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| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Profit Center (BNH) |

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# Purpose

A profit center is an organizational unit in accounting that reflects a management-oriented structure of the organization for the purpose of internal control. Dividing your company up into profit centers allows you to determine profit for internal areas of responsibility and to delegate responsibility to decentralized units.

The master data of a profit center includes the name of the profit center, the controlling area it is assigned to, and the profit center’s period of validity, as well as information about the person responsible for the profit center, the profit center’s assignment to a node of the standard hierarchy, and data required for communication (address, telephone number and so on).

# 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 and Roles

Conduct the test in the following systems:

|  |  |
| --- | --- |
| System | Details |
| SAP S/4HANA System | System ID: ###  Client: ### |

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 |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |

## Required Organizational Units

Some segments of customer master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| Profit Center Basic Data | Controlling Area  Profit Center Group  Segment | Name, Long Text, Validity period, User Responsible Person, Responsible Person | Profit center groups enable the controller to address profit centers group wise by providing the group name instead of single profit center names e.g. in customizing or reporting. In reporting, this allows an analysis of controlling key figures on an aggregate level.  Segment is normally not posted to explicitly. Data is derived from account assignment objects like profit centers. In turn the profit center is normally not posted to explicitly. Data is derived from primary account assignment objects like cost centers, internal orders, etc. | Controlling Area:  \_\_\_\_\_\_\_\_\_\_\_\_  Profit Center Group:  \_\_\_\_\_\_\_\_\_\_\_\_  Segment:  \_\_\_\_\_\_\_\_\_\_\_\_ |
| Profit Center Company Code Assignment | Company Code | Company Code | Company code data can exist for every company code ID of your enterprise structure for which the profit center master record is used. | Company Code:  \_\_\_\_\_\_\_\_\_\_\_\_ |

## Mandatory and Optional Master Data

The following table gives an overview of optional and mandatory master data objects to be used in a profit center master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Controlling Area | Profit Center Basic Data | Mandatory | A reference controlling area can be used to create a new profit center. |
| Profit Center | Profit Center Basic Data | Mandatory | A reference profit center can be used to create a new profit center. |
| Valid From | Profit Center Basic Data | Mandatory |  |
| Valid To | Profit Center Basic Data | Mandatory |  |
| Name | Profit Center Basic Data | Mandatory |  |
| Long Text | Profit Center Basic Data | Optional |  |
| User Responsible | Profit Center Basic Data | Optional |  |
| Responsible Person | Profit Center Basic Data | Mandatory |  |
| Profit Center Group | Profit Center Basic Data | Mandatory |  |
| Department | Profit Center Basic Data | Optional |  |
| Segment | Profit Center Basic Data | Optional | If profit center is valid for a US company, we recommend to populate the segment field; this way, segment reporting can be executed. |
| Planning Template | Profit Center Basic Data | Optional |  |
| Address and Communication fields | Profit Center Address and Communication Data | All are optional |  |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a profit center master data record:

Controlling Area: A000

# 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 .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/APP | Expected Results |
| [Creating Profit Center Master Data](#unique_8) [page ] 7 | General Ledger Accountant | Manage Profit Centers (F1444) | A new window opens, showing the Master Data for Profit Center screen. |
| [Assign Profit Center to Cost Centers](#unique_9) [page ] 9 | Cost Accountant - Overhead | Manage Cost Centers (F1443) | A new window opens, showing the Master Data for Cost Center screen. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Creating Profit Center Master Data

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. |

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 Profit Centers (F3516). | A new window opens, showing the Master Data for Profit Center screen. |  |
| 3 | Search for Profit Center | Search for the profit center.  Choose Go. | A list of profit centers are displayed in the bottom half of the screen. |  |
| 4 | Add Profit Center | Choose Create. | A new window opens, showing the Profit Center: New screen. |  |
| 5 | Enter New Profit Center Data | In the New Profit Center section, enter the following data:  Profit Center: <Name>, for example, YBXXX  Note Maximum length is 10. Don't use special characters like %, !, $, &, @ and so on. They will cause app dump and can't be deleted.  Valid From: <Beginning valid date>  Valid To: <Ending valid date>  Name: <Any description>  Responsible Person: <Name of responsible people> |  |  |
| 6 | Enter Basic Data | On the Organizational Unit tab, enter the following data:  Profit Center Group: <profit center group>  Segment: <segment> |  |  |
| 7 | Company Code Assignment | Select or deselect the checkbox to assign company code(s) to the new profit center. |  |  |
| 8 | Save Your Data | Save your entries. |  |  |
| 9 | Set New Validity Period (Optional) | In the profit center you have created, choose Validity Period > New Validity Period .  Enter Valid From and Valid To, and select a source data period.  Choose Create.  If the new validity period overlaps the existing one, the overlapped time will be excluded from the existing period.  If the new validity period has gap with other periods, the system will not allow this action. |  |  |
| 10 | Change Time-dependent Fields (Optional) | You could change the following time-dependent fields in the newly created validity period.   * Department * Person Resp. for PC * User Responsible * Title * Name * Name 2 * Name 3 * Name 4 * Lock Indicator   Choose Save.  If you change other not time-dependent fields, the change will be applied in all validity periods.  If there is no difference between the new period and the preceeding or following one, the new period will be merged with the existing one. | A new validity period is created.  The change records are shown in the Change Log section. |  |

## Assign Profit Center to Cost Centers

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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Cost Centers (F1443A). | A new window opens, showing the Master Data for Cost Center screen. |  |
| 3 | Search | Enter a company code to display available cost centers; for example, 1710.  Choose Go. | A list of available cost centers is displayed. |  |
| 4 | Edit | To make changes, select a cost center and choose Edit. | A new window opens, showing the Cost Center: XXXXXXXX, Financials (Ctry) screen. |  |
| 5 | Change Assignment | In the Organizational Units section, the Profit Center field can be changed.  Use the drilldown button to select the profit center.  If you change the profit center assignment in the cost center, future postings are made using the new profit center. The change made to the cost center has no effect on postings that have already been made. You have to manually repost any documents that have already been posted.  Caution This activity should only used when testing the configuration. In a productive system, use it with great care. |  |  |
| 6 | Save Your Data | Save your entries. | The profit center has been changed. |  |

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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