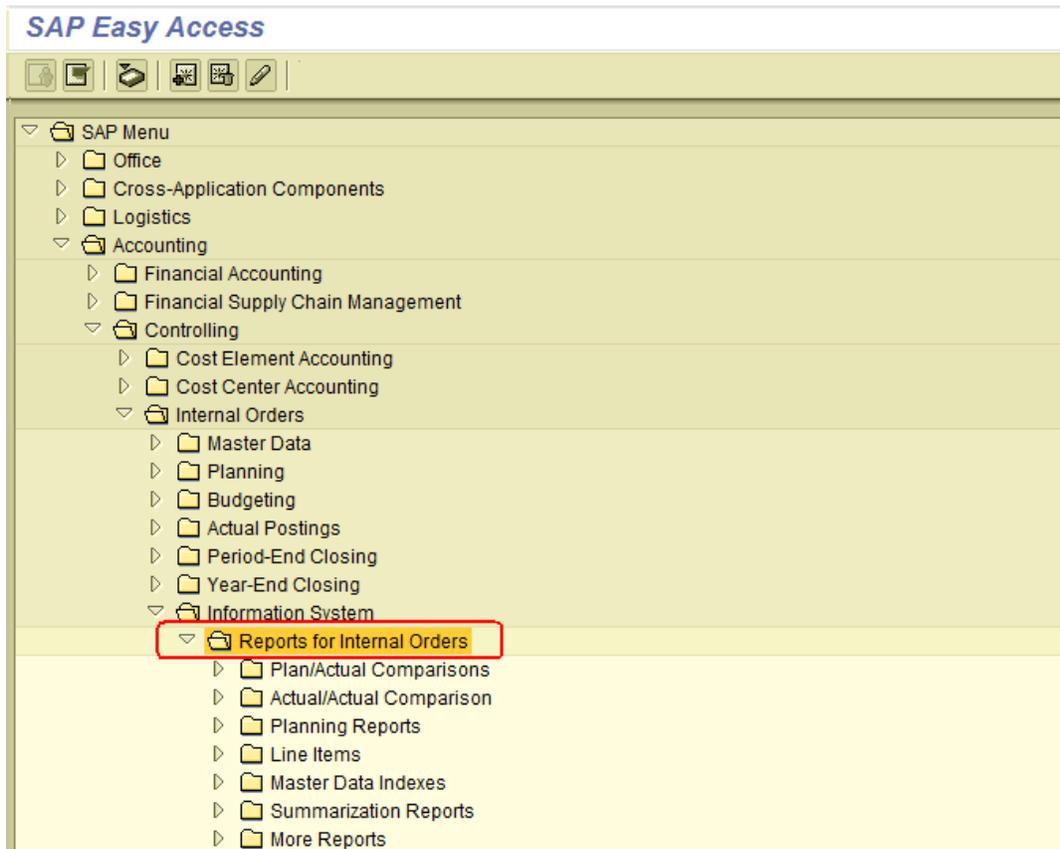


I. Introduction

Several standard Internal Order reports are available in SAP. In the SAP Easy Access menu, they are located in the folder shown below:



The type of report to use depends on the sort of information desired by the user. Typical prerequisites for running CO reports are:

- 1) Internal Orders – choose from the following selection methods:
 - a. Individual Orders
 - b. Range of Orders
 - c. Internal Order Group

- 2) Cost Elements - choose from the following selection methods:
 - a. Individual Cost Elements
 - b. Range of Cost Elements
 - c. Cost Element Group

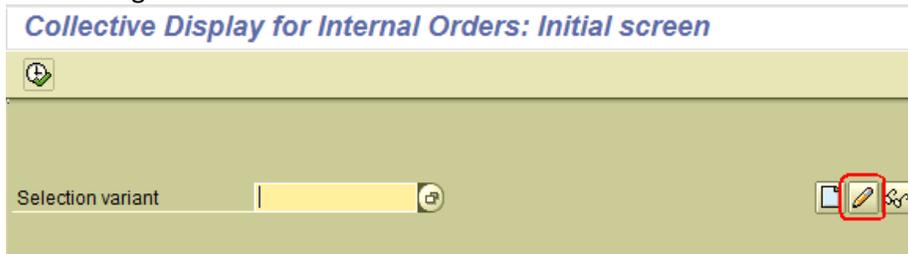
II. Data Selection

The first task in determining data to use is actually to define what it is that is being sought in SAP. For this example, we will assume that the goal of the report is to show the balance of Non-Productive Overhead (NP OH) IOs and recoveries. Say for example that the subject section is M&O-1393 and that the analysis is for Non-Productive (NP) recovery. The method for selecting IOs, whether for use as a list or an IO Group, is basically the same. This is done via the following:

- 1) Access transaction KOK3 - Display Internal Orders (mass)
 - a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
 - b) Via the command box:
 - i) /okok3 – opens the transaction in a new session (window) OR,
 - ii) /nkok3 – opens the transaction in the session currently in use
- 2) Click 'cancel' on the selection variant pop-up window



- 3) Click 'change' icon



- At the initial selection screen, click on the 'Order Type' field and double-click on the Order Type for Non-Productive IOs

Selection Criteria: Internal Orders

Get Save User-Defined Fields Characteristics

Order group []
 Order [] to []
 Order type []
 External order number []
 Short text []

Assignments

Company code []
 Business area []
 Plant []
 Functional area []
 Object Class []
 Profit center []
 Responsible cost center []
 User Responsible []
 Requesting company code []
 Requesting cost center []
 Requesting order []
 WBS Element []
 Sales order []
 Sales order item []
 Jurisdiction Code []
 Location []
 Location Plant []

Order Type (2) 74 Entries found

Restrictions

Type	Name
QM01	QM: sample drawing instruction
QM02	QM: inspection instruction
QM03	QM: Physical sample label
QN01	Defect costs
RM01	Product cost collector
SD01	Delivery scheduling
SM01	Service order
SM02	Service order (with revenues)
SM03	Repair service
TB01	Telephone Billing - Special
TK01	Truck Operations - Special
TK02	Truck Operations - Standing
TU01	Telecommunications - Special
TU02	Telecommunications - Standing
UIND	Indirect -Pooling for all Sections
V0NP	Non-Productive -Pooling for all Sections
W0MT	Material Transf-Pooling for all Sections
X0UF	Unfunded -Pooling for all Sections
Y0IS	Intersection -Pooling

Status 74 Entries found

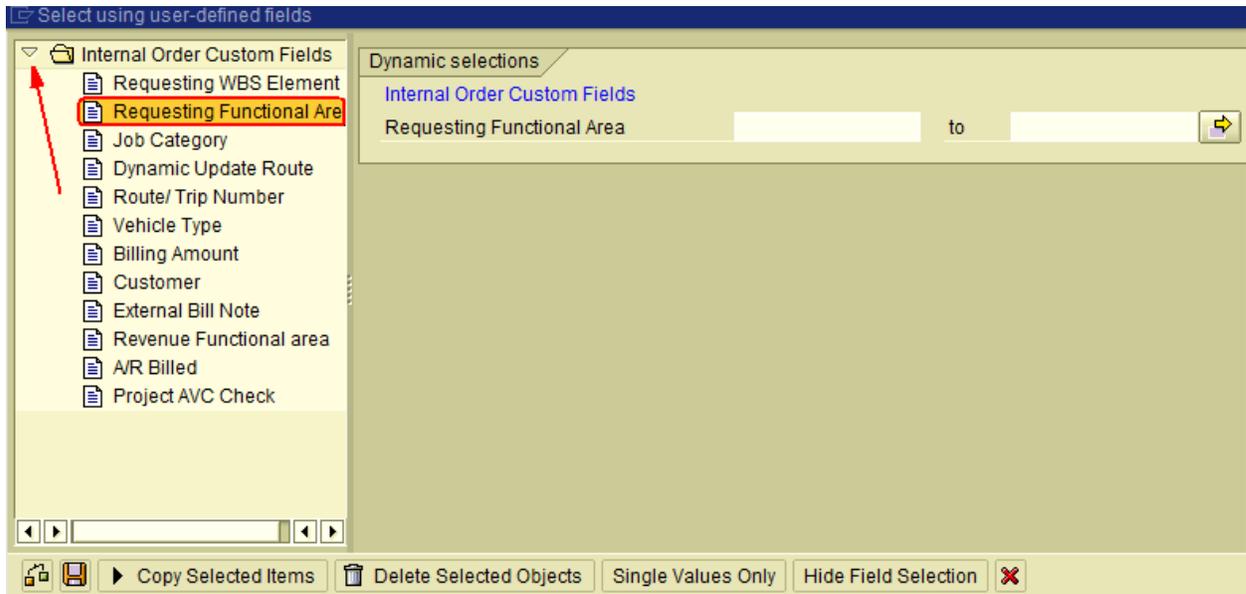
- Click the 'User-defined Fields' icon to add selection parameters.

Selection Criteria: Internal Orders

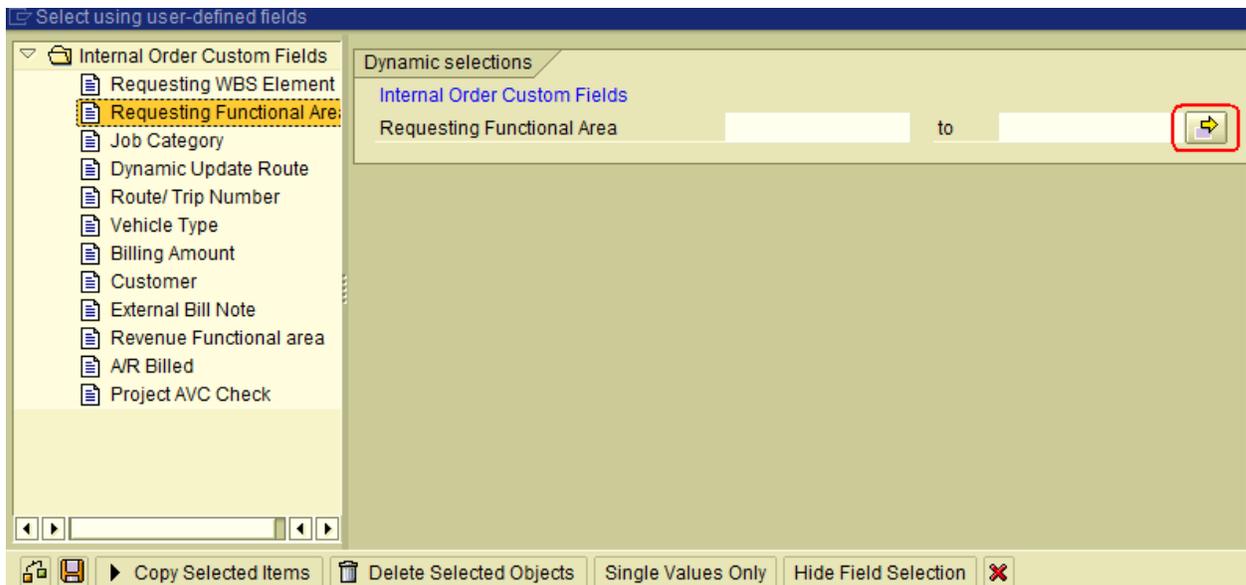
Get Save **User-Defined Fields** Characteristics

Order group []
 Order [] to []
 Order type V0NP to []
 External order number [] to []
 Short text [] to []

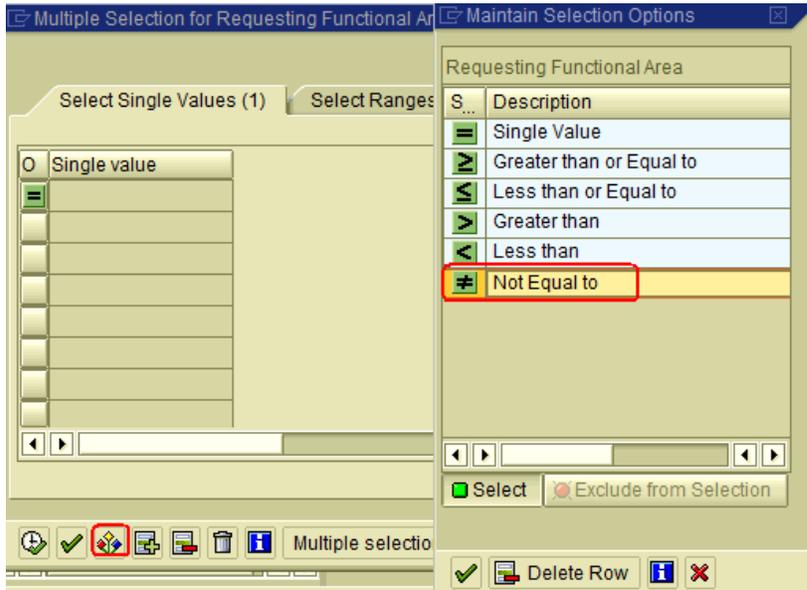
- 6) In the 'User-defined fields' pop-up window, click on the arrowhead next to 'Internal Order Custom Fields' to display the field list. Then, double-click on 'Requesting Functional Area'.



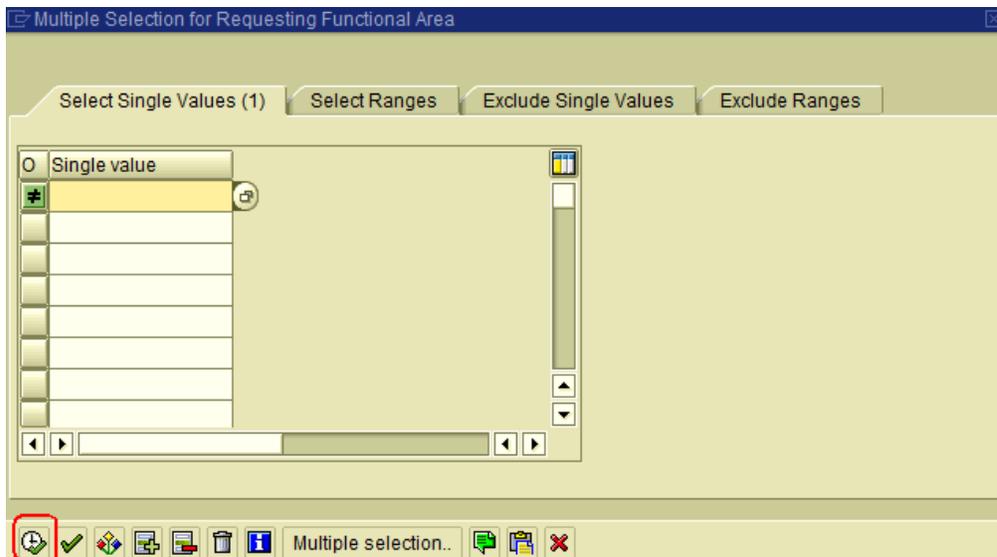
- 7) After 'Requesting Functional Area' is displayed in the dynamic selections window, click on the multiple selection icon.



- 8) Click on the 'maintain selection options' icon (looks like a flower) and double-click on 'Not Equal to'.

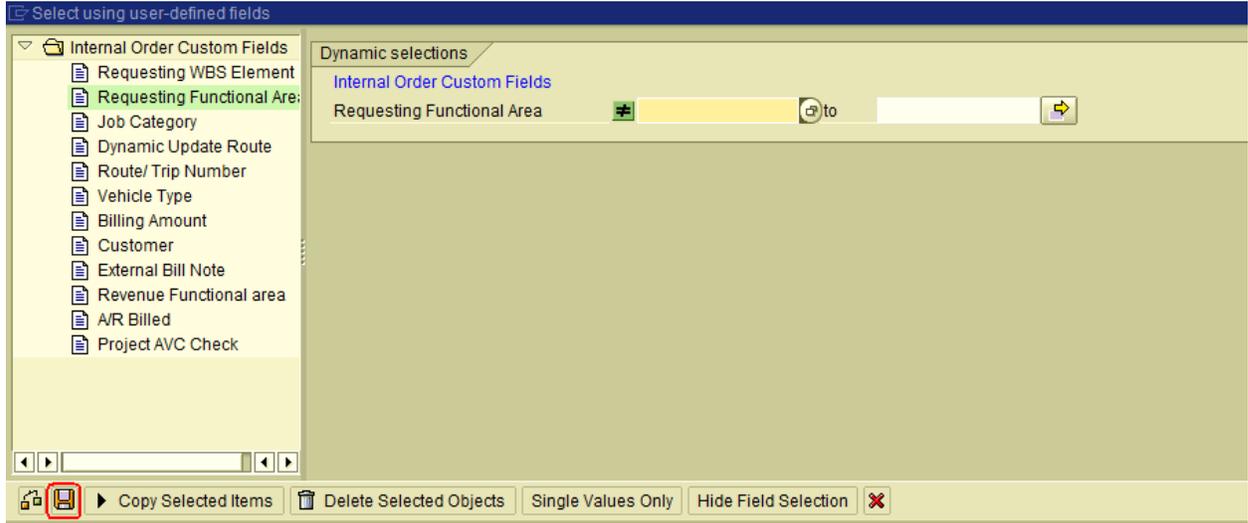


- 9) The 'single value' field should look as shown below. Leave the field blank and click the 'copy' icon.

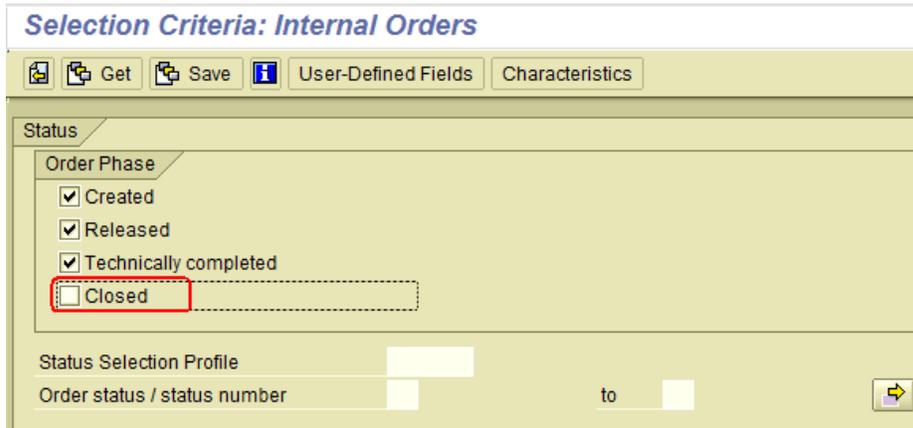


This was done to include only the IOs that were 'converted' and/or ones that are currently in use. The 'non-converted' IOs would have blank Requesting Functional Area fields.

10) Click 'save'



11) After returning to the initial selection screen, scroll down to the 'Status' box and un-check the 'Closed' tick box. This is done to filter out closed IOs.



- 12) Scroll down to the 'General Data' box and enter the section, e.g. 1393. If the section is alphanumeric, please enter letters in **uppercase** format.

Selection Criteria: Internal Orders

- 13) Click on the white page arrow back icon

- 14) Click 'execute'

Collective Display for Internal Orders: Initial screen

- 15) Once the output is displayed, this may be downloaded onto Excel and saved to the local hard drive. On the menu, click Order List>Export>Spreadsheet to initiate the download.

The screenshot shows the SAP 'Order List' report interface. The 'Export' menu is open, and the 'Spreadsheet...' option is highlighted. The report table below contains the following data:

Type	Order	Description	Resp. Cctr	Req. CC	External order no.	Req.WBS	Requesting F.Area	SysStatus
V0NP	240024991393	NON-FMLA: PREGN...	9139301	9139301	J24991393		0000-8100-99778	REL SETC
V0NP	240025501393	VACATION	9139301	9139301	J25501393		0000-8100-99778	REL SETC
V0NP	240025511393	ILLNESS	9139301	9139301	J25511393		0000-8100-99778	REL SETC
V0NP	240025521393	MILITARY LEAVE	9139301	9139301	J25521393		0000-8100-99778	REL SETC
V0NP	240025531393	BOARD AUTHORIZ...	9139301	9139301	J25531393		0000-8100-99778	REL SETC
V0NP	240025541393	PERSONAL NECES...	9139301	9139301	J25541393		0000-8100-99778	REL SETC
V0NP	240025551393	HOLIDAY	9139301	9139301	J25551393		0000-8100-99778	REL SETC
V0NP	240025561393	JURY DUTY	9139301	9139301	J25561393		0000-8100-99778	REL SETC
V0NP	240025571393	INDUSTRIAL INJUR...	9139301	9139301	J25571393		0000-8100-99778	REL SETC
V0NP	240025581393	BEREAVEMENT	9139301	9139301	J25581393		0000-8100-99778	REL SETC
V0NP	240025591393	UNPAID ABSENCES	9139301	9139301	J25591393		0000-8100-99778	REL SETC
V0NP	240025601393	LUMP SUM VACATI...	9139301	9139301	J25601393		0000-8100-99778	REL SETC
V0NP	240025611393	FAMILY LEAVE/ILLN...	9139301	9139301	J25611393		0000-8100-99778	REL SETC
V0NP	240025621393	FAMILY LEAVE/UNP...	9139301	9139301	J25621393		0000-8100-99778	REL SETC
V0NP	240025631393	FAMILY LEAVE/VAC...	9139301	9139301	J25631393		0000-8100-99778	REL SETC
V0NP	240025641393	ACT OF VIOLENCE	9139301	9139301	J25641393		0000-8100-99778	REL SETC
V0NP	240025651393	ANNUAL PHYSICAL	9139301	9139301	J25651393		0000-8100-99778	REL SETC
V0NP	240025671393	TAKING EXAM	9139301	9139301	J25671393		0000-8100-99778	REL SETC
V0NP	240025681393	OTHER PAID ABSE...	9139301	9139301	J25681393		0000-8100-99778	REL SETC
V0NP	240025701393	FAMILY LEAVE/PER	9139301	9139301	J25701393		0000-8100-99778	REL SETC

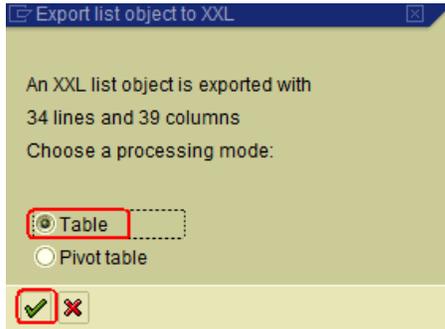
- 16) Click 'Continue'

The screenshot shows an SAP 'Information' dialog box with the following text:

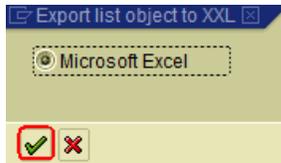
Filter criteria, sorting, totals and subtotals are not taken into account

At the bottom of the dialog, there is a green checkmark icon and a question mark icon.

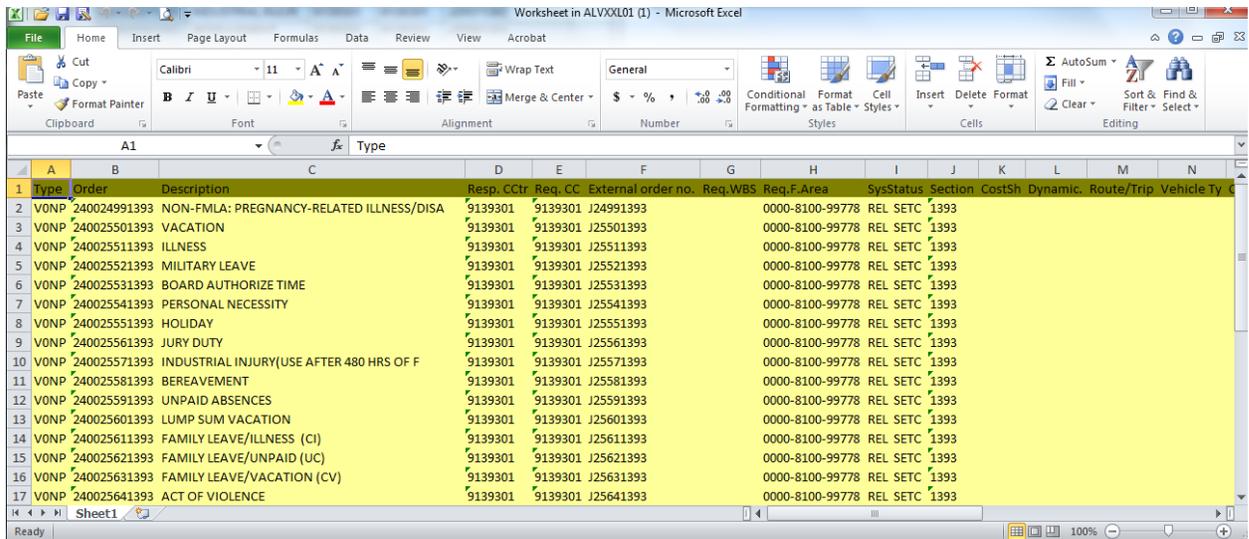
17) Mark the 'Table' radio button and click 'Continue'



18) Click 'Continue'



19) Once the data appears in Excel, save the file in the local hard drive; close the file; and, re-open the file.



Please remember that in Citrix, the end-user's specific local drive must be selected in order to be able to save and retrieve the file properly.

- 20) Once the list is retrieved, there are two options for using this data:
 - a) Copy the list of IOs onto the clipboard (CTRL + C) and use this list to create an IO group with specific values. Please note that with this method, new IOs must be added to the group each time they are created, thereby necessitating more end-user maintenance.
 - b) Take note of the lowest IO number available and use this as the lower parameter of an IO range. Please note that this may not work for certain ranges where different responsible sections' numbering might intersect.

III. Creating Internal Order Groups

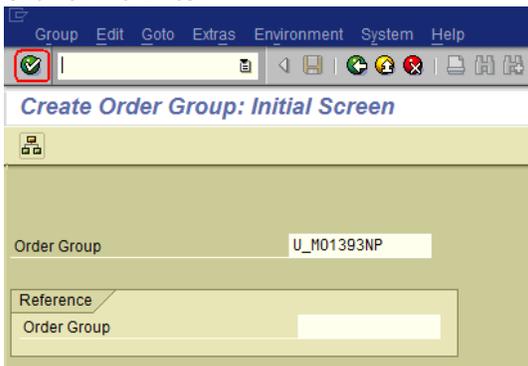
The instructions below are specific to IO Groups. However, the same procedures could be followed for creating other master data groupings, e.g. Cost Element Groups (KAH1), Cost Center Groups (KSH1). Literature for creating master data groups are available in the BTS and LRP websites.

- 1) Access transaction KOH1 - Create Internal Order Group
 - a) Via the Portal: Controlling > Manage Master Data > Create Internal Order Group
 - b) Via the command box:
 - i) /okoh1 – opens the transaction in a new session (window) OR,
 - ii) /nkoh1 – opens the transaction in the session currently in use
- 2) Enter a 10-character name for your IO Group. Please make this something logical to your section. Please do not use special characters (e.g. #, %, &). It is also suggested to use a prefix to denote whether you are an end-user from any of the Responsible Sections (**U**) or Job Cost Accounting (**J**).

Create Order Group: Initial Screen



- 3) Click or hit 'Enter'



- 4) Enter a name or description for your IO Group

Create Order Group: Structure

Same Level Lower Level Order Deselect Order

U_M01393NP M&O Non-Productive IOs

- 5) Click on 'Order' to enter your parameters

Create Order Group: Structure

Same Level Lower Level Order Deselect Order

U_M01393NP M&O Non-Productive IOs

- a) To enter a range, enter the lower value in the first field in the first column, then, enter the upper value in the first field of the second column.

Create Order Group: Structure

Same Level Lower Level Order Deselect Order

U_M01393NP M&O Non-Productive IOs

- b) To enter specific values, repeatedly click on the 'Order' icon until sufficient. Enter or paste single or list of values on the left column.

Create Order Group: Structure

Same Level Lower Level Order Deselect Order

U_M01393NP M&O Non-Productive IOs

240024991393		
240025501393		
240025511393		
240025521393		
240025531393		
240025541393		
240025551393		
240025561393		
240025571393		
240025581393		
240025591393		
240025601393		
240025611393		
240025621393		
240025631393		
240025641393		
240025651393		
240025671393		
240025681393		
240025701393		
240025711393		
240025731393		
240025741393		
240025751393		
240025761393		
240025771393		
240025781393		
240025791393		
240025891393		
240025931393		
240025941393		
240025961393		
240098001393		
240099991393		

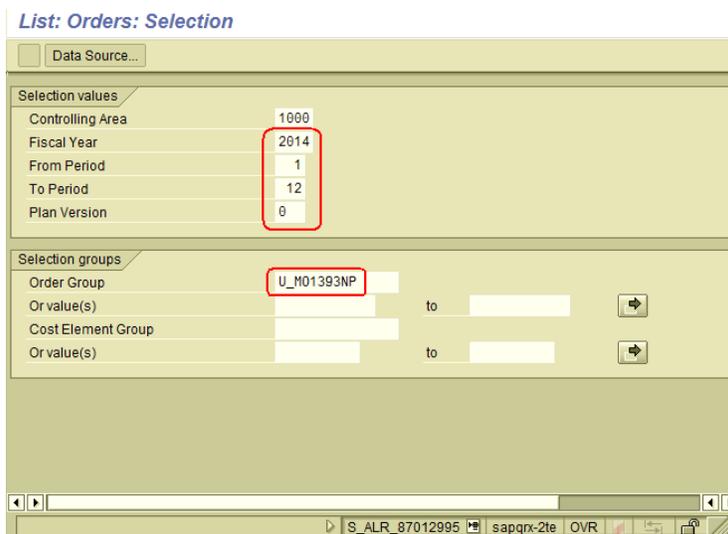
*Please note that IO Groups could also be used the same way as IO numbers. Instead of clicking 'order', click 'lower level'. The drawback is that the system run time will be longer as it will take more processing time and resources to execute the report.

6) Click 'Save'

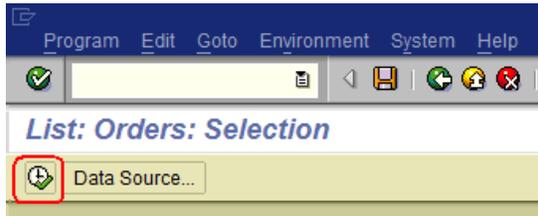


IV. Execute the CO Report

- 1) Access the report that was selected earlier for the type of information being sought. For this example, report 'S_ALR_87012995 – List: by Order' will be used. Begin the transaction by
 - a) Via the Portal: Reports > Controlling > Display Internal Orders (mass)
 - b) Via the command box:
 - i) /okok3 – opens the transaction in a new session (window) OR,
 - ii) /nkok3 – opens the transaction in the session currently in use
- 2) Enter the parameters
 - a) Fiscal Year
 - b) Period range, e.g. 1 to 12, 1 to 1, 1 to 4
 - c) Enter version '0'
 - d) Enter the IO values or group



3) Click 'Execute'



4) Navigate the report

List: Orders

List: Orders Date: 12/19/2013 12:20:22 Page: 2 / 2

Order/Group U_M01393NP M&O Non-Productive IOs
 Cost Element Group * Cost Element Group
 Reporting period 1 - 12 2014

Orders	Actual	Plan	Var. (Abs.)	Var. (%)
240025501393 VACATION	78,280		78,280	
240025511393 ILLNESS	57,079		57,079	
240025531393 BOARD AUTHORIZE TIME				
240025541393 PERSONAL NECESSITY	5,823		5,823	
240025551393 HOLIDAY	55,149		55,149	
240025561393 JURY DUTY	641		641	
240025571393 INDUSTRIAL INJURY(USE AF	27,408		27,408	
240025581393 BEREAVEMENT	439		439	
240025591393 UNPAID ABSENCES				
240025601393 LUMP SUM VACATION				
240025611393 FAMILY LEAVE/ILLNESS (C	12,459		12,459	
240025621393 FAMILY LEAVE/UNPAID (UC)				
240025631393 FAMILY LEAVE/VACATION (C				
240025651393 ANNUAL PHYSICAL	1,649		1,649	
240025671393 TAKING EXAM	332		332	
240025681393 OTHER PAID ABSENCES				
240025701393 FAMILY LEAVE/PERSONAL NE	1,811		1,811	
240025711393 PERSONAL NECESSITY/KIN C	13,373		13,373	
240025731393 FAM LEAVE/INDUSTRIAL INJ	5,230		5,230	
240025741393 FAMILY LEAVE/PN KIN CARE	1,839		1,839	
240025771393 MAINTENANCE: ADJUSTMENT				
240025931393 FMLA/NON-DEDUCT PERSONAL				
240098001393 FURLOUGH				
240099991393 Non Prod Cost Recovery I	68,392-		68,392-	
* Total	193,117		193,117	

S_ALR_87012995 sapqrx-2te OVR

You have now created a CO report for analyzing specific costs belonging to a specific Responsible Section.

For additional Costing literature, please click the links below to visit the Base Training Center website at <http://basetraining.lausd.net>