|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Lease-In Accounting (1T6\_DE) |

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# Purpose

Lease contracts describe contractual agreements between two partners: the lessor and the lessee. The lessor is the owner of an asset, whereas the lessee has a right to use this asset during the period agreed in the lease contract. For the use of the asset, the lessee must pay lease payments, which are agreed in the lease contract.

This scope item helps you standardize and automate your lease-in credit contract management activities for real estate, as well as for machinery, equipment, vehicles, computer hardware.

You can easily create new contracts, execute periodic postings for existing contracts and execute valuation postings for existing contracts.

You can change the supplier of an existing contract, as well as run reports of your existing contracts as part of your daily business.

You can create reminder rules for every contract, for example to check the contract conditions, the contract term or the renewal options, helping you to save time and effort and free up capacity for more strategic tasks.

Leveraging the reporting functions enables you to make better and more informed lease management decisions.

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 prerequisites needed to conduct the test in terms of system, users, master data, organizational data, and other test data and business conditions.

Note All steps described in the Set-Up Instructions have been performed successfully.

## System Access

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via the 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 |
| Contract Specialist - Leasing | SAP\_BR\_RECM\_SPECIALIST | Contract Data | SAP\_BR\_RECM\_SPECIALIST |  |
| Contract Valuation Specialist - Leasing | SAP\_BR\_RECM\_VALSPECIALIST | Leasing Valuation | SAP\_BR\_RECM\_VALSPECIALIST |  |
| Accounts Payable Accountant - Leasing | SAP\_BR\_RECM\_AP\_ACCOUNTANT | Accounts Payable - Leasing | SAP\_BR\_RECM\_AP\_ACCOUNTANT |  |
| Administrator - Leasing | SAP\_BR\_RECM\_ADMINISTRATOR | Administration | SAP\_BR\_RECM\_ADMINISTRATOR |  |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |
| Administrator - Enterprise Contract Management | SAP\_BR\_ADMINISTRATOR\_LCM | Enterprise Contract Management Admin | SAP\_BR\_ADMINISTRATOR\_LCM |  |
| Legal Counsel | SAP\_BR\_LEGAL\_COUNSEL | Enterprise Contract Management | SAP\_BR\_LEGAL\_COUNSEL |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |

## Master Data, Organizational Data, and Other Data

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Chart of Depreciation | 1010 |  |  |
| Asset Class | 6210 FL Land  6220 FL Building  6230 FL Computer  6240 FL Fixture & Fitt.  6250 FL Machinery Fitt.  6260 FL Vehicles  6310 OL Land  6320 OL Building  6330 OL Computer  6340 OL Fixture & Fitt.  6350 OL Machinery  6360 OL Vehicles |  |  |
| Asset |  |  | In the process the asset will be created from the system. |
| Vendor | 10300001  10300002 |  |  |
| Customer | 10100001  10100002 |  |  |
| Cost Center | any available cost center with company code relation, for example, 10101101 |  |  |
| Profit Center | any available profit center, for example, YB600 |  |  |
| Functional Area | any available functional area, for example, YB40 |  |  |

You can find general information on how to create master data objects in the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| MDS | Description |
| BND | Create Customer Master |
| BNH | Create Profit Center |
| BNM | Create Cost Center and Cost Center Group |

## Preliminary Steps

### Prerequisites – Default Value for Tax Rate per Contract Type

Purpose

For each contract type, you specify here which tax group and which tax type is proposed by the system when a contract is created. For contract types that are not relevant for tax (internal contracts, G/L account contracts), you can also specify that these contract types are treated as tax exempt.

If you set the Tax Exempt indicator, then the tax type and tax group are not entered during the processing of contracts with this contract type. In that case, leave the Tax Type and Tax Group fields blank in this view, otherwise the cash flow generation would incorrectly use the tax type and tax group entered here.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Assign Tax Type and Tax Group | Choose the following navigation option:  Flexible Real Estate Management (RE-FX) > Accounting > Automatically Generated Accounting Documents > Taxes > Default Value for Tax Rate per Contract Type  In the Default Tax Group column, verify or change your default tax group. (your default tax group, for example, Y-FULL, which is already in)  Choose Save.  To change the Default Tax Group, choose the Display/Edit button, then select the magnifying glass in the field you wish to change. | The Valuation Rule has been assigned to company code |  |

### Prerequisites – Assign Tax Codes

Purpose

In this SSC-UI, you assign a tax code in your accounting system to the tax types and tax groups that you defined in Flexible Real Estate Management. The tax code is needed for calculating tax on sales/purchases. The tax code assignment is both country-dependent and time-dependent.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Assign Tax Code | Choose the following navigation option:  Flexible Real Estate Management (RE-FX) > Accounting > Integration FI-GL, FI-AR, FI-AP > Taxes > Assign Tax Codes  Enter a tax code if it is blank (for example, V0)  Choose Save.  To change the Tax Code, choose the Display/Edit button, then select the magnifying glass in the cell you wish to change. | The tax code has been assigned to company code. |  |

### Prerequisites – Assign Tax Code (for FI Document)

Purpose

In this SSC-UI, you assign a tax code in your accounting system to the tax types and tax groups that you defined in Flexible Real Estate Management. The tax code is needed for calculating tax on sales/purchases. The tax code assignment is both country-dependent and time-dependent.

You have to make this assignment in order for FI documents to be read correctly in RE. This assignment is relevant, for example, for service charge settlement and input tax distribution.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Assign Tax Type and Tax Group | Choose the following navigation option:  Flexible Real Estate Management (RE-FX) > Accounting > Integration FI-GL, FI-AR, FI-AP > Taxes > Assign Tax Code (for FI Document)  Enter Tax Type and Tax Group if they are blank (for example, Y1 and Y-NONE)  Choose Save. | The Tax Code has been assigned to company code. |  |

### Prerequisites – Enter Index Level

Purpose

In this SSC-UI, you can create:

1. Index class as the basis for further defining indexes for rent adjustments
2. Index series used in your organization for rent adjustments, including index series with base year
3. Index points for the index series

Standard Settings

SAP supplies the index classes 6 for real estate objects and 5 for maintenance and operating costs index (Switzerland).

Activities

1. Check whether you have to make changes to the standard setting. The Real Estate component requires the following index classes:

a) An index class for rent adjustment with the following settings:

* + Details on indexing frequency (monthly: entry 2)
  + Details on base year

b) Applies only for Switzerland: a class for maintenance and operating costs index with the following settings:

* + Details of an indexing frequency (monthly: entry 2)
  + No base year: Check if changes to the standard setting are necessary.

1. Index series

First maintain per index class the required index series and, for index series with base year, the required base years for the respective index series.

1. Index data

Create the required index data for the index series.

To do so, navigate over the required entry (index series with or without base year.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui Interface displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Search and Open Enter Index Levels | Choose the following navigation option:  Flexible Real Estate Management (RE-FX) > Adjustment of Conditions > Index Adjustment > Enter Index Levels  Open Enter Index Levels.  Select Index Classes(for example 6)  Double click Index Series and select an Index Series (for example S\_DE)  In the Dialog Structure area, double click Base years for index series and select a base year(choose New Entries to add a new Base year if there has no data displayed).  Double click Index points for index series with base year.  Click New Entries, input Year, Month, Day and Index, then save it. | The Valuation Rule has been assigned to company code |  |

### Prerequisites – Maintain Residence Time

Purpose

Data archiving reduces the data volume in your production system by removing data that is no longer needed for current work, but must be available in case of inquiries.

In this SSC-UI you specify the residence time 1 and residence time 2 for the data to be archived per object type.

Define Output Parameter Determination

Define Output Parameter Determination

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Search and Open Define Residence Times for Archiving | Choose the following navigation option: Flexible Real Estate Management (RE-FX) > Tools > Archiving > Define Residence Times for Archiving  Open Define Residence Times for Archiving.  Enter a value for day(s) (for example 0) for Residence time 1 and Residence time 2 for Type: REFX\_CN  Enter a value for day(s) (for example 0) for Residence time 1 and Residence time 2 for Type: REFX\_CNCF  Choose Save. | The Residence Times have been added. |  |

### Prerequisites - Define Question Catalogs

Purpose

In this SSC-UI, you define all individual questions and assign them to various catalogs. You also specify the order of the questions in the respective catalog.

Questions

All relevant questions are defined here, irrespective of their relevance for a question catalog and the call sequence. Note the following logic:

Questions that are answered with yes lead to the next question and finally to setting the required valuation rules.

Questions that are answered with no lead to the questionnaire being exited. This means that no further valuation rule can be selected.

This means that you should choose the questions such that “yes” answers lead to leasing balancing (use of valuation rules) and “no” answers lead to handling without leasing balancing (use of object cash flow).

Question Catalog

You define the required question catalogs here.

Questions for Question Catalogs

Assign the questions defined under “Questions” to the individual question catalogs and specify the call sequence.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Define Question Catalogs | Choose the following navigation option: Flexible Real Estate Management (RE-FX) > Balance-Sheet Valuation of Contracts > Define Question Catalogs .  Choose New Entries and enter below value:  ID of Question: <Your question ID>  Question: <Your question>  Choose the entry, choose Question Catalog.  Choose New Entries.  ID Catalog: <Your ID catalog>  Catalog Name: <Your catalog name>  Choose the entry, choose Questions for Question Catalog.  Choose New Entries.  ID Catalog: <Your ID catalog>  ID of Question: <Your question ID>  Position: <Your position>  Choose Save. | The Catalog of Questions have been added. |  |

### Prerequisites - Control Parameters Question Catalog

Purpose

In this SSC-UI, you define which leasing questionnaires are to be used in accordance with various control parameters.

You can filter the assignment of a questionnaire differently by company code, contract type, and valuation object (incl. differentiation criterion).

ID Catalog

In the SSC-UI “Define Question Catalogs”, you define the possible question catalogs and their catalog IDs. This catalog ID is assigned in the control parameters.

Valuation Rule

The valuation rule assigned here defines which criteria or settings (for example, condition valuation groups, interest methods, valuation classification) are used to calculate the informational net present value in questionnaires. Note that this net present value is provisional information only and may change after completion of the questionnaire (for example, as a result of the condition classification being changed).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Search and Open Control Parameters Question Catalog | Choose the following navigation option: Flexible Real Estate Management (RE-FX) > Balance-Sheet Valuation of Contracts > Control Parameters Question Catalog .  Choose New Entries and enter below value:  Company Code: <Your company code>  Type: J4  DifCrt: <Your Object Type>, for example: YCO01  CTyp: <Your Contract Type>, for example: YI10  Valuation Rule: <Your Contract Type>, for example: IFRS  ID Catalog: <Your Contract Type>, for example: 1  Choose Save. | The control parameters for question catalog are added. |  |

### Prerequisites – Replace Account Symbol

Purpose

To complete the configuration which is used for RoU asset retirement scenario, please check whether the replace account symbol of S-LEASEPROVISIO and S-LEASERTMLGADJ have been maintained in this SSCUI or manually add them according to the following procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Search and Open Replace Account Symbols | Choose the following navigation option: Flexible Real Estate Management (RE-FX) > Accounting > Integration FI-GL, FI-AR, FI-AP > Account Determination > Replace Account Symbols .  Choose New Entries and enter below value:  Chart of Account: YCOA  Account Symbol: S-LEASEPROVISIO  G/L Account: 0023007000  It’s available to replace the SAP pre-delivered G/L account 0071010300 with your own G/L account.  Choose Save. | The account symbol is added. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Search and Open Replace Account Symbols | Choose the following navigation option: Flexible Real Estate Management (RE-FX) > Accounting > Integration FI-GL, FI-AR, FI-AP > Account Determination > Replace Account Symbols .  Choose New Entries and enter below value:  Chart of Account: YCOA  Account Symbol: S-LEASERTMLGADJ  G/L Account: 0071010300  It’s available to replace the SAP pre-delivered G/L account 0071010300 with your own G/L account.  Choose Save. | The account symbol is added. |  |

# Overview Table

The scope item Contract Management – Lease in consists of several process diagrams provided in the following tables.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| [Create Contract](#unique_15) [page ] 22 | Contract Specialist - Leasing; Contract Valuation Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The contract is created. The system message confirms creation and displays the new contract number. |
| Maintain Contract | | | |
| [Change Contract End Date](#unique_16) [page ] 28 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Contract end date is changed. |
| [New Condition](#unique_17) [page ] 29 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | New condition is set. |
| [Change Condition](#unique_18) [page ] 31 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Condition is set. |
| [Edit Contract Valuation](#unique_19) [page ] 33 | Contract Valuation Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Contract valuation is edited. |
| [Renew Contract](#unique_20) [page ] 34 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Contract is renewed. |
| [Change Vendor](#unique_21) [page ] 41 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The new vendor is saved. |
| Contract Management Fiori App | | | |
| [Create Contract](#unique_22) [page ] 43 | Contract Specialist - Leasing | Contract Management | The contract is created. The system message confirms creation and displays the new contract number. |
| [Change Contract End Date](#unique_23) [page ] 47 | Contract Specialist - Leasing | Contract Management | The contract is created. The system message confirms creation and displays the new contract number. |
| [New Condition](#unique_24) [page ] 48 | Contract Specialist - Leasing | Contract Management | The contract is created. The system message confirms creation and displays the new contract number. |
| [Change Condition](#unique_25) [page ] 50 | Contract Specialist - Leasing | Contract Management | The contract is created. The system message confirms creation and displays the new contract number. |
| Periodic Posting | | | |
| Individual Process | | | |
| [Periodic Posting - Simulation](#unique_26) [page ] 52 | Accounts Payable Accountant - Leasing | Periodic Posting: Contracts - Missing translation in language EN (RERAPP) | Period posting is simulated. |
| [Periodic Posting – Execution](#unique_27) [page ] 54 | Accounts Payable Accountant - Leasing | Periodic Posting: Contracts - Missing translation in language EN (RERAPP) | Period posting is executed and the document number is displayed. |
| Cancel Valuation Steps | | | |
| [Cancel Valuation Steps - Simulation](#unique_28) [page ] 55 | Contract Valuation Specialist - Leasing | Cancel Valuations Steps | The valuation is canceled. |
| [Cancel Valuation Steps - Execution](#unique_29) [page ] 57 | Contract Valuation Specialist - Leasing | Cancel Valuations Steps | The valuation is canceled. |
| Post Contract Valuation | | | |
| [Post Contract Valuation - Simulation](#unique_30) [page ] 58 | Contract Valuation Specialist - Leasing | Post Valuation for Contracts - Missing translation in language EN (RECEEP) | Valuation posting is simulated. |
| [Post Contract Valuation - Execution](#unique_31) [page ] 60 | Contract Valuation Specialist - Leasing | Post Valuation for Contracts - Missing translation in language EN (RECEEP) | Valuation posting is posted and the document number is displayed. |
| Cancel Valuation for Contracts | | | |
| [Cancel Valuation for Contracts - Simulation](#unique_32) [page ] 62 | Contract Valuation Specialist - Leasing | Cancel Valuation for Contracts (RECEEPRV) | The posted valuations are canceled. |
| [Cancel Valuation for Contracts - Execution](#unique_33) [page ] 63 | Contract Valuation Specialist - Leasing | Cancel Valuation for Contracts (RECEEPRV) | The posted valuations are canceled. |
| Adjustment | | | |
| Free Adjustment | | | |
| [Free Adjustment - Simulate](#unique_34) [page ] 65 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Manage Contract Transaction: Adjustment is simulated. |
| [Free Adjustment - Execute](#unique_35) [page ] 66 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Manage Contract Transaction: Adjustment is performed. |
| Index Adjustment | | | |
| [Index Adjustment – Simulate](#unique_36) [page ] 68 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Manage Contract Transaction: Adjustment is simulated. |
| [Index Adjustment – Execute](#unique_37) [page ] 70 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Manage Contract Transaction: Adjustment is simulated. |
| [(J78\_OP) Advanced Cash Operations](#unique_38) [page ] 72 |  |  | The cash flow reports are displayed. |
| [(1XV\_OP) SAP S/4HANA for Enterprise Contract Management](#unique_39) [page ] 72 |  |  | The leasing data can be integrated with Legal Content Management. |
| Report Contract | | | |
| [Report: Contracts Overview](#unique_40) [page ] 74 | Contract Specialist - Leasing | Contracts - Information System (REISCN) | The report view displays. |
| [Report: Valuation Rules](#unique_41) [page ] 75 | Contract Valuation Specialist - Leasing | Valuation Rules - Information System (RECEISRULECN) | The report view displays. |
| [Report: Condition Specific Valuation Rules](#unique_42) [page ] 77 | Contract Valuation Specialist - Leasing | Condition specific valuation rules for Contracts - Information System (RECEISCONDRULECN) | The report view displays. |
| [Report: Contract Valuations](#unique_43) [page ] 78 | Contract Valuation Specialist - Leasing | Display Contract Valuation - Missing translation in language EN (RECESH) | The report view displays. |
| [Report: Valuation Cockpit](#unique_44) [page ] 79 | Contract Valuation Specialist - Leasing | Valuation Cockpit - Contract Valuation (F4035) | Contract with the selected filter are shown. |
| [Report: Business Partners for Contracts](#unique_45) [page ] 80 | Contract Specialist - Leasing | Business Partners of Contracts - Information System (REISCNBP) | The report view displays. |
| [Report: Objects for Contracts](#unique_46) [page ] 81 | Contract Specialist - Leasing | Objects for Contracts - Information System (REISCNOA) | The report view displays. |
| [Report: Term](#unique_47) [page ] 82 | Contract Specialist - Leasing | Term of Contracts - Information System (REISCNPE) | The report view displays. |
| [Report: Reminder Dates](#unique_48) [page ] 84 | Contract Specialist - Leasing | Manage Dates for Contracts - Missing translation in language EN (RECARSCN) | The report view displays. |
| [Report: Posted Documents for Contracts](#unique_49) [page ] 85 | Accounts Payable Accountant - Leasing | Item Overview - Information System (REISRADOCITEM) | The report view displays. |
| [Report: Liabilities Grading](#unique_50) [page ] 86 | Contract Specialist - Leasing | Liabilities Grading - Information System (RECEISLIABGRAD) | The report view displays. |
| [Report: RE Documents for Contracts](#unique_51) [page ] 87 | Contract Valuation Specialist - Leasing | Documents for Contracts - Information System (REISREDOCCN) | The report view displays. |
| [Report: Display Valuation Balances](#unique_52) [page ] 88 | Contract Valuation Specialist - Leasing | Valuation Balance - Information System (RECEISBALANCE) | Cash flow data for valuation is shown. |
| End Contract | | | |
| [Expiration](#unique_53) [page ] 89 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The contract changes are saved and the contract ended. |
| Technical Transactions |  |  |  |
| [Cash Flow Update for Contracts - Simulation](#unique_54) [page ] 91 | Administrator - Leasing | Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL) | Cash flow update for contracts is simulated. |
| [Cash Flow Update for Contracts - Execution](#unique_55) [page ] 92 | Administrator - Leasing | Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL) | Cash flow update for contracts is executed. |
| [Worklist: Update Objects - Simulation](#unique_56) [page ] 93 | Administrator - Leasing | Worklist: Update Objects - Missing translation in language EN (RECARG) | Worklist: update objects is simulated. |
| [Worklist: Update Objects - Execution](#unique_57) [page ] 94 | Administrator - Leasing | Worklist: Update Objects - Missing translation in language EN (RECARG) | Worklist: update objects is executed. |
| [Analyze Logs](#unique_58) [page ] 95 | Administrator - Leasing | Analyze Logs - Missing translation in language EN (RECALA) | Logs are analyzed. |
| [Archive Contract](#unique_59) [page ] 96 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The deletion flag is set for the contract. |

# Test Procedures

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

## Create Contract

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. |

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Create Contract | Choose Create Object.  Make the following entries and choose Continue:  Contract Type: <Lease in contract type> For example, Lease In Real Estate  Choose the contract type dependent of the underlining Asset:   * Lease In Real Estate (for Land and building) * Lease In Others (For Cars, Machine, IT, Equipment, etc)   Company Code: 1010 | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Insert General Data | Make the following entries (if the contract is relevant for valuation) and choose Partners to go to the next screen:  Contract Name: <Your contract name>  Contract Currency: EUR (As defaulted)  The company code currency is defaulted here. It’s allowed to be changed to a different currency.  Valuation relevance: Leasing Valuation  If you also use IFRS Please refer to 21P chapter Create Contract for further guidance. | Data are validated.  The Partners screen is displayed. |  |
| 5 | Assign New Partner | Choose Assign New Partner. Choose Supplier(Fin.Accounting).  Make the following entries and choose Continue.  Select the BP Role.  Choose Copy.  Business Partner: 10300001 | Data is validated.  The Business Partner has been assigned. |  |
| 6 | Insert Term | Choose Term.  Make the following entries:  Contract start date: <Your contract start date>  1st Contract End: <Your contract end date>  Choose Enter and choose Continue in Correct Cash Flow From view. | The data is validated and Cash Flow From date is filled.  The Term has been created. |  |
| 7 | Insert contract objects | Choose Objects.  Choose Assign to link a contract object to the contract, then choose Object:  Contract object: <Your description of the contract object> (for example, COB)  Object type: <Select a contract object type>  Choose on the following dependent of the underling asset and in relation with the previous selected Contract Type:   * Land/Property * Building * DP/Hardware * Fixtures Fittings * Machinery * Vehicles * Location/Site * Floor * Room * Building Equipment * Office Equipment   Account assignment: <Select a cost center for a account assignment> for example, CTR A000/10101101 | Data are validated.  The Object screen is displayed. |  |
| 8 | Insert contract conditions | Choose Conditions.  Choose Insert Condition(s) to select the Condition Type of your contract.  For each condition make the following entries:  Unit Price: <Your unit price of the condition>  Currency: <your contract currency>  The currency in Contract Currency of tab to create a reminder rule for your contract. Select the one reminder rule type (for example, General Data is defaulted here. It is allowed to be changed to a different currency.  Under Terms, choose Display or Change Term for Postings.  If a foreign currency is used in Contract Currency in tab General Data or in Currency of tab Condition, select a currency translation rule in below field.  CrcyTrRule: <Select a rule>  Tax Group: <your default tax group>, for example, Y-FULL  Default tax group can be set by SSC-UI Default Value for Tax Rate per Contract Type as described in chapter Prerequisites - Default Value for Tax Rate per Contract Type.  If RITA (Registration for Indirect Taxation Abroad) is activated in your system, a new field AltTaxCnty is available for selecting a different country. The tax code of the newly selected country will be applied.  If RITA is not activated in your system, the field AltTaxCnty is invisible. In this case, you can disregard the field AltTaxCnty below.  For more information on activating RITA, please refer to J58 - Accounting and Financial Close - Preliminary Steps - Activate Registration for Indirect Taxation Abroad (Optional).  AltTaxCnty: <select a country> for example, NL  Choose Continue.  Under Terms, choose Display or Change Term for Organization Assignment and enter the following data:  Profit Center: <Select a profit center> for example, YB600  Functional Area: <Select a functional area> for example, YB40  The Profit Center and Functional Area entered here should be matched with the values in cost center master data, which is entered in Account Assignment of tab Objects in the contract.  Choose Continue.  Choose Simulate to simulate the cash flow.  Choose Back to Conditions.  Make sure the contract type, object type and condition type are matched. For example, if contract type is Lease in Real Estate, condition type should be YCO01 Land/Property or YCO02 Building, condition type should be RE land or RE building related. | Data are validated.  Cash flow can be simulated |  |
| 9 | Insert critical dates and reminders for contract | Choose Resubmit.  Choose Create Reminder Rule (for example Before End of Term).  For each reminder rule make the following entries and choose Continue:  Resubmission reason: <Select a reason>  Then choose Save and go to the next screen. | The reminder rule is generated.  The contract is saved and the number of the new contract is released. |  |
| 10 | Activate Contract | Choose Activate to activate your contract.  Choose Yes to activate your contract. | A message to execute the activation is shown. The contract is activated. |  |

To insert the valuation parameters:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist – Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract Valuation - Missing translation in language EN (RECECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object  Company Code: 1010  Contract: <Your contract> | Data are validated. |  |
| Lease questionnaire | | | | |
| 4 | Start lease questionnaire | Press on Question mark and the select  Object: <COB Your Contract Object> | Lease questionnaire is starting. |  |
| 5 | Lease questionnaire | Check data in the header and start with answering the questions. | Questions are shown. |  |
| 6 | Fast entry valuation parameters | If all questions answered with YES, choose Cancel to close Fast Entry Valuation Rule and process following step to insert the valuation parameters. | Screen is shown. |  |
| Finish of lease questionnaire | | | |  |
| 7 | Insert Valuation Parameters | Choose Create term to assign a valuation rule to your contract object.  Valuation parameter: <the relevant valuation principle> (for example, German Commercial Code)  Object: <COB Your Contract Object>  Start of Consideration: <Your Contract Start date (is already in)>  If Shown dropdown lists with keys (Path: More > GUI Actions and Settings > Settings: Dropdown list ) is not checked, New Start is shown.  Currency: <your condition currency> (is already in)  The currencies in condition and in valuation parameter must be the same.  Acct. Assignment: <as object (is already in)>  Please ignore the warning message Valuation is pending and still needs to be completed. | Data are validated.  Valuation rule can be completed.  Warning: IFRS1: Valuation is pending and still needs to be completed.  The Valuation parameters screen is displayed. |  |
| 8 | Save Contract | Choose Save. | Data is validated. |  |

Explanation of condition types:

Choose Lease In Rate <Underling Asset dependent> when the lease payment relates to the rent of the Asset:

• Lease In Rate Machinery

• Lease In Rate Fixtures and Fit

• Lease In Rate Vehicles

• Lease In Rate DP/Hardware

• Lease In Rate Office Equipment

Choose Lease In Service Charge <Underling Asste dependent> when the lease payment relates to a service which you don’t want to book on the Balance Sheet:

• LI Service Charge Machinery

• LI Service Charge Fixt.&Fit.

• LI Service Charge Vehicles

• LI Service Charge DP/Hardware

• LI Serv. Charge Office Equip.

• Asset Retirement

a. Used in Sub-lease, please refer to chapter Maintain Contract - Main Contract in SI 2SB for detail procedures.

b. To reflect the sub-lease-contract during asset capitalization, it is required to enter the total amount of rent income as statistical condition (Condition type LG92) on the main-lease contract (Asset retirement). This condition will reduce the asset capitalization.

## Maintain Contract

In the Manage Contract app, you can make changes on the contract. Below are some examples for typical changes for the Leasing process.

### Change Contract End Date

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 change an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose Term. | The Term screen is displayed. |  |
| 5 | Insert new Term | Change the following entries:  1st Contract End: <Your new contract end date> | The date is updated. |  |
| 6 | Save contract | Choose Save. | Data is validated. |  |

### New Condition

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 change an existing contract as part of your daily business.

To reflect the sub-lease-contract during asset capitalization, it is required to enter the total amount of rent income as statistical condition(Condition type LG92) on the head-lease contract (Asset retirement). This condition will reduce the asset capitalization. Refer to below procedures for this operation.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Change to change mode. Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose Conditions and go to the next screen. | The Conditions screen is displayed. |  |
| 5 | Insert new condition | Choose Insert Condition(s) to select the new conditions of your contract.  For each condition make the following entries:  Unit price: <Your unit price of the condition>  Choose simulate to simulate the cash flow. | Data are validated.  Cash flow can be simulated |  |
| 6 | Save contract | Choose Save. | Data are validated. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract. | The Manage Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object.  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Valuation parameter | Check the entries and choose Rule Complete and go to the next screen. | The Valuation screen is displayed. |  |
| 5 | Save contract | Choose Save. | Data is validated. |  |

### Change Condition

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 change an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object.  Company Code: 1010  Contract: <Your contract> | Data are validated, the General Data screen displays. |  |
| 4 | General Data | Check the entries and choose Conditions. | The Conditions screen displays. |  |
| 5 | Change Conditions | Select the condition you want to change.  Make the following entries:  Valid from: <Your new valid from date of the condition>  Unit price: <Your unit price of the condition>  Choose Simulate to simulate the cash flow.  Then choose Enter. | Data are validated.  Cash flow can be simulated  The Valuation parameters screen displays. |  |
| 6 | Save contract | Choose Save. | Data are validated. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object.  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Valuation parameter | Check the entries and choose Rule Complete and go to the next screen. | The Valuation screen is displayed. |  |
| 5 | Save contract | Choose Save. | Data is validated. |  |

### Edit Contract 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. |

Context

In this activity, you can change an existing contract valuation rule (Interest rate, Contract probable end date) as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Edit Contract Valuation | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen Valuation Parameters screen is displayed. |  |
| 4 | Update Valuation Parameters | Choose Create term to assign a valuation rule to your contract object.  Check the data for your Valuation rule and/or edit.  Valuation parameter: <the relevant valuation principle> (for example, German Commercial Code)  Contract Object: <Your object>  Probable End: <Your contract probable end date>  Acct. Assignment: as object | Data are validated.  Valuation rule can be completed.  Warning: IFRS1: Valuation is pending and still needs to be completed.  The Valuation parameters screen is displayed. |  |
| 5 | Save contract | Choose Save. | Data is validated. |  |

### Renew Contract

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 renew an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Real Estate Contract | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Insert Renewal | Choose Term.  Choose Create Term, then choose Renewal.  Make the following entries:  Renewal Type: 2 Individual Renewal Rule and choose Append Row.  Option/Automatic: Option  Seq: <1>  Number: <1>  RnwYrs: <3>  NtfY: <1>  Choose Save.  Choose Back.  Choose Change Object to activate the renewal when decision is made to renew the contract.  Choose Renew Contract.  Choose Approve and Activate.  Choose Save.  Another option is to renew the contract automatically.  Option/Automatic: Automatic  Seq.: <2>  Number: <1>  RnwYrs: <3>  NtfM: <6> | Data are validated.  The contract is renewed. |  |
| 6 | Save Contract | Choose Save. | Data is validated. |  |

### Rent Reduction

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 add rent reduction related condition types to reduce the rent amount for an existing contract as part of your daily business.

Procedure

To execute this activity go step by step through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object. Choose Enter:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose Conditions and go to the next screen. | The Conditions screen is displayed. |  |
| 5 | Insert new condition | Choose Insert Condition(s) to select the new conditions of your contract.  For each condition make the following entries:  SAP pre-delivered below rent reduction related condition types  IB30 Credit Side Reduction Building  IC30 Credit Side Reduction DP/Hard  IE30 Credit Side Reduction Fix.&Fit  IL30 Credit Side Reduction Land  IM30 Credit Side Reduction Machiner  IO30 Credit Side Reduction Off.Equi  IV30 Credit Side Reduction Vehicles  Unit price: <Your unit price to be reduced for the condition>  Choose Simulate to simulate the cash flow. | Data are validated.  Cash flow can be simulated |  |
| 6 | Save contract | Choose Save. | Data is validated. |  |

To update the valuation rule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract. | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object.  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Valuation parameter | Check the entries and choose Rule Complete. | The Valuation screen is displayed. |  |
| 5 | Save contract | Choose Save. | Data is validated. |  |

### Add Notice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create a notification for your contract objects.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a  Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Add Notice on Objects | Choose Term.  Choose Create Term, then choose Notice on Objects.  Make the following entries:  Renewal Type: 2 Individual Notice Procedure  Choose Create Notice Rule, then choose Individual Period Regulation.  Make the following entries:  Party Giving Notice: 9 Both  Notice Per: 01 End of Month  Consider Minimum Term: <select>  Earliest Notice On: <Today>  Choose Simulate to go to the next screen.  Choose Close to close Simulate Notice.  Choose Continue.  Choose Object Assignment and choose Assign Object from Contract. | Data are validated.  The Notice is added. |  |
| 5 | Save Contract | Choose Save. | Data is validated. |  |

To execute notice on contracts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a  Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Notice on Contracts – Information System. | The Information System: Giving Notice on Contracts screen displays. |  |
| 3 | Activate Notice | Make the following entries and choose Execute to go to the next screen:  Company Code: 1010  Contract: <Your contract>  Contacts w/ No Notice Given: <select>  Select the contracts in Company Code Column, then choose Activate Notice and make the following entries in the next screen.  Notice Per: <Today>  Reason for Notice: <90>  Choose Continue.  Choose Save. | Notices are activated. |  |

## Change Vendor

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 change a vendor of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Change Partner | Choose Partners.  Make the following entry for old vendor:  End of relationship: <Your end of relationship date>  Ignore the warning message There are gaps in assignment of required role FLVN00 Supplier (Financial Accounting.  Choose Assign New Partner. Choose Supplier(Fin.Accounting).  Make the following entries in Business Partner Search screen:  New Vendor: 10300002  Choose Continue.  Choose Copy.  Ignore the error message No more than 001 partners can be assigned in role FLVN00 at the same time.  Make the following entry:  Start reltnship: <Your new start date of relationship> | Data are validated. Go to screen Conditions subscreen <Your Start of relationship date>Terms. |  |
| 5 | Change Conditions | Choose Conditions.  Under Terms, choose Display or Change Term Posting.  Choose Show time dependence.  Choose New: Add validity period.  Valid from: <Your Start of relationship date>  Partner: <the new vendor>  Choose Continue.  Choose Simulate to simulate the cash flow. | Data are validated and new vendor appears in the cash flow. |  |
| 5 | Save Contract | Choose Save to save your contract. |  |  |

## Contract Management Fiori App

### Create Contract

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 a new contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a  Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contract Management . | The Contract Management screen displays. |  |
| 3 | Create a new contract | Create a new contract by selecting the Add a new Contract button +. | A selection page is displayed. |  |
| 4 | Add a new Contract | Make the following entries and press Save and go to the next screen:  Company Code: 1010  Contract Type: <Lease in contract>  Contract Number: filled in automatically  Contract Name: Optional, less than 80 characters  Start date: <today's date>  End date: <today's date + 2 years> | Data are validated.  The Contract Management screen is displayed. |  |
| 5 | Create Renewal | Make the following entries and choose Save:  Select the Add Renewal button + and fill in the required fields:  In the Add Renewal dialog box, make the Renewal type selection: Automatic  Select from the drop-down list the needed Type of Automatic Renewal: One or More Repetitions  In the General Information area, enter Renewal number of times: <for example, 3>  In the Add Renewal area, fill in the number of the months renewal in the Months: field <for example, 3>  In the Add Notification area, enter Months before notification: <for example, 1> | Data is validated.  The Renewal is displayed on the timeline. |  |
| 6 | Simulate Renewal | Select Simulate Renewal. | Data is displayed automatically based on your previous selection |  |
| 7 | Create Break Option | Select Add Break Option, Add new Break Option is displayed and fill in the required fields, then select Save.  NoticeRuleName: <Break Option's name>  Giving Notice: <For example, Both>  Notice Per: <Select a date>  Receipt to: <Select a date> | Data is validated.  The Add New Break Option dialog box is displayed |  |
| 8 | Assign new Partners | Select All Partners and choose Add.  In the Add Partner Assignment dialog box, fill in the required fields and Save.  Business Partner Role: Supplier (Financial Accounting)  Business Partner: <Business Partner number>  Address Type: <Standard Address> | Data is validated.  The new Partner is created. |  |
| 9 | Insert contract objects | In the Objects area, choose Add. In the Add New Objects dialog box, enter the following.  Object Type: Contract Object  Name: <Name>  Object Type: <Select one Object type from the list>  Accounting Object Type: <Cost Center>  Select a valid cost center  Valid From: <today's date>  No End Date: Deselect  Valid Until: <Select a date>  Then choose Save. | Data is validated.  The Contract Object is created. |  |
| 10 | Insert contract conditions | In the Conditions area, select Add. On the Add New Condition dialog box, fill in the following:  Under Condition Type  Condition Type: <Your Condition Type>  Under Condition  Ext. Cond. Purp.: <Select a Condition purpose>  Calc. Formula: <Select the Calculation Formula>  Unit Price: <Insert a unit price>  Currency: <Select your Currency>  Under Posting  Tax Type: <Select a Tax Type>  Tax Group: <Select a Tax Group>  Under Condition Validity  Valid From: <Today's date>  No End Date: Deselect  Valid until: <Select a date in the future>  Under Frequency  Frequency: <Your Frequency>  Frequency Unit: <Select the Frequency Unit>  Amt. Reference: <Select the Reference>  Payment Form: <Select your Payment Form>  Frequency Start: <Select your Frequency Start>  Under Partner  Partner: <Select your Partner>  If you are working for company code 1710, make sure you select <Your Jurisdiction Code>  Choose Save.  Choose Simulate Cash Flow.  Choose Close. | Data is validated.  Cash flow can be simulated |  |
| 11 | Insert Organizational Assignment | In the Organizational Assignment area, select Add. On the Add Organizational Assignment dialog box, make the following entries. Then, choose Save.  Profit Center: <Insert your Profit Center> for example, YB600  Functional Area: <Insert your Functional Area> for example, YB40  The Profit Center and Functional Area entered here should be matched with the values in cost center master data, which is entered in Account Assignment of tab Objects in the contract.  Valid From: <Today's Date> | Data is validated. |  |
| 12 | Insert Document | Select Add and upload your document. | Document is uploaded and can be opened in Contract Management. |  |

### Change Contract End Date

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 change an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contract Management . | The Contract Management view displays. |  |
| 3 | Select the Contract | Make the following entries:  Company Code: 1010  Contract: <Your contract>  Choose Go | The Contract Management view displays. |  |
| 4 | General Data | Check the entries, select Edit Contract Header. | The Edit General Information dialog box is displayed. |  |
| 5 | Insert new Term | In the Edit General Information dialog box, change:  1st Contract End: <Your new contract end date> | The date is updated. |  |
| 6 | Save contract | Choose Save. | Data are validated. |  |

### New Condition

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 change an existing contract as part of your daily business.

To reflect the sub-lease-contract during asset capitalization, it is required to enter the total amount of rent income as statistical condition(Condition type LG92) on the head-lease contract (Asset retirement). This condition will reduce the asset capitalization. Refer to below procedures for this operation.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contract Management Fiori app. | The Contract Management screen displays. |  |
| 3 | Select the Contract | Make the following entries:  Company Code: 1010  Contract: <Your contract>  Choose Go | The Contract Management screen displays. |  |
| 4 | General Data | Check the entries, then choose Conditions tab. |  |  |
| 5 | Change your existing conditions | Go to your Condition Type and select the pen icon.  On the Edit Condition display you can make the needed changes and Save. | Data are saved. |  |
| 6 | Insert new condition | Choose Add to add new condition.  In Add New Condition dialog box, make the following entries:  Under Condition Type  Condition Type: <Your Condition Type>  Under Condition  Ext. Cond. Purp.: <Select a Condition purpose>  Calc. Formula: <Select the Calculation Formula>  Unit Price: <Insert a unit price>  Currency: <Select your Currency>  Under Condition Validity  Valid From: <Today's date>  No End Date: Deselect  Valid until: <Select a date in the future>  Under Frequency  Frequency: <Your Frequency>  Under Partner  Partner: <Select your Partner>  Choose Save.  Choose Simulate Cash Flow. | Data are validated.  Cash flow can be simulated |  |

### Change Condition

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 change an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contract Management . | The Contract screen displays. |  |
| 3 | Process Contract | Make the following entries:  Company Code: 1010  Contract: <Your contract>  Choose Go | Data are validated, the General Data screen displays. |  |
| 4 | General Data | Check the entries and select the Conditions tab. | The Conditions screen displays. |  |
| 5 | Change Conditions | Select the pen in order to edit the conditions you want to change for your contract.  Make the following entries:  Unit price: <Your unit price of the condition>  Valid from: <Your new valid from date of the condition>  Choose Save, then choose Simulate Cash Flow to simulate the cash flow.  Close to return to the Contract Management view. | Data are validated.  Cash flow can be simulated  The Valuation parameters screen displays. |  |

## Periodic Posting

### Individual Process

#### Periodic Posting - Simulation

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 simulate the periodic posting of an existing contract as part of your daily business.

Procedure

When a contract is posted, it is useful to first simulate the posting.

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Payable Accountant - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Periodic Posting: Contracts - Missing translation in language EN (RERAPP). | The Periodic Posting: Contracts screen displays. |  |
| 3 | Periodic Posting: Contracts Selection | Make the following entries and choose Execute:  Company Code: 1010  Contract: <Your contract>  Contract Type: YI10 or YI50 (Lease In Contract Type)  Month for Posting Run : <First month of the start date of your contract>  Year for Posting Run: <Year of the start date of your contract>  Posting Run Mode: Simulation  Type of Posting Run: Integrated posting | Data are validated, next screen Periodic Posting: Contract screen is displayed. |  |
| 4 | Periodic Posting Contract | Check the posting and choose Documents and go to the next screen. | Postings are green  The Documents screen is displayed. |  |
| 5 | Periodic Posting Contract: Documents | Check the Documents (accounts and cost elements) and choose Back to go back. | Postings are correct.  The Periodic Posting: Contract screen is displayed. |  |
| 6 | Periodic Posting: Contract | Choose Back to go back. |  |  |

#### Periodic Posting – Execution

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 execute the periodic posting of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Payable Accountant - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Periodic Posting: Contracts - Missing translation in language EN (RERAPP). | The Periodic Posting: Contracts screen displays. |  |
| 3 | Periodic Posting: Contracts Selection | Make the following entries and choose Execute:  Company Code: 1010  Contract: <Your contract>  Contract Type: YI10 or YI50 (Lease In Contract Type)  Month for Posting Run: <First month of the start date of your contract>  Year of Posting Run: <Year of the start date of your contract>  Posting Run Mode: Update Run  Type of Posting Run: Integrated posting | Data are validated, next screen Periodic Posting: Contract screen is displayed. |  |
| 4 | Periodic Posting Contract | Check the posting and choose Documents and go to the next screen. | Postings are green.  The Documents screen is displayed. |  |
| 5 | Periodic Posting Contract: Documents | Check the Documents (accounts and cost elements) and choose Back to go back. | Postings are correct.  The Periodic Posting: Contract screen is displayed.. |  |
| 6 | Periodic Posting: Contract | Choose Back to go back. |  |  |

## Cancel Valuation Steps

### Cancel Valuation Steps - Simulation

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 cancel already performed valuations of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cancel Valuations Steps. | The Reverse Contract Valuation screen displays. |  |
| 3 | Cancel Valuation Steps: Contracts Selection | Make the following entries and choose Execute:  In the Contract Selection area:  Company Code: 1010  Contract: <Your contract>  Or  Identification : <Identification>  Execution Mode area:  Execution Mode: Simulation | Data are validated, next screen Reverse Contract Valuation screen is displayed. |  |
| 4 | Cancel Valuation Steps | Choose Exit to go back. | The valuation is canceled. |  |

### Cancel Valuation Steps - Execution

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 cancel already performed valuations of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cancel Valuations Steps | The Cancel Valuation Steps screen displays. |  |
| 3 | Cancel Valuation Steps: Contracts Selection | Make the following entries and choose Execute, then Save.  In the Contract Selection area:  Company Code: 1010  Contract: <Your contract>  Or  Identification : <Identification>  Execution Mode area:  Execution Mode: Update run | Data are validated, next screen Cancel Valuation steps screen is displayed. |  |
| 4 | Cancel Valuation Steps | Choose Log to check the reversal of contract valuation.  Choose Back to go to the Reverse Contract Valuation screen. | The Log is shown |  |
| 5 | Cancel Valuation Steps | As all contracts are selected press deselect to deselect a contract and valuation steps. Choose Save.  The first check box is without functionality. | Valuation steps are deleted. |  |
| 6 | Cancel Valuation Steps | Choose Back to return to the homepage. | The valuation is canceled. |  |

## Post Contract Valuation

### Post Contract Valuation - Simulation

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 simulate the posting of the valuation (Valuation rule IFRS) for an existing contract as part of your daily business.

Procedure

When a contract valuation is posted, it is useful to first simulate the posting

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Post Valuation for Contracts - Missing translation in language EN (RECEEP). | The Post Valuation for Contracts view displays. |  |
| 3 | Post Valuation for Contract Selection | Make the following entries:  Company Code: 1010  Contract: <Your contract>  Month for Post Run: <First month of the start date of your contract>  Year of Post Run: <Year of the start date of your contract>  Posting Run Mode: Simulation  and choose Execute | Data are validated, next view Valuation Posting: Contract view is displayed. |  |
| 4 | Post Valuation for Contract | Check the posting and choose Documents and go to the next view. | Postings are green.  The Documents view is displayed. |  |
| 5 | Post Valuation for Contract: Documents | Check the Documents (accounts and cost elements) and choose Back to go back. | Postings are correct.  The Post Valuation for Contracts view is displayed. |  |
| 6 | Post Valuation for Contract | Choose Back to go back. |  |  |

### Post Contract Valuation - Execution

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 execute the posting of the valuation (Valuation rule IFRS) for an existing contract as part of your daily business.

Procedure

When a contract valuation is posted, it is useful to first simulate the posting

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Post Valuation for Contracts - Missing translation in language EN (RECEEP). | The Post Valuation for Contracts view displays. |  |
| 3 | Post Valuation for Contract Selection | Make the following entries:  Company Code: 1010  Contract: <Your contract>  Month for Posting Run: <First month of the start date of your contract>  Year of Posting Run: <Year of the start date of your contract>  Posting Run Mode: Update Run  and choose Execute. | Data are validated, next view Valuation Posting: Contract view is displayed. |  |
| 4 | Post Valuation for Contract | Check the posting and choose Documents and go to the next view. | Postings are green.  The Documents view is displayed. |  |
| 5 | Post Valuation for Contract: Documents | Check the Documents (accounts and cost elements) and choose Back to return to previous view. | Postings are correct.  The Post Valuation for Contracts view is displayed. |  |
| 6 | Post Valuation for Contract | Choose Return to go back. |  |  |

## Cancel Valuation for Contracts

### Cancel Valuation for Contracts - Simulation

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 execute the cancellation of valuation postings for an existing contract as part of your daily business.

Procedure

In some cases, the valuation posting is incorrect and needs to be canceled. When a contract valuation posting is to be canceled, it is useful to firstly simulate the cancellation posting.

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cancel Valuation for Contracts (RECEEPRV). | The Cancel Valuation for Contracts view displays. |  |
| 3 | Cancel Valuation for Contract Selection | On the entry screen of the Cancel Valuation for Contracts app, make the following entries and choose Execute:  In the Selection by Contracts area:  Company Code: 1010  Contract Number: <Your contract(s)>  In the Posting Data area:  Mode: Simulation  Reason for Reversal: <your reason for Reversal>  Posting Date: <your posting date>  Posting Period: <your posting period> | Data are validated, next view Cancel Valuation for Contracts view is displayed.  The posted valuations to be canceled are displayed. |  |
| 4 | Cancel Valuation for Contracts | Choose Back to go back. | The posted valuations are canceled. |  |

### Cancel Valuation for Contracts - Execution

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 simulate the cancellation of valuation postings for an existing contract as part of your daily business.

Procedure

In some cases, the valuation posting is incorrect and needs to be canceled. When a contract valuation posting is to be canceled, it is useful to firstly simulate the cancellation posting.

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cancel Valuation for Contracts (RECEEPRV). | The Cancel Valuation for Contracts view displays. |  |
| 3 | Cancel Valuation for Contract Selection | On the entry screen of the Cancel Valuation for Contracts app, make the following entries and choose Execute:  In the Doc. Selection area:  Company Code: 1010  Contract Number: <Your contract(s)>  In the Posting Data area:  Mode: Update Run  Reason for Reversal: <your reason for Reversal>  Posting Date: <your posting date>  Posting Period: <your posting period> | Data are validated, next view Cancel Valuation for Contracts view is displayed.  The valuation postings canceled are displayed. |  |
| 4 | Cancel Valuation for Contracts | Choose Back to go back. | The posted valuations are canceled. |  |

## Adjustment

### Free Adjustment

#### Free Adjustment - Simulate

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 adjust the condition of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Manage Contract screen displays. |  |
| 3 | Process Contract | In screen Contract, make the following entries and press Enter:  Company Code: 1010  Contract: <Your contract>  Choose Change Object. | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Simulate Adjustment | Choose Adjustment.  Choose Create Term to select the adjustment rule Free – Modifiable to your contract.  Choose Conditions next to Free - Modifiable.  Choose Assign Free Condition(s) to assign one of the conditions of the contract.  Choose Save.  Choose Simulate Adjustment. Make the following entries and choose Continue in screen Adjustment Parameters.  Next possible valid from date: activate  Adjustment reason: Standard  In screen Parameters of Free Adjustment, input one of the parameter for free adjustment and choose Continue.  In screen Adjustment Record, choose Continue.  In screen Adjustment Data for Condition, choose Continue. | Data are validated and calculation is correct. |  |

#### Free Adjustment - Execute

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. |

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Manage Contract screen displays. |  |
| 3 | Process Contract | In screen Contract, make the following entries and press Enter:  Company Code: 1010  Contract: <Your contract>  Choose Change Object. | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Execute Adjustment | Choose Adjustment.  Choose Conditions.  Choose Execute/Continue Adjustment. Make the following entries and choose Continue in screen Adjustment Parameters.  Next possible valid from date: activate  Adjustment reason: Standard  In screen Parameters of Free Adjustment, input one of the parameter for free adjustment and choose Continue.  In screen Adjustment Record, choose Activate adjustment.  Choose Execute Simulation.  In screen Simulate Condition Adjustment, choose Continue.  In screen Adjustment Record, choose Continue. | Data are validated and calculation is correct. |  |
| 5 | Save Contract | Choose Save to save your contract in screen Adjustment Data for Condition. | Data are validated and adjustment is performed. |  |

### Index Adjustment

#### Index Adjustment – Simulate

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 adjust the condition of an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Manage Contract view displays. |  |
| 3 | Process Contract | In the Contract view, make the following entries:  Company Code: 1010  Contract: <Your contract>  and choose Change Object. | Data is validated and the General Data view is displayed. |  |
| 4 | Simulate Adjustment | Choose Adjustment.  Choose the Create Term icon and select the adjustment rule Index - Modifiable Germany for your contract.  Choose Unlink from Customizing icon and maintain your data.  Min. Change Pts: <your point>  Min. Percent: <your percent>  Either input values for one of those fields or ignore the warning message Adjustment XX: the minimum change fields are not filled.  If point is maintained in Min. Change Pts, please make sure the point maintained here is less than the difference between the points of the index series for the current date and the index level for the date the last time the condition was adjusted (Both points are maintained by SSC-UI Enter Index Levels in Preliminary Steps).  If point is maintained in Min. Percent, please make sure the percent maintained here is less than the percentage difference between the points of the index series for the current date and the index level for the date the last time the condition was adjusted (Both points are maintained by SSC-UI Enter Index Levels in Preliminary Steps). The percentage difference is calculated on the basis of this absolute difference, using the following formula: difference \* 100 / (index level at last adjustment).  Index Start: <The first date of index level>  First adjust. from: <Today>  Remaining in Adjustment, choose Conditions.  Choose Assign Free Condition(s) to assign one of the conditions of the contract.  Choose Save.  Choose Simulate Adjustment. Make the following entries and choose Continue in view Adjustment Parameters.  Valid From: <Today is recommended>  Adjustment reason: Standard  In the Parameters of Free Adjustment dialog box, input one of the parameter for free adjustment and choose Continue.  In the Adjustment Record dialog box, choose Continue.  In the Adjustment Data for Condition dialog box, choose Continue. | Data is validated and the calculation is correct. |  |

#### Index Adjustment – Execute

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. |

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Manage Contract screen displays. |  |
| 3 | Process Contract | In the Contract view, make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, the General Data view is displayed. |  |
| 4 | Execute Adjustment | Choose Adjustment.  Under Adjustment, choose Conditions.  Choose Execute/Continue Adjustment. Make the following entries and choose Continue in the Adjustment Parameters dialog box.  Next Possible Valid-From: <select>  Adjust. reason: Standard  In the Adjustment Record dialog box, choose Activate adjustment.  Choose Execute Simulation.  In the Simulate Condition Adjustment dialog box, choose Continue.  In screen Adjustment Record, choose Continue. | Data are validated and calculation is correct. |  |
| 5 | Save Contract | Choose Save to save your contract in screen Adjustment Data for Condition. | Data are validated and adjustment is performed. |  |
| 6 | Insert a new valuation time slot | Choose Valuation Parameters.  In the Numbers row, choose Show Time-Dependence, then choose Add Validity Period in the Valid row.  Make the following entries to insert a new valuation time slot to the selected valuation rule.  Valid From: <the valid from date of index adjustment> and Continue.  Choose Rule complete to complete the valuation rule.  Please ignore the warning message Valuation is pending and still needs to be completed. | Data are validated and calculation is correct. |  |

## (J78\_OP) Advanced Cash Operations

Purpose

This section describes the frequently used reports for cash daily operation related with Contract and Lease Management.

This chapter is needed only when J78 is ready in system.

Procedure

The procedure is described in the Advanced Cash Operations (J78) scope item. Please complete following 2 test procedures for that scope item.

Check Cash Flow Items

Cash Flow Analyzer

## (1XV\_OP) SAP S/4HANA for Enterprise Contract Management

Context

SAP S/4HANA for Enterprise Contract Management connects processes, content, technology, and people in legal departments. It provides a central layer for legal contract and an integrated platform for legal technology.

This chapter is needed only when 1XV is ready in system.

Preliminary Steps

Contract and Lease Management is integrated with Enterprise Contract Management. If Enterprise Contract Management is activated, you can use Enterprise Contract Management for Contract and Lease Management. To achieve this, below two steps need to be performed via SSCUI.

In order to carry out the following activities, a business user - with the SP\_BR\_BPC\_EXPERT role assigned to it - must exist.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sequence | Configuration UI | Description | Expected Result | Pass / Fail / Comment |
| 1 | Define Linked Object Types | Types of objects which are used in Context/Legal Transaction apps as links (for navigation). | The SAP Fiori Launchpad displays. |  |
| 2 | Define Profiles | Profiles for Context/Legal Transaction apps for restriction visibility of data sets (Internal/External Contacts, Entities, Linked Objects…) | The Location Management app displays. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Gui System | Log on to the SAP Gui System as a Configuration Expert. | The SAP Gui System displays. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 4 | Open Define Linked Object Types | Choose the following navigation option:  Enterprise Contract Management > General Settings > Define Linked Object Types .  Click New Entry, input below parameters and save it.  Linked Object Type: Your Linked Object Type for example, 0012  Long Text: Contract and Lease Management  Lnk. Obj. Tech. Type: RECN  Integration Link: Choose Real Estate Contract from drop-down list  You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue. | The linked object type for Contract and Lease Management is created |  |
| 5 | Go back to SAP Reference IMG | Go back to SAP Reference IMG. | The SAP Reference IMG screen displays. |  |
| 6 | Open Define Profiles | Choose the following navigation option：  Enterprise Contract Management > Profiles > Define Profiles  In Define Sets screen, Choose Prf. Set: G5, Double click Linked Objects,  Click New Entry, input below parameters and save it.  LObj. Set: G5  LnkObj. Ty: Your Linked Object Type created in step 4  You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue. | You linked object type for Contract and Lease Management is added in profile |  |

Procedure

The procedure is described in the SAP S/4HANA for Enterprise Contract Management (1XV) scope item. Please complete all the procedures for that scope item before proceeding.

## Report Contract

### Report: Contracts Overview

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contracts - Information System (REISCN). | The Info System: Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use Grid Control: <select> | Data is shown. |  |

### Report: Valuation Rules

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Valuation Rules - Information System (RECEISRULECN). | The Info System: Valuation Rules in Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use grid control: <select>  Activity: <Change> | Data is shown. |  |

### Report: Condition Specific Valuation Rules

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Condition specific valuation rules for Contracts - Information System (RECEISCONDRULECN). | The Info System: Condition-Specific Valuation Rules for Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use grid control: <select>  Activity: <Change> | Data is shown. |  |

### Report: Contract Valuations

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Display Contract Valuation - Missing translation in language EN (RECESH). | The Display Contract Valuation view displays. |  |
| 3 | Report Contract | Make the following entries:  Company Code: 1010  Contract: <Your contract(s)>  Output: <Choose between Process and Cash flow>  and choose Execute. | Data displays. |  |

### Report: Valuation Cockpit

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 check a cockpit of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Valuation Cockpit - Contract Valuation (F4035). | The Valuation Cockpit screen displays. |  |
| 3 | Valuation Cockpit | Check the two donuts charts, select one section and choose Manage Contract to check the details of a contract | Contract Management App is shown |  |
| 4 | Contract Management App | Press go and check the list of the shown contracts | Contract with the selected filter are shown. |  |

### Report: Business Partners for Contracts

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Business Partners of Contracts - Information System (REISCNBP). | The Information System: Business Partners of Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use Grid Control: <select> | Data is shown. |  |

### Report: Objects for Contracts

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Objects for Contracts - Information System (REISCNOA). | The Information System: Objects for Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use Grid Control: <select> | Data is shown. |  |

### Report: Term

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Term of Contracts - Information System (REISCNPE). | The Information System: Term of Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Use grid control: <select> | Data is shown. |  |

### Report: Reminder Dates

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Dates for Contracts. | The Process Reminder Dates for Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)> | Data is shown. |  |

### Report: Posted Documents for Contracts

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 run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Payable Accountant - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open IS: Item Overview. | The Item Overview displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Open Items On: <Periodic Posting Date>  Use Grid Control: <select><Your contract(s)> | Data is shown. |  |

### Report: Liabilities Grading

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. |

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori Launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Liabilities Grading - Information System (RECEISLIABGRAD). | The Liabilities Grading displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Start Date: <Your start date>  Sort Method: SAP SAP(EU 93 fin.stat.guidelines)  When US\_GASB\_MA (Modified accrual) UGSM account principle is used, there is no liability recognized | Data are shown. |  |

### Report: RE Documents for Contracts

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 review RE documents for contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Documents for Contracts - Information System (REISREDOCCN). | The Display RE Documents for Contracts view displays. |  |
| 3 | Contracts Report | Make the following entries :  Company Code: 1010  Contract: <Your contract(s>  Choose Execute. | Data displays. |  |

### Report: Display Valuation 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. |

Context

In this activity, you run a report of existing contracts as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Valuation Balance - Information System (RECEISBALANCE). | The Display Valuation Balances screen displays. |  |
| 3 | Report Contract | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)> | Cash flow data for valuation in the Cash Flow Data for Valuation view is shown. |  |

## End Contract

### Expiration

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 end an existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN). | The Contract screen displays. |  |
| 3 | Real Estate Contract | Make the following entries and choose Change Object:  Company Code: 1010  Contract: <Your contract> | Data are validated, next screen General Data screen is displayed. |  |
| 4 | End contract | Choose Term. Make the following entries and choose Enter and go to the next screen:  1st contract end: <Your contract end date> | Data is validated. |  |
| 5 | Save | Choose Save to save your contract. |  |  |

## Technical Transactions

### Cash Flow Update for Contracts - Simulation

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 simulate the update of the cash flow of existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Administrator - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL). | The Generation of Cash Flow for Contracts screen displays. |  |
| 3 | Cash Flow Update for Contracts Selection | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Simulation: <activated> | Data are validated, next screen Cash Flow Update for Contract screen is displayed. |  |
| 4 | Cash Flow Update for Contracts | Analyse data. | Data is shown. |  |

### Cash Flow Update for Contracts - Execution

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 execute the cash flow of existing contract as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Administrator - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL). | The Generation of Cash Flows for Contracts screen displays. |  |
| 3 | Cash Flow Update for Contracts Selection | Make the following entries and press Execute:  Company Code: 1010  Contract: <Your contract(s)>  Simulation: <deactivate> | Data are validated, next screen Cash Flow Generation for Contract screen is displayed. |  |
| 4 | Cash Flow Update for Contracts | Analyse data. | Data is shown. |  |

### Worklist: Update Objects - Simulation

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 simulate the update of the contracts as part of your daily business.

The prerequisite of this testing procedure is to create a contract, save it but not activate it.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Administrator - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Worklist: Update Objects - Missing translation in language EN (RECARG). | The Worklist: Update Objects screen displays. |  |
| 3 | Worklist: Update Objects Selection | Make the following entries and press Execute:  Person responsible: <Own user ID>  Display selection list: <selected> | Data are validated, next screen Worklist: Update Objects screen is displayed. |  |
| 4 | Worklist: Update Objects | Analyse data | Data is shown. |  |

### Worklist: Update Objects - Execution

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 execute the update of the contracts as part of your daily business. The prerequisite of this testing procedure is to create a contract, save it but not activate it.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Administrator - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Worklist: Update Objects - Missing translation in language EN (RECARG). | The Worklist: Update Objects screen displays. |  |
| 3 | Worklist: Update Objects Selection | Make the following entries and press Execute:  Person responsible: <Own user ID>  Update immediately: <selected> | Data are validated, next screen Worklist: Update Objects screen is displayed. |  |
| 4 | Worklist: Update Objects | Analyse data. | Data is shown. |  |

### Analyze Logs

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 analyse logs as part of your daily business.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Administrator - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Analyze Logs - Missing translation in language EN (RECALA). | The Analyze Logs screen displays. |  |
| 3 | Analyze Logs | Make the following entries and press Execute:  User: <Own user ID> | Data are validated, next screen Analyze Logs screen is displayed. |  |
| 4 | Worklist: Update Objects | Analyse data. | Data is shown. |  |

### Archive Contract

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 archive an existing contract as part of your daily business. A contract can only be deactivated and archived, when the contract is not posted yet.

Procedure

To execute this activity go step by step go through the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Contract - Missing translation in language EN (RECN) | The Manage Contract screen displays. |  |
| 3 | Real Estate Contract | Make the following entries and press Enter:  Company Code: 1010  Contract: Your contract | Data are validated, next screen General Data screen is displayed. |  |
| 4 | Real Estate Contract | Go to: More – Contract – Activation and Term – Deactivate  Confirm the message. | Message: Status was changed |  |
| 5 | Real Estate Contract | Go to: More – Edit – Change Status – Archive – Set Deletion Flag.  Confirm the message. | Message: Status was changed |  |
| 5 | Save | Press Entry to save your contract |  |  |

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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