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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Accounting and Financial Close - Group Ledger IFRS (1GA\_DE) |

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# Purpose

General Ledger Accounting provides a comprehensive overview of external accounting and accounts and supports parallel accounting.

General Ledger Accounting serves as a complete record of all business transactions, providing a centralized, up-to-date reference for the rendering of accounts. Actual individual transactions can be checked at any time in real-time processing by displaying the original documents, line items, and transaction figures at various levels to support parallel accounting. These transactions include:

Manage Journal Entries, Post with Clearing for Ledger Group, Run Automatic Clearing Specific to Ledger Groups, Trial Balance Comparison, and Financial Statement Ledger Comparison.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# 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 |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| General Ledger Accountant for Germany | SAP\_BR\_GL\_ACCOUNTANT\_DE |  |  |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC | Business Process Management | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |

## Master Data and Organizational Data

Default Values

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and suppliers, for example, depending on the operational focus of your company.

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Additional Default Values

You can test the scope item with other SAP Best Practices default values that have the same characteristics.

Check your SAP system to find out which other material master data exists.

Using Your Own Master Data

You can also use customized values for any material or organizational data for which you have created master data. For more information on how to create master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data | Sample Value | Details | Comment |
| Company Code | 1010 |  |  |
| Chart of Accounts | YCOA |  |  |
| Controlling Area | A000 |  |  |
| Cost Center | 10101001 |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| BNH | Create Profit Center |

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Items | Business Condition |
| J58 - Accounting and Financial Close | You must complete the test procedures in the J58 test script. |

# Overview Table

This scope item consists of several process steps provided in the following tables.

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 |
| [Verify General Journal Entries for Ledger Group](#unique_8) [page ] 10 | General Ledger Accountant | Define Responsibilities (FDC\_ACC\_VER\_RESP) | The journal entry is checked. |
| [Approve Verify General Journal Entries (for Processor- Inbox)](#unique_9) [page ] 14 | General Ledger Accountant | Verify General Journal Entries For Processor (Inbox) (F2728) | All documents received for approval are displayed. |
| [Reject Verify General Journal Entries (for Processor- Inbox)](#unique_10) [page ] 16 | General Ledger Accountant | Verify General Journal Entries For Processor (Inbox) (F2728) | All documents checked by the user are displayed. |
| [Edit a Rejected Verify General Journal Entry (Requester)](#unique_11) [page ] 17 | General Ledger Accountant for Germany | Verify General Journal Entries - For Requester (F2547) | All submitted documents are displayed. |
| [Parked Journal Entry Changes](#unique_12) [page ] 18 | General Ledger Accountant | Parked Journal Entry Changes (FBV5) | The changes in parked G/L journal entries are displayed. |
| [Post General Journal Entries](#unique_13) [page ] 19 | General Ledger Accountant | Post General Journal Entries (F0718) | The General Ledger Accountant Journal Entry is posted. The system has automatically added the Input tax amount. |
| [Manage Journal Entries](#unique_14) [page ] 21 | General Ledger Accountant | Manage Journal Entries (F0717) | The Journal Entry has changed. |
| [Display G/L Account Balances](#unique_15) [page ] 22 | General Ledger Accountant | Display G/L Account Balances - China (F2141) | The balances for every period in the year are displayed. |
| [Display Line Item Entry](#unique_16) [page ] 23 | General Ledger Accountant | Display Line Item Entry (F2218) | The G/L Account Line Items- G/L View screen displays. |
| [Display Line Items in General Ledger](#unique_17) [page ] 24 | General Ledger Accountant | Display Line Items in General Ledger (F2217) | A list of all relevant line items is displayed. |
| [Audit Journal](#unique_18) [page ] 26 | General Ledger Accountant | Audit Journal (F0997) | The correctness of the auditing reports is ensured. |
| [Journal Entry Analyzer](#unique_19) [page ] 28 | General Ledger Accountant | Journal Entry Analyzer (F1035) | The summation of amount and quantity of all selected journal entries according to various fields is displayed. Amounts are shown in different currencies (company code currency, document currency, global currency, and so on). |
| [Clear G/L Accounts - Manual Clearing with Ledger Group](#unique_20) [page ] 29 | General Ledger Accountant | Clear G/L Accounts - Manual Clearing (F1579) | The ledger-specific open items selected in the account have been cleared. If a difference is determined, a residual item or a new open item is created. |
| [Clear Open Items Automatically For Ledger Group](#unique_21) [page ] 32 | General Ledger Accountant | Post General Journal Entries (F0718) | The ledger-specific open items selected in the account have been cleared. |
| [Reset Cleared Items](#unique_22) [page ] 35 | General Ledger Accountant | Reset Cleared Items (F2223) |  |
| [Manage Journal Entries](#unique_23) [page ] 36 | General Ledger Accountant | Manage Journal Entries (F0717) |  |
| [Perform Foreign Currency Valuation](#unique_24) [page ] 37 | General Ledger Accountant | Post General Journal Entries (F0718) | Foreign currency postings are represented with 'current date |
| [Post Currency Adjustments](#unique_25) [page ] 40 | General Ledger Accountant | Post Currency Adjustments (F1606) | You posted adjustments to account balances for foreign currencies. |
| [Regroup Receivables/Payables](#unique_26) [page ] 42 | General Ledger Accountant | Regroup Receivables / Payables (FAGLF101) |  |
| [Process Batch Input Session](#unique_27) [page ] 44 | General Ledger Accountant | Process Batch Input Session (SM35) |  |
| [Cash Flow Statement](#unique_28) [page ] 45 | General Ledger Accountant | Cash Flow Statement - Indirect Method (F3076) |  |
| [Trial Balance](#unique_29) [page ] 47 | General Ledger Accountant | Trial Balance (F0996A) |  |
| [Trial Balance Comparison](#unique_30) [page ] 48 | General Ledger Accountant | Trial Balance Comparison (F2767) |  |

# Test Procedure

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

## Verify General Journal Entries for Ledger Group

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 enter a journal entry to be checked before final posting. You can check the status of the journal entries submitted for verification in various tabs: All, Submitted, Rejected, and Others. For those rejected, you can edit and submit again for approval to Processor.

Journal entries with status Submitted are not posted yet. Once approved by the processor, the journal entry is posted automatically. To view the posting, use the SAP Fiori App Manage Journal Entries (F0717).

Prerequisites

You must activate approval workflows and define responsibility for rules used in workflow steps and assign users to responsibilities.

Prerequisite 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access SAP Fiori App | Open Manage Workflows for General Journal Entry Verification (F2720). | The Manage Workflows view displays. |  |
| 3 | Create Workflow | Choose the Add button. | The New Workflow view displays. |  |
| 4 | Enter Workflow Details | Make the following entries and choose Save:Header tab:Name: for example, Journal entry verificationStep Properties tab:Description: for example, Company code = 1010 Amount >=100 Account Group = FINStart Conditions tab: (add the following preconditions)Company code: 1010Threshold amount in company code currency: for example, 100Account group: FINStep Sequence tab: (choose Add to add the first sequence step)Step type: Verify General Journal EntryChoose Add.Add a second sequence step.Step type: Post General Journal EntryChoose Add. | You saved the workflow. |  |
| 5 | Activate Rule | Choose Save, then choose Activate. | The workflow journal entry verification is activated.Note You can create and activate multiple approval level workflows for G/L account groups, threshold amounts, and cost centers at the company code level. |  |

Prerequisite 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access SAP Fiori App | Open Manage Team and Responsibilities for General Journal Entries Verification (F3932). |  |  |
| 3 | Create Team | Choose Create. | The Team view displays. |  |
| 4 | Enter Team Details | Make the following entries:General Information tab:Name: for example, General Journal Entry VerifierStatus: Ready to useType: FGLVG (FI general journal entry verification) |  |  |
| 5 | Enter Team Details | Choose the Team Members tab. |  |  |
| 6 | Enter Team Details | Choose Create. | The Select: Business Partner view is displayed. |  |
| 7 | Enter Team Details | Make the following entries and choose Save:Business Partner: For example, the local gl\_accountant userFunction: FGJEV\_L1 (Group 1 for Verifying G/L journal entries) | The Responsibility for the general journal entries approval workflow is defined. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access SAP Fiori App | Open Verify General Journal Entries - For Requester (F2547). |  |  |
| 3 | Select Journal Entry | Make the following entry and choose Go.Company Code: 1010 | All company code journal entries are displayed under different tabs.Note There are four tabs displaying journal entries in their various states: all, submitted, rejected, and others. |  |
| 4 | Access the Post General Journal Entries App | Choose the Add button. | The Post General Journal Entries (F0718) screen displays. |  |
| 5 | Enter Journal Entries Header Data | In the Header pane, make the following entries:Journal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: SACompany Code: 1010Transaction Currency: EURLedger Group: <Ledger Group number; for example, 2L for IFRS> |  |  |
| 6 | Enter Line Item Data | In the Line Items pane, make the following entries:G/L Account: for example, 63003000Debit: 100Tax Code: V1 (if required for ledger group. Not required for 2L)Cost Center: for example, 10101101G/L Account: for example, 11002000Credit: <amount>Value Date: Today's date |  |  |
| 7 | Submit | Choose Submit. | The journal entry is submitted for verification. |  |
| 8 | Create a Second Document to be Verified | Repeat steps 4 to 7. |  |  |

## Approve Verify General Journal Entries (for Processor- Inbox)

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

You receive journal entries to be checked before final posting. After checking the journal entries you can either approve or reject with a comment or reason. Once a journal entry has been selected and approved, it disappears from the list. If a journal entry is approved, posting of an FI journal entry is automatically triggered.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Verify General Journal Entries For Processor (Inbox) (F2728). | The My Inbox view displays. |  |
| 3 | Approve Journal Entries | Select the journal entry to be approved and choose Approve. | The journal entry is approved and posted.Note All approved journal entries are displayed in the Verify General Journal Entry for Processor (Outbox) app as well as in the Verify Journal Entries app. |  |
| 4 | Home | To return to the SAP Fiori launchpad, choose Home. |  |  |
| 5 | Access the SAP Fiori App | Open Manage Journal Entries (F0717). |  |  |
| 6 | Display Posted Journal Entry | Make the following selections, and choose Go:Company Code: 1010Ledger Group: <Ledger group number; for example, 2L for IFRS>Journal Entry Type (optional): for example, SAJournal Entry:Document Date: (optional): <date>Period (optional): <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> | The approved journal entry is listed. |  |

## Reject Verify General Journal Entries (for Processor- Inbox)

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

You receive journal entries to be checked before final posting. After checking the journal entries you can either approve or reject with a comment or reason. Once a journal entry has been selected and rejected, it disappears from the list and goes back to the requester.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Verify General Journal Entries For Processor (Inbox) (F2728). | The My Inbox view displays. |  |
| 3 | Reject Journal Entries | Select the journal entry to be rejected and choose Reject. | The Submit Decision dialog box displays. |  |
| 4 | Reject Journal Entries | Make the following entries and choose Submit:Note: Change G/L 1001000 to 12540000 | The journal entry is rejected. |  |

## Edit a Rejected Verify General Journal Entry (Requester)

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

The journal entries must be checked before final posting. The journal entry you submitted is rejected. To be approved and posted, you must make the changes requested by the approver.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Verify General Journal Entries - For Requester (F2547). | The Verify Journal Entries view displays. |  |
| 3 | Select Journal Entry | Make the following entry and choose Go.Company Code: 1010Ledger Group: <Ledger group number; for example, 2L for IFRS>Note To see more fields to filter on, choose Adapt Filters and search for field names that are not displayed in the standard view. | The journal entries are listed. |  |
| 4 | Edit Rejected Journal Entry | Choose the Rejected tab. | The Journal Entries pane shows only the rejected journal entries. |  |
| 5 | Edit Rejected Journal Entry | Select the journal entry to be edited and choose Edit. |  |  |
| 6 | Edit Rejected Journal Entry | Change the journal entry based on the comments entered (for example, change G/L account 10010000 to 12540000) and choose Submit. | The changed journal entry is resubmitted for approval. |  |

## Parked Journal Entry Changes

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

You can use document parking to enter and store (park) incomplete documents in your system without carrying out extensive entry checks. Parked documents can be completed, checked, and then posted at a later date or deleted - if necessary by a different accounting clerk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Parked Journal Entry Changes (FBV5). | The Parked Document Changes Initial screen displays. |  |
| 3 | Select Parked Document | Make the following entries and choose Continue:* Company Code: 1010
* Document Number: <document number from the Edit a Rejected Verify General Journal Entry (Requester) step>
* Fiscal Year: <current fiscal year>
 | The changed fields in the parked document are shown. |  |
| 4 | Select Field | Select the field name to see changes (for example, Cost Center or Document Header). | The changes in your parked document are displayed. |  |

## Post General Journal Entries

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

You receive G/L account documents that must be posted manually in the system.

When posting to the balance sheet accounts only, make an entry in the Segment field. If the field is left blank, segment 1000\_C is defaulted and must be reconciled.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries Header Data | In the Header pane, make the following entries:* Journal Entry Date: <current date>
* Posting Date: <current date>
* Period: <period>
* Journal Entry Type: SA
* Company Code: 1010
* Transaction Currency: EUR
* Ledger Group: <Ledger group number> for example, 2L for IFRS
 | The General Ledger Accountant account document is posted. The system has automatically added the Input tax amount.Note Document Type AD can be used to enter accruals/deferrals into the system. |  |
| 4 | Enter Line Item Data | In the Line Items pane, make the following entries:* G/L Account: for example, 63002000
* Debit: 100
* Cost Center: for example, 10101101
 |  |  |
| 5 | Add New Line Item | Choose the Plus+ button to create a new line. |  |  |
| 6 | Enter Line Item Data | In the Line Items pane, make the following entries:* G/L Account: for example, 10010000
* Credit: <amount>.
 |  |  |
| 7 | Post | Choose Post. | The journal entries are posted. |  |

## Manage Journal Entries

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 General Ledger Accounting, you can use this app to display, change, or reverse a document. In this activity, you use it to display a document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entries (F0717). |  |  |
| 3 | Select Journal Entry | Make the following entries and choose Go:* Company Code: 1010
* Ledger Group: <Ledger group ID, such as 2L for IFRS Leger Only>
* Journal Entry Type (optional): for example, SA
* Journal Entry:
* Journal Entry Date (optional): <date>
* Period (optional): <period>
* Fiscal Year: <year of posting document>
* Posting Date (optional): <date>
 | The Manage Journal Entries (F0717) screen displays the selected documents in the Journal Entries list. |  |
| 4 | Select Option | In the Journal Entries list, click the journal entry number.Note Do not select the checkbox to the left of the journal entry number. Click the actual number. | The Journal Entry info box displays. |  |
| 5 | Display Document | Select an option from the displayed list.Caution Do not reverse or reset the posting as it is needed for the following steps. | The Journal Entry screen displays the document details. |  |

## Display G/L Account Balances

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 view the general ledger account balances.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display G/L Account Balances (F0707). | The G/L Account Balances view displays. |  |
| 3 | Enter Account Details | Make the following entries and choose Go:Ledger: <Ledger ID, such as 2L for IFRS>Company Code: 1010G/L Account: for example, 10010000Fiscal Year: <year> of posting documentPeriod From: <from date>Period To: <to date> | The account balances show in the Balances pane. If you want to change the currency used for the balances, select the desired currency from the Currency dropdown. |  |

## Display Line Item Entry

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 display and change line items in a General Ledger account.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Line Item Entry (F2218). |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:* Company Code: 1010
* Account: an open item managed account, for example, 11001010
* Status: Open items
* Open on Key Date: <Current date>
* Chart of Accounts: for example, YCOA

Note You cannot change accounts, amounts, tax amounts, or tax codes. If you receive an error regarding document contents after posting, you must reverse it. | A list of line items displays. You can choose any of the journal entries links to view or further process the line item. |  |

## Display Line Items in General Ledger

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 display open, cleared, or all line items of G/L accounts in reporting view.

Additionally, the reporting view offers the following functions:

* Specify the ledger from which to display the line items. The line items displayed are combined from the documents in the entry view and the reporting view.
* With the custom selections, you can also make selections using general ledger account assignments (General Ledger Line Items).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Line Items in General Ledger (F2217). |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:Ledger: 2L for IFRS ledgerCompany Code: 1010Account: an open item managed account, for example, 11001010Status: <Open items>Open on Key Date: <Current date> | A list of line items displays. |  |

## Audit Journal

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

With this app, you can run various auditing reports to ensure the correctness of your journal. This report has the following key features:

|  |  |
| --- | --- |
| Feature/Report | Description |
| Compact Journal | Provide an overview of journal entries that are entered within a given time period |
| Journal | List all journal entries that are entered within a given time period, and navigate to the Manage Journal Entries (F0717) app |
| Display Document Changes | Show logs for changes that are made to journal entries since they are posted |
| Check Multireferenced Invoices | List invoices if they are referenced in multiple journal entries |
| Check Gaps in Document Numbers | Display all gaps that occur within a given time period |
| Display Update Terminations | Display all system terminations that occur within a given time period |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Audit Journal (F0997). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:Note To select values, select the appropriate checkbox. If the values are not available, enter the value in the Key field.Company Code: 1010Fiscal Year: <Current fiscal year>Ledger: 2L for IFRS Ledger | The compact journal entries are displayed. |  |
| 4 | Display Changes to Journal Entries | Choose the Display Journal Entry Changes button.Review the report, and go back. | The report shows logs for changes made to journal entries after initial posting. |  |
| 5 | Check Multireferenced Invoices | Choose the Check Multi-Referenced Invoices button.Review the report, and go back | The report lists invoices when referenced in multiple journal entries. |  |
| 6 | Check Gaps in Journal Entry Numbering | Choose the Check Gaps Journal Entry Numbering button.Review the report. | The report displays all gaps that occur within a given time period. |  |
| 7 | Display Updated Terminations | Choose Display Updated Terminations.Note The button is only enabled if there are termination errors. |  |  |
| 8 | Display Updated Terminations | Make the following entries and choose Go:Creation date: Time periodCheck the report and go back. | The report displays all system terminations that occur within a given time period. |  |

## Journal Entry Analyzer

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

The journal entry analyzer provides an overview of cumulated amounts of selected journal entries on G/L accounts. This can be grouped by various fields from the header or line item segment, such as company code, fiscal year, posting date, business area, functional area, or profit center.

Prerequisite

Journal entries are posted to the G/L accounts and the posting period that is selected in the report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Journal Entry Analyzer (F1035) | The Prompts screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:Company Code: 1010Ledger Fiscal Year: <Current year>Ledger: 2L for IFRSFiscal Period: for example, the current period | The system displays cumulated amounts and quantity of selected journal entries grouped by company code, G/L account, and posting date. The amounts are listed in different currencies. |  |
| 4 | Add Field | From the Dimensions panel, drag and drop fields on both the row and column axis.For example, Cost Center. | The list is refreshed and the new field is shown. |  |

## Clear G/L Accounts - Manual Clearing with Ledger Group

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

The transaction is used to manually clear ledger-specific open items. If the balance of the items to be cleared is not 0, you can create a residual item for overpayments/ underpayments.

Prerequisites

You must post a Credit and Debit position to a G/L account where ledger-specific clearing is enabled.

For example, use account 24031100, Pension Provision ledgerspec (which has ledger-specific OI management) and post:

1. Debit 61060000 (Payroll Exp. Pension) with cost center 10101101 to Credit 24031100 (Pension Provision ledgerspec.)
2. Debit 24031100 (Pension Provision ledgerspec.) to Credit 12550000 (Unbilled Revenue)

Caution Both postings must contain a specific ledger group! See Post General Journal Entries or a similar step. Note that the amounts for both postings should be the same, so that a clearing is possible.

Prerequisites

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries | Make the following entries:Header* Journal Entry Date: current date
* Posting Date: current date
* Period: period
* Journal Entry Type: SA
* Company Code: 1010
* Transaction Currency: EUR
* Ledger Group: 2L

Line 1* G/L Account: for example, 61060000
* Debit: <amount>, for example, 100
* Cost Center: 10101101

Line 2* G/L Account: for example, 24031100
* Credit: <amount>, for example 100
 |  |  |
| 4 | Post | Choose Post. | The journal entries are posted. |  |
| 5 | Enter Second Document | Repeat Steps 3 and 4 for account 24031100 (debit) with amount, for example, 100 and account 12550000 (credit) with amount, for example, 100, a tax code, and item text, for example, Test. |  |  |

Procedure

Ensure there is a posting to an account that is open item managed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Clear G/L Accounts - Manual Clearing (F1579). |  |  |
| 3 | Enter Selection Details | Choose G/L Accounts with Ledger Groups.Make the following entries and choose Go:* Company Code: 1010
* G/L Account: For example, 24031100
* Ledger Group: 2L
* Posted by: For example, today's date

and choose Clear G/L Accounts with ledger Groups. | The G/L account to be cleared displays. |  |
| 4 | Account Selection | Select the account to be cleared. | The Clear G/L Accounts - Manual Clearing (F1579) screen displays. |  |
| 5 | Repeat Process | Repeat steps 2 to 4 for the following values, then choose Post.On the Post to G/L accounts tab:G/L Account: For example, 10010000Credit Amount: For example, 100On the Open Items tab:Ensure that the relevant open item is activated.In the Processing Status section, the Amount entered and Assigned must match, and the Not assigned amount must be zero. | A new document is posted and the open item selected in the account is cleared. |  |
| 6 | Enter Details | Select or deselect the items to be cleared. |  |  |
| 7 | Save | Choose Post. | The open items selected in the account are cleared. If a difference is determined, a residual item or a new open item is created. |  |

## Clear Open Items Automatically For Ledger Group

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

The transaction is used to clear ledger-specific open items automatically.

Prerequisites

You must post a Credit and Debit position to a G/L account for which the ledger-specific clearing is enabled. For example, use account 24031100 Pension Provision ledgerspec (which has ledger-specific open item management) and post:

a) Debit 61060000 (Payroll Exp. Pension) with cost center 10101101 to Credit 24031100 (Pension Provision ledgerspec.) and

b) Debit 24031100 (Pension Provision ledgerspec.) to Credit 12550000 (Unbilled Revenue)

Caution Both postings must contain a specific ledger group. See Post General Journal Entries or a similar step. Note the amounts for both postings should be the same, so that a clearing is possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries (Test Run) | Make the following entries:Header* Journal Entry Date: current date
* Posting Date: current date
* Period: period
* Document Type: SA
* Company Code: 1010
* Transaction Currency: EUR
* Ledger Group: 2L

Line 1* G/L Account: for example, 61060000
* Debit: <amount>, for example, 100
* Cost Center: 10101101

Line 2* G/L Account: for example, 24031100
* Credit: <amount>, for example, 100
 | In the test run, check for errors in the detail list of open and cleared items before starting in the next step the Production run. A log of the clearing run is provided. For the chosen General Ledger account, all open items that show the same amount in the debit and credit are cleared. |  |
| 4 | Post | Choose Post. | The journal entries are posted. |  |
| 5 | Enter Second Document | Repeat Steps 3-4 for account 24031100 (debit) with an amount, for example, 100For account 12550000 (credit) with an amount, for example, 100 and item text, for example, Test. |  |  |

Procedure

Ensure there is a posting to an account that is open item managed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Clear Open Items Automatically - For Ledger Group (F13L). | The Automatic Clearing Specific to Ledger Groups screen displays. |  |
| 3 | Enter Clearing Criteria | Make the following entries:* Fiscal Year: Current year
* Company Code: 1010
* G/L Account: 24031100
* Clearing Date: Current date
* Ledger Group: 2L

and choose Execute. | A log of the clearing run is provided. For the chosen General Ledger account, all open items that show the same amount in the debit and credit are cleared. |  |
| 4 | Enter Clearing Criteria (Production Run) | Rerun step 3, but ensure that Test run is not checked. Choose Enter once the warning message for production run is issued. |  |  |

## Reset Cleared Items

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 reset a document that should not have been cleared.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Reset Cleared Items (F2223). |  |  |
| 3 | Selection Criteria | Make the following entries and choose Go:* Clearing Entry: <document number>
* Company Code: 1010
 | The system displays a list of clearing entries. |  |
| 4 | Reset Cleared Items | Choose the > button to the right of a row for an entry. | The Clearing Entry screen displays. |  |
| 5 | Reset | Choose the Reset button. | The entry is reset. |  |

## Manage Journal Entries

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 General Ledger Accounting, you can use this app to display, change, or reverse a document. In this activity, it is used to reverse a document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entries (F0717). |  |  |
| 3 | Select Journal Entry | Make the following entries and choose Go:* Company Code: 1010
* Ledger Group: <Ledger Group ID, such as 2L for IFRS>
* Journal Entry Type(optional): for example, SA
* Document Number:
* Journal Entry Date(optional): <date>
* Period (optional): <period>
* Fiscal Year: <year> of posting document
* Posting Date (optional): <date>
 | The system displays the selected documents in the Journal Entries list. |  |
| 4 | Select Journal Entry | Select relevant document and choose Reverse. | The Reverse Journal Entries Details dialog box appears. |  |
| 5 | Enter Reversal Data | Make the following entries and choose OK:* Reversal Reason for example, Wrong posting
* Posting Date (optional): <date>
 | The journal entry is reversed. |  |

## Perform Foreign Currency Valuation

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

The total difference of all the open account items is posted to a balance sheet adjustment account, retaining the original account balance. The gains or losses from exchange rate fluctuations from the valuation are entered as offsetting entries in separate expense and revenue accounts for exchange rate differences. If you perform an update run and enter a session name for the batch input session, you can run the session after it is created.

Prerequisite

You must post a Credit and Debit position, for example to a bank clearing account with different exchange rates. The prerequisite posting must not be a special ledger posting as described in Post General Journal Entries (F0718) in this test script. It must be a posting according to the Post General Journal Entries (F0718) section in the Accounting and Financial Close (J58) test script without special ledger entry.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries Header Data | From Header, make the following entries:Journal Entry Date: <Date in the past period>Posting Date: <Date in past period>Period: <Period in the past>Journal Entry Type: SACompany Code: 1010Transaction Currency: a foreign currency, for example USD | The General Ledger Accountant account document is posted. The system has automatically added the Input tax amount. |  |
| 4 | Enter Line Item Data | From Line Items, make the following entries:G/L Account: for example, 63002000Debit: <amount>Tax Code: V0Cost Center: for example,10101101G/L Account: for example,11001030Credit: <amount>Value date: a date in past periodHouse Bank: use F4 search help to select one available house bankHouse Bank Account: use F4 search help to select one available house bank account. |  |  |
| 5 | Post | Choose Post. | The journal entries are posted. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the Fiori App | Open Perform Foreign Currency Valuation (FAGL\_FCV) | The Foreign Currency Valuation view displays. |  |
| 3 | Enter Data | Make the following entries and choose Execute:General Selections* Company Code: 1010
* Valuation Key Date: date
* Valuation Area: IF for IFRS

Posting Mode* Test Run (No Database Update): Selected

Note Use the radio button to choose whether to Execute a test run, (default selection) or to Post valuation immediately.Posting Parameters* Determine Automatically: Selected

Open Items: Subledger* Valuate Vendors: Selected
* Valuate Customers: Selected

Open Items: G/L Accounts* Valuate G/L Accounts: Selected
 | Foreign currency postings in the system are represented in the financial statements with current date valuation.Two types of documents are posted:1. Reporting period documents to represent revaluation.
2. Next period documents to reverse the first postings.

The system generates a Foreign Currency Valuation report showing the details of what accounts, by document, were revaluated. The document data includes:* Amount in Foreign Currency
* Amount in Local Currency
* Exchange rate
* Posting Date
* New Difference

The Gain/Loss Unrealized Foreign Currency Revaluation account gets debits and credits based on gain or loss determination. The Adjustment accounts for A/R and A/P (Domestic, Foreign, and Intercompany) get the off-set amount posted to the Gain/ Loss account. |  |

## Post Currency Adjustments

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 adjust account balances in foreign currencies. The app is useful, for example, in environments with volatile exchange rates. You adjust the account balances by entering amounts for specific currencies directly.

If needed, you can find a parallel workflow for currency adjustments in the Appendix. For more information, see the subtopics there under Parallel Workflow - Currency Adjustment.

Prerequisite

You posted journal entries in foreign currency (for example, to the foreign currency bank account 11001100) previously.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Currency Adjustments (F1606). |  |  |
| 3 | Enter Document Data | Make the following entries and choose Post:HeaderJournal Entry Date: <Current date>Company Code: 1010Posting Date: <Current date>Transaction Currency: a foreign currency, for example, USDJournal Entry Type: SADebits/Credits Cur.: Company Code Currency (10)Line items 1G/L Account: <account number>, for example, 11001000Debit/Credit amount: <amount>, for example, 10 in the Debit fieldYou may need to press Enter after entering a value in the Debit or Credit fields to access the remaining fields.House Bank /House Bank Account: <house bank> and <house bank account>, for example DEBK1/DEAC1Line items 2G/L account: <account number>, for example, 22000000Debit/Credit amount: <amount>, for example, credit 10Tax Code (if required): A0 | The document shows a zero amount in foreign currency and your entered amount in local currency. |  |

## Regroup Receivables/Payables

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

You must perform adjustment postings in the following cases:

1. Sorted list according to remaining terms
2. Vendors with a debit balance and customers with a credit balance
3. Modified reconciliation accounts or partners (VBUND)

The system processes all accounts that are maintained with open item management. For each transfer posting created, a reset posting is also included in the session. For customer or vendor reconciliation accounts, the system posts to an adjustment account.

The report regroups the receivables and payables in accordance with the required sort method (for example, 4th EU directive) and carries out transfer postings. You can define your own sort methods.

Note In the standard system, SAP ships the remaining terms of the 4th EU directive in sort method EG93. This directive supports the following sorted list:

* Receivables - less than 1 year and more than 1 year
* Payables - less than 1 year, 1- 5 years, and more than 5 years

The credit balance of a customer account must be displayed as a payable, while the debit balance of a vendor account must be displayed as a receivable (vendors with a debit balance and customers with a credit balance).

In cases such as these, the report carries out the relevant adjustment postings. The report carries out adjustment postings for modified reconciliation accounts or special G/L accounts. During this, the items in the old reconciliation accounts are assigned to the new accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Regroup Receivables / Payables (FAGLF101) | The Balance Sheet Supplement - OI - Analysis screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries:* Company Code: 1010
* Balance Sheet Key Date: <date in.CurrentFY>
* Sort Method: SAP (sorted list to 93 EU directive)
* Valuation Area: <value> for example, IF for IFRS

Postings* Generate Postings: Selected
* Document Date: <date from.CurrentFY>
* Journal Entry Type: SA
* Posting Date: <date from CurrentFY>
* Posting Period: <posting period, for example, 12>

Reversal Document Type: SA* Reversal Posting Date: <date from.CurrentFY + 1>
* Reverse Posting Period: <reverse posting period, for example, 01>

Selections* Account Type: D to K
* Vendor: Leave Empty
* Customer: Leave Empty

Parameters* Changed rec.acct: Selected
 |  |  |
| 4 | Execute | Choose the Execute button. | The receivables and payables are regrouped.If a batch input session is created, then process it as described in the Process Batch Input Session section. |  |

## Process Batch Input Session

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

This activity runs the batch input session.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Process Batch Input Session (SM35). |  |  |
| 3 | Select and Process Session | Select the session to execute and choose Process. Select the Background processing mode and choose Process. | Journal entries are posted. Recurring documents are updated with processing data (next run on and number of runs).Note You can filter the list of batch in put sessions by choosing the tabs above the list. |  |

## Cash Flow Statement

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 display the cash flow statements.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Cash Flow Statement - Indirect Method (F3076). | The Cash Flow Report screen displays. |  |
| 3 | Enter Details | Make the following entries and choose Go:From Period: for example, <1>To Period: for example, <12>Financial Statement Version: for example, CFG0Company Code: 1010Ledger fiscal year: <current year>Ledger: 2L for IFRS | The system displays the Cash Flow report. |  |
| 4 | Change Layout | In the Navigation panel, choose criteria for the dimensions. Add criteria in the row or column axis (for example, Profit Center or Segment). | Two new columns Profit Center and Segment display. |  |

## Trial Balance

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 display the trial balance.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Trial Balance (F0996A). |  |  |
| 3 | Enter Details | Make the following entries and choose OK:* Ledger: <value> for example, 2L for IFRS
* Company Code: 1010
* Posting date from: <date>
* Posting date to: <date>

Note To display a readable amount of data in the chart, you can apply additional filters in the filter bar for G/L Account. This ensures that a reasonable data set is selected for graphical display. | The Trial Balance (F0996A) screen is displayed. |  |
| 4 | Start Selection | You can drag criteria for the dimensions from the Dimensions panel to the Columns or Rows panels.Add criteria In the rows axis: for example, Company Code or G/L Account. | You can review the report findings. |  |

## Trial Balance Comparison

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

This report compares the trial balances of two different posting periods.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Trial Balance Comparison (F2767). |  |  |
| 3 | Enter Details | Make the following entries and choose OK:Ledger: <value> for example, 2L for IFRS LedgerCompany Code: 1010Posting date from: <date>Posting date to: <date>Comparison Posting date from: <date>Comparison Posting date to: <date> |  |  |
| 4 | Display Statement | You can drag criteria for the dimensions from the Dimensions panel to the Columns or Rows panels.Add criteria In the rows axis: for example, Company Code or G/L Account. | The Trial Balance Comparison (F2767) is displayed. You can review the report findings. |  |

# Appendix

## Carry Forward Balances

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

We recommend that you run balance carry forward programs at the start of the new fiscal year. Once the balance carry forward has been performed, the system automatically updates the new year with any financial postings that occur in a prior period.

As a system check, you can specify a profit and loss account type in the master record of every profit and loss account. This is a key under which you define a retained earnings account for each chart of accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Carry Forward Balances (F1596). |  |  |
| 3 | Enter Selection Criteria | Make the following entries:* To Fiscal Year: <new year>
* Company Code: 1010
* Ledger: <value> for example, 2L for IFRS

and choose Go: | The status of the item is displayed under the TO DO section.If the balance carry-forward has been previously executed, the item is seen under the PREVIEW or DONE section (The Number 1 is displayed above the section name.) |  |
| 4 | Start | Select the following three sections to find out under 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 and then
* Choose With Balances in Retained Earnings Account.

From the PREVIEW section:* Continue with Step Nr. 5.

From DONE section:* If the field value is Posting after Carryforward is greater than 0, select the items and choose Rerun Carry Forward
* Then choose With Balances in Retained Earnings Account.
* If the value is 0, post a new G/L general journal entry in the same fiscal year and company code, then start the test again.
 | The status of the item displays under PREVIEW. |  |
| 5 | Preview | Choose PREVIEW and then select Refresh. | The status of the item displays under PREVIEW. |  |
| 6 | Execute | Select the check boxes for the items under Status PREVIEW and choose Execute. | 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. |  |

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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