

Master Data Script | PUBLIC
SAP S/4HANA Cloud
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Create Universal Allocation Master Data **(2US)**

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THE BEST RUN SAP

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1 Purpose

Universal Allocation covers plan and actual assessment/distributions of cost centers in overhead cost controlling using various sender/receiver combinations of amounts, percentages and portions. This master data supports annual planning by redistributing the cost through predefined allocation and distribution cycles 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. In addition, plan and actual assessment/distributions of profit centers are also supported.

This script provides some general examples of creating master data with Universal Allocation but it can be adapted for your specific business requirements by using the various sender/receiver combinations of amounts, percentages and portions.

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.

> ⓘ Note
>
> Values in this test script (decimal notation, date formats, and so on) are presented in U.S. standard notation. If your test system is set up to use a different notation, enter values as appropriate.

2 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.

2.1 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.

2.2 Roles

Create business roles using the following business role templates delivered by SAP and assign them to your individual test users.

Alternatively, if available, you can use the following spaces delivered by SAP. You create a space with pages containing predefined essential apps and assign it to the business role. You then assign this business role to your individual users.

For more information, refer to *How to Create a Business Role from a Template* in the product assistance for SAP S/4HANA Cloud.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Cost Accountant - Overhead	SAP_BR_OVERHEAD_ACCOUNTANT	Overhead Accounting	SAP_BR_OVERHEAD_ACCOUNTANT	
Divisional Accountant	SAP_BR_DIVISION_ACCOUNTANT			

2.3 Required Organizational Units

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The master data represents cost centers and cost center groups, depending on the operational focus of your company.

Data Object	Used in Data Segment	Mandatory / Optional	Comments
Controlling Area	General Data	Mandatory	
Company Code	Organizational Units	Mandatory	

2.4 Mandatory and Optional Master Data

Cost center and cost center group master data records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in allocation.

Master Data Object	Mandatory / Optional	Comments
Cost Center	Mandatory	
Cost Element	Mandatory	
Statistical Key Figure	Optional	
Profit Center	Mandatory	

3 Overview Table

This scope item consists of several process steps that are listed in the following table:

> **Note**
>
> 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 (searchable) apps not included on the homepage using the search bar (2434549).
>
> If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose *App Finder*.

Plan Allocations

Process Step	Business Role	Transaction/App	Expected Results
Manage Plan Overhead Assessment Cycles [page 8]	Cost Accountant - Overhead	*Manage Allocations* (F3338)	Costs are allocated to cost center groups, cost centers or ranges.
Edit Plan Overhead Assessment Cycles [page 11]	Cost Accountant - Overhead	*Manage Allocations* (F3338)	Plan overhead allocation cycles are edited.

Actual Allocations

Process Step	Business Role	Transaction/App	Expected Results
Manage Actual Overhead Assessment Cycles [page 13]	Cost Accountant - Overhead	*Manage Allocations* (F3338)	Costs are allocated to cost center groups, cost centers or ranges.
Edit Actual Overhead Assessment Cycles [page 16]	Cost Accountant - Overhead	*Manage Allocations* (F3338)	Actual overhead allocation cycles are edited.

Plan Profit Center Allocation

Process Step	Business Role	Transaction/App	Expected RPesults
Manage Plan Profit Center Distribution Cycles [page 18]	Divisional Accountant	*Manage Allocations* (F3338)	The plan profit center distribution is created.

Actual Profit Center Allocation

Process Step	Business Role	Transaction/App	Expected Results
Manage Actual Profit Center Distribution Cycles [page 21]	Divisional Accountant	*Manage Allocations* (F3338)	The profit center distribution is created.

4 Test Procedures

4.1 Plan Allocations

4.1.1 Manage Plan Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

In this example, plan overhead assessment cycle uses secondary cost elements to allocate cost from one cost center or a group of cost centers to another cost center or group of cost centers by a fixed percentage within the same company code.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
1	**Log On**	Log on to the SAP Fiori Launchpad as a Cost Accountant - Overhead.	The SAP Fiori launchpad displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
2	**Access the SAP Fiori App**	Open *Manage Allocations* (`F3338`).	The *Manage Allocations* view displays.	
3	**Create Cycle Header**	Choose the *Create* button and select *Create New Cycle*.	The *Create New Cycle* dialog box displays. **Note** Mass upload of allocation cycles is possible for the creation of new allocations and/or new segments via the *Manage Allocations* app using the *Upload/Download Template* button. You can either download a blank template or select an existing allocation cycle to download as template.	
4	**Enter values**	Make the following entries and choose the *Create* button: • *Allocation Cycle*: **<enter a cycle ID beginning with Z>** • *Allocation Context*: **<Cost Centers>** • *Allocation Type*:**Overhead Allocation** • *Ledger*: **0L** • *Valid To*: **12/31/9999** • *Cycle Description*: **<enter a cycle description>** • *Company Code*: **1010** • *Actual/Plan:* **Plan** • *Plan Category*: **PLN**	The *<new cycle>* view displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
5	**Enter Segment Data**	In the lower section of the *New Allocation Cycle* view under the *Segments* section, choose the *Create* button and make the following entries in the *Create New Segment* window and choose the *Create* button: • *Segment Name*: **<enter a segment beginning with Z>** • *Segment Description:* **<enter a description>**	The *<new segment>* view displays.	
6	**Enter Rules**	Select the new segment and choose the arrow on the right. In the *Rules* tab, make the following entries: • *Overhead Allocation Account*: **94201000** • *Sender Rule*: **Posted amounts** • *Receiver Rule*: **Fixed percentages** • *Share in %:* 100		

7	**Enter Senders' Details**	In the *Senders* tab, make the following entries:
		• *Account Number*:
		  • Change the value in the *Value Type* column to *Group*
		  • In the *Group* column, use the dropdown to select **10_CE** in the following *Select: Account Number* view
		• *Cost Center*: **10101101**		

Test Step #	Test Step Name	Instruction	Expected Result	Comments

8	**Enter Receivers' Details**	In the *Receivers* tab, choose *Add*. In the *Add Receivers* view, select *Cost Center* and choose *Add*. Make the following entries:
		• *Cost Center*
		  • Change the value in the *Value Type* column to *Group*
		  • In the *Group* column, use the dropdown to select **1010300** in the following *Select: Cost Center* view		

9	**Receiver Basis**	In the *Receiver Basis* tab, choose the *... (Additional Options)* button, and select *Distribute Equally*.	You can see that the amounts are equally distributed.	
10	**Save**	Choose the *Save* button.	Your data is saved.	

4.1.2 Edit Plan Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

This activity demonstrates the ability to work with allocations that have large amounts of data using templates.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
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	**Enter Values**	Make the following entries and choose the *Go* button: • *Allocation Context*: **`<Cost Centers>`** • *Company Code:* **`1010`** • *Ledger:* **`0L`** • *Allocation Cycle*: **`<the cycle you just created>`**	The *Allocation Cycles* view displays.	
4	**Allocation Cycle Details**	Select your allocation cycle and choose the arrow on the right to go to the details. Choose the *Edit* button.	The *Manage Allocations* view displays.	
5	**Segments Section**	Scroll down to the *Segments* section and select your segment and choose the > (*Details*) on the right.		
6	**Receiver Basis**	In the *Receiver Basis* tab, choose *Upload/Download Values*.	The *Upload Receiver Values* view displays.	
7	**Upload Receiver Values**	Select *Download Template with Values*. Download and save the file.		

<table>
<tr><th>Test Step #</th><th>Test Step Name</th><th>Instruction</th><th>Expected Result</th><th>Comments</th></tr>
<tr><td>8</td><td>Update Percentages</td><td>In the file, update the percentage column with values as shown below:<table><tr><th>Cost Center</th><th>Percentage</th></tr><tr><td>0010101101</td><td>5</td></tr><tr><td>0010101201</td><td>5</td></tr><tr><td>0010101202</td><td>5</td></tr><tr><td>0010101301</td><td>5</td></tr><tr><td>0010101302</td><td>15</td></tr><tr><td>0010101401</td><td>15</td></tr><tr><td>0010101501</td><td>15</td></tr><tr><td>0010101601</td><td>15</td></tr><tr><td>0010101602</td><td></td></tr><tr><td>0010101701</td><td>20</td></tr></table></td><td>The percentages are updated.</td><td></td></tr>
<tr><td>9</td><td>Receiver Basis</td><td>Go back to the Receiver Basis tab and do the following:
Choose Upload/Download Values.
In Upload Receiver Values view, choose Browse. Select your saved file. The screen indicates if the values can be uploaded or if corrections are required. Choose Confirm.
Choose Save to save the allocation cycle.</td><td>You can see that the data has been updated per the csv file upload.</td><td></td></tr>
</table>

4.2 Actual Allocations

4.2.1 Manage Actual Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

In this example, overhead assessment cycle uses secondary cost elements to allocate cost from one cost center or a group of cost centers to another cost center or group of cost centers by a fixed percentage within the same company code.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
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	**Create Cycle Header**	Choose the *Create* button and select *Create New Cycle*.	The *Create New Cycle* dialog box displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter values**	Make the following entries and choose the *Create* button: • *Allocation Cycle*: **<enter a cycle ID beginning with Z>** • *Allocation Context*: **<Cost Centers>** • *Company Code*:**1010** • *Allocation Type*:**Overhead Allocation** • *Ledger*: **0L** • *Valid To*: **12/31/9999** • *Cycle description*: **<enter a cycle description>** • *Company Code*: **1010** • *Actual/Plan:* **Actual**	The *Allocation: Create Plan Overhead Allocation Cycle: Header Data* view displays.	
5	**Enter Segment Data**	In the lower section of the *New Allocation Cycle* view under the *Segments* section, choose the *Add* button and make the following entries in the *Create New Segment* window: • *Segment Name*: **<enter a segment beginning with Z>** • *Segment Description:* **<enter a description>**	The *Create a new cycle* view displays.	
6	**Enter Rules**	Select the new segment and choose the arrow on the right. In the *Rules* tab, make the following entries: • *Overhead Alloc. Acct*: **94201000** • *Sender Rule*: **Posted amounts** • *Receiver Rule*: **Fixed percentages**		

Test Step #	Test Step Name	Instruction	Expected Result	Comments

7	**Enter Senders' Details**	In the *Senders* tab, make the following entries:
		• *Account Number*:
		  • Change the value in the *Value Type* column to *Group*
		  • In the *Group* column, use the dropdown to search and select **`10_CE`** in the following *Select: Account Number* view
		• *Cost Center*: **`10101101`**		

8	**Enter Receivers' Details**	In the *Receivers* tab, choose the *+ (Add)* button.
		Select *Cost Center* and choose the *Add* button.
		Make the following entry:
		• *Cost Center*
		  • Change the value in the *Value Type* column to *Group*
		  • In the *Group* column, use the dropdown to search and select **`1010300`** in the following *Select: Cost Center* view		

9	**Receiver Basis**	In the *Receiver Basis* tab, choose the *... (Additional Options)* button, and select *Distribute Equally*.	You can see that the amounts are equally distributed.	
10	**Save**	Choose the *Save* button.	Your data is saved.	

4.2.2 Edit Actual Overhead Assessment Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

This activity demonstrates the ability to work with allocations that have large amounts of data using templates.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
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	**Enter Values**	Make the following entries and choose the *Go* button: • *Allocation Context*: **<Cost Centers>** • *Company Code:* **1010** • *Ledger:* **0L** • *Allocation Cycle*: **<the cycle you just created>**	The *Allocation Cycles* view displays.	
4	**Allocation Cycle Details**	Select your allocation cycle and choose the arrow on the right to go to the details.	The *Manage Allocations* view displays.	
5	**Segments Section**	Scroll down to the *Segments* section and select your segment and choose the > (*Details*) on the right.		
6	**Receiver Basis**	In the *Receiver Basis* tab, choose the *Upload/Download Values*.	The *Upload Receiver Values* view displays.	
7	**Upload Receiver Values**	Select *Download Template with Values*. Download and save the file.		

<table>
<tr><th>Test Step #</th><th>Test Step Name</th><th>Instruction</th><th>Expected Result</th><th>Comments</th></tr>
<tr><td>8</td><td>Update Percentages</td><td>In the file, update the percentage column with values as shown below:<table><tr><th>Cost Center</th><th>Percentage</th></tr><tr><td>0010101101</td><td>5</td></tr><tr><td>0010101201</td><td>5</td></tr><tr><td>0010101202</td><td>5</td></tr><tr><td>0010101301</td><td>5</td></tr><tr><td>0010101302</td><td>15</td></tr><tr><td>0010101401</td><td>15</td></tr><tr><td>0010101501</td><td>15</td></tr><tr><td>0010101601</td><td>15</td></tr><tr><td>0010101602</td><td></td></tr><tr><td>0010101701</td><td>20</td></tr></table></td><td>The percentages are updated.</td><td></td></tr>
<tr><td>9</td><td>Receiver Basis</td><td>Go back to the Receiver Basis tab and do the following:
Choose Upload/Download Values.
In Upload Receiver Values view, choose Browse. Select your saved file. The screen indicates if the values can be uploaded or if corrections are required. Choose Confirm.
Choose Save to save the allocation cycle.</td><td>You can see that the data has been updated per the csv file upload.</td><td></td></tr>
</table>

4.3 Plan Profit Center Allocation

4.3.1 Manage Plan Profit Center Distribution Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

This example shows the plan distribution of balance sheet account balances to and from various profit centers.

Prerequisite

A G/L account for allocation clearing must be available. Create G/L 29500000 CO Allocation Clearing using G/L 29500100 as reference. For details on how to create G/L, refer to *Create G/L Account and Cost Element* (BNG).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
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	**Create Cycle Header**	Choose the *Create* button and select *Create New Cycle*.	The *Create New Cycle* dialog box displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter Values**	Make the following entries and choose the *Create* button: • *Allocation Cycle*: **<enter a cycle ID beginning with Z>** • *Allocation Context*: **<Profit Centers>** • *Company Code*:**1010** • *Allocation Type*:**Distribution** • *Ledger*: **0L** • *Valid To*: **12/31/9999** • *Cycle description*: **<enter a cycle description>** • *Company Code*: **1010** • *Actual/Plan:* **Plan** • *Plan Category*: **PLN**	The *Manage Allocations* view appears.	
5	**Enter Segment Data**	In the lower section of the *Manage Allocations* view under the *Segments* section, choose the *Create* button and make the following entries in the *Create New Segment* window: *Segment Name*: **<enter another segment beginning with ZD>** *Segment Description*: **<enter a description>** Choose *OK*.		
6	**Enter Rules**	In the *Rules* tab, make the following entries: • *Currency:* **<enter your local currency>** • *Sender Rule:* **Fixed amounts** • *Share in %*: **100** • *Receiver Rule:* **Fixed percentages** Choose the *Senders* tab.		

Test Step #	Test Step Name	Instruction	Expected Result	Comments
7	**Enter Senders' Details**	In the *Senders* tab, make the following entries: • *Account Number*:**29500000** • *Profit Center*: **YB600** Choose the *Sender Basis* tab.		
8	**Sender Basis**	Make the following entry: *Amount*: **100000** Choose the *Receivers* tab.		
9	**Enter Receivers' Details**	In the *Receivers* tab, choose *+ (Add)*. In the *Add Receivers* view, select *Profit Center*. Choose the *Add* button and make the following entries: • *Value Type*: **Interval** • *Single Entry/From*: **YB700** • *To Value*: YB800 Choose the *Receiver Basis* tab.		
10	**Receiver Basis**	In the *Receiver Basis* tab, choose the *... (Additional Options)* button, and select *Distribute Equally*.	You can see that the amounts are equally distributed.	
11	**Save**	Choose the *Save* button.	The plan profit center distribution is created.	

4.4 Actual Profit Center Allocation

4.4.1 Manage Actual Profit Center Distribution Cycles

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:	
Tester Name:		Duration:	
Business Role(s):		Responsibility:	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Context

This example shows actual distribution of balance sheet account balances to and from various profit centers.

Prerequisite

A G/L account for allocation clearing must be available. Create G/L 29500000 CO Allocation Clearing using G/L 29500100 as reference. For details on how to create G/L, refer to *Create G/L Account and Cost Element* (BNG).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Comments
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	**Create Cycle Header**	Choose the *Create* button and select *Create New Cycle*.	The *Create New Cycle* dialog box displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter Values**	Make the following entries and choose the *Create* button: • *Allocation Cycle*: **<enter a cycle ID beginning with Z>** • *Allocation Context*: **<Profit Centers>** • *Company Code*:**1010** • *Allocation Type*:**Distribution** • *Ledger*: **0L** • *Valid To*: **12/31/9999** • *Cycle description*: **<enter a cycle description>** • *Company Code*: **1010** • *Actual/Plan:* **Actual**	The *Allocation: Create Plan Distribution Cycle: Header Data* view appears.	
5	**Enter Segment Data**	In the lower section of the *Manage Allocations* view under the *Segments* section, choose the *Add* button and make the following entries in the *Create New Segment* window: *Segment Name*: **<enter another segment beginning with ZD>** *Segment Description*: **<enter a description>**	The *Allocation: Create Plan Distribution Cycle: Header Data* view appears.	
6	**Enter Rules**	Select the newly created segment and choose the > sign on the right. In the *Rules* tab, make the following entries: • *Currency:* **<enter your local currency>** • *Sender Rule:* **Fixed amounts** • *Share in %*: **100** • *Receiver Rule:* **Fixed percentages** Choose the *Senders* tab.		

Test Step #	Test Step Name	Instruction	Expected Result	Comments
7	**Enter Senders' Details**	In the *Senders* tab, make the following entries: • *Account Number*:**29500000** • *Profit Center*: **YB600** Choose the *Sender Basis* tab.		
8	**Sender Basis**	Make the following entry: *Amount*: **100000** Choose the *Receivers* tab.		
9	**Enter Receivers' Details**	In the *Receivers* tab, choose *+ (Add)*. In the *Add Receivers* view, select *Profit Center*. Choose the *Add* button and make the following entries: • *Value Type*: **Interval** • *Single Entry/From*: **YB700** • *To Value*: YB800 Choose the *Receiver Basis* tab.		
10	**Receiver Basis**	In the *Receiver Basis* tab, choose the *... (Additional Options)* button, and select *Distribute Equally*.	You can see that the amounts are equally distributed.	
11	**Save**	Choose the *Save* button.	The profit center distribution is created.	

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