# SAP ERP Lab: CO-CCA 模組操作練習(1)

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● CO-CCA 模組的交易範例: (取材自 SAP GBIKE 1809 教材第八章 CO 模組)



● 步驟1: Create Cost Center (創建成本中心)

角色扮演:GBI公司的成本會計員(Cost Accountant):Jamie Shamblin 任務情境:連續創建員工餐廳、生產維修部門及生產組裝部門三個成本中心

 請使用自己的帳號、密碼登入 SAP 系統,在[Enter transaction code or command]欄中輸入 KS01 這個交易代碼(T-code)。按[Enter]。(或從以下路徑進入:Accounting => Controlling => Cost Center Accounting => Master Data => Cost Center => Individual Processing => Create)

| 系統帶出 Set Controlling Area 視窗如下: |  |
|---------------------------------|--|
|---------------------------------|--|

| ■ Set Controlling Area |   |   | × |
|------------------------|---|---|---|
| * Controlling Area:    |   |   |   |
|                        | V | 6 | × |

在 Controlling Area 欄位選擇或輸入【NA00】(NA00 代表 GBI North America 這個 Controlling Area),如下圖:

| = | Set Controlling Area     |   |   | × |
|---|--------------------------|---|---|---|
|   | * Controlling Area: NAOO |   |   |   |
|   |                          | 1 | ß | × |

點按視窗右下方的緣色勾號。系統帶出 Create Cost Center: Initial Screen 視窗:

| =           | SAP Business Client   | _ 🗆 × |
|-------------|---|-------|
| 📄 Create Co | st Center: Initia +   |       |
| Ent         | er transaction code or command                                      | ٩ 🔳   |
| < 54        | Create Cost Center: Initial Screen                                  |       |
| Master Data | More ~  | Exit  |
| Reference   | Controlling Area: NADO  Cost Center: Cost Center: Controlling Area: |       |

在 Cost Center 欄位輸入【CC-CA###】(###是 SAP 帳號後三碼), Valid From 欄位選擇操作年度的 1 月 1 日。to 欄位取預設值。如下圖:

| =                               | SAP Business Client   | _ 🗖 × |
|---------------------------------|---|-------|
| E Create Cost Center: Initia +  | 000   |       |
| 😑 ★ Enter transaction code or   | command   | ۹ 🗆   |
| < SAP                           | Create Cost Center: Initial Screen  |       |
| Master Data $$ More $\sim$      |   | Exit  |
|                                 |   |       |
| Controlling Area:               | NADO  |       |
| * Cost Center:<br>* Valid From: | CC-CA201           2024/01/01           Image: Comparison of the state of |       |
| Reference                       |   |       |
| Cost Center:                    |   |       |
| Controlling Area:               |   |       |
|                                 |   |       |
|                                 |   |       |
|                                 |   |       |

輸好後,按鍵盤上的[Enter]。系統帶出 Create Cost Center: Basic Screen 視窗:

| ≡  | SAP Business Client              | _ 🗆 ×        |
|--|----------------------------------|--------------|
| 🖻 Create Cost Center: Basi 🕂 🚥   |                                  |              |
| Enter transaction code or command  |                                  | ۹ 🗉          |
|  | Create Cost Center: Basic Screen |              |
| 🔁 🔍 Drilldown More 🗸   |                                  | Exit         |
| Cost Center:       CC-CA201         Controlling Area:       NA00         Valid From:       2024/01/01         Basic data       Control         Templates       Address         Communication | 99/12/31<br>History              | *<br>•       |
| Names  |                                  |              |
| * Name:  |                                  |              |
| Description:   |                                  |              |
| Basic data   |                                  |              |
| User Responsible:  |                                  |              |
| * Person Responsible:  |                                  |              |
| Department:  |                                  |              |
| * Cost Center Category:  |                                  |              |
| * Hierarchy area:  |                                  |              |
| Business Area:   |                                  |              |
| * Currency   |                                  |              |
| Profit Center;   |                                  |              |
|  |                                  |              |
|  |                                  | ^            |
|  |                                  | Cover Covert |
|  |                                  | Javo Calitei |

4. 在視窗的各欄位做關於員工餐廳(Cafeteria)成本中心的各項輸入: Name:【Cafeteria ###】(### 是 SAP 帳號後三碼) Description:【Cafeteria】 Person Responsible:【自己的 SAP 帳號】(周老師是 ERP201) Cost Center Category:選擇【H】(H 代表 Service cost center) Hierarchy area:選擇【N1200】(N1200 代表 Internal Services) Business Area:選擇【BI00】(BI00 代表 Bikes) Currency:選擇【USD】 Profit Center:輸入【NA00-00】

輸入完成畫面如下:

| 3~        | < SAP  | Create Cost Center: Basic Screen  |            |
|-----------|--|---|------------|
| 4         | 🔍 Drilldown - More 🗸   |   | Exit       |
| Basic dat | Cost Center: CC-CA2D1<br>Controlling Area: NA00<br>Valid From: 2024/01/0   | GEI North America<br>11 to: 9999/12/31<br>Address Communication History |            |
| Names     |  |   |            |
|           | * Name:<br>Description:  | Cafeteria 201 Cafeteria   |            |
| Basic da  | ata  |   |            |
|           | User Responsible:<br>* Person Responsible:<br>Department:<br>* Cost Center Category:<br>* Hierarchy area:<br>Business Area:<br>Functional Area:<br>* Currency:<br>Profit Center: | ERP201 ERP201 ED                    |            |
|           |  |   |            |
|           |  |   | ave Cancel |

5. 按下視窗右下方的[Save],系統跳出成本中心已創建完成(Cost center has been created)的訊息:

| < SAP                        | Create Cost Center: Initial Screen |      |
|------------------------------|------------------------------------|------|
| Master Data More $\sim$      |                                    | Exit |
|                              |                                    |      |
| Controlling Area: NADD       |                                    |      |
| * Cost Center: CC-CA201      |                                    |      |
| * Valid From: 2024/01/01     | * to: 9999/12/31                   |      |
| Reference                    |                                    |      |
| Cost Center:                 |                                    |      |
| Controlling Area:            |                                    |      |
|                              |                                    |      |
|                              |                                    |      |
| Cost center has been created |                                    |      |

(若系統有跳出關於啟用利潤中心會計的黃色警告訊息,按下鍵盤的[Enter]即可。)

6. 在上面這個視窗,把 Cost Center 欄位的值改為【CC-MA###】(### 是 SAP 帳號後三碼),按下[Enter],仿效第一個成本中心的建置過程,在後續視窗的各欄位做關於生產維修部門(Production Maintenance Department)成本中心的各項輸入:
Name: 【Maintenance ###】(### 是 SAP 帳號後三碼)
Description: 【Production Maintenance Department】
Person Responsible: 【自己的 SAP 帳號】(周老師是 ERP201)

Cost Center Category : 選擇【H】(H 代表 Service cost center) Hierarchy area : 選擇【N4300】(N4300 代表 Plant Maintenance) Business Area : 選擇【BI00】(BI00 代表 Bikes) Currency : 選擇【USD】 Profit Center : 輸入【NA00-00】

7. 輸入完成後,按下視窗右下方的[Save],系統跳出 CC-MA###這個成本中心已創建完成(Cost center has been created)的訊息:

| < SAP  | Create Cost Center: Initial Screen                    |      |
|--|---|------|
| Master Data $$ More $\sim$                                     |   | Exit |
| Controlling Area<br>* Cost Center<br>* Valid From<br>Reference | : NA00<br>: CC-MA2D1<br>: 2024/01/01 * to: 9999/12/31 |      |
| Cost Center<br>Controlling Area                                |   |      |
| Cost center has been created                                   |   |      |

- 在上面這個視窗,把 Cost Center 欄位的值改為【CC-AS###】(### 是 SAP 帳號後三碼),按 下[Enter],仿效前兩個成本中心的建置過程,在後續視窗的各欄位做關於生產組裝部門 (Production Assembly Department)成本中心的各項輸入: Name:【Assembly ###】(### 是 SAP 帳號後三碼) Description:【Production Assembly Department】 Person Responsible:【自己的 SAP 帳號】(周老師是 ERP201) Cost Center Category: 選擇【F】(F 代表 Production) Hierarchy area: 選擇【N4200】(N4200 代表 Production) Business Area: 選擇【BI00】(BI00 代表 Bikes) Currency: 選擇【USD】 Profit Center: 輸入【NA00-00】
- 9. 輸入完成後,按下視窗右下方的[Save],系統跳出 CC-AS###這個成本中心已創建完成(Cost center has been created)的訊息:

| < SA        | Create Cost Center: Initial Screen   |      |
|-------------|--|------|
| Master Data | More $\sim$  | Exit |
| Reference   | Controlling Area: NA00<br>* Cost Center: CC-AS2D1<br>* Valid From: 2024/01/01 * to: 9999/12/31<br>Cost Center: |      |
|             | Controlling Area:  |      |
| Cost cente  | r has been created   |      |

10. 以上為步驟 1。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

# 步驟 2: Create Statistical Key Figure (建立統計關鍵數值)

角色扮演:GBI公司的成本會計員(Cost Accountant): Jamie Shamblin 任務情境:建立統計關鍵數值以做為分攤員工餐廳成本的依據

接續步驟 2,(若完成步驟 2 後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 1. [Enter transaction code or command]欄中輸入 KK01 這個交易代碼。按[Enter]。(或從以下路徑 進入: Accounting => Controlling => Cost Center Accounting => Master Data => Statistical Key Figures => Individual Processing => Create)

| 系統帶出 Create Statistical                       | Key Figure: Initial Screen 視窗如下圖:             |             |
|---|---|-------------|
|   | SAP Business Client                           | _ 🗆 ×       |
| E Create Statistical Key Fig +                |   | ٩ 🗉         |
| < SAP   | Create Statistical Key Figure: Initial Screen |             |
| Master Data More 🗸                            |   | Exit        |
| Controlling Area: NAOO<br>* Stat. key figure: |   |             |
| Copy from                                     |   |             |
| Stat. key figure:                             |   |             |
|   |   | Master Data |

在 Stat. key figure 欄位選擇或輸入【EMP###】(###是 SAP 帳號後三碼,這個關鍵指標是指 2. 員工數)。輸好後按下鍵盤上的[Enter]。系統帶出 Create Statistical Key Figure: Master Data 視 窗:

| =             | SAP Business Client                        | _ 🗆 ×       |
|---------------|--|-------------|
| Create Sta    | tistical Key Fig + 🚥                       |             |
| 🖂 ★ Ent       | er transaction code or command             | ۹ 🔲         |
| < 54          | Create Statistical Key Figure: Master Data |             |
| Link to LIS   | More ~                                     | Exit        |
|               | Stat. key figure: EMP201                   |             |
|               | Controlling area: NA00 GBI North America.  |             |
|               |  |             |
| Basic data    |  |             |
|               | * Name:                                    |             |
|               | * Stat. key fig. UnM.:                     |             |
| Key fig. cat. | • Fxd val.                                 |             |
|               | O Tot. values                              |             |
|               |  |             |
|               |  | Save Cancel |
| 0             |  |             |

3. 在 Name 欄位輸入【Number of employees】, Stat. key fig. UnM.欄位選擇【PRS】(PRS 代表

Number of persons),確認 Key fig. cat.已選擇 Fxd val.。如下圖:

| < 54          | P                                      | Create Statistical Key Figure: Master Data |        |
|---------------|--|--|--------|
| Link to LIS   | More $\checkmark$                      |  | Exit   |
|               | Stat. key figure:<br>Controlling area: | EMP201 NADO GEI North America              |        |
| Basic data    |  |  |        |
|               | * Name:                                | Number of employees                        |        |
|               | * Stat. key fig. UnM.:                 | PRS 🗇                                      |        |
| Key fig. cat. |  | • Fxd val.                                 |        |
|               |  | O Tot. values                              |        |
|               |  |  |        |
|               |  | Save                                       | Cancel |

4. 按下視窗右下方的[Save],系統跳出資料已儲存的訊息:

| < 54        | Create Statistical Key Figure: Initial Screen        |             |
|-------------|--|-------------|
| Master Data | More V   | Exit        |
|             | Controlling Area: NAOO<br>* Stat. key figure: EMP201 |             |
| Copy from   |  |             |
|             | Stat. Key figure:                                    |             |
|             |  |             |
| Data was :  | saved  | Master Data |

5. 以上為步驟 2。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

### ● 步驟 3: Create Secondary Cost Elements (建立次要成本要素)

角色扮演:GBI公司的成本會計員(Cost Accountant):Jamie Shamblin 任務情境:在CO模組中建立三個次要成本要素,以將員工餐廳的成本分攤至三個成本中心。 名詞解析:次要成本是透過內部服務交易所產生的成本,主要成本則為外部來源的成本。

 接續步驟 2,(若完成步驟 2後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 FS00 這個交易代碼。按[Enter]。(或從以下路徑 進入: Accounting => Controlling => Cost Center Accounting => Master Data => Cost Element => Individual Processing => Edit Cost Element)

系統帶出 Edit G/L Account Centrally 視窗。先在 G/L Account 欄位輸入【8000###】(###是 SAP 帳號後三碼), Company Code 選擇【US00】, 如下圖(註:圖中 G/L Account 欄位旁的 Rent Expense 201 字樣為系統根據周老師前次操作帶入,與本次操作無關,請忽略之):

|        | Edit G/L Account Centrally   |          |
|--------|--|----------|
| >      | $\boxtimes$ Edit financial statement version Edit set Time-Dependent Attributes More $\vee$          | Exit     |
| Type/I | G/L Account: 8000201 Q Rent Expense 201     Company Code: US00 Global Bike Inc. 66 P 1 With Template |          |
| Conti  | ol in Chart of Accounts GL00 GBI Global  |          |
| Det    | G/L Account Type:<br>Account Group:<br>ailed Control for P&L Statement Accounts<br>Functional Area:  |          |
| Desc   | iption   |          |
|        | Short Text:<br>G/L Acct Long Text:   |          |
| Cons   | olidation Data in Chart of Accounts GL00 GBI Global  |          |
|        | Trading partner:   |          |
|        |  |          |
|        |  | Continue |

輸好後,按 Company Code 右邊代表 Create 的□符號,視窗標題改為 Create G/L Account Centrally。

 接著在視窗的 Type/Description 頁籤做員工餐廳(Cafeteria)成本中心次要成本要素設定: G/L Account Type:選擇【Secondary Costs】 Account Group:選擇【Secondary Cost】 Short Text:輸入【Plan Asm. CC-CA###】(###是 SAP 帳號後三碼) G/L Acct Long Text:輸入【Planned Assessment CC-CA###】。本頁籤畫面如下圖:

| ype/Description    | Control Data C         | reate/bank/interes | t Key word/translation | Information (C/A) | Information (CoCd) |
|--------------------|------------------------|--------------------|------------------------|-------------------|--------------------|
| Control in Chart o | f Accounts GL00 GBI    | Global             |                        |                   |                    |
|                    | * G/L Account          | t Type: Secondary  | Costs                  | $\sim$            |                    |
|                    | Account                | Group: Secondary   | Cost                   | $\sim$            |                    |
| Detailed Control   | for P&L Statement Ac   | counts             |                        |                   |                    |
|                    | Functions              | al Area:           |                        |                   |                    |
|                    |                        |                    |                        |                   |                    |
| Description        |                        |                    |                        |                   |                    |
|                    | Shor                   | rt Text: Plan Asm. | CC-CA201               |                   |                    |
|                    | G/L Acct Long          | g Text: Planned As | sessment CC-CA201      |                   |                    |
| Consolidation Dat  | a in Chart of Accounts | GL00 GBI Globa     | 1                      |                   |                    |
|                    | Trading p              | partner:           |                        |                   |                    |

接著轉到 Control Data 頁籤,在 CElem category 欄位選擇【42】(42 代表 Assessment),如下

| 国:                 |                    |                      |                      |                   |                    |
|--------------------|--------------------|----------------------|----------------------|-------------------|--------------------|
| Type/Description   | Control Data       | Create/bank/interest | Key word/translation | Information (C/A) | Information (CoCd) |
|                    |                    |                      |                      |                   |                    |
| Account Managem    | ient in Company (  | Code                 |                      |                   |                    |
|                    | Open Item Ma       | nagement:            |                      |                   |                    |
|                    |                    | Sort key:            |                      |                   |                    |
|                    | Authoriza          | tion Group:          |                      |                   |                    |
|                    | Clerk A            | bbreviation:         |                      |                   |                    |
| Account Settings i | n Controlling Area | NA00 GBI North Ameri | ca                   |                   |                    |
|                    | * CEle             | m category: 42 🔍     |                      |                   |                    |
|                    | Record             | Quantity:            |                      |                   |                    |
|                    | In                 | temal UoM:           |                      |                   |                    |
| Joint venture data | in company code    |                      |                      |                   |                    |
|                    | Recover            | y Indicator:         |                      |                   |                    |
|                    |                    |                      |                      |                   |                    |

接著轉到 Create/bank/interest 頁籤,在 Field status group 欄位選擇【ZSEC】(ZSEC 代表 Secondary costs)。輸好後,先按鍵盤上的[Enter]。然後按視窗右下方的[Save],視窗標題變 成 Display G/L Account Centrally,視窗左下方顯示 Data saved 資料已存檔。如下圖(註: 8000###即為本次建立的成本要素帳號,代表員工餐廳發生的各項成本):

| Brief Contrally Display G/L Account Centrally  |          |
|--|----------|
| $<$ > $\boxtimes$ Edit financial statement version Edit set Time-Dependent Attributes More $\vee$  | Exit     |
| * G/L Account: 8000201 Q<br>* Company Code: US00 Global Bike Inc. 66 C G With Template G   |          |
| Type/Description         Control Data         Create/bank/interest         Key word/translation         Information (C/A)         Information (CoCd) |          |
| Control of document creation in company code   | 0        |
| Field status group: ZSEC Secondary costs   Post Automatically Only:  |          |
| Interest calculation information in company code   |          |
| Interest indicator:<br>Interest Calc. Frequency: 0<br>Key Date of Last Int. Calc.:   | \$       |
| Data saved   | Continue |

 在上面這個視窗,把G/L Account 欄位的值改為【8100###】(### 是 SAP 帳號後三碼),按 Company Code 右邊代表 Create 的 符號,視窗標題改為 Create G/L Account Centrally。接著 仿效前面作法,進行維修部門(Maintenance)成本中心次要成本要素設定: G/L Account Type:選擇【Secondary Costs】 Account Group:選擇【Secondary Cost】 Short Text:輸入【Allocation CC-MA###】(###是 SAP 帳號後三碼) G/L Acct Long Text:輸入【Allocation CC-MA###】(###是 SAP 帳號後三碼) CElem category:選擇【43】(43 代表 Internal activity allocation) Field status group:選擇【ZSEC】。

輸好後,先按鍵盤上的[Enter]。然後按視窗右下方的[Save],視窗標題變成 Display G/L Account Centrally,視窗左下方顯示 Data saved 資料已存檔。如下圖(註:8100###即為本次建 立的成本要素帳號,代表維修部門發生的各項成本):

| B < SAP  | Display G/L Account Centrally                                 |     |
|--|---|-----|
| $\langle \rangle$ Edit financial statement version – E   | ëdit set Time-Dependent Attributes More $\sim$ Ex             | it  |
| * G/L Account: 8100201 Q<br>* Company Code: US00 Global Bike Inc.  |   |     |
| Type/Description Control Data Create/Dank/in   | reless Key wordmansianon information (C/A) information (COCU) | ~   |
| Field status group: ZSEC<br>Field status group: ZSEC<br>Post Automatically Only:<br>Supplement Anto. Postings:<br>Recon. Acct Ready for Input:<br>Bank/financial details in company code<br>Planning Level:<br>Relevant to Cash Flow<br>House bank:<br>Account ID: | Secondary costs   |     |
| Interest calculation information in company code   |   |     |
| Interest indicator:<br>Interest Calc. Frequency:<br>Key Date of Last Int. Calc.:   |   | ~ > |
| Data saved   | Contin  | me  |

4. 在上面這個視窗,把G/LAccount欄位的值改為【8200###】(### 是 SAP 帳號後三碼),按 Company Code 右邊代表 Create 的①符號,視窗標題改為 Create G/L Account Centrally。接著 仿效前面作法,進行組裝部門(Assembly)成本中心次要成本要素設定: G/L Account Type:選擇【Secondary Costs】 Account Group:選擇【Secondary Cost】 Short Text:輸入【Allocation CC-AS###】(###是 SAP 帳號後三碼) G/L Acct Long Text:輸入【Allocation CC-AS###】(###是 SAP 帳號後三碼)
CElem category:選擇【43】(43 代表 Internal activity allocation) Field status group:選擇【ZSEC】。

輸好後,先按鍵盤上的[Enter]。然後按視窗右下方的[Save],視窗標題變成 Display G/L Account Centrally,視窗左下方顯示 Data saved 資料已存檔。如下圖(註:8200###即為本次建立的成本要素帳號,代表組裝部門發生的各項成本):

| ₽~      | <                                    | Display G/L Account Centrally   |          |
|---------|--------------------------------------|---|----------|
| <       | > 🖂                                  | Edit financial statement version Edit set Time-Dependent Attributes More $\sim$ | Exit     |
| Type/D  | * G/L Acc<br>* Company<br>escription | count: 8200201 Q<br>Code: US00 Global Bike Inc. 60 C With Template              |          |
| Contro  | ol of docum                          | ent creation in company code  | <u>.</u> |
| Bank/   | financial de<br>Relevant to C        | Field status group: ZSEC   Post Automatically Only:                             |          |
| Interes | st calculatio                        | n information in company code   |          |
|         |                                      | Interest indicator: Interest Calc. Frequency: Key Date of Last Int. Calc.:      | •        |
|         | ata saved                            |   | Continue |

5. 以上為步驟 3。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

# ● 步驟 4: Create Activity Types (建立作業類型)

角色扮演:GBI公司的成本會計員(Cost Accountant): Jamie Shamblin 任務情境:建立作業類型以便分配成本給維修及組裝作業

 接續步驟 3,(若完成步驟 3 後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 KL01 這個交易代碼(與步驟 8 相同)。按 [Enter]。(或從以下路徑進入: Accounting => Controlling => Cost Center Accounting => Master Data => Activity Type => Individual Processing => Create)

系統帶出 Set Controlling Area 視窗如下:

|   | Set Controlling Area |   |   | × |
|---|----------------------|---|---|---|
|   | * Controlling Area:  |   |   |   |
| 2 |                      | V | G | ≈ |

在 Controlling Area 欄位中選擇【NA00】(NA00 代表 GBI North America)。按右下方的**綠色** 勾號。系統帶出 Create Activity Type: Initial Screen 視窗:

(註:有時候系統會省略 Set Controlling Area 視窗,直接帶出 Create Activity Type: Initial Screen 視窗)

| < 54        | P   | Create Activity Type: Initial Screen |      |
|-------------|---|--------------------------------------|------|
| Master Data | More V  |                                      | Exit |
| Copy from   | Controlling Area: NA00<br>* Activity Type:<br>* Valid From: | * to: 9999/12/31                     |      |
|             | Activity Type:<br>Controlling Area:                         |                                      |      |
|             |   |                                      |      |

在 Account Type 欄位輸入【M###】(###為 SAP 帳號後三碼), Valid From 欄位選擇【操作年度1月1日】,如下圖:

| < SAP   | Create Activity Type: Initial Screen |      |
|---|--------------------------------------|------|
| Master Data More $\checkmark$   |                                      | Exit |
| Controlling Area: NADO<br>* Activity Type: M2D1<br>* Valid From: 2024/01/01 | * to: 9999/12/31                     |      |
| Copy from   |                                      |      |
| Activity Type:  |                                      |      |
|   |                                      |      |

# 按鍵盤上的[Enter]。系統帶出 Create Activity Type: Basic Screen 視窗:

| < 5        | AP  | Create Activity Type: Basic Screen                   |        |
|------------|---|--|--------|
| হি ৫       | More 🗸  |  | Exit   |
| Basic data | Activity Type: M201<br>Controlling Area: NA00<br>Valid From: 2024/<br>Indicators Output | GEI North America<br>01/01 to: 9999/12/31<br>History | 0      |
| Names      |   |  |        |
|            | * Name:<br>Description:   |  |        |
| Basic data |   |  |        |
|            | <ul><li>* Activity Unit:</li><li>* CCtr Categories:</li></ul>                           |  |        |
| Allocation | default values  |  |        |
| Actus      | * ATyp category:<br>Allocation cost elem:<br>Price indicator:                           | Average price  |        |
| Plan o     | n quy set   | PreDistribFixedCosts                                 |        |
| Variance   | Values for Actual Allocatio   | n  |        |
|            | Actl Acty Type Cat.:<br>Act. price indicator:   | As in planning                                       |        |
|            |   |  | 0      |
| 2          |   | Save   | Cancel |

 在 Name 欄位輸入【Maint. Hours ###】(###是 SAP 帳號後三碼), Activity Type 選擇【H】(H 代表 Hour), CCtr Categories 成本中心欄位選擇【\*】(\*代表 All Cost Center Cate), ATyp category 作業類型類別欄位選擇【1】(1 代表 Manual entry, manual allocation), Allocation cost elem 欄位輸入或選擇上一步驟建立的維修部門成本要素【8100###】(###是 SAP 帳號後三 碼),畫面如下圖:

| < SAP   | Create Activity Type: Basic Screen                     |             |
|---|--|-------------|
| ∃ Q More ∨  |  | Exit        |
| Activity Type: M201<br>Controlling Area: NAOU<br>Valid From: 2024<br>Basic data Indicators Output | GEI North America<br>1/01/01 to: 9999/12/31<br>History | 3           |
| Names   |  |             |
| * Name<br>Description   | : Maint. Hours 201                                     |             |
| Basic data  |  |             |
| * Activity Unit<br>* CCtr Categories  | ■ <b>H</b>   |             |
| Allocation default values   |  |             |
| * ATyp category<br>Allocation cost elem<br>Price indicator  | : 1 63<br>: 8100201 Q<br>: Average price               |             |
| <ul> <li>Plan quantity set</li> <li>Variance Values for Actual Allocate</li> </ul>                | FreDistribFixedCosts                                   |             |
| Actl Acty Type Cat.<br>Act. price indicator   | As in planning   |             |
|   |  | Save Cancel |

4. 按視窗右下方的[Save], 系統顯示 Activity type has been created, 視窗標題也改為 Create Activity Type: Initial Screen。如下圖:

| < SA        | •   | Create Activity Type: Initial Screen |
|-------------|---|--------------------------------------|
| Master Data | More V  | Exit                                 |
| Copy from   | Controlling Area: NA00<br>* Activity Type: M201<br>* Valid From: 2024/01/01 | * to: 9999/12/31                     |
|             | Activity Type:  |                                      |
| Activity ty | pe has been created   |                                      |

 在上面這個視窗,把 Activity Type 欄位的值改為【A###】(### 是 SAP 帳號後三碼),按鍵 盤上的[Enter]。系統帶出 Create Activity Type: Basic Screen 視窗。接著仿效前面作法,進行 組裝部門(Assembly)作業類型設定:
 Name:輸入【Assembly Hours ###】(###是 SAP 帳號後三碼) Activity Type:選擇【H】(H 代表 Hour)

#### CCtr Categories:選擇【\*】(\*代表 All Cost Center Cate)

#### ATyp category:選擇【1】(1 代表 Manual entry, manual allocation)

Allocation cost elem:輸入或選擇上一步驟建立的組裝部門成本要素【8200###】(###是 SAP 帳號後三碼)。畫面如下圖:

| <          | SAP  | Create Activity Type: Basic Screen                    |        |
|------------|--|---|--------|
| দ্রি থ     | More ∽   |   | Exit   |
| Basic data | Activity Type: A201<br>Controlling Area: NA00<br>Valid From: 2024<br>Indicators Output | GBI North America<br>101/01 to: 9999/12/31<br>History |        |
| Names      |  |   |        |
|            | * Name:<br>Description:  | Assembly Hours 201                                    |        |
| Basic data | i .  |   |        |
|            | * Activity Unit:<br>* CCtr Categories:   | H<br>•  |        |
| Allocation | ı default values   |   |        |
|            | * ATyp category:<br>Allocation cost elem:<br>Price indicator:                          | 1 63<br>8200201 Q                                     |        |
| Actua      | al qty set   | Average price   |        |
| Variance   | quantity set<br>e Values for Actual Allocation   | PreDistribFixedCosts on                               |        |
|            | Actl Acty Type Cat.:<br>Act. price indicator:  | As in planning  |        |
|            |  | Save  | Cancel |

6. 按視窗右下方的[Save], 系統顯示 Activity type has been created, 視窗標題也改為 Create Activity Type: Initial Screen。如下圖:

| < SAP   | Create Activity Type: Initial Screen |      |
|---|--------------------------------------|------|
| Master Data More $\vee$   |                                      | Exit |
| Controlling Area: NA00<br>* Activity Type: A201<br>* Valid From: 2024/01/01 | * to: 9999/12/31                     |      |
| Copy from   |                                      |      |
| Activity Type:<br>Controlling Area:   |                                      |      |
| Activity type has been created  |                                      |      |

7. 以上為步驟 4。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

# ● 步驟 5: Create Cost Center Group (建立成本中心群組)

角色扮演:GBI公司的成本會計員(Cost Accountant): Jamie Shamblin 任務情境:建立一個成本中心群組以分攤員工餐廳成本

 接續步驟 4,(若完成步驟 4後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 KSH1 這個交易代碼。按[Enter]。(或從以下路 徑進入: Accounting => Controlling => Cost Center Accounting => Master Data => Cost Center Group => Create)

系統帶出 Create Cost Center Group: Initial Screen 視窗,請在 Cost Center Group 欄位中輸入 【GROUP###】(###是 SAP 帳號後三碼),如下圖:

| ≡                   | SAP Business Client   | _ 🗖 × |
|---------------------|---|-------|
| 🖻 Create Cost Cente | r Grou +  |       |
| 😑 ★ Enter transa    | action code or command  | ۹ 🗉   |
| < SAP               | Create Cost Center Group: Initial Screen  |       |
| 🖁 More 🗸            |   | Exit  |
| Reference           | Controlling Area: NA00  Cost Center Group: GROUP201  Cost Center Group: Controlling Area: |       |
|                     |   | Enter |

2. 按下[Enter],系統帶出 Create Cost Center Group: Structure 視窗:

| E SAP But   | siness Client _ 🗖 🗙    |
|---|------------------------|
| E Create Cost Center Grou + ••••                        |                        |
| 😑 ★ Enter transaction code or command                   | ٩ 🔳                    |
| < SAP Create Cost Cen                                   | ter Group: Structure   |
| 注 诌 死 基 Same Level 基 Lower Level 基 Cost Center Deselect | (≅]<br>⊗ More ~ Q Exit |
| GRCUP201  |                        |
|   | Save Cancel            |

在 GROUP201 右側的灰色框內輸入【Cafeteria cost receivers】,如下圖:

| <        | SA | P     |                |               |   | Creat       | e Cost Cent | er Gro    | up: Structure |
|----------|----|-------|----------------|---------------|---|-------------|-------------|-----------|---------------|
| 汪        | ĕ  | Er .  | 🐇 Same Level   | 🐇 Lower Level | ž | Cost Center | Deselect    | [=]<br>60 | More $\sim$   |
| GROUP201 |    | Cafet | eria cost rece | ivers         |   |             |             |           |               |

3. 點按視窗上方的<sup>La Cost Center</sup>,系統帶出以下結構圖:

| ≡        |                             |                             | SAP Business Client   |     | _    |        |
|----------|-----------------------------|-----------------------------|---|-----|------|--------|
| Create C | Cost Center Grou +          | 000                         |   |     |      |        |
|          | nter transaction code or co | ommand                      |   |     | C    | X 🔲    |
| < S      | AP                          | Create                      | e Cost Center Group: Structure                                    |     |      |        |
| ΈĽ       | 🖳 🔏 Same Level              | 🐇 Lower Level 🐇 Cost Center | Deselect $\begin{array}{c} [1]\\ 60\end{array}$ More $\checkmark$ |     | Q    | Exit   |
| GROUP201 | Cafeteria cost rece         | ivers                       |   |     |      | 0      |
|          | <b>v v</b>                  |                             |   |     |      |        |
|          |                             |                             |   |     |      |        |
|          |                             |                             |   |     |      |        |
|          | •                           |                             |   |     |      |        |
|          |                             |                             |   |     |      |        |
|          |                             |                             |   | r - |      | 0      |
|          |                             |                             |   |     | Save | Cancel |

 在結構圖的輸入框中依序填入【CC-CA###】、【CC-MA###】、【CC-AS###】這三個成本中心 代號(##是 SAP 帳號後三碼),每輸入一個代號就個別按一次[Enter],系統會帶出每個成本 中心的名稱。如下圖:

| =   | SAP Business Client                 |             |
|---|-------------------------------------|-------------|
| E Create Cost Center Grou +   |                                     |             |
| 😑 ★ Enter transaction code or command   |                                     | ۹ 🔲         |
| < SAP   | Create Cost Center Group: Structure |             |
| 汪 芒 🔍 🐇 Same Level 🐇 Lower Level  | 🐇 Cost Center Deselect 🐘 More 🗸     | Q Exit      |
| GROUP2D1 Cafeteria cost receivers<br>- CC-CA2D1 Cafeteria<br>- CC-MA2D1 Production Maintenance Department<br>- CC-AS2D1 Production Assembly Department<br>- C - AS2D1 V - V - V - V - V - V - V - V - V - V |                                     | ~           |
|   |                                     | Save Cancel |

(註:如果輸錯代號並按下 Enter,右側的名稱欄會顯示 >>> No valid master record,表示輸 入有誤或者根本不存在該成本中心,點選該項後依序點擊[Select]、[Remove],即可移除錯誤 項目,再重新輸入。)

- 5. 按視窗右下方的[Save], 視窗左下方會顯示[The changes have been saved]訊息。
- 6. 以上為步驟 5。點按視窗右上方的【Exit】(多次),回到 SAP Easy Access 畫面。