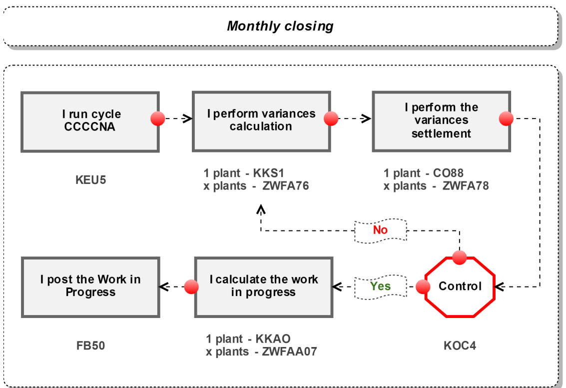
I settle Process Orders (PP orders)

Process: Monthly costing and cost accounting closing

Responsibility area: Perform Costing Monthly Closing

- For **calculation of variances and posting**, don't forget that you have to run always the transactions in processing mode (ZWFA76, KKS1, KKS2, ZWFA78, CO88 and KO88). If you ran it before in test mode, you will have to run it again in processing mode.
- For **WIP** (ZWFAA07, KKAO and KKAX) you have to run the transaction only in test mode, NOT in processing mode.
- For the **check of the process orders balance** (KOC4), it is preferable to launch it in background in order not to reduce the SAP performance for the other SAP users.
- The **error messages** that can appear when running each step can be checked in the spool log. Each one has a specific treatment, but only the ones generating inconsistencies require analysis. If necessary, Regional Cost Accounting FtO will provide additional support to reach a solution.



Scope

WW

WP2

Frequency

M

References

- OP.008
- OP.008

Attachments

N/A

xx **<<** I settle Process Orders (PP orders) **>>** xx

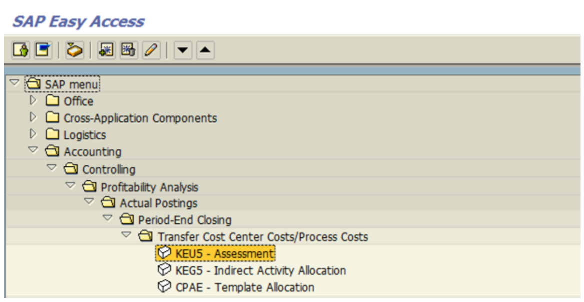
Guideline

Before start processing the process orders costs you have to run cycle **CCCCNA** in real mode in order to settle the "process order variances statistics" from cost center CCCC-9201 (In some cases there are cost centers that start with PPPP-9201 for historical reasons). At this stage only small amounts should be on cost center (rounding amounts). In case of high amounts in the balance should be analysed the reason before doing the settlement. For threshold please consider 3K€.

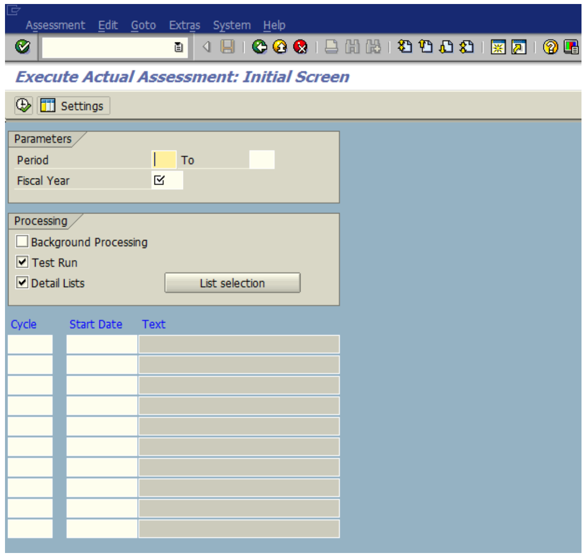
STEP 1

Start the transaction using the menu path or transaction code KEU5

Double-click



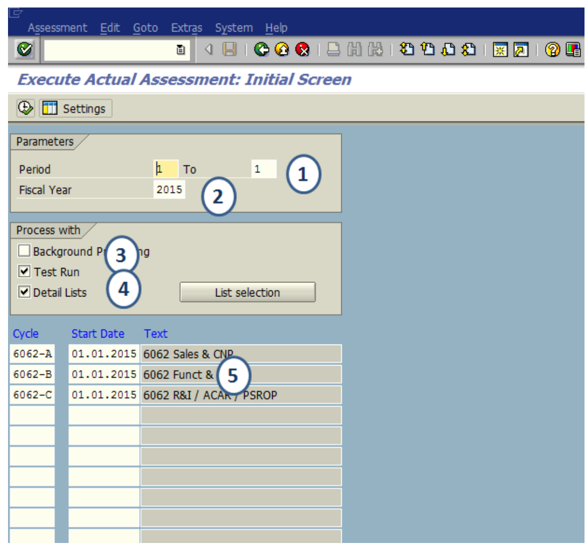
Execute Actual Assessment: Initial Screen



STEP 2

On the Execute Actual Assessment screen, make the following entries:

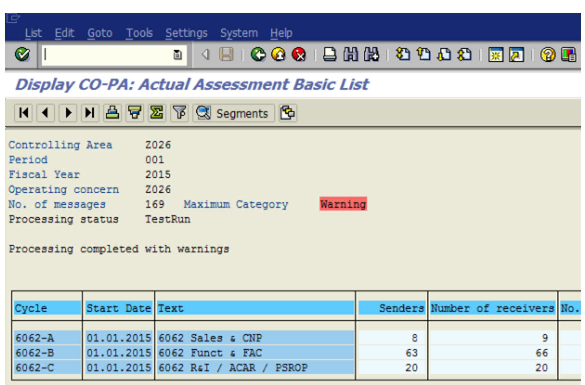
	Field name	User action and values	Comment
0	Controlling Area (dialog box)	Enter controlling area	Only needed if dialog box displays.
1	Periods	Enter one number in each field, for example, from 1 to 1	Jan =1, Dec=12
2	Year	Current year	
3	Test run		Use test run until the run is error-free
4	Detailed lists	x	
5	Cycle	Enter the cycle code => the Start Date comes when you click Enter	You can execute several cycles in one execution



STEP 3

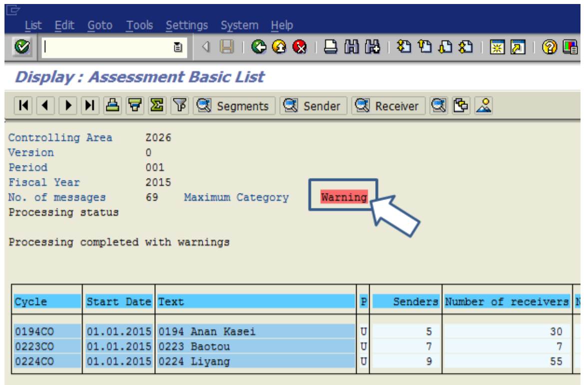
Execute 

It is compulsory to clear Error messages before saving the cycle

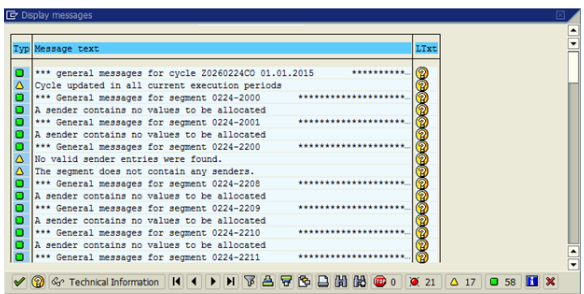


Inform the person in charge of cycles maintenance if there are errors messages and wait until there are solved before starting the next step

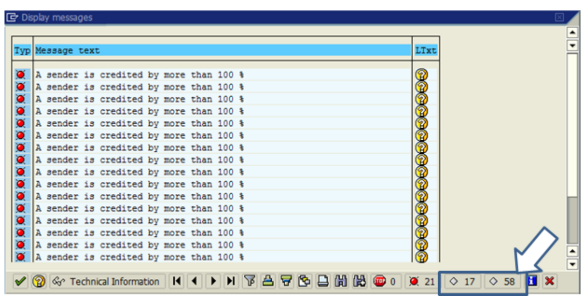
Click Warning **or** Errors **to display messages**



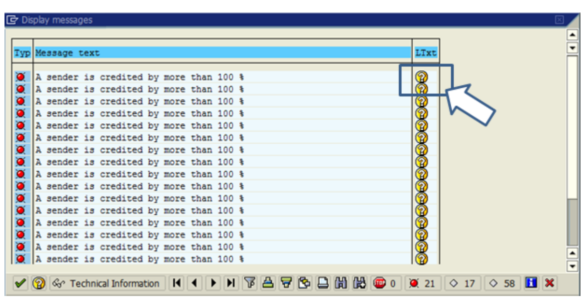
Messages are displayed



You can click:
: hide information
and/or **: warning messages**



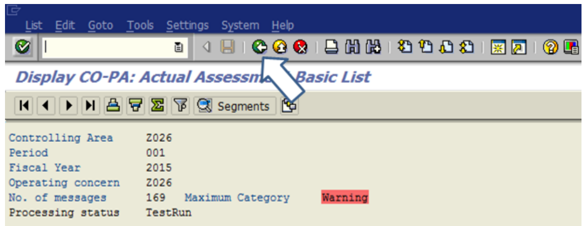
and then click **to get more detail regarding the error message**



- GA717 - No receiver tracing factors defined
- GA721 - A sender is credited by more than 100 %

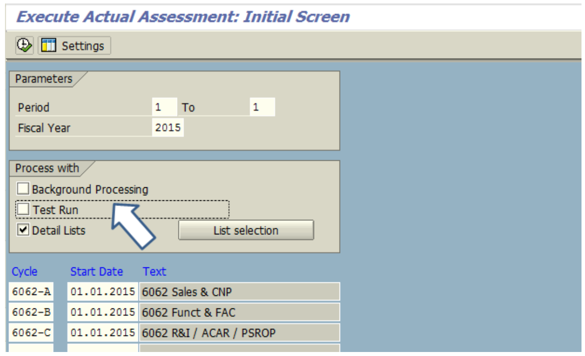
STEP 4

Go back to the initial screen by clicking 

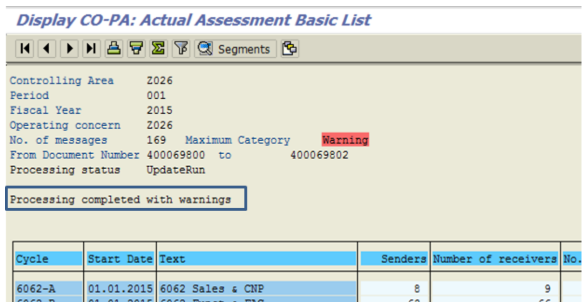


STEP 5

Untick the field "Test run" and execute 



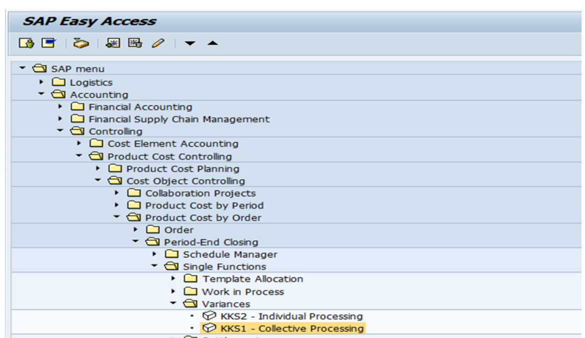
The process is completed without error



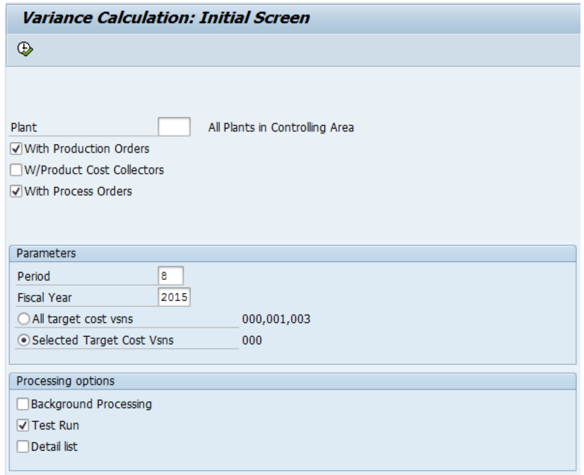
STEP 1

Start the transaction using the menu path or transaction code

KKS1 - Collective Processing



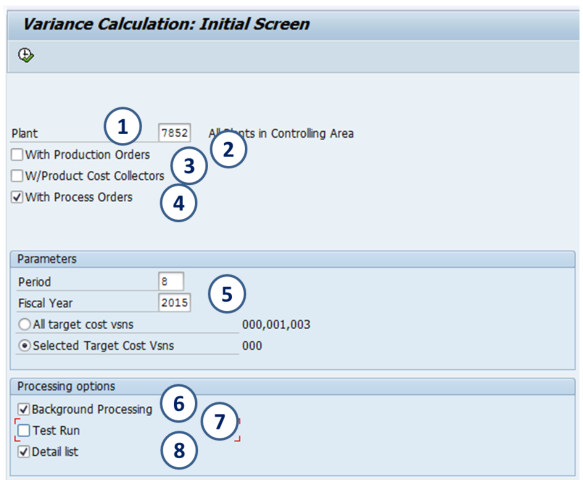
Variance Calculation: Initial Screen



STEP 2

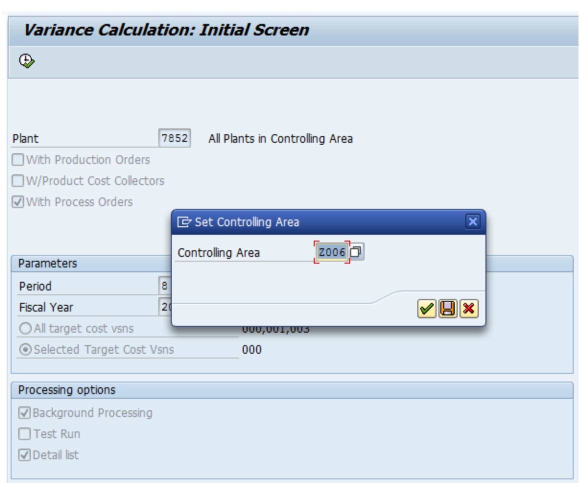
1. Enter the plant code
2. Untick "with Production Orders"
3. Do not tick "W/Product Cost Collectors
4. Select “With Process Orders”
5. Enter the period to close and the fiscal year
6. Select "Background Processing"
7. Untick "Test Run"
8. Tick "Detail list"

Execute 



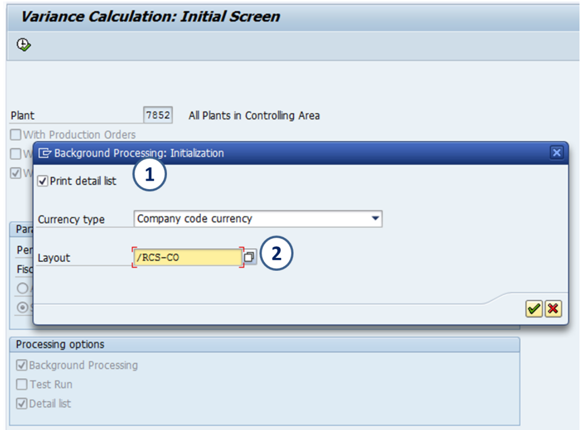
STEP 3

If requested enter the controlling area and 



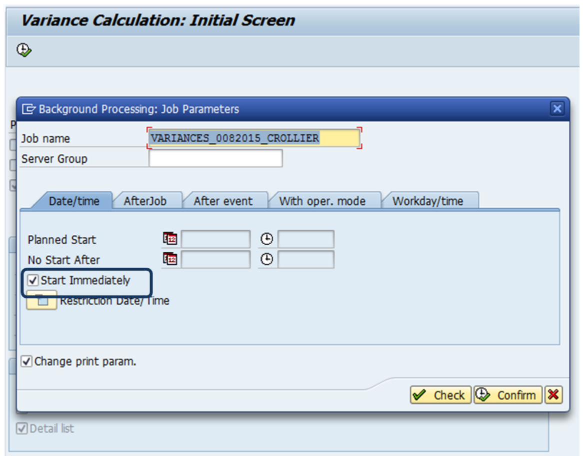
STEP 4

1. Tick on « Print detail list »
2. Select the layout « /RCS-CO »



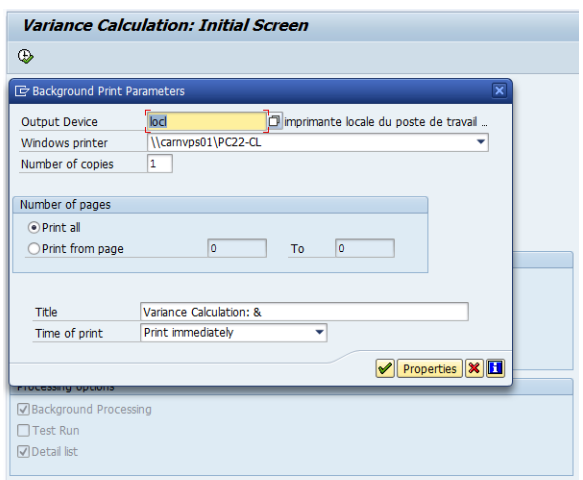
STEP 5

- Use the default job name and the default server group
- Tick on « Start immediately »
- Click on 

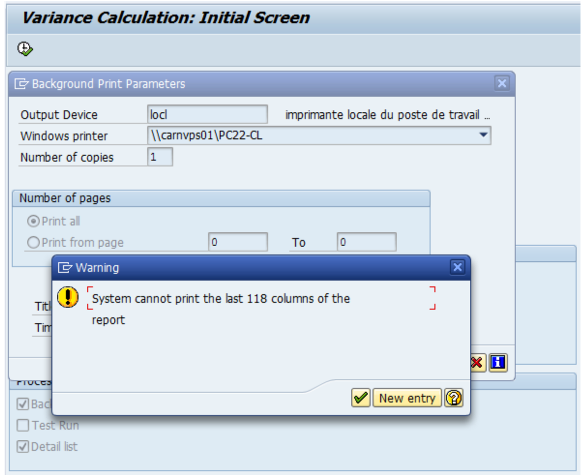


STEP 6

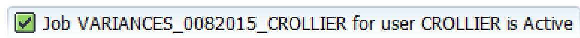
- Enter an output device
- Validate the printing parameters
- and enter 



You can skip the warning message by clicking on 

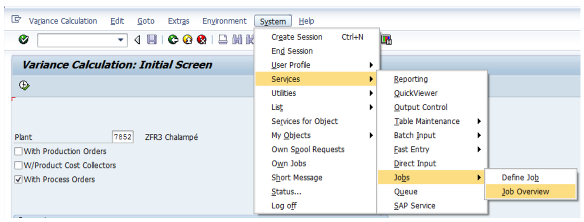


A message informs that the Job is active



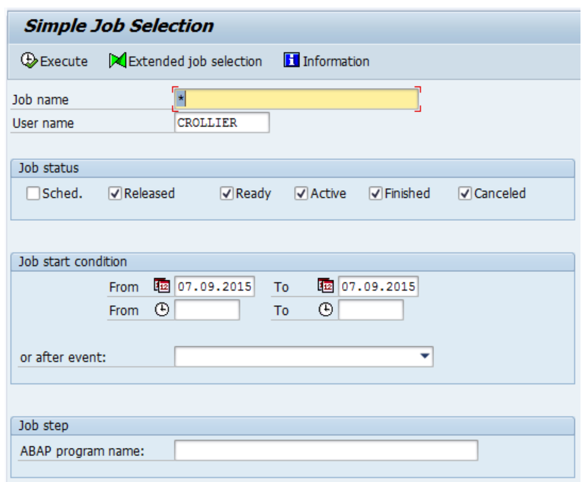
STEP 7

Open the job overview



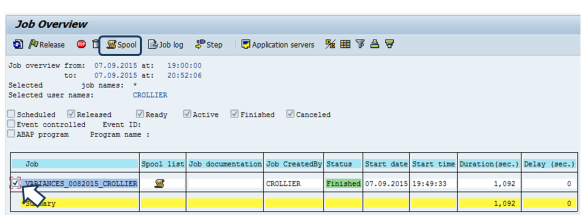
STEP 8

Execute  with your user name



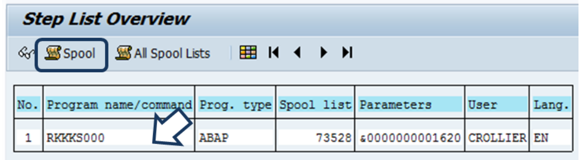
STEP 9

Once the job has the status finished, you can display the spool by selecting the job and clicking on



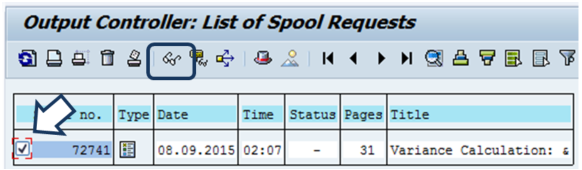
STEP 10

Select the program and click on 



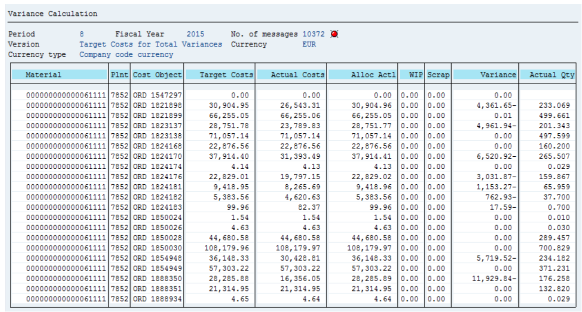
STEP 11

Select the spool and click on 



STEP 9

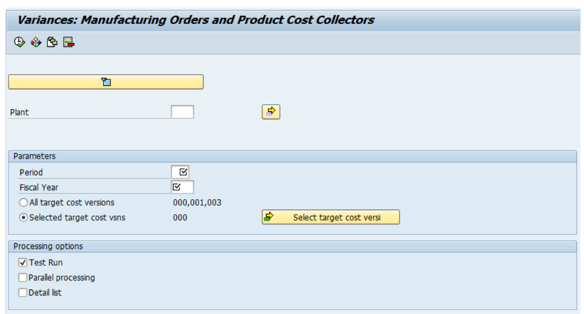
The variance calculation report is displayed. Analysis is sorted by material, by plant and by order



STEP 1

Start the transaction ZWFA76

ⓘ Variances: Manufacturing Orders and Product Cost Collectors: Initial Screen



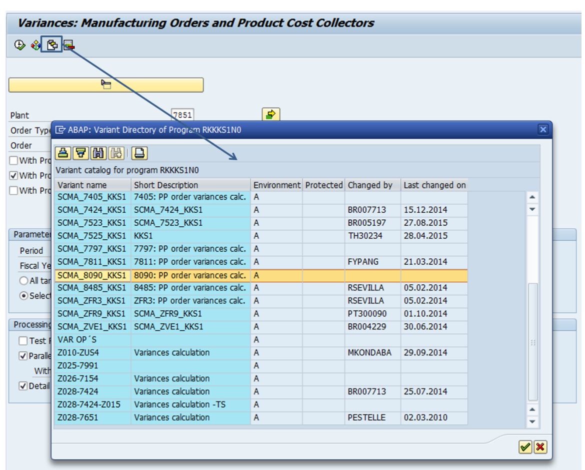
STEP 2

You can look for an existing variant by clicking on 

Select the variant and 

Enter the period

Execute 

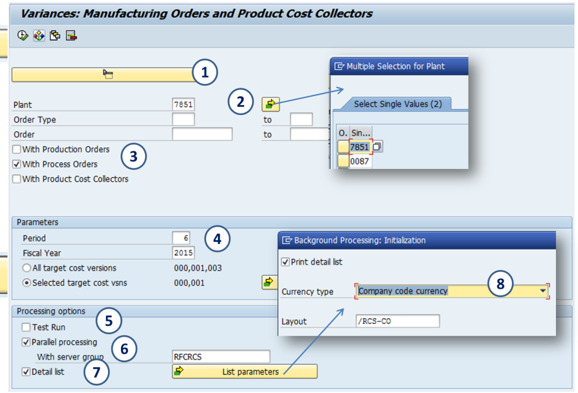


If you don't have the variant you can make the selection :

1. Click on

2. Enter the list of plants
3. Select “With Process Orders”
4. Enter the period to close and the fiscal year
5. Untick "Test Run"
6. Tick "Parallel processing"
7. Tick "Detail list"
8. Click on


    - Tick "Print detail list
    - Enter the layout /RCS-CO



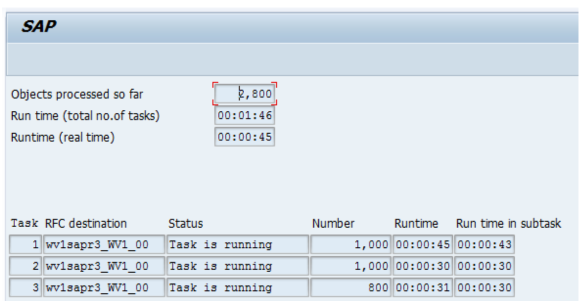
Execute 

Background Processing

You can execute this transaction in background pressing F9 and you will get the job spool through SMX

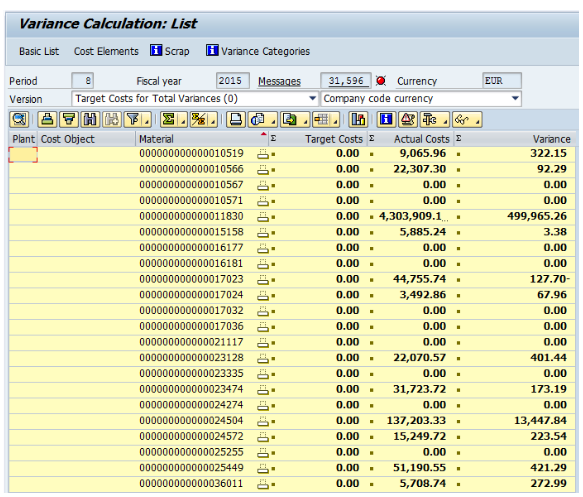
STEP 3

You are informed that tasks are running



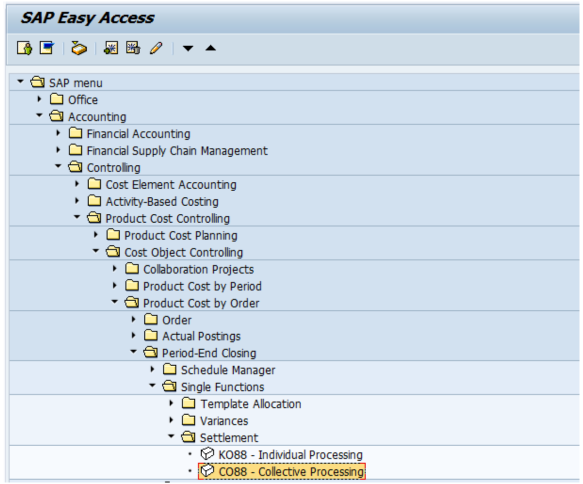
STEP 4

The variance calculation report is displayed

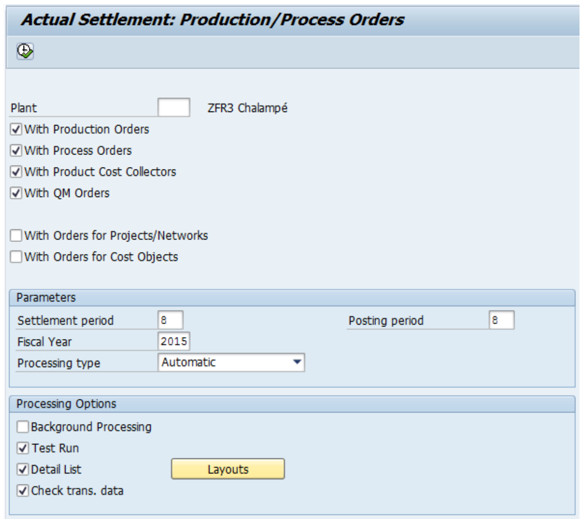


STEP 1

Start the transaction using the menu path or transaction code

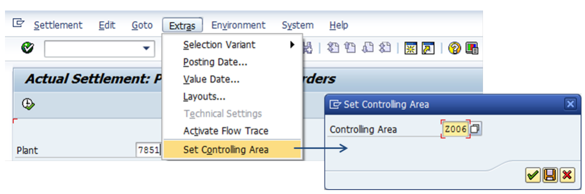


Actual Settlement: Production/Process Orders: Initial screen



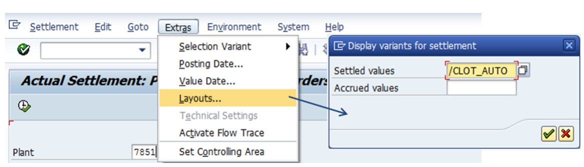
STEP 2

Set the controlling area



STEP 3

Define the layout for the result : **/CLOT _AUTO**

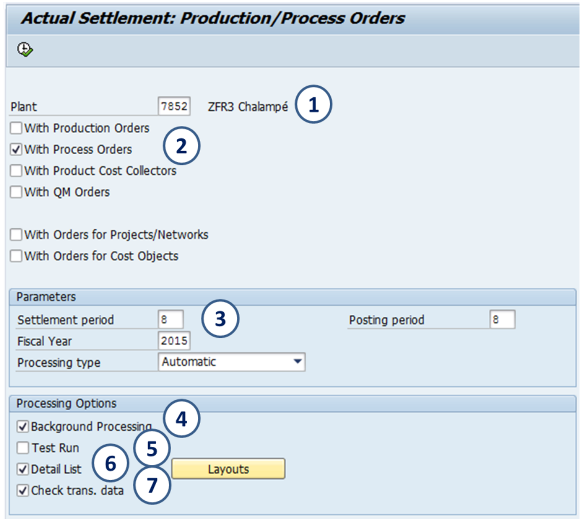


STEP 4

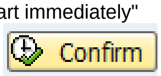
1. Enter the plant code
2. Select with "Process Orders"
3. Parameters
   - Enter the period to close and the fiscal year
   - Select the processing type "Automatic"

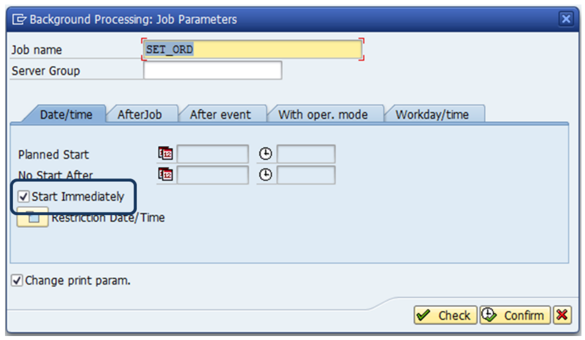
4. Tick "Background Processing"
5. Untick "Test Run"
6. Tick "Detail list"
7. Tick "Check trans. data"

Execute 



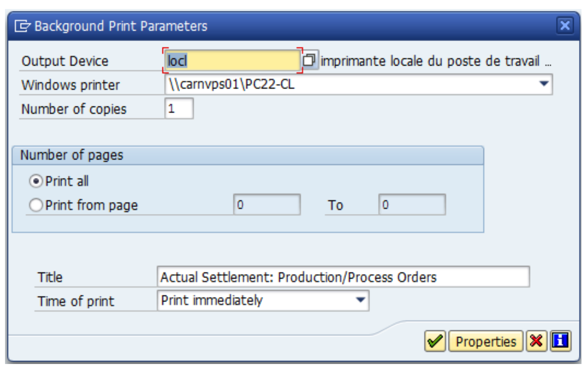
STEP 5

- Tick "Start immediately"
- Confirm 

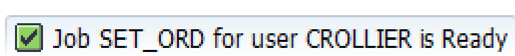


STEP 6

- Enter an output device
- Validate the printing parameters 

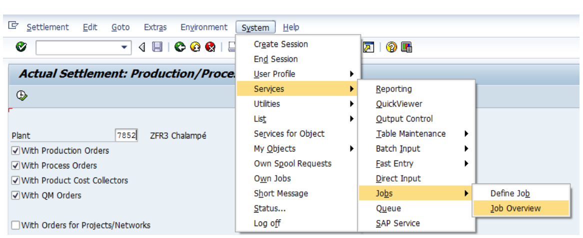


A message informs that the Job is ready



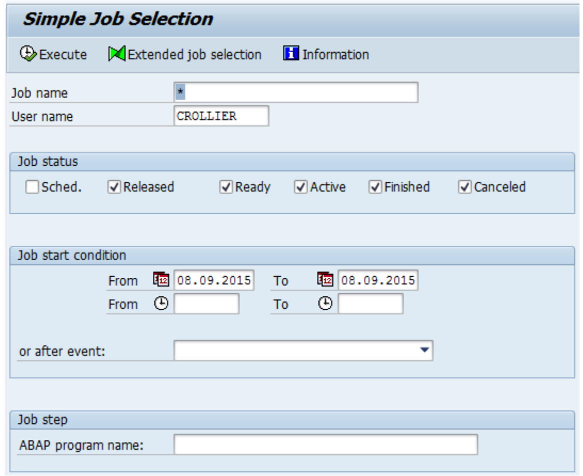
STEP 7

Display the result



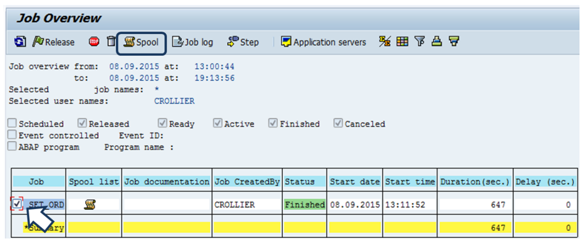
STEP 8

Execute with your username



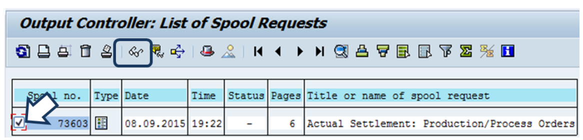
STEP 9

Once the job has the status finished, you can display the spool by selecting the job and clicking on 



STEP 10

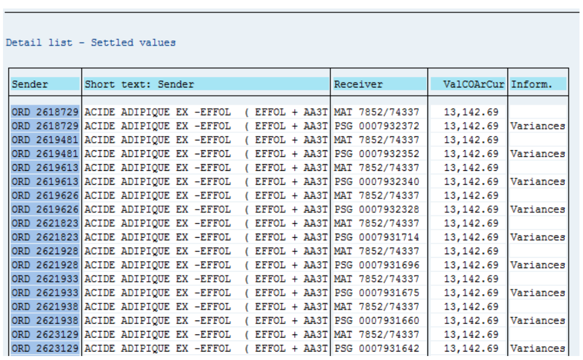
Select the spool and click on 



STEP 11

The result displayed the sender, the receiver and the posted amount

Note: the settlement will only be done for oreders with the status DLV (Delivered) or TECO (Technically completed). Orders without these status are considered WIP (Work in Process)



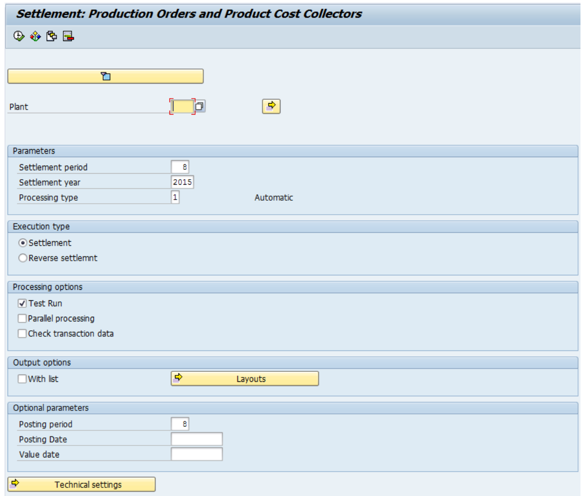
Detail list - Settled values

Sender	Short text: Sender	Receiver	ValCOArCur	Inform.
ORD 2618729	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2618729	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007932372	13,142.69	Variances
ORD 2619481	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2619481	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007932352	13,142.69	Variances
ORD 2619613	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2619613	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007932340	13,142.69	Variances
ORD 2619626	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2619626	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007932328	13,142.69	Variances
ORD 2621823	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2621823	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007931714	13,142.69	Variances
ORD 2621928	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2621928	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007931696	13,142.69	Variances
ORD 2621933	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2621933	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007931675	13,142.69	Variances
ORD 2621938	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2621938	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007931660	13,142.69	Variances
ORD 2623129	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	MAT 7852/74337	13,142.69	
ORD 2623129	ACIDE ADIPIQUE EX -EFFOL (EFFOL + AA3T	PSG 0007931642	13,142.69	Variances

STEP 1

Start the transaction ZWFA78

ⓘ Variances: Manufacturing Orders and Product Cost Collectors: Initial Screen



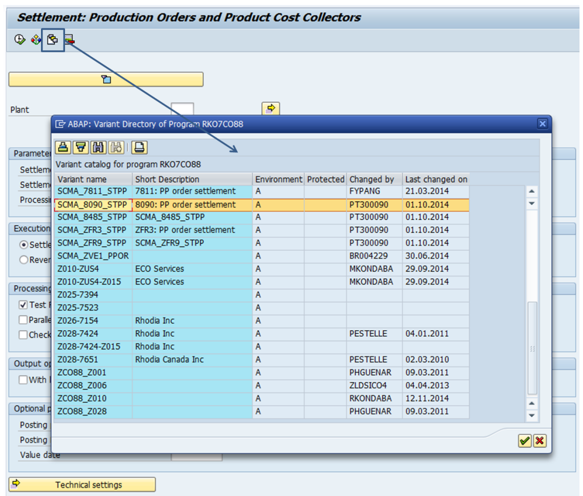
STEP 2

You can look for an existing variant by clicking on 

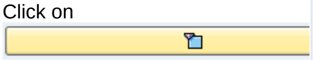
Select the variant and 

Check the settlement period & posting period

Execute 



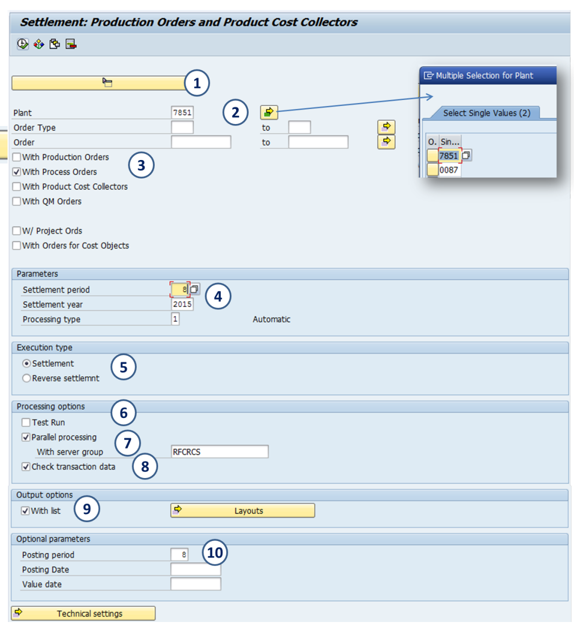
If you don't have the variant you can make the selection :

1. Click on

2. Enter the list of plants
3. Select “With Process Orders”
4. Enter the period to close and the fiscal year
5. Tick "Settlement"
6. Untick "Test Run"
7. Tick "Parallel processing"
8. Tick "Check transaction data"
9. Tick "With list"
10. Enter the Posting period (=Settlement period)

Execute 

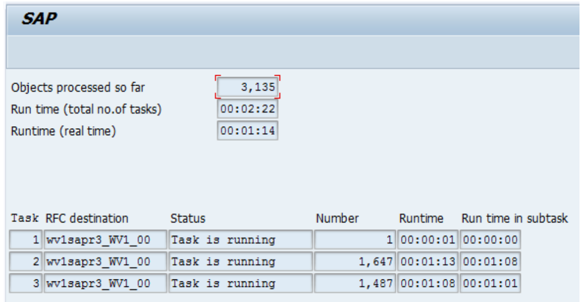
Background Processing

You can execute this transaction in background pressing F9 and you will get the job spool through S MX



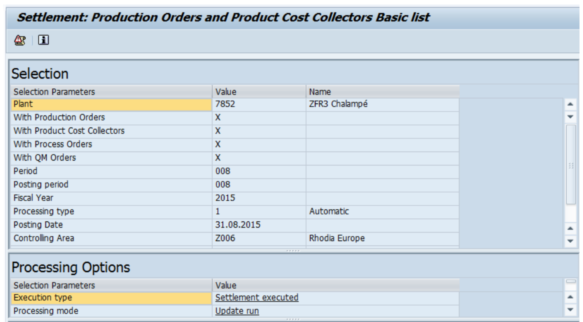
STEP 3

You are informed that tasks are running



STEP 4

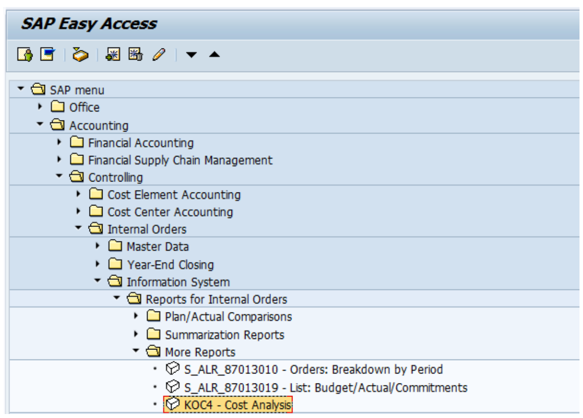
The settlement was executed



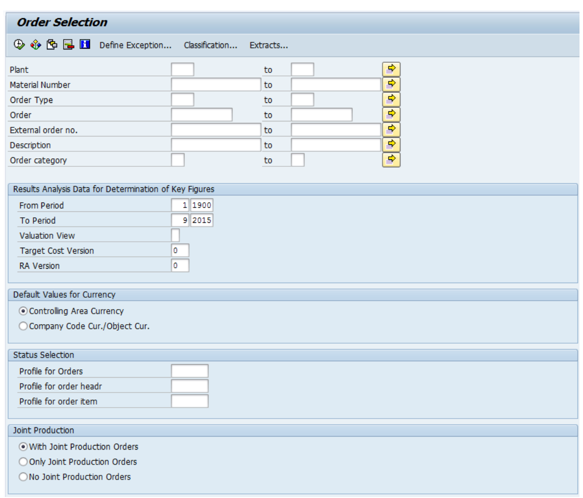
If errors occurred in previous steps check the settlement rule and contact local responsible to correct it.

STEP 1

Start the transaction using the menu path or transaction code

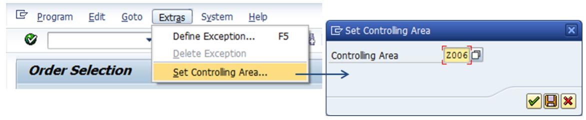


Order Selection: Initial screen



STEP 2

Set the Controlling Area

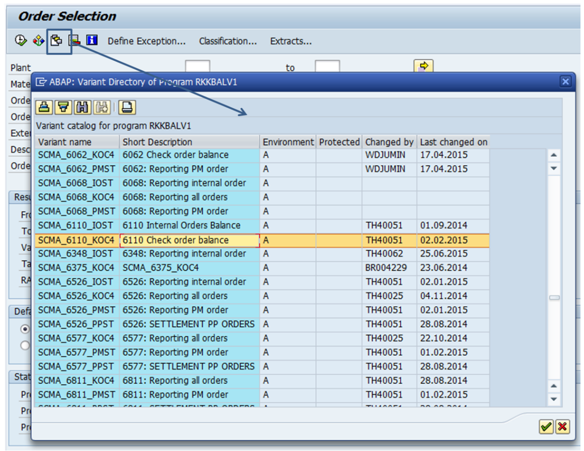


STEP 3

You can look for an existing variant by clicking on 

Select the variant and 

Enter the period



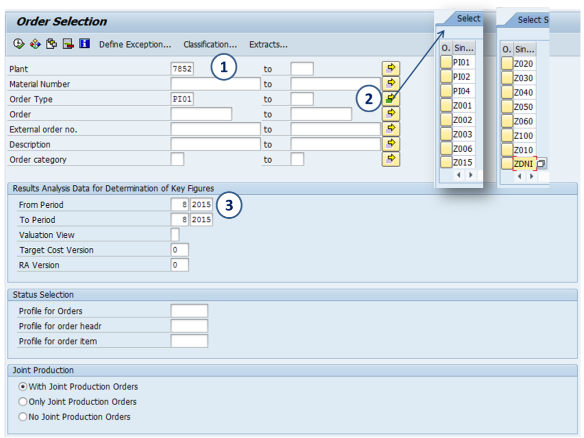
When there is not an existing variant you can make the following selection :

1. Enter the plant code

2. Enter the list of "order type" using the list below

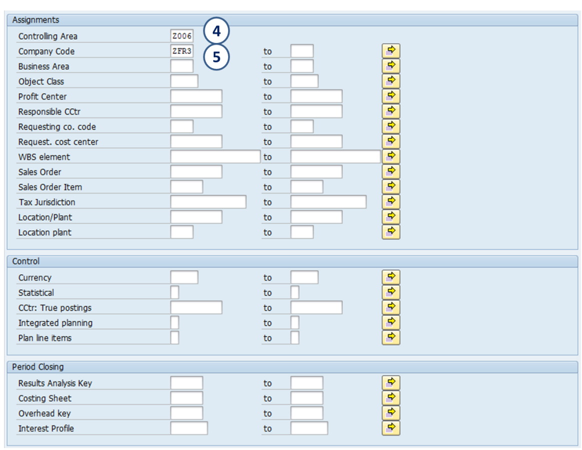
PI01	Z002	Z015	Z050	ZDNI
PI02	Z003	Z020	Z060	
PI04	Z006	Z030	Z100	
Z001	ZDNI	Z040	Z010	

3. Enter the period

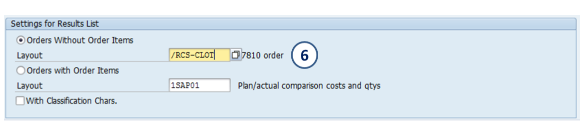


4. Enter the controlling area

5. Enter the company code

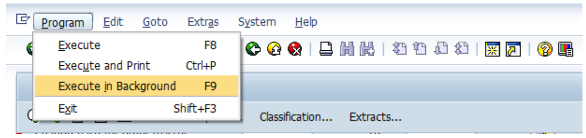


Enter the layout "/RCS-CLOT" to filter on non balanced orders



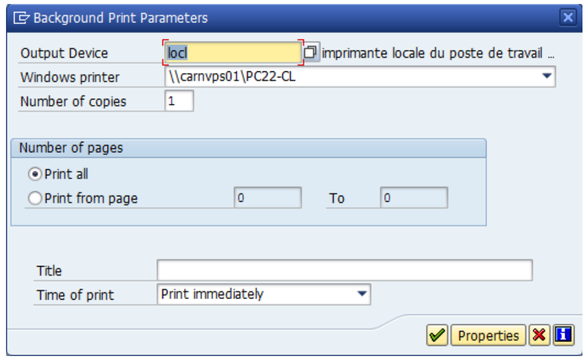
STEP 4

During the closing period,
launch processing in background with RFCRCS server group (when the option is available)



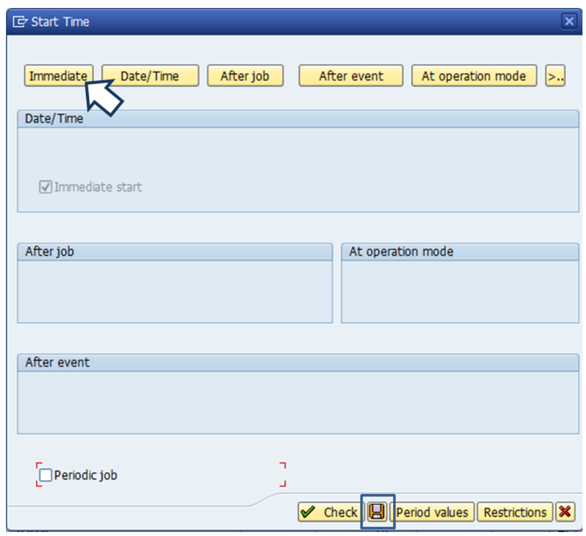
STEP 5

- Enter an output device
- Validate the printing parameters
- and enter

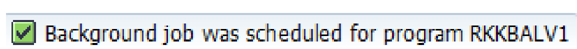


STEP 6

Click on Immediate to launch the processing immediately and save

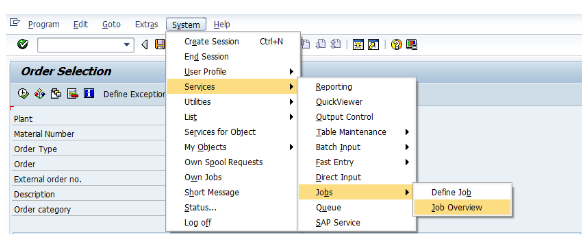


A message informs that the Job is active



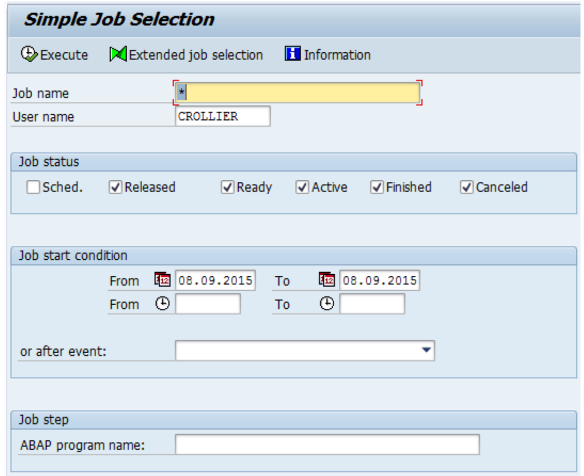
STEP 7

Open the job overview



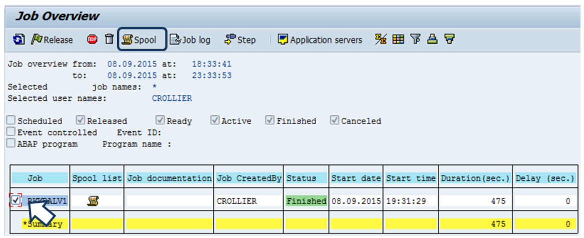
STEP 8

Execute with your user name



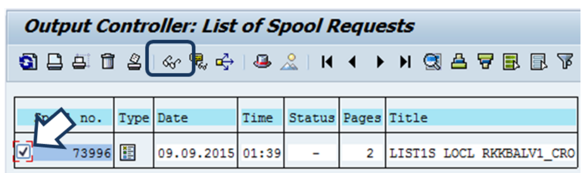
STEP 9

Once the job has the status finished, you can display the spool by selecting the job and clicking on



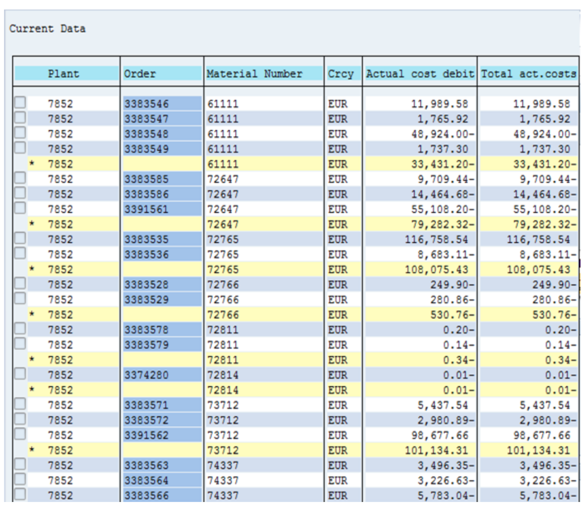
STEP 10

Select the spool and click on 



STEP 11

This report display all unbalanced process order.



Current Data

Plant	Order	Material Number	Crcy	Actual cost debit	Total act.costs
7852	3383546	61111	EUR	11,989.58	11,989.58
7852	3383547	61111	EUR	1,765.92	1,765.92
7852	3383548	61111	EUR	48,924.00-	48,924.00-
7852	3383549	61111	EUR	1,737.30	1,737.30
* 7852		61111	EUR	33,431.20-	33,431.20-
7852	3383585	72647	EUR	9,709.44-	9,709.44-
7852	3383586	72647	EUR	14,464.68-	14,464.68-
7852	3391561	72647	EUR	55,108.20-	55,108.20-
* 7852		72647	EUR	79,282.32-	79,282.32-
7852	3383535	72765	EUR	116,758.54	116,758.54
7852	3383536	72765	EUR	8,683.11-	8,683.11-
* 7852		72765	EUR	108,075.43	108,075.43
7852	3383528	72766	EUR	249.90-	249.90-
7852	3383529	72766	EUR	280.86-	280.86-
* 7852		72766	EUR	530.76-	530.76-
7852	3383578	72811	EUR	0.20-	0.20-
7852	3383579	72811	EUR	0.14-	0.14-
* 7852		72811	EUR	0.34-	0.34-
7852	3374280	72814	EUR	0.01-	0.01-
* 7852		72814	EUR	0.01-	0.01-
7852	3383571	73712	EUR	5,437.54	5,437.54
7852	3383572	73712	EUR	2,980.89-	2,980.89-
7852	3391562	73712	EUR	98,677.66	98,677.66
* 7852		73712	EUR	101,134.31	101,134.31
7852	3383563	74337	EUR	3,496.35-	3,496.35-
7852	3383564	74337	EUR	3,226.63-	3,226.63-
7852	3383566	74337	EUR	5,783.04-	5,783.04-

We can have sometimes some unbalanced process orders after the settlements due to late postings or materials lately costed. To perform the variance calculation and the settlement to COPA of these orders we have to do it individually using transactions KKS2 (for calculation) and KO88 (for the settlement).

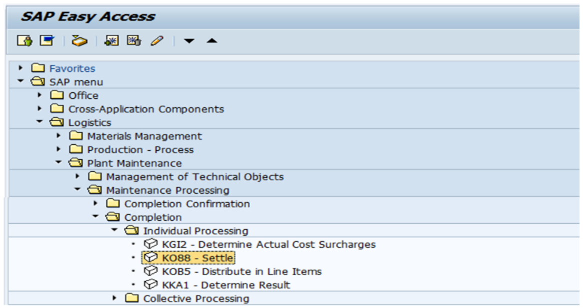
KKS2 - VARIANCE CALCULATION

Unable to render {include} The included page could not be found.

KO88 - VARIANCE SETTLEMENT

STEP 1

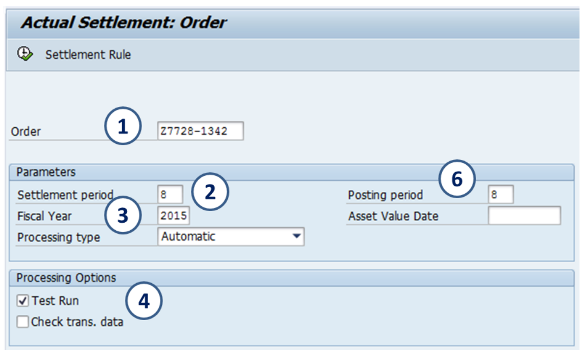
Start the transaction using the menu path or transaction code



STEP 2

1. Enter the order to be settled
2. Enter the settlement period
3. Enter the fiscal year
4. Select "test run" to preview the settlement without posting

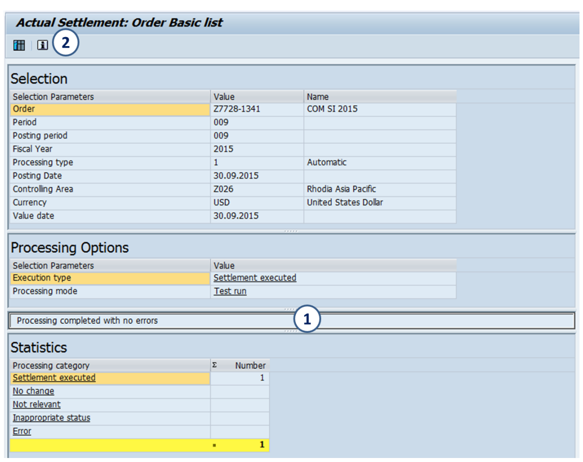
Execute 



STEP 3

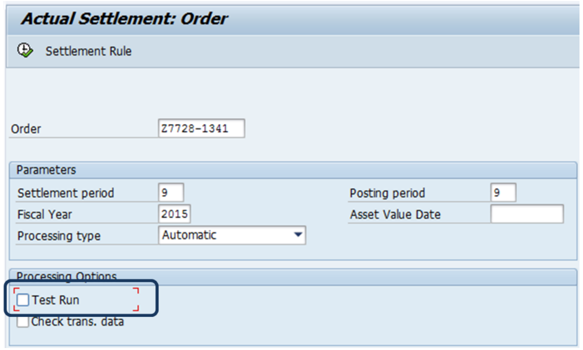
1. Check if there are error messages
2. Click on  to display messages

Come back to the initial screen with 



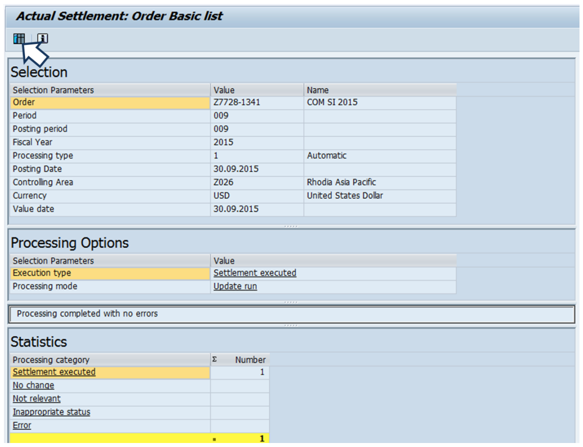
STEP 4

If there was no error, you can execute  without "test mode"



STEP 5

To view the detailed list of settlements click on 



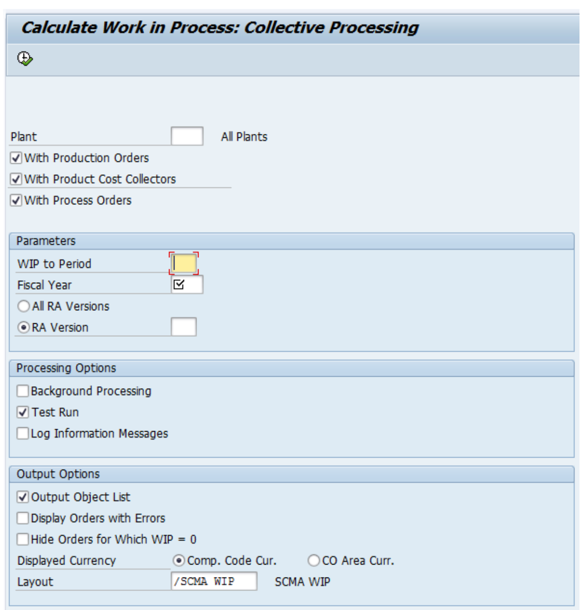
I perform corrective action if there are some errors in the previous steps

- For **WIP** (ZWFAA07, KKAO and KKAX) you have to run the transaction only in test mode, NOT in processing mode.

STEP 1

Start the transaction using the menu path or transaction code KKAO

Order Selection: Initial screen

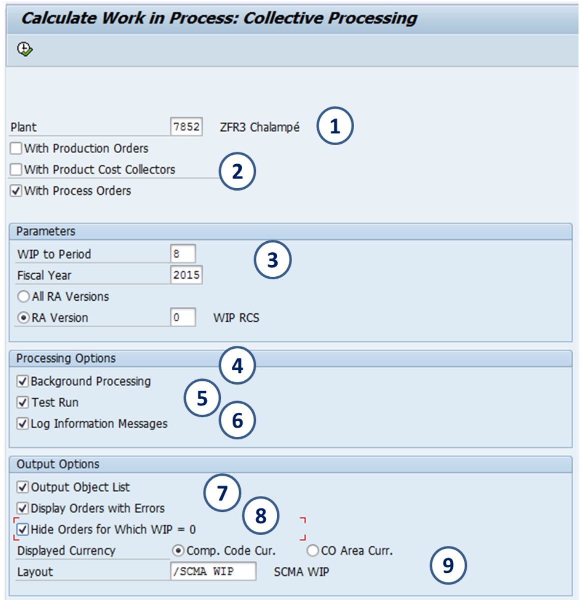


STEP 2

1. Enter the plant
2. Select with "Process Orders"

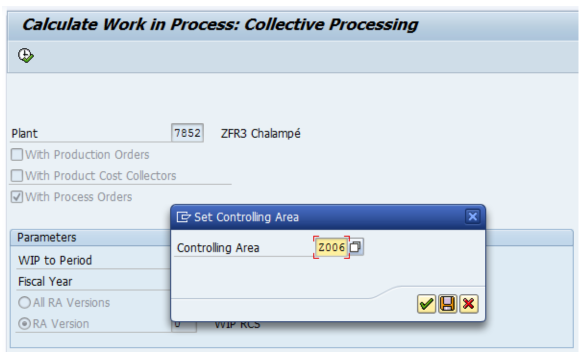
3. Enter the WIP to period: last month for which the accrual /deferral or work in progress data must be calculated.
4. Tick "Background Processing"
5. Tick "Test Run"
6. Tick "Log Information Messagest"
7. Tick "Display Orders with Errors"
8. Tick "Hide Orders for Which WIP = 0"
9. Layout = /SCMA WIP

Execute 

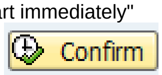


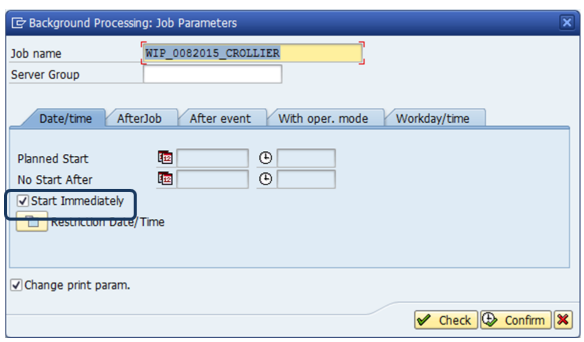
STEP 3

Set the controlling area



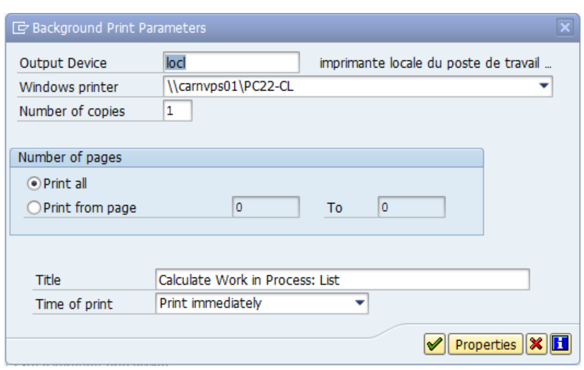
STEP 4

- Tick "Start immediately"
- Confirm 

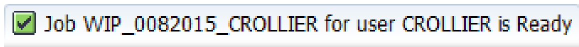


STEP 5

- Enter an output device
- Validate the printing parameters
- and enter 

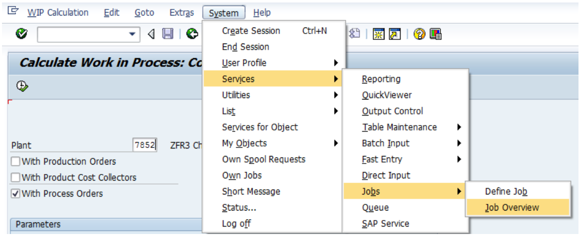


A message informs that the Job is active



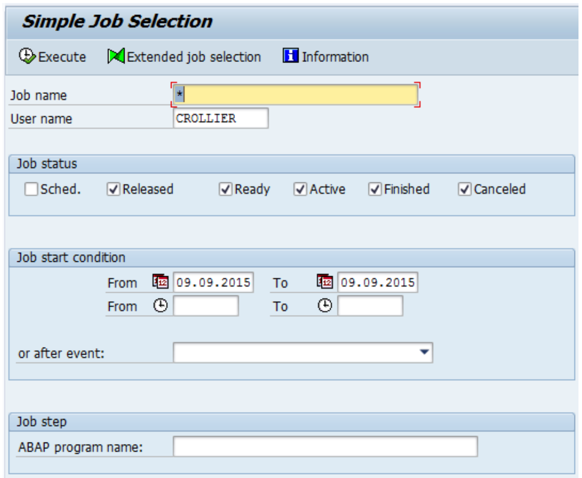
STEP 6

Open the job overview



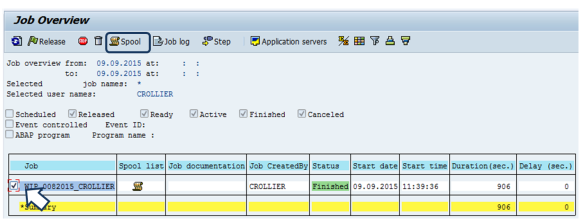
STEP 7

Execute  with your user name



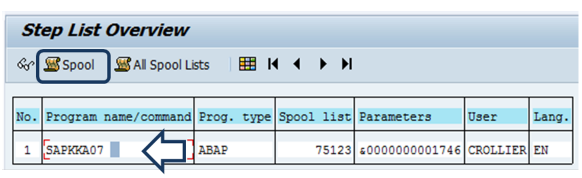
STEP 10

Once the job has the status finished, you can display the spool by selecting the job and clicking on



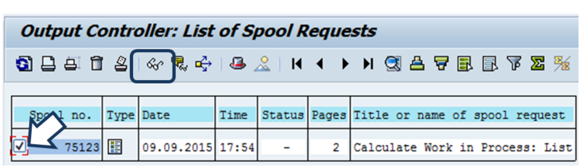
STEP 11

Select the program and click on



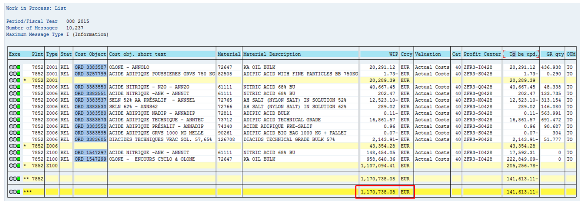
STEP 12

Select the spool and click on 



STEP 12

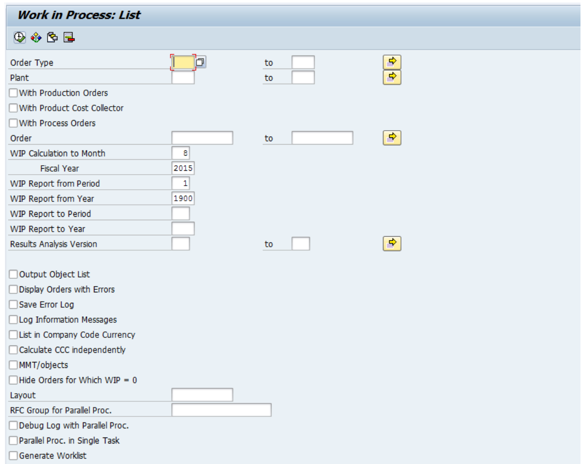
The order list with WIP was calculated



STEP 1

Start the transaction ZWFAA07

Work in Process: List : initial screen



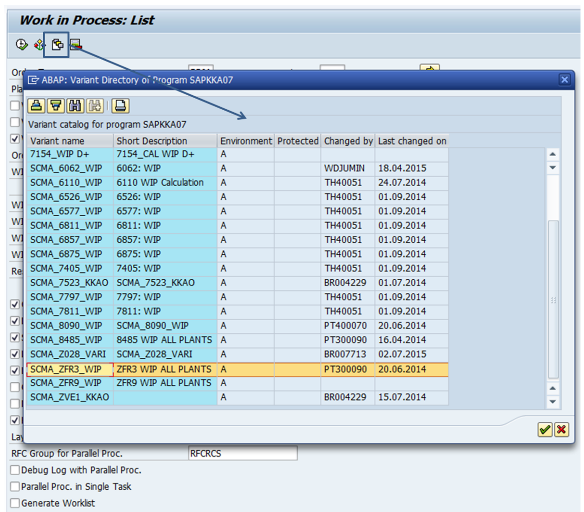
STEP 2

You can look for an existing variant by clicking on 

Select the variant and 

Check the WIP period

Execute 

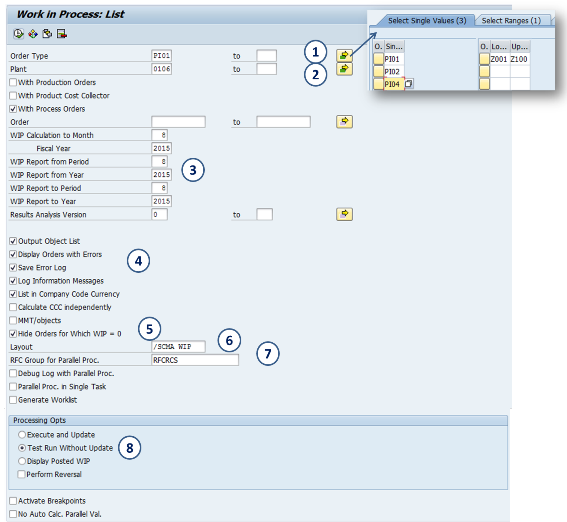


If you don't have the variant you can make the selection :

1. Enter the following list of order types:
   - Select Single Values: PI01, PI02, PI04
   - Select ranges: Z001 to Z100
2. Enter the list of plants
3. Enter the WIP period
4. Tick:
   a. Output Object List
   b. Display Orders with Errors
   c. Save Error Log
   d. Log Information Messages

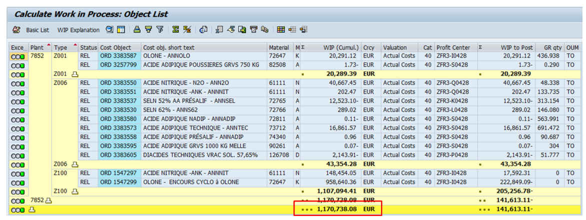
e. List in Company Code Currency
5. Tick: Hide Orders for Which WIP = 0
6. Layout = /SCMA WIP
7. RFC Group for Parallel Proc. = RFCRCS
8. Tick: Test Run Without Update

Execute



STEP 3

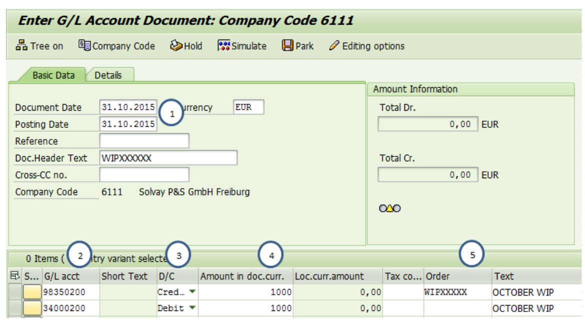
The order list with WIP was calculated by plant



STEP 1

Start the transaction FB50

1. Document and Posting date (Closing month)
2. Accounts to post the WIP
3. Posting Key (Debit or Credit)
4. Amount of WIP
5. Order in Work in Progress



WIP Calculation

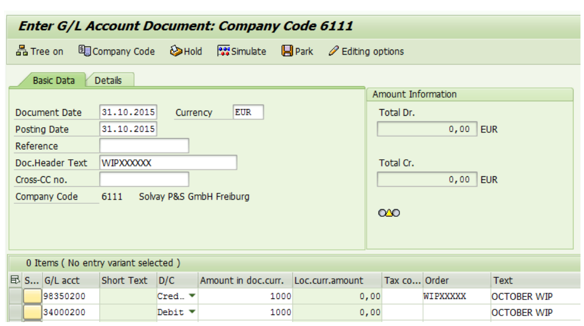
Make sure that you have previously calculated the WIP and collected the orders in WIP

STEP 2

Post WIP journal using the following accounts:

Cost Account: 98350200

G/L Account: 34000200



Posting Keys

The cost account should be credited and the G/L account debited.

The cost account must have a cost object assigned which will be the order that was previously calculate as Work in Progress (WIP).

Post the journal to the closing month (M)

Save the document clicking on a nd you will get the document number that you have just posted.

> **Reverse WIP**
>
> After posting the Work in Progress you must reverse it on following month. Ensure that next step is also done.

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. **Title of the page = SAP Transaction code, SAP Report or SAP Message**

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction"
  - SAP Report => "sap_report"
  - SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

> ### Reverse´s booking date
>
> | Previous posting was done in | Reverse is to do in |
> | --- | --- |
> | Current period | Same day as the previous posting |
> | Closed period | The closed period cannot be opened then the reversal has to be done as soon as possible in the current (open) period |
> | Current period and in a different currency from EUR | Same day as the previous posting and with the same currency rate |
> | Closed period and in a different currency from EUR | First day of the open period or day of the reverse posting with the same currency rate |
>
> ### Cases of reverse:
>
> - Wrong posting in the current period

- Wrong posting in a closed period
- Reverse of accrual
- etc

STEP 1

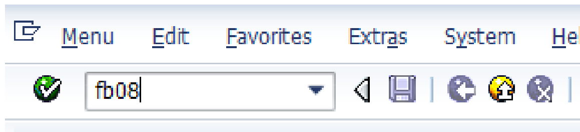
Use transaction code:

FB08 - Reserve Document: Initial Screen

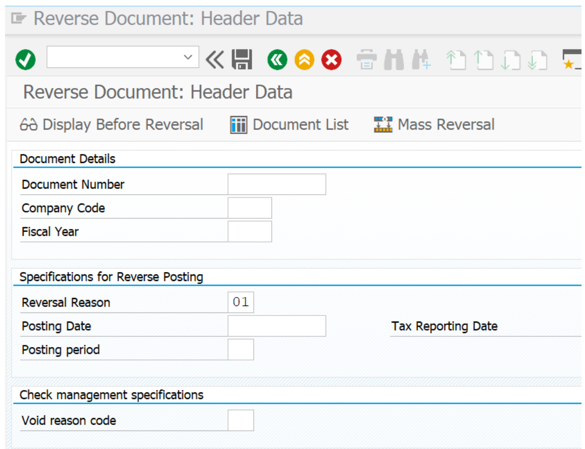
If one item in the previous posting is cleared, it is not possible to reverse it. You have to reset the cleared item or use the transaction FBR2.

The system does automatically clear the cancelled items when we use this transaction (FB08).

Enter the transaction name in the SAP command field:



Next screen opens:



STEP 2

Select the document to be reversed

You can display the reversal before saving, if you wish to confirm you are reversing the correct entry.

Fill in the following fields:

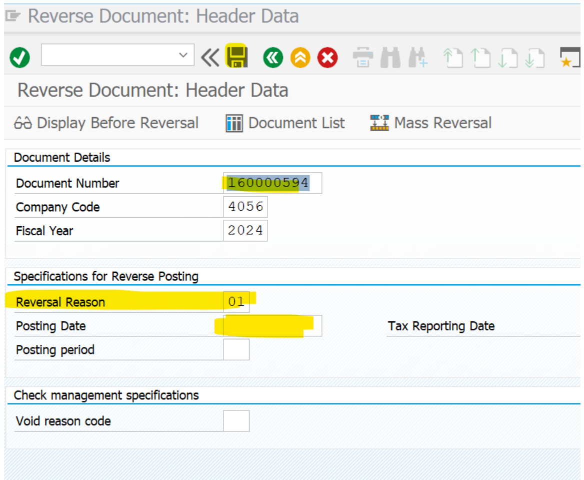
Document number	Document number that has to be cancelled / reverse
Company code	Concerned company code
Fiscal Year	Is always the current fiscal year
Reversal reason	Reverse reason (with the match code)
Posting date	Reverse posting date
Posting period	Period is automatically adapt with the posting date
Void reason code	Is not a mandatory field (with the match code)

STEP 3

Save the reverse document by clicking on

Enter the barcode if it is required:

- Document
- company code
- period
- reversal reason



STEP 4

Check other transactions to reserve documents

Other document reverse transactions:

- FBR2 - Post Document
- F.80 - Mass Reversal of Documents
- FBU8 - Reverse Cross-Company Code Transaction

KKAX

Transaction KKAX can be also used to calculate the WIP when you want to do it for a single order. This is not quite usual once we have KKAO that give us all orders that are WIP.

If all orders were balanced for closing month means that this task has been successfully executed.