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|  |  |
| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Activity Type and Activity Type Group (BNN) |

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# Purpose

Activity types represents the activities produced by a cost center within a controlling area. Activity types are uses to plan and allocate activities recorded and measured in activity units. Activity quantities are valuated using an activity price which is maintained on the cost center.

Activity types are used as follows:

To determine the quantity-based output of a cost center. The plan activity quantities of production and service cost centers must be reconciled with the master production schedule in logistics. This determines the required plan activity quantity, as well as the plan capacity.

To control the activity quantities on the cost centers. This enables the measurement of the operating rate or the rate of capacity utilization of a cost center.

In addition to manual planning of activity quantities, you can also use indirect activity allocation to plan activity quantities automatically.

Activity type groups are also useful in planning. Since there is no multiple selection tool available for activity types, activities can be collected in activity type groups to enable planning of several activity types at one time.

# 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 activity types and activity type groups, depending on the operational focus of your company.

|  |  |  |  |
| --- | --- | --- | --- |
| Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Controlling Area | General Data | Mandatory |  |
|  |  |  |  |

## Mandatory and Optional Master Data

Default Values

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 depending on the operational focus of your company.

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Activity type and an activity type group records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in an activity type data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Cost Element | General Data | Mandatory | Secondary cost element (cost element type ‘43’) |
| G/L Account |  | Mandatory | For Secondary cost element (cost element type ‘43’) |

## Main Parameters for Data Creation

This scope item has no business conditions.

## Preliminary Steps

### User Settings - Set Controlling Area

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Choose Settings | Under the user context menu, choose Settings. | The User Setings window appears. |  |
| 3 | Choose Default Values | Choose Default Values on the window. | The Default Values window appears. |  |
| 4 | Enter Data | In the CO Area field, enter <CO area value>, then choose Save. | Controlling area, for example, A000, is set for your user. |  |

# 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 | Expected Results |
| [Creating Activity Type Master Data](#unique_10) [page ] 7 | Cost Accountant - Overhead | Manage Activity Types (F1605A) | Activity types can be created according to new business requirements. |
| [Creating Activity Type Group Master Data](#unique_11) [page ] 8 | Cost Accountant - Overhead | Manage Activity Type Groups (F1027) | Activity type groups can be created according to new business requirements. |

# 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 Activity Type 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 | Open Manage Activity Type Master Data | Open Manage Activity Types (F1605A). | A new window opens, showing the Manage Activity Types (F1605A) screen. |  |
| 3 | Choose Create | Choose Create. |  |  |
| 4 | Enter Activity Type Data | On the New Activity Type: New screen, in the General Data tab , make the following entries:   * Enter Activity Type: Description Text * Activity Unit: Activity unit * Name: <Enter a text> * Activity Type description: Enter a text * Valid From: <today's date> * Valid To: <Year-end> * Cost center category: Cost center category * Activity Type Category: Activity type category * Allocation Cost Element: <For example, 94304000> * Price Indicator: Price indicator | A new section opens, showing the General Data and various tabs.  SAP recommended values for cloud (as others though visible might not be supported).   * activity type category: only 1 (manual entry, manual allocation) is supported in cloud. * price indicator: only 3 (price is set manually) is supported in cloud * actual activity type category: should be blank * actual price indicator: Default should be blank and only if you have activated scope Actual Costing (33Q), you should use “5” or “7” (for details on 5 and 7, refer the Business Conditions section in 33Q). |  |
| 6 | Save Your Data | Choose Save. | The activity type is created and saved. |  |

## Creating Activity Type 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

You have filled out and saved the basic data for the material as described in [Creating Activity Type Master Data](#unique_10) [page ] 7.

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 | Open Manage Activity Type Groups | Open Manage Activity Type Groups (F1027). |  |  |
| 3 | Choose New | In the Result List: Activity Type Group section, choose New. | A new window opens, showing Search: Activity Type Groups. |  |
| 4 | Enter New Activity Type Group | On the Activity Type Group: New screen, make following entries:   * Activity Type Group: Activity type groupand choose Continue.   Optionally, you can choose a reference from existing activity type groups. | A new window opens, showing Activity Type Groups: New screen. |  |
| 5 | Add and/or Create Activity Type Groups | In the new window Activity Type Groups: New, you can make the following entries:  On the top level, you can create new master data with New:   * New child group: Activity Type Group   On lower levels, you can add with New:   * New child group: Activity Type Group * New sibling group: Activity Type Group   On the lower levels, you can add with Add:   * New child group: Activity Type Group * New sibling group: Activity Type Group * Add activity type: Activity Type * Add activity type range: Activity Type(s) | New master data is shown in Activity Type Groups: New screen. |  |
| 6 | Save Your Data | Choose Save. |  | The activity type group is created and saved. |

## Analytics

### Activity Type Change Log

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

In this activity, you run the change log for activity types.

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 Change Log - Activity Types (F3866). | The Change Log – Activity Types dialog box displays. |  |
| 3 | Selection Criteria | Make the following entries:  Activity Type: <Any Activity type> |  |  |
| 4 | Choose | Choose Go. | A report showing change detail history displays. |  |

### Where-Used List – Activity Types

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 activity types are used in other master data such as profit centers, and actual cost allocations.

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 Activity Types (Deprecated) (F1605). | The Manage Activity Types dialog box displays. |  |
| 3 | Selection Criteria | Make the following entries:  Activity Type: <Any Activity type> |  |  |
| 4 | Where Used | Select the desired cost center and choose Where Used – Activity Types. | A report showing where activity types are currently used is displayed. For de­ tails, you can select the Master data object type and drill in further. |  |

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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