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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Cash Journal (1GO\_DE) |

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# Purpose

The cash journal is a subledger of Financial Accounting. It is used to manage a company's cash transactions. The system automatically calculates and displays the opening and closing balances and the receipts and payments totals. You can run several cash journals for each company code, and you can run a separate cash journal for each currency. You can also carry out postings to G/L accounts, supplier accounts, and customer accounts.

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.

* Vendor master data has been created.
* Invoices have been posted to accounting.
* Complete Business Conditions.
* Execute Preliminary Steps.

## 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 |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |

## Master Data and Organizational Data

Default Values

The organizational structure and master data of your company was 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.

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Using Your Own Master Data

You can also use customized values for any material or organizational data for which you have created master data. For more information on how to create master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data | Sample Value | Details | Comment |
| Company Code | 1010 |  |  |
| Chart of Accounts | YCOA |  |  |
| Controlling Area | A000 |  |  |
| Cost Center | 10101001 |  |  |

For more information about creating master data objects, see the following Master Data Scripts (MDS):

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| BNH | Create Profit Center |

# Overview Table

This scope item consists of several process steps provided in the table below.

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 | Transaction/App | Expected Results |
| [Post Cash Journal Entries](#unique_7) [page ] 6 | General Ledger Accountant | Post Cash Journal Entries (FBCJ) | Cash Journal entries are posted. |
| [Cash Journal](#unique_8) [page ] 9 | General Ledger Accountant | Cash Journal (S\_P6B\_12000118) | Cash Journal entries are displayed. |

# Test Procedures

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

## Post Cash Journal Entries

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 enter cash-related journal entries. You use the cash journal to record bank transfers, customer receipts, supplier payments, and expenses like office supplies.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Cash Journal Entries (FBCJ) | The Cash Journal view displays. |  |
| 3 | Cash Journal | Choose the Change cash journal button. | The Cash Journal: Initial Data dialog box displays. |  |
| 4 | Company Code | Make the following entries and choose Continue:  Company Code: 1010  Cash Journal: for example, 0001 | The Company Code entered in the Enter Company Code selection screen is transferred into the Basic Data tab. |  |
| 5 | Select Display Period | In the Data selection area, make the following entries:  Display period: for example, <current period>  Note You can choose from three predefined display periods: Today, This Week, Current period |  |  |
| 6 | Cash Receipts | Choose the Cash receipts tab. |  |  |
| 7 | Post Bank Transfer to Journal | Make the following entries, then press Enter:  Business transaction: Transfer Bank to Journal  Amount: 1000  Posting Date: for example, <current date>  Document Date: for example, <current date> | The bank transfer is entered into the cash journal. |  |
| 8 | Post Customer Receipt | On a new row, make the following entries and press Enter:  Business transaction: Customer  Amount: 100  Customer: for example, 10100051  Posting Date: for example, <current date>  Document Date: for example, <current date> | The customer receipt is entered into the cash journal. |  |
| 9 | Save Selection | Select the entries and choose Save Selected Entries. | The selected entries are saved. |  |
| 10 | Cash Payments | Choose the Cash payments tab. |  |  |
| 11 | Post Supplier Payment | Make the following entries and press Enter:  Business transaction: Vendor  Amount: 300  Supplier: for example, 10300001  Posting Date: for example, <current date>  Document Date: for example, <current date> | The supplier payment is entered into the cash journal. |  |
| 12 | Post Office Supplies Expenses | On the new row, make the following entries and press Enter:  Business transaction: Office Supplies  Amount: 150  Tax Code: V1  Posting Date: for example, <current date>  Document Date: for example, <current date>  Cost Center: 10101101 | The office supplies expense is entered into the cash journal. |  |
| 13 | Post Journal Transfer to Bank | On the new row, make the following entries and press Enter:  Business transaction: Transfer Journal to Bank  Amount: 500  Posting Date: for example, <current date>  Document Date: for example, <current date> | The journal to bank transfer is entered into the cash journal. |  |
| 14 | Save | Select the cash journal entries and choose Save. | Your cash journal entries are saved.  When cash journal documents are saved, the system data is not updated. Data is only updated after posting. |  |
| 15 | Post | Choose Post. | Your cash journal entries are posted. |  |
| 16 | Reverse Journal Entry (Original) | Select the cash journal entry to be deleted. Choose More > Edit > Delete entry .  In the dialog box, make the following entries before the journal entry is reversed and choose Continue:  Reversal reason: for example, 01 wrong posting  Posting Date: for example, the wrong postings’ date | The cash journal entry is reversed. |  |

## Cash Journal

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 display the cash journal entries by company code, cash journal, and date interval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Cash Journal (S\_P6B\_12000118). | The Cash Journal screen displays. |  |
| 3 | Select Cash journal to be displayed | Make the following entries and choose Execute:  Company Code:1010  Cash Journal: 0001  Date interval: for example, <current period> | The Cash Journal for the selected interval is displayed |  |
| 4 | Export Cash Journal | From the menu, choose More > List > Export > Local file (CtrlShiftF9). | The Save list in file dialog box displays. |  |
| 5 | HTML Format | Select HTML Format and choose Continue. | A dialog box displays export file location details. |  |
| 6 | Export Cash Journal | Make the following entries:  File name: for example, Cash Journal  Choose Generate.  Choose Extend.  Note The Cash Journal export file can be downloaded locally by choosing Save a copy to the native file system in the directory selection. | The Cash Journal export file is generated |  |
| 7 | Print Cash Journal | Open the exported file in your Web browser. Print the file from your browser. | The Cash Journal is printed. |  |

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. |

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