

Asset Accounting (J62_US)

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1 Purpose

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

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

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 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
Asset Accountant	SAP_BR_AA_ACCOUNTANT	Fixed Assets	SAP_BR_AA_ACCOUNTANT	
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration	SAP_BR_BPC_EXPERT	
Purchaser	SAP_BR_PURCHASER	Purchasing	SAP_BR_PURCHASER	
Purchasing Manager	SAP_BR_PURCHASING_MANAGER			
Warehouse Clerk	SAP_BR_WAREHOUSE_CLERK	Inventory Processing	SAP_BR_WAREHOUSE_CLERK	
Accounts Payable Accountant	SAP_BR_AP_ACCOUNTANT	Accounts Payable	SAP_BR_AP_ACCOUNTANT	
General Ledger Accountant	SAP_BR_GL_ACCOUNTANT	General Ledger	SAP_BR_GL_ACCOUNTANT	
Accounts Payable Accountant - Procurement	SAP_BR_AP_ACCOUNTANT_PROCUREMENT	Accounts Payable - Procurement	SAP_PRC_SP_ACCOUNTS_PAYABLE	
Manager - Procurement	SAP_BR_MANAGER_PROCUREMENT			

2.2 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.

2.3 Master Data, Organizational Data, and Other Data

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

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

Data	Sample Value	Details	Comments
Company Code	1710		

Data	Sample Value	Details	Comments
Chart of Depreciation	1710		
Asset Class	Any available asset class (such as 1000, 1100, 1200, 1500, 3000). If a special asset class is required, the Procedure section of each step will mention it.		
Asset	any available asset master		If no asset master is available in your system yet, create an asset master. If a special asset is required see Procedures for each process step.
Vendor	any domestic vendor	For example: 17300001	If no vendor is available in your system yet, create a domestic vendor. Ensure complete name, address, postal code, and country is entered.
Customer	any domestic customer	For example, 17100001	If no customer is available in your system yet, create a domestic customer. Ensure complete name, address, postal code, and country is entered.
Cost Center	any cost center		If no cost center is available in your system yet, create a cost center.

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

Table 1: Master Data Script Reference

Master Data ID	Description
BNM	Create Cost Center and Cost Center Group
BND	Create Customer Master
BNE	Create Supplier Master
BNI	Create Asset

2.4 Preliminary Steps

2.4.1 Validate Asset Accounting System Readiness

2.4.1.1 Confirm Takeover Date Information

Purpose

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

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

Caution For example, if you are in fiscal year 2021, this implies the loading of old legacy assets is as of the year end 2020.

Caution If Legacy Data Transfer is defined in general ledger, the Legacy Data Transfer Date in Asset Accounting can't be set as an earlier date.

Procedure

1. Log on to the SAP Fiori launchpad as an Asset Accountant.

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

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

7. After the legacy data transfer is completed, set the [Legacy Data Transfer Status](#) to [Completed](#).
8. Before you make postings in Asset Accounting in your P-system, repeat the preceding steps to confirm values for data the takeover date, the status, and the document type for entering legacy assets already done in the Q-system.

2.4.1.2 Confirm Run of Balance Carry Forward for Current Fiscal Year

Purpose

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

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

Procedure

Process Step#	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log on	Log onto the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori app	Open Carry Forward Balances (F1596).	The Balance Carryforward - Missing translation in language EN (CX51) screen displays.	
3	Enter Selection Criteria	Make the following entries and choose Go : To Fiscal Year: Current year Caution The above FY should be the current fiscal year. Do not enter a future year unless you are closing the current year in this system. Do not enter a future year unless you understand the consequences. Company Code: 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 was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name).	
4	Start	Select the following three sections to determine in which section an entry is displayed. Execute the required steps according to each section: From the TO DO section: <ul style="list-style-type: none">Select the items and choose Carry Forward. From DONE section:	The status of the item is displayed under the TO DO section. If the balance carry-forward was previously executed, the item displays under the PREVIEW or DONE section (The Number 1 is displayed above the section name).	

Process Step#	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
		<ul style="list-style-type: none"> If the value in the Posting after Carryforward field is greater than 0, select the items and choose Rerun. If the value is 0, select a different fiscal year or company code and start the test again. 		
5	Preview	Select Refresh and choose PREVIEW .	The status of the item displays under PREVIEW .	
6	Execute	Select the checkboxes for the items under Status PREVIEW and choose Run changes .	The status of the item displays under DONE . During this process, the profit and loss accounts are carried forward to one or more retained earnings accounts. The balances on the balance sheet accounts carry forward into the new fiscal year.	
7	REPEAT	Repeat steps 3 to 6 for each additional ledger: <ul style="list-style-type: none"> 0L 2L 	NOTE successful completion for each ledger: 0L _____ 2L _____	

2.4.2 Create Asset Master Record for Legacy Asset

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

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

Prerequisites

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

Procedure

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

Process Step	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Create Asset Master Record - For Legacy Asset(AS91) .	The Create Legacy Data screen displays.	
3	Enter Transaction Details	Make the following entries and press Enter : Asset Class : For example, 3200 Company Code : For example, 1710		
4	Enter Transaction Details	Make the following entries: Description : Legacy Asset xxxxxx Capitalized On : date For example, 04/08/2016 Note This is a prior year asset. Choose the Time- Dependent tab.		
5	Enter Transaction Details	Make the following entries: Cost Center : For example, 17101301		
6	Enter Transaction Details	Choose the Depreciation Areas tab. Confirm Key , Life , and Start Date .	You verified those fields.	

Process Step	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
7	Save the Record	Choose Save (at lower right).	Make a note of the Asset # _____.	

2.4.3 Post Transfer Values for Legacy Asset

Purpose

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

Prerequisites

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

Procedure

Process Step	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	Log on	Log into the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Transfer Values - For Legacy Asset (ABLDT).	The Create General Header Data for Posting box appears.	
3	Enter the Company and Legacy Asset	Make the following entries and choose Continue : Company Code : For example, 1710 Asset : For example, xxxxxx	Enter the Legacy Asset to be updated with values.	

Process Step	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
4	Enter values for Legacy Asset	<p>Make the following entries:</p> <p>Acquisition Value: Amount</p> <p>The values used are dependent on the depreciation areas used in the prior step. For example:</p> <p>01: 60,000.00 USD</p> <p>31: 60,000.00 USD</p> <p>32: 60,000.00 USD</p> <p>33: 60,000.00 USD</p> <p>65: 60,000.00 USD</p> <p>66: 60,000.00 USD</p> <p>67: 60,000.00 USD</p> <p>68: 60,000.00 USD</p> <p>90: 60,000.00 USD</p> <p>91: 60,000.00 USD</p> <p>92: 60,000.00 USD</p> <p>93: 60,000.00 USD</p> <p>Ordinary Depreciation: Amount</p> <p>(Example:</p> <p>01: 9,000.00 USD</p> <p>31: 9,000.00 USD</p> <p>32: 15,000.00 USD</p> <p>33: 15,000.00 USD</p> <p>65: 12,000.00 USD</p> <p>66: 9,000.00 USD</p> <p>67: 9,000.00 USD</p> <p>68: 6,000.00 USD</p> <p>90: 12,000.00 USD</p>	<p>The Enter Asset Transaction Legacy Data screen is displayed.</p> <p>The following tabs are available:</p> <ul style="list-style-type: none"> • Accumulated - The relevant amounts for APC, Ordinary Depreciation , and so on are required for cases where the date for Legacy Transfer Segment is end of previous year. • Posted - The relevant amounts for APC, Ordinary Depreciation, and so on are required for cases where the date for Legacy Transfer Segment is during the current year. For Legacy Transfer Segment date defined during the current year, the last period for depreciation run should be entered in the Period column. <p>Enter values for each depreciation area.</p> <p>Bypass the warning Posting will take place in an earlier fiscal year.</p> <p>If any errors are RED coded, correct these before posting.</p>	

Process Step	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
		91: 9,000.00 USD 92: 9,000.00 USD 93: 6,000.00 USD Choose Simulate (located lower right).		
5	Post Legacy Asset Transaction	Choose Post . Choose Continue .	Document number for each accounting principle: US AP _____ IFRS _____	

3 Overview Table

The scope item [Asset Accounting](#) 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](#).

Table 2: Asset Acquisition through Direct Capitalization

Process Step	Business Role	Transaction / App	Expected Results
Create Asset Master [page] 20	Asset Accountant	See the Create Asset (BNI) scope item.	The asset master is created.
Create Purchase Requisition [page] 20	Purchaser	Create Purchase Requisition - Advanced (ME51N)	The Create Purchase Requisition screen displays.
Convert Requisition to Purchase Order [page] 22	Purchaser	Process Purchase Requisitions - Formerly Manage Purchase Requisitions (F1048)	The Create Purchase Order screen displays.
Change Purchase Order (Optional) [page] 24	Purchaser	Manage Purchase Orders (F0842A)	The Manage Purchase Orders screen displays. A list of previously created Purchase Orders is displayed.
Approve Purchase Orders (optional) [page] 26	Purchasing Manager	My Inbox - All Items (F0862)	The Approve Purchase Orders screen displays. A list of previously created Purchase Orders displays.
Receive Goods from Vendor to Purchase Order [page] 28	Warehouse Clerk	Post Goods Receipt for Purchasing Document (F0843)	The Manage Purchase Order screen displays.
Invoice Receipt by Line Item [page] 29	Accounts Payable Accountant	Create Supplier Invoice - Advanced (MIRO)	The Enter Company code displays.

Table 3: Master Data

Process Step	Business Role	Transaction / App	Expected Results
Create Asset Master [page] 32	Asset Accountant	See the Create Asset (BNI) scope item.	The asset master record is created. The system message confirms creation and displays the new asset number.

Process Step	Business Role	Transaction / App	Expected Results
Change Asset [page] 32	Asset Accountant	See the Create Asset (BNI) scope item.	Asset master changes are saved.
Display Asset [page] 33	Asset Accountant	See the Create Asset (BNI) scope item.	The Asset Explorer screen displays all asset values for each existing depreciation area.
Block Assets [page] 33	Asset Accountant	See the Create Asset (BNI) scope item.	Asset is locked against further acquisitions.
Delete Asset [page] 34	Asset Accountant	See the Create Asset (BNI) scope item. Only assets without capitalization date and without values can be deleted directly	Asset master record has been deleted
Create Asset Subnumber [page] 34	Asset Accountant	See the Create Asset (BNI) scope item.	The asset master subnumber is created. Subnumbering starts with 1.
Change Documents for Asset Master Record [page] 35	Asset Accountant	See the Create Asset (BNI) scope item.	
Asset Values [page] 35	Asset Accountant	Display Asset Master Worklist (F1592)	The Asset Explorer view displays.

Acquisition

Process Step	Business Role	Transaction / App	Expected Results
Post Acquisition (Integrated AP) Without Purchase Order [page] 36	Asset Accountant	Post Acquisition (Integrated AP) - Without Purchase Order (F-90)	The Acquisition from purchase w. Vendor: Header Data screen displays Document number and company code is displayed.
Post Acquisition (Non-Integrated) with Automatic Offsetting Entry [page] 38	Asset Accountant	Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL)	The Enter Asset Transaction: Acquis. with Autom. Offsetting entry screen displays. The Transaction data tab is displayed. Your company code is set.
Post Credit Memo - in Year of Invoice [page] 40	Asset Accountant	Post Credit Memo - In Year of Invoice (ABGLL)	The Create General Header Data for Posting screen displays.
Post Credit Memo After Year of Invoice [page] 42	Asset Accountant	Post Credit Memo - After Year of Invoice (ABGF)	The Create General Header Data for Posting screen displays.

Retirement

Process Step	Business Role	Transaction / App	Expected Results
Post Retirement (Integrated AR) with Customer [page] 44	Asset Accountant	Post Retirement (Integrated AR) - With Customer (F-92)	The Asset Retire. Frm Sale with Customer: Header Data screen displays.
Post Retirement (Non-Integrated) Without Customer [page] 46	Asset Accountant	Post Retirement (Non-Integrated) - Without Customer (ABAON)	The Enter a Company Code selection screen displays.
Post Retirement by Scrapping [page] 48	Asset Accountant	Post Retirement - By Scrapping (ABAVN)	The Enter a company code selection screen displays.

Valuation (Transfer and Manual Value Correction)

Process Step	Business Role	Transaction / App	Expected Results
Reverse Journal Entry (Asset Accounting-Specific) [page] 50	Asset Accountant	Reverse Journal Entry - Asset Accounting-Specific (AB08)	The journal entry is reversed.
Post Transfer Within Company Code [page] 52	Asset Accountant	Post Transfer - Within Company Code (ABUMN)	The Enter a Company Code selection screen displays.
Post Post-Capitalization [page] 54	Asset Accountant	Post Post-Capitalization (ABNAN)	The Enter a Company Code selection screen displays.
Post Write-Up [page] 56	Asset Accountant	Post Writeup (ABZU)	The Create General Header Data for Posting screen displays.
Post Depreciation Manually - Unplanned and Planned [page] 58	Asset Accountant	Post Depreciation Manually - Unplanned and Planned (ABAAL)	The Create General Header Data for Posting screen displays.

Month End Closing

Process Step	Business Role	Transaction / App	Expected Results
Recalculating Values [page] 60	Asset Accountant	Schedule Asset Accounting Jobs (F1914)	The Application Jobs selection screen displays.
Manage Depreciation Run [page] 63	Asset Accountant	Schedule Asset Accounting Jobs (F1914)	The Application Jobs selection screen displays.
Asset Balances [page] 65	Asset Accountant	Asset Balances	The Asset Balances Report screen displays.
Asset Transactions [page] 66	Asset Accountant	Asset Transactions (F1614)	The Asset Transaction selection screen displays.
Depreciation Lists [page] 67	Asset Accountant	Depreciation Lists (F1616)	The Posted Depreciation selection screen displays.
Asset Values [page] 68	Asset Accountant	Display Asset Master Worklist (F1592)	The Asset Explorer view displays.

Year End Closing

Process Step	Business Role	Transaction / App	Expected Results
Asset History Sheet [page] 69	Asset Accountant	Asset History Sheet	The Asset History Sheet selection screen displays.
Asset Acquisitions (Midquarter Convention US) [page] 70	Asset Accountant for USA	Asset Acquisitions - For Mid Quarter Convention(S_ALR_87012047)	The Asset Acquisitions (Mid-Quarter-Convention) Report selection screen displays.
Analysis of Retirement Revenue (US) [page] 72	Asset Accountant for USA	Retirement Revenue - Analysis(S_ALR_87012066)	The Analysis of Retirement Revenue Report selection screen displays.
Depreciation Lists [page] 73	Asset Accountant	Depreciation Lists (F1616)	The Posted Depreciation selection screen displays.
Year End Closing [page] 75	Asset Accountant	Make Company Code Settings - Asset Accounting-Specific (FAA_CMP)	You performed year-end closing.
Year-End Closing Asset Accounting (Cross-Company Code and Ledgers) [page] 77	Asset Accountant	Schedule Asset Accounting Jobs (F1914)	You performed year-end closing for asset accounting.
Undo Year-End Closing [page] 79	Asset Accountant	Make Company Code Settings - Asset Accounting-Specific (FAA_CMP)	You undid the year-end closing.

4 Test Procedures

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

4.1 Asset Acquisition Through Direct Capitalization

4.1.1 Create Asset Master

Purpose

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

Procedure

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

4.1.2 Create Purchase Requisition

Test Administration

Customer project: Fill in the project-specific parts.

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

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

In this activity, you create a purchase requisition with account assignment A (Asset).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to SAP Fiori launchpad as a Purchaser.		
2	Access the SAP Fiori app	Open Create Purchase Requisition - Advanced (ME51N).		
3	Review Item Overview	Expand Item Overview .	The Create Purchase Requisition - Advanced (ME51N) view displays the fields available for input.	
4	Enter Data	Complete the line item information for the following fields and press Enter : A (Acct. Assignment Category): A Short Text: <Your material> Quantity: xx Unit of Measure: PC Matl Group: YBFA08 Plant: 1710 PGr (Purch Grp): 001 Desired Vendor: For example, 17300001 POrg (Purch Org): 1710	The screen shows the detailed item information. Account Assignment A represents an asset.	
5	Enter the Asset, Quantity, and Price	Complete the Asset , Quantity/Dates , and Valuation .	The Purchase Order values are changed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Note These fields display on separate tabs (Account Assignment and Valuation).</p> <p>Asset: <your asset number created in previous step></p> <p>Quantity: xx</p> <p>Valuation: <price value></p>	<p>On the Valuation tab, the following parameters are selected by default:</p> <ul style="list-style-type: none"> • Goods Receipt: Selected • Inv Receipt: Selected • GR Non-Val: Selected <p>With those parameters selected, the asset is activated with the invoice receipt. If you need to activate the asset with the goods receipt, select the following parameters instead:</p> <ul style="list-style-type: none"> • Goods Receipt: Selected • Inv Receipt: Selected • GR Non-Val: Deselected <p>These parameters can be changed in the purchase requisition or purchase order.</p>	
6	Verify Purchase Requisition for completeness	To verify the purchase requisition, choose Check .	The purchase requisition is successful. No messages are displayed during verification.	
7	Messages	Choose Display Messages (if available).	If a message displays, correct the purchase requisition. If no message displays, the purchase requisition is complete.	
8	Save Purchase Requisition	Choose Save .	<p>The purchase requisition is saved.</p> <p>The system displays a success message Purchase Requisition xxx created.</p> <p>Make a note of the number: _____</p>	
9	Exit	Choose Exit .		

4.1.3 Convert Requisition to Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the purchase requisition (created in a previous step) is converted into the purchase order.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Open the SAP Fiori Launchpad as a Purchaser.		
2	Access the SAP Fiori app	Open Process Purchase Requisitions - Formerly Manage Purchase Requisitions (F1048).		
3	Select Purchase Requisition	Search for your purchase requisition and choose Go .	The Purchase Requisitions screen displays	
4	Review Your Requisition	<p>Select the checkbox for your purchase requisition and choose the > button at the right of the row.</p> <p>Select the line item and choose Edit.</p> <p>Verify the following:</p> <ul style="list-style-type: none"> • Material Group • Plant • Quantity • Price • Delivery Date 	<p>The Purchase Requisitions screen displays.</p> <p>If warning message appear choose Discard.</p> <p>Note Changes are made.</p>	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Make the following entries: Requisition Line Item: Selected Choose the > button at the right of the row. Choose Apply . Choose Save .		
5	Convert Purchase Req to PO	Choose the < button (top left of screen). Search for your purchase requisition and choose Go . Select the checkbox for your purchase requisition and choose Create Purchase Order . Confirm the quantity and price, then make the following entries: Purchase Order Type: Standard PO Purchase Order: Selected Choose Save .	Review and correct any error messages if they display. Record the PO _____.	

4.1.4 Change Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity is performed if a purchase order is not accurate.

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log onto the SAP Fiori launchpad as a Purchaser.		
2	Access the SAP Fiori app	Open Manage Purchase Orders (F0842A).	A list of previously created purchase orders is displayed.	
3	Go	Choose Go .		
4	Select Purchase Order	To select the purchase order, choose Details (>) on the right side of the row. If the purchase order is in approval status, no changes can be done. Choose Edit .	The Edit Purchase Order xxx screen is shown. The purchase order opens in change mode.	
5	Change Purchase Order	Change any applicable field values of the Purchase Order .	The purchase order values are changed.	
6	Check Purchase Order for completeness	Choose Order at the bottom of the screen.	The purchase order is complete. In the Item Details on the Process Flow tab, the following parameters are selected by default: <ul style="list-style-type: none">• Goods Receipt: Selected• Inv Receipt: Selected• GR Non-Val: Selected	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
			<p>With those parameters selected, the asset is activated with the invoice receipt. If you need to activate the asset with the goods receipt, select the following parameters instead:</p> <ul style="list-style-type: none"> • Goods Receipt: Selected • Inv Receipt: Selected • GR Non-Val: Deselected <p>These parameters can be changed in the Purchase Requisition or Purchase Order.</p>	
7	Messages	Choose Messages (if available).	<p>If a notification displays, correct the purchase order.</p> <p>If no notification displays, the purchase order is complete.</p>	
8	Save Purchase Order	Choose Order to save the purchase order. Make a note of the saved message.	<p>You saved the purchase order.</p> <p>The system displays a success notification <code>Purchase order xxx has been saved.</code></p>	

4.1.5 Approve Purchase Orders (optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

Procedure

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

4.1.6 Receive Goods from Vendor to Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

4.1.7 Invoice Receipt by Line Item

Test Administration

Customer project: Fill in the project-specific parts.

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

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log onto the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement.		
2	Access the SAP Fiori app	Open Create Supplier Invoice - Advanced (MIRO).	The Enter Company code view displays.	
3	Enter Company Code	Make the following entries and press Enter: Company Code: 1710		
4	Enter Data	Make the following entries and press Enter: Basic Data: Transaction: Invoice Invoice Date: Today Reference: <invoice number from invoicing party> Posting Date: Today Amount and Currency: Total invoice amount Tax data: Tax code: I0 Calculate tax: Selected	The Enter Incoming Invoice screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Enter Purchase Order References	In the PO Reference area, from the dropdown, select PO/Scheduling Agreement and enter a PO. References (Type): <Purchase Order Number>	The Purchase Order References section displays.	
6	Select Purchase Order Items	Choose Purchase Order Items .	All selected purchase orders are added to the Purchase Order Item table.	
7	Verify the Purchase Order Items Data	Verify Amount , Quantity , and Tax Code .	The Purchase Order Item table displays. The Amount and the Quantity correspond to the values of the Goods Receipts.	
8	Check Tax code	In the Purchase Order Item table, check if there is tax code information. Note If there is no tax code, specify the tax code I0 or I1 .	The tax code is included in the simulation.	
9	Simulate Supplier Invoice and Check Messages	In the General Data section, make the following entries and choose Simulate : Gross Invoice Amount: Amount for items If there are no differences, the Supplier Invoice is complete to post. Verify the Gross Invoice Amount against the items plus tax amount. If tax code is I0 , you do not have any tax amount.	The supplier Invoice is complete to post.	
10	Post Invoice	Choose Post .	The Invoice is posted. The system displays the message Invoice xxx has been posted. If the asset must be activated with the invoice receipt, select the following parameters in Purchase Requisition or Purchase Order: <ul style="list-style-type: none"> • Goods Receipt: Selected • Inv Receipt: Selected • GR Non-Val: Selected Note Make a note of the document number: _____	

4.2 Master Data

4.2.1 Create Asset Master

Purpose

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

Procedure

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

4.2.2 Change Asset

Purpose

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

Procedure

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

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

Depreciation Area 01:

1. Choose [Depreciation area: 01](#).
2. Choose [Area-01](#).
3. Choose [More Interval](#).

-
4. Choose [Add Interval](#).
 5. For the new interval, enter the [From Date](#) and choose [YES](#).
 6. Enter a change on the specific line item and choose [Save](#). The system display a success message.

Depreciation Area 32:

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

4.2.3 Display Asset

Purpose

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

Procedure

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

4.2.4 Block Assets

Purpose

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

Procedure

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

4.2.5 Delete Asset

Purpose

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

Procedure

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

4.2.6 Create Asset Subnumber

Purpose

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

Procedure

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

4.2.7 Change Documents for Asset Master Record

Purpose

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

Procedure

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

4.2.8 Asset Values

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can directly display all relevant values for an asset master record (main or subnumber) as part of your daily business.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Display Asset Master Worklist(F1592) .	The Asset Master Worklist screen displays.	
3	Enter Asset Information	Make the following entries and choose Go : Company Code 1710 Asset <Your asset number> Asset Subnumber <Your asset subnumber>	All asset value categories and asset transactions are displayed for each depreciation area.	
4	Select Asset	Choose your asset number from the table.	A dialog box displays.	
5	Asset Values	Choose Asset Values . If you cannot see the Asset Values link, choose More Links . Select the Asset Values checkbox and choose OK .	The Asset Explorer screen displays.	
6	View Values/Amounts	You can navigate each area to view values and amounts. To return to the SAP Fiori launchpad, choose Home .		

4.3 Acquisition

4.3.1 Post Acquisition (Integrated AP) Without Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post an asset acquisition without purchase order directly against a vendor as part of your daily business.

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Acquisition (Integrated AP) - Without Purchase Order (F-90) .	The Acquisition from purchase w. vendor: Header Data screen displays.	
3	Enter Transaction Details	<p>Make the following entries and press Enter:</p> <p>Document Date: <Your document date, for example, today></p> <p>Type: check document type WITH KR</p> <p>Company Code: 1710</p> <p>Posting Date: <Your posting date, for example, today></p> <p>Currency: USD</p> <p>Reference: <any field> for example: Test</p>	Data is validated. The Enter Vendor Invoice: Add Vendor item screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		PstKy: 31 Account: <Your vendor number>		
4	Enter Vendor Details	Make the following entries and press Enter : Amount: <Amount> Calculate tax: Selected Tax code: I0 or I1 PstKy: 70 Account: <Asset number> TType: 100	Data is validated. The Enter Vendor Invoice: Add Asset item screen displays.	
5	Enter Asset Details	Make the following entries: Quantity and Unit of Measure fields are only displayed and must be entered if Unit of Measure is populated in the asset master record. Amount: <Same amount again> Tax Jurisdiction Code: <tax jurisdiction code> for example, CA00000000 Quantity: Your quantity if required	All required entries are made.	
6	Simulate Document	Choose Simulate .	The entered document can be simulated for every ledger and depreciation area and for all ledgers and depreciation areas depending on your selections.	
7	Post Document	Choose Post .	The asset is capitalized against a vendor. The document number and company code are displayed.	

4.3.2 Post Acquisition (Non-Integrated) with Automatic Offsetting Entry

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post an asset acquisition without purchase order automatically against a clearing account as part of your daily business. No vendor is involved.

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Post Acquisition (Non-Integrated) - With Automatic Offsetting Entry (ABZOL) .	The Enter a company code view is displayed.	
3	Enter Company Code	Make the following entry and choose Continue : Company Code: 1710	The Enter Asset Transaction: Acquis. w/Autom. Offsetting entry view is displayed. The Transaction data tab is displayed. Your company code is set.	
4	Enter Transaction Details	Make the following entries and press Enter :	Data are validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>The Quantity and Unit of Measure fields must only be entered if Unit of Measure is populated in the asset master record used here.</p> <p>Existing Asset: <Your asset number></p> <p>Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only</p> <p>Document Date: <Your document date, for example, today></p> <p>Posting Date: <Your posting date, for example, today></p> <p>Asset Value Date: <Your value date, for example, today></p> <p>Amount posted: <Amount></p> <p>Quantity: <Your quantity></p>		
5	Simulate Document	Choose Simulate .	The entered document can be simulated for every ledger and depreciation area and for all ledgers and depreciation areas depending on your selections.	
6	Post Document	Choose Post .	The asset is capitalized against the automatic clearing account.	

4.3.3 Post Credit Memo - in Year of Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Credit Memo - In Year of Invoice (ABGLL).	The Create General Header Data for Posting view is displayed.	
3	Enter Header Data	Make the following entries and choose Continue : Company Code : 1710 Asset : <Your asset number> Subnumber : <Your asset subnumber in case> Trans. Type : 105	The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays. The Transaction data tab is displayed.	
4	Enter Transaction Details	Make the following entries and press Enter :	Data are validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today> Posting Date: <Your posting date, for example, today> Asset Value Date: <Your value date, for example, today> Amount posted: <Amount>		
5	Simulate Document	Choose Simulate .	The entered document can be simulated for every ledger and depreciation area and for all ledgers and depreciation areas depending on your selections.	
6	Post Document	Choose Post .	A credit memo is posted to the asset against the automatic clearing account.	

4.3.4 Post Credit Memo After Year of Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

This can be applied to post-capitalized assets.

Prerequisites

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Credit Memo - After Year of Invoice (ABGF) .	The Create General Header Data for Posting screen displays.	
3	Enter Header Data	Make the following entries and choose Continue : Company Code: 1710 Asset: <Your asset number> Subnumber: <Your asset subnumber in case> Trans. Type: 160	The Enter Asset Transaction: Enter Credit Memo in Year of Invoice screen displays. The Transaction data tab is displayed. Note Use a legacy asset number. For more information, see the Preliminary Steps section.	
4	Enter Transaction Details	Make the following entries and press Enter : Note For the Document Date , Posting Date , and Asset Value Date fields, see the Prerequisites section above.	Data are validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today or a day in the NEXT year> Posting Date: <Your posting date, for example, today or a day in the NEXT year> Asset Value Date: <Your value date, for example, today or a day in the NEXT year> Amount posted <Amount>		
5	Simulate Document	Choose Simulate .	The entered document can be simulated for every ledger and depreciation area and for all ledgers and depreciation areas depending on your selections.	
6	Post Document	Choose Post .	A credit memo is posted to the asset against the automatic clearing account.	

4.4 Retirement

4.4.1 Post Retirement (Integrated AR) with Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Retirement (Integrated AR) - With Customer (F-92).	The Asset Retire. Frm Sale w/ Customer: Header Data screen displays.	
3	Enter Transaction Details	Make the following entries and press Enter : Document Date: <Your document date, for example, today> Type: DR Company Code: 1710 Posting Date: <Your posting date, for example, today> Currency: USD PstKy: 01 Account: <customer number> , for example, 17100001	Data is validated. The Enter Customer Invoice: Add Customer item screen displays. Note If creating your own customer, ensure complete name, address, postal code, and country are entered. If not thoroughly entered, the customer won't accept postings.	
4	Enter Customer Details	Make the following entries and press Enter : Amount: <Amount>	Data is validated. The Enter Customer Invoice: Add G/L account item screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Calculate tax: Selected Tax code: 01 PstKy: 50 Account: <Manual revenue account> , for example, 70020000	Note Potential tax codes 00 for A/R exempt, 01 for A/R taxable	
5	Enter G/L Revenue Account Details	Make the following entries and choose Enter : Output tax Code should be transferred. Amount: <Same amount again> Tax code: <Same output tax code> Asst retirement: Selected	Data is validated. The Create Asset Retirement screen displays.	
6	Enter Asset Details	Make the following entries and choose Continue . Asset: <Your asset number> Subnumber: <Your asset subnumber in case> Transaction Type: 210 Asset Val. Date: <Your asset value date> Complete Retirement: Selected	Data is validated. The Create Asset Retirement screen displays. Choose an appropriate transaction type: 210 Retirement with revenue or 260 Retirement of current-year acquis. with revenue .	
7	Post Document	Choose the Post button.	The asset is retired against a customer.	

4.4.2 Post Retirement (Non-Integrated) Without Customer

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori Launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Post Retirement (Non-Integrated) - Without Customer (ABAON) .	The Enter a Company Code selection screen displays.	
3	Enter Company Code	Make the following entry and choose Continue . Company Code: 1710	The Enter Asset Transaction: Asset Sale Without Customer screen displays. The Transaction data tab is displayed.	
4	Enter Transaction Details	Make the following entries and press Enter : Asset: <Your asset number>	Data is validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today> Posting Date: <Your posting date, for example, today> Asset Value Date: <Your value date, for example, today> Manual Revenue: <Amount>		
5	Partial Retirement	Choose the Partial Retirement tab.		
6	Prior or Current Year Asset	Select the appropriate radio button (Prior.-year acquis. or From curr.-yr aquis.) according to the acquisition year of the asset to be retired.		
7	Post Document	Choose Post .	The asset is retired against the automatic clearing account.	

4.4.3 Post Retirement by Scrapping

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post an asset retirement by scrapping as part of your daily business (main or subnumber).

Prerequisites

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Post Retirement - By Scrapping (<i>ABAVN</i>)	The Enter a company code selection screen displays.	
3	Enter Company Code	Make the following entry and choose Continue . Company Code: 1710	The Enter Asset Transaction: Asset Retirement by Scrapping screen displays. The Transaction data tab is displayed.	
4	Enter Transaction Details	Make the following entries and press Enter : Asset: <Your asset number> Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today> Posting Date: <Your posting date, for example, today> Asset Value Date: <Your value date, for example, today>	Data are validated.	
5	Partial Retirement	Choose the Partial Retirement tab.		
6	Prior or Current Year Asset	Select the appropriate option, depending on the acquisition year of the asset to be retired: Prior.-year acquis. or From curr.-yr aquis.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	Post Document	Choose Post .	The asset is scrapped.	

4.5 Valuation (Transfer and Manual Value Correction)

4.5.1 Reverse Journal Entry (Asset Accounting-Specific)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can cancel documents posted in asset accounting as part of your daily business.

Prerequisites

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

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

Caution You can't reverse documents posted from Materials Management with the [Reverse Journal Entry - Asset Accounting-Specific](#) (AB08) app. To reverse those documents, use the [Supplier Invoices List](#) (F1060a) app.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Reverse Journal Entry - Asset Accounting-Specific (AB08).	The Documents for Asset view displays.	
3	Enter Asset Details	Make the following entries and choose Go : Company Code: 1710 Asset Main Number: <Your asset number> Asset Subnumber: <Your asset subnumber if needed>	The Overview of Asset Journal Entry view is displayed.	
4	Document to Reverse	Select a document and choose Reverse .	The Reverse Document: Header Data view is displayed. Document details are displayed. Note If you have selected a retirement document for reversal, the Reverse Document selection screen displays.	
5	Select Reversal Reason	Enter the reversal reason and check the date specifications: Reversal reason: <reversal reason> , for example, 01		
6	Post Reversal	Choose Post or Continue .	The document is reversed.	

4.5.2 Post Transfer Within Company Code

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

Prerequisites

Use an existing asset in any asset class except 4001 and 4011 that has acquisition postings. If no suitable asset exists, you must create asset master data.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Transfer - Within Company Code (ABUMN) .	The Enter a Company Code selection screen displays.	
3	Enter Company Code	Make the following entry and choose Continue : Company Code: 1710	The Enter Asset Transaction: Transfer within Company Code screen displays. The Transaction data tab is displayed.	
4	Enter Transaction Details	Make the following entries and choose Enter . Asset: <Your asset number to be transferred from>	Data are validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today> Posting Date: <Your posting date, for example, today> Asset Value Date: <Your value date, for example, today> Existing Asset: <Your asset number to be transferred to>		
5	Partial Transfer	Choose the Partial Transfer tab.		
6	Prior or Current Year Asset	Select the appropriate radio button according to the acquisition year of the asset to be retired. Prior.-year acquis. or From curr.-yr aquis.		
7	Post Document	Choose Post .	The asset is transferred.	

4.5.3 Post Post-Capitalization

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can enter a post-capitalization for an asset master data record.

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Post-Capitalization (ABNAN) .	The Enter a Company Code selection screen displays.	
3	Enter Company Code	Make the following entry and choose Continue : Company Code: 1710	The Enter Asset Transaction: Post-Capitalization screen displays the transaction data tab.	
4	Enter Transaction Details	Make the following entries: Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today> Posting Date: <Your posting date, for example, today> Orig. val. Date <Original value date, for example, same day but last year. Date must be in prior fiscal year> Amount posted <Amount>	Data are validated.	
5	Provide Asset Information	In the header section, make the following entries and press Enter . Existing Asset: Selected	Data are validated. Note Use a legacy asset number. For more information, see the Preliminary Steps section of this document.	
6	Post Document	Choose the Post button.	The post capitalized Asset is created in an earlier year with values.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
			The Document lines: Display messages screen displays, showing the asset number created and the document number posted.	

4.5.4 Post Write-Up

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can post a write-up for an asset master data record.

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

Prerequisite

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

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Writeup (ABZU) .	The Create General Header Data for Posting screen displays.	
3	Enter Header Data	Make the following entries and choose Continue : Company Code: 1710 Asset: <Your asset number> Note Use a legacy asset number. For more information, see the Preliminary Steps section. Subnumber: <Your asset subnumber in case> Trans. Type: 700	The Enter Asset Transaction: Write-up screen displays the Transaction data tab.	
4	Enter Transaction Details	Make the following entries and press Enter : Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only Document Date: <Your document date, for example, today or a day in the next year> Posting Date: <Your posting date, for example, today or a day in the next year> Asset Value Date: <Your value date, for example, today or a day in the next year> Ordinary dep. PY: <Amount for write-up>		
5	Post Document	Choose the Post button.	The write-up is posted to the asset.	

4.5.5 Post Depreciation Manually - Unplanned and Planned

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can manually enter unplanned depreciation amount to be posted within the next depreciation run.

Prerequisites

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

To execute this activity, run the processes in the Create Asset (BNJ) Master Data Script, using the master data from this document. Assign the asset master data used in this process to depreciation key MANU (Manual depreciation only). Then, post the acquisition costs to the asset using the app [Post Acquisition \(Non-Integrated\) - With Automatic Offsetting Entry](#) (ABZOL).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Post Depreciation Manually - Unplanned and Planned (ABAAL).	The Create General Header Data for Posting screen displays.	
3	Enter Header Data	Make the following entries and choose Continue : Company Code: 1710 Asset: <Your asset number> Subnumber: <Your asset subnumber in case>	The Enter Asset Transaction: Unplanned depreciation screen displays. The Transaction data tab is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Trans Type: See note</p> <p>For manual ordinary depreciation, use one of the following transaction types:</p> <ul style="list-style-type: none"> • 600 - Manual ordinary depreciation on prior-yr acquis. • 610 - Manual ordinary depreciation on current-yr acquis. <p>For unplanned depreciation, use one of the following transaction types:</p> <ul style="list-style-type: none"> • 640 - Unplanned depreciation on prior-year acquisitions • 650 - Unplanned depreciation on current-yr acquisition <p>Select the appropriate transaction type according to the acquisition year of the asset.</p>		
4	Enter Transaction Details	<p>Make the following entries and press Enter:</p> <p>Accounting Principle: <empty> for all accounting principles; USAP for local GAAP only</p> <p>Document Date: <Your document date, for example, today></p> <p>Posting Date: <Your posting date, for example, today></p> <p>Asset Value Date: <Your value date, for example, today></p> <p>Amount posted: <Amount for unplanned depreciation></p>	Data is validated. AMOUNT can ONLY be up to the NBV of the asset.	
5	Post Document	Choose the Post button.	The unplanned depreciation is posted to the asset.	

4.6 Month End Closing

4.6.1 Recalculating Values

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Prerequisites

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

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Schedule Asset Accounting Jobs (F1914) .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create New Recalculation Run Job	Choose Create .	The New Job screen displays.	
4	Enter Depreciation Run Job Details	Make the following entries and choose Step 2 : Job Template: Recalculate Depreciation Job Name: Recalculate Depreciation	The recalculation run is scheduled.	
5	Enter Depreciation Run Job Details	Make the following entries and choose Step 3 : Start immediately: Selected		
6	Enter Depreciation Run Job Details	Make the following entries and choose Schedule : Caution For the Accounting Principle radio button, only select it if you want to run the job for one accounting principle. If you select it, enter the accounting principle in the Accounting Principle field. Accounting Principle (radio button): <see caution above> Accounting Principle (field): <see caution above> Caution For the Depreciation Area radio button, only select it if you want to run the job for one depreciation area. If you select it, enter the depreciation area in the Depreciation Area field. Note Depreciation Area (radio button): <see caution above> Depreciation Area (field): <see caution above> FROM Fiscal year: <Current fiscal year> Asset: <leave blank; if you want to run the job for one asset, specify the asset> Company Code: 1710 Detailed Logs: Selected Save the job.		
7	Check Recalculation Run Job Details	In the Application Jobs pane, select your Recalculate Depreciation line.	The Recalculate Depreciation screen displays the details. If the list contains Depreciation changes, go back to the Recalculate Depreciation view, deselect Test Run and schedule the job again.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	Check Recalculation Run Job Log	Choose Log .	The Recalculate Depreciation view displays the log.	

4.6.2 Manage Depreciation Run

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Starting with the 2021 on-premise release, you can now rerun depreciation for periods in the past. In prior releases, the option to rerun depreciation for previous periods wasn't available; the system would show the error message AAPO 524 CCode &1/AP &2/FY &3: Depreciation run for period &4 no longer possible.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Schedule Asset Accounting Jobs (F1914).		
3	Create New Depreciation Run Job	Choose Create .	The New Job screen displays.	
4	Enter Depreciation Run Job Details	Make the following entries and choose Step 2 : Job Template: Depreciation Posting Run Job Name: Depreciation Posting Run	The posting run is scheduled.	
5	Step 2	Make the following entries and choose Step 3 : Start Immediately: Selected		
6	Schedule	Make the following entries and choose Schedule : Company Code: 1710 Fiscal Year: <Current fiscal year> Posting Period: <Next period due to posting cycle> Test Run : A check indicates a Test run, An uncheck indicates a Real run. Note It's a good practice to do a Test run before doing a Real run.		
7	Adopt Job Selection	Make the following entries and choose Go : Status: <Activate all status> Date From-To: <Proper date interval>	Selected application jobs are displayed.	
8	Check Depreciation Run Job Details	For the job you ran, choose Details (>) at the right side of the row.	The Job Details screen displays the details.	
9	Check Depreciation Run Job Log	In the Log and Results pane, choose the icon in the Results field.	The Depreciation Posting Run screen displays the log.	

4.6.3 Asset Balances

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Asset Balances .	The Prompts screen displays.	
3	Entries	Make the following entries and choose Go : Key Figure Group : For example, ABS_DEF Company Code : For example, 1710 Ledger : For example, 0L Depreciation Area : For example, 01 Fiscal Year : 2021 To Period : For example, xx	Note Familiarize yourself with the Asset Balances report.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Currency Type: For example, 10		

4.6.4 Asset Transactions

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Asset Transactions (F1614) .		
3	Enter Selection Details	Make the following entries and choose Go .	The Asset Transactions report displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Key Figure Group: For example, TRANS_ALL (All Transactions)</p> <p>Company Code: For example, 1710</p> <p>Ledger: For example, 0L</p> <p>Fiscal Year: For example, 2021</p> <p>Depreciation Area: For example, 01</p> <p>Display Currency: For example, USD</p>		
4	Review Transactions	Expand Company Code , then expand a specific transaction. Choose the Details arrow at the right of the row. Review the information, then choose Back .		
5	Asset Number	<p>In the selected asset row, choose the asset number.</p> <p>Note Choose the blue link for the asset number.</p>	A dialog box displays.	

4.6.5 Depreciation Lists

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Depreciation Lists (F1616).	The Posted Depreciation selection screen displays.	
3	Enter Selection Details	Make the following entries and choose Go : Fiscal Year : For example, 2021 To-Period : For example, 012 Depreciation Variant : For example, Ordinary Depreciation Company Code : For example, 1710 Ledger : For example, 0L Depreciation Area : For example, 01 Display Currency : For example, USD	The Posted Depreciation report displays.	
4	Display Details	Expand the Company Code node, then expand into a specific asset class. Choose the Details button at the right side of the row.	Review and explore the scroll bars.	
5	Detail	Review the asset details, then choose Back .		

4.6.6 Asset Values

Test Administration

Customer project: Fill in the project-specific parts.

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

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

In this activity, you can directly display all relevant values for an asset master record (main or subnumber) as part of your daily business.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Display Asset Master Worklist(F1592) .		
3	Enter Selection Details	Make the following entry and choose Go : Company code: 1710		
4	Go Back	Choose Back (F3) twice to leave transaction.	The app screen is closed.	

4.7 Year End Closing

4.7.1 Asset History Sheet

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Asset History Sheet .		
3	Enter Selection Details	<p>Make the following entries and choose Go:</p> <p>Key Figure Group: AHS</p> <p>Company Code: <company code>, for example, 1710</p> <p>Ledger & Depreciation Area: For example, 01 & 01 or 21 & 32</p> <p>Fiscal Year: For example, 2021</p> <p>To Period: For example, 12</p> <p>Currency Type: For example, 10</p>	<p>The Asset History Sheet report displays.</p> <p>Scroll down to see horizontal scroll bars.</p>	

4.7.2 Asset Acquisitions (Midquarter Convention US)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create an Asset Acquisitions (Mid-Quarter-Convention) Report in asset accounting as part of your periodic processing. This report allows one to see the number of acquisitions by each quarter. This may be used to determine whether a company has purchased more than 40% of their yearly acquisitions within the fourth quarter. If more than 40% is purchased in the fourth quarter, USA tax requires all acquisitions for the year to use a depreciation key with midquarter convention.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Logon	Log on to the SAP Fiori launchpad as an Asset Accountant for USA .		
2	Access the SAP Fiori App	Open Asset Acquisitions - For Mid Quarter Convention(S_ALR_87012047) .	The Asset Acquisitions (Mid-Quarter-Convention) Report selection screen displays.	
3	Enter Asset Acquisitions (Mid-Quarter-Convention) Report Details	Make the following entries and choose Execute : Company code: 1710 Select Assets: <Activate> Plan Version: 0 Report Date: <mm/dd/yyyy> Depr Area: 90 Sort Variant: <0003> Group Totals Only: <Activate>	The Asset Acquisitions (Mid-Quarter-Convention) report displays. Use a Year End Date.	
4	Go Back	Choose Back (F3) twice to leave transaction.	The app screen is closed.	

4.7.3 Analysis of Retirement Revenue (US)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can create an Analysis of Retirement Revenue Report in asset accounting as part of your periodic processing.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Logon	Log on to the SAP Fiori launchpad as an Asset Accountant for USA .		
2	Access the SAP Fiori App	Open Retirement Revenue - Analysis(S_ALR_87012066) .	The Analysis of Retirement Revenue Report selection screen displays.	
3	Enter Analysis of Retirement Revenue Report Details	Make the following entries and choose Execute : Company code: 1710 Report Date: <mm/dd/yyyy> Depr Area: 01 Sort Variant: <0003> List Assets: <Activate> Use ALV grid: <Blank>	The Analysis of Retirement Revenue report displays. Use a Period End Date.	
4	Go Back	Choose Back (F3) twice to leave transaction.	The app screen is closed.	

4.7.4 Depreciation Lists

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Logon	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori App	Open Depreciation Lists (F1616).	The Depreciation Lists view is displayed.	
3	Enter Selection Details	Make the following entries and choose Go . Fiscal Year : for example, 2021 To Period : for example, 012 Depreciation Variant : for example, Ordinary Depreciation Company Code : for example, 1710 Ledger : for example, 01 Display Currency : for example, USD Depreciation Area : for example, 1	The Posted Depreciation report displays.	
4	Display Details	Expand Company Code , then expand to a specific asset class. To view asset details, choose the Details (>) button to the right of an asset's row.	The right pane opens to display asset details.	
5	Back	Choose Back .		

4.7.5 Year End Closing

Test Administration

Customer project: Fill in the project-specific parts.

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

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

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

Caution Ensure all depreciation periods for the year are completed.

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

Procedure

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

4.7.6 Year-End Closing Asset Accounting (Cross-Company Code and Ledgers)

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 run a year-end closing for asset accounting as part of your periodical business. Several company codes and several ledgers are supported as selection criteria in the Year-End Closing Asset Accounting (Cross-Company Code and Ledgers) template.

Ensure that all depreciation periods for the year are completed.

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

Procedure

Process Step#	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the SAP Fiori launchpad as an Asset Accountant.		
2	Access the SAP Fiori app	Open Schedule Asset Accounting Jobs (F1914) .		
3	Enter Data for Step 1 – Template Selection	Make the following entries and choose Step 2 : Job Template: Year End Closing Asset Accounting (Cross-Company Code and Ledgers) Job Name: Year End Closing Asset Accounting (Cross-Company Code and Ledgers)		
4	Enter Data for Step 2 – Scheduling Options	Make the following entries and choose Step 3 : Start Immediately: Select		
5	Enter Data for Step 3 – Parameters	Make the following entries and choose Schedule : Closing Parameters section: Company Code: 1710 Note More than one company codes can be selected. Ledger: 01 Note More than one ledger can be selected. Fiscal Year to be Closed: Current Year Note To reopen the closed fiscal year, use the Make Company Code Settings - Asset Accounting-Specific (FAA_CMP) app. Additional Parameters section:	The selected company code and ledgers are closed when the job has a Finalized status. The result can be validated using the Make Company Code Settings - Asset Accounting-Specific (FAA_CMP) app.	

Process Step#	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Test Run: <see note below> To run a test run, select the Test Run checkbox. To run a productive mode run, deselect the Test Run checkbox.		

4.7.7 Undo Year-End Closing

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

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

Procedure

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

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
EXAMPLE	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, up-grade 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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