



Test Script | PUBLIC

SAP S/4HANA Cloud Public Edition

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Lease-Out for Sublease Accounting – Group Ledger **IFRS (2SA_US)**

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1 Purpose

Overview

This scope item supports the lease-out scenario in a sublease contract.

A sublease is a lease agreement between a lessee who already holds a lease contract and another party called the sublessee who wants to use of the object of the original lease contract. The lessee assigns or gives certain rights to the sublessee that are held under the terms of the original lease with the owner.

In a lease-out scenario, the lessee who already has a lease-in contract with the lessor, creates a lease-out contract that includes the IFRS 16 compliant valuation to support the sublease option.

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.

Note

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 prerequisites needed to conduct the test in terms of system, users, master data, organizational data, and other test data and business conditions.

2.1 System Access

System	Details
System	Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role.

2.2 Roles

Create business roles using the following business role templates delivered by SAP and assign them to your individual test users.

Alternatively, if available, you can use the following spaces delivered by SAP. You create a space with pages containing predefined essential apps and assign it to the business role. You then assign this business role to your individual users.

For more information, refer to *How to Create a Business Role from a Template* in the [product assistance](#) for SAP S/4HANA Cloud Public Edition.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Contract Specialist - Leasing	SAP_BR_RECM_SPECIALIST	Leasing Contract Management / Leasing Contract Management - Sales-Based Rent	SAP_BR_RECM_SPECIALIST / SAP_BR_RECM_SALES_REPORTER	
Contract Valuation Specialist - Leasing	SAP_BR_RECM_VALSPECIALIST	Leasing Valuation	SAP_BR_RECM_VALSPECIALIST	

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Accounts Receivable Accountant - Leasing	SAP_BR_RECM_AR_ACCOUNTANT	Accounts Receivable - Leasing	SAP_BR_RECM_AR_ACCOUNTANT	
Administrator - Leasing	SAP_BR_RECM_ADMINISTRATOR	Administration - Leasing	SAP_BR_RECM_ADMINISTRATOR	
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration / Business Process Configuration - Finance / Business Process Configuration - Procurement / Manage your Solution / Business Process Configuration - Workflow / Business Configuration - Feature Management / Business Process Configuration - Extensibility Explorer / Business Configuration - Transportation	SAP_BR_BPC_EXPERT / SAP_FIN_SPT_BPC_EXPERT_PC / SAP_MM_SPT_BIZ_PROC_CONFIG_PC / SAP_CA_SPT_IC_LND_BASE_PC / SAP_CA_SPT_BPC_WORKFLOW_PC / SAP_CA_SPT_BPC_FM_PC / SAP_EI_SPT_BPC_EXT_PC / SAP_TM_SPT_TRANSPCFG_PC	
Administrator	SAP_BR_ADMINISTRATOR	Administration / Administration - Workforce Master Data / Administration - License Compliance / Administration - Data Management / Administration - Output Control	SAP_BR_ADMINISTRATOR / SAP_BUM_SPT_ADMINISTRATION_PC / SAP_EI_SPT_ADM_LC_PC / SAP_CA_SPT_IDR_PC / SAP_OC_SPT_ADMINISTRATION_PC	
Administrator - Real Estate Management	SAP_BR_RE_ADMINISTRATOR	Administration - Real Estate	SAP_FIN_SPT_RE_ADMIN_PC	

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 activation. 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.

Caution

Update Behavior of Predelivered Demo Data

In non-productive environments (such as starter systems, sandbox systems, or partner demo systems), SAP initially deploys demo data for your selected scope. You can use this data to test and evaluate business processes.

In a customer system, you can receive new or updated demo data after initial activation with further scope enhancements, provided the existing demo data wasn't changed in an incompatible way. If activation errors occur due to incompatible changes in demo data, you're responsible for resolving them. If you don't resolve the errors within a specific time frame,

SAP reserves the right to deactivate demo data in your systems. In this case, you can continue by creating your own demo data. Alternatively, you can request that your systems be reprovisioned if you want to work with predelivered demo data again.

In partner systems, you can use the demo data deployed with the initial activation. No additional demo data will be deployed in the system with scope enhancements. You can only create additional demo data manually.

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

Data	Sample Value	Details	Comments
Company Code	1710		
Chart of Depreciation	1710		
Customer	17100001		
	17100002		
Cost Center		Any available cost center with company code relation, for example, 17101101	
Profit Center		Any available profit center, for example, YB600	
Functional Area		Any available functional location, for example, YB40	

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

MDS	Description
BND	Create Customer Master - MDS
BNH	Create Profit Center - MDS
BNM	Create Cost Center and Cost Center Group - MDS
7AD	Create Rental Object – MDS

2.4 Business Conditions

Before this scope item can be tested, the following business conditions must be met.

List conditions in the correct sequence. Specify the related scope item. The information is required to create the Test Cycle document which explains the dependencies between scope items and lists the requirements for testing a scope item.

Scope Item ID	Business Condition
<i>Lease-In Accounting – Group Ledger IFRS (21P)</i>	Lease-in contract with external party must exist. In the 21P scope item, a lease-in contract is created for the asset or property. For this contract, part of its asset or property is subleased to a third party by creating another lease out contract in the 2SA scope item.
<i>Accounting and Financial Close – Group Ledger IFRS (1GA)</i>	Technical constraint for CBC scoping purpose.
<i>Lease-Out for Sublease Accounting (2SB)</i>	Must be in scope as prerequisite.

2.5 Preliminary Steps

2.5.1 Default Value for Tax Rate per Contract Type

Purpose

For each contract type, you specify the tax group and tax type that are proposed by the system when a contract is created. For contract types that aren't relevant for tax (internal contracts, G/L account contracts), you can also specify that these contract types are treated as tax exempt.

If you set the *Tax Exempt* indicator, the tax type and tax group aren't entered during the processing of contracts with this contract type. In that case, leave the *Tax Type* and *Tax Group* fields blank in this view. Otherwise, the cash flow generation would incorrectly use the tax type and tax group entered here.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Access the SAP Fiori App	Open <i>Manage Your Solution</i> (F1241).		
3	Configure Your Solution	Choose <i>Configure Your Solution</i> .		
4	Enter Details	Make the following entries: <i>Application Area: Finance</i> <i>Sub Application Area: Contract and Lease Management</i> <i>Item Name: Accounting Integration</i>		
5	Configure	In the <i>Default Value for Tax Rate per Contract Type</i> row, choose <i>Configure</i> .		
6	Assign Tax Type and Tax Group	In the <i>Default Tax Group</i> column, verify or change your default tax group (for example, Y - FULL). Choose Save.		
 Note To change the Default Tax Group, choose the <i>Display/Edit</i> button, then select the magnifying glass in the field you wish to change.				

SAP Central Business Configuration:

Lease-Out for Sublease Accounting – Group Ledger (FRS (2SA_US)
Prerequisites

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the project experience in SAP Central Business Configuration.		
2	Open Default Value for Tax Rate per Contract Type	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Default Value for Tax Rate per Contract Type</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The <i>Change View "Default Values for Tax Type/Group"</i> ; <i>Overview</i> view is displayed.	
3	Assign Tax Type and Tax Group	In the <i>Default Tax Group</i> column, verify or change your default tax group (for example, Y-FULL). Choose <i>Save</i>.  Note To change the Default Tax Group, choose the <i>Display/Edit</i> button, then select the magnifying glass in the field you wish to change.		

2.5.2 Assign Tax Codes

Purpose

In this SSC-UI, you assign a tax code in your accounting system to the tax types and tax groups that you defined in Flexible Real Estate Management. The tax code is needed for calculating tax on sales/purchases. The tax code assignment is both country-dependent and time-dependent.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Open Manage Your Solution	Open <i>Manage Your Solution</i> .	The <i>Manage Your Solution</i> screen displays.	
3	Open Configure Your Solution	Choose <i>Configure Your Solution</i> .	The <i>Configure Your Solution</i> screen displays.	
4	Assign Tax Code	Set <i>Application Area to Finance</i> . Set <i>Sub Application Area to Contract and Lease Management</i> . Choose <i>Accounting Integration</i> . Choose <i>Configure in Assign Tax Codes</i> row. Enter a tax code if it is blank. Choose <i>Save</i> .	The tax code has been assigned to company code.	
 Note To change the Tax Code, choose the <i>Display/Edit</i> button, then select the magnifying glass in the cell you wish to change.				

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the project experience in SAP Central Business Configuration.		
2	Open Tax Code Assignment	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Tax Code Assignment</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
3	Assign Tax Code	Enter a tax code if it is blank. Choose <i>Save</i>. Note To change the Tax Code, choose the <i>Display/Edit</i> button, then select the magnifying glass in the cell you wish to change.	The tax code has been assigned to company code.	

2.5.3 Assign Tax Code (for FI Document)

Purpose

In this SSC-UI, you assign a tax code in your accounting system to the tax types and tax groups that you defined in Flexible Real Estate Management. The tax code is needed for calculating tax on sales/purchases. The tax code assignment is both country-dependent and time-dependent.

You have to make this assignment in order for FI documents to be read correctly in RE. This assignment is relevant, for example, for service charge settlement and input tax distribution.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Manage Your Solution	Open <i>Manage Your Solution</i> .	The <i>Manage Your Solution</i> screen displays.	
3	Configure Your Solution	Choose <i>Configure Your Solution</i> .	The <i>Configure Your Solution</i> screen displays.	
4	Assign Tax Type and Tax Group	Set <i>Application Area to Finance</i> . Set <i>Sub Application Area to Contract and Lease Management</i> . Choose <i>Accounting Integration</i> . Choose <i>Configure in Assign Tax Code (for FI Document)</i> row. Enter Tax Type and Tax Group if they are blank (for example, Y2 and Y-NONE). Choose <i>Save</i> .	The tax code has been assigned to the company code.	

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the project experience in SAP Central Business Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Open Assign Tax Code (for FI Document)	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Assign Tax Code (for FI Document)</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
3	Assign Tax Type and Tax Group	Enter Tax Type and Tax Group if they are blank (for example, Y2 and Y-NONE). Choose <i>Save</i>.	The tax code has been assigned to the company code.	

2.5.4 Prerequisites – Valuation Rule

Purpose

Rental and lease contracts can be valued according to different accounting principles. The accounting principles contain different rules regarding the way contracts are represented in accounting, and how the various contract conditions (periodic payments, one-time payments, service costs) are included in the valuation.

Multiple valuation rules are possible for each accounting principle. The valuation rules determine how the valuation for the respective accounting principle is calculated and to which ledgers or accounts the postings are made.

- Define how you want to model your valuation rules.
- Specify for which contract types the valuation rules are relevant.
- Define the company code in which valuation rules are to be applied.

You require separate valuation rules for vendor contracts (lease-in) and customer contracts (lease-out, including subletting).

If the accounting principle requires classification according to *finance lease* and *operating lease*, you need different valuation rules for these valuations.

If there is accounting principle not being used any more after ledger switch in General Ledger Accounting, the related valuation rule should be set as obsolete.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Open Manage Your Solution	Open <i>Manage Your Solution</i> .	The <i>Manage Your Solution</i> screen displays.	
3	Open Configure Your Solution	Choose <i>Configure Your Solution</i> .	The <i>Configure Your Solution</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Set Valuation Rule to Obsolete	Set <i>Application Area</i> to <i>Finance</i>. Set <i>Sub Application Area</i> to <i>Contract and Lease Management</i>. Choose <i>Contract Valuation</i>. Choose <i>Configure</i> in <i>Valuation Rule</i> row. Double-click the valuation rule whose assigned accounting principle is not used any more. Choose <i>Obsolete</i>. Choose <i>Save</i>. Note You may be prompted to enter a customizing request number. Select an existing customizing request or create a new one, then choose <i>Continue</i>.	The valuation rule has been set as obsolete.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Assign Ledger (Optional)	Enter the following field for the valuation rule whose assigned accounting principle is applied to multiple ledgers. Ledger: <Your Ledger>, for example, 0L Choose Save. Note You may be prompted to enter a customizing request number. Select an existing customizing request or create a new one, then choose <i>Continue</i>. Note You can check whether the accounting principle is assigned to more than one ledger via configuration activity: <i>Assign Accounting Principles to Ledgers and Company Codes (103556)</i>.	The ledger has been assigned to the valuation rule.	

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the project experience in SAP Central Business Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Open <i>Valuation Rule</i>	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Valuation Rule</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
3	Set Valuation Rule to Obsolete	Double-click the valuation rule whose assigned accounting principle is not used any more. Choose <i>Obsolete</i>. Choose <i>Save</i>.  Note You may be prompted to enter a customizing request number. Select an existing customizing request or create a new one, then choose <i>Continue</i>.	The valuation rule has been set as obsolete.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Assign Ledger (Optional)	Enter the following field for the valuation rule whose assigned accounting principle is applied to multiple ledgers. Ledger: <Your Ledger>, for example, 0L Choose Save. Note You may be prompted to enter a customizing request number. Select an existing customizing request or create a new one, then choose <i>Continue</i>. Note You can check whether the accounting principle is assigned to more than one ledger via configuration activity: <i>Assign Accounting Principles to Ledgers and Company Codes (103556)</i>.	The ledger has been assigned to the valuation rule.	

2.5.5 Enter Index Level

Purpose

In this configuration activity, you can create:

- Index class as the basis for further defining indexes for rent adjustments
- Index series used in your organization for rent adjustments, including index series with base year
- Index points for the index series

Lease-Out for Sublease Accounting – Group Ledger (FRS (2SA_US)

Prerequisites

Standard Settings

SAP supplies the index class 6 for real estate objects, and index class 5 for maintenance.

Activities

- 1. Check if you need to change the standard setting. The Real Estate component requires the following index classes:
 - An index class for rent adjustment with the following settings:
 - Details on indexing frequency (monthly: entry 2)
 - Details on base year
- 2. Index series
 - Per index class, maintain the required index series and, for index series with base year, the required base years for the respective index series.
- 3. Index data
 - Create the required index data for the index series. To do so, navigate over the required entry (index series with or without base year).

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Manage Your Solution	Open <i>Manage Your Solution</i> (F1241).		
3	Configure Your Solution	Choose <i>Configure Your Solution</i> .		
4	Enter Details	Make the following entries: <i>Application Area: Finance</i> <i>Sub Application Area: Contract and Lease Management</i> <i>Item Name: Recurring settings</i>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Configure	In the <i>Enter Index Levels</i> row, choose Configure .		
6	Search and Open Enter Index Levels	Select <i>Index classes</i> (for example, 6). In the <i>Dialog Structure</i> pane, double-click, <i>Index Series</i> and select an Index Series (for example S_US). Remain in the <i>Dialog Structure</i> pane and double-click <i>Base years for index series</i> and select a base year (if no data is displayed, choose <i>New Entries</i> to add a new base year.). Double-click <i>Index points for index series with base year</i>. Choose <i>New Entries</i>. Enter the <i>Year</i>, <i>Month</i>, <i>Day</i> and <i>Index</i>, then save your entries.	The Index points have been added.	
 Note The index points maintained here are related to the Index Adjustment section. Make sure the index points are maintained for the contract adjustment period and the next period so that adjustment can be calculated. For example, the contract start date is 01.11.2018 and there is no additional adjustment parameters are set, then index point must be maintained for 11. 2018 and 12. 2018.				

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the project experience in SAP Central Business Configuration.		
2	Open Enter Index Levels	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Enter Index Levels</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Search and Open Enter Index Levels	Select <i>Index Classes</i> (for example, 6). Double-click <i>Index Series</i> and select an Index Series (for example S_US). In the <i>Dialog Structure</i> pane, double-click <i>Base years for index series</i> and select a base year (choose <i>New Entries</i> to add a new base year if no data displayed). Double-click <i>Index points for index series with base year</i>. Choose <i>New Entries</i>. Enter the <i>Year, Month, Day</i> and <i>Index</i>, then save your entries. Note The index points maintained here are related to the Index Adjustment section. Make sure the index points are maintained for the contract adjustment period and the next period so that adjustment can be calculated. For example, the contract start date is 01.11.2018 and there is no additional adjustment parameters are set, then index point must be maintained for 11. 2018 and 12. 2018.	The Index points have been added.	

2.5.6 Maintain Residence Time

Purpose

Data archiving reduces the data volume in your production system by removing data that is no longer needed for current work, but must be available in case of inquiries.

Lease-Out for Sublease Accounting – Group Ledger (2SA_US)
Prerequisites

In this configuration activity, you specify the residence times (1 and 2) for the data to be archived per object type.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Open Manage Your Solution	Open <i>Manage Your Solution</i> .		
3	Open Configure Your Solution	Choose <i>Configure Your Solution</i> .		
4	Enter Details	Make the following entries: <i>Application Area: Finance</i> <i>Sub Application Area: Contract and Lease Management</i> <i>Item Name: General Settings</i>	The <i>General Settings</i> view displays.	
5	Configure	In the <i>Define Residence Times for Archiving</i> row, choose <i>Configure</i> .		
6	Search and Open Define Residence Times for Archiving	For the <i>REFX_CN</i> and <i>REFX_CNCF</i> rows, under <i>Residence time 1</i> and <i>Residence time 2</i> , enter a value represented in days (for example, 0). Choose <i>Save</i> .	The Residence Times have been added.	

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the project experience in SAP Central Business Configuration.		
2	Open Define Residence Times for Archiving	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Define Residence Times for Archiving</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
3	Search and Open Define Residence Times for Archiving	Enter a value for day(s) (for example, 0) for <i>Residence time 1</i> and <i>Residence time 2</i> for <i>Type: REF_X_CN</i>. Enter a value for day(s) (for example, 0) for <i>Residence time 1</i> and <i>Residence time 2</i> for <i>Type: REF_X_CNCF</i>. Choose <i>Save</i>.	The Residence Times have been added.	

2.5.7 Define Output Parameter Determination – Invoice

Purpose

In this activity, you define the output parameter determination for the invoice.

Prerequisites

Relevant output parameters have been configured in background system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the SAP Fiori launchpad as Administrator.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Output Parameter Determination</i> (APOC_WD_BRF_DEC_TAB_MAINTAIN).	The <i>Output Parameter Determination</i> screen displays.	
3	Show Rules	In the <i>Show Rules for</i> field, choose <i>RE Contract Invoice</i> on the drop down list.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Determination Step	Use the <i>Edit</i> button to update <i>Table Contents</i> fields. In the <i>Determination Step</i> field, use the drop-down menu to choose <i>Output Type</i>, maintain and activate the following column entries in the <i>Table Contents</i>. Output type: RE_CONTRACT_A520 (RE Contract Invoice) Dispatch Time: 1 (Immediately) Choose <i>Receiver</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>: Role: VW Exclusive Indicator: - (false) Choose <i>Channel</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> Channel: PRINT (Print) Exclusive Indicator: - (false) Choose <i>Print Settings</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>: Print Queue: DEFAULT Number of Copies: 1 Choose <i>Email Settings</i> in the <i>Determination Step</i> field, and maintain		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		the following column entries in the <i>Table Contents</i> :		
		Output type: RE_CONTRACT_A520 (RE Contract Invoice)		
		Email Template:		
		RE_CN_INVOICE_EMAIL		
		Choose <i>Form template</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> :		
		The first entry:		
		Output type: RE_CONTRACT_A520 (RE Contract Invoice)		
		Channel: PRINT (Print)		
		Sender Ctry/Reg.: US		
		Company Code: 1710		
		Form Template: RE_CN_INVOICE_DE		
		The second entry:		
		Output type: RE_CONTRACT_A520		
		Channel: EMAIL (Email)		
		Sender Ctry/Reg.: US		
		Company Code: 1710		
		Form Template: RE_CN_INVOICE_DE		
		Choose <i>Output Relevance</i> in the <i>Determination Step</i> field, and main-		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		tain the following entries in Table Contents :		
		Maintain the following entries in Table Contents .		
		Relevance Indicator : X (true)		

2.5.8 Define Output Parameter Determination – General Letter

Purpose

In this activity, you define the output parameter determination for the general letter.

Prerequisites

Relevant output parameters have been configured in background system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the SAP Fiori launchpad as Administrator.	The SAP Fiori launchpad displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Access the SAP Fiori App	Open <i>Output Parameter Determination</i> (APOC_WD_BRF_DEC_TAB_MAINTAIN).	The <i>Output Parameter Determination</i> screen displays.	
3	Choose Show Rules for	In the <i>Show Rules for</i> field, choose <i>RE Contract</i> from the drop-down list.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Choose the Determination Step	In the <i>Determination step</i> field, choose <i>Output type</i>, maintain and activate the following column entries in the <i>Table Contents</i>. <i>Output type</i>: RE_CONTRACT_A400 <i>Dispatch Time</i>: 1 (Immediately) Choose <i>Receiver</i> in the <i>Determination Step</i> column field, and maintain the following column entries in the <i>Table Contents</i>: <i>Role</i>: TR <i>Exclusive Indicator</i>: - (false) Choose <i>Channel</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>: <i>Channel</i>: PRINT (Print) <i>Exclusive Indicator</i>: - (false) Choose <i>Print Settings</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>: <i>Print Queue</i>: DEFAULT <i>Number of Copies</i>: 1 Choose <i>Form template</i> in the <i>Determination Step</i> field, and main-		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		tain the following column entries in the <i>Table Contents</i> :		
		<i>Form</i>		
		<i>Template</i> : RE_CN_GENERAL_LETTER		
		_DE		
		Choose <i>Output Relevance</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> :		
		<i>Relevance Indicator</i> : X (true)		

2.5.9 Define Question Catalogs

Purpose

In this configuration activity, you define the individual questions and assign them to various catalogs. You also specify the order of the questions in the respective catalog.

Questions: All relevant questions are defined here, irrespective of their relevance for a question catalog and the call sequence. Note the following logic:

- Questions that are answered with yes lead to the next question and finally to setting the required valuation rules.
- Questions that are answered with no lead to the questionnaire being exited. This means that no further valuation rule can be selected.

This means that you should choose the questions such that **yes** answers lead to leasing balancing (use of valuation rules) and **no** answers lead to handling without leasing balancing (use of object cash flow).

Question Catalog: This is where you define the required question catalogs.

Questions for Question Catalogs: Assign the questions defined under **Questions** to the individual question catalogs and specify the call sequence.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Open Manage Your Solution	Open <i>Manage Your Solution</i> (F1241) .		
3	Open Configure Your Solution	Choose <i>Configure Your Solution</i> .		
4	Enter Details	Make the following entries: <i>Application Area: Finance</i> <i>Sub Application Area: Contract and Lease Management</i> <i>Item Name: Contract Valuation</i>		
5	Configure	In the <i>Define Question Catalogs</i> row, choose <i>Configure</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Search and Open Define Question Catalogs	Choose <i>New Entries</i> . Make the following entries: <i>ID of Question: <Your question ID></i> <i>Question: <Your question></i> Choose <i>Save</i> . Choose <i>Question Catalog</i> . Choose <i>New Entries</i> . <i>ID Catalog: <Your ID catalog></i> <i>Catalog Name: <Your catalog name></i> Choose <i>Save</i> . Choose the entry, choose <i>Questions for Question Catalog</i> . Choose <i>New Entries</i> . <i>ID Catalog: <Your ID catalog></i> <i>ID of Question: <Your question ID></i> <i>Position: <Your position></i> Choose <i>Save</i> .	The <i>Catalog of Questions</i> have been added.	

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the project experience in SAP Central Business Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Open Define Question Catalogs	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Define Question Catalogs</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The <i>Document Types Purchase order Change</i> screen displays.	
3	Search and Open Define Question Catalogs	Choose <i>New Entries</i>. Make the following entries: <i>ID of Question: <Your question ID></i> <i>Question: <Your question></i> Choose <i>Save</i>. Choose <i>Question Catalog</i>. Choose <i>New Entries</i>. <i>ID Catalog: <Your ID catalog></i> <i>Catalog Name: <Your catalog name></i> Choose <i>Save</i>. Choose the entry, choose <i>Questions for Question Catalog</i>. Choose <i>New Entries</i>. <i>ID Catalog: <Your ID catalog></i> <i>ID of Question: <Your question ID></i> <i>Position: <Your position></i> Choose <i>Save</i>.	The <i>Catalog of Questions</i> have been added.	

2.5.10 Control Parameters Question Catalog

Purpose

In this configuration activity, you define the leasing questionnaires to be used in accordance with various control parameters.

You can filter the assignment of a questionnaire company code, contract type, and valuation object (including criteria for differentiation).

ID Catalog: In the *Define Question Catalogs* configuration activity, you define the possible question catalogs and their catalog IDs. This catalog ID is assigned in the control parameters.

Valuation Rule: The valuation rule assigned here defines the criteria or settings (for example, condition valuation groups, interest methods, valuation classification) that are used to calculate the informational net present value in questionnaires. This net present value is provisional information only and may change after completion of the questionnaire (for example, as a result of the condition classification being changed).

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	Access the SAP Fiori App	Open <i>Manage Your Solution</i> (F1241).		
3	Configure Your Solution	Choose <i>Configure Your Solution</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Enter Details	Make the following entries: <i>Application Area:</i> Finance <i>Sub Application Area:</i> Contract and Lease Management <i>Item Name:</i> Contract Valuation		
5	Configure	In the <i>Control Parameters Question Catalog</i> row, choose <i>Configure</i> .		
6	Search and Open Control Parameters Question Catalog	Choose <i>New Entries</i>. Make the following entries and choose <i>Save</i>: <i>Company Code:</i> <Your company code> <i>Type:</i> <Assignment object type> for example, J4 or J5 <i>DifCrt:</i> <Your Object Type>, for example: YC001 <i>CTyp:</i> <Your Contract Type> <i>Valuation Rule:</i> <Your Valuation Rule> <i>ID Catalog:</i> <Your Contract Type>, for example, 1	The control parameters for question catalog are added.	
SAP Central Business Configuration:				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the project experience in SAP Central Business Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Open Active Flexible Workflow	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Control Parameters Question Catalog</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
3	Search and Open Control Parameters Question Catalog	Choose <i>New Entries</i>. Make the following entries and choose <i>Save</i>: <i>Company Code</i>: <Your company code> <i>Type</i>: <Assignment object type> for example, J4 or J5 <i>DifCrt</i>: <Your Object Type>, for example: YC001 <i>CType</i>: <Your Contract Type> <i>Valuation Rule</i>: <Your Valuation Rule> <i>ID Catalog</i>: <Your Contract Type>, for example, 1	The control parameters for question catalog are added.	

2.5.11 Assign Account Symbol to Flow Type

Starting with the 2102 release, the account symbol for flow type FA00, FA10, FA20, FK00, FK10, FK20, OA00, OA10, OA20, OK00, OK10, IA00, IA10 and IA20, IK00, IK10 and IK20 is changed from Y-ASSETCLEARING (with assigned G/L account 16014000 - Technical Clrng Acct Integrated Asset Acquisition) to S-LEASERTMLGADJ (with assigned G/L account 71010300 - Loss from Asset Transactions (ROU)) for new customers. It has impact on RoU asset acquisition/reduction/early termination postings.

Since the 2105 release, the account symbol for flow type I940, I941, I945, I946, F940, F941, F945 and F946 for new customer is changed from S-D_CLEARING (with assigned G/L account 21320000 - Leasing Out Clearing) to S-LEASEETMLGADJ (with assigned G/L account 71010300 - Loss from Asset Transactions (ROU)) for new customers. It has impact on RoU asset retirement/subletting postings.

Since the 2105 release, the account symbols for flow type IL00, IL10, IL20, FL00, FL10 and FL20 are changed for new customer. Please refer to below table for detailed changes. It has impact on service charge postings.

Old Account Symbols	New Account Symbols
Y-LEASEEXPBULIN	S-SERTRABUILD
Y-LEASEEXPCOLI	S-SERTRACOMP
Y-LEASEEXPFFLIN	S-SERTRAFIXF
Y-LEASEEXPLALIN	S-SERTRALAND
Y-LEASEEXPMALIN	S-SERTRAMACH
Y-LEASEEXPPOFLIN	S-SERTRAOFFI
Y-LEASEEXPVELIN	S-SERTRAVEHI

Since the 2105 release, the debit account symbol for flow type I800 (assigned in condition type LG90) have been changed as per below table. This change will cause the G/L account change in valuation posting for condition type LG90.

Table 1:

Account Determination	Old Account Symbols	Old G/L Account	New Account Symbols	New G/L Account
YROUBU	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECBU	0064001100
YROUCO	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECCO	0064007100
YROUFF	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECFI	0064006100
YROULA	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECLA	0064000100
YROUMA	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECMA	0064002100
YROUOF	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECOF	0064005100
YROUVE	Y-ASSETCLEARING	0016014100	S-EXTRADEPRECVE	0064004100

Since the 2608 release, the account determinations for the advance payment (condition type OR50) and flat rate (condition type OR60) conditions have been updated as shown in the tables below. The existing account symbol Y-SERCHARINCRE has been replaced with the new symbol S-SERTRINCRE.

Table 2:

Account Determination	Old Credit Account Symbol	New Credit Account Symbol	Old G/L Account	New G/L Account
R505	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100
R506	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100
R605	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100
R606	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100

Table 3:

Account Determination	Old Credit Account Symbol	New Credit Account Symbol	Old G/L Account	New G/L Account
R507	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100
R607	Y-SERCHARINCRE	S-SERTRINCRE	70800100	70800100

The G/L account 21320000 has also been added to the Acct Valuation field for the account symbol Y-SERCHARINCRE in Replace Account Symbol (SSCU). As a result, the G/L account used in valuation posting would change for the affected condition types.

If you installed the leasing solution before the 2608 release and want to apply the update, make the required change using the relevant SSCUI.

2.5.12 Define Output Parameter Determination – Adjustment Letter

Purpose

In this activity, you define the output parameter determination for adjustment letters.

Prerequisites

Relevant output parameters are configured in the background system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log on to the SAP Fiori launchpad as Administrator.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Output Parameter Determination</i> (APOC_WD_BRF_DEC_TAB_MAINTAIN) .	The <i>Output Parameter Determination</i> screen displays.	
3	Choose Show Rules for	In the <i>Show Rules</i> for field, choose <i>RE Adjustment of Conditions</i> from the drop-down list.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Choose the Determination Step	In the <i>Determination Step</i> field, choose <i>Output Type</i>, maintain and activate the following column entries in the <i>Table Contents</i>: <i>Output Type</i>: ADJUSTMENT (Adjustment Result) <i>Dispatch Time</i>: 1 (Immediately) Choose <i>Receiver</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>: <i>Output Type</i>: ADJUSTMENT (Adjustment Result) <i>Role</i>: VW <i>Exclusive Indicator</i>: - (false) Choose <i>Channel</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i>. <i>Output Type</i>: ADJUSTMENT (Adjustment Result) <i>Channel</i>: PRINT (Print) <i>Exclusive Indicator</i>: - (false) <i>Output Type</i>: ADJUSTMENT (Adjustment Result) <i>Channel</i>: EMAIL (Email) <i>Exclusive Indicator</i>: - (false) Choose <i>Printer Settings</i> in the <i>Determination Step</i> field, and main-		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
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		tain the following column entries in the <i>Table Contents</i> :		
		<i>Output Type</i> : ADJUSTMENT (Adjustment Result)		
		<i>Print Queue</i> : DEFAULT		
		<i>Number of Copies</i> : 1		
		Choose <i>Email Settings</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> :		
		<i>Output Type</i> : ADJUSTMENT (Adjustment Result)		
		<i>Email Template</i> : RE_AJ_ADJUSTMENT_EMAIL		
		Choose <i>Form Template</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> :		
		<i>Output Type</i> : ADJUSTMENT (Adjustment Result)		
		<i>Form Template</i> : RE_CPOM_CN_ADJUSTMENT RESULT		
		Choose <i>Output Relevance</i> in the <i>Determination Step</i> field, and maintain the following column entries in the <i>Table Contents</i> :		
		<i>Output Type</i> : ADJUSTMENT (Adjustment Result)		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Relevance Indicator: X (true)				

2.5.13 Define Permitted Superordinate Architecture Object Types

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori launchpad displays.	
2	Manage Your Solution	Open <i>Manage Your Solution</i> .	The <i>Manage Your Solution</i> screen displays.	
3	Configure Your Solution	Choose <i>Configure Your Solution</i> .	The <i>Configure Your Solution</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Define Permitted Superordinate Architecture Object Types	Set <i>Application Area</i> to <i>Finance</i>. Set <i>Sub Application Area</i> to <i>Contract and Lease Management</i>. Choose <i>Architecture Objects</i>. Choose <i>Configure in Define Permitted Superordinate Architecture Object Types</i> row. Choose the <i>New Entry</i> button according to your needs. For example, select S2BU for <i>Architecture Object Type</i>, S1SI for <i>Architecture Parent Object Type</i>. Choose <i>Save</i>.	The new entry is saved.	
SAP Central Business Configuration:				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the project experience in SAP Central Business Configuration.		
2	Open Define Permitted Superordinate Architecture Object Types	Go to the <i>Business Processes Configuration</i> app and search for the following activity: <i>Define Permitted Superordinate Architecture Object Types</i>. Choose <i>Open Documentation</i> for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Define Permitted Superordinate Architecture Object Types	Choose the <i>New Entry</i> button according to your needs. For example, select S2BU for <i>Architecture Object Type</i>, S1SI for <i>Architecture Parent Object Type</i>. Choose <i>Save</i>.	The new entry is saved.	

3 Overview Table

This scope item consists of several process steps provided in the following tables.



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

You can find all other (searchable) apps not included on the homepage using the search bar ([2434549](#)).

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

Process Step	Business Roles	Transaction/App	Expected Results
Contract Management			
Create Contract [page 54]	Contract Specialist - Leasing	<i>Contract Management (F5273) ; Manage Contract (RECN)</i>	The contract is created. The system message confirms creation and displays the new contract number.
Contract Renewal			
Maintain Renewal Rule [page 70]	Contract Specialist - Leasing	<i>Contract Management (F5273) ; Manage Contract (RECN)</i>	Contract can be renewed.
Execute Renewal Option (Single Contract) [page 75]	Contract Specialist - Leasing	<i>Manage Contract Term (F6580) , Manage Contract (RECN)</i>	Existing contract can be renewed.
Reverse Renewal [page 78]	Contract Specialist - Leasing	<i>Manage Contract Term (F6580) , Manage Contract (RECN)</i>	The performed renewal can be reversed.
Execute Renewal Option (Multiple Contract) [page 80]	Contract Specialist - Leasing	<i>Renewal of Contracts - Information System (REISCNRN)</i>	Several contracts can be renewed at the same time.
Contract Notice			
Maintain Notice Rule [page 82]	Contract Specialist - Leasing	<i>Contract Management (F5273) , Manage Contract (RECN)</i>	Notice rule can be maintained.

Process Step	Business Roles	Transaction/App	Expected Results
Give Notice (Single Contract) [page 87]	Contract Specialist - Leasing	<i>Manage Contract Term (F6580) , Manage Contract (RECN)</i>	You can give notice to a contract.
Reverse Notice [page 91]	Contract Specialist - Leasing	<i>Manage Contract Term (F6580) , Manage Contract (RECN)</i>	Notice can be reversed.
Notice on Contracts [page 94]	Contract Specialist - Leasing	<i>Notice on Contracts - Information System (REISCNNT)</i>	You can give notification to your contract.
Reminder for Contracts			
Maintain Reminder Rule [page 96]	Contract Specialist - Leasing	<i>Contract Management (F5273) , Manage Contract (RECN)</i>	Reminder rule is maintained.
Process Reminder [page 98]	Contract Specialist - Leasing	<i>Contract Management (F5273) , Manage Contract (RECN)</i>	Reminder is processed.
Print General Correspondence [page 100]	Contract Specialist - Leasing	<i>Print: General Correspondence (RECPA400)</i>	General correspondence for existing contracts can be printed.
Reports Contract Management			
Contract and Lease Management Dashboard [page 102]	Contract Specialist - Leasing	<i>Contract and Lease Management Dashboard (F4555)</i>	You run a report of existing contracts.
Contracts - Information System [page 103]	Contract Specialist - Leasing	<i>Contracts - Information System (REISCN)</i>	You run a report of existing contracts.
Conditions for Contracts - Information System [page 104]	Contract Specialist - Leasing	<i>Conditions for Contracts - Information System (REISCDCN)</i>	You run a report of existing contracts.
Business Partners of Contracts - Information System [page 105]	Contract Specialist - Leasing	<i>Business Partners of Contracts - Information System (REISCNBP)</i>	You run a report of existing contracts.
Objects for Contracts - Information System [page 106]	Contract Specialist - Leasing	<i>Objects for Contracts - Information System (REISCN0A)</i>	You run a report of existing contracts.
Term of Contracts - Information System [page 107]	Contract Specialist - Leasing	<i>Term of Contracts - Information System (REISCNPE)</i>	You run a report of existing contracts.
Memos of Contract - Information System [page 108]	Contract Specialist - Leasing	<i>Memos of Contract - Information System (REISCNMEMO)</i>	You run a report of existing contracts.

Process Step	Business Roles	Transaction/App	Expected Results
Contract Change Documents - Information System [page 109]	Contract Specialist - Leasing	<i>Contract Change Documents - Information System (REISCHGDOCCN)</i>	You run a report of existing contracts.
Real Estate Contract Validity Report [page 111]	Contract Specialist - Leasing	<i>Real Estate Contract Validity Report (W0200)</i>	You run a report of existing contracts.
Real Estate Contract Object Assignment Report [page 112]	Contract Specialist - Leasing	<i>Real Estate Contract Object Assignment Report (W0201)</i>	You run a report of existing contracts.
Process Step	Business Roles	Transaction/App	Expected Results
Contract Valuation			
Maintain Valuation Rule [page 113]	Contract Valuation Specialist - Leasing	<i>Valuation Management (F6170)</i>	Existing contract valuation rule can be changed.
Valuation Cashflow			
Generate Valuation Cashflow (Single Contract) [page 118]	Contract Valuation Specialist - Leasing	<i>Valuation Management (F6170) . Manage Contract Valuation (RECECN)</i>	Contract valuation can be performed.
Reverse Valuation Step [page 119]	Contract Valuation Specialist - Leasing	<i>Reverse Valuation Steps (RECEPRRV)</i>	Performed contract valuation can be canceled.
Perform Contract Valuation - Mass Processing			
Perform Contract Valuation - Mass Processing (Simulation) [page 121]	Contract Valuation Specialist - Leasing	<i>Perform Contract Valuation - Background Job (F6277)</i>	Valuation generation is simulated.
Perform Contract Valuation - Mass Processing (Update Run) [page 123]	Contract Valuation Specialist - Leasing	<i>Perform Contract Valuation - Background Job (F6277)</i>	Valuation generation is executed.
Valuation Posting			
Periodic Valuation Posting			
Periodic Valuation Posting (Simulation) [page 125]	Contract Valuation Specialist - Leasing	<i>Periodic Valuation posting - Background job (F4608)</i>	Periodic valuation posting is simulated.
Periodic Valuation Posting (Update Run) [page 128]	Contract Valuation Specialist - Leasing	<i>Periodic Valuation posting - Background job (F4608)</i>	Periodic valuation posting is executed.

Process Step	Business Roles	Transaction/App	Expected Results
Reverse Valuation Posting			
Reverse Valuation Posting (Simulation) [page 131]	Contract Valuation Specialist - Leasing	<i>Reverse Valuation Posting - Background Job (F6276)</i>	Reversal of valuation posting is simulated.
Reverse Valuation Posting (Update Run) [page 133]	Contract Valuation Specialist - Leasing	<i>Reverse Valuation Posting - Background Job (F6276)</i>	Reversal of valuation posting is executed.
Reports Valuation Management			
Display Contract Valuation [page 135]	Contract Valuation Specialist - Leasing	<i>Display Contract Valuation (RECESH)</i>	You run a report of existing contracts.
Valuation Balance - Information System [page 136]	Contract Valuation Specialist - Leasing	<i>Valuation Balance - Information System (RECEISBALANCE)</i>	You run a report of existing contracts.
Valuation Rules - Information System [page 137]	Contract Valuation Specialist - Leasing	<i>Valuation Rules - Information System (RECEISRULECN)</i>	You run a report of existing contracts.
Condition Specific Valuation Rules for Contracts - Information System [page 138]	Contract Valuation Specialist - Leasing	<i>Condition specific valuation rules for Contracts - Information System (RECEISCONDRULECN)</i>	You run a report of existing contracts.
Assets for Contracts - Information System [page 140]	Contract Valuation Specialist - Leasing	<i>Assets for Contracts - Information System (RECEISASSETCN)</i>	You run a report of existing contracts.
Documents for Contracts [page 141]	Contract Valuation Specialist - Leasing	<i>Documents for Contracts - Information System (REISREDOCCN)</i>	You run a report of existing contracts.
Process Step	Business Roles	Transaction/App	Expected Results
Accounting			
Periodic Posting			
Periodic Posting - Simulation [page 142]	Accounts Payable Accountant - Leasing	<i>Periodic Posting - Background Job (F4607)</i>	Period posting is simulated.
Periodic Posting - Update Run [page 145]	Accounts Payable Accountant - Leasing	<i>Periodic Posting - Background Job (F4607)</i>	Period posting is executed.
Reverse Contract Postings			

Process Step	Business Roles	Transaction/App	Expected Results
Reverse Contract Postings - Simulation [page 148]	Accounts Payable Accountant - Leasing	<i>Reverse Contract Postings - Background Job (F6275)</i>	Reversal of contract posting is simulated.
Reverse Contract Postings - Update Run [page 151]	Accounts Payable Accountant - Leasing	<i>Reverse Contract Postings - Background Job (F6275)</i>	Reversal of contract posting is executed.
Invoicing			
Create Invoice			
Schedule Invoice Creation - Simulation [page 153]	Accounts Receivable Accountant - Leasing	<i>Schedule Invoice Creation - Background Job (F7931)</i>	Invoice creation is simulated.
Schedule Invoice Creation - Update Run [page 156]	Accounts Receivable Accountant - Leasing	<i>Schedule Invoice Creation - Background Job (F7931)</i>	Invoice creation is executed.
Reverse Invoice [page 163]	Accounts Receivable Accountant - Leasing	<i>Reverse Invoices (RERAIVRV)</i>	Created invoice is reversed.
Schedule Invoice Output Requests [page 159]	Accounts Receivable Accountant - Leasing	<i>Schedule Invoice Output Request (F7932)</i>	Invoice is printed.
Manage Invoice Output [page 161]	Accounts Receivable Accountant - Leasing	<i>Manage Real Estate Output Requests (F7482)</i>	You can manage the output of your invoice.
Reverse Invoice [page 163]	Accounts Receivable Accountant - Leasing	<i>Reverse Invoices (RERAIVRV)</i>	You can reverse an invoice for existing and already posted contracts.
Reports Accounting			
Contract and Lease Cashflow Dashboard [page 165]	Accounts Payable Accountant - Leasing	<i>Contract and Lease Cashflow Dashboard (F5379)</i>	You run a report of existing contracts.
General Real Estate Posting Log [page 166]	Contract Valuation Specialist - Leasing or Accounts Payable Accountant - Leasing	<i>General Real Estate Posting Log (RERAPL)</i>	You review the general posting for contracts.
Item Overview - Information System [page 167]	Accounts Payable Accountant - Leasing	<i>Item Overview - Information System (REISRADOCITEM)</i>	You run a report of existing contracts.
Contract Cashflow Report [page 169]	Accounts Payable Accountant - Leasing	<i>Contract Cashflow Report (F5363)</i>	You run a report of existing contracts.
Conditions for Contracts - Information System [page 170]	Contract Specialist - Leasing	<i>Conditions for Contracts - Information System (REISCDCN)</i>	You run a report of existing contracts.

Process Step	Business Roles	Transaction/App	Expected Results
Periodic Posting: Previous Period Comparison [page 171]	Accounts Payable Accountant - Leasing	Periodic Posting: Previous Period Comparison (RERAPCMP)	You run a report of existing contracts.
Process Step	Business Roles	Transaction/App	Expected Results
Adjustment			
Maintain Adjustment Rule [page 175]	Contract Specialist - Leasing	Manage Contract (RECN)	Condition of an existing contract can be adjusted.
Create Adjustment [page 179]	Contract Specialist - Leasing	Specify Adjustments (REAJPR)	Condition of an existing contract can be adjusted.
Modify and Activate Adjustment (Optional) [page 181]	Contract Specialist - Leasing	Continue Adjustment (REAJCH)	Adjustment of contracts can be modified.
Display Adjustment [page 183]	Contract Specialist - Leasing	Display Adjustments (REAJSH)	Adjustment of contracts can be displayed.
Create Adjustment Letter [page 184]	Contract Specialist - Leasing	Create Adjustment Letter (F7435)	Adjustment letter can be created.
Manage Adjustment Letter Output [page 187]	Contract Specialist - Leasing	Manage Real Estate Output Requests (F7482)	Condition of an existing contract can be adjusted.
Reports Adjustment			
Adjustments on Contracts [page 189]	Contract Specialist - Leasing	Adjustments on Contracts (REAJAHCN)	Condition of an existing contract can be adjusted.
Cond./Adjustment Rule - Information System [page 190]	Contract Specialist - Leasing	Cond./Adjustment Rule - Information System (REISDCNAJ)	You run a report of existing contracts.
Process Step	Business Roles	Transaction/App	Expected Results
Technical Transactions			
Analyze Logs [page 191]	Administrator - Leasing	Analyze Logs (RECALA)	Logs are analyzed.
Update Objects in Worklist - Background Job [page 192]	Administrator - Leasing	Update Objects in Worklist - Background job (F5969)	Update objects in worklist is simulated.
Check Contracts - Background Job [page 194]	Administrator - Leasing	Check Contracts - Background job (F5968)	Update objects in worklist is executed.

Process Step	Business Roles	Transaction/App	Expected Results
Cash Flow Update for Contracts [page 196]	Administrator - Leasing	<i>Cash Flow Update for Contract (RECDCGOL)</i>	Cash flow of existing contracts can be updated.
Generate Reminder Dates for Contracts [page 198]	Administrator - Leasing	<i>Generate Dates for Contracts (RECARSGENCN)</i>	General reminder item of the new year is displayed.
Schedule Generic Rental Object Checks [page 200]	Administrator - Real Estate Management or Administrator - Leasing	<i>Schedule Generic Rental Object Check - Background Job (F7963)</i>	Generic rental object can be checked.
Process Step	Business Roles	Transaction/App	Expected Results
Archive Contracts [page 203]	Contract Specialist - Leasing	<i>Manage Contract (REC�)</i>	Existing contract is archived.

4 Test Procedures

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

4.1 Contract Management

4.1.1 Create Contract

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can create a new contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1: Contract Management Fiori App (F5273)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract Management</i> (F5273).	The <i>Contract Management</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create a New Contract	Choose Create. Make the following entries. <i>Contract Name:</i> <Your contract name> <i>Contract Type:</i> <Lease out contract> Note Choose the contract type dependent of the underlining Asset: - Lease Out Real Estate (for Land and building) - Lease Out Others (for Cars, Machine, IT, Equipment, etc) <i>Company Code:</i> 1710 Go to <i>General Information</i> and make the following entries. <i>Main Contract Company Code:</i> <Your main contract company code> <i>Main Contract:</i> <Your company code and lease in contract number created in scope item 21P> <i>Contract Currency:</i> USD Note The company code currency is defaulted here. It's allowed to be changed to a different currency. <i>Valuation Relevance:</i> Leasing Valuation Go to <i>Dates</i> and make the following entries: <i>Contract Start Date:</i> <Your contract start date> <i>First Contract End:</i> <Your contract end date> Choose <i>Create</i>.	Data is validated. Contract is created. The <i>Contract Management</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Assign New Partners	Choose <i>Edit</i>. In the <i>Partner Assignment</i> area, select <i>Create</i>. On the <i>New: Partner Assignment</i> screen, fill in the required fields: <i>Business Partner: <Business Partner number> (for example, 17100001)</i> <i>Business Partner Role: Customer (Fin.Accounting)</i> Then choose <i>Apply</i>.	Partner assigned.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Insert Object Assignment	In the <i>Object Assignment</i> area, choose <i>Create</i>. On the <i>New: Object Assignment</i> screen, fill in the required fields. Option 1: <i>Object Type of Assigned Object: Contract Object (J4)</i> <i>Contract Object Number: <Your contract object number></i> <i>Contract Object: <Your description of the contract object> (for example, COB)</i> <i>Object Type: <Select a contract object type></i> Note Choose object type in accordance with the Contract Type you selected. For Lease Out Real Estate contract type, use the following objects: • Land/Property • Building • Location/Site • Floor • Room For Lease Out Other contract type, use the following objects: • DP/Hardware • Fixtures Fittings • Machinery • Vehicles • Building Equipment • Office Equipment <i>Object Type of Accounting Object: <Select cost center></i> <i>Accounting Object ID: <Select the object items you want to use></i> <i>Validity Start Date: <the object start date></i>	Object assigned.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Option 2: <i>Object Type of Assigned Object: Gen. Rental Obj (J7) (for details, see 7AD Create Rental Object – MDS-MDS)</i> Then choose <i>Apply</i> .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Insert Posting Parameter	Choose the <i>Posting Parameter</i> tab. In the <i>Posting Rule</i> area, change the existing posting term and input the following entries: Note If a foreign currency is used in <i>Contract Currency</i> under the <i>General Data</i> tab or in <i>Currency</i> under the <i>Conditions</i> tab, select a currency translation rule in the field below. <i>Currency Translation Rule: <Select a rule></i> <i>Tax Type: <Your default tax type></i>, for example, Y2 <i>Tax Group: <Your default tax group></i>, for example, Full Tax Rate <i>Tax Jurisdiction: <Select a Tax Jurisdiction code> (for example, NY000000000)</i> Additional Posting Term can be created. But tax jurisdiction code must be maintained in all Posting Terms. Choose <i>Apply</i>. Note Default tax group can be set by configuration step <i>Default Value for Tax Rate per Contract Type</i> as described in chapter <i>Default Value for Tax Rate per Contract Type</i> [page 8]. In the <i>Rhythm Rule</i> area, change the existing rhythm term and input the needed entries: <i>Name of Term: <Name of term></i> <i>Frequency: <Your frequency></i>, for example, 1 <i>Frequency Unit: <Your frequency></i>, for example, Months <i>Start of Frequency: <start of frequency></i>, for example, Start of Calendar Year <i>Amount Reference: <Your condition amount reference></i>, for example, Cyclical Amount <i>Payment Form: <Your payment form></i>, for example, In Advance	Data is validated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Pro Rata:</i> <Your Pro Rata Method>, for example, Contract or Rental Object Start and End, Pro rata <i>Calculation Method:</i> <Your calculation method for time-dependent periods>, for example, 30 Days for Every Month Choose <i>Apply</i>. In the <i>Organizational Assignment Rule</i> area, change the existing organizational assignment rule and input the following entries: <i>Profit Center:</i> <Select a profit center>, for example, YB600 <i>Functional Area:</i> <Select a functional area>, for example, YB40 Choose <i>Apply</i>. 🔔 Note Profit Center is derived from leading cost object, and assigned to the usable object. Maintaining a different profit center will lead to an error in valuation.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	Insert Contract Conditions	Choose the <i>Condition</i> tab. In the <i>Conditions</i> area, select <i>Create</i>. On the <i>New: Condition</i> screen, fill in the required fields and <i>Create</i>. <i>Obj. Identification</i>: <Your contract object> <i>Condition Type</i>: <Select your condition type> <i>External Condition Purpose</i>: <Select your condition purpose> for example, Actual Rent <i>Unit Price</i>: <Insert a unit price> <i>Condition Currency</i>: <Select your Currency> <i>Validity Start Date</i>: <Select a start date> <i>Validity End Date</i>: <Select an end date> <i>Posting Term</i>: <As defaulted> <i>Rhythm Term</i>: <As defaulted> <i>Organizational Term</i>: <As defaulted> <i>Calculation Formula</i>: <Select a formula> <i>Distribution Formula</i>: <Leave it blank> Then choose <i>Apply</i>. In the <i>Conditions</i> area, select <i>Create</i>. On the <i>New: Condition</i> screen, fill in the required fields and choose <i>Create</i>. <i>Obj. Identification</i>: <Your contract object> <i>Condition Type</i>: <Select your condition type> <i>External Condition Purpose</i>: <Select your condition purpose> for example, Statistical (VI) <i>Unit Price</i>: <Input the tax amount needed> <i>Condition Currency</i>: <Select your Currency> <i>Validity Start Date</i>: <Select a start date>	Data is validated. Cash flow is simulated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Validity End Date: <Select an end date> Calculation Formula: <Select a formula> Distribution Formula: <Leave it blank> Choose Save.				
8	Activate Contract	Select <i>Activate Contract</i> .	Contract is activated.	
Option 2: Manage Contract Web Gui App (REC�)				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log on	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC�)</i> .	The <i>Contract</i> screen displays.	
3	Create Contract	Make the following entries and choose <i>Create Object</i> . Contract Type: <Lease out contract type> For example, Lease Out Other Company Code: 1710	Data is validated, next screen <i>General Data</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Insert General Data	In <i>General Data</i>, make the following entries: <i>Contract Name</i>: <Your contract name> <i>Main Contract</i>: <Your company code and lease in contract number created in scope item 21P> <i>Contract Currency</i>: USD (As defaulted) <i>Valuation Relevance</i>: Leasing Valuation  Note If you also use IFRS, please refer to 2SA <i>Lease-Out for Sublease Accounting – Group Ledger IFRS</i>, chapter Create Contract for further guidance.	Data is validated.	
5	Assign New Partner	Choose <i>Partners</i>. Choose <i>Assign New Partner</i>. Choose <i>Customer (Fin.Accounting)</i>. Make the following entries and choose <i>Continue</i>. <i>Business Partner</i>: 171000001 Select the <i>BP Role</i>.	The Business Partner has been assigned.	
6	Insert Term	Choose <i>Term</i>. Make the following entries and choose <i>Enter</i>: <i>Contract start date</i>: <Your contract start date> <i>1st Contract end date</i>: <Your contract end date>	The <i>Correct Cash Flow From</i> view displays.	
7	Continue	Choose <i>Continue</i> .	The cash flow from data is filled. The Term has been created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	Insert Contract Objects	Choose <i>Objects</i>. Choose <i>Assign</i> to link a contract object to the contract, then choose <i>Condition</i>. Option 1: <i>Contract Object</i>: <Contract object designation> For example, COB <i>Object Type</i>: <Contract object type>  Note Choose object type in accordance with the Contract Type you selected. For Lease Out Real Estate contract type, use the following objects: • Land/Property • Building • Location/Site • Floor • Room For Lease Out Other contract type, use the following objects: • DP/Hardware • Fixtures Fittings • Machinery • Vehicles • Building Equipment • Office Equipment <i>Account assignment</i>: <Select a cost center for an account assignment> for example, CTR A000/17101101	Data is validated. The <i>Condition</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Option 2: Select GRO Gen. Rental Obj and choose <i>OK</i>. For details, see 7AD Create Rental Object – MDS-MDS.  Note Choose on the following dependent of the underlying rentable object: • Rentable Object with portfolio structure • Rentable Object without portfolio structure <i>Object Type of Assigned Object: J7</i> (for details, see 7AD)		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
9	Insert Contract Conditions	Choose <i>Conditions</i>. Choose <i>Insert Condition(s)</i> to select the <i>Condition Type</i> of your contract. For each condition make the following entries: <i>Unit Price</i>: <Your unit price of the condition> <i>Currency</i>: <your contract currency> Note The currency in <i>Contract Currency</i> of tab <i>General Data</i> is defaulted here. It is allowed to be changed to a different currency. Under <i>Terms</i>, choose <i>Display or Change Term</i> for <i>Posting</i>. Note If a foreign currency is used in Contract Currency in tab <i>General Data</i> or in <i>Currency</i> of tab <i>Condition</i>, select a currency translation rule in below field. <i>CrcyTrRule</i>: <Select a rule> <i>Tax Group</i>: <your default tax group>, for example, Y-FULL Note Default tax group can be set by configuration step <i>Default Value for Tax Rate per Contract Type</i> as described in chapter <i>Default Value for Tax Rate per Contract Type</i> [page 8].	Data is validated. Cash flow can be simulated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Tax Jurisdiction code:</i> <Select a Tax Jurisdiction code> (for example, NY00000000) Note Additional Posting Term can be created. But tax jurisdiction code must be maintained in all Posting Terms. Choose <i>Continue</i>. Under <i>Terms</i>, choose <i>Display or Change Term</i> for <i>Organization Assignment</i> and enter the following data: <i>Profit Center:</i> <Select a profit center> for example, YB600 <i>Functional Area:</i> <Select a functional area> for example, YB40 Note The Profit Center and Functional Area entered here should be matched with the values in cost center master data, which is entered in <i>Account Assignment</i> of tab <i>Objects</i> in the contract. Choose <i>Continue</i>. Choose <i>Memo</i>. Input your memo. Note In order to display memo in report <i>Memos of Contract - Information System</i>, memo should be entered here or in tab <i>Term, Objects</i>,		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Conditions or Valuation Parameters</i> in contract. Choose <i>Simulate</i> to simulate the cash flow. Choose <i>Back to Conditions</i>. Note Ensure that the contract type, object type, and condition type are matched. For example, if the contract type is Lease out Real Estate, the condition type should be YCO01 Land/Property or YCO02 Building, and the condition type should be RE land or RE building related. Note When tax group Y-FULL and taxable jurisdiction code is selected, a statistical condition with the tax amount with the same condition type has to be created: Simulate the cash flow to get the amount of tax. Choose <i>Insert Condition(s)</i> to select the Condition Type of your contract. Condition purpose: <Statistical> Unit price: <Amount of tax, which is from the origin condition>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
10	Insert Critical Dates and Reminders for Contract	Choose <i>Resubmission</i>. Choose <i>Create reminder rule</i> to create a reminder rule for your contract. Select the one reminder rule type (for example, <i>Before End of Term</i>). For each reminder rule, make the following entries: <i>Reminder Rule: <Select a reminder rule></i> <i>Resubmission Reason: <Select a reason></i> Then choose <i>Save</i> and go to the next screen.	The reminder rule is generated. The contract is saved and the number of the new contract is released.	
11	Activate Contract	Choose <i>Activate</i>. Choose <i>Yes</i>.	A message to execute the activation is shown. The contract is activated.	

4.1.2 Contract Renewal

4.1.2.1 Maintain Renewal Rule

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:		Duration:

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you can renew an existing contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1: Contract Management Fiori App (F5273)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract Management</i> (F5273).	The <i>Contract Management</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose Go: <i>Company Code: 1710</i> <i>Contract: <Your contract></i> Choose the line of the contract to expand it.	Contract is in edit mode.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Insert Renewal	 Note Before you make any change, please make sure the contract is already activated. Choose <i>Edit</i>. Choose <i>Term Rule</i>. In the <i>Renewal Rules</i> area, choose <i>Create</i>, then make the following entries: <i>Name of Term</i>: <Input the name> <i>Renewal Type</i>: Individual Renewal Rule <i>Automatic Renewal Type</i>: for example, One or More Repetitions <i>Sequence</i>: <Your renewal sequence>, for example, 1 <i>Option/Automatic</i>: <Choose either Option or Automatic according to your needs> <i>Number of Renewals</i>: <Your renewals number>, for example, 1 <i>Renewed Years</i>: <Your renewal years>, for example, 3 <i>Rounding of Renewal</i>: Month-End Choose <i>Apply</i>.	Data is validated.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

Option 2: Manage Contract Web Gui App (RECN)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract</i> (RECN).	The <i>Contract</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Data is validated. Next screen <i>General Data</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Insert Renewal	 Note Before you make any change, please make sure the contract is already activated. Choose <i>Term</i>. Choose <i>Create Term</i>, then choose <i>Renewal</i>. Make the following entries: <i>Renewal Type</i>: Individual Renewal Rule and choose <i>Append Row</i>. <i>Option/Automatic</i>: <Choose either Option or Automatic according to your needs> <i>Seq</i>: <Your renewal sequence>, for example, 1 <i>Number</i>: <Your renewals number>, for example, 1 <i>RnwYrs</i>: <Your renewal years>, for example, 3 <i>NtfY</i>: <Your notification years>, for example, 1 Choose <i>Save</i>. Choose <i>Back</i>.	Data is validated.	

4.1.2.2 Execute Renewal Option (Single Contract)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can renew an existing contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1: Manage Contract Term (F6580)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract Term</i> (F6580).	The <i>Manage Contract Term</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Real Estate Contract	Make the following entries and choose Go: <i>Company Code: 1710</i> <i>Contract: <Your contract></i> Choose the line of the contract to expand it.	Contract is in display mode.	
4	Perform Renewal	 Note Please make sure the contract is already activated and in display mode. Choose <i>Renewal</i>. Select the renewal option and choose <i>Perform Renewal</i>. In the <i>Perform Renewal</i> dialog box, make the following entries:  Note Automatic renewal does not require either approval or activation. Only Option renewal requires. <i>Approved/Rejected: Approved</i> <i>Decided On: <Enter the date></i> <i>Renewal Active: <Select></i> Choose <i>Perform Renewal</i>. Choose <i>Back</i>.	Data is validated.	

Option 2: Manage Contract Web Gui App (RECN)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC)</i> .	The <i>Contract</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Perform Renewal	 Note Before you make any change, please make sure the contract is already activated.  Note Automatic renewal does not require either approval or activation. Only Option renewal requires. Choose <i>Term</i>. In the <i>Overview</i> section of tab <i>Term</i>, make sure the <i>Renewal term category</i> entry is selected. Choose <i>Renew Contract</i>. Choose <i>Approve and Activate</i>.	The contract is renewed.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.1.2.3 Reverse Renewal

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can renew an existing contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1: Manage Contract Term (F6580)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract Term</i> (F6580).	The <i>Manage Contract Term</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Real Estate Contract	Make the following entries. <i>Company Code: 1710</i> <i>Contract: <Your contract></i> Choose <i>Go</i> and choose the line of the contract to expand it.	The <i>Contract Management</i> view displays.	
4	Perform Renewal	 Note Please make sure the contract is already performed and in display mode. Choose <i>Renewal</i>. Select the renewals option and <i>Reverse Renewal</i>.  Note Automatic renewal does not require either performance or reversal. Only Option renewal requires.	The performed renewal is reversed.	
Option 2: Manage Contract Web Gui App (REC�)				
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC�)</i> .	The <i>Contract</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Real Estate Contract	Make the following entries and choose <i>Change Object</i>: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract>	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Reverse Renewal	 Note Before you make any change, please make sure the contract is already activated and has active renewals. Choose <i>Term</i>. Select the entry with <i>Renewal</i> category by double-clicking it. Then choose <i>Renew Contract</i> on the <i>Renewal</i> tab. Choose <i>Reverse Renewal</i> on the next screen. <i>Approved/Rejected</i>: <blank> <i>Decided On</i>: <blank> The performed renewal is reversed.		
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.1.2.4 Execute Renewal Option (Multiple Contract)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can renew several existing contracts at the same time as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Renewal of Contracts - Information System</i> (REISCNRN).		
3	Real Estate Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts>	Data is validated, and next screen <i>General Data</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Information System: Renewal of Contracts - Approve and Activate Contracts	Mass select the contracts which you would like to active together, then choose <i>Approve and Activate</i> .  Note The Renewal active must be ticked for the contracts you selected. Then save.	Renewal of contracts are approved and activated.	
5	Information System: Renewal of Contracts - Reverse contracts	Mass select the contracts which you would like to reverse renewal together, then choose <i>Reverse Renewal</i> .  Note The Renewal active must be blank for the contracts you selected.	Renewal of contracts are reversed.	

4.1.3 Contract Notice

4.1.3.1 Maintain Notice Rule

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:		Duration:

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Purpose

In this activity, you can maintain notice rule for your contract objects.

Procedure

Option 1: Contract Management Fiori App (F5273)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract Management</i> (F5273).	The <i>Contract Management</i> screen displays.	
3	Process Contract	Make the following entries and choose Go: <i>Company Code: 1710</i> <i>Contract: <Your contract></i> Click on the line of the contract to expand it.	Data is validated, and next screen <i>Contract Management</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Maintain Notice Rule	Choose <i>Edit</i>. Choose <i>Term Rule</i>. In the <i>Notice Rule</i> area, expand the existing notice rule and make the following entries: <i>Notice Type</i>: Individual Notice Procedure Choose <i>Create</i> for <i>Period Rule</i>, then make the following entries: Option 1: <i>Notice Rule Name</i> : <Your notice rule name> <i>Notice Type</i>: Individual Period Regulation <i>Party Giving Notice</i>: Both <i>Notice Per</i>: End of the Month Option 2: <i>Notice Rule Name</i> : <Your notice rule name> <i>Notice Type</i>: Individual Deadline Regulation <i>Party Giving Notice</i>: Both <i>Notice Month</i>: <Your notice month> <i>Notice Date</i>: <Your notice date> <i>Received in Month</i>: <Your notice month>	Data is validated. The notice rule is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Received on Day: <Your notice date> Grace Period in Calendar/Business Days: <Your Grace Period in Calendar/Business Days> Calendar for Receipt Calculation: <Your Calendar for Receipt Calculation> Choose Apply twice.				
5	Save Contract	Choose Save.	Data is validated.	
Option 2: Manage Contract Web Gui App (REC�)				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC�)</i> .	The <i>Contract</i> screen displays.	
3	Process Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Data is validated, and next screen <i>General Data</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Maintain Notice Rule	Choose <i>Term</i>. Choose the line of notice, and make the following entries: <i>Notice Type</i>: Individual Notice Procedure Choose <i>Create Notice Rule</i>, then choose <i>Individual Period Regulation</i>. Make the following entries: Option 1: <i>Party Giving Notice</i>: Both <i>Notice Per</i>: End of Month Option 2: <i>Notice Type</i>: Individual Deadline Regulation <i>Notice Rule Name</i> :: <Your notice rule name> <i>Party Giving Notice</i>: Both Choose <i>Expert Mode</i>. Choose <i>Append Row</i>. <i>NtMo</i>: <Your notice month> <i>NDay</i>: <Your notice date> <i>RMo</i>: <Your notice month> <i>RDay</i>: <Your notice date> <i>C/B</i>: <Your Grace Period in Calendar/Business Days>	Data is validated. The notice rule is added.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Save Contract	Cal: <Your Calendar for Receipt Calculation>		
		Choose <i>Simulate</i> to go to the next screen.		
		Choose <i>Close</i> to close <i>Simulate Notice</i> .		
		Choose <i>Continue</i> .		
		Choose <i>Save</i> .	Data is validated.	

4.1.3.2 Give Notice (Single Contract)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can give notice for a contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1: Manage Contract Term Fiori App (F6580)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract Term</i> (F6580).	The <i>Manage Contract Terms</i> screen displays.	
3	Process Contract	Note Before you make any change, please make sure the contract is already activated. Make the following entries and choose Go: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract> Click on the line of the contract to expand it.	Data is validated, and next screen <i>Manage Contract Term</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Add and Activate Notice	Choose <i>Edit</i>. Choose <i>Notice</i>. In the <i>Notices</i> area, choose <i>Create</i> and make the following entries: <i>Subject of Notice</i>: Give Notice on Contract <i>Notice Given By</i>: Contractee <i>Notice Per</i>: <End of the month> <i>Reason for Notice</i>: <Select the reason> Choose <i>Apply</i>. Choose <i>Save</i>. In display mode, select the created entry of notice and choose <i>Activate Notice</i>. Note The date of <i>Notice per</i> must be between contract start and contract end. Note Once the notice is given, the system status <i>CANC</i> is activated.	Data is validated. The notice is activated.	

Option 2: Manage Contract Web Gui App (REC/N)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (RECN)</i> .	The <i>Contract</i> screen displays.	
3	Process Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract></i>	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Add Notice on Objects	Choose <i>Term</i> . Choose the line of notice, then choose <i>Give Notice</i> . Choose <i>Create Notice</i> , then choose <i>Give Notice on Contract</i> . <i>Reason for Notice: 90</i> Choose <i>Activate Selected Notice</i> to close activate notice. Choose <i>Save</i> .	Data is validated. The notice is activated.	
Note The date of <i>Notice per</i> must be between contract start and contract end.				
Note Once the notice is given, the system status <i>CANC</i> is activated.				
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.1.3.3 Reverse Notice

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can reverse a notice given for your contract objects.
When reversing the notice for a contract, the notice must be given.

Option 1: Manage Contract Term Fiori App (F6580)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract Term</i> (F6580).	The <i>Manage Contract Term</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Process Contract	 Note Before you make any change, please make sure the notice has been given. Make the following entries and choose Go: Company Code: 1710 Contract: <Your contract> Click on the line of the contract to expand it.	Data is validated, and next screen General Data screen is displayed.	
4	Deactivate Notice	Choose Notice and select the entry of notice. Choose Deactivate Notice to close activate notice.  Note Once the given notice is reversed, system status CANC is removed from the contract and the contract is activated again.	The notice is deactivated.	
5	Delete Notice	Choose Edit. Select the entry of notice and choose Delete. Choose Save.	The notice is deleted.	

Option 2: Manage Contract Web Gui App (REC�)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC)</i> .	The <i>Contract</i> screen displays.	
3	Process Contract	Make the following entries and choose <i>Change Object</i>: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract> Choose <i>Yes</i> for the message: System status CANCE is active, Perform the activity anyway? on the screen <i>RE: Change object</i>.	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Reverse Notice	Choose the <i>Term</i> tab. Select the row for notice, then choose <i>Give Notice</i>. Choose <i>Yes</i> for the message: System status CANCE is active, Perform the activity anyway? on the screen <i>RE: Change object</i>. Choose <i>Reverse Selected Notice</i> to reverse notice.	Data is validated. The Notice is reversed.	
 Note Once the given notice is reversed, system status <i>CANCE</i> is removed from the contract and the contract is activated again.				

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Save Contract	Choose Save .	Data is validated.	

4.1.3.4 Notice on Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can give a notification to your contracts.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open Notice on Contracts - Information System (REISCNNT) .	The Information System: Giving Notice on Contracts screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Activate Notice or Reverse Notice	Make the following entries. <i>Company Code:</i> 1710 <i>Contract:</i> <Your contracts> Option 1: <i>Contracts with Notice:</i> <Select> <i>Notice Active:</i> <Selected as defaulted> <i>Notice Inactive:</i> <Selected as defaulted> Choose <i>Execute</i>. Your contracts which are notice given can be displayed. Then you can activate the given notice by: Selecting the contracts which notice are not active, choose <i>Activate Notices</i>, and then choose <i>Save</i>. Or you can reverse the given notice by: Selecting the contracts which notice are already activated, choose <i>Reverse Notices</i>, and then choose <i>Save</i>. Option 2: <i>Contracts w/ No Notice Given:</i> <Select> Choose <i>Execute</i>. Then your contracts which are no notice given can be displayed.	Notices are activated or deactivated.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Select the contracts, choose <i>Activate Notices</i> , and make the following entries: <i>Notice Per: <Your notice date></i> <i>Reason for Notice: 90</i> Choose <i>Continue</i> . Choose <i>Save</i> . Then the notice of contracts are activated. Select above contracts and choose <i>Reverse Notices</i> , and then choose <i>Save</i> .		

4.1.4 Reminder for Contracts

4.1.4.1 Maintain Reminder Rule

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

To execute this activity, go step by step through the table.

Option 1: Contract Management Fiori App (F5273)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract Management</i> (F5273).	The <i>Contract Management</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose <i>Edit</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Contract is in edit mode.	
4	Insert Reminder Rule	Choose <i>Reminder</i> . In the <i>Reminder Rule</i> area, choose <i>Create</i> and make the following entries. <i>Reminder Rule</i> : As of date .. every .. months (C01) <i>Reminder Reason</i> : General Reminder (Y001) <i>Start Date</i> : <Contract start date> <i>Interval in Months</i> : 1 Choose <i>Apply</i> .	Data is validated.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

Option 2: Manage Contract Web Gui App (RECN)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (RECN)</i> .	The <i>Contract</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Insert Reminder	Choose <i>Resubmission</i> . Choose <i>Create Reminder Rule</i> (for example, <i>Before End of Term</i>). For each reminder rule, make the following entries and choose <i>Continue</i> : <i>Resubmission reason</i> : <Select a reason> Then choose <i>Save</i> and go to the next screen. Choose <i>Back</i> .	Data is validated.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.1.4.2 Process Reminder

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

Option 1: Contract Management Fiori App (F5273)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log onto Fiori Launchpad	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract Management</i> (F5273).	The <i>Contract Management</i> screen displays.	
3	Process Contract	Make the following entries and choose <i>Go</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Your contract is displayed.	
4	Process Reminder	Check the header of your contract. If there are critical open reminders, the number will be displayed. Choos <i>Edit</i> then choose <i>Reminder Date</i> . Select an (overdue) open reminder date and press <i>Clear</i> .	Data is validated. The reminder is processed.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

Option 2: Manage Contract Web Gui App (REC�)

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (REC)</i> .	The <i>Contract</i> screen displays.	
3	Real Estate Contract	Make the following entries and choose <i>Change Object</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract></i>	Data is validated, and next screen <i>General Data</i> screen is displayed.	
4	Process Reminder	Choose <i>Resubmission</i> . Select an (overdue) open reminder date and choose <i>Designate As Completed</i> .	Data is validated. The reminder is processed.	
5	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.1.5 Print General Correspondence

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you print general correspondence for existing contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Print: General Correspondence</i> (RECPA400) .	The <i>Print general correspondence</i> screen displays.	
3	Create General Correspondence	Make the following entries and choose <i>Run</i> : Under <i>Contract</i> <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract> Under <i>Correspondence data</i> : <i>Data Select. KeyDate</i> : <Actual date> <i>Print Date</i> : <Actual date> Under <i>Text editor</i> : <Your text>	Data is shown.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	General Correspondence Overview	Select a document and choose <i>Print Preview</i> . Select an output item and choose <i>Display Document</i> . Choose <i>Close</i> to close the PDF version. Choose <i>Back</i> and choose the <i>Print selected documents</i> icon.	General correspondence output via OM.	

4.1.6 Reports Contract Management

4.1.6.1 Contract and Lease Management Dashboard

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Contract and Lease Management Dashboard</i> (F4555) .	The <i>Contract and Lease Management Dashboard</i> screen displays.	
3	Report Contract	Check the information displayed on the dashboard.		

4.1.6.2 Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Contracts - Information System</i> (REISCN).	The <i>Info System: Contracts</i> screen displays.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use Grid Control</i> : Selected		

4.1.6.3 Conditions for Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Conditions for Contracts - Information System</i> (REISGDCN).	The <i>Info System: Conditions for Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use Grid Control</i> : Selected		

4.1.6.4 Business Partners of Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Business Partners of Contracts - Information System (REISCNBP)</i> .	The <i>Information System: Business Partners of Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and press <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> <i>Use Grid Control</i> : <Select>		

4.1.6.5 Objects for Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Objects for Contracts - Information System (REISCN0A)</i> .	The <i>Information System: Objects for Contracts</i> screen displays.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> <i>Use Grid Control</i> : <Select>	Data is shown.	

4.1.6.6 Term of Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Term of Contracts - Information System</i> (REISCNPE) .	The <i>Information System: Term of Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and press <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use grid control</i> : Selected		

4.1.6.7 Memos of Contract - Information System

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:		Duration:

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you run a report of existing contracts to check the added memos.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Memos of Contract - Information System</i> (REISCNMEMO) .	The <i>Information System: Contracts Memos</i> view is displayed.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use grid control</i> : Selected		

4.1.6.8 Contract Change Documents - Information System

Test Administration

Customer project: Fill in the project-specific parts.

Lease-Out for Sublease Accounting – Group Ledger (FRS (2SA_US)

Test Procedures

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

Context

In this activity, you run a report of change documents 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Contract Change Documents - Information System</i> (REISCHGDOCCN) .	The <i>Info System: Change Documents for Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> In the <i>Type of Data Change</i> section: <i>Change</i> : Selected <i>Use Grid Control</i> : Selected	Change log is displayed for the contracts.	

4.1.6.9 Real Estate Contract Validity Report

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report to check real estate contract validity 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Real Estate Contract Validity Report</i> (W0200).	The <i>Valid Contract Report</i> view is displayed.	
3	Report Contract	Make the following entries and choose Go: <i>Validity Start: <Start date></i> <i>Validity End: <End date></i>	The system displays company code and contract numbers with validity during the chosen period.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Report Contract	From the left pane, select the available fields and choose <i>Add to Row axis</i> or <i>Add to Columns axis</i> . For example, select the <i>Real Estate Contract</i> field and choose <i>Add field Real Estate Contract to Row axis</i> .	Field contract number is added to the report.	

4.1.6.10 Real Estate Contract Object Assignment Report

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report to check real estate contract object assignment 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 a Contract Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Real Estate Contract Object Assignment Report</i> (w0201) .	The <i>RE Contract Subject Assignment</i> view is displayed.	
3	Report Contract	Make the following entries and choose Go: <i>Validity Start: <Start date></i> <i>Validity End: <End date></i>		

4.2 Contract Valuation

4.2.1 Maintain Valuation Rule

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can change an existing contract valuation rule as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Option 1:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Valuation Management</i> (F6170).	The <i>Valuation Management</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Edit Contract Valuation	Input your contract number in search field and choose Go. Select the contract and choose Edit. Choose Create on the valuation tab. Make the following entries and choose Apply: <i>Valuation Rule:</i> <the relevant valuation principle> (for example, International Financial Reporting Standards) <i>Object Identification:</i> <COB contract object (J4) or gen. rental object (J7)> <i>Start of Consideration:</i> <defaulted by contract start date> <i>Object type of assigned object:</i> <defaulted in case object identification is a usable object otherwise e.g. cost center> <i>Accounting Object ID:</i> <defaulted in case object identification is a usable object otherwise select a cost center>	The valuation rule is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
 Note The entry only has to be maintained if you want to use a different accounting object. <i>Interest Rate: <Your interest rate></i>				
4	Save contract	Choose <i>Save</i> .	Data is saved.	
5	Complete Valuation Rule	Select your valuation rule and click <i>Complete</i> .	Valuation rule is completed.	
Option 2:				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract Valuation</i> (RECECN).	The <i>Contract</i> screen displays.	
3	Edit Contract Valuation	Make the following entries and choose <i>Change Object</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract></i>	Data is validated, and next screen <i>Valuation Parameters</i> screen is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Update Valuation Parameters	Make the following entries and choose <i>Create Term</i>. <i>Valuation parameter: <the relevant valuation principle></i> (for example, International Financial Reporting Standards) <i>Acct. Assignment: as object</i> <i>Interest Rate: <Your interest rate></i>	Data is validated. Valuation rule can be completed. The <i>Valuation parameters</i> screen is displayed	
5	Complete Valuation Rule	Select your valuation rule and click on <i>Rule Complete</i>. Please ignore the warning message below:  Caution IFRS1: Valuation is pending and still needs to be completed.	Valuation rule is completed.	
6	Save Contract	Choose <i>Save</i> .	Data is validated.	

4.2.2 Valuation Cashflow

4.2.2.1 Generate Valuation Cashflow (Single Contract)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can perform contract valuation as part of your daily business.

Procedure

Option 1:

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Valuation Management</i> (F6170).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Perform Valuation	In the Serach field, enter the contract number that has a completed valuation rule and open valuation status and choose <i>Go</i> . Select the contract and choose <i>Perform</i> .	The valuation status is changed to <i>Complete</i> .	
Option 2:				
Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Manage Contract Valuation</i> (RECECN).	The <i>Contract</i> view is displayed.	
3	Edit Contract Valuation	Make the following entries and choose <i>Change Object</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	The <i>Valuation Parameters</i> view is displayed.	
4	Perform Valuation	Choose the <i>Valuation</i> tab. Select the valuation rule then choose <i>Perform Valuation</i> .	The <i>Valuation result</i> view is displayed.	

4.2.2.2 Reverse Valuation Step

Test Administration

Customer project: Fill in the project-specific parts.

Lease-Out for Sublease Accounting – Group Ledger (2SA_US)

Test Procedures

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

Context

In this activity, you can cancel already performed valuations of an existing contract 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 a Contract Valuation Specialist - Leasing		
2	Access the SAP Fiori app	Open <i>Reverse Valuation Steps</i> (RECEPRRV).	The <i>Reverse Contract Valuation</i> screen displays.	
3	Cancel Valuation Steps: Contracts Selection	Make the following entries and choose <i>Run</i> : In the <i>Contract Selection</i> area: <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract> Or <i>Identification</i> : <Identification> <i>Execution Mode</i> area: <i>Execution Mode</i> : Simulation	The <i>Reverse Contract Valuation</i> view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Cancel Valuation Steps: Contracts Se- lection	Choose <i>Exit</i> . Change <i>Execution Mode</i> to <i>Update Run</i> . Choose <i>Execute</i> .	The <i>Cancel Valuation steps</i> view is dis- played.	
5	Cancel Valuation Steps	To check the contract valuation reversal, choose <i>Log</i> . Choose <i>Back</i> .		
6	Cancel Valuation Steps	All contracts are selected. Choose <i>Deselect</i> to deselect a contract and val- uation steps. Choose <i>Save</i> .	Valuation steps are deleted.	
7	Cancel Valuation Steps	Choose <i>Back</i> .	The valuation is canceled.	

4.2.2.3 Perform Contract Valuation - Mass Processing

4.2.2.3.1 Perform Contract Valuation - Mass Processing (Simulation)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can simulate the generation of valuation for an existing contract as part of your daily business. Usually, the valuation is generated once the valuation rule is completed for an active contract.

When a contract valuation is generated, it is useful to first simulate the generation.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing		
2	Access the SAP Fiori app	Open <i>Perform Contract Valuation - Background Job</i> (F6277).	The <i>Application Jobs</i> view is displayed.	
3	Perform Contract Valuation Selection	Choose <i>Create</i> to add a job.	The <i>Job Details</i> view is displayed.	
4	Perform Contract Valuation Selection	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Perform Contract Valuation <i>Job Name</i> : Perform Contract Valuation		
5	Perform Contract Valuation Selection	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Perform Contract Valuation Selection	Make the following entries and choose <i>Schedule</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract> <i>Execution Mode</i> : Simulation <i>View</i> : Process		
7	Check Contract Valuation Simulation Result	Choose Go to refresh the view until the job is finished.	The <i>Job result</i> is attached.	
8	Check Contract Valuation Simulation Result	Choose <i>Navigate to the job results</i> .	Contract valuation simulation result is correct. The <i>Contract Valuation Simulate</i> view is displayed.	
9	Check Contract Valuation Simulation Result	Choose <i>Back</i> .		

4.2.2.3.2 Perform Contract Valuation - Mass Processing (Update Run)

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:	Duration:	

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you can update the generation of valuation for an existing contract as part of your daily business. Usually, the valuation is generated once the valuation rule is completed for an active contract.

When a contract valuation is generated, it is used to execute the generation in update mode.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing		
2	Access the SAP Fiori app	Open <i>Perform Contract Valuation - Background Job</i> (F6277).	The <i>Application Jobs</i> view is displayed.	
3	Perform Contract Valuation Selection	Choose <i>Create</i> to add new job.	The <i>Job Details</i> view is displayed.	
4	Perform Contract Valuation Selection	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Perform Contract Valuation <i>Job Name</i> : Perform Contract Valuation		
5	Perform Contract Valuation Selection	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Perform Contract Valuation Selection	Make the following entries and choose <i>Schedule</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract> <i>Execution Mode</i> : Update Run <i>View</i> : Process		
7	Check Contract Valuation Update Run Result	Choose <i>Go</i> to refresh the view until the job is finished.	The <i>Job result</i> is attached.	
8	Check Contract Valuation Update Run Result	Choose <i>Navigate to the job results</i> .	Contract valuation simulation result is correct. The <i>Contract Valuation Simulate</i> view is displayed.	
9	Check Contract Valuation Update Run Result	Choose <i>Back</i> .		

4.2.3 Valuation Posting

4.2.3.1 Periodic Valuation Posting

4.2.3.1.1 Periodic Valuation Posting (Simulation)

Test Administration

Customer project: Fill in the project-specific parts.

Lease-Out for Sublease Accounting – Group Ledger (FRS (2SA_US)

Test Procedures

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

Context

In this activity, you can simulate the periodic valuation posting of an existing contract 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 a Contract Valuation Specialist - Leasing		
2	Access the SAP Fiori app	Open <i>Periodic Valuation posting - Background job</i> (F4608).	The <i>Application Jobs</i> view is displayed.	
3	Perform Periodic Valuation Posting	Choose <i>Create</i> to add new job.	The <i>Job Details</i> view is displayed.	
4	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 2</i> : <i>Job Template: Leasing contract: Periodic valuation run</i> <i>Job Name: Leasing contract: Periodic valuation run</i>		
5	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately: Select</i>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Perform Periodic Valuation Posting	Make the following entries and choose <i>Schedule</i>: <i>Company Code</i>: 1710 <i>Contract Type</i>: <Your contract type> or <i>Contract</i>: <Your contract> <i>Month for Posting Run</i>: <the month for posting run> <i>Year for Posting Run</i>: <the year for posting run> <i>Due Date</i>: <before or on last date of posting month>  Note Choose the search help. Select <i>before or on</i> from the <i>Include</i> drop-down list. Choose <i>OK</i>. <i>Document Header Text</i>: <Your document header text> for example, Per.Posting: MMM YY. MMM represents month, YY represents year <i>Posting Date</i>: <Your posting date> <i>Posting Period</i>: <Your posting period> <i>Posting Run Mode</i>: Simulation		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Document Date: <Your document date>				
7	Check Contract Valuation Simulation Result	Refresh Go until the job is finished.	The <i>Job log</i> and <i>job result</i> are attached.	
8	Check Contract Valuation Simulation Result	Choose <i>Navigate to the job logs</i> . Choose <i>Navigate to the job results</i> .	Contract valuation posting simulation result is correct.	
9	Check Contract Valuation Simulation Result	Choose <i>Back</i> .		

4.2.3.1.2 Periodic Valuation Posting (Update Run)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can update the periodic valuation posting of an existing contract 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 a Contract Valuation Specialist - Leasing		
2	Access the SAP Fiori app	Open <i>Periodic Valuation posting - Background job</i> (F4608).	The <i>Application Jobs</i> view is displayed.	
3	Perform Periodic Valuation Posting	Choose <i>Create</i> to add a job.	The <i>Job Details</i> view is displayed.	
4	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Leasing contract: Periodic valuation run <i>Job Name</i> : Leasing contract: Periodic valuation run		
5	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Perform Periodic Valuation Posting	Make the following entries and choose <i>Schedule</i>: <i>Company Code</i>: 1710 <i>Contract Type</i>: <Your contract type> or <i>Contract</i>: <Your contract> <i>Month for Posting Run</i>: <the month for posting run> <i>Year for Posting Run</i>: <the year for posting run> <i>Due Date</i>: <before or on last date of posting month>  Note Choose the search help. Select <i>before or on</i> from the <i>Include</i> drop-down list. Choose <i>OK</i>. <i>Document Header Text</i>: <Your document header text> for example, Per.Posting: MMM YY. MMM represents month, YY represents year <i>Posting Date</i>: <Your posting date> <i>Posting Period</i>: <Your posting period> <i>Posting Run Mode</i>: Update Run		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Document Date: <Your document date>				
7	Check Contract Valuation Update Run Result	Choose Go to refresh the view until the job is finished.	The <i>Job log and job result</i> are attached.	
8	Check Contract Valuation Update Run Result	Choose <i>Navigate to the job logs</i> . Choose <i>Navigate to the job results</i> .	Contract valuation posting result is correct.	
9	Check Contract Valuation Update Run Result	Choose <i>Back</i> .		

4.2.3.2 Reverse Valuation Posting

4.2.3.2.1 Reverse Valuation Posting (Simulation)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can simulate reversal of valuation posting of an existing contract 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 a Contract Valuation Specialist - Leasing	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori app	Open <i>Reverse Valuation Posting - Background Job</i> (F6276).	The <i>Application Jobs</i> view is displayed.	
3	Perform Periodic Valuation Posting	Choose <i>Create</i> to add a job.	The <i>Job Details</i> view is displayed.	
4	Perform Periodic Valuation Posting	Make the following entries and choose Step 2: <i>Job Template:</i> <as defaulted> <i>Job Name:</i> <as defaulted>		
5	Perform Periodic Valuation Posting	Make the following entries and choose Step 3: <i>Start Immediately:</i> select		
6	Perform Periodic Valuation Posting	Make the following entries and choose <i>Schedule</i> : <i>Company Code:</i> 1710 <i>Contract:</i> <Your contract> <i>Reason for Reversal:</i> <Your reason> for example, wrong period <i>Mode:</i> Simulation		
7	Check Contract Valuation Simulation Result	Choose <i>Go</i> to refresh the view until the job is finished.	The <i>Job log and job result</i> are attached.	
8	Check Contract Valuation Simulation Result	Choose <i>Navigate to the job logs</i> . Choose <i>Navigate to the job results</i> .	Job logs are displayed. Contract valuation posting is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
9	Check Contract Valuation Simulation Result	Choose Back .		

4.2.3.2.2 Reverse Valuation Posting (Update Run)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can update run reversal of valuation posting of an existing contract 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 a Contract Valuation Specialist - Leasing		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Access the SAP Fiori app	Open <i>Reverse Valuation Posting - Background Job</i> (F6276).	The <i>Application Jobs</i> view is displayed.	
3	Perform Periodic Valuation Posting	Choose <i>Create</i> to add new job.	The <i>Job Details</i> view is displayed.	
4	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : <as defaulted> <i>Job Name</i> : <as defaulted>		
5	Perform Periodic Valuation Posting	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		
6	Perform Periodic Valuation Posting	Make the following entries and choose <i>Schedule</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract> <i>Reason for Reversal</i> : <Your reason> for example, Wrong Period <i>Mode</i> : Update Run		
7	Check Contract Valuation Update Run Result	Choose <i>Go</i> to refresh the view until the job is finished.	The <i>Job log and job result</i> are attached.	
8	Check Contract Valuation Update Run Result	Choose <i>Navigate to the job logs</i> . Choose <i>Navigate to the job results</i> .	Job logs are displayed. The reversal document of valuation posting is posted and displayed.	
9	Check Contract Valuation Update Run Result	Choose <i>Back</i> .		

4.2.4 Reports Valuation Management

4.2.4.1 Display Contract Valuation

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Display Contract Valuation</i> (RECESH) .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Report Contract	Make the following entries and choose <i>Execute</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Output Options</i> area: <i>View</i> : <Process or Cash flow> <i>Currency</i> : Valuation Currency (Defaulted)		

4.2.4.2 Valuation Balance - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Valuation Balance - Information System</i> (RECEISBALANCE) .	The <i>Display Valuation Balances</i> screen displays.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Currency</i> : Valuation Currency (Defaulted)	Cash flow data for valuation in the <i>Cash Flow Data for Valuation</i> view is shown.	

4.2.4.3 Valuation Rules - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Valuation Rules - Information System</i> (RECEISRULECN).	The <i>Info System: Valuation Rules in Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use grid control</i> : <Select> <i>Activity</i> : <Display> (Defaulted)		

4.2.4.4 Condition Specific Valuation Rules for Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori app	Open <i>Condition specific valuation rules for Contracts - Information System</i> (RECEISCONDRULECN).	The <i>Info System: Condition-Specific Valuation Rules for Contracts</i> view is displayed.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contracts> <i>Use grid control</i> : <Select> <i>Activity</i> : <Display> (Defaulted)		

4.2.4.5 Assets for Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori app	Open <i>Assets for Contracts - Information System</i> (RECEISASSETCN).	The <i>Info System: Leased Assets for Contracts</i> displays.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract(s)></i>	Data is shown.	

4.2.4.6 Documents for Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you review RE documents for contracts.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing.		
2	Access the SAP Fiori App	Open <i>Documents for Contracts - Information System</i> (REISREDOCCN).	The <i>Display RE Documents for Contracts</i> view is displayed.	
3	Document for Contracts	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Document for Contracts	Choose <i>Back</i> twice.		

4.3 Accounting

4.3.1 Periodic Posting

4.3.1.1 Periodic Posting - Simulation

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can simulate the periodic posting of an existing contract 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 Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori app	Open <i>Periodic Posting - Background job</i> (F4607) .	The <i>Application Jobs</i> view is displayed.	
3	Periodic Posting: Contracts Selection	Choose <i>Create</i> to add new job.		
4	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Leasing contract: Periodic posting run <i>Job Name</i> : Leasing contract: Periodic posting run		
5	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Schedule</i>: <i>Company Code</i>: 1710 Input entry for either <i>Contract Type</i> or <i>Contract</i>: <i>Contract Type</i>: <your contract type> <i>Contract</i>: <Lease Out contract number> In the <i>Period selection</i> area: <i>Month for Posting Run</i>: <The month for posting run> <i>Year for Posting Run</i>: <The posting year> <i>Due date</i>: <before or on the last day of the posting month>  Note Choose the search help, then select <i>before or on</i> from the <i>Include</i> drop-down list. Then choose <i>OK</i>. In the <i>Posting parameter</i> area: <i>Document Header Text</i>: <Your document header text> for example, Per.Posting: MMM YY. MMM represents month, YY represents year	Data is validated. The Application Jobs screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Posting Date: <First day of the posting month></i>		
		<i>Document Date: <First day of the posting month></i>		
		<i>Posting Period: <The posting period></i>		
		<i>Posting Run Mode: Simulation</i>		
		<i>Type of Posting Run: Integrated Posting</i>		
7	Periodic Posting Contract	Refresh Go until the job is finished. Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job log and job result</i> display.	
8	Periodic Posting Contract: Documents	Check the run details and choose <i>Back</i> to go back.	Postings are correct. The <i>Application Jobs</i> screen displays.	
9	Periodic Posting: Contract	Choose <i>Back</i> .		

4.3.1.2 Periodic Posting - Update Run

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:	Duration:	

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you can update run the periodic posting of an existing contract 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 Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori app	Open <i>Periodic Posting - Background job</i> (F4607).	The <i>Application Jobs</i> view is displayed.	
3	Periodic Posting: Contracts Selection	Choose <i>Create</i> to add new job.		
4	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Leasing contract: Periodic posting run <i>Job Name</i> : Leasing contract: Periodic posting run		
5	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Step 3</i> : <i>Start Immediately</i> : Select		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Periodic Posting: Contracts Selection	Make the following entries and choose <i>Schedule</i>: <i>Company Code</i>: 1710 Input entry for either <i>Contract Type</i> or <i>Contract</i>: <i>Contract Type</i>: <your contract type> <i>Contract</i>: <Lease Out contract number> In the <i>Period selection</i> area: <i>Month for Posting Run</i>: <The month for posting run> <i>Year for Posting Run</i>: <The posting year> <i>Due date</i>: <before or on the last day of the posting month> Note Choose the search help, then select <i>before or on</i> from the <i>Include</i> drop-down list. Then choose <i>OK</i>. In the <i>Posting parameter</i> area: <i>Document Header Text</i>: <Your document header text> for example, Per.Posting: MMM YY. MMM represents month, YY represents year	Data is validated. The <i>Application Jobs</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Posting Date:</i> <First day of the posting month>		
		<i>Document Date:</i> <First day of the posting month>		
		<i>Posting Period:</i> <The posting period>		
		<i>Posting Run Mode:</i> Update Run		
		<i>Type of Posting Run:</i> Integrated Posting		
7	Periodic Posting Contract	Refresh Go until the job is finished. Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job log and job result</i> are attached.	
8	Periodic Posting Contract: Documents	Check the run details and choose <i>Back</i> to go back.	Postings are correct. The <i>Application Jobs</i> screen displays.	
9	Periodic Posting: Contract	Choose <i>Back</i> .		

4.3.2 Reverse Contract Postings

4.3.2.1 Reverse Contract Postings - Simulation

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can simulate reversal documents for periodic posting of contracts 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 Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori app	Open <i>Reverse Contract Postings - Background Job</i> (F6275).	The <i>Reverse Contract Postings</i> screen displays.	
3	Reverse Postings	Choose <i>Create</i> to add new job.		
4	Reverse Postings	Make the following entries and choose <i>Step 2</i> : <i>Job Template</i> : Reverse Contract Postings <i>Job Name</i> : Reverse Contract Postings		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Reverse Postings	Make the following entry and choose <i>Step 3</i>: <i>Start Immediately</i>: select		
6	Reverse Postings	Make the following entries and choose <i>Schedule</i>: In the <i>Document selection</i> area: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract number> <i>Type of Posting Run</i>: Integrated Posting In the <i>Posting parameter</i> area: <i>Mode</i>: Simulation <i>Reason for reversal</i>: <Your reason> for example, Wrong Period	Data is shown. Default mode is <i>Simulation</i>. You can change it to <i>Update Run</i> for execution.	
7	Reverse Postings	Refresh Go until the job is finished. Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job log</i> is generated.	
8	Reverse Postings	Check the run details and choose <i>Back</i> .	Postings are correct.	The <i>Application Jobs</i> view is displayed.

4.3.2.2 Reverse Contract Postings - Update Run

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can post reversal documents for periodic posting of contracts 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 Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori app	Open <i>Reverse Contract Postings - Background Job</i> (F6275).	The <i>Reverse Contract Postings</i> screen displays.	
3	Reverse Postings	Choose <i>Create</i> to add new job.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Reverse Postings	Make the following entries and choose <i>Step 2</i>: <i>Job Template</i>: Reverse Contract Postings <i>Job Name</i>: Reverse Contract Postings		
5	Reverse Postings	Make the following entries and choose <i>Step 3</i>: <i>Start Immediately</i>: Select		
6	Reverse Postings	Make the following entries and choose <i>Schedule</i>: In the <i>Document selection</i> area: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract number> <i>Type of Posting Run</i>: Integrated Posting In the <i>Posting parameter</i> area: <i>Mode</i>: Update Run <i>Reason for reversal</i>: <Your reason> for example, wrong period	Data is shown. Default mode is <i>Simulation</i>. You can change it to <i>Update Run</i> for execution.	
7	Reverse Postings	Refresh Go until the job is finished. Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job log</i> is generated.	
8	Reverse Postings	Check the run details and choose <i>Back</i>.	Postings are correct. The <i>Application Jobs</i> view is displayed.	

4.3.3 Invoicing

4.3.3.1 Schedule Invoice Creation

4.3.3.1.1 Schedule Invoice Creation - Simulation

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity you simulate an invoice for existing and already posted contracts as part of your daily business. Please note that successful periodic posting is a prerequisite for step *Create Invoice*.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Schedule Invoice Creation - Background Job (F7931)</i> .	The <i>Application Jobs</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create Invoice	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i>: <i>Job Template</i>: Leasing Contract: Create Invoices <i>Job Name</i>: Leasing Contract: Create Invoices Choose Step 2. <i>Start Immediately</i>: Select Choose Step 3. <i>Company Code</i>: 1710 Input entry for either <i>Contract Type</i> or <i>Contract</i>. <i>Contract Type</i>: <Your contract type> <i>Contract</i>: <Lease Out contract number> In the <i>Selection of Invoice Items</i> area: <i>Start Due Period</i>: <Your preferred start date> <i>End Due Period</i>: <Your preferred end date> In the <i>Invoice Creation</i> area: <i>Execution Mode</i>: <Simulation>	Invoice created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
Note Please select <i>Cleared Items Also</i> if the periodic posting has been cleared.				
4	Create Invoice	Choose <i>Navigate to the job details</i> to preview or download the <i>Invoice overview list</i> .	The <i>Invoice overview</i> screen displays or is downloaded.	
5	Create Invoice	Choose <i>Back</i> to go back.		

4.3.3.1.2 Schedule Invoice Creation - Update Run

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity you create an invoice for existing and already posted contracts as part of your daily business. Please note that successful periodic posting is a prerequisite for step Create Invoice.

Procedure

To execute this activity, go step by step go through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Schedule Invoice Creation - Background Job (F7931)</i> .	The <i>Application Jobs</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create Invoice	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i>: <i>Job Template</i>: Leasing Contract : Create Invoices <i>Job Name</i>: Leasing Contract : Create Invoices Choose <i>Step 2</i>. <i>Start Immediately</i>: Select Choose <i>Step 3</i>. <i>Company Code</i>: 1710 Input entry for either <i>Contract Type</i> or <i>Contract</i>. <i>Contract Type</i>: <Your contract type> <i>Contract</i>: <Lease Out contract number> In the <i>Selection of Invoice Items</i> area: <i>Start Due Period</i>: <Your preferred start date> <i>End Due Period</i>: <Your preferred end date> In the <i>Invoice Creation</i> area: <i>Execution Mode</i>: <Update Run>	Invoice created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
🔔 Note Please select <i>Cleared Items Also</i> if the periodic posting has been cleared.				
4	Create Invoice	Choose <i>Navigate to the job details</i> to preview or download the <i>invoice overview list</i> .	The <i>Invoice overview</i> screen displays or is downloaded. The <i>Invoicing Run ID</i> can be found there.	
5	Create Invoice	Choose <i>Back</i> to go back.		

4.3.3.2 Schedule Invoice Output Requests

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you print an invoice for existing and already posted contracts as part of your daily business.

Procedure

To execute this activity, go step by step go through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori app	Open <i>Schedule Invoice Output Requests - Background Job</i> (F7932).	The <i>Application Jobs</i> screen displays.	
3	Print Invoice	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i> : <i>Job Template: Leasing Contract: Invoice Output</i> <i>Job Name: Leasing Contract: Invoice Output</i> Choose Step 2. <i>Start Immediately: Select</i> Choose Step 3. Select invoice by Invoice run ID or business partner or company code. <i>Invoicing Run ID: <Select your invoicing run ID></i> Or <i>Business Partner: <Select your business partner></i> Or <i>Company Code: 1710</i>	Invoices are printed.	

4.3.3.3 Manage Invoice Output

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you manage the output for an invoice for existing and already posted contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Real Estate Output Requests</i> (F7482) .	The <i>Manage Real Estate Output Requests</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Choose the Invoice	Make the following entries and choose Go: <i>Company Code: 1710</i> <i>Contract: <Your contract></i> or <i>Process ID: < Your process ID></i> or <i>Appl. Object Type: <Your Appl. Object Type></i> for example, RE Contract Invoice	Data is shown.	
4	Display the Invoice Output	Choose the line which invoice you'd like to check. Check <i>Contract, Process, Invoice</i> respectively for information. Under <i>Output Item</i>, choose an item to check <i>General Information, Sender, Channel Settings, Form Template</i> and <i>Log</i> respectively for invoice output information. Adjust the column width to get column <i>Display</i> and <i>Form Template</i> displayed Click <i>Open File</i> to display the PDF document. Close the PDF document.	Information about invoice output request is displayed.	

4.3.3.4 Reverse Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you reverse an invoice for existing and already posted contracts as part of your daily business.

Procedure

To execute this activity, go step by step go through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Reverse Invoices</i> (RERAIVRV).	The <i>Reverse Invoice</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Select Invoice	<i>Selection by Invoicing Run</i> <i>Invoicing Run ID: <Select your invoicing run></i> or <i>Selection using Invoices</i> <i>Company Code: <Select your company code></i> <i>Invoice Number: <Select your invoice></i> <i>Fiscal Year: <Select fisc. year for your invoice></i> or <i>Selection by Contracts</i> <i>Company Code: <Select your company code></i> <i>Contract: <Select your contract></i> or <i>Selection by Recipient</i> <i>Business Partner: <Select your business partner></i> Choose <i>Run</i>.	Data is shown.	
4	Invoice Overview	Select an entry and choose <i>Reverse Invoices</i> and agree.	Reversed mark is set.	

4.3.4 Reports Accounting

4.3.4.1 Contract and Lease Cashflow Dashboard

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 Accounts Receivable Accountant - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Contract and Lease Cashflow Dashboard</i> (F5379) .	Data is shown.	

4.3.4.2 General Real Estate Posting Log

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you review the general posting for contracts.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Contract Valuation Specialist - Leasing or Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori App	Open <i>General Real Estate Posting Log</i> (RERAPL).	The <i>Posting Log</i> view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	General Real Estate Posting Log	Make the following entries as <i>RE Document for Selection</i> is checked by default: <i>Process</i>: <Your process to display the report>, for example, REPP Periodic Posting: Contracts or REEP Valuations for Contracts Or Check <i>FI Document for Selection</i>, and make the following entries: <i>Company Code</i>: 1710 <i>User Name</i>: <Your user name> Choose <i>Run</i>.	If you get a runtime error No more memory available to add rows to an internal table, add more selection criteria to narrow your search.	
4	General Real Estate Posting Log	Validate the data and choose <i>Back</i> twice to exit the report.		

4.3.4.3 Item Overview - Information System

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:	Duration:	

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you run a report of existing contracts 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 Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori app	Open <i>Item Overview - Information System</i> (REISRADOCITEM) .	The <i>Item Overview</i> view is displayed.	
3	Item Overview	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> <i>Open Items On</i> : <Periodic Posting Date> <i>Use Grid Control</i> : <Select>		
4	Item Overview	Choose <i>Back</i> twice to exit the report.		

4.3.4.4 Contract Cashflow Report

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori App	Open <i>Contract Cashflow Report</i> (F5363).	The <i>Real Estate Contract Cashflow Report</i> view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Contract Cashflow	Make the following entries and choose Go: Cash Flow Origin: <as defaulted> for example, P Exchange Rate Type: <as defaulted> for example, M Display Currency: <as defaulted> for example, USD Validity Start: <as defaulted> Validity End: <as defaulted>	Data is shown.	
4	Contract Cashflow	Choose Back to exit the report.		

4.3.4.5 Conditions for Contracts - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts 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 a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Conditions for Contracts - Information System</i> (REISDCN).	The <i>Info System: Conditions for Contracts</i> view is displayed.	
3	Conditions for Contracts	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> <i>Use Grid Control</i> : <Select>	Data is shown.	
4	Conditions for Contracts	Choose <i>Back</i> twice to exit the report.		

4.3.4.6 Periodic Posting: Previous Period Comparison

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of periodic postings comparison between different months.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant - Leasing.		
2	Access the SAP Fiori App	Open <i>Periodic Posting: Previous Period Comparison</i> (RERAPPCMP).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Compare Periodic Postings	Make the following entries: <i>Company Code:</i> 1710 <i>Contract:</i> <Your contract> In the <i>Comparison Mode</i> section, choose between <i>Comparison Only</i> and <i>Compar. and Posting</i>. Option 1: If <i>Comparison Only</i> is chosen, make the following entries and choose <i>Execute</i>: <i>Calculation Period 1:</i> <the first day of the selected month> <i>To:</i> <the last day of the selected month> <i>Calculation Period 2:</i> <the first day of the selected month> <i>To:</i> <the last day of the selected month> Note Data is only displayed when the periodic posting is executed. Option 2: If <i>Compar. and Posting</i> is chosen, make the following entries and choose <i>Execute</i>: <i>Calculation Period Comparison:</i> <the first day of the selected month>	Differences are shown, or the posting result is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Compare Periodic Postings	To: <the last day of the selected month> Month for Posting Run: <the comparison month for posting run> Year of Posting Run: <the year for posting run> Posting Run Mode: Simulation Type of Posting Run: Integrated posting In the Output section, choose between <i>Display All Records</i> and <i>Display Difference Only</i>. Note If <i>Display Difference Only</i> is chosen, data is only displayed when a difference exists between the month for comparison and the month to execute periodic posting. Check the data and choose <i>Back</i>. Posting Run Mode: Update Run Choose <i>Run</i>.		
		Choose <i>Back</i> twice to exit the report.		

4.4 Adjustment

4.4.1 Maintain Adjustment Rule

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you adjust the condition of an existing contract as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract</i> (RECN).	The <i>Manage Contract</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Process Contract	On the <i>Contract</i> screen, make the following entries and choose <i>Change Object</i> . <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract>	Data is validated, and next screen <i>General Data</i> is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Assign Adjustment Rule	Choose <i>Adjustment</i>. There are two options to assign the adjustment rule. Option 1: Choose <i>Create Term</i> and select the adjustment rule <i>Free - Modifiable</i> for your contract. Choose the <i>Conditions</i> tab next to <i>Free - Modifiable</i>. Choose <i>Assign Free Condition(s)</i> to assign one of the conditions of the contract. Option 2: Choose the <i>Create Term</i> icon and select the adjustment rule <i>Index - Modifiable United States</i> for your contract. Choose the <i>Unlink from Customizing</i> icon and maintain your data. <i>Base Year: <Your base year></i> <i>Min. Change Pts: <Your point></i> or <i>Min. Percent: <Your percent></i> Note Either input values for one of those fields or ignore the warning message Adjustment XX: the minimum change fields are not filled. If point is maintained in Min. Change Pts, please make sure the	Adjustment rule is assigned.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		point maintained here is less than the difference between the points of the index series for the current date and the index level for the date the last time the condition was adjusted (Both points are maintained by SSCUI <i>Enter Index Level</i> in the Preliminary Steps section). If point is maintained in Min. Percent, please make sure the percent maintained here is less than the percentage difference between the points of the index series for the current date and the index level for the date the last time the condition was adjusted (Both points are maintained by SSCUI <i>Enter Index Level</i> in the Preliminary Steps section). The percentage difference is calculated on the basis of this absolute difference, using the following formula: difference * 100 / (index level at last adjustment).		
		<i>Index Start:</i> <The first date of index level> <i>First adjust. from:</i> <Today> Remaining in Adjustment, choose <i>Conditions</i>. Choose <i>Assign Free Condition(s)</i> to assign one of the conditions of the contract. Choose <i>Save</i>.		

4.4.2 Create Adjustment

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you adjust the condition of the contract(s) as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Specify Adjustments (REAJPR)</i> .	The <i>Specify Adjustments</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Process Contract	In the <i>Specify Adjustments</i> view, make the following entries and choose <i>Change Object</i>. <i>Company Code</i>: 1710 Contract: <Your contracts> Note You can execute adjustment against more than one contract. On the <i>Procedure</i> tab, If free adjustment rule is maintained in the contract, select <i>Custom</i> and make the following entries: <i>Reason</i>: < Standard> <i>Rule</i>: <FREECN> If index adjustment rule is maintained in the contract, select <i>Index</i> and make the following entries: <i>Reason</i>: < Standard> For free adjustment, choose <i>Processing Paramet</i>. Choose the <i>Insert Row</i> icon on the <i>Custom</i> tab, and make the following entries: <i>%Increase</i>: <Your increase percentage for free adjustment>, for example: 10.	Data is validated and the <i>Specify Adjustments</i> view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Specify Adjustment	Choose <i>Activity Parameters</i> , and make the following entries on the <i>Determine Adjustments</i> tab.		
		Next Possible Valid-From: <Select>		
		Status of Contract: <Active Contracts>		
		OccupancyContracts: <Select>		
		Subject to Approval: <Both>		
		Non-Occupancy Contracts: <Select>		
		Subject to Approval: <Both>		
		Choose <i>Run</i> .		
		Choose <i>Change from Simulation to Update Mode</i> .	Log is displayed.	
		Select the items, and choose the <i>Activate Adjustment</i> icon.		
		Choose <i>Save</i> .		
		Choose <i>Exit</i> twice to go back.		

4.4.3 Modify and Activate Adjustment (Optional)

Test Administration

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

Context

In this activity, you can make changes to the adjustment of contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Continue Adjustment</i> (REAJCH).	The <i>Edit Adjustments</i> screen displays.	
3	Open Adjustment	Make the following entries: <i>Identification</i> : <Your Identification ID> <i>Tab Activities</i> : Activate <i>Adjustments</i> : <Selected> Choose <i>Execute</i> .	The details of the existed adjustment of your contract are shown.	
Note Only inactive adjustment is displayed.				

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Change Price of the Adjustment	Select the item displayed and choose <i>Change Price</i>, and make the following entry (Optional): <i>Corrected Unit Price</i>: <Your corrected unit price> Choose <i>Continue</i>.	The Adjusted Price is changed.	
5	Activate the Adjustment	Select the item displayed and choose <i>Activate Adjustment</i>.	The selected adjustment is activated.	
6	Save the Adjustment	Choose <i>Save</i>. Choose <i>Exit</i> twice to go back.	Adjustment is saved.	

4.4.4 Display Adjustment

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can display adjustment of contracts as part of your daily business.

Lease-Out for Sublease Accounting – Group Ledger (2SA_US)

Test Procedures

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Display Adjustments</i> (REAJSH) .	The <i>Display Adjustments</i> screen displays.	
3	Display Adjustment	Make the following entry and choose <i>Execute</i> : <i>Identification: <Your Identification ID></i> Choose <i>Exit</i> twice to go back.	Data is shown.	

4.4.5 Create Adjustment Letter

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can create an adjustment letter based on an executed adjustment run to inform the contract partner (tenant) about the condition adjustment.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Create Adjustment Letters - Background Job</i> (F7435).	The <i>Application Jobs</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Adjustment Letter Creation	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i>: <i>Job Template</i>: <Schedule Real Estate Adjustment Output> <i>Job Name</i>: <Schedule Real Estate Adjustment Output> Choose <i>Step 2</i>. <i>Start Immediately</i>: <Select> Choose <i>Step 3</i>. <i>RE Process ID</i>: <Enter the ID> or <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract>  Note If error message Sender email address can't be initial. displays, please maintain the company code email address data via SSC UI: <i>Edit Addresses for Company Codes</i>.	The <i>Job Details</i> screen displays.	
4	Check the Job Details	Check the run details and choose <i>Back</i> to go back.	The <i>Application Jobs</i> screen displays.	

4.4.6 Manage Adjustment Letter Output

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you adjust the condition of the contract(s) as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Real Estate Output Requests</i> (F7482) .	The <i>Manage Real Estate Output Request</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Choose the Output Request	Make the following entries and choose Go: Contract: <Your contract> or Company Code: 1710 or Process ID: <Your process ID> or Appl. Object Type: <Your Appl. Object Type> for example, RE Adjustment of Conditions	The data is displayed.	
4	Check the Request Details	Choose the needed entry to check. Check <i>Contract</i>, <i>Process</i>, <i>Adjustment</i> and <i>Output Item</i> respectively for information. Under <i>Output Item</i>, adjust the column width to get column <i>Display</i> and <i>Form Template</i> displayed. Click <i>Open File</i> to display the PDF document. Close the PDF document. Choose the item to check <i>Print Settings</i>, <i>General Information</i>, <i>Sender</i>, <i>Recipient</i>, <i>From Template</i> and <i>Log</i> respectively for condition adjustment information.	Information about output request is displayed.	

4.4.7 Reports Adjustment

4.4.7.1 Adjustments on Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you adjust the condition of the contract(s) as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Adjustments on Contracts</i> (REAJAHCN).	The <i>Adjustments on Contracts</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Adjustments on Contracts	Make the following entries and choose <i>Run</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract></i>	Contract(s) with adjustments is shown in the list.	
4	Adjustments on Contracts	Choose <i>Exit</i> twice to go back.		

4.4.7.2 Cond./Adjustment Rule - Information System

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you run a report of existing contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Cond./Adjustment Rule - Information System</i> (REISDCNBJ) .	The <i>Info System: Conditions for Adjustment Rule for Contract</i> screen displays.	
3	Conditions for Adjustment Rule for Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> <i>Use Grid Control</i> : <Select>	Data displays.	
4	Conditions for Adjustment Rule for Contract	Choose <i>Exit</i> twice to go back.		

4.5 Technical Transactions

4.5.1 Analyze Logs

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can analyze logs 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 Administrator - Leasing.		
2	Access the SAP Fiori App	Open <i>Analyze Logs</i> (RECALA).	The <i>Analyze Logs</i> view is displayed.	
3	Analyze Logs Selection	Make the following entries and choose <i>Execute</i> : User: <Own user ID>	Data is validated. The <i>Log Display</i> view is displayed.	
4	Analyze Logs	Analyze the data.	Data is shown.	
5	Analyze Logs	Choose <i>Exit</i> twice to go back.		

4.5.2 Update Objects in Worklist - Background Job

Test Administration

Customer project: Fill in the project-specific parts.

Test Case ID	<X.XX>	Testing Date:
Tester Name:		Duration:

Business Role(s):

Responsibility:

<State the Service Provider, Customer or Joint Service Provider and Customer>

Context

In this activity, you can execute the update of the contracts as part of your daily business.
The prerequisite of this testing procedure is to create a contract, save it but not activate it.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Administrator - Leasing.		
2	Access the SAP Fiori App	Open <i>Update Objects in Worklist</i> - <i>Background job</i> (F5969) .	The <i>Application Jobs</i> view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Update Objects in Worklist Selection	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i>: <i>Job Template</i>: Update Objects in Worklist <i>Job Name</i>: Update Objects in Worklist Choose <i>Step 2</i>. <i>Start Immediately</i>: <Select> Choose <i>Step 3</i>. <i>Person responsible</i>: <Own user ID> <i>Update Immediately</i>: <Select>	Data is validated, and next screen <i>Application Jobs</i> view is displayed.	
4	Update Objects in Worklist	Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job Details</i> view is displayed.	
5	Update Objects in Worklist: Job Detail	Check the run details and choose <i>Back</i> .	The <i>Application Jobs</i> view is displayed.	
6	Update Objects in Worklist	Choose <i>Back</i> .		

4.5.3 Check Contracts - Background Job

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can execute the job to check your contracts as part of your daily business.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Administrator - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Check Contracts - Background job</i> (F5968) .	The <i>Application Jobs</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Check Contracts	Choose <i>Create</i> to add new job.	Data is validated, and next screen	
		Make the following entries and choose <i>Schedule</i> :	<i>Application Jobs</i> is displayed.	
		<i>Job Template</i> : Check Contracts		
		<i>Job Name</i> : Check Contracts		
		Choose Step 2.		
		<i>Start Immediately</i> : Select		
		Choose Step 3.		
		<i>Company Code</i> : 1710		
		<i>Person responsible</i> : <Own user ID>		
4	Check Contracts	Choose <i>Navigate to the job details</i> and go to the next screen.	The <i>Job Details</i> screen displays.	
5	Check Contracts: Job Detail	Check the details and choose <i>Back</i> to go back.	The <i>Application Jobs</i> screen displays.	
6	Check Contracts	Choose <i>Back</i> to go back.		

4.5.4 Cash Flow Update for Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can simulate and execute the update of the cash flow of existing contract as part of your daily business.

There are changes that do not result in a direct update of the cash flow.

- Changes to the measurements of contract objects
- A change to the validity of a contract object
- A change to a condition in a contract that refers to another contract, and so on.

To update the cash flow, you can

- Regular processing of worklists (App Worklist: Update Objects (RECARG))
- Execute Cash Flow Update for Contracts (REDCGOL)

For more information, please refer to [SAP note 917843](#) - Consulting note: Cash flow update👉.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Administrator - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Cash Flow Update for Contract</i> (REDCGOL).	The <i>Generation of Cash Flow for Contracts</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Cash Flow Up-date for Contracts Selection	Make the following entries and choose <i>Run</i> : <i>Company Code: 1710</i> <i>Contract: <Your contract(s)></i> <i>Simulation: <activated></i> Choose <i>Exit</i> to go back.	Data is validated, and next screen <i>Cash Flow Generation for Contracts</i> is displayed.	
4	Cash Flow Up-date for Contracts: Detail	Make the following entries and choose <i>Run</i> : <i>Simulation: <deactivated></i>	The <i>Generation of Cash Flow for Contracts</i> screen displays.	
5	Cash Flow Up-date for Contracts	Choose <i>Exit</i> to go back.		

4.5.5 Generate Reminder Dates for Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can generate reminder dates of contracts as a periodically recurring task.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as an Administrator - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Generate Dates for Contracts</i> (RECARSGENCN).	The <i>Generate Reminder Dates for Contracts</i> screen displays.	
3	Report Contract	Make the following entries and choose <i>Run</i> : <i>Company Code</i> : 1710 <i>Contract</i> : <Your contract(s)> In the <i>Mode</i> section, deselect the <i>Simulation (No Changes)</i> checkbox.	New dates will be generated when: 1. The term of your contract must be over 5 years. 2. Reminder rule of your contract is C01. 3. The report must be run at the beginning of a new year or a new month, that depends on Interval in Months of your contract, after contract creation. Otherwise, no changes are necessary.	

4.5.6 Schedule Generic Rental Object Checks

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can schedule job to check generic rental object as a periodically recurring task.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as either an Administrator - Real Estate Management or Administrator - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Schedule Generic Rental Object Check - Background Job</i> (F7963).	The <i>Check Generic Rental Objects</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Create Job	Choose <i>Create</i> to add new job. Make the following entries and choose <i>Schedule</i>: <i>Job Template</i>: Check Generic Rental Objects <i>Job Name</i>: Check Generic Rental Objects Choose <i>Step 2</i>. <i>Start Immediately</i>: Select Or <i>Start Immediately</i>: Unselect <i>Job Start</i>: <Your job start time> <i>Recurrence Pattern</i>: <Your Recurrence Pattern>, for example, Daily Every: for example, 1 day(s) <i>On Non-Working Day</i>: for example, No Restriction Choose <i>OK</i>. Choose <i>Step 3</i>. In the <i>Selection of generic rental objects</i> area: <i>Generic Rental Object</i>: <leave it empty> <i>Company Code</i>: 1710	Job created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<i>Generic Rental Object Type: <Your generic rental object type, either 'U' for Usable Objects or 'R' for Rentable Objects></i> Optional: In the <i>Check settings</i> area: <i>Check in Change Mode: Select</i> <i>Save Necessary Changes: Select</i>  Note In certain cases, running this check report can allow you to heal inconsistencies in generic rental objects. However, this is only possible in change mode. You can therefore select <i>Check in Change Mode</i> to run the check in change mode. If you want to persist these changes, you also need to select <i>Save Necessary Changes</i>.		
4	Check Job Log	Choose <i>Navigate to the job details</i> to and check the job log.	The detected inconsistencies are displayed in job log.	
5	Back	Choose <i>Back</i> to go back.		

4.6 Archive Contracts

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, you can archive an existing contract as part of your daily business. A contract can only be deactivated and archived, when the contract is not posted yet.

Procedure

To execute this activity, go step by step through the table.

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log onto the SAP Fiori launchpad as a Contract Specialist - Leasing.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open <i>Manage Contract (RECN)</i> .	The <i>Manage Contract</i> screen displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Real Estate Contract	Make the following entries and choose <i>Enter</i>: <i>Company Code</i>: 1710 <i>Contract</i>: <Your contract>	Data is validated, and next screen <i>General Data</i> is displayed.	
4	Real Estate Contract	Go to: Contract > <i>Activation and Term</i> > <i>Deactivate</i> > Confirm the message.	Message displays: Status was changed.	
5	Real Estate Contract	Go to: Edit > <i>Change Status</i> > <i>Archive</i> > <i>Set Deletion Flag</i> >. Note The end-of-term date must be earlier than the system date; otherwise, you get the error: <i>Object validity not yet elapsed; deletion flag is not allowed.</i>	Message displays: Status was changed.	
6	Save	Choose <i>Entry</i> to save your contract.		

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