SAP ERP Lab: CO-CCA 模組操作練習(2)

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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 6: Plan the Number of Employees (規劃員工人數)

角色扮演:GBI公司的會計主任(Chief Accountant): Shuyuan Chen 任務情境:規劃各成本中心內的員工人數

 接續步驟 5,(若完成步驟 5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 KP46 這個交易代碼(T-code)。按[Enter]。(或從 以下路徑進入: Accounting => Controlling => Cost Center Accounting => Planning => Statistical Key Figures => Change)

如之前已下線,重新登錄後系統會帶出 Set Controlling Area 視窗,請在 Controlling Area 欄位 選擇或輸入【NA00】(NA00 代表 GBI North America 這個 Controlling Area),如下圖:

E Set Controlling Area			×
* Controlling Area: NAOD			
	ø	G	≈

點按視窗右下方的緣色勾號。系統帶出 Change Statistical Key Figure Planning: Initial Screen 視窗:

< SAP	Change Statistical Key Figure Planning: Initial Screen
€] [} More∨	Exit
Layout: 1-301 Variables	Statistical Key Figures: Standard
Version:	٦ ا
From Period;	
To Period:	
Fiscal year	
Fiscal year.	
Cost Center:	1
to:	
or group:	
Stat. key figure:	
to:	
or group:	
Entry	
• Free	Form-Based

在 Version 欄位選擇 【Plan/Act - Version】(顯示值為 0), From Period 與 To Period 欄位分別填入【1】及【12】, Fiscal year 欄位填入 【操作年度】, Cost Center 欄位輸入 【CC-AS###】 (###是 SAP 帳號後三碼), Stat. key figure 欄位輸入 【EMP###】(###是 SAP 帳號後三碼), 把 Entry 資料區域的選項改為[Form-Based]。如下圖:

< SAP	Change Statistical Key Figure Planning: Initial Screen		
🗧 🗗 More 🗸			Exit
Layout:	-301 Statistical Key Figures: Standard		
Variables			
Version:	D Plan/Act - Version		
From Period:	1		
To Period:	12		
Fiscal year:	2024		
Cost Center:	CC-AS201 Initial value		
to:			
or group:			
Stat. key figure:	EMP201		
to:			
or group:			
Entry			
O Free	Form-Based		
		Dverview Screen	Period Screen

 點按視窗右下方的[Overview Screen]。系統帶出 Change Statistical Key Figure Planning: Overview Screen 視窗,請在表格第一列的 Current Plan Value 欄位輸入【15】(亦即組裝部門 規劃有 15 名員工),如下圖:

	< 5 4	P			Change Statistica	l Key Figure Planni	ng: Overview Screen				
ŧ	D Er	SE SE BE	Ŵ	% (9 G 6 4	🖁 Line items Cha	nge Values 🧧	G More∨			Print Exit
		Version: Period: Fiscal Year: Cost Center:	0 1 2024 CC-AS201		Ph To: 12 Pr	an/Act - Version	partment				
m	Statistica	Text		Т	Current Plan Value	Distribution key	Maximum plan value	Distribution key	Unit	Long Text Exists	0
	EMP201	Number of employ	yees	1	15	2		2	PRS		\$
				<	>						< > ~
					→≣ Position						
										Post	Period Screen

- 點按視窗右下方的[Post],系統回到 Change Statistical Key Figure Planning: Initial Screen 視窗,視窗左下方有[Changed data has been posted]字樣。
- 5. 請在目前視窗繼續下一個成本中心員工人數設定,把 Cost Center 欄位的值改為【CC-MA###】(###是 SAP 帳號後三碼), Current Plan Value 欄位輸入【5】。按[Post]。
- 重複上述步驟,把 Cost Center 欄位的值改為【CC-CA###】(###是 SAP 帳號後三碼), Current Plan Value 欄位輸入【5】。按[Post]。
- 7. 以上為步驟 6。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

● 步驟 7: Plan Activity Output (規劃作業產出值)

角色扮演:GBI公司的會計主任(Chief Accountant):Shuyuan Chen 任務情境:規劃維修及組裝部門的作業產出值

 接續步驟 6,(若完成步驟 6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 KP26 這個交易代碼。按[Enter]。(或從以下路徑 進入:Accounting => Controlling => Cost Center Accounting => Planning => Activity Output/Prices => Change)

系統帶出 Create Activity Type/Price Planning: Initial Screen 視窗。在 Version 欄位選擇 【Plan/Act - Version】(顯示值為 0), From Period 與 To Period 欄位分別填入【1】及【12】, Fiscal year 欄位填入【操作年度】, Cost Center 欄位輸入【CC-MA###】(###是 SAP 帳號後三 碼)(畫面中本欄右側的 Cafeteria 為系統自前步驟操作帶入,可忽略), Activity Type 欄位輸入【M###】 (來自步驟 4,###是 SAP 帳號後三碼), Entry 資料區域的選項為[Form-Based]。如下圖:

< SAP	Change Activity Type/Price Planning: Initial Screen		
🛃 🔂 More 🗸			Exit
Layout: [1-201 Activity Types with Prices: Standard		
Version:	0 Plan/Act - Version		
From Period:	1 January		
To Period:	12 December		
riscal year.	2024		
Cost Center:	OC-MA201 Cafeteria		
to:			
Activity Type:	W201 🗇		
to:			
or group:			
Entry			
) Free	• Form-Based		
	Overvi	ew Screen	Period Screen

 點按視窗右下方的[Overview Screen]。系統帶出 Change Activity Type/Price Planning: Overview Screen 視窗,請在表格第一列的 Plan Activity 欄位輸入【1800】(表示維修部門的 作業產出值為 1800 小時),如下圖:

	< 5	P		Change Ac	tivity Type/I	rice :	Planning: Overvi	iew Screen						
ś	D 🖳	¥≡ ¥≡ 8≣ @	1 %	8 6 6	🙀 Line	items	Change Values	6 G	More \checkmark				Print	Exit
		Version: 0 Period: 1 Fiscal Year: 2024 Cost Center: QC-b	4 (A2D1	Ţ	Plan/Act - o: 12 Production	Versic Main	on itenance Departmen	nt						
Ĩ	Activity	Plan Activity	Distri	Capacity	Distri	Unit	Price (Fixed)	Variable price	Price unit	Pla	P1	A	Alloc. cost elem	. T 1©
	M201	1800	2		2	H				1			8100201	1 0
		<>												< > Ŷ
				→≣ Posi	tion								Post Period ?	Screen

- 點按視窗右下方的[Post],系統回到 Create Activity Type/Price Planning: Initial Screen 視窗, 視窗左下方有[Changed data has been posted]字樣。
- 重複上述步驟,把 Cost Center 欄位的值改為【CC-AS###】(###是 SAP 帳號後三碼),
 Activity Type 欄位輸入【A###】(來自步驟 4, ###是 SAP 帳號後三碼), Plan Activity 欄位輸入【6000】(表示組裝部門的作業產出值為 6000 小時)。按[Post]。
- 5. 以上為步驟 7。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

● 步驟 8: Plan Primary Cost Inputs (規劃主要成本投入值)

角色扮演:GBI公司的會計主任(Chief Accountant):Shuyuan Chen 任務情境:分別規劃員工餐廳、維修部門及組裝部門的主要成本投入值。

 接續步驟 7,(若完成步驟 7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 KP06 這個交易代碼。按[Enter]。(註:原版教科 書並未提供操作指令路徑圖,周老師搜尋過但未找到,如果同學有找到請告知周老師。)

系統帶出 Change Cost Element/Activity Input Planning: Initial Screen 視窗。在 Version 欄位選 擇【Plan/Act - Version】(顯示值為 0), From period 與 To period 欄位分別填入【1】及 【12】, Fiscal year 欄位填入【操作年度】, Cost Center 欄位輸入【CC-CA###】(###是 SAP 帳號後三碼), Cost Element 欄位輸入【700000】(700000 代表 Labor Expense), Entry 資料區 域為預設選項。如下圖:

< SAP	Change Cost Element/Activity Input Planning: Initial Screen	
E More ~		Exit
Layout: 1	1-101 Cost Elements Acty-Indep / Acty-Dependent	
Version: From period: To period: Fiscal year: Cost Center: to: or group: Activity Type: to: or group: Cost Element:	0 Flan/Act - Version 1 12 2024 CC-CA201 0	
to: or group:		
Entry		
• Free	O Form-Based	
	Overview Screen	Period Screen

 點按視窗右下方的[Overview Screen]。系統帶出 Change Cost Element/Activity Input Planning: Overview Screen 視窗,請在表格第一列的 Plan Fixed Costs 欄位輸入【60000】(表示員工餐 廳的薪資費用規劃為固定的\$60,000),如下圖:

< SAP		Cha	ange Cost Element/A	ctivity In	put Planning: Overv	<i>r</i> iew Screen						
5 °K 🗄	i 🗄 🗄 🗑	* 📾	î 🖗 🌾 I	ine items	Change Values	0 G	More 🗸		Print	t	Exit	1
	Version: 0 Period: 1 Fiscal Year: 2024 Cost Center: CC-CA201		Plan// To: 12 Cafete	ict - Versic ria	m							
🔟 Cost Element	Plan Fixed Costs	Distri H	Plan Variable Costs	Distri.	Plan fixed consump	t. Distri.	. Plan vbl consumption	Distri	Unit	Q	L	0
	60000	2	0.00	2		2	0.000	2				~>
	\odot										< >	<>
			+≣ Position									

- 3. 點按視窗右下方的[Post], 系統回到 Change Cost Element/Activity Input Planning: Initial Screen 視窗, 視窗左下方有[Changed data has been posted]字樣。
- 重複上述步驟, Cost Center 欄位仍然是【CC-CA###】(###是 SAP 帳號後三碼), Cost Element 欄位輸入【741000】(741000 代表雜項費用), Plan Fixed Costs 欄位輸入【90000】 (表示員工餐廳的雜項費用規劃為固定的\$90,000)。按[Post]。
- 重複上述步驟, Cost Center 欄位改為【CC-MA###】(###是 SAP 帳號後三碼), Cost Element 欄位輸入【700000】, Plan Fixed Costs 欄位輸入【60000】(表示維修部門的薪資費用規劃為 固定的\$60,000)。按[Post]。
- 重複上述步驟, Cost Center 欄位改為【CC-AS###】(###是 SAP 帳號後三碼), Activity Type 欄位輸入【A###】(###是 SAP 帳號後三碼), Cost Element 欄位輸入【700000】, Plan Variable Costs 欄位輸入【150000】(表示組裝部門的薪資費用規劃為可變動的\$150,000)。按 [Post]。
- 7. 以上為步驟 8。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

● 步驟 9: Plan Internal Activity Inputs (規劃內部作業投入值)

角色扮演:GBI公司的會計主任(Chief Accountant):Shuyuan Chen 任務情境:規劃組裝部門內來自維修部門的內部作業投入值,以作為分攤維修部門成本的基礎

 接續步驟 8,(若完成步驟 8 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 KP06 這個交易代碼(與步驟 8 相同)。按 [Enter]。

系統帶出 Change Cost Element/Activity Input Planning: Initial Screen 視窗,點按視窗左上方代表 Next Layout 的 ^G 按鈕, Layout 從原來的 Cost Elements Acty-Indep 切換至 Activity Input Acty-Indep。

在 Version 欄位選擇【Plan/Act - Version】(顯示值為 0), From Period 與 To Period 欄位分別填入【1】及【12】, Fiscal year 欄位填入【操作年度】, Cost Center 欄位輸入【CC-AS###】 (###是 SAP 帳號後三碼), Sender cost center 欄位輸入【CC-MA###】(###是 SAP 帳號後三 碼), Sender Activity Type 欄位輸入【M###】(###是 SAP 帳號後三碼), Entry 資料區域取預 設值。如下圖:

< SAP	Change Co	st Element/Activity Input Planning: Initial Screen		
🗧 🔂 More 🗸				Exit
Layout:	1-102 Activity I	nput Acty-Indep./Acty-Dep.		
* attables				
Version:		Plan/Act - Version		
From Period:	1	January		
To Period:	12	December		
Fiscal year:	2024			
Cost Center:	CC-AS201	Production Assembly Department		
to:				
or group:				
Activity Type:				
to:				
or group:				
Sender cost center:	CC-MA201	Production Maintenance Department		
to:				
or group:				
Sender Activity Type:	M201	Maint. Hours 201		
Entry				
• Free	O Form-Based			
			Overview Screen	Period Screen

 點按視窗右下方的[Overview Screen]。系統帶出 Change Cost Element/Activity Input Planning: Overview Screen 視窗,請在表格第一列的 Plan Fixed Consumption 欄位輸入【600】(表示內 部作業投入 600 小時),如下圖:

	< SAP	-		Cha	inge Cos	Element/Activity Inp	ut Plannin	ig: Ov	erview Sci	reen			
4	5 R 🕴	= <u>*</u> = 8	E 🗑 3	× @	î (🖗 🥵 Line items	Change '	Values	£	🔂 More	~	Print E	Exit
		Versio Perio Fiscal Yes Cost Cente	n: 0 d: 1 ar: 2024 ar: 0C-AS201			Plan/Act - Version To: 12 Production Assem	bly Departr	nent					
m	Sender Cost C	en Sender a	Plan fixed co	nsumpt.	Distri	Plan vbl consumption	Distri	. Unit	Plan fixed	costs	Plan Variable Costs	Alloc. cos	st el 🕲
	CC-MA201	M201	600		2	0	2	H		0.00	0.00	8100201	0
					→≣ F	baition]				Po	st Penod Sc	reen

- 點按視窗右下方的[Post],系統回到 Change Cost Element/Activity Input Planning: Initial Screen 視窗,視窗左下方有[Changed data has been posted]字樣。
- 4. 以上為步驟 9。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

● 步驟 10: Review Planning (查閱規劃數值)

角色扮演:GBI公司的會計主任(Chief Accountant): Shuyuan Chen 任務情境:查閱組裝部門、維修部門及員工餐廳的規畫成本數值

 接續步驟 9,(若完成步驟 9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 KSBL 這個交易代碼。按[Enter]。(或從以下路 徑進入: Accounting => Controlling => Cost Center Accounting => Information System => Reports for Cost Center Accounting => Planning Reports => Cost Centers: Planning Overview)

系統帶出 Planning Report: Initial Screen 視窗,請在 Cost Center 欄位輸入【CC-AS###】(### 是 SAP 帳號後三碼), Fiscal Year 欄位輸入【操作年度】, Period 輸入【1】, To 輸入【12】, Version 欄位輸入【0】,其餘取預設值。如下圖:

< SAP	Planning Report: Initial Screen
\bigcirc Execute \bigcirc Execute Multiple More \checkmark	Exit
* Cost Center: OC-AS201 Report parameters * Fiscal Year: 2024 * Period: 1 * Tr * Version: 0	x 12

2. 點按視窗左上方的 ^{C Execute},系統帶出生產組裝部門的成本規劃數據報告,如下圖:

Controlling Area Fiscal Year Period Version Cost Center	NA00 GB1 North Amer 2024 1 To 12 000 Plan/Act - Version CC-AS201 Assembly 20	ica D1									
Q = = Q		∽] <u>↓</u> 、	~~~\[8) (e) (B) (B)	*						
Cost element/descr	iption	ОТу	Partner Object	ParActivity	∞ Valu	ie report curr.	» Fxd vaL/re	ep.cur.	Total Quantity	Fixed Quantity	UoM
8100201 Allocati	on CC-MA201	ATY	CC-MA201	M201		0.00		0.00	600	600	н
Activity Input					•	0.00	•2	0.00			
Activity-Independ	lent Costs					0.00		0.00			
700000 Labor E	cpense					150,000.00		0.00			
A201 Assemb	ly Hours 201				1	150,000.00	1 2	0.00			
Activity-Depende	nt Costs					150,000.00		0.00			
Debit						150,000.00	***	0.00			
8200201 Allocati	on CC-AS201					0.00		0.00	6,000-	0	н
A201 Assemb	ly Hours 201				•	0.00	÷	0.00			
Activity Allocation	n				12	0.00		0.00			
Credit						0.00	····	0.00			
Under/Over-Abso	rbed Overhead					150,000.00		0.00			
Q = = Q	$\alpha^{*} \nabla \sim \Sigma \sim \varepsilon$			∕₿∨[]	63 🔊 🛅	1	i.	<i>p.</i>		1	
Activity Type	Description		U	Mo	Activity Quant	ity	Capacity Un		Output	Activity	scheduled
A201	Assembly Hours 201		Н		6,00	00	0				0
			4	>				_			< >
Q = 7 Q		/z 🗸		/ B ~) [i	68 🖉						
Stat. key figure	Activity Type	Descrip	tion		UoM	5	Statistical quantity		Max. Statistical Qty		
EMP201		Numbe	r of employees		PRS		15		0		

- 報告中顯示生產組裝部門有規劃數值為\$150,000 的薪資成本(來自步驟 8),作為分攤維修部 門成本依據的內部作業投入時數為 600 小時(來自步驟 9),組裝部門的作業產出值為 6000 小 時(來自步驟 7),組裝部門的員工人數為 15 人(來自步驟 6)。
- 4. 回到上一個視窗, Cost Center 欄位輸入【CC-MA###】(###是 SAP 帳號後三碼), 查看維修 部門的成本規劃數據報告,如下圖:

Controlling Area Fiscal Year Period Version Cost Center	NA00 GB1North Ameri 2024 1 To 12 000 Plan/Act - Version CC-MA201 Maintenanc	ca e 201									
Cost element/description OTv		Partner Object	ParActivity	E	Value report curr.	E	Exd val./rep.cur.	Total Quantity	Fixed Quantity	UoM	
700000 Labor Ex	nense					60.000.00		60,000,00	,		
Primary Costs						60,000.00		60,000,00			
Activity-Independent Costs						60,000.00		60,000,00			
Debit					60.000.00		60.000.00				
8100201 Allocatio	on CC-MA201					0.00		0.00	1,200-	0	н
8100201 Allocatio	on CC-MA201	CTR	CC-AS201			0.00		0.00	600-	0	н
M201 Maint. Hours 201						0.00		0.00			
Activity Allocation						0.00	•••	0.00			
Credit						0.00		0.00			
Under/Over-Absor	bed Overhead					60,000.00		60,000.00			
			@\ <u>₹</u> \ <u>↓</u> \R	- IQE							
Activity Type	Description		UoM	Activity G	uantity	Capa	city Un		Output	Activity scheduled	1
M201	Maint. Hours 201		Н		1,800		0			600	
Q = = Q			∄◙∨⊥⊻∨₿	~ I & E							
Stat. key figure	tat. key figure Activity Type Description		tion	Uol	UoM Statistic		uantity Max. Statistical Q		istical Qty		
EMP201		Number	of employees	PRS	5		5		0		

5. 重複上述操作, Cost Center 欄位輸入【CC-CA###】(###是 SAP 帳號後三碼), 查看員工餐廳 的成本規劃數據報告,如下圖::

Controlling Area Fiscal Year Period Version Cost Center	NA00 GB1North Ameri 2024 1 To 12 000 Plan/Act - Version CC-CA201 Cafebria 20	;a ; ;}∫↓ ~		R							
						M.I		End and from any	T-1-1-0		
Cost element/description		Uly	mariner Object	ParActivity		value report curr.	-	rad val./rep.cur.	i otal Quantity	rixed Quantity	UDIVI
700000 Labor Expense		-				80,000.00		80,000.00			
Primary Costs	Jense					150,000.00		150,000.00			
Activity-Independent Costs						150,000.00		150.000.00			
Debit						150.000.00		150.000.00			
Under/Over-Absorbed Overhead						150,000.00		150,000.00			
			₽]@ ~]± ~]₩	- I & E			-14-5 111-5		0.444 A		$\langle \rangle$
Arnally Lype	Description		UBM	ACTIVITY	quantity	Сара	ury on		output A	cavity scheduled	
Q = = Q				∨ i 6∂ ∉							
Stat. key figure	Activity Type Description		U	Mo	Statistical quantity		Max. Stat	istical Qty			
EMP201	1	Vumber	of employees	PI	RS		5		0		

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