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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Financial Plan Data Upload from File (1HB\_DE) |

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# Purpose

Using the Import P&L Data SAP Fiori application, you can load a semicolon separated file for PLAN data into the SAP S/4HANA Cloud application. A template is provided to ensure that the file is successfully loaded into the application. Once uploaded, the user can open the Actual versus Plan P&L application to see the results.

Note The Delete Financial Plan Data (F4074) app may be used to clean up financial plan data entries, but this should be done only as a corrective measure.

Note This scope item is optional in SAP S/4HANA. If you want to continue with this scope item in the on-premise version, refer to SAP note [2596669](https://launchpad.support.sap.com/#/notes/2596669).

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 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 - Sales | SAP\_BR\_SALES\_ACCOUNTANT | Sales Accounting | SAP\_BR\_SALES\_ACCOUNTANT |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |

For details about the business role content, refer to the Maintenance of SAP Fiori Artefacts for SAP S/4HANA section in the Check S/4HANA Technical Settings (BG0) configuration guide.

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your 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.

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices Baseline Package, you can use the following Baseline Package scenario data.

Note All organizational units and all master data for which you want to plan must exist in the system in order to perform the upload successfully.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| G/L Account | any applicable G/L Account |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNG | Create G/L Account and Cost Element |

## File Format Requirements

Format Values:

Plan data must be formatted as a comma separated values file (CSV file).

All organizational units and all master data for which you want to plan must exist in the system.

For the time-dependent organizational units or master data, the following applies :

* It must exist in the period specified in the same data row
* If period 0 is specified, the master data must exist in period 1
* If a special period is specified, the master data must exist in the last normal period of the fiscal year
* If only the fiscal year is provided, the master data must exist at some time during the fiscal year

The source files in this example should use the following values :

* Category ,as default, use the category PLN
* Company Code
* Controlling Area
* Ledger
* Cost Center
* Customer Group
* Account Number
* Fiscal Year
* Posting Period (values defined by fiscal year variant)
* Amount in Global Currency
* Global Currency

Decimal Digits :

The amounts may have a currency sign (for example, €). The import cuts it off and reads the currency code from the next column.

The upload accepts only two decimal digits.

The following decimal marks or thousands indicators may be used :

European format:

* Comma (,) as decimal mark
* Point (.) as thousands indicator

For example, 1.234.567,89

US format:

* Point (.) as decimal mark
* Comma (,) as thousands indicator

For example 1,234,567.89

No decimal mark and no thousands indicator (for example, 12345)

Currency As used by the system, for example, EUR instead of €

CSV Files :

The csv-upload supports the following separators :

* , (comma)
* ; (semi colon)
* . (period)
* | (pipe)

If you use Microsoft Excel to create the CSV file, you can specify the separator in your Microsoft Windows control panel by choosing Region and Language Formats.

The source CSV files must have the following structure :

1. Row: The technical name of the field for which you want to import data.
2. Row: Any explanatory text, for example, the field description.
3. Row: The characteristics defining the plan data scope of the source file flagged by an X (capitalized or non capitalized). For the values of these characteristics, the plan data from the source file overwrites the existing plan data.

To prevent the plan data scope of a source file becomes too big, the app expects a minimal set of characteristics defining the plan data scope.

You must at least flag the following characteristics :

* + Category (CATEGORY)
  + Company Code (RBUKRS) or Controlling Area (KOKRS)
  + Fiscal year (RYEAR)

The app reads the plan data starting from the fourth line.

If the third row contains other characters than X, the system assumes that the third row contains plan data and starts reading from there. In this case, the system uses the following default set of characteristics defining the plan data scope :

* Category (CATEGORY)
* Company Code (RBUKRS)
* Fiscal year (RYEAR)

## Preliminary Steps

### Set Report Relevancy

Purpose

Report relevancy must be done when you execute any design studio reports for the first time. If you make a subsequent change in cost center, profit center, or G/L hierarchy, perform this step again to get the latest information.

Also, you must manually replicate set-based hierarchies (such as Cost Center Group or Profit Center Group) and financial statement hierarchies to the backend database hierarchy tables. Normally, this would be created as a periodic job that would run in the background.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 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 Set Report Relevancy - Set-Based Hierarchies (HRY\_REPRELEV). | The Set Report Relevancy for Set-Based Hierarchies screen displays. |  |
| 3 | Enter Header Data | In the header area, make the following entries:  Set Class: For example,0101, for the cost center group  Organizational Unit: A000  Set Name: A000 |  |  |
| 4 | Execute | Choose Execute. |  |  |
| 5 | Mark as report relevant | In the Set Report Relevancy for Set-Based Hierarchies header, ensure the following entries:  Set Name: A000  Report Relevant: Select |  |  |
| 6 | Save | Choose Save. | An Information dialog box appears stating Data saved. |  |

### Replicate Runtime Hierarchy

Purpose

You must manually replicate set-based hierarchies (such as Cost Center Group or Profit Center Group) and financial statement hierarchies to the back-end database hierarchy tables. Normally, this would be created as a periodic job that would run in the background.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | 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 Replicate Runtime Hierarchy (F1478). | The Application Jobs screen displays. |  |
| 3 | Select | Choose the + (New) button. |  |  |
| 4 | Enter Header Data | In the header area, make the following entries:  Job Template: Replicate Runtime Hierarchy  Job Name: Manual test  Start Immediately: Select  In the Create Hierarchy area, make the following entries and choose the Schedule button:  Hierarchy ID: YPS2  Valid From: <Enter current date>  If you are using the optional procedure Commitment Management and Cost Center Budgeting, follow steps 1-4, but make the following entries instead:  Job Template: Manually Replicate Runtime Hierarchy  Job Name: Manual test  Start Immediately: Select  In the Create Hierarchy area, make the following entries:  Hierarchy ID: 0102/YCOA/YBA000\_CE  Valid From: <Enter current date> |  |  |

### User Settings - Set Controlling Area

Purpose

The controlling area must be set before you carry out the first steps in controlling.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Choose User Preferences | Choose the user icon on the top right corner of the screen, and choose Settings.  Choose Default Values. | The Default Values screen displays. |  |
| 3 | Enter Data | On the CO Area field,  enter the following value: A000.  Choose Save. | Controlling area A000 is set for your user. |  |

# Overview Table

The scope item Financial Plan Data Upload from File 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 .

Master Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Create P&L Actual Data (optional)](#unique_11)  [page ] 13 | Internal Sales Representative |  | Refer to Sales Order Processing with Customer Down Payment(BKJ) |
| [View P&L Actuals](#unique_12) [page ] 14 | Cost Accountant - Sales | P&L - Plan/Actual (F0927A) | You can view your current actuals in the system and view if there is any plan data previously uploaded in the system. |

Table 2: Upload Financial Plan Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Template for File Upload](#unique_13) [page ] 15 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Planned data is prepared for upload. |
| [Prepare the File for Cost Center Plan Upload](#unique_14) [page ] 17 |  |  | Planned data is prepared from an external system for upload. |
| [Prepare the File for Market Segment Plan Upload](#unique_15) [page ] 18 |  |  | Market segment plan data is prepared for upload. |
| [Import Financial Plan Data](#unique_16)  [page ] 19 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Financial plan data file imports successfully. |

Table 3: P&L Actual versus Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [P&L Actual versus Plan](#unique_17) [page ] 21 | Cost Accountant - Sales | P&L - Plan/Actual (F0927A) | Consolidated view of planning from both the Cost Center and Market Segment displays. |

Table 4: Update Plan Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Prepare File for Additional Cost Center Plan Data Import](#unique_18) [page ] 23 |  |  | Additional plan data is prepared for comparison. |
| [Import the Financial Plan Data File](#unique_19) [page ] 24 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Financial plan data file successfully imports. |
| [P&L Actuals versus Plan](#unique_20) [page ] 25 | Cost Accountant - Sales | P&L - Plan/Actual (F0927A) | Consolidated view of planning from both the Cost Center and Market Segment displays. |
| [Prepare File with Changes to the Characteristics of Plan Data Scope](#unique_21) [page ] 27 |  |  |  |
| [Import the Financial Plan Data File](#unique_22) [page ] 28 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Financial plan data file imports successfully. |
| [P&L Actuals versus Plan](#unique_23) [page ] 29 | Cost Accountant - Sales | P&L - Plan/Actual (F0927A) | Consolidated view of planning from both the Cost Center and Market Segment displays. |

Table 5: Upload Statistical Key Figure Plan Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Prepare the File for Cost Center Plan Upload](#unique_24) [page ] 31 |  |  | Planned data is prepared from an external system for upload. |
| [Import Statistical Key Figure Plan Data](#unique_25) [page ] 33 | Cost Accountant - Overhead | Import Statistical Key Figure Plan Data (F3779) | Statistical key figure plan data file imports successfully. |

Table 6: Optional

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Optional: Copy Financial Plan Data](#unique_26) [page ] 34 | Cost Accountant - Overhead | Copy Financial Plan Data (F3396) | Plan data is copied from one Plan Category to another plan category. |
| [Optional: Delete Financial Plan Data](#unique_27) [page ] 35 | Cost Accountant - Overhead | Delete Financial Plan Data - with Timestamp (F4074) | Plan data is deleted based on the timestamp of the plan data entries. |

# Test Procedures

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

## Create P&L Actual Data (optional)

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

For the upload of planning data, creating sales information allows you to see both actual and plan data at the end of the upload process (optional step).

Procedure

Create and process sales orders: To execute this activity, run the processes such as Sales Order Processing with Customer Down Payment(BKJ).

## View P&L Actuals

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 can view your current actuals in the system and view if there is any plan data previously uploaded in the system.

Note P&L actual data is only available if there are processed sales orders in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open P&L - Plan/Actual (F0927A). | The P&L - Plan/Actual screen displays. |  |
| 3 | Enter Information | Make the following entries :  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year : Current fiscal year  Fiscal Period : 005  Planning Category: PLN  Company Code : 1010  G/L Account (Hierarchy):  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date: Enter a date  Choose OK. |  |  |
| 4 | Review | You can view the current actuals in the system and check the input of plan data. |  |  |

## Upload Financial Plan Data

### Template for File Upload

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 download the template and prepare your plan data for upload. Depending on the scope of your solution, the plan data you fill the template with will differ. In this script you download two templates: Cost Center Planning Data and Market Segment Planning Data. Use the sample data to populate the template. If you have plan data already in your system and would like to copy the data to a new Plan Category, application Copy Financial Plan Data can achieve this without the need to manually upload the data.

Note If any data exists in the target Plan Category, it will be overwritten by this copy functionality.

Note Planning for Cost Centers, Internal Orders, and WBS elements automatically derive the Profit Center and Segment organizational fields from the corresponding Plan/Actual report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) screen displays. |  |
| 3 | Select Template  . | Choose the Download Templates button. In the Download Templates screen, select the comma as separator and then the Cost Center Planning template.  Open the downloaded CSV template.  Enter the field values as listed in the step Prepare the file for Cost Center Plan upload. |  |  |
| 4 | Save Template | Save the file in the CSV format. |  |  |
|  |  | Repeat all steps in this section and download template Market Segment and enter the following Field Values as listed in the step Prepare the file for Market Segment Plan upload. |  |  |

### Prepare the File for Cost Center Plan Upload

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 prepare your plan data from an external system for upload. Fill in the downloaded template Cost Center Planning with the data listed below. The exact same data is presented in two ways: Table and CSV format.

* The table format is for clarity of what data is being entered.
* The CSV format is how the exact data must be entered in the CSV file in order for the upload to be successful.

The file must use one of the four acceptable separators listed in section 2.4 and be saved as a CSV file. In our example, we use a semicolon as the separator.

Note The data field KSL (Amount) is represented as a positive (debit) or negative (credit) value depending on the accounting view of the G/L account being planned. For example, revenue G/L account plan data would be entered as a negative (credit) in the KSL column. Similarly, expense and asset GL accounts are planned as positive (debit).

Caution The following sample is provided as an example only and this may differ from country to country. The global currency (RKCUR) in predelivered content is USD but can vary depending on the actual system setup. Contact your test administrator for specific data on country and global currency.

Procedure

Review the following cost center plan data :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | RCNTR | RACCT | KSL | RKCUR |
| Category | General Ledger Fiscal Year | Posting Period | Company Code | Cost Center | Account Number | Amount in Global Currency | Global Currency |
| X | X | X | X | X |  |  |  |
| PLN | 2017 | 5 | 1010 | 10101101 | 61003000 | 1000 | USD |
| PLN | 2017 | 5 | 1010 | 10101101 | 65008300 | 2000 | USD |
| PLN | 2017 | 5 | 1010 | 10101101 | 94308000 | 3000 | USD |
| PLN | 2017 | 5 | 1010 | 10101101 | 61007000 | 4000 | USD |

### Prepare the File for Market Segment Plan Upload

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 prepare your plan data from an external system for upload. Fill in the downloaded template Market Segment Planning with the data listed below. The exact same data is presented two ways: Table and CSV format. The table format is for clarity of what data is being entered. The CSV format is how the exact data must be entered in the CSV file in order for the upload to be successful. The file must use one of the four acceptable separators listed in section 2.4 and be saved as a CSV file. In our example, we use a semicolon as the separator.

Note The data field KSL (Amount) is represented as a positive (debit) or negative (credit) value dependent on the accounting view of the G/L account being planned. For example, revenue G/L account plan data would be entered as a negative (credit) in the KSL column. Similarly expense and asset GL accounts are planned as positive (debit).

Caution The following sample is provided as an example only and this may differ from country to country. Contact your Test administrator for country-specific data.

Procedure

Review the following market segment plan data :

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | MATKL | KDGRP | RACCT | KSL | RKCUR |
| Category | General Ledger Fiscal Year | Posting Period | Company Code | Material Group | Customer Group | Account Number | Amount in Global Currency | Global Currency |
| X | X | X | X | X | X | X |  |  |
| PLN | 2017 | 5 | 1010 |  | 01 | 41000000 | -90000 | USD |
| PLN | 2017 | 5 | 1010 |  | 02 | 41001000 | -50000 | USD |

### Import Financial Plan 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. |

Purpose

Once the plan data file is saved in the template, open the Import P&L Plan Data app and select a source file.

The app performs the following checks:

1. The app checks whether the values in the source file are valid. If required, it returns a list of error messages. You must correct the values in the source file until they are all valid before you can proceed.
2. If all values are valid, the app selects the distinct values for all characteristics of the plan data scope (as defined in the third row of the source file).
   * If no plan data exists in the system for any combination of these characteristic values, you can directly import the plan data.
   * If plan data exists in the system for any combination of these characteristic values, the app displays the affected values. It assumes that you want to completely replace the existing plan data by the new plan data import.

Note One source file must therefore always contain full plan data sets for a certain combination of the characteristics you specified in the third row (the plan data scope).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) screen displays. |  |
| 3 | Enter Source File | Use the Browse button to select the CSV extension file you wish to upload and choose Enter.  Enter the following field value:  Source File:  Your .CSV file that contains your plan |  |  |
| 4 | File check | The upload performs a check to ensure that the format is correct.  Correct any error message that appears. | The selected file contains data that replaces or deletes the following data  message appears. |  |
| 5 | Review | Once successfully uploaded the message appears.  The selected file has the following plan data scope.  Note the two informational messages in the upper left of the screen.  On the message  Your plan data import will upload X plan items  ,select the Show Details, review the data and then select the back icon.  On the message  Your plan data import will overwrite x items  ,select the Show Details, review the data and then select the back icon proceed to the next step Import. | The list of the data uploaded appears. |  |
| 6 | Import | Choose Import Source File. | Import successful  message appears. |  |

## P&L Actual versus Plan

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 view your current actuals and plan in the system. The P&L Actual versus Plan report shows a consolidated view of planning from both the Cost Center and Market Segment level. Specific reports for Cost Center and Market Segment Actual versus Plan are also available.

Note P&L actual data is only available if there are processed sales orders in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open P&L - Plan/Actual (F0927A). | The P&L - Plan/Actual screen displays. |  |
| 3 | Enter Information | Make the following entries :  Enter the following Field Values :  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year : Current fiscal year  Fiscal Period : 005  Planning Category : PLN  Company Code : 1010  G/L Account (Hierarchy) :  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date : Enter a date  Choose OK. |  |  |
| 4 | Review | You can view the actuals and plan data. |  |  |

## Update Plan Data

Context

As previously explained, the third row of the file format defines the characteristics of the plan data scope and are files flagged with an X. If more characteristics are flagged with an X, the more specific target plan data is overwritten. Correspondingly, if fewer characteristics are flagged, the broader the population of the target data is overwritten. The characteristics of this functionality also apply to other planning templates available in the Import Financial Plan Data application such as for Project Budgeting. For more information about Project Budgeting, you can view step Upload Planned Costs and Revenues in scope item 4I9 Sales Order Processing with Project Account Assignment.

This example illustrates the effects of changes to the characteristics of the plan data scope.

### Prepare File for Additional Cost Center Plan Data Import

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 load additional plan data needed for comparison.

Procedure

Prepare a plan csv data file that is similar to the one created in the step Prepare file for Cost Center plan data upload.

For this data file, the column POPER (Fiscal Period), has the value 6. Save the CSV file.

Note The sample is provided as an example only.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | RCNTR | RACCT | KSL | RKCUR |
| Category | General Ledger Fiscal Year | Posting Period | Company Code | Cost Center | Account Number | Amount in Global Currency | Global Currency |
| X | X | X | X | X |  |  |  |
| PLN | 2017 | 6 | 1010 | 10101101 | 61003000 | 1000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 65008300 | 2000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 94308000 | 3000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 61007000 | 4000 | USD |

### Import the Financial Plan Data File

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 | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) screen displays. |  |
| 3 | Enter Source File | Use the Browse button to select the CSV extension file you wish to upload.  Enter the following Field Value :  Source File:  Your .CSV file that contains your plan  Choose Enter. | The Plan Data Scope for the CSV file uploads.  The upload performs a check to ensure that the format is correct.  Corrections can be made if any error messages appear. |  |
| 4 | Import | Choose Import. | The file import is successful. |  |

### P&L Actuals versus Plan

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 can view both the previously imported plan data for month 5 and the newly imported plan data for month 6.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open P&L - Plan/Actual (F0927A). | The P&L Plan/Actual screen displays. |  |
| 3 | Enter Information | Make the following entries :  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year : Current fiscal year  Fiscal Period : 005 and 006  Planning Category : PLN  Company Code : 1010  G/L Account (Hierarchy) :  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date : Enter a date  Choose OK. |  |  |
| 4 | Review | View Actual versus Plan. | Note The period 5 plan data remains unchanged. |  |
| 5 | Repeat steps 1-4 | Make the following new entries and choose Go:  Enter the following Field Values:  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year : Current fiscal year  Fiscal Period : 006  Planning Category : PLN  Company Code : 1010  G/L Account (Hierarchy) :  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date : Enter a date |  |  |
| 6 | Review | View Actual versus Plan. | Note the plan data in period 6. |  |

### Prepare File with Changes to the Characteristics of Plan Data Scope

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, change the csv file by deselecting the characteristic POPER (Fiscal Period) by removing the X from the third row. Because this file has fewer selection criteria, more data will be overwritten and removed. Specifically, both Period 5 & Period 6 are removed and replaced by this new plan data that only has period 6 data.

Procedure

Prepare a plan csv data file identical to the one created in step Prepare file for additional service plan data import.

Note the change to the table for the value POPER (Posting Period), in the row 3, the value from X was changed to blank. Save the csv file.

Caution The sample is provided as an example only.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | RCNTR | RACCT | KSL | RKCUR |
| Category | General Ledger Fiscal Year | Posting Period | Company Code | Cost Center | Account Number | Amount in Global Currency | Global Currency |
| X | X |  | X | X |  |  |  |
| PLN | 2017 | 6 | 1010 | 10101101 | 61003000 | 1000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 65008300 | 2000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 94308000 | 3000 | USD |
| PLN | 2017 | 6 | 1010 | 10101101 | 61007000 | 4000 | USD |

### Import the Financial Plan Data File

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 | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) screen displays. |  |
| 3 | Enter Source File | Use the Browse button to select the CSV extension file you wish to upload.  Enter the following Field Value:  Source File :  Your .CSV file that contains your plan  Choose Enter | The Plan Data Scope for the CSV file uploads.  The upload performs a check to ensure that the format is correct.  Corrections can be made if any error messages appear. |  |
| 4 | Import | Choose Import. | The file import is successful. |  |

### P&L Actuals versus Plan

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

View the results of removing the update characteristic POPER.

As a result of the removing the flag (X) from the characteristic POPER (Fiscal Period) the applicable records updated are no longer limited to a specific fiscal period. Thus, the plan updated all Plan, Company Code, Cost Center, Customer, GL, Year matches. Since, the filed provided data no data from period 5, the previous values are removed. Only period 6 data was in this file and therefore only plan data 6 is available for all period that match the selection criteria.

The more specific characteristics chosen through the flag with an X in the 3rd row, the more targeted and narrow plan data population will be updated.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open P&L - Plan/Actual (F0927A). | The P&L Plan/Actual screen displays. |  |
| 3 | Enter Information | Make the following entries and select Go :  Enter the following Field Values :  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year : Current fiscal year  Fiscal Period : 005  Planning Category : PLN  Company Code : 1010  G/L Account (Hierarchy) :  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date: Enter a date  Choose OK. |  |  |
| 4 | Review | View Actual versus Plan. | Note the changes in period 5 plan data. |  |
| 5 | Repeat steps 1-4 | Make the following new entries:  Enter the following Field Values:  Ledger : 0L (Ledger 0L)  Ledger Fiscal Year: Current fiscal year  Fiscal Period: 006  Planning Category: PLN  Company Code: 1010  G/L Account (Hierarchy):  YBA000\_CE  Note The G/L Account Hierarchy YBA000\_CE is a sample grouping of P&L accounts. You can use any G/L hierarchy as per your requirement.  Key Date: Enter a date  Choose OK. |  |  |
| 6 | Review | View Actual versus Plan. | Note the plan data in period 6. |  |

## Import Statistical Key Figure Plan Data

Context

Plan statistical key figures are used to create relative weighted values for use in allocations like overhead. Common statistical key figures include headcount and square footage.

### Prepare the File for Cost Center Plan Upload

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

There is no template to download for import plan statistical key figures. In this activity, you prepare your plan data from an external system for upload. Fill in the downloaded template Cost Center Planning with the data listed below. The exact same data is presented in two ways: Table and CSV format.

* The table format is for clarity of what data is being entered.
* The CSV format is how the exact data must be entered in the CSV file in order for the upload to be successful.

The file must use one of the four acceptable separators listed in section 2.4 and be saved as a CSV file. In our example, we use a semicolon as the separator.

Note The data field KSL (Amount) is represented as a positive (debit) or negative (credit) value depending on the accounting view of the G/L account being planned. For example, revenue G/L account plan data would be entered as a negative (credit) in the KSL column. Similarly, expense and asset GL accounts are planned as positive (debit).

Caution The following sample is provided as an example only and this may differ from country to country. Contact your test administrator for country-specific data.

Procedure

Review the following statistical key figure plan data :

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | KOKRS |  | RCNTR |  | RBUKRS | RYEAR | POPER | MSL | RUNIT | STAGR |
| Category | Controlling Area |  | Cost Center |  | Company Code | General Ledger Fiscal Year | Posting Period | Quantity | Quantity Unit | Statistical Key Figure |
| X | X |  | X |  | X | X | X |  |  | X |
| PLN | A000 |  | 10101101 |  | 1010 | 2017 | 11 | 100 | PC | 1001 |
| PLN | A000 |  | 10101301 |  | 1010 | 2017 | 11 | 50 | PC | 1001 |

Here is a sample view of the CSV comma delimited file of the statistical key figure plan data :

CATEGORY;KOKRS;RCNTR;RBUKRS;RYEAR;POPER;MSL;RUNIT;STAGR

Version;Controlling Area;Cost center;Company Code;Fiscal Year;Fiscal Period;Quantity;Quantity Unit;Statistical Keyfigure

x;x;x;x;x;x;;;x

PLN;A000;10101101;1010;2018;11;100;PC;1001

PLN;A000;10101301;1010;2018;11;50;PC;1001

### Import Statistical Key Figure Plan 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 | Pass / Fail / Comment |
| 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 Import Statistical Key Figure Plan Data (F3779). | The Import Statistical Key Figure Plan Data (F3779) screen displays. |  |
| 3 | Enter Source File | Use the Browse button to select the CSV extension file you wish to upload.  Enter the following Field Value:  Source File :  Your .CSV file that contains your plan  Choose Enter | The Plan Data Scope for the CSV file uploads.  The upload performs a check to ensure that the format is correct.  Corrections can be made if any error messages appear. |  |
| 4 | Import | Choose Import Source File. | The file import is successful. |  |

## Optional: Copy Financial Plan 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. |

Purpose

In this optional step, you can copy plan data from one plan category, such as PLN, to a new plan category. You can create a new plan category via SSCUI 101970.

When you create a new plan category, you must ensure that the new category matches the category from which you wish to copy data, PLN in this case, and also select the checkboxes allowing for import, copy, and delete.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 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 Copy Financial Plan Data (F3396). | The Copy Financial Plan Data (F3396) screen displays. |  |
| 3 | Enter Parameters | Enter the following values and choose Copy to Target Category:  Plan Category: PLN  Ledger: 0L  Ledger Fiscal Year: Current fiscal year  Fiscal Period: Enter fiscal periods to copy such as between 1 and 12  Company Code: 1010 | The Select Target Category pop up appears. |  |
| 4 | Enter Target Category | In the Target Category parameter, use the search help to specify the Plan Category you wish to copy data to and choose Copy. | The file import is successful. |  |

## Optional: Delete Financial Plan 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. |

Purpose

In this optional step, you can delete plan data based on the timestamp of the plan data entries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 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 Delete Financial Plan Data - with Timestamp (F4074). | The Delete Financial Plan Data - with Timestamp (F4074) screen displays. |  |
| 3 | Enter Parameters | Enter the following values and choose Delete All:  Plan Category: Category you've created in step Copy Financial Plan Data  Ledger: 0L  Ledger Fiscal Year: Current fiscal year  Fiscal Period: Enter fiscal periods such as between 1 and 12  Company Code: 1010  Timestamp: Use the selection help to find the timestamp of the data you wish to delete |  |  |
| 4 | Confirm deletion | You can confirm deletion of the plan data. |  |  |

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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