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| Test Script  SAP S/4HANA - 17-09-20 | public |
| General Ledger Allocation Cycle (1GI\_DE) |

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# Purpose

Prior to the allocation process at period end of profit centers or segments that cannot be allocated, shared costs are accumulated during the period on those profit centers or segments. These costs must be allocated on predetermined criteria to allocable segments, or the reposting of the profit center for adjustment. You distribute the costs from profit centers (assigned to segments that cannot be allocated) to profit center assigned to allocable segment under original general ledger accounts. The distribution cycles must be configured.

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 prerequisites needed to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

Caution The test scenario is only providing an example of how the distribution cycle could work. This test script does not provide for document splitting, for example, when there are more than 1000 positions in the document that would require additional customization.

## 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 |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |

## Master Data, Organizational Data, and Other 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 represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Using Your Own Master Data

You can also use customized values for any organizational data for which you have created master data. For more information on how to create master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data | Sample Value | Details | Comment |
| Company Code | 1010 |  |  |
| Chart of Accounts | YCOA |  |  |
| Controlling Area | A000 |  |  |
| Profit Center | YB800, YB111 |  |  |
| GL Account |  |  |  |

For more information on creating master data objects, see the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| BNH | Create Profit Center |

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Items | Business Conditions |
| N/A | There are no business conditions for this scope item |

# Overview Table

The General Ledger Allocation Cycle scope item consists of several process steps provided 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 |
| [Create Actual Distribution Cycle G/L](#unique_8) [page ] 7 | General Ledger Accountant | Create Actual Distribution Cycle G/L (FAGLGA31) | You created the G/L distribution cycle. |
| [Change Actual Distribution Cycle](#unique_9) [page ] 9 | General Ledger Accountant | Change Actual Distribution Cycle G/L (FAGLGA32) | You changed the G/L distribution cycle. |
| [Display Actual Distribution Cycle](#unique_10) [page ] 12 | General Ledger Accountant | Display Actual Distribution Cycle G/L (FAGLGA33) | You displayed the G/L distribution cycle. |
| [Execute Actual Distribution Cycle G/L](#unique_11) [page ] 11 | General Ledger Accountant | Execute Actual Distribution G/L (FAGLGA35) | You executed the G/L distribution cycle. |
| [Overview Actual Distribution Cycle G/L](#unique_12) [page ] 13 | General Ledger Accountant | Overview Actual Distribution G/L (FAGLGA16) | You viewed an overview of the G/L distribution cycle. |
| [Delete Actual Distribution Cycle G/L](#unique_13) [page ] 14 | General Ledger Accountant | Delete Actual Distribution Cycle G/L (FAGLGA34) | You deleted the G/L distribution cycle. |

# Test Procedures

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

## Actual Distribution Cycle

Context

In this step, you create the header data and the segment data of the G/L Actual Distribution Cycle. In the following steps you change, execute, display, get an overview, and delete the actual distribution cycle.

Prerequisites

You must have some postings from the G/L account that you want to distribute.

### Create Actual Distribution Cycle G/L

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 step, you create the actual distribution cycle.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Create Actual Distribution Cycle G/L (FAGLGA31). | The G/L: Create Actual Distribution Cycle: Initial Screen screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Execute:  Ledger: 0L  Cycle: DE\_DEMO  Start Date:The first day of the current year. |  |  |
| 4 | Enter Selection Criteria | Make the following entries and choose Attach Segment:  Text: DE\_DEMO  Company Code: 1010  Iterative: Selected | The Segment Header Data tab displays. |  |
| 5 | Enter Selection Criteria | Make the following entries and press Enter:  Segment Name: DSD Distribution Demo Segment |  |  |
| 6 | Enter Segment Header Data | On the Segment Header tab, make the following entries:  Sender Rule: Posted Amount  Share in%: 100%  Act. Values: Selected  Receiver Rule: Fixed Amounts |  |  |
| 7 | Enter Senders/Receivers Tab | On the Sender/Receivers tab, make the following entries:  Account Number: 63001000  Sender: Profit Center: YB111  Receiver: Profit Center: YB800 |  |  |
| 8 | Enter Sender Values Tab | On the Sender Values tab, make the following entries:  Share in %: 100%  Actual Value Origin: Selected |  |  |
| 9 | Enter Receiver Tracing Factor Tab | On the Receiver Tracing Factor tab, make the following entries:  Currency: EUR  Profit Center: YB800  Amount: 10 |  |  |
| 10 | Save your Entries | Choose Save without Check. | You saved the DE\_DEMO cycle. |  |

### Change Actual Distribution Cycle

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 step, you change the actual distribution cycle.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Change Actual Distribution Cycle G/L (FAGLGA32). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Execute:  Ledger: 0L  Cycle: DE\_DEMO  Start Date: The first day of the current year. | The G/L: Change Actual Distribution Cycle: Header Data screen is displayed. |  |
| 4 | Enter Selection Criteria | Make the following entries and choose First Segment:  Text: DE\_DEMO  Iterative: Selected  Company Code:1010 |  |  |
| 5 | Receiver Tracing Factor | Choose the Receiver Tracing Factor tab. |  |  |
| 6 | Enter Details and Save | Make the following entries and choose Save Without Check:  Currency: EUR  Profit Center: YB800  Amount: 20 | The system saves the changed segment values. |  |

### Execute Actual Distribution Cycle G/L

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 step, you execute the actual distribution cycle.

Prerequisites

You must have postings in the sender account that you want to distribute.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Execute Actual Distribution G/L (FAGLGA35). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Execute:  Ledger: 0L  Period: Current period -1  Fiscal Year: Current Year  Document Type: SA  Detail Lists: Selected  Cycle: <Cycle from previous step> | The report is executed and the results are displayed. |  |
| 4 | Show Result Values | Choose Journal. | The values of the G/L Distribution are shown. |  |

### Display Actual Distribution Cycle

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 step, you display the actual distribution cycle.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Actual Distribution Cycle G/L (FAGLGA33). |  |  |
| 3 | Display Changes | Make the following entries and choose Execute:  Ledger: 0L  Cycle: DE\_DEMO  Start Date:The first day of the current year | The system displays the cycle. |  |

### Overview Actual Distribution Cycle G/L

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 step, you get the overview of the actual distribution cycle.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Overview Actual Distribution G/L (FAGLGA16). | The Actual Distribution Overview initial screen is displayed. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Execute:  Ledger: 0L  Period: current period -1  Fiscal year: Current Year | The report displays the execution status and document number of the distribution cycle. |  |

### Delete Actual Distribution Cycle G/L

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 step, you delete the actual distribution cycle.

Prerequisite

Create an actual distribution cycle (for example, DE\_DEMO1) without postings and then delete it.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail /Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Delete Actual Distribution Cycle G/L (FAGLGA34). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Execute:  Ledger: 0L  Cycle: DE\_DEMO  Start Date: The first day of the current year  Delete a cycle without postings. | The Delete Cycle screen displays. |  |
| 4 | Delete Actual Distribution Cycle | Choose Yes. | The actual distribution cycle is deleted. |  |

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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