Creating a CO Plan (Budget Allocation) for a Special Internal Order

Controlling (CO) Plans define an amount threshold for spending on an Internal Order (IO). At LAUSD, CO Plans are further used to define budget or spending authority in Funds Management (FM) at the IO level. A few things to note prior to creating CO Plans:

1. CO Plans, in its strictest sense, can be created in different versions:
   a. Version 1 – Original CO Plan; An optional step, this is used as a historical reference and should not be changed; layout should read “Orig”.
   b. Version 0 – Operational CO Plan; This is the Plan version that’s modified to reflect what the user intends the IO budget to be at any point in time; The amount in Version 0 is the one sent to Funds Management (FM).
   c. Version 2 – Budget plan; The amount here reflects what was successfully written/entered in FM by the ZCOEH1012-Budget Planning Tool; This Plan version is not modifiable by the end-user. It is only modified by the program.
   d. Version 99 – Estimate; An optional step, this is used as a historical reference only; layout should read “Est.”

2. CO Plans are created only for Special (Planned) IOs.

3. Currently, as requested by Facilities, IOs with Facilities WBS Elements, i.e. WBS elements with prefix “F”, should not have CO Plans in Version 0, and consequently, budget allocations in FM. If it is truly required, Facilities’ Program Controls department should be consulted.

4. Because of LAUSD policy, payroll will post regardless of available CO Plan/budget amount.

The following outline the steps in creating CO Plans (budget allocations) for Internal Orders (IOs). Please note that these include creating Original CO Plans.

A. Entering an Original CO Plan

NOTE: For some Sections, they require having an Original CO Plan (Version 1) amount. For others, they only require a CO Plan in Operational (Version 0) to be able to allocate funds to the IO. If this is the case, go directly to Operational (Version 0); enter the Plan amounts; and then execute ZCOEH1012-Budget Planning Tool step.

1. Begin by accessing transaction code KPF6-Update Planned Amounts for Internal Order via Controlling > Process Transactions in the SAP Portal or, in an open session, by typing “/nKPF6” in the SAP session command box and then click or hit Enter.
OR

Hit or click Enter after populating the command box.

2. Create an **Original** CO Plan by selecting the layout that indicates “Orig” or Original. Ensure that the correct Posting Periods and Fiscal Year are shown, then, fill in the IO, Fund, and Functional Area fields. Click or hit Enter to continue.

**NOTE #1:** In certain cases, a new Functional Area is provided by the requesting school or office. Via transaction **FM_FUNCTION**-Display Functional Area, verify that the Functional Area’s validity period is July 1st of the current Fiscal Year. If not, adjust the From Period to coincide with the start date of the Functional Area.
NOTE #2: If this is your first time accessing KPF6, you might encounter the pop-up window below asking you to select a Planner Profile before taking you to the planning initial screen:

Select profile “ZLACOP01” by double clicking on the entry in the drop-down menu.

To toggle between plan versions, e.g. Original to Operational, click on the Next Layout (right) and Previous Layout (left) icons shown below.
3. Confirm that the values you’ve entered are valid by ensuring that there are descriptions that appear next to the values entered as shown below. Then, click on the Overview screen icon to proceed.

4. When the plan overview screen appears, enter the amount needed. Click the Save icon when done.

CO Plans use Cost Element 430008-Job Cost Encumbrance-Special Jobs. In some layouts, the Cost Element field will already be pre-populated. If not, users can enter Cost Element 430008 or if they wish, a more detailed Cost Element list. Please note, however, that when the CO Plan is written to FM, the only Commitment Item that will be used is 430008.
B. Copying Plan Versions

1. In this step, the CO Plan created in the Original Plan Version (Version 1) will be copied over to the Operational Plan Version (Version 0). This is done so that the CO Plan amount can be written to FM to allocate budget to the IO. To begin, access transaction KO14-Copy Plan to Plan for Internal Orders via Controlling > Process Transactions in the SAP Portal or, in an open session, by typing “/nKO14” in the SAP session command box and then click or hit Enter.

OR

2. When you first run KO14, a pop-up window appears asking you to provide the Controlling Area. Enter “1000” and click on the “Save” icon to proceed to the initial screen.
3. It is suggested that you create your own selection variant instead of using an existing one. This helps avoid errors due to sharing between users. To create a variant, enter a name that is logical to you and click on the “Create Selection Variant” icon.

**NOTE #1:** Typically, user defined names will begin with “Z.”

**NOTE #2:** If you already have a selection variant that was created in another transaction code, like KOK3-Mass IO Display, you can use that variant but be sure to update the values by clicking on Change Selection Variant.
4. Click “Create” on the next screen.

5. Enter the IO number in the Order field.
If you’ve selected the multiple selection icon, the pop-up window below appears. You can enter a list of values you’ve copied from MS Excel by clicking on (a) Upload from clipboard and then, (b) Copy.

NOTE: You can enter a range of values. You can also exclude values. Just select the appropriate header tab. After entering the values, click Copy.

6. Click on the green arrow “back” icon to return to the initial screen.

7. Click Yes to save the values entered.
8. Enter a description for your selection variant and click Save.

9. Confirm that the variant was saved via the message at the bottom of the screen. Click on the green arrow “back” icon until you return to the initial screen.
10. In the initial screen, fill in the following fields:
   a. Template (From)
      i. Version: 1 (Original)
      ii. Period: from 1 to 12 (“from” period may vary)
      iii. Fiscal Year: 2017 (Fiscal Year of entry being processed)
   b. Target (To)
      i. Version: 0 (Operational)
      ii. Period: from 1 to 12 (“from” period may vary)
      iii. Fiscal Year: 2017 (Fiscal Year of entry being processed)
11. In the Plan Data section, click Selection, and in the Planning Data pop-up window, uncheck all except Primary Costs and Revenues. Click or hit Enter to continue.
12. In the Processing Options section, ensure the radio button in Existing Plan Data is on “Do not change.” Also, initially you’d want to do a test run so ensure that Test Run is checked.

NOTE: “Reset and overwrite” are used if you want to change existing plan data. Since we do not change Original Plan amounts, any changes will be done directly in the Operational Plan (Version 0). The KO14, Copy Plan, step is skipped entirely.

13. Click Execute.
14. Verify that there aren’t any errors. Click the green arrow “back” icon to return to the initial screen.

15. Click Yes to confirm
16. Uncheck Test Run and click Execute

17. Verify that there aren’t any errors. Click the green arrow “back” icon to return to the initial screen.
C. Verify Operational Plan Version Amount

1. Verify the plan amounts copied to Operational by accessing transaction code KPF7-Display Planned Amounts for Internal Order via Controlling > Manage Information in the SAP Portal or, in an open session, by typing “/nKPF7” in the SAP session command box and then click or hit Enter.

2. Toggle to the Operational Version by clicking Next Layout.
3. Verify you’re in the correct Plan Version and fill in the information as they were entered or copied from t-code KPF6.

![Planning Cost Elements/Activity Inputs Display: Initial screen](image1)

4. Click Overview Screen to proceed.

![Planning Cost Elements/Activity Inputs Display: Initial screen](image2)
5. Verify that there aren’t any errors. Click the green arrow “back” icon to return to the initial screen.
D. Create Budget Allocation (“Write” CO Plan) in Funds Management

1. Begin by accessing transaction code ZPIF_RUN-Process Interfaces and Enhancements via Controlling > Process Transactions in the SAP Portal or, in an open session, by typing “/NZPIF_RUN” in the SAP session command box and then click or hit Enter.

OR
2. In the initial screen, click the dropdown menu for Interface ID, find and double click on ZCOEH1012-Budget Planning Tool.

3. When Interface ID is correctly populated, click or hit Enter to confirm.
4. Under the Interface ID tab, ensure that the Last Run Time (in military time format) and Date are set to a point that is earlier than the IO’s creation. This helps to ensure that CO Plans are correctly picked-up.

5. Enter the Fiscal Year and IO to be processed.

**NOTE:** If processing multiple IOs, you can use the multiple selection screen to enter the values. However, please ensure that the Last Run Time and Date are set to the oldest IO’s creation date. You can use 000001 (12:00:01am) as Last Run Time.
6. As with other transactions that give the option to do a test run, perform one first by ensuring that Test Run is marked and then click Execute.

![Execute Object](image1)

7. Verify that there aren’t any errors. Click the green arrow “back” icon to return to the initial screen.

![Verification Table](image2)
8. Uncheck Test Run and click Execute.

9. View the run logs and verify there aren’t any errors. A successful run will have an FM Document number for every IO processed. Click on the green arrow “back” icon when done.
E. Verify that the Budget Allocation was Successfully Created in Funds Management

1. Begin by accessing transaction code FMAVCR01-Overview of Annual Values via Reports > Funds Management in the SAP Portal or, in an open session, by typing “/N FMAVCR01” in the SAP session command box and then click or hit Enter.
2. Fill in the fields as follows:
   a. Fiscal Year: 2017 or Fiscal Year of record processed
   b. Ledger (choose appropriate one):
      i. Y1 – Separate Salaries & Benefits / Other Expenses (OE) – recommended for research
      ii. Y2 – Combined Salaries & Benefits / Other Expenses (OE)
      iii. Y6 – Capital Projects Control – use when IO is tied to WBS Elements
   c. Functional Area: * + LAUSD Program – “*” is a wild card
   d. Funded Program: * + Partial IO number - “*” is a wild card; use partial IO # to expedite return of data

3. Verify CO Plan amount in Consumable Amount column. Click the green arrow “back” icon to return to the initial screen.
F. Verify that the Budget Allocation is Reflected in Budget Plan (Version 2)

1. Verify the plan amounts posted to the **Budget Plan (Version 2)** by accessing transaction code **KPF7**-Display Planned Amounts for Internal Order via **Controlling > Manage Information** in the SAP Portal or, in an open session, by typing “/nKPF7” in the SAP session command box and then click or hit Enter.

![SAP Easy Access](image1)

OR

![SAP Easy Access](image2)

2. Toggle to the **Operational Version** by clicking Next Layout.
3. Verify you’re in the correct Plan Version and fill in the information as they were entered or copied from t-code KPF6.

4. Click Overview Screen
5. Verify that there aren't any errors. Click the green arrow “back” icon to return to the SAP Easy Access screen.

**NOTE:** Budget Plan (Version 2 should be populated, and, with the same amount as that in FMAVCR01. If there is a discrepancy, please notify BASE-Job Cost.

You have now created a CO Plan and its related budget allocation in Funds Management.

For additional Costing literature, please visit The BASE Training Center.