRPAY	COIN	HRP1	2712053	ZY				
		4954	330201	126966896	457	9600281190	HRPAY	COIN	HRP1	2712053	ZY				
				126991285	582	9600281967	HRPAY	COIN	HRP1	2714356	ZY				

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For example, after dragging the column header "Acct Ln" to the "Free Characteristics" section, the column was removed from the body of the report.

- Removing column headers can be a way to display only the data that are required for the task.
- Removing column headers is also a way to display more data from multiple selection parameters, e.g. more Fiscal Years, as the cell limit previously mentioned will not be reached as quickly.

ITEMS OF INTEREST

The following tables give information on the fields that will be presented in the default report layout as well as the load frequency for specific data in the report:

GUIDE TO BASIC REPORT LAYOUT FIELDS

#	Field	Description	Source	Comments
1	Order	Internal Order number	Controlling	
2	Employee	Personnel ID	Payroll-Salary distribution report	
3	Calendar day	Work date	Time Management	
4	Activity CE Entry Types	Activity Cost Element Entry Types	Payroll-Salary distribution report Controlling Procurement	Categorization of postings using Primary and Secondary Cost Element attributes.
5	Wage Type	Payroll posting Wage Type	Payroll-Salary distribution report	Units used to differentiate types of amounts. They are also used to define how SAP posts that specific type of amount.
6	Cost Element	Cost Element	Controlling	
7	CO Doc Num.	CO Document Number	Controlling	Controlling (CO) document number
8	CO Ln	CO Document Line	Controlling	Controlling (CO) document line
9	Acct Doc. Num	Accounting Document Number	Controlling	Finance (FI) document number
10	Acct Ln	Accounting Document Line	Controlling	Finance (FI) document line
11	Refer Trans.	Reference Transaction	Controlling	Unique reference as to the type of transaction that generated the postings.
12	Business. Type	ECC Business Transaction	Controlling	Identifies the CO component that generated the transaction. CO-generated postings, like Overhead and Assessments will show the Posting Date as Calendar Day
13	Orig. Trans	ECC Original Business Transaction	Controlling	Source posting. This provides information as to the module where the posting originated.
14	Ref. Doc Num	Reference Document Number	Controlling	Source posting document number
15	Doc Type	Document Type	Controlling	FI posting Document Type
16	FI Post Fund Ctr	FI posting Fund Center	Controlling Payroll Procurement	Because an IO is a cost object, there will not be a Cost Center based on standard SAP. Recall that only one cost object between an IO, Cost Center, and WBS is allowed in each posting. However, there will always be a Fund Center in the posting.
17	Req.Cost ctr	Requesting Cost Center	Controlling	IO master data Requesting Cost Center
18	Resp Cost Ctr	Responsible Cost Center	Controlling	IO master data Responsible Cost Center

GUIDE TO BASIC REPORT LAYOUT FIELDS

#	Field	Description	Source	Comments
19	Func Area	Functional Area	Controlling Payroll Procurement	FI posting Functional Area
20	Fund	Fund	Controlling Payroll Procurement	FI posting Fund
21	Position	Position Number	Controlling Payroll Procurement	Employee's position number
22	Funded Pgm	Funded Program	Controlling Payroll Procurement	A control object used in FM for posting budget and actuals.
23	Posting date	Posting Date	Controlling Payroll Procurement	Defines the posting period that the document posted in. This could either be system or user defined.
24	Doc Date	Document Date	Controlling Payroll Procurement	Reference date from the transaction. For example, this might be the posting date of a transaction emanating from a feeder system.
25	Payroll For Period	Payroll For Period	Payroll	Payroll period which the work date belongs to
26	Amount By Day	Amount By Day	Calculated	For labor and fringe benefits, this is based on the ratio calculated by Evaluated-Time data on payroll For Period. Time data is loaded weekly. For materials, this is the actual amount posted on the Goods Receipt or interface posting date.
27	Hours (By Day)	Hours (By Day)	Time Management Payroll	
28	OH Indirect	Indirect Overhead	Calculated from CO	For labor and fringe benefits, this is based on rate calculated by payroll saldist aggregated data on Fiscal Period. For materials, as applicable, this is also based on rate calculated on material expenditure for the period.
29	OH Non-Prod	Non-productive Overhead	Calculated from CO	This is based on rate calculated by payroll saldist aggregated data on Fiscal Period.
30	PY Amt (Period)	Payroll Amount (Period)	Payroll	Period hours reported for the IO and employee combination.
31	Hours (Period)	Number of Hours (Period)	Payroll	
32	Hr Rate	Hourly Rate	Calculated from Payroll	
33	Day/Prd Ratio	Day/Period Ratio	Calculated from Payroll	
34	Tot Hrs Base	Total Hours Base (For Period)	Payroll	Total hours for the Period, IO, employee combination.
35	Total Amt Amt + OH	Total Amount	Calculated	Sum of Amount By Day and Overhead columns.

*Please refer to the "Load Frequency" table to determine when information would appear in CO003.

Data Load Frequency

#	Allocation	Source Module	Load Frequency	Comments
1	Time Data (Hours)	Time	Weekly	Despite loading weekly, relevant postings are dependent on payroll postings. If there aren't any payroll postings, no dollar amounts will appear in CO003
2	Time Data (Mileage)	Time Payroll	Weekly	Despite loading weekly, relevant postings are dependent on payroll postings. If there aren't any payroll postings, no dollar amounts will appear in CO003
3	Payroll Data	Payroll	After each payroll run	Payroll postings are dependent on the Pay Area's pay cycle, i.e. Semi Monthly (twice a month), Classified (once a month).
4	Controlling (CO) Transactions	Controlling	Nightly	

***Data loads for the report occurs nightly. However, information from the modules may not be present during the data load.**

You now have run the **CO003-Job Cost Order Activity Report**.

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

BW RESOURCES

1. Basics: <http://www.lausd.net/ol/basetraining/reportsDocs/BWGettingStarted1-2-3.pdf>
2. Field drag and drop: <http://www.lausd.net/ol/basetraining/reportsDocs/HowtoUseDragandDropinReports.pdf>
3. Upload lists:
<http://www.lausd.net/ol/basetraining/reportsDocs/VariableEntryPageLoadingListsasSelectionCriteria.pdf>
4. Creating report variants: <http://www.lausd.net/ol/basetraining/reportsDocs/HowtoCreateaReportVariant.pdf>
5. Variable personalization: <http://www.lausd.net/ol/basetraining/reportsDocs/HowtouseVariablePersonalization.pdf>
6. Portal favorites: <http://www.lausd.net/ol/basetraining/reportsDocs/HowtoUsePortalFavoritesandSaveAsFeatures.pdf>
7. Helpful hints: <http://www.lausd.net/ol/basetraining/reportsDocs/ReportingHelpfulHints.pdf>