|  |  |
| --- | --- |
|  |  |
| Master Data ScriptSAP S/4HANA - 18-09-20 | public |
| Create SEPA Mandate (BNV) |

Table of Contents

[1 Purpose 2](#_Toc51422394)

[2 Prerequisites 3](#_Toc51422395)

[2.1 System Access 3](#_Toc51422396)

[2.2 Roles 3](#_Toc51422397)

[2.3 Required Organizational Units 3](#_Toc51422398)

[2.4 Mandatory and Optional Master Data 4](#_Toc51422399)

[2.5 Main Parameters for Data Creation 4](#_Toc51422400)

[3 Overview Table 5](#_Toc51422401)

[4 Test Procedures 6](#_Toc51422402)

[4.1 Creating SEPA Mandates 6](#_Toc51422403)

[4.2 Display SEPA Mandates 7](#_Toc51422404)

[4.3 Display SEPA Mandate Lists 8](#_Toc51422405)

[4.4 Manage SEPA Mandates 9](#_Toc51422406)

# Purpose

In this document you find a description of how to create Single Euro Payments Area (SEPA) mandate for your SAP S/4HANA system. The description includes those data segments that are relevant for the SAP S/4HANA appliance. Fields that are not relevant for the scope of the SAP S/4HANA content as delivered by SAP Best Practices are not described in this document.

A SEPA mandate is completed by the debtor (a customer purchasing goods or services) to authorize the creditor (a retailer or service provider) to collect payments via SEPA Direct Debit. At the same time, the SEPA mandate includes the authorization of the debtor bank to pay these collections.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## 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. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Accounts Receivable Accountant | SAP\_BR\_AR\_ACCOUNTANT | Accounts Receivable | SAP\_BR\_AR\_ACCOUNTANT |  |

## Required Organizational Units

Some segments of customer master data are dependent on the organizational units of the company, General (Central) Data does not depend on an organizational unit or the company code. The following table gives an overview of these different data segments and their relevant organizational units:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Segment | Depends On | Field Examples | Comments | Organizational Unit to be Used |
| Mandate | Business partner | Customer number, IBAN and SWIFT/BIC | Only valid for European customers with SEPA direct debit. | Customer number: <your number |
| Mandate | Company Code | Company Code | Company code data can exist for every company code ID of your enterprise structure for which the SEPA mandate is used. | Company Code: your code |

## Mandatory and Optional Master Data

The following table gives an overview of optional and mandatory master data objects to be used in a profit center master data record.

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data Object | Used in Data Segment | Mandatory / Optional | Comments |
| Customer number | Initial screen | Mandatory |  |
| Company Code | Initial screen | Mandatory |  |

## Main Parameters for Data Creation

In this section, we describe some basic parameters that influence the behavior of a master record and are always required to create a SEPA mandate:

Company Code

For example, 1010

Business Partner – Customer

For example, Customer number 10100003.

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | SAP Fiori App / Transaction | Expected Results |
| [Creating SEPA Mandates](#unique_9) [page ] 6 | Accounts Receivable Accountant | Create SEPA Mandates (FSEPA\_M1) | SEPA Mandate is created. |
| [Display SEPA Mandates](#unique_10) [page ] 7 | Accounts Receivable Accountant | Display SEPA Mandates (FSEPA\_M3) | SEPA Mandate is displayed. |
| [Display SEPA Mandate Lists](#unique_11) [page ] 8 | Accounts Receivable Accountant | Display SEPA Mandate Lists (FSEPA\_M4\_FIN) | SEPA Mandate List is displayed. |
| [Manage SEPA Mandates](#unique_12) [page ] 9 | Accounts Receivable Accountant | Change SEPA Mandates (FSEPA\_M2) | SEPA Mandate is displayed. |

# Test Procedures

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

## Creating SEPA Mandates

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create SEPA Mandates (FSEPA\_M1). | A new window opens, showing the Create Mandate: Initial Screen. |  |
| 3 | Switch Application | On the Create Mandate: Initial Screen screen, choose Switch Application. Select Financial Accounting in pop-up window Select Application and choose Continue. |  |  |
| 4 | Payer ID | In field Customer enter 10100003. |  |  |
| 5 | Payee ID | In field Paying Company Code enter 1010 and choose Enter to continue. | A new window opens, showing the Create Mandate: Detail Screen. |  |
| 6 | Supplement Data | Choose Supplement Data. | Fields are automatically populated. |  |
| 7 | Basic Data | In Basic Data tab. Enter the following information:* Status: Entered
* B2B Mandate checkbox: Select
* Location of Sig: <location>
* Signature Date: date
 |  |  |
| 8 | Payer | In Payer tab, section Bank Data of Payer verify that IBAN and SWIFT/BIC are populated.Note This data is part of your customer master data and should already be created and available. |  |  |
| 9 | Payment Recipient | In the Payment Recipient tab, enter the following:* Creditor ID: DE98ZZZ09999999999
 |  |  |
| 10 | Save Your Data | Save your entries. | The Mandate 0000000000## created message displays. |  |

## Display SEPA Mandates

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

A mandate already exists.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display SEPA Mandates (FSEPA\_M3). | A new window opens, showing the Display Mandate: Initial Screen. |  |
| 3 | Payer ID | In field Customer enter 10100003. |  |  |
| 4 | Payee ID | In field Paying Company Code enter 1010 and press Enter to continue. | A new window appears, displaying the Display Mandate: Detail Screen. |  |
| 5 | Navigation | Select the different tabs:Basic Data, Payer, and/or Payment Recipient. | Information is displayed. |  |
| 6 | Back | Choose Exit. |  |  |

## Display SEPA Mandate Lists

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

A mandate already exists

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display SEPA Mandate Lists (FSEPA\_M4\_FIN). |  |  |
| 3 | Choose Execute | Choose Execute. | A Mandates window opens that displays a list of existing mandates. |  |
| 4 | Select a Mandate | Select a Mandate Reference number. | The Change Mandates window appears, listing details of the selected mandate. |  |
| 5 | Review | While it is possible to change mandate data, when required, do not change any data, just review the mandate. |  |  |
| 6 | Exit | Choose Continue twice, or Cancel to exit. |  |  |

## Manage SEPA Mandates

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

A mandate already exists.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Change SEPA Mandates (FSEPA\_M2). | The Change Mandate: Initial view displays. |  |
| 3 | Enter Payer ID | In the Customer field, enter 10100003. |  |  |
| 4 | Enter Payee ID | In the Paying Company Code field, enter 1010 and choose Enter to continue. | The Change Mandate: Detail screen displays. |  |
| 5 | Review and Edit | Review and edit any of the available fields of the following tabs:* Basic Data
* Payer
* Payment Recipient
 |  |  |
| 6 | Save Your Entries | Save your entries. |  |  |

Typographic Conventions

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

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2020 SAP SE or an SAP affiliate company. All rights reserved.No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices. |

