BACKGROUND:

**CO001-Internal Order Actual Cost Line Items** is a Controlling (CO) report in SAP Business Warehouse (BW). The report displays expenditure postings against Internal Orders from a Controlling or cost accounting perspective.

The following are some differences in data and presentation when compared to Finance (FI) and Funds Management (FM) reports like GL025-Detailed GL Activity and FM012-FM Transactional Detail, respectively:

1. Postings displayed in CO001 will only be Internal Order-related.
2. Secondary Cost Elements will be shown.
3. Postings that may not appear in FM, such as Statistical postings from Settlements, will show in CO001.

To gain access to the report, role BF708_0000-BW – FI Central Site Job Cost Report Analyst should be requested via SAP GRC. Please note that access to this role will be limited as the reports mapped to it can display salary information.

**NOTE:** BASE Training Center BW job aid links are provided in the “Resources” section of this document. If this is your first time running BW reports, it is highly recommended that you read the BW job aids prior to running this report as there are very helpful tips and tricks in the literature.

**BASIC REPORT NAVIGATION:**

1. From the SAP Welcome Screen, select **Reports > Controlling > CO001 Internal Order Actual Cost Line Items.**

   ![SAP Welcome Screen](https://bts.la.usd.net/itg/portal)
2. **Enter the desired Fiscal Year (required field). Multiple Fiscal Years may be selected.**

   a. *Please note there is a 500,000 cell limit on what can be displayed in BW reports. Selecting multiple Fiscal Years increases the likelihood of hitting that cell limit and getting an error.*

   b. *Selecting multiple Fiscal Years can also slow down drawing data. Depending on the possible amount of postings, it is suggested to limit the Fiscal Year to one or to “chunk” into small groups.*
3. Enter values for one or more Variable fields. Again, multiple entries can be entered onto Variable fields, like Internal Order. Click OK when ready to draw the report.

   a. Please see notes in the preceding step regarding data selection and output.
   b. For instructions on uploading multiple values, please see BW literature titled “Variable Entry Page – Loading Lists as Selection Criteria” in the BASE Training Center. The link is provided in the “Resources” section of this job aid.
4. Data will be presented with fields similar to KOB1-Display Actual Cost Line Items, like Reference Transaction, Business Transaction, and Original Transaction.
5. Displayed fields can be changed by moving the column headers between the “Rows” section and “Free Characteristics” section.
For example, after dragging the column header “AC Ln” to the “Free Characteristics” section, the column was removed from the body of the report.

a. Removing column headers can be a way to display only the data that are required for the task.

b. Removing column headers is also a way to display more data from multiple selection parameters, e.g. more Fiscal Years, as the cell limit previously mentioned will not be reached as quickly.
6. **CO001** has a “jump” feature which allows users to go to the payroll posting document via BU041-Payroll Expenditures. To execute this, right click on a payroll posting document (Document Type “ZY”; Reference Transaction “HRPAY”), then select **Goto > BU041 Payroll Expenditures**.

You now have run the **CO001-Internal Order Actual Cost Line Items** report.

7. BU041 will open in a separate window and, as with any BW report, can be modified according to fields required by the user.
BW RESOURCES

2. Field drag and drop: http://www.lausd.net/ol/basetraining/reportsDocs/HowtoUseDragandDropinReports.pdf