Commitments Management (CO)

Release 4.6C
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<th>Meaning</th>
</tr>
</thead>
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<td>Caution</td>
</tr>
<tr>
<td><img src="image" alt="Example Icon" /></td>
<td>Example</td>
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<td><img src="image" alt="Note Icon" /></td>
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<td>Recommendation</td>
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<td><img src="image" alt="Syntax Icon" /></td>
<td>Syntax</td>
</tr>
<tr>
<td><img src="image" alt="Tip Icon" /></td>
<td>Tip</td>
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Commitments Management (CO)

Purpose

CO Commitments Management enables you to enter and analyze commitments at an early stage, and thus to account for them in controlling.

Implementation Considerations

Purchase orders or purchase requisitions lead to financial commitments with varying degrees of obligation. Commitments reserve funds for costs that will be incurred at a future date. Therefore, commitments must be included in funds monitoring.

For more information on funds commitment, see SAP Library under Financials → Controlling → Internal Orders → Funds Commitment (Cost Centers, Internal Orders, Projects).

Integration

In Commitments Management, data from the following SAP components is processed integrally:

- **Controlling (CO)**
  In Controlling you can perform tasks such as planning, checking and controlling costs. Commitments management is a part of the cost monitoring process. Commitments are displayed either on internal orders, cost centers, or projects.

- **Materials Management (MM)**
  This covers tasks such as material requirements planning, purchasing, goods receipt, inventory management, and invoice verification. Commitments are created through purchase requisitions and purchase orders. Commitments are reduced by various business transactions such as goods receipt. The commitments data is transferred to Controlling.

Features

- **Creation of Commitments**
  For example, specific goods are ordered for an internal order, a cost center, or a project. A purchase order commitment is created that is equivalent to the purchase order value.

- **Commitments Display**
  Commitments are always displayed with a value and, if required, a quantity for the cost element, the fiscal year, and the period when the costs are expected to be incurred (See also: Commitments Information System).

- **Commitments Currency**
  The system executes all commitments in the currency used, in the original business transaction (for example in the ordering transaction). It then translates the amount into the controlling area currency, company code currency and the object currency. The PO currency exchange rate is used for currency translation.

- **Reducing the Commitment:**
  The commitment is reduced by business transactions (such as goods receipts) and actual costs are incurred by the corresponding account assignment object. This
continues until, for example, the business transaction "Purchase order" is closed and the purchase order commitment is reduced to zero.

- **Carrying Forward Commitments at Year-End-Closing**

  At year-end closing, you can carry the open commitment values from purchase requisitions, purchase orders and fund commitments forward to the first period of the next fiscal year. You can select by account assignment object (order, cost center or project). You can also process individual documents if required.

  Commitments are carried forward for each controlling area.
Commitment

Definition

Identifies costs that will be incurred in the future for materials and services that you have requested or ordered. Commitments reserve funds that will become costs at a future date.

Use

On the account assignment objects, Commitments Management portrays the cost side of the procurement process for MM Purchasing. The costs incurred are assigned to business objects, such as orders, cost centers, or projects.

In Commitments Management, you can specify which object the costs are to be assigned to (for example, purchase order costs). In this case, this is known as an Initial Account Assignment.

Commitments Management distinguishes between three types of commitments, depending on the account assignment object:

- **Order Commitment:**
  The commitment is initially assigned to an order.

- **Cost Center Commitment:**
  The commitment is initially assigned to a cost center.

- **Project Commitment:**
  The commitment is initially assigned to a project, or to a work breakdown structure element.

For more information, see the SAP Library:

<table>
<thead>
<tr>
<th>For Internal Orders</th>
<th>Financials → Controlling → Internal orders → Manual Actual Postings On Internal Orders [Ext.]</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Cost Center Accounting</td>
<td>Financials → Controlling → Cost Center Accounting → Manual Actual Postings [Ext.]</td>
</tr>
<tr>
<td>For Project System</td>
<td>Financials → Controlling → Commitments/Actual Updates Of Transaction Data [Ext.]</td>
</tr>
</tbody>
</table>

Integration

Commitments occur

- In Purchasing, due to:
  - **Purchase requisitions (purchase requisition commitment)** define the internal requirement for a material or a service. Purchase requisitions have a control function and you change them at any time.
  - Purchase orders (purchase order commitment):
    Purchase orders are contractual requests to a vendor, to supply certain goods or services according to the agreed conditions. No short-term, unilateral changes can be made.

- due to funds commitments (commitment for funds commitments):
Commitment

- You can use Funds Commitments to reserve funds for costs you are fairly certain to incur, but you cannot yet assign to a specific business transaction (such as, a purchase order or a purchase requisition).
Activate Commitments Management

You activate commitments management:

- For each controlling area from a chosen fiscal year
- For orders per order type
- For cost centers per cost center type

If Commitments Management is activated in the controlling area, then it is automatically activated at the same time for projects.

Activating Commitments Management for Controlling Area

1. In Customizing under Choose the following:

<table>
<thead>
<tr>
<th>In Customizing under</th>
<th>Choose the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlling → Cost Center Accounting → Commitments and Funds Commitments</td>
<td>Activate Commitments Management [Ext.].</td>
</tr>
<tr>
<td>Controlling → Internal Orders → Commitments and Funds Commitments</td>
<td>Activate Commitments Management [Ext.].</td>
</tr>
<tr>
<td>Project System → Costs</td>
<td>Activate Project Management in Controlling Area [Ext.]</td>
</tr>
</tbody>
</table>


Activating Commitments Management for Order Types

1. In Customizing, chose Controlling → Internal Orders → Define Order Types [Ext.].

Activate Commitments Management for Cost Center Types (Default Value for Cost Centers)

1. In Customizing, choose Controlling → Cost Center Accounting → Master Data → Cost Centers → Maintain Cost Center Types [Ext.].
2. In the cost center category that you want to activate commitments management for, deselect the commitments-lock indicator. Save your entries.
   You activated commitments management for the selected cost element. The setting is used as a default value for cost centers that are to be created. You can change the setting if required.

Activating Commitments Management for Cost Centers

1. Choose Financials → Controlling → Cost Center Accounting → Master data → Cost center → Individual processing → Create/Change.
2. Choose Master data.
Activate Commitments Management

3. Choose Control

4. If you require the system to update commitments to the cost center, do not select the *Commitments update* lock indicator
Commitments Management Flow

Purpose
The SAP Purchasing component (MM-PUR) is responsible for the external procurement of materials and services. The system displays the different types of business transaction in Purchasing (on the cost side) on the account assignment objects (such as internal order, cost center). It does this using various commitment categories.

Prerequisites
You must activate Commitments Management before you can use it. For more information, see Activating Commitment Management [Page 9].

Process flow
1. The system uses purchase requisitions to create purchase requisition commitments. For more information, see How Purchase Requisition Commitments Are Created [Page 13].
   A purchase order is created from purchase requisitions. This is a result of quotation processing and requests for quotations (RFQs) in purchasing. On the commitment side, purchase order commitments are created from purchase orders. Purchase order commitments reduce each purchase requisition commitment by referencing to a purchase requisition. For more information, see How Purchase Order Commitments Are Created [Page 15].

2. Purchase order commitments are reduced according to the goods / invoice receipt logic. For more information, see Reducing Purchase Order Commitments to Zero [Page 17].

See also: Example: Individual Purchase Order on an Internal Order [Page 19].
Commitments Management Flow

The example shows

- How a purchase order commitment is created by a purchase order
- How the purchase order commitment is reduced
- How the data is displayed on the account assignment object
How Purchase Order Commitments are Created

Use
The system calculates purchase requisition commitments (PReq commitments) from the remaining quantity of a purchase requisition [Ext.]. The system then multiplies this by the price from the purchase requisition.

The following data is relevant to creating the PReq commitment:
- The value of the purchase requisition
- Planned delivery date
- Account assignment

Features
The system reduces PReq commitments on a quantity basis, using purchase orders referring to the corresponding purchase requisition. The system reduces a PReq commitment to zero using a purchase order with the full amount, or using a change in the purchase requisition.

You create a purchase requisition for five PCs at USD 1,500.00 each. This leads to a purchase order commitment for USD 7,500.00.

The purchasing department orders 3 PCs at USD 2,000.00 each. This causes a purchase order commitment for USD 6,000.00 (3 x USD 2,000.00).

The system reduces the purchase requisition commitment in proportion to quantity to USD 3,000.00 (3 x USD 1,500.00 = USD 4,500.00).

Integration

Purchase Requisitions using Consumption-Based Planning
The SAP Consumption-Based Planning component proposes the materials to be ordered. These proposals are based on previous consumption and existing warehouse stocks.

Manually Entered Purchase Requisitions
A purchase requisition is created manually in the requesting department. The person creating the purchase requisition defines what is to be ordered, in what quantity, and when the order is to occur.

For more information, see SAP Library under Logistics → Materials Management → Purchasing → Purchase Requisitions [Ext.].

Purchase Requisitions Created Automatically in Networks
- You can create activities in the network as externally processed activities. The system automatically generates a purchase requisition from the data you maintain for the activity, when you save your entries.
How Purchase Order Commitments are Created

• To plan the material required for a project, you can assign the materials you need (to carry out the project) to business transactions. The system generates a purchase requisition if you assign material that is not in stock to a business transaction.

The resulting purchase requisition commitment also forms part of the availability control.
Creating Purchase Order Commitments

Usage

The system derives purchase order commitments from the order value. It is the value of goods ordered, but for which no actual costs have yet been incurred.

The following purchase order data affects the creation and reduction of purchase order commitments:

- The purchase order value
- Delivery date
- Account assignment

Prerequisites

For this data transfer to take place from Purchasing, the purchase order must be assigned to an order, a cost center, or a project.

Features

The system uses the following to create purchase order commitments:

- **Individual purchase order**
  As well as an accurate description of what is ordered, individual purchase orders specify what is to be ordered, and a deadline for the delivery of the material or the service.

- **Releases for outline agreements [Ext.]**
  There is no specific date for a confirmed purchase order. You determine the date when you execute the release [Ext.] for a delivery.

You create commitments using the expected delivery date, not the date the purchase order was created.

Delivery Costs

A purchase order commitment includes anticipated delivery costs. These costs are managed separately by the system. They are displayed individually according to origin (for example, freight costs, duty costs, packaging). This distinction between the delivery costs and the purchase order itself ensures that you can clearly display the different currencies in which the individual cost components are incurred.

Multiple Account Assignment

In the Purchasing component, you can assign a purchase order item to several account assignment objects (for example, you can distribute the costs for an item to several orders or cost centers). The system updates the purchase order commitment on the corresponding account assignment objects accordingly.

For more information on specifying a multiple account assignment, see SAP Library under Logistics → Materials Management → Purchasing → Purchase Orders → Account Assignment → Specifying Multiple Account Assignment [Ext.].
Creating Purchase Order Commitments

Reassignment

You can change the account assignment for a purchase order item so that, for example, the costs are assigned to an item on order 2 instead of order 1. You can only do this if no actual costs have yet been incurred. Therefore, no goods receipt or invoice receipt may already have occurred. The system displays the purchase order commitment on the new account assignment object.
Reducing Purchase Order Commitments to Zero

Use

The system reduces purchase order commitments to zero according to goods or invoice receipts and converts them into actual costs. As the quantity (down to zero) determines the reduction of a purchase order commitment to zero, you need quantity-based commitment management.

If values for purchase orders, goods to be delivered, and invoices are to determine the reduction (to zero) of a purchase order commitment, then you need value-based commitment management. To set up value-based commitment management per unit of measurement, choose General Settings → Check Unit of Measurement [Ext.] in Customizing.

Unlike purchase orders for materials, those for services are monitored on the basis of value, not quantity.

Features

When the Commitment is Reduced

The goods receipt indicator in the purchase order determines when the commitment is reduced and actual costs are set up (that is, in the detail screen for the purchase order item).

- GR indicator set: Commitment is reduced when goods are received.
- GR Indicator is not set: Commitment is reduced when invoices are received.

Reducing Commitments to Zero

You can reduce the purchase order commitment proportionally. To do this, you need to enter a goods receipt or invoice receipt for a purchase order.

The system reduces purchase order commitments completely:

- If you indicate the business transaction as closed, with a goods receipt for a purchase order item.
  It could be that the total quantity for a purchase order item has not been delivered, but you expect no further deliveries. In this case, you must set the “Delivery completed” indicator when you post the goods receipt.

- If you indicate the business transaction as closed, with an invoice receipt for a purchase order item.
  when you post the invoice, you can set the indicator in the purchase order item to indicate that you do not expect any more incoming invoices

- If you set the "Delivery completed" indicator in the purchase order item.
  Assuming that you ordered six pieces of a given item and only five were delivered, and if you agree with the vendor that the missing item no longer need be supplied. If you end the business transaction by setting the indicator in the purchase order item.

- If you lock a purchase order item to prevent goods receipt for that item.
  This is possible providing no goods or invoices have been received.
Reducing Purchase Order Commitments to Zero

- *If you delete a purchase order item.*
  The purchase order item is marked for deletion but initially stays inactive in the system. You can only delete completed purchase order items (for example, there can be no deliveries or invoices outstanding, either for the quantity ordered or for the quantity which appears in the invoice). If you wish to delete outstanding items, you need to set the “Delivery completed” indicator in the purchase order item first.
Example: Individual Purchase Order on an Internal Order

This example of an individual purchase order describes how the system deals with the different business transactions in the purchase order commitment. The example explains how the purchase order commitment originates and how it is assigned to an internal order using a goods purchase order.

It is irrelevant for the update of the purchase order commitment, whether the purchase order is assigned to an internal order, a cost center or a project. The account assignment only indicates the object on which the commitment is displayed, and where the actual costs are incurred.

Prerequisites for the Example

<table>
<thead>
<tr>
<th>You must know how to...</th>
<th>For more information, see the SAP Library under...</th>
</tr>
</thead>
<tbody>
<tr>
<td>• activate commitments management</td>
<td>Activate Commitments Management [Page 9]</td>
</tr>
<tr>
<td>• create an internal order</td>
<td>Financials → Controlling → Internal Orders [Ext.]</td>
</tr>
<tr>
<td>• create a purchase order and assign it to an internal order</td>
<td>Logistics → Materials Management → Purchasing [Ext.]</td>
</tr>
<tr>
<td>• post a goods receipt</td>
<td>Logistics → Materials Management → Inventory Management [Ext.]</td>
</tr>
<tr>
<td>• post an invoice receipt</td>
<td>Logistics → Materials Management → Logistics Invoice Verification [Ext.]</td>
</tr>
</tbody>
</table>

Example process

<table>
<thead>
<tr>
<th>Business Transaction</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase order for three PCs at USD 1,500.00 each:</td>
<td>Creating the Purchase Order Commitment [Page 21]</td>
</tr>
<tr>
<td>15.12.1998 15.01.1999 15.02.1999</td>
<td></td>
</tr>
<tr>
<td>Shipping charges are fixed at USD 150.00</td>
<td></td>
</tr>
<tr>
<td>Goods receipt for two PCs</td>
<td>Reduction of the Purchase Order Commitment [Page 22]</td>
</tr>
<tr>
<td>Goods receipt for three PCs; the price is greater than the purchase order price: USD 2,000.00</td>
<td>Updating Purchase Order Commitments [Page 23] due to new goods price</td>
</tr>
<tr>
<td>Remaining delivery: Goods receipt for one PC</td>
<td>Reduction of Purchase Order Commitment [Page 24] to zero</td>
</tr>
<tr>
<td>Invoice receipt for freight costs: USD 180.00 instead of USD 150.00</td>
<td>Increasing the Actual Costs [Page 25]</td>
</tr>
</tbody>
</table>
Example: Individual Purchase Order on an Internal Order
Example: Creating Purchase Order Commitments

1. In the IMG, activate commitments management for your controlling area from the fiscal year 1998 (see Maintain Controlling Area [Ext.]). Additionally, activate the order type you are using (see Define Order Types [Ext.]).

   If you want to assign purchase orders to a cost center, activate commitments management for the cost center type you are using in the IMG (see Maintain Cost Center Categories [Ext.]).

2. Create an internal order.

3. Create the purchase requisition and assign it to the internal order. As a result, the system creates a purchase order commitment of USD 4,650.00 for the order.

Creating a Purchase Order Commitment

<table>
<thead>
<tr>
<th>Business Transaction</th>
<th>Actual</th>
<th>Commitment</th>
<th>Assigned (actual + commitment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purchase order for 3 PCs at USD 1,500.00 each + USD 150.00 shipping charges</td>
<td>./</td>
<td>4,650.00</td>
<td>4,650.00</td>
</tr>
</tbody>
</table>

4. The purchase order commitment is displayed in the Internal Orders information system (See also: Internal Orders Information System [Ext.]). Choose Accounting → Controlling → Internal orders → Information system → Reports for internal orders.

5. Choose Plan/Actual comparisons → Additional key figures → Order: Actual/Plan/Commitment.

6. Enter the order number and execute the report. The order report displays the commitment of USD 4,650.00 resulting from the purchase order.

You can find further information on commitment reporting under Information System for Commitments [Page 26].
Example: Partial Reduction of Purchase Order Commitments

In inventory management for your purchase order, you post a goods receipt for two PCs.

The internal order has now incurred actual costs equal to the purchase order value of the two PCs, plus the proportionate delivery costs. The purchase order commitment is partially reduced by the value of the goods receipt. The actual costs and the purchase order commitment added together provide the total amount of assigned funds:

**Reduction of the purchase order commitment**

<table>
<thead>
<tr>
<th>Business transaction</th>
<th>Actual</th>
<th>Commitment</th>
<th>Assigned (actual + commitment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purchase order for 3 PCs at USD 1,500.00 each + USD 150.00 shipping charges</td>
<td>_/</td>
<td>4,650.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>2. Goods receipt for two PCs</td>
<td>3,100.00</td>
<td>1,550.00</td>
<td>4,650.00</td>
</tr>
</tbody>
</table>

You can display the current actual and commitment values in reporting.
Example: Updating Purchase Order Commitments

In the invoice verification for your purchase order, you post an invoice receipt for three PCs at USD 2000.00.

The invoice value is therefore USD 500.00 higher for each PC than the purchase order value. For that reason, the actual costs increase for both of the delivered PCs by USD 1,000.00. The commitment value for the outstanding PC increases by USD 500.00. In reporting for the internal order, the following actual and commitment values are displayed:

### Updating the purchase order commitment

<table>
<thead>
<tr>
<th>Business Transaction</th>
<th>Actual</th>
<th>Commitment</th>
<th>Assigned (actual + commitment)</th>
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<tbody>
<tr>
<td>1. Purchase order for 3 PCs at USD 1,500.00 each + USD 150.00 shipping charges</td>
<td>./</td>
<td>4,650.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>2. Goods receipt for two PCs</td>
<td>3,100.00</td>
<td>1,550.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>3. Invoice receipt for three PCs, USD 2,000.00 each</td>
<td>4,100.00</td>
<td>2,050.00</td>
<td>6,150.00</td>
</tr>
</tbody>
</table>
Example: Reducing Purchase Order Commitments to Zero

You post the final goods receipt for one PC. The purchase order commitment is reduced to zero and fully converted into actual costs. The order report documents the reduction to zero of the purchase order commitment:

Reducing the purchase order commitment to zero

<table>
<thead>
<tr>
<th>Business Transaction</th>
<th>Actual</th>
<th>Commitment</th>
<th>Assigned (actual + commitment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Purchase order for 3 PCs</td>
<td>./</td>
<td>4,650.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>at USD 1,500.00 each + USD 150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>shipping charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Goods receipt for two PCs</td>
<td>3,100.00</td>
<td>1,550.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>3. Invoice receipt for three PCs, USD</td>
<td>4,100.00</td>
<td>2,050.00</td>
<td>6,150.00</td>
</tr>
<tr>
<td>2,000.00 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Goods receipt for one PC</td>
<td>6,150.00</td>
<td>./</td>
<td>6,150.00</td>
</tr>
</tbody>
</table>
Example: Increasing the Actual Costs

An invoice of USD 180.00 is received for shipping charges. The actual costs increase from USD 6150.00 to USD 6,180.00.

The purchase order is closed with this business transaction.

Increase actual costs

<table>
<thead>
<tr>
<th>Business Transaction</th>
<th>Actual</th>
<th>Commitment</th>
<th>Assigned (actual + commitment)</th>
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<tbody>
<tr>
<td>1. Purchase order for 3 PCs at USD 1,500.00 each + USD 150.00 shipping charges</td>
<td>./</td>
<td>4,650.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>2. Goods receipt for two PCs</td>
<td>3,100.00</td>
<td>1,550.00</td>
<td>4,650.00</td>
</tr>
<tr>
<td>3. Invoice receipt for three PCs, USD 2,000.00 each</td>
<td>4,100.00</td>
<td>2,050.00</td>
<td>6,150.00</td>
</tr>
<tr>
<td>4. Goods receipt for one PC</td>
<td>6,150.00</td>
<td>./</td>
<td>6,150.00</td>
</tr>
<tr>
<td>5. Invoice receipt for freight costs: USD 180.00</td>
<td>6,180.00</td>
<td>./</td>
<td>6,180.00</td>
</tr>
</tbody>
</table>
Commitments Information System

Depending on the account assignment object used, you can display commitments using the information system for Internal Orders, Cost Center Accounting, or for Project Systems.

<table>
<thead>
<tr>
<th>Further information on the information system</th>
<th>is available in the SAP Library under..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center Accounting</td>
<td>Financials → Controlling → Cost Center Accounting → Information System [Ext.]</td>
</tr>
<tr>
<td>Internal Orders</td>
<td>Financials → Controlling → Internal Orders → Information System for Internal Orders [Ext.]</td>
</tr>
<tr>
<td>Projects</td>
<td>Financials → Project System → Project Information System [Ext.]</td>
</tr>
</tbody>
</table>

You can display the commitment values for a specific controlling area at three different levels of detail. You can either call these up directly, or branch to one after the other:

- Calling Up Total Cost Reports [Page 27]
- Calling Up Cost Element Reports [Page 29]
- Calling Up Line Item Reports [Page 30]
Calling Up Total Cost Reports

In addition to the actual values and plan values, this report displays commitment values, independent of cost element, for an individual or group of account assignment objects.

If the system is to display the commitment for each account assignment object that belongs to a group, enter an order group or a cost center group.

Calling up Total Cost Reports for Order Commitments

Choose Accounting → Controlling → Internal orders → Information system → Reports for internal orders → Plan / Actual comparisons → Additional key figures → List: Actual / Plan / Commitments.

Calling up Total Cost Reports for Cost Center Commitments


2. If you want to:
   • Evaluate a cost center hierarchy, choose Plan/Actual comparisons → Additional key figures → Area: Actual/Plan/Commitment.
   • Evaluate a cost center hierarchy, choose Plan/Actual comparisons → Additional key figures → Cost centers: Actual/Plan/Commitment.

Calling up Total Cost Reports for Project Commitments

1. Choose Accounting → Project system → Information system → Controlling → Costs → Plan-based → Hierarchical.

2. Choose one of the following standard reports.
   • Plan/Actual/Commitment/Rem.Plan/Assigned.
   • Commitment detail
     The report compares the commitment values (such as purchase requisition commitments, purchase order commitments, funds reservation commitments) for an object in the project (WBS element, network, order, network activity).

Results

The value displayed is the total of the liabilities existing for all the cost elements of the account assignment object.

In these reports, you can call up each cost element report as follows:

• Internal orders and cost centers
  Double-click on the required report row.

• Projects
Calling Up Total Cost Reports

Place the cursor on the required report row, row, column, then choose *Goto ➔ Callup report ➔ Cost element reports.*
Calling Up Cost Element Reports

You can summarize cost elements into cost element groups. If you want the system to classify the commitment values for a single account assignment object, or for a group of account assignment objects, using each cost element, then enter a cost element group when calling up the cost element report.

Calling up Cost Element Reports for Order Commitments

Choose Accounting → Controlling → Internal orders → Information system → Reports for internal orders → Plan / Actual comparisons → Additional key figures → Order: Actual/Plan/Commitments.

Calling up Cost Element Reports for Cost Center Commitments

Choose Accounting → Controlling → Cost Center Accounting → Information system → Reports for Cost Center Accounting → Plan / Actual comparisons → Additional key figures → Cost centers: Actual / Plan / Commitments.

Calling up Cost Element Reports for Project Commitments

Choose Accounting → Project system → Information system → Controlling → Costs → Plan-based → Hierarchical → Plan/Actual/Commitments/Rem. Plan/Assigned.

Results

To call up each line item report, double-click on the report row in the cost element report.
Calling Up Line Item Reports

The line item report enables you to display the line items for the quantity and value-based commitments for an account assignment object and cost element.

Calling up line item reports for order commitments

Choose Accounting → Controlling → Internal orders → Information system → Reports for internal orders → Line items → Orders: Line items, Commitments

Calling up line item reports for cost center commitments

Choose Accounting → Controlling → Cost Center Accounting → Information system → Reports for Cost Center Accounting → Line items → Orders: Line items, Commitments

Calling up line item reports for project commitments

Choose Accounting → Project system → Information system → Controlling → Line items → Commitments.

Results

Once the system creates the report, you can display the documents. Choose Edit → Document.

You can also display various fields with the line items, for example:

- Number of the reference document
- Reference item (for the purchase order)
- Text (for the purchase order)
- Debit date and document date
- Fiscal year, period
- Plan / controlling area currency
- Creditor

To do this, choose Settings → Extra field.

The system does not display line items that no longer have any commitments.