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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Overhead Cost Accounting (J54\_DE) |

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# Purpose

This scope item covers transaction-based actual postings that are used in overhead cost controlling. The purpose of overhead cost controlling is the planning, allocation, control, and monitoring of overhead costs.

Cost center accounting takes the costs incurred in a company and allocates them to the actual subareas that caused them. During period-end closing, these costs are distributed to cost centers through automatic allocation. By allocating the cost elements to cost centers in overhead cost controlling, you can control your costs and compare plan and actual costs. The plan/actual comparison at the end of the period helps you to plan, control, and monitor cost behavior.

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.

Overhead cost controlling is also a prerequisite for further allocating overhead costs to cost objects (CO-PC), which enables you to conduct a period-specific profitability analysis.

When running this scope item in the on-premise version, plan data is not visible in reports without the following optional configuration: Refer to SAP note [2596669](https://launchpad.support.sap.com/#/notes/2596669) - Optional Configuration for 1HB.

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 |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Cost Accountant - Sales | SAP\_BR\_SALES\_ACCOUNTANT | Sales Accounting | SAP\_BR\_SALES\_ACCOUNTANT |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data 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 | 1100100029500000 |  | G/L account for bank account.A G/L account for allocation clearing must be available. Use your specific clearing GL or use the demo data 29500000. |
| COST CENTER | 10101902,10101101,10101321,10101301,10101750,10101401,10101753,10101601 |  |  |

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 |
| BNN | Create Activity Type and Activity Type Group |
| 2US | Create Universal Allocation Master Data |

## Business Conditions

If you have a multi-currency client setup, refer to [https://launchpad.support.sap.com/#/notes/](https://launchpad.support.sap.com/#/notes/https://launchpad.support.sap.com/#/notes/) 2894297 - Handling of Currencies in Controlling in SAP S/4HANA for additional information.

## 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

Purpose

The first time you execute a design studio report. you must set report relevancy. If you make a subsequent change in cost center, profit center, or G/L hierarchy, perform this step again to get the latest information.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Set Report Relevancy - Set-Based Hierarchies (HRY\_REPRELEV). | The Set Report Relevancy for Set-Based Hierarchies screen displays. |  |
| 3 | Enter Header Data | In the header area, make the following entries and choose Execute:Set Class: For example,0101, for the cost center groupOrganizational Unit: A000Set Name: A000Note For Set Class 0102, Organizational Unit YCOA, and Set Name YBA000\_CE, you must set report relevance. Additionally, select the Include Sub-nodes checkbox and choose Execute. On the next view, select the Report Relevant checkbox for that row and choose Save. This step is mandatory for budget use. |  |  |
| 4 | Mark as report relevant | In the Set Report Relevancy for Set-Based Hierarchies header, make the following entries and choose Save:Set Name: A000Report Relevant: Select |  |  |

### 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> |  |  |

### Create a Statistical Key Figure

Purpose

Statistical key figures are measurable values or weighting factors which can be applied to cost centers, profit centers, internal orders or business processes. SAP statistical key figures are also used for analysis purposes like calculation of rent cost per employee of a company.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Statistical Key Figures (F1603A). |  |  |
| 3 | Create Statistical Key Figure | Choose Create. Make the following entries and choose Save:Statistical Key Figure: Z10, for exampleQuantity Unit: PC, for exampleCategory: 1Statistical Key Figure Name: <Enter a text> | The statistical key figure is created. |  |

### Optional: Updating Cost Center Budget Profiles (Only Required When Using Cost Center Budget Functionality)

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 default content comes with budget profile CC001- Cost Center Budget and mapped to sample groups for travel cost and material. The customer must either adopt this profile or create new as per your requirement.

Adjustments to the budget profile CC001 has to be adapted for your specific company requirements prior to any budget-relevant postings. Retroactively capturing budget-relevant postings is not possible.

• Cost Center Budget availability control is at G/L account group (unlike Project this is not linked to FSV and semantic Tags)

• G/L account group can be created either via the Edit Cost Element Groups app or the Manage Global Accounting Hierarchies - GL Account Hierarchy app.

• All the G/L account group assigned to a particular budget profile should be part of same G/L account Hierarchy (top node of groups).

• To actively use hierarchy created via Edit Cost Element Groups app in customizing, the prerequisites to set report relevancy via Set Report Relevancy - Set-Based Hierarchies (HRY\_REPRELEV) app (for example, for default content set class 0102, org YCOA, set name YBA000-CE and Include sub-node), and replicate runtime hierarchy (example for default content 0102/YCOA/YBA000\_CE) must be carried out. The default content comes with GL Hierarchy YBA000\_CE and customer can assign any groups to this as per their requirements and edit the predefined profile CC001- Cost Center Budget.

Note Make sure to always replicate runtime hierarchy after any change to the existing hierarchy to reflect the change and before mapping the groups in this SSCUI step.

# Overview Table

The scope item Overhead Cost Accounting consists of several process steps provided in the following table:

Record Costs

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [General Entries With Cost Center](#unique_13)  [page ] 14 | General Ledger Accountant | Post General Journal Entries (F0718) | General Ledger Account Document is entered and saved. |

Transaction Based Allocations/Periodic Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Direct Activity Allocation](#unique_14) [page ] 16 | Cost Accountant - Overhead | Manage Direct Activity Allocation (F3697) | Direct activity allocations are posted. |
| [Post Statistical Key Figures](#unique_15)  [page ] 18 | Cost Accountant - Overhead | Manage Statistical Key Figure Values (F3915) | Statistical transaction-based key figures are posted. |
| [View Posted Statistical Key Figures](#unique_16) [page ] 19 | Cost Accountant - Overhead | Manage Statistical Key Figure Values (F3915) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business role | Transaction/App | Expected Results |
| [Reassign Costs and Revenues](#unique_17) [page ] 20 | Cost Accountant - Overhead | Reassign Costs and Revenues (F2009) | Costs are reassigned to another cost center. |
| [Execute Overhead Allocation Cycle](#unique_18) [page ] 22 | Cost Accountant - Overhead | Run Allocations (F3548) | General Ledger Account Document is entered and saved. |
| [Allocation Results](#unique_19) [page ] 24 | Cost Accountant - Overhead | Allocation Results (F4363) | The existing allocation results can be reviewed after a successful run. |
| [Allocation Flow](#unique_20) [page ] 25 | Cost Accountant - Overhead | Allocation Flow (F4022) | Allocation flow diagram is displayed. |
| [Execute Profit Center Distribution](#unique_21) [page ] 27 | Divisional Accountant | Manage Allocations (F3338) | Balance sheet account balances to and from various profit centers are distributed. |

Analytics

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Cost Centers Actual Data Reporting](#unique_22) [page ] 29 | Cost Accountant - Overhead | Cost Centers - Actuals (F0963A) | Actual figures for cost centers can be displayed in the reporting with different dimensions for navigation. |
| [Where-Used List - Cost Centers Actual](#unique_23) [page ] 30 | Cost Accountant - Overhead | Where-Used List - Cost Centers (F3549) | A report showing where cost centers are currently used is displayed. |
| [Where-Used List - Statistical Key Figures](#unique_24) [page ] 32 | Cost Accountant - Overhead | Where-Used List - Statistical Key Figures (F4078) | A report showing where the statistical key figures are currently used is displayed. |
| [Display Line Items in Controlling](#unique_25) [page ] 33 | Cost Accountant - Overhead | Display Line Items - Cost Accounting (F4023) | A report showing the posting details is displayed. |
| [View Profit Center Distribution](#unique_26) [page ] 34 | Divisional Accountant | Profit Centers - Plan/Actual (F0926A) | Using the report filters on profit centers, you can see the allocations. |

Table 2: OPTIONAL: Commitment Management and Cost Centers Budgeting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Exclude Cost Center Data for Commitment Management](#unique_27) [page ] 36 | Cost Accountant - Overhead | Manage Cost Centers (F1443) | Includes cost center data for commitment management reporting. |
| [Create Purchase Order](#unique_28) [page ] 37 | Purchaser | Create Purchase Order - Advanced (ME21N) | Creates the demo data to view the commitments in reporting. |
| [Commitment Management by Cost Center](#unique_29) [page ] 39 | Cost Accountant - Overhead | Commitments by Cost Center (F3016) | Allows visibility of purchase order commitments to be viewed by cost center and cost elements. |
| [Set Cost Center Master Budgeting Parameters](#unique_30) [page ] 41 | Cost Accountant - Overhead | Manage Cost Centers (F1443A) | Includes cost center data for budgeting. |
| [Template for File Upload](#unique_31) [page ] 42 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Downloads the template and prepare your plan data for upload. |
| [Import Financial Data](#unique_32) [page ] 44 | Cost Accountant - Sales | Import Financial Plan Data (F1711) | Opens the Import P&L Plan Data app and select a source file. |
| [Create Purchase Order](#unique_33) [page ] 45 | Purchaser | Create Purchase Order - Advanced (ME21N) | Creates the demo data to view the commitments in reporting. |
| [View Budget by Cost Center](#unique_34) [page ] 48 | Cost Accountant - Overhead | Commitments by Cost Center (F3016) | Allows visibility of purchase order commitments to be viewed by cost center and cost elements. |
| [Transfer Cost Center Budgets](#unique_35) [page ] 49 | Cost Accountant - Overhead | Transfer Cost Center Budgets (F4307) | Transfers cost center budget from one general ledger/cost center combination. |

# Test Procedures

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

## Record Cost

### General Entries With Cost Center

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

To successfully demonstrate assessments there must be accounting documents posted directly on the sender cost center account to allocate values to the receiver cost center account. Therefore, G/L accounting documents must be posted in the SAP system prior to executing the assessment cycles.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). | The Post General Journal Entries screen displays. |  |
| 3 | Enter Header Data | In the header area, make the following entries:Journal Entry Date: <Current Date>Posting Date: <Current Date>Period: <current period>, for example, 03Journal Entry Type: SA (G/L Account Document)Company Code: 1010Transaction Currency: EUR | The account document is posted. The system automatically adds the input tax amount. |  |
| 4 | Enter Data | In Line Items (2), make the following entries and press Enter:Company Code: 1010G/L Account: 63005000Debit: <amount> for example, 10000Note Make the entry in the debit or credit column as appropriate.Tax Code: V0Cost Center: 10101750 |  |  |
| 5 | Enter Second Line Item Detail | In Line Items (2), add another line by selecting the Add Line Item icon at the bottom right and press Enter:Company Code: 1010G/L Account: 11001000Credit: <amount> for example, 10000Note Total Debit amount shown (that is, Debit Amount + Tax Rate amount, based on the tax code entered)Next, make the following entries:Value date: <Current date>House Bank: DEBK1House Bank Account: DEAC1Note The value date is required for cash accounts. |  |  |
| 6 | Save | Choose Post. Make a note of the document number: \_\_\_\_\_\_\_\_\_\_ |  |  |
| 7 | New Cost Center and Amount | Repeat steps 3 to 8 with cost center 10101201 and credit/debit amount 2000. |  |  |

## Transaction Based Allocations/Periodic Postings

### Direct Activity Allocation

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

Direct activity allocations can also be done instead of assessments depending on your business needs. The following steps create an activity reallocation directly from one cost center to another with the document 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 Direct Activity Allocation (F3697). | The Manage Direct Activity Allocation view displays. |  |
| 3 | Create Object | Choose the Create button. | The New Object view displays. |  |
| 4 | Enter Header Information | In the Header Information area, make the following entry:* Document Header Text: <Enter a text>
* Journal Entry Date: <Current date>
* Posting Date: <Current date>
 |  |  |
| 5 | Enter Allocation Items | In the Allocation Items area, make the following entries:* Sender Cost Center: 10101321
* Sender Activity Type: 8
* Receiver Cost Center: 10101301
* Quantity: 5
 |  |  |
| 6 | Save | Choose Save. |  |  |
| 7 | Document number | Write down the document number for the subsequent transactions. To review more details on the document, select the Journal Entry number and then select Display Line Items in Controlling.To view more details and review the postings, see Display Line Items in Controlling app. | The detailed controlling entries are available. |  |

Tip To reverse activity allocations, use the Reverse button.

Note For details on activity types, refer to Create Activity Type and Activity Type Group (BNN).

### Post Statistical Key Figures

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you can post statistical key figures. You can enter statistical key figures for use in reporting or as tracing factors for period-based allocations. This also occurs within a transaction-based allocation in Controlling.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Statistical Key Figure Values (F3915). | The Manage Statistical Key Figure Values screen displays. |  |
| 3 | Enter Actual Data | Choose Create and make the following entries:Document Header Text: <any>Document date: <Current date>Posting date: <Current date>Item section: Line 1Receiver Cost Center: 10101902Statistical Key Figure: 1002Statistical Quantity: 100Choose Create and make the following entries:Item section: Line 2Receiver Cost Center: 10101321Statistical Key Figure: 1002Statistical Quantity: 50Note If you have no service scope installed, and CCtrs are not available, you can use cost centers 10101201 and 10101302. |  |  |
| 4 | Save | Choose Save. | Statistical key figures are posted. Note the document number is listed on top of the window. |  |

### View Posted Statistical Key Figures

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you can view your posted statistical key figures.

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 Statistical Key Figure Values (F3915). | The Manage Statistical Key Figure Values screen displays. |  |
| 3 | View Statistical Key Figures | Make the following entries and choose OK:Posting Date: <Choose a time period> | The Statistical Key Figure Values appear. |  |

Tip To reverse statistical key figure postings or view posted documents, use the Manage Statistical Key Figure Values (F3915) app.

Or to just do reversals, use the Reverse Statistical Key Figures (KB34N) app.

## Reassign Costs and Revenues

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 following steps demonstrate how to reassign costs within revenues within a company code.

Note Only reassignments within a company code are currently supported.

Prerequisites

Initial posting must exist on the G/L account and cost center. Therefore, the steps in Record Cost must be done first.

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 Reassign Costs and Revenues (F2009). | The Reassign Costs and Revenues view displays. |  |
| 3 | Input Initial Screen | Choose Create and in the Header Information section, make the following entries:Document Header Text: <any>Journal Entry Date: <today’s date>Posting Date: <today’s date>Translation Date: <today’s date>In the Assignment Items section, make the following entries and choose Save:Account for Allocation: <for example, 53005000>Sender Cost Center: <for example, 10101201>Receiver Cost Center: <for example, 10101750>Amount: <for example, 5>Translation Currency: EURDocument Header Text: <any> | Costs are reassigned to another cost center. |  |

## Execute Overhead Allocation Cycle

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you execute an assessment cycle (Cost Center). Both cost centers and work breakdown structure elements can be used as receivers in the assessment cycle. In this example, cost center as receiver is demonstrated.

Prerequisite

Plan and actual assessment cycle demo data has been created for testing. For details on how to create your own plan and actual assessment cycle defining senders and receivers, see the Create Universal Allocation Master Data(2US) 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 Run Allocations (F3548). | The Select: Allocation Cycles for the Run view displays. |  |
| 3 | Input Initial Screen | Make the following entries and choose the Go button:Allocation Context: Cost CentersLedger: 0LAllocation Type: Overhead AllocationCompany Code: 1010Allocation Cycle: OA10200Note If you created alternative manufacturing-based statistical key figures in the previous step, run Assessment Cycle: OA10300Manuf Ass. shared facility instead of OA10200Service Ass. shared facility. | The assessment is done. |  |
| 4 | Select Allocation Cycle | Select the allocation cycle row and choose OK and then the Run button. | The Run Allocations - Live Run screen displays. |  |
| 5 | Test Run | Select the allocation cycle row and choose the Test Run button. | The Run Allocation(s) - Test Run screen displays. You get a success message. If everything looks correct, you can repeat the steps above and choose Run instead of Test Run. |  |
| 6 | Input Values | Make the following entries and choose OK.Run Name: <enter your desired value>Fiscal Period From: <current period and year>Fiscal Period To: <curent period and year>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. | If you wish to view this posted allocation in Allocation Flow (next step), repeat Step 5: Select the allocation cycle row and choose the Run button. |  |

Tip To reverse an assessment posting, use the app Allocation Results (F4363), enter the search criteria and choose Go. Select the allocation cycle job and choose Reverse .

## 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 |  |  |

## Allocation Flow

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

In this activity, you can review the overhead allocation flows from a single cost center point of view.

Prerequisites

* The 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) script.
* The related postings have been made.
* The cycle must be successfully 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 Flow (F4022). | The Allocation Cycles view displays. |  |
| 3 | Input Initial Screen | Make the following entries and choose the Go button:View Type: cost centerCompany Code: 1710Cost Center: 10101750Fiscal Period: <current period, for example 09>Fiscal Year: 2019Actual/Plan: Actual | The flow diagram is displayed. |  |

## Execute 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 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 Offsetting Entry (ABZOL) 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 the GL 29500100 as reference. For details on how to create the G/L, refer to Create G/L Account and Cost Element (BNG) test script.
4. Plan and actual assessment cycle demo data has been created for testing. For details on how to create your own plan and actual assessment cycle defining senders and receivers, see the Create Universal Allocation Master Data(2US) test script. Mass upload of allocation cycles is possible for the creation of new allocations and/or new segments via the Manage Allocation app (F3338) using the Upload Cycles button. You can either download a blank template or select an existing allocation cycle to download as 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 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: OAPCD10Note 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. You get a success message. If everything looks correct, you can repeat the steps above and choose Run instead of Test Run. |  |
| 6 | Input Values | Make the following entries and choose OK.Run Name: <enter your Custom Run>Journal Entry Type: SAFiscal Period From: <current period and year>Fiscal Period To: <current period and year>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 Allocation Results (F4363), enter the search criteria and choose Go. Select the allocation cycle job and choose Reverse .

## Analytics

### Cost Centers Actual Data 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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open .Cost Centers - Actuals (F0940A). | The Prompts dialog box displays. |  |
| 3 | Selection Criteria | Make the following entries:Ledger:<0L>Ledger Fiscal Year :<Current year>Company Code: 1010 |  |  |
| 4 | Choose | Choose OK. | A report showing actual costs for the cost centers is displayed. |  |

### Where-Used List - Cost Centers Actual

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

This activity allows you to see where the cost centers are used in other master data such as activity type, profit centers, and actual cost allocations.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Cost Centers (F1443A). | The Manage Cost Centers view displays. |  |
| 3 | Selection Criteria | Make the following entries and choose Go:Cost Center : <your cost center> |  |  |
| 4 | Where Used | Select the desired cost center and choose Where Used - Cost Centers. | A report showing where the cost centers are currently used is displayed. For details, you can select the Master data object type and drill in further. |  |

Note The Where-Used List - Cost Centers (F3549) app can also be used to determine where the cost centers are currently used.

### Where-Used List - Statistical Key Figures

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

This activity allows you to see where the statistical key figures are used.

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 Where-Used List - Statistical Key Figures (F4078). | The Where-Used List - Statistical Key Figures view displays. |  |
| 3 | Selection Criteria | Make the following entry and choose Go:Statistical Key Figure : <your statistical key figure> | A report showing where the statistical key figures are currently used displays. For details, you can select the relevant master data object type and drill in further. |  |

### Display Line Items in Controlling

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

This activity allows you to view various postings in controlling.

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 Display Line Items - Cost Accounting (F4023) app. | The Display Line Items view displays. |  |
| 3 | Selection Criteria | Make the following entry and choose Go:Ledger : <Enter your ledger, for example 0L> | A report showing the posting details display. |  |

### View 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 (F0926A). | The Prompts dialog box displays. |  |
| 3 | Selection Criteria | Make the following entries:Ledger:<0L>Ledger 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. |  |

## OPTIONAL: Commitment Management and Cost Center Budgeting

### Commitment Management Cost Centers Actual Data 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. |

Note This section is only applicable if you select the non-standard scope item 2I3 - Commitment Management. You have additional features in cost centers to view commitment which comes via purchasing.

Commitment management is part of the cost monitoring process. Commitment management line items are triggered by stock and non-stock expense purchase requisitions and/or purchase orders that utilize cost centers. These commitments are updated in Extension Ledger 0E (predelivered) in ACDOCA table. Commitments are reduced by various business transactions such as goods receipt.

Prerequisites

* To use commitment management functions, a nonstandard scope item 2I3 - Commitment Management must be selected and activated. Once activated, commitment management ledger 0E is active and applicable for all company codes and countries.
* Master Data requirement: Specific cost centers relevant for your commitment tracking must be unlocked. See the procedure on [Exclude Cost Center Data for Commitment Management](#unique_27) [page ] 36.
* To view commitments in the report, an open purchase order and/or requisition must exist. For details on creating purchase orders, refer to Consumable Purchasing (BNX).

#### Exclude Cost Center Data for Commitment Management

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

This activity describes how to exclude cost center data from commitment management reporting. If you select the lock on the cost center master data, consumable purchases that utilize the cost center are excluded from the report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Open Manage Cost Centers | Open Manage Cost Centers (F1443). | The Manage Cost Centers (F1443) view displays. |  |
| 3 | Cost Center | Make the following entry and choose Go:Cost Center:10101501Select the line item with Cost Center and choose the (>) Details button. | The Manage Cost Centers view displays. |  |
| 4 | Lock Commitment Updates | Choose the Edit button on the top row. In the Control section, select the Lock Commitment Updates to see the ON sign.Choose the Save button on the bottom right of your view. | The Commitment Update flag is locked. No further updates for this cost center would be shown in the commitment report. |  |

#### Create Purchase Order

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

This prerequisite activity creates the demo data to view the commitments in reporting.

Note For details on consumable purchasing, refer to Consumable Purchasing (BNX), steps Create Purchase Requisition or Create Purchase Order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order view displays. |  |
| 3 | Start Purchase Order creation | Make the following entries and choose Enter:Supplier : 10300001 | The Create Purchase Order view displays. |  |
| 4 | Enter Purchase Order data | Make the following entries and choose Enter.Org. Data:Purch. Org.:1010Purch. Group:001Company Code: 1010 | The Create Purchase Order view displays. |  |
| 5 | Enter Additional Details | Make the following entries and choose Enter:A: (Account Assessment Category): K (Cost center)Material: TG0011PO Quantity:1Net Price: 450Plnt: 1010Stor. Location: 101AIn the next section, enter the following and choose Enter:Cost Center:10101401 | The Create Purchase Order view displays. |  |
| 6 | Save the entries | Choose the Save button to save the purchase order. | The Purchase Order is created. |  |

#### Commitment Management by Cost Center

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

This report allows visibility of purchase order commitments to be viewed by cost center and cost elements.

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 Commitments by Cost Center (F3016). | The Commitments by Cost Center (F3016) view displays. |  |
| 3 | Selection Criteria | Make the following entries:Plan Category: PLNCompany Code: 1010Display Currency :EURFrom: start of current month, <mm/dd/yyyy>To : end of current month, <mm/dd/yyyy> |  |  |
| 4 | Choose | Choose Go. | A report showing commitments on the purchasing side for the cost centers is displayed. |  |

### Cost Center Budgeting

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. |

Note This section is applicable only if you select non-standard scope item 2I3 - Commitment Management which is also a prerequisite for budgeting. You have additional features in cost centers to view commitments & budgets in which to monitor your expenses.

Budgeting is a part of the cost monitoring process. Commitment management line items in SAP S/4HANA Cloud are triggered by expense purchase requisitions and/or purchase orders that utilize cost centers and a material master. These commitments are updated in Extension Ledger 0E (predelivered) in ACDOCA table. Commitments are reduced by various business transactions such as goods receipt.

Cost Center Budgeting utilizes profiles CC001 which allows you assign a G/L account hierarchy and G/L account group to specify the general ledger accounts applicable for your cost center budgets. The default content utilizes G/L account hierarchy YBA000\_CE and two G/L account groups, 1200\_CE Production costs materials and 1900\_CE Travel costs.

Once you create your G/L account hierarchy and G/L account groups, you must perform the Set Report Relevancy and Replicate Runtime Hierarchy steps as covered in the Preliminary Steps section of this document.

Prerequisites

* To use cost center budgeting functions, a nonstandard scope item 2I3 must also be selected and activated. Once activated, commitment management ledger 0E is active and applicable for all company codes and countries.
* You must perform the steps Set Report Relevancy and Replicate Runtime Hierarchy as mentioned in 2.4 Preliminary Steps of this document.
* To view commitments in the report, an open purchase order and/or requisition must exist. For details on creating purchase orders, refer to (Consumable Purchasing).

#### Set Cost Center Master Budgeting 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

This activity describes how to include cost center data for budgeting.

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 Cost Centers (F1443A). | The Manage Cost Centers (F1443A) view displays. |  |
| 3 | Cost Center 10101601 | Make the following entry and choose Go:Cost Center: 10101601Select the line item with Cost Center and choose the (>) Details button. |  |  |
| 4 | Save the Entries | In the Control section, under Budget Availability Control, choose the Edit button and then make the following entries:Budget-Carrying Cost Center: 10101601Budget Availability Control Profile: CC001Budget Availability Control is Active: ONChoose the Save button on the bottom of the view. |  |  |
| 5 | Cost Center 10101202 | Repeat steps 3 and 4 using cost center 10101202. |  |  |

#### Upload Financial Data

##### Template for File Upload

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

This activity helps you download the template and prepare your plan data for upload. Depending on the scope of your solution, the plan data you fill the template with will differ. You can use the sample data to populate the template. If you have plan data already in your system and would like to copy the data to a new Plan Category, application Copy Financial Plan Data (F3396) can achieve this without the need to manually upload the 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 Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) view displays. |  |
| 3 | Select Template | Choose the Download Templates button.In the Download Templates view, select the comma as separator and then the Cost Center Budgeting template.Open the downloaded CSV template.Enter the field values as listed in the table below this table. |  |  |
| 4 | Save Template | Save the file in the CSV format. |  |  |

Field Value Table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY | RYEAR | POPER | RBUKRS | RCNTR | RACCT | HSL | RHCUR |
| Category | General Ledger Fiscal Year | Posting Period | Company Code | Cost Center | Account Number | Amount in Local Currency | Local Currency |
| X | X |  | X | X |  |  |  |
| BUDGET02 | 2019 | 3 (Current Period) | 1010 | 10101601 | 61007000 | 1000 | EUR |
| BUDGET02 | 2019 | 3 (Current Period) | 1010 | 10101601 | 65000500 | 1000 | EUR |
| BUDGET02 | 2019 | 3 (Current Period) | 1010 | 10101202 | 51600000 | 1000 | EUR |

##### Import Financial Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

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

The app performs the following checks:

1. The app checks whether the values in the source file are valid. If required, it returns a list of error messages. You must correct the values in the source file until they are all valid before you can proceed.

2. If all values are valid, the app selects the distinct values for all characteristics of the plan data scope (as defined in the third row of the source file).

* If no plan data exists in the system for any combination of these characteristic values, you can directly import the plan data.
* If plan data exists in the system for any combination of these characteristic values, the app displays the affected values. It assumes that you want to completely replace the existing plan data by the new plan data import.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Import Financial Plan Data (F1711). | The Import Financial Plan Data (F1711) view displays. |  |
| 3 | Cost Center | Use the Browse button to select the CSV extension file you wish to upload and choose Enter.Make the following entry :Source File: Your .CSV file that contains your plan |  |  |
| 4 | File Check | The upload performs a check to ensure that the format is correct.Correct any error message that appears.The selected file has the following plan data scopeNote the two informational messages that will appear in the upper-left of the your view.Your plan data import will create X plan itemsSelect the Show Detail, and review the data and then select the back button.Your plan data import will cancel x itemsSelect the Show Detail, and review the data and then select the back button.Proceed to the next step Import Source File. | You are going to see the messages in the upper part of your view: |  |
| 5 | Import Source File | Choose Import Source File. | Import successful message appears. |  |

#### Create Purchase Order

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

This prerequisite activity creates the demo data to view the commitments in reporting.

Note For details on consumable purchasing, refer to Consumable Purchasing (BNX), steps Create Purchase Requisition or Create Purchase Order.

Note Purchase line items without a material master using material group are currently not included in Commitments. But during actual posting (goods receipts) the amounts are checked and included in Bugeting. This is shown in the example below.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order view displays. |  |
| 3 | Start Purchase Order creation | Make the following entries and choose Enter:Supplier : 10300001 | The Create Purchase Order view displays. |  |
| 4 | Enter Purchase Order data | Make the following entries and choose Enter.Org. Data:Purch. Org.:1010Purch. Group:001Company Code: 1010 |  |  |
| 5 | Enter Additional Details | Make the following entries and choose Enter:A: (Account Assessment Category): K (Cost center)Material: TG0011PO Quantity:1Net Price: 450Plnt: 1010Stor. Location: 101AIn the next section, enter the following and choose Enter:Cost Center:10101601 |  |  |
| 6 | Enter Additional Details in the Next Line | Enter the following:A: (Account Assessment Category): K (Cost center)Description:Office EquipmentMaterial Group: L005OUn: EAPO Quantity:1Net Price: 1000Plnt: 1010Stor. Location: 101AIn the next section, make the following and choose Enter:G/L Account: 61007000Cost Center:10101601 |  |  |
| 7 | Save the entries | Choose the Save button. | The Purchase Order is created. |  |

#### View Budget by Cost Center

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

This report allows visibility of purchase order commitments to be viewed by cost center and cost elements.

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 Center Budget Report (F3871). | The Cost Center Budget Report (F3871) view displays. |  |
| 3 | Selection Criteria | Make the following entries:Plan Category: BUDGET02Company Code: 1010Fiscal Year: <Enter current Fiscal Year> |  |  |
| 4 | Commit for the Cost Centers | Choose Go. |  |  |

#### Transfer Cost Center Budgets

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

This activity transfers cost center budget from one general ledger/cost center combination.

Prerequisites

* Cost center must have a budgeting profile assigned.
* Cost center budgeting data must be available.

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 Transfer Cost Center Budgets (F4307). | The Transfer Cost Center Budgets view displays. |  |
| 3 | Initial Entries | Make the following entries and choose the Go button:Fiscal Year: <Enter current fiscal year>Plan Category: BUDGET02 | The Budget Transfer Document view displays. |  |
| 4 | Create Budget Transfer | Choose the Create button and make the following entries:Posting Date: <enter current date>Plan Category: BUDGET02Document Type: S\_BTIn the Budget Sender Items section, make the following entries:Cost Center: 10101601Account Number: 65000500Amount in Company Code Currency: 500In the Budget Receiver Items section, make the following entries:Cost Center: 10101202Account Number: 51600000Amount in Company Code Currency: 500Choose Save. | The budget transfer has now been posted. Note your document number for the next step. |  |
| 5 | Reverse Posting | Go back to the Transfer Cost Center Budgets view. Make the following entry and choose Go:Document Number: <as created in the previous step>On the Budget Transfer Document view, choose Reverse and make the following entries:Document Header Text: <optional>Reversal Reason: <choose one, for example, wrong posting>Choose Save. | The reversal is successful. The status of the initial posting document changes to Reversed.Additionally, a new document is generated with the status Reversal.The two documents (Reversed and Reversal) should reference each other in the Reversal Reference Number field. |  |

# Appendix

## Cost Center Replication from SAP S/4HANA Cloud to SAP Cloud Platform Master Data Integration (Optional)

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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