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|  |  |
| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Cost Center and Cost Center Group (BNM) |

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# Purpose

Cost centers represent organizational unit areas of responsibility to which financial costs can be assigned. Dividing an organization into cost centers allows you to follow several goals.

Assigning costs to cost centers lets you determine where costs are incurred within the organization.

If you plan costs at cost-center level, you can check cost efficiency at the point where costs are incurred.

If you want to assign overhead costs accurately to individual products, services, or market segments, you need to further allocate the costs to those cost centers directly involved in the creation of the products or services. From these cost centers you can then use different methods to assign the activities and costs to the relevant products, services, and market segments.

This enables you to valuate semi-finished and finished products in Product Cost Controlling (CO-PC), and to calculate contribution margins in Profitability Analysis (CO-PA)

Cost center groups represent a hierarchical structure of cost centers known as the standard hierarchy. Each cost center that is created must be assigned to a group in the standard hierarchy. This ensures that the standard hierarchy contains all the cost centers in the controlling group. When analyzing the standard hierarchy, the SAP system automatically includes all cost centers.

Note that cost centers may be assigned to any number of alternative groups. However, alternative groups cannot be created when maintaining the standard hierarchy.

# 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 |  |

## 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 a cost center data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Hierarchy Area | Organizational Units | Mandatory |  |
| Business Area | Organizational Units | Optional |  |
| Functional Area | Organizational Units | Optional |  |
| Profit Center | Organizational Units | Optional |  |

## 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 .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Creating Cost Center Master Data](#unique_9) [page ] 6 | Cost Accountant - Overhead | Manage Cost Centers (F1443A) | Cost centers can be created according to new business requirements. |
| [Creating Cost Center Group Master Data](#unique_10) [page ] 8 | Cost Accountant - Overhead | Manage Cost Center Groups (F1024) | Cost center groups can be created according to new business requirements. |
| [Where-Used List - Cost Centers Actual](#unique_11) [page ] 10 | Cost Accountant - Overhead | Where-Used List - Cost Centers (F3549) |  |

# Test Procedures

This section describes procedures for each process step that belongs to this scope item. You can use these procedures also for testing the master data creation.

## Creating Cost 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 Cost Accountant - Overhead. | The Start page appears. |  |
| 2 | Access the SAP Fiori App | Open Manage Cost Centers (F1443A). | Open Manage Cost Centers screen opens. |  |
| 3 | Create a New Cost Center | To create a new cost center, choose the + (Create New Cost Center) button. |  |  |
| 4 | Enter New Cost Center | In the General Information tab, make the following entries:   * Cost Center: <Text> * Name: <Text> * Description: <Text> * Person Responsible: <Person Responsible> * Valid From:<01/01/2017> * Valid To:<12/31/9999> * Cost center category: <Cost center category>   Choose Continue.  Optionally, you can change default values for valid dates and choose a reference from existing cost center master data. | A new section opens, showing General Information. |  |
| 5 | Enter Cost Center Organizational Data | In the Organizational Data tab, on the Cost Center screen, make the following entries:   * Standard Hierarchy Node: <0001> * Company Code: <Company Code> * Functional area: <Functional area> * Profit Center: <Profit Center>   For PSM Only:  PSM fields will be available for input after company code 1730 is selected.  Fund: <Fund>  Fund Fixed Assignment: <Yes/No>  Grant: <Grant>  Grant Fixed Assignment: <Yes/No>  Functional Area Fixed Assignment: <Yes/No>  “Fixed assignment” check box for Functional Area, Fund and Grant will open up only after entering respective master data  Budget carrying cost center: <Cost center>  Budget availability control profile: <Profile>  Budget availability control is active: <Yes/No> | Selection scrolls, showing Organizational Data. | Entering a company code is optional |
| 6 | Save Your Data | Choose Save. | The cost center is created and saved. |  |

## Creating Cost Center Group 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. |

Prerequisite

For this chapter, the Basic Data for the material have to be already filled out as described in chapter [Creating Cost Center Master Data](#unique_9) [page ] 6 Start this procedure after you have saved the Master Data entries in the previous chapter.

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 Start page appears. |  |
| 2 | Access the SAP Fiori App | Open Manage Cost Center Groups (F1024). |  |  |
| 3 | Create a New Cost Center Group | In the Result List: Cost Center Group section, choose New. |  |  |
| 4 | Enter New Cost Center Group | On the Cost Center Group: New screen, make the following entries:   * Cost Center Group <Cost Center Group> * Name<Name   Choose Save.  Optionally, you can choose a reference from existing cost center groups. | A new window opens, showing the Cost Center Groups: New screen. |  |
| 5 | Enter Cost Center Organizational Data | In the new window Cost Center Groups: New, you can make the following entries:  On the top level, you can create new master data with New:   * New child group: <Cost Center Group>   On lower levels, you can add with New:   * New child group: <Cost Center Group> * New sibling group: <Cost Center Group>   On the top level, you can add existing master data with Add:   * Add child group: <Cost Center Group * Add cost center: <Cost Center> * Add cost center range: <Cost Center(s)>   On lower levels, you can add with New:   * New child group: <Cost Center Group> * New sibling group: <Cost Center Group> * Add cost center: <Cost Center> * Add cost center range: <Cost Center(s)> | New master data is shown on the Cost Center Groups: New screen. |  |
| 6 | Save Your Data | Choose Save. | The cost center group is created and saved. |  |

## Analytics

### Where-Used List - Cost Centers Actual

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. |

Purpose

This activity allows you to see where the cost centers are used in other master data such as activity type, profit centers, and actual cost allocations.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Cost Centers (F1443A). | The Manage Cost Centers view displays. |  |
| 3 | Selection Criteria | Make the following entries and choose Go:  Cost Center : <your cost center> |  |  |
| 4 | Where Used | Select the desired cost center and choose Where Used - Cost Centers. | A report showing where the cost centers are currently used is displayed. For details, you can select the Master data object type and drill in further. |  |

Note The Where-Used List - Cost Centers (F3549) app can also be used to determine where the cost centers are currently used.

# Appendix

## Cost Center Replication from SAP S/4HANA Cloud to SAP Cloud Platform Master Data Integration (Optional)

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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