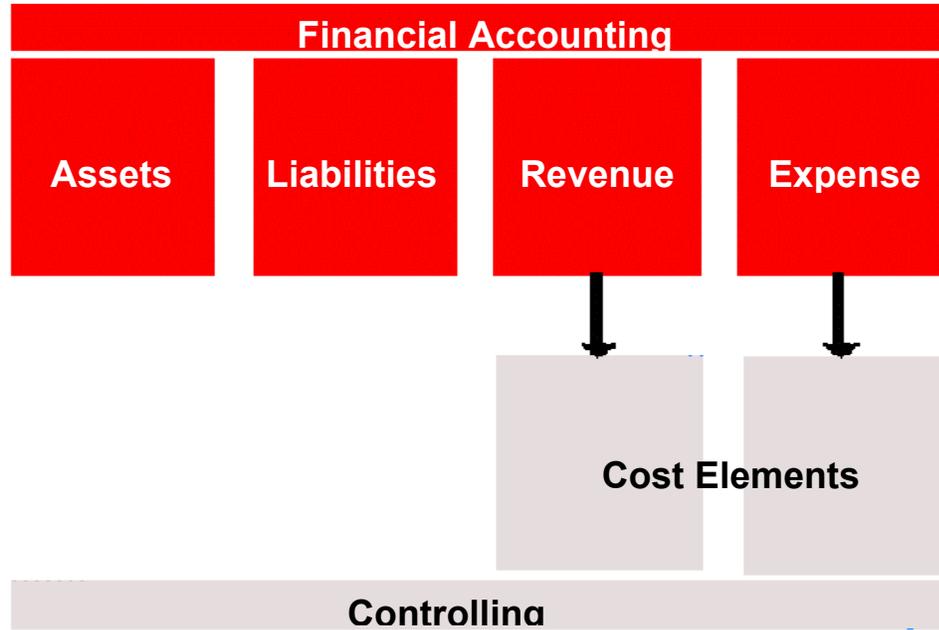


Controlling

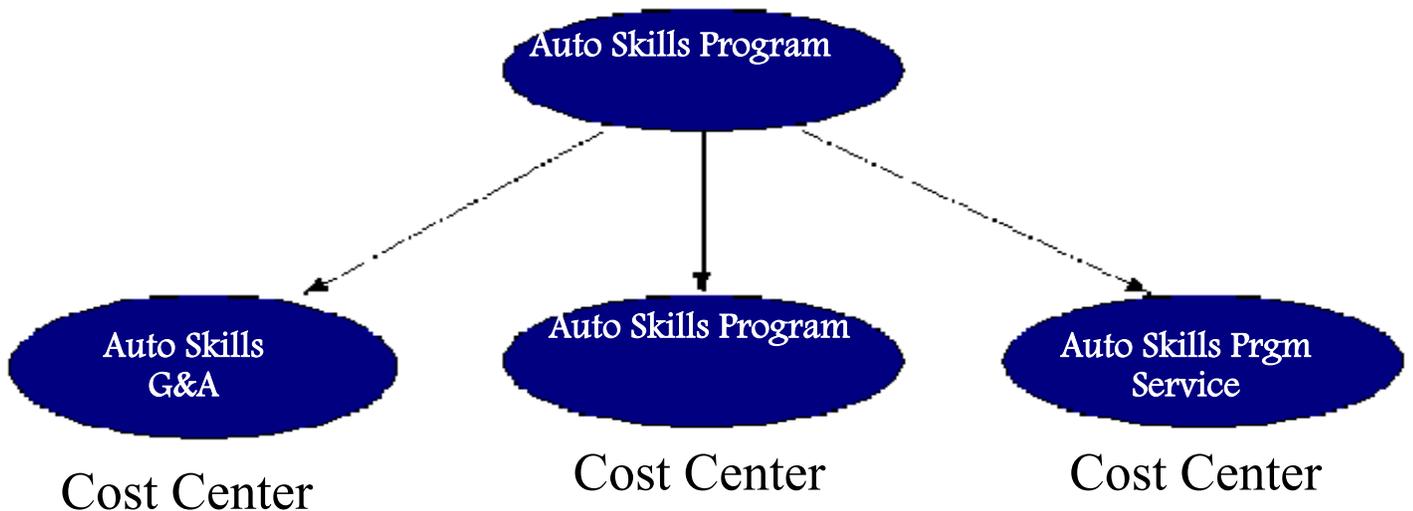
What is Controlling?

The Controlling module (CO) in SAP R/3 deals with the responsibility aspect of financial accounting. No actual postings are made in Controlling, instead all transaction information flows to Controlling through the other modules of SAP R/3. This module provides the most flexible business income and expenses reporting.



At the core of Controlling is the cost center, which represents a location where revenue and expenses originate. Cost centers are then grouped in various ways, via hierarchies, to facilitate management review.

Cost Center Group

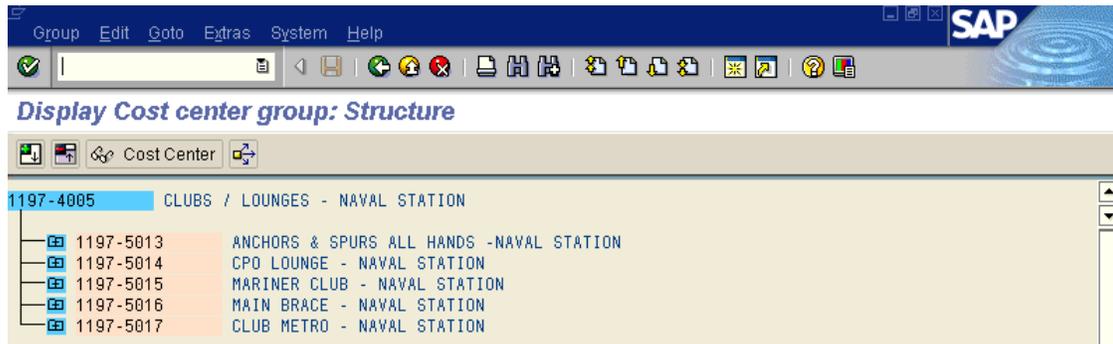


Hierarchies

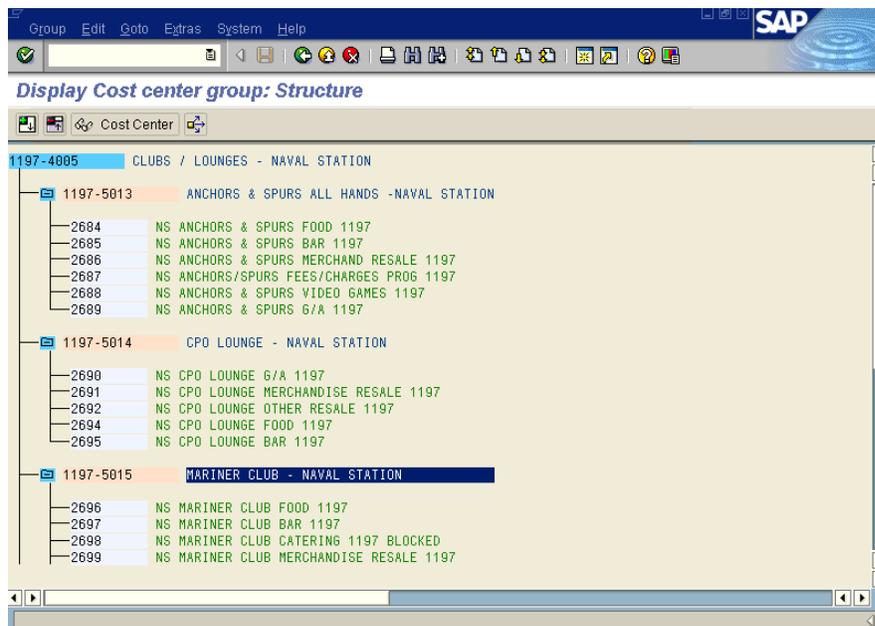
MWR has created several hierarchy groups to allow different views of cost center information. To view these hierarchies, use the following menu path:

Menu path: Accounting → Controlling → Cost Center Accounting → Master Data → Cost center group → Display (Trans KSH3)

Enter the hierarchy number (group node) in the text box. Select your group node from the handout hierarchy. Group nodes are identified as a number that consists of SAP Company code plus three or four additional numbers (ie. 1197-4005) See example below.



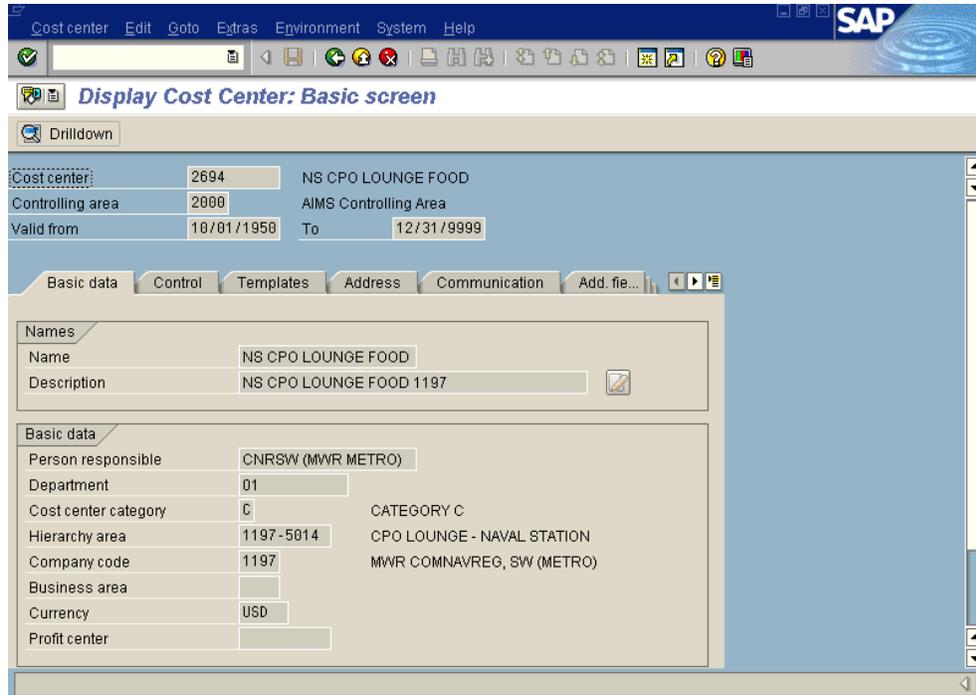
To expand or collapse the hierarchy, place the cursor on the desired level and click the expand or collapse icon . The expanded version will look like the following.



Hierarchies cont.

The different nodes represent different levels in the organizational chart. Each node is a reporting node that will offer summary level or detailed level financial information for all subordinate nodes or cost centers. The cost centers are identified as the four digit numbers at the lowest level of the heirarchy (ie. 2694).

By double clicking at the cost center level, the system will display the cost center master data.



Cost centers are used by SAP to represent a location of cost (and revenue) origination. Cost centers are grouped through the hierarchy into decision, managerial and responsibility groups to facilitate queries and reporting. MWR/VQ cost center master data includes the RAMCAS category, activity and department designators.

Cost centers and cost center groups are maintained by MWR Headquarters. Field MWR/VQ offices can request additional cost centers or changes to existing cost centers or cost center groups by submitting a "Create/Change Cost Center Request Form." (Attached)

Select the green arrow back button  to return to the previous screen.

Other Helpful Hints

Steps for exporting reports/list to Excel:

(Example starting at an Executive Summary Report)

1. From the Executive Summary either execute the *Export Report* icon , choose the *Export* option from the *Report* pull-down menu or the *F8* key.
2. When the new screen appears, select the format you want from *Export Format* section. For this example select *HTML Format*.
3. Name the file in the *Output File name* area and then hit enter or the green check mark.
4. A message will appear stating “*For the selected file format DAT the file extension DAT is recommended.*” Click on the *Change and Continue* button.
5. At this point the report should appear in Excel as an HTML formatted file. You can also use the *Spreadsheet Format* that will allow the various features of excel to be used.
6. You can also export list by selecting the *Export* option from the *List* pull-down menu.

Steps for attaching reports to SAP mail:

(Example starting at an Executive Summary Report)

1. From the Executive Summary either execute the *Send Report* icon , choose the *Send* option from the *Report* pull-down menu or the *Ctrl F8* key.
2. A message will appear stating “*To execute this function, you must first save the selected data. Do you want to save the selected data?*” Answer *Yes*
3. You will need to name the extract and indicate the number of days that you want the extract to be available.
4. After saving the extract, the SAP Office Mail will open. Type the message you want to send in the area for *Note for Recipient*.
5. Click in the space for recipient and use the pull-down menu. The default will be *Internal User*. Accept this default by clicking the green check mark. Enter the last name, first, etc. and hit the green check mark. If there is only one matching name, it will automatically default. If there are multiple names, you will need to select the appropriate name and hit *copy*.
6. If you want the message to be sent *Express Mail* activate the box under this option. The message will appear on the recipient’s PC screen (when they are in SAP) either when they move to a different screen or when they next log onto the system.
7. The recipient can activate the report by opening the mail and/or selecting *Execute* under the *Report* pull-down menu.

Other accounting analysis tools

GL account display line items.

Menu Path: Accounting → Financial Accounting → General

