



# **SAP S4 HANA PUBLIC CLOUD**

## **END USER MANUAL**

### **Controlling Processes**

Submitted to

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## Contents

1 Upload Financial Plan Data .....	4
1.1 Template for File Upload .....	4
1.2 Prepare File for Cost Center Plan Upload .....	7

1.3	Import Financial Plan Data .....	8
2.	Cost Center Budgeting .....	12
2.1	Set Cost Center Master Budgeting Parameters.....	12
2.2	Upload Financial Data .....	14
2.2.1	Template for File Upload.....	14
2.2.2	Import Financial Data.....	17
3	Import Statistical Key Figure Plan Data .....	19
3.1	Import Statistical Key Figure Plan Data.....	20
4	Optional: Copy Financial Plan Data .....	21
5	Direct Activity Allocation.....	24
6	Post Statistical Key Figures .....	27
6.1	View Posted Statistical Key Figures .....	29
7	Repost Line Items - Cost Accounting.....	31
8	Reassign Costs and Revenues .....	33
9	Manage cost Center Budget .....	36
9.1	Transfer Cost Center Budgets.....	36
9.2	Supplement Cost Center Budgets .....	40
9.3	Return Cost Center Budgets.....	43
10	Execute Overhead Allocation Cycle.....	46

#### Note:

All the values given for Profit center, Cost Center , Activity types, Statistical key figures , Cost Center and Cost Center and Cost Element groups , Dates etc. in this are hypothetical data and should be taken as for Examples

# 1 Upload Financial Plan Data

## Overview

Using the Import P&L Data SAP Fiori application, you can load a semicolon separated file for PLAN data into the SAP S/4HANA Cloud application. A template is provided to ensure that the file is successfully loaded into the application. Once uploaded, you can open the Actual versus Plan P&L application to see the results.

## 1.1 Template for File Upload

*APP NAME – Import Financial Plan Data*

### Purpose

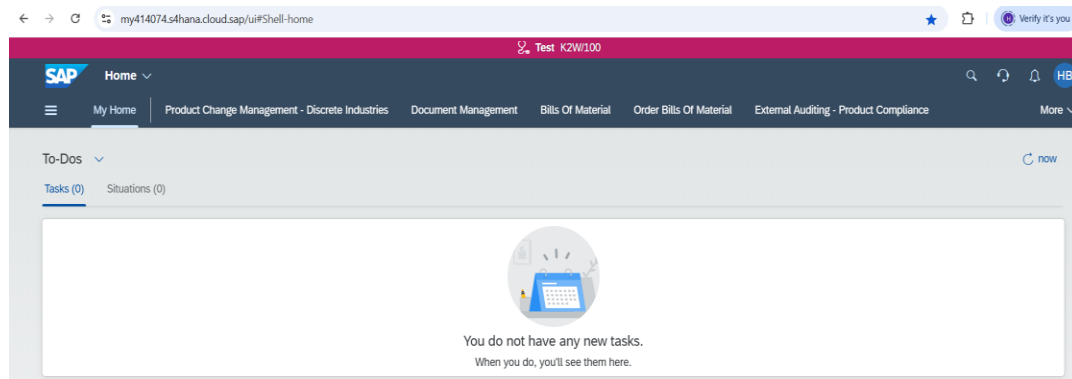
In this activity, you download the template and prepare your plan data for upload. If you have plan data already in your system and would like to copy the data to a new Plan Category, application [Copy Financial Plan Data](#) can achieve this without the need to manually upload the data.

Note If any data exists in the target Plan Category, it will be overwritten by this copy functionality.

### Procedure

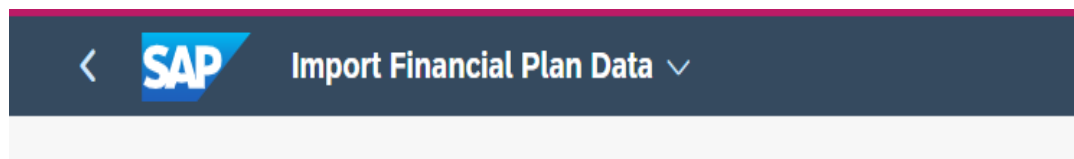
**Step 1** Log on to the SAP Fiori launchpad as a Divisional Accountant

The SAP Fiori launchpad displays



## Step 2 Open Import Financial Plan Data

The Import Financial Plan Data screen displays



Step 3 Choose the [Download Templates](#) button. In the [Download Templates](#) screen, select the comma as separator and then the [Cost Center Planning](#) template.

[Open the downloaded CSV template.](#)

Enter the field values as listed in the step [Prepare the File for Cost Center Plan Upload](#) of this script.

**SAP** Import Financial Plan Data

Source File:  [Browse CSV Files...](#)

Processing Type: ☒ Online Processing ☐ Background Processing

[Download Templates](#) [Test Import Source File](#) [Import Source File](#)

**Download Templates**

Separator for CSV File  
 [v](#)

Use Global Field Names in CSV File  
☐ YES ☒ NO

**Cost Center Planning**

Project Planning  
 Profit Center Planning  
 Functional Area Planning  
 Market Segment Planning  
 Internal Order Planning  
 P&L Statement Planning  
 Balance Sheet Planning  
 Project Budgeting  
 Cost Center Budgeting  
 Public Sector Budgeting  
 Real Estate Planning  
 Service Planning

[Close](#)

Step 4 Save the file in CSV format.

R8C5	▼	:	✕	✓	Jx	▼							
	1	2	3	4	5	6	7	8	9	10	11	12	
1	CATEGORY	YEAR	POPER	RBUKRS	RCNTR	RACCT	KSL	RKCUR					
2	Plan Categ	General Le	Posting Pe	Company C	Cost Cente	Account N	Amount in	Global Currency					
3	X	X	X	X	X								
4													
5													
6													
7													

## 1.2 Prepare File for Cost Center Plan Upload

### Purpose

In this activity, you prepare your plan data from an external system for upload. Fill in the downloaded template Cost Center Planning with the data listed below. The exact same data is presented in two ways: Table and CSV format.

The table format is for clarity of what data is being entered.

The CSV format is how the exact data must be entered in the CSV file in order for the upload to be successful.

The file must use one of the four acceptable separators listed in section 2.4 and be saved as a CSV file. In our example, we use a semicolon as the separator.

**Note** The data field KSL (Amount) is represented as a positive (debit) or negative (credit) value depending on the accounting view of the G/L account being planned. For example, revenue G/L account plan data would be entered as a negative (credit) in the KSL column. Similarly, expense and asset GL accounts are planned as positive (debit).

### Procedure

Review the following cost center plan data :

CATEGORY	RYEAR	POPER	RBUKRS	RCNTR	RACCT	KSL	RKCUR
Category	General Ledger Fiscal Year	Posting Period	Company Code	Cost Center	Account Number	Amount in Global Currency	Global Currency
X	X	X	X	X			
ZEEC	2024	1	EECC	80300000	54020100	100000	ETB
ZEEC	2024	1	EECC	80300000	54020101	200000	ETB
ZEEC	2024	1	EECC	80300000	54020102	300000	ETB
ZEEC	2024	1	EECC	80300000	54020103	400000	ETB

## 1.3 Import Financial Plan Data

### *APP NAME – Import Financial Plan Data*

#### **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:

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.

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.

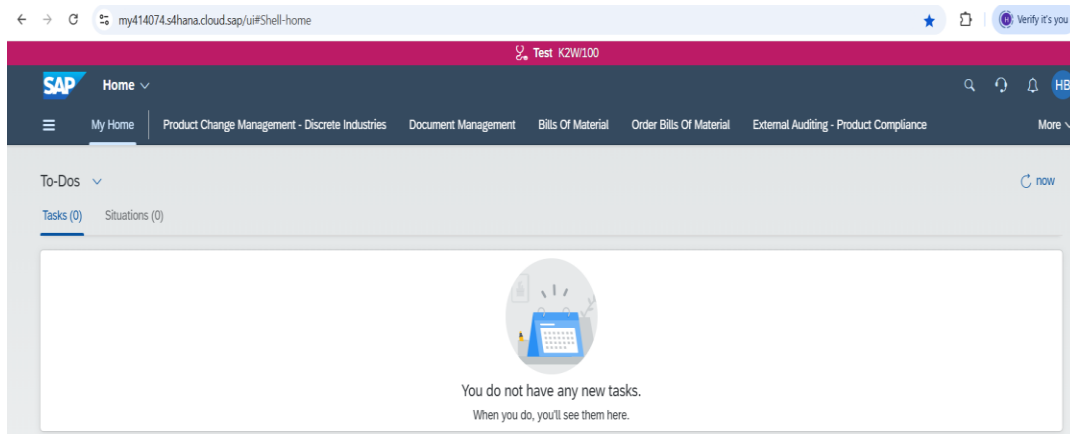
**Note** One source file must therefore always contain full plan data sets for a certain combination of the characteristics you specified in the third row (the plan data scope).



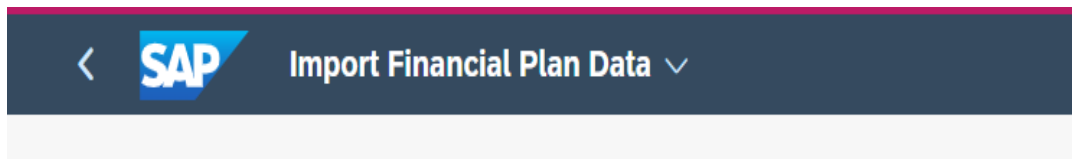
## Procedure

### Step 1 Log onto the SAP Fiori launchpad as Cost Accountant – Overhead Accounting

SAP Fiori launchpad displays.



### Step 2 Open Import Financial Plan Data



### Step 3 File check


1. The selected file contains data that replaces or deletes the following data message appears.
2. The upload performs a check to ensure that the format is correct.
3. Correct any error message that appears.

SAP

Import Financial Plan Data

Source File:

TemplateForCostCenterBudgetin...

 Browse CSV Files...

Processing Type:

☒ Online Processing

☐ Background Processing

Attention! By importing this file, plan data will be adapted within Plan Data Scope. To analyze the existing data, go to: [Display Financial Plan Data](#)

Your plan data import will incorporate 112 lines from CSV file. For more information, go to: [Preview List](#)

Plan Data Scope

Characteristics	Values
Plan Category	ZEEC01
G/L Fiscal Year	2024
Company Code	EECC
Cost Center	80200000; 80300000

**Step 4 Review** The list of the data uploaded appears.

Once successfully uploaded the message appears.

The selected file has the following plan data scope.

Note the two informational messages in the upper left of the screen.

On the message

Your plan data import will upload X plan items

,select the Show Details, review the data and then select the back icon.

On the message

Your plan data import will overwrite x items

,select the Show Details, review the data and then select the back icon proceed to the next step Import.

< SAP Import Financial Plan Data ▼

Source File: TemplateForCostCenterBudgetin... Browse CSV Files...

Processing Type:   
☒ Online Processing   
☐ Background Processing

! Attention! By importing this file, plan data will be adapted within Plan Data Scope. To analyze the existing data, go to: [Display Financial Plan Data](#)

! Your plan data import will incorporate 112 lines from CSV file. For more information, go to: [Preview List](#)

**Plan Data Scope**

Characteristics	Values
Plan Category	ZEEC01
G/L Fiscal Year	2024
Company Code	EECC
Cost Center	80200000; 80300000

Press the "F5" on your keyboard to refresh

## Step 5 Choose Import Source File.

Import successful message appears.

< SAP Import Financial Plan Data ▼

🔍 ↺ ⌂
HB

Source File: TemplateForCostCenterBudgetin... Browse CSV Files... Related Apps

Processing Type:   
☒ Online Processing   
☐ Background Processing

! Test import of plan data was successful with warnings. [Show Details](#)

! Attention! By importing this file, plan data will be adapted within Plan Data Scope. To analyze the existing data, go to: [Display Financial Plan Data](#)

! Your plan data import will incorporate 112 lines from CSV file. For more information, go to: [Preview List](#)

**Plan Data Scope**

Characteristics	Values
Plan Category	ZEEC01
G/L Fiscal Year	2024
Company Code	EECC
Cost Center	80200000; 80300000

[Download Templates](#) [Test Import Source File](#) [Import Source File](#)

Your plan data import will incorporate the following plan items:						
Plan Category	G/L Fiscal Year	Posting Period	Company Code	Cost Center	Account Number	Amnt in Global Crd
ZEEC	2024	001	EECC	80300000	54020100	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020101	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020102	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020103	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020104	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020105	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020200	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020201	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020202	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020203	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020204	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020205	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020206	1,000,000.00 ETB
ZEEC	2024	001	EECC	80300000	54020207	1,000,000.00 ETB

## 2. Cost Center Budgeting

### 2.1 Set Cost Center Master Budgeting Parameters

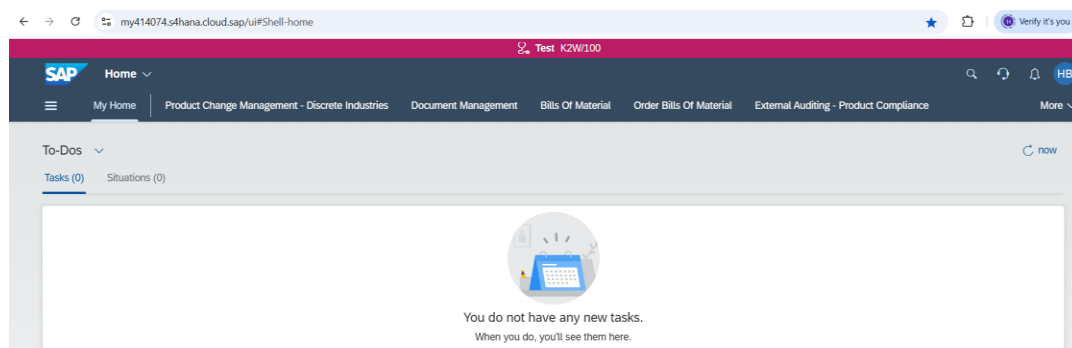
*APP NAME - Manage Cost Centers*

#### Purpose

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

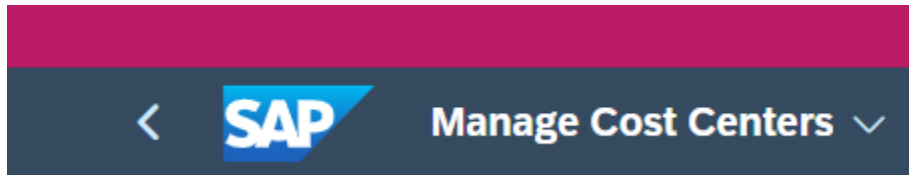
#### Procedure

Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. The SAP Fiori launchpad displays.



## Step 2 Open Manage Cost Centers

The **Manage Cost Centers** view displays.



## Step 3 Make the following entry and choose Go:

Make the following entry and choose **Go**:

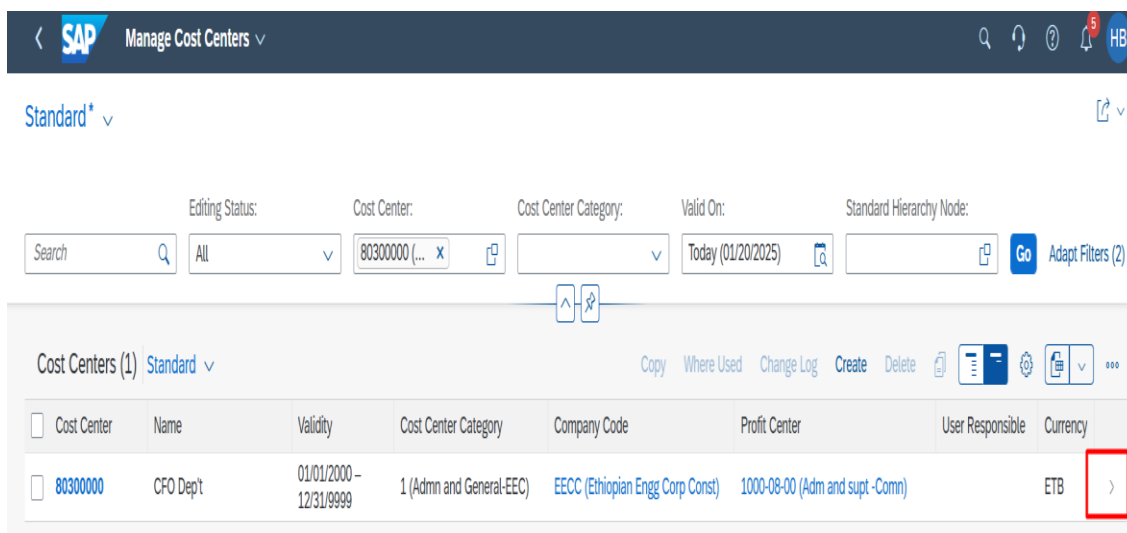
1. **Cost Center: 8030000**

Select the line item with Cost Center and choose the (**>**) **Details** button.

In the **Control** section, under **Budget Availability Control**, choose the **Edit** button and then make the following entries:

1. **Budget-Carrying Cost Center: 80300000**
2. **Budget Availability Control Profile: CC001**
3. **Budget Availability Control is Active: ON**
4. Choose the **Save** button on the bottom of the view.

## Step 4 Repeat steps above for the other cost centers



The screenshot shows the SAP Manage Cost Centers interface. At the top, there's a header bar with the SAP logo and 'Manage Cost Centers'. Below this, there's a search bar and several filter fields: 'Editing Status' (set to 'All'), 'Cost Center' (set to '80300000'), 'Cost Center Category' (empty), 'Valid On' (set to 'Today (01/20/2025)'), and 'Standard Hierarchy Node' (empty). A 'Go' button is next to these filters. Below the filters, there's a table titled 'Cost Centers (1) Standard'. The table has columns: 'Cost Center', 'Name', 'Validity', 'Cost Center Category', 'Company Code', 'Profit Center', 'User Responsible', and 'Currency'. The first row in the table is for Cost Center '80300000', Name 'CFO Dept', Validity '01/01/2000 - 12/31/9999', Cost Center Category '1 (Admin and General-EEC)', Company Code 'EECC (Ethiopian Engg Corp Const)', Profit Center '1000-08-00 (Adm and supt -Comm)', User Responsible 'ETB', and Currency 'ETB'. A red box highlights the '>' button in the Currency column of the first row.

Cost Center	Name	Validity	Cost Center Category	Company Code	Profit Center	User Responsible	Currency
80300000	CFO Dept	01/01/2000 - 12/31/9999	1 (Admin and General-EEC)	EECC (Ethiopian Engg Corp Const)	1000-08-00 (Adm and supt -Comm)	ETB	>

80300000  
CFO Dep't

Edit

Delete

Copy

Validity Periods

Where Used

General Information

Organizational Units

Control

Address

Communication

Translation

Change Log

Record Quantity:

OFF

Lock Revenue Posting:

OFF

Lock Primary Costs Posting:

OFF

Lock Commitment Updates:

OFF

Lock Secondary Costs Posting:

OFF

Budget Availability Control

Budget-Carrying Cost Center:

80300000 (CFO Dep't)

Budget Availability Control Profile:

ZEECBC (EEC Cost Center Budget)

Budget Availability Control is Active:

ON

## 2.2 Upload Financial Data

### 2.2.1 Template for File Upload

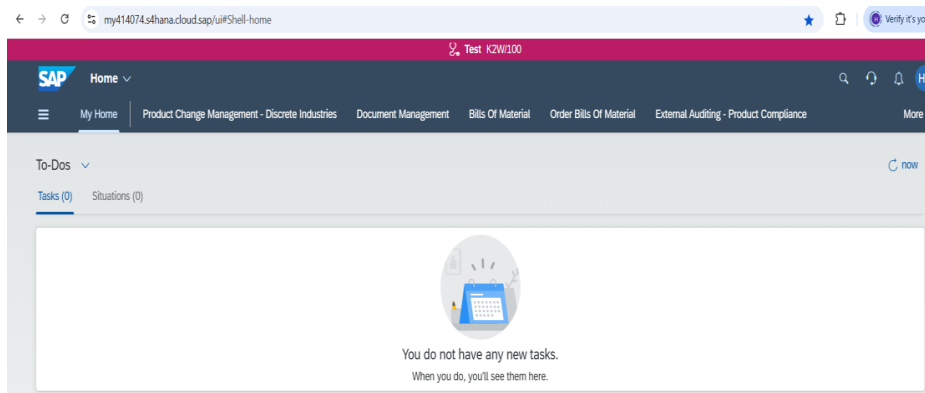
#### *APP NAME – Import Financial Plan Data*

#### **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.

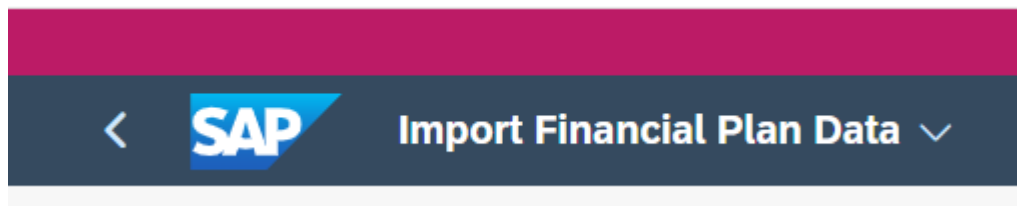
#### **Procedure**

**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. The SAP Fiori launchpad displays.



## Step 2 Open Import Financial Plan Data

The **Import Financial Plan Data** view displays.



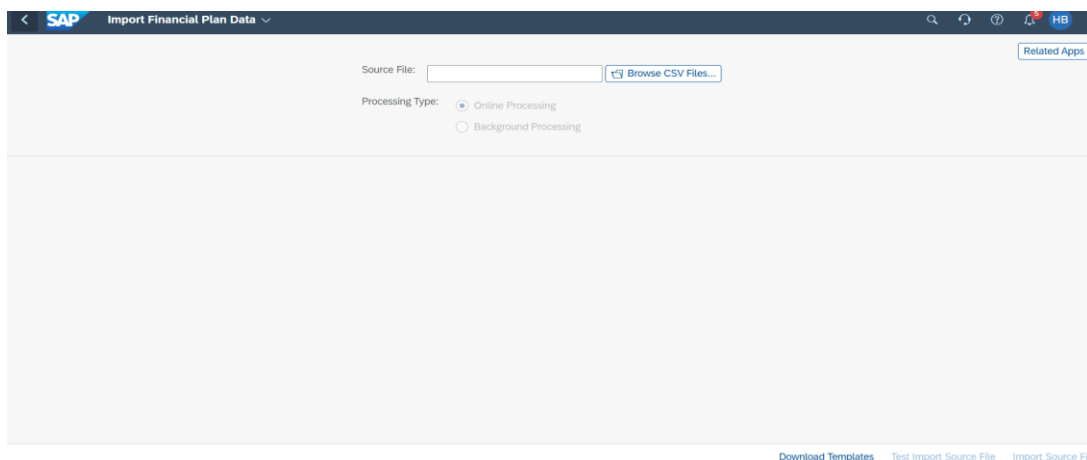
## Step 3 Choose the Download Templates button.

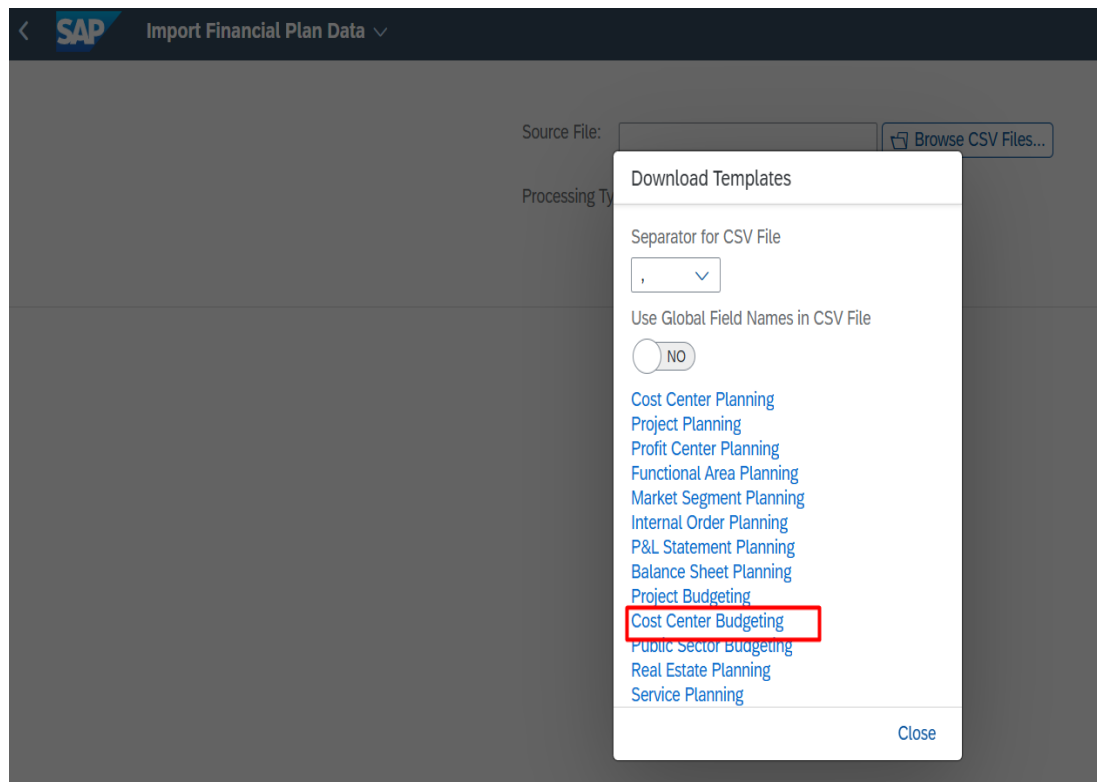
Choose the **Download Templates** button.

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.





#### Step 4 Save the file in the CSV format.

Step			
#	Test Step Name	Instruction	Expected Result
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 <a href="#">Import Financial Plan Data</a>	The <a href="#">Import Financial Plan Data</a> view displays.
3	Select Template	Choose the <a href="#">Download Templates</a> button.  In the <a href="#">Download Templates</a> view, select the comma as separator and then the <a href="#">Cost Center Budgeting</a> 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			
ZEEC01	2024	1	EECC	80200000	54020100	100000	ETB
ZEEC01	(2024	1	EECC	80200000	54020101	1000000	ETB
ZEEC01	2024	1	EECC	80300000	54020100	2000000	ETB

## 2.2.2 Import Financial Data

*APP NAME – Import Financial Plan Data*

### 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).
3. 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.

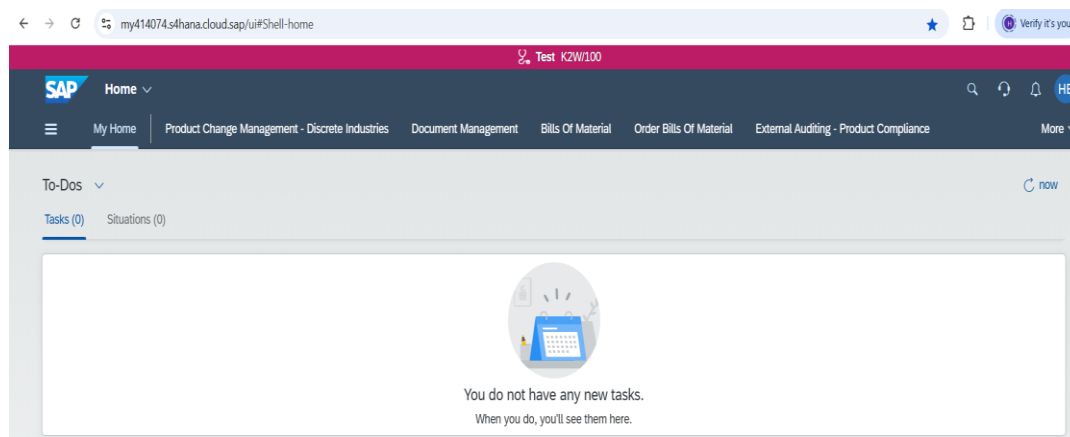
Note One source file must therefore always contain full plan data sets for a certain combination of the characteristics you specified in the third row (the plan data scope).

## Procedure

Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant – Overhead

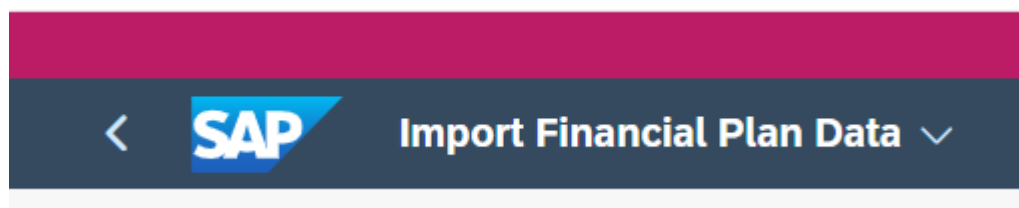
Accounting. The SAP Fiori launchpad displays.

5



Step 2 Open Import Financial Plan Data

The Import Financial Plan Data view displays.



Step 3 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

Step 4 File Check You are going to see the messages in the upper part of your view.

The upload performs a check to ensure that the format is correct. Correct any error message that appears.

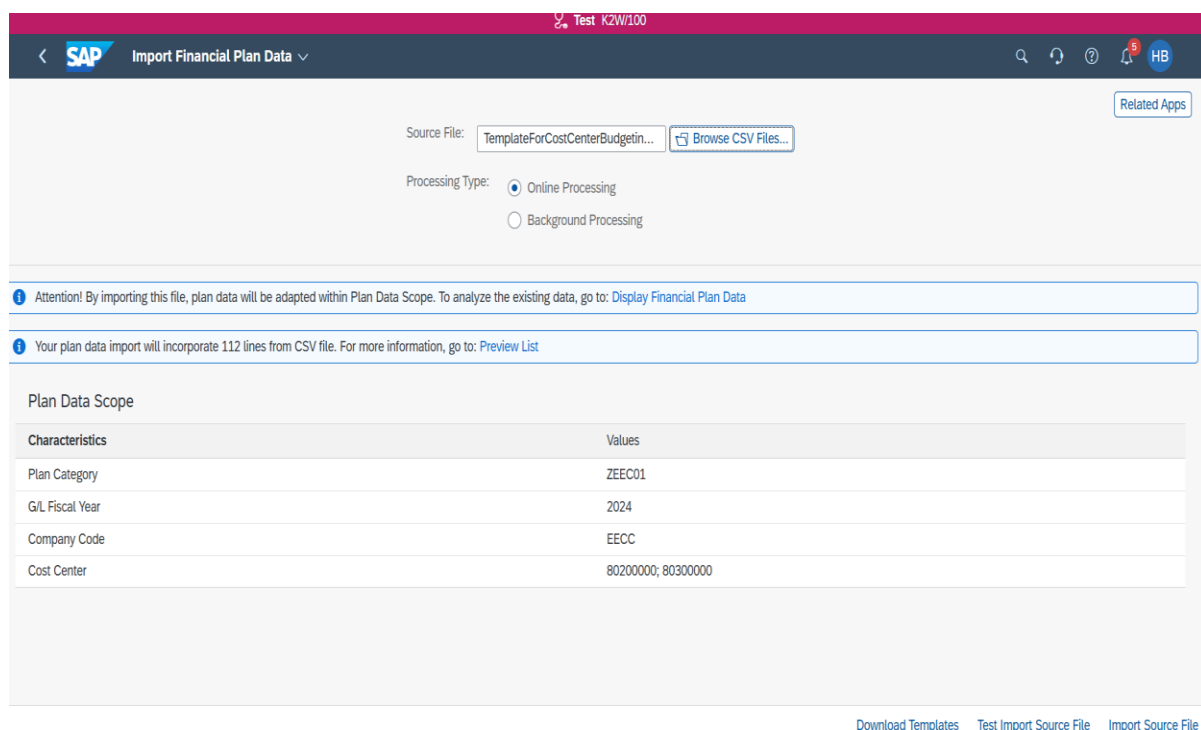
To review the data, choose [Preview List](#), and then choose [Back](#).

You are going to see the messages in the upper part of your view.

Import Source File

Step 5 Choose [Import Source File](#). To view the data, choose [Display Financial Plan Data](#). Import Source File

Import successful message appears.



The screenshot shows the SAP S/4HANA 'Import Financial Plan Data' interface. At the top, there's a header bar with the SAP logo, a breadcrumb 'Import Financial Plan Data', and user information 'Test K2W/100'. Below the header, there's a 'Source File' section with a text input field containing 'TemplateForCostCenterBudgetin...' and a 'Browse CSV Files...' button. The 'Processing Type' section has two radio buttons: 'Online Processing' (selected) and 'Background Processing'. Below these are two informational messages in blue boxes. The first message states: 'Attention! By importing this file, plan data will be adapted within Plan Data Scope. To analyze the existing data, go to: [Display Financial Plan Data](#)'. The second message states: 'Your plan data import will incorporate 112 lines from CSV file. For more information, go to: [Preview List](#)'. Below the messages is a 'Plan Data Scope' table with two columns: 'Characteristics' and 'Values'. The table contains four rows of data. At the bottom right, there are three links: 'Download Templates', 'Test Import Source File', and 'Import Source File'.

Characteristics	Values
Plan Category	ZEEC01
Gr/L Fiscal Year	2024
Company Code	EECC
Cost Center	80200000; 80300000

### 3 Import Statistical Key Figure Plan Data

#### *APP NAME – Import Statistical Key Figures*

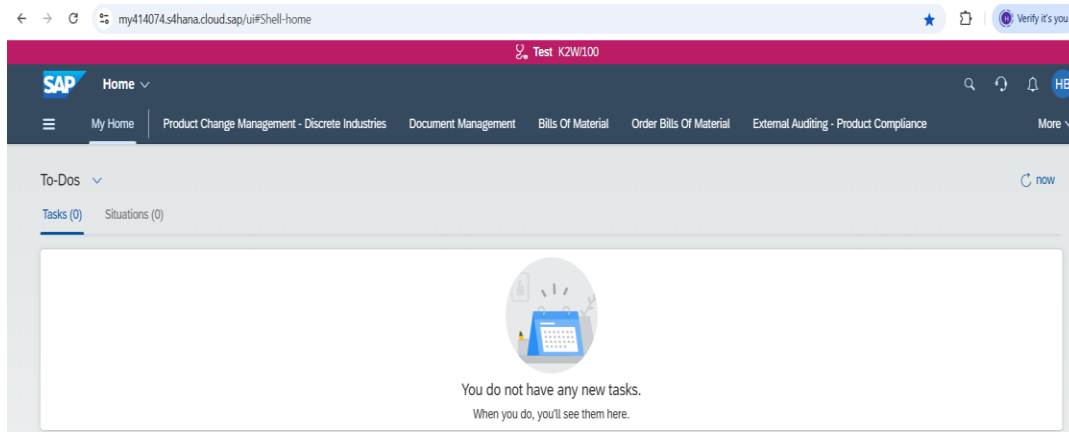
##### **Purpose**

Plan statistical key figures are used to create relative weighted values for use in allocations like overhead. Common statistical key figures include headcount and square footage

##### **Procedure**

## Step 1 Log on to the SAP Fiori launchpad as a Divisional Accountant

The SAP Fiori launchpad displays



## Step 2 Review the following statistical key figure plan data

CATEGORY	KOKRS	RCNTR	RBUKRS	RYEAR	POPER	MSL	RUNIT	STAGR
Category	Controlling Area	Cost Center	Company Code	General Ledger Fiscal Year	Posting Period	Quantity	Quantity Unit	Statistical Key Figure
X	X	X	X	X	X			X
PLN	A000	80200000	EECC	2024	7	100	EA	EHDCT
PLN	A000	80200000	EECC	20204	7	50	EA	EHDCT

## 3.1 Import Statistical Key Figure Plan Data

*APP NAME – Import Statistical Key Figures*

## Procedure

Step #	Test Step Name	Instruction	Expected Result
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 <a href="#">Import Statistical Key Figure Plan Data</a> .	The <a href="#">Import Statistical Key Figure Plan Data</a> screen displays.
3	Enter Source File	Use the <a href="#">Browse</a> button to select the CSV extension file you wish to upload. Enter the following Field Value: <a href="#">Source File :</a> <a href="#">Your .CSV file that contains your plan</a> Choose <a href="#">Enter</a>	The Plan Data Scope for the CSV file uploads. The upload performs a check to ensure that the format is correct. Corrections can be made if any error messages appear.
4	Import	Choose <a href="#">Import Source File</a> .	The file import is successful.

## 4 Optional: Copy Financial Plan Data

### *APP NAME – Copy Financial Plan Data*

#### Purpose

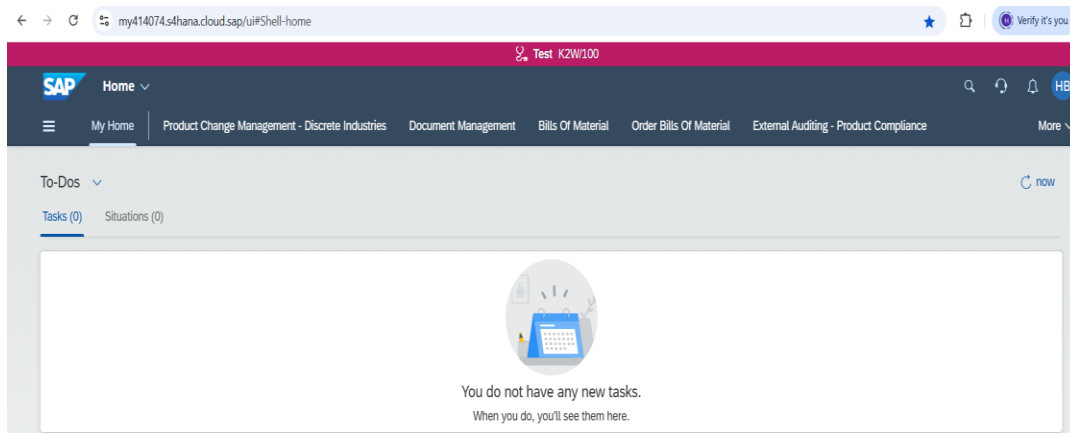
In this optional step, you can copy plan data from one plan category, such as PLN, to a new plan category. You can create a new plan category via the configuration activity Maintain Category for Planning.

When you create a new plan category, you must ensure that the new category matches the category from which you wish to copy data, PLN in this case, and also select the checkboxes allowing for import, copy, and delete.

#### Procedure

##### [Step 1 Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead.](#)

The SAP Fiori launchpad displays.



## Step 2 Open Copy Financial Plan Data

The Copy Financial Plan Data screen displays.

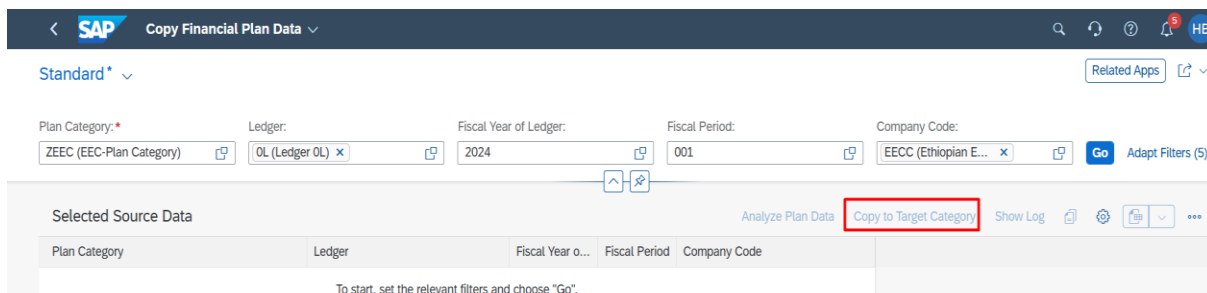


## Step 3 Enter Parameters

The Select Target Category pop up appears.

Enter the following values and choose **Copy to Target Category**:

1. Plan Category: **ZEEC**
2. Ledger: **0L**
3. Fiscal Year of Ledger: **2024**
4. Fiscal Period: **2024**
5. Company Code: **EECC**
- 6.



Step Enter Target Category ,Click on OK button. The file import is successful

Select Target Category

Target Category: \*

PLN

Copy Cancel

Select Target Category

Target Category: \*

PLN

Success

Data copied successfully to target plan category

OK

Copy Cancel

SAP Financial Plan Data

Standard \*

Filtered By (6): Key Date, Planning Category, Ledger, Fiscal Year of Ledger, Fiscal Period, ...

Data Analysis

G/L Account		Cost Center	Plan Amount in CC CrCY	Plan Fixed Amount in Compan...	Plan Amount in Global CrCY	Plan Fixed Ar
54020000	Consultancy Fee	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Consultancy Fee	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	
	<b>Total</b>		<b>3,000,000.00 ETB</b>	<b>0.00 ETB</b>	<b>3,000,000.00 ETB</b>	
54020001	Sub-Contractor Payment	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Sub-Contractor Payment	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	
	<b>Total</b>		<b>3,000,000.00 ETB</b>	<b>0.00 ETB</b>	<b>3,000,000.00 ETB</b>	
54020002	Audit Fee	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Audit Fee	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	
	<b>Total</b>		<b>3,000,000.00 ETB</b>	<b>0.00 ETB</b>	<b>3,000,000.00 ETB</b>	
54020003	Legal Fee	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Legal Fee	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	
	<b>Total</b>		<b>3,000,000.00 ETB</b>	<b>0.00 ETB</b>	<b>3,000,000.00 ETB</b>	
54020004	Photo/Video Publication	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Photo/Video Publication	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	
	<b>Total</b>		<b>3,000,000.00 ETB</b>	<b>0.00 ETB</b>	<b>3,000,000.00 ETB</b>	
54020100	Salary for Permanent Employees	80200000	2,000,000.00 ETB	0.00 ETB	2,000,000.00 ETB	
	Salary for Permanent Employees	80300000	1,000,000.00 ETB	0.00 ETB	1,000,000.00 ETB	

## 5 Direct Activity Allocation

### *APP NAME – Manage Cost Center Groups*

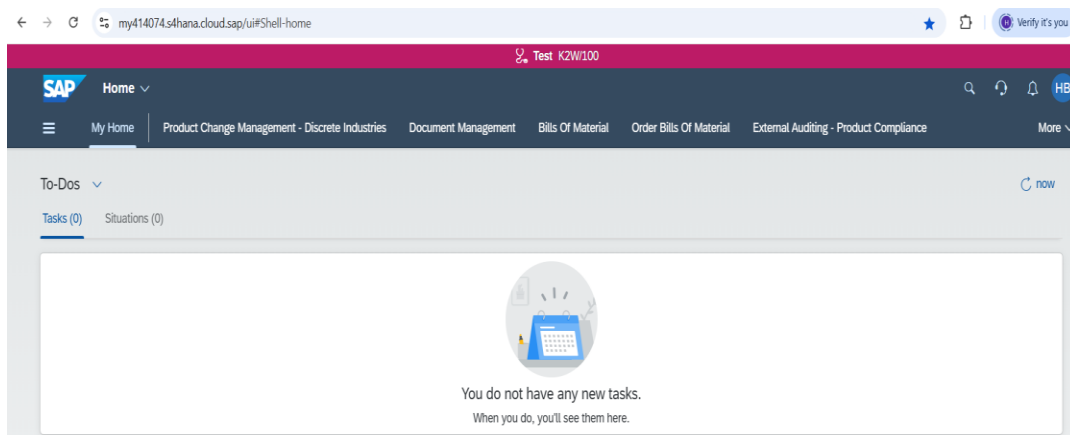
#### Purpose

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. Additionally, you can also repost, copy, and reverse activity allocation postings.

#### Procedure

**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The Start page appears.



**Step 2** Access the SAP Fiori App Open Manage Direct Activity Allocation - New Version

The Manage Direct Activity Allocation view displays.

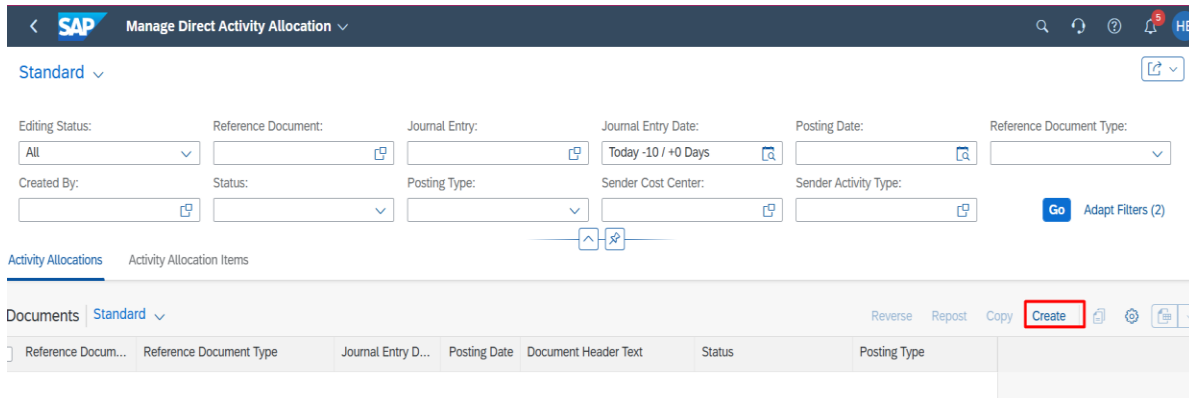


**Step 3** Create Object Choose the Create button



The **New Object** view displays.

Note If you wish to perform a posting correction with reference prior to selecting create, first enter the reference journal entry number in the **Journal Entry** field of the **Header** section. Choose **Go** and then **Repost**.

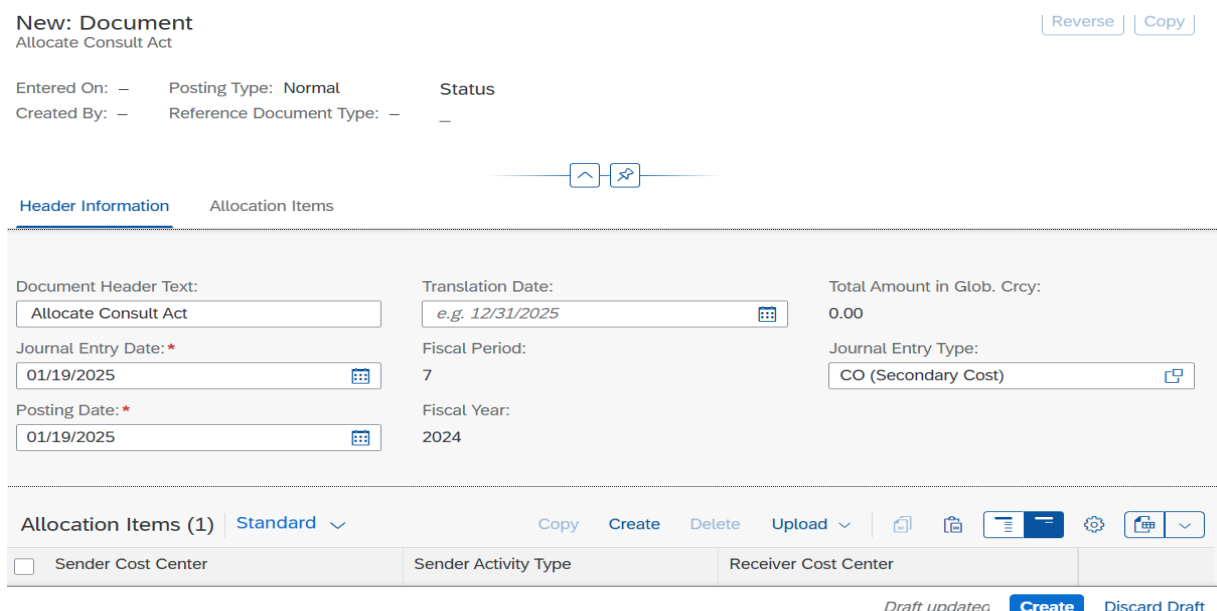


The screenshot shows the SAP 'Manage Direct Activity Allocation' interface. At the top, there's a navigation bar with 'SAP' and 'Manage Direct Activity Allocation'. Below this, there's a 'Standard' dropdown menu. The main area contains several input fields for 'Editing Status', 'Reference Document', 'Journal Entry', 'Journal Entry Date', 'Posting Date', and 'Reference Document Type'. There are also fields for 'Created By', 'Status', 'Posting Type', 'Sender Cost Center', and 'Sender Activity Type'. A 'Go' button and 'Adapt Filters (2)' are visible. Below the input fields, there's a tabbed interface with 'Activity Allocations' and 'Activity Allocation Items'. The 'Documents' tab is active, showing a table with columns: 'Reference Docum...', 'Reference Document Type', 'Journal Entry D...', 'Posting Date', 'Document Header Text', 'Status', and 'Posting Type'. A 'Create' button is highlighted in the top right of the table area.

#### Step 4 Enter header information

In the **Header Information** area, make the following entries and press Enter:

1. Document Header Text: **Allocate Consult Act**
2. Journal Entry Date: 01/01/2025
3. Posting Date: 01/01/2025
4. Journal Entry Type CO ( Secondary Cost)



The screenshot shows the 'New: Document' form in SAP. The document title is 'Allocate Consult Act'. There are buttons for 'Reverse' and 'Copy'. Below this, there's a section for 'Header Information' with fields for 'Entered On', 'Posting Type', 'Status', 'Created By', and 'Reference Document Type'. The 'Header Information' tab is active, showing a table with columns: 'Document Header Text', 'Translation Date', 'Total Amount in Glob. Crpy:', 'Journal Entry Date', 'Fiscal Period', 'Journal Entry Type', 'Posting Date', 'Fiscal Year', and 'Status'. The 'Document Header Text' field contains 'Allocate Consult Act'. The 'Translation Date' field contains 'e.g. 12/31/2025'. The 'Total Amount in Glob. Crpy:' field contains '0.00'. The 'Journal Entry Date' field contains '01/19/2025'. The 'Fiscal Period' field contains '7'. The 'Journal Entry Type' field contains 'CO (Secondary Cost)'. The 'Posting Date' field contains '01/19/2025'. The 'Fiscal Year' field contains '2024'. Below the table, there's a section for 'Allocation Items (1)' with a 'Standard' dropdown menu. There are buttons for 'Copy', 'Create', 'Delete', and 'Upload'. The 'Allocation Items' table has columns: 'Sender Cost Center', 'Sender Activity Type', and 'Receiver Cost Center'. At the bottom right, there's a 'Draft updated' message and buttons for 'Create' and 'Discard Draft'.

## Step 5 Enter Allocation

In the **Allocation Items** area, make the following entries and choose **Create**:

1. **Sender Cost Center:** 80500000
2. **Sender Activity Type:** 1000
3. **Receiver Cost Center:** 80600000
4. **Quantity:** 5

Note To enter a quantity, choose the **Show More per Row** button

Allocation Items (1) | Standard
Copy Create Delete Upload

Sender Cost Center	Sender Activity Type	Receiver Cost Center
8050000 (Water and Energy Dep)	1000 (Consulting Hours)	80600000 (Infrastructure Dep't)

Receiver WBS Element:

Item Text:

Quantity: 5.000 HR

Total Cost Rate in Trans. Crcy: 2,500.00 ETB

Amount in Transaction Currency: 12,500.00 ETB

Account for Allocation: 94308000

The document is posted, write down the

300000000
Allocate Consult Act
Reverse Repost Copy

Header Information Allocation Items Journal Entries

Journal Entry Date: 01/19/2025	Fiscal Period: 7	Controlling Area: A000 (Controlling Area A000)
Posting Date: 01/19/2025	Fiscal Year: 2024	Total Amount in Glob. Crcy: 12,500.00 ETB
Translation Date: 01/01/2025		

Allocation Items (1) | Standard
Download Template

Sender Cost Center	Sender Activity Type	Receiver Cost Center
8050000 (Water and Energy Dep)	1000 (Consulting Hours)	80600000 (Infrastructure Dep't)

Receiver WBS Element:

Item Text:

Quantity: 5.000 HR

Total Cost Rate in Trans. Crcy: 2,500.00 ETB

Amount in Transaction Currency: 12,500.00 ETB

Account for Allocation: 94308000 (Consulting)

Step 6 Write down the Document number **300000000**

- To view more details and review the postings, see Display Line Items - Cost Accounting app.
- Tip To reverse activity allocations, use the Reverse button, and choose Create to post.

## 6 Post Statistical Key Figures

*APP NAME – Manage Statistical Key Figure Values*

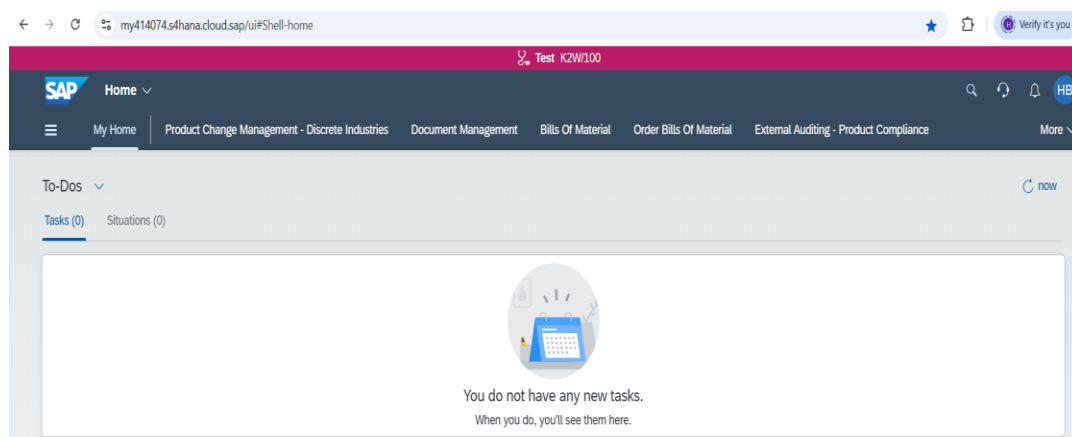
### Purpose

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

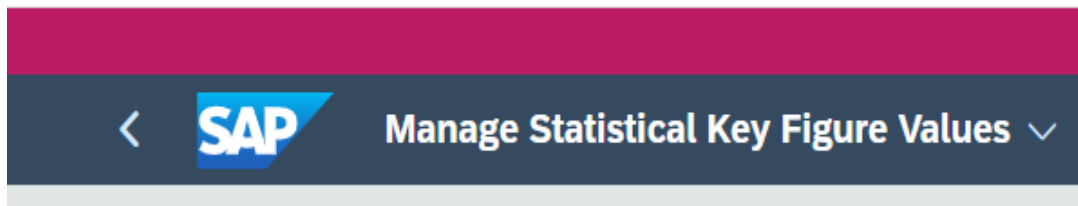
Step 1 Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.



Step 2 Open Manage Statistical Key Figure Values

The Manage Statistical Key Figure Values screen displays.



### Step 3 Enter Actual Data



Choose **Create** and make the following entries:

1. **Document Header Text:** Post Empl Head count
2. **Document date:** 19/01/2025
3. **Posting date:** 19/01/2025
4. **Item section:** Line 1
5. **Receiver Cost Center:** 10101902
6. **Statistical Key Figure:** EHDCT
7. **Statistical Quantity:** 50

Choose **Add** and make the following entries:

Item section: Line 2







1. **Receiver Cost Center:** 80300000
2. **Statistical Key Figure:** EHDCT
3. **Statistical Quantity:** 40








**New Object**  
Post Emp Head count

**Header Information**    Key Figure Values

Document Header Text: Post Emp Head count	Posting Date: 01/19/2025	Fiscal Period: 7
Document Date: 01/19/2025	Translation Date: e.g. 12/31/2025	Fiscal Year: 2024

**Key Figure Values (2)**    Standard    Copy    Add    Delete    Upload                        

Receiver Cost Center	Statistical Key Figure	Category
<input type="checkbox"/> 80200000 	<input type="checkbox"/> EHDCT 	1 (Fixed values)
Quantity: 50    EA Text:		
<input type="checkbox"/> 80300000 	<input type="checkbox"/> EHDCT 	1 (Fixed values)
Quantity: 40    EA		

Draft updated    **Create**    Discard Draft

## Step 4 Save your data Choose Create.

Statistical key figures are posted. Note the document number is listed on top of the window

400000000

Post Emp Head count

Created By: CB9980000030 (Haile Belay)

↗

×

Reverse

Copy

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⬇

Header Information

Key Figure Values

Document Date:  
01/19/2025

Translation Date:  
—

Fiscal Year:  
2024

Posting Date:  
01/19/2025

Fiscal Period:  
7

Key Figure Values (2)

Standard

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Receiver Cost Center	Statistical Key Figure	Category
80300000 (CFO Dep't)	EHDCT (Employee Head Count)	1 (Fixed values)
Quantity: 40      EA		
Text:		
80200000 (HR Dep't)	EHDCT (Employee Head Count)	1 (Fixed values)
Quantity: 50      EA		
Text:		

## 6.1 View Posted Statistical Key Figures

*APP NAME – Manage Statistical Key Figure Values*

### Purpose

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

### Procedure

Test Step #	Test Step Name	Instruction	Expected Result
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	The Manage Statistical Key Figure Values screen displays.

3	View Statistical Key Figures	Make the following entries and choose Go: Posting Date: 19/01/2024 Fiscal Year: 2024	The Statistical Key Figure Values appear.
---	------------------------------	--------------------------------------------------------------------------------------------	-------------------------------------------

Tip To reverse statistical key figure postings or view posted documents, use the [Manage Statistical Key Figure Values](#) (app). Only category type 2 (totals value) SKF postings can be reversed.

**SAP Manage Statistical Key Figure Values**

Standard\*

Editing Status: All Document Number: Document Date: Posting Date: 01/19/2025 Created By: Status: Posting Type: Normal

Receiver Cost Center: Statistical Key Figure:

**Go** Adapt Filters (2)

Statistical Key Figure Values Statistical Key Figure Values Items

Documents (1)

Document Number	Document Date	Posting Date	Created By	Document Header Text	Status	Posting Type
400000000	01/19/2025	01/19/2025	CB998000030 (Haile Belay)	Post Emp Head count	Posted	Normal

400000000

Post Emp Head count

Header Information

Key Figure Values

01/19/2025

7

Key Figure Values (2)

Standard\*

Receiver Cost Center	Statistical Key Figure	Category
80300000 (CFO Dep't)	EHDCT (Employee Head Count)	1 (Fixed values)
Quantity: 40 EA		
Text:		
Quantity Unit: EA		
Receiver Cost Center Name: CFO Dep't		
80200000 (HR Dep't)	EHDCT (Employee Head Count)	1 (Fixed values)
Quantity: 50 EA		
Text:		
Quantity Unit: EA		
Receiver Cost Center Name: HR Dep't		

## 7 Repost Line Items - Cost Accounting

*APP NAME – Repost Line Items Cost Accounting screen*

### Purpose

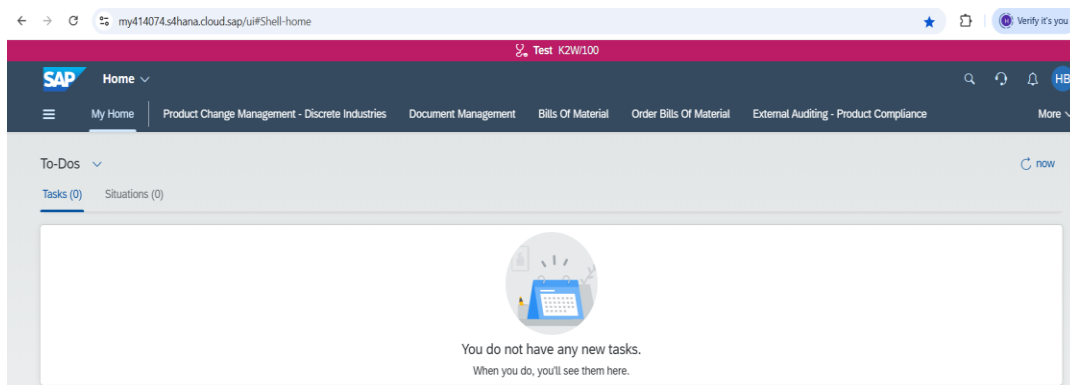
This activity demonstrates how to repost line items within a company code. There will be a connection created between the original FI document and the correction made in this CO posting. No cancellation of the original FI document is needed.

### Prerequisites

Initial posting must exist on the G/L account and cost center. Therefore, perform the steps in the Record Cost section and make a note of the document number.

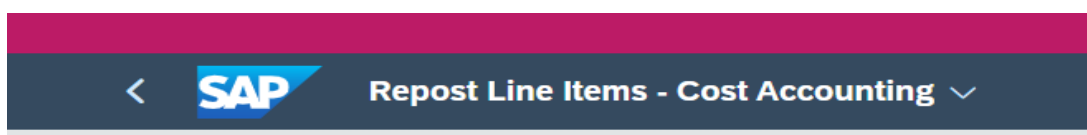
### Procedure

Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. The SAP Fiori launchpad displays.



### Step 2 Open Repost Line Items - Cost Accounting

The Repost Line Items - Cost Accounting view displays.

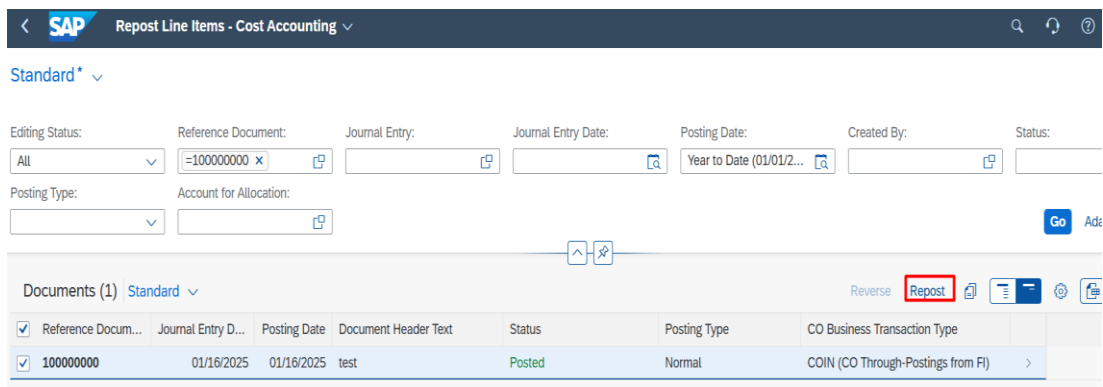


### Step 3 Select Document

The Repost Line Items - Cost Accounting screen displays.

In the **Standard** section, make the following entries and choose **Go**:

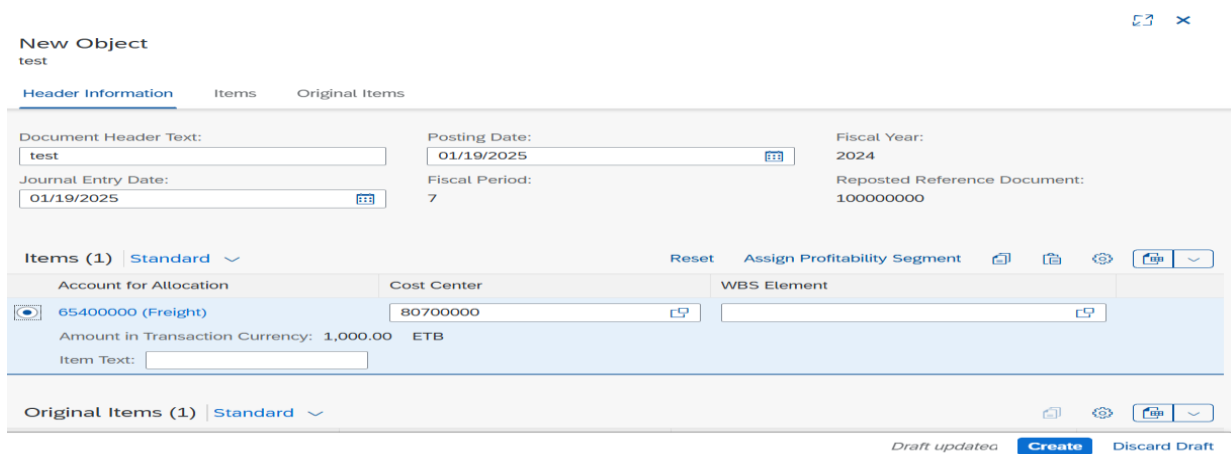
1. **Controlling Area: A000**
2. **Journal Entry: 100000000**
3. Select the document number and choose **Repost**.



### Step 4 Repost line items

The cost center assignment is changed.

1. In the Items section, select the Account for Allocation line.
2. In the Cost Center field, enter any other cost center than the one already posted.



### Step 5 Create Choose to create



The posting is complete.

2000000000

test

Repost

Reverse

↗

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▼

Header Information

Items

Journal Entries

Items (2) | Standard ▼

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Account for Allocation	Cost Center	WBS Element
65400000 (Freight)	80700000 (Building Dep't)	
Amount in Transaction Currency: 1,000.00 ETB		
Item Text:		
65400000 (Freight)	80500000 (Water and Energy Dep)	
Amount in Transaction Currency: -1,000.00 ETB		
Item Text:		

Journal Entries (2) | Standard ▼

📄 📊 ⚙️ 🗃️ ▼

Journal Entry	Source Led...	Ledger Gro...	Journal Entry Type	CO Business Transaction Type	Show More per Row
2300000001	0L		CO (Secondary Cost)	RKU3 (Repost CO Line Items)	
2300000001	2L		CO (Secondary Cost)	RKU3 (Repost CO Line Items)	

## 8 Reassign Costs and Revenues

*APP NAME – Reassign Costs and Revenues - Old Version*

### Purpose

This activity demonstrates how to reassign costs and revenues within a company code. The reassignment only occurs within controlling and is not directly tied to a specific FI document posting.

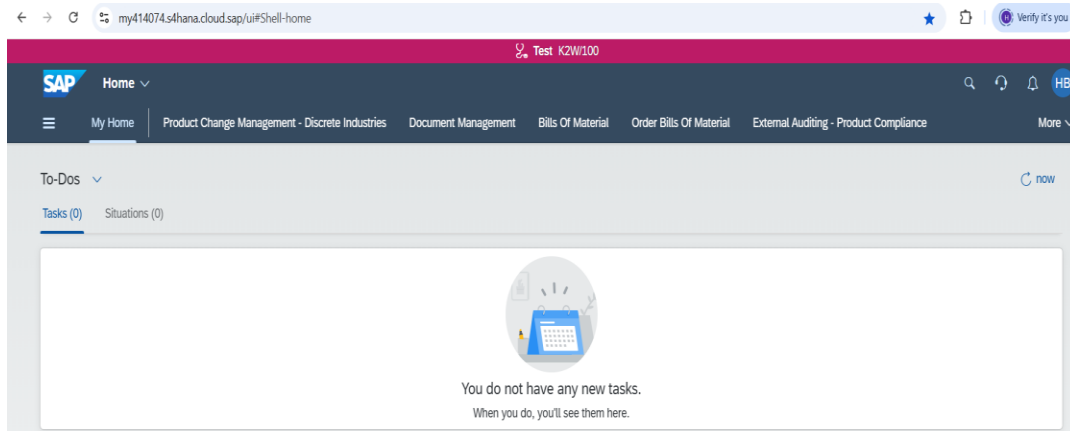
## Prerequisites

Initial posting must exist on the G/L account and cost center.

## Procedure

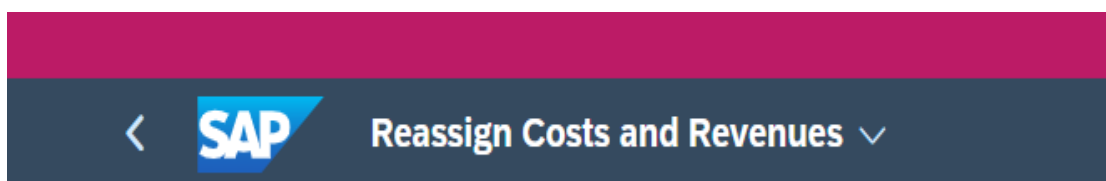
**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.



**Step 2** Open Reassign Costs and Revenues - Old Version.

The Reassign Costs and Revenues view displays.



**Step 3** Input Initial Screen

Costs are reassigned to another cost center.

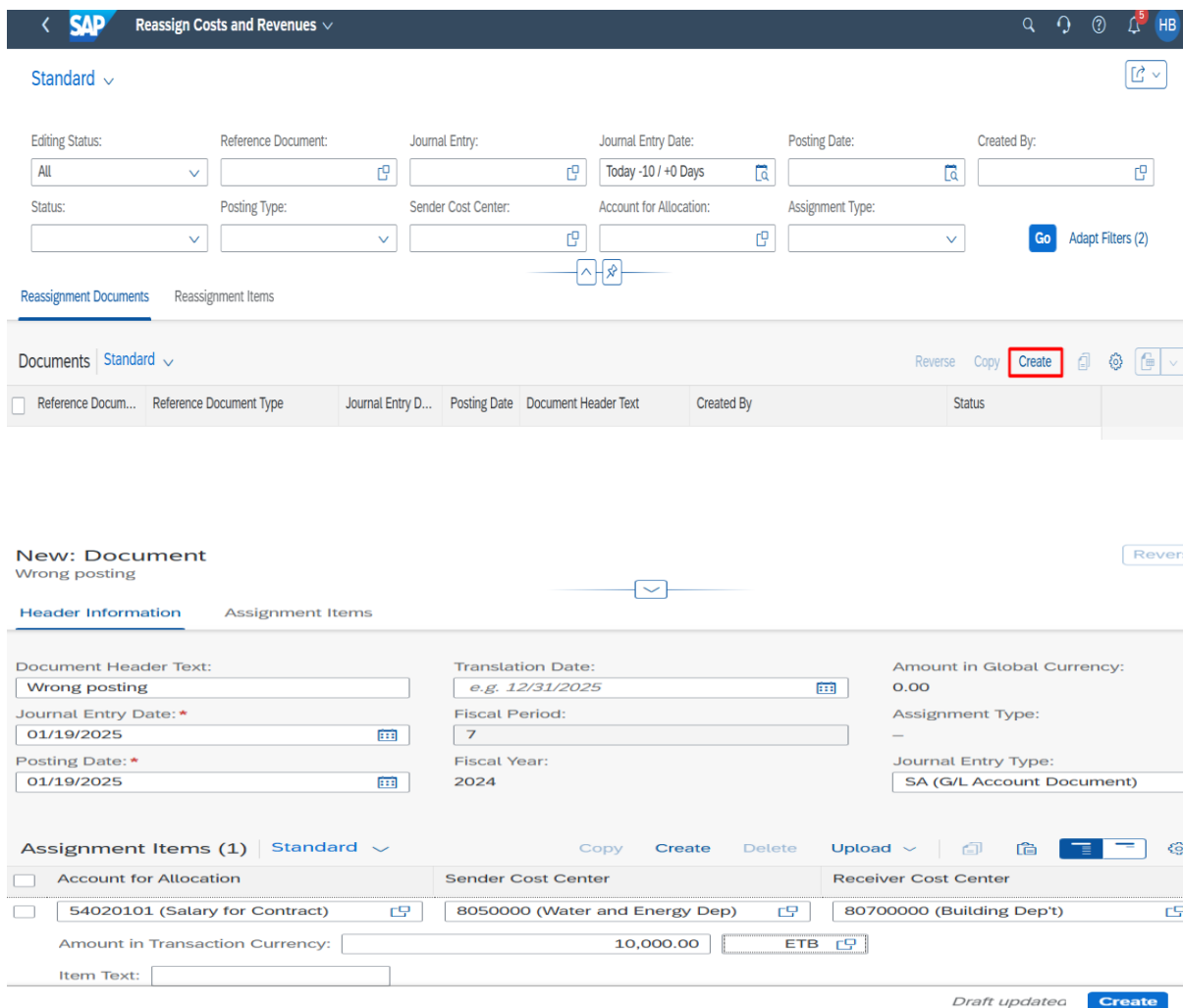
Choose **Create** and in the **Header Information** section, make the following entries:

1. Document Header Text: **<any>**
2. Journal Entry Date: 19/01/2025
3. Posting Date: **19/01/2025**

#### 4. Translation Date: **Default date**

In the **Assignment Items** section, choose **Create** and make the following entries:

1. **Account for Allocation:** 54020101
2. **Sender Cost Center:** for example, **8050000**
3. **Receiver Cost Center:** for example, 80700000
4. **Amount in Transaction Currency:** **for example, 10000**
5. **Translation Currency:** **ETB**
6. **Document Header Text:** **any**
7. Choose **Create**.



The screenshot shows the SAP S/4HANA 'Reassign Costs and Revenues' interface. The top navigation bar includes the SAP logo and the title 'Reassign Costs and Revenues'. Below the navigation bar, there are several filter fields: 'Editing Status' (set to 'All'), 'Reference Document', 'Journal Entry', 'Journal Entry Date' (set to 'Today -10 / +0 Days'), 'Posting Date', and 'Created By'. There are also buttons for 'Go' and 'Adapt Filters (2)'. Below these filters, there are tabs for 'Reassignment Documents' and 'Reassignment Items'. The 'Reassignment Documents' tab is active, showing a table with columns: 'Reference Docum...', 'Reference Document Type', 'Journal Entry D...', 'Posting Date', 'Document Header Text', 'Created By', and 'Status'. A 'Create' button is highlighted in red. Below the table, there is a 'New: Document' section with a 'Wrong posting' message. The 'Header Information' tab is active, showing fields for 'Document Header Text' (set to 'Wrong posting'), 'Journal Entry Date' (set to '01/19/2025'), 'Posting Date' (set to '01/19/2025'), 'Translation Date' (set to 'e.g. 12/31/2025'), 'Fiscal Period' (set to '7'), 'Fiscal Year' (set to '2024'), 'Amount in Global Currency' (set to '0.00'), 'Assignment Type' (set to '-'), and 'Journal Entry Type' (set to 'SA (G/L Account Document)'). Below the header information, there is an 'Assignment Items (1)' section with a 'Standard' filter. The 'Assignment Items' table has columns: 'Account for Allocation', 'Sender Cost Center', and 'Receiver Cost Center'. The 'Account for Allocation' column is set to '54020101 (Salary for Contract)'. The 'Sender Cost Center' column is set to '8050000 (Water and Energy Dep)'. The 'Receiver Cost Center' column is set to '80700000 (Building Dep't)'. Below the table, there are fields for 'Amount in Transaction Currency' (set to '10,000.00'), 'Translation Currency' (set to 'ETB'), and 'Item Text'. At the bottom right, there are buttons for 'Draft updated', 'Create', and 'Discard Draft'.

#### Step 4 Create Choose to create

The posting is complete.

200000001

Wrong posting

Entered On: 01/19/2025

Created By: Haile Belay

Posting Type: Normal

Reference Document Type: COBK (Controlling Document)

### Status

Posted

Reverse

Copy



## Header Information

### Assignment Items

## Journal Entries

Journal Entry Date:  
01/19/2025

Fiscal Period:  
7

Amount in Global Currency:  
10,000.00 ETB

Posting Date:  
01/19/2025

Fiscal Year:  
2024

Assignment Type:  
Primary Costs

Translation Date:  
01/19/2025

Assignment Items (1) Standard ▾

[Download Template](#) ☐ Account for Allocation

Sender Cost Center

Receiver Cost Center

☐ 54020101 (Salary for Contract)

8050000 (Water and Energy Dep)

80700000 (Building Dep't)

Amount in Transaction Currency: 10,000.00

ETB

## 9 Manage cost Center Budget

## 9.1 Transfer Cost Center Budgets

*APP NAME* – Manage Cost Center Budgets

## Purpose

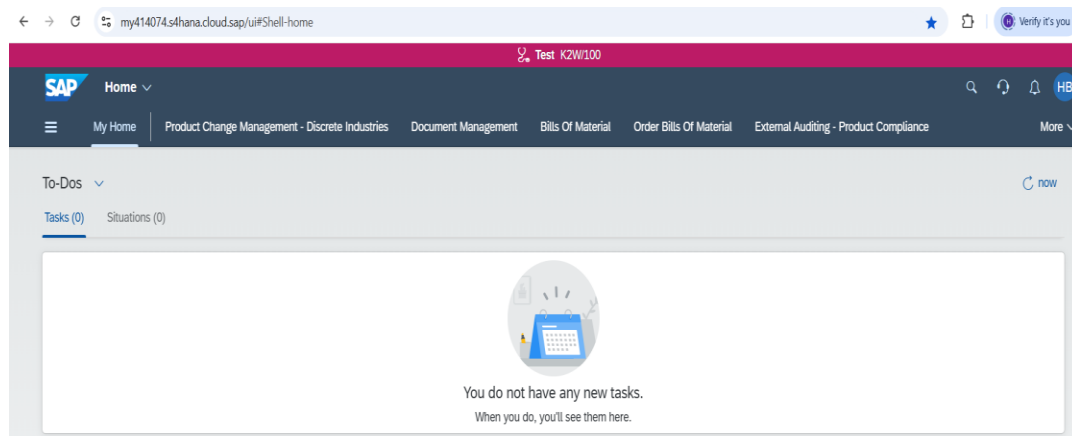
This activity transfers cost center budget from one general ledger/cost center combination.

## Prerequisites

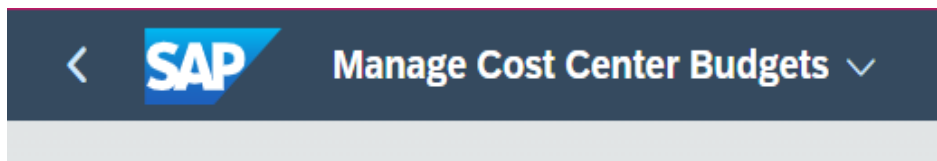
- Cost center must have a budgeting profile assigned.
- Cost center budgeting data must be available

### Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad display



### Step 2 Open Manage Cost Center Budgets App



The Manage Cost Center Budgets view displays.

### Step 3 Choose Create and from the dropdown, select Budget Transfer

The Budget Document view displays

< SAP Manage Cost Center Budgets

Standard\*

Search Fiscal Year: 2024 Document Number: Budgeting Process: Posting Date: 01/21/2025 Plan Category: (ter Budget Category)

Go Clear Adapt Filters (3)

Budget Documents

Reverse Copy Create Delete

Fiscal Year	Document Number	Posting Date	Document Status	Budgeting Process	Total Amount (Receiver)	Total Amount (Sender)
To start, set the relevant filters and choose "Go".						

Reverse Copy Create Delete

Budget Transfer

Budget Return

Budget Supplement

#### Step 4 Create Budget Transfer

Choose the **Create** button and make the following entries:

1. Posting Date: 01/21/2025
2. Plan Category ZEEC01
3. Document Type: **S\_BT**

In the **Sender Items** section, make the following entries:

4. Cost Center: **80200000**
5. Account Number: **54020300**
6. Amount in Company Code Currency: **1000**

In the **Receiver Items** section, make the following entries:

7. Cost Center: **80300000**
8. Account Number 54020300
9. Amount in Company Code Currency: **1000**
10. Choose **Create**.

< SAP Budget Document

Unnamed Object  
2024

Copy

General Information | Sender Items | Receiver Items | Attachments

Sender Items (1) Standard

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC	80200000	54020300		1,000.00 ETB	0.00 ETB

Budgeting Item Description:

Budget Process Type: SEND (Send)

Receiver Items (1) Standard

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC	80300000	54020300		1,000.00 ETB	0.00 ETB

Budgeting Item Description:

Budget Process Type: RECV (Receive)

Draft updated Create Discard Draft

The budget transfer has now been posted. Note your document number for the next step.

< SAP Budget Document

500000000  
2024

Edit Reverse Copy

General Information | Sender Items | Receiver Items | Attachments

Sender Items (1) Standard

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC (Ethiopian Engg Corp Const)	80200000 (HR Dept)	54020300 (Machinery & Equipmen)	63,999,000.00 ETB	1,000.00 ETB	1,000.00 ETB

Budgeting Item Description:

Budget Process Type: SEND (Send)

Receiver Items (1) Standard

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC (Ethiopian Engg Corp Const)	80300000 (CFO Dept)	54020300 (Machinery & Equipmen)	32,001,000.00 ETB	1,000.00 ETB	1,000.00 ETB

Budgeting Item Description:

Budget Process Type: RECV (Receive)

Step 5 Go back to the Transfer Cost Center Budgets view. Make the following entry and choose Go:

## 9.2 Supplement Cost Center Budgets

### *APP NAME – Manage Cost Center Budgets*

#### **Purpose**

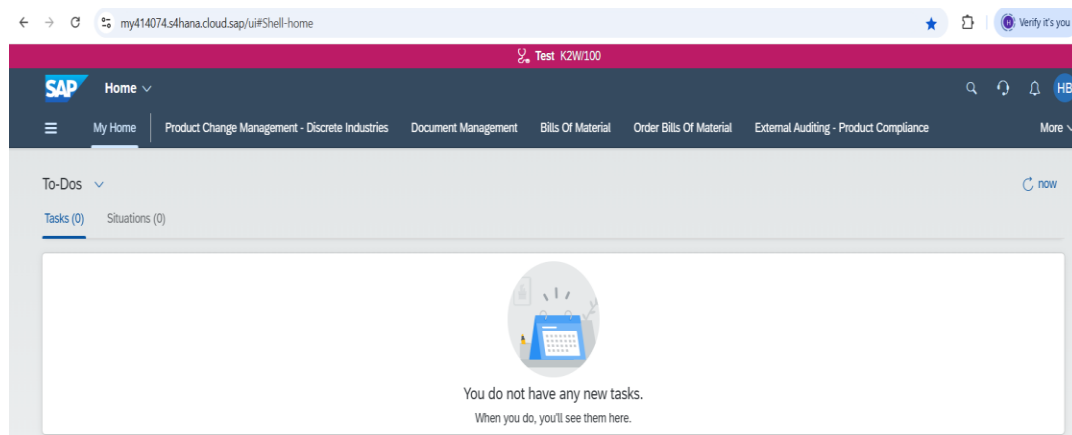
This activity transfers cost center budget from one general ledger/cost center combination.

#### **Prerequisites**

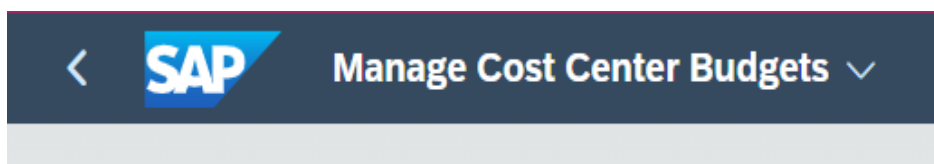
- Cost center must have a budgeting profile assigned.
- Cost center budgeting data must be available

#### **Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.**

The SAP Fiori launchpad display



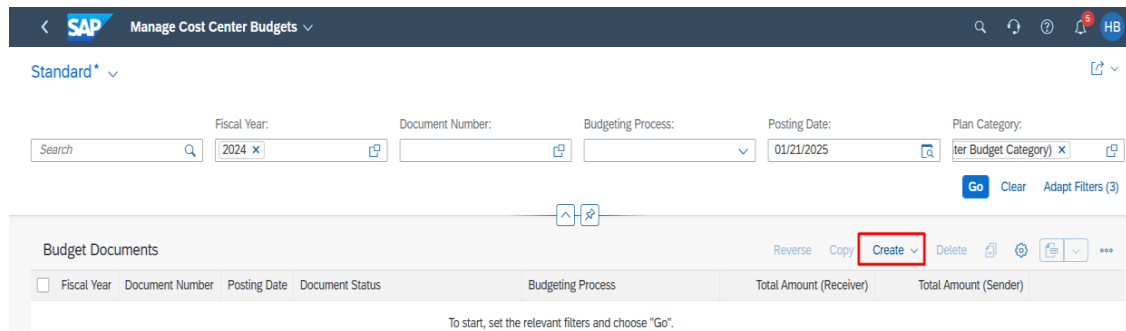
#### **Step 2 Open Manage Cost Center Budgets App**



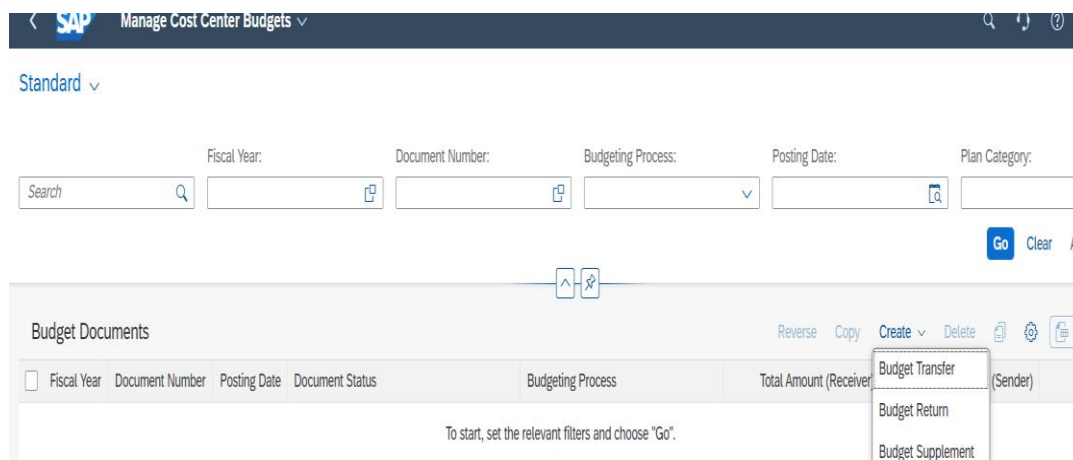
The Manage Cost Center Budgets view displays.



### Step 3 Choose Create and from the dropdown, select Budget Supplement



The screenshot shows the SAP 'Manage Cost Center Budgets' interface. At the top, there's a search bar and several filter fields: Fiscal Year (set to 2024), Document Number, Budgeting Process, Posting Date (set to 01/21/2025), and Plan Category. Below these is a 'Go' button. The main area is titled 'Budget Documents' and contains a table with columns: Fiscal Year, Document Number, Posting Date, Document Status, Budgeting Process, Total Amount (Receiver), and Total Amount (Sender). Above the table, there are action buttons: Reverse, Copy, Create (highlighted with a red box), and Delete. Below the table, a message reads: 'To start, set the relevant filters and choose "Go".'



This screenshot is similar to the previous one, but the 'Create' button's dropdown menu is open. The menu options are: Budget Transfer, Budget Return, and Budget Supplement. The 'Budget Supplement' option is highlighted. The rest of the interface, including the filters and the 'Budget Documents' table, remains the same.

The Budget Document view displays

### Step 4 Create Budget Supplement

Choose the **Create** button and make the following entries:

1. **Posting Date:** 01/21/2025
2. **Plan Category** ZEEC01
3. **Document Type:** **S\_BT**

In the **Supplement items** section, make the following entries:

4. **Cost Center:** **80200000**
5. **Account Number:** **54020300**
6. **Amount in Company Code Currency:** **1000**
7. Choose **Create**.

< SAP Budget Document

Unnamed Object  
2024

Copy

General Information Supplement Items Attachments

**Document Header**

Posting Date: 01/22/2025  
Fiscal Year: 2024

**Status**

Document Description:  
Document Status: Initial

**Organization**

Budgeting Process: SUPL (Supplement)

**Plan Category:** ZEEC01 (EEC Cost Cent...)

**Document Type:** S\_BT (Budget Document)

**Amounts**

Total Balance: 0.00 ETB

Show More

Supplement Items (1) Standard

Copy Budget Item Create Delete

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC	80300000	54020300	2,000.00	ETB	0.00 ETB

Budgeting Item Description:

Draft updated Create Discard Draft

The budget Supplement has now been posted. Note your document number for the next step.

< SAP Budget Document

500000001  
2024

Edit Reverse Copy Ctrl+E

General Information Supplement Items Attachments

**Document Header**

Document Number: 500000001  
Posting Date: 01/22/2025  
Fiscal Year: 2024

**Status**

Document Description: -  
Document Status: Posted

**Organization**

Budgeting Process: SUPL (Supplement)

**Plan Category:** ZEEC01 (EEC Cost Center Budget Category)

**Document Type:** S\_BT (Budget Document)

**Amounts**

Total Balance: 2,000.00 ETB

Show More

Supplement Items (1) Standard

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC (Ethiopian Engg Corp Const)	80300000 (CFO Dep't)	54020300 (Machinery & Equipmen)	32,003,000.00	ETB	2,000.00 ETB

Budgeting Item Description:

**Step 5** Go back to the Transfer Cost Center Budgets view. Make the following entry and choose Go:

Note Budget Return option can decrease an existing budget and Budget Supplement option can increase an existing budget

## 9.3 Return Cost Center Budgets

APP NAME – Manage Cost Center Budgets

### Purpose

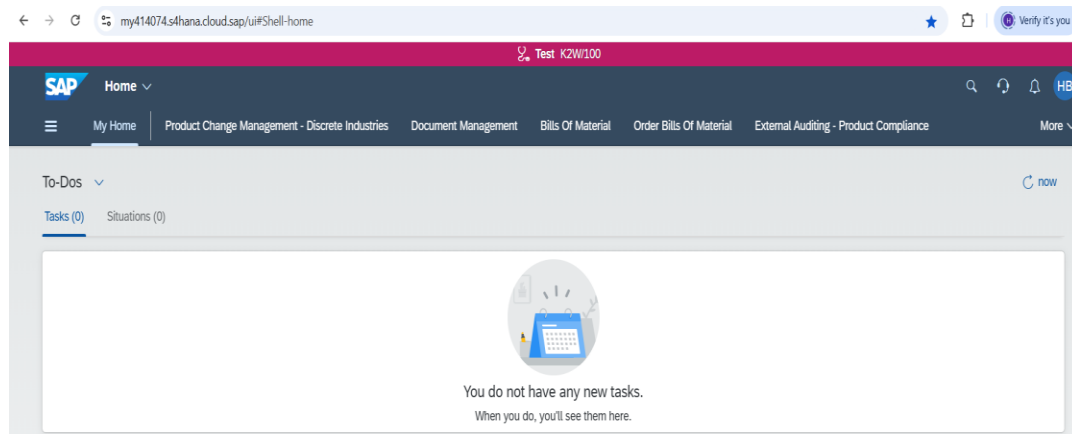
This activity transfers cost center budget from one general ledger/cost center combination.

### Prerequisites

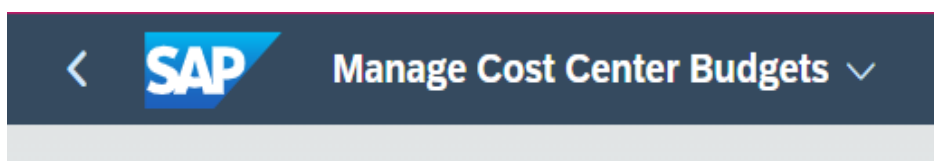
- Cost center must have a budgeting profile assigned.
- Cost center budgeting data must be available

Step 1 Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad display

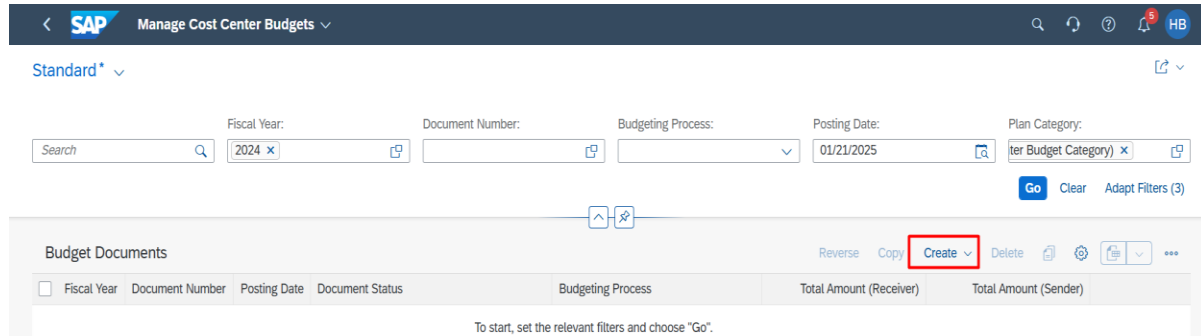


Step 2 Open Manage Cost Center Budgets App



The Manage Cost Center Budgets view displays.

### Step 3 Choose Create and from the dropdown, select Budget Return



The Budget Document view displays

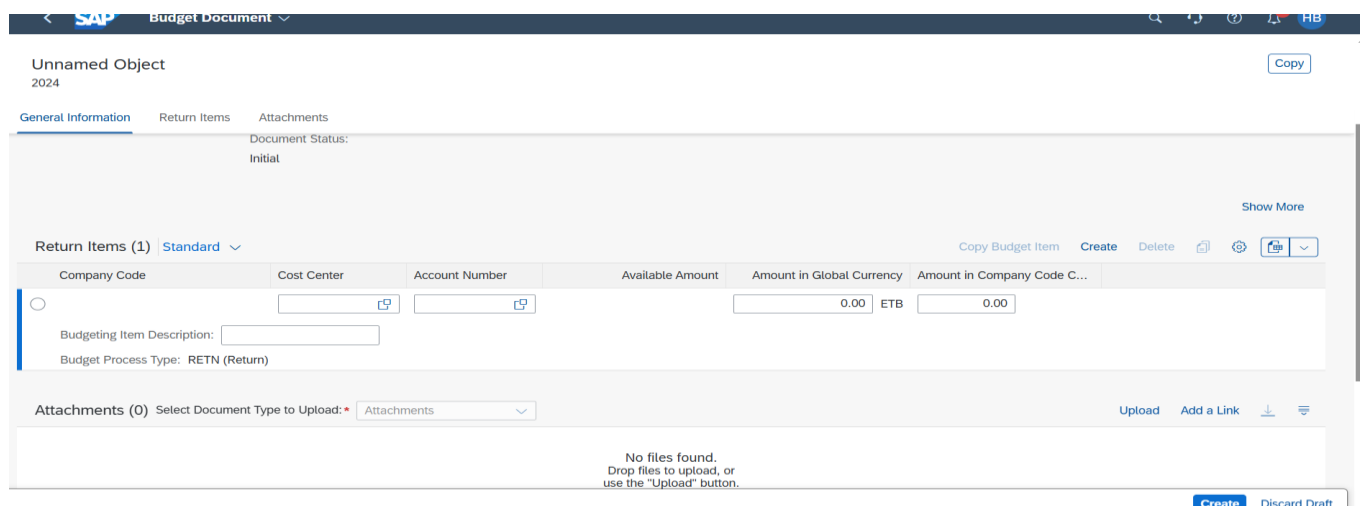
### Step 4 Create Budget Return

Choose the **Create** button and make the following entries:

1. **Posting Date:** 01/21/2025
2. **Plan Category** ZEEC01
3. **Document Type:** **S\_BT**

In the **Return items** section, make the following entries:

4. **Cost Center:** **80200000**
5. **Account Number:** **54020300**
6. **Amount in Company Code Currency:** **1000**
7. Choose **Create**.



The budget Supplement has now been posted. Note your document number for the next step.

< SAP Budget Document ▾

Unamed Object  
2024

Copy

General Information Return Items Attachments

**Document Header** **Status** **Organization** **Amounts**

Posting Date: \*  
01/22/2025

Fiscal Year:  
2024

Document Description:

Document Status:  
Initial

Budgeting Process:  
RETN (Return)

Plan Category: \*  
ZEEC01 (EEC Cost Cent...

Document Type: \*  
S\_BT (Budget Document)

Total Balance:  
0.00 ETB

Show More

Return Items (1) Standard ▾

Copy Budget Item Create Delete

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC	80200000	54020300		1000 ETB	0.00 ETB

Budgeting Item Description:

Create Discard Draft

Step 5 Go back to the Transfer Cost Center Budgets view. Make the following entry and choose Go:

< SAP Budget Document ▾

500000002  
2024

Edit Reverse Copy Ctrl+E

General Information Return Items Attachments

**Document Header** **Status** **Organization** **Amounts**

Document Number:  
500000002

Posting Date:  
01/22/2025

Fiscal Year:  
2024

Document Description:  
-

Document Status:  
Posted

Budgeting Process:  
RETN (Return)

Plan Category:  
ZEEC01 (EEC Cost Center Budget Category)

Document Type:  
S\_BT (Budget Document)

Total Balance:  
-1,000.00 ETB

Show More

Return Items (1) Standard ▾

Company Code	Cost Center	Account Number	Available Amount	Amount in Global Currency	Amount in Company Code C...
EECC (Ethiopian Engg Corp Const)	80200000 (HR Dep't)	54020300 (Machinery & Equipmen)	63,998,000.00	ETB	1,000.00 ETB

# 10 Execute Overhead Allocation Cycle

APP NAME – Run Allocations

## 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.

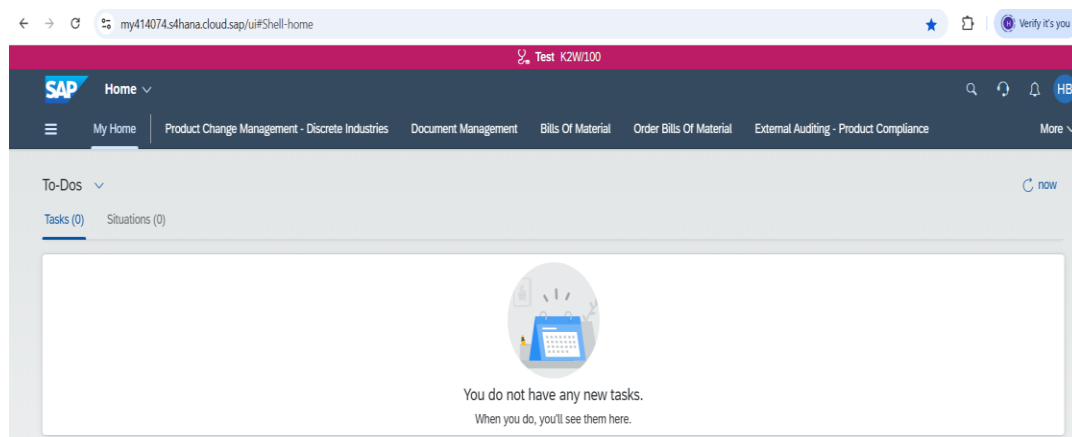
## Prerequisite

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

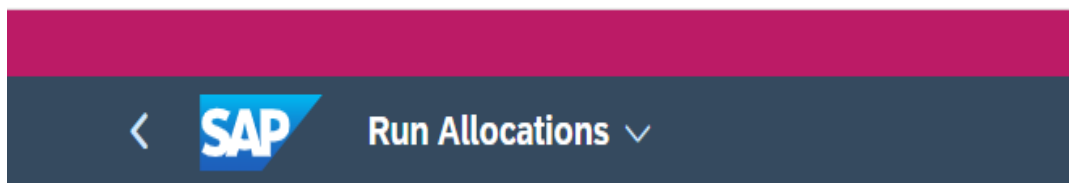
**Step 1** Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead.

The SAP Fiori launchpad displays.

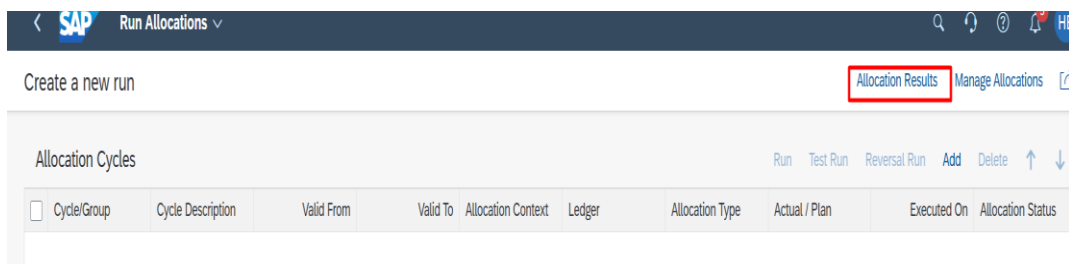


**Step 2** Open Run Allocations

The Run Allocations view displays.



Step 3 Choose the [Manage Allocations](#) button. The [Manage Allocations](#) view displays.



#### Step 4 Input Initial Screen

The assessment is done.

Make the following entries and choose [Go](#):

1. [Allocation Context](#): **Cost Centers**
2. [Allocation Cycle](#): **OA10200**
3. [Company Code](#): **1010**
4. [Allocation Type](#): **Overhead Allocation**
5. [Ledger](#): **0L**

6. Select

Allocation  
Cycle

8. Test Run

7. Select the allocation cycle row and choose the [Run](#) button.

9. Select the allocation cycle row and choose the [Test Run](#) button.

11. Input  
Values

12. Make the following entries, choose [Validate](#) and then [Run](#).
13. [Test Run Name](#): **<enter your desired value>**
14. [Ledger](#): **0L**
15. [Fiscal Period From](#): **<current period and year>**

The [Run Allocations](#) screen displays.

10. 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](#).

18. If you wish to view this posted allocation in the [Allocation Flow](#) process step, repeat step 5. Select the allocation cycle row and choose the [Run](#) button.

16. Fiscal Period To: **<current period and year>**

17. Note To review the results, choose the [Display Run Result](#) link in the following dialog box for the related run. You can alternatively choose [Close](#) and then choose the [Allocation Results](#) button to check the related results.

-----End of Document-----