|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 18-09-20 | public |
| Asset Accounting (J62\_DE) |

Table of Contents

[1 Purpose 4](#_Toc51363933)

[2 Prerequisites 5](#_Toc51363934)

[2.1 Roles 5](#_Toc51363935)

[2.2 System Access 6](#_Toc51363936)

[2.3 Master Data, Organizational Data, and Other Data 6](#_Toc51363937)

[2.4 Preliminary Steps 7](#_Toc51363938)

[2.4.1 Validate Asset Accounting System Readiness 7](#_Toc51363939)

[2.4.1.1 Confirm Takeover Date Information 7](#_Toc51363940)

[2.4.1.2 Confirm Run of Balance Carry Forward for Current Fiscal Year 8](#_Toc51363941)

[2.4.2 Create Asset Master Record for Legacy Asset 10](#_Toc51363942)

[2.4.3 Post Transfer Values for Legacy Asset 12](#_Toc51363943)

[3 Overview Table 14](#_Toc51363944)

[4 Test Procedures 18](#_Toc51363945)

[4.1 Asset Acquisition Through Direct Capitalization 18](#_Toc51363946)

[4.1.1 Create Asset Master 18](#_Toc51363947)

[4.1.2 Create Purchase Requisition 18](#_Toc51363948)

[4.1.3 Convert Requisition to Purchase Order 20](#_Toc51363949)

[4.1.4 Change Purchase Order (Optional) 22](#_Toc51363950)

[4.1.5 Approve Purchase Orders (optional) 24](#_Toc51363951)

[4.1.6 Receive Goods from Vendor to Purchase Order 26](#_Toc51363952)

[4.1.7 Invoice Receipt by Line Item 27](#_Toc51363953)

[4.2 Master Data 30](#_Toc51363954)

[4.2.1 Create Asset Master 30](#_Toc51363955)

[4.2.2 Change Asset 30](#_Toc51363956)

[4.2.3 Display Asset 31](#_Toc51363957)

[4.2.4 Block Assets 32](#_Toc51363958)

[4.2.5 Delete Asset 32](#_Toc51363959)

[4.2.6 Create Asset Subnumber 32](#_Toc51363960)

[4.2.7 Change Documents for Asset Master Record 33](#_Toc51363961)

[4.2.8 Asset Values 33](#_Toc51363962)

[4.3 Acquisition 35](#_Toc51363963)

[4.3.1 Post Acquisition (Integrated AP) Without Purchase Order 35](#_Toc51363964)

[4.3.2 Post Acquisition (Non-Integrated) with Automatic Offsetting Entry 37](#_Toc51363965)

[4.3.3 Post Credit Memo - in Year of Invoice 38](#_Toc51363966)

[4.3.4 Post Credit Memo After Year of Invoice 40](#_Toc51363967)

[4.4 Retirement 42](#_Toc51363968)

[4.4.1 Post Retirement (Integrated) with Customer 42](#_Toc51363969)

[4.4.2 Post Retirement (Non-Integrated) Without Customer 44](#_Toc51363970)

[4.4.3 Post Retirement by Scrapping 46](#_Toc51363971)

[4.5 Valuation (Transfer and Manual Value Correction) 48](#_Toc51363972)

[4.5.1 Reverse Journal Entry (Asset Accounting-Specific) 48](#_Toc51363973)

[4.5.2 Post Transfer Within Company Code 50](#_Toc51363974)

[4.5.3 Post Post-Capitalization 51](#_Toc51363975)

[4.5.4 Post Write-Up 53](#_Toc51363976)

[4.5.5 Post Depreciation Manually - Unplanned and Planned 55](#_Toc51363977)

[4.5.6 Recalculating Values 57](#_Toc51363978)

[4.5.7 Post Asset Revaluation 59](#_Toc51363979)

[4.6 Month End Closing 61](#_Toc51363980)

[4.6.1 Manage Depreciation Run 61](#_Toc51363981)

[4.6.2 Asset Balances 63](#_Toc51363982)

[4.6.3 Asset Transactions 64](#_Toc51363983)

[4.6.4 Depreciation Lists 65](#_Toc51363984)

[4.6.5 Asset Values 67](#_Toc51363985)

[4.7 Year End Closing 68](#_Toc51363986)

[4.7.1 Asset History Sheet 68](#_Toc51363987)

[4.7.2 Depreciation Lists 69](#_Toc51363988)

[4.7.3 Year End Closing 71](#_Toc51363989)

[4.7.4 Undo Year-End Closing 72](#_Toc51363990)

# Purpose

Asset accounting is a subsidiary ledger of the general ledger and is used to manage and document fixed asset transactions in detail. In general ledger accounting, you update depreciation and changes to asset balance sheet values in asset accounting. You make various account assignments to cost accounting for these transactions. Because of the integration in SAP S/4HANA, Asset Accounting (FI-AA) transfers data directly to and from other SAP S/4HANA components such as Financial Accounting (FI) components.

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.

## 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 |
| Asset Accountant | SAP\_BR\_AA\_ACCOUNTANT | Fixed Assets | SAP\_BR\_AA\_ACCOUNTANT |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Manager - Procurement | SAP\_BR\_MANAGER\_PROCUREMENT |  |  |  |

## 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. |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Chart of Depreciation | 1010 |  |  |
| Asset Class |  |  | any available asset class (such as 1000, 1100, 1200, 1500, 3000,If a special asset class is required, see Procedures for each process step. |
| Asset | any available asset master |  | If no asset master is available in your system yet, create an asset master. If a special asset is required see Procedures for each process step. |
| Vendor | any domestic vendor | For example: 10300001 | If no vendor is available in your system yet, create a domestic vendor. Ensure complete name, address, postal code, and country is entered. |
| Customer | any domestic customer | For example, 10100001 | If no customer is available in your system yet, create a domestic customer. Ensure complete name, address, postal code, and country is entered. |
| Cost Center | any cost center |  | If no cost center is available in your system yet, create a cost center. |

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 |
| BND | Create Customer Master |
| BNE | Create Supplier Master |
| BNI | Create Asset |

## Preliminary Steps

### Validate Asset Accounting System Readiness

#### Confirm Takeover Date Information

Purpose

In this activity, you create a legacy data transfer segment to be able to transfer fixed assets on a specific transfer date. Apart from the transfer date, you also define additional parameters for the legacy data transfer.

Note After the initial content activation is finalized, you must define a take-over date. This defines the current fiscal year and last closed fiscal year in Asset Accounting. The takeover date is critical for system processing, as it identifies the point in time that old asset values are loaded. For Cloud systems, this is usually the prior year-end day. For AuC Asset Value Date, the value is automatically set to the first day of the new fiscal year (1/1/YYYY+1) instead of the transfer date (12/31/YYYY).

Caution For example, if you are in fiscal year 2018, this implies the loading of old legacy assets is as of the year end 2017.

Caution If Legacy Data Transfer is defined in General Ledger, the Legacy Data Transfer Date in Asset Accounting cannot be set as an earlier date.

Procedure

1. Log on to the SAP Fiori launchpad as an Asset Accountant.
2. Open Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP).
3. Select your company code on the left side of the screen and choose Select Entry.
4. Choose the General Settings tab.
5. Check the status for your company. The General Settings tab shows the Company Code status (should be set as For Testing).
6. On the Legacy Data Transfer tab, check or change the following entries (if required, to create a new legacy transfer segment, choose Create legacy transfer segment):

|  |  |  |
| --- | --- | --- |
| Field | Value | Comments |
| Transfer Date | <last day of prior fiscal year end> | This is usually a year-end date for a prior year. If you are instructed to use a mid-year date, use a month-end date. The date should always move forward (do not change it backward).  The current and closed fiscal year are derived based on Transfer Date. To check the current and closed fiscal year, double-click the ledger on the left side of the screen. The result is displayed on the right side of the screen on the Ledger Settings tab. If the Legacy Data Transfer Segment is not required, the current fiscal year can be manually entered and the closed fiscal year is derived. Without Legacy data Transfer Segment defined, no legacy asset master data can be created. |
| Legacy Data Transfer Status | Ongoing (Other Postings Allowed) | Possible settings:  In Preparation: The system allows incomplete customizing settings for the legacy data transfer (for example, the document type for posting of the legacy data transfer can be missing).  If the status Legacy Data Transfer Segment is set to In Preparation, no postings are allowed.  Ongoing: Only legacy data transfer postings are permitted (for example, other types of postings, acquisition, retirements are not permitted).  Ongoing (Other Postings Allowed): Both legacy data transfer postings and other postings are permitted. This status makes sense when you perform further legacy data transfers in a company code that is already productive.  Completed: The legacy data transfer is completed. Legacy Data Transfer postings are not allowed, and you are not allowed to create legacy assets. The Completed status is not visible until after you complete the segment. |
| Document Type | AA – Asset Posting |  |

1. After the legacy data transfer is completed, set the Legacy Data Transfer Status to Completed.
2. Before you make postings in Asset Accounting in your P-system, repeat the above steps to confirm values for data the takeover date, the status, and the document type for entering legacy assets already done in the Q-system.

#### Confirm Run of Balance Carry Forward for Current Fiscal Year

Purpose

In this activity, you confirm that Balance Carry Forward has been run for the current fiscal year.

Note If your implementation does not use a specific ledger, disregard that ledger.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process 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 Carry Forward Balances (F1596). | The Balance Carryforward (CXS1) screen displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:  To Fiscal Year: Current year  Caution 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: 1010  Ledger: 0L for leading ledger with local GAAP | The status of the item is displayed under the TO DO section.  If the balance carry-forward was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name). |  |
| 4 | Start | Select the following three sections to determine in which section an entry is displayed. Execute the required steps according to each section:  From the TO DO section:   * Select the items and choose Carry Forward.   From DONE section:   * If the value in the Posting after Carryforward field is greater than 0, select the items and choose Rerun. * If the value is 0, select a different fiscal year or company code and start the test again. | The status of the item is displayed under the TO DO section.  If the balance carry-forward was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name). |  |
| 5 | Preview | Select Refresh and choose PREVIEW. | The status of the item displays under PREVIEW. |  |
| 6 | Execute | Select the checkboxes for the items under Status PREVIEW and choose Run changes. | 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. |  |
| 7 | REPEAT | Repeat steps 3 to 6 for each additional ledger:   * 0L * 2L | NOTE successful completion for each ledger:  0L \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2L \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

### Create Asset Master Record for Legacy Asset

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can create legacy assets with values. These assets may be for various testing scenarios.

Prerequisites

To take over your legacy data in asset accounting, you can only have one fiscal year opened. If you receive an error stating that more than one year is open, check that the previous fiscal year is closed in asset accounting. To do this, use the Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) app. For your company code, the previous fiscal year must be closed.

Procedure

Note Create five legacy assets with different descriptions. Ensure that the asset description begins with the word Legacy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process Step | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Create Asset Master Record - For Legacy Asset (AS91). | The Create Legacy Data screen displays. |  |
| 3 | Enter Transaction Details | Make the following entries and press Enter:  Asset Class: For example, 3200  Company Code: For example 1010 |  |  |
| 4 | Enter Transaction Details | Make the following entries:  Description: Legacy Asset xxxxxx  Capitalized On: date For example, 04/08/2016  Note This is a prior year asset.  Choose the Time- Dependent tab. |  |  |
| 5 | Enter Transaction Details | Make the following entries:  Cost Center: For example, 10101301 |  |  |
| 6 | Enter Transaction Details | Choose the Depreciation Areas tab.  Confirm Key, Life, and Start Date. | You verified those fields. |  |
| 7 | Save the Record | Choose Save (at lower right). | Make a note of the Asset # \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |  |

### Post Transfer Values for Legacy Asset

Purpose

In this activity, you post the transfer values for the legacy assets.

Prerequisites

To take over your legacy data in asset accounting, you can only have one fiscal year opened. If you receive an error stating that more than one year is open, check that the previous fiscal year is closed in asset accounting. To do this, use the Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) app. For your company code, the previous fiscal year must be closed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Process Step | Test Step Name | Instruction | Expected Result | Pass/Fail/Comment |
| 1 | Log on | Log into the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Transfer Values - For Legacy Asset (ABLDT). | The Create General Header Data for Posting box appears. |  |
| 3 | Enter the Company and Legacy Asset | Make the following entries and choose Continue:  Company Code: For example, 1010  Asset: For example, xxxxxx | Enter the Legacy Asset to be updated with values. |  |
| 4 | Enter values for Legacy Asset | Make the following entries:  Acquisition Value: Amount  The values used are dependent on the depreciation areas used in the prior step. For example:  01: 3600.00 EUR  15: 3600.00 EUR  31: 4025.15 USD  32: 3600.00 EUR  33: 4025.15 USD  Ordinary Depreciation: Amount  (Example:  01: 900.00 EUR  15: 900.00 EUR  31: 1005.15 USD  32: 900.00 EUR  33: 1005.15 USD  Choose Simulate (located lower right). | The Enter Asset Transaction Legacy Data screen is displayed.  Enter values for each depreciation area.  Enter Life to Date depreciation as of prior year end.  Bypass the warning Posting will take place in an earlier fiscal year.  If any errors are RED coded, correct these before posting. |  |
| 5 | Post Legacy Asset Transaction | Choose Post.  Choose Continue. | Document number for each accounting principle:  DEAP \_\_\_\_\_\_\_\_\_  IFRS \_\_\_\_\_\_\_\_\_ |  |

# Overview Table

The scope item Asset Accounting consists of several process steps provided in the following tables.

Table 2: Asset Acquisition through Direct Capitalization

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Create Asset Master](#unique_11) [page ] 18 | Asset Accountant | See the Create Asset (BNI) scope item. | The asset master is created. |
| [Create Purchase Requisition](#unique_12) [page ] 18 | Purchaser | Create Purchase Requisition - Advanced (ME51N) | The Create Purchase Requisition screen displays. |
| [Convert Requisition to Purchase Order](#unique_13) [page ] 20 | Purchaser | Manage Purchase Requisitions (F1048) | The Create Purchase Order screen displays. |
| [Change Purchase Order (Optional)](#unique_14) [page ] 22 | Purchaser | Manage Purchase Orders (F0842A) | The Manage Purchase Orders screen displays.  A list of previously created Purchase Orders is displayed. |
| [Approve Purchase Orders (optional)](#unique_15) [page ] 24 | Purchasing Manager | My Inbox - All Items (F0862) | The Approve Purchase Orders screen displays.  A list of previously created Purchase Orders displays. |
| [Receive Goods from Vendor to Purchase Order](#unique_16)  [page ] 26 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The Manage Purchase Order screen displays. |
| [Invoice Receipt by Line Item](#unique_17) [page ] 27 | Accounts Payable Accountant | Create Supplier Invoice - Advanced (MIRO) | The Enter Company code displays. |

Table 3: Master Data

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Create Asset Master](#unique_18) [page ] 30 | Asset Accountant | See the Create Asset (BNI) scope item. | The asset master record is created. The system message confirms creation and displays the new asset number. |
| [Change Asset](#unique_19) [page ] 30 | Asset Accountant | See the Create Asset (BNI) scope item. | Asset master changes are saved. |
| [Display Asset](#unique_20) [page ] 31 | Asset Accountant | See the Create Asset (BNI) scope item. | The Asset Explorer screen displays all asset values for each existing depreciation area. |
| [Block Assets](#unique_21) [page ] 32 | Asset Accountant | See the Create Asset (BNI) scope item. | Asset is locked against further acquisitions. |
| [Delete Asset](#unique_22) [page ] 32 | Asset Accountant | See the Create Asset (BNI) scope item.  Only assets without capitalization date and without values can be deleted directly | Asset master record has been deleted |
| [Create Asset Subnumber](#unique_23) [page ] 32 | Asset Accountant | See the Create Asset (BNI) scope item. | The asset master subnumber is created.  Subnumbering starts with 1. |
| [Change Documents for Asset Master Record](#unique_24) [page ] 33 | Asset Accountant | See the Create Asset (BNI) scope item. |  |
| [Asset Values](#unique_25)  [page ] 33 | Asset Accountant | Display Asset Master Worklist (F1592) | The Asset Explorer view displays. |

Acquisition

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Post Acquisition (Integrated AP) Without Purchase Order](#unique_26) [page ] 35 | Asset Accountant | Post Acquisition (Integrated AP) - Without Purchase Order (F-90) | The Acquisition from purchase w. Vendor: Header Data screen displays  Document number and company code is displayed. |
| [Post Acquisition (Non-Integrated) with Automatic Offsetting Entry](#unique_27)  [page ] 37 | Asset Accountant | Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) | The Enter Asset Transaction: Acquis. with Autom. Offsetting entry screen displays. The Transaction data tab is displayed. Your company code is set. |
| [Post Credit Memo - in Year of Invoice](#unique_28) [page ] 38 | Asset Accountant | Post Credit Memo - In Year of Invoice (ABGL) | The Create General Header Data for Posting screen displays. |
| [Post Credit Memo After Year of Invoice](#unique_29) [page ] 40 | Asset Accountant | Post Credit Memo - After Year of Invoice (ABGF) | The Create General Header Data for Posting screen displays. |

Retirement

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Post Retirement (Integrated) with Customer](#unique_30) [page ] 42 | Asset Accountant | Post Retirement (Integrated AR) - With Customer (F-92) | The Asset Retire. Frm Sale with Customer: Header Data screen displays. |
| [Post Retirement (Non-Integrated) Without Customer](#unique_31) [page ] 44 | Asset Accountant | Post Retirement (Non-Integrated) - Without Customer (ABAON) | The Enter a Company Code selection screen displays. |
| [Post Retirement by Scrapping](#unique_32) [page ] 46 | Asset Accountant | Post Retirement - By Scrapping (ABAVN) | The Enter a company code selection screen displays. |

Valuation (Transfer and Manual Value Correction)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Reverse Journal Entry (Asset Accounting-Specific)](#unique_33) [page ] 48 | Asset Accountant | Reverse Journal Entry - Asset Accounting-Specific (AB08) | The Documents for Asset screen displays. |
| [Post Transfer Within Company Code](#unique_34) [page ] 50 | Asset Accountant | Post Transfer - Within Company Code (ABUMN) | The Enter a Company Code selection screen displays. |
| [Post Post-Capitalization](#unique_35) [page ] 51 | Asset Accountant | Post Post-Capitalization (ABNAN) | The Enter a Company Code selection screen displays. |
| [Post Write-Up](#unique_36) [page ] 53 | Asset Accountant | Post Writeup (ABZU) | The Create General Header Data for Posting screen displays. |
| [Post Depreciation Manually - Unplanned and Planned](#unique_37) [page ] 55 | Asset Accountant | Post Depreciation Manually - Unplanned and Planned (ABAAL) | The Create General Header Data for Posting screen displays. |
| [Recalculating Values](#unique_38) [page ] 57 | Asset Accountant | Schedule Asset Accounting Jobs (F1914) | The Application Jobs selection screen displays. |
| [Post Asset Revaluation](#unique_39) [page ] 59 | Asset Accountant | Post Asset Revaluation (ABAWL) | The Create General Header Data for Posting screen displays. |

Month End Closing

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Manage Depreciation Run](#unique_40) [page ] 61 | Asset Accountant | Schedule Asset Accounting Jobs (F1914) | The Application Jobs selection screen displays. |
| [Asset Balances](#unique_41) [page ] 63 | Asset Accountant | Asset Balances (F1035) | The Asset Balances Report screen displays. |
| [Asset Transactions](#unique_42) [page ] 64 | Asset Accountant | Asset Transactions (F1614) | The Asset Transaction selection screen displays. |
| [Depreciation Lists](#unique_43) [page ] 65 | Asset Accountant | Depreciation Lists (F1616) | The Posted Depreciation selection screen displays. |
| [Asset Values](#unique_44) [page ] 67 | Asset Accountant | Display Asset Master Worklist (F1592) | The Asset Explorer view displays. |

Year End Closing

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Asset History Sheet](#unique_45)  [page ] 68 | Asset Accountant | Asset History Sheet (F1035) | The Asset History Sheet selection screen displays. |
| [Depreciation Lists](#unique_46) [page ] 69 | Asset Accountant | Depreciation Lists (F1616) | The Posted Depreciation selection screen displays. |
| [Year End Closing](#unique_47) [page ] 71 | Asset Accountant | Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) | The Application Jobs selection screen displays |
| [Undo Year-End Closing](#unique_48) [page ] 72 | Asset Accountant | Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP) | The Change View “Remove Year-End Overview" screen displays. |

# Test Procedures

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

## Asset Acquisition Through Direct Capitalization

### Create Asset Master

Purpose

In this activity, you can create a new asset main data record as part of your daily business.

Procedure

To execute this activity, run the processes in the Create Asset section in the Create Asset (BNI) scope item, using the master data from this document.

### Create Purchase Requisition

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 purchase requisition with account assignment A - A for Asset.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to SAP Fiori launchpad as a Purchaser. |  |  |
| 2 | Access the SAP Fiori app | Open Create Purchase Requisition - Advanced (ME51N). |  |  |
| 3 | Review Item Overview | Expand Item Overview. | The Create Purchase Requisition - Advanced (ME51N) screen displays the fields available for input. |  |
| 4 | Enter Data | Complete the line item information for the following fields and press Enter:  A (Acct. Assignment Category): A  Short Text: <Your material>  Quantity: xx  Unit of Measure: PC  Matl Group: YBFA08  Plant: 1010  PGr (Purch Grp): 001  Des. Suppl: For example, 10300001  POrg (Purch Org): 1010 | The screen shows the Detail Item information. Account Assignment 'A' represents an asset. |  |
| 5 | Enter the Asset, Quantity, and Price | Complete the Asset, Quantity/Dates, and Valuation.  These display on separate tabs (Account Assignment and Valuation).  Asset: <your asset number created in previous step>  Quantity: xx  Valuation: <price value> | The Purchase Order values are changed.  On the Valuation tab, the following parameters are selected by default:   * Goods Receipt: Selected * Inv Receipt: Selected * GR Non-Val: Selected   With those parameters selected, the asset is activated with the invoice receipt. If you need to activate the asset with the goods receipt, select the following parameters instead:   * Goods Receipt: Selected * Inv Receipt: Selected * GR Non-Val: Deselected   These parameters can be changed in the Purchase Requisition or Purchase Order. |  |
| 6 | Verify Purchase Requisition for completeness | To verify the purchase requisition, choose Check. | The purchase requisition is successful. No messages are displayed during verification. |  |
| 7 | Messages | Choose Display Messages (if available). | If a message displays, correct the purchase requisition. If no message displays, the purchase requisition is complete. |  |
| 8 | Save Purchase Requisition | Choose Save to save the purchase requisition. | The purchase requisition is saved.  The system displays a success message Purchase Requisition xxx created.  Make a note the number: \_\_\_\_\_\_\_\_\_ |  |
| 9 | Exit | Choose Exit. |  |  |

### Convert Requisition to Purchase Order

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 purchase requisition (created in a previous step) is converted into the purchase order.

If the Purchase Requisition is not found, you may have exceeded a release threshold. Sign out as Purchaser and sign back in as Manager - Procurement. Open My Inbox and search for the purchase requisition to be released and approved. Enter a decision note and choose Submit. Sign out as Manager - Procurement and sign back in as a Purchaser.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Open the SAP Fiori Launchpad as a Purchaser. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Purchase Requisitions (F1048). |  |  |
| 3 | Select Purchase Requisition | Search for your purchase requisition and choose Go. | The Purchase Requisitions screen displays |  |
| 4 | Review Your Requisition | Select the checkbox for your purchase requisition and choose the > button at the right of the row.  Select the line item and choose Edit.  Verify the following:   * Material Group * Plant * Quantity * Price * Delivery Date   Make the following entries:  Requisition Line Item: Selected  Choose the > button at the right of the row.  Choose Apply.  Choose Save. | The Purchase Requisitionsscreen displays.  If warning message appear choose Discard.  Note Changes are made. |  |
| 5 | Convert Purchase Req to PO | Choose the < button (top left of screen).  Search for your purchase requisition and choose Go.  Select the checkbox for your purchase requisition and choose Create Purchase Order.  Confirm the quantity and price, then make the following entries:  Purchase Order Type: Standard PO  Purchase Order: Selected  Choose Save. | Review and correct any error messages if they display.  Record the PO \_\_\_\_\_\_\_\_\_\_. |  |

### Change Purchase Order (Optional)

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 is performed if a purchase order is not accurate.

Prerequisites

A purchase order must exist. The journal entry for the purchase order is known.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Purchase Orders (F0842A). | A list of previously created purchase orders is displayed. |  |
| 3 | Go | Choose Go. |  |  |
| 3 | Select Purchase Order | To select the purchase order, choose the arrow button on the right side of the row.  Choose Edit. | The Edit Purchase Order xxx screen is shown. The purchase order opens in change mode. |  |
| 4 | Change Purchase Order | Change any applicable field values of the Purchase Order. | The purchase order values are changed. |  |
| 5 | Check Purchase Order for completeness | Choose Order at the bottom of the screen. | The purchase order is complete.  In the Item Details on the Process Flow tab, the following parameters are selected by default:   * Goods Receipt: Selected * Inv Receipt: Selected * GR Non-Val: Selected   With those parameters selected, the asset is activated with the invoice receipt. If you need to activate the asset with the goods receipt, select the following parameters instead:   * Goods Receipt: Selected * Inv Receipt: Selected * GR Non-Val: Deselected   These parameters can be changed in the Purchase Requisition or Purchase Order. |  |
| 6 | Messages | Choose Messages (if available). | If a notification displays, correct the purchase order.  If no notification displays, the purchase order is complete. |  |
| 7 | Save Purchase Order | Choose Order to save the purchase order. Make a note of the saved message. | You saved the purchase order.  The system displays a success notification Purchase order xxx has been saved. |  |

### Approve Purchase Orders (optional)

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

All the purchase orders that require release by the person responsible for release authorization are listed and must be approved.

Prerequisites

You need a release code for PO values that are larger than a certain amount (for example, $500.00).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchasing Manager. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox - All Items (F0862). | The My Inbox view displays.  A list of previously created purchase orders displays. |  |
| 3 | Select Purchase Order | Choose a purchase order to approve or release. | The Submit Decision view displays. The purchase order opens in display mode. |  |
| 4 | Change mode | Choose Display/Change. | The view toggles to change mode. |  |
| 5 | Approve the Purchase Order | Choose Approve at the bottom of the view. | The purchase order is approved. |  |
| 6 | Messages | Choose Messages (if available). | If a message displays, correct the purchase order.  If no message displays, the purchase order is complete. |  |
| 7 | Save Purchase Order | Enter a note and choose Submit to save the approved purchase order. | The purchase order is approved.  The system displays a success message Purchase order xxx updated. |  |

### Receive Goods from Vendor to Purchase Order

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 take the packing slip from a container and verify that the part number on the container and the quantity matches the packing slip information. You also verify the number of containers received.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Warehouse Clerk. |  |  |
| 2 | Access the SAP Fiori app | Open Post Goods Receipt for Purchasing Document (F0843). |  |  |
| 3 | Purchase Order Number | Enter the purchase order number and press Enter. | The Post Goods Receipt for Purchasing Document view is displayed. |  |
| 4 | Enter Basic Data | Make the following entries and choose Post:  Select Item: Selected | A Success dialog box is displayed. The material document number is shown. If you want to review the material documents, choose the Open in Material Documents Overview link. Otherwise, choose OK.  Make a note of the material document number: \_\_\_\_\_\_\_\_\_\_ |  |

### Invoice Receipt by Line Item

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 use the flexible workflow for supplier invoice, in the Consumable Purchasing (BNX) test script, see the Activate Flexible Workflow for Supplier Invoice and Option A: Create Supplier Invoice with PO/GR Relation steps.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. |  |  |
| 2 | Access the SAP Fiori app | Open Create Supplier Invoice - Advanced (MIRO). | The Enter Company code displays. |  |
| 3 | Enter Company Code | Make the following entries and press Enter:  Company Code: 1010 |  |  |
| 4 | Enter Data | Make the following entries and press Enter:  Basic Data:  Transaction: Invoice  Invoice Date: Today  Reference: <invoice number from invoicing party>  Posting Date: Today  Amount and Currency: Total invoice amount  Tax data:  Tax code: V0  Calculate tax: Selected | The Enter Incoming Invoice screen displays. |  |
| 5 | Enter Purchase Order References | In the PO Reference area, from the dropdown, select PO/Scheduling Agreement and enter a PO.  References (Type): <Purchase Order Number> | The Purchase Order References section displays. |  |
| 6 | Select Purchase Order Items | Choose Purchase Order Items. | All selected purchase orders are added to the Purchase Order Item table. |  |
| 7 | Verify the Purchase Order Items Data | Verify Amount, Quantity, and Tax Code. | The Purchase Order Item table displays.  The Amount and the Quantity correspond to the values of the Goods Receipts. |  |
| 8 | Check Tax code | In the Purchase Order Item table, check if there is tax code information.  Note If there is no tax code, specify the tax code V0 or V1. | The tax code is included in the simulation. |  |
| 9 | Simulate Supplier Invoice and Check Messages | In the General Data section, make the following entries and choose Simulate:  Gross Invoice Amount: Amount for items  If there are no differences, the Supplier Invoice is complete to post.  Verify the Gross Invoice Amount against the items plus tax amount.  If tax code is V0, you do not have any tax amount. | The supplier Invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The Invoice is posted. The system displays the message Invoice xxx has been posted.  If the asset must be activated with the invoice receipt, select the following parameters in Purchase Requisition or Purchase Order:   * Goods Receipt: Selected * Inv Receipt: Selected * GR Non-Val: Selected   Note Make a note of the document number: \_\_\_\_\_\_\_\_\_\_ |  |

## Master Data

### Create Asset Master

Purpose

In this activity, you can create a new asset main data record as part of your daily business.

Procedure

To execute this activity, run the processes in the Create Asset section in the Create Asset (BNI) Master Data Script, using the master data from this document.

Acquisition and valuation of low value assets: The legal regulations for low value assets in Germany are as follows:

Assets with acquisition and production costs up to 150 EUR (starting with 01.01.2018: 250 EUR) can be posted to operating expenditure.

For assets with acquisition and production costs between 150,01 and 410 EUR (starting with 01.01.2018: between 250,01 and 800 EUR) there are two options:

* The assets can be written off immediately. Use asset class 5000, depreciation key GWG, and useful life 1 month.
* The assets can be written off over their expected useful life.

Assets with acquisition and production costs between 150,01 and 1.000 EUR (starting with 01.01.2018: between 250,01 and 1.000 EUR) can be written off over 5 yeas via a collective asset (§ 6 Abs. 2 a EStG). Use asset class 5000, depreciation key GWGS, and useful life 5 years.

If the acquisition and production costs of an asset exceed 1.000 EUR it has to be activated separately and written off over its expected useful life.

At the beginning of each fiscal year you have to decide which of the valid options should be applied. It is not possible to switch between the valid options during one fiscal year.

### Change Asset

Purpose

In this activity, you can change an existing asset data record (main or subnumber) as part of your daily business.

Procedure

To execute this activity, run the processes in section Change Asset in the Create Asset(BNI) Master Data Script, using the master data from this document.

In the Change Asset: Master Data screen, you can make a change in any depreciation area. Below are examples for area 01, 32, and 34. Although you can change many fields in the asset master record, this example focuses on changes to depreciation areas 01, 32, and 34.

Depreciation Area 01:

1. Choose Depreciation area: 01.
2. Choose Area-01.
3. Choose More Interval.
4. Choose Add Interval.
5. For the new interval, enter the From Date and choose YES.
6. Enter a change on the specific line item and choose Save. The system display a success message.

Depreciation Area 32:

1. Choose Depreciation Area: 32
2. Choose Area-32.
3. Choose More Intervals.
4. Choose Add Interval.
5. For the new interval, enter the From Date and choose YES.
6. Enter a change on the specific line item and choose Save. The system displays a success message.

### Display Asset

Purpose

In this activity, you can display an existing asset data record (main or subnumber) as part of your daily business.

Procedure

To execute this activity, run the processes in the Display Asset task in the Create Asset (BNI) master data script, using the master data from this document.

### Block Assets

Purpose

In this activity, you can lock an existing asset master data record (main or subnumber) for further acquisitions.

Procedure

To execute this activity, run the processes in section Block Assets in the Create Asset(BNI) Master Data Script, using the master data from this document.

### Delete Asset

Purpose

In this activity, you can delete an existing asset master data record (main or subnumber).

Procedure

To execute this activity, run the processes in section Delete Asset in the Create Asset(BNI) Master Data Script, using the master data from this document.

### Create Asset Subnumber

Purpose

In this activity, you create a new asset master subnumber data record as part of your daily business.

Procedure

To execute this activity, run the processes in the Create Asset Subnumber section in the Create Asset(BNI) Master Data Script, using the master data from this document.

### Change Documents for Asset Master Record

Purpose

In this activity, you can display all past changes of an existing asset master data record (main or subnumber).

Procedure

To execute this activity, run the processes in Change Documents for Asset Master Record in the Create Asset(BNI) Master Data Script, using the master data from this document.

### Asset 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 can directly display all relevant values for an asset master record (main or subnumber) as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Display Asset Master Worklist (F1592). | The Asset Master Worklist screen displays. |  |
| 3 | Enter Asset Information | Make the following entries and choose Go:  Company Code 1010  Asset <Your asset number>  Asset Subnumber <Your asset subnumber> | All asset value categories and asset transactions are displayed for each depreciation area. |  |
| 4 | Select Asset | Choose your asset number from the table. | A dialog box displays. |  |
| 5 | Asset Values | Choose Asset Values.  If you cannot see the Asset Values link, choose More Links. Select the Asset Values checkbox and choose OK. | The Asset Explorer screen displays. |  |
| 6 | View Values/Amounts | You can navigate each area to view values and amounts. To return to the SAP Fiori launchpad, choose Home. |  |  |

## Acquisition

### Post Acquisition (Integrated AP) Without Purchase Order

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 post an asset acquisition without purchase order directly against a vendor as part of your daily business.

Prerequisites

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Acquisition (Integrated AP) - Without Purchase Order (F-90). | The Acquisition from purchase w. vendor: Header Data screen displays. |  |
| 3 | Enter Transaction Details | Make the following entries and press Enter:  Document Date: <Your document date, for example, today>  Type: check document type WITH KR  Company Code: 1010  Posting Date: <Your posting date, for example, today>  Currency: EUR  Reference: <any field> for example: Test  PstKy: 31  Account: <Your vendor number> | Data is validated. The Enter Vendor Invoice: Add Vendor item screen displays. |  |
| 4 | Enter Vendor Details | Make the following entries and press Enter:  Amount: <Amount>  Calculate tax: Selected  Tax code: V0 or V1  PstKy: 70  Account: <Asset number>  TType: 100 | Data is validated.  The Enter Vendor Invoice: Add Asset item screen displays. |  |
| 5 | Enter Asset Details | Make the following entries:  Quantity and Unit of Measure fields are only displayed and must be entered if Unit of Measure is populated in the asset master record.  Amount: <Same amount again>  Quantity: Your quantity if required | All required entries are made. |  |
| 6 | Post Document | Choose the Post button. | The asset is capitalized against a vendor.  The document number and company code are displayed. |  |

### Post Acquisition (Non-Integrated) with Automatic Offsetting 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 can post an asset acquisition without purchase order automatically against a clearing account as part of your daily business. No vendor is involved.

Prerequisites

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL). | The Enter a company code screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code: 1010 | The Enter Asset Transaction: Acquis. w/Autom. Offsetting entry screen displays.  The Transaction data tab is displayed.  Your company code is set. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  The Quantity and Unit of Measure fields must only be entered if Unit of Measure is populated in the asset master record used here.  Existing Asset: <Your asset number>  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today>  Amount posted: <Amount>  Quantity: <Your quantity> | Data are validated. |  |
| 5 | Post Document | Choose the Post button. | The asset is capitalized against the automatic clearing account. |  |

### Post Credit Memo - in Year of Invoice

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 post an asset credit memo in the acquisition year automatically against a clearing account as part of your daily business (main or subnumber). No vendor is involved.

Prerequisites

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document. Then, post acquisition costs to the asset using the app Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Credit Memo - In Year of Invoice (ABGL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans. Type: 105 | The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Accounting Principle <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today>  Amount posted: <Amount> | Data are validated. |  |
| 5 | Post Document | Choose Post. | A credit memo is posted to the asset against the automatic clearing account. |  |

### Post Credit Memo After Year of Invoice

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 post an asset credit memo later than in the acquisition year automatically against a clearing account as part of your daily business (main or subnumber). No vendor is involved.

This can be applied to post-capitalized assets.

Prerequisites

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document.

This transaction is normally used with an asset that was acquired in a prior fiscal year (meaning that the capitalization date of the asset is in a prior year). If you cannot create a post-capitalized asset with a posting date in a prior fiscal year because the prior year is closed, test the transaction with an asset acquired in the current fiscal year. You should then use a posting date in the next fiscal year. Before proceeding, make sure the next fiscal year is open for posting by executing the Carry Forward G/L Balances step in the Accounting and Financial Close (J58) test script.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Credit Memo - After Year of Invoice (ABGF) . | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans. Type: 160 | The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays.  The Transaction data tab is displayed.  Note Use a legacy asset number. For more information, see the Preliminary Steps section. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Note For the Document Date, Posting Date, and Asset Value Date fields, see the Prerequisites section above.  Accounting Principle <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today or a day in the NEXT year>  Posting Date: <Your posting date, for example, today or a day in the NEXT year>  Asset Value Date: <Your value date, for example, today or a day in the NEXT year>  Amount posted <Amount> | Data are validated. |  |
| 5 | Post Document | Choose Post. | A credit memo is posted to the asset against the automatic clearing account. |  |

## Retirement

### Post Retirement (Integrated) with Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post a retirement from asset sale directly against a customer as part of your daily business (main or subnumber).

Prerequisites

To execute this activity, run the processes in the Create Asset (BNI) Master Data Script, using the master data from this document. When that process is completed, post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Retirement (Integrated AR) - With Customer (F-92). | The Asset Retire. Frm Sale w/ Customer: Header Data screen displays. |  |
| 3 | Enter Transaction Details | Make the following entries and press Enter:  Document Date: <Your document date, for example, today>  Type: DR  Company Code: 1010  Posting Date: <Your posting date, for example, today>  Currency: EUR  PstKy: 01  Account: <customer number>, for example, 10100001 | Data is validated. The Enter Customer Invoice: Add Customer item screen displays.  Note If creating your own customer, ensure complete name, address, postal code, and country are entered. If not thoroughly entered, the customer will not accept postings. |  |
| 4 | Enter Customer Details | Make the following entries and press Enter:  Amount: <Amount>  Calculate tax: Selected  Tax code: A1  PstKy: 50  Account: <Manual revenue account>, for example, 70020000 | Data is validated.  The Enter Customer Invoice: Add G/L account item screen displays.  Note Potential tax codes A0 for A/R exempt, A1 for A/R taxable |  |
| 5 | Enter G/L Revenue Account Details | Make the following entries and choose Enter:  Output tax Code should be transferred.  Amount: <Same amount again>  Tax code: <Same output tax code>  Asst retirement: Selected | Data is validated. The Create Asset Retirement screen displays. |  |
| 6 | Enter Asset Details | Make the following entries and choose Continue.  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Transaction Type: 210  Asset Val. Date: <Your asset value date>  Complete Retirement: Selected | Data is validated. The Create Asset Retirement screen displays.  Choose an appropriate transaction type: 210 Retirement with revenue or 260 Retirement of current-year acquis. with revenue. |  |
| 7 | Post Document | Choose the Post button. | The asset is retired against a customer. |  |

### Post Retirement (Non-Integrated) Without Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post a retirement from asset sale automatically against a clearing account as part of your daily business (main or subnumber). No customer is involved.

Prerequisites

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document.

Upon completion of those processes, post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori Launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Retirement (Non-Integrated) - Without Customer (ABAON). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue.  Company Code: 1010 | The Enter Asset Transaction: Asset Sale Without Customer screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter.  Asset: <Your asset number>  Accounting Principle: <empty for ALL accounting principles and DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today>  Manual Revenue: <Amount> | Data is validated. |  |
| 5 | Partial Retirement | Choose the Partial Retirement tab. |  |  |
| 6 | Prior or Current Year Asset | Select the appropriate radio button (Prior.-year acquis. or From curr.-yr aquis.) according to the acquisition year of the asset to be retired. |  |  |
| 7 | Post Document | Choose Post. | The asset is retired against the automatic clearing account. |  |

### Post Retirement by Scrapping

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 post an asset retirement by scrapping as part of your daily business (main or subnumber).

Prerequisites

Use an existing asset in any asset class except 4001 that has acquisition postings. If no suitable asset exists, then, you must create asset master data.

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document. After completing that process, post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Retirement - By Scrapping (ABAVN) | The Enter a company code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue.  Company Code: 1010 | The Enter Asset Transaction: Asset Retirement by Scrapping screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Asset: <Your asset number>  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today> | Data are validated. |  |
| 5 | Partial Retirement | Choose the Partial Retirement tab. |  |  |
| 6 | Prior or Current Year Asset | Select the correct option:  Activate the appropriate radio button (Prior.-year acquis. or From curr.-yr aquis.) according to the acquisition year of the asset to be retired. |  |  |
| 7 | Post Document | Choose Post. | The asset is scrapped. |  |

## Valuation (Transfer and Manual Value Correction)

### Reverse Journal Entry (Asset Accounting-Specific)

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 cancel documents posted in asset accounting as part of your daily business.

Prerequisites

Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, you must create asset master data.

To execute this activity, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

Caution You cannot reverse documents posted from Materials Management with the Reverse Journal Entry - Asset Accounting-Specific (AB08) app. To reverse those documents, use the Supplier Invoices List (F1060A) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Reverse Journal Entry - Asset Accounting-Specific (AB08). | The Documents for Asset screen displays. |  |
| 3 | Enter Asset Details | Make the following entries and press Enter:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset number in case>  Fiscal Year: <Current fiscal year> | The Overview of Asset Journal Entry screen displays. |  |
| 4 | Select Document to Reverse | Select a document line and choose Reverse. | The Reverse Document: Header Data screen appears and  Document details are displayed.  If you have selected a retirement document for reversal, the Reverse Document selection screen displays.  The following steps can be generally applied for both options offered. |  |
| 5 | Complete Reversal Specifications | Enter Reversal Reason and check the date specifications.  Reversal reason <Reversal reason, for example, 01> | The reversal specifications are validated. |  |
| 6 | Post Reversal | Choose Post or Continue. | The document is reversed. |  |

### Post Transfer Within Company Code

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 carry out a transfer from one asset master data record to another asset master within the same company code as part of your daily business.

Note Intra-company transfers are used to correct wrong account assignments like asset class.

Prerequisites

Use an existing asset in any asset class except 4001 that has acquisition postings. If no suitable asset exists, then: Create Asset Master Data.

To execute this activity, run the processes in the Create Assets (BNI) scope item, using the master data from this document. Then post acquisition costs to the asset using the app Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Transfer - Within Company Code (ABUMN). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue.  Company Code: 1010 | The Enter Asset Transaction: Transfer within Company Code screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and choose Enter.  Asset: <Your asset number to be transferred from>  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today>  Existing Asset: <Your asset number to be transferred to> | Data are validated. |  |
| 5 | Partial Transfer | Choose the Partial Transfer tab. |  |  |
| 6 | Prior or Current Year Asset | Select the appropriate radio button according to the acquisition year of the asset to be retired.  Prior.-year acquis. or From curr.-yr aquis. |  |  |
| 7 | Post Document | Choose Post. | The asset is transferred. |  |

### Post Post-Capitalization

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 post-capitalization for an asset master data record.

Post-capitalization represents subsequent corrections to the acquisition and production costs (APC) of a fixed asset. An example of when you need this type of correction is if you neglected to add expenditures and costs linked with the acquisition or assembly of an asset to its APC in a past fiscal year.

In this example, a new asset master record is created as a prerequisite to be used in the post-capitalization. However, post capitalization can also be performed on an existing asset.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Post-Capitalization (ABNAN). | The Enter a Company Code selection screen displays. |  |
| 3 | Enter Company Code | Make the following entry and choose Continue:  Company Code: 1010 | The Enter Asset Transaction: Post-Capitalization screen displays the transaction data tab. |  |
| 4 | Enter Transaction Details | Make the following entries:  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Orig. val. Date <Original value date, for example, same day but last year. Date must be in prior fiscal year>  Amount posted <Amount> | Data are validated. |  |
| 5 | Provide Asset Information | In the header section make the following entries and press Enter.  Existing Asset: Selected | Data are validated.  Note Use a legacy asset number. For more information, see the Preliminary Steps section of this document. |  |
| 6 | Post Document | Choose the Post button. | The post capitalized Asset is created in an earlier year with values.  The Document lines: Display messages screen displays, showing the asset number created and the document number posted. |  |

### Post Write-Up

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 post a write-up for an asset master data record.

A write-up is understood to be a subsequent change to the valuation of an asset (reversal of depreciation). Write-ups increase the book value of a fixed asset. When used with a depreciation method based on the net book value, write-ups increase the planned depreciation. During a fiscal year change, the write-ups posted up to end of the year are balanced with the depreciation amounts.

Prerequisite

Write-ups can only be created for depreciation in the past (that is, depreciation from previous years). Various standard transaction types are configured for write-ups. These transaction types differ according to the depreciation type to be corrected (for example, ordinary depreciation or unplanned depreciation) and the depreciation areas to be posted (for example, book depreciation only).

In the following procedure, the ordinary depreciation is corrected for all the managed depreciation areas as an example.

Use an existing asset in any asset class that has acquisition postings for previous years. You can use an asset master data record created for Legacy Data Transfer and for which values are posted. If no suitable asset exists, create the asset master data with the Create Asset Master Record - For Legacy Asset (AS91) app, then post the values for this asset using the Post Transfer Values - For Legacy Asset (ABLDT) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Writeup (ABZU). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Note Use a legacy asset number. For more information, see the Preliminary Steps section.  Subnumber: <Your asset subnumber in case>  Trans. Type: 700 | The Enter Asset Transaction: Write-up screen displays the Transaction data tab. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today or a day in the next year>  Posting Date: <Your posting date, for example, today or a day in the next year>  Asset Value Date: <Your value date, for example, today or a day in the next year>  Ordinary dep. PY: <Amount for write-up> |  |  |
| 5 | Post Document | Choose the Post button. | The write-up is posted to the asset. |  |

### Post Depreciation Manually - Unplanned and Planned

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 manually enter unplanned depreciation amount to be posted within the next depreciation run.

Prerequisites

Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, then: Create Asset Master Data.

To execute this activity, run the processes in the Create Asset(BNI) Master Data Script, using the master data from this document. Then post acquisition costs to the asset using the app Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Post Depreciation Manually - Unplanned and Planned (ABAAL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber in case>  Trans Type: See note  For manual ordinary depreciation, use one of the following transaction types:   * 600 - Manual ordinary depreciation on prior-yr acquis. * 610 - Manual ordinary depreciation on current-yr acquis.   For unplanned depreciation, use one of the following transaction types:   * 640 - Unplanned depreciation on prior-year acquisitions * 650 - Unplanned depreciation on current-yr acquisition   Select the appropriate transaction type according to the acquisition year of the asset. | The Enter Asset Transaction: Unplanned depreciation screen displays.  The Transaction data tab is displayed. |  |
| 4 | Enter Transaction Details | Make the following entries and press Enter:  Accounting Principle: <empty> for all accounting principles, DEAP for local GAAP only  Document Date: <Your document date, for example, today>  Posting Date: <Your posting date, for example, today>  Asset Value Date: <Your value date, for example, today>  Amount posted: <Amount for unplanned depreciation> | Data is validated. AMOUNT can ONLY be up to the NBV of the asset. |  |
| 5 | Post Document | Choose the Post button. | The unplanned depreciation is posted to the asset. |  |

### Recalculating 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 recalculate the depreciation of an asset master data record. Recalculation may be necessary if there is a configuration change to the depreciation keys or terms. Changing the depreciation key or useful life on the asset master does not usually require recalculation, because the system automatically adjusts the planned depreciation at the time of the change. Nevertheless, it is a best practice to include this as part of your periodic processing to ensure G/L and fixed assets are in balance. Because no configuration changes are made in this test script, you can expect the detail log to be empty.

Prerequisites

You may need to recalculate planned annual depreciation in certain company codes or for individual fixed assets. This may be necessary if:

* You have changed depreciation keys in Customizing.
* You have made mass changes that you programmed yourself and these changes affected data relevant to depreciation

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Schedule Asset Accounting Jobs (F1914). |  |  |
| 3 | Create New Recalculation Run Job | Choose New. | The New Job screen displays. |  |
| 4 | Enter Depreciation Run Job Details | Make the following entries and choose Schedule.  Job Template: Recalculate Depreciation  Job Name: Recalculate Depreciation  Start immediately: Selected  Company Code: 1010  FROM Fiscal year: <Current fiscal year>  Detailed Logs: Selected  Save the job. | The recalculation run is scheduled. |  |
| 5 | Check Recalculation Run Job Details | Select your Recalculate Depreciation line. | The Recalculate Depreciation screen displays the details. If the list contains Depreciation changes, go back to the Recalculate Depreciation view, deselect Test Run and schedule the job again. |  |
| 6 | Check Recalculation Run Job Log | Choose Log. | The Recalculate Depreciation view displays the log. |  |

### Post Asset Revaluation

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can revaluate single assets as part of your periodic business.

Caution A revaluation is always posted in a principle-specific way to accounting. The Accounting Principle field is therefore a required entry field.

Prerequisites

Use an existing asset in any asset class that has acquisition postings. If no suitable asset exists, you must create asset master data.

To execute this activity, run the processes in the Create Asset (BNI) master data script, using the master data from this document. Post the acquisition costs to the asset using the Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Asset Revaluation (ABAWL). | The Create General Header Data for Posting screen displays. |  |
| 3 | Enter Header Data | Make the following entries and choose Continue:  Company Code: 1010  Asset: <Your asset number>  Subnumber: <Your asset subnumber>  Transaction Type: 800/820 | The Transaction data tab is displayed. Please choose the appropriate transaction type: 800 Post revaluation gross 820 Revaluation of curr-yr acquis. with depreciation |  |
| 4 | Enter Transaction Details | Make the following entries and choose Continue:  Accounting Principle: DEAP  Depreciation Area: <depreciation area>  Caution If you do not enter a depreciation area, all depreciation areas assigned to local accounting principle DEAP are posted to.  Document Date: <document date>, for example, today  Posting Date: <document date>, for example, today  Asset Value Date: <value date>, for example, today  Amount posted: <amount for revaluation> |  |  |
| 5 | Post Document | Choose the POST/Save button. | Revaluation is posted to the asset and will be posted to GL with the next depreciation run. |  |

## Month End Closing

### Manage Depreciation Run

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create a depreciation run in asset accounting as part of your periodical business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Schedule Asset Accounting Jobs (F1914). |  |  |
| 3 | Create New Depreciation Run Job | Choose New. | The New Job screen displays. |  |
| 4 | Enter Depreciation Run Job Details | Make the following entries and choose Schedule.  Job Template: Depreciation Posting Run  Job Name: Depreciation Posting Run  Start Immediately: <Activate>  Company Code: 1010  Fiscal Year: <Current fiscal year>  Posting Period: <Next period due to posting cycle>  Test Run: A check indicates a Test run, An uncheck indicates a Real run.  Note It's a good practice to do a Test run before doing a Real run.  Save Job. | The posting run is scheduled. |  |
| 5 | Adopt Job Selection | Make the following entries and choose Go:  Status: <Activate all status>  Date From-To: <Proper date interval> | Selected application jobs are displayed. |  |
| 6 | Check Depreciation Run Job Details | Select the Depreciation Posting Run line. | The Depreciation Posting Run screen displays the details. |  |
| 7 | Check Depreciation Run Job Log | Choose Log. | The Depreciation Posting Run screen displays the log. |  |

### Asset 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

In this activity, you can create an Asset Balances report according to your country requirements as part of your year-end close in asset accounting.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Asset Balances (F1035). | The Prompts screen displays. |  |
| 3 | Entries | Make the following entries and choose Go:  Key Figure Group: For example, ABS\_DEF  Company Code: For example, 1010  Ledger: For example, 0L  Depreciation Area: For example, 01  Fiscal Year: 2020  To Period: For example, xx  Currency Type: For example, 10  Chart of Depreciation: For example, 1010 | Note Familiarize yourself with the Asset Balances report. |  |

### Asset Transactions

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create a report displaying all transactions posted in asset accounting as part of your periodic business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Asset Transactions (F1614). |  |  |
| 3 | Enter Selection Details | Make the following entries and choose Go.  Key Figure Group: For example, TRANS\_ALL (All Transactions))  Company Code: For example, 1010  Ledger: For example, 0L  Fiscal Year: For example, 2020  Depreciation Area: For example, 01  Display Currency: For example, EUR | The Asset Transactions report displays. |  |
| 4 | Review Transactions | Expand Company Code, then expand a specific transaction. Choose the Details arrow at the right of the row. Review the information, then choose Back. |  |  |
| 5 | Asset Number | In the selected asset row, choose the asset number.  Note Choose the blue link for the asset number. | A dialog box displays. |  |
| 6 | More Links | Choose More Links. | The Define Link List dialog box displays. |  |
| 7 | Manage Fixed Assets | Select Manage Fixed Assets and choose OK. | The prior dialog box displays a new link for Manage Fixed Assets. |  |
| 8 | Manage Fixed Assets | Choose Manage Fixed Assets. | The Manage Fixed Assets view displays. Review the information. |  |

### Depreciation Lists

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create a report displaying all depreciation posted in asset accounting as part of your periodic processing business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Depreciation Lists (F1616). | The Posted Depreciation selection screen displays. |  |
| 3 | Enter Selection Details | Make the following entries and choose Go:  Fiscal Year: For example, 2020  To-Period: For example, 012  Depreciation Variant: For example, Ordinary Depreciation  Company Code: For example, 1010  Ledger: For example, 0L  Depreciation Area: For example, 01  Display Currency: For example, EUR | The Posted Depreciation report displays. |  |
| 4 | Display Details | Expand the Company Code node, then expand into a specific asset class. Choose the Details button at the right side of the row. | Review and explore the scroll bars. |  |
| 5 | Detail | Review the asset details, then choose Back. |  |  |
| 6 | Asset | Select a specific asset, then choose Manage Fixed Assets to see values for each depreciation area. In the Values section, the posted and planned amounts are displayed. Highlight a depreciation area to view depreciation amounts. |  |  |

### Asset 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 can directly display all relevant values for an asset master record (main or subnumber) as part of your daily business.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Asset Master Worklist (F1592). |  |  |
| 3 | Enter Selection Details | Make the following entry and choose Go:  Company code: 1010 |  |  |
| 4 | Go Back | Choose Back (F3) twice to leave transaction. | The app screen is closed. |  |

## Year End Closing

### Asset History Sheet

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create an asset history sheet report according to your country requirements as part of your year-end close in asset accounting.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Asset History Sheet (F1035). |  |  |
| 3 | Enter Selection Details | Make the following entries and choose Go:  Key Figure Group: AHS  Company Code: <company code>, for example, 1010  Ledger & Depreciation Area: For example 0L & 01 or 2L & 32  Fiscal Year: For example, 2020  To Period: For example, 12  Currency Type: For example, 10 | The Asset History Sheet report displays.  Scroll down to see horizontal scroll bars. |  |

### Depreciation Lists

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create an Asset Total Depreciation Report in asset accounting as part of your periodic processing.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Depreciation Lists (F1616). | The Asset Balances selection screen displays. |  |
| 3 | Enter Selection Details | Make the following entries and choose Go.  Fiscal Year: for example, 2020  To-Period: for example, 012  Depreciation Variant: for example, Ordinary Depreciation  Company Code: for example, 1010  Ledger: for example, 0L  Depreciation Area: for example, 01  Display Currency: for example, EUR | The Posted Depreciation report displays. |  |
| 4 | Display Details | Expand Company Code, then expand to a specific asset class. Choose the arrow icon at the right of the row to view asset details.  When you are done reviewing the asset details, choose Back.  Choose the asset number.  In the dialog box, choose More Links.  Ensure the following are selected and choose OK:   * Manage Fixed Assets   In the Valuation section, the posted and planned amounts displays.   * Asset Balances (F1035)   The dialog box displays the additional links. You can choose these links to see more information | Review and explore the scroll bars. |  |

### Year End Closing

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create a year end closing for asset accounting as part of your periodical business.

Caution Ensure all depreciation periods for the year are completed.

Note If your implementation does not use a specific ledger, disregard that ledger.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori app | Open Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP). | The Display Settings for Company Code in Asset Accounting view is displayed. |  |
| 3 | Change/Display | Choose the Change/Display button. | The Change Settings for Company Code in Asset Accounting view is displayed. |  |
| 4 | Enter Selection Details | In the left pane, double-click the appropriate ledger (for example, 0L, 2L) for your company code. |  |  |
| 5 | Select Depreciation Area | Select the depreciation area and choose Close. |  |  |
| 6 | Save | Choose Save. | The closed fiscal year is displayed for the selected depreciation area. |  |

### Undo Year-End Closing

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 open a prior year for a company in asset accounting. This requires authorization and coordination with FI. Only perform this activity on an exception basis, as most companies do not allow opening of a prior year.

Note If your implementation does not use a specific ledger, disregard that ledger.

If the prior year is opened, the prior year must be closed again. Typically, this would be done during a low peak time frame (for example: week end)

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to the SAP Fiori launchpad as an Asset Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Make Company Code Settings - Asset Accounting-Specific (FAA\_CMP). | The Display Settings for Company Code in Asset Accounting view displays. |  |
| 3 | Display/Change | To change the fiscal year closing , choose Change/Display. |  |  |
| 4 | Enter Selection Details | In the left pane, double-click the appropriate ledger (for example, 0L, 2L) for your company code. | To maintain consistency, all depreciation areas must be updated with the same fiscal year. |  |
| 5 | Select Depreciation Area | Select the depreciation area and choose Reopen. | The closed fiscal year should be one year before the one stored before this action (for example, if the closed FY is 2020, you can open FY 2020 and then the closed FY is 2019). |  |
| 6 | Save | Choose Save. | The closed fiscal year is opened for the selected depreciation area. |  |

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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