|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 18-09-20 | public |
| Group Reporting - Plan Consolidation (28B) |

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# Purpose

With this scope item, the plan data can be collected from a file using the flexible upload feature of SAP S/4HANA, or generated from previous year actual data. The user can then run a full consolidation process including currency translation, intercompany elimination, and investments eliminations and reporting. The application includes several versions to enable reporting (Actual versus Plan, Plan, and Forecast).

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, users, master data, organizational data, and other test data and business conditions.

The test system uses the functionality of enhanced table structure of ACDOCU.

## 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 |
| Group Accountant | SAP\_BR\_GRP\_ACCOUNTANT | Group Reporting | SAP\_BR\_GRP\_ACCOUNTANT |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |

## Master Data, Organization Data, and Other Data

The following master data (consolidation groups and consolidation units) must be prepared.

* The consolidation groups CG21, CG49 must be prepared based on consolidation group CG20.
* The consolidation units XX00-XX08 must be prepared based on consolidation units 2000 - 2008.

## Regional Settings: list separator

At several steps of the test procedures explained in the present document, you are invited to handle .csv text files with Excel. When saving .csv files, Excel used the list separator defined in your regional settings ( Control Panel > Region > Additional Settings… > List separator ).

Make sure that the list separator is set to semi-column (“;”) before you start Excel to handle and save the csv files. Otherwise, the import file will include wrong separators and the import process will fail.

# Overview 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 .

Table 1: Table 1: Actuals @ budget Rate CT

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Maintain Exchange Rates](#unique_8)  [page ] 8 | Group Accountant | Maintain Exchange Rates (OB08) |  |
| [Set Global Parameters](#unique_9) [page ] 9 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Data Preparation by Copying Totals Records 12/2015 from Y10 to Y11](#unique_10) [page ] 11 | Group Accountant | Copy Transaction Data (CXCK) |  |
| [Execute the Data and Consolidation Monitor](#unique_11) [page ] 12 | Group Accountant | Data Monitor (CXCD) |  |
| [Check Comparison Report (Optional)](#unique_12) [page ] 14 | Mentioned in test script 2K6 |  |  |

Table 2: Table 2: YB2 Budget (12 + 1 + 1 + 1)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Set Global Parameters and Open Period](#unique_13) [page ] 15 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Copy Totals Records 01-03/2016 from Y10 to YB2](#unique_14) [page ] 17 | Group Accountant | Copy Transaction Data (CXCK) |  |
| [Flexible Upload of Subsequent Period Reported Financial Data First Year in One Step as Multiperiod Loading (04-12/2016)](#unique_15) [page ] 18 | Group Accountant | Flexible Upload of Reported Financial Data (CX25) |  |
| [Data and Consolidation Monitor as of 04-12/2016](#unique_16) [page ] 20 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Data and Consolidation Monitor 12/2017 (Flexible Upload of Reported Financial Data Second Year)](#unique_17)  [page ] 22 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Data and Consolidation Monitor 12/2018 (Flexible Upload of Reported Financial Data Third Year)](#unique_18)  [page ] 24 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Data and Consolidation Monitor 12/2019 (Flexible Upload of Reported Financial Data Forth Year)](#unique_19)  [page ] 25 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Check Comparison Report (Optional)](#unique_20) [page ] 25 | Mentioned in test script 2K6 |  |  |

Table 3: Table 3: YF2 Forecast (2+10)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Set Global Parameters and Open Period](#unique_21) [page ] 26 | Group Accountant | Set Global Parameters (CXGP) |  |
| [Copy Totals Records Periods 01-02/2016 from Y10 to YF2](#unique_22) [page ] 28 | Group Accountant | Copy Transaction Data (CXCK) |  |
| [Load Reported Financial Data 03-12/2016 in YF2](#unique_23) [page ] 30 | Group Accountant | Flexible Upload of Reported Financial Data (CX25) |  |
| [Data and Consolidation Monitor in 01-12/2016](#unique_24) [page ] 32 | Group Accountant | Data Monitor (CXCD) |  |
| [Check Comparison Report (Optional)](#unique_25) [page ] 33 | Mentioned in test script 2K6 |  |  |

Table 4: SAC – YB4 (2018) Integration Planning Scenario (12+1+1+1)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Export SAC Data to S/4HANA using the SAC Export to S/4HANA Feature](#unique_26) [page ] 34 | Cost Accountant - Overhead | Import Financial Plan Data |  |
| [Data and Consolidation Monitor](#unique_27) [page ] 37 | Group Accountant |  |  |
| [Check Comparison Report (Optional)](#unique_28) [page ] 39 | Mentioned in test script 2K6 |  |  |

# Test Procedures

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

## Actuals @ Budget Rate CT

In this version Y11 you will consolidate the already loaded actuals data in version Y10 but using another exchange rate for currency translation. All other automatic or manual consolidation tasks in data and consolidation monitor can be executed as it is in version Y10. The only difference is the separate exchange rate which is taken for this version.

At least the data entry process in version Y10 (refer to test script 1SG) must be executed. Otherwise no data are available for copying.

### Maintain Exchange Rates

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 process step, the exchange rates are maintained for the budget rate. The exchange rates for this version are assigned to exchange rate type AVG1 and CLO1.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Currency Exchange Rates (F3616). | The Change View "Currency Exchange Rates": Overview screen displays. |  |
| 3 | Change or Display Exchange Rates | You can change or display exchange rates for the following and save the entries:  JPY: EUR  AVG1: 31.12.2015  CLO1: 31.12.2015  USD: EUR  AVG1: 31.12.2015  CLO1: 31.12.2015  CNY: EUR  AVG1: 31.12.2015  CLO1: 31.12.2015  AUD: EUR  AVG1: 31.12.2015  CLO1: 31.12.2015 | The exchange rates for JPY, USD, AVG1 and CLO1 are maintained. |  |

### Set Global Parameters

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 process step, the global parameters are set.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Set Global Parameters (CXGP). | The Set Global Parameters screen displays. |  |
| 3 | Global Parameters | Enter the following values:  Version/Time period:  Version: Y11  Fiscal Year: 2015  Period: 12  Further Settings:  Cons.chart/Acct: Y1  Choose Continue. | The global parameters are set. |  |

### Data Preparation by Copying Totals Records 12/2015 from Y10 to Y11

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 process step, reported financial data can be loaded or, copied in the specific version.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Copy Transaction Data (CXCK). | The Copy Totals Records screen is displayed. |  |
| 3 | Enter Parameters | Enter the following values in the Organizational units section:   * Consolidation Group: CGxx * Consolidation Unit: Sxx00 to Sxx08   Posting level   * Reported financial data: <Select> * Standardized financial data: <Select> * Elimination entries: <Deselect> * Consolidation entries: <Deselect>   Setting  From version: Y10 to Y11  From fiscal year: 2015 to 2015  From Period: 12 to 12  Further settings:  Cons. Chart of Accts: Y1  Technical Settings  Log: <Select>  Test run: <Select>  Delete target data first: <Select>  Cumulative: <Select>  Check the data based on the log and if this is sufficient, choose Execute in production run mode by deselecting Test run. |  |  |

### Execute the Data and Consolidation Monitor

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 Group Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Data Monitor (CXCD). | The Data Monitor (CXCD) screen displays. |  |
| 3 | Update Run the task Calc Net I | In the CGXX hierarchy row, select the respective task.  Choose Update Run. | No errors are displayed. |  |
| 4 | Update Run the task Val.Rep.D | In the CGXX hierarchy row, select the respective task.  Choose Update Run. | No errors are displayed. |  |
| 5 | Update Run the task Currency Translation CT | In the CGXX hierarchy row, select the respective task.  Choose Update Run. | No errors are displayed. |  |
| 6 | Check the result after currency translation | Check in the log if the exchange rates 31.12.2015 AVG1 and CLO1 were taken. | Log shows the CT based on the Exchange rates AVG1 and CLO1 what you have maintained in Step [Maintain Exchange Rates](#unique_8)  [page ] 8. |  |
| 7 | Update Run the task Prep. CG | In the CGXX hierarchy row, select the respective task.  Choose Update Run. | No errors are displayed. |  |
| 8 | Update Run the task Val.Std.D | In the CGXX hierarchy row, select the respective task.  Choose Update Run. | No errors are displayed. |  |
| 9 | Navigate to Consolidation Monitor | In the CGXX hierarchy row, select respective tasks and start in buddle mode. | No errors are displayed. |  |

### Check Comparison Report (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. |

Run the comparison report to check data from the same periods but different versions Y10 (Actual) and Y11 (Actual @budget exchange rates). For more information, see the [2K6 scope item](https://rapid.sap.com/bp/#/scopeitems/2K6) (SAP Real-time Analysis for SAP S/4HANA On-Premise Plan Consolidation). The related consolidation reports required SAP Analytics cloud platform.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Test Script | Open the [2K6 scope item](https://rapid.sap.com/bp/#/scopeitems/2K6) and follow the test procedure steps to run the report:  Test Procedures > SAP Cloud Plan Consolidation Actual Category Comparison | The report correctly shows the result. |  |

## YB2 Budget 2016 (12+1+1+1)

In this version YB2 you will copy the reported financial data (RFD) from version Y10 from periods 01-03/2016 to version YB2 from periods 01-03/2016 (cumulative all data records, including consolidation, and elimination).

Next step is to load data for 04-12/2016 in one upload step (periodic data) and consolidate all remaining periods in 2016 by running tasks in data and consolidation monitors in bundle mode.

Further steps are:

* Load data for 12/2017 and run tasks in data monitor / optional consolidation monitor
* Load data for 12/2018 and run tasks in data monitor / optional consolidation monitor
* Load data for 12/2019 and run tasks in data monitor / optional consolidation monitor

The copy and multiperiod data upload functions are provided as those of release 1802.

The 1SG test script must be completed before running the whole process successfully. If this could not happen for any reason the copy function cannot be used. Instead of copying the data from source version Y10, you can run the consolidation process described in test script 1SG for the version YF2 instead of using Y10. Please refer to chapter 4.2 Consolidation Scenario Actuals. There you find all steps on how to run a consolidation process for the periods 12/2015, 01/2016 and 02/2016. When using the upload files which are located in 1SG test script, please replace the version Y10 with YB2.

The period 12/2015 must be executed in Y10 and cannot be executed in YB2 due to the fact that the first valid period for YB2 is 01/2016. That means that the balance carry forward values must be in the source system.

### Set Global Parameters and Open Period

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 process step, the global parameters are set.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Set Global Parameters (CXGP). | The Set Global Parameters screen displays. |  |
| 3 | Set Global Parameters | Make the following entries and choose Continue:  Cons. Group: CGXX  Version/Time period:  Version: YB2  Fiscal Year: 2016  Period: 1  Cons.chart/Acct: Y1 | The global parameters are set. |  |
| 5 | Access the SAP Fiori App | Open Data Monitor (CXCD). |  |  |
| 6 | Open Periods | (If all the 2016 periods are already opened for your group, you can skip this step.)  Select your consolidation unit and choose Open period.  Repeat all these steps by changing the parameter period by period (01-12/2016, 12/2017, 12/2018 and 12/2019). | The system displays the message Period 01/2016 for CGXX/CU SXXXX opened.. |  |

### Data Preparation

Purpose

In this process step, reported financial data will be loaded, copied in the specific version.

#### Copy Totals Records 01-03/2016 from Y10 to YB2

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 process step, reported financial from the actuals version Y10 will be copied into the budget version YB2.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open the app Copy Transaction Data (CXCK). | The Copy Totals Records screen displays. |  |
| 3 | Enter Parameters | Enter the following values in the following sections:  Organizational units section :   * Consolidation Group: CGXX * Consolidation Unit: Sxx00 to Sxx10 * Elimination entries: <Select> * Consolidation entries: <Select>   Setting section:  From version: Y10 to YB2  From fiscal year: 2016 to 2016  From Period: 01 to 01  Further settings section:  Cons. Chart of Accts: Y1  Document type: <Select ranges from “00” to “19”, “21” to “22”, “30” to “39”>  Technical Settings section:  Log: <Select>  Delete target data first: <Select>  Cumulative: <Select>  Test run: <Deselect>  Check the data based on the log and if this is sufficient, choose Execute in production run mode by deselecting Test run.  (Repeat the copy program for period 02 and 03 without selecting Cumulative.) | No error messages in the log, the data from Version Y10 is copied. |  |

#### Flexible Upload of Subsequent Period Reported Financial Data First Year in One Step as Multiperiod Loading (04-12/2016)

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 process step, you upload the reported financials from the actuals version into the budget version.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Flexible Upload of Reported Financial Data (CX25). | The Flexible Upload of Reported Financial Data view is displayed. |  |
| 3 | Load RFD for period 04-12/2016 in one step as multiperiod loading | Save the linked file below locally and replace the with your assigned consolidation group. [Upload File](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/UPLOAD_YB2_2016_CG1_SRD2.csv)  Enter the following values in the following sections:  General selections:  Cons. Chart of Accounts: Y1  File section  Upload method: SRD2  Physical file name: <Assign the physical name of the attached file which must be saved locally>  Log section  Detailed log: <select>  Technical settings section  Test run: <select> (if necessary you can choose first test run.) <deselect>  Choose Execute. | No error messages in the log.  The data listed in the excel file provided is uploaded in the expected and assigned period of year 2016. |  |
| 4 | Data Base Listing | Check the data in the data base listing. |  |  |

### Data and Consolidation Monitor as of 04-12/2016

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 Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Set global parameter | Open Set Global Parameters (CXGP).  Enter the following values:  Consolidation group: CGXX  Version: YB2  Fiscal Year: 2016  Period: 04  Choose Continue. | The parameters are set. |  |
| 3 | Access the SAP Fiori App | Open Data Monitor (CXCD). | The Data Monitor screen is displayed. |  |
| 4 | Run all tasks in data and consolidation monitor as of 04/2016 | Tasks are posted in general.  Manual tasks can be closed without posting, but you can post any document. |  |  |
| 5 | Repeat steps from 2 to 6 | Change Period by selecting Global Parameters for the next period Version: YB2 Fiscal Year: 05/2016  After making your entries, choose Continue and run all tasks in Data Monitor and Consolidation Monitor by selecting Run successive tasks.  Change Period by selecting Global Parameters for the next period Version: YB2 Fiscal Year: XX/2016  After making your entries, choose Continue and run all tasks in Data Monitor and Consolidation Monitor by selecting Run successive tasks.  Change Period by selecting Global Parameters for the next period Version: YB2 Fiscal Year: 12/2016  After making your entries, choose Continue and run all tasks in Data Monitor and Consolidation Monitor by selecting Run successive tasks.  You can run successive tasks with or without stop. |  |  |
| 6 | List data by using several reports (Local reports) | In app group, select any of the local reports and check data. |  |  |
| 7 | Data base listing | Check the data via data base listing. |  |  |

### Data and Consolidation Monitor 12/2017 (Flexible Upload of Reported Financial Data Second Year)

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

The data for the second budget year will be uploaded using the monitor. There is only one period =12 available. After uploading data, all tasks for data preparation and consolidation must be executed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Set Global Parameters (CXGP). | The Set Global Parameters screen is displayed. |  |
| 3 | Global Parameters | Make the following entries and choose Continue:  Organizational Units section:  Cons. group: CGXX  Version/Time period section:  Version: YB2  Fiscal Year: 2017  Period: 12  Further Settings section:  Cons. COA: Y1 | Global parameters are set and the SAP Fiori launchpad displays. |  |
| 4 | Start Data Monitor | Open the Data Monitor (CXCD) SAP Fiori app and choose your consolidation unit and choose More > Edit > Open period .  If your unit is already open, you can skip this step. | The system displays the message Period 12/2017 for CGXX/CU SXXXX opened. |  |
| 5 | Data Monitor - Balance Carry Forward | Right-click the Balance Carry Forward task and choose Update Run. | No error messages in the log. |  |
| 6 | Enter Data Monitor Entries | Access the [Upload File](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/UPLOAD_YB2_2017_CG1_SRD2.csv) and open. Replace the values with your values.  Make the following entries:  Cons. COA: Y1 |  |  |
| 7 | Access the SAP Fiori App | Open Flexible Upload of Reported Financial Data (CX25). |  |  |
| 8 | Enter Data Monitor Entries | Make the following entries and choose Execute:  File section:  Upload method: SRD2  Physical file name: <Assign the physical name of the attached file which has to be saved locally>  Log section:  Detailed log: <select>  Technical settings section  Test run: <deselect> |  |  |
| 9 | Start Tasks in Consolidation | Automatic tasks are posted in general.  Manual tasks can be closed without posting.  Follow the task ranking in data and consolidation monitor. |  |  |

### Data and Consolidation Monitor 12/2018 (Flexible Upload of Reported Financial Data Third Year)

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

The data for the second budget year will be uploaded using the monitor. There is only one period =12. After uploading data all tasks for data preparation and consolidation must be executed.

Procedure

Similar procedures to [Data and Consolidation Monitor 12/2017 (Flexible Upload of Reported Financial Data Second Year)](#unique_17)  [page ] 22. Please use the upload file below. [Upload File](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/UPLOAD_YB2_2018_CG1_SRD2.csv)

### Data and Consolidation Monitor 12/2019 (Flexible Upload of Reported Financial Data Forth Year)

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

The data for the second budget year will be uploaded using the monitor. There is only one period =12. After uploading data all tasks for data preparation and consolidation must be executed.

Procedure

Similar procedures to [Data and Consolidation Monitor 12/2017 (Flexible Upload of Reported Financial Data Second Year)](#unique_17)  [page ] 22. Please use the upload file below. [Upload File](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/UPLOAD_YB2_2019_CG1_SRD2.csv)

### Check Comparison Report (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. |

Run the comparison report to check data from the same periods but different versions Y10 (Actual) and Y11 (Actual @budget exchange rates). For more information, see the [2K6 scope item](https://rapid.sap.com/bp/#/scopeitems/2K6) (SAP Real-time Analysis for SAP S/4HANA On-Premise Plan Consolidation). The related consolidation reports required SAP Analytics cloud platform.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Create Report | Open the 2K6 test script and navigate to Test Procedures > SAP Cloud Plan Consolidation Actual Category Comparison to run the report. | Report correctly showed the result |  |

## YF2 Forecast (2+10)

In this version YF2 you will copy the reported financial data (RFD) from version Y10 from periods 01-02/2016 to version YF2 periods 01-02/2016 (cumulative all data records, including consolidation, and elimination).

Next step is to load data for 03-12/2016 in one upload step (periodic data) and consolidate all remaining periods in 2016 by running all tasks in data and consolidation monitors.

The 1SG test script must be completed before running the whole process successfully. If this could not happen for any reason the copy function cannot be used. Instead of copying the data from source version Y10, you can run the consolidation process described in test script 1SG for the version YF2 instead of using Y10. Please refer to chapter 4.2 Consolidation Scenario Actuals. There you find all steps on how to run a consolidation process for the periods 12/2015, 01/2016 and 02/2016. When using the upload files which are located in 1SG test script, please replace the version Y10 with YF2.

### Set Global Parameters and Open Period

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 process step the global parameters are set.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Consolidation Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Set Global Parameters (CXGP). | The Set Global Parameters screen is displayed. |  |
| 3 | Global Parameters | Enter the following values:  Consolidation group: CGXX  Version: YF2  Fiscal Year: 2016  Period: 01  Cons. COA: Y1  Choose Continue. | Global parameters are set. |  |
| 4 | Access the SAP Fiori App | Open Data Monitor (CXCD). |  |  |
| 5 | Open Periods 01-12/2016 | (If all the 2016 periods are already opened for your group, you can skip this step.)  For period 01:  Select your consolidation group. Choose Edit and choose Open Period.  For subsequent periods:  Repeat all these steps by changing the global parameters period by period (02-12/2016, etc.). | The message Period 01/2016 for CGXX/CU SXXXX opened. is displayed by system. |  |

### Data Preparation

Purpose

In this process step, reported financial data will be loaded and copied in the specific version.

#### Copy Totals Records Periods 01-02/2016 from Y10 to YF2

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 process step, reported financial data will be copied in the specific version.

Please refer to function limitations.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Copy Transaction Data (CXCK). | The Copy Totals Records screen displays. |  |
| 3 | Enter parameters | Enter the following values in the Organizational units section:   * Consolidation Group: CGxx * Consolidation Unit: SXX00 to SXX10   Posting level section   * Reported financial data: <Select> * Standardized financial data: <Select> * Elimination entries: <Select> * Consolidation entries: <Select>   Setting section  From version: Y10 to YF2  From fiscal year: 2016 to 2016  From Period: 01  To Period: 01  Further settings section  Consolidation COA: Y1  Document type: <select ranges from "00" to "19", from "21" to "22", from "30" to "39">  Technical Settings section  Log: <Select>  Delete target data first: <Select>  Cumulative: <Select>  Test run: <Select>  Then rerun the process and choose Execute in production run mode.  Test run: <Deselect> (repeat for period 02 without setting cumulative.) | No error messages, data from Y10 are copied for the selected consolidation units  Check data availability via data base listing or reporting feature |  |

#### Load Reported Financial Data 03-12/2016 in YF2

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

Load the reported financial data for version 03-12/2016 in one step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Flexible Upload of Reported Financial Data (CX25). | The Flexible Upload of Reported Financial Data screen is displayed. |  |
| 3 | Load RFD for period 01 until 12/2016 by multiperiod | Please use the upload file attached. Save the file locally and replace the xx as per IDs of companies in your assigned consolidation group.  [Upload File](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/UPLOAD_YF2_2016_CG1_SRD2.csv)  Enter the following values in the following sections:  General selections:  Cons. Chart of Accounts: Y1  File section  Upload method: SRD2  Physical file name: <Assign the physical name of the attached file which has to be saved locally>  Log section  Detailed log: <select>  Technical settings section  Test run: <deselect>  Choose Execute. | No error messages in the log.  The data listed in the excel file provided is uploaded in the expected and assigned period of year 2016. |  |
| 4 | Data base listing | Check the data via data base listing. |  |  |
| 5 | List data by using several reports (Local reports) | In app group select any of the local reports and check data. |  |  |

### Data and Consolidation Monitor in 01-12/2016

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 Consolidation Specialist. | The SAP Fiori launchpad is displayed. |  |
| 2 | Set Global Parameters | Open Set Global Parameters (CXGP).  Make the following entries and choose Continue:  Consolidation Group: CGXX  Version: Y2  Fiscal Year: 2016  Period: 01 | The parameters are set. |  |
| 3 | Access the SAP Fiori App | Open Data Monitor (CXCD). | The Data Monitor screen is displayed. |  |
| 4 | Run Successive Tasks | Choose Global parameters and change the period to YF2 02/2016.  Choose Run successive tasks.  Do the same for periods YF2 03/2016 and YF2 12/2016. You can run successive tasks with or without stop in bundle mode or without bundle mode. |  |  |
| 5 | List Database | Check the data via data base listing. |  |  |
| 6 | List Data by Using Reports (Local and Group Reports) | In the app group, choose any of the local reports and check data. |  |  |

### Check Comparison Report (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. |

Run the comparison report to check data from the same periods but different versions Y10 (Actual) and Y11 (Actual @budget exchange rates). For more information, see the [2K6 scope item](https://rapid.sap.com/bp/#/scopeitems/2K6) (SAP Real-time Analysis for SAP S/4HANA On-Premise Plan Consolidation). The related consolidation reports required SAP Analytics cloud platform.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Open Test Script 2K6 and follow the Test steps to run the report | Test Procedures > SAP Cloud Plan Consolidation Actual Category Comparison | Report correctly showed the result. |  |

## SAC – YB4 (2018) Integration Planning Scenario (12+1+1+1) (Optional)

In this version YB4 you will release planning data from SAC planning environment for periods 01-12/2018, 12/2019, 12/2020 and 12/2021 and run the consolidation process for plan data.

First step due to limitation is to upload plan data into ACDOCP. The data from ACDOCP will be released into consolidation and will be consolidated using the bundle mode in the data and consolidation monitor. The process will not focus on elimination. The elimination will be tested in test script 1SG. But the data that will be eliminated are available here. The consolidation of investment is not included.

### Export SAC Data to S/4HANA using the SAC Export to S/4HANA Feature

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 the SAC environment, plan data to export are available in the SAP\_\_FI\_ANA\_IM\_GLFP model, also referred to as the SAC best practice model for planning. The following procedure explains how to export data from this model to S/4HANA using the export to S/4HANA feature.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step# | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On (SAC) | Log on to the SAC system with the test user provided. | The SAC home page is displayed.  (“Hello, <user name>”) |  |
| 2 | Open the Source Model | From the main menu in the top left corner, select Browse > Models . | The list of models is displayed.  The main ribbon shows Browse / Models. |  |
| 3 | Search the Model | In the search field on the top right corner, enter SAP\_\_FI\_ANA. | The list of models that meet the search criterion is displayed. |  |
| 4 | Open the Model | In the filtered list of models, click on the name of the source model: SAP\_\_FI\_ANA\_IM\_GLFP. | The definition of the model is open.  The main ribbon shows Modeler / SAP\_\_FI\_ANA\_IM\_GLFP. |  |
| 5 | Display Datasources | In the second ribbon (light blue), choose Datasources. | The list of Draft Sources and Sources is displayed. |  |
| 6 | Run the Export Wizard | Click on the Export Data icon and choose Export Data To S/4HANA. | The Export Data to SAP S/4HANA window opens.  The model name is displayed in the first list. |  |
| 7 | Choose the connection | From the drop-down list, select the connection provided for the test and click OK. | The Target Data – S/4 HANA cloud window opens. |  |
| 8 | Select the Target Dimensions and Measures | From the Available Data list, click on the checkboxes for the following dimensions:  Category  G/L Account  Company Code  Cost Center  Profit Center  Functional Area  FiscalYearPeriod  Trading Partner  CompanyCodeCurrency  Amount in CC Crcy | The list of selected dimensions and measure is displayed on the right-hand side if the window (Selected Data). |  |
| 9 | Map Dimensions and Measures | Map the dimensions and measures as per the following information: | The mapping is visible in the frames for each target dimension.  The mapping is automatically defined for the following dimension and measure and cannot be changed:   * CompanyCodeCurrency * Amount in CC Crcy |  |
|  |  | Target Dimensions | Source Dimension |  |
| Category  Target Category: PLN - Plan | Version  Source Version: Planning - Plan |  |
| G/L Account | SAP\_FI\_S4HC\_GLACCOUNT |  |
| Company Code | SAP\_ALL\_COMPANY\_CODE |  |
| Cost Center | SAP\_ALL\_COSTCENTER |  |
| Profit Center | SAP\_ALL\_PROFITCENTER |  |
| Functional Area | SAP\_ALL\_FUNCTIONALAREA |  |
| FiscalYearPeriod | Time |  |
| Partner Company Code | SAP\_ALL\_TRADING\_PARTNER |  |
| 10 | Run the Export | Click on Export. | The export process window is displayed (waiting window).  The completion message is displayed at the bottom of the screen. |  |

### Data and Consolidation Monitor

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 process step, you release the data from planning environment and run the whole consolidation process in data and consolidation monitor for planning data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Group Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Global Parameters | Open Set Global Parameters (CXGP). Enter the following values:  Cons. Group: CGXX  Version: YB4  Fiscal Year: 2018  Period: 1  Cons.COA: Y1  Choose Continue. | Global parameters are set. |  |
| 3 | Access the SAP Fiori App | Open Data Monitor (CXCD). | The Data Monitor (CXCD) screen displays. |  |
| 4 | Check the Master Data Consolidation Unit | In the Data Monitor view,  In the Data monitor, choose the checkbox of the consolidation unit you want to use.  Right click in the description column and choose Master Data. |  |  |
| 5 | Set Data Transfer Method | In the Data Collection tab, make the following entries and choose Save:  Data Transfer Method: Read from Universal Document  Effect. Yr Read Univ. Doc.: 2018  If your consolidation unit is already assigned to the data collection method mentioned above, you can skip this step. |  |  |
| 6 | Start Data Monitor  Open the Period 2018.1 until 12/2021 | Right-click your consolidation unit and choose Open period.  Choose next period and do the same for the following period.  If your unit is already open, you can skip this step. | The system displays the message  Period 01/2018 for CG02/CU XXXX opened  . |  |
| 7 | Run the Task Release Universal Journal | Select the task Release universal journals for your consolidation unit and choose Update Run.  Choose Reported Financial Data (Total) and check if the data from ACDOCP will be released correctly.  Select Release Reported Fin. Data. |  |  |
| 8 | Run the Task Release Universal Journal | In the toolbar, choose Global Parameters and do the same for the following period.  Repeat for periods 02-12/2018, 12/2019, 12/2010, and 12/2021. |  |  |
| 9 | Run All Tasks in Data and Consolidation Monitor (refer to test script (1SG) in Bundle Mode | Tasks are posted in general.  Manual tasks can be closed without posting but you can post any document.  Version YB4 has different and much fewer data records to be consolidated.  There are no test data for consolidation of investment. |  |  |
| 10 | Data Base Listing | Check the data via data base listing. |  |  |
| 11 | List Data by Using Several Reports (Local and Group Reports) | In the app group, select any of the local reports and check data. |  |  |

### Check Comparison Report (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. |

Run the comparison report to check data from the same periods but different versions Y10 (Actual) and Y11 (Actual @budget exchange rates). For more information, see the [2K6 scope item](https://rapid.sap.com/bp/#/scopeitems/2K6) (SAP Real-time Analysis for SAP S/4HANA On-Premise Plan Consolidation). The related consolidation reports required SAP Analytics cloud platform.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Open 2K6 | Open Test Script 2K6 and follow the test steps to run the report  Test Procedures > SAP Cloud Plan Consolidation Actual Category Comparison | The report correctly showes the result. |  |

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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