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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Integration to SAP S/4HANA Cloud for Enterprise Contract Assembly (2OQ) |

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# Introduction

Integration of SAP S/4HANA for Enterprise Contract Assembly with SAP S/4HANA for Enterprise Contract Management enables you to integrate into all core business processes, assemble all types of documents based on templates, text blocks, rules and simultaneously store all documents in a central online repository.

This integration scenario is supported for SAP S/4HANA and includes the following scope items:

* 1XV - SAP S/4HANA for Enterprise Contract Management: This is the main system of this integration scenario where the Legal Counsel manages the lifecycle of your legal content by maintaining:
  + Business related information (legal entities, internal contacts)
  + Configuration (general configuration, legal context, categories)
  + Operational information (legal content lifecycle, tasks)
* 2OQ - Integration to SAP S/4HANA Cloud for Enterprise Contract Assembly: This system enables the legal counsel to author and assemble the legal content by using:
  + Templates and text blocks as elements to reuse content
  + Virtual documents created from the assembly of a template, based on a specific business context

# Purpose

The SAP S/4HANA for enterprise contract management application enables digitization of legal transactions within an organization. This application facilitates creation and management of legal content in enterprises in alignment with core business processes and provides an integrated platform to run enterprise-wide legal process more efficiently.

SAP S/4HANA Cloud for enterprise contract assembly is an application on SAP Cloud Platform to enable the authoring and assembly of the following legal content:

* Templates and text blocks as elements to reuse content
* Virtual documents as a result of the assembly of a template based on and specific business context

The integration of SAP S/4HANA Cloud for enterprise contract assembly with SAP S/4HANA for enterprise contract management enables enterprises to integrate with all core business processes, assemble all types of documents based on templates, text blocks, rules, and simultaneously store all documents in a central online repository.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Enterprise Contract Management Admin | SAP\_BR\_ADMINISTRATOR\_LCM | Suggested sample User: <user>, representing the business role Administrator - Enterprise Contract Management  Password: <password> |
| Legal Counsel | SAP\_BR\_LEGAL\_COUNSEL | Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Suggested sample User: <user>, representing the business role Configuration Expert - Business Process Configuration  Password: <password> |

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 1XV - SAP S/4HANA for Enterprise Contract Management | The following steps of 1XV - SAP S/4HANA for Enterprise Contract Management are mandatory for this scope item:  4.4 Prerequisite Settings  5.1 Manage Contexts  5.2 Request Legal Content |

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report, or Item | Business Role | App/Transaction | Expected Results |
| [Create Legal Documents](#unique_8) [page ] 7 | Legal Counsel | Manage Legal Transactions (F2310) | User is able to edit the details. |
| [Manage Legal Documents](#unique_9) [page ] 10 | Legal Counsel | Manage Legal Documents (F2453) | User is able to edit the legal documents. |

# Test Procedures

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

## Create Legal Documents

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 step, you can not only upload the document as an attachment, but also create the virtual document from the template for a Legal Transaction based on the integration between SAP S/4HANA for Enterprise Contract Management and SAP S/4HANA for Enterprise Contract Assembly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using business role Legal Counsel. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Manage Legal Transactions (F2310) | The Manage Legal Transactions screen is displayed. |  |
| 3 | Manage Legal Transactions | On the Manage Legal Transactions page, choose a legal transaction in the list. | The Legal Transaction screen is displayed. |  |
| 4 | Upload a file for mandatory document (Optional) | In the Documents section, if an entry is already existing, it is a mandatory document which is created automatically from the Context.  To add Documents for the mandatory document, choose Create under the document name on the left. On the Selection Creation Method screen, choose Upload a File. Then choose Continue. The Upload File screen will be displayed.  Make the following entries:  Content Type: .<read-only and inherited from the Context>  Access Level(optional): for example, Private  Document Name (optional): for example, Master Contract  Language : Select an appropriate value from the dropdown list, for example English.  Governing Law: <read-only and inherited from the legal transaction>  File: Choose Browse to upload the file from your computer  Choose Upload. | The document is attached to the legal transaction.  The current version of the legal document is 1. |  |
| 5 | Upload a file for non-mandatory document (Optional) | In the Documents section, choose Upload File on the right near the search bar. The Upload File screen is displayed.  Make the following entries:  Content Type: for example, Master Contract  Access Level(optional): for example, Private  Document Name (optional): for example, Master Contract  Language : Select an appropriate value from the dropdown list, for example English.  Governing Law: <read-only and inherited from the legal transaction>  File: Choose Browse to upload the file from your computer  Choose Upload. | The document is attached to the legal transaction.  The current version of the legal document is 1. |  |
| 6 | Create Virtual Document for the mandatory document | In the Documents section, if an entry is already existing, it is a mandatory document which is created automatically from the Context.  To add virtual document for the mandatory document, choose Create under the document name. The Select Creation Method screen is displayed.  On the Select Creation Method screen, choose Create from Template and make the following entries:  Content Type: <fixed and inherited from the Context>  Acess Level (optional): for example, Private  Document Name (optional): for example, Virtual Document of Contract  Language: for example, English  Governing Law: <read-only and inherited from the legal transaction>for example, India  Choose Continue.  On the Select: Template screen, choose a template (click on the first column of the entry) from the list, which is replicated from Legal Content Assembly via the integration scenario. | The Virtual Document is created for the legal transac-tion.  The Status of this document is New, and the Assembly Status is Assembly in progress.  The Status of this document will be changed to In process, and the Assembly Status is Final, Peng-ding or Error after the synchronization to ECA is done.  The current version of the legal document is 1. |  |
| 7 | Create Virtual Document for the non-mandatory document | In the Documents section, choose Create from Template on the right near the search bar. The Create from Template screen is displayed.  On the Create from Template screen, make the following entries:  Content Type: for example, Master Contract  Acess Level (optinal): for example, Private  Document Name (optional): for example, Virtual Document of Contract  Language : for example, English  Governing Law: for example, India  Choose Continue .  On the Select: Template screen, choose a template (click on the first column of the entry) from the list, which is replicated from Legal Content Assembly via the integration scenario. | The Virtual Document is created for the legal transaction.  The Status of this document is New, and the Assembly Status is Assembly in progress.  The Status of this document will be changed to In process, and the Assembly Status is Final, Pengding or Error after the synchronization to ECA is done.  The current version of the legal document is 1. |  |

## Manage Legal Documents

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 step, you can manage the legal documents including the virtual documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using business role Legal Counsel. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Legal Documents (F2453) | The Manage Legal Documents screen is displayed. |  |
| 3 | Manage Legal Documents | Choose the Legal Document with status In Process.  To edit Legal Document, choose Edit on the upper right corner. | Now you are inside Legal Document.  The Create button is visible for a Virtual Document when the status is still New. You can create a file from template or upload a file.  Edit button is not visible for a Virtual Document until the status is changed from New to In process.  You can also use the Enterprise Search functionality to search your Legal docuement:   * Choose Search in the upper right area of the launchpad. * In the dropdown list choose: Legal Documents and input Document Number from previous section.   Now you are able to see the details of the Legal document. |  |
| 4 | Stamps (Optional) | In Stamps Section, make the following entries and choose Create.  Stamp Name: select the appropriate one from the dropdown list, for example Approved  Date, Time: Set to default  Added By: Set to default  Choose Save | Then it navigates to Legal Document.  Stamps can be added to a virtual document only after the Assembly Status is changed from In process to Final. |  |
| 5 | Edit the document (For the uploaded document) | Choose Edit on the upper right corner of the screen. Change the content of the document.  Choose Check Out to lock the attached document.  Download the file and edit the file offline.  After the file is signed-off out of CM application, choose Check In and upload the modified file to release the new version.  To release the new version, choose Confirm check-in and create a new version in the Check In dialog box from the following options when uploading the file:  Confirm check-in and create a new version  Confirm check-in and replace current version | The attached document is modified.  The old version of the legal document will be created as version 1 in Version History and the new version will be version 2. |  |
| 6 | Edit the document (For the virtual document) | To change the attributes of the document, choose Edit on the upper right corner.  Update the attributes and choose Save.  To change the content of the document, choose More and then choose Edit Content on the upper right corner.  This action will access the Manage Document app in integrated ECA tenant with corresponding authentication method. The content can be updated. | The virtual document is modified.  If the virtual document is edited on SCP, the old version will be created in Version History. |  |
| 7 | Generate word file (For the virtual document) | To generate the word file of the document, choose More and then choose Generate Word File on the upper right corner.  If the warning By generating a word file, you can no longer edit the virtual document. Are you sure you want to continue? appears, choose Continue. | The word file of the legal document is generated.  The old version will be created in Version History. |  |
| 8 | Upload signed document (For the virtual document) | Choose Download on the upper right corner and save the file to your local folder.  After the file is signed off CM application, choose Check In and upload the modified file to release the new version. | The signed document is uploaded.  The old version will be created in Version History. |  |
| 9 | Update document status | After the document is completed, choose Set the Set to Accepted on the upper right corner to set the document status to Accepted. | Health Status of the legal document is updated to On Track after all the documents have the status Accepted.  The Health Status will remain Pending if a virtual document is created in the Legal Transaction. |  |
| 10 | Archive the document (Optional) | To archive the document, choose To Be Archived on the upper right corner. | The Status and Assembly Status of the document is changed to To Be Archived. |  |
| 11 | Reopen the document (Optional) | To reopen the document with status To Be Archived, choose Reopen on the upper right corner. | The Status of the document is changed to In Process, and the Assembly Status is changed to Assembly In Process. |  |
| 12 | Delete the document (Optional) | To delete the document, choose Delete on the upper right corner. | The legal document is deleted. |  |

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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