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| Test Script  SAP S/4HANA - 18-09-20 | public |
| SAP Fiori Analytical Apps for G/L Accounting in Finance (BGC) |

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# Purpose

This scope item provides overview pages for the General Ledger Accounting functionality, with a focus on assisting the General Ledger Accountant with high-level information about revenue, expense, journal entries, G/L accounts balance, and more.

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 |  |
| Cost Accountant - Sales | SAP\_BR\_SALES\_ACCOUNTANT | Sales Accounting | SAP\_BR\_SALES\_ACCOUNTANT |  |
| Accounts Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER |  |
| Accounts Receivable Manager | SAP\_BR\_AR\_MANAGER | Accounts Receivable | SAP\_BR\_AR\_MANAGER |  |

# 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, Report, or Item | Business Role | Transaction/App Name | Expected Results |
| [General Ledger Overview](#unique_6) [page ] 5 | General Ledger Accountant | General Ledger Overview (F2445) | The SAP Fiori overview page is running correctly. |
| [Sales Accounting Overview](#unique_7) [page ] 8 | Cost Accountant - Sales | Sales Accounting Overview (F3228) | The SAP Fiori overview page is running correctly. |

# Test Procedures

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

## General Ledger 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. |

Prerequisite

You have already implemented the General Ledger Overview. Please check if it is running correctly.

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 is displayed. |  |
| 2 | Set Default Value for SAP Fiori Launchpad User Settings (Optional) | On the SAP Fiori launchpad, go to User > Settings > Default Values. | The following input fields are available:  Display Currency  Fin. Statement Vers.  Ledger  Company Code  Planning Category  You can enter and save default values. |  |
| 3 | Access the App | Open General Ledger Overview (F2445).  Fill out the following required fields on the filter bar:  Display Currency  Key Date  Planning Category  Statement Version  Ledger  Company Code  Choose Go.  If a default value is set in the SAP Fiori launchpad user settings, the previous filters have been automatically populated with the default values. | The overview page launches successfully and the following cards are displayed (the exact names may vary):   * Recoginized Revenue * Recognized Cost of Sales * Journal Entries to be Verified * G/L Account Balance * Quick Links * My Inbox * Tax Reconciliation Account Balance * G/L item Changes * Days Payable Outstanding Indirect * Days Sales Outstanding |  |
| 4 | Set Global Filters | The global filters can be changed in the global filter bar. Set the values in the fields of the global filter. Choose Go to refresh the content that is displayed on the overview page. | The global filter applies to the results of the cards on the overview page. |  |
| 5 | Manage Cards | To customize the cards on the overview page, choose the user icon on the screen, choose Manage Cards, make the settings of your choice, and then choose OK. | The cards on the overview page can be rearranged, hidden, and displayed again. |  |
| 6 | Navigate from Card G/L Account Balance | Navigate from G/L Account Balance.  Choose the header (or line point) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (or line item) information is carried over.  The card navigates you to the G/L Account Balances SAP Fiori app.  If you choose one line item, you are directly navigated to the selected account group. |  |
| 7 | Navigate from Card Quick Links | Navigate from Quick Links.  Choose the following links in the card to get further information:   * Display G/L Account Line Items (F0706) * Manage Journal Entries - Japan (F3103) * Post General Journal Entries (F0718) * Post Cash Journal Entries (FBCJ) * Clear G/L Accounts - Manual Clearing (F1579) | The overview page navigates you to the target apps.  If you choose each item, the card navigates you to the corresponding SAP Fiori app. |  |
| 8 | Navigate from Card Tax Reconciliation Account Balance | * Navigate from Tax Reconciliation Account Balance. * Choose the line item of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (or line item) information is carried over.  The card navigates you to the Tax Reconciliation Account Balance SAP Fiori app.  If you select one line item, you are directly navigated to the selected G/L account. |  |
| 9 | Navigate from Card G/L Item Changes | * Navigate from G/L Item Changes. * Choose the header (or line point) of the card to get further information. | The overview page navigates you to the target apps. The global filter, header, or line item information is carried over.  The card navigates you to the Audit Journal (F0997) SAP Fiori app.  If you select one line item, you are directly navigated to the selected journal entry. |  |
| 10 | Navigate from Card Days Payable Out-standing Indirect | * Navigate from Days Payable Outstanding Indirect. * Choose the header (or each item) of the card to get further information.   Note Extra SAP\_BR\_AP\_MANAGER R role is required for your user to navigate from this card. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over.  The card navigates to the Days Payable Outstanding Indirect SAP Fiori app. |  |
| 11 | Navigate from Card Days Sales Outstanding | * Navigate from Days Sales Outstanding. * Choose the header (or each item) of the card to get further information.   Note Extra SAP\_BR\_AR\_MANAGER role is required for your user to navigate from this card. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over.  The card navigates to the Days Sales Outstanding SAP Fiori app. |  |

## Sales Accounting 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. |

Purpose

You have already implemented Sales Accounting Overview (F3228). Please check if it is running correctly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Sales. | The SAP Fiori launchpad is displayed. |  |
| 2 | Set Default Value for SAP Fiori Launchpad User Settings (Optional) | On the SAP Fiori launchpad, go to User > Settings > Default Values. | The following input fields are available:   * Company Code * Display Currency * Planning Category * Ledger * Sales Org.   You can enter and save default values. |  |
| 3 | Access the App | Open Sales Accounting Overview.  Fill out the following required input on the filter bar:   * Company Code * Display Currency * Planning Category * Fiscal Year Period * Statement Version * Ledger * Sales Organization * Product Sold Group * Customer Group * Customer * Profit Center * Country * Industry * G/L Account   Afterwards, choose Go.  If a default value is set in the SAP Fiori launchpad user settings, the previous filters have been prefilled with default values.  For the filter Statement Version, default configured value is "YPS2" where all required semantic tags are set. If you prefer to use another value, you need to set up those semantic tags manually (the app "Assign Semantic Tags to FSV"). | The overview page and the following cards are displayed (exact names may vary):   * Sales Deductions Benchmark * Gross Margin per Product * Gross Profit Decomposition * Incoming Sales Orders * Monthly Incoming Sales Orders * Monthly Gross Margin * Monthly Net Sales * Monthly Sales Deductions * Quick Links * Revenue Variance * Sales Deductions * Sales Revenue Benchmark * Monthly Sales Revenue * Sales Volume Per Product |  |
| 4 | Set Global Filters | The global filters can be changed in the global filter bar. Set the values in the fields of the global filter. Choose Go to refresh the content that is displayed on the overview page. | The global filter applies to the results of the cards on the overview page. |  |
| 5 | Manage Cards | To customize the cards on the overview page, choose the user icon on the screen and choose Manage Cards. Make your choices and then choose OK. | The cards on the overview page can be rearranged, hidden, and displayed again. |  |
| 6 | Navigate from Card Sales Deductions Benchmark | * Navigate from Sales Deductions Benchmark. * Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over.  The card navigates to the Product Profitability SAP Fiori app. |  |
| 7 | Navigate from Card Incoming Sales Orders | * Navigate from Incoming Sales Orders (Revenue). * Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (or line item) information is carried over.  The card navigates you to the Incoming Sales Orders SAP Fiori app. |  |
| 8 | Navigate from Card Monthly Incoming Sales Orders | * Navigate from Monthly Incoming Sales Orders. * Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (or line item) information is carried over.  The card navigates you to the Incoming Sales Orders SAP Fiori app. |  |
| 9 | Navigate from Card Monthly Gross Margin | * Navigate from Monthly Gross Margin. * Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over.  The card navigates to the Product Profitability SAP Fiori app. |  |
| 10 | Navigate from Card Monthly Sales Deductions | * Navigate from Monthly Sales Deductions. * Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over.  The card navigates to the Product Profitability SAP Fiori app. |  |
| 11 | Navigate from Card Quick Links | * Navigate from Quick Links. * Choose the following links in the card to get further information:   + Analyze Sales Orders (KKBC\_KUN)   + Market Segments - Actuals (F0943A)   + P&L - Actuals (F0945A)   + Product Profitability   + Display Actual Cost Line Items   + Revenue Variance | The overview page navigates you to the target apps.  If you choose each item, the card navigates you to the corresponding SAP Fiori app. |  |

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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