

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

**FINANCIAL ACCOUNTING &
CONTROLLING**

MASTER DATA CREATION

TABLE OF CONTENTS

1	DOCUMENT CONTROL	3
1.1	DOCUMENT HISTORY	3
1.2	DISTRIBUTION	3
2	GENERAL LEDGER CREATION	4
2.1	OVERVIEW	4
2.2	MENU PATH	4
2.3	STEPS	4
3	PROFIT CENTER CREATION	11
3.1	OVERVIEW	11
3.2	MENU PATH	11
3.3	STEPS	11
4	VENDOR CREATION	14
4.1	OVERVIEW	14
4.2	MENU PATH	14
4.3	STEPS	14
5	ASSET CREATION	20
5.1	OVERVIEW	20
5.2	MENU PATH	20
5.3	STEPS	21
6	COST ELEMENT CREATION	24
6.1	OVERVIEW	24
6.2	MENU PATH	24
6.3	STEPS	24
7	COST CENTER CREATION	27
7.1	OVERVIEW	27
7.2	MENU PATH	27
7.5	STEPS	28
8	COMMITMENT ITEM CREATION	31
8.1	OVERVIEW	31
8.2	MENU PATH	31
8.3	STEPS	32
9	FUNDS CENTER CREATION	34
9.1	OVERVIEW	34
9.2	MENU PATH	34
9.3	STEPS	35
10	GLOSSARY	36
11	APPENDIX	37
11.1	T - CODES FOR REOPRTS	37

1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	07-02-2018	Durgarao Tirumani & Abhishek Sharma	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
07-02-2018	Madhur Rastogi	For Information

2 GENERAL LEDGER CREATION

2.1 OVERVIEW

General ledger accounts are master data that is used in day to day transaction processing in various modules of the SAP ERP system.

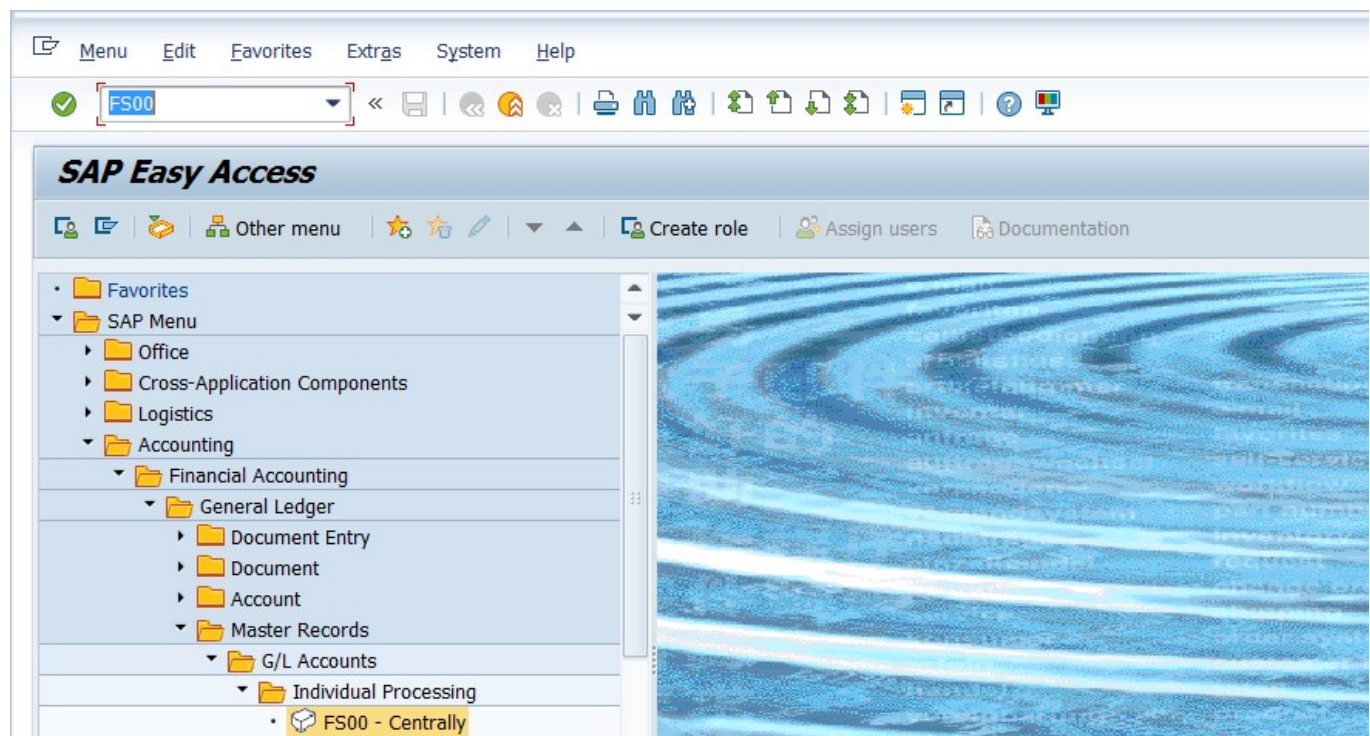
Each general ledger is set up according to a chart of accounts. The chart of accounts contains the definitions of all G/L accounts in an ordered form. The definitions consist mainly of the account number, account name, and the type of G/L account, that is, whether the account is a P&L type account or a balance sheet type account.

The general ledger contains a record of all relevant accounting transactions from a business point of view in the G/L accounts. To keep a clear overview, the general ledger often only contains collective postings. In such cases, the information posted is displayed in more detail in the subsidiary ledgers, which provide their information to the general ledger in summarized form.

Create General ledger master centrally function allows you to create both segments simultaneously i.e. the chart of accounts and the company code segments.

2.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General Ledger → master Records → GL Accounts → Individual Processing → FS00-Centrally.
Transaction Code	FS00



2.3 STEPS

On running FS00, we get the initial screen as shown below:

G/L account Edit Goto Extras Environment Settings System Help

10010000 Land Owned Under Full Tilt -10.101

Company Code 1000 UJVN Limited With Template

Type/Description Control Data Create/bank/interest Key word/translation Information...

Control in chart of accounts

Account Group

☒ P&L statement acct

☐ Balance sheet account

Description

Short Text

G/L Acct Long Text

Consolidation data in chart of accounts

Trading partner

Enter the following data in the Input screen to create General ledger

S.NO	Field	Description	User Action and Values
1	G/L Account	G/L account master records contain the data that is always needed by the General Ledger to determine the account's function. The G/L account master records control the posting of accounting transactions to G/L accounts and the processing of the posting data.	It is mandatory to maintain this field and create GL Account. Ex:10010000
2	Company Code	The company code is an organizational unit used in accounting. It is used to structure the business organization from a financial accounting perspective. Enter the company code in which the General Ledger account is to be created.	It is mandatory to maintain this and create Ex:1000

Click on create  button.

Create G/L Account Centrally

Edit financial statement version Edit set Edit cost element

G/L Account:
 Company Code: UJVNL Limited

Type/Description Control Data Create/bank/interest Key word/translation Information...

Control in chart of accounts

Account Group:

☒ P&L statement acct
☐ Balance sheet account

Description

Short Text:

G/L Acct Long Text:

Consolidation data in chart of accounts

Trading partner:

S.NO	Field	Description	User Action and Values
1	Account Group	In above screen we select Account group (e.g.- 1000 Equity Share Capital) (Account groups determine which fields you can configure on the G/L master record. A number range from which numbers are selected for the master records. An account group must be assigned to each master record. Account group number is used for reporting a consolidated balance of GL accounts for company code.)	It is mandatory to maintain this and create Ex:1000
2	P& L or Balance Sheet Account	Select account weather P& L or Balance Sheet Account. It determines the type of GL account.	Select the P&L statement acct. Ex: <input checked="" type="radio"/> P&L statement acct
3	Short Text	Enter the short text of the general ledger	It is for 20 Characters
4	Long Text	Enter the long text of the general ledger	It is for 50 Characters

After filling all above data click on Control tab

Account control in company code

Account currency: INR Indian Rupee

☒ Only balances in local crcy

Exchange rate difference key:

Valuation group:

Tax category:

☐ Posting without tax allowed

Recon. account for acct type:

Alternative Account No.:

☐ Acct Managed in Ext. System

Inflation key:

Tolerance group:

Account Management in Company Code

☐ Open Item Management

☒ Line item display

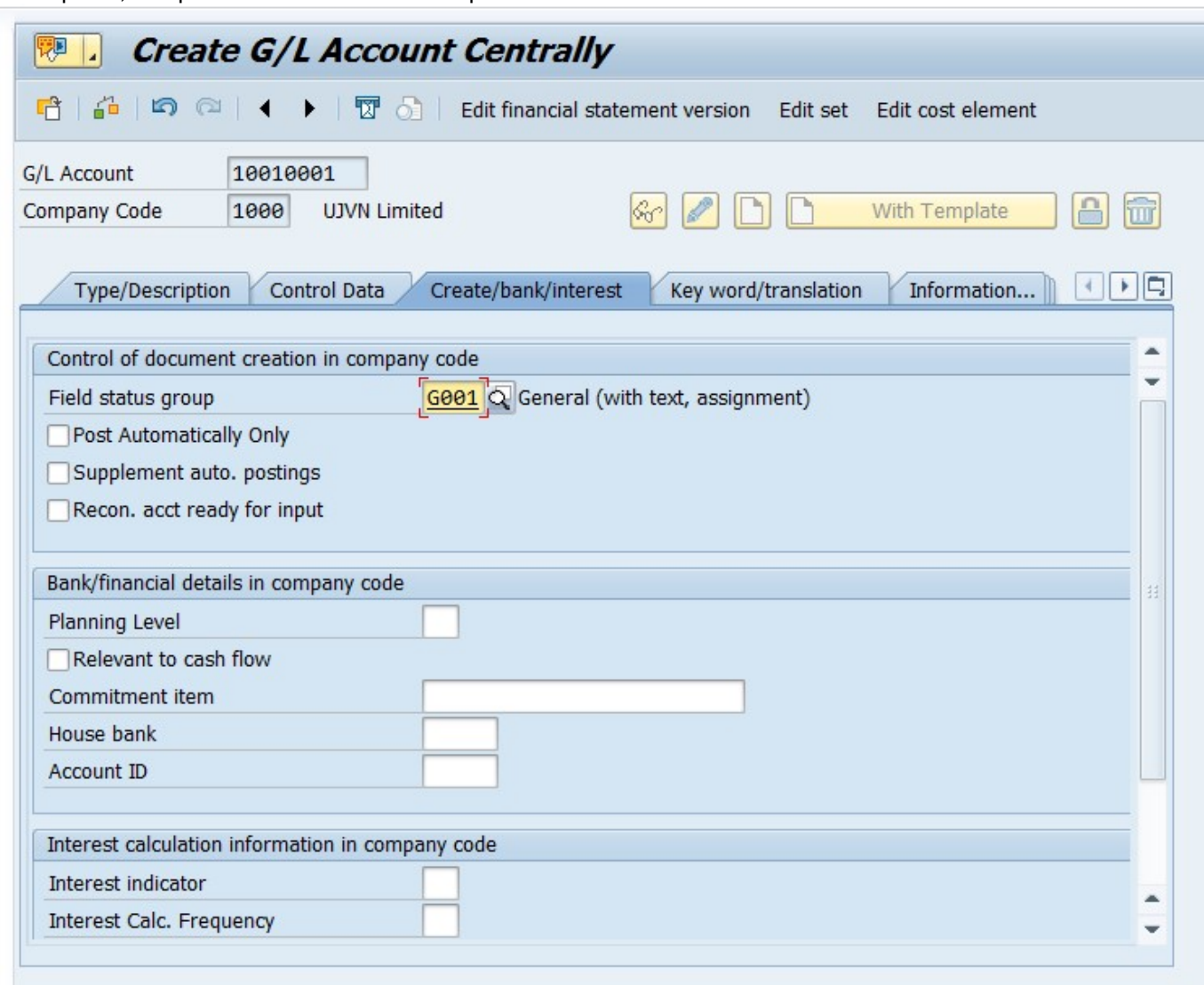
Sort key: 001

Authorization Group:

S.NO	Field	Description	User Action and Values
1	Account Currency	The company code currency, by default it will come from company code settings.	INR Maintain this currency.
2	Only Balance in local currency	Select this for all the balance sheet items. Which indicates a GL account currency will be maintained in its local/company code currency.	Check box selection
3	Tax Category	Maintain the tax category '*' for all the tax related GL Accounts.	Input the < input tax account, > output tax account, * for all the taxes.
4	Posting without tax allowed	Select this check box to allow GL account to post transactions if there are no tax parameters in transaction postings i.e., tax code, selection of calculate tax etc.	Whenever the previous step provided, select this also.
5	Reconciliation account for ledger account type	For sub ledger accounting, for every GL account of a sub ledger i.e., accounts payable, accounts receivable, asset accounting it is mandatory to maintain this field.	Specify the recon account
6	Open Item Management	Items posted to accounts managed on an open item basis are marked as open or cleared. The balance of these accounts is always equal to the balance of the open items.	Select this option for clearing accounts
7	Line Item Display	This is compulsory for customer and vendor accounts. For G/L accounts this setting must be defined in the master record of the account.	Select this for all the accounts

S.NO	Field	Description	User Action and Values
8	Sort Key	The system uses a standard sort sequence for displaying line items. Among other things, it sorts the items according to the content of the Allocation field. This field can be filled either MENU ally or automatically (by the system) when a document line item is entered. For this purpose, the system requires rules that determine which information is to be taken from the document header or from the document line item and placed in the field. The rules can be stored in the master record of an account which enables you to determine the standard sort sequence on an account-specific basis.	Specify the respective sort key. Ex:001

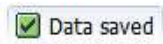
As required, complete/review all the field as per GL nature.



S.NO	Field	Description	User Action and Values
1	Field Status Group	Enter the field status group here, so that, when you enter a document, the definitions stored for the group are effective.	INR Maintain this currency.

S.NO	Field	Description	User Action and Values
2	Post Automatically	Indicates that this account can only be posted to by the system using account determination tables.	Check box selection

Click on Save button or Ctrl+s



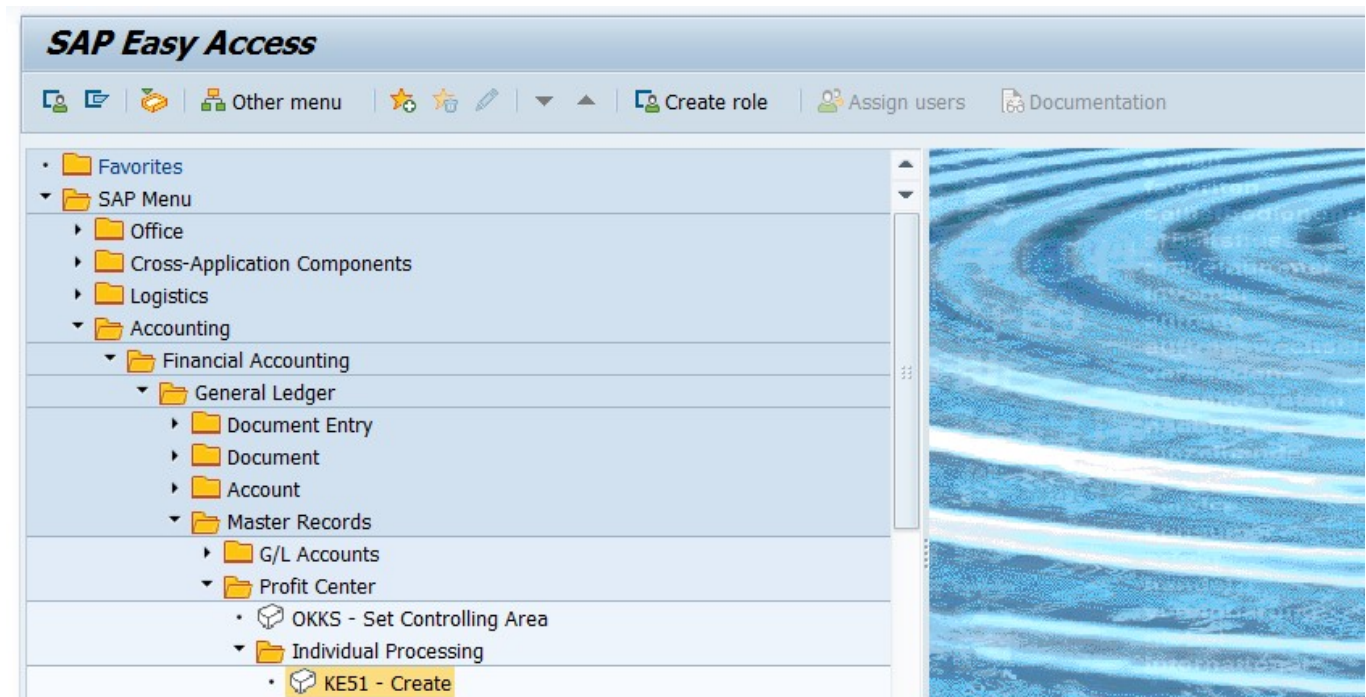
3 PROFIT CENTER CREATION

3.1 OVERVIEW

A profit center is a subunit of a company that is responsible for revenues and costs. Often a division of a company is a profit center because it has control over its revenues, costs, and the resulting profits. Cost centers and profit centers are usually associated with planning and control in a decentralized company.

3.2 MENU PATH

Menu Path	SAP MENU → Accounting → Financial Accounting → General Ledger → master Records → Profit center → Individual processing → KE51-Create
Transaction Code	KE51



3.3 STEPS

On running KE51, we get the initial screen as shown below:



Create Profit Center

Master Data

Profit Center


CO Area

Copy from

Profit Center

CO Area

Create Profit Center

 Drilldown

General Data

Controlling Area Controlling area of UJVNL

Basic Data Indicators Company Codes Address Communication History

Descriptions

Profit Center Status

Analysis Period to

Name

Long Text

Basic Data

User Responsible

Person Respons.

Department

Profit Ctr Group

Segment

Save.

First it will be saved in inactive mode then once you activate it, then it will get activated.

Enter the following data in the Input screen to create General ledger

S.NO	Field	Description	User Action and Values
1	Controlling area	Specify the controlling area. An organizational unit within a company, used to represent a closed system for cost accounting purposes.	Ex:1000
2	Profit center	A profit center is a subunit of a company that is responsible for revenues and costs.	Ex: 1709
3	Analysis period (From and to)	Provide the analysis period from and to date	From 01.01.2018 to 31.12.9999
4	Name	Specify the name for the profit center.	Branch Office
5	Person responsible	Enter the key member or responsible person name.	UJVNL
5	Profit center group	The grouping of profit center into different groups will enable you to identify the profit centers segments wise.	1000

Click on Save button or Ctrl+s

4 VENDOR CREATION

4.1 OVERVIEW

The vendor master database contains information about the vendors that supply an enterprise. This information is stored in individual vendor master records. A vendor master record contains the vendor's name and address, as well as data such as:

- The currency used for ordering from the vendor
- Terms of payment
- Names of important contact persons

Vendor Account Groups

- Vendor account groups classifying the Vendor master records. Accounts groups control the way the numbers are assigned to the partners, it can be external or internal based on the settings in the account group.
- Account groups determine whether the business partner is a one-time vendor or regular vendor. In this process you can maintain the number ranges for account groups, then you can assign the number ranges to Vendor Account groups.
- UJVNL Account groups for vendors;

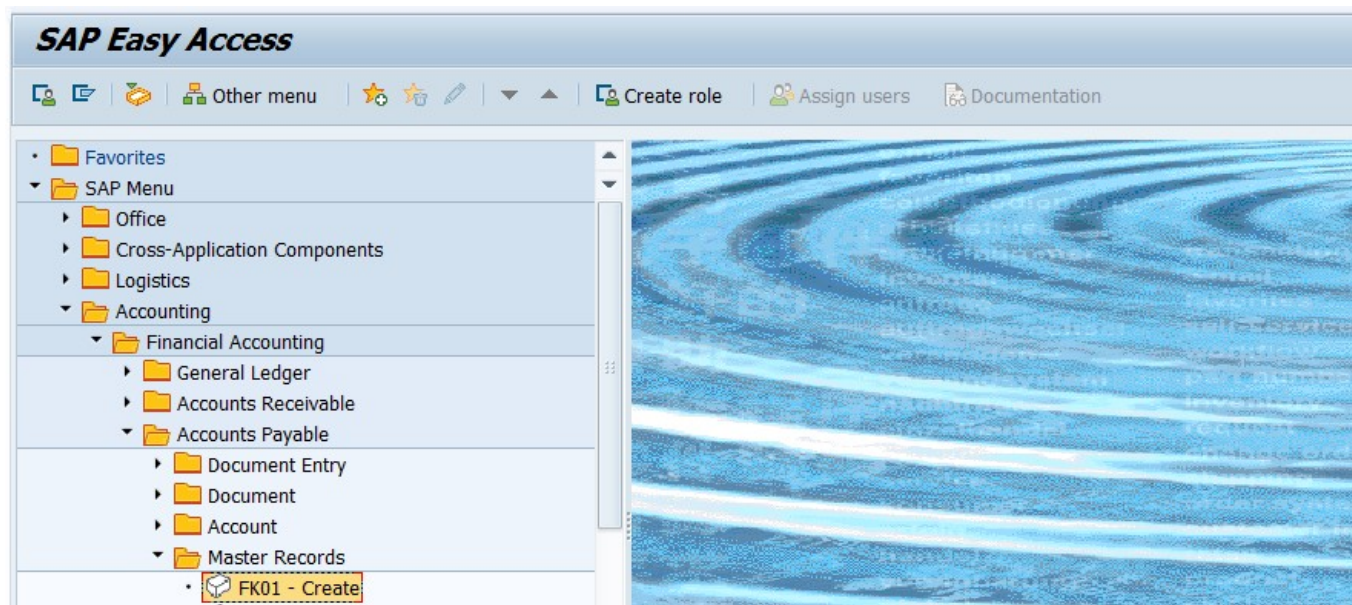
Account Group	Description	No Range	From Account	To Account
V001	Supply Vendor UJVNL	01	0000100000	0000199999
V002	Service Vendor UJVNL	02	0000200000	0000299999
V003	Employee Vendor UJVNL	03	0000300000	0000399999
V004	Inter Plant Vendor UJVNL	04	0000001100	0000005000
V005	Foreign Vendor UJVNL	05	0000500000	0000599999
V006	Works Vendor UJVNL	06	0000600000	0000699999

4.2 MENU PATH

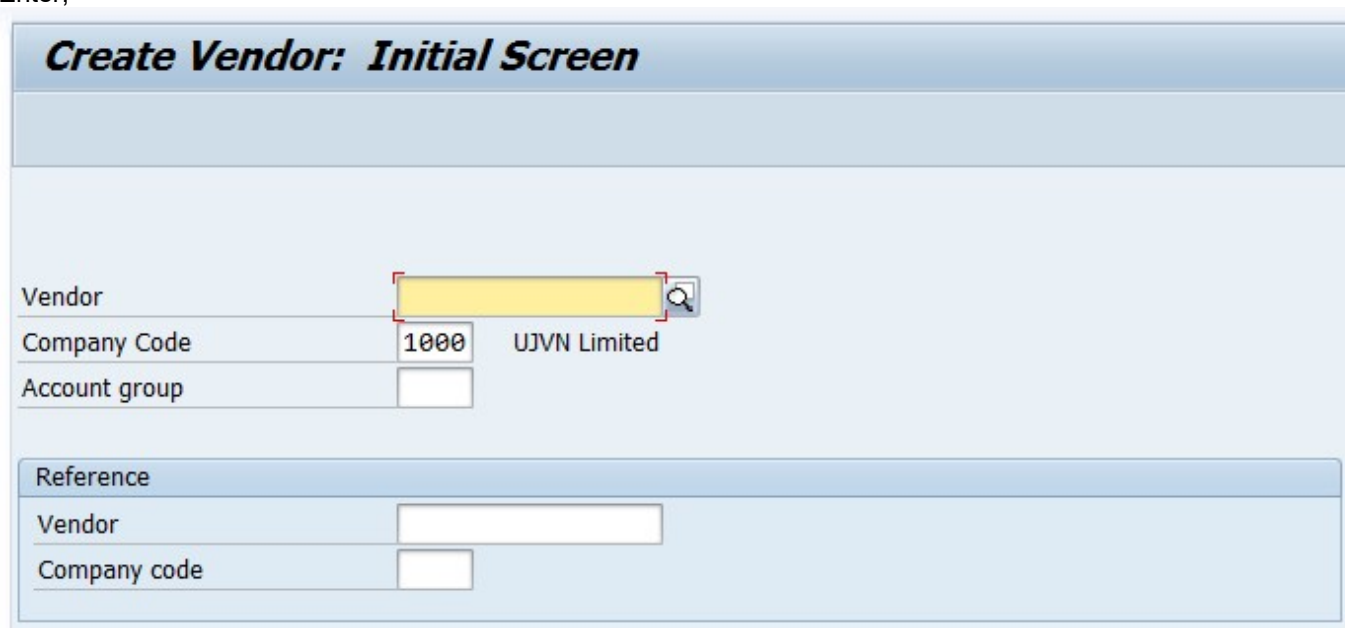
Menu Path	SAP Easy Access → Accounting → Financial Accounting → Master records → FK01>Create
Transaction Code	FK01

4.3 STEPS

On running FK01, we get the initial screen as shown below:



Enter,






Enter the following data in the Input screen to create Vendor




S.NO	Field	Description	User Action and Values
1	Company Code	Company code in which vendor has to be created	1000
2	Account Group	A group which specifies the vendors in a category.	V001

Press "Enter" key
Enter the following data

S.NO	Field	Description	User Action and Values
1	Title	The possible titles are Company, Mr., Mr.and Mrs., Ms.	Company
2	Name	Need to specify name of the vendor with whom the dealings are taking place.	Accenture Ltd
3	Search Item	This key is used to search the vendor in ease.	Acc
3	Street/House number	Enter the street name of the vendor and house number.	Cyber City
4	Postal Code/City	Enter postal code and city	135001
5	Country	Specify the country of the vendor	IN
6	Region	Enter the region i.e., state of the vendor. So that the system can identify the region of the vendor.	35




CIN Details
MENA Certificate

Vendor


 Preview


Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number




District

Postal Code/City

Country
India
Region

Time zone



Then Click on 




 CIN Details MENA Certificate




Vendor Accenture Ltd Gurgaon

Bank Details

Ctry	Bank Key	Bank Account	Acct Holder	AK
IN	CITI0001	1232323232		

Then Click on 




 CIN Details MENA Certificate

Vendor Accenture Ltd Gurgaon
 Company Code UJVN Limited

Accounting information

Recon. account <input type="text" value="43000000"/>	Sort key <input type="text" value="003"/>	Document date
Head office <input type="text"/>	Subsidy indic. <input type="text"/>	
Authorization <input type="text"/>	Cash mgmnt group <input type="text"/>	
Minority indic. <input type="text"/>	Release group <input type="text"/>	
	Certificatn date <input type="text"/>	

Interest calculation

Interest indic. <input type="text"/>	Last key date <input type="text"/>
Interest cycle <input type="text"/>	Last interest run <input type="text"/>




Reference data

Prev.acct no. <input type="text"/>	Personnel number <input type="text"/>
------------------------------------	---------------------------------------

Enter the following data


S.NO	Field	Description	User Action and Values
1	Recon. A/c	This account paves the way/link between accounts payable sub module with general ledger module. So that as and when the user posts the entry in one shot the entry will be passed in two different modules at a time.	43000000 – Accounts payable consumable

Then Click on 




CIN Details MENA Certificate

Vendor Accenture Ltd Gurgaon
Company Code UJVN Limited

Payment data

Payt Terms  Tolerance group
Chk double inv. ☒
Chk cashng time

Automatic payment transactions

Payment methods Payment block Free for payment
Alternat.payee House bank
Individual pmnt ☐ Grouping key
B/exch.limit INR
Pmt adv. by EDI ☐




Invoice verification

Tolerance group
Prepayment

Press "Enter" key
Enter the following data and enter

S.NO	Field	Description	User Action and Values
1	Payt Term	Pay immediately due net	Pay immediately due net
2	Chk double Inv.	Tick	Tick

Then Click on 




CIN Details MENA Certificate

Vendor Accenture Ltd Gurgaon
Company Code UJVN Limited

WH Tax Country

With/tax information

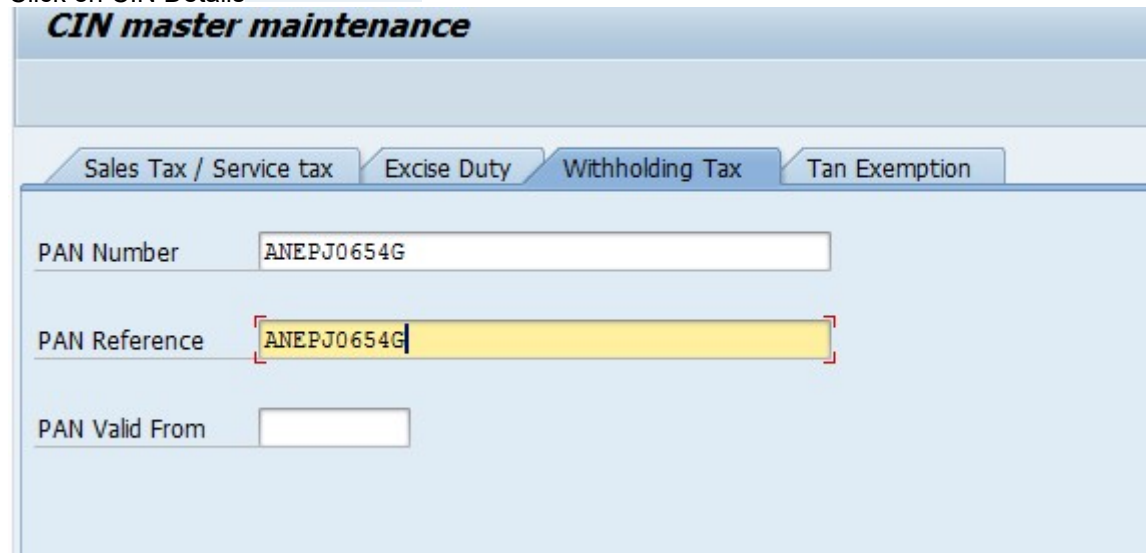
With.t.type	W/tax co...	Liab	Rec.ty	W/tax ID	Exemption number	Exem.%	Exmpt.r...	Exempt From	Exempt To	Description
I6	I6	<input checked="" type="checkbox"/>	CO							Sec 194J TDS on Professiona
P6	P6	<input checked="" type="checkbox"/>	CO							Sec 194J TDS on Payment of
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

Press "Enter" key
Enter the following data and enter

S.NO	Field	Description	User Action and Values
1	WH Tax Country	IN – India	IN – India
2	Wth Tax Type	I6 – Sec 194J TDS on Professional services	I6 – Sec 194J TDS on Professional services
3	Wth Tax Type	P6 – Sec 194J TDS on Payment of Prof Services	P6 – Sec 194J TDS on Payment of Prof Services
4	Liabile	Tick	Tick

CIN Details

Click on CIN Details



The screenshot shows the 'CIN master maintenance' form. It has four tabs: 'Sales Tax / Service tax', 'Excise Duty', 'Withholding Tax', and 'Tan Exemption'. The 'Withholding Tax' tab is selected. The form contains three input fields: 'PAN Number' with the value 'ANEPJ0654G', 'PAN Reference' with the value 'ANEPJ0654G' (highlighted in yellow), and 'PAN Valid From' which is empty.

Fill the below details

S.NO	Field	Description	User Action and Values
1	PAN Number	ANEPJ0654G	ANEPJ0654G
2	PAN Reference	ANEPJ0654G	ANEPJ0654G



Click on

Message Vendor XXXXXXXXXXXX was created in company code 1000

Note: Finance vendors will be maintained/created by using this transaction. For MM (Purchase organization) related vendors, it is handled with XK01 from MM Module.

5 ASSET CREATION

5.1 OVERVIEW

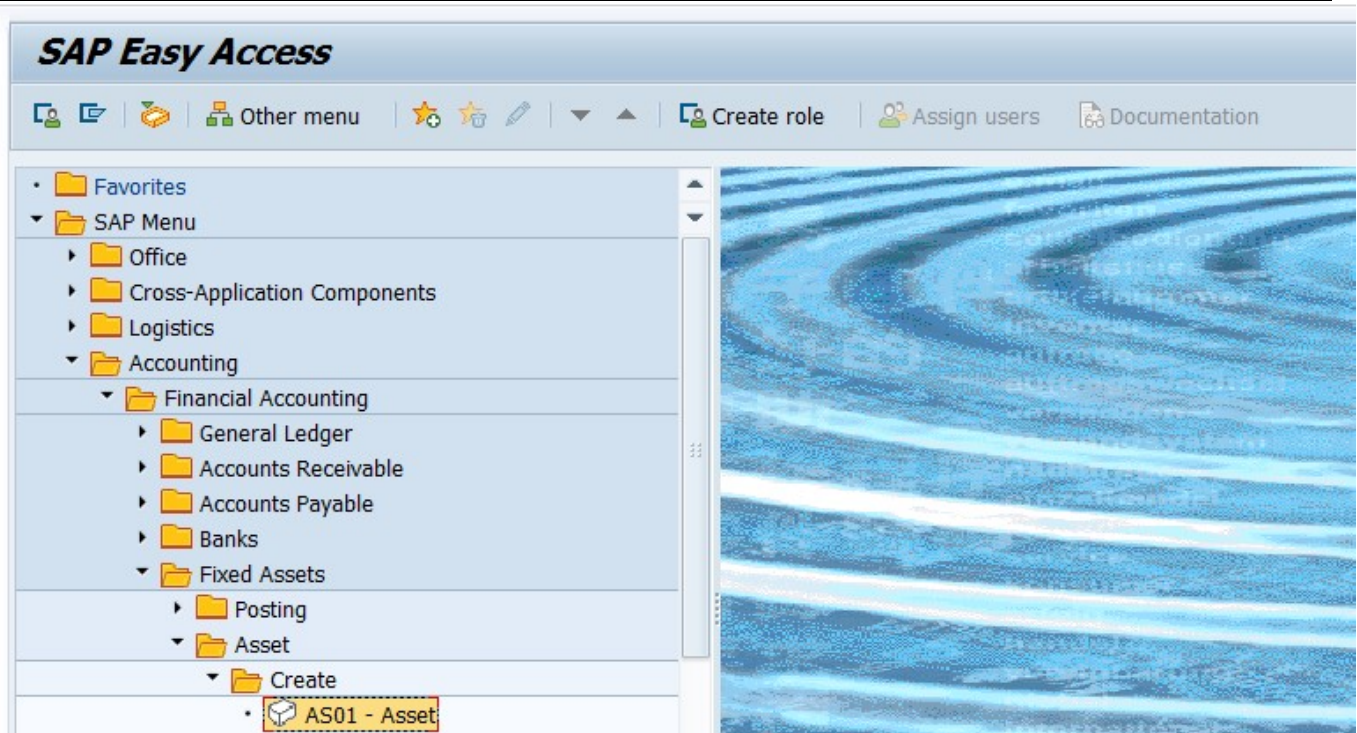
Asset master record is the reliable and authoritative data maintained by an organization relating to the various fixed and intangible assets used by it

Key features of Asset Master Data are:

- Master data does not change frequently
- Fixed number of key attributes can be used to capture the relevant details of the asset for analysis and reporting

5.2 MENU PATH

Menu Path	SAP Menu → Accounting → Financial Accounting → Fixed Assets → Asset → Create → AS01-Create
Transaction Code	AS01



5.3 STEPS

On running AS01, we get the initial screen as shown below:

Create Asset: Initial screen

Master data Depreciation areas

Asset Class

Company Code

Number of similar assets

Reference


Asset

Sub-number

Company code

☐ Post-capitalization

Step No	Field Name	Description	User Action and Values
1	Asset Class	The main criterion for classifying fixed assets according to legal and management requirements.	10003=Buildings., For creation of any building related fixed assets user must use this asset class.
2	Company Code	The smallest organizational unit for which an asset is being created.	1000=UJVNL.,
3	Number of similar Assets	Either single or multiple assets can be maintained/created in one shot with this option.	1=one, For creation of a single assets. And specify the number in this field for which number of assets has to be created.
4	Reference	It can be copied and created by taking the reference of all the parameters of a particular existing asset in the system.	Blank
5	Post Capitalization	When you post post-capitalization to a new master record, you must have MENU ally set the historical capitalization date and the acquisition date for the asset in the asset master record. If you set this indicator, the capitalization date in the asset master record becomes a required field, and the system automatically sets the acquisition date based on the capitalization date. Set this indicator.	If you want to create an asset master record for post-capitalization. When this indicator is set, you can post to the asset using the posting transaction for post-capitalization.

Press “Enter” key or select “Enter”  icon. Create Asset Master: Master Data screen is open and maintain all required data in all the fields in all the tabs.

Create Asset: Post-capitalization Master data


Asset values

Asset:

Class: Buildings Company Code:

General Time-dependent Origin Insurance IT Depreciation Allocation Deprec. Areas

General data

Description: 

Asset main no. text:

Acct determination: Buildings-10.2

Serial number:

Inventory number:

Quantity:

☐ Manage historically

Inventory

Last inventory on: ☐ Include asset in inventory list

Inventory note:

Fill the below fields

Step No	Field Name	Description	User Action and Values
1	Description	Detailed description of the asset, so that one can identify it by looking at this.	Building-Office (UJWAAL). This is an alphanumeric field.
2	Cost center	Need to provide proper cost center, so that the asset master depreciation will be stored in this cost center.	11010701
3	Plant	Provide the plant code, from this plant the asset	1101 Plant of an organization
4	Useful life	Maintain useful life of an asset	60 Years Maintain the useful life as per the norms.

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 Building-Office (UJWAAL)
 Class: 10003 Buildings Company Code: 1000

General Time-dependent Origin Insurance IT Depreciation Allocation Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area

Cost Center: 11010701 DGM CSPPO

Maintenance order:

Plant: 1101 CSPPO

Location:

Room:

WBS Element (Costs):

☐ Asset shutdown

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 Building-Office (UJWAAL)
 Class: 10003 Buildings Company Code: 1000

General Time-dependent Origin Insurance IT Depreciation Allocation Deprec. Areas

Valuation

Deact	A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	Book deprec.	Z334	60			
<input type="checkbox"/>	15	Tax bal.sht.	ZIN2	60			
<input type="checkbox"/>	21	Dep UERC.	Z334	60			

The asset XXXXXXXXXX X is created.

Asset creation message ☒ The asset 1030000000 0 is created

6 COST ELEMENT CREATION

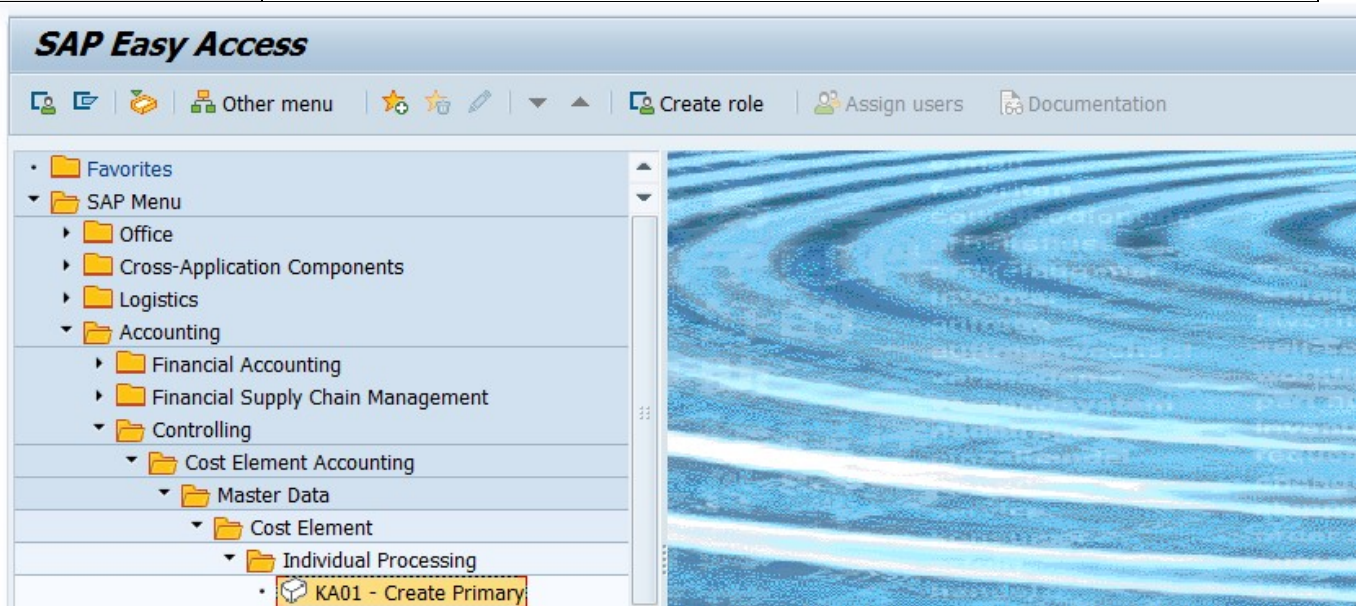
6.1 OVERVIEW

Cost element is a nature of cost i.e., salary, rent, advertisement etc. Cost elements are of two different types one is primary cost elements and other one is secondary cost elements

- Primary cost elements: It should require mandatorily corresponding GL Account in finance module for creation of a primary cost elements.
- Secondary cost elements: These cost elements are exclusively used in controlling.

6.2 MENU PATH

Menu Path	SAP Menu → Controlling → Cost element accounting → Master data → Cost element → Individual processing → KA01-Create primary
Transaction Code	KA01



6.3 STEPS

On running KA01, we get the initial screen as shown below:

Create Cost Element: Initial Screen

Master Data

Controlling Area: 1000

Cost Element: 74100002

Valid From: 01.04.1900 to 31.12.9999

Reference

Cost Element:

Controlling Area:

Step No	Field Name	Description	User Action and Values
1	Cost Element	Cost element code	Specify the cost element code

Click on enter button. Create cost element: Master Data screen is open.

Cost Element: 71610000 Turbine Oil (Consume

Controlling Area: 1000 Controlling area of UJVNL

Valid From: 01.01.2017 to 31.12.9999

Basic Data Indicators Default Acct Assgmt History

Names

Name: Turbine Oil (Consume

Description: Turbine Oil (Consumed) -71.61

Basic Data

CElem category: 1 Primary costs/cost-reducing revenues

Attribute mix:

Functional Area:

Step No	Field Name	Description	User Action and Values
1	Name	Name the cost element	Turbine Oil (Consume
2	Description	Give long description	Turbine Oil (Consumed) -71.61
3	Cost element category	Specify the cost element category	1 Cost cost/cost reducing revenue

Enter and Save.
Cost element was created.

Note: Create secondary cost elements by using KA06 with its respective cost element category.

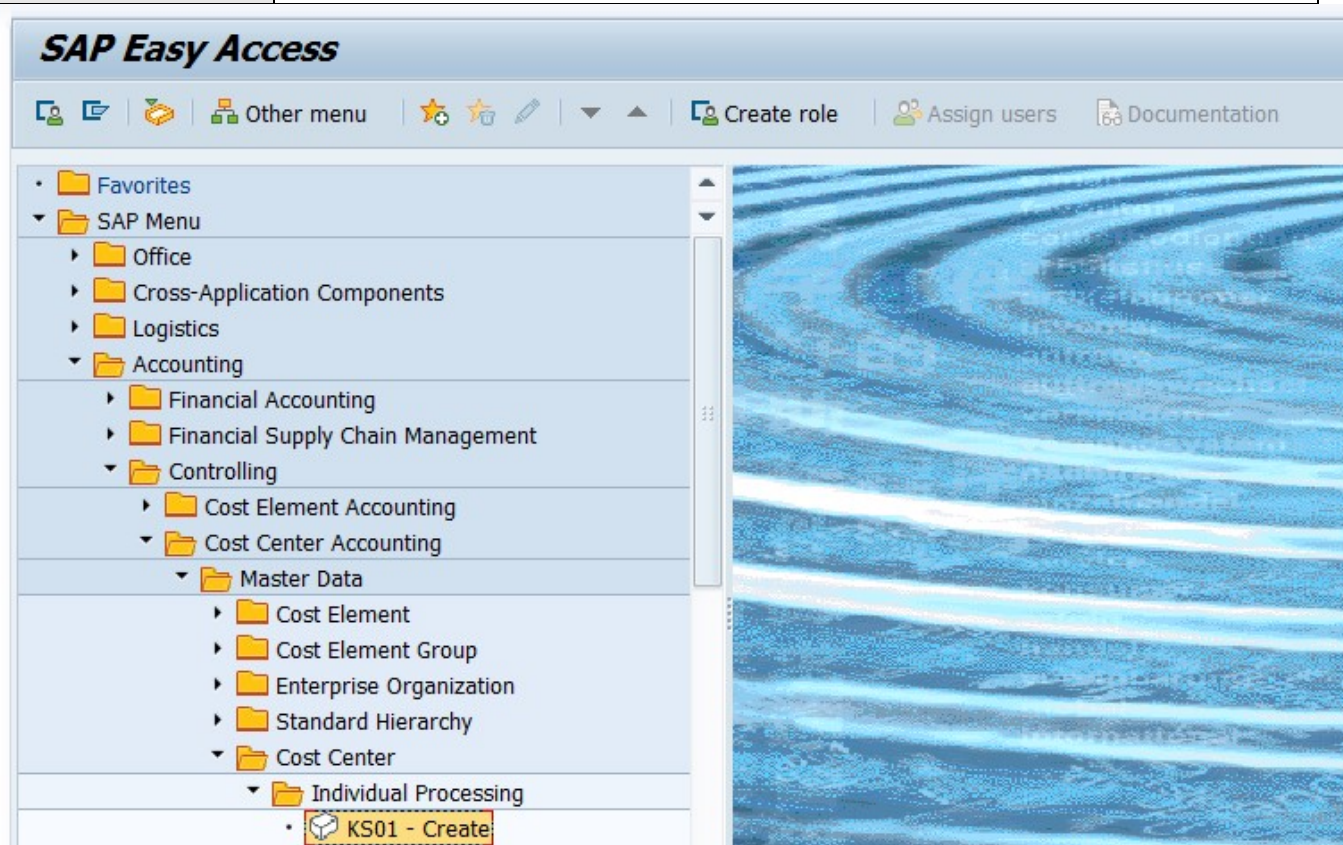
7 COST CENTER CREATION

7.1 OVERVIEW

A cost center is often a department within a company.

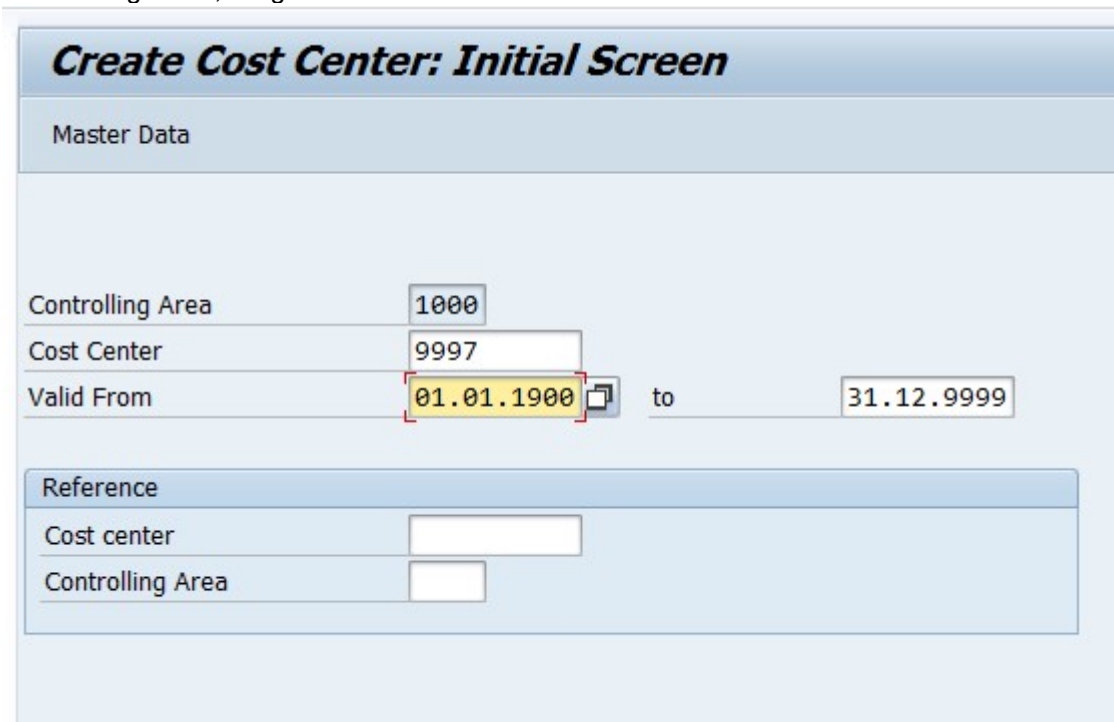
7.2 MENU PATH

Menu Path	SAP Menu → Accounting → Controlling → Cost center accounting → Master data → Cost center → Individual processing → KS01-Create
Transaction Code	KS01



7.5 STEPS

On running KS01, we get the initial screen as shown below:



Create Cost Center: Initial Screen

Master Data

Controlling Area: 1000

Cost Center: 9997


Valid From: 01.01.1900 to 31.12.9999


Reference



Cost center:

Controlling Area:

Step No	Field Name	Description	User Action and Values
1	Cost center	Department/functional area/equipment	9997
2	Valid from and to	Maintain the validity period, it is always advisable to maintain from date backdate and future date in to date.	From date: 01.01.1900 and to date 31.12.9999


Press “Enter” key or select “Enter”  icon. Create Cost center: Master Data screen is open.


Create Cost Center: Basic Screen


 Drilldown

Cost Center Corp. Cost Center
 Controlling Area Controlling area of UJVNL
 Valid From to

Basic data | Control | Templates | Address | Communication | History

Names
 Name
 Description 

Basic data
 User Responsible
 Person Responsible
 Department
 Cost Center Category Administration
 Hierarchy area Cost Center Hierarchy UJVNL
 Company Code UJVN Limited
 Business Area
 Functional Area
 Currency
 Profit Center CPO PC

Step No	Field Name	Description	User Action and Values
1	Name	Name the cost center	Corp. Cost center
2	Description	Give a long description	Corporate cost center
3	Person responsible	Maintain the responsible person name here	Corp
4	Cost center category	Maintain it's category i.e., Management, administration, sales or etc.	W=Administration
5	Heirarchy area	Every cost center has to be maintained in hierarchy.	UJVNL_HIER=Cost center hierarchy UJVNL
6	Company code	Maintain the company code under which cost center has to be created.	1000=UJVN Limited
7	Currency	Maintain the currency	INR=Indian Rupees
8	Profit center	Maintain the profit center	1102=CPO Profit center

Cost center has been created.

Message ☒ Cost center has been created .

8 COMMITMENT ITEM CREATION

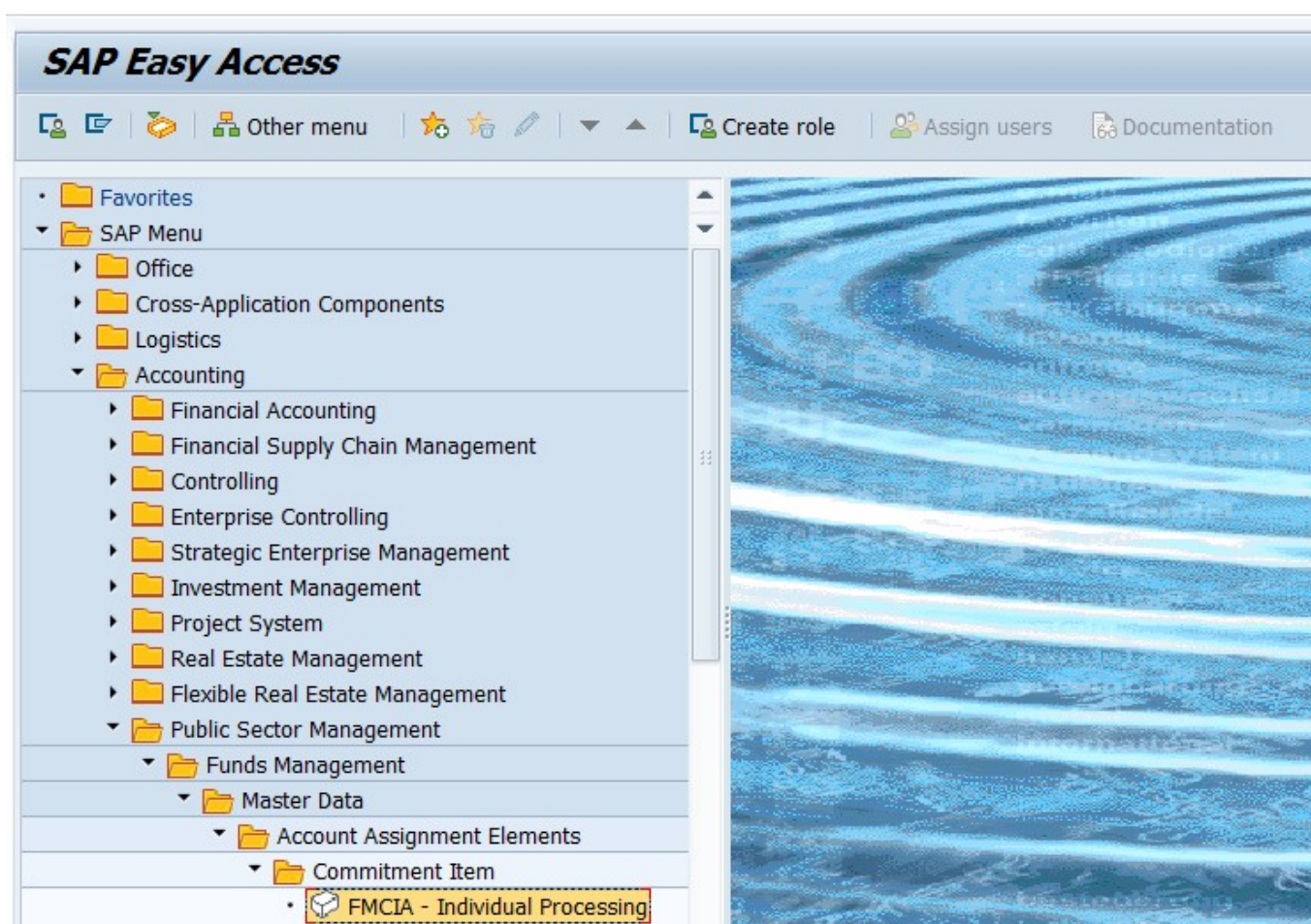
8.1 OVERVIEW

Commitment items represent the functional grouping of an organization within a financial management area (FM area)

Use. Commitment items classify budget transactions and business transactions affecting liquidity into revenue, expenditure, and cash balance items

8.2 MENU PATH

Menu Path	SAP Menu → Accounting → Public sector management → Funds management → Master data → Account assignment elements → Commitment item → FMCIA-Individual processing
Transaction Code	FMCIA



8.3 STEPS

On running FMCIA, we get the initial screen as shown below:

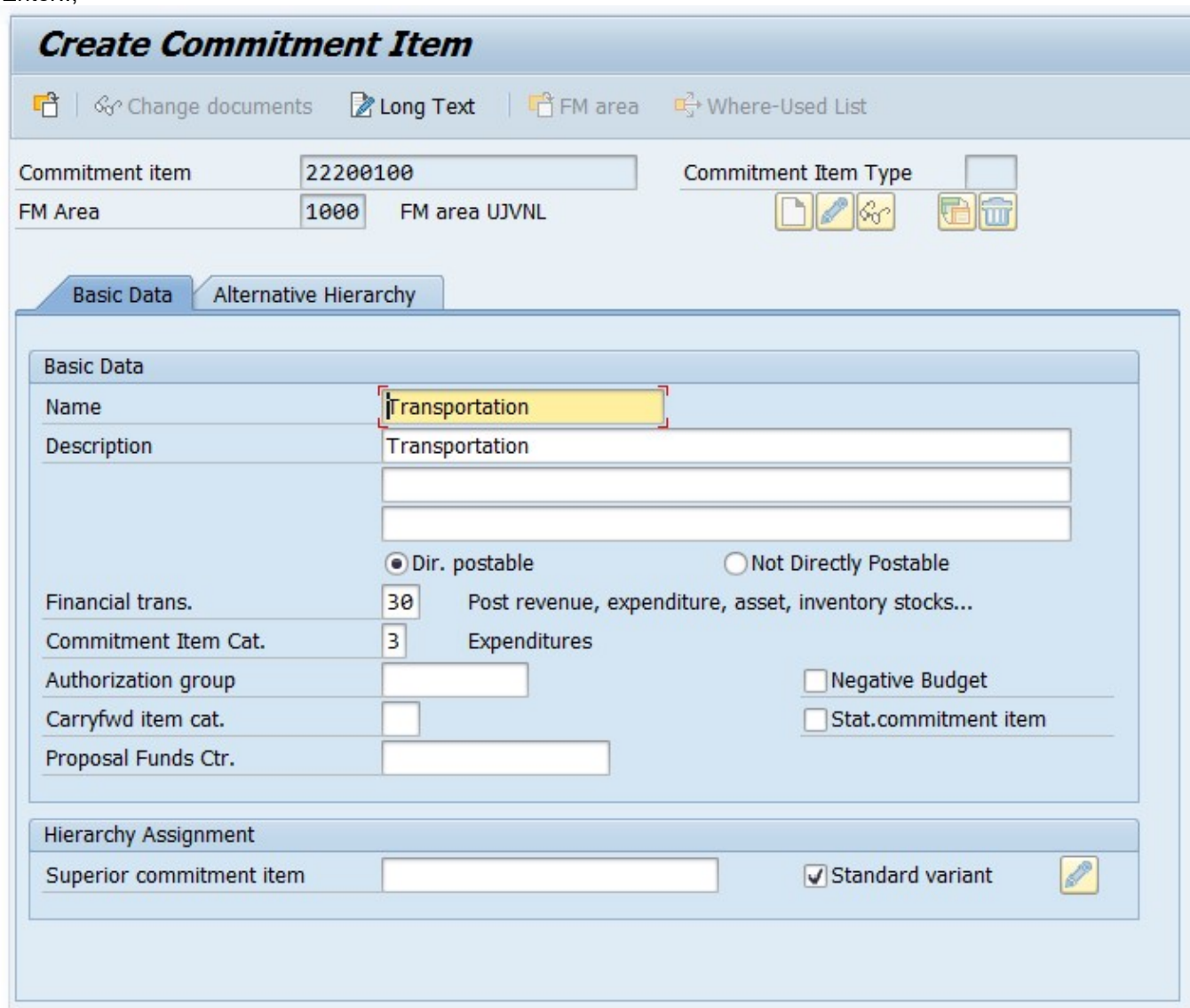


Enter FM Area

FM Area: 1000

Buttons: [Green Checkmark] [Red X]

Enter..,



Create Commitment Item

Change documents | Long Text | FM area | Where-Used List

Commitment item: 22200100 | Commitment Item Type: [Empty]

FM Area: 1000 | FM area UJVNL

Buttons: [File] [Edit] [Link] [Print] [Trash]

Basic Data | Alternative Hierarchy

Basic Data

Name: Transportation

Description: Transportation

Financial trans.: 30 | Post revenue, expenditure, asset, inventory stocks...

Commitment Item Cat.: 3 | Expenditures

Authorization group: [Empty] | ☐ Negative Budget

Carryfwd item cat.: [Empty] | ☐ Stat.commitment item

Proposal Funds Ctr.: [Empty]

Hierarchy Assignment

Superior commitment item: [Empty] | ☒ Standard variant

Step No	Field Name	Description	User Action and Values
1	Name	Name the Commitment Item	Transportation
2	Description	Give long description for the commitment item	Transportation

3	Financial Transaction	It is central to the recording of actual and commitment values in Cash Budget Management and Funds Management	30=Post revenue, cost, asset, inventory.
4	Commitment item category	The commitment item category is used for differentiating commitment and actual values from other components as well as differentiating budget values in revenues and expenditures	3=Expenditure.

Press "Enter" key
Commitment item has been created.

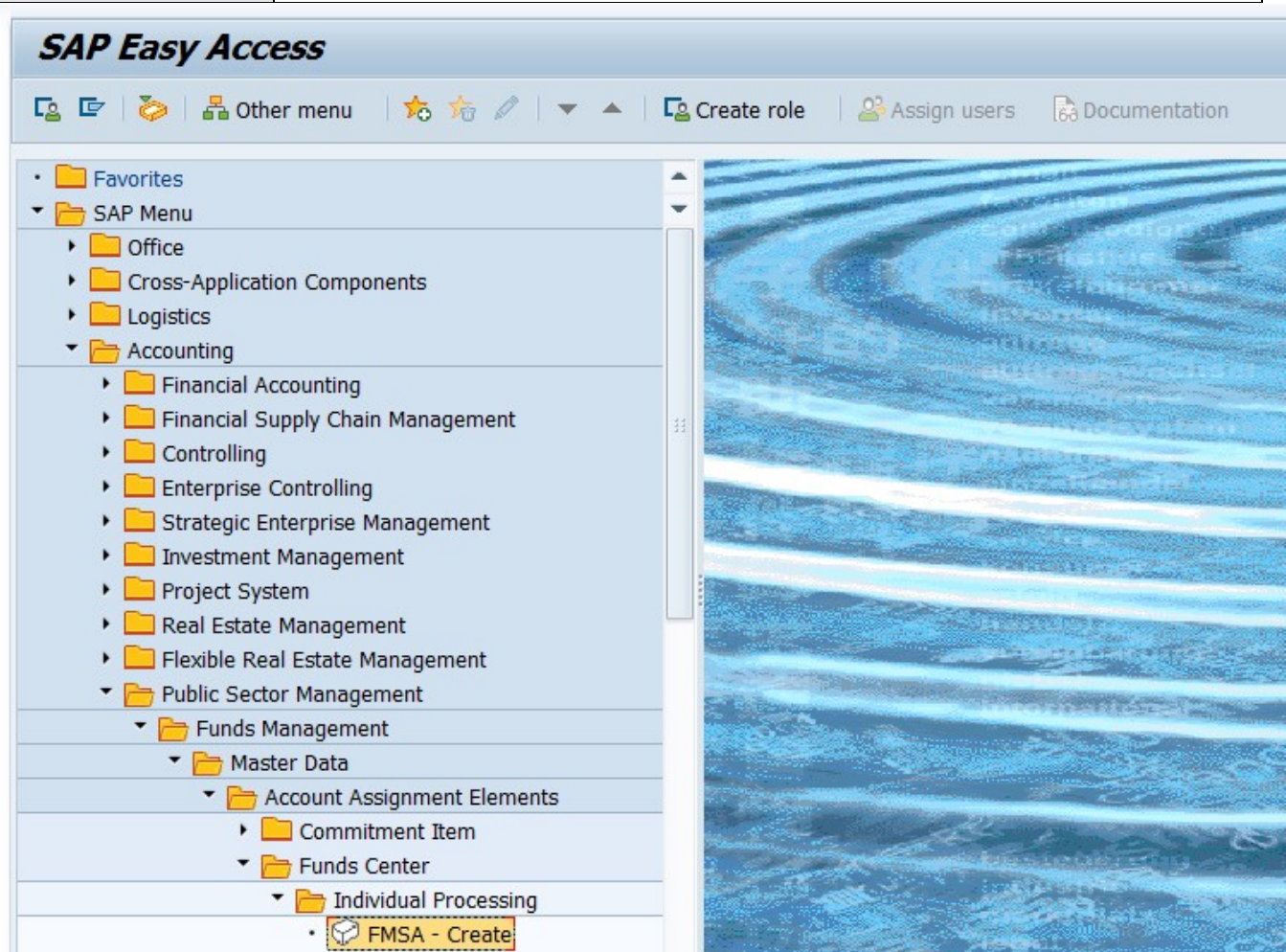
9 FUNDS CENTER CREATION

9.1 OVERVIEW

Organizational unit within an FM area which represents the structure of an organization (areas of responsibility, departments, projects) in the form of a hierarchy.

9.2 MENU PATH


Menu Path	SAP Menu → Accounting → Public sector management → Funds management → Master data → Account assignment elements → Funds center → Individual Processing → FMSA>Create
Transaction Code	FMSA



9.3 STEPS

On running FMSA, we get the initial screen as shown below:

Funds Center Create

 Long Text
 Classification





FM Area

Funds center

Analysis Time Frame from

FM area UJVNL

Analysis Time Frame to

 Basic data
  Hierarchy
  Address
  Communication

Names

Name

Description

Basic data

Valid From
Valid Until

Authorization group

Fund Default Value

Company Code


Business Area

Person responsible

User name

Name

Step No	Field Name	Description	User Action and Values
1	Name	Name the fund center	CPO Fund center
2	Description	Give long description	CPO Fund center
3	Validity period	Maintain the validity period	From 01.01.1900 to 31.12.9999

Click  button to save Funds center.

10 GLOSSARY

FI	Financial Accounting module in SAP – It co
CO	Controlling module in SAP – Controlling provides you with cost information for management decision-making
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Controlling Area	SAP organization element used to cover those company codes that share common cost accounting principles and processes
Cost Element	Cost elements classify an organization's valuated consumption of production factors within a controlling area. A cost element corresponds to a cost-relevant item in the chart of accounts.
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
Profit Centre	A profit center is a SAP organizational unit in accounting that reflects a management-oriented structure of the organization for internal Management Accounting controls
SAP	Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA

11 APPENDIX

11.1 T - CODES FOR REOPRTS

T-Code	Description
FS00	GL Creation, Edit, Display, Block
KE51	Profit Creation
FK01	Vendor Master Creation
AS01	Asset Master Creation
KA01	Cost element creation
KS01	Cost Center Creation
FMCIA	Commitment Item Creation
FMSA	Funds Centers Creation