

SAP Departmental Financial Planning Quick Reference

Navigating to Initial Planning Screen From the SAP User Menu screen, follow the navigation path: **User Menu → Role ZMIT → Planning/Budgeting → Create/Change Plan → WBS Elements or Internal Orders or Cost Centers**
for the appropriate cost object type
 Or transaction code: **/ncjr2** (WBS elements); **/nkp6** (internal orders); **/nkp06** (cost centers)

1. Plan layout and version.

- Layout** If the layout name is not Z-DEPT PLANS:
 a) Use the menu path: Settings>>Set planner profile
 b) In the dialog box, click the matchcode in the Planner profile field.
 c) Double click ZDPTPLAN.
 d) Click the Save user master record button.
 e) Click the Enter button in the message box.
 f) Click the Enter button.

Version Plan version of school or area

2. Define range of dates.

- From period** Beginning fiscal period
To period Ending fiscal period
Fiscal year Fiscal year (four digits)

3. Enter cost object(s).

- WBS element** Single cost object or the first one in a range
Internal order
Cost center
to (optional) Last cost object in a range
or group (optional) This option is not recommended.

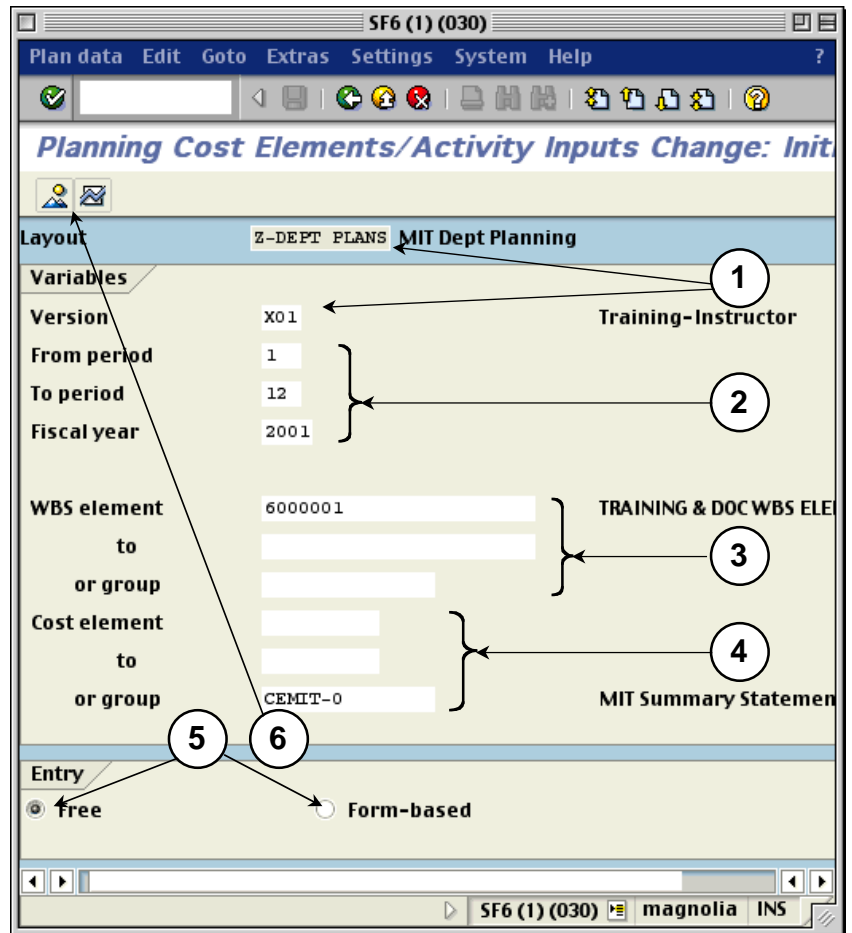
4. Enter cost element(s).

- Cost element** Single cost element or first one in a range
to (optional) Last cost element in a range
or group (optional) Cost element group

5. Select option to enter cost elements.

- Free** Enter cost elements yourself. (Recommended.)
Form-based SAP will load all the cost elements in a group for you.

6. Click the Overview button.



Note: Although the fields function the same as the fields on the WBS Elements Initial Screen, the names for some fields are slightly different on the Internal Orders and Cost Centers Initial Screens.

WBS Elements screen

From period
 To period
 or group
 (Cost element) or group

Internal Orders and Cost Centers screen

(First) Period
 (Second) Period
 Order group; Cost center group
 Cost element group

7. Enter the following:

Cost Element Cost elements if you selected **Free** entry

Planned Costs Amount for each cost element if distributing the amounts automatically
Leave blank if distributing manually.

Dist Key Automatic distribution key
Enter 1 to automatically distribute the amount equally across fiscal periods.
Enter 0 for manual distribution.

If you are distributing the plan automatically, go to Step 11.

8. Select the cost element.

9. Click the Period button.

10. Distribute across periods:

- a) Enter amount for each period in the Planned Costs field.
- b) Click the Enter button to calculate the total.
- c) Use the Next and Previous buttons to enter plan amounts for other cost elements.

Repeat Step 10 for each cost element.

11. Save the plan.

Click the Save button  on the toolbar.

