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| PSM Preparation Guide  SAP S/4 HANA Cloud 2502  November 2024  English | Customer |
| Using Test Scripts from SAP Best Practices for  SAP S/4HANA Cloud Public Edition with Public Sector Management  Preparation Steps in Starter System for Public Sector Management | |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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# Purpose

This document describes additional configuration and implementation steps that you must carry out in your starter system before you can test the **SAP S/4 HANA Cloud Public Edition** solution with Public Sector Management Global using pre-delivered demo data. Please note that some standard scope item test scripts contain entries that might not apply to a Public Sector environment, and as a result, those testing steps need to be skipped. These topics need to be communicated to your testers during the testing kick-off.

# Preparation

## Prerequisites

You have scoped PSM Global by activating at least scope item 6YU (Government Budget Management).

# Configuration

Procedure

* SAP Central Business Configuration:

For all steps below, first log on to the project experience in the SAP Central Business Configuration.

In the Product-Specific Configuration phase, navigate to the Configuration Activities tab. You can search for a configuration activity and navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration (SAP\_BR\_BPC\_EXPERT).

## Create your Own Financial Statement Version

If the financial statement versions (FSV) delivered for your country only contain reporting for ‘Cost of Sales’ as hierarchy nodes, which use a functional area assignment, create your own financial statement version. Copy an existing FSV and remove the reference to the functional areas.

Use the ‘Define Financial Statement Versions in the Global Hierarchies’ implementation activity to do so.

**Reason for this change:**  
Public Sector Management does not work with Cost of Sales Accounting. Functional areas from Cost of Sales Accounting are treated differently.   
Applies for example to scope items J58, 7AU, …

## Derive Cost Center for Downpayments with a Commitment Reference

Search for the activity Derive Budget Account for Down Payments without a Commitment Reference and enter the cost center XXXX1101 in all lines of the configuration (replace XXXX with the company code you are testing such as 1010).

Please note that this configuration can only be done if only one company code is installed, otherwise the cost center needs to be entered manually during the postings.

**Reason for this change:**  
Public Sector Management needs a cost center that is derived for downpayments and the downpayment request. To automate the process, the cost center is derived. Other PSM account assignments are derived from the cost center.   
Applies for example to scope items J59, J60, …

## Switch off AVC for the WBS Element

Search for the activity Define Availability Control Profile. Select the profile S\_PSM1 and go to Journal Field Dependencies. Set the AVC Relationship Type to Not Relevant for WBS element.

**Reason for this change:**  
Switches off AVC for WBS elements because the standard scope item scripts do not create PSM budget for WBS elements.

Applies for example to the scope items 1NT, BNA, 35F, 4RF, 35E.

## Derive Cost Center for AR Invoices

**Reason for this change:**  
Whenever Public Sector Management is active, all revenue and expenses need to derive a cost center. For revenues (invoices), this must be done using a substitution rule.   
Applies for example to scope item J59.  
  
To set up such a substitution rule, please perform the following activities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori Launchpad appears. |  |
| 2 | Access the SAP Fiori App | Open Manage Substitution/Validation Rules - Journal Entries (F4406). | A list of all existing rules appears. |  |
| 3 | Create rule | Enter Coding Block as the Business Context, Coding Block as the Event, and Substitution Rule as the Rule Type. | The new substitution screen appears. |  |
| 4 | Make entries in the screen fields and save the rule | **Rule Name**: CCTRAR  **Rule Description**: Cost Center for AR  As a **precondition**:  **G/LAccount** (Field) Between (Operator) to 0041000000(Value) and 0041999999(Value)  **CostCenter** (Field) Is empty (Operator)  **CompanyCode** (Field) Equal (Operator) to XXXX(Source replace XXXX with the company code you are testing, such as 1010)  As a **Substitution**:  **CostCenter** (Target Field) XXXX1101(Source replace XXX with the company code you are testing, such as 1010) | Rule is saved with the status New. |  |
| 5 | Activate the rule by choosing the Activate button |  | Rule is activated |  |

## Derive Cost Center for Billing – applies to Scope Item 2EQ (Sales of Services), BD9 (Sell from Stock)

Whenever Public Sector Management is active, all revenue and expenses need to derive a cost center. For billing, this must be done using a substitution rule. Perform the following activities to set up a substitution rule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori Launchpad appears. |  |
| 2 | Access the SAP Fiori App | Open Manage Substitution/Validation Rules - Journal Entries (F4406). | A list of all existing rules appears. |  |
| 3 | Create rule | Enter Coding Block as the Business Context, Coding Block as the Event, and Substitution Rule as the Rule Type. | The new substitution screen appears. |  |
| 4 | **Make entries in the screen fields and save the rule** | **Rule Name**: CCTRSD  **Rule Description**: Cost Center for SD  As a **precondition**:  **ReferenceDocumentType** (Field) Equal (Operator) to VBRK(Value)  **CostCenter** (Field) Is empty (Operator)  **CompanyCode** (Field) Equal (Operator) to XXXX(Source replace XXXX with the company code you are testing, such as 1010)  As a **Substitution**:  **CostCenter** (Target Field) XXXX1101(Source replace XXXX with the company code you are testing, such as 1010) | Rule is saved with the status New. |  |
| 5 | Activate the rule by choosing the Activate button |  | Rule is activated. |  |
| 6 | Create rule for another rule | Enter Coding Block as the Business Context, Coding Block as the Event, and Substitution Rule as the Rule Type. | The new substitution screen appears. |  |
| 7 | Make entries in the screen fields and save the rule | **Rule Name**: CCTRGI  **Rule Description**: Cost Center for GR  As a **precondition**:  **GLAccount** (Field) Between (Operator) 0051000000 (Value) and 0054999999 (Value)  **ReferenceDocumentType** (Field) Equal (Operator) to MKPF (Value)  **CostCenter** (Field) Is empty (Operator)  **CompanyCode** (Field) Equal (Operator) to XXXX(Source replace XXXX with the company code you are testing, such as 1010)  As a **substitution**:  **CostCenter** (Target Field) XXXX1101(Source XXXX with the company code you are testing, such as 1010) | Rule is saved with the status New. |  |
| 8 | Activate the rule by choosing the Activate button |  | Rule is activated. |  |
| 9 | Create Rule for another Rule | Enter Coding Block as the Business Context, Coding Block as the Event and Substitution Rule as the Rule Type. | The new substitution screen appears. |  |
| 10 | Make entries in the screen fields and save the rule | **Rule Name**: CCTRG2  **Rule Description**: Cost Center for GI  As **precondition**:  **GLAccount** (Field) Equal (Operator) to 0054083000 (Value)  **CostCenter** (Field) Is empty (Operator)  **CompanyCode** (Field) Equal (Operator) to XXXX(Source replace XXXX with the company code you are testing, such as 1010)  As a **substitution**:  **CostCenter** (Target Field) XXXX1101 (Source XXXX with the company code you are testing, such as 1010) | Rule is saved with the status New. |  |
| 11 | Activate the rule by choosing the Activate button |  | Rule is activated. |  |

## Derive PSM Account Assignments for Contract Accounting

**Reason for this change:**  
Whenever Public Sector Management is active, all journal entries need to have the GL balancing characteristics fund, grant and RE\_Account filled. For the transfer from contract accounting, this must be done using a **substitution rule**.

Additionally, all revenue and expenses need to derive a cost center. For FI-CA documents, this is achieved using the **CO account assignment key**.

Applies for example to scope item 2AR and 2UJ.

To set up such a substitution rule, please perform the following activities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with your user credentials as Configuration Expert - Business Process Configuration role assigned. |  | 1 |
| 2 | Access the SAP Fiori App | Open Manage Substitution and Validation Rules – Public sector (F7603). | A list of all existing rules displays. | 2 |
| 3 | Create Rule | Enter Public Sector - FICA as Business Context, Public Sector - FICA as Event and Substitution Rule as Rule Type. | New Substitution screen displays. | 3 |
| 4 | Fill out Screen Fields and Save Rule | Rule Name: FICA\_ALL  Rule Description: Fund,Grant,RE\_Account all lines  As precondition:  CompanyCode (Field) Equal (Operator) to XXXX (Value of your company code)  As Substitution:  GrantID (Target Field) constant NRG (Source) set Overwrite flag  REAccount (Target Field) constant 41005100 (Source) set Overwrite flag  Fund (Target Field) constant G1100 (Source) set Overwrite flag | Rule is saved in status New. | 4 |
| 5 | Activate the Rule by Pressing the Activate Button |  | Rule is activated. |  |

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log On | Log on to the project experience in SAP Central Business Configuration. |  |  |
| 2 | Open Define CO Account Assignment Keys | Go to the Business Processes Configuration app and search for the activity Define CO Account Assignment Keys.  Choose Open Documentation for the found line item to see more details about this configuration activity.  Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The Change View “Account Assignment Key”: Overview screen is displayed. |  |
| 3 | Navigate to Account Assignment Details | Select CO Acct Assignment Key Y02.  Double click on folder Account Assignment. | The Change View “Account Assignment”: Details screen is displayed. |  |
| 4 | Input Parameters | Make the following entry:  Cost Center: XXXX1101 (xxxx Is the company code you are testing)  Save the entry. |  | This setting will add the cost center and derive profit center and functional area (from the cost center master data) for GL accounts using this CO Account Assignment Key. |

# Application Adjustments

## Load and Maintain Public Sector Budget

Whenever you post an expense document, budget is checked and consumed. If the budget is not sufficient, the availability control will raise an error message. To avoid such messages, you need to upload Public Sector budget. This step is described in the scope item 6YU step Upload Budget. If a tester runs out of budget, it is also possible to increase the budget by posting a budget supplement document. This process is also described in scope item 6YU.

## Assign PSM Account Assignment to Cost Centers

Whenever you post an expense or revenue to a cost center, Public Sector account assignments (fund, grant, functional area) need to be derived from the cost center. To achieve this, you need to assign PSM account assignments to all cost centers. This procedure with example assignments is described in the master data script 7CB (Update Cost Center with Public Sector Management Account Assignments). If testers are creating new cost centers, they need to assign the cost center to the PSM account assignments manually in the cost center master data. Please also note that all functional areas starting with YB need to be replaced in the cost centers.

# Adjusted Testing Procedures for Existing Scope Items

## Assign PSM Account Assignments to WBS Elements for Settlement Against Assets under Construction

Whenever you create a WBS element underneath a project, which is settled to an asset under construction, you must assign a fund, a non-relevant grant ‘NRG’ and a functional area (do not use functional areas called YBXX). You enter those values in the section General Information for the WBS element master. These values will be moved from the WBS element to the Asset Under Construction. They are then subsequently used in the settlement postings.  
This applies to the scope items 35F, BNA.

## Skip Testing of the Project Budget and Availability Control Steps

Whenever Public Sector Management is active, budgeting is not processed in project management, but in the scope item 6YU (Government Budget Management). As such, all related topics must be skipped during testing of any project-related scope item.

The following topics are to be skipped (all functions below are handled by 6YU):

* Upload, adjust, capture, maintain project budget.
* Project Availability Control Profile in configuration and WBS element master data. The fields in the WBS element master data are not displayed.
* Monitor Notifications
* Monitor Budget Reports.
* Situation Types
* Manage Teams and Responsibilities

Whenever you post to a WBS element, you need to make sure you have budget for the WBS element. This step is described in 6YU (Government Budget Management).

This applies to the scope items 35F, 1NT.

## Skip Commitment Management and Cost Center Budgeting

Whenever Public Sector Management is active, budgeting is not processed in overhead accounting for cost centers, but in scope item 6YU (Government Budget Management). As such, all related topics must be skipped completely during testing of overhead accounting.

The following topics are to be skipped (all functions below are handled by 6YU):

* Upload, adjust, capture, maintain project budget.
* Project Availability Control Profile in configuration and WBS element master data. The fields in the WBS element master data are not displayed.
* Monitor Notifications
* Monitor Budget Reports.
* Situation Types
* Manage Teams and Responsibilities

This applies to scope item J54.

## Skip Execute Universal Allocation Steps for Planned Data and Intercompany Allocation

All allocation steps that use the Actual/Plan. Indicator: Plan or use the Allocation Type: Intercompany Allocation do not apply to Public Sector and should be skipped.

This applies to scope item 2QL.

## Skip Predictive Analytics

Since commitments are updated using Public Sector Management, the complete scope item does not apply to the Public Sector.

This applies to scope item 2I3.

## Skip Free Form Payments

The step ‘Free Form Payments’ does not apply to the Public Sector Management and should be skipped.

This applies to scope item J60.

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