



A QUICK GUIDE
THE ALLEVO BASICS

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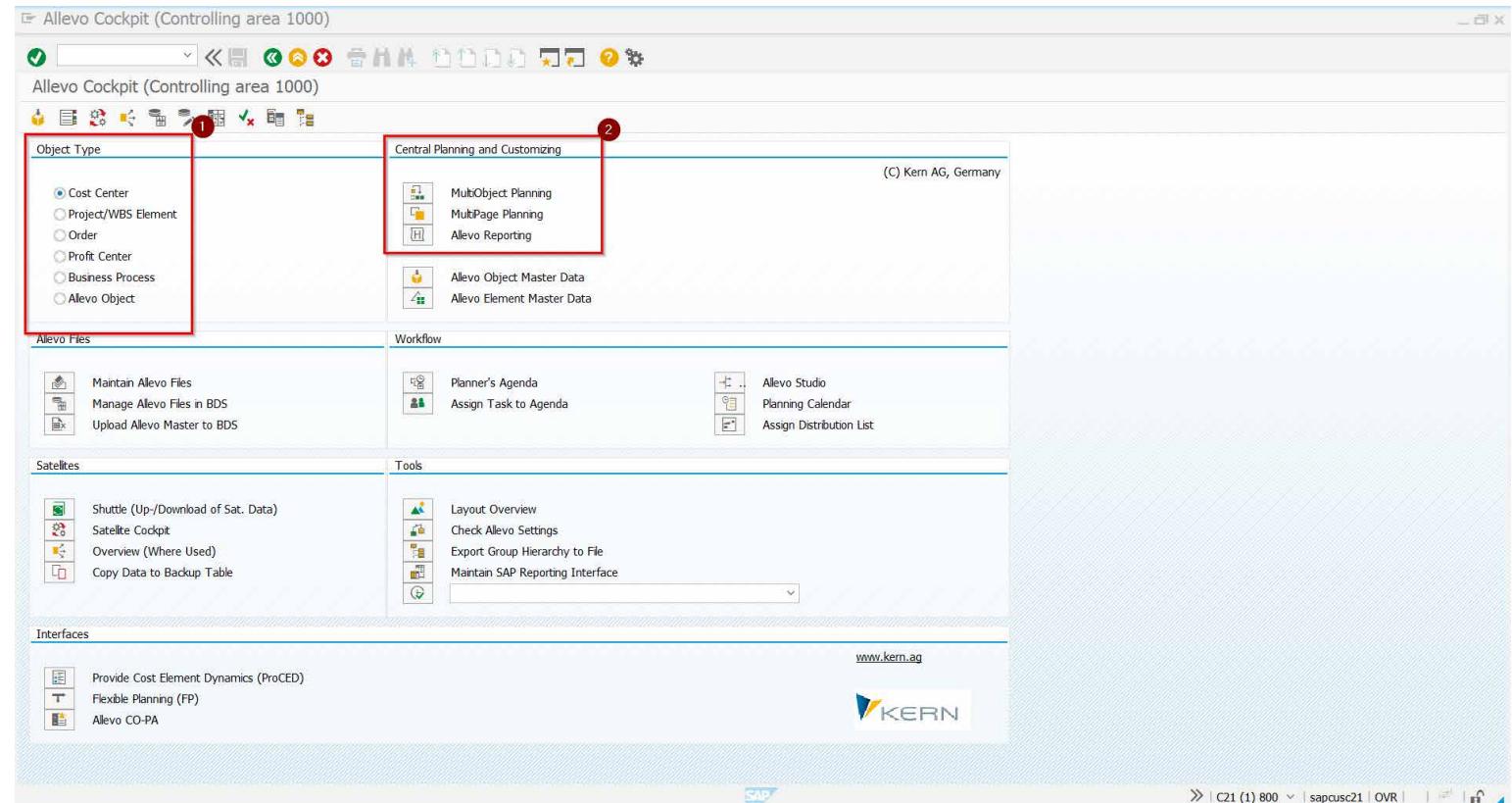


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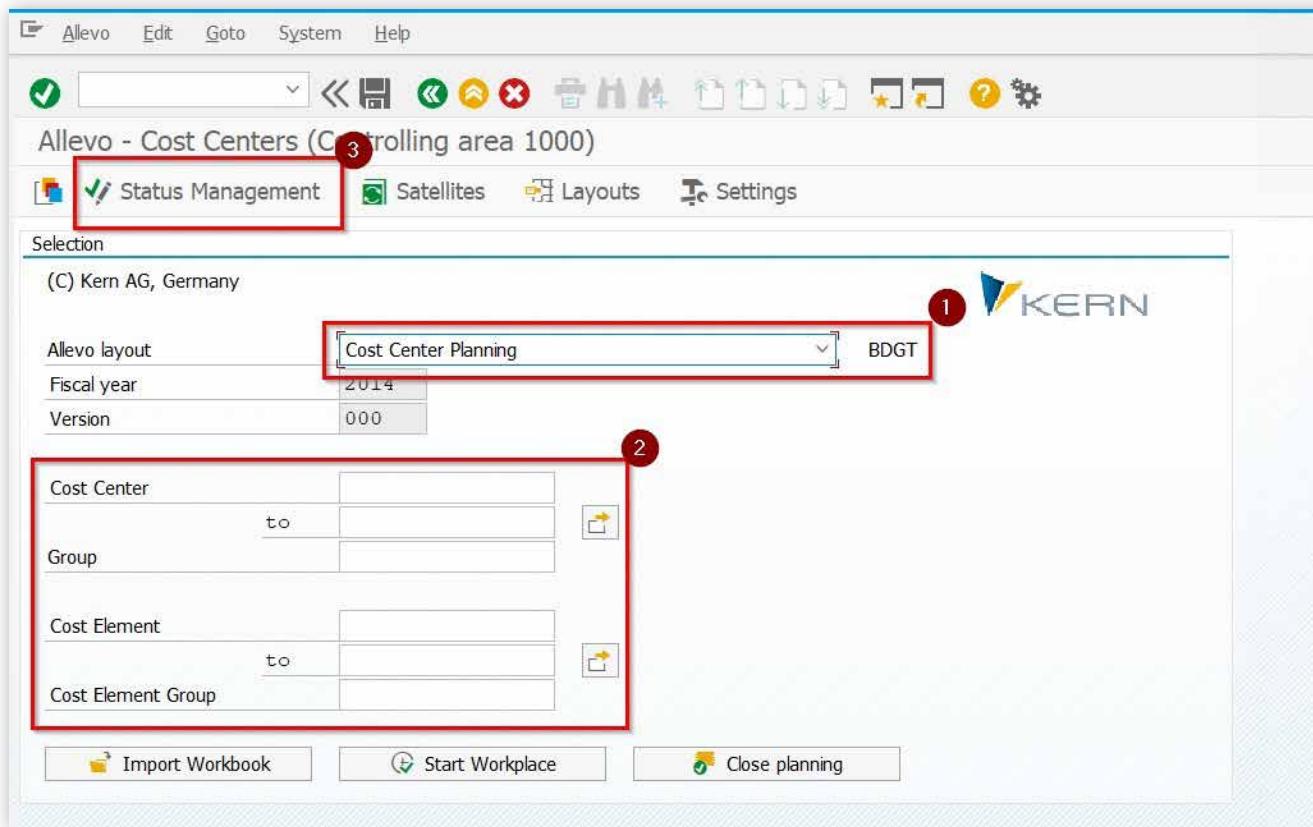
OBJECT TYPE, CENTRAL PLANNING AND CUSTOMIZING

To start planning, select the desired object type (1) and the corresponding entry mode (2).



PLANNING ENTRY

- SELECTION PARAMETERS



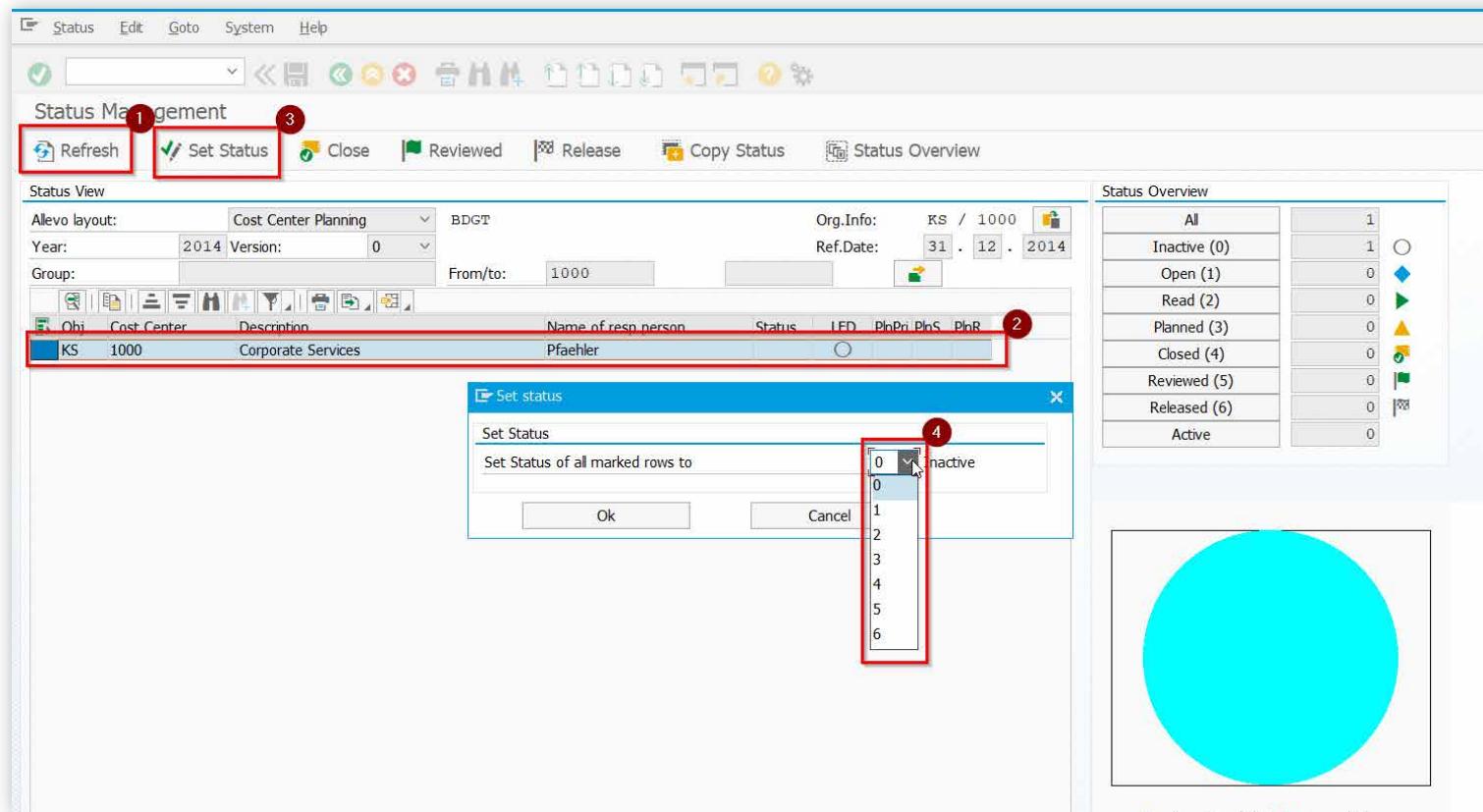
Select the appropriate layout from the list (1).

Fill in information to specify which data should be read (2).

Check the status management to release one or more objects for planning. Activation is layout-specific (3).

PLANNING ENTRY

- STATUS MANAGEMENT



Proceed as follows:

Click on „Refresh“

(1) or press „Enter“.

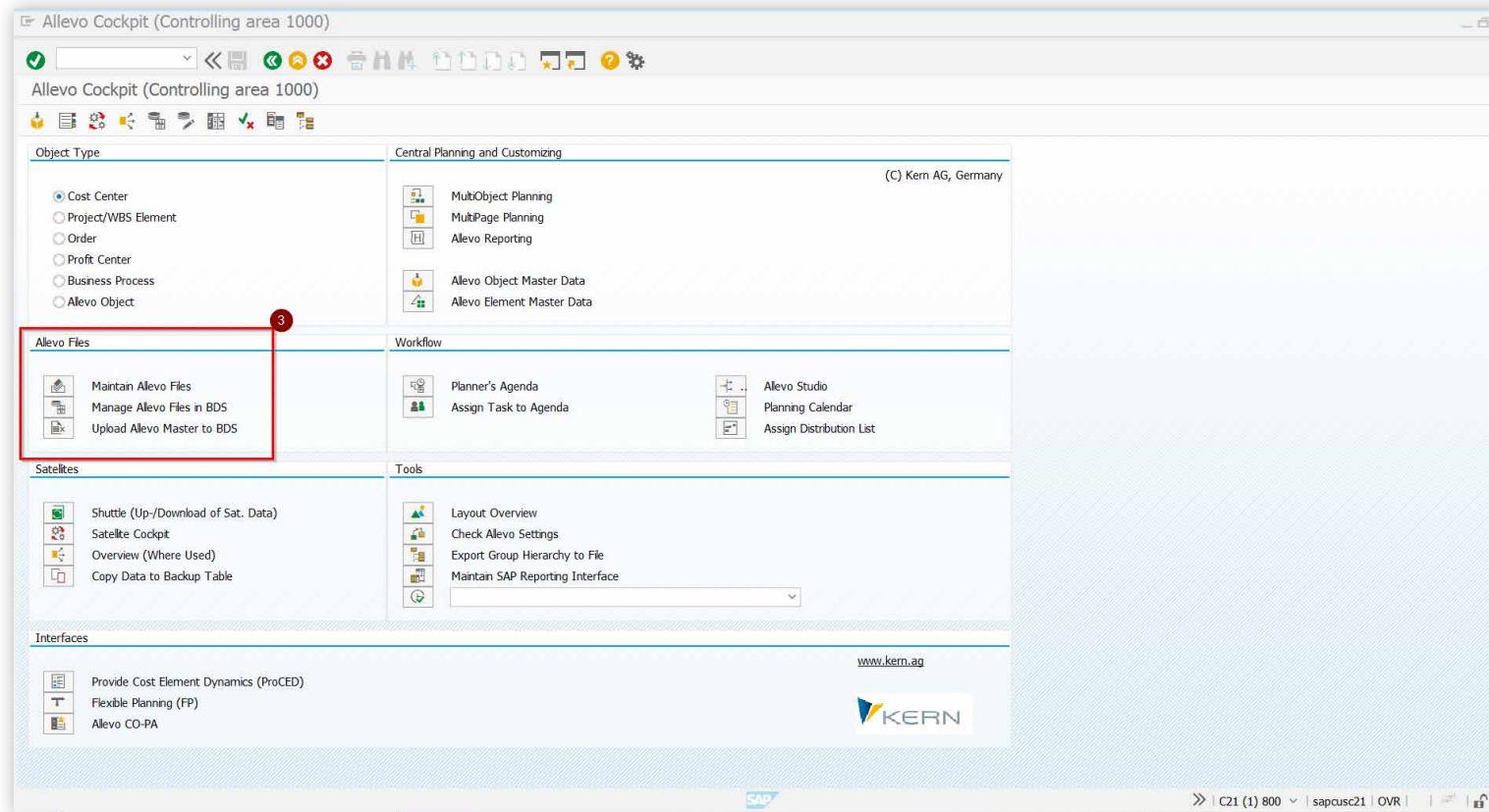
Select the row of the object(s) you wish to activate. (2).

Click on „Set Status“ (3).

Select the status. → For a simple activation before planning, choose „1- Open“ (4).

Click „Ok“ - no saving required.

ALLEVO FILES

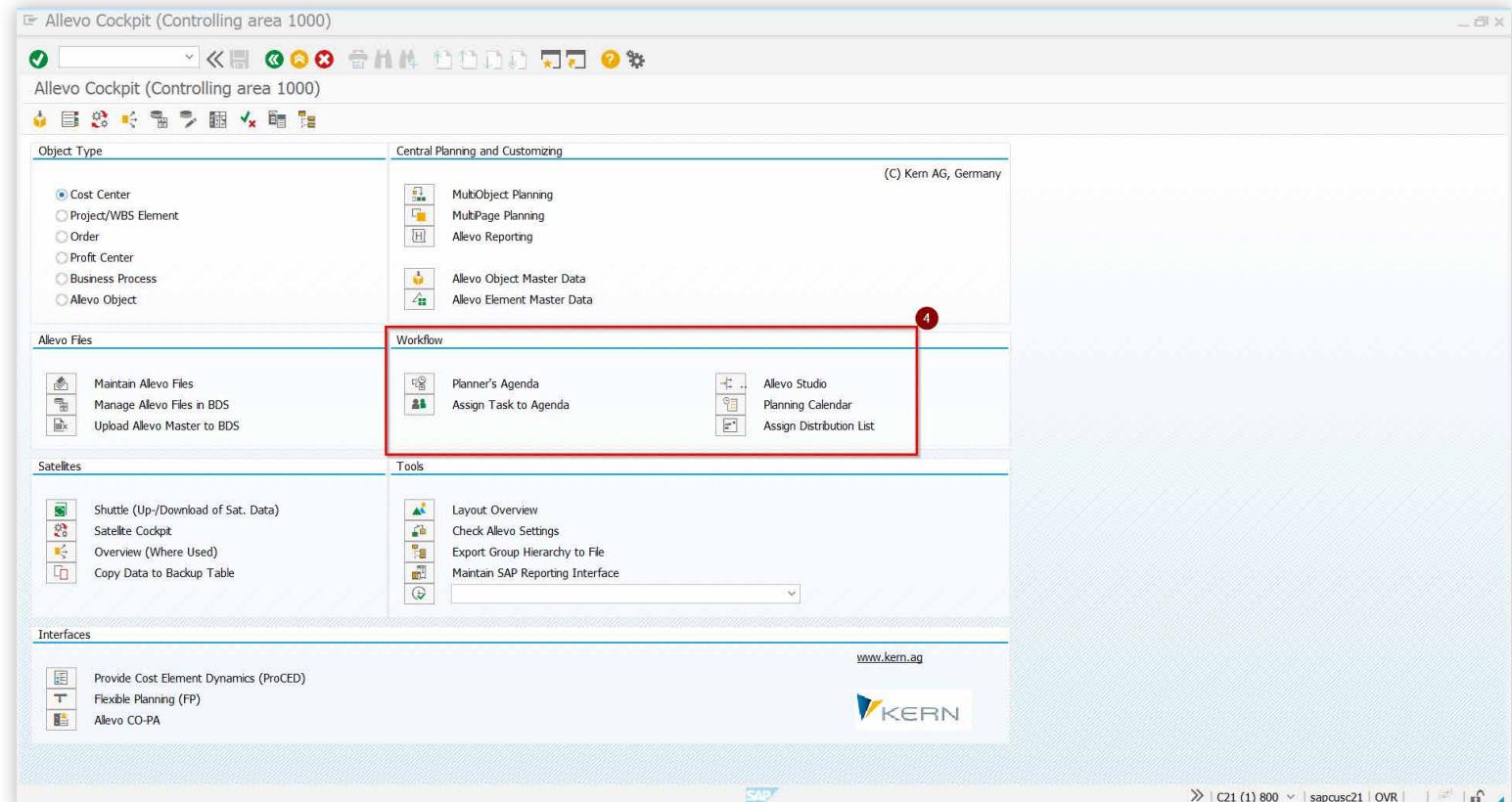


In the „Allevo Files“ section

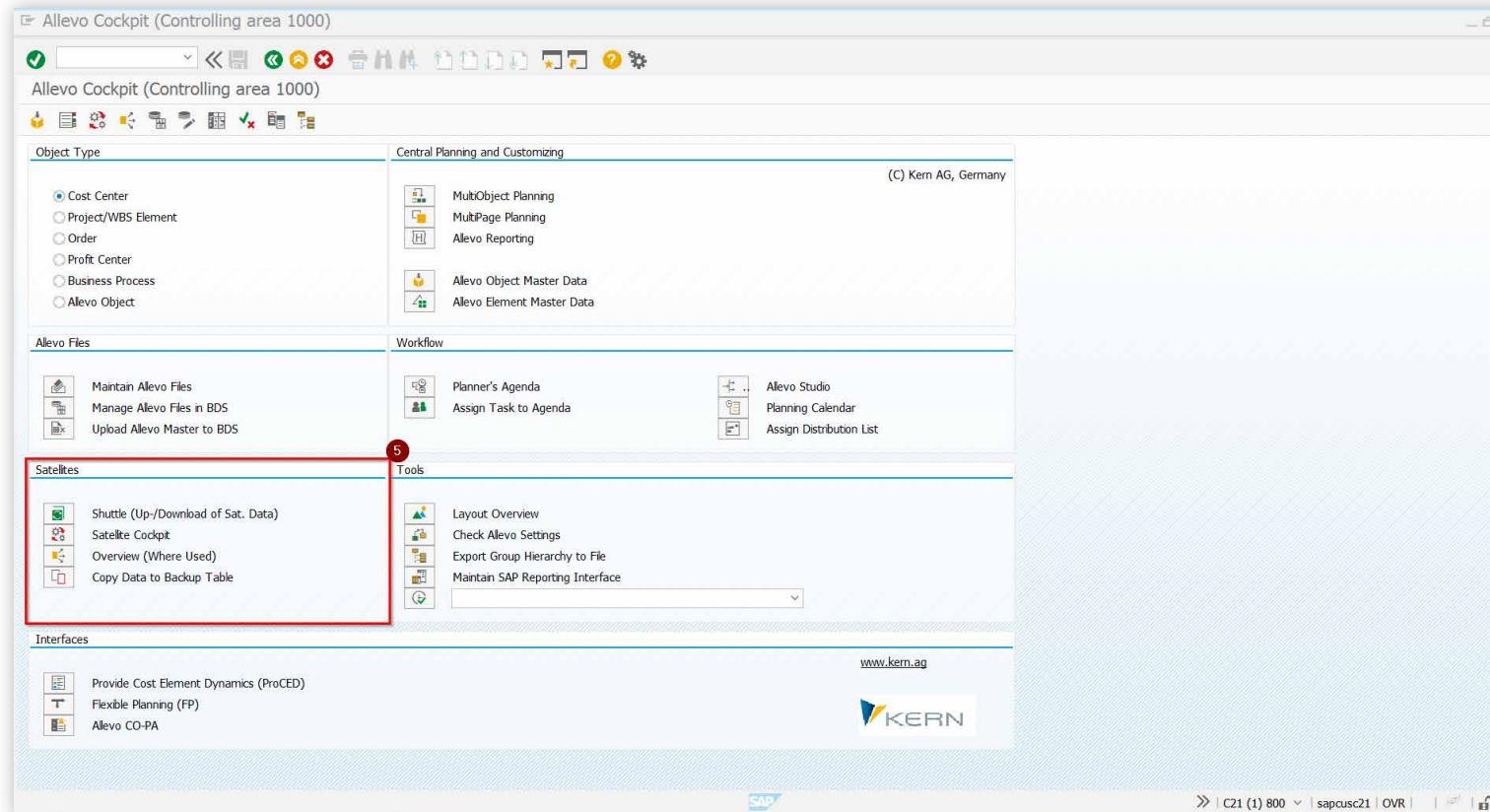
(3) you have the ability to manage your Allevo masters.

WORKFLOW

Under the „Workflow“ section, you will find additional features such as the Allevo Planning Agenda, the Planning Calendar, and our documentation tool, Allevo Studio.

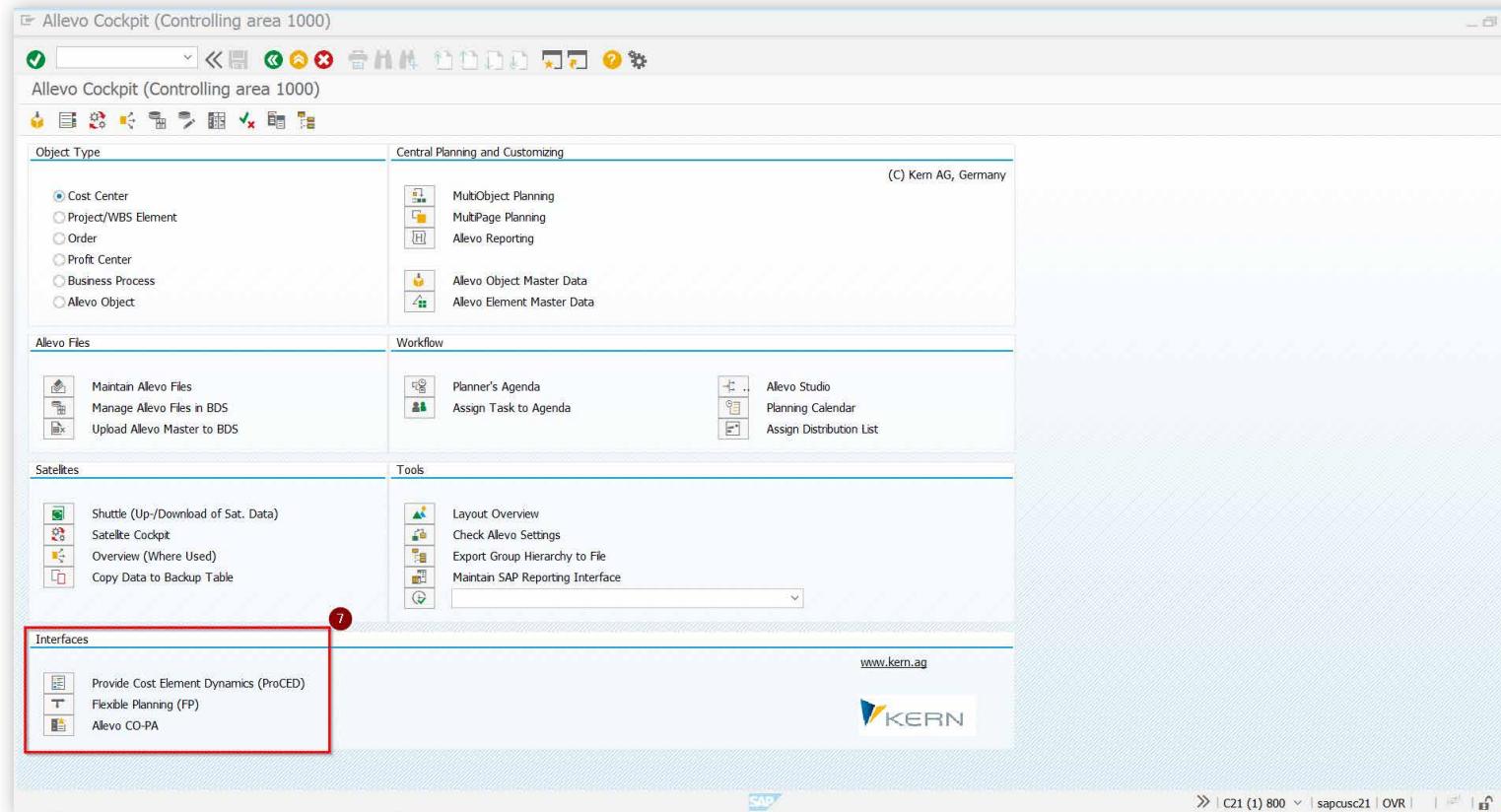


SATELLITES



In the „Satellites“(SAT) section, you can view, edit, or download satellite content (Shuttle function) and get an overview of the SATs in use.

INTERFACES

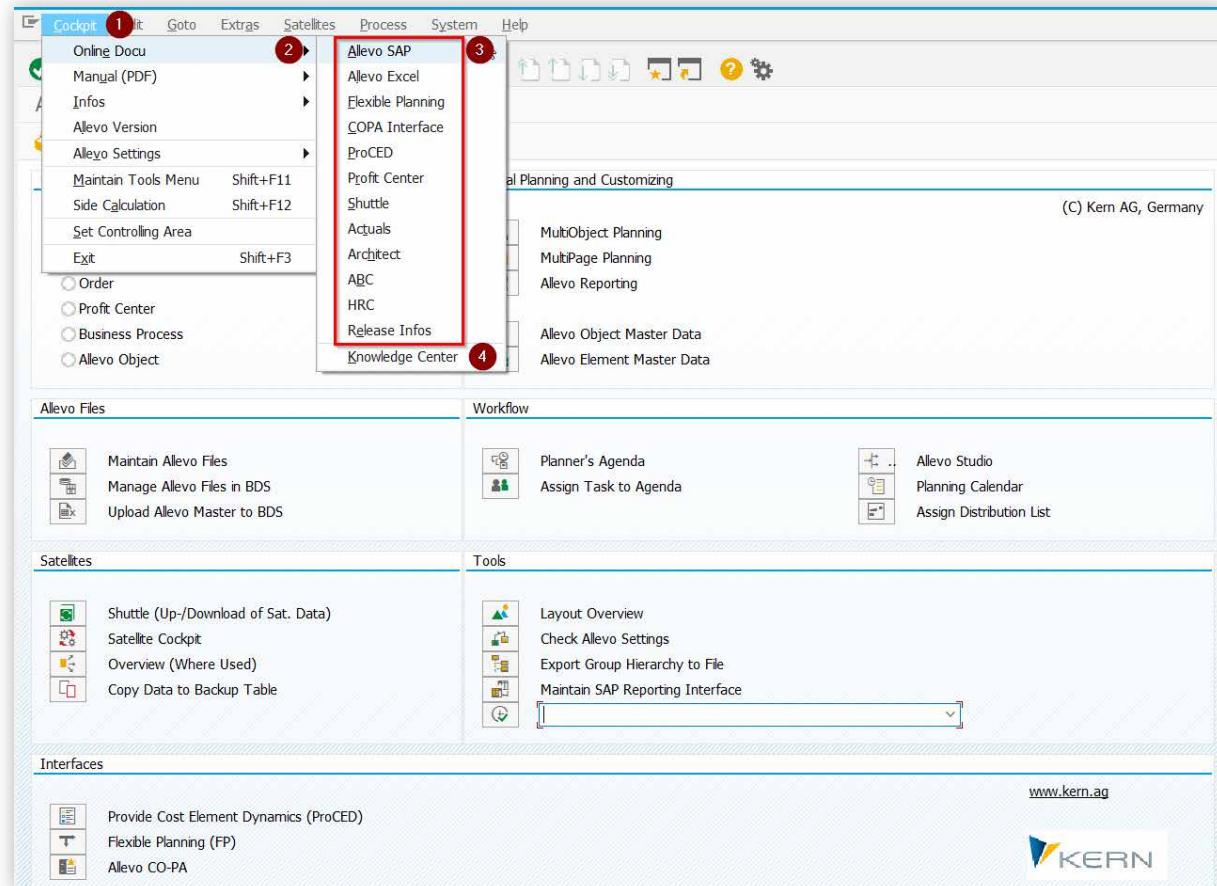


Under „Interfaces“, you can access our three modules: ProCED, FP, and CO-PA. From here, you can directly access the interface and retrieve the corresponding constants and settings.

MANUALS

Through the „Cockpit“ menu (1) you can access general information about Allevo. From there, you can access the corresponding documentation via the „Online Documentation (2)“ or „Manual (PDF)“ menu options.

By clicking on „Knowledge Center“ (4) you'll be directed to our knowledge portal, where common error messages are explained and solutions are provided.

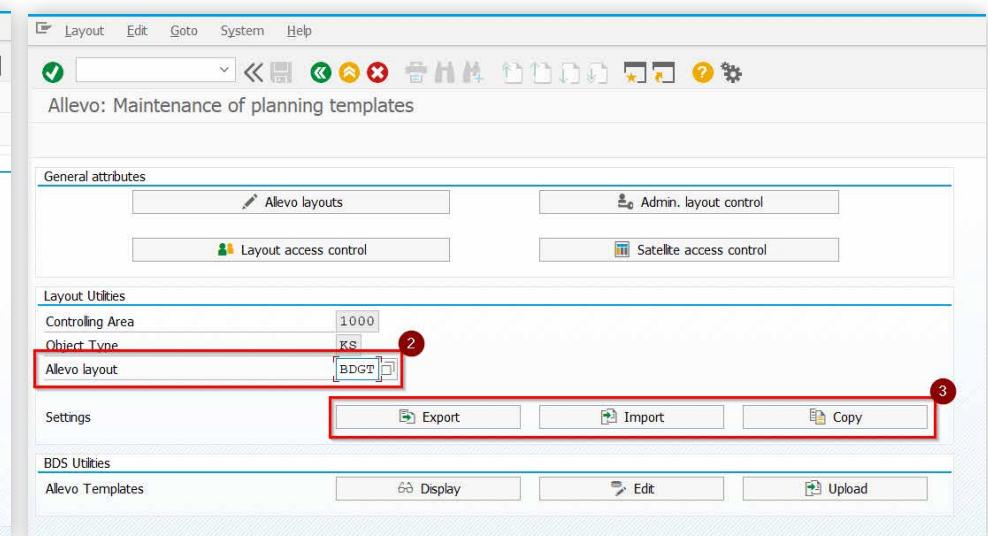
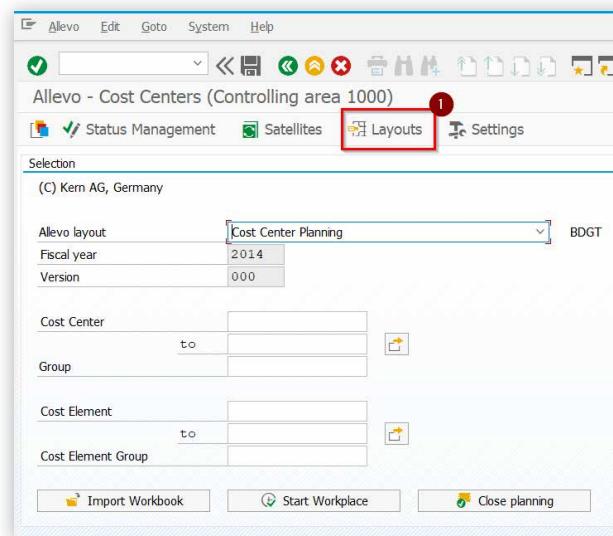


COPYING, IMPORTING, AND EXPORTING ALLEVO LAYOUTS

Click on the „Layouts“ button (1).

Enter the desired layout (2) and select one of the three functions (3).

Review your selection and choose a location to save the .txt file when exporting.



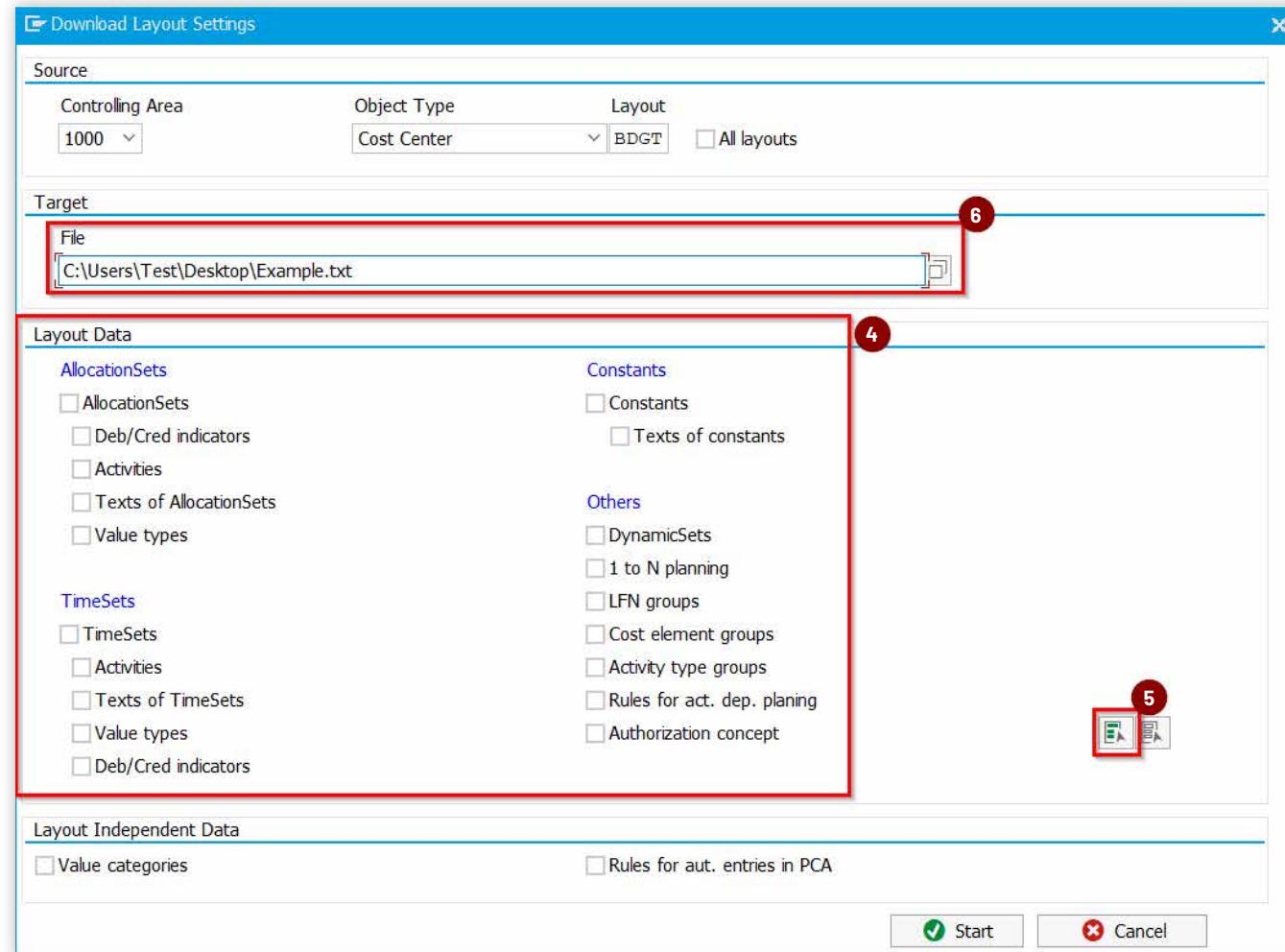
COPYING, IMPORTING, AND EXPORTING ALLEVO LAYOUTS – SELECTION PARAMETERS

Select the parameters to be exported (4).

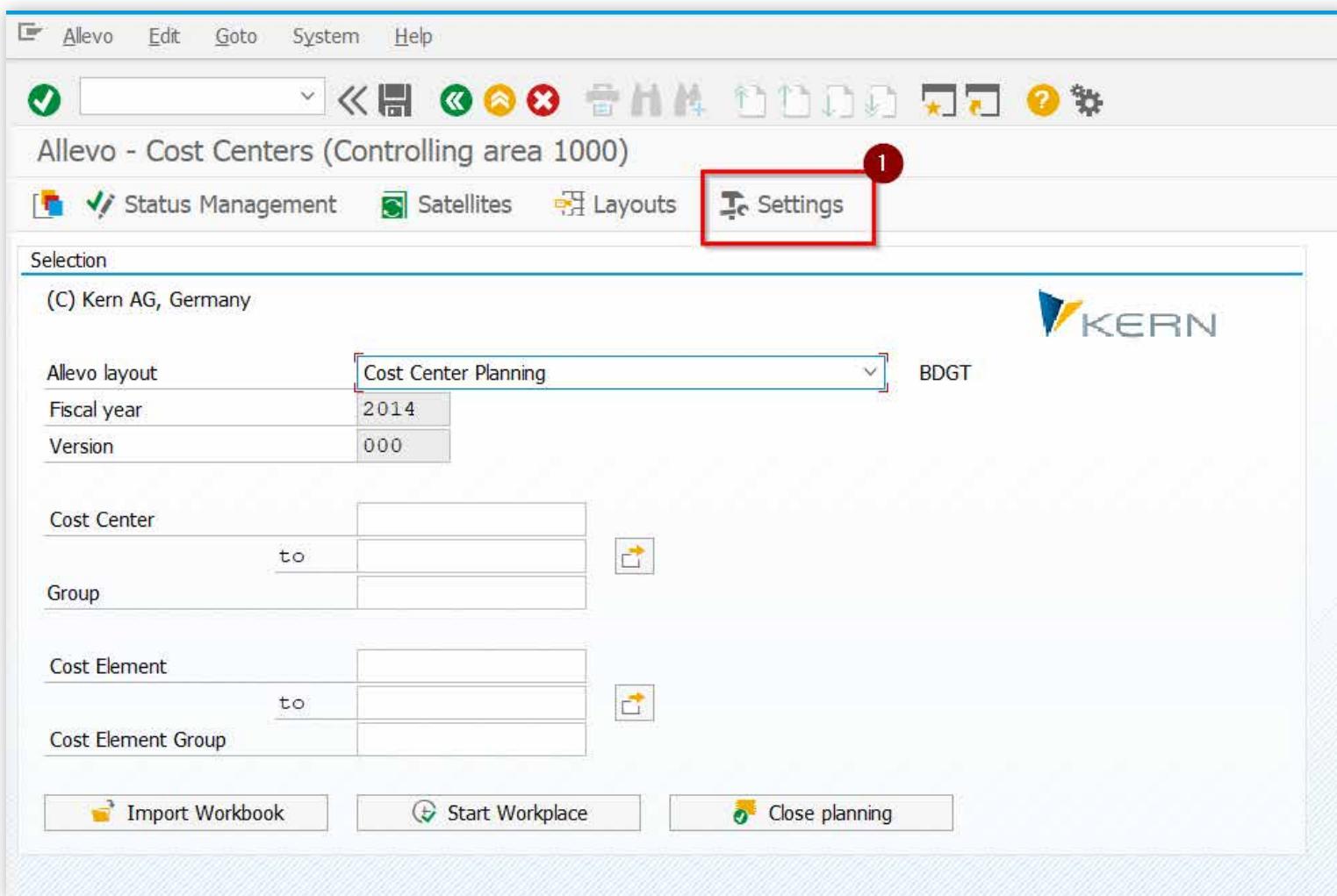
To select all parameters, click the green button in the bottom-right corner (5).

By clicking on „Start”, the .txt file will be saved to the chosen location (6).

You can now import the layout settings into another SAP system using the same approach via the generated file.



SETTINGS FOR YOUR ALLEVO LAYOUT



To access the layout-specific settings, select a layout and click the „Settings“ button. Here, you can choose from various parameters (1).

SETTINGS FOR YOUR ALLEVO LAYOUT - CONSTANTS

The screenshot shows the SAP Allevo Constants editor interface. The title bar reads "Constants of layout BDGT (in 1000 / KS)". The menu bar includes "Settings", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with icons for "Check licence", "Display licence warnings", "Upload constants", "Download constants", "Check Constants", "Sat.Assistant", and "File Assistant". A navigation tree on the left lists objects: "Allevo Cost Center Planning" (selected), "TimeSets (2)", "AllocationSets (9)", "Object groups / 1:n (0)", "Cost element groups (0)", "Allevo Master per object group (0)", "DynamicsSets (3/6)", "Activity type groups (0)", "Rules for activity dependent planning (1/0)", "Authorization concept (0)", and "Sun Tables". A red circle labeled "2" is on the "TimeSets" node. A red circle labeled "3" is on the "AI" button in the toolbar. The main area is a table titled "Constant" with columns "Value from", "Value to", and "Description/Comment". The table contains numerous entries, such as ACTIVE_PROCED (Value from: 1, Value to: -, Description: Activate satellites for module ProCED), ACTIVE_SAT (Value from: X, Value to: BUDGET, Description: Activate satellites for current layout), and many others related to button labels, file templates, and planning parameters.

In the constants (2) of your layout, you will find both general and customer-specific settings. Press F1 for help for explanations of all our Kern constants. These are typically created during the project. Any adjustments should therefore be coordinated with the responsible Allevo administration beforehand.

SETTINGS FOR YOUR ALLEVO LAYOUT - BUTTONS

The screenshot shows the Allevo Settings interface with the 'Quick Start' tab selected. On the left, there's a tree view of 'BDGT Cost Center Planning' with various objects like Constants, TimeSets, AllocationSets, etc. The main area has several sections: 'Read Data', 'Planning', 'Status', 'Activities', 'General Features', 'Excel template', and 'Functions in tool bar'. A red box highlights the 'Functions in tool bar' section, which contains checkboxes for 'Open file', 'Read Data from SAP', 'Write Data to SAP', 'Actualize data', 'Close planning', 'Read satellite', 'Save satellite', 'Read FP', 'ATDP Rules', and 'Line items'. Most of these functions have corresponding buttons in the toolbar above.

In the lower section of the constants, under the "Quick Start" tab, you will find the "Functions in tool bar" category. Here, you can activate, deactivate, or rename buttons that appear in place in Allevo.

SETTINGS FOR YOUR ALLEVO LAYOUT - TIMESETS

Edit TimeSet A_01

Key fields

TimeSet	A_01	<input checked="" type="checkbox"/> Active definition	Read/Write	Read only
Description				

Main settings

Value category	1 Actuals	From/to period/year	1 2012 – 7 2012
Version from/to	0 – 0	Activate offset	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> see A_00
Main currency type	Object currency	Offset (month/year)	0 0 0 0
<input type="checkbox"/> Delta planning			

Reading

<input type="checkbox"/> Allevo Tables (Summarization)			
Reference if Stat. >= 3	for version, period, year		
Refreshment type	<input type="checkbox"/> Never refresh		
in connection with constant READ ON OPEN (value to)			
<input type="checkbox"/> Read object without assigned objects			
Mix with TimeSet			
<input type="checkbox"/> Switch sign of values			
<input type="checkbox"/> Values in Excel	in 1000		
<input type="checkbox"/> Quantities in Excel	in 1000		

Comments

Comment from	Year:	Version:
Comment if status >= 3	Year S3:	Vers.S3:

Reporting

Column sorting	<input type="checkbox"/>
Adaptable columns	<input type="checkbox"/>

Debit/credit indicators

D/C	Description
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Transactions

BTran	Description
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Value types

VT	Description
----	-------------

Record types

R	Description
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Buttons

Save, Cancel, OK, Cancel

ID	TimeSet	Descript.	Text	Active	F	V	frV	toV	frP	frYr	toP	toYr	S	M	Comm.f	ComY	CoV	D	Comm.3	CYS3	CV3	St.	3	R	Srt	Adj. cols.	F	Off fr-p.	F	Off fr-yr.	T	Off to-p.	T	Off to-yr.	R	Add TS	W	T	M	Q	BEKNZ	VRGNG	WRTTP	RRCTY
A_00		Actuals		<input checked="" type="checkbox"/>	2	1	0	0	1	2007	7	2007	<input type="checkbox"/>	O					0			0	<input type="checkbox"/>	0	0	0	<input type="checkbox"/>	0	<input type="checkbox"/>	0	<input type="checkbox"/>	R												
A_01		Actuals		<input checked="" type="checkbox"/>	0	1	0	0	1	2006	12	2006	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	1-	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	R												
F_00		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2007	12	2007	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	W												
F_00_D		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2007	12	2007	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	1-	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	X												
F_00_R		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2007	12	2007	<input type="checkbox"/>	O					F_00	0		0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	A_00	R											
P_00		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2007	12	2007	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	R												
P_01		Plan		<input checked="" type="checkbox"/>	1	2	0	0	1	2008	12	2008	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	X												
P_01_D		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2008	12	2008	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	X												
P_02		Plan		<input checked="" type="checkbox"/>	0	2	0	0	1	2009	12	2009	<input type="checkbox"/>	O					0			0	<input checked="" type="checkbox"/>	0	0	0	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	X												

In the TimeSets, formerly column definitions, you will find the settings for reading and writing values from Allevo. Double-clicking on a row opens another window where adjustments can be made. The TimeSets in the settings are analogous to the TimeSets in the Allevo master. The rows highlighted in green/yellow in the overview are the key TimeSets. For example, when the year changes, the settings will be adjusted here.

ALLEVO AGENDA

To open the agenda, use the transaction /N/ALLEVO/AGENDA. The selection will automatically be applied to your user, and you will receive all relevant information without needing to make any further entries.

Double-click on the respective entry to get to the planning section directly. To continue with the next step after completing your task, use the green back arrow to return to the agenda.

