Investment Management (IM)

Release 4.6C

SAP™

Create Master Data: Investment Program, Project and Order

Copyright

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
Example text	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.
	Cross-references to other documentation
Example text	Emphasized words or phrases in body text, titles of graphics and tables
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, names of variables and parameters, source code as well as names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key

Contents

Investment Management (IM)

You use investment programs to manage budgets that can apply to a large number of individual measures (that is, internal orders or projects). An investment program is made up of individual program positions that are linked to each other in a hierarchical structure.

You can define this hierarchical structure in any way. It is not dependent on organizational units in the R/3 System (business areas or plants, for example). You could structure the hierarchy to agree with the organizational plan of your enterprise, for example. Or you could base the structure on the size of the investment measures assigned to it. The allowed measures are: internal orders, maintenance orders, and projects (top WBS elements and other WBS elements).

Overall plan and overall budget values represent the approval side of the investment program. In addition, you can also manage annual values in the investment program. In the system you use orders or projects to manage the investment measures you want to carry out (for example, construction of a new administration building, procurement and installation of new hardware, expansion of plants or production facilities, and so on).

The main differences between orders and projects are outlined below:

- Only projects enable you to create a hierarchical structure for the objects that collect costs.

- Orders are always one-dimensional. For example, it is not possible to distribute budgets for several orders in a structured form from top to bottom.

- Projects also offer the advantage of their integration with networks and the functions of logistics. With orders, for example, it is not possible to carry out capacity and resource planning.

In the investment program used in this example, you will enter the planned investment values and the investment budget, and manage both for the enterprise as a whole. The highest level in the investment program is the node for the controlling area. On the next level, the program splits into two nodes for the investments of the two subsidiary companies that belong to this controlling area. These two subsidiaries are the German and British subsidiaries of our IDES model company. In this scenario, we focus on the part of the investment program belonging to the German subsidiary. The British subsidiary manages its own values. In order to reflect its organization, the German sub-tree of the investment program is further divided into investments for the following areas: Production, Administration and Sales. In the Administration area, investments are planned both in a new administration building, as well as in new information technology. The Administration node is further sub-divided to reflect these differing investments.

Create Master Data: Investment Program, Project and Order

```
                        ┌─────────────────────┐
                        │ Investment Program  │
                        │       10000         │
                        └─────────────────────┘
              ┌──────────────────┴──────────────────┐
      ┌───────────────┐                      ┌───────────────┐
      │    Pos 1:      │                      │    Pos 2:      │
      │ Investments DE │                      │ Investments GB │
      └───────────────┘                      └───────────────┘
```

| Pos 12: Inv. Production | | Pos 11: Inv. Administration | Pos 13: Inv. Sales & Marketing |

| Internal Order: Production line B3 | Internal Order: Ventilation System | Pos 111: Buildings | | Pos 112: Furniture |

Inv. Project 1000: New Admin. Bldg.

Budget Order Computer System

| WBS El. 1000-1 Foundation | WBS El. 1000-2 Shell | WBS El. 1000-3 Heating | WBS El. 1000-4 Interior | Asset: PC Pentium 100 | Asset: HPLJ 400 Printer |

| WBS El. 1000-41 Windows | WBS El. 1000-42 Doors |

Asset: New Admin. Bldg.

(Color key: green: investment program positions; red: investment project; violet: investment orders; blue: fixed assets)

Investment Management Processes

Create a new investment program using Create Master Data: Investment Programm, Project and Order [Page 8] . You create new objects using appropriation requests.

You then Carry Out Cost Planning [Page 27] on your investment program.

From the planning data, you can Specify the Budget for the Investments [Page 36].

To see how actual values are represented, you can run Procurement for Investments [Page 44].

You use Blanket Asset Budgets for Asset Procurement [Page 60] for investments you wish to capitalize immediately.

To get an overview of the available funds, see Availability Control for Internal Orders [Page 67].

This is followed by Settlement and Closing of Capital Investment Measures [Page 74].

If you want to use your program in following years, execute the Fiscal Year Change [Page 84].

Create Master Data: Investment Program, Project and Order

Purpose

In this process, you create a complete investment program, which manages a project and an internal order as measures.

Process Flow

You can find the data for this process under [?] [Page 9].

1. First you create an investment program. It consists of a program definition, the program positions and the hierarchical program structure.

Define Investment Program [Page 10]

Create Hierarchical Structure [Page 11]

2. Then you create an appropriation request, from which you will later create a project for the implementation of the request.

You create two different variants of the appropriation request. On one of them, you enter plan values and calculate preinvestment analysis figures. Finally, you will approve this variant.

Create an Appropriation Request [Page 13]

Create Variants [Page 15]

Obtain Approval [Page 17]

After you release the appropriation request, you create the structure of your project.

Create Project and Release Appropriation Request [Page 18]

Create Work Breakdown Structure [Page 19]

3. In addition, you create an appropriation request that will generate an internal order. The costs of the order are planned using Easy Cost Planing.

> Create an Appropriation Request [Page 21]
>
> Plan Appropriation Request Using Easy Cost Planning [Page 23]
>
> In order for the order to be created, you have to approve and release the appropriation request.
>
> Approve an Appropriation Request [Page 25]
>
> Release Appropriation Request and Create Order [Page 26]

Data Used During This Process

Field	Data	Description
Program type	1000	IDES – Investment program type
Fiscal year variant	K4	Calendar year, 4 special periods
Currency	EUR	
Controlling area	1000	CO Europe
Company code	1000	IDES AG
Business area	9900	Corporate/other
Profit center	1402	Administration
Cost center	1000	Corporate Services
Order type	IM01	Investment measure – Line item settlement/Company code 1000

Define Investment Program

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Programs → Master Data → Inv. Program Definition → Create
Transaction Code	IM01

2. Enter the following data:

Field	Data
Inv. program	Any program name (alpha-numeric)
Approval year	Current year
Program type	1000

3. Choose ✅.

4. Enter the following data:

Field	Data
Inv. program (2nd field)	Your own text
Budg.dist. annl	Select
Person responsible	Choose any using entry help
Fiscal year variant	K4
Currency	EUR

5. Choose 💾.

6. Choose 🔄.

Result

You have defined an investment program with your own number and description.

Create Hierarchical Structure

1. Call up the transaction as follows:

Menu Path	From the *Master Data* node, choose *Investment Program Structure* → *Change*
Transaction Code	IM22

2. Enter the following data:

Field	Data
Inv. program	Your program
Position ID	Empty
Approval year	Current year
To hierch. level	Empty

3. Choose 🗸.

4. Position your cursor on your investment program, then choose 🗋.

5. In the *Create Top Position* dialog box, enter the following data:

Field	Data
Position ID	10000
Description (2nd field after position ID)	Overall investments
Controlling area	1000

6. Choose ✔.

7. Position your cursor on program position 10000 order, then choose 🗋.

8. In the *Create Inv. Program Positions* dialog box, enter the following data:

Field	Data
Position ID	1
Name	Investment DE
Position ID	2
Name	Investments GB

9. Choose *Copy.*

10. Choose 🔽.

11. Position your cursor on program position 1 order, then choose 🗋.

12. Enter the following data:

Position ID	11
Name	Investment in Administration

Create Hierarchical Structure

Position ID	12
Name	Investments in Production
Position ID	13
Name	Investments in Sales & Marketing

13. Choose *Copy*.

14. Choose .

15. Position your cursor on program position 11 order, then choose .

Position ID	111
Name	Building
Position ID	112
Name	Furniture

16. Choose *Copy*.

17. Choose .

18. Choose .

Result

You have created program positions for your investment program.

Create an Appropriation Request

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Choose 🗋.

3. Enter the following data:

Field	Data	Description
Appropriation request type	2	Projects as investment measures

4. Choose ✔.

5. In the *Set controlling area* dialog box, enter the following data:

Field	Data
Controlling area	1000

6. Choose ✔.

7. On the *General data* tab page, enter the following data:

Field	Data	Description
Appropriation Request	Your number, for example I/2000	
Name	A text of your choice for the measure, such as *New construction of administration building*	
Reason for investment	30	Enhancement
Scale	2	Investments up to 2million
Priority	6	High
Approval year	Current year	
Partner	YDEMOMAN	Applicant
Partner	Your user name	Approver 1

8. On the *Control data* tab page, enter the following data:

Field	Data	Description
Investment program	Your program	
2. Field	Current year	
Position ID	111	Building

9. On the *Organizational units* tab page, enter the following data:

Field	Data	Description

Create an Appropriation Request

Requesting company code	1000	IDES AG
Requesting business area	9900	Corporate/other
Requesting cost center	1000	Corporate Services
Requesting profit center	1402	Administration

10. Choose 💾.

11. Choose 🔙.

Result

A new appropriation request is created.

Create Variants

Prerequisites

You must have already created an appropriation request.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Double click on your appropriation request.

3. Choose 🖊 .

4. On the *Variants* tab page, enter the following data:

Field	Data	Description
Variant	Any description, for example *300 offices*	The description of your variant
Assessment	2	Good
Verbal assessment	Sufficient space	

5. On the *Plan versions* tab page, enter the following data:

Field	Data	Description
Approval fiscal year, current year, version 0	1	Assign variant to plan version

6. On the *Plan values* tab page, enter the following data:

Field	Data
Investment costs (overall)	1000000
Investment costs (current year)	800000
Revenue (current year)	100000
Investment costs (next year)	170000
Revenue (next year)	200000
Revenue (in 2 years)	650000
Revenue (in 3 years)	650000

7. Choose ✅ to add the totals.

8. Choose the *Preinv. analysis* tab.

9. Choose 🔲 *Calculate preinvestment analysis figures*.

   The system supplies the fields with the data.

Create Variants

10. To create another variant for this appropriation request, choose in the variant part of the screen.

11. On the *General data* tab page, enter the following data:

Field	Data	Description
Variant	Any description, for example *100 offices*	The description of your variant
Assessment	3	Satisfactory
Verbal assessment	Limited space	

12. On the *Plan versions* tab page, enter the following data:

Field	Data	Description
Approval fiscal year, current year, version 1	2	Assign variant to plan version

13. Choose .

14. Choose .

Result

You have created two different variants for your appropriation request.

Obtain Approval

Prerequisites

You have created an appropriation request with at least one variant.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Position your cursor on your appropriation request, then choose 🖊.

3. Choose the *Control data* tab page.

4. Choose 🔺 *For approval*.

5. Submit variant 1 for approval by choosing *Approve* for it, and select *Reject* for the second variant.

6. Choose ✔.

7. Choose 💾.

8. Choose 🔙.

   To approve your appropriation request, open your mail inbox.

9. Call up the transaction as follows:

Menu Path	*Office → Workplace*
Transaction	SBWP

10. Choose *Inbox → Workflow → Grouped according to task → Approve Appropriation Request*.

11. Double click on the workflow item for your appropriation request.

    The system displays the appropriation request in new session for you to check.

12. Choose *Exit* to close the new session.

13. Choose *Approve*.

14. Choose 🔙.

Result

You have approved the appropriation request.

Create Project and Release Appropriation Request

Prerequisites

You have had an appropriation request approved.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Position your cursor on your appropriation request, then choose 🖉 .

3. Choose the *Measures/Assets* tab page.

4. Choose ▢ *WBS Element*.

5. Choose ✔ .

6. Choose the *Control data* tab page.

7. Choose 🔧 *Release*.

8. Choose 🖫 .

9. Choose 🔙 .

Result

A project is created that replaces the appropriation request.

Create Work Breakdown Structure

Prerequisites

You have defined an investment project.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Master Data → Project Builder*
Transaction	CJ20N

2. Choose ✔.

3. Double-click on *Project definitions* in the worklist.

4. Enter the following data:

Field	Data
Project definition	Your number, for example I/2000

5. Choose 🗸.

   Your project is added to the project definitions listed.

6. Double click on your project.

   There is already a top WBS element. You now add further WBS elements.

7. On the left hand side of the screen, choose 🗎 *Templates*.

8. Choose ▷ next to ✳ *Individual objects*.

9. Select 🔺 *WBS element* and drag it to your top WBS element (🔺 New Administration building).

10. In the *Identification and View Selection* screen area, enter the following data:

Field	Data
WBS element (2nd field)	Foundation

11. Choose 🗸.

12. Carry out steps 9 - 11 with the following input.

Field	Data
WBS element (2nd field)	Building shell
	Heating
	Interior

13. Select 🔺 *WBS element* and drag it to the WBS element 🔺 for the interior.

14. Enter the following data:

Create Work Breakdown Structure

Field	Data
WBS element (2nd field)	Windows

15. Choose .

16. Carry out steps 13 -15 with the following input:

Field	Data
WBS element (2nd field)	Doors

> Release the project so that planning can be entered for it.

17. Select your project definition (New Administration building) and choose *Edit → Status → Release.*

18. Choose .

19. Choose .

Result

Your project is now structured. At the same time, the release of the project triggered the system to create assets under construction (AuCs). You can display the assets under construction for each WBS element. Choose *Edit → WBS element → Investment programs → Asset under construction*.

Create an Appropriation Request

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Choose 🗋.

3. Enter the following data:

Field	Data	Description
Appropriation request type	1	Order as investment measure

4. Choose ✅.

5. On the *General data* tab page, enter the following data:

Field	Data	Description
Name	A text of your choice for the measure, such as *IT procurement*	
Reason for investment	30	Enhancement
Scale	1	Investments up to 2million
Priority	6	High
Approval year	Current year	
Implementation start	2 months from now	
Partner	YDEMOMAN	Applicant
Partner	Your user name	Approver 1

6. On the *Control data* tab page, enter the following data:

Field	Data	Description
Investment program	Your program	
2nd Field	Current year	
Position ID	112	Furniture

7. On the *Organizational units* tab page, enter the following data:

Field	Data	Description
Requesting company code	1000	IDES AG
Requesting business area	9900	Corporate/other
Requesting cost center	1000	Corporate Services
Requesting profit center	1402	Administration
Plant	1000	Hamburg

Create an Appropriation Request

8. Choose ![save icon].

    ![warning icon]

    The system confirms the appropriation request and assigns it a number. Make a note of this number.

9. Choose ![back icon].

Result

A new appropriation request is created.

Plan Appropriation Request Using Easy Cost Planning

Prerequisites

You must have already created an appropriation request.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Double click on your appropriation request.

3. Choose 🖊.

4. On the *Variants* tab page, enter the following data:

Field	Data	Description
Variant	Your own description, for example, 3 PCs for Administration	The description of your variant
Assessment	2	Good
Verbal assessment	New workplace PCs	

5. On the *Plan versions* tab page, enter the following data:

Field	Data	Description
Approval fiscal year, current year, version 0	1	Assign variant to plan version

You now enter the plan values.

6. Choose the *Plan values* tab.

7. Choose 📝.

8. Choose *Choose planning form*.

9. In the dialog box, enter the following data:

Field	Data
Costing model	Computer

10. Choose ✔.

11. Choose ✔.

Then you choose the features of the PCs.

12. Enter the following data:

Field	Data
Menge	3

Plan Appropriation Request Using Easy Cost Planning

HARDDISK	9
MONITORSIZE	17
Motherboard (MHz)	500

13. Choose *Confirm*.

14. Choose .

     The plan values are adopted in your appropriation request.

15. Choose .

16. Choose .

Approve an Appropriation Request

Prerequisites

You have created an appropriation request with at least one variant.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Appropriation Requests → Edit Appropriation Request → Individual Processing*
Transaction	IMA11

2. Position your cursor on your appropriation request, then choose 🖉 .

3. Choose the *Control data* tab page.

4. Choose ⏏ *For approval*.

5. Choose 💾 .

6. Choose 🔂 .

   To approve your appropriation request, open your mail inbox.

7. Call up the transaction as follows:

Menu Path	*Office → Workplace*
Transaction	SBWP

8. Choose *Inbox → Workflow → Grouped according to task → Approve Appropriation Request*.

9. Double click on the workflow item for your appropriation request.

   The system displays the appropriation request in new session for you to check.

10. Choose *Exit* to close the new session.

11. Choose *Approve*.

12. Choose 🔂 .

Result

You have approved the appropriation request.

Release Appropriation Request and Create Order

Prerequisites

You have had an appropriation request approved.

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting* → *Investment Management* → *Appropriation Requests* → *Edit Appropriation Request* → *Individual Processing*
Transaction	IMA11

2. Position your cursor on your appropriation request, then choose 🖉 .

3. Choose the *Control data* tab page.

4. Choose 🗗 *Release*.

5. Choose the *Measures/Assets* tab page.

6. Choose 🗋 *Order*.

7. Choose ✔ .

8. Choose 🖫 .

   In the status line, the system displays the number of the order. Note this Number.

Result

A new order is created that replaces this appropriation request. The plan values of the appropriation request are transferred to the order.

Carry Out Cost Planning

Purpose

Budget values are different from plan values in regard to how binding they are. In the planning phase, you estimate the costs for a program position from the bottom up, as exactly as possible. Then the plan values are rolled up in the investment program. In this way, the system ensures that the total of the subordinate program positions does not exceed the plan value of the next highest program position above it. These values can also be increased somewhat, in order to allow room for necessary adjustments. In the approval phase, the funds are supplied from the top down in the form of the budget.

For projects and orders there are two options for planning: planning *overall costs* (that is, rough values that are not dependent on cost elements) or planning *by cost element*. If you combine these two methods on an order or project, the system adds the overall costs to the costs planned by cost element.

Prerequisites

You have already worked through the Create Master Data: Investment Program, Project and Order [Page 8] process.

Process Flow

You can find the data for this process under [?] [Page 28].

First you enter the *overall costs* and then the *annual values* for the WBS elements.

> Carry Out Project Planning [Page 29]
>
> Display Project Planning [Page 31]

The plan values of the appropriation request are transferred to the order.

> Display Order Planning [Page 32]

Then you can adopt the plan costs of the investment measures in the investment program.

> Transfer Plan Values to Investment Program [Page 33]
>
> Manually Increase Plan Values [Page 34]
>
> Display Program Plan Values [Page 35]

Data Used During This Process

Field	Data	Description
Controlling area	1000	CO Europe
Project	Your project	
Database profile	000000000001	
Order	Your order number	

Carry Out Project Planning

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Investment Projects → Planning → Total Costs → Change
Transaction Code	CJ40

2. In the *Set controlling area* dialog box, enter the following data:

Field	Data
Controlling area	1000

3. Choose ✅.

4. Enter the following data:

Field	Data
Project def.	Your project

5. Choose ✅.

6. To plan overall costs, choose *Overall* in the *Timeframe* field.

7. Enter the following data:

Field	Data
XXXX-1	200000
XXXX-2	300000
XXXX-3	220000
XXXX-4	280000
XXXX-4-1	80000
XXXX-4-2	200000

8. To plan annual costs, choose the current year in the *Timeframe* field.

9. Enter the following data for the current year:

Field	Data
XXXX-1	Empty
XXXX-2	300000
XXXX-3	180000
XXXX-4	270000
XXXX-4-1	70000
XXXX-4-2	200000

10. In the *Timeframe* field, choose the next year.

11. Enter the following data for the next year:

Carry Out Project Planning

Field	Data
XXXX-1	120000
XXXX-2	Empty
XXXX-3	40000
XXXX-4	10000
XXXX-4-1	10000
XXXX-4-2	Empty

12. Choose 🖫.

13. Choose 🔙.

Display Project Planning

1. Call up the transaction as follows:

Menu Path	From the *Information System* node, choose *Reports on Project Cost Controlling → Costs → Plan-Based → Hierarchical → Plan/Actual/Variance*
Transaction Code	S_ALR_87013532

2. Confirm any dialog boxes that may appear by choosing ✔.

3. In the *Enter Profile* dialog box, enter the following data:

Field	Data
Database profile	000000000001

4. Choose ✔.

5. Enter the following data:

Field	Data
Project	Your project
WBS element	Empty
Network/order	Empty

6. Choose 🕒.

   You see the overall costs for the project. The planned annual values for the current year and the next year are displayed to the right.

7. Choose 🔙.

   In the *Exit Report* dialog box, choose *Yes*.

Display Order Planning

1. Call up the transaction as follows:

Menu Path	From the *Internal Orders* node, choose *Information System* → *Reports for Internal Orders* → *Plan/Actual Comparisons* → *Orders: Actual/Plan/Variance*
Transaction Code	S_ALR_87012993

2. Enter the following data:

Field	Data
or value(s)	Your order number

3. Choose ⏱.

   Different valuation variants were entered for the objects order and appropriation request. As a result, the system displays different plan values for them. The following valuation variants were entered:

   Appropriation request: Planned price of period

   Order: Planned price over all G/L periods

4. Choose 🔙 until the overview tree appears.

   A dialog box appears. Choose *Yes*.

Transfer Plan Values to Investment Program

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Program Planning → Default Plan Values*
Transaction Code	IM34

2. Enter the following data:

Field	Data
Inv. program	Your program
Approval year	Current year

3. Choose ⬇.

   A log appears, stating that the rollup of plan values was carried out.

4. Choose 🔙 until the overview tree appears.

Manually Increase Plan Values

1. Call up the transaction as follows:

Menu Path	From the *Programs* node, choose *Program Planning* → *Edit*
Transaction Code	IM35

2. Enter the following data:

Field	Data
Investment program	Your program
Position ID	Empty
Approval year	Current year
Version	0

3. Choose ✅.

     You see that the total of the plan values of the measures has now been copied to the investment program. To allow more planning leeway, you can increase the plan values manually.

4. In the *Timeframe* field, choose *Overall.*

5. Make your changes in the *Plan* column.

6. In order to maintain annual values, position the cursor on the first program position and choose ✉ *Annual Overview*.

7. Make your changes in the *Plan* column. To move between program positions, choose ▼ or ▲ .

8. Choose 💾.

9. Choose 🔙.

Display Program Plan Values

1. Call up the transaction as follows:

Menu Path	From the *Programs* node, choose *Information System* → *Investment Management Reports* → *Programs – Current Data* → *Planned Values* → *Plan Program, Requests, Measures*
Transaction Code	S_ALR_87012810

2. Confirm any dialog boxes that appear.

3. Enter the following data:

Field	Data
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

4. Choose ⏱.

   The report displays the plan values of the investment program, including all of its program positions.

5. To display the entire hierarchy, click on the investment program with the right mouse button and choose *Expand subtree*.

6. Choose 🔙.

   In the *Exit Report* dialog box, choose *Yes*.

Specify Budget for Investments

Prerequisites

You have already worked through the Create Master Data: Investment Program, Project and Order [Page 8] and the Carry Out Cost Planning [Page 27] processes.

You copy the plan values of the investment program to the investment program budget. Then you change the values for the individual program positions manually. It is also possible to make a percentage reduction to the values when copying (for example, only 80% of the plan values are approved). Using budget distribution, these values are then broken down to the individual measures belonging to the program positions. The system thereby ensures that the budget value of a measure cannot exceed the budget value of the program position to which it is assigned.

Process Flow

You can find the data for this process under [?] [Page 37].

1. In the first step, you copy 100% of the plan values to the investment program budget, and then adjust the values manually. Then you use budget distribution to distribute the budget values of the program positions to the measures assigned to them.

   Budget Investment Program [Page 38]

   Distribute Budget to Measures [Page 40]

   Display Budget [Page 41]

2. In the last process, you distributed budget values of certain investment program positions to the measures assigned to them. The top WBS element, therefore, was already budgeted by means of the investment program. As a result, when you process the WBS elements, you receive the message: *Overall and/or annual budget cannot be edited*. First, you distribute the overall budget to the WBS elements below the top WBS element, and then budget the annual values for the current year and the next year.

   Budget Projects [Page 42]

   Display Overall / Annual Budget [Page 43]

Data Used During This Process

Field	Data	Description
Investment program	Your program	
Controlling area	1000	CO Europe
Project definition	Your project	
Order	Your order number	

Budget Investment Program

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Budgeting → Edit Original*
Transaction Code	IM32

2. Enter the following data:

Field	Data
Investment program	Your program
Position ID	Empty
Approval year	Current year

3. Choose 🗸.

4. To copy 100% of plan values into the program budget, choose *Settings → Planned total view.*

5. Choose *Edit → Select → Select all*.

6. Select the *Planned total* column that you want to copy.

7. Choose *Edit → Copy view.*

8. In the *Copy view* dialog box, enter the following data:

Field	Data
Percentage rate	100
Overwrite	Select

9. Choose ✔.

10. In the *Timeframe* field, choose *Overall.*

11. Make your changes in the *Original budget* column.

12. To distribute the overall values to the individual years, double click on the first position.

13. To move between program positions, choose ▼ or ▲ .

    🔍

    You can also distribute budget by years. To do so, choose the current year in the *Timeframe* field. After distributing the budget for the current year, you can go to other years by choosing either ◀ or ▶ . Distribute the budget for following years.

14. After you have made the distribution, choose 🖫.

15. Choose 🏠 until the overview tree appears.

Distribute Budget to Measures

1. Call up the transaction as follows:

Menu Path	From the *Programs* node, choose *Budgeting* → *Budget Distribution* → *Edit*
Transaction Code	IM52

2. Enter the following data:

Field	Data
Investment program	Your program
Position ID	Empty
Approval year	Current year

3. Choose ⬇.

4. In the *Timeframe* field, choose *Overall*.

5. Make your changes in the *Original budget* column.

6. To distribute the overall values to the individual years, double click on the first position.

7. To move between program positions, choose ▼ or ▲ .

8. After you have made the distribution, choose 💾.

    If a dialog box appears, choose *Yes*.

9. Choose 🔙.

Display Budget

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Budgeting → Original Budget → Display*
Transaction Code	CJ31

2. In the *Set controlling area* dialog box, enter the following data:

Field	**Data**
Controlling area	1000

3. Enter the following data:

Field	**Data**
Project def.	Your project

4. Choose 🗸.

5. Choose 🔙.

6. To compare the plan values with the budget, call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs - Current Data → Budget Values → Budget from Program → Plan/Budget Comparison in Program*
Transaction Code	S_ALR_87012813

7. Enter the following data:

Field	**Data**
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

8. Choose 🕓.

    Confirm any dialog boxes that may appear by choosing 🗸.

    An overview of the comparison of plan and budget values in the program appears.

9. Choose 🔙.

    In the *Exit Report* dialog box, choose *Yes*.

Budget Projects

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Budgeting → Original Budget → Change*
Transaction Code	CJ30

2. Enter the following data:

Field	**Data**
Project def.	Your project

3. Choose .

4. In the *Timeframe* field, choose *Overall.*

5. First distribute the overall budget to the subordinate hierarchy levels.

6. To distribute the overall values to the individual years, double click on the first position.

7. To move between program positions, choose or .

8. After you have made the distribution, choose .

9. Choose .

Display Overall / Annual Budget

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs - Current Data → Budget Values → Budget from Program → Overall/Annual Budget in Program*
Transaction Code	S_ALR_87012816

Two dialog boxes might appear, one after the other. Confirm each of them.

2. Enter the following data:

Field	Data
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

3. Choose 🕒.

4. For a drilldown of the investment measures, click on your investment program with the right mouse button to select it, and choose *Expand subtree*.

5. Choose *Goto → Measure reports*.

   If the system displays dialog boxes, confirm them.

   You then see the overall and annual budget values of your investment measures (orders and projects).

6. Choose 🔙 until the overview tree appears.

   If the system displays dialog boxes, confirm them.

Procurement for Investments

Prerequisites

You have already worked through the Create Master Data: Investment Program, Project and Order [Page 8], Carry Out Cost Planning [Page 27], and Specify Budget for Investments [Page 36] processes.

This process chain demonstrates how actual values can be posted for investment projects. Actual values result, for example, from posting of acquisitions in *Financial Accounting*, from purchasing in *Materials Management*, or from internal activity allocation.

In this IDES scenario, you purchase materials and perform activity allocation. In addition, you become familiar with a number of reports that show the influence of these postings on your investment measures.

Process Flow

You can find the data for this process under [?] [Page 46].

1. In this scenario, you go through the entire purchasing process, from the purchase requisition to the invoice receipt. Between the different steps, you analyze the effects of the transactions on your investment project.

    Creating a Purchase Requisition [Page 47]

    The purchase requisition generates a commitment on the project.

    Display Report on Commitment [Page 49]

    Creating a Purchase Order [Page 51]

    Posting a Goods Receipt [Page 52]

    Display Report on Commitment and Actuals [Page 53]

    The last step in the procurement process is the receipt of the vendor invoice. Assume that only 15 pieces are delivered, and that the price is higher than was agreed in the purchase order.

    Posting an Invoice Receipt [Page 55]

    Now you can analyze the effect of the higher invoice on the actual costs of the investment order.

    Display Report on Actuals [Page 57]

2. Now post 162 production hours to your project.

    Post Internal Activity Allocation for Investment Project [Page 58]

Data Used During This Process

Field	Data	Description
Controlling area	1000	CO Europe
Company code	1000	IDES AG
Project	Your project	
Plant	1000	Hamburg
Storage location	0001	Material storage
Purchasing group	C01	Eusebio
Vendor	1000	C.E.B. Berlin
Purchasing organization	1000	IDES Germany
Material group	001	Metal processing
Sender cost center for activity allocation	4230	Pump assembly
Activity type	1421	Labor hours
Document type	NB	Purchase requisition
Account assignment category	P	Project
G/L account	400000	Consumption of raw materials 1
Investment program	Your program	
Database profile	000000000001	
Order	Your order number	
Tax code	VN	Domestic input tax 16%

Creating the Purchase Requisition

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Requisition → Create*
Transaction Code	ME51N

2. Enter the following data:

Field	Data
🛒	Purch. Requis. Stand.
Source determination	Select

3. If the item overview is not visible, choose 🗔 *Item overview* to expand it.

4. Enter the following data:

Field	Data
A (Account assignment category)	P
Description	Steel girders for Administration building
Quantity requested	17
Un (Unit of measure)	PC
C (Category of delivery date)	D
Delivery date	A date in about 4 weeks
Material group	001
Plant	1000
Storage location	0001
POrg (Purchase organization)	C01

5. Choose ✅.

    Confirm any warning that may appear by choosing ✅ .

6. If the item detail is not visible, choose 🗔 *Item detail* to expand it.

7. On the *Account assignment* tab page, enter the following data:

Field	Data
G/L account	400000
WBS element	XXXX-1

8. Choose the *Valuation* tab page.

9. On the *Valuation* tab page, enter the following data:

Field	Data

Creating the Purchase Requisition

| Valuation price | 420 |

10. Choose ✅.

11. Choose the *Source of supply* tab page.

    Choose *Assign source of supply,* if this function appears on this tab page.

12. An overview of vendors appears.

13. To select the vendor with *Info/Agmt. 550000097*, choose the first field in the *Assign source of supply (A...)* column in the row containing the vendor with *Info/Agmt. 550000097.*

    A green dot appears in this field.

14. Choose 💾.

15. Make a note of the purchase requisition number.

16. Choose 🔙.

Display Report on Commitment

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs – Current Data → Availability → Budget Available for Measures
Transaction Code	S_ALR_87012825

   If the system displays dialog boxes, confirm them.

2. Enter the following data:

Field	Data
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

3. Choose 🕒.

   In the *Assigned* column, you see the commitment that was rolled up from the WBS element within the program hierarchy. (Assigned values are the sum of commitments and actuals. However, since there are no actuals yet in our case, the assigned values are the same as the commitment.)

4. To see the entire investment program hierarchy, click on the top program position with the right mouse button to select it, and choose *Expand subtree*.

   You see the assigned values (in this case, the commitment) on the top WBS element, which is assigned to investment program position 111.

5. Select *New administration building*.

6. Choose *Goto → Measure reports*.

   A dialog box appears.

7. Select the *Project: budget/actual/commitments/remaining plan/assigned* report and choose ✔.

   A measure report appears displaying all WBS elements and their values (budget/actual/commitment) on your project.

8. To see the entire investment program hierarchy, click on the top program position with the right mouse button to select it, and choose *Expand subtree*.

9. Double click on WBS element XXXX-1.

   You see the costs of the selected WBS element, broken down by value category. (This is based on cost element and/or commitment items). In category 400 you see the commitment created by the purchase requisition.

10. Select value category 400.

11. Choose *Goto → Line Items*.

Display Report on Commitment

A dialog box appears.

12. Select the *Project commitment line items* report and choose ✔ *Copy*.

You see a list of line items in value category 400.

13. To see your purchase requisition, double click on the line items.

The original screen for purchase requisitions appears. There you have all the normal functions for purchase requisitions at your disposal.

14. Choose until the overview tree appears.

If the system displays dialog boxes, confirm them.

Creating a Purchase Order

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Create → Via Requisition Assignment List*
Transaction Code	ME58

2. Enter the following data:

Field	Data
Purchasing group	C01
Purchasing organization	1000
Vendor	1000
Plant	1000

3. Choose ⊕.

4. Select the purchase requisition and choose *Process assignment*.

5. In the dialog box, choose ✔.

6. Select your purchase order in the document overview, then choose ▣.

7. Choose ▣.

⚠

Make a note of this number.

8. Choose 🔙 until the overview tree appears.

Result

The purchase order does not change the commitment. The only change is that the value type has changed from purchase requisition to purchase order.

Posting the Goods Receipt

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known*
Transaction Code	MIGO

2. Enter the following data:

Field	Data
Purchase order	Your purchase order

3. Choose 🗸.

　　　The system displays the purchase order item.

4. In the item overview area, select *OK.*

　　　If the *OK* indicator is not ready-for-input in the item overview area, either close the item detail area or select *Item OK* in the lower part of the item detail.

　　　Since, for our example you only want to post a partial delivery, change the quantity on the goods receipt.

5. In the detail data area, choose the *Qty* tab page.

6. Enter 15 instead of 17 in the *Quantity in unit of entry* field.

7. Choose *Post*.

8. Confirm any warnings that may appear.

9. Choose 🏠.

Result

The goods receipt for 15 girders reduced the commitment. It was replaced with actual values for the investment project.

Display Report on Commitment and Actuals

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Information System → Reports on Project Cost Controlling → Costs → Budget-Related → Budget/Plan/Commitment/Rem Plan/Assigned*
Transaction Code	S_ALR_87013558

> If a dialog box appears, enter database profile *000000000001*. If the *Set Controlling Area* dialog box appears, enter *1000*.

2. Enter the following data:

Field	Data
Project	Your project
WBS element	Empty
Network/order	Empty

3. Choose 🕐.

4. To see detailed information such as the cost element, period, and so on, click on PRO XXXX with the right mouse button to select it, and choose *Expand subtree*.

5. Double click on WBS element XXXX-1.

> You see that actual costs in value category 400 resulted from the goods receipt of 15 steel girders. The remaining commitment is only for the two units that were not delivered yet.

6. Choose 🏠 until the overview tree appears.

> In the *Exit Report* dialog box, choose *Yes*.

> The two missing units will not be delivered. Therefore you set the indicator showing this in the purchase order. As a result the remaining commitment disappears.

7. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase Order → Change*
Transaction Code	ME22N

> ⚠️

> If your purchase order is not displayed automatically, choose 📬. In the *Select Document* dialog box, select *Pur. order*, enter your PO number, then choose *Other document*. In order to make changes, choose ✏️.

8. In the *Item details* area, choose the *Delivery* tab page and select *Deliv. compl.*

9. Choose 💾, and confirm any warning messages.

10. Choose 🏠.

Display Report on Commitment and Actuals

Look at the values again.

11. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Information System → Reports on Project Cost Controlling → Costs → Budget-Related → Budget/Plan/Commitment/Rem Plan/Assigned*
Transaction Code	S_ALR_87013558

12. Enter the following data:

Field	Data
Project	Your project
WBS element	Empty

13. Choose ⏳.

14. To see detailed information such as cost element, period, and so on, double click on WBS element XXXX-1.

You see that the commitment has disappeared.

15. To return to the overview tree, choose 🏠.

In the *Exit Report* dialog box, choose *Yes*.

Posting the Invoice Receipt

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice for Invoice Verification*
Transaction Code	MIRO

2. On the *Basic Data* tab of the header data area, enter the following data:

Field	Data
Invoice date	Today's date
Posting date	Today's date
To the right of the *Purchase order/Scheduling agreement* field	Your PO number

3. Choose 🗸.

    In the item overview, the system displays the purchase order data, as well as the net amount up to now in the balance field. The traffic light in the balance field is red.

4. For your item, change the amount in the *Amount* column to 6370.

5. Enter the following data:

Field	Data
Calculate tax	Select

    When you activate *Calculate tax* the system displays the gross amount in the balance field.

6. Enter the following data:

Field	Data
Amount	Determined gross amount

7. Choose 🗸.

    When you confirm your entries, the traffic light in the balance field changes to green.

8. Choose 🖫.

    The system confirms the posting and assigns an invoice document number.

9. Choose 🕒 until the overview tree appears.

Result

The invoice receipt is posted, but blocked for payment.

Posting the Invoice Receipt

Display Report on Actuals

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Information System → Reports on Project Cost Controlling → Costs → Budget-Related → Budget/Plan/Commitment/Rem Plan/Assigned*
Transaction Code	S_ALR_87013558

2. Enter the following data:

Field	Data
Project	Your project
WBS element	Empty

3. Choose 🕓.

4. Click on PRO XXXX with the right mouse button to select it, and choose *Expand subtree*.

5. To see that the actual costs have increased., double click on WBS element XXXX-1.

    You see that costs increased in value category 400. They reflect the invoice amount.

6. Select value category 400.

7. Choose *Goto → Line Items*.

8. In the dialog box, select the *Project actual cost line item* report and choose ✔ *Copy*.

    💡

    If the *Change Cost Planning: Initial screen* appears, enter the following data:

Field	Data
Posting date	Your project date (beginning and end of year)

    Choose 🗸.

    You can see a new line item. It shows the price difference to the invoice just posted. Double click on the line item to reach the detail display of the invoice.

9. Choose 🔙 until the overview tree appears.

    If dialog boxes appear, choose *Yes*.

Post Internal Activity Allocation for Investment Project

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Investment Projects → Actual Postings → Activity Allocation → Enter
Transaction Code	KB21N

2. Enter the following data:

Field	Data
Scrn variant	WBS element/order

3. Choose ✅.

4. Enter the following data:

Field	Data
Quantity	162
Unit (2nd field after quantity)	H
Cost ctr	4230
Acty type	1421
Receiver WBS element	XXXX-1

5. Choose 💾.

6. Choose 🔙.

7. To look at the posting in reporting, call up the transaction as follows:

Menu Path	From the *Information System* node, choose *Reports on Project Cost Controlling → Line Items → Actual Costs/Revenues*
Transaction Code	CJI3

8. Enter the following data:

Field	Data
Project	Your project
Cost element	Empty

9. Choose 🕐.

> The system proposes the remaining parameters correctly. The report displays all line items for your project, including the internal activity allocation (cost element 619000).

10. Double click on the item for cost element 619000.

> You see information on the sender cost center, the activity type and the total amount debited to the project, for example.

11. Choose 🔙 until the overview tree appears.

If dialog boxes appear, choose *Yes*.

Blanket Asset Budgets for Asset Procurement

Purpose

You can use statistical budget monitoring if you want to keep track of the cost accounting aspects of directly capitalized assets by using budget values, and assigned and commitment values. For this purpose, the *Asset Accounting* (FI-AA) component makes it possible to post asset acquisitions directly to assets, while it posts them automatically as statistics to an internal order or WBS element at the same time.

You enter this internal order or WBS element as investment account assignment in the asset master record under *Origin* data. The system then makes an automatic, statistical posting to this order or WBS element at the time of any asset transaction. Another option is to enter the additional account assignment directly in the posting transaction.

The budget profile of an order or WBS element can be used to specify that the system carries out an availability control against the budget of the order or WBS element when a transaction with additional account assignment is posted.

The system automatically creates a statistical commitment on the accompanying order or WBS element when you enter a purchase order for the asset. This commitment is automatically cleared when you post the goods receipt or invoice receipt.

⚠️

Down payments and settlements from an order or WBS element to an asset cannot be included in automatic statistical posting.

Process Flow

You can find the data for this process under 🔲 [Page 61].

1. First you create a purchase order that has account assignment to a new asset. For the purposes of budget monitoring, this asset is linked to the order for IT procurements.

   Make Account Assignment from Purchase Order to New Asset [Page 62]

2. Look at the commitment on the investment program.

   Display Commitment in Investment Program [Page 64]

3. Then post a goods receipt for the purchase order.

   Posting the Goods Receipt for the Purchase Order [Page 65]

4. Look at the actual values on the order and on the investment program.

   Display Actual Values on Order and Investment Program [Page 66]

Data Used During This Process

Field	Data	Description
Company code	1000	IDES AG
Order	Number of your IT procurement order	
Plant	1000	Hamburg
Storage location	0001	Material storage
Purchasing group	C01	Eusebio
Vendor	1000	C.E.B. Berlin
Purchasing organization	1000	IDES Germany
Reference asset	3320	PC Marketing PB7659
Business area	9900	Corporate/other
Cost center	4120	IT Service
Account assignment category	A	Asset
Material group	12	Computer Network
Investment program	Your program	

Make Account Assignment from Purchase Order to New Asset

1.　Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Purchasing → Purchase order → Create → Vendor/Supplying Plant Known*
Transaction Code	ME21N

2.　Enter the following data:

Field	Data
Vendor	1000

3.　Choose ✅.

4.　In the header data area of the *Organizational Data* tab, enter the following data:

Field	Data
Purchasing org.	1000
Purchasing group	C01

5.　In the *Item Overview* section, enter the following data:

Field	Data
A (Account assignment category)	A
Description	Mega Printer ZV
PO quantity	1
O (order unit)	PC
C (Category of delivery date)	D
Delivery date	A date in about 4 weeks
Net price	1299
Material group	012
Plant	1000
Storage location	0001

6.　Choose ✅.

7.　To create a new asset, choose 🗋 *Asset* in the item detail area.

8.　Enter the following data:

Field	Data
Asset class	Empty

9.　Under *Reference*, enter the following data:

10.

Field	Data
Company code/	1000
Asset	3320

11. In the *Master Data* screen area, enter the following data:

Field	Data
Name	Mega Printer ZV
Business area	9900
Cost center	4120

12. To enter the order for budget monitoring, choose *Additional data*.

13. Choose the *Origin* tab page.

14. Enter the number of your IT procurement order in the *Capital inv. order* field.

15. Choose 🔄.

16. Choose ✔.

17. Choose 💾.

⚠️

The system confirms the posting and assigns a purchase order document number.
Make a note of this number. You will need it later.

18. Choose 🔄 until the overview tree appears.

.

Display Commitment in Investment Program

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs – Current Data → Availability → Budget Available for Measures
Transaction Code	S_ALR_87012825

2. Enter the following data:

Field	Data
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

3. Choose ⏱.

4. Click with the right mouse button on your investment program and choose *Expand subtree*.

    You see the assignment of the orders to the individual program positions.
    Look at the *Assigned* column for program position 112. You see the update of the price you entered in the purchase order.
    You see the annual values split up into Measure budget, Actuals, Commitments and Available.

5. Select your IT procurement order and choose *Goto → Measure reports.*

6. In the dialog box, select the *Order: Actual/plan/commitment by cost elements* report and choose ✔.

    The cost element displayed represents the reconciliation account of the asset that belongs to the order (in other words, it is a statistical cost element only).

7. Double click on the amount in the *Commitment* column.

8. In the *Choose Report* dialog box, select *Orders: Commitment Line Items* , then choose ✔ .

    You see the line item of your purchase order.

9. Double click on *RefDocNo* of the last purchase order you created in order to see the item overview.

10. Choose 🔙 until the overview tree appears.

    Choose *Yes* in the dialog boxes.

Posting the Goods Receipt for the Purchase Order

1. Call up the transaction as follows:

Menu Path	*Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number Known*
Transaction Code	MIGO

2. Enter the following data:

Field	Data
Purchase order	Your purchase order

3. Choose ✅.

4. In the item overview area, select *OK.*

    If the *OK* indicator is not ready-for-input in the item overview area, either close the item detail area or select *Item OK* in the lower part of the item detail.

5. Choose 🖫.

6. Choose 🏠.

Display Actual Values on Order and Investment Program

1. Call up the transaction as follows:

Menu Path	Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs – Current Data → Availability → Budget Available for Measures
Transaction Code	S_ALR_87012825

2. Enter the following data:

Field	Data
Investment program	Your program
From position	Empty
Approval year	Current year
Fiscal year	Current year

3. Choose 🕒.

4. Click with the right mouse button on your investment program and choose *Expand subtree*.

    You see the assignment of the orders to the individual program positions.
    Look at the *Assigned* column for program position 112. You see the update of the price you entered in the purchase order.
    You see that the price of your printer is now managed as an actual value. The commitment has disappeared*.*

5. Select your IT procurement order and choose *Goto → Measure reports.*

6. In the dialog box, select the *Order: Actual/plan/commitment by cost elements* report and choose ✔ *.*

    The cost element displayed represents the reconciliation account of the asset that belongs to the order (in other words, it is a statistical cost element only).

7. Double click on the amount in the *Actual* column.

8. In the *Choose Report* dialog box, select *Orders: Actual Line Items* then choose ✔ .

    You see the line item of your goods receipt.

9. Choose 🏠 until the overview tree appears.

    Choose *Yes* in the dialog boxes.

Availability Control for Internal Orders

Purpose

The active availability control, within the framework of budget monitoring, informs you promptly when the budget is exceeded (either by actuals or commitments). When actuals, purchase requisitions or purchase orders, for example, are posted to an investment order that has been budgeted, the system checks whether the posting causes the predefined tolerance limits to be exceeded. If it does, then the system automatically issues either a warning (with or without sending a mail to the budget manager), or an error message that prevents the posting. In the example below, the system is supposed to issue a warning, with a mail to the budget manager, when a posting causes the order budget to be exceeded by more than 5%.

The process described here can also be used in the same way for investment projects.

Prerequisites

You have already worked through the following processes: Create Master Data: Investment Program, Project and Order [Page 8], Carry Out Cost Planning [Page 27], Specify Budget for Investments [Page 36] and Procurement for Investments [Page 44].

Process Flow

You can find the data for this process under ? [Page 68].

1. The following process displays central Customizing settings, and is intended for demonstration purposes only. Make sure you exit the transactions without changing the data.

   Display Tolerance Limits [Page 69]

2. You enter yourself in Maintain Budget Manager [Page 71], so you receive a mail when the budget is exceeded.

3. Then you post an amount to your *IT Procurement* order to cause a budget overrun. The invoice is posted directly to a reconciliation account. It is not related to a purchase order.

   Cause a Budget Overrun [Page 72]

   Display Mail [Page 73]

Data Used During This Process

Field	Data	Description
Controlling area	1000	CO Europe
Company code	1000	IDES AG
Budget profile	001000	
Object class	INVST	Investment
Order number	Number of your IT procurement	
G/L account	410000	Consumption of trading goods
G/L account	159199	Other receivables
Order type	IM01	Investment measure – Line item settlement/Company code 1000
Currency	EUR	
Tax code	V0	Domestic input tax 0%

Display Tolerance Limits

1. Call up the transaction as follows:

Menu Path	*Tools → AcceleratedSAP → Customizing → Edit Project*
Transaction Code	SPRO

2. Choose 🛠️ *SAP Reference IMG*.

3. Choose *Controlling → Internal Orders → Budgeting and Availability Control.* Choose 🕰️ next to *Define Tolerance Limits for Availability Control.*

   In the overview screen, you see that tolerance limits are defined in relation to a given budget profile. In this way, the tolerance limits are related to the budgeted orders of those order types that have been assigned this budget profile in Customizing. The overview screen displays the following for the controlling area (1000 for Germany and 2000 for USA) and budget profile 001000: an initial tolerance limit of 95% (remaining budget of 5%) and a second tolerance limit of 105% (budget overrun of 5%). This demo example relates to the second tolerance limit. To define a tolerance limit completely, you still have to specify which activities are included in the control (*Act. gr.* column) and the actions that should take place if a limit is exceeded (*Act.* column).

4. Position your cursor on the *Act. gr.* column, then choose 🔲 .

   In the dialog box, the system lists the activity groups that can be used.

5. Choose ❎.

   For the demo example, ++ has already been selected. This means that all activity groups can be included in the availability control.

6. Position your cursor on the *Act.* column, then choose 🔲.

   In the dialog box, the system displays the actions that are triggered when the tolerance limit is exceeded: either a warning (with or without sending a mail to the person responsible) or an error message. Choosing the value 2 would specify that a warning messages is sent by e-mail to the person responsible for the budget.

7. Choose ❎.

8. You still have to activate the availability control for the order. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Internal Orders → Budgeting → Availability Control → Activate*
Transaction Code	KO30

9. Enter the number of your IT procurement order.

10. Choose 🕰️.

11. Choose 🏠 until the overview tree appears.

Display Tolerance Limits

Maintain Budget Manager

1. Call up the transaction as follows:

Menu Path	*Tools → AcceleratedSAP → Customizing → Edit Project*
Transaction Code	SPRO

2. Choose 🔧 *SAP Reference IMG*.

3. Choose *Controlling → Internal Orders → Budgeting and Availability Control.* Choose 🕒 next to *Maintain Budget Manager.*

   You see that you can specify a number of budget managers, depending on the controlling area (*CO Ar* field), the order type (*Type* field) and the object class (*ObjCl* field).

4. Choose *New Entries*.

5. Enter the following data:

Field	Data
CO area	1000
Type (Order type)	IM01
ObjCl	INVST
User name	Your R/3 user name

6. Choose 💾.

   💡

   If the transport system is active in your system, the *Prompt for Customizing Request* dialog box appears when you save. Choose 📄 and enter a short description. Choose 💾 and then, if required, ✔.

7. Choose 🏠 until the overview tree appears.

Result

Now you will automatically receive a mail (as budget manager) when a posting to an order with budget profile 001000 causes the tolerance limit of +5% to be exceeded.

Cause a Budget Overrun

1. Call up the transaction as follows:

Menu Path	Accounting → Financial Accounting → General Ledger → Document Entry → G/L Account Posting
Transaction Code	FB50

2. If a dialog box appears, enter 1000 in the *Company code* field.

3. Enter the following data:

Field	Data
Document date	Current date
Currency	EUR

4. Enter the following data for the first line item:

Field	Data
G/L account	410000
D/C	Debit
Document currency amount	Budget amount + 10%
T (Tax code)	V0
Order	Number of your IT procurement order

5. Enter the following data for the second line item:

Field	Data
G/L account	159199
D/C	Credit
Document currency amount	*

6. Choose ▣.

In the status bar, you see a message that the budget has been exceeded.

7. Choose ✅.

Your document is posted.

8. Choose 🏠 until the overview tree appears.

In the *Exit Processing* dialog box, choose *Yes.*

Display Mail

1. Call up the transaction as follows:

Menu Path	Office → Workplace
Transaction Code	SBWP

2. Choose *Inbox → Documents*.

3. Double-click on your order.

   The mail informs the budget manager of the amount by which the order budget was exceeded, along with the document number of the document in which this took place.

4. Choose until the overview tree appears.

Settlement and Closing of Capital Investment Measures

Purpose

For projects and orders, you can choose between summary settlement and line item settlement. The differences between these two methods of settlement are in their use of system resources, and in the degree of exactness in the proof or origin on the final assets. During line item settlement, each individual line item is treated separately. You are thereby able to obtain a proof origin for each line item on the final assets. For example, an invoice from vendor 1000 is posted to investment order A. After settlement to the final asset, you can still determine that this debit originated from vendor 1000. The runtime for a line item settlement is longer than for summary settlement, during which totals are settled to cost elements, rather than individual line items. In the case of summary settlement, the system provides proof of origin based on cost elements.

You choose line item settlement or summary settlement by setting the indicator in the investment profile.

For summary settlement, you maintain settlement rules per cost element or cost element group. For line item settlement, you can choose to maintain separate settlement rules for each line item, or you can maintain them per cost element or cost element group. Each of these settlement rules can be used for both orders and projects.

In the following process, you carry out a summary settlement in which you enter the settlement rules by cost element groups (also called source assignments) for the 'Foundation of administration building' WBS element.

Prerequisites

You have carried out the following processes: Create Master Data: Investment Program, Project and Order [Page 8], Carry Out Cost Planning [Page 27], Specify Budget for Investments [Page 36], Procurement for Investments [Page 44], Blanket Asset Budgets for Asset Procurement [Page 60] and Availability Control for Internal Orders [Page 67] .

Process Flow

You can find the data for this process under [?] [Page 76].

Summary Settlement

5. First you maintain the settlement parameters for the periodic settlement for the foundation of the administration building.

    Define Periodic Settlement Rules for Project [Page 77]

6. Then start the program for periodic settlement of projects, and watch the debit on the asset under construction.

    Perform Periodic Settlement for Project [Page 78]

7. Now maintain the settlement rules for the final settlement (after the project is completed).

    Define Final Settlement for Project [Page 80]

8. Then perform the final settlement, and observe the debit on the final asset.

    Perform Final Settlement for Project [Page 81]

9. Look at the debits on the cost center.

Display Debits to Cost Center [Page 83]

Data Used During This Process

Field	Data	Description
Controlling area	1000	CO Europe
Company code	1000	IDES AG
Project	Your project	
Asset class	1100	Building
Cost center of the asset	2100	Finance and Administration
Business area of the asset	9900	Corporate/other
Cost center	4130	Warehouse
Source structure	I1	Investment measures
Settlement type	PRE	Preliminary settlement
Source assignment	INT	Internal cost elements
Settlement type	FXA	Asset

Define Periodic Settlement Rules for Project

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Master Data → Project Builder*
Transaction Code	CJ20N

2. Position the cursor on position 01 (XXXX-01) within your project.

3. Choose *Edit → Costs → Settlement Rule.*

4. Choose *Goto → Settlement parameters*.

5. Now you assign your WBS element to a source structure. Enter the following data:

Field	Data
Source structure	I1

6. Choose 👤.

   In the *S...* (for source assignment) column, you can differentiate based on the cost element groups defined in Customizing. During periodic settlement, you want 20% of internal costs to be settled to the cost center from the data table.

7. Enter the following data:

Field	Data
Type	CTR
Settlement receivers	4130
% (Percent)	20
Set... (Settlement type)	PRE
S... (Source assignment)	INT

8. Choose 🔙.

9. Choose 💾.

10. Choose 🏠.

Perform Periodic Settlement for Project

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Period-End Closing → Single Functions → Settlement → Individual Processing*
Transaction Code	CJ88

2. Enter the following data:

Field	Data
WBS element	XXXX-1
Settlement period	Current month (for example 08)
Posting period	Current month (for example 08)
Fiscal year	Current year
Processing type	By period
Detail list	Select

3. Choose ⬇️.

    If a dialog box appears, choose ✔️.

4. Choose 🔙.

5. Deselect *Test run*.

6. Choose the *Periodic* processing type.

7. Choose ⬇️.

    When settlement is successfully completed, you see a list of the settled amounts and receivers.

8. Choose *Goto → Detail lists*.

    You see that 20% of the internal costs of WBS element XXXX-1 and, if you calculated interest, 100% of interest expense, was debited to cost center 4130. The remaining amount was settled to the asset under construction. Have a look at it.

9. Choose 🏠.

10. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

11. Double-click on the *Internal settlement of acquisition to AuC* row to go to the document overview.

12. Choose *Environment → Original document.*

    You see the debit document and the origin (in this case the WBS element).

13. Choose 🏠 until the overview tree appears.

Define Final Settlement for Project

Procedure

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Master Data → Project Builder*
Transaction Code	CJ20N

2. Position the cursor on position 01 (XXXX-01) within your project.

3. Choose *Edit → WBS Element → Investment Programs → Create completed asset.*

4. Enter the following data:

Field	Data
Asset class	1100
Name	Asset for the final settlement

5. Choose ✅.

6. A message appears stating that an internal fixed asset was created along with a distribution rule.

7. Have a look at the distribution rule.

8. Choose *Edit → Costs → Settlement Rule.*

   You see that the settlement rule for the periodic settlement can no longer be changed, since it was used once by the system. In addition, the system automatically generated a settlement rule for the settlement to the asset under construction. You also see that a settlement rule was generated for an internal asset. A completed asset is created when the data is saved.

9. Choose 🔙.

10. Choose 💾.

11. Choose 🔙.

Perform Final Settlement for Project

1. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Investment Projects → Period-End Closing → Single Functions → Settlement → Individual Processing*
Transaction Code	CJ88

2. Enter the following data:

Field	Data
WBS element	XXXX-1
Settlement period	Current month (for example 008)
Posting period	Current month (for example 008)
Fiscal year	Current year
Processing type	Full settlement
Detail list	Select

3. Choose 🕓.

4. Choose 🕓.

5. Deselect *Test run*.

6. Choose the *Full settlement* processing type and choose 🕓.

   Afterward you can display the debit on the final asset in *Asset Accounting* (FI-AA).

7. Choose 🔙.

8. Call up the transaction as follows:

Menu Path	*Accounting → Financial Accounting → Fixed Assets → Asset → Asset Explorer*
Transaction Code	AW01N

9. Enter the following data:

Field	Data
Asset	Your number

10. Choose ✅.

11. Double-click on the *Transfer*... line item to view the detailed settlement document.

   You see that the final asset was debited while the asset under construction was credited.

12. Choose 🔙 until the overview tree appears.

Perform Final Settlement for Project

Display Debits to Cost Center

1. Call up the transaction as follows:

Menu Path	*Accounting → Controlling → Cost Center Accounting → Information System → Reports for Cost Center Accounting → Plan/Actual Comparisons → Cost Centers: Actual/Plan/Variance*
Transaction Code	S_ALR_87013611

2. Enter the following data:

Field	Data
Fiscal year	Current year
From period	Current period (for example 005)
To period	Current period (for example 005)
Cost center group	Empty
or value(s)	4130
Cost element group	Empty

3. Choose 🕐.

   Among other things, you see that the cost center was debited with cost element 652500 (if you calculated interest) and cost element 652000 (the 20% of internal costs).

4. Choose 🔙 until the overview tree appears.

   In the *Exit Report* dialog box, choose *Yes*.

Fiscal Year Change

Purpose

Investment planning in the R/3 System is intended to be cyclical, based on an annual planning process. You set up and budget a separate investment program for each approval year To simplify this process, you can copy the program structure of the investment program from the old approval year. You can also carry forward measures and appropriation requests, along with budget values and plan values. There are two ways of handling the values carried forward to the new fiscal year. You can either manage them separately from the new values, or treat them the same as the values in the new year. How the values are treated is determined by the function you choose:

- Opening a new approval year

You use this function to copy an existing investment program for the new approval year, and to carry forward the values of all old measures and appropriation requests that are not yet closed to the new investment program. The forwarded values are initially managed separately in the new investment program.

- Closing the old approval year

You use this function to carry forward the values of all old measures and appropriation requests that are not yet closed to the new approval year and new investment program. In this case, the forwarded values are not managed separately in the new investment program. Instead, they become a part of the current plan values or budget values. The new investment program has to already exist before this carryforward takes place.

Process Flow

You can find the data for this process under

1. First you open a new approval year for your investment program.

   Open New Approval Year [Page 86]

2. The forwarded values are managed separately in the new investment program.

   Display Values [Page 87]

3. Then you close the old approval year.

   Close Old Approval Year [Page 88]

4. Now look at the values. You see that they are no longer managed separately.

   Display Values [Page 87]

Data Used During This Process

Field	Data	Description
InvProgramm	IDES1000	Investments IDES, 1999-2001
Approval year	Current year New year	
Appropriation request type	1	Orders as investment measure

Open New Approval Year

12. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Periodic Processing → Fiscal Year Change → Open New Approval Year*
Transaction	IM27

13. Enter the following data:

Field	Data
Inv. program	Your program
Approval year	Current year
Carry fwd meas./app. req.	Select
Carry forward budget values	Select
Carry forward plan values	Select

14. Choose 🕒.

As target investment program, the system displays your investment program with the next year.

Ignore the warning.

15. Choose ✅.

You see a log stating whether all data could be copied.

16. Choose ↩ until the overview tree appears.

Display Values

17. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Information System → Investment Management Reports → Programs – Current Data → Planned Values → Overall Plan/Annual Plan in Program*
Transaction	S_ALR_87012808

18. In the dialog box *Information* choose ✅ .

19. Enter the following data:

Field	Data
Inv. program	Your program
Approval year	Newly opened year
Fiscal year	Newly opened year

20. Choose 🕒 .

The report is divided into three parts. General data appears in the top section, the investment program and the individual program positions appear in the middle section, and you see the distribution of the values to the different years in the bottom section.

After you open a new approval year, the values of old measures that are not yet closed are displayed in the *Plan bal. forward* row.

After you close the old approval year, these values are no longer displayed separately. Now they are part of the total in the *Plan from curr. prog.* row.

21. Choose 🔄 until the overview tree appears.

In the *Exit Report* dialog box, choose *Yes*.

22. It is also possible to edit the original program budget. From the *Programs* node, choose *Budgeting → Edit Original*.

23. Enter your investment program.

24. Choose the top position.

25. Make any changes that are needed.

26. Choose 💾 .

27. Choose 🔄, until the overview tree appears.

Close Old Approval Year

28. Call up the transaction as follows:

Menu Path	*Accounting → Investment Management → Programs → Periodic Processing → Fiscal Year Change → Closing Old Approval Year*
Transaction	IM27_CLOSE

29. Enter the following data:

Field	Data
Inv. program	Your program
Approval year	Actual year
Carry forward budget values	Select
Carry forward plan values	Select

30. Choose ⬇.

    The message "Carryforward of measures/app. requests is final!" appears.

31. Choose ✅.

    The system generates a log.