



CO Reporting

- Description**
- Display asset master records and sub numbers.
 - Display and run reports on cost elements, cost centers, internal orders, cost element groups, cost center groups, and internal order groups
 - Display relevant funds management information related to budget
 - Display relevant general ledger information
 - Display grants management information
 - Display and review purchasing documents

Tasks/Responsibilities

- Display and verify purchasing documents
- Display asset master records
- Display changes to asset master records
- Display Commitment Items, Commitment Item Hierarchy, Application Tree, Funds Center
- Display common CO transactions
- Display Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups
- Display Funded Program, Funds Block, Funds Transfer, Funds Reservations, Fund Groups, and Funded Program Groups
- Display Funds Center Groups, Commitment Item Groups, Functional Area Groups
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc.
- Display Hierarchy Variant of Funds Centers, Funds, Application of Funds, Entry Document
- Display master data related to Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups
- Display vendor details
- Effectively communicate/coordinate with agencies concerning report results
- Execute Reports for CO repostings
- Execute reports for Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, Internal Order Groups
- Execute Reports for Settlements/Allocations

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of Controlling master data and structure
- Knowledge of Controlling reposting, reporting, settlements and allocations
- Knowledge of Funds Management Structure
- Knowledge of general ledger reports
- Knowledge of Grant master data elements
- Knowledge of Grant related reports



- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of related SAP modules such as Funds Management and Financial Accounting
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 11

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation Duration in Hours: 1

Course Title: CO200 SCEIS Controlling Overview and SCEIS CO Reports for Cost Centers and Orders Duration in Hours: 8

Course Title: FI100 SCEIS Financial Overview Duration in Hours: 2



CO Cost Analyst

- Description**
- Display asset master records and sub numbers
 - Display and run reports on cost elements, cost centers, internal orders, cost element groups, cost center groups, and internal order groups
 - Display relevant funds management information related to budget
 - Display relevant general ledger information
 - Display grants management information
 - Display and review purchasing documents

Tasks/Responsibilities

- Create/Change Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups
- Display and verify purchasing documents
- Display asset master records
- Display changes to asset master records
- Display Commitment Items, Commitment Item Hierarchy, Application Tree, Funds Center
- Display common CO transactions
- Display cost allocations
- Display Funded Program, Funds Block, Funds Transfer, Funds Reservations, Fund Groups, and Funded Program Groups
- Display Funds Center Groups, Commitment Item Groups, Functional Area Groups
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc.
- Display Hierarchy Variant of Funds Centers, Funds, Application of Funds, Entry Document
- Display planning data for cost centers, internal orders, and WBS elements
- Display vendor details
- Effectively communicate/coordinate with agencies concerning report results
- Execute Reports for CO repostings
- Execute reports for Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, Internal Order Groups
- Execute Reports for Settlements/Allocations
- Execute Settlements
- Maintain master data related to Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- CO Cost Manager

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of Controlling master data and structure
- Knowledge of Controlling reposting, reporting, settlements and allocations
- Knowledge of Funds Management Structure
- Knowledge of general ledger reports



- Knowledge of Grant master data elements
- Knowledge of Grant related reports
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of related SAP modules such as Funds Management and Financial Accounting
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 23

Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation Duration in Hours: 1

Course Title: CO200 SCEIS Controlling Overview and SCEIS CO Reports for Cost Centers and Orders Duration in Hours: 8

Course Title: FI100 SCEIS Financial Overview Duration in Hours: 2

Course Title: CO300 SCEIS Intra-Period Cost and Statistical Posting Duration in Hours: 4

Course Title: CO310 SCEIS Controlling Month End Allocations Duration in Hours: 8



CO Cost Manager

- Description**
- Display asset master records and sub numbers
 - Display and run reports on cost elements, cost centers, internal orders, cost element groups, cost center groups, and internal order groups
 - Execute settlements for controlling information
 - Display relevant funds management information related to budget
 - Display relevant general ledger information
 - Display grants management information
 - Display and review purchasing documents

Tasks/Responsibilities

- Create, change, delete, execute and reverse cost allocations
- Create, change, display, and delete planning data for cost centers, internal orders, and WBS elements
- Create/Change Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups
- Display and verify purchasing documents
- Display changes to asset master records
- Display Commitment Items, Commitment Item Hierarchy, Application Tree, Funds Center
- Display common CO transactions
- Display Funded Program, Funds Block, Funds Transfer, Funds Reservations, Fund Groups, and Funded Program Groups
- Display Funds Center Groups, Commitment Item Groups, Functional Area Groups
- Display GL Document Changes
- Display GL Master Record information
- Display grant and budget reports for analysis and/or review
- Display grant-related master data such as sponsored class, sponsored program, grant, etc
- Display Hierarchy Variant of Funds Centers, Funds, Application of Funds, Entry Document
- Display vendor details
- Effectively communicate/coordinate with agencies concerning report results
- Execute Reports for CO repostings
- Execute reports for Cost Elements, Cost Centers, Internal Orders, Cost Element, Groups, Cost Center Groups and Internal Order Groups.
- Execute Reports for Settlements/Allocations.
- Execute Settlements.
- Maintain master data related to Cost Elements, Cost Centers, Internal Orders, Cost Element Groups, Cost Center Groups, and Internal Order Groups.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role may also be assigned the following roles:

- End User & FI End User Roles

Knowledge/Skills/Abilities

- Knowledge of Asset and General Ledger Accounting as well as read and write English and use a computer
- Knowledge of Controlling master data and structure
- Knowledge of Controlling reposting, reporting, settlements and allocations
- Knowledge of Funds Management Structure



- Knowledge of general ledger reports
- Knowledge of Grant master data elements
- Knowledge of Grant related reports
- Knowledge of invoice processing from receipt of invoices to payment.
- Knowledge of related SAP modules such as Funds Management and Financial Accounting
- Knowledge of SAP transactions and how they relate to the business process and system as a whole (SAP knowledge will be obtained during SCEIS pre go-live training)

Expected Training Courses

Total Training Hours: 15

Course Title: FI100 SCEIS Financial Overview	Duration in Hours: 2
Course Title: COR120 SCEIS SAP Enterprise Core Component (ECC) Overview and Navigation	Duration in Hours: 1
Course Title: CO300 SCEIS Intra-Period Cost and Statistical Posting	Duration in Hours: 4
Course Title: CO200 SCEIS Controlling Overview and SCEIS CO Reports for Cost Centers and Orders	Duration in Hours: 8