Master Data Script
SAP S/4HANA –

Create New Open MM Posting Period (BNZ)

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1 Purpose

Information on material stock and certain valuation data such as total stock value, total stock, evaluation elements class, price control indicator, and price unit are held by financial posting period. The period must be set up at the beginning of each new posting period to ensure values and goods movement are posted to the correct period. Usually, only the current posting period is open for posting, all other posting periods are closed.

A back posting to a previous period is only possible if the corresponding flag is set in the control record. This flag is automatically set at initialization and after each period change. In certain cases, however, it may be necessary to set the indicator manually.

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2 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.

2.1 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.

2.2 Roles

Assign the following business roles to your individual test users.

Note The following roles are provided as example roles from SAP. You can use these as templates to create your own roles.

Business Role	Business Role ID as delivered by SAP	Log On
Master Data Specialist - Product Data	SAP_BR_PRODMASTER_SPECIALIST	

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3 Overview Table

This scope item consists of several process steps that are listed in the following table:

Process Step	Business Role	Transaction/App	Expected Results
Closing MM Period and Opening New Posting Period [page] 5	Master Data Specialist - Product Data	Close Periods (MMPV) Close Periods	Posting Period is up to date.

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4 Test Procedures

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

4.1 Closing MM Period and Opening New Posting Period

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Master Data Specialist - Product Data.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open Close Periods (MMPV). Note If you cannot find the Close Periods tile, from the dropdown menu on the right-top corner of the Fiori home page, choose Tile Catalog. Under Master Data - Administration group, navigate to the Close Periods tile and add it to the My Home group.	The Close Period for Material Master Records screen displays.	

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Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Enter Selection Data	On the Close Period for Material Master Records screen, make the following entries: From Company Code: **\<Your Company Code\>** To Company Code: **\<Your Company Code\>** Period: **\<period to open\>** Fiscal year: **\<current fiscal year\>** Check and close period: **Selected** In the Period field, enter two digits for the month. For example: January = **01**, October = **10** and so on. So if you want to open the current period, you enter the current month in Next periods.		
4	Choose Execute	On the Close Period for Material Master Records screen, choose Execute.		
5	Checking Result	A log is shown. If it tells you `The current period (month/year) of the control record is <period/year you have entered>`, you can stop here. In case that the posting period is still in the past, repeat above steps period by period until you have reached the correct (current) one. This means, if for example the current period shown is 04 2014 and you want to open period 12 2015, you cannot do this directly. You have to open period 05 2014 next, then 06 2014 etc. until you have reached the current period. In case that you have to close inventory periods in the past year, there might be a message in step 3, telling you, that you are opening / closing a period in the past year. Please confirm this message.	Posting Period is up to date.	

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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