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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Customer Payments (1S0\_DE) |

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# Purpose

The customer payments scope item is a public cloud solution delivered in the SAP Cloud Platform for electronic bill presentment and payment.

The integration between SAP S/4HANA and the customer payments solution allows users to view open invoices and customer master data from SAP S/4HANA.

You can pay open invoices or assign one or more invoices to an existing payment.

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 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 |  |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST |  |

Remember Some of the procedures described are performed by the customer. Ensure you have the appropriate access, with username and password, created and in place for your customer usage of the system.

## 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Customer | 10100010 |  |  |
| Currency | EUR |  |  |
| G/L Account | 41000400 |  |  |
| House Bank | DEBK1 |  |  |
| House Bank Account ID | DEAC1 |  |  |
| Cash Management Account | DE-BK1-AC1 |  |  |
| Payment Method | M for Direct Debit PaymentsN For Credit Card Customer Payments |  |  |

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 |

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Business Condition | Comment |
| Sell from Stock (BD9) orSales Order Processing - Project-Based Services(J14) | A customer invoice must be available for the test procedures. When there are no existing open customer items, you must create a billing document. Follow the procedures in either of thes test scripts to create a customer invoice.When creating a customer invoice, note the amount and Reference Document Number (XBLNR in the header). The information is required when simulating a manual bank statement. In the bank statement, a credit item can be reconciled with the the customer invoice. |
| Accounts Receivable (J59) | Perform the Enter Invoice without Sales Order procedure and the Invoice Collection Preparation procedure in the test script to create outgoing invoices, import manually, and display invoices. |

## Preliminary Steps

### Import Invoices Manually

Purpose

In this activity, you post customer invoices in accounting. Journal entries are created.

Prerequisites

A customer master record is 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. |  |  |
| 2 | Access the SAP Fiori App | Open Create Outgoing Invoices (FB70). | The Enter Customer Invoice view displays. |  |
| 3 | Company Code | Choose the Company Code tab. |  |  |
| 4 | Company Code | Make the following entries and press Enter:Company Code: 1010 |  |  |
| 5 | Basic Data | Make the following entries:Customer: 10100010Invoice date: <Today’s date>Posting date: Today’s dateReference: <any>Amount: <any>Document Currency : <co.code currency>Calculate Tax : Selected |  |  |
| 6 | Payment | Bline Date : <Today’s date>Payt Terms: 0001Payt Meth. : <optional> |  |  |
| 7 | Line Items | G/L Acct : 41000400D/C : CreditAmount in Document Currency: <any>Tax Code : <Output/Sales tax code> |  |  |
| 8 | Profitability Segment | In the Profit.segment column, select the button and enter:Customer: <customer number>Profit Center: <any>Choose Derivation and choose Continue. |  |  |
| 9 | Post | Choose Post. | Journal Entry posts. |  |

### Display Open Invoices

Purpose

In this activity, you display line items for a customer account.

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 Manage Customer Line Items (F0711). |  |  |
| 3 | Enter Search Criteria | Make the following entries:Customer: 10100010Company Code: 1010 |  |  |
| 4 | Status | Choose your status.If you choose All Items, the system displays all the account items.Choose open items for a list of open invoices. |  |  |
| 5 | Date and Item Type | Make the following entries:Open at key date: <Today’s date>Item type: Normal Items |  |  |
| 6 | Execute Search | Choose the Go button. | The customer line items display according to your search criteria. |  |

### Create a Manual Input Bank Statement

Purpose

A customer invoice must be available to follow the test procedures. If no credit balance is available in the system, then create one using the following procedure. The steps must be completed before assigning the payment method of matching payment to invoices.

Prerequisite

When creating an incoming payment item in a manual bank statement, enter the customer number and text in the memo line that is displayed in the Match Payments app, with invoices (in our example, its manual transaction F001 with interpretation algorithm 001).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Statements (F1564). |  |  |
| 3 | Get Latest Bank Statement Number | To get the latest imported bank statement number, make the following entries:Editing Status: AllLatest Statements: select the checkbox Latest OnlyCompany Code: 1010House Bank: DEBK1House Bank Account: DEAC1and choose Go.Note If any selection criterion is invisible, choose Adapt Filter to add it to filter bar. | The latest bank statement number of the specified bank account displays.Note The next bank statement number is one greater than the latest bank statement number. For example, if the latest bank statement number is 5, the next number is 6. If no latest bank statement found, the next number should be 1. |  |
| 4 | Note Closing Balance | Make note of the closing balance of the specified bank account, found on the Manage Bank Statements view. | The closing balance of the latest bank statement should be the opening balance of the next bank statement. Get Closing Balance of Latest Bank StatementIf no latest bank statement is found, the opening balance of the next bank statement should be zero. |  |
| 5 | Create New Bank Statement | Choose the + plus button to Create Bank Statement.On the Bank Statement view, make the following entries:House Bank Account: DEAC1House Bank: DEBK1Company Code: 1010Bank Statement No.: Enter the next Bank Statement Number, for example, 6Bank Statement Date: For example, <Current Date>Choose Enter to determine the currency of this house bank before entering opening or closing balances.Opening Balance: For example, 5002.00Closing Balance: For example, 4019.00 | The data of bank statement header is entered.The opening balance is the closing balance of latest imported bank statement, for example, 5002.00.Remember Get Closing Balance of Latest Bank. The closing balance = opening balance - debit amount + credit amount, for example, 4019.00 = 5002.00 + 208.00 - 1191.00. |  |
| 6 | Create First Bank Statement Item | On the Bank Statement view, choose the + plus button to add in the Bank Statement Items area and create the first item.On the New Object 1 view, make the following entries:Manual Transaction: F001Value Date: For example, <current date>Amount: Enter the receivable amount of customer invoice as described in Prerequisites, for example, 208.00Customer: 10100010Memo: Enter descriptive text in the memo line, for example, payment for multiple invoices .Choose the Apply button. | The first bank statement item is entered and you automatically return to the previous Bank Statement view. |  |
| 7 | Save the Bank Statement | On the Bank Statement view, choose Save.An Information dialog box appears and states that Bank Statement 6 for bank account ... at bank ... created successfully, choose Close. | The statement status should be Saved. |  |
| 8 | Post the Bank Statement | On the Bank Statement view, choose Post.The Information dialog box appears and states that Statement posted: all items completed, choose Close. | The statement status changes from Saved to Completed.The first bank statement item has reconciled with an open customer line item in an invoice, and the customer line item has been cleared.Journal Entry is:Posting Area 1 - Bank Accounting:Dr: Bank main accountCr: Bank subaccountPosting Area 2 - Sub ledger Accounting:Dr: Bank subaccountCr: Accounts receivable - customer (with clearing).If the status for the bank statement is Not Completed, reprocess the bank statement items as described in the Accounts Receivable (J59) test script. |  |

# Overview Table

The Customer Payments (1S0) test script consists of several process steps and reports 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 .

Match Payment with Invoices

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/APP | Expected Results |
| [Match Payments with Invoices (Alternative 1)](#unique_11) [page ] 14 | (Using supplied credentials) | Match Payments with Invoices | Payment advice is created |
| [Display Customer Account](#unique_12) [page ] 16 | Accounts Receivable Accountant | Manage Customer Line Items (F0711) | Customer number is displayed |
| [Clear Open Items Manually](#unique_13) [page ] 18 | Accounts Receivable Accountant | Post with Clearing (F-04) | Invoice cleared against payment document |

Assign Credit Card Payment Method (Alternative 2)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/APP | Expected Results |
| [Assign Credit Card Payment Method (Alternative 2)](#unique_14) [page ] 19 | (Using supplied credentials) | Pay My Bills | In process credit card payment is executed |
| [Authorization Saved](#unique_15) [page ] 21 | Automated step | Automated step | Autorization saved |
| [Schedule Payment Proposals](#unique_16) [page ] 22 | Accounts Receivable Accountant | Manage Automatic Payments (F0770) | Payment schedule executed |
| [Release Payment Proposal](#unique_17) [page ] 24 | Accounts Receivable Accountant | Manage Automatic Payments (F0770) | Payment is posted |

Assign Direct Debit Payment Method (Alternative 3)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/APP | Expected Results |
| [Assign Direct Debit Payment Method (Alternative 3)](#unique_18) [page ] 26 | (Using supplied credentials) | Pay My Bills | In process payment is executed |

Display My Accounts

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/APP | Expected Results |
| [Display My Accounts](#unique_19) [page ] 28 | (Using supplied credentials) | Manage My Account Master Data | Account information is displayed |

Display My Accounts Statements

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/APP | Expected Results |
| [Display My Account Statements](#unique_20) [page ] 30 | (Using supplied credentials) | Display My Account Statements | Account statement information is displayed |

# Test Procedures

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

## Assign Payment Methods

Purpose

There are multiple alternatives for the user to assign payments in the system.

Match payments with invoices allows the user to take existing credits in the system and apply to outstanding invoices.

Assign credit card as the payment method describes how the user applies a credit card for paying outstanding invoices.

Assign direct debit as the payment method describes how the user applies direct debit for paying outstanding invoices.

Prerequisites

Set Digital Payments to Active.

SAP Cloud Platform(SCP) must be available to continue with the test.

### Match Payments with Invoices (Alternative 1)

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 match invoices with payments.

Prerequisite

There must be an existing customer credit balance and an open customer invoice before you can proceed with this procedure. If an existing customer credit balance is not available, see the Create a Manual Input Bank Statement topic in the Preliminary Steps under Prerequisites. If an open customer invoice is not available, see the Import Invoice Manually topic in the Preliminary Steps under Prerequisites.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with credentials provided to you. |  |  |
| 2 | Access the SAP Fiori App | Open Match Payments with Invoices. |  |  |
| 3 | Choose an Account | Choose an account.If only one account is assigned to you, the account is chosen by default.If multiple accounts are assigned to you, the Select Account dialog box displays a list of accounts, which includes company names, customers, and the number of open payments and invoicesNote Search for an account using a company name or customer.and choose your account. | The open invoices and payments from the account displays.Note When you have multiple accounts, to switch to another account, choose the Switch Accounts button at the bottom left in the view. |  |
| 4 | Select Payments and Invoices to Clear | Select the payments and invoices to be cleared and choose Next at the bottom-left of the view. | A Confirmation view displays. |  |
| 5 | Send and Confirm | Choose the Send button from the bottom-right of the view and chooses OK in the confirmation dialog box. | Payment advice is created.An email is sent to the account receivable accountant with the company code, payment advice ids, document number, and currency.Note Selecting the payment advice displays details and you can Edit to remove or add items, or Delete to delete a payment advice. |  |
| 6 | Return to SAP Fiori Launchpad | Choose Home. |  |  |
| 7 | Access the SAP Fiori App | Open Manage My Payment Advices. |  |  |
| 8 | Company Code | Make the following entries and choose Go:Company Code: 1010 |  |  |
| 9 | Payment Advice | Select a payment advice.To add or remove items, choose Edit. To delete the payment advice, choose Delete.Note For the following procedures, perform this step first if it is necessary to check the payment advices. |  |  |

#### Display Customer Account

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 Accounts Receivable Accountant follows the procedure to determine the customer number after receiving the new payment advice email.

Prerequisite

A new payment advice email is received after the customer has completed the previous 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 Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Customer Line Items (F0711). | The Manage Customer Line Items (F0711) screen displays. |  |
| 3 | Enter Search Criteria | Make the following entries:Company Code: enter the company code provided by the payment advice email. |  |  |
| 4 | Open Document Number Journal Fields | Choose the Standard button and select doc number from the dropdown options | The doc number journal entry fields displays |  |
| 5 | Enter Document Number from Email | The payment advice email provides two Doc, Number. Enter either number in the Journal Entry field. |  |  |
| 6 | Execute Search | Choose the Go button. | The Customer number displays. |  |

#### Clear Open Items Manually

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 Accounts Receivable Accountant follows the procedure to clear open invoices manually, according to the information received in a payment advice email from the previous procedure.

Prerequisites

* Invoices have been posted.
* Incoming payments have been posted.

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 Assign Open Items (F2626). |  |  |
| 3. | Enter Header Information | Find the customer with items to clear and select the Customer.Note Use the filters to find the customer, if required. | The Account with Assignment view displays. |  |
| 4. | Select Assignments and Clear | Select the Payment Advice number to clear and choose Clear. | The payment advice come from the Customer Payments app. Select an existing Debit or Credit and do manually matching. |  |

### Assign Credit Card Payment Method (Alternative 2)

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 open bills or credit items to pay and make payments with a credit card.

Prerequisite

An open customer invoice is available. If an open customer invoice is not available, see the Import Invoice Manually topic in the Preliminary Steps under Prerequisites.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with assigned credentials. | . |  |
| 2 | Access the SAP Fiori app | Open Pay My Bills. | The New Payment view displays. |  |
| 3 | Choose an Account | Choose an account.If only one account is assigned to you, the account is chosen by default.If multiple accounts are assigned to you, the Select Account dialog box displays a list of accounts, which includes company names, customers, and the number of open payments and invoices.Note Search for an account using a company name or customer. | The open invoices and payments from the account displays.Note When you have multiple accounts, to switch to another account, choose the Switch Accounts button at the bottom left in the view. |  |
| 4 | Select Invoices | From Open Bills, select the invoice number of the invoice.Note You can also select a credit memo Document Number from the Credit Items area to apply toward the invoice to lower the amount to be paid by credit card.Note Dispute case can be created when BFC dispute management is enabled. |  |  |
| 5 | Choose Next | Choose the Next button from the lower-right corner of the view. | The Dispute view displays. |  |
| 6 | Create Dispute Case | Choose dispute cause, contact person and fill in comment in pop-up dispute window. |  |  |
| 7 | Choose Next | Choose the Next button from the lower-right corner of the view. | The Confirm and Select Payment Method view displays. |  |
| 8 | Select Payment Method | In Confirm and Select Payment Method, select Credit Card from the Select Payment Method drop-down list.Note If you already have credit card information in the system and are not adding a new credit card, you can skip the following two steps. |  |  |
| 9 | Add Credit Card (if required) | When using this feature for the first time, or when a new credit card is required, choose the plus + button to add a credit card. | The Enter Card Data view displays. |  |
| 10 | Provide Credit Card Information | In the Enter Card Data view, enter the following information:Card Number: Enter the entire card number without spacesExpiration(MM/YY): The month and year of the card's expiration dateCVC: The Card Verification Value (CVC) digitsHolder: The exact name of the credit card owner (holder) as it appears on the credit card.and choose Submit | The credit card appears on the Confirm and Select Payment Method view, under the Select Payment Method. |  |
| 11 | Choose Credit Card Payment | Choosing Credit Card from Select Payment Method displays the available credit cards.If multiple cards are available, select one credit card for payment.Select the credit card from the list and choose Pay from the bottom-right of the view. | The Payment Advice column is updated with your payment. The date, amount, tokenized card details, and the status of In Process appear. |  |

#### Authorization Saved

Context

The authorization is saved as an automated step and no manual execution is required.

#### Payment Run

Purpose

The Payment Run section describes how to post payment using the automatic payment program.

Invoices are posted and are open for payment.

Prerequisite

The Assign Credit Card Payment Method procedure steps must be completed before proceeding with these steps.

##### 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 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 | Choose + (Add). | The New Parameter dialog box displays. |  |
| 4 | Data Entry | Make the following entries:Run Date: <Today's date>Identification: Any five character description, for example, <SPAY1>and choose Create. | An entry input view displays. |  |
| 5 | Data Entry | Make the following entries:Basic section:Posting Date: <Today's date>Docs Entered Up To: <Today's date>Customer Items Due By: For example, <Today's date + 10 >Additional Log: YESPayment Controls section:Company Code: 1010Next Payment Date: <Today's date + 5 days>Payment Method: For example, NOpen Item Selection section:Customer: 10100010 |  |  |
| 6 | Save the Parameters | At the top of the view, choose Save. | The system displays the Parameter has been saved notification. The status changes to Parameter Created. |  |
| 7 | Schedule Proposal | Choose Schedule > Proposal. | The Schedule Proposal dialog box displays. |  |
| 8 | Data Entry | Make the following entries:Start Date: <Today's date>Start immediately: Selectedand choose Schedule. | The Manage Automatic Payments view displays. |  |
| 9 | View the Proposal | Choose the Proposal Processed tab. | The proposal displays in the Items list with a Proposal Created status. |  |

##### 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

In this activity, you release the payment proposal.

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 the Go button. | A list of all payment runs is displayed |  |
| 4 | Proposal Processing | Choose the Proposal Processed tab. |  |  |
| 5 | Select Proposal | Select the line of the previously created proposal (for example, SPAY1) and choose Schedule. | The Schedule Payment view is displayed. |  |
| 6 | Schedule Payment | Make the following entries and choose Schedule:Start Date: Today's dateStart immediately: Select | The system displays the message Payment has been scheduled. The status changes to Payment Posted. The log shows 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 and in the Log column, choose Notes.Note If the Log column does not show, choose the gear (Settings) icon. Select the Log field and choose OK to add the column to the view. | The log shows how many postings were generated. |  |
| 9 | Close Log Details | Choose OK. | The Log Details dialog box closes. |  |
| 10 | Payments and Exceptions | In the Open column of your payment run, choose > (Open).Note If the Open column does not show, choose the gear (Settings) icon. Select the Open field and choose OK to add the column to the view. | The view displays a summary of payments and exceptions for the payment run. |  |
| 11 | Navigation | You sort the information by payment method, country, business area, and so on. Make your selection to filter the results in the Summary table. | Amounts are sorted by your selection. |  |
| 12 | Payments | Choose Payments or Exceptions. | Details are displayed for payments or exceptions generated (such as payment document, included items, and so on). |  |
| 13 | Payments Navigation | In the Open column, choose > (Open) to display line item details of the payment.When you are done, choose Back at the top, to exit this view. | Payment item details are displayed. |  |

Succeeding Processes

Caution Digital Payments (1S2) provides additional procedures for automatic payments for credit card and must be completed after completing all the procedures in this scope item.

### Assign Direct Debit Payment Method (Alternative 3)

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 open bills to pay and makes payments by a direct debit to the bank account of the user.

Prerequisite

An open customer invoice is available. If an open customer invoice is not available, see the Import Invoice Manually topic in the Preliminary Steps under Prerequisites.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with assigned credentials. |  |  |
| 2 | Access the SAP Fiori app | Open Pay My Bills. |  |  |
| 3 | Choose an Account | Choose an account.If only one account is assigned to you, the account is chosen by default.If multiple accounts are assigned to you, the Select Account dialog box displays a list of accounts, which includes company names, customers, and the number of open payments and invoices.Note Search for an account using a company name or customer.Choose an account. | The open invoices and payments from the account displays.Note When you have multiple accounts, to switch to another account, choose the Switch Accounts button at the bottom left in the view. |  |
| 4 | Select Invoices | From Open Bills, select the invoice number of the invoice.Note You can also select a credit memo Document Number from the Credit Items area to apply toward the invoice to lower the amount to be paid by credit card. |  |  |
| 5 | Choose Next | Choose the Next button from the lower-right corner of the view.Choose OK | The Confirm and Select Payment Method view displays. |  |
| 6 | Select Payment Method | Select Bank Account from the Select Payment Method dropdown list.Note You cannot add or modify a bank account. |  |  |
| 7 | Choose Bank Payment | Choosing Direct Debit from Select Payment Method displays the available accounts.If multiple accounts are available, select one for payment.Select the bank account from the list and choose Pay from the bottom-right of the view. | The Payment Advice column is updated with your payment. The date, amount, and the status of In Process appear. |  |

Succeeding Processes

Caution You must complete additional procedures for automatic payments for direct debit described in the Direct Debit (19M) test script before continuing. Complete the following 19M procedures: Maintain Business Partner and Create and Print Direct Debit Mandate, as well as all of the procedures under Pre-Notification and Payment Run. When executing the procedures for 19M, it is required that you use Customer 10100010 and the Payment Method is M.

## Display My Accounts

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 your account information.

Prerequisite

Accounts associated with a credit card or bank account must already exist 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 with your assigned credentials. |  |  |
| 2 | Access the SAP Fiori app | Open Manage My Account Master Data. |  |  |
| 3 | Choose an Account | Choose an account.If only one account is assigned to you, the account is chosen by default.If multiple accounts are assigned to you, the Select Account dialog box displays a list of accounts.Note Search for an account using a company name or customer name.Choose your account. | The general information about the account displays. |  |
| 4 | Review General Information | Review the account information that includes the account contact information, the tokenized information for the credit card and bank account information, if a bank account or credit card is associated with the account. | Note When you have multiple accounts, to switch to another account, choose the Switch Accounts button at the top right in the view. |  |

## Display My Account Statements

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 your account history.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad with your assigned credentials. |  |  |
| 2 | Access the SAP Fiori app | Open Display My Account Statements. |  |  |
| 3 | Filter the Statement View | Select an Account and a Posting Year. Additionally, modify your view by filtering Status or Due Date. | The Items column displays a list of Document Numbers. |  |
| 4 | Review Transactions | The Items column displays account information by monthly periods that provides the total amount from activity during the period.Selecting an individual period expands to display payment activity details including the document number, type of payment, status, due date and clearing date, amount paid, and the reference number. | Your account statement information displays. |  |

# Appendix

## Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Process | Business Condition |
| Digital Payments (1S2) | Digital Payments (1S2) provides additional procedures for automatic payments for credit card that must be completed. When executing the procedures for this process, it is required that you use Customer 10100010 and the Payment Method is N. |
| Direct Debit (19M) | Direct Debit (19M) provides additional procedures for automatic payments for direct debit and must be completed. In this test script, the procedures you must complete are Complete Customer Master Data and Create and Print Direct Debit Mandate, as well as all of the procedures under Pre-Notification and Payment Run. When executing the procedures for this process, it is required that you use Customer 10100010 and the Payment Method is M. |

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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