SAP Logon 740

“Landscape” – Depends on the client

Usually first landscape is dev environment

Landscape includes

* Development
* QA
* Non-prod
* etc

Dev ECC (Enterprise platform/SAP/more on FI )

In Dev environment, 100 or 220

110 – golden client, only for configuration, not for testing. Can transfer to landscape

220 – for unit test.

non-prod – either create a new box. Then put to production

in development you can’t test, create a new dev box to test.

SAP Dev ECC

SAP Dev BW – only reports, copy of ECC. I think SQL or SaS

SAP Dev MDG – master data. I.e., account receivable – customers, vendor, bank, assets – maintenance

Studied “ECC”

In CoE QA, “waterfall

Unit test, SIT2

SIT2 – test unit to SIT2

* only integrate one, i/e/ finance or one dept.

SIT3

* integrates with all departments.

UAT

* user’s acceptance testing, business/ with client

SSO – single sign on. If you have a laptop, single ID encryption and token (password changes). SSO is for authentication.

SS0 means you can immediately sign in. you will have a lot of user IDs. i.e. Super User, user for AP or AR

SAP Easy Access

SAP Menu – 1 transaction based, 1 configuration based.

Let’s say Boeing has a lot of companies. Company Code (CC).

Transaction code. Check mark icon (Enter key)

Transaction code box (drop down box).

Save box (save file icon).

Back (back icon)

Log off icon

Stop (X icon)

Print

Find

Find next

Create a new session (creates new window)

Account match code (search with company code then get customer number by clicking)

* copy

in transaction

/n – new session i.e. /nfb750 – new session to

/o – close session

/on – close the go to another transaction code.

Invoice has sub-ledger named customer

Debit AR

Credit Cash/Income Account

Through Sales Document

R2R – record to report

P2P – production

In customer invoice

GL/accnt -

Amount

Tax – (built in with boeing to have tax)

Profit center – BS1000

Cost center –

Red – hard error

Yellow – warning

Simulate icon – generates entry

If okay, Post it.

After posting, you can Display.

**ALM (Application Lifecycle Management) – HPQC – HP created**

Work here are for testers.

High pay for SAP testers.

Testing

* Test resources
* Test plan
* Test lab
* Test runs

Defects

Test lab

-R2R-> AP –> Invoicing.

P2P -> procure to pay

Test Instance Details

* Runs

Run Details

* Steps

A0 Exempt

**ZAP… Debit, Credit, Invoice**

**FB03 – Display Item (display of accounting document)**

**F.62 AR Email Correspondence form (how would you bill the customer)**

Enter: company code, document number, output control (i.e. ZAP11), output device (i.e. ZPDF)

Returned: Generates customer invoice

**SOST SAPConnect: Send Requests from… to …**

Returned: subject, body, signature in email, header

company logo, company name, VAT number, Address, Contact Details

check form header data

check ‘Bill To’

check ‘Sold To’

check ‘Ship To’

Related party to <company> xxx

Terms of payment xxxx

Customer PO xxxx

Validate: part number, part description, sold date, sales order, customer’s PO

Validate: Totals

Check: currency indicator in the items xx and item sections xxx

Validate footer section: company name, VAT number, page number

**FB70 Post Customer Invoice**

Enter: Company code, Customer, Invoice Date, Posting Date

Returned: Document ‘&&&’ and company code ‘&&&’ in status bar.

**FAGLL03 G/L Account Line Item Display G/L View**

Enter: Account Number, Company code

**S\_ALR\_87012284 Financial Statements**

Enter: GL Account Number xxxx. Company code xxxx, financial statement version xxx

Click: radio button on ALV Grid Control

Execute  
Click: On List from Menu Bar, export, On Spreadsheet

Click continue and allow

**ZFIN\_PRT\_PROG**

Enter: Sort correspondence, company code, document number, fiscal year, correspondence, output device.

Execute

Click on edit from menu bar, click print

**FBL5N Customer Line Item Display**

Enter: Customer account, company code, open items – select

Execute

Select: cleared items radio button

Execute

Select: all items radio button

Execute

**FBL1N Vendor Line Item Display**

Enter: Vendor, company code, open items – select

Execute

Select: cleared items radio button

Execute

Select: all items radio button

Execute

**FK10N Vendor Account Balance**

Enter: Vendor, company code, open items – select

Execute

Export button and local file option

Select spreadsheet format (any format)

Click generate

**ZFTM\_UPLOAD\_JOURNAL**

Download template and save a copy on local

**F.81 Manual Reversal of Accounts**

Enter: company code, fiscal year, document type (ZF), posting date, reverse posting date, posting period, reversal reason (05), test run (checkbox)

Execute

**VF03 Display: Overview of Billing Items**

Log in as Accountant

Enter: Billing Document

Click: Billing items from menu bar, then Issue Output To

Select line: click print (icon)

Output Device: ZPDF1 and click Print

Click display document flow, check source document

**NOTE in a session: accountant had no access**

**VA02 Change Sales Order: Initial Screen**

Log in as AR Clerk

Enter Order number xxxxxxx in order field

Double click On Line item and click Conditions Tab

If demand sales or spare sale, condition type is Z011 as cost adjustment in amount field amount

Click Save

**FB75 Enter Customer Credit Memo: Company Code xxxx**

Click: company code button, enter company code

Enter: customer, document date, posting date, calculate tax (check)

Line 1 enter the GL account number, select as Debit, Key the Amount, Tax Code, Profit center

Post or save documents

Go to outlook and view inbox

Go to workplace: &&&& > Inbox > Workflow > Grouped according to task > && for Approval option in menu tree

Select workflow for approval in the list and double-click on the line item

Click on the link of the actual document that requires approving

If no action taken for Credit Note up to 16 hours, system will send reminder to Approver 1 and CCd to CN user

If no action taken till 34 hours, second reminder to Approver 1 and Approver 2 CCd to Credit Note Raiser with SAP inbox message “A credit note document has been escalated and awaiting for your approval. Please proceed to workflow to action.” is displayed.

Either Approver 1 or Approver 2 go to SAP Workflow Inbox and select appropriate Credits and approve it

**FB60 Enter Vendor Invoice Company Code xxxx**

Enter: Vendor, Invoice Date, Amount, Reference

In the table, Enter: G/L acct (any expense item), Amount in doc.curr., Tax Code (V0), Cost center (BS100000)

Note: Create two invoices, use FBL1N to grab vendor invoice

Modifier log in to SAP inbox, modify the document and approve it

Approver log in to SAP inbox and approve it

Approver log in to SAP inbox and reject the work item with on of the below reason:

1. Save as completed flag must be cleared for the document
2. An email notification must be sent to Work flow initiator

Approver Log in to SAP inbox and reject the work item with reason cancel and keep it in the inbox

Work flow initiator log in SAP and view the posted document or modify the rejected document

Modifier log in to SAP inbox, reject the document

**F110 Automatic Payment Transactions: Status**

Failed General Ledger - ZTM

**FV50 Park G/L Account Document: Company Code xxxx**

Go to Edit – Switch Company Code, enter company code

Enter document date, currency, posting date

In the first row, enter: GL account 1, amount 1, etc. Second row, enter: GL account 2, amount 2, etc.

Click Simulate Document Posting button

Go to Workplace: &&&& - Inbox – Workflow – Grouped according to task - && for Approval in the menu tree

Select one workflow for approval and double click on the item

Click on the link of the actual document that requires to approving

Approver goes back to the workflow screen

Transaction Code FAGLB03

Choose Ledger then select Ledger Z1-Z2-Z3

Enter: account number, company code, fiscal year

Execute

Failed no authorization

**F-04 Posting with Clearing: Header Data**

Enter: company code, document date, posting date, currency, document type, period, fiscal year.

In the row, posting key, GL account, Amount

Verify post icon is disabled from the Post with Clearing initial screen

Click ‘Document’ on the menu and validate if post is disabled

Click ‘Goto’ on the menu bar and validate if Post with Reference option is disabled

Click fast entry button from the Post with Clearing initial screen

Check if Post icon is disabled from the Fast Entry screen

Click simulate button (or in toolbar menu – document – simulate)

Validate Post button is disabled on the Simulation Document Overview screen

Can’t access, no authorization for accountant, AP, AR

**ZFTM\_CONSOLIDATION Interface for financial consolidation**

Enter company code, fiscal year, ledger, reporting period

**F.80 Mass Reversal of Documents: Initial Screen**

Negative test: Accountant should not be authorized

**Accounts Receivable**

**FD10N – Display Balances**

**FBL5N – Display/Change Line Items**

**F-32 - Clear**

**FD11 – Analysis**

**Accounts Payable**

**FK10N – Display Balances**

**FBL1N – Display/Change Line Items**

**F-44 – Clear**

Document parking

Needs approval

**Workplace SBWP** – business workplace

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