|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Direct Debit (19M\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51211564)

[2 Prerequisites 4](#_Toc51211565)

[2.1 System Access 4](#_Toc51211566)

[2.2 Roles 4](#_Toc51211567)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51211568)

[2.4 Business Conditions 6](#_Toc51211569)

[3 Overview Table 7](#_Toc51211570)

[4 Test Procedure 9](#_Toc51211571)

[4.1 Preparation of Payments 9](#_Toc51211572)

[4.1.1 Maintain Business Partner 9](#_Toc51211573)

[4.1.2 Create and Print Direct Debit Mandate (Optional) 11](#_Toc51211574)

[4.2 Customer Invoice Payment Preparation 12](#_Toc51211575)

[4.2.1 View Customer Line Items 12](#_Toc51211576)

[4.2.2 Manage Payment Blocks 14](#_Toc51211577)

[4.2.3 Display Customer Balance 16](#_Toc51211578)

[4.3 Pre-Notification 17](#_Toc51211579)

[4.3.1 Schedule Payment Proposals 18](#_Toc51211580)

[4.3.2 Revise Payment Proposal 20](#_Toc51211581)

[4.3.3 Create Direct Debit Pre-Notification 22](#_Toc51211582)

[4.3.4 Display, Print and Email Direct Debit Pre-Notification 23](#_Toc51211583)

[4.3.5 Check the Usage of the SEPA Mandate 25](#_Toc51211584)

[4.4 Payment Run 26](#_Toc51211585)

[4.4.1 Release Payment Proposal 26](#_Toc51211586)

[4.4.2 BCM Batch Creation (optional) 28](#_Toc51211587)

[4.4.3 Create Payment Medium 29](#_Toc51211588)

[4.5 Payment Review 29](#_Toc51211589)

[4.5.1 View Payment List 29](#_Toc51211590)

[4.5.2 View Usage of the SEPA Mandate 31](#_Toc51211591)

[4.6 Invoice Management Reporting 32](#_Toc51211592)

[4.6.1 Overdue Receivables 32](#_Toc51211593)

# Purpose

In this scope item, you can use the direct debit payment method in the Single Euro Payments Area (SEPA) to collect payments from your customers in Euro and certain non-SEPA countries/regions to collect payments from your customers in your local currency.

For countries/regions in SEPA a debtor grants mandates to a creditor as part of a direct debit procedure. Using SAP S/4HANA, you create and maintain the SEPA mandates from the customers, which are the legal basis for the direct debit payment in SEPA.

The system checks that a valid SEPA mandate exists during the payment run. For SEPA countries/regions, the system saves the ID of the SEPA mandate in the payment data and creates a SEPA-specific payment medium.

You can print out SEPA mandates on paper and repeat the printing.

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.

# Prerequisites

This section summarizes all prerequisites to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

* Customer master data has been created.
* Mandate has been created for SEPA direct debit.
* Invoices have been posted to accounting.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via the 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 Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Accounts Receivable Accountant | SAP\_BR\_AR\_ACCOUNTANT | Accounts Receivable | SAP\_BR\_AR\_ACCOUNTANT |  |
| Accounts Receivable Manager | SAP\_BR\_AR\_MANAGER | Accounts Receivable | SAP\_BR\_AR\_MANAGER |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## Master Data, Organizational Data, and Other Data

Default Values

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

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices Package, you can use the following Package scenario data:

Accounting

|  |  |  |  |
| --- | --- | --- | --- |
| Master | Value | Details | Comments |
| Company Code | 1010 |  |  |
| Controlling Area | A000 |  |  |
| Customer | 10100100 |  |  |
| House Bank | DEBK1  DEBK2 | BK1 is used for Multi-Bank Connectivity (MBC) and BK2 is used for file download. |  |
| Bank G/L Account | 11001000 and 11002000 |  |  |
| Cost Center | 10101101 |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BND | Create Customer Master |
| BNG | Create G/L Account and Cost Element |
| BNM | Create Cost Center and Cost Center Group |
| BNV | Create SEPA Mandate |

DE payment methods (PM) and payment medium format (PMF)

|  |  |  |  |
| --- | --- | --- | --- |
| PM | Name of Payment Method | PMF for MBC House Bank DEBK1 | PMF for File Download (DEBK2 Demo Data) |
| E | Direct Debit | DE\_CGI\_XML\_DD | DE\_CGI\_XML\_DD |

## Business Conditions

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock | Must be run before this test script. Invoices are created and posted to accounting. |

# Overview Table

The Accounts Payable scope item consists of several process steps provided in the following table.

Preparation of Payments

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Maintain Business Partner](#unique_8) [page ] 9 | Accounts Payable Accountant | Maintain Business Partner (BP) |  |
| [Create and Print Direct Debit Mandate (Optional)](#unique_9) [page ] 11 | Accounts Receivable Accountant | Change SEPA Mandates (FSEPA\_M2) |  |

Customer Invoice Payment Preparation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [View Customer Line Items](#unique_10) [page ] 12 | Accounts Receivable Accountant | Manage Customer Line Items (F0711) | A list of all invoices is displayed. |
| [Manage Payment Blocks](#unique_11) [page ] 14 | Accounts Receivable Accountant | Manage Customer Line Items (F0711) | Releases blocked invoices. |
| [Display Customer Balance](#unique_12) [page ] 16 | Accounts Receivable Accountant | Display Customer Balances (F0703) |  |

Pre-Notification

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Schedule Payment Proposals](#unique_13) [page ] 18 | Accounts Receivable Accountant | Manage Automatic Payments (F0770) | Schedule invoices and proposals processed. |
| [Revise Payment Proposal](#unique_14) [page ] 20 | Accounts Receivable Accountant | Revise Payment Proposals (F0771) |  |
| [Create Direct Debit Pre-Notification](#unique_15) [page ] 22 | Accounts Receivable Accountant | Manage Automatic Payments (F0770) | Direct Debit pre-notifcation is generated. |
| [Display, Print and Email Direct Debit Pre-Notification](#unique_16) [page ] 23 | Accounts Receivable Accountant | Manage Automatic Payments (F0770) | Direct Debit Pre-Notifcation is displayed, printed, and emailed. |
| [Check the Usage of the SEPA Mandate](#unique_17) [page ] 25 | Accounts Receivable Accountant | Display SEPA Mandates (FSEPA\_M3) |  |

Payment Run

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Release Payment Proposal](#unique_18) [page ] 26 | Accounts Receivable Accountant | Manage Automatic Payments (F0770). | The Manage Automatic Payments view displays. |
| [BCM Batch Creation (optional)](#unique_19) [page ] 28 |  |  | The Cross-Payment run in bank communication management (BCM Batch) is created automatically |
| [Create Payment Medium](#unique_20) [page ] 29 |  |  | The payment medium is created automatically after BCM batch is created. The batch item status changes to Payment Medium Created. |

Payment Review

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/App | Expected Results |
| [View Payment List](#unique_21) [page ] 29 | Accounts Payable Accountant | Display Payment Lists (S\_P99\_41000099) |  |
| [View Usage of the SEPA Mandate](#unique_22) [page ] 31 | Accounts Receivable Accountant | Display SEPA Mandates (FSEPA\_M3) |  |

Invoice Management Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/App | Expected Results |
| [Overdue Receivables](#unique_23) [page ] 32 | Accounts Receivable Manager | Overdue receivables - current status (F1747) | Returns a graphical overview over the overdue receivables. |

# Test Procedure

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

## Preparation of Payments

### Maintain Business Partner

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, specific information for the customer master record, for example payment method, is added.

Prerequisite

The Customer master record has been entered.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the Fiori App | Open Maintain Business Partner (BP).  For SAP S/4HANA Enterprise Management, if the SAP Fiori tile is not available, use transaction code BP. | The Maintain Business Partner (BP) view displays. |  |
| 3 | Select Customer | Make the following entries:  Business Partner: 10100100  and choose Enter. | The Display Organization:10100100 view displays. |  |
| 4 | Change Role | Make the following entry:  Display in BP role: Customer (Fin.Accounting)  Note For OP systems use your FI Customer. | The Display Organization:10100100 , FI Customer role view displays. |  |
| 5 | Edit Customer | Choose the Switch between Display and Change button to change the data to update. |  |  |
| 6 | Company Code data | Choose the Company Code button. Choose the Customer: Payment Transactons tab. |  |  |
| 7 | Payment Methods | In the Automatic Payment Transactions section, make the following entry:  Payment Methods: E | Payment Method is assigned. |  |
| 8 | Email | In the Customer Correspondence tab,  Correspondence section, enter:  Clrk's internet add.: <Your email address> |  |  |
| 9 | Save Customer | Choose the Save button after completing your changes. | The changes to Customer Master Data are saved. |  |

### Create and Print Direct Debit Mandate (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity is optional if you already created and assigned the Single Euro Payment Area (SEPA) Mandate.

Prerequisite

A mandate already exists.

If a SEPA Mandate does not exist, review and execute procedure described in the Create SEPA Mandate (BNV) master data script. Alternately, follow the steps in the test script Sales Order Processing - SEPA Direct Debit Handling (BKX), under Preliminary Steps > Creating SEPA Mandate Master Data .

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. |  |  |
| 2 | Access the SAP Fiori App | Open Change SEPA Mandates (FSEPA\_M2). | The Change Mandate: Initial Screen view displays. |  |
| 3 | Switch Application | Choose Switch Application. On the Select Application dialog box, select Financial Accounting and choose Continue. |  |  |
| 4 | Enter Payer ID | In the Customer field, enter 10100100 |  |  |
| 5 | Enter Payee ID | In the Paying Company Code field, enter 1010 and choose Continue at the bottom of the view.  A Mandates dialog box opens. Select an entry from the Mandate Ref. column. | The Change Mandate: Detail view displays |  |
| 6 | Review and Edit | Review and edit any of the available fields of the following tabs:  Basic Data  Verify that Status is Active (change if necessary).  Payer  Payment Recipient |  |  |
| 7 | Save and Print your entries | Choose Save and Print, in the Print: SEPA Mandates dialog box, enter the Output Device and select Print. |  |  |

## Customer Invoice Payment Preparation

### View Customer Line Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, all accounts receivable items are listed and you can modify certain fields of a document to be collected.

Prerequisite

Invoices are posted (for more information, see the previous Business Conditions section, under Prerequisites).

Accounts receivable invoices are available in the system using customer 10100100.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Line Items (F0711). |  |  |
| 3 | Enter Search Criteria | Make the following entries:  Customer: 10100100  Company Code: 1010 |  |  |
| 4 | Status | Select a Status.  When you select All Items, the system displays all the account items.  You can also choose to display only Open items or Cleared Items. |  |  |
| 5 | Date and Item Type | Make the following entries and choose Go:  Open at key date: <Today’s date>  Item type: Normal Items | The customer line items are displayed according to your search criteria. |  |
| 6 | Change Document | Select a line item by choosing the checkbox of the first column. |  |  |
| 7 | Edit Line Items | Choose Edit Line Items. | The Edit Line Items view displays. |  |
| 8 | Make Changes | Make the required changes to line items from the available sections and choose OK:  Payment Data: <any>  Dunning Data: <any>  Additional Data: <any> | The system displays an Items Changed notification. |  |

### Manage Payment Blocks

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review and release blocked invoices.

When an invoice is blocked, Financial Accounting cannot collect the invoice. Invoices can be blocked either automatically or manually depending upon the payment block reason and release in the configuration.

Prerequisite

Invoices are posted (for more information, see the Business Conditions section under Prerequisites). Documents to be changed must not be included in any Payment Proposal with Pre-Notification.

A customer invoice is blocked for payment either automatically or manually by editing the customer line items using the Manage Customer Line Items (F0711) SAP Fiori app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Line Items (F0711). |  |  |
| 3 | Enter Search Criteria | Make the following entries:  Customer: 10100100  Company Code: 1010 |  |  |
| 4 | Choose the Status | Choose your status.  When you choose All Items, the system displays all the account items.  You can also choose to display only open items or cleared items. |  |  |
| 5 | Date and Item Type | Make the following entries and choose Go:  Open at key date: <Today’s date>  Item type: Normal Items | The customer line items are displayed according to search criteria. |  |
| 6 | Select the Line Item | Select a line item by choosing the checkbox in the first column. |  |  |
| 7 | Unblock | Choose Unblock for Payment from the options in the view. | The system displays an Items Changed notification. |  |
| 8 | Review | Select the document number that was unblocked and choose Edit Line Items. | The Edit Line Items view displays. |  |
| 9 | Edit | In the Payment Data section, make the following entry and choose OK:  Item Payment Block: (Free for payment) | Changes are implemented. |  |

### Display Customer Balance

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity provides an overview of the payments and customer account balances.

Prerequisite

Invoices are available in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Customer Balances (F0703). |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:  Customer: 10100100  Company Code: 1010  Fiscal Year: <Current Year> | A table shows the open balances per month for the year selected.  The balances are displayed for the selected fiscal year. |  |
| 4 | Explore Balance Views | Select Balances, Special GL, or Compare to navigate in the different views of the customer balance.  Choose Go after selecting a different view. | The different views of customer balances are displayed. |  |

## Pre-Notification

Purpose

This section describes how to post payment using the automatic payment program

Prerequisites

The Define Payment Medium Format Variants procedure in the Preliminary Steps section, under Prerequisites, has been executed.

Invoices have been posted and are open for payment.

Payment methods to use were defined in the the previous Complete Customer Master Data procedure. For more information, see the Business Conditions section, under Prerequisites in this document.

All of the procedures in the previosu Customer Invoice Payment Preparation section have been executed.

### Schedule Payment Proposals

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you select the invoices to be collected.

Prerequisite

Invoices are posted using customer 10100100 and are open for payment.

Customer and invoices to be paid are not included in any other payment identification run, so they can be paid.

For more information, see the Business Conditions section, under Prerequisites in this document.

Invoices are past due. Use the Customer Invoice Payment Preparation procedure to change the payment terms and/or the due date of an invoice so it can be paid.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Automatic Payments (F0770). |  |  |
| 3 | Create view | Choose Add (+). | The New Parameter view displays. |  |
| 4 | Data Entry | Make the following entries and choose Create Parameter:  Run Date: <Today's date>  Identification: any five character description, for example, DIRD1 | An entry input view is displayed. |  |
| 5 | Data Entry | Make the following entries:  Basic section:  Posting Date : <Today's date>  Docs Entered Up To: <Today's date>  Customers Items Due By: <Today's date + 5 days>  Additional Log: Select to show YES.  Payment Controls section  Company Code: 1010  Next Payment Date: <Today's date + 5 days>  Payment Method: E  When selecting payment methodE (Direct DEBIT), an option for selecting Prenotification is available in the system. It is mandatory to select the Prenotification flag to activate the process. Activate the checkbox in Direct Debit Pre -Notification.  Note For the Payment Method field, verify that the payment method is valid in the customer master record.  Open Item Selection section:  Customer:  10100100 |  |  |
| 6 | Single Invoice (Optional) | To execute a payment for a single invoice, from the Open Item Selection, populate any of the Free Selection # fields available:  Document Number (BKPF-BELNR): <Document Number>. |  |  |
| 7 | Save the parameters | Choose Save. | The system displays a Parameter has been saved notification. The status changes to Parameter Created. |  |
| 8 | Schedule Proposal | Return to the first view and select the row of the identification to process and navigate to Schedule > Proposal. | The Schedule Proposal view is displayed. |  |
| 9 | Data Entry | Make the following entries in the Schedule Proposal pane and choose Schedule:  Start Date: <Today's date>  Start immediately: Select | The system displays a Proposal has been scheduled notification.  The status changes to Proposal Created. |  |
| 10 | View the Proposal | Choose Proposals Processed. |  |  |
| 11 | Display | Choose Go. | The proposal is displayed in the list. |  |

### Revise Payment Proposal

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review invoices to be collected.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Revise Payment Proposals (F0771). | The Revise Payment Proposals view displays. |  |
| 3 | Go | Choose Go. | A list of all proposals display. |  |
| 4 | Select | In the Proposals list, choose Details (>) in the row of the proposal to edit (for example, DIRD1) | The Schedule Payment Proposal view of selected Identification displays. |  |
| 5 | Edit Payment | In the Payments tab, select the row to edit and choose the Edit Payment button. | The Edit Payment dialog box displays. |  |
| 6 | Make Entries | Change desired options and choose OK to continue. Payment method: <payment method>  House Bank: <house bank>  Account ID: <account>  Payee Bank: <payee bank>  Instruction Key: <key>  Due Date: <date> |  |  |
| 7 | Payment List | Choose Export to PDF. | A new view displays the payment list. You can download or print the form from here. |  |
| 8 | Exceptions | If some payments are blocked, you can find them on the Exceptions tab. You may unblock or reallocate and pay them by using the option buttons on the view. |  |  |

### Create Direct Debit Pre-Notification

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

A pre-notification is generated.

Prerequisite

A payment proposal has been generated.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP GUI system. |  |  |
| 2 | Enter Transaction | In the Command field, enter the transaction code F110 and press Enter. |  |  |
| 3 | Payment Run | Open the payment run from previous steps. |  |  |
| 4 | Printout/Data Medium | Choose the Printout/Data Medium tab. |  |  |
| 5 | Data Entry | Make the following entries and choose Maintain Variant:  Program: RFFOAVIS\_DD\_PRENOTIF  Variant: <variant name> |  |  |
| 6 | SAPScript Form | In the Output Control section, make the following entries and choose Save:  SAPScript Form: F110\_DD\_PRENOTIF  Enter any other necessary fields before saving. |  |  |
| 8 | Schedule | To schedule the pre-notification, choose Status tab > Direct Debit Pre-notifications . |  |  |
| 9 | Display Log | To display the log, choose Direct Debit Pre-notifications (Display Logs). |  |  |
| 10 | Display Pre-Notification | To display the pre-notification, go to Environment > Direct Debit Pre-notification > Display Overview . |  |  |
| 11 | Print | To display or print the form, you can use transaction code SP01. |  |  |

### Display, Print and Email Direct Debit Pre-Notification

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

A Pre-Notification can be displayed, printed or emailed.

Caution This procedure is not valid when using the on-premise solution.

Prerequisite

A Pre-Notification has been generated.

Email address has been updated in the BP master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Automatic Payments (F0770). |  |  |
| 3 | Go | Choose Go. | A list of all payment runs displays. |  |
| 4 | Proposal | Choose the Proposal Processed tab. |  |  |
| 5 | Display | Select the previously created line item Pre-Notification (for example, DIRD1) and choose Display Pre-Notification . |  |  |
| 6 | Details | To view the details of the Pre-Notification, choose Details (>). | The Pre-Notification is displayed in the list. |  |
| 7 | Print / Email | Choose OUTPUT ITEMS and choose Send Output to send the form via email (or in the Display column, choose Display Document to view a screen where the document can be downloaded or printed). | The Pre-notification is sent via email, downloaded, or printed. |  |

### Check the Usage of the SEPA Mandate

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity displays the mandate and its relation with all the payments.

Prerequisite

The SEPA Mandate is created.

Invoices are posted using customer 10100100.

Invoices are open for payment.

Payment Proposal is executed.

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. |  |  |
| 2 | Access the SAP Fiori App | Open Display SEPA Mandates (FSEPA\_M3) . | The Display Mandate: Initial Screen view displays. |  |
| 3 | Enter Payer ID | In the Customer field, enter 10100100 |  |  |
| 4 | Enter Payee ID | In the Paying Company Code field, do the following:  Enter 1010 and choose Continue.  Select a row of a Mandate Reference that is green in the Status column and choose Continue. | The Mandate is displayed. |  |
| 5 | Use | Go to Use and view the Pre-notification key and payment document. | View the Pre-notification and the payment document number. |  |

## Payment Run

### Release Payment Proposal

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity releases the payment proposal.

Prerequisites

The procedures from the previous Pre-Notification section have been executed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Automatic Payments (F0770). | . |  |
| 3 | Go | Choose Go. | A list of all payment runs displays. |  |
| 4 | Proposal Processing | Choose the Proposals Processed tab. |  |  |
| 5 | Select Proposal | Select the line of the previously created proposal (for example, DIRD1) and choose Schedule Payment. | The Schedule Payment view displays. |  |
| 6 | Schedule Payment | Make the following entries :  Start Date: <Today's date>  Start immediately: Select  and choose Schedule. | The system displays the Payment has been scheduled message. The status changes to Payment Posted. The log displays how many postings were generated. |  |
| 7 | View the payment | Choose the Payment Processed tab. | The status changes to Payment posted. |  |
| 8 | View Log postings | Select the line of your payment run Identification and in the Log column, choose Log Details.  Note If the Log column does not display, choose the Settings button. Select the Log field and choose OK. | The log displays how many postings were generated. |  |
| 9 | Close Dialog | Choose OK. | The Log Details dialog box closes. |  |
| 10 | Payments and Exceptions | Choose Details (>). | The view displays a summary of payments and exceptions for the payment run. |  |
| 11 | Navigation | You can sort the information by payment method, country, and so on.  Select the view to display in the field below Summary. | Amounts are sorted by your selection. |  |
| 12 | Payments | Choose Payments or Exceptions. | Details are displayed for payments or exceptions generated (for example, payment document, included items, and so on). |  |
| 13 | Payment List | On the Payments tab, choose Export to PDF. | A view displays the payment list. From here, you can preview, print, or download the list. |  |
| 14 | Payments Navigation | On the Payments tab, for the desired item, choose Details (>).  When you are done, choose Back at the top to exit this view. | Payment item details are displayed. |  |

### BCM Batch Creation (optional)

Purpose

The creation of the Cross-Payment run in the BCM Batch is done automatically after the payment is initiated.

Procedure

This step is done automatically.

### Create Payment Medium

Procedure

The payment medium is created automatically. To review the relevant payment medium, do the following:

* If payment used Bank 2 (demo data), follow the procedures described in Bank Integration with File Interface (1EG) test script.
* If payment used Bank 1, follow the procedures described in Bank Integration with SAP Multi-Bank Connectivity (16R) test script.

Note For payment receipt, execute the Bank Statement procedure described in the Basic Cash Operations (BFB), test script.

The batch item status should be Payment Medium Created.

## Payment Review

### View Payment List

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity the payment list is displayed.

Prerequisite

Payment run has been executed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Payment Lists (S\_P99\_41000099). |  |  |
| 3 | Selection | Enter the following:  Program run date: <Date of payment run>  Identification feature: <Identification of payment run>  Proposal run only: Only select to display data that comes from the payment proposal, not from the payment  Additional fields are available for selection. Enter or modify fields according to your requirements. |  |  |
| 4 | Execute | Choose Execute.  After reviewing the list, choose Exit to return to Payment List view. | Payment list displays. |  |

### View Usage of the SEPA Mandate

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity is displayed the Single Euro Payments Area (SEPA) Mandate and its relation with all the payments.

Prerequisite

The following prerequisites must be met before starting this activity.

You've create a SEPA Mandate.

Invoices have been posted using customer 10100100.

Invoices are open for payment.

Payment Proposal is executed.

Pre-notification is created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display SEPA Mandates (FSEPA\_M3). | The Display Mandate: Initial Screen view is displayed. |  |
| 3 | Enter Payer ID | Under Payer ID, enter the following:  Customer: 10100100.  Note If the Payer ID section is not in the view, choose the Switch Application button and select Financial Accounting in the dialog box and choose Continue to change the view. |  |  |
| 4 | Enter Payee ID | In the Paying Company Code field, enter 1010 and choose Continue.  Select a row of a Mandate Reference and choose Continue. | The mandate is displayed. |  |
| 5 | Use | Go to Use and view the Pre-notification key and payment document. | View the Pre-notification and the payment document number. |  |

## Invoice Management Reporting

### Overdue Receivables

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you monitor the status of overdue items. Different predelivered graphs are available.

Prerequisite

Open invoices are available in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Overdue receivables - current status (F1747). | The Overdue Receivables view is displayed. The view provides a graphical overview of the overdue receivables. |  |
| 3 | Explore Receivables | To explore your options, a dropdown menu with the By Due Period default, provides different options for viewing the data by table or chart.  Other buttons allow different options around how the data is visualized. | A graph or list is displayed according to your selections. |  |

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. |

