How to create a functional area in SAP

This guide shows you how to create a functional area in SAP by adding new entries on the **Change View "Functional areas": Overview** screen. You add five functional areas (ASH1 to ASH5) in sequence, then check them in the overview table.

Prerequisites

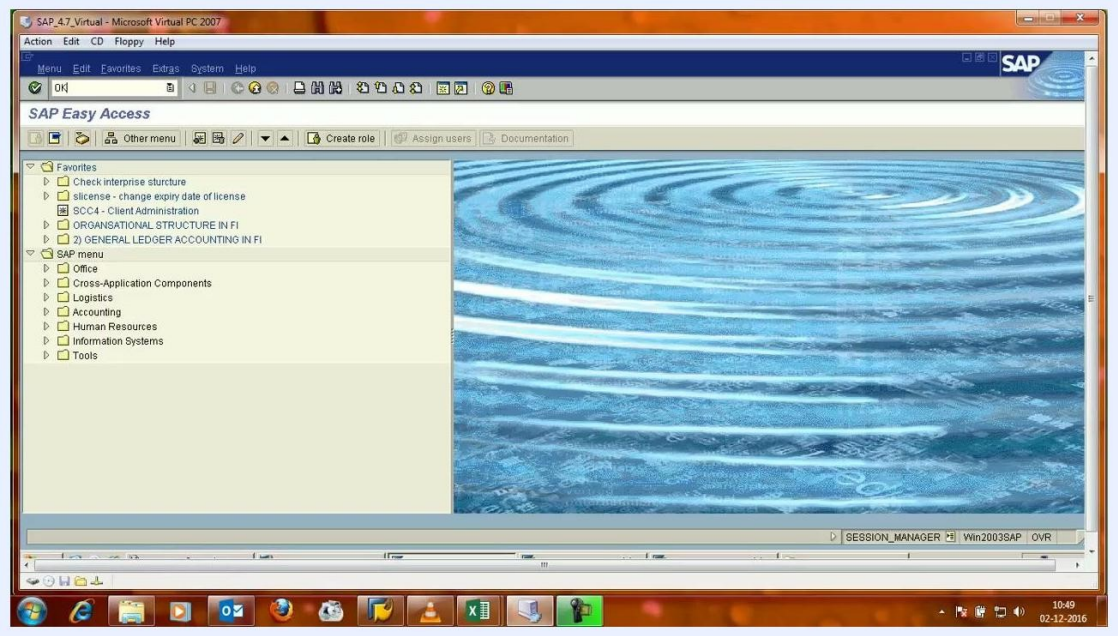
- You have SAP GUI installed and can log in to your SAP system.
- You can open the **Change View "Functional areas": Overview** screen.
- You know the codes and names of the functional areas you want to add.

Steps

1. Open SAP Easy Access

Launch SAP GUI and log in. The main window shows **SAP Easy Access**. The navigation tree on the left contains **Favorites** and **SAP menu**.

Favorites can include entries such as "Check enterprise structure", "SCC4 - Client Administration", and "GENERAL LEDGER ACCOUNTING IN FI". **SAP menu** includes folders such as Office, Cross-Application Components, Logistics, Accounting, Human Resources, Information Systems, and Tools.



SAP Easy Access main menu with navigation tree and favorites

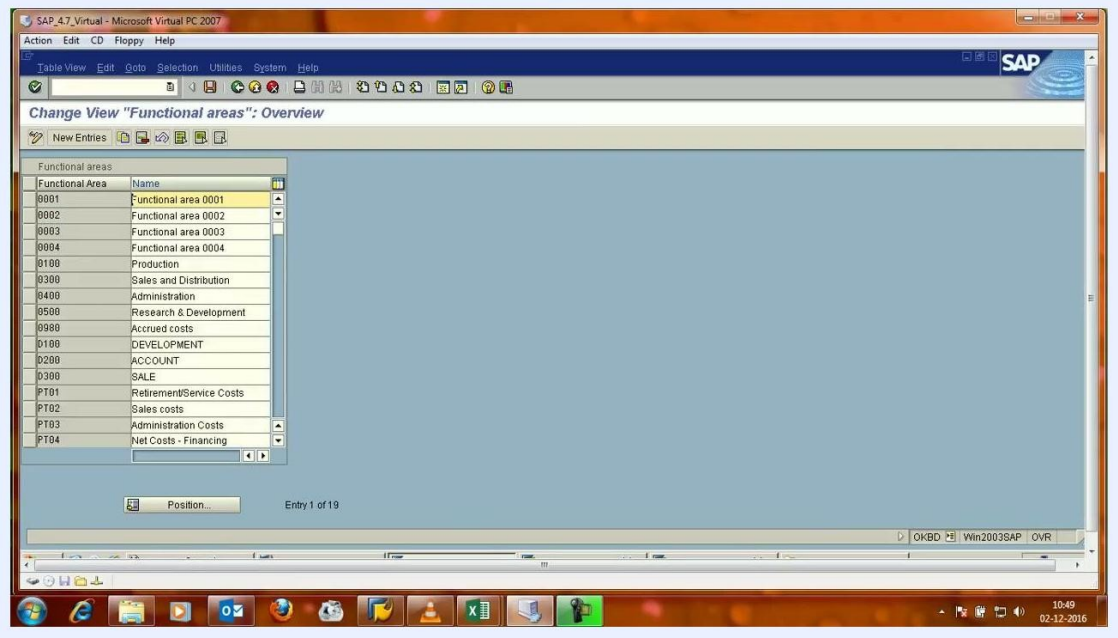
2. Open the functional areas overview

Go to the **Change View "Functional areas": Overview** screen. The table has two columns, **Functional Area** and **Name**.

Existing entries include:

- 0001 to 0004: functional area 0001 to functional area 0004
- 0100: Production
- 0300: Sales and Distribution
- 0400: Administration
- 0500: Research & Development
- 0980: Accrued costs
- D100: DEVELOPMENT
- D200: ACCOUNT
- D300: SALE
- PT01: Retirement/Service Costs
- PT02: Sales costs
- PT03: Administration Costs

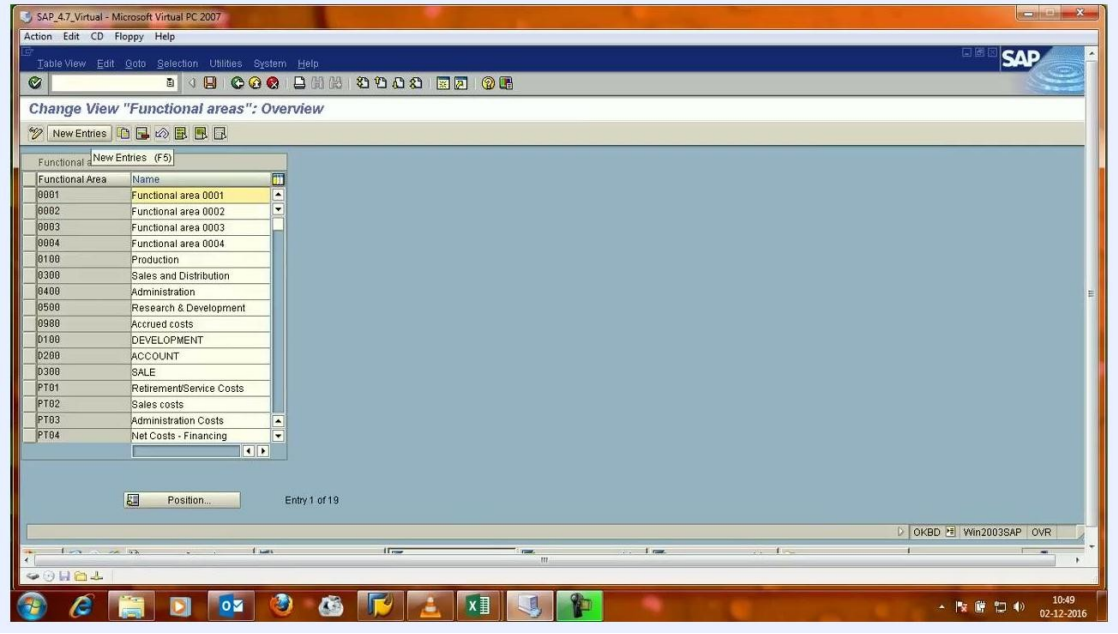
- PT04: Net Costs - Financing



Functional areas overview table with existing entries

3. Click New Entries to start creating a functional area in SAP

Click **New Entries** at the top of the screen, or press F5. The screen changes to **New Entries: Overview of Added Entries**, and the table is empty and ready for input.

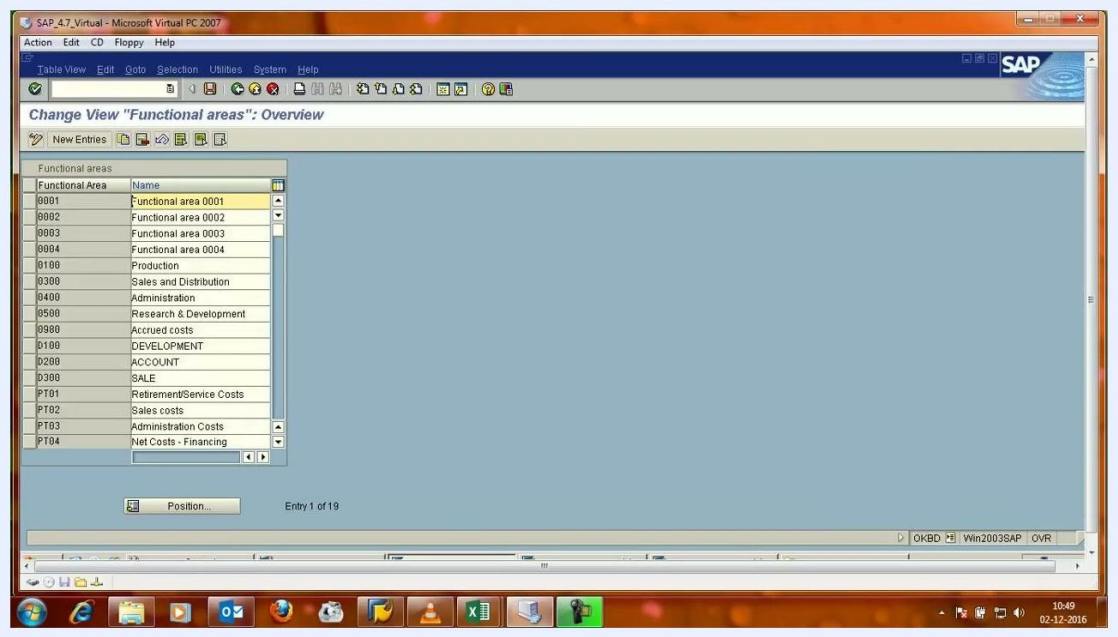


New Entries screen for functional areas, empty table ready for input

4. Enter the first functional area

In the first row, enter the following values:

- **Functional Area**: ASH1
- **Name**: SALES & DISTRIBUTION



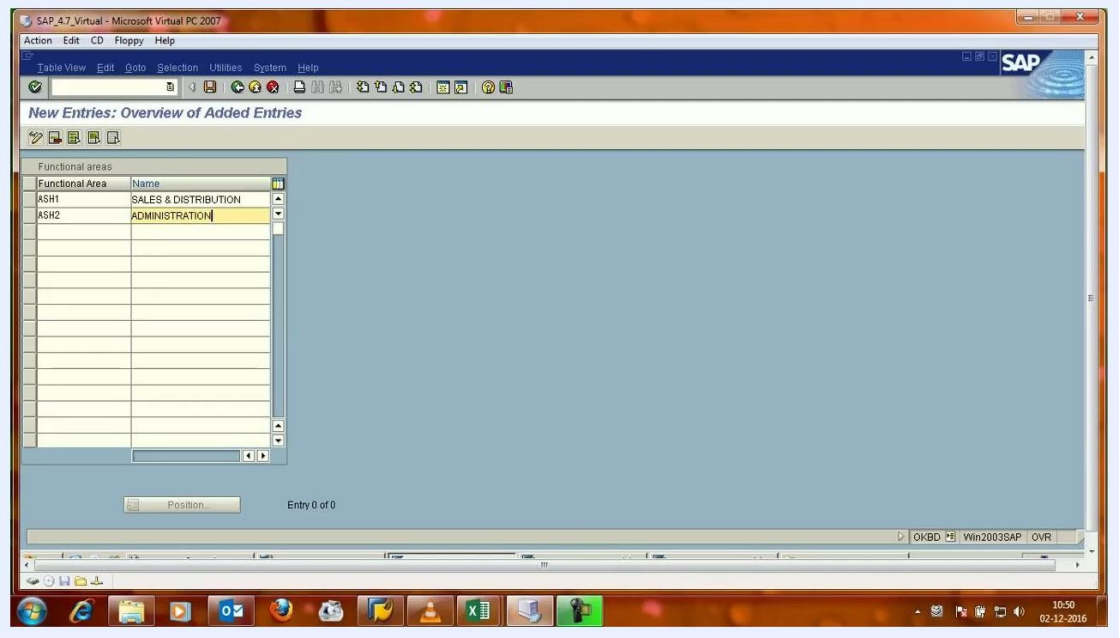
First new functional area entered: ASH1, SALES & DISTRIBUTION

5. Enter the second functional area

In the second row, enter the following values. The first row stays as you entered it.

- **Functional Area**: ASH2

- **Name**: ADMINISTRATION



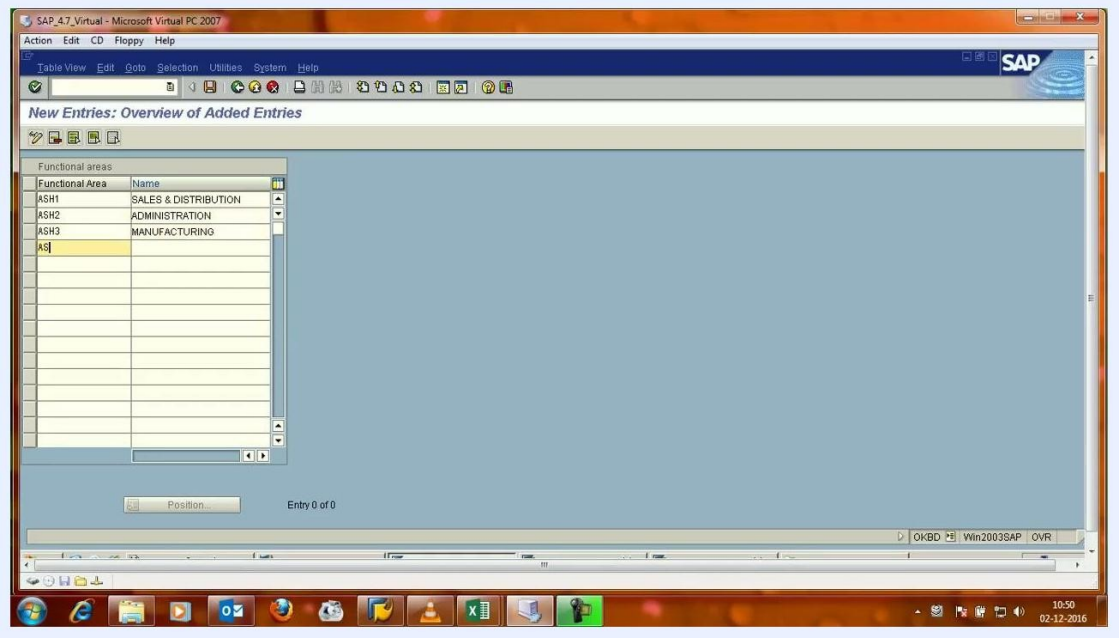
Second new functional area entered: ASH2, ADMINISTRATION

6. Enter the third functional area

In the third row, enter the following values. The previous two rows remain unchanged.

- **Functional Area**: ASH3

- **Name**: MANUFACTURING



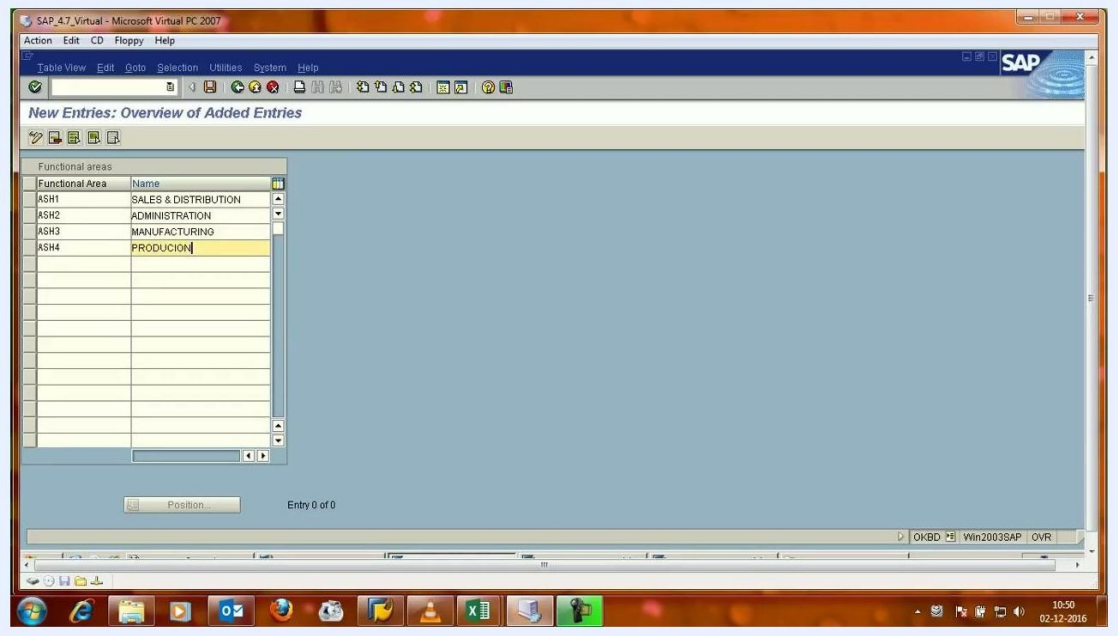
Third new functional area entered: ASH3, MANUFACTURING

7. Enter the fourth functional area

In the fourth row, enter the following values. The previous three rows remain unchanged.

- **Functional Area**: ASH4

- **Name**: PRODUCTION



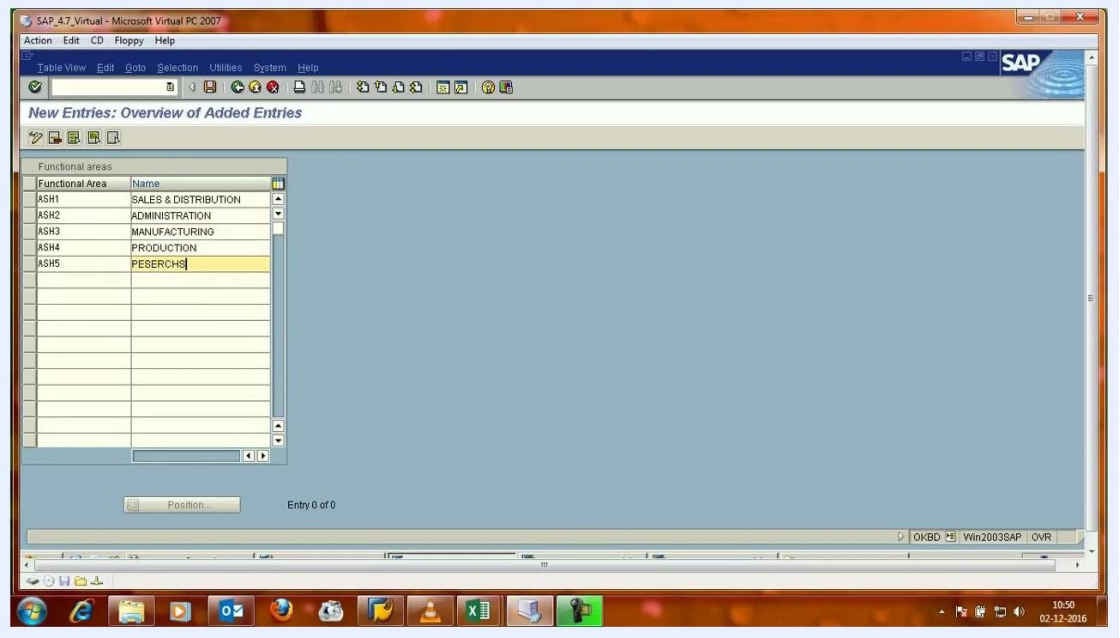
Fourth new functional area entered: ASH4, PRODUCTION

8. Start the fifth functional area

In the fifth row, enter the following values. The previous four rows remain unchanged.

- **Functional Area**: ASH5

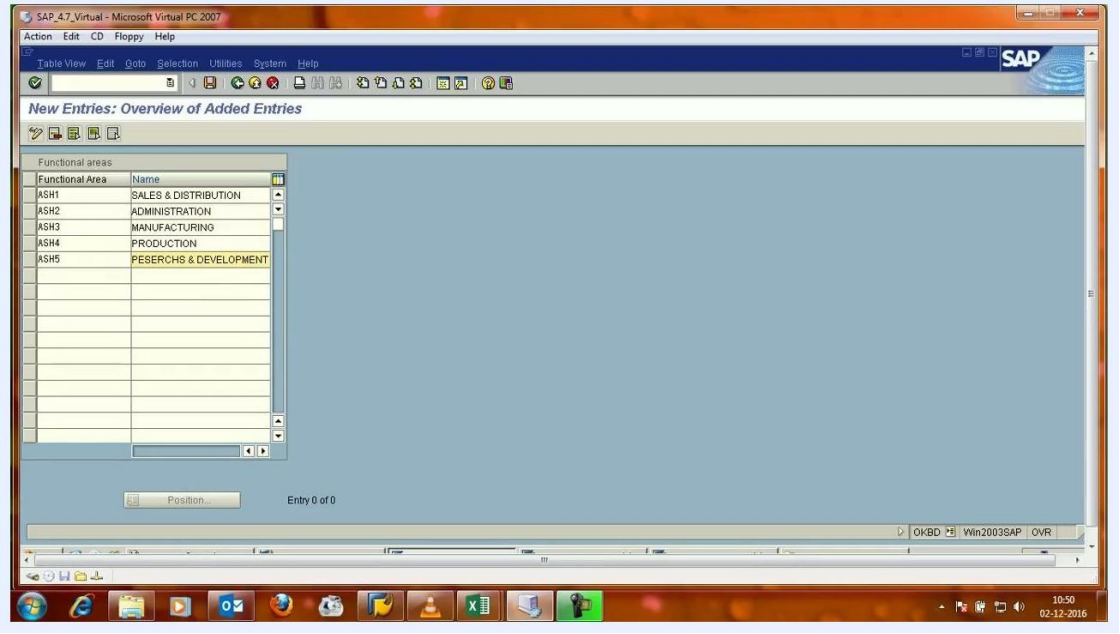
- **Name**: PESERCHS



Fifth new functional area partially entered: ASH5, PESERCHS

9. Complete the fifth functional area name

Update the name in the fifth row so that it reads PESERCHS & DEVELOPMENT. The functional area code stays ASH5. All five new entries are now visible in the table.



Fifth new functional area completed: ASH5, PESERCHS & DEVELOPMENT

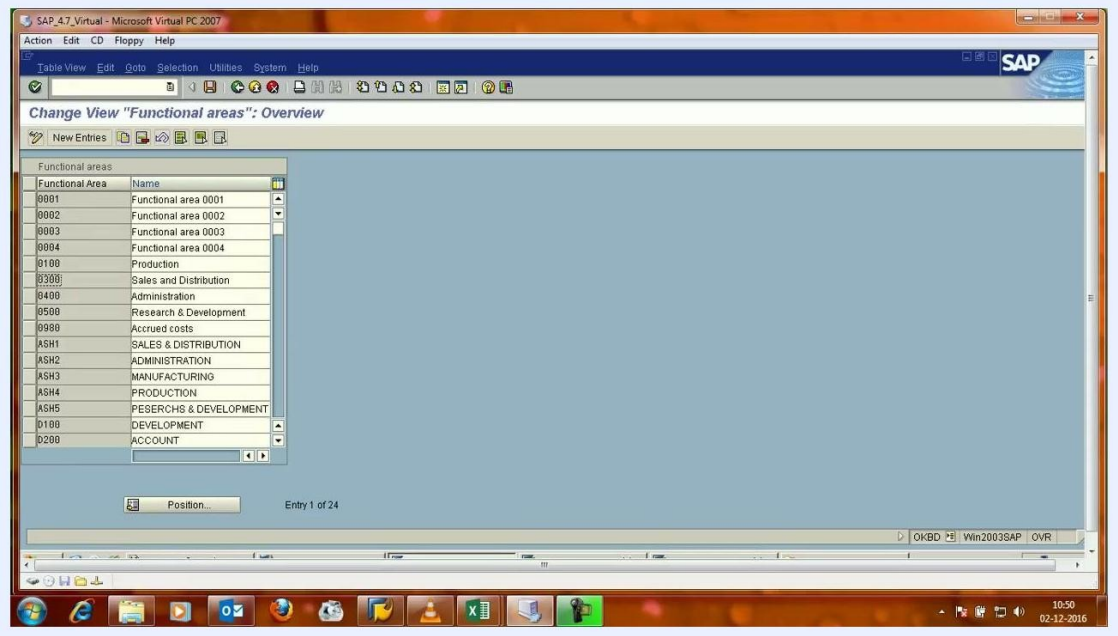
Type each entry exactly as shown, including spelling and formatting.

10. Return to the overview

After you enter all the functional areas, the system returns to the **Change View "Functional areas": Overview** screen. The table now shows the existing entries and the new ones:

- ASH1: SALES & DISTRIBUTION
- ASH2: ADMINISTRATION
- ASH3: MANUFACTURING
- ASH4: PRODUCTION
- ASH5: PESERCHS & DEVELOPMENT

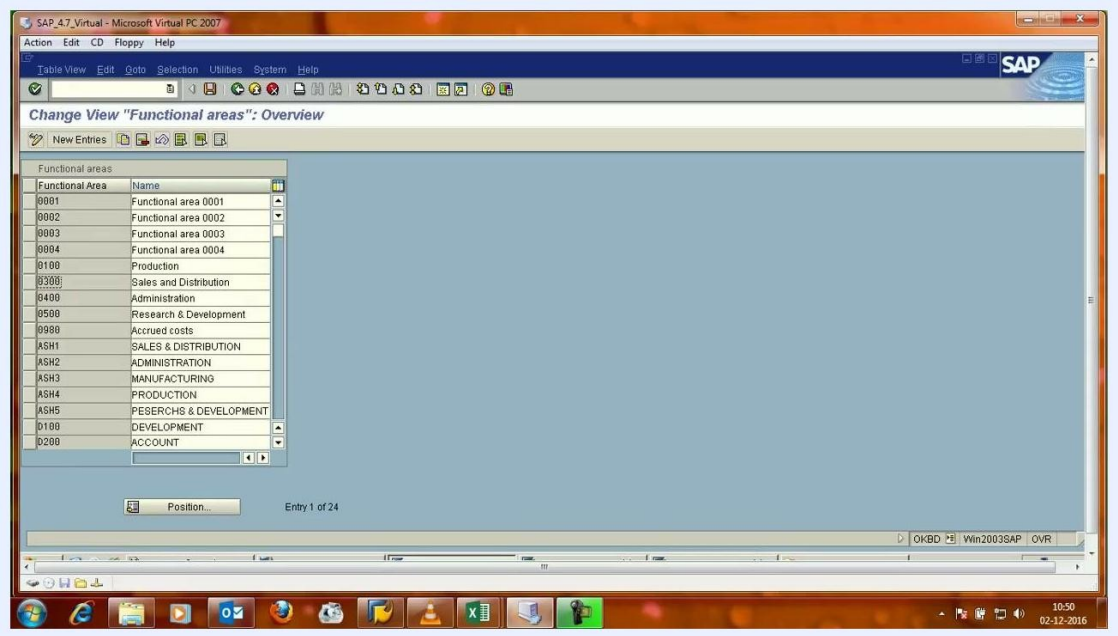
A vertical scrollbar indicates that the table contains more entries than fit on the screen.



Functional areas overview with new entries visible in the table

11. Verify the codes and names

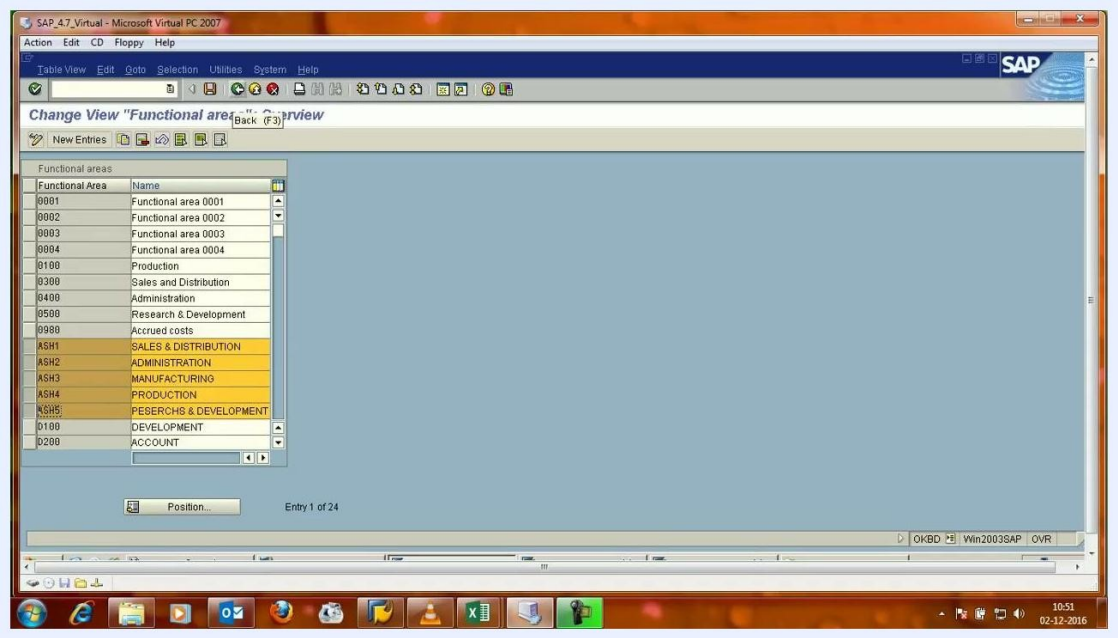
Review the table and confirm that ASH1 to ASH5 are listed. Check that each code and name matches what you entered. This is a visual check only, so you don't need to edit or delete anything.



Functional areas overview, all new entries visible and unchanged

12. Confirm the highlighted entries

The five new functional areas (ASH1 to ASH5) appear with a yellow background, which makes them stand out from the rest of the table. This confirms which entries you just added.



Newly added functional areas (ASH1–ASH5) highlighted in yellow in the overview table

Highlighting is a visual confirmation and may be applied automatically by the SAP system or manually by the user.

Summary

You opened the functional areas overview, chose **New Entries**, and entered five new functional areas: ASH1 (SALES & DISTRIBUTION), ASH2 (ADMINISTRATION), ASH3 (MANUFACTURING), ASH4 (PRODUCTION), and ASH5 (PESERCHS & DEVELOPMENT). You then checked them in the overview table.

What's next

- Save your entries according to your organization's SAP procedures. This guide does not cover the saving step.
- If you need to export the data, follow your organization's SAP procedures.
- Double-check your entries for accuracy before you move on to other SAP tasks.