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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Asset Accounting - Group Ledger IFRS (1GB\_DE) |

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# Purpose

"Asset accounting is a subsidiary ledger of the general ledger and is used to manage and document fixed asset transactions in detail. In general ledger accounting, can update depreciation and changes to asset balance sheet values in asset accounting. You can also make various account assignments to cost accounting for these transactions. Because of the integration in SAP S/4HANA, Asset Accounting (FI-AA) transfers data directly to and from other SAP S/4HANA components like Financial Accounting (FI) components.

Ledger-specific transactions and reports support analysis of depreciation and asset balance to fulfill different accounting principle, such as Asset Revaluation, Depreciation Reporting, Manage Depreciation Runs, Asset Balance, and Asset Total Depreciation.

This scope item is for IFRS.

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 |
| 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 |  |

## Master Data, Organizational Data, and Other Data

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

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices Baseline Package, you can use the following Baseline Package scenario data:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Chart of Depreciation | 1010 |  |  |
| Asset Class | Any available asset class, except 4000 and 4001 |  | If a special asset class is required see the Prerequisitessection for each process step. |
| Asset | Any available asset master |  | If no asset master is available in your system, create an asset master. If a special asset is required, see the Prerequisites section for each process step. |
| Vendor | Any domestic vendor |  | If no vendor is available in your system yet, create a domestic vendor. |
| Customer | Any domestic customer |  | If no customer is available in your system, create a domestic customer. |
| Cost Center | Any domestic cost center |  | If no cost center is available in your system, create a cost center. |

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 |
| BND | Create Customer Master |
| BNE | Create Supplier Master |
| BNI | Create Asset |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNI - Create Asset | During the execution of this scope item, asset master records will be created. To create the assets, use the Create Asset (BNI) master data script and then use the data described in this test script. |
| J62 - Asset Accounting | The test script must be executed in its entirety. The business process described in this scope item build upon the data processed in J62. |

## Preliminary Steps

### Validate Asset Accounting System Readiness

#### Confirm Takeover Date Information

Purpose

In this activity, you create a legacy data transfer segment to be able to transfer fixed assets on a specific transfer date. Apart from the transfer date, you also define additional parameters for the legacy data transfer.

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 AuC Asset Value Date, the value is automatically set to the first day of the new fiscal year (1/1/YYYY+1) instead of the transfer date (12/31/YYYY).

Caution For example, if you are in fiscal year 2018, this implies the loading of old legacy assets is as of the year end 2017.

Caution If Legacy Data Transfer is defined in General Ledger, the Legacy Data Transfer Date in Asset Accounting cannot be set as an earlier date.

Procedure

1. Log on to the SAP Fiori launchpad as an Asset Accountant.
2. Open Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP).
3. Select your company code on the left side of the screen and choose Select Entry.
4. Choose the General Settings tab.
5. Check the status for your company. The General Settings tab shows the Company Code status (should be set as For Testing).
6. On the Legacy Data Transfer tab, check or change the following entries (if required, to create a new legacy transfer segment, choose Create legacy transfer segment):

|  |  |  |
| --- | --- | --- |
| Field | Value | Comments |
| Transfer Date | <last day of prior fiscal year end> | This is usually a year-end date for a prior year. If you are instructed to use a mid-year date, use a month-end date. The date should always move forward (do not change it backward).  The current and closed fiscal year are derived based on Transfer Date. To check the current and closed fiscal year, double-click the ledger on the left side of the screen. The result is displayed on the right side of the screen on the Ledger Settings tab. If the Legacy Data Transfer Segment is not required, the current fiscal year can be manually entered and the closed fiscal year is derived. Without Legacy data Transfer Segment defined, no legacy asset master data can be created. |
| Legacy Data Transfer Status | Ongoing (Other Postings Allowed) | Possible settings:  In Preparation: The system allows incomplete customizing settings for the legacy data transfer (for example, the document type for posting of the legacy data transfer can be missing).  If the status Legacy Data Transfer Segment is set to In Preparation, no postings are allowed.  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. The Completed status is not visible until after you complete the segment. |
| Document Type | AA – Asset Posting |  |

1. After the legacy data transfer is completed, set the Legacy Data Transfer Status to Completed.
2. Before you make postings in Asset Accounting in your P-system, repeat the above steps to confirm values for data the takeover date, the status, and the document type for entering legacy assets already done in the Q-system.

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

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. |  |  |
| 2 | Access the SAP 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: 1010  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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

#### Create Asset Master Record for Legacy 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. |

Context

In this activity, you can create legacy assets with values. These assets may be for various testing scenarios.

Prerequisites

To take over your legacy data in asset accounting, you can only have one fiscal year opened. If you receive an error stating that more than one year is open, check that the previous fiscal year is closed in asset accounting. To do this, use the Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) app. For your company code, the previous fiscal year must be closed.

Procedure

Note Create five legacy assets with different descriptions. Ensure that the asset description begins with the word Legacy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process Step | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Create Asset Master Record - For Legacy Asset (AS91). | The Create Legacy Data screen displays. |  |
| 3 | Enter Transaction Details | Make the following entries and press Enter:  Asset Class: For example, 3200  Company Code: For example 1010 |  |  |
| 4 | Enter Transaction Details | Make the following entries:  Description: Legacy Asset xxxxxx  Capitalized On: date For example, 04/08/2016  Note This is a prior year asset.  Choose the Time- Dependent tab. |  |  |
| 5 | Enter Transaction Details | Make the following entries:  Cost Center: For example, 10101301 |  |  |
| 6 | Enter Transaction Details | Choose the Depreciation Areas tab.  Confirm Key, Life, and Start Date. | You verified those fields. |  |
| 7 | Save the Record | Choose Save (at lower right). | Make a note of the Asset # \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |

#### Post Transfer Values for Legacy Asset

Purpose

In this activity, you post the transfer values for the legacy assets.

Prerequisites

To take over your legacy data in asset accounting, you can only have one fiscal year opened. If you receive an error stating that more than one year is open, check that the previous fiscal year is closed in asset accounting. To do this, use the Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) app. For your company code, the previous fiscal year must be closed.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Transfer Values - For Legacy Asset (ABLDT). | The Create General Header Data for Posting box appears. |  |
| 3 | Enter the Company and Legacy Asset | Make the following entries and choose Continue:  Company Code: For example, 1010  Asset: For example, xxxxxx | Enter the Legacy Asset to be updated with values. |  |
| 4 | Enter values for Legacy Asset | Make the following entries:  Acquisition Value: Amount  The values used are dependent on the depreciation areas used in the prior step. For example:  01: 3600.00 EUR  15: 3600.00 EUR  31: 4025.15 USD  32: 3600.00 EUR  33: 4025.15 USD  Ordinary Depreciation: Amount  (Example:  01: 900.00 EUR  15: 900.00 EUR  31: 1005.15 USD  32: 900.00 EUR  33: 1005.15 USD  Choose Simulate (located lower right). | The Enter Asset Transaction Legacy Data screen is displayed.  Enter values for each depreciation area.  Enter Life to Date depreciation as of prior year end.  Bypass the warning Posting will take place in an earlier fiscal year.  If any errors are RED coded, correct these before posting. |  |
| 5 | Post Legacy Asset Transaction | Choose Post.  Choose Continue. | Document number for each accounting principle:  DEAP \_\_\_\_\_\_\_\_\_  IFRS \_\_\_\_\_\_\_\_\_ |  |

# Overview Table

This scope item consists of several 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 .

Master Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Asset Subnumber](#unique_12) [page ] 15 | Asset Accountant | Run the processes in the Create Asset (BNI) master data script. | The asset master subnumber is created.  Subnumbering starts with 1. |

Acquisition

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Post Credit Memo in Year of Invoice](#unique_13) [page ] 16 | Asset Accountant | Post Credit Memo - In Year of Invoice (ABGL) | A debit memo is posted to the asset against the automatic clearing account. |
| [Post Credit Memo After Year of Invoice](#unique_14) [page ] 18 | Asset Accountant | Post Credit Memo - After Year of Invoice (ABGF) | A debit memo is posted to the asset against the automatic clearing account. |

Retirement

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Post Retirement (Non-Integrated) Without Customer](#unique_15) [page ] 20 | Asset Accountant | Post Retirement (Non-Integrated) - Without Customer (ABAON) | The asset is retired against the automatic clearing account. |
| [Post Retirement by Scrapping](#unique_16) [page ] 22 | Asset Accountant | Post Retirement - By Scrapping (ABAVN) | The Asset is scrapped. |

Valuation (Transfer and Manual Value Correction)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Reverse Journal Entry](#unique_17) [page ] 23 | Asset Accountant | Reverse Journal Entry - Asset Accounting-Specific (AB08) | The document is reversed. |
| [Post Transfer - Within Company Code](#unique_18) [page ] 25 | Asset Accountant | Post Transfer - Within Company Code (ABUMN) | The Asset is transferred. |
| [Post Post-Capitalization](#unique_19) [page ] 27 | Asset Accountant | Post Post-Capitalization (ABNAN) | The post-capitalization is posted to a Post Capitalization asset master record. |
| [Post Write-up](#unique_20) [page ] 29 | Asset Accountant | Post Writeup (ABZU) | The write-up is posted to a prior year asset.  Note A subsequent change to the valuation of an asset (reversal of depreciation) is required. |
| [Post Depreciation Manually - Unplanned and Planned](#unique_21) [page ] 30 | Asset Accountant | Post Depreciation Manually - Unplanned and Planned (ABAAL) | The unplanned depreciation is posted to the asset. |
| [Recalculating Values](#unique_22) [page ] 33 | Asset Accountant | Schedule Asset Accounting Jobs (F1914) | The depreciation of an asset master data record is recalculated. |
| [Post Asset Revaluation](#unique_23) [page ] 34 | Asset Accountant | Post Asset Revaluation (ABAWL) | Revaluation is posted to the asset and will be posted to GL with the next depreciation run. |

Closings

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Manage Depreciation Run](#unique_24) [page ] 36 | Asset Accountant | Schedule Asset Accounting Jobs (F1914) | The Depreciation Posting Run screen displays the log. |
| [Depreciation Lists - Year End Closing](#unique_25) [page ] 38 | Asset Accountant | Depreciation Lists (F1616) | The Depreciation Lists report displays. |

# Test Procedures

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

## 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 create a new asset master subnumber data record as part of your daily business. You use subnumbers when the asset consists of components that must be recorded separately or may have different depreciation terms. For example, under IFRS guidelines, if an asset is made up of multiple components and these components have different useful lives, each component should be treated as a separate subnumber asset.

Procedure

You must create asset master data. Initially, you should create the following:

* Asset master record
* Asset master records with subnumbers

Note To execute this activity, run the processes in the Create Asset (BNI) master data script to create the asset master data necessary to use a parallel ledger for asset accounting.

## Acquisition

### Post Credit Memo in Year of Invoice

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 post an asset credit memo in the acquisition year automatically against a clearing account as part of your daily business (main or subnumber). No vendor is involved. If required, you can designate an accounting principle in the transaction to post the credit memo to a specific ledger.

Prerequisite

Use an existing asset in any asset class (except 4000 and 4001) that has acquisition postings. If no suitable asset exists, you must create asset master data.

To execute this activity, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app. You can then complete the following credit memo procedure.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Credit Memo - In Year of Invoice (ABGL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans type: 105 | The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays.  The Transaction data tab displays. |  |
| 4 | Enter Transaction Details | Make the following entries and choose Enter.  Accounting Principle: For example, DEAP, IFRS, USGP or your standard accounting principle  Document Date: <Your document date> , for example, today  Posting Date: <Your posting date>, for example today  Asset Value Date: <Your value date>, for example, today  Amount posted: <Amount> |  |  |
| 5 | Post the Document | Choose the POST/Save button. | A credit memo is posted to the asset against the automatic clearing account. Confirm that this only impacts the IFRS areas. |  |

### Post Credit Memo After Year of Invoice

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 post an asset credit memo later than in the acquisition year automatically against a clearing account as part of your daily business (main or subnumber). No vendor is involved. If required, you can designate an accounting principle in the transaction to post the credit memo to a specific ledger. This can be applied to post-capitalized assets.

Prerequisite

Use an existing asset in any asset class (except 4000 and 4001) that has acquisition postings. If no suitable asset exists, you must create asset master data.

To create asset master data, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app. You normally use this transaction with an asset that was acquired in a prior fiscal year (for example, the capitalization date of the asset is in a prior year).

If you cannot create a post-capitalized asset with a posting date in a prior fiscal year because the prior year is closed, test the transaction with an asset acquired in the current fiscal year. You should then use a posting date in the next fiscal year. Before proceeding, make sure that the next fiscal year is open for posting by executing the Carry Forward G/L Balances step in the Accounting and Financial Close (J58) test script.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Credit Memo - After Year of Invoice (ABGF). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans Type: 160 | The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays.  The Transaction data tab is displayed. The asset must be capitalized in a year prior to the current year. |  |
| 4 | Enter Transaction Details | Make the following entries and choose Enter.  Accounting Principle: For example, DEAP, IFRS, USGP or your standard accounting principle  Document Date: <Your document date>, see the Prerequisites section for more information.  Posting Date: <Your posting date>  Asset Value Date: <Your value date>, see the Prerequisites section.  Amount Posted: <Amount> | Document Date, Posting Date, and Asset Value Date should be the asset's capitalization year + one. For example, if the Cap Date is 06/06/2015, then the dates should be for year 2016). |  |
| 5 | Post the Document | Choose POST/Save. | A credit memo is posted to the asset against the automatic clearing account. |  |

## Retirement

### Post Retirement (Non-Integrated) Without Customer

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 post a retirement from the sale of an asset automatically against a clearing account as part of your daily business (main or subnumber). No customer is involved. If required, you can designate an accounting principle in the transaction to post the retirement to a specific ledger.

Prerequisite

Use an existing asset in any asset class (except 4000 and 4001) that has acquisition postings. If no suitable asset exists, you must create asset master data.

To create asset master data, use the processes described in the Create Asset (BNI) master data script, using the master data described in this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Retirement (Non-Integrated) - Without Customer (ABAON). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code:1010 | The Enter Asset Transaction: Asset Sale Without Customer screen displays.  The Transaction data tab displays. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter.  Asset: <Your asset number>  Accounting Principle: For example, DEAP, IFRS, USGP or your standard accounting principle  Document Date: <Your document date>, for example, today  Posting Date: <Your posting date>, for example, today  Asset Value Date: <Your value date>, for example, today  Manual Revenue: <Amount> |  |  |
| 5 | Partial Retirement | Choose the Partial Retirement tab. |  |  |
| 6 | Prior or Current Year Asset | Select the appropriate option:   * Prior-year acquis * From curr-yr acquis   Select the appropriate radio button for the asset according to the acquisition year of the asset to be retired. |  |  |
| 7 | Post the Document | Choose POST/Save. | The asset is retired against the automatic clearing account. |  |

### Post Retirement by Scrapping

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 post an asset retirement by scrapping as part of your daily business (main or subnumber). If required, you can designate an accounting principle in the transaction to post the retirement to a specific ledger.

Prerequisite

Use an existing asset in any asset class (except 4001) that has acquisition postings. If no suitable asset exists, you must create asset master data.

To create asset master data, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Retirement - By Scrapping (ABAVN). | The Enter a company code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code: 1010 | The Enter Asset Transaction: Asset Retirement by Scrapping screen displays.  The Transaction data tab displays. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Asset: <Your asset number>  Accounting Principle: For example, DEAP, IFRS, USGP or your standard accounting principle  Document Date: <Your document date>, for example, today  Posting Date: <Your posting date>, for example, today  Asset Value Date: Your value date>, for example today |  |  |
| 5 | Partial Retirement | Choose the Partial Retirement tab. |  |  |
| 6 | Prior or Current Year Asset | Select the radio button for the appropriate option:  Prior-year acquis  From curr-yr acquis |  |  |
| 7 | Post the document | Choose Post. | The asset is scrapped. |  |

## Valuation (Transfer and Manual Value Correction

### Reverse Journal 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 can cancel documents posted to a specific ledger in asset accounting as part of your daily business.

Caution The original document must only post to this specific ledger. For example, you have an asset, but only posted value to the IFRS ledger that is depreciation area 32.

You can post the reversal to a specific ledger by designating the appropriate depreciation area in the transaction, for example 2L, representing a specific ledger.

Prerequisite

Use an existing asset in any asset class that has a specific ledger acquisition posting, for example 2L. If no suitable asset exists, you must create asset master data.

To create asset master data, run the processes in the Create Assets (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Reverse Journal Entry - Asset Accounting-Specific (AB08). | The Documents for Asset screen displays. |  |
| 3 | Enter Asset Details | Make the following entries and choose Enter.  Company Code: 1010  Asset: <asset number>  Subnumber: <asset number in case>  Fiscal Year: <current fiscal year>  Depreciation Area: For example, 32 | The Overview of Asset Journal Entries screen displays. |  |
| 4 | Select Document to be reversed | Select a document line and choose Reverse. | The Reverse Document: Header Data screen appears and document details are displayed.  Note If you have selected a retirement document for reversal, the Reverse Document (FP08) selection screen displays.  The following steps can be applied, in general, for both offered options. |  |
| 5 | Complete Reversal Specifications | Enter Reversal Reason for example, 01 and review the date specifications. | The reversal specifications validate. |  |
| 6 | Post Reversal | Choose Post or Continue. | The document is reversed. |  |

### Post Transfer - Within Company Code

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 perform a transfer from one asset master data record to another asset master data record within the same company code as part of your daily business. If required, you can designate an accounting principle in the transaction note to post the transfer to a specific ledger.

Intracompany transfers are used to correct wrong account assignments such as asset class.

Prerequisite

Use an existing current year asset in any asset class (except 4000 or 4001) that has acquisition postings. If no suitable asset exists, you must create asset master data.

To create asset master data, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Transfer - Within Company Code (ABUMN). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code: 1010 | The Enter Asset Transaction: Transfer within Company Code screen displays.  The Transaction data tab displays. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Asset: <Your asset number to be transferred>  Document Date: <Your document date>, for example, today  Posting Date: <Your posting date>, for example, today  Asset Value Date: <Your value date>, for example, the original capitalization date of the original asset  Existing Asset: <Your asset number to receive the transfer> | Data is validated. |  |
| 5 | Partial Transfer | Choose the Partial Transfer tab. |  |  |
| 6 | Prior or Current Year Asset | Select the appropriate radio button option:  Prior-year acquis  From curr-yr aquis |  |  |
| 7 | Post the document | Choose the Post button. | The asset is transferred. |  |

### Post Post-Capitalization

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 enter a post-capitalization for a specific accounting principle on a new post-capitalization asset master data record. Post-capitalization represents subsequent corrections to the acquisition and production costs (APC) of a fixed asset. For example, you could use this correction type if you neglected to add expenditures and costs linked with the acquisition or assembly of an asset to its APC in a past fiscal year. In this example, a new asset master record is created in the same transaction as the post-capitalization. However, post capitalization can also be performed on an existing asset.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Post-Capitalization (ABNAN). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code: 1010 | The Enter Asset Transaction: Post-Capitalization screen displays the transaction data tab. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Accounting Principle: For example, DEAP, IFRS, USGP, or your standard accounting principle  Document Date: <Your document date>, for example today  Posting Date: <Your posting date>, for example, today  Orig. val. Date: <Original Value date of transaction> (For example, same day but prior year. Date must be in prior fiscal year.)  Amount Posted: <Amount> | Data is validated. |  |
| 5 | Provide Asset Information | In the header section, make the following entries and press Enter:  New Asset: Selected  Description: <asset description>  Asset Class: <asset class>, for example, 3200  Cost Center: <Your cost center> | Data is validated. If additional data for the new asset creation is missing, you can enter them in the asset master using the Master Data button. |  |
| 6 | Post the Document | Choose Post. | The post-capitalized asset is created in an earlier year with specific values to an accounting principle and respective depreciation areas.  The Document lines: Display messages screen displays, showing the asset number created and the document number posted. |  |

### Post Write-up

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 post a write-up for an asset master data record.

Prerequisite

Write-ups are only created for depreciation in the past (that is, depreciation from previous years). This implies an asset capitalized from a prior year and depreciation was incurred in the prior year. The write-up amount cannot exceed the life-to-date depreciation of this asset. Various standard transaction types are configured for write-ups. These transaction types differ according to the depreciation type to be corrected (for example, ordinary depreciation or unplanned depreciation) and the depreciation areas to be posted (for example, book depreciation only).

In the following procedure, the ordinary depreciation is corrected for a specific accounting principle and its respective depreciation areas as an example.

Note Write-ups are used for correction of depreciation values of a past year. If you only have the current year available:

* Execute the Carry Forward G/L Balances steps in the Accounting and Financial Close (J58) test script to open the next fiscal year
* Post a write-up with Posting Date and Asset Value Date in the next year for a current year asset

Note Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, then create asset master data. To create asset master data, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Then post acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Writeup (ABZU). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue.  Company Code: 1010  Asset: <Your asset number>  Subnumber: <your asset subnumber>  Trans Type: 700 | The Enter Asset Transaction: Write-up screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter.  Accounting Principle: For example, DEAP, IFRS, USGP, or your standard accounting principle  Document Date: <Your document date>, for more information, see Prerequisites.  Posting Date: <Your posting date>, for more information, see Prerequisites.  Asset Value Date: <Your value date>, for more information, see Prerequisites.  Ordinary dep. PY: <Amount for write-up> | Data is validated. |  |
| 5 | Post the document | Choose POST/Save. | The write-up is posted to the asset. |  |

### Post Depreciation Manually - Unplanned and Planned

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 manually enter unplanned depreciation amount to be posted within the next depreciation run. If necessary, you can designate an accounting principle in the transaction to post the unplanned depreciation to a specific ledger.

Prerequisite

Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, then create asset master data. To create master data, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Then post acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Post Depreciation Manually - Unplanned and Planned (ABAAL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans Type: <transaction type; see note>  For manual ordinary depreciation, use one of the following transaction types:   * 600 - Manual ordinary depreciation on prior-yr acquis. * 610 - Manual ordinary depreciation on current-yr acquis.   For unplanned depreciation, use one of the following transaction types:   * 640 - Unplanned depreciation on prior-year acquisitions * 650 - Unplanned depreciation on current-yr acquisition   Select the appropriate transaction type according to the acquisition year of the asset. | The Enter Asset Transaction: Unplanned depreciation screen displays.  The Transaction data tab displays. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Accounting Principle: For example, DEAP, IFRS, USGP, or your standard accounting principle  Document Date: <Your document date>, For example, today.  Posting Date: <Your posting date>, For example, today.  Asset Value Date: <Your value date>, for example, today.  Amount Posted: <Amount for unplanned depreciation> |  |  |
| 5 | Post the document | Choose POST/Save. | The unplanned depreciation is posted to the asset. |  |

### Recalculating Values

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 recalculate the depreciation of an asset master data record. Recalculation may be necessary if there’s a configuration change to the depreciation keys or terms. Changing the depreciation key or useful life on the asset master usually doesn’t require recalculation since the system automatically adjusts the planned depreciation at the time of the change. Nevertheless, it’s a best practice to include this as part of your periodic processing to ensure G/L and fixed assets are in balance. Since no configuration changes are made in this test script, the detail log should be empty.

Prerequisite

You may need to recalculate planned annual depreciation in certain company codes or for individual fixed assets. This may be necessary if:

* You changed depreciation keys in Customizing
* You made mass changes that you programmed yourself and these changes affected data relevant to depreciation

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. |  |  |
| 2 | Access the SAP Fiori app | Open Schedule Asset Accounting Jobs (F1914). |  |  |
| 3 | Create New Recalculation Run Job | Choose New. | The New Job screen displays. |  |
| 4 | Enter Depreciation Run Job Details | Make the following entries and choose Schedule:  Job Template: Recalculate Depreciation  Job Name: Recalculate Depreciation  Start Immediately: Selected  From Fiscal Year: <current fiscal year>  Company Code: 1010  Detailed Log: Selected | The recalculation run is scheduled. |  |
| 5 | Check Recalculation Run Job Details | On the row for your Recalculate Depreciation job, choose the > button at the right of the row. | The Job Details screen displays. |  |
| 6 | Check Recalculation Run Job Log | Under Run Details, in the Log Status field, choose Success to go to the job log. | The Job Log screen displays the log. |  |
| 7 | Go Back | Choose Back three times to leave transaction. |  |  |

### Post Asset Revaluation

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. |

Context

In this activity, you can revaluate single assets as part of your periodic business.

Caution A revaluation is always posted in a principle-specific way to accounting. The Accounting Principle field is therefore a required entry field.

Prerequisites

Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, you must create asset master data.

To execute this activity, run the processes in the Create Asset (BNI) Master Data Script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Post Asset Revaluation (ABAWL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber>  Transaction Type: 800/820 | The Transaction data tab is displayed. Choose the appropriate transaction type: 800 Post revaluation gross 820 Revaluation of curr-yr acquis. with depreciation |  |
| 4 | Enter Transaction Details | Make the following entries and choose Continue:  Accounting Principle: IFRS  Depreciation Area: <depreciation area>  If you do not choose a depreciation area, you post to all depreciation areas assigned to the IFRS accounting principle.  Document Date: <document date, for example, today>  Posting Date: <document date, for example, today>  Asset Value Date: <value date, for example, today>  Amount posted: <amount for revaluation> | Data is validated. |  |
| 5 | Post Document | Choose the POST/Save button. | Revaluation is posted to the asset and will be posted to GL with the next depreciation run. |  |

## Closings

### Manage Depreciation Run

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 create a depreciation run in asset accounting as part of your periodic 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. |  |  |
| 2 | Access the SAP Fiori app | Open Schedule Asset Accounting Jobs (F1914). |  |  |
| 3 | Create New Depreciation Run Job | Choose New. | The New Job screen displays. |  |
| 4 | Enter Depreciation Run Job Details | Make the following entries and choose Schedule:  Job Template: Depreciation Posting Run  Job Description: Depreciation Posting Run  Start Immediately: Selected  Company Code: 1010  Fiscal Year: <Current fiscal year>  Posting Period: <Next period due for posting cycle>  Test Run: to perform the activity as a test run, select. To perform the activity as a real run, deselect.  Note It’s a good practice to do a test run before a real run.  Detailed Log: Selected | The posting run is scheduled. |  |
| 5 | Adopt Job Selection | Make the following entries and choose Enter.  Status: Select all status  Date From-To: <Proper date interval> | Selected application jobs are displayed. |  |
| 6 | Check Depreciation Run Job Details | Select the Depreciation Posting Run line. | The Depreciation Posting Run screen displays the details. |  |
| 7 | Check Depreciation Run Job Log | Choose Log. | The depreciation job log is displayed. |  |
| 8 | Go Back | Choose Back twice to leave the transaction. |  |  |

### Depreciation Lists - Year End Closing

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 create a report displaying all depreciation posted in asset accounting as part of your periodic 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. |  |  |
| 2 | Access the SAP Fiori app | Open Depreciation Lists (F1616). |  |  |
| 3 | Enter Selection Details | Make the following entries and choose Go:  Fiscal Year: For example, 2020  To Period: For example, 012  Ledger: For example, 0L  Depreciation Area: For example, 01  Depreciation Variant: For example, Ordinary Depreciation  Company Code: For example, 1010  Display Currency: For example, EUR | The Posted Depreciation report displays. |  |
| 4 | Display Details | In the Ordinary Depreciation tab, choose > for Company Code, and choose > again for specific transactions.  Choose > located to the right of the asset number to review details.  When you are done reviewing the details, choose Back. | Review and explore the scroll bars. |  |
| 5 | More Links | Choose the asset number.  In the dialog box, choose More Links.  Ensure the following are selected and choose OK:   * Asset Master Data   In the Value Display section, the posted and planned amounts displays.   * Asset Balances (F1035) | The dialog box displays the additional links. You can choose these links to see more information. |  |

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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