|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Accounting and Financial Close (J58\_DE) |

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# Purpose

The central task of general ledger accounting is providing a comprehensive overview of external accounting and accounts. By recording all business transactions, including primary postings and settlements from internal accounting, in a system that is fully integrated with all the other operational areas of a company, you ensure accuracy and completeness for accounting data.

General Ledger Accounting serves as a complete record of all business transactions providing a centralized, up-to-date reference for the rendering of accounts. Actual individual transactions are reviewed with real-time processing, displaying the original documents, line items, and transaction figures at various levels (such as account information, journals, totals, transaction figures, and balance sheets).

This process describes all required period end-closing steps, related to performing local period-end closing and steps that are identical for local and parallel ledger.

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 |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Country/Region-Specific Subrole: General Ledger Accountant Germany | SAP\_BR\_GL\_ACCOUNTANT\_DE |  |  |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC | Business Process Management | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## Master Data and Organizational Data

Default Values

The organizational structure and master data of your company was created in your ERP system during implementation. 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.

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Additional Default Values

You can test the scope item with other SAP Best Practices default values that have the same characteristics.

Check your SAP ECC system to find out which other material master data exists.

Using Your Own Master Data

You can also use customized values for any material or organizational data for which you have created master data. For more information on how to create master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data | Sample Value | Details | Comment |
| Company Code | 1010 |  |  |
| Chart of Accounts | YCOA |  |  |
| Controlling Area | A000 |  |  |
| Cost Center | 10101001 |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| BNH | Create Profit Center |

## Preliminary Steps

# Overview Table

The Accounting and Financial Close scope item consists of several process steps provided in the following tables.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Manage G/L Account Master Data](#unique_7) [page ] 16 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | The G/L Account is created in the chart of accounts and company code. The G/L Account can be created, changed, copied in the chart of account and company code. Multiple G/L accounts can be maintained through Mass Change. |
| [Define Financial Statement Versions](#unique_8) [page ] 19 | General Ledger Accountant | Manage Financial Statement Versions (OB58) | You maintained the financial statement version. |
| [Manage Chart of Accounts](#unique_9) [page ] 21 | General Ledger Accountant | Manage Chart of Accounts (F0763A) | You managed the chart of accounts. |
| [Synchronize G/L Account Master Data](#unique_10) [page ] 23 | General Ledger Accountant | Synchronize G/L Account Master Data (OB\_GLACC71) | You downloaded the changed master data into a text file. |
| [G/L Account Changes](#unique_11) [page ] 25 | General Ledger Accountant | G/L Account Changes - Central View (FS04) | Display the changes to a G/L account master record. |
| [Manage Profit Center Group](#unique_12) [page ] 26 | Divisional Accountant | Manage Profit Center Group (FAC\_PCG) | The Profit Center Group is maintained. |
| [Manage Profit Centers](#unique_13) [page ] 27 | General Ledger Accountant or Divisional Accountant | Manage Profit Centers (F3516) | The Profit Center Master is maintained. |
| [Edit Profit Centers Collective](#unique_14) [page ] 29 | Divisional Accountant | Edit Profit Centers - Collective (KE55) | Make changes to large quantities of profit center master data without having to change the master data for each single profit center. |
| [Edit Company Code Assignment Profit Centers](#unique_15)  [page ] 31 | Divisional Accountant | Edit Company Code Assignment - Profit Centers (KE56) | Make changes to the company code assignments of a larger number of profit centers without having to change the master data for each single profit center. |
| [Where-Used List - Profit Centers](#unique_16) [page ] 32 | General Ledger Accountant or Divisional Accountant | Where-Used List - Profit Centers (F3751) |  |
| [Change Log - Profit Centers](#unique_17) [page ] 33 | General Ledger Accountant or Divisional Accountant | Change Log - Profit Centers (F3810) |  |
| [Manage Journal Entry Template](#unique_18) [page ] 34 | General Ledger Accountant | Manage Journal Entry Templates (F3803) | You created a template for general journal entries. |
| [Post General Journal Entries](#unique_19)  [page ] 37 | General Ledger Accountant | Post General Journal Entries (F0718) | The General Ledger journal entry is posted. The system has automatically added the Input tax amount. |
| [Post Manual Accruals and Deferrals](#unique_20) [page ] 39 | General Ledger Accountant | Post General Journal Entries (F0718) | The manual accruals and deferrals journal entry is posted. |
| [Post with Auto-Reverse](#unique_21) [page ] 41 | General Ledger Accountant | Post General Journal Entries (F0718) | You posted the journal entry with automatic reversal. |
| [Upload General Journal Entries](#unique_22) [page ] 44 | General Ledger Accountant | Upload General Journal Entries (F2548) | The G/L journal entries are posted. |
| [Verify General Journal Entries](#unique_23) [page ] 46 | General Ledger Accountant | Verify General Journal Entries - For Requester (F2547) | All journal entries submitted for checking are displayed. |
| [Approve Verify General Journal Entries (for Processor- Inbox)](#unique_24) [page ] 50 | General Ledger Accountant for Germany | Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728) | All journal entries received for approval are displayed. |
| [Reject Verify General Journal Entries (for Processor- Inbox)](#unique_25) [page ] 52 | General Ledger Accountant for Germany | Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728) | All journal entries checked by the user are displayed. |
| [Edit a Rejected Verify General Journal Entry (Requester)](#unique_26) [page ] 53 | General Ledger Accountant | Verify General Journal Entries - For Requester (F2547) | All submitted journal entries are displayed. |
| [Manage Journal Entries](#unique_27) [page ] 54 | General Ledger Accountant | Manage Journal Entries (F0717) | The Journal Entry screen displays. |
| [Open Correspondence](#unique_28) [page ] 56 | General Ledger Accountant | Manage Journal Entries (F0717) | Correspondence is created according to the selected criteria. |
| [Reverse General Journal Entries](#unique_29)  [page ] 58 | General Ledger Accountant | Post General Journal Entries (F0718) | The Post General Journal Entries (F0718) screen displays. |
| [Reverse Manual Accruals and Deferrals](#unique_30) [page ] 60 | General Ledger Accountant | Post General Journal Entries (F0718) | The Post General Journal Entries (F0718) screen displays. |
| [Display Document Flow](#unique_31) [page ] 62 | General Ledger Accountant | Display Document Flow | You displayed the document flow. |
| [Display G/L Account Balances](#unique_32) [page ] 63 | General Ledger Accountant | Display G/L Account Balances (F0707) | The G/L Account Balances screen displays. |
| [Display Line Items in General Ledger](#unique_33) [page ] 65 | General Ledger Accountant | Display Line Items in General Ledger (F2217) | A list of all relevant line items is displayed. |
| [Display Line Item Entry](#unique_34) [page ] 66 | General Ledger Accountant | Display Line Item Entry (F2218) | A list of all relevant line items is displayed. |

[Manage Recurring Journal Entries](#unique_35) [page ] 67

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Recurring Journal Entry](#unique_36) [page ] 68 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |
| [Display Recurring Journal Entry](#unique_37) [page ] 69 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |
| [Edit Recurring Journal Entry](#unique_38) [page ] 70 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |
| [Copy Recurring Journal Entry](#unique_39) [page ] 71 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |
| [Post Recurring Journal Entry](#unique_40) [page ] 72 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |
| [Delete Recurring Journal Entry](#unique_41) [page ] 73 | General Ledger Accountant | Manage Recurring Journal Entries (F1598) | The Manage Recurring Journal Entries: Header Data screen displays. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Display Changes of Recurring Entry](#unique_42) [page ] 74 | General Ledger Accountant | Display Changes of Recurring Entry (FBD4) | The G/L Account Line Items - G/L View screen displays. |
| [Audit Journal](#unique_43) [page ] 75 | General Ledger Accountant | Audit Journal (F0997) |  |
| [Journal Entry Analyzer](#unique_44) [page ] 77 | General Ledger Accountant | Journal Entry Analyzer (FIS\_FPM\_OVP\_JEANA) |  |
| [Clear G/L Accounts - Manual Clearing](#unique_45) [page ] 78 | General Ledger Accountant | Clear G/L Accounts - Manual Clearing (F1579) | The Clear G/L Accounts (F1579) screen displays. |
| [Clear G/L Accounts](#unique_46) [page ] 81 | General Ledger Accountant | Post General Journal Entries (F0718) | The Post General Journal Entries (F0718) screen displays. |
| [Reset Cleared Items](#unique_47) [page ] 83 | General Ledger Accountant | Reset Cleared Items (F2223) |  |
| [Clear Open Items Automatically](#unique_48) [page ] 84 | General Ledger Accountant | Post General Journal Entries (F0718) | The Post General Journal Entries (F0718) screen displays. |
| [Currency Exchange Rates](#unique_49)  [page ] 86 | General Ledger Accountant | Maintain Exchange Rates (OB08) | The Change View "Currency Exchange Rates"; Overview screen displays. |
| [Import Foreign Exchange Rates](#unique_50) [page ] 87 | General Ledger Accountant | Import Foreign Exchange Rates (F2092) | The Import Foreign Exchange Rates (F2092) screen displays. |
| [Repost GR/IR Clearing](#unique_51)  [page ] 88 | General Ledger Accountant | Repost GR/IR Clearing (F.19) | The Analyze GR/IR Clearing Accounts and Display Acquisition Tax screen displays. |
| [Enter Reference Interest Values](#unique_52) [page ] 90 | General Ledger Accountant | Enter Reference Interest Values (JBIRMC) | The new Reference Interest Rate Values are available in the system. |
| [Enter Time Interest Terms](#unique_53) [page ] 91 | General Ledger Accountant | Enter Time Interest Terms (S\_ALR\_87002510) | The new Interest indicators are available in the system. |
| [Run Balance Interest Calculation](#unique_54) [page ] 93 | General Ledger Accountant | Run Balance Interest Calculation (F.52) | The G/L account interest scale report displays. |
| [Perform Foreign Currency Valuation](#unique_55) [page ] 94 | General Ledger Accountant | Perform Foreign Currency Valuation (FAGL\_FCV) | The Foreign Currency Valuation screen displays. |
| [Post Currency Adjustments](#unique_56) [page ] 96 | General Ledger Accountant | Post Currency Adjustments (F1606) | Currency adjustments are posted. |
| [Verify Currency Adjustments](#unique_57) [page ] 98 | General Ledger Accountant | Verify Currency Adjustment - For Requester (F2547) | You verified a currency adjustment. |
| [Approve Verify Currency Adjustments (for Processor- Inbox)](#unique_58) [page ] 102 | General Ledger Accountant for Germany | Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728) | You approved a currency adjustment. |
| [Reject Verify Currency Adjustments (for Processor- Inbox)](#unique_59) [page ] 103 | General Ledger Accountant for Germany | Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728) | You rejected a currency adjustment. |
| [Edit a Rejected Verify Currency Adjustment (Requester)](#unique_60) [page ] 104 | General Ledger Accountant | Verify Currency Adjustment - For Requester (F2547) | You edited a rejected currency adjustment. |
| [Verify Data Flow](#unique_61) [page ] 105 | General Ledger Accountant | Verify Data Flow (ACC\_ECS\_MAINTAIN) |  |
| [Post Tax Payables](#unique_62)  [page ] 107 | General Ledger Accountant | Post Tax Payables (F1597) | The Post Tax Payables: Header Data screen displays. |
| [Create Advanced Return on Sales/Purchase Tax](#unique_63) [page ] 108 | General Ledger Accountant | Create Advance Return on Sales/Purchase Tax (S\_ALR\_87012357) | The Advance Return for Tax on Sales/Purchases screen displays. |

General Ledger - Periodic Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Tax Reconciliation Account Balance](#unique_64) [page ] 110 | General Ledger Accountant | Tax Reconciliation Account Balance (F2095) | The Tax Reconciliation Account Balance (F2095) screen displays. |
| [Tax Declaration Reconciliation](#unique_65) [page ] 112 | General Ledger Accountant | Tax Declaration Reconciliation (F2096) | The Tax Declaration Reconciliation (F2096) screen displays. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| <#unique_66> | General Ledger Accountant | Prepare Electronic Tax Return (FOTV) | The administrative report is created. |
| [Run Foreign Trade Regulations Report Z5A (German)](#unique_67) [page ] 113 | General Ledger Accountant for Germany | Run Foreign Trade Regulations Z5A (S\_ALR\_87012243) | The regulation list is generated. |
| [Run Foreign Trade Regulation Z4 Report (German)](#unique_68) [page ] 115 | General Ledger Accountant for Germany | Run Foreign Trade Regulations Z4 (S\_ALR\_87012405) | The list is generated. |
| [Run Foreign Trade Regulation Z4 - Basis Receivables/Payables Report (German)](#unique_69) [page ] 118 | Accounts Receivable Accountant | Run Foreign Trade Regulation Z4 – Basis Receivables/Paybles (S\_EB5\_05000341) |  |
| [Regroup Receivables/Payables](#unique_70) [page ] 122 | General Ledger Accountant | Regroup Receivables / Payables (FAGLF101) | The receivables and payables are regrouped, and transfer postings are performed. |
| [Process Batch Input Session](#unique_71)  [page ] 124 | General Ledger Accountant | Batch Input Sessions in My Area (SM35SA) | Journal entries are posted and recurring documents are updated with processing data. |
| [Import Financial Plan Data](#unique_72) [page ] 125 | General Ledger Accountant | Import Financial Plan Data (F1711) | The balance sheet and P&amp;L accounts are planned. |
| [Balance Sheet / Income Statement](#unique_73) [page ] 127 | General Ledger Accountant | Balance Sheet/Income Statement (F0708) | The financial statement is displayed. |
| [Financial Statement Download and Printing](#unique_74) [page ] 128 | General Ledger Accountant | Balance Sheet / Income Statement - Multidimensional (F3084) | The financial statement is downloaded in Excel format. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Trial Balance](#unique_75) [page ] 130 | General Ledger Accountant | Trial Balance (F0996A) | The trial balance displays. |
| [Carry Forward Balances](#unique_76) [page ] 131 | General Ledger Accountant | Carry Forward Balances (F1596) | The profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year. |
| [Analyze Unassigned Journal Entry ID’s Caused by Rollback Work Statements](#unique_77) [page ] 133 | General Ledger Accountant | Analyze Unassigned Journal Entry IDs - Caused by Rollback Work Statements (FINS\_RSSNR0S1) | A report is displayed. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Display Journal Entries - in T-Account View](#unique_78) [page ] 135 | General Ledger Accountant | Display Journal Entries - In T-Account View (F3664) | You viewed the accounting impact of the document. |
| [Analyze Credit Loss Allowances](#unique_79) [page ] 136 | General Ledger Accountant | Analyze Credit Loss Allowances | You analyzed the credit loss allowances. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |

# Test Procedures

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

## Manage G/L Account Master Data

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 create a new G/L account by copying an existing one from the chart of accounts view or the company code view. You can also use the Mass Change function to modify one or more attributes of multiple G/L accounts.

Note Previously, you could only edit/mass change master data up to a maximum of 50 G/L accounts. This limit is now extended up to 5000 G/L accounts at a time.

Note The Manage G/L Account Master Data (F0731A) app can be executed by either the Configuration Expert - Business Process Configuration role or the General Ledger Accountant role. You can only make changes in the Q system. In the P system, you can only display content.

Two procedures are shown below, one for each role.

Procedure - General Ledger Accountant

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access App | Open Manage G/L Account Master Data (F0731A). |  |  |
| 3 | Search for Your Account | Make the following entries and choose Go:Chart of Accounts: YCOAG/L Account: For example, 12562000View: Chart of Accounts View | The system displays a list of matching G/L accounts. |  |
| 4 | Choose G/L Account | To choose the G/L Account, choose Details (>). | The G/L Account Master Data screen appears. |  |
| 5 | Copy Account | Choose Copy. | The Copy of <G/L account number>screen displays. |  |
| 6 | Create Account | Make the following entries and choose OK:Account Number: For example, 12562003Description in Maintenance Language (EN): Deferred Income Oth.Company Code Assignment: For example, 1010Note This field is visible only when Consolidation is in the scope. | Data entered on the screen G/L Account Master Data displays. |  |
| 7 | Save | Make the following entries and choose Save:Group Account Number: <account number> | The system confirms that account has been saved successfully. |  |
| 8 | Back to the Entry View | Choose Back twice. | The Manage G/L Account Master Data screen displays. |  |
| 9 | Multiple Copies | Select the checkbox for the G/L Account (for example, 12562000) and choose Copy (above the table). | The Copies of <account> dialog box is displayed. |  |
| 10 | Multiple Copies | Enter the new Account Number and Description in Maintenance Language (EN): For example, 12562090 and Deferred Income Oth.In the Company Code Assignment field, select Company Code 1010 and choose Copy. | An Information box displays. |  |
| 11 | Mass Copy | On the Manage G/L Account Master Data screen, make the following entries and choose Go:Chart of Accounts: YCOAG/L Account: For example, 12562000View: Company Code ViewCompany Code: 1010 |  |  |
| 12 | Mass Copy | Select the G/L Account and choose Copy to Company Code.Enter another country Company Code and choose Copy. | The Copy Accounts to Company Code dialog box is displayed.An Information box displays. |  |
| 13 | View Application Logs | Chose View Logs to see the Applications Logs. When you are done viewing the logs, choose Back. |  |  |
| 14 | Search Multiple G/L Accounts | In the G/L Account field, press the F4 key, make the following entries, and then choose Go:Search Field: For example, 1256\*Chart of Accounts: YCOAAfterwards, select the relevant G/L Accounts and choose OK. | The search result of multiple G/L accounts can be seen in the field G/L Account. |  |
| 15 | Select View for Chart of Account | From the View dropdown list, select Chart of Accounts View. | The selected view displays. |  |
| 16 | Select Multiple G/L Accounts | Choose Go and select multiple G/L Accounts to change. | Multiple G/L Accounts are selected on the screen. |  |
| 17 | Start Mass Change | Select Mass Change and select Description Only from the dropdown menu. | The Mass Change in Chart of Accounts View - Description screen displays. |  |
| 18 | Make Mass Change | In the Replace column, enter the short and long text to be replaced. In the By column, enter the new descriptions and choose Apply. You can also change the descriptions directly in the Items table. | Old values are updated with new descriptions for all displayed G/L accounts. |  |
| 19 | Save the Changes | Choose Save. | The system confirms that <X> G/L accounts are changed. |  |
| 20 | Select View for Company Code | From the View dropdown menu, choose the entry Company Code View.Make the following entries and choose Go:Company Code: 1010 |  |  |
| 21 | Open Settings for Mass Change | Choose Settings. | The View Settings screen displays. |  |
| 22 | Change Settings for Mass Change | Select one or multiple fields from the Settings list (for example: Sort Key) and choose OK. | The screen is refreshed and the selected fields display. For example: Sort Key is visible. |  |
| 23 | Select Multiple G/L Accounts | Choose Go and select multiple G/L Accounts to change. | Multiple G/L Accounts are selected on the screen. |  |
| 24 | Start Mass Change | Choose Mass Change and select Other Attributes from the dropdown list. | The Mass Change in Company Code View screen is displayed. |  |
| 25 | Make Mass Change | In the Replace column, enter the old value to be replaced. In the By column, enter a new value (for example, 012 for Sort Key) and choose Apply. | The old values are replaced by new values for all displayed G/L accounts. |  |
| 26 | Save the Changes | Choose Save. | The system confirms that <X> G/L accounts are changed. |  |

## Define Financial Statement Versions

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 manage the financial statement version.

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. |  |  |
| 2 | Access App | Open Manage Financial Statement Versions (OB58). |  |  |
| 3 | Select Financial Statement Version | Select the following financial statement version and choose Copy As.Financial Statement Version Name: $DE2 | The Change View "Financial Statement Versions": Overview view is displayed. |  |
| 4 | Copy Financial Statement Version | Make the following entries and choose Copy:FS Version: for example, DE99Name: for example, Financial Statement Version DE99Chart of Accounts: YCOA | The template financial statement version is copied. |  |
| 5 | Select Financial Statement Version | Select the following financial statement version and choose the Financial Statement Items button.Financial Statement Version Name: DE99 | The Change Financial Statement Version view displays. |  |
| 6 | Delete Accounts | Expand to the item that needs to be maintained, select the account and choose the Delete button. | The account is deleted from the Financial Statement. |  |
| 7 | Save | Save your entries. | The Financial Statement Version: Save & Activate dialog box is displayed. |  |
| 8 | Replicate FSV Hierarchy | Choose Activate. | The replication of the FSV hierarchy starts. |  |
| 9 | Replicate FSV Hierarchy | Choose Continue. | The FSV hierarchy is replicated. |  |
| 10 | Replicate FSV Hierarchy | Choose Continue. | Data is saved. |  |
| 11 | Assign Accounts | Select the item where the account should be added and choose the Assign Accounts button.The account cannot be in multiple items. | The Change Accounts entry view displays |  |
| 12 | Enter Account | Make the following entries and choose Continue.The account cannot be in multiple rows.From Acct : <your account>To Acct : <your account>D: SelectedC: Selected | The account is assigned to the Financial Statement. |  |
| 13 | Save | Save your entries. | The Financial Statement Version: Save & Activate dialog box is displayed. |  |
| 14 | Replicate FSV Hierarchy | Choose Activate. | The replication of the FSV hierarchy starts. |  |
| 15 | Replicate FSV Hierarchy | Choose Continue. | The FSV hierarchy is replicated. |  |
| 16 | Replicate FSV Hierarchy | Choose Continue. | Data is saved. |  |

## Manage Chart of Accounts

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 view the general ledger accounts for a chart of accounts in either hierarchical or flat list form.

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. |  |  |
| 2 | Access App | Open Manage Chart of Accounts (F0763A) |  |  |
| 3 | Chart of Accounts | Choose the Chart of Accounts tab. |  |  |
| 4 | Select Chart of Accounts | For the chart of accounts to display (for example YCOA), choose Details (>). | The list of G/L accounts in the selected chart of account displays. |  |
| 5 | Manage Chart of Accounts in Company Code View | Choose Company Code View. |  |  |
| 6 | Enter Company Code | Make the following entries and press Enter:Company Code: 1010 | The system displays a list of G/L accounts that are available in the selected company code. |  |

## Synchronize G/L Account Master Data

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

Newly created G/L accounts and financial statement versions (FSV) or changes to G/L account master data are normally tranported from your quality system to the production system with the currently open business change project (BCP). However, when a new or changed object is urgently needed in your production system and you cannot wait for that BCP to be released and transported, the Synchronize G/L Account Master Data (OB\_GLACC71) app helps you to copy these changes into your production system earlier.

This topic includes procedures for the Q system (downloading the master data text file) and the P system (uploading the file).

Procedure - Q System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad for your Q system as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Synchronize G/L Account Master Data (OB\_GLACC71). | The G/L Account Synchronization view is displayed. |  |
| 3 | Enter Details | Make the following entries and choose Execute:Process G/L Accounts: SelectedChart of Accounts: YCOAG/L Account: <range of G/L accounts> (optional)Test Run: Selected | You executed a test run of the G/L account synchronization. This is useful to see what changes will be included in the download. |  |
| 4 | Update Run | Repeat step 3 but change the following value:Update Run: Selected | The system downloads the data into a text file. |  |

Procedure - P System

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad for your P system as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Synchronize G/L Account Master Data (OB\_GLACC71). | The G/L Account Synchronization view is displayed. |  |
| 3 | Enter Details | In the Processing Area section, make the following entries and choose Execute:Process G/L Accounts: SelectedProcessing Mode section:Test Run: Selected | The File Upload dialog box is displayed. |  |
| 4 | Upload File | The system notifies you that it wants to upload a file. Choose OK.Browse for the file and choose Open. | You executed a test run of the G/L account synchronization upload. |  |
| 5 | Update Run | Repeat step 3 and 4 but change the following value:Update Run: Selected | The system uploads the data from the text file into the system. |  |

## G/L Account Changes

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

The system logs all changes to G/L master records. For each field changed, it stores the time of change, the user's name, and the current and previous field contents. This process step is used to display the changes done to the master data of G/L accounts.

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. |  |  |
| 2 | Access the App | Open G/L Account Changes (S\_ALR\_87012308). | The Display Changes to G/L Accounts is shown. |  |
| 3 | Display Changes | Make the following entries in the Further Selections area and choose Execute:Chart of accounts data: SelectAll G/L Accounts: SelectCompany code data:Select | The system displays the changes for the selected G/L accounts. |  |

## Manage Profit Center Group

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 manage the profit center group.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Divisional Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Profit Center Group (FAC\_PCG). | The Search: Profit Center Groups screen displays. |  |
| 3 | Create New Profit Center Group | In the Result List: Profit Center Group pane, choose the New button. | The Profit Center Group: New screen displays. |  |
| 4 | Group Details | Make the following entries and choose Continue.Controlling Area: A000To create a Profit Center Group that does not exist, make the following entries:Name: <name>, for example, YBH125 | The profit center group is created. |  |
| 5 | Save | Choose Save. | Your group is saved. |  |

You can also create a profit center group by copying an existing profit center group:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Perform steps 1 and 2 above to enter the SAP Fiori App. | The Search: Profit Center Groups screen displays. |  |
| 2 | Enter Selection Criteria | Using the Search Criteria fields, enter an existing profit center group and choose Go. | The Result List: Profit Center Group pane displays any relevant groups. |  |
| 3 | Copy Group | Select a group, choose the Copy button, then choose Copy. |  |  |
| 4 | Enter Group Details | Perform steps 4 to 6 from above. |  |  |

## Manage Profit Centers

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 manage the profit center master data.

Prerequisites

On the Home page, choose Settings > Default values. Set Controlling Area to A000 .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant.Note You can also use the Divisional Accountant role. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Profit Centers (F3516). |  |  |
| 3 | Search Profit Center | In the Search fields, make the following entries and choose Go:Profit Center: For example, YB900 |  |  |
| 4 | Copy Profit Center | Select the row for the profit center and choose Copy. | The Profit Center: New screen displays. |  |
| 5 | Enter Profit Center | Make the following entries and choose Save:Controlling Area: For example, A000Profit Center: For example, YB901Valid From: For example, <Current date>Valid To: For example, 12/31/9999Profit Center Name: <name> | You copied a profit center and changed its data. |  |

## Edit Profit Centers Collective

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 make changes to large quantities of profit center master data without having to change the master data for each single profit center.

Prerequisite

Create at least two new profit centers, for which you can change the master data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Divisional Accountant. |  |  |
| 2 | Access the App | Open Manage Profit Centers (F3516). |  |  |
| 3 | Choose Options | Choose the Options button (the button with your username) and choose Set Controlling. | The Set Controlling Area (F1587) dialog box displays. |  |
| 4 | Set Controlling Area | Make the following entries and choose OK.Controlling area: For example, A000 |  |  |
| 5 | Search Profit Center | In the Search fields, make the following entries and choose Go.Profit Center: For example, YB900 |  |  |
| 6 | Copy Profit Center | Select the row for the profit center and choose Copy. | The Profit Center: New screen displays. |  |
| 7 | Enter Profit Center Details | Make the following entries and choose Continue:Profit Center: For example, YB902Valid From: For example, <Current date>Valid To: For example, 12/31/9999 | The Profit Center: YB902 screen displays. |  |
| 8 | Name the Profit Center | Make the following entries and choose Save.Name: <name> | You copied a profit center and changed its data. |  |
| 9 | Create Another Profit Center | Repeat these steps to create another profit center (for example, YB903). |  |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Divisional Accountant. |  |  |
| 2 | Access the App | Open Edit Profit Centers - Collective (KE55). | The Mass Maintenance Profit Center displays. |  |
| 3 | Choose Profit Center to be Edited | Make the following entries and choose Execute:Controlling Area: For example, A000Profit Center: For example, YB902 and YB903 | The system displays a list of matching profit centers. |  |
| 4 | Add Field to be Changed | Choose the 'Profit Center Master Data Table” tab. |  |  |
| 5 | Add Field to be Changed | Choose the Select fields button. |  |  |
| 6 | Add Field to be Changed | Select Lock indicator and add it to the selection criteria, then choose Continue. | The Lock Indicator column is added to the selection criteria in the upper table. |  |
| 7 | Change Master Data of Profit Centers | Make the following entry in the upper table, select the column, and choose Perform Mass Change:Lock indicator: x | The Lock Indicator indicator is set for the selected profit centers. |  |
| 8 | Save | Save your entries. | The changes are saved. |  |

## Edit Company Code Assignment Profit Centers

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 change the company code assignments of a larger number of profit centers without having to change the master data for each single profit center.

Prerequisite

This test step is only applicable if more than one company code is activated in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Divisional Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Edit Company Code Assignment - Profit Centers (KE56). | The Assignment of Profit Centers to Company Codes - Change view displays. |  |
| 3 | Search Profit Center | To display the profit center assignment for a company code, drill down to the profit center to be assigned to the company code.For example, select or deselect the checkbox for assignment of profit center YB902 and YB903 to company code 1010. | The company code assignment is changed accordingly. |  |
| 4 | Save | Save your entries. |  |  |
| 5 | Activate | Choose Activate. | The change is activated. |  |

## Where-Used List - Profit Centers

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. |

Use

In this activity, you view information on profit center usage.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Divisional Accountant.Note You can also use the General Ledger Accountant role. |  |  |
| 2 | Access the SAP Fiori App | Open Where-Used List - Profit Centers (F3751). |  |  |
| 3 | Enter Data | Make the following entries and choose Go:Profit Center: <profit center>, for example, YB101Valid On: <date>, for example, Today | The system displays object types that use the profit center. |  |
| 4 | Select Object Type | Choose the arrow at the right side of a row for one of the object types (for example, Cost Centers). | The right pane expands, showing profit center details for the selected object type. |  |
| 5 | Manage Profit Centers | In the right pane, choose the hyperlink for the profit center (for example, YB101), and from the dialog box, choose Manage Profit Centers. | The Manage Profit Centers view displays. |  |
| 6 | More Links | For the profit center, choose the arrow button at the right of the row. | The Manage Profit Centers view is displayed. |  |
| 7 | Change Log | Choose Change Log. | The Change Log pane is displayed.For more information on the Change Log activity, see the [Change Log - Profit Centers](#unique_17) [page ] 33 topic. |  |

## Change Log - Profit Centers

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. |

Use

In this activity, you view a list of changes for a profit center.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Divisional Accountant.Note You can also use the General Ledger Accountant role. |  |  |
| 2 | Access the SAP Fiori App | Open Change Log - Profit Centers (F3810). |  |  |
| 3 | Enter Data | Make the following entries and choose Go:Profit Center: <profit center>, for example, YB101Note You can also use other fields to filter on specific change types, the date of change, or who made the change. | The Items pane shows a list of changes for the selected profit center. |  |

## Manage Journal Entry Template

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 manage templates for general journal entries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entry Templates (F3803).Note If the app is not shown in the launchpad, you can either launch it from the Search field, or add it to your launchpad via the App finder. | The Manage Journal Entry Templates view is displayed. A list of available templates is shown. |  |
| 3 | Create Template | Choose Create. | The Create Template dialog box is displayed. |  |
| 4 | Create Template | Make the following entry and choose Create:Apply Template In: for example, Post General Journal EntriesNote To create your own template to post with auto-reverse, choose Post General Journal Entries with Auto-reverse. | The Manage Journal Entry Templates view displays. |  |
| 5 | Enter Details - Step 1 | Make the following entries and choose Step 2:Template ID: for example, BANK\_INT\_ADJDescription: for example, Bank interest adjustmentAccess Level: for example, User Level | The Journal Entry Header: Select Fields view is displayed. |  |
| 6 | Enter Details - Step 2 | Select the following fields (as either Mandatory or Read Only) and choose Step 3:* Header text
* Intercompany transaction
* Ledger group
* Net entry
* Posting Date

Note Ensure that you select the checkbox to the left of the field name, as well as the Mandatory or Read-Only checkbox as needed. | The Journal Entry Header: Enter Values view is displayed. |  |
| 7 | Enter Details - Step 3 | For the fields you selected in step 3, enter values for the fields, then choose Step 4. | The Journal Entry Line Items: Select Fields view is displayed. |  |
| 8 | Enter Details - Step 4 | Select the following fields (as either Mandatory or Read Only) and choose Step 5:* Company code
* G/L account
* Text
* House bank
* House bank account
* Cost center
* Profit center
 | The Journal Entry Line Items: Enter Values view is displayed. |  |
| 9 | Enter Details - Step 5 | For the fields you selected in step 4, enter values for the fields, then choose Review. | The Manage Journal Entry Templates view is displayed. |  |
| 10 | Save Template | Review your entries. When you are done, choose Save. | The General Journal entry template is saved |  |
| 11 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 12 | Select Template | Choose the Select Templates button. | A dialog box is displayed. |  |
| 13 | Template Use | Select the template to use for posting (such as Bank interest adjustment). | The general journal entry is posted using the selected template. |  |

## Post General Journal Entries

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 receive G/L journal entries that must be posted manually in the SAP system.

Prerequisite

A global chart of accounts is assigned to all company codes. If a company code has an assigned country chart of accounts, you can use alternative (local) accounts in journal entries. Unless there is a special note, we always use global accounts in the test scripts. To make sure that you have the correct setting, open the Edit Options for Journal Entries - My Settings (F2130)" app and deselect the Use Alternative Acct. checkbox.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries Header Data | In the Header pane, make the following entries:Journal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: SACompany Code: 1010Document Currency: EURLedger Group: <empty> |  |  |
| 4 | Enter Line Item Data | In the Line Items pane, make the following entries:Line item 1:G/L Account: For example, 63002000Debit: 100Tax Code: V0Cost Center: 10101101Line item 2:G/L Account: For example, 10010000Credit: <amount>. |  |  |
| 5 | Post | Choose Post. | The journal entry is posted. The system automatically adds the input tax amount. |  |
| 6 | Restart the SAP Fiori App | Go back to the SAP Fiori launchpad.Open Post General Journal Entries (F0718). |  |  |
| 7 | Start Journal Entry Excel Upload | Choose Upload New Entry at the bottom of the screen. | The Upload General Journal Entries (F2548) view displays. |  |
| 8 | Download Template | Choose Download Template. Choose the MS Excel Workbook format and the Template Language (for example, English) and choose Download. | The Excel template file is downloaded. |  |
| 9 | Prepare the Template | Make the following entries in the template file for all G/L account journal entries to be posted and save it locally:Header:Company code: 1010Journal Entry Type: <journal entry type>, for example, SAJournal Entry Date: <current date>Posting Date: <current date>Document Currency: For example, EURLine items - Line 1:Company code: 1010G/L Account: For example, 63003000Debit: <amount>Tax Code: V0Cost Center: For example, 10101101Line items - Line 2:Company code: 1010G/L Account: for example, 10010000Credit: <amount> |  |  |
| 10 | Upload Excel File | Choose the Browse button at top of the screen, select the prepared Excel file, and choose Open. | The Excel file is uploaded and you can see new held journal entries in the worklist.If the uploaded file contains errors, choose Show log to view details. |  |
| 11 | Post | Select the held journal entries and choose Post. | The journal entries are posted. |  |

### Post Manual Accruals and Deferrals

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, you post manual accruals and deferrals.

Prerequisite

A global chart of accounts is assigned to all company codes. If a company code has an assigned country/region chart of accounts, you can use alternative (local) accounts in journal entries. Unless there is a special note, we always use global accounts in the test scripts. To make sure that you have the correct setting, open the Edit Options for Journal Entries - My Settings (F2130)" app and deselect the Use Alternative Acct. checkbox.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries Header Data | In the Header pane, make the following entries:Journal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: ADCompany Code: 1010Document Currency: EURLedger Group: <empty> |  |  |
| 4 | Enter Line Item Data | In the Line Items pane, make the following entries:G/L Account: For example, 61060000Debit: <amount>Tax Code: <empty>Cost Center: For example, 10101101G/L Account: For example, 24030000Credit: <amount> |  |  |
| 5 | Post | Choose Post. | The journal entry is posted. |  |

### Post with Auto-Reverse

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 post general journal entries with automatic reversal.

Prerequisite (Optional)

If your country or your specific business process requires reverse documents to be posted with a different document type or different number range than the original document type, see the <#unique_81> step in the Preliminary Steps section.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Select Templates | Choose Select Templates. | The Templates dialog box is displayed. |  |
| 4 | Locate Template | In the search field, search for Post General Journal Entries with Auto-reverse. When you locate the template in the search results, choose the template. | The screen updates with the template. |  |
| 5 | Enter Journal Entries Header Data | In the Header pane, make the following entries:Journal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: SACompany Code: 1010Document Currency: EURLedger Group: <empty>Choose the Auto-Reverse tab.Reversal Reason: <reversal reason>, for example, 05Reversal Date: <last day of next period> |  |  |
| 6 | Enter Line Item Data | In the Line Items pane, make the following entries:Line item 1:G/L Account: For example, 63002000Debit: 100Tax Code: V0Cost Center: 10101101Line item 2:G/L Account: For example, 10010000Credit: <amount> |  |  |
| 7 | Post | Choose Post. | The journal entry is posted. |  |
| 8 | Access the SAP Fiori App | Go back to the SAP Fiori launchpad.Open Schedule General Ledger Jobs (F1927). |  |  |
| 9 | Reversal Reason | Choose Create.Make the following entries and choose Step 2:Job Template: Post General Journal Entries with Auto-reverseJob Name: Post General Journal Entries with Auto-reverseMake the following entries and choose Step 3:Start Immediately: SelectedMake the following entries and choose Schedule:Company Code: 1010Reverse posting date: date of reversal | The job is scheduled. |  |
| 10 | Access the SAP Fiori App | Go back to the SAP Fiori launchpad.Open Manage Journal Entries (F0717). |  |  |
| 11 | Adapt Filters | Choose the Adapt Filters button. | The Adapt Filters dialog box is displayed. |  |
| 12 | Adapt Filters | In the Document section, choose More Filters. | The Select Filters dialog box is displayed. |  |
| 13 | Adapt Filters | Select Reversed With, Reversal Reason, and Reversal Type and choose OK. |  |  |
| 14 | Adapt Filters | Choose Go. |  |  |
| 15 | Adapt Filters | In the Journal Entries pane, choose Settings. | The View Settings dialog box is displayed. |  |
| 16 | Adapt Filters | Select Reversed With, Reversal Reason, and Reversal Type and choose OK. |  |  |
| 17 | Reverse Entry | Select your journal entry and choose Reverse. |  |  |
| 18 | Related Documents | Choose the Related Documents tab. | A reversal document should be displayed in the Items pane. |  |

## Upload General Journal Entries

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 receive G/L account documents that must be posted manually in the SAP system. When posting to the balance sheet accounts only, you only need to make an entry in the Segment field. If the field is left blank, segment 1000\_C is defaulted and must be reconciled.

The app allows for multiple G/L account documents to be uploaded using a single upload file.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Upload General Journal Entries (F2548). |  |  |
| 3 | Download Template | Choose Download Template. Select the language and format Excel Workbook and then choose Download. | The Excel template file is downloaded. |  |
| 4 | Prepare the Template | Make following entries in the template file for all G/L account documents to be posted and save it locally:Note If you wan to use Upload General Entries for Post with Auto-reverse, manually add the STODT and STGRD fields at the end of the header column. STODT is Reverse Date, and STGRD is Reverse Reason 05.HeaderCompany Code: 1010Journal Entry Type: <Journal Entry Type>, for example, SAJournal Entry Date: <current date>Posting Date: <current date>Document Currency: <currency, for example EURLine items - Line 1:Company Code: 1010G/L Account: for example, 63002000Debit: <amount>Tax Code: V0Cost Center: For example, 10101101Line items - Line 2:Company Code: 1010G/L Account: for example, 10010000Credit: <amount> |  |  |
| 5 | Upload Excel File | Choose the Browse button at the top of the screen and select the prepared Excel file, then choose Open. | The Excel file is uploaded and you can see data entered in the app. |  |
| 6 | Post | Choose Post. | The journal entries are posted. |  |

## Verify General Journal Entries

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 enter a journal entry to be checked before final posting.

You can check the status of the documents submitted for verification in various tabs: All, Submitted, Rejected and Others. For those rejected, you can edit and submit again for approval to the processor.

Documents with status Submitted are not posted yet. Once approved by the processor, the document is posted automatically and can be seen in the Manage Journal Entries (F0717) app.

Prerequisites

You must activate approval workflows and define responsibility for rules used in workflow steps and assign users to responsibilities.

Prerequisite 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access SAP Fiori App | Open Manage Workflows for General Journal Entry Verification (F2720). | The Manage Workflow view displays. |  |
| 3 | Create Workflow | Choose the Add button. | The new workflow view displays. |  |
| 4 | Enter Workflow Details | Make the following entries and choose Save:Header tab:Name: for example, Journal entry verificationProperties tab:Description: for example, Company code = 1010 Amount >=100 Account Group = FINStart Conditions tab: (add the following preconditions)Company Code: 1010Threshold Amount in Company Code Currency: for example, 100Account Group: FINJournal Entry Type: For example, SAStep Sequence tab: (choose Add to add the first sequence step)Type: Verify General Journal EntryRecipients tab:Role: Group 1 for Verifying G/L Journal EntriesChoose Add.Add a second sequence step.Type: Post General Journal Entry | You saved the workflow. |  |
| 5 | Activate Rule | Choose Save, then choose Activate. | The workflow journal entry verification is activated.Note You can create and activate multiple approval level workflows for G/L account groups, threshold amounts, and cost centers at the company code level. |  |

Prerequisite 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 SAP Fiori App | Open Manage Team and Responsibilities - General Journal Entries Verification (F3932). |  |  |
| 3 | Create Team | Choose Create. | The Team view displays. |  |
| 4 | Enter Team Details | Make the following entries:General Information tab:Name: for example, General Journal Entry VerifierStatus: Ready to useType: FGLVG (FI general journal entry verification) |  |  |
| 5 | Enter Team Details | Choose the Team Members tab. |  |  |
| 6 | Enter Team Details | Choose the Create button. | A blank field displays below Business Partner. |  |
| 7 | Enter Team Details | Make the following entries and choose Save:Business Partner: For example,the local gl\_accountant userFunction: FGJEV\_L1 (Group 1 for Verifying G/L journal entries) | The Responsibility for the general journal entries approval workflow is defined |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access SAP Fiori App | Open Verify General Journal Entries - For Requester (F2547). |  |  |
| 3 | Select Journal Entry | Make the following entry and choose Go:Company Code: 1010 | All company code documents are displayed under different tabs.Note There are four tabs displaying documents in their various states: all, submitted, rejected and others. |  |
| 4 | Access the Post General Journal Entries App | Choose the Create button. | The Post General Journal Entries (F0718) screen displays. |  |
| 5 | Enter Journal Entries Header Data | In the Header pane, make the following entries:Journal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: SACompany Code: 1010Document Currency: EURLedger Group: <empty> |  |  |
| 6 | Enter Line Item Data | In the Line Items pane, make the following entries:Line item 1:G/L Account: for example, 63003000Debit: 100Tax Code: for example, V0Cost Center: for example, 10101101Line item 2G/L Account: for example, 11002000Credit: <amount>Value Date: Today's date |  |  |
| 7 | Submit | Choose Submit. | The journal entry is submitted for verification. |  |
| 8 | Display Submitted Entry | Choose the submitted document. | The document is displayed. |  |
| 9 | Create a Second Document to be Verified | Repeat steps 4 to 8. | The journal entry is submitted for verification. |  |

## Approve Verify General Journal Entries (for Processor- Inbox)

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 receive G/L account documents that need to be checked before final posting. After checking the documents you can either approve or reject with a comment/ reason. Once a document has been selected and approved, it disappears from the list. If a document is approved, posting of FI document is automatically triggered.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany General Ledger Accountant role. |  |  |
| 2 | Access the SAP Fiori App | Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728). |  |  |
| 3 | Approve Documents | Select the document to be approved.Choose Approve. | The document is approved and posted.Note All approved documents are displayed in the Verify General Journal Entries - For Processor (Outbox) (F0862) app as well as in the Verify Journal Entries app. |  |
| 4 | Display Posted Document | Access the Manage Journal Entries (F0717) app, make the following selections and choose GO:Company Code: 1010Ledger Group: <empty>Journal Entry Type (optional): for example, SAJournal Entry:Document Date: (optional): <date>Period (optional): <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> | The approved document is listed. |  |

## Reject Verify General Journal Entries (for Processor- Inbox)

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 receive G/L account documents that need to be checked before final posting. After checking the documents you can either approve or reject with a comment/ reason. Once a document has been selected and rejected, it disappears from the list and goes back to the requester.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728). | The My Inbox view displays. |  |
| 3 | Reject Documents | Select the document to be rejected.Choose Reject and enter the reason for rejection, for example,change G/L 10010000 to 12540000 | The document is rejected. |  |

## Edit a Rejected Verify General Journal Entry (Requester)

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

The G/L journal entries must be checked before final posting. The journal entry you submitted is rejected. For it to be approved and posted, you must make the changes requested by the approver.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Verify General Journal Entries for Requester. | The Verify Journal Entries screen displays. |  |
| 3 | Select Journal Entry | Make the following entry and choose Go.Company Code: 1010 | The journal entries are listed. |  |
| 4 | Edit Rejected Journal Entry | Choose the Rejected tab.Select the journal entry to be edited.Choose Edit.Change the journal entry based on the comments entered, for example, change G/L account 10010000 to 12540000.Choose Submit. | The changed journal entry is resubmitted for approval. |  |

## Manage Journal Entries

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 display, change, or reverse a journal entry. In the following procedure, it’s used to display a journal entry.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entries (F0717) |  |  |
| 3 | Select Journal Entry | Make the following entries and choose Go:Company Code: 1010Ledger Group: emptyJournal Entry Type: (optional) For example, SAJournal Entry: <empty>Journal Entry Date: (optional) <date>Period: (optional) <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> | Selected journal entries are displayed in the Journal Entries list. |  |
| 4 | Display Journal Entry | Choose the link for the entry in the Journal Entry column. From the dialog box, choose Display Journal Entries. | The Display Document Data Entry View screen displays. |  |
| 5 | Review | Review the journal entries and choose Back. |  |  |
| 6 | Manage Journal Entry | Select a journal entry number and choose Manage Journal Entry. Choose Edit to edit a journal entry or choose New to create a journal entry. | The Journal Entry - Entry View screen displays the document details. |  |

### Open Correspondence

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

Open items correspondence is created.

Prerequisite

Invoices and payments are posted. The Business Partner (BP) master data (such as email address, and so on) is updated.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an General Ledger Accountant . |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entries (F0717) | The Manage Journal Entries view displays. |  |
| 3 | Select Journal Entry | Make the following entries and choose Go.Company Code: 1010Ledger Group: emptyJournal Entry Type: (optional) For example, SAJournal Entry: <empty>Journal Entry Date: (optional) <date>Period:(optional) <period>Fiscal Year: <year of posting document>Posting Date(optional): <date> | Selected journal entries are displayed in the Journal Entries list. |  |
| 4 | Manage Journal Entry | Select a journal entry number and choose Manage Journal Entry. | The Journal Entry - Entry View view displays with the document details. |  |
| 5 | Correspondence | Choose Create Correspondence from the bottom of the view. | The Create Correspondence view displays. |  |
| 6 | Entry View | Select:Correspondence: SAP09 (Internal Document) | Available fields display and are populated automatically. |  |
| 7 | Actions | Use the buttons to:PreviewPrintSend Email. | Correspondence is created according to the selected criteria. |  |
| 8 | Exit | Choose Home to exit. | SAP Fiori launchpad displays. |  |

### Reverse General Journal Entries

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 display, change, or reverse a document. Here, it is used to reverse a document.

Prerequisite (Optional)

If your country or your specific business process requires reverse documents to be posted with a different document type or different number range than the original document type, see the <#unique_81> step in the Preliminary Steps section.

Prerequisite

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries Header Data | Make the following entries in the Header pane:General Journal Entry Date: <current date>Posting Date: <current date>Period <period>Journal Entry Type: SACompany Code: 1010Document Currency: EURLedger Group: <empty> |  |  |
| 4 | Enter Line Item Data | In the Line Items pane, make the following entries:G/L Account: For example: 63003000Debit: amountTax Code: V0Cost Center: For example: 10101101 |  |  |
| 5 | Enter Line Item Data | In the Line Items pane, make the following entries:G/L Account: For example, 10010000Credit: <amount> |  |  |
| 6 | Post | Choose Post. | The journal entries are posted. |  |

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. |  |  |
| 2 | Access the Fiori App | Open Manage Journal Entries (F0717). |  |  |
| 3 | Select Journal Entry | Make the following entries and choose Go.Company Code: 1010Ledger Group: <empty>Journal Entry Type (optional): For example, SAJournal Entry: <journal entry>Document Date (optional): <date>Period (optional): <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> |  |  |
| 4 | Select Journal Entry | Select a relevant document and choose Reverse. | The Reverse Journal Entries Details dialog box displays. |  |
| 5 | Enter Reversal Data | Make the following entries and choose OK:Reversal Reason: for example, Wrong postingPosting Date: <date after posting date of document to reverse> | The journal entry is reversed. |  |

### Reverse Manual Accruals and Deferrals

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 display, change, or reverse a document. Here, it is used to reverse an accruals and deferrals document.

Prerequisite (Optional)

If your country or your specific business process requires reverse documents to be posted with a different document type or different number range than the original document type, see the <#unique_81> step in the Preliminary Steps section.

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. |  |  |
| 2 | Access the Fiori App | Open Manage Journal Entries (F0717). |  |  |
| 3 | Select Journal Entry | Make the following entries and choose Go.Company Code: 1010Ledger Group: <empty>Journal Entry Type (optional): For example, ADJournal Entry: <journal entry>Journal Entry Date (optional): <date>Period (optional): <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> |  |  |
| 4 | Select Journal Entry | Select a relevant AD document and choose Reverse. | The Reverse Journal Entries Details dialog box displays. |  |
| 5 | Enter Reversal Data | Make the following entries and choose OK.Reversal Reason: for example, Wrong postingPosting Date: <date>, select a date after posting date of the document to be reversed. | The journal entry is reversed. |  |

## Display Document Flow

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

This activity displays all documents that are part of a business transaction where the entry point is represented by a single starting document, displaying the operational and accounting document flows that start from that document. The goal of the application is to provide a 360° view on the business transaction by displaying all the operational and accounting documents (such as sales, delivery logistics, and billing) that precede and succeed the starting document. In addition, the journal entries are displayed separately in a chronological flow that can be sliced through ledgers, fiscal years, and company codes. You can also drill down into the posting details.

This app displays all the relations between the various operational documents as well as offering the possibility to show directly the linked accounting document. The operational flow offers the option to hide or show the documents by expanding or collapsing a category (such as sales). The accounting flow displays all accounting documents that precede and succeed a starting document in chronological order. The documents can be displayed and filtered by ledger, company code, and fiscal year.

You can view the accounting impact of the documents with the Display as T-accounts option.

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. |  |  |
| 2 | Access SAP Fiori App | Open Display Document Flow (F3665). | The Display Document Flow screen displays. |  |
| 3 | Select the Starting Document | Make the following entries and choose Go:Document Type: for example, All Document TypesDocument Number: for example, <10001010>The starting document selection can be restricted by selecting one of the following document types: Sales document, Billing document, Journal entry, or Delivery. If you select a different value in the Document Type field, the label of the second field also changes. | The Operational and G/L document flows are displayed.The documents are split and displayed in two flows: Operational Document flow and G/L Document flow. |  |
| 5 | Display as T-accounts | Select a document from the G/L document flow, select the checkbox and choose Display as T-accounts. | The accounting document is displayed in T-account view |  |

## Display G/L Account 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

General Ledger account balances are reported.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display G/L Account Balances (F0707). |  |  |
| 3 | Enter Account Details | Make the following entries and choose Go:Ledger: 0L for leading ledger with local GAAP or 2L Ledger IFRSCompany Code: 1010Account: for example, 10010000Ledger Fiscal Year: <year of posting document>Period From: <from date>Period To: <to date> | The account balances show in the Balances pane.To change the currency used for the balances, select the desired currency from the Currency dropdown. |  |

## Display Line Items in General Ledger

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 display open, cleared, or all line items of G/L accounts in reporting view.

Additionally, the reporting view offers the following functions:

* Specify the ledger from which to display the line items. The line items displayed are combined from the documents in the entry view and the reporting view.
* With the custom selections, you can also make selections using general ledger account assignments (General Ledger Line Items).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Line Items in General Ledger (F2217). |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:Ledger: 2L for IFRS ledgerCompany Code: 1010Account: an open item managed account, for example, 11001010Status: <Open items>Open on Key Date: <Current date> | A list of line items displays. |  |

## Display Line Item Entry

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 display and change line items in a General Ledger 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. |  |  |
| 2 | Access the SAP Fiori App | Open Display Line Item Entry (F2218). |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:Company Code: 1010G/L Account: <open item managed account>, for example, 11001010Item Type: Normal itemsStatus: <Open items>Open on Key Date: <Current date>Note You cannot change accounts, amounts, tax amounts, or tax codes. If you receive an error regarding these document contents after posting the document, you must reverse it. | A list of line items displays. You can select any of the journal entry links to view or further process the line item. |  |

## Manage Recurring Journal Entries

Purpose

This functionality supports postings that can be created on a regular basis. Recurring entries are similar to standing orders with banks for debiting rent, contribution payments, or loan repayments directly. The postings are done by the recurring entry program on the basis of the recurring entry documents.

In the G/L accounting area, recurring entries can be used (for example, for periodic posting of deferrals and accruals) if there are fixed amounts to be posted.

The following data in a recurring entry document remains unchanged:

* Posting Key
* Account
* Amounts

You only need to enter the data that changes occasionally in a recurring entry document. This document doesn’t result in transaction figures being updated. The recurring entry program uses this document to create a journal entry.

### Create Recurring Journal Entry

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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598). |  |  |
| 3 | Create New Recurring Journal Entry | Choose Create New Recurring Journal Entry. |  |  |
| 4 | Manage Recurring Journal Entries | Make the following entries and press Enter.The Document Header Information pane contains the individual data for the document to be posted. The data for a lease installment payment is defined as an example.Document Header InformationJournal Entry Type: SACompany Code: 1010Document Currency: EURConversion Rule for Foreign Currency Amounts: Use Current Exchange RateReference: <reference text> for example, AccrualsFirst Line ItemG/L Account: For example, 63003000Debit/Credit: <amount>Tax Code: V0Cost Center: For example, 10101101Item Text: For example, Monthly accrualNext Line ItemG/L Account: <G/L account> for example, 21720000Debit/Credit: <amount>Recurrence RuleStart Date: <date of the first run>Recurrence Pattern: For example, MonthlyEvery: For example, 1End: For example, AfterOccurrence(s): For example, 3Tax Items:Note If the section for tax items is not visible yet, choose Enter. | A recurring document is processed. The document is entered as a recurring entry document, but is not yet posted to the accounts.The Enter Recurring Entry Add G/L Account Item screen displays. |  |
| 5 | Save | Save your entries. | A recurring entry is saved. | ' |

### Display Recurring Journal Entry

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598). |  |  |
|  |  | Make the following entries and choose Go:Company Code: 1010 |  |  |
| 3 | Select Recurring Journal Entry | Select a line for a recurring entry to display and choose Display. | The Display Recurring Journal Entries screen displays. |  |

### Edit Recurring Journal Entry

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598) |  |  |
| 3 | Company Code | Make the following entries and choose Go:Company Code: 1010 |  |  |
| 4 | Select a Recurring Journal Entry | Select the line for the recurring entry to edit and choose Edit. | The Edit Recurring Journal Entry screen displays. |  |
| 5 | Edit Recurring Journal Entry | Change the value of any field. When you are done, choose Save. | A confirmation is displayed. |  |

### Copy Recurring Journal Entry

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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598) |  |  |
| 3 | Company Code | Make the following entries and choose Go:Company Code: For example, 1010 |  |  |
| 4 | Select a Recurring Journal Entry | Select the line for the recurring entry and choose Copy. | The Copy Recurring Journal Entries screen displays. |  |
| 5 | Copy Recurring Journal Entry | Change the value of any fields and choose Save. | A confirmation is displayed. |  |

### Post Recurring Journal Entry

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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598). |  |  |
| 3 | Company Code | Make the following entries and choose Go:Company Code: For example, 1010 |  |  |
| 4 | Select a Recurring Journal Entry | Mark the line of the recurring entry and choose Post. | The Posting Confirmation dialog box displays. |  |
| 5 | Post Recurring Journal Entry | Choose Post. | A posting confirmation is displayed. |  |

### Delete Recurring Journal Entry

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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Recurring Journal Entries (F1598) |  |  |
| 3 | Company Code | Make the following entries and choose Go:Company Code: For example, 1010 |  |  |
| 4 | Select a Recurring Journal Entry | Mark the line of the recurring entry to delete and choose Delete. | The Confirmation dialog box displays. |  |
| 5 | Post Recurring Journal Entry | Choose OK. | A deletion confirmation displays. |  |

## Display Changes of Recurring Entry

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 display changes made to a recurring entry.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Changes of Recurring Entry (FBD4). | The Recurring Document Changes: Initial Screen displays. |  |
| 3 | Enter Details | Make the following entries and choose Continue:Company Code: 1010Document Number: 91XXXXXXXXFrom Change Date: Optional <date of change>Changed by: Optional |  |  |
| 4 | Select Changes | Choose All Changes. | The changes are displayed. |  |

## Audit Journal

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 run various auditing reports to ensure the correctness of your journal.

Prerequisite

Key features for this report:

* Run the Compact Journal report to provide an overview of journal entries that are entered within a given time period.
* Run the Journal report to list all journal entries that are entered within a given time period, and navigate to the Manage Journal Entries (F0717) app.
* Run the Display Journal Entry Changes report to show logs for changes that are made to journal entries since they are posted.
* Run the Check Multi-referenced Invoices report to list invoices if they are referenced in multiple journal entries.
* Run the Check Gaps in Document Numbers report to display all gaps that occur within a given time period.
* Run the Display Update Terminations report to display all system terminations that occur within a given time period.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Audit Journal (F0997). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:Company Code: 1010Fiscal Year: <Current fiscal year>Ledger: 0L for leading ledger with local GAAP | The Compact Journal report is displayed.Note You can switch to the Journal report to see the documents per posting date. |  |
| 4 | Display Changes to Journal Entries | Choose Display Journal Entry Changes.Check the report and go back. | The report shows logs for changes that are made to journal entries since they are posted |  |
| 5 | Check Multireferenced Invoices | Choose Check Multi-Referenced Invoices.Check the report and go back. | The report lists all documents in which the same reference was maintained. |  |
| 6 | Check Gaps in Journal Entry Numbering | Choose Check Gaps in Journal Entry Numbering.Check the report and go back. | The report displays all gaps that occur within a given time period |  |
| 7 | Display Updated Terminations | Choose Check Gaps in Journal Entry Numbering.On the next page, choose Display Update Terminations.Make the following entries:Creation Date:Creation dateCheck the report and go back. | The report displays all system terminations that occur within a given time period.Note The Display Update Terminations button is enabled only if there are termination errors. |  |

## Journal Entry Analyzer

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

The journal entry analyzer provides an overview of cumulated amounts of selected journal entries on G/L accounts. This can be grouped by various fields from the header or line item segment, such as company code, fiscal year, posting date, business area, functional area, or profit center.

Prerequisite

Journal entries are posted to the G/L accounts and the posting period that is selected in the report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Journal Entry Analyzer (F1035) | The Prompts screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose OK:Ledger: 0L for leading ledger or 2L for IFRSCompany Code: 1010Ledger Fiscal Year: <Current year>Fiscal Period: for example, <current period>Key Date: <key date> | The system displays cumulated amounts and quantity of selected journal entries grouped by company code, G/L account, and posting date. The amounts are listed in different currencies. |  |
| 4 | Add Field | From the Dimensions panel, select a specific dimension from the list (for example, Cost Center), and choose the Add field to column axis button or Add field to row axis button. | The list is refreshed and the new field is shown. |  |

## Clear G/L Accounts - Manual Clearing

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

The transaction is used to post with clearing for open items.

Prerequisites

You have to post a Credit and Debit position to the account you want to clear. For example, use open item managed account 15200000 and post:

* Debit 61100000 (Payroll Exp. Salaries) with cost center 10101101 to Credit 15200000 (Salary and Wages Advances)

Caution Both postings must not contain a specific ledger group. See Post General Journal Entries (F0718) or a similar step.

Note The amounts for both postings should be the same, so that a clearing is possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the Fiori Launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries | Make the following entries:HeaderJournal Entry Date: <current date>Posting Date: <current date>Period: <period>Journal Entry Type: SACompany Code: 1010Document Currency: EURLedger Group: Must be empty!Line 1G/L Account: for example, 61100000Currency: EURDebit: <amount>, for example, 100Cost Center: 10101101Line 2G/L Account: for example, 15200000Credit: <amount>, for example 100 |  |  |
| 4 | Post | Choose Post. | The journal entries are posted. |  |

Procedure

Make sure there is a posting to an account that is open item managed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the Fiori App | Open Clear G/L Accounts - Manual Clearing (F1579). |  |  |
| 3 | Enter Selection Details | Make the following entries and choose Go:Clear G/L Accounts: Without Ledger GroupsCompany Code: 1010G/L Account: For example, 15200000Posted by: For example, today's date | The selected G/L account displays. |  |
| 4 | Account Selection | Select the account to be cleared. | The Clear G/L Accounts - Manual Clearing (F1579) screen displays. |  |
| 5 | Enter Posting Details | Choose the Post to G/L Accounts tab.Make the following entries:G/L Account: For example, 10010000Credit Amount: For example, 100 |  |  |
| 6 | Process Open Items | Choose the Open Items tab.Ensure that the relevant open item is activated.In the Processing Status section, the Amount entered and Assigned must match, and the Not assigned amount must be zero. | Items net to zero so that the document can be posted with clearing. |  |
| 7 | Save | Choose Post. | A new document is posted and the open item selected in the account is cleared. |  |

## Clear G/L Accounts

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

The transaction is used to clear open items manually. If the balance of the items to be cleared is not 0, you can create a residual item for overpayments/underpayments.

Prerequisites

You must post a Credit and Debit position to the account you want to clear. For example, use open item managed account 15200000 and post:

a) Debit 61100000 (Payroll Exp Salaries) with cost center 10101101 to Credit 15200000 (Salary and Wages Advances) and

b) Debit 15200000 (Salary and Wages Advances) to Credit 10010000 (Petty Cash)

Caution Both postings must not contain a specific ledger group! See Post General Journal Entries (F0718) or a similar step.

Note The amounts for both postings should be the same, so that a clearing is possible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Journal Entries | Make the following entries:HeaderJournal Entry Date: <current date>Posting Date: <current date>Period: <period>Document Type: SACompany Code: 1010Transactions Currency: EURLedger Group: Must be empty!Line 1G/L Account: for example, 61100000Debit: <amount>, for example, 100Cost Center: 10101101Line 2G/L Account: for example, 15200000Credit: <amount>, for example, 100 |  |  |
| 4 | Post | Choose Post. | The journal entries are posted. |  |
| 5 | Enter Second Document | Repeat Steps 3-4 for debit account 15200000 and credit account 10010000 | The journal entries are posted. |  |

Procedure

Make sure there is a posting to an account that is open item managed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Clear G/L Accounts - Manual Clearing (F1579). |  |  |
| 3 | Account Information | Enter the G/L account to clear and choose the Go button.G/L Account: For example, 15200000Company Code: 1010 |  |  |
| 4 | Clear Account | Select the Account to be cleared by choosing the Clear button for the account. |  |  |
| 5 | Select Open Items | In the Header section, enter the Document Currency EUR. In the Open Items section, select items to be cleared by choosing the Clear button. | In the Items to Be Cleared section, the selected items are displayed. |  |
| 6 | Save | Choose Post. | The open items selected in the account are cleared. Make a note of the cleared document number for later use in resetting the cleared item: \_\_\_\_\_\_ |  |

## Reset Cleared Items

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 reset a document that was mistakenly cleared.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Reset Cleared Items (F2223). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:Clearing Entry: <document number>Company Code: 1010 |  |  |
| 4 | Reset Cleared Item | On the row for the cleared item, choose the > button at the right of the row. | The Clearing Entry view is displayed. |  |
| 5 | Reset | Choose Reset. | The document is reset. |  |

## Clear Open Items Automatically

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 periodically clear open G/L account items. The open items are posted as a result of normal postings to open-item-managed G/L accounts and reset clearings. If the items have the same assignment and amount, they are cleared based on the G/L account. The clearing is posted on the clearing date entered in the clearing run or on the date of the most recent document if selected.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Clear Open Items Automatically (F.13). | The Automatic Clearing screen displays. |  |
| 3 | Clearing Data | Make the following entries and choose Execute:Company Code: 1010Fiscal Year: <fiscal year>Posting date: for example, from <one day in current month to end of the month>Select one of the following checkboxes:* Select Vendor
* Select Customer
* Select G/L Accounts

Clearing date: for example, <last day of current month>Test Run: Deselect | A clearing document is generated for each pair of open items cleared based on account, amount, and assignment. |  |

## Currency Exchange Rates

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 update exchange rates. The exchange rates can be maintained each day or at the least, every month-end.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Currency Exchange Rates (F3616) |  |  |
| 3 | Add an Exchange Rate Entry | Choose the + (Create Exchange Rate) button. | The right pane expands to show the entry fields. |  |
| 4 | Enter Data | Make the following entries and choose Save:Exchange Rate Type: MFrom Currency: <foreign currency>, for example, USDTo Currency: <group currency>, for example, EURExchange Rate : <exchange rate>Valid From: <validity date> | You entered a new exchange rate. |  |

## Import Foreign Exchange Rates

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 access market data reference interest rates directly from a spreadsheet file and transfer the data.

Prerequisite

A spreadsheet program that supports .xlsx format (for example, Microsoft Excel 2013) is installed on your computer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Import Foreign Exchange Rates (F2092). |  |  |
| 3 | Download Template | Choose Download Template and choose OK. | An XLSX file is downloaded. |  |
| 4 | Prepare the Import File | Open the XLSX file, modify it as needed, and save the file for upload. |  |  |
| 5 | Select File to Import | Choose Browse… and select the upload file (in .xlsx format) | Data from the test load file and a statistic of the records are displayed.The Status column displays any error or success symbols. |  |
| 6 | Start Import | Choose Import. | The system displays the message X entries have been imported successfully. |  |

## Repost GR/IR Clearing

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

The app analyzes goods receipt/invoice receipt (GR/IR) clearing accounts at a specified key date, and generates adjustment postings if necessary. These are needed to display the following business transactions correctly in the balance sheet:

* Goods delivered, but not invoiced
* Goods invoiced, but not delivered

Prerequisite

Data must be created by running the Procurement of Direct Materials (J45) test script, steps Post Goods Receipt for Purchase Order and Create Supplier Invoice with PO/GR Relation or the Requisitioning (18J) test script, Confirm Receipt of Goods step and one of the Create Supplier Invoice steps.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Repost GR/IR Clearing (F.19) | The Analyze GR/IR Clearing Accounts and Display Acquisition Tax screen displays. |  |
| 3 | Enter Account Selection | Make the following entries and choose Execute:G/L account: For example, 21120000Company Code: 1010Parameters tab:Key Date: <end of period>GR/IR clearing: selectedPostings tab:Create Posting: selectedName of batch input session: <name>Document date: <end of period>Document type: for example SAPosting date: <end of period>Reversal posting date: <beginning of the next period> | A report with line item information is displayed.If a batch input session is created, process it as described in the Process Batch Input Session section. |  |

## Enter Reference Interest Values

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 enter the G/L reference interest rate values.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Enter Reference Interest Values (JBIRMC). | The Field Selection dialog box displays. |  |
| 3 | Reference Interest Rates | Select the Ref. interest rate checkbox and choose Continue. | The Determine Work Area: Entry dialog box displays. |  |
| 4 | Determine Work Area | Choose Continue. |  |  |
| 5 | Edit | Choose Edit. |  |  |
| 6 | New Entries | Choose New Entries. | The New Entries: Overview of Added Entries screen displays. |  |
| 7 | Enter Data | Make the following entries and choose Save:Reference: GLCEUR for credit G/L accountValid from: for example, <Current date>Interest rate: for example, 1andReference: GLDEUR for debit G/L accountValid from: for example, <Current date>Interest rate: for example, 1 | The new reference interest rate values are available in the system. |  |

## Enter Time Interest Terms

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 define the interest calculation indicator.

Prerequisites

The G/L reference interest rate values must be created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Enter Time Interest Terms (S\_ALR\_87002510). | The Change View 'Time-Dependent Interest Terms': Overview view is displayed. |  |
| 3 | New Entries | Choose New Entries. | The New Entries view is displayed. |  |
| 4 | Enter Data | Make the following entries and choose Save:Interest Indicator: 12Currency Key: EUREff. from: for example, <Current date>Sequential number: 1Term: for example, Debit interest: balance interest calc.Ref. interest rate: for example, GLDEUR | The new interest indicators are available in the system.Note The interest indicators are used in the G/L account company code master data. |  |

## Run Balance Interest Calculation

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 calculate the account balance interest for G/L accounts in local currency.

Prerequisites

The G/L reference value interest rate values and interest calculation indicator must be created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Run Balance Interest Calculation (F.52). | The G/L Account Interest Scale screen displays. |  |
| 3 | Enter Data | Make the following entries and choose Execute:G/L account sectionChart of accounts: YCOAG/L account: for example, 11001000Company code: 1010Further SelectionsCalculation period: for example, <Current period>Currency: EURInterest calculation indicator: 12Output controlDate of the last interest run: <End of previous month>Reference date: 1Additional date: 3Standard interest calculation: SelectedNegative interest ratesNegative interest rates not allowed: SelectedAdditional logAdditional log: Selected | The G/L account interest scale report displays. |  |

## Perform Foreign Currency 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. |

Purpose

The total difference of all the open account items is posted to a balance sheet adjustment account, retaining the original account balance. The gains or losses from exchange rate fluctuations from the valuation are entered as offsetting entries in separate expense and revenue accounts for exchange rate differences. If you perform an update run and enter a session name for the batch input session, you can run the session after it is created.

Prerequisites

You must post a Credit and Debit position to an open item managed account using a foreign currency for which the exchange rate at the time of the posting is different from the exchange rate at the month end (when you execute the foreign currency valuation). Open items must be available in a foreign currency, posted with a higher or lower exchange rate that the one that is currently applicable. To post a customer invoice in a foreign currency, use the Create Outgoing Invoices (FB70) app, changing the exchange rate in the document header.

To see the exchange rates, you may either use the Maintain Exchange Rates (OB08) app or enter the exchange rate manually in the document you are posting. For more information about posting general journal entries, see the [Post General Journal Entries](#unique_19)  [page ] 37 step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Perform Foreign Currency Valuation (FAGL\_FCV). |  |  |
| 3 | Enter Data | Make the following entries and choose Execute:General SelectionsCompany Code: 1010Valuation Key Date: <Current date>Valuation Area: DEPosting ModeTest Run (No Database Update) SelectedNote If you do not want to execute a test run, you can post the valuation immediately.Posting ParametersDetermine Automatically: SelectedOpen items: SubledgerValuate Vendors: SelectedValuate Customers: SelectedOpen items: G/L AccountsValuate G/L Accounts: Selected | Foreign currency postings in the system are represented in the financial statements with current date valuation. Two types of documents are posted:1. Reporting period documents to represent revaluation
2. Next period documents to reverse the first postings.

The system generates a Foreign Currency Valuation report showing the details of what accounts, by document, were revaluated. The document data includes Amount in FC, Amount in loc. cur., Exch.rate (original), Exch.rate (new), Posting Date and New Difference.The Gain/Loss Unrealized Foreign Currency Revaluation account gets debits and credits based on gain or loss determination. The Adjustment accounts for AR and AP (Domestic, Foreign and Intercompany) get the off-set amount posted to the Gain/Loss account. |  |

## Post Currency Adjustments

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 adjust account balances in foreign currencies. The app is useful, for example, in environments with volatile exchange rates. You adjust the account balances by entering amounts for specific currencies directly.

If needed, you can find a parallel workflow for currency adjustments in the Appendix. For more information, see the subtopics there under Parallel Workflow - Currency Adjustment.

Prerequisite

You posted journal entries in foreign currency (for example, to the foreign currency bank account 11001100) previously.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Currency Adjustments (F1606). |  |  |
| 3 | Enter Document Data | Make the following entries and choose Post:HeaderJournal Entry Date: <Current date>Company Code: 1010Posting Date: <Current date>Transaction Currency: a foreign currency, for example, USDJournal Entry Type: SADebits/Credits Cur.: Company Code Currency (10)Line items 1G/L Account: <account number>, for example, 11001000Debit/Credit amount: <amount>, for example, 10 in the Debit fieldYou may need to press Enter after entering a value in the Debit or Credit fields to access the remaining fields.House Bank /House Bank Account: <house bank> and <house bank account>, for example DEBK1/DEAC1Line items 2G/L account: <account number>, for example, 22000000Debit/Credit amount: <amount>, for example, credit 10Tax Code (if required): A0 | The document shows a zero amount in foreign currency and your entered amount in local currency. |  |

## Verify Currency Adjustments

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

As a daily transaction requester, you verify the currency adjustments made in the [Post Currency Adjustments](#unique_56) [page ] 96 step. After you verify the adjustments, another user approves or rejects the currency adjustments.

Prerequisites

Execute the following two procedures.

Table 2: Manage Workflows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access SAP Fiori App | Open  Manage Workflows for General Journal Entry Verification (F2720) | The Manage Workflow view displays. |  |
| 3 | Choose Workflow Type | In the Workflows field, select Currency Adjustment Verification. |  |  |
| 4 | Create Workflow | Choose Add. | The new workflow view displays. |  |
| 5 | Enter Workflow Details | Make the following entries and choose Save:Header tab:Workflow Name: for example, Currency adjustment verificationProperties tab:Description: For example, Company code = 1010Start Conditions tab: (add the following preconditions)Company Code: 1010Journal Entry Type: For example, SAAccount Group: For example, FINStep Sequence tab: (choose Add to add the first sequence step)Step Name: Verify Currency AdjustmentStep Type: Verify Currency AdjustmentRecipients tab:Role: for example, Group 1 for Verifying Currency AdjustmentChoose Add.Add a second sequence step.Step Name: Post Currency AdjustmentChoose Add. | You saved the workflow. |  |
| 6 | Activate Rule | Choose Save, then choose Activate. | The currency adjustment verification is activated. |  |

Table 3: Manage Teams and Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |  |  |
| 2 | Access SAP Fiori App | Open  Manage Team and Responsibilities for General Journal Entries Verification (F3932). |  |  |
| 3 | Create Team | Choose Create. | The Team view displays. |  |
| 4 | Enter Team Details | Make the following entries:General Information tab:Name: for example, Currency Adjustment VerifierGlobal ID: for example, 123Status: EnabledType: FGCAV (FI Verify Currency Adjustment Team) |  |  |
| 5 | Enter Team Details | Choose the Team Members tab. |  |  |
| 6 | Enter Team Details | Choose Create. | A blank field displays below Business Partner. |  |
| 7 | Enter Team Details | Make the following entries and choose Save:Business Partner: For example, the local gl\_accountant userFunction: FGCAV\_L1 (Group 1 for Verifying Currency Adjustment) | The responsibility for the general journal entries approval workflow is defined. |  |

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. |  |  |
| 2 | Access App | Open Verify Currency Adjustment - For Requester (F2547). | The Verify Currency Adjustments view is displayed. |  |
| 3 | Create Adjustment Posting (Optional) | If an adjustment posting does not exist, you can create one. To do so, choose Create. | The Post Currency Adjustment app is opened. For more information on this activity, see the [Post Currency Adjustments](#unique_56) [page ] 96 step in this test script. |  |
| 4 | Enter Details | Make the following entries and choose Go:Company Code: 1010 | The Journal Entries pane shows a list of currency adjustment workflows. You can see the status of the entries in the Status column. |  |
| 5 | View History | To show the history for a journal entry, choose the clock button in the History column for that entry. A dialog box is displayed with the workflow history. If a workflow is rejected, you can choose the Comments tab in the dialog box to see the reason entered by the user who rejected it.You can also view the processors. To do so, choose the processor button the Processor column. |  |  |

## Approve Verify Currency Adjustments (for Processor- Inbox)

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 receive currency adjustments that must be checked before final posting. After checking the currency adjustments, you can either approve or reject with a comment/ reason. Once you select and approve an adjustment, it disappears from the list. If a document is approved, posting of the adjustment is automatically triggered.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany General Ledger Accountant role. |  |  |
| 2 | Access the SAP Fiori App | Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728). |  |  |
| 3 | Approve Documents | Select the Verify Currency Adjustments document to be approved.Choose Approve. | The document is approved and posted.Note All approved documents are displayed in the Verify General Journal Entries - For Processor (Outbox) (F0862) app as well as in the Verify Currency Adjustments - For Requester (F4670) app. |  |
| 4 | Display Posted Document | Access the Manage Journal Entries (F0717) app, make the following selections and choose GO:Company Code: 1010Ledger Group: <empty>Journal Entry Type (optional): for example, SAJournal Entry:Document Date: (optional): <date>Period (optional): <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> | The approved document is listed. |  |

## Reject Verify Currency Adjustments (for Processor- Inbox)

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 receive currency adjustments that must be checked before final posting. After checking the adjustments, you can either approve or reject with a comment/ reason. Once you select and reject an adjustment, it disappears from the list and goes back to the requester.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728). | The My Inbox view displays. |  |
| 3 | Reject Documents | Select the document to be rejected.Choose Reject and enter the reason for rejection, for example,change G/L 10010000 to 12540000 | The document is rejected. |  |

## Edit a Rejected Verify Currency Adjustment (Requester)

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

The currency adjustments must be checked before final posting. The adjustment you submitted is rejected. For it to be approved and posted, you must make the changes requested by the approver.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Verify Currency Adjustment - For Requester (F2547). |  |  |
| 3 | Select Journal Entry | Make the following entry and choose Go.Company Code: 1010 | The journal entries are listed. |  |
| 4 | Edit Rejected Journal Entry | Choose the Rejected tab.Select the journal entry to be edited.Choose Edit.Change the journal entry based on the comments entered, for example, change G/L account 10010000 to 12540000.Choose Submit. | The changed journal entry is resubmitted for approval. |  |

## Verify Data Flow

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 use error suspense handling when direct postings through the Perform Foreign Currency Valuation (FAGL\_FCV) app fail.

Prerequisite

You executed the Perform Foreign Currency Valuation (FAGL\_FCV) app, but the postings indicate an error (for example, Cost Center is missing).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Verify Data Flow (ACC\_ECS\_MAINTAIN). | The Error Correction and Suspense Accounting Selection Screen displays. |  |
| 3 | Make Entries | Make the following entries and choose Execute.Co.Code of Pstd Doc.: 1010 | If there are no documents with errors, the system displays an empty list. |  |
| 4 | Process Error | Select a line with an error and choose Start Processing. |  |  |
| 5 | Show Detail | Select the line and choose Detail Screen. | The ECS Item: Detail View view displays. |  |
| 6 | Correct Additional Fields | Choose Additional Input Fields. Make any necessary corrections. |  |  |
| 7 | Post | Choose Save. |  |  |

## Post Tax Payables

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

The output tax account cannot normally be posted directly, which means that a transfer posting for the account balance cannot be made directly to the tax payable account. You can use this app to pay tax amounts by posting the balances of input and output tax accounts to a tax payable account. The app does not require entry of a tax code, enabling you to make manual adjustments to tax accounts directly. Postings can be made in all relevant ledgers for the accounts for which you are responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Tax Payables (F1597). |  |  |
| 3 | Enter Header Details | Make the following entries and press Enter:Company Code: 1010Journal Entry Date: <Current date>Posting Date: <Current date>Document Currency: EURJournal Entry Type: <document type> for example SA |  |  |
| 4 | Enter Line Item Details | Make the following entries and press Enter:G/L Account: for example, 22000000Debit/Credit: <amount> | The Post Tax Payable: Add G/L Account Item screen displays. |  |
| 5 | New Line | Make the following entries and choose Enter:G/L Account: For example, 21503000Debit/Credit: <amount> |  |  |
| 6 | Post | Choose Post. | You posted the tax amounts to a tax payable account manually. |  |

## Create Advanced Return on Sales/Purchase Tax

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

Posting via report (RFUMSV00): (as recommended by SAP)

The report creates the advance return for tax on sales and purchases and, if required, a batch input session for making an automatic transfer posting for the tax payable.

When the system creates a batch input session for the tax payable transfer posting, a document is prepared for each company code selected. In this document, one item for posting to the tax account and one item for posting to the tax payable account is created for each tax account.

If required, the report starts filling in the form for advance return for tax on sales and purchases (function not covered/delta Customizing). It provides the tax balances for each company code, the tax on sales/purchases code, transaction key, total/debit or credit indicators, and the selected period in tabular form. The subsequent print report uses these tables to determine the data required for the printout.

You can set the output lists to suit your requirements. You can use the ABAP List Viewer function to arrange the lists accordingly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Create Advance Return on Sales/Purchase Tax (S\_ALR\_87012357). | The Advance Return for Tax on Sales/Purchases screen displays. |  |
| 3 | Maintain Selections | Make the following entries:Fiscal Year: <Current fiscal year>Posting Date: <date range of one month> |  |  |
| 4 | Maintain Further Selections | Choose the Further Selections button and make the following entries:Taxes on sales/purchase group: DE01 |  |  |
| 5 | Tax Payable Posting: Batch Input Session Required | Choose Tax Payable Posting.Make the following entries:Batch Input Session Required: SelectPostings Document type: SAPosting Date: <Current date>Due Date of the Tax Payable: <date after fiscal period end>Session Name: RFUMSV00Hold processed session: Select | Note To process the session with Display errors only, you can use the Batch Input Sessions in My Area (SM35SA) or My Batch Input Sessions (SM35SM) apps. |  |
| 6 | Posting Parameters | Choose Posting parameters.Make the following entries and choose Execute:Update documents: Update run: SelectElectronic Advance Tax Return: SelectReporting Year: <fiscal year>Reporting Period: <month to create tax return>Prepare Printing of Forms: SelectedProgram Run Date: <current date>Identification: GAB01 | The system creates a list in both the test run and update run. |  |

## General Ledger - Periodic Activities

### Tax Reconciliation Account Balance

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 check that the tax-relevant G/L accounts are posted with tax. Additionally, you compare if there are differences between the calculated tax and posted tax.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Tax Reconciliation Account Balance (F2095). |  |  |
| 3 | Enter Data | Make the following entries and choose Go:Company Code: 1010Fiscal Year: <Fiscal year>Tax Code: <Tax code>G/L Account: <Account number> | The Account Balances for Journal Entries with Tax Codes list is created. Look at the Difference Amount column, where the differences between Tax Amount (posted) and Calculated Tax are displayed. |  |
| 4 | Drilldown | To navigate to Information on line item level for one journal entry, choose one G/L account, then choose one Tax Code and select a Journal Entry. | When you choose the G/L account you can switch to other reports, for example, Display G/L Line Items. |  |
| 5 | Change Layout | Choose Settings.Select the Profit Center and Business Place and choose OK. | The new columns Profit Center and Business Place display. |  |

### Tax Declaration Reconciliation

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 check that the tax base and reported (posted) tax per tax code are correct. The tax code is assigned to a tax box.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Tax Declaration Reconciliation (F2096). |  |  |
| 3 | Enter Data | Make the following entries and choose Go:Company Code: for example, 1010Tax Code: <Tax Code>Posting Period: <Posting period>Fiscal Year: <Fiscal year> | The Tax Boxes and Tax Codes list is created. Check the Difference Amount column, where the differences between LC tax amount (posted) and Tax Calculated are displayed. |  |
| 4 | Drilldown | To view the posting document numbers, for a line item, choose Details (>). | The Tax Box and Tax Code view is displayed. The journal entry numbers are shown in the lower pane. |  |

## Run Foreign Trade Regulations Report Z5A (German)

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

Schedule Z 5A, sheet 2 of the German foreign trade regulations stipulates that receivables and payables in respect of non-resident companies (divided between associated and non-associated non-resident companies) are to be reported on this form to the respective state central bank, for forwarding to the German Central Bank.

On the form (in accordance with attachment Z 5A, sheet 2 of the German foreign trade regulations), receivables and payables vis-à-vis non-resident companies must be reported to the state central bank responsible separately according to partners and non-resident companies.

A report is only necessary if the total receivables or payables exceed the exemption free limit. The receivables and payables are each subdivided according to maturities of up to one year and more than one year, as well as down payments. The totals are displayed for each country.

Prerequisites

You must post a Credit or Debit position (such as an invoice) to a foreign customer or a foreign vendor. This customer or vendor could be an intercompany or an third-party business partner.

A foreign Customer is a prerequisite for this step (see BMA Configuration Guide). If you have successfully completed the previous test step EC Sales List in DME Format with a foreign customer within EU, please use the same customer. Otherwise please create a new foreign customer with a VAT registration number (more information can be found in the prerequisites section of test step EC Sales List in DME Format (S\_P00\_07000221).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Run Foreign Trade Regulations Z5A (S\_ALR\_87012243). |  |  |
| 3 | Enter Details | Make the following entries and choose Execute:Rate Type: EuroReference Rate: MBasket Currencies per Line 888: EURKey date: <Current date>Company code: 1010Exemption Limit in Thousands: <limit>, a report is only available if the total receivables or payables exceed the limitLine Item List: Selected | The regulation list is generated. |  |

## Run Foreign Trade Regulation Z4 Report (German)

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 Germany, receivables and payables with regards to nonresident companies must be reported to the state central bank responsible separately according to partners and nonresident companies. The totals are displayed according to countries and currencies. The customer and vendor line items open on a key date contain further subdivisions.

With this report, you can generate attachment Z4 in accordance with German foreign trade regulations. The data in attachment Z1 can also be reported with attachment Z4. You must obtain permission from the state central bank to print the form on an IT printer.

The following restrictions apply with regard to creating the reports:

* Cross-company-code transactions are not taken into account
* The reporting transactions are determined from the documents selected by means of the posting or CPU date (system date)

The system uses a special method to determine the state central bank indicator and the country from the documents.

Prerequisites

Only cleared items are reported in the foreign trade regulations report Z4 (German).

You must clear an outgoing invoice to a foreign customer or clear an incoming invoice from a foreign vendor. Clearing of outgoing invoices takes place during bank statement posting. Clearing of incoming invoices happens during payment run.

A foreign customer is a prerequisite for this step.

For more information on foreign customers, see the BMA configuration guide.

For example, use an outgoing invoice to customer 10100050 (the first two digits are the solution country code; in this case, 10 for Germany) or 51(foreign trade customer) for clearing with bank statement posting.

After the invoice item (open item) is cleared, you can run the report.

If you cannot find the example customer, use the same customer from the EC Sales List in DME Format step. Alternately, create a new foreign customer with a VAT registration number (For more information, see the Prerequisites section of the EC Sales List in DME Format step).

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. |  |  |
| 2 | Access the SAP Fiori App | Open Create Outgoing Invoices (FB70). | The Enter Customer Invoice: Company Code XXXX screen displays. |  |
| 3 | Enter Details | Make the following entries:Note If you need to change the company code, choose the Company Code button. In the Company code field, enter 1010 and choose Continue.Customer: Foreign customer from EU. For example, 10100051Invoice Date: <current date>Posting date: <current date>Calculate Tax: SelectedAmount: for example, 300 EURTax Code: A7 |  |  |
| 4 | Details | Choose the Details tab. |  |  |
| 5 |  | Make the following entries:SCB Ind.: 240In the table area at the bottom of the screen, make the following entries:GL Account: 41090000Cost Center: 10101101Amount: for example, 300 EUR |  |  |
| 6 | Post | Choose Post. | A customer invoice is posted. Make a note of the customer invoice number: \_\_\_\_\_\_\_\_\_\_ |  |
| 7 | Access the Fiori App for Clearing | Open Post Incoming Payments (F1345).Note If you are not on the SAP Fiori launchpad home screen, choose the Home button, then open the app above. |  |  |
| 8 | Make Entries | Make the following entries and choose Propose Items:Company code: 1010Journal Entry Date: <current date>Posting date: <current date>Value date: <current date>Journal Entry Type: DZG/L Account: <bank account>, for example, 11001000House Bank: <House bank> <House bank account>Account Type/Account ID: Customer, 10100051 | Open items of selected customer display. |  |
| 9 | Select Open Item | Select the customer invoice posted in step 6 and choose Clear. | The customer invoice is selected. |  |
| 10 | Post | Choose Post. | A journal entry is posted and the customer invoice is cleared. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | In the Reporting Germany group, open Run Foreign Trade Regulations Z4 (S\_ALR\_87012405). | The Foreign Trade Regulation Reports Z4 screen displays. |  |
| 3 | Enter Details | Make the following entries:Company code: 1010Tab Message controlReporting Year: <current year>Reporting Period: <period>Output Reports: SelectedSelect Z1: SelectedSelect Z4: SelectedTab Electronic Notification ProcedureGo to Area File generation for electronic submissionCreate Z4 Reporting FileSelectedCSV Format: SelectedTarget Directory<Z:\>Prefix of Target File<AWVZ4> |  |  |
| 4 | Execute | Choose Execute. | The program generates supplement Z4 in accordance with the foreign trade regulations. |  |
| 5 | Download Z4 Reporting Data | After running the report, go to Menu > More > GUI Actions and Settings .When you have selected the GUI Actions and Settings, a Pop-Up menu displays. The file with prefix AWVZ4 is shown on the Z:\ directory.To download the file to your PC, select the file and choose Export. | The reporting data is downloaded to your PC. |  |

## Run Foreign Trade Regulation Z4 - Basis Receivables/Payables Report (German)

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 Germany, receivables and payables with regard to nonresident companies must be reported to the state central bank responsible separately according to partners and nonresident companies. The totals are displayed according to countries and currencies. The customer and vendor line items open on a key date contain further subdivisions.

You can use the report to generate attachment Z4 in accordance with German foreign trade regulations. The data in attachment Z1 can also be reported with attachment Z4.

The following restrictions apply with regard to creating the reports:

* Cross-company-code transactions are not accounted for
* The reporting transactions are determined from the documents selected by means of the posting or CPU date

The system uses a special method to determine the state central bank indicator and the country from the documents.

This report is used to create the Z4 appendix in accordance with foreign trade regulations.

Ingoing and outgoing payments are reported based on receivables/payables (customer/vendor invoice item) in the month of the posting. Furthermore, general ledger transactions (G/L account postings) that are subject to reporting requirements can be reported if the G/L accounts concerned are managed on an open item basis or on a line item basis.

To perform Z4 reporting on this basis, however, you must first obtain a corresponding approval for this exception from the German Bundesbank. As a general rule, before you create reports with this program, we recommend that you first contact the service center of the German Bundesbank and, if necessary, send some reports by way of a test.

Prerequisites

You must post an outgoing invoice to a foreign customer or an incoming invoice from a foreign vendor.

A foreign Customer is a prerequisite for this step (see BMA Configuration Guide).

For example, use 10100050 (the first two digits are the solution country code; in this example, 10 for Germany) or 51(foreign trade customer).

If you cannot find the example customer, use the same customer that was used in the previous test step EC Sales List in DME Format. Alternately, create a foreign customer with a VAT registration number (For more information, see the Prerequisites section of the EC Sales List in DME Format step).

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. |  |  |
| 2 | Access the SAP Fiori App | Open Create Outgoing Invoices (FB70). | The Enter Customer Invoice screen displays. |  |
| 3 | Enter Details | Make the following entries:Note If you need to change the company code, choose the Company Code button. In the Company code field, enter 1010 and choose Continue.Customer: 10100051Invoice Date: <current date>Posting date: <current date>Calculate Tax: SelectedAmount: for example, 400,-EURTax Code: A7 |  |  |
| 4 | Details | Choose the Details tab. |  |  |
|  |  | Make the following entries:SCB Ind.: 240In the table area at the bottom of the screen, make the following entries:GL Account: 41090000Cost Center: 10101101Amount: for example, 400.-EUR |  |  |
| 4 | Post | Choose Post. | A customer Invoice is posted. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant for Germany . |  |  |
| 2 | Access the SAP Fiori App | Open Run Foreign Trade Regulation Z4 – Basis Receivables/Paybles (S\_EB5\_05000341). | The Z4 Reports for Foreign Trade Regulations on Basis of Receiv./Payables screen displays. |  |
| 3 | Enter Details | Make the following entries and choose Execute:Company code: 1010Select Customer Items: SelectedSelect Vendor Items: SelectedSCB Indicator from G/L Account Offsetting Lines: SelectedCurrency Type: 10Message Control tab:Reporting Year : <Current year>Reporting Period<Current period>Display line items: SelectedElectronic Notification Procedure tab:Create Z4 Reporting File SelectedTarget Directory <Z:\>Prefix of Target FileAWVZ4 | The program generates supplement Z4 in accordance with the foreign trade regulations. |  |
| 5 |  | Choose More > GUI Actions and Setting > WebGUI File Browser. | The WebGUI File Browser dialog box displays. |  |
| 6 | Download Z4 Reporting Data | The file with the AWVZ4 prefix is shown in the Z:\ directory.To download the file to your local PC, select the file and choose the Export to native file system button. | The reporting data is downloaded to your own PC. |  |

## Regroup Receivables/Payables

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 must carry out adjustment postings in the following cases:

* Sorted list according to remaining terms
* Vendors with a debit balance and customers with a credit balance
* Modified reconciliation accounts or partners (VBUND)

The system processes all accounts that are maintained by open item management. For each transfer posting created, a reset posting is also included in the session. For customer or vendor reconciliation accounts, the system posts to an adjustment account.

The report regroups the receivables and payables in accordance with the required sort method (SAP, for example) and performs transfer postings.

Prerequisites

You posted open items to customers and vendors. At the end of a fiscal year (period), you noticed that some customers have a credit balance and some vendors have a debit balance. During the posting period, the reconciliation account of some customers or some vendors or their status (affiliated, associated, or third party) has changed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Regroup Receivables / Payables (FAGLF101). | The Balance Sheet Supplement - OI - Analysis screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries:Company Code: 1010Balance Sheet Key Date: <date, such as 31.12.CurrentFY>Sort Method: SAP (sorted list to 93 EU directive)Valuation Area: DE for local GAAP (HGB)PostingsGenerate Postings: SelectedDocument Date: <date, such as 31.12.CurrentFY>Journal Entry Type: SAPosting Date: <date, such as 31.12.CurrentFY>Posting Period: 12Reversal Document Type: SAReversal Posting Date: <date, such as 01.01.CurrentFY + 1>Reverse Posting Period: 01SelectionsAccount Type: D to KCustomer: Customer IDSupplier: Supplier ID |  |  |
| 4 | Execute | Choose Execute. | The receivables and payables are regrouped.If a batch input session is created, process it as described in the section Process Batch Input Session. |  |

## Process Batch Input Session

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 activity runs the batch input session.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Batch Input Sessions in My Area (SM35SA). | The Batch Input: Session Overview view displays. |  |
| 3 | Select and Process Session | Select the session to execute and choose the Process button. | The Process Session XXXXX dialog box displays. |  |
| 4 | Selection Criteria | Select one of the following options and choose Process:* Processing mode: Select one of the options
* Additional functions: Select one or more of the options
 | Journal entries are posted and recurring documents are updated with processing data (next run on and number of runs).Note You can filter the list of batch input sessions by choosing the tabs above the list. |  |

## Import Financial Plan Data

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 plan the balance sheet and P&L accounts.

Note After running this process, if you want to upload a second Excel file, exit the app and refresh your browser cache before you run the process again with the second file.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Import Financial Plan Data (F1711). |  |  |
| 3 | Download Template | Choose Download Templates. | The Download Templates dialog box displays. |  |
| 4 | File Parameters | Make the following entries, then choose P&L Statement Planning:Separator for .csv file: <select a separator character>Note Once you click the template link, the file is downloaded to your PC. Choose Close on the dialog box.Note Repeat this step with Balance Sheet Planning. | The Excel template file is downloaded.Note The P&L Statement Planning and Balance Sheet Planning templates are downloaded. |  |
| 5 | Prepare the P&L Statement Planning Template | Open the P&L Statement Planning template file in Excel, make the following changes, and save it locally:Plan Category; PLNGeneral Ledger Fiscal Year: <Current year>Posting period: for example 4Company code: 1010G/L Account number: for example, 63003000Amount in Global Currency: amountGlobal Currency for example: USD |  |  |
| 6 | Prepare the Balance Sheet Planning Template | Open the Balance Sheet Planning Template file in Excel, make the following entries in the Balance Sheet Planning template file, and save it locally:Plan Category: PLNGeneral Ledger Fiscal Year: <Current year>Posting period: for example 4Company code: 1010G/L Account number: for example, 10010000Amount in Company Code Currency: amountCompany Code Currency for example: EUR |  |  |
| 7 | Upload Excel File | In the Source File field, choose the Browse .csv files button and choose the prepared Excel files. Afterward, choose Open.Choose Import Source File. | The Excel file is uploaded and you can see data entered in the app.The uploaded plan data can be displayed using the Balance Sheet/Income Statement (F0708) app. |  |

## Balance Sheet / Income Statement

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 display the financial statement.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Balance Sheet/Income Statement (F0708). |  |  |
| 3 | Enter Details | Make the following entries and choose Go:Company Code: 1010Ledger: 0LStatement version: $DE3Statement type: for example, Normal (Actual - Actual)End Period: <current period>Comparison end period: <same period from previous year>Currency: EUR | The financial statement for the selected company code displays. |  |
| 4 | Display Financial Statement for Multiple Company Codes | Repeat the test by entering more than one company code into the Company Code field. | The financial statement for multiple company codes displays. |  |
| 5 | Balance Sheet | Choose the Balance Sheet tab. |  |  |
| 6 | Export to PDF | Choose the Export to PDF button. | The financial statement is exported to PDF. |  |

### Financial Statement Download and Printing

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 download and print the financial statement.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Balance Sheet / Income Statement - Multidimensional (F3084). | The Prompts dialog box displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:Ledger: For example, 0L for Leading LedgerCompany Code: 1010Hierarchy ID: $DE3From period: For example, 1To period: For example, 10Fiscal Year: <Current year>Comparison ledger: For example, 0L for Leading LedgerComparison from period: For example, 1Comparison to period: For example, 10Comparison fiscal year: <Previous year>Currency type: 10 (Company Code Currency)Plan Category: ACT01, Actual | The Financial Statement - Grid-based screen displays. |  |
| 4 | Export to Excel | In the upper right corner, choose Export to MS Excel. | The financial statement is exported locally as an Excel file. |  |

## Trial Balance

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, the Trial Balance displays.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Trial Balance (F0996A). |  |  |
| 3 | Enter Details | Make the following entries and choose OK:Ledger: 0L for leading ledger with local GAAPCompany Code: 1010Posting date from: for example, <First day of current period>Posting date to: for example, <Last day of current period>Note To display a readable amount of data in the chart, you can apply additional filters in the filter bar for G/L Account. This ensures that a reasonable data set is selected for graphical display. | The trial balance is shown. |  |

## Carry Forward 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. |

Purpose

With this app, you can carry forward balances from one fiscal year to the next for a specific ledger in General Ledger Accounting to initiate opening balances, update balance sheet data, and provide an accurate view of the company’s operating results and overall financial situation. You can see the number of documents posted after you have carried forward a specific line item. The system automatically corrects the balance carryforward in case of subsequent postings to the previous year, but allows you to run the application as often as necessary. We recommend that you run balance carry forward programs at the start of the new fiscal year. Once the balance carry forward has been performed, the system automatically updates the new year with any financial postings that occur in a prior period.

Prerequisites

Before executing this step, check that the Confirm Takeover Date Information step in the Asset Accounting (J62) test script is completed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the Fiori App | Open Carry Forward Balances (F1596). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:To Fiscal Year: <new year>The above FY should be the current fiscal year. Do not enter a future year unless you are closing the current year in this system. Do not enter a future year unless you understand the consequences.Company Code: 1010Ledger: 0L for leading ledger with local GAAP | The status of the item is displayed under the TO DO section.If the balance carry-forward has been executed once before, the item will be seen under the PREVIEW or DONE section (The Number 1 is displayed above the section name). |  |
| 4 | Start | Select the following three sections to find out under which section an entry is displayed. Execute the required steps according to each section:From the TO DO section:* Select the items, choose Carry Forward and then choose With Balances in Retained Earnings Account.

From the DONE section:* If value of the field Posting after Carryforward is greater than 0, select the items, choose Rerun Carry Forward and then choose With Balances in Retained Earnings Account.
* If the value is 0, select a different fiscal year or company code and start the test again.
 |  |  |
| 5 | Preview | Choose PREVIEW and then select Refresh. | The status of the item displays under PREVIEW. |  |
| 6 | Execute | Select the checkboxes for the items under Status PREVIEW and then choose Execute. | The status of the item displays under DONE. During this process, the profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year. |  |

## Analyze Unassigned Journal Entry ID’s Caused by Rollback Work Statements

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 shows a list of unassigned journal entry IDs. With this list, you can explain gaps in the number ranges of journal entry IDs.

Prerequisite

Journal entries are posted to the G/L accounts and the posting periods that are selected in the report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Analyze Unassigned Journal Entry IDs - Caused by Rollback Work Statements (FINS\_RSSNR0S1). | The Analysis of Non-Assigned Journal Entry IDs caused by ROLLBACK WORK statements screen displays. |  |
| 3 | Enter Selection Criteria | Make the following optional entries and choose Execute:Company Code: 1010To Fiscal Year: <Current fiscal year>Number Range: <number range>Note If the fields are left empty, the system selects all available data. | The Analysis of Non-Assigned Journal Entry IDs caused by Rollback Work statements report displays.Note If all internal numbers are assigned, the system returns an empty list.Note If all internal numbers are assigned, the system displays the following message: There are no internal numbers which have not been assigned.Note The list that the report displays is a generic list valid for all kinds of number ranges, not only for journal entry IDs. |  |

## Display Journal Entries - in T-Account View

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 app uses t-account visualization control to help accountants to better understand the impact of a selected set of accounting documents that are typically related (such as originating from the same business process).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Journal Entries - In T-Account View (F3664). | The Display Accounting Impact view displays. |  |
| 3 | Enter Accounting Document | Make the following entries and choose Go:Journal Entry: <accounting document number> | The system displays the accounting document details in the left pane, and shows the affected accounts in the right pane. |  |

## Analyze Credit Loss Allowances

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 analyze a reconciliation of the loss allowance for receivables (from opening to closing balances). A table shows the changes during the period using a simplified Expected Credit Loss model.

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. |  |  |
| 2 | Access App | Open Analyze Credit Loss Allowances. | The Prompts dialog box displays. |  |
| 3 | Enter Details | Make the following entries and choose OK:Key Figure Layout: DEFAULTLedger: for example, 0L or 2LCompany Code: 1010Fiscal year: <fiscal year>To Period: <date>Currency Type: 10 (Company code currency) | The Analyze Credit Loss Allowance view displays. |  |
| 4 | Customize Display | Drag a dimension (for example, Segment, Profit Center, or Business Partner) from the Dimensions pane to the Rows pane. | The view refreshes to show the information for the new dimension.Note You can customize the display to add totals/subtotals per dimension. To do this, right-click on the column heading and choose Totals > Show Totals . You can also customize the view further with other options in the right-click menu. |  |
| 5 | Export to Excel | Choose Export to MS Excel > Export to MS Excel. | The content is exported to and opened in Microsoft Excel. |  |

# Appendix

## Display Tax Information per Country

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 activity displays the tax information for the selected country per each tax code and tax type.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display Tax Information per Country (S\_ALR\_87012365). | The Tax information (Country) screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries:Country ID: DEChart of accounts: YCOATax grouping version: EDCLDisplay details immediately: <Selected> |  |  |
| 4 | Execute | Choose More > Program > Execute | The tax information for the selected country is displayed per each tax code. |  |

## User Specific Settings for Alternative Chart of 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

This activity displays the user specific options for journal entries Use Alternative Chart of Account.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Edit Options for Journal Entries - My Settings (F2130). | The Edit User-Specific Options for Journal Entries screen displays. |  |
| 3 | Enter Selection Criteria | Select the Use alternative Acct checkbox. |  |  |
| 4 | Choose Close | Choose Close .After you make the setting, you can use the Post General Journal Entries (F0718) app to verify the effectiveness. | This change can take several minutes. |  |

## Schedule General Ledger Jobs

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

To provide an alternative approach to manual month end closing at the single app level, this app allows customer to create jobs to execute one or more month-end steps sequentially to perform at the month end once.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule General Ledger Jobs (F1240). | The Application Jobs screen displays. |  |
| 3 | Create a new job | Choose New. | The New Job screen displays. |  |
| 4 | Enter data | Make the following entries :General InformationJob Template: Foreign currency valuationScheduling OptionsStart immediately: selectedGeneral Selections :* Company Code:1010
* Valuation Key Date: <date>
* Valuation Area: DE for local GAAP (HGB)
* PostingsUpdate Run: Selected
* Determine Automatically: Selected
* Open Items: Subledger
* Valuate Vendors: Selected
* Valuate Customers: Selected
* Open Items: G/L Accounts
* Valuate G/L Accounts: Selected Choose Schedule .
 | The job is created and started immediately. |  |
| 5 | Check job status | After the job is finished, Choose the Results button below. | Job log 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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