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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Group Reporting - Matrix Consolidation (3LX) |

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# Purpose

This scope item provides matrix consolidation capabilities for SAP S/4HANA customers. Besides legal consolidation needs, matrix consolidation enables consolidation along additional management-oriented organizational objects such as profit center and segment. This matrix consolidation is only available for net new installations for 1909.

The key features in this release include:

* Management elimination for the objects consolidation unit, profit center and segement
* Enhanced reclassifications by supporting flipping profit center (segment) and partner profit center (partner segment)
* Flexible management consolidation reports generated at report run-time

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 |
| Group Accountant | SAP\_BR\_GRP\_ACCOUNTANT | Group Reporting | SAP\_BR\_GRP\_ACCOUNTANT |  |

## Preliminary Steps

Before you start process testing, some manual steps are necessary to complete the system settings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP back-end system. |  |  |
| 2 | Set Global Parameters | In the Command field, enter CXGP and press Enter. |  |  |
|  |  | Make the following entries and choose Continue:Organizational units area:Cons Group: CGXX (replace the XX with your assigned group)Cons Unit: leave blankVersion/Time period area:Version: Y10Fiscal Year: 2015Period: 12Further settings area:Cons. COA: Y1 | You set the global parameters. |  |
| 3 | Define Additional Consolidation Master Data | In the Command field, enter /nFINCS\_ADDLFLD\_SEL\_U and press Enter. |  |  |
| 4 | Define Additional Consolidation Master Data | Make or verify that entries for the additional characteristics are configured as described in the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field Name | Enable Inputs | Enable Master Data | Enable Hierarchy | Enable Hierarchy Elimination | Clear Inputs in BCF |
| ProfitCenter | √ | √ | √ | √ |  |
| Segment | √ | √ | √ | √ |  |
| PartnerProfitCenter | √ | √ | √ |  |  |
| PartnerSegment | √ | √ | √ |  |  |

and choose Save at the bottom of the view. | Configuration of additional characteristics is completed. |  |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 1SG - Group Reporting - Financial Consolidation | Make sure that 1SG - Group Reporting - Financial Consolidation is activated before performing test procedures described in this test script for successful execution. |

# Overview Table

This scope item consists of several process steps provided in the following tables.

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: Consolidation Scenario Actuals

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Hierarchies for Additional Master Data in 2016.01](#unique_8) [page ] 10 | Group Accountant. | Manage Global Hierarchies (F2918) | Hierarchies are created. |
| [Update Management Views in 2016.02](#unique_9) [page ] 14 | Group Accountant. | Define Master Data for Consolidation Fields (F3007) | Hierarchies are updated. |

Table 2: Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Reporting](#unique_10) [page ] 17 | Group Accountant. | Group Data Analysis (F1035) and Group Data Analysis - With Reporting Rules (F1035) | Reports are analyzed. |

# Test Procedures

Purpose

It is necessary to run through legal consolidation actuals first and then validate the extension matrix consolidation..

The following tables show management consolidation for views of profit center by lines of business or brand and segment.

Lines of Business (Profit Centers)

In 01/2016, corporate has lines of business LOBA00 with PC0001, PC0002, and PC0003 and Line-of-business LOBB00 with PC0004, PC0005, PC0006, PC0007, and LOBC00 underneath. LOBC00 has profit centers PC0008, PC0009, and PC0010.

For 02/2016, Lines of Business undergo reorganization as follows:

1. PC0005 moves from LOBB00 to LOBA00.
2. PC0007 moves from LOBB00 to LOBC00.
3. PC0009 moves from LOBC00 to LOBB00.

Lines of besiness structure remain unchanged for 03/2016 and all periods after.

|  |  |  |  |
| --- | --- | --- | --- |
| Line of Business (LOB) | 01/2016 | 02/2016 | 03/2016 |
| LOBA00 | PC0001 | PC0001 | PC0001 |
|  | PC0002 | PC0002 | PC0002 |
|  | PC0003 | PC0003 | PC0003 |
|  |  | PC0005 | PC0005 |
|  |  |  |  |
| LOBB00 | PC0004 | PC0004 | PC0004 |
|  | PC0005 | PC0006 | PC0006 |
|  | PC0006 | PC0009 | PC0009 |
|  | PC0007 |  |  |
|  |  |  |  |
| LOBC00 | PC0008 | PC0008 | PC0008 |
|  | PC0009 | PC0007 | PC0007 |
|  | PC0010 | PC0010 | PC0010 |

Brand (Profit Centers)

|  |  |
| --- | --- |
| Brand (BRD) | 01/2016 - 12/9999 |
| BRDA00 | PC0001 |
|  | PC0005 |
|  | PC0009 |
|  | PC0010 |
|  |  |
| BRDB00 | PC0004 |
|  | PC0006 |
|  | PC0007 |
|  |  |
| BRDC00 | PC0008 |
|  | PC0002 |
|  | PC0003 |

Segment (SEG)

In 02/2016, SE0001 moves from SEGA00 to SEGC00. Segment structure remains unchanged for 03/2016 and all periods after.

|  |  |  |  |
| --- | --- | --- | --- |
| Segment (SEG) | 01/2016 | 02/2016 | 03/2016 |
| SEGA00 | SE0001 | SE0002 | SE0002 |
|  | SE0002 |  |  |
|  |  |  |  |
| SEGB00 | SE0003 | SE0003 | SE0003 |
|  | SE0004 | SE0004 | SE0004 |
|  |  |  |  |
| SEGC00 | SE0005 | SE0005 | SE0005 |
|  |  | SE0001 | SE0001 |

Brand (Profit Centers)

|  |  |
| --- | --- |
| Region | 01/2016 - 12/9999 |
| NA | SXX03 |
|  | SXX04 |
|  |  |
| EMEA | SXX00 |
|  | SXX02 |
|  | SXX05 |
|  | SXX07 |
|  |  |
| APJ | SXX06 |
|  | SXX08 |

## Create Hierarchies for Additional Master Data in 2016.01

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 create different management views of consolidation for consolidation units, profit centers, and segment in period 2016.01.

Prerequisites

Here is an attached file that must be saved to your local drive [file](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/REGION_Consolidation_Unit.xlsx). Replace the XX in the file with your consolidation unit ID.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as your test user. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Set Global Parameters (CXGP). |  |  |
| 3 | Enter Details | Make the following entries and choose Continue:Cons Group: CGXX (replace XX with your group number)Cons Unit: NAVersion: Y10Fiscal Year: 2016Period: 01Cons COA: Y1 |  |  |
| 4 | Home | Choose Home. |  |  |
| 5 | Access the SAP Fiori App | Open Manage Global Hierarchies (F2918). | The Manage Global Accounting Hierarchies view is displayed. |  |
| 6 | Enter Criteria | Enter the following filter entry:Type: Consolidation Profit Centerand choose Go. | The Hierarchy List table displays filtered results. |  |
| 7 | Define Hierarchy LOB | Select the + (Create a new hierarchy) icon.In the Create New Hierarchy dialog box, enter the following parameters:Type: Consolidation Profit CenterHierachy ID: LOBHierarchy Description: Lines of BusinessControlling Area: A000Valid From: 01/01/2016Valid To: 12/31/9999Choose Create. | The Create New Hierarchy dialog box is displayed. |  |
| 8 | Define BRD Hierarchy | Create an additional hierarchy by selecting the + (Create a new hierarchy) icon.In the Create New Hierarchy dialog box, enter the following parameters:Type: Consolidation Profit CenterHierachy ID: BRDHierarchy Description: BrandControlling Area: A000Valid From: 01/01/2016Valid To: 12/31/9999Choose Create. | Profit center hierarchy BRD is created and displays in a Hierarchy List. |  |
| 9 | Select Hierarchy | From the Hierarchy List, select the BRD hierarchy. | A BRD - Consolidation Profit Center column displays. |  |
| 10 | Import Spreadsheet | Choose Edit from the bottom of the view.Choose the Export/Import button and select Import from Spreadsheet from the dropdown. | An Import from Spreadsheet dialog box displays. |  |
| 11 | Upload File | Upload the attached [template](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/BRD_Consolidation_Profit_Center.xlsx) with hierarchy structure defined and choose Upload File.Activiate the hierarchy. | Structure of profit center hierarchy BRD is updated. |  |
| 12 | Repeat for LOB Hierarchy | On the left column, remove BRD from the Hierarchy ID field and enter LOB and choose GoFrom the Hierarchy List on the left column, select LOB - Consolidation Profit Center. | The right column displays the LOB - Consolidation Profit Center hierarchy. |  |
| 13 | Import Spreadsheet | Choose Edit from the bottom of the view.Choose the Export/Import button and select Import from Spreadsheet from the dropdown. | An Import from Spreadsheet dialog box displays. |  |
| 14 | Upload File | Upload the attached [file](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/LOB_Consolidation_Profit_Center.xlsx) with hierarchy structure defined and choose Upload File.Choose Save and then Activiate the hierarchy. | Structure of profit center hierarchy LOB is updated. |  |
| 15 | Back | Choose the < (Back) button to return to the previous view. |  |  |
| 16 | Enter Criteria | Clear all filter entries and then enter the following:Type: Consolidation Segmentand choose Go. | The Hierarchy List table displays the filtered results. |  |
| 17 | Define SEG Hierarchy | Select the + (Create a new hierarchy) icon.In the Create New Hierarchy dialog box, enter the following parameters:Type: Consolidation SegmentHierachy ID: SEGHierarchy Description: SegmentValid From: 01/01/2016Valid To: 12/31/9999and choose Create. | Segment hierarchy SEG is created and displays in a Hierarchy List. |  |
| 18 | Select Hierarchy | From the Hierarchy List, select the SEG - Consolidation Segment hierarchy. | The right column displays the SEG - Consolidation Segment hierarchy. |  |
| 19 | Import Spreadsheet | Choose Edit from the bottom of the view.Choose the Export/Import button and select Import from Spreadsheet from the dropdown. | An Import from Spreadsheet dialog box is displayed. |  |
| 20 | Upload File | Upload the attached [template](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/SEG_Consolidation_Segment.xlsx) with hierarchy structure defined and then choose Upload file.Choose Save and then Activiate the hierarchy SEG. | Structure of segment hierarchy SEG is updated. |  |
| 21 | Back | Choose the < (Back) button to return to the previous view. |  |  |
| 22 | Enter Criteria | Clear all filter entries and then enter the following:Type: Consolidation Unitand choose Go. | The Hierarchy List displays filtered results. |  |
| 23 | Define REGION Hierarchy | Select + (Create a new hierarchy) and on the Create New Hierarchy dialog box, enter the following parameters:Type: Consolidation UnitHierachy ID: REGIONHierarchy Description: SegmentValid From: 01/01/2016Valid To: 12/31/9999and choose Create. | Consolidation unit hierarchy REGION is created. |  |
| 24 | Select Hierarchy | From the Hierarchy List, select the REGION - Consolidation Unit hierarchy. | The right column displays the REGION - Consolidation Unit hierarchy. |  |
| 25 | Import Spreadsheet | Choose Edit from the bottom of the view.Choose the Export/Import button and select Import from Spreadsheet from the dropdown. | An Import from Spreadsheet dialog box is displayed. |  |
| 26 | Upload | As instructed in the Prerequisites, you have uploaded the attached [file](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/REGION_Consolidation_Unit.xlsx) to local drive and replace XX with your consolidation unit ID.Upload your updated local template and choose Upload file.Choose Save and then Activiate the hierarchy region. | Structure of consolidation unit hierarchy Region is updated. |  |

## Update Management Views in 2016.02

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, the profit center hierarchy LOB and segment hierarchy SEG are restructured in period 2016.02. For more information, see the tables in the Test Procedures section.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as your test user. | The SAP Fiori launchpad is displayed. |  |
| 2 | Define Master Data for Consolidation Fields | Open Define Master Data for Consolidation Fields (F3007). | The Define Master Data for Consolidation Fields view is displayed. |  |
| 3 | Define Hierarchy | Select the Define Hierarchy link from the Profit Center master data row. | The Manage Global Accounting Hierarchies view is displayed. |  |
| 4 | Enter Filter Criteria | Make the following entries:Type: Consolidation Profit CenterHierarchy ID: LOBand choose Go. | The Hierarchy List displays the filter results. |  |
| 5 | Open | Select LOB - Consolidation Profit Center from Hierarchy List. | The LOB - Consolidation Profit Center view displays in the right column. |  |
| 6 | Copy to New Timeframe | From the bottom of the view, choose Copy and select To New Timeframe from the dropdown. | The Copy to New Timeframe dialog box is displayed. |  |
| 7 | Copy | Enter the following parameters:Valid From: 02/01/2016and choose Copy. | The update is copied. |  |
| 8 | Restructure LOB Profit Center Hierarchy | From the bottom of the view, choose Edit.Expand all of the nodes of the hierarchy.Drag and drop:PC0005 from LOBB00 to LOBA00PC0007 from LOBB00 to LOBC00PC0009 from LOBC00 to LOBB00.Choose Save and then choose Activiate.Choose Back.Note Adjust original hierarchy structure to valid to 01/31/2016 when encountering activation error The time frame of the new version is overlapping to an existing version. | Structure of profit center hierarchy LOB is updated. |  |
| 9 | Back | Choose the < (Back) button to return to the previous view. |  |  |
| 10 | Select Filter Criteria | Clear all filter entries and then enter the following:Type: Consolidation SegmentHierarchy ID: SEG and choose Go. | The Hierarchy List displays with the filtered results. |  |
| 11 | Select SEG Hierarchy | Select SEG - Consolidation Segment from the hierarchy list. | A SEG - Consolidation Segment view displays in the right column. |  |
| 12 | Copy to New Timeframe | From the bottom of the view, choose Copy and then select To New Timeframe from the dropdown. | A Copy to New Timeframe dialog box is displayed. |  |
| 13 | Copy | Enter the following parameters:Valid From: 02/01/2016and choose Copy. | The update is copied. |  |
| 14 | Restructure SEG Consolidation Segment Hierarchy | From the bottom of the view, choose Edit and then expand all of the nodes of the hierarchy.Drag and drop the following:SE0001 from SEGA00 to SEGC00.Choose Save and then choose Activiate.Adjust original hierarchy structure to valid to 01/31/2016 when encountering activation error: The time frame of the new version is overlapping to an existing version. | Structure of segment SEG is updated. |  |
| 15 | Back | Choose < (Back) to return to Manage Global Accounting Hierarchies view. | Update is completed. |  |

## Reporting

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

Tip When testing this Reporting procedure, we suggest that you to perform more free-style testing. We provide you test steps to execute, but you can also consider using other test cases.

The following reports are provided to specific, selected FS items:

* By scope and consolidation unit hierarchy Region
* By scope and profit centers hierarchy LOB
* By scope and profit centers hierarchy BRD
* By scope and segment hierarchy SEG
* By any other combinations of management views

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as your test user. | The SAP Fiori launchpad is displayed. |  |
| 2 | Matrix Consolidation Analysis | Open Group Data Analysis (F1035). | The Group Data Analysis view is displayed. |  |
| 3 | Enter Criteria | Enter the following selections:Version: Y10Consolidation COA: Y1Fiscal Year Period: 001/2016Period Mode: YTDConsolidation Group: <For example,CGXX, (replace the XX with your group)>Consolidation Unit Hierarchy: $Profit Center Hierarchy: <For example, $>Segment Hierarchy: <For example, $>Hierarchy Valid On: 01/31/2016and choose Go. | The navigation panel updates with results from criteria. |  |
| 4 | Back | Return to the Home view of the SAP Fiori launchpad. |  |  |
| 5 | Access the SAP Fiori App | Open Group Data Analysis - With Reporting Rules (F1035) | A Prompts dialog box is displayed. |  |
| 6 | Enter Criteria | Enter the following selections:Version: Y10Ledger: Y1Consolidation COA: Y1Fiscal Year Period: 001/2016Period Mode: YTDConsolidation Group: <For example,CGXX, (replace the XX with your group)>Consolidation Unit Hierarchy: <For example, $>Profit Center Hierarchy: <For example, $>Segment Hierarchy: <For example, $>Rep. Item Hierarchy: X1Reporting Rule Var.: Y10Hierarchy Valid On: 01/31/2016and choose Go. | The Group Data Analysis - With Reporting Rules view is displayed. |  |
| 7 | Analysis View by Profit Centers | In the COLUMNS area, keep only Fiscal year, Reporting Period, Period mode, and Measures in the list. Drag and drop other field names into DIMENSIONS.From DIMENSIONS, find the Profit Center Eliminated field and drag and drop into ROWS to change the display of the report.Right-click the Profit Center Eliminated field in Rows in the navigation panel and choose Hierarchy > Select Hierarchy . Choose item hierarchy Lines of Business and choose OK.Right-click the Profit Center Eliminated row header and choose Hierarchy > Expand All .You can only choose the hierarchy specified in the Prompts to enable management elimination view. The BRD hierarchy for profit centers does not work for management elimination when the Line of Business hierarchy is specified in your prompts.To save this layout as your default view, choose Standard arrow above the report body and in the My Views dialog box, choose Save As.In the Save View dialog box, enter a name, and select the Save as Default checkbox. Select the Public checkbox to allow other users to reuse this view and choose OK.You can also add this view as a tile in Group by running the report in this view, and select Actions on the right in the menu bar and choose Save as Tile. You have the option to add this new tile to Group reports instead of default value Home. | Management consolidation analysis view for profit center is generated. |  |
| 8 | Analysis View by Profit Centers and Segment | Now drag the Segment Eliminated dimension to ROWS.Right-click the Segment Eliminated field and choose Hierarchy > Select Hierarchy , and then select Segment and choose OK.Right-click Segment Eliminated row header and choose Hierarchy > Expand All . | Consolidation analysis view for profit center and segment is generated. |  |
| 9 | Analysis View by Scope, Profit Centers, and Segment | Now drag the Consolidtion Group dimension to the ROWS axis and add before Profit Center Eliminated. | An analysis view for scope, profit center, and segment is generated. |  |
| 10 | Review Group Journal Entries | Right-click the figure in the report and select Jump to > Display Group Journal Entries with Reporting Logic . | Relevant group journal entries are displayed. |  |
| 11 | Change the Validate Date | Select Setting > Show Prompts .In the Prompts dialog box, change Hierarchy Valid On entry to 02/29/2016 and choose OK. Review the updated report. | Line of business and segment structures are updated. |  |
| 12 | Return to the SAP Fiori launchpad | Return to the SAP Fiori launchpad.  |  |  |

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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