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| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Universal Allocation Master Data (2US) |

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# Purpose

Universal Allocation covers plan and actual assessment/distributions of cost centers in overhead cost controlling using various sender/receiver combinations of amounts, percentages and portions. This master data supports annual planning by redistributing the cost through predefined allocation and distribution cycles within a specific company code. By allocating the cost elements to cost centers in overhead cost controlling, you can control your costs, and compare plan and actual costs. In addition, plan and actual assessment/distributions of profit centers are also supported.

This script provides some general examples of creating master data with Universal Allocation but it can be adapted for your specific business requirements by using the various sender/receiver combinations of amounts, percentages and portions.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT |  |  |  |

## Required Organizational Units

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The master data represents cost centers and cost center groups, depending on the operational focus of your company.

|  |  |  |  |
| --- | --- | --- | --- |
| Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Controlling Area | General Data | Mandatory |  |
| Company Code | Organizational Units | Mandatory |  |

## Mandatory and Optional Master Data

Cost center and cost center group master data records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in allocation.

|  |  |  |
| --- | --- | --- |
| Master Data Object | Mandatory / Optional | Comments |
| Cost Center | Mandatory |  |
| Cost Element | Mandatory |  |
| Statistical Key Figure | Optional |  |
| Profit Center | Mandatory |  |

## Main Parameters for Data Creation

This scope item has no business conditions.

# Overview Table

This scope item consists of several process steps that are listed in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

Plan Allocations

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Manage Plan Overhead Assessment Cycles](#unique_9) [page ] 7 | Cost Accountant - Overhead | Manage Allocations (F3338) | Costs are allocated to cost center groups, cost centers or ranges. |
| [Edit Plan Overhead Assessment Cycles](#unique_10) [page ] 10 | Cost Accountant - Overhead | Manage Allocations (F3338) | Plan overhead allocation cycles are edited. |

Actual Allocations

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Manage Actual Overhead Assessment Cycles](#unique_11) [page ] 12 | Cost Accountant - Overhead | Manage Allocations (F3338) | Costs are allocated to cost center groups, cost centers or ranges. |
| [Edit Actual Overhead Assessment Cycles](#unique_12) [page ] 14 | Cost Accountant - Overhead | Manage Allocations (F3338) | Actual overhead allocation cycles are edited. |

Plan Profit Center Allocation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected RPesults |
| [Manage Plan Profit Center Distribution Cycles](#unique_13) [page ] 17 | Divisional Accountant | Manage Allocations (F3338) | The plan profit center distribution is created. |

Actual Profit Center Allocation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Manage Actual Profit Center Distribution Cycles](#unique_14) [page ] 19 | Divisional Accountant | Manage Allocations (F3338) | The profit center distribution is created. |

# Test Procedures

## Plan Allocations

### Manage Plan Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

In this example, plan overhead assessment cycle uses secondary cost elements to allocate cost from one cost center or a group of cost centers to another cost center or group of cost centers by a fixed percentage within the same company code.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Create Cycle Header | Choose the + (Add) button and select Create a new cycle. | The Create a New Segment dialog box displays.  Note Mass upload of allocation cycles is possible for the creation of new allocations and/or new segments via the Manage Allocation app (F3338) using the Upload Cycles button. You can either download a blank template or select an existing allocation cycle to download as template. |  |
| 4 | Enter values | Make the following entries and choose the Create button:   * Allocation Cycle: <enter a cycle ID beginning with Z> * Cycle name: <enter a cycle description> * Allocation Context: <Cost Centers>Company Code:1010 * Ledger: 0L * Act/plan. indicator: Plan * Start Date:01/01/2018 * Plan Category:PLN * End Date: 12/31/2019 * Allocation Type:Overhead Allocation | The Allocation: Create Plan Overhead Allocation Cycle: Header Data view displays. |  |
| 5 | Enter Segment Data | In the lower section of the New Allocation Cycle view under the Segments section, choose the Add button and make the following entries in the Create New Segment window and choose the Create button:   * Segment Name: <enter a segment beginning with Z> * Segment Description: <enter a description> | The Create a new cycle view displays. |  |
| 6 | Enter Rules | Select the new segment and choose the arrow on the right.  In the Rules tab, make the following entries and choose the + (Add) button:   * Overhead Alloc. Acct: 94201000 * Sender Rule: Posted amounts * Receiver Rule: Fixed percentages * Share in %: 100 |  |  |
| 7 | Enter Senders' Details | In the Add Sender(s) area, choose both Account Number and Cost Center and choose the Add button.  Make the following entries:   * Account Number:   + Change the value in the Entry Format column to Group   + In the Group column, use the dropdown to select 10\_CE in the following Select: Account Number view * Cost Center: 10101101 |  |  |
| 8 | Enter Receivers' Details | In the Receivers tab, choose the + (Add) button.  Select Cost Center and choose the Add button.  Make the following entry:   * Cost Center   + Change the value in the Entry Format column to Group   + In the Group column, use the dropdown to select 1010300 in the following Select: Cost Center view |  |  |
| 9 | Receiver Tracing Factors | In the Receiver Basis tab, choose the … (More) button, and choose Distribute equally (the second value). | You can see that the amounts are equally distributed. |  |
| 10 | Save | Choose the Save button. | Your data is saved. |  |

### Edit Plan Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

This activity demonstrates the ability to work with allocations that have large amounts of data using templates.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Enter Values | Make the following entries and choose the Go button:   * Allocation Context: <Cost Centers> * Company Code: 1010 * Ledger: 0L * Allocation Cycle: <the cycle you just created> | The Allocation Cycles view displays. |  |
| 4 | Allocation Cycle Details | Select your allocation cycle and choose the arrow on the right to go to the details. Choose the Edit button. | The Manage Allocations view displays. |  |
| 5 | Segments Section | Scroll down to the Segments section and select your segment and choose the > (Details) on the right. |  |  |
| 6 | Receivers Tracing Factors | In the Receiver Basis tab, choose the … (More) button. Select Upload Receiver Values (the third value). | The Upload Receiver Values view displays. |  |
| 7 | Upload Sender Values | Do the following:   * In Separator, select Comma. * In Decimal separator, select Decimal comma. * Select Download a template with combinations.   Download and save as a csv file. |  |  |
| 8 | Update Percentages | In the csv file, update the percentage column with values as shown below and save as a csv file:   |  |  | | --- | --- | | Cost Center | Percentage | | 0010101101 | 5 | | 0010101201 | 5 | | 0010101202 | 5 | | 0010101301 | 5 | | 0010101302 | 15 | | 0010101401 | 15 | | 0010101501 | 15 | | 0010101601 | 15 | | 0010101602 |  | | 0010101701 | 20 | | The percentages are updated. |  |
| 9 | Receivers Tracing Factors Tab with Receiver Basis | Go back to the Receivers Weighting Factors with Receiver Basis tab and do the following:   * Choose the … (More) button. * Select Upload Sender Values (the second value). * In Attachments, choose the + (Add) button. Select your saved csv file. The screen indicates if the values can be uploaded or if corrections are required. * Choose the Confirm button. | You can see that the data has been updated per the csv file upload. |  |

## Actual Allocations

### Manage Actual Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

In this example, overhead assessment cycle uses secondary cost elements to allocate cost from one cost center or a group of cost centers to another cost center or group of cost centers by a fixed percentage within the same company code.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Create Cycle Header | Choose the + (Add) button and select Create a new cycle. | The Create a new cycle dialog box displays. |  |
| 4 | Enter values | Make the following entries and choose the Create button:   * Allocation Cycle: <enter a cycle ID beginning with Z> * Cycle name: <enter a cycle description> * Allocation Context: <Cost Centers>Company Code: 1010 * Ledger: 0L * Act/plan. indicator: Actual * Start Date:01/01/2018 * End Date: 12/31/2019 * Allocation Type:Overhead Allocation | The Allocation: Create Plan Overhead Allocation Cycle: Header Data view displays. |  |
| 5 | Enter Segment Data | In the lower section of the New Allocation Cycle view under the Segments section, choose the Add button and make the following entries in the Create New Segment window:   * Segment Name: <enter a segment beginning with Z> * Segment Description: <enter a description> | The Create a new cycle view displays. |  |
| 6 | Enter Rules | Select the new segment and choose the arrow on the right.  In the Rules tab, make the following entries:   * Overhead Alloc. Acct: 94201000 * Currency: USD * Sender Rule: Posted amounts * Receiver Rule: Fixed percentages |  |  |
| 7 | Enter Senders' Details | Choose the + (Add) button. In the Add Sender(s) dialog box, select both Account Number and Cost Center and choose the Add button.  Make the following entries:   * Account Number:   + Change the value in the Entry Format column to Group   + In the Group column, use the dropdown to select 10\_CE in the following Select: Account Number view * Cost Center: 10101101 |  |  |
| 8 | Enter Receivers' Details | In the Receivers tab, choose the + (Add) button.  Select Cost Center and choose the Add button.  Make the following entry:   * Cost Center   + Change the value in the Entry Format column to Group   + In the Group column, use the dropdown to select 1010300 in the following Select: Cost Center view |  |  |
| 9 | Receiver Tracing Factors | In the Receiver Basis tab, choose the … (More) button, and choose Distribute equally (the second value). | You can see that the amounts are equally distributed. |  |
| 10 | Save | Choose the Save button. | Your data is saved. |  |

### Edit Actual Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

This activity demonstrates the ability to work with allocations that have large amounts of data using templates.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Enter Values | Make the following entries and choose the Go button:   * Allocation Context: <Cost Centers> * Company Code: 1010 * Ledger: 0L * Allocation Cycle: <the cycle you just created> | The Allocation Cycles view displays. |  |
| 4 | Allocation Cycle Details | Select your allocation cycle and choose the arrow on the right to go to the details. | The Manage Allocations view displays. |  |
| 5 | Segments Section | Scroll down to the Segments section and select your segment and choose the > (Details) on the right. |  |  |
| 6 | Receivers Tracing Factors | In the Receiver Tracing Factors with Receiver Basis tab, choose the … (More) button. Select Upload sender values (the second value). | The Upload Receiver Values view displays. |  |
| 7 | Using the Upload Sender Value Feature | Do the following:   * In Separator, select Comma. * In Decimal separator, select Decimal comma. * Select Download a template with combinations.   Download and save as a csv file. |  |  |
| 8 | Update Percentages | In the csv file, update the percentage column with values as shown below and save as a csv file:   |  |  | | --- | --- | | Cost Center | Percentage | | 0010101101 | 5 | | 0010101201 | 5 | | 0010101202 | 5 | | 0010101301 | 5 | | 0010101302 | 15 | | 0010101401 | 15 | | 0010101501 | 15 | | 0010101601 | 15 | | 0010101602 |  | | 0010101701 | 20 | | The percentages are updated. |  |
| 9 | Receivers Tracing Factors tab | Go back to the Receivers Tracing Factors with Receiver Basis tab and do the following:   * Choose the … (More) button. * Select Upload sender values (the third value). * In Attachments, choose the + (Add) button. Select your saved csv file. The view indicates if the values can be uploaded or if corrections are required. * Choose the Confirm button. | You can see that the data has been updated per the csv file upload. |  |

## Plan Profit Center Allocation

### Manage Plan Profit Center Distribution Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

This example shows the plan distribution of balance sheet account balances to and from various profit centers.

Prerequisite

A G/L account for allocation clearing must be available. Create G/L 29500000 CO Allocation Clearing using G/L 29500100 as reference. For details on how to create G/L, refer to Create G/L Account and Cost Element (BNG).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Divisional Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Create Cycle Header | Choose the (+) Add button and select Create a new cycle. | The Create a new cycle view displays. |  |
| 4 | Enter Values | Make the following entries and choose the Create button:   * Allocation Cycle: <enter a cycle ID beginning with ZD> * Cycle name : <enter a cycle name description> * Allocation Context: <Profit Centers> * Company Code:<enter your company code> * Ledger: 0L * Allocation Type: Distribution * Valid From: 01/01/2017 * Actual/Plan: Plan * Valid To: 12/31/2018 * Plan Category: PLN | The Manage Allocations view appears. |  |
| 5 | Enter Segment Data | In the lower section of the Manage Allocations view under the Segments section, choose the Add button and make the following entries in the Create New Segment window:  Segment Name: <enter another segment beginning with ZD>  Segment Description: <enter a description>  Choose OK. |  |  |
| 6 | Enter Rules | Select the newly created segment and choose the > sign on the right. In the Rules tab, make the following entries:   * Currency: <enter your local currency> * Sender Rule: Fixed amounts * Share in %: 100 * Receiver Rule: Fixed percentages   Choose the Senders tab. |  |  |
| 7 | Enter Senders' Details | Choose the +(Add) button. In the Add Sender(s) dialog box, select both Profit Center and Account Number and choose the Add button.  Make the following entries:   * Profit Center: YB600 * Account Number:29500000   Choose the Sender Details tab. |  |  |
| 8 | Enter Sender Values | In the dialog box that appears, select Profit Center and Account Number.  In the Sender Value section, make the following entries:  Amount: 100000  Choose the Receivers tab. |  |  |
| 9 | Enter Receivers' Details | In the Receivers tab, make the following entry:   * Profit Center   + From Value: YB700   + To Value: YB800 |  |  |
| 10 | Receiver Tracing Factors | In the Receiver Tracing Factors with Receiver Basis tab, choose the … (More) button, and choose Distribute equally (the second value). | You can see that the amounts are equally distributed. |  |
| 11 | Save | Choose the Save button. | The plan profit center distribution is created. |  |

## Actual Profit Center Allocation

### Manage Actual Profit Center Distribution Cycles

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Context

This example shows actual distribution of balance sheet account balances to and from various profit centers.

Prerequisite

A G/L account for allocation clearing must be available. Create G/L 29500000 CO Allocation Clearing using G/L 29500100 as reference. For details on how to create G/L, refer to Create G/L Account and Cost Element (BNG).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Divisional Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Create Cycle Header | Choose the (+) Add button and select Create a new cycle. | The New Allocation Cycle window dis[lays. |  |
| 4 | Enter Values | Make the following entries and choose the Create button:   * Allocation Cycle: <enter a cycle ID beginning with ZD> * Cycle name : <enter a cycle name description> * Allocation Context: <Profit Centers> * Company Code: <enter your company code> * Ledger: 0L * Allocation Type: Distribution * Valid From: 01/01/2017 * Act/Plan. indicator: Actual * Valid To: 12/31/2018 | The Allocation: Create Plan Distribution Cycle: Header Data view appears. |  |
| 5 | Enter Segment Data | In the lower section of the Manage Allocations view under the Segments section, choose the Add button and make the following entries in the Create New Segment window:  Segment Name: <enter another segment beginning with ZD>  Segment Description: <enter a description> | The Allocation: Create Plan Distribution Cycle: Header Data view appears. |  |
| 6 | Enter Rules | Select the newly created segment and choose the > sign on the right. In the Rules tab, make the following entries:   * Currency: <enter your local currency> * Sender Rule: Fixed amounts * Share in %: 100 * Receiver Rule: Fixed percentages   Choose the Senders tab. |  |  |
| 7 | Enter Senders' Details | Make the following entries:   * Account Number:29500000 * Profit Center: YB600 |  |  |
| 8 | Enter Receivers' Details | In the Receivers tab, choose the +(Add) button. In the Add Receivers form, select Profit Center and choose the Add button. :   * Profit Center   + From Value: YB700   + Value Type: Interval   + To Value: YB800 |  |  |
| 9 | Enter Senders' Details | In the Sender Details tab, make the following entries:  Amount: 100000 |  |  |
| 10 | Receiver Tracing Factors | In the Receiver Basis tab, choose the … (More) button, and choose Distribute equally. | You can see that the amounts are equally distributed. |  |
| 11 | Save | Choose the Save button. | The profit center distribution is created. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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