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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Advance Compliance Reporting (1J2\_DE) |

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# Purpose

SAP S/4HANA for advanced compliance reporting is a global legal reporting platform that caters to companies’ indirect tax reporting requirements. This solution enables the end-to-end process of legal reporting including multiple activities that may be necessary to complete the legal reporting. The solution offers a unified and harmonized user experience across countries and reports, enabling a simplified view of the reporting status to the business users and the company's head of Tax/compliance. It also provides a design environment to easily create and extend additional report requirements.

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.

Additional Information on the SAP Help Portal

For additional information, including descriptions of features for Advanced Compliance Reporting, visit the SAP Help Portal (<https://help.sap.com>). On the initial page, enter: Advance Compliance Reporting in the Search field. The results provide additional documentation details about Advanced Compliance Reporting.

# 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) .

Table 1: Germany

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| General Ledger Accountant for Germany | SAP\_BR\_GL\_ACCOUNTANT\_DE | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| 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

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 |  |  |
| Chart of Accounts | YCOA |  |  |

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 2: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J58 - Accounting and Financial Close | Must be run before this test script. |
| J59 - Accounts Receivable | Must be run before this test script.Ensure that invoices for vendors and payments for the invoices are created. |
| J60 - Accounts Payable | Must be run before this test script.Ensure that invoices for vendors and payments for the invoices are created. |

# Overview Table

The scope items consist of several process steps provided in the following table.

Table 3: Germany

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Run Compliance Reports - EC Sales List](#unique_8) [page ] 7 | General Ledger Accountant for Germany | Run Compliance Reports - Germany Tax Reporting (F1515) | Report and file generate. |
| [Manage Tax Items (Optional)](#unique_9) [page ] 9 | General Ledger Accountant for Germany | Run Compliance Reports - Germany Tax Reporting (F1515) | Report and file generate. |
| [Advance VAT Return](#unique_10) [page ] 13 | General Ledger Accountant for Germany | Run Compliance Reports - Germany Tax Reporting (F1515) | Report and file generate. |
| [Post Tax Payable (Optional)](#unique_11) [page ] 16 | General Ledger Accountant for Germany | Run Compliance Reports - Germany Tax Reporting (F1515) | Report and file generate. |

# Test Procedures

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

## Run Compliance Reports - EC Sales 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

The tax authorities use the EC Sales List to provide information for other EU member states. All companies must send an EC Sales List to the tax authorities responsible. The EC Sales List provides information on the tax-exempt goods deliveries and movements to registered companies conducted within the EU during the reporting period.

Prerequisite

A foreign customer must exist.

You must post a credit or debit position (such as an invoice) to a foreign Customer within the EU with an EU relevant tax code (for example, A6 or A7).

The foreign customer within the EU must have the VAT registration number for their country stored in the master data record. If the revenue account for the account receivables posting is only a P&L account in FI, no additional co-object is required. Otherwise, if the revenue account is a primary cost or a revenue element, an additional co-object is required, such as a profitability segment or an internal order (or WBS element) with revenue postings allowed.

If you cannot find a proper existing customer, you must create a new foreign customer within EU with a VAT registration number first (for more details, see the Sample Master Data for Non-Domestic Business Partners [local] (BMA) configuration guide).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass/ Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as General Ledger Accountant for Germany . | . |  |
| 2 | Access the SAP Fiori App | Open Run Compliance Reports - Germany Tax Reporting. | The Run Advanced Compliance Reports view displays. |  |
| 3 | Enter Criteria | Make the following entries and choose Go:Submission Due Date: <leave blank or enter a date range>Report Name: DE\_ECSL\_DCL |  |  |
| 3 | Select Report | In the Advanced Compliance Reports pane, select a report. | The Run Advanced Compliance Reports view displays. |  |
| 4 | New Run | Choose New Run. | The Selection Criteria for Germany EC Sales List dialog box is displayed. |  |
| 5 | Enter Details | Make the following entries:Company Code: 1010Reporting Date: <date range>Run Options: Start a Short Run Now (Less than 3 Minutes) | In the Generated > Runs pane, the report is displayed as In Process. |  |
| 6 | View Report | Select the report. | The Run Advanced Compliance Reports view displays. |  |
| 7 | View Report | In the Legal Reporting tab, in the Document Name column, click the document name. | The document is shown in preview mode. You can expand the details to see the VAT registration number, the amount, the supply type, and more. |  |
| 8 | Back | Choose Back. |  |  |
| 9 | Download | For the document, select the checkbox to the left and choose Download (above the pane).If desired, you can choose the Analyze Data button in the Action column for the report. This opens the Analyze Data app. You can drag and drop Dimensions into the Columns or Rows panes to customized the displayed data. | The document is downloaded in CSV format. |  |

## Run Compliance Reports - Advanced VAT Return

The following steps cover the Advanced Compliance reports for Advanced VAT Return for Germany.

### Manage Tax Items (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

In this activity, you can move tax items between reporting periods by changing the tax reporting date. The system retrieves the documents based on the parameters from the reporting task of advanced compliance reporting or based on the filter values provided in the Manage Tax Items view. The selection of the tax items is based on the tax reporting date field. However, if the tax reporting date is not available, the system considers the posting date.

Prerequisite

The report can only be executed when data is available.

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 for Germany . |  |  |
| 2 | Open the SAP Fiori App | Open Run Compliance Reports - Germany Tax Reporting (F1515) | The Run Advanced Compliance Reports view displays. |  |
| 3 | Enter Details | Make the following entries and choose Go:Submission Due Date: <Date range>Report Name: DE\_VAT\_ADV\_RTN | A list of Advanced Compliance Reportsdisplay. |  |
| 4 | Select Report to Submit | For the report you want to submit, choose the arrow button at the right of the row. | The Germany Advance VAT Return view for the compliance report is displayed. |  |
| 5 | Manage Tax Items (optional) | In the Activities section, choose Manage Tax Items. | The Confirmation dialog box is displayed. |  |
| 6 | Confirm Status Change | For the Do you want to change the status of the activity to "In Process" notification, choose Yes.If all tax items are included in the report, the following steps for managing tax items are optional.If you do not want to execute this activity, you can set the status to Skipor Completed. | The Manage Tax Items for Legal Reporting view displays. |  |
| 7 | Display Tax Items List | Verify the following entries:Company Code: 1010Reporting Date: <reporting date range for selected period>, for example, <01.01.2020 - 31.05.2020>If the tax items table isn't automatically loaded, choose Go. | A list of tax items displays for the selected period.Three tabs display next to Tax Items:All: All tax items in the current reporting period are displayed.Included: Any items included for the current period are displayed.Excluded: Any items excluded from the current period are displayedBy default, the All tab is selected. |  |
| 8 | Personalize Settings (optional) | Choose the Gear button. | The Define Column Properties dialog box is displayed. |  |
| 9 |  | Select or deselect your required columns and choose OK to confirm the selection. | The view displays only the columns you selected. |  |
| 10 | Display Tax Item Details (optional) | From the Tax Items list, select any tax item. | A Display Document: Data Entry View displays with details about the corresponding accounting document. |  |
| 11 | Exclude a Tax Item | When you complete your review, return to the Manage Tax Items for Legal Reporting view.With the All tab selected, exclude a Tax Item by choosing the switch in the Document Status column. | An Exclude Document dialog box displays. |  |
| 12 | Define Exclusion | Enter the tax reporting date for excluding the item.The date entered must be outside the selected reporting period. | The Document Status for the tax item changes to Excluded (Red). |  |
| 13 | Save | Choose Save. | The Warning dialog box displays the Changing the tax reporting date will impact reporting of the tax item in all associated reports. Are you sure you want to continue? Notification. |  |
| 14 |  | Choose Yes to confirm. | The excluded document is saved. |  |
| 15 | Verify the Exclusion | Choose the Excluded tab to verify that the excluded item displays the correct exclusion date in the Tax Reporting column. | The recently excluded tax item has the correct exclusion date. |  |
| 16 | Repeat (optional) | Choose the All tab and repeat steps 8 - 15 to exclude additional tax items. | Additional tax items are excluded. |  |
| 17 | Case 1: Revert Excluded Tax Items | Choose the All tab.In the Tax Items list, choose the Excluded (Red) document status switch to revert the status to Included. | The Include document dialog box displays. |  |
| 18 | Revert to Current Period | Choose the Tax Reporting date for the current period. Choose Continue to close the dialog box.Choose Save.Choose Yes to the Changing the tax reporting date will impact the reporting of the tax items in all associated reports. Do you wish to Continue? notification. | The selected tax item is included in the current list and moves from the Excluded to the Included list. |  |
| 19 | Verify the Inclusion | Choose the Included tab to verify that the item displays the correct inclusion date in the Tax Reporting column. | The tax items have the correct inclusion date. |  |
| 20 | Case 2: Include Tax Items from Another Reporting Period | From the All tab, choose the + (Add) button.On the Warning dialog box, choose Yes. | The Select Document for inclusion dialog box displays. |  |
| 21 | Choose the Reporting Period | Make the following entries and choose Go:Company Code: 1010Reporting Date: <date range> | A list of tax items displays. A Green box displays next to tax items to include. Any items displaying a red box are already excluded. Any items displaying a white box are already reported. |  |
| 22 | Select Items to Include | Select the items to add and choose Save and Include. | A confirmation dialog box displays. |  |
| 23 | Include Items in Current Period | Choose Yes to confirm.In the Include document dialog box, enter the Tax Reporting date for the current period and choose Continue. | A dialog box displays. |  |
| 24 | Confirm the Selection | Choose Save.Choose Yes to The item(s) should be included in the current list notification. | The Tax Items list is updated. The additional list is added to the Included tab. |  |
| 25 | Select Activity | Return to the Germany Advance VAT Return view.In the Activities section, select the checkbox for the Manage Tax Items row and choose Set Completed. | The Set Completed dialog box displays. |  |
| 26 | Set Completed | Confirm the Are you sure you want to set the selected activity to "Completed" notification by choosing Yes. | The Manage Tax Items activity displays a Completed status. |  |

### Advance VAT Return

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 deals with Compliance Reporting Framework Reports. These steps create the advance return for tax on sales and purchases.

Prerequisite

The report can only be executed when data is available.

If you want to submit a report , you must configure electronic communication with the government via the SAP Localization Hub, advanced compliance reporting service. For more information about this service, go to the [Help Portal](https://help.sap.com/viewer/4de200b26d5d42bbacae69c6bf6b9923/latest/en-US/31d43577cebc45b991c74e854ef86573.html).

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 for Germany . |  |  |
| 2 | Open the SAP Fiori App | Open Run Compliance Reports - Germany Tax Reporting (F1515) | The Run Advanced Compliance Reports view displays. |  |
| 3 | Enter Details | Make the following entries and choose Go:Submission Due Date: <Date range>Report Name: DE\_VAT\_ADV\_RTN | A list of Advanced Compliance Reportsdisplay. |  |
| 4 | Select Report to Submit | For the report you want to submit, choose the arrow button at the right of the row. | The Germany Advance VAT Return view for the compliance report is displayed. |  |
| 5 | Manage Tax Items (optional) | In the Activities section, choose Prepare Advance VAT Return. | The Germany Advance VAT Return details view is displayed. |  |
| 6 | New Run | Choose New Run. | A selection criteria dialog box displays. |  |
| 7 | Display Tax Items List | Make the following entries and choose Run:Company Code: 1010Reporting Date: <period based on your selection>Request Restitution: <leave blank>Order Payment Form: <leave blank>Run Options: Start a Short Run Now (Less than 3 Minutes)When you have a limited number of documents, Start a Short Run Now is the best choice for running the file generation immediately. When a larger amount of input data is used for the report generation, choose Start a Long Run Now. And when your preference is setting up a one-time, background job to generate a report from a large dataset, select Schedule a Run Later. | A Report started notification displays. The new report is generated and a new row displays in the Generated section. |  |
| 8 | Refresh Report | If the new report status remains In process, select the row of the generated report and choose Refresh. | The status changes to Generated Successfully. |  |
| 9 | Report Details | Choose the generated report. | Another detailed view displays. |  |
| 10 | Analyze Data | In the Legal Reporting section, under the Actions column for the Germany Advance VAT Return, choose the Analyze Data button. | A view displays and can be reviewed by table or chart views. |  |
| 11 | Download Report | After completing your review of the analysis, return to the previous details view.Under the Legal Reporting section, select the checkbox for the Advance VAT Return document row and choose Download. | The report downloads as an XML file. |  |
| 12 | Analyze XML Report | Open the XML file from the download location and verify that the content is correct. |  |  |
| 13 | Submit | When you complete your review of the downloaded file, return to the report details view.Choose the Submit button and choose Yes in the dialog box.Choose the Log tab to review the status.Caution You can repeat a New Run for the report as many times required, if status of the Prepare Advance VAT Return activity is not completed | The report is submitted and statuses are updated. |  |

### Post Tax Payable (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 allows you to pay tax amounts by posting the balances of input and output tax accounts to a tax payable account after the VAT return has been generated.

The output tax account cannot normally be posted directly, which means that a transfer posting for the account balance cannot be made directly to the tax payable account, this activity helps you to post your documents directly.

Prerequisite

The report can only be executed when data is available.

The [Advance VAT Return](#unique_10) [page ] 13 activity must be completed, and the status of the activity set to Completed before executing this procedure.

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 for Germany . |  |  |
| 2 | Open the SAP Fiori App | Open Run Compliance Reports - Germany Tax Reporting (F1515). | The Run Advanced Compliance Reports view displays. |  |
| 3 | Enter Details | Make the following entries and choose Go:Submission Due Date: <Date range>Report Name: DE\_VAT\_ADV\_RTN | A list of Advanced Compliance Reportsdisplay in a table. |  |
| 4 | Select Report to Submit | For the report you want to submit, choose the arrow button at the right of the row. | The Germany Advance VAT Return view for the compliance report is displayed. |  |
| 5 | Post Tax Payable | The Prepare Advance VAT Return activity must have Completed status before you can proceed.Select the Post Tax Payable activity and confirm the Do you want to change the status of the activity to "In Process"? notification.If the user does not want to execute this activity, then can set the status to Skip or Completed. | A Post Tax Payables details view displays. |  |
| 6 | Post Tax Payable | Create a posting, enter any required or missing data and when the amount is correct, choose Post. | The amount is posted on the corresponding accounts |  |

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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