Accounting and Financial Close (J58_US)

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1 Purpose

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

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

This process describes all required period end-closing steps, related to performing local period-end closing.

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.

Values in this test script (decimal notation, date formats, and so on) are presented in U.S. standard notation. If your test system is set up to use a different notation, enter values as appropriate.

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. 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.

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 .

Name (Role)	ID (Role)	Name (Space)	ID (Space)	Log on
General Ledger Accountant	SAP_BR_GL_ACCOUNTANT	General Ledger	SAP_BR_GL_ACCOUNTANT	
Divisional Accountant	SAP_BR_DIVISION_ACCOUNTANT	Divisional Accounting	SAP_BR_DIVISION_ACCOUNTANT	
Country/Region-Specific Subrole: General Ledger Accountant for USA	SAP_BR_GL_ACCOUNTANT_US			
Country/Region-Specific Subrole: Accounts Payable Manager for USA	SAP_BR_AP_MANAGER_US			
Business Process Specialist	SAP_BR_BUSINESS_PRO-CESS_SPEC	Business Process Manage-ment	SAP_BR_BUSINESS_PRO-CESS_SPEC	

Name (Role)	ID (Role)	Name (Space)	ID (Space)	Log on
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration	SAP_BR_BPC_EXPERT	
Master Data Specialist - Business Partner Data	SAP_BR_BUPA_MASTER_SPECIAL- IST	Master Data - Business Partners	SAP_BR_BUPA_MASTER_SPECIAL- IST	

2.3 Master Data and Organizational Data

Default Values

The organizational structure and master data of your company was created in your ERP system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

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

Additional Default Values

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

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

Using Your Own Master Data

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

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

Master Data	Sample Value	Details	Comment
Company Code	1710		
Chart of Accounts	YCOA		
Controlling Area	A000		
Cost Center	17101001		

For more information on creating master data objects, see the following Master Data Scripts (MDS)

Table 1: Master Data Script Reference

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

2.4   Preliminary Steps

2.4.1 Migrate Financial Statement Versions to Global Hierarchies

Purpose

This activity lets you migrate financial statement versions (FSVs) to the global hierarchy.

You can also use this app to set FSVs as not relevant for migration, or undo a migration if you encountered an error.

Procedure

1. Log on to the SAP Fiori launchpad as a General Ledger Accountant.
2. Open Migrate Financial Statement Versions to Global Hierarchies (F4965).

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail /Comment
1	FSV Details	On the Hierarchy Types tab, for the Financial Statement Version hierarchy type, choose Details (>).	The view changes to display the financial statement version and the hierarchy items.	
2	Item Details	For one of the items in the Items pane, choose Details(>).	The details for the selected hierarchy item are displayed in a new view.	
3	Back	Choose Back.	You return to the prior screen.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail /Comment
4	Show Not Started	Above the list of items in the Items pane, choose Not Started from the dropdown. You can also filter by In Progress, Migrated, or Not Relevant.	The list is filtered to only show the hierarchy items that have not started migration.	
5	Migrate FSVs	Select the checkbox for an item and choose Migrate.	A new view is displayed. The item is migrated. The system displays the list of hierarchy items, excluding the one you just migrated.	
6	Show Migrated	Above the list of items in the Items pane, choose Migrated from the dropdown.	The item you migrated is shown in the filtered list along with other migrated items. To check this, you can use the Manage Global Hierarchies (F2918) app to search for the hierarchy item you migrated.	

2.4.2 Replicate Runtime Hierarchy

Purpose

You must manually replicate set-based hierarchies (such as Cost Center Group or Profit Center Group) and financial statement hierarchies to the back-end database hierarchy tables. Normally, this would be created as a periodic job that would run in the background.

Procedure

Step #	Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Replicate Runtime Hierarchy (F1478).	The Application Jobs screen displays.	
3	Create	Choose the Create button.	The New Job: Replicate Runtime Hierarchy (SAP) screen displays.	

Step #	Step Name	Instruction	Expected Result	Pass/Fail/Comment
4	Enter Header Data	In the header area, make the following entries and choose Step 2: Job Template: **Replicate Runtime Hierarchy** Job Name: **Manual test**		
5	Start	Make the following entries and choose Step 3: Start Immediately: **Select**		
6	Hierarchy ID	Make the following entries and choose Schedule: Hierarchy ID: **YPS2** By Date: **<Select>** Version Older than: **1 day** If you are using the optional procedure Commitment Management and Cost Center Budgeting, follow steps 1-4, but make the following entries instead: Job Template: **Manually Replicate Runtime Hierarchy** Hierarchy ID: **0102/YCOA/YBA000_CE**		

2.4.3 Set Report Relevancy

Purpose

Report relevancy must be done when you execute any Design Studio reports for the first time. If you make a subsequent change in cost center, profit center, or G/L hierarchy, perform this step again to get the latest information.

Also, you must manually replicate set-based hierarchies (such as Cost Center Group or Profit Center Group) and financial statement hierarchies to the back-end database hierarchy tables. Normally, this would be created as a periodic job that would run in the background.

Procedure

Step #	Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log on	Log on to the SAP Fiori launchpad as a Divisional Accountant.		
2	Access the SAP Fiori App	Open Set Report Relevancy (HRY_REPRELEV).	The Set Report Relevancy for Set-Based Hierarchies screen displays.	
3	Enter Header Data	In the header area, make the following entries and choose Execute: Set Class: For example,0101, for the cost center group Organizational Unit: A000 Set Name: A000		
5	Mark as report relevant	In the Set Report Relevancy for Set-Based Hierarchies header, make the following entries and choose Save: Set Name: A000 Report Relevant: Select		

2.4.4 Activate Authorization Check for Approval

Purpose

In this activity, you enable the authorization check on the processor when you perform the verification workflows in the following Test Procedure steps:

- Approve Verify General Journal Entries (for Processor- Inbox) [page] 54
- Approve Verify Currency Adjustments (for Processor- Inbox) [page] 109

If checking is enabled, when you approve a journal entry or currency adjustment, the system checks if you are authorized to do the posting.

Procedure

Process Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Authorization Check	If you want to perform authorization checks, select one or more of the following checkboxes in the Auth. Check for Approval column as appropriate for your business needs: ● General Journal Entry Verification ● Currency Adjustment Verification		
2	Save	Choose Save.		

3 Overview Table

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

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

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

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

Process Step	Business Role	Transaction/App	Expected Results
Manage G/L Account Master Data [page] 19	General Ledger Accountant	Manage G/L Account Master Data (F0731A)	The G/L Account is created in the chart of accounts and company code. The G/L Account can be created, changed, copied in the chart of account and company code. Multiple G/L accounts can be maintained through Mass Change.
Define Financial Statement Versions [page] 22	General Ledger Accountant	Manage Financial Statement Versions (OB58)	You maintained the financial statement version.
Manage Chart of Accounts [page] 24	General Ledger Accountant	Manage Chart of Accounts (F0763A)	You managed the chart of accounts.
G/L Account Changes [page] 25	General Ledger Accountant	G/L Account Changes - Central View (FS04)	Display the changes to a G/L account master record.
Manage Profit Center Group [page] 26	Divisional Accountant	Manage Profit Center Group (FAC_PCG)	The Profit Center Group is maintained.
Manage Profit Centers [page] 28	General Ledger Accountant or Divisional Accountant	Manage Profit Centers (F3516)	The Profit Center Master is maintained.
Edit Profit Centers Collective [page] 29	Divisional Accountant	Edit Profit Centers - Collective (KE55)	Make changes to large quantities of profit center master data without having to change the master data for each single profit center.
Edit Company Code Assignment Profit Centers [page] 32	Divisional Accountant	Edit Company Code Assignment - Profit Centers (KE56)	Make changes to the company code assignments of a larger number of profit centers without having to change the master data for each single profit center.
Where-Used List - Profit Centers [page] 33	General Ledger Accountant or Divisional Accountant	Where-Used List - Profit Centers (F3751)	

Process Step	Business Role	Transaction/App	Expected Results
Change Log - Profit Centers [page] 34	General Ledger Accountant or Divisional Accountant	Change Log - Profit Centers (F3810)	
Manage Journal Entry Template [page] 35	General Ledger Accountant	Manage Journal Entry Templates (F3803)	You created a template for general journal entries.
Post General Journal Entries [page] 38	General Ledger Accountant	Post General Journal Entries (F0718)	The General Ledger journal entry is posted. The system has automatically added the Input tax amount.
Post with Auto-Reverse [page] 41	General Ledger Accountant	Post General Journal Entries (F0718)	You posted the journal entry with automatic reversal.
Upload General Journal Entries [page] 44	General Ledger Accountant	Upload General Journal Entries (F2548)	The G/L journal entries are posted.
Verify General Journal Entries [page] 45	General Ledger Accountant	Verify General Journal Entries - For Requester (F2547)	All journal entries submitted for checking are displayed.
Verify General Journal Entries - with Auto-Reverse [page] 50	General Ledger Accountant	Verify General Journal Entries - For Requester (F2547)	Journal entries are submitted for auto-reversal.
Withdraw Verify General Journal Entries [page] 52	General Ledger Accountant	Verify General Journal Entries - For Requester (F2547)	The journal entry is withdrawn.
Approve Verify General Journal Entries (for Processor- Inbox) [page] 54	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	All journal entries received for approval are displayed.
Forward Verify General Journal Entries (for Processor- Inbox) [page] 56	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	All journal entries checked by the user are displayed.
Reject Verify General Journal Entries (for Processor- Inbox) [page] 58	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	All journal entries checked by the user are displayed.
Edit a Rejected Verify General Journal Entry (Requester) [page] 59	General Ledger Accountant	Verify General Journal Entries - For Requester (F2547)	All submitted journal entries are displayed.

Process Step	Business Role	Transaction/App	Expected Results
Manage Journal Entries [page] 60	General Ledger Accountant	Manage Journal Entries (F0717)	The Journal Entry screen displays.
Open Correspondence [page] 62	General Ledger Accountant	Manage Journal Entries (F0717)	Correspondence is created according to the selected criteria.
Reverse General Journal Entries [page] 64	General Ledger Accountant	Post General Journal Entries (F0718)	The Post General Journal Entries (F0718) screen displays.
Display Document Flow [page] 66	General Ledger Accountant	Display Document Flow	You displayed the document flow.
Display G/L Account Balances [page] 68	General Ledger Accountant	Display G/L Account Balances (F0707)	The G/L Account Balances screen displays.
Display Line Items in General Ledger [page] 69	General Ledger Accountant	Display Line Items in General Ledger (F2217)	A list of all relevant line items is displayed.
Display Line Item Entry [page] 70	General Ledger Accountant	Display Line Item Entry (F2218)	A list of all relevant line items is displayed.

Manage Recurring Journal Entries [page] 71

Process Step	Business Role	Transaction/App	Expected Results
Create Recurring Journal Entry [page] 72	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.
Display Recurring Journal Entry [page] 73	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.
Edit Recurring Journal Entry [page] 74	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.
Copy Recurring Journal Entry [page] 75	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.
Post Recurring Journal Entry [page] 76	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.
Delete Recurring Journal Entry [page] 77	General Ledger Accountant	Manage Recurring Journal Entries (F1598)	The Manage Recurring Journal Entries: Header Data screen displays.

Process Step	Business Role	Transaction/App	Expected Results
Display Changes of Recurring Entry [page] 78	General Ledger Accountant	Display Changes of Recurring Entry (FBD4)	The G/L Account Line Items - G/L View screen displays.

Process Step	Business Role	Transaction/App	Expected Results
Audit Journal [page] 79	General Ledger Accountant	Audit Journal (F0997)	
Journal Entry Analyzer [page] 81	General Ledger Accountant	Journal Entry Analyzer (FIS_FPM_OVP_JEANA)	
Clear G/L Accounts - Manual Clearing [page] 83	General Ledger Accountant	Clear G/L Accounts - Manual Clearing (F1579)	The Clear G/L Accounts (F1579) screen displays.
Clear G/L Accounts [page] 86	General Ledger Accountant	Post General Journal Entries (F0718)	The Post General Journal Entries (F0718) screen displays.
Reset Cleared Items [page] 89	General Ledger Accountant	Reset Cleared Items (F2223)	
Clear Open Items Automatically [page] 90	General Ledger Accountant	Clear Open Items Automatically (F.13)	The Post General Journal Entries (F0718) screen displays.
Currency Exchange Rates [page] 92	General Ledger Accountant	Currency Exchange Rates (F3616)	The Change View "Currency Exchange Rates"; Overview screen displays.
Import Foreign Exchange Rates [page] 93	General Ledger Accountant	Import Foreign Exchange Rates (F2092)	The Import Foreign Exchange Rates (F2092) screen displays.
Repost GR/IR Clearing [page] 95	General Ledger Accountant	Repost GR/IR Clearing (F.19)	The Analyze GR/IR Clearing Accounts and Display Acquisition Tax screen displays.
Enter Reference Interest Values [page] 96	General Ledger Accountant	Enter Reference Interest Values (JBIRMC)	The new Reference Interest Rate Values are available in the system.
Enter Time Interest Terms [page] 98	General Ledger Accountant	Enter Time Interest Terms (S_ALR_87002510)	The new Interest indicators are available in the system.
Run Balance Interest Calculation [page] 99	General Ledger Accountant	Run Balance Interest Calculation (F.52)	The G/L account interest scale report displays.
Perform Foreign Currency Valuation [page] 101	General Ledger Accountant	Perform Foreign Currency Valuation (FAGL_FCV)	The Foreign Currency Valuation screen displays.
Post Currency Adjustments [page] 102	General Ledger Accountant	Post Currency Adjustments (F1606)	Currency adjustments are posted.

Process Step	Business Role	Transaction/App	Expected Results
Verify Currency Adjustments [page] 104	General Ledger Accountant	Verify Currency Adjustments - For Requester (F4670)	You verified a currency adjustment.
Withdraw Verify Currency Adjustments [page] 108	General Ledger Accountant	Verify Currency Adjustments - For Requester (F4670)	The currency adjustment is withdrawn.
Approve Verify Currency Adjustments (for Processor- Inbox) [page] 109	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	You approved a currency adjustment.
Forward Verify Currency Adjustments (for Processor- Inbox) [page] 110	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	You forwarded a currency adjustment.
Reject Verify Currency Adjustments (for Processor- Inbox) [page] 112	General Ledger Accountant for USA	Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728)	You rejected a currency adjustment.
Edit a Rejected Verify Currency Adjustment (Requester) [page] 113	General Ledger Accountant	Verify Currency Adjustments - For Requester (F4670)	You edited a rejected currency adjustment.
Verify Data Flow [page] 114	General Ledger Accountant	Verify Data Flow (ACC_ECS_MAINTAIN)	
Post Tax Payables [page] 116	General Ledger Accountant	Post Tax Payables (F1597)	The Post Tax Payables: Header Data screen displays.

Process Step	Business Role	Transaction/App	Expected Results
Regroup Receivables/Payables [page] 118	General Ledger Accountant	Regroup Receivables / Payables (FAGLF101)	The receivables and payables are regrouped, and transfer postings are performed.
Process Batch Input Session [page] 120	General Ledger Accountant	Batch Input Sessions in My Area (SM35SA)	Journal entries are posted and recurring documents are updated with processing data.
Import Financial Plan Data [page] 122	General Ledger Accountant	Import Financial Plan Data (F1711)	The balance sheet and P&L accounts are planned.
Balance Sheet / Income Statement [page] 124	General Ledger Accountant	Balance Sheet/Income Statement (F0708)	The financial statement is displayed.
Financial Statement Download and Printing [page] 125	General Ledger Accountant	Balance Sheet / Income Statement - Multidimensional (F3084)	The financial statement is downloaded in Excel format.

Process Step	Business Role	Transaction/App	Expected Results
Trial Balance [page] 127	General Ledger Accountant	Trial Balance (F0996A)	The trial balance displays.
Year-to-Date Balances [page] 128	General Ledger Accountant	Year-to-Date Balance (W0177)	You displayed the year-to-date balances.
Carry Forward Balances [page] 129	General Ledger Accountant	Carry Forward Balances (F1596)	The profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year.
Balance Carryforward Status [page] 131	General Ledger Accountant	Balance Carryforward Status (F4683)	You reviewed the status of the balance carryforward jobs.
Process Step	Business Role	Transaction / App	Expected Results
Display Journal Entries - in T-Account View [page] 133	General Ledger Accountant	Display Journal Entries (F3664)	You viewed the accounting impact of the document.
Statement of Changes in General Ledger [page] 134	General Ledger Accountant	Statement of Changes in General Ledger (W0162)	You reviewed the statement of changes.
Analyze Credit Loss Allowances [page] 136	General Ledger Accountant	Analyze Credit Loss Allowances	You analyzed the credit loss allowances.

4 Test Procedures

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

4.1 Manage G/L Account Master Data

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

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

Two procedures are shown below, one for each role.

Procedure - General Ledger Accountant

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Manage G/L Account Master Data (F0731A).		
3	Search for Your Account	Make the following entries and choose Go: Chart of Accounts: **YCOA** G/L Account: For example, **12562000** View: **Chart of Accounts View**	The system displays a list of matching G/L accounts.	
4	Choose G/L Account	To choose the G/L Account, choose Details (>).	The G/L Account Master Data screen appears.	
5	Copy Account	Choose Copy.	The Copy of <G/L account number>screen displays.	
6	Create Account	Make the following entries and choose OK: Account Number: For example, **12562003** Description in Maintenance Language (EN): **Deferred Income Oth.** Company Code Assignment: For example, **1710** Note This field is visible only when Consolidation is in the scope.	Data entered on the screen G/L Account Master Data displays.	
7	Save	Make the following entries and choose Save: Group Account Number: **<account number>**	The system confirms that account has been saved successfully.	
8	Back to the Entry View	Choose Back twice.	The Manage G/L Account Master Data screen displays.	
9	Multiple Copies	Select the checkbox for the G/L Account (for example, **12562000**) and choose Copy (above the table).	The Copies of <account> dialog box is displayed.	
10	Multiple Copies	Enter the new Account Number and Description in Maintenance Language (EN): For example, **12562090** and **Deferred Income Oth.** In the Company Code Assignment field, select Company Code **1710** and choose Copy.	An Information box displays.	
11	Mass Copy	On the Manage G/L Account Master Data screen, make the following entries and choose Go:		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Chart of Accounts: YCOA G/L Account: For example, 12562000 View: Company Code View Company Code: 1710		
12	Mass Copy	Select the G/L Account and choose Copy to Company Code. Enter another country Company Code and choose Copy.	The Copy Accounts to Company Code dialog box is displayed. An Information box displays.	
13	View Application Logs	Chose View Logs to see the Applications Logs. When you are done viewing the logs, choose Back.		
14	Search Multiple G/L Accounts	In the G/L Account field, press the F4 key, make the following entries, and then choose Go: Search Field: For example, 1256* Chart of Accounts: YCOA Afterwards, select the relevant G/L Accounts and choose OK.	The search result of multiple G/L accounts can be seen in the field G/L Account.	
15	Select View for Chart of Account	From the View dropdown list, select Chart of Accounts View.	The selected view displays.	
16	Select Multiple G/L Accounts	Choose Go and select multiple G/L Accounts to change.	Multiple G/L Accounts are selected on the screen.	
17	Start Mass Change	Select Mass Change and select Description Only from the dropdown menu.	The Mass Change in Chart of Accounts View - Description screen displays.	
18	Make Mass Change	In the Replace column, enter the short and long text to be replaced. In the By column, enter the new descriptions and choose Apply. You can also change the descriptions directly in the Items table.	Old values are updated with new descriptions for all displayed G/L accounts.	
19	Save the Changes	Choose Save.	The system confirms that <X> G/L accounts are changed.	
20	Select View for Company Code	From the View dropdown menu, choose the entry Company Code View. Make the following entries and choose Go: Company Code: 1710		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
21	Open Settings for Mass Change	Choose Settings.	The View Settings screen displays.	
22	Change Settings for Mass Change	Select one or multiple fields from the Settings list (for example: Sort Key) and choose OK.	The screen is refreshed and the selected fields display. For example: Sort Key is visible.	
23	Select Multiple G/L Accounts	Choose Go and select multiple G/L Accounts to change.	Multiple G/L Accounts are selected on the screen.	
24	Start Mass Change	Choose Mass Change and select Other Attributes from the dropdown list.	The Mass Change in Company Code View screen is displayed.	
25	Make Mass Change	In the Replace column, enter the old value to be replaced. In the By column, enter a new value (for example, 012 for Sort Key) and choose Apply.	The old values are replaced by new values for all displayed G/L accounts.	
26	Save the Changes	Choose Save.	The system confirms that <X> G/L accounts are changed.	

4.2 Define Financial Statement Versions

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you manage the financial statement version.

Procedure

IMG:

1. Log on to the SAP Fiori launchpad as a General Ledger Accountant.

2. Open Manage Financial Statement Versions (OB58).

3. Continue with the procedure in the following table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Select Financial Statement Version	Select the following financial statement version and choose Copy As. Financial Statement Version Name: **$US2**	The Change View "Financial Statement Versions": Overview view is displayed.	
2	Copy Financial Statement Version	Make the following entries and choose Copy: FS Version: for example, **US99** Name: for example, **Financial Statement Version US99** Chart of Accounts: **YCOA**	The template financial statement version is copied.	
3	Select Financial Statement Version	Select the following financial statement version and choose the Financial Statement Items button. Financial Statement Version Name: **US99**	The Change Financial Statement Version view displays.	
4	Delete Accounts	Expand to the item that needs to be maintained, select the account and choose the Delete button.	The account is deleted from the Financial Statement.	
5	Save	Save your entries.	The Financial Statement Version: Save & Activate dialog box is displayed.	
6	Replicate FSV Hierarchy	Choose Activate.	The replication of the FSV hierarchy starts.	
7	Replicate FSV Hierarchy	Choose Continue.	The FSV hierarchy is replicated.	
8	Replicate FSV Hierarchy	Choose Continue.	Data is saved.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
9	Assign Accounts	Select the item where the account should be added and choose the Assign Accounts button. The account cannot be in multiple items.	The Change Accounts entry view displays	
10	Enter Account	Make the following entries and choose Continue. The account cannot be in multiple rows. From Acct : **\<your account\>** To Acct : **\<your account\>** D: **Selected** C: **Selected**	The account is assigned to the Financial Statement.	
11	Save	Save your entries.	The Financial Statement Version: Save & Activate dialog box is displayed.	
12	Replicate FSV Hierarchy	Choose Activate.	The replication of the FSV hierarchy starts.	
13	Replicate FSV Hierarchy	Choose Continue.	The FSV hierarchy is replicated.	
14	Replicate FSV Hierarchy	Choose Continue.	Data is saved.	

4.3 Manage Chart of Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you view the general ledger accounts for a chart of accounts in either hierarchical or flat list form.

Procedure

IMG:

1. Log on to the SAP Fiori launchpad as a General Ledger Accountant.
2. Open Manage Chart of Accounts (F0763A).
3. Continue with the procedure in the following table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Chart of Accounts	Choose the Chart of Accounts tab.		
2	Select Chart of Accounts	For the chart of accounts to display (for example YCOA), choose Details (>).	The list of G/L accounts in the selected chart of account displays.	
3	Manage Chart of Accounts in Company Code View	Choose Company Code View.		
4	Enter Company Code	Make the following entries and press Enter: Company Code: 1710	The system displays a list of G/L accounts that are available in the selected company code.	

4.4 G/L Account Changes

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Tester Name		Testing Date	Enter a test date.

Business Role(s)	
Responsibility	**<State the Service Provider, Customer or Joint Service Provider and Customer>**

Duration	**Enter a duration.**

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the App	Open G/L Account Changes (S_ALR_87012308).	The Display Changes to G/L Accounts view is shown.	
3	Display Changes	Make the following entries in the Further Selections area and choose Execute: Chart of accounts data: **Select** All G/L Accounts: **Select** Company code data: **Select**	The system displays the changes for the selected G/L accounts.	

4.5 Manage Profit Center Group

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you manage the profit center group.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Divisional Accountant.		
2	Access the SAP Fiori App	Open Manage Profit Center Group `(FAC_PCG)`.	The Search: Profit Center Groups screen displays.	
3	Create New Profit Center Group	In the Result List: Profit Center Group pane, choose the New button.	The Profit Center Group: New screen displays.	
4	Group Details	Make the following entries and choose Continue. Controlling Area: **A000** To create a Profit Center Group that does not exist, make the following entries: Name: **<name>**, for example, **YBH125**	The profit center group is created.	
5	Save	Choose Save.	Your group is saved.	

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Access the SAP Fiori App	Perform steps 1 and 2 above to enter the SAP Fiori App.	The Search: Profit Center Groups screen displays.	
2	Enter Selection Criteria	Using the Search Criteria fields, enter an existing profit center group and choose Go.	The Result List: Profit Center Group pane displays any relevant groups.	
3	Copy Group	Select a group, choose the Copy button, then choose Copy.		
4	Enter Group Details	Perform steps 4 to 5 from the procedure table above.		

4.6 Manage Profit Centers

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you manage the profit center master data.

Prerequisites

On the Home page, choose User > Settings > Default values . Set CO Area to A000. Choose Save.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant. Note You can also use the Divisional Accountant role.		
2	Access the SAP Fiori App	Open Manage Profit Centers (F3516).		
3	Search Profit Center	In the Search fields, make the following entries and choose Go: Profit Center: For example, YB900		
4	Copy Profit Center	Select the row for the profit center and choose Copy.	The right pane expands to show the data entry area.	
5	Enter Profit Center	Make the following entries and choose Create: Profit Center: For example, YB901 Profit Center Name: <name> Valid From: For example, <Current date> Valid To: For example, 12/31/9999	You copied a profit center and changed its data.	

4.7 Edit Profit Centers Collective

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you make changes to large quantities of profit center master data without having to change the master data for each single profit center.

Prerequisite

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

From the SAP Fiori launchpad home page, choose User > Settings > Default Values . Set the CO Area field to **A000** and choose Save.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Divisional Accountant.		
2	Access the App	Open Manage Profit Centers (F3516).		
3	Search Profit Center	In the Search fields, make the following entries and choose Go. Profit Center: For example, YB900		
4	Copy Profit Center	Select the row for the profit center and choose Copy.	The right pane expands to show the data entry fields.	
5	Enter Profit Center Details	Make the following entries and choose Create: Profit Center: For example, YB902 Profit Center Name: <name> Valid From: For example, <Current date> Valid To: For example, 12/31/9999	The YB902 screen displays.	
6	Create Another Profit Center	Repeat these steps to create another profit center (for example, YB903).		

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Divisional Accountant.		
2	Access the App	Open Edit Profit Centers - Collective (KE55).	The Mass Maintenance Profit Center view is displayed.	
3	Choose Profit Center to be Edited	Make the following entries and choose Execute: Controlling Area: For example, A000 Profit Center: For example, YB902 to YB903	The system displays a list of matching profit centers.	
4	Add Field to be Changed	Choose the Profit Center Master Data Table tab.		
5	Add Field to be Changed	Choose the Select fields button.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Add Field to be Changed	Select Lock indicator and add it to the selection criteria, then choose Continue.	The Lock Indicator column is added to the selection criteria in the upper table.	
7	Change Master Data of Profit Centers	Make the following entry in the upper table, select the column, and choose Perform Mass Change: Lock indicator: **X**	The Lock Indicator indicator is set for the selected profit centers.	
8	Save	Save your entries.	The changes are saved.	

4.8 Edit Company Code Assignment Profit Centers

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Divisional Accountant.		
2	Access the SAP Fiori App	Open Edit Company Code Assignment - Profit Centers (KE56).	The Assignment of Profit Centers to Company Codes - Change view displays.	
3	Search Profit Center	To display the profit center assignment for a company code, drill down to the profit center to be assigned to the company code. For example, select or deselect the checkbox for assignment of profit center YB902 and YB903 to company code 1710.	The company code assignment is changed accordingly.	
4	Save	Save your entries.		
5	Activate	Choose Activate.	The change is activated.	

4.9   Where-Used List - Profit Centers

Test Administration

Customer project: Fill in the project-specific parts.

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

Use

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Divisional Accountant. Note You can also use the General Ledger Accountant role.		
2	Access the SAP Fiori App	Open Where-Used List - Profit Centers (F3751).		
3	Enter Data	Make the following entries and choose Go: Profit Center: **\<profit center\>**, for example, **YB101** Valid On: **\<date\>**, for example, **Today**	The system displays object types that use the profit center.	
4	Select Object Type	Choose the arrow at the right side of a row for one of the object types (for example, Cost Centers).	The right pane expands, showing profit center details for the selected object type.	
5	Manage Profit Centers	In the right pane, choose the hyperlink for the profit center (for example, **YB101**), and from the dialog box, choose Manage Profit Centers.	The Manage Profit Centers view displays.	
6	More Links	For the profit center, choose the arrow button at the right of the row.	The Manage Profit Centers view is displayed.	
7	Change Log	Choose Change Log.	The Change Log pane is displayed. For more information on the Change Log activity, see the Change Log - Profit Centers [page] 34 topic.	

4.10 Change Log - Profit Centers

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	\<X.XX\>		Tester Name		Testing Date	**Enter a test date.**

Business Role(s)			
Responsibility	**\<State the Service Provider, Customer or Joint Service Provider and Customer\>**	Duration	**Enter a duration.**

Use

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Divisional Accountant. Note You can also use the General Ledger Accountant role.		
2	Access the SAP Fiori App	Open Change Log - Profit Centers (F3810).		
3	Enter Data	Make the following entries and choose Go: Profit Center: **\<profit center\>**, for example, **YB101** Note You can also use other fields to filter on specific change types, the date of change, or who made the change.	The Items pane shows a list of changes for the selected profit center.	

4.11 Manage Journal Entry Template

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you manage templates for general journal entries.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Journal Entry Templates (F3803). Note If the app is not shown in the launchpad, you can either launch it from the Search field, or add it to your launchpad via the App finder.	The Manage Journal Entry Templates view is displayed. A list of available templates is shown.	
3	Create Template	Choose Create.	The Create Template dialog box is displayed.	
4	Create Template	Make the following entry and choose Create: Apply Template In: for example, Post General Journal Entries Note To create your own template to post with auto-reverse, choose Post General Journal Entries with Auto-reverse.	The Manage Journal Entry Templates view displays.	
5	Enter Details - Step 1	Make the following entries and choose Step 2: Template ID: for example, BANK_INT_ADJ Description: for example, Bank interest adjustment Access Level: for example, User Level (30)	The Journal Entry Header: Select Fields view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Enter Details - Step 2	Select the following fields (as either Mandatory or Read Only) and choose Step 3: • Header text • Intercompany transaction • Ledger group • Net entry • Posting Date Note Ensure that you select the checkbox to the left of the field name, as well as the Mandatory or Read-Only checkbox as needed.	The Journal Entry Header: Enter Values view is displayed.	
7	Enter Details - Step 3	For the fields you selected in step 3, enter values for the fields, then choose Step 4.	The Journal Entry Line Items: Select Fields view is displayed.	
8	Enter Details - Step 4	Select the following fields (as either Mandatory or Read Only) and choose Step 5: • Company code • G/L account • Text • House bank • House bank account • Cost center • Profit center	The Journal Entry Line Items: Enter Values view is displayed.	
9	Enter Details - Step 5	For the fields you selected in step 4, enter values for the fields, then choose Review.	The Manage Journal Entry Templates view is displayed.	
10	Save Template	Review your entries. When you are done, choose Save.	The General Journal entry template is saved	
11	Access the SAP Fiori App	Open Post General Journal Entries (F0718).		
12	Select Template	Choose the Select Templates button.	A dialog box is displayed.	
13	Template Use	Select the template to use for posting (such as Bank interest adjustment).	The general journal entry is posted using the selected template.	

4.12 Post General Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post General Journal Entries (F0718).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Enter Journal Entries Header Data	In the Header pane, make the following entries: Journal Entry Date: **\<current date\>** Posting Date: **\<current date\>** Period: **\<period\>** Journal Entry Type: **SA** Company Code: **1710** Document Currency: **USD** Ledger Group: **\<empty\>**		
4	Enter Line Item Data	In the Line Items pane, make the following entries: Line item 1: G/L Account: For example, **63002000** Debit: **100** Tax Code: **I0** If no third-party software is in place for tax calculation, use Tax Jurisdiction of **CA00000000**. Cost Center: **17101101** Line item 2: G/L Account: For example, **10010000** Credit: **\<amount\>** To see some of the fields, you may need to choose Details (>) at the left of the row.		
5	Post	Choose Post.	The journal entry is posted. The system automatically adds the input tax amount.	
6	Restart the SAP Fiori App	Go back to the SAP Fiori launchpad. Open Post General Journal Entries (F0718).		
7	Start Journal Entry Excel Upload	Choose Upload New Entry at the bottom of the screen.	The Upload General Journal Entries (F2548) view displays.	
8	Download Template	Choose Download Template.	The Excel template file is downloaded.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Make the following entries and choose Download: Template Language: **English** Format: **Spreadsheet (*.xlsx)**		
9	Prepare the Template	Make the following entries in the template file for all G/L account journal entries to be posted and save it locally: Header: Company code: **1710** Journal Entry Type: **<journal entry type>**, for example, **SA** Journal Entry Date: **<current date>** Posting Date: **<current date>** Transaction Currency: For example, **USD** Line items - Line 1: Company code: **1710** G/L Account: For example, **63003000** Debit: **<amount>** Tax Code: **I0** Cost Center: For example, **17101101** Line items - Line 2: Company code: **1710** G/L Account: for example, **10010000** Credit: **<amount>**		
10	Upload Excel File	Choose the Browse button at top of the screen, select the prepared Excel file, and choose Open.	The Excel file is uploaded and you can see new held journal entries in the worklist. If the uploaded file contains errors, choose Show log to view details.	
11	Post	Select the held journal entries and choose Post.	The journal entries are posted.	

4.12.1 Post with Auto-Reverse

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you post general journal entries with automatic reversal. This activity also applies for manual accruals and deferrals posting.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post General Journal Entries (F0718).		
3	Select Templates	Choose Select Templates.	The Templates dialog box is displayed.	
4	Locate Template	In the search field, search for Post General Journal Entries with Auto-reverse. When you locate the template in the search results, choose the template.	The screen updates with the template.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Enter Journal Entries Header Data	In the Header pane, make the following entries: Journal Entry Date: **\<current date\>** Posting Date: **\<current date\>** Period: **\<period\>** Journal Entry Type: **SA** Company Code: **1710** Transaction Currency: **USD** Ledger Group: **\<empty\>** Choose the Auto-Reverse tab. Reversal Reason: **\<reversal reason\>**, for example, **05** Plnd Reversal Date: **\<last day of next period\>**		
6	Enter Line Item Data	In the Line Items pane, make the following entries: Line item 1: G/L Account: For example, **63002000** Debit: **100** Tax Code: **I0** Cost Center: **17101101** Line item 2: G/L Account: For example, **10010000** Credit: **\<amount\>**		
7	Post	Choose Post.	The journal entry is posted.	
8	Access the SAP Fiori App	Go back to the SAP Fiori launchpad. Open Schedule General Ledger Jobs (F1927).	The Application Jobs view is displayed.	
9	Reversal Reason	Choose Create. Make the following entries and choose Step 2: Job Template: **Post General Journal Entries with Auto-reverse** Job Name: **Post General Journal Entries with Auto-reverse**	The job is scheduled.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Make the following entries and choose Step 3: Start Immediately: **Selected** Make the following entries and choose Schedule: Company Code: **1710** Plnd Reversal Date: **date of reversal** The Inverse Posting checkbox is deselected by default. This means that the exchange rate for the reversal document currency is based on the original document's posting date. If you select the checkbox, the exchange rate is based on the Planned Reversal Date job.		
10	Access the SAP Fiori App	Go back to the SAP Fiori launchpad. Open Manage Journal Entries (F0717).		
11	Adapt Filters	Choose the Adapt Filters button.	The Adapt Filters dialog box is displayed.	
12	Adapt Filters	In the Document section, choose More Filters.	The Select Filters dialog box is displayed.	
13	Adapt Filters	Select Reversed With, Reversal Reason, and Reversal Type and choose OK.		
14	Adapt Filters	Choose Go.		
15	Adapt Filters	In the Journal Entries pane, choose Settings.	The View Settings dialog box is displayed.	
16	Adapt Filters	Select Reversed With, Reversal Reason, and Reversal Type and choose OK.	The journal entries with Reversal Reason are displayed in the Journal Entries list.	
17	Display Journal Entry	Select your journal entry and choose Details.	The Journal Entry - Entry View screen displays the document details.	
18	Related Documents	Choose the Related Documents tab.	A reversal document should be displayed in the Items pane.	

4.13 Upload General Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Upload General Journal Entries `(F2548)`.		
3	Download Template	Choose Download Template. In the Template Download dialog box, select the language and format Excel Workbook and then choose Download.	The Template Download dialog box is displayed.	
4	Download Template	Make the following entries and choose Download: Template Language: **<template language>**	The spreadsheet template file is downloaded.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Format: **Spreadsheet (*.xlsx)**		
5	Prepare the Template	Make following entries in the template file for all G/L account documents to be posted and save it locally: Note If you want to use Upload General Entries for Post with Auto-reverse, manually add the STODT and STGRD fields at the end of the header column. STODT is Reverse Date, and STGRD is Reverse Reason 05. Header Company Code: **1710** Journal Entry Type: **<Journal Entry Type>**, for example, **SA** Journal Entry Date: **<current date>** Posting Date: **<current date>** Transaction Currency: **<currency**, for example **USD** Line items - Line 1: Company Code: **1710** G/L Account: for example, **63002000** Debit: **<amount>** Tax Code: **I0** Cost Center: For example, **17101101** Line items - Line 2: Company Code: **1710** G/L Account: for example, **10010000** Credit: **<amount>**		
6	Upload Excel File	Choose the Browse button at the top of the screen and select the prepared Excel file, then choose Open.	The Excel file is uploaded and you can see data entered in the app.	
7	Post	Choose Post.	The journal entries are posted.	

4.14 Verify General Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can enter a journal entry to be checked before final posting.

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

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

Prerequisites

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

Prerequisite 1

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Manage Workflows for Journal Entry Verification - In General Ledger (F2720).	The Manage Workflow view displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create Workflow	Choose Add.	The New Workflow view displays.	
4	Enter Workflow Details	Make the following entries and choose Save: Header tab: Workflow Name: for example, **Journal entry verification** Properties tab: Description: for example, **Company code = 1710 Amount >=100 Account Group = FIN** Start Conditions tab: (add the following preconditions) Company Code: **1710** Threshold Amount in Company Code Currency: for example, **100** Account Group: **FIN** Journal Entry Type: For example, **SA** Step Sequence tab: (choose Add to add the first sequence step) Step Type: **Verify General Journal Entry** Recipients tab: Role: **Group 1 for Verifying G/L Journal Entries** To complete the first sequence step, choose Add. To add a second sequence step, choose Add. Step Type: **Post General Journal Entry** To complete the second sequence step, choose Add.	You saved the workflow.	
5	Activate Rule	Choose Save, then choose Activate.	The workflow journal entry verification is activated. Note You can create and activate multiple approval level workflows for G/L account groups, threshold amounts, and cost centers at the company code level.	

Prerequisite 2

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Manage Teams and Responsibilities For Journal Entry Verification - In General Ledger (F3932).	The Manage Teams and Responsibilities view is displayed.	
3	Create Team	Choose Create.	The Team view displays.	
4	Enter Team Details	Make the following entries: Team Information tab: Name: for example, **General Journal Entry Verifier** Global ID: **<global identifier>** Type: **FGLVG (FI general journal entry verification)** Status: **Enabled**		
5	Enter Team Details	Choose the Team Members tab.		
6	Enter Team Details	Choose the Create button (located above the Team Members area).	The Select: Business User dialog box is displayed.	
7	Enter Team Details	Make the following entries and choose OK: Business Partner: For example, **the local gl_accountant user** Functions: **FGJEV_L1 (Group 1 for Verifying G/L journal entries)**		
8	Create Team	At the bottom of the view, choose Create.	The responsibility for the general journal entries approval workflow is defined.	

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Verify General Journal Entries - For Requester (F2547).	The Verify General Journal Entries view is displayed.	
3	Select Journal Entry	Make the following entry and choose Go: Company Code: 1710	All company code documents are displayed. Note You can use the dropdown field above the table to filter the view to show documents for each status type.	
4	Access the Post General Journal Entries App	Choose the Create button.	The Post General Journal Entries (F0718) screen displays.	
5	Enter Journal Entries Header Data	In the Header pane, make the following entries: Journal Entry Date: **<current date>** Posting Date: **<current date>** Period: **<period>** Journal Entry Type: **SA** Company Code: **1710** Transaction Currency: **USD** Ledger Group: **<empty>**		
6	Enter Line Item Data	In the Line Items pane, make the following entries: Line item 1: G/L Account: for example, **63003000** Debit: **100** You may need to expand the line item to view the following fields. Tax Code: for example, **I0** Account Assignment area: Cost Center: for example, **17101101** Line item 2		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		G/L Account: for example, 11002000 Credit: <amount> Value Date: Today's date In the Tax Items pane, make the following entries: Calculate Tax: Selected		
7	Submit	Choose Submit.	The journal entry is submitted for verification. A confirmation dialog box confirms the submission.	
8	Display Submitted Entry	Choose the submitted document.	The document is displayed.	
9	Create a Second Document to be Verified	Repeat steps 4 to 8.	The journal entry is submitted for verification.	

4.14.1   Verify General Journal Entries - with Auto-Reverse

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can enter a journal entry with automatic reversal to be checked before final posting.

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

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

Prerequisites

You must activate approval workflows and define responsibility for rules used in workflow steps and assign users to responsibilities. For more information, execute the two prerequisites in the Verify General Journal Entries [page] 45 topic.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Verify General Journal Entries - For Requester (F2547).	The Verify General Journal Entries view is displayed.	
3	Select Journal Entry	Make the following entry and choose Go: Company Code: **1710**	All company code documents are displayed under different tabs. Note There are four tabs displaying documents in their various states: all, submitted, rejected, and others.	
4	Access the Post General Journal Entries App	Choose Create.	The Post General Journal Entries (F0718) screen displays.	
5	Select Templates	Choose Select Templates.	The Create Template dialog box is displayed.	
6	Select Template	Search for or scroll down to locate the Post General Journal Entries with Auto-reverse template. Select the template and choose Create.		
7	Enter Journal Entries Header Data	In the Header pane, make the following entries: Journal Entry Date: **<current date>** Posting Date: **<current date>** Period: **<period>** Journal Entry Type: **SA**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Company Code: **1710**		
		Transaction Currency: **USD**		
		Ledger Group: **<empty>**		
8	Enter Line Item Data	In the Line Items pane, make the following entries:		
		Line item 1:		
		G/L Account: for example, **63003000**		
		Debit: **100**		
		You may need to expand the line item to see the following fields.		
		Tax Code: **I0**		
		Account Assignment area:		
		Cost Center: for example, **17101101**		
		Line item 2		
		G/L Account: for example, **11002000**		
		Credit: **<amount>**		
		Value Date: **Today's date**		
		In the Tax Items pane, make the following entries:		
		Calculate Tax: **Selected**		
9	Auto-Reverse	Choose the Auto-Reverse tab.		
10	Enter Details	Make the following entries and choose Submit:	The auto-reversal is submitted.	
		Reversal Reason: **<reason for reversal>**		
		Plnd Reversal Date: **<planned date for reversal>**		

4.14.2   Withdraw Verify General Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can withdraw the general journal entries with Submitted and Approved status. You only can withdraw the entries that you submitted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Verify General Journal Entries - For Requester (F2547).	The Verify General Journal Entries view is displayed.	
3	Select Journal Entry	Make the following entry and choose Go: Company Code: 1710	All company code documents are displayed. Note You can use the dropdown field above the table to filter the view to show documents for each status type.	
4	Select and Withdraw	In the Journal Entries table, for the document you want to withdraw, click the empty cell to the left of the row and choose Withdraw.	The system displays a Confirmation dialog box.	
5	Confirm Withdrawal	To withdraw your document, choose Withdraw.	The system displays the message `You have withdrawn a journal entry. It might take some time to see the new status. Try refreshing the page.` Upon refreshing the page, the status changes to Withdrawn.	

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

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

You can enable the approval authorization check with the Activate Authorization Check for Approval configuration step. Once this is activated, the system has the posting authorization check for the processor to approve the document. For more information, see the Activate Authorization Check for Approval [page] 11 step in the Preliminary Steps section of 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 a General Ledger Account-ant for USA General Ledger Accountant role.		
2	Access the SAP Fiori App	Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728).	The My Inbox view is displayed.	
3	Approve Documents	Select the document to be approved. Choose Approve. On the Submit Decision dialog box, choose Submit.	The document is approved and posted. Note All approved documents are displayed in the My Inbox - All Items (F0862) app as well as in the Verify Journal Entries app.	
4	Display Posted Document	Access the Manage Journal Entries (F0717) app, make the following selections and choose GO: Company Code: **1710** Ledger Group: **<leave blank>** Journal Entry Type (optional): for example, **SA** Journal Entry: **<leave blank>** Document Date: (optional): **<date>** Period (optional): **<period>** Fiscal Year: **<year of posting document>** Posting Date (optional): **<date>**	The approved document is listed.	

4.16 Forward Verify General Journal Entries (for Processor- Inbox)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You receive G/L account documents that need to be checked before final posting. After checking, you can forward the documents to another processor to approve with a comment. The system checks the new processor posting authorization for the company code. Once a document has been forwarded, it disappears from the list and goes to the new processor's inbox.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant for USA .		
2	Access the SAP Fiori App	Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728).	The My Inbox view displays.	
3	Forward Documents	Select the document to be forwarded and choose Forward.	The Forward dialog box is displayed.	
4	Add Recipient	Enter the name of the recipient and choose Search.	The dialog box shows a list of matching names.	
5	Select Recipient	Choose the name of the recipient.	The Forward dialog box changes to show the recipient name and a new field.	
6	Add Reason	Make the following entries and choose Forward: Forward Note: `<reason for forwarding, such as changing a G/L account>`	The document is forwarded.	

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

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

4.18 Edit a Rejected Verify General Journal Entry (Requester)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open Verify General Journal Entries for Requester.	The Verify Journal Entries screen displays.	
3	Select Journal Entry	Make the following entry and choose Go. Company Code: **1710**	The journal entries are listed.	
4	Edit Rejected Journal Entry	Choose the Rejected tab. Select the journal entry to be edited. Choose Edit. Change the journal entry based on the comments entered, for example, **change G/L account 10010000 to 12540000**. Choose Submit.	The changed journal entry is resubmitted for approval.	

4.19 Manage Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Tester Name		Testing Date	**Enter a test date.**

Business Role(s)	
Responsibility	**\<State the Service Provider, Customer or Joint Service Provider and Customer>** Duration **Enter a duration.**

Purpose

In this activity, you can display, change, or reverse a journal entry. In the following procedure, it's used to display a journal entry.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Journal Entries `(F0717)`		
3	Select Journal Entry	Make the following entries and choose Go: Company Code: **1710** Ledger Group: **empty** Journal Entry Type: (optional) **For example, SA** Journal Entry: **\<empty>** Journal Entry Date: (optional) **\<date>** Period: (optional) **\<period>** Fiscal Year: **\<year of posting document>** Posting Date (optional): **\<date>**	Selected journal entries are displayed in the Journal Entries list.	
4	Display Journal Entry	Choose the link for the entry in the Journal Entry column. From the dialog box, choose Display Journal Entries.	The Display Document Data Entry View screen displays.	
5	Review	Review the journal entries and choose Back.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Manage Journal Entry	Select a journal entry number and choose Manage Journal Entry. Choose Edit to edit a journal entry or choose New to create a journal entry.	The Journal Entry - Entry View screen displays the document details.	

4.19.1 Open Correspondence

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Open items correspondence is created.

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant .		
2	Access the SAP Fiori App	Open Manage Journal Entries (F0717)	The Manage Journal Entries view displays.	
3	Select Journal Entry	Make the following entries and choose Go. Company Code: **1710** Ledger Group: **empty** Journal Entry Type: (optional) For example, **SA** Journal Entry: **<empty>** Journal Entry Date: (optional) **<date>** Period: (optional) **<period>** Fiscal Year: **<year of posting document>** Posting Date (optional): **<date>**	Selected journal entries are displayed in the Journal Entries list.	
4	Manage Journal Entry	Select a journal entry number and choose Manage Journal Entry.	The Journal Entry - Entry View view displays with the document details.	
5	Correspondence	Choose Create Correspondence from the bottom of the view.	The Create Correspondence view displays.	
6	Entry View	Select: Correspondence: **SAP09 (Internal Document)**	Available fields display and are populated automatically.	
7	Actions	Use the buttons to: Preview Print Send Email.	Correspondence is created according to the selected criteria.	
8	Exit	Choose Home to exit.	SAP Fiori launchpad displays.	

4.19.2 Reverse General Journal Entries

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can display, change, or reverse a document. Here, it's used to reverse a document.

Prerequisite

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post General Journal Entries (F0718).		
3	Enter Journal Entries Header Data	Make the following entries in the Header pane: General Journal Entry Date: **\<current date\>** Posting Date: **\<current date\>** Period **\<period\>** Journal Entry Type: **SA**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Company Code: **1710** Document Currency: **USD** Ledger Group: **<empty>**		
4	Enter Line Item Data	In the Line Items pane, make the following entries: G/L Account: For example: **63003000** Debit: **amount** Tax Code: **I0** Tax Jurisdiction: For example, **CA00000000** Cost Center: For example: **17101101**		
5	Enter Line Item Data	In the Line Items pane, make the following entries: G/L Account: For example, 10010000 Credit: **<amount>**		
6	Post	Choose Post.	The journal entries are posted.	

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Journal Entries (F0717).		
3	Select Journal Entry	Make the following entries and choose Go. Company Code: **1710** Ledger Group: **<empty>** Journal Entry Type (optional): For example, **SA** Journal Entry: **<journal entry>**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Document Date (optional): **\<date\>** Period (optional): **\<period\>** Fiscal Year: **\<year of posting document\>** Posting Date (optional): **\<date\>**		
4	Select Journal Entry	Select a relevant document and choose Reverse.	The Reverse Journal Entries Details dialog box displays.	
5	Enter Reversal Data	Make the following entries and choose OK: Reversal Reason: for example, **Wrong posting** Posting Date: **\<date after posting date of document to reverse\>**	The journal entry is reversed.	

4.20 Display Document Flow

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

This activity displays all documents that are part of a business transaction where the entry point is represented by a single starting document, displaying the operational and accounting document flows that start from that document. The goal of the application is to provide a 360° view on the business transaction by displaying all the operational and accounting documents (such as sales,

delivery logistics, and billing) that precede and succeed the starting document. In addition, the journal entries are displayed separately in a chronological flow that can be sliced through ledgers, fiscal years, and company codes. You can also drill down into the posting details.

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Display Document Flow (F3665).	The Display Document Flow screen displays.	
3	Select the Starting Document	Make the following entries and choose Go: Document Type: for example, **All Document Types** Document Number: for example, **<10001010>** The starting document selection can be restricted by selecting one of the following document types: Sales document, Billing document, Journal entry, or Delivery. If you select a different value in the Document Type field, the label of the second field also changes. Depending on the document type selection, additional fields may also display. If you select **Purchasing Document** in the Document Type field, the Item field is displayed. You can enter a value in this field to search for a flow for a specific PO item only instead of the entire PO.	The Operational and G/L document flows are displayed. The documents are split and displayed in two flows: Operational Document flow and G/L Document flow.	
5	Display as T-accounts	Select a document from the G/L document flow, select the checkbox and choose Display as T-accounts.	The accounting document is displayed in T-account view	

4.21 Display G/L Account Balances

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

General Ledger account balances are reported.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Display G/L Account Balances (F0707).		
3	Enter Account Details	Make the following entries and choose Go: Ledger: 0L for leading ledger with local GAAP or 2L Ledger IFRS Company Code: 1710	The account balances show in the Balances pane. To change the currency used for the balances, select the desired currency from the Currency dropdown.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Account: for example, 10010000 (use the account from prior steps)		
		Ledger Fiscal Year: <year of posting document>		
		Period From: <from date>		
		Period To: <to date>		

4.22 Display Line Items in General Ledger

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Additionally, the reporting view offers the following functions:

- Specify the ledger from which to display the line items. The line items displayed are combined from the documents in the entry view and the reporting view.

- With the custom selections, you can also make selections using general ledger account assignments (General Ledger Line Items).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Display Line Items in General Ledger (F2217).		
3	Enter Search Criteria	Make the following entries and choose Go: Ledger: 2L for IFRS ledger Company Code: 1710 Account: an open item managed account, for example, 11001010 (use the same acccount you used in prior steps) Status: \<Open items\> Open on Key Date: \<Current date\>	A list of line items displays.	

4.23 Display Line Item Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display and change line items in a General Ledger account.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Display Line Item Entry (F2218).		
3	Enter Search Criteria	Make the following entries and choose Go: Company Code: 1710 G/L Account: \<open item managed account\>, for example, 11001010 Item Type: Normal items Status: \<Open items\> Open on Key Date: \<Current date\> Note You cannot change accounts, amounts, tax amounts, or tax codes. If you receive an error regarding these document contents after posting the document, you must reverse it.	A list of line items displays. You can select any of the journal entry links to view or further process the line item.	

4.24 Manage Recurring Journal Entries

Purpose

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

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

The following data in a recurring entry document remains unchanged:

- Posting Key
- Account
- Amounts

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

4.24.1　Create Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries `(F1598)`.		
3	Create New Recurring Journal Entry	Choose Create New Recurring Journal Entry.		
4	Manage Recurring Journal Entries	Make the following entries and press Enter. The Document Header Information pane contains the individual data for the document to be posted. The data for a lease installment payment is defined as an example. Document Header Information Journal Entry Type: **SA**	A recurring document is processed. The document is entered as a recurring entry document, but is not yet posted to the accounts. The Enter Recurring Entry Add G/L Account Item screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Company Code: **1710**		
		Document Currency: **USD**		
		Conversion Rule for Foreign Currency Amounts: **Use Current Exchange Rate**		
		Reference: **\<reference text>** for example, **Accruals**		
		First Line Item		
		G/L Account: For example, **63003000**		
		Debit/Credit: **\<amount>**		
		Tax Code: **I0**		
		Tax Jurisdiction: Choose a valid tax jurisdiction code using search. For example, if you use internal tax calculation, use **CA00000000** . If you use Vertex, use **0508525201**. Valid values can also be user-defined.		
		Cost Center: For example, **17101101**		
		Item Text: For example, **Monthly accrual**		
		Next Line Item		
		G/L Account: **\<G/L account>** for example, **21720000**		
		Debit/Credit: **\<amount>**		
		Recurrence Rule		
		Start Date: **\<date of the first run>**		
		Recurrence Pattern: For example, **Monthly**		
		Every: For example, **1**		
		End: For example, **After**		
		Occurrence(s): For example, **3**		
		Tax Items:		
		Note If the section for tax items is not visible yet, choose Enter.		
5	Save	Save your entries.	A recurring entry is saved.	'

4.24.2   Display Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries (F1598).		
		Make the following entries and choose Go: Company Code: 1710		
3	Select Recurring Journal Entry	Select a line for a recurring entry to display and choose Display.	The Display Recurring Journal Entries screen displays.	

4.24.3 Edit Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries (F1598)		
3	Company Code	Make the following entries and choose Go: Company Code: **1710**		
4	Select a Recurring Journal Entry	Select the line for the recurring entry to edit and choose Edit.	The Edit Recurring Journal Entry screen displays.	
5	Edit Recurring Journal Entry	Change the value of any field. When you are done, choose Save.	A confirmation is displayed.	

4.24.4 Copy Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries (F1598)		
3	Company Code	Make the following entries and choose Go: Company Code: For example, 1710		
4	Select a Recurring Journal Entry	Select the line for the recurring entry and choose Copy.	The Copy Recurring Journal Entries screen displays.	
5	Copy Recurring Journal Entry	Change the value of any fields and choose Save.	A confirmation is displayed.	

4.24.5   Post Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries (F1598).		
3	Company Code	Make the following entries and choose Go: Company Code: For example, 1710		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Select a Recurring Journal Entry	Mark the line of the recurring entry and choose Post.	The Posting Confirmation dialog box displays.	
5	Post Recurring Journal Entry	Choose Post.	A posting confirmation is displayed.	

4.24.6 Delete Recurring Journal Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Recurring Journal Entries (F1598)		
3	Company Code	Make the following entries and choose Go: Company Code: For example, 1710		
4	Select a Recurring Journal Entry	Mark the line of the recurring entry to delete and choose Delete.	The Confirmation dialog box displays.	
5	Post Recurring Journal Entry	Choose OK.	A deletion confirmation displays.	

4.25 Display Changes of Recurring Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display changes made to a recurring entry.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Display Changes of Recurring Entry (FBD4).	The Recurring Document Changes: Initial Screen displays.	
3	Enter Details	Make the following entries and choose Continue: Company Code: **1710** Document Number: **91XXXXXXXX** From Change Date: Optional **<date of change>** Changed by: **Optional**		
4	Select Changes	Choose All Changes.	The changes are displayed.	

4.26 Audit Journal

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you run various auditing reports to ensure the correctness of your journal.

Prerequisite

Key features for this report:

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Audit Journal (F0997).		
3	Enter Selection Criteria	Make the following entries and choose Go: Company Code: 1710 Fiscal Year: **\<Current fiscal year\>** Ledger: **0L for leading ledger with local GAAP**	The Compact Journal report is displayed. Note You can switch to the Journal report to see the documents per posting date.	
4	Display Changes to Journal Entries	Choose Display Journal Entry Changes. Check the report and go back.	The report shows logs for changes that are made to journal entries since they are posted	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Check Multireferenced Invoices	Choose Check Multi-Referenced Invoices. Check the report and go back.	The report lists all documents in which the same reference was maintained.	
6	Check Gaps in Journal Entry Numbering	Choose Check Gaps in Journal Entry Numbering. Check the report and go back.	The report displays all gaps that occur within a given time period	
7	Display Updated Terminations	Choose Check Gaps in Journal Entry Numbering. On the next page, choose Display Update Terminations. Make the following entries: Creation Date:Creation date Check the report and go back.	The report displays all system terminations that occur within a given time period. Note The Display Update Terminations button is enabled only if there are termination errors.	

4.27 Journal Entry Analyzer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Journal Entry Analyzer `(F0956)`.		
3	Enter Selection Criteria	Make the following entries and choose Go: Ledger: `0L for leading ledger or 2L for IFRS` Company Code: `1710` Key Date: `<key date>` Ledger Fiscal Year: `<Current year>` Fiscal Period: for example, `<current period>`	In the Data Analysis pane, the system displays cumulated amounts and quantity of selected journal entries grouped by company code, G/L account, and posting date. The amounts are listed in different currencies.	
4	Navigation Panel	Choose Navigation Panel.		
5	Add Field	Select a specific dimension from the Available Fields list (for example, `Cost Center`), and choose the Add field to column axis button or Add field to row axis button.	The list is refreshed and the new field is shown in the Data Analysis pane.	

4.28 Clear G/L Accounts - Manual Clearing

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Tester Name		Testing Date	Enter a test date.

Business Role(s)	
Responsibility	**\<State the Service Provider, Customer or Joint Service Provider and Customer\>** Duration **Enter a duration.**

Purpose

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

Prerequisites

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

● Debit 61100000 (Payroll Exp. Salaries) with cost center 17101101 to Credit 15200000 (Salary and Wages Advances)

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

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the Fiori Launchpad as a General Ledger Accountant.		
2	Access the Fiori App	Open Post General Journal Entries (F0718).		
3	Enter Journal Entries	Make the following entries: Header Journal Entry Date: **\<current date\>** Posting Date: **\<current date\>** Period: **\<period\>** Journal Entry Type: **SA** Company Code: **1710** Document Currency: **USD** Ledger Group: **Must be empty!** Line 1 G/L Account: for example, **61100000**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Currency: **USD**		
		Debit: **\<amount\>**, for example, **100**		
		Cost Center: **17101101**		
		Line 2		
		G/L Account: for example, **15200000**		
		Credit: **\<amount\>**, for example **100**		
4	Post	Choose Post.	The journal entries are posted.	

Procedure

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the Fiori App	Open Clear G/L Accounts - Manual Clearing (F1579).		
3	Enter Selection Details	Make the following entries and choose Go: Clear G/L Accounts: **Without Ledger Groups** Company Code: **1710** G/L Account: **For example, 15200000** Posted by: **For example, today's date**	The selected G/L account displays.	
4	Account Selection	Select the account to be cleared.	The Clear G/L Accounts - Manual Clearing (F1579) screen displays.	
5	Enter Posting Details	Choose the Post to G/L Accounts tab. Make the following entries: G/L Account: For example, **10010000**		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Credit Amount: For example, 100		
6	Process Open Items	Choose the Open Items tab. Ensure that the relevant open item is activated. In the Processing Status section, the Amount entered and Assigned must match, and the Not assigned amount must be zero.	Items net to zero so that the document can be posted with clearing.	
7	Save	Choose Post.	A new document is posted and the open item selected in the account is cleared.	

4.29 Clear G/L Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

a) Debit **61100000** (Payroll Exp Salaries) with cost center **17101101** to Credit **15200000** (Salary and Wages Advances) and

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

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

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post General Journal Entries (F0718).		
3	Enter Journal Entries	Make the following entries: Header Journal Entry Date: **\<current date\>** Posting Date: **\<current date\>** Period: **\<period\>** Journal Entry Type: **SA** Company Code: **1710** Transactions Currency: **USD** Ledger Group: **Must be empty!** Line 1 G/L Account: for example, **61100000** Debit: **\<amount\>**, for example, **100** Cost Center: **17101101** Line 2 G/L Account: for example, **15200000** Credit: **\<amount\>**, for example, **100**		
4	Post	Choose Post.	The journal entries are posted.	
5	Enter Second Document	Repeat Steps 3–4 for debit account **15200000** and credit account **10010000**	The journal entries are posted.	

Procedure

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Clear G/L Accounts - Manual Clearing (F1579).		
3	Account Infor-mation	Enter the G/L account to clear and choose the Go button. G/L Account: For example, **15200000** Company Code: **1710**		
4	Clear Account	To clear an account, in the Accounts (x) section, choose the Clear (>) button for the account.		
5	Select Open Items	In the Header section, enter the Document Currency **USD**. In the Open Items section, select items to be cleared by choosing the Clear button.	In the Items to Be Cleared section, the selected items are displayed.	
6	Save	Choose Post.	The open items selected in the account are cleared. Make a note of the cleared document number for later use in resetting the cleared item: _____	

4.30 Reset Cleared Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you reset a document that was mistakenly cleared.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Reset Cleared Items (F2223).		
3	Enter Selection Criteria	Make the following entries and choose Go: Clearing Entry: <document number> Company Code: 1710		
4	Reset Cleared Item	On the row for the cleared item, choose the > button at the right of the row.	The Clearing Entry view is displayed.	
5	Reset	Choose Reset.	The document is reset.	

4.31 Clear Open Items Automatically

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the SAP Fiori launchpad as a General Ledger Account-ant.		
2	Access the SAP Fiori App	Open Clear Open Items Automatically (F.13) .	The Automatic Clearing screen displays.	
3	Clearing Data	Make the following entries and choose Execute: Company Code: **1710** Fiscal Year: **\<fiscal year\>** Posting date: for example, from **\<one day in current month to end of the month\>** Select one of the following checkboxes: ● Select Vendor ● Select Customer ● Select G/L Accounts Clearing date: for example, **\<last day of current month\>** Test Run: **Deselect**	A clearing document is generated for each pair of open items cleared based on account, amount, and assignment.	

4.32 Currency Exchange Rates

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	\<X.XX\>	Tester Name		Testing Date	Enter a test date.

Business Role(s)			
Responsibility	<State the Service Provider, Customer or Joint Service Provider and Customer>	Duration	Enter a duration.

Purpose

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

Procedure

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

4.33 Import Foreign Exchange Rates

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can access market data reference interest rates directly from a spreadsheet file and transfer the data.

Prerequisite

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

Procedure

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Start Import	Choose Import.	The system displays the message `X entries have been imported successfully.`	

4.34 Repost GR/IR Clearing

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

- Goods delivered, but not invoiced
- Goods invoiced, but not delivered

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Repost GR/IR Clearing (F.19).	The Analyze GR/IR Clearing Accounts and Display Acquisition Tax screen displays.	
3	Enter Account Selection	Make the following entries and choose Execute: G/L account: For example, **21120000** Company Code: **1710** Parameters tab: Key Date: **\<end of period\>** GR/IR clearing: **selected** Postings tab: Create Posting: **selected** Name of batch input session: **\<name\>** Document date: **\<end of period\>** Document type: for example **SA** Posting date: **\<end of period\>** Reversal posting date: **\<beginning of the next period\>**	A report with line item information is displayed. If a batch input session is created, process it as described in the *Process Batch Input Session* section.	

4.35 Enter Reference Interest Values

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you enter the G/L reference interest rate values.

Procedure

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

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Valid from: for example, **\<Current date\>** Interest rate: for example, **1**		

4.36 Enter Time Interest Terms

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity you define the interest calculation indicator.

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Enter Time Interest Terms (S_ALR_87002510).	The Change View 'Time-Dependent Interest Terms': Overview view is displayed.	
3	New Entries	Choose New Entries.	The New Entries view is displayed.	
4	Enter Data	Make the following entries and choose Save: Interest Indicator: **12** Currency Key: **USD** Eff. from: for example, **\<Current date\>** Sequential number: **1** Term: for example, **Debit interest: balance interest calc.** Ref. interest rate: for example, **GLDUSD**	The new interest indicators are available in the system. Note The interest indicators are used in the G/L account company code master data.	

4.37 Run Balance Interest Calculation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you calculate the account balance interest for G/L accounts in local currency.

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Run Balance Interest Calculation (F.52).	The G/L Account Interest Scale screen displays.	
3	Enter Data	Make the following entries and choose Execute: G/L account section Chart of accounts: **YCOA** G/L account: for example, **11001000** Company code: **1710** Further Selections Calculation period: for example, **<Current period>** Currency: **USD** Interest calculation indicator: **12** Output control Date of the last interest run: **<End of previous month>** Reference date: **1** Additional date: **3** Standard interest calculation: **Selected** Negative interest rates Negative interest rates not allowed: **Selected**	The G/L account interest scale report displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Additional log Additional log: **Selected**		

4.38 Perform Foreign Currency Valuation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

To see the exchange rates, you may either use the Maintain Exchange Rates(OB08) app or enter the exchange rate manually in the document you are posting. For more information about posting general journal entries, see the Post General Journal Entries [page] 38 step.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Perform Foreign Currency Valuation `(FAGL_FCV)`.		
3	Enter Data	Make the following entries and choose Execute: General Selections Company Code: **1710** Valuation Key Date: **\<Current date\>** Valuation Area: **US** Posting Mode Test Run (No Database Update) **Selected** Note If you do not want to execute a test run, you can post the valuation immediately. Posting Parameters Determine Automatically: **Selected** Open items: Subledger Valuate Vendors: **Selected** Valuate Customers: **Selected** Open items: G/L Accounts Valuate G/L Accounts: **Selected**	Foreign currency postings in the system are represented in the financial statements with current date valuation. Two types of documents are posted: 1. Reporting period documents to represent revaluation 2. Next period documents to reverse the first postings. The system generates a Foreign Currency Valuation report showing the details of what accounts, by document, were revaluated. The document data includes Amount in FC, Amount in loc. cur., Exch.rate (original), Exch.rate (new), Posting Date and New Difference. The Gain/Loss Unrealized Foreign Currency Revaluation account gets debits and credits based on gain or loss determination. The Adjustment accounts for AR and AP (Domestic, Foreign and Intercompany) get the off-set amount posted to the Gain/Loss account.	

4.39 Post Currency Adjustments

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

Prerequisite

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post Currency Adjustments (F1606).		
3	Enter Document Data	Make the following entries and choose Post: Header	The document shows a zero amount in foreign currency and your entered amount in local currency.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
		Journal Entry Date: **\<Current date\>** Company Code: **1710** Posting Date: **\<Current date\>** Transaction Currency: a foreign currency, for example, **EUR** Journal Entry Type: **SA** Debits/Credits Cur.: **Company Code Currency (10)** Line items 1 G/L Account: **\<account number\>**, for example, **11001000** Debit/Credit amount: **\<amount\>**, for example, **10** in the Debit field You may need to press Enter after entering a value in the Debit or Credit fields to access the remaining fields. House Bank /House Bank Account: **\<house bank\>** and **\<house bank account\>**, for example **USBK1/USAC1** Line items 2 G/L account: **\<account number\>**, for example, **71000000** Debit/Credit amount: **\<amount\>**, for example, **credit 10** Tax code (If required): **I0**		

4.40 Verify Currency Adjustments

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	\<X.XX\>		Tester Name		Testing Date	**Enter a test date.**
Business Role(s)						

Responsibility	\<State the Service Provider, Customer or Joint Service Provider and Customer>	Duration	Enter a duration.

Purpose

As a daily transaction requester, you verify the currency adjustments made in the Post Currency Adjustments [page] 102 step. After you verify the adjustments, another user approves or rejects the currency adjustments.

Prerequisites

Execute the following two procedures.

Table 2: Manage Workflows

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Manage Workflows for Journal Entry Verification - In General Ledger (F2720)	The Manage Workflow view displays.	
3	Choose Workflow Type	In the Workflows field, select Currency Adjustment Verification.		
4	Create Workflow	Choose Add.	The new workflow view displays.	
5	Enter Workflow Details	Make the following entries and choose Save: Header tab: Workflow Name: for example, Currency adjustment verification Properties tab: Description: For example, Company code = 1710 Start Conditions tab: (add the following preconditions) Company Code: 1710 Journal Entry Type: For example, SA Account Group: For example, FIN Step Sequence tab: (choose Add to add the first sequence step)	You saved the workflow.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Step Name: **Verify Currency Adjustment** Step Type: **Verify Currency Adjustment** Recipients tab: Role: for example, **Group 1 for Verifying Currency Adjustment** Choose Add. Add a second sequence step. Step Name: **Post Currency Adjustment** Choose Add.		
6	Activate Rule	Choose Save, then choose Activate.	The currency adjustment verification is activated.	

Table 3: Manage Teams and Responsibilities

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access SAP Fiori App	Open Manage Teams and Responsibilities For Journal Entry Verification - In General Ledger (F3932).		
3	Create Team	Choose Create.	The Team view displays.	
4	Enter Team Details	Make the following entries: General Information tab: Name: for example, **Currency Adjustment Verifier** Global ID: for example, **123** Status: **Enabled** Type: **FGCAV (FI Verify Currency Adjustment Team)**		
5	Enter Team Details	Choose the Team Members tab.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Enter Team Details	Choose Create.	A blank field displays below Business Partner.	
7	Enter Team Details	Make the following entries and choose Save: Business Partner: For example, `the local gl_accountant user` Function: `FGCAV_L1 (Group 1 for Verifying Currency Adjustment)`	The responsibility for the general journal entries approval workflow is defined.	

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Verify Currency Adjustments - For Requester (`F4670`).	The Verify Currency Adjustments view is displayed.	
3	Create Adjustment Posting (Optional)	If an adjustment posting doesn't exist, you can create one. To do so, choose Create.	The Post Currency Adjustment app is opened. For more information on this activity, see the Post Currency Adjustments [page] 102 step in this test script.	
4	Enter Details	Make the following entries and choose Go: Company Code: 1710	The Journal Entries pane shows a list of currency adjustment workflows. You can see the status of the entries in the Status column.	
5	View History	To show the history for a journal entry, choose the clock button in the History column for that entry. A dialog box is displayed with the workflow history. If a workflow is rejected, you can choose the Comments tab in the dialog box to see the reason entered by the user who rejected it. You can also view the processors. To do so, choose the processor button the Processor column.		

4.40.1 Withdraw Verify Currency Adjustments

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can withdraw the currency adjustments with Submitted and Approved status. You only can withdraw the entries that you submitted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Verify Currency Adjustments - For Requester (F4670).	The Verify Currency Adjustments view is displayed.	
3	Create Adjustment Posting (Optional)	If an adjustment posting doesn't exist, you can create one. To do so, choose Create.	The Post Currency Adjustment app is opened. For more information on this activity, see the Post Currency Adjustments [page] 102 step in this test script.	
4	Enter Details	Make the following entries and choose Go: Company Code: 1710	The Journal Entries pane shows a list of currency adjustment workflows. You can see the status of the entries in the Status column.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Select and Withdraw	In the Journal Entries table, for the document you want to withdraw, click the empty cell to the left of the row and choose Withdraw.	The system displays a Confirmation dialog box.	
6	Confirm Withdrawal	To withdraw your document, choose Withdraw.	The system displays the message `You have withdrawn a journal entry. It might take some time to see the new status. Try refreshing the page.` Upon refreshing the page, the status changes to Withdrawn.	

4.41 Approve Verify Currency Adjustments (for Processor- Inbox)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

You can enable the approval authorization check with the Activate Authorization Check for Approval configuration step. Once this is activated, the system has the posting authorization check for the processor to approve the document. For more information, see the Activate Authorization Check for Approval [page] 11 step in the Preliminary Steps section of this document.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant for USA General Ledger Accountant role.		
2	Access the SAP Fiori App	Open Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728).		
3	Approve Documents	Select the Verify Currency Adjustments document to be approved. Choose Approve.	The document is approved and posted. Note All approved documents are displayed in the Verify Journal Entries in General Ledger - For Processor (Inbox) (F2728) app as well as in the Verify Currency Adjustments - For Requester (F4670) app.	
4	Display Posted Document	Access the Manage Journal Entries (F0717) app, make the following selections and choose GO: Company Code: **1710** Ledger Group: **<empty>** Journal Entry Type (optional): for example, **SA** Journal Entry: Document Date: (optional): **<date>** Period (optional): **<period>** Fiscal Year: **<year of posting document>** Posting Date (optional): **<date>**	The approved document is listed.	

4.42 Forward Verify Currency Adjustments (for Processor- Inbox)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You receive currency adjustment documents that must be checked before final posting. After checking, you can forward the currency adjustment documents to another processor to approve with a comment. The system checks the new processor's posting authorization for the company code. Once a document is forwarded, it disappears from the list and goes to the new processor's inbox.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant for USA .		
2	Access the SAP Fiori App	Open Verify Journal Entries in General Ledger - For Processor (Inbox) `(F2728)`.	The My Inbox view displays.	
3	Forward Documents	Select the document to be forwarded and choose Forward.	The Forward dialog box is displayed.	
4	Add Recipient	Enter the name of the recipient and choose Search.	The dialog box shows a list of matching names.	
5	Select Recipient	Choose the name of the recipient.	The Forward dialog box changes to show the recipient name and a new field.	
6	Add Reason	Make the following entries and choose Forward: Forward Note: `<reason for forwarding, such as changing a G/L account>`	The document is forwarded.	

4.43 Reject Verify Currency Adjustments (for Processor- Inbox)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

4.44 Edit a Rejected Verify Currency Adjustment (Requester)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Verify Currency Adjustments - For Requester (F4670).		
3	Select Journal Entry	Make the following entry and choose Go. Company Code: 1710	The journal entries are listed.	
4	Edit Rejected Journal Entry	Double-click the desired rejected journal entry. Select the journal entry to be edited. Choose Edit. Change the journal entry based on the comments entered, for example, change G/L account 10010000 to 12540200. Choose Submit.	The changed journal entry is resubmitted for approval.	

4.45 Verify Data Flow

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>		Tester Name		Testing Date	Enter a test date.

Business Role(s)			
Responsibility	**<State the Service Provider, Customer or Joint Service Provider and Customer>**	Duration	**Enter a duration.**

Purpose

You use error suspense handling when a direct posting through the Perform Foreign Currency Valuation (FAGL_FCV) app fails.

Prerequisite

You executed the Perform Foreign Currency Valuation (FAGL_FCV) app, but a posting indicates an error (for example, Cost Center is missing).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Verify Data Flow (ACC_ECS_MAINTAIN).	The Error Correction and Suspense Accounting Selection Screen displays.	
3	Make Entries	Make the following entries and choose Execute. Co. Code of Pstd Doc.: **1710**	If there are no documents with errors, the system displays an empty list.	
4	Process Error	Select a line with an error and choose Start Processing.	The Error Correction and Suspense Accounting: Processing of ECS Items view is displayed.	
5	Show Detail	Select the line and choose Detail Screen.	The ECS Item: Detail View view displays.	
6	Correct Additional Fields	Choose Additional Input Fields. Make any necessary corrections.		
7	Post	Choose Save.		

4.46 Post Tax Payables

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Post Tax Payables (F1597).		
3	Enter Header Details	Make the following entries and press Enter: Company Code: 1710 Journal Entry Date: <Current date> Posting Date: <Current date> Transaction Currency: USD Journal Entry Type: <document type>, for example, SA		
4	Enter Line Item Details	Make the following entries and press Enter: G/L Account: for example, 21503000 Debit/Credit: <amount>	The Post Tax Payable view is displayed.	
5	New Line	Make the following entries and press Enter: G/L Account: For example, 21503000 Debit/Credit: <amount>		
6	Post	Choose Post.	You posted the tax amounts to a tax payable account manually.	

4.47 Regroup Receivables/Payables

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You must carry out adjustment postings in the following cases:

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

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

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

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Regroup Receivables / Payables (FAGLF101).	The Balance Sheet Supplement - OI - Analysis screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Enter Selection Criteria	Make the following entries: Company Code: **1710** Balance Sheet Key Date: **<date, such as 12/31/CurrentFY>** Sort method: **SAP (EU 93 fin.stat guidelines)** Valuation Area: **US for local GAAP** Postings tab: Generate Postings: **Selected** Document date: **<date, such as 12/31/CurrentFY>** Journal Entry Type: **SA** Posting date: **<date, such as 12/31/CurrentFY>** Posting Period: **12** Reversal Document Type: **SA** Reversal posting date: **<date, such as 01/01/CurrentFY + 1>** Reverse Posting Period: **01** Selections tab: Account Type: **D to K** Supplier: **Supplier ID** Customer: **Customer ID**		
4	Execute	Choose Execute.	The receivables and payables are regrouped. If a batch input session is created, process it as described in the section *Process Batch Input Session*.	

4.48 Process Batch Input Session

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity runs the batch input session.

Procedure

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

4.49 Import Financial Plan Data

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you plan the balance sheet and P&L accounts.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Import Financial Plan Data `(F1711)`.		
3	Download Template	Choose Download Templates.	The Download Templates dialog box displays.	
4	File Parameters	Make the following entries, then choose P&L Statement Planning: Separator for .csv file: `<select a separator character>` Note Once you click the template link, the file is downloaded to your PC. Choose Close on the dialog box. Note Repeat this step with Balance Sheet Planning.	The Excel template file is downloaded. Note The P&L Statement Planning and Balance Sheet Planning templates are downloaded.	
5	Prepare the P&L Statement Planning Template	Open the P&L Statement Planning template file in Excel, make the following changes, and save it locally: Plan Category; `PLN` General Ledger Fiscal Year: `<Current year>` Posting Period: for example `4` Company Code: `1710` Account Number: for example, `63003000` Amount in Global Currency: `amount` Global Currency: for example, `USD`		
6	Prepare the Balance Sheet Planning Template	Open the Balance Sheet Planning Template file in Excel, make the following entries in the Balance Sheet Planning template file, and save it locally: Plan Category: `PLN`		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		General Ledger Fiscal Year: **\<Current year\>** Posting Period: for example, **4** Company Code: **1710** Account Number: for example, **10010000** Amount in Company Code Currency: **amount** Company Code Currency: for example, **USD**		
7	Upload Excel File	In the Source File field, choose the Browse .csv files button and choose the prepared Excel files. Afterward, choose Open. Choose Import Source File.	The Excel file is uploaded and you can see data entered in the app. The uploaded plan data can be displayed using the Balance Sheet/Income Statement (F0708) app.	

4.50 Balance Sheet / Income Statement

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display the financial statement.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Balance Sheet/Income Statement (F0708).		
3	Enter Details	Make the following entries and choose Go: Company Code: **1710** Ledger: **0L** Statement version: **1799** Statement Type: for example, **Normal (Actual - Actual)** End Period: **<current period>** Comparison End Period: **<same period from previous year>** Currency: **USD**	The financial statement for the selected company code displays.	
4	Display Financial Statement for Multiple Company Codes	Repeat the test by entering more than one company code into the Company Code field.	The financial statement for multiple company codes displays.	
5	Balance Sheet	Choose the Balance Sheet tab.		
6	Export to PDF	Choose the Export to PDF button.	The financial statement is exported to PDF.	

4.50.1 Financial Statement Download and Printing

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you download and print the financial statement.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Balance Sheet / Income Statement - Multidimensional (F3084).		
3	Enter Selection Criteria	Make the following entries and choose Go: Ledger: For example, 0L for Leading Ledger Company Code: 1710 Hierarchy ID: 1799 From period: For example, 1 To period: For example, 10 Fiscal Year: <Current year> Comparison ledger: For example, 0L for Leading Ledger Comparison From Period: For example, 1 Comparison To Period: For example, 10 Comparison Fiscal Year: <Previous year> Currency Type: 10 (Company Code Currency)	The Financial Statement - Grid-based screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/Com-ment
		Plan Category: **ACT01, Actual**		
4	Export to Excel	In the upper right corner, choose Export to MS Excel.	The financial statement is exported locally as an Excel file.	

4.51 Trial Balance

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display the trial balance.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Access the SAP Fiori App	Open Trial Balance (F0996A).	A dialog box is displayed.	
3	Enter Details	Make the following entries and choose OK: Ledger: **0L** for leading ledger with local GAAP Company Code: **1710** Posting Date From: for example, **\<First day of current period\>** Posting Date To: for example, **\<Last day of current period\>** Note To display a readable amount of data in the chart, you can apply additional filters in the filter bar for G/L Account. This ensures that a reasonable data set is selected for graphical display.	The trial balance is shown.	

4.52 Year-to-Date 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 view the year-to-date account balances.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Year-to-Date Balances (W0177).		
3	Enter Details	Make the following entries and choose Go: Ledger: `<ledger>` for example, `0L` Ledger Fiscal Year: for example, `<current year>` Company Code: `<company code>` Posting Date: `<posting date>`	The Data Analysis pane shows a list of matching account balances.	
4	Navigation Panel	In the top left of the view, choose Navigation Panel.	The Navigation Panel pane is shown on the left side of the screen.	
5	Profit Center	In the Available Fields section of the Navigation Panel pane, for the Profit Center field, choose the Add field to rows axis button to the left of the field name.	The Profit Center field is added to the Rows section of the Navigation Panel and is added to the data view in the right pane.	
6	Reorganize Fields	In the Navigation Panel pane, in the Rows section, drag and drop Profit Center above G/L Account.	The data view in the right pane is updated to reflect the order change. The grouping is now organized by profit centers.	

4.53 Carry Forward Balances

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Tester Name		Testing Date	Enter a test date.
Business Role(s)					

Responsibility	<State the Service Provider, Customer or Joint Service Provider and Customer>	Duration	Enter a duration.

Purpose

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

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the Fiori App	Open Carry Forward Balances (F1596).		
3	Enter Selection Criteria	Make the following entries and choose Go: To Fiscal Year: <new year> The above FY should be the current fiscal year. Do not enter a future year unless you are closing the current year in this system. Do not enter a future year unless you understand the consequences. Company Code: 1710 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 has been executed once before, the item will be seen under the PREVIEW or DONE section (The Number 1 is displayed above the section name).	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Com-ment
4	Start	Select the following three sections to find out under which section an entry is displayed. Execute the required steps according to each section: From the TO DO section: ● Select the items, choose Carry Forward and then choose With Balances in Retained Earnings Account. From the DONE section: ● If value of the field Posting after Carryforward is greater than 0, select the items, choose Rerun Carry Forward and then choose With Balances in Retained Earnings Account. ● If the value is 0, select a different fiscal year or company code and start the test again.		
5	Preview	Choose PREVIEW and then select **Refresh**.	The status of the item displays under PREVIEW.	
6	Execute	Select the checkboxes for the items under Status PREVIEW and then choose Execute.	The status of the item displays under DONE. During this process, the profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year.	

4.54 Balance Carryforward Status

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 view the status of the balance carryforward jobs.

The balance carryforward run (which carries forward account balances for all currencies into the new fiscal year) is automatically scheduled two weeks before the start of a new fiscal year and opening balance for a fiscal year are made available. Balances are also automatically updated whenever postings are made to the previous fiscal year. To handle postings that are made while a balance carryforward run is in process, balances are carried forward one day after the automatic balance carryforward is activated.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Balance Carryforward Status (F4683).		
3	Enter Details	Make the following entries and choose Go: To Fiscal Year: \<fiscal year to which balances are carried forward\> Company Code: For example, 1710	The Balance Carryforward Status pane shows a list of results.	
4	Review Log	Analyze the Status column for the jobs. To view detailed status for a particular job, click the status message for that job.	The Log Details view displays the detailed status for the selected job.	

4.55 Display Journal Entries - in T-Account View

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Display Journal Entries (F3664).		
3	Enter Accounting Document	Make the following entries and choose Go: Journal Entry: **\<accounting document number\>**	The system displays the accounting document details in the left pane, and shows the affected accounts in the right pane. The required fields are automatically populated based on the journal entry.	

4.56 Statement of Changes in General Ledger

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you analyze the general ledger account postings by transaction type.

The Statement of Changes in General Ledger (W0162) app displays G/L accounts in combination with transaction types to let you analyze the account balance movements in more detail. The accounts and transaction types used in the app depend on the selected type of statement of changes. The type collects all settings for a specific statement of change (for example, for statement of changes in equity or provisions or others).

The statement of changes type is defined in the system configuration and includes the assignment of relevant GL accounts via semantic tags and the relevant transaction types. The relevant G/L accounts aren't directly assigned to the statement of changes type. A semantic tag is used instead. The semantic tag must first be defined and assigned to one or several nodes or accounts in an account hierarchy.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Statement of Changes in General Ledger (W0162).	The Statement of Changes view is displayed.	
3	Enter Details	Make the following entries and choose Go: Statement of Changes Type: **\<statement of changes type\>** for example, **SOC** Ledger: **\<ledger\>**, for example, **0L** Company Code: **1710** Fiscal Year: **\<current year\>** To Period: for example, **012** Currency Type: for example, **10**	The Data Analysis pane shows the relevant data, including G/L accounts, transaction types, and amounts. This corresponds to the structure defined in the Preliminary Steps section. Transaction types and accounts are displayed in the table.	
4	Review Data	Review the statement of changes. Note To display additional fields, you can choose Drilldown and select the additional fields (such as Profit Center, Controlling Area, and so on) to display. Note If you want to analyze content in a different app, select a row in the Data Analysis pane and choose Jump to in the upper right corner of the pane. From the Jump to menu, choose the desired app to view and analyze the content.		4

4.57 Analyze Credit Loss Allowances

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access App	Open Analyze Credit Loss Allowances (W0134).		
3	Enter Details	Make the following entries and choose Go: Key Figure Layout: DEFAULT Ledger: for example, 0L or 2L Company Code: 1710 Fiscal year: <fiscal year> To Period: <PERIOD> Currency Type: 10 (Company code currency)	The Data Analysis pane shows matching data.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Navigation Panel	Choose Navigation Panel.		
5	Customize Display	Select a specific dimension from the Available Fields list (for example, Segment, Profit Center, or Business Partner), and choose the Add field to column axis button or Add field to row axis button.	The view refreshes to show the information for the new dimension. Note You can customize the display to add totals/subtotals per dimension. To do this, right-click on the column heading and choose Totals > Show Totals . You can also customize the view further with other options in the right-click menu.	
6	Export to Excel	Choose Export > Export to Microsoft Excel .	The content is exported to and opened in Microsoft Excel.	

5 Appendix

5.1 Display Tax Information Per Country

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Logon	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Access the SAP Fiori App	Open Display Tax Information per Country (S_ALR_87012365).	The Tax information (Country) screen displays.	
3	Enter Selection Criteria	Make the following entries:		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Country ID: **US** Chart of accounts: **YCOA** Display details immediately: **\<Selected\>**		
4	Execute	Choose Execute.	The tax information for the selected country/region is displayed per each tax code.	

5.2 User Specific Settings for Alternative Chart of Account

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

5.3 Schedule General Ledger Jobs

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Schedule General Ledger Jobs (F1927).	The Application Jobs screen displays.	
3	Create a new job	Choose Create.	The New Job: Advanced Foreign Currency Valuation screen displays.	
4	Enter Data	Make the following entries and choose Step 2: Template Selection: Job Template: **Foreign currency valuation** Job Name: **Foreign currency valuation**	The job is created and started immediately.	
5	Enter Data	Make the following entries and choose Step 3: Scheduling Options Start immediately: **Selected**		
6	Enter Data	Make the following entries and choose Schedule: Parameters - General Selections : ● Company Code:**1710** ● Valuation Key Date: **<date>** ● Valuation area: ● Postings area: ● Update Run: **Selected** ● Determine Automatically: **Selected** ● Open Items: Subledger area: ● Valuate Vendors: **Selected** ● Valuate Customers: **Selected** ● Open Items: G/L Accounts area: ● Valuate G/L Accounts: **Selected** Choose Schedule .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	Check Job Status	After the job is finished, choose Details (>) for the row of your completed job.	The job log is displayed.	

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, `F2` or `ENTER`.

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