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|  |  |
| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Cost Element Group (BNP) |

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# Purpose

Business Context

Cost element groups are typically used to collect cost elements with similar characteristics for purposes of reporting. Cost element groups can be used in the information system, for example. You can use the cost element group structure to define the row structure of your reports. Totals are calculated in the report for each node.

You can also use cost element groups whenever you want to process several cost elements in one transaction. For example, in cost center planning, distribution or assessment.

# 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 element 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

Cost element 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 element group data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Chart of accounts | 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 Element Group Master Data](#unique_9) [page ] 6 | Cost Accountant - Overhead | Create Cost Element Groups (KAH1) | Cost element groups can be created according to new business requirements. |

# Test Procedures

This section describes procedures for each segment or process step that is part of this master record.

## Creating Cost Element 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 .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad using your user credentials. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Cost Element Groups (KAH1). | A new window opens, showing Create Cost Element Group: Initial Screen. |  |
| 3 | Enter New Cost Element Group | On the Create Cost Element Group: Initial Screen, make following entries:   * Cost Element Group: Cost Element Group   Select Enter.  Optionally, you can choose a reference from existing cost center groups. | A new window opens, showing Create Cost Element Group: Structure. |  |
| 4 | Enter Cost Element and / or Cost Element Group | New master data is displayed on the Cost Element Groups: New screen.   * Description: Text   Furthermore, you can make the following entries by placing your cursor on your selection and make use of the following navigation buttons:   * Lower Level : Insert a cost element group on lower level * Cost Element: (Insert option) - Add cost elements or element ranges * Same Level - Insert additional cost element groups on the same lower level. | New master data is displayed on the Cost Element Group: Structure screen. |  |
| 5 | Save Your Data | Choose Save. |  | The cost element group is created and saved. |

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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