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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Predictive Accounting for Travel and Expense Management (4Q0\_DE) |

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# Purpose

This scope item uses the integration between Travel and Expense Management in SAP Concur and Finance in SAP S/4HANA Cloud to forecast the impact of your employees' business trips on the budget planned and allocated to cost centers or projects.

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 |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Project Financial Controller | SAP\_BR\_PROJ\_FIN\_CONTROLLER | Project Control – Financials | SAP\_BR\_PROJ\_FIN\_CONTROLLER |  |

## 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 |
| Controlling Area | A000 | A000 |  |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| 1M1 – Travel Expense Processing with SAP Concur Expense Professional |  |

## Preliminary Steps

# Overview Table

This scope item consists of several process steps provided in the table below:

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Commitment Management by Cost Center](#unique_8) [page ] 6 | Cost Accountant - Overhead | Commitments by Cost Center (F3016) | Report showing commitments on the purchasing side for cost centers is displayed. |
| <#unique_9> | Project Financial Controller | Project Budget Report - Line Items (F3378) | Monitor Projects and view Project Budget Report. |

# Test Procedures

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

## Analytics

### Commitment Management by Cost Center

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

This report allows visibility of purchase order commitments from travel and expense management to be viewed by cost center and cost elements.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Commitments by Cost Center (F3016). | The Commitments by Cost Center (F3016) screen displays. |  |
| 3 | Selection Criteria | Make the following entries:  Plan Category: PLN  Company Code: 1010  Display Currency :EUR  Period: <Enter current Fiscal Year> |  |  |
| 4 | Choose | Choose Go. | A report showing commitments on the purchasing side for the cost centers is displayed. |  |

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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