

Master Data Script | PUBLIC
SAP S/4HANA Cloud
2024-06-26

Create Cost Center and Cost Center Group **(BNM)**

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1 Purpose

Cost centers represent organizational unit areas of responsibility to which financial costs can be assigned. Dividing an organization into cost centers allows you to follow several goals.

Assigning costs to cost centers lets you determine where costs are incurred within the organization.

If you plan costs at cost-center level, you can check cost efficiency at the point where costs are incurred.

If you want to assign overhead costs accurately to individual products, services, or market segments, you need to further allocate the costs to those cost centers directly involved in the creation of the products or services. From these cost centers you can then use different methods to assign the activities and costs to the relevant products, services, and market segments.

This enables you to valuate semi-finished and finished products in Product Cost Controlling (CO-PC), and to calculate contribution margins in Profitability Analysis (CO-PA)

Cost center groups represent a hierarchical structure of cost centers known as the standard hierarchy. Each cost center that is created must be assigned to a group in the standard hierarchy. This ensures that the standard hierarchy contains all the cost centers in the controlling group. When analyzing the standard hierarchy, the SAP system automatically includes all cost centers.

Note that cost centers may be assigned to any number of alternative groups. However, alternative groups cannot be created when maintaining the standard hierarchy.

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	

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 a cost center data record.

Master Data Object	Used in Data Segment	Mandatory / Optional	Comments
Hierarchy Area	Organizational Units	Mandatory	
Business Area	Organizational Units	Optional	
Functional Area	Organizational Units	Optional	
Profit Center	Organizational Units	Optional	

2.5 Main Parameters for Data Creation

This scope item has no business conditions.

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*.

Process Step	Business Role	Transaction/App	Expected Results
Creating Cost Center Master Data [page 8]	Cost Accountant - Overhead	*Manage Cost Centers* (F1443A)	Cost centers can be created according to new business requirements.
Creating Cost Center Group Master Data [page 11]	Cost Accountant - Overhead	*Manage Cost Center Groups* (F1024)	Cost center groups can be created according to new business requirements.
Where-Used List - Cost Centers Actual [page 13]	Cost Accountant - Overhead	*Where-Used List - Cost Centers* (F3549)	

4 Test Procedures

This section describes procedures for each process step that belongs to this scope item. You can use these procedures also for testing the master data creation.

4.1 Creating Cost Center Master Data

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>**

> ⓘ Note
>
> **Standard Hierarchy Node 0001**
>
> When creating the very first cost center in the productive system, you must enter the value **0001** in the Standard Hierarchy Node field. This establishes the top level node 0001 in the hierarchy. Once the very first cost center in the system is created, the Standard Hierarchy node 0001 is also created automatically. Cloud default content is always shipped with Standard Hierarchy 0001 and must be used as the top level.

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 Cost Centers* (`F1443A`).	The app opens.	
3	**Create a New Cost Center**	Choose *Create* to create a new cost center.		
4	**Enter New Cost Center**	On the *General Information* tab, make the following entries: • *Cost Center*: **`<Text>`** • *Name*: **`<Text>`** • *Description*: **`<Text>`** • *Person Responsible*: **`<Person responsible>`** • *Valid From*:**`<01/01/2017>`** • *Valid To*:**`<12/31/9999>`** • *Cost center category*: **`<Cost center category>`** Go to the next tab. Optionally, you can change the default values for valid dates and select a reference from the existing cost center master data.	A new section opens, displaying the general information.	

Test Step #	Test Step Name	Instruction	Expected Result	Comments
5	**Enter Cost Center Organizational Data**	On the *Organizational Units* tab, on the *Cost Center* screen, make the following entries: • *Standard Hierarchy Node*: **<0001>** • *Company Code*: **<Company code>** • *Functional area*: **<Functional area>** • *Profit Center*: **<Profit center>** For PSM Only: **Note** The PSM fields will be available for input after the company code *1730* is selected. *Fund*: **<Fund>** *Fund Fixed Assignment*: **<Yes/No>** *Grant*: **<Grant>** *Grant Fixed Assignment*: **<Yes/No>** *Functional Area Fixed Assignment*: **<Yes/No>** **Note** The *Fixed assignment* check box for Functional Area, Fund, and Grant displays only after entering respective master data. *Budget carrying cost center*: **<Cost center>** *Budget availability control profile*: **<Profile>** *Budget availability control is active*: **<Yes/No>**	The selection scrolls, displaying the organizational data. **Note** Entering a company code is optional.	
6	**Create**	Choose *Create*.	The cost center is created.	

4.2 Creating Cost Center Group Master Data

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>**

Prerequisite

For this chapter, the Basic Data for the material have to be already filled out as described in chapter Creating Cost Center Master Data [page 8] Start this procedure after you have saved the Master Data entries in the previous chapter.

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 *Start* page appears.	
2	**Access the SAP Fiori App**	Open *Manage Cost Center Groups* (F1024).		
3	**Create a New Cost Center Group**	In the *Result List: Cost Center Group* section, choose *New*.		

Test Step #	Test Step Name	Instruction	Expected Result	Comments
4	**Enter New Cost Center Group**	On the *Cost Center Group: New* screen, make the following entries: • *Controlling Area*: **<A000>** • *Cost Center Group*: **<Cost Center Group>** Choose *Continue*, and then make the following entry: • *Name*: **<Name>** Choose *Save*. Optionally, you can choose a reference from the existing Cost Center Groups.	A new window opens, displaying the *Cost Center Groups: New* screen.	
5	**Enter Cost Center Organizational Data**	In the new window *Cost Center Groups: New*, you can make the following entries: On the top level, you can create new master data with *New*: • *New child group*: **<Cost Center Group>** On lower levels, you can add with *New*: • *New child group*: **<Cost Center Group>** • *New sibling group*: **<Cost Center Group>** On the top level, you can add existing master data with *Add*: • *Add child group*: **<Cost Center Group** • *Add cost center*: **<Cost Center>** • *Add cost center range*: **<Cost Center(s)>** On lower levels, you can add with *New*: • *New child group*: **<Cost Center Group>** • *New sibling group*: **<Cost Center Group>** • *Add cost center*: **<Cost Center>** • *Add cost center range*: **<Cost Center(s)>**	New master data is displayed on the *Cost Center Groups: New* screen.	
6	**Save Your Data**	Choose *Save*.	The cost center group is created and saved.	

4.3 Analytics

4.3.1 Where-Used List - Cost Centers Actual

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>**

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* screen displays.	
3	**Selection Criteria**	Make the following entry and choose *Go*: • *Cost Center*: **<your cost center>**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Where Used**	Select the desired cost center and choose *Where Used*. Select one option from the dropdown list. For example, *In All Objects*.	A report showing where the cost centers are currently used displays. 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.

5 Appendix

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

This link describes replication of SAP S/4HANA cost center master data via SAP Master Data Integration to other Cloud applications such as SAP SuccessFactors:https://help.sap.com/viewer/6b39bd1d0e5e4099a5b65d835c29c696/LATEST/en-US/decbb94c95fa421ead9101e4c43683f7.html.

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