



**SAP User Manual for FICO Master Creation**

**Indian Ports Association (IPA)  
Implementation of Port EBS Project  
Enterprise Business System**

**Business Process Manual for  
FICO Master Creation**

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## SAP User Manual for FICO Master Creation

This document is a desk reference tailored to the Finance Specialists. It is intended to provide information that will be helpful to support the finance processes.

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## SAP User Manual for FICO Master Creation

### Introduction:

The purpose of this document is to give awareness of the complete process as how to create the FICO Master Data to the respective Finance users.

### Prerequisite:

Before creation of any GL Master, the company code and the respective Account Groups to be present in the system.

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<i>Abbreviation</i>	<i>Description</i>
FI	Finance
CO	Controlling
COA	Chart of Accounts
GL	General Ledger
SAP	Systems, Applications, and Products in Data Processing
BPO	Business Process Owner
BS	Balance Sheet
	Create
	Change



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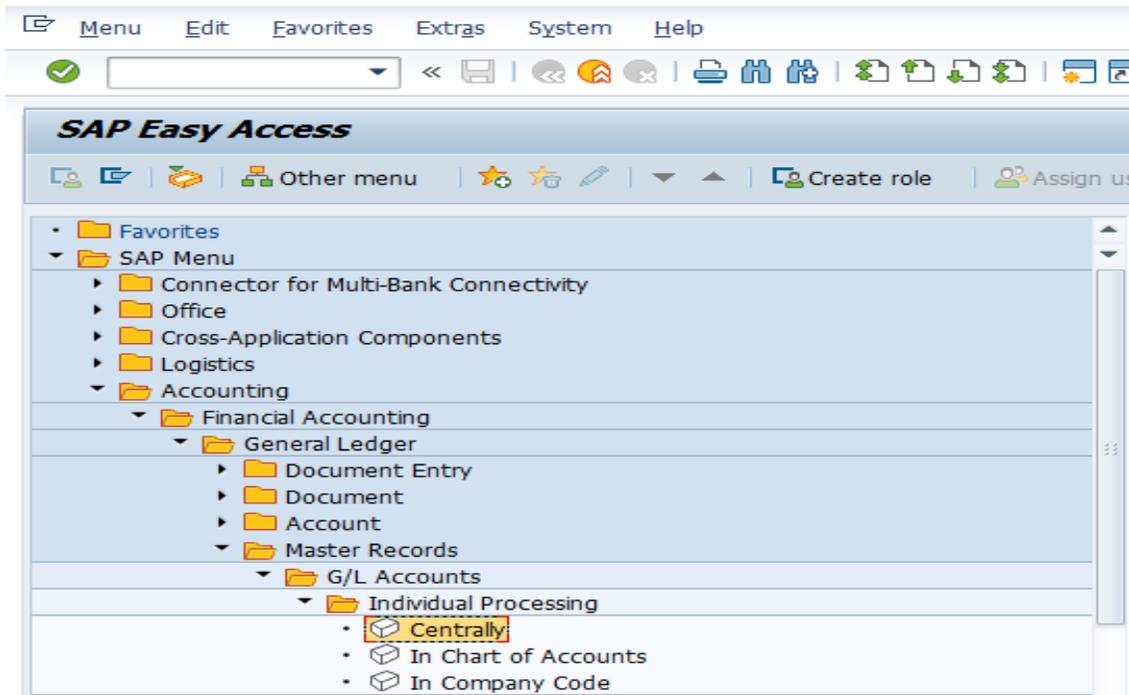
	Display
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute

### 1. Creation of General Ledger

Enter Transaction code **FS00** in command bar click execute (or) Follow the below navigation path

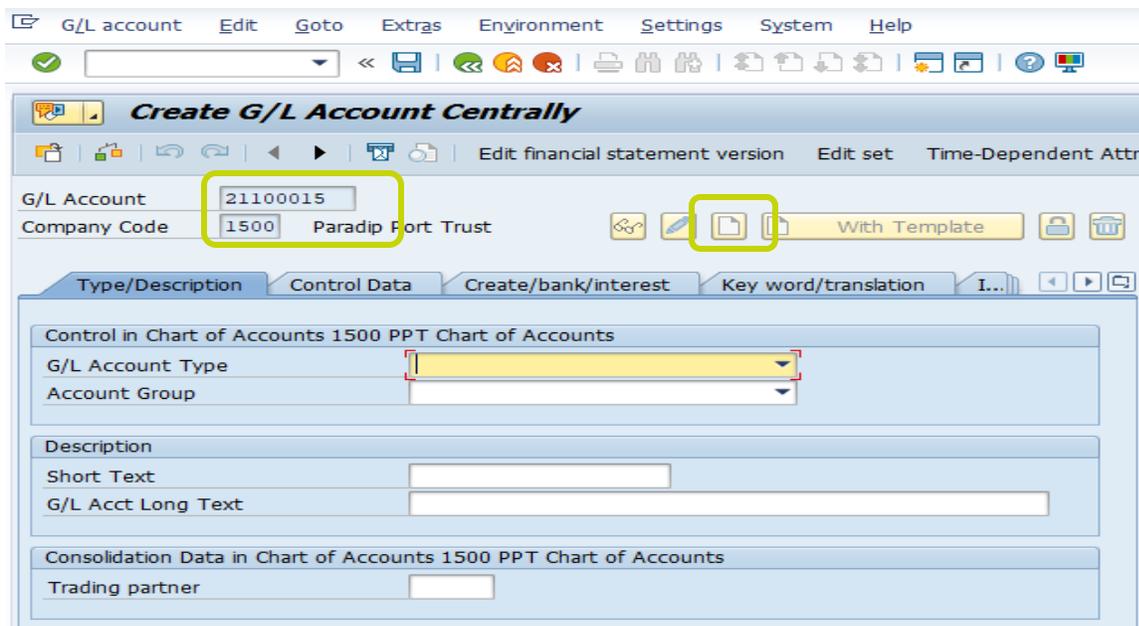
**Step 1:** Go to transaction **FS00** (or) through navigation path (SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally

## SAP User Manual for FICO Master Creation



You will get the below screen.

Enter the new G/L Account for creation and then click on Create.





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**Step 1:** In the below screen enter the following details:

Select: G/L Account Type

Select: Account Group

Enter the Short Text and G/L Account Long. Text

The screenshot shows the SAP 'Display G/L Account Centrally' interface. The 'G/L Account' field contains '21100003' and the description is 'Capital Dredging'. The 'Company Code' is '1500' and the company name is 'Paradip Port Trust'. The 'Type/Description' tab is active, showing the following details:

Control in Chart of Accounts 1500 PPT Chart of Accounts	
G/L Account Type	Balance Sheet Account
Account Group	Gross Block

Description	
Short Text	Capital Dredging
G/L Acct Long Text	Capital Dredging

Consolidation Data in Chart of Accounts 1500 PPT Chart of Accounts	
Trading partner	

**Step 2:** Then go to next tab “Control Data”.

Select Recon. Account for Account Type and Sort Key as mentioned below.

**Open item management** to be ticked if you need an offsetting posting for a given business transaction. Example to use open item management for bank clearing accounts, clearing accounts for goods receipt/invoice receipt, and salary clearing accounts.

**Sort Keys** are used to populate the Assignment number field in the line items of customers or vendors or general ledgers.



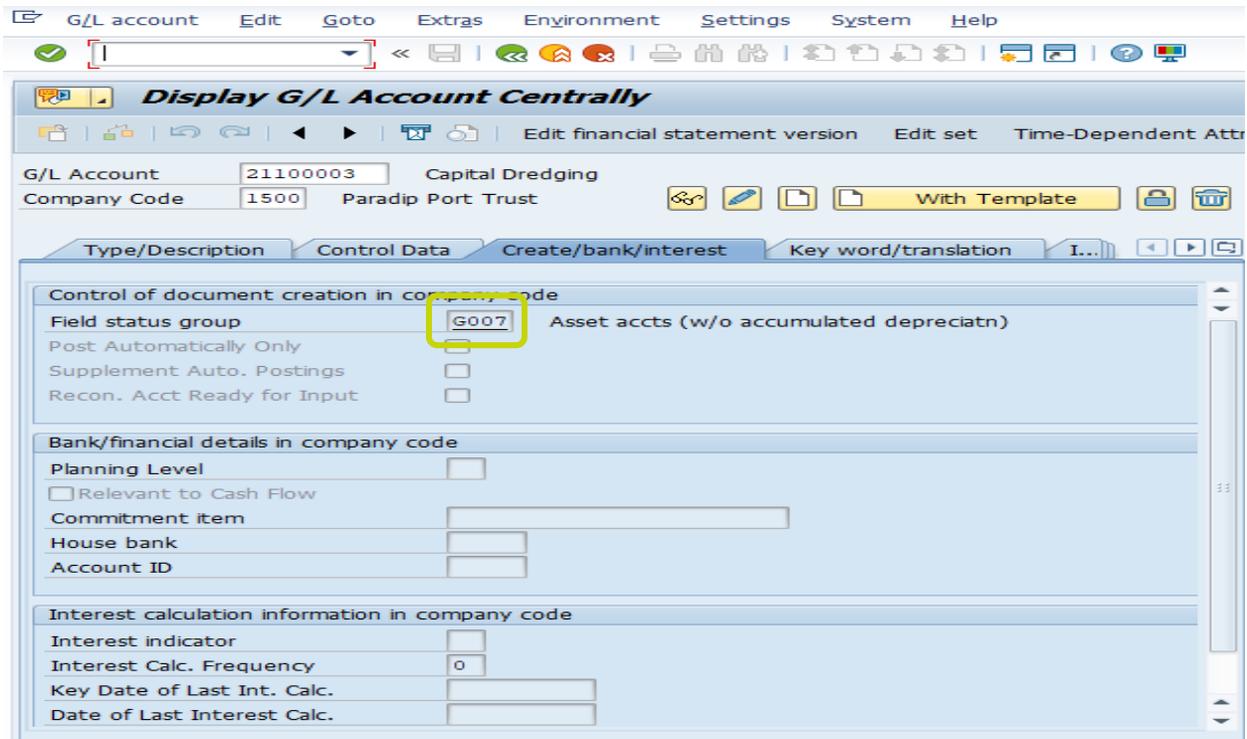
## SAP User Manual for FICO Master Creation

The screenshot shows the SAP 'Display G/L Account Centrally' interface. At the top, there is a menu bar with options: G/L account, Edit, Goto, Extras, Environment, Settings, System, Help. Below the menu bar is a toolbar with various icons. The main area displays the account details for G/L Account 21100003, Capital Dredging, Company Code 1500, Paradip Port Trust. The 'Type/Description' tab is selected, and the 'Create/bank/interest' sub-tab is highlighted. The 'Account control in company code' section includes fields for Account currency (INR, Indian Rupee), Balances in Local Crpy Only (checkbox), Exchange Rate Difference Key, Valuation Group, Tax Category, Posting without tax allowed (checkbox), Recon. Account for Acct Type (Assets), Alternative Account No., Acct Managed in Ext. System (checkbox), Inflation key, and Tolerance Group. The 'Account Management in Company Code' section includes Open Item Management (checkbox), Sort key (018, Asset number), Authorization Group, and Clerk Abbreviation. The 'Recon. Account for Acct Type' dropdown and the 'Sort key' field are highlighted with yellow boxes.

**Step 3:** Click on the next tab “Create/Bank/Interest”



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In the Field Status Group, select the required “**Field status group**”.

**Field status group** is to control which fields are required for entry and which fields are set to optional and suppress. The field status groups are available under field status variant and it will be maintained at Company code level.

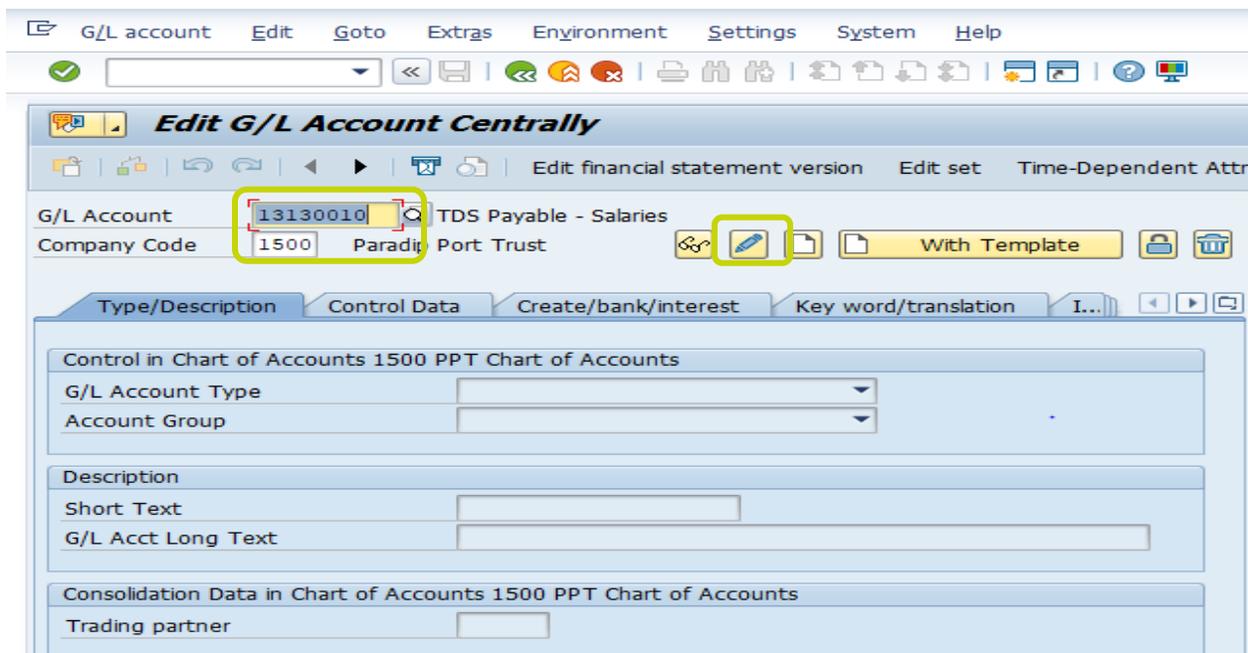
**Step 4:** Click Save and then you will receive a message that the new G/L is created.

## SAP User Manual for FICO Master Creation

### 2. Changing the General Ledger Master

Enter Transaction code **FS02** in command bar click execute (or) Follow the below navigation path.

**Step 1:** Go to transaction **FS02** (or) through navigation path (SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally



The screenshot shows the SAP 'Edit G/L Account Centrally' interface. The top menu bar includes 'G/L account', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the account details: 'G/L Account' is '13130010' and 'Company Code' is '1500'. The account name is 'TDS Payable - Salaries' and the company name is 'Paradip Port Trust'. A yellow box highlights the 'Change' icon (pencil) next to the company code. Below this, there are tabs for 'Type/Description', 'Control Data', 'Create/bank/interest', and 'Key word/translation'. The 'Control Data' tab is active, showing fields for 'Control in Chart of Accounts 1500 PPT Chart of Accounts', 'G/L Account Type', 'Account Group', 'Description', 'Short Text', 'G/L Acct Long Text', and 'Consolidation Data in Chart of Accounts 1500 PPT Chart of Accounts' with a 'Trading partner' field.

**Step 2:** Enter the G/L account number and company code for which you want to change then choose above mentioned Change icon 

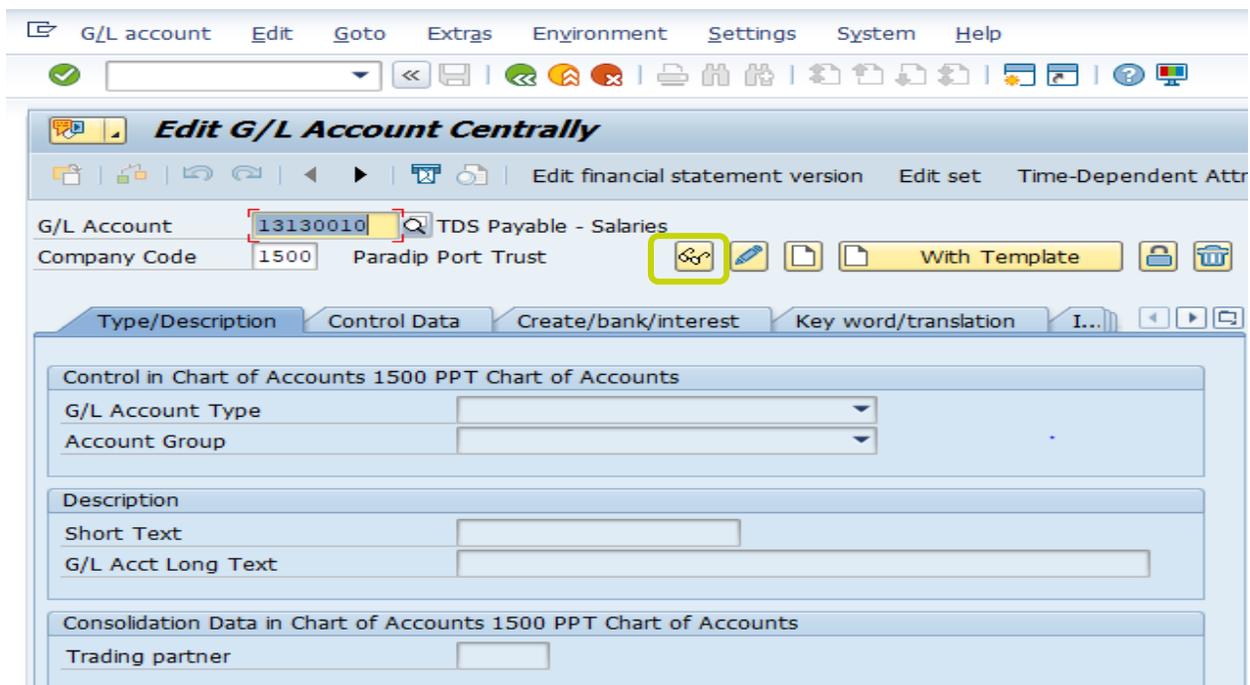


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### 3. Display of General Ledger

Enter Transaction code **FS03** in command bar click execute (or) Follow the below navigation path.

**Step 1:** Go to transaction **FS03** (or) through navigation path (SAP Easy Access Menu →SAP Menu → Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally



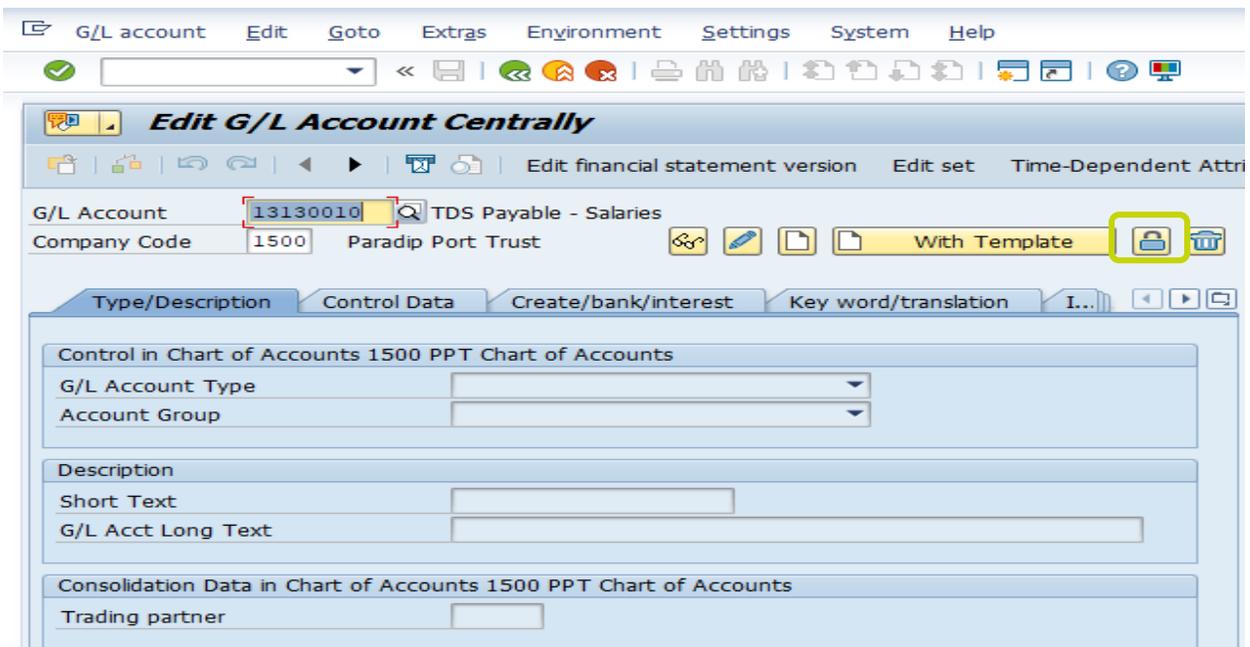
**Step 2:** Enter the company code and the G/L account number for which you want to see the click on or above-mentioned Display icon 

## SAP User Manual for FICO Master Creation

### 4. Block or Delete a G/L Account

To block the G/L Account, enter Transaction code FS00 in command bar click execute (or) Follow the below navigation path.

**Step 1:** Go to transaction FS00 (or) through navigation path (SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally)



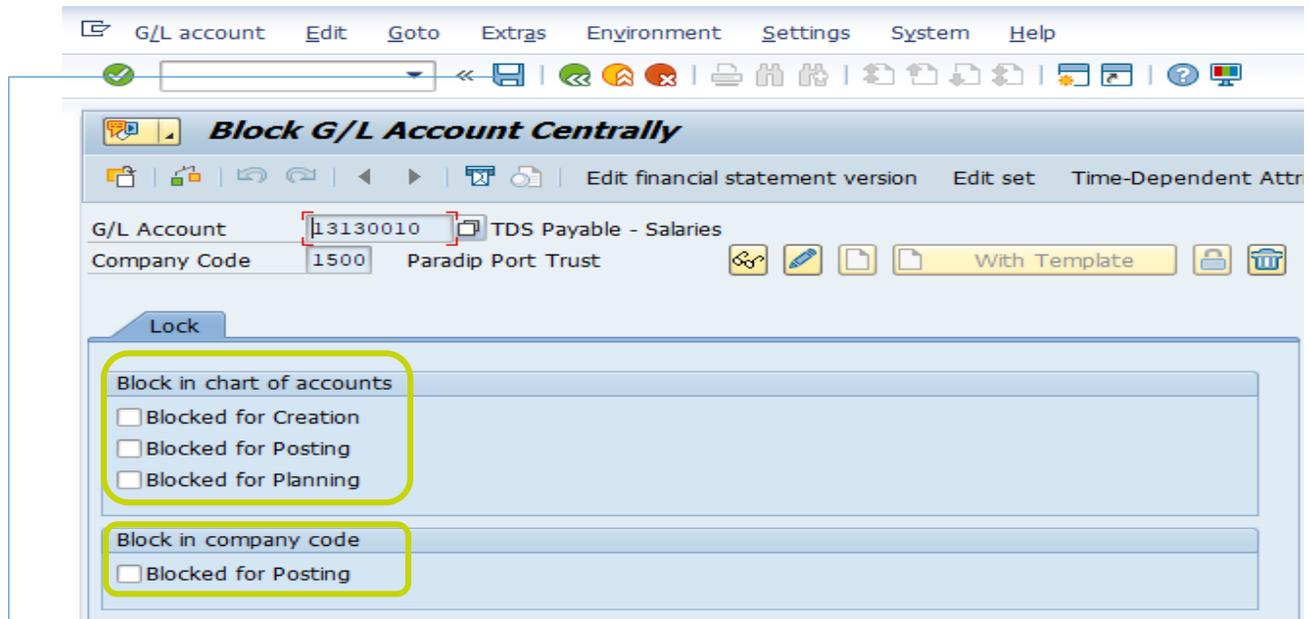
The screenshot shows the SAP 'Edit G/L Account Centrally' interface. The top menu bar includes 'G/L account', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area displays 'Edit G/L Account Centrally' and includes navigation icons, 'Edit financial statement version', 'Edit set', and 'Time-Dependent Attr'. The data entry section shows 'G/L Account' as '13130010' (highlighted with a red box) and 'TDS Payable - Salaries'. The 'Company Code' is '1500' and the company name is 'Paradip Port Trust'. A 'With Template' button is highlighted with a yellow box, and a lock icon (Block button) is highlighted with a yellow box. Below this are tabs for 'Type/Description', 'Control Data', 'Create/bank/interest', and 'Key word/translation'. The 'Control Data' tab is active, showing fields for 'Control in Chart of Accounts 1500 PPT Chart of Accounts', 'G/L Account Type', 'Account Group', 'Description', 'Short Text', 'G/L Acct Long Text', and 'Consolidation Data in Chart of Accounts 1500 PPT Chart of Accounts' with a 'Trading partner' field.

**Step 2:** In the next screen Enter the G/L Account you want to block or delete. Enter the G/L Account and Company Code.

**Step 3:** In the next step, Press the Block button 

**Step 4:** In the next screen, you have the blocking options for the G/L Accounts either by Company code level or chart of accounts level.

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**Step 5:** Click on Save 

### For Deleting

**Step 6:** In the next step, Press the Mark for deletion button 

**Step 7:** In the next screen, you have the deletion options for the G/L Accounts either by Chart of accounts level or Company code level.



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G/L account Edit Goto Extras Environment Settings System Help

**Set for Deletion G/L Account Centrally**

G/L Account 13130010 TDS Payable - Salaries

Company Code 1500 Paradip Port Trust

With Template

**Deletion Flag**

Deletion flag chart of accounts  
 Mark for Deletion

Deletion flag in company code  
 Mark for Deletion

**Step 8:** Then click on Save to reflect the changes you have done.

## SAP User Manual for FICO Master Creation

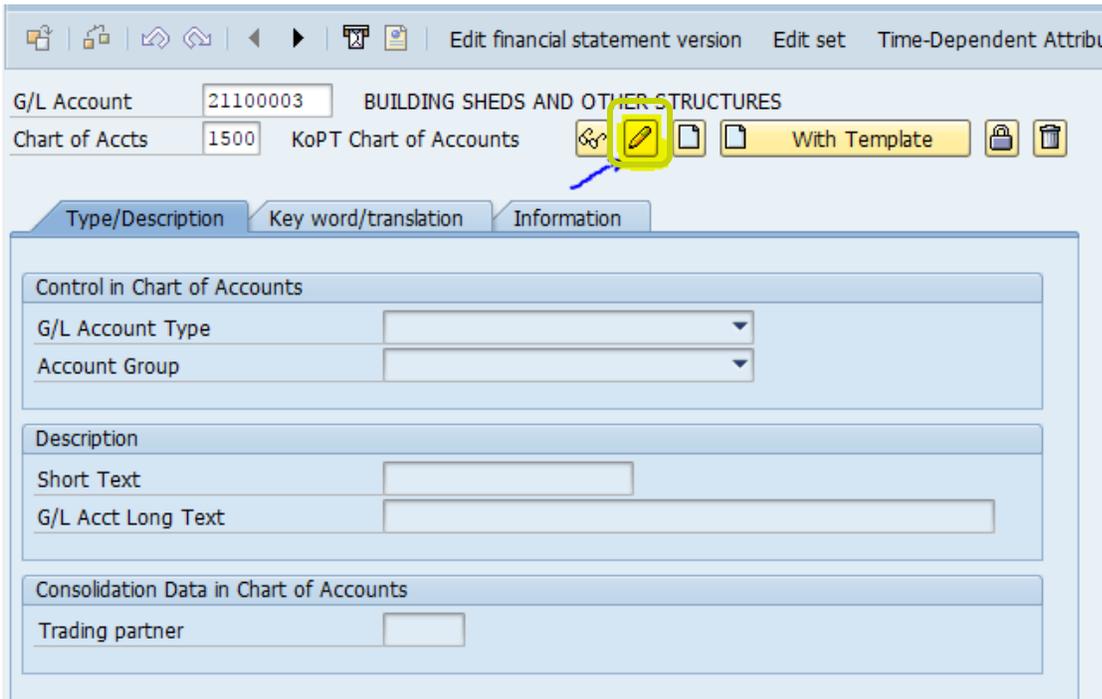
### 5. Creation of GL Master under Chart of Account

Enter Transaction code **FSP0** in command bar click execute (or) Follow the below navigation path

**Step 1:** Go to transaction **FSP0** (or) through navigation path (SAP Easy Access Menu →SAP Menu → Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → In Chart of Account

You will get the below screen.

Enter the new G/L Account and the Chart of Account for creation and then click on Create.



The screenshot displays the SAP FSP0 transaction interface. At the top, there are navigation icons and the text 'Edit financial statement version Edit set Time-Dependent Attribu'. Below this, the 'G/L Account' field contains '21100003' and the 'Chart of Accts' field contains '1500'. The description 'BUILDING SHEDS AND OTHER STRUCTURES' is visible. In the 'KoPT Chart of Accounts' section, a yellow box highlights the 'Create' button (pencil icon). Below this, there are three tabs: 'Type/Description', 'Key word/translation', and 'Information'. The 'Information' tab is active, showing fields for 'Control in Chart of Accounts', 'G/L Account Type', 'Account Group', 'Description', 'Short Text', 'G/L Acct Long Text', and 'Consolidation Data in Chart of Accounts' with a 'Trading partner' field.

Once clicked on Create then enter the required details.

Select: G/L Account Type

Select: Account Group

Enter the Short Text and G/L Account Long. Text and click on Save as shown below.



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The screenshot shows the SAP FICO Master Creation interface. At the top, there are navigation icons and the text "Edit financial statement version", "Edit set", and "Time-Dependent Attributes". Below this, the "G/L Account" field contains "21100003" and the description is "BUILDING SHEDS AND OTHER STRUCTURES". The "Chart of Accts" is set to "1400" and "KoPT Chart of Accounts" is selected. There are icons for search, edit, and a "With Template" button. Below the header, there are three tabs: "Type/Description" (highlighted in yellow), "Key word/translation", and "Information". The "Type/Description" tab is active and shows the following fields:

Control in Chart of Accounts	
G/L Account Type	X Balance Sheet Account
Account Group	2110 Gross Block

Description	
Short Text	BUILDING SHEDS
G/L Acct Long Text	BUILDING SHEDS AND OTHER STRUCTURES

Consolidation Data in Chart of Accounts	
Trading partner	

### 6. Creation of Bank Master

Enter Transaction code **FI01** in command bar click execute (or) Follow the below navigation path

**Step 1:** Go to transaction **FI01** (or) through navigation path (Accounting → Financial Accounting → Banks → Master Data → Bank Master Record → Create



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**Create Bank : Initial Screen**

Bank Country	IN
Bank Key	ALLA0211243

**Step 2:** On the initial screen of create Bank transaction, enter the Bank's Country and the Bank key.

The Bank country identifies the country in which the bank is located.

The Bank key specifies the unique identification key for the particular Bank.

When you press Enter button, the system will take you to the next screen where we enter the address and other data for the Bank.



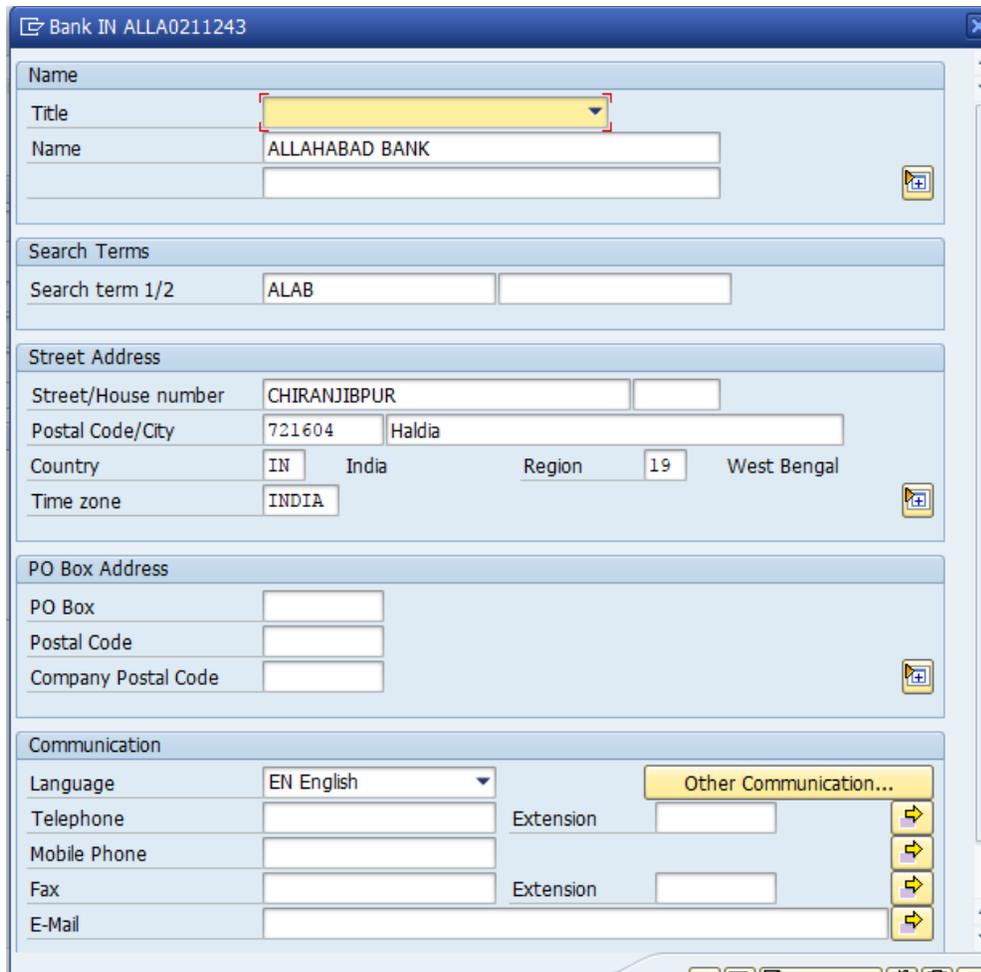
## SAP User Manual for FICO Master Creation

Bank Country	<input type="text" value="IN"/>	India
Bank Key	<input type="text" value="ALLA0211243"/>	
<b>Address</b>		
Bank name	<input type="text" value="ALLAHABAD BANK"/>	
Region	<input type="text" value="19"/>	West Bengal
Street	<input type="text" value="CHIRANJIBPUR"/>	
City	<input type="text" value="Haldia"/>	
Bank Branch	<input type="text" value="CHIRANJIBPUR"/>	
<b>Control data</b>		
SWIFT/BIC	<input type="text"/>	
Bank group	<input type="text"/>	
<input type="checkbox"/> Postbank Acct		
Bank number	<input type="text"/>	

After entering all the details on the above-mentioned screen, click on Address  button.

Then fill the Search Term and other details like Phone number, Fax number and the Email Id of the Bank.

## SAP User Manual for FICO Master Creation



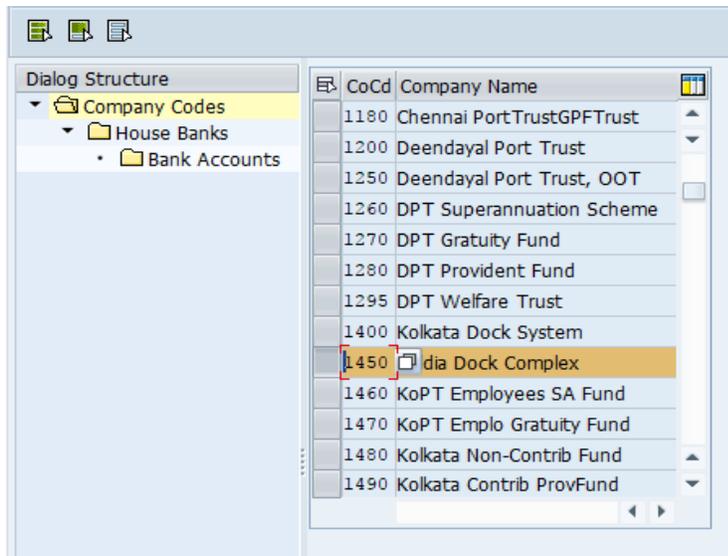
The screenshot shows the SAP Bank Master Data Entry form for bank IN ALLA0211243. The form is divided into several sections:

- Name:** Title (dropdown), Name (text field containing "ALLAHABAD BANK").
- Search Terms:** Search term 1/2 (text field containing "ALAB").
- Street Address:** Street/House number (text field containing "CHIRANJIBPUR"), Postal Code/City (text field containing "721604" and "Haldia"), Country (text field containing "IN" and "India"), Region (text field containing "19" and "West Bengal"), Time zone (text field containing "INDIA").
- PO Box Address:** PO Box, Postal Code, Company Postal Code.
- Communication:** Language (dropdown containing "EN English"), Telephone, Mobile Phone, Fax, E-Mail, Extension, and Other Communication... (button).

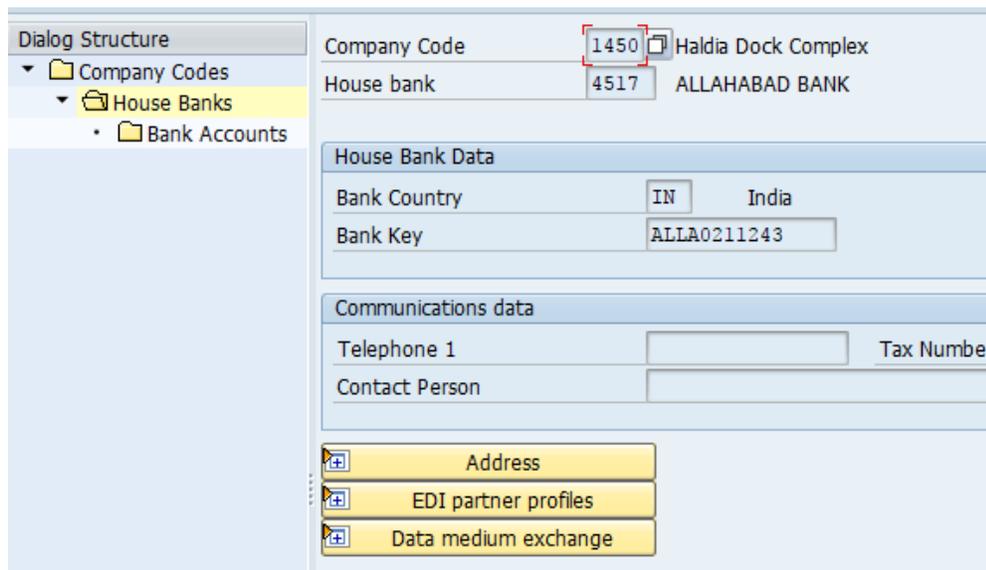
Once entered the required details then click on Save button .

**Step 3:** Go to FI12 transaction to enter the GL details for the Bank as shown below.

## SAP User Manual for FICO Master Creation

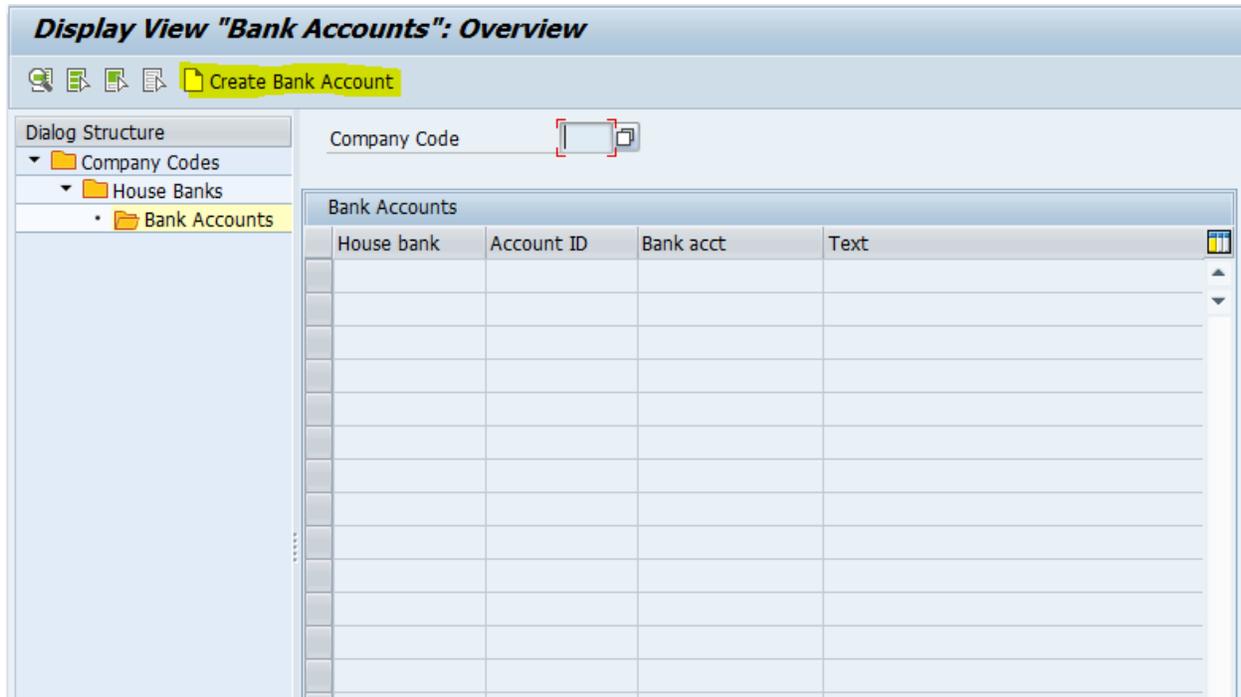


Select the required company code and click on House Bank;





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Once you select the required Bank then click on Bank Accounts and enter the required details In the Screen below.



# SAP User Manual for FICO Master Creation

The screenshot shows the 'New Bank Account' form in SAP, with the 'General Data' tab selected. The form is divided into several sections:

- Basic Data:** Status: Inactive; Opening Date: 01.04.2018.
- Entity Details:** Company Code: 1450 (Haldia Dock Complex); Company Country: IN (India); Account Holder: Haldia Dock Complex.
- Account Details:** Bank Country: IN (India); Bank Key: ALL0211243; Currency: INR; IBAN: (empty); Account Number: 20881544517; Account Description: Allahabad Bank-20881544517.
- Bank Statement Data:** Upload of Intraday Statements: (checkbox).
- Internal Contact Persons:** General Contact: (empty); Bank Account Supervisor: (empty).

The screenshot shows the 'New Bank Account' form in SAP, with the 'House Bank Account Connectivity' and 'House Bank Account Data' tabs selected.

**House Bank Account Connectivity:**

ID Category	Remote System	Company Code	House Bank	House Bank Account	Additional ID	Valid From	Valid To
Central System: House Bank Ac		1450		4157	4157	01.04.2018	31.12.9999

**House Bank Account Data:**

- House Bank Account: 4157
- Bank Account: 20881544517
- Altem.Bank Acct No.: (empty)
- G/L Account: 23110030
- DME Identification: (empty)
- Reference info.: (empty)
- Control Key: (empty)



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The screenshot shows the SAP Bank Master Creation dialog box. The 'Dialog Structure' pane on the left is expanded to 'Bank Accounts'. The main area contains the following fields:

Company Code	1450	Halda Dock Complex
House bank	4517	
Account ID	4517	
Description	ALLAHABAD BANK - 20881544517	
<b>Bank Account Data</b>		
Bank Account Number	20881544517	IBAN <input type="checkbox"/>
Control key		<input type="checkbox"/>
Alternative acct no.		G/L 23110030
Currency	INR	Discount Acct
<b>House Bank Data</b>		
Bank Country	IN	
Bank Key	ALLA0211243	
<b>Address</b>		
Bank Name	ALLAHABAD BANK	
Region	19	
Street	CHIRANJIBPUR	
City	Halda	
Branch Office	CHIRANJIBPUR	
<b>Control Data</b>		
SWIFT Code		
Bank Group		
<input type="checkbox"/> Post Bank Acct		

Once all done then click on Save button and your Bank Master is ready.

### 7. Change Bank Master:

For any changes, enter Transaction code FI02 in command bar click execute (or) Follow the below navigation path

**Step 1:** Go to transaction FI02 (or) through navigation path (Accounting → Financial Accounting → Banks → Master Data → Bank Master Record → Change



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The screenshot shows the 'Change Bank : Initial Screen' in SAP. At the top, there is a navigation bar with 'Bank', 'Goto', 'Extras', 'Environment', and 'System'. Below this is a toolbar with a green checkmark, a dropdown menu, and several icons. The main area has a title bar 'Change Bank : Initial Screen' and a sub-section 'Change Documents'. Below that, there are two input fields: 'Bank Country' with the value 'IN' and 'Bank Key' with the value 'ALLA0210058'. A red box highlights the 'Bank Key' field.

**Step 2:** In the above-mentioned screen enter the Bank Country and Bank key which you want to change and press enter. Then you can able to do the changes as per requirement.

The screenshot shows the 'Change Bank : Detail Screen' in SAP. It has a title bar 'Change Bank : Detail Screen' and a sub-section 'Change Documents'. Below this, there are two input fields: 'Bank Country' with the value 'IN' and 'India' next to it, and 'Bank Key' with the value 'ALLA0211243'. Below these fields is a section titled 'Address' with several input fields: 'Bank name' with the value 'ALLAHABAD BANK', 'Region' with the value '19' and 'West Bengal' next to it, 'Street' with the value 'CHIRANJIBPUR', 'City' with the value 'Haldia', and 'Bank Branch' with the value 'CHIRANJIBPUR'. Below the 'Address' section is a section titled 'Control data' with several input fields: 'SWIFT/BIC', 'Bank group', a checkbox for 'Postbank Acct', and 'Bank number'.

**Step 3:** Click on Save once you done the change.



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### 8. Display Bank Master:

Enter Transaction code FI03 in command bar click execute (or) Follow the below navigation path:

**Step 1:** Go to transaction FI03 (or) through navigation path (Accounting → Financial Accounting → Banks → Master Data → Bank Master Record → Display

**Display Bank : Initial Screen**

Change Documents

Bank Country

Bank Key

**Display Bank : Detail Screen**

Change Documents  

Bank Country  India

Bank Key

**Address**

Bank name

Region  West Bengal

Street

City

Bank Branch

**Control data**

SWIFT/BIC

Bank group

Postbank Acct

Bank number

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**Display Bank : Detail Screen**  
Bank IN ALLA0211243

Change Documents

Bank Country: IN  
Bank Key: AL

**Name**  
Title: [dropdown]  
Name: ALLAHABAD BANK

**Address**  
Bank name: AL  
Region: 19  
Street: CH  
City: HR  
Bank Branch: CH

**Control data**  
SWIFT/BIC: [field]  
Bank group: [field]  
 Postbank Acct  
Bank number: [field]

**Search Terms**  
Search term 1/2: ALAB

**Street Address**  
Street/House number: CHIRANJIBPUR  
Postal Code/City: 721604 Haldia  
Country: IN India Region: 19 West Bengal  
Time zone: INDIA

**PO Box Address**  
PO Box: [field]  
Postal Code: [field]  
Company Postal Code: [field]

**Communication**  
Language: EN English [dropdown] Other Communication...  
Telephone: [field] Extension: [field]  
Mobile Phone: [field]  
Fax: [field] Extension: [field]  
E-Mail: [field]

Here you can only able to view and the system will not allow you to change anything.

### 9. Create an Asset:

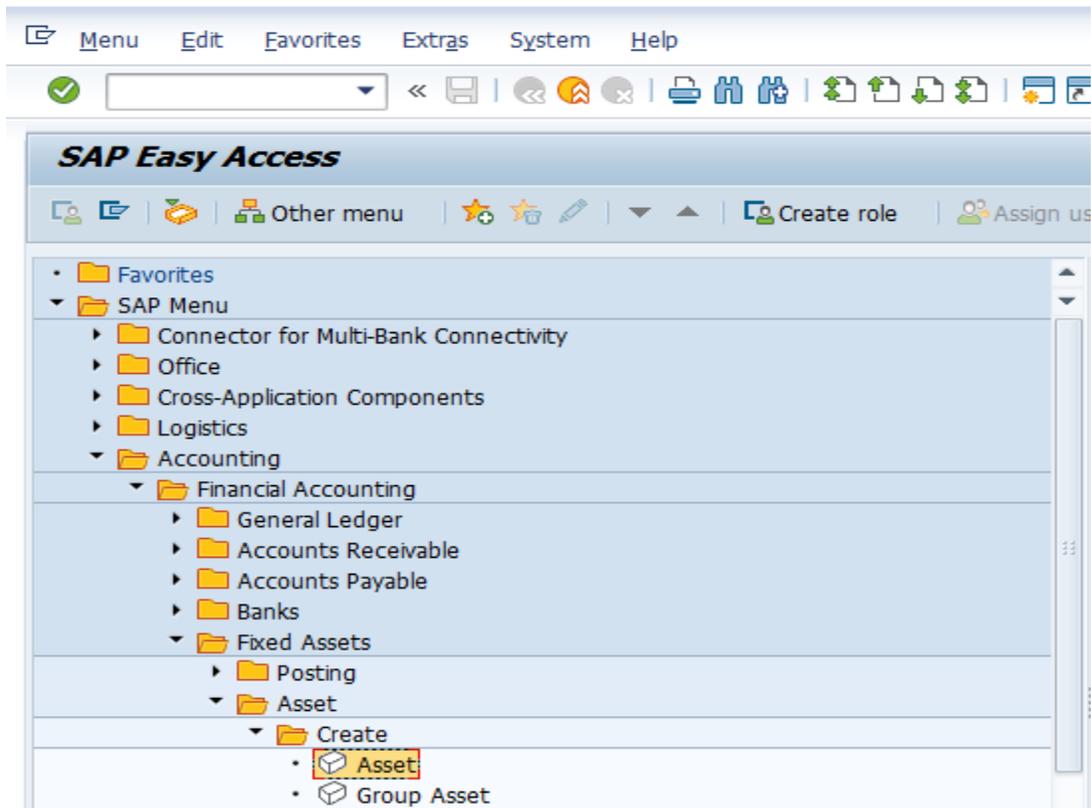
An asset in accounting is known as any tangible/intangible resource that can add a value and can be included in the financial statement. In SAP you can create a new Asset under Asset Accounting.

Enter Transaction code **AS01** in command bar click execute (or) Follow the below navigation path:

**Step 1:** SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset or use Transaction code (AS01)



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**Step 2:** In the next window, enter Asset class or select the required asset class using dropdown and Company Code. Press ENTER key to create the new Asset.



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The screenshot displays the SAP 'Create Asset: Initial screen' interface. The title bar includes menu options: Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the title bar is a toolbar with various icons. The main content area is titled 'Create Asset: Initial screen' and has two tabs: 'Master data' and 'Depreciation areas'. The 'Master data' tab is active. The form contains the following fields:

Asset Class	110003
Company Code	1450
Number of Similar Assets	1

Below these fields is a 'Reference' section with three input fields:

Asset	
Subnumber	
Company Code	

At the bottom, there is a 'Post-capitalization' checkbox which is currently unchecked.

**Step 3:** In the next screen under General tab enter the required Description, Quantity and Unit of measurement.



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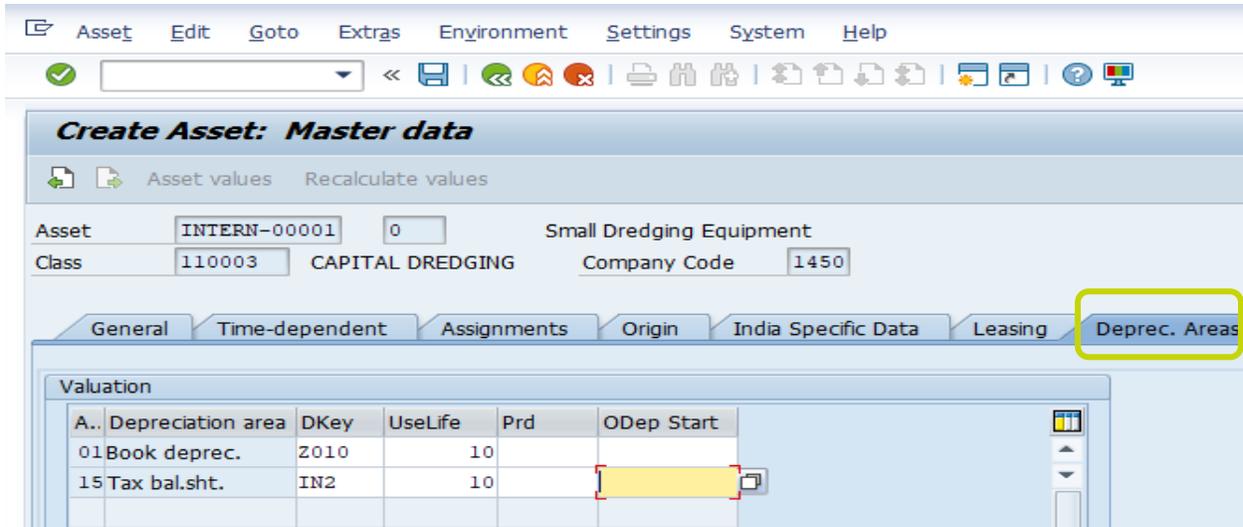
The screenshot shows the 'Create Asset: Master data' dialog box in SAP. The 'General' tab is selected and highlighted with a yellow box. The 'Asset' field contains 'INTERN-00001' and '0'. The 'Class' is '110003 CAPITAL DREDGING' and the 'Company Code' is '1450'. The 'Description' is 'Small Dredging Equipment'. The 'Acct determination' is '1112 Capital Dredging'. The 'Quantity' is '1' and the unit is 'EA each'. The 'Manage historically' checkbox is checked. Other tabs include 'Time-dependent', 'Assignments', 'Origin', 'India Specific Data', 'Leasing', and 'Deprec. Areas'.

**Step 4:** In Time-dependent tab, enter the Cost Center details.

The screenshot shows the 'Create Asset: Master data' dialog box in SAP, now with the 'Time-dependent' tab selected and highlighted with a yellow box. The 'Asset' field contains 'INTERN-00001' and '0'. The 'Class' is '110003 CAPITAL DREDGING' and the 'Company Code' is '1450'. The 'Description' is 'Small Dredging Equipment'. The 'Interval from 01.01.1900 to 31.12.9999' is shown. The 'Cost Center' field contains '14520306'. The 'Plant' and 'Location' fields are empty.

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**Step 5:** In the next screen under Deprec. Areas tab, enter the Depreciation Key and useful life as shown below.



Asset: INTERN-00001 0 Small Dredging Equipment  
Class: 110003 CAPITAL DREDGING Company Code: 1450

General Time-dependent Assignments Origin India Specific Data Leasing **Deprec. Areas**

A..	Depreciation area	DKey	UseLife	Prd	ODep Start
01	Book deprec.	2010	10		
15	Tax bal.sht.	IN2	10		

**Step 6:** Click on Save 

Once Saved, you will get the Asset Number popped out.

### 10. Change of an Asset Master:

Enter Transaction code **AS02** in command bar click execute (or) Follow the below navigation path:

**Step 1:** SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → Fixed Assets → Asset → Change → Asset or use Transaction code (AS02)

**Step 2:** Then enter the Asset number and Company Code and then press enter.



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Asset 12000000 0 CAPITAL DREDGING TEST 1  
Class 110003 CAPITAL DREDGING Company Code 1450

General Time-dependent Assignments Origin India Specific Data Leasing Deprec. Areas

General data  
Description CAPITAL DREDGING TEST 1  
Asset Main No. Text CAPITAL DREDGING TEST 1  
Acct determination 1112 Capital Dredging  
Serial number 11111  
Inventory Number 22222  
Quantity 1 EA each  
 Manage historically

Inventory  
Last Inventory On   Include asset in inventory list  
Inventory Note

Posting information

If any changes required, then change the same and click on save.

### 11. Display an Asset:

Enter Transaction code **AS03** in command bar click execute (or) Follow the below navigation path:

**Step 1:** SAP Easy Access Menu → SAP Menu → Accounting → Financial Accounting → Fixed Assets → Asset → Display → Asset or use Transaction code (AS03)

**Step 2:** Then enter the Asset number and Company Code and then press enter.



## SAP User Manual for FICO Master Creation

The screenshot shows the SAP 'Display Asset: Master data' interface. At the top, there is a menu bar with 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Asset: Master data' and contains several input fields and tabs. The 'General' tab is selected, showing the following data:

Asset	12000000	0	CAPITAL DREDGING TEST 1
Class	110003	CAPITAL DREDGING	Company Code 1450

Below the input fields are tabs for 'General', 'Time-dependent', 'Assignments', 'Origin', 'India Specific Data', 'Leasing', and 'Deprec. Areas'. The 'General data' section includes:

Description	CAPITAL DREDGING TEST 1
Asset Main No. Text	CAPITAL DREDGING TEST 1
Acct determination	1112 Capital Dredging
Serial number	11111
Inventory Number	22222
Quantity	1 EA each
	<input checked="" type="checkbox"/> Manage historically

The 'Inventory' section includes:

Last Inventory On		<input checked="" type="checkbox"/> Include asset in inventory list
Inventory Note		

The 'Posting information' section is currently empty.

**Step 3:** Now you can able to see the Asset details.

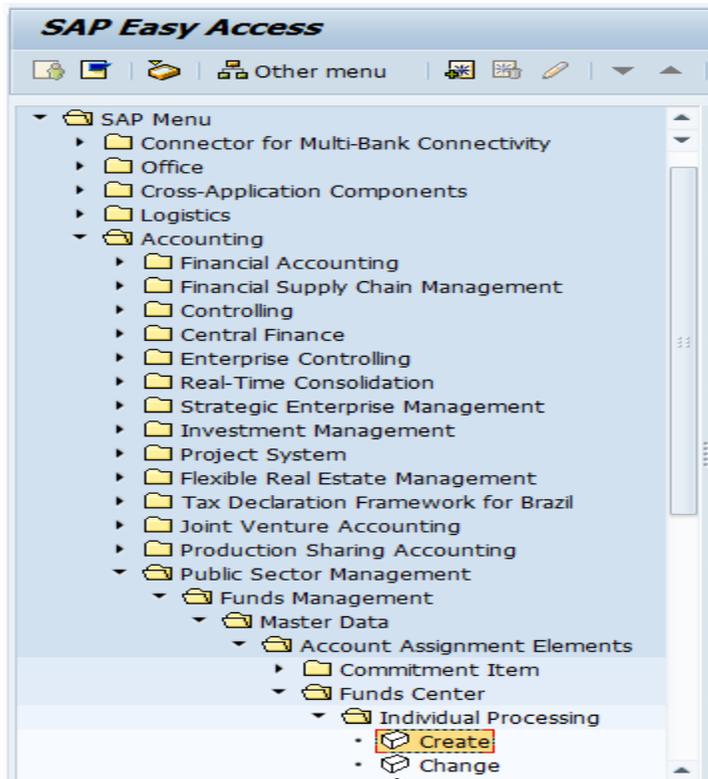
## 12. Create Fund Center:

Fund center is an organizational unit within the FM area which represents the structure of an organization (areas of responsibility, departments, projects) in the form of a hierarchy. You can assign budget to funds centers in Funds Management.

To create the Fund center, follow the below mentioned path:

## SAP User Manual for FICO Master Creation

Go to transaction **FMSA** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Fund Center → Individual Processing → Create



On the initial screen enter the New Fund center you want to create, Validity Dates and the FM Area  
Once done press enter to go to next screen.



## SAP User Manual for FICO Master Creation

**Create Funds Center in FM Area**

FM area

Funds center	<input type="text" value="11000101"/>	<input type="checkbox"/>	
Valid From	<input type="text" value="01.01.1900"/>	Valid To	<input type="text" value="31.12.9999"/>
FM Area	<input type="text" value="1100"/>		

Reference

Funds center	<input type="text"/>
FM Area	<input type="text"/>

On the Basic Data tab enter the following details;

Name of the Fund center

Full Description of the fund center

Company code

And the User Name

Once entered the required details then click on Save button



## SAP User Manual for FICO Master Creation

**Funds Center Create**

Long Text    Classification

FM Area: 1100    CHPT FM Area:   
Funds center: 11000109  
Analysis Time Frame from: 01.01.1900    Analysis Time Frame to: 31.12.9999

Basic data    Hierarchy    Address    Communication

**Names**

Name: Marine  
Description: Marine General

**Basic data**

Valid From: 01.01.1900    Valid Until: 31.12.9999  
Authorization Group:   
Fund Default Value:   
Company Code: 1100  
Business Area:

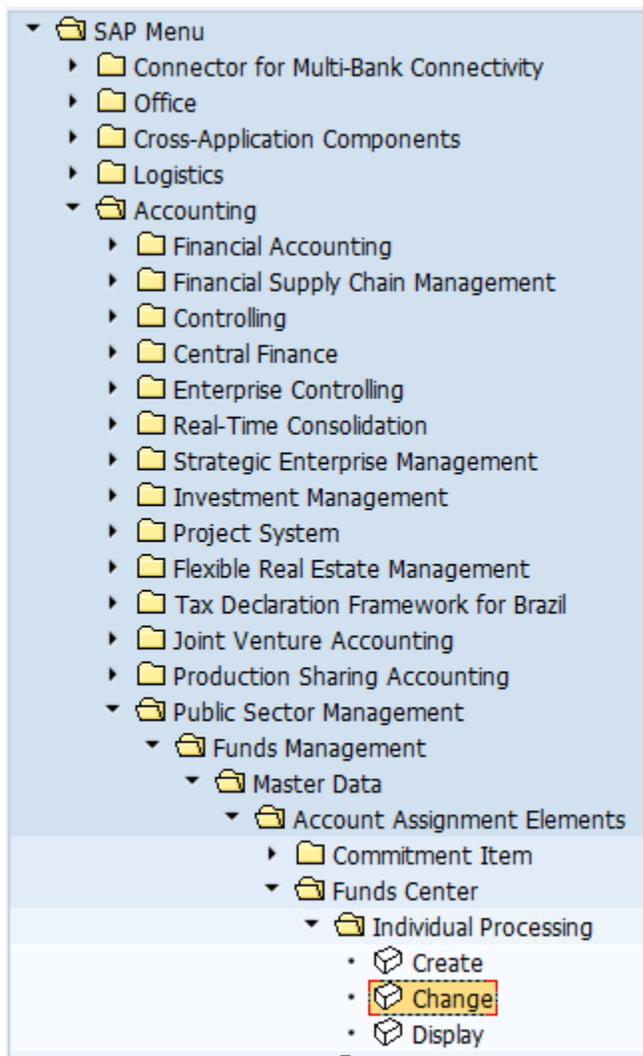
**Person responsible**

User Name: SB00329918  
Name:

## SAP User Manual for FICO Master Creation

### 13. Change Fund Center:

Go to transaction **FMSB** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Fund Center → Individual Processing → Change



On the next screen (shown below) enter the Fund center you want to change

Then press enter



## SAP User Manual for FICO Master Creation

**Change Funds Center in FM Area**

Validity Period | FM area

Funds center	11000101
FM Area	1100

Do the required changes on the respective tab and once done Save

**Funds Center Change**

Delete | Period | Long Text | Classification | Drilldown | Change documents

FM Area	1100	CHPT FM Area	
Funds center	11000101		
Analysis Time Frame from	01.01.1900	Analysis Time Frame to	31.12.9999

Basic data | Hierarchy | Address | Communication

**Names**

Name	Traffic General
Description	Traffic General

**Basic data**

Valid From	01.01.1900	Valid Until	31.12.9999
Authorization Group			
Fund Default Value			
Company Code	1100	Chennai Port Trust	
Business Area			

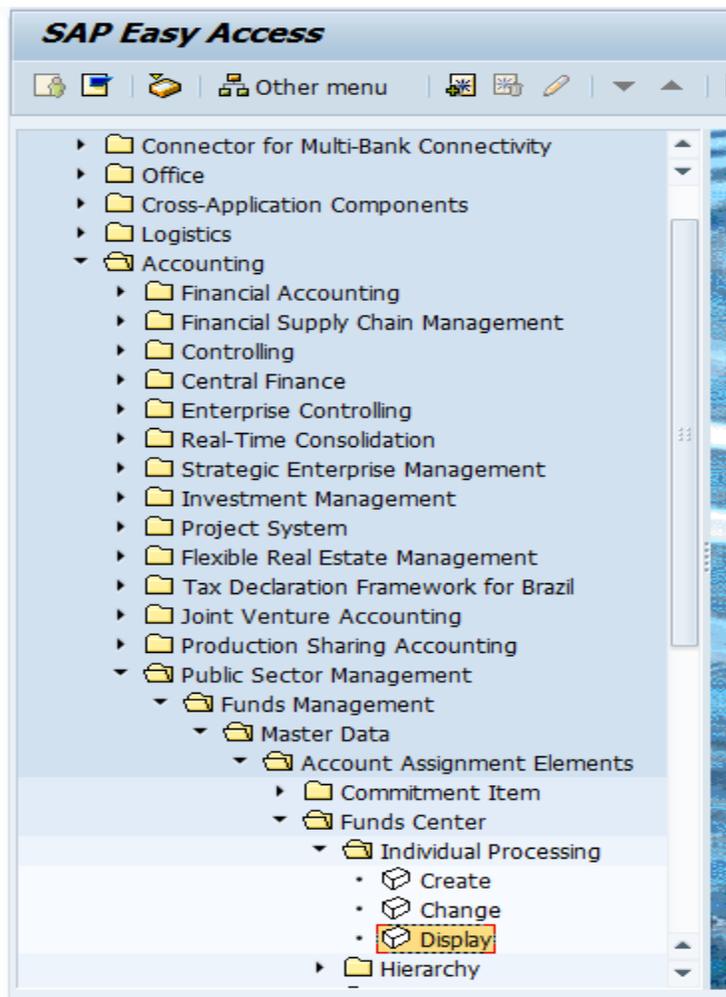
**Person responsible**

User Name	CA00603668
Name	

## SAP User Manual for FICO Master Creation

### 14. Display Fund Center:

Go to transaction **FMSC** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Fund Center → Individual Processing → Display



On the below screen enter the Fund center and FM Area you want to view

Then press enter to display the Fund center.



## SAP User Manual for FICO Master Creation

**Display Funds Center in FM Area**

FM area

Funds center: 11000101

FM Area: 1100

**Funds Center Display**

Period Long Text Classification Drilldown Change documents

FM Area: 1100 CHPT FM Area: 11000101

Funds center: 11000101

Analysis Time Frame from: 01.01.1900 Analysis Time Frame to: 31.12.9999

Basic data Hierarchy Address Communication

**Names**

Name: Traffic General

Description: Traffic General

**Basic data**

Valid From: 01.01.1900 Valid Until: 31.12.9999

Authorization Group:

Fund Default Value:

Company Code: 1100 Chennai Port Trust

Business Area:

**Person responsible**

User Name: CA00603668

Name:

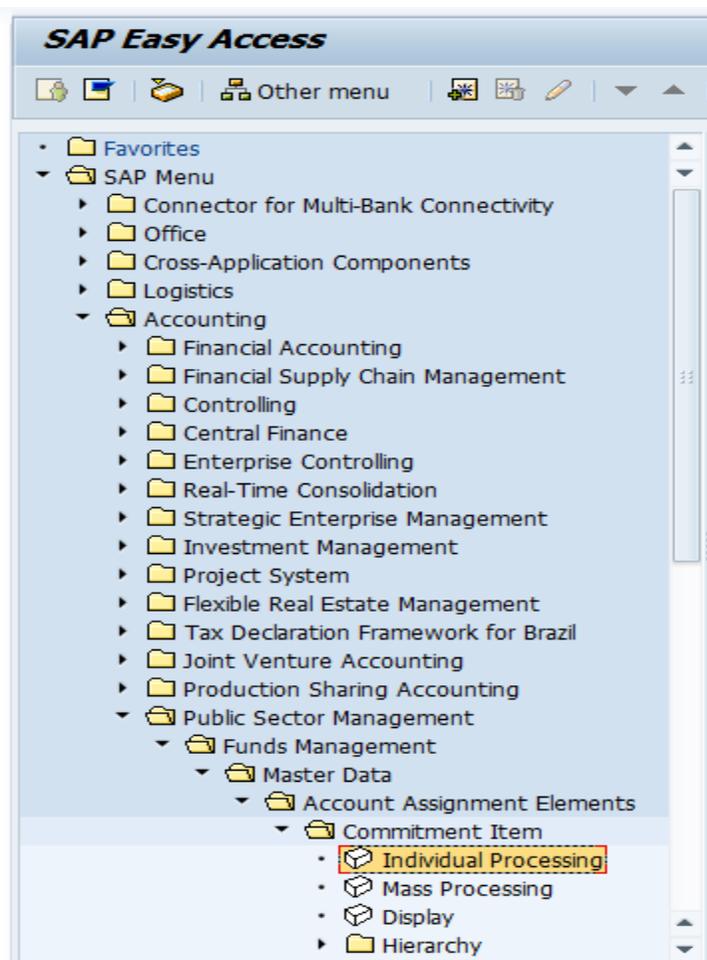
## SAP User Manual for FICO Master Creation

### 15. Create Commitment Item:

Commitment items represent the functional grouping of an organization within a financial management area (FM area). Commitment items classify budget transactions and business transactions affecting liquidity into revenue, expenditure, and cash balance items

To create the Fund center, follow the below mentioned path:

Go to transaction **FMCIA** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Commitment Item → Individual Processing





## SAP User Manual for FICO Master Creation

On the Create commitment Items Screen 'Basic Data' tab

Enter the new commitment item, FM Area and click on the Create Icon

**Create Commitment Item**

Change documents | Long Text | FM area | Where-Used List

Commitment item: 14130009 | Commitment Item Type: [ ]

FM Area: 1100 | CHPT FM Area: [ ]

Basic Data | Alternative Hierarchy

**Basic Data**

Name: Dom Sundry Creditors

Description: Domestic Sundry Creditors

Dir. postable |  Not Directly Postable

Financial Transaction: 60

Commitment Item Category: 3

Authorization Group: [ ] |  Negative Budget

Carryforward Item Category: [ ] |  Statistical Commitment

Funds Center Default: [ ]

**Hierarchy Assignment**

Superior commitment item: [ ] |  Standard variant

Enter Name

Description

Click the relevant Radio button (Dir. Postable or Not Directly Postable)

Financial Transaction

Commitment Item Category

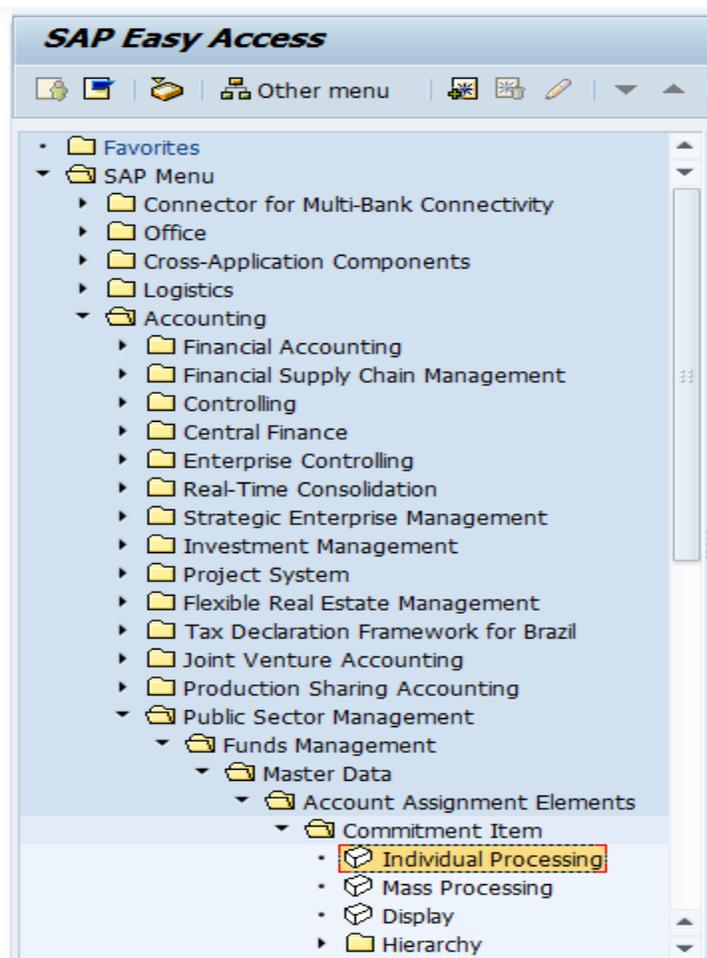
And check the box on 'Standard Variant'

Once all the mandatory or required fields have been entered then click on the Save button. Now your new commitment item has been created.

## SAP User Manual for FICO Master Creation

### 16. Change Commitment Item:

Go to transaction **FMCIA** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Commitment Item → Individual Processing





## SAP User Manual for FICO Master Creation

Once you come to the main screen of commitment items enter the commitment item you want to change and click on the change icon to do the changes.

**Change Commitment Item**

Change documents | Long Text | FM area | Where-Used List

Commitment item: 14130000 | Commitment Item Type: [ ]

FM Area: 1100 | CHPT FM Area

Basic Data | Alternative Hierarchy

**Basic Data**

Name	Dom Sundry Creditors
Description	Domestic Sundry Creditors
Financial Transaction	60   Post rcvbls and pybls from goods + services
Commitment Item Cate	3   Expenditures
Authorization Group	[ ]   <input type="checkbox"/> Negative Budget
Carryforward Item Ca	[ ]   <input type="checkbox"/> Statistical Commitme
Funds Center Default	[ ]

Dir. postable |  Not Directly Postable

Now you can do the required changes in this commitment items master.

Once you have done all the required changes then click on **Save** button to reflect the changes on the commitment items.



## SAP User Manual for FICO Master Creation

### 17. Display Commitment Item:

Go to transaction **FMCIC** (or) through navigation path SAP Menu → Accounting → Public Sector Management → Funds Management → Master Data → Account Assignment Elements → Commitment Item → Display

On the main screen enter the required commitment item which you want to display and press enter then your commitment item will be displayed as mentioned below.

The screenshot shows the SAP 'Display Commitment Item' interface. At the top, there are navigation icons for 'Change documents', 'Long Text', 'FM area', and 'Where-Used List'. Below these, the 'Commitment item' field contains '14130000' and the 'Commitment Item Type' field is empty. The 'FM Area' is '1100' and the 'CHPT FM Area' is also '1100'. There are two tabs: 'Basic Data' (selected) and 'Alternative Hierarchy'. The 'Basic Data' section contains the following fields: 'Name' (Dom Sundry Creditors), 'Description' (Domestic Sundry Creditors), 'Financial Transactio' (60), 'Commitment Item Cate' (3), 'Authorization Group' (empty), 'Carryforward Item Ca' (empty), and 'Funds Center Default' (empty). There are radio buttons for 'Dir. postable' (selected) and 'Not Directly Postable'. There are also checkboxes for 'Negative Budget' and 'Statistical Commitme'. The 'Hierarchy Assignment' section contains 'Superior commitment item' (empty) and a checked 'Standard variant' checkbox.

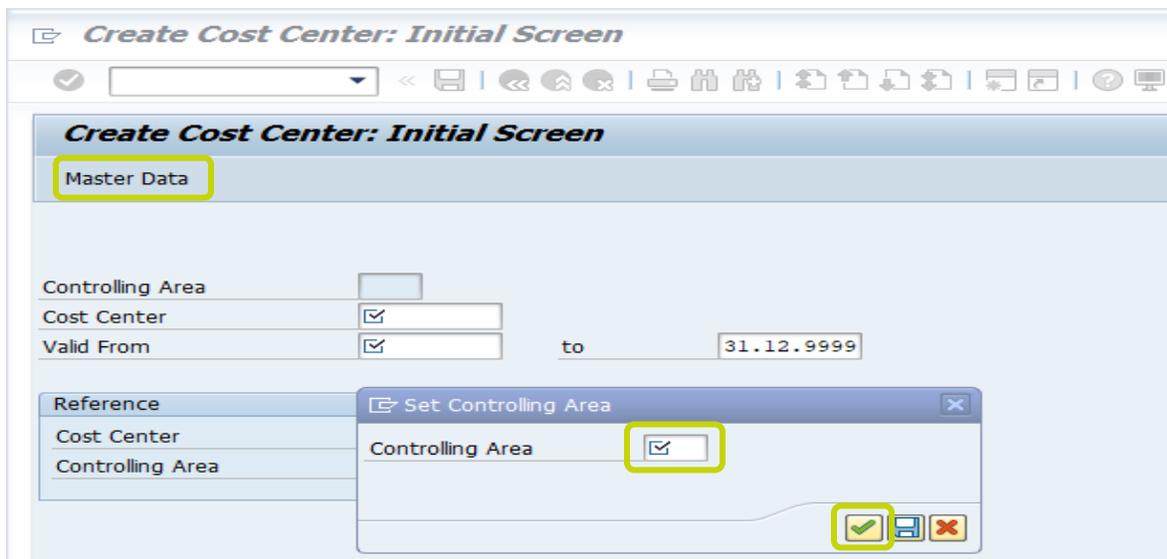
## SAP User Manual for FICO Master Creation

### 18. Create Cost Center:

A cost center is a department or function within an organization that does not directly add to profit but still costs the organization money to operate. Cost centers only contribute to a company's profitability indirectly.

A cost center is an organizational unit that represents a defined location of cost incurrence. To create Cost Center, follow the below mentioned path:

**Step 1:** Go to transaction **KS01** (or) through navigation path (Accounting → SAP Menu → Accounting → Financial Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → Create



The screenshot displays the SAP 'Create Cost Center: Initial Screen' with the 'Master Data' tab selected. The 'Controlling Area' field is empty, and the 'Cost Center' field has a checkmark. The 'Valid From' field has a checkmark, and the 'Valid To' field is set to '31.12.9999'. A 'Set Controlling Area' dialog box is open, showing the 'Controlling Area' field with a checkmark. The dialog box has a green checkmark icon, a blue save icon, and a red close icon at the bottom right.

Enter the Controlling area and click on the Tick mark.

**Step 2:** In the next window, enter the following details and click the Master Data.

- New cost center number.
- Valid from Date to valid To date.

You can also create a new cost center with a reference of old cost center.





## SAP User Manual for FICO Master Creation

The screenshot displays the SAP 'Create Cost Center: Basic Screen' interface. At the top, there is a menu bar with options: Cost Center, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title of the screen is 'Create Cost Center: Basic Screen'. The form contains the following fields:

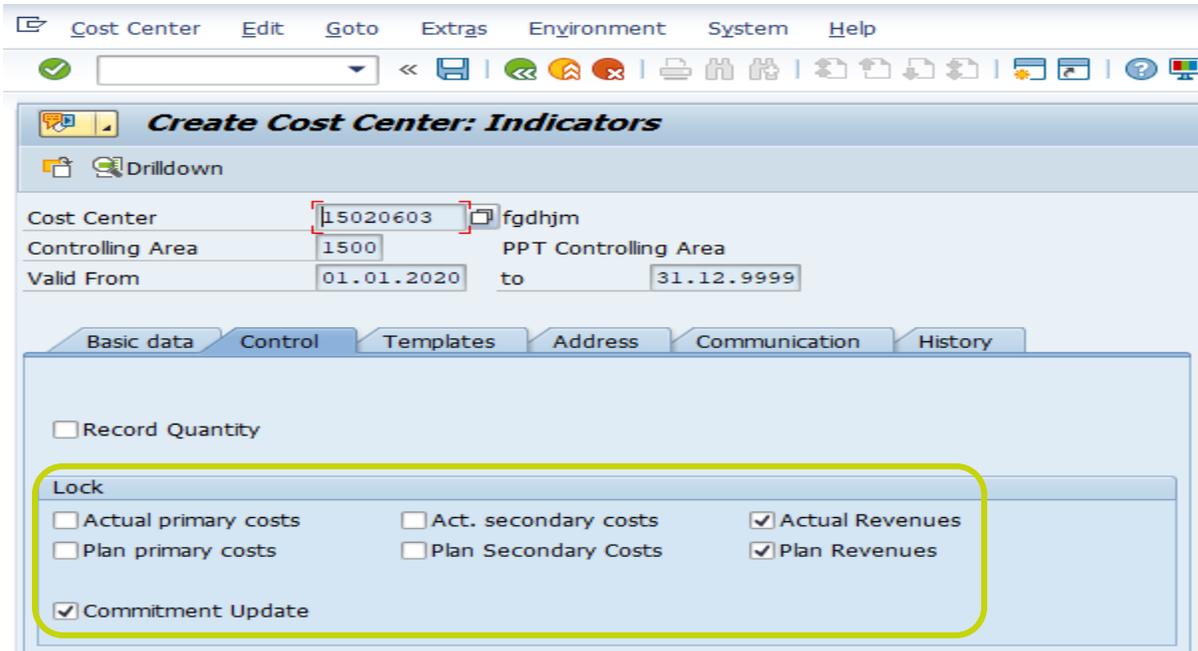
- Cost Center: 15020603
- Controlling Area: 1500
- PPT Controlling Area: (empty)
- Valid From: 01.01.2020
- to: 31.12.9999

Below these fields are several tabs: Basic data, Control, Templates, Address, Communication, and History. The 'Basic data' tab is currently selected and shows the following fields:

- Names
  - Name: (empty)
  - Description: (empty)
- Basic data
  - User Responsible: (empty)
  - Person Responsible:
  - Department: (empty)
  - Cost Center Category:
  - Hierarchy area:
  - Company Code:
  - Business Area: (empty)
  - Functional Area: (empty)
  - Currency:
  - Profit Center: (empty)

Next, click the Control tab and select the required indicator.

## SAP User Manual for FICO Master Creation



Cost Center: 15020603 fgdhjm  
Controlling Area: 1500 PPT Controlling Area  
Valid From: 01.01.2020 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Record Quantity

**Lock**

Actual primary costs     Act. secondary costs     Actual Revenues  
 Plan primary costs     Plan Secondary Costs     Plan Revenues

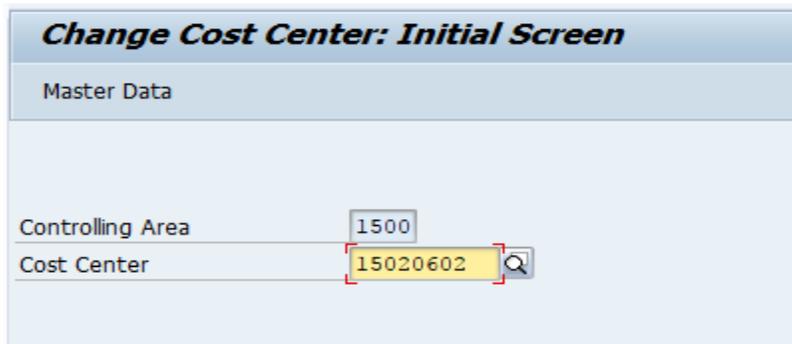
Commitment Update

Then click on the Save  . Then the cost center will be generated.

### 19. Change Cost Center:

To change the cost center, follow the below mentioned path:

**Step 1:** Go to transaction **KS02** (or) through navigation path (Accounting → SAP Menu → Accounting → Financial Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → Change



**Change Cost Center: Initial Screen**

Master Data

Controlling Area: 1500  
Cost Center: 15020602



## SAP User Manual for FICO Master Creation

**Step 2:** Enter the Controlling Area and Cost Center (which you want to change) in the above-mentioned screen and press enter.

**Change Cost Center: Basic Screen**

Drilldown

Cost Center	15020602	Marine Survey
Controlling Area	1500	PPT Controlling Area
Valid From	01.01.2018	to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

**Names**

Name	Marine Survey
Description	Marine Survey

**Basic data**

User Responsible		
Person Responsible	X	
Department		
Cost Center Category	H	Service cost center
Hierarchy area	150206	Dredging and Marine Survey
Company Code	1500	Paradip Port Trust
Business Area		
Functional Area		
Currency	INR	
Profit Center	1502	Port and Dock Charge

In this screen you can do the required changes and click on save.



## SAP User Manual for FICO Master Creation

### 20. Display Cost Center:

To Display the cost center, follow the below mentioned path:

**Step 1:** Go to transaction **KS03** (or) through navigation path (Accounting → SAP Menu → Accounting → Financial Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → Display

**Display Cost Center: Initial Screen**

Master Data

Controlling Area	1500
Cost Center	15020602

Enter the appropriate selection parameters, then you can able to see the Cost Center you want to display as mentioned below;

**Display Cost Center: Basic Screen**

Drilldown

Cost Center	15020602	Marine Survey
Controlling Area	1500	PPT Controlling Area
Valid From	01.01.2018	to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

**Names**

Name	Marine Survey
Description	Marine Survey

**Basic data**

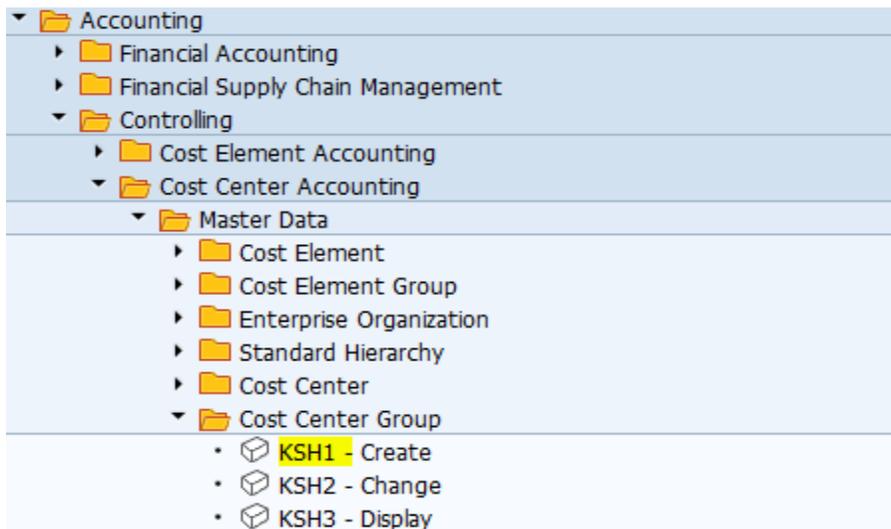
User Responsible		
Person Responsible	X	
Department		
Cost Center Category	H	Service cost center
Hierarchy area	150206	Dredging and Marine Survey
Company Code	1500	Paradip Port Trust
Business Area		
Functional Area		
Currency	INR	
Profit Center	1502	Port and Dock Charge

## SAP User Manual for FICO Master Creation

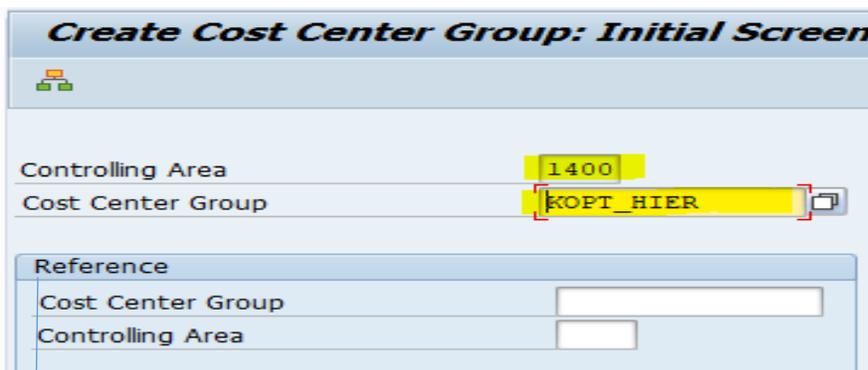
### 21. Create Cost Center Group:

To Create cost center group, follow the below mentioned path:

**Step 1:** Go to transaction **KSH1** (or) through navigation path (Accounting → SAP Menu → Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center Group → Create



**Step 2:** Then you will be able to see the below mentioned screen. In this screen, Enter the Controlling Area Cost Center Group name. Then click on “Save” button.



**NOTE:** While creating a new group, it is possible to use an existing group as a template. The template group can belong to the same Controlling Area or COA.

## SAP User Manual for FICO Master Creation

### 22. Change Cost Center Group:

To change the Cost center group, follow the below mentioned path.

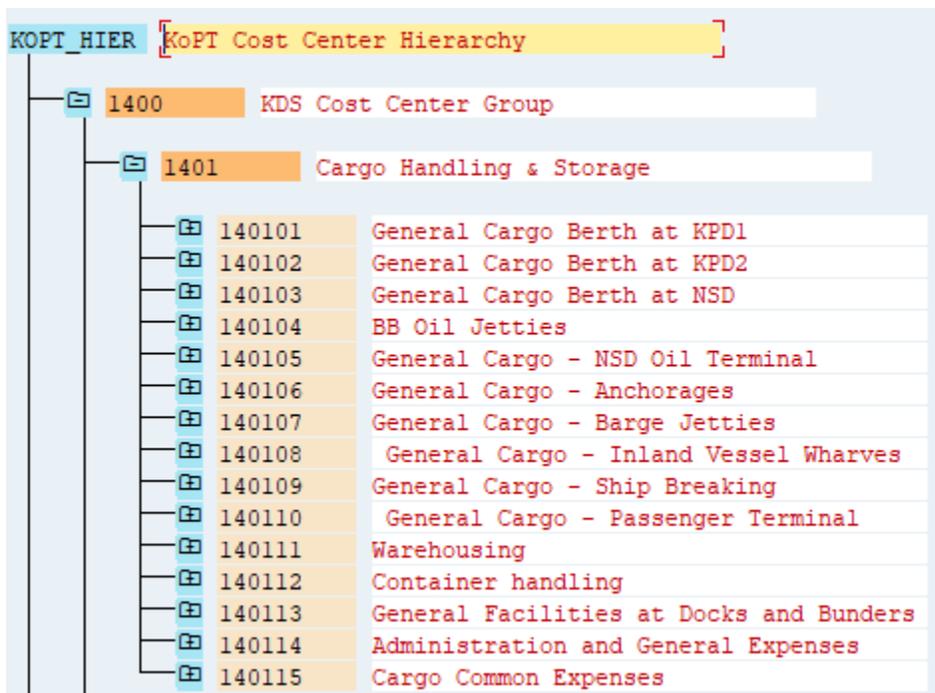
**Step 1:** Go to transaction **KSH2** (or) through navigation path (Accounting → SAP Menu → Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center Group → Change



**Change Cost Center Group: Initial Screen**

Controlling Area	1400
Cost Center Group	KOPT_HIER

**Step 2:** Enter the Controlling Area Cost Center Group which you want to change. Then press enter.



KOPT\_HIER [KOPT Cost Center Hierarchy]

1400	KDS Cost Center Group
1401	Cargo Handling & Storage
140101	General Cargo Berth at KPD1
140102	General Cargo Berth at KPD2
140103	General Cargo Berth at NSD
140104	BB Oil Jetties
140105	General Cargo - NSD Oil Terminal
140106	General Cargo - Anchorages
140107	General Cargo - Barge Jetties
140108	General Cargo - Inland Vessel Wharves
140109	General Cargo - Ship Breaking
140110	General Cargo - Passenger Terminal
140111	Warehousing
140112	Container handling
140113	General Facilities at Docks and Bunders
140114	Administration and General Expenses
140115	Cargo Common Expenses

In this above-mentioned screen, you can do the required changes and then click on Save.



## SAP User Manual for FICO Master Creation

### 23. Display Cost Center Group:

To display the Cost center group, follow the below mentioned path.

**Step 1:** Go to transaction **KSH3** (or) through navigation path (Accounting → SAP Menu → Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center Group → Display

The screenshot shows the 'Display Cost Center Group: Initial Screen' in SAP. It features a header bar with the title and a small icon. Below the header, there are two input fields. The first field is labeled 'Controlling Area' and contains the value '1400'. The second field is labeled 'Cost Center Group' and contains the value 'KOPI\_HIER'. A red box highlights the 'KOPI\_HIER' value, and a small icon is visible to the right of the field.

Fill the required details and then press enter. Here you cannot do any changes.

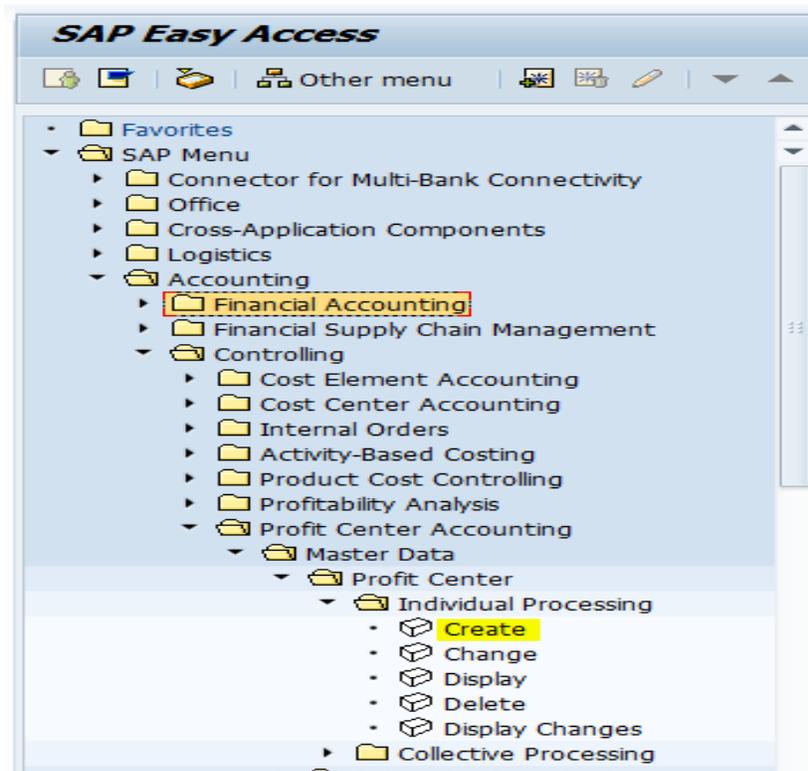
### 24. Create Profit Center:

A cost center is an organizational unit that operates independently within the Company. Most importantly the Profit center enables to calculate the Operating Profit / Loss for a particular Profit center.

To create the Profit center, follow the below mentioned path:

**Step 1:** Go to transaction **KE51** (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center → Individual Processing → Create

## SAP User Manual for FICO Master Creation



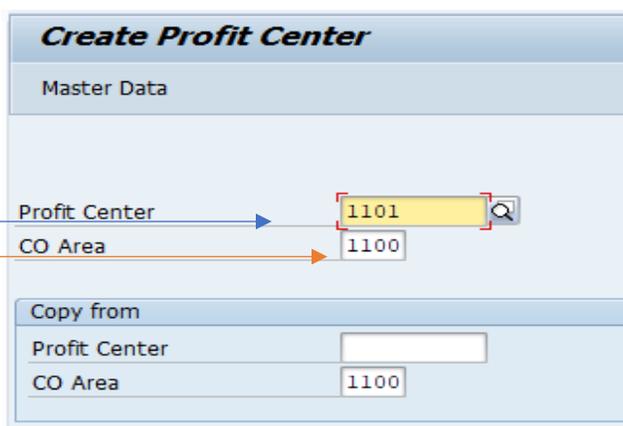
### Step 2:

Enter the Profit center to create

Enter the CO Area

Enter the Reference Profit center and CO Area to copy from (if you have any)

Then press enter to create a new one



The screenshot shows the 'Create Profit Center' dialog box. It has a 'Master Data' section with the following fields:

Profit Center	1101
CO Area	1100

Below this is a 'Copy from' section:

Profit Center	
CO Area	1100

Arrows from the text above point to the 'Profit Center' and 'CO Area' fields in the 'Master Data' section.



## SAP User Manual for FICO Master Creation

Drilldown Analysis Period Change Validity Period

**General Data**

Profit Center	1101	
Controlling Area	1100	CHPT Controlling Area
Validity Period	01.01.2018	To 31.12.9999

Basic Data Indicators Company Codes Address Communication History

**Descriptions**

Profit Center	1101	Status	Active	
Analysis Period	01.01.2018	to	31.12.9999	
Name	Cargo Handling & Sto			
Long Text	Cargo Handling & Storage			

**Basic Data**

User Responsible		
Person Respons.	X	
Department		
Profit Ctr Group	1100	CHPT Profit Center Group
Segment	1101	Cargo (ChPT)

**Step 3: On the Basic Data tab enter the below details;**

Analysis Period

Name

Long Text

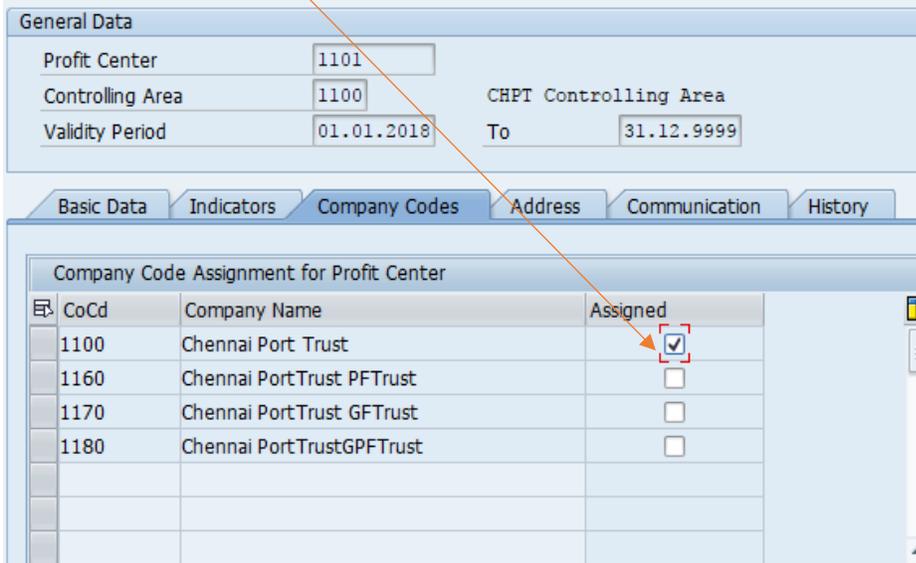
Person Responsible

Profit Center Group

Once the above details entered then go to Company Codes Tab

## SAP User Manual for FICO Master Creation

On the Assigned check box mark the check for the required company codes wherein the Profit center to be used (as shown below)



The screenshot shows the 'Company Code Assignment for Profit Center' table. The 'Assigned' column for the first row (CoCd 1100, Chennai Port Trust) is checked, indicated by a red box and an arrow from the text above.

CoCd	Company Name	Assigned
1100	Chennai Port Trust	<input checked="" type="checkbox"/>
1160	Chennai PortTrust PFTrust	<input type="checkbox"/>
1170	Chennai PortTrust GFTrust	<input type="checkbox"/>
1180	Chennai PortTrustGPFTrust	<input type="checkbox"/>

Once done click on the Activate button on the top shown below to save the Profit center.

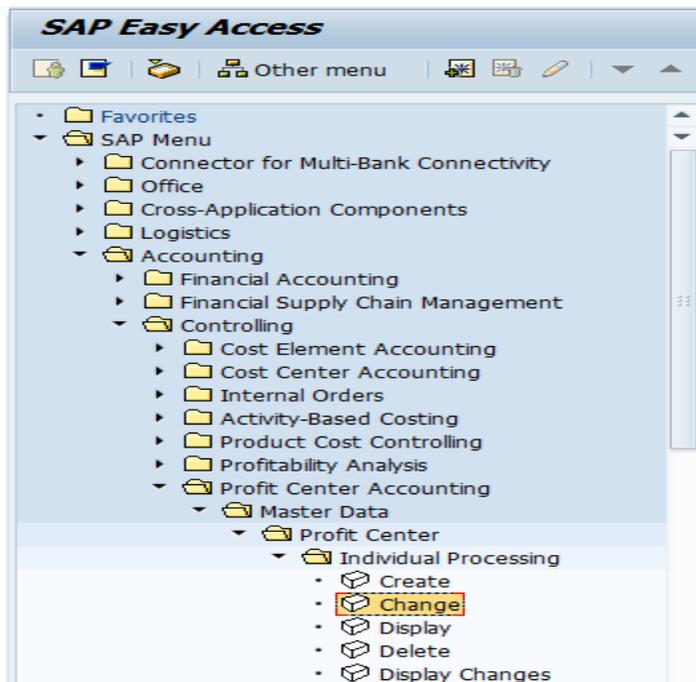


The screenshot shows the 'Create Profit Center' screen. The 'Activate' button is highlighted with a yellow box and an arrow from the text above.

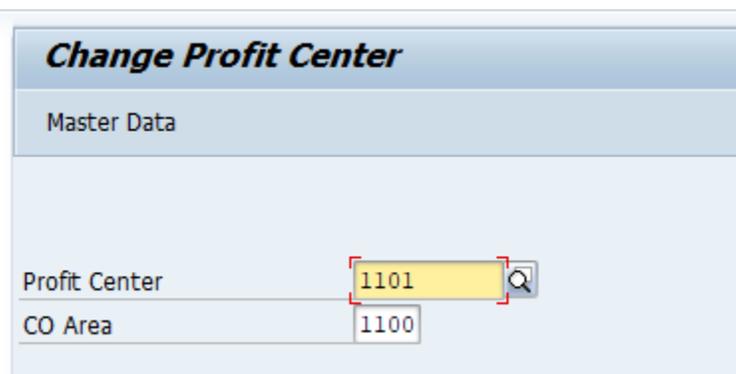
### 25. Change Profit Center:

**Step 1:** Go to transaction **KE52** (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center → Individual Processing → Change

## SAP User Manual for FICO Master Creation



**Step 2:** Enter the Profit Center to change and then press enter.



**Step 3:** On the next screen do the necessary changes and click on Save button.

## SAP User Manual for FICO Master Creation

**Change Profit Center**

Drilldown | Analysis Period | Change Validity Period

**General Data**

Profit Center	1101		
Controlling Area	1100	CHPT Controlling Area	
Validity Period	01.01.2018	To	31.12.9999

Basic Data | Indicators | Company Codes | Address | Communication | History

**Descriptions**

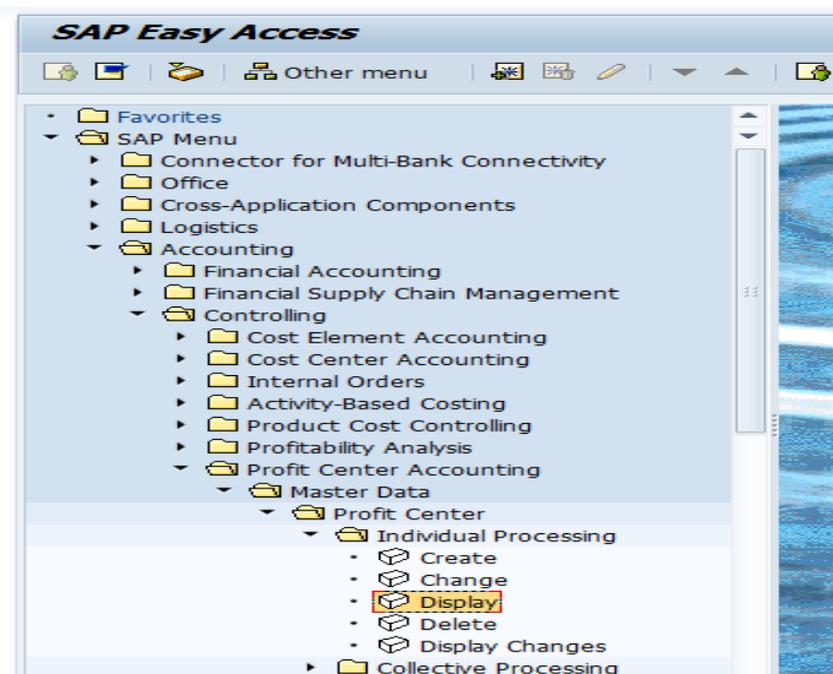
Profit Center	1101	Status	Active
Analysis Period	01.01.2018	to	31.12.9999
Name	Cargo Handling & Sto		
Long Text	Cargo Handling & Storage		

**Basic Data**

User Responsible	
Person Respons.	X
Department	
Profit Ctr Group	1100 CHPT Profit Center Group
Segment	1101 Cargo (ChPT)

### 26. Display Profit Center:

**Step 1:** Go to transaction KE53 (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center → Individual Processing → Display





## SAP User Manual for FICO Master Creation

**Step 2:** On the next screen, enter the Profit center and the controlling area you want to view and then press enter.

Display Profit Center	
Master Data	
Profit Center	1101
CO Area	1100

**Step 3:** You can see the respective Profit center displayed as shown below (here no updation is allowed this has only the display option)

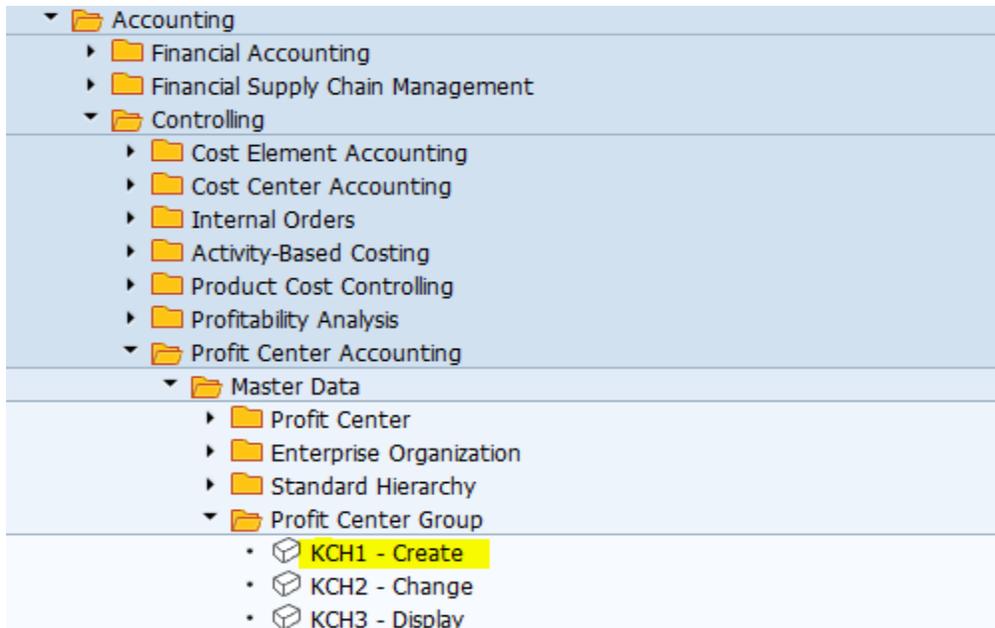
Display Profit Center			
Drilldown		Analysis Period	
General Data			
Profit Center	1101		
Controlling Area	1100	CHPT Controlling Area	
Validity Period	01.01.2018	To	31.12.9999
Basic Data			
Indicators			
Company Codes			
Address			
Communication			
History			
Descriptions			
Profit Center	1101	Status	Active
Analysis Period	01.01.2018	to	31.12.9999
Name	Cargo Handling & Sto		
Long Text	Cargo Handling & Storage		
Basic Data			
User Responsible			
Person Respons.	X		
Department			
Profit Ctr Group	1100	CHPT Profit Center Group	
Segment	1101	Cargo (ChPT)	

## SAP User Manual for FICO Master Creation

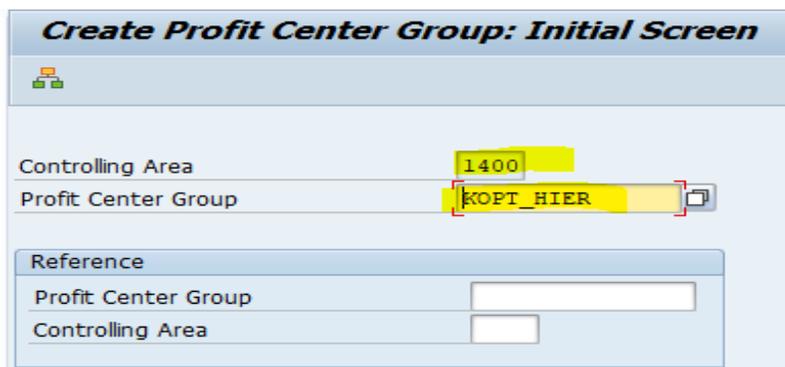
### 27. Create Profit Center Group:

To create the Profit center group, follow the below mentioned path:

**Step 1:** Go to transaction **KCH1** (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center Group → Create



**Step 2:** In the next screen, Enter the Controlling area in which the profit center group is to be created and then Click on “Save”.



The screenshot shows the 'Create Profit Center Group: Initial Screen' form. The 'Controlling Area' field contains '1400' and the 'Profit Center Group' field contains 'KOPT\_HIER'. Both fields are highlighted in yellow. Below these fields is a 'Reference' section with two input fields: 'Profit Center Group' and 'Controlling Area'.

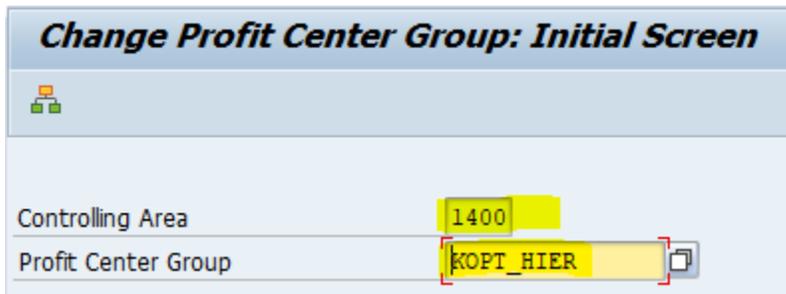
**NOTE:** While creating a new group, it is possible to use an existing group as a template. The template group can belong to the same Controlling Area or COA.

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### 28. Change Profit Center Group:

To change the Profit Center group, follow the below mentioned path.

**Step 1:** Go to transaction **KCH2** (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center Group → Change



**Change Profit Center Group: Initial Screen**

Controlling Area: 1400

Profit Center Group: KOPT\_HIER

**Step 2:** Enter the Controlling Area Profit Center Group which you want to change. Then press enter.



KOPT\_HIER [KOPT Profit Center Hierarchy]

- 1400 KDS Profit Center Group
  - 1401 Cargo Handling & Storage
  - 1402 Port and Dock Charges
  - 1403 Railways
  - 1404 Rentable Lands & Buildings
  - 1405 Management & General Administration
- 1450 HDC Profit Center Group
- 1460 KOPT SA Fund Profit Center Group
- 1470 OPT GF Profit Center Group
- 1480 KOPT NCF Profit Center Group
- 1490 KOPT CPF Profit Center Group

In this above-mentioned screen, you can do the required changes and then click on Save.

### 29. Display Profit Center Group:

To display the Profit Center Group, follow the below mentioned path.

**Step 1:** Go to transaction **KCH3** (or) through navigation path SAP Menu → Accounting → Controlling → Profit Center accounting → Master Data → Profit Center Group → Display

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**Display Profit Center Group: Initial Screen**



Controlling Area

Profit Center Group

**Step 2:** Fill the required details in the above-mentioned screen and then press enter.

**Display Standard Hierarchy (Profit Center Group): Structure**

   Profit Center 

KOPT\_HIER KOPT Profit Center Hierarchy

- 1400 KDS Profit Center Group
  - 1401 Cargo Handling & Storage
  - 1402 Port and Dock Charges
  - 1403 Railways
  - 1404 Rentable Lands & Buildings
  - 1405 Management & General Administration
- 1450 HDC Profit Center Group
- 1460 KOPT SA Fund Profit Center Group
- 1470 OPT GF Profit Center Group
- 1480 KOPT NCF Profit Center Group
- 1490 KOPT CPF Profit Center Group

You can see the respective Profit center group displayed as shown below (here no updation is allowed this has only the display option).



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