



A QUICK GUIDE

THE ALLEVO BASICS

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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).

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Allevo Cockpit (Controlling area 1000)		
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Object Type	Central Planning and Customizing	
Cost Center Project/WBS Element Order Profic Center	(C) Kern AG, Germany MukDobject Planning MukPage Planning Alevo Reporting	
OBusiness Process Alevo Object	Alevo Object Master Data Alevo Element Master Data	
Allevo Files	Workflow	
Maintain Alevo Files Manage Alevo Files in BDS Upload Alevo Master to BDS	Riger Planner's Agenda H: Allevo Studio Assign Task to Agenda Planning Calendar En Assign Distribution List	
Satelites	Tools	
Shuttle (Up-/Download of Sat. Data) Satelite Cockpt	Layout Overview Check Allevo Settings Export Group Hierarchy to File Maintain SAP Reporting Interface	
Interfaces		
Provide Cost Element Dynamics (ProCED) T Flexible Planning (FP) Alevo CO-PA	www.kem.ag	
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PLANNING ENTRY - SELECTION PARAMETERS

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💁 🍕 Status Managen	nent 💽 Satellites	🙀 Layouts 🛛 📮 Settings	
election			
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Fiscal year	2014	2	
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Group			
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Group Cost Element			
Group Cost Element	5		
Group Cost Element Cost Element Group	0		

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

vo layout: Cost Center Planning V ar: 2014 Version: 0 V up: From/to: 1000 Cost Center Description Name of resp. person Status IED PhDri PhS PhoR 2 KS 1000 Corporate Services Pfaehler V Set Status Set Status of al marked rows to 0 Released (6) 0 V Set Status of al marked rows to 0 Al 1 1 Inactive (0) 1 0 Read (2) 0 Al 1 Inactive (0) 1 0 Read (2) 0 Al 1 0 Read (2) Al 1 0 Re	is View					Status Overview		
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			Ok	Cancel 1 2 3				

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. \rightarrow 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.

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Allevo Cockpit (Controlling area 1000)		
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Object Type	Central Planning and Customizing	
Cost Center Cost Center Cost Center Project/WBS Element Order Profit Center Business Process Alevo Object Alevo Object Alevo Files Manage Alevo Files in BDS Upload Alevo Files in BDS Upload Alevo Master to BDS	(C) Kern AG, Germany MutbObject Planning MutbPage Planning Alevo Reporting Alevo Object Master Data Alevo Element Master Data Alevo Element Master Data MutbObject Master Data Alevo Studio Planner's Agenda Assign Task to Agenda Planning Calendar Assign Distribution List	
Satelites	Tools	
Shuttle (Up-/Download of Sat. Data) Satelike Cockpit Overview (Where Used) Copy Data to Backup Table	Layout Overview Check Alevo Settings Export Group Hierarchy to Fie Maintain SAP Reporting Interface	
Interfaces		
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SATELLITES

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Allevo Cockpit (Controlling area 1000)		
	Central Planning and Customizing	
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Cost Center	MultiObject Planning	
O Project/WBS Element	Le MultPage Planning	
🔘 Order	E Alevo Reporting	
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O Business Process	ode Alevo Object Master Data	
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llevo Files	Workflow	
Maintain Allevo Files	역 Planner's Agenda - Allevo Studio	
Manage Alevo Files in BDS	Assign Task to Agenda 🔋 Planning Calendar	
Upload Allevo Master to BDS	Assign Distribution List	
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T Flexible Planning (FP)		
Allevo CO-PA	KERN	
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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

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Allevo Cockpit (Controlling area 1000)		
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Object Type	Central Planning and Customizing	
Cost Center Project/WBS Element Order Profit Center Business Process Alevo Object	(C) Kern AG, Germany MutrObject Planning MutrDage Planning Alevo Reporting Alevo Object Master Data Alevo Element Master Data	
Allevo Files	Workflow	
Maintain Alevo Files Manage Alevo Files in BDS Lupload Alevo Master to BDS	Image: Specific stress Planner's Agenda Image: Specific stress Allevo Studio Assign Task to Agenda Image: Specific stress Planning Calendar Image: Specific stress Fill Assign Distribution List	
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Shuttle (Up-/Download of Sat. Data) Satelike Cockpit Verview (Where Used) Copy Data to Backup Table	Layout Overview Check Alevo Settings Export Group Hierarchy to Fie Maintain SAP Reporting Interface	
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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.

Allevo Edit Goto Syst	em <u>H</u> elp		Layout Edit Goto System	Help		
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Allevo - Cost Centers (Controlling area	1000)	Allevo: Maintenance of pla	anning templates		
🔓 🛷 Status Management	t 💽 Satellites	🖓 Layouts 🛛 🕽 Settings		anning templates		
election						
(C) Kern AG Germany			General attributes			
(c) Kelli AG, Gelillally			/ I	llevo layouts	💄 Admin. layout c	ontrol
Allevo layout	Cost Center Planning	~	BDGT			
Fiscal year	2014	-	Layo	ut access control	III Satelite access of	control
Version	000					
			Layout Utilities	Transmission (
Cost Center			Controlling Area	1000		
to			Object Type			
Group			Allevo layout	BDGT		
Cost Element			Settings	Export	🔁 Import	Copy
to						
Cost Element Group			BDS Utilities			
			Allevo Templates	60 Display	ラ Edit	🔁 Upload

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 (6).

By clicking on "Start", the .txt file will be saved to the chosen location (). You can now import the layout settings into another SAP system using the same approach via the generated file.

Download Layout Settings			
ource			
Controlling Area	Object Type	Layout	
1000 ~	Cost Center	✓ BDGT ☐ All layouts	
Farget			
File			
C:\Users\Test\Desktop\Exampl	e.txt		
avout Data			
AllocationSets		Constants	
AllocationSets		Constants	
Deb/Cred indicators		Texts of constants	
Activities			
Texts of AllocationSets		Others	
Value types		DynamicSets	
		1 to N planning	
TimeSets		LFN groups	
TimeSets		Cost element groups	
Activities		Activity type groups	
Texts of TimeSets		Rules for act. dep. planing	5
Value types		Authorization concept	
Deb/Cred indicators			_
Layout Independent Data			
Value categories		Rules for aut. entries in PCA	
		Start	Cancel

SETTINGS FOR YOUR ALLEVO LAYOUT

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		L		
			KERN	
Cost Center F	lanning	~	BDGT	
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000				
	Cost Center F	Cost Center Planning 2014 000	Cost Center Planning	Cost Center Planning V BDGT

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

Check licence 🔄 Display licence warn	ings 🚽 Upload constants 📲	Download constants 🛛 🖓 Cheo	k Constants 📑 Sat.Assistant 🏾 🕏 File	Assistant
	3		-	
DOG Cost Center Plan	Quick Start Al Basis	Workflow Performance Activities/F	Prices Names	
Constants (20/23)				
AlocationSets (9)		🗧 🖬 👘 🔮 🖹 🔳		
Object groups / 1:p (0)	Constant	Value from	Value to	Description/Comment
Cost element groups (0)	ACTIVE PROCED			Activate satelites for module ProCED
Alevo Master per object group (0)	ACTIVE_SAT	1	2	Activate satelites for current layout
Alevo Haster per object group (0)	BDS_ENABLED	x	BUDGET	Use BDS for Allevo template
Dynamicsets (3/6)	BEENDEN_TEXT		N	Text in popup at end of Allevo (2 textlines comma separated)
Pulse for activity dependent alegaine (1/0)	BUTTON_DAT_OPEN		x	Label of button "Open file"
Rules for activity dependent planning (1/0)	BUTTON_PLANDAT	post		Label of button "Save data to SAP"
Authorization concept (U)	BUTTON_PLAN_READ		x	Label of button "Update plan data"
• 🔟 Sun Tables	BUTTON REFDAT	read		Label of button "Read data from SAP"
	BUTTON SAT READ	Satelite: read		Label of button "Read satellites"
	BUTTON SAT SAVE	Satelite: write		Label of button "Save satelites"
	BUTTON STATUS		x	Disable the button "Status (used)"
	FILE TEMPLATE			Allevo file determination for master / template
	FLEX SCREEN FIELDS	1101111		Configure Fields for Objectselection
	LIC KEY	WORKSHOP		License key
	LINEITEM	2		Line Items View: type of tables displayed
	NO ZERO DELTA	x		Eliminate Zero Delta Planning (Read/compare before planning)
	OBJ SEL IN PANEL			Use object selection in Panel (Inplace)
	PROGRESS POPUP	N		Progress PopUn Activation
	READ ON OPEN	×		Reading Reference Data when Opening Allevo
	STATUS	×		Activating indiv. Status Management per Planning Lavout
	STATUS READ ALL	3		Read objects without status
	TARIE O PLAN	X		Planning Activities for KL Objects Without Prices
	TASK VARIANT ACT	II II		Active Variants to get Planner's Task List

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

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KS)					
ngs 🚽 Upload constants 🛛 🔚 Download constants	🚰 Check Constants	🔒 Sat.Assistant 🛛 🎐	File Assistant		
Quick-Start All Basis Workflow Performance	Activities/Prices Names				
Read Data	General Features				
Read data automatically on start-up	Split large object ranges at				
Read data automatically after planning	Display of line items		fitered corresponding TimeSet	/ AllocationSet	~
Use tree selection in panel	Start with cost element select	Start with cost element selection (MOD)		· · · ·	
Disposing					
Planning	2				
Disable info list in multipage					
Status	Excel template				
☑ Use layout dependent status	Use Allevo Name for temp	late			
Show status for Allevo planner, too	Vise Business Navigator for Template				1
Activities	Functions in tool bar				
Plan activity quantities without price	🗌 Open file		🖌 Read satellite	Satellite: read	
Relevant price indicators	Read Data from SAP	read	🐼 Save satelite	Satellite: write	
	Write Data to SAP	post	Read FP		
	🗌 Actualize data		ATDP Rules		_
	🗹 Close planning		🗹 Line items		-
	Image: Status Image: Status Image: Status Image: Status Plan activity quantities without price Relevant price indicators Image: Status	Image: Status Excel template Image: Status Image: Status Image: Status Excel template Image: Status Image: Status Image:	Image: Status Excel template Image: Status Excel template Image: Status Functions in tool bar Image: Status Image: Status Image: Status Functions in tool bar Image: Status Functions in tool bar Image: Status Image: Status Image: Status Functions in tool bar Image: Status Image: Status Image: Status Functions in tool bar Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status <td>Image: Status Excel template Image: Status Excel template Image: Status Excel template Image: Status Functions in tool bar Image: Status Image: Status Image: Status Image: Status Image: Status Excel template Image: Status Image: Status Image: Status Image: Status<td>Status Status Status Excel template Use layout dependent status Show status for Alevo planner, too Activities Intermediate without price Reed price indicators Read price Status Status Excel template Status St</td></td>	Image: Status Excel template Image: Status Excel template Image: Status Excel template Image: Status Functions in tool bar Image: Status Image: Status Image: Status Image: Status Image: Status Excel template Image: Status Image: Status Image: Status Image: Status <td>Status Status Status Excel template Use layout dependent status Show status for Alevo planner, too Activities Intermediate without price Reed price indicators Read price Status Status Excel template Status St</td>	Status Status Status Excel template Use layout dependent status Show status for Alevo planner, too Activities Intermediate without price Reed price indicators Read price Status Status Excel template Status St

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

TimeSet	A_01	Active definition	Read/Write	Read only	~							
			Function	0 Default	~							
Description												
Main settings			Time frame		1							
Value category	1 Actuals		From/to period/year	1 2012 - 7 2012								
Version from/to	0 -	0										
Main currency type	O Object	currency	Activate offset see A									
Delta planning			Offset (month,year)	0 0 0								
Reading			Comments									
Alevo Tables (Summarizati	ion)		Comment from	Year: Version:								
Reference if Stat. >= 3		for version, period, year	Comment if status >= 3	Year S3: Vers.S3:								
Refreshment type	Never r	efresh										
in connection with constant RE	EAD ON OPEN (va	lue to)										
Read object without assign	ed objects		Reporting									
Mix with TimeSet			Column sorting									
Switch sign of values			Adaptable columns									
Values in Excel	in in	1000 1000										
		1										
Debit/credit indicators	Т	ransactions	Value types	Record types	Record types							
D/C Description	B	Tran Description	VT Description	R Description								
	2222			****								

In the TimeSets, formerly column definitions, you will find the settings for reading and writing values from Allevo. Doubleclicking 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.

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TimeSets																									
ID TimeSet Descri	ot. Text	Activ	e F	V frV toV	frP frYr	toP toYr	S	М	Comm.f ComY CoV	D	Comm.3 CYS3 CV3 St. 3	3 R	Srt Adj. cols.	F	Off fr-p.	F	Off fr-yr.	т	Off to-p.	т	Off to-yr.	R	Add TS W	т	M Q BEKNZ VRGNG WRTTP RRCTY
A_00	Actuals	V	2	10 0	1 2007	7 2007		0					0		0		0		0		0		R		
A_01	Actuals	V	0	10 0	1 2006	12 2006		0					0		0	1	1-		0	V	1-		R		
F_00	Plan	V	0	200	1 2007	12 2007		0					0	1	0		0	1	0	1	1-		W		
F_00_D	Plan	V	0	200	1 2007	12 2007		0					0		0		0		0	V	1-		X		
F_00_R	Plan	1	0	200	1 2007	12 2007		0		E	F_00	0	0	1	0	1	0		0	1	0		A_00 R		
P_00	Plan	V	0	200	1 2007	12 2007		0					0	1	0	1	0		0	V	0		R		
P_01	Plan	\checkmark	1	200	1 2008	12 2008		0					0		0		0		0		0		Х		الحصار ومعار ومعد إحدها مراجع الم
P_01_D	Plan	V	0	200	1 2008	12 2008		0					0		0		0		0	\checkmark	0		Х		
P_02	Plan	\checkmark	0	200	1 2009	12 2009		0		E			0		0		0		0	1	1		X		

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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.

Allevo Agenda					
🚱 🎝 🖺 Copy Entries ,	🗐 Maintain in Excel	Export	🔁 Import	Ref.User	
-					
Agenda tasks for:	SMITH	Danny Smith			
Filter in actual list:	no Filter	~			
	🗄 🔁 🚰 🔚 🛟 Status	info \delta Close P	lanning 🔝 Allev	vo (Details)	
List of Allevo relevant tasks: p	lease start with double click	l.			
🛃 Hd. Stat. COAr Short Name	Task/Var. Year Vsn St S	t Layt Text TA C	Code Sort Pers.	Resp. User Resp.	
+ 🔶 1000 1000 0	Corporat 2023 P00	ER. MFN KSM	ZFA Pfaeh	ller	

