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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Group Account Preparation for Financial Consolidation (3AF) |

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# Purpose

This scope item supports group account preparation for external consolidation or reporting purposes. This is not needed for SAP S/4HANA Cloud Group Reporting.

SAP provides the Group Chart of Account YGR1 and links it to YCOA and the standard group accounts. The customer can renumber the group account ID via the renumbering tool or manually maintain them in the system.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT | Ask your system administrator to assign to the testers.  Generic User: GL\_ACCOUNTANT |

# Overview Table

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

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

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

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

Table 1: Maintain group account assignment

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Adjust Group Account](#unique_6)  [page ] 5 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | Group accounts adjusted. |
| [Maintain Group Account Assignment](#unique_7) [page ] 7 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | Items are maintained. |

# Test Procedures

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

## Adjust Group Account

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 set the group account number for operative account.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail /Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage G/L Account Master Data (F0731A). |  |  |
| 3 | Select G/L Account | Make the following entry:  Chart of Accounts: YGR1  From the G/L Accounts column of the table, select the account number that you want to change. | A G/L Account Master Data view displays with details of the selected account. |  |
| 4 | Change Group Account Attribute | Choose Edit to change the necessary value. Make your changes and choose Save.  You are able to choose Copy to create a new account. | Group account attributes are changed.  If you cannot find the SSCUI, you can complete the test with Manage G/L Account Master Data (F0731A) with the General Ledger Accountant role. |  |
| 5 | Back | Choose < (Back) to return to the previous view. | The view with the list of G/L accounts displays. |  |
| 6 | Create New Group Account | To create one, new group account, follow these instructions:  Select the account number from the G/L Accounts column to copy to the new account.  When the accounts master data view displays, choose the Copy button from the top of the view.  On the Copies of <account number> dialog box that displays, enter the following:  Account Number: <number>  Description in Maintenance Language (EN): <description>  and choose OK.  A view displays with the new account. From the bottom of the view choose Save. | The G/L account is added. |  |

## Maintain Group Account Assignment

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 set the group account number for an operative account.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail /Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage G/L Account Master Data (F0731A). |  |  |
| 3 | Add Setting | Make the following entry:  Chart of Accounts: YGR1  Select the gear icon (Settings) and on the View Settings dialog box, select Group Account Name and then choose OK. | A Group Account Name column is added to the G/L Accounts table. |  |
| 4 | Enable Group Account Input | Select checkboxes for specific G/L accounts and then choose Mass Change > Other Attribute . | A Mass Change in Chart of Accounts View - Other Attributes view displays. |  |
| 5 | Complete the Change | For the column Group Account Number, maintain the value from value help or input directly.  Note If the Group Account Number column does not display, choose the gear icon (Settings) and on the Columns dialog box, select the Group Account Number row and then choose OK.  When the change is completed, choose Save from the bottom of the view. | The change is completed. |  |

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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