

**Internal Orders Planning and
Allocations
Exercise Guide**

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Exercise 1 – Verify Available Funding (FMAVCR01)

Portal Path

Reports > Funds Management > Overview of Annual Values

Instructions

Use the Business Process Procedure: *Display Annual Values of Control Objects* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|---|
| FM Area | 1000 |
| Fiscal year | 2013 |
| Control ledger | Y1 |
| Control Objects |  |
| Fund | 010-0000 |
| Funds Center | 1823001 |
| Functional area | ****_****-14731 |
| Click the  Execute button. | |

Exercise 2 – Create Internal Order (K004)

Portal Path

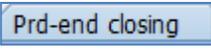
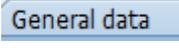
Controlling > Manage Master Data > Order Manager

Instructions

Use the Business Process Procedure: *Order Manager* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--|---|
| Click the  Create button. | |
| Order Type | FO02 |
| Order | Leave blank (default) |
| Description | Training Internal Order + your initials |
| Company Code | 1000 |
| Responsible CCtr (cost center) | 9139301 |
| Requesting CCtr (cost center) | 1823001 |
| Requesting Functional Area | 0000-8100-14731 |
| Click  Prd-end closing tab | |
| Costing Sheet | 139301 |
| Click  General data tab | |
| Job Start Date | Today's date |
| Job End Date | 12/31/2014 |
| Click  Save button | |

Record your internal order number _____

Exercise 3 – Create Capitalizable IO (K004)

Portal Path

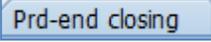
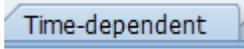
Controlling > Manage Master Data > Order Manager

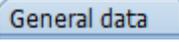
Instructions

Use the Business Process Procedure: *Order Manager* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--|---|
| Click the  Create button. | |
| Order Type | FO02 |
| Order | Leave blank (default) |
| Description | Training Internal Order + your initials |
| Company Code | 1000 |
| Responsible CCtr (cost center) | 9139301 |
| Requesting CCtr (cost center) | 1823001 |
| Requesting Functional Area | 0000-8100-14731 |
| Click  Prd-end closing tab | |
| Costing Sheet | 139301 |
| Investment Profile | Z00001 (Buildings) |
| The AuC is being created at this point | |
| Click Enter to bypass first message at the bottom of the screen | |
| There is no asset under construction. Do you wish to create one? | Yes |
| Click  Time-dependent tab. | |
| Fund | 010-0000 |
| Functional Area | 0000-8100-14731 |
| Click  to return to the Internal Order. | |

| | |
|--|--------------|
| Click  tab | |
| Job Start Date | Today's date |
| Job End Date | 12/31/2014 |
| Click  Save button | |

Exercise 4 – Automatic Creation of FM Data (FMMDAUTO)

Portal Path

Funds Management > Manage Master Data > Create/Change Funded Program

Instructions

Use the Business Process Procedure: *Display Annual Values of Control Objects* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|-------------------------------------|
| FM Area | 1000 |
| Click Funded Program tab. | |
| Process Funded Programs | <input checked="" type="checkbox"/> |
| Order | Your order from exercise 2 |
| Test Run | <input checked="" type="checkbox"/> |
| Click the  Execute button. | |
| Click the  Back button. | |
| Test Run | <input type="checkbox"/> |
| Click the  Execute button. | |

Exercise 5 – Create CO Plan (KPF6)

Portal Path

Controlling > Process Transactions > Update Planned Amounts for Internal Orders

Instructions

Use the Business Process Procedure: *Planning Cost Elements/Activity Inputs* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|---|
| Controlling Area | 1000 |
| Settings – Set Planner Profile | ZLACOP01 (LAUSD Job Cost Planning – Cost Element) |
| From Period | 1 |
| To Period | 12 |
| Fiscal Year | 2013 |
| Order | Your order from exercise 2 |
| Fund | 010-0000 |
| Functional Area | 0000-8100-14731 |
| Cost Element Group | COPLAN |
| Click  Overview button. | |
| Cost Element | 430008 |
| Original (Amt) | \$4,500 |
| Click  Save button. | |

Exercise 6 – Copy Planning Version (KO14)

Portal Path

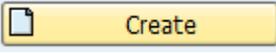
Controlling > Process Transactions > Copy Plan to Plan for Internal Orders

Instructions

Use the Business Process Procedure: *Copy Planning* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|------------------------------------|
| Click  Create Selection variant button. | |
| Variant | Your initials + test (ie. DALTEST) |
| Click  button. | |
| Order from | Your order from exercise 2 |
| Click  button. | |
| Save Values? | Yes |
| Description | Training test var – CO plan |
| Click  button. | |
| Click  button TWICE to return to main page. | |
| Template (Plan) | |
| Version | 01 |
| Period from | 1 |
| Period to | 12 |
| Fiscal year | 2013 |
| Target (Plan) | |
| Version | 00 |

| | |
|--|---|
| Period from | 1 |
| Period to | 12 |
| Fiscal year | 2013 |
| Select Plan Data radio button. |  |
| Click  button. | |
| Primary Costs |  |
| Revenues |  |
| Click  to continue. | |
| Test Run |  |
| Click the  Execute button. | |
| Click  Back button. | |
| Test Run |  |
| Click the  Execute button. | |

Exercise 7 – Budget Transfer (ZPIF_RUN)

Portal Path

Funds Management > Process Transactions > Process Interfaces and Enhancements

Instructions

Use the Business Process Procedure: *Budget Transfer* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--|-------------------------------------|
| Test Run | <input checked="" type="checkbox"/> |
| Interface ID | ZCOEH1012 |
| Select Additional Selection tab. | |
| Fiscal year | 2013 |
| Period from | 1 |
| Period to | 12 |
| Order | Your order from exercise 2 |
| Click the  Execute button. | |
| Click  Back button. | |
| Test Run | <input type="checkbox"/> |
| Click the  Execute button. | |

Exercise 8 – Define Allocation of Actual Costs (S_ALR_87005742)

Portal Path

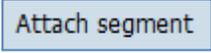
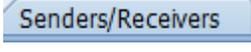
Controlling > Period End Closing > Define Allocation of Actual Costs

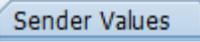
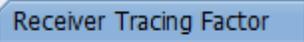
Instructions

Use the Business Process Procedure: *Create Actual Assessment Cycle* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|---------------------------------------|
| Cycle | Your initials + test (ie. DLTEST) |
| Start Date | 05/01/2013 |
| Click  | |
| To Date | 12/31/9999 |
| Text | Training test cycle |
| Click  button. | |
| Segment name | Your initials + segment (ie. segment) |
| Segment description | Training Test Segment |
| Allocation structure | Z8 |
| Sender rule | Posted amounts |
| Receiver rule | Fixed percentage |
| Click  tab. | |
| Sender | |
| Order | See data sheet |
| Receiver | |
| Order | From exercise 2 |
| Functional Area | 0000-8100-99766 |
| Fund | 010-0000 |

| | |
|--|-----|
| Click  tab. | |
| Version | 0 |
| Click  tab. | |
| Portion/percent | 100 |
| Click  Save button. | |

Exercise 9 – Execute Actual Assessment (KSU5)

Portal Path

Controlling > Period End Closing > Allocation of Actual Costs

Instructions

Use the Business Process Procedure: *Budget Transfer* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--|-----------------|
| Period | 11 |
| Fiscal Year | 2013 |
| Cycle | From exercise 7 |
| Click the  Execute button | |

Exercise 10 – Display Actual Cost Line Items for Orders (KOB1)**Portal Path**

Reports > Controlling > Internal Order: Actual Line Items

Instructions

Use the Business Process Procedure: *Display Actual Cost Line Items for Orders* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|--|--------------|
| Order | 808000056358 |
| Posting date from | 01/01/2010 |
| Click the  Execute button | |
| | |

Exercise 11 – Display Actual Cost Line Items for Cost Centers (KSB1)

Portal Path

Reports > Controlling > Cost Centers: Actual Line Items

Instructions

Use the Business Process Procedure: *Display Actual Cost Line Items for Cost Centers* from the Collaboration Site to complete the exercise. As you progress through the scenario, complete each exercise task with the data provided in the following pages.

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

| Field | Value |
|---|------------|
| Cost Center | 1823001 |
| Posting date from | 01/01/2013 |
| Click the  Execute button | |