|  |  |
| --- | --- |
|  |  |
| Master Data Script  SAP S/4HANA - 18-09-20 | public |
| Create Asset (BNI) |

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# Purpose

A fixed asset is an object, a right, or another item owned by an enterprise that is intended for long-term use and can be individually identified in the balance sheet. Maintaining fixed assets involves creating, changing, and displaying asset master records.

The different items of information are structured according to area of use and functions in the system to make it easier for users to create, maintain, and evaluate master data.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Asset Accountant | SAP\_BR\_AA\_ACCOUNTANT | Fixed Assets | SAP\_BR\_AA\_ACCOUNTANT |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |

## Required Organizational Units

Fixed asset master data is dependent on the organizational unit of the company.

The following table gives an overview of this organizational unit:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| Company Code Data | Company Code | ID, Description, Cost Center, and so on | Company code data can exist for every company code ID of your enterprise structure for which the fixed asset master record is used. | <your company code> |

## Mandatory and Optional Master Data

Fixed asset master data records may refer to other master data. The following table gives an overview of optional and mandatory master data objects to be used in a fixed asset master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Cost Center | In the asset master, you find the entry of cost center in the Time-dependent tab. | Mandatory | In order to enter the fixed asset's cost center, you must have created the cost center before. In the fixed asset master records, you can then enter the actual cost center. |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a fixed asset master data record:

### Asset Classes and Number Ranges

Asset classes determine the number ranges for the fixed asset master record IDs. You cannot change the assignment or IDs afterwards, but only transfer it to another fixed asset master record created for another asset class. If an asset class is assigned to an internal number range, you cannot enter the asset master record ID manually. In this case, leave the field blank as the system automatically chooses a number from the assigned numeric number range.

The following asset classes and corresponding number ranges are defined for fixed assets in company code 1010:

|  |  |  |
| --- | --- | --- |
| Asset Class | Number Range / Asset Master record ID | Comments |
| 1000 | Internal numeric number range:  10000000 – 19999999 | Real Estate and Similar Rights |
| 1100 | Internal numeric number range:  10000000 – 19999999 | Buildings |
| 1200  Not Relevant For All Countries/Regions | Internal numeric number range:  10000000 – 19999999 | Land Improvements |
| 1500  Not Relevant For All Countries/Regions | Internal numeric number range:  10000000 – 19999999 | Leasehold Improvements |
| 2000 | Internal numeric number range:  20000000 – 29999999 | Machinery and Equipment |
| 3000 | Internal numeric number range:  30000000 – 39999999 | Fixtures and Fittings |
| 3100 | Internal numeric number range:  50000000 – 59999999 | Vehicles |
| 3200 | Internal numeric number range:  60000000 – 69999999 | Computer Hardware |
| 3210 | Internal numeric number range:  60000000 – 69999999 | Computer Software |
| 3300 | Internal numeric number range:  30000000 – 39999999 | Office Equipment |
| 4000 | Internal numeric number range:  40000000 – 49999999 | Assets under Construction |
| 4001 | Internal numeric number range:  40000000 – 49999999 | AuC as Investment Measure |
| 5000 | Internal numeric number range:  80000000 – 89999999 | Low-value Assets |
| 8200 | Internal numeric number range:  90000000 – 99999999 | Goodwill |
| 8300 | Internal numeric number range:  80000000 - 89999999 | Other Intangible Assets |
| 9000 | Internal numeric number range:  90000000 - 99999999 | Tax only Assets |

## Preliminary Steps

### Validate Asset Accounting System Readiness

#### Confirm Takeover Date Information

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you confirm values for data takeover date, status, and document type for entering legacy assets.

Note After the initial content activation is finalized, you must define a take-over date. This defines the current fiscal year and last closed fiscal year in Asset Accounting. The takeover date is critical for system processing, as it identifies the point in time that old asset values are loaded. For Cloud systems, this is usually the prior year end day. For example, if the system is in FY-2017 and the company is on a standard calendar Fiscal Year, the TAKEOVER DATE is 12/31/2016.

Caution This implies the loading of old legacy assets is as of the Year End 2016.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process Step# | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log into the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the Fiori App | Open Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP). | The Display Settings for Company Code in Asset Accounting screen is displayed.  To switch between change and display mode, choose Change / Display. |  |
| 3 | Select Company Code | Select your company code on the left side of the screen and choose Select Company Code. |  |  |
| 4 | General Settings | Choose the General Settings tab. |  |  |
| 5 | Check the General Settings | Check the status for your Company. | The General Information tab shows your Company Code settings. The Company Code Status should be For Testing. |  |
| 6 | Maintain Parameters for Legacy Data Transfer | In the Legacy Data transfer section, check or change the following entries:  Note If required, create a new legacy transfer segment first by choosing Create legacy transfer segment.  Transfer Date: for testing purposes set this date to the LAST DAY of the PRIOR FISCAL YEAR END  Legacy Data Transfer Status: for testing purposes set this status to ONGOING (Other Postings Allowed)  Document Type: for testing purposes set this to AA  Note For the Transfer Date value, this is usually a year end date for a prior year. If you are instructed to use a mid-year date, this would be a month-end date. The date should always move forward (do not change it backward).  Note For the Legacy Data Transfer Status value, you have four options:   * In Preparation: The system allows incomplete customizing settings for the legacy data transfer (No document postings are allowed at this phase.) * Ongoing: Only legacy data transfer postings are permitted (For example, other types of postings, acquisition, retirements are not permitted.) * Ongoing (Other Postings Allowed): Both legacy data transfer postings and other postings are permitted. This status makes sense when you perform further legacy data transfers in a company code that is already productive. * Completed: The legacy data transfer is completed. Legacy Data Transfer postings are not allowed and you are not allowed to create legacy assets. |  |  |
| 7 | Save the Changes | Choose More > General > Save. |  |  |

#### Confirm Run of Balance Carry Forward for Current Fiscal Year

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you confirm that Balance Carry Forward has been run for the current fiscal year.

Note If your implementation does not use a specific ledger, disregard that ledger.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process Step# | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the Fiori App | Open Carry Forward Balances (F1596). | The Balance Carryforward (CXS1) screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:  To Fiscal Year: Current year  Caution The above FY should be the current fiscal year. Do not enter a future year unless you are closing the current year in this system. Do not enter a future year unless you understand the consequences.  Company Code: <company code>  Ledger: 0L for leading ledger with local GAAP | The status of the item is displayed under the TO DO section.  If the balance carry-forward was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name). |  |
| 4 | Start | Select the following three sections to determine in which section an entry is displayed. Execute the required steps according to each section:  From the TO DO section:   * Select the items and choose Carry Forward.   From DONE section:   * If the value in the Posting after Carryforward field is greater than 0, select the items and choose Rerun. * If the value is 0, select a different fiscal year or company code and start the test again. | The status of the item is displayed under the TO DO section.  If the balance carry-forward was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name). |  |
| 5 | Preview | Select Refresh and choose PREVIEW. | The status of the item displays under PREVIEW. |  |
| 6 | Execute | Select the checkboxes for the items under Status PREVIEW and choose Run changes. | The status of the item displays under DONE. During this process, the profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year. |  |
| 7 | Repeat | Repeat steps 3 to 6 for each additional ledger (0L, 2L). | NOTE successful completion for each ledger:  0L \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2L \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

# Overview Table

This scope item consists of the process steps that are listed in the following table:

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Asset](#unique_12) [page ] 13 | Asset Accountant | Create Asset (AS01) | Fixed Asset Master is created on Company Code (Chart of Depreciation) level. |
| [Change Asset](#unique_13) [page ] 15 | Asset Accountant | Display Asset Master Worklist (F1592) | Fixed Asset Master is updated. |
| [Display Asset](#unique_14) [page ] 16 | Asset Accountant | Display Asset Master Worklist (F1592) | Fixed Asset Master is displayed. |
| [Block Assets](#unique_15) [page ] 17 | Asset Accountant | Display Asset Master Worklist (F1592) | Fixed Asset is blocked. |
| [Delete Asset](#unique_16) [page ] 18 | Asset Accountant | Display Asset Master Worklist (F1592) | Fixed Asset Master is deleted. |
| [Create Asset Subnumber](#unique_17) [page ] 20 | Asset Accountant | Create Asset Subnumber (AS11) | Subnumber is created. |
| [Change Documents For Asset Master Record](#unique_18) [page ] 22 | Asset Accountant | Change Documents - For Asset Master Record (S\_ALR\_87012037) | All past changes of an existing asset master data record (main or subnumber) are displayed. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Create Asset

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can create a new asset main data record as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Asset (AS01). | The Create Asset: Initial screen displays. |  |
| 3 | Enter Asset Master Details | Choose Create - Master Data.  Make the following entries:  Post-capitalization: <Only required if you want to use this master record to post a post-capitalization>  A reference asset master data can be used. If this is need the asset to be used as reference should be entered in Asset Main Number under section Reference.  Press Enter. | The Create Asset: Initial screen displays. The General tab is displayed. |  |
| 4 | Enter Asset Description and Base Unit of Measure | Make the following entries:  Description: <Your asset description>  Base Unit of Measure: <The required unit of measure will be entered> |  |  |
| 5 | Time Dependant Data | Choose the Time Dependant Data tab. | The Time Dependant Data tab is displayed. |  |
| 6 | Enter Cost Center | Make the following entries:  Cost Center: <your cost center> |  |  |
| 7 | Capitalization Date | You only need to enter the Capitalized on date if the asset was created with the post-capitalization indicator.  Capitalized on: <Your capitalization date> |  |  |
| 8 | Check Other Tabs | Go to the other tabs, and make any necessary entries or changes. |  |  |
| 9 | Enter, Check or Adapt Depreciation Parameters | Make the following entries for all available depreciation areas.  DKey: <Your depreciation key>  UseLife: <Useful life in years>  Prd: <Useful life in periods> | All required depreciation parameters are correctly maintained. |  |
| 10 | Save New Asset Master | Save your entries. | The asset master record is created. The system message confirms creation and displays the new asset number. |  |

## Change Asset

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can change an existing asset master data record (main or subnumber) as part of your daily business.

Note Changing the asset class is only possible via an intra-company transfer to a new asset master record created within the new asset class.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display Asset Master Worklist (F1592). | The Manage Fixed Asset displays. |  |
| 3 | Enter Asset Information | Make the following entries:  Company Code: <Your company code>  Asset: <Your asset number>  Choose Go.  Select your Asset Number, from the table by using the link with your asset number.  In the next screen, choose Edit. | The Change Asset: Master Data screen displays.  Note Display, change, and delete capabilities are available by first, selecting the asset, and then choosing the action to be displayed in the dialog box, followed by selecting that action again. |  |
| 4 | Change Asset Master | Make any changes to the asset master data. | The field values are modified. |  |
| 5 | Save Changed Asset Master | Save your entries.  Note System displays Success notification. Verify your changes. | Asset master changes are saved.  The changes performed are displayed under the Change Document tab. |  |

## Display Asset

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can display an existing asset data record (main or subnumber) as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display Asset Master Worklist (F1592). |  |  |
| 3 | Enter Asset Information | Make the following entries:  Company Code: <Your company code>  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Choose Go.  Select your Asset Number, from the table by using the link with your asset number.  Review your asset master record by selecting each Tab page. |  |  |

## Block Assets

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you lock an existing asset master data record (main or subnumber) for further acquisitions.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Display Asset Master Worklist (F1592). | The Manage Fixed Asset screen displays. |  |
| 3 | Enter Asset Information | Make the following entries and choose Go:  Company Code: <Your company code>  Asset: <Your asset number> | The Block Assets: Processing screen displays. |  |
| 4 | Set the Lock Indicator | Select your Asset Number, from the table by using the link with: your asset number.  In the new screen choose Locked to acquis and Save. | The lock indicator is set. |  |
| 5 | Save Asset Master Lock | Save your entries. | The asset is locked against further acquisitions.  The changes performed are displayed under the Change Document tab. |  |

## Delete Asset

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can delete an existing asset master data record (main or subnumber).

Note Only assets without capitalization date and without values can be deleted directly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display Asset Master Worklist (F1592). |  |  |
| 3 | Enter Asset Information | Make the following entries and choose Go:  Company Code: <Your company code>  Asset: <Your asset number> |  |  |
| 4 | Set the Deletion Indicator | Select your Asset Number, and choose Delete. | The indicator is set. |  |
| 5 | Select Physically Delete Asset | In the new screen, select Physically Delete Asset. |  |  |
| 6 | Confirm | Confirm the warning message raised in the screen Delete - Are you sure you want to delete this asset master?. Choose Delete. |  |  |

## Create Asset Subnumber

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can create a new asset subnumber data record as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Asset Subnumber (AS11). | The Create Subnumber: Initial screen displays. |  |
| 3 | Enter Main Asset Reference | In the screen Manage Fixed Asset, choose Create Asset - Create Asset Subnumber.  Make the following entries and press Enter.  Company Code: <Your company code>  Asset <Asset main number for which you want to create subnumber>  Post-capitalization: <Only required if you want to use this master record to post a post-capitalization> | The Create Asset: Master data screen displays.  The General tab is displayed. |  |
| 4 | Asset Description and Unit of Measure | Make, check, or adapt the following entries: |  |  |
| 5 | Capitalization Date | You can only enter the Capitalized on date if the asset was created with post-capitalization indicator.  Description: <Your asset description>  Capitalized on: <Your date> |  |  |
| 6 | Time Dependant Data | Choose the Time Dependant Data tab. |  |  |
| 7 | Cost Center or WBS\_Element | Make, check, or adapt the following entries:  Cost Center: <Your cost center>  Or WBS\_Element: <your WBS Element> |  |  |
| 8 | Check Other Tabs | Go to the other tabs and make any necessary entries or changes. | All required asset master fields are filled. |  |
| 9 | Enter, check or adapt Depreciation Parameters | For all available depreciation areas, if required, make or adopt the following entries:  DKey: <Your depreciation key>  UseLife: <Your useful life in years>  Prd: <Your useful life in periods> | All required depreciation parameters are correctly maintained. |  |
| 10 | Save New Asset Subnumber | Save your entries. | The asset master subnumber is created.  Subnumbering starts with 1, for example xxxxx-1. |  |

## Change Documents For Asset Master Record

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you can display all past changes of an existing asset master data record (main or subnumber).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Change Documents - For Asset Master Record (S\_ALR\_87012037). | The Manage Fixed Asset screen displays. |  |
| 3 | Enter Asset Information | Make the following entries and choose Go:  Company Code: <Your company code>  Asset number: <Your asset number>  Asset Subnumber: <Your asset subnumber> | In the new screen, select the Change Documents tab. |  |

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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