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| Test ScriptSAP S/4HANA - 09-09-20 | public |
| Lease-Out for Sublease Accounting - Group Ledger IFRS (2SA\_DE) |

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# Purpose

The Lease-Out for Sublease Accounting - Parallel Ledger scope item supports the lease -out scenario in a sublease contract.

A sublease is a lease agreement between a lessee who already holds a lease contract and another party called the sublessee who wants to use of the object of the original lease contract. The lessee assigns or gives certain rights to the sublessee that are held under the terms of the original lease with the owner.

In a lease-out scenario, the lessee who already has a lease-in contract with the lessor, creates a lease-out contract that includes the IFRS16 compliant valuation, to support the sublease option.

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.

All steps described in the Setup Guide have been performed successfully.

Below steps needs to be followed to check and ensure GL account for "AtAltFiscY", "Acct Valuation" and "AcctVal.DiffYr" for account symbol Y-LEASEINCOTH and Y-LEASEINCRE have been maintained by SSCUI "Replace Account Symbol".

To achieve this, a business user with a business role must exist. The business role SAP\_BR\_BPC\_EXPERT must be assigned to the user.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On Fiori Launchpad | Log on to the SAP Fiori launchpad as a Configuration Expert. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access AppManage Your Solution | Open Manage Your Solution. | The Manage Your Solution screen is displayed. |  |
| 2 | Access AppConfigure Your Solution | Open Configure Your Solution. | The Configure Your Solution screen is displayed. |  |
| 3 | Search and Open Replace Account Symbols | Search Manage Your Solution.Accounting Integration is displayed. Click it.Click Configure for Replace Account Symbol. Search and Open Replace Account SymbolsClick Position and input below parameters:Chart of Account: your chart of accountAccount Symbol: Y-LEASEINCOTHCheck if GL account for "AtAltFiscY", "Acct Valuation" and "AcctVal.DiffYr" have been maintained. If not, maintain them.Do the same for account symbol Y-LEASEINCRE.Save it.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 GL account for Replace Account Symbol have been checked and maintained. |  |

## 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 |
| 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 Receivable Accountant - Leasing | SAP\_BR\_RECM\_AR\_ACCOUNTANT | Accounts Receivable - Leasing | SAP\_BR\_RECM\_AR\_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

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

Use your own master data or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Chart of Depreciation | 1010 |  |  |
| Customer | 1010000110100002 |  |  |
| 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 location, 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 |

## Business Conditions

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

List conditions in the correct sequence. Specify the related scope item. The information is required to create the Test Cycle document which explains the dependencies between scope items and lists the requirements for testing a scope item.

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| Lease-In Accounting - Group Ledger IFRS (21P) | Lease-in contract with external party must exist.In the 21P scope item, a lease-in contract is created for the asset or property. For this contract, part of its asset or property is subleased to a third party by creating another lease out contract in the 2SA scope item. |

## 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 TypeIn 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 CodesEnter a tax code if it is blank.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, Y2 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 LevelsOpen 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 ArchivingOpen 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\_CNEnter a value for day(s) (for example 0) for Residence time 1 and Residence time 2 for Type: REFX\_CNCFChoose 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: J4DifCrt: <Your Object Type>, for example: YCO01CTyp: <Your Contract Type>, for example: YI10Valuation Rule: <Your Contract Type>, for example: IFRSID Catalog: <Your Contract Type>, for example: 1Choose Save. | The control parameters for question catalog are added. |  |

# Overview Table

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

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

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

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

Create Contract

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| [Create Contract](#unique_15) [page ] 21 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The contract is created. The system displays a message confirming creation and displays the new contract number. |

Maintain Contract - Main Contract

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| [New Condition](#unique_16) [page ] 26 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You assigned a new condition to the contract. |

Maintain Contract - Subcontract

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Change Contract End Date](#unique_17) [page ] 27 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The end date is updated. |
| [New Condition](#unique_18) [page ] 29 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You assigned a new condition to the contract. |
| [Change Condition](#unique_19) [page ] 30 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You changed an existing condition of the contract. |
| [Edit Contract Valuation](#unique_20) [page ] 32 | Contract Valuation Specialist - Leasing | Manage Contract Valuation - Missing translation in language EN (RECECN) | You changed a valuation rule on the contract. |
| [Renew Contract](#unique_21) [page ] 33 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | Contract is renewed. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| [Change Customer](#unique_22) [page ] 37 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You changed the customer assigned to an existing contract. |

Contract Management Fiori App

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| [Create Contract](#unique_23) [page ] 39 | Contract Specialist - Leasing | Contract Management | Contract end date is changed. |
| [Change Contract End Date](#unique_24) [page ] 43 | Contract Specialist - Leasing | Contract Management | New condition is set. |
| [New Condition](#unique_25) [page ] 44 | Contract Specialist - Leasing | Contract Management | Condition is set. |
| [Change Condition](#unique_26) [page ] 46 | Contract Specialist - Leasing | Contract Management | Contract valuation is edited.Contract changes are saved. |

Periodic Posting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| Individual Process |
| [Periodic Posting - Simulation](#unique_27) [page ] 47 | Accounts Receivable Accountant - Leasing | Periodic Posting: Contracts - Missing translation in language EN (RERAPP) | You simulated the periodic posting of an existing contract. |
| [Periodic Posting – Execution](#unique_28) [page ] 49 | Accounts Receivable Accountant - Leasing | Periodic Posting: Contracts - Missing translation in language EN (RERAPP) | You executed the periodic posting of an existing contract. |

Cancel Valuation Steps

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Cancel Valuation Steps - Simulation](#unique_29) [page ] 50 | Contract Valuation Specialist - Leasing | Cancel Valuations Steps | The posted valuations are canceled. |
| [Cancel Valuation Steps - Execution](#unique_30) [page ] 51 | Contract Valuation Specialist - Leasing | Cancel Valuations Steps | The posted valuations are canceled. |

Post Contract Valuation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Post Contract Valuation - Simulation](#unique_31) [page ] 53 | Contract Valuation Specialist - Leasing | Post Valuation for Contracts - Missing translation in language EN (RECEEP) | The valuation is canceled. |
| [Post Contract Valuation - Execution](#unique_32) [page ] 55 | Contract Valuation Specialist - Leasing | Post Valuation for Contracts - Missing translation in language EN (RECEEP) | The valuation is canceled. |

Cancel Valuation for Contracts

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Cancel Valuation for Contracts - Simulation](#unique_33) [page ] 56 | Contract Valuation Specialist - Leasing | Cancel Valuation for Contracts (RECEEPRV) | The posted valuations are canceled. |
| [Cancel Valuation for Contracts - Execution](#unique_34) [page ] 58 | Contract Valuation Specialist - Leasing | Cancel Valuation for Contracts (RECEEPRV) | The posted valuations are canceled. |

Adjustment

Free Adjustment

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Free Adjustment - Simulate](#unique_35) [page ] 59 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You simulated the adjustment of a condition of an existing contract. |
| [Free Adjustment - Execute](#unique_36) [page ] 61 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You executed the adjustment of a condition of an existing contract. |

Index Adjustment

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Index Adjustment – Simulate](#unique_37) [page ] 62 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You simulated the adjustment of a condition of an existing contract. |
| [Index Adjustment – Execute](#unique_38) [page ] 64 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You executed the adjustment of a condition of an existing contract. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Diagram | Business Roles | Transaction/App | Expected Results |
| Advanced Cash Operations (J78) |  | See the Advanced Cash Operations (J78) test script. |  |
| SAP S/4HANA for Enterprise Contract Management (1XV) |  | See the SAP S/4HANA for Enterprise Contract Management (1XV) test script. |  |

Report Contract

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Report: Contracts Overview](#unique_39) [page ] 69 | Contract Specialist - Leasing | Contracts - Information System (REISCN) | The report is shown. |
| [Report: Valuation Rules](#unique_40) [page ] 70 | Contract Valuation Specialist - Leasing | Valuation Rules - Information System (RECEISRULECN) | The report is shown. |
| [Report: Condition-specific Valuation Rules](#unique_41) [page ] 71 | Contract Valuation Specialist - Leasing | Condition specific valuation rules for Contracts - Information System (RECEISCONDRULECN) | The report is shown. |
| [Report: Contract Valuations](#unique_42) [page ] 72 | Contract Valuation Specialist - Leasing | Display Contract Valuation - Missing translation in language EN (RECESH) | The report is shown. |
| [Report: Valuation Cockpit](#unique_43) [page ] 73 | Contract Valuation Specialist - Leasing | Valuation Cockpit - Contract Valuation (F4035) | Contract with the selected filter are shown. |
| [Report: Business Partners for Contracts](#unique_44) [page ] 74 | Contract Specialist - Leasing | Business Partners of Contracts - Information System (REISCNBP) | The report is shown. |
| [Report: Objects for Contracts](#unique_45) [page ] 75 | Contract Specialist - Leasing | Objects for Contracts - Information System (REISCNOA) | The report is shown. |
| [Report: Term](#unique_46) [page ] 76 | Contract Specialist - Leasing | Term of Contracts - Information System (REISCNPE) | The report is shown. |
| [Report: Reminder Dates](#unique_47) [page ] 77 | Contract Specialist - Leasing | Manage Dates for Contracts - Missing translation in language EN (RECARSCN) | The report is shown. |
| [Report: Posted Documents for Contracts](#unique_48) [page ] 78 | Accounts Receivable Accountant - Leasing | Item Overview - Information System (REISRADOCITEM) | The report is shown. |
| [Report: Reclassification](#unique_49) [page ] 80 | Contract Valuation Specialist - Leasing | Reclassification - Information System (RECEISRECLASSIFY) | The report is shown. |
| [Report: Liabilities Grading](#unique_50) [page ] 81 | Contract Valuation Specialist - Leasing | Liabilities Grading - Information System (RECEISLIABGRAD) | The report is shown. |
| [Report: Assets for Contracts](#unique_51) [page ] 82 | Contract Valuation Specialist - Leasing | Assets for Contracts - Information System (RECEISASSETCN) | The report is shown. |
| [Report: RE Documents for Contracts](#unique_52) [page ] 83 | Contract Valuation Specialist - Leasing | Documents for Contracts - Information System (REISREDOCCN) | The report view displays. |
| [Report: Display Valuation Balances](#unique_53) [page ] 84 | Contract Valuation Specialist - Leasing | Valuation Balance - Information System (RECEISBALANCE) | Cash flow data for valuation is shown. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [End Contract](#unique_54) [page ] 85 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | The existing contract is ended. |

Technical Transactions

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Cash Flow Update for Contracts - Simulation](#unique_55) [page ] 86 | Administrator - Leasing | Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL) | You simulated the update of cash flow for an existing contract. |
| [Cash Flow Update for Contracts - Execution](#unique_56) [page ] 87 | Administrator - Leasing | Cash Flow Update for Contract - Missing translation in language EN (RECDCGOL) | You executed the update of cash flow for an existing contract. |
| [Worklist: Update Objects - Simulation](#unique_57) [page ] 88 | Administrator - Leasing | Worklist: Update Objects - Missing translation in language EN (RECARG) | You simulated the update of a contract. |
| [Worklist: Update Objects - Execution](#unique_58) [page ] 89 | Administrator - Leasing | Worklist: Update Objects - Missing translation in language EN (RECARG) | You executed the update of a contract. |
| [Analyze Logs](#unique_59) [page ] 90 | Administrator - Leasing | Analyze Logs - Missing translation in language EN (RECALA) | You analyzed the logs. |
| [Archive Contract](#unique_60) [page ] 91 | Contract Specialist - Leasing | Manage Contract - Missing translation in language EN (RECN) | You archived the contracts. |

# 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. |

Context

In this activity, you can create a new contract as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as 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 | Make the following entries and choose Create Object:Company Code: 1010Make the following entries and choose Continue:Contract Type: <Lease out contract type> For example, Lease Out Real Estate | Data is validated. The General Data view is displayed. |  |
| 4 | Insert general Data | In General Data, make the following entries:Contract name: <Your contract name>Main Contract: <Your company code and lease in contract number>Note You created this contract from Lease-In Accounting - Group Ledger IFRS (21P)scope item.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 | Data is validated.. |  |
| 5 | Assign New Partner | Choose Partners. | Data is validated. |  |
| 6 | Assign New Partner | Choose Assign New Partner. |  |  |
| 7 | Enter Details | Choose Customer (Fin.Accounting).Make the following entries and choose Continue.Select the BP Role.Business Partner: 10100001 | The Business Partner has been assigned. |  |
| 8 | Insert Term | Choose Term. |  |  |
| 9 | Insert Term | Make the following entries and press Enter:Contract start date: Your contract start date1st Contract end date: Your contract end date | The Correct Cash Flow From view displays. |  |
| 10 | Continue | Choose Continue. | The cash flow from data is filled.The Term has been created. |  |
| 11 | Insert contract objects | Choose Objects.Choose Assign to link a contract object to the contract, then choose Condition:Contract object: Contract object designation, for example, COBObject type: Contract object typeAccount assignment: Cost center for an account assignment for example, CTR A000/10101101 | Data is validated.The Condition view is displayed. |  |
| 12 | 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 General Data is defaulted here. It is allowed to be changed to a different currency.Under Terms, choose Display or Change Terms for Postings Parameters.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-FULLDefault 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.Choose Continue.Under Terms, choose Display or Change Terms for Organization Assignment:Profit Center: <Select a Profit Center> for example, YB600Functional Area: <Select a Functional area> for example, YB40The 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.Ensure that the contract type, object type, and condition type are matched. For example, if the contract type is Lease out Real Estate, the condition type should be YCO01 Land/Property or YCO02 Building, and the condition type should be RE land or RE building related. | Data is validated.Cash flow can be simulated |  |
| 13 | Insert critical dates and reminders for contract | Choose Resubmission.Choose Create reminder rule to create a reminder rule for your contract. Select the one reminder rule type (for example, Before End of Term).For each reminder rule make the following entries and choose Continue:Reminder rule: <Select a reminder rule>Resubmission reason: <Select a reason>Date: <Enter a date in the future>Then choose Save and go to the next view. | The reminder rule is generated.The contract is saved and the number of the new contract is released. |  |
| 14 | Activate Contract | Choose Activate.Choose Yes. | 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. | The Contract view displays. |  |
| 3 | Process Contract | Make the following entries and choose Change Object.Company Code: 1010Contract: <Your contract> | Data is validated. The Valuation Parameters view is displayed. |  |
| Lease questionnaire |
| 4 | Start lease questionnaire | Press on Question mark and the selectObject: <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: IFRS – Sublease)Object: COB Your Contract ObjectStart of consideration: <Your Contract Start date> (defaulted by system)Interest rate: <enter the proper interest rate>Val. Behavior: 3 new Start (defaulted by system)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 (defaulted by system)Choose Rule complete to complete the valuation rule.Please ignore the warning message Valuation is pending and still needs to be completed. | Data is validated.Valuation rule can be completed.Warning: IFRS1: Valuation is pending and still needs to be completed. |  |
| 8 | Save Contract | Choose Save. | Data is validated. |  |

## Maintain Contract - Main Contract

In the Manage Contract screen, you can make changes on the contract. To reflect the sublease contract during asset capitalization, you must enter the total amount of rent income as statistical condition (Condition type LG92) on the main contract (Asset retirement). This condition reduces the asset capitalization.

### 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.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: Your main contract(lease-in contract) | Data is validated. The Contract XXXX/YYYY Change: General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose the Conditions tab. | The Contract XXXX/YYYY Change: 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:Condition Type: LG92Unit price: Your amount of the rent income (If the RoU asset is fully sublease, the amount is the ROU asset net book value )Choose Simulate to simulate the cash flow.Choose Enter to go to the next screen. | Data is validated.Cash flow can be simulated. |  |
| 6 | Save contract | Choose Save. | Data is validated. |  |

## Maintain Contract - Subcontract

In the Manage Contract screen, you can make changes on the contract. Below are some examples for typical changes for the Leasing process. Although you can change many fields in the contract, we focus on changes concerning 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: Your contract | Data is validated, next screen General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose the Term tab. | The Term screen is displayed. |  |
| 5 | Insert new Term | Change the following entries and press Enter:1th Contract end date: Your new contract end date | The date is updated. |  |
| 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 Valuation. | The Manage Contract Valuation screen displays. |  |
| 3 | Process Contract | Change to change mode. Make the following entries and choose Change Object:Company Code: 1010Contract: <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. |  |

### 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.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: Your contract | Data is validated. The General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose the Conditions tab. | 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 conditionChoose Simulate to simulate the cash flow.Choose Enter. | Data is validated.Cash flow can be simulated |  |
| 6 | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: Your contract | Data is validated. The Contract XXXX/YYYY Change: General Data screen is displayed. |  |
| 4 | General Data | Check the entries and choose the Conditions tab. | The Contract XXXX/YYYY Change: Conditions screen is displayed. |  |
| 5 | Change Conditions | Select the condition you want to change.Make the following entries:Valid from: Your new valid from date of the conditionUnit price: Your unit price of the conditionChoose Simulate to simulate the cash flow.Choose Enter. | Data is validated.Cash flow can be simulated. |  |
| 6 | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Edit Contract Valuation | Make the following entries and choose Change Object:Company Code: 1010Contract: Your contract | Data is validated. The Contract XXXX/YYYY Change: Valuation Parameters screen is displayed. |  |
| 4 | Update Valuation Parameters | To assign a valuation rule to your contract object, choose Create term.Check the data for your Valuation rule and change if necessary:Contract Object: Your objectProbable end date: Your contract probable end dateAcct. Assignment: as objectChoose Rule complete to complete the valuation rule | Data is validated.The 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: 1010Contract: <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: OptionSeq: <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: AutomaticSeq.: <2>Number: <1>RnwYrs: <3>NtfM: <6> | Data are validated.The contract is renewed. |  |
| 6 | 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 aContract 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: 1010Contract: <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 ProcedureChoose Create Notice Rule, then choose Individual Period Regulation.Make the following entries:Party Giving Notice: 9 BothNotice Per: 01 End of MonthConsider 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 aContract 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: 1010Contract: <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 Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can change a customer of an existing contract as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as 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: 1010Contract: <Your contract> | The Contract XXXX/YYYY Change: General Data screen is displayed. |  |
| 4 | Partners | Choose the Partners tab. | The Contract XXXX/YYYY Change: Partners screen displays. |  |
| 5 | Change Partner | For the old customer, make the following entries and choose Enter:End of relat.: Your end of relationship dateIgnore the warning message. There are gaps in the assignment of required role FLCU00 Customer (Financial Accounting).Choose the Assign New Partner button.Choose the Customer (Fin.Accounting) button.Make the following entries:New Customer: 10100002Choose the Continue button.Choose the Copy button.Ignore the error message. No more than one partner can be assigned to the FLCU00 role at a time.Make the following entry:Start reltnship: <Start of relationship date> |  |  |
| 6 | Change Conditions | Choose Conditions.Under termsChoose Display or Change Term of Posting.Choose Show time dependence.Choose New: Add validity period.Valid from: <Start of relationship date>Partner: New customerChoose Continue.Choose Simulate. | Data is validated and new customer appears in the cash flow. |  |
| 7 | Save Contract | Choose Save. |  |  |

## 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 aContract Specialist - Leasing. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Contract Management Fiori app. | 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: 1010Contract Type: <Lease out contract>Contract Number: filled in automaticallyContract Name: Optional, less than 80 charactersStart 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 press Save:Select the Add Renewal button + and fill in the required fields:Make the Renewal type selection: AutomaticSelect from the drop-down list the needed type of automatic renewal: One or more repetitionsFill in the number of the months renewal: <for example:3>Renewal number of times: <for example:3>Month end notification: <for example:1> | Data is validated.The Renewal is displayed on the timeline. |  |
| 6 | Simulate Renewal | Select the Simulate Renewal button. | 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.NoticeRuleName: <Break Option's name>Giving Notice: <For example:Both>Notice Per: <Select a date>Receipt to: <Select a date> | Data is validated.The Break Option details screen is displayed. |  |
| 8 | Assign new Partners | Select the All Partners button and press Add - +.Once the Add new Partner Assignment window is displayed, fill in the required fields and Save.Business Partner Role: Customer (Financial Accounting)Business Partner: <Business Partner number>Address Type: <Standard Address> | Data is validated.The new Partner is created. |  |
| 9 | Insert contract objects | Select the Add + button and fill in the required fields :Object Type: Contract ObjectName: <Name>Object Type: <Select one Object type from the list>Accounting Object Type: <Cost Center>Select a valid cost centerValid From: <today's date>No End Date: DeselectValid To: <Select a date>Then press Save. | Data is validated.The Contract Object is created. |  |
| 10 | Insert contract conditions | Select the Add + button and fill in the required fields:Under Condition TypeCondition Type: <Your Condition Type>Under ConditionExt. Cond. Purp.: <Select a Condition purpose>Calc. Formula: <Select the Calculation Formula>Unit Price: <Insert a unit price>Currency: <Select your Currency>Under PostingTax Type: <Select a Tax Type>Tax Group: <Select a Tax Group>Under Condition ValidityValid From: <Today's date>No End Date: DeselectValid To: <Select a date in the future>Under FrequencyFrequency: <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 PartnerPartner: <Select your Partner>\*If you are working for company code 1010, make sure you select <Your Jurisdiction Code>Choose Save.Press simulate to simulate the cash flow.Choose Close. | Data is validated.Cash flow can be simulated |  |
| 11 | Insert Organizational Assignment | Select the Add + button and fill in the required fields:Profit Center: <Insert your Profit Center> for example, YB600Functional Area: <Insert your Functional Area> for example, YB40The 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 the Add + button 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 screen displays. |  |
| 3 | Select the Contract | Make the following entries:Company Code: 1010Contract: <Your contract>Choose Go | The Contract Management screen displays. |  |
| 4 | General Data | Check the entries, select Edit Contract Header, and go to the next screen. | The Edit General Information screen is displayed. |  |
| 5 | Insert new Term | Change the following entries and choose Enter to go to the next screen: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: 1010Contract: <Your contract>Choose Go | The Contract Management screen displays. |  |
| 4 | General Data | Check the entries, and choose Conditions tab. |  |  |
| 5 | Change your existing conditions | Go to your Condition Type and select the pen.On the Edit Condition display you can make the needed changes and Save. | Data are saved. |  |
| 6 | Insert new condition | Choose Edit Condition for 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.Choose Save. | 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: 1010Contract: <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 Simulate to simulate the cash flow.Then choose Enter. | Data are validated.Cash flow can be simulatedThe 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Receivable 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: 1010Contract: Contract numberMonth for Posting Run: First month of the start date of your contractYear for Posting Run: Year of the start date of your contractPosting Run Mode: SimulationType of Posting Run: Integrated Posting | Data is 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, Cost elements) and choose Back. | Postings are correct.The Periodic Posting: Contract screen is displayed. |  |
| 6 | Periodic Posting: Contract | Choose 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Receivable 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: 1010Contract: Contract numberMonth for Posting Run: First month of the start date of your contractYear for Posting Run: Year of the start date of your contractPosting Run Mode: Update RunType of Posting Run: Integrated Posting | Data is validated. The 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, cost elements) and choose Back. | Postings are correct.The Periodic Posting: Contract screen is displayed. |  |
| 6 | Periodic Posting: Contract | Choose 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: 1010Contract: <Your contract>OrIdentification : <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: 1010Contract: <Your contract>OrIdentification : <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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: <Contract number>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: Simulationand choose Execute. | Data is validated. The Periodic Posting: Contract view is displayed. |  |
| 4 | Post Valuation for Contract | Check the posting and choose Documents and go to the next view.Note If an informational valuation rule is selected in the contract, there is no posting in FI or CO. | Postings are green.The Documents view is displayed. |  |
| 5 | Post Valuation for Contract: Documents | Check the Documents (accounts and cost elements) and choose Back. | Postings are correct.The Periodic Posting: Contract view is displayed. |  |
| 6 | Post Valuation for Contract | Choose 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Post Valuation for Contracts - Missing translation in language EN (RECEEP). | The Post Valuation for Contract view displays. |  |
| 3 | Post Valuation for Contract Selection | Make the following entries and choose Execute:Company Code: 1010Contract: Contract numberMonth for Posting Run: First month of the start date of your contractYear for Posting Run: Year of the start date of your contractPosting Run Mode: Update Run | Data is validated, next view Periodic Posting: Contract view is displayed. |  |
| 4 | Post Valuation for Contract | Check the posting and choose Documents and go to the next view.Note If an informational valuation rule is selected in the contract, there is no posting in FI or CO. | Postings are green.The Documents view is displayed. |  |
| 5 | Post Valuation for Contract: Documents | Check the Documents (accounts and cost elements) and choose Back. | Postings are correct.The Periodic Posting: Contract view is displayed. |  |
| 6 | Post Valuation for Contract | Choose 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: 1010Contract Number: <Your contract(s)>In the Posting Data area:Mode: SimulationReason 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: 1010Contract Number: <Your contract(s)>In the Posting Data area:Mode: Update RunReason 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Make the following entries and choose Change Object:Company Code: 1010Contract: Your contract | The Contract XXXX/YYYY Change: General Data screen is displayed. |  |
| 4 | Simulate Adjustment | Choose Adjustment.Choose Create Term, then add the Free - Modifiable adjustment rule to your contract. |  |  |
| 5 | Conditions | Choose Conditions next to Free - Modifiable. |  |  |
| 6 | Assign Free Conditions | Choose Assign Free Condition(s).Choose Save. |  |  |
| 7 | Simulate | Choose Simulate Adjustment. | The Adjustment Parameters screen displays. |  |
| 8 | Execute | Make the following entries and choose Continue:Next possible valid from date: activateAdjustment reason: Standard | The Parameters of Free Adjustment screen displays. |  |
| 9 | Free Adjustment | Enter a parameter for free adjustment and choose Continue. | The Adjustment Record screen displays. |  |
| 10 | Simulate Adjustment | Choose Continue. | The Adjustment Data for Condition screen displays. |  |
| 11 | Continue | Choose Continue. |  |  |

#### 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. |

Context

In this activity, you adjust the condition of an existing contract as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as 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 | Make the following entries and choose Change Object:Company Code: 1010Contract: Your contract | The Contract XXXX/YYYY Change: General Data screen is displayed. |  |
| 4 | Execute Adjustment | Choose Adjustment. |  |  |
| 5 | Conditions | Choose Conditions. |  |  |
| 6 | Execute | Choose Execute/Continue Adjustment. | The Adjustment Paremeters screen displays. |  |
| 7 | Execute | Make the following entries and choose Continue:Next possible valid from date: activateAdjustment reason: Standard | The Parameters of Free Adjustment screen displays. |  |
| 8 | Free Adjustment | Enter a parameter for free adjustment and choose Continue. | The Adjustment Record screen displays. |  |
| 9 | Activate Adjustment | Choose Activate Adjustment.Choose Execute Simulation. | The Simulate Condition Adjustment screen displays. |  |
| 10 | Continue | Choose Continue. | The Adjustment Record screen displays. |  |
| 11 | Continue | Choose Continue. | The Adjustment Data for Condition screen displays. |  |
| 7 | Save Contract | Choose Save. | The 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: 1010Contract: <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: StandardIn 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: 1010Contract: <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: StandardIn 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

Context

This section covers the frequently used reports for Cash Daily Operation associated with Contract and Lease Management.

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

Procedure

In the Advanced Cash Operations (J78) test script, complete the following two test procedures:

* 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.

Prerequisite

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.

To perform the following activities, a business user - with the SP\_BR\_BPC\_EXPERT role assigned to it - must exist.

|  |  |  |
| --- | --- | --- |
| Sequence | Configuration UI | Description |
| 1 | Define Linked Object Types | Types of objects which are used in Context/Legal Transaction apps as links (for navigation). |
| 2 | Define Profiles | Profiles for Context/Legal Transaction apps for restriction visibility of data sets (Internal/External Contacts, Entities, Linked Objects…) |

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, 0012Long Text: Contract and Lease ManagementLnk. Obj. Tech. Type: RECNIntegration Link: Choose Real Estate Contract from drop-down listYou 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 ProfilesIn Define Sets screen, Choose Prf. Set: G5, Double click Linked Objects,Click New Entry, input below parameters and save it.LObj. Set: G5LnkObj. Ty: Your Linked Object Type created in step 4You 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. 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 choose Execute:Company Code: 1010Contract: <Your contract(s)>Use Grid Control: <Selected> | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 screen displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 choose Execute:Company Code: 1010Contract: <Your contract(s)>Use grid control: <Selected>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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: 1010Contract: <Your contract(s)>Output: Choose between Process and Cash flowNote If an informational valuation rule is selected in the contract, there is no posting in FI or CO.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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 choose Execute:Company Code: 1010Contract: <Your contract(s)>Use grid control: <Selected> | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Info System: Objects for Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <Your contract(s)>Use grid control: <Selected> | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Info system: Term of Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <Your contract(s)>Use grid control: <Selected> | 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 - Missing translation in language EN (RECARSCN). | The Process Reminder Dates for Contracts screen displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <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

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

### Report: Reclassification

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Reclassification - Information System (RECEISRECLASSIFY). | The Info System: Reclassification displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <Your contracts>Sort Method: SAP SAP(EU 93 fin.stat.guidelines)Key Date: <Your key date> | 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. |

Context

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as 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 screen displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <Your contracts>Start Date: <Your start date>Sort Method: SAP SAP(EU 93 fin.stat.guidelines) | Data is shown. |  |

### Report: Assets 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Assets for Contracts - Information System (RECEISASSETCN). | The Info System: Leased Assets for Contracts displays. |  |
| 3 | Report Contract | Make the following entries and choose Execute:Company Code: 1010Contract: <Your contract(s)> | Data is 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: 1010Contract: <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: 1010Contract: <Your contract(s)> | Cash flow data for valuation in the Cash Flow Data for Valuation view is shown. |  |

## End 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 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: 1010Contract: <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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Contract screen displays. |  |
| 3 | Cash Flow Update for Contracts Selection | Make the following entries and choose Execute:Company Code: 1010Contract: Your contract(s)Simulation: Selected | Data is validated. The Cash Flow Generation for Contract screen is displayed. |  |
| 4 | Cash Flow Update for Contracts | Analyze the 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Cash Flow Update for Contract screen displays. |  |
| 3 | Cash Flow Update for Contracts Selection | Make the following entries and choose Execute:Company Code: 1010Contract: Your contractsSimulation: Deselected | Data is validated. The Cash Flow Update for Contract screen is displayed. |  |
| 4 | Cash Flow Update for Contracts | Analyze your 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.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Update Objects in the Worklist screen displays. |  |
| 3 | Worklist: Update Objects Selection | Make the following entries and choose Execute:Person responsible: User IDDisplay selection list: Selected | Data is validated. The Update Objects in the Worklist screen is displayed. |  |
| 4 | Worklist: Update Objects | Analyze your 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.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Update Objects in the Worklist screen displays. |  |
| 3 | Worklist: Update Objects Selection | Make the following entries and choose Execute:Person responsible: User IDUpdate immediately: Selected | Data is validated. The Log Display view displays the data. |  |
| 4 | Worklist: Update Objects | Analyze 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 analyze logs as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an 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 choose Execute:User: User ID | Data is validated. The Analyze Logs screen is displayed. |  |
| 4 | Worklist: Update Objects | Analyze your 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 if the contract is not posted yet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Enter:Company Code: 1010Contract: Your contract | Data is validated. The General Data screen is displayed. |  |
| 4 | Real Estate Contract | Choose More > Contract > Activation and Term > Deactivate .Confirm the message. | The system displays the message Status was changed. |  |
| 5 | Real Estate Contract | Choose More > Edit > Change Status > Archive > Set Deletion Flag .Confirm the message. | The system displays the message Status was changed. |  |
| 6 | Save | Choose 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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