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| Test ScriptSAP S/4HANA - 20-08-20 | public |
| Universal Allocation (2QL\_DE) |

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# Purpose

Universal allocation covers both plan and actual allocations.

This scope item covers plan allocations of cost centers used in overhead cost controlling. It describes the uploading of cost center plan data and the execution of the plan allocation cycles. This scope item supports annual planning by redistributing the cost through predefined allocation cycles by defining sender/receiver rules by fixed amount and percentage within a specific company code. By allocating the cost elements to cost centers in overhead cost controlling, you can control your costs and compare plan and actual costs. To see examples of actual allocations, see Overhead Cost Accounting (J54) test script.

Universal allocation also covers profit centers.

Note Intercompany allocations, settlements and manual repostings are currently not supported. They are enabled only by request. For more details on limitations and how to make a specific request, consult the KBA 2855105.

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 - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |

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 activation. 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| OPERATING CONCERN | A000 |  |  |
| CONTROLLING AREA | A000 |  |  |
| COMPANY CODE | 1010 |  |  |
| G/L ACCOUNT | 9420100029500000 |  | Cost Element used for Buildings & Periodic Service Allocation.A G/L account for allocation clearing must be available. Use your specific clearing GL or use the demo data 29500000. |
| COST CENTER | 10101902,10101101,10101301,10101750,10101401,10101753,10101601 |  |  |
| PLAN ALLOCATION CYCLE | OP1010 |  |  |

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 |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| 2US | Create Universal Allocation Master Data |

## 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

### 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. |  |

### Set Report Relevancy

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 back-end database hierarchy tables. Normally, this would be created as a periodic job that would run in the background.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. | 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 groupOrganizational Unit: A000Set Name: A000Sub-nodes: X |  |  |
| 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: A000Report Relevant: Select |  |  |
| 6 | Save | Choose Save. |  |  |

### 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 HierarchyJob Name: Manual testStart Immediately: SelectIn the Create Hierarchy area, make the following entries and choose the Schedule button:Hierarchy ID: YPS2Valid 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 HierarchyJob Name: Manual testStart Immediately: SelectIn the Create Hierarchy area, make the following entries:Hierarchy ID: 0102/YCOA/YBA000\_CEValid From: <Enter current date> |  |  |

# Overview Table

This scope item consists of several process steps provided in the table below.

Import Financial Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Template for File Upload](#unique_12) [page ] 13 | Cost Accountant - Overhead | Import Financial Plan Data (F1711) | Predelivered template file is prepared for upload. |
| [Import File](#unique_13) [page ] 15 | Cost Accountant - Overhead | Import Financial Plan Data (F1711) | File is imported. |

Upload Statistical Key Figure Plan Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Template for File Upload](#unique_14) [page ] 17 |  |  | This procedure occurs outside the system. |
| [Import Statistical Key Figure Plan Data](#unique_15) [page ] 18 | Cost Accountant - Overhead | Import Statistical Key Figure Plan Data (F3779) | Statistical key figure plan data file imports successfully. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Execute Cost Center Plan Assessment Cycle of Shared Expenses](#unique_16) [page ] 19 | Cost Accountant - Overhead | Manage Allocations (F3338) | Assessment cycle is executed. |
| [Allocation Results](#unique_17) [page ] 21 | Cost Accountant - Overhead | Allocation Results (F4363) | The existing allocation results can be reviewed after a successful run. |
| [Download and Import Allocation Cycles](#unique_18) [page ] 22 | Cost Accountant - Overhead | Manage Allocations (F3338) | The existing allocation cycles can be downloaded, changed and re-imported. |
| [Execute Plan Profit Center Distribution](#unique_19) [page ] 24 | Divisional Accountant | Manage Allocations (F3338) | The profit center distribution is executed. |

Optional: Working with Allocation Groups

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Allocations in Groups](#unique_20) [page ] 26 | Cost Accountant - Overhead | Manage Global Hierarchies (F2918) | The hierarchy is now active. |
| [Run Allocation Groups](#unique_21) [page ] 28 | Cost Accountant - Overhead | Run Allocations (F3548) | The run is created. |

Analytics

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Plan Data Reporting for Cost Centers](#unique_22) [page ] 30 | Cost Accountant - Overhead | Cost Centers - Plan/Actual (F0949A) | The newly allocated plan data displays. |
| [View Plan Profit Center Distribution](#unique_23) [page ] 31 | Divisional Accountant | P&L - Plan/Actual (F1710A) | The profit center distribution plan displays. |

# Test Procedures

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

## Import 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. |

Context

In this activity, you download the predelivered template and prepare your plan data for upload. Depending on the scope of your solution, the actual data you fill the template with would differ. In this step, you download the Cost Center Planning template. Use the sample data in the preceding labeled sections to populate the template.

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

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 Financial Plan Data (F1711) . | The Import Financial Plan Dataview displays. |  |
| 3 | Select Template | Choose the Download Templates button. In the Download Templates view, select the template file by placing the cursor directly on the line Cost Center Planning and choose Close.Open the csv file. |  |  |
| 4 | Save Template | Save the file in the CSV format on your desktop. |  |  |
| 5 | Update Template | Open the template and maintain the following data listed below. |  |  |

Maintain the following cost center plan data. Note that this is an example. Check global currency, year, and period as applicable:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | RCNTR | RACCT | KSL | RKCUR |
| Plan 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 | 09 | 1010 | 10101750 | 61003000 | 100000 | USD |
| PLN | 2017 | 10 | 1010 | 10101750 | 61003000 | 200000 | USD |
| PLN | 2017 | 11 | 1010 | 10101750 | 61003000 | 300000 | USD |

### Import 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. |

Purpose

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 checks all versions, fiscal years, posting periods, and company codes that are contained in the source file.

* If no plan data exists in the system for any combination of these four characteristics, you can directly import the plan data.
* If plan data exists in the system for any combination of these four characteristics, 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 should therefore always contain full plan data sets for a certain combination of version, company code, and fiscal year (including all posting periods).

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 Financial Plan Data (F1711) . |  |  |
| 3 | Enter Source File | Enter the following values:Source File:<Your .CSV file that contains your plan>Choose Enter. | The Block Asset Processing view displays. |  |
| 4 | File Check | The upload performs a check to ensure the format is correct.Correct any error message that appears. | The selected file contains data replacing or deleting the data message that appears. |  |
| 5 | Review | Note the two informational messages in the upper left of the screen.On the message<Your plan data import will upload X plan items>, choose Show Detail, review the data and then choose the Back button.On the message<Your plan data import will overwrite x items>Choose Show Detail, review the data and then choose the Back button. | The list of the data uploaded appears. |  |
| 6 | Import | Choose Import Source File. | Import successfulmessage appears. |  |

## 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.

### 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. |

Context

In this activity, you download the predelivered template and prepare your plan data for upload. Depending on the scope of your solution, the actual data you fill the template with would differ. In this step, you download the Cost Center Statistical Key Figures template. Use the sample data in the preceding labeled sections to populate the template.

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 Financial Plan Dataview displays. |  |
| 3 | Select Template | Choose the Download Templates button. In the Download Templates view, select the template file by placing the cursor directly on the line Cost Center Statistical Key Figures and choose Close.Open the csv file. |  |  |
| 4 | Save Template | Save the file in the CSV format on your desktop. |  |  |
| 5 | Update Template | Open the template and maintain the following data listed below. |  |  |

Review the following statistical key figure plan data:

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

### 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 planChoose 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. |  |

## Execute Cost Center Plan Assessment Cycle of Shared Expenses

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 execute a plan assessment cycle (cost center). Both cost centers and wbs elements can be used as receivers in the plan assessment cycle. In this example, cost center as receiver is demonstrated.

Prerequisites

The plan assessment cycle demo data has been created for testing. For details on how to create your own plan assessment cycle defining senders and receivers, see the Create Universal Allocation Master Data (2US) master data script.

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 Manage Allocations (F3338). | The Manage Allocationsscreen displays. |  |
| 3 | Input Initial Screen | Make the following entries and choose the Go button:* Allocation Context: Cost Centers
* Allocation Type: Overhead Allocation
* Ledger : 0L
* Company Code: 1010
* Allocation Cycle: OP1010
 | The Allocation Cycles view displays. |  |
| 4 | Select Allocation Cycle | Select the allocation cycle row and then choose the > to the right of the allocation cycle row. | The Manage Allocations view displays. |  |
| 5 | Edit Allocation Cycle | Do the following:* Choose the Edit button.
* Select the segment and choose the > to the right of the segment row.
* Choose the Receiver Basis tab.
* Choose the Edit button.
* Make the following entry:

Var. Portion Type: Stat. Key Figure - Plan (SKF-1).* Save the entry.
 |  |  |
| 6 | Select Allocation Cycle | Select the allocation cycle row and choose the Run button. | The Run Allocations screen displays. |  |
| 7 | Test Run | Select the allocation cycle row and choose the Test Run button. | The Run Allocation(s) - Test Run screen displays. |  |
| 8 | Input Values | Make the following entries and choose the OK button:* Run Name: <enter your Custom Run>
* Fiscal Period From: <Enter a period based on plan data loaded in the previous steps, for example 11.2020>
* Fiscal Period To: <Enter a period based on plan data loaded in the previous steps, for example 11.2020>

To review the results, choose the Display Completed Runs button and then choose Go. Viewing the completed run, you can further drill into the report to view specific senders and receivers, and values. | You get a success message. If everything looks correct, you can repeat the steps above and choose Run instead of Test Run. |  |

## Allocation Results

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. |

Context

In this activity, existing allocation results can be reviewed after a successful run.

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 Allocation Results (F4363). | The Allocation Results view displays. |  |
| 3 | Enter Values in Search | Make the following entries and choose the Go button:View Type: Run |  |  |
| 4 | Select the Run | Select the allocation you had executed in the previous step and choose the Details button on the right of the screen. | An overview detail of the allocation executed can be seen via the various tabs. |  |
| 5 | View Network Graph | In the same view, select the network graph icon on the right of the screen. | The graphical view of the data displays. |  |
| 6 | Change Grouping View | To further refine the views, choose the Group By button.For example, in the Group by window, make the following entry:First Level: Functional Area |  |  |

## Download and Import Allocation Cycles

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. |

Context

In this activity, existing allocation cycles can be downloaded, changed and re-imported.

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 Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Input Initial Screen | Make the following entry and choose the Go button:* Allocation Cycle: OP1010
 | The Allocation Cycles view displays. |  |
| 4 | Allocation Cycle | Select the allocation cycle row and then choose the > to the right of the allocation cycle row. |  |  |
| 5 | Download Allocation Cycle | Choose the Upload Cycles button. In the Upload new valueswindow, select Download a template with combinations and save to your local drive. |  |  |
| 6 | Change Value | On your desktop, open the file and replace the cycle value from OP1010 to ZXXXX. Do this for all tabs in the Excel sheet where OP1010 is present (Cycle, Segment, Senders, Receivers). |  |  |
| 7 | Manage Allocations app | Go back to Manage Allocations (F3338) app. | The Manage Allocations view displays. |  |
| 8 | Upload Cycles | Choose the Upload Cycles button. In the Upload new values window, choose Upload. |  |  |
| 9 | Upload Excel | In your local file open window, select your Excel file created in the previous step and choose Open. File Uploaded Successfully message appears. Choose Confirm. |  |  |
| 10 | Postpending | During postpending, you can make additional corrections or changes to the file.Choose the Senders tab and choose Edit. |  |  |
| 11 | Update Sender Cost center | Make the following entries and choose Save:Replace the cost center 10101401 with another cost center within the same company code, for example 10101301. |  |  |
| 12 | Submit New Allocation Cycle | Choose Apply and exit the screen. | New allocation is created. |  |

## Execute Plan Profit Center Distribution

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

Using plan profit center distribution, it is possible to distribute balance sheet account balances to and from various profit centers. In this business example, the assets are held in a central profit center (shared service), and these amounts and costs are allocated across the various business units’ profit centers.

Prerequisites

1. Create an asset using the Create Asset app using Asset Class 2000. For details on how to create asset, refer to Create Asset (BNI).
2. Enter acquisition using the Post Acquisition (Non-Integrated) With Automatic Offset app with the following data:
	* Existing Asset: as created above
	* Document Date: 1/15/2019
	* Posting Date: same date as above
	* Asset Value Date: same date a above
	* Amount Posted: 96000
3. A G/L account for allocation clearing must be available. Create G/L 29500000 CO Allocation Clearing using GL 29500100 as a reference. For details on how to create the G/L, refer to Create G/L Account and Cost Element (BNG) test script.
4. The plan assessment cycle demo data has been created for testing and is ready to use. For details on how to create your own plan assessment cycle defining senders and receivers, see the Create Universal Allocation Master Data (2US) test script.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Divisional Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Allocations (F3338). | The Manage Allocations view displays. |  |
| 3 | Input Initial Screen | Make the following entries and choose the Go button:Allocation Context: Profit CentersAllocation Type: DistributionLedger: 0LCompany Code: 1010Allocation Cycle: OPPCD10Note Before you execute the cycle, check the segments details as described in the Create Universal Allocation Master Data(2US) script. To check the segment details, do the following:Select the allocation cycle row and choose the > sign. In the Manage Allocations view, choose the Segments tab. Select the segment row and choose the > sign. Review all segment tabs (Rules, Senders, Sender Details, Receivers and Receiver Basis). Choose the Check Segment button and then the Save button. | The assessment is done. |  |
| 4 | Select Allocation Cycle | Select the allocation cycle row and choose the Run button. | The Run Allocations screen displays. |  |
| 5 | Test Run | Select the allocation cycle row and choose the Test Run button. | The Run Allocation(s) - Test Run screen displays. |  |
| 6 | Input Values | Make the following entries and choose OK.Run Name: <enter your Custom Run>Fiscal Period From: <current period>Fiscal Period To: <curent period>To review the results, choose the Display Completed Runs button and choose Go. You can further drill into the report to view specific senders and receivers, and values. |  |  |

Tip To reverse an assessment posting, use the app Run Allocations (F3548) and choose Go. Select the allocation cycle job and choose Reverse .

## Optional: Working with Allocation Groups

### Create Allocations in Groups

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 group allocation cycles together to run in a specific sequence using groups. The first step is create a hierarchy sequence. Once created, this sequence can be maintained and adjusted within the allocation run.

Prerequisite

Planned allocation cycles must be created in the system to view sender and receiver information. Planned cost center data and planned statistical key figures must be posted in the SAP system.

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 Manage Global Hierarchies (F2918). | The Manage Global Hierarchies view displays. |  |
| 3 | Input Initial Screen | Choose the Create button. | The Create New Hierarchy dialog box displays. |  |
| 4 | New Hierarchy | Make the following entries and choose the Create button:* Type: Universal Allocations Hierarchy
* Hierarchy ID: <any ID>
* Hierarchy Description: <enter a description>
* Allocation Context: Cost Centers
* Allocation Type: Overhead Allocation
* Ledger : 0L
* Actual/Plan. Indicator: Plan
 |  |  |
| 5 | Select Hierarchy | Select the newly created hierarchy row and choose the > button. | The Universal Allocations Hierarchy view displays. |  |
| 6 | Adding Allocations | Choose the Edit button and then choose the + button. In the Add Node dialog box, make the following entries and choose OK:* Select Allocation Cycle
* Allocation Cycle: <select an allocation cycle>

Note This step can repeat to add as many allocation cycles in your desired sequence run. |  |  |
| 7 | Save and Activate | Choose the Save button and then choose the Activate button. | The hierarchy is now active. |  |

### Run Allocation Groups

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, this sequence can be maintained and adjusted within the allocation run.

Prerequisite

Planned cost center data and planned statistical key figures must be posted in the SAP system. A Universal Allocation Hierarchy must exist.

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 Run Allocations (F3548). | The Run Allocationsscreen displays. |  |
| 3 | Input Initial Screen | Choose the Add button. | The Select: Allocation Cycles for the Run dialog box displays. |  |
| 4 | Add Group | Choose the Add Group tab. Make the following entries and choose the Go button:* Allocation Context: Cost Centers
* Ledger : 0L
* Allocation Type: Overhead Allocation
* Actual/Plan: Plan
 | The Run Allocations screen displays. |  |
| 5 | Select Hierarchy | Select your recently created hierarchy and choose OK. |  |  |
| 6 | Making Sequence Changes | In the Run Allocations view, you can select individual allocation cycles and move them. To move an allocation cycle, select an allocation within your hierarchy and choose the Move up or Move down arrows. | The sequence is changed. |  |
| 7 | Run Hierarchy | Select the Cycle/Group checkbox to select all allocations. Choose the Test Run button, make the following entries and choose OK:* Run Name: <Your Custom Run>
* Fiscal Period From: MM.YYYY
* Fiscal Period To: MM.YYYY
* If the test run is successful, you can then choose the Run button.
 | The run is created. |  |

## Analytics

### Plan Data Reporting for Cost Centers

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. |

Context

In this activity, you run the actual data reporting for cost centers.

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 Cost Centers - Plan/Actual (F0949A). | The Cost Centers - Plan/Actuals screen displays. |  |
| 3 | Selection Criteria | Make the following entries:Ledger: 0LLedger Fiscal Year: <Current year>Planning Category: PLNKey Date: <Current date>Company Code: 1010 |  |  |
| 4 | Choose | Choose Go. | Scroll to the Plan Amount column in CC Crcy and you can see the newly allocated plan data. |  |

### View Plan Profit Center Distribution

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 the profit center distribution.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Divisional Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Profit Centers - Plan/Actual (F2889). | The Prompts dialog box displays. |  |
| 3 | Selection Criteria | Make the following entries:Ledger: 0LLedger Fiscal Year: <Current year>Planning Category: PLNCompany Code: 1010Key Date: <Current date> |  |  |
| 4 | Choose | Choose OK. | Using the report filters on profit centers, you can see the allocations. |  |

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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