

KE21N - Manual Posting in COPA

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", Transaction code "xxxx"
- 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...)

STEP 1

Use transaction code:

i KE21N - Manual Posting in COPA: Initial Screen

In case you know the specific document to correct, go to KE24 and find the respective document:

i By rule, we should not post a document directly in COPA without making an analysis first, because posting only in COPA will cause FI/COPA differences. Everytime it's really necessary to post in COPA, and it's not coming from a reclassification (topic mentioned above), we need also to make sure to fill all necessary information in the 1st tab, namely the PC, material and plant.

Each line is 1 document. In order to see the amounts it's necessary to add the necessary value fields (by column):

COGS	E4X Spare P Var. NA	E90 FC absorption	F00 DEP Std
0,00	0,00	2.247.142,69-	0,00
0,00	0,00	4.395.029,09-	0,00
0,00	0,00	4.395.029,09-	0,00
0,00	0,00	2.247.142,69-	0,00

You can select layout "ALLVLFIELDS" which includes already all value fields and relevant information, but note that if you do it the transaction will take some time to run, as it will display lots of columns. On the other hand, if you already know which are the value fields or additional details that you are searching for, it's better not to use this layout, and manually add the necessary columns.

STEP 2

Go to KE21N and set Record Type Z and your document as reference (if available; if not, please fill the much details as possible):

Create Line Items: Initial Screen

Document number Item number Record Type

Posting date 13.03.2018 Period Fiscal Year

Valuation Type

Legal View

PrCtr View

Post Line Items

In Operating Concern and Company Code Currency

Only in Operating Concern Currency

Only in Company Code Currency

Enter Using Reference

Document number 29154066

Item number

Record Type

Ref.doc.number

Reference item

Change what you want to change in the first 2 tabs:

Characteristics Value fields Origin data

Go to the 3rd tab and fill the CE and Order/WBS/etc (which you can also find in the original document, but it's not filled automatically when you use the reference doc) - Very Important to have the correct data in BW:

Characteristics Value fields Origin data

Sales and Distribution

Sales Order

Sales Order Item 0

Billing Type

Goods Issue Date

Invoice date

Controlling

Order

Sender cost center 4KFS100019

Sender bus. process

WBS Element

Cost Object

Cost Element 9800310001

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 22, 2019	Actor	Type	Activity	Version
Published	PEREIRA DINIZ, Sandra	State	changed state to Published at 1:36 pm	v8
Draft	PEREIRA DINIZ, Sandra	State	gave Approvers approval at 1:36 pm	
From May 16, 2019 to May 17, 2019				

GONCALO, Ana Catarina

Edit

updated the page at 12:23 pm Other contributors:



Joana Tavares

Edit

created the page at 12:18 pm

State

changed state to **Draft** at 10:16 am (State override)

[v1](#)

Space Workflow States Initialized
